



## Board of Trustees

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

Brett Lubeski, Trustee  
Summer L. McMullen, Trustee  
Denise M. O'Connell, Trustee  
Joseph M. Petrucci, Trustee

**Board of Trustees Regular Meeting Agenda**  
**Hartland Township Hall**  
**Tuesday, February 10, 2026**  
**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. 01-27-26 Hartland Township Board Regular Meeting Minutes
7. Pending & New Business
  - a. Treasury Assistant Update
  - b. Fiscal Year 2026-2027 Budget Recommendations - All Funds except Water
8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
  - a. 2026 Clerk Department Reorganization with Addition to Staff
  - b. Manager's Report
  - c. Closed Session: to consider a periodic personnel evaluation of the Township Manager, at his request under MCL 15.268(a)
10. Adjournment

# **Hartland Township Board of Trustees Meeting Agenda Memorandum**

**Submitted By:** Susan Case, Finance Clerk

**Subject:** Approve Payment of Bills

**Date:** February 3, 2026

## **Recommended Action**

Move to approve the bills as presented for payment.

## **Discussion**

Bills presented total \$336,185.03. The bills are available in the Finance office for review.

Notable invoices include:

\$15,507.11 – ETNA Supply Company – (Meters)

\$218,545.96 – Livingston County Drain Commission – (January 2026 Sewer System O&M & Watershed Group shared costs)

\$83,157.58 – Spalding Dedecker – (Various engineering invoices)

## **Financial Impact**

Is a Budget Amendment Required?  Yes  No

All expenses are covered under the adopted FY26 budget.

## **Attachments**

Bills for 02.10.2026

02/04/2026 03:43 PM

User: SUSANC  
DB: HartlandINVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP  
EXP CHECK RUN DATES 02/10/2026 - 02/10/2026  
BOTH JOURNALIZED AND UNJOURNALIZED  
OPEN - CHECK TYPE: PAPER CHECK

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Vendor Code Ref # Invoice Date	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
APPLIEDCAP 53909 02/19/2026	APPLIED CAPITAL, LLC P.O. BOX 660831 DALLAS TX, 75266-0831	02/19/2026 02/10/2026 / / 02/10/2026	41127312 0.0000	FOA N N N	1/20/26 - 2/19/26 RICOH & HP COPIERS	429.25 0.00 429.25

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-960.000	LEASES - COPIER	429.25

VENDOR TOTAL: 429.25

APPLIED 53751 12/23/2025	APPLIED INNOVATION 7718 SOLUTION CENTER CHICAGO IL, 60677-7007	12/23/2025 02/10/2026 / / 02/10/2026	3022014 0.0000	FOA N N N	11/23/25 - 12/22/25 - RICOH MP6055SP	1.08 0.00 1.08
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	1.08

APPLIED 53855 01/23/2026	APPLIED INNOVATION 7718 SOLUTION CENTER CHICAGO IL, 60677-7007	01/23/2026 02/10/2026 / / 02/10/2026	3047990 0.0000	FOA N N N	12/23/25 - 1/22/26 RICOH MP6055SP	2.34 0.00 2.34
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	2.34

APPLIED 53908 01/29/2026	APPLIED INNOVATION 7718 SOLUTION CENTER CHICAGO IL, 60677-7007	01/29/2026 02/10/2026 / / 02/10/2026	3051632 0.0000	FOA N N N	10/21/25 - 01/20/26 RICOH/MPC5503	318.21 0.00 318.21
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	318.21

VENDOR TOTAL: 321.63

CINTAS 53916 02/02/2026	CINTAS CORPORATION P.O. BOX 630910 CINCINNATI OH, 45263	02/02/2026 02/10/2026 / / 02/10/2026	4258258231 0.0000	FOA N N N	MATS	48.11 0.00 48.11
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	48.11

CINTAS	CINTAS CORPORATION	01/28/2026	5315005610	FOA	FIRST AID SUPPLIES
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53886 01/28/2026	P.O. BOX 630910 CINCINNATI OH, 45263	02/10/2026 / / 02/10/2026	0.0000	N N N		66.87 0.00 66.87
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Open

GL NUMBER	DESCRIPTION	AMOUNT				
536-000-801.000	CONTRACTED SERVICES	66.87				
CINTAS 53905 01/31/2026	CINTAS CORPORATION P.O. BOX 630910 CINCINNATI OH, 45263	01/31/2026 02/10/2026 / / 02/10/2026	9357599653 0.0000	FOA N N N	EYEWASH AGREEMENT	99.18 0.00 99.18

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	99.18
		<b>VENDOR TOTAL: 214.16</b>

CONSUMER 53921 01/29/2026	CONSUMERS ENERGY PO BOX 740309 CINCINNATI OH, 45274-0309	01/29/2026 02/10/2026 / / 02/10/2026	203056200664 0.0000	FOA N N N	FEBRUARY 2026 - PARSHALLVILLE SIREN	46.20 0.00 46.20
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-920.002	UTILITIES - ELECTRIC	46.20
		<b>VENDOR TOTAL: 46.20</b>

ELECTROCYC 53857 01/20/2026	ELECTROCYCLE, INC. 23953 RESEARCH DR FARMINGTON HILLS MI, 48335	01/20/2026 02/10/2026 / / 02/10/2026	73380 0.0000	FOA N N N	ONSITE DOCUMENT DESTRUCTION	42.00 0.00 42.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-801.000	CONTRACTED SERVICES	42.00
		<b>VENDOR TOTAL: 42.00</b>

ETNA 53885 01/28/2026	ETNA SUPPLY COMPANY P.O. BOX 772107 DETROIT MI, 48277-2107	01/28/2026 02/10/2026 / / 02/10/2026	S106702229.001 0.0000	FOA N N N	METERS	15,507.11 0.00 15,507.11
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Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-741.000	METER COSTS	15,507.11
		<b>4</b>

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VENDOR TOTAL: 15,507.11

5888	FOSTER, SWIFT, COLLINS & SMITH	01/31/2026	933308	FOA	DECEMBER 2025	
53913	313 S. WASHINGTON SQUARE	02/10/2026		N		4,064.95
01/31/2026	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		02/10/2026		Y		4,064.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-826.000	LEGAL FEES	1,922.95
101-400-826.000	LEGAL FEES	892.50
101-400-801.100-0056	HIGHLAND RESERVES/GREEN VENTURES EXP	714.00
101-101-826.000	LEGAL FEES	229.50
101-000-214.806	DUE FROM SAN MARINO SAD CAPITAL FUND	76.50
101-302-826.000	LEGAL FEES	229.50
		4,064.95

VENDOR TOTAL: 4,064.95

0150	HARTLAND CONSOLIDATED SCHOOLS	02/02/2026	175642	FOA	JANUARY 2026 FUEL	
53924	9525 E HIGHLAND ROAD	02/10/2026		N		523.73
02/02/2026	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/10/2026		N		523.73

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-239-860.000	GASOLINE	65.20
536-000-860.000	GASOLINE	458.53
		523.73

VENDOR TOTAL: 523.73

WATERO&M	HARTLAND TOWNSHIP WATER O & M	02/04/2026	020426	FOA	APR - DEC 2025 - OUT OF DEPT COSTS	
53922	2655 CLARK RD	02/10/2026		N		1,766.89
02/04/2026	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		02/10/2026		N		1,766.89

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.009	CONTRACT SERVICES - WATER SYSTEM	1,159.33
101-265-801.009	CONTRACT SERVICES - WATER SYSTEM	378.00
101-567-801.009	CONTRACT SERVICES - WATER SYSTEM	95.87
101-441-801.000	CONTRACTED SERVICES	133.69
		1,766.89

VENDOR TOTAL: 1,766.89

LIVINGCO	JENNIFER M. NASH	01/30/2026	013026	FOA	SEWER SYSTEM REFUNDING BONDS SERIES
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53907	C/O BRIAN JONCKHEERE, LCDC 2300 E. GRAND RIVER, STE 105	02/10/2026		N		250.00
01/30/2026	HOWELL MI, 48843-7581	/ / 02/10/2026	0.0000	N N		0.00 250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
595-000-996.000	BOND FEES	250.00

					VENDOR TOTAL:	
2909	LIVINGSTON CTY.DRAIN COMMISSIO	01/30/2026	4114	FOA	WATERSHED GROUP PRO RATA IMPLEMENTAT	
53920	2300 E. GRAND RIVER	02/10/2026		N		537.68
01/30/2026	STE. 105 HOWELL MI, 48843	/ / 02/10/2026	0.0000	N N		0.00 537.68

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-465-956.000	MISCELLANEOUS	537.68

					VENDOR TOTAL:	
2909	LIVINGSTON CTY.DRAIN COMMISSIO	02/04/2026	4119	FOA	JANUARY 2026 SEWER SYSTEM O&M	
53923	2300 E. GRAND RIVER	02/10/2026		N		218,008.28
02/04/2026	STE. 105 HOWELL MI, 48843	/ / 02/10/2026	0.0000	N N		0.00 218,008.28

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-801.008	LCDC CONTRACT SERVICES	218,008.28

					VENDOR TOTAL:	
LOREA	LOREA TOPSOIL & AGGREGATE	01/21/2026	42997	FOA	BULK SALT	
53852	4812 S. OLD US-23	02/10/2026		N		160.00
01/21/2026	BRIGHTON MI, 48114	/ / 02/10/2026	0.0000	N Y		0.00 160.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	53.34
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	53.32
101-751-802.000	LAWN/SNOW MAINTENANCE	53.34
		160.00

					VENDOR TOTAL:	
LOREA	LOREA TOPSOIL & AGGREGATE	01/22/2026	43168	FOA	BULK SALT	
53859	120 LUCY RD	02/10/2026		N		160.00
01/22/2026	HOWELL MI, 48843	/ / 02/10/2026	0.0000	N Y		0.00 160.00

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GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	53.34
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	53.32
101-751-802.000	LAWN/SNOW MAINTENANCE	53.34
		160.00

LOREA 53863 01/26/2026	LOREA TOPSOIL & AGGREGATE 120 LUCY RD HOWELL MI, 48843	01/26/2026 02/10/2026 / / 02/10/2026	43233 0.0000	FOA N N Y	BULK SALT	160.00 0.00 160.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	53.34
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	53.32
101-751-802.000	LAWN/SNOW MAINTENANCE	53.34
		160.00

					VENDOR TOTAL:	480.00
LOREA-F 53860 01/23/2026	LOREA TOPSOIL & AGGREGATE 120 LUCY RD HOWELL MI, 48843	01/23/2026 02/10/2026 / / 02/10/2026	43170 0.0000	FOA N N Y	BULK SALT	160.00 0.00 160.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-802.000	LAWN/SNOW MAINTENANCE	160.00

					VENDOR TOTAL:	160.00
1180 53854 01/23/2026	PETER'S TRUE VALUE HARDWARE 3455 W. HIGHLAND ROAD MILFORD MI, 48380	01/23/2026 02/10/2026 / / 02/10/2026	K80832 0.0000	FOA N N N	SPACE HEATER	47.99 0.00 47.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-727.000	SUPPLIES & POSTAGE	47.99

1180 53862 01/27/2026	PETER'S TRUE VALUE HARDWARE 3455 W. HIGHLAND ROAD MILFORD MI, 48380	01/27/2026 02/10/2026 / / 02/10/2026	K80866 0.0000	FOA N N N	SHOP TOWELS/ICE MELT	207.89 0.00 207.89
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Open

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536-000-740.000	OPERATING SUPPLIES				17.99	
536-000-802.000	LAWN/SNOW MAINTENANCE				189.90	
					207.89	

1180	PETER'S TRUE VALUE HARDWARE	02/02/2026	K80927	FOA	WINDSHIELD FLUID, TRASH BAGS	
53912	3455 W. HIGHLAND ROAD	02/10/2026		N		31.95
02/02/2026	MILFORD MI, 48380	/ /	0.0000	N		0.00
		02/10/2026		N		31.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	17.99
536-000-930.002	REPAIRS & MAINT VEHICLE/EQUIP	13.96
		31.95

					VENDOR TOTAL:	287.83
RESERVE	PITNEY BOWES BANK INC RESERVE ACCT	01/31/2026	020226	FOA	JANUARY 2026 POSTAGE	
53911	P.O. BOX 981023	02/10/2026		N		551.04
01/31/2026	BOSTON MA, 02298-1023	/ /	0.0000	N		0.00
		02/10/2026		N		551.04

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	42.18
101-209-727.000	SUPPLIES & POSTAGE	6.95
101-215-727.000	SUPPLIES & POSTAGE	216.87
101-191-727.000	SUPPLIES & POSTAGE	90.62
101-400-727.000	SUPPLIES & POSTAGE	3.18
101-253-727.000	SUPPLIES & POSTAGE	0.74
101-253-811.100	TAX COLLECTION	54.76
536-000-727.000	SUPPLIES/POSTAGE	41.04
590-000-727.000	SUPPLIES & POSTAGE	41.04
101-567-727.000	SUPPLIES & POSTAGE	2.93
101-722-727.000	SUPPLIES & POSTAGE	2.22
101-192-727.000	SUPPLIES & POSTAGE	47.77
101-101-727.000	SUPPLIES & POSTAGE	0.74
		551.04

					VENDOR TOTAL:	551.04
JOHNSON	ROSATI, SCHULTZ, JOPPICH&AMTSBUECHLER	01/13/2026	1084994	FOA	DECEMBER 2025 ENFORCEMENT MATTERS	
53837	27555 EXECUTIVE DRIVE, SUITE 250	02/10/2026		N		752.00
01/13/2026	FARMINGTON HILLS MI, 48331	/ /	0.0000	N		0.00
		02/10/2026		Y		752.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-722-826.000	LEGAL FEES	752.00

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VENDOR TOTAL: 752.00

SPALDING 53574 11/18/2025	SPALDING DEDECKER 905 SOUTH BLVD EAST ROCHESTER HILLS MI, 48307	11/18/2025 02/10/2026 / / 02/10/2026	105880 0.0000	FOA N N N	OLD US23 MINI STORAGE THRU 10/26/25 16,176.50 0.00 16,176.50
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0057	BEAUCHAMP SELF STORAGE EXPENSES	16,176.50

SPALDING 53651 12/08/2025	SPALDING DEDECKER 905 SOUTH BLVD EAST ROCHESTER HILLS MI, 48307	12/08/2025 02/10/2026 / / 02/10/2026	106123 0.0000	FOA N N N	COURTYARDS OF HARTLAND THRU 11/23/25 6,994.50 0.00 6,994.50
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0055	COURTYARDS OF HARTLAND	6,994.50

SPALDING 53652 12/08/2025	SPALDING DEDECKER 905 SOUTH BLVD EAST ROCHESTER HILLS MI, 48307	12/08/2025 02/10/2026 / / 02/10/2026	106124 0.0000	FOA N N N	OLD US23 MINI STORAGE THRU 11/23/25 6,974.25 0.00 6,974.25
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0057	BEAUCHAMP SELF STORAGE EXPENSES	6,974.25

SPALDING 53653 12/08/2025	SPALDING DEDECKER 905 SOUTH BLVD EAST ROCHESTER HILLS MI, 48307	12/08/2025 02/10/2026 / / 02/10/2026	106125 0.0000	FOA N N N	HIGHLAND RESERVE THRU 11/23/25 16,963.75 0.00 16,963.75
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0056	HIGHLAND RESERVES/GREEN VENTURES EXP	16,963.75

SPALDING 53654 12/08/2025	SPALDING DEDECKER 905 SOUTH BLVD EAST ROCHESTER HILLS MI, 48307	12/08/2025 02/10/2026 / / 02/10/2026	106126 0.0000	FOA N N N	REDWOOD THRU 11/23/25 1,695.00 0.00 1,695.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0026	REDWOOD USA LLC	1,695.00

SPALDING 53655	SPALDING DEDECKER 905 SOUTH BLVD EAST	12/08/2025 02/10/2026	106128	FOA N	SHEETZ THRU 11/23/25 5,582.00
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12/08/2025	ROCHESTER HILLS MI, 48307	/ / 02/10/2026	0.0000	N N		0.00 5,582.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0069	SHEETZ GAS STATION EXPENSES	5,582.00

SPALDING 53656 12/08/2025	SPALDING DEDECKER 905 SOUTH BLVD EAST ROCHESTER HILLS MI, 48307	12/08/2025 02/10/2026 / / 02/10/2026	106129 0.0000	FOA N N N	SAWYER RIDGE THRU 11/23/25 832.00 0.00 832.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0065	FEES SAWYER RIDGE/YALDO	832.00

SPALDING 53657 12/08/2025	SPALDING DEDECKER 905 SOUTH BLVD EAST ROCHESTER HILLS MI, 48307	12/08/2025 02/10/2026 / / 02/10/2026	106130 0.0000	FOA N N N	URBAN AIR THRU 11/23/25 3,542.00 0.00 3,542.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0067	URBAN AIR EXPENSES	3,542.00

SPALDING 53658 12/08/2025	SPALDING DEDECKER 905 SOUTH BLVD EAST ROCHESTER HILLS MI, 48307	12/08/2025 02/10/2026 / / 02/10/2026	106132 0.0000	FOA N N N	SHOPS AT WALDENWOODS THRU 11/23/25 5,092.44 0.00 5,092.44
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0054	SHOPS AT WALDENWOODS	5,092.44

