



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, November 07, 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.](#) 10-10-23 Hartland Township Board Special Meeting Minutes
 - [d.](#) 10-10-23 Hartland Township Board Closed Session Meeting Minutes
 - [e.](#) 10-17-23 Hartland Township Board Regular Meeting Minutes
 - [f.](#) Land Use Permit #20-225 – Release of Performance Bond for 2830 & 2832 Clark Road
 - [g.](#) Land Use Permit #22-190 – Release of Performance Bond for 13445 Hibner Road
 - [h.](#) Mid-Year Budget Amendments
 7. Pending & New Business
 - [a.](#) Proclamation of Outstanding Service
 8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
 - [a.](#) Manager's Report
 - [b.](#) Closed Session: to consider a periodic personnel evaluation of the Township Manager, at his request under MCL 15.268(a)
 10. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: October 31, 2023

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$724,146.53. The bills are available in the Finance office for review.

Notable invoices include:

\$361,734.44 – Livingston County Drain Commission – (Sept & Oct 2023 Sewer O&M)

\$20,000.00 – Christopher & Kyleigh Naismith – (Release of cash bond)

\$175,000.05 – Preiss Companies – (M-59 sidewalk gaps)

\$109,904.69 – Spalding Dedecker – (Various engineering invoices)

Financial Impact

Is a Budget Amendment Required? Yes No

All expenses are covered under the amended FY24 budget.

Attachments

Bills for 11.07.2023

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
APPLIED	APPLIED INNOVATION	10/19/2023	2335705	FOA	7/21/23 - 10/20/23 - RICOH MPC5503	
49871	7718 SOLUTION CENTER	11/07/2023		N		598.57
10/19/2023	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		11/07/2023		N		598.57

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	598.57

APPLIED	APPLIED INNOVATION	10/23/2023	2337474	FOA	9/23/23 - 10/22/23 - RICOH MP6055SP	
49884	7718 SOLUTION CENTER	11/07/2023		N		38.22
10/23/2023	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		11/07/2023		N		38.22

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	38.22

VENDOR TOTAL: 636.79

1400	BS&A SOFTWARE	11/01/2023	150276	FOA	11/1/23 - 11/1/24 - P.R.E. AUDIT/TAX	
49872	14965 ABBEY LANE	11/07/2023		N		1,951.00
11/01/2023	BATH MI, 48808	/ /	0.0000	N		0.00
		11/07/2023		N		1,951.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-930.000	REPAIRS & MAINTENANCE	1,951.00

VENDOR TOTAL: 1,951.00

CINTAS	CINTAS CORPORATION	10/16/2023	4170920860	FOA	MATS	
49858	P.O. BOX 630910	11/07/2023		N		49.90
10/16/2023	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		11/07/2023		N		49.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	49.90

CINTAS	CINTAS CORPORATION	10/30/2023	4172342079	FOA	MATS	
49932	P.O. BOX 630910	11/07/2023		N		61.88
10/30/2023	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		11/07/2023		N		61.88

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	61.88

CINTAS	CINTAS CORPORATION	10/11/2023	5179188488	FOA	FIRST AID SUPPLIES	
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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
49842	P.O. BOX 630910	11/07/2023		N		38.80
10/11/2023	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		11/07/2023		N		38.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	38.80
VENDOR TOTAL:		150.58

ETNA	ETNA SUPPLY COMPANY	10/23/2023	S105349457.001	FOA	1 1/2" OMNI METERS	
49885	P.O. BOX 772107	11/07/2023		N		5,125.00
10/23/2023	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		11/07/2023		N		5,125.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-741.000	METER COSTS	5,125.00

ETNA	ETNA SUPPLY COMPANY	10/30/2023	S105349457.002	FOA	2" OMNI METERS	
49935	P.O. BOX 772107	11/07/2023		N		3,645.00
10/30/2023	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		11/07/2023		N		3,645.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-741.000	METER COSTS	3,645.00

VENDOR TOTAL: 8,770.00

EXCLUSIVEE	EXCLUSIVE EXCAVATING	10/17/2023	523	FOA	AUTUMN WOODS SIDEWALK REPAIR	
49888	P.O. BOX 1881	11/07/2023		N		4,360.00
10/17/2023	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		11/07/2023		Y		4,360.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	4,360.00

VENDOR TOTAL: 4,360.00

FIVESTAR	FIVE STAR SIGNS, INC.	10/18/2023	18773	FOA	FROSTED LETTERING FOR M. LUCE	
49890	10099 BERGIN RD, BLDG D	11/07/2023		N		54.24
10/18/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		11/07/2023		N		54.24

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	54.24

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

VENDOR TOTAL: 54.24

5888	FOSTER, SWIFT, COLLINS & SMITH	10/23/2023	869371	FOA	SEPTEMBER 2023	
49876	313 S. WASHINGTON SQUARE	11/07/2023		N		3,816.50
10/19/2023	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		11/07/2023		Y		3,816.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-826.000	LEGAL FEES	517.00
536-000-826.000	LEGAL FEES	235.00
101-400-826.000	LEGAL FEES	47.00
590-000-826.000	LEGAL FEES	2,970.50
101-400-826.000	LEGAL FEES	47.00
		<u>3,816.50</u>

VENDOR TOTAL: 3,816.50

H DFA	HARTLAND DEERFIELD FIRE	10/26/2023	HT102623	FOA	AED MACHINES & WALL CABINETS	
49916	3205 HARTLAND RD	11/07/2023		N		6,989.92
10/26/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		11/07/2023		N		6,989.92

Open

GL NUMBER	DESCRIPTION	AMOUNT
285-101-970.000	TWP HALL CAPITAL OUTLAY	1,747.48
285-751-970.000	PARKS CAPITAL OUTLAY	5,242.44
		<u>6,989.92</u>

VENDOR TOTAL: 6,989.92

0001	HARTLAND TOWNSHIP GENERAL FUND	10/12/2023	101223	FOA	SEPT 2023 MOBILE HOME TAX DISBURSEME	
49845		11/07/2023		N		284.00
10/12/2023	,	/ /	0.0000	N		0.00
		11/07/2023		N		284.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	284.00

VENDOR TOTAL: 284.00

HOMEDepOT	HOME DEPOT CREDIT SERVICES	10/18/2023	1011699	FOA	LINE CHALK KIT, CHUCK ADAPTER	
49917	DEPT 32-2006361202	11/07/2023		N		110.91
10/18/2023	P.O. BOX 70614	/ /	0.0000	N		0.00
	PHILADELPHIA PA, 19176-0614	11/07/2023		N		110.91

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	110.91
VENDOR TOTAL:		110.91

K&J	K & J ELECTRIC, INC	10/11/2023	10726	FOA	SETTLERS PARK PAVILION	
49847	7219 EAST HIGHLAND RD	11/07/2023		N		125.00
10/11/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		11/07/2023		N		125.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT				
101-751-930.000	REPAIRS & MAINTENANCE	125.00				
K&J	K & J ELECTRIC, INC	10/11/2023	10727	FOA	TOWNSHIP HALL	
49848	7219 EAST HIGHLAND RD	11/07/2023		N		559.00
10/11/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		11/07/2023		N		559.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	559.00
VENDOR TOTAL:		684.00

LINDAHL	LINDAHL, CLIFFORD G	10/23/2023	102323	FOA	RELEASE OF CASH BOND	
49886	2832 CLARK RD	11/07/2023		N		1,000.00
10/23/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		11/07/2023		N		1,000.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-000-283.000-0019	LINDAHL ACCESSORY BUILDING	1,000.00
VENDOR TOTAL:		1,000.00

0220	LIVINGSTON COUNTY TREASURER	10/12/2023	101223	FOA	SEPT 2023 MOBILE HOME TAX DISBURSEME	
49846	200 E. GRAND RIVER	11/07/2023		N		1,420.00
10/12/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		11/07/2023		N		1,420.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	1,420.00
VENDOR TOTAL:		1,420.00

2909	LIVINGSTON CTY.DRAIN COMMISSIO	10/10/2023	3699	FOA	SEPT 2023 SEWER SYSTEM O&M	
49841	2300 E. GRAND RIVER	11/07/2023		N		182,955.44
	STE. 105					

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		

10/10/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		11/07/2023		N		182,955.44

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-801.008	LCDC CONTRACT SERVICES	182,955.44

2909	LIVINGSTON CTY.DRAIN COMMISSIO	10/27/2023	3705	FOA	OCT 2023 SEWER O&M	
49934	2300 E. GRAND RIVER	11/07/2023		N		178,779.00

10/27/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		11/07/2023		N		178,779.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-801.008	LCDC CONTRACT SERVICES	178,779.00

VENDOR TOTAL: 361,734.44

MTA	MICHIGAN TOWNSHIPS ASSOCIATION	10/18/2023	261440	FOA	AUTHORITIES/RESPONSIBILITIES OF MI T	
49873	P.O. BOX 80078	11/07/2023		N		47.50
10/18/2023	LANSING MI, 48908-0078	/ /	0.0000	N		0.00
		11/07/2023		N		47.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-900.000	PRINTING & PUBLICATIONS	47.50

VENDOR TOTAL: 47.50

MJC	MJC COMPANIES	10/31/2023	103123	FOA	REFUND OF ESCROW FROM WATER USAGE	
49936	46600 ROMEO PLANK RD, STE 5	11/07/2023		N		1,427.76
10/31/2023	MACOMB MI, 48044	/ /	0.0000	N		0.00
		11/07/2023		N		1,427.76

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-205.000	Due to Developers	1,427.76

VENDOR TOTAL: 1,427.76

NAISMITH	NAISMITH, CHRISTOPHER & KYLEIGH	10/23/2023	102323	FOA	RELEASE OF CASH BOND	
49887	13445 HIBNER	11/07/2023		N		20,000.00
10/23/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		11/07/2023		N		20,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-283.000-0037	CHRISTOPHER & KYLEIGH NAISMITH PERF DEP	20,000.00

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

VENDOR TOTAL: 20,000.00

PB PLUMBIN	PETE BLACK PLUMBING	10/25/2023	22348797	FOA	WOMANS RESTROOM REPAIR	
49933	2440 W. HIGHLAND RD, STE 104	11/07/2023		N		741.00
10/25/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		11/07/2023		Y		741.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	741.00

