



## Board of Trustees

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

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**Board of Trustees Regular Meeting Agenda**  
**Hartland Township Hall**  
**Tuesday, March 21, 2023**  
**7:00 PM**

1. Call to Order
  2. Pledge of Allegiance
  3. Roll Call
  4. Approval of the Agenda
  5. Call to the Public
  6. Approval of the Consent Agenda
    - a. Approve Payment of Bills
    - b. Approve Post Audit of Disbursements Between Board Meetings
    - c. 03-07-23 Hartland Township Board Regular Meeting Minutes
    - d. Year-End FY2023 Budget Amendments
  7. Pending & New Business
    - a. Resolution of Determination of wages and benefits of the Township Supervisor
    - b. Resolution of Determination of wages and benefits of the Township Clerk
    - c. Resolution of Determination of wages and benefits of the Township Treasurer
    - d. FY2024 General Appropriations Act
    - e. Hartland Enrichment and Recreation Organization (HERO) Agreement 2023-2026
    - f. HAYAA - Spranger Field Agreement 2023-2025
  8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
    - a. Manager's Report
  10. Adjournment

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

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

**Subject:** Approve Payment of Bills

**Date:** March 14, 2023

### **Recommended Action**

Move to approve the bills as presented for payment.

### **Discussion**

Bills presented total \$110,725.29. The bills are available in the Finance office for review.

Notable invoices include:

\$67,600.00 – Jennifer M. Nash – (Sewer System Refunding Bond Series 2016)

\$12,810.30 – Spalding Dedecker – (Various engineering invoices)

### **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY23 budget.

### **Attachments**

Bills for 03.21.2023

03/14/2023 04:10 PM  
User: SUSANC  
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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP  
EXP CHECK RUN DATES 03/21/2023 - 03/21/2023  
BOTH JOURNALIZED AND UNJOURNALIZED  
OPEN - CHECK TYPE: PAPER CHECK

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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
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		Due Date		1099		

8351	8351 PETERSON INVESTMENT GROUP LLC	03/14/2023	031423	FOA	RELEASE OF DEVELOPER ACCT FUNDS	
48855	1151 STONE BARN	03/21/2023		N		7,611.00
03/14/2023	MILFORD MI, 48380	/ /	0.0000	N		0.00
		03/21/2023		N		7,611.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0024	HUNGRY HOWIES-8351 PETERSON INV GROUP	7,611.00

VENDOR TOTAL: 7,611.00

ALLSTAR	ALLSTAR ALARM LLC	03/01/2023	360858	FOA	4/1/23 - 6/30/23 - HERO TEEN CENTER	
48819	8345 MAIN STREET	03/21/2023		N		150.00
03/01/2023	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		03/21/2023		Y		150.00

Open

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

VENDOR TOTAL: 150.00

CINTAS	CINTAS CORPORATION	02/20/2023	4147021922	FOA	MATS	
48853	P.O. BOX 630910	03/21/2023		N		57.47
02/20/2023	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		03/21/2023		N		57.47

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	57.47

CINTAS	CINTAS CORPORATION	03/06/2023	4148428778	FOA	MATS	
48832	P.O. BOX 630910	03/21/2023		N		46.34
03/06/2023	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		03/21/2023		N		46.34

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	46.34

VENDOR TOTAL: 103.81

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	03/01/2023	129465	FOA	MARCH 2023 PARKS TRASH	
48818	PO BOX 241	03/21/2023		N		300.00
03/01/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/21/2023		Y		300.00

Open

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

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VENDOR TOTAL: 300.00

0070	DTE ENERGY	03/06/2023	200064208060	FOA	FEB 2023 - MILLPOINTE, FIDDLERS GROV	
48833	P.O BOX 740786	03/21/2023		N		1,631.60
	CINCINNATI					
02/28/2023	OH, 45274-0786	/ /	0.0000	N		0.00
		03/21/2023		N		1,631.60

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-282.001	MILLPOINTE STREETLIGHTS DEPOSIT	289.68
101-000-282.002	FIDDLAR GROVE STREETLIGHT DEPOSIT	22.98
101-000-282.003	WALNUT RIDGE STREETLIGHTS DEPOSIT	25.16
101-448-921.000	STREET LIGHTS	1,293.78
		1,631.60

VENDOR TOTAL: 1,631.60

0150	HARTLAND CONSOLIDATED SCHOOLS	03/08/2023	173771	FOA	FEBRUARY 2023 FUEL	
48845	9525 E HIGHLAND ROAD	03/21/2023		N		249.48
03/07/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/21/2023		N		249.48

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-860.000	GASOLINE	249.48

VENDOR TOTAL: 249.48

0001	HARTLAND TOWNSHIP GENERAL FUND	03/06/2023	030623	FOA	FEBRUARY 2023 - DOG LICENSE PMTS	
48831		03/21/2023		N		15.00
03/06/2023	,	/ /	0.0000	N		0.00
		03/21/2023		N		15.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	15.00

VENDOR TOTAL: 15.00

WATERO&M	HARTLAND TOWNSHIP WATER O & M	03/02/2023	030223	FOA	FEBRUARY 2023 WATER STAFF OUT OF DEP	
48826	2655 CLARK RD	03/21/2023		N		2,960.08
03/02/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/21/2023		N		2,960.08

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.009	CONTRACT SERVICES - WATER SYSTEM	1,132.97

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101-265-801.009	CONTRACT SERVICES - WATER SYSTEM			1,068.83		
101-567-801.009	CONTRACT SERVICES - WATER SYSTEM			47.18		
101-751-955.000	PARKS - SPECIAL EVENTS			711.10		
				<u>2,960.08</u>		

VENDOR TOTAL: 2,960.08

HEIOB	HEIOB, ANNE	03/07/2023	030723	FOA	REFUND TAX PMT 08-19-301-019	
48841	2522 WALNUT VIEW DRIVE	03/21/2023		N		4,623.58
03/07/2023	HOWELL MI, 48855	/ /	0.0000	N		0.00
		03/21/2023		N		4,623.58

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-001.000	SEWER O&M CHECKING	4,623.58

VENDOR TOTAL: 4,623.58

1548	HORIZON LANDSCAPE INC.	03/06/2023	16518	FOA	FEBRUARY 2023 - SHOVELING/SALTING	
48840	11765 HIBNER RD	03/21/2023		N		4,125.00
02/28/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/21/2023		N		4,125.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-802.000	LAWN/SNOW MAINTENANCE	4,125.00

VENDOR TOTAL: 4,125.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	03/14/2023	203849	FOA	HUNGRY HOWIES CONSTR OBSER THRU 1/21	
48856	PO BOX 824	03/21/2023		N		1,295.00
01/31/2023	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		03/21/2023		N		1,295.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0024	HUNGRY HOWIES-8351 PETERSON INV GROUP	1,295.00

VENDOR TOTAL: 1,295.00

LIVINGCO	JENNIFER M. NASH	03/14/2023	031423	FOA	SEWER SYSTEM REFUNDING BONDS SERIES	
48862	C/O BRIAN JONCKHEERE, LCDC	03/21/2023		N		67,600.00
03/14/2023	2300 E. GRAND RIVER, STE 105	/ /	0.0000	N		0.00
	HOWELL MI, 48843-7581	03/21/2023		N		67,600.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
595-000-997.007	SERIES 2016 REFUNDING BOND INTEREST	67,100.00

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595-000-996.000	BOND FEES			500.00		
				67,600.00		

VENDOR TOTAL: 67,600.00

K&J	K & J ELECTRIC, INC	03/06/2023	10389	FOA	UPGRADE TO LED LIGHTS AT FIRE STATIO	
48854	7219 EAST HIGHLAND RD	03/21/2023		N		429.00
03/06/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/21/2023		N		429.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	429.00

VENDOR TOTAL: 429.00

LCGIS	LCGIS	03/01/2023	11322	FOA	GIS SERVICES	
48825	304 E. GRAND RIVER, SUITE 101	03/21/2023		N		212.00
03/01/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/21/2023		N		212.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-247-900.000	PRINTING & PUBLICATIONS	212.00

VENDOR TOTAL: 212.00

0220	LIVINGSTON COUNTY TREASURER	03/06/2023	030623	FOA	FEBRUARY 2023 - DOG LICENSE PMTS	
48830	200 E. GRAND RIVER	03/21/2023		N		175.00
03/06/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/21/2023		N		175.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	175.00

VENDOR TOTAL: 175.00

LCDPA	MICHIGAN.COM	04/01/2023	APRIL 2023	FOA	APRIL 2023 - ACCT PA8741424	
48849	PO BOX 742520	03/21/2023		N		63.00
04/01/2023	CINCINNATI OH, 45274-2520	/ /	0.0000	N		0.00
		03/21/2023		N		63.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-804.000	MEMBERSHIP & DUES	63.00

VENDOR TOTAL: 63.00

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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
PB PLUMBIN	PETE BLACK PLUMBING	03/01/2023	20098044	FOA	METER REPLACEMENT AT 9250 HIGHLAND R	
48824	2440 W HIGHLAND RD, STE 104	03/21/2023		N		1,040.80
03/01/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/21/2023		Y		1,040.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-741.000	METER COSTS	1,040.80

VENDOR TOTAL: 1,040.80

1180	PETER'S TRUE VALUE HARDWARE	03/01/2023	K66458	FOA	GRAFFITI REMOVAL	
48822	3455 W. HIGHLAND ROAD	03/21/2023		N		14.58
03/01/2023	MILFORD MI, 48380	/ /	0.0000	N		0.00
		03/21/2023		N		14.58

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	14.58

VENDOR TOTAL: 14.58

PBGFS	PITNEY BOWES GLOBAL FINANCIAL SERV.	03/06/2023	3317117446	FOA	1/1/23 - 3/31/23 POSTAGE MACHINE REN	
48838	P.O. BOX 981022	03/21/2023		N		440.73
02/26/2023	BOSTON MA, 02298-1022	/ /	0.0000	N		0.00
		03/21/2023		N		440.73

Open

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

VENDOR TOTAL: 440.73

PMTECH	PM TECHNOLOGIES	03/01/2023	76859782	FOA	GENSET SERVICE CALL	
48848	28294 BECK ROAD	03/21/2023		N		411.00
03/01/2023	WIXOM MI, 48393	/ /	0.0000	N		0.00
		03/21/2023		N		411.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	411.00

PMTECH	PM TECHNOLOGIES	03/01/2023	76895476	FOA	GENERATOR REPAIRS	
48820	28294 BECK ROAD	03/21/2023		N		642.03
03/01/2023	WIXOM MI, 48393	/ /	0.0000	N		0.00
		03/21/2023		N		642.03

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	642.03

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VENDOR TOTAL: 1,053.03

PREISS	PREISS COMPANIES LLC	03/06/2023	14920	FOA	GRADING AT WATER TOWER	
48839	8211 CLYDE ROAD	03/21/2023		N		950.00
02/10/2023	FENTON MI, 48430	/ /	0.0000	N		0.00
		03/21/2023		N		950.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	950.00

VENDOR TOTAL: 950.00

7532	PRINTING SYSTEMS, INC.	03/02/2023	226974	FOA	ELECTION SUPPLIES	
48842	12005 BEECH DALY	03/21/2023		N		398.27
03/02/2023	TAYLOR MI, 48180	/ /	0.0000	N		0.00
		03/21/2023		N		398.27

