



Board of Trustees

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

Board of Trustees Regular Meeting Agenda Hartland Township Hall Tuesday, February 21, 2023 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.](#) 02-07-2023 Hartland Township Board Regular Meeting Minutes
 - [d.](#) 2023 Purchasing Policy Revisions
 7. Pending & New Business
 - [a.](#) Pending: Special Land Use Permit #22-015, a request to construct an automobile wash
 - [b.](#) Fiscal Year 2023-2024 Hartland Township Budget Review
 8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
 - a. Manager's Report
 - [b.](#) Livingston County Septage Receiving Station Update
 10. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: February 14, 2023

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$90,645.45. The bills are available in the Finance office for review.

Notable invoices include:

\$12,915.00 – ETNA Supply Company – (Meters)

\$20,936.74 – Hartland Deerfield Fire Authority – (Contribution for Lexipol)

\$26,715.20 – Spalding Dedecker – (Various engineering invoices)

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY23 budget.

Attachments

Bills for 02.21.2023

02/14/2023 12:29 PM
User: SUSANC
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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 02/21/2023 - 02/21/2023
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN - CHECK TYPE: PAPER CHECK

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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		

AQUAHAUL	AQUA HAUL	02/02/2023	108011	FOA	11,000 GAL WATER	
48718	P.O. BOX 770	02/21/2023		N		900.00
	2992 GRAMER ROAD					
02/02/2023	WEBBERVILLE MI, 48892	/ /	0.0000	N		0.00
		02/21/2023		N		900.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	900.00

VENDOR TOTAL: 900.00

1400	BS&A SOFTWARE	02/01/2023	145676	FOA	TAX I & II WEBINAR	
48665	14965 ABBEY LANE	02/21/2023		N		300.00
02/01/2023	BATH MI, 48808	/ /	0.0000	N		0.00
		02/21/2023		N		300.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-957.000	EDUCATION/TRAINING/CONVENTION	300.00

VENDOR TOTAL: 300.00

CAPITAL	CAPITAL CONSTRUCTION GROUP	02/08/2023	020923	FOA	RELEASE DEVELOPER ACCOUNT FUNDS	
48734	P.O. BOX 1702	02/21/2023		N		407.50
02/08/2023	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		02/21/2023		N		407.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
702-000-290.093	MILLERS KNOLL ESCROW	407.50

VENDOR TOTAL: 407.50

CHETS	CHETS RENT-ALL	02/06/2023	80572-9	FOA	CANCELLED RESERVATION FEE	
48717	2616 CROOKS ROAD	02/21/2023		N		50.00
02/06/2023	ROCHESTER HILLS MI, 48309	/ /	0.0000	N		0.00
		02/21/2023		N		50.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	50.00

VENDOR TOTAL: 50.00

CINTAS	CINTAS CORPORATION	02/06/2023	4145678868	FOA	MATS	
48698	P.O. BOX 630910	02/21/2023		N		46.34
02/06/2023	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		02/21/2023		N		46.34

Open

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		Due Date		1099		

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

VENDOR TOTAL: 46.34

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	02/01/2023	127802	FOA	FEB 2023 - PARKS	
48664	PO BOX 241	02/21/2023		N		300.00
02/01/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		02/21/2023		Y		300.00

Open

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

VENDOR TOTAL: 300.00

DLGC	DRIVERS LICENSE GUIDE COMPANY	02/05/2023	816181	FOA	2023 I.D. CHECKING GUIDE	
48749	1492 ODDSTAD DRIVE	02/21/2023		N		31.95
02/05/2023	REDWOOD CITY CA, 94063	/ /	0.0000	N		0.00
		02/21/2023		Y		31.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-727.000	SUPPLIES & POSTAGE	31.95

VENDOR TOTAL: 31.95

0070	DTE ENERGY	01/31/2023	200034167784	FOA	JAN 2023 - MILLPOINTE, FIDDLERS GROV	
48716	P.O BOX 740786	02/21/2023		N		1,654.22
	CINCINNATI					
01/31/2023	OH, 45274-0786	/ /	0.0000	N		0.00
		02/21/2023		N		1,654.22

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-282.001	MILLPOINTE STREETLIGHTS DEPOSIT	295.94
101-000-282.002	FIDDLAR GROVE STREETLIGHT DEPOSIT	22.98
101-000-282.003	WALNUT RIDGE STREETLIGHTS DEPOSIT	25.16
101-448-921.000	STREET LIGHTS	1,310.14
		1,654.22

VENDOR TOTAL: 1,654.22

ETNA	ETNA SUPPLY COMPANY	01/31/2023	S104681583.006	FOA	1 1/2" OMNI METERS	
48663	P.O. BOX 772107	02/21/2023		N		9,900.00
01/31/2023	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		02/21/2023		N		9,900.00

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GL NUMBER	DESCRIPTION	AMOUNT				
536-000-741.000	METER COSTS	9,900.00				
ETNA	ETNA SUPPLY COMPANY	02/03/2023	S104681583.007	FOA	1 1/2" OMNI METERS	
48697	P.O. BOX 772107	02/21/2023		N		1,800.00
02/03/2023	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		02/21/2023		N		1,800.00

Open

GL NUMBER	DESCRIPTION	AMOUNT				
536-000-741.000	METER COSTS	1,800.00				
ETNA	ETNA SUPPLY COMPANY	02/13/2023	S104745142.002	FOA	2" OMNI METER	
48747	P.O. BOX 772107	02/21/2023		N		1,215.00
02/13/2023	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		02/21/2023		N		1,215.00

Open

GL NUMBER	DESCRIPTION	AMOUNT				
536-000-741.000	METER COSTS	1,215.00				
VENDOR TOTAL:						12,915.00

FIVESTAR	FIVE STAR SIGNS, INC.	01/06/2023	18275	FOA	SETTLERS PARK RULES SIGN	
48745	10099 BERGIN RD, BLDG D	02/21/2023		N		70.00
01/06/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/21/2023		Y		70.00

Open

GL NUMBER	DESCRIPTION	AMOUNT				
101-751-930.000	REPAIRS & MAINTENANCE	70.00				
FIVESTAR	FIVE STAR SIGNS, INC.	01/11/2023	18291	FOA	HERITAGE PARK RULES SIGN	
48746	10099 BERGIN RD, BLDG D	02/21/2023		N		171.00
01/11/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/21/2023		Y		171.00

Open

GL NUMBER	DESCRIPTION	AMOUNT				
101-751-930.000	REPAIRS & MAINTENANCE	171.00				
VENDOR TOTAL:						241.00

5888	FOSTER, SWIFT, COLLINS & SMITH	01/31/2023	851313	FOA	DECEMBER 2022	
48710	313 S. WASHINGTON SQUARE	02/21/2023		N		822.50
01/31/2023	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		02/21/2023		Y		822.50

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		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
590-000-826.000	LEGAL FEES	705.00
101-400-826.000	LEGAL FEES	117.50
		<hr/> 822.50

VENDOR TOTAL: 822.50

0150	HARTLAND CONSOLIDATED SCHOOLS	01/31/2023	173712	FOA	JANUARY 2023 FUEL	
48723	9525 E HIGHLAND ROAD	02/21/2023		N		313.87
02/07/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/21/2023		N		313.87

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-860.000	GASOLINE	259.63
101-239-860.000	GASOLINE	54.24
		<hr/> 313.87

VENDOR TOTAL: 313.87

HDFA	HARTLAND DEERFIELD FIRE	02/06/2023	HT020623	FOA	CONTRIBUTION FOR LEXIPOL	
48704	3205 HARTLAND RD	02/21/2023		N		20,936.74
02/06/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		02/21/2023		N		20,936.74

Open

GL NUMBER	DESCRIPTION	AMOUNT
285-336-957.000	EDUCATION/TRAINING/CONVENTION	20,936.74

VENDOR TOTAL: 20,936.74

ICE HOUSE	HARTLAND ICE HOUSE INC	02/08/2023	020823	FOA	RELEASE DEVELOPER ACCOUNT FUNDS	
48735	10540 CITATION	02/21/2023		N		3,818.50
02/08/2023	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		02/21/2023		N		3,818.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0004	HARTLAND SPORTS CENTER EXPENSES	3,818.50

VENDOR TOTAL: 3,818.50

0001	HARTLAND TOWNSHIP GENERAL FUND	01/31/2023	020223	FOA	JANUARY 2023 DOG LICENSE PMTS	
48693		02/21/2023		N		33.00
02/02/2023	,	/ /	0.0000	N		0.00
		02/21/2023		N		33.00

Open

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		Due Date		1099		

701-000-290.250	DOG LICENSES ESCROW				33.00	
0001	HARTLAND TOWNSHIP GENERAL FUND	01/31/2023	020623	FOA	JAN 2023 MOBILE HOME TAX DISBURSEMEN	
48702		02/21/2023		N		280.50
01/31/2023	,	/ /	0.0000	N		0.00
		02/21/2023		N		280.50
Open						

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	280.50

VENDOR TOTAL: 313.50

HITECH	HI-TECH SAFE & LOCK INC.	02/01/2023	33292	FOA	DOOR LOCK AT HERO TEEN CENTER	
48687	122 W CLINTON ST	02/21/2023		N		198.00
02/01/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/21/2023		N		198.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	198.00

HITECH	HI-TECH SAFE & LOCK INC.	02/01/2023	33622	FOA	FIXED LOCK AT WTP	
48740	122 W CLINTON ST	02/21/2023		N		270.00
02/01/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/21/2023		N		270.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	270.00

VENDOR TOTAL: 468.00

1548	HORIZON LANDSCAPE INC.	01/31/2023	16500	FOA	JAN 2023 - SHOVEL/SALT WALKS AT TWP	
48699	11765 HIBNER RD	02/21/2023		N		3,236.00
02/01/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		02/21/2023		N		3,236.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-265-802.000	LAWN/SNOW MAINTENANCE	3,236.00

VENDOR TOTAL: 3,236.00

K&J	K & J ELECTRIC, INC	02/01/2023	10336	FOA	INSTALL ELECTRIC RANGE FEEDER AT TEE	
48688	7219 EAST HIGHLAND RD	02/21/2023		N		596.00
02/01/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/21/2023		N		596.00
Open						

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GL NUMBER	DESCRIPTION	AMOUNT				
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	596.00				
K&J	K & J ELECTRIC, INC	02/01/2023	10337	FOA	REPLACE 4 BALLASTS AT TWP HALL	
48689	7219 EAST HIGHLAND RD	02/21/2023		N		786.00
02/01/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/21/2023		N		786.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	786.00

VENDOR TOTAL: 1,382.00

KOPPERT	KOPPERT BIOLOGICAL SYSTEMS INC	02/08/2023	020823	FOA	RELEASE DEVELOPER ACCOUNT FUNDS	
48736	1502 OLD US 23	02/21/2023		N		2,009.00
02/08/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/21/2023		N		2,009.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-283.000-0014	KOPPERT PERFORMANCE BOND	2,000.00
101-400-801.100-0014	KOPPERT BIOLOGICAL ADDITION	9.00
		2,009.00

VENDOR TOTAL: 2,009.00

0220	LIVINGSTON COUNTY TREASURER	01/31/2023	013123	FOA	JAN 2023 - BOR/PRE ADJUSTMENTS	
48701	200 E. GRAND RIVER	02/21/2023		N		58.19
01/31/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/21/2023		N		58.19

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-850.000	TAX CHARGEBACKS	13.56
204-000-850.000	TAX CHARGEBACKS	18.39
206-000-850.000	TAX CHARGEBACKS	26.24
		58.19

0220	LIVINGSTON COUNTY TREASURER	01/31/2023	020223	FOA	JANUARY 2023 DOG LICENSE PMTS	
48667	200 E. GRAND RIVER	02/21/2023		N		352.00
02/02/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/21/2023		N		352.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	352.00

0220	LIVINGSTON COUNTY TREASURER	01/31/2023	020623	FOA	JAN 2023 MOBILE HOME TAX DISBURSEMENT	
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48703	200 E. GRAND RIVER	02/21/2023		N		1,402.50
01/31/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/21/2023		N		1,402.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	1,402.50

VENDOR TOTAL: 1,812.69

2909	LIVINGSTON CTY.DRAIN COMMISSIO	01/31/2023	3624	FOA	WATERSHED GROUP	
48694	2300 E. GRAND RIVER	02/21/2023		N		495.49
	STE. 105					
01/31/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/21/2023		N		495.49

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-465-956.000	MISCELLANEOUS	495.49

VENDOR TOTAL: 495.49

LCDPA	MICHIGAN.COM	02/13/2023	MARCH 2023	FOA	MARCH 2023 - PA8741424	
48739	PO BOX 742520	02/21/2023		N		63.00
02/13/2023	CINCINNATI OH, 45274-2520	/ /	0.0000	N		0.00
		02/21/2023		N		63.00

Open

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

VENDOR TOTAL: 63.00

1180	PETER'S TRUE VALUE HARDWARE	02/02/2023	K66133	FOA	LIFTING STRAPS	
48696	3455 W. HIGHLAND ROAD	02/21/2023		N		24.99
02/02/2023	MILFORD MI, 48380	/ /	0.0000	N		0.00
		02/21/2023		N		24.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	24.99

1180	PETER'S TRUE VALUE HARDWARE	02/14/2023	K66252	FOA	BOLTS	
48748	3455 W. HIGHLAND ROAD	02/21/2023		N		9.59
02/14/2023	MILFORD MI, 48380	/ /	0.0000	N		0.00
		02/21/2023		N		9.59

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-740.000	OPERATING SUPPLIES	9.59

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VENDOR TOTAL: 34.58

RESERVE	PITNEY BOWES BANK INC RESERVE ACCT	01/31/2023	020223	FOA	JAN 2023 POSTAGE	
48666	P.O. BOX 981023	02/21/2023		N		595.43
02/02/2023	BOSTON MA, 02298-1023	/ /	0.0000	N		0.00
		02/21/2023		N		595.43

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	95.79
101-209-727.000	SUPPLIES & POSTAGE	9.78
101-215-727.000	SUPPLIES & POSTAGE	245.75
101-191-727.000	SUPPLIES & POSTAGE	37.44
101-192-727.000	SUPPLIES & POSTAGE	18.03
101-400-727.000	SUPPLIES & POSTAGE	46.44
101-253-727.000	SUPPLIES & POSTAGE	17.25
101-253-811.100	TAX COLLECTION	54.93
536-000-727.000	SUPPLIES/POSTAGE	33.78
590-000-727.000	SUPPLIES & POSTAGE	33.78
101-567-727.000	SUPPLIES & POSTAGE	2.46
		595.43

VENDOR TOTAL: 595.43

PLANTWISE	PLANTWISE	02/03/2023	23-5216	FOA	SETTLERS PARK INVASIVES CONTROL	
48700	646 BARBER AVE	02/21/2023		N		7,370.00
02/03/2023	ANN ARBOR MI, 48103	/ /	0.0000	N		0.00
		02/21/2023		Y		7,370.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	7,370.00

VENDOR TOTAL: 7,370.00

PMTECH	PM TECHNOLOGIES	01/24/2023	74711711	FOA	GENERATOR REPAIRS	
48719	28294 BECK ROAD	02/21/2023		N		527.90
01/24/2023	WIXOM MI, 48393	/ /	0.0000	N		0.00
		02/21/2023		N		527.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	527.90

VENDOR TOTAL: 527.90

SERVICEPRO	SERVICEPRO	02/07/2023	DECEMBER 2022	FOA	DECEMBER 2022 CLEANING SERVICES	
48720	7510 PARKWOOD DRIVE	02/21/2023		N		685.00

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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 02/21/2023 - 02/21/2023
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN - CHECK TYPE: PAPER CHECK

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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		

02/07/2023	FENTON MI, 48430	/ /	0.0000	N		0.00
		02/21/2023		Y		685.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	685.00

SERVICEPRO	SERVICEPRO	02/07/2023	JANUARY 2023	FOA	JANUARY 2023 CLEANING SERVICES	
48721	7510 PARKWOOD DRIVE	02/21/2023		N		880.00
02/07/2023	FENTON MI, 48430	/ /	0.0000	N		0.00
		02/21/2023		Y		880.00

Open

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

VENDOR TOTAL: 1,565.00

SPALDING	SPALDING DEDECKER	02/07/2023	92418	FOA	HARTLAND TOWNE SQUARE THRU 10/2/22	
48706	905 SOUTH BLVD EAST	02/21/2023		N		1,237.50
10/24/2022	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		02/21/2023		N		1,237.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0030	AFFINITY II INVEST DEVELP EXP	1,237.50

SPALDING	SPALDING DEDECKER	02/07/2023	92419	FOA	REDWOOD LIVING THRU 10/2/22	
48707	905 SOUTH BLVD EAST	02/21/2023		N		2,471.00
10/24/2022	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		02/21/2023		N		2,471.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0026	REDWOOD USA LLC	2,471.00

SPALDING	SPALDING DEDECKER	01/16/2023	93298	FOA	SENIOR LIVING FACILITY THRU 1/1/23	
48727	905 SOUTH BLVD EAST	02/21/2023		N		1,856.00
01/16/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		02/21/2023		N		1,856.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0027	PIRHL	1,856.00

SPALDING	SPALDING DEDECKER	01/16/2023	93299	FOA	HARTLAND PLAZA THRU 1/1/23	
48728	905 SOUTH BLVD EAST	02/21/2023		N		22.50
01/16/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		02/21/2023		N		22.50

Open

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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 02/21/2023 - 02/21/2023
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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

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0028	HARTLAND PLAZA - DAIRY QUEEN	22.50

SPALDING	SPALDING DEDECKER	01/16/2023	93300	FOA	HARTLAND TOWNE SQUARE THRU 1/1/23	
48729	905 SOUTH BLVD EAST	02/21/2023		N		600.00
01/16/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		02/21/2023		N		600.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0030	AFFINITY II INVEST DEVELOP EXP	600.00

SPALDING	SPALDING DEDECKER	01/16/2023	93301	FOA	REDWOOD LIVING THRU 1/1/23	
48730	905 SOUTH BLVD EAST	02/21/2023		N		460.00
01/16/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		02/21/2023		N		460.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0026	REDWOOD USA LLC	460.00

SPALDING	SPALDING DEDECKER	01/16/2023	93302	FOA	YATOOMA OIL THRU 1/1/23	
48731	905 SOUTH BLVD EAST	02/21/2023		N		1,237.00
01/16/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		02/21/2023		N		1,237.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0033	YATOOMA OIL	1,237.00

SPALDING	SPALDING DEDECKER	01/16/2023	93303	FOA	CHARYL STOCKWELL THRU 1/1/23	
48732	905 SOUTH BLVD EAST	02/21/2023		N		2,311.20
01/16/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		02/21/2023		N		2,311.20

