



Board of Trustees

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

Board of Trustees Regular Meeting Agenda Hartland Township Hall Tuesday, March 19, 2024 7:00 PM

1. Call to Order
 2. Pledge of Allegiance
 3. Roll Call
 4. Approval of the Agenda
 5. Call to the Public
 6. Approval of the Consent Agenda
 - [a.](#) Approve Payment of Bills
 - [b.](#) Approve Post Audit of Disbursements Between Board Meetings
 - [c.](#) 03-05-24 Hartland Township Board Regular Meeting Minutes
 7. Pending & New Business
 - [a.](#) Fiscal Year End 2024 Budget Amendments
 - [b.](#) Resolution – Hartland Gymnastics Boosters
 - [c.](#) 2024 Hartland Township Settlers Park Rental and Reservation Fees
 8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
 - a. Manager's Report
 - [b.](#) 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).
 10. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: March 12, 2024

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$361,474.35. The bills are available in the Finance office for review.

Notable invoices include:

\$13,771.27 – Hartland Township Water O&M – (Contract equipment & out of department costs)

\$56,650.00 – Jennifer M. Nash – (LRSS Refunding Bond, Series 2016)

\$62,984.25 – Livingston County Sheriff – (Quarterly payment)

\$195,730.19 – Livingston County Drain Commission – (February 2024 Sewer System O&M)

Financial Impact

Is a Budget Amendment Required? Yes No

All expenses are covered under the amended FY24 budget.

Attachments

Bills for 03.19.2024

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		
ADOBE	ADOBE INC	02/23/2024	022324	FOA	ACROBAT PRO SUBSCRIPTION	
50507		03/19/2024		N		254.27
02/23/2024	,	/ /	0.0000	N		0.00
		03/19/2024		N		254.27

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-727.000	SUPPLIES & POSTAGE	254.27

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		
ADOBE	ADOBE INC	02/05/2024	2674900641	FOA	FEBRUARY 2024	
50437		03/19/2024		N		19.99
02/05/2024	,	/ /	0.0000	N		0.00
		03/19/2024		N		19.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	19.99

VENDOR TOTAL: 274.26

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		
ALLSTAR	ALLSTAR ALARM LLC	03/01/2024	389252	FOA	4/1/24 - 6/30/24 - HERO TEEN CENTER	
50480	8345 MAIN STREET	03/19/2024		N		150.00
03/01/2024	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		03/19/2024		Y		150.00

Open

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

VENDOR TOTAL: 150.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
AMAZON.COM	AMAZON CAPITAL SERVICES	02/21/2024	FEBRUARY 2024	FOA	VIDEO CABLES, NOTEBOOKS, ADJ STAND U	
50438	P.O. BOX 035184	03/19/2024		N		476.76
02/05/2024	SEATTLE WA, 98124-5184	/ /	0.0000	N		0.00
		03/19/2024		N		476.76

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-192-727.000	SUPPLIES & POSTAGE	129.83
101-215-727.000	SUPPLIES & POSTAGE	7.48
101-215-727.000	SUPPLIES & POSTAGE	227.99
101-215-727.000	SUPPLIES & POSTAGE	33.24
101-215-727.000	SUPPLIES & POSTAGE	24.96
101-209-956.000	MISCELLANEOUS	52.47
101-209-956.000	MISCELLANEOUS	(17.99)
101-209-956.000	MISCELLANEOUS	18.78
		476.76

VENDOR TOTAL: 476.76

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
AMERICAN 50439 02/15/2024	AMERICAN PLANNING ASSOCIATION PO BOX 4291 CAROL STREAM IL, 60197-4291	02/15/2024 03/19/2024 / / 03/19/2024	1596 0.0000	FOA N N N	2024 WORKSHOP	90.00 0.00 90.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-410-957.000	EDUCATION/TRAINING/CONVENTION	90.00

VENDOR TOTAL: 90.00

AUTOZONE 50440 02/05/2024	AUTOZONE , INC PO BOX 116067 ATLANTA GA, 30368-6067	02/05/2024 03/19/2024 / / 03/19/2024	020524 0.0000	FOA N N N	OIL, FILTER, WASHER FLUID FOR PACIFI	63.77 0.00 63.77
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-239-930.000	REPAIRS & MAINTENANCE	55.23
536-000-930.002	REPAIRS & MAINT VEHICLE/EQUIP	8.54
		63.77

VENDOR TOTAL: 63.77

AVI 50493 02/28/2024	AVI-SPL LLC P.O. BOX 844612 BOSTON MA, 02284-4612	02/28/2024 03/19/2024 / / 03/19/2024	2162280 0.0000	FOA N N N	RENEWAL OF TERM 2 SERVICE CONTRACT	7,486.03 0.00 7,486.03
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Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-930.000	REPAIRS & MAINTENANCE	416.00
577-000-046.000	PREPAID EXPENSES	7,070.03
		7,486.03

VENDOR TOTAL: 7,486.03

CINTAS 50488 03/04/2024	CINTAS CORPORATION P.O. BOX 630910 CINCINNATI OH, 45263	03/04/2024 03/19/2024 / / 03/19/2024	4185263662 0.0000	FOA N N N	MATS	51.51 0.00 51.51
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	51.51

CINTAS 50478 02/28/2024	CINTAS CORPORATION P.O. BOX 630910 CINCINNATI OH, 45263	02/28/2024 03/19/2024 / / 0.0000	5199735318	FOA N N	REPLENISH FIRST AID	38.51 0.00
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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

		03/19/2024		N		38.51
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Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	38.51

CINTAS	CINTAS CORPORATION	03/01/2024	9261947891	FOA	EYEWASH SERVICE	
50483	P.O. BOX 630910	03/19/2024		N		100.00
03/01/2024	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		03/19/2024		N		100.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	100.00

VENDOR TOTAL: 190.02

CIOFU	CIOFU, LARRY N	03/11/2024	030724	FOA	REIMBURSEMENT FOR EV SUPPLIES	
50528	1340 WINDMILL LANE	03/19/2024		N		265.49
03/11/2024	MILFORD MI, 48380	/ /	0.0000	N		0.00
		03/19/2024		N		265.49

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-956.000	MISCELLANEOUS	265.49

VENDOR TOTAL: 265.49

CLASSIC	CLASSIC TENT AND EVENT	02/27/2024	23029	FOA	TABLES FOR ELECTION	
50502	800 RICKETT RD	03/19/2024		N		497.00
02/27/2024	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		03/19/2024		N		497.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	497.00

VENDOR TOTAL: 497.00

COMCAST	COMCAST	02/21/2024	FEBRUARY 2024	FOA	PHONE, INTERNET, CABLE FOR WTP & TWP	
50442	P.O. BOX 70219	03/19/2024		N		791.94
02/15/2024	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		03/19/2024		N		791.94

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-851.000	TELEPHONE	84.40
536-000-805.000	INTERNET	136.13
577-000-806.000	CABLE TV FEES	155.06
577-000-805.000	INTERNET	227.90

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

536-000-805.000	INTERNET					188.45
						791.94

VENDOR TOTAL: 791.94

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	03/01/2024	155731	FOA	MARCH 2024 PARKS TRASH	
50484	PO BOX 241	03/19/2024		N		300.00
03/01/2024	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/19/2024		Y		300.00

Open

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

VENDOR TOTAL: 300.00

0070	DTE ENERGY	02/29/2024	200014957131	FOA	FEB 2024 - MILLPOINTE, FIDDLERS GROV	
50491	P.O BOX 740786	03/19/2024		N		1,857.33
02/29/2024	CINCINNATI	/ /	0.0000	N		0.00
	OH, 45274-0786	03/19/2024		N		1,857.33

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-282.001	MILLPOINTE STREETLIGHTS DEPOSIT	297.63
101-000-282.002	FIDDLAR GROVE STREETLIGHT DEPOSIT	23.27
101-000-282.003	WALNUT RIDGE STREETLIGHTS DEPOSIT	25.46
101-448-921.000	STREET LIGHTS	1,510.97
		1,857.33

VENDOR TOTAL: 1,857.33

ECOSHIELD	ECOSHIELD PEST SOLUTIONS DET WEST	02/21/2024	FEBRUARY 2024	FOA	PEST CONTROL	
50443	P.O. BOX 92180	03/19/2024		N		297.00
02/15/2024	LAS VEGAS NV, 89193-2180	/ /	0.0000	N		0.00
		03/19/2024		Y		297.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	89.00
536-000-801.000	CONTRACTED SERVICES	99.00
101-265-801.000	CONTRACTED SERVICES	109.00
		297.00

VENDOR TOTAL: 297.00

GODADDY	GO DADDY	02/11/2024	021124	FOA	FEBRUARY 2024	
50470		03/19/2024		N		29.99

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

02/11/2024	,	/ /	0.0000	N		0.00
		03/19/2024		N		29.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-900.000	PRINTING & PUBLICATIONS	29.99

VENDOR TOTAL: 29.99

GUS	GUS'S CARRYOUT	02/25/2024	022524	FOA	FOOD FOR ELECTION	
50506	10051 HIGHLAND RD STE 5	03/19/2024		N		412.98
02/25/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/19/2024		N		412.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-956.000	MISCELLANEOUS	412.98

VENDOR TOTAL: 412.98

HART	HART INTERCIVIC, INC.	02/16/2024	95670	FOA	BALLOT BOX	
50503	P.O. BOX 674836	03/19/2024		N		535.00
02/16/2024	DALLAS TX, 75267-4836	/ /	0.0000	N		0.00
		03/19/2024		N		535.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-970.000	CAPITAL OUTLAY	535.00

VENDOR TOTAL: 535.00

0150	HARTLAND CONSOLIDATED SCHOOLS	03/13/2024	102623	FOA	NOV 1 2023 - APR 1 2024 WINTER MAINT	
50544	9525 E HIGHLAND ROAD	03/19/2024		N		4,000.00
03/13/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/19/2024		N		4,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-444-969.005	SIDEWALKS	4,000.00

0150	HARTLAND CONSOLIDATED SCHOOLS	03/05/2024	174367	FOA	FEBRUARY 2024 FUEL	
50498	9525 E HIGHLAND ROAD	03/19/2024		N		230.06
03/05/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/19/2024		N		230.06

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-860.000	GASOLINE	230.06

VENDOR TOTAL: 4,230.06

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

0001	HARTLAND TOWNSHIP GENERAL FUND	03/07/2024	030424	FOA	FEBRUARY 2024 DOG LICENSE PMTS	
50519		03/19/2024		N		27.00
03/07/2024	,	/ /	0.0000	N		0.00
		03/19/2024		N		27.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	27.00

VENDOR TOTAL: 27.00

WATERO&M	HARTLAND TOWNSHIP WATER O & M	03/12/2024	2024-04	FOA	CONTRACT EQUIP - WATER SYS	
50545	2655 CLARK RD	03/19/2024		N		10,799.00
03/12/2024	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/19/2024		N		10,799.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-567-801.010	CONTRACT EQUIPMENT - WATER SYS	4,436.00
101-265-801.010	CONTRACT EQUIPMENT - WATER SYS	4,079.00
101-751-801.010	CONTRACT EQUIPMENT - WATER SYS	2,284.00
		10,799.00

