



Board of Trustees

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

Board of Trustees Regular Meeting Agenda Hartland Township Hall Tuesday, February 06, 2024 7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Agenda
5. Call to the Public
6. Approval of the Consent Agenda
 - [a.](#) Approve Payment of Bills
 - [b.](#) Approve Post Audit of Disbursements Between Board Meetings
 - [c.](#) 01-16-24 Hartland Township Board Regular Meeting Minutes
 - [d.](#) HCS & LESA Summer Tax Collection Agreements
7. Pending & New Business
 - [a.](#) Resolution to Adopt Poverty Guidelines
 - [b.](#) Resolution – Connect 3 Foundation Charitable Gaming License
 - [c.](#) Cemetery Management Software Purchase
 - [d.](#) Fiscal Year 2024-2025 Hartland Township Budget Review
8. Board Reports
[BRIEF RECESS]
9. Information / Discussion
 - a. Manager's Report
 - [b.](#) FY2024-2025 Employee Merit Pool Discussion
10. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: January 30, 2024

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$60,724.05. The bills are available in the Finance office for review.

Notable invoices include:

\$43,736.50 – Spalding Dedecker – (Various engineering invoices)

Financial Impact

Is a Budget Amendment Required? Yes No

All expenses are covered under the amended FY24 budget.

Attachments

Bills for 02.06.2024

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
APPLIED 50340 01/22/2024	APPLIED INNOVATION 7718 SOLUTION CENTER CHICAGO IL, 60677-7007	01/22/2024 02/06/2024 / / 02/06/2024	2411578 / / 0.0000	FOA N N N	10/21/23 - 1/20/24 - RICOH MPC5503	637.75 0.00 637.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	637.75

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
APPLIED 50339 01/22/2024	APPLIED INNOVATION 7718 SOLUTION CENTER CHICAGO IL, 60677-7007	01/22/2024 02/06/2024 / / 02/06/2024	2411579 / / 0.0000	FOA N N N	12/23/23 - 1/22/24 - RICOH MP6055SP	82.12 0.00 82.12

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	82.12

VENDOR TOTAL: 719.87

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
1400 50305 02/01/2024	BS&A SOFTWARE 14965 ABBEY LANE BATH MI, 48808	01/22/2024 02/06/2024 / / 02/06/2024	151670 / / 0.0000	FOA N N N	2/1/24 - 2/1/25 DPP SUPPORT	483.00 0.00 483.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-930.000	REPAIRS & MAINTENANCE	483.00

VENDOR TOTAL: 483.00

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
CINTAS 50308 01/22/2024	CINTAS CORPORATION P.O. BOX 630910 CINCINNATI OH, 45263	01/22/2024 02/06/2024 / / 02/06/2024	4180948316 / / 0.0000	FOA N N N	MATS	49.90 0.00 49.90

Open

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

VENDOR TOTAL: 49.90

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
CITYOFFENT 50267 11/06/2023	CITY OF FENTON 301 S LEROY ST FENTON MI, 48430	11/06/2023 02/06/2024 / / 02/06/2024	4260 / / 0.0000	FOA N N Y	BTS TRAINING	2,987.49 0.00 2,987.49

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-957.000	EDUCATION/TRAINING/CONVENTION	2,987.49

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

VENDOR TOTAL: 2,987.49

ELECTROCYC	ELECTROCYCLE, INC.	01/23/2024	47617	FOA	DOCUMENT DESTRUCTION	
50342	23953 RESEARCH DR	02/06/2024		N		42.00
01/23/2024	FARMINGTON HILLS MI, 48335	/ /	0.0000	N		0.00
		02/06/2024		N		42.00

Open

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

VENDOR TOTAL: 42.00

ETNA	ETNA SUPPLY COMPANY	01/23/2024	S105486953.001	FOA	O-RINGS, BALL VALVE SOCKET	
50343	P.O. BOX 772107	02/06/2024		N		494.00
01/23/2024	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		02/06/2024		N		494.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	494.00

ETNA	ETNA SUPPLY COMPANY	01/25/2024	S105486953.003	FOA	BALL VALVE	
50352	P.O. BOX 772107	02/06/2024		N		200.00
01/25/2024	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		02/06/2024		N		200.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	200.00

VENDOR TOTAL: 694.00

FIDLAR	FIDLAR TECHNOLOGIES, INC	12/31/2023	R224258-IN	FOA	RED MINUTE BOOK	
50280	PO BOX 3333	02/06/2024		N		214.05
12/31/2023	ROCK ISLAND IL, 61204-3333	/ /	0.0000	N		0.00
		02/06/2024		N		214.05

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-727.000	SUPPLIES & POSTAGE	214.05

VENDOR TOTAL: 214.05

FIRSTIMPRE	FIRST IMPRESSION PRINT & MARKETING	01/10/2024	84105	FOA	2024 HARTLAND LIVING WEBSITE	
50287	907 FOWLER ST.	02/06/2024		N		240.00
01/10/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/06/2024		N		240.00

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
577-000-801.000	CONTRACTED SERVICES & RENTALS	240.00

VENDOR TOTAL: 240.00

FIVESTAR	FIVE STAR SIGNS, INC.	01/16/2024	18827	FOA	FINAL PMT FOR SMITH CEMETERY SIGN	
50281	10099 BERGIN RD, BLDG D	02/06/2024		N		812.00
11/27/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/06/2024		N		812.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-567-970.000	CAPITAL OUTLAY	812.00

VENDOR TOTAL: 812.00

5888	FOSTER, SWIFT, COLLINS & SMITH	12/31/2023	875406	FOA	DECEMBER 2023	
50330	313 S. WASHINGTON SQUARE	02/06/2024		N		3,882.16
01/22/2024	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		02/06/2024		Y		3,882.16

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0022	HUNTERS RIDGE	822.50
590-000-826.000	LEGAL FEES	940.00
536-000-826.000	LEGAL FEES	2,119.66
		<u>3,882.16</u>

VENDOR TOTAL: 3,882.16

HAGOPIAN	HAGOPIAN CLEANING SERVICES	01/05/2024	C1376545	FOA	CARPET CLEANING	
50268	43223 W 12 MILE RD	02/06/2024		N		799.00
01/05/2024	NOVI MI, 48377	/ /	0.0000	N		0.00
		02/06/2024		N		799.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	799.00

VENDOR TOTAL: 799.00

0150	HARTLAND CONSOLIDATED SCHOOLS	01/10/2024	174279	FOA	DECEMBER 2023 FUEL	
50286	9525 E HIGHLAND ROAD	02/06/2024		N		215.11
01/10/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/06/2024		N		215.11

Open

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

536-000-860.000	GASOLINE					175.51
101-239-860.000	GASOLINE					39.60
						215.11

VENDOR TOTAL: 215.11

0001	HARTLAND TOWNSHIP GENERAL FUND	01/16/2024	011624	FOA	DECEMBER 2023 MOBILE HOME TAX DISBUR	
50282		02/06/2024		N		287.00
01/16/2024	,	/ /	0.0000	N		0.00
Open						287.00

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	287.00

VENDOR TOTAL: 287.00

1120	KIZCAM	12/27/2023	17844	FOA	ENVELOPES	
50274	3280 W GRAND RIVER	02/06/2024		N		592.49
12/27/2023	HOWELL MI, 48855	/ /	0.0000	N		0.00
Open						592.49

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	592.49

VENDOR TOTAL: 592.49

0220	LIVINGSTON COUNTY TREASURER	01/16/2024	011624	FOA	DECEMBER 2023 MOBILE HOME TAX DISBUR	
50283	200 E. GRAND RIVER	02/06/2024		N		1,435.00
01/16/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
Open						1,435.00

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	1,435.00

VENDOR TOTAL: 1,435.00

1180	PETER'S TRUE VALUE HARDWARE	01/18/2024	K70800	FOA	PAPER TOWEL, CLEANER	
50299	3455 W. HIGHLAND ROAD	02/06/2024		N		32.05
01/18/2024	MILFORD MI, 48380	/ /	0.0000	N		0.00
Open						32.05

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	22.47
101-751-930.000	REPAIRS & MAINTENANCE	9.58

32.05

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

1180	PETER'S TRUE VALUE HARDWARE	01/23/2024	K70850	FOA	TEEN CENTER REPAIRS	
50338	3455 W. HIGHLAND ROAD	02/06/2024		N		37.97
01/23/2024	MILFORD MI, 48380	/ /	0.0000	N		0.00
		02/06/2024		N		37.97

Open

GL NUMBER	DESCRIPTION	AMOUNT
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101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	37.97
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1180	PETER'S TRUE VALUE HARDWARE	01/25/2024	K70892	FOA	SUPPLIES FOR WINTERFEST	
50350	3455 W. HIGHLAND ROAD	02/06/2024		N		35.55
01/25/2024	MILFORD MI, 48380	/ /	0.0000	N		0.00
		02/06/2024		N		35.55

Open

GL NUMBER	DESCRIPTION	AMOUNT
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101-751-955.000	PARKS - SPECIAL EVENTS	35.55
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1180	PETER'S TRUE VALUE HARDWARE	01/25/2024	K70893	FOA	PAINTE	
50349	3455 W. HIGHLAND ROAD	02/06/2024		N		8.29
01/25/2024	MILFORD MI, 48380	/ /	0.0000	N		0.00
		02/06/2024		N		8.29

Open

GL NUMBER	DESCRIPTION	AMOUNT
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101-751-955.000	PARKS - SPECIAL EVENTS	8.29
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VENDOR TOTAL: 113.86

PMTECH	PM TECHNOLOGIES	01/11/2024	86409467	FOA	WATER TOWER GENERATOR REPAIR	
50303	28294 BECK ROAD	02/06/2024		N		583.50
01/11/2024	WIXOM MI, 48393	/ /	0.0000	N		0.00
		02/06/2024		N		583.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
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536-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	583.50
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VENDOR TOTAL: 583.50

7532	PRINTING SYSTEMS, INC.	01/01/2024	229897	FOA	ELECTION SUPPLIES	
50285	12005 BEECH DALY	02/06/2024		N		572.40
01/01/2024	TAYLOR MI, 48180	/ /	0.0000	N		0.00
		02/06/2024		N		572.40

Open

GL NUMBER	DESCRIPTION	AMOUNT
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101-191-727.000	SUPPLIES & POSTAGE	572.40
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount

VENDOR TOTAL: 572.40

JOHNSON	ROSATI, SCHULTZ, JOPPICH&AMTSBUECHLER	12/31/2023	1080746	FOA	ORDINANCE ENFORCEMENT MATTERS THRU 1	
50276	2755 EXECUTIVE DRIVE, SUITE 250	02/06/2024		N		189.00
01/09/2024	FARMINGTON HILLS MI, 48331	/ /	0.0000	N		0.00
		02/06/2024		Y		189.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-722-826.000	LEGAL FEES	189.00

VENDOR TOTAL: 189.00

SPALDING	SPALDING DEDECKER	12/14/2023	96982	FOA	HARTLAND TOWNE SQUARE LOTS 10 & 11 T	
50172	905 SOUTH BLVD EAST	02/06/2024		N		95.00
12/14/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		02/06/2024		N		95.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0030	AFFINITY II INVEST DEVELOP EXP	95.00

SPALDING	SPALDING DEDECKER	12/14/2023	96983	FOA	REDWOOD LIVING THRU 11/26/23	
50177	905 SOUTH BLVD EAST	02/06/2024		N		4,575.00
12/14/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		02/06/2024		N		4,575.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0026	REDWOOD USA LLC	4,575.00

SPALDING	SPALDING DEDECKER	12/14/2023	96984	FOA	YATOOMA OIL THRU 11/26/23	
50174	905 SOUTH BLVD EAST	02/06/2024		N		115.00
12/14/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		02/06/2024		N		115.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0033	YATOOMA OIL	115.00

SPALDING	SPALDING DEDECKER	12/14/2023	96985	FOA	HUNTERS RIDGE PH 2&3 THRU 11/26/23	
50176	905 SOUTH BLVD EAST	02/06/2024		N		4,411.00
12/14/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		02/06/2024		N		4,411.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0022	HUNTERS RIDGE	4,411.00

SPALDING	SPALDING DEDECKER	12/14/2023	96986	FOA	HARTLAND SENIOR LIVING THRU 11/26/23	
50178	905 SOUTH BLVD EAST	02/06/2024		N		1,092.50

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

12/14/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		02/06/2024		N		1,092.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0027	PIRHL	1,092.50

SPALDING	SPALDING DEDECKER	12/14/2023	96987	FOA	HARTLAND COMMERCE CENTER PH 3&4 THRU	
50175	905 SOUTH BLVD EAST	02/06/2024		N		3,417.50
12/14/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		02/06/2024		N		3,417.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
702-000-290.058	HCC PHASE 3	3,417.50

SPALDING	SPALDING DEDECKER	01/22/2024	97365	FOA	SPRANGER PARK PAVILION THRU 12/31/23	
50331	905 SOUTH BLVD EAST	02/06/2024		N		75.00
01/22/2024	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		02/06/2024		N		75.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-751-970.006	SPRANGER FIELD	75.00

SPALDING	SPALDING DEDECKER	01/22/2024	97366	FOA	HARTLAND M-59 PRV THRU 12/31/23	
50332	905 SOUTH BLVD EAST	02/06/2024		N		22,290.50
01/22/2024	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		02/06/2024		N		22,290.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	22,290.50

SPALDING	SPALDING DEDECKER	01/22/2024	97367	FOA	TARGET DRAINAGE IMP THRU 12/31/23	
50335	905 SOUTH BLVD EAST	02/06/2024		N		715.00
01/22/2024	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		02/06/2024		N		715.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.002	CONSULTING - SITE REVIEWS	715.00

SPALDING	SPALDING DEDECKER	01/22/2024	97374	FOA	SELF STORAGE THRU 12/31/23	
50334	905 SOUTH BLVD EAST	02/06/2024		N		650.00
01/22/2024	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		02/06/2024		N		650.00

Open

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

101-400-801.002	CONSULTING - SITE REVIEWS					650.00
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SPALDING	SPALDING DEDECKER	01/29/2024	97456	FOA	GIS THRU 12/31/23	
50356	905 SOUTH BLVD EAST	02/06/2024		N		3,380.00
01/29/2024	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		02/06/2024		N		3,380.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-801.000	CONTRACTED SERVICES & RENTALS	3,380.00

SPALDING	SPALDING DEDECKER	01/29/2024	97457	FOA	WTR PLT FILTER MEDIA REPL THRU 12/31	
50355	905 SOUTH BLVD EAST	02/06/2024		N		2,920.00
01/29/2024	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		02/06/2024		N		2,920.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-816.000	ENGINEERING FEES	2,920.00