VENDOR TOTAL: 741.00

1180	PETER'S TRUE VALUE HARDWARE	10/11/2023	K69620	FOA	WINDSHIELD FLUID/TIRE SPRAY	
49843	3455 W. HIGHLAND ROAD	11/07/2023		N		10.98
10/11/2023	MILFORD MI, 48380	/ /	0.0000	N		0.00
		11/07/2023		N		10.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	10.98

1180	PETER'S TRUE VALUE HARDWARE	10/24/2023	K69784	FOA	WASH PAD, WASH WAX, BOLTS	
49892	3455 W. HIGHLAND ROAD	11/07/2023		N		20.62
10/24/2023	MILFORD MI, 48380	/ /	0.0000	N		0.00
		11/07/2023		N		20.62

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	20.62

VENDOR TOTAL: 31.60

0102	PHP PFEFFER-HANNIFORD-PALKA	10/17/2023	101723	FOA	ALTERNATIVE COMPLIANCE EXAM	
49875	225 E. GRAND RIVER, STE 104	11/07/2023		N		4,500.00
10/17/2023	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		11/07/2023		Y		4,500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
285-000-807.000	AUDIT FEES	4,500.00

VENDOR TOTAL: 4,500.00

PBI	PITNEY BOWES INC	10/12/2023	1024072404	FOA	USPS TRACKING LABELS	
49856	P.O. BOX 981039	11/07/2023		N		22.49
10/12/2023	BOSTON MA, 02298-1039	/ /	0.0000	N		0.00
		11/07/2023		N		22.49

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	22.49
VENDOR TOTAL:		22.49

PREISS	PREISS COMPANIES LLC	10/20/2023	EST 1	FOA	M-59 SIDEWALK GAPS	
49891	8211 CLYDE ROAD	11/07/2023		N		175,000.05
10/20/2023	FENTON MI, 48430	/ /	0.0000	N		0.00
		11/07/2023		N		175,000.05

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-444-969.005	SIDEWALKS	175,000.05
VENDOR TOTAL:		175,000.05

SERVICEPRO	SERVICEPRO	10/23/2023	SEPT 2023	FOA	SEPT 2023	
49889	7510 PARKWOOD DRIVE	11/07/2023		N		880.00
10/23/2023	FENTON MI, 48430	/ /	0.0000	N		0.00
		11/07/2023		Y		880.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	880.00
VENDOR TOTAL:		880.00

SPALDING	SPALDING DEDECKER	11/01/2023	00095858	FOA	SHOPS AT WALDENWOODS THRU 8/27/23	
49945	905 SOUTH BLVD EAST	11/07/2023		N		2,570.00
09/15/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		11/07/2023		N		2,570.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100	PROFESSIONAL REVIEW COSTS	2,570.00

SPALDING	SPALDING DEDECKER	08/30/2023	92794	FOA	SENIOR LIVING REVIEW THRU 10/30/22	
49656	905 SOUTH BLVD EAST	11/07/2023		N		2,102.00
11/23/2022	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		11/07/2023		N		2,102.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0027	PIRHL	2,102.00

SPALDING	SPALDING DEDECKER	10/18/2023	93403	FOA	2021 WATER RELIABILITY STUDY THRU 1/	
49658	905 SOUTH BLVD EAST	11/07/2023		N		2,440.00
01/26/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		11/07/2023		N		2,440.00

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
536-000-816.000	ENGINEERING FEES	2,440.00
SPALDING	SPALDING DEDECKER	10/18/2023 93637
49657	905 SOUTH BLVD EAST	11/07/2023
02/21/2023	ROCHESTER HILLS MI, 48307	/ / 0.0000
		11/07/2023
		FOA 2021 WATER RELIABILITY STUDY THRU 1/
		N 2,520.00
		N 0.00
		N 2,520.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-816.000	ENGINEERING FEES	2,520.00
SPALDING	SPALDING DEDECKER	10/18/2023 93895
49659	905 SOUTH BLVD EAST	11/07/2023
03/21/2023	ROCHESTER HILLS MI, 48307	/ / 0.0000
		11/07/2023
		FOA 2021 WATER RELIABILITY STUDY THRU 2/
		N 9,188.00
		N 0.00
		N 9,188.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-816.000	ENGINEERING FEES	9,188.00
SPALDING	SPALDING DEDECKER	08/17/2023 95564
49605	905 SOUTH BLVD EAST	11/07/2023
08/17/2023	ROCHESTER HILLS MI, 48307	/ / 0.0000
		11/07/2023
		FOA REDWOOD LIVING THRU 7/30/23
		N 12,362.50
		N 0.00
		N 12,362.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0026	REDWOOD USA LLC	12,362.50
SPALDING	SPALDING DEDECKER	08/17/2023 95566
49607	905 SOUTH BLVD EAST	11/07/2023
08/17/2023	ROCHESTER HILLS MI, 48307	/ / 0.0000
		11/07/2023
		FOA HARTLAND TOWNE SQUARE THRU 7/30/23
		N 116.00
		N 0.00
		N 116.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0030	AFFINITY II INVEST DEVELP EXP	116.00
SPALDING	SPALDING DEDECKER	08/17/2023 95567
49608	905 SOUTH BLVD EAST	11/07/2023
08/17/2023	ROCHESTER HILLS MI, 48307	/ / 0.0000
		11/07/2023
		FOA BUFFALO WILD WINGS THRU 7/30/23
		N 320.00
		N 0.00
		N 320.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0042	PWRW LLC (BUFFALO WILD WINGS)	320.00

SPALDING	SPALDING DEDECKER	08/17/2023 95568	FOA	YATOOMA OIL THRU 7/30/23
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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		
49609	905 SOUTH BLVD EAST	11/07/2023		N		5,400.00
08/17/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		11/07/2023		N		5,400.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0033	YATOOMA OIL	5,400.00

SPALDING	SPALDING DEDECKER	08/17/2023	95569	FOA	HUNTERS RIDGE THRU 7/30/23	
49610	905 SOUTH BLVD EAST	11/07/2023		N		2,588.50
08/17/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		11/07/2023		N		2,588.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0022	HUNTERS RIDGE	2,588.50

SPALDING	SPALDING DEDECKER	08/17/2023	95570	FOA	HARTLAND SENIOR LIVING THRU 7/30/23	
49611	905 SOUTH BLVD EAST	11/07/2023		N		2,352.00
08/17/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		11/07/2023		N		2,352.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0027	PIRHL	2,352.00

SPALDING	SPALDING DEDECKER	08/17/2023	95571	FOA	HARTLAND COMMERCE CENTER THRU 7/30/23	
49612	905 SOUTH BLVD EAST	11/07/2023		N		3,320.00
08/17/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		11/07/2023		N		3,320.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
702-000-290.058	HCC PHASE 3	3,320.00

SPALDING	SPALDING DEDECKER	09/15/2023	95850	FOA	BUFFALO WILD WINGS THRU 8/27/23	
49743	905 SOUTH BLVD EAST	11/07/2023		N		6,350.00
09/15/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		11/07/2023		N		6,350.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0042	PWRW LLC (BUFFALO WILD WINGS)	6,350.00

SPALDING	SPALDING DEDECKER	09/15/2023	95851	FOA	REDWOOD THRU 8/27/23	
49744	905 SOUTH BLVD EAST	11/07/2023		N		11,856.25
09/15/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		11/07/2023		N		11,856.25

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0026	REDWOOD USA LLC	11,856.25
SPALDING	SPALDING DEDECKER	09/15/2023 95853
49745	905 SOUTH BLVD EAST	11/07/2023
09/15/2023	ROCHESTER HILLS MI, 48307	/ / 0.0000
		11/07/2023

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0022	HUNTERS RIDGE	3,369.00
SPALDING	SPALDING DEDECKER	09/15/2023 95854
49746	905 SOUTH BLVD EAST	11/07/2023
09/15/2023	ROCHESTER HILLS MI, 48307	/ / 0.0000
		11/07/2023

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0027	PIRHL	602.50
SPALDING	SPALDING DEDECKER	09/15/2023 95855
49749	905 SOUTH BLVD EAST	11/07/2023
09/15/2023	ROCHESTER HILLS MI, 48307	/ / 0.0000
		11/07/2023

Open

GL NUMBER	DESCRIPTION	AMOUNT
702-000-290.058	HCC PHASE 3	450.00
SPALDING	SPALDING DEDECKER	09/15/2023 95857
49748	905 SOUTH BLVD EAST	11/07/2023
09/15/2023	ROCHESTER HILLS MI, 48307	/ / 0.0000
		11/07/2023

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0045	RONNISCH CONSTR. GRP LLC - PLANET FITNES	75.00
SPALDING	SPALDING DEDECKER	10/12/2023 96105
49850	905 SOUTH BLVD EAST	11/07/2023
10/12/2023	ROCHESTER HILLS MI, 48307	/ / 0.0000
		11/07/2023

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	210.00
SPALDING	SPALDING DEDECKER	10/23/2023 96267
49881	905 SOUTH BLVD EAST	11/07/2023

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		

10/23/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		11/07/2023		N		280.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-816.000	ENGINEERING FEES	280.00

SPALDING	SPALDING DEDECKER	10/23/2023	96268	FOA	WATER FILTER MEDIA REPLACEMENT THRU	
49882	905 SOUTH BLVD EAST	11/07/2023		N		3,090.00
10/23/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		11/07/2023		N		3,090.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-816.000	ENGINEERING FEES	3,090.00

SPALDING	SPALDING DEDECKER	10/24/2023	96286	FOA	M-59 SIDEWALK GAP THRU 10/1/23	
49893	905 SOUTH BLVD EAST	11/07/2023		N		33,468.90
10/24/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		11/07/2023		N		33,468.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-444-969.005	SIDEWALKS	33,468.90

SPALDING	SPALDING DEDECKER	10/24/2023	96289	FOA	GIS THROUGH 10/1/23	
49896	905 SOUTH BLVD EAST	11/07/2023		N		1,884.04
10/24/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		11/07/2023		N		1,884.04

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-801.000	CONTRACTED SERVICES & RENTALS	1,884.04

SPALDING	SPALDING DEDECKER	10/27/2023	96322	FOA	SPRANGER PARK PAVILION THRU 10/1/23	
49925	905 SOUTH BLVD EAST	11/07/2023		N		2,990.00
10/27/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		11/07/2023		N		2,990.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-751-970.006	SPRANGER FIELD	2,990.00

VENDOR TOTAL: 109,904.69

STAPLES	STAPLES	10/14/2023	8071958251	FOA	MISC SUPPLIES	
49851	PO BOX 660409	11/07/2023		N		260.97
10/14/2023	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		11/07/2023		N		260.97

