



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

Via WebEx at: <https://hartlandtownship-214.my.webex.com/hartlandtownship-214.my/j.php?MTID=me767caff2f97c1fe0307043ee25ac612>

Tuesday, February 02, 2021

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 Post Audit of Disbursements Between Board Meetings
 - [b.](#) Approve Payment of Bills
 - [c.](#) Approve 1/19/21 Regular Meeting Minutes
 - [d.](#) 2021 Hartland Consolidated School District Election Agreement
 - [e.](#) 2021 Livingston Educational Service Agency (LESA) Intermediate School District Election Agreement
 7. Pending & New Business
 - [a.](#) Resolution – 2021 Poverty Exemption Guidelines and Policy
 8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
 - a. Manager's Report
 - [b.](#) FY22 & FY23 Draft Water & Sewer Budgets
 10. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: January 26, 2021

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 - \$31,471.18

January 28, 2021 Payroll - \$74,513.83

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY21 budget.

Attachments

Post Audit Bills List 01.19.2021

Post Audit Bills List 01.25.2021

Payroll for 01.28.2021

01/25/2021 01:27 PM
User: SUSANC
DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 01/19/2021 - 01/19/2021

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/19/2021	FOA	40909	CONSUMERS ENERGY	STREET LIGHTS	101-448-921.000	180.76
		40909		UTILITIES - GAS	536-000-920.001	195.60
						<hr/> 376.36
01/19/2021	FOA	40910	PRIORITY HEALTH	EMPLOYMENT EXPENSE	101-215-716.000	369.63
01/19/2021	FOA	40911	RONALD R BRODEN II & TONI LYNN	LAND	101-000-130.000	15,600.00
			TOTAL - ALL FUNDS	TOTAL OF 3 CHECKS		16,345.99

--- GL TOTALS ---

101-000-130.000	LAND	15,600.00
101-215-716.000	EMPLOYMENT EXPENSE	369.63
101-448-921.000	STREET LIGHTS	180.76
536-000-920.001	UTILITIES - GAS	195.60
	TOTAL	16,345.99

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
 CHECK DATE FROM 01/25/2021 - 01/25/2021

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/25/2021	FOA	40936	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,442.45
		40936		STREET LIGHTS	101-448-921.000	47.31
		40936		UTILITIES - ELECTRIC	101-751-920.002	139.49
		40936		UTILITIES	209-000-920.000	14.95
		40936		UTILITIES - ELECTRIC	536-000-920.002	2,455.35
						<hr/> 4,099.55
01/25/2021	FOA	40937	LIVINGSTON DAILY PRESS & ARGUS	PRINTING & PUBLICATIONS	101-215-900.000	215.00
		40937		PRINTING & PUBLICATIONS	101-400-900.000	470.00
						<hr/> 685.00
01/25/2021	FOA	40938	MUTUAL OF OMAHA	ACCRUED STD/LTD BENEFITS	001-000-257.103	141.61
		40938		EMPLOYMENT EXPENSE	101-172-716.000	37.11
		40938		EMPLOYMENT EXPENSE	101-192-716.000	89.03
		40938		EMPLOYMENT EXPENSE	101-209-716.000	92.20
		40938		EMPLOYMENT EXPENSE	101-215-716.000	60.10
		40938		EMPLOYMENT EXPENSE	101-253-716.000	62.26
		40938		EMPLOYMENT EXPENSE	101-400-716.000	107.85
		40938		EMPLOYMENT EXPENSE	101-441-716.000	41.36
		40938		EMPLOYMENT EXPENSE	536-000-716.000	76.50
						<hr/> 708.02
01/25/2021	FOA	40939	PRINCIPAL LIFE INSURANCE COMPANY	ACCRUED DENTAL BENEFITS	001-000-257.101	139.18
		40939		ACCRUED VISION BENEFITS	001-000-257.102	52.54
		40939		EMPLOYMENT EXPENSE	101-172-716.000	40.36
		40939		EMPLOYMENT EXPENSE	101-192-716.000	80.72
		40939		EMPLOYMENT EXPENSE	101-209-716.000	78.06
		40939		EMPLOYMENT EXPENSE	101-215-716.000	129.27
		40939		EMPLOYMENT EXPENSE	101-253-716.000	156.12
		40939		EMPLOYMENT EXPENSE	101-400-716.000	109.00
		40939		EMPLOYMENT EXPENSE	101-441-716.000	133.07
		40939		EMPLOYMENT EXPENSE	536-000-716.000	40.36
						<hr/> 958.68
01/25/2021	FOA	40940	PRIORITY HEALTH	ACCRUED MEDICAL BENEFITS	001-000-257.100	1,734.77
		40940		EMPLOYMENT EXPENSE	101-172-716.000	527.69
		40940		EMPLOYMENT EXPENSE	101-192-716.000	1,055.38
		40940		EMPLOYMENT EXPENSE	101-209-716.000	1,160.93
		40940		EMPLOYMENT EXPENSE	101-215-716.000	1,688.62
		40940		EMPLOYMENT EXPENSE	101-253-716.000	527.69
		40940		EMPLOYMENT EXPENSE	101-441-716.000	1,451.17
		40940		EMPLOYMENT EXPENSE	536-000-716.000	527.69
						<hr/> 8,673.94
TOTAL - ALL FUNDS				TOTAL OF 5 CHECKS		15,125.19

--- GL TOTALS ---

001-000-257.100	ACCRUED MEDICAL BENEFITS	1,734.77
001-000-257.101	ACCRUED DENTAL BENEFITS	139.18
001-000-257.102	ACCRUED VISION BENEFITS	52.54

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CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 01/25/2021 - 01/25/2021

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
001-000-257.103				ACCRUED STD/LTD BENEFITS		141.61
101-172-716.000				EMPLOYMENT EXPENSE		605.16
101-192-716.000				EMPLOYMENT EXPENSE		1,225.13
101-209-716.000				EMPLOYMENT EXPENSE		1,331.19
101-215-716.000				EMPLOYMENT EXPENSE		1,877.99
101-215-900.000				PRINTING & PUBLICATIONS		215.00
101-253-716.000				EMPLOYMENT EXPENSE		746.07
101-265-920.002				UTILITIES - ELECTRIC		1,442.45
101-400-716.000				EMPLOYMENT EXPENSE		216.85
101-400-900.000				PRINTING & PUBLICATIONS		470.00
101-441-716.000				EMPLOYMENT EXPENSE		1,625.60
101-448-921.000				STREET LIGHTS		47.31
101-751-920.002				UTILITIES - ELECTRIC		139.49
209-000-920.000				UTILITIES		14.95
536-000-716.000				EMPLOYMENT EXPENSE		644.55
536-000-920.002				UTILITIES - ELECTRIC		2,455.35
				TOTAL		15,125.19

Check Register Report For Hartland Township
For Check Dates 01/28/2021 to 01/28/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/28/2021	FOA	16949	LAROSE, MICHELLE M	90.00	79.28	0.00	Open
01/28/2021	FOA	16950	MCMULLEN, SUMMER L	680.00	575.14	0.00	Open
01/28/2021	FOA	16951	PETRUCCI, JOSEPH M	500.00	416.56	0.00	Open
01/28/2021	FOA	16952	VOIGHT, KEITH R	200.00	176.20	0.00	Open
01/28/2021	FOA	16953	ICMA VANTAGEPOINT TRANSFER AGENT	1,669.07	1,669.07	0.00	Open
01/28/2021	FOA	16954	ICMA VANTAGEPOINT TRANSFER AGENT	3,824.21	3,824.21	0.00	Open
01/28/2021	FOA	16955	ICMA VANTAGEPOINT TRANSFER AGENT	1,402.29	1,402.29	0.00	Open
01/28/2021	FOA	16956	ICMA VANTAGEPOINT TRANSFER AGENT	200.00	200.00	0.00	Open
01/28/2021	FOA	DD6936	BAGDON, KELLY M	1,831.40	0.00	1,310.96	Cleared
01/28/2021	FOA	DD6937	BEAUDOIN, DIANA K	1,186.64	0.00	1,030.78	Cleared
01/28/2021	FOA	DD6938	BERNARDI, MELYNDA A	1,105.67	0.00	851.11	Cleared
01/28/2021	FOA	DD6939	BROOKS, TYLER J	1,468.00	0.00	1,042.76	Cleared
01/28/2021	FOA	DD6940	CASE, SUSAN E	1,564.43	0.00	1,043.08	Cleared
01/28/2021	FOA	DD6941	CIOFU, LARRY N	2,583.33	0.00	1,866.36	Cleared
01/28/2021	FOA	DD6942	DRYDEN-HOGAN, SUSAN A	3,291.57	0.00	2,351.99	Cleared
01/28/2021	FOA	DD6943	FOUNTAIN, WILLIAM J	2,583.33	0.00	2,161.30	Cleared
01/28/2021	FOA	DD6944	FOX, LAWRENCE E	360.00	0.00	317.16	Cleared
01/28/2021	FOA	DD6945	GERMANE, MATTHEW J	500.00	0.00	436.75	Cleared
01/28/2021	FOA	DD6946	GRISSIM, SUSAN L	180.00	0.00	166.23	Cleared
01/28/2021	FOA	DD6947	HEASLIP, JAMES B	2,938.79	0.00	1,741.92	Cleared
01/28/2021	FOA	DD6948	HORNING, KATHLEEN A	2,833.33	0.00	2,054.75	Cleared
01/28/2021	FOA	DD6949	JOHNSON, LISA	2,082.96	0.00	1,469.47	Cleared
01/28/2021	FOA	DD6950	KLINE, CORI L	559.27	0.00	487.63	Cleared
01/28/2021	FOA	DD6951	KUMAR, ANDREW M	1,592.96	0.00	1,147.07	Cleared
01/28/2021	FOA	DD6952	LANGER, TROY D	3,533.12	0.00	2,508.69	Cleared
01/28/2021	FOA	DD6953	LOUIS, CASEY	823.36	0.00	519.58	Cleared
01/28/2021	FOA	DD6954	LUCE, MICHAEL T	3,250.00	0.00	2,404.06	Cleared
01/28/2021	FOA	DD6955	MITCHELL, KYLE J	2,326.28	0.00	1,800.19	Cleared
01/28/2021	FOA	DD6956	MITCHELL, MICHAEL E	180.00	0.00	166.23	Cleared
01/28/2021	FOA	DD6957	MOCERI, VINCENT	480.00	0.00	440.23	Cleared
01/28/2021	FOA	DD6958	MORGANROTH, CAROL L	1,937.79	0.00	1,495.44	Cleared
01/28/2021	FOA	DD6959	MURPHY, THOMAS A	180.00	0.00	158.58	Cleared
01/28/2021	FOA	DD6960	O'CONNELL, DENISE	500.00	0.00	416.56	Cleared
01/28/2021	FOA	DD6961	SHOLLACK, DONNA M	1,794.62	0.00	1,362.37	Cleared

Check Register Report For Hartland Township
For Check Dates 01/28/2021 to 01/28/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/28/2021	FOA	DD6962	VERMILLION, KAREN L	1,592.96	0.00	1,175.89	Cleared
01/28/2021	FOA	DD6963	WEST, ROBERT M	4,258.33	0.00	2,554.84	Cleared
01/28/2021	FOA	DD6964	WYATT, MARTHA K	2,782.15	0.00	2,010.46	Cleared
01/28/2021	FOA	DD6965	SHOLLACK, DONNA M	125.00	0.00	110.13	Cleared
01/28/2021	FOA	EFT575	FEDERAL TAX DEPOSIT	11,870.80	11,870.80	0.00	Cleared
01/28/2021	FOA	EFT576	MI DEPT OF TREASURY	3,627.74	3,627.74	0.00	Cleared
01/28/2021	FOA	EFT577	FEDERAL TAX DEPOSIT	19.12	19.12	0.00	Cleared
01/28/2021	FOA	EFT578	MI DEPT OF TREASURY	5.31	5.31	0.00	Cleared
Totals:			Number of Checks: 042	74,513.83	23,865.72	36,602.57	
Total Physical Checks:			8				
Total Check Stubs:			34				

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: January 26, 2021

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$25,935.45. The bills are available in the Finance office for review.

Notable invoices include:

\$18,057.70 – Hubbell, Roth & Clark, Inc. – (Various engineering invoices)

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY21 budget.

Attachments

Bills for 02.02.2021

01/27/2021 12:21 PM
User: SUSANC
DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 02/02/2021 - 02/02/2021
BOTH JOURNALIZED AND UNJOURNALIZED

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

AIR1	AIR 1 MECHANICAL SERVICE LLC	12/14/2020	3147	FOA	HVAC INSPECTION/MAINTENANCE	
44548	7111 DIXIE HWY. #263	02/02/2021		N		802.50
12/14/2020	CLARKSTON MI, 48346	/ /	0.0000	N		0.00
		02/02/2021		Y		802.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	802.50

VENDOR TOTAL: 802.50

APPLIED	APPLIED IMAGING	01/25/2021	1675297	FOA	12/23/20 - 1/22/21 - RICOH MP6055	
44592	7718 SOLUTION CENTER	02/02/2021		N		36.54
01/25/2021	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		02/02/2021		N		36.54

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	36.54

VENDOR TOTAL: 36.54

ATLAS	ATLAS OUTDOOR LLC	01/18/2021	011821	FOA	HYDRANT METER DEPOSIT REFUND	
44557	1372 W HILL RD	02/02/2021		N		1,183.53
01/18/2021	FLINT MI, 48507	/ /	0.0000	N		0.00
		02/02/2021		Y		1,183.53

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-605.000	METER SALES	1,183.53

VENDOR TOTAL: 1,183.53

1400	BS&A SOFTWARE	02/01/2021	132977	FOA	1/1/21 - 2/1/22 - DPP SERVICE/SUPPOR	
44584	14965 ABBEY LANE	02/02/2021		N		412.00
02/01/2021	BATH MI, 48808	/ /	0.0000	N		0.00
		02/02/2021		N		412.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-930.000	REPAIRS & MAINTENANCE	412.00

VENDOR TOTAL: 412.00

CINTAS	CINTAS CORPORATION	12/11/2020	4069884932	FOA	MATS	
44556	P.O. BOX 630910	02/02/2021		N		40.29
12/11/2020	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		02/02/2021		N		40.29

Open

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User: SUSANC
DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 02/02/2021 - 02/02/2021
BOTH JOURNALIZED AND UNJOURNALIZED

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

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	40.29
CINTAS	CINTAS CORPORATION	01/25/2021 4073866555 FOA MATS
44586	P.O. BOX 630910	02/02/2021 N 50.84
01/25/2021	CINCINNATI OH, 45263	/ / 0.0000 N 0.00
		02/02/2021 N 50.84

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	50.84

VENDOR TOTAL: 91.13

CITYOFFENT	CITY OF FENTON	01/15/2021 3773 FOA BACTERIOLOGICAL SAMPLES
44553	301 S LEROY ST	02/02/2021 N 16.00
01/15/2021	FENTON MI, 48430	/ / 0.0000 N 0.00
		02/02/2021 Y 16.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	16.00

VENDOR TOTAL: 16.00

FIVESTAR	FIVE STAR SIGNS, INC.	01/19/2021 17026 FOA TRUCK DOOR CUT OUT LOGOS
44581	10099 BERGIN RD, BLDG D	02/02/2021 N 142.34
01/19/2021	HOWELL MI, 48843	/ / 0.0000 N 0.00
		02/02/2021 Y 142.34

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-000-970.000	CAPITAL OUTLAY - GENERAL	142.34

FIVESTAR	FIVE STAR SIGNS, INC.	01/19/2021 17027 FOA FROSTED VINYL LETTERING - WEST & LUC
44580	10099 BERGIN RD, BLDG D	02/02/2021 N 51.04
01/19/2021	HOWELL MI, 48843	/ / 0.0000 N 0.00
		02/02/2021 Y 51.04

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	51.04

VENDOR TOTAL: 193.38

5888	FOSTER, SWIFT, COLLINS & SMITH	12/31/2020 801001 FOA DECEMBER 2020
44578	313 S. WASHINGTON SQUARE	02/02/2021 N 675.00
01/21/2021	LANSING MI, 48933-2193	/ / 0.0000 N 0.00
		02/02/2021 Y 675.00

Open

01/27/2021 12:21 PM
User: SUSANC
DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 02/02/2021 - 02/02/2021
BOTH JOURNALIZED AND UNJOURNALIZED

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

GL NUMBER	DESCRIPTION	AMOUNT
101-209-826.000	LEGAL FEES	180.00
401-444-826.000	LEGAL FEES	495.00
		<u>675.00</u>

VENDOR TOTAL: 675.00

HTM59	HARTLAND TOWNSHIP M-59 SAVINGS	01/25/2021	012521	FOA	TO PREVENT DORMANCY	
44591		02/02/2021		N		50.00
01/25/2021	,	/ /	0.0000	N		0.00
		02/02/2021		N		50.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
354-000-003.001	M59 SAVINGS @ THE STATE BANK	50.00

VENDOR TOTAL: 50.00

2838	HARTLAND TOWNSHIP SEWER FUND	01/25/2021	01252021	FOA	TO PREVENT DORMANCY	
44590		02/02/2021		N		50.00
01/25/2021	,	/ /	0.0000	Y		0.00
		02/02/2021		N		50.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-003.015	SEWER CD - MACATAWA BANK	50.00

2838	HARTLAND TOWNSHIP SEWER FUND	01/25/2021	012521	FOA	TO PREVENT DORMANCY	
44589		02/02/2021		N		50.00
01/25/2021	,	/ /	0.0000	Y		0.00
		02/02/2021		N		50.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-003.008	FIRST NATIONAL BANK	50.00

VENDOR TOTAL: 100.00

HRTWTRR&RF	HARTLAND WATER REPAIR/RPLCMNT FUND	01/25/2021	012521	FOA	TO PREVENT DORMANCY	
44588	2655 CLARK RD	02/02/2021		N		50.00
01/25/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		02/02/2021		N		50.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-003.001	WTRRR FIRST NATIONAL BANK	50.00

VENDOR TOTAL: 50.00

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User: SUSANC
DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 02/02/2021 - 02/02/2021
BOTH JOURNALIZED AND UNJOURNALIZED

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Vendor Code	Vendor name	BOTH OPEN AND PAID	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		