WATERO&M	HARTLAND TOWNSHIP WATER O & M	02/29/2024	FEBRUARY 2024	FOA	OUT OF DEPT COSTS	
50482	2655 CLARK RD	03/19/2024		N		2,972.27
02/29/2024	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/19/2024		N		2,972.27

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.009	CONTRACT SERVICES - WATER SYSTEM	1,197.97
101-265-801.009	CONTRACT SERVICES - WATER SYSTEM	1,130.90
101-751-955.000	PARKS - SPECIAL EVENTS	643.40
		2,972.27

VENDOR TOTAL: 13,771.27

HITECH	HI-TECH SAFE & LOCK INC.	01/31/2024	013124	FOA	KEYS FOR HERO TEEN CTR & WTP	
50444	122 W CLINTON ST	03/19/2024		N		14.50
01/31/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/19/2024		N		14.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	7.25
536-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	7.25
		14.50

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

VENDOR TOTAL: 14.50

1548	HORIZON LANDSCAPE INC.	03/05/2024	16915	FOA	FEBRUARY 2024 SALTING/SHOVELING	
50547	11765 HIBNER RD	03/19/2024		N		855.00
03/05/2024	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/19/2024		N		855.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-802.000	LAWN/SNOW MAINTENANCE	855.00

VENDOR TOTAL: 855.00

LIVINGCO	JENNIFER M. NASH	03/06/2024	03/06/24	FOA	LRSS REFUNDING BONDS, SERIES 2016	
50501	C/O BRIAN JONCKHEERE, LCDC	03/19/2024		N		56,650.00
03/06/2024	2300 E. GRAND RIVER, STE 105	/ /	0.0000	N		0.00
	HOWELL MI, 48843-7581	03/19/2024		N		56,650.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
595-000-996.000	BOND FEES	500.00
595-000-997.007	SERIES 2016 REFUNDING BOND INTEREST	56,150.00
		56,650.00

VENDOR TOTAL: 56,650.00

JIMMYJOHNS	JIMMY JOHN'S	02/21/2024	022124	FOA	FOOD FOR EARLY VOTING	
50509		03/19/2024		N		51.13
02/21/2024	,	/ /	0.0000	N		0.00
		03/19/2024		N		51.13

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-956.000	MISCELLANEOUS	51.13

VENDOR TOTAL: 51.13

1120	KIZCAM	02/28/2024	17862	FOA	ENVELOPES	
50481	3280 W GRAND RIVER	03/19/2024		N		329.17
02/28/2024	HOWELL MI, 48855	/ /	0.0000	N		0.00
		03/19/2024		N		329.17

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	329.17

VENDOR TOTAL: 329.17

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
LCGIS	LCGIS	02/29/2024	13052	FOA	GIS SERVICE FEE/BASE MAP	
50522	304 E. GRAND RIVER, SUITE 101	03/19/2024		N		172.00
02/29/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/19/2024		N		172.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-247-900.000	PRINTING & PUBLICATIONS	172.00
VENDOR TOTAL:		172.00

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
LCC	LIVINGSTON COUNTY CLERK, ELECTIONS	03/07/2024	13080	FOA	ELECTION VENDOR SUPPORT	
50529	200 E GRAND RIVER	03/19/2024		N		1,200.00
03/07/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/19/2024		N		1,200.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-801.000	CONTRACTED SERVICES	1,200.00
VENDOR TOTAL:		1,200.00

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
0015	LIVINGSTON COUNTY SHERIFF	03/19/2024	1ST QTR 2024	FOA	LAW ENFORCEMENT SERVICES JAN - MAR 2	
49717	150 S HIGHLANDER WAY	03/19/2024		N		62,984.25
03/19/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/19/2024		N		62,984.25

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-302-801.000	CONTRACTED SERVICES	62,984.25
VENDOR TOTAL:		62,984.25

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
0220	LIVINGSTON COUNTY TREASURER	03/07/2024	030424	FOA	FEBRUARY 2024 DOG LICENSE PMTS	
50520	200 E. GRAND RIVER	03/19/2024		N		463.00
03/07/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/19/2024		N		463.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	463.00

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
0220	LIVINGSTON COUNTY TREASURER	03/05/2024	030524	FOA	BOR/PRE ADJUSTMENTS	
50530	200 E. GRAND RIVER	03/19/2024		N		17.52
03/05/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/19/2024		N		17.52

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-850.000	TAX CHARGEBACKS	17.52

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: 480.52

2909	LIVINGSTON CTY.DRAIN COMMISSIO	03/01/2024	3778	FOA	FEBRUARY 2024 - SEWER SYSTEM O&M	
50486	2300 E. GRAND RIVER	03/19/2024		N		195,730.19
	STE. 105					
03/01/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/19/2024		N		195,730.19

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-801.008	LCDC CONTRACT SERVICES	195,730.19

VENDOR TOTAL: 195,730.19

LDPA	LIVINGSTON DAILY PRESS & ARGUS	02/21/2024	020224	FOA		
50449		03/19/2024		N		11.99
	3964 SOLUTIONS CENTER					
02/02/2024	CHICAGO IL, 60677-3009	/ /	0.0000	Y		0.00
		03/19/2024		N		11.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-740.000	OPERATING SUPPLIES	11.99

VENDOR TOTAL: 11.99

LOREARENTS	LOREA RENTS	02/29/2024	2960	FOA	SKID STEER, SWEEPER, TRAILER	
50489	120 LUCY RD	03/19/2024		N		603.75
02/29/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/19/2024		N		603.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-444-930.000	REPAIRS & MAINTENANCE	603.75

VENDOR TOTAL: 603.75

MEIJER	MEIJER	02/25/2024	022524	FOA	FOOD FOR ELECTION	
50510	2160 HARTLAND RD	03/19/2024		N		510.30
02/25/2024	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/19/2024		N		510.30

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-956.000	MISCELLANEOUS	359.11
101-751-955.000	PARKS - SPECIAL EVENTS	151.19

510.30

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: 510.30

MGFOA	MGFOA	02/05/2024	020524	FOA	2024 SPRING SEMINAR	
50472	4020 COPPER VIEW STE 130	03/19/2024		N		141.00
02/05/2024	TRAVERSE CITY MI, 49684	/ /	0.0000	N		0.00
		03/19/2024		N		141.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-192-957.000	EDUCATION/TRAINING/CONVENTION	141.00

VENDOR TOTAL: 141.00

MMTA	MICHIGAN MUNICIPAL TREASURERS ASSOC	02/14/2024	9787	FOA	2024 BASIC INSTITUTE	
50445		03/19/2024		N		599.00
	PO BOX 324	/ /	0.0000	N		0.00
02/14/2024	TAWAS CITY MI, 48764	03/19/2024		N		599.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-957.000	EDUCATION/TRAINING/CONVENTION	599.00

VENDOR TOTAL: 599.00

MRWA	MICHIGAN RURAL WATER ASSOCIATION	02/26/2024	022624	FOA	TRAINING FOR M. NIXON	
50492	2127 UNIVERSITY PARK DR, STE 340	03/19/2024		N		360.00
02/26/2024	OKEMOS MI, 48864	/ /	0.0000	N		0.00
		03/19/2024		N		360.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-957.000	EDUCATION/TRAINING/CONVENTION	360.00

VENDOR TOTAL: 360.00

MUGGBOPPS	MUGG & BOPPS	01/30/2024	013124	FOA	FUEL FOR BARN HEATER	
50446		03/19/2024		N		91.20
01/31/2024	,	/ /	0.0000	N		0.00
		03/19/2024		N		91.20

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	91.20

VENDOR TOTAL: 91.20

NITRO	NITRO	02/15/2024	021524	FOA	NITRO PDF PRO 14	
50441		03/19/2024		N		143.99
02/15/2024	,	/ /	0.0000	N		0.00

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

		03/19/2024		N		143.99
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-930.000	REPAIRS & MAINTENANCE	143.99

VENDOR TOTAL: 143.99

1180	PETER'S TRUE VALUE HARDWARE	03/07/2024	71411	FOA	CHAINSAW & CASE	
50521	3455 W. HIGHLAND ROAD	03/19/2024		N		824.97
03/07/2024	MILFORD MI, 48380	/ /	0.0000	N		0.00
		03/19/2024		N		824.97

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	509.99
101-441-740.000	OPERATING SUPPLIES	314.98

824.97

1180	PETER'S TRUE VALUE HARDWARE	03/11/2024	K71448	FOA	MAILBOX KEY, CERAMIC HEATER	
50531	3455 W. HIGHLAND ROAD	03/19/2024		N		35.48
03/11/2024	MILFORD MI, 48380	/ /	0.0000	N		0.00
		03/19/2024		N		35.48

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-727.000	SUPPLIES & POSTAGE	35.48

VENDOR TOTAL: 860.45

RESERVE	PITNEY BOWES BANK INC RESERVE ACCT	03/13/2024	031324	FOA	REPLENISH POSTAGE 3/1 - 3/13/24	
50548	P.O. BOX 981023	03/19/2024		N		207.37
03/13/2024	BOSTON MA, 02298-1023	/ /	0.0000	N		0.00
		03/19/2024		N		207.37

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	18.56
101-209-727.000	SUPPLIES & POSTAGE	2.56
101-215-727.000	SUPPLIES & POSTAGE	95.58
101-191-727.000	SUPPLIES & POSTAGE	67.39
101-400-727.000	SUPPLIES & POSTAGE	5.12
101-253-811.100	TAX COLLECTION	16.24
101-722-727.000	SUPPLIES & POSTAGE	1.92

207.37

VENDOR TOTAL: 207.37

RURALKING	RURAL KING	02/14/2024	021424	FOA	PARK SUPPLIES, DRILL BITS	
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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
50447	4216 DEWITT AVE	03/19/2024		N		75.37
02/14/2024	MATTOON IL, 61938	/ /	0.0000	N		0.00
		03/19/2024		N		75.37

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-740.000	OPERATING SUPPLIES	13.45
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	43.94
536-000-740.000	OPERATING SUPPLIES	17.98
		<u>75.37</u>

VENDOR TOTAL: 75.37

SERVICEPRO	SERVICEPRO	03/05/2024	DECEMBER 2023	FOA	TOWNSHIP HALL CLEANING	
50495	7510 PARKWOOD DRIVE	03/19/2024		N		685.00
01/14/2024	FENTON MI, 48430	/ /	0.0000	N		0.00
		03/19/2024		Y		685.00

Open

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

SERVICEPRO	SERVICEPRO	03/01/2024	FEBRUARY 2024	FOA	TOWNSHIP HALL CLEANING	
50497	7510 PARKWOOD DRIVE	03/19/2024		N		880.00
03/01/2024	FENTON MI, 48430	/ /	0.0000	N		0.00
		03/19/2024		Y		880.00

