



## 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

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### Board of Trustees Regular Meeting Agenda Hartland Township Hall Tuesday, December 16, 2025 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.](#) 12-09-25 Hartland Township Board Regular Meeting Minutes
    - [d.](#) Confirm Supervisor's Appointments to the Planning Commission
    - [e.](#) HCS & LESA Summer Tax Collection Agreements
    - [f.](#) Utility Bill Adjustment
  7. Pending & New Business
    - [a.](#) 2026 Hartland Township Board Meeting Schedule
    - [b.](#) Resolution of Intent to Bond for Water Improvements
    - [c.](#) Resolution Setting Rates for Sewer and Water Systems for 2026
  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:** December 9, 2025

### **Recommended Action**

Move to approve the bills as presented for payment.

### **Discussion**

Bills presented total \$305,042.36. The bills are available in the Finance office for review.

Notable invoices include:

\$193,260.10 – Livingston County Drain Commission – (November 2025 Sewer System O&M)

\$25,932.00 – Spalding Dedecker – (Various engineering invoices)

\$72,055.00 – T & M Asphalt Paving Inc. – (Fire station 62 parking lot)

### **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY26 budget.

### **Attachments**

Bills for 12.16.2025

12/09/2025 03:13 PM  
User: SUSANC  
DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP  
EXP CHECK RUN DATES 12/16/2025 - 12/16/2025  
BOTH JOURNALIZED AND UNJOURNALIZED  
OPEN - CHECK TYPE: PAPER CHECK

Page: 1/7

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		

CINTAS	CINTAS CORPORATION	12/08/2025	4252282055	FOA	MATS	
53660	P.O. BOX 630910	12/16/2025		N		48.11
12/08/2025	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		12/16/2025		N		48.11

Open

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

CINTAS	CINTAS CORPORATION	12/02/2025	5305634607	FOA	FIRST AID SUPPLIES	
53631	P.O. BOX 630910	12/16/2025		N		15.15
12/02/2025	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		12/16/2025		N		15.15

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	15.15

VENDOR TOTAL: 63.26

COUNTRYVIE	COUNTRY VIEW TREE SERVICE	12/05/2025	199	FOA	VILLAGE CEMETERY TREE REMOVAL	
53637	3969 BENTLEY LAKE RD	12/16/2025		N		800.00
12/05/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/16/2025		N		800.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-567-930.000	REPAIRS & MAINTENANCE	800.00

VENDOR TOTAL: 800.00

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	12/05/2025	210019	FOA	DECEMBER 2025 PARKS TRASH PICKUP	
53642	PO BOX 241	12/16/2025		N		210.00
12/05/2025	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		12/16/2025		Y		210.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	210.00

VENDOR TOTAL: 210.00

0070	DTE ENERGY	11/30/2025	200465840668	FOA	NOV 2025 - MILLPOINTE, FIDDLERS GROV	
53641	P.O BOX 740786	12/16/2025		N		1,906.44
	CINCINNATI					
11/30/2025	OH, 45274-0786	/ /	0.0000	N		0.00
		12/16/2025		N		1,906.44

Open

GL NUMBER	DESCRIPTION	AMOUNT
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12/09/2025 03:13 PM  
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Page: 2/7

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		Due Date		1099		

101-000-282.001	MILLPOINTE STREETLIGHTS DEPOSIT			294.90		
101-000-282.002	FIDDLAR GROVE STREETLIGHT DEPOSIT			23.23		
101-000-282.003	WALNUT RIDGE STREETLIGHTS DEPOSIT			25.40		
101-448-921.000	STREET LIGHTS			1,562.91		
				<u>1,906.44</u>		

VENDOR TOTAL: 1,906.44

5888	FOSTER, SWIFT, COLLINS & SMITH	12/05/2025	930768	FOA	NOVEMBER 2025	
53643	313 S. WASHINGTON SQUARE	12/16/2025		N		1,224.00
12/05/2025	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		12/16/2025		Y		1,224.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-826.000	LEGAL FEES	1,173.00
101-209-826.000	LEGAL FEES	51.00
		<u>1,224.00</u>

VENDOR TOTAL: 1,224.00

0001	HARTLAND TOWNSHIP GENERAL FUND	12/09/2025	120925	FOA	NOVEMBER 2025 MOBILE HOME TAX DISBUR	
53665		12/16/2025		N		299.00
12/09/2025	,	/ /	0.0000	N		0.00
		12/16/2025		N		299.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	299.00

VENDOR TOTAL: 299.00

1120	KIZCAM	12/02/2025	18042	FOA	TOWNSHIP ENVELOPES	
53633	3280 W GRAND RIVER	12/16/2025		N		329.17
12/02/2025	HOWELL MI, 48855	/ /	0.0000	N		0.00
		12/16/2025		N		329.17

Open

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

1120	KIZCAM	12/02/2025	18045	FOA	RETURN ENVELOPES	
53659	3280 W GRAND RIVER	12/16/2025		N		85.99
12/02/2025	HOWELL MI, 48855	/ /	0.0000	N		0.00
		12/16/2025		N		85.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-727.000	SUPPLIES & POSTAGE	85.99

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Page: 3/7

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

VENDOR TOTAL: 415.16

0220	LIVINGSTON COUNTY TREASURER	12/09/2025	120925	FOA	NOVEMBER 2025 MOBILE HOME TAX DISBUR	
53666	200 E. GRAND RIVER	12/16/2025		N		1,495.00
12/09/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/16/2025		N		1,495.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	1,495.00

VENDOR TOTAL: 1,495.00

2909	LIVINGSTON CTY.DRAIN COMMISSIO	12/02/2025	4053	FOA	NOV 2025 - SEWER SYSTEM O&M	
53634	2300 E. GRAND RIVER	12/16/2025		N		193,260.10
	STE. 105					
12/02/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/16/2025		N		193,260.10

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-801.008	LCDC CONTRACT SERVICES	193,260.10

VENDOR TOTAL: 193,260.10

LOREA	LOREA TOPSOIL & AGGREGATE	12/02/2025	41137	FOA	SALT FOR HARTLAND DEERFIELD FIRE AUT	
53626	4812 S. OLD US23	12/16/2025		N		98.00
12/02/2025	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		12/16/2025		Y		98.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-802.000	LAWN/SNOW MAINTENANCE	98.00