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	260.97
STAPLES	STAPLES	
49929	PO BOX 660409	10/28/2023 8072115959
10/28/2023	DALLAS TX, 75266-0409	11/07/2023 N
		/ / 0.0000 N
		11/07/2023 N

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	169.33
101-400-727.000	SUPPLIES & POSTAGE	62.87
101-172-727.000	SUPPLIES & POSTAGE	36.28
101-209-727.000	SUPPLIES & POSTAGE	8.99
		<u>277.47</u>

VENDOR TOTAL: 538.44

STATEBAR	STATE BAR OF MICHIGAN	10/26/2023 555892	FOA	LICENSE RENEWAL FEE - P# P70712	
49918	P.O. BOX 1406	11/07/2023 N			415.00
10/26/2023	GRAND RAPIDS MI, 49501-1406	/ / 0.0000 N			0.00
		11/07/2023 N			415.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-804.000	MEMBERSHIP & DUES	415.00

VENDOR TOTAL: 415.00

EGL	STATE OF MICHIGAN	10/19/2023 761-11160650	FOA	PUBLIC WATER SUPPLY ANNUAL FEE	
49915	EGL-SWPF CASHIERS OFFICE	11/07/2023 N			1,618.08
10/19/2023	P.O. BOX 30657	/ / 0.0000 N			0.00
	LANSING MI, 48909-8157	11/07/2023 N			1,618.08

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-956.000	MISCELLANEOUS	1,618.08

VENDOR TOTAL: 1,618.08

STUARTLEVE	STUART LEVE, INC.	10/24/2023 451719	FOA	TWP HALL REVISED LANDSCAPE	
49894	2570 ZAM PARKWAY	11/07/2023 N			9,277.00
09/29/2023	MILFORD MI, 48381	/ / 0.0000 N			0.00
		11/07/2023 N			9,277.00

Open

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

101-265-930.000	REPAIRS & MAINTENANCE					9,277.00
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VENDOR TOTAL: 9,277.00

HUNTINGBAN	THE HUNTINGTON NATIONAL BANK	10/26/2023	101723	FOA	MILLPOINTE SUB RD SPEC ASSMT BOND, S	
49914	PO BOX 1558-GW4E64	11/07/2023		N		6,293.75
10/17/2023	COLUMBUS OH, 43216	/ /	0.0000	N		0.00
		11/07/2023		N		6,293.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
358-000-997.000	BOND INTEREST PAYMENT	6,293.75

VENDOR TOTAL: 6,293.75

SPIRITOFLLI	THE SPIRIT OF LIVINGSTON	10/25/2023	54918	FOA	EMBROIDERY ON SHIRTS FOR TYLER	
49930	3280 W GRAND RIVER	11/07/2023		N		27.50
10/25/2023	HOWELL MI, 48855	/ /	0.0000	N		0.00
		11/07/2023		N		27.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	27.50

VENDOR TOTAL: 27.50

TOSHIBA	TOSHIBA AMERICA BUSINESS SOLUTIONS	10/18/2023	6138161	FOA	9/25 - 10/24/23 - ESTUDIO2830C	
49879	PO BOX 927	11/07/2023		N		6.79
10/18/2023	BUFFALO NY, 14240-0927	/ /	0.0000	N		0.00
		11/07/2023		N		6.79

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	6.79

VENDOR TOTAL: 6.79

TRIPLES	TRIPLE S BOOSTERS	10/16/2023	101623	FOA	REFUND FOR COLOR RUN	
49857		11/07/2023		N		40.00
10/16/2023	,	/ /	0.0000	N		0.00
		11/07/2023		N		40.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-651.000	PARKS & REC USE FEES	40.00

VENDOR TOTAL: 40.00

VC3, INC.	VC3, INC.	10/26/2023	128089	FOA	OCT 2023 - MS 365 BUSINESS STANDARD	
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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		
49919	C/O PNC BANK	11/07/2023		N		562.50
	P.O. BOX 746804					
10/26/2023	ATLANTA GA, 30374-6804	/ /	0.0000	N		0.00
		11/07/2023		N		562.50
Open						

GL NUMBER	DESCRIPTION	AMOUNT
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	562.50

VENDOR TOTAL: 562.50

WATERTECH	WATER TECH	10/23/2023	58546	FOA	SEPTEMBER 2023	
49874	718 S MICHIGAN	11/07/2023		N		850.00
09/30/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		11/07/2023		N		850.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	850.00

VENDOR TOTAL: 850.00

TOTAL - ALL VENDORS: 724,146.53

FUND TOTALS:

Fund 101 - GENERAL FUND	87,080.78
Fund 285 - CLFRF GRANT	11,489.92
Fund 358 - MILLPOINTE ROAD DEBT SERVICE FUND	6,293.75
Fund 401 - CAPITAL PROJECTS FUND	211,458.95
Fund 536 - WATER SYSTEM FUND	34,707.65
Fund 539 - WATER REPLACEMENT FUND	210.00
Fund 577 - CABLE TV FUND	2,446.54
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	364,984.94
Fund 701 - TRUST AND AGENCY	1,704.00
Fund 702 - TRUST & AGENCY - NEW	3,770.00

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: October 31, 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 – \$98,229.34

October 31, 2023 Payroll - \$82,647.34

Financial Impact

Is a Budget Amendment Required? Yes No

All expenses are covered under the amended FY24 budget.

Attachments

Post Audit Bills List 10.12.2023

Post Audit Bills List 10.19.2023

Post Audit Bills List 10.26.2023

Payroll for 10.31.2023

10/25/2023 10:56 AM
User: SUSANC
DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 10/12/2023 - 10/12/2023

Check Date	Bank	Check #	Payee	Description	GL #	Amount
10/12/2023	FOA	44105	GEN-X PYROTECHNICS	PARKS - SPECIAL EVENTS	101-751-955.000	5,000.00
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		5,000.00
--- GL TOTALS ---						
101-751-955.000			PARKS - SPECIAL EVENTS		5,000.00	
			TOTAL		5,000.00	

Check Date	Bank	Check #	Payee	Description	GL #	Amount
10/19/2023	FOA	44131	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	51.02
		44131		UTILITIES - GAS	536-000-920.001	16.00
						67.02
10/19/2023	FOA	44132	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,235.92
		44132		STREET LIGHTS	101-448-921.000	45.98
		44132		UTILITIES	101-567-920.000	14.97
		44132		UTILITIES - ELECTRIC	101-751-920.002	125.71
		44132		UTILITIES - ELECTRIC	536-000-920.002	3,333.49
						4,756.07
10/19/2023	FOA	44133	LIVINGSTON DAILY PRESS & ARGUS	PRINTING & PUBLICATIONS	101-215-900.000	160.00
		44133		PRINTING & PUBLICATIONS	101-400-900.000	120.00
						280.00
TOTAL - ALL FUNDS				TOTAL OF 3 CHECKS		5,103.09

--- GL TOTALS ---

101-215-900.000	PRINTING & PUBLICATIONS	160.00
101-265-920.001	UTILITIES - GAS	51.02
101-265-920.002	UTILITIES - ELECTRIC	1,235.92
101-400-900.000	PRINTING & PUBLICATIONS	120.00
101-448-921.000	STREET LIGHTS	45.98
101-567-920.000	UTILITIES	14.97
101-751-920.002	UTILITIES - ELECTRIC	125.71
536-000-920.001	UTILITIES - GAS	16.00
536-000-920.002	UTILITIES - ELECTRIC	3,333.49
	TOTAL	5,103.09

Check Date	Bank	Check #	Payee	Description	GL #	Amount
10/26/2023	FOA	44134	AMAZON CAPITAL SERVICES	SUPPLIES & POSTAGE	101-215-727.000	18.99
10/26/2023	FOA	44135	D.V.M UTILITIES, INC.	WATER CONSTRUCT IN PROGRESS	539-000-150.000	72,963.64
10/26/2023	FOA	44136	DELTA DENTAL	ACCRUED DENTAL BENEFITS	001-000-257.101	223.16
		44136		EMPLOYMENT EXPENSE	101-192-716.000	70.64
		44136		EMPLOYMENT EXPENSE	101-215-716.000	66.64
		44136		EMPLOYMENT EXPENSE	101-253-716.000	133.28
		44136		EMPLOYMENT EXPENSE	101-400-716.000	187.83
		44136		EMPLOYMENT EXPENSE	101-441-716.000	242.38
		44136		EMPLOYMENT EXPENSE	536-000-716.000	191.83
						<u>1,115.76</u>
10/26/2023	FOA	44137	DTE ENERGY	UTILITIES - ELECTRIC	206-000-920.002	23.00
10/26/2023	FOA	44138	LOWES BUSINESS ACCT/SYNCB	OPERATING SUPPLIES	101-751-740.000	205.78
10/26/2023	FOA	44139	MUTUAL OF OMAHA	ACCRUED STD/LTD BENEFITS	001-000-257.103	190.01
		44139		EMPLOYMENT EXPENSE	101-192-716.000	108.63
		44139		EMPLOYMENT EXPENSE	101-209-716.000	155.25
		44139		EMPLOYMENT EXPENSE	101-215-716.000	65.08
		44139		EMPLOYMENT EXPENSE	101-253-716.000	79.04
		44139		EMPLOYMENT EXPENSE	101-400-716.000	124.66
		44139		EMPLOYMENT EXPENSE	101-441-716.000	89.29
		44139		EMPLOYMENT EXPENSE	536-000-716.000	138.06
						<u>950.02</u>
10/26/2023	FOA	44140	PRIORITY HEALTH	ACCRUED MEDICAL BENEFITS	001-000-257.100	2,289.60
		44140		EMPLOYMENT EXPENSE	101-192-716.000	1,267.56
		44140		EMPLOYMENT EXPENSE	101-215-716.000	1,394.34
		44140		EMPLOYMENT EXPENSE	101-253-716.000	633.78
		44140		EMPLOYMENT EXPENSE	101-441-716.000	3,485.88
		44140		EMPLOYMENT EXPENSE	536-000-716.000	2,376.72
						<u>11,447.88</u>
10/26/2023	FOA	44141	VERIZON WIRELESS	DUE TO EMPLOYEES	101-000-232.000	63.20
		44141		REPAIRS & MAINTENANCE	101-209-930.000	80.02
		44141		TELEPHONE	101-265-851.000	775.78
		44141		TELEPHONE	536-000-851.000	248.57
		44141		TELEPHONE	577-000-851.000	40.01
						<u>1,207.58</u>
10/26/2023	FOA	44142	VSP INSURANCE CO. (CT)	DECEMBER 2022 PREMIUMS	001-000-257.102	38.72
		44142		DECEMBER 2022 PREMIUMS	101-192-716.000	14.20
		44142		DECEMBER 2022 PREMIUMS	101-215-716.000	11.95
		44142		DECEMBER 2022 PREMIUMS	101-253-716.000	23.90
		44142		DECEMBER 2022 PREMIUMS	101-400-716.000	31.62
		44142		DECEMBER 2022 PREMIUMS	101-441-716.000	39.34
		44142		DECEMBER 2022 PREMIUMS	536-000-716.000	33.87
						<u>193.60</u>

