



Board of Trustees

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

Board of Trustees Regular Meeting Agenda Hartland Township Hall Tuesday, March 05, 2024 7:00 PM

1. Call to Order
 2. Pledge of Allegiance
 3. Roll Call
 4. Approval of the Agenda
 5. Call to the Public
 6. Approval of the Consent Agenda
 - a. Approve Payment of Bills
 - b. Approve Post Audit of Disbursements Between Board Meetings
 - c. 02-20-24 Hartland Township Board Regular Meeting Minutes
 - d. 02-20-24 Hartland Township Closed Session Meeting Minutes
 7. Pending & New Business
 - a. Zoning Amendment #24-001 – Amendment to permit Pharmacies as a Principal Permitted Use in Commercial Zoning Districts
 - b. Resolution - FY2025 General Appropriations Act
 8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
 - a. Manager's Report
 - b. Township Trustee Compensation Analysis Workshop
 10. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: February 27, 2024

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$632,341.40. The bills are available in the Finance office for review.

Notable invoices include:

\$15,963.00 – Spalding Dedecker – (Various engineering invoices)

\$588,700.00 – The Huntington National Bank – (Capital Improvement Bonds, Series 2015 & 2016)

Financial Impact

Is a Budget Amendment Required? Yes No

All expenses are covered under the amended FY24 budget.

Attachments

Bills for 03.05.2024

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
APPLIED 50432 02/20/2024	APPLIED INNOVATION 7718 SOLUTION CENTER CHICAGO IL, 60677-7007	02/20/2024 03/05/2024 / / 03/05/2024	2437017 0.0000	FOA N N N	1/23/24 - 2/22/24 - RICOH MP6055SP	38.19 0.00 38.19

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	38.19

VENDOR TOTAL: 38.19

CINTAS 50419 02/19/2024	CINTAS CORPORATION P.O. BOX 630910 CINCINNATI OH, 45263	02/19/2024 03/05/2024 / / 03/05/2024	4183790802 0.0000	FOA N N N	MATS	51.51 0.00 51.51
-------------------------------	---	---	----------------------	--------------------	------	------------------------

Open

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

VENDOR TOTAL: 51.51

CIOFU 50462 02/22/2024	CIOFU, LARRY N 1340 WINDMILL LANE MILFORD MI, 48380	02/22/2024 03/05/2024 / / 03/05/2024	022224 0.0000	FOA N N N	REIMBURSEMENT FOR 2024 WINTERFEST DJ	400.00 0.00 400.00
------------------------------	---	---	------------------	--------------------	--------------------------------------	--------------------------

Open

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

CIOFU 50463 02/23/2024	CIOFU, LARRY N 1340 WINDMILL LANE MILFORD MI, 48380	02/23/2024 03/05/2024 / / 03/05/2024	022324 0.0000	FOA N N N	REIMBURSEMENT FOR 2024 WINTERFEST SM	501.70 0.00 501.70
------------------------------	---	---	------------------	--------------------	--------------------------------------	--------------------------

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	501.70

VENDOR TOTAL: 901.70

ELECTROCYC 50433 02/20/2024	ELECTROCYCLE, INC. 23953 RESEARCH DR FARMINGTON HILLS MI, 48335	02/20/2024 03/05/2024 / / 03/05/2024	48449 0.0000	FOA N N N	ONSITE DOCUMENT DESTRUCTION	42.00 0.00 42.00
-----------------------------------	---	---	-----------------	--------------------	-----------------------------	------------------------

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-801.000	CONTRACTED SERVICES	42.00

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

VENDOR TOTAL: 42.00

EXCLUSIVEE	EXCLUSIVE EXCAVATING	12/19/2023	723	FOA	M-59 & US23 EMERGENCY REPAIR	
50473	P.O. BOX 1881	03/05/2024		N		2,394.96
12/19/2023	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		03/05/2024		Y		2,394.96

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	2,394.96

VENDOR TOTAL: 2,394.96

5888	FOSTER, SWIFT, COLLINS & SMITH	02/22/2024	878183	FOA	JANUARY 2024	
50450	313 S. WASHINGTON SQUARE	03/05/2024		N		6,468.00
02/22/2024	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		03/05/2024		Y		6,468.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-826.000	LEGAL FEES	490.00
101-400-826.000	LEGAL FEES	906.50
590-000-826.000	LEGAL FEES	1,739.50
536-000-826.000	LEGAL FEES	3,332.00
		6,468.00

VENDOR TOTAL: 6,468.00

HAYAA-F	HARTLAND AREA YOUTH ATHLETIC ASSOC	03/05/2024	MARCH 2024	FOA	MARCH 2024 PAYMENT PER AGREEMENT	
50113	HAYAA - FOOTBALL	03/05/2024		N		228.86
	P.O. BOX 359	/ /	0.0000	N		0.00
03/05/2024	HARTLAND MI, 48353	03/05/2024		N		228.86

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-703-883.200	HERITAGE PARK: HARTLAND PARTNERS	228.86

VENDOR TOTAL: 228.86

HAYAA-B	HARTLAND AREA YOUTH ATHLETIC ASSOC.	03/05/2024	MARCH 2024	FOA	MARCH 2024 PAYMENT PER AGREEMENT	
50127	HAYAA - BASEBALL	03/05/2024		N		1,285.72
	P.O. BOX 110	/ /	0.0000	N		0.00
03/05/2024	HARTLAND MI, 48353	03/05/2024		N		1,285.72

Open

GL NUMBER	DESCRIPTION	AMOUNT
-----------	-------------	--------

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

101-703-883.100	HAYAA: SPRANGER FIELD CONTRACT					1,285.72
-----------------	--------------------------------	--	--	--	--	----------

VENDOR TOTAL: 1,285.72

HCSA	HARTLAND COMMUNITY SOCCER ASSN	03/05/2024	MARCH 2024	FOA	MARCH 2024 PAYMENT PER AGREEMENT	
50120	HARTLAND COMMUNITY EDUCATION	03/05/2024		N		593.48
	9525 HIGHLAND RD					
03/05/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/05/2024		N		593.48

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-703-883.200	HERITAGE PARK: HARTLAND PARTNERS	593.48

VENDOR TOTAL: 593.48

HYL	HARTLAND YOUTH LACROSSE	03/05/2024	MARCH 2024	FOA	MARCH 2024 PAYMENT PER AGREEMENT	
50106	P.O. BOX 56	03/05/2024		N		228.86
03/05/2024	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/05/2024		N		228.86

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-703-883.200	HERITAGE PARK: HARTLAND PARTNERS	228.86

VENDOR TOTAL: 228.86

K&J	K & J ELECTRIC, INC	02/21/2024	10903	FOA	ELECTRIC HEATER IN CHEMICAL ROOM AT	
50436	7219 EAST HIGHLAND RD	03/05/2024		N		9,208.00
02/21/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/05/2024		N		9,208.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	9,208.00

VENDOR TOTAL: 9,208.00

LOWES	LOWES BUSINESS ACCT/SYNCR	01/24/2024	92616	FOA	CEILING TILES FOR TWP HALL, SLING SH	
50435	P.O. BOX 530970	03/05/2024		N		378.41
01/24/2024	ATLANTA GA, 30353-0970	/ /	0.0000	N		0.00
		03/05/2024		N		378.41

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	145.29
101-751-955.000	PARKS - SPECIAL EVENTS	145.15
101-265-930.000	REPAIRS & MAINTENANCE	79.91
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	8.06

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

378.41

VENDOR TOTAL: 378.41

MMLWCF	MML WORKERS COMPENSATION FUND	02/22/2024	1352207	FOA	PAYROLL AUDIT 7/1/22 - 7/1/23	
50461	P.O. BOX 712087	03/05/2024		N		187.00
02/22/2024	CINCINNATI OH, 45271	/ /	0.0000	N		0.00
		03/05/2024		N		187.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-910.000	INSURANCE	187.00

VENDOR TOTAL: 187.00

PBGFS	PITNEY BOWES GLOBAL FINANCIAL SERV.	02/13/2024	3318735023	FOA	1/1/24 - 3/31/24 POSTAGE MACHINE LEA	
50413	P.O. BOX 981022	03/05/2024		N		440.73
02/12/2024	BOSTON MA, 02298-1022	/ /	0.0000	N		0.00
		03/05/2024		N		440.73

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	440.73

VENDOR TOTAL: 440.73

PMTECH	PM TECHNOLOGIES	02/07/2024	87817266	FOA	WATER TOWER METER REPLACEMENT	
50418	28294 BECK ROAD	03/05/2024		N		393.20
02/07/2024	WIXOM MI, 48393	/ /	0.0000	N		0.00
		03/05/2024		N		393.20

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	393.20

VENDOR TOTAL: 393.20

CEMSITES	SITE INDUSTRIES LLC	02/26/2024	22947	FOA	DOWN PMT FOR CEMETERY SOFTWARE	
50464	14 MEMORIAL DR	03/05/2024		N		4,475.00
02/26/2024	PERRYOPOLIS PA, 15473	/ /	0.0000	N		0.00
		03/05/2024		N		4,475.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-567-970.000	CAPITAL OUTLAY	4,475.00

VENDOR TOTAL: 4,475.00

SPALDING	SPALDING DEDECKER	01/22/2024	97362	FOA	REDWOOD LIVING THRU 12/31/23	
50337	905 SOUTH BLVD EAST	03/05/2024		N		680.00

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

01/22/2024	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		03/05/2024		N		680.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0026	REDWOOD USA LLC	680.00

SPALDING	SPALDING DEDECKER	01/22/2024	97363	FOA	COURTYARDS OF HARTLAND THRU 12/31/23	
50333	905 SOUTH BLVD EAST	03/05/2024		N		2,463.00
01/22/2024	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		03/05/2024		N		2,463.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100	PROFESSIONAL REVIEW COSTS	2,463.00

SPALDING	SPALDING DEDECKER	01/22/2024	97364	FOA	HUNTERS RIDGE PH 2/3 THRU 12/31/23	
50336	905 SOUTH BLVD EAST	03/05/2024		N		3,600.00
01/22/2024	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		03/05/2024		N		3,600.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0022	HUNTERS RIDGE	3,600.00

SPALDING	SPALDING DEDECKER	02/22/2024	97650	FOA	SPRANGER PARK PAVILION THRU 1/28/24	
50460	905 SOUTH BLVD EAST	03/05/2024		N		5,792.50
02/22/2024	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		03/05/2024		N		5,792.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-751-970.006	SPRANGER FIELD	5,792.50

SPALDING	SPALDING DEDECKER	02/23/2024	97668	FOA	GIS THRU 1/28/24	
50466	905 SOUTH BLVD EAST	03/05/2024		N		2,902.50
02/23/2024	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		03/05/2024		N		2,902.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-801.000	CONTRACTED SERVICES & RENTALS	2,902.50

SPALDING	SPALDING DEDECKER	02/23/2024	97669	FOA	WTR PLT FILTER MEDIA THRU 1/28/24	
50467	905 SOUTH BLVD EAST	03/05/2024		N		525.00
02/23/2024	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		03/05/2024		N		525.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
-----------	-------------	--------

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

539-000-816.000	ENGINEERING FEES					525.00
VENDOR TOTAL:						15,963.00

STAPLES	STAPLES	02/24/2024	8073388897	FOA	MISC SUPPLIES	
50465	PO BOX 660409	03/05/2024		N		89.83
02/24/2024	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		03/05/2024		N		89.83

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	29.28
101-172-727.000	SUPPLIES & POSTAGE	60.55
		89.83

VENDOR TOTAL: 89.83

HUNTINGBAN	THE HUNTINGTON NATIONAL BANK	02/15/2024	02/15/24	FOA	CAPITAL IMPROVEMENT BONDS SERIES 201	
50475	PO BOX 1558-GW4E64	03/05/2024		N		380,625.00
02/15/2024	COLUMBUS OH, 43216	/ /	0.0000	N		0.00
		03/05/2024		N		380,625.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
204-000-997.002	BOND INTEREST ROADS 2016	5,625.00
204-000-994.002	BOND PRINCIPAL ROADS 2016	375,000.00
		380,625.00