Open

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

SERVICEPRO	SERVICEPRO	02/29/2024	JANUARY 2024	FOA	TOWNSHIP HALL CLEANING	
50496	7510 PARKWOOD DRIVE	03/19/2024		N		880.00
02/29/2024	FENTON MI, 48430	/ /	0.0000	N		0.00
		03/19/2024		Y		880.00

Open

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

VENDOR TOTAL: 2,445.00

SHUTTERSTO	SHUTTERSTOCK.COM	02/18/2024	021824	FOA	FEBRUARY 2024	
50468		03/19/2024		N		29.00
02/18/2024	,	/ /	0.0000	N		0.00
		03/19/2024		N		29.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-740.000	OPERATING SUPPLIES	29.00

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

VENDOR TOTAL: 29.00

SPALDING	SPALDING DEDECKER	03/11/2024	97846	FOA	M-59/US-23	
50539	905 SOUTH BLVD EAST	03/19/2024		N		650.00
03/11/2024	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		03/19/2024		N		650.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.002	CONSULTING - SITE REVIEWS	650.00

SPALDING	SPALDING DEDECKER	03/11/2024	97847	FOA	W&E PETERSON DR THRU 2/25/24	
50540	905 SOUTH BLVD EAST	03/19/2024		N		1,000.00
03/11/2024	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		03/19/2024		N		1,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.803	PETERSON DRIVE ROAD ESCROW	1,000.00

SPALDING	SPALDING DEDECKER	03/11/2024	97854	FOA	SPRANGER PARK PAVILION THRU 2/25/24	
50538	905 SOUTH BLVD EAST	03/19/2024		N		1,475.00
03/11/2024	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		03/19/2024		N		1,475.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-751-970.006	SPRANGER FIELD	1,475.00

VENDOR TOTAL: 3,125.00

STAPLES	STAPLES	03/02/2024	8073481130	FOA	MISC SUPPLIES	
50485	PO BOX 660409	03/19/2024		N		215.35
03/02/2024	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		03/19/2024		N		215.35

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-727.000	SUPPLIES & POSTAGE	106.30
101-265-740.000	OPERATING SUPPLIES	49.86
101-172-727.000	SUPPLIES & POSTAGE	59.19

215.35

STAPLES	STAPLES	03/09/2024	8073559271	FOA	MISC SUPPLIES	
50527	PO BOX 660409	03/19/2024		N		287.15
03/09/2024	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		03/19/2024		N		287.15

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	106.83
101-265-740.000	OPERATING SUPPLIES	113.36
101-265-740.000	OPERATING SUPPLIES	66.96
		287.15

VENDOR TOTAL: 502.50

EGLE	STATE OF MICHIGAN	02/15/2024	021524	FOA	D-3/D-4 LICENSE EXAM FEES	
50471	EGLE-SWPF CASHIERS OFFICE	03/19/2024		N		140.00
	P.O. BOX 30657					
02/15/2024	LANSING MI, 48909-8157	/ /	0.0000	N		0.00
		03/19/2024		N		140.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-957.000	EDUCATION/TRAINING/CONVENTION	140.00

VENDOR TOTAL: 140.00

SUBWAY	SUBWAY	02/23/2024	022324	FOA	FOOD FOR EARLY VOTING	
50508		03/19/2024		N		36.77
02/23/2024	,	/ /	0.0000	N		0.00
		03/19/2024		N		36.77

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-956.000	MISCELLANEOUS	36.77

VENDOR TOTAL: 36.77

ONESTOP	THE ONE STOP SHOP	02/02/2024	562	FOA	WINTERFEST BANNERS	
50448	9552 E HIGHLAND RD	03/19/2024		N		400.00
02/02/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/19/2024		Y		400.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	400.00

VENDOR TOTAL: 400.00

VC3, INC.	VC3, INC.	03/07/2024	141385	FOA	MARCH 2024 - MS OFFICE 365	
50504	C/O PNC BANK	03/19/2024		N		575.00
	P.O. BOX 746804					
03/07/2024	ATLANTA GA, 30374-6804	/ /	0.0000	N		0.00
		03/19/2024		N		575.00

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
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	575.00
VENDOR TOTAL:		575.00

WATERTECH	WATER TECH	01/31/2024	59678	FOA	JANUARY 2024	
50477	718 S MICHIGAN	03/19/2024		N		44.00
01/31/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/19/2024		N		44.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	44.00
VENDOR TOTAL:		44.00

WSP	WSP USA ENVIRONMENT	03/04/2024	H19221725	FOA	WWTP LTM REPORTING THRU 2/2/24	
50494	P.O. BOX 74008618	03/19/2024		N		360.00
03/04/2024	CHICAGO IL, 60674-8618	/ /	0.0000	N		0.00
		03/19/2024		N		360.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.007	TREATMENT PLANT SAMPLING	360.00
VENDOR TOTAL:		360.00

TOTAL - ALL VENDORS: 361,474.35

FUND TOTALS:

Fund 101 - GENERAL FUND	95,555.73
Fund 401 - CAPITAL PROJECTS FUND	1,475.00
Fund 536 - WATER SYSTEM FUND	2,129.44
Fund 577 - CABLE TV FUND	8,443.99
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	195,730.19
Fund 595 - 2005 SEWER EXP BONDS	56,650.00
Fund 701 - TRUST AND AGENCY	1,490.00

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: March 12, 2024

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 - \$9,572.21

March 7, 2024 Election Payroll - \$14,875.50

March 14, 2024 Payroll - \$70,162.62

Financial Impact

Is a Budget Amendment Required? Yes No

All expenses are covered under the amended FY24 budget.

Attachments

Post Audit Bills List 02.29.2024 – (\$11,000 reissued check to Hartland Senior Center that was lost in mail)

Post Audit Bills List 03.07.2024

Election Payroll for 03.07.2024

Payroll for 03.14.2024

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/29/2024	FOA	44412	HARTLAND SENIOR ACTIVITY CENTER	HARTLAND SENIOR CENTER CONTRIBUTION	101-703-881.000	11,000.00
02/29/2024	FOA	44413	VERIZON WIRELESS	DUE TO EMPLOYEES	101-000-232.000	6.20
		44413		REPAIRS & MAINTENANCE	101-209-930.000	80.02
		44413		CONTRACTED SERVICES	101-215-801.000	75.00
		44413		TELEPHONE	101-265-851.000	752.71
		44413		TELEPHONE	536-000-851.000	243.10
		44413		CONTRACTED SERVICES & RENTALS	577-000-801.000	40.01
						1,197.04
TOTAL - ALL FUNDS				TOTAL OF 2 CHECKS		12,197.04

--- GL TOTALS ---

101-000-232.000	DUE TO EMPLOYEES	6.20
101-209-930.000	REPAIRS & MAINTENANCE	80.02
101-215-801.000	CONTRACTED SERVICES	75.00
101-265-851.000	TELEPHONE	752.71
101-703-881.000	HARTLAND SENIOR CENTER CONTRIBUTION	11,000.00
536-000-851.000	TELEPHONE	243.10
577-000-801.000	CONTRACTED SERVICES & RENTALS	40.01
	TOTAL	12,197.04

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/07/2024	FOA	44434	COBALT COMMUNITY RESEARCH	CONTRACTED SERVICES	101-577-801.000	5,920.00
03/07/2024	FOA	44435	CONSUMERS ENERGY	STREET LIGHTS	101-448-921.000	206.24
		44435		UTILITIES - ELECTRIC	206-000-920.002	43.43
						249.67
03/07/2024	FOA	44436	KCI	TAX PREPARATION	101-209-811.000	1,323.91
03/07/2024	FOA	44437	PITNEY BOWES BANK INC RESERVE	SUPPLIES & POSTAGE	101-172-727.000	42.24
		44437		SUPPLIES & POSTAGE	101-191-727.000	467.93
		44437		SUPPLIES & POSTAGE	101-192-727.000	1.39
		44437		SUPPLIES & POSTAGE	101-209-727.000	132.50
		44437		SUPPLIES & POSTAGE	101-215-727.000	139.18
		44437		TAX COLLECTION	101-253-811.100	75.95
		44437		SUPPLIES & POSTAGE	101-400-727.000	0.64
		44437		SUPPLIES & POSTAGE	101-441-727.000	1.92
		44437		SUPPLIES/POSTAGE	536-000-727.000	9.92
		44437		SUPPLIES & POSTAGE	590-000-727.000	9.92
						881.59
TOTAL - ALL FUNDS				TOTAL OF 4 CHECKS		8,375.17

--- GL TOTALS ---

101-172-727.000	SUPPLIES & POSTAGE	42.24
101-191-727.000	SUPPLIES & POSTAGE	467.93
101-192-727.000	SUPPLIES & POSTAGE	1.39
101-209-727.000	SUPPLIES & POSTAGE	132.50
101-209-811.000	TAX PREPARATION	1,323.91
101-215-727.000	SUPPLIES & POSTAGE	139.18
101-253-811.100	TAX COLLECTION	75.95
101-400-727.000	SUPPLIES & POSTAGE	0.64
101-441-727.000	SUPPLIES & POSTAGE	1.92
101-448-921.000	STREET LIGHTS	206.24
101-577-801.000	CONTRACTED SERVICES	5,920.00
206-000-920.002	UTILITIES - ELECTRIC	43.43
536-000-727.000	SUPPLIES/POSTAGE	9.92
590-000-727.000	SUPPLIES & POSTAGE	9.92
	TOTAL	8,375.17

