



## Board of Trustees

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

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### Board of Trustees Regular Meeting Agenda Hartland Township Hall Tuesday, November 01, 2022 7:00 PM

1. Call to Order
  2. Pledge of Allegiance
  3. Roll Call
  4. Approval of the Agenda
  5. Call to the Public
  6. Approval of the Consent Agenda
    - [a.](#) Approve Payment of Bills
    - [b.](#) Approve Post Audit of Disbursements Between Board Meetings
    - [c.](#) 10-18-22 Hartland Township Board Regular Meeting Minutes
    - [d.](#) ARPA Budget Amendment
    - [e.](#) Public Works Truck Purchase Budget Amendment
  7. Pending & New Business
    - [a.](#) 2022-2024 Snow Plow Contract
    - [b.](#) San Marino Pathway Connector Design Engineering
  8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
    - a. Manager's Report
    - [b.](#) Hartland Township Capital Improvement Projects Update
  10. Adjournment

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

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

**Subject:** Approve Payment of Bills

**Date:** October 25, 2022

## **Recommended Action**

Move to approve the bills as presented for payment.

## **Discussion**

Bills presented total \$283,663.39. The bills are available in the Finance office for review.

Notable invoices include:

\$147,084.79 – D.V.M. Utilities Inc. – (M-59 Water Main Extension)

\$68,617.84 – Hartland Township General Fund – (3<sup>rd</sup> FQ 2022 salary allocations, Aug/Sept 2022 mobile home tax disbursements, Oct – Dec 2022 quarterly rental for cable studio)

\$12,046.21 – Ramco Hartland Towne Square – (UB refund for account HART-002197-0000-01)

\$25,788.50 – Spalding DeDecker – (M-59 Water Main Extension)

## **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY23 budget.

## **Attachments**

Bills for 11.01.2022

10/26/2022 10:30 AM  
User: SUSAN  
DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP  
EXP CHECK RUN DATES 11/01/2022 - 11/01/2022  
BOTH JOURNALIZED AND UNJOURNALIZED

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

ANYNETWORK	ANYNETWORK.COM, LLC	10/10/2022	2033	FOA	CCTV AT SPRANGER & WINEGARMER FIELDS	
48186	2484 HUNTER RD	11/01/2022		N		8,550.00
10/10/2022	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		11/01/2022		Y		8,550.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
285-751-970.000	PARKS CAPITAL OUTLAY	8,550.00

ANYNETWORK	ANYNETWORK.COM, LLC	10/10/2022	2034	FOA	UPGRADE CCTV DIGITAL RECORDER/PRGM	
48185	2484 HUNTER RD	11/01/2022		N		694.00
10/10/2022	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		11/01/2022		Y		694.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
285-101-930.000	TWP HALL REPAIRS & MAINT	694.00

VENDOR TOTAL: 9,244.00

APPLIED	APPLIED INNOVATION	10/17/2022	2065150	FOA	7/21/22 - 10/20/22 - RICOH/MPC5503	
48224	7718 SOLUTION CENTER	11/01/2022		N		595.16
10/17/2022	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		11/01/2022		N		595.16

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	595.16

VENDOR TOTAL: 595.16

1400	BS&A SOFTWARE	10/17/2022	143833	FOA	PRE/TAX SERV/SUPPORT 11/1/22 - 11/1/	
48183	14965 ABBEY LANE	11/01/2022		N		1,808.00
11/01/2022	BATH MI, 48808	/ /	0.0000	N		0.00
		11/01/2022		N		1,808.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-930.000	REPAIRS & MAINTENANCE	1,808.00

VENDOR TOTAL: 1,808.00

CINTAS	CINTAS CORPORATION	10/17/2022	4134511625	FOA	MATS	
48204	P.O. BOX 630910	11/01/2022		N		46.34
10/17/2022	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		11/01/2022		N		46.34

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	46.34

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		Due Date		1099		

VENDOR TOTAL: 46.34

9885	CROMAINE DISTRICT LIBRARY	10/20/2022	102022	FOA	DPPT DISBURSEMENT	
48247	P.O. BOX 308	11/01/2022		N		106.64
10/20/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		11/01/2022		N		106.64

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.200	DPPT ESCROW	106.64

VENDOR TOTAL: 106.64

DVM	D.V.M UTILITIES, INC.	10/01/2022	3	FOA	M-59 WATER MAIN EXT	
48202	6045 SIMS DRIVE, SUITE 2	11/01/2022		N		147,084.79
10/01/2022	STERLING HEIGHTS MI, 48313	/ /	0.0000	N		0.00
		11/01/2022		N		147,084.79

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	147,084.79

VENDOR TOTAL: 147,084.79

ETNA	ETNA SUPPLY COMPANY	10/18/2022	S104796105.001	FOA	CREDIT FOR 1 1/2" METER	
48228	P.O. BOX 772107	11/01/2022		N		(900.00)
10/18/2022	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		11/01/2022		N		(900.00)

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-741.000	METER COSTS	(900.00)

VENDOR TOTAL: (900.00)

0150	HARTLAND CONSOLIDATED SCHOOLS	10/20/2022	10/20/22	FOA	DPPT DISBURSEMENT	
48245	9525 E HIGHLAND ROAD	11/01/2022		N		215.23
10/20/2022	HOWELL MI, 48843	/ /	0.0000	Y		0.00
		11/01/2022		N		215.23

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.200	DPPT ESCROW	215.23

0150	HARTLAND CONSOLIDATED SCHOOLS	10/20/2022	10202022	FOA	DPPT DISBURSEMENT	
48244	9525 E HIGHLAND ROAD	11/01/2022		N		676.72
10/20/2022	HOWELL MI, 48843	/ /	0.0000	Y		0.00
		11/01/2022		N		676.72

Open



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GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.200	DPPT ESCROW	676.72

0150	HARTLAND CONSOLIDATED SCHOOLS	10/20/2022	102022	FOA	DPPT DISBURSEMENT	
48239	9525 E HIGHLAND ROAD	11/01/2022		N		34.64
10/20/2022	HOWELL MI, 48843	/ /	0.0000	Y		0.00
		11/01/2022		N		34.64

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.200	DPPT ESCROW	34.64

0150	HARTLAND CONSOLIDATED SCHOOLS	09/30/2022	173490	FOA	SEPTEMBER 2022 FUEL	
48182	9525 E HIGHLAND ROAD	11/01/2022		N		710.83
10/18/2022	HOWELL MI, 48843	/ /	0.0000	Y		0.00
		11/01/2022		N		710.83

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-239-860.000	GASOLINE	128.91
536-000-860.000	GASOLINE	581.92
		710.83

VENDOR TOTAL: 1,637.42

ROADFUND	HARTLAND ROAD FUND	10/20/2022	102022	FOA	DPPT DISBURSEMENT	
48242		11/01/2022		N		104.57
10/20/2022	,	/ /	0.0000	N		0.00
		11/01/2022		N		104.57

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.200	DPPT ESCROW	104.57

VENDOR TOTAL: 104.57

HARTFIRE	HARTLAND TOWNSHIP FIRE OPER	10/20/2022	102022	FOA	DPPT DISBURSEMENT	
48243		11/01/2022		N		143.13
10/20/2022	,	/ /	0.0000	N		0.00
		11/01/2022		N		143.13

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.200	DPPT ESCROW	143.13

VENDOR TOTAL: 143.13

0001	HARTLAND TOWNSHIP GENERAL FUND	10/19/2022	10/19/2022	FOA	3RD FQ 2022 SALARY ALLOCATIONS	
48236		11/01/2022		N		64,676.06

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		Due Date		1099		

10/19/2022	,	/ /	0.0000	N		0.00
		11/01/2022		N		64,676.06

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-720.000	ADMINISTRATIVE FEES	36,638.28
590-000-720.000	ADMINISTRATIVE FEES	28,037.78
		<u>64,676.06</u>

0001	HARTLAND TOWNSHIP GENERAL FUND	10/17/2022	101722	FOA	AUG/SEPT 2022 - MOBILE HOME TAX DISB	
48197		11/01/2022		N		559.00
10/17/2022	,	/ /	0.0000	N		0.00
		11/01/2022		N		559.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	559.00