SPALDING 53848 01/20/2026	SPALDING DEDECKER 905 SOUTH BLVD EAST ROCHESTER HILLS MI, 48307	01/20/2026 02/10/2026 / / 02/10/2026	106672 0.0000	FOA N N N	M59 EAST OF US23 SIDEWALK GAP THRU 1 364.00 0.00 364.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
401-444-969.005	SIDEWALKS	364.00

SPALDING 53849 01/20/2026	SPALDING DEDECKER 905 SOUTH BLVD EAST ROCHESTER HILLS MI, 48307	01/20/2026 02/10/2026 / / 02/10/2026	106673 0.0000	FOA N N N	MS4 COMPLIANCE THRU 12/28/25 5,860.00 0.00 5,860.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
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02/04/2026 03:43 PM

User: SUSANC  
DB: HartlandINVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP  
EXP CHECK RUN DATES 02/10/2026 - 02/10/2026  
BOTH JOURNALIZED AND UNJOURNALIZED  
OPEN - CHECK TYPE: PAPER CHECK

Page: 9/12

Vendor Code Ref # Invoice Date	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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101-465-956.000 MISCELLANEOUS 5,860.00

SPALDING 53850 01/21/2026	SPALDING DEDECKER 905 SOUTH BLVD EAST ROCHESTER HILLS MI, 48307	01/21/2026 02/10/2026 / / 02/10/2026	106681 0.0000	FOA N N N	WTP FILTER PHASE 1 THRU 12/28/25 1,081.14 0.00 1,081.14
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Open

GL NUMBER 539-000-150.000	DESCRIPTION WATER CONSTRUCT IN PROGRESS	AMOUNT 1,081.14
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SPALDING 53851 01/21/2026	SPALDING DEDECKER 905 SOUTH BLVD EAST ROCHESTER HILLS MI, 48307	01/21/2026 02/10/2026 / / 02/10/2026	106682 0.0000	FOA N N N	M59 NORTH SIDE WM THRU 12/28/25 11,000.00 0.00 11,000.00
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Open

GL NUMBER 539-000-150.000	DESCRIPTION WATER CONSTRUCT IN PROGRESS	AMOUNT 11,000.00
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SPALDING 53914 02/02/2026	SPALDING DEDECKER 905 SOUTH BLVD EAST ROCHESTER HILLS MI, 48307	02/02/2026 02/10/2026 / / 02/10/2026	106835 0.0000	FOA N N N	SAN MARINO-GLEN HAVEN SAD THRU 1/25/ 500.00 0.00 500.00
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Open

GL NUMBER 701-000-290.805	DESCRIPTION SAN MARINO ROAD SAD ESCROW	AMOUNT 500.00
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SPALDING 53915 02/02/2026	SPALDING DEDECKER 905 SOUTH BLVD EAST ROCHESTER HILLS MI, 48307	02/02/2026 02/10/2026 / / 02/10/2026	106836 0.0000	FOA N N N	SAN MARINO PARKS SAD THRU 1/25/26 500.00 0.00 500.00
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Open

GL NUMBER 701-000-290.805	DESCRIPTION SAN MARINO ROAD SAD ESCROW	AMOUNT 500.00
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				VENDOR TOTAL:	83,157.58
STAPLES 53858 01/24/2026	STAPLES PO BOX 660409 DALLAS TX, 75266-0409	01/24/2026 02/10/2026 / / 02/10/2026	6053671881 0.0000	FOA N N N	67.84 0.00 67.84

Open

GL NUMBER 101-400-727.000	DESCRIPTION SUPPLIES & POSTAGE	AMOUNT 67.84
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STAPLES	STAPLES	01/31/2026	6054478556	FOA	MISC SUPPLIES
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User: SUSANC  
DB: HartlandINVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP  
EXP CHECK RUN DATES 02/10/2026 - 02/10/2026  
BOTH JOURNALIZED AND UNJOURNALIZED  
OPEN - CHECK TYPE: PAPER CHECK

Page: 10/12

Vendor Code Ref # Invoice Date	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK	Invoice Description	Gross Amount Discount Net Amount
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53917 01/31/2026	PO BOX 660409 DALLAS TX, 75266-0409	02/10/2026 / / 02/10/2026	0.0000	N N N		65.16 0.00 65.16
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	65.16

STAPLES 53918 01/31/2026	STAPLES PO BOX 660409 DALLAS TX, 75266-0409	01/31/2026 02/10/2026 / / 02/10/2026	6054478557 0.0000	FOA N N N	MISC SUPPLIES	163.79 0.00 163.79
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	123.70
101-172-727.000	SUPPLIES & POSTAGE	40.09
		163.79

					VENDOR TOTAL:	296.79
ST TAX COM 53919 02/03/2026	STATE OF MICHIGAN STATE TAX COMMISSION PO BOX 30471 LANSING MI, 48909	02/03/2026 02/10/2026 / / 02/10/2026	020326 0.0000	FOA N N N	MAAO CERTIFICATION - LEVEL 3	250.00 0.00 250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-957.000	EDUCATION/TRAINING/CONVENTION	250.00

					VENDOR TOTAL:	250.00
STATEOFMI 53910 01/26/2026	STATE OF MICHIGAN CASHIERS OFFICE-COMM PO BOX 30657 LANSING MI, 48909-8157	01/26/2026 02/10/2026 / / 02/10/2026	11387718 0.0000	FOA N N N	STORMWATER ANNUAL PERMIT FEE	500.00 0.00 500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-465-956.000	MISCELLANEOUS	500.00

					VENDOR TOTAL:	500.00
SCADA 53856 01/22/2026	UIS SCADA, INC. 2290 BISHOP CIRCLE EAST DEXTER MI, 48130	01/22/2026 02/10/2026 / / 02/10/2026	530382474 0.0000	FOA N N N	REPAIR BOOSTER STATION	1,567.51 0.00 1,567.51

02/04/2026 03:43 PM

User: SUSANC  
DB: HartlandINVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP  
EXP CHECK RUN DATES 02/10/2026 - 02/10/2026  
BOTH JOURNALIZED AND UNJOURNALIZED  
OPEN - CHECK TYPE: PAPER CHECK

Page: 11/12

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

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	1,567.51

						VENDOR TOTAL:	1,567.51
USA 53906 01/31/2026	USA BLUE BOOK P.O. BOX 9004 GURNEE IL, 60031-9004	01/31/2026 02/10/2026 / / 02/10/2026	950500 0.0000	FOA N N N	TUBE ASSEMBLY	480.00 0.00 480.00	

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	480.00

						VENDOR TOTAL:	480.00
VC3, INC. 53883 01/28/2026	VC3, INC. C/O PNC BANK P.O. BOX 746804 ATLANTA GA, 30374-6804	01/28/2026 02/10/2026 / / 02/10/2026	236137 0.0000	FOA N N N	DECEMBER 2025 SERVICE CONTRACT BUNDL	2,995.20 0.00 2,995.20	

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-258-801.000	CONTRACTED SERVICES	2,995.20

VC3, INC. 53884 01/28/2026	VC3, INC. C/O PNC BANK P.O. BOX 746804 ATLANTA GA, 30374-6804	01/28/2026 02/10/2026 / / 02/10/2026	236138 0.0000	FOA N N N	JANUARY 2026 SERVICE CONTRACT BUNDLE	2,995.20 0.00 2,995.20
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-258-801.000	CONTRACTED SERVICES	2,995.20

						VENDOR TOTAL:	5,990.40
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TOTAL - ALL VENDORS:	336,185.03
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## FUND TOTALS:

Fund 101 - GENERAL FUND	85,792.28
Fund 206 - FIRE OPERATING	206.20
Fund 401 - CAPITAL PROJECTS FUND	364.00
Fund 536 - WATER SYSTEM FUND	18,442.09
Fund 539 - WATER REPLACEMENT FUND	12,081.14
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	218,049.32
Fund 595 - 2005 SEWER EXP BONDS	250.00

02/04/2026 03:43 PM

User: SUSANC

DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP

EXP CHECK RUN DATES 02/10/2026 - 02/10/2026

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

Page: 12/12

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		
Fund 701 - TRUST AND AGENCY						1,000.00

# **Hartland Township Board of Trustees Meeting Agenda Memorandum**

**Submitted By:** Susan Case, Finance Clerk

**Subject:** Approve Post Audit of Disbursements Between Board Meetings

**Date:** February 3, 2026

## **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 – \$32,379.11

January 29, 2026 Payroll - \$100,653.27

## **Financial Impact**

Is a Budget Amendment Required?  Yes  No

All expenses are covered under the adopted FY26 budget

## **Attachments**

Post Audit Bills List 01.22.2026

Post Audit Bills List 01.29.2026

Payroll for 01.29.2026

01/29/2026 03:33 PM

User: SUSANC  
DB: HartlandCHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP  
CHECK DATE FROM 01/22/2026 - 01/22/2026

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/22/2026	FOA	46796	DELTA DENTAL	ACCRUED DENTAL BENEFITS	001-000-257.101	328.99
		46796		EMPLOYMENT EXPENSE	101-172-716.000	134.89
		46796		EMPLOYMENT EXPENSE	101-192-716.000	78.62
		46796		EMPLOYMENT EXPENSE	101-209-716.000	39.31
		46796		EMPLOYMENT EXPENSE	101-215-716.000	209.06
		46796		EMPLOYMENT EXPENSE	101-253-716.000	148.34
		46796		EMPLOYMENT EXPENSE	101-400-716.000	283.23
		46796		EMPLOYMENT EXPENSE	101-441-716.000	269.78
		46796		EMPLOYMENT EXPENSE	536-000-716.000	152.79
						1,645.01
01/22/2026	FOA	46797	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,470.24
		46797		STREET LIGHTS	101-448-921.000	59.17
		46797		UTILITIES	101-567-920.000	18.25
		46797		UTILITIES - ELECTRIC	101-751-920.002	491.71
		46797		UTILITIES - ELECTRIC	206-000-920.002	29.56
		46797		UTILITIES - ELECTRIC	536-000-920.002	4,011.52
						6,080.45
01/22/2026	FOA	46798	MUTUAL OF OMAHA	ACCRUED STD/LTD BENEFITS	001-000-257.103	221.14
		46798		EMPLOYMENT EXPENSE	101-172-716.000	47.42
		46798		EMPLOYMENT EXPENSE	101-192-716.000	116.49
		46798		EMPLOYMENT EXPENSE	101-209-716.000	165.62
		46798		EMPLOYMENT EXPENSE	101-215-716.000	79.33
		46798		EMPLOYMENT EXPENSE	101-253-716.000	81.89
		46798		EMPLOYMENT EXPENSE	101-400-716.000	123.75
		46798		EMPLOYMENT EXPENSE	101-441-716.000	112.02
		46798		EMPLOYMENT EXPENSE	536-000-716.000	158.10
						1,105.76
01/22/2026	FOA	46799	PRIORITY HEALTH	ACCRUED MEDICAL BENEFITS	001-000-257.100	4,273.25
		46799		EMPLOYMENT EXPENSE	101-172-716.000	2,098.50
		46799		EMPLOYMENT EXPENSE	101-192-716.000	1,526.14
		46799		EMPLOYMENT EXPENSE	101-209-716.000	763.07
		46799		EMPLOYMENT EXPENSE	101-215-716.000	3,777.27
		46799		EMPLOYMENT EXPENSE	101-253-716.000	763.07
		46799		EMPLOYMENT EXPENSE	101-400-716.000	763.07
		46799		EMPLOYMENT EXPENSE	101-441-716.000	4,197.00
		46799		EMPLOYMENT EXPENSE	536-000-716.000	3,204.91
						21,366.28
01/22/2026	FOA	46800	VSP INSURANCE CO. (CT)	ACCRUED VISION BENEFITS	001-000-257.102	51.39
		46800		EMPLOYMENT EXPENSE	101-172-716.000	19.67
		46800		EMPLOYMENT EXPENSE	101-192-716.000	14.20
		46800		EMPLOYMENT EXPENSE	101-209-716.000	7.10
		46800		EMPLOYMENT EXPENSE	101-215-716.000	31.62
		46800		EMPLOYMENT EXPENSE	101-253-716.000	23.90
		46800		EMPLOYMENT EXPENSE	101-400-716.000	43.57
		46800		EMPLOYMENT EXPENSE	101-441-716.000	39.34
		46800		EMPLOYMENT EXPENSE	536-000-716.000	26.15

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP  
CHECK DATE FROM 01/22/2026 - 01/22/2026

Check	Date	Bank	Check #	Payee	Description	GL #	Amount
							256.94
				TOTAL - ALL FUNDS	TOTAL OF 5 CHECKS		30,454.44

--- GL TOTALS ---

001-000-257.100	ACCRUED MEDICAL BENEFITS	4,273.25
001-000-257.101	ACCRUED DENTAL BENEFITS	328.99
001-000-257.102	ACCRUED VISION BENEFITS	51.39
001-000-257.103	ACCRUED STD/LTD BENEFITS	221.14
101-172-716.000	EMPLOYMENT EXPENSE	2,300.48
101-192-716.000	EMPLOYMENT EXPENSE	1,735.45
101-209-716.000	EMPLOYMENT EXPENSE	975.10
101-215-716.000	EMPLOYMENT EXPENSE	4,097.28
101-253-716.000	EMPLOYMENT EXPENSE	1,017.20
101-265-920.002	UTILITIES - ELECTRIC	1,470.24
101-400-716.000	EMPLOYMENT EXPENSE	1,213.62
101-441-716.000	EMPLOYMENT EXPENSE	4,618.14
101-448-921.000	STREET LIGHTS	59.17
101-567-920.000	UTILITIES	18.25
101-751-920.002	UTILITIES - ELECTRIC	491.71
206-000-920.002	UTILITIES - ELECTRIC	29.56
536-000-716.000	EMPLOYMENT EXPENSE	3,541.95
536-000-920.002	UTILITIES - ELECTRIC	4,011.52
	TOTAL	30,454.44

01/29/2026 03:33 PM

User: SUSANC

DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP  
CHECK DATE FROM 01/29/2026 - 01/29/2026

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/29/2026	FOA	46825	LOWES BUSINESS ACCT/SYNCB	OPERATING SUPPLIES	536-000-740.000	96.47
01/29/2026	FOA	46826	VERIZON WIRELESS	REPAIRS & MAINTENANCE	101-209-930.000	80.02
		46826		TELEPHONE	101-265-851.000	801.29
		46826		OPERATING SUPPLIES	101-441-740.000	649.99
		46826		OPERATING SUPPLIES	101-751-740.000	45.02
		46826		TELEPHONE	536-000-851.000	211.87
		46826		CONTRACTED SERVICES & RENTALS	577-000-801.000	40.01
						1,828.20
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS		1,924.67

--- GL TOTALS ---

101-209-930.000	REPAIRS & MAINTENANCE	80.02
101-265-851.000	TELEPHONE	801.29
101-441-740.000	OPERATING SUPPLIES	649.99
101-751-740.000	OPERATING SUPPLIES	45.02
536-000-740.000	OPERATING SUPPLIES	96.47
536-000-851.000	TELEPHONE	211.87
577-000-801.000	CONTRACTED SERVICES & RENTALS	40.01
	TOTAL	1,924.67

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/29/2026	FOA	DD10444	CARRIGAN, AMANDA K	3,830.25	0.00	2,854.97	Cleared
01/29/2026	FOA	DD10446	CIOFU, LARRY N	3,604.17	0.00	2,451.81	Cleared
01/29/2026	FOA	DD10448	DRYDEN-HOGAN, SUSAN A	4,204.33	0.00	2,992.75	Cleared
01/29/2026	FOA	DD10449	ECKMAN, MATTHEW A	90.00	0.00	79.28	Cleared
01/29/2026	FOA	DD10450	FOUNTAIN, WILLIAM J	3,354.17	0.00	2,829.58	Cleared
01/29/2026	FOA	DD10451	FOX, LAWRENCE E	360.00	0.00	317.16	Cleared
01/29/2026	FOA	DD10452	GRISIM, SUSAN L	90.00	0.00	83.11	Cleared
01/29/2026	FOA	DD10454	HABLE, SCOTT R	3,777.88	0.00	2,605.61	Cleared
01/29/2026	FOA	DD10455	HORNING, KATHLEEN A	3,604.17	0.00	2,534.16	Cleared
01/29/2026	FOA	DD10459	LANGER, TROY D	4,393.29	0.00	3,119.40	Cleared
01/29/2026	FOA	DD10461	LUBESKI, BRETT J	683.33	0.00	606.05	Cleared
01/29/2026	FOA	DD10462	LUCE, MICHAEL T	5,745.83	0.00	4,209.08	Cleared
01/29/2026	FOA	DD10463	MAYER, JAMES L	90.00	0.00	79.28	Cleared
01/29/2026	FOA	DD10464	MCMULLEN, SUMMER L	773.33	0.00	657.37	Cleared
01/29/2026	FOA	DD10465	MITCHELL, MICHAEL E	90.00	0.00	83.11	Cleared
01/29/2026	FOA	DD10467	MURPHY, THOMAS A	100.00	0.00	88.10	Cleared
01/29/2026	FOA	DD10469	O'CONNELL, DENISE	683.33	0.00	485.91	Cleared
01/29/2026	FOA	DD10470	PETRUCCI, JOSEPH M	683.33	0.00	578.07	Cleared
01/29/2026	FOA	DD10441	ALLEN, DANIEL K	1,126.80	0.00	992.71	Cleared
01/29/2026	FOA	DD10442	BERNARDI, MELYNDA A	1,989.90	0.00	1,571.29	Cleared
01/29/2026	FOA	DD10443	BROOKS, TYLER J	2,996.63	0.00	2,128.48	Cleared
01/29/2026	FOA	DD10445	CASE, SUSAN E	2,776.41	0.00	1,503.69	Cleared
01/29/2026	FOA	DD10447	COSGROVE, HEATHER H	2,274.53	0.00	1,631.43	Cleared
01/29/2026	FOA	DD10453	HAASETH, GWYN M	1,565.90	0.00	1,367.59	Cleared
01/29/2026	FOA	DD10456	HUBBARD, TONYA S	2,338.43	0.00	1,558.69	Cleared
01/29/2026	FOA	DD10457	JOHNSON, LISA	2,893.32	0.00	1,567.13	Cleared
01/29/2026	FOA	DD10458	KENDALL, ANTHONY S	53.67	0.00	49.58	Cleared
01/29/2026	FOA	DD10460	LOUIS, CASEY	1,272.11	0.00	994.68	Cleared
01/29/2026	FOA	DD10466	MORGANROTH, CAROL L	2,387.00	0.00	1,722.45	Cleared
01/29/2026	FOA	DD10468	NIXON, MITCHELL A	3,245.00	0.00	2,296.98	Cleared
01/29/2026	FOA	DD10471	RADLEY, JAMES W	2,901.75	0.00	2,153.47	Cleared
01/29/2026	FOA	DD10472	SHOLLACK, DONNA M	2,781.00	0.00	2,033.24	Cleared
01/29/2026	FOA	DD10473	SOSNOWSKI, SHERI R	2,701.70	0.00	2,055.91	Cleared
01/29/2026	FOA	DD10474	VETTRAINO, ALEXANDER D	806.00	0.00	696.56	Cleared