LOREA	LOREA TOPSOIL & AGGREGATE	12/04/2025	41179	FOA	BULK SALT	
53644	4812 S. OLD US23	12/16/2025		N		98.00
12/04/2025	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		12/16/2025		Y		98.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	49.00
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	49.00

98.00

LOREA	LOREA TOPSOIL & AGGREGATE	12/07/2025	41289	FOA	BULK SALT	
53662	4812 S. OLD US23	12/16/2025		N		98.00
12/07/2025	BRIGHTON MI, 48114	/ /	0.0000	N		0.00

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Page: 4/7

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		Due Date		1099		

Open		12/16/2025		Y		98.00
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GL NUMBER	DESCRIPTION	AMOUNT
206-000-802.000	LAWN/SNOW MAINTENANCE	98.00

LOREA	LOREA TOPSOIL & AGGREGATE	12/08/2025	41311	FOA	BULK SALT	
53661	4812 S. OLD US23	12/16/2025		N		98.00
12/08/2025	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		12/16/2025		Y		98.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	49.00
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	49.00
		98.00

VENDOR TOTAL: 392.00

MTC	MATERIALS TESTING CONSULTANTS, INC.	11/12/2025	74897	FOA	STATION 62 PARKING LOT	
53664	693 PLYMOUTH AVE NE	12/16/2025		N		2,522.00
11/12/2025	GRAND RAPIDS MI, 49505	/ /	0.0000	N		0.00
		12/16/2025		N		2,522.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	2,522.00

VENDOR TOTAL: 2,522.00

1180	PETER'S TRUE VALUE HARDWARE	12/03/2025	80267	FOA	DEGREASER	
53632	3455 W. HIGHLAND ROAD	12/16/2025		N		20.07
12/03/2025	MILFORD MI, 48380	/ /	0.0000	N		0.00
		12/16/2025		N		20.07

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	20.07

1180	PETER'S TRUE VALUE HARDWARE	12/04/2025	K80288	FOA	TOILET REPAIRS	
53645	3455 W. HIGHLAND ROAD	12/16/2025		N		62.76
12/04/2025	MILFORD MI, 48380	/ /	0.0000	N		0.00
		12/16/2025		N		62.76

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	20.99
101-265-930.000	REPAIRS & MAINTENANCE	41.77
		62.76

12/09/2025 03:13 PM  
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Page: 5/7

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

VENDOR TOTAL: 82.83

PMTECH	PM TECHNOLOGIES	12/04/2025	134328652	FOA	TOWNSHIP HALL GENERATOR	
53663	28294 BECK ROAD	12/16/2025		N		692.59
12/04/2025	WIXOM MI, 48393	/ /	0.0000	N		0.00
		12/16/2025		N		692.59

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	692.59

VENDOR TOTAL: 692.59

SECURITYLO	SECURITY LOCK SERVICE INC	12/04/2025	2045	FOA	WHEELCHAIR ACCESSIBLE DOOR OPERATORS	
53646	401 WASHINGTON ST	12/16/2025		N		3,319.20
12/04/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		12/16/2025		N		3,319.20

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-970.000	CAPITAL OUTLAY	3,319.20

VENDOR TOTAL: 3,319.20

SPALDING	SPALDING DEDECKER	11/18/2025	105879	FOA	VILLAS OF HARTLAND THRU 10/26/25	
53573	905 SOUTH BLVD EAST	12/16/2025		N		393.00
11/18/2025	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		12/16/2025		N		393.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0006	HACKER RD DEVELOPMENT	393.00

SPALDING	SPALDING DEDECKER	11/18/2025	105882	FOA	REDWOOD THRU 10/26/25	
53576	905 SOUTH BLVD EAST	12/16/2025		N		1,857.00
11/18/2025	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		12/16/2025		N		1,857.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0026	REDWOOD USA LLC	1,857.00

SPALDING	SPALDING DEDECKER	11/18/2025	105883	FOA	SHOPS AT WALDENWOODS THRU 10/26/25	
53577	905 SOUTH BLVD EAST	12/16/2025		N		4,816.00
11/18/2025	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		12/16/2025		N		4,816.00

Open

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Page: 6/7

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

101-400-801.100-0054	SHOPS AT WALDENWOODS					4,816.00
SPALDING	SPALDING DEDECKER	11/18/2025	105884	FOA	JR FOLDENAUER FARMS THRU 10/26/25	
53579	905 SOUTH BLVD EAST	12/16/2025		N		4,068.00
11/18/2025	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		12/16/2025		N		4,068.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT				
101-400-801.100-0068	J.R. FOLDENAUER FARMS DEV EXP	4,068.00				
SPALDING	SPALDING DEDECKER	11/18/2025	105885	FOA	SHEETZ GAS STATION THRU 10/26/25	
53580	905 SOUTH BLVD EAST	12/16/2025		N		7,127.00
11/18/2025	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		12/16/2025		N		7,127.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT				
101-400-801.100-0069	SHEETZ GAS STATION EXPENSES	7,127.00				
SPALDING	SPALDING DEDECKER	11/20/2025	105937	FOA	COURTYARDS OF HARTLAND THRU 10/26/25	
53578	905 SOUTH BLVD EAST	12/16/2025		N		7,021.00
11/20/2025	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		12/16/2025		N		7,021.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT				
101-400-801.100-0055	COURTYARDS OF HARTLAND	7,021.00				
SPALDING	SPALDING DEDECKER	12/08/2025	106122	FOA	CHICK-FIL-A THRU 11/23/25	
53650	905 SOUTH BLVD EAST	12/16/2025		N		650.00
12/08/2025	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		12/16/2025		N		650.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.002	CONSULTING - SITE REVIEWS	650.00
VENDOR TOTAL:		25,932.00

STAPLES	STAPLES	12/06/2025	6049960278	FOA	MISC SUPPLIES	
53647	PO BOX 660409	12/16/2025		N		373.78
12/06/2025	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		12/16/2025		N		373.78
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	195.46
101-265-740.000	OPERATING SUPPLIES	178.32
		373.78