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	398.27

7532	PRINTING SYSTEMS, INC.	03/03/2023	227002	FOA	ELECTION SUPPLIES	
48843	12005 BEECH DALY	03/21/2023		N		280.00
03/03/2023	TAYLOR MI, 48180	/ /	0.0000	N		0.00
		03/21/2023		N		280.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	280.00

VENDOR TOTAL: 678.27

SERVICEPRO	SERVICEPRO	03/08/2023	FEBRUARY 2023	FOA	FEBRUARY 2023 CLEANING SERVICES	
48846	7510 PARKWOOD DRIVE	03/21/2023		N		880.00
03/07/2023	FENTON MI, 48430	/ /	0.0000	N		0.00
		03/21/2023		Y		880.00

Open

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

VENDOR TOTAL: 880.00

SPALDING	SPALDING DEDECKER	03/14/2023	93525	FOA	HARTLAND PLAZA THRU 1/29/23	
48857	905 SOUTH BLVD EAST	03/21/2023		N		525.00
02/13/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		03/21/2023		N		525.00

Open



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GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0028	HARTLAND PLAZA - DAIRY QUEEN	525.00

SPALDING	SPALDING DEDECKER	03/14/2023	93526	FOA	HARTLAND TOWNE SQUARE THRU 1/29/23	
48858	905 SOUTH BLVD EAST	03/21/2023		N		75.00
02/13/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		03/21/2023		N		75.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0030	AFFINITY II INVEST DEVELP EXP	75.00

SPALDING	SPALDING DEDECKER	03/14/2023	93527	FOA	BWW HARTLAND TOWNE SQUARE THRU 1/29/	
48859	905 SOUTH BLVD EAST	03/21/2023		N		2,949.00
02/13/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		03/21/2023		N		2,949.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0042	PWRW LLC (BUFFALO WILD WINGS)	2,949.00

SPALDING	SPALDING DEDECKER	03/14/2023	93528	FOA	YATOOMA OIL THRU 1/29/23	
48860	905 SOUTH BLVD EAST	03/21/2023		N		947.00
02/13/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		03/21/2023		N		947.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0033	YATOOMA OIL	947.00

SPALDING	SPALDING DEDECKER	03/14/2023	93530	FOA	CHARYL STOCKWELL THRU 1/29/23	
48861	905 SOUTH BLVD EAST	03/21/2023		N		188.80
02/13/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		03/21/2023		N		188.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0040	CORRIGAN CONSTRUCTION (CHARYL STOCKWELL)	188.80

SPALDING	SPALDING DEDECKER	03/06/2023	93746	FOA	M59 WATER MAIN	
48834	905 SOUTH BLVD EAST	03/21/2023		N		8,125.50
03/06/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		03/21/2023		N		8,125.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	8,125.50

VENDOR TOTAL: 12,810.30

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STAPLES	STAPLES	03/04/2023	8069493506	FOA	MISC SUPPLIES	
48829	PO BOX 660409	03/21/2023		N		155.72
03/04/2023	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		03/21/2023		N		155.72

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-727.000	SUPPLIES & POSTAGE	85.14
101-172-727.000	SUPPLIES & POSTAGE	70.58
		<hr/> 155.72

STAPLES	STAPLES	03/11/2023	8069569678	FOA	MISC SUPPLIES	
48851	PO BOX 660409	03/21/2023		N		595.38
03/11/2023	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		03/21/2023		N		595.38

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	444.90
101-191-727.000	SUPPLIES & POSTAGE	150.48
		<hr/> 595.38

VENDOR TOTAL: 751.10

WSP	WSP USA ENVIRONMENT	03/07/2023	H19220854	FOA	WWTP LTM/REPORTING THRU 2/17/23	
48847	P.O. BOX 74008618	03/21/2023		N		562.93
03/07/2023	CHICAGO IL, 60674-8618	/ /	0.0000	N		0.00
		03/21/2023		N		562.93

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.007	TREATMENT PLANT SAMPLING	562.93

VENDOR TOTAL: 562.93

TOTAL - ALL VENDORS: 110,725.29

FUND TOTALS:

Fund 101 - GENERAL FUND	27,105.93
Fund 206 - FIRE OPERATING	429.00
Fund 536 - WATER SYSTEM FUND	2,651.28
Fund 539 - WATER REPLACEMENT FUND	8,125.50
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	4,623.58
Fund 595 - 2005 SEWER EXP BONDS	67,600.00
Fund 701 - TRUST AND AGENCY	190.00

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

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

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

**Date:** March 14, 2023

### **Recommended Action**

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

### **Discussion**

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

Accounts Payable – \$584,356.91

March 15, 2023 Payroll - \$60,663.69

### **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY23 budget.

### **Attachments**

Post Audit Bills List 03.02.2023

Post Audit Bills List 03.06.2023

Post Audit Bills List 03.13.2023

Payroll for 03.15.2023

03/08/2023 03:29 PM  
User: SUSANC  
DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP  
CHECK DATE FROM 03/02/2023 - 03/02/2023

Page 1/1

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/02/2023	FOA	43478	LIVINGSTON COUNTY TREASURER	DRAINS AT LARGE	101-465-963.000	7,140.08
03/02/2023	FOA	43479	PITNEY BOWES BANK INC RESERVE	SUPPLIES & POSTAGE	101-172-727.000	53.45
		43479		SUPPLIES & POSTAGE	101-191-727.000	36.72
		43479		SUPPLIES & POSTAGE	101-192-727.000	1.20
		43479		SUPPLIES & POSTAGE	101-209-727.000	62.64
		43479		SUPPLIES & POSTAGE	101-215-727.000	194.80
		43479		SUPPLIES & POSTAGE	101-253-727.000	5.40
		43479		TAX COLLECTION	101-253-811.100	56.40
		43479		SUPPLIES & POSTAGE	101-400-727.000	7.80
		43479		SUPPLIES & POSTAGE	101-441-727.000	1.80
		43479		SUPPLIES/POSTAGE	536-000-727.000	1.20
		43479		SUPPLIES & POSTAGE	590-000-727.000	1.20
						<hr/> 422.61
TOTAL - ALL FUNDS				TOTAL OF 2 CHECKS		7,562.69

--- GL TOTALS ---

101-172-727.000	SUPPLIES & POSTAGE	53.45
101-191-727.000	SUPPLIES & POSTAGE	36.72
101-192-727.000	SUPPLIES & POSTAGE	1.20
101-209-727.000	SUPPLIES & POSTAGE	62.64
101-215-727.000	SUPPLIES & POSTAGE	194.80
101-253-727.000	SUPPLIES & POSTAGE	5.40
101-253-811.100	TAX COLLECTION	56.40
101-400-727.000	SUPPLIES & POSTAGE	7.80
101-441-727.000	SUPPLIES & POSTAGE	1.80
101-465-963.000	DRAINS AT LARGE	7,140.08
536-000-727.000	SUPPLIES/POSTAGE	1.20
590-000-727.000	SUPPLIES & POSTAGE	1.20
	TOTAL	7,562.69

03/08/2023 03:30 PM  
User: SUSANC  
DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP  
CHECK DATE FROM 03/06/2023 - 03/06/2023

Page 1/1

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/06/2023	FOA	43480	CONSUMERS ENERGY	STREET LIGHTS	101-448-921.000	233.00
03/06/2023	FOA	43481	D.V.M UTILITIES, INC.	WATER CONSTRUCT IN PROGRESS	539-000-150.000	532,948.50
03/06/2023	FOA	43482	TODD WENZEL BUICK GMC	EQUIPMENT	539-000-142.000	37,810.50
03/06/2023	FOA	43483	PITNEY BOWES BANK INC RESERVE	PREPAID POSTAGE	101-000-123.200	2,800.00
			TOTAL - ALL FUNDS	TOTAL OF 4 CHECKS		573,792.00

--- GL TOTALS ---

101-000-123.200	PREPAID POSTAGE	2,800.00
101-448-921.000	STREET LIGHTS	233.00
539-000-142.000	EQUIPMENT	37,810.50
539-000-150.000	WATER CONSTRUCT IN PROGRESS	532,948.50
	TOTAL	573,792.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/13/2023	FOA	43505	CONSUMERS ENERGY	UTILITIES - ELECTRIC	206-000-920.002	43.53
03/13/2023	FOA	43506	DTE ENERGY	UTILITIES - ELECTRIC	101-751-920.002	158.69
03/13/2023	FOA	43507	PITNEY BOWES BANK INC RESERVE	PREPAID POSTAGE	101-000-123.200	2,800.00
			TOTAL - ALL FUNDS	TOTAL OF 3 CHECKS		3,002.22
--- GL TOTALS ---						
			101-000-123.200	PREPAID POSTAGE		2,800.00
			101-751-920.002	UTILITIES - ELECTRIC		158.69
			206-000-920.002	UTILITIES - ELECTRIC		43.53
				TOTAL		3,002.22

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
03/15/2023	FOA	17362	MISSION SQUARE	2,275.89	2,275.89	0.00	Open
03/15/2023	FOA	17363	MISSION SQUARE	3,412.45	3,412.45	0.00	Open
03/15/2023	FOA	17364	MISSION SQUARE	1,711.52	1,711.52	0.00	Open
03/15/2023	FOA	DD8377	BEDUHN, TIMOTHY L.A.	1,786.00	0.00	1,362.32	Cleared
03/15/2023	FOA	DD8378	BERNARDI, MELYNDA A	1,408.19	0.00	1,098.21	Cleared
03/15/2023	FOA	DD8379	BROOKS, TYLER J	2,523.29	0.00	1,795.70	Cleared
03/15/2023	FOA	DD8380	CASE, SUSAN E	1,469.44	0.00	930.89	Cleared
03/15/2023	FOA	DD8381	CIOFU, LARRY N	2,746.24	0.00	1,990.95	Cleared
03/15/2023	FOA	DD8382	DRYDEN-HOGAN, SUSAN A	3,601.41	0.00	2,576.93	Cleared
03/15/2023	FOA	DD8383	HAASETH, GWYN M	647.50	0.00	580.01	Cleared
03/15/2023	FOA	DD8384	HEASLIP, JAMES B	3,211.94	0.00	1,614.83	Cleared
03/15/2023	FOA	DD8385	HORNING, KATHLEEN A	2,746.24	0.00	2,000.35	Cleared
03/15/2023	FOA	DD8386	HUBBARD, TONYA S	1,499.63	0.00	1,077.05	Cleared
03/15/2023	FOA	DD8387	JOHNSON, LISA	1,543.50	0.00	898.34	Cleared
03/15/2023	FOA	DD8388	KENDALL, ANTHONY S	48.00	0.00	44.34	Cleared
03/15/2023	FOA	DD8389	LANGER, TROY D	3,592.16	0.00	2,532.63	Cleared
03/15/2023	FOA	DD8390	LOUIS, CASEY	268.17	0.00	60.50	Cleared
03/15/2023	FOA	DD8391	LUCE, MICHAEL T	3,446.80	0.00	2,533.83	Cleared
03/15/2023	FOA	DD8392	MORGANROTH, CAROL L	1,567.74	0.00	1,230.73	Cleared
03/15/2023	FOA	DD8393	NIXON, MITCHELL A	1,387.00	0.00	1,095.49	Cleared
03/15/2023	FOA	DD8394	SHOLLACK, DONNA M	1,789.52	0.00	1,367.13	Cleared
03/15/2023	FOA	DD8395	VERMILLION, KAREN L	1,505.88	0.00	1,083.89	Cleared
03/15/2023	FOA	DD8396	WEST, ROBERT M	4,266.67	0.00	2,571.55	Cleared
03/15/2023	FOA	DD8397	WYATT, MARTHA K	2,408.23	0.00	1,508.47	Cleared
03/15/2023	FOA	EFT669	FEDERAL TAX DEPOSIT	9,800.28	9,800.28	0.00	Cleared

Totals:	Number of Checks:	025	60,663.69	17,200.14	29,954.14
Total Physical Checks:		3			
Total Check Stubs:		22			

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

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 03-07-23 Hartland Township Board Regular Meeting Minutes

**Date:** March 15, 2023

### **Recommended Action**

Move to approve the Hartland Township Board Regular Meeting Minutes for March 7, 2023.