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/29/2026	FOA	DD10475	WYATT, MARTHA K	3,822.35	0.00	2,582.84	Cleared
01/29/2026	FOA	18546	MISSION SQUARE	1,896.10	1,896.10	0.00	Open
01/29/2026	FOA	18547	MISSION SQUARE	3,537.22	3,537.22	0.00	Open
01/29/2026	FOA	18548	MISSION SQUARE	4,013.17	4,013.17	0.00	Open
01/29/2026	FOA	18549	MISSION SQUARE	300.00	300.00	0.00	Open
01/29/2026	FOA	EFT784	FEDERAL TAX DEPOSIT	16,816.87	16,816.87	0.00	Cleared
<b>Totals:</b>				100,653.27	26,563.36	53,561.52	
Total Physical Checks:				4			
Total Check Stubs:				36			

## **Hartland Township Board of Trustees Meeting Agenda Memorandum**

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 01-27-26 Hartland Township Board Regular Meeting Minutes

**Date:** February 5, 2026

### **Recommended Action**

Move to approve the Hartland Township Board Regular Meeting Minutes for January 27, 2026.

### **Discussion**

Draft minutes are attached for review.

### **Financial Impact**

None

### **Attachments**

1-27-26 HTB Minutes - DRAFT

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES  
January 27, 2026 – 7:00 PM

**DRAFT**

**1. Call to Order**

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

**2. Pledge of Allegiance**

**3. Roll Call**

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

Also present were Township Manager Mike Luce, Finance Director Susan Dryden, and Township Assessor Amanda Carrigan.

**4. Approval of the Agenda**

**Move to approve the agenda for the January 27, 2026 Hartland Township Board meeting as presented.**

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

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, 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 January 27, 2026 Hartland Township Board meeting as presented.**

Motion made by Clerk Ciofu, Seconded by Treasurer Horning.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, 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. 01-13-26 Hartland Township Board Regular Meeting Minutes
- d. Gen-X - 2026 Winterfest Firework Permit

**7. Pending & New Business**

- a. Resolution to Adopt Poverty Guidelines & Exemptions

Township Assessor Amanda Carrigan gave a brief overview of the current Township poverty guidelines that are set at 25% above the Federal poverty guidelines basically because we have a

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

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higher standard of living in Hartland Township. She stated that at the July Board of Review there was a discussion about raising the guidelines. She reviewed the number of poverty exemptions we have granted in the recent past and the number of applications we have been receiving. She provided a brief overview of the poverty exemption application process stating there is an income guideline and an asset test that both must be passed to qualify for the exemption. Assessor Carrigan stated that at the December Board of Review they reviewed data from other municipalities regarding their poverty guidelines. She provided the Board with the Federal guidelines and stated most municipalities were 10% to 50% above the Federal guidelines. She stated their research found that Hartland Township's median income was higher than any of the others in the area. After reviewing all of the information the Board of Review is recommending an adjustment to the poverty guidelines to 50% above the Federal guidelines from the current 25% from this point forward. She stated if this is approved, they will update the poverty exemption application packet to reflect the new guidelines. Assessor Carrigan stated that there is a resolution for this included in the Board package for the update to the guidelines. Trustee Petrucci asked if the County also does this and Assessor Carrigan stated that the only entities that grant poverty exemptions are cities, townships, and villages. She stated when we grant a poverty exemption it applies to all millage based taxes except for Special Assessments. She stated the one or two exemptions we have granted in the past had a \$150 impact on our general fund revenue.

## **Move to increase the Poverty Income Guidelines to 50% above the Federal Poverty Guidelines beginning in the 2026 tax year.**

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

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

Voting Nay: None

Absent: None

Motion passes: 7 - 0 - 0

### b. General Fund Revenue Estimates for FY27 & FY28

Finance Director Susan Dryden presented the Hartland Township General Fund Revenue Estimates for FY2027 and FY2028 with a Five-Year History. She reviewed Property Taxes giving a brief overview of the process for estimating property taxes that includes current assessment calculations, estimated assessment calculations, planned developments, the timing of the planned developments, the current tax rates, and the application of the Headlee rollback. This process affects the General Fund, the Fire Fund, and the Road Fund. She stated this process has been very accurate in estimating property taxes in the past. Director Dryden gave a brief overview of State Shared Revenue stating that it went down for us as some State budgeted revenues were shifted from constitutional and statutory funding into road funds, which Hartland Township does receive any allocation as we do not own any of the roads. She stated the State Shared Revenue in our budget projections are based on the 2% reduction in the State's budgeted projections. She also stated that in the State's January estimates, that came out after the revenue chart was prepared, they revised the decrease to 1%. She stated the State also published an economic report where the outlook for their budget indicated it will be somewhat stable for the next two years. She then briefly reviewed the Property Tax Administration Fees, and Cable Franchise Fees, which will decrease over time as people move from cable to streaming. She stated there is a new Federal law that was proposed, the American Broadband Deployment Act of 2025, that would provide the Federal government with more control over where cable franchise lines are laid, and with cable franchise agreements. She stated the impacts of this are not known yet, but we will be monitoring this situation. Director Dryden stated with the decrease in the cable revenue we will be discontinuing the cable fund rental fee for the FY27 budget. She gave a brief overview of the Professional Franchise Fees that were recently moved to revenue, stating these are developer fees paid to the Township to engineer their project.

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She summarized by saying are expected revenues for this year are higher than we budgeted, but for the next two fiscal years are somewhat flat. Trustee Lubeski inquired as to the decrease in the Sheriff's contract reimbursement and Director Dryden stated this was due to the Hartland Consolidated Schools (HCS) decreasing their contribution from 30% to 20%. Manager Luce explained that the Sheriff's contract is with Hartland Township and the full amount of the contract is in the General Fund budget, and that the contributions from HCS and Charyl Stockwell Academy are recorded as revenue items. Supervisor Fountain inquired as to the effect the Headlee rollback has on the township tax revenue, and Director Dryden stated the Operating millage started at 1.3 mils and is now at around .7 mils and every drop in the millage rate will have an adverse effect on revenues but is basically offset by additional home building. It would be much more of a problem if Hartland Township is totally built out and was not adding taxable value.

## c. Hartland Township FY26-27 CIP Budget Discussion

Manager Luce presented the General Fund Capital Improvement Projects (CIP) projections for the next three fiscal years. He went through a brief review of Township Hall & Grounds highlighting the placeholder for HVAC's at the Township Hall, the roof replacement of the flat membrane roof, a new generator, as the current generator was bought used and is nearing the end of its useful life, and interior Township Hall improvements, such as the replacement of lighting to LED lighting, and the cost of rearranging of staff work areas to accommodate recent staff additions and any projected future staff additions. Manager Luce stated there are only three Teen Centers in Livingston County and the Hartland Teen Center has the highest attendance of the three. He stated that they do not have a water softener at this time and we will be adding this in FY2027. He then reviewed the Parks CIP plan, highlighting funds for phragmites prevention, a permanent event sign at Heritage Park, the Spranger field storage facility, and water fountains at the parks. Manager Luce reviewed specific miscellaneous CIP items such as the EGLE mandated monitor well at Settler's Park and new welcome to Hartland signs on M-59. Clerk Ciofu inquired as to whether the M-59 Median Improvements projection for this year will be completed and Manager Luce stated that this amount should have been transferred to the FY2027 CIP budget. Manager Luce reviewed the Road Millage CIP highlighting Pleasant Valley cost sharing project and he stated they are working with the Livingston County Road Commission (LCRC) as to when this project will be done. If it moves to FY2028 this will change things and move some projects. Trustee McMullen inquired about the schedule for Pleasant Valley and Manager Luce stated that Pleasant Valley Road has been redesigned to account easement issues and the LCRC is confident they can move this project forward for the 2026 paving year or 2027 paving year. He then provided a brief overview of each of the other road projects. Manager Luce reviewed the Fire Authority CIP stating the current fire millage expired but is funded through the end of 2026 and stated this millage will need to be renewed in August. He stated we have the ability to complete the Radiant Heater replacements and the replacement of the Station 62 roof in the FY2027 Fire CIP. He stated the revenue projections in the Fire Authority CIP are based on the taxes being received with the current fire millage being renewed at 2.0 mils. Manager Luce stated we had discussions with the Hartland Deerfield Fire Authority regarding what CIP projects they would be recommending for FY 2027. He briefly reviewed these projects, but they were not included in the current Fire CIP projections until we are more certain of the fire millage renewal. Treasurer Horning inquired as to an additional fire siren and Manager Luce stated he has an illustration that shows the location of the current sirens and what area they cover that he can provide to the Board. Manager Luce then reviewed the Cable Peg Fund CIP stating the projection for Cable Room Improvements may be somewhat low as we are still working to determine the needs of the broadcast system. A brief discussion was held on the need for broadcasting on Comcast cable versus solely using You Tube. Manager Luce stated they will also be doing a review of what gets paid out of this fund to address the projected gradual decrease of cable revenue.

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## 8. Board Reports

Treasurer Horning - Stated she completed and distributed the Treasurer's Report for December 31, 2025 and if there were any questions from the Board to contact her.

Trustee O'Connell - No report.

Trustee Lubeski - No report.

Trustee McMullen - No report.

Trustee Petrucci - Stated we have been encountering unusual weather and as an example, on a single snow day the HDFA responded to around ten calls on US-23 and Brighton, Green Oak and Howell had over 90 calls combined. He stated we have a major highway going through our township and we have to respond to these calls during difficult weather and he just wanted to make everyone aware of this.

Clerk Ciofu - Stated Winterfest will be held on Saturday, February 14th and we are in the final stages of preparation for the event.

Supervisor Fountain - No report.

[BRIEF RECESS]

## 9. Information / Discussion

### a. Manager's Report

A brief discussion was held regarding the presentation of the Merit Pool that was not on the agenda.

#### **Move to discuss the Merit Pool in the Manager's Report.**

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

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

Voting Nay: None

Absent: None

Manager Luce gave a brief overview of the Merit Pool calculation stating the Consumer Price Index (CPI) for this year was 2.7% and he then went through the Net Inflation Factor Calculation that would apply to all township staff with the exclusion of the Township Board, the Manager, and the Water staff hourly workers who are paid out of the Water Fund. He stated we do not have anyone in the Step Increase wage category for this year. He briefly reviewed past Merit Increase pools and explained his recommendation for this year's Merit Increase of \$15,000. He stated that as a percent of total wages the overall wage and merit increase falls in the range of 1.5% to 2.0%. Trustee McMullen inquired as to how the merit increases are allocated and Manager Luce stated that every January, he meets with the Directors to set achievable Personal, Developmental, and Township Wide goals. The Directors and their staff then set staff goals for the year. The Directors will review staff performance at six months, and at year end, relative to their goals. Secondly, consideration is giving to staff and Directors that have gone above and beyond throughout the year to assist customers, or that did something within their department or the Township that goes above and beyond what they are called upon to do their job. Clerk Ciofu stated in his opinion most staff within the Township are above average performers and inquired as to whether there is enough allocated to the merit increase to properly take care of these high performing staff members. Manager Luce felt that this amount should be able to do this but he is trying to be fiscally responsible given the uncertainty with state shared revenue. A brief discussion was held on the merit amount, and it was the Boards recommendation to increase the merit pool for this year to 2.0%

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Manager Luce stated that backflow prevention is not prevalent in both residential and commercial residences in Hartland Township. He wanted to make the Board aware that we are starting to get some minor pressure from the State that as we grow, we would have to have some form of backflow prevention system to report what we have for residential and commercial residences every year. Manager Luce gave a brief update on the San Marino SAD stating a petition, and costs, have been developed. He stated there has been discussion among the HOA's to exclude an HOA that may not meet their signer goals, but he added that having all six HOA's included would reduce each homeowner's cost. Manager Luce has also requested a signed letter from each HOA Board stating they are in support of the SAD. A brief discussion was held on the effect of signing percentages affecting the total projects and the role and responsibility that the Township would have in various scenarios given the Township is not obligated to do any SADs. Manager Luce stated that after all of the discussion we have had with MDOT, the LCRC, the local developers, and the Board regarding the M-59/Old US-23 interchange he received an e-mail from MDOT inquiring if the Township would require any form of special permitting were they to come in and resurface M-59 from 1300 feet west of Old US-23 to Lakena Drive to the east in the summer of 2027. He stated 1300 feet west of Old US-23 is at the entrance to Charly Stockwell Academy. This mill and resurface of M-59 would entail closing of the entrance and exit ramps on US-23 and would be done only at night. Manager Luce stated he will be discussing this in more detail with MDOT in light of all of our previous conversations about this intersection. Manager Luce stated we did get approval for permits from MDOT for any type of landscape improvements we want to make at the M-59/US-23 interchange.

**10. Adjournment**

**Move to adjourn the meeting at 8:40 p.m.**

Motion made by Clerk Ciofu, Seconded by Treasurer Horning.

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

Voting Nay: None

Absent: None

Submitted by:

Larry N. Ciofu, Clerk

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Kathie Horning, Treasurer

**Subject:** Treasury Administrative Assistant

**Date:** February 4, 2026

## **Recommended Action**

Move to approve changing the job title in Treasury from Cashier to Treasury Assistant.

## **Discussion**

I believe Treasury Assistant Job Description more accurately describes the tasks and duties of the position. As the Township grows the “cashier” position has greatly evolved. We all wear many hats in the department and have cross-trained all three positions. In italics are the lines added and the last line describes and cross-trained skills within the department.

- *Mail out and process Tax Deferment Applications.*
- *Update office manuals for all department functions.*
- *Open and close the office as needed.*
- *Process Online Payments*
- *Balance Petty Cash and process reimbursements under Fifty dollars.*
- *Maintain duplicate and snowbird tax bill lists with assessing and mail bills to alternate addresses.*
- *Assist with Delinquent Personal Tax Collection.*
- *Sell dog licenses. Balances and creates monthly and annual reports for the county.*
- Performs any other reasonable activities as required by law or the Treasurer.

## **Financial Impact**

Is a Budget Amendment Required?  Yes  No

## **Attachments**

### **Job Description**

# Hartland Township

## JOB DESCRIPTION

**Title:** Treasury Asst  
**Employment:** Limited, Part-Time  
**FLSA Status:** Non-Exempt

**Effective:** 04/01/2026  
**Reports To:** Treasurer  
**Pay Grade:** 3

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### **Responsibilities**

- Provide customer service at the front counter, telephone, email, and regular mail for taxpayers, mortgage companies, tax preparers, lending institutions, other governmental units, banks, title companies, residents, buyers and sellers of homes.
- Sell dog licenses. Balances and creates monthly and annual reports for the county.
- Is in charge of all taxpayer mortgage information within tax program. Keeps mortgage codes up to date within the BS & A software.
- Provide each mortgage company with payment file for both summer and winter tax seasons.
- Receipts into cash receipt system all payments to the township.
- Input tax payments, balance and send tax receipts as requested.
- Process Online Payments
- Balance Petty Cash and process reimbursements under Fifty dollars.
- Mail out and process Tax Deferment Applications.
- Maintain duplicate and snowbird tax bill lists with assessing and mail bills to alternate addresses.
- Assist with Delinquent Personal Tax Collection.
- Process the daily mail.
- Sorting, organizing and filing bank statements and other documents.
- Open and close the office as needed.
- Create and occasionally deliver deposits to the local bank.
- In charge of the organization of the storage room following State of Michigan Retention Guidelines.
- Update office manuals for all department functions.
- Performs any other reasonable activities as required by law or the Treasurer.

