



## Board of Trustees

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

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

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### Board of Trustees Regular Meeting Agenda Hartland Township Hall Tuesday, March 25, 2025 7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Agenda
5. Call to the Public
6. Approval of the Consent Agenda
  - a. Approve Payment of Bills
  - b. Approve Post Audit of Disbursements Between Board Meetings
  - c. 03-11-25 Hartland Township Board Regular Meeting Minutes
  - d. Close out Fund 285 CLFRF Grant (ARPA) into General Fund
  - e. Fiscal Year End 2025 Budget Amendments
7. Pending & New Business
8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
  - a. Closed Session: To consult with the Township Attorney regarding trial or settlement strategy regarding pending litigation in accordance with the Open Meetings Act, MCL 15.268(e).
  - b. US23 / M59 Gateway Discussion
  - c. Manager's Report
10. Adjournment

# Hartland Township Board of Trustees Meeting Agenda Memorandum

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

**Subject:** Approve Payment of Bills

**Date:** March 18, 2025

## Recommended Action

Move to approve the bills as presented for payment.

## Discussion

Bills presented total \$1,209,092.23. The bills are available in the Finance office for review.

Notable invoices include:

\$18,332.75 – ETNA Supply Company – (Meter, PRV project supplies)

\$45,200.00 – Jennifer M. Nash – (Sewer system refunding bond, series 2016)

\$146,798.00 – Kennedy Industries – (PRV)

\$65,196.25 – Livingston County Sheriff – (Jan – Mar 2025 law enforcement)

\$615,861.07 – Livingston County Road Commission – (Old US-23 lane widening)

\$191,181.21 – Livingston County Drain Commission – (February 2025 sewer system O&M & release of developer account funds)

\$26,656.74 – PWRW LLC – (Release of developer account funds)

\$24,250.00 – Red Barn Property #16 LLC – (Release of developer account funds)

\$30,822.62 – Spalding Dedecker – (Various engineering invoices)

\$11,054.00 – Veteran Flooring – (Carpet replacement for board room & both conference rooms at Twp Hall)

## Financial Impact

Is a Budget Amendment Required?     Yes     No

All expenses are covered under the amended FY25 budget.

## Attachments

Bills for 03.25.2025

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
ALLSTAR	ALLSTAR ALARM LLC	03/01/2025	417680	FOA	4/1/25 - 6/30/25 - HERO TEEN CENTER	
52221	8345 MAIN STREET	03/25/2025		N		150.00
03/01/2025	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		03/25/2025		Y		150.00

Open

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

VENDOR TOTAL: 150.00

CINTAS	CINTAS CORPORATION	03/17/2025	4224251577	FOA	MATS	
52301	P.O. BOX 630910	03/25/2025		N		46.62
03/17/2025	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		03/25/2025		N		46.62

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	46.62

VENDOR TOTAL: 46.62

CIOFU	CIOFU, LARRY N	03/10/2025	031025	FOA	REIMBURSEMENT FOR DJ AT 2025 WINTERF	
52249	1340 WINDMILL LANE	03/25/2025		N		500.00
03/10/2025	MILFORD MI, 48380	/ /	0.0000	N		0.00
		03/25/2025		N		500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	500.00

VENDOR TOTAL: 500.00

COREMAIN	CORE & MAIN LP	03/07/2025	W554109	FOA	MATERIALS FOR PRV PROJECT	
52274	P.O. BOX 28330	03/25/2025		N		1,622.12
03/07/2025	SAINT LOUIS MO, 63146	/ /	0.0000	N		0.00
		03/25/2025		Y		1,622.12

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	1,622.12

VENDOR TOTAL: 1,622.12

COSGROVE	COSGROVE, HEATHER	03/17/2025	031725	FOA	REIMBURSEMENT FOR MILEAGE/LODGING FO	
52300		03/25/2025		N		611.30
03/17/2025	,	/ /	0.0000	N		0.00
		03/25/2025		N		611.30

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
101-215-957.000	EDUCATION/TRAINING/CONVENTION	611.30
VENDOR TOTAL:		611.30

9885	CROMAINE DISTRICT LIBRARY	03/10/2025	031025	FOA	DPPT DISBURSEMENT	
52252	P.O. BOX 308	03/25/2025		N		178.86
03/10/2025	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/25/2025		N		178.86

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.200	DPPT ESCROW	178.86
VENDOR TOTAL:		178.86

DIVERSE	DIVERSE DEVELOPMENT	03/18/2025	031825	FOA	RELEASE OF DEVELOPER ACCT FUNDS	
52328	1428 ALBION RD	03/25/2025		N		800.00
03/18/2025	HOLLAND OH, 43528	/ /	0.0000	N		0.00
		03/25/2025		N		800.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-628.100-0039	CHIPOLTE	800.00
VENDOR TOTAL:		800.00

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	03/05/2025	184989	FOA	MARCH 2025 - PARKS TRASH	
52216	PO BOX 241	03/25/2025		N		300.00
03/05/2025	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/25/2025		Y		300.00

Open

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

0070	DTE ENERGY	02/28/2025	200325525179	FOA	FEB 2025 - MILLPOINTE, FIDDLERS GROV	
52223	P.O BOX 740786	03/25/2025		N		1,878.22
02/28/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		03/25/2025		N		1,878.22

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-282.001	MILLPOINTE STREETLIGHTS DEPOSIT	259.96
101-000-282.002	FIDDLAR GROVE STREETLIGHT DEPOSIT	23.24
101-000-282.003	WALNUT RIDGE STREETLIGHTS DEPOSIT	25.41
101-448-921.000	STREET LIGHTS	1,569.61

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

1,878.22

VENDOR TOTAL: 1,878.22

ELECTIONSO	ELECTION SOURCE	03/11/2025	25-924	FOA	ELECTION SUPPLIES	
52290		03/25/2025		N		685.05
03/11/2025	,	/ /	0.0000	N		0.00
		03/25/2025		N		685.05

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	685.05

VENDOR TOTAL: 685.05

ETNA	ETNA SUPPLY COMPANY	03/04/2025	S106095794.001	FOA	1 1/2" METER	
52217	P.O. BOX 772107	03/25/2025		N		3,375.00
03/04/2025	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		03/25/2025		N		3,375.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-741.000	METER COSTS	3,375.00

ETNA	ETNA SUPPLY COMPANY	03/04/2025	S106128311.001	FOA	PARTS FOR PRV PROJECT	
52234	P.O. BOX 772107	03/25/2025		N		9,874.15
03/04/2025	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		03/25/2025		N		9,874.15

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	9,874.15

ETNA	ETNA SUPPLY COMPANY	03/04/2025	S106128311.002	FOA	PARTS FOR PRV PROJECT	
52233	P.O. BOX 772107	03/25/2025		N		5,083.60
03/04/2025	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		03/25/2025		N		5,083.60

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	5,083.60

VENDOR TOTAL: 18,332.75

GRISSIM	GRISSIM METZ ANDRIESE ASSOCIATES	03/14/2025	11678	FOA	GATEWAY LANDSCAPE	
52299	15000 EDWARD N HINES DRIVE, STE A	03/25/2025		N		3,086.00
03/14/2025	PLYMOUTH MI, 48170	/ /	0.0000	N		0.00
		03/25/2025		N		3,086.00

