



## 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, July 07, 2026**  
**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.](#) 06-16-26 Hartland Township Board Regular Meeting Minutes
    - [d.](#) 2026 Public Works Mower Purchase
  7. Pending & New Business
    - [a.](#) Job Description - Accountant (new)
    - [b.](#) 2026 Water Reliability Study
    - [c.](#) SDA Traffic Data Collection
    - [d.](#) Acquisition/Installation of New Cubicles for Staff Areas
  8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
    - a. Manager's Report
  10. Adjournment

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Susan Dryden-Hogan, Finance Director

**Subject:** Approve Payment of Bills

**Date:** June 26, 2026

## Recommended Action

Move to approve the bills as presented for payment.

## Discussion

Bills presented total \$573,445.42

Notable Invoices include:

HDFFA – July 2026 quarterly payment - \$462,074.75

HERO Center – Annual payment per agreement - \$24,000.00

MMRMA – Annual insurance renewal premium - \$52,067.00

## Financial Impact

Is a Budget Amendment Required?  Yes  No

All expenses are covered under the amended FY27 budget.

## Attachments

Bills for 07.07.26

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
2900	BROWN DRILLING	05/31/2026	3390	FOA	STATION 62 REPAIR LEADING FITTING AT	
54560		07/07/2026		N		508.10
05/12/2026	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/07/2026		Y		508.10

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	508.10

2900	BROWN DRILLING	06/10/2026	3533	FOA	SETTLERS PARK WELL CHLORINATION	
54580		07/07/2026		N		350.00
	7215 E. HIGHLAND ROAD	/ /	0.0000	N		0.00
06/10/2026	HOWELL MI, 48843	07/07/2026		Y		350.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	350.00

VENDOR TOTAL: 858.10

CHLORIDESO	CHLORIDE SOLUTIONS LLC	06/15/2026	HAR061926	FOA	DUST CONTROL 6/15/26 HARTLAND, CLYDE	
54583		07/07/2026		N		4,708.93
	672 NORTH M-52	/ /	0.0000	N		0.00
06/15/2026	WEBBERVILLE MI, 48892	07/07/2026		Y		4,708.93

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-969.002	ROAD CHLORIDE	3,531.70
204-000-969.002	ROAD CHLORIDE	1,177.23
		<u>4,708.93</u>

VENDOR TOTAL: 4,708.93

CINTAS	CINTAS CORPORATION	06/22/2026	4273247035	FOA	TWP HALL ENTRANCE MATS	
54579		07/07/2026		N		49.57
	P.O. BOX 630910	/ /	0.0000	N		0.00
06/22/2026	CINCINNATI OH, 45263	07/07/2026		N		49.57

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	49.57

CINTAS	CINTAS CORPORATION	06/16/2026	5342115609	FOA	WATER PLANT FIRST AID KIT REPLENISH	
54563		07/07/2026		N		61.34
	P.O. BOX 630910	/ /	0.0000	N		0.00
06/16/2026	CINCINNATI OH, 45263					

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

		07/07/2026		N		61.34
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Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	61.34

VENDOR TOTAL: 110.91

COSGROVE	COSGROVE, HEATHER	06/18/2026	JUNE2026	FOA	MAMC CONFERENCE REIMBURSE EXPENSES	
54585		07/07/2026		N		267.33
06/18/2026	,	/ /	0.0000	N		0.00
		07/07/2026		N		267.33

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-957.000	EDUCATION/TRAINING/CONVENTION	178.35
101-215-957.000	EDUCATION/TRAINING/CONVENTION	31.00
101-172-727.000	SUPPLIES & POSTAGE	57.98
		267.33

VENDOR TOTAL: 267.33

5888	FOSTER, SWIFT, COLLINS & SMITH	05/31/2026	944738	FOA	MAY 2026 LEGAL FEES	
54589		07/07/2026		N		508.63
06/19/2026	313 S. WASHINGTON SQUARE	/ /	0.0000	N		0.00
	LANSING MI, 48933-2193	07/07/2026		Y		508.63

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0071	CHICK-FIL-A DEV EXPENSE	508.63

VENDOR TOTAL: 508.63

HART	HART INTERCIVIC, INC.	06/17/2026	007479	FOA	VERITY VOTING BATTERY (2)	
54552		07/07/2026		N		242.00
06/16/2026	P.O. BOX 674836	/ /	0.0000	N		0.00
	DALLAS TX, 75267-4836	07/07/2026		N		242.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	242.00

VENDOR TOTAL: 242.00

HAYAA-F	HARTLAND AREA YOUTH ATHLETIC ASSOC	07/01/2026	JULY 2026	FOA	PAYMENT PER AGREEMENT	
53285	HAYAA - FOOTBALL	07/07/2026		N		715.00
	P.O. BOX 359					

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		

07/01/2026	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		07/07/2026		N		715.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-703-883.200	HERITAGE PARK: HARTLAND PARTNERS	715.00

VENDOR TOTAL: 715.00

HAYAA-B	HARTLAND AREA YOUTH ATHLETIC ASSOC.	07/01/2026	JULY 2026	FOA	PAYMENT PER AGREEMENT	
53898	HAYAA - BASEBALL	07/07/2026		N		1,285.72
	P.O. BOX 110					
07/01/2026	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		07/07/2026		N		1,285.72

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-703-883.100	HAYAA: SPRANGER FIELD CONTRACT	1,285.72

VENDOR TOTAL: 1,285.72

HCSA	HARTLAND COMMUNITY SOCCER ASSN	07/01/2026	JULY 2026	FOA	PAYMENT PER AGREEMENT	
53271	HARTLAND COMMUNITY EDUCATION	07/07/2026		N		975.00
	9525 HIGHLAND RD					
07/01/2026	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/07/2026		N		975.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-703-883.200	HERITAGE PARK: HARTLAND PARTNERS	975.00

VENDOR TOTAL: 975.00

H DFA	HARTLAND DEERFIELD FIRE	07/01/2026	26-272NDQ	FOA	2ND QUARTERLY PAYMENT	
54584		07/07/2026		N		462,074.75
	3205 HARTLAND RD					
06/22/2026	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		07/07/2026		N		462,074.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-999.336	CONTRIBUTION TO FIRE AUTHORITY	462,074.75

VENDOR TOTAL: 462,074.75

HERO	HARTLAND ENRICHMENT/RECREATION ORG	07/01/2026	JULY 2026	FOA	PAYMENT PER AGREEMENT	
53903	3191 HARTLAND RD	07/07/2026		N		24,000.00
07/01/2026	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		07/07/2026		N		24,000.00

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
101-703-882.000	HERO CENTER CONTRIBUTION	24,000.00

VENDOR TOTAL: 24,000.00

HYL	HARTLAND YOUTH LACROSSE	07/01/2026	JULY 2026	FOA	PAYMENT PER AGREEMENT	
53278	P.O. BOX 56	07/07/2026		N		715.00
07/01/2026	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		07/07/2026		N		715.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-703-883.200	HERITAGE PARK: HARTLAND PARTNERS	715.00

VENDOR TOTAL: 715.00

1548	HORIZON LANDSCAPE INC.	06/03/2026	17723	FOA	M59 MEDIANS MOWING JUNE	
54557		07/07/2026		N		5,275.33
	11765 HIBNER RD	/ /	0.0000	N		0.00
06/03/2026	HARTLAND MI, 48353	07/07/2026		N		5,275.33

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-802.000	LAWN/SNOW MAINTENANCE	5,275.33

1548	HORIZON LANDSCAPE INC.	06/03/2026	17724	FOA	STATION 61 JUNE MOWING	
54558		07/07/2026		N		1,605.83
	11765 HIBNER RD	/ /	0.0000	N		0.00
06/03/2026	HARTLAND MI, 48353	07/07/2026		N		1,605.83

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-802.000	LAWN/SNOW MAINTENANCE	1,605.83

VENDOR TOTAL: 6,881.16

LASHBROOK	LASHBROOK SEPTIC SERVICE	06/11/2026	81227	FOA	EMERGENCY RENTAL SHUT DOWN OF PARK R	
54550		07/07/2026		N		375.00
	4895 CURDY RD	/ /	0.0000	N		0.00
06/11/2026	HOWELL MI, 48855	07/07/2026		N		375.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	375.00

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
		Due Date		1099		

VENDOR TOTAL: 375.00

MAMCEM	MI ASSOC OF MUNICIPAL CEMETERIES	06/25/2026	2026CONF	FOA	2026 MICH ASSOC MUNI CEMETERIES ANNU	
54588		07/07/2026		N		169.00
	400 S HARRISON ST					
06/25/2026	LUDINGTON MI, 49431	/ /	0.0000	N		0.00
		07/07/2026		N		169.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-957.000	EDUCATION/TRAINING/CONVENTION	169.00

VENDOR TOTAL: 169.00

MMRMA	MI MUNICIPAL RISK MANAGEMENT AUTHOR	07/01/2026	M070126	FOA	ANNUAL INSURANCE POLICY PART 1	
54590	DRAWER #64458	07/07/2026		N		38,067.00
07/01/2026	DETROIT MI, 48264--045	/ /	0.0000	N		0.00
		07/07/2026		N		38,067.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-910.000	INSURANCE	19,794.84
536-000-910.000	INSURANCE	7,613.40
590-000-910.000	INSURANCE	10,658.76
		38,067.00

MMRMA	MI MUNICIPAL RISK MANAGEMENT AUTHOR	07/01/2026	R070126	FOA	RETENTION PORTION OF ANNUAL INSURANC	
54591	DRAWER #64458	07/07/2026		N		14,000.00
07/01/2026	DETROIT MI, 48264--045	/ /	0.0000	N		0.00
		07/07/2026		N		14,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-910.000	INSURANCE	7,280.00
536-000-910.000	INSURANCE	2,800.00
590-000-910.000	INSURANCE	3,920.00
		14,000.00

VENDOR TOTAL: 52,067.00

1180	PETER'S TRUE VALUE HARDWARE	06/17/2026	K82777	FOA	CABLE/SUPPLIES FOR TREASURER'S OFFIC	
54551		07/07/2026		N		82.76
	3455 W. HIGHLAND ROAD					
06/16/2026	MILFORD MI, 48380	/ /	0.0000	N		0.00
		07/07/2026		N		82.76

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-265-970.000	CAPITAL OUTLAY	82.76

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

VENDOR TOTAL: 82.76

7532	PRINTING SYSTEMS INC	06/17/2026	241794	FOA	ELECTION SUPPLIES - AUGUST	
54553		07/07/2026		N		1,116.80
06/16/2026	12005 BEECH DALY TAYLOR MI, 48180	/ /	0.0000	N		0.00
		07/07/2026		N		1,116.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	1,116.80

7532	PRINTING SYSTEMS INC	06/17/2026	241806	FOA	ELECTION SUPPLIES AV BALLOT OUTER EN	
54554		07/07/2026		N		831.39
06/16/2026	12005 BEECH DALY TAYLOR MI, 48180	/ /	0.0000	N		0.00
		07/07/2026		N		831.39

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	831.39

7532	PRINTING SYSTEMS INC	06/07/2026	241807	FOA	AV BALLOT RETURN ENVELOPES	
54555		07/07/2026		N		723.45
06/07/2026	12005 BEECH DALY TAYLOR MI, 48180	/ /	0.0000	N		0.00
		07/07/2026		N		723.45

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	723.45

7532	PRINTING SYSTEMS INC	06/07/2026	241899	FOA	#9 REPLY ENVELOPES	
54556		07/07/2026		N		327.34
06/07/2026	12005 BEECH DALY TAYLOR MI, 48180	/ /	0.0000	N		0.00
		07/07/2026		N		327.34

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	327.34

VENDOR TOTAL: 2,998.98

HOYER	RON HOYER	06/18/2026	061726	FOA	REFUND OF WATER METER DEPOSIT AFTER	
54567		07/07/2026		N		2,413.60
06/17/2026	9231 PLACID WAY HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/07/2026		N		2,413.60

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

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-287.000	WATER HYDRANT DEPOSITS	2,413.60

VENDOR TOTAL: 2,413.60

STAPLES	STAPLES	06/13/2026	6066224207	FOA	CLERK SUPPLIES STAMPS	
54561		07/07/2026		N		134.20
	PO BOX 660409					
06/13/2026	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		07/07/2026		N		134.20

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-727.000	SUPPLIES & POSTAGE	134.20

STAPLES	STAPLES	06/13/2026	6066224208	FOA	VARIOUS SUPPLIES: 265, 172, 191	
54562		07/07/2026		N		74.47
	PO BOX 660409					
06/13/2026	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		07/07/2026		N		74.47

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	30.18
101-172-727.000	SUPPLIES & POSTAGE	10.48
101-265-740.000	OPERATING SUPPLIES	33.81
		<u>74.47</u>

STAPLES	STAPLES	06/20/2026	6066668599	FOA	ADMIN & PLANNING SUPPLIES	
54587		07/07/2026		N		128.16
	PO BOX 660409					
06/20/2026	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		07/07/2026		N		128.16

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	105.97
101-400-727.000	SUPPLIES & POSTAGE	22.19
		<u>128.16</u>

VENDOR TOTAL: 336.83

STUARTLEVE	STUART LEVE, INC.	06/13/2026	50592	FOA	TOWNSHIP HALL LANDSCAPING CLEAN UP/P	
54559		07/07/2026		N		1,601.00
	MILFORD MI, 48381					
06/13/2026		/ /	0.0000	N		0.00
		07/07/2026		N		1,601.00

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	1,601.00
VENDOR TOTAL:		1,601.00

TITAN	TITAN PLUMBING GROUP	05/18/2026	44958856	FOA	EMERGENCY REPAIRS AT OAKBROOKE APART	
54549		07/07/2026		N		5,200.00
05/18/2026	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/07/2026		Y		5,200.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	5,200.00
VENDOR TOTAL:		5,200.00

VC3, INC.	VC3, INC.	06/24/2026	253216	FOA	JUNE 2026 BUNDLE SERVICES	
54586		07/07/2026		N		4,777.72
06/24/2026	P.O. BOX 746804 ATLANTA GA, 30374-6804	/ /	0.0000	N		0.00
		07/07/2026		N		4,777.72

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-258-801.000	CONTRACTED SERVICES	4,777.72
VENDOR TOTAL:		4,777.72

WATERTECH	WATER TECH	05/31/2026	68656	FOA	MAY COLIFORM ANALYSIS	
54548		07/07/2026		N		81.00
05/31/2026	718 S MICHIGAN HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/07/2026		N		81.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	81.00
VENDOR TOTAL:		81.00

TOTAL - ALL VENDORS: 573,445.42

FUND TOTALS:

Fund 101 - GENERAL FUND	75,248.65
Fund 204 - MUNICIPAL STREET FUND	1,177.23
Fund 206 - FIRE OPERATING	464,188.68
Fund 401 - CAPITAL PROJECTS FUND	82.76
Fund 536 - WATER SYSTEM FUND	18,169.34
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	14,578.76

## Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Susan Dryden-Hogan, Finance Director

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

**Date:** June 26, 2026

### 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 - \$25,536.51

June 30, 2026 - \$107,078.81

### Financial Impact

Is a Budget Amendment Required?  Yes  No

All expenses are covered under the amended FY27 budgets.