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

VENDOR TOTAL: 373.78

T&M	T&M ASPHALT PAVING INC.	11/11/2025	6454	FOA	STATION 62 PARKING LOT	
53648	4755 OLD PLANK ROAD	12/16/2025		N		72,055.00
11/11/2025	MILFORD MI, 48381	/ /	0.0000	N		0.00
		12/16/2025		N		72,055.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	72,055.00

VENDOR TOTAL: 72,055.00

TOTAL - ALL VENDORS: 305,042.36

FUND TOTALS:	
Fund 101 - GENERAL FUND	35,159.05
Fund 206 - FIRE OPERATING	74,773.00
Fund 536 - WATER SYSTEM FUND	56.21
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	193,260.10
Fund 701 - TRUST AND AGENCY	1,794.00

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

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

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

**Date:** December 9, 2025

### **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:

December 10, 2025 Vacation Payout - \$6,628.37

December 15, 2025 Payroll - \$86,560.44

### **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the adopted FY26 budget.

### **Attachments**

Vacation Payout for 12.10.2025

Payroll for 12.15.2025

Check Register Report For Hartland Township  
For Check Dates 12/10/2025 to 12/10/2025

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
12/10/2025	FOA	18532	MISSION SQUARE	609.16	609.16	0.00	Open
12/10/2025	FOA	DD10354	LUCE, MICHAEL T	4,873.29	0.00	3,776.41	Cleared
12/10/2025	FOA	EFT779	FEDERAL TAX DEPOSIT	1,145.92	1,145.92	0.00	Cleared
Totals:			Number of Checks: 003	6,628.37	1,755.08	3,776.41	
Total Physical Checks:			1				
Total Check Stubs:			2				

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
12/15/2025	FOA	18533	MISSION SQUARE	1,846.10	1,846.10	0.00	Open
12/15/2025	FOA	18534	MISSION SQUARE	3,162.01	3,162.01	0.00	Open
12/15/2025	FOA	18535	MISSION SQUARE	3,917.58	3,917.58	0.00	Open
12/15/2025	FOA	DD10355	ALLEN, DANIEL K	1,176.88	0.00	1,036.83	Cleared
12/15/2025	FOA	DD10356	BERNARDI, MELYNDA A	1,722.74	0.00	1,353.46	Cleared
12/15/2025	FOA	DD10357	BROOKS, TYLER J	3,126.25	0.00	2,193.22	Cleared
12/15/2025	FOA	DD10358	CARRIGAN, AMANDA K	3,830.25	0.00	2,846.10	Cleared
12/15/2025	FOA	DD10359	CASE, SUSAN E	2,397.81	0.00	1,254.01	Cleared
12/15/2025	FOA	DD10360	CIOFU, LARRY N	3,604.17	0.00	2,433.28	Cleared
12/15/2025	FOA	DD10361	COSGROVE, HEATHER H	2,047.07	0.00	1,449.48	Cleared
12/15/2025	FOA	DD10362	DRYDEN-HOGAN, SUSAN A	4,204.33	0.00	2,974.21	Cleared
12/15/2025	FOA	DD10363	HAASETH, GWYN M	1,090.54	0.00	971.04	Cleared
12/15/2025	FOA	DD10364	HABLE, SCOTT R	3,777.88	0.00	2,586.92	Cleared
12/15/2025	FOA	DD10365	HORNING, KATHLEEN A	3,354.17	0.00	2,350.39	Cleared
12/15/2025	FOA	DD10366	HUBBARD, TONYA S	2,071.76	0.00	1,346.98	Cleared
12/15/2025	FOA	DD10367	JOHNSON, LISA	2,319.53	0.00	1,119.02	Cleared
12/15/2025	FOA	DD10368	KENDALL, ANTHONY S	53.67	0.00	49.56	Cleared
12/15/2025	FOA	DD10369	LANGER, TROY D	4,143.29	0.00	2,916.65	Cleared
12/15/2025	FOA	DD10370	LOUIS, CASEY	1,036.93	0.00	808.12	Cleared
12/15/2025	FOA	DD10371	LUCE, MICHAEL T	6,045.83	0.00	4,390.56	Cleared
12/15/2025	FOA	DD10372	MORGANROTH, CAROL L	2,135.00	0.00	1,523.97	Cleared
12/15/2025	FOA	DD10373	NIXON, MITCHELL A	3,292.50	0.00	2,308.99	Cleared
12/15/2025	FOA	DD10374	RADLEY, JAMES W	2,994.50	0.00	2,198.26	Cleared
12/15/2025	FOA	DD10375	SHOLLACK, DONNA M	2,312.00	0.00	1,747.83	Cleared
12/15/2025	FOA	DD10376	SOSNOWSKI, SHERI R	2,134.85	0.00	1,615.08	Cleared
12/15/2025	FOA	DD10377	VETTRAINO, ALEXANDER D	837.00	0.00	716.20	Cleared
12/15/2025	FOA	DD10378	WYATT, MARTHA K	3,145.33	0.00	2,064.75	Cleared
12/15/2025	FOA	EFT780	FEDERAL TAX DEPOSIT	14,780.47	14,780.47	0.00	Cleared

Totals:	Number of Checks: 028	86,560.44	23,706.16	44,254.91
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Total Physical Checks: 3

Total Check Stubs: 25

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

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 12-09-25 Hartland Township Board Regular Meeting Minutes

**Date:** December 11, 2025

### **Recommended Action**

Move to approve the Hartland Township Board Regular Meeting Minutes for December 9, 2025.

### **Discussion**

Draft minutes are attached for review.

### **Financial Impact**

None

### **Attachments**

12-9-25 HTB Minutes - DRAFT

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

December 09, 2025 – 7:00 PM

## **DRAFT**

### **1. Call to Order**

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

### **2. Roll Call**

PRESENT: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee Petrucci

ABSENT: Trustee O'Connell

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

### **3. Pledge of Allegiance**

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

**Move to approve the agenda for the December 9, 2025 Hartland Township Board meeting as presented.**

Motion made by Trustee Petrucci, Seconded by Treasurer Horning.