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0040	CORRIGAN CONSTRUCTION (CHARYL STOCKWELL)	2,311.20

SPALDING	SPALDING DEDECKER	01/16/2023	93304	FOA	BUFFALO WILD WINGS THRU 1/1/23	
48733	905 SOUTH BLVD EAST	02/21/2023		N		972.00
01/16/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		02/21/2023		N		972.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0042	PWRW LLC (BUFFALO WILD WINGS)	972.00

SPALDING	SPALDING DEDECKER	02/08/2023	93482	FOA	M-59 WATER MAIN THRU 1/29/23	
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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
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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		
48715	905 SOUTH BLVD EAST	02/21/2023		N		15,548.00
02/08/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		02/21/2023		N		15,548.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	15,548.00

VENDOR TOTAL: 26,715.20

STAPLES	STAPLES	02/11/2023	8069247681	FOA	MISC SUPPLIES	
48741	PO BOX 660409	02/21/2023		N		35.41
02/11/2023	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		02/21/2023		N		35.41

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-727.000	SUPPLIES & POSTAGE	6.97
101-172-727.000	SUPPLIES & POSTAGE	28.44
		35.41

VENDOR TOTAL: 35.41

EGLE	STATE OF MICHIGAN	02/01/2023	761-11071309	FOA	2023 STORM WATER ANNUAL PERMIT FEE	
48695	EGLE-SWPF CASHIERS OFFICE	02/21/2023		N		500.00
	P.O. BOX 30657					
02/01/2023	LANSING MI, 48909-8157	/ /	0.0000	N		0.00
		02/21/2023		N		500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-465-956.000	MISCELLANEOUS	500.00

VENDOR TOTAL: 500.00

USA	USA BLUE BOOK	02/06/2023	258701	FOA	CHLORINE REAGENT SET	
48709	P.O. BOX 9004	02/21/2023		N		476.08
02/06/2023	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		02/21/2023		N		476.08

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	476.08

VENDOR TOTAL: 476.08

WALNUT	WALNUT RIDGE ESTATES LLC	02/08/2023	020823	FOA	RELEASE DEVELOPER ACCOUNT FUNDS	
48737	1295 MAXFIELD RD	02/21/2023		N		119.55
02/08/2023	BRIGHTON MI, 48114	/ /	0.0000	N		0.00

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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
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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

		02/21/2023		N		119.55
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0023	JACK LANSING - WALNUT RIDGE	119.55

VENDOR TOTAL: 119.55

WINGMAN	WINGMAN PEST CONTROL, INC.	02/07/2023	667099	FOA	MICE REMOVAL AT WATER TOWER	
48722	10079 COLONIAL INDUSTRIAL DRIVE	02/21/2023		N		189.00
02/07/2023	SOUTH LYON MI, 48178	/ /	0.0000	N		0.00
		02/21/2023		N		189.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	189.00

VENDOR TOTAL: 189.00

TOTAL - ALL VENDORS: 90,645.45

FUND TOTALS:

Fund 101 - GENERAL FUND	36,733.32
Fund 204 - MUNICIPAL STREET FUND	18.39
Fund 206 - FIRE OPERATING	26.24
Fund 285 - CLFRF GRANT	20,936.74
Fund 536 - WATER SYSTEM FUND	14,168.48
Fund 539 - WATER REPLACEMENT FUND	15,548.00
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	738.78
Fund 701 - TRUST AND AGENCY	2,068.00
Fund 702 - TRUST & AGENCY - NEW	407.50

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: February 14, 2023

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 – \$12,352.76

February 15, 2023 Payroll - \$73,520.24

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY23 budget.

Attachments

Post Audit Bills List 02.06.2023

Post Audit Bills List 02.08.2023

Post Audit Bills List 02.15.2023

Payroll for 02.15.2023

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/06/2023	FOA	43432	GESLER JR TRUST WILLIAM G	4708-21-304-013 SADREFUND	537-000-404.100	62.56
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		62.56
--- GL TOTALS ---						
537-000-404.100			SPECIAL ASSESSMENT REFUNDS	62.56		
			TOTAL	62.56		

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/08/2023	FOA	43433	CHASE BANK	MEMBERSHIP & DUES	101-101-804.000	345.00
		43433		SUPPLIES & POSTAGE	101-172-727.000	73.03
		43433		EDUCATION/TRAINING/CONVENTION	101-192-957.000	119.00
		43433		EDUCATION/TRAINING/CONVENTION	101-247-957.000	240.00
		43433		SUPPLIES & POSTAGE	101-253-727.000	82.16
		43433		OPERATING SUPPLIES	101-265-740.000	21.19
		43433		TELEPHONE	101-265-851.000	19.57
		43433		SUPPLIES & POSTAGE	101-400-727.000	107.99
		43433		CONTRACTED SERVICES	101-577-801.000	40.99
		43433		PRINTING & PUBLICATIONS	101-577-900.000	1,300.00
		43433		EDUCATION/TRAINING/CONVENTION	101-722-957.000	60.00
		43433		PARKS - SPECIAL EVENTS	101-751-955.000	776.00
		43433		UNIFORMS/CLOTHING ALLOWANCE	536-000-719.100	118.24
		43433		OPERATING SUPPLIES	536-000-740.000	152.78
		43433		INTERNET	536-000-805.000	304.80
		43433		TELEPHONE	536-000-851.000	76.28
		43433		PRINTING & PUBLICATIONS	536-000-900.000	26.99
		43433		REPAIRS & MAINTENANCE SYSTEM	536-000-930.001	49.99
		43433		REPAIRS & MAINT VEHICLE/EQUIP	536-000-930.002	8.98
		43433		REPAIRS & MAINTENANCE BLD&GRDS	536-000-930.003	7.98
		43433		INTERNET	577-000-805.000	893.70
		43433		CABLE TV FEES	577-000-806.000	118.48
						<hr/> 4,943.15
02/08/2023	FOA	43434	ECONO PRINT	TAX PREPARATION	101-209-811.000	4,756.22
TOTAL - ALL FUNDS				TOTAL OF 2 CHECKS		9,699.37

--- GL TOTALS ---

101-101-804.000	MEMBERSHIP & DUES	345.00
101-172-727.000	SUPPLIES & POSTAGE	73.03
101-192-957.000	EDUCATION/TRAINING/CONVENTION	119.00
101-209-811.000	TAX PREPARATION	4,756.22
101-247-957.000	EDUCATION/TRAINING/CONVENTION	240.00
101-253-727.000	SUPPLIES & POSTAGE	82.16
101-265-740.000	OPERATING SUPPLIES	21.19
101-265-851.000	TELEPHONE	19.57
101-400-727.000	SUPPLIES & POSTAGE	107.99
101-577-801.000	CONTRACTED SERVICES	40.99
101-577-900.000	PRINTING & PUBLICATIONS	1,300.00
101-722-957.000	EDUCATION/TRAINING/CONVENTION	60.00
101-751-955.000	PARKS - SPECIAL EVENTS	776.00
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	118.24
536-000-740.000	OPERATING SUPPLIES	152.78
536-000-805.000	INTERNET	304.80
536-000-851.000	TELEPHONE	76.28
536-000-900.000	PRINTING & PUBLICATIONS	26.99
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	49.99
536-000-930.002	REPAIRS & MAINT VEHICLE/EQUIP	8.98
536-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	7.98

Check Date	Bank	Check #	Payee	Description	GL #	Amount
577-000-805.000			INTERNET		893.70	
577-000-806.000			CABLE TV FEES		118.48	
			TOTAL		9,699.37	

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CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 02/15/2023 - 02/15/2023

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/15/2023	FOA	43435	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	1,376.64
		43435		STREET LIGHTS	101-448-921.000	222.40
		43435		UTILITIES - ELECTRIC	206-000-920.002	44.90
		43435		UTILITIES - GAS	536-000-920.001	422.15
						<hr/> 2,066.09
02/15/2023	FOA	43436	DTE ENERGY	UTILITIES - ELECTRIC	101-751-920.002	143.78
		43436		UTILITIES - ELECTRIC	206-000-920.002	20.96
						<hr/> 164.74
02/15/2023	FOA	43437	LIVINGSTON DAILY PRESS & ARGUS	PRINTING & PUBLICATIONS	101-215-900.000	260.00
		43437		PRINTING & PUBLICATIONS	101-400-900.000	100.00
						<hr/> 360.00
TOTAL - ALL FUNDS				TOTAL OF 3 CHECKS		2,590.83

--- GL TOTALS ---

101-215-900.000	PRINTING & PUBLICATIONS	260.00
101-265-920.001	UTILITIES - GAS	1,376.64
101-400-900.000	PRINTING & PUBLICATIONS	100.00
101-448-921.000	STREET LIGHTS	222.40
101-751-920.002	UTILITIES - ELECTRIC	143.78
206-000-920.002	UTILITIES - ELECTRIC	65.86
536-000-920.001	UTILITIES - GAS	422.15
	TOTAL	2,590.83

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/15/2023	FOA	17350	MISSION SQUARE	2,275.89	2,275.89	0.00	Open
02/15/2023	FOA	17351	MISSION SQUARE	3,803.52	3,803.52	0.00	Open
02/15/2023	FOA	17352	MISSION SQUARE	2,111.73	2,111.73	0.00	Open
02/07/2023	FOA	17353	OLDFORD, ERIN R	25.00	25.00	0.00	Open
02/07/2023	FOA	17354	KRUEGER, RICHARD	25.00	25.00	0.00	Open
02/13/2023	FOA	17355	AMERICAN FAMILY LIFE ASSURANCE CO	133.09	133.09	0.00	Open
02/15/2023	FOA	DD8322	BEDUHN, TIMOTHY L.A.	1,900.00	0.00	1,460.02	Cleared
02/15/2023	FOA	DD8323	BERNARDI, MELYNDA A	2,208.47	0.00	1,720.48	Cleared
02/15/2023	FOA	DD8324	BROOKS, TYLER J	2,933.48	0.00	2,059.26	Cleared
02/15/2023	FOA	DD8325	CASE, SUSAN E	2,169.72	0.00	1,370.94	Cleared
02/15/2023	FOA	DD8326	CIOFU, LARRY N	2,746.24	0.00	1,990.95	Cleared
02/15/2023	FOA	DD8327	DRYDEN-HOGAN, SUSAN A	3,601.41	0.00	2,576.92	Cleared
02/15/2023	FOA	DD8328	HAASETH, GWYN M	927.50	0.00	826.68	Cleared
02/15/2023	FOA	DD8329	HEASLIP, JAMES B	3,211.94	0.00	1,614.84	Cleared
02/15/2023	FOA	DD8330	HORNING, KATHLEEN A	2,746.24	0.00	2,000.35	Cleared
02/15/2023	FOA	DD8331	HUBBARD, TONYA S	1,811.38	0.00	1,313.84	Cleared
02/15/2023	FOA	DD8332	JOHNSON, LISA	2,400.30	0.00	1,540.69	Cleared
02/15/2023	FOA	DD8333	KENDALL, ANTHONY S	96.00	0.00	88.66	Cleared
02/15/2023	FOA	DD8334	LANGER, TROY D	3,592.16	0.00	2,532.63	Cleared
02/15/2023	FOA	DD8335	LOFTUS, DANIEL M	885.20	0.00	749.06	Cleared
02/15/2023	FOA	DD8336	LOUIS, CASEY	948.59	0.00	622.79	Cleared
02/15/2023	FOA	DD8337	LUCE, MICHAEL T	3,446.80	0.00	2,533.83	Cleared
02/15/2023	FOA	DD8338	MORGANROTH, CAROL L	2,296.65	0.00	1,770.28	Cleared
02/15/2023	FOA	DD8339	NIXON, MITCHELL A	2,213.50	0.00	1,707.15	Cleared
02/15/2023	FOA	DD8340	SHOLLACK, DONNA M	2,504.02	0.00	1,896.72	Cleared
02/15/2023	FOA	DD8341	SOSNOWSKI, SHERI R	339.25	0.00	173.87	Cleared
02/15/2023	FOA	DD8342	VERMILLION, KAREN L	2,188.32	0.00	1,588.95	Cleared
02/15/2023	FOA	DD8343	WEST, ROBERT M	4,266.67	0.00	2,571.55	Cleared
02/15/2023	FOA	DD8344	WYATT, MARTHA K	3,393.00	0.00	2,237.26	Cleared
02/15/2023	FOA	EFT666	FEDERAL TAX DEPOSIT	12,319.17	12,319.17	0.00	Cleared

Totals:	Number of Checks: 030	73,520.24	20,693.40	36,947.72
Total Physical Checks:	6			
Total Check Stubs:	24			

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 02-07-2023 Hartland Township Board Regular Meeting Minutes

Date: February 16, 2023

Recommended Action

Move to approve the Hartland Township Board Regular Meeting minutes for February 7, 2023.

Discussion

Draft Minutes are attached for review.

Financial Impact

None

Attachments

2-7-23 HTB Minutes -DRAFT

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

February 07, 2023 – 7:00 PM

DRAFT

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

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

ABSENT: None

Also present were Township Manager Bob West, Planning Director Troy Langer, and Public Works Director Mike Luce.

4. Approval of the Agenda

Move to approve the agenda for the February 7, 2023, Hartland Township Board meeting as presented.

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

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

Voting Nay: None

Absent: None

5. Call to the Public

Chris Hall, owner and operator of 59 East Car Wash, spoke out against the new car wash coming to Hartland. Citing issues of proximity to his business, traffic counts that would support only one car wash in the area, excessive duplication of car washes in a .4 mile area, traffic issues that would end up on Highland Rd., inaccurate peak hour trips presented by the new car wash, high throughput of the new car wash, inaccurate car counts, and unlimited car wash subscriptions as problems that need consideration. Further issues were related to the current high incident of accidents near this location (3rd in the County), water usage and reclaim systems. He welcomes the competition, thinks their design is beautiful and they are the largest chain in the country, but it does not mean they are needed here. As a five year business owner here in Hartland and a 14 year resident of the community he believes that of all the businesses needed in Hartland, another car wash falls well down the list in his opinion.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the February 7, 2023, Hartland Township Board meeting as presented.

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

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

Voting Nay: None

Absent: None

- a. Approve Payment of Bills

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

February 07, 2023 – 7:00 PM

- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 01-17-2023 Hartland Township Board Regular Meeting Minutes
- d. Confirm Supervisor's Appointment - Cheryl Mara to Board of Review as alternate (01/01/2023-12/31/2024).
- e. 2023 Gen-X Winterfest Fireworks Permit
- f. HCS & LESA Summer Tax Collection Agreements

7. Pending & New Business

- a. Site Plan #23-001 M-59 Properties Planned Development (PD) Concept Plan

Supervisor Fountain invited the applicants forward and turned the presentation over to Planning Director Troy Langer. Director Langer briefly explained the Planned Development (PD) process, being a three-step process. The first step is the conceptual review, where an applicant puts together an idea or concept of a development they are proposing that goes before the Planning Commission (PC) for review. The PC takes no formal action on the project and comments are provided to the applicant. This concept plan then goes to the Board for review and comments, again with no formal action taken. The next step is the preliminary review, where a detailed site plan is presented to the PC, getting into architectural design, landscaping, grading, lighting and other details of the plan. There would also be a public hearing at the PC at this time and the PC would make a formal recommendation to the Board. The preliminary plan would then go the Board for review and approval. If all approvals are received it would move on to the last phase, the final review. At this stage we would be done looking at the site plan and we are focusing more on the master deeds, easements, and other actual recorded documents. This final review goes to the PC and the Board. In this particular project, after the PD has been wrapped up, each of the buildings in the plan would probably come back to the PC for site plan approval where we would apply the standards that became part of the PD to each building site plan. The applicant was in front of the PC with their concept plan at their last meeting in January. Director Langer then gave a brief description of the location of the development, at the southwest corner of Old US-23 and M-59, description of the project, stating the commercial buildings on the plan may not be necessarily what will actually be in this commercial area with the exception of the gas station on the northeast corner of the property, and a brief overview of the residential aspect of the plan.

The applicants came forth and briefly described the concept plan. They stated that the main public benefit of the project is the road that goes from Old US-23 to the Cheryl Stockwell Academy. The applicant has discussed this with the Cheryl Stockwell Academy and they are in favor of this to alleviate traffic congestion in and out of the Academy. The applicant reviewed the multi-family component of the project, citing the seven three-story residential buildings consisting of 168 units, location and design of clubhouse, the roads and roundabout, parking, greenspace, pedestrian pathways, floor plans, first floor garages, and building materials. Supervisor Fountain inquired as to construction phases of the project and the applicant responded that phase one would probably be the connector road from Old US-23 to Cheryl Stockwell, the phasing in of the residential buildings and the gas station. Director Langer gave a brief overview of the density permitted in this area and the bonus density that would allow for 168 units for this project. Trustee Germane inquired as to whether the proposed roads would be built to Livingston County standards and the applicant stated they would be built to Hartland Township private road standards which are very similar to County road standards. Trustee Germane inquired as to whether the roundabout was designed to be a traffic calming device and the applicant responded that this was the case. Trustee Germane inquired as to the ratio of garages to apartments and the applicant stated that in the 22 unit residential

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buildings there would be 10 garage units and in the 40 unit building there would be 18 garages. Treasurer Horning inquired as to the approximate cost for a two bedroom apartment and the applicant responded that the two bedroom apartments would be around 1000 square feet and that they would be priced at market rates. Treasurer Horning commented on her traffic concerns with turning south on Old US-23 from M-59 where you merge two lanes into one prior to the deceleration lane entering the development off of Old US-23 as indicated on the concept plan. The applicant stated they would be working with Road Commission on this issue. Treasurer Horning had further concerns with traffic issues that may arise at the main entrance to the development off of M-59 and the proximity to the Charyl Stockwell Academy entrance. Treasurer Horning was also concerned with the request for the maximum bonus density for the development and stated she thought this was extreme for this site. She stated she liked the plan, and the layout, but would like to see condos, that young people can invest in and would like to see normal density in consideration of our current sewer capacity. She does not see the Charyl Stockwell connector as an outstanding public benefit to the community to warrant the maximum density as confirmed in the Planning Director memo of January 31, 2023. Treasurer Horning also stated with 168 apartments you would have the heaviest traffic in the morning and afternoon, coming and going, and if you are adding three to four hundred cars in that area this could be a problem. If it was a condo situation she thinks the applicant would still make money but you would have less cars because you would have less units. Clerk Ciofu inquired as to whether the open space requirements are being met, as it does not appear to do so on the concept plan. The applicant stated they would be more cognizant of this requirement in developing more detailed plans. Trustee O'Connell stated she is also concerned with the density of the project. She stated she like the concept, but would like to see the bonus density at slightly less than the maximum to keep more of a small town feel. Supervisor Fountain inquired as to whether they have other developments in the area similar to this concept plan. The applicant stated they have other developments in the area but nothing similar to this. There is one in Florida that is similar and there is a somewhat similar project in Auburn Hills that was done with a different architect and engineering firm. Director Langer gave a brief history of projects previously considered for this property and the retail market analysis that was completed that indicated we did not score well in the walkability area, and the PC subsequently looked at this site to change the future land use map to allow for PDs with the goal of creating more mixed used and walkability. In this case the PC did talk about sidewalks and pathways and making sure there was connection from the residential to the commercial areas and that it included walkways within the residential development itself. Director Langer is not sure if this plan would reflect all of that, but those were some of the comments discussed at PC meeting. Manager West inquired as to the acreage to the southeast of the wetland area and the applicant stated it was about five acres. Trustee Germane inquired about the indent to this five acres in the southeast corner of the property and the Manager West stated that this is a DTE easement. The applicant stated they appreciated the comments and will be going forward with the project and looked forward to meeting with the PC and Board in the future.