0001	HARTLAND TOWNSHIP GENERAL FUND	10/19/2022	101922	FOA	OCT 1 - DEC 31, 2022 QTRLY RENTAL FO	
48234		11/01/2022		N		3,246.00
10/19/2022	,	/ /	0.0000	N		0.00
		11/01/2022		N		3,246.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-941.000	RENT	3,246.00

0001	HARTLAND TOWNSHIP GENERAL FUND	10/20/2022	102022	FOA	DPPT DISBURSEMENT	
48240		11/01/2022		N		136.78
10/20/2022	,	/ /	0.0000	N		0.00
		11/01/2022		N		136.78

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.200	DPPT ESCROW	136.78

VENDOR TOTAL: 68,617.84

1548	HORIZON LANDSCAPE INC.	10/04/2022	16363	FOA	OCT 2022 - MOWING MEDIANS	
48193	11765 HIBNER RD	11/01/2022		N		3,986.17
10/04/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		11/01/2022		Y		3,986.17

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-802.000	LAWN/SNOW MAINTENANCE	3,986.17

1548	HORIZON LANDSCAPE INC.	10/04/2022	16364	FOA	OCT 2022 - MOWING FIRE STATION 61	
48194	11765 HIBNER RD	11/01/2022		N		1,396.83
10/04/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00

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

Open		11/01/2022		Y		1,396.83
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GL NUMBER	DESCRIPTION	AMOUNT
206-000-802.000	LAWN/SNOW MAINTENANCE	1,396.83

VENDOR TOTAL: 5,383.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	10/17/2022	197829	FOA	BELLA VITA THRU 6/11/22	
48179	PO BOX 824	11/01/2022		N		1,155.00
06/29/2022	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		11/01/2022		Y		1,155.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0015	BELLA VITA ASST LIVING	1,155.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	10/17/2022	197830	FOA	RICCARDI SHARED DRIVE THRU 6/11/22	
48180	PO BOX 824	11/01/2022		N		315.00
06/29/2022	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		11/01/2022		Y		315.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0021	SAN MARINO PROP CHECK (JOE RICCARDI)	315.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	10/17/2022	197831	FOA	HUNGRY HOWIES THRU 6/11/22	
48181	PO BOX 824	11/01/2022		N		682.50
06/29/2022	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		11/01/2022		Y		682.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0024	HUNGRY HOWIES-8351 PETERSON INV GROUP	682.50

VENDOR TOTAL: 2,152.50

1120	KIZCAM	10/11/2022	17708	FOA	ENVELOPES	
48205	3280 W GRAND RIVER	11/01/2022		N		344.20
10/11/2022	HOWELL MI, 48855	/ /	0.0000	N		0.00
		11/01/2022		N		344.20

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	344.20

VENDOR TOTAL: 344.20

0205	LIV. EDUCATIONAL SERVICE AGENC	10/20/2022	102022	FOA	DPPT DISBURSEMENT	
48246	1425 W. GRAND RIVER AVENUE	11/01/2022		N		128.12

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		Due Date		1099		

10/20/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		11/01/2022		N		128.12

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.200	DPPT ESCROW	128.12

VENDOR TOTAL: 128.12

0220	LIVINGSTON COUNTY TREASURER	10/17/2022	101722	FOA	AUG/SEPT 2022 - MOBILE HOME TAX DISB	
48198	200 E. GRAND RIVER	11/01/2022		N		2,795.00
10/17/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		11/01/2022		N		2,795.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	2,795.00

0220	LIVINGSTON COUNTY TREASURER	10/20/2022	102022	FOA	DPPT DISBURSEMENT	
48241	200 E. GRAND RIVER	11/01/2022		N		408.07
10/20/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		11/01/2022		N		408.07

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.200	DPPT ESCROW	408.07

VENDOR TOTAL: 3,203.07

LUTZROOFIN	LUTZ ROOFING	10/04/2022	59712	FOA	ROOFING REPAIR	
48192	4721 22 MILE RD	11/01/2022		N		220.13
10/04/2022	SHELBY TOWNSHIP MI, 48317	/ /	0.0000	N		0.00
		11/01/2022		N		220.13

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	220.13

VENDOR TOTAL: 220.13

ORKIN	ORKIN	10/13/2022	234259934	FOA	PEST CONTROL AT HERO TEEN CENTER	
48199	21068 BRIDGE ST.	11/01/2022		N		70.88
10/13/2022	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		11/01/2022		N		70.88

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	70.88

VENDOR TOTAL: 70.88

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		Due Date		1099		

1180	PETER'S TRUE VALUE HARDWARE	10/17/2022	K64775	FOA	PAINT & BRUSHES	
48201	3455 W. HIGHLAND ROAD	11/01/2022		N		42.97
10/17/2022	MILFORD MI, 48380	/ /	0.0000	N		0.00
		11/01/2022		N		42.97

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	42.97

VENDOR TOTAL: 42.97

REFUNDUB	RAMCO HARTLAND TOWNE SQUARE	10/18/2022	10/18/2022	FOA	UB refund for account: HART-002197-0	
48227	20750 CIVIC CENTER DR., STE 310	11/01/2022		N		0.00
10/18/2022	SOUTHFIELD MI, 48076	11/01/2022	0.0000	Y		0.00
		10/25/2022		N		12,046.21

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-601.002	WATER SERVICE CHARGE	12,046.21

VENDOR TOTAL: 12,046.21

JOHNSON	ROSATI, SCHULTZ, JOPPICH&AMTSBUECHLER	10/12/2022	1078292	FOA	ORDINANCE ENFORCEMENT MATTERS	
48191	27555 EXECUTIVE DRIVE, SUITE 250	11/01/2022		N		13.50
10/12/2022	FARMINGTON HILLS MI, 48331	/ /	0.0000	N		0.00
		11/01/2022		Y		13.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-722-826.000	LEGAL FEES	13.50

VENDOR TOTAL: 13.50

SELECTTITL	SELECT TITLE COMPANY	10/17/2022	101722	FOA	REFUND OF INTEREST PID 4708-22-400-0	
48208	6870 GRAND RIVER AVE, STE 300	11/01/2022		N		69.83
10/17/2022	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		11/01/2022		N		69.83

Open

GL NUMBER	DESCRIPTION	AMOUNT
595-000-404.008	SAD #4 SUPPLEMENTAL INCOME	69.83

VENDOR TOTAL: 69.83

SERVICEPRO	SERVICEPRO	10/10/2022	AUGUST 2022	FOA	AUGUST 2022	
48229	7510 PARKWOOD DRIVE	11/01/2022		N		880.00
10/10/2022	FENTON MI, 48430	/ /	0.0000	N		0.00
		11/01/2022		Y		880.00

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GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	880.00
SERVICEPRO	SERVICEPRO	10/10/2022
48230	7510 PARKWOOD DRIVE	11/01/2022
10/10/2022	FENTON MI, 48430	/ /
		0.0000
		11/01/2022
		Y
		880.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	880.00

VENDOR TOTAL: 1,760.00

SHREDEXPER	SHRED EXPERTS LLC	10/07/2022	130645	FOA	ON-SITE SHREDDING	
48184	1595 CHAMPAGNE DR S	11/01/2022		N		300.00
10/07/2022	SAGINAW MI, 48604	/ /	0.0000	N		0.00
		11/01/2022		N		300.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.000	CONTRACTED SERVICES	300.00

VENDOR TOTAL: 300.00

SPALDING	SPALDING DEDECKER	10/14/2022	92271	FOA	M-59 WATER MAIN THRU 10/2/22	
48220	905 SOUTH BLVD EAST	11/01/2022		N		25,788.50
10/14/2022	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		11/01/2022		N		25,788.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	25,788.50

VENDOR TOTAL: 25,788.50

STAPLES	STAPLES	10/15/2022	8067941713	FOA	MISC SUPPLIES	
48200	PO BOX 660409	11/01/2022		N		360.73
10/15/2022	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		11/01/2022		N		360.73

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	169.21
101-265-740.000	OPERATING SUPPLIES	15.96
101-265-740.000	OPERATING SUPPLIES	160.54
101-172-727.000	SUPPLIES & POSTAGE	15.02
		360.73