Check Register Report For Hartland Township
For Check Dates 03/07/2024 to 03/07/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
03/07/2024	FOA	17501	BERLIN, BARBARA F	343.00	343.00	0.00	Open
03/07/2024	FOA	17502	BERLIN, ROBERT T	206.50	206.50	0.00	Open
03/07/2024	FOA	17503	BHAVSAR, JANICE L	658.00	658.00	0.00	Open
03/07/2024	FOA	17504	BOLSER, BARBARA	192.50	192.50	0.00	Open
03/07/2024	FOA	17505	CARAMAGNO, CHARLOTTE	196.00	196.00	0.00	Open
03/07/2024	FOA	17506	CASE, SUSAN E	670.00	670.00	0.00	Open
03/07/2024	FOA	17507	CAUSEY KANGAS, KENNEDY	322.00	322.00	0.00	Open
03/07/2024	FOA	17508	CLAYTON, ALAINA C	161.00	161.00	0.00	Open
03/07/2024	FOA	17509	COOPER, KIMBERLY T	94.50	94.50	0.00	Open
03/07/2024	FOA	17510	CUSHING, ALEXANDRA U	252.00	252.00	0.00	Open
03/07/2024	FOA	17511	DUNVILLE, DAVID	332.00	332.00	0.00	Open
03/07/2024	FOA	17512	ECKMAN, JAMI	357.00	357.00	0.00	Open
03/07/2024	FOA	17513	FALARDEAU, NANCY	244.00	244.00	0.00	Open
03/07/2024	FOA	17514	FREEZE, KOANNA	210.00	210.00	0.00	Open
03/07/2024	FOA	17515	HIRTH, HOPE E	178.50	178.50	0.00	Open
03/07/2024	FOA	17516	JACOBS, EMILY L	280.00	280.00	0.00	Open
03/07/2024	FOA	17517	JAGNER, WALTER A	175.00	175.00	0.00	Open
03/07/2024	FOA	17518	KAHL, WILLIAM R	423.50	423.50	0.00	Open
03/07/2024	FOA	17519	KRUEGER, JR, DONALD F	224.00	224.00	0.00	Open
03/07/2024	FOA	17520	LACHAJEWSKI, DEBRA A	813.50	813.50	0.00	Open
03/07/2024	FOA	17521	LAMPE, KATHRYN L	206.50	206.50	0.00	Open
03/07/2024	FOA	17522	LANGENBRUCH, DANIELLE M	1,235.50	1,235.50	0.00	Open
03/07/2024	FOA	17523	LAROY, SUSAN	217.00	217.00	0.00	Open
03/07/2024	FOA	17524	LESCELIUS, KENNETH D	602.00	602.00	0.00	Open
03/07/2024	FOA	17525	LUBESKI, DAWN	100.00	100.00	0.00	Open
03/07/2024	FOA	17526	MADDEN, MILDRED	175.00	175.00	0.00	Open
03/07/2024	FOA	17527	MCNUTT, PAULINE	213.50	213.50	0.00	Open
03/07/2024	FOA	17528	NAGEOTTE, CRYSTEN	514.00	514.00	0.00	Open
03/07/2024	FOA	17529	NG, PETER	206.50	206.50	0.00	Open
03/07/2024	FOA	17530	PETTERSON, DIANE	437.50	437.50	0.00	Open
03/07/2024	FOA	17531	PHILLIPS, JILAYNE L	504.50	504.50	0.00	Open
03/07/2024	FOA	17532	RIGSBY, NANCY L	252.00	252.00	0.00	Open
03/07/2024	FOA	17533	ROSE, STACEY	84.00	84.00	0.00	Open
03/07/2024	FOA	17534	RYCHLICK, ABIGAIL	161.00	161.00	0.00	Open

Check Register Report For Hartland Township
For Check Dates 03/07/2024 to 03/07/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
03/07/2024	FOA	17535	SARKADY, JEFFREY C	567.00	567.00	0.00	Open
03/07/2024	FOA	17536	SAVALE, JOHN	409.50	409.50	0.00	Open
03/07/2024	FOA	17537	SAVALE, LAURA	388.50	388.50	0.00	Open
03/07/2024	FOA	17538	SEXTON, STEPHEN M	891.00	891.00	0.00	Open
03/07/2024	FOA	17539	SEXTON, TAMMY J	902.00	902.00	0.00	Open
03/07/2024	FOA	17540	STEVICK, MARY	147.00	147.00	0.00	Open
03/07/2024	FOA	17541	TUVESON, LISA	328.50	328.50	0.00	Open
Totals:			Number of Checks: 041	14,875.50	14,875.50	0.00	
Total Physical Checks:			41				
Total Check Stubs:							

Check Register Report For Hartland Township
 For Check Dates 03/14/2024 to 03/14/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
03/14/2024	FOA	17542	MISSION SQUARE	1,127.01	1,127.01	0.00	Open
03/14/2024	FOA	17543	MISSION SQUARE	2,724.14	2,724.14	0.00	Open
03/14/2024	FOA	17544	MISSION SQUARE	3,128.81	3,128.81	0.00	Open
03/14/2024	FOA	DD9093	BEDUHN, TIMOTHY L.A.	1,881.25	0.00	1,426.49	Cleared
03/14/2024	FOA	DD9094	BERNARDI, MELYNDA A	1,313.42	0.00	1,030.44	Cleared
03/14/2024	FOA	DD9095	BROOKS, TYLER J	2,275.00	0.00	1,639.12	Cleared
03/14/2024	FOA	DD9096	CARRIGAN, AMANDA K	3,125.00	0.00	2,491.77	Cleared
03/14/2024	FOA	DD9097	CASE, SUSAN E	1,788.04	0.00	1,057.42	Cleared
03/14/2024	FOA	DD9098	CIOFU, LARRY N	2,856.09	0.00	2,068.92	Cleared
03/14/2024	FOA	DD9099	COSGROVE, HEATHER H	1,752.91	0.00	1,448.12	Cleared
03/14/2024	FOA	DD9100	DRYDEN-HOGAN, SUSAN A	3,777.57	0.00	2,702.02	Cleared
03/14/2024	FOA	DD9101	HAASETH, GWYN M	960.00	0.00	855.68	Cleared
03/14/2024	FOA	DD9102	HABLE, SCOTT R	3,458.33	0.00	2,403.11	Cleared
03/14/2024	FOA	DD9103	HORNING, KATHLEEN A	2,856.09	0.00	2,011.25	Cleared
03/14/2024	FOA	DD9104	HUBBARD, TONYA S	1,583.06	0.00	1,005.05	Cleared
03/14/2024	FOA	DD9105	JOHNSON, LISA	2,056.68	0.00	1,293.58	Cleared
03/14/2024	FOA	DD9106	KENDALL, ANTHONY S	100.14	0.00	92.47	Cleared
03/14/2024	FOA	DD9107	LACHAJEWSKI, DEBRA A	544.00	0.00	414.18	Cleared
03/14/2024	FOA	DD9108	LANGER, TROY D	3,767.92	0.00	2,659.25	Cleared
03/14/2024	FOA	DD9109	LOUIS, CASEY	1,084.41	0.00	843.52	Cleared
03/14/2024	FOA	DD9110	LUCE, MICHAEL T	5,091.67	0.00	3,750.42	Cleared
03/14/2024	FOA	DD9111	MORGANROTH, CAROL L	1,841.37	0.00	1,441.57	Cleared
03/14/2024	FOA	DD9112	NIXON, MITCHELL A	2,272.50	0.00	1,753.60	Cleared
03/14/2024	FOA	DD9113	SEXTON, TAMMY J	395.25	0.00	358.13	Cleared
03/14/2024	FOA	DD9114	SHOLLACK, DONNA M	2,026.10	0.00	1,537.62	Cleared
03/14/2024	FOA	DD9115	SOSNOWSKI, SHERI R	1,833.90	0.00	1,383.68	Cleared
03/14/2024	FOA	DD9116	WYATT, MARTHA K	2,879.97	0.00	1,865.02	Cleared
03/14/2024	FOA	EFT717	FEDERAL TAX DEPOSIT	11,661.99	11,661.99	0.00	Cleared
Totals:		Number of Checks: 028		70,162.62	18,641.95	37,532.43	

Total Physical Checks: 3
 Total Check Stubs: 25

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 03-05-24 Hartland Township Board Regular Meeting Minutes

Date: March 13, 2024

Recommended Action

Move to approve the Hartland Township Board Meeting Minutes for March 5, 2024.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

3-5-24 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 (7:02 pm)
Trustee McMullen, Trustee O'Connell, Trustee Petrucci

ABSENT: None

Also present were Township Manager Mike Luce, Finance Director Susan Dryden, Public Works Director Scott Hable, and Planning Director Troy Langer

4. Approval of the Agenda

Move to approve the agenda for the March 5, 2024 Hartland Township Board meeting as presented.

Motion made by Trustee Petrucci, Seconded by Treasurer Horning.

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

Voting Nay: None

Absent: Trustee Germane

5. Call to the Public

Ella Nikitin came forward stating she has been a Hartland resident since 2005 and she wanted to talk about sidewalks in the Township. She stated that she was concerned with walking on the side of the road with cars going past at high speeds and that the sidewalks on M-59 are very fragmented in that they stop at various areas and restart further down the road and she would like to see us work on improving sidewalks. She cited the only sidewalk on Clark Road is in front of the Township Hall and that it only goes for a short distance. She stated we need to work on this as MTA Flint is working on bringing a bus stop to Hartland and it would be nice if you could walk to places from there without putting yourself in the path of speeding vehicles.

Larry Shaheen came forward stating that he put a roof on his home and there was 500 sq. ft. added to his home and an additional acre added to his property and this was not right. Supervisor Fountain stated that he will take this information to our Assessor for review and explained the process for resolving assessing situations at the Board of Review that will take place on March 11th and 12th. He stated that if you are not satisfied with the Board of Review's decision you have the right to appeal to the State of Michigan.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the March 5, 2024 Hartland Township Board meeting as presented

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

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 05, 2024 – 7:00 PM

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
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 02-20-24 Hartland Township Board Regular Meeting Minutes
- d. 02-20-24 Hartland Township Closed Session Meeting Minutes

7. Pending & New Business

- a. Zoning Amendment #24-001 – Amendment to permit Pharmacies as a Principal Permitted Use in Commercial Zoning Districts

Planning Director Troy Langer gave a brief overview of the Zoning Amendment to allow Pharmacies to be a Permitted Use in the Commercial Zoning Districts. He stated that we were approached by a business that wished to establish a pharmacy in an existing building in the Township that is zoned General Commercial (GC) and in reviewing the Zoning Ordinance we found that pharmacies are not permitted in GC. He stated we did have a number of pharmacies that are located in commercial developments, but they were all in Planned Developments (PD) where pharmacies are permitted. He stated that pharmacies are only permitted in PD and Office Service (OS) Zoning District, and they are capped at 2000 square feet in OS. The building the applicant was looking at is approximately 1300 square feet. The Planning Commission (PC) did initiate a Zoning Ordinance Amendment in December of 2023 and a Public Hearing was held in January of this year and it was decided to expand the Amendment to include the Limited Commercial (LC) District and the Neighborhood Service Commercial (NSC) District, along with the GC District. He stated in the LC and NSC districts we limited the size of pharmacies to 2000 sq. ft. The PC recommended approval of the Amendment at the Public Hearing and it was sent to the Livingston County Planning Commission who have also recommended approval in February of this year. Trustee Petrucci inquired as to any potential issues this may have on future stand-alone pharmacies located in these districts and Director Langer stated that limiting the size in the OS and NSC districts would preserve the intent of only allowing small businesses in these areas. Trustee Germane inquired as to the effective date of the amendment and the effect this would have on the potential applicant. Director Langer stated that he was unsure of the actual effective date pending publication but from discussions with the agent working with the applicant, they have an approval process they would have to go through. We could do some reviews of the project but not formally approve anything until the amendment became effective.

Move to approve Zoning Text Amendment #24-001 as outlined in the Resolution.

Motion made by Treasurer Horning, Seconded by Trustee McMullen. 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.