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
401-463-969.012	M59 IMPROVEMENTS	3,086.00
VENDOR TOTAL:		3,086.00

0150	HARTLAND CONSOLIDATED SCHOOLS	03/10/2025	03102025	FOA	DPPT DISBURSEMENT	
52255	9525 E HIGHLAND ROAD	03/25/2025		N		1,175.48
03/10/2025	HOWELL MI, 48843	/ /	0.0000	Y		0.00
		03/25/2025		N		1,175.48

Open

GL NUMBER	DESCRIPTION	AMOUNT				
701-000-290.200	DPPT ESCROW	1,175.48				
0150	HARTLAND CONSOLIDATED SCHOOLS	03/10/2025	031025	FOA	DPPT DISBURSEMENT	
52253	9525 E HIGHLAND ROAD	03/25/2025		N		307.08
03/10/2025	HOWELL MI, 48843	/ /	0.0000	Y		0.00
		03/25/2025		N		307.08

Open

GL NUMBER	DESCRIPTION	AMOUNT				
701-000-290.200	DPPT ESCROW	307.08				
0150	HARTLAND CONSOLIDATED SCHOOLS	03/07/2025	175074	FOA	FEBRUARY 2025 FUEL	
52248	9525 E HIGHLAND ROAD	03/25/2025		N		407.85
03/07/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/25/2025		N		407.85

Open

GL NUMBER	DESCRIPTION	AMOUNT				
101-239-860.000	GASOLINE	36.29				
536-000-860.000	GASOLINE	371.56				
		407.85				
0150	HARTLAND CONSOLIDATED SCHOOLS	03/10/2025	3102025	FOA	DPPT DISBURSEMENT	
52254	9525 E HIGHLAND ROAD	03/25/2025		N		57.00
03/10/2025	HOWELL MI, 48843	/ /	0.0000	Y		0.00
		03/25/2025		N		57.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.200	DPPT ESCROW	57.00
VENDOR TOTAL:		1,947.41

H DFA	HARTLAND DEERFIELD FIRE	02/27/2025	62BATH24/25	FOA	STATION 62 BATHROOM REMODEL	
52228	3205 HARTLAND RD	03/25/2025		N		6,000.00
02/27/2025	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/25/2025		N		6,000.00

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
206-000-970.003	CAPITAL OUTLAY - BLDG GRDS	6,000.00

VENDOR TOTAL: 6,000.00

ROADFUND	HARTLAND ROAD FUND	03/10/2025	031025	FOA	DPPT DISBURSEMENT	
52257		03/25/2025		N		177.45
03/10/2025	,	/ /	0.0000	N		0.00
		03/25/2025		N		177.45

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.200	DPPT ESCROW	177.45

VENDOR TOTAL: 177.45

HARTFIRE	HARTLAND TOWNSHIP FIRE OPER	03/10/2025	031025	FOA	DPPT DISBURSEMENT	
52256		03/25/2025		N		250.87
03/10/2025	,	/ /	0.0000	N		0.00
		03/25/2025		N		250.87

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.200	DPPT ESCROW	250.87

VENDOR TOTAL: 250.87

0001	HARTLAND TOWNSHIP GENERAL FUND	03/05/2025	030525	FOA	FEBRUARY 2025 DOG LICENSE PMTS	
52227		03/25/2025		N		18.00
03/05/2025	,	/ /	0.0000	N		0.00
		03/25/2025		N		18.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	18.00

0001	HARTLAND TOWNSHIP GENERAL FUND	03/10/2025	031025	FOA	FEBRUARY 2025 MOBILE HOME TAX DISBUR	
52240		03/25/2025		N		291.00
03/10/2025	,	/ /	0.0000	N		0.00
		03/25/2025		N		291.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	291.00

0001	HARTLAND TOWNSHIP GENERAL FUND	03/10/2025	3102025	FOA	DPPT DISBURSEMENT	
52258		03/25/2025		N		213.65
03/10/2025	,	/ /	0.0000	N		0.00
		03/25/2025		N		213.65

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
701-000-290.200	DPPT ESCROW	213.65
VENDOR TOTAL:		522.65

WATERO&M	HARTLAND TOWNSHIP WATER O & M	02/28/2025	FEB 2025	FOA	FEB 2025 OUT OF DEPT EQUIPMENT	
52230	2655 CLARK RD	03/25/2025		N		1,124.86
02/28/2025	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/25/2025		N		1,124.86

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.010	CONTRACT EQUIPMENT - WATER SYS	144.07
101-265-801.010	CONTRACT EQUIPMENT - WATER SYS	952.57
101-567-801.010	CONTRACT EQUIPMENT - WATER SYS	14.94
206-000-802.000	LAWN/SNOW MAINTENANCE	13.28
VENDOR TOTAL:		1,124.86

LIVINGCO	JENNIFER M. NASH	03/05/2025	030525	FOA	SWR SYSTEM REFUNDING BONDS SERIES 20	
52229	C/O BRIAN JONCKHEERE, LCDC	03/25/2025		N		45,200.00
03/05/2025	2300 E. GRAND RIVER, STE 105	/ /	0.0000	N		0.00
	HOWELL MI, 48843-7581	03/25/2025		N		45,200.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
595-000-997.007	SERIES 2016 REFUNDING BOND INTEREST	45,200.00
VENDOR TOTAL:		45,200.00

K&J	K & J ELECTRIC, INC	03/13/2025	444	FOA	OVERHEAD LIGHTS AT TWP HALL/ORE CREE	
52302	7219 EAST HIGHLAND RD	03/25/2025		N		1,449.00
03/13/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/25/2025		N		1,449.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-448-930.000	REPAIRS & MAINTENANCE	724.00
101-265-930.000	REPAIRS & MAINTENANCE	725.00
VENDOR TOTAL:		1,449.00

K2	K2 HOLDING LLC	03/18/2025	031825	FOA	RELEASE OF DEVELOPER ACCT FUNDS	
52329	510 S HUGHES	03/25/2025		N		1,500.00



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

03/18/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/25/2025		N		1,500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-628.100-0020	K2 HOLDING LLC DBA BIGGBY HARTLAND	1,500.00

VENDOR TOTAL: 1,500.00

KENNEDY	KENNEDY INDUSTRIES, INC	02/27/2025	645505	FOA	PRV	
52224	P.O. BOX 930079	03/25/2025		N		146,798.00
02/27/2025	WIXOM MI, 48393	/ /	0.0000	N		0.00
		03/25/2025		N		146,798.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	146,798.00

VENDOR TOTAL: 146,798.00

KFCLUCKY	KFC LUCKY DINING INC	03/18/2025	031825	FOA	RELEASE OF DEVELOPER ACCT FUNDS	
52331	1510 ANDOVER BLVD	03/25/2025		N		436.31
03/18/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/25/2025		N		436.31

Open

GL NUMBER	DESCRIPTION	AMOUNT
702-000-290.052	KFC CONSTRUCTION PLAN REVIEW	436.31

VENDOR TOTAL: 436.31

0205	LIV. EDUCATIONAL SERVICE AGENC	03/10/2025	031025	FOA	DPPT DISBURSEMENT	
52251	1425 W. GRAND RIVER AVENUE	03/25/2025		N		162.56
03/10/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/25/2025		N		162.56