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.		12/04/2020	184089	FOA	WALNUT RIDGE CONSTR OBSERV THRU 11/1	
44571	PO BOX 824		02/02/2021		N		3,360.00
12/04/2020	BLOOMFIELD HILLS MI, 48303-0824		/ /	0.0000	N		0.00
			02/02/2021		Y		3,360.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
702-000-290.064	WALNUT RIDGE ESTATES, LLC	3,360.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.		12/04/2020	184092	FOA	SEPTAGE RECEIVING STATION CONSTR OBS	
44570	PO BOX 824		02/02/2021		N		280.00
12/04/2020	BLOOMFIELD HILLS MI, 48303-0824		/ /	0.0000	N		0.00
			02/02/2021		Y		280.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0008	LCDC SRS EXPANSION	280.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.		12/04/2020	184093	FOA	WALDENWOODS CONSTR OBSER THRU 11/14/	
44572	PO BOX 824		02/02/2021		N		262.50
12/04/2020	BLOOMFIELD HILLS MI, 48303-0824		/ /	0.0000	N		0.00
			02/02/2021		Y		262.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0012	WALDENWOODS CAMPGROUND IMPROVEMENTS	262.50

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.		12/04/2020	184097	FOA	KOPPERT BIOLOGICAL CONSTR OBSER THRU	
44569	PO BOX 824		02/02/2021		N		1,592.50
12/04/2020	BLOOMFIELD HILLS MI, 48303-0824		/ /	0.0000	N		0.00
			02/02/2021		Y		1,592.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0014	KOPPERT BIOLOGICAL ADDITION	1,592.50

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.		01/07/2021	184857	FOA	RICCARDI DRIVEWAY STUDY PLAN REVIEW	
44593	PO BOX 824		02/02/2021		N		650.00
01/07/2021	BLOOMFIELD HILLS MI, 48303-0824		/ /	0.0000	N		0.00
			02/02/2021		Y		650.00

Open

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

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.		01/12/2021	184961	FOA	M59 SAFETY PATH WETLAND DELINEATION	
44573	PO BOX 824		02/02/2021		N		375.00
01/12/2021	BLOOMFIELD HILLS MI, 48303-0824		/ /	0.0000	N		0.00
			02/02/2021		Y		375.00

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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
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Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
401-444-969.005	SIDEWALKS	375.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	01/12/2021	184962	FOA	M59 WATER MAIN PLANS/SPECS THRU 12/1	
44574	PO BOX 824	02/02/2021		N		10,563.20
01/12/2021	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		02/02/2021		Y		10,563.20

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	10,563.20

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	01/12/2021	184963	FOA	M59 SAFETY PATH PLANS/SPECS THRU 12/	
44575	PO BOX 824	02/02/2021		N		974.50
01/12/2021	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		02/02/2021		Y		974.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-444-969.005	SIDEWALKS	974.50

VENDOR TOTAL: 18,057.70

ITRIGHT	I.T. RIGHT	12/31/2020	20166794	FOA	HD WEBCAM - ASSESSOR	
44544	PO BOX 160	02/02/2021		N		74.99
12/31/2020	BATH MI, 48808	/ /	0.0000	N		0.00
		02/02/2021		N		74.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-740.000	OPERATING SUPPLIES	74.99

ITRIGHT	I.T. RIGHT	01/04/2021	20166917	FOA	ADOBE ACROBAT PRO 2/28/21 - 2/27/22	
44594	PO BOX 160	02/02/2021		N		384.00
01/04/2021	BATH MI, 48808	/ /	0.0000	N		0.00
		02/02/2021		N		384.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-727.000	SUPPLIES & POSTAGE	384.00

VENDOR TOTAL: 458.99

LOWES	LOWES BUSINESS ACCT/SYNCB	01/25/2021	08614	FOA	STEP LADDER	
44587	P.O. BOX 530970	02/02/2021		N		189.05
01/25/2021	ATLANTA GA, 30353-0970	/ /	0.0000	N		0.00
		02/02/2021		N		189.05

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Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	189.05

VENDOR TOTAL: 189.05

ORKIN	ORKIN	01/14/2021	207081839	FOA	PEST CONTROL @ TOWNSHIP HALL	
44546	21068 BRIDGE ST.	02/02/2021		N		66.85
01/14/2021	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		02/02/2021		Y		66.85

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	66.85

ORKIN	ORKIN	01/14/2021	207082041	FOA	PEST CONTROL @ HERO TEEN CENTER	
44551	21068 BRIDGE ST.	02/02/2021		N		65.88
01/14/2021	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		02/02/2021		Y		65.88

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	65.88

VENDOR TOTAL: 132.73

STAPLES	STAPLES	01/16/2021	8060994417	FOA	MISC SUPPLIES	
44552	PO BOX 660409	02/02/2021		N		288.00
01/16/2021	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		02/02/2021		N		288.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-727.000	SUPPLIES & POSTAGE	88.59
101-265-740.000	OPERATING SUPPLIES	83.26
101-209-727.000	SUPPLIES & POSTAGE	27.99
101-265-740.000	OPERATING SUPPLIES	11.45
101-299-727.000	SUPPLIES & POSTAGE	7.98
577-000-740.000	OPERATING SUPPLIES	54.04
101-299-727.000	SUPPLIES & POSTAGE	14.69
		288.00

STAPLES	STAPLES	01/23/2021	8061063588	FOA	MISC SUPPLIES	
44585	PO BOX 660409	02/02/2021		N		137.16
01/23/2021	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		02/02/2021		N		137.16

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-957.000	EDUCATION/TRAINING/CONVENTION	71.56
101-299-727.000	SUPPLIES & POSTAGE	28.29

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Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

101-265-740.000	OPERATING SUPPLIES				37.31	
					137.16	

VENDOR TOTAL: 425.16

SBS	SUPERIOR BUSINESS SOLUTIONS	01/17/2021	1721857	FOA	WATER/SEWER BILL STOCK (10K)	
44583	P.O. BOX 3249	02/02/2021		N		399.22
01/17/2021	KALAMAZOO MI, 49003-3249	/ /	0.0000	N		0.00
		02/02/2021		N		399.22

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-727.000	SUPPLIES/POSTAGE	199.61
590-000-727.000	SUPPLIES & POSTAGE	199.61
		399.22

VENDOR TOTAL: 399.22

SPIRITOFLLI	THE SPIRIT OF LIVINGSTON	01/14/2021	52164	FOA	BUSINESS CARDS/ID BADGES	
44555	3280 W GRAND RIVER	02/02/2021		N		264.00
01/14/2021	HOWELL MI, 48855	/ /	0.0000	N		0.00
		02/02/2021		Y		264.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-727.000	SUPPLIES & POSTAGE	96.00
101-172-727.000	SUPPLIES & POSTAGE	48.00
101-441-727.000	SUPPLIES & POSTAGE	60.00
101-577-727.000	SUPPLIES & POSTAGE	60.00
		264.00

VENDOR TOTAL: 264.00

USA	USA BLUE BOOK	01/18/2021	475183	FOA	DISPENSERS/REAGENT IRON FERROVER	
44559	P.O. BOX 9004	02/02/2021		N		213.52
01/18/2021	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		02/02/2021		N		213.52

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	213.52

VENDOR TOTAL: 213.52

SCADA	UTILITIES INSTRUMENTATION SERVICE	01/22/2021	530362660	FOA	CRUISE/CELLULAR SUBSCRIPTION FEES 202	
44582	2290 BISHOP CIRCLE EAST	02/02/2021		N		2,185.00
01/22/2021	DEXTER MI, 48130	/ /	0.0000	N		0.00
		02/02/2021		Y		2,185.00

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

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-804.000	MEMBERSHIP & DUES	2,185.00
VENDOR TOTAL:		2,185.00
TOTAL - ALL VENDORS:		25,935.45

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 01-19-2021 Hartland Township Regular Board Meeting Minutes

Date: January 27, 2021

Recommended Action

Move to approve the Hartland Township Board Regular Meeting minutes for January 19, 2021.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

1-19-2021 HTB Minutes – DRAFT

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 19, 2021 – 7:00 PM

DRAFT

This meeting was a virtual meeting held in compliance with Public Act 254 of 2020, and the Department of Health and Human Resources Emergency Order of January 13, 2021 under MCL 333.2253

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 attending remotely from Hartland, MI, Clerk Ciofu attending remotely from Hartland, MI, Treasurer Horning attending remotely from Hartland Township, MI, Trustee Germane attending remotely from Hartland Township, MI, Trustee McMullen attending remotely from Hartland Township, MI, Trustee O'Connell attending remotely from Hartland Township, MI, Trustee Petrucci attending remotely from Hartland, MI.

ABSENT: None

Also present was Hartland Township Manager Robert West remotely from Hartland, MI.

4. Approval of the Agenda

Move to approve the agenda for the January 19, 2021, Hartland Township Board meeting as presented.

Motion made by Treasurer Horning, Seconded by Trustee Petrucci.

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

Voting Nay: None.

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the January 19, 2021, 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 O'Connell, Trustee Petrucci

Voting Nay: None

- a. Approve Post Audit of Disbursements Between Board Meetings
- b. Approve Payment of Bills
- c. Approve 1/5/21 Regular Meeting Minutes
- d. Hartland Consolidated Schools Summer Tax Collection Agreement

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 19, 2021 – 7:00 PM

7. Pending & New Business

a. Formal Request - Blaine Road Speed Limit

Township Manager Bob West gave an overview of the Blaine Road Speed Limit request from area residents. He stated that a section of Blaine Road is currently posted at 25 mph and unfortunately it is unenforceable. The Michigan State Police (MSP) are looking at doing a speed study for Blaine Road this summer. He stated there is an anomaly in the speed limit law that would allow the Township to formally request a speed limit based on driveway or access points. The MSP engineering speed study has been projected to result in a revised speed limit of 40 to 45 mph on Blaine Road through the residential district. The Hartland Shores Homeowners Association has requested that the Township prepare this formal request and if honored by the Township it would result in a lower speed limit of 35 mph while still being enforceable. This is a unique circumstance in that it is solely due to the fact that the current posted speed limit is not enforceable, as there is no traffic control order on record supporting the posted 25 mph speed limit. The residents have been proactive in this matter and they understand that the speed limit will be increased, but they are trying to minimize this increase to possibly 35 mph. This formal request by the Township does not guarantee that the MSP will not continue with their speed study, but this is our effort to help the residents minimize the increase expected from a MSP speed study. Manager West is recommending approval of this formal recommendation which will go to the Livingston County Road Commission who will then move it forward to the MSP with their support. Trustee Germane inquired as to the request letter in the agenda package dated January 19, 2021, whether it has already been sent or if it is just for the Board's review. Manager West responded that it is for the Board's review.

Move to Authorize the Township Manager and Township Clerk to sign the formal request for a Blaine Road speed limit adjustment to the Livingston County Road Commission as presented.

Motion made by Clerk Ciofu, Seconded by Trustee Petrucci.

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

Voting Nay: None.

8. Board Reports

Trustee McMullen – Reported that at the last Planning Commission meeting a shared driveway was plan approved and that the next Planning Commission meeting will be on January 28, 2021.

Trustee O'Connell - No report.

Trustee Petrucci - No report.

Clerk Ciofu - No report.

Treasurer Horning - No report.

Trustee Germane - No report

Supervisor Fountain – Inquired of Trustee Germane as to whether the latest report on the sulfonene issue has been sent to the Township and Highland Township. Trustee Germane stated that when the report is issued by EGLE it is sent to Highland Township and to him at Hartland Township and it is uploaded to the Hartland Township website. Trustee Germane stated that the latest report is basically neutral, with of the 22 wells that were installed initially, only one well is above the criteria established by EGLE. They may start up the treatment system, which has been off for the last year, to target this one area.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 19, 2021 – 7:00 PM

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager West reported that the Board Workshop with Dr. Lew Bender has been rescheduled again, tentatively to March 5, 2021. We have added potential training opportunities through MTA and we will follow up with dates and times throughout the year. He stated we have applied for a project through the 2021 Livingston County Road Commission (LCRC) Pavement Preservation Program where we would work collectively with the LCRC. It has not been awarded yet, but historically we have been very successful in working with the LCRC. Manager West also informed the Board that based on information from contractors and the Township engineers, contractors are already booking projects for the summer of 2021, and rather than wait until April with the adoption of our budget, we may want to bring forward some projects to at least put them out for bid. This does not mean we will be awarding the contracts, but we want to get on the contractor's schedule for our water main extension and the M-59 sidewalk. Concrete contractors are already booking into late June. If we wait until April for the M-59 sidewalk we may not get on someone's 2021 construction calendar. Supervisor Fountain inquired as whether we can put together a draft Capital Improvement list for the Board to review. Manager West will provide this document to the Board.

b. FY22 & FY23 Draft General Government Funds

Manager West presented the FY22 and FY23 Other Governmental Funds exclusive of the General Fund. Funds discussed were the Municipal Street Fund (the Road Millage fund) in which the major road projects have been completed, with maintenance projects to be completed, and has three years remaining on the millage. The Liquor Law Enforcement Fund, where revenues from liquor licenses are used for Code Enforcement Officer visits and underage serving monitoring. Supervisor Fountain has discussed with Livingston County Sheriff Mike Murphy a joint effort to facilitate awareness training for liquor establishments in the future which would be funded through the Liquor Law Enforcement Fund. The M-59 Road Improvements Bond Fund, which is the 25-year Bond for the rehabilitation of M-59 to accommodate the new shopping centers in 2009 and was funded by businesses' that were assessed in this area. This bond expires in 2034 and was refinanced in 2019, which allowed for significant savings to businesses' in this assessment district. Other Funds discussed were the Millpointe Road Debt Service Fund, the Bullard Lake Road SAD Fund, and the Cable TV Fund. The Cable TV Fund is funded by a portion of the cable companies franchise fees, called PEG (Public Education Government) funds, which are restricted and can only be used for items related to public education. Manager West also reviewed the overall summary of the Other Governmental Funds and responded to Board questions. Supervisor Fountain inquired as to the ongoing budget process schedule. Manager West stated that at the next Board meeting we would be discussing the Water and Sewer Funds, contingent on whether we can meet in person. At the first meeting that we can hold in person, he would like to discuss the Hartland-Deerfield Fire Authority budget with Chief Adam Carrol, the Capital Improvement Fund, and the detailed review of the General Fund budget. As to the Capital Improvement Fund, Supervisor Fountain gave a brief overview of the sidewalk projects history and the low score the Township received in an independent study regarding the walkability of the Township and the sidewalk discussions held during the initial Roads Plan Committee meetings.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 19, 2021 – 7:00 PM

10. Adjournment

Move to adjourn the meeting at 7:45 p.m.

Motion made by Trustee Germane, Seconded by Trustee Petrucci.

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

Voting Nay: None.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 2021 Hartland Consolidated School District Election Agreement

Date: January 26, 2021

Recommended Action

Move to authorize the clerk to sign the four-year Hartland Consolidated Schools Election Agreement.

Discussion

Michigan election law, MCL 168.305(2), requires all school district election coordinating committees beginning January 1, 2013 to meet at 4-year intervals to review and, if necessary, alter the election arrangements set forth in the committee's most recent report filed with the Secretary of State in 2017.

The district's election coordinating committee comprises the election coordinator (Livingston County Clerk) the Clerk of each city or township in which the school district is located and the Secretary of the school board or his or her designee.

The Election Coordinating Committee meeting with the six (6) in-county school Superintendents and Secretaries to the School Board was held on January 28, 2021 at 9:00 a.m. electronically pursuant to PA 254 of 2020.

The agreement outlines the duties and responsibilities of the County Clerk's Office, the Local Clerk's Office, and the Hartland Consolidated School District for Hartland Township to opt-in to process elections for the Hartland Consolidated School District in Hartland Township for the next four years.

Financial Impact

None. If held as a stand-alone Special Election, Hartland Township election expenses would be reimbursed by the Hartland Consolidated School District. If held on a Township regular or special election day the expenses will have been included in the Township budget for that fiscal year.

Attachments

2021 HCS Opt-In for School Elections – 1-28- 2021

**Livingston County
Election Coordinating Committee
200 E Grand River Ave
Howell, MI 48843
(517) 546-8177**

**Hartland Consolidated School District
Agreement**

DATE OF ELECTION COORDINATING COMMITTEE MEETING

Met Electronically (PA 254 of 2020)
Thursday, January 28, 2021
9:30 A.M.

ELECTION COORDINATOR

Livingston County Clerk Elizabeth Hundley

LIST OF JURISDICTIONS THAT WHOLLY OR PARTIALLY FALL WITHIN

Hartland Consolidated School District:

Brighton Charter Township
Deerfield Township
Genoa Charter Township
Hartland Township
Oceola Township
Tyrone Township

NAMES AND TITLES OF MEMBERS OF THE DISTRICT

Jurisdiction	Contact Person	Title
Livingston County – Election Coordinator	Elizabeth Hundley	County Clerk
Hartland Consolidated Schools	Chuck Hughes	Superintendent
Brighton Charter Township	Joseph Riker	Township Clerk
Deerfield Township	Garry Johnston	Township Clerk
Genoa Charter Township	Paulette Skolarus	Township Clerk
Hartland Township	Larry Ciofu	Township Clerk
Oceola Township	Jaime Clay	Township Clerk
Tyrone Township	Marcella Husted	Township Clerk

GENERAL INFORMATION

The Hartland Consolidated Schools will hold elections in November of even-numbered years to elect Local School District Board Members for six (6) year terms.

The County Clerk will serve as the school district filing official and accept candidate filings, check petitions for sufficiency, accept candidate withdrawals, and certify candidates.

**Livingston County
Election Coordinating Committee
200 E Grand River Ave
Howell, MI 48843
(517) 546-8177**

The School District Board Secretary will be responsible for informing the Livingston County Clerk of all open school board positions and providing certified proposal language that will be on any given election ballot.

Within three (3) days after an appointment is made to fill a vacancy in an elected office in a school district, the School District Board Secretary shall notify the school district election coordinator in writing of the name, address, and office of the person who vacated the office as well as the person filling the office.

The clerk of any city or township that falls within the Hartland Consolidated School District can opt to conduct the district's special elections in his or her city or township. Clerks making this choice must perform all of the duties associated with the conduct of the district's election in his or her city or township. Before exercising this option, the city or township clerk must consult with the other members of the city council or township board. Such agreements are binding for four (4) years until amended.

The clerk of a city or township must conduct a regular or special school election if the city or township is holding a regular or special election at the same time.

<p>FOR SPECIAL ELECTIONS, OF THE HARTLAND CONSOLIDATED SCHOOL DISTRICT, THE LIVINGSTON COUNTY CLERK HAS AGREED TO PERFORM THE FOLLOWING RELATED DUTIES AND RESPONSIBILITIES</p>
--

- a. Receive special election resolutions and ballot proposal language adopted by the district's board.
- b. Communicate receipt of special election resolutions and ballot proposal language to outlying non-coordinating county clerks for the purpose of ballot productions and tabulator programming.
- c. Schedule any special election called and handle the Qualified Voter File (QVF) related responsibilities (ballot administration).
- d. Handle ballot generation, printing, proofing, and distribution with assistance from all city and township clerks.
- e. Arrange for programming/coding of optical scan, ballot marking device, and other voting equipment.
- f. Order necessary precinct supply kits.
- g. Publish "Notice of Close of Registration" and "Notice of Election."
- h. Conduct precinct inspector trainings upon request of city or township clerk.