HUNTINGBAN	THE HUNTINGTON NATIONAL BANK	02/15/2024	02152024	FOA	CAPITAL IMPROVEMENT BOND SERIES 2015	
50474	PO BOX 1558-GW4E64	03/05/2024		N		208,075.00
02/15/2024	COLUMBUS OH, 43216	/ /	0.0000	N		0.00
		03/05/2024		N		208,075.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
204-000-997.001	BOND INTEREST ROADS 2015	3,075.00
204-000-994.001	BOND PRINCIPAL ROAD 2015	205,000.00
		208,075.00

VENDOR TOTAL: 588,700.00

USA	USA BLUE BOOK	02/15/2024	278096	FOA	GAUGE FOR CHLORINE PUMP	
50420	P.O. BOX 9004	03/05/2024		N		272.95
02/15/2024	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		03/05/2024		N		272.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
-----------	-------------	--------

02/28/2024 10:36 AM
 User: SUSANC
 DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
 EXP CHECK RUN DATES 03/05/2024 - 03/05/2024
 BOTH JOURNALIZED AND UNJOURNALIZED
 OPEN - CHECK TYPE: PAPER CHECK

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		

536-000-930.001	REPAIRS & MAINTENANCE SYSTEM					272.95
					VENDOR TOTAL:	272.95
					TOTAL - ALL VENDORS:	632,341.40

FUND TOTALS:

Fund 101 - GENERAL FUND	17,072.73
Fund 204 - MUNICIPAL STREET FUND	588,700.00
Fund 401 - CAPITAL PROJECTS FUND	5,792.50
Fund 536 - WATER SYSTEM FUND	15,609.17
Fund 539 - WATER REPLACEMENT FUND	525.00
Fund 577 - CABLE TV FUND	2,902.50
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	1,739.50

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: February 27, 2024

Recommended Action

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

Discussion

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

Accounts Payable – \$34,979.71

February 29, 2024 Payroll - \$91,342.17

Financial Impact

Is a Budget Amendment Required? Yes No

All expenses are covered under the amended FY24 budget.

Attachments

Post Audit Bills List 02.15.2024

Post Audit Bills List 02.22.2024

Payroll for 02.29.2024

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/15/2024	FOA	44373	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	1,215.62
		44373		UTILITIES - GAS	536-000-920.001	267.88
						1,483.50
02/15/2024	FOA	44374	KCI	TAX PREPARATION	101-209-811.000	2,988.00
02/15/2024	FOA	44375	KNOCKERBALLMICHIGAN.COM	PARKS - SPECIAL EVENTS	101-751-955.000	1,200.00
02/15/2024	FOA	44376	LIVINGSTON DAILY PRESS & ARGUS	PRINTING & PUBLICATIONS	101-191-900.000	80.00
		44376		PRINTING & PUBLICATIONS	101-215-900.000	510.00
		44376		PRINTING & PUBLICATIONS	101-400-900.000	110.00
						700.00
TOTAL - ALL FUNDS				TOTAL OF 4 CHECKS		6,371.50

--- GL TOTALS ---

101-191-900.000	PRINTING & PUBLICATIONS	80.00
101-209-811.000	TAX PREPARATION	2,988.00
101-215-900.000	PRINTING & PUBLICATIONS	510.00
101-265-920.001	UTILITIES - GAS	1,215.62
101-400-900.000	PRINTING & PUBLICATIONS	110.00
101-751-955.000	PARKS - SPECIAL EVENTS	1,200.00
536-000-920.001	UTILITIES - GAS	267.88
	TOTAL	6,371.50

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/22/2024	FOA	44405	DELTA DENTAL	ACCRUED DENTAL BENEFITS	001-000-257.101	253.46
		44405		EMPLOYMENT EXPENSE	101-172-716.000	121.19
		44405		EMPLOYMENT EXPENSE	101-192-716.000	70.64
		44405		EMPLOYMENT EXPENSE	101-215-716.000	66.64
		44405		EMPLOYMENT EXPENSE	101-253-716.000	133.28
		44405		EMPLOYMENT EXPENSE	101-400-716.000	187.83
		44405		EMPLOYMENT EXPENSE	101-441-716.000	242.38
		44405		EMPLOYMENT EXPENSE	536-000-716.000	191.83
						<u>1,267.25</u>
02/22/2024	FOA	44406	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,456.58
		44406		STREET LIGHTS	101-448-921.000	57.05
		44406		UTILITIES	101-567-920.000	17.63
		44406		UTILITIES - ELECTRIC	101-751-920.002	71.59
		44406		UTILITIES - ELECTRIC	206-000-920.002	29.32
		44406		UTILITIES - ELECTRIC	536-000-920.002	3,965.73
						<u>5,597.90</u>
02/22/2024	FOA	44407	LIVINGSTON COUNTY TREASURER	DRAINS AT LARGE	101-465-963.000	4,645.41
02/22/2024	FOA	44408	MISS DIG 811	MISS DIG	536-000-922.000	2,217.97
02/22/2024	FOA	44409	MUTUAL OF OMAHA	ACCRUED STD/LTD BENEFITS	001-000-257.103	206.99
		44409		EMPLOYMENT EXPENSE	101-172-716.000	47.42
		44409		EMPLOYMENT EXPENSE	101-192-716.000	108.63
		44409		EMPLOYMENT EXPENSE	101-209-716.000	155.25
		44409		EMPLOYMENT EXPENSE	101-215-716.000	65.08
		44409		EMPLOYMENT EXPENSE	101-253-716.000	79.04
		44409		EMPLOYMENT EXPENSE	101-400-716.000	124.66
		44409		EMPLOYMENT EXPENSE	101-441-716.000	103.68
		44409		EMPLOYMENT EXPENSE	536-000-716.000	144.18
						<u>1,034.93</u>
02/22/2024	FOA	44410	PRIORITY HEALTH	ACCRUED MEDICAL BENEFITS	001-000-257.100	2,725.34
		44410		EMPLOYMENT EXPENSE	101-172-716.000	1,742.94
		44410		EMPLOYMENT EXPENSE	101-192-716.000	1,267.56
		44410		EMPLOYMENT EXPENSE	101-215-716.000	1,394.34
		44410		EMPLOYMENT EXPENSE	101-253-716.000	633.78
		44410		EMPLOYMENT EXPENSE	101-441-716.000	3,485.88
		44410		EMPLOYMENT EXPENSE	536-000-716.000	2,376.72
						<u>13,626.56</u>
02/22/2024	FOA	44411	VSP INSURANCE CO. (CT)	ACCRUED VISION BENEFITS	001-000-257.102	43.64
		44411		EMPLOYMENT EXPENSE	101-172-716.000	19.67
		44411		DECEMBER 2022 PREMIUMS	101-192-716.000	14.20
		44411		DECEMBER 2022 PREMIUMS	101-215-716.000	11.95
		44411		EMPLOYMENT EXPENSE	101-253-716.000	23.90
		44411		EMPLOYMENT EXPENSE	101-400-716.000	31.62
		44411		EMPLOYMENT EXPENSE	101-441-716.000	39.34
		44411		DECEMBER 2022 PREMIUMS	536-000-716.000	26.77

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		44411		EMPLOYMENT EXPENSE	536-000-716.000	7.10
						218.19
TOTAL - ALL FUNDS				TOTAL OF 7 CHECKS		28,608.21

--- GL TOTALS ---

001-000-257.100	ACCRUED MEDICAL BENEFITS	2,725.34
001-000-257.101	ACCRUED DENTAL BENEFITS	253.46
001-000-257.102	ACCRUED VISION BENEFITS	43.64
001-000-257.103	ACCRUED STD/LTD BENEFITS	206.99
101-172-716.000	EMPLOYMENT EXPENSE	1,931.22
101-192-716.000	EMPLOYMENT EXPENSE	1,461.03
101-209-716.000	EMPLOYMENT EXPENSE	155.25
101-215-716.000	EMPLOYMENT EXPENSE	1,538.01
101-253-716.000	EMPLOYMENT EXPENSE	870.00
101-265-920.002	UTILITIES - ELECTRIC	1,456.58
101-400-716.000	EMPLOYMENT EXPENSE	344.11
101-441-716.000	EMPLOYMENT EXPENSE	3,871.28
101-448-921.000	STREET LIGHTS	57.05
101-465-963.000	DRAINS AT LARGE	4,645.41
101-567-920.000	UTILITIES	17.63
101-751-920.002	UTILITIES - ELECTRIC	71.59
206-000-920.002	UTILITIES - ELECTRIC	29.32
536-000-716.000	EMPLOYMENT EXPENSE	2,746.60
536-000-920.002	UTILITIES - ELECTRIC	3,965.73
536-000-922.000	MISS DIG	2,217.97
	TOTAL	28,608.21

Check Register Report For Hartland Township
For Check Dates 02/29/2024 to 02/29/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/29/2024	FOA	17496	MISSION SQUARE	1,177.01	1,177.01	0.00	Open
02/29/2024	FOA	17497	MISSION SQUARE	3,182.10	3,182.10	0.00	Open
02/29/2024	FOA	17498	MISSION SQUARE	3,315.51	3,315.51	0.00	Open
02/29/2024	FOA	17499	MISSION SQUARE	200.00	200.00	0.00	Open
02/29/2024	FOA	DD9058	BEDUHN, TIMOTHY L.A.	2,064.00	0.00	1,583.63	Cleared
02/29/2024	FOA	DD9059	BERNARDI, MELYNDA A	1,978.23	0.00	1,549.66	Cleared
02/29/2024	FOA	DD9060	BROOKS, TYLER J	2,613.00	0.00	1,865.49	Cleared
02/29/2024	FOA	DD9061	CARRIGAN, AMANDA K	3,425.00	0.00	2,720.08	Cleared
02/29/2024	FOA	DD9062	CASE, SUSAN E	2,129.78	0.00	1,277.04	Cleared
02/29/2024	FOA	DD9063	CIOFU, LARRY N	2,856.09	0.00	2,068.93	Cleared
02/29/2024	FOA	DD9064	COSGROVE, HEATHER H	2,204.02	0.00	1,797.19	Cleared
02/29/2024	FOA	DD9065	DRYDEN-HOGAN, SUSAN A	3,777.57	0.00	2,702.05	Cleared
02/29/2024	FOA	DD9066	ECKMAN, MATTHEW A	180.00	0.00	158.58	Cleared
02/29/2024	FOA	DD9067	FOUNTAIN, WILLIAM J	2,856.09	0.00	2,413.45	Cleared
02/29/2024	FOA	DD9068	FOX, LAWRENCE E	360.00	0.00	317.16	Cleared
02/29/2024	FOA	DD9069	GERMANE, MATTHEW J	546.00	0.00	479.24	Cleared
02/29/2024	FOA	DD9070	GRISSIM, SUSAN L	180.00	0.00	166.23	Cleared
02/29/2024	FOA	DD9071	HAASETH, GWYN M	985.00	0.00	877.70	Cleared
02/29/2024	FOA	DD9072	HABLE, SCOTT R	3,458.33	0.00	2,403.11	Cleared
02/29/2024	FOA	DD9073	HORNING, KATHLEEN A	3,106.09	0.00	2,176.48	Cleared
02/29/2024	FOA	DD9074	HUBBARD, TONYA S	1,840.23	0.00	1,204.98	Cleared
02/29/2024	FOA	DD9075	JOHNSON, LISA	2,643.81	0.00	1,734.87	Cleared
02/29/2024	FOA	DD9076	KENDALL, ANTHONY S	50.07	0.00	46.24	Cleared
02/29/2024	FOA	DD9077	LACHAJEWSKI, DEBRA A	722.50	0.00	571.45	Cleared
02/29/2024	FOA	DD9078	LANGER, TROY D	4,017.92	0.00	2,849.51	Cleared
02/29/2024	FOA	DD9079	LOUIS, CASEY	1,401.02	0.00	1,084.61	Cleared
02/29/2024	FOA	DD9080	LUCE, MICHAEL T	4,791.67	0.00	3,522.13	Cleared
02/29/2024	FOA	DD9081	MAYER, JAMES L	180.00	0.00	158.58	Cleared
02/29/2024	FOA	DD9082	MCMULLEN, SUMMER L	726.00	0.00	615.67	Cleared
02/29/2024	FOA	DD9083	MITCHELL, MICHAEL E	180.00	0.00	166.23	Cleared
02/29/2024	FOA	DD9084	MORGANROTH, CAROL L	2,398.31	0.00	1,860.02	Cleared
02/29/2024	FOA	DD9085	MURPHY, THOMAS A	200.00	0.00	176.20	Cleared
02/29/2024	FOA	DD9086	NIXON, MITCHELL A	2,545.00	0.00	1,960.51	Cleared
02/29/2024	FOA	DD9087	O'CONNELL, DENISE	546.00	0.00	384.16	Cleared