VENDOR TOTAL: 43,736.50

STAPLES	STAPLES	01/20/2024	8072989854	FOA	MISC SUPPLIES	
50304	PO BOX 660409	02/06/2024		N		109.80
01/20/2024	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		02/06/2024		N		109.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-727.000	SUPPLIES & POSTAGE	9.01
101-265-740.000	OPERATING SUPPLIES	39.87
101-441-727.000	SUPPLIES & POSTAGE	23.75
101-265-740.000	OPERATING SUPPLIES	37.17
		109.80

STAPLES	STAPLES	01/27/2024	8073066736	FOA	CHAIR FOR DPW DIRECTOR	
50353	PO BOX 660409	02/06/2024		N		176.24
01/27/2024	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		02/06/2024		N		176.24

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-727.000	SUPPLIES & POSTAGE	(23.75)
101-441-727.000	SUPPLIES & POSTAGE	199.99
		176.24

VENDOR TOTAL: 286.04

SPIRITOFLLI	THE SPIRIT OF LIVINGSTON	01/04/2024	55046	FOA	DOOR SIGNS - CARRIGAN/HABLE	
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
50275	3280 W GRAND RIVER	02/06/2024		N		40.00
01/04/2024	HOWELL MI, 48855	/ /	0.0000	N		0.00
		02/06/2024		N		40.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-727.000	SUPPLIES & POSTAGE	20.00
101-441-740.000	OPERATING SUPPLIES	20.00
		40.00

VENDOR TOTAL: 40.00

TOSHIBA	TOSHIBA AMERICA BUSINESS SOLUTIONS	01/21/2024	6202209	FOA	12/25/24 - 1/24/24 - ESTUDIO2830C	
50354	PO BOX 927	02/06/2024		N		3.68
01/21/2024	BUFFALO NY, 14240-0927	/ /	0.0000	N		0.00
		02/06/2024		N		3.68

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	3.68

VENDOR TOTAL: 3.68

VC3, INC.	VC3, INC.	01/26/2024	137219	FOA	JANUARY 2024 - MS OFFICE 365	
50351	C/O PNC BANK	02/06/2024		N		575.00
	P.O. BOX 746804	/ /	0.0000	N		0.00
01/26/2024	ATLANTA GA, 30374-6804	02/06/2024		N		575.00

Open

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

VC3, INC.	VC3, INC.	01/16/2024	1779VC3	FOA	AUDIO VIDEO CABLES	
50273	C/O PNC BANK	02/06/2024		N		59.00
	P.O. BOX 746804	/ /	0.0000	N		0.00
01/16/2024	ATLANTA GA, 30374-6804	02/06/2024		N		59.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-727.000	SUPPLIES & POSTAGE	59.00

VC3, INC.	VC3, INC.	01/16/2024	1782VC3	FOA	REPLACEMENT COMPUTER TOWER	
50284	C/O PNC BANK	02/06/2024		N		1,068.00
	P.O. BOX 746804	/ /	0.0000	N		0.00
12/31/2023	ATLANTA GA, 30374-6804	02/06/2024		N		1,068.00

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
577-000-970.000	CAPITAL OUTLAY	1,068.00

VENDOR TOTAL: 1,702.00

WATERTECH	WATER TECH	01/25/2024	59402	FOA	DECEMBER 2023	
50348	718 S MICHIGAN	02/06/2024		N		44.00
12/31/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/06/2024		N		44.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	44.00

VENDOR TOTAL: 44.00

TOTAL - ALL VENDORS: 60,724.05

FUND TOTALS:

Fund 101 - GENERAL FUND	17,469.42
Fund 401 - CAPITAL PROJECTS FUND	75.00
Fund 536 - WATER SYSTEM FUND	6,626.63
Fund 539 - WATER REPLACEMENT FUND	25,210.50
Fund 577 - CABLE TV FUND	5,263.00
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	940.00
Fund 701 - TRUST AND AGENCY	1,722.00
Fund 702 - TRUST & AGENCY - NEW	3,417.50

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 30, 2024

Recommended Action

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

Discussion

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

Accounts Payable – \$26,008.11

January 31, 2024 Payroll - \$90,185.22

Financial Impact

Is a Budget Amendment Required? Yes No

All expenses are covered under the amended FY24 budget.

Attachments

Post Audit Bills List 01.11.2024

Post Audit Bills List 01.18.2024

Post Audit Bills List 01.25.2024

Payroll for 01.31.2024

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/11/2024	FOA	44301	POSTMASTER	SUPPLIES & POSTAGE	101-191-727.000	1,408.68
01/11/2024	FOA	44302	STATE OF MICHIGAN	LEGAL FEES		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS (1 voided)		1,408.68
--- GL TOTALS ---						
101-191-727.000			SUPPLIES & POSTAGE			1,408.68
			TOTAL			1,408.68

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/18/2024	FOA	44328	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	786.25
		44328		UTILITIES - GAS	536-000-920.001	245.76
						1,032.01
01/18/2024	FOA	44329	DELTA DENTAL	ACCRUED DENTAL BENEFITS	001-000-257.101	283.76
		44329		EMPLOYMENT EXPENSE	101-172-716.000	121.19
		44329		EMPLOYMENT EXPENSE	101-192-716.000	70.64
		44329		EMPLOYMENT EXPENSE	101-215-716.000	66.64
		44329		EMPLOYMENT EXPENSE	101-253-716.000	133.28
		44329		EMPLOYMENT EXPENSE	101-400-716.000	187.83
		44329		EMPLOYMENT EXPENSE	101-441-716.000	363.57
		44329		EMPLOYMENT EXPENSE	536-000-716.000	191.83
						1,418.74
01/18/2024	FOA	44330	PETTY CASH (TREASURER)	TAX COLLECTION	101-253-811.100	23.48
		44330		SUPPLIES & POSTAGE	539-000-727.000	3.58
						27.06
01/18/2024	FOA	44331	PRIORITY HEALTH	ACCRUED MEDICAL BENEFITS	001-000-257.100	2,725.34
		44331		EMPLOYMENT EXPENSE	101-172-716.000	1,742.94
		44331		EMPLOYMENT EXPENSE	101-192-716.000	1,267.56
		44331		EMPLOYMENT EXPENSE	101-215-716.000	1,394.34
		44331		EMPLOYMENT EXPENSE	101-253-716.000	633.78
		44331		EMPLOYMENT EXPENSE	101-441-716.000	3,485.88
		44331		EMPLOYMENT EXPENSE	536-000-716.000	2,376.72
						13,626.56
01/18/2024	FOA	44332	STAPLES	SUPPLIES & POSTAGE	101-172-727.000	32.24
		44332		SUPPLIES & POSTAGE	101-215-727.000	75.24
		44332		OPERATING SUPPLIES	101-265-740.000	62.76
						170.24
TOTAL - ALL FUNDS				TOTAL OF 5 CHECKS		16,274.61

--- GL TOTALS ---

001-000-257.100	ACCRUED MEDICAL BENEFITS	2,725.34
001-000-257.101	ACCRUED DENTAL BENEFITS	283.76
101-172-716.000	EMPLOYMENT EXPENSE	1,864.13
101-172-727.000	SUPPLIES & POSTAGE	32.24
101-192-716.000	EMPLOYMENT EXPENSE	1,338.20
101-215-716.000	EMPLOYMENT EXPENSE	1,460.98
101-215-727.000	SUPPLIES & POSTAGE	75.24
101-253-716.000	EMPLOYMENT EXPENSE	767.06
101-253-811.100	TAX COLLECTION	23.48
101-265-740.000	OPERATING SUPPLIES	62.76
101-265-920.001	UTILITIES - GAS	786.25

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-400-716.000				EMPLOYMENT EXPENSE		187.83
101-441-716.000				EMPLOYMENT EXPENSE		3,849.45
536-000-716.000				EMPLOYMENT EXPENSE		2,568.55
536-000-920.001				UTILITIES - GAS		245.76
539-000-727.000				SUPPLIES & POSTAGE		3.58
				TOTAL		16,274.61

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/25/2024	FOA	44333	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,302.79
		44333		STREET LIGHTS	101-448-921.000	57.21
		44333		UTILITIES	101-567-920.000	17.63
		44333		UTILITIES - ELECTRIC	101-751-920.002	408.77
		44333		UTILITIES - ELECTRIC	206-000-920.002	29.20
		44333		UTILITIES - ELECTRIC	536-000-920.002	3,325.03
						5,140.63
01/25/2024	FOA	44334	MUTUAL OF OMAHA	ACCRUED STD/LTD BENEFITS	001-000-257.103	205.46
		44334		EMPLOYMENT EXPENSE	101-172-716.000	47.42
		44334		EMPLOYMENT EXPENSE	101-192-716.000	108.63
		44334		EMPLOYMENT EXPENSE	101-209-716.000	155.25
		44334		EMPLOYMENT EXPENSE	101-215-716.000	65.08
		44334		EMPLOYMENT EXPENSE	101-253-716.000	79.04
		44334		EMPLOYMENT EXPENSE	101-400-716.000	124.66
		44334		EMPLOYMENT EXPENSE	101-441-716.000	103.68
		44334		EMPLOYMENT EXPENSE	536-000-716.000	138.06
						1,027.28
01/25/2024	FOA	44335	VERIZON WIRELESS	DUE TO EMPLOYEES	101-000-232.000	15.00
		44335		REPAIRS & MAINTENANCE	101-209-930.000	80.02
		44335		CONTRACTED SERVICES	101-215-801.000	89.51
		44335		TELEPHONE	101-265-851.000	878.22
		44335		OPERATING SUPPLIES	101-441-740.000	549.99
		44335		TELEPHONE	536-000-851.000	285.97
		44335		CONTRACTED SERVICES & RENTALS	577-000-801.000	40.01
						1,938.72
01/25/2024	FOA	44336	VSP INSURANCE CO. (CT)	ACCRUED VISION BENEFITS	001-000-257.102	43.64
		44336		EMPLOYMENT EXPENSE	101-172-716.000	19.67
		44336		DECEMBER 2022 PREMIUMS	101-192-716.000	14.20
		44336		DECEMBER 2022 PREMIUMS	101-215-716.000	11.95
		44336		EMPLOYMENT EXPENSE	101-253-716.000	23.90
		44336		EMPLOYMENT EXPENSE	101-400-716.000	31.62
		44336		EMPLOYMENT EXPENSE	101-441-716.000	39.34
		44336		DECEMBER 2022 PREMIUMS	536-000-716.000	26.77
		44336		EMPLOYMENT EXPENSE	536-000-716.000	7.10
						218.19
TOTAL - ALL FUNDS				TOTAL OF 4 CHECKS		8,324.82

--- GL TOTALS ---

001-000-257.102	ACCRUED VISION BENEFITS	43.64
001-000-257.103	ACCRUED STD/LTD BENEFITS	205.46

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-000-232.000				DUE TO EMPLOYEES		15.00
101-172-716.000				EMPLOYMENT EXPENSE		67.09
101-192-716.000				EMPLOYMENT EXPENSE		122.83
101-209-716.000				EMPLOYMENT EXPENSE		155.25
101-209-930.000				REPAIRS & MAINTENANCE		80.02
101-215-716.000				EMPLOYMENT EXPENSE		77.03
101-215-801.000				CONTRACTED SERVICES		89.51
101-253-716.000				EMPLOYMENT EXPENSE		102.94
101-265-851.000				TELEPHONE		878.22
101-265-920.002				UTILITIES - ELECTRIC		1,302.79
101-400-716.000				EMPLOYMENT EXPENSE		156.28
101-441-716.000				EMPLOYMENT EXPENSE		143.02
101-441-740.000				OPERATING SUPPLIES		549.99
101-448-921.000				STREET LIGHTS		57.21
101-567-920.000				UTILITIES		17.63
101-751-920.002				UTILITIES - ELECTRIC		408.77
206-000-920.002				UTILITIES - ELECTRIC		29.20
536-000-716.000				EMPLOYMENT EXPENSE		171.93
536-000-851.000				TELEPHONE		285.97
536-000-920.002				UTILITIES - ELECTRIC		3,325.03
577-000-801.000				CONTRACTED SERVICES & RENTALS		40.01
				TOTAL		8,324.82

Check Register Report For Hartland Township
For Check Dates 01/16/2024 to 01/31/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/31/2024	FOA	17488	MISSION SQUARE	1,177.01	1,177.01	0.00	Open
01/31/2024	FOA	17489	MISSION SQUARE	3,172.39	3,172.39	0.00	Open
01/31/2024	FOA	17490	MISSION SQUARE	3,414.82	3,414.82	0.00	Open
01/31/2024	FOA	17491	MISSION SQUARE	200.00	200.00	0.00	Open
01/31/2024	FOA	DD8999	BEDUHN, TIMOTHY L.A.	2,289.75	0.00	1,777.38	Cleared
01/31/2024	FOA	DD9000	BERNARDI, MELYNDA A	1,824.19	0.00	1,429.36	Cleared
01/31/2024	FOA	DD9001	BROOKS, TYLER J	3,120.00	0.00	2,191.26	Cleared
01/31/2024	FOA	DD9002	CARRIGAN, AMANDA K	3,425.00	0.00	2,720.07	Cleared
01/31/2024	FOA	DD9003	CASE, SUSAN E	2,105.37	0.00	1,261.34	Cleared
01/31/2024	FOA	DD9004	CIOFU, LARRY N	2,856.09	0.00	2,068.94	Cleared
01/31/2024	FOA	DD9005	COSGROVE, HEATHER H	2,107.86	0.00	1,724.16	Cleared
01/31/2024	FOA	DD9006	DRYDEN-HOGAN, SUSAN A	3,777.57	0.00	2,702.05	Cleared
01/31/2024	FOA	DD9007	ECKMAN, MATTHEW A	90.00	0.00	79.28	Cleared
01/31/2024	FOA	DD9008	FOUNTAIN, WILLIAM J	2,856.09	0.00	2,413.46	Cleared
01/31/2024	FOA	DD9009	FOX, LAWRENCE E	360.00	0.00	317.16	Cleared
01/31/2024	FOA	DD9010	GERMANE, MATTHEW J	546.00	0.00	479.23	Cleared
01/31/2024	FOA	DD9011	GRISSIM, SUSAN L	90.00	0.00	83.11	Cleared
01/31/2024	FOA	DD9012	HAASETH, GWYN M	535.00	0.00	481.25	Cleared
01/31/2024	FOA	DD9013	HABLE, SCOTT R	3,458.33	0.00	2,403.11	Cleared
01/31/2024	FOA	DD9014	HORNING, KATHLEEN A	3,106.09	0.00	2,176.50	Cleared
01/31/2024	FOA	DD9015	HUBBARD, TONYA S	1,925.96	0.00	1,270.11	Cleared
01/31/2024	FOA	DD9016	JOHNSON, LISA	2,663.84	0.00	1,749.70	Cleared
01/31/2024	FOA	DD9017	KENDALL, ANTHONY S	50.07	0.00	46.24	Cleared
01/31/2024	FOA	DD9018	LANGER, TROY D	4,017.92	0.00	2,849.51	Cleared
01/31/2024	FOA	DD9019	LOFTUS, DANIEL M	564.80	0.00	497.60	Cleared
01/31/2024	FOA	DD9020	LOUIS, CASEY	1,197.15	0.00	929.47	Cleared
01/31/2024	FOA	DD9021	LUCE, MICHAEL T	4,791.67	0.00	3,522.13	Cleared
01/31/2024	FOA	DD9022	MAYER, JAMES L	90.00	0.00	79.28	Cleared
01/31/2024	FOA	DD9023	MCMULLEN, SUMMER L	636.00	0.00	536.38	Cleared
01/31/2024	FOA	DD9024	MITCHELL, MICHAEL E	90.00	0.00	83.11	Cleared
01/31/2024	FOA	DD9025	MORGANROTH, CAROL L	2,367.72	0.00	1,837.38	Cleared
01/31/2024	FOA	DD9026	MURPHY, THOMAS A	100.00	0.00	88.10	Cleared
01/31/2024	FOA	DD9027	NIXON, MITCHELL A	2,578.75	0.00	1,985.50	Cleared
01/31/2024	FOA	DD9028	O'CONNELL, DENISE	546.00	0.00	384.15	Cleared