### **Requirements**

- Basic knowledge and skills in the use of common office tools and equipment (including job-related software/hardware applications).
- Ability to work flexible hours.
- Ability to read, understand and apply manuals, techniques and written directions.
- Ability to establish and maintain effective working, communicative relations and use good judgment, initiative and resourcefulness when dealing with citizens, property owners, other governmental agencies, Township administrators, officials and staff and the general public.
- Some post-secondary education or training

- One year of office clerical and/or cashier experience
- Valid Michigan driver's license in good standing
- Bondable

## **Hartland Township Board of Trustees Meeting Agenda Memorandum**

**Submitted By:** Susan Dryden-Hogan, Finance Director

**Subject:** Manager Recommend Budgets FY2026-2027 and FY2027-2028

**Date:** February 6, 2026

### **Recommended Action**

No action necessary this evening. Board will provide staff with feedback on the recommended budgets. The Fiscal Year 2026-2027 budget will be adopted at the first meeting in March.

### **Discussion**

The budget has been broken into four bundles: General Fund and Capital Outlay (101 & 401), Sewer Fund and all Sewer Special Assessment Districts, Major and Minor Governmental Funds and All Road Special Assessment Funds

### **Financial Impact**

Is a Budget Amendment Required?  Yes  No

### **Attachments**

General Fund and Capital Project Fund Budgets  
Sewer Fund (Operating and Sewer Special Assessment Districts)  
Major/Minor Governmental Funds  
Road Special Assessment Funds

**HARTLAND TOWNSHIP FISCAL YEAR 2026-2027 BUDGET  
GENERAL FUND AND CAPITAL IMPROVEMENT PLAN**

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY	2025-26 ORIGINAL BUDGET	2025-26 AMENDED BUDGET	2025-26 PROJECTED ACTIVITY	2026-27 MANAGER RECOMMENDED BUDGET	2027-28 MANAGER RECOMMENDED BUDGET
<b>FUND 101 - GENERAL FUND</b>							
<b>ESTIMATED REVENUES</b>							
Dept 000							
101-000-402.000	CURRENT REAL PROP TAX	717,386	739,013	739,013	764,305	778,030	785,200
101-000-413.000	CHARGEBACK TAXES	404					
101-000-421.000	MOBILE HOME FEES	3,180	3,350	3,350	3,561	3,561	3,561
101-000-445.001	PRE INTEREST	771	750	750	750	500	500
101-000-446.000	INTEREST & PENALTY DEL TAX	785	600	600	726	600	600
101-000-477.000	DOG LICENSES	266	325	325	200	300	300
101-000-567.000	STATE GRANTS - MEDC				10,000		
101-000-569.000	STATE GRANTS - SBTE				760		
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHA	2,040	1,800	1,800	1,800	1,800	1,800
101-000-574.000	STATE SHARED REVENUE	1,709,853	1,745,759	1,745,759	1,726,473	1,709,210	1,692,120
101-000-608.000	BOARD OF APPEALS		1,400	1,400	700	1,400	1,400
101-000-609.000	PROPERTY TAX ADMINISTRATION	309,004	312,540	312,540	333,859	336,280	341,860
101-000-611.000	SCHOOL COLLECTION FEES	17,781	18,120	18,120	17,778	23,700	23,700
101-000-612.000	CABLE FRANCHISE FEES	203,540	228,462	228,462	197,000	193,691	189,818
101-000-622.000	ZONING FEES	31,250	34,692	34,692	53,516	39,723	41,730
101-000-628.100	PROFESSIONAL REVIEW FEES	236,434	200,000	200,000	275,000	225,000	225,000
101-000-642.000	COLUMBIARIUM SALES	1,280	1,650	1,650	1,650	1,650	1,650
101-000-643.000	LOT SALES	7,910	4,020	4,020	10,000	4,020	4,020
101-000-643.100	LOT REFUNDS				(550)		
101-000-645.000	PRINTED MATERIALS	2,170	2,773	2,773	3,000	2,800	2,800
101-000-646.000	PASSPORT FEES	12,740	10,500	10,500	10,500	10,500	10,500
101-000-651.000	PARKS & REC USE FEES	12,570	5,000	5,000	7,000	5,000	5,000
101-000-652.000	FARMERS MARKET REVENUE	2,945					
101-000-655.000	FINES				100		
101-000-656.000	TRAFFIC FINES	2,173	1,800	1,800	5,500	5,500	5,500
101-000-665.000	INTEREST EARNINGS	70,279	45,000	45,000	70,000	70,000	70,000
101-000-667.001	CELL TOWER LEASE ATT	55,073	53,680	53,680	53,680	54,000	54,000
101-000-667.002	CABLE STUDIO RENT	12,984	12,984	12,984	12,984		
101-000-669.285	TRANSFER IN CLFRF (ARPA)	257					
101-000-674.100	SPECIAL EVENTS DONATIONS	18,750	20,000	20,000	20,000	20,000	20,000
101-000-674.400	VETERANS MEMORIAL - BRICKS	3,350				5,000	5,000
101-000-674.500	VETERANS MEMORIAL - DONATIONS	1,550			26,000		
101-000-676.000	REIMBURSEMENTS	15,554			200		
101-000-676.302	REIMBURSEMENTS SHERIFF CONTRACT	86,410	88,296	88,296	83,774	60,962	62,905
101-000-676.536	REIMB ADMIN FEE WATER	186,350	194,575	215,615	215,615	222,085	228,750
101-000-676.590	REIMB ADMIN FEE SEWER	186,473	215,615	194,575	194,575	200,420	206,425
101-000-687.000	REBATES&REFUNDS	5,772			6,280	3,600	3,600
101-000-694.000	OTHER REVENUE	6,732			3,810	7,100	7,100
Totals for dept 000 -		3,924,016	3,942,704	3,942,704	4,129,546	3,986,432	3,994,839
<b>TOTAL ESTIMATED REVENUES</b>		<b>3,924,016</b>	<b>3,942,704</b>	<b>3,942,704</b>	<b>4,129,546</b>	<b>3,986,432</b>	<b>3,994,839</b>

**NOTES TO FUND 101 - GENERAL FUND:**

Current Real Property Tax - FY26 revenue compared to FY22 is 33% increase, average annual increase is 5.55%

State Shared Revenue - Impact of 2020 Census occurred in FY22. Expected state sales tax decreases plus 2025 state budget reduced funding returns Township to slightly higher than FY22 funding

Property Tax Administration Revenues - FY26 revenue compared to FY22 is 37% increase, average annual increase is 6.13%

Cable Franchise Fees - declining due to personal use of cable to streaming services at about 2% per year.

Professional Review Fees - Implementation of GASB 84 in FY23 changed accounting method of developer "escrows" from fiduciary to inclusion in revenues and expenditures

Cable Studio Rent - due to declining PEG fees, decision to discontinue studio rent payment is recommended.

APPROPRIATIONS

Dept 101 - TOWNSHIP BOARD

101-101-715.000	EMPLOYERS SOC SEC	2,089	3,122	3,122	3,122	2,632	2,632
101-101-718.000	RETIREMENT	3,600	3,600	3,600	3,600	3,600	3,600
101-101-725.000	BOARD FEES	27,308	40,800	40,800	40,800	34,400	34,400
101-101-727.000	SUPPLIES & POSTAGE	424	500	500	500	500	500
101-101-804.000	MEMBERSHIP & DUES	16,408	16,825	16,825	16,825	16,825	16,825
101-101-807.000	AUDIT FEES	9,160	9,160	9,160	9,160	9,160	13,500
101-101-826.000	LEGAL FEES	2,335	5,000	5,000	5,000	5,000	5,000
101-101-900.000	PRINTING & PUBLICATIONS	91					
101-101-957.000	EDUCATION/TRAINING/CONVENTION		6,700	6,700	6,700	1,700	1,700
Totals for dept 101 - TOWNSHIP BOARD		61,415	85,707	85,707	85,707	73,817	78,157

NOTES FOR DEPT 101:

Board Fees reduced due to actual special meetings. FY27 pay increase due

Memberships & Dues includes MTA, MML and SEMCOG

Dept 171 - SUPERVISOR

101-171-702.000	SUPERVISOR SALARY	34,273	40,250	40,250	40,250	40,250	40,250
101-171-715.000	EMPLOYERS SOC SEC	2,622	3,080	3,080	3,080	3,080	3,080
101-171-718.000	RETIREMENT	900	900	900	900	900	900
101-171-727.000	SUPPLIES & POSTAGE		100	100	100	100	100
Totals for dept 171 - SUPERVISOR		37,795	44,330	44,330	44,330	44,330	44,330

NOTES FOR DEPT 171

FY27 pay increase due

Dept 172 - ADMINISTRATION						
101-172-702.000	MANAGER SALARY	124,022	137,900	137,900	137,900	137,900
101-172-703.000	VACATION/PTO PAYOUT	4,808	5,000	5,000	9,475	6,000
101-172-704.000	PROJECT SPECIALIST		20,000	20,000		20,000
101-172-709.100	VACATION/PTO ACCRUAL AT YE	(17,051)	5,000	5,000	5,000	5,000
101-172-709.101	MERIT POOL					43,470
101-172-713.000	EARNED SICK LEAVE ACCRUAL		4,651	4,651		4,674
101-172-715.000	EMPLOYERS SOC SEC	9,704	12,711	12,711	12,711	12,713
101-172-716.000	EMPLOYMENT EXPENSE	28,411	30,948	30,948	30,948	33,977
101-172-718.000	RETIREMENT	12,883	13,790	13,790	13,790	13,790
101-172-724.200	TRAVEL EXP STIPEND	3,600	3,600	3,600	3,600	3,600
101-172-727.000	SUPPLIES & POSTAGE	6,136	7,725	7,725	7,725	8,000
101-172-801.000	CONTRACTED SERVICES	554	10,000	10,000	500	2,415
101-172-804.000	MEMBERSHIP & DUES	316	950	950		450
101-172-890.000	CONTINGENCIES		68,700	59,013		72,000
101-172-910.000	INSURANCE	29,610	30,220	30,220	29,966	30,900
101-172-930.000	REPAIRS & MAINTENANCE	5,615	5,000	5,000	5,000	5,000
101-172-956.000	MISCELLANEOUS	50				
101-172-957.000	EDUCATION/TRAINING/CONVENTION	3,000	5,550	5,550	5,550	5,800
101-172-960.000	LEASES - COPIER	909	5,000	5,000	5,000	5,000
Totals for dept 172 - ADMINISTRATION		212,567	366,745	357,058	267,165	410,689
						413,458

NOTES TO DEPT 172:

Contingencies is 2% of overall expenses excluding the annual contribution to the 401 CIP Fund

Merit Pool in total included in Dept 172, will be distributed between departments mid-February

Nearmap is included in budget at 25% of cost (moved from Cable Fund)

Dept 191 - ELECTIONS						
101-191-708.000	ELECTION WORKERS WAGES	45,710				43,448
101-191-715.000	EMPLOYERS SOC SEC	786				378
101-191-727.000	SUPPLIES & POSTAGE	13,860		1,540	17,495	3,670
101-191-801.000	CONTRACTED SERVICES	7,760		1,679	8,500	1,400
101-191-900.000	PRINTING & PUBLICATIONS	120			200	
101-191-930.000	REPAIRS & MAINTENANCE	4,152	5,542	5,542	4,152	6,542
101-191-956.000	MISCELLANEOUS	5,842				7,000
101-191-970.000	CAPITAL OUTLAY		10,300	10,300	234	6,882
Totals for dept 191 - ELECTIONS		78,230	15,842	15,842	7,605	83,445
						12,070

NOTES TO DEPT 191:

2 elections in FY27 - August primary and November General

Dept 192 - FINANCE DEPARTMENT							
101-192-702.000	FINANCE DIRECTOR SALARY	96,617	100,904	100,904	100,904	100,904	100,904
101-192-704.000	FINANCE CLERK WAGES	59,528	62,643	62,643	62,643	62,643	62,643
101-192-715.000	EMPLOYERS SOC SEC	11,392	12,512	12,512	12,512	12,512	12,512
101-192-716.000	EMPLOYMENT EXPENSE	22,498	24,350	24,350	24,380	26,560	29,075
101-192-718.000	RETIREMENT	15,541	16,355	16,355	16,355	16,355	16,355
101-192-727.000	SUPPLIES & POSTAGE	828	1,500	1,500	1,500	1,350	1,350
101-192-804.000	MEMBERSHIP & DUES	325	360	360	345	345	360
101-192-930.000	REPAIRS & MAINTENANCE	3,274	3,372	3,372	3,375	3,476	3,580
101-192-957.000	EDUCATION/TRAINING/CONVENTION	1,066	2,770	2,770	2,770	4,650	2,625
101-192-970.000	CAPITAL OUTLAY				2,623		
Totals for dept 192 - FINANCE DEPARTMENT		211,069	224,766	224,766	227,407	228,795	229,404

NOTES TO DEPT 192:

Education & Training slightly higher due to attendance at July GFOA Conference in Chicago. Note: attendance is budgeted in years when hosting city is within driving distance.

Dept 209 - ASSESSOR							
101-209-702.000	ASSESSOR SALARY	85,352	91,927	91,927	91,927	91,927	91,927
101-209-702.100	SALARY IN LIEU OF BENEFITS	2,700					
101-209-704.000	ASST ASSESSOR WAGES	57,901	60,399	60,399	60,399	60,399	60,399
101-209-708.000	ASSESSING PERSONNEL WAGES	52,510	55,773	55,773	55,773	55,773	55,773
101-209-709.200	ASSESSING INTERN		2,400	2,400		2,400	2,400
101-209-710.000	WAGES IN LIEU OF BENEFITS	7,200	7,200	7,200	7,200	7,200	7,200
101-209-715.000	EMPLOYERS SOC SEC	15,694	16,654	16,654	16,654	16,471	16,471
101-209-716.000	EMPLOYMENT EXPENSE	5,127	13,464	13,464	12,475	14,598	15,876
101-209-718.000	RETIREMENT	19,440	20,810	20,810	20,810	20,810	20,810
101-209-727.000	SUPPLIES & POSTAGE	1,216	1,800	1,800	1,800	2,100	2,200
101-209-801.000	CONTRACTED SERVICES		10,000	10,000	5,000	11,875	11,875
101-209-804.000	MEMBERSHIP & DUES	847	969	969	969	1,000	1,000
101-209-811.000	TAX PREPARATION	4,643	5,700	5,700	5,700	6,300	6,900
101-209-826.000	LEGAL FEES	6,909	50,000	50,000	16,000	15,000	15,000
101-209-850.000	TAX CHARGEBACKS	552	5,000	5,000	5,000	5,000	5,000
101-209-900.000	PRINTING & PUBLICATIONS		375	375	375	375	375
101-209-930.000	REPAIRS & MAINTENANCE	10,428	12,300	12,300	10,700	12,195	12,195
101-209-956.000	MISCELLANEOUS		100	100	100	100	100
101-209-957.000	EDUCATION/TRAINING/CONVENTION	1,554	2,600	2,600	2,600	2,600	2,600
Totals for dept 209 - ASSESSOR		272,073	357,471	357,471	313,482	326,123	328,101

NOTES FOR DEPT 209:

Assessing Intern program active again for FY27

Nearmap is included in budget at 25% of cost (moved from Cable Fund)

Dept 215 - CLERK							
101-215-702.000	CLERK SALARY	72,296	86,500	86,500	86,500	86,500	86,500
101-215-704.000	DEPUTY CLERK WAGES	50,580	56,395	56,395	56,395	54,341	52,687
101-215-704.200	CLERK ASSISTANT/ELECTIONS					43,953	43,608
101-215-706.000	CLERK ASSISTANT/ADMINISTRATION	27,316	32,712	32,712	32,712	27,982	27,688
101-215-708.000	TEMPORARY OFFICE HELP	7,909	1,700	1,700			
101-215-710.000	WAGES IN LIEU OF BENEFITS	2,700					
101-215-715.000	EMPLOYERS SOC SEC	11,842	13,564	13,564	13,564	16,278	16,102
101-215-716.000	EMPLOYMENT EXPENSE	30,444	55,886	55,886	55,886	95,407	104,988
101-215-718.000	RETIREMENT	12,251	14,290	14,290	14,290	18,480	18,280
101-215-727.000	SUPPLIES & POSTAGE	3,662	3,410	3,410	3,410	3,455	3,455
101-215-801.000	CONTRACTED SERVICES		1,800	1,800	1,260	13,500	8,550
101-215-804.000	MEMBERSHIP & DUES	555	675	675	570	1,025	1,025
101-215-861.000	MILEAGE		50	50		231	39
101-215-900.000	PRINTING & PUBLICATIONS	2,645	6,045	6,045	2,625	6,320	3,820
101-215-957.000	EDUCATION/TRAINING/CONVENTION	3,921	5,650	5,650	5,652	10,215	9,120
101-215-970.000	CAPITAL OUTLAY		500	500		2,300	
Totals for dept 215 - CLERK		226,121	279,177	279,177	272,864	379,987	375,862

NOTES TO DEPT 215:

FY27 pay raise due

New Employee Clerk Assistant/Elections has been added. Mid-point range of salary plus full family coverage. FY27 includes 20 hours of overtime for elections and FY28 includes 10 hours of overtime.