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

Voting Nay: None

Absent: Trustee O'Connell

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

No one came forward.

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

**Move to approve the consent agenda for the December 9, 2025 Hartland Township Board meeting as presented.**

Motion made by Clerk Ciofu, Seconded by Trustee Petrucci.

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

Voting Nay: None

Absent: Trustee O'Connell

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 11-18-25 Hartland Township Board Regular Meeting Minutes

### **7. Pending & New Business**

- a. Approval of Bond Attorney Engagement Letter

Manager Mike Luce gave a brief overview of the Engagement Letter from Dickenson Wright PLLC to start the bond process for bonding for the water system improvements. Finance Director Susan Dryden gave a brief overview of the selection process for a bond counsel and the reasons for

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

December 09, 2025 – 7:00 PM

recommending Dickenson Wright to lead us through the bond process. She stated there is a fee schedule included in the letter based on the proceeds of the bonds we receive, but they do not get paid unless we take out bonds. Director Dryden stated the fee structure is basically the same for most bond counsels, and we look at who would work with us the best in selecting a bond counsel. Supervisor Fountain stated there is a potential for bonding for road projects in the future and inquired as to whether specific bond counsels would be better for different types of bonds and Director Dryden stated this may be true and she would look into that if we were to bond for roads or the Fire Authority. Director Dryden stated that if this is approved tonight, we will have the Resolution of Intent to Bond at the next Board meeting.

**Move to approve Dickenson Wright PLLC as bond counsel for future bonding needs related to Hartland's water supply system improvements and authorize the Finance Director to sign the attached engagement letter.**

Motion made by Treasurer Horning, Seconded by Trustee McMullen.

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

Voting Nay: None

Absent: Trustee O'Connell

## 8. Board Reports

Trustee McMullen - No report.

Trustee Petrucci - No report.

Clerk Ciofu - No report.

Treasurer Horning - Stated the tax bills have been sent out and that they finally have counter machine for credit cards, though it is not the most efficient process, and that she may be looking into other machines that would be easier to use.

Trustee Lubeski - No report.

Supervisor Fountain - No report.

[BRIEF RECESS]

## 9. Information / Discussion

### a. 2025 Water Rate Discussion

Manager Luce introduced Steven Burke from MFCI and thanked him and his team for quickly putting together all of this information. He stated it is very difficult to predict REU purchases that may be coming online in the future and stated that our water commodity rates have remained at \$1.40 per 1000 gallons for some time now. Manager Luce stated he felt they all worked together to come up with a solution, and we will present where we need to go and why, to satisfy the bonds we are anticipating for the water system. Mr. Burke gave a brief overview of MFCI and stated they were the municipal advisor to the Township acting as the Township's fiduciary any time the Township issues bonds. He stated they also provide rate studies where we are issuing bonds, how you pay for the bonds, and how to do other financial issues that are related to financing within the Township. He stated they could only act in the Township's financial interests and any time he speaks to us, he speaks to us as our financial advisor. He stated that their job was to lay out the data for the Township to make policy decisions. Mr. Burke then presented the Preliminary Water Rate Study.

## HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

December 09, 2025 – 7:00 PM

Mr. Burke stated this report will not provide any definitive final answers but will be updated with data from the final quarter we are in right now, and as budget time nears you will see the final report for the rate study. He stated the goal was to take the work that was done by the Township's Engineering team and determine how we would pay for the capital projects that they stated have to be done. This would entail setting rates and charges that will be appropriate to pay for debt service along with your annual ongoing operations and repairs. He then reviewed the Project Assumptions for capital projects for the next several years totaling around \$13.5 million. He stated timeline for some of the projects are uncertain and will depend on how quickly REU's may come online. He stated the initial \$10 million are projects that would be paid for by the existing rate paying base. He reviewed the current water rates, made a comparison of these rates to the standard National Water Rate Survey, and selected local jurisdictions. Mr. Burke stated that the Township's Ready To Serve (RTS) rate is in the highest 75% percentile of the Survey and that our Total Water Rate Fee was in the lowest 25% percentile of the Survey. He did state that of the 409 municipalities in the Study, Hartland Township's Commodity Rate was the 12th lowest in the Survey. He stated that this indicated our fixed costs were covered by everyone on an REU basis where the power users of the system are not paying much more than small users. He went into more detail in discussing the rate comparison to the selected local municipalities. Mr. Burke stated that an increase to the commodity rate would not move you significantly up the chart with regard to overall rate. He stated that you want to ensure that the users of the system are paying for the water that they are using, which is important for the financial health today, and the financial health for the future of the system. He then reviewed the Assumed Bond Structure and Size, assuming two bond issues, a \$5 million issue in 2026 and a \$5.5 million issue in 2027 to pay for the projected water system improvements. He stated the debt service in 2031 if these two bonds issues were completed would be around \$730,000 phased in over five years, and with the current water system annual revenue of around \$1 million, that has \$100,000 annual operating income available for capital/debt service, there is a \$630,000 shortfall, not including inflationary factors. A brief discussion was held on the effect of owned REU's coming online and potential new REU's that would need to be purchased would have on the study. Mr. Burke explained the process for conservatively estimating the REU projections for the study and the need for continuous monitoring and updating of the study over time. Mr. Burke stated the preliminary recommendation is to increase the Commodity Rate to \$4.00, or more, followed up with annual increases to get to a debt service coverage level that is sustainable. He provided several options for increasing the rates to reach the necessary rate by 2031. Mr. Burke stated that the Township is at that transition stage from a new water system to a middle age system and additional capital improvements will be needed as the system ages, and the Township needs to plan for these improvements. Manager Luce stated the rate increase will not be as noticeable to a residential user than it will be to commercial users, which uses more water and taxes the system more. A lengthy discussion was held on the current RTS rate, the current commodity rate, the current overall rate, and how increases to any or all of these rates would affect the users citing specific water bill examples. Mr. Burke stated if we decide to go with this proposed commodity rate increase you may see some water conservation. Trustee Petrucci inquired as to Hartland's high RTS in comparison to other local municipalities and Director Dryden stated we adopted a higher RTS rate vs. commodity charge when we made a change from billing by meter size to REU several years ago. She stated it helped stabilize our system and allowed us to have funds for the repair work we have done over the last two years. Mr. Burke stated right now we are at 80/20 with 80% coming from the fixed RTS and 20% from the variable commodity charges. Mr. Burke stated many times your fixed obligations, whatever it takes to turn the water on whether anyone uses a drop of water or not, are covered by the RTS and the variable costs are covered by commodity charges. At 80/20 it spreads the cost whether you use it or not to all users and benefits the users that use the most water. If you flipped this ratio, the users of the



## HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

December 09, 2025 – 7:00 PM

most water would pay more. Mr. Burke stated that financial stability is the issue when setting rates. Manager Luce stated at the next Board meeting we will be considering the water REU rates for the year 2026 calendar, which will not change. He stated when we look at water rates for fiscal year 2026-2027, that would be effective April 1, 2026, is when we would set the commodity rates. He stated we will be rolling out a campaign to the residents explaining the need for the rate increase. Mr. Burke stated that the increase to \$4.00 is a start and will need to increase the rate over the five years to get to \$1.7 or \$1.8 million in revenue by 2031. Mr. Burke stated that you will need to have an annual inflation or percentage factor built in, exclusive of the increases needed to get to the total revenue number, to account for rising prices. Manager Luce stated at the last meeting we discussed the water improvement projects, this week we discussed the funding and how we will get there, and next meeting we will be approving the Resolution of Intent to Bond and to start the discussion of setting commodity rates that will be effective on April 1, 2026 and rolling out this information to the public. Mr. Burke stated a Notice of Intent would need to be published that will set the upper limit for capital improvement bonds and there is a 45-day period for collecting signatures for a referendum of the bond. He stated that after the 45-day period expires with no referendum we can issue the bonds. He stated we want to set the limit high since we do not want to have to publish a Notice of Intent again and that you do not need to bond up to the set limit. Clerk Ciofu inquired as to whether there would be any issues in setting the bond amount higher than the recommended \$14 million and Mr. Burke stated there would be no issues setting a higher amount. Supervisor Fountain stated we may be bonding for roads and there is a concern of not bonding for more than \$10 million in a calendar year and Mr. Burke stated this is for bank qualified bonds which would save interest expense but it would not be that material based on other considerations. Mr. Burke thanked Manager Luce, Director Hable and Director Dryden on their work, particularly Director Dryden for her response to all of his requests for information.

### b. Manager's Report

Manager Luce stated we have moved the cutoff date for the purchase of Veterans Memorial bricks that will be installed for the dedication from December 31 to January 5th due to the Township holiday schedule. Manager Luce stated he was appointed to the Livingston County Board of Public Works beginning on January 1, 2026, through December 31, 2028. Manager Luce gave an update on a sewer issue at the Township Hall that caused us to close at 4:00 p.m. yesterday. He stated it was a piping issue that was installed improperly when the building was built. He stated to repair this issue we will need to remove a section of floor in the utility room to replace the pipe, and he has requested a quote from our plumbing company and estimates this may cost around \$10,000. He stated we have taken some preventative measures, but to get this fixed the best time would be on a weekend or during the Holiday break. Manager Luce stated that on the next Board meeting agenda there will be the Resolution of Intent to Bond, the 2026 Board Meeting Schedule, appointments to the Planning Commission, and Tax Collection Agreements. He stated the Chick-Fil-A public hearing will be on the December 18th Planning Commission meeting and if approved will come to the Board on the first meeting of January 2026. Manager Luce stated the SEMCOG Tap Grant has been approved for \$923,200, with our \$230,800 match, and will be awarded in 2029. He stated he will be discussing this with SEMCOG. He stated the staff Holiday Party will be held on December 18th from 4:00 p.m. to 6:00 p.m. and the Township Hall will be closed at 4:00 p.m. Manager Luce stated tomorrow at noon we will be having another meeting with MDOT on the M-59/US-23 corridor. He stated we will be looking for some form of assurance from MDOT that if we commit township funds to help in working out a solution to our issues that the project will move forward. He stated we had two commercial businesses meet with the Site Plan Committee regarding locations in the Square One development, which we cannot move forward with as

## HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

December 09, 2025 – 7:00 PM

we do not have approval from MDOT for the Square One site plan. A brief discussion was held on the M-59 US-23 intersection improvements and MDOT's issues regarding developments in this area. Supervisor Fountain stated he would also like to find out what MDOT expects from the developers with regards to road improvements. Trustee Petrucci stated we need to get letters out to our Veteran Memorial donors for their tax purposes and inquired if we could review the compensation being paid to our Site Plan Committee with regards to all of the recent work they have been doing with developers. Supervisor Fountain stated the Board of Review met this morning and this year's inflation factor is 2.7%. Trustee McMullen inquired as to any updates on the Pleasant Valley easement issues and Manager Luce stated there was nothing new at this time.

### 10. Adjournment

#### **Move to adjourn the meeting at 9:00 p.m.**

Motion made by Treasurer Horning, Seconded by Trustee McMullen.

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

Voting Nay: None

Absent: Trustee O'Connell

Submitted by:

Larry N. Ciofu, Clerk

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

**Submitted By:** Larry Ciofu, Clerk

**Subject:** Confirm Supervisor's Appointments – Matthew Eckman (1/1/26 – 12/31/28), Sue Grissim (1/1/26 – 12/31/28) and Tom Murphy (1/1/26 – 12/1/28) to the Planning Commission

**Date:** December 11, 2025

### **Recommended Action**

Move to confirm the Supervisor's appointments of Matthew Eckman, Sue Grissim and Tom Murphy to Planning Commission terms from January 1, 2026 through December 31, 2028.

### **Discussion**

After confirming with the incumbents, Supervisor Fountain recommends their appointment to the Hartland Township Planning Commission for the terms listed above.

### **Financial Impact**

None

### **Attachments**

None

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

**Submitted By:** Kathie Horning, Treasurer

**Subject:** HCS & LESA Summer Tax Collection Agreements

**Date:** December 9, 2025

### **Recommended Action**

Move to approve the Supervisor and Clark signing the Summer Tax agreements with LESA and Hartland Consolidated Schools for 2026, allowing the Treasurer to collect taxes on their behalf during the summer collection period.