Check Date	Bank	Check #	Payee	Description	GL #	Amount
			TOTAL - ALL FUNDS	TOTAL OF 9 CHECKS		88,126.25
--- GL TOTALS ---						
001-000-257.100				ACCRUED MEDICAL BENEFITS		2,289.60
001-000-257.101				ACCRUED DENTAL BENEFITS		223.16
001-000-257.102				ACCRUED VISION BENEFITS		38.72
001-000-257.103				ACCRUED STD/LTD BENEFITS		190.01
101-000-232.000				DUE TO EMPLOYEES		63.20
101-192-716.000				EMPLOYMENT EXPENSE		1,461.03
101-209-716.000				EMPLOYMENT EXPENSE		155.25
101-209-930.000				REPAIRS & MAINTENANCE		80.02
101-215-716.000				EMPLOYMENT EXPENSE		1,538.01
101-215-727.000				SUPPLIES & POSTAGE		18.99
101-253-716.000				EMPLOYMENT EXPENSE		870.00
101-265-851.000				TELEPHONE		775.78
101-400-716.000				EMPLOYMENT EXPENSE		344.11
101-441-716.000				EMPLOYMENT EXPENSE		3,856.89
101-751-740.000				OPERATING SUPPLIES		205.78
206-000-920.002				UTILITIES - ELECTRIC		23.00
536-000-716.000				EMPLOYMENT EXPENSE		2,740.48
536-000-851.000				TELEPHONE		248.57
539-000-150.000				WATER CONSTRUCT IN PROGRESS		72,963.64
577-000-851.000				TELEPHONE		40.01
				TOTAL		88,126.25

Check Register Report For Hartland Township
For Check Dates 10/31/2023 to 10/31/2023

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
10/31/2023	FOA	17457	MISSION SQUARE	1,127.01	1,127.01	0.00	Open
10/31/2023	FOA	17458	MISSION SQUARE	2,979.29	2,979.29	0.00	Open
10/31/2023	FOA	17459	MISSION SQUARE	2,732.53	2,732.53	0.00	Open
10/31/2023	FOA	17460	MISSION SQUARE	200.00	200.00	0.00	Open
10/31/2023	FOA	17461	AMERICAN FAMILY LIFE ASSURANCE CO	32.30	32.30	0.00	Open
10/31/2023	FOA	DD8821	BEDUHN, TIMOTHY L.A.	2,378.00	0.00	1,851.94	Cleared
10/31/2023	FOA	DD8822	BERNARDI, MELYNDA A	1,937.69	0.00	1,511.75	Cleared
10/31/2023	FOA	DD8823	BROOKS, TYLER J	2,886.00	0.00	2,023.44	Cleared
10/31/2023	FOA	DD8824	CARRIGAN, AMANDA K	3,425.00	0.00	2,711.58	Cleared
10/31/2023	FOA	DD8825	CASE, SUSAN E	1,861.27	0.00	1,142.90	Cleared
10/31/2023	FOA	DD8826	CIOFU, LARRY N	2,856.09	0.00	2,060.43	Cleared
10/31/2023	FOA	DD8827	COSGROVE, HEATHER H	1,767.17	0.00	1,459.13	Cleared
10/31/2023	FOA	DD8828	DRYDEN-HOGAN, SUSAN A	3,777.57	0.00	2,684.57	Cleared
10/31/2023	FOA	DD8829	ECKMAN, MATTHEW A	90.00	0.00	79.28	Cleared
10/31/2023	FOA	DD8830	FOUNTAIN, WILLIAM J	2,856.09	0.00	2,399.55	Cleared
10/31/2023	FOA	DD8831	FOX, LAWRENCE E	360.00	0.00	317.16	Cleared
10/31/2023	FOA	DD8832	GERMANE, MATTHEW J	746.00	0.00	663.93	Cleared
10/31/2023	FOA	DD8833	GRISSIM, SUSAN L	90.00	0.00	83.11	Cleared
10/31/2023	FOA	DD8834	HAASETH, GWYN M	860.00	0.00	767.22	Cleared
10/31/2023	FOA	DD8835	HORNING, KATHLEEN A	3,106.09	0.00	2,159.01	Cleared
10/31/2023	FOA	DD8836	HUBBARD, TONYA S	1,617.35	0.00	1,029.46	Cleared
10/31/2023	FOA	DD8837	JOHNSON, LISA	2,410.09	0.00	1,553.42	Cleared
10/31/2023	FOA	DD8838	KENDALL, ANTHONY S	50.07	0.00	46.25	Cleared
10/31/2023	FOA	DD8839	LANGER, TROY D	4,017.92	0.00	2,839.59	Cleared
10/31/2023	FOA	DD8840	LOFTUS, DANIEL M	753.06	0.00	645.85	Cleared
10/31/2023	FOA	DD8841	LOUIS, CASEY	1,123.41	0.00	869.11	Cleared
10/31/2023	FOA	DD8842	LUCE, MICHAEL T	3,958.33	0.00	2,897.29	Cleared
10/31/2023	FOA	DD8843	MAYER, JAMES L	90.00	0.00	79.28	Cleared
10/31/2023	FOA	DD8844	MCMULLEN, SUMMER L	836.00	0.00	712.57	Cleared
10/31/2023	FOA	DD8845	MITCHELL, MICHAEL E	90.00	0.00	83.11	Cleared
10/31/2023	FOA	DD8846	MORGANROTH, CAROL L	2,147.49	0.00	1,665.55	Cleared
10/31/2023	FOA	DD8847	MURPHY, THOMAS A	100.00	0.00	88.10	Cleared
10/31/2023	FOA	DD8848	NIXON, MITCHELL A	2,734.25	0.00	2,073.17	Cleared
10/31/2023	FOA	DD8849	O'CONNELL, DENISE	746.00	0.00	532.35	Cleared

Check Register Report For Hartland Township
 For Check Dates 10/31/2023 to 10/31/2023

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
10/31/2023	FOA	DD8850	PETRUCCI, JOSEPH M	746.00	0.00	633.29	Cleared
10/31/2023	FOA	DD8851	RADLEY, JAMES W	1,080.00	0.00	900.30	Cleared
10/31/2023	FOA	DD8852	SHOLLACK, DONNA M	1,722.37	0.00	1,312.37	Cleared
10/31/2023	FOA	DD8853	SOSNOWSKI, SHERI R	2,133.90	0.00	1,611.40	Cleared
10/31/2023	FOA	DD8854	WYATT, MARTHA K	3,120.52	0.00	2,039.78	Cleared
10/31/2023	FOA	EFT701	FEDERAL TAX DEPOSIT	13,111.92	13,111.92	0.00	Cleared
10/31/2023	FOA	EFT702	MI DEPT OF TREASURY	3,990.56	3,990.56	0.00	Cleared
Totals:				Number of Checks: 041	82,647.34	24,173.61	43,527.24
Total Physical Checks:				5			
Total Check Stubs:				36			

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 10-10-23 Hartland Township Board Special Meeting Minutes

Date: November 1, 2023

Recommended Action

Move to approve the Hartland Township Board Special Meeting Minutes for October 10, 2023.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

10-10-23 HTB Special Minutes - DRAFT

DRAFT

1. Call to Order

Supervisor Fountain called the meeting to order 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

Also present was Interim Manager Mike Luce.

4. Approval of the Agenda

Move to approve the agenda for the October 10, 2023 Hartland Township Board Special 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

5. Call to the Public

No one came forward.

6. Pending and New Business

- a. Closed Session: To consult with the Township Attorney regarding trial or settlement strategy regarding pending litigation in accordance with the Open Meetings Act, MCL 15.268(e).
- b. Closed Session: To consider a periodic personnel evaluation of the Interim Township Manager, at his request under MCL 15.268(a)

Move to go into closed session to discuss pending litigation with the Township Attorney. as well as to review the Interim Manager at his request to be done in closed session.

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

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

Voting Nay: None

Absent: None

Motion passes: 7 - 0 - 0

The Board is in closed session at 7:03 p.m.

The Board came out of closed session at 9:25 p.m.

HARTLAND TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING MINUTES

October 10, 2023 – 7:00 PM

7. Adjournment

Move to adjourn the meeting at 9:25 p.m.

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

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

Voting Nay: None

Absent: None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 10-10-23 Hartland Township Board Closed Session Meeting Minutes

Date: November 1, 2023

Recommended Action

Move to approve the Hartland Township Board Closed Session Meeting Minutes for October 10, 2023.

Discussion

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

Financial Impact

None

Attachments

None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 10-17-23 Hartland Township Board Regular Meeting Minutes

Date: November 1, 2023

Recommended Action

Move to approve the Hartland Township Board Regular Meeting Minutes for October 17, 2023.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

10-17-23 HTB Minutes - DRAFT

DRAFT

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

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

ABSENT: None

Also present were Township Interim Manager Mike Luce and Planning Director Troy Langer.

4. Approval of the Agenda

Move to approve the agenda for the October 17, 2023 Hartland Township Board meeting as presented.

Motion made by Clerk Ciofu, Seconded by Treasurer Horning.

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

Voting Nay: None

Abstaining: Trustee O'Connell (teleconference)

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the October 17, 2023 Hartland Township Board meeting as presented.

Motion made by Trustee Petrucci, Seconded by Trustee Germane.