- b. Resolution - FY2025 General Appropriations Act

Move to open the public hearing at 7:20 p.m.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 05, 2024 – 7:00 PM

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

Manager Luce presented the Truth in Taxation chart showing the millage rate estimates for Hartland Township, the Fire Millage, and the Road Millage. He stated that the Road Millage will be up for renewal on the November 2024 General Election ballot. He then presented the General Fund Estimated Revenues graph for Fiscal Year 2024-2025, highlighting the fact that the State Shared Revenue makes up about 50% of our revenues with the next largest portion being the Property Tax revenue, and together they make up about two-thirds of our entire Fiscal Year revenue projection. He followed this with a graph of the General Fund Estimated Expenditures by department, highlighting the Transfers Out which is the Board's goal for transferring an amount to the Capital Improvement Fund for the Township. He then presented the condensed General Fund Estimated Expenditures for the coming Fiscal Year by various Township functions, again highlighting the funds utilized for Community Projects. Supervisor Fountain gave a brief overview of the Millage Rates and the Headlee Amendment that has rolled them back over time stating that the original Hartland Township millage rate was 1.3 mils and now stands at 0.7587 mils. He also stated that the Police Protection and Parks and Recreation expenses are funded from the Township General Fund and are not an additional tax on the residents as is typical in many communities for these services.

Move to come out of the Public Hearing at 7:30 p.m.

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

Move to approve the Resolution to Establish a General Appropriations Act for the 2024-2025 Fiscal Year.

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

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.

8. Board Reports

Trustee McMullen - No report.

Trustee Petrucci: No report.

Clerk Ciofu - Gave a brief overview of the February 27th election stating that Early Voting accounted for 208 voters which was around 2% of our registered voters. Countywide Early Voting was around 3% which is about normal for first-time Early Voting experienced by other states. Everything went very well with Early Voting and in general at the Precincts and he thanked Deputy Clerk Heather Cosgrove and Election Assistant Casey Louis for all of their efforts during this election along with all of the Chair people at the Precincts and Absent Voter Counting Boards.

Treasurer Horning - Stated that WHMI and the Livingston Press reported that we had cancelled the Farmer's Market for this year because we had no manager and upon doing that, we had several inquiries

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 05, 2024 – 7:00 PM

from businesses regarding how they could help. We now have two coordinating managers that will work together to cover all of the weeks and the Market is now in full swing. She stated applications have been sent out and we have had people come in today to pay. The Farmer's Market will open on the Saturday before Mother's Day.

Trustee Germane - No report.

Trustee O'Connell - No report.

Supervisor Fountain - No report.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager Luce gave a brief overview of the Septage Receiving Station issue stating the two parties Representatives to the Dispute Resolution Panel have agreed upon a third Representative and that there is a discussion meeting scheduled for tomorrow. Supervisor Fountain stated we may schedule a Special Meeting of the Board once the results of the meeting are finalized. Manager Luce stated he should have more information for the Board tomorrow. Manager Luce stated that he and Director Hable have met with Mr. Car Wash and asked for one year's water and sewer data for a like size Mr. Car Wash in Michigan and that we have received the data to calculate REU requirements and it came in around where we initially thought. He stated that we had a vibration in Well Pump #1, which we just replaced last August, and we replaced a propeller on the fan motor. We had the first bacteria test done and it came out okay and the second bacteria test is scheduled for tomorrow. Once the second test is satisfactory, we will begin pumping water back to the plant and we should see if this has taken care of the vibration. Brown Well Drilling has been working with us and so far, all expenses have been covered by the warranty. Manager Luce stated there will be a bid opening for the installation of the Pressure Reducing Valve (PRV) on Monday, March 11 at 2:00 p.m. Cemetery Clean-Up Day will be held on Friday, April 12 at 9:00 a.m. and instructions for residents will be published on social media. He stated that next Thursday, March 14th the Township Hall will be closed from 8:30 a.m until noon for staff training. Manager Luce gave a brief overview of the purchase of an REUs for the Township Hall stating we would need 5.32 REU's at a cost of \$50,216. If we install a pipe to the Township Hall, no one in that stretch would be close enough to the pipe to be required to hook up, but they would have the option to do so. Manager Luce stated he and Director Hable met with several contractors regarding the sidewalk gaps on the south side on M-59 and he provided a brief summary of the discussions stating topography would be an issue in several areas and it may delay the implementation schedule. He also stated one of the LPR cameras on M-59 has been installed, and we are still looking for the best location for the second camera. Trustee Petrucci inquired as to whether we should get this information out to the businesses in the area and Manager Luce stated he would look into this. Trustee Germane inquired as to the potential of extending water to Spranger Field and whether this would require a budget amendment. Manager Luce stated at the time we implement this, there may be a need for a budget amendment. Trustee Germane inquired as to whether the Hartland Chamber has secured a field for the Polo Event. Manager Luce stated he and Director Hable met with Emmalynn Wheaton from the Chamber and she stated she contacted 28 venues for the event with no success in keeping the event in Hartland and is requesting the use of Heritage Park again. A brief discussion was held on potential weather-related issues with the event and decisions that would need to be made at that time. There was also a brief discussion regarding Heritage Park field expansion.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 05, 2024 – 7:00 PM

b. Township Trustee Compensation Analysis Workshop

Manager Luce gave a brief overview of the compensation process for this year stating the goal of the staff wage adjustment was to get staff to 95% of the average salary for the position. He then presented a elected official compensation study from 2023 and then led a discussion regarding the elected officials compensation. Discussion was held on various positions responsibilities from municipality to municipality, meeting schedules, special meeting pay, and the timing for elected official compensation evaluation. Clerk Ciofu proposed that evaluations should be done by the first meeting in January and compensation determined at the second meeting in January for the elected officials as we should do for the Township Manager and staff. For election officials he would agree with the cost-of-living increase, but we should look at extenuating circumstances each year such as this year's statutory changes to elections and the Clerks additional required hours. He gave a brief overview of the additional hours that were required for the February 27, 2024 Presidential Primary Election and a potential method for increasing the Clerk's salary. Supervisor Fountain proposed that we form a committee of three Trustees to evaluate the overall salaries for elected officials. Trustee McMullen, Trustee O'Connell, and Trustee Petrucci will evaluate the compensation for elected officials and bring back a proposal to the Board.

10. Adjournment

Move to adjourn the meeting at 8:30 p.m.

Motion made by Trustee Germane, Seconded by Trustee McMullen.

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: Susan Dryden-Hogan, Finance Director

Subject: Fiscal Year End 2024 Budget Amendments

Date: March 14, 2024

Recommended Action

Move to approve the final fiscal year end 2024 Budget Amendments as presented.

Discussion

Attached are the final year end fiscal 2023-2024 budget amendments for the General Fund, Water Fund and Sewer Fund.

General Fund:

Several line items in a variety of departments exceeded budgets, and while we do not approve budgets by line items, several departments were expected to exceed their overall approved budgets. To cover these overages, other department budgets were reduced as planned projects or expenses did not come to fruition during the fiscal year. Most notably, the heavy development projects currently under construction in the Township caused the Developer Fees in Planning an additional \$56,000. Also, certain employee expense categories needed to be increased due to staffing changes and benefit costs. These totaled \$11,300. Other increases were due to higher-than-expected repairs and maintenance expenses plus capital expenditures for new computers to replace old ones no longer in service.

Water Fund:

The water fund experienced overages in certain line items related to mid-year wage increases and higher than expected costs of plant chemicals. In addition, legal fees, insurance costs, and system repairs and maintenance required additional budget funds due to unplanned emergencies and issues related to the water expansion. These increases are covered by the Water Fund Balance.

Sewer Fund:

Monthly fees to the County are estimated to be more than budgeted. And unplanned engineering and legal fees were incurred due to litigation. These additional amounts are covered by the Sewer Fund Balance.

Financial Impact

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

Attachments

Final FY24 General Fund Budget Amendments
Final FY24 Water Fund Budget Amendments
Final FY24 Sewer Fund Budget Amendments

JOURNAL ENTRY
JE: 89378

Post Date: 03/19/2024

Entered By: SUSAN

Entry Date: 03/14/2024

Journal: BA

Description: FINAL FY24 BUDGET AMENDMENTS FOR GENERAL FUND 101 TO COVER HIGHER THAN EXPECTED EXPENSES IN CERTAIN CATEGORIES, INCLUDING AN ADDITIONAL \$56,000 FOR DEVELOPER FEES. ALL BUDGET SHORTFALLS AND ADDITIONS HAVE BEEN COVERED BY BUDGET SUPRLUSES IN OTHER DEPARTMENTS/AREAS.

GL #	Description	Increase/(Decrease)
101-101-725.000	BOARD FEES	(5,000.00)
101-101-804.000	MEMBERSHIP & DUES	625.00
101-101-807.000	AUDIT FEES	1,140.00
101-101-826.000	LEGAL FEES	(5,000.00)
101-172-801.000	CONTRACTED SERVICES	(5,000.00)
101-172-890.000	CONTINGENCIES	(10,563.71)
101-172-910.000	INSURANCE	1,680.00
101-191-727.000	SUPPLIES & POSTAGE	3,700.00
101-191-970.000	CAPITAL OUTLAY	(9,799.00)
101-192-716.000	EMPLOYMENT EXPENSE	858.00
101-209-702.000	ASSESSOR SALARY	2,278.00
101-209-702.100	SALARY IN LIEU OF BENEFITS	3,000.00
101-209-716.000	EMPLOYMENT EXPENSE	(5,278.00)
101-209-801.000	CONTRACTED SERVICES	(5,000.00)
101-215-710.000	WAGES IN LIEU OF BENEFITS	3,000.00
101-215-716.000	EMPLOYMENT EXPENSE	(3,000.00)
101-215-957.000	EDUCATION/TRAINING/CONVENTION	487.00
101-215-970.000	CAPITAL OUTLAY	1,200.00
101-239-930.000	REPAIRS & MAINTENANCE	1,000.00
101-253-704.000	DEPUTY TREASURER WAGES	(1,590.00)
101-253-708.000	CASHIER WAGES	1,590.00
101-253-716.000	EMPLOYMENT EXPENSE	559.00
101-253-970.000	CAPITAL OUTLAY	1,577.00
101-258-801.000	CONTRACTED SERVICES	5,000.00
101-265-801.009	CONTRACT SERVICES - WATER SYSTEM	1,842.00
101-265-802.000	LAWN/SNOW MAINTENANCE	1,500.00
101-265-851.000	TELEPHONE	(3,800.00)
101-265-920.001	UTILITIES - GAS	1,000.00
101-265-920.002	UTILITIES - ELECTRIC	(6,900.00)
101-265-930.000	REPAIRS & MAINTENANCE	2,500.00
101-400-704.000	PLANNING ASSISTANT 1	(21,736.00)
101-400-725.000	PLANNING COMMISSION FEES	(4,000.00)
101-400-801.000	CONTRACTED SERVICES	(3,500.00)
101-400-801.100	PROFESSIONAL REVIEW COSTS	56,736.00
101-400-970.000	CAPITAL OUTLAY	1,120.00
101-441-727.000	SUPPLIES & POSTAGE	362.00
101-441-740.000	OPERATING SUPPLIES	1,823.00
101-441-801.000	CONTRACTED SERVICES	6,000.00
101-441-970.000	CAPITAL OUTLAY	1,000.00
101-444-969.005	SIDEWALKS	4,000.00
101-448-921.000	STREET LIGHTS	1,000.00
101-463-802.000	LAWN/SNOW MAINTENANCE	(6,000.00)
101-463-969.002	ROAD CHLORIDE	(19,000.00)
101-465-963.000	DRAINS AT LARGE	(2,800.00)
101-567-930.000	REPAIRS & MAINTENANCE	(3,000.00)
101-567-970.000	CAPITAL OUTLAY	6,099.00
101-577-801.000	CONTRACTED SERVICES	(6,000.00)
101-703-883.200	HERITAGE PARK: HARTLAND PARTNERS	(3,500.00)
101-722-826.000	LEGAL FEES	(4,000.00)
101-751-801.009	CONTRACT SERVICES - WATER SYSTEM	15,829.00
101-751-955.000	PARKS - SPECIAL EVENTS	4,700.00
101-751-956.000	FARMERS MARKET	2,900.00
101-209-826.000	LEGAL FEES	(1,638.29)