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DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP  
EXP CHECK RUN DATES 11/01/2022 - 11/01/2022  
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 9/10

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

VENDOR TOTAL: 360.73

ST TAX COM	STATE OF MICHIGAN	10/17/2022	101722	FOA	MI ADV ASSESSING OFFICER PROP TAX AD	
48203	STATE TAX COMMISSION	11/01/2022		N		250.00
	PO BOX 30471					
10/17/2022	LANSING MI, 48909	/ /	0.0000	N		0.00
		11/01/2022		N		250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-957.000	EDUCATION/TRAINING/CONVENTION	250.00

VENDOR TOTAL: 250.00

SPIRITOFLLI	THE SPIRIT OF LIVINGSTON	10/05/2022	53927	FOA	NAVY POLO SHIRTS	
48196	3280 W GRAND RIVER	11/01/2022		N		42.72
10/05/2022	HOWELL MI, 48855	/ /	0.0000	N		0.00
		11/01/2022		N		42.72

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-727.000	SUPPLIES & POSTAGE	42.72

SPIRITOFLLI	THE SPIRIT OF LIVINGSTON	10/11/2022	53941	FOA	BLUE CANVAS BAGS	
48195	3280 W GRAND RIVER	11/01/2022		N		2,992.50
10/11/2022	HOWELL MI, 48855	/ /	0.0000	N		0.00
		11/01/2022		N		2,992.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-956.000	FARMERS MARKET	2,992.50

VENDOR TOTAL: 3,035.22

TOSHIBA	TOSHIBA AMERICA BUSINESS SOLUTIONS	10/19/2022	5885518	FOA	9/25/22 - 10/24/22 - ESTUDIO2830C -	
48249	PO BOX 927	11/01/2022		N		6.64
10/19/2022	BUFFALO NY, 14240-0927	/ /	0.0000	N		0.00
		11/01/2022		N		6.64

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	6.64

VENDOR TOTAL: 6.64

TOTAL - ALL VENDORS: 283,663.39

FUND TOTALS:

Fund 101 - GENERAL FUND	15,121.35
Fund 206 - FIRE OPERATING	1,396.83

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DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP

EXP CHECK RUN DATES 11/01/2022 - 11/01/2022

BOTH JOURNALIZED AND UNJOURNALIZED

Page: 10/10

OPEN

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

Fund 285 - CLFRF GRANT						9,244.00
Fund 536 - WATER SYSTEM FUND						48,366.41
Fund 539 - WATER REPLACEMENT FUND						172,873.29
Fund 577 - CABLE TV FUND						3,246.00
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND						28,037.78
Fund 595 - 2005 SEWER EXP BONDS						69.83
Fund 701 - TRUST AND AGENCY						5,307.90



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

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

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

**Date:** October 25, 2022

### **Recommended Action**

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

### **Discussion**

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

Accounts Payable – \$761,919.42

October 31, 2022 Payroll - \$80,104.10

### **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY23 budget.

### **Attachments**

Post Audit Bills List 10.11.2022

Post Audit Bills List 10.20.2022

Payroll for 10.31.2022

Check Date	Bank	Check #	Payee	Description	GL #	Amount
10/11/2022	FOA	43152	DTE ENERGY	UTILITIES - ELECTRIC	101-751-920.002	47.43
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		47.43
--- GL TOTALS ---						
101-751-920.002			UTILITIES - ELECTRIC	47.43		
			TOTAL	47.43		

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP  
 CHECK DATE FROM 10/20/2022 - 10/20/2022

Check Date	Bank	Check #	Payee	Description	GL #	Amount
10/20/2022	FOA	43181	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	103.89
		43181		STREET LIGHTS	101-448-921.000	120.60
		43181		UTILITIES - GAS	536-000-920.001	38.37
						<hr/> 262.86
10/20/2022	FOA	43182	DELTA DENTAL	ACCRUED DENTAL BENEFITS	001-000-257.101	234.75
		43182		EMPLOYMENT EXPENSE	101-192-716.000	64.06
		43182		EMPLOYMENT EXPENSE	101-209-716.000	60.52
		43182		EMPLOYMENT EXPENSE	101-215-716.000	92.55
		43182		EMPLOYMENT EXPENSE	101-253-716.000	121.04
		43182		EMPLOYMENT EXPENSE	101-400-716.000	171.57
		43182		EMPLOYMENT EXPENSE	101-441-716.000	222.10
		43182		EMPLOYMENT EXPENSE	536-000-716.000	207.14
						<hr/> 1,173.73
10/20/2022	FOA	43183	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,236.12
		43183		STREET LIGHTS	101-448-921.000	34.38
		43183		UTILITIES	101-567-920.000	14.92
		43183		UTILITIES - ELECTRIC	101-751-920.002	409.61
		43183		UTILITIES - ELECTRIC	536-000-920.002	3,291.35
						<hr/> 4,986.38
10/20/2022	FOA	43184	FLAGSTAR BANK	FLAGSTAR SAVINGS		** VOIDED **
10/20/2022	FOA	43185	HORIZON BANK	HORIZON BANK CD 539	539-000-003.007	247,500.00
10/20/2022	FOA	43186	LIVINGSTON DAILY PRESS & ARGUS	PRINTING & PUBLICATIONS	101-215-900.000	140.00
10/20/2022	FOA	43187	NORTHSTAR BANK	NORTHSTAR CD (WATER O&M)	536-000-003.021	246,000.00
10/20/2022	FOA	43188	PITNEY BOWES BANK INC RESERVE	SUPPLIES & POSTAGE	101-172-727.000	112.64
		43188		SUPPLIES & POSTAGE	101-191-727.000	190.93
		43188		SUPPLIES & POSTAGE	101-192-727.000	4.57
		43188		SUPPLIES & POSTAGE	101-209-727.000	17.96
		43188		SUPPLIES & POSTAGE	101-215-727.000	333.10
		43188		SUPPLIES & POSTAGE	101-247-727.000	5.13
		43188		SUPPLIES & POSTAGE	101-253-727.000	1.14
		43188		TAX COLLECTION	101-253-811.100	117.89
		43188		SUPPLIES & POSTAGE	101-400-727.000	76.22
		43188		SUPPLIES & POSTAGE	101-441-727.000	110.98
		43188		SUPPLIES/POSTAGE	536-000-727.000	37.60
		43188		SUPPLIES & POSTAGE	590-000-727.000	37.58
						<hr/> 1,045.74
10/20/2022	FOA	43189	PRIORITY HEALTH	ACCRUED MEDICAL BENEFITS	001-000-257.100	2,565.68
		43189		EMPLOYMENT EXPENSE	101-192-716.000	1,162.90
		43189		EMPLOYMENT EXPENSE	101-209-716.000	1,279.20
		43189		EMPLOYMENT EXPENSE	101-215-716.000	1,860.65
		43189		EMPLOYMENT EXPENSE	101-253-716.000	581.45
		43189		EMPLOYMENT EXPENSE	101-441-716.000	3,198.04

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP  
 CHECK DATE FROM 10/20/2022 - 10/20/2022

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		43189		EMPLOYMENT EXPENSE	536-000-716.000	2,180.47
						12,828.39
10/20/2022	FOA	43190	VSP INSURANCE CO. (CT)	ACCRUED VISION BENEFITS	001-000-257.102	50.91
		43190		EMPLOYMENT EXPENSE	101-192-716.000	15.54
		43190		EMPLOYMENT EXPENSE	101-209-716.000	13.08
		43190		EMPLOYMENT EXPENSE	101-215-716.000	26.43
		43190		EMPLOYMENT EXPENSE	101-253-716.000	26.16
		43190		EMPLOYMENT EXPENSE	101-400-716.000	34.61
		43190		EMPLOYMENT EXPENSE	101-441-716.000	43.06
		43190		EMPLOYMENT EXPENSE	536-000-716.000	44.84
						254.63
10/20/2022	FOA	43191	HARTLAND TWP CAP INMPROVEMENT	FLAGSTAR SAVINGS	401-000-002.202	247,000.00
10/20/2022	FOA	43192	HARTLAND TWP WINTER TAX FUND	SEWER FLAT RATE	590-000-601.002	578.05
		43192		SEWER RTS	590-000-601.002	85.62
		43192		SEWER CAPITAL CHARGE	590-000-601.002	16.59
						680.26
			TOTAL - ALL FUNDS	TOTAL OF 12 CHECKS (1 voided)		761,871.99