**Livingston County
Election Coordinating Committee
200 E Grand River Ave
Howell, MI 48843
(517) 546-8177**

- i. Assist in Election Day trouble shooting.
- j. Report election results.
- k. Complete, file and preserve Canvassers' certification of election.
- l. Prepare/Forward reimbursement requests to the School District.

FOR SPECIAL ELECTIONS, OF THE HARTLAND CONSOLIDATED SCHOOL DISTRICT, ALL CITIES AND TOWNSHIPS, "OPTING IN" HAVE AGREED TO PERFORM THE FOLLOWING RELATED DUTIES AND RESPONSIBILITIES

- a. Handle Qualified Voter File (QVF) related responsibilities (setting up election, processing voter registrations, production of precinct lists, updating voter history).
- b. Handle the distribution, receipt, and processing of absentee ballot applications.
- c. Handle the issuance, receipt, and processing of absentee ballots.
- d. Provide voting equipment for the conduct of the district's special election.
- e. Publish notice of the "Public Accuracy Test" and conduct the testing of voting equipment.
- f. Post and enter into QVF the weekend hours of operation prior to Election Day.
- g. Hire and appoint election inspectors for the district's special election through local election commission.
- h. Handle the setup of polling places and absent voter counting boards on Election Day.
- i. Handle Election Day issues and troubleshooting.
- j. Transmit election results and deliver election envelopes to County Clerk and Board of Canvassers for the canvass and certification of the election.
- k. Store voted ballots after the election.
- l. Complete military and overseas voter and provisional ballot reports.
- m. Prepare and present reimbursement requests to the Livingston County Clerk.

**Livingston County
Election Coordinating Committee
200 E Grand River Ave
Howell, MI 48843
(517) 546-8177**

The undersigned members of the Hartland Consolidated School District Coordinating Committee do hereby accept the terms listed in this agreement as discussed at the Election Coordinating Committee held on January 28, 2021. This agreement is binding until all parties agree to a revision and is subject to review every four (4) years.

Elizabeth Hundley
Livingston County Clerk
Election Coordinator

Chuck Hughes, Superintendent
Hartland Consolidated Schools

Joseph Riker
Brighton Charter Township Clerk

Garry Johnston
Deerfield Township Clerk

Paulette Skolarus
Genoa Charter Township Clerk

Larry Ciofu
Hartland Township Clerk

Jaime Clay
Oceola Township Clerk

Marcella Husted
Tyrone Township Clerk

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 2021 Livingston Educational Service Agency (LESA) Intermediate School District Election Agreement

Date: January 26, 2021

Recommended Action

Move to authorize the clerk to sign the four-year LESA Intermediate School Election Agreement.

Discussion

Michigan election law, MCL 168.305(2), requires all school district election coordinating committees beginning January 1, 2013 to meet at 4-year intervals to review and, if necessary, alter the election arrangements set forth in the committee's most recent report filed with the Secretary of State in 2017.

The district's election coordinating committee comprises the election coordinator (Livingston County Clerk) the Clerk of each city or township in which the school district is located and the Secretary of the school board or his or her designee.

The Election Coordinating Committee meeting with the six (6) in-county school Superintendents and Secretaries to the School Board was held on January 28, 2021 at 9:00 a.m. electronically pursuant to PA 254 of 2020.

The agreement outlines the duties and responsibilities of the County Clerk's Office, the Local Clerk's Office, and the LESA Intermediate School District for Hartland Township to opt-in to process elections for the LESA Intermediate School District in Hartland Township for the next four years.

Financial Impact

None. If held as a stand-alone Special Election, Hartland Township election expenses would be reimbursed by the LESA Intermediate School District. If held on a Township regular or special election day the expenses will have been included in the Township budget for that fiscal year.

Attachments

2021 LESA Opt-In for School Elections – 1-28- 21

**Livingston County
Election Coordinating Committee
200 E Grand River Ave
Howell, MI 48843
(517) 546-8177**

**Livingston Educational Service Agency (LESA)
Intermediate School District
Agreement**

DATE OF ELECTION COORDINATING COMMITTEE MEETING

Met Electronically (PA 254 of 2020)
Thursday, January 28, 2021
9:30 A.M.

ELECTION COORDINATOR

Livingston County Clerk Elizabeth Hundley

LIST OF JURISDICTIONS THAT WHOLLY OR PARTIALLY FALL WITHIN

Livingston Educational Service Agency (LESA) Intermediate School District:

City of Brighton
City of Howell
Brighton Charter Township
Cohoctah Township
Conway Township
Deerfield Township
Genoa Charter Township
Green Oak Charter Township
Hamburg Township
Handy Township
Hartland Township
Howell Township
Iosco Township
Marion Township
Oceola Township
Putnam Township
Tyrone Township
Unadilla Township
Locke Township, Ingham County
White Oak Township, Ingham County
Antrim Township, Shiawassee County
Dexter Township, Washtenaw County
Webster Township, Washtenaw County

**Livingston County
Election Coordinating Committee
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Howell, MI 48843
(517) 546-8177**

NAMES AND TITLES OF MEMBERS OF THE DISTRICT

Jurisdiction	Contact Person	Title
Livingston County – Election Coordinator	Elizabeth Hundley	County Clerk
Livingston Educational Service Agency (LESA)	Teresa Zigman	Executive Director of Administrative Services
City of Brighton	Tara Brown	City Clerk
City of Howell	Jane Cartwright	City Clerk
Brighton Charter Township	Joseph Riker	Township Clerk
Cohoctah Township	Barbara Fear	Township Clerk
Conway Township	Elizabeth Whitt	Township Clerk
Deerfield Township	Garry Johnston	Township Clerk
Genoa Charter Township	Paulette Skolarus	Township Clerk
Green Oak Charter Township	Michael Sedlak	Township Clerk
Hamburg Township	Michael Dolan	Township Clerk
Handy Township	Laura Eisele	Township Clerk
Hartland Township	Larry Ciofu	Township Clerk
Howell Township	Jean Graham	Township Clerk
Iosco Township	Julie Dailey	Township Clerk
Marion Township	Tammy Beal	Township Clerk
Oceola Township	Jaime Clay	Township Clerk
Putnam Township	Valerie Niemiec	Township Clerk
Tyrone Township	Marcella Husted	Township Clerk
Unadilla Township	Linda Topping	Township Clerk
Locke Township – Ingham County	Glenda Turner (Opt Out)	Township Clerk
White Oak Township – Ingham County	Leela Vernon (Opt Out)	Township Clerk
Antrim Township – Shiawassee County	Rita Hooley (Opt Out)	Township Clerk
Dexter Township – Washtenaw County	Michelle Stamboulellis (Opt Out)	Township Clerk
Webster Township – Washtenaw County	Barbara Calleja (Opt Out)	Township Clerk

GENERAL INFORMATION

The Livingston Educational Service Agency Intermediate School District does not hold popular elections for school board members.

The County Clerk will serve as the school district filing official and accept candidate filings, check petitions for sufficiency, accept candidate withdrawals, and certify candidates.

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The School District Board Secretary will be responsible for informing the Livingston County Clerk of all open school board positions and providing certified proposal language that will be on any given election ballot.

Within three (3) days after an appointment is made to fill a vacancy in an elected office in a school district, the School District Board Secretary shall notify the school district election coordinator in writing of the name, address, and office of the person who vacated the office as well as the person filling the office.

The clerk of any city or township that falls within the LESA Intermediate School District can opt to conduct the district's special elections in his or her city or township. Clerks making this choice must perform all of the duties associated with the conduct of the district's election in his or her city or township. Before exercising this option, the city or township clerk must consult with the other members of the city council or township board. Such agreements are binding for four (4) years until amended.

The clerk of a city or township must conduct a regular or special school election if the city or township is holding a regular or special election at the same time.

<p>FOR SPECIAL ELECTIONS, OF THE LESA INTERMEDIATE SCHOOL DISTRICT, THE LIVINGSTON COUNTY CLERK HAS AGREED TO PERFORM THE FOLLOWING RELATED DUTIES AND RESPONSIBILITIES</p>
--

- a. Receive special election resolutions and ballot proposal language adopted by the district's board.
- b. Communicate receipt of special election resolutions and ballot proposal language to outlying non-coordinating county clerks for the purpose of ballot productions and tabulator programming.
- c. Schedule any special election called and handle the Qualified Voter File (QVF) related responsibilities (ballot administration).
- d. Handle ballot generation, printing, proofing, and distribution with assistance from all city and township clerks.
- e. Arrange for programming/coding of optical scan, ballot marking device, and other voting equipment.
- f. Order necessary precinct supply kits.
- g. Publish "Notice of Close of Registration" and "Notice of Election."
- h. Conduct precinct inspector trainings upon request of city or township clerk.
- i. Assist in Election Day trouble shooting.

**Livingston County
Election Coordinating Committee
200 E Grand River Ave
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- j. Report election results.
- k. Complete, file and preserve Canvassers' certification of election.
- l. Prepare/Forward reimbursement requests to Intermediate School District.

**FOR SPECIAL ELECTIONS, OF THE LESA INTERMEDIATE SCHOOL DISTRICT,
ALL CITIES AND TOWNSHIPS, "OPTING IN" HAVE AGREED TO PERFORM THE
FOLLOWING RELATED DUTIES AND RESPONSIBILITIES**

- a. Handle Qualified Voter File (QVF) related responsibilities (setting up election, processing voter registrations, production of precinct lists, updating voter history).
- b. Handle the distribution, receipt, and processing of absentee ballot applications.
- c. Handle the issuance, receipt, and processing of absentee ballots.
- d. Provide voting equipment for the conduct of the district's special election.
- e. Publish notice of the "Public Accuracy Test" and conduct the testing of voting equipment.
- f. Post and enter into QVF the weekend hours of operation prior to Election Day.
- g. Hire and appoint election inspectors for the district's special election through local election commission.
- h. Handle the setup of polling places and absent voter counting boards on Election Day.
- i. Handle Election Day issues and troubleshooting.
- j. Transmit election results and deliver election envelopes to County Clerk and Board of Canvassers for the canvass and certification of the election.
- k. Store voted ballots after the election.
- l. Complete military and overseas voter and provisional ballot reports.
- m. Prepare and present reimbursement requests to the Livingston County Clerk.

**Livingston County
Election Coordinating Committee
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FOR SPECIAL ELECTIONS, OF THE LESA INTERMEDIATE SCHOOL DISTRICT, ALL CITIES AND TOWNSHIPS, "OPTING OUT" HAVE AGREED TO PERFORM THE FOLLOWING RELATED DUTIES AND RESPONSIBILITIES

- a. Voter registration duties associated LESA Intermediate School District voters in the city or township.
- b. Handle the distribution, receipt, and processing of absentee ballot applications in the city or township.
- c. Handle the issuance, receipt, and processing of absentee ballots in the city or township.
- d. Post and enter into QVF the weekend hours of operation prior to Election Day.
- e. Clerk's office must be open 7 a.m. to 8 p.m. on Election Day to register voters and issue absent voter ballots.
- f. Deliver all absent voter ballots received by 8:00 p.m. on Election Day to the township processing absent voter ballots for the opt-out jurisdiction as soon as possible so they are counted.
- g. Must notify the township processing absent voter ballots for the op-out jurisdiction if there are any absent voter ballots that must be delivered.
- h. Completes military and overseas voter and provisional ballot reports.
- i. Prepare and present reimbursement requests to the Livingston County Clerk.

FOR SPECIAL ELECTIONS, OF THE LESA INTERMEDIATE SCHOOL DISTRICT, THE BELOW CITIES AND TOWNSHIPS, "OPTING OUT" HAVE AGREED TO PERFORM THE FOLLOWING RELATED DUTIES AND RESPONSIBILITIES

- j. The Intermediate School District voters within:
 - 1) Locke Township, Ingham County, will vote at the Conway Township Hall, Precinct 1 polling place location.
 - 2) White Oak Township, Ingham County, will vote at the losco Township Hall, Precinct 1 polling place location.
 - 3) Antrim Township, Shiawassee County, will vote at the Conway Township Hall, Precinct 1 polling place location.

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- 4) Dexter Township, Washtenaw County, will vote at the Putnam Township Hall, Precinct 3 polling place location.
 - 5) Webster Township, Washtenaw County, will vote at the Hamburg Senior Center, Precinct 4 polling place location.
- k. The Locke, White Oak, Antrim, Dexter, and Webster Township Clerks will do the following:
- 1) Send notices to those registered voters affected by the polling place location changes within 60 days prior to the special election.
 - 2) Forward all completed, returned absent voter ballot applications to the respective Township Clerks (Conway, Iosco, Hamburg, and Putnam) upon verification of voters' signatures.
 - 3) All duties and responsibilities under "opting out" section.
- l. Dexter and the Webster Township Clerks have agreed to "opt in" an election for the LESA intermediate school district if an election is already being conducted in their respective townships on that date.
- 1) In the above situation, the LESA electors within Dexter Township and Webster Township will vote at their regular municipal polling location.

* * * * *

The undersigned members of the Livingston Education Service Agency Intermediate School District Coordinating Committee do hereby accept the terms listed in this agreement as discussed at the Election Coordinating Committee held on January 28, 2021. This agreement is binding until all parties agree to a revision and is subject to review every four (4) years.

Elizabeth Hundley
Livingston County Clerk
Election Coordinator

Teresa A. Zigman, Executive
Director of Administrative
Livingston Education Service Agency

Tara Brown
City of Brighton City Clerk

Jane L. Cartwright
City of Howell City Clerk

Joseph Riker
Brighton Charter Township Clerk

Barbara Fear
Cohoctah Township Clerk

**Livingston County
Election Coordinating Committee
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Elizabeth Whitt
Conway Township Clerk

Garry Johnston
Deerfield Township Clerk

Paulette Skolarus
Genoa Charter Township Clerk

Michael Sedlak
Green Oak Charter Township Clerk

Michael Dolan
Hamburg Township Clerk

Laura Eisele
Handy Township Clerk

Larry Ciofu
Hartland Township Clerk

Jean Graham
Howell Township Clerk

Julie Dailey
Iosco Township Clerk

Tammy Beal
Marion Township Clerk

Jaime Clay
Oceola Township Clerk

Valerie Niemiec
Putnam Township Clerk

Marcella Husted
Tyrone Township Clerk

Linda Topping
Unadilla Township Clerk

Glenda Turner
Locke Township Clerk
Ingham County

Leela Vernon
White Oak Township Clerk
Ingham County

Rita Hooley
Antrim Township Clerk
Shiawassee County

Michelle Stamboulellis
Dexter Township Clerk
Washtenaw County

Barbara Calleja
Webster Township Clerk
Washtenaw County

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Jim Heaslip, Assessor

Subject: Resolution – 2021 Poverty Exemption Guidelines and Policy

Date: January 20, 2021

Recommended Action

Move to approve the resolution adopting the 2021 poverty exemption guidelines and policy. Also, to allow the Board of Review to extend the exemption for 2021 to applicants that meet the requirements as noted in Public Act 253 of 2020.

Discussion

Per MCL 211.7u, Hartland Township is required annually to adopt guidelines to be used by the Board of Review for determination of granting poverty exemptions. For 2021, per Public Act 253 of 2020, there have been many statutory changes from prior years.

Example: Clarifies that the federal income levels used are those adopted in the prior tax year. Removes the ability for the Board of Review to deviate from the guidelines for substantial and compelling reasons. Adjustments to taxable value must now be at intervals of 100%, 50% or 25%. An audit program must be implemented to extend poverty exemptions for 2021, 2022 or 2023, without an application. This audit program will be developed along with a statutorily required poverty application form by the State Tax Commission.

The Board of Review can carry a poverty exemption forward that was granted in 2019 or 2020 for the 2021 tax year, without an application or protest to the Board of Review if approved by the Township Board by resolution.

Attachments

Hartland Township 2021 Hardship Policy and Guidelines – updated.

2021 Income Guidelines

Public Act 253 of 2020

Summary of PA 253

**RESOLUTION No. 20_. RESOLUTION TO ADOPT POVERTY GUIDELINES & EXEMPTIONS UNDER
MCL 211.7U POLICY & GUIDELINES FOR GRANTING HARDSHIP EXEMPTIONS**

At a regular meeting of the Township Board of Hartland Township, Livingston County, Michigan, held at the Township Hall in said Township on February 2, 2021 at 7:00 p.m.

PRESENT:

ABSENT:

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

WHEREAS, the adoption of guidelines for poverty exemptions is required of the Township Board; and

WHEREAS, the principal residence of persons, who the Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the Township of Hartland, Livingston County adopts the attached amended policy and guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, filed in the current or immediately preceding year;

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

1. The Township Board approves the attached amended policy and income guidelines; and
2. The Board of Review shall follow the guidelines in granting or denying an exemption and all decision reasons are communicated in writing to the claimant; and
3. To allow for the 2021 year only, applicants that had a 2019 or 2020 approved hardship exemption to extend the exemption for 2021 year, subject to the requirements of Public Act 253 of 2020.
3. This amended policy shall repeal and replace Section 7.09 (Hardship Exemptions) of the Board Policy Manual.

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

YEAS: _____

NAYS: _____

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 Board of said Township at a regular meeting held on the ____ day of _____, 2021.

Larry N. Ciofu, Hartland Township Clerk

HARTLAND TOWNSHIP POLICY AND GUIDELINES

FOR GRANTING OF HARDSHIP EXEMPTIONS

MCL 211.7u, as amended, provides that:

- (1) Homesteads of persons who, in the judgment of the ~~Supervisor and the~~ Board of Review, by reason of poverty, are unable to contribute toward the public charges are eligible for exemption in whole or in part from taxation under the General Property Tax act.

The following policy and guidelines have been adopted by the Hartland Township Board to govern the granting of poverty exemptions:

APPLICATION PROCEDURE

1. **Eligibility and Application:** To be eligible for a hardship or poverty exemption the applicant must be both the property owner and taxpayer. Applicant cannot be a corporation, trust or other business entity and must do all of the following on an annual basis:
 - A. Be an owner of and occupy as a homestead the property for which an exemption from property taxes is requested. "Homestead" means that term as defined in section 508 of the Michigan Income Tax Act, being MCL 206.508, as amended.
 - B. File with the Township Assessor a completed Hardship Exemption Application (copy attached) provided by the Assessor's office.
APPLICATION MUST BE ACCOMPANIED BY FEDERAL AND STATE INCOME TAX RETURNS FOR ALL PERSONS RESIDING IN THE HOMESTEAD, filed in the immediately preceding year and in the current year.
 - C. Produce a valid driver's license or other acceptable form of identification if requested by the ~~Supervisor~~, Assessor or Board of Review.
2. **Filing period and Appearance:** Fully completed Hardship Exemption Applications with required supporting information will be accepted till one week prior to the last meeting of the Board of Review. All hardship applications will be heard at the meetings of the ~~July and December~~ Board of Review. The filing of a completed application with required supporting documentation shall constitute an appearance before the Board of Review for the purpose of preserving the applicant's right to further appeal the decision of the Board of Review to the Michigan Tax Tribunal.

