



Board of Trustees

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

Board of Trustees Regular Meeting Agenda Hartland Township Hall Tuesday, March 16, 2021 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. 03-02-2021 Hartland Township Board Regular Meeting Minutes
 - b. Approve Payment of Bills
 - c. Approve Post Audit of Disbursements Between Board Meetings
 - d. Approve Agreement for Walnut Ridge Estates Streetlight
 - e. Ratify the Hiring of M. Kopczyk as Treasures Part-Time Cashier (\$16.50/Hr)
 - f. Project Coordinator Job Description Revisions
 9. Pending & New Business
 - a. Fire Authority Fiscal Year 2021-2022 Budget
 - b. Resolution – FY2022 General Appropriations Act
 - c. Purchase Agreement - Dunham Road Parcel
 10. Board Reports
- [BRIEF RECESS]
11. Information / Discussion
 12. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 03-02-2021 Hartland Township Board Regular Meeting Minutes

Date: March 10, 2021

Recommended Action

Move to approve the Hartland Township Board Regular Meeting minutes for March 2, 2021.

Discussion

Draft minutes are attached for review.

Financial Impact

None.

Attachments

3-2-2021 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 attending remotely from Hartland Township, MI, Clerk Ciofu attending remotely from Hartland Township, MI, Treasurer Horning attending remotely from Hartland Township, MI, Trustee Germane attending remotely from Hartland Township (7:25 p.m.), Trustee McMullen attending remotely from Hartland Township, MI, Trustee O'Connell attending remotely from Hartland Township, MI, Trustee Petrucci attending remotely from Fort Myers, FL.

ABSENT: None

Also present was Hartland Township Manager Robert West attending remotely from Hartland Township, MI, Hartland Township Planner Troy Langer attending remotely from Hartland Township, Finance Director Susan Dryden-Hogan attending remotely from Hartland Township, MI, and Hartland Deerfield Fire Authority (HDFA) Chief Adam Carroll attending remotely from Hartland Township.

4. Approval of the Agenda

Move to approve the agenda for the March 2, 2021, Hartland Township Board meeting as presented.

Motion made by Trustee Petrucci, Seconded by Treasurer Horning.

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

Voting Nay: None

Absent: Trustee Germane

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the March 2, 2021, Hartland Township Board meeting as presented.

Motion made by Clerk Ciofu, Seconded by Treasurer Horning.

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

Voting Nay: None

Absent: Trustee Germane

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. FY21 General Fund Budget Amendments (\$14,611)

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 02, 2021 – 7:00 PM

- d. LESA Tax Collection Agreement
- e. 02-16-2021 Hartland Township Regular Board Meeting Minutes

9. Pending & New Business

- a. Resolution: 2020-2021 Amendment to Future Land Use Map and Comprehensive Development Plan

Planning Director Troy Langer gave a brief overview of this resolution to amend the future land use map. A Residential Market Analysis was completed in 2014 and a Retail Market Analysis was completed not too long ago. After the Retail Market Analysis was completed the Planning Commission (PC) spent a lot of time looking at the future land use map and changes that could be made to this map. Six areas were identified for potential changes, several being multi-family areas and one commercial area. A Public Hearing was made on the proposed changes and the changes were sent to the Livingston County Planning Commission, who recommended approval of the changes. This step for the Board is to initiate the PC to go ahead with another Public Hearing and this would then be brought back to the Board for approval. Trustee McMullen inquired as to the time frame in going back to the PC. Director Langer stated, if the resolution is approved, the Secretary of the PC will post the notice of the public hearing and we would then have a 42- day notice period. This would not be back to the Planning Commission until after the notice period expires. This Notice also goes to neighboring communities and utilities for their review.

Move to recommend the approval of the Amendments to the Future Land Use Map and Comprehensive Development Plan, as outlined in this Memorandum and Resolution.

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

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

Voting Nay: None

Absent: Trustee Germane

Motion Passes 6-0-1

- b. Resolution: Zoning Amendment for Digital Menu Boards

Planning Director Langer gave a brief overview of the resolution regarding the Digital Menu Boards for drive through restaurants. A couple of existing restaurants had contacted the PC to indicate that they have a desire to replace their old back illuminated menu boards with a digital LED styled menu board. The current ordinance does not allow for any LED style signs. The Ordinance Review Committee has spent considerable time on reviewing this matter, and also looked at a number of other communities, to put together an ordinance that addresses any of the concerns with regards to motion, information, flashing, brightness and automatic requirements in the event of a power outage. This will provide restaurants the option to have a digital LED menu board, but will not require any updates to the existing traditional menu boards. Trustee O'Connell inquired as to the brightness of the menu board. Director Langer stated it is limited to 2500 nits during the day which is no brighter than the existing menu boards, they are just clearer and crisper to read.

Move to approve the digital menu boards as outlined in the Memorandum and Resolution.

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

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 02, 2021 – 7:00 PM

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee McMullen,
Trustee O'Connell, Trustee Petrucci
Voting Nay: None
Absent: Trustee Germane Motion passes: 6-0-1

c. FY22 Draft Fire Operating & Authority Budgets

Trustee Germane joined the meeting at 7:35 p.m. remotely from Hartland Township.

H DFA Chief Adam Carroll was present to give an overview of the proposed H DFA budget for Fiscal Year 2021-2022. Chief Carroll gave a brief overview of the three-year average usage factor computation for Hartland Township and Deerfield Township. He then reviewed the revenues highlighting the change in the usage factor on revenues and the slight increase in the Tyrone Township contract. He then reviewed the expenses highlighting and explaining increases in insurance and benefits and training and education. Chief Carroll then gave an overview of the Transfers to the Capital Replacement Fund and the purpose and calculations behind this Fund that sets life expectancy and estimated cost for replacement of equipment. Supervisor Fountain inquired as to the effect that the COVID pandemic had on the H DFA. Chief Carroll stated that the number of calls basically remained the same, but the type of calls changed quite a bit. There were less car accidents and car fires, but an increase in EMS calls and household related calls. Trustee Germane inquired as to whether Deerfield Township had reviewed this budget and if so what was their opinion. Chief Carroll stated that Deerfield Township took this up at their February meeting and they approved it. Finance Director Susan Dryden Hogan stated the H DFA budget is normally approved after the approval of General Appropriations Act which will take place at the March 16, 2021 Board meeting.

10. Board Reports

Trustee O'Connell - The Fire Authority is planning on purchasing another truck and they are in the process of getting quotes. The first meeting was on February 17 and she will keep us informed.

Trustee Petrucci - The truck that Trustee O'Connell was referring to is a replacement, not a new truck, for the Fire Authority.

Clerk Ciofu - No report.

Treasurer Horning - The last day of tax collection was Monday March 1, and we took in one million dollars in one day. That was the highest amount that has ever been collected in one day. This was Mary Ann's third day at the Township and she did a fabulous job. We are now balancing out with the County and getting that all wrapped up for summer taxes.

Trustee Germane - Asked Treasurer Horning why the due date of tax collection varies from community to community. Treasurer Horning reported there is a state law that cities are due February 14th and Townships are due the last day of February, but Townships can also go to February 14th and charge a one percent late fee if not paid by the end of February. Hartland Township does not do that, we allow people to pay until the last day in February. The Teen Center is open, with school being opened again, and has been getting around 25-30 students on a daily basis. It has been one of the best years so far in terms of how kids are acting and being responsible. The Teen Center is working on their yearly report for a presentation at a future Hartland Township Board meeting.

Trustee McMullen - The Planning Commission approved outdoor seating venues for Spicer's and Mackle's.

Supervisor Fountain – Stated the organizational meeting was held today to get ready for the Board of Review. The Board of Review will be virtual on Monday and Wednesday next week. There will be between 15-18 people attending, most of them being people that have built new homes. He

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 02, 2021 – 7:00 PM

stated he would be working with the Township Assessor to provide statistical information to present to the Board at a future meeting.

[BRIEF RECESS]

11. Information / Discussion

a. Manager's Report

Manager West informed the Board that the Michigan Health Department issued revised standards today for COVID, indicating that on March 5, 2021 they were relaxing standards for in person meetings to a maximum of 25 attendees with some restrictions. We will look to hold our future Board Meetings in person. The Water Main Extension bids were received last week and the lowest qualified bidder came in under our budget projections. The agreements will be finalized and will need to be reviewed by the developers, so we are looking to award an actual contract at the second Board meeting in April. He stated that tonight was our final budget work session discussion and the Township Budget and the HDFA budget will be on the March 16, 2021 Board meeting for approval. The Township Board Workshop with Dr. Lew Bender has been rescheduled for Friday, April 30, 2021 at the Township Hall from 9:00 a.m. to 3:00 p.m.

b. Employee Merit Compensation Recommendation

Manager West presented the Employee Merit Compensation Recommendation to the Board. He gave a brief overview of the process and the change to using the Michigan Consumer Price Index (CPI) from the Detroit regional CPI, as the Michigan CPI is what is used in the State revenue sharing calculations. We calculate the Net Inflationary Adjustment by taking the Michigan CPI and subtracting the net increase in the cost of benefits. The Net Inflationary Factor is applied to all pay grade ranges. The pay grade ranges have step increases built into them until the employee reaches the open range of their pay grade. In addition to this year's step increases and net inflationary adjustment, Manager West is requesting an Additional Incentive Pay/Bonus Pool of \$8,500. The overall wage increase is slightly under 3%. Trustee O'Connell stated that she though this seemed like a lot of money, and even though we do have great employees, given the current COVID conditions that this may not be a good time to do this. Trustee Germane inquired as to how this recommendation compared to previous years. Manager West stated that this was lower than the previous four years. Clerk Ciofu stated he reviewed the numbers with Manager West and Finance Director Dryden Hogan and does not feel that Manager West has overly requested a merit pool of any substantial size and he is very pleased with the outcome of the recommendation. Treasurer Horning agreed. Trustee McMullen inquired as to whether the prior years numbers had the same number of employees as we currently employ. Manager West stated we have had the same number of positions but have new hires in several of the positions. These recommendations will be included in the final budget packet. Trustee Germane inquired as to when the final budget package be distributed to the Board. Manager West stated it should go out by Monday or Tuesday of next week.

12. Adjournment

Move to adjourn the meeting at 8:00 p.m.

Motion made by Trustee Germane, Seconded by Clerk Ciofu.

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 Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: March 9, 2021

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$922,118.84. The bills are available in the Finance office for review.

Notable invoices include:

\$80,412.00 – Hubbell, Roth & Clark – (Various engineering invoices)

\$90,300.00 – Jennifer M. Nash – (Sewer System Refunding Bonds, Series 2016)

\$159,125.03 – Livingston County Drain Commission – (February 2021 Sewer System O&M)

\$568,375.00 – 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 amended FY21 budget.

Attachments

Bills for 03.16.2021

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
360WATER	360 WATER	01/26/2021	43162	FOA	OPERATOR LICENSE RENEWAL COURSES	
44750		03/16/2021		N		300.00
01/26/2021	,	/ /	0.0000	N		0.00
		03/16/2021		N		300.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-957.000	EDUCATION/TRAINING/CONVENTION	300.00

VENDOR TOTAL: 300.00

ADOBE	ADOBE INC	02/05/2021	1344026679	FOA	FEBRUARY 2021	
44751		03/16/2021		N		15.89
02/05/2021	,	/ /	0.0000	N		0.00
		03/16/2021		N		15.89

Open

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

VENDOR TOTAL: 15.89

AIR1	AIR 1 MECHANICAL SERVICE LLC	02/23/2021	3161	FOA	FURNACE SERVICE AT FIRE STATION 61	
44708	7111 DIXIE HWY. #263	03/16/2021		N		322.00
02/23/2021	CLARKSTON MI, 48346	/ /	0.0000	N		0.00
		03/16/2021		Y		322.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	322.00

VENDOR TOTAL: 322.00

ALLSTAR	ALLSTAR ALARM LLC	03/01/2021	304738	FOA	4/1/21 - 6/30/21 MONITORING AT HERO	
44712	8345 MAIN STREET	03/16/2021		N		150.00
03/01/2021	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		03/16/2021		Y		150.00

Open

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

VENDOR TOTAL: 150.00

AMAZON.COM	AMAZON.COM	02/17/2021	021721	FOA	RETURNED CAMERA CASE	
44727		03/16/2021		N		(18.99)
02/17/2021	,	/ /	0.0000	N		0.00
		03/16/2021		N		(18.99)

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
101-400-727.000	SUPPLIES & POSTAGE	(18.99)
AMAZON.COM 44731	AMAZON.COM	02/23/2021 113-9515192-0741 FOA COLORED FILE POCKETS
02/23/2021	,	03/16/2021 N 56.76
		/ / 0.0000 N 0.00
		03/16/2021 N 56.76

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-727.000	SUPPLIES & POSTAGE	56.76
AMAZON.COM 44742	AMAZON.COM	02/11/2021 114-0150893-3704 FOA 15 SECRETS SUCCESSFUL PEOPLE KNOW AB
02/11/2021	,	03/16/2021 N 34.00
		/ / 0.0000 N 0.00
		03/16/2021 N 34.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	34.00
AMAZON.COM 44741	AMAZON.COM	02/03/2021 114-4336135-7569 FOA FACE MASKS
02/03/2021	,	03/16/2021 N 91.90
		/ / 0.0000 N 0.00
		03/16/2021 N 91.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	91.90
AMAZON.COM 44737	AMAZON.COM	02/03/2021 114-5971325-1133 FOA BI-DIRECTIONAL SWITCHER
02/03/2021	,	03/16/2021 N 20.99
		/ / 0.0000 N 0.00
		03/16/2021 N 20.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-740.000	OPERATING SUPPLIES	20.99
AMAZON.COM 44744	AMAZON.COM	02/15/2021 114-7760707-7169 FOA SAMSUNG GALAXY S8 CASE
02/15/2021	,	03/16/2021 N 13.99
		/ / 0.0000 N 0.00
		03/16/2021 N 13.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	13.99
AMAZON.COM 44753	AMAZON.COM	02/24/2021 114-8798068-5266 FOA WIRELESS MOUSE FOR PC
		03/16/2021 N 59.98

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

02/24/2021	,	/ /	0.0000	N		0.00
		03/16/2021		N		59.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	59.98

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
AMAZON.COM	AMAZON.COM	02/11/2021	114-8870637-0186	FOA	IPHONE HOLSTER CASE	
44743		03/16/2021		N		23.74
02/11/2021	,	/ /	0.0000	N		0.00
		03/16/2021		N		23.74

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	23.74

VENDOR TOTAL: 282.37

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
CINTAS	CINTAS CORPORATION	03/08/2021	4077798406	FOA	MATS	
44759	P.O. BOX 630910	03/16/2021		N		43.90
03/08/2021	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		03/16/2021		N		43.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	43.90

VENDOR TOTAL: 43.90

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
CISCO	CISCO SYSTEMS, INC	02/03/2021	161-00148003	FOA	WEBEX - 2/3/21 - 3/2/21	
44767		03/16/2021		N		31.70
02/03/2021	,	/ /	0.0000	N		0.00
		03/16/2021		N		31.70

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	31.70

VENDOR TOTAL: 31.70

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
CLEVERBRID	CLEVERBRIDGE	02/22/2021	73635029790	FOA	NITRO PRO	
44748		03/16/2021		N		134.83
02/22/2021	,	/ /	0.0000	N		0.00
		03/16/2021		N		134.83

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-740.000	OPERATING SUPPLIES	134.83

VENDOR TOTAL: 134.83

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

COMCAST	COMCAST CABLE	02/03/2021	020321	FOA	FEB 2021 - PHONE/INTERNET AT WTP	
44732	P.O. BOX 7500	03/16/2021		N		204.46
02/03/2021	SOUTHEASTERN PA, 19398-7500	/ /	0.0000	N		0.00
		03/16/2021		N		204.46

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-851.000	TELEPHONE	66.50
536-000-805.000	INTERNET	137.96
		<u>204.46</u>

COMCAST	COMCAST CABLE	02/06/2021	020621	FOA	FEB 2021 - INTERNET/CABLE AT TWP HAL	
44733	P.O. BOX 7500	03/16/2021		N		290.74
02/06/2021	SOUTHEASTERN PA, 19398-7500	/ /	0.0000	N		0.00
		03/16/2021		N		290.74

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-805.000	INTERNET	178.35
577-000-806.000	CABLE TV FEES	112.39
		<u>290.74</u>

VENDOR TOTAL: 495.20

CONSUMER	CONSUMERS ENERGY	03/02/2021	203053510052	FOA	MARCH 2021 PARSHALLVILLE SIREN	
44761	PO BOX 740309	03/16/2021		N		43.77
03/02/2021	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		03/16/2021		N		43.77

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-920.002	UTILITIES - ELECTRIC	43.77

VENDOR TOTAL: 43.77

CUSHMAN	CUSHMAN & WAKEFIELD OF ILLINOIS INC	02/24/2021	20-21009-900258	FOA	APPRAISAL RPT FOR DUNHAM ROAD EASEME	
44700	VALUATION & ADVISORY	03/16/2021		N		1,235.00
11/02/2020	ONE MEADOWLANDS PLAZA, 7TH FLOOR	/ /	0.0000	N		0.00
	EAST RUTHERFORD NJ, 07073	03/16/2021		N		1,235.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-444-826.000	LEGAL FEES	1,235.00

VENDOR TOTAL: 1,235.00

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	03/01/2021	80757	FOA	MARCH 2021 TRASH PICK UP AT PARKS	
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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
44710	PO BOX 241	03/16/2021		N		300.00
03/01/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/16/2021		Y		300.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	300.00
VENDOR TOTAL:		300.00

0070	DTE ENERGY	02/02/2021	922090901-02/202	FOA	FEB 2021 - SETTLERS PARK PAVILION	
44760	P.O BOX 740786	03/16/2021		N		54.39
	CINCINNATI					
02/02/2021	OH, 45274-0786	/ /	0.0000	N		0.00
		03/16/2021		N		54.39

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-920.002	UTILITIES - ELECTRIC	54.39
VENDOR TOTAL:		54.39

0071	DTE ENERGY-STREET LIGHTS	02/28/2021	200102744086	FOA	FEB 2021 - STREETLIGHTS INCL MILLPOI	
44724	P.O. BOX 630795	03/16/2021		N		1,352.71
	CINCINNATI OH, 45263-0795	/ /	0.0000	N		0.00
02/28/2021		03/16/2021		N		1,352.71

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-448-921.000	STREET LIGHTS	1,076.46
101-000-282.001	MILLPOINTE STREETLIGHTS DEPOSIT	253.96
101-000-282.002	FIDDLAR GROVE STREETLIGHT DEPOSIT	22.29
VENDOR TOTAL:		1,352.71