FY27 Deputy Clerk wages at 36 hours with an additional 60 hours of overtime for elections & special events, FY28 includes 20 hours of overtime for special events

FY27 Clerk Assistant/Admin includes 15 hours of overtime for special events, FY28 includes 5 hours of overtime for special events

Education for FY27 includes 3rd year of training for the Deputy Clerk at MAMC

Dept 239 - VEHICLE USE							
101-239-860.000	GASOLINE	925	1,550	1,550	1,550	1,592	1,635
101-239-861.000	MILEAGE		100	100	100	100	100
101-239-930.000	REPAIRS & MAINTENANCE	1,644	2,820	2,820	2,820	2,895	2,972
Totals for dept 239 - VEHICLE USE		2,569	4,470	4,470	4,470	4,587	4,707

NOTES TO DEPT 239: Repairs and amaintenance related to general maintenance of Township vehicles

Dept 247 - BOARD OF REVIEW							
101-247-715.000	EMPLOYERS SOC SEC	129	177	177		180	180
101-247-725.000	BOARD OF REVIEW FEES	1,680	2,310	2,310	2,310	2,310	2,310
101-247-727.000	SUPPLIES & POSTAGE	289	400	400	400	450	475
101-247-900.000	PRINTING & PUBLICATIONS	535	450	450	450	450	450
101-247-957.000	EDUCATION/TRAINING/CONVENTION	60	750	750		750	750
Totals for dept 247 - BOARD OF REVIEW		2,693	4,087	4,087	3,160	4,140	4,165

NOTES TO DEPT 247:

No changes proposed for FY2027 and FY2028. Fees are paid to board members for attendance at July, December and March Meetings

Dept 253 - TREASURER							
101-253-702.000	TREASURER SALARY	72,296	80,500	80,500	80,500	80,500	80,500
101-253-704.000	DEPUTY TREASURER WAGES	49,426	63,536	63,536	52,000	59,072	59,072
101-253-706.000	TREASURY ADMIN ASST					29,753	29,753
101-253-708.000	CASHIER WAGES	24,634	29,753	29,753	25,500		
101-253-710.000	WAGES IN LIEU OF BENEFITS	4,500	4,500	4,500	4,500	4,500	4,500
101-253-715.000	EMPLOYERS SOC SEC	11,593	13,640	13,640	13,200	13,298	13,298
101-253-716.000	EMPLOYMENT EXPENSE	12,942	13,969	13,969	13,969	15,155	16,526
101-253-718.000	RETIREMENT	12,130	14,404	14,404	14,404	13,960	13,960
101-253-727.000	SUPPLIES & POSTAGE	818	2,000	2,000	2,000	2,000	2,000

101-253-804.000	MEMBERSHIP & DUES	985	985	985	1,014	1,014	1,050
101-253-811.000	TAX PREPARATION	18,842	14,711	14,711	14,711	15,150	15,605
101-253-811.100	TAX COLLECTION	751	650	650	650	700	750
101-253-826.000	LEGAL FEES	408	200	200	58	200	200
101-253-861.000	MILEAGE	10			5		
101-253-930.000	REPAIRS & MAINTENANCE	6,519	7,800	7,800	7,681	8,100	8,400
101-253-957.000	EDUCATION/TRAINING/CONVENTION	3,172	3,675	3,675	3,675	3,890	4,675
Totals for dept 253 - TREASURER		219,026	250,323	250,323	233,867	247,292	250,289

NOTES TO DEPT 253:

FY27 pay raise due for Treasurer

Job Description update for Cashier to Treasury Assistant

Dept 258 - DATA PROCESSING

101-258-801.000	CONTRACTED SERVICES	43,453	35,600	35,600	15,000	55,910	55,732
101-258-930.000	REPAIRS & MAINTENANCE		5,000	5,000	1,000	5,000	5,000
101-258-970.102	CAPITAL OUTLAY SOFTWARE		2,500	2,500		2,500	2,500
Totals for dept 258 - DATA PROCESSING		43,453	43,100	43,100	16,000	63,410	63,232

NOTES TO DEPT 258:

VC3 - one year contract recommended

Dept 265 - TOWNSHIP HALL & GROUNDS							
101-265-740.000	OPERATING SUPPLIES	4,457	5,025	5,025	5,025	5,142	5,266
101-265-801.000	CONTRACTED SERVICES	22,614	26,531	26,531	26,531	26,574	28,188
101-265-801.009	CONTRACT SERVICES - WATER SYSTEM	29,869	27,605	27,605	80,000	36,130	37,214
101-265-801.010	CONTRACT EQUIPMENT - WATER SYS	2,657	1,835	1,835	5,700	2,879	2,965
101-265-802.100	IRRIGATION REPAIRS	160	500	500	500	500	500
101-265-851.000	TELEPHONE	10,364	14,563	14,563	11,000	11,440	11,897
101-265-920.001	UTILITIES - GAS	5,353	5,041	5,041	6,000	6,180	6,364
101-265-920.002	UTILITIES - ELECTRIC	17,965	17,340	17,340	17,340	17,687	18,040
101-265-920.003	UTILITIES - SOFTENER		225	225	225	225	225
101-265-920.004	UTILITIES - SEWER	737	902	902	800	816	832
101-265-920.005	UTILITIES - WATER	4,982	6,562	6,562	6,000	6,240	6,489
101-265-920.006	REU SURCHARGE FEES	1,325	3,078	3,078	2,000	2,000	2,000
101-265-930.000	REPAIRS & MAINTENANCE	9,357	11,959	11,959	19,819	14,580	11,704
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	2,348	5,000	5,000	5,000	5,030	4,060
101-265-970.000	CAPITAL OUTLAY				4,843		
Totals for dept 265 - TOWNSHIP HALL & GROUNDS		112,188	126,166	126,166	190,783	135,423	135,744

NOTES TO DEPT 265:

Contracted Services includes 25% of Nearmap cost - moved from Cable Fund

Dept 302 - POLICE PROTECTION

101-302-801.000	CONTRACTED SERVICES	257,149	270,063	270,063	270,063	292,916	302,629
101-302-826.000	LEGAL FEES	96	1,200	1,200	150	150	150
Totals for dept 302 - POLICE PROTECTION		257,245	271,263	271,263	270,213	293,066	302,779

NOTES TO DEPT 302:

Contracted services is the cost of the police contract renewed for 3 years.

Dept 400 - PLANNING & ZONING							
101-400-702.000	PLANNING DIRECTOR SALARY	95,433	99,439	99,439	99,439	99,439	99,439
101-400-702.100	SALARY IN LIEU OF BENEFITS	3,000	3,000	3,000	3,000	3,000	3,000
101-400-702.300	PLANNING SPECIALIST	79,321	82,716	82,716	82,716	82,716	82,716
101-400-706.000	PLANNING ASSISTANT 2	52,993	55,594	55,594	55,594	55,594	55,594
101-400-710.000	WAGES IN LIEU OF BENEFITS	3,900	3,000	3,000	3,000	3,000	3,000
101-400-715.000	EMPLOYERS SOC SEC	18,929	19,988	19,988	19,988	19,988	19,988
101-400-716.000	EMPLOYMENT EXPENSE	13,013	15,926	15,926	15,926	17,682	19,200
101-400-718.000	RETIREMENT	22,678	23,775	23,775	23,775	23,775	23,775
101-400-725.000	PLANNING COMMISSION FEES	14,409	17,520	17,520	17,520	17,520	17,520
101-400-727.000	SUPPLIES & POSTAGE	417	1,000	1,000	1,000	1,000	1,000
101-400-801.000	CONTRACTED SERVICES	3,032	3,500	10,000	20,000	1,875	5,375
101-400-801.002	CONSULTING - SITE REVIEWS	1,950	5,850	5,850	5,850	5,850	5,850
101-400-801.100	PROFESSIONAL REVIEW COSTS	229,434	200,000	200,000	229,210	200,000	200,000
101-400-804.000	MEMBERSHIP & DUES	2,218	2,300	2,300	2,300	2,500	2,500
101-400-826.000	LEGAL FEES	5,823	7,000	7,000	3,000	7,000	7,000
101-400-900.000	PRINTING & PUBLICATIONS	1,402	2,180	2,180	1,350	1,350	1,350
101-400-930.000	REPAIRS & MAINTENANCE	316	320	320			
101-400-957.000	EDUCATION/TRAINING/CONVENTION	264	2,500	2,500	1,500	2,500	2,500
101-400-957.400	EDUCATION/TRAINING - PC		500	500	500	500	500
Totals for dept 400 - PLANNING & ZONING		548,532	546,108	552,608	585,668	545,289	550,307

#### NOTES TO DEPT 400

Professional Review Fees are offset by Review Fee Revenue

Contracted Services includes 25% of Nearmap expense moved from Cable TV Fund

Dept 410 - BOARD OF APPEALS							
101-410-715.000	EMPLOYERS SOC SEC		87	87	87	87	87
101-410-725.000	ZBA FEES		1,135	1,135	1,135	1,135	1,135
101-410-900.000	PRINTING & PUBLICATIONS		300	300	300	300	300
101-410-957.000	EDUCATION/TRAINING/CONVENTION		500	500	500	500	500
Totals for dept 410 - BOARD OF APPEALS			2,022	2,022	2,022	2,022	2,022

#### NOTES TO DEPT 410:

No changes for FY2027 & FY2028. Fees for ZBA members to attend meetings. Assumes 2 meetings in the year.

Dept 441 - DEPARTMENT OF PUBLIC WORKS							
101-441-702.000	DPW DIRECTOR SALARY	86,463	90,670	90,670	90,670	90,670	90,670
101-441-704.000	DPW ASSISTANT WAGES	49,996	54,304	54,304	54,304	54,304	54,304
101-441-715.000	EMPLOYERS SOC SEC	9,308	11,091	11,091	11,091	11,091	11,091
101-441-716.000	EMPLOYMENT EXPENSE	56,996	62,073	62,073	62,073	68,165	75,052
101-441-718.000	RETIREMENT	13,597	14,498	14,498	14,498	14,498	14,498
101-441-727.000	SUPPLIES & POSTAGE	606	1,000	1,000	1,000	1,030	1,061
101-441-740.000	OPERATING SUPPLIES	338	1,543	1,543	1,700	1,576	1,610
101-441-801.000	CONTRACTED SERVICES	25,095	30,000	30,000	28,294	33,075	33,075
101-441-801.007	TREATMENT PLANT SAMPLING	27,870	29,900	29,900	29,900	29,900	29,900
101-441-804.000	MEMBERSHIP & DUES	552	670	670	670	849	849
101-441-900.000	PRINTING & PUBLICATIONS		250	250	250	250	250
101-441-930.000	SOFTWARE MAINTENANCE	614	700	700	700	700	700
101-441-957.000	EDUCATION/TRAINING/CONVENTION	680	2,350	2,350	1,150	2,350	2,350
Totals for dept 441 - DEPARTMENT OF PUBLIC WORKS		272,115	299,049	299,049	296,300	308,458	315,410

NOTES TO DEPT 441:

Contract Services includes 25% of Nearmap fees moved from Cable Fund

Dept 444 - SIDEWALKS

101-444-801.009	CONTRACT SERVICES - WATER SYSTEM		2,000	2,000			
101-444-930.000	REPAIRS & MAINTENANCE	407	3,000	3,000	3,000	3,000	3,000
101-444-969.005	SIDEWALKS	4,000	4,000	4,000	4,000	4,000	4,000
Totals for dept 444 - SIDEWALKS		4,407	9,000	9,000	7,000	7,000	7,000

NOTES FOR DEPT 444:

Contract Services from the Water System have been removed

Dept 448 - STREET LIGHTS

101-448-921.000	STREET LIGHTS	21,019	19,800	19,800	19,800	20,196	20,600
101-448-930.000	REPAIRS & MAINTENANCE	724	500	500	500	500	500
Totals for dept 448 - STREET LIGHTS		21,743	20,300	20,300	20,300	20,696	21,100

NOTES FOR DEPT 448:

FY27 and FY28 costs for Street Lights expected to increase due to rising costs

Dept 463 - ROADS & M59 MEDIAN							
101-463-802.000	LAWN/SNOW MAINTENANCE	27,317	31,339	31,339	31,339	32,279	32,279
101-463-802.100	IRRIGATION REPAIRS		1,500	1,500	1,500	1,500	1,500
101-463-920.005	UTILITIES - WATER	2,525	4,100	4,100	3,000	3,000	3,000
101-463-920.006	REU SURCHARGE FEES		2,908	2,908	200	200	200
101-463-969.002	ROAD CHLORIDE	53,046	86,600	86,600	50,000	75,000	75,000
Totals for dept 463 - ROADS & M59 MEDIAN		82,888	126,447	126,447	86,039	111,979	111,979

NOTES FOR DEPT 463:

M59 median maintenance includes fresh mulch annual

Road Chloride costs stable and assumes 3 applications (split annually 75%/25% between GF and Road Fund)

Dept 465 - DRAINS, PUBLIC BENEFIT

101-465-956.000	MISCELLANEOUS	3,093	3,900	3,900	3,000	3,000	3,000
101-465-963.000	DRAINS AT LARGE	6,238	7,500	7,500	7,681	5,400	5,400
Totals for dept 465 - DRAINS, PUBLIC BENEFIT		9,331	11,400	11,400	10,681	8,400	8,400

NOTES TO DEPT 465:

Miscellaneous fees for state compliance of MS4 permit

Drains at Large determined by LCDC for Township owned properties within drainage districts

Dept 567 - CEMETERIES

101-567-727.000	SUPPLIES & POSTAGE	17	1,500	1,500	1,500	1,500	1,500
101-567-801.009	CONTRACT SERVICES - WATER SYSTEM	8,789	10,654	10,654	15,000	12,371	12,742
101-567-801.010	CONTRACT EQUIPMENT - WATER SYS	926	1,092	1,092	1,700	994	1,024
101-567-920.000	UTILITIES	220	200	200	200	200	200
101-567-930.000	REPAIRS & MAINTENANCE	670	17,609	17,609	10,000	11,240	10,487
101-567-970.000	CAPITAL OUTLAY	9,393	2,400	2,400	2,294		
Totals for dept 567 - CEMETERIES		20,015	33,455	33,455	28,400	26,305	25,953

NOTES TO DEPT 567:

R&M includes \$10,000 placeholder for property maintenance associated with trees, fences and other issues

Cemetery mowings provided by Water staff

Dept 577 - COMMUNICATIONS							
101-577-702.000	COMMUNICATION WAGES (PT)	45,976	47,905	47,905	47,905	47,905	47,905
101-577-704.000	CABLE OPERATOR WAGES	1,945	2,894	2,894	2,894	2,894	2,894
101-577-715.000	EMPLOYERS SOC SEC	3,666	3,887	3,887	3,887	3,887	3,887
101-577-727.000	SUPPLIES & POSTAGE	42	100	100	110	150	150
101-577-740.000	OPERATING SUPPLIES	1,204	3,000	3,000	3,000	3,000	3,000
101-577-801.000	CONTRACTED SERVICES	132	1,250	1,250	1,250	250	250
101-577-801.020	CONTRACT SERVICES - HTLD LIVING		2,250	2,250	2,250	2,250	2,250
101-577-804.000	MEMBERSHIP & DUES	995	3,450	3,450	3,450	3,400	3,400
101-577-900.000	PRINTING & PUBLICATIONS	5,792	7,700	7,700	7,700	7,700	7,700
101-577-956.000	SPECIAL EVENTS	46	500	500	500	500	500
101-577-957.000	EDUCATION/TRAINING/CONVENTION	60	500	500	500	500	500
Totals for dept 577 - COMMUNICATIONS		59,858	73,436	73,436	73,446	77,436	72,436

NOTES TO DEPT 577:

Operating supplies includes items for new Welcome Basket

Contracted services includes expenses for Hartland Living

Special events support items for Veterans Memorial May event

Dept 703 - COMMUNITY INVESTMENTS							
101-703-881.000	HARTLAND SENIOR CENTER CONTRIBUTION	22,000	23,000	23,000	23,000	24,000	25,000
101-703-882.000	HERO CENTER CONTRIBUTION	22,000	23,000	23,000	23,000	24,000	25,000
101-703-883.100	HAYAA: SPRANGER FIELD CONTRACT	9,000	9,000	9,000	9,000	9,000	9,000
101-703-883.200	HERITAGE PARK: HARTLAND PARTNERS	11,978	15,850	15,850	15,850	15,850	15,850
101-703-885.000	DEARING MUSEUM		5,000	5,000	10,250	5,408	5,570
Totals for dept 703 - COMMUNITY INVESTMENTS		64,978	75,850	75,850	81,100	78,258	80,420

NOTES FOR DEPT 703:

Contracts with all partners increased by \$1,000 for Hartland Senior Center & Hero Center. Dearing Museum investment increased by 3%.

Dept 722 - ZONING CODE ENFORCEMENT							
101-722-704.000	ENFORCEMENT WAGES	18,329	25,040	28,000	28,000	30,649	30,649
101-722-715.000	EMPLOYERS SOC SEC	1,402	1,916	2,143	2,143	2,345	2,345
101-722-727.000	SUPPLIES & POSTAGE	87	100	100	100	100	100
101-722-826.000	LEGAL FEES	7,020	5,000	5,000	10,000	7,500	7,500
101-722-957.000	EDUCATION/TRAINING/CONVENTION		300	300	300	300	300
Totals for dept 722 - ZONING CODE ENFORCEMENT		26,838	32,356	35,543	40,543	40,894	40,894

NOTES TO DEPT 722:

Wages cover full year of 3 days per week.