--- GL TOTALS ---

001-000-257.100	ACCRUED MEDICAL BENEFITS	2,565.68
001-000-257.101	ACCRUED DENTAL BENEFITS	234.75
001-000-257.102	ACCRUED VISION BENEFITS	50.91
101-172-727.000	SUPPLIES & POSTAGE	112.64
101-191-727.000	SUPPLIES & POSTAGE	190.93
101-192-716.000	EMPLOYMENT EXPENSE	1,242.50
101-192-727.000	SUPPLIES & POSTAGE	4.57
101-209-716.000	EMPLOYMENT EXPENSE	1,352.80
101-209-727.000	SUPPLIES & POSTAGE	17.96
101-215-716.000	EMPLOYMENT EXPENSE	1,979.63
101-215-727.000	SUPPLIES & POSTAGE	333.10
101-215-900.000	PRINTING & PUBLICATIONS	140.00
101-247-727.000	SUPPLIES & POSTAGE	5.13
101-253-716.000	EMPLOYMENT EXPENSE	728.65
101-253-727.000	SUPPLIES & POSTAGE	1.14
101-253-811.100	TAX COLLECTION	117.89
101-265-920.001	UTILITIES - GAS	103.89
101-265-920.002	UTILITIES - ELECTRIC	1,236.12
101-400-716.000	EMPLOYMENT EXPENSE	206.18
101-400-727.000	SUPPLIES & POSTAGE	76.22
101-441-716.000	EMPLOYMENT EXPENSE	3,463.20
101-441-727.000	SUPPLIES & POSTAGE	110.98
101-448-921.000	STREET LIGHTS	154.98
101-567-920.000	UTILITIES	14.92
101-751-920.002	UTILITIES - ELECTRIC	409.61
401-000-002.202	FLAGSTAR SAVINGS	247,000.00
536-000-003.021	NORTHSTAR CD (WATER O&M)	246,000.00

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CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP  
CHECK DATE FROM 10/20/2022 - 10/20/2022

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
536-000-716.000			EMPLOYMENT EXPENSE			2,432.45
536-000-727.000			SUPPLIES/POSTAGE			37.60
536-000-920.001			UTILITIES - GAS			38.37
536-000-920.002			UTILITIES - ELECTRIC			3,291.35
539-000-003.007			HORIZON BANK CD 539			247,500.00
590-000-601.002			USER FEE REFUNDS			680.26
590-000-727.000			SUPPLIES & POSTAGE			37.58
			TOTAL			761,871.99

Check Register Report For Hartland Township  
For Check Dates 10/31/2022 to 10/31/2022

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
10/31/2022	FOA	17252	PETRUCCI, JOSEPH M	525.00	438.59	0.00	Open
10/31/2022	FOA	17253	MISSION SQUARE	2,325.89	2,325.89	0.00	Open
10/31/2022	FOA	17254	MISSION SQUARE	3,671.14	3,671.14	0.00	Open
10/31/2022	FOA	17255	MISSION SQUARE	1,719.90	1,719.90	0.00	Open
10/31/2022	FOA	17256	MISSION SQUARE	200.00	200.00	0.00	Open
10/31/2022	FOA	DD8112	BEDUHN, TIMOTHY L.A.	1,762.25	0.00	1,339.83	Cleared
10/31/2022	FOA	DD8113	BERNARDI, MELYNDA A	1,623.65	0.00	1,258.98	Cleared
10/31/2022	FOA	DD8114	BROOKS, TYLER J	2,529.51	0.00	1,778.57	Cleared
10/31/2022	FOA	DD8115	CASE, SUSAN E	1,790.88	0.00	1,165.15	Cleared
10/31/2022	FOA	DD8116	CIOFU, LARRY N	2,746.24	0.00	1,980.77	Cleared
10/31/2022	FOA	DD8117	COBB, SUSAN M	241.74	0.00	212.97	Cleared
10/31/2022	FOA	DD8118	COSGROVE, HEATHER H	862.75	0.00	760.09	Cleared
10/31/2022	FOA	DD8119	DRYDEN-HOGAN, SUSAN A	3,601.41	0.00	2,555.78	Cleared
10/31/2022	FOA	DD8120	ECKMAN, MATTHEW A	180.00	0.00	158.58	Cleared
10/31/2022	FOA	DD8121	FOUNTAIN, WILLIAM J	2,746.24	0.00	2,295.92	Cleared
10/31/2022	FOA	DD8122	FOX, LAWRENCE E	428.25	0.00	377.29	Cleared
10/31/2022	FOA	DD8123	GERMANE, MATTHEW J	525.00	0.00	459.84	Cleared
10/31/2022	FOA	DD8124	GRISSIM, SUSAN L	180.00	0.00	166.23	Cleared
10/31/2022	FOA	DD8125	HAASETH, GWYN M	634.38	0.00	567.74	Cleared
10/31/2022	FOA	DD8126	HEASLIP, JAMES B	3,211.94	0.00	1,811.64	Cleared
10/31/2022	FOA	DD8127	HORNING, KATHLEEN A	2,996.24	0.00	2,180.40	Cleared
10/31/2022	FOA	DD8128	HUBBARD, TONYA S	1,644.75	0.00	1,179.79	Cleared
10/31/2022	FOA	DD8129	JOHNSON, LISA	2,133.30	0.00	1,339.20	Cleared
10/31/2022	FOA	DD8130	KENDALL, ANTHONY S	96.00	0.00	88.65	Cleared
10/31/2022	FOA	DD8131	LANGER, TROY D	3,842.16	0.00	2,709.83	Cleared
10/31/2022	FOA	DD8132	LOFTUS, DANIEL M	725.22	0.00	620.36	Cleared
10/31/2022	FOA	DD8133	LOUIS, CASEY	360.23	0.00	141.60	Cleared
10/31/2022	FOA	DD8134	LUCE, MICHAEL T	3,446.80	0.00	2,523.62	Cleared
10/31/2022	FOA	DD8135	MAYER, JAMES L	232.50	0.00	204.84	Cleared
10/31/2022	FOA	DD8136	MCMULLEN, SUMMER L	705.00	0.00	597.17	Cleared
10/31/2022	FOA	DD8137	MITCHELL, MICHAEL E	232.50	0.00	214.71	Cleared
10/31/2022	FOA	DD8138	MORGANROTH, CAROL L	797.51	0.00	643.92	Cleared
10/31/2022	FOA	DD8139	MURPHY, THOMAS A	100.00	0.00	88.10	Cleared
10/31/2022	FOA	DD8140	NIXON, MITCHELL A	1,532.50	0.00	1,213.08	Cleared

Check Register Report For Hartland Township  
For Check Dates 10/31/2022 to 10/31/2022

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
10/31/2022	FOA	DD8141	O'CONNELL, DENISE	525.00	0.00	368.59	Cleared
10/31/2022	FOA	DD8142	RADLEY, JAMES W	669.50	0.00	576.84	Cleared
10/31/2022	FOA	DD8143	SHOLLACK, DONNA M	2,019.40	0.00	1,530.50	Cleared
10/31/2022	FOA	DD8144	SOSNOWSKI, SHERI R	1,017.75	0.00	771.64	Cleared
10/31/2022	FOA	DD8145	VERMILLION, KAREN L	1,754.04	0.00	1,262.46	Cleared
10/31/2022	FOA	DD8146	WEST, ROBERT M	4,466.67	0.00	2,713.53	Cleared
10/31/2022	FOA	DD8147	WYATT, MARTHA K	2,971.56	0.00	1,920.41	Cleared
10/31/2022	FOA	EFT653	FEDERAL TAX DEPOSIT	12,578.47	12,578.47	0.00	Cleared
10/31/2022	FOA	EFT654	MI DEPT OF TREASURY	3,750.83	3,750.83	0.00	Cleared
Totals:							
				Number of Checks: 043	80,104.10	24,684.82	39,778.62
Total Physical Checks:				5			
Total Check Stubs:				38			

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

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 10-18-22 Hartland Township Board Regular Meeting Minutes

**Date:** October 26, 2022

### **Recommended Action**

Move to approve the Hartland Township Board Regular Meeting Minutes for October 18, 2022.

