



## Board of Trustees

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

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### Board of Trustees Regular Meeting Agenda Hartland Township Hall Tuesday, March 15, 2022 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.](#) Year-End FY2022 Budget Amendments
  - [d.](#) Year End Merit Bonuses
  - [e.](#) 03-01-2022 Hartland Township Board Regular Meeting Minutes
  - [f.](#) 03-01-2022 Hartland Township Board Closed Session Meeting Minutes
  - [g.](#) Confirm Supervisor's Appointment – Jim Mayer to Township Planning Commission (03.15.2022-12.31.2023)
  - [h.](#) Confirm Supervisor's Appointment – Michelle Herrst to Township Board of Review as the alternate (03.15.2022-12.31.2022)
7. Pending & New Business
  - [a.](#) 2022 Hartland Woods Paving LCRC Agreement
8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
  - a. Manager's Report
  - [b.](#) HERO Center Capital Improvement Discussion
10. Adjournment

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

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

**Subject:** Approve Payment of Bills

**Date:** March 8, 2022

## **Recommended Action**

Move to approve the bills as presented for payment.

## **Discussion**

Bills presented total \$822,448.56. The bills are available in the Finance office for review.

Notable invoices include:

\$38,372.05 – Brown Drilling – (Well #1 pump end & motor replacement)

\$162,720.36 – Livingston County Drain Commission – (February 2022 Sewer System O&M)

\$15,675.00 – Plantwise – (Settler's Park cottonwood & black locust control)

\$565,350.00 – The Huntington National Bank – (Capital Improvement bonds series 2015 & 2016)

## **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the adopted FY22 budget.

## **Attachments**

Bills for 03.15.2022

03/08/2022 04:00 PM  
User: SUSANC  
DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP  
EXP CHECK RUN DATES 03/15/2022 - 03/15/2022  
BOTH JOURNALIZED AND UNJOURNALIZED

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

ACROBAT	ADOBE ACROBAT PRO SUBS	02/06/2022	020622	FOA	2/5/22 - 3/4/22 ACROBAT PRO DC	
47153		03/15/2022		N		15.89
02/06/2022	,	/ /	0.0000	N		0.00
		03/15/2022		N		15.89

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	15.89

VENDOR TOTAL: 15.89

ADOBE	ADOBE INC	03/07/2022	1577911745	FOA	1/27/22 - 1/26/23 ACROBAT PRO DC	
47152		03/15/2022		N		190.67
01/27/2022	,	/ /	0.0000	N		0.00
		03/15/2022		N		190.67

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-727.000	SUPPLIES & POSTAGE	190.67

ADOBE	ADOBE INC	02/24/2022	AB00964415167CUS	FOA	ANNUAL ACROBAT PRO DC PLAN	
47125		03/15/2022		N		190.67
02/24/2022	,	/ /	0.0000	N		0.00
		03/15/2022		N		190.67

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-727.000	SUPPLIES & POSTAGE	190.67

VENDOR TOTAL: 381.34

ALLSTAR	ALLSTAR ALARM LLC	03/01/2022	332705	FOA	4/1/22 - 6/30/22 - HERO TEEN CENTER	
47094	8345 MAIN STREET	03/15/2022		N		150.00
03/01/2022	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		03/15/2022		Y		150.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	150.00

VENDOR TOTAL: 150.00

AMAZON.COM	AMAZON.COM	02/24/2022	111-0005463-7310	FOA	EXTERNAL SOUND ADAPTER	
47121		03/15/2022		N		14.97
02/24/2022	,	/ /	0.0000	N		0.00
		03/15/2022		N		14.97

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-192-727.000	SUPPLIES & POSTAGE	14.97

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		Due Date		1099		

AMAZON.COM	AMAZON.COM	02/09/2022	111-9255529-7405	FOA	CLOROX DISINFECTING WIPES/ADJUSTABLE	
47138		03/15/2022		N		36.95
02/09/2022	,	/ /	0.0000	N		0.00
		03/15/2022		N		36.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	36.95

AMAZON.COM	AMAZON.COM	02/03/2022	113-9496649-7702	FOA	FULL LENGTH MIRROR FOR WOMAN'S RESTR	
47129		03/15/2022		N		49.99
02/03/2022	,	/ /	0.0000	N		0.00
		03/15/2022		N		49.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	49.99

VENDOR TOTAL: 101.91

2900	BROWN DRILLING	02/25/2022	32129	FOA	WELL #1 PUMP END AND MOTOR REPLACEME	
47107	7215 HIGHLAND ROAD	03/15/2022		N		38,372.05
02/25/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/15/2022		Y		38,372.05

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-140.000	WATER SYSTEM	38,372.05

VENDOR TOTAL: 38,372.05

CINTAS	CINTAS CORPORATION	03/07/2022	4112655583	FOA	MATS	
47145	P.O. BOX 630910	03/15/2022		N		61.41
03/07/2022	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		03/15/2022		N		61.41

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	61.41

VENDOR TOTAL: 61.41

CIOFU	CIOFU, LARRY N	03/07/2022	030722	FOA	REIMBURSEMENT FOR MAMC DUES	
47154	1340 WINDMILL LANE	03/15/2022		N		60.00
03/07/2022	MILFORD MI, 48380	/ /	0.0000	N		0.00
		03/15/2022		N		60.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
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		Due Date		1099		

101-215-804.000	MEMBERSHIP & DUES				60.00	
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VENDOR TOTAL: 60.00

CISCO	CISCO SYSTEMS, INC	02/03/2022	161-00573533	FOA	FEBRUARY 2022 WEBEX	
47142		03/15/2022		N		15.90
02/03/2022	,	/ /	0.0000	N		0.00
		03/15/2022		N		15.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	15.90

VENDOR TOTAL: 15.90

CLEVERBRID	CLEVERBRIDGE	03/07/2022	BKD-73639344891	FOA	NITRO PDF PRO - C. LOUIS	
47128		03/15/2022		N		133.55
01/27/2022	,	/ /	0.0000	N		0.00
		03/15/2022		N		133.55

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	133.55

VENDOR TOTAL: 133.55

COMCAST	COMCAST	02/03/2022	020322	FOA	FEBRUARY 2022 PHONE/INTERNET AT WTP	
47137	P.O. BOX 70219	03/15/2022		N		211.22
02/03/2022	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		03/15/2022		N		211.22

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-851.000	TELEPHONE	71.84
536-000-805.000	INTERNET	139.38

211.22

COMCAST	COMCAST	02/06/2022	020622	FOA	FEBRUARY 2022	
47119	P.O. BOX 70219	03/15/2022		N		293.05
02/06/2022	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		03/15/2022		N		293.05

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-805.000	INTERNET	179.85
577-000-806.000	CABLE TV FEES	113.20

293.05

COMCAST	COMCAST	02/17/2022	021722	FOA	FEBRUARY 2022 INTERNET	
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OPEN						
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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
47155	P.O. BOX 70219	03/15/2022		N		673.80
02/17/2022	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		03/15/2022		N		673.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-805.000	INTERNET	673.80

COMCAST	COMCAST	02/25/2022	022522	FOA	FEBRUARY 2022 INTERNET AT WTP	
47141	P.O. BOX 70219	03/15/2022		N		148.45
02/25/2022	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		03/15/2022		N		148.45