Dept 751 - PARKS & RECREATION							
101-751-740.000	OPERATING SUPPLIES	2,128	3,222	3,222	5,000	9,132	5,267
101-751-801.000	CONTRACTED SERVICES	9,880	6,500	6,500	6,500	6,500	6,500
101-751-801.009	CONTRACT SERVICES - WATER SYSTEM	34,171	38,399	38,399	45,000	39,565	40,752
101-751-801.010	CONTRACT EQUIPMENT - WATER SYS	1,756	1,832	1,832	4,200	1,934	1,992
101-751-802.000	LAWN/SNOW MAINTENANCE	495	2,700	2,700	1,500	1,500	1,500
101-751-920.002	UTILITIES - ELECTRIC	5,959	5,790	5,790	7,000	7,280	7,571
101-751-920.004	UTILITIES - SEWER	573	1,500	1,500	1,000	1,000	1,000
101-751-920.006	REU SURCHARGE FEES	11	10	10			
101-751-930.000	REPAIRS & MAINTENANCE	4,413	17,200	17,200	14,650	21,200	11,650
101-751-955.000	PARKS - SPECIAL EVENTS	19,864	20,000	20,000	20,000	20,000	20,000
101-751-956.000	FARMERS MARKET	12,313					
101-751-970.000	CAPITAL OUTLAY		2,400	2,400	2,294		
Totals for dept 751 - PARKS & RECREATION		91,563	99,553	99,553	107,144	108,111	96,232

NOTES TO DEPT 751:

Repairs and Maintenance includes one time fees for sign cleaning and security camera upgrades at all parks

Dept 901 - APPROPRIATIONS-TRANSFER OUT							
101-901-999.401	TRANSFER OUT CAPITAL IMP	500,000	500,000	500,000	500,000	350,000	350,000
Totals for dept 901 - APPROPRIATIONS-TRANSFER OUT		500,000	500,000	500,000	500,000	350,000	350,000

TOTAL APPROPRIATIONS		3,438,712	3,902,423	3,902,423	3,766,536	3,979,952	3,924,451
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NOTES TO DEPT 901:

Annual transfer to 401 reduced due to flat revenues

NET OF REVENUES/APPROPRIATIONS - FUND 101		485,304	40,281	40,281	363,010	6,480	70,388
BEGINNING FUND BALANCE		4,058,160	4,543,462	4,543,462	4,543,462	4,906,472	4,912,952
ENDING FUND BALANCE		4,543,464	4,583,743	4,583,743	4,906,472	4,912,952	4,983,340

Fund 401 - CAPITAL PROJECTS FUND

ESTIMATED REVENUES

Dept 000

401-000-627.000	RIGHT OF WAY FEES	18,265	19,775	19,775	23,977	20,600	20,600
401-000-665.000	INTEREST EARNINGS	23,270	13,000	13,000		25,000	25,000
401-000-669.359	TRANSFER FROM BULLARD LAKE SAD	102,459					
401-000-699.101	TRANSFER IN GF	500,000	500,000	500,000	500,000	350,000	350,000
Totals for dept 000 -		643,994	532,775	532,775	523,977	395,600	395,600

TOTAL ESTIMATED REVENUES

		643,994	532,775	532,775	523,977	395,600	395,600
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APPROPRIATIONS

Dept 000

401-000-890.000	CONTINGENCIES	20,000	20,000		20,000	20,000
401-000-970.000	CAPITAL OUTLAY - GENERAL	28,114	20,000	20,000	12,000	100,000
Totals for dept 000 -		28,114	20,000	20,000	32,000	120,000

Dept 239 - VEHICLE USE

401-239-970.000	CAPITAL OUTLAY - VEHICLES	25,000	25,000			
Totals for dept 239 - VEHICLE USE		25,000	25,000			

Dept 258 - DATA PROCESSING

401-258-970.000	CAPITAL OUTLAY EQUIPMENT	59,900	84,900	90,000		
Totals for dept 258 - DATA PROCESSING		59,900	84,900	90,000		

Dept 265 - TOWNSHIP HALL & GROUNDS

401-265-930.001	HERO REPAIRS & MAINT. EQUIPMENT				7,500	
401-265-970.000	CAPITAL OUTLAY	350,861	19,500	19,500	169,500	159,500
Totals for dept 265 - TOWNSHIP HALL & GROUNDS		350,861	19,500	19,500	177,000	159,500

Dept 444 - SIDEWALKS

401-444-969.005	SIDEWALKS	14,367	440,000	440,000	103,000	250,000
Totals for dept 444 - SIDEWALKS		14,367	440,000	440,000	103,000	250,000

Dept 463 - ROADS & M59 MEDIAN

401-463-969.012	M59 IMPROVEMENTS	15,543	230,000	230,000	4,264	50,000
Totals for dept 463 - ROADS & M59 MEDIAN		15,543	230,000	230,000	4,264	50,000

Dept 751 - PARKS & RECREATION

401-751-801.000	CONTRACTED SERVICES		20,000	20,000	20,000	5,000
401-751-970.000	CAPITAL OUTLAY		114,883	114,883	114,883	10,000
401-751-970.006	SPRANGER FIELD		150,000	150,000		50,000
401-751-970.008	HERITAGE PARK	124,900	15,000	15,000		20,000
401-751-970.009	SETTLERS PARK	248,504	266,000	266,000		30,000
Totals for dept 751 - PARKS & RECREATION		373,404	565,883	565,883	134,883	80,000
						55,000

TOTAL APPROPRIATIONS

		782,289	1,335,283	1,385,283	357,147	589,000	334,500
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NOTES TO FUND 401 - CAPITAL PROJECTS FUND:

Significant expenditures:

Township Hall flat section of roof repaired

Improvements to Township Interior and Board Room

Water softener for Hero Center

Heritage Park Event Messaging Sign

Water fountains for parks

New monitor well installation at Settlers Park

New Welcome signs on M59  
 Spranger Field Facility Upgrades were removed due to quoted cost of \$250,000  
 Added .gov projects - Grant funds and expense of \$25,000

NET OF REVENUES/APPROPRIATIONS - FUND 401	(138,295)	(802,508)	(852,508)	166,830	(193,400)	61,100
BEGINNING FUND BALANCE	1,999,738	1,861,444	1,861,444	1,861,444	2,028,274	1,834,874
ENDING FUND BALANCE	1,861,443	1,058,936	1,008,936	2,028,274	1,834,874	1,895,974
ESTIMATED REVENUES - ALL FUNDS	4,568,010	4,475,479	4,475,479	4,653,523	4,382,032	4,390,439
APPROPRIATIONS - ALL FUNDS	4,221,001	5,237,706	5,287,706	4,123,683	4,568,952	4,258,951
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS	347,009	(762,227)	(812,227)	529,840	(186,920)	131,488
BEGINNING FUND BALANCE - ALL FUNDS	6,057,898	6,404,906	6,404,906	6,404,906	6,934,746	6,747,826
ENDING FUND BALANCE - ALL FUNDS	6,404,907	5,642,679	5,592,679	6,934,746	6,747,826	6,879,314

HARTLAND TOWNSHIP FISCAL YEAR 2026-2027 BUDGET  
MAJOR AND MINOR GOVERNMENTAL FUNDS

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY	2025-26 ORIGINAL BUDGET	2025-26 AMENDED BUDGET	2025-26 PROJECTED ACTIVITY	2026-27 MANAGER RECOMMENDED BUDGET	2027-28 MANAGER RECOMMENDED BUDGET
<b>FUND 204 - MUNICIPAL STREET FUND</b>							
<b>ESTIMATED REVENUES</b>							
Dept 000							
204-000-402.000	CURRENT REAL PROP TAX	1,354,423	1,388,463	1,388,463	1,422,675	1,466,741	1,508,038
204-000-413.000	CHARGEBACK TAXES	757					
204-000-446.000	INT.&PEN DEL TAX	34			37		
204-000-569.000	STATE GRANTS - SBTE				1,424		
204-000-573.000	LOCAL COMMUNITY STABILIZATION SHA	4,790	4,700	4,700	4,700	4,700	4,700
204-000-665.000	INTEREST EARNINGS	6,913	3,800	3,800	6,372	6,300	6,300
204-000-698.000	BOND PROCEEDS						4,250,000
Totals for dept 000 -		1,366,917	1,396,963	1,396,963	1,435,208	1,477,741	5,769,038
<b>TOTAL ESTIMATED REVENUES</b>		1,366,917	1,396,963	1,396,963	1,435,208	1,477,741	5,769,038
<b>APPROPRIATIONS</b>							
Dept 000							
204-000-826.000	LEGAL FEES				41		
204-000-850.000	TAX CHARGEBACKS	13	6,000	6,000	1,000	1,000	1,000
204-000-969.002	ROAD CHLORIDE	17,682	24,500	24,500	16,000	20,000	20,000
204-000-969.100	GRAVEL ROAD IMPROVEMENTS	466,286		79,000	79,000	122,500	518,000
204-000-969.200	PAVED ROAD IMPROVEMENTS	973,081	1,262,500	1,262,500	1,262,500	2,862,556	4,252,911
204-000-969.300	OTHER ROAD IMPROVEMENTS	7,000					
204-000-991.003	2027 ROAD BOND PRINCIPAL						148,750
Totals for dept 000 -		1,464,062	1,293,000	1,372,000	1,358,541	3,006,056	4,940,661
<b>TOTAL APPROPRIATIONS</b>		1,464,062	1,293,000	1,372,000	1,358,541	3,006,056	4,940,661
<b>NET OF REVENUES/APPROPRIATIONS - FUND 204</b>							
BEGINNING FUND BALANCE		(97,145)	103,963	24,963	76,667	(1,528,315)	828,377
ENDING FUND BALANCE		2,451,220	2,354,076	2,354,076	2,354,076	2,430,743	902,428
		2,354,075	2,458,039	2,379,039	2,430,743	902,428	1,730,805

**NOTES TO FUND 204 - MUNICIPAL STREET FUND**

Property Taxes: estimated using same method as General Fund - using current Taxable Value plus growth factor and new construction outlook, results in a 3% increase and 2.8% increase for FY27 and FY28, respectively  
 2026 Paved Road improvements include Old US23 from M59 to Crouse and Pleasant Valley. 2027 Projects include Bergin Road and Blaine Road Phase 2.  
 2026 Gravel Road improvements include repaving Clyde Road from US23 to end of pavement and heavy rehab on Bullard Road

HARTLAND TOWNSHIP FISCAL YEAR 2026-2027 BUDGET  
MAJOR AND MINOR GOVERNMENTAL FUNDS

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY	2025-26 ORIGINAL BUDGET	2025-26 AMENDED BUDGET	2025-26 PROJECTED ACTIVITY	2026-27 MANAGER RECOMMENDED BUDGET	2027-28 MANAGER RECOMMENDED BUDGET
<b>FUND 206 - FIRE OPERATING</b>							
ESTIMATED REVENUES							
Dept 000							
206-000-402.000	CURRENT REAL PROP TAX	1,919,842	1,969,463	1,969,463	2,045,383	2,108,722	2,168,095
206-000-413.000	CHARGEBACK TAXES	1,081					
206-000-446.000	INT.&PEN DEL TAX	48			52	50	50
206-000-569.000	STATE GRANTS - SBTE				2,033		
206-000-573.000	LOCAL COMMUNITY STABILIZATION SHA	3,101	4,000	4,000	4,000	3,100	3,100
206-000-665.000	INTEREST EARNINGS	418	450	450	215	260	260
206-000-694.000	OTHER REVENUE	591			2	2	2
Totals for dept 000 -		1,925,081	1,973,913	1,973,913	2,051,685	2,112,134	2,171,507
TOTAL ESTIMATED REVENUES		1,925,081	1,973,913	1,973,913	2,051,685	2,112,134	2,171,507
APPROPRIATIONS							
Dept 000							
206-000-801.000	CONTRACTED SERVICES	1,022	1,000	1,000	1,063	1,100	1,100
206-000-801.009	CONTRACT SERVICES - WATER SYSTEM	2,342	1,500	1,500	1,600	1,700	1,800
206-000-801.010	CONTRACT EQUIPMENT - WATER SYS	40	140	140	300	400	500
206-000-802.000	LAWN/SNOW MAINTENANCE	10,557	9,160	9,160	11,601	12,000	12,500
206-000-807.000	AUDIT FEES	850	850	850	850	850	1,500
206-000-850.000	TAX CHARGEBACKS	18	6,500	6,500	1,000	1,000	1,000
206-000-920.002	UTILITIES - ELECTRIC	897	987	987	987	1,100	1,100
206-000-930.000	SOFTWARE MAINTENANCE	122	160	160	160	140	140
206-000-930.001	REPAIRS & MAINT. EQUIPMENT	2,975	6,100	6,100	2,975	3,000	3,000
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	66,367	177,000	177,000	88,988	64,500	4,500
206-000-970.001	CAPITAL OUTLAY - EQUIPMENT		20,000	20,000			
206-000-970.003	CAPITAL OUTLAY - BLDG GRDS	19,792			3,195		
206-000-999.336	CONTRIBUTION TO FIRE AUTHORITY	1,869,233	1,689,375	1,689,375	1,689,375	1,848,299	1,903,750
Totals for dept 000 -		1,974,215	1,912,772	1,912,772	1,802,094	1,934,089	1,930,890
TOTAL APPROPRIATIONS		1,974,215	1,912,772	1,912,772	1,802,094	1,934,089	1,930,890
NET OF REVENUES/APPROPRIATIONS - FUND 206		(49,134)	61,141	61,141	249,591	178,045	240,617
BEGINNING FUND BALANCE		2,220,615	2,171,480	2,171,480	2,171,480	2,421,071	2,599,116
ENDING FUND BALANCE		2,171,481	2,232,621	2,232,621	2,421,071	2,599,116	2,839,733

NOTES TO FUND 206 - FIRE OPERATING

Millage expired in 2025. For Property Tax estimates are based on current Millage of 2.00. Millage renewal is planned for August 2026 election, a budget amendment will be necessary to update revenues  
Capital outlay expense covers station 62 roof replacement and radiant heaters

HARTLAND TOWNSHIP FISCAL YEAR 2026-2027 BUDGET  
MAJOR AND MINOR GOVERNMENTAL FUNDS

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY	2025-26 ORIGINAL BUDGET	2025-26 AMENDED BUDGET	2025-26 PROJECTED ACTIVITY	2026-27 MANAGER RECOMMENDED BUDGET	2027-28 MANAGER RECOMMENDED BUDGET
<b>FUND 212 - LIQUOR LAW ENFORCEMENT</b>							
<b>ESTIMATED REVENUES</b>							
Dept 000							
212-000-575.000	LIQUOR LICENSE FEES	12,134	12,461	12,461	12,517	12,527	12,778
212-000-665.000	INTEREST EARNINGS	31	25	25	24	25	25
Totals for dept 000 -		12,165	12,486	12,486	12,541	12,552	12,803
<b>TOTAL ESTIMATED REVENUES</b>		12,165	12,486	12,486	12,541	12,552	12,803
<b>APPROPRIATIONS</b>							
Dept 000							
212-000-801.000	CONTRACTED SERVICES	5,500	12,236	12,236	5,500	12,302	12,803
212-000-826.000	LEGAL FEES		250	250		250	250
Totals for dept 000 -		5,500	12,486	12,486	5,500	12,552	13,053
<b>TOTAL APPROPRIATIONS</b>		5,500	12,486	12,486	5,500	12,552	13,053
<b>NET OF REVENUES/APPROPRIATIONS - FUND 212</b>							
BEGINNING FUND BALANCE		6,665		7,041			(250)
ENDING FUND BALANCE		106,854	113,518	113,518	113,518	120,559	120,559
		113,519	113,518	113,518	120,559	120,559	120,309

**NOTES TO FUND 212 - LIQUOR LAW ENFORCEMENT**

Revenue is provided by the State based on the number of liquor licenses active in the Township  
Hartland Deerfield Fire Authority is contracted to perform out liquor inspections

HARTLAND TOWNSHIP FISCAL YEAR 2026-2027 BUDGET  
MAJOR AND MINOR GOVERNMENTAL FUNDS

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY	2025-26 ORIGINAL BUDGET	2025-26 AMENDED BUDGET	2025-26 PROJECTED ACTIVITY	2026-27 MANAGER RECOMMENDED BUDGET	2027-28 MANAGER RECOMMENDED BUDGET
<b>Fund 577 - CABLE TV FUND</b>							
<b>ESTIMATED REVENUES</b>							
Dept 000							
577-000-607.000	PEG FEES	81,308	80,925	80,925	79,050	76,700	74,400
577-000-665.000	INTEREST EARNINGS	49			30		
Totals for dept 000 -		81,357	80,925	80,925	79,080	76,700	74,400
<b>TOTAL ESTIMATED REVENUES</b>		<b>81,357</b>	<b>80,925</b>	<b>80,925</b>	<b>79,080</b>	<b>76,700</b>	<b>74,400</b>
<b>APPROPRIATIONS</b>							
Dept 000							
577-000-740.000	OPERATING SUPPLIES		2,100	2,100	500	2,100	2,100
577-000-801.000	CONTRACTED SERVICES & RENTALS	27,775	10,000	10,000	20,000	10,800	10,800
577-000-805.000	INTERNET	12,731	11,400	11,400	11,400	17,832	17,832
577-000-806.000	CABLE TV FEES	2,140	2,236	2,236	2,236	2,471	2,471
577-000-930.000	REPAIRS & MAINTENANCE	2,496	1,500	1,500	2,630	2,650	2,650
577-000-941.000	RENT	12,984	12,984	12,984	12,984		
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	22,871	24,400	24,400	24,400	9,500	9,500
577-000-970.000	CAPITAL OUTLAY		25,000	25,000		25,000	9,000
Totals for dept 000 -		80,997	89,620	89,620	74,150	70,353	54,353
<b>TOTAL APPROPRIATIONS</b>		<b>80,997</b>	<b>89,620</b>	<b>89,620</b>	<b>74,150</b>	<b>70,353</b>	<b>54,353</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 577</b>		<b>360</b>	<b>(8,695)</b>	<b>(8,695)</b>	<b>4,930</b>	<b>6,347</b>	<b>20,047</b>
BEGINNING FUND BALANCE		202,964	203,324	203,324	203,324	208,254	214,601
ENDING FUND BALANCE		203,324	194,629	194,629	208,254	214,601	234,648

**NOTES TO FUND 577 - CABLE TV FUND**

Revenues come from Comcast and have been decreasing at 2% per year. This is due to use of streaming services and a decline in cable services.