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

Voting Nay: None

Abstaining: Trustee O'Connell (teleconference)

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 10-03-23 Hartland Township Board Regular Meeting Minutes
- d. Oakland County Online Payment Agreement

7. Pending & New Business

- a. Site Plan/PD Application #23-008, Highland Reserve Planned Development (PD) - Preliminary Site Plan

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

October 17, 2023 – 7:00 PM

Supervisor Fountain invited the applicant, Michael West of Green Development Ventures, to come forward and turned the discussion over to Planning Director Troy Langer. Director Langer stated that this was a Planned Development (PD) and gave a brief overview of the three step PD process. He stated the first step was the conceptual review, where the applicant presents a concept plan to the Planning Commission (PC) and the Township Board. There are no actual decisions or recommendations made at this time, but the PC or the Board will just provide feedback and comments regarding the concept plan. If it is deemed worthy of moving forward, the next stage is the preliminary plan. This is where the applicant gets into more details regarding the site plan, such as landscaping, lighting, design, and open space, effectively almost creating a new ordinance for the property. The PC held a public hearing on this request on September 28th and recommended approval. It then goes to the Board which is where we are at today. The remaining phase is the final phase of the PD where we are looking at the legal instruments such as easements, deed restrictions, Master Deeds, and the PD Agreement. All of these documents would be reviewed by the PC and Board and if approved we would be rezoning the property to a PD.

Director Langer stated that this project is on about 40 acres, south of M-59 near the Cundy Rd. and M-59 intersection, east of Hartland Glen Golf Course. It is primarily comprised of 101 single family homes of which 35 will be single family rental homes and 66 will be single family owner occupied homes. Also included in this project is about 1.9 acres of property in the northwest corner of the property that would remain with the current owner and be developed as commercial property. The primary focus of the commercial area would be restaurants, retail, gas stations and drive through restaurants, and all uses are listed in the staff report. All of the roads in the project are private roads and they do connect to M-59. They have not received all of their approvals from MDOT, but we did receive an e-mail from MDOT confirming that the location of the connection is okay. They may have to make some changes to the deceleration and acceleration lanes or changes to the median that are still to be determined. They have future connections to east and south and they will connect to Hartland Glen Lane.

Director Langer stated that items discussed at PC public hearing related to open space, landscaping, and shape of the detention/retention basins. There was also discussion on the commercial area and the PC thought that any of the uses in the general commercial that are only permitted by a special land use should also require a special land use as part of this PD. There also was discussion on the setbacks as they proposed a five foot setback from the property line, which means the houses would be ten feet apart. He stated the PC did recommend approval and he would be available to answer questions from the Board. Supervisor Fountain asked the applicant if he had anything to add and the applicant stated he did not. He stated that since he was before the Board in April with the conceptual plan, they have been working closely with Mr. Langer and staff to address all of the issues. He stated that following a preliminary plan approval they realize they would have to go through the final approval and get all of their easements and agreements in line. He stated they have had preliminary conversations with MDOT, the Livingston County Drain Commission (LCDC) and Redwood Homes.

Trustee Petrucci stated he has issues with the setbacks from a fire situation, but he understood that an upgraded wall material would be on the closest side of the homes. The applicant stated that where they use all of the setback in the buildable envelope they use a self-imposed one hour firewall material. He stated that the ten foot housing separation will not be used throughout the development, but will allow for flexibility in providing different housing products. He stated the sample portfolio provided in the packet are all 40 foot or less home widths which would have 10 foot setbacks and would be 20 feet apart. Having the flexibility with the 5 foot setback would give them a 50 foot wide building site which would allow for a three car garage if a person would want that. In reality, he stated they will probably only have a few locations where this would occur and it will have the self-imposed one hour firewall. Treasurer Horning stated most of her questions were answered at the conceptual review but

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

October 17, 2023 – 7:00 PM

stated she liked the fact that you are mixing up the housing products so they are not all identical and she liked the configuration. Trustee Germane inquired as to whether there was a ditch along the existing driveway that would connect all of the wetlands. The applicant stated that there was and it is actually located off of their property right along the east side of Hartland Glen Road. Trustee Germane also inquired as to whether the wetlands were part of the 40 acres of open space in the development and the applicant stated that it was included. Trustee Germane inquired as to the location of the walking paths. The applicant stated that the path starts in the northwest corner and wraps around the north side of the larger wetland area and follows the wetlands around to the southwest corner and connects to the sidewalk on the private street. There is a second path in the southeast corner around the park area. Trustee Germane inquired about the wetland near the commercial development and the applicant stated that their wetland consultants are unsure as to whether that is a regulated wetland, and suggested that the commercial property owner reach out to EGLE. He stated the property owner has a copy of the wetland deliniation. Trustee Germane stated he thought it was a well thought out development and would be a nice addition to the township. Clerk Ciofu inquired as to the location of the park area and it was stated that it was in the southeast corner. Clerk Ciofu pointed out that the map in the package was not the the latest version and was fine with the location on the latest version. Supervisor Fountain commented on the thorough traffic plan and inquired as to whether MDOT has approved the location of the exit out on to M-59. The applicant stated MDOT stated it meets the geometric separation and designs. He stated they will not get a final MDOT approval until they submit a formal application. He stated that MDOT looked at the traffic study and stated the location was okay but they reserved any further comments until they apply. The applicant stated that the commercial property would generate about four times more traffic than the entire residential buildout. Director Langer stated that the property owner had a preliminary plan for the commercial property that reflected a connection out to M-59 and in his discussions with MDOT they had a number of issues with that connection. This preliminary commercial property plan was not included in this development in order to not hold up this entire project since we do not know what is really going on with the commercial property at this time.

Supervisor Fountain noted the access road to the property to the south of this development and inquired as to whether there would be any additional access roads connecting to M-59. Director Langer stated that traffic from any development to the south of this development would probably go through this development or through the Hartland Glen development. Supervisor Fountain inquired as to whether the the roads in this development would be able to handle development that comes later on. The applicant stated that they are meeting all of the road standards other than a slight difference in the width of the road, stating he believed they are 66 foot private road easements which would be sufficient to handle residential traffic. Supervisor Fountain stated that the packet that was put together was, in his opinion, way beyond what you would normally see in a preliminary plan. The applicant stated that this was well beyond what they would normally do but Mr. Langer gave them good direction and comprehensive reviews over the summer and they wanted to make sure it was a complete packet. He stated he will actually steal some of this information to include on future applications as there was a lot of good stuff in this package. Supervisor Fountain inquired of Director Langer as to the next step which is the final plan with all of the legal documents. Director Langer stated that this was correct and we would want to document all of easements for future road connections to avoid any issues, such as dealing with a homeowners association that states they don't want to connect in the future when Mr. West may no longer be involved. The applicant thanked Director Langer, the PC, and the Board for the thorough review. It was very comprehensive and very clear in the direction, which was refreshing as this is not always the case in dealing with other communities. Supervisor Fountain inquired as to whether having our ordinance online and accessible was helpful. The applicant stated that it was thorough but definitely easy to find what you needed and if we didn't we just reached out to the staff and they were very responsive. It has been a pleasure to work with Troy and his staff.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

October 17, 2023 – 7:00 PM

Move to approve Site Plan/PD #23-008, the Preliminary Planned Development Site Plan for Highland Reserve Planned Development as outlined in the staff memorandum dated October 10, 2023.

Motion made by Treasurer Horning, Seconded by Trustee Germane.

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

Voting Nay: None

Abstaining: Trustee O'Connell (teleconference)

b. 2023 Early Voting Location

Clerk Ciofu stated that Proposal 2022-2 requires nine days of early voting for all state and federal elections. There were three formats for early voting that were approved, entering into a county agreement where early voting would be coordinated for all participating jurisdictions in the county, enter into a municipal agreement with neighboring townships, or you could provide early voting for your own township. The Livingston County Clerks discussed a countywide agreement with the County Clerk and there was not enough interest in this arrangement, so the County stated that they would not be providing centralized early voting. We were approached by another Livingston County municipality in joining in a municipal agreement but logistically it was not beneficial. We will therefore be providing early voting here in Hartland Township. The most logical spot for the location of the early voting site is here in the Township Board room and we are planning on running the nine days of early voting from 8:00 a.m. to 4:00 p.m. starting on the second Saturday before the election to the Sunday before the election. The State requires us to get Board approval for our early voting site. Supervisor Fountain inquired if this was for every election and Clerk Ciofu stated it would be for every state and federal election, so a special election held for a millage proposal would not require an early voting period. Supervisor Fountain inquired as to how much the nine days early voting and election day voting would cost. Clerk Ciofu stated he submitted a Early Voting Grant request to the County to be submitted to the Secretary of State of around \$43,000 for all three 2024 elections. Based on the preliminary allocation of the grant funds we will most likely not receive all of our grant request. Supervisor Fountain inquired as to the rationale for this and Clerk Ciofu stated it was to make access to voting easier for all eligible voters.

Move to designate Hartland Township Hall at 2655 Clark Rd, Hartland, MI 48353 as the polling locations for precincts to conduct Early Voting

Motion made by Treasurer Horning, Seconded by Trustee McMullen.

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

Voting Nay: Trustee Petrucci

Abstaining: Trustee O'Connell (teleconference)

c. Township Hall Roof Replacement

Manager Luce gave a brief overview of the Township Hall roof condition stating we have made numerous repairs over the years and we are at the point where we have multiple leaks in the building and we are replacing ceiling tiles as often as we can. The roof is sixteen years old and the shingles are a thin homeowner type of shingle and they are past their useful life. We have discussed this numerous times and we have requested quotes for a new roof from six different companies. We have received three quotes, two included in tonight's package, and a third that was received late last night that does fall in line with the two quotes we received. We have built in a contingency for plywood replacement as we do not know exactly how many sheets of plywood will be needed. All three contractors that provided quotes stated they can do this job in November, which will get us a new roof before

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

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winter. Supervisor Fountain stated there are two types of roofs on this building, an asphalt portion and a flat membrane portion. Manager Luce replied that all of the contractors stated the membrane roof has another eight to ten years useful life, so we are just looking at the asphalt roof at this time.

Discussion was held on the pros and cons regarding metal roofs, the improvements in shingle technology, useful lifes of the various types of shingles, the look of the building under various roofing solutions, shingle weight, and warranties. Manager Luce is recommending going with Go To Roofing with a Class 4 Hail Impact Polymer Modified Shingle at a price not to exceed \$109,337. They offer a ten year no leak guaranty along with a warranty on the shingle and will charge \$65 for the purchase and installation of any additional plywood required. Manager Luce stated he would like to see the product before we move forward and that he has reached out to other communities with different types of buildings that were redone and they have been pleased with the product. Trustee Germane inquired as to how the not to exceed price was determined. Manager Luce stated that they measured the roof and came up with roughly 150 square. There are two pieces of plywood per square, and he assumed 50% of the roof needs new plywood. We added that amount to the Go To Roofing quote plus a 20% contingency should unforeseen items come up when we tear off the roof, gets you to the \$109,337 cost.