### **Discussion**

Draft minutes are attached for review.

### **Financial Impact**

None

### **Attachments**

3-7-23 HTB Minutes - DRAFT



# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 07, 2023 – 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 Germane (remote from Indiana), Trustee McMullen, Trustee O'Connell, Trustee Petrucci (remote from Florida)

ABSENT: None

Also present were Township Manager Bob West (remote from Canada) and Public Works Director Mike Luce.

### **4. Approval of the Agenda**

**Move to approve the agenda for the March 7, 2023, Hartland Township Board meeting as presented.**

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

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

Voting Nay: None

Abstain: Trustee Germane (remote), Trustee Petrucci (remote)

Absent: None

### **5. Call to the Public**

County Commissioner Wes Nakagiri came forward and wanted to share with the Board that he was appointed to be on the Consortium Board of Michigan Works. Michigan Works is an organization that focuses on connecting employers and employees, job training, and helping employers find the right skillset for the people that they are hiring. Mr. Nakagiri looks forward to coming back to future meetings with further information after he gets up to speed on all of the details.

### **6. Approval of the Consent Agenda**

**Move to approve the consent agenda for the March 7, 2023, Hartland Township Board meeting as presented.**

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

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

Voting Nay: None

Abstain: Trustee Germane (remote), Trustee Petrucci (remote)

Absent: None

- a. Approve Payment of Bills
- b. Approve Post Audit Disbursements Between Board Meetings
- c. 02-21-23 Hartland Township Board Regular Meeting Minutes

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 07, 2023 – 7:00 PM

## 7. Pending & New Business

### a. 2023 Maxfield Road Improvements Contract with LCRC

Public Works Director Luce gave a brief overview of the rehabilitation of Maxfield Road in conjunction with the Cundy Road improvements due to the recent water main extension project. He stated Maxfield is a narrow road in need of rehabilitation and he stated a full shaping and repaving of the road would raise it five inches, which would make it too high for the current driveways. The Livingston County Road Commission (LCRC) is proposing a two inch asphalt lift which they have had success with in other areas of the county. Director Luce stated that this will be a 50% cost sharing project with LCRC. Manager West stated that this project would not have been possible without the voter approved road millage and thanked the residents for the millage

#### **Move to approve the Project Agreement with the Livingston County Road Commission as presented in an amount not to exceed \$330,000.00 for the repaving of the Maxfield Road.**

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

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

Voting Nay: None

Abstain: Trustee Germane (remote), Trustee Petrucci (remote)

Absent: None

### b. Spranger Field Improvements Design Engineering

Director Luce gave a brief overview of the two design engineering proposals for Spranger Field. The first is for the rehabilitation of the outside of the existing building and the second is for the new storage and pavilion building. Supervisor Fountain inquired as to whether the Parks Site Plan Committee should meet on this prior to any engineering being done on this project. Manager West stated it would be a good idea to have a brief kickoff meeting with the Parks Site Plan Committee, then let the engineers design the projects, and come back with a product for a final review of the project and the project location at Spranger Field. Manager West added that the Hartland Area Youth Athletic Association (HAYAA) raised funds for a new building on their own, but because of the Hartland Township design and engineering standards it would not meet the commercial building standards. As Spranger Field is Township property the Township agreed to take over the project. He commended the HAYAA for their good faith effort to fundraise for the project on their own, but stated we will take on this project to make sure it matches all of our other park buildings in the community. Supervisor Fountain inquired as to the basic parameters of the new structure. Director Luce stated it was 60' by 30' including the pavilion. Manager West stated the original plan was reviewed by the Parks Site Plan Committee and that would be the basic plan.

#### **Move to approve the engineering of a new storage building and the rehabilitation of the existing building at Spranger Field from Spalding DeDecker in an amount not to exceed \$41,375.**

Motion made by Treasurer Horning, Seconded by Trustee McMullen.

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

Voting Nay: None

Abstain: Trustee Germane (remote), Trustee Petrucci (remote)

Absent: None

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 07, 2023 – 7:00 PM

## 8. Board Reports

Trustee McMullen - No report.

Trustee Petrucci - No report.

Clerk Ciofu - Stated that the Clerk's office will be mailing out the Absent Voter Ballot Applications to the 5000 voters on the Permanent Absentee Application List late this week for the May 2, 2023 Special Election.

Treasurer Horning - No report.

Trustee Germane - Stated that the HERO Board met last night and that they are working on some new grant opportunities. He also stated he would like to schedule a meeting with Manager West and Director Luce to discuss the construction projects for later this year. He also informed Director Luce of minor repairs items needed at the HERO Center.

Trustee O'Connell - No report.

Supervisor Fountain - Stated that the organizational meeting of the Board of Review was held this morning and there are fourteen residents signed up to meet with the Board of Review. Assessor Jim Heaslip reported we have \$1.1 billion of value in our Township which is the highest it has ever been in our community. He stated that Veteran exemptions have increase to 55 this year which is about two million dollars in value. Supervisor Fountain stated that Veterans exemptions are increasing throughout the state.

[BRIEF RECESS]

## 9. Information / Discussion

### a. Manager's Report

Manager West stated the budget changes from the last meeting were incorporated into the budget along with the merit pool adjustment and the new budgets books will be distributed shortly. He also provided an update on the Liquor License Inspections stating that there will be an agreement with the Hartland Deerfield Fire Authority (HDFA) where the Township will pay the HDFA per Liquor License within the community. This will be paid using the liquor license funds received from the State and will include the training aspect of the program. The agreement will come before the Hartland Township Board in the near future. He stated we have hired a new Assessor to replace retiring Assessor Jim Heaslip. The new Assessor will start once their Township's Board of Review process is complete. Manager West reported that after further discussions with Mister Car Wash, they stated the only way they would come to Hartland Township would be with the purchase of only 50 REUs. He stated they were told upfront that it would be a minimum of 85 REUs. After the meeting Mister Car Wash withdrew their application for the car wash at M-59 and Blaine. Manager West gave a brief update of the ARPA Community Project funding. There were ten applications and funding all ten applications would utilize \$82,852 of ARPA funds. He stated that our Township Attorney will draft a contract for each organization that will allow ARPA funding for each of the projects. Manager West stated that a General Hearing and potential approval of the General Appropriations Act will take place at the next Board meeting.

### b. Livingston County Septage Receiving Station Update

Manager West gave a brief overview of the Septage Receiving Station (SRS) stating he has been working with the Livingston County Drain Commission (LCDC) staff on potential solutions to the issues. He stated that there is a proposed solution that will be reviewed at a Special Meeting of the Livingston County Board of Public Works (LCBPW) on March 13, 2023 at 8:00 a.m. Manager West

## HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 07, 2023 – 7:00 PM

stated he has not seen an agenda for the meeting, but he did state they will be going into closed session for discussion.

He believes a deliverable, that will be sent to Hartland Township, will come out of this closed session. Manager West stated that because of the recent flow limits placed on the SRS, the Hartland Township residents are no longer subsidizing the SRS, since the SRS is only allowed flow for what they own. Manager West then presented his analysis of the impacts of the LCBPW proposals for the Board. Items discussed were the LCBPW proposal for eliminating the surcharge for the SRS, waiving of the Township fee for purchases of REU's from Tyrone Township, forgiving retroactive fees for the SRS, supporting the resolution to construct the pipe to Tyrone Township, permitting the SRS to use the Livingston Regional Sewer System capacity owned by others, and permitting the LCBPW the right to dispute the hosting fee in the Master Operating Agreement. Manager West reviewed some of his financial projections and stated he does not believe the SRS can sustain itself going forward.

Trustee Germane inquired as to whether the SRS is abiding by the flow limitations placed on them. Manager West stated that they were slightly higher in January and generally met the limits in February with only two days over the limit. Trustee Petrucci inquired as to whether we would have legal counsel review any proposals before we agree to it. Manager West responded that we would get the deliverable from the LCBPW and forward it to our legal counsel and then set up a review meeting with the Admin Committee, Manager, and the Township Attorney. We would then hold a closed session of the Board to review the written opinion of the Township Attorney. Trustee O'Connell inquired as to whether our permitting a pipeline to Tyrone Township, which is an action that is not allowed for any other connection, would set us up for problems in the future. Manager West stated that we would have to review the legal issues related to this matter. Supervisor Fountain inquired as to whether enlarging the size of the current pipe would provide additional REU capacity. Manager West did not believe this would be a cost-effective measure for the LCDC.

Commissioner Nakagiri was invited forward and he stated he appreciated the work that Manager West has done on behalf of getting a resolution to this problem. He commended Manager West's knowledge and patience related to this matter. He stated he is meeting with the County Administrator, the Drain Commissioner, and the County Board Chair tomorrow. He stated that those on the County Board, or County government, that are not sure of the facts and figures of the issues need to listen to Manager West and Drain Commissioner Jonckheere, both very knowledgeable individuals, but coming at the issues from different perspectives. He believes the parties involved need to meet at the same time so that both sides of the issue can be heard together to maybe bring a quicker resolution to the issues. Manager West thanked Commissioner Nakagiri for his role in advocating for the residents of Hartland township.

Supervisor Fountain stated that most disheartening thing for him was that there has been no one from the any County Administration that has contacted him or Manager West other than to ask what we thought were doing or to let us know that we did not know what we were talking about regarding this issue. He stated he is very disappointed to have been disrespected by the County Board of Commissioners regarding this issue. He stated we have been requesting information from the LCBPW for a long time and never received anything until Manager West was placed on that Board, and he thanked Commissioner Nakagiri for getting that done. This issue has been going on for so long and to still not be able to sit down in a room and hear both sides of the story is disappointing. The numbers that Manager West uses for his analysis come from the Drain Commission and to allow the residents to subsidize the SRS regarding the readiness to serve (RTS) for the last fifteen years with no remorse is hard to understand. Furthermore he stated that he does not understand how the septage haulers concerns continue to outweigh the residents regarding the SRS. He stated he believes the hauler rates have remained constant for many years.

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 07, 2023 – 7:00 PM

## 10. Adjournment

### **Move to adjourn the meeting at 7:50 p.m.**

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

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

Voting Nay: None

Abstain: Trustee Germane (remote), Trustee Petrucci (remote)

Absent: None

# Hartland Township Board of Trustees Meeting Agenda Memorandum

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

**Subject:** Year-End FY2023 Budget Amendments

**Date:** March 16, 2023

## Recommended Action

Move to ratify the attached fiscal year-end 2023 budget amendments as presented.

## Discussion

The attached budget amendments have been made to the 285 CLFRF (ARPA), Sewer 590 and Hartland Woods SAD 852-453 Funds.

### 285 CLFRF:

- A small cost overrun was incurred for the Settlers Park upgrades to amenities approved back in June 2022.