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.200	DPPT ESCROW	162.56

VENDOR TOTAL: 162.56

0015	LIVINGSTON COUNTY SHERIFF	03/01/2025	1ST QTR 2025	FOA	LAW ENFORCEMENT SERVICES JAN - MAR 2	
51891	150 S HIGHLANDER WAY	03/25/2025		N		65,196.25
03/01/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/25/2025		N		65,196.25

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-302-801.000	CONTRACTED SERVICES	65,196.25

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

VENDOR TOTAL: 65,196.25

0220	LIVINGSTON COUNTY TREASURER	03/05/2025	030525	FOA	FEBRUARY 2025 DOG LICENSE PMTS	
52226	200 E. GRAND RIVER	03/25/2025		N		207.00
02/18/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/25/2025		N		207.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	207.00

0220	LIVINGSTON COUNTY TREASURER	03/10/2025	031025	FOA	FEBRUARY 2025 MOBILE HOME TAX DISBUR	
52239	200 E. GRAND RIVER	03/25/2025		N		1,455.00
03/10/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/25/2025		N		1,455.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	1,455.00

0220	LIVINGSTON COUNTY TREASURER	03/10/2025	3102025	FOA	DPPT DISBURSEMENT	
52250	200 E. GRAND RIVER	03/25/2025		N		536.22
03/10/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/25/2025		N		536.22

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.200	DPPT ESCROW	536.22

VENDOR TOTAL: 2,198.22

0210	LIVINGSTON CTY ROAD COMMISSION	03/17/2025	7397	FOA	LANE WIDENING OLD US 23	
52303	3535 GRAND OAKS DRIVE	03/25/2025		N		615,861.07
03/17/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/25/2025		N		615,861.07

Open

GL NUMBER	DESCRIPTION	AMOUNT
204-000-969.200	PAVED ROAD IMPROVEMENTS	615,861.07

VENDOR TOTAL: 615,861.07

2909	LIVINGSTON CTY.DRAIN COMMISSIO	03/18/2025	031825	FOA	RELEASE OF DEVELOPER ACCT FUNDS	
52330	2300 E. GRAND RIVER	03/25/2025		N		2,766.00
	STE. 105					
03/18/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/25/2025		N		2,766.00

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
101-000-628.100-0008	LCDC SRS EXPANSION	2,766.00
2909	LIVINGSTON CTY.DRAIN COMMISSIO	03/06/2025 3955
52237	2300 E. GRAND RIVER	03/25/2025
	STE. 105	
03/06/2025	HOWELL MI, 48843	/ / 0.0000
		03/25/2025

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-801.008	LCDC CONTRACT SERVICES	188,415.21

VENDOR TOTAL: 191,181.21

LOREA	LOREA TOPSOIL & AGGREGATE	03/06/2025 31305	FOA	BULK SALT	
52271	4812 S. OLD US23	03/25/2025	N		120.00
03/06/2025	BRIGHTON MI, 48114	/ / 0.0000	N		0.00
		03/25/2025	Y		120.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	40.00
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	40.00
206-000-802.000	LAWN/SNOW MAINTENANCE	40.00
		120.00

VENDOR TOTAL: 120.00

MAMCEM	MI ASSOC OF MUNICIPAL CEMETERIES	03/18/2025 031825	FOA	2025 MEMBERSHIP	
52321	400 S HARRISON ST	03/25/2025	N		45.00
03/18/2025	LUDINGTON MI, 49431	/ / 0.0000	N		0.00
		03/25/2025	N		45.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-804.000	MEMBERSHIP & DUES	45.00

VENDOR TOTAL: 45.00

LCDPA	MICHIGAN.COM	04/01/2024 APRIL 2025	FOA	ACCT # PA8741424	
52272	PO BOX 742520	03/25/2025	N		63.00
04/01/2024	CINCINNATI OH, 45274-2520	/ / 0.0000	N		0.00
		03/25/2025	N		63.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-804.000	MEMBERSHIP & DUES	63.00

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

VENDOR TOTAL: 63.00

MMLWCF	MML WORKERS COMPENSATION FUND	03/06/2025	4619207	FOA	PAYROLL AUDIT 7/1/23 - 7/1/24	
52247	P.O. BOX 712087	03/25/2025		N		273.00
03/06/2025	CINCINNATI OH, 45271	/ /	0.0000	N		0.00
		03/25/2025		N		273.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-910.000	INSURANCE	273.00

VENDOR TOTAL: 273.00

RESERVE	PITNEY BOWES BANK INC RESERVE ACCT	02/28/2025	030525	FOA	FEBRUARY 2025 POSTAGE COSTS	
52225	P.O. BOX 981023	03/25/2025		N		417.43
02/28/2025	BOSTON MA, 02298-1023	/ /	0.0000	N		0.00
		03/25/2025		N		417.43

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	50.37
101-209-727.000	SUPPLIES & POSTAGE	75.49
101-215-727.000	SUPPLIES & POSTAGE	151.50
101-441-727.000	SUPPLIES & POSTAGE	0.69
101-191-727.000	SUPPLIES & POSTAGE	42.78
101-400-727.000	SUPPLIES & POSTAGE	2.76
101-253-727.000	SUPPLIES & POSTAGE	0.69
101-253-811.100	TAX COLLECTION	88.32
536-000-727.000	SUPPLIES/POSTAGE	2.42
590-000-727.000	SUPPLIES & POSTAGE	2.41

417.43

VENDOR TOTAL: 417.43

PWRW	PWRW LLC	03/18/2025	031825	FOA	RELEASE DEVELOPER ACCT FUNDS	
52325	6076 BRIGHTON LAKE RD	03/25/2025		N		11,156.74
03/18/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		03/25/2025		N		11,156.74

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-628.100-0042	PWRW LLC (BUFFALO WILD WINGS)	11,156.74

PWRW	PWRW LLC	03/18/2025	3/18/25	FOA	RELEASE OF DEVELOPER ACCT FUNDS	
52326	6076 BRIGHTON LAKE RD	03/25/2025		N		15,500.00
03/18/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		03/25/2025		N		15,500.00

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

101-000-283.000-0043	BUFFLAO WILD WINGS CASH BOND					15,500.00
VENDOR TOTAL:						26,656.74

REDBARN	RED BARN PROPERTY #16 LLC	03/18/2025	031825	FOA	RELEASE DEVELOPER ACCT FUNDS	
52324	51300 DANVIEW TECHNOLOGY CT	03/25/2025		N		24,250.00
03/18/2025	SHELBY TOWNSHIP MI, 48315	/ /	0.0000	N		0.00
		03/25/2025		N		24,250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-283.000-0044	YATOOMA OIL CASH BOND	24,250.00
VENDOR TOTAL:		24,250.00

JOHNSON	ROSATI, SCHULTZ, JOPPICH&AMTSBUECHLER	03/11/2025	1083055	FOA	ENFORCEMENT MATTERS THRU 2/28/25	
52323	27555 EXECUTIVE DRIVE, SUITE 250	03/25/2025		N		32.00
03/11/2025	FARMINGTON HILLS MI, 48331	/ /	0.0000	N		0.00
		03/25/2025		Y		32.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-722-826.000	LEGAL FEES	32.00
VENDOR TOTAL:		32.00