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-805.000	INTERNET	148.45

VENDOR TOTAL: 1,326.52

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	03/01/2022	104252	FOA	MARCH 2022 TRASH PICKUP AT PARKS	
47095	PO BOX 241	03/15/2022		N		300.00
03/01/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/15/2022		Y		300.00

Open

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

VENDOR TOTAL: 300.00

0071	DTE ENERGY-STREET LIGHTS	02/28/2022	200253425166	FOA	FEBRUARY 2022 - MILLPOINTE, FIDDLERS	
47111		03/15/2022		N		1,401.90
	P.O. BOX 630795					
02/28/2022	CINCINNATI OH, 45263-0795	/ /	0.0000	N		0.00
		03/15/2022		N		1,401.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-448-921.000	STREET LIGHTS	1,101.78
101-000-282.001	MILLPOINTE STREETLIGHTS DEPOSIT	253.96
101-000-282.002	FIDDLAR GROVE STREETLIGHT DEPOSIT	22.29
101-000-282.003	WALNUT RIDGE STREETLIGHTS DEPOSIT	23.87
		1,401.90

VENDOR TOTAL: 1,401.90

1115	ECONO PRINT	02/28/2022	67709-B	FOA	2022 ASSESSMENT NOTICES	
47100	10312 DEXTER-PICKNEY ROAD	03/15/2022		N		1,093.20
02/28/2022	PICKNEY MI, 48169	/ /	0.0000	N		0.00

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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

Open		03/15/2022		N		1,093.20
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GL NUMBER	DESCRIPTION	AMOUNT
101-209-811.000	TAX PREPARATION	1,093.20

VENDOR TOTAL: 1,093.20

EGLE DW	EGLE DW TRAIN & CERT	02/14/2022	021422	FOA	DRINKING WTR OPERATOR TRAINING/CERTI	
47139		03/15/2022		N		70.00
02/14/2022	,	/ /	0.0000	N		0.00
		03/15/2022		N		70.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-957.000	EDUCATION/TRAINING/CONVENTION	70.00

VENDOR TOTAL: 70.00

FACEBOOK	FACEBOOK, INC.	02/17/2022	020922	FOA	WINTERFEST CAMPAIGN 2/7 - 2/9/22	
47133		03/15/2022		N		9.27
02/17/2022	,	/ /	0.0000	N		0.00
		03/15/2022		N		9.27

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-801.000	CONTRACTED SERVICES	9.27

FACEBOOK	FACEBOOK, INC.	02/17/2022	021722	FOA	WINTERFEST CAMPAIGN 2/8 - 2/11/22	
47135		03/15/2022		N		10.73
02/17/2022	,	/ /	0.0000	N		0.00
		03/15/2022		N		10.73

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-801.000	CONTRACTED SERVICES	10.73

VENDOR TOTAL: 20.00

FIRSTIMPRE	FIRST IMPRESSION PRINT & MARKETING	01/12/2022	78708	FOA	WEB SERVICES	
47147	907 FOWLER ST.	03/15/2022		N		250.00
01/12/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/15/2022		N		250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-801.000	CONTRACTED SERVICES & RENTALS	250.00

FIRSTIMPRE	FIRST IMPRESSION PRINT & MARKETING	02/10/2022	79211	FOA	2022 - 2023 BUDGET BOOKS	
47146	907 FOWLER ST.	03/15/2022		N		374.52

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		OPEN				
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		Due Date		1099		

02/10/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/15/2022		N		374.52

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	374.52

VENDOR TOTAL: 624.52

5888	FOSTER, SWIFT, COLLINS & SMITH	02/28/2022	828049	FOA	FEBRUARY 2022	
47150	313 S. WASHINGTON SQUARE	03/15/2022		N		2,679.00
03/07/2022	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		03/15/2022		Y		2,679.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-826.000	LEGAL FEES	587.50
101-400-826.000	LEGAL FEES	1,621.50
101-209-826.000	LEGAL FEES	470.00
		2,679.00

VENDOR TOTAL: 2,679.00

GODADDY	GO DADDY	02/11/2022	021122	FOA	HARTLANDWATER.COM MONTHLY RENEWAL	
47131		03/15/2022		N		24.99
02/11/2022	,	/ /	0.0000	N		0.00
		03/15/2022		N		24.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-900.000	PRINTING & PUBLICATIONS	24.99

VENDOR TOTAL: 24.99

GFS	GORDON FOOD SERVICE STORE	02/06/2022	020622	FOA	COOKIE DECORATION SUPPLIES	
47123		03/15/2022		N		70.31
02/06/2022	,	/ /	0.0000	N		0.00
		03/15/2022		N		70.31

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	70.31

VENDOR TOTAL: 70.31

6325	HARTLAND AREA CHAMBER OF COM.	02/14/2022	021422	FOA	WORKFORCE DEVELOPMENT/ATTAINABLE HOU	
47132	9525 E HIGHLAND RD	03/15/2022		N		35.00
02/14/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/15/2022		N		35.00



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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-957.000	EDUCATION/TRAINING/CONVENTION	35.00
VENDOR TOTAL:		35.00

0001	HARTLAND TOWNSHIP GENERAL FUND	03/02/2022	030222	FOA	FEBRUARY 2022 DOG LICENSE PMTS	
47109		03/15/2022		N		21.00
03/02/2022	,	/ /	0.0000	N		0.00
		03/15/2022		N		21.00

Open

GL NUMBER	DESCRIPTION	AMOUNT				
701-000-290.250	DOG LICENSES ESCROW	21.00				
0001	HARTLAND TOWNSHIP GENERAL FUND	02/28/2022	030822	FOA	FEBRUARY 2022 MOBILE HOME TAX DISBUR	
47158		03/15/2022		N		278.00
02/28/2022	,	/ /	0.0000	N		0.00
		03/15/2022		N		278.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	278.00
VENDOR TOTAL:		299.00

HITECH	HI-TECH SAFE & LOCK INC.	03/07/2022	32762	FOA	KEY DUPLICATES	
47127	122 W CLINTON ST	03/15/2022		N		87.00
01/31/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/15/2022		N		87.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-727.000	SUPPLIES/POSTAGE	87.00
VENDOR TOTAL:		87.00

1548	HORIZON LANDSCAPE INC.	02/28/2022	16134	FOA	FEBRUARY 2022 WALKS SHOVELED/SALTED	
47115	11765 HIBNER RD	03/15/2022		N		5,207.00
02/28/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/15/2022		Y		5,207.00

Open

GL NUMBER	DESCRIPTION	AMOUNT				
101-265-802.000	LAWN/SNOW MAINTENANCE	5,207.00				
1548	HORIZON LANDSCAPE INC.	02/28/2022	16137	FOA	PLOWING HERITAGE PARK FOR WINTERFEST	
47116	11765 HIBNER RD	03/15/2022		N		1,075.00
02/28/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00

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		Due Date		1099		

Open		03/15/2022		Y		1,075.00
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GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	1,075.00