### Attachments

Post Audit Bills List 06.11.2026

Post Audit Bills List 06.25.2026

Payroll for 06.30.26

Check Date	Bank	Check #	Payee	Description	GL #	Amount
06/11/2026	FOA	47137	CHASE BANK	SUPPLIES & POSTAGE	101-172-727.000	43.07
		47137		EDUCATION/TRAINING/CONVENTION	101-209-957.000	995.00
		47137		SUPPLIES & POSTAGE	101-253-727.000	91.52
		47137		OPERATING SUPPLIES	101-265-740.000	185.81
		47137		CONTRACTED SERVICES	101-265-801.000	198.00
		47137		IRRIGATION REPAIRS	101-265-802.100	17.49
		47137		TELEPHONE	101-265-851.000	19.42
		47137		CONTRACTED SERVICES	101-441-801.000	44.61
		47137		OPERATING SUPPLIES	101-577-740.000	16.99
		47137		CONTRACTED SERVICES	101-577-801.000	50.00
		47137		CONTRACT SERVICES - HTLD LIVING	101-577-801.020	30.00
		47137		OPERATING SUPPLIES	101-751-740.000	22.79
		47137		VETERANS MEMORIAL CARE	101-751-886.000	336.59
		47137		UNIFORMS/CLOTHING ALLOWANCE	536-000-719.100	297.40
		47137		OPERATING SUPPLIES	536-000-740.000	328.77
		47137		CONTRACTED SERVICES	536-000-801.000	99.00
		47137		INTERNET	536-000-805.000	471.37
		47137		TELEPHONE	536-000-851.000	51.17
		47137		PRINTING & PUBLICATIONS	536-000-900.000	39.99
		47137		REPAIRS & MAINT VEHICLE/EQUIP	536-000-930.002	136.00
		47137		EDUCATION/TRAINING/CONVENTION	536-000-957.000	(31.50)
		47137		BOND ISSUANCE COSTS	539-000-993.000	90.94
		47137		INTERNET	577-000-805.000	988.63
		47137		CABLE TV FEES	577-000-806.000	175.20
						4,698.26
06/11/2026	FOA	47138	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	161.83
		47138		STREET LIGHTS	101-448-921.000	245.05
		47138		UTILITIES - GAS	536-000-920.001	168.63
						575.51
06/11/2026	FOA	47139	HARTLAND TOWNSHIP GENERAL FUND	MOBILE HOME FEES ESCROW	701-000-290.300	297.00
06/11/2026	FOA	47140	LIVINGSTON COUNTY TREASURER	MOBILE HOME FEES ESCROW	701-000-290.300	1,485.00
06/11/2026	FOA	47141	STATE OF MICHIGAN	EDUCATION/TRAINING/CONVENTION	101-209-957.000	250.00
TOTAL - ALL FUNDS				TOTAL OF 5 CHECKS		7,305.77

--- GL TOTALS ---

101-172-727.000	SUPPLIES & POSTAGE	43.07
101-209-957.000	EDUCATION/TRAINING/CONVENTION	1,245.00
101-253-727.000	SUPPLIES & POSTAGE	91.52
101-265-740.000	OPERATING SUPPLIES	185.81
101-265-801.000	CONTRACTED SERVICES	198.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-265-802.100				IRRIGATION REPAIRS		17.49
101-265-851.000				TELEPHONE		19.42
101-265-920.001				UTILITIES - GAS		161.83
101-441-801.000				CONTRACTED SERVICES		44.61
101-448-921.000				STREET LIGHTS		245.05
101-577-740.000				OPERATING SUPPLIES		16.99
101-577-801.000				CONTRACTED SERVICES		50.00
101-577-801.020				CONTRACT SERVICES - HTLD LIVING		30.00
101-751-740.000				OPERATING SUPPLIES		22.79
101-751-886.000				VETERANS MEMORIAL CARE		336.59
536-000-719.100				UNIFORMS/CLOTHING ALLOWANCE		297.40
536-000-740.000				OPERATING SUPPLIES		328.77
536-000-801.000				CONTRACTED SERVICES		99.00
536-000-805.000				INTERNET		471.37
536-000-851.000				TELEPHONE		51.17
536-000-900.000				PRINTING & PUBLICATIONS		39.99
536-000-920.001				UTILITIES - GAS		168.63
536-000-930.002				REPAIRS & MAINT VEHICLE/EQUIP		136.00
536-000-957.000				EDUCATION/TRAINING/CONVENTION		(31.50)
539-000-993.000				BOND ISSUANCE COSTS		90.94
577-000-805.000				INTERNET		988.63
577-000-806.000				CABLE TV FEES		175.20
701-000-290.300				MOBILE HOME FEES ESCROW		1,782.00
				TOTAL		7,305.77

Check Date	Bank	Check #	Payee	Description	GL #	Amount
06/25/2026	FOA	47169	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,495.60
		47169		STREET LIGHTS	101-448-921.000	50.36
		47169		UTILITIES	101-567-920.000	18.15
		47169		UTILITIES - ELECTRIC	101-751-920.002	644.41
		47169		UTILITIES - ELECTRIC	206-000-920.002	31.20
		47169		UTILITIES - ELECTRIC	536-000-920.002	5,845.66
						8,085.38
06/25/2026	FOA	47170	ECONO PRINT	TAX PREPARATION	101-253-811.000	6,940.98
06/25/2026	FOA	47171	LOWES BUSINESS ACCT/SYNCB	REPAIRS & MAINTENANCE	101-265-930.000	12.62
		47171		OPERATING SUPPLIES	101-751-740.000	227.76
						240.38
06/25/2026	FOA	47172	POSTMASTER	SUPPLIES & POSTAGE	101-191-727.000	2,964.00
TOTAL - ALL FUNDS				TOTAL OF 4 CHECKS		18,230.74

--- GL TOTALS ---

101-191-727.000	SUPPLIES & POSTAGE	2,964.00
101-253-811.000	TAX PREPARATION	6,940.98
101-265-920.002	UTILITIES - ELECTRIC	1,495.60
101-265-930.000	REPAIRS & MAINTENANCE	12.62
101-448-921.000	STREET LIGHTS	50.36
101-567-920.000	UTILITIES	18.15
101-751-740.000	OPERATING SUPPLIES	227.76
101-751-920.002	UTILITIES - ELECTRIC	644.41
206-000-920.002	UTILITIES - ELECTRIC	31.20
536-000-920.002	UTILITIES - ELECTRIC	5,845.66
	TOTAL	18,230.74

Check Register Report For Hartland Township  
For Check Dates 06/30/2026 to 06/30/2026

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
06/30/2026	FOA	18588	ISHMAEL, NINA M	1,828.13	1,408.04	0.00	Open
06/30/2026	FOA	18589	MISSION SQUARE	682.93	682.93	0.00	Open
06/30/2026	FOA	18590	MISSION SQUARE	3,294.92	3,294.92	0.00	Open
06/30/2026	FOA	18591	MISSION SQUARE	4,732.80	4,732.80	0.00	Open
06/30/2026	FOA	18592	MISSION SQUARE	300.00	300.00	0.00	Open
06/30/2026	FOA	DD10738	ALLEN, DANIEL K	1,342.91	0.00	1,182.99	Cleared
06/30/2026	FOA	DD10739	BERNARDI, MELYNDA A	1,570.78	0.00	1,243.95	Cleared
06/30/2026	FOA	DD10740	BROOKS, TYLER J	3,519.04	0.00	2,464.09	Cleared
06/30/2026	FOA	DD10741	CARRIGAN, AMANDA K	3,956.78	0.00	2,948.51	Cleared
06/30/2026	FOA	DD10742	CASE, SUSAN E	2,780.35	0.00	1,807.90	Cleared
06/30/2026	FOA	DD10743	CIOFU, LARRY N	3,702.08	0.00	2,514.65	Cleared
06/30/2026	FOA	DD10744	COSGROVE, HEATHER H	2,287.49	0.00	1,641.08	Cleared
06/30/2026	FOA	DD10745	DRYDEN-HOGAN, SUSAN A	4,366.27	0.00	2,978.48	Cleared
06/30/2026	FOA	DD10746	FOUNTAIN, WILLIAM J	3,445.83	0.00	2,901.18	Cleared
06/30/2026	FOA	DD10747	FOX, LAWRENCE E	496.50	0.00	437.42	Cleared
06/30/2026	FOA	DD10748	HAASETH, GWYN M	2,718.75	0.00	2,047.35	Cleared
06/30/2026	FOA	DD10749	HABLE, SCOTT R	3,903.53	0.00	2,686.24	Cleared
06/30/2026	FOA	DD10750	HORNING, KATHLEEN A	3,695.83	0.00	2,592.98	Cleared
06/30/2026	FOA	DD10751	HUBBARD, TONYA S	2,425.64	0.00	1,624.87	Cleared
06/30/2026	FOA	DD10752	JOHNSON, LISA	2,978.73	0.00	2,321.23	Cleared
06/30/2026	FOA	DD10753	KENDALL, ANTHONY S	54.57	0.00	50.39	Cleared
06/30/2026	FOA	DD10754	KLUCK, LOGAN M	775.00	0.00	672.35	Cleared
06/30/2026	FOA	DD10755	LANGER, TROY D	4,545.88	0.00	3,222.41	Cleared
06/30/2026	FOA	DD10756	LEGAULT, DENISE S	820.00	0.00	622.87	Cleared
06/30/2026	FOA	DD10757	LIPKE, BRADY W	1,440.00	0.00	1,186.67	Cleared
06/30/2026	FOA	DD10758	LUBESKI, BRETT J	704.17	0.00	625.30	Cleared
06/30/2026	FOA	DD10759	LUCE, MICHAEL T	5,918.21	0.00	4,336.64	Cleared
06/30/2026	FOA	DD10760	MAYER, JAMES L	105.00	0.00	92.50	Cleared
06/30/2026	FOA	DD10761	MCMULLEN, SUMMER L	704.17	0.00	596.44	Cleared
06/30/2026	FOA	DD10762	MITCHELL, MICHAEL E	105.00	0.00	96.96	Cleared
06/30/2026	FOA	DD10763	MORGANROTH, CAROL L	2,477.79	0.00	1,789.65	Cleared
06/30/2026	FOA	DD10764	NIXON, MITCHELL A	3,054.20	0.00	2,173.97	Cleared
06/30/2026	FOA	DD10765	O'CONNELL, DENISE	704.17	0.00	501.35	Cleared
06/30/2026	FOA	DD10766	PETRUCCI, JOSEPH M	704.17	0.00	596.44	Cleared

Check Register Report For Hartland Township  
For Check Dates 06/30/2026 to 06/30/2026

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
06/30/2026	FOA	DD10767	RADLEY, JAMES W	3,056.40	0.00	2,256.48	Cleared
06/30/2026	FOA	DD10768	SHOLLACK, DONNA M	628.63	0.00	553.83	Cleared
06/30/2026	FOA	DD10769	SOSNOWSKI, SHERI R	2,815.41	0.00	2,139.97	Cleared
06/30/2026	FOA	DD10770	VETTRAINO, ALEXANDER D	1,120.00	0.00	941.80	Cleared
06/30/2026	FOA	DD10771	WHITE, CARLY A	1,253.38	0.00	1,104.23	Cleared
06/30/2026	FOA	DD10772	WYATT, MARTHA K	3,941.04	0.00	2,670.58	Cleared
06/30/2026	FOA	EFT795	FEDERAL TAX DEPOSIT	18,122.33	18,122.33	0.00	Cleared
<b>Totals:</b>				Number of Checks: 041	107,078.81	28,541.02	57,623.75
Total Physical Checks:				5			
Total Check Stubs:				36			

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

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 06-16-26 Hartland Township Board Regular Meeting Minutes

**Date:** July 2, 2026

### **Recommended Action**

Move to approve the Hartland Township Board Regular Minutes for June 16, 2026.

### **Discussion**

Draft minutes are attached for review.

### **Financial Impact**

### **Attachments**

6-16-26 HTB Minutes - DRAFT

**DRAFT**

**1. Call to Order**

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

**2. Pledge of Allegiance**

**3. Roll Call**

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

ABSENT: Treasurer Horning

Also present were Township Manager Mike Luce, Public Works Director Scott Hable, and Planning Director Troy Langer

**4. Approval of the Agenda**

**Move to approve the agenda for the June 16, 2026 Hartland Township Board meeting as presented.**

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

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

Voting Nay: None

Absent: Treasurer Horning

**5. Call to the Public**

No one came forward.

**6. Approval of the Consent Agenda**

**Move to approve the consent agenda for the June 16, 2026 Hartland Township Board meeting as presented**

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

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

Voting Nay: None

Absent: Treasurer Horning

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 06-02-26 Hartland Township Board Regular Meeting Minutes
- d. Budget Amendment for Valbridge Advisors
- e. Gen-X – Waldenwoods Fireworks Permit Application
- f. Long Lake Fireworks Display Permit – 7-11-26
- g. Gen-X – Waldenwoods Fireworks Permit Application

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

June 16, 2026 – 7:00 PM

## 7. Pending & New Business

### a. 2026 Compliance Resolution for NPDES Permit

Public Works Director Scott Hable stated that we have always been under the umbrella of the Livingston County Drain Commission (LCDC) for a storm water permit, which is the MS4. This year we were informed by EGLE that we would require our own MS4. He stated we do not own a storm system in the Township, but this is focused on the properties that we own that have catch basins or culverts where discharges could eventually make its way out to waterways of the Township. The resolution before the Board is basically a compliance resolution as part of obtaining the MS4 permit that lets EGLE know that we will be training our employees to identify illicit discharges and respond to situations that could threaten waterways. It will entail scheduled inspections of our catch basins. He stated this resolution is basically saying the Board acknowledges that we will uphold the terms of their stipulations for this permit

### **Move to adopt into policy to for compliance with the Hartland Township NPDES permit requirements for the illicit discharge elimination program.**

Motion made by Clerk Ciofu, Seconded by Trustee Lubeski.

Roll call vote taken.

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

Voting Nay: None

Absent: Treasurer Horning

Motion passes: 6 - 0 - 1.

## 8. Board Reports

Trustee Petrucci - Stated the Fire Millage is coming up and the Hartland Deerfield Fire Department (HDFFA) will be holding informational sessions on why we are requesting the slight increase. There will be a virtual town hall meeting on June 17th, at 7:00 p.m., Coffee with the Chief on June 19th at 10:00 a.m., and on June 27th they will be at the Farmer's Market. There will be four more dates in July that will be scheduled. He also thanked Manager Luce and Public Works Director Hable for the flower presentation at the Veterans Memorial as it looks beautiful and he is getting a lot of compliments on it. Clerk Ciofu - Stated we gearing up for the August election stating we have received the ballots for the Absent Voter distribution and we are testing the equipment with the preliminary testing schedule for this week and if all goes well we will be sending out over 3800 Absent Voter ballots next week.

Trustee O'Connell - No report.

Trustee Lubeski - No report.

Trustee McMullen - No report.

Supervisor Fountain - Stated the Old US-23 paving has been completed and commended the paving company and the County for keeping businesses open during construction and for the outstanding work they did on the road.

[BRIEF RECESS]

## 9. Information / Discussion

### a. Work Session Regarding Code Enforcement

Manager Luce gave a brief overview of what we are trying to accomplish with code enforcement tonight and turned the meeting over to Planning Director Troy Langer to provide an update on the discussions held at the Planning Commission (PC) regarding code enforcement. Director Langer

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

June 16, 2026 – 7:00 PM

stated that at a work session of the PC the issue of anonymous code enforcement complaints was discussed. Director Langer stated that at this time we do not take anonymous complaints as we require someone to go on record with their contact information. Based on a specific complaint regarding a neighbor that was somewhat confrontational, the PC inquired of the Board if we could review the policy on anonymous complaints. The PC discussion then expanded into other code enforcement issues, particularly in commercial areas. Discussion was held on anonymous complaints with Manager Luce stating formal complaints may lead to conversations between neighbors and commented on the inability to perform proper follow up on anonymous complaints without being able to access the property in the alleged violation, nor being able to locate the complaint filer to discuss the issue with them. Director Langer stated that when there is a complaint you have to go about it as if there would be a case for court, as cases can be defeated for various technicalities. Director Langer stated they try to encourage neighbors to work out their issues and to offer any help we can provide. Further discussion on complaints was held on the process for handling anonymous complaints, legal issues with regards to formal complaints and disclosure of those filing complaints, and time that would be spent on anonymous complaints. A brief discussion was held on commercial code enforcement versus residential code enforcement and specifics as to what we would like to do in working with businesses on code enforcement issues. This led to a brief discussion of adding an additional code enforcement officer to concentrate on commercial code enforcements. Director Langer stated he would rather increase hours for the existing code enforcement officer until they determine how much time this would take before looking at any adds to staff. Manager Luce and Director Langer stated they have discussed a preliminary plan to address these code enforcement issues, and they will finalize this and bring it back to the Board for approval. Director Langer stated he needs to take this conversation back to the PC and he inquired as to the Board's stance on anonymous complaints. It was the consensus of the Board to not allow anonymous complaints at this time.