Check Register Report For Hartland Township
For Check Dates 01/16/2024 to 01/31/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/31/2024	FOA	DD9029	PETRUCCI, JOSEPH M	546.00	0.00	457.09	Cleared
01/31/2024	FOA	DD9030	RADLEY, JAMES W	540.00	0.00	475.74	Cleared
01/31/2024	FOA	DD9031	SHOLLACK, DONNA M	2,434.61	0.00	1,842.57	Cleared
01/31/2024	FOA	DD9032	SOSNOWSKI, SHERI R	2,407.16	0.00	1,822.13	Cleared
01/31/2024	FOA	DD9033	WYATT, MARTHA K	3,488.78	0.00	2,320.82	Cleared
01/31/2024	FOA	EFT712	FEDERAL TAX DEPOSIT	14,359.72	14,359.72	0.00	Cleared
01/31/2024	FOA	EFT713	MI DEPT OF TREASURY	4,245.21	4,245.21	0.00	Cleared
01/24/2024	FOA	17492	AMERICAN FAMILY LIFE ASSURANCE CO	32.30	32.30	0.00	Open
Totals:			Number of Checks: 042	90,185.22	26,601.45	47,084.67	
Total Physical Checks:			5				
Total Check Stubs:			37				

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 01-16-24 Hartland Township Board Regular Meeting Minutes

Date: January 31, 2024

Recommended Action

Move to approve the Hartland Township Board Regular Meeting minutes for January 16, 2024.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

1-16-24 HTB Minutes - DRAFT

DRAFT

1. Call to Order

Supervisor Fountain called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance

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

Also present was Township Manager Mike Luce.

4. Approval of the Agenda

Move to approve the agenda for the January 16, 2024 Hartland Township Board meeting as presented.

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

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

Voting Nay: None

Absent: Trustee Petrucci

5. Call to the Public

Jeff Scott came forward to share some concerns taking place within the Hartland Consolidated School District. He stated that the District has made some drastic moves lately that has restricted the First Amendment freedom of speech protection of community and school Board members. He cited several instances that recently occurred at school board meetings, restrictions on District run social media, and concerns with a Department of Justice investigation. He thanked the Hartland Board and left his contact information with a Trustee should any Board member wish to discuss this further.

Supervisor Fountain stated that we have a lot of residents in attendance tonight and he believes it is regarding the paving of Pleasant Valley Road and he gave a brief overview of Township roads in general, stating that we do not own any of the roads and that they are owned and maintained by the State of Michigan or the Livingston County Road Commission (LCRC). He then stated that about ten years ago we brought together a large group of residents to put together a township roads plan and gave a brief overview of the road millage that was passed by the residents and our working relationship with the LCRC that allowed us get fifty percent more road projects done than the millage would have allowed us to do on our own. Supervisor Fountain stated we are envisioning going out to renew the road millage in November and we have anticipated some projects should the renewal millage pass. Two of the projects envisioned were the paving of Bergin Road, and the paving of Pleasant Valley Road. He stated we vetted these projects and used the County's expertise to do the engineering of these projects so that they are ready to go should the millage be renewed by our residents. Should we go forward with the road millage renewal at 1.5 mils we anticipate raising approximately ten million dollars and with our relationship with the County, and cost sharing of projects, we anticipate an additional seven million dollars of road projects to be completed with a millage renewal. He stated he wanted everyone to know that we are continuing to work on paving these roads, but that a minimal amount of road paving would

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 16, 2024 – 7:00 PM

be done without a road millage renewal. He stated all of the Township millage and County cost sharing would go into public roads within the Township.

Scott Kulsavage came forward and stated that Bergin Road has always been in good shape but thinks the road should be crowned. He stated that at one time they put down limestone, crowned the road, and put in culverts. Now the culverts are gone, the road is much wider as the ditches are gone, and what was a crown is spread out. He stated that coming south from Flint with any traffic issues on US 23, GPS directs you to take Clyde Road to Pleasant Valley to Kensington Road. The same is true if you are coming from Detroit on I-96 and there are traffic issues at I-96 and US-23. He stated he is unsure if paving Pleasant Valley will ease that burden as traffic backs up from M-59 to Giegler's at times. He stated he felt this was not a priority and there are other roads that may need attention. He inquired as to whether there was federal or state funding available for these projects. Supervisor Fountain stated he thought we were 82nd, out of 82 counties, for state road funding. Mr. Kulsavage also stated he had a concern regarding the taking out of the curves in the roads that would add millions of dollars to the project.

Scott Garcia came forward and stated he lives on Sleigh Trail and that overall they are here tonight as a community that is in support of the Pleasant Valley paving project, and millage if it remains flat. He stated that this is an important project for their community as to the wear and tear on their vehicles. He stated he would appreciate the support of the Board for this project if the millage does pass.

Kyle Davis came forward stating he lives on Sleigh Trail and stated they are also looking for some road maintenance to be done on a more regular basis before we get to paving the road. He stated that potholes are showing up more often due to the diversion of traffic onto Pleasant Valley that can cause cars to lose control on the road. Trustee O'Connell stated that a call to the LCRC generally results in a prompt response with regards to maintenance. Mr. Davis stated that the lack of a crown on the road leads to flooded driveways when it rains and stated that they have removed many of the culverts in this area. He thought there used to be some form of water management but that we do not have it anymore.

Another resident came forward and stated that they all have kids coming off the school busses and that the traffic is crazy. He inquired as to additional signage, such as no passing, caution signs, or blind driveway signs as cars are passing on hills and in blind spots and he is afraid someone will get really hurt. Supervisor Fountain stated that the Board would pass this information on to the County, but that we have no control over road signage.

Nick Refalo came forward and stated he also has concerns with the traffic as his mailbox has been hit four times in the last two months. He stated it is this corner that has been an issue and anything we could do about the speed there would be huge for the community.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the January 16, 2024 Hartland Township Board meeting as presented.

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

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

Voting Nay: None

Absent: Trustee Petrucci

- a. Approve Payment of Bills

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 16, 2024 – 7:00 PM

- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 01-02-24 Hartland Township Board Regular Meeting Minutes
- d. Winterfest 2024 Fireworks Contract

7. Pending & New Business

- a. Hartland Deerfield Fire Authority Budget Presentation FY2024-25

Hartland Deerfield Fire Authority (HDFA) Chief Adam Carroll came forward to present the HDFA FY2024-2025 Budget. Chief Carrol presented the calculations that explain the percentage share of the budget split between Hartland and Deerfield. He stated the measurement takes into account the hours spent in each Township and is averaged over three years. The projected year's three-year average calculation was 76.9% for Hartland and 23.1% for Deerfield. Chief Carroll highlighted the gradual increase in total hours spent on incidents which is a much better measurement of call volume increases than just the raw number of calls. Treasurer Horning pointed out that from 2021 to 2022 total hours increased by 240 hours and from 2022 to 2023 it was 780 hours, which is a significant increase. Supervisor Fountain inquired as to whether outside influences, such as road construction, would be a cause of the noticeable impact on total hours. Chief Carroll responded that this would have an impact, particularly if it was a large traffic incident.

Chief Carroll then reviewed the overall revenues, personnel wages, professional services, insurance and benefits, equipment and supplies, and utilities budgets. He then reviewed the projected dues & subscriptions, physicals and vaccines, training, communications, and buildings. A brief discussion was held on transfers to capital improvements. Supervisor Fountain inquired about the recent discussions regarding communication equipment in the County. Chief Carroll stated there are three things that need to happen at the County level in the next one to five years. One being improving computer aided dispatch (CAD), which is basically the computers in the fire trucks to get dispatch information and routing. It is also the source for the data used in the incident reports. He stated that law enforcement is leading the charge regarding CAD, but it is a countywide solution. This project should get underway in 2024, and the only issue for HDFA is if we would need to upgrade several computers. The second issue, which is really the big item, is towers for the radio network. Livingston has had one tower since its inception, and it has been inadequate since its inception. The current Administration is addressing this situation, and the new tower system would incorporate four new towers in addition to the current tower. He stated that this is a much more reasonable coverage for a county of our size. Another issue is to piggyback our land mobile radios off the cellular towers over time. The towers will have no impact on the Township from a cost standpoint.

The last issue is the radios. The County got into the 800-megahertz programing around the year 2000 and kicked it off in 2002. He stated we used a lot of Homeland Security dollars to roll out the 800-radio program in 2001 purchasing radios and equipment. These radios are now over 20 years old, and they are past their useful life. They are functional, but if they were to break, we cannot get parts to fix them. About 56% of our radios are in this category. What the HDFA has been proposing is that since all of the entities stated that the Livingston County Central Dispatch will get all of their surcharge money from the phone bills, the cost to upgrade the radios is a surcharge eligible program and that this should be a County expense. The County may move to a Capital Improvement Plan to replace radios over time to take advantages of huge pricing advantages for bulk purchases of up to a 40% discount depending on the size of the purchase. Chief Carroll estimated we have around 650 radios, which would put us in the large discount category.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 16, 2024 – 7:00 PM

Move to approve the proposed Hartland Deerfield Fire Authority FY2024-2025 Budget as presented.

Motion made by Trustee O'Connell, Seconded by Treasurer Horning. Roll call vote taken.

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

Voting Nay: None

Absent: Trustee Petrucci

Motion passes: 6 - 0 - 1

8. Board Reports

Treasurer Horning - Stated she sent out the Treasurer's Report today and if the Board has any questions to please let her know.

Trustee Germane - No report

Trustee O'Connell - No report

Trustee McMullen - No report

Clerk Ciofu - Stated that we have sent out the Absent Voter Ballot Application forms in addition to the Ballot Selection forms that went to the Permanent Absent Voter Ballot list individuals a few weeks ago and we are currently processing the return of these forms. He stated we still have to contact the individuals on the Permanent Absent Voter Ballot list that have not returned their Ballot Selection form to ask them to return the form as required by the new election laws. He stated the Early Voting period will run for nine days prior to the February 27, 2024 Election ending on the Sunday prior to the Election date. He then provided a brief update on the Winterfest Event.

Supervisor Fountain - No report.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager Luce gave a brief update on the Budget process and stated that in the review of the Capital Improvement Plan (CIP) last meeting some projects that were moved from last year to this year's budget. These projects are in the process of obtaining costs so that when they are brought to the Board for approval, they will be ready to go when construction season starts in 2024. A brief discussion was held on the potential road millage renewal, the Bergin Road and Pleasant Valley Road paving plans, and current maintenance of these roads. Manager Luce stated that the Spranger field building renovation and new building engineering cost estimates are coming in higher than the projected CIP amount and discussions are being held on options to reduce these costs. Manager Luce stated that he is working with Sue Grissim on the M-59 Landscape Plan and that they are trying to set up a meeting with MDOT regarding landscaping around the M-59/US-23 intersection. Manager Luce stated he met with Grumlaw Church as they reached out to the Township inquiring as to what they could do to assist and serve the community. They wanted to let the Township know that they were here to serve the community and they welcomed the opportunity to do so. Manager Luce stated we received a response from Livingston County on our counterclaim for the Septage Receiving Station issue. A brief discussion was held on the response and the next steps to be taken regarding the issue. Manager Luce also gave a brief overview of the Livingston County Board of Public Works (LCBPW) meetings stating that Tyrone Township Supervisor Mike Cunningham is now the new Chair of the LCBPW Board.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 16, 2024 – 7:00 PM

b. FY2024-2025 Employee Merit Pool Discussion

Manager Luce gave a brief overview of the FY2024-2025 Merit Pool explaining the calculation of the net inflationary adjustment, the eligible employee step increase amount, the net inflationary adjustment amount, and the additional Incentive/Bonus Pool being requested by the Manager. Manager Luce stated that the requested additional Incentive/Bonus Pool does not get us to the average wage for many of our staff positions within like communities. A brief discussion was held on market rates for various Township positions and staff replacement and training costs. Clerk Ciofu stated that we have been allocating a sizable amount of funds to our Capital Improvement Plan each year and he feels that we should allocate some of these funds to our most important asset, which is our staff, and bring these wages up to the average wage of competitive communities. After further discussion it was the consensus of the Board to have Manager Luce determine the Incentive/Bonus Pool amount that would bring our staff average wages up to the market rates for discussion at a future meeting. Trustee Germane stated that we also need to review the compensation of the Supervisor, Clerk, Treasurer and Trustees.

10. Adjournment

Move to adjourn the meeting at 8:55 p.m.

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

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

Voting Nay: None

Absent: Trustee Petrucci

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Kathie Horning, Treasurer

Subject: HCS & LESA Summer Tax Collection Agreements

Date: February 6, 2024

Recommended Action

Move to approve the Supervisor signing the Summer Tax agreements with LESA and Hartland Consolidated Schools for 2024, allowing the Treasurer to collect taxes on their behalf during the summer collection period.

Discussion

Each year for the summer tax collection period we sign an agreement for the Treasurer to collect on the tax roll. The 2024 agreements will allow the Treasurer to collect for \$3.00 per parcel.

Financial Impact

Is a Budget Amendment Required? Yes No

Attachments

2024 LESA Summer Tax Collection Agreement

2024 Hartland Consolidated Schools Summer Tax Collection Agreement

AGREEMENT FOR COLLECTION OF SUMMER SCHOOL PROPERTY TAXES

AGREEMENT made this 17th day of November 2023 by and between Hartland Consolidated Schools, with offices located at 9525 E. Highland Road, Howell MI 48843 (hereinafter "School District") and Hartland Township, with offices located at 2655 Clark Road, Hartland, MI 48353 (hereinafter "Township"), pursuant to 1976 PA 451, as amended for the purposes of providing for the collection by the Township of a Summer levy of School District property taxes for the year 2024.