VENDOR TOTAL: 6,282.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	03/01/2022	193756	FOA	HUNGRY HOWIES CONSTR OBSERV THRU 1/8	
47104	PO BOX 824	03/15/2022		N		3,187.50
01/28/2022	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		03/15/2022		Y		3,187.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0024	HUNGRY HOWIES-8351 PETERSON INV GROUP	3,187.50

VENDOR TOTAL: 3,187.50

ITRIGHT	I.T. RIGHT	02/07/2022	71566	FOA	FEB - APR 2022 MS 365 BUSINESS	
47149	PO BOX 160	03/15/2022		N		1,462.50
02/07/2022	BATH MI, 48808	/ /	0.0000	N		0.00
		03/15/2022		N		1,462.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	1,462.50

VENDOR TOTAL: 1,462.50

JCIJONES	JCI JONES CHEMICALS, INC	03/07/2022	877707	FOA	774 GALLONS HYPOCHLORITE SOLUTION	
47140	MSC#729	03/15/2022		N		2,491.58
	P.O. BOX 830674					
01/26/2022	BIRMINGHAM AL, 35283-0674	/ /	0.0000	N		0.00
		03/15/2022		N		2,491.58

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.001	WATER TREAT. CHEMICALS	2,491.58

VENDOR TOTAL: 2,491.58

0220	LIVINGSTON COUNTY TREASURER	03/02/2022	030222	FOA	FEBRUARY 2022 DOG LICENSE PMTS	
47110	200 E. GRAND RIVER	03/15/2022		N		224.00
03/02/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/15/2022		N		224.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	224.00

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

0220	LIVINGSTON COUNTY TREASURER	02/28/2022	3/8/22	FOA	FEBRUARY 2022 MOBILE HOME TAX DISBUR	
47159	200 E. GRAND RIVER	03/15/2022		N		1,390.00
02/28/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/15/2022		N		1,390.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	1,390.00

VENDOR TOTAL: 1,614.00

0210	LIVINGSTON CTY ROAD COMMISSION	03/08/2022	7263	FOA	BERGIN ROAD DESIGN	
47157	3535 GRAND OAKS DRIVE	03/15/2022		N		4,056.00
03/08/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/15/2022		N		4,056.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
204-000-969.200	PAVED ROAD IMPROVEMENTS	4,056.00

VENDOR TOTAL: 4,056.00

2909	LIVINGSTON CTY.DRAIN COMMISSIO	02/25/2022	3473	FOA	FEBRUARY 2022 SEWER SYSTEM O&M	
47099	2300 E. GRAND RIVER	03/15/2022		N		162,720.36
	STE. 105					
02/25/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/15/2022		N		162,720.36

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-801.008	LCDC CONTRACT SERVICES	162,720.36

VENDOR TOTAL: 162,720.36

LDPA	LIVINGSTON DAILY PRESS & ARGUS	02/11/2022	021122	FOA	FEBRUARY 2022	
47134		03/15/2022		N		9.99
	3964 SOLUTIONS CENTER					
02/11/2022	CHICAGO IL, 60677-3009	/ /	0.0000	Y		0.00
		03/15/2022		N		9.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-801.000	CONTRACTED SERVICES	9.99

LDPA	LIVINGSTON DAILY PRESS & ARGUS	03/07/2022	4327153	FOA	DECEMBER 2021 PUBLICATIONS	
47122		03/15/2022		N		295.00
	3964 SOLUTIONS CENTER					
12/31/2021	CHICAGO IL, 60677-3009	/ /	0.0000	Y		0.00
		03/15/2022		N		295.00

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Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-900.000	PRINTING & PUBLICATIONS	205.00
101-400-900.000	PRINTING & PUBLICATIONS	90.00
		<u>295.00</u>

VENDOR TOTAL: 304.99

MEIJER	MEIJER	03/07/2022	013122	FOA	WORK CLOTHING	
47126	2160 HARTLAND RD	03/15/2022		N		121.38
01/31/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/15/2022		N		121.38

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	121.38

MEIJER	MEIJER	02/09/2022	020922	FOA	COOKIE DECORATION SUPPLIES	
47124	2160 HARTLAND RD	03/15/2022		N		114.90
02/09/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/15/2022		N		114.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	114.90

MEIJER	MEIJER	02/23/2022	022322	FOA	CLOTHING FOR TIM BEDUHN	
47151	2160 HARTLAND RD	03/15/2022		N		95.38
02/23/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/15/2022		N		95.38

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	95.38

VENDOR TOTAL: 331.66

MGFOA	MGFOA	02/10/2022	021022	FOA	SPRING SEMINAR 2022	
47120	4020 COPPER VIEW STE 130	03/15/2022		N		125.00
02/10/2022	TRAVERSE CITY MI, 49684	/ /	0.0000	N		0.00
		03/15/2022		N		125.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-192-957.000	EDUCATION/TRAINING/CONVENTION	125.00

VENDOR TOTAL: 125.00

1180	PETER'S TRUE VALUE HARDWARE	02/23/2022	K61457	FOA	HOOKS/BACKET	
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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
		Due Date		1099		
47090	3455 W. HIGHLAND ROAD	03/15/2022		N		15.77
02/23/2022	MILFORD MI, 48380	/ /	0.0000	N		0.00
		03/15/2022		N		15.77
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
536-000-740.000	OPERATING SUPPLIES				15.77	
1180	PETER'S TRUE VALUE HARDWARE	02/28/2022	K61514	FOA	WRENCH SET/HOSE ASSEMBLY	
47097	3455 W. HIGHLAND ROAD	03/15/2022		N		67.98
02/28/2022	MILFORD MI, 48380	/ /	0.0000	N		0.00
		03/15/2022		N		67.98
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
536-000-740.000	OPERATING SUPPLIES				67.98	
1180	PETER'S TRUE VALUE HARDWARE	02/28/2022	K61518	FOA	CAP SLIP	
47096	3455 W. HIGHLAND ROAD	03/15/2022		N		1.49
02/28/2022	MILFORD MI, 48380	/ /	0.0000	N		0.00
		03/15/2022		N		1.49
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
536-000-740.000	OPERATING SUPPLIES				1.49	
1180	PETER'S TRUE VALUE HARDWARE	03/02/2022	K61548	FOA	LOCK KEY/BATTERY	
47106	3455 W. HIGHLAND ROAD	03/15/2022		N		14.45
03/02/2022	MILFORD MI, 48380	/ /	0.0000	N		0.00
		03/15/2022		N		14.45
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
536-000-740.000	OPERATING SUPPLIES				14.45	
1180	PETER'S TRUE VALUE HARDWARE	03/07/2022	K61626	FOA	WD40	
47156	3455 W. HIGHLAND ROAD	03/15/2022		N		12.98
03/07/2022	MILFORD MI, 48380	/ /	0.0000	N		0.00
		03/15/2022		N		12.98
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
536-000-740.000	OPERATING SUPPLIES				12.98	
VENDOR TOTAL:						112.67
PLANTWISE	PLANTWISE	03/02/2022	22-4720	FOA	SETTLERS PARK COTTONWOOD/BLK LOCUST	
47108	646 BARBER AVE	03/15/2022		N		15,675.00
03/02/2022	ANN ARBOR MI, 48103	/ /	0.0000	N		0.00
		03/15/2022		Y		15,675.00

