



## Board of Trustees

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

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

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**Board of Trustees Regular Meeting Agenda  
Hartland Township Hall  
Tuesday, February 11, 2025  
7:00 PM**

1. Call to Order
  2. Pledge of Allegiance
  3. Roll Call
  4. Approval of the Agenda
  5. Call to the Public
  6. Approval of the Consent Agenda
    - [a.](#) Approve Payment of Bills
    - [b.](#) Approve Post Audit of Disbursements Between Board Meetings
    - [c.](#) 01-28-25 Hartland Township Board Regular Meeting Minutes
  7. Pending & New Business
    - [a.](#) Presentation by Commissioner Nakagiri
    - [b.](#) 2025 Crouse Rd. Reconstruction Design Project Contract
    - [c.](#) Township Computers and Software Upgrade
    - [d.](#) Consumers Energy Company Gas Franchise Agreement
    - [e.](#) Fiscal Year 2025-2026 Hartland Township Budget Review
  8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
    - [a.](#) Manager's Report
    - [b.](#) FY2025-2026 Employee Merit Discussion
  10. Adjournment

## Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Susan Case, Finance Clerk

**Subject:** Approve Payment of Bills

**Date:** February 4, 2025

### Recommended Action

Move to approve the bills as presented for payment.

### Discussion

Bills presented total \$97,546.78. The bills are available in the Finance office for review.

Notable invoices include:

\$71,279.29 – Jennifer M. Nash – (Sewage disposal bonds, series 2015)

### Financial Impact

Is a Budget Amendment Required?  Yes  No

All expenses are covered under the amended FY25 budget.

### Attachments

Bills for 02.11.2025

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
ADOBE	ADOBE INC	01/05/2025	2977906193	FOA	JANUARY 2025	
51962		02/11/2025		N		19.99
01/05/2025	,	/ /	0.0000	N		0.00
		02/11/2025		N		19.99

Open

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

VENDOR TOTAL: 19.99

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
AMAZON.COM	AMAZON CAPITAL SERVICES	12/31/2024	113-3568647-8902	FOA	FILE FOLDERS & PAPER TOWELS	
51963	P.O. BOX 035184	02/11/2025		N		72.28
12/31/2024	SEATTLE WA, 98124-5184	/ /	0.0000	N		0.00
		02/11/2025		N		72.28

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	28.79
101-265-740.000	OPERATING SUPPLIES	43.49

72.28

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
AMAZON.COM	AMAZON CAPITAL SERVICES	01/06/2025	114-2326184-8172	FOA	CHAIR SLIDERS FOR MIKES OFFICE CHAIR	
51973	P.O. BOX 035184	02/11/2025		N		11.49
01/06/2025	SEATTLE WA, 98124-5184	/ /	0.0000	N		0.00
		02/11/2025		N		11.49

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	11.49

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
AMAZON.COM	AMAZON CAPITAL SERVICES	01/09/2025	114-2706103-1147	FOA	POST IT NOTES & CLASSIFICATION FOLDE	
51988	P.O. BOX 035184	02/11/2025		N		79.31
01/09/2025	SEATTLE WA, 98124-5184	/ /	0.0000	N		0.00
		02/11/2025		N		79.31

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	9.89
101-192-727.000	SUPPLIES & POSTAGE	69.42

79.31

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
AMAZON.COM	AMAZON CAPITAL SERVICES	01/09/2025	114-5342995-7154	FOA	HD STAPLER & POST IT NOTES	
51974	P.O. BOX 035184	02/11/2025		N		49.79
01/09/2025	SEATTLE WA, 98124-5184	/ /	0.0000	N		0.00
		02/11/2025		N		49.79

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

101-265-740.000	OPERATING SUPPLIES					49.79
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AMAZON.COM	AMAZON CAPITAL SERVICES	01/16/2025	114-734213-04242	FOA	FILE ORGANIZER BOX WITH LID	
52036	P.O. BOX 035184	02/11/2025		N		56.96
01/16/2025	SEATTLE WA, 98124-5184	/ /	0.0000	N		0.00
		02/11/2025		N		56.96

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-727.000	SUPPLIES & POSTAGE	56.96

AMAZON.COM	AMAZON CAPITAL SERVICES	01/16/2025	114-8077956-1661	FOA	UPGRADED MONITOR FOR SECURITY CAMERA	
52035	P.O. BOX 035184	02/11/2025		N		87.97
01/16/2025	SEATTLE WA, 98124-5184	/ /	0.0000	N		0.00
		02/11/2025		N		87.97

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	87.97

AMAZON.COM	AMAZON CAPITAL SERVICES	01/09/2025	1148747812-47338	FOA	ASSIST WITH CHLORINE ANALYZER	
51987	P.O. BOX 035184	02/11/2025		N		36.27
01/09/2025	SEATTLE WA, 98124-5184	/ /	0.0000	N		0.00
		02/11/2025		N		36.27

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	36.27

AMAZON.COM	AMAZON CAPITAL SERVICES	12/27/2024	122724	FOA	REFUND	
52086	P.O. BOX 035184	02/11/2025		N		(16.48)
12/27/2024	SEATTLE WA, 98124-5184	/ /	0.0000	N		0.00
		02/11/2025		N		(16.48)

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-727.000	SUPPLIES & POSTAGE	(16.48)

VENDOR TOTAL: 377.59

APPLIED	APPLIED INNOVATION	01/23/2025	2722809	FOA	RICOH MP6055SP 12/23/24 - 1/22/25	
52045	7718 SOLUTION CENTER	02/11/2025		N		56.43
01/23/2025	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		02/11/2025		N		56.43

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	56.43

VENDOR TOTAL: 56.43

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

AUTOZONE	AUTOZONE , INC	01/23/2025	012325	FOA	WASHER FLUID FOR DPW TRUCKS	
52064	PO BOX 116067	02/11/2025		N		14.97
01/23/2025	ATLANTA GA, 30368-6067	/ /	0.0000	N		0.00
		02/11/2025		N		14.97

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.002	REPAIRS & MAINT VEHICLE/EQUIP	14.97

AUTOZONE	AUTOZONE , INC	01/07/2025	02257596595	FOA	OIL & WASHER FLUID FOR PLOW TRUCK	
51965	PO BOX 116067	02/11/2025		N		64.35
01/07/2025	ATLANTA GA, 30368-6067	/ /	0.0000	N		0.00
		02/11/2025		N		64.35

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.002	REPAIRS & MAINT VEHICLE/EQUIP	64.35

AUTOZONE	AUTOZONE , INC	01/06/2025	415690	FOA	REPLACEMENT WIPERS FOR PACIFICA	
51964	PO BOX 116067	02/11/2025		N		42.38
01/06/2025	ATLANTA GA, 30368-6067	/ /	0.0000	N		0.00
		02/11/2025		N		42.38

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-239-930.000	REPAIRS & MAINTENANCE	42.38

VENDOR TOTAL: 121.70

BOSTICK	BOSTICK TRUCK CENTER	01/22/2025	012225	FOA	SALTER REPAIR	
52037	1368 JOSLYN AVE	02/11/2025		N		606.80
01/22/2025	PONTIAC MI, 48340	/ /	0.0000	N		0.00
		02/11/2025		N		606.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.002	REPAIRS & MAINT VEHICLE/EQUIP	606.80

VENDOR TOTAL: 606.80

1400	BS&A SOFTWARE	01/30/2025	158542	FOA	2/1/25 - 2/1/26 DPP SUPPORT	
52059	14965 ABBEY LANE	02/11/2025		N		498.00
02/01/2025	BATH MI, 48808	/ /	0.0000	N		0.00
		02/11/2025		N		498.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	498.00

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

VENDOR TOTAL: 498.00

CINTAS	CINTAS CORPORATION	01/27/2025	4218343849	FOA	MATS	
52049	P.O. BOX 630910	02/11/2025		N		52.76
01/27/2025	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		02/11/2025		N		52.76

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	52.76

CINTAS	CINTAS CORPORATION	02/03/2025	4219814303	FOA	MATS	
52084	P.O. BOX 630910	02/11/2025		N		52.76
02/03/2025	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		02/11/2025		N		52.76

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	52.76

CINTAS	CINTAS CORPORATION	01/28/2025	5251182703	FOA	FIRST AID SUPPLIES	
52058	P.O. BOX 630910	02/11/2025		N		26.36
01/28/2025	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		02/11/2025		N		26.36

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	26.36

CINTAS	CINTAS CORPORATION	01/31/2025	9306931044	FOA	EYEWASH SERVICE	
52073	P.O. BOX 630910	02/11/2025		N		99.18
01/31/2025	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		02/11/2025		N		99.18

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	99.18

VENDOR TOTAL: 231.06

COMCAST	COMCAST	01/23/2025	0113813 - JAN 20	FOA	JANUARY 2025 - INTERNET AT WTP	
51990	P.O. BOX 70219	02/11/2025		N		282.35
01/23/2025	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		02/11/2025		N		282.35

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-805.000	INTERNET	282.35

COMCAST	COMCAST	01/04/2025	JAN 2025	FOA	JAN 2025 - TOWNSHIP HALL CABLE/INTER	
51967	P.O. BOX 70219	02/11/2025		N		414.00

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

01/04/2025	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		02/11/2025		N		414.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-806.000	CABLE TV FEES	146.10
577-000-805.000	INTERNET	267.90
		<u>414.00</u>

COMCAST	COMCAST	01/01/2025	JANUARY 2025	FOA	JAN 2025 - WTP PHONE/INTERNET	
51966	P.O. BOX 70219	02/11/2025		N		220.74
01/01/2025	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		02/11/2025		N		220.74

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-851.000	TELEPHONE	84.39
536-000-805.000	INTERNET	136.35
		<u>220.74</u>

VENDOR TOTAL: 917.09

CONSUMER	CONSUMERS ENERGY	02/01/2025	202165755901	FOA	FEBRUARY 2025 - PARSHALLVILLE SIREN	
52081	PO BOX 740309	02/11/2025		N		45.82
02/01/2025	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		02/11/2025		N		45.82

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-920.002	UTILITIES - ELECTRIC	45.82

VENDOR TOTAL: 45.82

ECOSHIELD	ECOSHIELD PEST SOLUTIONS DET WEST	01/08/2025	17701696	FOA	PEST CONTROL AT WTP	
51972	P.O. BOX 92180	02/11/2025		N		99.00
01/08/2025	LAS VEGAS NV, 89193-2180	/ /	0.0000	N		0.00
		02/11/2025		Y		99.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	99.00