EVALUATION PROCEDURE

1. Meetings: Meetings of the Board of Review relative to Hardship Exemption applications shall be held in compliance with the Michigan Open Meetings Act. All applications and supporting documentation are confidential and not available for public review, copy or inspection. Subject to governmental requirements.
2. Applicant's Presence: The Board of Review may request an applicant to personally appear before the Board to respond to any questions the ~~Supervisor,~~ Board of Review ~~or Assessor~~ may have.
3. Investigation: Applicants for Hardship Exemption may be investigated by Hartland Township to verify information submitted or statements made to the ~~Supervisor,~~ Board of Review or Assessor.
4. Oath: Applicants appearing before the Board of Review may be administered an oath affirming that the information submitted; both written and verbal is the truth.
5. Criteria for Determining Exemption: The ~~Supervisor and~~ Board of Review shall consider the following three (3) criteria to determine whether a poverty exemption shall be granted:
 - A. Income: The total income of the applicants and each member of the applicant's household shall not exceed the income standards as adopted by resolution of the Hartland Township Board to be the Federal Poverty Income Guidelines published in the prior calendar year which are determined annually by the United States Department of Health and Human Services. **Income levels SHALL NOT BE SET LOWER than the Federal Poverty Income Guidelines.**
 - B. Assets: The value of the Homestead will not be included when determining the assets of the applicant. The assets of the applicant and each member of the applicant's household shall be examined to determine whether the assets could be reasonably invested, sold or used to pay the property taxes. **Asset Test** - Applicants with assets up to \$10,000 may still be granted a full Hardship Exemption. If the assets are of a nature and value that reasonably indicate that a condition of hardship or poverty does not exist, then a Hardship Exemption shall not be granted.
 - C. Contribution from other sources: If the Board of Review determines the applicant receives contribution toward taxes from other sources, such as a trust, inheritance, co-owner, relative, dependant, friend or occupant of the homestead, the ~~Supervisor or~~ Board of Review may consider the amount of such contributions as an addition to the applicant's income. If the resulting sum exceeds the Income Guidelines as adopted by the Hartland Township Board then a hardship or poverty exemption shall be denied.

6. Granting of Exemption: If the applicants:

- A. Total household income from all sources does not exceed the Income Guidelines adopted by the Hartland Township Board; and
- B. Does not have assets which can reasonably be invested, sold or used to pay the property taxes; and
- C. Does not receive or reasonably expect to receive contribution toward taxes from other sources,

The ~~Supervisor and~~ Board of Review may reduce the taxable value of the subject property and tax liability of the taxpayer.

7. Deviation from Hardship Policy and Guidelines: The ~~Supervisor and~~ Board of Review shall follow the Hardship Policy and Guidelines as set forth herein for granting or denying Hardship Exemptions and shall not deviate from these Policies and Guidelines. ~~unless the Supervisor and Board of Review determine there are substantial and compelling reasons why there should be a deviation from the policy and guidelines. The substantial reasons shall be communicated in writing to the applicant.~~



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

Bulletin 17 of 2020
October 20, 2020
Procedural Changes for 2021

TO: Assessing Officers and County Equalization Directors
FROM: State Tax Commission
SUBJECT: Procedural Changes for the 2021 Assessment Year

B. Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2021

MCL 211.7u, which deals with poverty exemptions, was significantly altered by PA 390 of 1994 and was further amended by PA 620 of 2002.

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels **shall not be set lower** by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. This means, for example, that the income level for a household of 3 persons **shall not** be set lower than \$21,720 which is the amount shown on the following chart for a family of 3 persons. The income level for a family of 3 persons may be set higher than \$21,720. Following are the federal poverty guidelines for use in setting poverty exemption guidelines for 2021 assessments:

Size of Family Unit	Poverty Guidelines
1	\$12,760
2	\$17,240
3	\$21,720
4	\$26,200
5	\$30,680
6	\$35,160
7	\$39,640
8	\$44,120
For each additional person	\$4,480

Note: PA 390 of 1994 states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available. Please see STC Bulletin 6 of 2017 for more information on poverty exemptions.

Act No. 253
Public Acts of 2020
Approved by the Governor
December 22, 2020
Filed with the Secretary of State
December 22, 2020
EFFECTIVE DATE: December 22, 2020

**STATE OF MICHIGAN
100TH LEGISLATURE
REGULAR SESSION OF 2020**

Introduced by Senators Runestad and Chang

ENROLLED SENATE BILL No. 1234

AN ACT to amend 1893 PA 206, entitled “An act to provide for the assessment of rights and interests, including leasehold interests, in property and the levy and collection of taxes on property, and for the collection of taxes levied; making those taxes a lien on the property taxed, establishing and continuing the lien, providing for the sale or forfeiture and conveyance of property delinquent for taxes, and for the inspection and disposition of lands bid off to the state and not redeemed or purchased; to provide for the establishment of a delinquent tax revolving fund and the borrowing of money by counties and the issuance of notes; to define and limit the jurisdiction of the courts in proceedings in connection with property delinquent for taxes; to limit the time within which actions may be brought; to prescribe certain limitations with respect to rates of taxation; to prescribe certain powers and duties of certain officers, departments, agencies, and political subdivisions of this state; to provide for certain reimbursements of certain expenses incurred by units of local government; to provide penalties for the violation of this act; and to repeal acts and parts of acts,” by amending section 7u (MCL 211.7u), as amended by 2012 PA 135.

The People of the State of Michigan enact:

Sec. 7u. (1) The principal residence of a person who, in the judgment of the supervisor and board of review, by reason of poverty, is unable to contribute toward the public charges is eligible for exemption in whole or in part from the collection of taxes under this act. This section does not apply to the property of a corporation.

(2) To be eligible for exemption under this section, a person shall, subject to subsections (6) and (8), do all of the following on an annual basis:

(a) Own and occupy as a principal residence the property for which an exemption is requested. The person shall affirm this ownership and occupancy status in writing by filing a form prescribed by the state tax commission with the local assessing unit.

(b) File a claim with the board of review on a form prescribed by the state tax commission and provided by the local assessing unit, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year. If a person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year, an affidavit in a form prescribed by the state tax commission may be accepted in place of the federal or state income tax return. The filing of a claim under this subsection constitutes an appearance before the board of review for the purpose of preserving the claimant's right to appeal the decision of the board of review regarding the claim.

(c) Produce a valid driver license or other form of identification if requested by the supervisor or board of review.

(d) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if required by the supervisor or board of review.

(e) Meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit provided the alternative guidelines do not provide income eligibility requirements less than the federal guidelines.

(3) The application for an exemption under this section must be filed after January 1 but before the day prior to the last day of the board of review.

(4) The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under this section. If the local assessing unit maintains a website, the local assessing unit shall make the policy and guidelines, and the form described in subsection (2)(b), available to the public on the website. The guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets.

(5) The board of review shall follow the policy and guidelines of the local assessing unit in granting or denying an exemption under this section. If a person claiming an exemption under this section is qualified under the eligibility requirements in subsection (2), the board of review shall grant the exemption in whole or in part, as follows:

(a) A full exemption equal to a 100% reduction in taxable value for the tax year in which the exemption is granted.

(b) A partial exemption equal to 1 of the following:

(i) A 50% or 25% reduction in taxable value for the tax year in which the exemption is granted.

(ii) As approved by the state tax commission, any other percentage reduction in taxable value for the tax year in which the exemption is granted, applied in a form and manner prescribed by the state tax commission.

(6) Notwithstanding any provision of this section to the contrary, a local assessing unit may permit by resolution a principal residence exempt from the collection of taxes under this section in tax year 2019 or 2020, or both, to remain exempt under this section in tax years 2021, 2022, and 2023 without subsequent reapplication for the exemption, provided there has not been a change in ownership or occupancy status of the person eligible for exemption under subsection (2), and may permit a principal residence exempt for the first time from the collection of taxes under this section in tax year 2021, 2022, or 2023 to remain exempt under this section for up to 3 additional years after its initial year of exempt status without subsequent reapplication for the exemption, provided there has not been a change in ownership or occupancy status of the person eligible for exemption under subsection (2), if the person who establishes initial eligibility under subsection (2) receives a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits. Both of the following apply to a person who obtains an extended exemption under this subsection:

(a) The person shall file with the local assessing unit, in a form and manner prescribed by the state tax commission, an affidavit rescinding the exemption as extended under this subsection within 45 days after either of the following, if applicable:

(i) The person ceases to own or occupy the principal residence for which the exemption was extended.

(ii) The person experiences a change in household assets or income that defeats eligibility for the exemption under subsection (2).

(b) If the person fails to file a rescission as required under subdivision (a) and the property is later determined to be ineligible for the exemption under this section, the person is subject to repayment of any additional taxes with interest as described in this subdivision. Upon discovery that the property is no longer eligible for the exemption under this section, the assessor shall remove the exemption of that property and, if the tax roll is in the local tax collecting unit's possession, amend the tax roll to reflect the removal of the exemption, and the local treasurer shall, within 30 days of the date of the discovery, issue a corrected tax bill for any additional taxes with interest at the rate of 1% per month or fraction of a month computed from the date the taxes were last payable without interest. If the tax roll is in the county treasurer's possession, the tax roll must be amended to reflect the removal of the exemption and the county treasurer shall, within 30 days of the date of the removal, prepare and submit a supplemental tax bill for any additional taxes, together with interest at the rate of 1% per month or fraction of a month computed from the date the taxes were last payable without interest. Interest on any tax set forth in a corrected or supplemental tax bill again begins to accrue 60 days after the date the corrected or supplemental tax bill is issued at the rate of 1% per month or fraction of a month. Taxes levied in a corrected or supplemental tax bill must be returned as delinquent on the March 1 in the year immediately succeeding the year in which the corrected or supplemental tax bill is issued.

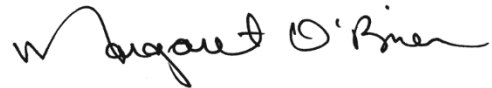
(7) A person who files a claim under this section is not prohibited from also appealing the assessment on the property for which that claim is made before the board of review in the same year.

(8) Notwithstanding any provision of this section to the contrary, if the assessor determines that a principal residence of a person by reason of poverty is still eligible for this exemption and the property was exempt from the collection of taxes under this section in tax year 2019 or 2020, or both, the property shall remain exempt from the collection of taxes under this section through tax year 2021 if, on or before February 15, 2021, the governing body of the local assessing unit in which the principal residence is located adopts a resolution that continues the exemption through tax year 2021 for all principal residences within the local assessing unit that were exempt from the collection of taxes under this section in tax year 2019 or 2020, or both. The local assessing unit may require the owner of a principal residence exempt from the collection of taxes under this subsection to affirm ownership, poverty, and occupancy status in writing by filing with the local assessing unit the form prescribed by the state tax commission under subsection (2)(a).


(9) A local assessing unit that adopts a resolution under subsection (6) or (8) must develop and implement an audit program that includes, but is not limited to, the audit of all information filed under subsection (2). If property is determined to be ineligible for exemption as a result of an audit, the person who filed for the exemption under subsection (2) is subject to repayment of additional taxes including interest to be paid as provided in subsection (6)(b). The state tax commission shall issue a bulletin providing further guidance to local assessing units on the development and implementation of an audit program under this subsection.

(10) As used in this section, "principal residence" means principal residence or qualified agricultural property as those terms are defined in section 7dd.

This act is ordered to take immediate effect.



Secretary of the Senate



Clerk of the House of Representatives

Approved _____

Governor

Summary of Changes to MCL 211.7u Poverty Exemption in Public Act 253 of 2020

Public Act 253 of 2020 was signed into law on December 23, 2020. The Act made several changes to the poverty exemption statute (MCL 211.7u) that will impact how local units, assessors, and boards of review handle the exemption starting with the 2021 tax year:

- Removes the word “supervisor” from statute, making it clear that only the Board of Review can grant/deny poverty exemption
- Clarifies that the federal income levels used are those adopted in the *prior* tax year (2020 federal levels are used for 2021 exemptions)
- Requires the local unit to make the policy, guidelines and application form available on their website
- Removes the ability for Boards of Review to deviate from the adopted policy/guidelines for “substantial and compelling reasons”
- Local units can adopt a resolution that allows an exemption granted in 2019 or 2020 to carry forward to 2021, 2022 and 2023 for those persons who receive a fixed income solely from public assistance that is not subject to significant annual increases (Federal Supplemental Security Income, Social Security disability or retirement benefits). Local units can also adopt a resolution for any new exemptions in 2021, 2022 or 2023 to remain exempt for up to 3 years for persons who receive a fixed income (MCL 211.7u(6))
- Local units can carry a poverty exemption forward that was granted in 2019 or 2020 for the 2021 tax year, without an application or protest to the Board of Review. **Local units must adopt a resolution by February 15, 2021 to carry the exemption forward** (MCL 211.7u(8))
- If a person meets all eligibility requirements in statute, the Board of Review must grant a full exemption equal to a 100% reduction in taxable value OR a partial exemption equal to a 25% or 50% reduction in taxable value OR any other percentage reduction in taxable value approved by the STC

A person receiving the extended exemption in MCL 211.7u(6) for up to 3 years due to receiving a fixed income is required to file an affidavit rescinding the exemption within 45 days of no longer being eligible for the exemption.

Local units that adopt a resolution to extend the poverty exemption for up to 3 years for those persons who receive a fixed income solely from public assistance **or** local units that carry the 2019/2020 granted poverty exemptions forward to 2021 must implement an audit program and if found ineligible, the person is subject to repayment of the taxes plus interest.

Local units may need to revise their guidelines, policies, etc to implement the changes in statute. This includes revised guidelines that remove any other calculation of the taxable value for approved poverty exemptions, i.e. formulas that take into consideration the homestead tax credit to calculate the property tax liability and revised TV based on that calculated tax liability. The guidelines may only provide for a full exemption equal to a 100% reduction in taxable value (TV of 0) or a partial exemption equal to a 25% reduction or 50% reduction in taxable value, or any other percentage reduction approved by the State Tax Commission.

PA 253 requires the State Tax Commission to issue a bulletin on how to develop and implement the audit program for the extended poverty exemption provisions in MCL 211.7u(6) and (8). The State Tax Commission will also be working to create the statutorily required poverty application form and other necessary forms and guidance.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: FY22 & FY23 Draft Water & Sewer Budgets

Date: January 27, 2021

Recommended Action

For discussion purposes only.

Discussion

Attached are the draft budgets for the Water Fund (536, 537 and 539) and the Sewer Fund (590, 591, 595-597).

537 Water Debt Service Fund will be closed during FY22, as the bonds will be paid off in May 2021.

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

Attachments

Draft Sewer FY22 & FY23 Budgets

Draft Water FY22 & FY23 Budgets

BUDGET REPORT
 Fund: 536 WATER SYSTEM FUND
 HARTLAND TOWNSHIP
 DRAFT WATER FUND BUDGET FY22 & FY23

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 MANAGER RECOMMENDED BUDGET	2022-23 MANAGER RECOMMENDED BUDGET
ESTIMATED REVENUES						
Dept 000						
536-000-600.400	WATER USAGE METERED	317,054	267,795	280,000	224,948	224,948
	FOOTNOTE AMOUNTS:				224,948	224,948
	(2020-21 To ?) APPROVED RATE STUDY INDICATES 224947, HOWEVER DPW BELIEVES THAT TO BE WAY OFF. 10% INCREASE ASSUMED INSTEAD					
536-000-600.500	WATER READINESS TO SERVE	252,254	312,931	305,000	382,924	382,924
	FOOTNOTE AMOUNTS:				362,203	362,203
	(2016-17 To ?) WATER READINESS TO SERVE (RATIO BASED METER SIZE)					
	FOOTNOTE AMOUNTS:				20,721	20,721
	(2017-18 To ?) METER REPLACEMENT FEES					
	GL # FOOTNOTE TOTAL:				382,924	382,924
536-000-601.000	USER FEES	1,697	2,500	1,600	2,500	2,500
	FOOTNOTE AMOUNTS:				2,500	2,500
	(2016-17 To ?) ADDTL MISC FEES CHARGED - NOMINAL REVENUE					
536-000-601.001	PENALTIES ON USER FEES	5,936	5,000	6,000	5,000	5,000
	FOOTNOTE AMOUNTS:				5,000	5,000
	(2015-16 To ?) 5% PENALTIES CHARGED ON OUTSTANDING BALANCES. INCOME NOT INCLUDED IN RATE STUDY.					
536-000-605.000	METER SALES	22,743	20,000	20,000	20,000	20,000
	FOOTNOTE AMOUNTS:				20,000	20,000
	(2017-18 To ?) VARIOUS METER SALES					
536-000-665.000	INTEREST EARNINGS	1,923	1,000	1,000	1,000	1,000
	FOOTNOTE AMOUNTS:				1,000	1,000
	(2021-22 To ?) LOW EXPECTED EARNINGS DUE TO CURRENT RATES AND INVESTMENT IN CAPITAL PROJECTS, WHICH REDUCES CASH ON HAND					
536-000-676.000	REIMBURSEMENTS	3		555		
536-000-676.101	REIMB. CONTRACT SERVICES	14,999	33,175	12,000	47,840	47,840
	FOOTNOTE AMOUNTS:				16,040	16,040
	(2020-21 To ?) GROUNDS 265 SEASONAL & FULL TIME FIELD STAFF WAGE ALLOCATION					
	FOOTNOTE AMOUNTS:				20,492	20,492
	(2020-21 To ?) PARKS 751 SEASONAL AND FULL TIME FIELD STAFF WAGE ALLOCATION					
	(2020-21 To ?) ROADS 463 SEASONAL AND FULL TIME FIELD STAFF WAGE ALLOCATION					
	FOOTNOTE AMOUNTS:				904	904
	(2020-21 To ?) FIRE: WATER SEASONAL STAFF					
	FOOTNOTE AMOUNTS:				10,404	10,404
	(2021-22 To ?) CEMETERY SEASONAL AND FULL TIME STAFF WAGE ALLOCATION					
	GL # FOOTNOTE TOTAL:				47,840	47,840
536-000-676.102	REIMB - CONTRACT EQUIPMENT	71	9,170	3,500	10,552	10,552
	FOOTNOTE AMOUNTS:				2,159	2,159
	(2020-21 To ?) GF GROUNDS - EQUIPMENT					
	(2020-21 To ?) GF ROADS - EQUIPMENT					
	FOOTNOTE AMOUNTS:				2,284	2,284
	(2020-21 To ?) GF PARKS - EQUIPMENT					
	FOOTNOTE AMOUNTS:				1,802	1,802
	(2020-21 To ?) FIRE - EQUIPMENT					
	FOOTNOTE AMOUNTS:				4,307	4,307
	(2021-22 To ?) GF CEMETERY - EQUIPMENT					
	GL # FOOTNOTE TOTAL:				10,552	10,552
Totals for dept 000 -		616,680	651,571	629,655	694,764	694,764
TOTAL ESTIMATED REVENUES		616,680	651,571	629,655	694,764	694,764
APPROPRIATIONS						
Dept 000						
536-000-702.100	SALARY IN LIEU OF BENEFITS	4,984	3,600	3,600	3,600	3,600
	FOOTNOTE AMOUNTS:				3,600	
	(2021-22) OPERATOR II WAIVES BENEFITS, ELIGIBLE FOR WAGES IN LIEU OF BENEFITS - \$300 PER MONTH - \$3,600 PER YEAR					
	FOOTNOTE AMOUNTS:					3,600
	(2022-23 To ?) OPERATOR II WAIVES BENEFITS, ELIGIBLE FOR WAGES IN LIEU OF BENEFITS - \$300 PER MONTH - \$3,600 PER YEAR					
	GL # FOOTNOTE TOTAL:				3,600	3,600
536-000-702.400	MERIT/BONUS POOL	200	100	100	2,000	2,000
	(2020-21 To ?) FY21 BONUS - MITCHELL					
	FOOTNOTE AMOUNTS:				2,000	
	(2021-22) FY22 PLACEHOLDER					
	FOOTNOTE AMOUNTS:					2,000