### **Discussion**

Each year for the summer tax collection period we sign an agreement for the Treasurer to collect on the tax roll. The 2026 agreements will allow the Treasurer to collect for \$4.00 per parcel. This is an increase of \$1.00 that was decided county-wide. It will be in effect for 5 years.

### **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

.

### **Attachments**

2026 LESA Summer Tax Collection Agreement

2026 Hartland Consolidated Schools Summer Tax Collection Agreement

HCS

AGREEMENT FOR COLLECTION OF SUMMER SCHOOL PROPERTY TAXES

AGREEMENT made this 20th day of November 2025 by and between Hartland Consolidated Schools, with offices located at 9525 E. Highland Road, Howell MI 48843 (hereinafter "School District") and Hartland Township, with offices located at 2655 Clark Road, Hartland, MI 48353 (hereinafter "Township"), pursuant to 1976 PA 451, as amended for the purposes of providing for the collection by the Township of a Summer levy of School District property taxes for the year 2026.

The parties agree as follows:

1. The Township agrees to collect 100% of the total school non-homestead property taxes as certified by the School District for levy on July 1, 2026, on property located within the Township. Interest earned on said taxes will be retained by the township.
2. The School District agrees to pay Township costs of assessment and collection as follows:

\$ 4.00 per parcel
3. No later than June 15, 2026, the School District shall certify to the Township Supervisor the school millage to be levied on property for summer collection in 2026.
4. Summer Tax collection shall be paid to the School District within ten (10) business days from the 1<sup>st</sup> and 15<sup>th</sup> of each month, except in October, November, December, January, and March.

Signature authorized by Board  
of Education Resolution of  
November 17, 2025

School District

  
\_\_\_\_\_  
Rachel Bois, Chief Financial Officer,  
Designee

Township

Signature authorized by Board  
of Trustees Resolution of  
\_\_\_\_\_, 2025

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Clerk

Hartland Consolidated Schools, Livingston County, Michigan (the "District")

A regular meeting of the Board of Education (the "Board") of the District was held in the Boardroom, Educational Support Service Center, in the District, on the 17th day of November 2025, at 6:30 in the evening.

The meeting was called to order by K. Coleman, president.

Present: K. Coleman, C. Shaw, J. Campbell, G. Keller, G. Gogoleski,  
J. Scott, D. Custodio

Absent: None

The following preamble and resolution were offered by Member J. Campbell and supported by Member G. Keller:

**WHEREAS**, this Board previously adopted a resolution to impose a summer tax levy to collect all of annual school property taxes, including debt service, upon property located within the school district and continuing from year to year until specifically revoked by the Board.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

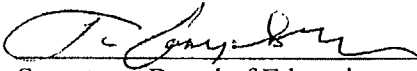
1. This Board, pursuant to 1976 PA 451, as amended (the "Revised School Code"), hereby invokes for 2026 its previously adopted ongoing resolution imposing a summer tax levy of all of annual school property taxes, including debt service, upon property located within the District and continuing from year to year until specifically revoked by this Board and requests each city and/or township in which this District is located to collect those summer taxes.
2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which this District is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2026 in the amount as specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies before January 1, 2026.
3. Pursuant to and in accordance with Section 1613(1) of the Revised School Code, the Superintendent or designee is authorized and directed to negotiate on behalf of this District with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under MCLA 380.1611 or MCLA 380.1612. The Superintendent or designee is also authorized to enter into agreements for the collection of such taxes so long as the cost per parcel does not exceed \$4.00 per parcel.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: K. Coleman, C. Shaw, J. Campbell, G. Keller, G. Gogoleski,  
J. Scott, D. Custodio

Nays: None

Motion declared adopted.

  
Secretary, Board of Education

The undersigned, duly qualified and acting Secretary of the Board of Education of Hartland Consolidated Schools, Livingston County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on November 17, 2025, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).

  
Secretary, Board of Education

**SUMMER TAX COLLECTION AGREEMENT**

The Township of Hartland with offices located at 2655 Clark Rd., Hartland, Michigan (the "township") pursuant to 1976 PA 451, as amended, for the purposes of providing for the collection by the Township of a summer levy of Livingston Educational Service Agency, Michigan (the "Agency") property taxes for the year 2026 and hereafter as provided below:

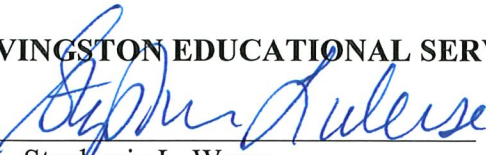
The Agency and the Township agree as follows:

1. The Township agrees to collect 100% of the total school millage in the summer as certified by the Agency for levy on all taxable property in addition to and not within the K-12 school district summer tax collection, including principal residence and other exempt property not subject to the 18 mill levy within the Hartland Consolidated School district.
2. All interest and penalties, other than collection fees, that are imposed prior to the date the taxes are returned delinquent and that are attributable to school taxes, shall belong to the Agency.
3. The Agency agrees to pay the Township costs of assessment and collection at \$4.00 per parcel which represents reasonable expenses incurred by the Township in assessing and collecting Agency taxes, to the extent that the expenses are in addition to the expenses of assessing and collecting other taxes at the same time.
4. The Agency shall certify to the Township Treasurer the school millage to be levied on property for summer collection to the Township via a signed L-4029 within 3 weeks of Livingston County Equalization delivering their tax roll information to the Agency, or by June 15, whichever is earlier.
5. The Township Treasurer shall account for and deliver summer school tax collections to the Agency within ten (10) business days from the 1<sup>st</sup> and 15<sup>th</sup> of each month via electronic transfer, if and when possible.
6. In the event that state law is amended necessitating changes to this Agreement, the parties agree to negotiate changes to the Agreement in good faith to conform the Agreement to state law. Collection of summer taxes and payment for said collection shall not be disrupted or delayed due to the negotiation of or revision to this Agreement.
7. By execution of this Agreement, both parties certify and represent that the Agreement is authorized by the laws of the State of Michigan, that the individuals responsible for collecting the Agency taxes are and will follow all laws pertaining to their duties and responsibilities as a tax collecting agent, and that the signors are authorized by their respective governing bodies to execute this Agreement.
8. This Agreement is effective on the date of its execution and shall expire twelve months from the effective date.