1115	ECONO PRINT	02/23/2021	66345	FOA	2021 ASSESSMENT NOTICES	
44698	10312 DEXTER-PICKNEY ROAD	03/16/2021		N		1,055.44
02/23/2021	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		03/16/2021		N		1,055.44

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-811.000	TAX PREPARATION	1,055.44
VENDOR TOTAL:		1,055.44

ETNA	ETNA SUPPLY COMPANY	03/08/2021	S103911913.001	FOA	SAFETY FLANGE REPAIR KIT, OPERATING	
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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
44768	P.O. BOX 772107	03/16/2021		N		1,337.00
03/08/2021	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		03/16/2021		N		1,337.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	1,337.00

VENDOR TOTAL: 1,337.00

GODADDY	GO DADDY	02/11/2021	1821512576	FOA	FEB 2021 - HARTLANDWATER.COM	
44752		03/16/2021		N		24.99
02/11/2021	,	/ /	0.0000	N		0.00
		03/16/2021		N		24.99

Open

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

VENDOR TOTAL: 24.99

GFOA	GOVERNMENT FINANCE OFFICERS ASSOC	02/18/2021	021821	FOA	2021 MEMBERSHIP DUES	
44766	203 N LASALLE ST, STE 2700	03/16/2021		N		190.00
02/18/2021	CHICAGO IL, 60601-1210	/ /	0.0000	N		0.00
		03/16/2021		N		190.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-192-804.000	MEMBERSHIP & DUES	190.00

VENDOR TOTAL: 190.00

HAYAA-F	HARTLAND AREA YOUTH ATHLETIC ASSOC	03/01/2021	031521	FOA	MARCH 2021 - PMT PER AGREEMENT	
44783	HAYAA - FOOTBALL	03/16/2021		N		237.77
03/01/2021	P.O. BOX 359	/ /	0.0000	N		0.00
	HARTLAND MI, 48353	03/16/2021		N		237.77

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	237.77

VENDOR TOTAL: 237.77

HCSA	HARTLAND COMMUNITY SOCCER ASSN	03/09/2021	031521	FOA	MARCH 2021 - PMT PER AGREEMENT	
44769	HARTLAND COMMUNITY EDUCATION	03/16/2021		N		602.69
03/09/2021	9525 HIGHLAND RD	/ /	0.0000	N		0.00
	HOWELL MI, 48843	03/16/2021		N		602.69

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
101-751-801.000	CONTRACTED SERVICES	602.69

VENDOR TOTAL: 602.69

0001	HARTLAND TOWNSHIP GENERAL FUND	03/09/2021	030921	FOA	FEBRUARY 2021 - MOBILE HOME TAX DISB	
44790		03/16/2021		N		270.50
03/09/2021		/ /	0.0000	N		0.00
		03/16/2021		N		270.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	270.50

VENDOR TOTAL: 270.50

HYL	HARTLAND YOUTH LACROSSE	03/01/2021	031521	FOA	MARCH 2021 - PMT PER AGREEMENT	
44776	P.O. BOX 56	03/16/2021		N		235.77
03/01/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/16/2021		N		235.77

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	235.77

VENDOR TOTAL: 235.77

1548	HORIZON LANDSCAPE INC.	02/28/2021	15448	FOA	FEB 2021 - SNOW PLOWING, WALKS SHOVE	
44754	11765 HIBNER RD	03/16/2021		N		4,859.00
02/28/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/16/2021		Y		4,859.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-802.000	LAWN/SNOW MAINTENANCE	4,859.00

VENDOR TOTAL: 4,859.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	01/21/2021	012121	FOA	M-59 EAST WATER MAIN EXT OUT OF SCOP	
44715	PO BOX 824	03/16/2021		N		55,725.00
01/21/2021	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		03/16/2021		Y		55,725.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	55,725.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	03/09/2021	184853	FOA	WALNUT RIDGE CONSTR OBSER THRU 12/12	
44793	PO BOX 824	03/16/2021		N		140.00

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

01/07/2021	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		03/16/2021		Y		140.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
702-000-290.064	WALNUT RIDGE ESTATES, LLC	140.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	03/09/2021	184854	FOA	BEN FRANKLIN PLUMBING CONS OBS THRU	
44794	PO BOX 824	03/16/2021		N		560.00
01/07/2021	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		03/16/2021		Y		560.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
702-000-290.089	WOODSTREAM BLDG CO/BEN FRANKLIN PLUMBING	560.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	03/09/2021	184855	FOA	ARENA DRIVE CONSTR OBSER THRU 12/12/	
44795	PO BOX 824	03/16/2021		N		140.00
01/07/2021	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		03/16/2021		Y		140.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0004	HARTLAND SPORTS CENTER EXPENSES	140.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	03/09/2021	184856	FOA	WALDENWOODS CAMPGROUND CPR THRU 12/1	
44796	PO BOX 824	03/16/2021		N		140.00
01/07/2021	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		03/16/2021		Y		140.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0012	WALDENWOODS CAMPGROUND IMPROVEMENTS	140.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	03/04/2021	186162	FOA	2016 PARK PAVILIONS SETTLERS TOPO TH	
44755	PO BOX 824	03/16/2021		N		373.10
03/04/2021	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		03/16/2021		Y		373.10

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-751-970.009	SETTLERS PARK	373.10

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	03/04/2021	186164	FOA	SEPTAGE RECEIVING STATION IMP CONSTR	
44757	PO BOX 824	03/16/2021		N		1,330.00
03/04/2021	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		03/16/2021		Y		1,330.00

Open

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

101-400-801.100-0008	LCDC SRS EXPANSION					1,330.00
HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	03/04/2021	186167	FOA	M59 SAFETY PATH WETLAND DELINEATION	
44800	PO BOX 824	03/16/2021		N		687.50
03/04/2021	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		03/16/2021		Y		687.50

Open

GL NUMBER	DESCRIPTION	AMOUNT				
401-444-969.005	SIDEWALKS	687.50				
HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	03/04/2021	186171	FOA	VILLAS OF HARTLAND SPR THRU 2/20/21	
44797	PO BOX 824	03/16/2021		N		650.00
03/04/2021	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		03/16/2021		Y		650.00

Open

GL NUMBER	DESCRIPTION	AMOUNT				
101-400-801.002	CONSULTING - SITE REVIEWS	650.00				
HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	03/04/2021	186172	FOA	HUNGRY HOWIES BELLA VITA OUTLOT SPR	
44798	PO BOX 824	03/16/2021		N		650.00
03/04/2021	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		03/16/2021		Y		650.00

Open

GL NUMBER	DESCRIPTION	AMOUNT				
101-400-801.002	CONSULTING - SITE REVIEWS	650.00				
HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	03/04/2021	188163	FOA	M59 EAST WTR MAIN EXT PLANS/SPECS TH	
44756	PO BOX 824	03/16/2021		N		20,016.40
03/04/2021	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		03/16/2021		Y		20,016.40

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	20,016.40

VENDOR TOTAL: 80,412.00

LIVINGCO	JENNIFER M. NASH	03/08/2021	030821	FOA	SEWER SYSTEM REFUNDING BONDS SERIES	
44758	C/O BRIAN JONCKHEERE, LCDC	03/16/2021		N		90,300.00
03/08/2021	2300 E. GRAND RIVER, STE 105	/ /	0.0000	N		0.00
	HOWELL MI, 48843-7581	03/16/2021		N		90,300.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
595-000-997.007	SERIES 2016 REFUNDING BOND INTEREST	89,800.00
595-000-996.000	BOND FEES	500.00

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

90,300.00

VENDOR TOTAL: 90,300.00

K&J	K & J ELECTRIC, INC	02/24/2021	9486	FOA	INSTALLATION OF DEDICATED CIRCUITS A	
44711	7219 EAST HIGHLAND RD	03/16/2021		N		389.00
02/24/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/16/2021		N		389.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	389.00

VENDOR TOTAL: 389.00

LANDSEND	LANDSEND	01/29/2021	012921	FOA	MENS SQUALL JACKET - 2XL	
44740		03/16/2021		N		169.50
01/29/2021	,	/ /	0.0000	N		0.00
		03/16/2021		N		169.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	169.50

LANDSEND	LANDSEND	02/17/2021	021721	FOA	MENS SQUALL JACKET - 2XL	
44745		03/16/2021		N		169.50
02/17/2021	,	/ /	0.0000	N		0.00
		03/16/2021		N		169.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	169.50

VENDOR TOTAL: 339.00

LCGIS	LCGIS	02/17/2021	8509	FOA	LAND VALUE MAPS	
44699	304 E. GRAND RIVER, SUITE 101	03/16/2021		N		217.00
02/17/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/16/2021		N		217.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-247-900.000	PRINTING & PUBLICATIONS	217.00

VENDOR TOTAL: 217.00

0220	LIVINGSTON COUNTY TREASURER	03/09/2021	030921	FOA	FEBRUARY 2021 - MOBILE HOME TAX DISB	
44791	200 E. GRAND RIVER	03/16/2021		N		1,352.50
03/09/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/16/2021		N		1,352.50

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

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	1,352.50
VENDOR TOTAL:		1,352.50

LCTA	LIVINGSTON COUNTY TREASURER'S ASSOC	03/09/2021	030921	FOA	2021 DUES	
44792	C/O LAURA HOSHAU - CITY OF BRIGHTON	03/16/2021		N		10.00
	200 N FIRST STREET					
03/09/2021	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		03/16/2021		N		10.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-804.000	MEMBERSHIP & DUES	10.00
VENDOR TOTAL:		10.00

2909	LIVINGSTON CTY.DRAIN COMMISSIO	02/26/2021	3325	FOA	FEBRUARY 2021 SEWER SYSTEM O&M	
44709	2300 E. GRAND RIVER	03/16/2021		N		159,125.03
	STE. 105					
02/26/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/16/2021		N		159,125.03

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-801.008	LCDC CONTRACT SERVICES	159,125.03
VENDOR TOTAL:		159,125.03

LDPA	LIVINGSTON DAILY PRESS & ARGUS	02/11/2021	021121	FOA	FEB 2021 - DIGITAL SUBSCRIPTION	
44746	3964 SOLUTIONS CENTER	03/16/2021		N		8.99
	CHICAGO IL, 60677-3009					
02/11/2021		/ /	0.0000	Y		0.00
		03/16/2021		N		8.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-801.000	CONTRACTED SERVICES	8.99
VENDOR TOTAL:		8.99

MARTINTREE	MARTIN TREE SERVICE, LLC	03/07/2021	58	FOA	TREE WORK AT PARSHALLVILLE CEMETERY	
44762	1536 MAXFIELD LAKE RD	03/16/2021		N		1,500.00
	HARTLAND MI, 48353					
03/07/2021		/ /	0.0000	N		0.00
		03/16/2021		Y		1,500.00

Open

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

209-000-930.000	REPAIRS & MAINTENANCE					1,500.00
VENDOR TOTAL:						1,500.00

MASTERS	MASTERS TELECOM LLC	02/24/2021	022421	FOA	MONTHLY E-FAX SERVICE	
44739		03/16/2021		N		17.95
02/24/2021	,	/ /	0.0000	N		0.00
		03/16/2021		N		17.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-851.000	TELEPHONE	17.95
VENDOR TOTAL:		17.95

MEIJER	MEIJER	02/17/2021	021721	FOA	WIRELESS KEYBOARD	
44735	2160 HARTLAND RD	03/16/2021		N		24.99
02/17/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/16/2021		N		24.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	24.99
VENDOR TOTAL:		24.99

MGFOA	MGFOA	02/24/2021	022421	FOA	SPRING SEMINAR 2021	
44734	4020 COPPER VIEW STE 130	03/16/2021		N		125.00
02/24/2021	TRAVERSE CITY MI, 49684	/ /	0.0000	N		0.00
		03/16/2021		N		125.00

Open

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

MAP	MICHIGAN ASSOC OF PLANNING	02/01/2021	63698	FOA	PLANNING/ZONING ESSENTIALS WORKSHOP	
44728	1919 WEST STADIUM BLVD, STE 4	03/16/2021		N		75.00
02/01/2021	ANN ARBOR MI, 48103	/ /	0.0000	N		0.00
		03/16/2021		N		75.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-957.400	EDUCATION/TRAINING - PC	75.00

MAP	MICHIGAN ASSOC OF PLANNING	02/02/2021	63753	FOA	VARIOUS PLANNING WORKSHOPS - S. MCMU	
44729	1919 WEST STADIUM BLVD, STE 4	03/16/2021		N		215.00
02/02/2021	ANN ARBOR MI, 48103	/ /	0.0000	N		0.00
		03/16/2021		N		215.00

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

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-957.400	EDUCATION/TRAINING - PC	215.00
MAP 44730 02/02/2021	MICHIGAN ASSOC OF PLANNING 1919 WEST STADIUM BLVD, STE 4 ANN ARBOR MI, 48103	02/02/2021 63754 03/16/2021 / / 0.0000 03/16/2021
	FOA VARIOUS WORKSHOPS - S. MCMULLEN	N 75.00 N 0.00 N 75.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-957.400	EDUCATION/TRAINING - PC	75.00
VENDOR TOTAL:		365.00

MMTA 44725 01/28/2021	MICHIGAN MUNICIPAL TREASURERS ASSOC PO BOX 324 TAWAS CITY MI, 48764	01/28/2021 3564 03/16/2021 / / 0.0000 03/16/2021	FOA N N N	2021 TREASURER-TO-TREASURER BUNDLE	100.00 0.00 100.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-957.000	EDUCATION/TRAINING/CONVENTION	100.00
VENDOR TOTAL:		100.00

0400 44763 01/14/2021	MICHIGAN TOWNSHIPS ASSOCIATION P.O. BOX 80078 LANSING MI, 48908-0078	03/08/2021 23171 03/16/2021 / / 0.0000 03/16/2021	FOA N N N	MTA ONLINE - PREMIUM PASS	1,900.00 0.00 1,900.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-957.000	EDUCATION/TRAINING/CONVENTION	1,900.00
VENDOR TOTAL:		1,900.00

ORKIN 44799 03/09/2021	ORKIN 21068 BRIDGE ST. SOUTHFIELD MI, 48034	03/09/2021 209896171 03/16/2021 / / 0.0000 03/16/2021	FOA N N N	PEST CONTROL AT TOWNSHIP HALL	66.85 0.00 66.85
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	66.85
VENDOR TOTAL:		66.85

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		
RBL	REALITY-BASED LEADERSHIP	03/08/2021	030821	FOA	FEBRUARY 2021	
44765		03/16/2021		N		27.00
01/28/2021	,	/ /	0.0000	N		0.00
		03/16/2021		N		27.00

Open

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

VENDOR TOTAL: 27.00

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		
RURALKING	RURAL KING	02/25/2021	022521	FOA	O-RINGS FOR HYDRANT	
44736		03/16/2021		N		3.96
02/25/2021	,	/ /	0.0000	N		0.00
		03/16/2021		N		3.96

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	3.96

VENDOR TOTAL: 3.96

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		
SHUTTERSTO	SHUTTERSTOCK.COM	03/04/2021	021721	FOA	MARCH 2021	
44747		03/16/2021		N		29.00
02/17/2021	,	/ /	0.0000	N		0.00
		03/16/2021		N		29.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-801.000	CONTRACTED SERVICES	29.00

VENDOR TOTAL: 29.00

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		
STAPLES	STAPLES	02/20/2021	8061365232	FOA	MISC SUPPLIES	
44690	PO BOX 660409	03/16/2021		N		506.32
02/20/2021	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		03/16/2021		N		506.32

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-727.000	SUPPLIES & POSTAGE	354.39
101-265-740.000	OPERATING SUPPLIES	65.80
101-191-727.000	SUPPLIES & POSTAGE	29.26
101-191-727.000	SUPPLIES & POSTAGE	14.63
101-191-727.000	SUPPLIES & POSTAGE	(14.63)
101-209-727.000	SUPPLIES & POSTAGE	27.29
101-265-740.000	OPERATING SUPPLIES	1.59
101-172-727.000	SUPPLIES & POSTAGE	27.99

506.32

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		
STAPLES	STAPLES	02/27/2021	8061449346	FOA	MISC SUPPLIES	
44718	PO BOX 660409	03/16/2021		N		347.17
02/27/2021	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		03/16/2021		N		347.17

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-727.000	SUPPLIES & POSTAGE	24.99
101-299-727.000	SUPPLIES & POSTAGE	3.47
101-265-740.000	OPERATING SUPPLIES	45.44
101-265-740.000	OPERATING SUPPLIES	92.21
101-299-727.000	SUPPLIES & POSTAGE	181.06
101-191-727.000	SUPPLIES & POSTAGE	14.63
101-191-727.000	SUPPLIES & POSTAGE	(14.63)
		<u>347.17</u>

VENDOR TOTAL: 853.49

HUNTINGBAN	THE HUNTINGTON NATIONAL BANK	02/19/2021	02/19/2021	FOA	CAPITAL IMPROVEMENT BONDS SERIES 201	
44719	PO BOX 1558-GW4E64	03/16/2021		N		196,625.00
02/19/2021	COLUMBUS OH, 43216	/ /	0.0000	N		0.00
		03/16/2021		N		196,625.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
204-000-997.001	BOND INTEREST ROADS 2015	11,625.00
204-000-994.001	BOND PRINCIPAL ROAD 2015	185,000.00
		<u>196,625.00</u>

HUNTINGBAN	THE HUNTINGTON NATIONAL BANK	02/19/2021	2/19/21	FOA	CAPITAL IMPROVEMENT BONDS SERIES 201	
44720	PO BOX 1558-GW4E64	03/16/2021		N		371,750.00
02/19/2021	COLUMBUS OH, 43216	/ /	0.0000	N		0.00
		03/16/2021		N		371,750.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
204-000-997.002	BOND INTEREST ROADS 2016	21,750.00
204-000-994.002	BOND PRINCIPAL ROADS 2016	350,000.00
		<u>371,750.00</u>

VENDOR TOTAL: 568,375.00

STAMP	THE STAMPMAKER.COM	02/18/2021	021821	FOA	RED INK	
44726		03/16/2021		N		16.54
02/18/2021	,	/ /	0.0000	N		0.00
		03/16/2021		N		16.54

Open

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

101-253-727.000	SUPPLIES & POSTAGE					16.54
VENDOR TOTAL:						16.54

TIMELYNETW	TIMELY NETWORKS INC	01/26/2021	80383	FOA	ANNUAL TIMELY JOURNEY HUBLITE CALEND	
44749		03/16/2021		N		550.00
01/26/2021	,	/ /	0.0000	N		0.00
		03/16/2021		N		550.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	550.00
VENDOR TOTAL:		550.00

TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	02/22/2021	5471056	FOA	FEB 2021 - ESTUDIO2830C - COLOR COPI	
44713	PO BOX 927	03/16/2021		N		30.15
02/22/2021	BUFFALO NY, 14240	/ /	0.0000	N		0.00
		03/16/2021		N		30.15

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	30.15
VENDOR TOTAL:		30.15

VERIZON	VERIZON WIRELESS	01/15/2021	9871345632	FOA	JANUARY 2021	
44738	P.O. BOX 15062	03/16/2021		N		1,055.22
01/15/2021	ALBANY NY, 12212-5062	/ /	0.0000	N		0.00
		03/16/2021		N		1,055.22

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-801.000	CONTRACTED SERVICES & RENTALS	391.98
101-265-851.000	TELEPHONE	663.24
VENDOR TOTAL:		1,055.22

WOOD	WOOD ENVIRONMENT & INFRASTRUCTURE	03/03/2021	H06102840	FOA	WWTP MONITORING THRU 2/12/21	
44721	P.O. BOX 74008618	03/16/2021		N		1,350.25
03/03/2021	CHICAGO IL, 60674-8618	/ /	0.0000	N		0.00
		03/16/2021		N		1,350.25

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.007	TREATMENT PLANT SAMPLING	1,350.25
VENDOR TOTAL:		1,350.25

03/10/2021 12:39 PM
User: SUSANC
DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 03/16/2021 - 03/16/2021
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 17/17

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		
TOTAL - ALL VENDORS:						922,118.84

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 9, 2021

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 – \$13,852.01

March 15, 2021 Payroll - \$57,752.94

Financial Impact

Is a Budget Amendment Required? Yes No

All expenses are covered under the amended FY21 budget.