### 590 Sewer O&M:

- LCDC Contract Services – based on actual expenses to date (higher flow, through January), the original budget is projected to be exceeded by \$78,000.
- Legal Fees – actual expenses are higher than budgeted.
- These two items together with the projected expenses through 3/31/23 could cause this fund to exceed budgeted expenses in total, thereby requiring a budget amendment.

### 852-453 Hartland Woods SAD:

- This project was approved in late FY2022, but no budget was specifically approved. This is an administrative action.

## Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

## Attachments

FY22 Year-End Budget Amendment (JE 88562)

## JOURNAL ENTRY

JE: 88562

Post Date: 03/16/2023

Entry Date: 03/16/2023

Entered By: SUSAN

Journal: BA

Description: YEAR END BUDGET AMENDMENTS

TO RECORD FINAL FISCAL YEAR END 2023 BUDGET

AMENDMENTS. SEE AGENDA ITEM DESCRIPTION ON 3/21/23

FOR DETAILS.

GL #	Description	Increase/(Decrease)
285-751-970.000	PARKS CAPITAL OUTLAY	825.80
590-000-801.008	LCDC CONTRACT SERVICES	78,000.00
590-000-826.000	LEGAL FEES	12,000.00
852-453-451.000	SPECIAL ASSESSMENT REVENUE	79,500.00
852-453-451.001	SPECIAL ASSESSMENT INTEREST	3,716.00
852-453-727.000	SUPPLIES & POSTAGE	25.00
852-453-967.000	PROJECT COST	566,300.00
	Revenue Change:	83,216.00
	Expenditure Change:	657,150.80
	Budgeted Change To Fund Balance:	(573,934.80)

APPROVED BY:



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

**Submitted By:** Robert M. West, Township Manager

**Subject:** Resolution of Determination of wages and benefits of the Township Supervisor

**Date:** March 8, 2023

### **Recommended Action**

Adopt the Resolution of Determination of wages and benefits of the Township Supervisor for the 2023-2024 fiscal year.

### **Discussion**

Township Manager is recommending the proposed wages and benefits as presented based upon a regional analysis of neighboring communities of similar size and population.

### **Financial Impact**

The proposed wages and benefits have been incorporated into the proposed FY2023-24 Township Budget

### **Attachments**

Resolution Language



BOARD OF TRUSTEES

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



**Supervisor**  
William J. Fountain

**Clerk**  
Larry N. Ciofu

**Treasurer**  
Kathleen A. Horning

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

**RESOLUTION NO. 23-R002**

**RESOLUTION TO DETERMINATION OF WAGES & BENEFITS OF THE TOWNSHIP SUPERVISOR**

At a regular meeting of the Township Board of Hartland Township, Livingston County, Michigan, held at the Township Hall in said Township on March 21, 2023 at 7:00 p.m.

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_ and seconded by \_\_\_\_\_

**WHEREAS**, the compensation of the Supervisor is \$34,108 annually, as outlined in the proposed Fiscal Year 2023-2024 Township budget.

**WHEREAS**, the Supervisor be eligible for retirement benefits as described in the Township Defined Contribution Retirement Plan described for elected officials.

**WHEREAS**, the health insurance benefits made available to the employees of the Township shall be made available to the Supervisor in compliance with the requirements of the Benefit Plan.

**WHEREAS**, the Supervisor will receive employment benefits in accordance with the plan approved by the Board of Trustees.

**THEREFORE**, be it resolved by the Board of Trustees of the Township of Hartland, Livingston County, Michigan, as follows: does hereby adopt Resolution No. 23-R002 setting the wages and benefits for the Township Supervisor for Fiscal Year 2023-2024.

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

STATE OF MICHIGAN                     )  
   )  
COUNTY OF LIVINGSTON             )

I, the undersigned, the duly qualified and acting Township Clerk of the Township of Hartland, Livingston County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the \_\_\_\_ day of March, 2023.

\_\_\_\_\_  
Larry N. Ciofu Hartland Township Clerk

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

**Submitted By:** Robert M. West, Township Manager

**Subject:** Resolution of Determination of wages and benefits of the Township Clerk

**Date:** March 8, 2023

### **Recommended Action**

Adopt the Resolution of Determination of wages and benefits of the Township Clerk for the 2023-2024 fiscal year.

### **Discussion**

Township Manager is recommending the proposed wages and benefits as presented based upon a regional analysis of neighboring communities of similar size and population.

### **Financial Impact**

The proposed wages and benefits have been incorporated into the proposed FY2023-24 Township Budget

### **Attachments**

Resolution Language

BOARD OF TRUSTEES

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



**Supervisor**  
William J. Fountain

**Clerk**  
Larry N. Ciofu

**Treasurer**  
Kathleen A. Horning

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

**RESOLUTION NO. 23-R003**

**RESOLUTION OF DETERMINATION OF WAGES & BENEFITS OF THE TOWNSHIP CLERK**

At a regular meeting of the Township Board of Hartland Township, Livingston County, Michigan, held at the Township Hall in said Township on March 21, 2023, at 7:00 p.m.

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_ and seconded by \_\_\_\_\_

**WHEREAS**, the compensation of the Clerk is \$68,546 annually, as outlined in the proposed Fiscal Year 2023-2024 Township budget.

**WHEREAS**, the Clerk be eligible for retirement benefits as described in the Township Defined Contribution Retirement Plan described for elected officials.

**WHEREAS**, the health insurance benefits made available to the employees of the Township shall be made available to the Clerk in compliance with the requirements of the Benefit Plan.

**WHEREAS**, the Clerk will receive employment benefits in accordance with the plan approved by the Board of Trustees.

**THEREFORE**, be it resolved by the Board of Trustees of the Township of Hartland, Livingston County, Michigan, as follows: does hereby adopt Resolution No. 23-R003, setting the wages and benefits for the Township Clerk for Fiscal Year 2023-2024.

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

STATE OF MICHIGAN                     )  
   )  
COUNTY OF LIVINGSTON             )

I, the undersigned, the duly qualified and acting Township Clerk of the Township of Hartland, Livingston County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the \_\_\_\_ day of March, 2023.

\_\_\_\_\_  
Larry N. Ciofu Hartland Township Clerk

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

**Submitted By:** Robert M. West, Township Manager

**Subject:** Resolution of Determination of wages and benefits of the Township Treasurer

**Date:** March 8, 2023

### **Recommended Action**

Adopt the Resolution of Determination of wages and benefits of the Township Treasurer for the 2023-2024 fiscal year.

### **Discussion**

Township Manager is recommending the proposed wages and benefits as presented based upon a regional analysis of neighboring communities of similar size and population.

### **Financial Impact**

The proposed wages and benefits have been incorporated into the proposed FY2023-24 Township Budget

### **Attachments**

Resolution Language

BOARD OF TRUSTEES

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



**Supervisor**  
William J. Fountain

**Clerk**  
Larry N. Ciofu

**Treasurer**  
Kathleen A. Horning

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

**RESOLUTION NO. 23-R004**

**RESOLUTION TO DETERMINATION OF WAGES & BENEFITS OF THE TOWNSHIP TREASURER**

At a regular meeting of the Township Board of Hartland Township, Livingston County, Michigan, held at the Township Hall in said Township on March 21, 2023, at 7:00 p.m.

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_ and seconded by \_\_\_\_\_

**WHEREAS**, the compensation of the Treasurer is \$68,546 annually, as outlined in the proposed Fiscal Year 2023-2024.

**WHEREAS**, the Treasurer be eligible for retirement benefits as described in the Township Defined Contribution Retirement Plan described for elected officials.

**WHEREAS**, the health insurance benefits made available to the employees of the Township shall be made available to the Treasurer in compliance with the requirements of the Benefit Plan.

**WHEREAS**, the Treasurer will receive employment benefits in accordance with the plan approved by the Board of Trustees.

**THEREFORE**, be it resolved by the Board of Trustees of the Township of Hartland, Livingston County, Michigan, as follows: does hereby adopt Resolution No. 23-R004, setting the wages and benefits for the Township Treasurer for Fiscal Year 2023-2024.

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

STATE OF MICHIGAN                     )  
  )  
COUNTY OF LIVINGSTON            )

I, the undersigned, the duly qualified and acting Township Clerk of the Township of Hartland, Livingston County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the \_\_\_\_ day of March, 2023.

\_\_\_\_\_  
Larry N. Ciofu Hartland Township Clerk

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

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

**Subject:** Resolution – FY2024 General Appropriations Act

**Date:** March 15, 2023

### **Recommended Action**

Move to approve the Resolution to Establish a General Appropriations Act for the 2023-2024 Fiscal Year.

### **Discussion**

The Fiscal Year 2023-2024 General Appropriations Act is consistent with our past practice. Incorporated into the General Fund departments are the proposed employee wages and salaries effective April 1, 2023, based upon the prior Township Board merit pool work session and Township Manager recommendations.

### **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

### **Attachments**

Budget Hearing 2023 – 2024 Presentation

Resolution: General Appropriations Act Fiscal Year 2022-2023

Fiscal Year 2022-2023 Budget Package



# Hartland Township

Budget Hearing

Fiscal Year 2023 – 2024

# Truth In Taxation

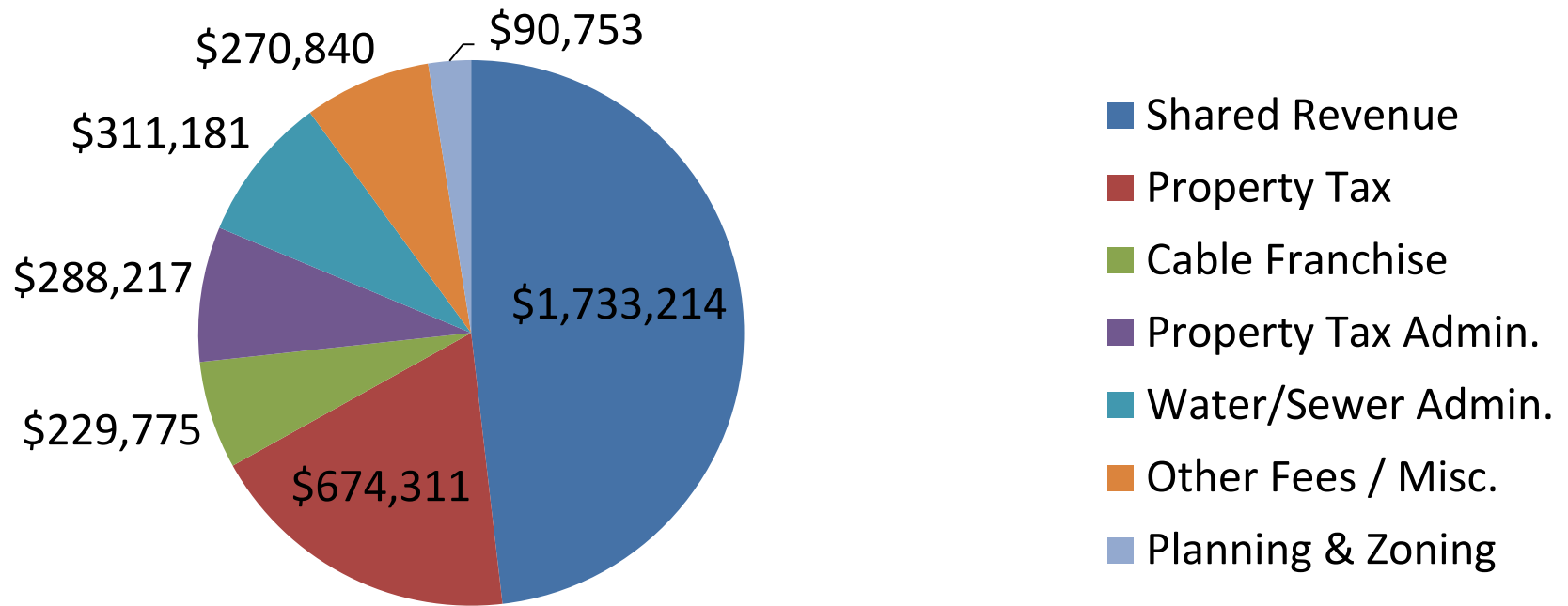
- Hartland Township                      0.7587 mills
- Fire Millage                              2.0302 mills
- Road Millage                              1.4222 mills