Revenue Change: 0.00

Expenditure Change: 0.00

Budgeted Change To Fund Balance: 0.00

APPROVED BY:

Susan Dyden

JOURNAL ENTRY
 JE: 89377

Post Date: 03/19/2024

Entry Date: 03/14/2024

Entered By: SUSAN

Journal: BA

Description: FINAL FY24 WATER BUDGET AMENDMENTS
 INCLUDING: END OF YEAR EMPLOYEE EXPENSES,
 ENGINEERING FEES, LEGAL FEES, HIGHER THAN EXPECTED
 COSTS FOR INSURANCE AND EDUCATION AND EMERGENCY
 REPAIRS TO SYSTEM.

GL #	Description	Increase/(Decrease)
536-000-706.000	OPERATOR I WAGES	6,000.00
536-000-709.000	OVERTIME WAGES	5,000.00
536-000-715.000	EMPLOYERS SOC SEC	850.00
536-000-716.000	EMPLOYMENT EXPENSE	1,300.00
536-000-718.000	RETIREMENT	2,050.00
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	150.00
536-000-740.001	WATER TREAT. CHEMICALS	1,500.00
536-000-816.000	ENGINEERING FEES	15,000.00
536-000-826.000	LEGAL FEES	10,000.00
536-000-910.000	INSURANCE	1,065.00
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	10,000.00
536-000-957.000	EDUCATION/TRAINING/CONVENTION	3,500.00
	Revenue Change:	0.00
	Expenditure Change:	56,415.00
	Budgeted Change To Fund Balance:	(56,415.00)

APPROVED BY: Susan Dryden

JOURNAL ENTRY
JE: 89376

Post Date: 03/19/2024

Entry Date: 03/14/2024

Entered By: SUSAN

Journal: BA

Description: SEWER 590 YE BUDGET AMENDMENT
TO COVER ESTIMATED MARCH LRSS CHARGE AND UNEXPECTED
ENGINEERING COSTS AND LEGAL FEES

GL #	Description	Increase/(Decrease)
590-000-801.008	LCDC CONTRACT SERVICES	100,000.00
590-000-816.000	ENGINEERING FEES	7,320.00
590-000-826.000	LEGAL FEES	20,000.00
	Revenue Change:	0.00
	Expenditure Change:	127,320.00
	Budgeted Change To Fund Balance:	(127,320.00)

APPROVED BY:

Susan Dryden

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: Resolution – Hartland Gymnastics Boosters

Date: March 14, 2024

Recommended Action

Move to approve the resolution recognizing Hartland Gymnastics Boosters as a charitable nonprofit in the community for the purpose of obtaining a charitable gaming license.

Discussion

The Hartland Gymnastics Boosters is seeking recognition as a nonprofit organization for the purpose of obtaining a charitable gaming license from the State of Michigan. This allows the nonprofit to take part in non-profit “gaming” such as raffles. The organization is seeking a gaming license to sell raffle tickets at their June 29, 2024 Golf Outing at Hartland Glen Golf Course in support of their gymnastics program.

Financial Impact

None

Attachments

Res 24-006 – Charitable Gaming License – Hartland Gymnastics Boosters
Hartland Gymnastics Boosters Charitable Gaming License Request.

BOARD OF TRUSTEES

2655 Clark Road
Hartland, Michigan 48353
(810) 632-7498 Office
(810) 632-6950 Fax



Supervisor
William J. Fountain

Clerk
Larry N. Ciofu

Treasurer
Kathleen A. Horning

Trustees
Matthew J. Germane
Summer McMullen
Denise O'Connell
Joseph M. Petrucci

RESOLUTION NO. 24-RXXX

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSE

At a regular meeting of the Township Board of Hartland Township, Livingston County, Michigan, held at the Township Hall in said Township on _____, 2024, at 7:00 p.m.

PRESENT:

ABSENT:

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

BE IT RESOLVED that the request from the Hartland Gymnastic Boosters, asking that they be recognized as a nonprofit organization operating in the community for the purpose of obtaining a charitable gaming license, be considered for approval.

BE IT FURTHER RESOLVED that the Hartland Township Board authorizes and directs the Clerk to complete the State of Michigan "LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES" form (BSL-CG-1153) for the approval.

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

RESULT:	_____	[0 - 0 - 0]
MOVER:		
SECONDER:		
AYES:		
NAYS:		
ABSENT:		

STATE OF MICHIGAN)
)
COUNTY OF LIVINGSTON)

I, the undersigned, the duly qualified and acting Township Clerk of the Township of Hartland, Livingston County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the ____ day of _____ 2024.

Larry N. Ciofu Hartland Township Clerk

Larry Ciofu

From: Mike Schwab <mschwab@intra-corp.net>
Sent: Wednesday, March 13, 2024 10:05 AM
To: Larry Ciofu
Subject: RE: Request to Include Our Gambling License Application in the Next Township Meeting
Attachments: FB_IMG_1710338279405.jpg

Hi Larry,

I am reaching out on behalf of the Harland Gymnastic Boosters. We are excited to announce that we will be hosting a golf outing on June 29 at Hartland Glen.

As part of our fundraising efforts to support our gymnastics program, we would like to introduce a 50/50 raffle during the golf outing. The funds raised from this raffle will directly contribute to the development and enhancement of our Booster club, ensuring that we can continue to provide a safe and enriching environment for our athletes.

We kindly request approval from the township to be able to obtain a gambling license. We want to sell 50/50 raffle tickets during the golf outing. This popular fundraising method has proven successful in various community events, and we believe it will be a fantastic addition to our golf outing. Participants will have the opportunity to win cash prizes while supporting a good cause.

Here are some key details about our proposed 50/50 raffle:

- Ticket Price: \$1 per ticket
- Prize Distribution: 50% of the total funds collected will go to the lucky winner, and the remaining 50% will benefit the Harland Gymnastic Boosters.

We understand the importance of adhering to the township's guidelines and regulations, and we assure you that all necessary permits and paperwork will be promptly submitted for approval.

If you have any questions or require additional information, please feel free to contact me

Sincerely,

Michael Schwab

From: Mike Schwab
Sent: Tuesday, February 27, 2024 9:39 AM
To: lciofu@hartlandtp.com
Subject: Request to Include Our Gambling License Application in the Next Township Meeting

Hi Larry,

I hope this email finds you well. I'm writing to request your assistance in placing our gambling license application on the agenda for the upcoming township meeting.

As you may recall, we previously held a gambling license under the HGA Booster, but due to unforeseen circumstances, we've had to recreate everything from scratch. We're eager to regain compliance and contribute to the Gymnastic Team.

Could you please advise on the process for getting our application reviewed and considered at the next meeting?

We understand the importance of adhering to all regulations and protocols and are committed to ensuring that our operations meet or exceed all required standards.

Thank you for your attention to this matter.

We look forward to your guidance on how to proceed.

Best regards,

ARTICLES OF INCORPORATION
For use by DOMESTIC NONPROFIT CORPORATION

Pursuant to the provisions of Act 162, Public Acts of 1982, the undersigned corporation executes the following Articles:

ARTICLE I

The name of the corporation is:

HARTLAND GYMNASTIC BOOSTERS

ARTICLE II

The purpose or purposes for which the corporation is formed are:

THE PRIMARY PURPOSE OF THE HARTLAND GYMNASTIC BOOSTERS IS TO PROVIDE SUPPORT AND ASSISTANCE TO THE HARTLAND GYMNASTICS ACADEMY, HARTLAND COMMUNITY EDUCATION, GYMNASTS, PARENTS AND COACHES, REGARDING CLUB POLICIES, TEAM PROGRESSIONS, AND COMPETITION PROCEDURES. SUPPORT IS SHOWN IN MANY WAYS, INCLUDING VOLUNTEERING TIME, RAISING MONEY, AND CONTRIBUTING FUNDS TO BETTER ENHANCE THE TEAM'S PERFORMANCE. THE KEY FUNCTION OF THE BOOSTER CLUB IS VOLUNTEERING, CONTRIBUTING FUNDS AND MATERIALS, PRINT PROMOTIONAL ITEMS LIKE SCHEDULES, PROGRAMS, YEARBOOKS, ORGANIZE TEAM EVENTS, AND LISTEN AND WORK CLOSELY WITH THE COACHES.

ARTICLE III

The Corporation is formed upon basis.

If formed on a stock basis, the total number of shares the corporation has authority to issue is

If formed on a nonstock basis, the description and value of its real property assets are (if none, insert "none"):

None

The description and value of its personal property assets are (if none, insert "none"):

None

The corporation is to be financed under the following general plan:

The Corporation shall be financed through membership fees, grants, bequests, fund raising activities, and contributions.

The Corporation is formed on a basis.

ARTICLE IV

The street address of the registered office of the corporation and the name of the resident agent at the registered office (P.O. Boxes are not acceptable):

1. Agent Name: JONI COKER
2. Street Address: 13524 COLUMBUS CT
Apt/Suite/Other:
City: HARTLAND
State: MI

Zip Code: 48353

3. Registered Office Mailing Address:

P.O. Box or Street Address: 13524 COLUMBUS CT
Apt/Suite/Other:

ANY OTHER ACTIVITIES NOT PERMITTED TO BE CARRIED ON (1) BY A CORPORATION EXEMPT FROM FEDERAL INCOME TAX UNDER IRC 501(C)(3) OR THE CORRESPONDING SECTION OF ANY FUTURE FEDERAL TAX CODE OR (2) BY A CORPORATION WHOSE CONTRIBUTIONS ARE DEDUCTIBLE UNDER SECTION IRC 170(C)(2) OR THE CORRESPONDING SECTION OF ANY FUTURE FEDERAL TAX CODE.