Attachments

Post Audit Bills List 02.25.2021

Post Audit Bills List 03.04.2021

Payroll for 03.15.2021

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/25/2021	FOA	40986	HARTLAND TOWNSHIP GENERAL FUND	DPPT ESCROW	701-000-290.200	27.70
02/25/2021	FOA	40987	PRIORITY HEALTH	ACCRUED MEDICAL BENEFITS	001-000-257.100	1,586.27
		40987		EMPLOYMENT EXPENSE	101-172-716.000	527.69
		40987		EMPLOYMENT EXPENSE	101-192-716.000	1,055.38
		40987		EMPLOYMENT EXPENSE	101-209-716.000	1,160.93
		40987		EMPLOYMENT EXPENSE	101-215-716.000	1,688.62
		40987		EMPLOYMENT EXPENSE	101-253-716.000	527.69
		40987		EMPLOYMENT EXPENSE	101-441-716.000	1,451.17
		40987		EMPLOYMENT EXPENSE	536-000-716.000	527.69
						<u>8,525.44</u>
02/25/2021	FOA	40988	VERIZON WIRELESS	TELEPHONE	101-265-851.000	567.23
		40988		CONTRACTED SERVICES & RENTALS	577-000-801.000	457.31
						<u>1,024.54</u>
			TOTAL - ALL FUNDS	TOTAL OF 3 CHECKS		9,577.68

--- GL TOTALS ---

001-000-257.100	ACCRUED MEDICAL BENEFITS	1,586.27
101-172-716.000	EMPLOYMENT EXPENSE	527.69
101-192-716.000	EMPLOYMENT EXPENSE	1,055.38
101-209-716.000	EMPLOYMENT EXPENSE	1,160.93
101-215-716.000	EMPLOYMENT EXPENSE	1,688.62
101-253-716.000	EMPLOYMENT EXPENSE	527.69
101-265-851.000	TELEPHONE	567.23
101-441-716.000	EMPLOYMENT EXPENSE	1,451.17
536-000-716.000	EMPLOYMENT EXPENSE	527.69
577-000-801.000	CONTRACTED SERVICES & RENTALS	457.31
701-000-290.200	DPPT ESCROW	27.70
	TOTAL	9,577.68

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/04/2021	FOA	41018	AT&T	TELEPHONE	101-265-851.000	37.86
03/04/2021	FOA	41019	CROMAINE DISTRICT LIBRARY	DPPT ESCROW	701-000-290.200	327.89
03/04/2021	FOA	41020	HARTLAND CONSOLIDATED SCHOOLS	DPPT ESCROW	701-000-290.200	2,046.25
03/04/2021	FOA	41021	HARTLAND ROAD FUND	DPPT ESCROW	701-000-290.200	322.28
03/04/2021	FOA	41022	HARTLAND TOWNSHIP FIRE OPER	DPPT ESCROW	701-000-290.200	404.32
03/04/2021	FOA	41023	HARTLAND TOWNSHIP GENERAL FUND	DPPT ESCROW	701-000-290.200	355.36
03/04/2021	FOA	41024	HOME DEPOT CREDIT SERVICES	OPERATING SUPPLIES	101-265-740.000	27.88
03/04/2021	FOA	41025	LIV. EDUCATIONAL SERVICE AGENC	DPPT ESCROW	701-000-290.200	147.73
03/04/2021	FOA	41026	LIVINGSTON COUNTY TREASURER	DPPT ESCROW	701-000-290.200	552.22
03/04/2021	FOA	41027	LOWES BUSINESS ACCT/SYNCB	OPERATING SUPPLIES	536-000-740.000	52.54
			TOTAL - ALL FUNDS	TOTAL OF 10 CHECKS		4,274.33

--- GL TOTALS ---

101-265-740.000	OPERATING SUPPLIES	27.88
101-265-851.000	TELEPHONE	37.86
536-000-740.000	OPERATING SUPPLIES	52.54
701-000-290.200	DPPT ESCROW	4,156.05
	TOTAL	4,274.33

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Michael Luce, Director of Public Works

Subject: Approve Agreement for Walnut Ridge Estates Streetlight

Date: March 10, 2021

Recommended Action

Approve the MOA with Walnut Ridge Estates Homeowners Association for the installation and annual electric service invoicing for an entryway streetlight as presented.

Discussion

Walnut Ridge Estates HOA approached the Township requesting a streetlight at the entrance of their development. The Township has historically entered into MOA's with associations for the installation and electric service invoicing for such requests.

Historically, MDOT and DTE will not enter into agreements with homeowner associations for streetlight installations. MDOT and DTE require the local municipality to execute the contract on behalf of said requests. For these reasons, the Walnut Ridge Estates Association has reached out to the Township for assistance.

The proposal outlines a single streetlight per MDOT guidelines. The estimated annual operating costs is approximately \$274.20, which the Township will invoice to the Association on an annual basis. The Association has deposited an amount equal to the cost of the streetlight and two annual operating costs to the Township as a deposit for said services. The Township will not be responsible for any costs associated with repairs and maintenance.

Public Works is recommending Board approval of the proposed street light MOA for the Walnut Ridge Estates development located on the north side of M-59, just east of Grumlaw Church.

Financial Impact

The proposed costs for the installation and the first year of operation is projected to be \$5,224.11 and \$274.20 in subsequent operating costs annually. The association has deposited approximately \$5,825.73 as a deposit for said services.



February 11, 2021

Hartland Township
Mike Luce
2655 Clark Rd
Hartland, MI 48353

Re: Proposed Street Lighting-Walnut Ridge

I have completed the review of your request for the proposed lighting and have prepared a cost estimate for the installation of one (1) or two (2) streetlights at the entrance to the Walnut Ridge subdivision. I am recommending the installation of one (1) or two (2) 60w LED Granville acorn fixture mounted on a stock 12' fiberglass pole on a concrete foundation. Streetlight to be fed by underground cable.

The costs are based on the Option 1 Municipal Street Light rate, where DTE Energy installs, owns, and maintains the lighting system. The rate requires a portion of the construction costs be paid by the customer, which is determined by the following formula.

Option#1 Underground fed (1) 60w LED Granville

Annual Operating Cost	\$274.20
Costs to Construct	\$6,346.71
3yr Revenue Credit	(\$822.60)
Contribution from Hartland Township	\$5,524.11

Option#2 Underground fed (2) 60w LED Granville

Annual Operating Cost	\$548.40
Costs to Construct	\$10,847.92
3yr Revenue Credit	(\$1,645.20)
Contribution from Hartland Township	\$9,202.72

The price quoted shall be in effect for a period of six months from the date of this letter, after which these costs will no longer be valid. Payment of the customer contribution must be made prior to the actual start of construction.

Please contact me for a Street Lighting Purchase Agreement if you would like to proceed with the above installation.

Please call if you have questions, 734-309-2937.

Sincerely,
Brandon R. Faron
Brandon R. Faron
Account Manager
Community Lighting

**Memorandum of Agreement
Between Hartland Township and Walnut Ridge Estates
2021**

This Agreement is made on the ____ day of ____, 2021 by and between Walnut Ridge Estates Homeowners Association (hereinafter referred to as the "Association") and the Township of Hartland, a Michigan Municipal Corporation, 2655 Clark Road, Hartland, Michigan 48353 (hereinafter referred to as the "Township").

WHEREAS, the Township and the Association desire to enter into an agreement regarding the construction, maintenance, repairs, and operating costs of street lighting, a public improvement, to the Walnut Ridge subdivision; and

WHEREAS, the parties expressly acknowledge and agree to be bound by all terms and conditions imposed by this Agreement.

NOW THEREFORE, in consideration of the mutual agreements made herein, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, it is agreed as follows:

1. Terms and Conditions.

- a. The Association agrees to pay the entire cost of providing street lighting to the Walnut Ridge subdivision including, but not limited to, the cost of construction of one streetlight at Walnut Ridge and Highland Road, electrical service, and the maintenance or replacement of infrastructure including, but not limited to, poles, wires, transformers, and any other apparatus or equipment used to deliver street lighting to the Walnut Ridge development.
- b. The Association shall pay in advance to the Township the expected cost of providing street lighting to the Walnut Ridge development and in an amount determined by the Township in consultation with the provider of said electrical service. At any time during the term of this Agreement, the Township may revise the expected cost of providing street lighting to the Walnut Ridge subdivision upon notification of the same from the electrical service provider. The Association agrees that it shall be liable for the additional costs, if any, imposed by the electrical service provider, and shall, without requiring any amendments to this Agreement, revise the payments due to the Township pursuant to this paragraph and paragraph 1.c of this Agreement.
- c. The Association's first payment shall be due on or before April 20, 2021, in an amount equal to \$5,825.73 which shall cover the actual cost of installation and the first year of operating costs based upon the estimate provided by DTE Energy. The Walnut Ridge Association will be subsequently invoiced on an annual basis for the actual cost of providing electrical service. The Association shall not be liable for any costs associated with the Township's failure to remit payment to the electrical service provider.
- d. In the event the Association fails to make advance yearly payments for the cost of street lighting under this Agreement, the Township shall be entitled to immediately notify the electrical service provider that said payment has not been made and may direct said provider to immediately cease providing electrical service for street lighting in the Walnut Ridge Association. The Association agrees that any direct or indirect costs incurred by the Township including, but not limited to, reconnection fees, late fees, or any other administrative fees or charges caused by the Association's failure to pay in advance, shall be reimbursed to the Township prior to reestablishing street lighting service.

2. Termination. Either party to this Agreement may terminate its rights or obligations hereunder upon 120 days written notice. Said notice shall be sent by certified mail and shall be sent to the respective addresses listed below:

Walnut Ridge Estates Homeowner Association
2100 Walnut View Dr
Howell, MI 48855

Township of Hartland
2655 Clark Road
Hartland, Michigan 48353

- 3. Severability. Whenever possible, each provision of this Agreement shall be interpreted in such a way as to be effective and valid under applicable law. In the event any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of this Agreement, which shall remain in full force and effect and be enforceable in accordance with terms.
- 4. Amendments and Contract Execution. This Agreement may be amended by mutual agreement of the parties. This Agreement and amendments hereto shall be in writing and executed in multiple copies. Each copy shall be deemed an original, but all copies together shall constitute one and the same instrument.
- 5. Successors. This Agreement shall bind the Association and the Township, as well as their respective officers, agents and successors in interest.
- 6. Authority and Capacity. The Parties each represent and warrant to each other that they possess full right, title, and interest in and to any and all of the claims that are the subject of this Agreement and that they possess full authority to execute this Agreement in the capacity and manner indicated below.
- 7. Indemnification. The Association expressly acknowledges and agrees to indemnify the Township and shall forever hold the Township harmless against any damages, claims, administrative actions, and lawsuits stemming from providing street lighting, if any. The Association agrees to defend, to hold harmless and indemnify the Township in the event the Township or its officials or employees incur liabilities or costs defending claims, suits or administrative actions against them directly or indirectly as a result of this Agreement. The Association agrees to defend, to hold harmless and indemnify the Township and its officials and employees from and against any fees, costs, damages, judgments, liabilities or claims required to defend or settle said suits or administrative actions.

IN WITNESS WHEREOF, the duly authorized officers of the parties hereto have executed this agreement on the dates shown with their respective signatures.

Walnut Ridge Estates Homeowners Association

Hartland Township

By: _____

William Fountain

Its: _____

Hartland Township Supervisor

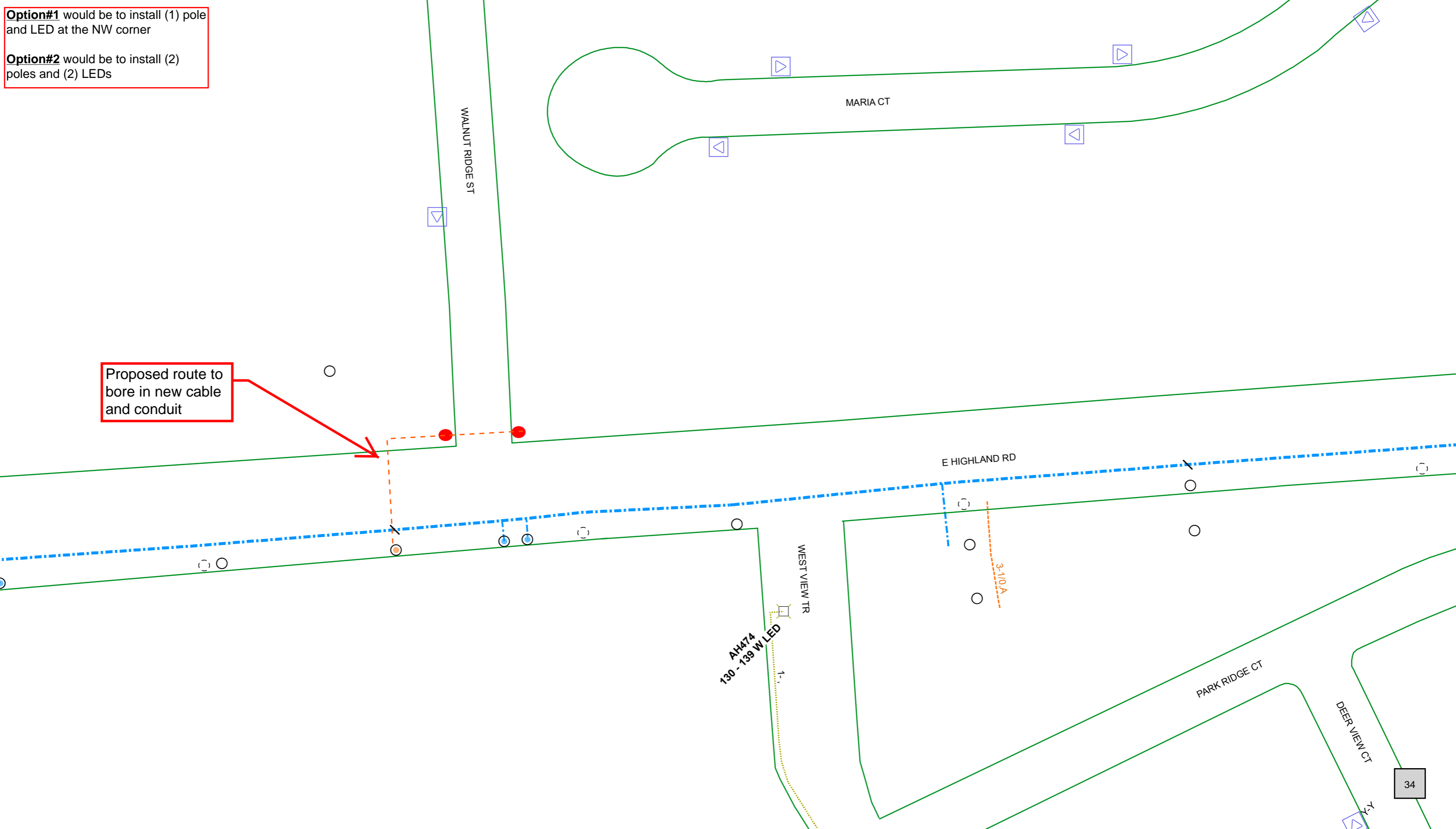
Date: _____

Date: _____

Option#1 would be to install (1) pole and LED at the NW corner

Option#2 would be to install (2) poles and (2) LEDs

Proposed route to bore in new cable and conduit



MARY ANN KOPCZYK



Summary

Hardworking and reliable bank teller with strong ability in accuracy and honesty. Offering balancing, strong work ethic and problem solving. Highly organized, proactive and punctual with team-oriented mentality.

Skills

- Planning
- Critical thinking
- Team building
- Multitasking
- Troubleshooting
- Reliable and trustworthy
- Organization
- Friendly, positive attitude

Experience

Bank Teller | CHASE BANK - Hartland, MI | 04-2007 - Current

- Conducted special service and account transactions for customers, including ordering checks and placing stop payment orders.
- Recommended bank products and services to current and prospective customers.
- Warmly welcomed customers and offered pleasant service during entire transaction, which improved satisfaction ratings .
- Identified and eliminated errors when balancing ATM transactions, teller cash dispensers and teller cash recyclers.
- Offered to take on additional shifts during holidays and other busy periods to alleviate staffing shortages.
- Prepared official checks for customer and internal bank needs.
- Increased knowledge of banking products and services by actively participating in available training classes and workshops offered to employees.
- Identified and reported suspicious behavior to security personnel as appropriate.
- Received cash and checks for deposit, including verifying amounts and endorsements and examining cash to prohibit acceptance of counterfeit bills.
- Adhered to strict guidelines regarding financial and customer data to avoid breaches and information misuse.

Education and Training

Wayne Memorial High School | Wayne, MI | 1975

High School Diploma

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Kathie Horning, Treasurer

Subject: Ratify the Hiring of M. Kopczyk as Treasures Part-Time Cashier (\$16.50/Hr)

Date: March 11, 2021

Recommended Action

Move to ratify the Hiring of M. Kopczyk as Treasures Part-Time Cashier (\$16.50/Hr)

Discussion

The Township Treasures Department has employed a part time cashier for many years.