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

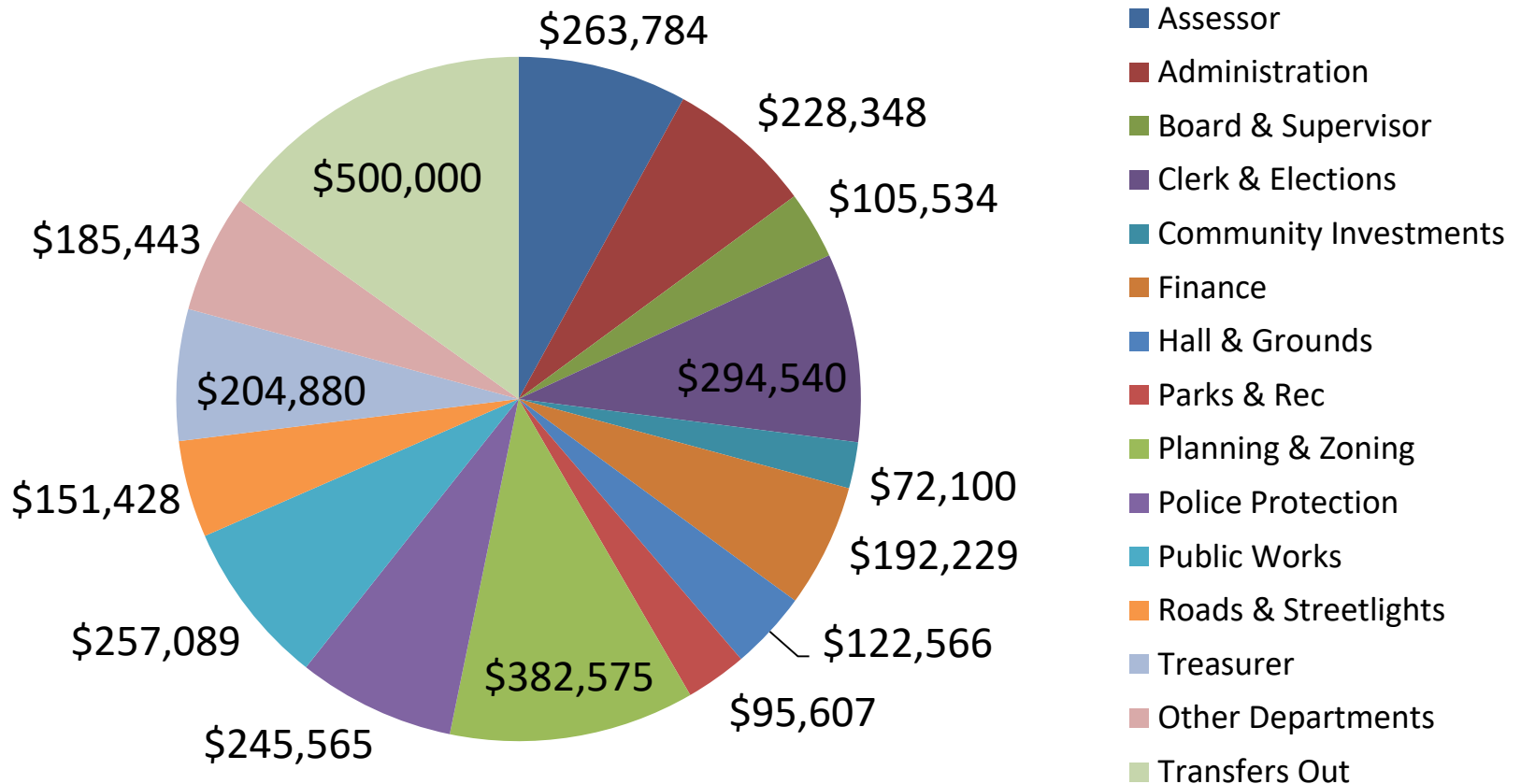


# General Fund Estimated Revenues

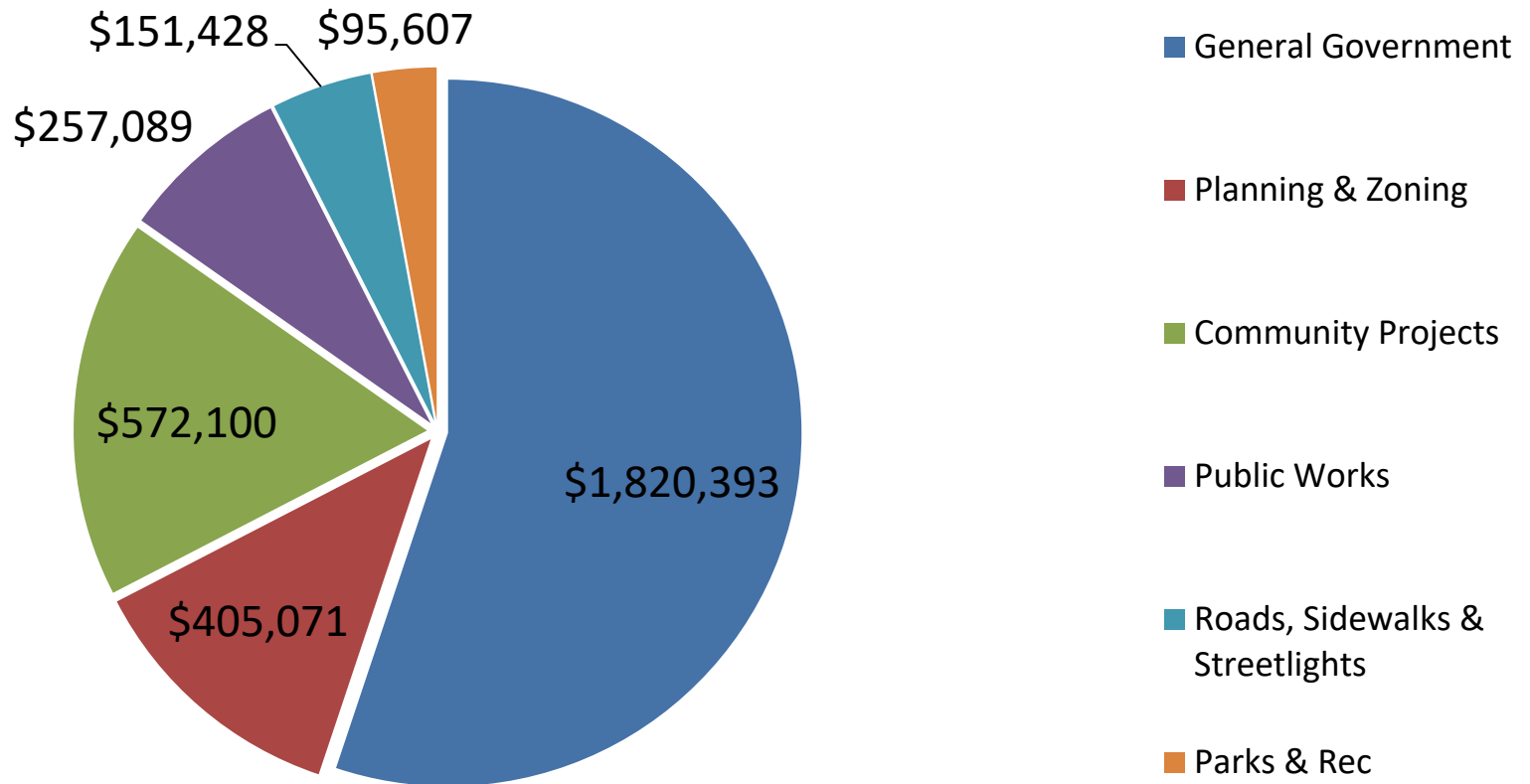
## Fiscal Year 2023 – 2024



# General Fund Estimated Expenditures Fiscal Year 2023 - 2024



# General Fund Estimated Expenditures Fiscal Year 2023-2024 Condensed



BOARD OF TRUSTEES

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



**Supervisor**  
William J. Fountain

**Clerk**  
Larry N. Ciofu

**Treasurer**  
Kathleen A. Horning

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

**RESOLUTION NO. XX-RXXX**

**RESOLUTION TO ESTABLISH A GENERAL APPROPRIATIONS ACT FOR  
HARTLAND TOWNSHIP FOR THE 2023-2024 FISCAL YEAR; TO DEFINE THE  
POWERS AND DUTIES OF TOWNSHIP OFFICERS IN RELATION TO BUDGET  
ADMINISTRATION; AND TO PROVIDE REMEDIES FOR REFUSAL OR NEGLECT  
TO COMPLY WITH THE REQUIREMENTS OF THIS RESOLUTION**

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

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**Section 1: Title**

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

**Section 2: Public Hearings on the Budget**

Pursuant to MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed budget was published in the Livingston County Press & Argus on March 14, 2023, and a public hearing on the proposed budget was held on March 21, 2023.

**Section 3: Millage Levy**

The Hartland Township Board anticipates a levy of 0.7587 mills to be levied and collected as the general property tax on all real and personal property within the Township upon the current tax roll, said 0.7587 mills being within the limit as statutorily allocated millage and the amount is less than 1.0 mill and is exempt from Truth-in-Taxation requirements. Additionally, separately voted millage dedicated exclusively for fire operations and road improvements will be levied in an

anticipated amount of 2.0302 mills and 1.4222 mills, respectively.