## b. Manager's Report

Manager Luce stated he attended the Dunham Lake Estates Association meeting last night and they were signing Road SAD petitions to move forward without the Tipsico Lake residents that will not be receptive to the SAD since the County and the Township are paving this section of Tipsico Lake Rd. He stated the Clerk's Department is reviewing signatures for the San Marino Road SAD and he will bring the results back to the Board when complete. He stated the Finance Clerk has resigned and he and Finance Director Susan Dryden are working on a new job description since some of the Finance Clerk's job responsibilities will be re-assigned. Utility Billing will be transferred to the Public Works Department, payroll will be outsourced, and we will be getting quotes from accounting firms to provide assistance until we find a replacement for the Finance Clerk. He stated we received a quote from ADP for payroll for the remainder of the year at \$6,000, and we are estimating a yearly amount of around \$10,000 in the future. Manager Luce stated he gave a 90 day notice to VC3 that we will be moving to another IT company. He stated we are paying VC3 \$4509 per month and the onboarding cost was \$1,802 when we switched to VC3 for a total cost of \$55,910. Black Rock onboarding will be \$3,500 and will charge \$3,000 a month, for significant savings to the Township. He stated we have not signed a contract with Black Rock even though we plan to have a 30 day period where we would have both companies here in August for the transition. As of September 1, Black Rock would be the Township's IT Service Company. Manager Luce stated that VC3 informed him that they will rely on the legal side of the contract that will required us to pay the remainder of the contract unless we can specifically state issues of breach of contract. Manager Luce stated he has incidents of breach of contract and will pursue this, but he stated to avoid legal issues and expenses it may be a better alternative to pay off the remainder of the contract and move over to Black Rock. Manager Luce gave a brief update on the new workstations for the Township Hall stating we have received two quotes that we are reviewing, one for \$83,500 plus \$4,700 for

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

June 16, 2026 – 7:00 PM

for removing our old equipment, and a second for \$81,365 including removal of old equipment. He stated he will come back to the Board for \$100,000, plus \$10,000 for contingencies. to complete all of the improvements at the next meeting. He stated the Treasurer's office is being redone, the Finance Director will be moved to the Treasurer's area to provide additional space in the Clerk's area for the new staff member. He also commended the Public Works staff for running an ethernet cable through the ceiling from the server to the Treasurer's office as part of these improvements. He stated there will be an eight-week lead time for this project. Manager Luce gave a brief overview of the M-59 / US-23 intersection stating he spoke with Sheetz today and their estimated cost for their road improvements would be around \$977 thousand. He stated we are looking at Spalding DeDecker doing a traffic study and conceptual design for the intersection up to Cullen Road. We would then take the estimated cost for this design to MDOT and then apply for a TIP Grant. To get a TIP Grant we have to show that we have 20% of the estimated cost in hand to be eligible for the Grant. We could use the funds from the Sheetz road improvements that will not need to be done at this time if we go in this direction along with road improvement funds from the Square One project, funds from other developments that would benefit from these road improvements, and a potential contribution from the Township to meet the 20% requirement.

## 10. Adjournment

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

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

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

Voting Nay: None

Absent: Treasurer Horning

Submitted by:

Larry N. Ciofu, Clerk

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Scott Hable, Director of Public Works

**Subject:** 2026 Public Works Mower Purchase

**Date:** July 7, 2026

## Recommended Action

Approve the purchase of new 52” stand on mower from Weingartz Inc. for an amount not to exceed \$8,285.00.

## Discussion

Public Works has secured quotes for the purchase of a replacement 52” mower. This unit will be replacing an aging current 52” mower. This current mower will be traded in to lower the cost of this new purchase. A trade in offer of \$4500 has been approved by Weingartz to offset the total new mower price of \$12,785.00. Delivery and pickup of current machine is also included in this overall price.

## Financial Impact

Is a Budget Amendment Required?  Yes  No

This purchase was budgeted for in the 2026/27 capital budget

## Attachments

Weingartz Mower Quote

# WEINGARTZ EVERYTHING FROM LAWN TO SNOW

## QUOTATION

To: **HARTLAND TOWNSHIP**  
 2655 CLARK ROAD  
 HARTLAND, MI 48353

Quote #: **20643878-00**  
 Date: 05/11/26  
 Exp Date:

Attn:  
 Phone: (810) 632-7498  
 Email:

Prepared By: **Ted Lundgren**  
 Phone: (248) 893-5872  
 Email: [tlundgren@weingartz.com](mailto:tlundgren@weingartz.com)

Product number	Product and Description	Qty	Sale Price	Total
EXVXX999GKA52600	Vertex X-Series 35 HP Kaw 52" Deck List Price: \$16,760.00	1	\$12,079.00	\$12,079.00
EX142-8181	ASM-OCD GATE AND CABLE List Price: \$403.99	1	\$403.00	\$403.00
EX142-8372	HAND LEVER - REQUIRES GA TE & CABLE ASSEMBLY 142- List Price: \$216.99	1	\$184.00	\$184.00
EX135-5158	TRASH CONTAINER List Price: \$139.99	1	\$119.00	\$119.00

Total \$12,785.00  
 Invoice Total \$12,785.00

*at*  
 - 4500 FOR TRADE-IN

Approved By

Customer

Date

Weingartz Representative

Date

Page 1 of 1

Weingartz, 39050 Grand River Ave, Farmington Hills, MI 48335,,

WWW.WEINGARTZ.COM

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Susan Dryden-Hogan, Finance Director

**Subject:** Accountant Job Description (New)

**Date:** June 29, 2026

## Recommended Action

Move to approve the attached job description for the position, Accountant and change the pay grade from 5 to 6, as presented.

## Discussion

Due to the retirement of the previous finance clerk, the Finance Director and Township Manager are recommending a revision and upgrade to the former's job description and pay grade based on the current job expectations and skills needed.

When the Finance Clerk position was first created, it was focused on A/P data entry, payroll processing and utility bill preparation and mailing. Over the past 15 years, this position expanded into budgeting, full accrual accounting, benefits administration, and preparation of documents and worksheets for the annual audit. With the position now open, to accommodate additional accounting and budgeting assistance to the Finance Director, the utility billing process has now been moved under DPW. While the Finance Director will continue to ensure financial accuracy of the UB process, the clerical duties of maintaining the UB customers and records will shift.

This broadened job description will enable the Finance Director to spend more time on long-term forecasting and greater budgetary review. Also, additional time will be required to provide further oversight of long-term projects and bonding.

## Financial Impact

Is a Budget Amendment Required?  Yes  No

Once this position is filled, the Finance Director will return with a budget amendment to increase the line item 101-192-704.000 and change the general line-item name from Finance Clerk to Accountant.

## Attachments

Township Accountant Job Description

# **Accountant**

## **Position Summary**

The Accountant is responsible for supporting the financial operations of the Township through the administration of payroll, accounts payable, general ledger maintenance, financial reporting, benefits administration, and budget preparation. This position works closely with the Finance Director to ensure accurate financial records, regulatory compliance, and efficient departmental operations.

## **Essential Duties and Responsibilities**

- Coordinate and administer employee benefit and retirement programs in collaboration with the Township's benefit advisors, ensuring accurate enrollment, maintenance, and compliance.
- Process accounts payable transactions, including invoice review, payment preparation, and reporting for Township Board meetings and other operational needs.
- Compile and review employee timesheets and leave requests; process semi-monthly payroll and payroll checks.
- Assist with payroll tax administration, including quarterly and annual state and federal tax filings, employee W-2 preparation, and payroll reconciliations.
- Maintain the general ledger for all Township funds, ensuring accurate recording and classification of financial transactions.
- Prepare monthly and quarterly account reconciliations, accruals, and supporting financial schedules.
- Assist the Finance Director in preparing, reviewing, and publishing financial reports and other required financial documentation.
- Support the annual budget development process by preparing payroll and benefit projections, gathering financial data, and assisting with budget analyses.
- Assist with the preparation of annual audit schedules, reconciliations, and supporting documentation for external auditors.
- Provide administrative and clerical support to the Finance Department, including responding to inquiries, maintaining records, and assisting with departmental correspondence.
- Serve as a backup to other administrative staff as needed to ensure continuity of Township operations.
- Perform other related accounting, financial, and administrative duties as assigned.

## **Qualifications**

### **Education**

- Bachelor's degree in Accounting, Finance, or a related field required.

### **Experience**

- Minimum of four (4) years of progressively responsible accounting or finance experience.
- Municipal or governmental accounting experience strongly desired.
- Experience with payroll processing, accounts payable, financial reporting, and general ledger accounting preferred.

### **Knowledge, Skills, and Abilities**

- Knowledge of governmental accounting principles and practices.
- Strong understanding of payroll administration and financial reconciliation procedures.
- Proficiency in Microsoft Office applications, particularly Excel.
- Experience with BS&A.Net software preferred.
- Strong analytical, organizational, and problem-solving skills.
- Ability to maintain confidentiality and handle sensitive financial and personnel information.
- Excellent written and verbal communication skills.
- Ability to work independently while effectively collaborating with staff, management, auditors, and external partners.

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Scott Hable, Director of Public Works

**Subject:** 2026 Water Reliability Study

**Date:** July 7, 2026

## Recommended Action

Move to approve Spalding DeDecker to perform the 2026 Water Reliability Study as presented, for a cost not to exceed \$25,500.

## Discussion

Under Michigan’s Safe Drinking Water Act, community water systems are required by the Department of Environment, Great Lakes, and Energy (EGLE) to submit a Water System Reliability Study every 5 years. These studies evaluate existing infrastructure, model hydraulic capacity, and project future water supply demands over 5- and 20-year horizons.

The previous Water Reliability Study SDA provided for the Township was in 2021 and included, as recommendations, all of the items currently being designed and/or constructed as a part of the Water Bond project, including:

- Water Plant Modernization
- Additional Pressure Reducing Valve
- Extension of the M-59 Water Main
- Increase in Fire Protection Water Storage via elevated storage tank

The new Water Reliability Study will completely overhaul the future recommendations as a direct result of the Water Bond project. This localized, engineer-drafted evaluation ensures that our municipal water network can meet peak instantaneous demands, provide adequate fire suppression, and map out necessary capital improvements.

## Financial Impact

This project will be funded out of the bond proceeds.

## Attachments

Spalding DeDecker Water Reliability Proposal

April 8, 2026

Mr. Scott Hable  
Public Works Director  
Hartland Township  
2655 Clark Road  
Hartland, MI 48353

**Re: Proposal for the 2026 Water Reliability Study**

Dear Mr. Hable:

Spalding DeDecker (SD) is pleased to submit this proposal to prepare an updated Water Reliability Study. The proposed study will expand on the minimum requirements and include evaluation of potential system deficiencies to provide a water system plan for future use. Our qualified staff includes experience in system evaluation, modeling, design, construction, repair, asset management, and operation of municipal water systems.

**PROJECT UNDERSTANDING**

The Township is required by the Michigan Department of Environment, Great Lakes and Energy (EGLE) to update their reliability study on a five-year basis to satisfy Part 12 of Michigan's Safe Drinking Water Act (SDWA). In addition, SDWA Part 16 requires municipal water systems that provide fire protection to have a hydraulic analysis of the distribution system with the use of a computer based numerical model. An up-to-date model of the system is also beneficial in the review and approval of site plans and development projects. The EGLE approval process for water main construction permits requires documentation of available fire flow which is confirmed by the calibrated system model.

The previous Water System Reliability Study was completed in 2021 which means an updated study is due in 2026. There have also been some significant system upgrades in the distribution system that need to be included in the hydraulic model. The 2021 study utilized a static model in KY Pipes software. The recent projects related to the second water tower and additional PRVs led to initial conversion of the model to WaterGEMS GIS based software. This allows for extended simulations with greater system analysis capabilities and is easier to keep updated with the GIS mapping. The 2026 update will utilize the new WaterGEMS format to complete the entire system model for the updated study. The following is our understanding of the scope of services.

**SCOPE OF SERVICES**

**Phase 1 – Data Collection**

SD will work with the Township to gather the following data pertinent to the updated water reliability study:

- Most recent Insurance Services Office (ISO) reports.

- A minimum of five years of operational flow data reports to determine the following demands:
  - Average Day
  - Maximum Day
  - Peak Hour
- Water main break history and known areas of water quality or low-pressure complaint history.
- As-built information from water main installations and replacements since the previous reliability study.
- Billing records from the Township’s utility billing system for overall billed usage, user classifications, and the top 100 users for 2025.
- Pressure and flow data from hydrant flow testing in the system. (SD owns its own fire testing equipment)

### **Phase 2 – Update Existing Model**

As noted, the 2021 hydraulic model was developed in KY Pipe software which was limited in use for long term simulations and does not include GIS updates. SD initiated the conversion of the model to Bentley WaterGEMS software for use with the design of current water system improvements such as the new PRV, M-59 watermain extension, and proposed second water tower in the lower pressure district. SD will utilize the WaterGEMS base model for full system evaluation and provide the following:

- Current and future fire flow scenarios, including fire flow contour mapping.
- Identify any pressure and fire flow deficiencies.
- Provide water distribution system pressures for peak hour and maximum day demands for present day and future (ten year) demands.
- Provide water distribution system available fire flows for maximum day demand for present day and future (ten year) demands.

### **Phase 3 – System Evaluation, Analysis, and Information**

The study will include all the information required to meet EGLE requirements for System Reliability studies:

- Planning data including current population, number of service connections, and REUs.
- Analysis of consumptions data to identify trends for both 5-year and 20-year. At minimum the following information will be provided according to the rules:
  - Present and projected average day demands.
  - Present and projected maximum day demands.
  - Present and projected maximum hourly demands.
  - Present and projected fire flow demand.
  - Basis of demand projections.
  - Annual usage totals for each customer class.
  - Water shortage response plan for emergencies.
- Evaluation of the required capacity of the water system and components.

### **DELIVERABLES**

Study deliverables will also include:

- Identification of system weak points.
- Recommended prioritized list of distribution system improvements to eliminate deficiencies over a 5-year and 20-year timeframe. Coordinate with the capital improvement plan.
- System maps identifying pressures at future maximum day and peak hour demands before and after recommended improvements.
- System maps identifying available fire flows at future maximum day demand before and after recommended improvements.
- Draft copies for Township and agency review.
- Electronic copy of the final report.
- Current and Future Fire Flow map.

**ANTICIPATED TIMELINE**

- Project kickoff meeting – April 2026
- Receive User/Billing data from the Township – April/May 2026
- Hydrant flow testing (coordinate with annual system flushing) – April/May 2026
- Preliminary analysis of water system data and review of existing hydraulic model – May 2026
- Model updates, calibration, evaluation and identification of additional fieldwork – June 2026
- Preliminary model work session meeting with Township staff – July 2026
- Submit draft copy of reliability study for review and comment by Township and EGLE – August 2026
- Incorporate comments, finalize report, meeting with Township, EGLE submittal – September 2026

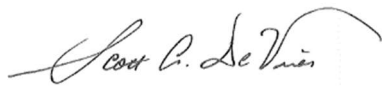
**FEE**

SD will provide the above noted scope of services for a ***lump sum fee of \$25,500*** billed as percent complete.

Thank you for the opportunity to submit this proposal. If you wish to discuss this proposal or require additional information, please feel free to contact me.

Sincerely,

**SPALDING DEDECKER**

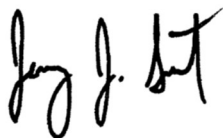


Scott DeVries, PE  
Sr. Project Manager

Accepted by:

**Hartland Township**

\_\_\_\_\_  
Scott Hable  
Public Works Director



Jeremy Schrot, PE  
Sr. Vice President

# Hartland Township Board of Trustees Meeting Agenda Memorandum

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

**Subject:** SDA Traffic Data Collection

**Date:** July 1, 2026

## Recommended Action

Move to approve Spaulding DeDecker to perform traffic data collection and conceptual mitigation options for the M59 – Old US23 interchange as outlined in the agreement. At an amount not to exceed \$47,000.

## Discussion

After months of discussion with MDOT and staff, we are recommending moving forward with this project as a tool or avenue to approach MDOT with the proper mitigation to the intersection of M59 and Old US23. Engaging in this study will allow SDA and staff to propose actual corrections to MDOT through a conceptual plan forecasting growth in the currently vacant parcels as well as the in-process developments.

Currently, this intersection is rated very poorly on the States scale and has no plans for improvement unless it is funded by developers or outside sources. By having the conceptual design moving forward the Township hopes to peruse a TIP grant in the next few years that would provide 80% funding to the improvement. Staff as well as SDA feel this is the best option to get some sort of relief and assistance with this intersection.

## Financial Impact

Is a Budget Amendment Required?     Yes     No

The Finance Director will determine the necessary budget amendment and report it to the board at a subsequent meeting.

## Attachments

2026 M59 and Old US23 Data Collection

January 20, 2026

Mr. Mike Luce  
Township Manager  
Hartland Township  
2655 Clark Rd  
Hartland, MI 48353

Re: M-59 Traffic Study

Dear Mr. Luce:

Spalding DeDecker, Inc (SD) is pleased to have the opportunity to provide a traffic study for the M-59 corridor to address recent development, the proposed development on the southwest corner of the M-59 and Old US-23 intersection, current traffic concerns, and future traffic concerns for Hartland Township. The following is our scope of work and fees for the traffic study work.