Long time employee Cori Kline left the Township for alternate career opportunities, resulting in a vacancy within the Treasures Department.

Staff conducted multiple interviews and M. Kopczyk was the finalist selected for the position. Treasure Horning is seeking ratification of the hiring at a wage of \$16.50 per hour.

Financial Impact

Is a Budget Amendment Required? Yes No

The wage aligns with the previous employee's rate, and therefore a budget amendment is not required.

Attachments

Resume redacted

Hartland Township
JOB DESCRIPTION

Title:	Project Coordinator	Effective:	XX/XX/2014
Employment:	Regular, Full-Time	Reports To:	Township Manager
FLSA Status:	Non-Exempt	Pay Grade:	18

Responsibilities

- Assists the Township Manager in a variety of administrative, analytical and project management work in support of daily and strategic activities of the Township.
- Compiles and communicates project status reports, meeting agenda's, meeting summaries, and other documents needed to in support of Township Manager, Departments Heads and Board of Trustees.
- Keeps records of departmental activities and prepares professional documents using best practices for desktop publishing, for submission to a variety of agencies and Township administration.
- Ensures records, reports, correspondence and other documents are timely prepared and properly maintained;
- Performs other administrative and clerical functions as required to preserve the integrity of the Manager's Office.
- Safeguards the confidentiality of Township administration by exercising discretion in communicating information, handling departmental records and files, personnel actions, performance evaluations and similar confidential materials.
- Assists in the preparation of budget and purchase requests as well as overseeing the purchase of supplies and equipment in the Managers' office.
- Support the Township with its public and formal meeting process, from agenda preparation through approval and decision workflow and public information dissemination
- Create and manages some content for Township's website.
- Directs, schedules and coordinates activities for the cable operators and cable channel broadcast
- *Acts as the point of contact for information technology related to day to day operations of the Township Staff*

Requirements

- Associates Degree in Management or related field
- Experience in project management principles and techniques
- Ability to prioritize multiple tasks, maintain attention to detail and work efficiently with deadlines and changing priorities.
- Design, develop, edit, and disseminate communication and professional documents
- Ability to establish and maintain effective working and communicative relationships

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert West, Director of Public Works
Subject: Project Coordinator Job Description Revisions
Date: March 11, 2021

Recommended Action

Move to approve the Hartland Township Project Coordinator job description revisions as presented

Discussion

The current Hartland Township Project Coordinator position is vacant, and the Township Manager is looking to post the position in the next week.

As part of the potential posting of the project Coordinator position, a revised job description has been developed to reflect recent candidate preferences. The job description has been revised to include the following responsibility

“Acts as the point of contact for information technology related to day-to-day operations of the Township Staff”

All Township job descriptions are review from time to time to reflect the changes in the municipal environment, and the Project Coordinator job description has been revised to include the most up to date revisions prior to posting.

Financial Impact

Is a Budget Amendment Required? Yes No

Attachments

Revised Job Description (revisions in red text)

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: Fire Authority Fiscal Year 2021-2022 Budget

Date: March 10, 2021

Recommended Action

Move to approve the 2022 Fiscal Year Budget for the Hartland Deerfield Fire Authority, as presented.

Discussion

Attached is the FY22 Hartland Deerfield Fire Authority (HDFA) budget, reviewed by the HTB on March 2, 2021.

Financial Impact

Is a Budget Amendment Required? Yes No

Attachments

2021-22 HDFA Draft Oper Budget

**HARTLAND DEERFIELD FIRE AUTHORITY
2021-22 OPERATING FUND BUDGET**

December 16, 2020

Pg. 1 of 2

ACCT#	DESCRIPTION	2021-22 DRAFT	2020-21 AMENDED	2019-20 ACTUAL	2018-19 ACTUAL	2017-18 ACTUAL	2016-17 ACTUAL	2015-16 ACTUAL
REVENUE		2.6%	0.9%	1.9%	3.2%	7.1%	4.7%	3.9%
601	HARTLAND TOWNSHIP	1,237,344	1,200,038	1,200,303	1,178,188	1,140,652	1,053,560	1,025,144
602	DEERFIELD TOWNSHIP	382,244	378,209	364,629	357,911	348,450	336,361	302,763
610	FIRE PROTECTION CONTRACTS	150,000	150,000	158,928	134,805	154,452	97,370	118,235
626	COST RECOVERY	8,500	8,500	5,426	7,303	6,778	6,017	15,683
665	INTEREST INCOME	50	50	487	190	334	144	58
687	REBATES & REFUNDS	0	0	0	0	0	0	0
690	LOAN PROCEEDS	0	0	0	0	0	0	0
694	OTHER REVENUE (Instructor Hours Reimburse, etc)	10,000	12,500	16,782	10,843	6,004	1,725	21,555
699	TRANSFER IN - CAP. REP. & IMP. (+ Prior Yr Tx)	7,000	124,483	11,875	0	0	0	0
	TOTAL REVENUE	1,795,138	1,873,780	1,746,555	1,689,240	1,656,670	1,495,177	1,483,438
EXPENDITURES								
PERSONNEL								
702	WAGES - FIRE CHIEF	93,056	93,056	93,056	89,909	89,909	89,691	87,134
703	WAGES - CHIEF OFFICERS	99,500	93,500	0	0	0	0	0
703.01	OT WAGES - CHIEF OFFICERS	3,500	4,400	0	0	0	0	0
704.1	WAGES - FIRE MARSHAL	0	0	0	0	1,038	52,624	52,624
704.11	OT WAGES - FIRE MARSHAL	0	0	0	0	0	947	844
704.3	WAGES - SHIFT SUPERVISORS	179,800	168,890	110,393	101,520	95,566	94,785	94,785
704.31	OT WAGES - SHIFT SUPERVISORS	10,500	11,800	7,500	6,469	8,500	6,805	7,565
704.4	WAGES - ADMIN. ASST.	47,975	47,200	47,523	46,240	44,492	44,283	44,283
704.41	OT WAGES - ADMIN. ASST.	1,500	1,685	3,450	3,001	2,000	1,488	2,136
704.5	WAGES - FIRE INSPECTOR	60,750	55,200	46,195	44,700	21,810	0	0
704.51	OT WAGES - FIRE INSPECTOR	3,500	4,400	6,200	6,797	0	0	0
705.1	WAGES - CHAPLAIN	6,500	8,000	8,090	0	0	0	0
705.2	WAGES - sUAS UNIT	650	650	1,717	0	0	0	0
708.1	WAGES - DEPUTY CHIEFS	0	0	29,932	27,564	32,647	33,912	34,782
708.3	WAGES - CAPTAIN	5,350	5,200	4,217	3,122	5,282	4,535	4,188
708.4	WAGES - LIEUTENANTS	63,550	62,000	137,211	83,249	82,343	45,010	49,692
708.41	OT WAGES - LIEUTENANTS	4,000	7,900	0	0	0	0	0
708.5	WAGES - SERGEANTS	78,950	77,000	103,480	92,275	105,478	108,848	116,045
708.6	WAGES - FIREFIGHTERS	238,300	232,500	227,035	258,288	236,997	227,615	210,246
708.7	WAGES - CADET FIREFIGHTERS	3,000	3,000	9,732	11,907	6,463	6,067	3,944
708.8	WAGES - ACCOUNTANT/HR	26,500	26,500	26,500	24,546	22,832	17,497	17,282
709	WAGES - CELL PHONE STIPEND	8,000	8,000	7,000	5,050	4,250	5,080	4,900
710	WAGES - BOARD MEMBERS	6,300	6,100	6,000	5,700	6,275	5,475	5,775
711&714	WAGES - INSTRUCTORS (ACADEMY & DIVE)	4,500	4,600	4,550	0	0	0	0
712	WAGES - ACCRUED PTO	6,000	6,000	4,361	2,128	4,055	4,491	3,196
715	PAYROLL TAXES	72,804	70,960	67,118	58,982	58,417	56,519	56,225
	TOTAL PERSONNEL	1,024,485	998,541	951,260	871,447	828,354	805,672	795,646
PROFESSIONAL FEES								
801	ACCOUNTING/AUDITING & PAYROLL SERVICE	12,600	12,600	12,931	12,034	11,689	11,465	11,322
801.1	I.T./COMPUTER SERVICES	13,500	13,500	15,239	6,552	5,651	8,530	6,930
810	EMP. ASST. PGM.	2,000	2,000	1,710	1,613	1,496	1,529	1,525
826	LEGAL FEES	2,500	2,500	1,750	2,070	1,750	2,650	1,750
827	HIRING/RETENTION/PROMOTION	1,500	1,500	1,215	2,634	2,267	994	1,741
956	BANK FEES	100	100	0	0	0	0	0
	TOTAL PROFESSIONAL FEES	32,200	32,200	32,845	24,903	22,853	25,168	23,268
INSURANCE & BENEFITS								
716	HEALTH CARE/LIFE & DISABILITY INS	121,500	119,000	114,941	73,920	61,203	66,434	58,186
716.3	INSURANCE (W/C & LIABILITY)	109,500	107,000	108,983	114,974	112,168	105,881	89,385
718	RETIREMENT (DB, DC, 457 MATCH)	37,200	37,200	65,472	36,853	47,760	41,973	37,965
718.1	MERS DC	28,000	26,000	0	11,100			
718.2	457 MATCH	15,000	11,500	0	8,000			
	TOTAL INSURANCE	311,200	300,700	289,396	244,847	221,131	214,288	185,536
EQUIPMENT & SUPPLIES								
719.1	UNIFORMS	8,500	8,500	8,467	9,165	8,791	7,142	9,012
719.2	TURN OUT GEAR	6,500	6,500	12,603	6,360	8,935	3,981	3,532
727	OFFICE SUPPLIES	6,000	6,000	5,635	7,965	9,330	5,568	5,764
729	COMPUTERS & RECORDS MGMT.	9,700	9,700	10,728	11,229	16,289	12,370	6,920
740	OPERATING SUPPLIES	19,000	19,000	15,306	23,465	25,762	16,075	22,366
744	MEDICAL SUPPLIES	6,000	6,000	5,161	5,167	4,534	3,525	23,780
860	FUEL	28,500	28,500	28,499	28,508	23,864	20,462	23,067
928	sUAS	1,500	1,500					
930	R & M - ANNUAL APPARATUS & EQUIP	19,500	19,500	22,263	13,649	13,284	15,170	16,378
930.1	R & M - SMALL EQUIP	3,000	3,000	3,807	6,126	3,224	2,694	4,403
930.2	R & M - VEHICLES	50,000	50,000	56,992	56,065	53,533	44,066	34,876
930.8	R & M - RADIOS/BATTERIES	3,000	2,000	112	348	2,736	1,588	1,144
	TOTAL EQUIPMENT & SUPPLIES	161,200	160,200	169,573	168,047	170,282	132,641	151,242

**HARTLAND DEERFIELD FIRE AUTHORITY
2021-22 OPERATING FUND BUDGET**

**December 16, 2020
Pg. 2 of 2**

ACCT#	DESCRIPTION	2021-22 DRAFT	2020-21 AMENDED	2019-20 Budget	2018-19 ACTUAL	2017-18 ACTUAL	2016-17 ACTUAL	2015-16 ACTUAL
UTILITIES								
802	GARBAGE & SNOW	18,000	18,000	18,872	23,163	26,553	17,727	18,444
920	GAS	8,500	8,500	11,128	12,879	7,455	5,195	4,776
920.1	ELECTRIC	21,500	21,500	20,611	20,480	22,291	20,079	23,248
920.2	WATER & SEWER	3,900	3,900	3,696	3,329	2,723	2,742	2,875
	TOTAL UTILITIES	0.0% <u>51,900</u>	<u>51,900</u>	<u>54,307</u>	<u>59,851</u>	<u>59,022</u>	<u>45,743</u>	<u>49,343</u>
DUES & SUBSCRIPTIONS								
804	MEMBERSHIPS & PUBLICATIONS	5,000	5,000	4,257	4,903	6,486	5,684	6,066
805	Liv.Co. Specialized Response Teams	4,000	4,000	4,000	4,000	3,500	3,500	3,500
	TOTAL DUES & SUBSCRIPTIONS	0.0% <u>9,000</u>	<u>9,000</u>	<u>8,257</u>	<u>8,903</u>	<u>9,986</u>	<u>9,184</u>	<u>9,566</u>
PHYSICALS & VACCINES								
720	PHYSICALS & VACCINES	8,000	8,000	4,484	9,892	983	9,353	4,456
	TOTAL PHYSICALS & VACCINES	0.0% <u>8,000</u>	<u>8,000</u>	<u>4,484</u>	<u>9,892</u>	<u>983</u>	<u>9,353</u>	<u>4,456</u>
TRAINING								
739	PUBLIC EDUCATION	9,500	8,000	12,274	6,856	6,198	3,423	2933
957	TRAINING	7,500	5,800	9,313	7,098	499	9,250	10396
957.1	TRAINING - SUPPLIES/OTHER	2,000	1,200	1,869	3,540	7,859	4,036	1519
957.15	TRAINING & RECERT - BLUE CARD	500	1,700					
957.2	TRAINING & RECERT - FIRE INSPECTORS	300	300	875	0	1,684	350	383
957.3	SEMINARS & CERTIFICATIONS	6,000	6,000	9,284	6,743	9,239	9,468	4892
957.4	TRAINING & RECERT - EMS	350	350	1,550	2,147	2,550	4,226	0
957.6	HIGH SCHOOL FIRE ACADEMY	500	500	25	0	0	0	0
957.7	COUNTY FIRE ACADEMY	12,000	12,000	11,028	0	0	0	0
957.8	TRAINING - DIVE/ICE/WATER RESCUE	3,000	3,800					
	TOTAL TRAINING	5.0% <u>41,650</u>	<u>39,650</u>	<u>46,218</u>	<u>26,384</u>	<u>28,029</u>	<u>30,753</u>	<u>20,123</u>
COMMUNICATIONS								
851	TELEPHONE	5,500	5,500	5,500	5,352	7,256	7,968	7,938
	TOTAL COMMUNICATIONS	0.0% <u>5,500</u>	<u>5,500</u>	<u>5,500</u>	<u>5,352</u>	<u>7,256</u>	<u>7,968</u>	<u>7,938</u>
BUILDINGS								
746	CLEANING SUPPLIES	5,000	5,000	6,067	4,032	3,209	3,208	3,137
930.4	R&M/IMPROVEMENTS	10,000	13,000	13,929	9,286	12,676	4,568	8,484
941	RENT - all 3 Fire Stations (\$1 each)	3	3	3	3	3	3	3
	TOTAL BUILDINGS	-16.7% <u>15,003</u>	<u>18,003</u>	<u>20,371</u>	<u>17,721</u>	<u>21,388</u>	<u>12,179</u>	<u>16,024</u>
CONTINGENCY/UNINSURED LOSS								
890.1	CONTINGENCY/UNINSURED LOSS	0	0	0	3,129	2,434	10,111	6,500
	TOTAL CONTINGENCY/UNINSURED LOSS	N/A <u>0</u>	<u>0</u>	<u>0</u>	<u>3,129</u>	<u>2,434</u>	<u>10,111</u>	<u>6,500</u>
TRANSFERS								
999	TRANSFERS TO CAPITAL REPLACEMENT	135,000	125,603	78,625	210,000	240,000	209,710	170,000
999	TRANSFERS TO CAPITAL REPLACEMENT - PRIOR	0	124,483	11,875	26,889	0	43,796	0
	TOTAL TRANSFERS	N/A <u>135,000</u>	<u>250,086</u>	<u>90,500</u>	<u>236,889</u>	<u>240,000</u>	<u>253,506</u>	<u>170,000</u>
TOTAL EXPENDITURES		<u>1,795,138</u>	<u>1,873,780</u>	<u>1,660,836</u>	<u>1,650,476</u>	<u>1,611,718</u>	<u>1,512,770</u>	<u>1,439,642</u>
NET REVENUES OVER (UNDER) EXPEDITURES		0	0	85,719	11,875	39,607	-17,593	43,796
BEGINNING FUND BALANCE		<u>100,000</u>	<u>224,483</u>	<u>138,764</u>	<u>126,889</u>	<u>87,282</u>	<u>148,671</u>	<u>104,875</u>
ENDING FUND BALANCE		<u>100,000</u>	<u>100,000</u>	<u>224,483</u>	<u>138,764</u>	<u>126,889</u>	<u>87,282</u>	<u>148,671</u>

	2020	
<u>Formula Data</u>	Hartland	Deerfield
Usage for Oct.1 thru Sep.30	2,568.8	730.7
Usage Percentage	77.9%	22.1%

21-22 Budget % @ 3yr Avg	
Hartland	76.4%
Deerfield	23.6%

2019	
Hartland	Deerfield
3,088.9	1,016.5
75.2%	24.8%

2020-21
76.0%
24.0%

2018	
Hartland	Deerfield
4,137.2	1,299.1
76.1%	23.9%

2019-20
76.7%
23.3%

2017	
Hartland	Deerfield
3,889.9	1,177.4
76.8%	23.2%

2018-19
76.7%
23.3%

2016	
Hartland	Deerfield
3,907.4	1,154.5
77.2%	22.8%

2017-18
76.6%
23.4%

2016-17
75.8%
24.2%

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director
Subject: Resolution – FY2022 General Appropriations Act
Date: March 10, 2021

Recommended Action

Open & close budget hearing;

Move to approve the Resolution to Establish a General Appropriations Act for the 2022 Fiscal Year.

Discussion

The FY22 General Appropriations Act is consistent with our past practice, with added language to amend the pay grade schedule in the Board Policy Manual. Also included are the new wages and salaries for certain employees, effective 4/1/2022, in accordance with the consensus direction provided to the Manager at the 3/2/21 budget work session.

Resolution - FY2022 General Appropriations Act

RESOLUTION TO ESTABLISH A GENERAL APPROPRIATIONS ACT FOR HARTLAND TOWNSHIP FOR THE 2021 - 2022 FISCAL YEAR; TO DEFINE THE POWERS AND DUTIES OF TOWNSHIP OFFICERS IN RELATION TO BUDGET ADMINISTRATION; AND TO PROVIDE REMEDIES FOR REFUSAL OR NEGLECT TO COMPLY WITH THE REQUIREMENTS OF THIS RESOLUTION

At a regular meeting of the Township Board of Hartland Township, Livingston County, Michigan, held at the Township Hall in said Township on March 16, 2021 at 7:00pm.

PRESENT:

ABSENT:

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

Section 1: Title

This resolution shall be known as the Hartland Township General Appropriations Act. This amended schedule shall repeal and replace Section 3.03 of the Board Policy Manual.