#### **Section 4: Estimated Revenues**

Estimated Township revenues for fiscal year 2023 – 2024, including various miscellaneous revenues, as listed in the proposed budget attached hereto:

General Fund (101)	\$ 3,598,291
Municipal Street Fund (204)	\$ 1,268,010
Fire Operating Fund (206)	\$ 1,807,882
Liquor Law Enforcement Fund (212)	\$ 12,570
CLFRF Grant (285)	\$ 173,000
M59 Road Improvement Debt Fund (354)	\$ 311,352
Millpointe Road SAD (358)	\$ 90,252
Bullard Lake Road SAD (359)	\$ 19,317
Capital Projects Fund (401)	\$ 524,250
Water System Fund (536)	\$ 950,861
Water Replacement Fund (539)	\$ 318,051
Cable PEG Fee Fund (577)	\$ 91,700
Sewer Fund (590)	\$ 3,034,974
Sewer Lake Tyrone 2015 SAD (591)	\$ 33,189
Sewer 2005 Debt Fund (595)	\$ 61,969
Sewer Forestbrook Hills SAD#1 (596)	\$ 2,924
Sewer 2015 SAD 200 (597)	\$ 3,408
Road Special Assessment Districts (852)	\$ 64,581

#### **Section 5: Estimated Expenditures**

Estimated Township expenditures for fiscal year 2022 – 2023 for the various Township activities as listed in the proposed budget attached hereto:

General Fund (101)	\$ 3,301,688
Municipal Street Fund (204)	\$ 3,083,400
Fire Operating Fund (206)	\$ 1,825,417
Liquor Law Enforcement Fund (212)	\$ 12,500

CLFRF Grant (285)	\$ 173,000
M59 Road Improvement Debt Fund (354)	\$ 282,563
Millpointe Road Debt Service Fund (358)	\$ 109,513
Bullard Lake Road SAD (359)	\$ 20,052
Capital Projects Fund (401)	\$ 1,085,700
Water System Fund (536)	\$ 863,866
Water Replacement Fund (539)	\$ 357,000
Cable PEG Fee Fund (577)	\$ 91,700
Sewer Fund (590)	\$ 2,793,425
Sewer Lake Tyrone 2015 SAD (591)	\$ 21,037
Sewer 2005 Debt Service Fund (595)	\$ 311,600
Sewer Forestbrook Hills SAD#1 (596)	\$ 0
Sewer 2015 SAD 200 (597)	\$ 0

#### **Section 6: Adoption of Budget by Reference**

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

#### **Section 7: Adoption of Budget by Cost Center**

The Board of Trustees of Hartland Township adopts the 2024 fiscal year general fund budget and all other fund budgets by cost center. Township officials responsible for the expenditures authorized in the budget may expend Township funds up to, but not to exceed, the total appropriation authorized for each cost center, and may make transfers among the various line items contained in the cost center appropriation. **The Township Board shall approve all non-emergency purchases over \$15,000. The Township Manager is required to obtain Administrative Committee approval for non-emergency budgeted purchases over \$6,000 but less than \$15,000 without the need for Township Board approval. The Township Manager has the authority to authorize appropriations less than \$6,000 without Township Board or Administrative Committee approval. No transfers of appropriations for pay rate increases or capital outlay items equal to or greater than \$15,000 may be made without prior Board approval by budget amendment.**

#### **Section 8: Appropriation Not a Mandate to Spend**

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

## **Section 9: Transfer Authority**

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

## **Section 10: Periodic Fiscal Reports**

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

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

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

## **Section 11: Limit on Obligations and Payments**

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

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

Effective April 1, 2023, the new pay rates for township employees have been approved by the Township Manager and incorporated into department budgets. Further, the Township Manager has approved the amended pay grade schedule, which incorporates the net inflationary adjustment of 4.3335%. This amended schedule shall repeal and replace the table in Section 4.08 (Pay Grade Schedule) of the Board Policy Manual.

## **Section 13: Budget Monitoring**

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

## Section 14: Violations of This Act

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

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

TATE OF MICHIGAN )  
 )  
COUNTY OF LIVINGSTON )

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

Larry N. Ciofu Hartland Township Clerk



FUND AND DEPARTMENT	DESCRIPTION	2021-22 ACTIVITY	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
101	GENERAL FUND	3,160,749	3,474,394	3,598,291
Totals for dept 000 -		3,160,749	3,474,394	3,598,291
TOTAL ESTIMATED REVENUES		3,160,749	3,474,394	3,598,291
APPROPRIATIONS				
101	TOWNSHIP BOARD	56,349	66,500	67,815
171	SUPERVISOR	34,272	37,017	37,719
172	ADMINISTRATION	145,257	214,862	228,348
191	ELECTIONS	2,118	66,231	77,507
192	FINANCE DEPARTMENT	167,059	180,299	192,229
209	ASSESSOR	217,040	254,769	263,784
215	CLERK	154,131	170,492	217,033
239	VEHICLE USE	1,837	3,464	3,855
247	BOARD OF REVIEW	2,293	3,537	4,254
253	TREASURER	178,096	192,680	204,880
258	DATA PROCESSING	23,650	29,176	32,910
265	TOWNSHIP HALL & GROUNDS	111,099	123,955	122,566
299	UNALLOCATED	35,316		
302	POLICE PROTECTION		158,862	245,565
400	PLANNING & ZONING	322,080	371,014	382,575
410	BOARD OF APPEALS	630	2,172	2,172
441	DEPARTMENT OF PUBLIC WORKS	211,974	239,041	257,089
444	SIDEWALKS	4,000	6,000	7,500
448	STREET LIGHTS	15,839	22,198	18,860
463	ROADS & M59 MEDIAN	96,324	119,328	125,068
465	DRAINS, PUBLIC BENEFIT	3,169	5,375	10,800
567	CEMETERIES	5,441	27,986	29,632
577	COMMUNICATIONS	48,217	59,949	79,324
703	COMMUNITY INVESTMENTS			72,100
722	ZONING CODE ENFORCEMENT	16,837	21,374	22,496
751	PARKS & RECREATION	136,327	141,626	95,607
901	APPROPRIATIONS-TRANSFER OUT	930,229	757,782	500,000
TOTAL APPROPRIATIONS		2,919,584	3,275,689	3,301,688
NET OF REVENUES/APPROPRIATIONS - FUND 101		241,165	198,705	296,603
BEGINNING FUND BALANCE		3,191,477	3,432,642	3,631,347
ENDING FUND BALANCE		3,432,642	3,631,347	3,927,950

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BUDGET REPORT  
 Fund: 204 MUNICIPAL STREET FUND

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FUND AND DEPARTMENT	DESCRIPTION	2021-22 ACTIVITY	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
204	MUNICIPAL STREET FUND	1,118,467	1,173,118	1,268,010
	Totals for dept 000 -	1,118,467	1,173,118	1,268,010
TOTAL ESTIMATED REVENUES		1,118,467	1,173,118	1,268,010
APPROPRIATIONS				
000		871,102	1,119,558	3,083,400
TOTAL APPROPRIATIONS		871,102	1,119,558	3,083,400
NET OF REVENUES/APPROPRIATIONS - FUND 204		247,365	53,560	(1,815,390)
	BEGINNING FUND BALANCE	1,989,408	2,236,773	2,290,333
	ENDING FUND BALANCE	2,236,773	2,290,333	474,943

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BUDGET REPORT  
Fund: 206 FIRE OPERATING

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FUND AND DEPARTMENT	DESCRIPTION	2021-22 ACTIVITY	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
206	FIRE OPERATING	1,594,935	1,671,919	1,807,882
	Totals for dept 000 -	1,594,935	1,671,919	1,807,882
TOTAL ESTIMATED REVENUES				
		1,594,935	1,671,919	1,807,882
APPROPRIATIONS				
000		1,263,441	1,370,845	1,825,417
TOTAL APPROPRIATIONS				
		1,263,441	1,370,845	1,825,417
NET OF REVENUES/APPROPRIATIONS - FUND 206				
		331,494	301,074	(17,535)
	BEGINNING FUND BALANCE	1,372,393	1,703,887	2,004,961
	ENDING FUND BALANCE	1,703,887	2,004,961	1,987,426

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BUDGET REPORT  
Fund: 212 LIQUOR LAW ENFORCEMENT

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FUND AND DEPARTMENT	DESCRIPTION	2021-22 ACTIVITY	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
212	LIQUOR LAW ENFORCEMENT	13,513	12,574	12,570
Totals for dept 000 -		13,513	12,574	12,570
TOTAL ESTIMATED REVENUES		13,513	12,574	12,570
APPROPRIATIONS				
000			9,807	12,500
TOTAL APPROPRIATIONS			9,807	12,500
NET OF REVENUES/APPROPRIATIONS - FUND 212		13,513	2,767	70
BEGINNING FUND BALANCE		73,708	87,222	89,989
ENDING FUND BALANCE		87,221	89,989	90,059

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DB: Hartland

BUDGET REPORT  
Fund: 285 CLFRF GRANT

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FUND AND DEPARTMENT	DESCRIPTION	2021-22 ACTIVITY	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
285	CLFRF GRANT	163	343,265	173,000
Totals for dept 000 -		163	343,265	173,000
TOTAL ESTIMATED REVENUES		163	343,265	173,000
APPROPRIATIONS				
000				1,500
101	TOWNSHIP BOARD		694	60,000
336	FIRE AUTHORITY		22,900	30,000
444	SIDEWALKS		210,843	6,500
703	COMMUNITY INVESTMENTS			75,000
751	PARKS & RECREATION		108,328	
TOTAL APPROPRIATIONS			342,765	173,000
NET OF REVENUES/APPROPRIATIONS - FUND 285		163	500	
BEGINNING FUND BALANCE			163	663
ENDING FUND BALANCE		163	663	663

User: SUSAN

Fund: 354 2009 M-59 ROAD IMPROVEMENTS BOND

DB: Hartland

FUND AND DEPARTMENT	DESCRIPTION	2021-22 ACTIVITY	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
354	2009 M-59 ROAD IMPROVEMENTS BOND	327,437	319,364	311,352
	Totals for dept 000 -	327,437	319,364	311,352
TOTAL ESTIMATED REVENUES				
		327,437	319,364	311,352
APPROPRIATIONS				
000		306,110	292,963	282,563
TOTAL APPROPRIATIONS				
		306,110	292,963	282,563
NET OF REVENUES/APPROPRIATIONS - FUND 354				
		21,327	26,401	28,789
	BEGINNING FUND BALANCE	437,730	459,056	485,457
	ENDING FUND BALANCE	459,057	485,457	514,246

User: SUSAN

Fund: 358 MILLPOINTE ROAD DEBT SERVICE FUND

DB: Hartland

FUND AND DEPARTMENT	DESCRIPTION	2021-22 ACTIVITY	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
358	MILLPOINTE ROAD DEBT SERVICE FUND	106,255	96,178	90,252
	Totals for dept 000 -	106,255	96,178	90,252
TOTAL ESTIMATED REVENUES				
		106,255	96,178	90,252
APPROPRIATIONS				
000		109,988	107,288	109,513
TOTAL APPROPRIATIONS				
		109,988	107,288	109,513
NET OF REVENUES/APPROPRIATIONS - FUND 358				
		(3,733)	(11,110)	(19,261)
	BEGINNING FUND BALANCE	269,543	265,810	254,700
	ENDING FUND BALANCE	265,810	254,700	235,439

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BUDGET REPORT  
 Fund: 359 BULLARD LAKE ROAD SAD

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FUND AND DEPARTMENT	DESCRIPTION	2021-22 ACTIVITY	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
359	BULLARD LAKE ROAD SAD	20,406	22,638	19,317
	Totals for dept 000 -	20,406	22,638	19,317
TOTAL ESTIMATED REVENUES				
		20,406	22,638	19,317
APPROPRIATIONS				
000		2,003	20,381	20,052
TOTAL APPROPRIATIONS				
		2,003	20,381	20,052
NET OF REVENUES/APPROPRIATIONS - FUND 359				
		18,403	2,257	(735)
BEGINNING FUND BALANCE				
		48,059	66,463	68,720
ENDING FUND BALANCE				
		66,462	68,720	67,985



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BUDGET REPORT  
 Fund: 401 CAPITAL PROJECTS FUND

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FUND AND DEPARTMENT	DESCRIPTION	2021-22 ACTIVITY	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
401	CAPITAL PROJECTS FUND	929,957	740,839	524,250
	Totals for dept 000 -	929,957	740,839	524,250
TOTAL ESTIMATED REVENUES		929,957	740,839	524,250
APPROPRIATIONS				
000			20,000	60,000
265	TOWNSHIP HALL & GROUNDS		30,870	334,500
444	SIDEWALKS	318,530	20,000	275,000
463	ROADS & M59 MEDIAN			46,200
751	PARKS & RECREATION	198,309		370,000
TOTAL APPROPRIATIONS		516,839	70,870	1,085,700
NET OF REVENUES/APPROPRIATIONS - FUND 401		413,118	669,969	(561,450)
	BEGINNING FUND BALANCE	904,442	1,317,561	1,987,530
	ENDING FUND BALANCE	1,317,560	1,987,530	1,426,080