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Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	15,675.00
VENDOR TOTAL:		15,675.00

RBL	REALITY-BASED LEADERSHIP	03/07/2022	012822	FOA	JANUARY 2022	
47118		03/15/2022		N		27.00
01/28/2022	,	/ /	0.0000	N		0.00
		03/15/2022		N		27.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-192-957.000	EDUCATION/TRAINING/CONVENTION	27.00
VENDOR TOTAL:		27.00

SANMARINO	SAN MARINO EXCAVATING, INC.	02/16/2022	145182	FOA	10 YD DUMPSTER RENTAL AT WTP	
47091	5550 MITCHEL WAY	03/15/2022		N		300.00
02/16/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/15/2022		Y		300.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	300.00
VENDOR TOTAL:		300.00

SANMARINO	SAN MARINO EXCAVATING, INC.	02/18/2022	145204	FOA	10 YD DUMPSTER RENTAL AT WTP	
47092	5550 MITCHEL WAY	03/15/2022		N		300.00
02/18/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/15/2022		Y		300.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	300.00
VENDOR TOTAL:		600.00

SHUTTERSTO	SHUTTERSTOCK.COM	02/17/2022	021722	FOA	FEBRUARY 2022	
47136		03/15/2022		N		29.00
02/17/2022	,	/ /	0.0000	N		0.00
		03/15/2022		N		29.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-801.000	CONTRACTED SERVICES	29.00
VENDOR TOTAL:		29.00

SMARTSOURC	SMART SOURCE LLC	02/28/2022	1753626	FOA	WATER/SEWER BILL STOCK	
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Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

47148	MICHIGAN DIVISION	03/15/2022		N		409.81
	P.O. BOX 2314					
02/28/2022	COLUMBUS GA, 31902-2314	/ /	0.0000	N		0.00
		03/15/2022		N		409.81

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-727.000	SUPPLIES/POSTAGE	204.91
590-000-727.000	SUPPLIES & POSTAGE	204.90
		<u>409.81</u>

VENDOR TOTAL: 409.81

SPALDING	SPALDING DEDECKER	02/24/2022	89900	FOA	DUNHAM RD SIDEWALK 1/3/22 - 1/30/22	
47093	905 SOUTH BLVD EAST	03/15/2022		N		7,956.50
02/24/2022	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		03/15/2022		N		7,956.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-444-969.005	SIDEWALKS	7,956.50

VENDOR TOTAL: 7,956.50

STAPLES	STAPLES	02/26/2022	8065391440	FOA	MISC SUPPLIES	
47098	PO BOX 660409	03/15/2022		N		60.49
02/26/2022	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		03/15/2022		N		60.49

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	24.48
101-172-727.000	SUPPLIES & POSTAGE	14.00
101-400-727.000	SUPPLIES & POSTAGE	22.01
		<u>60.49</u>

STAPLES	STAPLES	03/05/2022	8065477803	FOA	MISC SUPPLIES	
47117	PO BOX 660409	03/15/2022		N		71.46
03/05/2022	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		03/15/2022		N		71.46

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-727.000	SUPPLIES & POSTAGE	16.63
101-265-740.000	OPERATING SUPPLIES	54.83
		<u>71.46</u>

VENDOR TOTAL: 131.95

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		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
		Due Date		1099		

HUNTINGBAN	THE HUNTINGTON NATIONAL BANK	02/18/2022	02/18/2022	FOA	CAPITAL IMPROVEMENT BONDS, SERIES 20	
47103	PO BOX 1558-GW4E64	03/15/2022		N		366,500.00
02/18/2022	COLUMBUS OH, 43216	/ /	0.0000	N		0.00
		03/15/2022		N		366,500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
204-000-997.002	BOND INTEREST ROADS 2016	16,500.00
204-000-994.002	BOND PRINCIPAL ROADS 2016	350,000.00
		366,500.00

HUNTINGBAN	THE HUNTINGTON NATIONAL BANK	02/18/2022	02182022	FOA	CAPITAL IMPROVEMENT BONDS SERIES 201	
47102	PO BOX 1558-GW4E64	03/15/2022		N		198,850.00
02/18/2022	COLUMBUS OH, 43216	/ /	0.0000	N		0.00
		03/15/2022		N		198,850.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
204-000-997.001	BOND INTEREST ROADS 2015	8,850.00
204-000-994.001	BOND PRINCIPAL ROAD 2015	190,000.00
		198,850.00

VENDOR TOTAL: 565,350.00

ONESTOP	THE ONE STOP SHOP	02/07/2022	020722	FOA	CUSTOM SIGN	
47130	9552 E HIGHLAND RD	03/15/2022		N		100.00
02/07/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/15/2022		Y		100.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	100.00

VENDOR TOTAL: 100.00

TIMELY	TIMELY NETWORKS INC.	03/07/2022	87940	FOA	CALENDAR SOFTWARE 1/30/22 - 1/30/23	
47144		03/15/2022		N		625.00
01/30/2022	,	/ /	0.0000	N		0.00
		03/15/2022		N		625.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-801.000	CONTRACTED SERVICES & RENTALS	625.00

VENDOR TOTAL: 625.00

TOSHIBA	TOSHIBA AMERICA BUSINESS SOLUTIONS	02/18/2022	5722726	FOA	1/25/22 - 2/24/22 ESTUDIO2830C COLOR	
47101	PO BOX 927	03/15/2022		N		19.05



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Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

02/18/2022	BUFFALO NY, 14240-0927	/ /	0.0000	N		0.00
		03/15/2022		N		19.05

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	19.05

VENDOR TOTAL: 19.05

WOOD	WOOD ENVIRONMENT & INFRASTRUCTURE	03/01/2022	H06103190	FOA	WATER SUPPLY ASSISTANCE THRU 2/11/22	
47105	P.O. BOX 74008618	03/15/2022		N		1,513.50
03/01/2022	CHICAGO IL, 60674-8618	/ /	0.0000	N		0.00
		03/15/2022		N		1,513.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.007	TREATMENT PLANT SAMPLING	1,513.50

VENDOR TOTAL: 1,513.50

TOTAL - ALL VENDORS: 822,448.56

FUND TOTALS:

Fund 101 - GENERAL FUND	33,800.42
Fund 204 - MUNICIPAL STREET FUND	569,406.00
Fund 401 - CAPITAL PROJECTS FUND	7,956.50
Fund 536 - WATER SYSTEM FUND	4,167.58
Fund 539 - WATER REPLACEMENT FUND	38,372.05
Fund 577 - CABLE TV FUND	3,320.25
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	163,512.76
Fund 701 - TRUST AND AGENCY	1,913.00

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

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

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

**Date:** March 8, 2022

### **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 - \$23,523.40

March 15, 2022 Payroll - \$56,677.26

### **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the adopted FY22 budget.

### **Attachments**

Post Audit Bills List 02.24.2022

Post Audit Bills List 03.08.2022

Payroll for 03.15.2022

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP  
 CHECK DATE FROM 02/24/2022 - 02/24/2022