- b. Site Plan with Special Land Use Application #22-007 (Automobile wash within completely enclosed building at 10382 Highland Road) – REVISED PLANS dated November 9, 2022 (Architectural plans) and December 20, 2022 (Site and Landscape plans)

Planning Director Troy Langer stated that the applicant is proposing to develop this site, which is the former Burger King restaurant site, at the southeast corner on M-59 and Blaine Road. The applicant is proposing to raze the site and build a car wash. The car wash that is proposed is outlined in our general commercial zoning district as a use permitted only by special land use permit. Most zoning districts will divide uses into those that are permitted typically either by administrative review or by site plan in front of the PC such as the case here with Hartland

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Township or uses that are only permitted by special land use permit. The special land use permit outlines general criteria for what it takes to receive approval for a special land use permit. For car washes there is another set of special land use permit criteria. This is a two-step process. The first part is a public hearing at the PC, so notices are sent out to surrounding property owners as well as a legal add in a local newspaper. The PC held that public hearing and some people did come and speak. At that time the site plan was different than what is before the Board this evening. Ultimately the PC did not make a decision at the public hearing. The plan was brought back at a later date and at that time the PC provided more input, and the applicant revised the plan. The issue that the PC was primarily dealing with in the earlier meetings was the location of the vacuum cleaners. Some of the standards for a special land use permit particular to an automobile wash requires that the vacuum cleaners shall only be located on the side or rear yard area. They originally were proposed between the building and Blaine Road which would have been the front yard area so this resulted in a couple of changes. One, moving the vacuums to the east side of the building so that they are on the side. They also reduced the size of the building and changed the circulation on how you enter into the car wash as well as exit.

At the second PC meeting in January the PC did recommend approval of the special land use permit and now it is moving on to the second part of that process which is for the Township Board to review and make a determination on that.

The developer and applicant were present at the meeting and came forward. The applicant stated that they own the new Dairy Queen building, the building with the Dollar Tree store and are renovating a portion of that complex for a new Planet Fitness, and now the old Burger King lot. They stated they purchased the Burger King lot to make sure someone did something right with it and that it would not sit there as a dilapidated building. They found Mister Car Wash who has been very professional about their buildings and how they develop and they are working with them to get this property developed.

Clerk Ciofu stated that his two biggest issues are traffic and water usage. Clerk Ciofu has no problem with the site plan, and the building looks beautiful but there seems to be limited information on traffic and the trip information. With water usage we are guesstimating a number of REUs as we have not received any data to evaluate this. The applicant stated that what they have found with Mister Car Wash sites across the country, or on other conveyer carwashes similar to this, is that it is not a significant trip generator because it is not a destination. People generally are not driving to the carwash and then driving back home. People are typically coming home from work or going to restaurants or stores in the area and stop at the carwash. The carwash generates trips in the sense that people turn into and out of the site but in broad terms it does not add a whole lot of traffic to the corridor. As to the trip generation memo provided, trip generation is based on the Institute of Transportation Engineers (ITE) Manual and is based on the population center, traffic existing in the area, and then size of the building. All of that data goes together into a formula and that is how the number of trips is generated. They pointed out that the memo does not have an a.m. trip count as there is no information in the ITE Manual to provide a.m. peak hour trips. Mister Car Wash historically has seen the majority of trips in the p.m. peak hour after people get off work. Clerk Ciofu inquired as to whether they had an estimate for an a.m. number and the applicant just stated that it is typically lower than the p.m. hour and they believe there will be no adverse effects on M-59 traffic.

The applicant stated that the reclaim system has settling pits on the exterior side of the building and they use approximately 25 gallons of water per vehicle and they reuse about 80% of the

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water. There is a recent new build in Grand Rapids and it has been in operation for one year now and it has averaged out at about fifteen cents per car. The car wash uses a two inch pipe and there is not a whole lot of water generated and a lot of it is reclaimed. Treasurer Horning stated that the website claims 11% water reclaim. Treasurer Horning stated that there are Mister Car Washes that are priced at \$8 and \$12 and then \$10 and \$14 and inquired as to what determines car rates and what will Hartland's price be. The applicants stated that the cost is based off the region and this carwash will probably be in the \$8 to \$10 range, possibly \$12. Treasurer Horning stated that this is the first Mister Car Wash in Livingston County and inquired as to why this site was chosen. The applicant stated that they are new to the area but they do have other sites across southeastern Michigan under contract and are waiting to get them approved. Treasurer Horning stated she is also concerned with the traffic and stated that there are two subdivisions down Blaine Road that will be impacted by the traffic and she believes a specific traffic study needs to be done for that corner and this project.

Supervisor Fountain inquired as to whether staff is needed, or it is just done by pass cards at specific hours. The applicant stated that Mister Car Wash will be fully staffed at all hours of the day. Supervisor Fountain stated that there are 210 gallons in one REU and the applicants stated it takes 25 gallons per carwash so they would be able to wash 8.4 cars per every REU and they are looking for 85 REU's. Manager West stated that the letter was very clear that we have not had an accurate car count nor have we had an accurate gallons per wash delivered to the Township. Manager West stated he has personally had three meetings with the applicant and they have yet to provide that information to the Township. Manager West pulled data from their four other locations that was available through BS&A online and was able to archive their water bills. Based on the water bills from these other locations that were available we have determined that it is a minimum of 85 REUs. The Township still requires the accurate data before we can classify. We are in a capacity crunch and in order for us to sign off on that permit we need to be assured that it is the appropriate amount of REUs. Manager West stated that our letter states that we need that data in order to move forward. Supervisor Fountain stated that based on 85 REUs at 8.4 that is 714 car washes in one day. If it went a lot more than that, that is where the concern is because there is not a lot of sewer and water availability left in the community.

Treasurer Horning inquired as to whether we can table this until we get that data and a traffic study. Planning Director Langer stated that the Board is within their rights to request that. The PC chose not to do that. Trustee O'Connell stated that she has a concern over the traffic with this location and would like to request a study of this type of business at this location. Supervisor Fountain stated that we have never required a traffic study from a developer in this area since the original traffic study that the two major developments did that indicated the need to widen M-59, which they did. We did not require this of McDonald's drive through expansion, and he is not sure what the benefit would be for a traffic study at this location. Supervisor Fountain pointed out that this location has three entrances to this property. Trustee Germane inquired as to whether the Livingston County Road Commission (LCRC) or the Livingston County Planning Commission (LCPC) weighed in on the traffic situation. Director Langer stated that the plan has been sent to the LCRC and they don't feel the need to do a traffic study. He also stated that it has not been sent to the LCPC, but it was sent to MDOT and MDOT did have some questions regarding the amount of time it takes a car from entering the site through leaving the car wash site and Director Langer forwarded this to the applicant to discuss directly with MDOT. Director Langer stated in discussions with the LCRC there really isn't a need for a traffic study as this area of M-59, Blaine Rd and the surrounding infrastructure was designed to allow for any commercial uses that are permitted in this area and a car wash is one of the permitted uses. The PC was interested in a comparison of a fast food drive-through

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restaurant and a car wash as outlined in the ITE Manual. From that, it was determined that a fast-food restaurant would generate more traffic than a car wash so the PC did not feel the need for a traffic study.

Trustee Germane stated that many items in the Planning Department memo of January 31, 2023 are not to Director Langer's satisfaction and inquired as to whether we will be approving the Site Plan if we decide to approve the Special Land Use Permit tonight. Director Langer stated that the recommendation is from the PC, and the applicant has agreed to make the changes to meet the requirements of the memo. Trustee Germane asked, if we approve the Special Land Use Permit, would the applicant still need to get approval for a Land Use Permit. Director Langer stated that after the Special Land Use Permit is approved the applicant would continue to construction plan phase and several permits would be required, including a Land Use Permit. Trustee Germane inquired as to the concerns of the DPW and DPW Director Mike Luce responded that we do not have enough data on water usage and cars per day to accurately calculate the REU requirement. Trustee Germane and Trustee Petrucci both stated that we should not approve this Special Use Permit without having the necessary data to calculate an accurate REU requirement. Trustee Petrucci inquired as to how many cars can be held in the stacking lanes on the plan and the applicant stated 35 cars. Trustee Petrucci stated that he believes that the three stacking lanes indicate a high volume business and after stacking 35 cars the back up will be going out on to M-59 and this is a great concern to him.

The applicant inquired as to moving forward could the Board approve the permit on the condition that Manager West receives the information to get the REU's correct. If not, that would stop the project. Manager West stated he had the gallons per car from tonight's discussion and he can pull information on the water usage from another Mister Car Wash location and he would then be able to report a car count. Supervisor Fountain stated that we have a REU capacity issue that need to be considered with regards to this project. A brief discussion was held on moving forward with regards to a traffic study and the REU calculation.

Move to Table Special Land Use Permit #22-015, as outlined in the Staff Memorandum, dated January 31, 2023 to the February 23, 2023 Board meeting, conditional on receiving data to calculate the correct REU's.

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

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

Voting Nay: None

Absent: None

c. 2023 Cundy Road Paving LCRC Agreement

DPW Director Mike Luce gave a brief overview of the contract with the LCRC for repaving Cundy Road. The water main extension project required boring under the road and patching of Cundy Road was required. Overall Cundy Road is in bad shape and we really planned for the repaving of Cundy Road in the water main project. LCRC has agreed to split the cost of the paving with the Township and the expense is included in the proposed FY23-24 budget to be approved. Trustee Germane inquired as to the culvert replacement included in the contract and Director Luce stated there are three culverts that need to be replaced and the Livingston County Drain Commission (LCDC) wants to replace the culverts prior to the paving this summer. The LCDC will replace the culverts in the spring and patch the road until the LCRC paves the road. The road will be crushed and shaped leaving any base we can which will help elevate the road in this wetland area. Four inches of topcoat will be put on top of the road in two

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different lifts. Trustee McMullen inquired as to whether the Redwood construction traffic will impact what is being done on Cundy Road and Director Luce responded that the Redwood construction traffic will use Hartland Glen Drive and we would only have to coordinate the water connection to the property from the new water main when the time comes. Manager West stated that this is being funded from the voter approved Road Millage. This was not in the plan of the Road Millage but it feasible because of the continued partnership with the LCRC. On all of the road projects in the Road Millage plan the Hartland Township residents have never once paid one hundred percent of any project, so this is a bonus we are able to provide to the residents out of the savings we have accumulated over the last nine years.

Move to approve the Project Agreement with the Livingston County Road Commission as presented in an amount not to exceed \$275,000 for the repaving of Cundy Road.

Motion made by Treasurer Horning, Seconded by Clerk Ciofu.

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

Voting Nay: None

Absent: None

8. Board Reports

Trustee Germane - No report.

Trustee O'Connell - No report.

Trustee McMullen - No report.

Trustee Petrucci - No report.

Clerk Ciofu – Stated Winterfest is this Saturday February 22, 2023. The event starts at 1:00 p.m. and ends at dusk with fireworks. We will still have the event, without snow, and it will be a great event and lots of fun for everyone.

Treasurer Horning – Stated she and Clerk Ciofu attended the Fire Department Study Presentation and it was really interesting. She got some questions answered and she is looking forward to our discussion on what we are going to do with the Hartland Deerfield Fire Authority going forward. Trustee Petrucci stated we will be forming a Committee to evaluate alternatives for the Fire Authority.

Supervisor Fountain - No report.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager West gave a brief overview of the sewer REU balance stating we started with 6457 sewer REUs and we now have 188 unallocated REU's. The original goal was to sell them to the sewer district and then close the sewer system from further expansion. He stated we will be developing a REU policy that when we go under 200 available unallocated REU's we would only sell the remaining REU's to parcels within the original sewer district.

He stated the draft budget books have been distributed, with updated footnotes and descriptions of changes, and that we will be reviewing the budget at the Board Meeting on February 21. He stated that if anyone has any questions prior to our budget meeting they should contact him.

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Manager West informed the Board that with the approval of the General Appropriations Act prior to April 1, 2023, we will be updating our purchasing policy to increase the current Manager purchasing approval from \$6,000 without Board approval up to \$15,000, with Administration Committee approval. Trustee Petrucci inquired as to how Manager West came up with the \$15,000 limit and Manager West responded that it was during a review of operation invoices over the last several years.

Manager West stated we are going forward with our liquor license inspections working with Fire Marshall Jon Dehenke of the Hartland Deerfield Fire Authority (HDFA). We will have to affirm Mr. Dehenke as the Hartland Township Liquor License Inspector. We will develop an agreement that we will visit each liquor license establishment annually and will include two training sessions. Training will be conducted by the Liquor License Inspector and the Hartland Township Sheriff's Deputy. One training session will be for the establishment owners regarding the process for the inspections and the second for servers at these establishments. Trustee McMullen stated that servers have to take state training already and inquired as to what the Liquor Inspector training would entail. Manager West stated that the Liquor Inspector training would be an in-person, rather than the State online training, that would address and identify real issues where police may be required and to provide a general question and answer forum with authorities. These would be informal, no-cost, hands-on, friendly training sessions for those that would be interested in attending. This project will be funded from the funds allotted from the State for liquor license inspections.

Manager West stated the Fire Department Study was discussed at the last HDFA Board meeting and that he and HDFA Fire Chief Adam Carroll met to discuss the results. They decided to form a Fire Station Location Committee and three Board Trustees have been appointed to this Committee. This Committee will review Study data and evaluate alternatives to develop a future plan for the HDFA. Fire Chief Carroll will be reaching out to the Trustees to set up a kick-off meeting.

Manager West gave an update on the Board Room updates. He stated we will be lowering the monitors for better sightlines to the Board but we will be keeping the monitors for meeting document display as this is better suited for the PC meetings. If any Board or PC member wishes to see other documents than what is displayed on the monitors during the meeting, we will provide laptops or tablets for this purpose upon request. We will also be upgrading out cameras to provide a better quality cable channel and You Tube recordings for the public. These items will be paid for out of PEG funds

Supervisor Fountain gave a brief update to the Board of the recent meetings the Admin Committee and Manager West had with the Livingston County Board of Public Works (LCBPW), the Livingston County Board of Commissioners (LCBOC), and Tyrone Township regarding the Septage Receiving Station stating it was one of the more productive meetings we have had on this issue. Items discussed were REU capacity regarding physical facility limitations for discharge, solutions for resolving the physical facility limitations, REU purchases from Tyrone Township, and REU rentals. The Admin Committee held further discussion after the meeting on the current hosting fee, and hosting fee for proposed solutions. Trustee Germane inquired as to the feasibility of doing another sewer district study now that we are nearing the full build out of our current sewer system. Manager West stated that based on our zoning map we have completed our sewer district and that we do not have many properties that would need to be added to a sewer district.

b. FY2023-2024 Employee Merit Pool Discussion

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Manager West presented the Merit Pool Schedule which has been incorporated into the draft FY23-24 Budget. Items discussed were the State of Michigan Inflation Rate Multiplier of 7.9%,, capped at 5%, and our base line benefits increase of less than 1%. Taking these items into account our Inflationary Adjustment was 4.3335%. With the Step Eligible employee wage increases, the Inflationary Adjustment and a suggested Merit Pool of \$10,000 our overall total increase is \$43,076.23.

Manager West recommended converting three Federal Holidays that are currently In-Service days to Paid Days off as it is difficult to do any business when banks, county, and other businesses are closed. A brief discussion was held on a market adjustment, scheduled hours, and non-monetary benefits of working at Hartland Township.

10. Adjournment

Move to adjourn the meeting at 9:30 p.m.

Motion made by Clerk Ciofu, Seconded by Trustee Petrucci.

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

Voting Nay: None

Absent: None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: 2023 Purchasing Policy Revisions

Date: February 13, 2023

Recommended Action

Approval of the proposed 2023 Township Purchasing Policy revisions as presented.

Discussion

Manager West is proposing the addition of an approval process for the Administrative Committee to be authorized to approve Township purchases between the current manager threshold of \$6,000 and \$15,000 without further Township Board approval.

The purchases would be presented to the Township Board in the regular process of approving invoices, yet the current limits have been in place for over a decade. The proposed changes are recommended to account for inflation over that timeframe. To ensure proper check, balances and transparency, the policy does not increase the Manager's purchasing limit, but rather requires Township Administrative Committee approval to streamline the purchase process for expenditures between \$6,000 and \$15,000.

If approved, a subsequent formal adoption will be incorporated into the General Appropriations resolution when the Township Board adopts the FY2023-2024 Township Budget.

Attachments

Redline purchase policy revisions

Hartland Township

OFFICIAL POLICY & PROCEDURE

TITLE: PURCHASING	EFFECTIVE DATE: February 21, 2023
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Purpose

This policy addresses general procurement guidelines applicable to the acquisition of goods and services for Hartland Township. The adherence to the policies set forth below will:

- Reinforce consistency and efficiency in expense policies for the Township;
- Ensure the maximum purchasing value of public funds regarding procurement;
- Provide safeguards for maintaining a procurement and disposition system of quality and integrity;
- Provide for effective purchasing functions that allow for the necessary business of the Township to be performed in a timely fashion; and
- Provide for fair and equitable treatment of all persons involved in public purchasing by the Township.

Policy

A. Purchase Requests. All purchases of goods or services over **\$500**, purchases otherwise prohibited by the Township Board or Manager, or non-routine purchases without appropriation in the current budget, shall be submitted to the Township Manager, using the Township Purchase Request form, for approval prior to purchase. The purchase request establishes the need and provides justification for any goods or services. The purchase request form should be completed in its entirety to include justification, suggested vendors, quantity, specifications, shipping details and pricing. When deemed appropriate, additional memoranda and/or documentation are encouraged for supporting the purchase request.