VENDOR TOTAL: 99.00

GODADDY	GO DADDY	01/11/2025	3519031503	FOA	JANUARY 2025	
51991		02/11/2025		N		39.99
01/11/2025	,	/ /	0.0000	N		0.00
		02/11/2025		N		39.99

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
536-000-900.000	PRINTING & PUBLICATIONS	39.99

VENDOR TOTAL: 39.99

0150	HARTLAND CONSOLIDATED SCHOOLS	01/31/2025	175005	FOA	JANUARY 2025 FUEL	
52085	9525 E HIGHLAND ROAD	02/11/2025		N		559.85
02/03/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/11/2025		N		559.85

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-239-860.000	GASOLINE	35.98
536-000-860.000	GASOLINE	523.87

559.85

VENDOR TOTAL: 559.85

WATERO&M	HARTLAND TOWNSHIP WATER O & M	01/31/2025	JAN 2025	FOA	JANUARY 2025 - OUT OF DEPT EQUIP COS	
52083	2655 CLARK RD	02/11/2025		N		374.97
01/31/2025	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		02/11/2025		N		374.97

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.010	CONTRACT EQUIPMENT - WATER SYS	114.54
101-265-801.010	CONTRACT EQUIPMENT - WATER SYS	240.52
101-567-801.010	CONTRACT EQUIPMENT - WATER SYS	6.64
206-000-802.000	LAWN/SNOW MAINTENANCE	13.27

374.97

WATERO&M	HARTLAND TOWNSHIP WATER O & M	01/31/2025	JANUARY 2025	FOA	JAN 2025 - OUT OF DEPT EXPENSES	
52082	2655 CLARK RD	02/11/2025		N		6,592.07
01/31/2025	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		02/11/2025		N		6,592.07

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.009	CONTRACT SERVICES - WATER SYSTEM	1,758.83
101-265-801.009	CONTRACT SERVICES - WATER SYSTEM	4,110.70
101-567-801.009	CONTRACT SERVICES - WATER SYSTEM	141.61
206-000-802.000	LAWN/SNOW MAINTENANCE	580.93

6,592.07

VENDOR TOTAL: 6,967.04

LIVINGCO	JENNIFER M. NASH	02/03/2025	020325	FOA	SEWAGE DISPOSAL BONDS, SERIES 2015	
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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		
52080	C/O BRIAN JONCKHEERE, LCDC	02/11/2025		N		71,279.29
	2300 E. GRAND RIVER, STE 105					
02/03/2025	HOWELL MI, 48843-7581	/ /	0.0000	N		0.00
		02/11/2025		N		71,279.29

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-000-997.000	BOND INTEREST PAYMENT	9,749.29
591-000-994.000	BOND PRINC. PAYMENT	61,530.00
		<u>71,279.29</u>

VENDOR TOTAL: 71,279.29

LDPA	LIVINGSTON DAILY PRESS & ARGUS	01/23/2025	JANUARY 2025	FOA	JANUARY 2025	
52038		02/11/2025		N		14.99
	3964 SOLUTIONS CENTER					
01/23/2025	CHICAGO IL, 60677-3009	/ /	0.0000	Y		0.00
		02/11/2025		N		14.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-740.000	OPERATING SUPPLIES	14.99

VENDOR TOTAL: 14.99

LOREA	LOREA TOPSOIL & AGGREGATE	01/23/2025	30474	FOA	BULK SALT	
52054	4812 S. OLD US23	02/11/2025		N		220.00
01/23/2025	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		02/11/2025		Y		220.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	73.34
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	73.33
206-000-802.000	LAWN/SNOW MAINTENANCE	73.33
		<u>220.00</u>

LOREA	LOREA TOPSOIL & AGGREGATE	01/08/2025	30491	FOA	BULK SALT	
52060	4812 S. OLD US23	02/11/2025		N		88.00
01/08/2025	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		02/11/2025		Y		88.00

Open

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

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

LOREA	LOREA TOPSOIL & AGGREGATE	01/27/2025	30577	FOA	BULK SALT	
52053	4812 S. OLD US23	02/11/2025		N		88.00
01/27/2025	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		02/11/2025		Y		88.00

Open

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

LOREA	LOREA TOPSOIL & AGGREGATE	02/04/2025	30689	FOA	BULK SALT	
52089	4812 S. OLD US23	02/11/2025		N		105.00
02/04/2025	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		02/11/2025		Y		105.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	35.00
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	35.00
206-000-802.000	LAWN/SNOW MAINTENANCE	35.00
		<u>105.00</u>

LOREA	LOREA TOPSOIL & AGGREGATE	02/04/2025	30698	FOA	BULK SALT	
52088	4812 S. OLD US23	02/11/2025		N		210.00
02/04/2025	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		02/11/2025		Y		210.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	70.00
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	70.00
206-000-802.000	LAWN/SNOW MAINTENANCE	70.00
		<u>210.00</u>

VENDOR TOTAL: 711.00

MTA	MICHIGAN TOWNSHIPS ASSOCIATION	01/08/2025	356991	FOA	MTA CONFERENCE - TWP MGR	
51968	P.O. BOX 80078	02/11/2025		N		400.00
01/08/2025	LANSING MI, 48908-0078	/ /	0.0000	N		0.00
		02/11/2025		N		400.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-957.000	EDUCATION/TRAINING/CONVENTION	400.00

MTA	MICHIGAN TOWNSHIPS ASSOCIATION	01/17/2025	382240	FOA	ENFORCEMENT OFFICER POSTING	
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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
52039	P.O. BOX 80078	02/11/2025		N		75.00
01/17/2025	LANSING MI, 48908-0078	/ /	0.0000	N		0.00
		02/11/2025		N		75.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-900.000	PRINTING & PUBLICATIONS	75.00

MTA	MICHIGAN TOWNSHIPS ASSOCIATION	01/23/2025	388910	FOA	BANQUET DINNER TICKET FOR CONFERENCE	
52057	P.O. BOX 80078	02/11/2025		N		76.00
01/23/2025	LANSING MI, 48908-0078	/ /	0.0000	N		0.00
		02/11/2025		N		76.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-957.000	EDUCATION/TRAINING/CONVENTION	76.00

VENDOR TOTAL: 551.00

MUGGBOPPS	MUGG & BOPPS	01/14/2025	011425	FOA	KEROSENE FOR BARN HEATER	
52071		02/11/2025		N		82.64
01/14/2025	,	/ /	0.0000	N		0.00
		02/11/2025		N		82.64

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	82.64

VENDOR TOTAL: 82.64

OCAA	OAKLAND COUNTY ASSOC OF ASSESSING	01/23/2025	012325	FOA	2025 STC UPDATES	
52040		02/11/2025		N		5.00
01/23/2025	,	/ /	0.0000	N		0.00
		02/11/2025		N		5.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-957.000	EDUCATION/TRAINING/CONVENTION	5.00

VENDOR TOTAL: 5.00

1180	PETER'S TRUE VALUE HARDWARE	01/27/2025	K75900	FOA	MISC SUPPLIES	
52048	3455 W. HIGHLAND ROAD	02/11/2025		N		11.37
01/27/2025	MILFORD MI, 48380	/ /	0.0000	N		0.00
		02/11/2025		N		11.37

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	11.37

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: 11.37

RESERVE	PITNEY BOWES BANK INC RESERVE ACCT	01/31/2025	JANUARY 2025	FOA	JAN 2025 - ACCT #24969628	
52087	P.O. BOX 981023	02/11/2025		N		732.19
01/31/2025	BOSTON MA, 02298-1023	/ /	0.0000	N		0.00
		02/11/2025		N		732.19

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	42.09
101-209-727.000	SUPPLIES & POSTAGE	75.77
101-215-727.000	SUPPLIES & POSTAGE	287.86
101-191-727.000	SUPPLIES & POSTAGE	54.20
101-400-727.000	SUPPLIES & POSTAGE	4.83
101-253-811.100	TAX COLLECTION	74.52
536-000-727.000	SUPPLIES/POSTAGE	37.69
590-000-727.000	SUPPLIES & POSTAGE	37.69
101-567-727.000	SUPPLIES & POSTAGE	1.50
101-722-727.000	SUPPLIES & POSTAGE	0.69
101-192-727.000	SUPPLIES & POSTAGE	115.35

732.19

VENDOR TOTAL: 732.19

PMTECH	PM TECHNOLOGIES	01/24/2025	105740622	FOA	GENERATOR REPAIR	
52052	28294 BECK ROAD	02/11/2025		N		470.00
01/24/2025	WIXOM MI, 48393	/ /	0.0000	N		0.00
		02/11/2025		N		470.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	470.00

VENDOR TOTAL: 470.00

PRECISIONC	PRECISION COMFORT HEATING & AC	01/22/2025	012225	FOA	DEPOSIT FOR GARAGE HEATER REPLACEMEN	
52041	5454 BYRON RD	02/11/2025		N		486.50
01/22/2025	HOWELL MI, 48855	/ /	0.0000	N		0.00
		02/11/2025		N		486.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	486.50

PRECISIONC	PRECISION COMFORT HEATING & AC	01/22/2025	1468-1	FOA	BALANCE DUE ON GARAGE HEATER AT TWP	
52072	5454 BYRON RD	02/11/2025		N		357.50
01/22/2025	HOWELL MI, 48855	/ /	0.0000	N		0.00
		02/11/2025		N		357.50

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	357.50
VENDOR TOTAL:		844.00

RURALKING	RURAL KING	01/06/2025	010625	FOA	CLOTHING FOR J. RADLEY	
51969	4216 DEWITT AVE	02/11/2025		N		19.99
01/06/2025	MATTOON IL, 61938	/ /	0.0000	N		0.00
		02/11/2025		N		19.99
Open						

GL NUMBER	DESCRIPTION	AMOUNT				
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	19.99				
RURALKING	RURAL KING	12/30/2024	123024	FOA	CLOTHING FOR J. RADLEY	
51970	4216 DEWITT AVE	02/11/2025		N		234.83
12/30/2024	MATTOON IL, 61938	/ /	0.0000	N		0.00
		02/11/2025		N		234.83
Open						