SCHAFFER	SCHAFFER, MARK	03/18/2025	031825	FOA	RELEASE OF DEVELOPER ACCT FUNDS	
52327	10540 CITATION DR	03/25/2025		N		1,200.00
03/18/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		03/25/2025		N		1,200.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-283.000-0018	HARTLAND SPORTS ARENA PERF BOND	1,200.00
VENDOR TOTAL:		1,200.00

SERVICEPRO	SERVICEPRO	03/10/2025	DECEMBER 2024	FOA	DEC 2024 CLEANING TWP HALL	
52243	7510 PARKWOOD DRIVE	03/25/2025		N		792.00
03/07/2025	FENTON MI, 48430	/ /	0.0000	N		0.00
		03/25/2025		Y		792.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	792.00

  

SERVICEPRO	SERVICEPRO	03/10/2025	FEBRUARY 2025	FOA	FEB 2025 CLEANING TWP HALL	
52245	7510 PARKWOOD DRIVE	03/25/2025		N		880.00
03/07/2025	FENTON MI, 48430	/ /	0.0000	N		0.00
		03/25/2025		Y		880.00

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
101-265-801.000	CONTRACTED SERVICES	880.00
SERVICEPRO 52244	SERVICEPRO 7510 PARKWOOD DRIVE	03/10/2025 JANUARY 2025
03/07/2025	FENTON MI, 48430	03/25/2025 / / 0.0000
		03/25/2025
		FOA JAN 2025 CLEANING TWP HALL
		N 880.00
		N 0.00
		Y 880.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	880.00
SERVICEPRO 52242	SERVICEPRO 7510 PARKWOOD DRIVE	03/10/2025 NOVEMBER 2024
12/19/2024	FENTON MI, 48430	03/25/2025 / / 0.0000
		03/25/2025
		FOA NOV 2024 CLEANING TWP HALL
		N 880.00
		N 0.00
		Y 880.00

Open

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

VENDOR TOTAL: 3,432.00

GL NUMBER	DESCRIPTION	AMOUNT
CEMSITES 52289	SITE INDUSTRIES LLC 14 MEMORIAL DR	04/01/2025 24412
03/13/2025	PERRYOPOLIS PA, 15473	03/25/2025 / / 0.0000
		03/25/2025
		FOA ANNUAL CEMETERY LICENSING
		N 1,260.00
		N 0.00
		N 1,260.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-801.000	CONTRACTED SERVICES	1,260.00

VENDOR TOTAL: 1,260.00

GL NUMBER	DESCRIPTION	AMOUNT
SPALDING 52171	SPALDING DEDECKER 905 SOUTH BLVD EAST	02/19/2025 102255
02/19/2025	ROCHESTER HILLS MI, 48307	03/25/2025 / / 0.0000
		03/25/2025
		FOA WALDENWOODS STMWTR IMPROVEMENTS THRU
		N 1,060.50
		N 0.00
		N 1,060.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0054	SHOPS AT WALDENWOODS	1,060.50

GL NUMBER	DESCRIPTION	AMOUNT
SPALDING 52270	SPALDING DEDECKER 905 SOUTH BLVD EAST	03/12/2025 102606
03/12/2025	ROCHESTER HILLS MI, 48307	03/25/2025 / / 0.0000
		03/25/2025
		FOA M-59 SIDEWALK GAP THRU 2/23/25
		N 4,704.25
		N 0.00
		N 4,704.25

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
401-444-969.005	SIDEWALKS	4,704.25
SPALDING 52293 03/14/2025	SPALDING DEDECKER 905 SOUTH BLVD EAST ROCHESTER HILLS MI, 48307	03/14/2025 102628 03/25/2025 / / 0.0000 03/25/2025
		FOA WTR PLT FLTR PLT MEDIA REPL THRU 2/2 N 23,134.12 N 0.00 N 23,134.12

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-816.000	ENGINEERING FEES	23,134.12
SPALDING 52292 03/14/2025	SPALDING DEDECKER 905 SOUTH BLVD EAST ROCHESTER HILLS MI, 48307	03/14/2025 102629 03/25/2025 / / 0.0000 03/25/2025
		FOA GIS THRU 2/23/25 N 1,923.75 N 0.00 N 1,923.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-801.000	CONTRACTED SERVICES & RENTALS	1,923.75
		VENDOR TOTAL: 30,822.62

SSD 52304 03/14/2025	SSD CABLING & CAMERAS LLC 9154 AMBERGROVE DR HOWELL MI, 48843	03/14/2025 15345 03/25/2025 / / 0.0000 03/25/2025	FOA SURVEILLANCE INSTALLATION N 1,000.00 N 0.00 N 1,000.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
401-000-970.000	CAPITAL OUTLAY - GENERAL	1,000.00
		VENDOR TOTAL: 1,000.00

STAPLES 52238 03/08/2025	STAPLES PO BOX 660409 DALLAS TX, 75266-0409	03/08/2025 6026371537 03/25/2025 / / 0.0000 03/25/2025	FOA MISC SUPPLIES N 105.58 N 0.00 N 105.58
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Open

GL NUMBER	DESCRIPTION	AMOUNT	
101-265-740.000	OPERATING SUPPLIES	105.58	
STAPLES 52298 03/15/2025	STAPLES PO BOX 660409 DALLAS TX, 75266-0409	03/15/2025 6026795523 03/25/2025 / / 0.0000 03/25/2025	FOA MISC SUPPLIES N 95.08 N 0.00 N 95.08

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	64.95
101-172-727.000	SUPPLIES & POSTAGE	30.13
		95.08

VENDOR TOTAL: 200.66

VETERANFLO	VETERAN FLOORING LLC	03/13/2025	1493	FOA	CARPET REPLACEMENT IN BOARD ROOM, LG	
52273	1377 S OLD US HIGHWAY 23	03/25/2025		N		11,054.00
02/20/2025	BRIGHTON MI, 48114-7608	/ /	0.0000	N		0.00
		03/25/2025		Y		11,054.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-265-970.000	CAPITAL OUTLAY	11,054.00

VENDOR TOTAL: 11,054.00

WATERTECH	WATER TECH	02/28/2025	63434	FOA	FEBRUARY 2025	
52236	718 S MICHIGAN	03/25/2025		N		69.00
02/28/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/25/2025		N		69.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	69.00

VENDOR TOTAL: 69.00

TOTAL - ALL VENDORS: 1,209,092.23

FUND TOTALS:

Fund 101 - GENERAL FUND	135,995.81
Fund 204 - MUNICIPAL STREET FUND	615,861.07
Fund 206 - FIRE OPERATING	6,053.28
Fund 401 - CAPITAL PROJECTS FUND	19,844.25
Fund 536 - WATER SYSTEM FUND	3,817.98
Fund 539 - WATER REPLACEMENT FUND	186,511.99
Fund 577 - CABLE TV FUND	1,923.75
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	188,417.62
Fund 595 - 2005 SEWER EXP BONDS	45,200.00
Fund 701 - TRUST AND AGENCY	5,030.17
Fund 702 - TRUST & AGENCY - NEW	436.31



## 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 18, 2025

### Recommended Action

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

### Discussion

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

Accounts Payable – \$10,194.89

March 13, 2025 Payroll - \$87,055.53

### Financial Impact

Is a Budget Amendment Required?  Yes  No

All expenses are covered under the amended FY25 budget.