Prior to approval, purchase requests must first be approved by the official or department head responsible for the budget line item(s) to be encumbered, and then forwarded to the Finance Director for verification of available funds in the appropriate account. No order for delivery of any supplies, materials, equipment or contractual services will be issued until the Finance Director has encumbered the amount of the purchase on the departmental account sheet and has certified that sufficient funds in excess of all unpaid obligations have either been appropriated or transferred to the appropriate account to finance the purchase. The responsibility to secure additional funds rests with the using official or department.

B. Purchase Orders. A purchase order is an official and binding Hartland Township contract/order for goods or services. It is authorized by the Township Manager, following the full approval of a purchase request. In most instances, an approved purchase request signed by the Township Manager and assigned a purchase order number shall serve as an approval for the purchase. However, if a vendor requires a copy of the purchase order, an official or employee shall not provide a copy of the purchase request form. Instead, a completed purchase order form (attached) shall be submitted to the Township Manager for approval. The purchase order form will reflect information derived from the

Purchasing Policy and Procedures

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purchase request and authorizes the vendor to proceed with the provision of goods and/or services outlined therein.

C. Criteria by Cost. The following methods are available to be utilized in the acquisition of goods and services, depending on the nature of the goods/services being sought and the projected expense:

1. *Small Purchases.* Purchases under \$5,000 are solicited in the following manner:

Under \$500	Best quote
\$500 - \$1,500	At least three telephone or catalog/internet quotes
\$1,500 - \$5,000	At least three written, catalog/internet, or electronic quotes
2. *Competitive Sealed Bidding.* For purchases of \$5,000 or more, competitive sealed bidding is the preferred method for purchasing goods and services.
3. *Competitive Sealed Proposals.* When the Township Manager determines that competitive sealed bidding is not practicable or not advantageous to the Township, a contract may be entered into by using the competitive sealed proposals method.
4. *Sole Source.* A contract may be awarded without competition when it is determined that there is only one source for the required supply or service, or when competitive bidding is either not feasible or advantageous to the Township.
5. *Standing Purchase Orders.* A standing purchase order for multiple purchases of a similar good or service in a fiscal year may be awarded to a sole vendor by a single authorization beginning with the first purchase of the fiscal year. A new purchase request must be submitted prior to the first similar purchase in each fiscal year, indicating that proper quotes were solicited according to the requirements of this policy at least once per year. The completed purchase request should reflect that a standing purchase order is being specifically requested.
6. *Emergency Purchase.* A purchase may be made under emergency provisions when it is determined that conditions exist which create a disruption of essential operations or conditions adversely affecting the safety, health or security of persons or property such as may arise by reason of floods, tornados, riots, equipment failures, or such other reason as may be proclaimed by the Township Manager.
7. *Circumventing Requirements.* Splitting a purchase across multiple departments, funds or purchase requests/orders, or categorizing a purchase as an emergency for the purpose of circumventing authorization levels or requirements is strictly prohibited.

D. Board Approval. The Township Board shall first approve all non-emergency purchases over \$15,000. The Township Manager is required to obtain Administrative Committee approval for non-emergency budgeted purchases over \$6,000 but less than \$15,000 without the need for Township Board approval. The Township Manager has the authority to authorize appropriations less than \$6,000 without Township Board or Administrative Committee approval.

Purchasing Policy and Procedures

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E. Tax Exemption. Notify the vendor or merchant that the Township is exempt from all local and state sales taxes or federal excise taxes for goods and services purchased in the State of Michigan (use the attached Michigan Sales and Use Tax Certificate of Exemption).

F. Local Buying. Whenever possible, purchases will be made from local vendors from Hartland Township or its environs. This will be accomplished by ensuring that local vendors, who have goods or services that the Township is in need of, are included in the competitive shopping process that will precede most purchases. The Township has a responsibility to its residents, however, to obtain the maximum value for each public dollar spent.

G. Delivery and Inspection. Goods and services will be checked at the time of receipt to detect any damage or defects and ensure the receipt of material/equipment in compliance with the contract documents or order. Inspection should be conducted immediately upon arrival or as soon thereafter as practicably possible. Equipment and supplies should be inspected for damage, quantity, quality, price and all other required specifications.

The acceptance of goods shall be the responsibility of the initiating department. All invoices or shipping documents should be signed by the recipient and forwarded to the Township Manager. Rejection of received/delivered equipment, goods or services shall be immediately documented by the requesting department to the Township Manager and the vendor informed, allowing opportunity for explanation or compliance with the original specifications.

H. Petty Cash. Petty cash purchases may be used for small items needed at once or reimbursements of incidental Township expenditures and the use of a Township issued credit card is not appropriate or available. Petty cash will allow the Township to procure supplies and services quickly and cost effectively.

1. *Creation.* Petty cash funds not to exceed four hundred dollars (\$400) may be created. The Township Treasurer or his/her designee is designated to maintain the petty cash funds and shall have the following responsibilities:
 - a. To provide proper security and storage of cash and receipts.
 - b. To allow only authorized expenditures.
 - c. To obtain itemized receipts for petty cash expenditures.
 - d. To obtain funding for the total petty cash balance as required.
2. *Instructions for Use.* Petty cash shall be utilized and spent as follows:
 - a. Each expenditure or reimbursement shall not exceed \$50 without prior approval of the Township Manager. The total of reimbursements for one official or employee in one calendar month shall not exceed \$100 without prior approval of the Township Manager. All other reimbursements shall be submitted to the Finance Director for approval by the Township Board.
 - b. No personal checks shall be cashed.
 - c. No personal loans.
 - d. A third party receipt is required for all petty cash reimbursements and must be submitted within seven (7) days of the expenditure. The receipt will require the following information:

Purchasing Policy and Procedures

Page 4 of 4

- i. Official or department head approval through initials or signature.
 - ii. Brief description of the transaction.
 - iii. The amount of the purchase.
 - iv. The date of the purchase.
- e. Advances may be made from petty cash with the prior approval of the appropriate official or department head. Receipts for all advances shall be submitted within one (1) business day and shall include all information as listed in (d) above.

I. Penalty for Failure to Comply. Any official or employee of Hartland Township who violates the provisions of this policy shall be liable for any Township funds paid contrary to this policy and may be subject to civil and/or criminal action. Employees responsible for violating this policy shall also be subject to disciplinary actions provided for by Township policies and applicable laws, up to and including dismissal or discharge.

Authority

This policy is enacted immediately upon approval of the Township Board, as reflected in the regular meeting minutes dated February 21, 2023.

Revisions

Revisions to this policy shall only be enacted when approved by the Township Board and reflected in the applicable meeting minutes. This policy shall be reviewed at least biennially by the Township Manager and updated as appropriate.

Revision History

<u>Date</u>	<u>Revision #</u>	<u>Nature of Revision</u>
06/05/07	00	Original document.
04/21/09	01	Increase discretionary purchasing limits.
02/21/23	02	Addition of Administrative Committee authorization

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Pending: Special Land Use Permit #22-015, a request to construct an automobile wash

Date: February 15, 2023

Recommended Action

Move to untable and postpone the Special Land Use Permit #22-015 until the appropriate data related to the utility REUs is received by the Township.

Discussion

The Township Board tabled the Special Land Use Permit #22-015 at the February 7, 2023, Township Board Meeting. The agenda item was tabled and requested to return to the Township Board on February 21, 2023 due to not having the data required to determine the appropriate utility REUs required to make a decision on the proposal.

The information required to make the appropriate utility REU determination has not been received by the Township, and therefore Manager West is recommending postponement of the project until the information has been received.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Fiscal Year 2023-2024 Hartland Township Budget Review

Date: February 13, 2023

Recommended Action

No formal action is required at this time. Manager West will present the proposed Fiscal Year 2023-2024 Hartland Township Budget for Township Board review.

Discussion

Manager West will present the Fiscal Year 2023-2024 Hartland Township Budget for Township Board review prior to adoption at a subsequent Board Meeting. The review process is intended for Board Members to ask questions and provide feedback to ensure public transparency in the budgeting process.

Attachments

Proposed Fiscal Year 2023-2024 Hartland Township Budget

HARTLAND TOWNSHIP

2655 Clark Road
Hartland, Michigan 48353
www.hartlandtwp.com



FISCAL YEAR 2023-2024 BUDGET



Annual Township Budget for Fiscal Year 2023-2024

Board of Trustees

William J. Fountain, Supervisor

Larry N. Ciofu, Clerk

Kathleen A. Horning, Treasurer

Matthew J. Germane, Trustee
Summer L. McMullen, Trustee

Denise M. O'Connell, Trustee
Joseph M. Petrucci, Trustee

Township Manager
Robert M. West

Finance Director
Susan Dryden-Hogan

The priorities and strategic goals in the budget rely on fiscally sound financial principals. Hartland Township's current budget remains founded on economic stability, investing in the Township, and providing the highest level of services at the optimal value for our residents. The budget is a result of a comprehensive and transparent process led by the Township Administrators and Township Board, which provides guidance in the formulation and implementation of the policies that advance our Township's mission and vision.

Hartland Township continues to sustain well balanced values in providing public services to meet the community's current and future needs. The Fiscal Year 2023-2024 Hartland Township Budget reflects a responsible and prudent appropriations plan that supports and expands service levels within our community.

Vision Statement

Hartland Township is a place where residents, businesses and civic leaders are partners in building a unique community that is family-oriented, attractive, and inviting. We are a community that proudly invests in enhancing our history, our character, and our natural environment, and serves with fiscal responsibility and excellence.

Mission Statement

To provide quality services, to exceed expectations, to steward the resources entrusted to us, and to promote and protect our environment and the health, safety and welfare of all who live, work or visit Hartland Township.

Values

- | | | |
|------------------|--------------|---------------|
| • Accountability | • Excellence | • Service |
| • Community | • Integrity | • Stewardship |

Hartland Township continues to remain in a favorable financial position, with a stable fund balance and a recently reaffirmed AA bond rating. This continued position is possible because of the commitment of both staff and elected officials to make decisions based on what is best for the community both currently and for the future. The Fiscal Year 2023-2024 budget stays this course as is demonstrated by the inclusion of both ongoing and new expenditures that will have a long-term positive impact on the community.

Changes to budget outline have been implemented for compliance with the State of Michigan Uniform Chart of Accounts for Local Units of Government. The accounting practices have been developed by the Community Engagement and Finance Division of the

Michigan Department of Treasury with the assistance of the Michigan Committee on Governmental Accounting and Auditing. All local units of government in Michigan must implement Uniform Chart of Accounts. As a result, the following changes have been implemented in the Hartland Township FY2023-24 Budget:

- *The former “Unallocated” Department (299) appropriations have been absorbed by the “Administration Department” and the “Assessing Department” as the unallocated classification is no longer in compliance. The former unallocated appropriations included Township expenses for goods and services impacting the organization without specificity to individual Departments.*
- *A new “Community Investments” Department (703) was developed to provide enhanced transparency related to Township funding endorsements towards community organizations. The appropriations were formally included as contracted services in different departments.*
- *A new Capital Improvement Plan category has been developed to provide transparency related to the Township’s American Rescue Plan Act Fund (285). The American Rescue Plan Act program requires obligations by the end of 2024.*

I have the utmost confidence that this community will continue to move forward and capitalize on the opportunities that have been presented to us. I know that together, we can continue to strive to maintain our special community, and progress forward towards a brighter future. On behalf of the Hartland Township staff, I am pleased to present this budget to our elected leaders and the residents of the Township, and I look forward to building on the momentum we established last year to make the upcoming year successful for Hartland Township.

Respectfully Submitted,

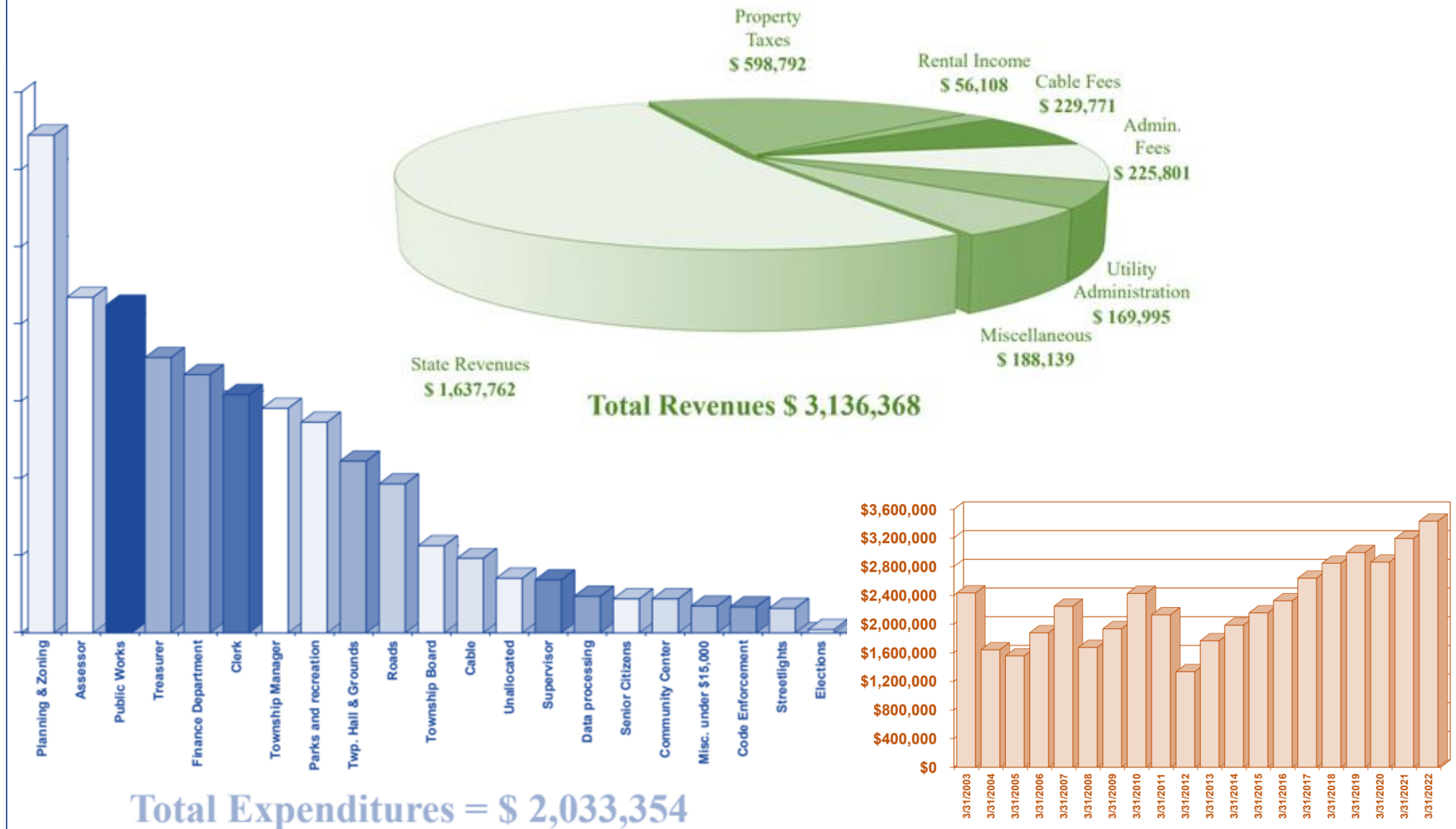
A handwritten signature in blue ink, appearing to read 'R. West', with a stylized flourish extending to the right.

Robert M. West
Township Manager

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Hartland Township financials as presented in the report on *Audit of Financial Statements* for the year ended March 31, 2022





HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
ESTIMATED REVENUES						
<u>Dept 000</u>						
101-000-402.000	CURRENT REAL PROP TAX	598,792	625,884	623,352	674,311	691,828
101-000-421.000	MOBILE HOME FEES	3,300	3,180	3,350	3,350	3,350
101-000-445.001	PRE INTEREST	762		178		
101-000-446.000	INTEREST & PENALTY DEL TAX	157	150	563	150	150
101-000-477.000	DOG LICENSES	296	430	430	325	325
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	1,575	1,500	1,500	1,500	1,250
101-000-574.000	STATE SHARED REVENUE	1,636,187	1,465,124	1,698,912	1,629,814	1,629,814
101-000-608.000	BOARD OF APPEALS		1,400	1,400	1,400	1,400
101-000-609.000	PROPERTY TAX ADMINISTRATION	255,801	267,866	268,005	288,217	296,420
101-000-611.000	SCHOOL COLLECTION FEES	17,661	17,724	17,670	17,799	18,045
101-000-612.000	CABLE FRANCHISE FEES	229,771	227,500	229,620	229,775	232,073
101-000-622.000	ZONING FEES	35,030	37,711	47,238	40,753	40,391
101-000-628.100	PROFESSIONAL REVIEW COSTS	49,409	50,000	100,000	50,000	50,000
101-000-642.000	COLUMBARIUM SALES	790	2,200	2,200	2,200	2,200
101-000-643.000	LOT SALES	25,880	3,300	15,230	3,300	3,300
101-000-645.000	PRINTED MATERIALS	2,203	600	3,000	2,560	2,560
101-000-646.000	PASSPORT FEES	9,450	5,075	13,000	5,250	5,250
101-000-651.000	PARKS & REC USE FEES	2,450	3,500	3,500	3,500	3,500
101-000-652.000	FARMERS MARKET REVENUE	5,042	3,000	3,420	3,700	3,700
101-000-655.000	FINES	145				
101-000-665.000	INTEREST EARNINGS	2,587	7,000	5,700	6,500	7,500
101-000-667.001	CELL TOWER LEASE ATT	43,124	41,756	45,463	46,827	48,232
101-000-667.002	CABLE STUDIO RENT	12,984	12,984	12,984	12,984	12,984
101-000-674.100	SPECIAL EVENTS DONATIONS	23,750	16,000	16,000	16,000	16,000
101-000-676.000	REIMBURSEMENTS	336		396	61,503	
101-000-676.302	REIMBURSEMENTS SHERIFF CONTRACT			54,014	83,492	86,411
101-000-676.536	REIMB ADMIN FEE WATER	90,383	146,554	146,554	166,649	171,648
101-000-676.590	REIMB ADMIN FEE SEWER	79,612	112,151	112,151	144,532	148,867
101-000-687.000	REBATES&REFUNDS	2,465		2,796		
101-000-694.000	OTHER REVENUE	6,425		5,846		
101-000-696.000	RESIDUAL EQUITY TRANSFER	24,382				
Totals for dept 000 -		3,160,749	3,052,589	3,434,472	3,496,391	3,477,198
TOTAL ESTIMATED REVENUES		3,160,749	3,052,589	3,434,472	3,496,391	3,477,198
					1.8%	

GENERAL FUND REVENUE NOTES:

Property Tax Revenues: FY24 assumes a moderate growth rate due to new construction

State Shared Revenue: FY23 was estimated based on State's forecast of payments plus 2020 Census increase. FY24 assumes a 4% increase based upon State projections

Police protection contract offset from revenues from community partners

Professional review revenues offset professional review appropriations

Administrative Fees from Water & Sewer Funds are reviewed and updated annually



HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
APPROPRIATIONS						
<u>Dept 101 - TOWNSHIP BOARD</u>						
101-101-715.000	EMPLOYERS SOC SEC	2,058	2,540	2,540	2,617	2,617
101-101-718.000	RETIREMENT	3,600	3,600	3,600	3,600	3,600
101-101-725.000	BOARD FEES	26,900	33,200	33,200	34,208	34,208
101-101-727.000	SUPPLIES & POSTAGE		500	500	500	500
101-101-801.000	CONTRACTED SERVICES	2,602				
101-101-804.000	MEMBERSHIP & DUES	7,522	6,970	8,000	8,430	8,550
101-101-807.000	AUDIT FEES	9,260	9,500	9,160	9,160	9,160
101-101-826.000	LEGAL FEES	1,260	8,000	8,000	8,000	8,000
101-101-957.000	EDUCATION/TRAINING/CONVENTION	3,073	1,500	1,500	1,300	3,800
Totals for dept 101 - TOWNSHIP BOARD		56,275	65,810	66,500	67,815 2.0%	70,435
NOTES TO TOWNSHIP BOARD: Board Fees adjustments based upon compensation study of 2022 Additional training allocated for facilitated Strategic Planning						
<u>Dept 171 - SUPERVISOR</u>						
101-171-702.000	SUPERVISOR SALARY	31,000	32,995	32,995	34,109	34,109
101-171-715.000	EMPLOYERS SOC SEC	2,372	2,522	2,522	2,610	2,610
101-171-718.000	RETIREMENT	900	900	900	900	900
101-171-727.000	SUPPLIES & POSTAGE		100	100	100	100
101-171-970.000	CAPITAL OUTLAY			500		
Totals for dept 171 - SUPERVISOR		34,272	36,517	37,017	37,719 1.9%	37,719
NOTES TO SUPERVISOR: Salary adjusted based upon 2022 compensation study.						



HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Dept 172 - ADMINISTRATION</u>						
101-172-702.000	MANAGER SALARY	95,000	100,000	100,000	100,000	100,000
101-172-702.100	SALARY IN LIEU OF BENEFITS	3,600	3,600	3,600	3,600	3,600
101-172-703.000	VACATION/PTO PAYOUT		5,000	5,000	5,000	5,000
101-172-706.000	RECEPTIONIST WAGES	17,587	24,496	24,496		
101-172-709.100	MERIT/BONUS PAY	5,250			53,077	40,000
101-172-715.000	EMPLOYERS SOC SEC	9,382	9,892	9,892	12,078	11,078
101-172-716.004	UNEMPLOYMENT INSURANCE	1,112				
101-172-718.000	RETIREMENT	10,000	10,000	10,000	14,800	14,000
101-172-724.200	TRAVEL EXP STIPEND	1,200	1,200	1,200	1,200	1,200
101-172-727.000	SUPPLIES & POSTAGE	665	5,365	10,000	7,000	7,000
101-172-801.000	CONTRACTED SERVICES				10,000	
101-172-804.000	MEMBERSHIP & DUES	316	670	670	480	480
101-172-850.000	TAX CHARGEBACKS			96		
101-172-890.000	CONTINGENCIES		16,868	16,868	50,000	50,000
101-172-910.000	INSURANCE		24,115	24,115	24,850	25,600
101-172-930.000	REPAIRS & MAINTENANCE	451	4,300	4,300	4,300	4,300
101-172-957.000	EDUCATION/TRAINING/CONVENTION	694	3,600	3,600	3,900	2,100
101-172-970.000	CAPITAL OUTLAY			1,025		
Totals for dept 172 - ADMINISTRATION		145,257	209,106	214,862	290,285 35.1%	264,358

NOTES TO ADMINISTRATION:

Receptionist position transferred to Clerks Department

Supplies and postage transferred from former Unallocated Department

Merit/bonus pay placeholder transferred from former Unallocated Department

Contingency funding transferred from former Unallocated Department

File scanning project planned as contracted services

Dept 191 - ELECTIONS

101-191-708.000	ELECTION WORKERS WAGES		32,824	28,017	29,334	39,962
101-191-715.000	EMPLOYERS SOC SEC			541		
101-191-727.000	SUPPLIES & POSTAGE	494	24,145	16,463	18,785	24,145
101-191-801.000	CONTRACTED SERVICES		5,500	5,411	3,750	5,500
101-191-900.000	PRINTING & PUBLICATIONS		140	120	140	200
101-191-930.000	REPAIRS & MAINTENANCE		5,942	4,854	6,042	6,542
101-191-956.000	MISCELLANEOUS		2,948	3,210	3,041	3,193
101-191-970.000	CAPITAL OUTLAY	1,624	17,615	7,615	16,415	11,000
Totals for dept 191 - ELECTIONS		2,118	89,114	66,231	77,507 17.0%	90,542

NOTES TO ELECTIONS:

May 2023 and March 2024 elections planned.

Additional election equipment may be required in anticipation of 6th precinct.

Election workers compensation increased to competitive wages



HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Dept 192 - FINANCE DEPARTMENT</u>						
101-192-702.000	FINANCE DIRECTOR SALARY	81,332	86,434	86,434	86,434	86,434
101-192-704.000	FINANCE CLERK WAGES	41,140	45,369	45,369	45,369	45,588
101-192-715.000	EMPLOYERS SOC SEC	9,037	10,083	10,083	10,083	10,100
101-192-716.000	EMPLOYMENT EXPENSE	18,036	19,172	19,172	21,116	22,657
101-192-718.000	RETIREMENT	12,217	13,181	13,181	13,181	13,203
101-192-727.000	SUPPLIES & POSTAGE	998	1,225	1,225	1,300	1,500
101-192-804.000	MEMBERSHIP & DUES	120	325	325	350	350
101-192-930.000	REPAIRS & MAINTENANCE	2,794	2,825	2,886	2,950	3,100
101-192-957.000	EDUCATION/TRAINING/CONVENTION	1,385	1,624	1,624	3,100	1,800
Totals for dept 192 - FINANCE DEPARTMENT		167,059	180,238	180,299	183,883 2.0%	184,732

NOTES TO FINANCE:

Additional education and training opportunities planned for FY2023-24

<u>Dept 209 - ASSESSOR</u>						
101-209-702.000	ASSESSOR SALARY	71,508	77,087	77,087	78,000	78,000
101-209-704.000	ASST ASSESSOR WAGES	46,841	49,796	49,796	49,796	50,035
101-209-708.000	ASSESSING PERSONNEL WAGES	28,559	38,791	38,791	32,200	32,200
101-209-709.100	MERIT/BONUS PAY	2,450				
101-209-709.200	ASSESSING INTERN				2,850	
101-209-710.000	WAGES IN LIEU OF BENEFITS	3,600	3,600	3,600	3,600	3,600
101-209-715.000	EMPLOYERS SOC SEC	10,991	12,951	12,951	12,734	12,464
101-209-716.000	EMPLOYMENT EXPENSE	19,263	20,953	20,953	27,362	29,484
101-209-718.000	RETIREMENT	12,012	12,689	12,689	12,780	12,804
101-209-727.000	SUPPLIES & POSTAGE	836	1,500	1,500	1,550	1,600
101-209-801.000	CONTRACTED SERVICES	550		56	100	
101-209-804.000	MEMBERSHIP & DUES	2,183	2,535	2,535	2,729	2,329
101-209-811.000	TAX PREPARATION	3,966	4,100	4,100	5,500	6,500
101-209-826.000	LEGAL FEES	7,355	15,000	15,000	15,000	15,000
101-209-850.000	TAX CHARGEBACKS		5,000	5,000	5,000	5,000
101-209-900.000	PRINTING & PUBLICATIONS	527	375	375	375	375
101-209-930.000	REPAIRS & MAINTENANCE	5,518	5,570	7,936	9,585	9,710
101-209-956.000	MISCELLANEOUS		100	100	100	100
101-209-957.000	EDUCATION/TRAINING/CONVENTION	881	2,300	2,300	2,600	2,600
Totals for dept 209 - ASSESSOR		217,040	252,347	254,769	261,861 2.8%	261,801

NOTES TO ASSESSOR:

New Assessor planned for FY2023-24; Potential benefit cost adjustment planned

Repairs and Maintenance increased for new field software costs

Assessing intern opportunity in FY2023-24

Legal fees have historically been a 5-year rolling average related to tax tribunals, yet planned increase for new Assessor



HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Dept 215 - CLERK</u>						
101-215-702.000	CLERK SALARY	62,000	65,910	65,910	68,547	68,547
101-215-704.000	DEPUTY CLERK WAGES	42,511	46,542	46,542	46,609	46,824
101-215-706.000	RECEPTIONIST WAGES				24,496	24,496
101-215-708.000	TEMPORARY OFFICE HELP				3,536	7,718
101-215-709.100	MERIT/BONUS PAY	500				
101-215-715.000	EMPLOYERS SOC SEC	7,639	8,603	8,603	10,954	11,291
101-215-716.000	EMPLOYMENT EXPENSE	27,434	29,226	29,226	32,223	34,675
101-215-718.000	RETIREMENT	10,507	11,246	11,246	11,516	11,537
101-215-727.000	SUPPLIES & POSTAGE	1,420	4,150	4,150	5,855	1,505
101-215-801.000	CONTRACTED SERVICES				500	
101-215-804.000	MEMBERSHIP & DUES	275	490	475	490	520
101-215-900.000	PRINTING & PUBLICATIONS	1,845	2,290	2,290	4,790	2,290
101-215-957.000	EDUCATION/TRAINING/CONVENTION		2,100	2,050	2,100	2,250
Totals for dept 215 - CLERK		154,131	170,557	170,492	211,616 24.1%	211,653

NOTES TO CLERK:

Clerk salary increased based upon 2022 compensation study.

Overtime wages increased for elections and special events

Printing and publications increase due to ordinance project publications

Receptionist position transferred from Administration Department

Deputy Clerk wages include overtime for planned elections.

<u>Dept 239 - VEHICLE USE</u>						
101-239-740.000	OPERATING SUPPLIES		50	50		
101-239-860.000	GASOLINE	611	1,695	1,164	1,695	1,745
101-239-861.000	MILEAGE		100	250	100	100
101-239-930.000	REPAIRS & MAINTENANCE	1,226	1,000	2,000	2,060	2,120
Totals for dept 239 - VEHICLE USE		1,837	2,845	3,464	3,855 11.3%	3,965

NOTES TO VEHICLE USE:

Repairs and maintenance related to general maintenance of Township vehicles; Some warranties expiring

<u>Dept 247 - BOARD OF REVIEW</u>						
101-247-715.000	EMPLOYERS SOC SEC	123	172	172	199	177
101-247-725.000	BOARD OF REVIEW FEES	1,610	2,380	2,380	2,590	2,310
101-247-727.000	SUPPLIES & POSTAGE	258	150	150	300	350
101-247-900.000	PRINTING & PUBLICATIONS	240	385	385	415	415
101-247-957.000	EDUCATION/TRAINING/CONVENTION	62	450	450	750	125
Totals for dept 247 - BOARD OF REVIEW		2,293	3,537	3,537	4,254 20.3%	3,377

NOTES TO BOARD OF REVIEW:

Mandatory biannual training for all BOR members



HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Dept 253 - TREASURER</u>						
101-253-702.000	TREASURER SALARY	62,000	65,910	65,910	68,547	68,547
101-253-704.000	DEPUTY TREASURER WAGES	49,528	52,336	52,336	51,811	52,060
101-253-708.000	CASHIER WAGES	11,175	13,232	13,232	14,980	13,300
101-253-709.100	MERIT/BONUS PAY	500				
101-253-710.000	WAGES IN LIEU OF BENEFITS	4,500	4,500	4,500	4,500	4,500
101-253-715.000	EMPLOYERS SOC SEC	9,616	10,403	10,403	10,698	10,589
101-253-716.000	EMPLOYMENT EXPENSE	10,429	11,067	11,067	12,072	12,952
101-253-718.000	RETIREMENT	11,159	11,825	11,825	12,036	12,061
101-253-727.000	SUPPLIES & POSTAGE	1,245	1,300	1,200	1,500	1,600
101-253-801.000	CONTRACTED SERVICES			56		
101-253-804.000	MEMBERSHIP & DUES	828	825	957	825	825
101-253-811.000	TAX PREPARATION	9,601	9,848	10,460	11,000	11,300
101-253-811.100	TAX COLLECTION	328	500	400	550	600
101-253-826.000	LEGAL FEES	294	200	100	200	200
101-253-930.000	REPAIRS & MAINTENANCE	5,565	7,200	7,200	7,300	7,500
101-253-956.250	BANK CHARGES	14				
101-253-957.000	EDUCATION/TRAINING/CONVENTION	1,314	3,210	2,140	3,210	3,500
101-253-970.000	CAPITAL OUTLAY		894	894		
Totals for dept 253 - TREASURER		178,096	193,250	192,680	199,229 3.4%	199,534
NOTES TO TREASURER:						
<i>Treasurer salary increased based upon compensation study.</i>						
<i>96 hours of part time assistance added due to planned short-term leave</i>						

<u>Dept 258 - DATA PROCESSING</u>						
101-258-801.000	CONTRACTED SERVICES	23,650	26,000	26,676	30,410	34,560
101-258-970.102	CAPITAL OUTLAY SOFTWARE		2,500	2,500	2,500	2,500
Totals for dept 258 - DATA PROCESSING		23,650	28,500	29,176	32,910 12.8%	37,060
NOTES TO DATA PROCESSING:						
<i>Software subscriptions and IT services increase per contract.</i>						



HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Dept 265 - TOWNSHIP HALL & GROUNDS</u>						
101-265-709.100	MERIT/BONUS PAY	200				
101-265-715.000	EMPLOYER'S SOC SEC	15				
101-265-740.000	OPERATING SUPPLIES	3,094	4,619	4,619	4,737	4,878
101-265-801.000	CONTRACTED SERVICES	17,858	22,758	26,831	24,279	24,761
101-265-801.009	CONTRACT SERVICES - WATER SYSTEM	23,646	15,136	15,136	15,590	16,057
101-265-801.010	CONTRACT EQUIPMENT - WATER SYS		3,961	3,961	4,079	4,202
101-265-802.000	LAWN/SNOW MAINTENANCE	20,716	10,500	10,500	11,500	11,500
101-265-802.100	IRRIGATION REPAIRS		500	2,139	500	500
101-265-851.000	TELEPHONE	8,737	13,465	12,000	13,465	13,869
101-265-920.001	UTILITIES - GAS	4,200	4,798	4,937	4,798	4,943
101-265-920.002	UTILITIES - ELECTRIC	17,519	23,272	21,162	23,272	23,737
101-265-920.003	UTILITIES - SOFTENER		225	225	225	225
101-265-920.004	UTILITIES - SEWER	626	835	835	868	885
101-265-920.005	UTILITIES - WATER	4,748	5,670	5,670	5,953	6,250
101-265-920.006	REU SURCHARGE FEES	1,939	2,300	2,300	2,300	2,300
101-265-930.000	REPAIRS & MAINTENANCE	7,226	5,290	11,440	8,500	8,500
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	575	2,200	2,200	2,200	2,200
Totals for dept 265 - TOWNSHIP HALL & GROUNDS		111,099	115,529	123,955	122,266	124,807
					-1.4%	
NOTES TO TOWNSHIP HALL & GROUNDS:						
<i>Contracted Services related to the contract cleaning of the Township Hall vs. in-house staff.</i>						
<i>3 Rooftop HVAC heat exchangers replaced in fall of 2022</i>						
<i>Utilities, repairs and maintenance increase</i>						

<u>Dept 299 - UNALLOCATED</u>						
101-299-703.000	VACATION/PTO OWED AT YE	(4,951)				
101-299-727.000	SUPPLIES & POSTAGE	6,133				
101-299-850.000	TAX CHARGEBACKS	5,482				
101-299-910.000	INSURANCE	23,403				
101-299-930.000	REPAIRS & MAINTENANCE	3,258				
101-299-957.000	EDUCATION/TRAINING/CONVENTION	1,991				
Totals for dept 299 - UNALLOCATED		35,316				
					-100%	
NOTES TO UNALLOCATED:						
<i>Merit/Bonus pool represents Manager's request, with FY24 including both fiscal years.</i>						
<i>Contingencies \$50,000 is standard placeholder for use by Township Manager.</i>						

The "Unallocated" Department has been reallocated into other Departments as a result of the Finance Division of the Michigan Department of Treasury Uniform Chart of Accounts regulations



HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Dept 302 - POLICE PROTECTION</u>						
101-302-801.000	CONTRACTED SERVICES		164,000	158,862	245,565	254,149
Totals for dept 302 - POLICE PROTECTION			164,000	158,862	245,565	254,149
					54.6%	

NOTES TO POLICE PROTECTION:

*Initial contract term was not a full year as started in August of 2022
3-year contract with LCSD offset by revenues from community partners*

<u>Dept 400 - PLANNING & ZONING</u>						
101-400-702.000	PLANNING DIRECTOR SALARY	81,127	86,212	86,212	86,212	86,212
101-400-702.100	SALARY IN LIEU OF BENEFITS	3,000	3,000	3,000	3,000	3,000
101-400-702.300	PLANNING SPECIALIST	67,116	70,761	70,761	70,761	71,101
101-400-704.000	PLANNING ASSISTANT 1				21,736	21,736
101-400-706.000	PLANNING ASSISTANT 2	43,374	45,725	45,725	45,725	45,945
101-400-710.000	WAGES IN LIEU OF BENEFITS	6,600	6,600	6,600	6,600	6,600
101-400-715.000	EMPLOYERS SOC SEC	16,341	17,582	17,582	19,245	19,288
101-400-716.000	EMPLOYMENT EXPENSE	3,175	3,644	3,644	3,846	3,935
101-400-718.000	RETIREMENT	19,151	20,270	20,270	20,270	20,326
101-400-725.000	PLANNING COMMISSION FEES	12,384	17,520	17,520	17,520	17,520
101-400-727.000	SUPPLIES & POSTAGE	1,600	1,000	1,000	1,000	1,000
101-400-801.000	CONTRACTED SERVICES	360	3,500	3,500	3,500	3,500
101-400-801.002	CONSULTING - SITE REVIEWS	8,707	5,800	5,800	5,850	5,850
101-400-801.100	PROFESSIONAL REVIEW COSTS	47,363	50,000	75,000	50,000	50,000
101-400-801.200	LIQUOR LICENSE APPLICATONS	2,063				
101-400-804.000	MEMBERSHIP & DUES	1,853	2,200	2,200	2,200	2,200
101-400-826.000	LEGAL FEES	6,340	7,000	7,000	7,000	7,000
101-400-900.000	PRINTING & PUBLICATIONS	1,160	2,180	2,180	2,180	2,180
101-400-930.000	REPAIRS & MAINTENANCE	316	320	320	320	320
101-400-957.000	EDUCATION/TRAINING/CONVENTION	50	2,100	1,800	2,500	2,500
101-400-957.400	EDUCATION/TRAINING - PC		900	900	500	500
Totals for dept 400 - PLANNING & ZONING		322,080	346,314	371,014	369,965	370,713