Check Register Report For Hartland Township
For Check Dates 02/29/2024 to 02/29/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/29/2024	FOA	DD9088	PETRUCCI, JOSEPH M	546.00	0.00	457.10	Cleared
02/29/2024	FOA	DD9089	SEXTON, TAMMY J	527.00	0.00	474.21	Cleared
02/29/2024	FOA	DD9090	SHOLLACK, DONNA M	2,476.10	0.00	1,873.27	Cleared
02/29/2024	FOA	DD9091	SOSNOWSKI, SHERI R	2,388.94	0.00	1,808.64	Cleared
02/29/2024	FOA	DD9092	WYATT, MARTHA K	3,469.89	0.00	2,306.83	Cleared
02/29/2024	FOA	EFT715	FEDERAL TAX DEPOSIT	14,490.17	14,490.17	0.00	Cleared
02/29/2024	FOA	EFT716	MI DEPT OF TREASURY	4,607.72	4,607.72	0.00	Cleared
Totals:				Number of Checks: 041	91,342.17	26,972.51	47,811.23
Total Physical Checks:				4			
Total Check Stubs:				37			

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 02-20-24 Hartland Township Board Regular Meeting Minutes

Date: March 1, 2024

Recommended Action

Move to approve the Hartland Township Board Regular Meeting Minutes for February 20, 2024.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

2-20-24 HTB Minutes

DRAFT

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

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

ABSENT: None

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

4. Approval of the Agenda

Move to approve the agenda for the February 20, 2024 Hartland Township Board Meeting as presented.

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

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

Voting Nay: None

Absent: None

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the February 20, 2024 Hartland Township Board meeting as presented.

Motion made by Treasurer Horning, Seconded by Trustee McMullen.

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

Voting Nay: None

Absent: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 02-06-24 Hartland Township Board Regular Meeting Minutes

7. Pending & New Business

- a. Fiscal Year 2024-2025 Hartland Township Budget Review

Supervisor Fountain stated this is the final review of the fiscal year 2024-2025 budget which we have been discussing for the past several meetings and is scheduled to be ratified at our next

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

February 20, 2024 – 7:00 PM

meeting. Manager Luce then led a brief discussion on the General Fund budget starting with revenues highlighting the property tax and the professional review fee increases due to the increase in construction activity. He then gave a brief overview of each departments projected expenses, with specific mention of a potential staff member addition, an increase in employment expenses regarding the change in the Manager position, a new methodology for calculating a contingency amount, and a new copier lease in the Administration Department budget request. He stated that there will be two elections in fiscal year 24-25 along with the purchase of an election only drop box that will need camera monitoring. The dropbox and camera installation will be reimbursable from the State. Supervisor Fountain inquired as to the additional cost of the new nine day early voting legislation and Clerk Ciofu stated that during the first four days of early voting it is approximately \$650 per day. He did state that early voting will add an additional five days of work for the Clerk for each election. Manager Luce then continued with the review of various departments stating we would be looking at potential increases in legal fees in Assessing due to potential Tax Tribunal issues, additional hours for the Deputy Clerk related to Election work and the nine days of early voting for next year's two elections, an increase the hours for the Cashier's position, potential changes to Contract costs in Township Hall and Grounds by absorbing some contract services with inhouse staff time, and a slight increase in Police protection for the inclusion of two LPR cameras on M-59. He commented on the increased professional review expenses projected with the increased development that is occurring right now, which is offset by profession review fees discussed in the revenue section of the budget. There is also a placeholder for a second Code Enforcement position regarding landscaping and blight management. Other items discussed were Communications expenses that included the one time cost of the Citizens Survey this year that will have no significant changes for next year's projected budget, and the water system revised methodology for reimbursing the water system for equipment use related to parks maintenance.

Trustee Germane inquired as to the compensation for the Elected Officials and Supervisor Fountain stated this will be discussed in a work session at our next meeting. Trustee Germane also inquired as to the contributions to the HERO and Senior Centers as to whether they are on contract and Manager Luce stated that there were contracts but are subject to change should the Board wish to do so. Trustee Germane inquired as to the Capital Project budget regarding whether the so called Covid effect on construction costs have been incorporated into the budget. Manager Luce stated they have incorporated rising prices, specifically related to asphalt and concrete pricing, but we are starting to see some easing within the construction bidding process.

Manager Luce stated that at the next Board meeting we will have the Truth In Taxation and will adopt the Fiscal Year 2024-2025 budget.

b. Resolution Appointing Robert West to Dispute Panel

Manager Luce stated that pursuant to our Master Operating Agreement and the request for Dispute Resolution from Livingston County we are recommending appointing Robert West as Hartland Township's representative to the Dispute Resolution Panel.

Move to approve the Resolution appointing Robert West to the Dispute Panel.

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

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

Voting Nay: None

Absent: None

Motion passes: 7 - 0 - 0

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

February 20, 2024 – 7:00 PM

8. Board Reports

Trustee O'Connell - Thanked everyone that worked at the Winterfest event as she was there for several hours and stated it was wonderful and well attended.

Trustee McMullen - No report.

Trustee Petrucci - No report.

Clerk Ciofu - Stated the Presidential Primary election is on February 27th and we are still doing Early Voting through Sunday, February 25th from 8:00 am to 4:00 pm here at the Township Hall.

Treasurer Horning - Stated that the Chamber of Commerce recognized the Hartland Farmers Market for their 20 years of dedication that went into the Market and that we are celebrating the Market's 20th anniversary this year.

Trustee Germane - Stated that after much careful thought he has decided he will not be running for a Township Trustee at the next election cycle. Supervisor Fountain thanked Trustee Germane on behalf of the entire Board for all of his work during his years on the Township Board, the Planning Commission, the HERO Board, and his work on the Gas Treatment Plant issue.

Supervisor Fountain - No report.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager Luce stated the re-paving of Old US-23 from the Brighton Township line to M-59 is scheduled to start on March 15th and the completion date is scheduled for mid-November. The plan is to start from M-59 and go south but it is subject to change. He also stated they will be running conduit under the interchange at Old US-23 and Bergin Road for a potential light at a later date. The cost estimates for the Pressure Reducing Valve (PRV) have come in much higher than expected and we are considering being the general contractor for the project as we have done in the past. He stated we will be bidding out the project within the next week, but we are not committed to selecting a contractor if bids are too high, and we will make a decision once bids are received. We are also considering purchasing the PRV directly from the supplier. A brief discussion was held on the Mayberry Property at M-59 and Pleasant Valley Road.

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

Move to go into closed session to consult with the Township Attorney regarding trial or settlement strategy regarding pending litigation in accordance with the Open Meetings Act, MCL 15.268(e) and to include Robert West in the closed session.

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

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

Voting Nay: None

Absent: None

Motion passes: 7 - 0 - 0

The Board is in closed session at 8:05 p.m.

The Board came out of closed session at 9:10 p.m.

10. Adjournment

Move to adjourn the meeting at 9:12 p.m.

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

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

Voting Nay: None

Absent: None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 02-20-24 Hartland Township Board Closed Session Meeting Minutes

Date: March 1, 2024

Recommended Action

Move to approve the Hartland Township Board Closed Session Meeting Minutes for February 20, 2024.

Discussion

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

Financial Impact

None

Attachments

None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director

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

Date: February 28, 2024

Recommended Action

Move to approve Zoning Ordinance Text Amendment #24-001, as outlined in the resolution.

Discussion

Overview and Background Information for Request

The Planning Department recently received a request to establish a pharmacy within an existing multi-tenant building. The property is currently zoned GC (General Commercial), and pharmacies is not listed as a Principal Permitted use or Special Land Use in the GC zoning district. The OS (Office Service) zoning district permits pharmacies and apothecary shops as a Principal Permitted use, that are under 2,000 square feet.

There are several pharmacies currently operating in the Township and two (2) that have closed (Walgreen's and Walmart). Each pharmacy is located on property that is zoned PD (Planned Development) and were permitted as part of each PD. However, there are currently no pharmacies in operation within the GC zoning district.

The Ordinance Review Committee discussed this matter and recommended approving a zoning amendment to permit Pharmacies as a Principal Permitted Use in the GC zoning district. The Planning Commission discussed this topic at their Work Session held on December 14, 2023. The consensus of the Planning Commission was to permit Pharmacies as a Principal Permitted Use in the GC zoning district without a size limitation.

At the meeting the Planning Director, suggested consideration should be given to permitting Pharmacies as a Principal Permitted Use in smaller commercial zoning districts as well, specifically the LC (Limited Commercial) and NSC (Neighborhood Service Commercial) zoning districts. A size limitation of 2,000 square feet for a Pharmacy could be considered, as this would be similar to the size limitation in the OS (Office District) and would be appropriate for smaller commercial districts. The Planning Commission expressed positive support for pharmacies to also be permitted in LC and NSC as presented by the Planning Director.

At the December 14, 2023, Work Session, the Planning Commission initiated a zoning amendment to permit Pharmacies as a Principal Permitted Use in GC (General Commercial), LC (Limited Commercial), and NSC (Neighborhood Service Commercial) Districts, with a size limitation of 2,000 square feet in LC and NSC.

On January 25, 2024, the Planning Commission held a public hearing to discuss the Zoning Amendment to permit Pharmacies in the commercial districts. The Planning Commission recommended approval of the zoning amendment to permit Pharmacies in the commercial districts.

On February 21, 2024, the Livingston County Planning Commission also recommended approval of the proposed Zoning Amendment.

Sections Proposed for Text Amendment

Section 3.1.12.B. Principal Permitted Uses (LC – Limited Commercial)

This section lists the Principal Permitted Uses in LC (Limited Commercial). Pharmacies is to be added as a Principal Permitted Use, with a size limitation of 2,000 square feet.

Section 3.1.13.B. Principal Permitted Uses (NSC – Neighborhood Service Commercial)

This section lists the Principal Permitted Uses in NSC (Neighborhood Service Commercial). Pharmacies is to be added as a Principal Permitted Use, with a size limitation of 2,000 square feet.

Section 3.1.14.B. Principal Permitted Uses (GC – General Commercial)

This section lists the Principal Permitted Uses in GC (General Commercial). Pharmacies is to be added as a Principal Permitted Use.

Process

Zoning Ordinance Text Amendments are outlined in Section 7.4.4 of the Zoning Ordinance, as follows:

4. Zoning Ordinance Text Amendment Criteria. The Planning Commission and Township Board shall consider the following criteria for initiating amendments to the zoning ordinance text or responding to a petitioner's request to amend the ordinance text.

- A. The proposed amendment would correct an error in the Ordinance.
- B. The proposed amendment would clarify the intent of the Ordinance.
- C. Documentation has been provided from Township staff or the Zoning Board of Appeals indicating problems or conflicts in implementation or interpretation of specific sections of the ordinance.
- D. The proposed amendment would address changes to state legislation.
- E. The proposed amendment would address potential legal issues or administrative problems with the Zoning Ordinance based on recent case law or opinions rendered by the Attorney General of the State of Michigan.
- F. The proposed amendment would promote compliance with changes in other Township ordinances and county, state, or federal regulations.
- G. The proposed amendment is supported by the findings of reports, studies, or other documentation on functional requirements, contemporary building practices, environmental requirements, and similar technical items.
- H. Other criteria as determined by the Planning Commission or Township Board which would protect the health and safety of the public, protect public and private investment in the Township, promote implementation of the goals and policies of the Comprehensive Plan and enhance the overall quality of life in Hartland Township.