Move to approve the replacement of the Township Hall roof and contingency funding in an amount not to exceed \$109,337 and allow the Township Manager to act on behalf of the Township for decisions relating to the project.

Motion made by Trustee Germane, Seconded by Clerk Ciofu.

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

Voting Nay : None

Abstaining: Trustee O'Connell (teleconference)

d. Appointment of Michael Luce as Township Manager

Supervisor Fountain stated the Board met last week to discuss Mike Luce's performance as Interim Manager for the last 60 plus days. After a lengthy discussion it was the unanimous decision of the Board to appoint Mike Luce as our permanent Manager. We have a Manager's Committee who will get together and come up with a recommendation for a compensation package and contract for Manager Luce through March 31, 2025. Trustee Germane stated that the Manager's Committee did meet at 6:30 this evening and we anticipate having our draft contract internally reviewed and presented to Manager Luce to give him a chance to review it and if all things go well we would have this on our first November meeting.

Move to approve the appointment of Michael Luce as Hartland Township Manager effective October 11, 2023

Motion made by Treasurer Horning, Seconded by Clerk Ciofu.

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

Voting Nay; None

Abstaining: Trustee O'Connell (teleconference)

8. Board Reports

Treasurer Horning - Stated the contract for IT Services between Oakland County and Hartland Township approved tonight is the identical contract signed by Supervisor Fountain and herself five years ago and there were no changes to it. The reason we have a contract with different entities is that

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

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a government unit can not accept credit cards fees because the auditors say that we can absorb someone's credit card fees using Township funds. Most governments use an outside service for this function and this one seems to be a good one. It is a 2.75% rate for the people using it which is pretty good for people who want to use their credit or debit cards. They can also go online and use an e-check for \$2.50. Trustee Germane stated that basically we are acknowledging that they are going to provide this service on behalf of the Township and when the people pay with a credit card the fee goes directly to them. Treasurer Horning stated that is correct but they also can not make a profit just like us as they are Oakland County so there are times that we do get reserve money back based on our usage. She stated we have never had to pay any fees. She stated this has been a good product for us as it is fairly easy to use for people and on our end too. Trustee Germane wanted the public to know that when they pay with a credit card they are actually paying the fee separately and that there is no expense to the Township.

Trustee Germane - No report.

Trustee O'Connell - No report.

Trustee McMullen - No report.

Trustee Petrucci - No report.

Clerk Ciofu - No report.

Supervisor Fountain - No report.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager Luce stated the State of the Community is Wednesday, October 25th at 5:00 p.m. at the Hartland Music Hall. He gave a brief update on the HERO Center improvements stating we have a few items to complete including the exploration of the wet area in the back of the Center. He stated Buffalo Wild Wings is moving along, all of the underground has been completed, although the brick masons recently backed over a valve and broke it. We have a contractor coming in to repair the valve but we had to shut down the water main and the masons cannot get water at this time. He stated a recent WHMI article stated that City of Fenton bought 113 sewer REU's from the Genesee County Treatment Plant. Genesee County only had a limited amount of REU's available for purchase when they did their plant expansion. Manager Luce stated he spoke with the City of Fenton and doing some research on his own, found out that these REUs are being designated for development areas. Fenton is at about 75% of their total sewer REU capacity prior to this purchase. He stated that Hartland could not purchase REU's from Genesee County as the Interjurisdictional Agreement is between Genesee County and Livingston County, not Hartland Township. Manager Luce stated that we will be doing crack sealing and seal coating at Fire Station 62 prior to winter at an approximate cost of under \$4000. He also mentioned the new Hartland Township Water Plant sign on M-59 as we were having issues with delivery companies not understanding where the water treatment is at. In addition the construction easement access to Hunter's Ridge is showing up as a road on Google maps and we are working with Google maps to get this changed to limit traffic at the Water Treatment Plant.

b. HDFA Fire Station Location Study

Trustee Germane was excused from the meeting at 8:05 p.m.

Hartland Deerfield Fire Authority (HDFA) Fire Chief Adam Carroll was present along with Jeffrey Grote and Joe Powers of ESCI via zoom who would respond to any questions the Board may have

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

October 17, 2023 – 7:00 PM

regarding the HDFA Station Location Study. Manager Luce stated the intentions of this work session is to continue our discussions on our options and how we will move forward with the station location study. A request was made in a previous work session to have Chief Carroll prepare options for renovating the existing main station, building a substation, and building a new main station. There were also questions that the Board had on the actual study. Manager Luce turned the meeting over to Chief Carroll and the ESCI representatives. Chief Carroll gave a brief overview of the process that led to the Station Location Study and stated the focus of the study was to find the best station locations that would best serve the community. Discussion was held on response time standards, current response times, optimum location response times, and future development effects on response times. Mutual aid agreements were discussed as to their purpose and what effect they would have on the response times. ESCI representatives clarified that mutual aid agreements would not have a significant effect on the overall response times as they are primarily for structural fires which are a small portion of the overall fire station calls. They also confirmed that future development was considered in the location study as they had conversations with the Planning Director and Township Manager on developments. ESCI gave a brief overview of the methodology of how the study was developed. Further discussion was held on future development areas, the four quadrant sections of Hartland Township bisected by US-23 and M-59, traffic issues in the four quadrants, and location and staffing of substations.

The ESCI representatives left the meeting at 8:35 p.m.

Chief Carroll presented several photographs of relatively new fire stations in the area with associated building costs. Cost ranged from \$4.7 million plus property cost for a substation to \$9.8 million plus property for a main station. Discussion was held on substation staffing and equipment needs, estimated acreage, square footage, costs for a substation and a main station, training area needs and location, and station locations with regards to planned and potential future road/traffic improvements. Discussion was also held on the feasibility of expanding the current main station on the existing property considering restrictions on that parcel of land regarding Spranger Field and the HERO Center. Discussion was held on getting a draft plan for the current situation and future considerations, developing a plan for acquiring property for future needs, and determining an amount and purpose of a millage for these plans. A brief discussion was held on temporary storage issues at the main station and some possible solutions were proposed.

10. Adjournment

Move to adjourn the meeting at 9:35 P.M.

Motion made by Treasurer Horning, Seconded by Trustee McMullen.

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

Voting Nay: None

Abstaining: Trustee O'Connell (teleconference)

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director

Subject: Land Use Permit #20-225 – Release of Performance Bond for 2830 & 2832 Clark Road

Date: October 31, 2023

Recommended Action

Approve the release of the performance cash bond of \$1,000 for the purpose of ensuring the removal of a temporary dwelling from the subject property.

Discussion

Applicant: Clifford Lindahl

Site Description

Mr. Lindahl owned two (2) adjacent properties at 2830 Clark Road and 2832 Clark Road. He desired to combine these properties into a single parcel. However, since both parcels contained single family residential structures on the property, the properties couldn't be combined in compliance with the single-family residential zoning district requirements. Mr. Lindahl proposed demolishing one of the residential structures; however, this would have left an accessory structure on that parcel without a principal structure, which also would not comply with the zoning ordinance regulations. As a result, Mr. Lindahl deposited a performance bond to ensure the property would either be combined after the residential structure was removed from the property or the accessory structure would also be demolished.

The single-family house was used by the Fire Authority in training exercise and has been removed from the property. Also, Mr. Lindahl has applied for a land division (PLD #23-004) to combine these properties into a single parcel.

As a result, all the requirements of this bond have been performed.



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

October 23, 2023

Clifford Lindahl
2832 Clark Rd
Hartland MI 48353

RE: Cash Performance Bond Release – Lindahl 101-000-283-000.0019

Dear Sir or Madam:

The Township of Hartland's trust and agency records show a balance of \$1,000.00 received on 10/7/2020 in your account. This Cash Performance Bond account was associated with the demolition of a dwelling with accessory structures remaining in preparation for a land combination located at 2830 & 2832 Clark Road PLU 20-225 issued 10/8/2020 and PLD 23-004 issued 9/28/23.

The Township has determined that the project has either satisfied all requirements for completion or has been postponed or abandoned. Therefore, the Township of Hartland is releasing the balance of your escrow account and closing the account associated with the above reference application number. The release of these funds is in accordance with the Michigan Uniform Unclaimed Property Act (Public Act 29 of 1995). A check will follow in a separate mailing.

If you have any questions regarding the information contained in this letter, please contact the undersigned at (810) 632-7498. Hartland Township appreciates your investment in the community.

Sincerely,

Troy Langer, Planning Director

Cc: S. Dryden-Hogan, Finance Director

HARTLAND TOWNSHIP CHECK REQUEST

Date: October 23, 2023

Amount: \$1,000.00

Payee: Clifford Lindahl

Purpose: Release of Cash Bond Account 101-000-283-000.0019

Check is to be made out to
Clifford Lindahl
2832 Clark Rd
Hartland MI 48353

Check requested by: Troy Langer, Planning Director
PLEASE Give copy of check to Planning Department

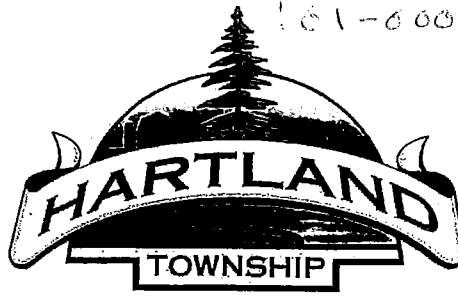
Accounting:
Account to be charged: 101-000-283-000.0019

FB Reference#: PLU 20-225 issued 10/8/2020 & PLD 23-004 issued 9/28/23
Date: Funds received 10/7/2020



OFFICE OF THE PLANNING DIRECTOR
Troy Langer

2655 Clark Road
Hartland, Michigan 48353
(810) 632-7498 Office
(810) 632-6950 Fax
tlanger@hartlandtwp.com



101-000-283-000.0019

SUPERVISOR
William Fountain

CLERK
Larry Ciofu

TREASURER
Kathleen Horning

TRUSTEES
Joe Colaianne
Glenn Harper
Matthew Germane
Joe Petrucci

ESCROW ACCOUNT INFORMATION & RECEIPT

Property Address: 2839 Clark Rd Hartland Development Name:

Parcel Identification Number(s):

Date:	Commercial Developments		Escrow Estimate
<u>10-7-2020</u>	<input type="checkbox"/> Land Use Permit Review (NEW ESCROW ACCOUNT)	\$ _____	Demo house with accessory bldgs remaining
Related Case No: (Previously assigned) <u>PLU 20-225</u>	<input type="checkbox"/> Observations/Inspections (NEW ESCROW ACCOUNT)	\$ _____	
	<input checked="" type="checkbox"/> Escrow Account Deposit (ESTABLISHED ACCOUNT)	\$ <u>1000.-</u>	

CONTACT INFORMATION

Company Name					
Last Name	<u>Lindahl</u>	First	<u>Clifford</u>	M.I.	<u>6</u>
Street Address <u>2839 Clark Rd</u>					
City	<u>Hartland</u>	State	<u>MI</u>	Zip	<u>48353</u>
Phone	<u>810-599-9500</u>	Fax		E-mail Address	<u>JPLindahl@HartlandMI.com</u>

ALTERNATE CONTACT INFORMATION

Company Name					
Last Name		First		M.I.	
Street Address					
City		State		Zip	
Phone		Fax		E-mail Address	

APPLICANT SIGNATURE

The applicant acknowledges that he/she has the sole responsibility of complying with the requirements of any applicable Hartland Township Ordinance notwithstanding the signature or approval of any employee(s) or official(s) of Hartland Township and that Hartland Township is not bound to recognize the approval of other action of any such employee(s) or official(s) which is not in compliance with any applicable Hartland Township Ordinance.