### Attachments

Post Audit Bills List 03.11.2024 (this is a replacement for stale dated check)

Post Audit Bills List 03.12.2025

Payroll for 03.13.2025

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/11/2025	FOA	45263	SERVICEPRO	CONTRACTED SERVICES	101-265-801.000	1,760.00
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		1,760.00
--- GL TOTALS ---						
101-265-801.000			CONTRACTED SERVICES			1,760.00
			TOTAL			1,760.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/12/2025	FOA	45287	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	1,146.29
		45287		STREET LIGHTS	101-448-921.000	241.69
		45287		UTILITIES - ELECTRIC	206-000-920.002	45.29
		45287		UTILITIES - GAS	536-000-920.001	266.98
						1,700.25
03/12/2025	FOA	45288	DTE ENERGY	UTILITIES - ELECTRIC	101-751-920.002	246.39
03/12/2025	FOA	45289	HARTLAND TWP VETERANS MEMORIAL	VETERANS MEMORIAL	101-000-003.030	250.00
03/12/2025	FOA	45290	LIVINGSTON COUNTY TREASURER	DRAINS AT LARGE	101-465-963.000	6,238.25
TOTAL - ALL FUNDS				TOTAL OF 4 CHECKS		8,434.89

--- GL TOTALS ---

101-000-003.030	VETERANS MEMORIAL	250.00
101-265-920.001	UTILITIES - GAS	1,146.29
101-448-921.000	STREET LIGHTS	241.69
101-465-963.000	DRAINS AT LARGE	6,238.25
101-751-920.002	UTILITIES - ELECTRIC	246.39
206-000-920.002	UTILITIES - ELECTRIC	45.29
536-000-920.001	UTILITIES - GAS	266.98
	TOTAL	8,434.89

Check Register Report For Hartland Township  
For Check Dates 03/13/2025 to 03/13/2025

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
03/13/2025	FOA	17801	MISSION SQUARE	1,518.17	1,518.17	0.00	Open
03/13/2025	FOA	17802	MISSION SQUARE	3,022.05	3,022.05	0.00	Open
03/13/2025	FOA	17803	MISSION SQUARE	3,446.02	3,446.02	0.00	Void
03/13/2025	FOA	17804	MISSION SQUARE	3,470.04	3,470.04	0.00	Open
03/13/2025	FOA	DD9810	BERNARDI, MELYNDA A	1,883.99	0.00	1,479.39	Cleared
03/13/2025	FOA	DD9811	BROOKS, TYLER J	2,848.20	0.00	2,021.73	Void
03/13/2025	FOA	DD9812	CARRIGAN, AMANDA K	3,556.34	0.00	2,744.84	Cleared
03/13/2025	FOA	DD9813	CASE, SUSAN E	2,280.00	0.00	1,185.42	Cleared
03/13/2025	FOA	DD9814	CIOFU, LARRY N	3,168.58	0.00	2,169.29	Cleared
03/13/2025	FOA	DD9815	COBB, SUSAN M	58.71	0.00	51.72	Cleared
03/13/2025	FOA	DD9816	COSGROVE, HEATHER H	1,899.07	0.00	1,360.28	Cleared
03/13/2025	FOA	DD9817	DRYDEN-HOGAN, SUSAN A	4,025.69	0.00	2,866.56	Cleared
03/13/2025	FOA	DD9818	HAASETH, GWYN M	1,211.25	0.00	1,077.37	Cleared
03/13/2025	FOA	DD9819	HABLE, SCOTT R	3,640.60	0.00	2,518.41	Cleared
03/13/2025	FOA	DD9820	HORNING, KATHLEEN A	3,168.58	0.00	2,232.00	Cleared
03/13/2025	FOA	DD9821	HUBBARD, TONYA S	1,915.49	0.00	1,251.18	Cleared
03/13/2025	FOA	DD9822	JOHNSON, LISA	1,937.81	0.00	1,099.28	Void
03/13/2025	FOA	DD9823	KENDALL, ANTHONY S	104.58	0.00	96.58	Cleared
03/13/2025	FOA	DD9824	LANGER, TROY D	3,976.36	0.00	2,804.95	Cleared
03/13/2025	FOA	DD9825	LOUIS, CASEY	1,180.88	0.00	919.36	Cleared
03/13/2025	FOA	DD9826	LUCE, MICHAEL T	5,508.33	0.00	4,050.06	Cleared
03/13/2025	FOA	DD9827	MORGANROTH, CAROL L	2,021.78	0.00	1,504.84	Cleared
03/13/2025	FOA	DD9828	NIXON, MITCHELL A	2,535.72	0.00	1,884.74	Cleared
03/13/2025	FOA	DD9829	RADLEY, JAMES W	2,012.50	0.00	1,498.27	Cleared
03/13/2025	FOA	DD9830	SHOLLACK, DONNA M	2,519.19	0.00	1,909.54	Cleared
03/13/2025	FOA	DD9831	SOSNOWSKI, SHERI R	2,014.00	0.00	1,523.38	Cleared
03/13/2025	FOA	DD9832	WYATT, MARTHA K	3,016.23	0.00	1,969.79	Cleared
03/13/2025	FOA	DD9833	BROOKS, TYLER J	2,763.60	0.00	1,967.38	Cleared
03/13/2025	FOA	DD9834	JOHNSON, LISA	2,214.64	0.00	1,309.55	Cleared
03/13/2025	FOA	EFT754	HSA EMPLOYER CONTRIBUTIONS	1,000.00	1,000.00	0.00	Cleared
03/13/2025	FOA	EFT755	FEDERAL TAX DEPOSIT	13,098.89	13,098.89	0.00	Cleared
03/13/2025	FOA	EFT756	FEDERAL TAX DEPOSIT	38.24	38.24	0.00	Cleared

Totals: Number of Checks: 032 87,055.53 25,593.41 43,495.91

Check Register Report For Hartland Township  
For Check Dates 03/13/2025 to 03/13/2025

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
Total Physical Checks:				4			
Total Check Stubs:				28			

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

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 03-11-25 Hartland Township Board Regular Meeting Minutes

**Date:** March 20, 2025

### **Recommended Action**

Move to approve the Hartland Township Board Regular Meeting Minutes for March 11, 2025.

### **Discussion**

Draft minutes are attached for review.

### **Financial Impact**

None

### **Attachments**

3-11-25 HTB Minutes - DRAFT

**DRAFT**

**1. Call to Order**

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

**2. Pledge of Allegiance**

**3. Roll Call**

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

ABSENT: None

Also present were Township Manager Mike Luce, Finance Director Susan Dryden, and Planning Director Troy Langer.

**4. Approval of the Agenda**

Treasurer Horning requested an amendment to 7e. to state Resolution - FY2025 General Appropriations Act and Public Hearing.

**Move to approve the agenda for the March 11, 2025 Hartland Township Board meeting as amended.**

Motion made by Treasurer Horning, Seconded by Trustee O'Connell.

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

Voting Nay: None

Absent: None

**5. Call to the Public**

No one came forward.

**6. Approval of the Consent Agenda**

**Move to approve the consent agenda for the March 11, 2025 Hartland Township Board meeting as presented.**

Motion made by Trustee Petrucci, Seconded by Trustee McMullen.