### **Discussion**

Draft minutes are attached for review.

### **Financial Impact**

None

### **Attachments**

10-18-22 HTB Minutes - DRAFT



# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

October 18, 2022 – 7:00 PM

## **DRAFT**

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

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

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

### **3. Roll Call**

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

ABSENT: Trustee O'Connell

Also present were Township Manager Bob West (via video conference), Public Works Director Mike Luce and Planning Director Troy Langer.

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

**Move to approve the agenda for the October 18, 2022, Hartland Township Board meeting as presented.**

Motion made by Trustee Petrucci, Seconded by Trustee McMullen.

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

Voting Nay: None

Absent: Trustee O'Connell

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

No one came forward.

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

**Move to approve the consent agenda for the October 18, 2022, Hartland Township Board meeting as presented.**

Motion made by Treasurer Horning, Seconded by Trustee Germane.

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

Voting Nay: None

Absent: Trustee O'Connell

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 10-04-22 Hartland Township Board Regular Meeting Minutes
- d. 10-04-22 Hartland Township Board Closed Session Meeting Minutes
- e. Approve Hiring Public Works Operator

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

- a. Public Works Truck Purchase

## HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

October 18, 2022 – 7:00 PM

Public Works Director Mike Luce gave a brief overview of the request for approval to order a new Public Works truck. He stated fleet vehicles are built by the manufacturer at MiDeal pricing where municipalities can purchase these vehicles at fleet pricing and not at the sticker pricing at the dealership. Each manufacturer allocates a percentage, or so many vehicles, for fleet pricing. When this is done the order bank is opened up to municipalities to order the vehicles. He stated ordering is usually quite a bit ahead of time of the actual production date of the vehicle. In this instance the order banks will be opened in October 2022, within the next week or so, and vehicle production does not begin until January 1, 2023. The arrival of the vehicle would probably not be until April, May, or June 2023. If the order bank is filled for all of the vehicles offered at fleet pricing, municipalities would have to wait until the next production year which would be October of 2023 for delivery in the spring of 2024. Public Works is seeking approval to order a truck at a not to exceed amount as we will not have pricing until the order bank opens up. Treasurer Horning inquired as to whether this was an additional truck or a replacement vehicle. Director Luce stated this is a pickup truck that will replace the existing Trailblazer which is no longer operable.

**Move to approve the purchase of new Township truck through the MiDeal procurement agreement in an amount not to exceed \$35,000.**

Motion made by Clerk Ciofu, Seconded by Trustee Petrucci.

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

Voting Nay: None

Absent: Trustee O'Connell

### 8. Board Reports

Treasurer Horning - No report.

Trustee Germane - No report.

Trustee McMullen - No report.

Trustee Petrucci - No report.

Clerk Ciofu – Stated voters can still get an Absentee Ballot for the November 8, 2022 General Election. We are still in the process of accepting applications and you can drop your application off at the Township Hall and your ballot will be mailed out the following day. You can also pick up your ballot the same day at the Township Hall.

Supervisor Fountain - No report.

[BRIEF RECESS]

### 9. Information / Discussion

#### a) Manager's Report

Manager West gave a brief update on the Septage Receiving Station Dispute Resolution Panel stating that Tim Sikma has been chosen, and has agreed, to be the third-party representative of the panel. There will be a Dispute Resolution Panel meeting this Friday at the Township Hall since we are closed to the public on that day. Manager West stated he is also meeting with the Sheriff's Deputies this Friday for a progress update and if any member of the Board has any issues they would want Manager West to discuss with the Sheriff's please let him know. Manager West stated that they have been working on the American Rescue Plan Act (ARPA) funds grant opportunities for local civic organizations guidelines. He stated we have allocated \$75,000 for approximately

## HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

October 18, 2022 – 7:00 PM

ten grant projects and that we have developed an application process that has not been finalized but should be completed within the next month. Manager West stated that the Board should have received the 2022 Parks Capital Improvement Plan (PCIP) Survey. This is part of the staff's update of the Parks Master Plan, which will incorporate the Pathways Plan into the Master Plan. This survey is a core piece of the Master Plan and has been sent to the Board, the Planning Commission (PC), HAYAA Administration, and the original members of the Parks Task Force. He also stated that work has begun on the 2023 Strategic Plan. Manager West stated the Detroit Polo Club is looking for a new location for the Hartland Polo Classic and they have inquired as to the use of Heritage Park. We have not provided any formal feedback on their inquiry at this time. Supervisor Fountain stated that at the Chamber meeting this morning there was discussion on making this a two-day event with Saturday being the Polo Event and Sunday being more of a family event. The Chamber is also considering a fall event, possibly an Art in the Park type event where artworks would be displayed at various businesses and in the parks as a contest event. Trustee Petrucci inquired as to the HAYAA Spranger Field storage structure on the PCIP, as HAYAA already has something before the PC. Manager West stated that the Livingston County Building Department would not issue a building permit for the structure as presented to the PC because it would not meet commercial building standards. This was placed in the PCIP as an potential option as discussions are held with HAYAA. Trustee Germane inquired as to the basketball courts or baseball fields at Heritage Park in the PCIP with regards to available land in the park. Manager West responded that there is space available in the northeast corner of the park.

### b) 2022 Planning Department Update

Manager West stated that Planning Director Langer has put together a list of large projects under construction, projects under review, projects in administration review, ordinance amendments, and potential future projects. Director Langer then gave a brief overview of the overall volume of business taking place in the Planning Department. He reviewed statistics regarding applications by type and the increasing trend we are seeing in overall applications. Discussion was held on the overall economy, housing market trends, and commercial building trends. Supervisor Fountain inquired as to the time spent on applications overall. Director Langer stated that certain aspects of applications take the same amount of time no matter the size of the project, such as documenting the application for record retention. Other items, such as land use applications, may vary greatly in time spent, depending on the size of the project, which ordinance applies to the application, and time spent educating the applicant and helping the applicant understand the ordinances and working through alternatives to assist the applicant in getting an approval. Trustee Germane inquired as to the status of the Mayberry/Newberry project. Manager West stated that he feels that Mayberry will come forward with some plan within the next 24 months. Clerk Ciofu inquired as to whether current staffing levels are keeping up with the projects and whether any of the future projects a concern as to staffing if they were to move forward. Director Langer stated that they were short one staff member due to special circumstances, so things are difficult to keep up with right now, but even with this third person's availability, they are still stressing staff levels. Director Langer stated Mayberry and Hartland Glen future plans are of a concern going forward. Manager West stated if one of these future projects come forward, we may need to look at a request for additional staffing resources.

### c) Hartland Township Pathways Plan Discussion

Manager West gave a brief overview of the road millage discussions where the sidewalks were removed from the road millage proposal and at that time the Township would look at pathways. Manager West presented the pathways map and highlighted the pathways projects that have been completed by the Township to date. Discussion was held on the two remaining major pathways

## HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

October 18, 2022 – 7:00 PM

projects from the original pathways plan, north of M-59 in front of the Community Education building, and the San Marino connector south of M-59. Manager West stated that Director Luce reached out to our engineering consultants regarding an engineering proposal for the San Marino pathway connector. He stated that the San Marino connector was a small section but would require a retaining wall due to elevation changes, multiple curb cuts, and we would have to deal with the ITC pole in this location. Discussion was held on the cost for the San Marino connector of approximately \$247,000. The engineer also provided a no-cost engineering proposal for extending this pathway from Clover Ridge to W. View Trail. Discussion was held as to the timing of the San Marino connector to be able to get engineering done over the winter to be ready to go in the spring. Director Luce stated that engineering will take some time due to the elevations, retaining wall, the ITC aspect of the project, and being in the MDOT right of way. Trustee Germane inquired as to the gaps in the sidewalks to the east of US-23 as being viable sidewalk projects now that M-59 repairs are being completed. Manager West presented a diagram of the sidewalk gaps east of US-23 and stated that we may look into a sidewalk district that would require developers to install sidewalks when developing property if they were located in the sidewalk district. Issues briefly discussed were existing business that have no sidewalks, vacant property, property that may be developed that would require sidewalks, and the benefits to residents in this area. Manager West stated that this would be looked at in the future.