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DB: Hartland

BUDGET REPORT  
Fund: 536 WATER SYSTEM FUND

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FUND AND DEPARTMENT	DESCRIPTION	2021-22 ACTIVITY	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
536	WATER SYSTEM FUND	713,293	934,378	950,861
Totals for dept 000 -		713,293	934,378	950,861
TOTAL ESTIMATED REVENUES		713,293	934,378	950,861
APPROPRIATIONS				
000		645,673	880,183	863,866
TOTAL APPROPRIATIONS		645,673	880,183	863,866
NET OF REVENUES/APPROPRIATIONS - FUND 536		67,620	54,195	86,995
BEGINNING FUND BALANCE		1,703,710	1,771,330	1,825,525
ENDING FUND BALANCE		1,771,330	1,825,525	1,912,520

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 DB: Hartland

BUDGET REPORT  
 Fund: 539 WATER REPLACEMENT FUND

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FUND AND DEPARTMENT	DESCRIPTION	2021-22 ACTIVITY	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
539	WATER REPLACEMENT FUND	3,183,202	1,364,465	318,051
	Totals for dept 000 -	3,183,202	1,364,465	318,051
TOTAL ESTIMATED REVENUES		3,183,202	1,364,465	318,051
APPROPRIATIONS				
000		271,141	322,000	357,000
TOTAL APPROPRIATIONS		271,141	322,000	357,000
NET OF REVENUES/APPROPRIATIONS - FUND 539		2,912,061	1,042,465	(38,949)
	BEGINNING FUND BALANCE	5,713,124	8,625,186	9,667,651
	ENDING FUND BALANCE	8,625,185	9,667,651	9,628,702

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BUDGET REPORT  
 Fund: 577 CABLE TV FUND

Page: 12/18

FUND AND DEPARTMENT	DESCRIPTION	2021-22 ACTIVITY	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
577	CABLE TV FUND	91,616	91,782	91,700
Totals for dept 000 -		91,616	91,782	91,700
TOTAL ESTIMATED REVENUES		91,616	91,782	91,700
APPROPRIATIONS				
000		59,437	82,628	91,700
TOTAL APPROPRIATIONS		59,437	82,628	91,700
NET OF REVENUES/APPROPRIATIONS - FUND 577		32,179	9,154	
BEGINNING FUND BALANCE		137,785	169,962	179,116
ENDING FUND BALANCE		169,964	179,116	179,116

User: SUSAN

Fund: 590 SEWER OPERATIONS &amp; MAINTENANCE FUND

DB: Hartland

FUND AND DEPARTMENT	DESCRIPTION	2021-22 ACTIVITY	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
590	SEWER OPERATIONS & MAINTENANCE FUND	3,281,987	3,171,477	3,034,974
	Totals for dept 000 -	3,281,987	3,171,477	3,034,974
TOTAL ESTIMATED REVENUES		3,281,987	3,171,477	3,034,974
APPROPRIATIONS				
000		3,885,986	2,697,164	2,783,425
595	2005 SEWER BONDS	426,635		10,000
TOTAL APPROPRIATIONS		4,312,621	2,697,164	2,793,425
NET OF REVENUES/APPROPRIATIONS - FUND 590		(1,030,634)	474,313	241,549
BEGINNING FUND BALANCE		24,551,457	23,520,822	23,995,135
ENDING FUND BALANCE		23,520,823	23,995,135	24,236,684

FUND AND DEPARTMENT	DESCRIPTION	2021-22 ACTIVITY	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
591	LAKE TYRONE 2015 SEWER SAD	40,614	35,925	33,189
Totals for dept 000 -		40,614	35,925	33,189
TOTAL ESTIMATED REVENUES		40,614	35,925	33,189
APPROPRIATIONS				
000		23,967	22,502	21,037
TOTAL APPROPRIATIONS		23,967	22,502	21,037
NET OF REVENUES/APPROPRIATIONS - FUND 591		16,647	13,423	12,152
BEGINNING FUND BALANCE		211,186	227,832	241,255
ENDING FUND BALANCE		227,833	241,255	253,407

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BUDGET REPORT  
Fund: 595 2005 SEWER EXP BONDS

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FUND AND DEPARTMENT	DESCRIPTION	2021-22 ACTIVITY	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
595	2005 SEWER EXP BONDS	1,877,605	114,437	61,969
Totals for dept 000 -		1,877,605	114,437	61,969
TOTAL ESTIMATED REVENUES		1,877,605	114,437	61,969
APPROPRIATIONS				
000		850,864	696,256	311,600
TOTAL APPROPRIATIONS		850,864	696,256	311,600
NET OF REVENUES/APPROPRIATIONS - FUND 595		1,026,741	(581,819)	(249,631)
BEGINNING FUND BALANCE		(9,805,105)	(8,778,365)	(9,360,184)
ENDING FUND BALANCE		(8,778,364)	(9,360,184)	(9,609,815)

User: SUSAN

Fund: 596 FORESTBROOK HILLS SEWER SAD#1

DB: Hartland

FUND AND DEPARTMENT	DESCRIPTION	2021-22 ACTIVITY	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
596	FORESTBROOK HILLS SEWER SAD#1	3,772	3,316	2,924
Totals for dept 000 -		3,772	3,316	2,924
TOTAL ESTIMATED REVENUES		3,772	3,316	2,924
NET OF REVENUES/APPROPRIATIONS - FUND 596		3,772	3,316	2,924
BEGINNING FUND BALANCE		35,293	39,065	42,381
ENDING FUND BALANCE		39,065	42,381	45,305



User: SUSAN

Fund: 597 HARTLAND TWP SEWER SAD 200

DB: Hartland

FUND AND DEPARTMENT	DESCRIPTION	2021-22 ACTIVITY	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
597	HARTLAND TWP SEWER SAD 200	3,917	3,651	3,408
Totals for dept 000 -		3,917	3,651	3,408
TOTAL ESTIMATED REVENUES		3,917	3,651	3,408
NET OF REVENUES/APPROPRIATIONS - FUND 597		3,917	3,651	3,408
BEGINNING FUND BALANCE		26,789	30,706	34,357
ENDING FUND BALANCE		30,706	34,357	37,765

User: SUSAN

Fund: 852 ROAD SPECIAL ASSESSMENT DISTRICTS

DB: Hartland

FUND AND DEPARTMENT	DESCRIPTION	2021-22 ACTIVITY	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 453 - HARTLAND WOODS ROAD SAD				
852	ROAD SPECIAL ASSESSMENT DISTRICTS		79,127	64,581
Totals for dept 453 - HARTLAND WOODS ROAD SAD			79,127	64,581
TOTAL ESTIMATED REVENUES			79,127	64,581
APPROPRIATIONS				
453	HARTLAND WOODS ROAD SAD		566,314	
TOTAL APPROPRIATIONS			566,314	
NET OF REVENUES/APPROPRIATIONS - FUND 852			(487,187)	64,581
BEGINNING FUND BALANCE				(487,187)
ENDING FUND BALANCE			(487,187)	(422,606)
ESTIMATED REVENUES - ALL FUNDS		16,467,888	13,652,847	12,366,581
APPROPRIATIONS - ALL FUNDS		12,152,770	11,877,213	14,332,461
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		4,315,118	1,775,634	(1,965,880)
BEGINNING FUND BALANCE - ALL FUNDS		30,860,999	35,176,117	36,951,751
ENDING FUND BALANCE - ALL FUNDS		35,176,117	36,951,751	34,985,871

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

**Submitted By:** Michael Luce, Director of Public Works

**Subject:** Hartland Enrichment and Recreation Organization (HERO) Agreement 2023-2026

**Date:** March 14, 2023

### **Recommended Action**

Approve the Hartland Enrichment and Recreation Organization (HERO) Agreement 2023-2026 as presented.

### **Discussion**

The Hartland Enrichment and Recreation Organization (HERO) Agreement with the Township is due for renewal. Approval as presented will formalize the agreement for a duration of three fiscal years.

The only proposed change is the addition of \$300 per year to the maintenance line item bringing annual Township contribution to \$2,500. The content of the agreement remains the same as the previous agreement.

### **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

### **Attachments**

HERO Agreement – 2023-2026

**Memorandum of Agreement  
Between Hartland Township and the Hartland Enrichment and Recreation Organization  
(HERO) 2023-2026**

WHEREAS, Hartland Township (the "Township") owns the old township hall property (the "Property") at 3191 Hartland Road, and providing use of the Property for the Hartland Enrichment and Recreation Organization ("HERO"); WHEREAS, HERO was founded on the long-standing community tradition and shared values of investing positively into the lives of children in the Township;

WHEREAS, the Township and HERO (the "Parties") desire to enter into an agreement regarding the use, maintenance and preservation of the Property; and

WHEREAS, the Township has determined that this Agreement is in the public interest and serves and advances a public purpose;

NOW, THEREFORE, the Parties agree as follows:

- I. The term of this Agreement shall commence immediately and shall expire June 30, 2026. The parties agree to meet in April 2026 to discuss renewal of this Agreement.

FY2023-2024	Payment due by July 15, 2023	Term ends June 30, 2024
FY2024-2025	Payment due by July 15, 2024	Term ends June 30, 2025
FY2025-2026	Payment due by July 15, 2025	Term ends June 30, 2026

- II. The Township agrees to provide use of the Property to HERO under the following conditions: a. Only for the purpose of operating the HERO Teen Center ("HERO TC") for pre registered students that are enrolled in Hartland Consolidated Schools, grades 7-12.

b. HERO shall submit a monthly schedule of activities to be held at the Property to the Township Quarterly by the first day of each month

c. HERO agrees to use and occupy the Property in accordance with all applicable ordinances, statutes, codes, laws, rules and regulations.

- III. The Township shall pay Twenty-two Thousand and 00/100 Dollars (\$22,000.00) to HERO by July 15, 2023, of this contract, in consideration of the following services for the Property to be provided by HERO:

- a. The HERO TC will be open for after school hours, Monday through Friday, in accordance with the Hartland Consolidated Schools calendar except holidays or other days as determined by HERO's Board of Directors. The HERO TC is permitted to provide activities for 8 weeks during the summer months with Township approval. The HERO TC and all activities will be administered by at least one adult ("Director") who shall be employed at HERO's sole cost.
- b. HERO will provide recreational and educational programs to participating students.
- c. HERO will provide participating students use of computers on the Property. All computer use will comply with HERO policies and regulations pertaining to computer use.
- d. HERO will provide the Township with a summary report on an annual basis of the attendance, list of activities, and other pertinent information to document for the Township proper use of the provided funding in the public interest.
- e. The building interior shall be maintained in good condition, recognizing it is part of a community center serving the general public.

- f. The building interior, offices, lobby, hallways, kitchen, restroom facilities, other common areas, all toilets and fixtures shall be:
  - 1. Secured and locked at the conclusion of each day's activities;
  - 2. Cleaned, serviced and maintained in good and safe working order as a clean, useable facility, with all necessary supplies (including, but not limited to, paper towels, toilet paper, and cleaning supplies).
- g. Litter control shall be provided to the Property daily during HERO sanctioned activities.
- h. When deemed by the Township to have occurred during HERO activities, prominent graffiti shall be cleaned and/or painted out within one week of discovery. Other incidental graffiti shall be cleaned and/or painted out annually.
- i. HERO may provide maintenance or services to a higher or more frequent standard than identified above, providing HERO assumes all related costs resulting from the higher standard and complies with any present or future federal, state, or local laws and policies.
- j. If the Township determines that any of this required maintenance is not being done effectively, the Township will provide three (3) business day notice to HERO to correct the condition. If it is not completed satisfactorily, the Township will provide the service and bill HERO for the cost of service and HERO will pay all costs related to this service.