#### **Traffic Data Collection**

We will direct our traffic data collection vendor, Quality Counts, LLC, to collect two-hour turning movement counts during the AM and PM weekday peak hours. Turning movement counts will be collected at the following locations:

1. M-59 (Highland Rd) at Clover Ridge Dr
2. M-59 (Highland Rd) at Cullen Rd
3. M-59 (Highland Rd) at Autumn Glen Dr
4. M-59 (Highland Rd) at Hartland Woods Dr and Village Manor driveway
5. M-59 (Highland Rd) at Hartland Schools west driveway (signal)
6. M-59 (Highland Rd) at Hartland Schools east driveway and Oak Brooke Dr
7. M-59 (Highland Rd) at Andover Blvd
8. M-59 (Highland Rd) at west Target driveway
9. M-59 (Highland Rd) at Charyl Stockwell Academy driveway
10. M-59 (Highland Rd) at east Target driveway
11. M-59 (Highland Rd) at Kroger driveway west of Old US-23
12. *M-59 (Highland Rd) at Old US-23*
13. *Old US-23 at Sheetz driveway/Kroger driveway north of M-59*
14. *M-59 (Highland Rd) at Speedway/Sheetz driveways*
15. *M-59 (Highland Rd) at US-23 ramps*
16. *M-59 EB (Highland Rd) at crossover and Blaine Rd*
17. M-59 EB at driveway west of BP gas station.
18. M-59 WB (Highland Rd) at crossover and Hartland Rd
19. M-59 EB (Highland Rd) at crossover and Hartland Plaza Shopping Center driveway
20. M-59 WB (Highland Rd) at crossover west of Clark Rd (signal)
21. M-59 WB (Highland Rd) at Clark Rd
22. M-59 EB (Highland Rd) at crossover east of Lakena Dr and Clark Rd

Locations shown in italics above have already been counted as part of an existing traffic study noted below. No new counts at these locations have been included on this scope.

### **Trip Generation and Trip Distribution**

Future trips for the parcel that will be used by the proposed development will be generated using the latest version of the Institute of Transportation Engineers Trip Generation Manual based on the proposed future land use. The trip distribution will utilize one or a combination of a gravity model, overall traffic patterns based on collected and historical traffic data, and overall land use in the project area.

### **Existing Traffic Data and Existing Traffic Studies**

Existing traffic studies have taken place in the area west of the Target store, south of the Target store, at the old Burger King on the southeast corner of M-59 and Blaine Rd, and at the old Walgreens store on the northeast corner of the M-59 and US-23 intersection. These traffic studies will be reviewed and utilized to help with the traffic analysis, trip generation, and trip distribution. Traffic counts less than 3 years old will also be used in lieu of collecting new traffic counts at the intersections noted above. Upon initial review, the Sheetz traffic study counts can be used in lieu of collecting new counts.

### **Traffic Analysis**

Utilizing Synchro 12 traffic analysis, which incorporates the use of the Highway Capacity Manual, traffic operations analyses will be performed for the existing operations at the intersections listed above. All traffic analyses will report level of service (LOS) and queuing for all movements at all intersections listed previously for both the AM and PM peak hours. Traffic will be evaluated for the following scenarios:

- 2026 existing conditions
- 2026 build-out conditions with all developments operating
- 2046 existing conditions

The following mitigations will also be considered:

- A new traffic signal at the Charyl Stockwell Academy driveway
- Dual left turn lanes for the NB Old US-23 to WB M-59 movement
- Extension of the boulevard section of M-59 to Andover Blvd

Traffic will additionally be evaluated for the 2026 and 2046 analysis years.

SD will also provide a review for any access changes to the sites that will include driveway spacing, sight distance, and geometric recommendations.

### **Concept Exhibits and Cost Estimates**

SD will provide a conceptual plan for each of the mitigation options presented above. Conceptual cost estimates and an approximate benefit/cost ratio will also be provided for each mitigation option.

### **Traffic Report**

A traffic report including methodology, traffic analyses, and any applicable recommendations and mitigation options (if needed) will be compiled for review and feedback by the Client and Hartland Township. The report would identify the problem areas along the M-59 corridor, suggest mitigations, and prove that those mitigations can positively impact the M-59 corridor such that MDOT will either fund the improvements or allow for a multi-jurisdictional funding approach with Township and/or County match.

**Review Meeting**

Two virtual meetings are included in this fee. It is intended that these meetings include representatives from Hartland Township, the Michigan Department of Transportation (MDOT), and Spalding DeDecker.

**Schedule**

Upon Notice to Proceed, traffic data collection will occur within two weeks. SD will deliver a draft report for client review 75 days after receipt of the traffic data. Once client comments have been received, a draft report will be delivered to MDOT and Hartland Township for their review. The review meetings (if required) will be scheduled at the Client’s and the City’s discretion. Revisions resulting from those meetings will be made within two weeks for delivery of the final report.

**Fee Summary**

The fee provided is based on the scope of work described above. If Hartland Township, LCRC, and/or MDOT require that the scope of the study be expanded, we reserve the right to adjust the fee. We propose to do this work specified in the Scope of Services above for the lump-sum fees as follows.

<b>Task:</b>	<b>Fee:</b>
Traffic Counts	\$7,200
Trip Generation and Trip Distribution, Incorporate Previous TIS	\$3,200
Traffic Analysis for all Scenarios	\$12,000
Traffic Report, Management, QA/QC, Meetings	\$9,600
Concept Development, Cost Estimates, QA/QC	\$15,000
<b>Grand Total:</b>	<b>\$47,000</b>

Work for all fees includes all listed tasks above. Should additional meetings be required, they will be invoiced at SD’s standard rates.

Sincerely,  
**SPALDING DEDECKER**



Steve Stramsak, P.E., PTOE  
Senior Project Manager

Accepted by:  
**HARTLAND TOWNSHIP**

\_\_\_\_\_

Date: \_\_\_\_\_

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Michael Luce, Township Manager  
**Subject:** Acquisition/Installation of New Cubicles for Staff Areas  
**Date:** April 2, 2026

## Recommended Action

Move to approve the purchase of cubicles/workstations, including installation and required electrical & IT improvements for an amount not to exceed \$30,000 and allow the Township Manager to act on behalf of the Township concerning decisions related to this project.

## Discussion

As previously discussed during the CIP budget process, to accommodate our current staffing levels and to allow for future growth, the Township offices are in need of new workstations for the staff areas. This project includes the acquisition & installation of 16 new workstations, removal of our current cubicles, necessary electrical & IT improvements, and temporary storage crate rental for employees' office belongings during the transition. The breakdown and changeout of the stations is estimated to take one day to complete.

### This project includes the costs as follows:

Cost of Cubicles/Workstations with Delivery:	\$6,220
Cost of removal of old stations/Installation of new:	\$8,000
Electrical Improvements:	\$8,000
IT Improvements:	\$3,000
One-week storage crate rental:	\$386.25

## Financial Impact

Is a Budget Amendment Required?     Yes     No  
Currently budgeted for in the 401 CIP line item for FY 26/27

## Attachments

# PARTNR HAUS

2120 E 11 MILE ROAD  
 ROYAL OAK MICHIGAN 48067  
 248-792-9537

## PROPOSAL

DATE	PROPOSAL#
07/01/26	23474

VALID THROUGH: 07/16/26  
 PROJECT#: 11-2

<b>CUSTOMER:</b>
HARTLAND TWP MI
PH#

<b>INSTALL AT:</b>
HARTLAND TWP MI

CUSTOMER P.O.#      SALESPERSON      TERMS      SHIP VIA  
 Sherry Lockhart      65 / 35

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
1	2	22" Left Cantilever, Mounting Bracket Included STD      Standard Paint Finishes ...      Skipped Option ...      Skipped Option Tag 1: RM A	32.76	65.52
2	1	22" Left Cantilever, Mounting Bracket Included STD      Standard Paint Finishes ...      Skipped Option ...      Skipped Option Tag 1: RM A	32.76	32.76
3	2	22" Right Cantilever, Mounting Bracket Included STD      Standard Paint Finishes ...      Skipped Option ...      Skipped Option Tag 1: RM A	32.76	65.52
4	1	22" Right Cantilever, Mounting Bracket Included STD      Standard Paint Finishes ...      Skipped Option ...      Skipped Option Tag 1: RM A	32.76	32.76

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	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
5	3	42"w x 24"d, Rectangular Worksurface with 3mm PVC Edge Trim 1" Thick, Std with 1 Scoop LP Thermally Fused Laminates 1" Thickness WHC White Chocolate CBE White Chocolate ... Skipped Option ... Skipped Option Tag 1: RM A	90.40	271.20
6	3	29"d x 70"w, Height Adjustable Rectangular Worksurface without Scoops, (Height Adjustable Base Sold Separate), 3mm PVC Edge Trim LP Thermally Fused Laminates 1" Thickness WHC White Chocolate CBE White Chocolate ... Skipped Option Tag 1: RM A	164.21	492.63
7	7	17" Mesh Jumper Tag 1: RM A	50.92	356.44
8	1	132" Long, Ceiling power entry ... Skipped Option Tag 1: RM A	112.90	112.90

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	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
9	6	Utility Circuit #1, Duplex Receptacle  Tag 1: RM A	14.21	85.26
10	2	Utility Circuit #2, Duplex Receptacle  Tag 1: RM A	14.21	28.42
11	2	Dedicated Circuit A, Duplex Receptacle  Tag 1: RM A	14.21	28.42
12	2	Dedicated Circuit B, Duplex Receptacle  Tag 1: RM A	14.21	28.42
13	1	82"h Compile Post Extension Standard Paint Finishes Skipped Option Tag 1: RM A	101.84	101.84
		STD		
		SKPO		
14	4	42"h, 2-Way, Universal Corner Post (With All Clips), Post Trims, Post Base Cap Standard Paint Finishes Designer White Tag 1: RM A	48.95	195.80
		STD		
		DWT		

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	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
15	1	48"h, 2-Way, Universal Corner Post (With All Clips), Post Trims, Post Base Cap STD Standard Paint Finishes DWT Designer White Tag 1: RM A	57.63	57.63
16	1	48"h, 4-Way, Universal Corner Post (With All Clips), No Post Trims, No Post Base Cap STD Standard Paint Finishes DWT Designer White Tag 1: RM A	43.03	43.03
17	1	54"h, 3-Way, Universal Corner Post (With All Clips), Post Trims, Post Base Cap STD Standard Paint Finishes DWT Designer White Tag 1: RM A	53.29	53.29
18	4	6"h, Trim Insert for Step Down STD Standard Paint Finishes SKPO Skipped Option Tag 1: RM A	4.74	18.96

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 Sherry Lockhart      65 / 35

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
19	3	42"h, End of Run Trim Insert for Panel STD                      Standard Paint Finishes DWT                      Designer White Tag 1: RM A	9.08	27.24
20	2	42"h, End of Run Trim Insert for Panel STD                      Standard Paint Finishes SKPO                      Skipped Option Tag 1: RM A	9.08	18.16
21	2	48"h, End of Run Trim Insert for Panel STD                      Standard Paint Finishes DWT                      Designer White Tag 1: RM A	10.66	21.32
22	2	54"h, End of Run Trim Insert for Panel STD                      Standard Paint Finishes SKPO                      Skipped Option Tag 1: RM A	10.66	21.32
23	4	42"h x 30"w, Monolithic Fabric Panel, Non-Powered, Raceway Cover No Punch (2) STD                      Standard Paint Colors DWT                      Designer White 01                          Grade 1 Textiles - Outside Position 1 AUR2                      Aurora AU20                      Cloud CONTINUED...	174.08	696.32

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 Sherry Lockhart      65 / 35

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
		01      Grade 1 Textiles - Inside Position 1 AUR2      Aurora AU20      Cloud Tag 1: RM A		
24	4	42"h x 48"w, Monolithic Fabric Panel, Non-Powered, Raceway Cover No Punch (2) STD      Standard Paint Colors DWT      Designer White 01      Grade 1 Textiles - Outside Position 1 AUR2      Aurora AU20      Cloud 01      Grade 1 Textiles - Inside Position 1 AUR2      Aurora AU20      Cloud Tag 1: RM A	221.84	887.36
25	4	42"h x 48"w, Monolithic Fabric Panel, Power Harness, Raceway Cover No Punch, Raceway Cover with Punch STD      Standard Paint Colors DWT      Designer White 01      Grade 1 Textiles - Outside Position 1 AUR2      Aurora AU20      Cloud CONTINUED...	322.90	1,291.60

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	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
		01 Grade 1 Textiles - Inside Position 1 AUR2 Aurora AU20 Cloud Tag 1: RM A		
26	2	48"h x 30"w, Monolithic Fabric Panel, Power Harness, Raceway Cover With Punch (2) STD Standard Paint Colors DWT Designer White 01 Grade 1 Textiles - Outside Position 1 AUR2 Aurora AU20 Cloud 01 Grade 1 Textiles - Inside Position 1 AUR2 Aurora AU20 Cloud Tag 1: RM A	268.42	536.84
27	2	48"h x 42"w, Monolithic Fabric Panel, Power Harness, Raceway Cover With Punch (2) STD Standard Paint Colors DWT Designer White 01 Grade 1 Textiles - Outside Position 1 AUR2 Aurora AU20 Cloud 01 Grade 1 Textiles - Inside CONTINUED...	318.16	636.32

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	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
		Position 1		
		AUR2 Aurora		
		AU20 Cloud		
		Tag 1: RM A		
28	4	54"h x 48"w, 12"h Partly Glazed Panel, Non-Powered, Raceway Cover No Punch (2)	360.79	1,443.16
		STD Standard Paint Colors		
		DWT Designer White		
		01 Grade 1 Textiles - Outside		
		Position 1		
		AUR2 Aurora		
		AU20 Cloud		
		01 Grade 1 Textiles - Inside		
		Position 1		
		AUR2 Aurora		
		AU20 Cloud		
		GT Glazing - Top Position		
		CLR Clear Plexi		
		... Skipped Option		
		Tag 1: RM A		
29	6	12"h x 30"w, Integrated Privacy Panel, Glass, Top Rail Sits Over Compile Top Trim	121.97	731.82
		STD Standard Paint Finishes		
		DWT Designer White		
		TGC Clear Glazed		
		CONTINUED...		

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	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
		Tag 1: RM A		
30	2	12"h x 42"w, Integrated Privacy Panel, Glass, Top Rail Sits Over Compile Top Trim	135.00	270.00
		STD Standard Paint Finishes		
		DWT Designer White		
		TGC Clear Glazed		
		Tag 1: RM A		
31	8	12"h x 48"w, Integrated Privacy Panel, Glass, Top Rail Sits Over Compile Top Trim	143.29	1,146.32
		STD Standard Paint Finishes		
		DWT Designer White		
		TGC Clear Glazed		
		Tag 1: RM A		
32	24	Cutout Cover for Raceway Cutout Opening	7.50	180.00
		SKPO Skipped Option		
		Tag 1: RM A		
33	3	19"d, B/B/F, Mobile Pedestal, No Cushion	316.19	948.57
		SKPO Skipped Option		
		SKPO Skipped Option		
		Tag 1: RM A		

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	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
34	1	19"d, B/B/F, Mobile Pedestal, No Cushion STD Standard Paint Colors DWT Designer White W538 Keyed for Lock #W538 Tag 1: RM A	316.19	316.19
35	2	24"d x 24"d x 39.52"h, 3 High, Storage Tower, FF, Left STD Standard Paint Colors DWT Designer White W538 Keyed for Lock #W538 Tag 1: RM A	1,171.98	2,343.96
36	2	24"d x 24"d x 39.52"h, 3 High, Storage Tower, FF, Right STD Standard Paint Colors DWT Designer White W538 Keyed for Lock #W538 Tag 1: RM A	1,171.98	2,343.96
37	1	3rd Leg Kit, 2 Stage Column, Use with a 23"d top, Base can accommodate 29"w 41"w Return, Use w/ a 29"d top, Base can accommodate 29"w thru 3 ~FLC Freefit Base Finish DWT 1-Designer White DWT Tag 1: RM A	474.21	474.21

# PARTNR HAUS

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<b>CUSTOMER:</b>
HARTLAND TWP MI
PH#

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HARTLAND TWP MI

CUSTOMER P.O.#	SALESPERSON	TERMS	SHIP VIA
	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
38	4	30"d, 2 Stage Column, Height Adjustable Base Only, Long Frame used/w64"w - 82"w Tops, (Tops Sold Separate), FREEFIT ~FLC Freefit Base Finish DWT 1-Designer White DWT CL A-CL Foot Configuration S P-Up/Down Handset (STD) Tag 1: RM A	783.68	3,134.72
39	1	24", C Foot Replacement or When using the Return Kit for a 23"d Return and 29"/35"d Desk, a New Foot must be Ordered Separately, FREEFIT SKPO Skipped Option Tag 1: RM A	74.74	74.74
40	1	29"d x 70"w x 1"h, Height Adjustable Rectangular Worksurface, Base Sold Separately, FREEFIT ~ (STD) Thermally Fused Laminate, High Performance ( ~BR2L Laminate Finish WHC 1-White Chocolate WHC CBE E-White Chocolate CBE ~ Grommet/Electrical Not Required Tag 1: RM A	326.31	326.31