Certain expenses have been moved into the General Fund to relieve the burden on this fund including NearMap and some contracted services.

The rental fee previously paid to the General Fund has been eliminated.

HARTLAND TOWNSHIP FISCAL YEAR 2026-2027 BUDGET  
ROAD SPECIAL ASSESSMENT FUNDS

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY	2025-26 ORIGINAL BUDGET	2025-26 AMENDED BUDGET	2025-26 PROJECTED ACTIVITY	2026-27 MANAGER RECOMMENDED BUDGET	2027-28 MANAGER RECOMMENDED BUDGET
<b>Fund 354 - M59 &amp; HARTLAND ROAD DEBT SERVICE FUND</b>							
ESTIMATED REVENUES							
Dept 000							
354-000-404.000	2009 M-59 ROAD SAD REVENUE	172,679	172,680	172,680	172,679	172,680	172,680
354-000-404.001	HROAD SPEC ASSESS REVENUE	58,179	58,179	58,179	58,179	58,179	58,179
354-000-447.001	2009 M-59 ROAD SAD INTEREST	54,086	48,077	48,077	48,076	42,067	36,058
354-000-447.002	HROAD SPEC ASSESS INTEREST	18,222	16,198	16,198	16,198	14,173	12,149
354-000-665.000	INTEREST EARNINGS	253	250	250	214	200	200
Totals for dept 000 -		303,419	295,384	295,384	295,346	287,299	279,266
TOTAL ESTIMATED REVENUES		303,419	295,384	295,384	295,346	287,299	279,266
APPROPRIATIONS							
Dept 000							
354-000-826.000	LEGAL FEES				147		
354-000-991.001	2019 M59/HTLND BOND PRINCIPAL	220,000	210,000	210,000	210,000	205,000	195,000
354-000-996.000	BOND FEES	500	500	500	500	500	500
354-000-997.010	2019 REFUNDING BOND INTEREST	51,500	45,600	45,600	45,600	39,375	33,375
Totals for dept 000 -		272,000	256,100	256,100	256,247	244,875	228,875
TOTAL APPROPRIATIONS		272,000	256,100	256,100	256,247	244,875	228,875
NET OF REVENUES/APPROPRIATIONS - FUND 354							
BEGINNING FUND BALANCE		31,419	39,284	39,284	39,099	42,424	50,391
ENDING FUND BALANCE		514,818	546,237	546,237	546,237	585,336	627,760
		546,237	585,521	585,521	585,336	627,760	678,151

Notes to Fund 354 - 2009 M-59 Improvement Bond :  
Assessment through 2032  
No notable changes to budget for FY2027

HARTLAND TOWNSHIP FISCAL YEAR 2026-2027 BUDGET  
ROAD SPECIAL ASSESSMENT FUNDS

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY	2025-26 ORIGINAL BUDGET	2025-26 AMENDED BUDGET	2025-26 PROJECTED ACTIVITY	2026-27 MANAGER RECOMMENDED BUDGET	2027-28 MANAGER RECOMMENDED BUDGET
<b>Fund 358 - MILLPOINTE ROAD DEBT SERVICE FUND</b>							
ESTIMATED REVENUES							
Dept 000							
358-000-451.000	SPECIAL ASSESSMENT PRINCIPAL	78,347	73,500	73,500	75,116	73,500	
358-000-451.001	SPECIAL ASSESSMENT INTEREST	9,369	6,270	6,270	6,049	3,101	
358-000-665.000	INTEREST EARNINGS	45	40	40	25		
Totals for dept 000 -		87,761	79,810	79,810	81,190	76,601	
TOTAL ESTIMATED REVENUES							
		87,761	79,810	79,810	81,190	76,601	
APPROPRIATIONS							
Dept 000							
358-000-826.000	LEGAL FEES				36		
358-000-991.000	BOND - PRINCIPAL	100,000	100,000	100,000	100,000	105,000	110,000
358-000-996.000	BOND FEES	500	500	500	500	500	500
358-000-997.000	BOND INTEREST PAYMENT	11,088	8,088	8,088	8,088	5,013	1,719
Totals for dept 000 -		111,588	108,588	108,588	108,624	110,513	112,219
TOTAL APPROPRIATIONS							
		111,588	108,588	108,588	108,624	110,513	112,219
NET OF REVENUES/APPROPRIATIONS - FUND 358							
BEGINNING FUND BALANCE		(23,827)	(28,778)	(28,778)	(27,434)	(33,912)	(112,219)
ENDING FUND BALANCE		238,680	214,853	214,853	214,853	187,419	153,507
		214,853	186,075	186,075	187,419	153,507	41,288

FUND 358 NOTES:

FY27 is last year for SAD payments, final bond payment is FY28.

Estimated remaining cash after final bond payment is \$41,288

HARTLAND TOWNSHIP FISCAL YEAR 2026-2027 BUDGET  
ROAD SPECIAL ASSESSMENT FUNDS

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY	2025-26 ORIGINAL BUDGET	2025-26 AMENDED BUDGET	2025-26 PROJECTED ACTIVITY	2026-27 MANAGER RECOMMENDED BUDGET	2027-28 MANAGER RECOMMENDED BUDGET
<b>Fund 359 - BULLARD LAKE ROAD SAD</b>							
ESTIMATED REVENUES							
Dept 000							
359-000-451.000	SPECIAL ASSESSMENT REVENUE	14,741	14,742	14,742	14,742	14,742	14,742
359-000-451.001	SPECIAL ASSESSMENT INTEREST	2,432	1,946	1,946	1,946	1,460	973
359-000-665.000	INTEREST EARNINGS	20	25	25	10		
Totals for dept 000 -		17,193	16,713	16,713	16,698	16,202	15,715
TOTAL ESTIMATED REVENUES							
		17,193	16,713	16,713	16,698	16,202	15,715
APPROPRIATIONS							
Dept 000							
359-000-995.401	TRANSFER TO CAPITAL PROJECTS	102,459					
Totals for dept 000 -		102,459					
TOTAL APPROPRIATIONS							
		102,459					
NET OF REVENUES/APPROPRIATIONS - FUND 359							
BEGINNING FUND BALANCE		(85,266)	16,713	16,713	16,698	16,202	15,715
ENDING FUND BALANCE		112,443	27,178	27,178	27,178	43,876	60,078
		27,177	43,891	43,891	43,876	60,078	75,793

Notes to Fund 359 - Bullard Lake Road SAD:  
Assessment through 2028  
No notable changes to budget for FY2027

HARTLAND TOWNSHIP FISCAL YEAR 2026-2027 BUDGET  
ROAD SPECIAL ASSESSMENT FUNDS

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY	2025-26 ORIGINAL BUDGET	2025-26 AMENDED BUDGET	2025-26 PROJECTED ACTIVITY	2026-27 MANAGER RECOMMENDED BUDGET	2027-28 MANAGER RECOMMENDED BUDGET
<b>Fund 852 - ROAD SPECIAL ASSESSMENT DISTRICTS</b>							
ESTIMATED REVENUES							
Dept 453 - HARTLAND WOODS ROAD SAD							
852-453-451.000	SPECIAL ASSESSMENT REVENUE	53,249	53,249	53,249	68,462	50,713	50,713
852-453-451.001	SPECIAL ASSESSMENT INTEREST	8,307	7,269	7,269	7,269	5,934	4,945
852-453-665.000	INTEREST EARNINGS	44	25	25	45	25	
Totals for dept 453 - HARTLAND WOODS ROAD SAD		61,600	60,543	60,543	75,776	56,672	55,658
TOTAL ESTIMATED REVENUES							
NET OF REVENUES/APPROPRIATIONS - FUND 852		61,600	60,543	60,543	75,776	56,672	55,658
BEGINNING FUND BALANCE		153,488	215,088	215,088	215,088	290,864	347,536
ENDING FUND BALANCE		215,088	275,631	275,631	290,864	347,536	403,194

Notes to Fund 852 - Road Special Assessment District  
Hartland Woods Assessment through 2032  
No notable changes to budget for FY2027

HARTLAND TOWNSHIP FISCAL YEAR 2026-2027 BUDGET  
SEWER FUND OPS AND SPECIAL ASSESSMENT DISTRICTS

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY	2025-26 ORIGINAL BUDGET	2025-26 AMENDED BUDGET	2025-26 PROJECTED ACTIVITY	2026-27 MANAGER RECOMMENDED BUDGET	2027-28 MANAGER RECOMMENDED BUDGET
<b>FUND 590 - SEWER OPERATING</b>							
Dept 000	ESTIMATED REVENUES						
590-000-600.100	SEWER USAGE FLAT RATE	584,426	585,366	585,366	585,000	601,072	622,340
590-000-600.200	SEWER USAGE METERED	472,363	521,180	521,180	521,000	536,630	552,730
590-000-600.300	SEWER CAPITAL CHARGES	245,311	265,601	265,601	280,000	275,320	276,320
590-000-600.600	SEWER RTS CHARGE	1,270,142	1,350,400	1,350,400	1,350,000	1,447,680	1,476,130
590-000-601.000	USER FEES			20			
590-000-601.001	PENALTIES ON USER FEES	34,818	31,300	31,300	34,671	33,600	33,850
590-000-602.000	CONNECTION FEES	3,666,223	188,780	188,780	18,878	141,585	141,585
590-000-602.100	SURCHARGE FEES	72,395	84,000	84,000	80,000	71,500	71,500
590-000-605.000	METER SALES		2,500	2,500		2,500	2,500
590-000-665.000	INTEREST EARNINGS	246,657	28,000	28,000	240,000	120,000	120,000
590-000-665.001	UNREALIZED GAIN OR LOSS	133,105					
590-000-668.000	SEPTAGE STATION REVENUES	237,436					
Totals for dept 000 -		6,962,876	3,057,127	3,057,127	3,109,569	3,229,887	3,296,955
TOTAL ESTIMATED REVENUES		6,962,876	3,057,127	3,057,127	3,109,569	3,229,887	3,296,955
Dept 000	APPROPRIATIONS						
590-000-720.000	ADMINISTRATIVE FEES	186,473	194,575	194,575	194,575	200,420	206,425
590-000-727.000	SUPPLIES & POSTAGE	2,775	3,500	3,500	3,500	3,500	3,500
590-000-741.000	METER COSTS		2,500	2,500		2,500	2,500
590-000-801.008	LCDC CONTRACT SERVICES	2,248,643	2,435,420	2,435,420	2,450,000	2,548,000	2,650,000
590-000-807.000	AUDIT FEES	4,990	4,990	4,990	4,990	4,990	6,000
590-000-826.000	LEGAL FEES	7,874	5,000	5,000	5,000	5,000	5,000
590-000-910.000	INSURANCE	13,303	15,432	15,432	14,230	15,700	17,270
590-000-930.000	SOFTWARE MAINTENANCE	1,254	1,400	1,400	1,293	1,500	1,550
590-000-964.002	UNCOLLECTIBLE UB FEES	9,054					
590-000-968.000	DEPRECIATION	436,670	436,670	436,670	436,670	436,670	436,670
590-000-999.595	TRANSFER TO SEWER EXP BOND FUND	1,386,900	3,427,000	3,427,000	3,427,000	784,634	756,900
Totals for dept 000 -		4,297,936	6,526,487	6,526,487	6,537,258	4,002,914	4,085,815
TOTAL APPROPRIATIONS		4,297,936	6,526,487	6,526,487	6,537,258	4,002,914	4,085,815
NET OF REVENUES/APPROPRIATIONS - FUND 590		2,664,940	(3,469,360)	(3,469,360)	(3,427,689)	(773,027)	(788,860)
BEGINNING FUND BALANCE		24,157,644	26,822,584	26,822,584	26,822,584	23,394,895	22,621,868
ENDING FUND BALANCE		26,822,584	23,353,224	23,353,224	23,394,895	22,621,868	21,833,008

NOTES TO FUND 590 - Sewer Operating Fund

Revenues: Usage Fees, RTS fees and Capital Charges are based on current number of users, using new LRSS rates and estimates of new users coming on future years.

Connection revenues assume 15 new REUs purchased annually.

Interest earnings reduced due to large transfer to Fund 595 to payoff the 2016 Sewer Bonds

Expenses: LCDC Contract services have been increased based on projected FY26 fees at 4% due to new rates and higher customer numbers

Administrative fees increased by 3% per year. Final numbers for FY27 will be updated before budget adoption.

Transfer to Sewer Expansion 595 is for the FY27 & FY28 are based on debt service schedules

ESTIMATED REVENUES

Dept 000						
591-000-404.000	LK TYRONE SP ASSESS INTEREST INC	30,102	27,366	27,366	27,131	24,079
591-000-665.000	INTEREST EARNINGS	174	200	200	30	50
Totals for dept 000 -		30,276	27,566	27,566	27,161	24,129
TOTAL ESTIMATED REVENUES		30,276	27,566	27,566	27,161	24,129
						21,454

APPROPRIATIONS

Dept 000						
591-000-826.000	LEGAL FEES	60	60	60	60	60
591-000-997.000	BOND INTEREST PAYMENT	19,499	17,961	17,961	17,681	16,349
Totals for dept 000 -		19,499	18,021	18,021	17,741	16,409
TOTAL APPROPRIATIONS		19,499	18,021	18,021	17,741	16,409
						14,798
NET OF REVENUES/APPROPRIATIONS - FUND 591		10,777	9,545	9,545	9,420	7,720
BEGINNING FUND BALANCE		275,390	286,169	286,169	286,169	295,589
ENDING FUND BALANCE		286,167	295,714	295,714	295,589	303,309
						309,965

NOTES TO FUND 591 - Lake Tyrone SAD:

Assessment runs through 2035

No notable changes to budget for FY2027

Fund 595 - 2005 SEWER EXP BONDS

ESTIMATED REVENUES

Dept 000

595-000-404.000	SPECIAL ASSESSMENTS INTEREST	3,959					
595-000-404.004	SAD DISTRICT 4 INTEREST	3,774					
595-000-404.005	SAD DISTRICT 5 INTEREST	896					
595-000-404.006	SAD DISTRICT 6 INTEREST	1,641					
595-000-404.007	SAD DISTRICT #7 INTEREST	717					
595-000-404.008	SAD #4 SUP INTEREST INCOME	648	320	320	448		
595-000-665.000	INTEREST EARNINGS	853	400	400	1,300	1,200	1,200
595-000-699.590	TRANSFER IN SEWER	1,386,900	3,427,000	3,427,000	3,427,000	784,634	756,900
Totals for dept 000 -		1,399,388	3,427,720	3,427,720	3,428,748	785,834	758,100
<b>TOTAL ESTIMATED REVENUES</b>		<b>1,399,388</b>	<b>3,427,720</b>	<b>3,427,720</b>	<b>3,428,748</b>	<b>785,834</b>	<b>758,100</b>

APPROPRIATIONS

Dept 000

595-000-995.100	AMORTIZATION - BOND FEES	4,100	4,100	4,100	4,100	4,100
595-000-996.000	BOND FEES	500	1,000	1,000	1,000	500
595-000-997.007	SERIES 2016 REFUNDING BOND INTEREST	103,175	77,090	77,090	77,090	77,090
595-000-997.008	INTEREST CREDIT - PREMIUM AMORTIZ/	(27,784)				
595-000-997.011	2021 SEWER REFUNDING INTEREST	179,600	179,600	179,600	179,600	164,634
595-000-997.012	2021 BOND INTEREST CREDIT	(72,624)				
Totals for dept 000 -		182,867	261,790	261,790	261,790	169,234
<b>TOTAL APPROPRIATIONS</b>		<b>182,867</b>	<b>261,790</b>	<b>261,790</b>	<b>261,790</b>	<b>169,234</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 595</b>		<b>1,216,521</b>	<b>3,165,930</b>	<b>3,165,930</b>	<b>3,166,958</b>	<b>616,600</b>
BEGINNING FUND BALANCE		(9,387,301)	(8,170,781)	(8,170,781)	(8,170,781)	(5,003,823)
ENDING FUND BALANCE		(8,170,780)	(5,004,851)	(5,004,851)	(5,003,823)	(4,387,223)
						(3,775,623)

Notes to Fund 595 - Sewer Expansion Bonds:

All Special Assessment Districts have been paid off

Transfer in from 590 Sewer covers 100% of the debt service for 2021 bond

Fund 596 - FORESTBROOK HILLS SEWER SAD#1

ESTIMATED REVENUES

Dept 000

596-000-404.000	FORESTBROOK SAD INTEREST INCOME	2,541	2,259	2,259	2,259	1,977	1,695
596-000-665.000	INTEREST EARNINGS	33	25	25	10	10	10
Totals for dept 000 -		2,574	2,284	2,284	2,269	1,987	1,705

TOTAL ESTIMATED REVENUES

NET OF REVENUES/APPROPRIATIONS - FUND 596	2,574	2,284	2,284	2,269	1,987	1,705
BEGINNING FUND BALANCE	45,284	47,859	47,859	47,859	50,128	52,115
ENDING FUND BALANCE	47,858	50,143	50,143	50,128	52,115	53,820

Notes to Fund 596 - Forestbrook Hills Sewer SAD#1  
 Assessment through 2032, funded from 590 Fund  
 No notable changes to budget for FY2027

Fund 597 - HARTLAND TWP SEWER SAD 200

ESTIMATED REVENUES

Dept 000

597-000-404.000	SAD 200 INTEREST INCOME	3,009	2,736	2,736	2,736	2,463	2,189
597-000-665.000	INTEREST EARNINGS	39	25	25		25	25
Totals for dept 000 -		3,048	2,761	2,761	2,736	2,488	2,214

TOTAL ESTIMATED REVENUES

NET OF REVENUES/APPROPRIATIONS - FUND 597	3,048	2,761	2,761	2,736	2,488	2,214
BEGINNING FUND BALANCE	37,732	40,781	40,781	40,781	43,517	46,005
ENDING FUND BALANCE	40,780	43,542	43,542	43,517	46,005	48,219

Notes to Fund 597 - Hartland Twp Sewer SAD 200  
 Assessment through 2034, funded by 590 Fund  
 No notable changes to budget for FY2027

ESTIMATED REVENUES - ALL FUNDS

APPROPRIATIONS - ALL FUNDS	8,398,162	6,517,458	6,517,458	6,570,483	4,044,325	4,080,428
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS	4,500,302	6,806,298	6,806,298	6,816,789	4,188,557	4,247,113

BEGINNING FUND BALANCE - ALL FUNDS

ENDING FUND BALANCE - ALL FUNDS	15,128,750	19,026,612	19,026,612	19,026,612	18,780,306	18,636,074
	19,026,610	18,737,772	18,737,772	18,780,306	18,636,074	18,469,389

# **Hartland Township Board of Trustees Meeting Agenda Memorandum**

**Submitted By:** Larry Ciofu, Clerk

**Subject:** Clerk Department Reorganization with Addition to Staff.

**Date:** February 5, 2026

## **Recommended Action**

Move to approve new Job Descriptions for a Clerk Assistant – Elections and a Clerk Assistant – Administration, along with revisions to the Deputy Clerk Job Description upon approval of the budget for the Clerk Assistant – Elections position.