The parties agree as follows:

1. The Township agrees to collect 100% of the total school non-homestead property taxes as certified by the School District for levy on July 1, 2024, on property located within the Township. Interest earned on said taxes will be retained by the township.
2. The School District agrees to pay Township costs of assessment and collection as follows:

\$ 3.00 per parcel
3. No later than June 15, 2024, the School District shall certify to the Township Supervisor the school millage to be levied on property for summer collection in 2024.
4. Summer Tax collection shall be paid to the School District within ten (10) business days from the 1st and 15th of each month, except in October, November, December, January, and March.

Signature authorized by Board
of Education Resolution of
November 13, 2023

School District



Rachel Bois, Chief Financial Officer,
Designee

Township

Supervisor

Signature authorized by Board
of Trustees Resolution of
_____, 2024

Clerk

Hartland Consolidated Schools, Livingston County, Michigan (the "District")

A regular meeting of the Board of Education (the "Board") of the District was held in the Boardroom, Educational Support Service Center, in the District, on the 13th day of November 2023, at 6:30 in the evening.

The meeting was called to order by President M. Glabach.

Present: M. Glabach, K. Coleman, C. Costa, C. Shaw, G. Gogoleski, G. Keller,
M. Blondeel

Absent: None

The following preamble and resolution were offered by Member K. Coleman and supported by Member C. Shaw:

WHEREAS, this Board previously adopted a resolution to impose a summer tax levy to collect 100% of annual school property taxes, including debt service, upon property located within the school district and continuing from year to year until specifically revoked by the Board.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board, pursuant to 1976 PA 451, as amended (the "Revised School Code"), hereby invokes for 2024 its previously adopted ongoing resolution imposing a summer tax levy of 100% of annual school property taxes, including debt service, upon property located within the District and continuing from year to year until specifically revoked by the Board and requests that each city and/or township in which the District is located collect those summer taxes.

2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which the District is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2024 in the amount as specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies on or before December 31, 2024.

3. Pursuant to and in accordance with Section 1613(1) of the Revised School Code, the Superintendent or designee is authorized and directed to negotiate on behalf of this District with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under MCLA 380.1611 or MCLA 380.1612. The Superintendent or designee is also authorized to enter into agreements for the collection of such taxes so long as the cost per parcel does not exceed \$3.50 per parcel.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: M. Glabach, K. Coleman, C. Costa, C. Shaw, G. Gogoleski,
G. Keller, M. Blondeel

Nays: None

Motion declared adopted.


Secretary, Board of Education

The undersigned, duly qualified and acting Secretary of the Board of Education of Hartland Consolidated Schools, Livingston County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on November 13, 2023, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).


Secretary, Board of Education

SUMMER TAX COLLECTION AGREEMENT

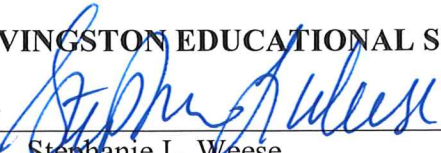
The Township of Hartland with offices located at 2655 Clark Rd., Hartland, Michigan (the "township") pursuant to 1976 PA 451, as amended, for the purposes of providing for the collection by the Township of a summer levy of Livingston Educational Service Agency, Michigan (the "Agency") property taxes for the year 2024 and hereafter as provided below:

The Agency and the Township agree as follows:

1. The Township agrees to collect 100% of the total school millage in the summer as certified by the Agency for levy on all taxable property in addition to and not within the K-12 school district summer tax collection, including principal residence and other exempt property not subject to the 18 mill levy within the Hartland Consolidated School district.
2. All interest and penalties, other than collection fees, that are imposed prior to the date the taxes are returned delinquent and that are attributable to school taxes, shall belong to the Agency.
3. The Agency agrees to pay the Township costs of assessment and collection at \$3.00 per parcel which represents reasonable expenses incurred by the Township in assessing and collecting Agency taxes, to the extent that the expenses are in addition to the expenses of assessing and collecting other taxes at the same time.
4. The Agency shall certify to the Township Treasurer the school millage to be levied on property for summer collection to the Township via a signed L-4029 within 3 weeks of Livingston County Equalization delivering their tax roll information to the Agency, or by June 15, whichever is earlier.
5. The Township Treasurer shall account for and deliver summer school tax collections to the Agency within ten (10) business days from the 1st and 15th of each month via electronic transfer, if and when possible.
6. In the event that state law is amended necessitating changes to this Agreement, the parties agree to negotiate changes to the Agreement in good faith to conform the Agreement to state law. Collection of summer taxes and payment for said collection shall not be disrupted or delayed due to the negotiation of or revision to this Agreement.
7. By execution of this Agreement, both parties certify and represent that the Agreement is authorized by the laws of the State of Michigan, that the individuals responsible for collecting the Agency taxes are and will be in compliance with all laws pertaining to their duties and responsibilities as a tax collecting agent, and that the signors are authorized by their respective governing bodies to execute this Agreement.
8. This Agreement is effective on the date of its execution and shall expire twelve months from the effective date.

IN WITNESS WHEREOF, the parties have executed this Agreement on the respective dates indicated below.

LIVINGSTON EDUCATIONAL SERVICE AGENCY, MICHIGAN

By 
Stephanie L. Weese

Its: Assistant Superintendent for Administrative Services

Dated: November 10, 2024

TOWNSHIP OF HARTLAND: _____

By _____

Its _____

Dated _____

ANNUAL SUMMER TAX RESOLUTION

Livingston Educational Service Agency

A regular meeting of the Board of Education (the "Board") was held in the Livingston Educational Service Agency Administration Building on the 8th day of November, 2023, at six o'clock p.m.

The meeting was called to order at 6:00 p.m., by President Loy

Present: Loy, Cortez, Fryer, Kaiser, Jankowski

Absent:

The following preamble and resolution were offered by Member Kaiser and supported by Member Jankowski

WHEREAS:

1. This Board of Education previously adopted a resolution to impose a summer property tax levy to collect all of school property taxes, including debt services, upon property located within the school district and continuing from year to year until specifically revoked by this Board of Education; and

2. The Revised School Code, as amended, requires formal action of the Board of Education prior to January 1 every year to continue the summer tax levy.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board of Education, pursuant to the Revised School Code, as amended, hereby invokes for 2024 its previously adopted ongoing resolution imposing a summer tax levy of all of school property taxes, including debt service, and continuing from year to year until specifically revoked by this Board of Education, and requests each city and/or township in which this Agency is located (and in which a local school district or city is concurrently imposing a summer tax levy) to collect those summer taxes.

2. The Superintendent, school business official, or his/her designee, is authorized and directed to forward to the governing body of each city and/or township in which this Agency is located (and in which a local school district or city is concurrently imposing a summer tax levy) a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each city and/or township agree to collect the summer tax levy for 2024. Said resolutions and the request to collect the summer tax levy shall be forwarded so that they are received by the appropriate governing bodies before January 1, 2024.

3. The Superintendent, school business official, or his/her designee, is authorized and directed to negotiate on behalf of this Agency with the governing body of each city and/or township in which the Agency is located for the reasonable expenses for collection of the Agency's summer tax levy that the city and/or township may bill under MCL 380.1611 or MCL 380.1612.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

Ayes: Members *Kaiser, Jankowski, Cortez, Fryer, Loy*

Nays: Members

Resolution declared adopted.


Secretary, Board of Education

The undersigned, duly qualified and acting Secretary of the Board of Education of the Livingston Educational Service Agency, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on November 8th, 2023, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (1976 PA 267, as amended).


Secretary, Board of Education

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Amanda Carrigan, Assessor
Subject: Resolution to adopt Poverty Guidelines
Date: January 30, 2024

Recommended Action

Approve the resolution adopting the Hartland Township Poverty Income Guidelines as presented.

Discussion

Pursuant to MCL.7u (e) of the Michigan Compiled Laws, which deals with the creation and implementation of poverty exemptions, the local governing body of the assessing unit determines and makes available to the public the Policy and Guidelines for the granting of poverty exemptions.

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels shall not be set lower by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. While the Township has always followed the federal guidelines, these annually established limits or guidelines were not made an official part of the established Policy and Guidelines, as required by the State Tax Commission. They are now asking that the annual federal poverty guidelines be made a part of, and incorporated within, the local unit's policy.

A resolution is put forth before the Board of Trustees annually to approve the Poverty Exemption guidelines that the Board of Review will use in determining the approval/denial of applications for that tax year. The basis for these guidelines are the Federal Poverty Guidelines as issued by the State Tax Commission each year. Hartland Township has a history of increasing the levels of income required by 25% to account for the higher standard of living that Hartland Township has.

After conversations directly with the State Tax Commission, it was found that the Township can adapt their resolution to consider the 25% increase to the federal poverty guidelines in one resolution that can be approved once now, and fulfill the requirements of the State Tax Commission, without the resolution needing to be presented to the Board annually. These guidelines would then remain in effect until the Supervisor and Board determine that there should be any type of adjustment to the guidelines.

Also in the proposed resolution are the remainder of the qualifications that are required to be met in order for the Board of Review to grant a poverty exemption. The removes the need for guidelines separate from the resolution.

If the proposed resolution is approved, the income levels used will updated on the application annually as a reference for applicants. I have included a copy of the Poverty Exemption Application Packet for your review.

Using this format, we will be able to have these applications available on January 1st of each year for the convenience of our residents. Hartland Township is fortunate in that there is not a high demand for this type of exemption, however, it is our goal to simplify the process for everyone involved.

Financial Impact

Is a Budget Amendment Required? Yes No

If there is a financial impact, include it here. If not, delete this section.

Attachments

Poverty Exemption Resolution

2024 Poverty Exemption Application

**RESOLUTION TO ADOPT POVERTY GUIDELINES & EXEMPTIONS UNDER MCL 211.7U
POLICY & GUIDELINES FOR GRANTING HARDSHIP EXEMPTIONS**

At a regular meeting of the Township Board of Hartland Township, Livingston County, Michigan, held at the Township Hall in said Township on February 6, 2024 at 7:00 p.m.

PRESENT:

ABSENT:

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

WHEREAS, the adoption of guidelines for poverty exemptions is required of the Township Board; and

WHEREAS, the principal residence of persons, who the Supervisor/Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the Township of Hartland, Livingston County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File a claim with the assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year.
- 3) File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
- 4) Produce a valid driver's license or other form of identification if requested.
- 5) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 6) Meet the current poverty income guidelines adopted by the Township Board.
- 7) Meet additional eligibility requirements as determined by the Township Board, including: The value of the Homestead will not be included when determining the assets of the applicant. The

assets of the applicant and each member of the applicant's household shall be examined to determine whether the assets could be reasonably invested, sold or used to pay the property taxes. Assets can total up to \$10,000 and still receive a 100% exemption. If the assets are of a nature and value that reasonably indicate that a condition of hardship or poverty does not exist, then a Hardship Exemption shall not be granted.

8) If the Board of Review determines the applicant receives contribution toward taxes from other sources, such as a trust, inheritance, co-owner, relative, dependant, friend or occupant of the homestead, the Supervisor or Board of Review may consider the amount of such contributions as an addition to the applicant's income. If the resulting sum exceeds the Income Guidelines as adopted by the Hartland Township Board of Review then a hardship or poverty exemption shall be denied.

9) The application for an exemption shall be filed after January 1, but one day prior to the last day of the Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal; and:

WHEREAS, in observance of hardships that our residents may be subject to, the Township of Hartland uses a 1.25% multiplier applied to the annual Federal Poverty Income Guidelines to determine the eligibility of applicants;

WHEREAS, this resolution serves the guidelines for the current year and years after, or until the Board determines that the guidelines shall be adjusted otherwise;

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Board of Review shall follow the above stated policy and income guidelines when granting or denying a poverty exemption.

The foregoing resolution offered by Board Member _____ and supported by Board Member _____.

A vote on the foregoing resolution was taken and was as follows:



Board of Trustees

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

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

2024 Hardship Exemption Program

A program created to assist low-income taxpayers in reducing their property taxes.

Under the Hardship Exemption Program, the Hartland Township Board of Review has the authority to reduce the amount of property taxes for a qualified applicant for the year in which the applicant applied.

The Hartland Township Board of Trustees at the February 6, 2024 meeting approved the following income guidelines to be used for qualifying for a 2024 Poverty Exemption.

To qualify for the Poverty Exemption Program, an applicant must meet these requirements:

- Be an owner of and occupy as a homestead the property for which an exemption is requested.
- Produce a valid drivers' license or other form of identification if requested
- Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested
- File a **complete** application/claim with the supervisor or board of review, accompanied by federal and state income tax returns for **all** persons residing in the homestead, including any property tax credit returns filed in the immediately preceding year, unless income taxes are not required to be filed. In this case, the Poverty Exemption Affidavit must be completed for any occupants of the home that are not required to file income taxes.

-SUBMIT COPIES OF SUPPORTING DOCUMENTATION ONLY –DO NOT SUBMIT ORIGINALS

-DOCUMENTATION WILL BE KEPT WITH FILE AND NOT RETURNED TO APPLICANT-

- In addition to the Federal Poverty Income Guideline, The Hartland Township Board, by resolution, authorizes an adjustment to each family-unit size poverty guide by an additional 25%.

Size of Family Unit	Federal Poverty Guideline	Hartland Township +25% Guideline
1	\$14,580	\$18,225
2	\$19,720	\$24,650
3	\$24,860	\$31,075
4	\$30,000	\$37,500
5	\$35,140	\$43,925
6	\$40,280	\$50,350
7	\$45,420	\$56,775
8	\$50,560	\$63,200
For Each Additional Person	\$5,140	\$6,425

The Board of Review meets to review these applications three times a year – at their March, July, & December meetings. The filing deadline for Poverty Exemption Applications for the 2024 tax year are as follows:

March 11, 2024

July 11, 2024

December 15, 2024

Applications **MUST BE** received by 5:00pm on the dates above to be considered for review by the Board of Review.

Poverty Exemption Notes:

- A Poverty Exemption, if granted, is good **only** for the current tax year that the application is made.
- Only ONE Poverty Exemption Application is allowed per property per year.
- If an application is received and is incomplete at the March or July meetings, the Board of Review will table any motions on the application in hopes that the applicant will complete the application by the following meeting. Applications that are incomplete as of the December meeting cannot be tabled and will be denied for that tax year.

Criteria for Determining Exemption:

A. Income: The total income of the applicants and each member of the applicant's household shall not exceed the income standards as adopted by resolution of the Hartland Township Board to be the Federal Poverty Income Guidelines published in the prior calendar year +25%. **Income levels SHALL NOT BE SET LOWER than the Federal Poverty Income Guidelines.**

B. Assets: The value of the Homestead will not be included when determining the assets of the applicant. The assets of the applicant and each member of the applicant's household shall be examined to determine whether the assets could be reasonably invested, sold or used to pay the property taxes. **Asset Test** - Applicants with assets up to \$10,000 may still be granted a full Hardship Exemption. If the assets are of a nature and value that reasonably indicate that a condition of hardship or poverty does not exist, then a Hardship Exemption shall not be granted.