ARTICLE VIII

PURSUANT TO SECTION 209(C) OF THE ACT, MCL 450.2209, THE ARTICLES OF INCORPORATION MAY CONTAIN A PROVISION ELIMINATING PERSONAL LIABILITY FOR A DIRECTOR OR VOLUNTEER OFFICER TO THE CORPORATION, ITS SHAREHOLDERS, OR ITS MEMBERS FOR MONEY DAMAGES FOR ANY ACTION TAKEN OR ANY FAILURE TO TAKE ANY ACTION AS A DIRECTOR OR VOLUNTEER OFFICER, EXCEPT LIABILITY FOR ANY OF THE FOLLOWING:

- (I) THE AMOUNT OF A FINANCIAL BENEFIT RECEIVED BY A DIRECTOR OR VOLUNTEER OFFICER TO WHICH HE OR SHE IS NOT ENTITLED.
- (II) INTENTIONAL INFLICTION OF HARM ON THE CORPORATION, ITS SHAREHOLDERS, OR MEMBERS.
- (III) A VIOLATION OF SECTION 551.
- (IV) AN INTENTIONAL CRIMINAL ACT.
- (V) A LIABILITY IMPOSED UNDER SECTION 497(A).

(D) FOR A CORPORATION WHOSE PURPOSES, STRUCTURES, AND ACTIVITIES ARE EXCLUSIVELY THOSE DESCRIBED IN SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE OF 1986, 26 USC 501, A PROVISION THAT THE CORPORATION ASSUMES ALL LIABILITY TO ANY PERSON OTHER THAN THE CORPORATION, ITS SHAREHOLDERS, OR ITS MEMBERS FOR ALL ACTS OR OMISSIONS OF A VOLUNTEER DIRECTOR OCCURRING ON OR AFTER JANUARY 1, 1988 INCURRED IN THE GOOD FAITH PERFORMANCE OF THE VOLUNTEER DIRECTOR'S DUTIES.

(E) A PROVISION THAT THE CORPORATION ASSUMES THE LIABILITY FOR ALL ACTS OR OMISSIONS OF A VOLUNTEER DIRECTOR, VOLUNTEER OFFICER, OR OTHER VOLUNTEER OCCURRING ON OR AFTER THE EFFECTIVE DATE OF THE PROVISION THAT GRANTS LIMITED LIABILITY IF ALL OF THE FOLLOWING ARE MET:

- (I) THE VOLUNTEER WAS ACTING OR REASONABLY BELIEVED HE OR SHE WAS ACTING WITHIN THE SCOPE OF HIS OR HER AUTHORITY.
- (II) THE VOLUNTEER WAS ACTING IN GOOD FAITH.
- (III) THE VOLUNTEER'S CONDUCT DID NOT AMOUNT TO GROSS NEGLIGENCE OR WILLFUL AND WANTON MISCONDUCT.
- (IV) THE VOLUNTEER'S CONDUCT WAS NOT AN INTENTIONAL TORT.
- (V) THE VOLUNTEER'S CONDUCT WAS NOT A TORT ARISING OUT OF THE OWNERSHIP, MAINTENANCE, OR USE OF A MOTOR VEHICLE FOR WHICH TORT LIABILITY MAY BE IMPOSED UNDER SECTION 3135 OF THE INSURANCE CODE OF 1956, 1956 PA 218, MCL 500.3135.

ARTICLE IX

TERI SHELTERS PRESIDENT
 ASHLEY EDWARDS VICE PRESIDENT
 JONI COKER SECRETARY
 RACHEL SCHWAB TREASURER

Signed this 20th Day of July, 2023 by the incorporator(s).

Signature	Title	Title if "Other" was selected
TERI SHELTERS	Incorporator	
ASHLEY EDWARDS	Incorporator	
JONI COKER	Incorporator	
Rachel Schwab	Incorporator	

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act.

Decline Accept

HARTLAND GYMNASTICS BOOSTER CLUB BYLAWS

ARTICLE I – GENERAL PROVISIONS

1.01 Name

The name of this organization shall be HGA Boosters Club and hereinafter be referred to as the HGABC.

1.02 Office

The principle office of HGABC is located at 9525 E Highland Rd, Howell, MI 48843. The HGABC may have offices at such other places within the State of Michigan as the Executive Board may decide.

1.03 Fiscal Year

The fiscal year of the HGABC shall commence on the first day of August of each year and shall terminate on the last day of July the following year.

1.04 Purpose

A. The primary purpose of the HGABC is to operate exclusively for the purposes set forth in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code") including for such purposes of making distributions to organizations that qualify as exempt organizations under Code Section 501 (c)(3) and providing financial assistance to all members for costs incurred by competitive gymnastic teams and their members.

B. To receive and administer funds through the collection of membership dues, fundraising, donations and sponsors.

C. To provide support and assistance to the Hartland Gymnastics Academy, in partnership with Hartland Community Education and Hartland Consolidated Schools, by uniting gymnasts, parents, coaches and staff in a way that enhances the sharing of team spirit, encourages community service, promotes the mental, physical, and moral development of gymnasts and any other support approved by members, which would promote competitive gymnastic opportunities.

D. The HGABC shall not discriminate on the basis of race, color, national and ethnic origin in the administration of its policies, gifts or programs.

ARTICLE 2 - PROHIBITION AND COMPENSATION

2.01 No part of the HGABC's net earnings shall inure to the benefit of any individual; and no substantial part of its activities shall consist of carrying on lobbying or otherwise attempting to influence legislation. HGABC shall be conducted in conformity with the provisions of Section 501 of the United States Internal Revenue Code, as those provisions are presently stated, or may exist hereafter, and the HGABC shall have no power to take any action or administer, distribute or disburse any of its funds or property except in conformity therewith.

2.02 A person can be reasonably compensated for services rendered to the HGABC as an officer, committee chair or member, except as prohibited by these bylaws when approved by a majority vote of the Board of Directors, and will only be in effect for the season elected. All compensations must be disclosed at the First General Meeting of the season, and will not be paid out until the end of the season, once all duties and responsibilities have been fulfilled.

ARTICLE 3 - MEMBERSHIP

3.01 GENERAL MEMBERSHIP

A. An individual must be a parent or legal guardian of a child who is an active participant in the Hartland Gymnastics Academy who is willing to uphold the objectives of the Booster Club, pay all required fees and dues, and subscribe to the bylaws.

B. The Executive Board shall establish the initial and annual dues for membership. Dues cannot be pro-rated for less than a year's membership. Membership runs for the 12 month period beginning August 1st – July 31st of the following year.

membership meeting. Whether or not a quorum is present, the meeting may be adjourned by vote of the members present.

4.06 PROXIES

A member entitled to vote at a membership meeting or to express consent or dissent without a meeting may authorize other persons to act for the member by proxy. A proxy shall be signed by the member or the member's authorized representative and shall not be valid after the completion of that season's calendar year. A proxy is revocable at the pleasure of the member executing it except as otherwise provided by statute.

4.07 MEETING BY TELEPHONE OR SIMILAR EQUIPMENT

A member may participate in a membership meeting by conference telephone or any similar communications equipment through which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section constitutes presence in person at the meeting.

ARTICLE 5 - DUTIES OF THE DIRECTOR OF HARTLAND GYMNASTICS ACADEMY

5.01 The duties of the Director of Hartland Gymnastics Academy are as follows:

- A. To serve as the main liaison of the Booster Club to the Director of Hartland Community Education, Hartland Gymnastics Academy and Hartland Consolidated Schools
- B. Represent the Booster Club, along with the President, at meetings of any other group(s) where the purposes and actions of this club have pertinence
- C. Serve the Booster Club as the principal authority and advisor as to the needs and priorities in the programs and facilities at Hartland Gymnastics Academy, Hartland Community Education and Hartland Consolidated Schools

5.02 This position is advisory only with no voting authority.

ARTICLE 6 – BOARD OF DIRECTORS

6.01 The board of directors shall include the Executive Board and one representative. The representative will be appointed by the current President of the Executive Board and approved by majority vote of the remaining officers. The appointment will take place after the Annual Meeting and before the end of the fiscal year.

6.02 In order to serve on the board of directors, a member must:

- A. Represent a competitive gymnast that competes at Hartland Gymnastics Academy
- B. Be in good financial standing with the HGABC
- C. Sign a Conflict of Interest Policy

6.03 The business, property and affairs of the HGABC shall be managed by the board of directors.

6.04 Any action required or permitted to be taken pursuant to board authorization may be taken without a meeting if, before or after the action, all directors' consent to the action is given in writing. Written consents shall be filed with the minutes of the board's proceeding.

6.05 Each member of the board of directors shall hold office for the term appointed and until a successor is appointed and qualified.

6.06 A majority of the directors then in office constitutes a quorum for the transaction of any business at any meeting of the board of directors. Actions voted on by a majority of directors present at a meeting where a quorum is present shall constitute authorized actions of the board.

ARTICLE 7 – EXECUTIVE BOARD

7.01 The executive board shall include all members of the Board of Directors. There should be not less than three nor more than five officers on the executive board.

7.02 The appointed chairperson of the Board of Directors shall serve as an officer on the Executive Board.

7.03 The elected officers of the Executive Board shall be as follows:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer

- B. Act as the Director of Fundraising to monitor member participation in fundraising events to ensure that the members are maintaining good status in conjunction with the group and any special fundraising committee chairs
- C. Act as presiding officer of the HGABC in the absence of the President
- D. Assume the duties of the Secretary or Treasurer in case of the absence or disability of that officer or on the request of the President
- E. Will audit the Treasurer as needed
- F. Perform other duties as assigned customarily pertaining to the office of Vice President

8.03 Secretary

- A. Provide, organize, facilitate and promote any and all fundraising, including but not limited to rebate programs, sponsorships, donations and grants
- B. Shall record the minutes of every meeting, including special meetings and email minutes to the members promptly after each meeting
- C. Shall record the minutes of all board meetings and maintain a copy for record
- D. Maintain a permanent record in the form of a notebook, which is passed to the successor, of the following:
 - a) The HGABC bylaws
 - b) Meeting minutes
 - c) The HGABC Handbook
 - d) Any additional records pertaining to the organization
 - e) Oversee the annual election of officers
 - f) Shall make and certify a complete list of the members entitled to vote at a membership meeting or any adjournment. The list shall be arranged alphabetically, be produced at the time and place of the membership meeting, be subject to inspection by an members during the whole time of the meeting, and be prima facie evidence of the members entitled to examine the list or vote at the meeting.
 - g) Work with the President to prepare and file the HGABC Annual Report
 - h) Perform other duties as assigned customarily pertaining to the office of Secretary

8.04 Treasurer

- A. Provide, organize, facilitate and promote any and all fundraising, including but not limited to rebate programs, sponsorships, donations and grants
- B. Receive all dues, fees and monies for the HGABC
- C. Keep an accurate and detailed record of all receipts and expenditures
- D. Pay bills authorized by the HGABC
- E. Render a statement of accounts at least quarterly to the HGABC members
- F. Present an annual financial statement at the membership's Annual Meeting
- G. Pay coaches' meet expenses as authorized by the HGABC
- H. File or oversee the filing of the appropriate tax returns and reports with the State of Michigan or Internal Revenue Service
- I. Work with the President and the Director of Hartland Gymnastics Academy to prepare the annual budget that is to be presented at the beginning of the season
- J. Perform other duties as assigned customarily pertaining to the office of Treasurer

8.05 Chairperson

- A. Provide, organize, facilitate and promote any and all fundraising, including but not limited to rebate programs, sponsorships, donations and grants
- B. Chairperson must ensure that the Executive Board functions properly; that there is full participation during meetings and that all relevant matters are discussed; that effective decisions are made and carried out.
- C. Work with all members of the Executive Board to serve where needed

No Board of Directors' member, officer, club member, authorized agent, or representative of the HGABC shall be liable or responsible for any debts or liabilities of the HGABC, or liable to the HGABC.