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/24/2022	FOA	42547	WHITTEN, DOUGLAS S & MARIANNE F	SPECIAL ASSESSMENT REFUNDS	537-000-404.100	21.03
02/24/2022	FOA	42548	DELTA DENTAL	ACCRUED DENTAL BENEFITS	001-000-257.101	199.59
		42548		EMPLOYMENT EXPENSE	101-192-716.000	58.56
		42548		EMPLOYMENT EXPENSE	101-209-716.000	55.30
		42548		EMPLOYMENT EXPENSE	101-215-716.000	84.58
		42548		EMPLOYMENT EXPENSE	101-253-716.000	110.60
		42548		EMPLOYMENT EXPENSE	101-400-716.000	156.47
		42548		EMPLOYMENT EXPENSE	101-441-716.000	101.17
		42548		EMPLOYMENT EXPENSE	536-000-716.000	231.62
						<hr/> 997.89
02/24/2022	FOA	42549	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,568.31
		42549		STREET LIGHTS	101-448-921.000	46.06
		42549		UTILITIES	101-567-920.000	14.76
		42549		UTILITIES - ELECTRIC	101-751-920.002	43.57
		42549		UTILITIES - ELECTRIC	536-000-920.002	2,844.84
						<hr/> 4,517.54
02/24/2022	FOA	42550	HARTLAND CONSOLIDATED SCHOOLS	SIDEWALKS	101-444-969.005	4,000.00
02/24/2022	FOA	42551	MUTUAL OF OMAHA	ACCRUED STD/LTD BENEFITS	001-000-257.103	141.31
		42551		EMPLOYMENT EXPENSE	101-192-716.000	91.59
		42551		EMPLOYMENT EXPENSE	101-209-716.000	88.95
		42551		EMPLOYMENT EXPENSE	101-215-716.000	60.77
		42551		EMPLOYMENT EXPENSE	101-253-716.000	66.99
		42551		EMPLOYMENT EXPENSE	101-400-716.000	107.35
		42551		EMPLOYMENT EXPENSE	101-441-716.000	41.36
		42551		EMPLOYMENT EXPENSE	536-000-716.000	108.19
						<hr/> 706.51
02/24/2022	FOA	42552	PRIORITY HEALTH	ACCRUED MEDICAL BENEFITS	001-000-257.100	2,386.66
		42552		EMPLOYMENT EXPENSE	101-192-716.000	1,081.76
		42552		EMPLOYMENT EXPENSE	101-209-716.000	1,189.95
		42552		EMPLOYMENT EXPENSE	101-215-716.000	1,730.83
		42552		EMPLOYMENT EXPENSE	101-253-716.000	540.88
		42552		EMPLOYMENT EXPENSE	101-441-716.000	1,487.46
		42552		EMPLOYMENT EXPENSE	536-000-716.000	3,515.80
						<hr/> 11,933.34
TOTAL - ALL FUNDS				TOTAL OF 6 CHECKS		22,176.31

--- GL TOTALS ---

001-000-257.100	ACCRUED MEDICAL BENEFITS	2,386.66
001-000-257.101	ACCRUED DENTAL BENEFITS	199.59
001-000-257.103	ACCRUED STD/LTD BENEFITS	141.31
101-192-716.000	EMPLOYMENT EXPENSE	1,231.91
101-209-716.000	EMPLOYMENT EXPENSE	1,334.20
101-215-716.000	EMPLOYMENT EXPENSE	1,876.18
101-253-716.000	EMPLOYMENT EXPENSE	718.47

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CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP  
CHECK DATE FROM 02/24/2022 - 02/24/2022

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-265-920.002			UTILITIES - ELECTRIC			1,568.31
101-400-716.000			EMPLOYMENT EXPENSE			263.82
101-441-716.000			EMPLOYMENT EXPENSE			1,629.99
101-444-969.005			SIDEWALKS			4,000.00
101-448-921.000			STREET LIGHTS			46.06
101-567-920.000			UTILITIES			14.76
101-751-920.002			UTILITIES - ELECTRIC			43.57
536-000-716.000			EMPLOYMENT EXPENSE			3,855.61
536-000-920.002			UTILITIES - ELECTRIC			2,844.84
537-000-404.100			SPECIAL ASSESSMENT REFUNDS			21.03
			TOTAL			22,176.31

03/08/2022 02:59 PM  
User: SUSANC  
DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP  
CHECK DATE FROM 03/08/2022 - 03/08/2022

Page 1/1

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/08/2022	FOA	42572	CONSUMERS ENERGY	STREET LIGHTS	101-448-921.000	210.87
		42572		UTILITIES - ELECTRIC	206-000-920.002	44.55
						<hr/> 255.42
03/08/2022	FOA	42573	LIVINGSTON COUNTY TREASURER	DRAINS AT LARGE	101-465-963.000	1,091.67
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS		1,347.09
--- GL TOTALS ---						
101-448-921.000			STREET LIGHTS	210.87		
101-465-963.000			DRAINS AT LARGE	1,091.67		
206-000-920.002			UTILITIES - ELECTRIC	44.55		
			TOTAL	1,347.09		

Check Register Report For Hartland Township  
For Check Dates 03/01/2022 to 03/15/2022

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
03/07/2022	FOA	17117	AMERICAN FAMILY LIFE ASSURANCE CO	133.09	133.09	0.00	Open
03/15/2022	FOA	DD7692	BAGDON, KELLY M	1,413.13	0.00	1,006.36	Cleared
03/15/2022	FOA	DD7693	BEAUDOIN, DIANA K	764.94	0.00	691.63	Cleared
03/15/2022	FOA	DD7694	BEDHUN, TIMOTHY L.A.	1,330.00	0.00	983.95	Cleared
03/15/2022	FOA	DD7695	BERNARDI, MELYNDA A	1,333.54	0.00	1,032.40	Cleared
03/15/2022	FOA	DD7696	BROOKS, TYLER J	1,925.00	0.00	1,382.37	Cleared
03/15/2022	FOA	DD7697	CASE, SUSAN E	1,501.20	0.00	978.95	Cleared
03/15/2022	FOA	DD7698	CIOFU, LARRY N	2,583.33	0.00	1,869.99	Cleared
03/15/2022	FOA	DD7699	COBB, SUSAN M	12.83	0.00	11.30	Cleared
03/15/2022	FOA	DD7700	DRYDEN-HOGAN, SUSAN A	3,388.82	0.00	2,423.24	Cleared
03/15/2022	FOA	EFT627	FEDERAL TAX DEPOSIT	9,312.55	9,312.55	0.00	Cleared
03/15/2022	FOA	DD7701	HEASLIP, JAMES B	2,979.50	0.00	1,776.32	Cleared
03/15/2022	FOA	DD7702	HORNING, KATHLEEN A	2,583.33	0.00	1,870.89	Cleared
03/15/2022	FOA	EFT626	HSA EMPLOYER CONTRIBUTIONS	533.34	533.34	0.00	Cleared
03/15/2022	FOA	17118	ICMA VANTAGEPOINT TRANSFER AGENT	1,662.66	1,662.66	0.00	Open
03/15/2022	FOA	17119	ICMA VANTAGEPOINT TRANSFER AGENT	3,201.88	3,201.88	0.00	Open
03/15/2022	FOA	17120	ICMA VANTAGEPOINT TRANSFER AGENT	1,369.24	1,369.24	0.00	Open
03/15/2022	FOA	DD7703	JOHNSON, LISA	1,581.37	0.00	1,052.85	Cleared
03/15/2022	FOA	DD7704	KOPCZYK, MARY ANN	569.25	0.00	501.52	Cleared
03/15/2022	FOA	DD7705	LANGER, TROY D	3,380.26	0.00	2,378.80	Cleared
03/15/2022	FOA	DD7706	LOFTUS, DANIEL M	485.00	0.00	427.29	Cleared
03/15/2022	FOA	DD7707	LOUIS, CASEY	630.00	0.00	370.23	Cleared
03/15/2022	FOA	DD7708	LUCE, MICHAEL T	3,250.00	0.00	2,390.90	Cleared
03/15/2022	FOA	DD7709	MORGANROTH, CAROL L	1,239.42	0.00	973.21	Cleared
03/15/2022	FOA	DD7710	SHOLLACK, DONNA M	1,749.81	0.00	1,333.74	Cleared
03/15/2022	FOA	DD7711	VERMILLION, KAREN L	1,454.41	0.00	1,045.83	Cleared
03/15/2022	FOA	DD7712	WEST, ROBERT M	4,058.33	0.00	2,407.17	Cleared
03/15/2022	FOA	DD7713	WYATT, MARTHA K	2,251.03	0.00	1,620.47	Cleared