NOTES TO PLANNING & ZONING:

*Professional Reviews appropriations offset by review fee revenues.
Part-time planner budgeted for as placeholder for Board discussion; Adding position would require subsequent Board approval
Legal fees associated with ordinance enforcement, zoning amendments and PD agreement reviews.*



HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Dept 410 - BOARD OF APPEALS</u>						
101-410-715.000	EMPLOYERS SOC SEC	33	87	87	87	87
101-410-725.000	ZBA FEES	437	1,135	1,135	1,135	1,135
101-410-900.000	PRINTING & PUBLICATIONS	160	450	450	450	450
101-410-957.000	EDUCATION/TRAINING/CONVENTION		500	500	500	500
Totals for dept 410 - BOARD OF APPEALS		630	2,172	2,172	2,172	2,172
					0.0%	
NOTES TO BOARD OF APPEALS:						
<i>No notable changes proposed in FY2023-24.</i>						

<u>Dept 441 - DEPARTMENT OF PUBLIC WORKS</u>						
101-441-702.000	DPW DIRECTOR SALARY	78,000	82,724	82,724	82,724	82,724
101-441-704.000	DPW ASSISTANT WAGES	42,851	43,789	42,484	42,484	42,689
101-441-709.100	MERIT/BONUS PAY	300				
101-441-712.000	CASH IN LIEU OF BENEFITS	3,600	3,600	900		
101-441-715.000	EMPLOYERS SOC SEC	9,204	9,954	9,954	9,579	9,594
101-441-716.000	EMPLOYMENT EXPENSE	22,838	42,835	42,835	53,469	57,701
101-441-718.000	RETIREMENT	12,307	12,652	12,652	12,521	12,542
101-441-727.000	SUPPLIES & POSTAGE	334	469	469	529	539
101-441-740.000	OPERATING SUPPLIES	112	1,013	1,013	1,027	1,042
101-441-801.000	CONTRACTED SERVICES	21,709	23,000	23,000	23,000	27,000
101-441-801.007	TREATMENT PLANT SAMPLING	18,499	18,000	19,000	19,000	19,000
101-441-804.000	MEMBERSHIP & DUES	832	300	610	375	400
101-441-861.000	MILEAGE		100			
101-441-900.000	PRINTING & PUBLICATIONS	555	250	250	250	250
101-441-930.000	SOFTWARE MAINTENANCE	334	700	700	700	700
101-441-957.000	EDUCATION/TRAINING/CONVENTION	499	2,450	2,450	2,350	2,350
Totals for dept 441 - DEPARTMENT OF PUBLIC WORKS		211,974	241,836	239,041	248,008	256,531
					3.8%	
NOTES TO PUBLIC WORKS:						
<i>Employment benefit increased as a result of staffing changes</i>						

<u>Dept 444 - SIDEWALKS</u>						
101-444-801.009	CONTRACT SERVICES - WATER SYSTEM		2,000	2,000	2,000	2,000
101-444-930.000	REPAIRS & MAINTENANCE				1,500	1,500
101-444-969.005	SIDEWALKS	4,000	4,000	4,000	4,000	4,000
Totals for dept 444 - SIDEWALKS		4,000	6,000	6,000	7,500	7,500
					25.0%	
NOTES TO SIDEWALKS:						
<i>Contract with Schools for winter maintenance</i>						
<i>Repairs and maintenance for pathways and crosswalks transferred to Sidewalks Department from Street Lights Department</i>						



HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
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Dept 448 - STREET LIGHTS

101-448-921.000	STREET LIGHTS	15,744	18,000	18,000	18,360	18,728
101-448-930.000	REPAIRS & MAINTENANCE	95	4,198	4,198	500	500
Totals for dept 448 - STREET LIGHTS		15,839	22,198	22,198	18,860	19,228

NOTES TO STREET LIGHTS:

Repairs and maintenance for pathways and crosswalks transferred to Sidewalks Department from Street Lights Department

Dept 463 - ROADS & M59 MEDIAN

101-463-727.000	SUPPLIES & POSTAGE		170	170		
101-463-802.000	LAWN/SNOW MAINTENANCE	20,402	30,000	30,000	30,660	31,339
101-463-802.100	IRRIGATION REPAIRS	1,570	1,500	1,500	1,500	1,500
101-463-900.000	PRINTING & PUBLICATIONS		500			
101-463-920.005	UTILITIES - WATER	2,161	6,000	6,000	6,000	6,000
101-463-920.006	REU SURCHARGE FEES	33	4,191	2,908	2,908	2,908
101-463-969.002	ROAD CHLORIDE	72,158	78,750	78,750	84,000	86,600
Totals for dept 463 - ROADS & M59 MEDIAN		96,324	121,111	119,328	125,068	128,347

NOTES TO ROADS & M59 MEDIAN

M-59 median maintenance unknown at this time due to MDOT 2022 construction damages

Road Chloride costs have increased slightly; 25% of all chloride costs are funded from Road Millage funds

Dept 465 - DRAINS, PUBLIC BENEFIT

101-465-956.000	MISCELLANEOUS	2,077	3,300	3,300	3,300	3,300
101-465-963.000	DRAINS AT LARGE	1,092	7,500	2,075	7,500	7,500
Totals for dept 465 - DRAINS, PUBLIC BENEFIT		3,169	10,800	5,375	10,800	10,800

NOTES TO DRAINS, PUBLIC BENEFIT

Misc. fees for state compliance of MS4 permit

Annual costs determined by Livingston County Drain Commission for Township Owned properties within drainage districts



HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Dept 567 - CEMETERIES</u>						
101-567-727.000	SUPPLIES & POSTAGE	585	2,200	1,000	2,200	2,200
101-567-801.009	CONTRACT SERVICES - WATER SYSTEM		10,404	10,404	10,716	11,037
101-567-801.010	CONTRACT EQUIPMENT - WATER SYS		4,307	4,307	4,436	4,569
101-567-802.000	LAWN/SNOW MAINTENANCE	185				
101-567-920.000	UTILITIES	182	175	175	180	185
101-567-930.000	REPAIRS & MAINTENANCE	4,489	12,000	12,000	12,000	12,000
101-567-956.250	BANK CHARGES		100	100	100	100
Totals for dept 567 - CEMETERIES		5,441	29,186	27,986	29,632	30,091
					5.9%	

NOTES TO CEMETERIES:

Annual Cemetery clean up day added in FY2022-23

\$10,000 placeholder for property maintenance associated with trees, fences and other issues.

<u>Dept 577 - COMMUNICATIONS</u>						
101-577-702.000	COMMUNICATION WAGES (PT)	37,182	39,953	39,953	40,014	40,014
101-577-704.000	CABLE OPERATOR WAGES	1,579	2,684	2,684	2,684	2,684
101-577-709.100	MERIT/BONUS PAY	250				
101-577-715.000	EMPLOYERS SOC SEC	2,960	3,262	3,262	3,267	3,267
101-577-727.000	SUPPLIES & POSTAGE	13	500	500	500	500
101-577-740.000	OPERATING SUPPLIES		1,000	1,000	1,000	1,000
101-577-801.000	CONTRACTED SERVICES	1,031	18,000	3,000	20,000	3,000
101-577-804.000	MEMBERSHIP & DUES	1,175	2,000	2,000	3,300	3,300
101-577-900.000	PRINTING & PUBLICATIONS	3,959	6,550	6,550	5,250	5,250
101-577-956.000	SPECIAL EVENTS	68	500	500	500	500
101-577-957.000	EDUCATION/TRAINING/CONVENTION		500	500	500	500
Totals for dept 577 - COMMUNICATIONS		48,217	74,949	59,949	77,015	60,015
					28.5%	

NOTES TO COMMUNICATIONS:

Contracted Services related to potential 2023 Citizen Survey (generally every 4-5 years). Was planned for 2022, but was shifted to 2023

Cable operators wages increased nominally to reflect base fee per meeting



HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Dept 703 - COMMUNITY INVESTMENTS</u>						
101-703-881.000	HARTLAND SENIOR CENTER CONTRIBUTION				22,000	22,000
101-703-882.000	HERO CENTER CONTRIBUTION				22,000	22,000
101-703-883.100	HAYAA: SPRANGER FIELD CONTRACT				9,000	9,000
101-703-883.200	HERITAGE PARK: HARTLAND PARTNERS				14,100	14,100
101-703-884.000	LETS TRANSPORTATION					22,000
101-703-885.000	DEARING MUSEUM				5,000	5,000
Totals for dept 703 - COMMUNITY INVESTMENTS					72,100	94,100

NOTES TO COMMUNITY INVESTMENTS:

New Department created as a result of State of Michigan Chart of Accounts; Highlights community asset contributions

LETS Transportation placeholder for Board discussion as Hartland senior population projected to have substantial growth in 2024

<u>Dept 722 - ZONING CODE ENFORCEMENT</u>						
101-722-704.000	ENFORCEMENT WAGES	13,835	14,931	14,931	14,931	14,931
101-722-715.000	EMPLOYERS SOC SEC	1,058	1,143	1,143	1,143	1,143
101-722-826.000	LEGAL FEES	1,944	5,000	5,000	5,000	5,000
101-722-957.000	EDUCATION/TRAINING/CONVENTION		300	300	300	300
Totals for dept 722 - ZONING CODE ENFORCEMENT					21,374	21,374
					0.0%	

NOTES TO ZONING CODE ENFORCEMENT:

Legal fees budgeted for assistance in enforcement.

<u>Dept 751 - PARKS & RECREATION</u>						
101-751-740.000	OPERATING SUPPLIES	1,389	2,400	2,400	2,472	2,546
101-751-801.000	CONTRACTED SERVICES	65,687	88,000	74,100	20,800	11,900
101-751-801.009	CONTRACT SERVICES - WATER SYSTEM	14,811	20,492	20,492	20,492	20,492
101-751-801.010	CONTRACT EQUIPMENT - WATER SYS	250	2,284	2,284	2,284	2,284
101-751-802.000	LAWN/SNOW MAINTENANCE	355	3,200	1,700	3,200	1,700
101-751-920.002	UTILITIES - ELECTRIC	4,588	5,300	5,300	5,459	5,622
101-751-920.004	UTILITIES - SEWER	620	1,500	1,500	1,500	1,500
101-751-920.006	REU SURCHARGE FEES	4	1,000	1,000	1,000	1,000
101-751-930.000	REPAIRS & MAINTENANCE	21,327	12,400	10,850	16,400	11,200
101-751-955.000	PARKS - SPECIAL EVENTS	21,891	16,000	16,000	16,000	16,000
101-751-956.000	FARMERS MARKET	5,405	3,000	6,000	6,000	6,000
Totals for dept 751 - PARKS & RECREATION					95,607	80,244
					-32.5%	

NOTES TO PARKS & RECREATION:

Plantwise plant management program carried over into next budget year; Process was started but could not be completed in a single year

Payments to recreation partners transferred to Community Investment Department



HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
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Dept 901 - APPROPRIATIONS-TRANSFER OUT

101-901-999.000	APPROPRIATIONS SENIOR CITIZENS	22,000	22,000	22,000		
101-901-999.002	APPROPRIATIONS COMMUNITY CENTER	22,000	22,000	22,000		
101-901-999.401	TRANSFER OUT CAPITAL IMP	886,229	713,782	713,782	500,000	500,000
Totals for dept 901 - APPROPRIATIONS-TRANSFER OUT		930,229	757,782	757,782	500,000	500,000

-34.0%

NOTES TO TRANSFERS OUT:

Transfers to Senior Center and Community Center moved to Community Investment Fund 703

Transfers out to 401 Capital Projects are estimated until final budget is adopted.

TOTAL REVENUES	3,160,749	3,052,589	3,434,472	3,496,391	3,477,198
TOTAL APPROPRIATIONS	2,919,584	3,300,648	3,275,689	3,316,866	3,325,247
NET OF REVENUES/APPROPRIATIONS - FUND 101	241,165	(248,059)	158,783	179,525	151,951
BEGINNING FUND BALANCE	3,191,477	3,432,642	3,432,642	3,591,425	3,770,950
ENDING FUND BALANCE	3,432,642	3,184,583	3,591,425	3,770,950	3,922,901

5.0%

NOTES TO APPROPRIATIONS AND TRANSFERS OUT:

General Fund Revenues projected to increase 1.80% over prior year

General Fund Appropriations projected to increase 1.16% over prior year

The Township Fund Balance policy indicates the minimum fund balance threshold of one-half of annual revenue expenditures, with a target fund balance equivalent to 100% of annual expenditures.

Transfers out reference the year end funding value to be transferred from General Fund to the Capital Projects Fund (CIP) to carry out the Township's CIP projects



HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Fund 204 - MUNICIPAL STREET FUND</u>						
ESTIMATED REVENUES						
204-000-402.000	CURRENT REAL PROP TAX	1,114,366	1,164,798	1,168,513	1,264,010	
204-000-413.000	CHARGEBACK TAXES			71		
204-000-446.000	INT.&PEN DEL TAX	7		34		
204-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	2,955	2,000	2,000	2,000	
204-000-665.000	INTEREST EARNINGS	1,139	1,100	2,500	2,000	
TOTAL ESTIMATED REVENUES		1,118,467	1,167,898	1,173,118	1,268,010	
APPROPRIATIONS						
204-000-850.000	TAX CHARGEBACKS	972	2,500	2,500	2,500	
204-000-969.002	ROAD CHLORIDE		20,000	21,558	24,500	
204-000-969.100	GRAVEL ROAD IMPROVEMENTS	241,033	490,000	490,000	204,000	
204-000-969.200	PAVED ROAD IMPROVEMENTS	37,397	1,964,000		2,254,000	
204-000-994.001	BOND PRINCIPAL ROAD 2015	190,000	195,000	195,000	205,000	
204-000-994.002	BOND PRINCIPAL ROADS 2016	350,000	375,000	375,000	375,000	
204-000-996.000	BOND FEES	1,000	1,000	1,000	1,000	
204-000-997.001	BOND INTEREST ROADS 2015	17,700	12,000	12,000	6,150	
204-000-997.002	BOND INTEREST ROADS 2016	33,000	22,500	22,500	11,250	
TOTAL APPROPRIATIONS		871,102	3,082,000	1,119,558	3,083,400	
NET OF REVENUES/APPROPRIATIONS - FUND 204		247,365	(1,914,102)	53,560	(1,815,390)	
BEGINNING FUND BALANCE		1,989,408	2,236,773	2,236,773	2,290,333	474,943
ENDING FUND BALANCE		2,236,773	322,671	2,290,333	474,943	474,943
					-79.3%	

NOTES TO ROAD FUND:

Road millage through 2024

Property Tax Revenues: FY23 assumed a moderate growth rate due to new construction, FY24 assumes a small decrease due to increase in personal property tax exemption for small businesses.

See Road Capital Projects appendix for project details.



HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Fund 206 - FIRE OPERATING</u>						
ESTIMATED REVENUES						
206-000-402.000	CURRENT REAL PROP TAX	1,590,730	1,662,707	1,668,072	1,804,382	1,851,257
206-000-413.000	CHARGEBACK TAXES			101		
206-000-446.000	INT.&PEN DEL TAX	9		44		
206-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	3,611	3,250	3,250	3,000	2,750
206-000-665.000	INTEREST EARNINGS	423	380	450	500	600
206-000-694.000	OTHER REVENUE	162		2		
TOTAL ESTIMATED REVENUES		1,594,935	1,666,337	1,671,919	1,807,882	1,854,607
APPROPRIATIONS						
206-000-801.000	CONTRACTED SERVICES	984	984	984	984	984
206-000-801.009	CONTRACT SERVICES - WATER SYSTEM		904			
206-000-801.010	CONTRACT EQUIPMENT - WATER SYS		1,802			
206-000-802.000	LAWN/SNOW MAINTENANCE	6,681	7,075	8,381	8,632	8,892
206-000-807.000	AUDIT FEES	850	850	850	850	850
206-000-850.000	TAX CHARGEBACKS	1,600	2,000	2,000	2,000	2,000
206-000-920.002	UTILITIES - ELECTRIC	789	930	930	957	987
206-000-930.000	SOFTWARE MAINTENANCE	105	160	160	160	160
206-000-930.001	REPAIRS & MAINT. EQUIPMENT	265	6,100	6,100	6,100	6,100
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	4,658	91,500	10,000	399,500	3,500
206-000-957.000	EDUCATION/TRAINING/CONVENTION		25,250	25,250		
206-000-970.001	CAPITAL OUTLAY - EQUIPMENT		20,000	20,000	20,000	20,000
206-000-970.003	CAPITAL OUTLAY - BLDG GRDS	10,165	140,000			40,000
206-000-999.336	CONTRIBUTION TO FIRE AUTHORITY	1,237,344	1,296,190	1,296,190	1,386,234	1,427,821
TOTAL APPROPRIATIONS		1,263,441	1,593,745	1,370,845	1,825,417	1,511,294
NET OF REVENUES/APPROPRIATIONS - FUND 206		331,494	72,592	301,074	(17,535)	343,313
BEGINNING FUND BALANCE		1,372,393	1,703,887	1,703,887	2,004,961	1,987,426
ENDING FUND BALANCE		1,703,887	1,776,479	2,004,961	1,987,426	2,330,739
					-0.9%	
NOTES TO FIRE FUND:						
<i>Fire millage through 2025</i>						
<i>Property Tax Revenues: FY23 assumed a moderate growth rate due to new construction, FY24 assumes a small decrease due to increase in personal property tax exemption for small businesses.</i>						
<i>See Fire Capital Projects appendix for project details.</i>						
<i>Contribution to Fire Authority FY24 assumes a 3% increase over FY23 request.</i>						



HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Fund 212 - LIQUOR LAW ENFORCEMENT</u>						
ESTIMATED REVENUES						
212-000-575.000	LIQUOR LICENSE FEES	13,473	14,147	12,524	12,500	12,500
212-000-665.000	INTEREST EARNINGS	40	70	50	70	70
TOTAL ESTIMATED REVENUES		13,513	14,217	12,574	12,570	12,570
APPROPRIATIONS						
212-000-704.000	ENFORCEMENT WAGES		4,096			
212-000-715.000	EMPLOYERS SOC SEC		314			
212-000-801.000	CONTRACTED SERVICES		9,807	9,807	12,500	12,500
TOTAL APPROPRIATIONS			14,217	9,807	12,500	12,500
NET OF REVENUES/APPROPRIATIONS - FUND 212		13,513		2,767	70	70
BEGINNING FUND BALANCE		73,708	87,222	87,222	89,989	90,059
ENDING FUND BALANCE		87,221	87,222	89,989	90,059	90,129
					0.1%	
<i>NOTES TO LIQUOR LAW ENFORCEMENT:</i>						
<i>Manager is recommending working with LCSD and HDFA to perform educational inspections</i>						



HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Fund 285 - CLFRF GRANT (ARPA)</u>						
ESTIMATED REVENUES						
285-000-528.000	OTHER FEDERAL GRANTS			342,765	173,000	1,500
285-000-665.000	INTEREST EARNINGS	163		500		
TOTAL ESTIMATED REVENUES		163		343,265	173,000	1,500
APPROPRIATIONS						
285-000-807.000	AUDIT FEES				1,500	1,500
<u>Dept 101 - TOWNSHIP BOARD</u>						
285-101-930.000	TWP HALL REPAIRS & MAINT		694	694	50,000	
285-101-970.000	TWP HALL CAPITAL OUTLAY				10,000	
<u>Dept 336 - FIRE AUTHORITY</u>						
285-336-801.000	CONTRACTED SERVICES		22,900	22,900	30,000	
<u>Dept 444 - SIDEWALKS</u>						
285-444-930.000	REPAIRS & MAINTENANCE				6,500	
285-444-969.005	SIDEWALKS		210,843	210,843		
<u>Dept 703 - COMMUNITY INVESTMENTS</u>						
285-703-884.000	ARPA COMMUNITY PROJECTS				75,000	
<u>Dept 751 - PARKS & RECREATION</u>						
285-751-970.000	PARKS CAPITAL OUTLAY		107,502	108,328		
TOTAL APPROPRIATIONS			341,939	342,765	173,000	1,500
NET OF REVENUES/APPROPRIATIONS - FUND 285		163	(341,939)	500	0	0
BEGINNING FUND BALANCE			163	163	663	663
ENDING FUND BALANCE		163	(341,776)	663	663	663
					0.0%	
NOTES TO CLFRF GRANT (ARPA):						
Township has planned projects for the Federal funding as outlined in the ARPA Capital Improvement Plan						



HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Fund 354 - 2009 M-59 ROAD IMPROVEMENTS BOND</u>						
ESTIMATED REVENUES						
354-000-404.000	2009 M-59 ROAD SAD REVENUE	172,679	172,679	172,679	172,679	172,680
354-000-404.001	HROAD SPEC ASSESS REVENUE	58,179	58,179	58,179	58,179	58,179
354-000-447.001	2009 M-59 ROAD SAD INTEREST	72,115	66,105	66,106	60,096	54,086
354-000-447.002	HROAD SPEC ASSESS INTEREST	24,297	22,272	22,272	20,248	18,223
354-000-665.000	INTEREST EARNINGS	167	150	128	150	250
TOTAL ESTIMATED REVENUES		327,437	319,385	319,364	311,352	303,418
APPROPRIATIONS						
354-000-991.001	2019 M59/HTLND BOND PRINCIPAL	240,000	230,000	230,000	225,000	220,000
354-000-996.000	BOND FEES	1,000	500	500	500	500
354-000-997.010	2019 REFUNDING BOND INTEREST	65,110	62,463	62,463	57,063	51,500
TOTAL APPROPRIATIONS		306,110	292,963	292,963	282,563	272,000
NET OF REVENUES/APPROPRIATIONS - FUND 354		21,327	26,422	26,401	28,789	31,418
BEGINNING FUND BALANCE		437,730	459,056	459,056	485,457	514,246
ENDING FUND BALANCE		459,057	485,478	485,457	514,246	545,664
					5.9%	
<i>NOTES TO M59 ROAD IMPROVEMENT:</i>						
<i>Assessment through 2032</i>						
<i>No notable or significant changes to budget for FY2024</i>						



HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Fund 358 - MILLPOINTE ROAD DEBT SERVICE FUND</u>						
ESTIMATED REVENUES						
358-000-451.000	SPECIAL ASSESSMENT PRINCIPAL	86,424	77,135	79,963	77,135	75,924
358-000-451.001	SPECIAL ASSESSMENT INTEREST	19,730	16,272	16,115	13,017	9,609
358-000-665.000	INTEREST EARNINGS	101	100	100	100	100
TOTAL ESTIMATED REVENUES		106,255	93,507	96,178	90,252	85,633
APPROPRIATIONS						
358-000-991.000	BOND - PRINCIPAL	90,000	90,000	90,000	95,000	100,000
358-000-996.000	BOND FEES	500	500	500	500	500
358-000-997.000	BOND INTEREST PAYMENT	19,488	16,788	16,788	14,013	11,088
TOTAL APPROPRIATIONS		109,988	107,288	107,288	109,513	111,588
NET OF REVENUES/APPROPRIATIONS - FUND 358		(3,733)	(13,781)	(11,110)	(19,261)	(25,955)
BEGINNING FUND BALANCE		269,543	265,810	265,810	254,700	235,439
ENDING FUND BALANCE		265,810	252,029	254,700	235,439	209,484
					-7.6%	
NOTES TO MILLPOINTE ROAD SAD:						
Assessment through 2026						
No notable or significant changes to budget for FY2024						



HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Fund 359 - BULLARD LAKE ROAD SAD</u>						
ESTIMATED REVENUES						
359-000-451.000	SPECIAL ASSESSMENT REVENUE	16,124	16,124	18,888	16,124	15,663
359-000-451.001	SPECIAL ASSESSMENT INTEREST	4,257	3,928	3,725	3,193	2,585
359-000-665.000	INTEREST EARNINGS	25		25		
TOTAL ESTIMATED REVENUES		20,406	20,052	22,638	19,317	18,248
APPROPRIATIONS						
359-000-967.000	PROJECT COST	2,003				
359-000-999.401	TRANSFER TO CAPITAL PROJECTS		20,613	20,381	20,052	19,317
TOTAL APPROPRIATIONS		2,003	20,613	20,381	20,052	19,317
NET OF REVENUES/APPROPRIATIONS - FUND 359		18,403	(561)	2,257	(735)	(1,069)
BEGINNING FUND BALANCE		48,059	66,463	66,463	68,720	67,985
ENDING FUND BALANCE		66,462	65,902	68,720	67,985	66,916
					-1.1%	
<i>NOTES TO BULLARD LAKE ROAD SAD:</i>						
<i>Assessment through 2028</i>						
<i>No notable or significant changes to budget for FY2024</i>						



HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Fund 401 - CAPITAL PROJECTS FUND</u>						
ESTIMATED REVENUES						
401-000-627.000	RIGHT OF WAY FEES	21,150	21,000	22,507	22,000	22,000
401-000-665.000	INTEREST EARNINGS	352	2,500	1,750	2,250	2,250
401-000-673.000	SALE OF FIXED ASSETS			300		
401-000-674.300	DONATION ITC TRANSMISSION			2,500		
401-000-696.000	RESIDUAL EQUITY TRANSFER	22,226				
401-000-699.101	TRANSFER IN GF	886,229	713,782	713,782	500,000	500,000
TOTAL ESTIMATED REVENUES		929,957	737,282	740,839	524,250	524,250
APPROPRIATIONS						
401-000-890.000	CONTINGENCIES		20,000	20,000	20,000	20,000
401-000-970.000	CAPITAL OUTLAY - GENERAL				40,000	
<u>Dept 265 - TOWNSHIP HALL & GROUNDS</u>						
401-265-970.000	CAPITAL OUTLAY		299,600	30,870	334,500	9,500
<u>Dept 444 - SIDEWALKS</u>						
401-444-826.000	LEGAL FEES	538				
401-444-956.200	PROPERTY TAXES	21				
401-444-969.005	SIDEWALKS	317,971	20,000	20,000	275,000	
<u>Dept 463 - ROADS & M59 MEDIAN</u>						
401-463-969.011	WAYFINDING/GATEWAY SIGNS		25,000			
401-463-969.012	M59 IMPROVEMENTS		46,200		46,200	121,520
<u>Dept 751 - PARKS & RECREATION</u>						
401-751-956.200	PROPERTY TAXES	1,690				
401-751-970.000	CAPITAL OUTLAY		263,000		20,000	220,000
401-751-970.006	SPRANGER FIELD	645			350,000	
401-751-970.009	SETTLERS PARK	195,974				
TOTAL APPROPRIATIONS		516,839	673,800	70,870	1,085,700	371,020
NET OF REVENUES/APPROPRIATIONS - FUND 401		413,118	63,482	669,969	(561,450)	153,230
BEGINNING FUND BALANCE		904,442	1,317,561	1,317,561	1,987,530	1,426,080
ENDING FUND BALANCE		1,317,560	1,381,043	1,987,530	1,426,080	1,579,310
					-28.2%	
NOTES TO CAPITAL PROJECTS FUND:						
<i>See Capital Projects Fund appendix for project details.</i>						
<i>Transfer in from General Fund are estimated until final budgets are approved.</i>						



HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
Fund 536 - WATER SYSTEM FUND						
ESTIMATED REVENUES						
536-000-600.400	WATER USAGE METERED	264,371	151,535	156,500	161,000	166,000
536-000-600.500	WATER READINESS TO SERVE	404,664	765,238	685,890	697,626	714,842
536-000-601.000	USER FEES	750	2,500	2,500	2,500	2,500
536-000-601.001	PENALTIES ON USER FEES	5,651	5,000	7,000	5,000	5,000
536-000-605.000	METER SALES	1,485	20,000	20,000	20,000	20,000
536-000-665.000	INTEREST EARNINGS	592	1,000	5,000	7,000	7,000
536-000-676.101	REIMB. CONTRACT SERVICES	35,780	47,840	46,936	46,936	46,936
536-000-676.102	REIMB - CONTRACT EQUIPMENT		10,552	10,552	10,799	11,055
TOTAL ESTIMATED REVENUES		713,293	1,003,665	934,378	950,861	973,333
APPROPRIATIONS						
536-000-702.100	SALARY IN LIEU OF BENEFITS	2,700		1,500	3,000	3,000
536-000-702.400	MERIT/BONUS POOL	500			2,000	2,000
536-000-703.000	VAC/PTO OWED AT YE	(1,701)	2,000	2,000	2,000	2,000
536-000-704.000	OPERATOR II WAGES	44,752	50,877	50,877	51,709	51,709
536-000-706.000	OPERATOR I WAGES	41,538	79,040	79,040	79,040	79,040
536-000-707.000	SEASONAL WAGES	20,501	25,000	25,064	27,000	28,000
536-000-709.000	OVERTIME WAGES	14,289	13,943	17,000	14,198	14,288
536-000-715.000	EMPLOYERS SOC SEC	9,549	12,918	12,918	13,384	13,467
536-000-716.000	EMPLOYMENT EXPENSE	13,170	58,201	58,201	38,142	41,047
536-000-716.004	UNEMPLOYMENT INSURANCE	139				
536-000-718.000	RETIREMENT	9,965	14,386	14,386	14,495	14,504
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	1,514	2,950	2,950	2,350	2,350
536-000-720.000	ADMINISTRATIVE FEES	90,383	146,553	150,950	166,649	171,648
536-000-727.000	SUPPLIES/POSTAGE	2,157	2,200	2,200	2,500	2,750
536-000-740.000	OPERATING SUPPLIES	11,255	12,910	12,910	13,555	14,233
536-000-740.001	WATER TREAT. CHEMICALS	12,711	12,875	17,500	18,000	30,000
536-000-741.000	METER COSTS	103,130	75,000	70,000	30,000	70,000
536-000-801.000	CONTRACTED SERVICES	3,584	5,000	5,000	5,000	5,000
536-000-802.000	LAWN/SNOW MAINTENANCE	832	1,500	1,500	1,500	1,500
536-000-804.000	MEMBERSHIP & DUES		350	350	350	350
536-000-805.000	INTERNET	3,520	3,100	4,000	4,000	5,000
536-000-807.000	AUDIT FEES	4,000	14,100	4,000	6,100	4,000
536-000-816.000	ENGINEERING FEES	6,382	6,000	6,000	6,000	6,000
536-000-826.000	LEGAL FEES		5,000	5,000	5,000	5,000
536-000-851.000	TELEPHONE	1,664	3,752	3,752	3,827	3,903
536-000-860.000	GASOLINE	3,616	4,500	8,500	10,000	12,000
536-000-890.000	CONTINGENCIES		15,000	15,000	15,000	15,000
536-000-900.000	PRINTING & PUBLICATIONS	320	100	263	350	350
536-000-910.000	INSURANCE	9,634	10,805	10,805	11,129	11,463
536-000-920.001	UTILITIES - GAS	1,876	2,000	2,000	2,100	2,200
536-000-920.002	UTILITIES - ELECTRIC	(17,016)	38,000	45,000	50,000	60,000
536-000-920.004	UTILITIES - SEWER	3,007	3,500	5,284	6,000	7,000
536-000-922.000	MISS DIG	2,338	3,500	3,500	3,500	3,500
536-000-930.000	SOFTWARE MAINTENANCE	822	2,773	2,733	2,829	2,886
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	31,994	50,000	50,000	50,000	41,000



HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
536-000-930.002	REPAIRS & MAINT VEHICLE/EQUIP	5,912	3,500	4,000	7,700	7,700
536-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	3,088	7,750	10,000	7,750	7,750
536-000-956.000	MISCELLANEOUS	1,630	2,500	2,500	2,500	2,500
536-000-957.000	EDUCATION/TRAINING/CONVENTION	1,918	2,500	2,500	2,500	3,000
536-000-964.002	UNCOLLECTIBLE UB FEES		1,000	1,000	1,000	1,000
536-000-999.539	TRANSFER TO WATER REPLACEMENT FUND	200,000	300,000	170,000	170,000	170,000
TOTAL APPROPRIATIONS		645,673	995,083	880,183	852,157	918,138
NET OF REVENUES/APPROPRIATIONS - FUND 536		67,620	8,582	54,195	98,704	55,195
BEGINNING FUND BALANCE		1,703,710	1,771,330	1,771,330	1,825,525	1,924,229
ENDING FUND BALANCE		1,771,330	1,779,912	1,825,525	1,924,229	1,979,424
					5.4%	

NOTES TO WATER O&M FUND:

Commodity and fixed charges are from the 2021 Water Rate Study. Fixed charges are now allocated based on REUs owned.

Additional new staff person added in FY23 due to water system expansion.

Transfer to Water Replacement Fund was included in the 2021 Water Rate Study and will be used to pay for water system expansion and improvements.

Fund 539 - WATER REPLACEMENT FUND

ESTIMATED REVENUES

539-000-528.000	OTHER FEDERAL GRANTS			1,000,000		
539-000-601.001	PENALTIES ON SURCHARGES			267		
539-000-602.000	CONNECTION FEES	2,514,341	116,320	116,320	116,320	116,320
539-000-602.100	SURCHARGE FEES	16,684	24,980	24,980	23,731	22,544
539-000-650.000	REFUNDS			45,398		
539-000-665.000	INTEREST EARNINGS	736	1,500	7,500	8,000	8,500
539-000-669.536	TRANSFER FROM WATER O&M FUND	200,000	300,000	170,000	170,000	170,000
539-000-696.000	RESIDUAL EQUITY TRANSFER	451,441				
TOTAL ESTIMATED REVENUES		3,183,202	442,800	1,364,465	318,051	317,364

APPROPRIATIONS

539-000-816.000	ENGINEERING FEES	24,171	45,000	45,000		
539-000-826.000	LEGAL FEES	3,375				
539-000-930.000	REPAIRS & MAINTENANCE	8,704	15,000	15,000	15,000	15,000
539-000-968.000	DEPRECIATION	234,891	262,000	262,000	342,000	441,750
TOTAL APPROPRIATIONS		271,141	322,000	322,000	357,000	456,750

NET OF REVENUES/APPROPRIATIONS - FUND 539

		2,912,061	120,800	1,042,465	(38,949)	(139,386)
BEGINNING FUND BALANCE		5,713,124	8,625,186	8,625,186	9,667,651	9,628,702
ENDING FUND BALANCE		8,625,185	8,745,986	9,667,651	9,628,702	9,489,316
					-0.4%	

NOTES TO WATER REPAIR & REPLACEMENT FUND:

Connection fees assumes 20 new REUs purchased on District 1 annually.

See Water Capital Projects appendix for more project details.



HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Fund 577 - CABLE TV FUND</u>						
ESTIMATED REVENUES						
577-000-607.000	PEG FEES	91,546	90,000	91,700	91,700	91,700
577-000-665.000	INTEREST EARNINGS	70		82		
TOTAL ESTIMATED REVENUES		91,616	90,000	91,782	91,700	91,700
APPROPRIATIONS						
577-000-740.000	OPERATING SUPPLIES	4,141	2,100	2,100	2,100	2,100
577-000-801.000	CONTRACTED SERVICES & RENTALS	13,207	26,000	10,000	15,000	15,000
577-000-805.000	INTERNET	10,541	10,260	11,000	10,860	10,860
577-000-806.000	CABLE TV FEES	1,393	1,440	1,440	1,500	1,500
577-000-930.000	REPAIRS & MAINTENANCE		1,500	1,500	1,500	1,500
577-000-932.000	REPAIRS & MAINTENANCE - TRUCKS		500	500		
577-000-941.000	RENT	12,984	12,984	12,984	12,984	12,984
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	17,171	18,112	26,000	22,670	22,670
577-000-970.000	CAPITAL OUTLAY		17,104	17,104	25,086	25,086
TOTAL APPROPRIATIONS		59,437	90,000	82,628	91,700	91,700
NET OF REVENUES/APPROPRIATIONS - FUND 577		32,179		9,154		
BEGINNING FUND BALANCE		137,785	169,962	169,962	179,116	179,116
ENDING FUND BALANCE		169,964	169,962	179,116	179,116	179,116
					0.0%	
NOTES TO CABLE PEG FUND:						
<i>Near Map annual service has been added to the budget under PEG Server & Software Rental.</i>						
<i>Partners in Progress funded from PEG for public education</i>						



HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND						
ESTIMATED REVENUES						
590-000-600.100	SEWER USAGE FLAT RATE	633,022	585,663	582,707	583,688	584,527
590-000-600.200	SEWER USAGE METERED	612,722	515,000	500,000	503,181	51,827
590-000-600.300	SEWER CAPITAL CHARGES	226,549	227,240	230,000	230,956	240,910
590-000-600.600	SEWER RTS CHARGE	1,120,547	1,177,550	1,190,000	1,197,019	1,248,391
590-000-601.000	USER FEES	85		60		
590-000-601.001	PENALTIES ON USER FEES	32,374	30,000	30,000	30,000	30,000
590-000-602.000	CONNECTION FEES	254,988	188,780	188,780	188,780	188,780
590-000-602.100	SURCHARGE FEES	68,843	83,850	83,850	83,850	83,850
590-000-605.000	METER SALES		2,500	2,500	2,500	2,500
590-000-650.000	REFUND	(351)				
590-000-665.000	INTEREST EARNINGS	6,332	13,300	13,300	15,000	15,000
590-000-665.001	UNREALIZED GAIN OR LOSS	(10,111)				
590-000-668.000	SEPTAGE STATION REVENUES	336,532	350,000	350,000	200,000	200,000
590-000-676.000	REIMBURSEMENTS	455		280		
590-000-699.595	TRANSFER IN SEWER EXPANSION					1,386,900
TOTAL ESTIMATED REVENUES		3,281,987	3,173,883	3,171,477	3,034,974	4,032,685
APPROPRIATIONS						
590-000-720.000	ADMINISTRATIVE FEES	79,612	112,151	112,151	144,532	148,867
590-000-727.000	SUPPLIES & POSTAGE	1,655	2,000	2,000	2,250	2,250
590-000-741.000	METER COSTS		2,500	2,500	2,500	2,500
590-000-801.000	CONTRACTED SERVICES			500		
590-000-801.008	LCDC CONTRACT SERVICES	2,109,535	2,026,200	2,111,111	2,129,333	2,201,000
590-000-807.000	AUDIT FEES	4,990	5,000	4,990	4,990	4,990
590-000-826.000	LEGAL FEES	1,824	1,000	15,000	50,000	50,000
590-000-910.000	INSURANCE	10,830	11,300	11,136	12,000	13,000
590-000-930.000	SOFTWARE MAINTENANCE	1,070	1,100	1,106	1,150	1,200
590-000-968.000	DEPRECIATION	436,670	436,670	436,670	436,670	436,670
590-000-999.595	TRANSFER TO SEWER EXP BOND FUND	1,239,800				
Dept 595 - 2005 SEWER BONDS						
590-595-801.000	2005 BONDS CONTRACT SERVICES	38				
590-595-826.000	LEGAL FEES	19,755	10,000		10,000	10,000
590-595-998.001	SPECIAL ITEMS: SIGNIFICANT TRANSACTIONS	406,842				
TOTAL APPROPRIATIONS		4,312,621	2,607,921	2,697,164	2,793,425	2,870,477
NET OF REVENUES/APPROPRIATIONS - FUND 590		(1,030,634)	565,962	474,313	241,549	1,162,208
BEGINNING FUND BALANCE		24,551,457	23,520,822	23,520,822	23,995,135	24,236,684
ENDING FUND BALANCE		23,520,823	24,086,784	23,995,135	24,236,684	25,398,892
					1.0%	

NOTES TO SEWER O&M FUND:

Sewer revenues are updated based on the LCDC 2021 rate study. Readiness to serve charges are now based on REUs, instead of connection counts.

FY2024 transfers to the 595 Sewer Expansion Fund will depend on final year of Mayberry repayment.

LCDC SRS settlement and/or agreement will surface in this fund



HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Fund 591 - LAKE TYRONE 2015 SEWER SAD</u>						
ESTIMATED REVENUES						
591-000-404.000	LK TYRONE SP ASSESS INTEREST INC	40,230	35,974	35,575	32,839	30,102
591-000-665.000	INTEREST EARNINGS	384	350	350	350	350
TOTAL ESTIMATED REVENUES		40,614	36,324	35,925	33,189	30,452
APPROPRIATIONS						
591-000-997.000	BOND INTEREST PAYMENT	23,967	22,502	22,502	21,037	19,499
TOTAL APPROPRIATIONS		23,967	22,502	22,502	21,037	19,499
NET OF REVENUES/APPROPRIATIONS - FUND 591		16,647	13,822	13,423	12,152	10,953
BEGINNING FUND BALANCE		211,186	227,832	227,832	241,255	253,407
ENDING FUND BALANCE		227,833	241,654	241,255	253,407	264,360
					5.0%	
NOTES TO LAKE TYRONE 2015 SEWER SAD:						
<i>Assessment through 2034</i>						
<i>No notable or significant changes to budget for FY2024</i>						



HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Fund 595 - 2005 SEWER EXP BONDS</u>						
ESTIMATED REVENUES						
595-000-404.000	SPECIAL ASSESSMENTS INTEREST	15,836	11,877	11,877	7,918	3,959
595-000-404.004	SAD DISTRICT 4 INTEREST	21,406	15,893	14,954	8,071	4,035
595-000-404.005	SAD DISTRICT 5 INTEREST	3,583	2,687	2,687	1,791	896
595-000-404.006	SAD DISTRICT 6 INTEREST	6,658	4,965	4,965	3,310	1,655
595-000-404.007	SAD DISTRICT #7 INTEREST	2,866	2,150	2,150	1,433	717
595-000-404.008	SAD #4 SUP INTEREST INCOME	2,409	1,909	1,804	1,432	892
595-000-665.000	INTEREST EARNINGS	585,047	73,156	76,000	38,014	1,982
595-000-699.590	TRANSFER IN SEWER	1,239,800				1,386,900
TOTAL ESTIMATED REVENUES		1,877,605	112,637	114,437	61,969	1,401,036
APPROPRIATIONS						
595-000-956.250	BANK CHARGES			98		
595-000-995.100	AMORTIZATION - BOND FEES	4,100	4,100	4,100	4,100	4,100
595-000-996.000	BOND FEES	500	1,250	1,250	1,000	1,000
595-000-996.001	BOND ISSUANCE COSTS	94,126				
595-000-997.006	BOND INTEREST 2011 REFUNDING	152,921				
595-000-997.007	SERIES 2016 REFUNDING BOND INTEREST	170,017	147,267	147,267	126,900	94,050
595-000-997.008	INTEREST CREDIT - PREMIUM AMORTIZATION	(27,784)				
595-000-997.011	2021 SEWER REFUNDING INTEREST	88,137	192,934	195,564	179,600	179,600
595-000-997.012	2021 BOND INTEREST CREDIT	(36,312)				
595-000-998.000	UNCOLLECTABLE SAD RECEIVABLE	405,159	347,977	347,977		
TOTAL APPROPRIATIONS		850,864	693,528	696,256	311,600	278,750
NET OF REVENUES/APPROPRIATIONS - FUND 595		1,026,741	(580,891)	(581,819)	(249,631)	1,122,286
BEGINNING FUND BALANCE		(9,805,105)	(8,778,365)	(8,778,365)	(9,360,184)	(9,609,815)
ENDING FUND BALANCE		(8,778,364)	(9,359,256)	(9,360,184)	(9,609,815)	(8,487,529)

NOTES TO 595 SEWER EXPANSION FUND:

Assessment for SAD 4-7 through 2024

Assessment for SAD 4 supplemental through 2025

FY2024 transfers from the 590 Sewer Fund will depend on Mayberry's repayment.



HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Fund 596 - FORESTBROOK HILLS SEWER SAD#1</u>						
ESTIMATED REVENUES						
596-000-404.000	FORESTBROOK SAD INTEREST INCOME	3,708	3,378	3,242	2,824	2,541
596-000-665.000	INTEREST EARNINGS	64	50	74	100	100
TOTAL ESTIMATED REVENUES		3,772	3,428	3,316	2,924	2,641
NET OF REVENUES/APPROPRIATIONS - FUND 596						
BEGINNING FUND BALANCE		35,293	39,065	39,065	42,381	45,305
ENDING FUND BALANCE		39,065	42,493	42,381	45,305	47,946
					6.9%	
<i>NOTES TO FORESTBROOK SEWER SAD FUND:</i>						
<i>Assessment through 2032</i>						
<i>No notable or significant changes to budget for FY2024</i>						
<u>Fund 597 - HARTLAND TWP SEWER SAD 200</u>						
ESTIMATED REVENUES						
597-000-404.000	SAD 200 INTEREST INCOME	3,830	3,557	3,556	3,283	3,009
597-000-665.000	INTEREST EARNINGS	87	50	95	125	100
TOTAL ESTIMATED REVENUES		3,917	3,607	3,651	3,408	3,109
NET OF REVENUES/APPROPRIATIONS - FUND 597						
BEGINNING FUND BALANCE		26,789	30,706	30,706	34,357	37,765
ENDING FUND BALANCE		30,706	34,313	34,357	37,765	40,874
					9.9%	
<i>NOTES TO SEWER SAD 200 FUND:</i>						
<i>Assessment through 2034</i>						
<i>No notable or significant changes to budget for FY2024</i>						



HARTLAND TOWNSHIP FY2022-2023 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Dept 453 - HARTLAND WOODS ROAD SAD</u>						
ESTIMATED REVENUES						
852-453-451.000	SPECIAL ASSESSMENT REVENUE			71,843	54,939	54,939
852-453-451.001	SPECIAL ASSESSMENT INTEREST			7,279	9,642	8,570
852-453-665.000	INTEREST EARNINGS			5		
TOTAL ESTIMATED REVENUES				79,127	64,581	63,509
APPROPRIATIONS						
852-453-727.000	SUPPLIES & POSTAGE			21		
852-453-967.000	PROJECT COST			566,293		
TOTAL APPROPRIATIONS				566,314		
NET OF REVENUES/APPROPRIATIONS - FUND 852				(487,187)	64,581	63,509
BEGINNING FUND BALANCE					(487,187)	(422,606)
ENDING FUND BALANCE				(487,187)	(422,606)	(359,097)
					13.3%	
<i>NOTES TO HARTLAND WOODS SAD:</i>						
<i>Assessment through 2031</i>						
<i>No notable or significant changes to budget for FY2024</i>						

ESTIMATED REVENUES - ALL FUNDS	16,467,888	11,937,611	13,612,925	12,264,681	13,193,253
APPROPRIATIONS - ALL FUNDS	12,152,770	14,158,247	11,877,213	14,335,930	10,259,780
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS	4,315,118	(2,220,636)	1,735,712	(2,071,249)	2,933,473
BEGINNING FUND BALANCE - ALL FUNDS	30,860,999	35,176,117	35,176,117	36,911,829	34,840,580
ENDING FUND BALANCE - ALL FUNDS	35,176,117	32,955,481	36,911,829	34,840,580	37,774,053
					-5.6%
<i>SUMMARY NOTES:</i>					
<i>Surplus spending includes Road Millage projects and ARPA funding appropriations. The surplus spending is not a deficit as the revenue was recognized in prior fiscal years.</i>					

CAPITAL IMPROVEMENT PLAN

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	Actual FY 21-22	Projected 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			\$ 275,000		

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			\$ 30,000			

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					
<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>				
Spranger Field Facility Upgrades (New Storage)	401			\$ 350,000			
2nd Pavilion or Mobile Stage	401				\$ 200,000		

Miscellaneous Projects

Contingencies	401	\$ -	\$ 20,000	\$ 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 2500 Truck	401			\$ 40,000			
M-59 Median Improvements (discussion)*	401			\$ 46,200	\$ 121,520	\$ 106,700	
Election Equipment (projected in year 2027)	401						\$ 100,000

Beginning Capital Project Fund Cash Balance:	401	\$ 904,441	\$ 1,317,559	\$ 1,754,909	\$ 1,279,007	\$ 1,349,487	\$ 1,634,787
Annual Project Totals:	401	\$ 516,839	\$ 56,766	\$ 1,065,700	\$ 351,020	\$ 136,200	\$ 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	\$ 1,754,909	\$ 1,279,007	\$ 1,349,487	\$ 1,634,787	\$ 1,926,787

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>Projected</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 Needs Assessment Study	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 Receptacles	285		\$ 16,626			
Utility Vehicle	285		\$ 30,299			
Lexipol Fire Authority Training Software	285		\$ 20,937			
HERO Center (placeholder)	285			\$ 50,000		
Ore Creek Bridge Paint	285			\$ 6,500		
Board Room Audience Chairs	285			\$ 10,000		
Grant Initiative for Civic Organizations	285			\$ 75,000		

Beginning ARPA Fund Cash Balance	285	\$ -	\$ 797,270	\$ 233,655		
Annual Project Totals:	285	\$ -	\$ 1,361,115	\$ 141,500		
Additional ARPA Payments + Interest Earnings	285	\$ 797,270	\$ 797,500	\$ -		
ARPA Fund Balance:	285	\$ 797,270	\$ 233,655	\$ 92,155		



FIRE AUTHORITY CIP

2021-2025

Funding Source	Actual FY 21-22	Projected 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 Needs Assessment Study	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			
Radiant Heater replacement	206			\$ 3,500	\$ 3,500		\$ 3,500
Station 61 carpet replacement	206			\$ 18,000			
Station 61 parking lot replacement	206			\$ 265,000			
Tornado Sirens per new siren	206			\$ 20,000	\$ 20,000		\$ 20,000
Station 62 parking lot rehabilitation	206			\$ 85,000			
Station 62 water softener	206			\$ 6,000			
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/remodel (\$3.8M)	206						Explore Financing
Station 64 without property (\$2.9M)	206						Explore Financing

Beginning Cash Balance	206	\$ 1,371,775	\$ 1,702,565	\$ 2,048,889	\$ 2,027,854	\$ 2,371,167	\$ 2,371,167
Annual Expenses excluding Capital Projects	206	\$ 1,263,440	\$ 1,325,595	\$ 1,405,917	\$ 1,447,794		\$ 1,491,228
Total Cash Balance before CIP	206	\$ 108,335	\$ 376,970	\$ 642,972	\$ 580,060		\$ 879,939
Total Project Costs	206	\$ -	\$ -	\$ 419,500	\$ 63,500		\$ 78,500
Cash Balance after CIP (goal of \$100K Min.)	206	\$ 108,335	\$ 376,970	\$ 223,472	\$ 516,560		\$ 801,439
Annual Taxes & Revenues designated for Fire	206	\$ 1,594,230	\$ 1,671,919	\$ 1,804,382	\$ 1,854,607		\$ 1,873,153
EOY Cash Balance:	206	\$ 1,702,565	\$ 2,048,889	\$ 2,027,854	\$ 2,371,167		\$ 2,674,592

Cash balance Target after CIP is \$100,000 at any given time; Capital projects are suspended if balance drops below \$100,000 until balance is restored



ROAD MILLAGE

2021-2025

Funding Source	Actual FY 21-22	Projected FY 22-23	Proposed 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	\$ -	\$ 21,558	\$ 24,500		
2021 - 2022 construction projects	204	\$ 271,532	\$ 490,000			
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	\$ 2,284,819	\$ 465,429	\$ 9,000,000
Annual Project Totals:	204	\$ 278,430	\$ 511,558	\$ 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	\$ 1,168,513	\$ 1,264,010		
EOY Road Fund Project Balance:	204	\$ 2,235,864	\$ 2,284,819	\$ 465,429	\$ 465,429	\$ 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	Actual FY 21-22	Projected 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			\$ 1,250,000			
New Supply Well Construction	539			\$ 350,000			
GIS Upgrades and integration	539			\$ 55,000			
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	\$ 1,027,058	\$ 1,447,058	\$ 1,867,058
Annual Project Totals:	539	\$ 148,234	\$ 2,283,830	\$ 2,050,000	\$ 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	\$ 1,027,058	\$ 1,447,058	\$ 1,867,058	\$ 2,282,058

\$1,000,000 ARPA contribution towards Install Water Main (12" & 16") to East M-59

STRATEGIC PLANNING

Strategic planning is a tool that facilitates achieving predetermined goals through specific tasks. The process involves the Hartland Township Board articulating a vision of what the community looks like in the future, as well as creating a plan for how to get there. It is a forward-looking process that produces tangible, measurable and meaningful results.

The staff of Hartland Township is guided in its decision-making by Township ordinances, resolutions, budgets, comprehensive plan, policies, and capital improvement planning. These resources provide reassurance the decisions made at the staffing level align with the goals of our elected officials. Effective strategic planning identifies the goals of the Township Board and identifies key tasks associated with each of them.

The Township Strategic Plan provides a true north that all Township departments can move toward for the good of the community. The following document identifies the key tasks targeted as goals for the FY2023-2024 budget cycle.





2023 Hartland Township Strategic Action Plan

Department / Objective / Task		Started	Quarter of 2023				Status
Connecting the Community			1	2	3	4	
Comm	Identify Hartland Living promotion opportunities	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comm	Facilitate citizen survey if supported by Board	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Manager	Develop ARPA report for public by end of 2023	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DPW	Complete Parks Master Plan update	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comm	Explore additional resources for public feedback regarding Township	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manager	Monitor the SRS financials for users equitability	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Planning	Develop spreadsheet for Planning Commission projects	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comm	Explore youth recreation opportunities in Settlers Park	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comm	Promote township history	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Community Attractiveness and Livability							
Planning	Identify joint meeting objectives for Board and Planning Commission	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manager	Facilitate Chamber participation in Citizen Survey	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DPW	Explore Township internet within parks	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Planning	Identify ordinance amendments shifting authority to Planning Director	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manager	Develop Township Hall lobby enhancements plan	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manager	Develop proposed "action plan" after Board/PC joint meet	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DPW	Develop M-59 streetscape plan for Township Board review	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Infrastructure & Internal Advancement							
Manager	Facilitate ARPA Community Grant projects to completion	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Manager	Prepare proposed road millage renewal publications for review	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manager	Explore solutions for additional sewer capacity	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manager	Maintain accurate police protection option models	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DPW	Install new water system filter	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DPW	Secure easements for Bergin Road paving feasibility	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DPW	Explore new water system well options	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DPW	Complete pathway connector to San Marino	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DPW	Update parks maintenance plan with legacy costs	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DPW	Develop revised Park CIP based upon Parks Master Plan update	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Finance	Develop FY2023-24 Budget Book	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Finance	Develop water and sewer long-term financial plans	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Manager	Onboard new Township Assessor	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Clerk	Codification of ordinances (excluding clear zoning)	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Finance	Explore a cross training employee program	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manager	Create efficient storage of Township document retention	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Key

- ☐ Task has not started
- ☒ Task is progressing forward
- ☒ Task completed
- ☒ Task anomaly and/or canceled

Detailed task updates will be incorporated in the Operational Report narrative by each Department. As a reminder, tasks are progressive and related schedule and feasibility for each task may change during the calendar year.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Livingston County Septage Receiving Station Update

Date: February 16, 2023

Recommended Action

No formal action is required at this time.

Discussion

Manager West will provide an update regarding the Septage Receiving Station financial anomalies.