BUDGET REPORT
Fund: 536 WATER SYSTEM FUND
HARTLAND TOWNSHIP
DRAFT WATER FUND BUDGET FY22 & FY23

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 MANAGER RECOMMENDED BUDGET	2022-23 MANAGER RECOMMENDED BUDGET
APPROPRIATIONS						
Dept 000						
	(2022-23 To ?) FY22 PLACEHOLDER					
	GL # FOOTNOTE TOTAL:				2,000	2,000
536-000-703.000	VAC/PTO OWED AT YE	(2,673)	2,000	2,000	2,000	2,000
	FOOTNOTE AMOUNTS:				2,000	
	(2021-22) ACCOUNTING PLACEHOLDER TO RECOGNIZE CHANGE IN LEAVE ACCRUALS AT YEAR END.					
	FOOTNOTE AMOUNTS:					2,000
	(2022-23 To ?) ACCOUNTING PLACEHOLDER TO RECOGNIZE CHANGE IN LEAVE ACCRUALS AT YEAR END.					
	GL # FOOTNOTE TOTAL:				2,000	2,000
536-000-704.000	OPERATOR II WAGES	47,372	47,192	47,192	47,318	47,092
	FOOTNOTE AMOUNTS:				47,318	
	(2021-22) FY 22 - \$22.64 X 2090 HOURS = \$47317.60 (40 HOUR WORK WEEK/209 PAY DAYS)					
	(2021-22 To ?) WAGES CHANGES SUBJECT TO BOARD APPROVAL					
	FOOTNOTE AMOUNTS:					47,092
	(2022-23 To ?) FY 23 - \$22.64 X 2080 HOURS = \$47,091.20 (40 HOUR WORK WEEK)					
	GL # FOOTNOTE TOTAL:				47,318	47,092
536-000-706.000	OPERATOR I WAGES	31,980	38,168	38,168	39,919	41,309
	FOOTNOTE AMOUNTS:				39,919	
	(2021-22) FY 22 - \$19.10 X 2090 (40 HOUR WORK WEEK/209 WORK DAYS) = \$39,919, ELIGIBLE FOR STEP INCREASE					
	FOOTNOTE AMOUNTS:					41,309
	(2022-23) FY 23 - \$22.64 X 2080 (40 HOUR WORK WEEK) = \$41,309 ELIGIBLE FOR STEP INCREASE					
	GL # FOOTNOTE TOTAL:				39,919	41,309
536-000-707.000	SEASONAL WAGES	8,621	8,892	8,892	14,638	14,638
	FOOTNOTE AMOUNTS:				13,638	
	(2020-21 To ?) SEASONAL WAGES PER WAGE ALLOCATION ANALYSIS. ALL BUT \$2644 WILL BE REIMBURSED BY OTHER FUNDS					
	FOOTNOTE AMOUNTS:				1,000	1,000
	(2021-22 To ?) ADDITIONAL \$1000 FOR WATER OPERATION ABOVE AND BEYOND MOWING SERVICES					
	GL # FOOTNOTE TOTAL:				14,638	14,638
536-000-709.000	OVERTIME WAGES	7,126	7,486	7,486	7,851	7,956
	FOOTNOTE AMOUNTS:				7,851	
	(2021-22) FY 22 - 9% OF WAGES (FOREMAN & OPERATOR)					
	FOOTNOTE AMOUNTS:					7,956
	(2022-23 To ?) FY 23 - 9% OF WAGES (FOREMAN & OPERATOR)					
	GL # FOOTNOTE TOTAL:				7,851	7,956
536-000-715.000	EMPLOYERS SOC SEC	7,591	8,073	8,073	8,669	8,766
	FOOTNOTE AMOUNTS:				8,669	
	(2021-22) FY 22 - 7.65% OF WAGES					
	FOOTNOTE AMOUNTS:					8,766
	(2022-23 To ?) FY 23 - 7.65% OF WAGES					
	GL # FOOTNOTE TOTAL:				8,669	8,766
536-000-716.000	EMPLOYMENT EXPENSE	4,944	9,758	9,758	9,828	10,533
	FOOTNOTE AMOUNTS:				511	
	(2021-22) FY 22 - OPERATOR II STD/LTD/LIFE INSURANCE					
	FOOTNOTE AMOUNTS:				9,317	
	(2021-22) FY 22 - OPERATOR I - SINGLE COVERAGE - ALL LINES					
	FOOTNOTE AMOUNTS:					516
	(2022-23) FY 23 - OPERATOR II STD/LTD/LIFE INSURANCE					
	FOOTNOTE AMOUNTS:					10,017
	(2022-23) FY 23 - OPERATOR I SINGLE COVERAGE ALL LINES					
	GL # FOOTNOTE TOTAL:				9,828	10,533
536-000-718.000	RETIREMENT	8,589	9,294	9,294	9,509	9,635
	FOOTNOTE AMOUNTS:				9,509	
	(2021-22) FY 22 - RETIREMENT 10% OF WAGES (ICMA)					
	FOOTNOTE AMOUNTS:					9,635
	(2022-23 To ?) FY 22 - RETIREMENT 10% OF WAGES (ICMA)					
	GL # FOOTNOTE TOTAL:				9,509	9,635
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	1,190	1,559	1,559	1,159	1,159
	FOOTNOTE AMOUNTS:				1,159	
	(2016-17 To ?) UNIFORMS, FIELD & SAFETY GEAR, FOOTWEAR (5% ANNUAL INCR)					
	(2020-21 To ?) SEASONAL SHIRTS (20 SHIRTS)					

BUDGET REPORT
 Fund: 536 WATER SYSTEM FUND
 HARTLAND TOWNSHIP
 DRAFT WATER FUND BUDGET FY22 & FY23

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 MANAGER RECOMMENDED BUDGET	2022-23 MANAGER RECOMMENDED BUDGET
APPROPRIATIONS						
Dept 000						
536-000-720.000	ADMINISTRATIVE FEES	77,840	83,141	83,141	90,383	93,095
	FOOTNOTE AMOUNTS:				90,383	
	(2021-22 To ?) PER SALARY ALLOCATION WORKSHEET 12/31/20					
	FOOTNOTE AMOUNTS:					93,095
	(2021-22 To ?) FY23 3% INCREASE OVER FY22					
	GL # FOOTNOTE TOTAL:				90,383	93,095
536-000-727.000	SUPPLIES/POSTAGE	1,569	2,141	2,141	2,141	2,141
	FOOTNOTE AMOUNTS:				280	280
	(2017-18 To ?) UB BILL PRINTING COSTS (ASSUME 5% INCR/YR)					
	FOOTNOTE AMOUNTS:				1,436	1,436
	(2017-18 To ?) POSTAGE FOR MAILING UB BILLS (BASED ON ACTUAL FY16/17 EXPENSES)					
	FOOTNOTE AMOUNTS:				275	275
	(2017-18 To ?) POSTAGE FEES FOR WATER REPORTS (STATE, DEQ, CUSTOMER NOTICES, ETC - INCL CERTIFIED MAILINGS)					
	(2017-18 To ?) GENERAL SUPPLIES (OFFICE, PLANT, BATHROOM, ETC.) / EXPENSES (MOVED TO OPERATING SUPPLIES)					
	FOOTNOTE AMOUNTS:				150	150
	(2017-18 To ?) LOGO EMBROIDERY COSTS FOR UNIFORMS, JACKETS, HATS, ETC.					
	GL # FOOTNOTE TOTAL:				2,141	2,141
536-000-740.000	OPERATING SUPPLIES	9,140	16,692	20,000	12,592	12,592
	FOOTNOTE AMOUNTS:				750	750
	(2016-17 To ?) MISC. MAINTENANCE TOOLS TO BE ACQUIRED OVER FIVE YEARS (CHAINSAW, PRUNERS, LOPPERS, ETC.)					
	FOOTNOTE AMOUNTS:				7,000	7,000
	(2016-17 To ?) LABORATORY / TESTING FEES					
	FOOTNOTE AMOUNTS:				3,000	3,000
	(2016-17 To ?) LAB SUPPLIES (EQUIPMENT, CHEMICALS, LAB AREA; NEW TESTING METERS IN FY19)					
	FOOTNOTE AMOUNTS:				285	285
	(2017-18 To ?) FLAGS (2/YR)					
	FOOTNOTE AMOUNTS:				350	350
	(2017-18 To ?) JANITORIAL/CLEANING/MAIN SUPPLIES (5%/YR INCR)					
	FOOTNOTE AMOUNTS:				350	350
	(2017-18 To ?) KITCHEN/PAPER SUPPLIES (5%/YR INCR)					
	FOOTNOTE AMOUNTS:				357	357
	(2017-18 To ?) BATTERIES FOR CORDLESS TOOLS (ASSUME 2/YR; 3 TOOLS)					
	FOOTNOTE AMOUNTS:				500	500
	(2017-18 To ?) GENERAL OPERATING SUPPLIES FOR WTP					
	(2018-19 To ?) REPLACEMENT BATTERY BACKUP FOR WELL HOUSES (EVERY OTHER YEAR, BUT COSTS HAVE INCREASED)					
	GL # FOOTNOTE TOTAL:				12,592	12,592
536-000-740.001	WATER TREAT. CHEMICALS	9,901	12,500	12,500	12,500	12,500
	FOOTNOTE AMOUNTS:				12,500	12,500
	(2018-19 To ?) WATER TREATMENT CHEMICALS (PRICE HAS SOMEWHAT STABILIZED FOR 2020)					
536-000-741.000	METER COSTS	27,877	39,500	135,000	37,500	37,500
	FOOTNOTE AMOUNTS:				10,000	10,000
	(2015-16 To ?) WATER METERS & ACCESSORIES - OFFSET BY REVENUE CAPTURED IN UTILITY BILLING METER FEE					
	FOOTNOTE AMOUNTS:				7,500	7,500
	(2017-18 To ?) HOT ROD REPLACEMENTS -OFFSET BY REVEUE CAPTURED IN UTILITY BILLING METER FEE - MORE ARE REACHING END OF LIFE IN 2019					
	(2017-18 To ?) HYDRANT METER FOR ON SITE CONSTRUCTION RENTALS (ACQUIRE 1 NEW PER YEAR)					
	FOOTNOTE AMOUNTS:			135,000		
	(2018-19 To ?) NEW FIXED REMOTE READING SYSTEM - COST OF RADIOS					
	FOOTNOTE AMOUNTS:				20,000	20,000
	(2020-21 To ?) M-59 EAST END DEVELOPMENT METER PURCHASES (PLACEHOLDER) - OFFSET BY METER SALES REVENUE					
	GL # FOOTNOTE TOTAL:			135,000	37,500	37,500
536-000-742.000	CROSS CONNECTION CONTROL FEES		2,500	2,500	2,500	2,500
	FOOTNOTE AMOUNTS:				2,500	2,500
	(2020-21 To ?) RESIDENTIAL CROSS CONNECTION PROGRAM IF MANDATED BY DEQ (POSTAGE AND PRINTING)					
536-000-801.000	CONTRACTED SERVICES	1,618	5,617	5,617	5,017	5,017
	FOOTNOTE AMOUNTS:				432	432
	(2015-16 To ?) ALARM MONITORING & MAINTENANCE (ASSUME 3% INCREASE/YR)					
	FOOTNOTE AMOUNTS:				500	500
	(2015-16 To ?) HVAC SYSTEM MAINTAINANCE/REPAIRS					
	FOOTNOTE AMOUNTS:				850	850
	(2016-17 To ?) TRASH DISPOSAL (MOVED FROM RESIDENTIAL CANS TO DUMPSTER DUE TO PARK OVERFLOWS / ROADSIDE DUMPING)					
	FOOTNOTE AMOUNTS:				835	835

BUDGET REPORT
 Fund: 536 WATER SYSTEM FUND
 HARTLAND TOWNSHIP
 DRAFT WATER FUND BUDGET FY22 & FY23

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 MANAGER RECOMMENDED BUDGET	2022-23 MANAGER RECOMMENDED BUDGET
APPROPRIATIONS						
Dept 000						
	(2016-17 To ?) EXTERMINATOR (ASSUME 3% INCR PER YEAR)					
	FOOTNOTE AMOUNTS:				2,300	2,300
	(2017-18 To ?) GENERATOR MAINTENANCE CONTRACT (NO LONGER UNDER CONTRACT BUT PAY BY SERVICE / REQUIRED BY DEQ)					
	FOOTNOTE AMOUNTS:				100	100
	(2018-19 To ?) METER TESTING FEES (ASSUMES 4PYR; MAY BE OFFSET BY ESCROWS FROM RESIDENTIAL REQUESTS)					
	GL # FOOTNOTE TOTAL:				5,017	5,017
536-000-802.000	LAWN/SNOW MAINTENANCE	784	1,500	1,500	1,500	1,500
	FOOTNOTE AMOUNTS:				1,500	1,500
	(2015-16 To ?) WTP DRIVE SALTING/GRAVEL/MAINTENANCE EXPENSES (COSTS MAY BE REDUCED DUE TO HUNTERS RIDGE USING FOR CONSTRUCTION ACCESS - THEY PAY)					
536-000-804.000	MEMBERSHIP & DUES	350	350	350	350	350
	FOOTNOTE AMOUNTS:				350	350
	(2016-17 To ?) AWWA MEMBERSHIP FEES					
536-000-805.000	INTERNET	1,420	1,400	1,400	1,500	1,500
	FOOTNOTE AMOUNTS:				1,500	1,500
	(2017-18 To ?) INTERNET (\$120 ACTUAL IN FY17) + ASSUME 2% INCR/YR (COSTS PER NOV16 WATER RATE STUDY)					
536-000-807.000	AUDIT FEES	4,000	4,500	4,500	4,500	4,500
	FOOTNOTE AMOUNTS:				4,500	4,500
	(2017-18 To ?) AUDIT FEES PER NOV16 RATE STUDY					
	FY21 - SMALL INCREASE					
536-000-816.000	ENGINEERING FEES	8,207	15,100	15,100	6,000	15,000
	FOOTNOTE AMOUNTS:				6,000	6,000
	(2017-18 To ?) ENGINEERING PER NOV16 WATER RATE STUDY					
	FOOTNOTE AMOUNTS:					9,000
	(2019-20 To ?) WELLHEAD PROTECTION PLAN UPDATE TO RECOGNIZE NEW WELL IN WATER SYSTEM, AND ELIMINATE THE FORMER WOODCLIFF WELL					
	GL # FOOTNOTE TOTAL:				6,000	15,000
536-000-826.000	LEGAL FEES	4,462	5,000	5,000	5,000	5,000
	FOOTNOTE AMOUNTS:				5,000	5,000
	(2017-18 To ?) LEGAL FEES PER NOV16 WATER RATE STUDY					
536-000-851.000	TELEPHONE	3,363	3,678	3,678	3,678	3,678
	FOOTNOTE AMOUNTS:				1,910	1,910
	(2016-17 To ?) WTP PHONE SERVICE (ASSUME \$150/MONTH + 2% ANNUAL INCR)					
	FOOTNOTE AMOUNTS:				1,768	1,768
	(2017-18 To ?) DPW CELL PHONES (SERVICE \$100/MO & EQUIPMENT 2@250/YR + 2% INCR/YR)					
	GL # FOOTNOTE TOTAL:				3,678	3,678
536-000-860.000	GASOLINE	2,400	8,089	8,098	8,089	8,089
	FOOTNOTE AMOUNTS:				1,785	1,785
	(2015-16 To ?) GENERATOR FUEL (ASSUMES 300 GALLONS @ \$5/GALLON WITH NO POWER OUTAGES)					
	FOOTNOTE AMOUNTS:				5,304	5,304
	(2016-17 To ?) GAS FOR 2 TRUCKS (ASSUMES 1/FILLUP PER WEEK PER TRUCK)					
	FOOTNOTE AMOUNTS:				1,000	1,000
	(2020-21 To ?) GAS FOR MOWING; WILL BE BILLED BACK TO INDIVIDUAL FUNDS AND RECORDED AS REVENUE					
	GL # FOOTNOTE TOTAL:				8,089	8,089
536-000-861.000	MILEAGE		300	300	300	300
	FOOTNOTE AMOUNTS:				300	300
	(2016-17 To ?) MILEAGE REIMBURSEMENT (IF NEEDED; TO BE USED IF STAFF HAVE TRAINING/CLASS AND VEHICLES NEED TO BE LEFT FOR USE, OR IF VEHICLE NOT AVAILABLE)					
536-000-890.000	CONTINGENCIES		15,000	15,000	15,000	15,000
	FOOTNOTE AMOUNTS:				15,000	15,000
	(2017-18 To ?) WATER FUND CONTINGENCIES (PER NOV16 WATER RATE STUDY)					
536-000-900.000	PRINTING & PUBLICATIONS		325	325	331	331
	FOOTNOTE AMOUNTS:				331	331
	(2015-16 To ?) UTILITY BILLS - POSTCARDS INCREASED PER RATE STUDY					
	(2020-21 To ?) RESIDENTIAL CROSS CONNECTIONS IS PROJECTED TO BE \$2500 IF REQUIRED BY DEQ / PLACEHOLDER IN CROSS CONNECTION GL					
536-000-910.000	INSURANCE	9,499	10,490	10,490	10,490	10,490
	FOOTNOTE AMOUNTS:				3,090	3,090
	(2017-18 To ?) WORKMAN'S COMP CY X 3% INCREASE					
	FOOTNOTE AMOUNTS:				7,400	7,400
	(2017-18 To ?) MMRMA PROPERTY/LIABILITY COVERAGE. ALLOCATED BASED ON WATER EXPENSES AND PROPERTY COVERED. 3% INCREASE ASSUMED PER YEAR					