GL NUMBER	DESCRIPTION	AMOUNT
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	234.83
VENDOR TOTAL:		254.82

SKA	SOLBERG KNOWLES & ASSOCIATES	01/28/2025	24JCC0056	FOA	CHLORINE ANALYZER FOR WATER SYSTEM	
52077	1530 HUNTINGTON DRIVE	02/11/2025		N		6,150.00
01/28/2025	CALUMET CITY IL, 60409	/ /	0.0000	N		0.00
		02/11/2025		N		6,150.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	6,150.00
VENDOR TOTAL:		6,150.00

STAPLES	STAPLES	01/25/2025	6022385622	FOA	MISC SUPPLIES	
52046	PO BOX 660409	02/11/2025		N		131.62
01/25/2025	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		02/11/2025		N		131.62
Open						

GL NUMBER	DESCRIPTION	AMOUNT				
101-265-740.000	OPERATING SUPPLIES	131.62				
STAPLES	STAPLES	01/25/2025	6022385623	FOA	KITCHEN NAPKINS	
52047	PO BOX 660409	02/11/2025		N		15.19
01/25/2025	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		02/11/2025		N		15.19
Open						

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

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	15.19

STAPLES	STAPLES	02/01/2025	6023446052	FOA	CHAIR FOR TWP MGR	
52076	PO BOX 660409	02/11/2025		N		249.99
02/01/2025	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		02/11/2025		N		249.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	249.99

STAPLES	STAPLES	02/01/2025	6023446053	FOA	MISC SUPPLIES	
52074	PO BOX 660409	02/11/2025		N		88.33
02/01/2025	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		02/11/2025		N		88.33

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	80.54
101-172-727.000	SUPPLIES & POSTAGE	7.79
		<u>88.33</u>

VENDOR TOTAL: 485.13

SPIRITOFLI	THE SPIRIT OF LIVINGSTON	01/27/2025	5995	FOA	ID BADGE & DOOR PLACARD	
52050	3280 W GRAND RIVER	02/11/2025		N		35.00
11/24/2024	HOWELL MI, 48855	/ /	0.0000	N		0.00
		02/11/2025		N		35.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-727.000	SUPPLIES & POSTAGE	35.00

VENDOR TOTAL: 35.00

UNIVAR	UNIVAR SOLUTIONS	01/16/2025	52711516	FOA	LIQUID CHLORINE	
52042	62190 COLLECTIONS CENTER DRIVE	02/11/2025		N		2,939.99
01/16/2025	CHICAGO IL, 60693-0621	/ /	0.0000	N		0.00
		02/11/2025		N		2,939.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.001	WATER TREAT. CHEMICALS	2,939.99

VENDOR TOTAL: 2,939.99

VC3, INC.	VC3, INC.	01/31/2025	187580	FOA	SONICWALL	

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
52078	C/O PNC BANK	02/11/2025		N		2,100.00
	P.O. BOX 746804					
01/31/2025	ATLANTA GA, 30374-6804	/ /	0.0000	N		0.00
		02/11/2025		N		2,100.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-258-801.000	CONTRACTED SERVICES	2,100.00

  

VC3, INC.	VC3, INC.	01/31/2025	3559500VC3	FOA	SONICWALL LICENSE	190.00
52079	C/O PNC BANK	02/11/2025		N		
	P.O. BOX 746804					
01/31/2025	ATLANTA GA, 30374-6804	/ /	0.0000	N		0.00
		02/11/2025		N		190.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-258-801.000	CONTRACTED SERVICES	190.00

VENDOR TOTAL: 2,290.00

YOURMEMBER	YOURMEMBERSHIP.COM, INC	01/22/2025	R70568186	FOA	MML CLASSIFIED AD	150.00
52043		02/11/2025		N		
01/22/2025	,	/ /	0.0000	N		0.00
		02/11/2025		N		150.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-900.000	PRINTING & PUBLICATIONS	150.00

VENDOR TOTAL: 150.00

TOTAL - ALL VENDORS: 97,546.78

FUND TOTALS:

Fund 101 - GENERAL FUND	13,448.40
Fund 206 - FIRE OPERATING	877.01
Fund 536 - WATER SYSTEM FUND	11,490.39
Fund 577 - CABLE TV FUND	414.00
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	37.69
Fund 591 - LAKE TYRONE 2015 SEWER SAD	71,279.29

## Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Susan Case, Finance Clerk

**Subject:** Approve Post Audit of Disbursements Between Board Meetings

**Date:** February 4, 2025

### Recommended Action

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

### Discussion

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

Accounts Payable – \$24,343.63

February 13, 2025 Payroll - \$83,640.89

### Financial Impact

Is a Budget Amendment Required?  Yes  No

All expenses are covered under the amended FY25 budget.

### Attachments

Post Audit Bills List 01.23.2025

Payroll for 02.13.2025



Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/23/2025	FOA	45175	DELTA DENTAL	ACCRUED DENTAL BENEFITS	001-000-257.101	280.98
		45175		EMPLOYMENT EXPENSE	101-172-716.000	127.86
		45175		EMPLOYMENT EXPENSE	101-192-716.000	74.52
		45175		EMPLOYMENT EXPENSE	101-209-716.000	74.52
		45175		EMPLOYMENT EXPENSE	101-215-716.000	70.30
		45175		EMPLOYMENT EXPENSE	101-253-716.000	140.60
		45175		EMPLOYMENT EXPENSE	101-400-716.000	268.46
		45175		EMPLOYMENT EXPENSE	101-441-716.000	255.72
		45175		EMPLOYMENT EXPENSE	536-000-716.000	111.78
01/23/2025	FOA	45176	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,404.71
		45176		STREET LIGHTS	101-448-921.000	56.15
		45176		UTILITIES	101-567-920.000	17.65
		45176		UTILITIES - ELECTRIC	101-751-920.002	90.76
		45176		UTILITIES - ELECTRIC	206-000-920.002	27.98
		45176		UTILITIES - ELECTRIC	536-000-920.002	3,466.41
						5,063.66
01/23/2025	FOA	45177	MUTUAL OF OMAHA	ACCRUED STD/LTD BENEFITS	001-000-257.103	215.09
		45177		EMPLOYMENT EXPENSE	101-172-716.000	47.42
		45177		EMPLOYMENT EXPENSE	101-192-716.000	114.86
		45177		EMPLOYMENT EXPENSE	101-209-716.000	162.50
		45177		EMPLOYMENT EXPENSE	101-215-716.000	71.60
		45177		EMPLOYMENT EXPENSE	101-253-716.000	77.95
		45177		EMPLOYMENT EXPENSE	101-400-716.000	127.34
		45177		EMPLOYMENT EXPENSE	101-441-716.000	109.33
		45177		EMPLOYMENT EXPENSE	536-000-716.000	149.36
						1,075.45
01/23/2025	FOA	45178	PRIORITY HEALTH	ACCRUED MEDICAL BENEFITS	001-000-257.100	3,312.96
		45178		EMPLOYMENT EXPENSE	101-172-716.000	1,873.66
		45178		EMPLOYMENT EXPENSE	101-192-716.000	1,362.62
		45178		EMPLOYMENT EXPENSE	101-209-716.000	1,362.62
		45178		EMPLOYMENT EXPENSE	101-215-716.000	1,498.90
		45178		EMPLOYMENT EXPENSE	101-253-716.000	681.31
		45178		EMPLOYMENT EXPENSE	101-400-716.000	681.31
		45178		EMPLOYMENT EXPENSE	101-441-716.000	3,747.32
		45178		EMPLOYMENT EXPENSE	536-000-716.000	2,043.93
01/23/2025	FOA	45179	VSP INSURANCE CO. (CT)	ACCRUED VISION BENEFITS	001-000-257.102	47.02
		45179		EMPLOYMENT EXPENSE	101-172-716.000	19.67
		45179		EMPLOYMENT EXPENSE	101-192-716.000	14.20
		45179		EMPLOYMENT EXPENSE	101-209-716.000	14.20
		45179		EMPLOYMENT EXPENSE	101-215-716.000	11.95
		45179		EMPLOYMENT EXPENSE	101-253-716.000	23.90
		45179		EMPLOYMENT EXPENSE	101-400-716.000	43.57
		45179		EMPLOYMENT EXPENSE	101-441-716.000	39.34
		45179		EMPLOYMENT EXPENSE	536-000-716.000	21.30

Check Date	Bank	Check #	Payee	Description	GL #	Amount
						235.15
			TOTAL - ALL FUNDS	TOTAL OF 5 CHECKS		24,343.63
--- GL TOTALS ---						
001-000-257.100				ACCRUED MEDICAL BENEFITS		3,312.96
001-000-257.101				ACCRUED DENTAL BENEFITS		280.98
001-000-257.102				ACCRUED VISION BENEFITS		47.02
001-000-257.103				ACCRUED STD/LTD BENEFITS		215.09
101-172-716.000				EMPLOYMENT EXPENSE		2,068.61
101-192-716.000				EMPLOYMENT EXPENSE		1,566.20
101-209-716.000				EMPLOYMENT EXPENSE		1,613.84
101-215-716.000				EMPLOYMENT EXPENSE		1,652.75
101-253-716.000				EMPLOYMENT EXPENSE		923.76
101-265-920.002				UTILITIES - ELECTRIC		1,404.71
101-400-716.000				EMPLOYMENT EXPENSE		1,120.68
101-441-716.000				EMPLOYMENT EXPENSE		4,151.71
101-448-921.000				STREET LIGHTS		56.15
101-567-920.000				UTILITIES		17.65
101-751-920.002				UTILITIES - ELECTRIC		90.76
206-000-920.002				UTILITIES - ELECTRIC		27.98
536-000-716.000				EMPLOYMENT EXPENSE		2,326.37
536-000-920.002				UTILITIES - ELECTRIC		3,466.41
				TOTAL		24,343.63

Check Register Report For Hartland Township  
 For Check Dates 02/13/2025 to 02/13/2025