Based on Section 7.4.4 of the Zoning Ordinance, either the Planning Commission or the Township Board may initiate a Zoning Ordinance Text Amendment. On December 14, 2023, the Planning Commission initiated a text amendment to permit Pharmacies as a Principal Permitted Use in commercial districts

(Zoning Amendment #24-001). A public hearing for Zoning Amendment #24-001 was held during the January 25, 2024, Planning Commission meeting.

Attachments

1. GC General Commercial Zoning District – PDF version
2. OS Office Service Zoning District – PDF version
3. LC Limited Commercial Zoning District – PDF version
4. NSC Neighborhood Service Commercial Zoning District – PDF version
5. Draft Ordinance Amendments – PDF version
6. Liv. County Planning Commission Letter dates February 22, 2024
7. Resolution to Approve

T:\PLANNING DEPARTMENT\PLANNING COMMISSION\2024 Planning Commission Activity\Zoning Amendments\ZA #24-001 Pharmacies in GC\Staff reports\TB\ZA 24-001 staff report TB 02.28.2024.docx

A. INTENT

The “GC” General Commercial District is established to accommodate those retail businesses and services which are intended to serve the requirements of the Hartland community. The large size and variety of permitted commercial uses typically generates significant volumes of vehicular traffic. Uses in the “GC” District typically require a relatively large area devoted to off-street parking and loading, and tend to create problems of congestion. It is intended to direct all intensive commercial development to those areas designated as such on the Hartland Township Comprehensive Plan.

? User Note: For uses listed in **bold blue**, refer to Article 4, or click on use, for use-specific standards

B. PRINCIPAL PERMITTED USES

- i. Retail stores, wholesale clubs, or retail centers up to sixty thousand (60,000) square feet in gross floor area
- ii. Professional and medical offices or clinics
- iii. **Financial institutions with drive-through service** §4.57
- iv. Personal service establishments
- v. Food and beverage service establishments, excluding drive-in or drive-through service, live entertainment or dancing
- vi. **Outdoor seating and dining areas** §4.47
- vii. Business service establishments
- viii. **Adult day care facilities,[□] and child care centers,[□] preschool and day care centers** §4.12
- ix. Public buildings, post offices, libraries, libraries, community centers but not including warehouses, garages, or storage areas
- x. Public or private parks and open space
- xi. Business and private schools operated for a profit completely within an enclosed building
- xii. **Churches and religious institutions[□]** §4.20
- xiii. Essential public services, provided there is no building or outdoor storage yard
- xiv. Banquet halls, assembly halls, private clubs[□], lodge halls or similar places of assembly.
- xv. **Funeral homes and mortuary establishments** §4.29
- xvi. Theaters and concert halls
- xvii. Newspaper offices and accessory printing/distribution.
- xviii. Personal fitness centers[□]
- xix. **Veterinary offices, small animal[□]** §4.45

C. ACCESSORY USES

- i. **Accessory buildings, uses and activities customarily incidental to any of the above-named principal permitted uses** §5.14

D. SPECIAL LAND USES

- i. **Automobile service stations** §4.16
- ii. **Automobile sales** §4.15
- iii. **Automobile wash, when within a completely enclosed building** §4.17
- iv. Billiard halls
- v. **Open air business uses** §4.38
- vi. **Drive-in establishments for the retail delivery of products to customers in automobiles where the type of drive-in establishment is not otherwise specifically included in this Ordinance** §4.24
- vii. **Essential service facilities and related accessory storage yards, including telephone exchange buildings and public utility offices** §4.26
- viii. Garden centers, nurseries and greenhouses.
- ix. Leasing of recreational, landscaping, or moving equipment
- x. **Large institutional uses[□]** §4.53
- xi. **Motels[□] and hotels** §4.36
- xii. **Outdoor and indoor commercial recreation** §4.40
- xiii. **Radio and television towers[□]** §4.39
- xiv. Restaurant[□], bar, or brew-pubs, including with live entertainment or dancing. **With drive-in or drive-through service** §4.28
- xv. **Shopping centers and other stores of over sixty thousand (60,000) square feet in gross floor area** §4.46
- xvi. Restaurant[□], bar, or brew-pubs including with live entertainment or dancing. With drive-in or drive-through service.
- xvii. Uses of the same nature or class as uses listed in this district as either a Permitted Principal Use or Special Use in this district, but not listed elsewhere in this Zoning Ordinance, as determined by the Planning Commission.
- xviii. **Automobile fueling and convenience station[□]** §4.58
- xix. **Automobile repair - minor[□]** §4.60

3.1.11

OS Office Service

A. INTENT

The intent of the “OS” Office Service District is to provide areas in the Township and an environment appropriate for various types of administrative and professional offices, as well as certain professional services which can serve as a transitional use between more intense land uses (such as commercial uses) and less intensive residential uses. This district is intended to prohibit those types of retail uses and other activities that typically generate large volumes of traffic, traffic congestion, parking problems, and other impacts that could negatively affect the use of enjoyment of surrounding property.

? **User Note:** For uses listed in **bold blue**, refer to Article 4, or click on use, for use-specific standards

B. PRINCIPAL PERMITTED USES

- i. Professional and executive offices
- ii. Business and private schools operated for a profit completely within an enclosed building
- iii. Financial institutions without drive-through service
- iv. Medical or dental offices and clinics
- v. **Churches and religious institutions** §4.20
- vi. Essential public services, provided there is no building or outdoor storage yard
- vii. Veterinary offices[■] and clinics with no outdoor facilities or kennels[■]
- viii. Pharmacies and apothecary shops that are under 2,000 square feet.

D. SPECIAL LAND USES

- i. **Funeral homes, mortuaries, and crematoriums** §4.29
- ii. **Adult day care facilities[■] and child care centers[■]** §4.12
- iii. Personal fitness centers[■]
- iv. **Financial institutions with drive-through service** §4.57
- v. Use of the same nature or class as uses listed in this district as either a permitted Principal Use or a Special Use, but not listed elsewhere in this Zoning Ordinance, as determined by the Planning Commission

C. ACCESSORY USES

- i. **Accessory buildings, uses and activities customarily incidental to any of the above-named principal permitted uses** §5.14
- ii. Retail sales of goods or wares are permitted as long as they are clearly incidental to the permitted principal use.



3.1.12

LC Limited Commercial

A. INTENT

The intent of the “LC” Limited Commercial District is to provide for meaningful and realistic commercial utilization of appropriate portions of the settlements of Hartland and Parshallville while preserving the small town architectural character, mixture of uses, compact layout and historical nature of each community. In order to carry out this purpose only those uses and styles of architecture and landscaping existing, typical and amenable to the era during which these two settlements were developing shall be permitted in this district. More specifically, the Limited Commercial District is intended to achieve the following objectives:

- Implement the Village Commercial future land use category recommendations of the Comprehensive Plan.
- Encourage development which is consistent with the density and design of existing traditional settlement development.
- Provide a land use transition between the settlement areas and the more rural areas of the township.
- Establish a complimentary and integrated mixture of employment, shopping, entertainment and civic uses which create walkable communities with less reliance on automobile travel.
- Create district community centers and focal points in the township.
- Help ensure a consistent architectural theme without restricting innovative design.
- Integrate public gathering places.
- Promote long term viability in the established settlement areas.
- Enable development and redevelopment to occur in a manner that will be compatible with the existing and new settlement environments.

? **User Note:** For uses listed in **bold blue**, refer to Article 4, or click on use, for use-specific standards

B. PRINCIPAL PERMITTED USES

- i. Single family dwellings[■]
- ii. Retail stores containing less than 2,000 square feet of gross floor area, including:
 - a. Food and beverage stores
 - b. Food and beverage service establishments
 - c. Personal service establishments
 - d. Banking and financial institutions without drive-through service
 - e. Repair shops for bicycles, appliances, shoes, jewelry, small motors, and other such items but not motor vehicles
 - f. Music/dance studios and technical or vocational training facilities
- iii. Professional offices containing less than 3,000 square feet of gross floor area
- iv. Public buildings, post offices, libraries, libraries, community centers but not including warehouses, garages, or storage areas
- v. **Essential public service buildings, excluding storage yard** §4.26
- vi. **Outdoor seating and dining areas** §4.47

C. ACCESSORY USES

- i. **Accessory buildings, uses and activities customarily incidental to any of the above-named principal permitted uses** §5.14

D. SPECIAL LAND USES

- i. Two family dwellings[■]
- ii. Apartments
- iii. **Bed and breakfast facilities**[■] §4.18
- iv. Any principal permitted non-residential uses, except office-type uses, containing between two thousand (2,000) and three thousand (3,000) square feet of gross floor area
- v. **Outdoor retail sales or display, when accessory to a permitted use** §4.38
- vi. Any principal permitted professional offices containing between three thousand (3,000) and five thousand (5,000) square feet of gross floor area
- vii. **Adult day care facilities**[■] **and child care centers**[■] §4.12
- viii. Private clubs[■] and fraternal halls
- ix. **Churches and religious institutions**[■] §4.20
- x. **Public & private elementary, intermediate or high schools** §4.42
- xi. **Automobile repair - minor (provided all work is conducted indoors)** §4.60
- xii. Personal fitness centers[■]
- xiii. Uses of the same nature or class as uses listed in this district as either a permitted Principal Use or a Special Use, but not listed elsewhere in this Zoning Ordinance, as determined by the Planning Commission.



3.1.13 NSC Neighborhood Service Commercial

1 Purpose and Introduction

2 Definitions

3 Zoning Districts

4 Use Standards

5 Site Standards

6 Development Procedures

7 Admin and Enforcement

A. INTENT

The Neighborhood Service Commercial District is established to accommodate retail business and services to meet the day-to-day convenience shopping and service needs primarily for nearby residential neighborhoods. These districts are located to concentrate such uses as recommended in the Township Master Plan. The purpose of these carefully located districts is to prevent excessive commercial strip developments which may deteriorate traffic operations and safety, create unattractive roadway corridors and eventually lead to blight.

? **User Note:** For uses listed in **bold blue**, refer to Article 4, or click on use, for use-specific standards

B. PRINCIPAL PERMITTED USES

- i. Retail stores with goods marketed to the surrounding neighborhood with a maximum building size of 4,000 square feet
- ii. Professional and medical offices or clinics
- iii. **Financial institutions with drive-through service** §4.57
- iv. Personal service establishments
- v. **Food and beverage service establishments, with a maximum occupancy of fifty (50) persons and excluding drive-thru or drive-in service establishments and those serving alcohol** §3.26
- vi. Business service establishments
- vii. **Adult day care facilities,[■] and child care centers,[■] preschool and day care centers** §4.12
- viii. Public buildings, post offices, libraries, libraries, community centers but not including warehouses, garages, or storage areas
- ix. Public or private parks and open space
- x. **Essential public services, provided there is no building or outdoor storage yard** §4.26.2
- xi. **Outdoor seating and dining areas** §4.47

D. SPECIAL LAND USES

- i. Automobile parts sales, provided no automobile shall be worked on or stored on the premises
- ii. Personal fitness centers[■], aerobic studios, tanning salons
- iii. Coin-operated self-serve carwash establishments
- iv. Uses of the same nature or class as uses listed in this district as either a Permitted Principal Use or a Special Use, but not listed elsewhere in this Zoning Ordinance, as determined by the Planning Commission

C. ACCESSORY USES

- i. **Accessory buildings, uses and activities customarily incidental to any of the above-named principal permitted uses** §5.14



TOWNSHIP OF HARTLAND

**AMENDMENT TO PERMIT PHARMACIES AS PRINCIPAL PERMITTED USE IN
COMMERCIAL DISTRICTS**

PROPOSED AMENDMENT

Section 3.1.12.B. Principal Permitted Uses – LC (Limited Commercial)

vii. Pharmacies that are under 2,000 square feet

Section 3.1.13.B. Principal Permitted Uses – NSC (Neighborhood Service Commercial)

xii. Pharmacies that are under 2,000 square feet

Section 3.1.14.B. Principal Permitted Uses – GC (General Commercial)

xx. Pharmacies



Livingston County Department of Planning

February 22, 2024

Scott Barb
AICP, PEM
Director

Robert A. Stanford
AICP, PEM
Principal Planner

Martha Haglund
Principal Planner

Hartland Township Board of Trustees
c/o Larry Ciofu, Clerk
2655 Clark Rd.
Hartland, MI 48353

Re: Z-06-24 Planning Commission Review of Amendment to the Zoning Ordinance: Amendment to Permit Pharmacies as a Principal Permitted Use in General Commercial, Neighborhood Service Commercial and Limited Commercial Districts

Dear Board Members:

The Livingston County Planning Commission met on Wednesday, February 21, 2024 and reviewed the above text amendments. The County Planning Commissioners made the following recommendation:

Z-06-24 Approval. The proposed amendments to Hartland Township Zoning Ordinance are appropriate and will reinforce existing ordinance language.