BUDGET REPORT
Fund: 536 WATER SYSTEM FUND
HARTLAND TOWNSHIP
DRAFT WATER FUND BUDGET FY22 & FY23

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 MANAGER RECOMMENDED BUDGET	2022-23 MANAGER RECOMMENDED BUDGET
APPROPRIATIONS						
Dept 000						
	GL # FOOTNOTE TOTAL:				10,490	10,490
536-000-920.001	UTILITIES - GAS	1,078	1,756	1,756	1,808	1,808
	FOOTNOTE AMOUNTS:				1,808	1,808
	(2017-18 To ?) GAS (HEAT) FOR PLANT (INCR IN FY18 FOR DRYER USE) (BASED ON NOV16 WATER RATE STUDY COSTS)					
536-000-920.002	UTILITIES - ELECTRIC	57,960	36,391	36,391	37,419	37,419
	FOOTNOTE AMOUNTS:				1,759	1,759
	(2017-18 To ?) BOOSTER STATION ELECTRIC (BASED ON ACTUAL FY16&17 + 3% INC/YR)					
	FOOTNOTE AMOUNTS:				35,310	35,310
	(2017-18 To ?) WTP ELECTRIC (BASED ON ACTUAL 2017 PLUS 3% INCR/YR) - PRIOR UNDER BILLING ERROR FROM DTE AND CORRECTIVE ADJUSTMENT WILL BRING THE ACTUAL COSTS CLOSER TO \$35K -\$38K					
	FOOTNOTE AMOUNTS:				350	350
	(2018-19 To ?) PRV ELECTRIC (NEW FOR FY19)					
	GL # FOOTNOTE TOTAL:				37,419	37,419
536-000-920.004	UTILITIES - SEWER	3,340	3,500	3,500	3,500	3,500
	FOOTNOTE AMOUNTS:				3,500	3,500
	(2015-16 To ?) ASSUMES 95 UNITS/QTR					
536-000-922.000	MISS DIG	1,759	2,500	2,500	2,700	2,700
	FOOTNOTE AMOUNTS:				2,700	2,700
	(2017-18 To ?) MISS DIG PERMIT & CODES FOR STAKING / COST INCREASE BASED UPON POPULATION / PROJECTIONS					
536-000-930.000	SOFTWARE MAINTENANCE	4,469	9,082	9,082	9,082	9,082
	FOOTNOTE AMOUNTS:				290	290
	(2015-16 To ?) BS&A CASH RECEIPTS (ASSUMES 3% INCR/YR)					
	FOOTNOTE AMOUNTS:				326	326
	(2015-16 To ?) BS&A UTILITY BILLING (ASSUMES 3% INCR/YR)					
	FOOTNOTE AMOUNTS:				115	115
	(2015-16 To ?) BS&A GENERAL LEDGER (ASSUMES 3% INCR/YR)					
	FOOTNOTE AMOUNTS:				99	99
	(2015-16 To ?) BS&A ACCOUNTS PAYABLE (ASSUMES 3% INCR/YR)					
	FOOTNOTE AMOUNTS:				757	757
	(2015-16 To ?) HOT ROD SOFTWARE MAINTENANCE (ASSUMES 3% INCR/YR)					
	FOOTNOTE AMOUNTS:				500	500
	(2016-17 To ?) WATER GIS LAYER UPDATES					
	FOOTNOTE AMOUNTS:				385	385
	(2017-18 To ?) ESRI (GIS) SOFTWARE MAINTENANCE (ASSUMES 50% USAGE OF 2 LICENSE RENEWALS)					
	FOOTNOTE AMOUNTS:				3,500	3,500
	(2017-18 To ?) SCADA SOFTWARE MAINTENANCE (LICENSE FEES)					
	FOOTNOTE AMOUNTS:				1,775	1,775
	(2018-19 To ?) SCADA HOSTING FEE (ANNUAL SCADA EXPENSE)					
	FOOTNOTE AMOUNTS:				835	835
	(2019-20 To ?) HOT ROD SOFTWARE MAINTENANCE (ACTUAL 2018 + 3% INCR)					
	FOOTNOTE AMOUNTS:				500	500
	(2019-20 To ?) SCADA REPAIRS					
	GL # FOOTNOTE TOTAL:				9,082	9,082
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	46,070	39,600	75,000	34,000	34,000
	FOOTNOTE AMOUNTS:				15,000	15,000
	(2015-16 To ?) WATER SYSTEM - GENERAL REPAIRS & MAINTENANCE (CURB STOPS, VALVES, HYDRANTS, CATHODIC PROTECTION, ETC.)				2,500	2,500
	FOOTNOTE AMOUNTS:					
	(2017-18 To ?) HYDRANT REPAIRS PARTS & CONVERSION KITS (INCL RAISING OLDER HYDRANTS)					
	FOOTNOTE AMOUNTS:				250	250
	(2017-18 To ?) ALTITUDE VALVE MAINTENANCE					
	FOOTNOTE AMOUNTS:				1,250	1,250
	(2017-18 To ?) LEVEL SENSORS CALIBRATION/MAINTENANCE					
	FOOTNOTE AMOUNTS:				15,000	15,000
	(2018-19 To ?) VALVE & CURB STOP REPAIRS (ANNUAL EXPENSE)					
	(2020-21 To ?) WATER TOWER CLEANING EVERY TWO YEARS					
	(2020-21 To ?) NEW METER READING HARDWARE / MOBILE TRUCK UNIT (PLACEHOLDER)					
	GL # FOOTNOTE TOTAL:				34,000	34,000
536-000-930.002	REPAIRS & MAINTENANCE TRUCKS	979	4,015	4,015	4,015	4,015
	FOOTNOTE AMOUNTS:				1,000	1,000
	(2017-18 To ?) VEHICLE MAINTENANCE - INCL OIL CHANGES, WIPER BLADES, BRAKES, ETC.					

BUDGET REPORT
 Fund: 536 WATER SYSTEM FUND
 HARTLAND TOWNSHIP
 DRAFT WATER FUND BUDGET FY22 & FY23

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 MANAGER RECOMMENDED BUDGET	2022-23 MANAGER RECOMMENDED BUDGET
APPROPRIATIONS						
Dept 000						
	FOOTNOTE AMOUNTS:				750	750
	(2017-18 To ?) WINTER ACCESSORIES MAINTENANCE/REPAIRS (PLOWS, SALTERS, TIRES)					
	(2018-19 To ?) TRUCK TIRES (REPLACEMENT) (EVERY OTHER YEAR)					
	FOOTNOTE AMOUNTS:				2,265	2,265
	(2020-21 To ?) MOWER AND EQUIPMENT MAINTENANCE / REPAIRS					
	GL # FOOTNOTE TOTAL:				4,015	4,015
536-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	6,603	11,750	11,750	7,750	7,750
	FOOTNOTE AMOUNTS:				2,500	2,500
	(2017-18 To ?) WTP GENERATOR REPAIRS (PER DEQ REQUIREMENTS FOR LOAD TESTING, ETC.)					
	FOOTNOTE AMOUNTS:				250	250
	(2018-19 To ?) WTP AIR COMPRESSOR ANNUAL MAINTENANCE					
	FOOTNOTE AMOUNTS:				5,000	5,000
	(2020-21 To ?) GENERAL BUILDING REPAIRS AND MAINTENANCE					
	GL # FOOTNOTE TOTAL:				7,750	7,750
536-000-956.000	MISCELLANEOUS	1,482	2,000	2,000	2,500	2,500
	FOOTNOTE AMOUNTS:				2,500	2,500
	(2017-18 To ?) MDEQ PERMIT FEES ESTIMATED TO GO UP WITH ADDITION OF M59 EAST WATER EXPANSION					
536-000-957.000	EDUCATION/TRAINING/CONVENTION	984	3,000	3,000	3,000	3,000
	FOOTNOTE AMOUNTS:				500	500
	(2017-18 To ?) LICENSE RENEWALS FOR 4 FULL TIME EMPLOYEES					
	FOOTNOTE AMOUNTS:				1,000	1,000
	(2017-18 To ?) PUBLIC WORKS DIRECTOR CONFERENCE					
	FOOTNOTE AMOUNTS:				1,500	1,500
	(2017-18 To ?) TRAINING TO MAINTAIN C.E.C.S (INCL REFERENCE MATERIALS) (NEW EMPLOYEE TRAINING FOR 2020)					
	GL # FOOTNOTE TOTAL:				3,000	3,000
536-000-964.002	UNCOLLECTIBLE UB FEES		1,000	1,000	1,000	1,000
	FOOTNOTE AMOUNTS:				1,000	1,000
	(2017-18 To ?) UNCOLLECTIBLE UB FEES (PER NOV16 WATER RATE STUDY)					
536-000-968.000	DEPRECIATION		4,020	4,020	4,020	4,020
	FOOTNOTE AMOUNTS:				4,020	4,020
	(2020-21 To ?) NEW MOWING EQUIPMENT AND TRAILER - \$24,700 PURCHASE / \$4,020 ANNUAL DEPRECIATION					
536-000-999.539	TRANSFER TO WATER REPLACEMENT FUNI				200,000	250,000
	FOOTNOTE AMOUNTS:				200,000	250,000
	(2020-21 To ?) PER JANUARY 2021 CIP UPDATES					
Totals for dept 000 -		407,078	482,559	616,776	676,656	740,565
TOTAL APPROPRIATIONS		407,078	482,559	616,776	676,656	740,565
NET OF REVENUES/APPROPRIATIONS - FUND 536		209,602	169,012	12,879	18,108	(45,801)
BEGINNING FUND BALANCE		1,363,582	1,573,182	1,573,182	1,586,061	1,604,169
ENDING FUND BALANCE		1,573,184	1,742,194	1,586,061	1,604,169	1,558,368

BUDGET REPORT
 Fund: 537 WATER DEBT SERVICE FUND
 HARTLAND TOWNSHIP
 DRAFT WATER FUND BUDGET FY22 & FY23

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 MANAGER RECOMMENDED BUDGET	2022-23 MANAGER RECOMMENDED BUDGET
ESTIMATED REVENUES						
Dept 000						
537-000-404.000	SPECIAL ASSESSMENTS	16,779	8,347	8,332		
	FOOTNOTE AMOUNTS:			8,332		
	(2021-22 To ?) FINAL YEAR OF COLLECTIONS					
537-000-404.100	SPECIAL ASSESSMENT REFUNDS				(235,000)	
	FOOTNOTE AMOUNTS:				(235,000)	
	(2021-22 To ?) FINANCIAL REVIEW TO DETERMINE					
537-000-665.000	INTEREST EARNINGS	6,872	1,000	7,700	1,200	
	FOOTNOTE AMOUNTS:			7,700	1,200	
	(2016-17 To ?) INTEREST EARNINGS REMAIN LOW. NO CHANGED IN ESTIMATE					
Totals for dept 000 -		23,651	9,347	16,032	(233,800)	
TOTAL ESTIMATED REVENUES		23,651	9,347	16,032	(233,800)	
APPROPRIATIONS						
Dept 000						
537-000-801.000	CONTRACTED SERVICES			5,000	5,000	
	FOOTNOTE AMOUNTS:				5,000	
	(2021-22 To ?) BS&A PROGRAMMING OF SURPLUS REFUNDS AND ANY OTHER NECESSARY SERVICES TO CLOSE FUND			5,000		
	FOOTNOTE AMOUNTS:					
	(2021-22 To ?) PHP ASSISTANCE CALCULATION OF SURPLUS AND REFUNDS					
	GL # FOOTNOTE TOTAL:			5,000	5,000	
537-000-996.000	BOND FEES	500	500	500	500	
	FOOTNOTE AMOUNTS:			500	500	
	(2017-18 To ?) FY22 FINAL BOND FEE TO BE PAID.					
537-000-996.100	INTEREST CREDIT - BOND PREMIUM	(2,943)				
537-000-997.001	2017 REFUNDING BOND INTEREST	9,833	6,950	4,909	375	
	FOOTNOTE AMOUNTS:			4,909	375	
	(2019-20 To 2021-22) PER BOND SERVICE SCHEDULE - INTEREST ONLY					
537-000-999.539	TRANSFER TO WATER R&R				448,000	
	FOOTNOTE AMOUNTS:				448,000	
	(2021-22 To ?) SURPLUS TRANSFER 5% OF ORIGINAL ASSESSMENT ROLL. ANYTHING OVER WILL BE REFUNDED TO PROPERTY OWNERS					
Totals for dept 000 -		7,390	7,450	10,409	453,875	
TOTAL APPROPRIATIONS		7,390	7,450	10,409	453,875	
NET OF REVENUES/APPROPRIATIONS - FUND 537		16,261	1,897	5,623	(687,675)	
BEGINNING FUND BALANCE		680,743	697,003	697,003	702,626	14,951
ENDING FUND BALANCE		697,004	698,900	702,626	14,951	14,951

BUDGET REPORT
 Fund: 539 WATER REPLACEMENT FUND
 HARTLAND TOWNSHIP
 DRAFT WATER FUND BUDGET FY22 & FY23

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 MANAGER RECOMMENDED BUDGET	2022-23 MANAGER RECOMMENDED BUDGET
ESTIMATED REVENUES						
Dept 000						
539-000-601.001	PENALTITIES ON SURCHARGES	114				
539-000-602.000	CONNECTION FEES	155,160	145,400		2,503,960	261,720
	FOOTNOTE AMOUNTS:				145,400	145,400
	(2016-17 To ?) PER 2016 WATER RATE STUDY AND UPDATED WATER CIP - ASSUMES 25 NEW REUS SOLD PER YEAR					
	REU COST FY20 AND BEYOND = \$5816.01					
	FOOTNOTE AMOUNTS:				414,692	
	(2021-22 To ?) FY21 PIHRL 64 REUS					
	FOOTNOTE AMOUNTS:				1,943,868	
	(2021-22 To ?) FY21 HARTLAND GLEN/REDWOOD 300 REUS					
	FOOTNOTE AMOUNTS:					116,320
	(2021-22 To ?) 20 REUS ROTONDO (OUT OF 55)					
	GL # FOOTNOTE TOTAL:				2,503,960	261,720
539-000-602.100	SURCHARGE FEES	29,914	27,678	27,678	26,295	24,980
	FOOTNOTE AMOUNTS:			27,678	26,295	24,980
	(2021-22 To ?) 5% ANNUAL DECREASE - ASSUMES EACH YEAR, LESS REUS RENTED DUE TO ADDITIONAL PURCHASES					
539-000-665.000	INTEREST EARNINGS	3,426	3,650	2,500	2,500	1,500
	FOOTNOTE AMOUNTS:				2,500	1,500
	(2019-20 To ?) DECREASE EXPECTED DUE TO LOWER RATES AND SPENDING DOWN RESERVE ON EXPANSION PROJECT.					
539-000-665.001	UNREALIZED GAIN OR LOSS	(74)				
539-000-669.536	TRANSFER FROM WATER O&M FUND				200,000	250,000
	FOOTNOTE AMOUNTS:				200,000	
	(2021-22 To ?) TRANSFER FROM 536 O&M FOR EXPANSION					
	FOOTNOTE AMOUNTS:					250,000
	(2021-22 To ?) PLACE HOLDER FOR TRANSFER AFTER NEW RATE STUDY					
	GL # FOOTNOTE TOTAL:				200,000	250,000
539-000-669.537	TRANSFER IN FROM WATER DSF				448,000	
	FOOTNOTE AMOUNTS:				448,000	
	(2021-22 To ?) SURPLUS TRANSFER					
Totals for dept 000 -		188,540	176,728	30,178	3,180,755	538,200
TOTAL ESTIMATED REVENUES		188,540	176,728	30,178	3,180,755	538,200
APPROPRIATIONS						
Dept 000						
539-000-816.000	ENGINEERING FEES	750				50,000
	FOOTNOTE AMOUNTS:					50,000
	(2021-22 To 2022-23) UPDATED WATER MASTER PLAN (AFTER EXPANSION)					
539-000-930.000	REPAIRS & MAINTENANCE	13,519	15,000		15,000	15,000
	(2017-18 To ?) ***THIS LINE ITEM TO BE USED FOR WATER SYSTEM CAPITAL ASSET EXPENDITURES OVER \$5,000 ***					
	FOOTNOTE AMOUNTS:				15,000	15,000
	(2017-18 To ?) WATER SYSTEM - EMERGENCY REPAIRS (UNEXPECTED SYSTEM REPAIRS. LARGE EMERGENCY REPAIRS (OVER \$5,000) WILL BE PAID OUT OF CONTINGENCIES AND/OR BE CAPITAL EXPENDITURES).					
539-000-968.000	DEPRECIATION	244,483	312,648	250,000	345,898	404,373
	FOOTNOTE AMOUNTS:				300,000	300,000
	(2019-20 To ?) ESTIMATE: PLACEHOLDER					
	FOOTNOTE AMOUNTS:				3,000	3,000
	(2020-21 To ?) FIXED NETWORK METER READING SYSTEM - COST FOR SOFTWARE/TOWER RADIO \$75,000 - 25 YEARS PLACED IN SERVICE ESTIMATE 3/31/21					
	FOOTNOTE AMOUNTS:					18,750
	(2020-21 To ?) INCREASE FILTER CAPACITY / NEW FILTER COST \$750,000 / 40 YEAR LIFESPAN					
	FOOTNOTE AMOUNTS:				3,750	3,750
	(2020-21 To ?) ENGINEERING FOR NEW WELL - TEST WELL WILL BE CONVERTED TO REAL ASSET - COST \$75,000 / 20 YEAR LIFESPAN					
	FOOTNOTE AMOUNTS:				1,333	1,333
	(2020-21 To ?) TWO NEW ZERO TURN MOWERS - COST \$10,000 EACH / 15 YEAR LIFESPAN					
	FOOTNOTE AMOUNTS:				235	235
	(2020-21 To ?) NEW EQUIPMENT TRAILER FOR MOWERS - COST \$3,500 / 15 YEAR LIFESPAN					
	FOOTNOTE AMOUNTS:				80	80
	(2020-21 To ?) BACKPACK BLOWER /TRIMER - COST \$1,200 / 15 YEAR LIFESPAN					
	FOOTNOTE AMOUNTS:				37,500	75,000