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CUSTOMER P.O.#	SALESPERSON	TERMS	SHIP VIA
	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
41	1	23"d x 41"w x 1"h, Height Adjustable Rectangular Return Worksurface, Base Sold Separately, FREEFIT ~ (STD) Thermally Fused Laminate, High Performance ( ~BR2L Laminate Finish WHC 1-White Chocolate WHC CBE E-White Chocolate CBE ~ Grommet/Electrical/Villa Not Required - Center Pos Tag 1: RM A	227.89	227.89
42	2	29"d x 70"w, Height Adjustable Straight Worksurface, No Scoops, Height Adjustable Base Must be Ordered Separately LP Thermally Fused Laminates 1" Thickness WHC White Choclolate CBE White Chocolate Tag 1: RM B	164.21	328.42
43	5	17" Mesh Jumper Tag 1: RM B	50.92	254.60
44	2	72" Long, Floor Power Entry, Side Fed, Snaps into Side of Power Distribution Housing  CONTINUED...	150.79	301.58

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CUSTOMER P.O.#	SALESPERSON	TERMS	SHIP VIA
	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
		Tag 1: RM B		
45	2	Utility Circuit #1, Duplex Receptacle	14.21	28.42
		Tag 1: RM B		
46	2	Utility Circuit #2, Duplex Receptacle	14.21	28.42
		Tag 1: RM B		
47	2	Dedicated Circuit A, Duplex Receptacle	14.21	28.42
		Tag 1: RM B		
48	3	22" Left Cantilever, Mounting Bracket Included STD Standard Paint Finishes SKPO Skipped Option	32.76	98.28
		Tag 1: RM B		
49	3	22" Right Cantilever, Mounting Bracket Included STD Standard Paint Finishes DWT Designer White	32.76	98.28
		Tag 1: RM B		



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CUSTOMER P.O.#	SALESPERSON	TERMS	SHIP VIA
	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
54	1	48"h, 2-Way, Universal Corner Post (With All Clips), Post Trims, Post Base Cap STD Standard Paint Finishes SKPO Skipped Option Tag 1: RM B	57.63	57.63
55	2	54"h, 2-Way, Universal Corner Post (With All Clips), Post Trims, Post Base Cap STD Standard Paint Finishes DWT Designer White Tag 1: RM B	60.00	120.00
56	1	54"h, 2-Way, Universal Corner Post (With All Clips), Post Trims, Post Base Cap STD Standard Paint Finishes SKPO Skipped Option Tag 1: RM B	60.00	60.00
57	2	6"h, Trim Insert for Step Down STD Standard Paint Finishes DWT Designer White Tag 1: RM B	4.74	9.48

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CUSTOMER P.O.#      SALESPERSON      TERMS      SHIP VIA  
 Sherry Lockhart      65 / 35

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
58	2	6"h, Trim Insert for Step Down STD      Standard Paint Finishes SKPO      Skipped Option Tag 1: RM B	4.74	9.48
59	1	12"h, Trim Insert for Step Down STD      Standard Paint Finishes SKPO      Skipped Option Tag 1: RM B	5.92	5.92
60	4	42"h, End of Run Trim Insert for Panel STD      Standard Paint Finishes DWT      Designer White Tag 1: RM B	9.08	36.32
61	3	42"h, End of Run Trim Insert for Panel STD      Standard Paint Finishes SKPO      Skipped Option Tag 1: RM B	9.08	27.24
62	2	48"h, End of Run Trim Insert for Panel STD      Standard Paint Finishes SKPO      Skipped Option Tag 1: RM B	10.66	21.32

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CUSTOMER P.O.#      SALESPERSON      TERMS      SHIP VIA  
 Sherry Lockhart      65 / 35

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
63	3	54"h, End of Run Trim Insert for Panel STD                      Standard Paint Finishes SKPO                     Skipped Option Tag 1: RM B	10.66	31.98
64	3	42"h x 30"w, Monolithic Fabric Panel, Non-Powered, Raceway Cover No Punch (2) STD                      Standard Paint Colors DWT                      Designer White 01                         Grade 1 Textiles - Outside Position 1 AUR2                     Aurora AU20                     Cloud 01                         Grade 1 Textiles - Inside Position 1 AUR2                     Aurora AU20                     Cloud Tag 1: RM B	174.08	522.24
65	1	42"h x 42"w, Monolithic Fabric Panel, Power Harness, Raceway Cover No Punch, Raceway Cover with Punch STD                      Standard Paint Colors DWT                      Designer White 01                         Grade 1 Textiles - Outside Position 1 AUR2                     Aurora AU20                     Cloud 01                         Grade 1 Textiles - Inside Position 1 CONTINUED...	302.37	302.37

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CUSTOMER P.O.#	SALESPERSON	TERMS	SHIP VIA
	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
		AUR2 Aurora AU20 Cloud Tag 1: RM B		
66	1	42"h x 48"w, Monolithic Fabric Panel, Non-Powered, Raceway Cover No Punch (2) STD Standard Paint Colors DWT Designer White 01 Grade 1 Textiles - Outside Position 1 AUR2 Aurora AU20 Cloud 01 Grade 1 Textiles - Inside Position 1 AUR2 Aurora AU20 Cloud Tag 1: RM B	221.84	221.84
67	2	42"h x 54"w, Monolithic Fabric Panel, Non-Powered, Raceway Cover No Punch (2) STD Standard Paint Colors DWT Designer White 01 Grade 1 Textiles - Outside Position 1 AUR2 Aurora AU20 Cloud 01 Grade 1 Textiles - Inside Position 1 AUR2 Aurora CONTINUED...	245.53	491.06

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CUSTOMER P.O.#      SALESPERSON      TERMS      SHIP VIA  
 Sherry Lockhart      65 / 35

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
		AU20                      Cloud Tag 1: RM B		
68	3	48"h x 30"w, Monolithic Fabric Panel, Power Harness, Raceway Cover No Punch, Raceway Cover with Punch	268.42	805.26
		STD                      Standard Paint Colors DWT                      Designer White 01                        Grade 1 Textiles - Outside Position 1		
		AUR2                      Aurora AU20                      Cloud 01                        Grade 1 Textiles - Inside Position 1		
		AUR2                      Aurora AU20                      Cloud Tag 1: RM B		
69	1	48"h x 42"w, Monolithic Fabric Panel, Power Harness, Raceway Cover No Punch, Raceway Cover with Punch	318.16	318.16
		STD                      Standard Paint Colors DWT                      Designer White 01                        Grade 1 Textiles - Outside Position 1		
		AUR2                      Aurora AU20                      Cloud 01                        Grade 1 Textiles - Inside Position 1		
		CONTINUED...		

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CUSTOMER P.O.#	SALESPERSON	TERMS	SHIP VIA
	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
		AUR2 Aurora AU20 Cloud Tag 1: RM B		
70	1	48"h x 54"w, Monolithic Fabric Panel, Power Harness, Raceway Cover With Punch (2) STD Standard Paint Colors DWT Designer White 01 Grade 1 Textiles - Outside Position 1 AUR2 Aurora AU20 Cloud 01 Grade 1 Textiles - Inside Position 1 AUR2 Aurora AU20 Cloud Tag 1: RM B	356.84	356.84
71	2	54"h x 54"w, Monolithic Fabric Panel, Non-Powered, Race way Cover No Punch (2) STD Standard Paint Colors DWT Designer White 01 Grade 1 Textiles - Outside Position 1 AUR2 Aurora AU20 Cloud 01 Grade 1 Textiles - Inside Position 1 AUR2 Aurora CONTINUED...	256.98	513.96

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	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
		AU20 Cloud Tag 1: RM B		
72	2	54"h x 60"w, Monolithic Fabric Panel, Non-Powered, Race way Cover No Punch (2) STD Standard Paint Colors DWT Designer White 01 Grade 1 Textiles - Outside Position 1 AUR2 Aurora AU20 Cloud 01 Grade 1 Textiles - Inside Position 1 AUR2 Aurora AU20 Cloud Tag 1: RM B	280.27	560.54
73	1	70"w x 5"d, Worksurface Support Channel, Use with 84"w Surface, Channel Should be 14" Shorter Than Top, Screws Included, Black Only Tag 1: RM B	58.42	58.42
74	1	28"h x 1.5" Dia, Round Corner Leg w/ Leveler STD Standard Paint Finishes DWT Designer White CONTINUED...	53.68	53.68

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CUSTOMER P.O.#	SALESPERSON	TERMS	SHIP VIA
	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
		Tag 1: RM B		
75	2	12"h x 30"w, Integrated Privacy Panel, Glass, Top Rail Sits Over Compile Top Trim	121.97	243.94
		STD Standard Paint Finishes DWT Designer White TGC Clear Glazed		
		Tag 1: RM B		
76	1	12"h x 30"w, Integrated Privacy Panel, Glass, Top Rail Sits Over Compile Top Trim	140.92	140.92
		STD Standard Paint Finishes DWT Designer White TGF Frosted Glazed		
		Tag 1: RM B		
77	1	12"h x 42"w, Integrated Privacy Panel, Glass, Top Rail Sits Over Compile Top Trim	157.11	157.11
		STD Standard Paint Finishes DWT Designer White TGF Frosted Glazed		
		Tag 1: RM B		

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	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
78	1	12"h x 48"w, Integrated Privacy Panel, Glass, Top Rail Sits Over Compile Top Trim  STD Standard Paint Finishes DWT Designer White TGC Clear Glazed Tag 1: RM B	143.29	143.29
79	1	12"h x 54"w, Integrated Privacy Panel, Glass, Top Rail Sits Over Compile Top Trim  STD Standard Paint Finishes DWT Designer White TGC Clear Glazed Tag 1: RM B	148.82	148.82
80	1	12"h x 54"w, Integrated Privacy Panel, Glass, Top Rail Sits Over Compile Top Trim  STD Standard Paint Finishes DWT Designer White TGF Frosted Glazed Tag 1: RM B	185.53	185.53
81	22	Cutout Cover for Raceway Cutout Opening SKPO Skipped Option Tag 1: RM B	7.50	165.00

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CUSTOMER P.O.#      SALESPERSON      TERMS      SHIP VIA  
 Sherry Lockhart      65 / 35

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
82	2	19"d, B/B/F, Mobile Pedestal, No Cushion STD      Standard Paint Colors DWT      Designer White WSTD      Key Random (STD) Tag 1: RM B	316.19	632.38
83	2	2 drawer, 30" wide, 1900 Series Lateral File, Includes Counterweight STD      Standard Paint Colors DWT      Designer White SKPO      Skipped Option Tag 1: RM B	416.06	832.12
84	2	24"d x 24"d x 39.52"h, 3 High, Storage Tower, FF, Left STD      Standard Paint Colors DWT      Designer White WSTD      Key Random (STD) Tag 1: RM B	1,171.98	2,343.96
85	1	42"w x 24"d, Rectangular Worksurface with 3mm PVC Edge Trim 1" Thick, Std with 1 Scoop LP      Thermally Fused Laminates 1" Thickness WHC      White Chocolate CBE      White Chocolate DWT      Designer White	90.40	90.40
CONTINUED...				

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	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
		Tag 1: RM B		
86	1	84"w x 30"d, Rectangular Worksurface with 3mm PVC Edge Trim 1" Thick, Std with 2 Scoops LP Thermally Fused Laminates 1" Thickness WHC White Chocolate CBE White Chocolate DWT Designer White	316.19	316.19
		Tag 1: RM B		
87	1	30"d x 36"w, Straight Rectangular Worksurface with Scoops, 3mm PVC Edge Trim LP Thermally Fused Laminates (1" Thickness) WHC White Chocolate CBE White Chocolate DWT Designer White	92.76	92.76
		Tag 1: RM B		
88	1	30"d x 54"w, Straight Rectangular Worksurface with Scoops, 3mm PVC Edge Trim LP Thermally Fused Laminates (1" Thickness) WHC White Chocolate CBE White Chocolate DWT Designer White	150.00	150.00
		CONTINUED...		

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 Sherry Lockhart      65 / 35

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
		Tag 1: RM B		
89	2	30"d, 2 Stage Column, Height Adjustable Base Only, Long Frame used/w64"w - 82"w Tops, (Tops Sold Separate), FREEFIT ~FLC      Freefit Base Finish DWT      1-Designer White DWT CL      A-CL Foot Configuration S      P-Up/Down Handset (STD) Tag 1: RM B	783.68	1,567.36
90	4	29"d x 70"w, Height Adjustable Straight Worksurface, No Scoops, Height Adjustable Base Must be Ordered Separately LP      Thermally Fused Laminates 1" Thickness WHC      White Choclolate CBE      White Chocolate Tag 1: RM C	164.21	656.84
91	10	17" Mesh Jumper Tag 1: RM C	50.92	509.20

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#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
92	12	Utility Circuit #1, Duplex Receptacle  Tag 1: RM C	14.21	170.52
93	3	22" Left Cantilever, Mounting Bracket Included STD                      Standard Paint Finishes DWT                      Designer White Tag 1: RM C	32.76	98.28
94	3	22" Right Cantilever, Mounting Bracket Included STD                      Standard Paint Finishes DWT                      Designer White Tag 1: RM C	32.76	98.28
95	2	Corner Bracket and Transaction Bracket, Left and Right, Sold as a Pair STD                      Standard Paint Finishes SKPO                      Skipped Option Tag 1: RM C	9.47	18.94
96	1	29"h x 23"d, Non-Handed Metal End Gable Round Leg, Does NOT Support Two Adjoining Worksurfaces, Includes Leveling Glide and Sleeve SKPO                      Skipped Option ~L                          Left Handed Leg CONTINUED...	129.87	129.87

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	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
		Tag 1: RM C		
97	1	29"h x 23"d, Non-Handed Metal End Gable Round Leg, Does NOT Support Two Adjoining Worksurfaces, Includes Leveling Glide and Sleeve SKPO Skipped Option ~R Right Handed Leg Tag 1: RM C	129.87	129.87
98	6	42"h, 2-Way, Universal Corner Post (With All Clips), Post Trims, Post Base Cap STD Standard Paint Finishes DWT Designer White Tag 1: RM C	48.95	293.70
99	3	42"h, 3-Way, Universal Corner Post (With All Clips), Post Trims, Post Base Cap STD Standard Paint Finishes DWT Designer White Tag 1: RM C	43.03	129.09

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	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
100	1	42"h, 3-Way, Universal Corner Post (With All Clips), Post Trims, Post Base Cap STD Standard Paint Finishes SKPO Skipped Option Tag 1: RM C	43.03	43.03
101	5	42"h, End of Run Trim Insert for Panel STD Standard Paint Finishes DWT Designer White Tag 1: RM C	9.08	45.40
102	5	42"h, End of Run Trim Insert for Panel STD Standard Paint Finishes SKPO Skipped Option Tag 1: RM C	9.08	45.40
103	4	42"h x 30"w, Monolithic Fabric Panel, Non-Powered, Raceway Cover No Punch (2) STD Standard Paint Colors DWT Designer White 01 Grade 1 Textiles - Outside Position 1 AUR2 Aurora AU20 Cloud 01 Grade 1 Textiles - Inside Position 1 AUR2 Aurora AU20 Cloud	174.08	696.32
CONTINUED...				

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	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
		Tag 1: RM C		
104	2	42"h x 30"w, Monolithic Fabric Panel, Power Harness, Raceway Cover With Punch (2)	261.71	523.42
		STD Standard Paint Colors		
		DWT Designer White		
		01 Grade 1 Textiles - Outside		
		Position 1		
		AUR2 Aurora		
		AU20 Cloud		
		01 Grade 1 Textiles - Inside		
		Position 1		
		AUR2 Aurora		
		AU20 Cloud		
		Tag 1: RM C		
105	3	42"h x 42"w, Monolithic Fabric Panel, Power Harness, Raceway Cover With Punch (2)	302.37	907.11
		STD Standard Paint Colors		
		DWT Designer White		
		01 Grade 1 Textiles - Outside		
		Position 1		
		AUR2 Aurora		
		AU20 Cloud		
		01 Grade 1 Textiles - Inside		
		Position 1		
		AUR2 Aurora		
		AU20 Cloud		
		CONTINUED...		

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## PROPOSAL

DATE	PROPOSAL#
07/01/26	23474

VALID THROUGH: 07/16/26  
 PROJECT#: 11-2

<b>CUSTOMER:</b>
HARTLAND TWP MI
PH#

<b>INSTALL AT:</b>
HARTLAND TWP MI

CUSTOMER P.O.#	SALESPERSON	TERMS	SHIP VIA
	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
		Tag 1: RM C		
106	4	42"h x 48"w, Monolithic Fabric Panel, Non-Powered, Raceway Cover No Punch (2)	221.84	887.36
		STD Standard Paint Colors		
		DWT Designer White		
		01 Grade 1 Textiles - Outside		
		Position 1		
		AUR2 Aurora		
		AU20 Cloud		
		01 Grade 1 Textiles - Inside		
		Position 1		
		AUR2 Aurora		
		AU20 Cloud		
		Tag 1: RM C		
107	5	42"h x 48"w, Monolithic Fabric Panel, Power Harness, Raceway Cover No Punch, Raceway Cover with Punch	322.90	1,614.50
		STD Standard Paint Colors		
		DWT Designer White		
		01 Grade 1 Textiles - Outside		
		Position 1		
		AUR2 Aurora		
		AU20 Cloud		
		01 Grade 1 Textiles - Inside		
		Position 1		
		AUR2 Aurora		
		AU20 Cloud		
		CONTINUED...		