Copies of the staff review and Livingston County Planning Commission meeting minutes are enclosed. Please do not hesitate to contact our office should you have any questions regarding county action.

Sincerely,

Martha Haglund

Enclosures

c: Larry Fox, Chair, Planning Commission
Troy Langer, Township Zoning Administrator

Department Information

Administration Building
304 E. Grand River Avenue
Suite 206
Howell, MI 48843-2323

●
(517) 546-7555
Fax (517) 552-2347

●
Web Site
www.milivcounty.gov/planning



Board of Trustees

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

Matthew J. Germane, Trustee
Summer L. McMullen, Trustee
Denise M. O'Connell, Trustee
Joseph M. Petrucci, Trustee

RESOLUTION NO. 24-_____

**RESOLUTION TO ADOPT ORDINANCE NO. _____,
ORDINANCE TO AMEND ZONING ORDINANCE SECTION 3.1.12.B.; SECTION 3.1.13.B.;
AND SECTION 3.1.14.B,
ORDINANCE NO. __
PHARMACIES IN COMMERCIAL DISTRICTS**

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

PRESENT: _____

ABSENT: _____

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

WHEREAS, the Michigan Zoning Enabling Act, as amended, authorizes a Township Board to adopt, amend, and repeal a Zoning Ordinance and/or sections within the Zoning Ordinance, which regulate the public health, safety, and general welfare of persons and property; and

WHEREAS, Section 3.1.12.B. of the Township Zoning Ordinance outlines the Principal Permitted Uses in the LC (Limited Commercial) zoning district; and

WHEREAS, Section 3.1.13.B. of the Township Zoning Ordinance outlines the Principal Permitted Uses in the NSC (Neighborhood Service Commercial) zoning district; and

WHEREAS, Section 3.1.14.B. of the Township Zoning Ordinance outlines the Principal Permitted Uses in the GC (General Commercial); and

WHEREAS, the Township has determined that it is in the best interests of the public health, safety, and welfare to amend the existing language in the Zoning Ordinance to change the Principal Permitted Uses to permit Pharmacies in the Commercial Zoning Districts; and

WHEREAS, the Township Planning Commission held a public hearing for comment on the proposed amendment on January 25, 2024; and

WHEREAS, the Township Planning Commission recommended approval of the proposed amendment at the January 25 ,2024 regular meeting; and

WHEREAS, the Livingston County Planning Commission recommended approval of the proposed amendment at their February 21, 2024, regular meeting; and

WHEREAS, the Township Board has determined that amending the Zoning Ordinance, as presented, is in the best interest of the public health, safety, and welfare of the Township residents.

THEREFORE, be it resolved by the Board of Trustees of the Township of Hartland, Livingston County, Michigan, as follows:

1. The Ordinance attached at Exhibit A, (“Ordinance”), Ordinance No. _____, Ordinance to Amend Zoning Ordinance Sections 3.1.12.B, 3.1.13.B., and 3.1.14.B, Principal Permitted Uses, as outlined in Ordinance No. ____.
2. The Ordinance shall be filed with the Township Clerk.

3. The Township Clerk shall publish the Ordinance, or a summary of the Ordinance, in a newspaper of general circulation in the Township as required by law.

4. Any resolution inconsistent with this Resolution is repealed, but only to the extent necessary to give this Resolution full force and effect.

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 _____, 2024.

Larry N. Ciofu, Hartland Township Clerk

EXHIBIT A

**HARTLAND TOWNSHIP BOARD OF TRUSTEES
LIVINGSTON COUNTY, MICHIGAN
ZONING AMENDMENT NO. 24-001
ZONING ORDINANCE SECTIONS 3.1.12.B, 3.13.B, AND 3.1.14.B.,
THE HARTLAND TOWNSHIP
ZONING ORDINANCE**

THE TOWNSHIP OF HARTLAND ORDAINS:

Section 1. Amendment of Section 3.1.12.B of Township Zoning Ordinance.

vii. Pharmacies that are under 2,000 square feet.

Section 2. Amendment of Section 3.1.13.B of Township Zoning Ordinance.

xii. Pharmacies that are under 2,000 square feet.

Section 3. Amendment of Section 3.1.14.B. of Township Zoning Ordinance.

xx. Pharmacies.

Section 4. Validity and Severability. Should any portion of this Ordinance be found invalid for any reason, such holding shall not be construed as affecting the validity of the remaining portions of this Ordinance.

Section 5. Repealer Clause. Any ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 6: Effective Date. This Ordinance shall become effective immediately following publication.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: Resolution – FY2025 General Appropriations Act

Date: February 26, 2024

Recommended Action

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

Discussion

The Fiscal Year 2024 - 2025 General Appropriations Act is consistent with our past practice. Incorporated into the General Fund departments are the proposed employee wages and salaries effective April 1, 2024, based upon the prior Township Board merit pool work session and Township Manager recommendations.

Financial Impact

Is a Budget Amendment Required? Yes No

Attachments

Budget Hearing 2024 – 2025 Presentation

Resolution: General Appropriations Act Fiscal Year 2024 - 2025

Fiscal Year 2024 - 2025 Budget Package



Hartland Township

Budget Hearing

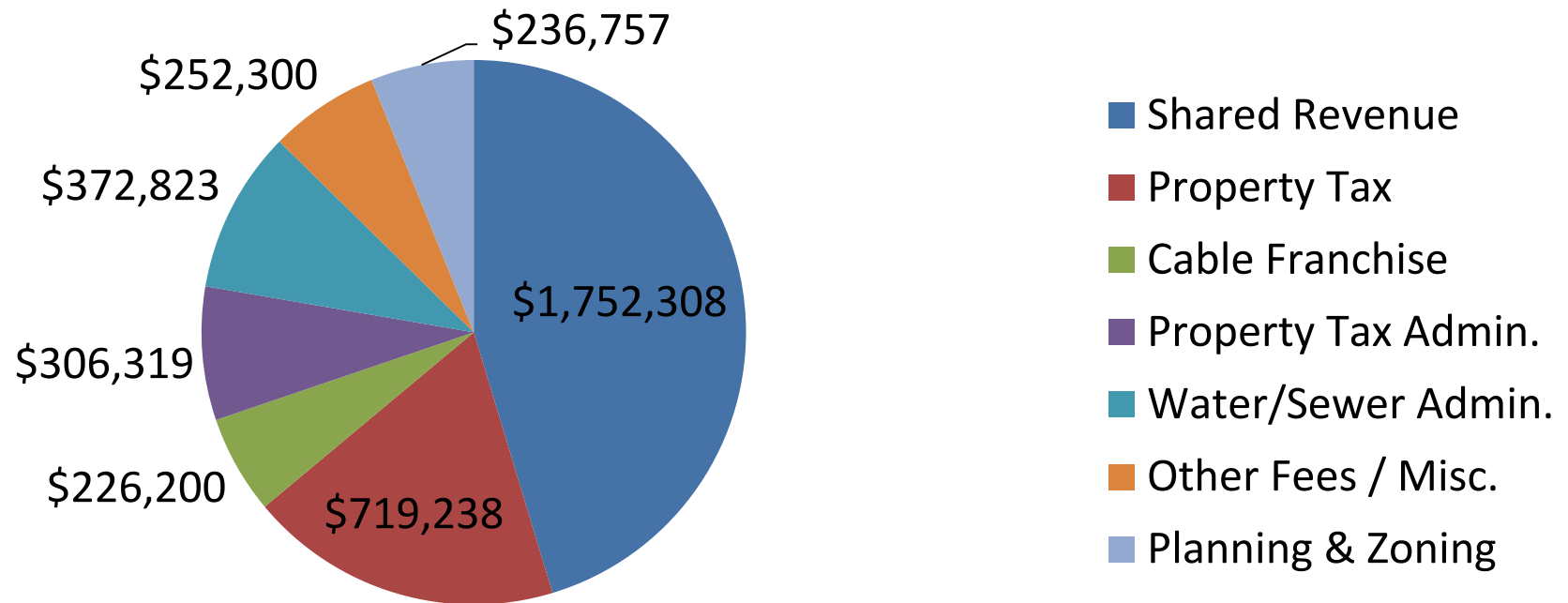
Fiscal Year 2024 – 2025

Truth In Taxation

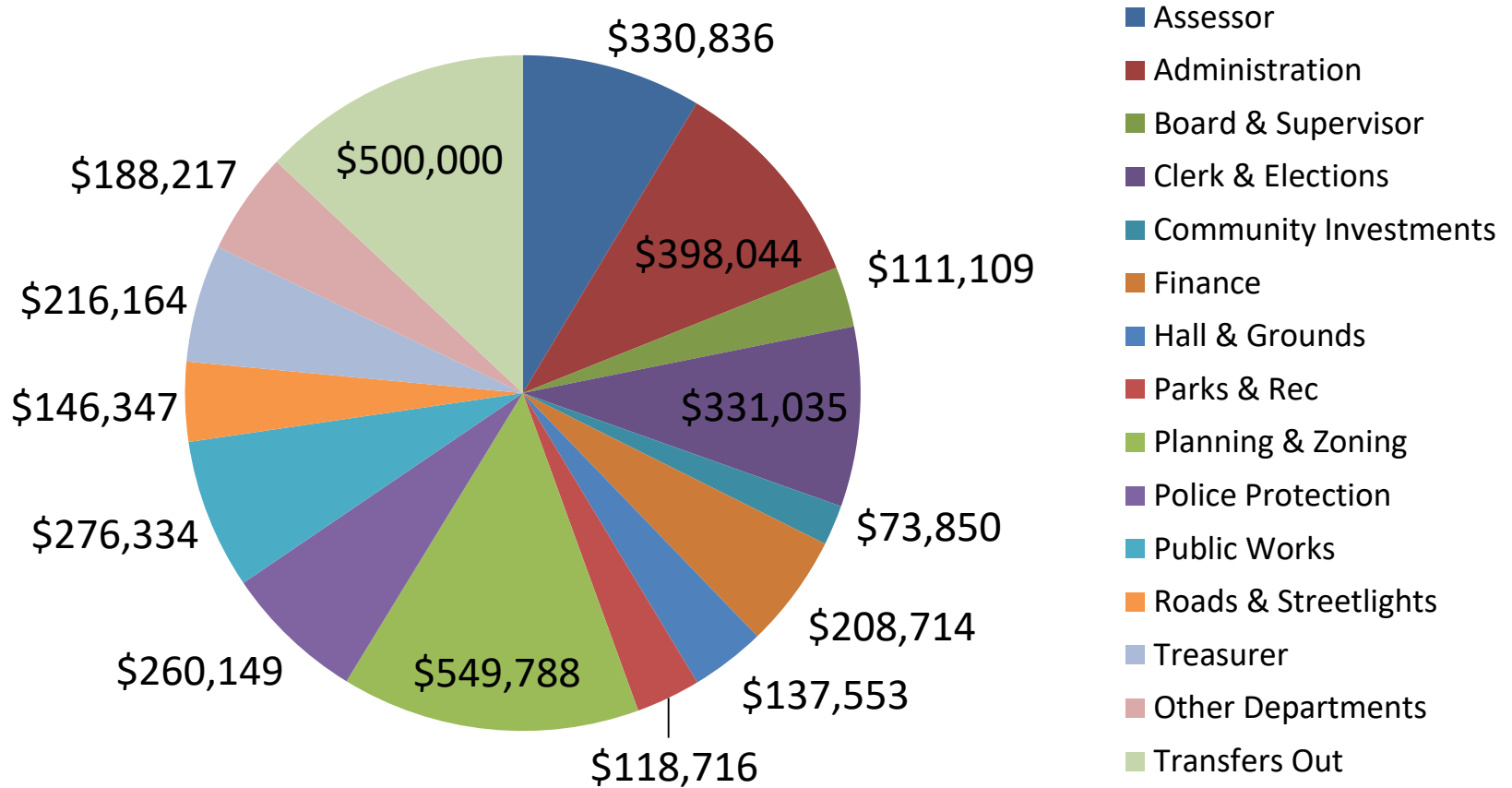
- Hartland Township 0.7587 mills
- Fire Millage 2.0302 mills
- Road Millage 1.4222 mills

This is the best estimate as to the property tax millage rate that will be levied.