### 10. Adjournment

#### **Move to adjourn the meeting at 7:55 p.m.**

Motion made by Clerk Ciofu, Seconded by Trustee McMullen.

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

Voting Nay: None

Absent: Trustee O'Connell

## Hartland Township Board of Trustees Meeting Agenda Memorandum

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

**Subject:** ARPA Budget Amendment – Security Cameras

**Date:** October 18, 2022

### Recommended Action

Move to ratify the attached budget amendment for the purchase of security cameras and CCTV repairs using ARPA funds.

### Discussion

A budget amendment is necessary for the expenditure of any ARPA funds. New security cameras were purchased in July and installed for Spranger Field and Winegarner Field. In addition, repairs were made to the CCTV cameras at Settlers Park. Purchases and repairs were made for a total of \$9244.00.

### Financial Impact

Is a Budget Amendment Required?    ☒ Yes    ☐ No  
See attached budget amendment

### Attachments

BA 88234 Park/Twp Security Upgrades

## JOURNAL ENTRY

JE: 88234

Post Date: 11/01/2022

Entered By: SUSAN

Entry Date: 10/18/2022

Journal: BA

Description: BA FOR ARPA FUNDING: PARK/TWP SECURITY

UPGRADES AT TWP HALL, SPRANGER FIELD AND

WINEGARDENER FIELD PER JULY 14, 2022 PROPOSAL.

GL #	Description	Increase/(Decrease)
285-751-970.000	PARKS CAPITAL OUTLAY	8,550.00
285-101-930.000	TWP HALL REPAIRS & MAINT	694.00
	Revenue Change:	0.00
	Expenditure Change:	9,244.00
	Budgeted Change To Fund Balance:	(9,244.00)

APPROVED BY:

Susan Dryden

88234

# Hartland Township Board of Trustees Meeting Agenda Memorandum

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

**Subject:** Public Works Truck Purchase

**Date:** October 25, 2022

## Recommended Action

Amend the approved purchase price of a new Township truck through the MiDeal procurement agreement in an amount not to exceed \$40,000.

## Discussion

Public Works has had conversations and received projected quotes for the new truck previously approved during the last board meeting. Prior estimates used a figure of 12% over the 2022 MiDeal pricing since the pricing had not been released as the prior meeting.

The fleet ordering banks have opened and resulted in pricing more than 30% over the 2022 pricing. Pricing we have been able to obtain are from Ford and GMC. Ram is not participating in MiDeal fleet pricing currently. The provided actual quotes indicate an increase of over 30% from the 2022 manufacture year making the prediction quite difficult to be accurate. For reference, the MiDeal fleet pricing remains significantly lower than the actual MSRP of the vehicle being purchased, and remains the best value for new vehicle purchases.

A bid tab has been provided for reference. Public Works is recommending requesting an amendment to the prior approval to reflect the an increase of \$5,000 from the original not to exceed amount, totaling \$40,000 as the revised not to exceed amount.

## Financial Impact

Is a Budget Amendment Required? ☒ Yes ☐ No

Approval of the amendment will authorize the associated budget amendment as needed based upon the fiscal year of actual delivery of the vehicle.

## Attachments

Ford Quote

GMC Quote



## **2023 Fleet Truck Pricing**

<u>Make</u>	<u>Model</u>	<u>Engine</u>	<u>GVW</u>	<u>Price</u>
<u><b>GMC</b></u>	<b>3500 HD</b>	<b>6.6 L Gas</b>	<b>11,400 lbs</b>	<b>\$37,810.50</b>
<u><b>Ford</b></u>	<b>F-350</b>	<b>7.2 L Gas</b>	<b>10,900 lbs</b>	<b>\$55,085.00</b>
<u><b>Ram</b></u>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	Dealer could not provide a Fleet price.

\* Both truck are projected to be delivered in late spring.

\* The additional \$2,189.50 in the cost is needed for Safety Lighting and decals.



# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Michael Luce, Director of Public Works  
**Subject:** 2022-2024 Winter Maintenance Agreement  
**Date:** October 24, 2022

## Recommended Action

Move to approve the 2022-2024 Winter Maintenance Agreement with Horizon Landscape.

## Discussion

Public Works is recommending a winter maintenance contract for Township Hall and Fire properties for the 2022-2024 winter season. The contracted services have resulted in a significant cost savings due to the lower than expected salt costs for the season. The contracted services will only be used in off peak hours to avoid internal overtime expenses, and the internal field staff will perform services during business hours.

Horizon Landscape has agreed to continue the hybrid approach used last year, which proved successful is reducing costs while eliminating the need for internal overtime costs. The overall labor costs have increased at a very minimal rate, with a significant reduction in salt costs. The service is based upon a pay per service proposal and is estimated to not exceed \$9,500 annually.

The proposed contract will result in a cost savings reflected in the reimbursement to the water fund for internal staff hours.

## Financial Impact

Is a Budget Amendment Required? ☐ Yes ☐ No

## Attachments



11765 Hibner Road • Hartland, MI 48353 • (810) 632-9292

### COMMERCIAL PER PUSH SNOW PLOWING AGREEMENT

1. This agreement is between Horizon Landscape and Hartland Township (referred to as owner) for snow plowing services at the premises described as:

Address: Hartland Township Hall  
Atten: Mike Luce/Bob West  
2655 Clark Road  
Hartland MI 48353  
517-861-7889

Bill To: Hartland Township Hall  
Atten: Mike Luce /Bob West  
2655 Clark Road  
Hartland MI 48353

The Parties agree to a:

Per Push Contract for the period from November 1, 2022 until April 1, 2024 is based upon the following schedule of accumulation in any 24 hour period: 1.5" \$135.00. First service to be done before 8AM if possible and upon request during the daytime.

The Parties agree that

- A. Salt shall be applied at Horizon Landscape Inc. discretion at a cost to the owner of \$179.50 per ton and an approximate application of \$169.00
- B. In the event of a snowfall of 12" or more Horizon Landscape Inc., at its option may use a loader to remove snow, there will be an additional charge of  
\$90.00 per hour 1 yard loader
- Trucking snow off sight will be an additional charge of :  
\$75.00 per hour 6 yard truck  
\$95.00 per hour 12 yard truck
- C. Horizon Landscape Inc. will not be held responsible for damage or injury resulting from ice accumulations forming after plowing and salting operations.
- D. It shall be the owners responsibility to notify Horizon Landscape Inc. if hazardous conditions develop which require additional salting or plowing.
- E. Snow plowing shall include moving snow from entrance ways, roadways, parking lot and emergency areas and does not imply that snow will be removed from premises.
2. Horizon Landscape Inc. will not be responsible for misplaced gravel on unpaved Surfaces.
3. The owner agrees to submit payment for services within 15 days of receipt of Horizon Landscape Inc.'s bill.
4. Service of Sidewalks as follows: Walks to be shoveled and salted with ice melter at a cost of \$116.00 (city walks not included in pricing.)
5. Fuel Surcharge may be added as necessary.
6. Salt Surcharge may be added if Salt costs exceed \$120.00 per ton.
7. **Salt cost is within 10% of state market price from road commission.**

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

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Michael Luce, Director of Public Works  
**Subject:** San Marino Pathway Connector Engineering  
**Date:** October 25, 2022

## Recommended Action

Move to approve the engineering of the San Marino Pathway Connection by Spalding DeDecker as presented, in an amount not to exceed \$20,000.

## Discussion

This is to approve and move forward with the engineering of the San Marino Pathway connector engineering only to ensure the project is shovel ready in the spring of 2023.

As has been discussed the sidewalk proposed is intended to connect Fiddler Ct to Clover Ridge Dr. This portion of walk is depicted as part of our safer pathways plan and will make a walkable path from the residents of the San Marino development to the hub of M59 and Old US23. Much of this pathway will require a retaining wall as the topography of the land is a large hill and will require land balancing to make the path meet code. SDA (Spalding DeDecker) has provided a price for the Design engineering of \$18,744.19, moving forward on this at this time will allow the design to be completed over the winter months along with the project being bid out for a spring start of construction.