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/13/2025	FOA	17793	MISSION SQUARE	1,518.17	1,518.17	0.00	Open
02/13/2025	FOA	17794	MISSION SQUARE	3,149.79	3,149.79	0.00	Open
02/13/2025	FOA	17795	MISSION SQUARE	3,824.97	3,824.97	0.00	Open
02/13/2025	FOA	DD9754	BERNARDI, MELYNDA A	2,105.11	0.00	1,652.09	Cleared
02/13/2025	FOA	DD9755	BROOKS, TYLER J	3,666.00	0.00	2,547.22	Cleared
02/13/2025	FOA	DD9756	CARRIGAN, AMANDA K	3,556.34	0.00	2,744.83	Cleared
02/13/2025	FOA	DD9757	CASE, SUSAN E	2,572.50	0.00	1,373.39	Cleared
02/13/2025	FOA	DD9758	CIOFU, LARRY N	3,168.58	0.00	2,169.30	Cleared
02/13/2025	FOA	DD9759	COSGROVE, HEATHER H	2,013.01	0.00	1,242.25	Cleared
02/13/2025	FOA	DD9760	DRYDEN-HOGAN, SUSAN A	4,025.69	0.00	2,866.57	Cleared
02/13/2025	FOA	DD9761	HAASETH, GWYN M	1,083.75	0.00	965.05	Cleared
02/13/2025	FOA	DD9762	HABLE, SCOTT R	3,640.60	0.00	2,518.41	Cleared
02/13/2025	FOA	DD9763	HORNING, KATHLEEN A	3,168.58	0.00	2,231.98	Cleared
02/13/2025	FOA	DD9764	HUBBARD, TONYA S	2,118.16	0.00	1,405.12	Cleared
02/13/2025	FOA	DD9765	JOHNSON, LISA	2,491.47	0.00	1,515.55	Cleared
02/13/2025	FOA	DD9766	KENDALL, ANTHONY S	104.58	0.00	96.58	Cleared
02/13/2025	FOA	DD9767	LANGER, TROY D	3,976.36	0.00	2,804.95	Cleared
02/13/2025	FOA	DD9768	LOFTUS, DANIEL M	585.15	0.00	515.51	Cleared
02/13/2025	FOA	DD9769	LOUIS, CASEY	1,043.45	0.00	813.19	Cleared
02/13/2025	FOA	DD9770	LUCE, MICHAEL T	5,508.33	0.00	4,050.06	Cleared
02/13/2025	FOA	DD9771	MORGANROTH, CAROL L	2,288.67	0.00	1,702.34	Cleared
02/13/2025	FOA	DD9772	NIXON, MITCHELL A	2,928.96	0.00	2,163.19	Cleared
02/13/2025	FOA	DD9773	RADLEY, JAMES W	2,587.50	0.00	1,923.80	Cleared
02/13/2025	FOA	DD9774	SHOLLACK, DONNA M	2,602.17	0.00	1,970.94	Cleared
02/13/2025	FOA	DD9775	SOSNOWSKI, SHERI R	2,239.25	0.00	1,694.47	Cleared
02/13/2025	FOA	DD9776	WYATT, MARTHA K	3,395.76	0.00	2,250.67	Cleared
02/13/2025	FOA	EFT752	FEDERAL TAX DEPOSIT	14,277.99	14,277.99	0.00	Cleared
<b>Totals:</b>				Number of Checks: 027	83,640.89	22,770.92	43,217.46
Total Physical Checks:				3			
Total Check Stubs:				24			

## **Hartland Township Board of Trustees Meeting Agenda Memorandum**

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 01-28-25 Hartland Township Board Regular Meeting Minutes

**Date:** February 5, 2025

### **Recommended Action**

Move to approve the Hartland Township Board Regular Meeting Minutes for January 28, 2025.

### **Discussion**

Draft minutes are attached for review.

### **Financial Impact**

None

### **Attachments**

1-28-25 HTB Minutes - DRAFT

**DRAFT**

**1. Call to Order**

The meeting was called to order by Clerk Ciofu at 7:00 p.m.

**2. Pledge of Allegiance**

**3. Roll Call**

PRESENT: Supervisor Fountain (via teleconference from Florida), Clerk Ciofu, Treasurer Horning, Trustee O'Connell (via teleconference from Hartland Township), Trustee Petrucci, Trustee Lubeski

ABSENT: Trustee McMullen

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

**Move to have Clerk Ciofu run the meeting.**

Motion made by Treasurer Horning, Seconded by Trustee Lubeski.

Voting Yea: Clerk Ciofu, Treasurer Horning, Trustee Petrucci, Trustee Lubeski

Voting Nay: None

Absent: Trustee McMullen

Abstaining: Supervisor Fountain (teleconference), Trustee O'Connell (teleconference)

**4. Approval of the Agenda**

**Move to approve the agenda for the January 28, 2025 Hartland Township Board meeting as presented.**

Motion made by Trustee Petrucci, Seconded by Treasurer Horning.

Voting Yea: Clerk Ciofu, Treasurer Horning, Trustee Petrucci, Trustee Lubeski

Voting Nay: None

Absent: Trustee McMullen

Abstaining: Supervisor Fountain (teleconference), Trustee O'Connell (teleconference)

**5. Call to the Public**

No one came forward.

**6. Approval of the Consent Agenda**

**Move to approve the consent agenda for the January 28, 2025 Hartland Township Board meeting as presented.**

Motion made by Treasurer Horning, Seconded by Trustee Lubeski.

Voting Yea: Clerk Ciofu, Treasurer Horning, Trustee Petrucci, Trustee Lubeski

Voting Nay: None

Absent: Trustee McMullen

Abstaining: Supervisor Fountain (teleconference), Trustee O'Connell (teleconference)

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 28, 2025 – 7:00 PM

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 01-14-25 Hartland Township Board Regular Meeting Minutes
- d. 01-14-25 Hartland Township Board Closed Session Meeting Minutes
- e. 2025 Hartland Consolidated School District Election Agreement
- f. 2025 Livingston Educational Service agency (LESA) Intermediate School District Election Agreement

## 7. Pending & New Business

- a. Crouse Columbarium in Village Cemetery

Brian Crouse of Waldenwoods came forward to discuss a request for the construction of a Columbarium in Hartland Cemetery on the family-owned Lot 201. He stated this was originally designated as a monument lot for the family. He stated that the Crouse family currently has a monument in Hartland Cemetery and his family feels another monument would be redundant. Mr. Crouse stated he was recently assigned the responsibility for managing the Crouse cemetery lots and he is requesting that this lot be used for a family Columbarium. Manager Luce stated Lot 201 has six grave sites which would allow for four cremains per grave. Mr. Crouse stated that this would allow for 24 cremains to be buried in Lot 201 and the purpose of proposing a Columbarium would be to allow for additional cremains. He stated the two issues would be the size of the Columbarium and the number of niches allowed in a Columbarium. He stated there are various niche sizes that would allow for different numbers of cremains to be placed in the Columbarium. He stated all columbarium depths would be 15 inches but gave various dimensions for height and width of potential niches. He stated they would pay for the sexton and any incremental costs for any burial columbarium so there would be no additional cost to the township. Manager Luce presented the dimensions of the current Crouse monument and the proposed dimensions of the columbarium. Discussion was held on the location of Lot 201, the historical nature of the cemetery, the dimensions and design of a columbarium, the number of proposed niches, and township record keeping of a private columbarium. Mr. Crouse stated he is looking for direction from the Board regarding the feasibility of a columbarium, the allowable size of a columbarium, and the number of niches that would be allowed the columbarium. Manager Luce stated we have enough information and there appears to be no issues in moving forward with the Board members present tonight but he would like to hold off on a decision until we have all Board members present. Mr. Crouse stated he will go back to the family to get more specifics on what the family is looking for as to size, color, and number of niches.

- b. Hartland Deerfield Fire Authority Budget Presentation FY2025-26

Hartland Deerfield Fire Authority (HDFA) Chief Adam Carroll came forward to present the HDFA budget for Fiscal Year 2025-2026. Chief Carroll reviewed the three year rolling average allocation computation for Hartland Township and Deerfield Township based on hours of emergency operations in each township. He stated Deerfield Township had the one of the lowest hour years they have ever had accounting for the large allocation shift in 2024 which resulted in change to the three year rolling average. This contributed to the 9.7% increased in the Hartland Township allocation even though the HDFA budget increase was only 6.0%. A brief discussion was held on previous year hours and call volumes. Clerk Ciofu inquired as to the allocation method with regards to fixed costs and variable costs as it appeared to him that the lower the hours spent in Deerfield the more of the fixed costs that Hartland Township would pay. He inquired if there was a better way to allocated the variable costs on hours and the fixed costs by another method. Chief Carroll gave a brief overview of the history of the allocation methodology stating the original

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 28, 2025 – 7:00 PM

allocation was based on population, call volume and SEV. This became very cumbersome, with little effect on the overall allocation, and the methodology shifted to hours spent on emergency calls. Chief Carroll stated he would look into other allocation models. He then gave a brief overview of the fiscal year 2025-2026 budget stating they are trying to build up the operating fund balance with a smaller transfer to the Capital Fund. He stated they would ultimately also like to increase the Capital Fund balance. Clerk Ciofu inquired as to the ending fund balance in the budget as to whether this was the target goal. Chief Carroll stated that the ending balance and the operating contingency fund amount would comprise the targeted fund balance goal for the fiscal year if the contingency fund goes unused. Clerk Ciofu also stated that the Capital Reserve schedule shows a capital reserve balance that includes Reimbursement Revenue which he believes to be for shared radio purchase contributions from other municipalities with no corresponding expense for the payment which is somewhat misleading. Chief Carroll stated that this was true and that this item should be closed out by the end of the month. Clerk Ciofu inquired as to adding a projected fiscal year end column when preparing a budget.

## **Move to approve the proposed Hartland Deerfield Fire Authority Fiscal Year 2025-2026 Budget as presented.**

Motion made by Treasurer Horning, Seconded by Trustee Petrucci.