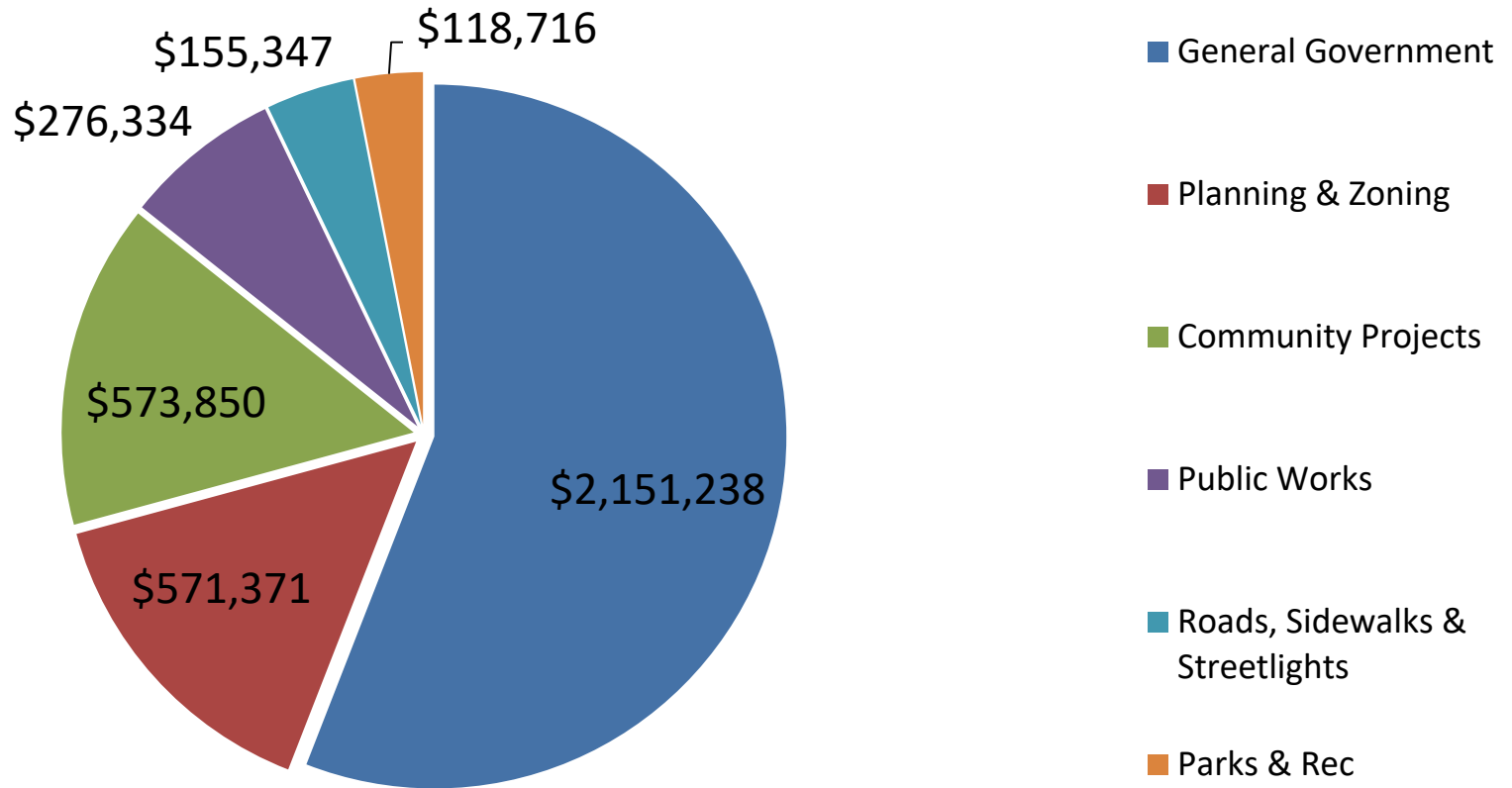
General Fund Estimated Revenues Fiscal Year 2024 – 2025



General Fund Estimated Expenditures Fiscal Year 2024 - 2025



General Fund Estimated Expenditures Fiscal Year 2024-2025 Condensed



BOARD OF TRUSTEES

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



Supervisor
William J. Fountain

Clerk
Larry N. Ciofu

Treasurer
Kathleen A. Horning

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

RESOLUTION NO. XX-RXXX

**RESOLUTION TO ESTABLISH A GENERAL APPROPRIATIONS ACT FOR
HARTLAND TOWNSHIP FOR THE 2024 - 2025 FISCAL YEAR; TO DEFINE THE
POWERS AND DUTIES OF TOWNSHIP OFFICERS IN RELATION TO BUDGET
ADMINISTRATION; AND TO PROVIDE REMEDIES FOR REFUSAL OR NEGLECT
TO COMPLY WITH THE REQUIREMENTS OF THIS RESOLUTION**

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

PRESENT:

ABSENT:

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

Section 1: Title

This resolution shall be known as the Hartland Township General Appropriations Act. This amended schedule shall repeal and replace Section 3.03 of the Board Policy Manual.

Section 2: Public Hearings on the Budget

Pursuant to MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed budget was published in the Livingston County Press & Argus on February 28, 2024, and a public hearing on the proposed budget was held on March 5, 2024.

Section 3: Millage Levy

The Hartland Township Board anticipates a levy of 0.7587 mills to be levied and collected as the general property tax on all real and personal property within the Township upon the current tax

roll, said 0.7587 mills being within the limit as statutorily allocated millage and the amount is less than 1.0 mill and is exempt from Truth-in-Taxation requirements. Additionally, separately voted millage dedicated exclusively for fire operations and road improvements will be levied in an anticipated amount of 2.0302 mills and 1.4222 mills, respectively.

Section 4: Estimated Revenues

Estimated Township revenues for fiscal year 2024 – 2025, including various miscellaneous revenues, as listed in the proposed budget attached hereto:

General Fund (101)	\$ 3,865,945
Municipal Street Fund (204)	\$ 4,000
Fire Operating Fund (206)	\$ 1,929,204
Liquor Law Enforcement Fund (212)	\$ 12,543
M59 Road Improvement Debt Fund (354)	\$ 303,418
Millpointe Road SAD (358)	\$ 83,813
Bullard Lake Road SAD (359)	\$ 17,200
Capital Projects Fund (401)	\$ 533,821
Water System Fund (536)	\$ 1,020,320
Water Replacement Fund (539)	\$ 463,864
Cable PEG Fee Fund (577)	\$ 90,174
Sewer Fund (590)	\$ 3,171,956
Sewer Lake Tyrone 2015 SAD (591)	\$ 1,400,597
Sewer 2005 Debt Fund (595)	\$ 61,969
Sewer Forestbrook Hills SAD#1 (596)	\$ 2,641
Sewer 2015 SAD 200 (597)	\$ 3,109
Road Special Assessment Districts (852)	\$ 61,566

Section 5: Estimated Expenditures

Estimated Township expenditures for fiscal year 2024 - 2025 for the various Township activities as listed in the proposed budget attached hereto:

General Fund (101)	\$ 3,846,856
--------------------	--------------

Municipal Street Fund (204)	\$ 1,998,000
Fire Operating Fund (206)	\$ 1,642,810
Liquor Law Enforcement Fund (212)	\$ 12,500
M59 Road Improvement Debt Fund (354)	\$ 272,000
Millpointe Road Debt Service Fund (358)	\$ 111,588
Bullard Lake Road SAD (359)	\$ 17,175
Capital Projects Fund (401)	\$ 1,599,217
Water System Fund (536)	\$ 1,164,341
Water Replacement Fund (539)	\$ 406,500
Cable PEG Fee Fund (577)	\$ 90,174
Sewer Fund (590)	\$ 4,270,413
Sewer Lake Tyrone 2015 SAD (591)	\$ 19,559
Sewer 2005 Debt Service Fund (595)	\$ 287,875
Sewer Forestbrook Hills SAD#1 (596)	\$ 0
Sewer 2015 SAD 200 (597)	\$ 0
Road Special Assessment Districts (852)	\$ 0

Section 6: Adoption of Budget by Reference

The general fund budget and all other fund budgets of Hartland Township are hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 4 and 5 of this act and attached hereto.

Section 7: Adoption of Budget by Cost Center

The Board of Trustees of Hartland Township adopts the 2025 fiscal year general fund budget and all other fund budgets by cost center. Township officials responsible for the expenditures authorized in the budget may expend Township funds up to, but not to exceed, the total appropriation authorized for each cost center, and may make transfers among the various line items contained in the cost center appropriation. The Township Manager is required to obtain Administrative Committee approval for non-emergency budgeted purchases over \$6,000 but less than \$15,000 without the need for Township Board approval. The Township Manager has the authority to authorize appropriations less than \$6,000 without Township Board or Administrative Committee approval. No transfers of appropriations for pay rate increases or capital outlay items equal to or greater than \$15,000 may be made without prior Board approval by budget amendment.

Section 8: Appropriation Not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The Finance Director shall exercise supervision and control to ensure that expenditures are within appropriations and shall not issue any order for expenditures that exceed appropriations.

Section 9: Transfer Authority

The Township Manager shall have the authority to make transfers among the various cost centers (or line items) without prior Board approval, if the amount to be transferred does not exceed \$6,000 of the appropriation item from which the transfer is to be made. Under no circumstances may the total general fund budget be changed without prior Board approval.

Section 10: Periodic Fiscal Reports

Following the first quarter of the fiscal year, the Finance Director shall transmit to the Board at the end of each quarter a report of financial operations, including, but not limited to:

- a. a summary statement report for all funds showing actual revenues and expenditures compared to the adopted and amended budgets, in comparison to the prior year, same quarter.
- b. a summary statement of the financial condition of the general fund and all other funds, as requested.

Following the first quarter of the fiscal year, and every month thereafter, the Finance Director shall transmit to Directors and Budget Administrators, a detailed budget report showing actual revenues and expenditures for the current fiscal year compared to the current year budget and the prior year, same period.

Section 11: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 12: New Pay Rates & Pay Grades for Certain Township Employees

Effective April 1, 2024, the new pay rates for township employees have been approved by the Township Manager and incorporated into department budgets. Further, the Township Manager has approved the amended pay grade schedule, which incorporates the net inflationary adjustment of 4.4261%. This amended schedule shall repeal and replace the table in Section 4.08 (Pay Grade Schedule) of the Board Policy Manual.

Section 13: Budget Monitoring

Whenever it appears to the Township Manager or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Township Manager shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 14: Violations of This Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in P.A. 621 (1978) and the Hartland Township employee handbook.