Section 2: Public Hearings on the Budget

Pursuant to MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed budget was published in the Livingston County Press & Argus on March 7, 2021, and a public hearing on the proposed budget was held on March 16, 2021.

Section 3: Millage Levy

The Hartland Township Board anticipates a levy of 0.7699 mills to be levied and collected as the general property tax on all real and personal property within the Township upon the current tax roll, said 0.7699 mills being within the limit as statutorily allocated millage and the amount is less than 1.0 mill and is exempt from Truth-in-Taxation requirements. Additionally, separately voted millage dedicated exclusively for fire operations and road improvements will be levied in an anticipated amount of 2.06 mills and 1.4432 mills, respectively.

Section 4: Estimated Revenues

Estimated Township revenues for fiscal year 2021 – 2022, including various miscellaneous revenues, as listed in the proposed budget attached hereto:

General Fund (101)	\$ 2,763,212
Municipal Street Fund (204)	\$ 1,107,697
Fire Operating Fund (206)	\$ 1,577,473
Liquor Law Enforcement Fund (212)	\$ 12,570
M59 Road Improvement Debt Fund (354)	\$ 327,720
Millpointe Road SAD (358)	\$ 98,884
Bullard Lake Road SAD (359)	\$ 20,613
Capital Projects Fund (401)	\$ 569,857
Water System Fund (536)	\$ 773,352
Water Debt Service Fund (537)	\$ 1,200
Water Replacement Fund (539)	\$ 3,180,755
Cable PEG Fee Fund (577)	\$ 88,000
Sewer Fund (590)	\$ 3,617,179
Sewer Lake Tyrone 2015 SAD (591)	\$ 41,810
Sewer 2005 Debt Fund (595)	\$ 171,839
Sewer Forestbrook Hills SAD#1 (596)	\$ 3,735
Sewer 2015 SAD 200 (597)	\$ 4,185

Section 5: Estimated Expenditures

Estimated Township expenditures for fiscal year 2021 - 2022 for the various Township activities as listed in the proposed budget attached hereto:

General Fund (101)	\$ 2,763,212
Municipal Street Fund (204)	\$ 1,179,450
Fire Operating Fund (206)	\$ 1,321,543
Liquor Law Enforcement Fund (212)	\$ 12,570
M59 Road Improvement Debt Fund (354)	\$ 305,600
Millpointe Road Debt Service Fund (358)	\$ 109,988
Bullard Lake Road SAD (359)	\$ 20,912
Capital Projects Fund (401)	\$ 430,869
Water System Fund (536)	\$ 679,055
Water Debt Service Fund (537)	\$ 688,875
Water Replacement Fund (539)	\$ 360,898
Cable PEG Fee Fund (577)	\$ 90,325
Sewer Fund (590)	\$ 3,355,258
Sewer Lake Tyrone 2015 SAD (591)	\$ 23,967
Sewer 2005 Debt Service Fund (595)	\$ 437,517
Sewer Forestbrook Hills SAD#1 (596)	\$ 0
Sewer 2015 SAD 200 (597)	\$ 0

Section 6: Adoption of Budget by Reference

The general fund budget and all other fund budgets of Hartland Township are hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 4 and 5 of this act and attached hereto.

Section 7: Adoption of Budget by Cost Center

The Board of Trustees of Hartland Township adopts the 2022 fiscal year general fund budget and all other fund budgets by cost center. Township officials responsible for the expenditures authorized in the budget may expend Township funds up to, but not to exceed, the total appropriation authorized for each cost center, and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for pay rate increases or capital outlay items equal to or greater than \$6,000 may be made without prior Board approval by budget amendment.

Section 8: Appropriation Not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The Finance Director shall exercise supervision and control to ensure that expenditures are within appropriations and shall not issue any order for expenditures that exceed appropriations.

Section 9: Transfer Authority

The Township Manager shall have the authority to make transfers among the various cost centers (or line items) without prior Board approval, if the amount to be transferred does not exceed \$6,000 of the appropriation item from which the transfer is to be made. Under no circumstances may the total general fund budget be changed without prior Board approval.

Section 10: Periodic Fiscal Reports

Following the first quarter of the fiscal year, the Finance Director shall transmit to the Board at the end of each month a report of financial operations, including, but not limited to:

- a. a summary statement of the financial condition of the general fund and all other funds at the end of the previous month;
- b. a summary statement showing the receipts and expenditures for the current fiscal year to the end of the previous month compared to the current year budget, and the prior year, same period.

Section 11: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 12: New Pay Rates & Pay Grades for Certain Township Employees

Effective April 1, 2021, the new pay rates for township employees is approved, as shown in **Appendix A**. Further, the Township Board approves the amended pay grade schedule, attached in **Appendix B**. This amended schedule shall repeal and replace the table in Section 4.08 (Pay Grade Schedule) of the Board Policy Manual.

Section 13: Budget Monitoring

Whenever it appears to the Township Manager or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Township Manager shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 14: Violations of This Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in P.A. 621 (1978) and the Hartland Township employee handbook.

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

Financial Impact

Is a Budget Amendment Required? Yes No

Attachments

FY22 Budget Package

Budget Hearing 2021-2022 Presentation

Appendix A New Pay Rates Effective 04.01.21

Appendix B Pay Grades Effective 04.01.21

HARTLAND TOWNSHIP
 FISCAL YEAR 2021-2022 BUDGET
 PUBLIC HEARING MARCH 16, 2021 7:00PM

DEPARTMENT	DESCRIPTION	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
000		2,752,259	2,752,007	2,763,212
TOTAL ESTIMATED REVENUES		2,752,259	2,752,007	2,763,212
APPROPRIATIONS				
101	TOWNSHIP BOARD	66,988	79,623	83,263
171	SUPERVISOR	34,273	34,372	34,372
172	ADMINISTRATION	236,337	222,630	204,820
191	ELECTIONS	20,576	44,244	2,150
192	FINANCE DEPARTMENT	166,001	164,631	170,869
209	ASSESSOR	217,452	241,027	223,868
215	CLERK	142,458	156,114	158,110
239	VEHICLE USE	1,836	2,300	2,345
247	BOARD OF REVIEW	2,159	4,450	3,697
253	TREASURER	189,339	185,830	182,441
258	DATA PROCESSING	14,798	19,700	26,400
265	TOWNSHIP HALL & GROUNDS	121,996	113,765	114,186
299	UNALLOCATED	27,909	79,992	91,410
400	PLANNING & ZONING	323,977	327,135	332,362
410	BOARD OF APPEALS	2,131	2,172	2,172
441	DEPARTMENT OF PUBLIC WORKS	172,243	182,785	210,318
444	SIDEWALKS	4,000	6,000	6,000
448	STREET LIGHTS	19,365	14,750	14,250
463	ROADS & M59 MEDIAN	79,401	94,395	112,361
465	DRAINS, PUBLIC BENEFIT	2,950	8,300	10,800
567	CEMETERIES			20,966
577	COMMUNICATIONS	61,179	45,788	50,476
722	ZONING CODE ENFORCEMENT	14,426	16,082	15,571
751	PARKS & RECREATION	75,834	55,818	88,648
901	APPROPRIATIONS-TRANSFER OUT	887,185	555,148	601,357
TOTAL APPROPRIATIONS		2,884,813	2,657,051	2,763,212
NET OF REVENUES/APPROPRIATIONS - FUND 101		(132,554)	94,956	
	BEGINNING FUND BALANCE	2,995,149	2,862,598	2,957,554
	ENDING FUND BALANCE	2,862,595	2,957,554	2,957,554

HARTLAND TOWNSHIP
 FISCAL YEAR 2021-2022 BUDGET
 PUBLIC HEARING MARCH 16, 2021 7:00PM

DEPARTMENT	DESCRIPTION	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
000		1,029,302	1,080,874	1,107,697
TOTAL ESTIMATED REVENUES		1,029,302	1,080,874	1,107,697
APPROPRIATIONS				
000		830,963	1,621,250	1,179,450
TOTAL APPROPRIATIONS		830,963	1,621,250	1,179,450
NET OF REVENUES/APPROPRIATIONS - FUND 204		198,339	(540,376)	(71,753)
	BEGINNING FUND BALANCE	1,389,682	1,588,023	1,047,647
	ENDING FUND BALANCE	1,588,021	1,047,647	975,894

BUDGET REPORT
 Fund: 206 FIRE OPERATING
 HARTLAND TOWNSHIP
 FISCAL YEAR 2021-2022 BUDGET
 PUBLIC HEARING MARCH 16, 2021 7:00PM

DEPARTMENT	DESCRIPTION	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
000		1,287,689	1,353,006	1,577,473
TOTAL ESTIMATED REVENUES		1,287,689	1,353,006	1,577,473
APPROPRIATIONS				
000		1,230,487	1,272,496	1,321,543
TOTAL APPROPRIATIONS		1,230,487	1,272,496	1,321,543
NET OF REVENUES/APPROPRIATIONS - FUND 206		57,202	80,510	255,930
	BEGINNING FUND BALANCE	1,232,871	1,290,072	1,370,582
	ENDING FUND BALANCE	1,290,073	1,370,582	1,626,512

HARTLAND TOWNSHIP
 FISCAL YEAR 2021-2022 BUDGET
 PUBLIC HEARING MARCH 16, 2021 7:00PM

DEPARTMENT	DESCRIPTION	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
000		12,234	12,190	12,570
TOTAL ESTIMATED REVENUES		12,234	12,190	12,570
APPROPRIATIONS				
000		1,897	12,188	12,570
TOTAL APPROPRIATIONS		1,897	12,188	12,570
NET OF REVENUES/APPROPRIATIONS - FUND 212		10,337	2	
	BEGINNING FUND BALANCE	51,198	61,535	61,537
	ENDING FUND BALANCE	61,535	61,537	61,537

HARTLAND TOWNSHIP
 FISCAL YEAR 2021-2022 BUDGET
 PUBLIC HEARING MARCH 16, 2021 7:00PM

DEPARTMENT	DESCRIPTION	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
000		3,197,845	335,753	327,720
TOTAL ESTIMATED REVENUES		3,197,845	335,753	327,720
APPROPRIATIONS				
000		4,263,001	315,733	305,600
TOTAL APPROPRIATIONS		4,263,001	315,733	305,600
NET OF REVENUES/APPROPRIATIONS - FUND 354		(1,065,156)	20,020	22,120
	BEGINNING FUND BALANCE	1,483,037	417,880	437,900
	ENDING FUND BALANCE	417,881	437,900	460,020

HARTLAND TOWNSHIP
 FISCAL YEAR 2021-2022 BUDGET
 PUBLIC HEARING MARCH 16, 2021 7:00PM

DEPARTMENT	DESCRIPTION	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
000		122,904	102,207	98,884
TOTAL ESTIMATED REVENUES		122,904	102,207	98,884
APPROPRIATIONS				
000		120,163	107,613	109,988
TOTAL APPROPRIATIONS		120,163	107,613	109,988
NET OF REVENUES/APPROPRIATIONS - FUND 358		2,741	(5,406)	(11,104)
	BEGINNING FUND BALANCE	248,644	251,385	245,979
	ENDING FUND BALANCE	251,385	245,979	234,875

HARTLAND TOWNSHIP
 FISCAL YEAR 2021-2022 BUDGET
 PUBLIC HEARING MARCH 16, 2021 7:00PM

DEPARTMENT	DESCRIPTION	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
000		26,213	20,913	20,613
TOTAL ESTIMATED REVENUES		26,213	20,913	20,613
APPROPRIATIONS				
000			26,203	20,912
TOTAL APPROPRIATIONS			26,203	20,912
NET OF REVENUES/APPROPRIATIONS - FUND 359		26,213	(5,290)	(299)
	BEGINNING FUND BALANCE		26,212	20,922
	ENDING FUND BALANCE	26,213	20,922	20,623

HARTLAND TOWNSHIP
 FISCAL YEAR 2021-2022 BUDGET
 PUBLIC HEARING MARCH 16, 2021 7:00PM

DEPARTMENT	DESCRIPTION	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
000		846,885	539,846	569,857
TOTAL ESTIMATED REVENUES		846,885	539,846	569,857
APPROPRIATIONS				
000		168,850	44,979	20,000
265	TOWNSHIP HALL & GROUNDS	13,712	8,500	8,500
444	SIDEWALKS	77,068	60,579	354,369
448	STREET LIGHTS	15,223		
463	ROADS & M59 MEDIAN		40,000	
751	PARKS & RECREATION	156,158	87,672	48,000
TOTAL APPROPRIATIONS		431,011	241,730	430,869
NET OF REVENUES/APPROPRIATIONS - FUND 401		415,874	298,116	138,988
	BEGINNING FUND BALANCE	256,673	672,548	970,664
	ENDING FUND BALANCE	672,547	970,664	1,109,652

HARTLAND TOWNSHIP
 FISCAL YEAR 2021-2022 BUDGET
 PUBLIC HEARING MARCH 16, 2021 7:00PM

DEPARTMENT	DESCRIPTION	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
000		616,680	653,655	773,352
TOTAL ESTIMATED REVENUES		616,680	653,655	773,352
APPROPRIATIONS				
000		407,078	616,776	679,055
TOTAL APPROPRIATIONS		407,078	616,776	679,055
NET OF REVENUES/APPROPRIATIONS - FUND 536		209,602	36,879	94,297
	BEGINNING FUND BALANCE	1,363,582	1,573,182	1,610,061
	ENDING FUND BALANCE	1,573,184	1,610,061	1,704,358

HARTLAND TOWNSHIP
 FISCAL YEAR 2021-2022 BUDGET
 PUBLIC HEARING MARCH 16, 2021 7:00PM

DEPARTMENT	DESCRIPTION	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
000		23,651	16,032	(233,800)
TOTAL ESTIMATED REVENUES		23,651	16,032	(233,800)
APPROPRIATIONS				
000		7,390	10,409	453,875
TOTAL APPROPRIATIONS		7,390	10,409	453,875
NET OF REVENUES/APPROPRIATIONS - FUND 537		16,261	5,623	(687,675)
	BEGINNING FUND BALANCE	680,743	697,003	702,626
	ENDING FUND BALANCE	697,004	702,626	14,951

HARTLAND TOWNSHIP
 FISCAL YEAR 2021-2022 BUDGET
 PUBLIC HEARING MARCH 16, 2021 7:00PM

DEPARTMENT	DESCRIPTION	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
000		188,540	30,178	3,180,755
TOTAL ESTIMATED REVENUES		188,540	30,178	3,180,755
APPROPRIATIONS				
000		258,752	250,000	360,898
TOTAL APPROPRIATIONS		258,752	250,000	360,898
NET OF REVENUES/APPROPRIATIONS - FUND 539		(70,212)	(219,822)	2,819,857
	BEGINNING FUND BALANCE	6,044,052	5,973,841	5,754,019
	ENDING FUND BALANCE	5,973,840	5,754,019	8,573,876

HARTLAND TOWNSHIP
 FISCAL YEAR 2021-2022 BUDGET
 PUBLIC HEARING MARCH 16, 2021 7:00PM

DEPARTMENT	DESCRIPTION	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
000		93,852	89,100	88,000
TOTAL ESTIMATED REVENUES		93,852	89,100	88,000
APPROPRIATIONS				
000		142,561	135,309	90,325
TOTAL APPROPRIATIONS		142,561	135,309	90,325
NET OF REVENUES/APPROPRIATIONS - FUND 577		(48,709)	(46,209)	(2,325)
	BEGINNING FUND BALANCE	232,582	183,872	137,663
	ENDING FUND BALANCE	183,873	137,663	135,338

HARTLAND TOWNSHIP
 FISCAL YEAR 2021-2022 BUDGET
 PUBLIC HEARING MARCH 16, 2021 7:00PM

DEPARTMENT	DESCRIPTION	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
000		2,974,319	3,416,614	3,617,179
TOTAL ESTIMATED REVENUES		2,974,319	3,416,614	3,617,179
APPROPRIATIONS				
000		3,443,051	4,661,271	3,350,258
595	2005 SEWER BONDS	8,686	10,000	5,000
TOTAL APPROPRIATIONS		3,451,737	4,671,271	3,355,258
NET OF REVENUES/APPROPRIATIONS - FUND 590		(477,418)	(1,254,657)	261,921
BEGINNING FUND BALANCE		26,304,504	25,827,085	24,572,428
ENDING FUND BALANCE		25,827,086	24,572,428	24,834,349

HARTLAND TOWNSHIP
 FISCAL YEAR 2021-2022 BUDGET
 PUBLIC HEARING MARCH 16, 2021 7:00PM

DEPARTMENT	DESCRIPTION	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
000		49,598	45,297	41,810
TOTAL ESTIMATED REVENUES		49,598	45,297	41,810
APPROPRIATIONS				
000		26,750	25,359	23,967
TOTAL APPROPRIATIONS		26,750	25,359	23,967
NET OF REVENUES/APPROPRIATIONS - FUND 591		22,848	19,938	17,843
	BEGINNING FUND BALANCE	168,734	191,582	211,520
	ENDING FUND BALANCE	191,582	211,520	229,363

HARTLAND TOWNSHIP
 FISCAL YEAR 2021-2022 BUDGET
 PUBLIC HEARING MARCH 16, 2021 7:00PM

DEPARTMENT	DESCRIPTION	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
000		1,065,735	1,680,653	171,839
TOTAL ESTIMATED REVENUES		1,065,735	1,680,653	171,839
APPROPRIATIONS				
000		462,652	460,810	437,517
TOTAL APPROPRIATIONS		462,652	460,810	437,517
NET OF REVENUES/APPROPRIATIONS - FUND 595		603,083	1,219,843	(265,678)
	BEGINNING FUND BALANCE	(11,655,068)	(11,051,984)	(9,832,141)
	ENDING FUND BALANCE	(11,051,985)	(9,832,141)	(10,097,819)

HARTLAND TOWNSHIP
 FISCAL YEAR 2021-2022 BUDGET
 PUBLIC HEARING MARCH 16, 2021 7:00PM

DEPARTMENT	DESCRIPTION	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
000		4,459	4,092	3,735
TOTAL ESTIMATED REVENUES		4,459	4,092	3,735
NET OF REVENUES/APPROPRIATIONS - FUND 596				
		4,459	4,092	3,735
	BEGINNING FUND BALANCE	26,757	31,216	35,308
	ENDING FUND BALANCE	31,216	35,308	39,043