ARTICLE 16 – INDEMNIFICATION OF OFFICERS AND BOARD OF DIRECTORS MEMBERS

The HGABC shall indemnify any present or former Officer or Board of Director Member who is made a party or is threatened to be made a party to any threatened, pending, or contemplated action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that s/he is or was an Officer or Director of the HGABC, against any expenses (including attorney's fees), judgments, fines and amounts paid in settlement, which are actually and reasonably incurred, if such present or former Officer or Director acted in good faith and in a manner s/he reasonably believed to be in or not opposed to the best interests of the HGABC or its members, to the extent that the same is not prohibited by Michigan law.

ARTICLE 17 – CONFLICTS OF INTEREST

17.01 Disclosure: when a member of the board or an officer is affiliated with an organization seeking to provide services or facilities to the corporation, or when a member of the board or officer has any duality of interest or possible conflict of interest, real or apparent, such affiliation or conflict of interest should be disclosed to the board and made a matter of record, either when the interest becomes a matter of board action or as part of a periodic procedure to be established by the board. An affiliation with an organization will be considered to exist when a board member or officer or a member of his or her immediate family or close relative is an officer, director, trustee, partner, employee or agent of the organization, or has any other substantial interest or dealings with the organization.

17.02 Voting: any board member or officer having a duality of interest or possible conflict of interest on any matter should not vote or use his or her personal influence on the matter. However, he or she may be counted in determining a quorum for the meeting at which the matter is voted on, as permitted by law. The board should obtain and rely on appropriate comparability data, when appropriate. The minutes of the meeting should reflect that the disclosure was made, that the interested board member abstained from voting, whether his or her presence was counted in determining a quorum, and whether comparability data was considered and used as a basis for making the decision. The comparability data should be attached to the minutes and made a part of the record.

17.03 Statement of Position: the foregoing requirements should not be construed to prevent a board member or officer from stating his or her position on the matter under consideration, nor from answering questions of other board members relating to the matter.

ARTICLE 18 – DISSOLUTION

In the event of dissolution of the HGABC, the Board of Directors shall cause the assets of the HGABC to be distributed as follows:

- A. All liabilities of the HGABC shall be paid or adequate provisions shall be made for payment
- B. All of the HGABC's remaining assets, real and personal, shall be distributed to Hartland Consolidated Schools or its successor if Hartland Consolidated Schools or its successor qualifies as an exempt organization under Code Section 501(c)(3).

These are the bylaws of the HGA Boosters Club, as put forth herein, were ratified and accepted on 11/28/2022

Teri Shelters (President) Ashley Edwards (Vice President) Joni Coker (Secretary) Rachel Schwab (Treasurer) Kailey Jenks (Fundraising Coordinator)

HARTLAND GYMNASTICS ACADEMY

GOLF

OUTING

**4 PERSON
SCRAMBLE**

**\$400
PER TEAM**



**JUNE
29TH**

HARTLAND GLEN GOLF COURSE

PRICE INCLUDES

**18 HOLES OF GOLF
LUNCH AT THE TURN
DINNER AFTER THE ROUND
PRIZES & MORE!**

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Scott Hable, Director of Public Works

Subject: 2024 Hartland Township Settlers Park Rental and Reservation Fees

Date: March 12, 2024

Recommended Action

Move to approve the 2024 Hartland Township Settlers Park Rental and Reservation Fees.

Discussion

The Department of Public Works is recommending approving the Settlers Park Pavilion and Field rates for 2024 as presented. The proposed rates incorporate a resident/non-resident option as well as offering half-day and full-day options. We have seen an increase in non-resident rentals over the past year and want to be able to provide a reduced rate for the Hartland Township Residents. Previously, there was a flat rate for both residents and non-residents, and either four- or eight-hour timeslots. The field rental is new to the fee schedule and an indication of what section can be rented can be seen on the map included in this memo.

We are not projecting a need for an increase in cost for the rentals at Settlers Park for 2025 as the fees account for wage increases, supplies, truck use and all other miscellaneous fees. These fees are in line with surrounding communities. The intent is to keep these rates until we see a need to review them.

The pavilion and field at Settlers Park are available to reserve and if they are not reserved, then the pavilion can be used on a first come first served basis. There are no reservations for holiday weekends so the community can enjoy the entire park. The playscape and restroom facilities will remain open to the public during a reservation.

For reservations anticipating more than 100 guests, the Department of Public Works will meet with the Township Manager and the Office of the Clerk to determine approval, cost, and if additional resources are needed. If additional resources are needed, the Department of Public Works will work with the Office of the Clerk to arrange delivery and pickup of said resources. Any fees incurred by these resources will be paid by the Township and reimbursed to us by the renter.

All free to attend and open to public events may qualify for a reduced or free rate. Non-profit organizations and educational programs are also eligible for a reduced rate, to be determined on a case-by-case basis.

Financial Impact

Is a Budget Amendment Required? Yes No

Attachments

2024 Park Rental and Reservation Fee Schedule

Field map indicating which section of the field can be rented.



Settlers Park Pavilion and Field Rental Fees

PAVILION	Times Available	Resident	Non-Resident
Monday - Thursday	8:00 a.m. - 1:30 p.m.	\$50	\$100
	3:00 p.m. - dusk	\$50	\$100
	8:00 a.m. - dusk	\$75	\$150
Friday - Sunday	8:00 a.m. - 1:30 p.m.	\$100	\$200
	3:00 p.m. - dusk	\$100	\$200
	8:00 a.m. - dusk	\$150	\$250

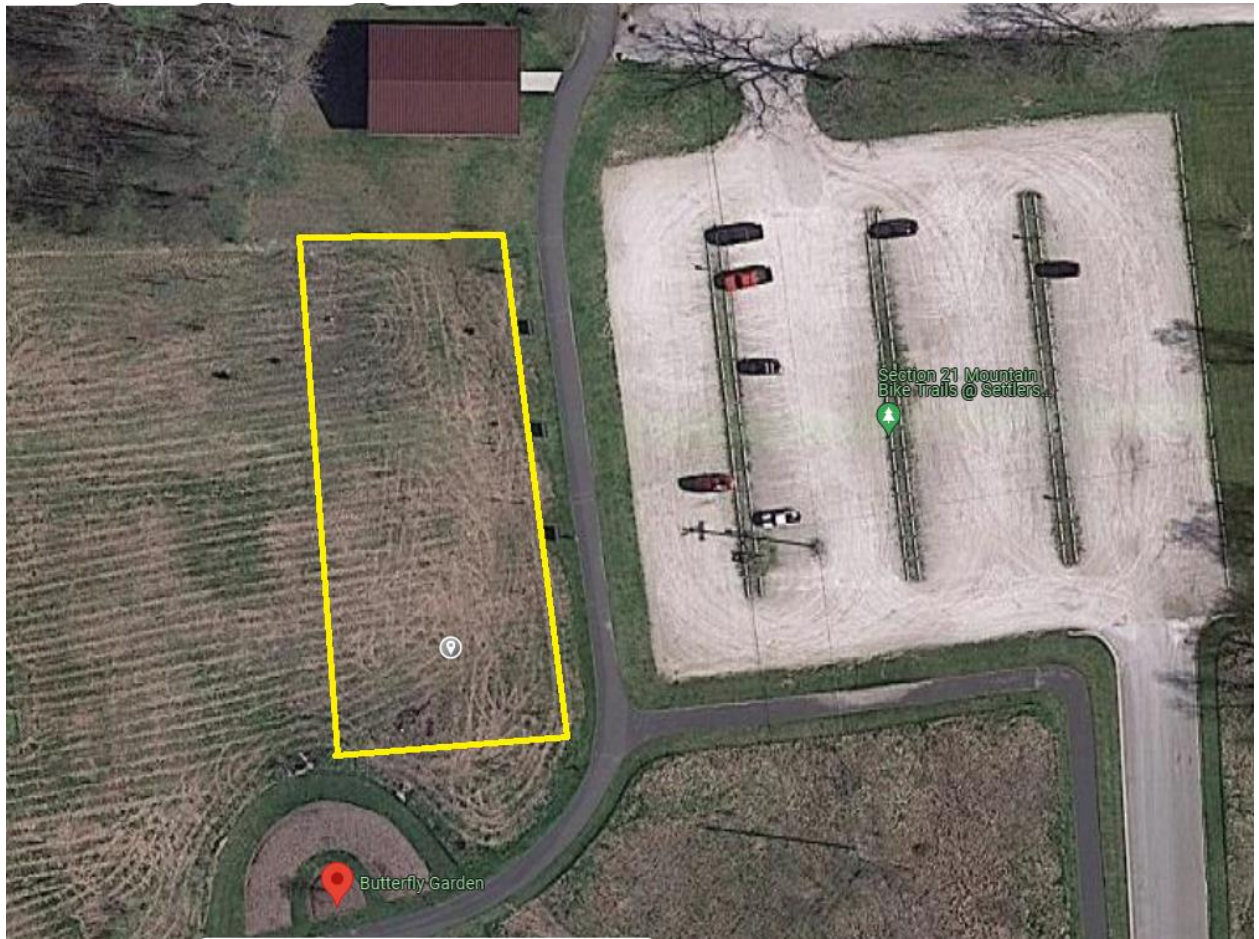
FIELD	Times Available	Resident	Non-Resident
Monday - Sunday	8:00 a.m. - 1:30 p.m.	\$25	\$50
	3:00 p.m. - dusk	\$25	\$50
	8:00 a.m. - dusk	\$40	\$80

The Field rental area is shown on the map.

Please contact the Clerk's Office with special requests, including but not limited to:

- events with 100 guests more
- community events
- non-profit organizations
- educational programs

If additional resources are needed (waste receptacles, sanitary stations, etc.), the Township will make arrangements and the fees will be reimbursed to the Township by the renter.



Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Michael Luce, Township Manager

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

Date: March 14, 2024

Recommended Action

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

Discussion

Consideration of a Closed Session to discuss pending litigation related to the Livingston County Septage receiving Station Master Operating Agreement, in accordance with the Open Meetings Act, MCL 15.268(e), as an open meeting would have a detrimental effect on the position of the Township.