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

Voting Nay: None

Absent: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 02-25-25 Hartland Township Board Regular Meeting Minutes
- d. Closing Farmer's Market Bank Fund
- e. School Summer Tax Collection Agreements

**7. Pending & New Business**

- a. Resolution of Determination of Wages and Benefits of the Township Supervisor

**Move to adopt the Resolution of Determination of Wages and Benefits of the Township Supervisor for the 2025-2026 fiscal year.**

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

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

Voting Nay: None

Absent: None Motion passes: 7 - 0 - 0.

- b. Resolution of Determination of Wages and Benefits of the Township Clerk

**Move to adopt the Resolution of Determination of Wages and Benefits of the Township Clerk for the 2025-2026 fiscal year.**

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

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

Voting Nay: None

Absent: None Motion passes: 7 - 0 - 0.

- c. Resolution of Determination of Wages and Benefits of the Township Treasurer

**Move to adopt the Resolution of Determination of Wages and Benefits of the Township Treasurer for the 2025-2026 fiscal year.**

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

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

Voting Nay: None

Absent: None Motion passes: 7 - 0 - 0.

- d. Resolution of Determination of Wages and Benefits of the Township Trustees

**Move to adopt the Resolution of Determination of Wages and Benefits of the Township Trustees for the 2025-2026 fiscal year.**

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

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

Voting Nay: None

Absent: None Motion passes 7 - 0 - 0.

- e. Resolution - FY2025 General Appropriations Act and Public Hearing.

**Move to open the Public Hearing for the Fiscal Year 2025-2026 General Appropriations Act at 7:06 p.m.**

Motion made by Treasurer Horning, Seconded by Trustee O'Connell.

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

Voting Nay: None



HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 11, 2025 – 7:00 PM

Absent: None

Manager Luce presented the Truth in Taxation information regarding the best estimates of the millage rates for Hartland Township (0.7533 mils); Fire (2.0159 mils), and Roads (1.4122 mils). Finance Director Susan Dryden provided a brief explanation of the Headlee Amendment that equalizes the property tax values, considers inflation, and sets a maximum increase cap. She stated over time the Hartland Township millage of 1.00 mils back in 2000 has rolled back to the current 0.7533 mils. This results in the same amount of property taxes, except for new property that has come on, and effectively equalizes the value of property taxes for the residents. The Headlee Amendment also applies to the Fire and Road millages. Manager Luce then reviewed the General Fund Estimated Revenues highlighting the State Shared Revenue as the majority of our revenues and the Property Taxes, and briefly went through each of the revenue segments. Manager Luce then reviewed the General Fund Estimated Expenses highlighting the Transfers Out segment which is our transfer to the Capital Improvement Fund. He then briefly went through each of the expense segments. Supervisor Fountain stated that there is a great deal of parks maintenance being done by our HAYAA recreation partners and he thanked them. He stated that when we have made improvements to our parks over the years, we made sure that we have funds in the General Fund to further maintain our parks. Supervisor Fountain also stated that our goal each year is have around twenty percent of our revenues transferred to our Capital Improvement Fund for amenities in the community. He also gave a brief history of the Police Protection and that we wanted to make sure we had funds in our General Fund for this. Manager Luce stated we partner with Hartland Consolidated Schools and Charyl Stockwell Academy in a shared cost arrangement for our Police Protection contract and we will be working on a three-year renewal of the contract this year. Clerk Ciofu inquired as to whether the Planning and Zoning revenues offset Planning & Zoning expenses and Director Dryden stated, in general, government accounting requires developer escrow deposits to be recorded as revenue and when they are utilized, they are then recorded as expenses of the Planning & Zoning department. Manager Luce stated this is a good indicator of the increased development within the Township. Manager Luce then reviewed the General Fund Estimated Expenditures by major governmental services. Supervisor Fountain stated that all of the detail information from these summaries are on our website. He stated we start our budget session at the beginning of each calendar year, and we look at each department's line item budget in meetings throughout the process and that the process does take a considerable amount of time.

**Move to close the Public Hearing at 7:20 p.m.**

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

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

Voting Nay: None

Absent: None

**Move to approve the Resolution to Establish a General Appropriations Act for the 2025-2026 Fiscal Year.**

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

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

Voting Nay: None

Absent: None Motion passes: 7 - 0 - 0.

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- f. Zoning Amendment #25-001 – Amendment to permit in-ground swimming pools in front yard of waterfront lots

Planning Director Troy Langer gave a brief overview of the Amendment to permit in-ground swimming pools in the front yards of waterfront lots explaining that our current Ordinance treats the lakeside of the house as the front of the house, and it does not allow for swimming pools in the front yard. He stated that a resident inquiry to install a swimming pool in the front yard of a waterfront lot prompted discussions by the Ordinance Review Committee, the Planning Commission (PC), and the Admin Committee. Further discussions were held at a PC work session, and the PC initiated a zoning amendment that allowed swimming pools and fencing in the front yard of waterfront lots. The PC held a public hearing in January and recommended approval of the amendment, and it went to the Livingston County Planning Commission, which also recommended approval, and it is now before the Board for approval. Treasurer Horning inquired as to whether other townships allow this, and Director Langer stated he is not aware of any specific township, but in his experience, this is very common. He did state we are not allowing above ground pools in the front yards to protect the peripheral vision of the lake for neighboring residents.

**Move to approve Zoning Ordinance Text Amendment Text #25-001, as outlined in the Resolution.**

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

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

Voting Nay: None

Absent: None

Motion passes: 7 – 0 – 0.

- g. Site Plan/PD Application #25-003 – Highland Reserve Planned Development (PD) Amendment to the approved Preliminary PD Site Plan (SP/PD #23-008) and Amendment to the Highland Reserve Planned Development Agreement Final PD (SP/PD #24-006)

Mike West of Green Development Ventures/Allen Edwards Homes came forward. Director Langer gave a brief overview of the Amendment for the Highland Reserve Planned Development, a single family residential development that went through the Planned Development (PD) process. He stated they went through the conceptual, preliminary, and final plan processes in 2023 and 2024, and they started to proceed into the construction plan process when they ran into issues with the storm water detention basins, that were in all of the previous plans, would not be satisfactory for the Livingston County Drain Commission (LCDC). In order to correct this, they needed to revise the site plan, eliminating the cul-de-sac and re-orienting some of the lots. In addition, MDOT provided late changes to the access drive to Hartland Glen Drive stating that the intersection of M-59 and Cundy Rd., which Hartland Glen Drive ties into, needs improvements before they will allow the Applicant the access drive to Hartland Glen Drive. MDOT stated they could block off the entrance to Hartland Glen Drive as a temporary solution until the intersection improvements were made and access would then be granted. Director Langer stated the site plan amendment increases the total number of units from 101 to 102 but decreases the number of rental homes from 35 to 31. He stated the plan also has a gate and a temporary cul-de-sac at the Hartland Glen Drive access point with the understanding that when the M-59/Cundy intersection improvements are made the gate could be removed. Director Langer stated the Applicant, Hartland Glen, and Redwood Homes are working on a shared cost agreement to make the improvements at M-59/Cundy intersection. The PC has approved the site plan amendment and is recommending the approval of the PD Amendment, as this is a Board decision. Mr. West thanked the Board and Director Langer for

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their assistance on this project and gave a brief explanation as to the timing and discussions regarding the storm water detention and road access issues. Trustee O'Connell commented on the extra spacing between the rental units in the amended design and inquired if they would still be using fire breaks between them. Mr. West stated the building code requires fire breaks if it is ten feet or less between structures, and now that they are at fifteen feet the standard no longer applies. Trustee Petrucci inquired as to what improvements MDOT is requiring for the M-59/Cundy intersection, and Director Langer stated it was basically to add a deceleration and an acceleration lane on M-59 for Cundy Road. Trustee McMullen stated she likes the new site plan and is pleased with the reduction in rental units and inquired as to how long it would take to build the lanes on M-59 to remove the gates. Mr. West stated the gate would be removed when the improvements are completed and he does not know when that would be but, he assumes this would be sooner rather than later in the process. Mr. West stated as a response to questions from the PC on the rental units, they are planning to put windows all along the garages, as well as the entry doors.