Signature of Applicant: [Signature] Date: 10-7-2020

This application is valid when signed by the cashier at the Treasurer's Office confirming payment of fees as noted.

Account Number: 702-000-290-000 (Escrow) \$ 1000⁰⁰
101-000-283-000-0019
Receipt Number: 134160

[Signature]
Treasurer's Authorized Signature

10-7-20
Date

HARTLAND TOWNSHIP
2655 CLARK ROAD
HARTLAND, MI 48353
Phone : 810-632-7498
WWW.HARTLANDTWP.COM

Received From: LINDAHL
Date: 10/07/2020 Time: 11:35:05 AM
Receipt: 134166 *** REPRINT ***
Cashier: KATHIE

ITEM REFERENCE	AMOUNT
OTHER Other revenues	\$1,000.00
TOTAL	\$1,000.00
Check 1284	\$1,000.00
Total Tendered:	\$1,000.00
Change:	\$0.00



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

October 23, 2023

Clifford Lindahl
2832 Clark Rd
Hartland MI 48353

RE: Cash Performance Bond Release – Lindahl 101-000-283-000.0019

Dear Sir or Madam:

The Township of Hartland's trust and agency records show a balance of \$1,000.00 received on 10/7/2020 in your account. This Cash Performance Bond account was associated with the demolition of a dwelling with accessory structures remaining in preparation for a land combination located at 2830 & 2832 Clark Road PLU 20-225 issued 10/8/2020 and PLD 23-004 issued 9/28/23.

The Township has determined that the project has either satisfied all requirements for completion or has been postponed or abandoned. Therefore, the Township of Hartland is releasing the balance of your escrow account and closing the account associated with the above reference application number. The release of these funds is in accordance with the Michigan Uniform Unclaimed Property Act (Public Act 29 of 1995). A check will follow in a separate mailing.

If you have any questions regarding the information contained in this letter, please contact the undersigned at (810) 632-7498. Hartland Township appreciates your investment in the community.

Sincerely,

Troy Langer, Planning Director

Cc: S. Dryden-Hogan, Finance Director



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

September 28, 2023

Clifford G & Jana Joy Lindahl
2832 Clark Rd.
Hartland, Michigan 48353

Re: New Parcel Numbers for recent parcel boundary line adjustment.
Parent parcel Numbers: 4708-22-100-005 & 4708-22-100-008

Dear Mr. & Mrs. Lindahl,

The following parcel identification number has been assigned to the newly created parcel by your land boundary adjustment application number: 23-004.

4708-22-100-030 10.11 Acres, Combined parcel as noted on Garlock-Smith Professional Surveyors survey dated 03/15/2023.

This assigned temporary parcel number will be effective with the 2024 assessment year starting with the assessment notice typically mailed in February, **subject to all 2023 taxes for both parcels being paid by 12/31/2023.** The old parent parcel numbers will be retired.

Approval of a Division/Combination is not a determination that the created or resulting parcels comply with other laws, ordinances of the Township or applicable regulations. The Township and its officers and employees shall not be liable for approving a Division if building permits for construction on the parcels are subsequently denied because of inadequate water supply, sewage disposal facilities, and access or otherwise.

If you have any questions, do not hesitate to call.

Sincerely,

Amanda Carrigan, Township Assessor
Troy Langer, Planning Director
Mike Luce, DPW Director
cc: file

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
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Fund 101 GENERAL FUND								
10/01/2023			101-000-283.000-0019 LINDAHL ACCESSORY BUILDING		BEG. BALANCE		(1,000.00)	
10/31/2023			101-000-283.000-0019 LINDAHL ACCESSORY BUILDING		END BALANCE		(1,000.00)	

From: Carol Morganroth
Sent: Monday, July 24, 2023 5:57 PM
To: Dan Loftus
Subject: RE: 2832 Clark house demo'd

Thanks Dan!

Kind Regards,



Carol L. Morganroth
Planning Assistant
810.632.7498 o | 517.896.7884
m 2655 Clark Road
Hartland, MI 48353
www.hartlandtwp.com

From: Dan Loftus <dloftus@hartlandtwp.com>
Sent: Monday, July 24, 2023 3:40 PM
To: Carol Morganroth <CMorganroth@hartlandtwp.com>
Cc: Troy Langer <TLanger@hartlandtwp.com>
Subject: RE: 2832 Clark house demo'd

June 2023



March 2021



Dan Loftus
Zoning Inspector
810.632.7498 ext. 241
2655 Clark Road
Hartland, MI 48353
www.hartlandtwp.com

From: Carol Morganroth <CMorganroth@hartlandtwp.com>
Sent: Wednesday, July 19, 2023 10:42 AM
To: Dan Loftus <dloftus@hartlandtwp.com>
Cc: Troy Langer <TLanger@hartlandtwp.com>
Subject: 2832 Clark house demo'd

Dan,
Clifford Lindahl is in the process of combining property and built a new house while the existing house was still standing. They put a Performance Guarantee down of \$1000 for the removal of the old house. The fire department used it for training and has removed the structure. Would you please confirm visually that it has been removed? If so, we will process the refund of the PG funds.

Kind Regards,



Carol L. Morganroth
Planning Assistant
810.632.7498 o | 517.896.7884
m 2655 Clark Road
Hartland, MI 48353
www.hartlandtwp.com

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director

Subject: Land Use Permit #22-190 – Release of Performance Bond for 13445 Hibner Road

Date: October 31, 2023

Recommended Action

Approve the release of the performance cash bond of \$20,000 for the removal of an existing single-family house upon completion of a new single-family house constructed on same property.

Discussion

Applicant: Christopher and Kyleigh Naismith

Site Description

Mr. and Mrs. Naismith own property at 13445 Hibner Road. This property contained an existing single-family structure on the property. The Naismith's desired to construct a new single family residential structure on this property and remain living in the existing structure until the completion of the new structure. This would have placed two (2) single family structures on the property at the same time, which is not permitted under the zoning ordinance. As a result, the Naismith's provided a cash bond with the Township to ensure that upon completion of the new single-family house, the existing house would be removed from the site.

The Naismith's have successfully completed their new single-family structure and have demolished and removed the previous single-family residential structure from the property.

As a result, the Naismith's have completed their obligations associated with the requirements of the performance bond.



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

October 23, 2023

Christopher & Kyleigh Naismith
13445 Hibner
Hartland MI 48353

RE: Cash Performance Bond Release – Naismith 101-000-283-000.0037

Dear Sir or Madam:

The Township of Hartland's trust and agency records show a balance of \$20,000.00 received on 7/7/2022 in your account. This Cash Performance Bond account was associated with the construction of a new home while residing in an existing home located at 13445 Hibner PLU 22-190 issued 7/13/2022.

The Township has determined that the project has either satisfied all requirements for completion or has been postponed or abandoned. Therefore, the Township of Hartland is releasing the balance of your escrow account and closing the account associated with the above reference application number. The release of these funds is in accordance with the Michigan Uniform Unclaimed Property Act (Public Act 29 of 1995). A check will follow in a separate mailing.

If you have any questions regarding the information contained in this letter, please contact the undersigned at (810) 632-7498. Hartland Township appreciates your investment in the community.

Sincerely,

Troy Langer, Planning Director

Cc: S. Dryden-Hogan, Finance Director

HARTLAND TOWNSHIP CHECK REQUEST

Date: October 23, 2023

Amount: \$20,000.00

Payee: Christopher & Kyleigh Naismith

Purpose: Release of Cash Bond Account 101-000-283-000.0037

Check is to be made out to
Christopher & Kyleigh Naismith
13445 Hibner
Hartland MI 48353

Check requested by: Troy Langer, Planning Director
PLEASE Give copy of check to Planning Department

Accounting:
Account to be charged: 101-000-283-000.0037



FB Reference#: PLU 22-190 issued 7/13/2022
Date: Funds received 7/7/2022

OFFICE OF THE PLANNING DIRECTOR
Troy Langer

2655 Clark Road
Hartland, Michigan 48353
(810) 632-7498 Office
tlanger@hartlandtp.com



101-000-283.000-0037

SUPERVISOR
William Fountain

CLERK
Larry Ciofu

TREASURER
Kathleen Horning

TRUSTEES
Matthew Germane
Summer L. McMullen
Denise M. O'Connell
Joe Petrucci

DEVELOPER ACCOUNT INFORMATION & RECEIPT

Property Address: 13445 Hibner		Development Name:	
Parcel Identification Number(s): 4708-12-300-054 (12-300-012 parent parcel)			
Date: 7/7/22	Commercial Developments		Developer Estimate
	<input type="checkbox"/> Land Use Permit Review (NEW DEVELOPER ACCOUNT)	\$ 20,000	
	<input type="checkbox"/> Observations/Inspections (NEW DEVELOPER ACCOUNT)	\$ _____	
Related Case No: (Previously assigned) 22-190	<input type="checkbox"/> Developer Account Deposit (ESTABLISHED ACCOUNT)	\$ _____	

CONTACT INFORMATION


Company Name					
Last Name	CHRISTOPHER	First	WASSMITH	M.I.	
Street Address 13445 Hibner					
City	HARTLAND	State	MI	Zip	48353
Phone	810 577 3327	E-mail Address	CWA + SWSMTH@UMICH.EDU		

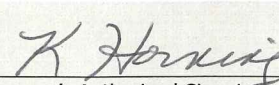
ALTERNATE CONTACT INFORMATION

Company Name					
Last Name		First		M.I.	
Street Address					
City		State		Zip	
Phone		E-mail Address			

APPLICANT SIGNATURE

The applicant acknowledges that he/she has the sole responsibility of complying with the requirements of any applicable Hartland Township Ordinance notwithstanding the signature or approval of any employee(s) or official(s) of Hartland Township and that Hartland Township is not bound to recognize the approval of other action of any such employee(s) or official(s) which is not in compliance with any applicable Hartland Township Ordinance.