IN WITNESS WHEREOF, the parties have executed this Agreement on the respective dates indicated below.

**LIVINGSTON EDUCATIONAL SERVICE AGENCY, MICHIGAN**

By   
Stephanie L. Weese

Its: Deputy Superintendent for Administrative Services

Dated: November 20, 2025

**TOWNSHIP OF HARTLAND:** \_\_\_\_\_

By \_\_\_\_\_

Its \_\_\_\_\_

Dated \_\_\_\_\_

## ANNUAL SUMMER TAX RESOLUTION

### Livingston Educational Service Agency

A regular meeting of the Board of Education (the "Board") was held in the Livingston Educational Service Agency Education Center on the 12th day of November, 2025, at six o'clock p.m.

The meeting was called to order at 6:03 p.m., by President Loy

Present: Cortez, Fryer, Loy, Michniewicz

Absent: Marcella - O'Leary

The following preamble and resolution were offered by Member Michniewicz and supported by Member Fryer

#### WHEREAS:

1. This Board of Education previously adopted a resolution to impose a summer property tax levy to collect all of school property taxes, including debt services, upon property located within the school district and continuing from year to year until specifically revoked by this Board of Education; and

2. The Revised School Code, as amended, requires formal action of the Board of Education prior to January 1 every year to continue the summer tax levy.

#### NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board of Education, pursuant to the Revised School Code, as amended, hereby invokes for 2026 its previously adopted ongoing resolution imposing a summer tax levy of all of school property taxes, including debt service, and continuing from year to year until specifically revoked by this Board of Education, and requests each city and/or township in which this Agency is located (and in which a local school district or city is concurrently imposing a summer tax levy) to collect those summer taxes.

2. The Superintendent, school business official, or his/her designee, is authorized and directed to forward to the governing body of each city and/or township in which this Agency is located (and in which a local school district or city is concurrently imposing a summer tax levy) a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each city and/or township agree to collect the summer tax levy for 2026. Said resolutions and the request to collect the summer tax levy shall be forwarded so that they are received by the appropriate governing bodies before January 1, 2026.

3. The Superintendent, school business official, or his/her designee, is authorized and directed to negotiate on behalf of this Agency with the governing body of each city and/or township in which the Agency is located for the reasonable expenses for collection of the Agency's summer tax levy that the city and/or township may bill under MCL 380.1611 or MCL 380.1612.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

Ayes: Members *Cortez, Fryer, Loy, Michniewicz*

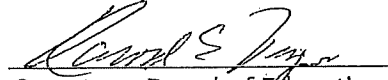
Nays: Members

*Absent: Marcella-O'Leary*

Resolution declared adopted.

  
Secretary, Board of Education

The undersigned, duly qualified and acting Secretary of the Board of Education of the Livingston Educational Service Agency, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on November 12, 2025, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (1976 PA 267, as amended).

  
Secretary, Board of Education

## Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Kathie Horning, Treasurer

**Subject:** Utility Bill Adjustment

**Date:** December 9, 2025

### Recommended Action

Move to approve the adjustment removing \$.62 from parcel 4708-27-204-116 and adding it to parcel 4708-27-204-213 on the Winter 2025 Tax roll.

### Discussion

The parcel was split and the delinquent utility bill was sent over on the retired parcel. This adjustment places the delinquent amount on the correct parcel.

### Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

.

### Attachments

<p align="center"><b>MESSAGE TO TAXPAYER</b></p> <p>PAYMENT IS DUE UPON RECEIPT OF THIS BILL. PAYMENT MUST BE IN NO LATER THAN MAR 2ND          THE TOP PORTION OF THIS BILL IS YOUR RECEIPT.          PAYMENT HOURS ARE 9 AM TO 5 PM, MON-THURS.          PAYMENTS MAY BE LEFT IN THE DROP BOX OUT FRONT OF THE HALL, PAID ONLINE, SIGN UP FOR ACH DEBIT, OR PAID AT BANK OF ANN ARBOR HARTLAND BRANCH.          IF YOUR MORTGAGE LENDER PAYS YOUR TAXES, THIS BILL IS FOR YOUR INFORMATION. WE DO NOT ACCEPT POSTMARKS.</p>	<p align="center"><b>PAYMENT INFORMATION</b></p> <p><b>This tax is due by: 03/02/2026</b></p> <p>Pay by mail to: HARTLAND TOWNSHIP          KATHIE HORNING TREASURER          2655 CLARK ROAD          HARTLAND, MI 48353          810-632-7498</p>																																																						
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Please detach along perforation. Keep the top portion.

Mort Code

Bill #

Pay this tax to:  
 HARTLAND TOWNSHIP  
 KATHIE HORNING TREASURER  
 2655 CLARK ROAD  
 HARTLAND, MI 48353  
 810-632-7498

PLEASE RETURN THIS PORTION WITH PAYMENT. THANK YOU.

This tax is due by: 03/02/2026  
 After 03/02/2026 additional interest and fees apply

2025 Winter Tax for Prop #: **4708-27-204-213**

**TAXPAYER NOTE: Is your name & mailing address correct? If not, please make corrections below. Thank You.**

Make Check Payable To: HARTLAND TOWNSHIP

Property Addr: 11900 MAXFIELD BLVD

**TOTAL AMOUNT DUE: 1,445.74**

To: **HAMMOND LEONARD F& SHANNON S**  
**11900 MAXFIELD BLVD**  
**HARTLAND MI 48353**

Amount Remitted: \_\_\_\_\_



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 HARTLAND, MI 48353  
 810-632-7498

PLEASE RETURN THIS PORTION WITH PAYMENT. THANK YOU.