# PARTNR HAUS

2120 E 11 MILE ROAD  
 ROYAL OAK MICHIGAN 48067  
 248-792-9537

## P R O P O S A L

DATE	PROPOSAL#
07/01/26	23474

VALID THROUGH: 07/16/26  
 PROJECT#: 11-2

<b>CUSTOMER:</b>
HARTLAND TWP MI
PH#

<b>INSTALL AT:</b>
HARTLAND TWP MI

CUSTOMER P.O.#	SALESPERSON	TERMS	SHIP VIA
	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
		Tag 1: RM C		
108	1	46"w x 5"d, Worksurface Support Channel, Use with 60"w Surface, Channel Should be 14" Shorter Than Top, Screws Included, Black Only	38.68	38.68
		Tag 1: RM C		
109	6	12"h x 30"w, Integrated Privacy Panel, Glass, Top Rail Sits Over Compile Top Trim	121.97	731.82
		STD Standard Paint Finishes DWT Designer White TGC Clear Glazed		
		Tag 1: RM C		
110	3	12"h x 42"w, Integrated Privacy Panel, Glass, Top Rail Sits Over Compile Top Trim	135.00	405.00
		STD Standard Paint Finishes DWT Designer White TGC Clear Glazed		
		Tag 1: RM C		

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 248-792-9537

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HARTLAND TWP MI

CUSTOMER P.O.#      SALESPERSON      TERMS      SHIP VIA  
 Sherry Lockhart      65 / 35

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
111	9	12"h x 48"w, Integrated Privacy Panel, Glass, Top Rail Sits Over Compile Top Trim	143.29	1,289.61
		STD      Standard Paint Finishes		
		DWT      Designer White		
		TGC      Clear Glazed		
		Tag 1: RM C		
112	28	Cutout Cover for Raceway Cutout Opening	7.50	210.00
		SKPO      Skipped Option		
		Tag 1: RM C		
113	4	19"d, B/B/F, Mobile Pedestal, No Cushion	316.19	1,264.76
		SKPO      Skipped Option		
		SKPO      Skipped Option		
		Tag 1: RM C		
114	1	2 drawer, 30" wide, 1900 Series Lateral File, Includes Counterweight	416.06	416.06
		STD      Standard Paint Colors		
		DWT      Designer White		
		SKPO      Skipped Option		
		Tag 1: RM C		
115	1	24"d x 24"d x 39.52"h, 3 High, Storage Tower, FF, Left	1,171.98	1,171.98
		STD      Standard Paint Colors		
		DWT      Designer White		
		CONTINUED...		

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HARTLAND TWP MI

CUSTOMER P.O.#      SALESPERSON      TERMS      SHIP VIA  
 Sherry Lockhart      65 / 35

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
		W538      Keyed for Lock #W538 Tag 1: RM C		
116	2	24"d x 24"d x 39.52"h, 3 High, Storage Tower, FF, Right	1,171.98	2,343.96
		STD      Standard Paint Colors DWT      Designer White W538      Keyed for Lock #W538 Tag 1: RM C		
117	2	42"w x 24"d, Rectangular Worksurface with 3mm PVC Edge Trim 1" Thick, Std with 1 Scoop	90.40	180.80
		LP      Thermally Fused Laminates 1" Thickness WHC      White Chocolate CBE      White Chocolate DWT      Designer White Tag 1: RM C		
118	1	96"w x 24"d, Rectangular Worksurface with 3mm PVC Edge Trim 1" Thick, Std with 2 Scoops	282.24	282.24
		LP      Thermally Fused Laminates 1" Thickness WHC      White Chocolate CBE      White Chocolate DWT      Designer White		
		CONTINUED...		

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HARTLAND TWP MI

CUSTOMER P.O.#	SALESPERSON	TERMS	SHIP VIA
	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
		Tag 1: RM C		
119	1	62"w x 24"d, Rectangular Worksurface to Span a Post with 3mm PVC Edge Trim 1" Thick, Std with 2 Scoops LP Thermally Fused Laminates 1" Thickness WHC White Chocolate DWE Designer White DWT Designer White	184.74	184.74
		Tag 1: RM C		
120	4	Spider Leg for 20 and 24" deep Tables (CST459) 28" H, BUNGEE SL TABLES SKPO Skipped Option	195.26	781.04
		Tag 1: RM C		
121	2	24"d x 60"w x 1"h, Rectangular Top, Square Corners, BUNGEE SL TABLES TFL M-Thermally Fused Laminate, High Performance (1" T WHC 1-White Chocolate WHC A3 F-1" Top, Standard Edge, Square Corners SKPO Skipped Option SKPO Skipped Option SKPO Skipped Option SKPO Skipped Option	246.31	492.62
		CONTINUED...		

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CUSTOMER P.O.#	SALESPERSON	TERMS	SHIP VIA
	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
		Tag 1: RM C		
122	1	3rd Leg Kit, 2 Stage Column, Use with a 23"d top, Base can accommodate 29"w 41"w Return, Use w/ a 29"d top, Base can accommodate 29"w thru 3 ~FLC Freefit Base Finish DWT 1-Designer White DWT Tag 1: RM C	474.21	474.21
123	4	30"d, 2 Stage Column, Height Adjustable Base Only, Long Frame used/w64"w - 82"w Tops, (Tops Sold Separate), FREEFIT ~FLC Freefit Base Finish DWT 1-Designer White DWT CL A-CL Foot Configuration S P-Up/Down Handset (STD) Tag 1: RM C	783.68	3,134.72
124	1	24", C Foot Replacement or When using the Return Kit for a 23"d Return and 29"/35"d Desk, a New Foot must be Ordered Separately, FREEFIT SKPO Skipped Option CONTINUED...	74.74	74.74

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HARTLAND TWP MI

CUSTOMER P.O.#	SALESPERSON	TERMS	SHIP VIA
	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
		Tag 1: RM C		
125	1	23"d x 39"w x 1"h, Height Adjustable Rectangular Return Worksurface, Base Sold Separately, FREEFIT ~ (STD) Thermally Fused Laminate, High Performance ( ~BR2L Laminate Finish WHC 1-White Chocolate WHC CBE E-White Chocolate CBE SKPO Skipped Option	152.63	152.63
		Tag 1: RM C		
126	1	132" Long, Ceiling power entry ... Skipped Option	112.90	112.90
		Tag 1: RM D		
127	1	82"h Compile Post Extension STD Standard Paint Finishes SKPO Skipped Option	101.84	101.84
		Tag 1: RM D		
128	2	29"d x 70"w, Height Adjustable Straight Worksurface, No Scoops, Height Adjustable Base Must be Ordered Separately LP Thermally Fused Laminates 1" Thickness	164.21	328.42
		CONTINUED...		

# PARTNR HAUS

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CUSTOMER: HARTLAND TWP MI  PH#
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INSTALL AT: HARTLAND TWP MI
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CUSTOMER P.O.#      SALESPERSON      TERMS      SHIP VIA  
 Sherry Lockhart      65 / 35

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
		WHC      White Choclolate CBE      White Chocolate Tag 1: RM D		
129	1	17" Mesh Jumper Tag 1: RM D	50.92	50.92
130	4	Utility Circuit #1, Duplex Receptacle Tag 1: RM D	14.21	56.84
131	2	Utility Circuit #2, Duplex Receptacle Tag 1: RM D	14.21	28.42
132	1	Dedicated Circuit A, Duplex Receptacle Tag 1: RM D	14.21	14.21
133	2	Dedicated Circuit B, Duplex Receptacle Tag 1: RM D	14.21	28.42

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CUSTOMER P.O.#      SALESPERSON      TERMS      SHIP VIA  
 Sherry Lockhart      65 / 35

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
134	1	22" Right Cantilever, Mounting Bracket Included STD                      Standard Paint Finishes SKPO                     Skipped Option Tag 1: RM D	32.76	32.76
135	2	42"h, 2-Way, Universal Corner Post (With All Clips), Post Trims, Post Base Cap STD                      Standard Paint Finishes SKPO                     Skipped Option Tag 1: RM D	48.95	97.90
136	3	48"h, 2-Way, Universal Corner Post (With All Clips), Post Trims, Post Base Cap STD                      Standard Paint Finishes SKPO                     Skipped Option Tag 1: RM D	57.63	172.89
137	1	48"h, 3-Way, Universal Corner Post (With All Clips), Post Trims, Post Base Cap STD                      Standard Paint Finishes SKPO                     Skipped Option Tag 1: RM D	51.32	51.32



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CUSTOMER P.O.#	SALESPERSON	TERMS	SHIP VIA
	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
142	1	42"h x 42"w, Monolithic Fabric Panel, Non-Powered, Raceway Cover No Punch (2)	208.82	208.82
		STD Standard Paint Colors		
		DWT Designer White		
		01 Grade 1 Textiles - Outside		
		Position 1		
		AUR2 Aurora		
		AU20 Cloud		
		01 Grade 1 Textiles - Inside		
		Position 1		
		AUR2 Aurora		
		AU20 Cloud		
		Tag 1: RM D		
143	3	42"h x 42"w, Monolithic Fabric Panel, Power Harness, Raceway Cover No Punch, Raceway Cover with Punch	302.37	907.11
		STD Standard Paint Colors		
		DWT Designer White		
		01 Grade 1 Textiles - Outside		
		Position 1		
		AUR2 Aurora		
		AU20 Cloud		
		01 Grade 1 Textiles - Inside		
		Position 1		
		AUR2 Aurora		
		AU20 Cloud		
		Tag 1: RM D		

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CUSTOMER P.O.#	SALESPERSON	TERMS	SHIP VIA
	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
144	4	42"h x 54"w, Monolithic Fabric Panel, Non-Powered, Raceway Cover No Punch (2)	245.53	982.12
		STD Standard Paint Colors		
		DWT Designer White		
		01 Grade 1 Textiles - Outside		
		Position 1		
		AUR2 Aurora		
		AU20 Cloud		
		01 Grade 1 Textiles - Inside		
		Position 1		
		AUR2 Aurora		
		AU20 Cloud		
		Tag 1: RM D		
145	1	48"h x 30"w, Monolithic Fabric Panel, Power Harness, Raceway Cover With Punch (2)	268.42	268.42
		STD Standard Paint Colors		
		DWT Designer White		
		01 Grade 1 Textiles - Outside		
		Position 1		
		AUR2 Aurora		
		AU20 Cloud		
		01 Grade 1 Textiles - Inside		
		Position 1		
		AUR2 Aurora		
		AU20 Cloud		
		Tag 1: RM D		

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CUSTOMER P.O.#      SALESPERSON      TERMS      SHIP VIA  
 Sherry Lockhart      65 / 35

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
146	2	48"h x 36"w, Monolithic Fabric Panel, Power Harness, Raceway Cover With Punch (2) STD                      Standard Paint Colors DWT                      Designer White 01                        Grade 1 Textiles - Outside Position 1 AUR2                      Aurora AU20                      Cloud 01                        Grade 1 Textiles - Inside Position 1 AUR2                      Aurora AU20                      Cloud Tag 1: RM D	292.90	585.80
147	1	58"w x 5"d, Worksurface Support Channel, Use with 72"w Surface, Channel Should be 14" Shorter Than Top, Screws Included, Black Only  Tag 1: RM D	48.16	48.16
148	8	28"h x 1.5" Dia, Round Corner Leg w/ Leveler STD                      Standard Paint Finishes SKPO                      Skipped Option Tag 1: RM D	53.68	429.44
149	4	12"h x 30"w, Integrated Privacy Panel, Glass, Top Rail Sits Over Compile Top  CONTINUED...	121.97	487.88

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CUSTOMER P.O.#	SALESPERSON	TERMS	SHIP VIA
	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
		Trim		
		STD Standard Paint Finishes		
		DWT Designer White		
		TGC Clear Glazed		
		Tag 1: RM D		
150	2	12"h x 36"w, Integrated Privacy Panel, Glass, Top Rail Sits Over Compile Top Trim	129.47	258.94
		STD Standard Paint Finishes		
		DWT Designer White		
		TGC Clear Glazed		
		Tag 1: RM D		
151	4	12"h x 42"w, Integrated Privacy Panel, Glass, Top Rail Sits Over Compile Top Trim	135.00	540.00
		STD Standard Paint Finishes		
		DWT Designer White		
		TGC Clear Glazed		
		Tag 1: RM D		
152	4	12"h x 54"w, Integrated Privacy Panel, Glass, Top Rail Sits Over Compile Top Trim	148.82	595.28
		STD Standard Paint Finishes		
		DWT Designer White		
		TGC Clear Glazed		
		CONTINUED...		

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HARTLAND TWP MI

CUSTOMER P.O.#	SALESPERSON	TERMS	SHIP VIA
	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
		Tag 1: RM D		
153	16	Cutout Cover for Raceway Cutout Opening SKPO Skipped Option Tag 1: RM D	7.50	120.00
154	3	19"d, B/B/F, Mobile Pedestal, No Cushion STD Standard Paint Colors DWT Designer White WSTD Key Random (STD) Tag 1: RM D	316.19	948.57
155	1	2 drawer, 30" wide, 1900 Series Lateral File, Includes Counterweight STD Standard Paint Colors DWT Designer White SKPO Skipped Option Tag 1: RM D	416.06	416.06
156	1	24"d x 24"d x 39.52"h, 3 High, Storage Tower, FF, Left STD Standard Paint Colors DWT Designer White W538 Keyed for Lock #W538 Tag 1: RM D	1,171.98	1,171.98

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CUSTOMER P.O.#	SALESPERSON	TERMS	SHIP VIA
	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
157	1	24"d x 24"d x 39.52"h, 3 High, Storage Tower, FF, Right  STD Standard Paint Colors DWT Designer White W538 Keyed for Lock #W538 Tag 1: RM D	1,171.98	1,171.98
158	1	36"w x 24"d, Rectangular Worksurface with 3mm PVC Edge Trim 1" Thick, Std with 1 Scoop  LP Thermally Fused Laminates 1" Thickness WHC White Chocolate CBE White Chocolate DWT Designer White Tag 1: RM D	70.66	70.66
159	1	38"w x 24"d, Rectangular Worksurface to Span a Post with 3mm PVC Edge Trim 1" Thick, Std with 1 Scoop  LP Thermally Fused Laminates 1" Thickness WHC White Chocolate CBE White Chocolate DWT Designer White Tag 1: RM D	99.08	99.08

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CUSTOMER P.O.#	SALESPERSON	TERMS	SHIP VIA
	Sherry Lockhart	65 / 35	

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
160	1	74"w x 24"d, Rectangular Worksurface to Span a Post with 3mm PVC Edge Trim 1" Thick, Std with 2 Scoops LP Thermally Fused Laminates 1" Thickness WHC White Chocolate CBE White Chocolate DWT Designer White Tag 1: RM D	218.69	218.69
161	1	30"d, 2 Stage Column, Height Adjustable Base Only, Long Frame used/w64"w - 82"w Tops, (Tops Sold Separate), FREEFIT SKPO Skipped Option CL A-CL Foot Configuration SKPO Skipped Option Tag 1: RM D	783.68	783.68
162	2	30"d, 2 Stage Column, Height Adjustable Base Only, Long Frame used/w64"w - 82"w Tops, (Tops Sold Separate), FREEFIT ~FLC Freefit Base Finish DWT 1-Designer White DWT CL A-CL Foot Configuration S P-Up/Down Handset (STD) Tag 1: RM D	783.68	1,567.36

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CUSTOMER P.O.#      SALESPERSON      TERMS      SHIP VIA  
 Sherry Lockhart      65 / 35

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
163	1	29"d x 82"w x 1"h, Height Adjustable Rectangular Worksurface, Base Sold Separately, FREEFIT ~ (STD) Thermally Fused Laminate, High Performance ( ~BR2L Laminate Finish WHC 1-White Chocolate WHC CBE E-White Chocolate CBE ~ Grommet/Electrical Not Required Tag 1: RM D	380.00	380.00
164	3	E2 Monitor Arm Dual ... Skipped Option	297.60	892.80
165	8	E2 Monitor Arm Single ... Skipped Option	160.32	1,282.56
166	1	Tariff charges	120.39	120.39
167	1	Labor to receive deliver and install during normal business hours	10,231.00	10,231.00
168	1	Labor to tear down, remove and dispose existing workstations only. We can modify quote as needed Note: All electrical and low voltage must be disconnecte * Must be completed by certified	4,065.00	4,065.00
CONTINUED...				