C. Contribution from other sources: If the Board of Review determines the applicant receives contribution toward taxes from other sources, such as a trust, inheritance, co-owner, relative, dependent, friend or occupant of the homestead, the Board of Review may consider the amount of such contributions as an addition to the applicant's income. If the resulting sum exceeds the Income Guidelines as adopted by the Hartland Township Board then a hardship or poverty exemption shall be denied.

Poverty Exemption Applications are available from the Assessor's Office at any time throughout the year or online at www.hartlandtwp.com. For any additional information, you may contact the Assessors Office at (810) 632-7498.

Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

To be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

PART 1: PERSONAL INFORMATION — Petitioner must list all required personal information.				
Petitioner's Name			Daytime Phone Number	
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents	
Property Address of Principal Residence		City	State	ZIP Code
<input type="checkbox"/> Check if applied for Homestead Property Tax Credit		Amount of Homestead Property Tax Credit		
PART 2: REAL ESTATE INFORMATION				
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.				
Property Parcel Code Number		Name of Mortgage Company		
Unpaid Balance Owed on Principal Residence	Monthly Payment	Length of Time at this Residence		
Property Description				
PART 3: ADDITIONAL PROPERTY INFORMATION				
List information related to any other property owned by you or any member residing in the household.				
<input type="checkbox"/> Check if you own, or are buying, other property. If checked, complete the information below.			Amount of Income Earned from other Property	
1	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid
2	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid

PART 4: EMPLOYMENT INFORMATION — List your current employment information.

Name of Employer

Address of Employer

City

State

ZIP Code

Contact Person

Employer Telephone Number

PART 5: INCOME SOURCES

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.

Source of Income	Monthly or Annual Income (indicate which)

PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION

List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

PART 7: LIFE INSURANCE — List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

PART 8: MOTOR VEHICLE INFORMATION

All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Year	Monthly Payment	Balance Owed

PART 9: HOUSEHOLD OCCUPANTS — List all persons living in the household.

First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

PART 10: PERSONAL DEBT — List all personal debt for all household members.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

PART 11: MONTHLY EXPENSE INFORMATION

The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare	Car Expense (gas, repair, etc.)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	

NOTICE: Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT

The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.

The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.

PART 12: CERTIFICATION

I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.

Printed Name	Signature	Date
--------------	-----------	------

This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.

Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.

Michigan Tax Tribunal
 PO Box 30232
 Lansing MI 48909

Phone: 517-335-9760
 E-mail: taxtrib@michigan.gov

Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

INSTRUCTIONS: When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, _____, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: _____

Signature of Person Making Affidavit

Date

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: Resolution – Connect 3 Foundation Charitable Gaming License

Date: January 31, 2024

Recommended Action

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

Discussion

Connect 3 Foundation, a non-profit organization committed to supporting organizations that focus on connecting the community together, helping others in need, and fostering hope and love. Connect 3 Foundation is holding a Wild Game Dinner fundraiser on April 25, 2024, at the Waldenwoods Conference Center to benefit Young Life Livingston County and Young Life Hartland organizations.

Financial Impact

None

Attachments

Res 24-002 – Charitable Gaming License – Connect 3 Foundation
Connect 3 Foundation Charitable Gaming License Request.

Kelly McPherson President
Connect 3 Foundation
1100 N. Old US 23
Howell, MI 48843
Kellym.connect3foundation@gmail.com

January 18, 2024

Hartland Township
Larry Ciofu Township Clerk
2655 Clark Road
Hartland, MI. 48353

Subject: Request for Charitable Gaming License for Connect 3 Foundation's Wild Game Dinner Fundraiser

Dear Larry Ciofu,

I hope this letter finds you well. My name is Kelly McPherson, and I am writing on behalf of Connect 3 Foundation, a non-profit organization committed to put God's love into action by raising funds to support other organizations that focus on connecting the community together, helping others in need, and fostering hope and love.

We are excited to inform you about our upcoming fundraising event, the Connect 3 Foundation Wild Game Dinner, scheduled for April 25, 2024, at the Waldenwoods Conference Center. This event aims to bring our community together for an enjoyable evening while supporting a meaningful cause. The funds raised during the Wild Game Dinner will directly benefit Younglife Livingston County, a non-denominational Christian youth group in our community that operates as a 501(c)(3) organization.

In order to facilitate the success of our event and ensure compliance with all relevant regulations, we are formally requesting a charitable gaming license for the Wild Game Dinner. This license will allow us to incorporate gaming activities as part of our fundraising efforts.

We are requesting that this item be added to the February board meeting agenda. Please reach out to Amber Brennan or myself if we are needed to attend. We are available to answer any questions you or the board members may have.

Below are some key details about the event:

- Event Name: Connect 3 Foundation Wild Game Dinner
- Date: April 25, 2024
- Venue: Waldenwoods Conference Center
- Purpose: Fundraising for Younglife Livingston County
- Beneficiary: Younglife Livingston County (501(c)(3) organization)

We kindly request your assistance in expediting the processing of our application for the charitable gaming license to ensure that our event proceeds smoothly. If there are any specific forms or additional information required, please do not hesitate to let us know. We are committed to adhering to all regulations and appreciate your cooperation in this matter.

Thank you for your time and consideration. We look forward to contributing to the betterment of our community through this event and appreciate your support in making it possible. Please contact me via cell listed below to inform me when I can pick up the necessary paperwork to send to the state of Michigan.

Sincerely,

A handwritten signature in black ink that reads "Kelly McPherson". The signature is written in a cursive style with a long, sweeping horizontal line extending to the right.

Kelly McPherson President 401-368-4278
Amber Brennan Vice President 810-599-4684
Connect 3 Foundation
Kellym.connect3foundation@gmail.com
Abrennan.connect3foundation@gmail.com

STATE OF MICHIGAN
DEPARTMENT OF ATTORNEY GENERAL



P.O. BOX 30214
LANSING, MICHIGAN 48909

DANA NESSEL
ATTORNEY GENERAL

March 9, 2023

Connect 3 Foundation
1100 N. Old US 23
Howell, MI 48843

Dear Sir/Madam:

Re: Connect 3 Foundation - CS/CT 65983

Thank you for submitting initial forms and related information. Determinations are based on Michigan laws for registering charities, the Charitable Organizations and Solicitations Act (COSA), MCL 400.271 *et seq.* and the Supervision of Trustees for Charitable Purposes Act (STCPA), MCL 14.251 *et seq.*

This organization is now registered under COSA. The enclosed certificate explains the responsibilities to renew and notify us of changes made in the organization. This registration is separate from requirements of other agencies. Professional fundraisers hired to carry out solicitation campaigns or solicit or receive funds in Michigan must be licensed by our office.

This organization is also now registered under STCPA. STCPA registration requires an annual financial report. Financial statements submitted with COSA registration renewals will satisfy the STCPA reporting requirement. In the future, if you no longer are required to have COSA registration, submit an IRS 990, 990-EZ, 990-PF, audited financial statement, or other acceptable accounting each year to satisfy the requirement. A 990-N receipt is not sufficient.

This letter will be retained to show notification of our requirements. If you have questions, view our website at www.mi.gov/charity or contact our office.

Department of Attorney General
Charitable Trust Section
(517) 335-7571
CT_Email@mi.gov

lc
Enc.

#00000001471880v1

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

FILING ENDORSEMENT

This is to Certify that the ARTICLES OF INCORPORATION

for

CONNECT 3 FOUNDATION

ID Number: 802968365

received by electronic transmission on January 18, 2023 ***, is hereby endorsed.***

Filed on January 18, 2023 ***, by the Administrator.***

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 18th day of January, 2023.

Linda Clegg

Linda Clegg, Director

Corporations, Securities & Commercial Licensing Bureau

BOARD OF TRUSTEES

2655 Clark Road
Hartland, Michigan 48353
(810) 632-7498 Office
(810) 632-6950 Fax



Supervisor
William J. Fountain

Clerk
Larry N. Ciofu

Treasurer
Kathleen A. Horning

Trustees
Matthew J. Germane
Summer McMullen
Denise O'Connell
Joseph M. Petrucci

RESOLUTION NO. 24-R002

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSE

At a regular meeting of the Township Board of Hartland Township, Livingston County, Michigan, held at the Township Hall in said Township on February 6, 2024 at 7:00 p.m.

PRESENT:

ABSENT:

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

BE IT RESOLVED that the request from the Connect 3 Foundation , asking that they be recognized as a nonprofit organization operating in the community for the purpose of obtaining a charitable gaming license, be considered for approval.

BE IT FURTHER RESOLVED that the Hartland Township Board authorizes and directs the Clerk to complete the State of Michigan "LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES" form (BSL-CG-1153) for the approval.

A vote on the foregoing resolution was taken and was as follows:

RESULT: MOVER: SECONDER: AYES: NAYS:

STATE OF MICHIGAN)
)
COUNTY OF LIVINGSTON)

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

Larry N. Ciofu Hartland Township Clerk

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk
Subject: Cemetery Management Software
Date: January 31, 2024

Recommended Action

Move to approve the purchase of CemSites Cemetery Management Software and authorize the Clerk to sign on behalf of Hartland Township.

Discussion

Hartland Township currently uses an in-house developed cemetery tracking system for managing lot and columbarium niche sales, lot certificate preparation, record keeping, and resident research requests. This entails accessing multiple files and multiple processes to complete each of these various functions. The Clerk Department has spent significant time on the reorganization of Hartland Township cemetery files, but research to inquiries from our residents still entails a considerable amount of staff time.

The Clerk's Department is looking to streamline this process with a cemetery management software product. We researched various cemetery management software systems and requested quotes from six firms. We held zoom meetings to review the software with four of the firms, narrowing our choices down to two. We held follow-up zoom meetings with these two firms and have determined that CemSites cemetery software is the best fit for our current needs and potential future applications.

Our initial focus was the management of the Hodge Cemetery which is the only cemetery where we currently sell burial sites and columbarium niches. Secondary consideration was the application to the remaining three cemeteries, Hartland, Parshallville, and Smith in the future. Both systems met the needs of the management of the Hodge Cemetery, but the CemSites system was a better fit for future application of the other three Hartland Cemeteries. Specific decision factors were based on ease of use from the Clerk staff perspective, the number of concurrent users, system reliability analysis, pricing (attached), and system service relationships.

Reference research was done on both the Cemsites and Plotbox systems with no specific issues being mentioned by any of the references. CemSites is being used by another Livingston County township and they are very pleased with the ease of use and system capabilities.

Financial Impact

This expense should be covered by a reallocation of expense items within the Clerk Department budget.

Attachments

CemSites Proposal – 1-2-24
Plotbox Pricing – 10-19-23

CemSites

Cloud Software for Cemeteries

Proposal





SECURE CRM

Cemetery Record Management Software

Secure CRM is all you need to start managing your cemetery with CemSites, but be sure to check out our add-ons for even more features.

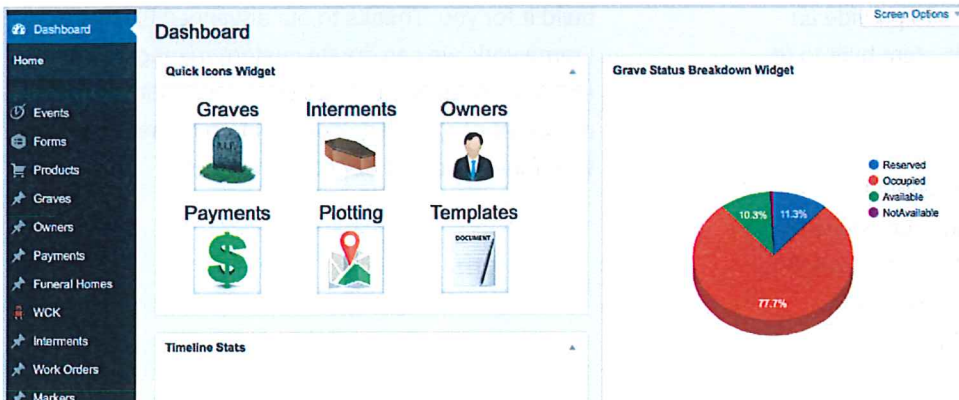
Secure CRM is our powerful, completely customizable web-based cemetery record management software that is built on FlexCore Framework. It is user-friendly and intuitive while maintaining robust computing, searching and plotting options to most effectively manage data.

HOW IT PAYS OFF

Secure CRM was given its name for a reason: All data stored in Secure CRM on FlexCore Framework is protected by the same security standards used by world governments and financial institutions. Because Secure CRM is web-based and always up-to-date, having outdated software will no longer be a concern. As opposed to the months or years of setup for most software on the market today, CemSites software can be up and running within weeks with the promise and commitment of our staff.

FEATURES

- User-based dashboard with critical support metrics and calendar
- Grave and owner management
- Work order management
- Funeral home management
- Document management
- Field highlighting
- Data migration
- Disaster prevention
- Permission-based roles
- Offline and private network installs
- Quick implementation



“I would highly recommend CemSites; they’ve been able to increase our revenues and have made my job much easier.”

– CINDY FISHER
Office Manager,
Round Hill Cemetery

Reach out and build profit



WEBSITE INTEGRATION

Showcase your cemetery online with autopopulated data from Secure CRM. Sell products and services, publish records, announce arrangements and more. Our team can create a website from scratch or integrate with an existing site.



KEEPSAFE FAMILY LEGACIES

The KeepSafe Family Legacies add-on provides online pages that clients can purchase to add and display biographical information about both living and deceased loved ones. The legacy pages act like an online safety deposit box for future generations, full of information from clients who create their own autobiography or add to their loved ones' legacies.



REVENUE PLUS

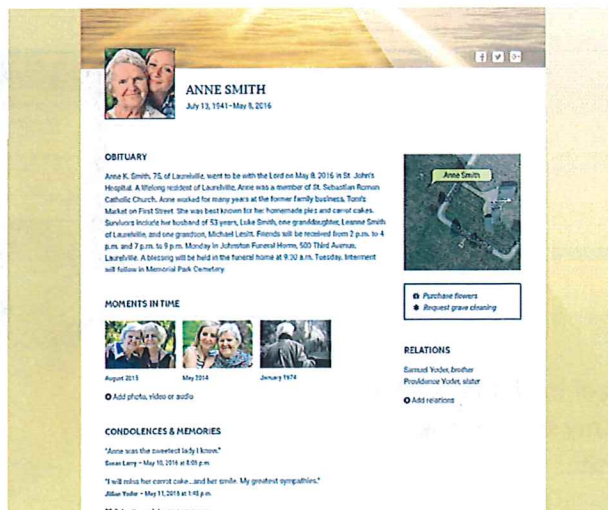
Drive new revenue streams by selling any product or service directly from your website, even if sales are sub-contracted through local or national vendors. The module also includes a drip marketing tool, allowing you to engage the community and expand opportunities.