IV. The Township shall pay all utility bills (electric, gas, sewer and water), alarm monitoring, monthly interior cleaning and other routine maintenance costs for the Property not provided by HERO (as listed in Section III above). HERO shall alert the Township Public Works Director directly of defective or dangerous conditions at the HERO Center. The Township shall not be responsible for repairs to the Property, its fixtures or appurtenances, when the damage is deemed by the Township to have occurred by cause of vandalism, negligence, misconduct or carelessness during HERO activities. The Township shall establish an annual maintenance cap limited to the amount of \$2,500.00 to offset repairs and maintenance. Requests for additional funding require Township Board approval.

- V. The Township shall retain the right to allow and approve rental or use of the Property by non-profit organizations or other governmental agencies during those times when HERO is not scheduled, provided the Property is returned in good, clean, useable condition. In consideration of the payment for services above, HERO agrees to coordinate and schedule hourly rental of the Facilities by others, including:
- a. Acting as the primary point of contact for all requests for hourly rental.
  - b. Maintaining a schedule of all building uses and scheduled rentals.
  - c. Providing a building monitor during the entire time of the hourly rental.
  - d. Subsequently cleaning & securing the building to the same standard described above.
  - e. For these and any other services HERO may provide to other renters of the building (i.e. hourly monitoring, equipment use, cleaning, etc.), they shall be permitted to charge reasonable deposits and/or fees to recover any costs HERO may incur. HERO shall submit a schedule of permissible fees to the Township annually no later than September 30<sup>th</sup>.

VI. Any other maintenance, safety or liability concerns not provided for in this Agreement should be reported to the Township by HERO within one business day for review and correction, if needed.

VII. HERO shall make no modifications to the Property without the permission of the Township.

VIII. Any and all news releases, websites, or other types of publicity pertaining to the activities of HERO shall recognize the Township as a participating sponsor and represent the Township in a positive and favorable light.

IX. HERO agrees that it will indemnify, hold and save the Township and its officers, agents, contractors and employees whole and harmless and defend same from and against all claims from any act, omission, negligence or misconduct on the part of HERO or any of its agents, servants, employees, contractors, guests or invitees resulting from its use of the Property.

(HERO)

X. HERO shall furnish a copy of a liability insurance policy naming the Township as insured in the amount of \$1,000,000, together with a signed copy of this agreement and a copy of the approved schedule before using the facilities for any purpose. Such liability insurance will also be required of any sub-contractors hired by HERO prior to working on Property.

XI. The Township may terminate and/or cancel this Agreement upon default or breach of any obligation or material terms contained herein by HERO and only if said default or breach is not remedied within a reasonable time after notice of the default or breach is given by the Township in writing to HERO. Reasonable time for remedying the default or breach shall be specified by the Township in its notice and shall be based on the circumstances given rise to the default or breach.

IN WITNESS WHEREOF, the duly authorized officers of the parties hereto have executed this agreement on the dates shown with their respective signatures.

Hartland Enrichment &  
Recreation Organization

Hartland Township

By:



Marta-Kate Jackson  
Board President  
HERO Teen Center

\_\_\_\_\_  
Larry Ciofu  
Clerk  
Hartland Township

Date: 3/16/23

Date: \_\_\_\_\_

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

**Submitted By:** Michael Luce, Director of Public Works

**Subject:** HAYYA – Spranger Field Agreement 2023-2025

**Date:** March 15, 2023

### **Recommended Action**

Approve the HAYYA – Spranger Field Agreement 2023-2025 as presented.

### **Discussion**

The Hartland Area Youth Athletic Association (HAYYA) Agreement with the Township is due for renewal. Approval as presented will formalize the agreement for a duration of two fiscal years.

There are no changes posed from the previous agreement.

### **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

### **Attachments**

2023-2025 HAYAA Contract- Spranger Field

**Memorandum of Agreement  
Between Hartland Township and the Hartland Area Youth Athletic Association  
For the use of Spranger Field 2023-2025**

WHEREAS, Hartland Township (the Township) owns Spranger Field, a park site on Hartland Road and north of Dunham Road, used for general community park uses and provides facilities for the Hartland Area Youth Athletic Association (HAYAA);

WHEREAS, HAYAA has a long tradition of positively serving children in the Township by providing recreational opportunities of baseball and softball activities through the use of volunteers at little cost to the Township;

WHEREAS, the Township and HAYAA desire to enter into an agreement regarding the use, maintenance and preservation of the fields, rest rooms, concession stand, pavilion and parking lot (the Facilities) at Spranger Field; and

WHEREAS, the Township has determined that this Agreement is in the public interest and serves and advances the public purpose,

NOW, THEREFORE, the Township and HAYAA agree as follows:

- I. The term of this Agreement shall commence immediately and shall expire December 31, 2025. The parties agree to meet in November 2025 to discuss renewal of this Agreement.
- II. The Township agrees to provide use of the Facilities to HAYAA under the following conditions:
  - a. Only for the purpose of HAYAA sanctioned baseball and softball activities for children between the ages of five (5) and sixteen (16).
  - b. HAYAA shall submit a "requested" schedule to the Township every year of this agreement, by March 31, which shall be reviewed to confirm the availability of the Facilities and to protect the best interest of the Township. After approval by the Township, the schedule shall become "final", and no changes shall be made without written approval of the Township (not to be unreasonably withheld).
  - c. HAYAA shall provide a detailed game and practice schedule prior to each season that includes identification and contact information for each team scheduled.
  - d. HAYAA agrees to use and occupy the Facilities in accordance with all applicable ordinances, statutes, codes, laws, rules and regulations.
  - e. HAYAA shall maintain adequate books and records in accordance with generally accepted accounting principles consistently applied, and permit the Township, upon request, to inspect, audit and examine such books and records within five (5) business days.
- III. The Township shall pay to HAYAA every year of this agreement, the sum of Nine Thousand Dollars (\$9,000), payable in seven (7) equal monthly installments of one thousand, two hundred eighty-five dollars and seventy-two cents (\$1,285.72) each, beginning March 15, 2023, in consideration of the following services for the Facilities to be provided by HAYAA:
  - a. Facilities shall be maintained in good condition, recognizing they are part of a park serving the general public.



- b. Grass turf areas shall be mowed once every two weeks between the months of April and October, including the abutting Hartland Road right of way to the north side of the Ore Creek bridge (including weed trimming along sidewalk cracks and edges, from the curb to the fence).
  - c. Picnic pavilion, restroom facilities, all toilets and fixtures shall be:
    - i. Unlocked, open and operational during all HAYAA sanctioned activities;
    - ii. Secured and locked at the conclusion of each day's activities (except pavilion);
    - iii. Cleaned, serviced and maintained in good and safe working order as a clean, useable facility, with all necessary supplies (including, but not limited to, paper towels, toilet paper, and cleaning supplies).
  - d. The concession stand shall also be cleaned, serviced and maintained in good and safe working order as a clean, useable facility.
  - e. Proper parking of spectator cars and proper crowd control to allow access for emergency vehicles and personnel shall be maintained.
  - f. Litter control shall be provided to the Facilities daily during HAYAA sanctioned activities and trash receptacles shall be emptied when more than half full, but at least weekly. All refuse shall be properly disposed in a dumpster to be provided by HAYAA in an area approved by the Township. The dumpster shall remain locked, to deter illegal dumping, and it shall be emptied at least bi-weekly.
  - g. When deemed by the Township to have occurred during HAYAA sanctioned activities, prominent graffiti in common areas shall be painted out within one week of discovery. Other incidental graffiti shall be painted out annually.
  - h. Additional asphalt millings shall be applied, and the graveled parking lot shall be graded by April 30, of every year of this agreement.
  - i. HAYAA may provide maintenance or services to a higher or more frequent standard than identified above, providing HAYAA assumes all related costs resulting from the higher standard and complies with any present or future federal, state, or local laws and policies.
  - j. If the Township determines that any of this required maintenance is not being done effectively, the Township will provide 24 hours notice to HAYAA to correct the condition. If it is not completed satisfactorily, the Township will provide the service and bill HAYAA for the cost of service plus an additional 10% administrative fee. HAYAA will pay all costs related to this service.
- IV. The Township shall maintain the well, sewer and electrical services at its own cost, including the winterization of the facilities and restoration of utilities based on the seasonal demand.
- V. The Township shall retain the right to allow and approve rental of the Facilities by others during those times when HAYAA is not scheduled, provided the Facilities are returned to HAYAA in good, clean, playable condition. In consideration of the payment for services above, HAYAA agrees to provide dumpster access and clean the restroom facilities, to the same standard described, for up to ten (10) additional days for rental of the Facilities by others. For any other services HAYAA may provide to other renters of the Facilities (i.e. lining/marketing fields, concessions, equipment rental, etc.), they shall be permitted to charge a reasonable fee to recover any costs HAYAA may incur. HAYAA shall submit a schedule of permissible fees and charges to the Township by March 31, every year of this agreement
- VI. Any other maintenance, safety or liability concerns not provided for in this Agreement should be reported to the Township by HAYAA within 24 hours for review and correction, if necessary.
- VII. HAYAA shall make no modifications to the Facilities without the permission of the Township.
- VIII. Any and all news releases, signs, or other types of publicity pertaining to the activities of HAYAA at Spranger Field shall recognize the Township as a participating entity and represent the Township in a positive and favorable light.
- IX. HAYAA agrees that it will indemnify, hold and save the Township and its officers, agents, contractors

and employees whole and harmless and defend same from and against all claims from any an act, omission, negligence or misconduct on the part of HAYAA or any of its agents, servants, employees, contractors, guests or invitees resulting from its use of the Facilities.

- X. HAYAA shall furnish a copy of a liability insurance policy naming the Township as insured in the amount of \$1,000,000 together with a signed copy of this agreement and a copy of the approved schedule before using the facilities for any purpose. Such liability insurance will also be required of any sub-contractors hired by HAYAA prior to working on park property.
- XI. The Township shall be entitled to revoke this Agreement by 10 days written notice to HAYAA for violating any terms contained herein.

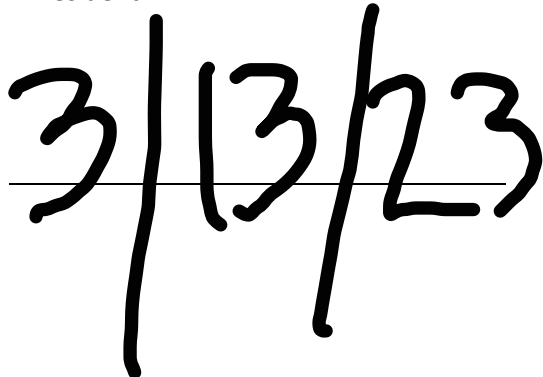
IN WITNESS WHEREOF, the duly authorized officers of the parties hereto have executed this agreement on the dates shown with their respective signatures.

Hartland Area Youth Athletic Association

Hartland Township

By:   
President

By: \_\_\_\_\_  
Supervisor

Date:   
\_\_\_\_\_

Date: \_\_\_\_\_