Voting Yea: Clerk Ciofu, Treasurer Horning, Trustee Petrucci, Trustee Lubeski

Voting Nay: None

Absent: Trustee McMullen

Abstaining: Supervisor Fountain (teleconference), Trustee O'Connell (teleconference)

### c. Hartland Township FY2025-2026 Capital Improvement Plans

Manager Luce gave an overview of the Capital Improvement Plan (CIP) budgets. He reviewed the General Fund CIP highlighting the sidewalk gaps, with potential grant opportunities, HVAC replacement contingency, and improvements to the Township Hall and Board Room. He provided a brief overview of Settler's Park sealcoating, phragmites control and education, Heritage sign renovation, Spranger Field facility upgrades, the construction of the Veteran's Memorial at Settler's Park, park amenities, overall park parking lot maintenance, Park Master Plan updating, and potential additional park structures. He also gave a brief update on the M-59/US-23 medium upgrades and the potential purchase of new equipment for the Public Works department. A brief discussion was held on the M-59/US-23 median landscaping. He then reviewed the Road CIP budget thanking Finance Director Susan Dryden and Public Works Director Scott Hable for their work on this budget. He highlighted the north Old US-23 project from M-59 to Crouse Rd., the Crouse Rd. project in the Village from the bridge to East Street including a section of Hartland Rd south of Crouse Rd. The Crouse Rd. project will be a new road which will need curbs and drainage improvements. He also highlighted the remaining portion of paving on Blaine Rd. held up from last year due to drain repairs. He also reviewed the major projects for FY26-27 of Pleasant Valley Rd. paving and the FY27-28 paving of Bergin Rd. which we may need to be a bonded project. A brief discussion was held on the methodology of scheduling of road millage projects. Manager Luce then reviewed the Fire authority CIP highlighting basic repairs and renovations at Station 61 and Station 62. A brief discussion was held on the tornado sirens relocation and the contingency for replacement of sirens. He then reviewed the Water System CIP highlighting the increase in the annual general repair estimate as the water system ages, and the Water Plant filter improvements with media, which was moved from the FY24-25 to the FY25-26 budget. He provided a brief overview of the New Supply Well budget for evaluation of identified well sites, the upgrades to the flow meters and SCADA system, and the upgrades to the Storage Building regarding insulation and heat. He gave a brief overview of the overall fund balance trending lower stating we have significant development planned for the Township, but we have not sold many water REU's. They

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

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are allocated to the developments and as they come in to pay for them the fund balance will begin to increase. He stated we have discussed bonding for some of the major upgrades to our water system. He also stated that as improvements are made to the water system, we will be reviewing our water rates.

## d. 2025 Crouse Rd. Reconstruction Design Project

Director Hable provided a brief overview of the Crouse Rd. project included in the road millage. He stated the project is for Crouse Rd. from the bridge over US-23 to East Street. He stated what is before the Board is the proposal for the design of the project, not for the actual project. He stated the actual project will probably be a complete rebuilding of the road, entailing topography, curbing, and storm water drainage. A brief discussion was held on the width of the road regarding the school traffic and the schedule timeframes.

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

Motion made by Trustee Petrucci, Seconded by Trustee Lubeski.

Voting Yea: Clerk Ciofu, Treasurer Horning, Trustee Petrucci, Trustee Lubeski

Voting Nay: None

Absent: Trustee McMullen

Abstaining: Supervisor Fountain (teleconference), Trustee O'Connell (teleconference)

## 8. Board Reports

Treasurer Horning - Stated she was happy to be back to work full time and commended her staff for keeping up with the work and keeping her informed during her absence.

Trustee Lubeski - No report

Trustee Petrucci - Stated the Veteran's Memorial website has been updated with Corporate and Individual sponsorship forms and Memorial Brick purchase forms. He stated that this is a Veteran's Memorial for all Veterans, not just for area residents and brick purchases are welcome for all Veterans. He also stated we will be updating the website as we begin construction of the Memorial to keep residents informed. He stated we will also be looking for donors to purchase bricks for Veterans who may not have family descendants in the area, as we have Veterans in our cemeteries that go back to the Revolutionary War.

Trustee O'Connell - no report.

Trustee Fountain - no report

Clerk Ciofu - Provided an update on the Annual Winterfest Event at Heritage Park on February 8, 2025 from 1:00 p.m. until dusk. He stated there will be the Sledding Hill, Activities Tent, Obstacle Course, Knockerball, Concession Stand and Entertainment. He stated that this annual event is not possible without the contributions of our sponsors and wanted to thank our major sponsors, Pioneer Cabinetry, Hartland Insurance, Mrs Michaels Plumbing, HVAC and Electrical, the Majestic at Lake Walden, Cromaine Library, Serene Gardens, and our annual Fireworks Sponsor Priess Companies.

[BRIEF RECESS]

## 9. Information / Discussion

### a. Manager's Report



# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

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Manager Luce gave a brief update on the Veterans Memorial stating there are two different levels of sponsorship, Corporate and Family, with different levels of donations. These forms are on the Township website and are available at the Township Hall, along with samples of the engraved bricks, both the single wide and double wide bricks. He stated the double wide brick has the American flag on the top with the service logo and veterans name and service on the lower portion. The single wide brick just has the logo and veteran's name and service on the brick. He stated there will be two plaques at the entrance of the Memorial, one for the Platinum, Elite, and Executive Corporate Sponsors and one for the Gold, Silver, and Bronze Family Sponsors. He stated Trustee Petrucci and Trustee O'Connell will be coordinating the Sponsorship effort and Trustee Petrucci stated that we have basically covered the cost of the monument and we are looking for donations to help with perpetual maintenance of the Memorial and any future additions to the amenities of the Memorial we may consider. Manager Luce stated staff have been working on various projects with Director Dryden and himself extensively working through the budget process. Manager Luce stated he will be meeting with State Representative Jason Woolford on February 13, 2025 to discuss any challenges we see for Livingston County and Hartland Township in the future that his office may be able to provide assistance. He stated if any Trustee has any item they would want to have discussed please inform him prior to this date.

## 10. Adjournment

### Move to adjourn the meeting at 8:50 p.m.

Motion made by Trustee Petrucci, Seconded by Treasurer Horning

Voting Yea: Clerk Ciofu, Treasurer Horning, Trustee Petrucci, Trustee Lubeski

Voting Nay: None

Absent: Trustee McMullen

Abstaining: Supervisor Fountain (teleconference), Trustee O'Connell (teleconference)

Submitted by

Larry N. Ciofu, Clerk

## **Hartland Township Board of Trustees Meeting Agenda Memorandum**

**Submitted By:** Michael Luce, Township Manager

**Subject:** Presentation by Commissioner Nakagiri

**Date:** February 6, 2025

### **Recommended Action**

No action is needed at this time.

### **Discussion**

Commissioner Nakagiri will be in attendance to give a presentation of his report given during the 12/12/24 meeting of the Livingston County Board of Commissioners regarding the SRS.

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Scott Hable, Director of Public Works  
**Subject:** 2025 Crouse Rd. Reconstruction Design Project Contract  
**Date:** February 11, 2025

## Recommended Action

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

## Discussion

This contract was not available as of the last board meeting (Jan 28, 2025) but contains the design work contract as discussed and approved by the Hartland Township Board of Trustees on January 28, 2025.

## Financial Impact

Is a Budget Amendment Required?  Yes  No

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

## Attachments

Livingston County Road Commission Crouse Road Design Contract

**PROJECT AGREEMENT**  
**JOB NUMBER: 489.09.5179BX**

This Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025 by and between the TOWNSHIP of HARTLAND, Livingston County, Michigan, hereinafter referred to as "TOWNSHIP" and the BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF LIVINGSTON, hereinafter referred to as "ROAD COMMISSION."

**WITNESSETH**

The Township has selected the following road to be improved as described below:

**CROUSE ROAD RECONSTRUCTION  
DESIGN SERVICES  
HARTLAND ROAD TO EAST STREET  
APPROXIMATELY 0.12 MILES**

The parties agree as follows:

1. The Engineer's opinion of cost of the design is \$69,663. The Township shall pay the Road Commission 100% of the design cost, not to exceed \$69,663.
  - A. The balance shall be paid promptly as invoiced.
  - B. The Road Commission shall furnish the Township with a final breakdown of its actual expenses upon completion of the project.
  - C. The Township will not withhold payments because of any set-off, counterclaim, or any other claim which it may have against the Road Commission arising out of this or any other matter. If there is a dispute over the balance due upon completion, the Township will pay the amount claimed by the Road Commission, and such payment shall not be a waiver by the Township of any claims it may have arising from this contract and the completion of the project.
2. The design will be completed within the current contract year, unless the parties otherwise so agree.
3. In the event the design cannot be completed due to circumstances beyond the control of the Road Commission, and through no fault of the Road Commission, the contract price for later completion will be subject to renegotiation.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands and seals the date and year first above written.

**TOWNSHIP OF HARTLAND**

**BY:** \_\_\_\_\_  
**WILLIAM FOUNTAIN, SUPERVISOR**

\_\_\_\_\_  
**LARRY CIOFU, CLERK**

**BOARD OF COUNTY ROAD COMMISSIONERS  
OF THE COUNTY OF LIVINGSTON**

**BY:** \_\_\_\_\_  
**STEVEN J. WASYLK, MANAGING DIRECTOR**

\_\_\_\_\_  
**SARAH R. NEWTON, DIRECTOR OF FINANCE**

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Michael Luce, Township Manager  
**Subject:** 2025 Township Computers and Software Upgrade  
**Date:** February 6, 2025

## Recommended Action

Move to approve the software upgrades and replacements of Township Hall computers for an amount not to exceed \$25,000 (Equipment Only) and the necessary budget amendment as presented.

## Discussion

With progressions in technology happening daily, Staff was notified that many of the Townships current computers will no longer support the upgrade to Windows 11. Said upgrades will need to take place in the coming months as windows 10 and older will no longer be supported on our network. VC3 has provided a cost of \$24,429.58 for the equipment and is able to hold this price until February 24<sup>th</sup>, 2025. Should we choose to do the upgrades after this date the cost will increase significantly with the number of units in need of replacement. Staff has been provided with a lead time of 6-8 weeks for the equipment to arrive, and possibly longer before the installation can take place as there are 21 computers that need upgrades or replacement.

This is a significant project and will cause various workstations to be offline for a small period of time as the technician will be changing the computer or software. A large component of the attached quote is labor time for installation and setup, totaling \$15,900. With the installation being completed after the fiscal year I am recommending this portion of the project be budgeted for in the FY25-26 budget to be approved in April and begin in May. By purchasing the equipment ahead of time, the Township will save cost due to the increases taking place next month and subsequently having the installations take place after the new fiscal year.

## Financial Impact

Is a Budget Amendment Required?     Yes     No

The Finance Director recommends covering this cost through the 401 Capital Improvement Fund and will make the necessary budget transfer into 401-265-970.000 CIP Township Hall Capital Outlay.

## Attachments

VC3 Computer and Software Quote



Ticket #3316645 - 2024.12 - PFF - Township of Hartland, MI -  
Windows 10 EOL

Quote #: JC005  
Quote Expiration Date: 202!