HARTLAND TOWNSHIP
 FISCAL YEAR 2021-2022 BUDGET
 PUBLIC HEARING MARCH 16, 2021 7:00PM

DEPARTMENT	DESCRIPTION	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
000		5,337	4,580	4,185
TOTAL ESTIMATED REVENUES		5,337	4,580	4,185
NET OF REVENUES/APPROPRIATIONS - FUND 597				
		5,337	4,580	4,185
	BEGINNING FUND BALANCE	16,905	22,243	26,823
	ENDING FUND BALANCE	22,242	26,823	31,008
ESTIMATED REVENUES - ALL FUNDS				
		14,297,502	12,136,997	14,125,081
APPROPRIATIONS - ALL FUNDS				
		14,519,255	12,424,198	11,545,039
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS				
		(221,753)	(287,201)	2,580,042
BEGINNING FUND BALANCE - ALL FUNDS				
		30,840,044	30,618,293	30,331,092
ENDING FUND BALANCE - ALL FUNDS				
		30,618,291	30,331,092	32,911,134



Hartland Township

Budget Hearing

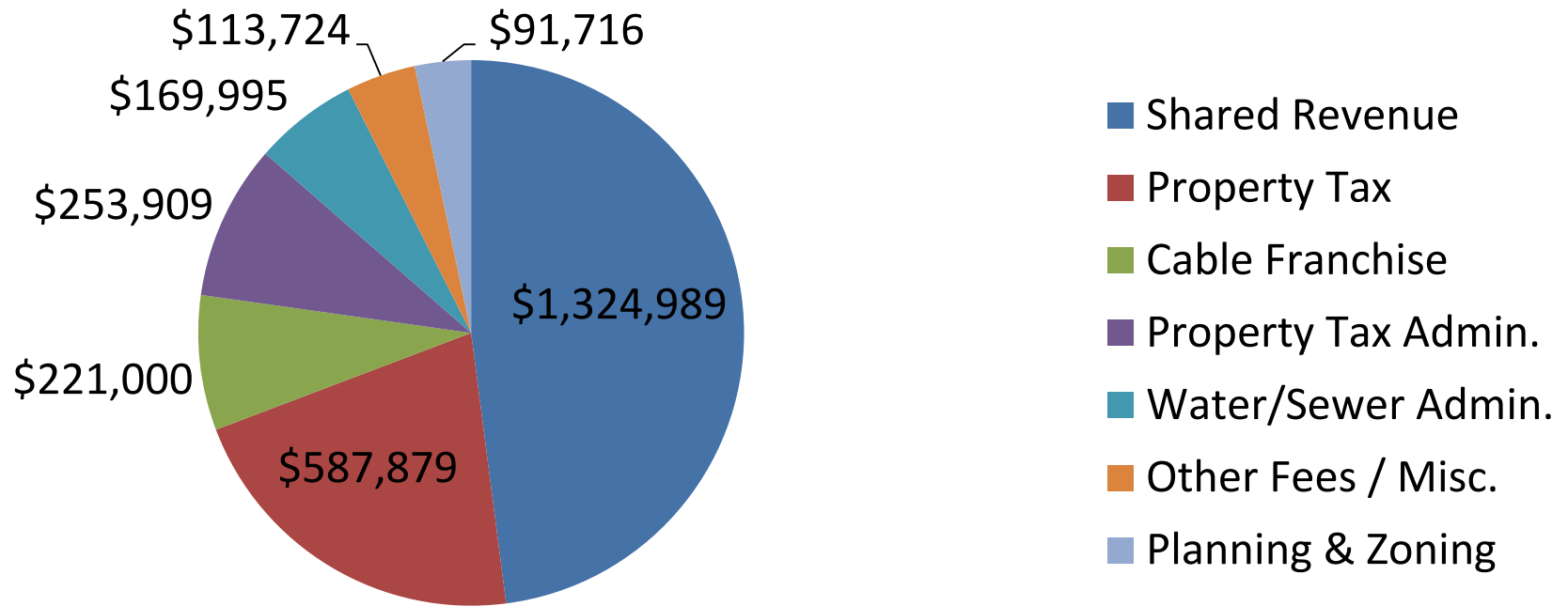
Fiscal Year 2021 - 2022

Truth In Taxation

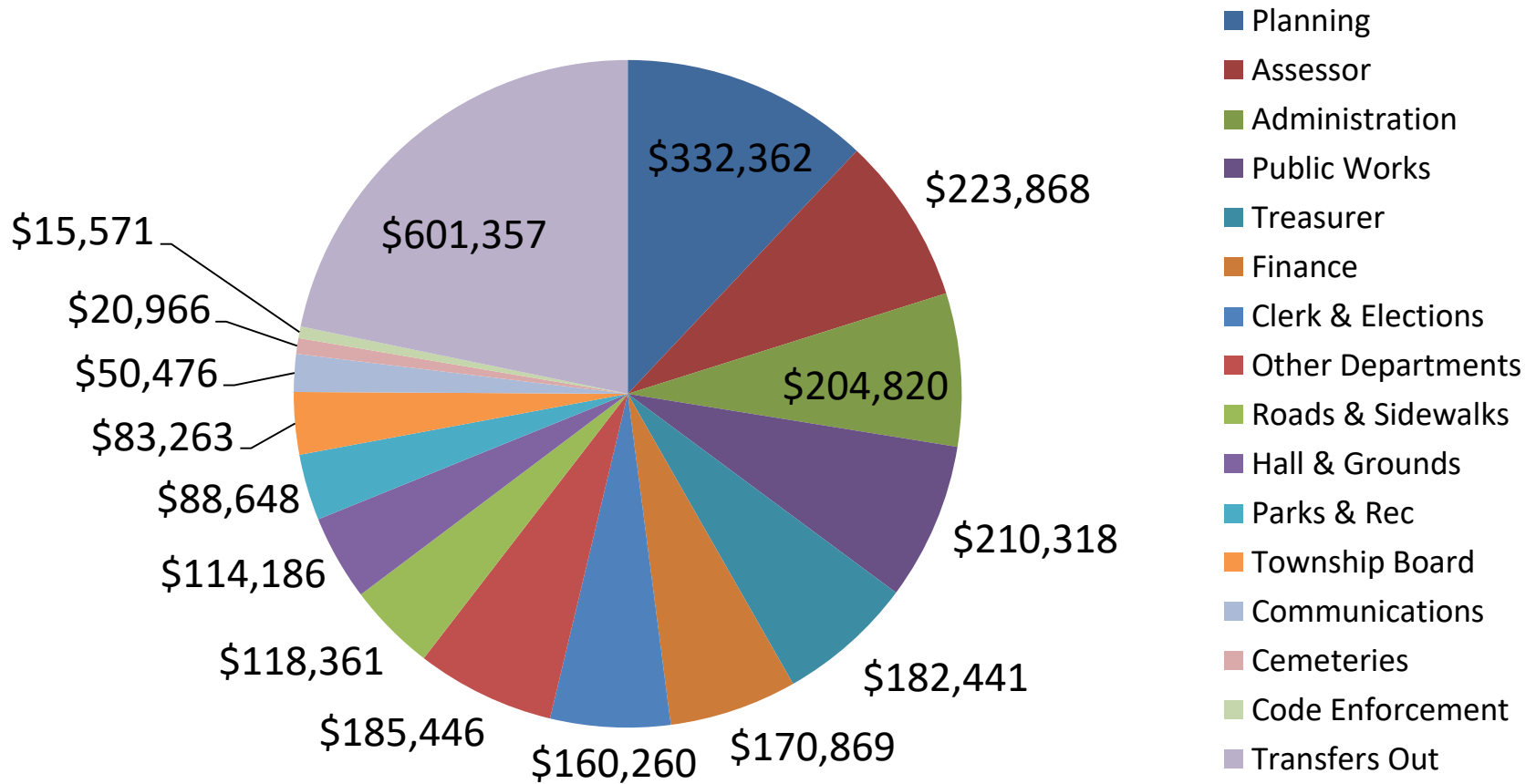
- Hartland Township 0.7699 mills
- Fire Millage 2.06 mills
- Road Millage 1.4432 mills

This is the best estimate as to the property tax millage rate that will be levied.

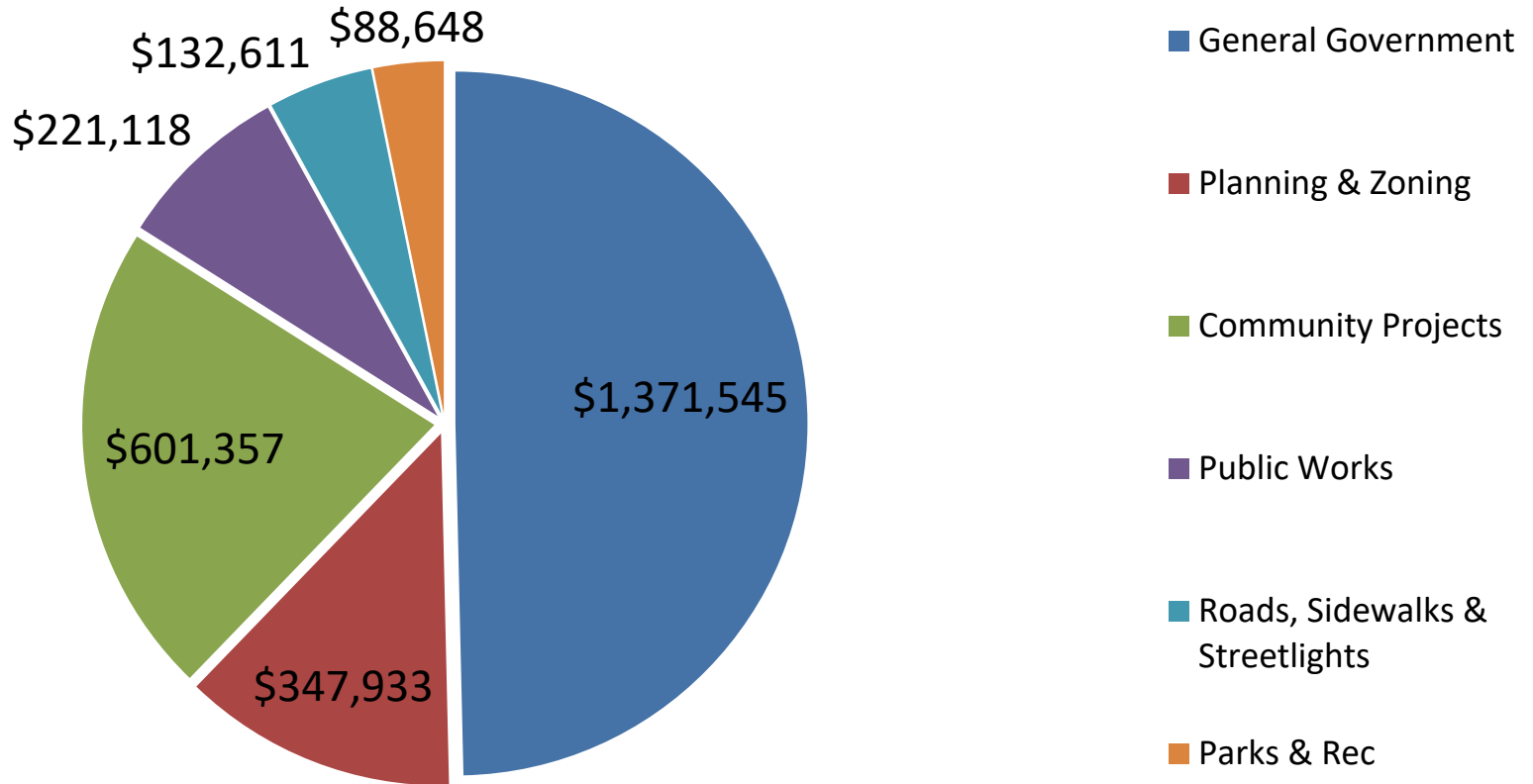
General Fund Estimated Revenues Fiscal Year 2021 – 2022



General Fund Estimated Expenditures Fiscal Year 2021 - 2022



General Fund Estimated Expenditures Fiscal Year 2021-2022 Condensed



New Pay Rates for Certain Township Employees, Effective 4/1/2021

TITLE	NAME	20-21 RATE	21-22 RATE	21-22 BONUS
Appraiser	Diana Beaudoin	\$19.86 per hour	\$20.13 per hour	\$500
Assessor	Jim Heaslip	\$70,530.96	\$71,507.88	\$950
Assistant Assessor	Lisa Johnson	\$23.46 per hour	\$ 23.78 per hour	\$500
Cable Operator	Susan Cobb	\$16.79 per hour	\$ 17.10 per hour	
Cable Operator	Peter Hendrix	\$17.84 per hour	\$ 18.17 per hour	
Cable Operator	Anthony Kendall	\$14.33 per hour	\$ 14.60 per hour	
Cashier	Mary Ann Kopczyk	\$16.50 per hour	\$ 16.50 per hour	
Clerk	Larry Ciofu	\$62,000.00	\$62,000.00	
Code Enforcement	Vincent Mocerri	\$20.00 per hour	\$ 20.00 per hour	
Communications Director	Melynda Bernardi	\$27.47 per hour	\$28.99 per hour	\$250
DPW Assistant	Kelly Bagdon	\$20.15 per hour	\$ 21.25 per hour	\$300
DPW Director	Mike Luce	\$78,000	\$78,000	
Deputy Clerk	Karen Vermillion	\$20.96 per hour	\$ 21.31 per hour	\$500
Deputy Treasurer	Donna Shollack	\$24.17 per hour	\$ 24.82 per hour	
Finance Clerk	Susan Case	\$20.45 per hour	\$ 21.60 per hour	
Finance Director	Susan Dryden-Hogan	\$78,997.59	\$81,331.79	
Maintenance	Dennis Goodwin	\$14.82 per hour	\$ 15.03 per hour	\$200
Manager	Robert West	\$95,000	\$95,000	
Planning Assistant	Carol Morganroth	\$21.27 per hour	\$ 21.84 per hour	
Planning Director	Troy Langer	\$78,794.81	\$81,126.20	
Planning Specialist	Martha Wyatt	\$33.10 per hour	\$ 33.85 per hour	
Receptionist	Casey Louis	\$13.78 per hour	\$14.32 per hour	\$250
Supervisor	William Fountain	\$31,000.00	\$31,000.00	
Treasurer	Kathleen Horning	\$62,000.00	\$62,000.00	
Water Operator I	Tyler Brooks	\$18.35 per hour	\$ 20.13 per hour	
Water Operator II	Kyle Mitchell	\$22.64 per hour	\$ 23.05 per hour	\$500

Recommended Pay Grade Scale Effective 4/1/21

Appendix B

Inflation Factor: **1.3851%** (Based on net inflationary adjustment calculated for 2020)

Applied to Minimum Step 1 for Pay Grades 1 - 3; Midpoint Step 5 for Pay Grades 4 - 9

Pay Grade	MINIMUM Step 1	Step 2	Step 3	Step 4	MIDPOINT Step 5	Step 6	Step 7	Fourth Quartile - High Performing
A	\$ 11.50	\$ 12.00	\$ 12.50		\$ 13.53	Open Range: Performance Based		\$ 15.56
1	\$ 12.99	\$ 13.55	\$ 14.11		\$ 15.28	Open Range: Performance Based		\$ 17.57
2	\$ 13.73	\$ 14.32	\$ 14.92		\$ 16.15	Open Range: Performance Based		\$ 18.58
3	\$ 14.83	\$ 15.46	\$ 16.11		\$ 17.44	Open Range: Performance Based		\$ 20.06
4	\$ 17.11	\$ 17.85	\$ 18.60	\$ 19.36	\$ 20.13	Open Range: Performance Based		\$ 23.15
5	\$ 18.06	\$ 18.84	\$ 19.63	\$ 20.43	\$ 21.25	Open Range: Performance Based		\$ 24.43
6	\$ 19.00	\$ 19.82	\$ 20.65	\$ 21.49	\$ 22.35	Open Range: Performance Based		\$ 25.70
7	\$ 25.62	\$ 26.73	\$ 27.85	\$ 28.99	\$ 30.15	\$ 31.29	\$ 32.41	Open Range \$ 34.67
	\$ 53,299	\$ 55,591	\$ 57,926	\$ 60,301	\$ 62,705	\$ 65,075	\$ 67,408	\$ 72,111
8	\$ 61,928	\$ 64,590	\$ 67,303	\$ 70,063	\$ 72,856	\$ 75,610	\$ 78,320	Open \$ 83,784
9	\$ 82,044	\$ 85,572	\$ 89,166	\$ 92,821	\$ 96,522	\$ 100,171	\$ 103,761	Open \$ 111,000

Percent change from previous step:

Step 2	Step 3	Step 4	MIDPOINT Step 5	Step 6	Step 7	Fourth Quartile
4.300%	4.200%	4.100%	3.987%	3.780%	3.585%	6.977%

The pay grades & steps above serve as a guideline.

Employees may be hired at any point in the pay grade, based on qualifications.

Employees are eligible to move to the next defined step in their pay grade annually.

By exception and based on performance, managers may choose to not recommend a full step increase or request a pay adjustment beyond the next step annually.

Movement in the pay grade defined by Open Range will be based on performance above and beyond expectations through the current Merit Pool process.

Advancement in the fourth quartile of each pay grade will only occur after demonstrating consistent high performance in the position and must be approved by the Township Manager.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Purchase Agreement - Dunham Road Parcel

Date: March 11, 2021

Recommended Action

Move to approve the purchase agreement for parcel 4708-21-200-026 as presented and furthermore authorize the Township Supervisor and Township Clerk agents on behalf of the Township to facilitate the closing procedure.

Discussion

The Township Board submitted an offer for 4.11 acres of vacant property adjacent to the Township Settlers Park. The offer was subsequently accepted, and the Township Board must approve the purchase request as presented and subsequently authorized the Township Supervisor and Township Clerk to facilitate the closing process to complete the acquisition.

Financial Impact

Is a Budget Amendment Required? Yes No

The purchase of the real property will be funded from the 401 Fund Balance (Capital Projects)

Attachments

Purchase Agreement



Disclosure Regarding Real Estate Agency Relationships

Before you disclose confidential information to a real estate licensee regarding a real estate transaction, you should understand what type of agency relationship you have with that licensee. A real estate transaction is a transaction involving the sale or lease of any legal or equitable interest in real estate consisting of not less than 1 or not more than 4 residential dwelling units or consisting of a building site for a residential unit on either a lot as defined in section 102 of the land division act, 1967 PA 288, MCL 560.102, or a condominium unit as defined in section 4 of the condominium act, 1978 PA 59, MCL 559.104.