Totals:	Number of Checks: 028	56,677.26	16,212.76	28,529.41
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Total Physical Checks:	4
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Total Check Stubs:	24
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# Hartland Township Board of Trustees Meeting Agenda Memorandum

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

**Subject:** Year-End FY2022 Budget Amendments

**Date:** March 8, 2022

## Recommended Action

Move to ratify the attached fiscal year-end 2022 budget amendments as presented.

## Discussion

The attached budget amendments have been made to the General Fund, Water O&M Fund and Sewer Funds. In most cases, these budget amendments are necessary to align the budget to actual expenditures already incurred, per prior approval by the Board. More information is provided below:

### General Fund:

- Merit bonuses – these were approved by the Township Manager and consent approval to pay them out is on this board agenda.
- Winter Fest expenditures have been amended to tie to the actual donations received.
- Additional hours are requested for the Clerk's office and will be covered by unspent education budget.
- The Board invited Lou Bender last year (FY21) for workshop last winter, however it was postponed until April 2021. (101-101-801.000)
- A few departments experienced higher than budgeted expenses (Vehicle Use 239, Township Hall & Grounds 265, Streetlights 448, and Zoning 722)
- Carryover expenses for Planning were unplanned (Liquor License Application)

### Water Fund:

- Carryover expenses from FY21 for the new meter reading system need to be covered.

### Sewer Fund:

- Settlement costs and SAD write offs associated with Hartland Glen Development were approved by the Board, and the budget is now in alignment.

## Financial Impact

Is a Budget Amendment Required? ☐ Yes ☐ No

Completed budget amendment is attached.

## Attachments

FY22 Year-End Budget Amendments

## JOURNAL ENTRY

JE: 87653

Post Date: 03/09/2022

Entered By: SUSAN

Entry Date: 03/09/2022

Journal: BA

Description: FY22 GENERAL FUND BUDGET AMNDMTS

FOR VARIOUS LINE ITEMS, INCLUDING HIGHER THAN  
 EXPECTED SNOW SERVICES AND STREETLIGHTS, CODE  
 ENFORCEMENT LEGAL FEES, MERIT BONUSES, AND OTHER  
 EXPENDITURES ALREADY APPROVED BY THE BOARD OR  
 TOWNSHIP MANAGER.

GL #	Description	Increase/ (Decrease)
101-172-709.100	MERIT/BONUS PAY	5,000.00
101-172-715.000	EMPLOYERS SOC SEC	382.50
101-172-718.000	RETIREMENT	500.00
101-209-709.100	MERIT/BONUS PAY	500.00
101-209-715.000	EMPLOYERS SOC SEC	38.25
101-253-709.100	MERIT/BONUS PAY	500.00
101-253-715.000	EMPLOYERS SOC SEC	38.25
101-253-718.000	RETIREMENT	50.00
101-101-801.000	CONTRACTED SERVICES	2,602.48
101-239-930.000	REPAIRS & MAINTENANCE	700.00
101-265-802.000	LAWN/SNOW MAINTENANCE	8,900.00
101-400-801.200	LIQUOR LICENSE APPLICATIONS	2,063.00
101-448-921.000	STREET LIGHTS	3,000.00
101-299-890.000	CONTINGENCIES	(24,274.48)
101-215-704.000	DEPUTY CLERK WAGES	256.00
101-215-715.000	EMPLOYERS SOC SEC	20.00
101-215-718.000	RETIREMENT	26.00
101-215-957.000	EDUCATION/TRAINING/CONVENTION	(302.00)
101-722-826.000	LEGAL FEES	2,000.00
101-722-704.000	ENFORCEMENT WAGES	(2,000.00)
101-000-674.100	SPECIAL EVENTS DONATIONS	7,750.00
101-751-955.000	PARKS - SPECIAL EVENTS	7,750.00
Revenue Change:		7,750.00
Expenditure Change:		7,750.00
Budgeted Change To Fund Balance:		0.00

APPROVED BY:





## JOURNAL ENTRY

JE: 87654

Post Date: 03/09/2022

Entered By: SUSAN

Entry Date: 03/09/2022

Journal: BA

Description: FY22 WATER O&amp;M BUDGET AMNDMT

FOR METER READING SYSTEM COSTS APPROVED IN FY21.

BUDGET WAS NOT CARRIED OVER TO FY22.

GL #	Description	Increase/(Decrease)
536-000-741.000	METER COSTS	30,000.00
	Revenue Change:	0.00
	Expenditure Change:	30,000.00
	Budgeted Change To Fund Balance:	(30,000.00)

APPROVED BY:

Susan Dwyer-Hogan

JOURNAL ENTRY  
JE: 87656

Post Date: 03/09/2022

Entry Date: 03/09/2022

Entered By: SUSAN

Journal: BA

Description: FY22 SEWER SYSTEM BUDGET AMENDMENTS

FINAL YEAR END BUDGET AMENDMENTS TO COVER HGD  
SETTLEMENT, LEGAL FEES AND WRITE OFF OF HGD SPECIAL  
ASSESSMENTS IN SAD 4 AND SAD 4 SUP. THESE  
EXPENDITURES WERE ALREADY APPROVED BY HTB.

GL #	Description	Increase/(Decrease)
590-595-826.000	LEGAL FEES	15,000.00
590-595-998.001	SPECIAL ITEMS: SIGNIFICANT TRANSACTIONS	380,000.00
595-000-998.000	UNCOLLECTABLE SAD RECEIVABLE	405,200.00
Revenue Change:		0.00
Expenditure Change:		800,200.00
Budgeted Change To Fund Balance:		(800,200.00)

APPROVED BY:

*Susan Dryden - Hogan*

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

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

**Subject:** Year End Merit Bonuses

**Date:** March 9, 2022

### **Recommended Action**

Move to ratify fiscal year-end bonuses totaling \$1,000 as determined by the Township Manager, including any necessary budget amendments.