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

STATE OF MICHIGAN)
)
COUNTY OF LIVINGSTON)

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

Larry N. Ciofu Hartland Township Clerk

GL NUMBER AND DEPARTMENT	DESCRIPTION	2022-23 ACTIVITY	2023-24 PROJECTED ACTIVITY	2024-25 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
101-000-402.000	CURRENT REAL PROP TAX	623,330	670,178	719,238
101-000-413.000	CHARGEBACK TAXES	38	1,588	
101-000-421.000	MOBILE HOME FEES	3,353	3,350	3,350
101-000-445.001	PRE INTEREST	360	1,116	
101-000-446.000	INTEREST & PENALTY DEL TAX	1,098	518	150
101-000-477.000	DOG LICENSES	546	325	325
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHAI	1,779	1,500	1,250
101-000-574.000	STATE SHARED REVENUE	1,732,154	1,726,411	1,752,308
101-000-608.000	BOARD OF APPEALS		700	1,400
101-000-609.000	PROPERTY TAX ADMINISTRATION	267,663	291,608	306,319
101-000-611.000	SCHOOL COLLECTION FEES	17,670	17,826	17,922
101-000-612.000	CABLE FRANCHISE FEES	231,407	223,961	226,200
101-000-622.000	ZONING FEES	37,540	30,478	36,757
101-000-622.001	ZONING FEE REFUNDS		(175)	
101-000-628.100	PROFESSIONAL REVIEW FEES	152,138	206,000	200,000
101-000-642.000	COLUMBARIUM SALES	855	2,200	1,650
101-000-643.000	LOT SALES	16,510	3,300	3,840
101-000-643.100	LOT REFUNDS		(1,100)	
101-000-645.000	PRINTED MATERIALS	3,260	2,800	2,786
101-000-646.000	PASSPORT FEES	16,345	14,000	10,500
101-000-651.000	PARKS & REC USE FEES	5,300	5,000	4,500
101-000-652.000	FARMERS MARKET REVENUE	4,320	9,225	4,500
101-000-655.000	FINES		33	
101-000-656.000	TRAFFIC FINES		73	
101-000-665.000	INTEREST EARNINGS	16,235	30,000	22,500
101-000-667.001	CELL TOWER LEASE ATT	57,484	46,827	48,232
101-000-667.002	CABLE STUDIO RENT	12,984	12,984	12,984
101-000-674.100	SPECIAL EVENTS DONATIONS	19,500	23,250	20,000
101-000-676.000	REIMBURSEMENTS	396	61,503	10,000
101-000-676.302	REIMBURSEMENTS SHERIFF CONTRACT	51,579	83,492	86,411
101-000-676.536	REIMB ADMIN FEE WATER	146,553	166,649	186,350
101-000-676.590	REIMB ADMIN FEE SEWER	112,151	144,532	186,473
101-000-687.000	REBATES&REFUNDS	4,019	4,557	
101-000-694.000	OTHER REVENUE	6,972	6,027	
Totals for dept 000 -		3,543,539	3,790,736	3,865,945
TOTAL ESTIMATED REVENUES		3,543,539	3,790,736	3,865,945
APPROPRIATIONS				
101	TOWNSHIP BOARD	51,356	69,517	73,390
171	SUPERVISOR	36,876	37,719	37,719
172	ADMINISTRATION	177,235	185,025	398,044
191	ELECTIONS	57,669	60,660	101,534
192	FINANCE DEPARTMENT	179,520	192,393	208,714
209	ASSESSOR	239,341	265,413	330,836
215	CLERK	166,640	194,183	229,501
239	VEHICLE USE	2,136	3,855	3,770
247	BOARD OF REVIEW	2,849	4,254	4,027
253	TREASURER	190,180	205,055	216,164
258	DATA PROCESSING	26,676	32,910	37,060
265	TOWNSHIP HALL & GROUNDS	111,243	139,777	137,553
302	POLICE PROTECTION	158,862	245,565	260,149
400	PLANNING & ZONING	430,262	518,167	549,788
410	BOARD OF APPEALS	675	2,085	2,022
441	DEPARTMENT OF PUBLIC WORKS	226,945	246,974	276,334
444	SIDEWALKS		7,500	9,000
448	STREET LIGHTS	19,021	19,500	19,900
463	ROADS & M59 MEDIAN	92,332	119,068	126,447
465	DRAINS, PUBLIC BENEFIT	9,738	10,800	10,100
567	CEMETERIES	16,831	35,216	35,569
577	COMMUNICATIONS	53,314	81,324	65,086
703	COMMUNITY INVESTMENTS		73,850	73,850
722	ZONING CODE ENFORCEMENT	16,359	22,546	21,583
751	PARKS & RECREATION	109,596	106,145	118,716
901	APPROPRIATIONS-TRANSFER OUT	757,782	910,000	500,000
TOTAL APPROPRIATIONS		3,133,438	3,789,501	3,846,856
NET OF REVENUES/APPROPRIATIONS - FUND 101		410,101	1,235	19,089
BEGINNING FUND BALANCE		3,432,642	3,842,744	3,843,979
ENDING FUND BALANCE		3,842,743	3,843,979	3,863,068

GL NUMBER AND DEPARTMENT	DESCRIPTION	2022-23 ACTIVITY	2023-24 PROJECTED ACTIVITY	2024-25 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
204-000-402.000	CURRENT REAL PROP TAX	1,168,471	1,256,290	
204-000-413.000	CHARGEBACK TAXES	71	1,964	
204-000-446.000	INT.&PEN DEL TAX	44	15	
204-000-573.000	LOCAL COMMUNITY STABILIZATION SHAF	2,959	2,000	2,000
204-000-665.000	INTEREST EARNINGS	3,854	6,000	2,000
Totals for dept 000 -		<u>1,175,399</u>	<u>1,266,269</u>	<u>4,000</u>
TOTAL ESTIMATED REVENUES		1,175,399	1,266,269	4,000
APPROPRIATIONS				
000				
TOTAL APPROPRIATIONS		<u>1,067,631</u>	<u>1,166,860</u>	<u>1,998,000</u>
NET OF REVENUES/APPROPRIATIONS - FUND 204		107,768	99,409	(1,994,000)
BEGINNING FUND BALANCE		2,236,773	2,344,541	2,443,950
ENDING FUND BALANCE		2,344,541	2,443,950	449,950

GL NUMBER AND DEPARTMENT	DESCRIPTION	2022-23 ACTIVITY	2023-24 PROJECTED ACTIVITY	2024-25 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
206-000-402.000	CURRENT REAL PROP TAX	1,668,012	1,793,375	1,924,604
206-000-413.000	CHARGEBACK TAXES	101	3,803	
206-000-446.000	INT.&PEN DEL TAX	58	21	
206-000-573.000	LOCAL COMMUNITY STABILIZATION SHAF	4,016	4,000	4,000
206-000-665.000	INTEREST EARNINGS	565	500	600
206-000-694.000	OTHER REVENUE	2	2	
Totals for dept 000 -		<u>1,672,754</u>	<u>1,801,701</u>	<u>1,929,204</u>
TOTAL ESTIMATED REVENUES		<u>1,672,754</u>	<u>1,801,701</u>	<u>1,929,204</u>
APPROPRIATIONS				
000				
TOTAL APPROPRIATIONS		<u>1,321,470</u>	<u>1,675,713</u>	<u>1,642,810</u>
NET OF REVENUES/APPROPRIATIONS - FUND 206		<u>351,284</u>	<u>125,988</u>	<u>286,394</u>
BEGINNING FUND BALANCE		1,703,887	2,055,171	2,181,159
ENDING FUND BALANCE		2,055,171	2,181,159	2,467,553

GL NUMBER AND DEPARTMENT	DESCRIPTION	2022-23 ACTIVITY	2023-24 PROJECTED ACTIVITY	2024-25 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
212-000-575.000	LIQUOR LICENSE FEES	12,524	12,391	12,500
212-000-665.000	INTEREST EARNINGS	47	43	43
Totals for dept 000 -		<u>12,571</u>	<u>12,434</u>	<u>12,543</u>
TOTAL ESTIMATED REVENUES		12,571	12,434	12,543
APPROPRIATIONS				
000				
TOTAL APPROPRIATIONS		<u> </u>	<u>12,500</u>	<u>12,500</u>
NET OF REVENUES/APPROPRIATIONS - FUND 212		12,571	(66)	43
BEGINNING FUND BALANCE		87,222	99,792	99,726
ENDING FUND BALANCE		99,793	99,726	99,769

User: SUSAN

Fund: 354 2009 M-59 ROAD IMPROVEMENTS BOND

DB: Hartland

GL NUMBER AND DEPARTMENT	DESCRIPTION	2022-23 ACTIVITY	2023-24 PROJECTED ACTIVITY	2024-25 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
354-000-404.000	2009 M-59 ROAD SAD REVENUE	172,679	172,679	172,680
354-000-404.001	HROAD SPEC ASSESS REVENUE	58,179	58,179	58,179
354-000-447.001	2009 M-59 ROAD SAD INTEREST	66,105	60,095	54,086
354-000-447.002	HROAD SPEC ASSESS INTEREST	22,272	20,247	18,223
354-000-665.000	INTEREST EARNINGS	211	250	250
Totals for dept 000 -		319,446	311,450	303,418
TOTAL ESTIMATED REVENUES		319,446	311,450	303,418
APPROPRIATIONS				
000				
TOTAL APPROPRIATIONS		292,463	283,210	272,000
NET OF REVENUES/APPROPRIATIONS - FUND 354		26,983	28,240	31,418
BEGINNING FUND BALANCE		459,056	486,040	514,280
ENDING FUND BALANCE		486,039	514,280	545,698

User: SUSAN

Fund: 358 MILLPOINTE ROAD DEBT SERVICE FUND

DB: Hartland

GL NUMBER AND DEPARTMENT	DESCRIPTION	2022-23 ACTIVITY	2023-24 PROJECTED ACTIVITY	2024-25 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
358-000-451.000	SPECIAL ASSESSMENT PRINCIPAL	83,193	77,539	74,308
358-000-451.001	SPECIAL ASSESSMENT INTEREST	16,149	12,642	9,405
358-000-665.000	INTEREST EARNINGS	97	100	100
Totals for dept 000 -		99,439	90,281	83,813
TOTAL ESTIMATED REVENUES		99,439	90,281	83,813
APPROPRIATIONS				
000				
TOTAL APPROPRIATIONS		107,288	109,549	111,588
NET OF REVENUES/APPROPRIATIONS - FUND 358		(7,849)	(19,268)	(27,775)
BEGINNING FUND BALANCE		265,810	257,962	238,694
ENDING FUND BALANCE		257,961	238,694	210,919

GL NUMBER AND DEPARTMENT	DESCRIPTION	2022-23 ACTIVITY	2023-24 PROJECTED ACTIVITY	2024-25 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
359-000-451.000	SPECIAL ASSESSMENT REVENUE	18,888	20,270	14,742
359-000-451.001	SPECIAL ASSESSMENT INTEREST	3,725	3,018	2,433
359-000-665.000	INTEREST EARNINGS	35	25	25
Totals for dept 000 -		22,648	23,313	17,200
TOTAL ESTIMATED REVENUES		22,648	23,313	17,200
APPROPRIATIONS				
000				
TOTAL APPROPRIATIONS			23,288	17,175
NET OF REVENUES/APPROPRIATIONS - FUND 359		22,648	25	25
BEGINNING FUND BALANCE		66,463	89,110	89,135
ENDING FUND BALANCE		89,111	89,135	89,160