- (1) An agent providing services under any service provision agreement owes, at a minimum, the following *duties* to the client:
- (a) The exercise of reasonable care and skill in representing the client and carrying out the responsibilities of the agency relationship.
 - (b) The performance of the terms of the service provision agreement.
 - (c) Loyalty to the interest of the client.
 - (d) Compliance with the laws, rules, and regulations of this state and any applicable federal statutes or regulations.
 - (e) Referral of the client to other licensed professionals for expert advice related to material matters that are not within the expertise of the licensed agent. A real estate licensee does not act as an attorney, tax advisor, surveyor, appraiser, environmental expert, or structural or mechanical engineer and you should contact professionals on these matters.
 - (f) An accounting in a timely manner of all money and property received by the agent in which the client has or may have an interest.
 - (g) Confidentiality of all information obtained within the course of the agency relationship, unless disclosed with the client's permission or as provided by law, including the duty not to disclose confidential information to any licensee who is not an agent of the client.

(2) A real estate broker or real estate salesperson acting pursuant to a service provision agreement shall provide the following *services* to his or her client:

- (a) When the real estate broker or real estate salesperson is representing a seller or lessor, the marketing of the client's property in the manner agreed upon in the service provision agreement.
- (b) Acceptance of delivery and presentation of offers and counteroffers to buy, sell, or lease the client's property or the property the client seeks to purchase or lease.
- (c) Assistance in developing, communicating, negotiating, and presenting offers, counteroffers, and related documents or notices until a purchase or lease agreement is executed by all parties and all contingencies are satisfied or waived.
- (d) After execution of a purchase agreement by all parties, assistance as necessary to complete the transaction under the terms specified in the purchase agreement.
- (e) For a broker or associate broker who is involved at the closing of a real estate or business opportunity transaction, furnishing, or causing to be furnished, to the buyer and seller, a complete and detailed closing statement signed by the broker or associate broker showing each party all receipts and disbursements affecting that party.

Michigan law requires real estate licensees who are acting as agents of sellers or buyers of real property to advise the potential sellers or buyers with whom they work of the nature of their agency relationship.

SELLER'S AGENTS

A seller's agent, under a listing agreement with the seller, acts solely on behalf of the seller. A seller can authorize a seller's agent to work with subagents, buyer's agents and/or transaction coordinators. A subagent of the seller is one who has agreed to work with the listing agent, and who, like the listing agent, acts solely on behalf of the seller. Seller's agents and their subagents will disclose to the seller known information about the buyer which may be used to the benefit of the seller.

Individual services may be waived by the seller through execution of a limited service agreement. Only those services set forth in paragraph (2)(b), (c), and (d) above may be waived by the execution of a limited service agreement.

BUYER'S AGENTS

A buyer's agent, under a buyer's agency agreement with the buyer, acts solely on behalf of the buyer. A subagent of the buyer is one who has agreed to work with the buyer's agent with who, like the buyer's agent, acts solely on behalf of the buyer. Buyer's agents and their subagents will disclose to the buyer known information about the seller which may be used to benefit the buyer.

Individual services may be waived by the buyer through execution of a limited service agreement. Only those services set forth in paragraph (2)(b), (c), and (d) above may be waived by the execution of a limited service agreement.

DUAL AGENTS

A real estate licensee can be the agent of both the seller and the buyer in a transaction, but only with the knowledge and informed consent, in writing, of both the seller and the buyer.

In such a dual agency situation, the licensee will not be able to disclose all known information to either the seller or the buyer. As a dual agent, the licensee will not be able to provide the full range of fiduciary duties to the seller or the buyer.

The obligations of a dual agent are subject to any specific provisions set forth in any agreement between the dual agent, the seller and the buyer.

TRANSACTION COORDINATOR

A transaction coordinator is a licensee who is not acting as an agent of either the seller or the buyer, yet is providing services to complete a real estate transaction. The transaction coordinator is not an agent for either party and therefore owes no fiduciary duty to either party.

DESIGNATED AGENCY

A buyer or seller with a designated agency agreement is represented only by agents specifically named in the agreement. Any agents of the firm not named in the agreement do not represent the buyer or seller. The named "designated" agent acts solely on behalf of his or her client and may only share confidential information about the client with the agent's supervisory broker who is also named in the agreement. Other agents in the firm have no duties to the buyer or seller and may act solely on behalf of another party in the transaction.

LICENSEE DISCLOSURE (Check one)

I hereby disclose that the agency status of the licensee named below is:

- Seller's agent
- Seller's agent – limited service agreement
- Buyer's agent
- Buyer's agent – limited service agreement
- Dual agent
- Transaction coordinator (A licensee who is not acting as an agent of either the seller or the buyer.)
- None of the above

AFFILIATED LICENSEE DISCLOSURE (Check one)

- Check here if acting as a designated agent. Only the licensee's broker and a named supervisor broker have the same agency relationship as the licensee named below. If the other party in a transaction is represented by an affiliated licensee, then the licensee's broker and all named supervisory brokers shall be considered disclosed consensual dual agents.
- Check here if not acting as a designated agent. All affiliated licensees have the same agency relationship as the licensee named below.

Further, this form was provided to the buyer or seller before disclosure of any confidential information.

Jay B Germane
Licensee Jay B Germane

3-8-2021
Date

Licensee

Date

ACKNOWLEDGMENT

By signing below, the parties acknowledge that they have received and read the information in this agency disclosure statement and acknowledge that this form was provided to them before the disclosure of any confidential information. **THIS IS NOT A CONTRACT.**

The undersigned _____ DOES DOES NOT have an agency relationship with any other real estate licensee. If an agency relationship exists, the undersigned is represented as SELLER _____ BUYER.

Jay B Germane
Potential Buyer Seller (check one)

3-10-2021
Date

[Signature]
Potential Buyer Seller (check one)

3-10-2021
Date

Disclaimer This form is provided as a service of the Michigan Association of REALTORS®. Please review both the form and details of the particular transaction to ensure that each section is appropriate for the transaction. The Michigan Association of REALTORS® is not responsible for use or misuse of the form, for misrepresentation, or for warranties made in connection with the form.



PURCHASE AGREEMENT

42705 Grand River Ave Ste. 201 | Novi MI 48375 | 888.304.1447

1. AGREEMENT TO SELL. The undersigned Seller and Purchaser agree to sell and purchase the following real property located in the [City, Village, Township] of: Hartland, Livingston County, Michigan, described as follows: [legal description/tax ID No.] SEC 21 T3M R6E CON N1/4 COR, TH ALG CL OF DUNHAM RD 6 N LN OF SEC 21, N8868*E0;44*26" E 1390.72 FT T 0821200026 known as [address] Parcel 2 DUNHAM RD Hartland MI 48353 together with all improvements and appurtenances, including but not limited to all window treatments, shades, blinds, curtain rods, traverse rods, lighting fixtures, storm windows and doors, screens, awnings, TV antenna, satellite dish and accessories, water softener (rental units excluded), security system, central vacuum system and attachments, garage door openers and transmitters, fireplace enclosures, grates, logs and gas attachments, attached mirrors, landscaping, attached humidifiers and electric air filters, fuel in tanks at the time of possession, carpeting, if any, now on the premises, and:

(the "Property").

Seller and Purchaser agree that the personal property identified in this Purchase Agreement is being sold together with the Property and that the consideration for the personal property is contained in the Purchase Price for the Property. Seller agrees to provide Purchaser with a bill of sale containing standard warranties of title for the personal property being sold to Purchaser as so identified. Seller further agrees to transfer to Purchaser, to the extent such transfer or assignment is permitted, all warranties and guaranties relating to any equipment, fixtures, or personal property affixed to the Property, and/or to be conveyed to Purchaser. Seller further agrees to deliver to Purchaser all service manuals, operating instructions, owner's manuals, repair records, service records, and the like in Seller's possession relating to the Property or any personal property, fixtures, or equipment to be sold or conveyed to Purchaser.

Purchaser agrees to pay Seller the sum of: \$ 131,000.00 (One Hundred Thirty-One Thousand) Dollars (the "Purchase Price") subject to the existing building and use restrictions, easements, and zoning ordinances, if any, in accordance with the terms and subject to the conditions set forth in this Purchase Agreement.

2. PURCHASER'S CLOSING COSTS.

Seller agrees to contribute: 0.00 of final sales price towards Purchasers: Pre-Paid Closing Costs Escrows

3. PAYMENT. This transaction shall be consummated by the subparagraph checked below: (Check box that applies)

A. CASH SALE. Purchaser will pay the sales price in cash or certified funds, after delivery by Seller, of a Warranty Deed conveying marketable title.

B. NEW MORTGAGE. This Agreement is contingent upon Purchaser's ability to secure a _____ mortgage in the amount of \$ _____. Purchaser agrees to pay the required down payment plus all prepaid items, mortgage costs, escrows and adjustments. Seller shall deliver to Purchaser the usual Warranty Deed conveying marketable title upon tender of the Purchase Price. Purchaser agrees to apply for said mortgage, within _____ days from the date of Seller's acceptance of this Agreement. Purchaser agrees to promptly and in good faith comply with the lender's request for necessary information required to process the loan application. If a firm commitment for the specified mortgage cannot be obtained within _____ days from the date of Seller's acceptance, this Agreement shall be null and void and the Deposit shall be returned to Purchaser. Denial of the specified mortgage shall render this Agreement null and void and the Deposit shall be returned to Purchaser.

C. LAND CONTRACT/OTHER. – SEE ADDENDUM.

4. APPRAISAL. This transaction is subject to the property appraising at the agreed upon sales price, or higher. If property appraises below the sales price, Purchaser shall have the option to declare this offer null and void with a full refund of deposit.

5. DEPOSIT. The Broker is hereby authorized to present this Purchase Agreement to Seller, and will accept a deposit of \$ 119,900.00 which is to be held, once received, by Broker under Act No. 299 P.A. of 1980 and applied to the purchase price if the sale is consummated; or returned to Purchaser if the offer is rejected or withdrawn. If the Agreement is terminated pursuant to any conditions set forth within the agreement, parties agree that Selling Broker shall return the Deposit to Purchaser and Seller's remedies, if any, are limited to an award of damages equal to the amount of the Deposit.

6. HOME PROTECTION PLAN. Purchaser acknowledges notice of the availability of a home protection plan. Purchaser: Declines Accepts

Protection through: N/A [at]: Purchaser's expense Seller's expense. Cost Not to Exceed: \$ _____

7. FLOOD INSURANCE. Purchaser may, at his expense, obtain a Flood Plain Certification within seven (7) days from the date of Seller's acceptance of this Agreement. If the Certification discloses that the property is in a Special Flood Hazard Area, Purchaser may notify Seller, in writing, within three (3) days from the date of the Certification, that Purchaser declares this Agreement null and void, and the deposit shall then be returned to Purchaser.

PURCHASER(S) INITIALS: [Handwritten initials]

SELLER(S) INITIALS: JVM , CG

VS 2.0 | Rev. 03/15 | 3DX Real Estate, LLC -- Form for use by active 3DX Real Estate Associates only, any other use is prohibited.



8. SELLER DISCLOSURES. Purchaser acknowledges Seller's Disclosure Statements have been provided by Seller and, if the Property is residential housing built before 1978, a Lead-Based Paint and Lead-Based Paint Hazards Disclosure, prior to signing this Agreement. Furthermore, Purchaser acknowledges these and any other disclosures are (a) based upon Seller's knowledge and is not a warranty of any kind by Seller or Listing and Selling Brokers and their salespeople; (b) not substitution for any inspections or warranties Purchaser wishes to obtain; (c) provided solely by Seller and is not a representation made by Listing and Selling Brokers and their salespeople; and (d) a disclosure only and not intended to be a part of this Agreement. Seller authorizes Broker to distribute copies of the disclosures to any lender, appraiser and municipality, upon Purchaser's request. Seller represents, that there are no underground storage tanks, hazardous or toxic substances existing on, under, or above the Property as defined in any federal, state, or local law, regulation, rule, statute, or directive, nor is there any asbestos, urea formaldehyde insulation and the property does not contain any pollution or other environmental hazards other than any the Sellers disclosed on the Sellers Disclosure Statements. Furthermore, there are no undisclosed or latent defects affecting the Property and its improvements other than as set forth and identified on Seller's Disclosure Statement.

9. HOMEOWNERS/CONDOMINIUM ASSOCIATION. If there is a Homeowners/Condominium Association that has authority over the property, Seller is to provide Purchaser with a copy of the most recent financial statement, Master Deed (if any), by-laws and assessments and any other related information within seven (7) days of acceptance. If Purchaser does not notify Seller in writing within nine (9) days from the date of receipt of said documents that the Purchaser is dissatisfied with said documents, this Agreement shall be binding without regard to said documents. If Purchaser notifies Seller in writing that Purchaser is dissatisfied with said documents within the above specified time, then Purchaser may declare this Agreement void and any deposits shall be refunded.

10. OCCUPANCY.

A. Keys Immediately at Closing B. Within _____ days after closing by 5 p.m. From the date of closing to and including the date of vacating, Seller shall pay Purchaser \$_____ per day as an occupancy charge. At closing, Seller shall deposit with Title Company \$_____ to hold in escrow as an occupancy deposit and \$_____ to hold in escrow as a damage deposit. Title Company shall pay to the Purchaser the amount of the occupancy charge and then reimburse Seller for any unused days upon Seller vacating the property.

C. If tenants occupy the property, then:

- Seller will have the tenants vacate the property before closing.
- Purchaser will be assigned all Landlord rights and security deposit and rents prorated to date of closing, with Purchaser assuming Landlord rights and obligations after date of closing.

Seller agrees to pay or reimburse Purchaser for all costs and expenses and incidental and consequential damages sustained by Purchaser incurred in recovering possession of the Property, which shall include, but not be limited to, mortgage payments, taxes, utilities, housing expense, storage fees, actual attorneys fees and any other costs or expenses which either arise out of or are connected with Seller's failure to vacate the Property as required by this Agreement. Furthermore, any material damage to property caused by Seller during occupancy period, will result in monies escrowed for damage deposit, to be released to Purchaser for repair expenses. Purchaser shall have discretion to determine and define what constitutes material damage. If material damage amounts exceed deposit, Seller will be responsible for reimbursing for any additional monies, directly to Purchaser. (The Escrow Agent or Broker has no obligation, implied or otherwise, for seeing that the premises are vacated or for the condition of the premises, etc.)

11. TAXES/DUES/ASSESSMENTS. Seller shall pay the following:

- A. Taxes. All current year real estate taxes which are due before date of closing, prorated and adjusted as of the date of closing in accordance with the Due Date basis of the municipality or taxing unit in which the property is located.
- B. Assessments. Any and all assessments associated with the property, until the time of closing.
- C. Association. All current year Current Homeowners, Subdivision or Condominium Association dues which are due before date of closing prorated between Seller and Purchaser as of the closing date on a due-date basis. Capital or lateral charges shall be paid by Seller at closing.
- D. Water/Sewer. ~~Final water and sewage charges which are due up to the final day of occupancy, prorated and adjusted between Seller and Purchaser as of the date on which Seller vacates the Property and surrenders the keys to Purchaser. Escrow Agent shall retain and hold in escrow a minimum of \$300 from the amount due Seller at closing for these charges. Escrow Agent shall remit the amount allocated to Seller and return the balance, if any, to Seller after receipt of the final bill or meter reading.~~

N/A

12. EVIDENCE OF TITLE AND TITLE INSURANCE.

- A. Commitment. As evidence of title, Seller, at Seller's expense, agrees to furnish Purchaser within ten (10) days of Seller's acceptance of this Agreement, a commitment for title insurance in an amount not less than the Purchase Price and bearing a date later than the acceptance date of this Agreement, with the owner's policy to be issued pursuant to the commitment insuring marketable title (as defined below) to the Property in Purchaser.
- B. Without Standard Exceptions. Seller agrees that the commitment for title insurance and the subsequent policy shall be issued without standard exceptions and that the policy issued will be updated to close any "gap" period between the date of closing and the date of the recording of the deed to Purchaser. Seller shall also provide Purchaser with a marked-up commitment for title insurance at the closing of this transaction guaranteeing that title is in the condition required under this paragraph.
- C. Owner Affidavit. Seller shall execute an owner's affidavit and such other documents as the title insurance company or its agent typically requires for the issuance of a policy without standard exceptions, provided, however, that Purchaser shall pay for the cost of any survey required for the deletion of the standard exceptions.
- D. Marketable Title. For purposes of this Agreement, marketable title shall mean fee simple title free and clear of any and all liens and encumbrances whatsoever, excepting only recorded and enforceable building and use restrictions, public utility easements of record, and zoning ordinances. Purchaser, at Purchaser's sole option, may elect to accept title in whatever condition it may be in and, in such event, marketable title shall mean the condition of title which Purchaser has elected to accept.
- E. Objection. If objection to the title is made in writing, Seller, at Seller's sole option, shall have thirty (30) days from the date Seller is notified in writing of particular defects claimed, either (1) to fulfill the requirements or to remedy the title defects or (2) to refund the deposit in full termination of this Agreement. If Seller is able to comply with such requirements or remedy such defects within the time specified, as evidenced by written notification, revised commitment, or endorsement to commitment, Purchaser agrees to complete the sale within fourteen (14) days of receipt of a revised commitment or endorsement to commitment, subject to any other contingency contained in this Agreement. If, after reasonable efforts, Seller is unable to furnish satisfactory title within the time specified, the deposit shall be immediately refunded to Purchaser in full termination of this Agreement, unless Purchaser elects to proceed with the sale accepting such title as Seller is able to convey.

PURCHASER(S) INITIALS: SCJ, EW

SELLER(S) INITIALS: JVM, CG

VS 2.0 | Rev. 03/15 | 3DX Real Estate, LLC - Form for use by active 3DX Real Estate Associates only, any other use is prohibited.

13. PROPERTY INSPECTION. Purchaser: DOES DOES NOT choose to have the Property inspected at Purchaser's expense, as Broker recommends. Seller shall grant an inspector of Purchaser's choice access to the Property to inspect and report upon the general condition of the Property, including but not limited to, any structure/s, plumbing, heating, mechanical, mold, radon, environmental, water, well, septic, lead based paint, electrical systems, etc. and determination of square footage. If the Property has been winterized, Seller shall, at his expense, de-winterize the Property and turn any utilities on prior to the inspection. The inspection shall be concluded within _____ calendar days from the date of Seller's acceptance of this Agreement. If the inspection discloses any defect in the Property which results in the Purchaser having cause to be dissatisfied with the Property, Purchaser shall notify Seller, in writing, within _____ days following the inspection, that Purchaser (a) declares this Agreement null and void and the Deposit shall be returned or (b) requests Seller to remedy the defect. Failure to notify Seller of a defect within this time period shall constitute a waiver of this paragraph by the Purchaser and he shall accept the Property AS IS. If the Seller is notified of a defect, Seller shall notify Purchaser, in writing, within _____ days, that Seller (a) will repair or provide for repair to eliminate the defect disclosed on the inspection report or (b) is unwilling to repair or provide for repair. If Seller declares his unwillingness to repair or provide for repair, Purchaser may (a) accept the Property AS IS or (b) declare this Agreement null and void and the Deposit shall be returned.