Signature of Applicant:  **Date:** 7/7/22

This application is valid when signed by the cashier at the Treasurer's Office confirming payment of fees as noted.		 Treasurer's Authorized Signature Date: 7/7/22
Account Number: 101-000-628.100. (Dev Acct)	\$ _____	
Account Number: 101-000-283-000.0037 (Dev Perf Bond)	\$ 20,000.00	
Receipt Number: 150991		

HARTLAND TOWNSHIP
2655 CLARK ROAD
HARTLAND, MI 48353
Phone : 810-632-7498
WWW.HARTLANDTWP.COM

Received From: NAISMITH
Date: 07/07/2022 Time: 12:08:05 PM
Receipt: 156991 *** REPRINT ***
Cashier: KATHIE

ITEM REFERENCE	AMOUNT
OTHER Other revenues	\$20,000.00
TOTAL	\$20,000.00
Check 1693	\$20,000.00
Total Tendered:	\$20,000.00
Change:	\$0.00

CHRISTOPHER J NAISMITH
KYLEIGH NAISMITH
195 W. AUBURN TRL
BRIGHTON, MI 48114-5000

1093
74-7993/2724

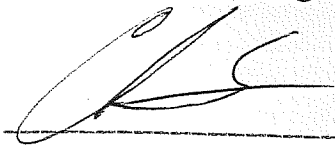
7/7/22
Date

Pay to the order of Hartland Township \$ 20,000⁰⁰
Twenty thousand ~~_____~~ ⁰⁰/₁₀₀ Dollars

EIGA
CREDIT UNION

BURTON, MICHIGAN 48619

For Devo Escrow



Security features included. Details on back.

MP

Carol Morganroth

From: Dan Loftus
Sent: Monday, October 23, 2023 9:04 AM
To: Carol Morganroth
Cc: Troy Langer
Subject: RE: 13445 Hibner demo old house - refund Performance Bond money

My travels last week showed the original house is gone, (used by HTFD for fire practice). New house is in place.

Regards,



Dan Loftus
Zoning Inspector
810.632.7498 ext. 241
2655 Clark Road
Hartland, MI 48353
www.hartlandtwp.com

From: Carol Morganroth <CMorganroth@hartlandtwp.com>
Sent: Monday, October 16, 2023 11:56 AM
To: Dan Loftus <dloftus@hartlandtwp.com>
Cc: Troy Langer <TLanger@hartlandtwp.com>
Subject: 13445 Hibner demo old house - refund Performance Bond money

Hi Dan,

Can you please check this address? These folks lived in an existing house while building a new one. I have been informed the old house has been demolished. We are holding \$20,000 for the removal of the existing house that was demolished. Rev 101-000-283-000.0037.

Kind Regards,



Carol L. Morganroth
Planning Assistant
810.632.7498 o | 517.896.7884 m
2655 Clark Road
Hartland, MI 48353
www.hartlandtwp.com

GL ACTIVITY REPORT
 FROM 101-000-283.000-0037 TO 101-000-283.000-0037
 TRANSACTIONS FROM 10/01/2023 TO 10/31/2023

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT	CHG	BALANCE	AVAILABLE
Fund 101 GENERAL FUND 10/01/2023				101-000-283.000-0037 CHRISTOPHER & KYLEIGH NAISMITH PERF	BEG. BALANCE			(20,000.00)	
10/31/2023				101-000-283.000-0037 CHRISTOPHER & KYLEIGH NAISMITH PERF	END BALANCE			(20,000.00)	

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: Mid-Year Budget Amendments

Date: November 1, 2023

Recommended Action

Move to ratify the mid-year budget amendments as presented.

Discussion

Attached are three necessary budget amendments to reflect expenditures approved by the Township Manager and Administrative Committee, along with an administrative budget amendment for higher-than-expected Professional Review revenues and corresponding expenses.

Budget amendment #1 – AEDS/ARPA Funds

AEDS for Township and Parks purchased through the Fire Authority was approved through discussions with the previous Township Manager and Administrative Committee, using ARPA funds, at the end of the prior fiscal year.

Budget amendment #2 – Township Hall Landscaping Repairs

Landscaping replacement around the front entrance and driveway to the Township Hall was approved by the Administrative Committee and is covered by our contingency funding.

Budget amendment #3 – Professional Review Fees (Revenue & Expenditures)

Work on the many commercial developments, new and on-going, has wildly exceeded our standard annual \$50,000 allowance. This administrative budget amendment should get us through the remaining construction season. However, due to the overage in this area at the end of last fiscal year, will remain closely monitored through March.

Financial Impact

Is a Budget Amendment Required? Yes No

The attached budget amendments have already been recorded in the financial statements through 11/7/23.

Attachments

BA 89097 – AEDS for Township and Parks

BA 89134 – Township Hall Landscaping Repairs

BA 89135 – Professional Review Fees

JOURNAL ENTRY
JE: 89097

Post Date: 11/07/2023
Entry Date: 10/31/2023
Description: AEDS FOR HERO CTR & PARKS
ADDED TO ARPA LIST OF PROJECTS AFTER FY24 BUDGET
COMPLETE.

Entered By: SUSAN
Journal: BA

GL #	Description	Increase/(Decrease)
285-751-970.000	PARKS CAPITAL OUTLAY	5,242.44
285-101-970.000	TWP HALL CAPITAL OUTLAY	1,747.48
	Revenue Change:	0.00
	Expenditure Change:	6,989.92
	Budgeted Change To Fund Balance:	(6,989.92)

APPROVED BY: Susan Dryden

89097 1/1
55

JOURNAL ENTRY
JE: 89134

Post Date: 10/31/2023

Entry Date: 11/01/2023

Description: BA FROM CONTINGENCY FOR LANDSCAPE REPAIR
AT TOWNSHIP HALL. STUART LEVE, INC. INVOICE
#451719

Entered By: SUSAN

Journal: BA

GL #	Description	Increase/(Decrease)
101-265-930.000	REPAIRS & MAINTENANCE	9,300.00
101-172-890.000	CONTINGENCIES	(9,300.00)
	Revenue Change:	0.00
	Expenditure Change:	0.00
	Budgeted Change To Fund Balance:	0.00

APPROVED BY: Susan Dryden

89134 1/1

JOURNAL ENTRY
JE: 89135

Post Date: 11/07/2023

Entry Date: 11/01/2023

Entered By: SUSAN

Journal: BA

Description: PROFESSIONAL FEES (REVENUE AND EXPENSE)
FOR NEW AND ON-GOING CONSTRUCTION WORK. INCREASES
OFFSET EACH OTHER AND HAVE A NET ZERO IMPACT ON
GENERAL FUND OPERATIONS.

GL #	Description	Increase/(Decrease)
101-000-628.100	PROFESSIONAL REVIEW COSTS	156,000.00
101-400-801.100	PROFESSIONAL REVIEW COSTS	156,000.00
	Revenue Change:	156,000.00
	Expenditure Change:	156,000.00
	Budgeted Change To Fund Balance:	0.00

APPROVED BY: Susan Dryden

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: Proclamation for Outstanding Service – Sue Grissim

Date: November 2, 2023

Recommended Action

Present the Proclamation to Sue Grissim in recognition of Outstanding Service to the Hartland Township Planning Department and the Hartland Community.

Discussion

Copy of the Proclamation is attached.

Financial Impact

None

Attachments

Proclamation of Outstanding Service – Sue Grissim

PROCLAMATION



In Recognition of Outstanding Service to the Hartland Township Planning Department

WHEREAS, the progress and development of Hartland Township depends greatly upon the expertise and dedication of individuals who commit their time and talents to enhance the beauty, functionality, and sustainability of our community; and

WHEREAS, **Sue Grissim**, a visionary and committed landscape architect, has exemplified the highest standards of service, creativity, and professionalism throughout her many years of dedicated service to the Hartland Township Planning Department; and

WHEREAS, **Sue Grissim** has played an instrumental role in the comprehensive overhaul of the Township Landscape Ordinance, providing expert guidance and innovative solutions to enhance the aesthetics, environment, and overall quality of life in Hartland Township, making it a more vibrant and appealing place for all residents; and

WHEREAS, **Sue Grissim** has devoted considerable personal time outside the scope of her Planning Commission responsibilities to enhance the idyllic landscape of the Hartland Township Hall and the overall community; and

WHEREAS, **Sue Grissim's** extensive knowledge and experience, garnered from working with municipalities throughout the country, have been brought to bear on the specific needs and challenges of Hartland Township, further solidifying her status as an indispensable asset to our community;

NOW, THEREFORE, THAT WE THE HARTLAND TOWNSHIP BOARD OF TRUSTEES, do hereby express our deepest gratitude and admiration for the exceptional contributions of Sue Grissim to the Hartland Township Planning Department and the entire community.

We commend **Sue Grissim** for her unwavering dedication, creativity, and professionalism, which have left an indelible mark on Hartland Township and its residents. Her work will continue to inspire us as we strive to maintain and enhance the beauty, functionality, and sustainability of our beloved community.

IN WITNESS WHEREOF, WE HAVE SET OUR HANDS HERETO ON THE 25TH DAY OF OCTOBER 2023.

Bill Fountain, Supervisor

Kathie Horning, Treasurer

Summer McMullen, Trustee

Larry N. Ciofu, Clerk

Matt Germane, Trustee

Joseph Petrucci, Trustee

Denise O'Connell, Trustee

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Michael Luce, Township Manager

Subject: Closed Session: to consider a periodic personnel evaluation of the Township Manager, at his request under MCL 15.268(a)

Date: November 1, 2023