# PARTNR HAUS

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CUSTOMER: HARTLAND TWP MI  PH#
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INSTALL AT: HARTLAND TWP MI
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CUSTOMER P.O.#      SALESPERSON      TERMS      SHIP VIA  
 Sherry Lockhart      65 / 35

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
		electrican/low volt		
Note: Quote may change if tariffs are imposed. A surcharge may be added to your final invoice. We appreciate your continued partnership.				
DEPOSIT REQUIRED	54,914.00		PRODUCT	84,483.40
ACCEPTED BY _____				
DATE ACCEPTED _____			TOTAL	84,483.40

# PARTNR HAUS





1

TEAM +  
PARTNERSHIPS

# PARTNR HAUS. Space that Speaks for Itself.

At PARTNR HAUS, we know it's impossible for one person to have all the answers. That's why we keep good company, building trusted partnrships and influencing culture through relationships.

We actively listen to our clients, creative Partnrs & customers - inviting collaborative discussions that provide workspace solutions to influence culture and elevate organizational growth. Through professionalism, honesty, and fun, we address unmet needs that allow people to work and learn in their own, innovative way.

When you Partnr with PARTNR HAUS, your space speaks for itself.



Kelli DeLaRosa, Becky Peters & Mike Naert  
Co-Founders, PARTNR HAUS

# Our *Promise*



## **Project Management**

A dedicated team will manage your project, tailoring our talent, experience, and services to execute your solution.

- Detailed project schedule, budget, and verified lead times
- Ongoing support and problem-solving throughout your project.
- On-site manager at installation

## **Installations**

We pay close attention to every step from receiving to delivery, installation, and assembly. From day one, you can expect every piece of furniture to be clean, beautiful and ready to use.



## **Community Support**

Giving back to the community by supporting their programs through donations or direct involvement is rooted in our identity.

Organizations we support:

The Judson Center, The Sparrow Freedom Project, The Parade Company, Humble Design, SJ Helpers & Detroit Dog Rescue, We are here foundation

# Our *Services*

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## Product Categories

*Contract Furniture - Kimball Select Dealer*

*100 ancillary manufacturers*

*Demountable Wall Systems*

*Floorcovering*

*Ergonomic Tools / Consulting*

*Building & Wayfinding Signage*

*Artwork*

*Window Blind*

*Audio Visual*

*Security*

## Service Capabilities

*Space Planning*

*Interior Finish Selection*

*Strategic Planning*

*Project Management*

*Warehousing*

*Inventory Reuse*

*Asset Management*

*Installation & Move Services*

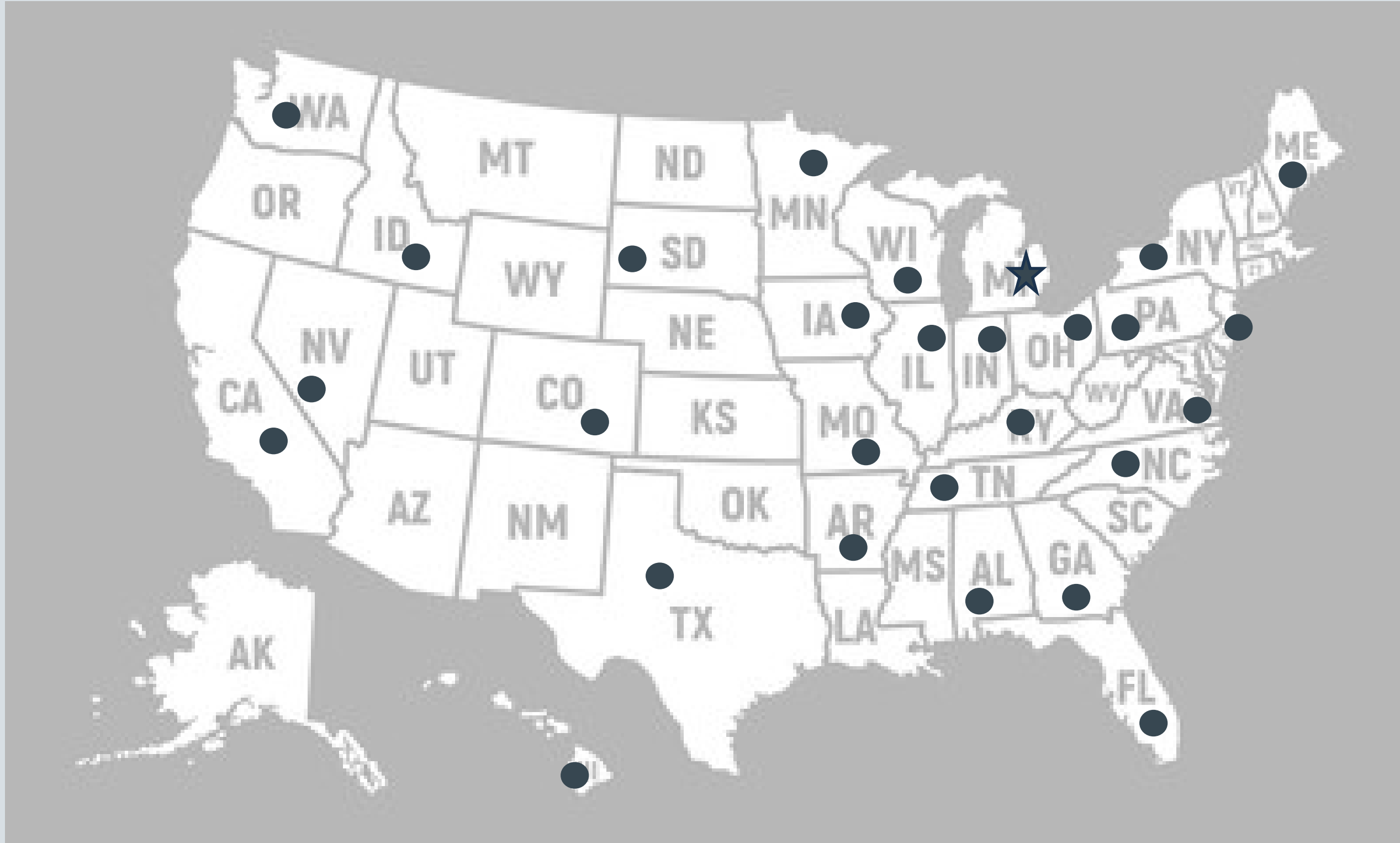
*Post Move Accessory/Ancillary*

*Consulting*

*Furniture Leasing*

# Our Reach

● States where PARTNR HAUS has run successful projects





# 2

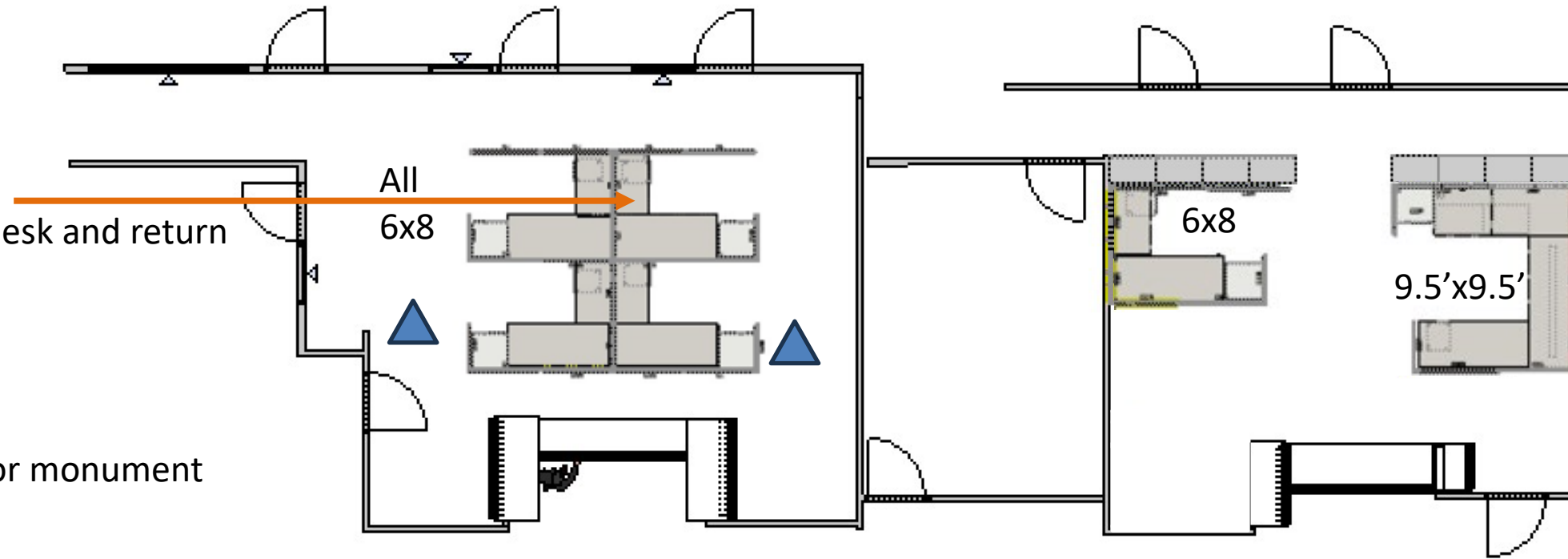
## Drawings

# Overall

Sheri:  
30x72 height adjustable desk and return

▲ = approximate location of floor monument

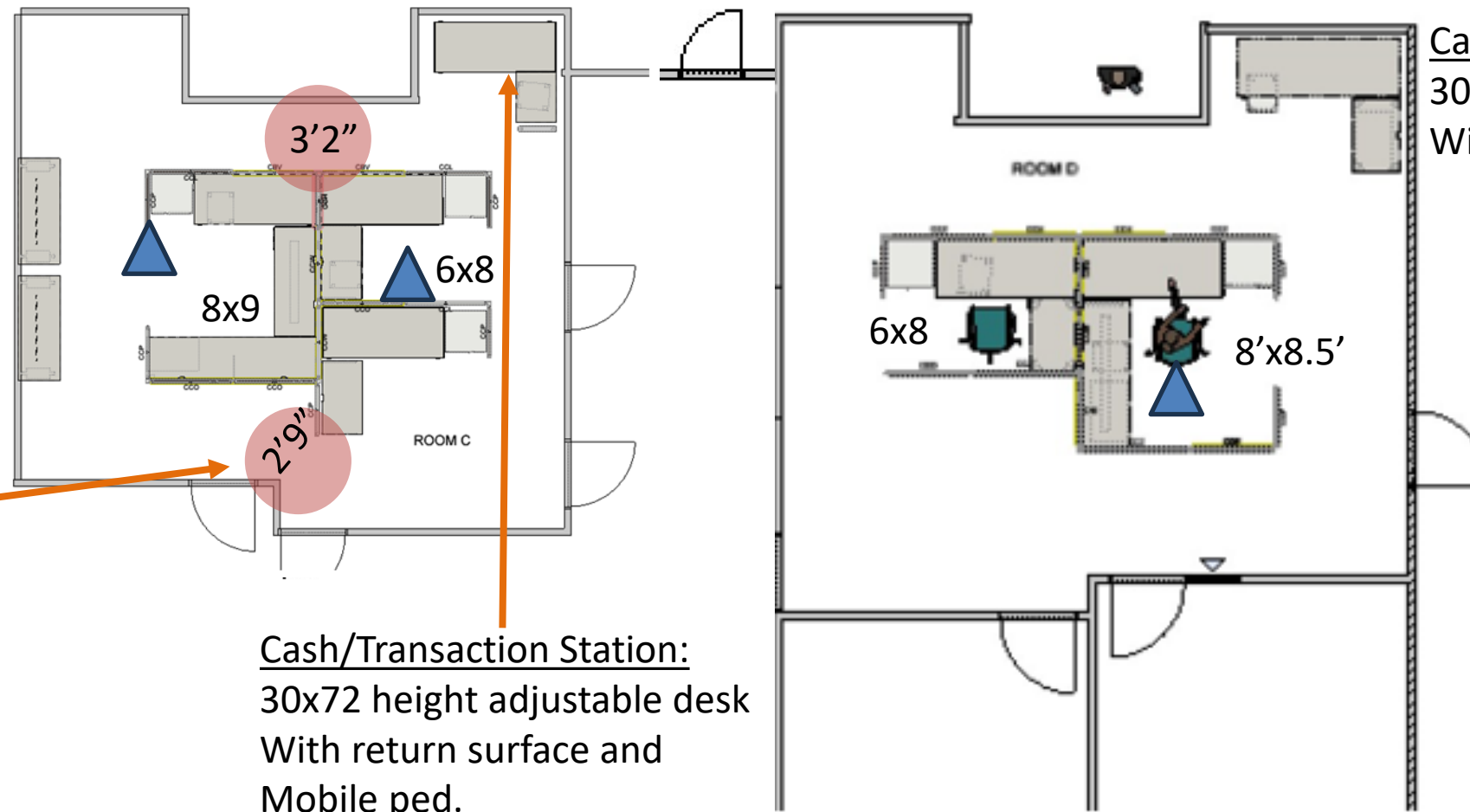
Recommend power poles



Carol:  
30" D surfaces  
Front panel length is 8.5' W  
Back panel length is 9.5' W  
We can even it out - there will be a small gap between the height adj surface and the wing panel

All stations include:  
30x72 height adjustable desk  
24x42 return – *except where noted*  
Wardrobe storage unit – 24Hx24Dx39.5" H  
Mobile ped  
Additional storage for larger stations

Too tight – need to remeasure to ensure proper fit for 3<sup>rd</sup> station – this area will require additional revision



Cash/Transaction Station:  
30x82 height adjustable desk  
With return and Mobile ped

Cash/Transaction Station:  
30x72 height adjustable desk  
With return surface and  
Mobile ped.