Public Works is seeking approval of the design portion of the proposal only at this time to ensure the project remains on schedule for the 2023 construction season. MDOT projects often include unique construction parameters, along with the coordination with ITC right of way making the permit process lengthy.

## Financial Impact

Is a Budget Amendment Required? ☒ Yes ☐ No

Increase: 401-444-969.005 Sidewalks \$20,000  
The increase will be covered by 401 Fund Balance.

## Attachments

2022 San Marino Pathway

Fiddler Ct to Clover Ridge Rendering



# SIDEWALK GAPS

CLOVER RIDGE DR AND FIDDLER CT



ADA Ramp, 6 inch

Extend existing island

Sidewalk, Conc, 4 inch

Sidewalk, Rem

E Highland Rd

Retaining Wall

Clover Ridge Dr

Fiddler Ct



## OPINION OF PROBABLE CONSTRUCTION COST

**PROJECT NAME:** SIDEWALK GAPS - CLOVER RIDGE DR AND FIDDLER CT  
**CLIENT NAME:** HARTLAND TOWNSHIP  
**PREPARED BY:** LA  
**CHECKED BY:** AC

**PROJECT NO:** --  
**DATE:** 09/13/22

Item No.	Ref. Spec.	Item Description	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
1	2.02	Bonds, Insurance and Mobilization (10% Max)	LSUM	1	\$ 12,600.00	\$ 12,600.00
2	2.02	Pre-Construction Audio-Visual	LSUM	1	\$ 630.00	\$ 630.00
3	30.11	Permit Allowance	DLR	5000	\$ 1.00	\$ 5,000.00
4	30.12	Soil Erosion Control Measures	LSUM	1	\$ 1,300.00	\$ 1,300.00
5	30.13	Temporary Traffic Control Devices	LSUM	1	\$ 1,300.00	\$ 1,300.00
6	30.14	Construction Protection Fencing-Orange	Ft	410	\$ 4.00	\$ 1,640.00
7	M-201.04.A	Clearing	Acre	0.15	\$ 10,000.00	\$ 1,515.15
8	M-204.04.C	Curb and Gutter, Rem	Ft	22	\$ 30.00	\$ 660.00
9	M-204.04.D	Sidewalk, Rem	Syd	31	\$ 13.00	\$ 397.22
10	30.19	Sidewalk Grading	Sta	5.25	\$ 2,000.00	\$ 10,500.00
11	M-302.04.C	Aggregate Base, 4 Inch	Syd	244	\$ 14.00	\$ 3,422.22
12	M-302.04.C	Aggregate Base, 6 Inch	Syd	33	\$ 16.00	\$ 533.33
13	M-504.04.H	HMA Surface, Rem	Syd	61	\$ 18.00	\$ 1,100.00
14	30.21	Curb & Gutter, Conc, Modified	Ft	132	\$ 32.00	\$ 4,224.00
15	M-803.04.B	Sidewalk, Conc, 4 Inch	Sft	2200	\$ 6.50	\$ 14,300.00
16	30.22	ADA Ramp, Conc, 6 inch	Sft	300	\$ 7.00	\$ 2,100.00
17	30.23	ADA Detectable Warning Plate	Ft	40	\$ 33.00	\$ 1,320.00
18	30.24	Modular Block Retaining Wall	FSF	1540	\$ 80.00	\$ 123,200.00
19	30.25	Restoration	LSUM	1	\$ 2,000.00	\$ 2,000.00
<b>Total Construction Cost:</b>						<b>\$187,741.93</b>
Design Engineering:					10.00%	\$ 18,774.19
Construction Contingency:					10.00%	\$ 18,774.19
Geotechnical Investigation:						\$ 2,000.00
20	1.04	Inspection (Crew Days at \$800/Day):		5	\$	4,000.00
Contract Administration:					6.50%	\$ 12,203.23
Material Testing:					2.0%	\$ 3,754.84
[Other Non Bid Items]:						
<b>Total Construction Cost:</b>						<b>\$247,248.38</b>

*In providing opinions of probable construction cost, the Client understands that the Consultant has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the Consultant's opinions of probable construction costs are made on the basis of the Consultant's professional judgement and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the Consultant's opinion of probable construction cost.*

# CAPITAL IMPROVEMENT PLAN

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Capital improvement planning has proven to be a year-round process, with Township Administrators continually re-evaluating and prioritizing their capital needs. During the budget planning process, Township Administrators identify and prioritize projects, estimate project costs, determine available resources, and balance project timelines within the available resources.

Collaboration between the Township Staff, Administrators and Township Board result in coordination in developing the annual updates to the Capital Improvement Plan (CIP) as part of the annual budget process. The collaboration includes forecasting revenues for the various funds used to finance capital projects and identifies the financial parameters associated with the proposed projects. Capital projects originate in the operating departments where subject matter experts identify needs based on technical criteria, future growth within the community and residential feedback. All requests are submitted, and the financial parameters established to prepare for the Township Board budget presentation annually.





## GENERAL FUND CIP

2021-2025

Funding Source	Proposed FY 21-22	Proposed FY 22-23	Proposed FY 23-24	Proposed FY 24-25	Proposed FY 25-26	Future TBD
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### Pathways

M59 South Pathway Connector	401	\$ 317,299				
Dunham Road Crosswalk (Settlers Park)	401	\$ 154,004				
Sidewalk Sweeping	401	\$ 672				
<i>Dunham Road Pathway</i>	<i>285</i>		<i>ARPA</i>			
San Marino Extension	401			\$ 250,000		

### Township Hall and Grounds

Township Hall HVAC (placeholder)	401		\$ 5,896	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500
Township Hall Landscaping	401		\$ 30,870				
Township Hall Parking Lot Rehab	401			\$ 295,000			
Township Hall Lobby/Board Room Improvements	401			\$ 20,000			

### HERO Center Improvements

<i>HERO Center (placeholder)</i>	<i>401</i>			<i>ARPA</i>			
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### Parks

Settlers Pathway Sealcoat	401	\$ 41,970					
Settlers Park Plant Management	401		\$ 58,000				
Phragmite Educational Site	401		\$ 5,000	\$ 20,000	\$ 20,000		
<i>Settlers Park Picnic Area</i>	<i>285</i>		<i>ARPA</i>				
<i>Picnic Tables and Trash Receptacles</i>	<i>401</i>		<i>ARPA</i>				
<i>Heritage Park Irrigation repair</i>	<i>285</i>		<i>ARPA</i>				
<i>Park Security Cameras</i>	<i>285</i>		<i>ARPA</i>				
<i>Utility Vehicle</i>	<i>401</i>		<i>ARPA</i>				
<i>Spranger Field Storage Building</i>	<i>401</i>			\$ 350,000			
2nd Pavilion or Mobile Stage	<i>401</i>			\$ 200,000			

### Miscellaneous Projects

Contingencies	401	\$ -	\$ 20,000	\$ 20,000	\$ 20,000		\$ 20,000
Miscellaneous Expenses	401	\$ 2,893					
<i>Ore Creek Bridge Paint</i>	<i>285</i>			<i>ARPA</i>			
<i>Board Room Audience Chairs</i>	<i>285</i>			<i>ARPA</i>			
<i>Grant Initiative for Civic Organizations</i>	<i>285</i>			<i>ARPA</i>			
Replacement DPW Truck	401			\$ 35,000			
M-59 Median Improvements (discussion)*	401			\$ 46,200	\$ 121,520	\$ 106,700	
<i>Election Equipment (projected in year 2027)</i>	<i>401</i>						\$ 100,000

Beginning Capital Project Fund Cash Balance:	401	\$ 904,441	\$ 1,317,559	\$ 1,691,909	\$ 1,036,007	\$ 1,286,487	\$ 1,591,787
Annual Project Totals:	401	\$ 516,839	\$ 119,766	\$ 1,245,700	\$ 171,020	\$ 116,200	\$ 129,500
Other Misc Revenues	401	\$ 43,728	\$ 21,500	\$ 21,500	\$ 21,500	\$ 21,500	\$ 21,500
Annual Capital Fund Transfer Projection:	401	\$ 886,229	\$ 472,616	\$ 568,298	\$ 400,000	\$ 400,000	\$ 400,000
EOY Capital Fund Project Balance:	401	\$ 1,317,559	\$ 1,691,909	\$ 1,036,007	\$ 1,286,487	\$ 1,591,787	\$ 1,883,787