## **Discussion**

The Clerk is seeking to reorganize the Clerk's department with the addition of a new position, Clerk Assistant – Elections as outlined in the attached Summary and Job Description. If the new position is approved by the Board, the Job Description for the Deputy Clerk position will be revised, and a new Job Description, Clerk Assistant – Administration will be created for the current Receptionist. The Receptionist Job Description will be retained for future use, if necessary, but the current receptionist responsibilities have been incorporated into the new Clerk Assistant – Administration position.

## **Financial Impact**

Based on the maximum of hiring wage rate range and maximum family health benefits.

Clerk Assistant – Elections:	Wages	\$ 43,953
	Employer SS	\$ 3,362
	Employment Expense	\$ 33,995
	Retirement	<u>\$ 4,395</u>
		<b>\$ 85,705</b>
Election Temporary Help – reduction of 365 hours		<b>(\$ 6,205)</b>
	<b>Net Increase</b>	<b>\$ 79,500</b>

## **Attachments**

Executive Summary

Job Description – Clerk Assistant – Elections

Job Description – Deputy Clerk

Job Description – Clerk Assistant - Administration

## Request for New Hire: Clerk Assistant – Elections

### Executive Summary

The Hartland Township Clerk's Office carries a wide range of statutory and operational responsibilities, including custody of township records, election administration, maintaining Township Board minutes, and managing ordinances, resolutions, and oath records.

Although the Clerk is statutorily responsible for accounting, payroll, and accounts payable, these functions have been delegated to the Finance Director, with the Clerk still required to review and sign payroll and accounts payable checks as a statutory, non-delegable duty, except to the Deputy Clerk.

In addition to statutory responsibilities, the Clerk serves in several operational and leadership capacities, including FOIA coordinator, Facility Manager for Passport Acceptance, Cemetery Manager, supervisor of park reservations, recording secretary for the Zoning Board of Appeals, and as a Notary for township residents. The daily functions of passport processing, cemetery administration, park reservations, and Notary services are currently being completed by the Clerk staff.

### Problem Statement

In 2025, with no scheduled elections, the Clerk's Office prioritized major internal improvements, including record-keeping modernization, cemetery record reorganization, and ordinance codification. While significant progress was made, such as a complete file-by-file contract review and cemetery file reorganization, critical work remains unfinished due to time constraints.

To move key projects forward and increase departmental efficiency, the Clerk requires the ability to delegate more responsibilities, including aspects of FOIA processing, agenda and minute preparation, and other administrative duties.

### Proposed Solution

Approval is requested for the creation and hiring of a Clerk Assistant – Elections position at Grade 4 for 36 hours per week, with a starting hourly range of \$21.00–\$23.00 depending on experience, and for revisions to the job responsibilities of the Deputy Clerk and Receptionist. Updated job descriptions for the Deputy Clerk and Clerk Assistant – Administration (formerly the Receptionist) are included to support realignment of office duties if this request is approved.

### Justification

The addition of this position will provide critical support for the August and November 2026 elections and allow redistribution of responsibilities between the Deputy Clerk and Clerk Assistant – Administration. Select election administration and routine QVF maintenance would shift to the new hire, enabling the Deputy Clerk to take on a broader supervisory and statutory role in the overall Clerk departmental responsibilities. This would allow the Clerk

to ensure election processes and procedures keep up with ever-changing election legislation, to design and implement an overall Township Records Management Plan, and to codify the General Ordinances.

### **Position Details**

Salary Range: \$20.00–\$23.00 per hour

Hours: 36 hours per week

Benefits: Assumed family benefits valued at \$2,800 per month

Training: County-level election training provided

### **Conclusion**

Adding a Clerk Assistant – Elections is essential to meeting statutory requirements, preparing for the 2026 election cycle, increasing operational efficiency, and advancing long-term departmental projects. Approval of this request will strengthen service delivery in all areas of the Clerk department's responsibilities and will help to ensure continued regulatory compliance and transparency.

# Hartland Township

## JOB DESCRIPTION

<b>Title:</b>	Clerk Assistant - Elections	<b>Effective:</b>	04/01/2026
<b>Employment:</b>	Regular, Full-Time	<b>Reports To:</b>	Clerk
<b>FLSA Status:</b>	Non-Exempt	<b>Pay Grade:</b>	4

### **Primary Responsibilities**

#### **Elections**

- Maintain the Qualified Voter File (QVF), including daily inbox processing and voter registrations.
- Enter county-provided address changes and death reports in QVF.
- Support the Clerk/Deputy Clerk in implementing election procedures for municipal elections.
- Assist Deputy Clerk with election worker training, scheduling, and recordkeeping.
- Maintain inventories of election equipment and supplies, including ordering as needed.
- Assemble Election Inspector Kits and supply boxes for all municipal elections.
- Prepare, distribute, and track Absent Voter (AV) ballot applications and ballots in QVF.
- Track AV ballots from issuance through receipt and assist with issue resolution.
- Upload election results for municipal elections.
- Assist the Deputy Clerk with planning and attending voter registration events.

#### **Records Management**

- Assist the Deputy Clerk with creating, maintaining, and filing Township records in accordance with retention guidelines.

#### **Cemeteries**

- Assist the Deputy Clerk with the sale of cemetery lots, maintenance of cemetery records and maps, and coordination with the sexton.

#### **Parks & Recreation**

- Assist with processing and tracking park reservations.

#### **Passports / Notary**

- Obtain and maintain certification as a Passport Acceptance Agent and process passport applications in compliance with federal regulations.
- Obtain and maintain Notary Public designation and provide notarial services per Township policy.

#### **Additional Responsibilities**

- Serve as backup to the Clerk Assistant - Administration.
- Perform other reasonable duties as required by law or as assigned by the Clerk.
- Attend continuing education every two years to maintain election accreditation.
- Assist Deputy Clerk with grant applications.
- Assist with Township special events.

# Hartland Township

## JOB DESCRIPTION

<b>Title:</b>	Clerk Assistant - Elections	<b>Effective:</b>	04/01/2026
<b>Employment:</b>	Regular, Full-Time	<b>Reports To:</b>	Clerk
<b>FLSA Status:</b>	Non-Exempt	<b>Pay Grade:</b>	4

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### **Requirements**

- Proficiency with computers and job-related software.
- Skill in using standard office equipment.
- Strong interpersonal skills with the ability to apply tact, patience, and professionalism.
- Ability to establish and maintain effective working relationships.
- Ability to analyze, interpret, and process detailed information accurately.
- Strong organizational skills with the ability to prioritize, work independently, and manage frequent interruptions.
- Ability to obtain and maintain Notary Public and Passport Acceptance Agent credentials.
- Some post-secondary education or training.
- Minimum of two years of relevant experience, preferably in election administration.
- Bondable.

**Title:** Deputy Clerk  
**Employment:** Regular, Full-Time  
**FLSA Status:** Non-Exempt

**Effective:** 04/01/2026  
**Reports To:** Clerk  
**Pay Grade:** 5

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### **Primary Responsibilities**

#### **Elections**

- Oversee all election-related operations, including voter registration, absentee, early voting and polling processes, polling location setup, election worker management, and compliance with all applicable election laws.

#### **Records Management**

- Maintain official Township records in accordance with legal and retention requirements, ensuring accuracy, organization, and secure storage.

#### **Administrative Support**

- Prepare Board meeting agendas and packets; serve as the primary contact for Clerk and Election inquiries; provide general information to residents; and manage departmental correspondence. Perform all statutory and administrative duties of the Township Clerk in their absence, excluding voting privileges.

#### **Financial & Office Support**

- Assist with budget preparation for the Clerk and Election departments; review accounts payable and payroll; co-sign checks when the Clerk is unavailable; administer oaths; and serve as backup Secretary to the Zoning Board of Appeals.

#### **Cemeteries**

- Administer all aspects of cemetery operations, including plot sales and transfers, marker orders, rule and fee development, record maintenance, and resident support.

#### **Parks & Recreation**

- Manage reservations for park pavilions and grounds, maintain rental records, and assist in developing rental rules, regulations, and fees.

#### **Passports & Notary Services**

- Obtain and maintain certification as a Passport Acceptance Agent and process passport applications in compliance with federal regulations.
- Obtain and maintain Notary Public designation and provide notarial services per Township policy.

#### **Freedom of Information Act (FOIA)**

- Receive, log and notify appropriate departments of FOIA requests; coordinate responses with departments, prepare cost estimates, communicate with requestors, and ensure all documentation is maintained per state retention guidelines.

#### **Clerk Website Management**

- Maintain the Clerk section of the Township website, ensuring all content is accurate, current, and aligned with departmental responsibilities.

**Title:** Deputy Clerk**Effective:** 04/01/2026**Employment:** Regular, Full-Time**Reports To:** Clerk**FLSA Status:** Non-Exempt**Pay Grade:** 5

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**Additional Responsibilities**

- Research and prepare grant applications related to Clerk functions.
- Coordinate Township special events.
- Obtain MiPMC certification through the Michigan Association of Municipal Clerks.
- Actively participate in the Livingston County Municipal Clerks Association.

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**Requirements**

- Proficiency in computers, software applications, and common office equipment.
- Strong interpersonal skills using tact, patience, and professionalism.
- Ability to establish effective working relationships and communicate clearly.
- Strong attention to detail with the ability to interpret and process complex information.
- Ability to organize, prioritize, and work independently in a frequently interrupted environment.
- Ability to obtain and maintain Notary Public and Passport Acceptance Agent certifications.
- Some post-secondary education or training are preferred.
- Minimum of three years of relevant experience.
- Must be bondable.

Hartland Township  
JOB DESCRIPTION

**CURRENT**

**Title:** Deputy Clerk  
**Employment:** Regular, Full-Time  
**FLSA Status:** Non-Exempt

**Effective:** 04/01/2015  
**Reports To:** Clerk  
**Pay Grade:** 5

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**Responsibilities**

- Assists Clerk in preparing and administering minutes, resolutions, ordinances and other matters resulting from Board actions.
- Processes voter registration records and prepares corresponding reports.
- Assists Clerk in coordinating procedures to conduct municipal elections.
- Assists Clerk with payroll, accounts payable, and shall be designated to co-sign all checks in the absence of and at the direction of the Clerk.
- Assists Clerk with processing the sale of cemetery lots, updating and responding to inquiries for cemetery records/maps, and coordinating the activities of the sexton.
- Receives and distributes daily township mail.
- Processes passport applications in accordance with federal law and regulations.
- Provides Notary Public services to the Township, its residents and taxpayers.
- Performs any other reasonable activities as required by law or the Clerk.

**Requirements**

- Knowledge, skill and manual dexterity for using a computer and job-related software.
- Knowledge and skill in the use of common office equipment.
- Knowledge of human relation techniques, using tact, patience and courtesy.
- Ability to establish and maintain effective working and communicative relationships.
- Ability to interpret, comprehend and process detailed data and information.
- Ability to organize, prioritize and work independently as well as schedule and produce work in a timely manner in an environment where interruptions occur frequently.
- Ability to obtain and maintain Notary Public and Passport Acceptance Agent designations.
- Some post-secondary education or training.
- Three years of relevant experience.
- Bondable.

Hartland Township  
JOB DESCRIPTION

**REVISED**

**Title:** Clerk Assistant-  
Administration

**Effective:** 04/01/26  
**Reports To:** Clerk

**Employment:** Regular, Part-Time

**Pay Grade:** 3

**FLSA Status:** Non-Exempt

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### **Primary Responsibilities**

#### **Elections**

- Assist the Deputy Clerk and Clerk Assistant – Elections with management of the Qualified Voter File (QVF), including processing voter registrations.
- Support the Deputy Clerk in implementing municipal election procedures.
- Maintain inventory lists of election equipment and supplies, including ordering as needed.
- Assist in preparing Election Inspector Kits and supply boxes for all municipal elections.
- Support the preparation, distribution, and tracking of Absent Voter Applications and ballots.
- Coordinate logistics for election locations, food ordering and delivery, and table and chair rental for Early Voting, Absentee Voting, and Election Day.

#### **Passports / Notary**

- Obtain and maintain certification as a Passport Acceptance Agent and process passport applications in compliance with federal regulations.
- Maintain Notary Public designation and provide notarial services per Township policy.

#### **Administration**

- Answer, screen, and direct calls, visitors, and correspondence to appropriate personnel.
- Provide general information and customer service, including photocopying and document support.
- Perform data entry, typing, filing, and other clerical tasks.
- Organize and maintain records, files, and mailing lists.
- Manage department supplies, inventory, and coordinate purchasing.
- Maintain office equipment, including shared printers, copiers, and postage machines.
- Draft correspondence, reports, memos, and spreadsheets.
- Support other departments by performing administrative tasks that contribute to shared organizational objectives.
- Perform other reasonable duties as assigned by the Township Manager.
- Prepare performance-related spreadsheets and reports as assigned.

#### **Requirements**

- Proficiency in computer use and job-related software, including word processing, publishing, spreadsheets, and basic content management.
- Knowledge of office operations and standard clerical practices.
- Strong interpersonal skills with the ability to exercise tact, patience, and courtesy.
- Knowledge in the use and upkeep of office equipment.
- Ability to maintain and update accurate records and manage files.
- Ability to understand and apply Township policies and procedures.
- High school diploma or equivalent.
- Minimum of one year of clerical or secretarial experience.

Hartland Township  
JOB DESCRIPTION

**CURRENT**

<b>Title:</b>	Receptionist	<b>Effective:</b>	08/21/18
<b>Employment:</b>	Regular, Part-Time	<b>Reports To:</b>	Project Coordinator
<b>FLSA Status:</b>	Non-Exempt	<b>Pay Grade:</b>	2

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**Responsibilities**

- Receives, screens and directs telephone calls, visitors and correspondence to appropriate personnel.
- Provides general information, photocopies, and customer service.
- Types, enters data, copies, files, and performs other secretarial tasks as assigned.
- Maintains, organizes and updates files, records and mailing lists.
- Maintains the department's supplies, inventories, and arranges for purchases of supplies.
- Maintains office equipment, including shared printers, copiers and postage machine.
- Draft correspondence, reports, memos, spreadsheets, and web/social media/video posts.
- Assists and serves as back-up for other departmental assistants and clerks, as needed.
- Processes passport applications in accordance with federal law and regulations.
- Provides Notary Public services to the Township, its residents and taxpayers. Performs any other reasonable activities as required by the Township Manager.

**Requirements**

- Working knowledge, skill and manual dexterity for using a computer and job-related software (word processing, desktop publishing, spreadsheets, content management for website/social media/video, etc.).
- Knowledge of general office operations and clerical and secretarial procedures and practices.
- Knowledge of human relation techniques, using tact, patience and courtesy.
- Knowledge and skill in the use of common office equipment.
- Skill in maintaining and updating records, documents and computer files.
- Ability to read, understand and apply the policies and procedures of the Township.
- Ability to obtain and maintain Notary Public and Passport Acceptance Agent designations.
- Basic knowledge and skill in the use of common office equipment and utensils.
- High school diploma or equivalent.
- One year of secretarial or office clerical experience.

## **Hartland Township Board of Trustees Meeting Agenda Memorandum**

**Submitted By:** Michael Luce, Township Manager

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

**Date:** January 27, 2026