### **Discussion**

The Township Manager, utilizing the merit pool approved by the Board during the FY23 budget process has approved bonuses totaling \$1,000 for certain employees. The Administrative Group has recommended paying these out of FY22 funds due to the higher than expected fund surplus.

### **Financial Impact**

Is a Budget Amendment Required? ☒ Yes ☐ No

The Finance Director has determined the necessary budget amendments to the impacted General Fund departments. These are included on the final budget amendment for the year (also on this agenda).

### **Attachments**

none

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

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 03-01-2022 Hartland Township Board Regular Meeting Minutes

**Date:** March 9, 2022

### **Recommended Action**

Move to approve the Hartland Township Board Meeting minutes for March 1, 2022.

### **Discussion**

Draft minutes are attached for review.

### **Financial Impact**

None

### **Attachments**

3-1-2022 HTB Minutes - DRAFT

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 01, 2022 – 7:00 PM

## **DRAFT**

### **1. Call to Order**

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

### **2. Pledge of Allegiance**

### **3. Roll Call**

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

ABSENT: None

Also present were Township Manager Robert West and Finance Director Susan Dryden-Hogan.

### **4. Approval of the Agenda**

**Move to approve the agenda for the March 1, 2022, Hartland Township Board meeting as presented.**

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

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

Voting Nay: None

Absent: None

### **5. Call to the Public**

No one came forward.

### **6. Approval of the Consent Agenda**

**Move to approve the consent agenda for the March 1, 2022, Hartland Township Board meeting as presented.**

Motion made by Treasurer Horning, Seconded by Trustee Petrucci.

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

Voting Nay: None

Absent: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 02-15-22 Hartland Township Board Regular Meeting Minutes

### **7. Pending & New Business**

- a. Resolution of Determination of wages and benefits of the Township Clerk

**Move to adopt the Resolution of Determination of wages and benefits of the Township Clerk for the 2022-2023 fiscal year.**

Motion made by Treasurer Horning, Seconded by Trustee Petrucci. Roll call vote taken.

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 01, 2022 – 7:00 PM

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane,  
Trustee McMullen, Trustee O'Connell, Trustee Petrucci  
Voting Nay: None  
Absent: None Motion Passes: 7-0-0

- b. Resolution of Determination of wages and benefits of the Township Treasurer

**Move to adopt the Resolution of Determination of wages and benefits of the Township Treasurer for the 2022-2023 fiscal year.**

Motion made by Clerk Ciofu, Seconded by Trustee O'Connell. Roll call vote taken.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane,  
Trustee McMullen, Trustee O'Connell, Trustee Petrucci  
Voting Nay: None  
Absent: None Motion Passes: 7-0-0

- c. Resolution of Determination of wages and benefits of the Township Supervisor

**Move to adopt the Resolution of Determination of wages and benefits of the Township Supervisor for the 2022-2023 fiscal year.**

Motion made by Clerk Ciofu, Seconded by Trustee Germane. Roll call vote taken.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane,  
Trustee McMullen, Trustee O'Connell, Trustee Petrucci  
Voting Nay: None  
Absent: None Motion Passes: 7-0-0

- d. Resolution of Determination of wages and benefits of the Township Trustees

**Move to adopt the Resolution of Determination of wages and benefits of the Township Trustees for the 2022-2023 fiscal year.**

Motion made by Treasurer Horning, Seconded by Clerk Ciofu. Roll call vote taken.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane,  
Trustee McMullen, Trustee O'Connell, Trustee Petrucci  
Voting Nay: None  
Absent: None Motion Passes: 7-0-0

- e. Resolution – FY2023 General Appropriations Act

**Move to open the Public Hearing for the FY2023 General Appropriations Act.**

Motion made by Treasurer Horning, Seconded by Trustee Germane

Voting Yea: Supervisor Fountain, Clerk Ciofu, Trustee Germane, Treasurer Horning,  
Trustee McMullen, Trustee O'Connell, Trustee Petrucci  
Voting Nay: None  
Absent: None

No one present for Public Hearing.

**Motion to close the Public Hearing for the FY2023 General Appropriations Act.**

Motion made by Clerk Ciofu, Seconded by Trustee Petrucci

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

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 01, 2022 – 7:00 PM

Voting Nay: None  
Absent: None

Township Manager Bob West reported that the Resolution to Establish a General Appropriations Act for the 2022-2023 Fiscal Year is what the Board has gone through in the budget book discussions, and a summary is provided in the package as required. Manager West gave a brief review of the Truth-in-Taxation process and a brief overview of the assessed mills of the Township, the Fire, and Road millages. Finance Director Susan Dryden-Hogan gave a brief overview of the FY 2022-2023 Estimated Revenues and Estimated Expenditures graphs that were included in the Board package. Manager West stated that after the budget is adopted the budget information will be on the Township website and he encouraged residents that may have questions to contact the Township for a more detailed explanation. Trustee Germane requested an explanation, for those watching, as to the difference between the Property Tax Revenue and the Property Tax Admin Revenue. Director Dryden-Hogan stated that Property Tax Revenue is the 0.76930 mills that is charged for property taxes. The admin fee is a 1% fee that is collected to administer the tax collection for all of the other municipalities and organizations.

Trustee Germane inquired as to the percentage increase of this year's budget over the prior year budget. Manager West stated that it varies by fund, but overall, the revenues have increased to over \$3 million, and expenses have proportionally increased. He estimated a less than a 2% increase in expenses overall but will provide further information of this for the Board. He did state that inflation outpaced our expenditure increase. Director Dryden-Hogan stated that the General Fund was probably around a 25% increase in expenditures over last year because they budgeted for police services, and that has not been included in past budgets. Supervisor Fountain stated that at this point there is no plan of action to start any additional police coverage, and it is just there if we would need it for an emergency. Director Dryden-Hogan stated that the 25% increase will go down at the end of the Fiscal Year if we do not utilize this budget item. Trustee Germane stated that historically Hartland Township has done very well projecting the revenue and expenses and as such, every year there is traditionally a transfer of the surplus into a community project fund for capital improvements. For the information of the public, Trustee Germane inquired as to the what the transfer was in the prior Fiscal Year. Director Dryden-Hogan stated it was \$328,000 last year and Manager West stated that we are projecting to have a \$516,000 surplus this coming Fiscal Year.

## **Move to approve the Resolution to Establish a General Appropriations Act for the 2022-2023 Fiscal Year.**

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

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

Voting Nay: None

Absent: None

Motion Passes: 7-0-0

## f. Fire Authority FY 2022-2023 Budget

## **Move to approve the 2023 Fiscal Year Budget for the Hartland Deerfield Fire Authority, as presented.**

Motion made by Treasurer Horning, Seconded by Trustee Petrucci.

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

Voting Nay: None

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 01, 2022 – 7:00 PM

Absent: None

## 8. Board Reports

Trustee McMullen - No report.

Trustee Petrucci - No report.

Clerk Ciofu - No report.

Treasurer Horning - Property tax collection ended on February 28, 2022, and we took in over \$1 million in one day.

Trustee Germane - No report.

Trustee O'Connell - No report.