Items in red have been or are intended to be ARPA funded



## ARPA FUNDING

2021-2025

Funding Source	<u>Actual</u> FY 21-22	<u>Actual</u> FY 22-23	<u>Proposed</u> FY 23-24	<u>Proposed</u> FY 24-25	<u>Proposed</u> FY 25-26
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### Road Fund

Water Main Extension	539		\$ 1,000,000	\$ -		
Dunham Road Pathway	285		\$ 208,675			
Fire Station 61 Study for Expansion	285		\$ 21,684			
Settlers Park Picnic Area	285		\$ 34,750			
Heritage Park Irrigation repair	285		\$ 18,900			
Park Security Cameras	285		\$ 9,244			
Picnic Tables and Trash Recepticles	285		\$ 16,626			
Utility Vehicle	285		\$ 30,299			
HERO Center (placeholder)	285			\$ 50,000		
Ore Creek Bridge Paint	285			\$ 6,500		
Lexipol Fire Authourity Training Software	285			\$ 30,000		
Board Room Audience Chairs	285			\$ 10,000		
Grant Initiative for Civic Organizations	285			\$ 75,000		

Beginning ARPA Fund Cash Balance	285	\$ -	\$ 797,270	\$ 254,592		
Annual Project Totals:	285	\$ -	\$ 1,340,178	\$ 171,500		
Additional ARPA Payments + Interest Earnings	285	\$ 797,270	\$ 797,500	\$ -		
ARPA Fund Balance:	285	\$ 797,270	\$ 254,592	\$ 83,092		





# **FIRE AUTHORITY CIP**

2021-2025

Funding Source	Actual FY 21-22	Proposed FY 22-23	Proposed FY 23-24	Proposed FY 24-25	Proposed FY 25-26	Future TBD
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## **Fire Fund**

Station 61 addition/remod design/engineering	206		ARPA				
Lexipol Policy & Training Program (ARPA request)	206			ARPA			
Station 61 drain repair	206			\$ 6,500			
Station 62 interior light replacement project	206			\$ 5,500			
Radiont Heater replacement	206			\$ 3,500	\$ 3,500		\$ 3,500
Station 61 carpet replacement	206			\$ 12,000			
Station 61 parking lot replacement	206			\$ 289,000			
Tornado Sirens per new siren	206			\$ 20,000	\$ 20,000		\$ 20,000
Station 62 parking lot sealcoating	206			\$ 40,000			
Station 62 water softener	206			\$ 4,000			
Station 62 exhaust removal system repair/update	206			\$ 10,000			
Station 62 interior remodel	206				\$ 40,000		
Station 62 HVAC replacement unit	206						\$ 10,000
Station 62 replacement roof	206						\$ 45,000
Station 61 addition/remod (\$3.8M)	206						Explore Financing
Station 64 without property (\$2.9M)	206						Explore Financing

Beginning Cash Balance	206	\$ 1,371,775	\$ 1,702,565	\$ 2,051,907	\$ 1,964,063	\$ 2,179,123	\$ 2,179,123
Annual Expenses excluding Capital Projects	206	\$ 1,263,440	\$ 1,316,995	\$ 1,356,123	\$ 1,396,807		\$ 1,438,711
Total Cash Balance before CIP	206	\$ 108,335	\$ 385,570	\$ 695,784	\$ 567,256		\$ 740,412
Total Project Costs	206	\$ -	\$ -	\$ 390,500	\$ 63,500		\$ 78,500
Cash Balance after CIP (goal of \$100K Min.)	206	\$ 108,335	\$ 385,570	\$ 305,284	\$ 503,756		\$ 661,912
Annual Taxes & Revenues designated for Fire	206	\$ 1,594,230	\$ 1,666,337	\$ 1,658,779	\$ 1,675,367		\$ 1,692,120
EOY Cash Balance:	206	\$ 1,702,565	\$ 2,051,907	\$ 1,964,063	\$ 2,179,123		\$ 2,354,033



## ROAD MILLAGE

2021-2025

Funding Source	<u>Actual</u> FY 21-22	<u>Proposed</u> FY 22-23	<u>Proposed</u> FY 23-24	Millage Over	Possible Millage Renewal
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### Road Fund

Bergin Road Design Engineering	204	\$ 6,898				
Road Chloride - 1 application	204	\$ -	\$ 20,998	\$ 24,500		
2021 - 2022 construction projects	204	\$ 271,532	\$ 495,000			
Cundy Road/Maxfield Road	204			\$ 950,000		
Old US-23 Paving cost sharing	204			\$ 1,304,000		
Bergin Limestone <i>(no millage renewal)</i>	204			\$ 96,000		
Pleasant Valley Rd limestone <i>(no millage renewal)</i>	204			\$ 108,000		

Beginning Road Fund Cash Balance	204	\$ 1,988,971	\$ 2,235,864	\$ 2,279,764	\$ 359,734	\$ 9,000,000
Annual Project Totals:	204	\$ 278,430	\$ 515,998	\$ 2,482,500		
Annual Bond Payments (P&I) & Non capital expenses	204	\$ 592,672	\$ 608,000	\$ 600,900		
Annual Taxes & Revenues designated for Roads	204	\$ 1,117,995	\$ 1,167,898	\$ 1,163,370		
EOY Road Fund Project Balance:	204	\$ 2,235,864	\$ 2,279,764	\$ 359,734	\$ 359,734	\$ 9,000,000

\*FY24 last year of collections

*Bergin limestone and Pleasant Valley limestone applications would only occur if road millage is not renewed*

*Four annual chloride applications - Three funded from General Fund; One from Road Millage Fund*

*Road millage renewal planned for 2024 election*



## WATER SYSTEM CIP

2021-2025

Funding Source	Proposed FY 21-22	Proposed FY 22-23	Proposed FY 23-24	Proposed FY 24-25	Proposed FY 25-26	Future TBD
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### Water Fund

Engineering Water Extension to Fenton Road	539						
Booster Station	539						
Pole Barn	539						
Mowers, Trailer	539						
Annual Repairs	539	\$ 8,704	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Fixed Network Meter Reading System	539	\$ 75,000					
Well #1 Replacement	539	\$ 39,190					
Updated Water Master Plan	539	\$ 24,171	\$ 25,000				
New Supply Well Engineering	539		\$ 45,000				
Install Water Main (12" & 16") to East M-59	539	\$ 1,170	\$ 2,198,830				
Water Plant Filter Improvements with media	539			\$ 875,000			
New Supply Well Construction	539			\$ 350,000			
Driveway Improvements for well access	539			\$ 50,000			
New PRV (additional to existing)	539			\$ 300,000			
Generator Garage Door	539			\$ 30,000			

Beginning Capital Project Fund Cash Balance:	539	\$ 447,943	\$ 3,479,537	\$ 2,637,007	\$ 1,457,058	\$ 1,877,058	\$ 2,297,058
Annual Project Totals:	539	\$ 148,234	\$ 2,283,830	\$ 1,620,000	\$ 15,000	\$ 15,000	\$ 15,000
ARPA Grant	539	\$ -	\$ 1,000,000				
Connection Fees + 536 Transfers + Other Revenue Less: Non Capital Expenses	539	\$ 3,179,828	\$ 1,441,300	\$ 440,051	\$ 435,000	\$ 435,000	\$ 430,000
EOY Capital Fund Project Balance:	539	\$ 3,479,537	\$ 2,637,007	\$ 1,457,058	\$ 1,877,058	\$ 2,297,058	\$ 2,712,058

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

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

**Subject:** Hartland Township Capital Improvement Projects Update

**Date:** October 27, 2022

### **Recommended Action**

No action required at this time.

Manager West will provide the most recent updates to the Township CIP prior to the fiscal year 2023-24 budget cycle for review.