This quote has not been approved. Please review the terms, and sign below.

**Prepared For**

Township of Hartland, MI  
Mike Luce  
2655 Clark Road  
Hartland, MI 48353

**Prepared By**

Josh Conway  
Client Solutions Specialist  
quotes.josh.conway@vc3.com

**Download your PD**

Download and review your P  
document



**Review and Select Your Options**

Your Available Options

- Executive Summary

Description

**Scope of Work**

**IN-SCOPE SERVICES**

**Project Management**

VC3 will assign a project manager for the duration of the project to work closely with an assigned Client representative to ensure proper project coordination and planning.

These activities will include:

- Project kickoff meeting to define project resources and timeline
- Documentation of scheduled project activities
- Weekly Project Status meetings and documented updates as needed
- Coordination of VC3 and Township of Hartland, MI schedules to ensure successful implementation
- Project closure documentation to formalize end of project

**Initiation & Planning Phase**

**Implementation: Planning, Communication & Coordination**

- Planning, Communication & Coordination
- Vendor Coordination/Consulting

**Execution, Monitoring & Controlling Phase**

**Workstation: Deployment\Replacement**

- 21 replacements for Windows 10 machines (5 laptops, 16 desktops)
- 21 replacements are located at Township Hall (5 laptops, 16 desktops)
  - Prep System/Image for deployment
  - Join to Domain & Install VC3 tools
  - Client requested customization to the workstation applied
  - User Specific applications installed
  - Setup for user account and transfer over desired profile items
  - Install client defined main line business applications
  - Install on site

**Workstation: Windows Upgrade**

- Upgrade Windows 10 Machines to Windows 11
- 11 upgrades are located at City Hall
  - PM: Build communication/schedule with client/users
  - Push Windows Upgrade to systems based on schedule

Post support

**Workstation: Upgrade RAM**

Upgrade RAM from 8GB to 16GB

- 5 of 11 of the City Hall upgrades require RAM upgrade from 8Gb to 16Gb

Prep Workstation

Install RAM

Test Workstation

Closure Phase

**General: Equipment Removal & Recycle**

Unrack & Recycle Old Equipment

- Hardware/Software

Thumbnail	Product Description	Comment	Price	Qty	Extended Price
	Lenovo ThinkCentre M70q Gen 5 Desktop Computer - Intel Core i5 14th Gen i5-14400T - 16 GB - 512 GB SSD - Tiny - Black - Intel Q670 Chip - Windows 11 Pro - Intel UHD Graphics 730 DDR5 SDRAM - English Keyboard - IEEE 802.11ax - 90 W		\$919.98	13	\$11,959.74
	Lenovo ThinkCentre M90s Gen 5 12V40002US Desktop Computer - Intel Core i7 14th Gen i7-14700 - vPro Technology - 16 GB - 512 GB SSD - Small Form Factor - Black - Intel Q670 Chip - Windows 11 Pro - Intel UHD Graphics 770 DDR5 SDRAM - DVD-Writer - English K		\$1,569.98	3	\$4,709.94
	Microsoft Surface Laptop 6 15" Touchscreen Notebook - Intel Core Ultra 7 165H - 16 GB - 512 GB SSD - Black - Intel Chip - 2496 x 1664 - Windows 11 Pro - Intel Arc Graphics - PixelSense - Front Camera/Webcam - 19 Hours Battery Run Time - IEEE 802.11ax Wire		\$1,879.98	3	\$5,639.94
	Lenovo ThinkPad E16 Gen 1 16" Touchscreen Notebook - WUXGA - Intel Core i5 13th Gen i5-1335U - 16 GB - 512 GB SSD - English Keyboard - Graphite Black - Intel Chip - 1920 x 1200 - Windows 11 Pro - Intel Iris Xe Graphics - In-plane Switching (IPS)		\$1,009.98	2	\$2,019.96
	Crucial 8GB DDR4 SDRAM Memory Module - 8 GB (1 x 8GB) - DDR4-2400/PC4-19200 DDR4 SDRAM - 2400 MHz - CL17 - 1.20 V - Non-ECC - Unbuffered - 288-pin - DIMM		\$20.00	5	\$100.00
				<b>Subtotal</b>	<b>\$24,429.58</b>

Professional Services

Qty	Description	Price	Ext. Price
1	Labor - Fixed Fee - Setup, Configuration & Project Management	\$14,128.50	\$14,128.50
<b>Subtotal</b>			<b>\$14,128.50</b>

- Shipping

Thumbnail	Product Description	Comment	Price	Qty	Extended Price
	Shipping and Handling		\$14.00	1	\$14.00
				<b>Subtotal</b>	<b>\$14.00</b>

Quote Summary

	One-Time
<input type="radio"/> - Hardware/Software Subtotal	\$24,429.58
<input checked="" type="checkbox"/> Professional Services Subtotal	\$14,128.50
<input type="radio"/> - Shipping Subtotal	\$14.00
<b>Subtotal</b>	<b>\$38,572.08</b>
<b>Total Amount</b>	<b>\$38,572.08</b>

Update Options

**Approval**

- Applicable taxes & Environmental Surcharges will be added.
- All product transfer of ownership and invoicing occurs upon VC3's receipt of the product.
- Pricing & Availability is subject to change without notice.
- Shipping and handling costs may not be included in this quote, as these costs are variable. Adjusted shipping and handling costs may be applied to the final invoice.



- VC3 makes NO WARRANTY either expressed or implied, regarding performance or suitability for any purpose of the above products. The customer assumes responsibility for understanding the warranty, if any, of the manufacturer or VC3.
- If not included in agreement, travel will be billed separately.
- Returns:
  - No returns will be accepted unless first approved by VC3 Inc.
  - Approved returns are subject to a 20% restocking fee.
  - Approved return of in-stock items will be accepted within 10 business days of purchase, if merchandise is unopened and packaging is undamaged.
  - Open box items are not returnable
  - Approved defective returns must be shipped to VC3 within 10 business days of said approval

 I accept the above conditions

**E-Signature**

Your Initials:

 

Your Email Address:

 

Purchase Order Number:

Please fill out the required fields above and check 'I accept the above conditions'

ACCEPT ORDER

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Larry Ciofu, Clerk

**Subject:** Consumers Energy Company Gas Franchise Ordinance

**Date:** February 5, 2025

## **Recommended Action**

Move to approve the Consumers Energy Company Gas Franchise Ordinance and to have the Clerk publish the ordinance as required.

## **Discussion**

This is the second renewal of the franchise ordinance adopted by the Township Board on May 4, 1965, for a term of thirty years and renewed on March 21, 1995, for another thirty years. The franchise ordinance basically allows Consumers Energy Company the right, and authority, to install, maintain, and operate gas lines and to conduct a local gas business in Hartland Township for a period of thirty (30) years.

## **Financial Impact**

None

## **Attachments**

Consumers Energy Company Gas Franchise Ordinance

CONSUMERS ENERGY COMPANY GAS FRANCHISE ORDINANCE

AN ORDINANCE, granting to CONSUMERS ENERGY COMPANY, its successors and assigns, the right and authority to lay, maintain and commercially operate gas lines and facilities including but not limited to mains, pipes, services and on, under, along, and across public places including but not limited to highways, streets, alleys, bridges, and waterways, and to conduct a local gas business in the TOWNSHIP OF HARTLAND, LIVINGSTON COUNTY, MICHIGAN, for a period of thirty years.

THE TOWNSHIP OF HARTLAND ORDAINS:

SECTION 1. GRANT and TERM. The TOWNSHIP OF HARTLAND, LIVINGSTON COUNTY, MICHIGAN, hereby grants to Consumers Energy Company, its successors and assigns, hereinafter called "Consumers" the right and authority to lay, maintain and commercially operate gas lines and facilities including but not limited to mains, pipes, services and valves on, under, along, and across public places including but not limited to highways, streets, alleys, bridges, and waterways, and to conduct a local gas business in the TOWNSHIP OF HARTLAND, LIVINGSTON COUNTY, MICHIGAN, for a period of thirty years.

SECTION 2. CONDITIONS. No public place used by Consumers shall be obstructed longer than necessary during construction or repair, and shall be restored to the same order and condition as when work was commenced. All of Consumers' gas lines and related facilities shall be placed as not to unnecessarily interfere with the public's use of public places. Consumers shall have the right to trim or remove trees if necessary in the conducting of such business.

SECTION 3. HOLD HARMLESS. Consumers shall save the Township free and harmless from all loss, costs and expense to which it may be subject by reason of the negligent construction and maintenance of the lines and related facilities hereby authorized. In case any action is commenced against the Township on account of the permission herein given, Consumers shall, upon notice, defend the Township and its representatives and hold them harmless from all loss, costs and damage arising out of such negligent construction and maintenance.

SECTION 4. EXTENSIONS. Consumers shall construct and extend its gas distribution system within said Township, and shall furnish gas service to applicants residing therein in accordance with applicable laws, rules and regulations.

SECTION 5. FRANCHISE NOT EXCLUSIVE. The rights, power and authority herein granted, are not exclusive.

SECTION 6. RATES and CONDITIONS. Consumers shall be entitled to provide gas service to the inhabitants of the Township at the rates and pursuant to the conditions as approved by the Michigan Public Service Commission. Such rates and conditions shall be subject to review and change upon petition to the Michigan Public Service Commission.

SECTION 7. REVOCAION. The franchise granted by this ordinance is subject to revocation upon sixty (60) days written notice by either party. Upon revocation this ordinance shall be considered repealed and of no effect past, present or future.

SECTION 8. MICHIGAN PUBLIC SERVICE COMMISSION JURISDICTION. Consumers remains subject to the reasonable rules and regulations of the Michigan Public Service Commission applicable to gas service in the Township and those rules and regulations preempt any term of any ordinance of the Township to the contrary.

SECTION 9. REPEALER. This ordinance, when enacted, shall repeal and supersede the provisions of any previous Consumers' gas franchise ordinance adopted by the Township including any amendments.

SECTION 10. EFFECTIVE DATE. This ordinance shall take effect on \_\_\_\_\_.