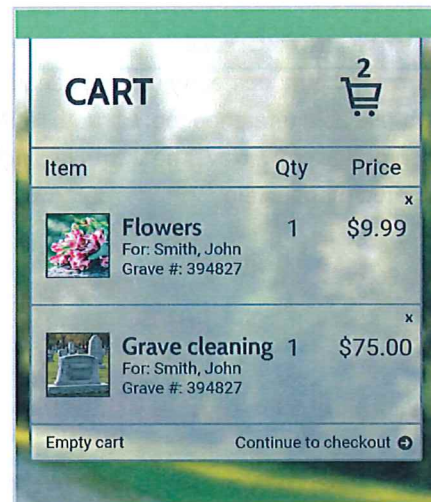
SALES MODULE

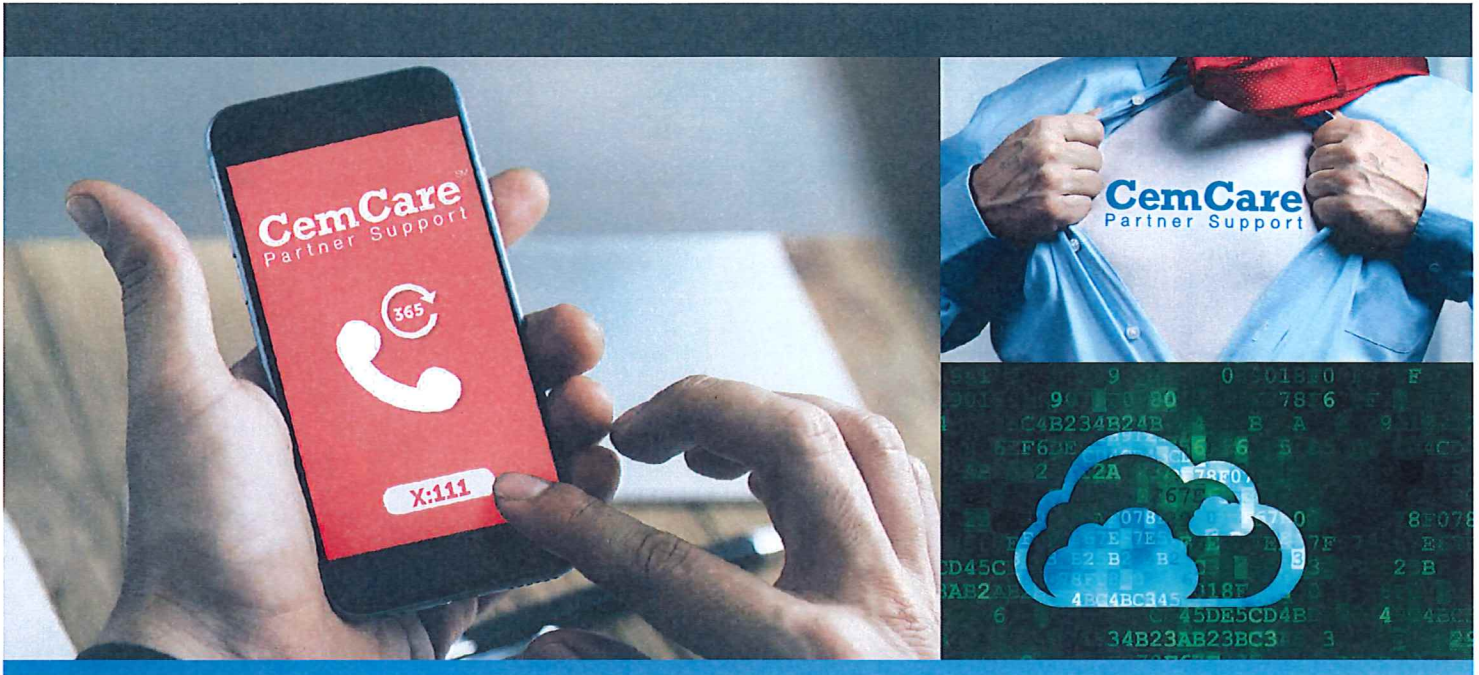
The Sales Module is a tool that keeps track of customers and aids in the development and organization of prospects, leads and sales and gives you the power to grow your pipeline. Spend more time selling instead of fretting over sales processes.

KeepSafe Family Legacies



Revenue Plus





CemCareSM Partner Support

Unparalleled Commitment, Support, and Access for Our CemSites Partners

CemCare was developed through careful self-evaluation, partner feedback and extensive real-world testing. We believe our support program is unprecedented, and the best in the industry. Providing the world-class support, you deserve.

THE HALLMARKS OF OUR PARTNER SUPPORT PROGRAM

CemCare provides a dedicated client advocate, emergency hotline, proactive outreach, and tech resource bundles. These elements represent a seismic-shift in client support and are the result of years of work in the field with our cemetery partners.

DEDICATED CLIENT ADVOCATE

- Assigned to your cemetery
- Addresses issues in real-time
- Assistance with full adoption

EMERGENCY HOTLINE

- LIVE response
- 365 days-a-year
- You call, we answer

PROACTIVE OUTREACH

- Preemptive check-ups
- Software training and adoption
- Quarterly evaluations and maintenance

TECH RESOURCE BUNDLES

- Partner discounted development
 - Custom programming
 - Design changes
 - Staff onboarding

The Cemsite staff are personable, caring, and love what they do. Those are traits that create success.”
 –Heather Leigh, Owner, Greenhaven Memorial Gardens & Life Tribute Center

CEMSITES
14 Memorial Drive
Perryopolis, Pennsylvania 15473
(877) 783-9626

QUOTE #
049989
BILLED TO LARRY CIOFU
Hartland Township Cemetery
2655 Clark Rd
Hartland, MI 48353

PRODUCT	QUANTITY	PRICE	TOTAL
Project Summary -# of Cems: 1 (Hodge) -Acres: 2.35 -# of Records: 1500 -# of Graves: 1500 -Docs: 1 - Deed -Software: Excel Additional modules, hours, or out of scope work will be billed at \$200.00 per hour. Up to (30) hours are allocated.	1	\$0.00	\$0.00
CRM Pro Cloud Cemetery Record Management software designed to elevate your customer experience. -Dashboard, calendar, tasks, reminders, & work orders -Set restrictions & permissions by user -Easy searching & reporting with no double entry	1	\$1,750.00	\$1,750.00
CRM Pro License Annual License. Includes access up to 1 user profile(s).	1	\$1,200.00	\$1,200.00
Lot Level Mapping Your maps online, always up to date with live information. Walk with families & sell graves with Visual Lot Viewer. -Inventory searching by lot -Drag area & drill down to view -Powers our Walk-to-Site -Survey maps provided by customer	1	\$1,500.00	\$1,500.00
Visual Lot Viewer Have your lot cards come to life. Everything is connected through this visual launchpad. -Quick Add - A simple way to enter a new record -Drag & Drop - Make changes to your lot with ease -Inventory Status - Easily see what's available & sold	1	\$1,000.00	\$1,000.00
Custom Data Migration Feel confident your data is thoroughly vetted & enhanced in our system. We're the world's most experienced migration experts. Financial data separate. -Cleanse & import all providers into our system	1	\$3,000.00	\$3,000.00

PRODUCT	QUANTITY	PRICE	TOTAL
Document Automation <i>Simplify your workflow with one point of entry. All your data pushes to our trusted templated documents. (Deed)</i> <i>-Print & save important docs on-demand</i> <i>-Improve customer experience</i> <i>-Time savings, trust & accuracy</i>	1	\$500.00	\$500.00
CemCare - Partner Support <i>Dedicated client advocate assigned to support you. They become part of your team.</i> <i>-Proactive outreach</i> <i>-Evaluations with report cards</i> <i>-Software training</i> <i>-Helps with adoption</i> <i>-Emergency hotline 365</i>	1	\$0.00	\$0.00
Optional Add-On Modules not included <i>Map Printing, Niche/Crypt Viewer, Marker/Obstruction Mngr, FH, Pyre, AR, Financial Migr/Integr, Sales, Merchant Integration, Rev+, KeepSafe, WebSync, Walk-to-Site, Florals, Cust/Ven/FH Portals, Website.</i>	1	\$0.00	\$0.00
Discovery Options not included <i>PRAXIS, On-Site Training, Additional Online Training, On-Site Discovery, Tech Bundles</i>	1	\$0.00	\$0.00
TOTAL			\$8,950.00

This estimate is valid for 30 days and is based on the data and information we have gathered to date. Actual data quality and map detail will affect the price. If during development, the job exceeds the original estimated development/design hours allocated, an estimate for additional work, modules or change orders are billable at \$200.00 per hour will be provided to the client for approval prior to continuing the client build. Does not include any transaction and/or bank fees or any applicable local/state/federal taxes. If your state requires sales tax, you are required to pay it. This is only an estimate. Please request an invoice to process your payment.

Our commitment

Our promise to you

We will provide easy-to-use, custom-fit solutions for your cemetery. Our team will work to rapidly deploy and implement those solutions. We will train you and your staff to adopt and use our software. We will provide industry-leading customer support to you, our partner. Our dedicated team will work daily to earn your business.

100% satisfaction

Your complete satisfaction is paramount to us. If you are unsatisfied, we request 30 days to attempt to find a resolution. If you are not 100% satisfied after 30 days, we will cancel your agreement upon request. In the event you cancel your agreement, we will not withhold your data. It is yours and will be given to you to use as you please.

Our bylaws protect you

Cemsites company bylaws ensure protection of your data (and your rights to it) regardless of any circumstances within or related to the company and/or its leadership. As our partner, you will always have access to our software. You will always own your data regardless if you are a CemSites partner or not.

Agreed: _____
Your company name

Agreed: _____
Our company name

By: _____
Your signature

By: _____
Our representative's signature

Your name

Our representative's name

Your title

Our representative's title

Date: _____

Date: _____



Investment Proposal

Onboarding Fees:

Project Category	Price	Qty	Subtotal
Mapping			
Hi-Resolution Drone Flight On-site drone image generation and map creation for 1 cemeteries totaling 5 acres. Includes survey-grade ground control points to provide stability over time and geographic accuracy. Note: Does not include map overlay or data matching activities (corresponding data with its location on the map). This activity provides data matching to be completed by cemetery staff.	\$900	1	\$900
PDF Overlay Where available, PlotBox can overlay your 1 section maps on top of the drone generated map to give you reference to place your interactive data points.	\$1,250	1	\$1,250
<input checked="" type="checkbox"/> Offsite Data Matching PlotBox will place the data points for the plots on the drone generated map using existing maps for sections with Mapping Overlay (where possible).	\$500	1	\$500
Software Set Up and Configuration			
System Set up, Configuration, Training and Project Management - PlotBox PlotBox Essential We will set up and configure PlotBox to meet your requirements, we will train your users via 8 hours of online training on the solution and we will project manage the successful implementation of the solution.	\$6,430	1	\$6,430
Subtotal			\$9,080
Total			\$9,080

* Standard Contract Term is 5 years. Estimate is good for 30 days from most recent Date on Cover Page. All prices may be subject to Tax. Annual Fees not included in Startup Services total

Add disclaimer that proposal is based on our understanding so far and may be subject to change. Pricing is based on the information provided to us and is limited to the products and services specifically described in this proposal document. Pricing is provided for budget purposes only and may vary based on a detailed understanding of your requirements, your existing cemetery management system, and an evaluation of the





Subscription Fees

Subscription fees* are calculated based on the number of user accounts in the PlotBox system and modules selected. Additional users can be added at any time. **The fees below encompass your service, support, updates, backup, hosting and data storage.** PlotBox operates under a SaaS Model (Software as a Service). This means that there are no new versions to buy, no upgrades to pay for, and no hidden fees. Your subscription fee allows us to continuously invest in development and keep the system up to date with the latest advancements in programming and technology.

*Please note, these fees begin at contract signature.

Subscription	Annual User Fee	QTY	Subtotal
PlotBox PlotBox Essential - Tier 1 Users Secure role-based unique login for each user, including change logging for key system entries, all hosting, data storage, backups and updates. Features: <ul style="list-style-type: none">• Access to all required modules• Unlimited In-App Chat Support	\$1,000	3	\$3,000
EverAfter Options			
<input checked="" type="radio"/> Standard EverAfter A genealogy site powered by PlotBox where families can search your cemeteries for deceased records, basic genealogy information, as well as walk to grave directions.	\$0	1	\$0
Total			\$3,000



Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Michael Luce, Township Manager

Subject: Fiscal Year 2024-2025 Hartland Township Budget Review

Date: January 31, 2024

Recommended Action

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

Discussion

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

Attachments

Proposed FY24-FY25 Budgets all funds except GF and 401



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

2.6.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
<u>Fund 204 - MUNICIPAL STREET FUND</u>						
ESTIMATED REVENUES						
Dept 000						
204-000-402.000	CURRENT REAL PROP TAX	1,168,471	1,264,010	1,256,290		
204-000-413.000	CHARGEBACK TAXES	71		1,964		
204-000-446.000	INT.&PEN DEL TAX	44		15		
204-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	2,959	2,000	2,000	2,000	
204-000-665.000	INTEREST EARNINGS	3,854	2,000	6,000	2,000	
Totals for dept 000 -		1,175,399	1,268,010	1,266,269	4,000	
TOTAL ESTIMATED REVENUES		1,175,399	1,268,010	1,266,269	4,000	
APPROPRIATIONS						
Dept 000						
204-000-826.000	LEGAL FEES			41	5,000	
204-000-850.000	TAX CHARGEBACKS	922	2,500	2,500	2,500	2,500
204-000-969.002	ROAD CHLORIDE	21,209	24,500	24,500	24,500	24,500
204-000-969.100	GRAVEL ROAD IMPROVEMENTS	440,000	204,000		779,000	
204-000-969.200	PAVED ROAD IMPROVEMENTS		2,254,000	535,083	1,187,000	
204-000-969.300	OTHER ROAD IMPROVEMENTS			6,336		
204-000-994.001	BOND PRINCIPAL ROAD 2015	195,000	205,000	205,000		
204-000-994.002	BOND PRINCIPAL ROADS 2016	375,000	375,000	375,000		
204-000-996.000	BOND FEES	1,000	1,000	1,000		
204-000-997.001	BOND INTEREST ROADS 2015	12,000	6,150	6,150		
204-000-997.002	BOND INTEREST ROADS 2016	22,500	11,250	11,250		
Totals for dept 000 -		1,067,631	3,083,400	1,166,860	1,998,000	27,000
TOTAL APPROPRIATIONS		1,067,631	3,083,400	1,166,860	1,998,000	27,000
NET OF REVENUES/APPROPRIATIONS - FUND 204		107,768	(1,815,390)	99,409	(1,994,000)	(27,000)
BEGINNING FUND BALANCE		2,236,773	2,344,541	2,344,541	2,443,950	449,950
ENDING FUND BALANCE		2,344,541	529,151	2,443,950	449,950	422,950

Road millage through 2024

Property Tax Revenues: No property tax revenues projected due to millage expiring.