BUDGET REPORT
 Fund: 539 WATER REPLACEMENT FUND
 HARTLAND TOWNSHIP
 DRAFT WATER FUND BUDGET FY22 & FY23

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 MANAGER RECOMMENDED BUDGET	2022-23 MANAGER RECOMMENDED BUDGET
APPROPRIATIONS						
Dept 000						
	(2021-22 To ?) INSTALL WATER MAIN 40 YEARS \$2M, PLACED IN SERVICE 10/1/21					2,225
	FOOTNOTE AMOUNTS:					
	(2021-22 To ?) FY23 NEW SUPPLY WELL CONSTRUCTION - EST. PLACED IN SERVICE 10/1/23, 40 YEARS, COST \$178K					
	GL # FOOTNOTE TOTAL:				345,898	404,373
Totals for dept 000 -		258,752	327,648	250,000	360,898	469,373
TOTAL APPROPRIATIONS		258,752	327,648	250,000	360,898	469,373
NET OF REVENUES/APPROPRIATIONS - FUND 539		(70,212)	(150,920)	(219,822)	2,819,857	68,827
BEGINNING FUND BALANCE		6,044,052	5,973,841	5,973,841	5,754,019	8,573,876
ENDING FUND BALANCE		5,973,840	5,822,921	5,754,019	8,573,876	8,642,703
ESTIMATED REVENUES - ALL FUNDS		828,871	837,646	675,865	3,641,719	1,232,964
APPROPRIATIONS - ALL FUNDS		673,220	817,657	877,185	1,491,429	1,209,938
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		155,651	19,989	(201,320)	2,150,290	23,026
BEGINNING FUND BALANCE - ALL FUNDS		8,088,377	8,244,026	8,244,026	8,042,706	10,192,996
ENDING FUND BALANCE - ALL FUNDS		8,244,028	8,264,015	8,042,706	10,192,996	10,216,022

01/28/2021

BUDGET REPORT
HARTLAND TOWNSHIP
DRAFT WATER FUND BUDGET FY22 & FY23

GL NUMBER		2019-20	2020-21	2020-21	2021-22	2022-23
AND					MANAGER	MANAGER
DEPARTMENT	DESCRIPTION	ACTIVITY	AMENDED BUDGET	PROJECTED ACTIVITY	RECOMMENDED BUDGET	RECOMMENDED BUDGET

ESTIMATED REVENUES						
Dept 000						
536-000-600.400	WATER USAGE METERED	317,054	267,795	280,000	224,948	224,948
536-000-600.500	WATER READINESS TO SERVE	252,254	312,931	305,000	382,924	382,924
536-000-601.000	USER FEES	1,697	2,500	1,600	2,500	2,500
536-000-601.001	PENALTIES ON USER FEES	5,936	5,000	6,000	5,000	5,000
536-000-605.000	METER SALES	22,743	20,000	20,000	20,000	20,000
536-000-665.000	INTEREST EARNINGS	1,923	1,000	1,000	1,000	1,000
536-000-676.000	REIMBURSEMENTS	3		555		
536-000-676.101	REIMB. CONTRACT SERVICES	14,999	33,175	12,000	47,840	47,840
536-000-676.102	REIMB - CONTRACT EQUIPMENT	71	9,170	3,500	10,552	10,552
Totals for dept 000 -		616,680	651,571	629,655	694,764	694,764

TOTAL ESTIMATED REVENUES		616,680	651,571	629,655	694,764	694,764

APPROPRIATIONS						
000		407,078	482,559	616,776	676,656	740,565
TOTAL APPROPRIATIONS		407,078	482,559	616,776	676,656	740,565

NET OF REVENUES/APPROPRIATIONS - FUND 536		209,602	169,012	12,879	18,108	(45,801)
BEGINNING FUND BALANCE		1,363,582	1,573,182	1,573,182	1,586,061	1,604,169
ENDING FUND BALANCE		1,573,184	1,742,194	1,586,061	1,604,169	1,558,368

01/28/2021

BUDGET REPORT
HARTLAND TOWNSHIP
DRAFT WATER FUND BUDGET FY22 & FY23

GL NUMBER		2019-20	2020-21	2020-21	2021-22	2022-23
AND					MANAGER	MANAGER
DEPARTMENT	DESCRIPTION	ACTIVITY	AMENDED BUDGET	PROJECTED ACTIVITY	RECOMMENDED BUDGET	RECOMMENDED BUDGET

Fund 537 - WATER DEBT SERVICE FUND						
ESTIMATED REVENUES						
Dept 000						
537-000-404.000	SPECIAL ASSESSMENTS	16,779	8,347	8,332		
537-000-404.100	SPECIAL ASSESSMENT REFUNDS				(235,000)	
537-000-665.000	INTEREST EARNINGS	6,872	1,000	7,700	1,200	
Totals for dept 000 -		23,651	9,347	16,032	(233,800)	

TOTAL ESTIMATED REVENUES		23,651	9,347	16,032	(233,800)	

APPROPRIATIONS						
000		7,390	7,450	10,409	453,875	
TOTAL APPROPRIATIONS		7,390	7,450	10,409	453,875	

NET OF REVENUES/APPROPRIATIONS - FUND 537		16,261	1,897	5,623	(687,675)	
BEGINNING FUND BALANCE		680,743	697,003	697,003	702,626	14,951
ENDING FUND BALANCE		697,004	698,900	702,626	14,951	14,951

01/28/2021

BUDGET REPORT
HARTLAND TOWNSHIP
DRAFT WATER FUND BUDGET FY22 & FY23

GL NUMBER		2019-20	2020-21	2020-21	2021-22	2022-23
AND					MANAGER	MANAGER
DEPARTMENT	DESCRIPTION	ACTIVITY	AMENDED BUDGET	PROJECTED ACTIVITY	RECOMMENDED BUDGET	RECOMMENDED BUDGET
Fund 539 - WATER REPLACEMENT FUND						
ESTIMATED REVENUES						
Dept 000						
539-000-601.001	PENALTIES ON SURCHARGES	114				
539-000-602.000	CONNECTION FEES	155,160	145,400		2,503,960	261,720
539-000-602.100	SURCHARGE FEES	29,914	27,678	27,678	26,295	24,980
539-000-665.000	INTEREST EARNINGS	3,426	3,650	2,500	2,500	1,500
539-000-665.001	UNREALIZED GAIN OR LOSS	(74)				
539-000-669.536	TRANSFER FROM WATER O&M FUND				200,000	250,000
539-000-669.537	TRANSFER IN FROM WATER DSF				448,000	
Totals for dept 000 -		188,540	176,728	30,178	3,180,755	538,200
TOTAL ESTIMATED REVENUES		188,540	176,728	30,178	3,180,755	538,200
APPROPRIATIONS						
000		258,752	327,648	250,000	360,898	469,373
TOTAL APPROPRIATIONS		258,752	327,648	250,000	360,898	469,373
NET OF REVENUES/APPROPRIATIONS - FUND 539		(70,212)	(150,920)	(219,822)	2,819,857	68,827
BEGINNING FUND BALANCE		6,044,052	5,973,841	5,973,841	5,754,019	8,573,876
ENDING FUND BALANCE		5,973,840	5,822,921	5,754,019	8,573,876	8,642,703

01/28/2021

BUDGET REPORT
HARTLAND TOWNSHIP
DRAFT WATER FUND BUDGET FY22 & FY23

GL NUMBER		2019-20	2020-21	2020-21	2021-22	2022-23
AND					MANAGER	MANAGER
DEPARTMENT	DESCRIPTION	ACTIVITY	AMENDED BUDGET	PROJECTED ACTIVITY	RECOMMENDED BUDGET	RECOMMENDED BUDGET
<hr/>						
	ESTIMATED REVENUES - ALL FUNDS	828,871	837,646	675,865	3,641,719	1,232,964
	APPROPRIATIONS - ALL FUNDS	673,220	817,657	877,185	1,491,429	1,209,938
	NET OF REVENUES/APPROPRIATIONS - ALL FUNDS	155,651	19,989	(201,320)	2,150,290	23,026
	BEGINNING FUND BALANCE - ALL FUNDS	8,088,377	8,244,026	8,244,026	8,042,706	10,192,996
	ENDING FUND BALANCE - ALL FUNDS	8,244,028	8,264,015	8,042,706	10,192,996	10,216,022

HARTLAND TOWNSHIP
 DRAFT SEWER BUDGETS FY22 & FY23

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 MANAGER RECOMMENDED BUDGET	2022-23 MANAGER RECOMMENDED BUDGET
ESTIMATED REVENUES						
Dept 000						
590-000-600.100	SEWER USAGE FLAT RATE	704,628	679,653	679,653	637,290	637,290
	FOOTNOTE AMOUNTS:				414,459	414,459
	(2015-16 To ?) PER 2016 ADOPTED SEWER RATE STUDY					
	FLAT RATE USERS					
	FOOTNOTE AMOUNTS:				222,831	222,831
	(2017-18 To ?) GRINDER FEES PER 2016 SEWER RATE STUDY					
	GL # FOOTNOTE TOTAL:				637,290	637,290
590-000-600.200	SEWER USAGE METERED	685,776	879,468	879,468	842,756	842,756
	FOOTNOTE AMOUNTS:				842,756	842,756
	(2015-16 To ?) PER 2016 SEWER RATE STUDY					
590-000-600.300	SEWER CAPITAL CHARGES	218,767	224,502	224,502	232,787	232,787
	FOOTNOTE AMOUNTS:				232,787	232,787
	(2015-16 To ?) FROM UPDATED SEWER LT CASH FLOW SEPTEMBER 2019 PROJECTIONS: REVENUE FROM CAPITAL FEE (8)					
590-000-600.600	SEWER RTS CHARGE	725,838	985,350	985,350	1,257,133	1,257,133
	FOOTNOTE AMOUNTS:				1,163,604	1,163,604
	(2015-16 To ?) PER 2016 SEWER RATE STUDY - LCDC					
	FOOTNOTE AMOUNTS:				93,529	93,529
	(2018-19 To ?) PER 2016 SEWER RATE STUDY - TWP					
	GL # FOOTNOTE TOTAL:				1,257,133	1,257,133
590-000-601.000	USER FEES	90				
	(2016-17 To ?) NO MISC USER FEE REVENUES EXPECTED					
590-000-601.001	PENALTIES ON USER FEES	33,120	30,000	30,000	30,000	30,000
	FOOTNOTE AMOUNTS:				30,000	30,000
	(2015-16 To ?) FLAT PROJECTION BASED ON PAST FEW YEARS ACTUAL UNDER 2016 SEWER RATE STUDY.					
590-000-602.000	CONNECTION FEES	122,521	188,780	188,780	188,780	188,780
	FOOTNOTE AMOUNTS:				188,780	188,780
	(2017-18 To ?) PER UPDATED LT SEWER FORECAST - ADJUSTED FOR NO INCREASE IS REU COSTS.					
590-000-602.100	SURCHARGE FEES	93,968	77,933	77,933	77,933	77,933
	FOOTNOTE AMOUNTS:				77,933	77,933
	(2015-16 To ?) PER MARCH 2016 SEWER LT CASH FLOW UPDATE: INCLUDES ESTIMATE OF SRS SURCHARGES					
	(2016-17 To ?) SRS ESTIMATE					
590-000-605.000	METER SALES		2,500	2,500	2,500	2,500
	FOOTNOTE AMOUNTS:				2,500	2,500
	(2015-16 To ?) METER SALES BASED UPON NEW DEVELOPMENTS					
590-000-665.000	INTEREST EARNINGS	63,867	23,000	23,000	23,000	23,000
	FOOTNOTE AMOUNTS:				23,000	23,000
	(2016-17 To ?) ESTIMATE BASED ON PRIOR YEAR'S ACTUAL AND HIGHER INTEREST RATES					
590-000-665.001	UNREALIZED GAIN OR LOSS	1,663				
590-000-668.000	SEPTAGE STATION REVENUES	324,081	250,000	325,000	325,000	325,000
	FOOTNOTE AMOUNTS:				325,000	325,000
	(2016-17 To ?) ASSUMES FUNDING STAYS WITH SEWER SYSTEM PENDING LAND SALE & RESOLUTION OF LAWSUITS					
590-000-676.000	REIMBURSEMENTS			428		
Totals for dept 000 -		2,974,319	3,341,186	3,416,614	3,617,179	3,617,179
TOTAL ESTIMATED REVENUES		2,974,319	3,341,186	3,416,614	3,617,179	3,617,179
APPROPRIATIONS						
Dept 000						
590-000-720.000	ADMINISTRATIVE FEES	71,563	79,627	79,627	79,613	82,001
	FOOTNOTE AMOUNTS:				79,613	82,001
	(2021-22 To ?) FY22 - PER SALARY ALLOCATION WORKSHEET DATED 12/31/20					
	FY23 - 3% INCREASE OVER FY22					
590-000-727.000	SUPPLIES & POSTAGE	1,503	1,700	1,700	1,750	1,750
	FOOTNOTE AMOUNTS:				1,750	1,750
	(2018-19 To ?) UB POSTAGE & BILL STOCK					
590-000-741.000	METER COSTS		2,500	2,500	2,500	2,500
	FOOTNOTE AMOUNTS:				2,500	2,500
	(2015-16 To ?) METERS PURCHASED FOR SEWER ONLY CUSTOMERS (OFFSET BY REIMBURSEMENT REVENUE)					
590-000-801.000	CONTRACTED SERVICES		200	200	1,000	
	FOOTNOTE AMOUNTS:				1,000	

HARTLAND TOWNSHIP
 DRAFT SEWER BUDGETS FY22 & FY23

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 MANAGER RECOMMENDED BUDGET	2022-23 MANAGER RECOMMENDED BUDGET
APPROPRIATIONS						
Dept 000						
	(2021-22 To ?) AMI METER SOFTWARE INTEGRATION WITH BS&A					
590-000-801.008	LCDC CONTRACT SERVICES	1,995,498	2,559,122	2,559,122	2,811,223	2,811,223
	FOOTNOTE AMOUNTS:				2,811,223	2,811,223
	(2017-18 To ?) UPDATED WITH NEW LCDC RATES AND TWP FLOW ASSUMPTIONS PER 2016 SEWER RATE STUDY					
590-000-807.000	AUDIT FEES	4,990	5,500	4,990	5,000	5,000
	FOOTNOTE AMOUNTS:			4,990	5,000	5,000
	(2021-22 To ?) SMALL INCREASE FY21					
590-000-826.000	LEGAL FEES	974	1,000	5,000	1,000	1,000
	FOOTNOTE AMOUNTS:				1,000	1,000
	(2021-22 To ?) MANAGER REDUCTION DUE TO STABILIZATION OF AUDIT ACTION PLAN - SEWER ORDINANCE TO BE REVISED THIS YEAR. ASSUMES MINIMAL LITIGATION.					
590-000-910.000	INSURANCE	9,754	10,050	10,310	10,350	10,500
	FOOTNOTE AMOUNTS:			10,310	10,350	10,500
	(2017-18 To ?) BEGINNING WITH FY17, SEWER FUND CHARGED ALLOCATION OF MMRMA PREMIUM. ALLOCATED BASED ON % OF ALL SEWER FUND EXPENSES TO ALL FUND EXPENSES PER FY16 F65 FY17 RATIO IS 28% ASSUMES 3% INCREASE OVER CURRENT YEAR ACTUAL					
590-000-930.000	SOFTWARE MAINTENANCE	1,099	1,152	1,152	1,152	1,152
	FOOTNOTE AMOUNTS:				167	167
	(2015-16 To ?) BS&A GENERAL LEDGER (1.4% INCREASE/YR)					
	FOOTNOTE AMOUNTS:				140	140
	(2015-16 To ?) BS&A ACCOUNTS PAYABLE (1.4% INCREASE/YR)					
	FOOTNOTE AMOUNTS:				318	318
	(2015-16 To ?) BS&A UTILITY BILLING (1.4% INCREASE/YR)					
	FOOTNOTE AMOUNTS:				423	423
	(2015-16 To ?) BS&A CASH RECEIPTS (1.4% INCREASE/YR)					
	FOOTNOTE AMOUNTS:				104	104
	(2017-18 To ?) ESRI (GIS) LICENSE RENEWALS (BASED UPON 10% USAGE OF 2 LICENSE RENEWAL FEES)					
	GL # FOOTNOTE TOTAL:				1,152	1,152
590-000-968.000	DEPRECIATION	436,670	436,670	436,670	436,670	436,670
	FOOTNOTE AMOUNTS:				436,670	436,670
	(2017-18 To ?) INTANGIBLE REU INVENTORY AMORTIZATION					
590-000-999.595	TRANSFER TO SEWER EXP BOND FUND	921,000	1,560,000	1,560,000		408,000
	FOOTNOTE AMOUNTS:			1,560,000		408,000
	(2017-18 To ?) PER UPDATED SEPTEMBER 2019 BOYLE MODEL CASH FLOW. FY22 - NO TRANSFER NEEDED DUE TO MAYBERRY SUNSET PAYOFF (+\$2M)					
Totals for dept 000 -		3,443,051	4,657,521	4,661,271	3,350,258	3,759,796
Dept 595 - 2005 SEWER BONDS						
590-595-826.000	LEGAL FEES	8,686	5,000	10,000	5,000	5,000
	FOOTNOTE AMOUNTS:				5,000	5,000
	(2021-22 To ?) HG CIRCUIT COURT CASE STILL OUTSTANDING - SMALL PLACEHOLDER FOR LEGAL					
Totals for dept 595 - 2005 SEWER BONDS		8,686	5,000	10,000	5,000	5,000
TOTAL APPROPRIATIONS		3,451,737	4,662,521	4,671,271	3,355,258	3,764,796
NET OF REVENUES/APPROPRIATIONS - FUND 590		(477,418)	(1,321,335)	(1,254,657)	261,921	(147,617)
BEGINNING FUND BALANCE		26,304,504	25,827,085	25,827,085	24,572,428	24,834,349
ENDING FUND BALANCE		25,827,086	24,505,750	24,572,428	24,834,349	24,686,732

HARTLAND TOWNSHIP
 DRAFT SEWER BUDGETS FY22 & FY23

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 MANAGER RECOMMENDED BUDGET	2022-23 MANAGER RECOMMENDED BUDGET
ESTIMATED REVENUES						
Dept 000						
591-000-404.000	SPECIAL ASSESSMENT REVENUE	48,028	44,261	44,297	41,310	38,360
	FOOTNOTE AMOUNTS:			44,297	41,310	38,360
	(2016-17 To ?) FROM SPECIAL ASSESSMENT WORKPAPERS. ASSUMES NO ADDITIONAL EARLY PAYOFFS.					
	2.884% INTEREST					
591-000-665.000	INTEREST EARNINGS	1,570		1,000	500	500
	FOOTNOTE AMOUNTS:			1,000	500	500
	(2016-17 To ?) INTEREST EARNINGS ON BANK DEPOSITS ARE ASSUMED NEGLIGBLE					
Totals for dept 000 -		49,598	44,261	45,297	41,810	38,860
TOTAL ESTIMATED REVENUES		49,598	44,261	45,297	41,810	38,860
APPROPRIATIONS						
Dept 000						
591-000-997.000	BOND INTEREST PAYMENT	26,750	25,359	25,359	23,967	22,502
	FOOTNOTE AMOUNTS:			25,359	23,967	22,502
	(2017-18 To 2034-35) PER REVISED AND CORRECTED DEBT SERVICE SCHEDULE					
Totals for dept 000 -		26,750	25,359	25,359	23,967	22,502
TOTAL APPROPRIATIONS		26,750	25,359	25,359	23,967	22,502
NET OF REVENUES/APPROPRIATIONS - FUND 591		22,848	18,902	19,938	17,843	16,358
BEGINNING FUND BALANCE		168,734	191,582	191,582	211,520	229,363
ENDING FUND BALANCE		191,582	210,484	211,520	229,363	245,721