We certify that the foregoing Franchise Ordinance was duly enacted by the Township Board of the TOWNSHIP OF HARTLAND, LIVINGSTON COUNTY, MICHIGAN, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
William Fountain, Township Supervisor

Attest:

I, \_\_\_\_\_, Clerk of the TOWNSHIP OF HARTLAND, LIVINGSTON COUNTY, MICHIGAN, DO HEREBY CERTIFY that the ordinance granting Consumers Energy Company, a gas franchise, was properly adopted by the Township Board of the TOWNSHIP OF HARTLAND, LIVINGSTON COUNTY, MICHIGAN, and that all proceedings were regular and in accordance with all legal requirements.

\_\_\_\_\_  
Larry Ciofu, Township Clerk

Dated: \_\_\_\_\_, 20\_\_

## **Hartland Township Board of Trustees Meeting Agenda Memorandum**

**Submitted By:** Michael Luce, Township Manager

**Subject:** Fiscal Year 2025-2026 Hartland Township Budget Review

**Date:** February 5, 2025

### **Recommended Action**

No formal action is required at this time. Manager Luce will present the proposed Fiscal Year 2025-2026 Water and Sewer System budgets for Township Board review.

### **Discussion**

Manager Luce will present the Fiscal Year 2025-2026 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 FY2026 and FY2027 Water and Sewer Budgets

HARTLAND TOWNSHIP FY2025-2026 BUDGET

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 PROJECTED ACTIVITY	2025-26 MANAGER RECOMMENDED BUDGET	2026-27 MANAGER RECOMMENDED BUDGET
<b>ESTIMATED REVENUES</b>						
Dept 000						
536-000-600.400	WATER USAGE METERED	152,680	157,214	157,214	160,357	163,564
536-000-600.500	WATER READINESS TO SERVE	700,801	718,791	718,791	735,133	770,572
536-000-601.000	USER FEES	400	300	400	400	400
536-000-601.001	PENALTIES ON USER FEES	7,785	5,000	8,737	8,000	8,000
536-000-605.000	METER SALES	33,325	20,000	15,000	20,000	20,000
536-000-665.000	INTEREST EARNINGS	42,494	10,000	10,000	10,000	
536-000-676.101	REIMB. CONTRACT SERVICES	66,250	75,000	60,000	70,000	72,100
536-000-676.102	REIMB - CONTRACT EQUIPMENT	13,771	34,015	5,000	10,000	10,300
Totals for dept 000 -		1,017,506	1,020,320	975,142	1,013,890	1,044,936
<b>TOTAL ESTIMATED REVENUES</b>		1,017,506	1,020,320	975,142	1,013,890	1,044,936
<b>APPROPRIATIONS</b>						
Dept 000						
536-000-702.100	SALARY IN LIEU OF BENEFITS	3,000	3,000	750		
536-000-702.400	MERIT/BONUS POOL				16,000	16,000
536-000-703.000	VAC/PTO OWED AT YE	2,611	2,000	2,000	2,000	2,000
536-000-704.000	OPERATOR II WAGES	55,406	58,656	58,656	58,656	58,656
536-000-706.000	OPERATOR I WAGES	97,667	106,850	106,850	112,570	104,250
536-000-707.000	SEASONAL WAGES	25,664	27,400	17,000	38,440	38,440
536-000-709.000	OVERTIME WAGES	19,482	23,149	27,000	30,202	30,202
536-000-715.000	EMPLOYERS SOC SEC	14,828	16,758	16,758	17,714	17,714
536-000-716.000	EMPLOYMENT EXPENSE	39,422	39,848	39,848	36,243	39,579
536-000-718.000	RETIREMENT	17,236	18,865	18,865	19,311	19,311
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	2,500	2,450	2,700	2,700	2,700
536-000-720.000	ADMINISTRATIVE FEES	166,649	186,350	186,350	215,615	222,083
536-000-727.000	SUPPLIES/POSTAGE	1,850	2,750	2,750	2,800	2,850
536-000-740.000	OPERATING SUPPLIES	13,852	14,233	14,233	29,945	15,692
536-000-740.001	WATER TREAT. CHEMICALS	19,336	25,000	18,000	21,000	21,000
536-000-741.000	METER COSTS	37,205	40,000	25,000	30,000	40,000
536-000-801.000	CONTRACTED SERVICES	5,213	65,469	65,000	12,266	7,484
536-000-802.000	LAWN/SNOW MAINTENANCE	477	1,500	1,500	1,500	1,500
536-000-804.000	MEMBERSHIP & DUES	400	900	900	950	979
536-000-805.000	INTERNET	3,989	5,000	5,000	5,100	5,200
536-000-807.000	AUDIT FEES	4,000	4,000	4,000	4,000	6,000
536-000-816.000	ENGINEERING FEES	14,148	6,000	6,000	6,000	6,000
536-000-826.000	LEGAL FEES	14,258	7,500	29,000	5,000	5,000
536-000-851.000	TELEPHONE	4,460	3,903	3,903	4,062	4,143

HARTLAND TOWNSHIP FY2025-2026 BUDGET

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 PROJECTED ACTIVITY	2025-26 MANAGER RECOMMENDED BUDGET	2026-27 MANAGER RECOMMENDED BUDGET
536-000-860.000	GASOLINE	6,157	7,500	7,500	7,500	7,500
536-000-890.000	CONTINGENCIES		10,000		25,000	25,000
536-000-900.000	PRINTING & PUBLICATIONS	356	375	425	500	620
536-000-910.000	INSURANCE	12,191	13,274	14,134	16,400	19,024
536-000-920.001	UTILITIES - GAS	1,598	2,200	2,200	2,300	2,400
536-000-920.002	UTILITIES - ELECTRIC	46,249	60,000	55,000	55,000	55,000
536-000-920.004	UTILITIES - SEWER	4,729	6,000	5,000	5,000	5,000
536-000-922.000	MISS DIG	2,218	3,500	1,271	2,500	2,500
536-000-930.000	SOFTWARE MAINTENANCE	19,219	21,061	19,138	19,775	20,400
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	60,262	50,000	80,000	83,500	81,000
536-000-930.002	REPAIRS & MAINT VEHICLE/EQUIP	6,805	9,600	9,600	9,600	9,600
536-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	4,135	12,750	15,000	23,000	16,000
536-000-956.000	MISCELLANEOUS	1,618	2,500	1,293	2,000	2,000
536-000-957.000	EDUCATION/TRAINING/CONVENTION	5,897	3,000	3,000	3,700	3,700
536-000-964.002	UNCOLLECTIBLE UB FEES		1,000			
536-000-999.539	TRANSFER TO WATER REPLACEMENT FUND		300,000	300,000	300,000	100,000
Totals for dept 000 -		735,087	1,164,341	1,165,624	1,227,849	1,016,527
TOTAL APPROPRIATIONS		735,087	1,164,341	1,165,624	1,227,849	1,016,527
NET OF REVENUES/APPROPRIATIONS - FUND 536		282,419	(144,021)	(190,482)	(213,959)	28,409
BEGINNING FUND BALANCE		2,093,520	2,375,941	2,375,941	2,185,459	1,971,500
ENDING FUND BALANCE		2,375,939	2,231,920	2,185,459	1,971,500	1,999,909

*Notes to Water O&M Fund:*

*Revenues for commodity and fixed charges are based on current FY25 information plus future growth.*

*Actual reimbursements from other funds for equipment usage is lower than expected.*

*Repairs to system have been increased due to actual experience.*

*Repairs to Building & Grounds includes one-time purchase of heaters in FY26.*

*Transfer to Water Replacement Fund is included to cover the Water CIP plans for FY26 and FY27.*

HARTLAND TOWNSHIP FY2025-2026 BUDGET

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 PROJECTED ACTIVITY	2025-26 MANAGER RECOMMENDED BUDGET	2026-27 MANAGER RECOMMENDED BUDGET
Fund 539 - WATER REPLACEMENT FUND						
ESTIMATED REVENUES						
Dept 000						
539-000-601.001	PENALTIES ON SURCHARGES	11		50		
539-000-602.000	CONNECTION FEES	42,573	116,320		34,149	497,186
539-000-602.100	SURCHARGE FEES	20,092	22,544	22,500	21,400	21,000
539-000-665.000	INTEREST EARNINGS	28,450	25,000	20,000	15,000	5,000
539-000-669.536	TRANSFER FROM WATER O&M FUND		300,000	300,000	100,000	100,000
539-000-676.000	REIMBURSEMENTS			55,583		
Totals for dept 000 -		91,126	463,864	398,133	170,549	623,186
TOTAL ESTIMATED REVENUES		91,126	463,864	398,133	170,549	623,186
APPROPRIATIONS						
Dept 000						
539-000-727.000	SUPPLIES & POSTAGE	4				
539-000-816.000	ENGINEERING FEES	1,781	15,000		15,000	15,000
539-000-930.000	REPAIRS & MAINTENANCE		15,000	15,000	79,000	25,000
539-000-968.000	DEPRECIATION	275,196	376,500	325,000	354,000	422,650
539-000-999.285	TRANSFER TO CLFRF GRANT	1,750				
Totals for dept 000 -		278,731	406,500	340,000	448,000	462,650
TOTAL APPROPRIATIONS		278,731	406,500	340,000	448,000	462,650
NET OF REVENUES/APPROPRIATIONS - FUND 539		(187,605)	57,364	58,133	(277,451)	160,536
BEGINNING FUND BALANCE		9,597,935	9,410,332	9,410,332	9,468,465	9,191,014
ENDING FUND BALANCE		9,410,330	9,467,696	9,468,465	9,191,014	9,351,550