## **Move to approve the proposed amendment to the Hartland Reserve Planned Development Agreement as outlined in the staff memorandum.**

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

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

Voting Nay: None

Absent: None

### h. Hartland Township Emergency Operations Support Plan

Manager Luce gave a brief overview of the renewal of the Hartland Township Emergency Operations Support Plan as part of the larger Livingston County Emergency Management Plan. He stated this is a four year renewal of the Plan that lays out the responsibilities of Hartland Township personnel in the event of a disaster situation as to issues such as communication and damage assessment, among others. These contacts for Hartland Township will be on file at the County along with other townships in the County in the event of a disaster. He stated we have started round table discussions with the HDFA Fire Chief, our Assessor, Supervisor Fountain and himself on putting this plan in place

## **Move to approve the Resolution to adopt the 2025 Hartland Township Emergency Support Operations Plan.**

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

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

Voting Nay: None

Absent: None

Motion passes: 7 – 0 – 0.

## 8. Board Reports

Trustee McMullen - No report.

Trustee Petrucci - No report.

Clerk Ciofu - No report

Treasurer Horning - Stated the collection of taxes ended on February 28th and they were open from 9:00 a.m. to 5:00 p.m. and had 76 people come in to pay taxes. She stated with the addition of the on-line payments they collected over \$800,000 on that day. They are now settling with the County and are

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in transition with the County having their information and they will balance with us and residents will then start paying at the County, probably next week. She stated Business taxes are still collected here at the Township.

Trustee O'Connell - No report

Trustee Lubeski - No report

Supervisor Fountain - Stated that the Board of Review was held yesterday and today, and we had 35 petitions, but only had 15 in-person petitions. He stated there were some good discussions and he thanked our Assessing Department for the very good job they did and stated that we are fortunate to have these people at the Township.

[BRIEF RECESS]

## 9. Information / Discussion

### a. Manager's Report

Manager Luce stated he and staff members are reviewing our safety plan for the Township Hall. He stated we did active shooter training last year and we are looking at ways to improve our safety plans. Manager Luce stated he attended an MMRMA risk management conference last week and there was significant discussion on the perception of local government. He stated that there is a lot more trust in local government than there is in federal government, but stated that it was pointed out that 66% of the public think both local and federal government is incompetent. This is a direct reflection of communication with the general public, and he is excited about the things we have in the future to push out more information to our general public. Manager Luce addressed former Trustee Germane's last request to increase funding to the HERO Center and Senior Center and the contracts we have now expire in 2026, but the last payment is in June of 2025. In discussions with the Admin Committee, we will bring back the HERO and Senior Center contracts to the Board with a \$1000 increase per year for the next four years, so the contracts coincide with the Board elections. He also stated that the contract with the Historical Society will include a 5% increase each year for the term of the contract. Manager Luce stated we are looking at a Township Event tent at Epley Park on Memorial Day to highlight the events that are offered in Hartland Township. Clerk Ciofu gave a brief overview of the potential entities that would be involved. Trustee McMullen inquired as to also using this venue to promote community communication and involvement with regards to volunteer opportunities. Manager Luce stated we may have the new App program up and running that we could also promote. Manager Luce stated there is an Eagle Scout that is interested in improving the Hoop House at the HERO center with flooring and raised flower beds as his Eagle Scout Project. He also stated the HERO Board is looking at hiring an Executive Director and they are seeking qualified candidates to interview for the position. Manager Luce stated the majority of the security cameras have been installed at the Township Hall, Settler's Park, Heritage Park and Spranger Field. Manager Luce stated the carpet has been replaced in the Board Room, Large Conference room, and Small Conference room.

### b. Veterans Memorial Workshop

Manager Luce led a discussion on the Veteran's Memorial in Settler's Park stating all of the construction contracts have been secured. He stated our concrete contractor is looking at an early April start if the weather holds. DPW staff will be scheduling an all contractors meeting to review the project timelines. He stated we will be working with the excavating contractor next week on determining the center point of the memorial, topography, ADA compliance issues, and grading schedule. Manager Luce then led a discussion regarding a donation letter developed by Trustee

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Petrucci and stated the Township will provide address labels and letterhead, but inserting into envelopes, postage, and mailing will not be done by the Township. Trustee Petrucci stated he met with the Veteran's group and they were excited about the picture idea for the website and purchasing bricks and making donations. He also stated he met with Fenton Memorial and was informed that the monument stone was in Ohio for engraving, but there was no timetable for delivery to Fenton Memorial. Fenton Memorial also stated they can do seven bricks a day, so Trustee Petrucci recommended changing our due date on our brick forms and that we should send over brick orders forms as we receive them in batches of twenty. Trustee Petrucci stated he also met with the County Veterans group and that our Communications Director Melynda Bernardi sent over our website information and they have it on their website now. Trustee Petrucci will be working with the County regarding the scheduled ribbon cutting ceremony for the Memorial. Further discussion was held on donation levels, war animal donations, contributor plaques donors, timing of plaque construction, family bricks, perpetual care funding, a potential donor wall, landscaping timing, electrical capacity for future maintenance technology, and informational mailers.

## 10. Adjournment

### **Move to adjourn the meeting at 8:48 p.m.**

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

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

Voting Nay: None

Absent: None

Submitted by,

Larry N. Ciofu, Clerk

# Hartland Township Board of Trustees Meeting Agenda Memorandum

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

**Subject:** Close Fund 285 CLFRF Into General Fund

**Date:** March 20, 2025

## Recommended Action

Move to close out Fund 285 CLFRF Grant and transfer the residual funds into General Fund 101 and authorize the Treasurer to close out the bank account.

## Discussion

Fund 285 CLFRF Grant was established back in FY2022 for the purpose of using ARPA Grant Funds for certain eligible projects approved by the U.S. Department of Treasury as part of the Federal Government's plan to assist municipalities in addressing the needs of residents during the COVID-19 pandemic.

All funds awarded to the Township were spent by 12/31/23 and all necessary reporting has been filed, with the last one due by 4/30/25. The CLFRF Grant Fund has a small amount of interest earnings (\$256.78) remaining in the bank account, which can now be transferred over to the General Fund with no specific spending requirements and the Treasurer would then be able to close the bank account.

## Financial Impact

Is a Budget Amendment Required?     Yes     No

A budget amendment for the residual transfer to the General Fund from 285 CLFRF Grant Fund will be recorded by the Finance Director.