Supervisor Fountain – Manager West informed him that frost weight laws went into effect today. Manager West stated as the ground thaws out it makes for rough road conditions and for those who travel gravel roads, we will do the best we can. This is the worst time for gravel roads because if you try and grade them it will turn the roads even softer which makes it worse. The Road Commission is inundated with calls regarding the gravels roads and unfortunately there is not much they can do right now. They can usually scrape the "belly blade" under the center of the truck and lightly try and fill in the holes, but until the frost comes out of the ground they will not be able to do any proper corrective measure.

[BRIEF RECESS]

## 9. Information / Discussion

### a. Manager's Report

Manager West reported that the interviews were held for the vacant Planning Commission position and Jim Mayer has been recommended for the position. This will come before the Board at the next meeting for approval. We will also have a recommendation for approval to appoint Michelle Herrst to the Board of Review. He stated that we are making progress on the Strategic Plan items, and updates will be reported in the Operational Reports. Manager West also reviewed the staff changes that will be required due to several staff members leaving in the near future. He also briefed the Board on the potential Liquor License Inspection options with the Livingston County Sheriff's Department, Genoa Township and the Hartland Deerfield Fire Authority. Manager West stated the formal FY2022-2023 Budget Book will be sent to the printer tomorrow now that the budget was approved tonight. It will also be on our website. He stated that we received our cost estimate for the 118 parcels that do not have broadband internet, at an amount exceeding \$600,000. He is not recommending that we incur this expense and will explore alternatives with regards to County funding and the County's use of Federal funds for this project.

### b. Closed Session: to review the written legal opinion of the Township Attorney, subject to attorney-client privilege under MCL 15.268(h)

**Move to go into closed session to review the legal opinion of the Township Attorney, subject to attorney-client privilege under MCL 15.268(h)**

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

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

Voting Nay: None

Absent: None

Motion Passes: 7-0-0



# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 01, 2022 – 7:00 PM

Board is in closed session at 7:35 p.m.

Board came out of closed session at 8:05 p.m.

## 10. Adjournment

### **Move to adjourn the meeting at 8:05 p.m.**

Motion made by Treasurer Horning, Seconded by Trustee Germane

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

Voting Nay: None

Absent: None

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

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 03-01-2022 Hartland Township Board Closed Session Meeting Minutes

**Date:** March 9, 2022

### **Recommended Action**

Move to approve the Hartland Township Board Closed Session Meeting minutes for March 1, 2022.

### **Discussion**

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

### **Financial Impact**

None.

### **Attachments**

None

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

**Submitted By:** Robert M. West, Township Manager

**Subject:** Confirm Supervisor's Appointment – Jim Mayer to Township Planning Commission (03.15.2022-12.31.2023)

**Date:** March 9, 2022

### **Recommended Action**

Confirm Supervisor's Appointment of Jim Mayer to Township Planning Commission for the term beginning March 15, 2022, through December 31, 2023.

### **Discussion**

Hartland Township Supervisor has previously appointed the former Planning Commissioner Keith Voight as a Planning Commissioner member. Mr. Voight has resigned for personal reasons, and Supervisor Fountain has recommended the appointment of Jim Mayer to fulfil the remainder of Mr. Voight's former position.

Approval of this agenda item will confirm the Township Supervisor's appointment.

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

**Submitted By:** Robert M. West, Township Manager

**Subject:** Confirm Supervisor's Appointment – Michelle Herrst to Township Board of Review as the alternate (03.15.2022-12.31.2022)

**Date:** February 24, 2022

### **Recommended Action**

Confirm Supervisor's Appointment of Michelle Herrst to Township Board of Review alternate position for the term beginning March 1, 2022, through December 31, 2022.

### **Discussion**

Hartland Township Supervisor has previously appointed the former Board of Review alternate Jon Litteral as an official Board of Review member. Supervisor Fountain has recommended the appointment of Michelle Herrst to Mr. Litteral's former alternate position.

Approval of this agenda item will confirm the Township Supervisor's appointment.

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Michael Luce, Director of Public Works

**Subject:** 2022 Hartland Woods Paving LCRC Agreement

**Date:** March 8, 2022

## Recommended Action

Move to approve the Project Agreement with the Livingston County Road Commission as presented in an amount not to exceed \$548,875.00 for the repaving of the Hartland Woods Estates development. Also authorize the Finance Director and Treasurer to establish the necessary funds, budgets, and bank accounts for the project.

## Discussion

As was discussed in previous meetings, attached is the Project Agreement for the repaving of the Hartland Woods Estates development. Paving will take place this summer with limited drainage improvements. Exiting road will be crushed and shaped in place and a 3.8" topcoat will be applied in 2 lifts. LCRC is anticipating this project to only last a few weeks and manageable interruption to the residents. Public Works will be monitoring the project and looks forward to the completion as it will be a relief to many residents in the development.

## Financial Impact

Is a Budget Amendment Required? ☒ Yes ☐ No

The project is included in the FY23 401 Capital Projects fund. A separate Debt Service Fund and project budget will be established in conjunction with the resolution to fund the project and set the interest rate to be charged on the special assessment district.

## Attachments

H. Woods LCRC Contract

# PROJECT AGREEMENT

JOB NUMBER: \_\_\_\_\_

This Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2022 by and between the TOWNSHIP of HARTLAND Livingston County, Michigan, hereinafter referred to as "TOWNSHIP" and the BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF LIVINGSTON, hereinafter referred to as "ROAD COMMISSION."

## WITNESSETH

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

HARTLAND WOODS ESTATES  
(SOUTH OFF M-59, WEST OF OLD US-23)  
APPROXIMATELY 1.21 MILES  
CRUSH AND SHAPE THE EXISTING PAVEMENT AND PLACE 3.8" OF NEW HOT MIX  
ASPHALT IN TWO LIFTS  
ALTOGETHER WITH THE NECESSARY RELATED WORK

The parties agree as follows:

1. The Engineer's Opinion of Probable Cost is \$548,875. The Township shall pay the Road Commission 100% of the cost of the project not to exceed \$548,875.
  - A. The balance shall be paid promptly as invoiced.
  - B. The Road Commission shall furnish the Township with a final breakdown of its actual expenses upon completion of the project.
  - C. The Township will not withhold payments because of any set-off, counterclaim, or any other claim which it may have against the Road Commission arising out of this or any other matter. If there is a dispute over the balance due upon completion, the Township will pay the amount claimed by the Road Commission, and such payment shall not be a waiver by the Township of any claims it may have arising from this contract and the completion of the project.
2. All work shall be performed in a good workmanlike manner and in accordance with plans and specifications adopted by the Road Commission.
3. The Road Commission shall hold the Township harmless from any liability arising from the work performed pursuant to this contract.
4. The work will be completed within the current contract year, unless the parties otherwise so agree.
5. In the event the project cannot be completed due to circumstances beyond the control of the Road Commission, and through no fault of the Road Commission, the contract price for later completion will be subject to renegotiation.

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

**TOWNSHIP OF HARTLAND**

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

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

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

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

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**TERRY E. PALMER, DIRECTOR OF FINANCE**

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

**Submitted By:** Robert M. West, Township Manager

**Subject:** HERO Center Capital Improvement Discussion

**Date:** March 10, 2022

### **Recommended Action**

No formal action required at this time; Board to provide insight on future HERO Center enhancements.