See Road Capital Projects appendix for project details.



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

2.6.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
Fund 206 - FIRE OPERATING						
ESTIMATED REVENUES						
Dept 000						
206-000-402.000	CURRENT REAL PROP TAX	1,668,012	1,804,382	1,793,375	1,924,604	1,984,095
206-000-413.000	CHARGEBACK TAXES	101		3,803		
206-000-446.000	INT.&PEN DEL TAX	58		21		
206-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	4,016	3,000	4,000	4,000	4,000
206-000-665.000	INTEREST EARNINGS	565	500	500	600	500
206-000-694.000	OTHER REVENUE	2		2		
Totals for dept 000 -		1,672,754	1,807,882	1,801,701	1,929,204	1,988,595
TOTAL ESTIMATED REVENUES		1,672,754	1,807,882	1,801,701	1,929,204	1,988,595
APPROPRIATIONS						
Dept 000						
206-000-801.000	CONTRACTED SERVICES	984	984	991	1,000	1,000
206-000-802.000	LAWN/SNOW MAINTENANCE	8,381	8,632	8,632	8,892	9,160
206-000-807.000	AUDIT FEES	850	850	850	850	850
206-000-850.000	TAX CHARGEBACKS	1,314	2,000	2,000	2,000	2,000
206-000-920.002	UTILITIES - ELECTRIC	788	957	957	987	987
206-000-930.000	SOFTWARE MAINTENANCE	108	160	160	160	160
206-000-930.001	REPAIRS & MAINT. EQUIPMENT	3,601	6,100	6,100	6,100	6,100
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	9,254	399,500	269,789	110,500	382,000
206-000-970.001	CAPITAL OUTLAY - EQUIPMENT		20,000		20,000	20,000
206-000-970.003	CAPITAL OUTLAY - BLDG GRDS				40,000	
206-000-999.336	CONTRIBUTION TO FIRE AUTHORITY	1,296,190	1,386,234	1,386,234	1,452,321	1,495,890
Totals for dept 000 -		1,321,470	1,825,417	1,675,713	1,642,810	1,918,147
TOTAL APPROPRIATIONS		1,321,470	1,825,417	1,675,713	1,642,810	1,918,147
NET OF REVENUES/APPROPRIATIONS - FUND 206		351,284	(17,535)	125,988	286,394	70,448
BEGINNING FUND BALANCE		1,703,887	2,055,171	2,055,171	2,181,159	2,467,553
ENDING FUND BALANCE		2,055,171	2,037,636	2,181,159	2,467,553	2,538,001

NOTES TO FIRE FUND:

Fire millage through 2025

Property Tax Revenues: FY25 assumes a moderate growth rate due to new construction, FY26 assumes a moderate increase due to additional new construction. Also assumes renewal of fire millage.

See Fire Capital Projects appendix for project details.

Contribution to Fire Authority FY26 assumes a 3% increase over FY25 request.



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

2.6.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
<u>Fund 212 - LIQUOR LAW ENFORCEMENT</u>						
ESTIMATED REVENUES						
Dept 000						
212-000-575.000	LIQUOR LICENSE FEES	12,524	12,500	12,391	12,500	12,500
212-000-665.000	INTEREST EARNINGS	47	70	43	43	43
Totals for dept 000 -		12,571	12,570	12,434	12,543	12,543
TOTAL ESTIMATED REVENUES		12,571	12,570	12,434	12,543	12,543
APPROPRIATIONS						
Dept 000						
212-000-801.000	CONTRACTED SERVICES		12,500	12,500	12,500	12,500
Totals for dept 000 -			12,500	12,500	12,500	12,500
TOTAL APPROPRIATIONS			12,500	12,500	12,500	12,500
NET OF REVENUES/APPROPRIATIONS - FUND 212		12,571	70	(66)	43	43
BEGINNING FUND BALANCE		87,222	99,792	99,792	99,726	99,769
ENDING FUND BALANCE		99,793	99,862	99,726	99,769	99,812

*NOTES TO LIQUOR LAW ENFORCEMENT:
Hartland Fire Authority has been contracted to perform our liquor inspections*



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

2.6.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
<u>Fund 354 - 2009 M-59 ROAD IMPROVEMENTS BOND</u>						
ESTIMATED REVENUES						
Dept 000						
354-000-404.000	2009 M-59 ROAD SAD REVENUE	172,679	172,679	172,679	172,680	172,680
354-000-404.001	HROAD SPEC ASSESS REVENUE	58,179	58,179	58,179	58,179	58,179
354-000-447.001	2009 M-59 ROAD SAD INTEREST	66,105	60,096	60,095	54,086	48,077
354-000-447.002	HROAD SPEC ASSESS INTEREST	22,272	20,248	20,247	18,223	16,198
354-000-665.000	INTEREST EARNINGS	211	150	250	250	250
Totals for dept 000 -		319,446	311,352	311,450	303,418	295,384
TOTAL ESTIMATED REVENUES		319,446	311,352	311,450	303,418	295,384
APPROPRIATIONS						
Dept 000						
354-000-826.000	LEGAL FEES			147		
354-000-991.001	2019 M59/HTLND BOND PRINCIPAL	230,000	225,000	225,000	220,000	210,000
354-000-996.000	BOND FEES		500	1,000	500	500
354-000-997.010	2019 REFUNDING BOND INTEREST	62,463	57,063	57,063	51,500	45,600
Totals for dept 000 -		292,463	282,563	283,210	272,000	256,100
TOTAL APPROPRIATIONS		292,463	282,563	283,210	272,000	256,100
NET OF REVENUES/APPROPRIATIONS - FUND 354		26,983	28,789	28,240	31,418	39,284
BEGINNING FUND BALANCE		459,056	486,040	486,040	514,280	545,698
ENDING FUND BALANCE		486,039	514,829	514,280	545,698	584,982

Assessment through 2032
 No notable or significant changes to budget for FY2025



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

2.6.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
<u>Fund 358 - MILLPOINTE ROAD DEBT SERVICE FUND</u>						
ESTIMATED REVENUES						
Dept 000						
358-000-451.000	SPECIAL ASSESSMENT PRINCIPAL	83,193	77,135	77,539	74,308	74,308
358-000-451.001	SPECIAL ASSESSMENT INTEREST	16,149	13,017	12,642	9,405	6,270
358-000-665.000	INTEREST EARNINGS	97	100	100	100	100
Totals for dept 000 -		99,439	90,252	90,281	83,813	80,678
TOTAL ESTIMATED REVENUES		99,439	90,252	90,281	83,813	80,678
APPROPRIATIONS						
Dept 000						
358-000-826.000	LEGAL FEES			36		
358-000-991.000	BOND - PRINCIPAL	90,000	95,000	95,000	100,000	100,000
358-000-996.000	BOND FEES	500	500	500	500	500
358-000-997.000	BOND INTEREST PAYMENT	16,788	14,013	14,013	11,088	8,088
Totals for dept 000 -		107,288	109,513	109,549	111,588	108,588
TOTAL APPROPRIATIONS		107,288	109,513	109,549	111,588	108,588
NET OF REVENUES/APPROPRIATIONS - FUND 358		(7,849)	(19,261)	(19,268)	(27,775)	(27,910)
BEGINNING FUND BALANCE		265,810	257,962	257,962	238,694	210,919
ENDING FUND BALANCE		257,961	238,701	238,694	210,919	183,009

*NOTES TO MILLPOINTE ROAD SAD:
Assessment through 2026
No notable or significant changes to budget for FY2025*



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

2.6.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
<u>Fund 359 - BULLARD LAKE ROAD SAD</u>						
ESTIMATED REVENUES						
Dept 000						
359-000-451.000	SPECIAL ASSESSMENT REVENUE	18,888	16,124	20,270	14,742	14,742
359-000-451.001	SPECIAL ASSESSMENT INTEREST	3,725	3,193	3,018	2,433	1,946
359-000-665.000	INTEREST EARNINGS	35		25	25	25
Totals for dept 000 -		22,648	19,317	23,313	17,200	16,713
TOTAL ESTIMATED REVENUES		22,648	19,317	23,313	17,200	16,713
APPROPRIATIONS						
Dept 000						
359-000-999.401	TRANSFER TO CAPITAL PROJECTS		20,052	23,288	17,175	16,688
Totals for dept 000 -			20,052	23,288	17,175	16,688
TOTAL APPROPRIATIONS			20,052	23,288	17,175	16,688
NET OF REVENUES/APPROPRIATIONS - FUND 359		22,648	(735)	25	25	25
BEGINNING FUND BALANCE		66,463	89,110	89,110	89,135	89,160
ENDING FUND BALANCE		89,111	88,375	89,135	89,160	89,185

NOTES TO BULLARD LAKE ROAD SAD:
Assessment through 2028
No notable or significant changes to budget for FY2025



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

2.6.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
<u>Fund 536 - WATER SYSTEM FUND</u>						
ESTIMATED REVENUES						
Dept 000						
536-000-600.400	WATER USAGE METERED	157,693	161,000	154,130	157,214	160,357
536-000-600.500	WATER READINESS TO SERVE	687,243	697,626	700,977	718,791	736,606
536-000-601.000	USER FEES	400	2,500	500	300	300
536-000-601.001	PENALTIES ON USER FEES	7,759	5,000	6,000	5,000	5,000
536-000-605.000	METER SALES	13,452	20,000	40,000	20,000	20,000
536-000-665.000	INTEREST EARNINGS	4,405	7,000	10,000	10,000	10,000
536-000-676.101	REIMB. CONTRACT SERVICES	47,844	46,936	70,000	75,000	75,000
536-000-676.102	REIMB - CONTRACT EQUIPMENT		10,799	11,000	50,000	50,000
Totals for dept 000 -		918,796	950,861	992,607	1,036,305	1,057,263
TOTAL ESTIMATED REVENUES		918,796	950,861	992,607	1,036,305	1,057,263
APPROPRIATIONS						
Dept 000						
536-000-702.100	SALARY IN LIEU OF BENEFITS	1,500	3,000	3,000	3,000	3,000
536-000-703.000	VAC/PTO OWED AT YE	1,877	2,000	2,000	2,000	2,000
536-000-704.000	OPERATOR II WAGES	52,764	54,080	54,080	54,080	54,080
536-000-706.000	OPERATOR I WAGES	60,529	87,360	87,360	89,440	89,440
536-000-707.000	SEASONAL WAGES	25,064	27,000	27,000	28,000	28,000
536-000-709.000	OVERTIME WAGES	17,554	15,160	18,500	15,437	15,437
536-000-715.000	EMPLOYERS SOC SEC	11,519	14,275	14,300	14,532	14,532
536-000-716.000	EMPLOYMENT EXPENSE	33,940	38,142	38,142	39,848	43,848
536-000-718.000	RETIREMENT	12,853	15,660	15,660	15,896	15,896
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	2,379	2,350	2,500	2,400	2,400
536-000-720.000	ADMINISTRATIVE FEES	146,553	166,649	166,649	186,350	191,940
536-000-727.000	SUPPLIES/POSTAGE	1,459	2,500	2,500	2,750	2,800
536-000-740.000	OPERATING SUPPLIES	12,734	13,555	13,555	14,233	14,945
536-000-740.001	WATER TREAT. CHEMICALS	18,118	18,000	18,000	25,000	27,000
536-000-741.000	METER COSTS	42,454	40,000	40,000	40,000	40,000
536-000-801.000	CONTRACTED SERVICES	4,757	5,000	5,000	65,469	65,719
536-000-802.000	LAWN/SNOW MAINTENANCE	323	1,500	1,500	1,500	1,500
536-000-804.000	MEMBERSHIP & DUES		350	400	900	950
536-000-805.000	INTERNET	3,698	4,000	4,000	5,000	5,000
536-000-807.000	AUDIT FEES	4,000	6,100	6,100	4,000	4,000
536-000-816.000	ENGINEERING FEES		6,000	20,000	6,000	6,000
536-000-826.000	LEGAL FEES	1,739	5,000	15,000	7,500	5,150
536-000-851.000	TELEPHONE	3,509	3,827	3,827	3,903	4,062



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

2.6.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
536-000-860.000	GASOLINE	6,610	10,000	7,500	7,500	7,500
536-000-890.000	CONTINGENCIES		15,000	15,000	15,000	15,000
536-000-900.000	PRINTING & PUBLICATIONS	344	350	350	375	380
536-000-910.000	INSURANCE	9,442	11,129	12,191	13,274	14,453
536-000-920.001	UTILITIES - GAS	2,565	2,100	2,100	2,200	2,300
536-000-920.002	UTILITIES - ELECTRIC	43,214	50,000	50,000	60,000	60,000
536-000-920.004	UTILITIES - SEWER	4,729	6,000	6,000	6,000	6,000
536-000-922.000	MISS DIG	1,760	3,500	3,500	3,500	3,500
536-000-930.000	SOFTWARE MAINTENANCE	27,323	22,829	22,890	21,061	21,720
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	25,143	50,000	50,000	50,000	50,000
536-000-930.002	REPAIRS & MAINT VEHICLE/EQUIP	3,227	7,700	7,700	9,600	9,600
536-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	9,981	7,750	7,750	7,750	7,750
536-000-956.000	MISCELLANEOUS	1,522	2,500	2,500	2,500	2,500
536-000-957.000	EDUCATION/TRAINING/CONVENTION	1,425	2,500	2,500	3,000	3,000
536-000-964.002	UNCOLLECTIBLE UB FEES		1,000		1,000	1,000
536-000-999.539	TRANSFER TO WATER REPLACEMENT FUND		170,000	170,000	300,000	300,000
Totals for dept 000 -		596,608	893,866	919,054	1,129,998	1,142,402
TOTAL APPROPRIATIONS		596,608	893,866	919,054	1,129,998	1,142,402
NET OF REVENUES/APPROPRIATIONS - FUND 536		322,188	56,995	73,553	(93,693)	(85,139)
BEGINNING FUND BALANCE		1,771,330	2,093,520	2,093,520	2,167,073	2,073,380
ENDING FUND BALANCE		2,093,518	2,150,515	2,167,073	2,073,380	1,988,241

NOTES TO WATER O&M FUND:

Commodity and fixed charges are from the 2021 Water Rate Study. Fixed charges are now allocated based on REUs owned.

Additional new staff person added in FY23 due to water system expansion.

Transfer to Water Replacement Fund was included in the 2021 Water Rate Study and will be used to pay for water system expansion and improvements.