BUDGET REPORT
 Fund: 595 2005 SEWER EXP BONDS
 HARTLAND TOWNSHIP
 DRAFT SEWER BUDGETS FY22 & FY23

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 MANAGER RECOMMENDED BUDGET	2022-23 MANAGER RECOMMENDED BUDGET
ESTIMATED REVENUES						
Dept 000						
595-000-404.000	SPECIAL ASSESSMENTS INTEREST	23,753	19,795	19,795	15,836	15,836
	FOOTNOTE AMOUNTS:				15,836	15,836
	(2015-16 To ?) PER WALDENWOODS AMORTIZATION TABLE					
595-000-404.004	SAD DISTRICT 4 INTEREST	86,853	71,941	71,837	126,572	126,572
	FOOTNOTE AMOUNTS:				126,572	126,572
	(2020-21 To ?) ASSUMES MAYBERRY STARTS PAYING OFF REUS					
595-000-404.005	SAD DISTRICT 5 INTEREST	5,417	4,514	4,508	3,612	3,612
	FOOTNOTE AMOUNTS:				3,612	3,612
	(2015-16 To ?) PER SPECIAL ASSESSMENT PAPERS					
595-000-404.006	SAD DISTRICT 6 INTEREST	10,502	8,563	8,563	6,836	6,836
	FOOTNOTE AMOUNTS:				6,836	6,836
	(2015-16 To ?) PER SPECIAL ASSESSMENT WORKPAPERS.					
595-000-404.007	SAD DISTRICT #7 INTEREST	4,299	3,583	3,583	2,866	2,866
	FOOTNOTE AMOUNTS:				2,866	2,866
	(2015-16 To ?) PER SPECIAL ASSESSMENT WORKPAPERS.					
595-000-404.008	SAD #4 SUPPLEMENTAL INCOME	8,637	7,367	7,367	12,353	12,353
	FOOTNOTE AMOUNTS:				12,353	12,353
	(2020-21 To ?) ASSUMES MAYBERRY BEGINS TO PAY OFF REUS					
595-000-665.000	INTEREST EARNINGS	5,274	4,555	5,000	3,764	3,764
	FOOTNOTE AMOUNTS:				3,164	3,164
	(2016-17 To ?) INTEREST EARNINGS ON DFL PARTNERSHIP/ESTATE OF DANIELS REPAYMENT AGREEMENT. SEE CONSENT JUDGEMENT					
	FOOTNOTE AMOUNTS:				600	600
	(2019-20 To ?) INTEREST FROM CASH ON HAND					
	GL # FOOTNOTE TOTAL:				3,764	3,764
595-000-699.590	TRANSFER IN SEWER	921,000	1,560,000	1,560,000		408,000
	(2020-21 To ?) PER SEPTEMBER 2019 SEWER UPDATE					
	(2020-21 To ?) FY22 ASSUMES NO TRANSFER NEEDED DUE TO MAYBERRY SUNSET DATE					
	FOOTNOTE AMOUNTS:					408,000
	(2021-22 To ?) FY23 PER SEPTEMBER 2019 SEWER UPDATE					
Totals for dept 000 -		1,065,735	1,680,318	1,680,653	171,839	579,839
TOTAL ESTIMATED REVENUES		1,065,735	1,680,318	1,680,653	171,839	579,839
APPROPRIATIONS						
Dept 000						
595-000-995.100	AMORTIZATION - BOND FEES	4,100	4,100	4,100	4,100	4,100
	FOOTNOTE AMOUNTS:				4,100	4,100
	(2016-17 To ?) IN FY16, BOND FEES ASSOCIATED WITH 2005 A & B SERIES WAS ELIMINATED DUE TO 2016 REFUNDING SERIES AND LARGE PREMIUM PAID.					
	REMAINING FEES TO BE AMORTIZED RELATES TO 2011 PARTIAL REFUNDING OF 2005 B SERIES.					
	ANNUAL AMORTIZATION IS \$4,100.25 FOR 20.5 YEARS.					
595-000-996.000	BOND FEES	1,750	1,250	1,250	1,250	1,250
	FOOTNOTE AMOUNTS:				1,250	1,250
	(2015-16 To ?) ANNUAL AMOUNT - INCREASED FOR BOND REFUNDING & PAYMENTS TO 2 BOND SERVICERS					
595-000-997.006	BOND INTEREST 2011 REFUNDING	262,150	262,150	262,150	262,150	262,150
	FOOTNOTE AMOUNTS:				262,150	262,150
	(2015-16 To 2032-33) PER DEBT SCHEDULE					
595-000-997.007	SERIES 2016 REFUNDING BOND INTEREST	216,750	193,310	193,310	170,017	170,017
	FOOTNOTE AMOUNTS:				170,017	170,017
	(2017-18 To 2030-31) PER UPDATED BOND AMORTIZATION SCHEDULE					
595-000-997.008	INTEREST CREDIT - PREMIUM AMORTIZATION	(27,784)				
595-000-998.000	UNCOLLECTABLE SAD RECEIVABLE	5,686				
Totals for dept 000 -		462,652	460,810	460,810	437,517	437,517
TOTAL APPROPRIATIONS		462,652	460,810	460,810	437,517	437,517
NET OF REVENUES/APPROPRIATIONS - FUND 595		603,083	1,219,508	1,219,843	(265,678)	142,322
BEGINNING FUND BALANCE		(11,655,068)	(11,051,984)	(11,051,984)	(9,832,141)	(10,097,819)
ENDING FUND BALANCE		(11,051,985)	(9,832,476)	(9,832,141)	(10,097,819)	(9,955,497)

HARTLAND TOWNSHIP
 DRAFT SEWER BUDGETS FY22 & FY23

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 MANAGER RECOMMENDED BUDGET	2022-23 MANAGER RECOMMENDED BUDGET
ESTIMATED REVENUES						
Dept 000						
596-000-404.000	SPECIAL ASSESSMENTS	4,299	3,992	3,992	3,685	3,378
	FOOTNOTE AMOUNTS:			3,992	3,685	3,378
	(2015-16 To ?) PER SPECIAL ASSESSMENT WORKSHEETS. ASSUMES NO ADDITIONAL PAYOFFS. 2% INTEREST					
596-000-665.000	INTEREST EARNINGS	160		100	50	50
	FOOTNOTE AMOUNTS:			100	50	50
	(2017-18 To ?) IMMATERIAL TO BUDGET					
Totals for dept 000 -		4,459	3,992	4,092	3,735	3,428
TOTAL ESTIMATED REVENUES		4,459	3,992	4,092	3,735	3,428
NET OF REVENUES/APPROPRIATIONS - FUND 596		4,459	3,992	4,092	3,735	3,428
BEGINNING FUND BALANCE		26,757	31,216	31,216	35,308	39,043
ENDING FUND BALANCE		31,216	35,208	35,308	39,043	42,471

HARTLAND TOWNSHIP
 DRAFT SEWER BUDGETS FY22 & FY23

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 MANAGER RECOMMENDED BUDGET	2022-23 MANAGER RECOMMENDED BUDGET
ESTIMATED REVENUES						
Dept 000						
597-000-404.000	SPECIAL ASSESSMENTS	5,136	4,430	4,430	4,135	3,839
	FOOTNOTE AMOUNTS:			4,430	4,135	3,839
	(2016-17 To ?) PER SPECIAL ASSESSMENT WORKPAPERS. ASSUMES NO ADDITIONAL PAYOFFS. 2% INTEREST					
597-000-665.000	INTEREST EARNINGS	201		150	50	50
	FOOTNOTE AMOUNTS:			150	50	50
	(2021-22 To ?) IMMATERIAL TO BUDGET					
Totals for dept 000 -		5,337	4,430	4,580	4,185	3,889
TOTAL ESTIMATED REVENUES		5,337	4,430	4,580	4,185	3,889
NET OF REVENUES/APPROPRIATIONS - FUND 597		5,337	4,430	4,580	4,185	3,889
BEGINNING FUND BALANCE		16,905	22,243	22,243	26,823	31,008
ENDING FUND BALANCE		22,242	26,673	26,823	31,008	34,897
ESTIMATED REVENUES - ALL FUNDS		4,099,448	5,074,187	5,151,236	3,838,748	4,243,195
APPROPRIATIONS - ALL FUNDS		3,941,139	5,148,690	5,157,440	3,816,742	4,224,815
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		158,309	(74,503)	(6,204)	22,006	18,380
BEGINNING FUND BALANCE - ALL FUNDS		14,861,832	15,020,141	15,020,141	15,013,937	15,035,943
ENDING FUND BALANCE - ALL FUNDS		15,020,141	14,945,638	15,013,937	15,035,943	15,054,323

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BUDGET REPORT
HARTLAND TOWNSHIP
DRAFT SEWER BUDGETS FY22 & FY23

GL NUMBER		2019-20	2020-21	2020-21	2021-22	2022-23
AND		ACTIVITY	AMENDED	PROJECTED	MANAGER	MANAGER
DEPARTMENT	DESCRIPTION		BUDGET	ACTIVITY	RECOMMENDED	RECOMMENDED
					BUDGET	BUDGET

ESTIMATED REVENUES						
Dept 000						
590-000-600.100	SEWER USAGE FLAT RATE	704,628	679,653	679,653	637,290	637,290
590-000-600.200	SEWER USAGE METERED	685,776	879,468	879,468	842,756	842,756
590-000-600.300	SEWER CAPITAL CHARGES	218,767	224,502	224,502	232,787	232,787
590-000-600.600	SEWER RTS CHARGE	725,838	985,350	985,350	1,257,133	1,257,133
590-000-601.000	USER FEES	90				
590-000-601.001	PENALTIES ON USER FEES	33,120	30,000	30,000	30,000	30,000
590-000-602.000	CONNECTION FEES	122,521	188,780	188,780	188,780	188,780
590-000-602.100	SURCHARGE FEES	93,968	77,933	77,933	77,933	77,933
590-000-605.000	METER SALES		2,500	2,500	2,500	2,500
590-000-665.000	INTEREST EARNINGS	63,867	23,000	23,000	23,000	23,000
590-000-665.001	UNREALIZED GAIN OR LOSS	1,663				
590-000-668.000	SEPTAGE STATION REVENUES	324,081	250,000	325,000	325,000	325,000
590-000-676.000	REIMBURSEMENTS			428		
Totals for dept 000 -		2,974,319	3,341,186	3,416,614	3,617,179	3,617,179

TOTAL ESTIMATED REVENUES		2,974,319	3,341,186	3,416,614	3,617,179	3,617,179

APPROPRIATIONS						
000		3,443,051	4,657,521	4,661,271	3,350,258	3,759,796
595	2005 SEWER BONDS	8,686	5,000	10,000	5,000	5,000
TOTAL APPROPRIATIONS		3,451,737	4,662,521	4,671,271	3,355,258	3,764,796

NET OF REVENUES/APPROPRIATIONS - FUND 590		(477,418)	(1,321,335)	(1,254,657)	261,921	(147,617)
BEGINNING FUND BALANCE		26,304,504	25,827,085	25,827,085	24,572,428	24,834,349
ENDING FUND BALANCE		25,827,086	24,505,750	24,572,428	24,834,349	24,686,732

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BUDGET REPORT
HARTLAND TOWNSHIP
DRAFT SEWER BUDGETS FY22 & FY23

GL NUMBER		2019-20	2020-21	2020-21	2021-22	2022-23
AND					MANAGER	MANAGER
DEPARTMENT	DESCRIPTION	ACTIVITY	AMENDED BUDGET	PROJECTED ACTIVITY	RECOMMENDED BUDGET	RECOMMENDED BUDGET

Fund 591 - LAKE TYRONE 2015 SEWER SAD						
ESTIMATED REVENUES						
Dept 000						
591-000-404.000	SPECIAL ASSESSMENT REVENUE	48,028	44,261	44,297	41,310	38,360
591-000-665.000	INTEREST EARNINGS	1,570		1,000	500	500
Totals for dept 000 -		49,598	44,261	45,297	41,810	38,860

TOTAL ESTIMATED REVENUES		49,598	44,261	45,297	41,810	38,860

APPROPRIATIONS						
000						
TOTAL APPROPRIATIONS		26,750	25,359	25,359	23,967	22,502

NET OF REVENUES/APPROPRIATIONS - FUND 591		22,848	18,902	19,938	17,843	16,358
BEGINNING FUND BALANCE		168,734	191,582	191,582	211,520	229,363
ENDING FUND BALANCE		191,582	210,484	211,520	229,363	245,721

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BUDGET REPORT
HARTLAND TOWNSHIP
DRAFT SEWER BUDGETS FY22 & FY23

GL NUMBER		2019-20	2020-21	2020-21	2021-22	2022-23
AND					MANAGER	MANAGER
DEPARTMENT	DESCRIPTION	ACTIVITY	AMENDED BUDGET	PROJECTED ACTIVITY	RECOMMENDED BUDGET	RECOMMENDED BUDGET
Fund 595 - 2005 SEWER EXP BONDS						
ESTIMATED REVENUES						
Dept 000						
595-000-404.000	SPECIAL ASSESSMENTS INTEREST	23,753	19,795	19,795	15,836	15,836
595-000-404.004	SAD DISTRICT 4 INTEREST	86,853	71,941	71,837	126,572	126,572
595-000-404.005	SAD DISTRICT 5 INTEREST	5,417	4,514	4,508	3,612	3,612
595-000-404.006	SAD DISTRICT 6 INTEREST	10,502	8,563	8,563	6,836	6,836
595-000-404.007	SAD DISTRICT #7 INTEREST	4,299	3,583	3,583	2,866	2,866
595-000-404.008	SAD #4 SUPPLEMENTAL INCOME	8,637	7,367	7,367	12,353	12,353
595-000-665.000	INTEREST EARNINGS	5,274	4,555	5,000	3,764	3,764
595-000-699.590	TRANSFER IN SEWER	921,000	1,560,000	1,560,000		408,000
Totals for dept 000 -		1,065,735	1,680,318	1,680,653	171,839	579,839
TOTAL ESTIMATED REVENUES		1,065,735	1,680,318	1,680,653	171,839	579,839
APPROPRIATIONS						
000		462,652	460,810	460,810	437,517	437,517
TOTAL APPROPRIATIONS		462,652	460,810	460,810	437,517	437,517
NET OF REVENUES/APPROPRIATIONS - FUND 595		603,083	1,219,508	1,219,843	(265,678)	142,322
BEGINNING FUND BALANCE		(11,655,068)	(11,051,984)	(11,051,984)	(9,832,141)	(10,097,819)
ENDING FUND BALANCE		(11,051,985)	(9,832,476)	(9,832,141)	(10,097,819)	(9,955,497)

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BUDGET REPORT
HARTLAND TOWNSHIP
DRAFT SEWER BUDGETS FY22 & FY23

GL NUMBER		2019-20	2020-21	2020-21	2021-22	2022-23
AND					MANAGER	MANAGER
DEPARTMENT	DESCRIPTION	ACTIVITY	AMENDED BUDGET	PROJECTED ACTIVITY	RECOMMENDED BUDGET	RECOMMENDED BUDGET

Fund 596 - FORESTBROOK HILLS SEWER SAD#1						
ESTIMATED REVENUES						
Dept 000						
596-000-404.000	SPECIAL ASSESSMENTS	4,299	3,992	3,992	3,685	3,378
596-000-665.000	INTEREST EARNINGS	160		100	50	50
Totals for dept 000 -		4,459	3,992	4,092	3,735	3,428

TOTAL ESTIMATED REVENUES		4,459	3,992	4,092	3,735	3,428

NET OF REVENUES/APPROPRIATIONS - FUND 596		4,459	3,992	4,092	3,735	3,428
BEGINNING FUND BALANCE		26,757	31,216	31,216	35,308	39,043
ENDING FUND BALANCE		31,216	35,208	35,308	39,043	42,471

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BUDGET REPORT
HARTLAND TOWNSHIP
DRAFT SEWER BUDGETS FY22 & FY23

GL NUMBER		2019-20	2020-21	2020-21	2021-22	2022-23
AND					MANAGER	MANAGER
DEPARTMENT	DESCRIPTION	ACTIVITY	AMENDED BUDGET	PROJECTED ACTIVITY	RECOMMENDED BUDGET	RECOMMENDED BUDGET

Fund 597 - HARTLAND TWP SEWER SAD 200						
ESTIMATED REVENUES						
Dept 000						
597-000-404.000	SPECIAL ASSESSMENTS	5,136	4,430	4,430	4,135	3,839
597-000-665.000	INTEREST EARNINGS	201		150	50	50
Totals for dept 000 -		5,337	4,430	4,580	4,185	3,889

TOTAL ESTIMATED REVENUES		5,337	4,430	4,580	4,185	3,889

NET OF REVENUES/APPROPRIATIONS - FUND 597		5,337	4,430	4,580	4,185	3,889
BEGINNING FUND BALANCE		16,905	22,243	22,243	26,823	31,008
ENDING FUND BALANCE		22,242	26,673	26,823	31,008	34,897

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BUDGET REPORT
HARTLAND TOWNSHIP
DRAFT SEWER BUDGETS FY22 & FY23

GL NUMBER		2019-20	2020-21	2020-21	2021-22	2022-23
AND					MANAGER	MANAGER
DEPARTMENT	DESCRIPTION	ACTIVITY	AMENDED BUDGET	PROJECTED ACTIVITY	RECOMMENDED BUDGET	RECOMMENDED BUDGET
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ESTIMATED REVENUES - ALL FUNDS		4,099,448	5,074,187	5,151,236	3,838,748	4,243,195
APPROPRIATIONS - ALL FUNDS		3,941,139	5,148,690	5,157,440	3,816,742	4,224,815
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		158,309	(74,503)	(6,204)	22,006	18,380
BEGINNING FUND BALANCE - ALL FUNDS		14,861,832	15,020,141	15,020,141	15,013,937	15,035,943
ENDING FUND BALANCE - ALL FUNDS		15,020,141	14,945,638	15,013,937	15,035,943	15,054,323