14. MUNICIPALITY INSPECTION. If the property is located in a municipality that requires an inspection prior to a sale, Seller will pay for necessary inspections and/or required repairs, if any, to obtain written approval of the municipality.

15. WALK-THROUGH INSPECTION/PROPERTY CONDITION. Seller agrees to keep the property and land in substantially the same condition as of the date of this Agreement and agrees to maintain heating, sewer, plumbing and electrical systems and any built-in appliances and equipment in normal working order, to keep the roof watertight and maintain the grounds. Seller further agrees to keep all utility services (electric, gas, water, etc.) operating until date of possession, and to provide the Purchaser with sufficient notification of occupancy date in order to arrange a transfer of the services. Seller agrees to leave the premises "broom clean" and free of occupants and debris upon vacating. Purchaser shall have the right to a walk-through inspection of the premises within forty-eight hours prior to closing in order to determine the property has been maintained in the condition agreed. Seller is responsible for any damage to the property, except for normal wear and tear, from the date of this offer until closing or vacating, whichever is later. If there is material damage, Purchaser has the option to cancel this Purchase Agreement and the deposit shall be immediately refunded to Purchaser, or Purchaser can proceed with the closing and either require that Seller repair the damage before the closing or deduct from the purchase price a fair and reasonable estimate of the cost to repair the property and assume the responsibility for the repair, thereby releasing Seller. Purchaser shall have discretion to determine and define what constitutes "material" damage or destruction.

16. PURCHASER SIDE TITLE. Purchaser: Elects to have _____ Select Title _____ provide Purchaser Side Title Insurance Policy and Closing Services.

17. CLOSING. The closing of this sale shall take place at a location designated by the mortgage lender, or absent that, at a place designated by the Listing Broker. Closing is to occur, on or before: 03/31/2021. Seller shall provide a complete package of every document (other than loan documents) to be executed by Purchaser to Purchaser's Realtor or other designated representative within 48 hours of closing.

18. CLOSING COSTS. Purchaser agrees to pay customary closing fees to the title company or closing Agent who supervises the closing. Purchaser shall also pay all recording fees for the deed, security instrument, and mortgage loan costs. The Seller shall pay all transfer taxes and costs to convey clear title. Purchaser agrees to pay to 3DX Real Estate, a Broker Compliance Fee of \$299 at time of closing. This fee is in addition to any commissions due to 3DX Real Estate.

19. SELLER'S REPRESENTATIONS. Seller represents and warrants to Purchaser as follows:

A. No Litigation. There is no pending litigation affecting all or any part of the Property, or Seller's interest in it.

B. No Violations. There are no uncorrected violations of any building codes and regulations, health codes, or zoning ordinances affecting the Property or the use or enjoyment of it.

C. Division Rights. Seller holds all possible division rights to the Property and will transfer all such division rights to Purchaser with the Deed.

All representations and warranties shall survive the closing of this transaction and shall not be deemed merged into the Deed.

20. MISCELLANEOUS.

A. AGREEMENT. This Purchase Agreement supersedes any and all understandings and agreements and constitutes the entire agreement of all parties. No oral representations or statements through email, text message or other electronic transmission shall be considered a part of this agreement, unless specifically included in this document or similar addendum. All addendums must be in writing and signed by all parties to this Purchase Agreement.

B. FACSIMILE/ELECTRONIC SIGNATURES. The parties acknowledge and agree that facsimile or electronic signatures and initials are legally enforceable and binding.

C. SUCCESSORS. This Purchase Agreement binds Purchaser, Seller, their personal representatives, beneficiaries and heirs, and anyone succeeding to their interest in the property.

D. LEGAL COUNSEL. Broker recommends that Purchaser and Seller retain an attorney to protect their interests.

E. DUE DILIGENCE. Purchaser and Seller have the responsibility to perform their own due diligence in all matters of transaction. This includes verifying information such as, but not limited to contracts, disclosures, MLS data, advertisements, public record, municipality requirements and title work. Purchaser acknowledges that Broker has advised them to have the Property privately inspected by a qualified inspector. Purchaser acknowledges that Broker advised them to seek professional advice from experts of their choice, in the areas of law, tax, finance, lending, insurance, surveying, building, property inspection, hazardous material and/or structural engineering. Broker, Salespeople and its employees are not experts in these areas and cannot give such advice.

F. HOLD HARMLESS. Listing and Selling Brokers and their salespeople are not parties to this agreement. Furthermore, Listing and Selling Brokers specifically disclaim any responsibility for the condition of the Property, preparation of documents, the performance of this Agreement by the parties, or the outcome of this transaction. Purchaser and Seller hold Broker and their salespeople, brokers and employees harmless and do hereby indemnify them against all claims, actions or suits for damage of any nature.

G. GOVERNING LAW. This Agreement shall be governed by and construed according to the law of the State of Michigan, the state in which the Property is located.

PURCHASER(S) INITIALS: [Handwritten initials] / [Handwritten initials]

SELLER(S) INITIALS: [JVM] / [CG]

21. **DEFAULT.** Willful failure to perform by Seller or Purchaser shall be an event of default under this Agreement. If Purchaser defaults, Seller may, at Seller's option, pursue all available legal and equitable remedies or terminate the Agreement and seek forfeiture of the Deposit as liquidated damages. If Seller defaults, Purchaser may at Purchaser's option, elect to enforce the terms of this Agreement, pursue all available legal and equitable remedies and may also terminate the Agreement and seek a refund of his Deposit. Seller and Purchaser agree that Listing and Selling brokers and their salespeople shall not be made parties to any action taken to enforce or terminate this Agreement.

22. **NOTICE OF AGENCY.** Seller and Purchaser acknowledge that they have received the form Disclosure Regarding Real Estate Agency Relationships explaining the different types of agency relationships. The following agency relationship(s) is/are hereby confirmed for this transaction:

3DX Real Estate-Brighton

Listing Agent (Broker) is acting as an agent of the:
 Seller Dual Non-Agent

Selling Agent (Broker) is acting as an agent of the:
 Purchaser Dual Seller Non-Agent

23. **ADDITIONAL CONDITIONS:**

Earnest money to be deposited within 3 days from acceptance of offer.
Addendum # 1 to be incorporated as part of this purchase agreement.

24. **EXPIRATION OF OFFER.** This offer shall expire unless it is accepted by Seller prior to [time] 4:00 am / pm [date] 03/10/2021 and may be withdrawn at any time prior to Seller's acceptance.

ATTENTION: There are many steps to a real estate transaction before a transaction is finalized. Purchaser and Seller are strongly cautioned to avoid incurring moving and other out-of-pocket expenses in reliance on the transaction, until the transaction is made final through a formal closing. Purchaser and Seller agree that 3DX Real Estate, its brokers, salespeople, and employees shall not be responsible or liable for any loss or damage of any sort incurred or claimed, as the result of any such reliance - including but not limited to moving expenses, property improvements, employment, lost wages or time lost marketing a property. Purchaser and Seller have agreed to hold harmless and indemnify 3DX Real Estate, its Brokers, Salespeople and Employees for any such reliance loss or damage.

PURCHASER SIGNATURE: By affixing Purchaser signature hereto, Purchaser makes the forgoing offer to purchase and acknowledges receipt of a copy of this offer.

Witness [Signature] Purchaser Signature X [Signature] Date 3/10/2021
Purchaser Name [Signature] Time 3/10/2021
Purchaser Signature X LARRY N. CIOFU Date 3/10/2021
Purchaser Name ROBERT M. WEST Time 3/10/2021

SELLER ACCEPTANCE: By affixing Seller signature hereto, Seller accepts this offer to purchase and acknowledges receipt of a copy hereof. Seller directs that no further offers be presented after acceptance of this offer. Seller agrees that the Broker has procured said Purchase Agreement and has brought about this sale and agrees to pay Broker for services rendered a commission of: _____. (If blank, compensation paid as listed in MLS).

Witness _____ Seller Signature X James V Munson Date 03/10/2021
3/10/2021 6:44:38 PM EST Time _____
Seller Name _____
Seller Signature X Christine Gilmore Date 03/10/2021
3/10/2021 7:23:31 PM EST Time _____
Seller Name _____

The undersigned Purchaser hereby acknowledges receipt of a copy of the Seller's acceptance of the foregoing Purchase Agreement.

Purchaser Signature X [Signature] Date 3/10/2021
Purchaser Signature X [Signature] Date 3/10/2021



ADDENDUM # 1



For the property located at:

Parcel 2 DUNHAM RD

Hartland

MI 48353

Buyer offers to pay \$131,000 for the 4.11 acres on Dunham Rd. If the seller receives a higher offer buyer will pay \$500 above highest offer, to a maximum of \$167,000 Seller to provide proof on bona fide offer.

X		3 / 10 / 2021
	Buyer	Date
X		3 / 10 / 2021
	Buyer	Date
X	Authentisign James V Munson 3/10/2021 6:44:39 PM EST	03/10/2021 / /
	Seller	Date
X	Authentisign Christine Gilmore 3/10/2021 7:23:33 PM EST	03/10/2021 / /
	Seller	Date



42705 Grand River Ave Ste 201, Novi MI 48375 - v: 888.304.1447 f: 888.304.1456

HOLD-HARMLESS AGREEMENT

Clients acknowledge that 3DX Real Estate, LLC is held-harmless of any claims and are released of all liability.

Clients acknowledge that Broker or it's Salespeople are not acting as an attorney, tax advisor, financial advisor, appraiser, surveyor, builder, environmental expert, mortgage expert, tax assessor, structural engineer, mold specialist, radon specialist, construction specialist, well/septic expert, home inspector, mechanical engineer, representative of any municipality or any other expert, except for Real Estate Salesperson. Clients attest none of this type of advice has been given, as 3DX Real Estate and it's agents cannot give such advice.

All parties are fully responsible for verifying all documentation, contracts, title work, statements, reports, information, information listed on MLS and marketing materials. This also includes verifying surveys, appraisals, size of properties, square footage, property features and all aspects of a property. All clients are informed to conduct their own due diligence regarding all matters and aspects of a transaction. This also includes seeking the advice or services of above mentioned professionals. 3DX Real Estate, LLC has not made any referrals to any specific professionals. Client agrees any Third Party involvement has been at the clients voluntary request. 3DX Real Estate, LLC recommends clients seek information from several professional before selecting one to work with. Additionally, all purchasers agree to not access property without the presence of their agent.

Clients understand properties are being purchased as-is. 3DX Real Estate, LLC or it's agents make no claim to the condition of any property and are not responsible for the performance of any contract. 3DX Real Estate, LLC is not a party to any agreement between buyers/sellers or owners/tenants and cannot insure the effectiveness of any contracts, terms or verbiage prepared for clients, to protect them during, or after transactions.

When viewing properties, clients are entering at their own risk. 3DX Real Estate, LLC cannot be responsible for injuries when viewing properties, damage to clothing, vehicles or personal property. Furthermore, properties may contain environmental hazards such as mold, radon, lead based paint and other sources that can cause harm. Clients are advised to exercise care and enter at their own risk.

It is Property Owners responsibility to have properties Winterized during cold weather times to prevent risks or damage. This includes any plumbing and irrigation systems. It is also the Property Owners responsibility to advise 3DX Real Estate, LLC of any areas to avoid posting signs, if possibility of damage to materials, or irrigation systems are at risk. Property Owners are also responsible to keep property accessible and free of snow and ice, slip or trip hazards, have property free of debris and create a safe environment for people to view the property. Homeowners also agree to have any animals removed from the property prior to any visitations. 3DX Real Estate, LLC is not held liable for any injuries during property visitations or if animals get loose. 3DX Real Estate, LLC is not responsible for any property damage or theft, to the property or it's contents while a property is being shown, previewed, inspected, held open, or during any visitations. It is the Property Owners responsibility to remove any valuables, money, jewelry, heirlooms, sensitive documents, medications, firearms, weapons and animals from the property prior to a visitation, or secured in a safe place. Furthermore, it is the Property Owners responsibility to verify the property is secured and all elements are returned to the Property Owners specifications after any entry. This includes, but is not limited to: adjusting lighting, verifying any mechanical aspects of home have been returned to desired settings, adjusting thermostats, alarms, appliances, plumbing, etc. Additionally, 3DX Real Estate, LLC highly recommends consulting with your insurance advisor to verify insurance coverage is sufficient and appropriate for any property. 3DX Real Estate, LLC would also like to highlight that vacant and leased homes can affect insurance status.

3DX Real Estate, LLC is not responsible for marketing misprints, or, inaccurate information posted by Third Parties when marketing properties.

Clients are advised outcomes to transactions cannot be insured or guaranteed. 3DX Real Estate, LLC would like to highlight, that clients being assisted with short sales or foreclosures are at increased risks for unforeseen problems. 3DX Real Estate, LLC cannot be held liable for the results of these types, or any types of transactions. 3DX Real Estate, LLC cannot insure the likelihood of an end result, implying the likelihood of a bank accepting an offer, a bank attempting to collect on a deficiency amount, the impact on credit reporting, the likelihood of occupants being evicted from homes in who are at risk of foreclosure, estimating timelines, the likelihood of completing a transaction, or anything of the sort. 3DX Real Estate, LLC is released of all liability regarding assisting clients with selling or purchasing of foreclosures or short sales. When making offers, Clients are advised to submit their highest and best offer. It's not uncommon to have interest from several parties. Please be advised, sellers can choose any offer without notice to the buyer at any point, which includes when there's multiple offers.

3DX Real Estate, LLC does not warrant or guarantee the performance of any parties, including, but not limited to: leases or land contracts. Furthermore, Parties are highly recommended to consult with the appropriate professional mentioned above to review, edit, prepare or give advice regarding any purchase, sale, leasing or land contract documents. Land Contract Purchasers and Lease Tenants are instructed to verify their own information throughout the duration of any relationship with another party, to verify any mortgages held on a property are paid current, as well as to verify current status of taxes, assessments and anything else that could affect either parties position to the agreement or property.

Clients are always advised to consult with any municipality for which a property is located within, when purchasing or selling. Clients are advised to perform their own due diligence in verifying taxes, assessments, ordinances, laws, zoning, set-backs, requirements or certification of occupancy requirements, etc. It's the clients responsibility to apply for, obtain and comply with any Certificate of Occupancy requirements or have any required inspections performed, as well as fulfilling any and all requirements that must be met in order to occupy, purchase or a sell a property. Furthermore, if a property has an association, clients are advised to seek all information prior to purchasing or leasing. Which includes, but is not limited to: by-laws, master deeds, financial statements, dues/fees, restrictions, etc. Clients are also advised, access to properties will not be issued until after a property is closed. Clients are advised to avoid spending money on such things as moving, renovating, improving or decorating costs until a property is closed.

3DX Real Estate, LLC highlights to Lease Customers the only services offered to lease customers are marketing properties. The property owner is responsible for obtaining or verifying any credit reports, background checks, tenant application, references, verification of assets, verification of employment, or anything else the Property Owner deems necessary to the transaction. Also, 3DX Real Estate, LLC is not to collect rent or have any property management responsibilities. Furthermore, 3DX Real Estate, LLC or it's agents make no claim as to the responsibility of any of the parties, their financial position or their ability to honor agreement terms. If 3DX Real Estate, LLC does assist in completing any paperwork, contracts, documents or providing any information, it is the Property Owners responsibility to verify accuracy, validity, thoroughness and have an attorney review and advise on any documents. It is the Property Owners responsibility to revise, or request revisions on any documents, if deemed necessary by a Property Owner or their Attorney. 3DX Real Estate, LLC makes no claim to the status of any mortgages held on a property, title or a Sellers rights to a property.

All parties understand 3DX Real Estate, LLC makes no warrants to any transactions and parties are required to perform their own due diligence and personally research all areas, elements and aspects of any property and transaction. Parties are also advised, that no verbal agreements are binding and it's a clients responsibility to verify all contracts and documents were properly prepared to their specifications and executed by any involved parties.

Parties agree to release 3DX Real Estate, LLC of all liability, therefore 3DX Real Estate, LLC is held-harmless from any and all claims.

Client [Signature]

LARRY N. CIDFW, CLERK
Name

3 / 10 / 2021
Date

Client [Signature]

ROBERT M. WEST
Name

3 / 10 / 2021
Date

Witness [Signature]

3 / 10 / 2021
Date



EARNEST MONEY DEPOSIT RECEIPT AND AGREEMENT

<input checked="" type="checkbox"/> Original Deposit	<input type="checkbox"/> Additional Deposit
Amount: \$ <u>119,900.00</u>	<input type="checkbox"/> Personal Check <input type="checkbox"/> Other: _____
Purchasers Name: <u>Hartland Township</u>	
Payers Name: (if different) _____	
Property Attached to: <u>Parcel 2 Dunham 4.11 acres</u>	
Agents Name: <u>Jay B. Germane</u>	

NOTICE TO PURCHASER(S):

You have tendered an Earnest Money Deposit in connection with an offer made on the property referenced above. State law requires that the Salesperson deliver your Earnest Money Deposit to his/her broker immediately. It will be deposited in the Broker's non-interest bearing escrow account.

If your Earnest Money Deposit was tendered in the form of personal check, you should have funds available in your bank account to allow it to clear immediately. In the event that your check is returned for non-sufficient funds, a fee of \$35.00 will be charged for each occurrence.

REFUND POLICY:

Offer Not Accepted: Your Earnest Money Deposit will be mailed to you within 7-10 business days after Broker is notified of request and necessary documents are obtained.

Accepted Offer: If the sale does not close, your Earnest Money Deposit will be handled as provided in the related Purchase Agreement or a fully executed Release of Purchase Agreement. Any applicable refunds will be mailed to you within 7-10 business days after Broker is notified of request and necessary documents are obtained.

Dispute Over Earnest Money: Board of Real Estate Brokers and Salesperson Administrative Rule 313(6), 2002 AACRS, R339.22313(6), provides that any deposit for which both the Purchaser and Seller have made claim, shall remain in the 3DX Real Estate, LLC Escrow Account until: 1) the Purchaser and Seller have agreed, in writing, to the disposition of the deposit 2) a civil action has determined to whom the deposit must be paid; or 3) 3DX Real Estate, LLC commences a civil action to interplead the deposit with the proper court. Rule 313(6) supersedes any inconsistent provision in the Purchase Agreement.

X *Jay B. Germane*
Purchaser

3 / 10 / 2021
Date

X *[Signature]*
Purchaser

3 / 10 / 2021
Date