# Area A

## Panels:

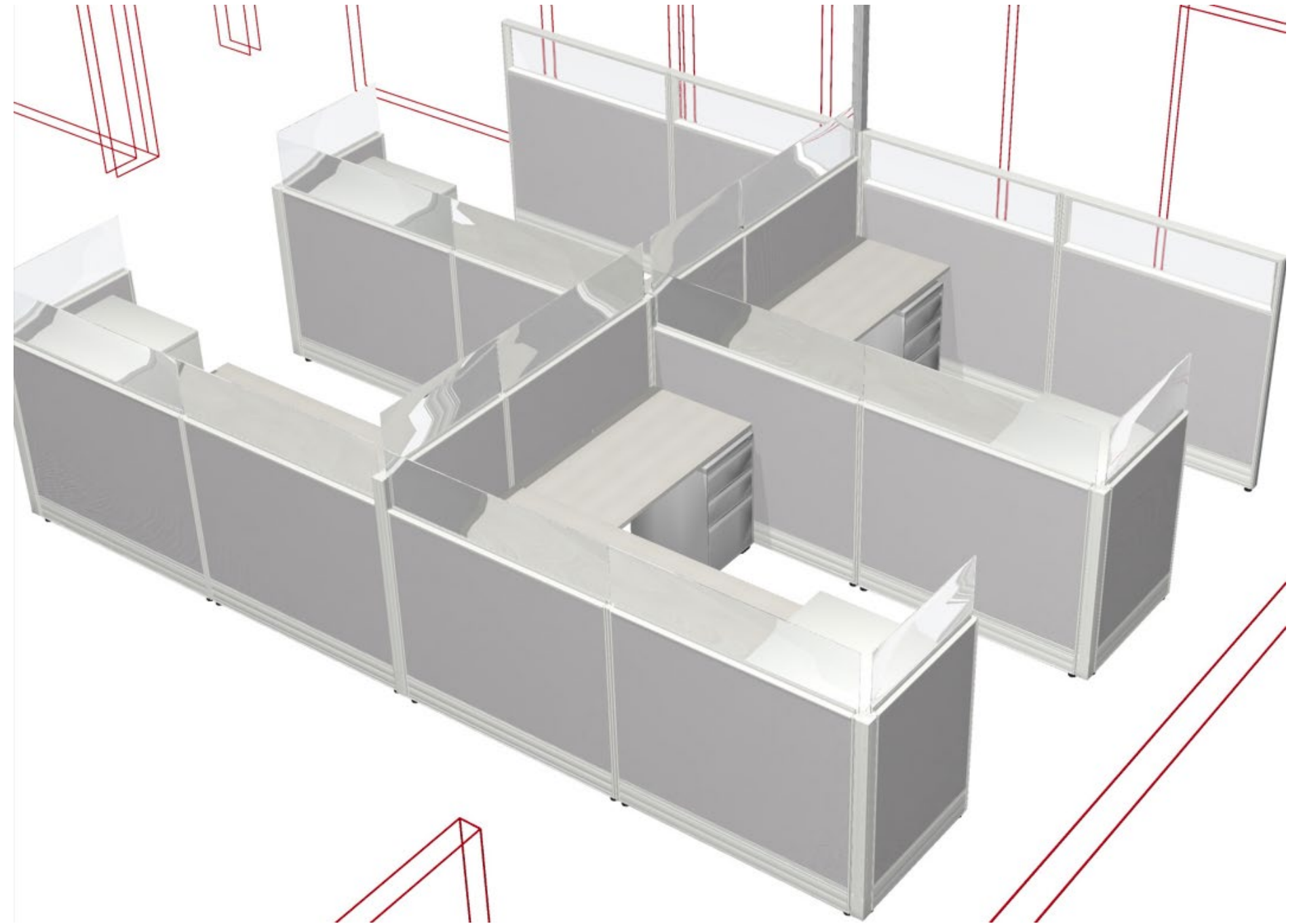
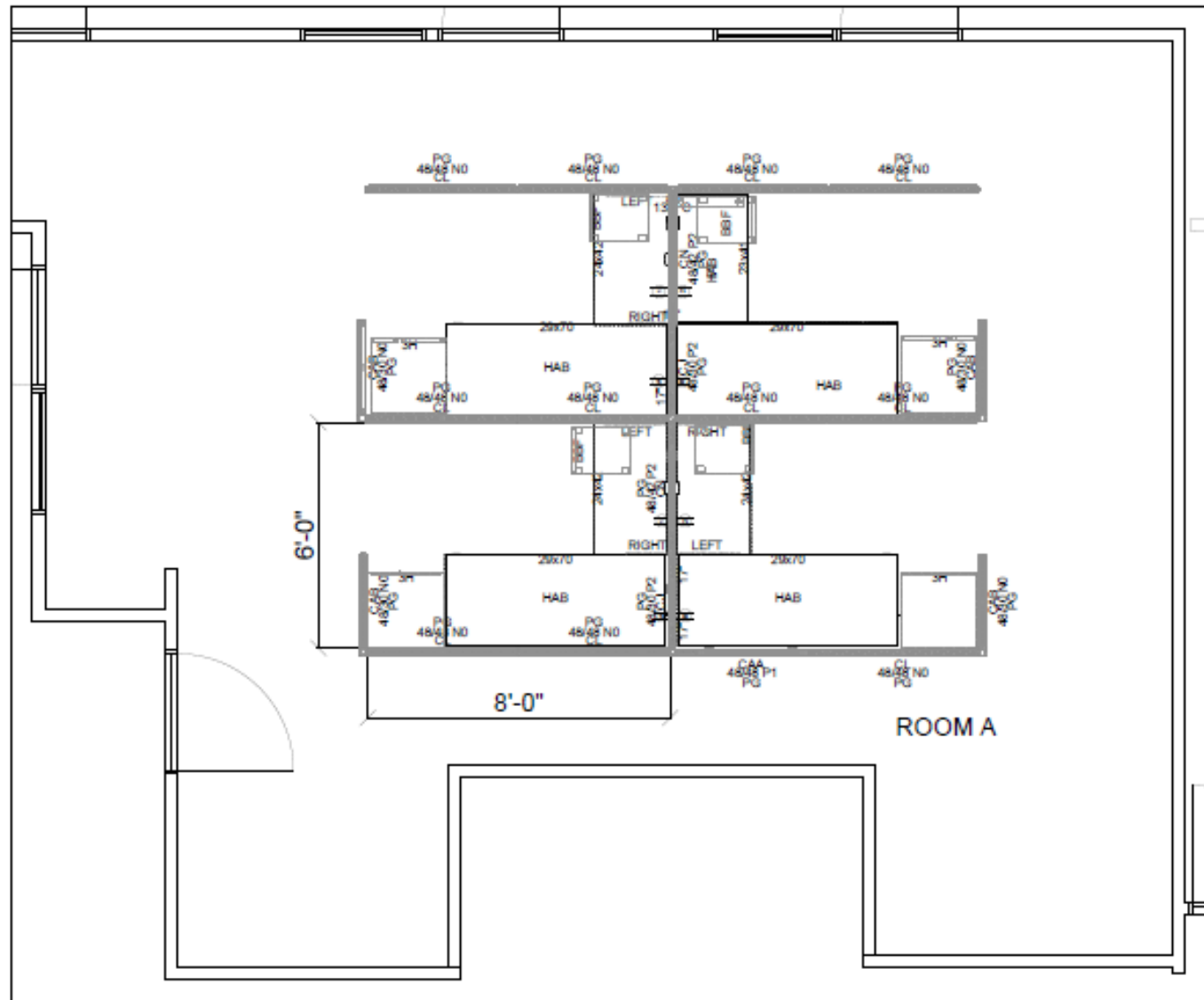
42"H w/glass at front and wing panels

48"H w/glass down shared spine

60"H fabric panel with top framed glass at back aisle

## Sheri:

30x72 height adjustable desk and return



# Area B

Panels:

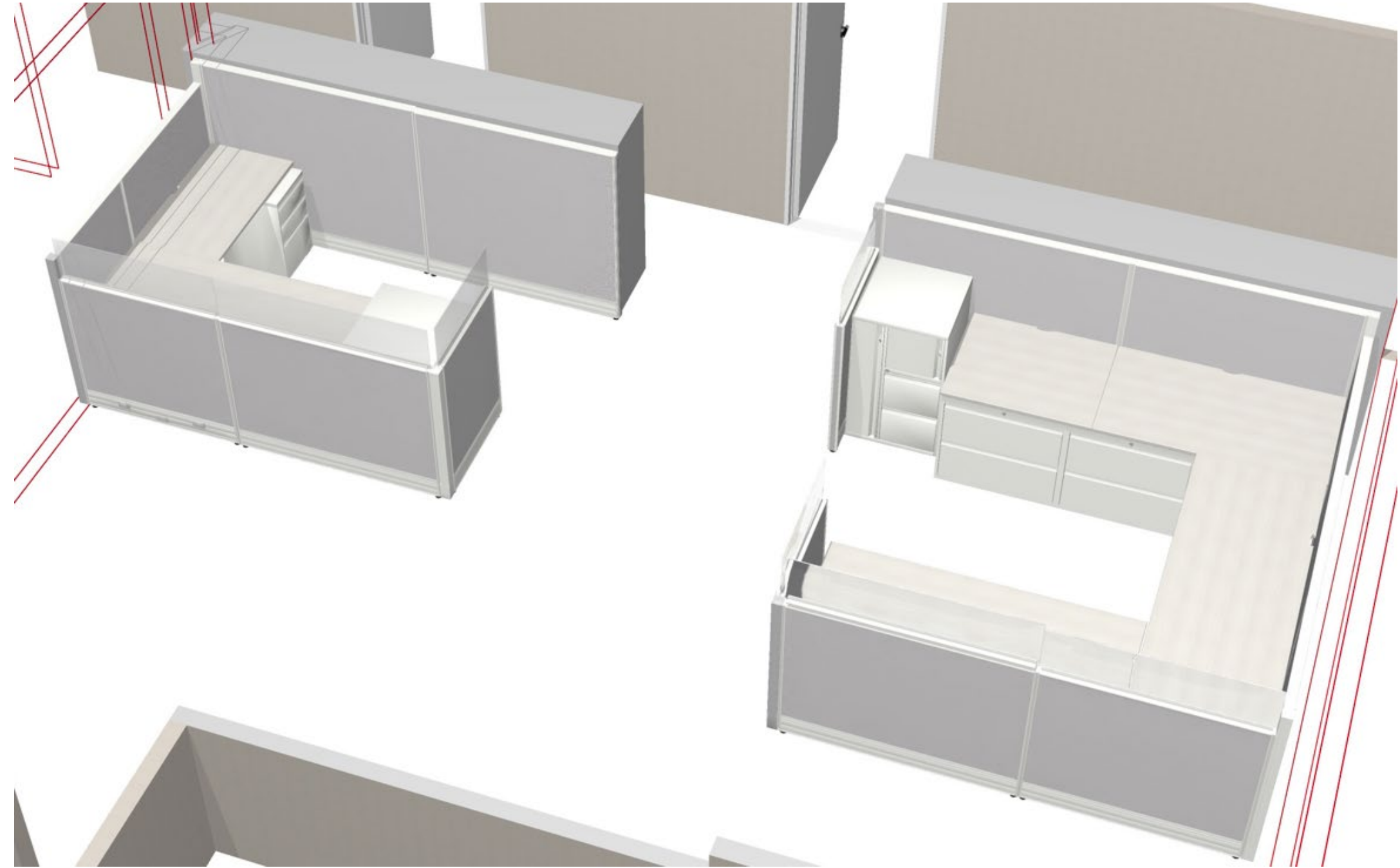
42”H w/glass at front and wing panels

48”H no glass along wall

60”H no glass against lateral files

Carol:

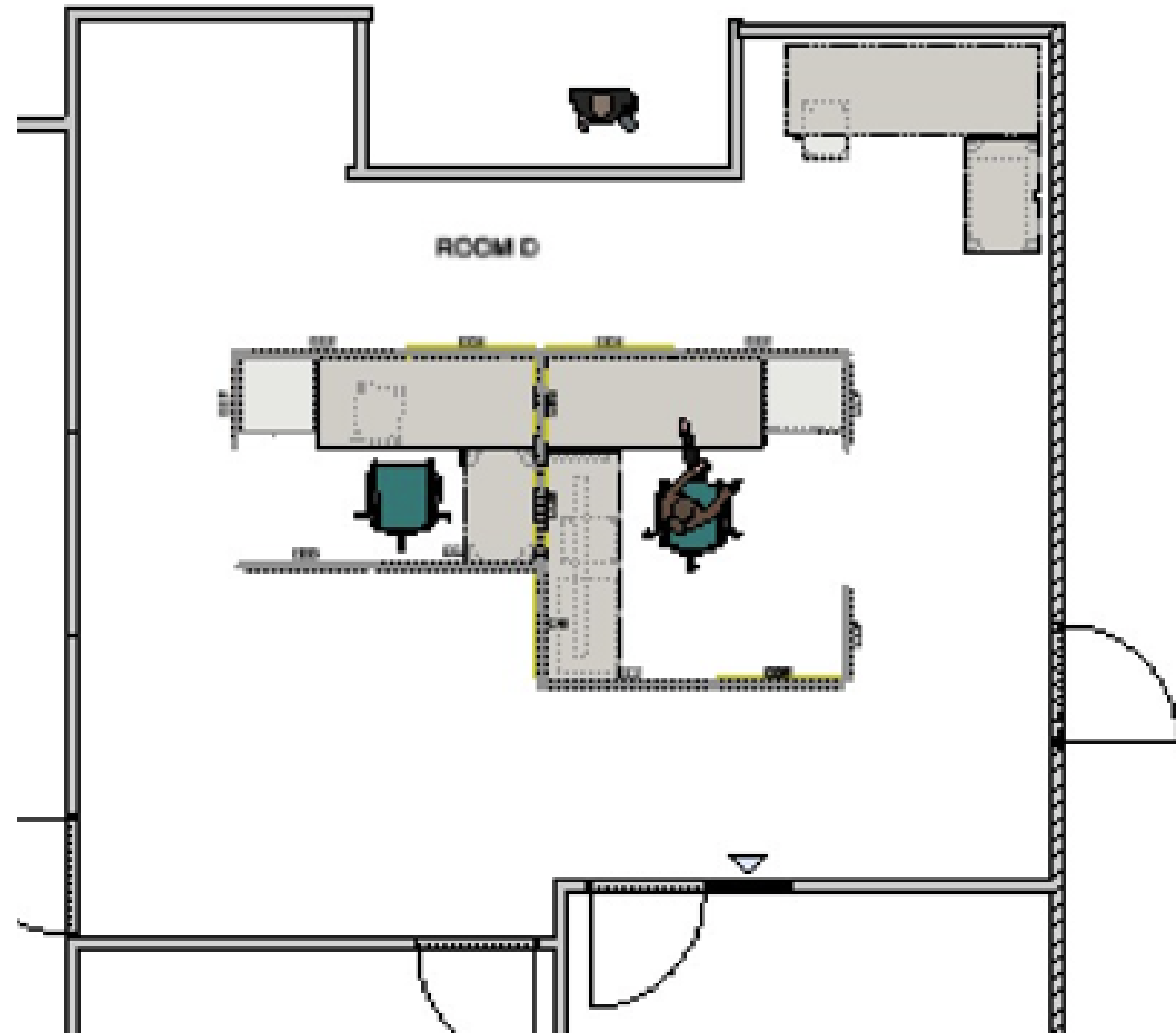
30”D surfaces



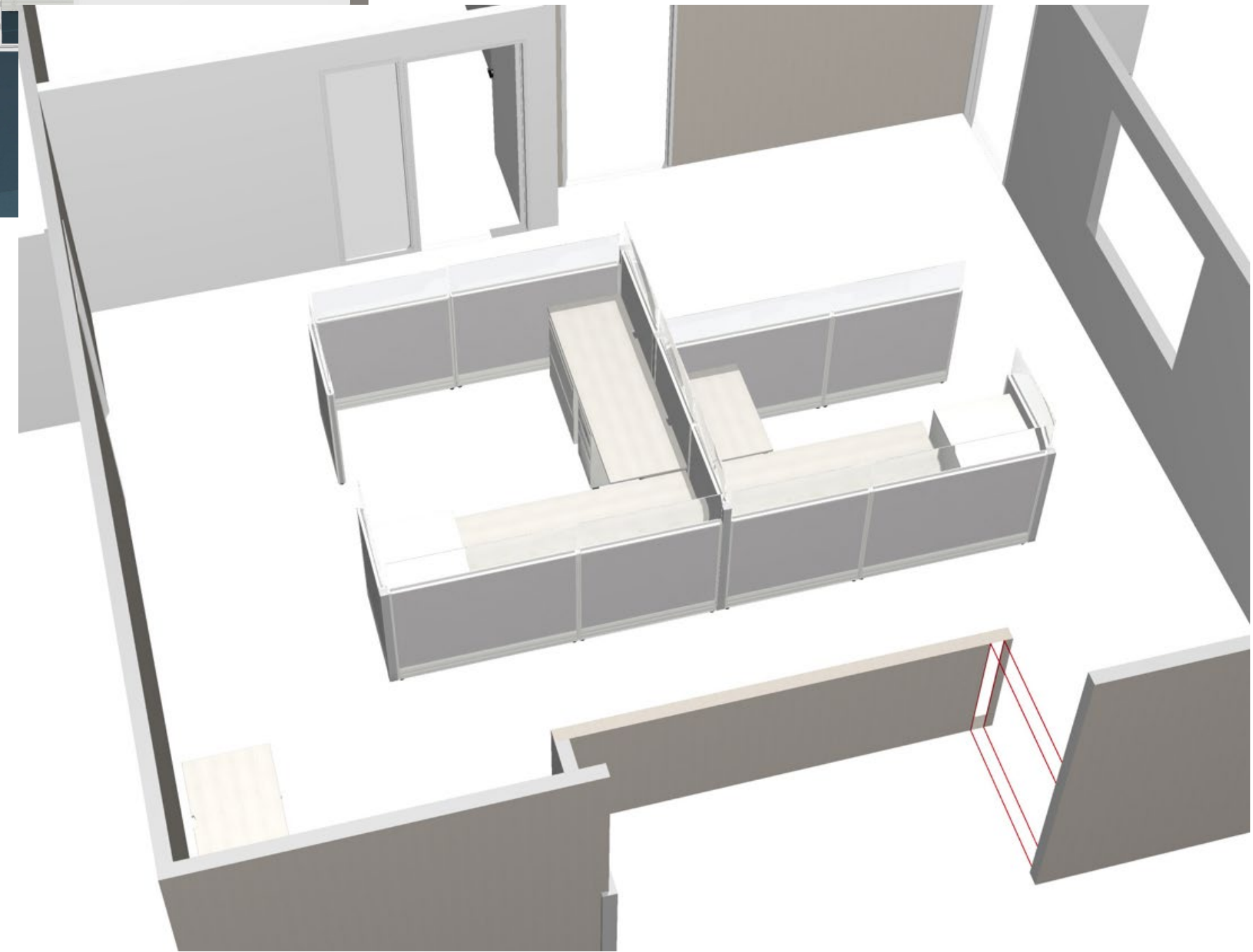


# Area D

Panels:  
42”H w/glass at front, back and wing panels  
48”H w/glass down shared spine



Site View from office



# Thank *You!*

[www.partnrhaus.com](http://www.partnrhaus.com)

Sherry@partnrhaus.com

(586) 943-5715