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

2.6.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
<u>Fund 539 - WATER REPLACEMENT FUND</u>						
ESTIMATED REVENUES						
Dept 000						
539-000-528.000	OTHER FEDERAL GRANTS	1,000,000				
539-000-601.001	PENALTIES ON SURCHARGES	267		11		
539-000-602.000	CONNECTION FEES		116,320	20,356	116,320	116,320
539-000-602.100	SURCHARGE FEES	21,190	23,731	23,731	22,544	21,417
539-000-650.000	REFUNDS	45,398				
539-000-665.000	INTEREST EARNINGS	7,771	8,000	25,000	25,000	15,000
539-000-669.536	TRANSFER FROM WATER O&M FUND		170,000	170,000	300,000	300,000
539-000-676.000	REIMBURSEMENTS	153,710				
Totals for dept 000 -		1,228,336	318,051	239,098	463,864	452,737
TOTAL ESTIMATED REVENUES		1,228,336	318,051	239,098	463,864	452,737
APPROPRIATIONS						
Dept 000						
539-000-816.000	ENGINEERING FEES	8,452		14,626	15,000	15,000
539-000-930.000	REPAIRS & MAINTENANCE		15,000	15,000	15,000	15,000
539-000-968.000	DEPRECIATION	247,134	342,000	342,000	376,500	453,250
539-000-999.285	TRANSFER TO CLFRF GRANT			1,750		
Totals for dept 000 -		255,586	357,000	373,376	406,500	483,250
TOTAL APPROPRIATIONS		255,586	357,000	373,376	406,500	483,250
NET OF REVENUES/APPROPRIATIONS - FUND 539		972,750	(38,949)	(134,278)	57,364	(30,513)
BEGINNING FUND BALANCE		8,625,186	9,597,935	9,597,935	9,463,657	9,521,021
ENDING FUND BALANCE		9,597,936	9,558,986	9,463,657	9,521,021	9,490,508

See Water Capital Projects appendix for more project details.



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

2.6.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
<u>Fund 577 - CABLE TV FUND</u>						
ESTIMATED REVENUES						
Dept 000						
577-000-607.000	PEG FEES	92,349	91,700	90,174	90,174	90,174
577-000-665.000	INTEREST EARNINGS	83		60		
Totals for dept 000 -		92,432	91,700	90,234	90,174	90,174
TOTAL ESTIMATED REVENUES		92,432	91,700	90,234	90,174	90,174
APPROPRIATIONS						
Dept 000						
577-000-740.000	OPERATING SUPPLIES	840	2,100	2,100	2,100	2,100
577-000-801.000	CONTRACTED SERVICES & RENTALS	7,535	68,000	68,000	15,600	15,600
577-000-805.000	INTERNET	10,818	10,860	10,860	10,860	10,860
577-000-806.000	CABLE TV FEES	1,761	1,500	1,770	1,800	1,836
577-000-930.000	REPAIRS & MAINTENANCE		1,500	1,500	1,500	1,500
577-000-941.000	RENT	12,984	12,984	12,984	12,984	12,984
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	21,035	22,670	22,670	22,670	22,670
577-000-970.000	CAPITAL OUTLAY		25,086	25,086	22,660	22,624
Totals for dept 000 -		54,973	144,700	144,970	90,174	90,174
TOTAL APPROPRIATIONS		54,973	144,700	144,970	90,174	90,174
NET OF REVENUES/APPROPRIATIONS - FUND 577		37,459	(53,000)	(54,736)		
BEGINNING FUND BALANCE		169,962	207,421	207,421	152,685	152,685
ENDING FUND BALANCE		207,421	154,421	152,685	152,685	152,685

NOTES TO CABLE PEG FUND:

NearMap annual service has been added the budget under PEG Server & Software Rental.

GIS Project added to FY24 budget. (Added to Contracted Services And Rentals)

Partners in progress funded from PEG for public education



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

2.6.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
<u>Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND</u>						
ESTIMATED REVENUES						
Dept 000						
590-000-600.100	SEWER USAGE FLAT RATE	581,756	583,688	583,688	582,668	583,507
590-000-600.200	SEWER USAGE METERED	486,473	503,181	503,181	518,276	533,824
590-000-600.300	SEWER CAPITAL CHARGES	229,927	230,956	232,365	233,387	236,705
590-000-600.600	SEWER RTS CHARGE	1,191,643	1,197,019	1,197,019	1,204,495	1,221,619
590-000-601.000	USER FEES	20		20		
590-000-601.001	PENALTIES ON USER FEES	32,937	30,000	30,000	30,000	30,000
590-000-602.000	CONNECTION FEES	113,459	188,780	188,780	188,780	188,780
590-000-602.100	SURCHARGE FEES	83,856	83,850	83,850	83,850	83,850
590-000-605.000	METER SALES		2,500	2,500	2,500	2,500
590-000-665.000	INTEREST EARNINGS	27,214	15,000	24,000	28,000	28,000
590-000-665.001	UNREALIZED GAIN OR LOSS	(4,624)		(50,000)		
590-000-668.000	SEPTAGE STATION REVENUES	319,426	200,000	300,000	300,000	300,000
590-000-676.000	REIMBURSEMENTS	315		140		
Totals for dept 000 -		3,062,402	3,034,974	3,095,543	3,171,956	3,208,785
TOTAL ESTIMATED REVENUES		3,062,402	3,034,974	3,095,543	3,171,956	3,208,785
APPROPRIATIONS						
Dept 000						
590-000-720.000	ADMINISTRATIVE FEES	112,151	144,532	144,532	186,473	192,068
590-000-727.000	SUPPLIES & POSTAGE	1,540	2,250	2,900	3,000	3,500
590-000-741.000	METER COSTS		2,500	2,500	2,500	2,500
590-000-801.000	CONTRACTED SERVICES	10,095				
590-000-801.008	LCDC CONTRACT SERVICES	2,106,958	2,129,333	2,129,333	2,160,380	2,201,854
590-000-807.000	AUDIT FEES	4,990	4,990	4,990	4,990	4,990
590-000-816.000	ENGINEERING FEES			7,320		
590-000-826.000	LEGAL FEES	15,769	50,000	100,000	75,000	1,000
590-000-910.000	INSURANCE	11,136	12,000	12,125	13,200	14,375
590-000-930.000	SOFTWARE MAINTENANCE	1,106	1,150	1,193	1,300	1,400
590-000-968.000	DEPRECIATION	436,670	436,670	436,670	436,670	436,670
590-000-999.595	TRANSFER TO SEWER EXP BOND FUND				1,386,900	1,335,000
Totals for dept 000 -		2,700,415	2,783,425	2,841,563	4,270,413	4,193,357
Dept 595 - 2005 SEWER BONDS						
590-595-826.000	LEGAL FEES		10,000			
Totals for dept 595 - 2005 SEWER BONDS			10,000			



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

2.6.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
TOTAL APPROPRIATIONS		2,700,415	2,793,425	2,841,563	4,270,413	4,193,357
NET OF REVENUES/APPROPRIATIONS - FUND 590		361,987	241,549	253,980	(1,098,457)	(984,572)
BEGINNING FUND BALANCE		23,520,822	23,882,808	23,882,808	24,136,788	23,038,331
ENDING FUND BALANCE		23,882,809	24,124,357	24,136,788	23,038,331	22,053,759

NOTES TO SEWER O&M FUND:

Sewer revenues are updated based on the LCDC 2021 rate study. Readiness to serve charges are now based on REUs, instead of connection counts.

FY25 and FY26 transfers to 595 Bond Fund cover 100% of bond payments



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

2.6.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
<u>Fund 591 - LAKE TYRONE 2015 SEWER SAD</u>						
ESTIMATED REVENUES						
Dept 000						
591-000-404.000	LK TYRONE SP ASSESS INTEREST INC	35,575	32,839	32,839	30,102	27,366
591-000-602.000	CONNECTION FEES			21,913		
591-000-665.000	INTEREST EARNINGS	429	350	350	350	350
Totals for dept 000 -		36,004	33,189	55,102	30,452	27,716
TOTAL ESTIMATED REVENUES		36,004	33,189	55,102	30,452	27,716
APPROPRIATIONS						
Dept 000						
591-000-826.000	LEGAL FEES			60	60	60
591-000-997.000	BOND INTEREST PAYMENT	22,502	21,037	21,037	19,499	17,961
Totals for dept 000 -		22,502	21,037	21,097	19,559	18,021
TOTAL APPROPRIATIONS		22,502	21,037	21,097	19,559	18,021
NET OF REVENUES/APPROPRIATIONS - FUND 591		13,502	12,152	34,005	10,893	9,695
BEGINNING FUND BALANCE		227,832	241,335	241,335	275,340	286,233
ENDING FUND BALANCE		241,334	253,487	275,340	286,233	295,928

No notable or significant changes to budget for FY2025



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

2.6.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
<u>Fund 595 - 2005 SEWER EXP BONDS</u>						
ESTIMATED REVENUES						
Dept 000						
595-000-404.000	SPECIAL ASSESSMENTS INTEREST	11,877	7,918	7,918	3,959	
595-000-404.004	SAD DISTRICT 4 INTEREST	14,991	8,071	7,803	3,843	
595-000-404.005	SAD DISTRICT 5 INTEREST	2,687	1,791	1,791	896	
595-000-404.006	SAD DISTRICT 6 INTEREST	4,965	3,310	3,305	1,641	
595-000-404.007	SAD DISTRICT #7 INTEREST	2,150	1,433	1,433	717	
595-000-404.008	SAD #4 SUP INTEREST INCOME	1,809	1,432	1,004	659	330
595-000-665.000	INTEREST EARNINGS	76,478	38,014	38,014	1,982	400
595-000-699.590	TRANSFER IN SEWER				1,386,900	1,335,000
Totals for dept 000 -		114,957	61,969	61,268	1,400,597	1,335,730
TOTAL ESTIMATED REVENUES		114,957	61,969	61,268	1,400,597	1,335,730
APPROPRIATIONS						
Dept 000						
595-000-826.000	LEGAL FEES			717		
595-000-956.250	BANK CHARGES	98				
595-000-995.100	AMORTIZATION - BOND FEES		4,100	4,100	4,100	4,100
595-000-996.000	BOND FEES	1,000	1,000	1,000	1,000	1,000
595-000-997.007	SERIES 2016 REFUNDING BOND INTEREST	147,267	126,900	126,900	103,175	77,090
595-000-997.008	INTEREST CREDIT - PREMIUM AMORTIZATION	(27,784)				
595-000-997.011	2021 SEWER REFUNDING INTEREST	182,261	179,600	179,600	179,600	179,600
595-000-997.012	2021 BOND INTEREST CREDIT	(72,624)				
595-000-998.000	UNCOLLECTABLE SAD RECEIVABLE	347,977				
Totals for dept 000 -		578,195	311,600	312,317	287,875	261,790
TOTAL APPROPRIATIONS		578,195	311,600	312,317	287,875	261,790
NET OF REVENUES/APPROPRIATIONS - FUND 595		(463,238)	(249,631)	(251,049)	1,112,722	1,073,940
BEGINNING FUND BALANCE		(8,778,365)	(9,241,603)	(9,241,603)	(9,492,652)	(8,379,930)
ENDING FUND BALANCE		(9,241,603)	(9,491,234)	(9,492,652)	(8,379,930)	(7,305,990)

Assessment for SAD 4-7 through 2024
 Assessment for SAD 4 supplemental through 2025
 SAD Assessments down due final year for SAD 4-7
 FY25 and FY26 transfers in from 590 to cover 100% of bond payments



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

2.6.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
<u>Fund 596 - FORESTBROOK HILLS SEWER SAD#1</u>						
ESTIMATED REVENUES						
Dept 000						
596-000-404.000	FORESTBROOK SAD INTEREST INCOME	3,242	2,824	2,824	2,541	2,259
596-000-665.000	INTEREST EARNINGS	77	100	75	100	100
Totals for dept 000 -		3,319	2,924	2,899	2,641	2,359
TOTAL ESTIMATED REVENUES		3,319	2,924	2,899	2,641	2,359
NET OF REVENUES/APPROPRIATIONS - FUND 596		3,319	2,924	2,899	2,641	2,359
BEGINNING FUND BALANCE		39,065	42,384	42,384	45,283	47,924
ENDING FUND BALANCE		42,384	45,308	45,283	47,924	50,283

NOTES TO FORESTBROOK SEWER SAD FUND:
Assessment through 2032
No notable or significant changes to budget for FY2025

<u>Fund 597 - HARTLAND TWP SEWER SAD 200</u>						
ESTIMATED REVENUES						
Dept 000						
597-000-404.000	SAD 200 INTEREST INCOME	3,556	3,283	3,283	3,009	2,736
597-000-665.000	INTEREST EARNINGS	96	125	75	100	100
Totals for dept 000 -		3,652	3,408	3,358	3,109	2,836
TOTAL ESTIMATED REVENUES		3,652	3,408	3,358	3,109	2,836
NET OF REVENUES/APPROPRIATIONS - FUND 597		3,652	3,408	3,358	3,109	2,836
BEGINNING FUND BALANCE		30,706	34,358	34,358	37,716	40,825
ENDING FUND BALANCE		34,358	37,766	37,716	40,825	43,661

NOTES TO SEWER SAD 200 FUND:
Assessment through 2034
No notable or significant changes to budget for FY2025



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

2.6.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
<u>Fund 852 - Road Special Assessment Districts</u>						
ESTIMATED REVENUES						
Dept 000						
Dept 453 - HARTLAND WOODS ROAD SAD						
852-453-451.000	SPECIAL ASSESSMENT REVENUE	79,450	54,939	60,855	53,249	53,249
852-453-451.001	SPECIAL ASSESSMENT INTEREST	3,715	9,642	9,432	8,307	7,269
852-453-665.000	INTEREST EARNINGS	8		32	10	10
Totals for dept 453 - HARTLAND WOODS ROAD SAD		83,173	64,581	70,319	61,566	60,528
TOTAL ESTIMATED REVENUES		83,173	64,581	70,319	61,566	60,528
APPROPRIATIONS						
Dept 453 - HARTLAND WOODS ROAD SAD						
852-453-727.000	SUPPLIES & POSTAGE	21				
Totals for dept 453 - HARTLAND WOODS ROAD SAD		21				
TOTAL APPROPRIATIONS		21				
NET OF REVENUES/APPROPRIATIONS - FUND 852		83,152	64,581	70,319	61,566	60,528
BEGINNING FUND BALANCE			83,153	83,153	153,472	215,038
ENDING FUND BALANCE		83,152	147,734	153,472	215,038	275,566

NOTES TO 852 ROAD SPECIAL ASSESSMENT FUNDS
Assessment through 2032
No notable or significant changes to budget for FY2025

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Michael Luce, Township Manager

Subject: FY2024-2025 Employee Merit Pool Discussion

Date: January 11, 2024

Recommended Action

No formal action is required at this time.

Discussion

Manager Luce will outline recommendations for the Township staff FY2024-2025 Employee Merit Pool to be included in the FY2024-2025 Township Budget. The Township Budget review is projected to be presented to the Township Board on February 6, 2024.