GL NUMBER AND DEPARTMENT	DESCRIPTION	2022-23 ACTIVITY	2023-24 PROJECTED ACTIVITY	2024-25 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
401-000-627.000	RIGHT OF WAY FEES	22,507	17,167	16,821
401-000-665.000	INTEREST EARNINGS	4,219	15,000	17,000
401-000-673.000	SALE OF FIXED ASSETS	300		
401-000-674.300	DONATION ITC TRANSMISSION	2,500		
401-000-699.101	TRANSFER IN GF	713,782	910,000	500,000
Totals for dept 000 -		743,308	942,167	533,821
TOTAL ESTIMATED REVENUES		743,308	942,167	533,821
APPROPRIATIONS				
000				
265	TOWNSHIP HALL & GROUNDS	30,870		20,000
444	SIDEWALKS	20,177	375,000	100,000
463	ROADS & M59 MEDIAN	566,293		121,500
751	PARKS & RECREATION		15,000	838,000
TOTAL APPROPRIATIONS		617,340	390,000	1,599,217
NET OF REVENUES/APPROPRIATIONS - FUND 401		125,968	552,167	(1,065,396)
BEGINNING FUND BALANCE		1,317,561	1,443,529	1,995,696
ENDING FUND BALANCE		1,443,529	1,995,696	930,300

User: SUSAN

Fund: 536 WATER SYSTEM FUND

DB: Hartland

GL NUMBER AND DEPARTMENT	DESCRIPTION	2022-23 ACTIVITY	2023-24 PROJECTED ACTIVITY	2024-25 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
536-000-600.400	WATER USAGE METERED	157,693	154,130	157,214
536-000-600.500	WATER READINESS TO SERVE	687,243	700,977	718,791
536-000-601.000	USER FEES	400	500	300
536-000-601.001	PENALTIES ON USER FEES	7,759	6,000	5,000
536-000-605.000	METER SALES	13,452	40,000	20,000
536-000-665.000	INTEREST EARNINGS	4,405	10,000	10,000
536-000-676.101	REIMB. CONTRACT SERVICES	47,844	70,000	75,000
536-000-676.102	REIMB - CONTRACT EQUIPMENT		11,000	34,015
Totals for dept 000 -		918,796	992,607	1,020,320
TOTAL ESTIMATED REVENUES		918,796	992,607	1,020,320
APPROPRIATIONS				
000				
TOTAL APPROPRIATIONS		596,608	922,054	1,164,341
NET OF REVENUES/APPROPRIATIONS - FUND 536		322,188	70,553	(144,021)
BEGINNING FUND BALANCE		1,771,330	2,093,520	2,164,073
ENDING FUND BALANCE		2,093,518	2,164,073	2,020,052

GL NUMBER AND DEPARTMENT	DESCRIPTION	2022-23 ACTIVITY	2023-24 PROJECTED ACTIVITY	2024-25 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
539-000-528.000	OTHER FEDERAL GRANTS	1,000,000		
539-000-601.001	PENALTIES ON SURCHARGES	267	11	
539-000-602.000	CONNECTION FEES		20,356	116,320
539-000-602.100	SURCHARGE FEES	21,190	23,731	22,544
539-000-650.000	REFUNDS	45,398		
539-000-665.000	INTEREST EARNINGS	7,771	25,000	25,000
539-000-669.536	TRANSFER FROM WATER O&M FUND		170,000	300,000
539-000-676.000	REIMBURSEMENTS	153,710		
Totals for dept 000 -		1,228,336	239,098	463,864
TOTAL ESTIMATED REVENUES		1,228,336	239,098	463,864
APPROPRIATIONS				
000				
TOTAL APPROPRIATIONS		255,586	373,376	406,500
NET OF REVENUES/APPROPRIATIONS - FUND 539		972,750	(134,278)	57,364
BEGINNING FUND BALANCE		8,625,186	9,597,935	9,463,657
ENDING FUND BALANCE		9,597,936	9,463,657	9,521,021

GL NUMBER AND DEPARTMENT	DESCRIPTION	2022-23 ACTIVITY	2023-24 PROJECTED ACTIVITY	2024-25 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
577-000-607.000	PEG FEES	92,349	90,174	90,174
577-000-665.000	INTEREST EARNINGS	83	60	
Totals for dept 000 -		<u>92,432</u>	<u>90,234</u>	<u>90,174</u>
TOTAL ESTIMATED REVENUES		92,432	90,234	90,174
APPROPRIATIONS				
000				
TOTAL APPROPRIATIONS		<u>54,973</u>	<u>144,970</u>	<u>90,174</u>
NET OF REVENUES/APPROPRIATIONS - FUND 577		37,459	(54,736)	
BEGINNING FUND BALANCE		169,962	207,421	152,685
ENDING FUND BALANCE		207,421	152,685	152,685

User: SUSAN

Fund: 590 SEWER OPERATIONS & MAINTENANCE FUND

DB: Hartland

GL NUMBER AND DEPARTMENT	DESCRIPTION	2022-23 ACTIVITY	2023-24 PROJECTED ACTIVITY	2024-25 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
590-000-600.100	SEWER USAGE FLAT RATE	581,756	583,688	582,668
590-000-600.200	SEWER USAGE METERED	486,473	503,181	518,276
590-000-600.300	SEWER CAPITAL CHARGES	229,927	232,365	233,387
590-000-600.600	SEWER RTS CHARGE	1,191,643	1,197,019	1,204,495
590-000-601.000	USER FEES	20	20	
590-000-601.001	PENALTIES ON USER FEES	32,937	30,000	30,000
590-000-602.000	CONNECTION FEES	113,459	188,780	188,780
590-000-602.100	SURCHARGE FEES	83,856	83,850	83,850
590-000-605.000	METER SALES		2,500	2,500
590-000-665.000	INTEREST EARNINGS	27,214	24,000	28,000
590-000-665.001	UNREALIZED GAIN OR LOSS	(4,624)	(50,000)	
590-000-668.000	SEPTAGE STATION REVENUES	319,426	300,000	300,000
590-000-676.000	REIMBURSEMENTS	315	140	
Totals for dept 000 -		3,062,402	3,095,543	3,171,956
TOTAL ESTIMATED REVENUES		3,062,402	3,095,543	3,171,956
APPROPRIATIONS				
000				
		2,700,415	2,841,563	4,270,413
TOTAL APPROPRIATIONS		2,700,415	2,841,563	4,270,413
NET OF REVENUES/APPROPRIATIONS - FUND 590		361,987	253,980	(1,098,457)
BEGINNING FUND BALANCE		23,520,822	23,882,808	24,136,788
ENDING FUND BALANCE		23,882,809	24,136,788	23,038,331

User: SUSAN

Fund: 591 LAKE TYRONE 2015 SEWER SAD

DB: Hartland

GL NUMBER AND DEPARTMENT	DESCRIPTION	2022-23 ACTIVITY	2023-24 PROJECTED ACTIVITY	2024-25 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
591-000-404.000	LK TYRONE SP ASSESS INTEREST INC	35,575	32,839	30,102
591-000-602.000	CONNECTION FEES		21,913	
591-000-665.000	INTEREST EARNINGS	429	350	350
Totals for dept 000 -		<u>36,004</u>	<u>55,102</u>	<u>30,452</u>
TOTAL ESTIMATED REVENUES		<u>36,004</u>	<u>55,102</u>	<u>30,452</u>
APPROPRIATIONS				
000				
TOTAL APPROPRIATIONS		<u>22,502</u>	<u>21,097</u>	<u>19,559</u>
NET OF REVENUES/APPROPRIATIONS - FUND 591		<u>13,502</u>	<u>34,005</u>	<u>10,893</u>
BEGINNING FUND BALANCE		227,832	241,335	275,340
ENDING FUND BALANCE		241,334	275,340	286,233

GL NUMBER AND DEPARTMENT	DESCRIPTION	2022-23 ACTIVITY	2023-24 PROJECTED ACTIVITY	2024-25 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
595-000-404.000	SPECIAL ASSESSMENTS INTEREST	11,877	7,918	3,959
595-000-404.004	SAD DISTRICT 4 INTEREST	14,991	7,803	3,843
595-000-404.005	SAD DISTRICT 5 INTEREST	2,687	1,791	896
595-000-404.006	SAD DISTRICT 6 INTEREST	4,965	3,305	1,641
595-000-404.007	SAD DISTRICT #7 INTEREST	2,150	1,433	717
595-000-404.008	SAD #4 SUP INTEREST INCOME	1,809	1,004	659
595-000-665.000	INTEREST EARNINGS	76,478	38,014	1,982
595-000-699.590	TRANSFER IN SEWER			1,386,900
Totals for dept 000 -		114,957	61,268	1,400,597
TOTAL ESTIMATED REVENUES				
		114,957	61,268	1,400,597
APPROPRIATIONS				
000				
		578,195	312,317	287,875
TOTAL APPROPRIATIONS				
		578,195	312,317	287,875
NET OF REVENUES/APPROPRIATIONS - FUND 595				
		(463,238)	(251,049)	1,112,722
BEGINNING FUND BALANCE		(8,778,365)	(9,241,603)	(9,492,652)
ENDING FUND BALANCE		(9,241,603)	(9,492,652)	(8,379,930)

User: SUSAN

Fund: 596 FORESTBROOK HILLS SEWER SAD#1

DB: Hartland

GL NUMBER AND DEPARTMENT	DESCRIPTION	2022-23 ACTIVITY	2023-24 PROJECTED ACTIVITY	2024-25 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
596-000-404.000	FORESTBROOK SAD INTEREST INCOME	3,242	2,824	2,541
596-000-665.000	INTEREST EARNINGS	77	75	100
Totals for dept 000 -		3,319	2,899	2,641
TOTAL ESTIMATED REVENUES		3,319	2,899	2,641
NET OF REVENUES/APPROPRIATIONS - FUND 596		3,319	2,899	2,641
BEGINNING FUND BALANCE		39,065	42,384	45,283
ENDING FUND BALANCE		42,384	45,283	47,924

GL NUMBER AND DEPARTMENT	DESCRIPTION	2022-23 ACTIVITY	2023-24 PROJECTED ACTIVITY	2024-25 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
597-000-404.000	SAD 200 INTEREST INCOME	3,556	3,283	3,009
597-000-665.000	INTEREST EARNINGS	96	75	100
Totals for dept 000 -		3,652	3,358	3,109
TOTAL ESTIMATED REVENUES		3,652	3,358	3,109
NET OF REVENUES/APPROPRIATIONS - FUND 597		3,652	3,358	3,109
BEGINNING FUND BALANCE		30,706	34,358	37,716
ENDING FUND BALANCE		34,358	37,716	40,825

User: SUSAN

Fund: 852 ROAD SPECIAL ASSESSMENT DISTRICTS

DB: Hartland

GL NUMBER AND DEPARTMENT	DESCRIPTION	2022-23 ACTIVITY	2023-24 PROJECTED ACTIVITY	2024-25 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 453 - HARTLAND WOODS ROAD SAD				
852-453-451.000	SPECIAL ASSESSMENT REVENUE	79,450	60,855	53,249
852-453-451.001	SPECIAL ASSESSMENT INTEREST	3,715	9,432	8,307
852-453-665.000	INTEREST EARNINGS	8	32	10
Totals for dept 453 - HARTLAND WOODS ROAD SAD		83,173	70,319	61,566
TOTAL ESTIMATED REVENUES		83,173	70,319	61,566
APPROPRIATIONS				
453	HARTLAND WOODS ROAD SAD	21		
TOTAL APPROPRIATIONS		21		
NET OF REVENUES/APPROPRIATIONS - FUND 852		83,152	70,319	61,566
BEGINNING FUND BALANCE			83,153	153,472
ENDING FUND BALANCE		83,152	153,472	215,038
ESTIMATED REVENUES - ALL FUNDS				
		13,132,175	12,848,779	12,994,623
APPROPRIATIONS - ALL FUNDS				
		10,747,930	12,065,998	15,739,008
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS				
		2,384,245	782,781	(2,744,385)
BEGINNING FUND BALANCE - ALL FUNDS				
		35,175,953	37,560,201	38,342,982
ENDING FUND BALANCE - ALL FUNDS				
		37,560,198	38,342,982	35,598,597

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Michael Luce, Township Manager

Subject: Township Trustee Compensation Analysis

Date: February 28, 2024

Recommended Action

No action required at this time.

Discussion

Manager Luce will review the state of the Trustees compensation in municipal government, specifically Hartland Township. Topics will include inflation and employment market.