HARTLAND TOWNSHIP FY2025-2026 BUDGET

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 PROJECTED ACTIVITY	2025-26 MANAGER RECOMMENDED BUDGET	2026-27 MANAGER RECOMMENDED BUDGET
<b>Fund 590 - SEWER OPERATIONS &amp; MAINTENANCE FUND</b>						
<b>ESTIMATED REVENUES</b>						
Dept 000						
590-000-600.100	SEWER USAGE FLAT RATE	582,907	582,668	582,668	585,366	585,366
590-000-600.200	SEWER USAGE METERED	486,098	518,276	506,000	521,180	536,815
590-000-600.300	SEWER CAPITAL CHARGES	232,697	233,387	237,000	265,601	
590-000-600.600	SEWER RTS CHARGE	1,205,039	1,204,495	1,231,000	1,350,400	1,412,740
590-000-601.000	USER FEES	20				
590-000-601.001	PENALTIES ON USER FEES	33,176	30,000	34,172	31,300	31,500
590-000-602.000	CONNECTION FEES	121,294	188,780	3,666,223	188,780	471,950
590-000-602.100	SURCHARGE FEES	87,556	83,850	83,850	84,000	80,000
590-000-605.000	METER SALES		2,500	2,500	2,500	2,500
590-000-665.000	INTEREST EARNINGS	97,582	28,000	28,000	28,000	28,000
590-000-665.001	UNREALIZED GAIN OR LOSS	5,596				
590-000-668.000	SEPTAGE STATION REVENUES	310,857	300,000	274,594		
590-000-676.000	REIMBURSEMENTS	140				
Totals for dept 000 -		3,162,962	3,171,956	6,646,007	3,057,127	3,148,871
<b>TOTAL ESTIMATED REVENUES</b>		<b>3,162,962</b>	<b>3,171,956</b>	<b>6,646,007</b>	<b>3,057,127</b>	<b>3,148,871</b>
<b>APPROPRIATIONS</b>						
Dept 000						
590-000-720.000	ADMINISTRATIVE FEES	144,532	186,473	186,473	194,575	200,412
590-000-727.000	SUPPLIES & POSTAGE	2,345	3,000	3,000	3,500	3,500
590-000-741.000	METER COSTS		2,500	2,500	2,500	2,500
590-000-801.008	LCDC CONTRACT SERVICES	2,207,287	2,160,380	2,235,000	2,435,420	2,504,481
590-000-807.000	AUDIT FEES	4,990	4,990	4,990	4,990	5,240
590-000-816.000	ENGINEERING FEES	7,320				
590-000-826.000	LEGAL FEES	71,665	75,000	9,000	5,000	5,000
590-000-910.000	INSURANCE	12,125	13,200	13,303	15,432	17,900
590-000-930.000	SOFTWARE MAINTENANCE	1,193	1,300	1,254	1,400	1,500
590-000-964.002	UNCOLLECTIBLE UB FEES			9,054		
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	1,386,900	3,427,000	790,000
Totals for dept 000 -		2,888,127	4,270,413	4,288,144	6,526,487	3,967,203
<b>TOTAL APPROPRIATIONS</b>		<b>2,888,127</b>	<b>4,270,413</b>	<b>4,288,144</b>	<b>6,526,487</b>	<b>3,967,203</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 590</b>		<b>274,835</b>	<b>(1,098,457)</b>	<b>2,357,863</b>	<b>(3,469,360)</b>	<b>(818,332)</b>
BEGINNING FUND BALANCE		23,882,808	24,157,644	24,157,644	26,515,507	23,046,147
ENDING FUND BALANCE		24,157,643	23,059,187	26,515,507	23,046,147	22,227,815

HARTLAND TOWNSHIP FY2025-2026 BUDGET

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 PROJECTED ACTIVITY	2025-26 MANAGER RECOMMENDED BUDGET	2026-27 MANAGER RECOMMENDED BUDGET
<i>NOTES TO SEWER O&amp;M FUND:</i>						
<i>Sewer revenues are based on current year actuals as of 12/31/24 plus future projections of new users.</i>						
<i>Sewer capital charges are shown as eliminated for FY27 as all bond current and future bond payments are covered with cash on hand.</i>						
<i>Connection revenues are based on new construction forecast.</i>						
<i>Septage Receiving Station Fees are eliminated as of 1/1/25.</i>						
<i>Transfer to Sewer Expansion Bond Fund correspond to bond call of 2016 bonds in November 2025 plus debt service required on 2021 bonds.</i>						

HARTLAND TOWNSHIP FY2025-2026 BUDGET

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 PROJECTED ACTIVITY	2025-26 MANAGER RECOMMENDED BUDGET	2026-27 MANAGER RECOMMENDED BUDGET
Fund 591 - LAKE TYRONE 2015 SEWER SAD						
ESTIMATED REVENUES						
Dept 000						
591-000-404.000	LK TYRONE SP ASSESS INTEREST INC	32,839	30,102	30,102	27,366	24,630
591-000-602.000	CONNECTION FEES	21,913				
591-000-665.000	INTEREST EARNINGS	400	350	185	200	200
Totals for dept 000 -		55,152	30,452	30,287	27,566	24,830
TOTAL ESTIMATED REVENUES		55,152	30,452	30,287	27,566	24,830
APPROPRIATIONS						
Dept 000						
591-000-826.000	LEGAL FEES	60	60	60	60	60
591-000-997.000	BOND INTEREST PAYMENT	21,037	19,499	19,499	17,961	16,349
Totals for dept 000 -		21,097	19,559	19,559	18,021	16,409
TOTAL APPROPRIATIONS		21,097	19,559	19,559	18,021	16,409
NET OF REVENUES/APPROPRIATIONS - FUND 591		34,055	10,893	10,728	9,545	8,421
BEGINNING FUND BALANCE		241,335	275,390	275,390	286,118	295,663
ENDING FUND BALANCE		275,390	286,283	286,118	295,663	304,084

*NOTES TO LAKE TYRONE 2015 SEWER SAD:  
Assessment runs through 2035  
No notable or significant changes to budget for FY2026*

HARTLAND TOWNSHIP FY2025-2026 BUDGET

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 PROJECTED ACTIVITY	2025-26 MANAGER RECOMMENDED BUDGET	2026-27 MANAGER RECOMMENDED BUDGET
Fund 595 - 2005 SEWER EXP BONDS						
ESTIMATED REVENUES						
Dept 000						
595-000-404.000	SPECIAL ASSESSMENTS INTEREST	7,918	3,959	3,959		
595-000-404.004	SAD DISTRICT 4 INTEREST	7,803	3,843	3,843		
595-000-404.005	SAD DISTRICT 5 INTEREST	1,791	896	896		
595-000-404.006	SAD DISTRICT 6 INTEREST	3,305	1,641	1,641		
595-000-404.007	SAD DISTRICT #7 INTEREST	1,433	717	717		
595-000-404.008	SAD #4 SUP INTEREST INCOME	1,004	659	659	320	
595-000-665.000	INTEREST EARNINGS	37,031	1,982	1,982	400	200
595-000-699.590	TRANSFER IN SEWER		1,386,900	1,386,900	3,427,000	790,000
Totals for dept 000 -		60,285	1,400,597	1,400,597	3,427,720	790,200
TOTAL ESTIMATED REVENUES		60,285	1,400,597	1,400,597	3,427,720	790,200
APPROPRIATIONS						
Dept 000						
595-000-826.000	LEGAL FEES	717				
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	500
595-000-997.007	SERIES 2016 REFUNDING BOND INTEREST	125,075	103,175	103,175	77,090	
595-000-997.008	INTEREST CREDIT - PREMIUM AMORTIZATION	(27,784)				
595-000-997.011	2021 SEWER REFUNDING INTEREST	179,600	179,600	179,600	179,600	169,267
595-000-997.012	2021 BOND INTEREST CREDIT	(72,624)				
Totals for dept 000 -		205,984	287,875	287,875	261,790	173,867
TOTAL APPROPRIATIONS		205,984	287,875	287,875	261,790	173,867
NET OF REVENUES/APPROPRIATIONS - FUND 595		(145,699)	1,112,722	1,112,722	3,165,930	616,333
BEGINNING FUND BALANCE		(9,241,603)	(9,387,301)	(9,387,301)	(8,274,579)	(5,108,649)
ENDING FUND BALANCE		(9,387,302)	(8,274,579)	(8,274,579)	(5,108,649)	(4,492,316)

NOTES TO 595 SEWER EXPANSION FUND:

Assessments for SAD 4-7 ended in FY25.

Assessment for SAD 4 supplemental through FY26

Transfer in from 590 cover 100% of 2016 bond call plus debt service for 2021 bond

HARTLAND TOWNSHIP FY2025-2026 BUDGET

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 PROJECTED ACTIVITY	2025-26 MANAGER RECOMMENDED BUDGET	2026-27 MANAGER RECOMMENDED BUDGET
Fund 596 - FORESTBROOK HILLS SEWER SAD#1						
ESTIMATED REVENUES						
Dept 000						
596-000-404.000	FORESTBROOK SAD INTEREST INCOME	2,824	2,541	2,541	2,259	1,977
596-000-665.000	INTEREST EARNINGS	77	100	50	25	25
Totals for dept 000 -		2,901	2,641	2,591	2,284	2,002
TOTAL ESTIMATED REVENUES		2,901	2,641	2,591	2,284	2,002
NET OF REVENUES/APPROPRIATIONS - FUND 596		2,901	2,641	2,591	2,284	2,002
BEGINNING FUND BALANCE		42,384	45,284	45,284	47,875	50,159
ENDING FUND BALANCE		45,285	47,925	47,875	50,159	52,161
<i>NOTES TO FORESTBROOK SEWER SAD FUND:</i>						
<i>Assessment through 2032</i>						
<i>No notable of significant changes to budget for FY2026</i>						
Fund 597 - HARTLAND TWP SEWER SAD 200						
ESTIMATED REVENUES						
Dept 000						
597-000-404.000	SAD 200 INTEREST INCOME	3,283	3,009	3,009	2,736	2,463
597-000-665.000	INTEREST EARNINGS	92	100	40	25	25
Totals for dept 000 -		3,375	3,109	3,049	2,761	2,488
TOTAL ESTIMATED REVENUES		3,375	3,109	3,049	2,761	2,488
NET OF REVENUES/APPROPRIATIONS - FUND 597		3,375	3,109	3,049	2,761	2,488
BEGINNING FUND BALANCE		34,358	37,732	37,732	40,781	43,542
ENDING FUND BALANCE		37,733	40,841	40,781	43,542	46,030
<i>NOTES TO SEWER SAD 200 FUND:</i>						
<i>Assessment through 2024</i>						
<i>No notable or significant changes to budget for FY2026</i>						

## **Hartland Township Board of Trustees Meeting Agenda Memorandum**

**Submitted By:** Michael Luce, Township Manager

**Subject:** FY2025-2026 Employee Merit Discussion

**Date:** February 6, 2025

### **Recommended Action**

No formal action is required at this time.

### **Discussion**

Manager Luce will outline recommendations for the Township staff FY2025-2026 Employee Merit to be included in the FY2025-2026 Township Budget. The Township Budget review is projected to be presented to the Township Board on February 25<sup>th</sup>, 2025.