## Attachments

none

# Hartland Township Board of Trustees Meeting Agenda Memorandum

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

**Subject:** Fiscal Year End 2025 Budget Amendments

**Date:** March 20, 2025

## Recommended Action

Move to approve the final fiscal year end 2025 Budget Amendments as presented.

## Discussion

Attached are the final year end fiscal 2024-2025 budget amendments for the General Fund, Bullard Lake Road and Capital Improvements, Water O&M, and Cable PEG Fund. These budget amendments are mostly administrative in nature to avoid having any GF departments and individual funds exceed their overall approved budgets.

General Fund – A handful of departments were on track to possibly exceed their budgets by year end, including Assessing, Clerk, Treasurer, Data Processing, Streetlights, Zoning Code Enforcement. None of the potential overages were significant on their own and all are covered by the General Fund contingency line item. As in years past, Planning Professional developer revenues and fees were increased due to the continued high level of active projects being managed.

Bullard Lake Road SAD/Capital Projects: Catch-up transfers from Bullard Lake Road back to Capital Projects. Capital Projects originally funded this SAD with cash on hand.

Water O&M: Higher than expected expenses were incurred for Legal Fees related to the DVM lawsuit and various unexpected repairs were needed on the water system. \$10,000 from contingency set-aside was used to reduce the draw from the fund surplus.

Cable PEG Fund: The GIS project was started back in FY2024, but the majority of the expenses were incurred this year. The original budget only included about \$15,000 for this project carry over. Additional budget covered in part by a reduction to Capital Outlay.

## Financial Impact

These budget amendments have been recorded with the board meeting date.

## Attachments

Final FY25 General Fund Budget Amendments

JOURNAL ENTRY  
 JE: 90110

Post Date: 03/25/2025

Entered By: SUSAN

Entry Date: 03/20/2025

Journal: BA

Description: GF101 YEAR END BUDGET AMENDMENTS FOR  
 VARIOUS DEPTS WHERE ACTUAL EXPENSES EXCEEDED BUDGET  
 DUE TO THE FOLLOWING: EE BENEFIT CHANGES,  
 CORRECTIONS TO TAX BILLS, ADD'L REQ EXPS FOR VC3 IT,  
 R&M FOR STREETLIGHTS, AND CODE ENFORCEMENT  
 ACTIVITIES. ALSO, ADJUST FOR HIGHER DEVELOPER  
 REVENUES AND & FEES DUE TO INCREASE IN DEVELOPMENT.

GL #	Description	Increase/(Decrease)
101-000-628.100	PROFESSIONAL REVIEW FEES	82,000.00
101-400-801.100	PROFESSIONAL REVIEW COSTS	82,000.00
101-209-716.000	EMPLOYMENT EXPENSE	3,250.00
101-215-716.000	EMPLOYMENT EXPENSE	6,780.00
101-253-811.000	TAX PREPARATION	7,500.00
101-258-801.000	CONTRACTED SERVICES	5,115.00
101-448-930.000	REPAIRS & MAINTENANCE	225.00
101-722-704.000	ENFORCEMENT WAGES	900.00
101-722-715.000	EMPLOYERS SOC SEC	70.00
101-722-727.000	SUPPLIES & POSTAGE	53.00
101-722-826.000	LEGAL FEES	3,500.00
101-172-890.000	CONTINGENCIES	(27,393.00)
	Revenue Change:	82,000.00
	Expenditure Change:	82,000.00
	Budgeted Change To Fund Balance:	0.00

APPROVED BY: Susan Dryden



JOURNAL ENTRY  
JE: 90101

Post Date: 03/25/2025

Entered By: SUSAN

Entry Date: 03/20/2025

Journal: BA

Description: BUDGET AMENDMENT FOR BULLARD LAKE ROAD  
SAD TRANSFER TO CAPITAL PROJECTS 401 TO PAY DOWN  
LOAN - AMOUNT REFLECTS COLLECTIONS OVER SEVERAL  
YEARS. 359 AMOUNT IS DIFFERENT THAN 401 AMOUNT, AS  
NO TRANSFER WAS IN ORIGINAL BUDGET IN 401.

GL #	Description	Increase/(Decrease)
359-000-995.401	TRANSFER TO CAPITAL PROJECTS	85,283.93
401-000-669.359	TRANSFER FROM BULLARD LAKE SAD	102,458.93
	Revenue Change:	102,458.93
	Expenditure Change:	85,283.93
	Budgeted Change To Fund Balance:	17,175.00

APPROVED BY: Susan Ryden

JOURNAL ENTRY

JE: 90103

Post Date: 03/25/2025

Entered By: SUSAN

Entry Date: 03/20/2025

Journal: BA

Description: RECORD YE BA FOR WATER O&M EXPENSE  
OVERAGES DUE TO DVM LAWSUIT LEGAL FEES AND  
UNEXPECTED REPAIRS & MAINTENANCE TO THE SYSTEM.  
USING CONTINGENCY TO REDUCE DEFICIT SPENDING.

GL #	Description	Increase/(Decrease)
536-000-826.000	LEGAL FEES	21,500.00
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	30,000.00
536-000-890.000	CONTINGENCIES	(10,000.00)
	Revenue Change:	0.00
	Expenditure Change:	41,500.00
	Budgeted Change To Fund Balance:	(41,500.00)

APPROVED BY: Susan Dryden

JOURNAL ENTRY  
JE: 90104

Post Date: 03/25/2025

Entered By: SUSAN

Entry Date: 03/20/2025

Journal: BA

Description: INCREASE CABLE PEG FUND FOR  
SPAULDING GIS PROJECT COSTS - MORE THAN BUDGETED.  
WILL USE \$5,000 FROM CAPITAL OUTLAY TO COVER PART OF  
OVERAGE

GL #	Description	Increase/(Decrease)
577-000-801.000	CONTRACTED SERVICES & RENTALS	10,000.00
577-000-970.000	CAPITAL OUTLAY	(5,000.00)
	Revenue Change:	0.00
	Expenditure Change:	5,000.00
	Budgeted Change To Fund Balance:	(5,000.00)

APPROVED BY: Susan Dryden

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

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

**Subject:** Closed Session: To consult with the Township Attorney regarding trial or settlement strategy regarding pending litigation in accordance with the Open Meetings Act, MCL 15.268(e).

**Date:** March 20, 2025

### **Recommended Action**

Closed Session: To consult with the Township Attorney regarding trial or settlement strategy regarding pending litigation in accordance with the Open Meetings Act, MCL 15.268(e).

### **Discussion**

Consideration of a Closed Session to discuss pending litigation related to the Szerene Land vs. Hartland Township case, in accordance with the Open Meetings Act, MCL 15.268(e), as an open meeting would have a detrimental effect on the position of the Township.

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

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

**Subject:** US23 / M59 Gateway Discussion

**Date:** March 20, 2025

### **Recommended Action**

No formal action required at this time.

### **Discussion**

Manager Luce and Sue Grissim will be leading a discussion on the status of the project, as well as presenting renderings of the US23 / M59 corridor. Sue has provided some renderings for review and in addition had discussions with MDOT as to the feasibility of the project she will update the Board on. Staff will be seeking a direction moving forward from the Board.