This tax is due by: 03/02/2026  
 After 03/02/2026 additional interest and fees apply

2025 Winter Tax for Prop #: **4708-27-204-116**

**TAXPAYER NOTE: Is your name & mailing address correct? If not, please make corrections below. Thank You.**

Make Check Payable To: HARTLAND TOWNSHIP

Property Addr: 11900 MAXFIELD BLVD

**TOTAL AMOUNT DUE: 0.00**

To: **HAMMOND LEONARD F& SHANNON S  
 11900 MAXFIELD BLVD  
 HARTLAND MI 48353**

Amount Remitted: \_\_\_\_\_



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

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 2026 Hartland Township Board Meeting Schedule

**Date:** December 11, 2025

### **Recommended Action**

Move to approve the Resolution to set the 2026 Hartland Township Board Meeting Schedule

### **Discussion**

Resolution and 2026 Hartland Township Board Meeting Schedule are attached for review.

### **Financial Impact**

None

### **Attachments**

2026 Board Meeting Schedule

2026 Annual Meeting Notice Resolution

**HARTLAND TOWNSHIP  
BOARD OF TRUSTEES**

2655 Clark Road  
Hartland, MI 48353  
(810) 632-7498  
FAX (810) 632-6950



William Fountain  
Supervisor

Larry N. Ciofu  
Clerk

Kathleen Horning  
Treasurer

Brett Lubeski  
Trustee

Summer McMullen  
Trustee

Denise O'Connell  
Trustee

Joe Petrucci  
Trustee

**2026**

**HARTLAND TOWNSHIP BOARD MEETING SCHEDULE**

Hartland Township Hall 7:00 PM

The regular meetings of The Hartland Township Board for the year 2026 will be held on the following dates. All meetings are open to the public.

Tuesday, January 13, 2026

Tuesday, February 10, 2026

Tuesday, March 10, 2026

Tuesday, April 7, 2026

Tuesday, May 5, 2026

Tuesday, June 2, 2026

Tuesday, July 7, 2026

Wednesday, August 5, 2026

Tuesday, September 1, 2026

Tuesday, October 6, 2026

Wednesday, November 4, 2026

Tuesday, December 8, 2026

Tuesday, January 27, 2026

Tuesday, February 24, 2026

Tuesday, March 24, 2026

Tuesday, April 21, 2026

Tuesday, May 19, 2026

Tuesday, June 16, 2026

Tuesday, July 21, 2026

Tuesday, August 18, 2026

Tuesday, September 15, 2026

Tuesday, October 20, 2026

Tuesday, November 17, 2026

Tuesday, December 15, 2026

Individuals with disabilities requiring auxiliary aids or services should contact Hartland Township Board 72 hours in advance of the meeting by writing or calling Larry N. Ciofu, Clerk, 2655 Clark Rd., Hartland, MI 48353. (810) 632-7498

Larry N. Ciofu, Clerk  
Hartland Township



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**  
Brett Lubeski  
Summer McMullen  
Denise O'Connell  
Joseph M. Petrucci

**RESOLUTION NO. 25-R014**

**RESOLUTION SETTING BOARD OF TRUSTEE  
MEETING DATES FOR 2026**

At a regular meeting of the Township Board of Hartland Township, Livingston County, Michigan, held at the Township Hall in said Township on December 16, 2025, at 7:00 p.m.

PRESENT:

ABSENT:

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

**BE IT RESOLVED** that the Hartland Township Board of Trustees does hereby establish that there will be two regular meetings per month held by the Township Board of Trustees in 2026, as follows:

1. All regular meetings will be held at the Township Hall, 2655 Clark Road, Hartland, Michigan 48353.
2. Meetings will commence promptly at 7:00 p.m., except when such a schedule would conflict with holidays, elections, or other Township functions, as noted in paragraph three below.
3. Dates of the meetings mentioned in paragraph two above will be as follows:

Tuesday, January 13, 2026	Tuesday, January 27, 2026
Tuesday, February 10, 2026	Tuesday, February 24, 2026
Tuesday, March 10, 2026	Tuesday, March 24, 2026
Tuesday, April 7, 2026	Tuesday, April 21, 2026
Tuesday, May 5, 2026	Tuesday, May 19, 2026
Tuesday, June 2, 2026	Tuesday, June 16, 2026
Tuesday, July 7, 2026	Tuesday, July 21, 2026
Wednesday, August 5, 2026	Tuesday, August 18, 2026
Tuesday, September 1, 2026	Tuesday, September 15, 2026
Tuesday, October 6, 2026	Tuesday, October 20, 2026
Wednesday, November 4, 2026	Tuesday, November 17, 2026
Tuesday, December 8, 2026	Tuesday, December 15, 2026

4. Special meetings and work sessions will be called and held at the discretion of the Hartland Township Board of Trustees, with due and proper notice of such meetings to Board members

and posted at the Township Hall at least eighteen (18) hours prior to meetings.

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

<b>RESULT:</b> <b>MOVER:</b> <b>SECONDER:</b> <b>AYES:</b> <b>NAYS:</b>
---

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 16th day of December, 2025.

---

Larry N. Ciofu  
Hartland Township Clerk

# Hartland Township Board of Trustees Meeting Agenda Memorandum

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

**Subject:** Resolution of Intent to Bond for Water Improvements

**Date:** December 10, 2025

## Recommended Action

Move to approve the Resolution to Purchase, Acquire and Construct Capital Improvements and to Publish Notice of Intent to Issue Bonds. Requires a roll call vote.

## Discussion

As discussed at the December 9, 2025, board meeting, the attached resolution of intent to bond for the improvements to the water system should be approved this evening. Once approved, the Clerk's office will publish the Notice of Intent to Issue Municipal Securities in the newspaper. The publication of the Notice starts the clock on the 45-day window for the right to petition by referendum by the registered electors. After the 45-day window closes and assuming no qualifying petition is filed, the Township can then move forward with the improvements and bonding as described in the engineering plan provided by Spalding DeDecker along with the necessary additional bonding resolutions.

## Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

If there is a financial impact, include it here. If not, delete this section.

## Attachments

Resolution of Intent to Bond for Water Improvements

**TOWNSHIP OF HARTLAND  
(Livingston County, Michigan)**

**Resolution No. \_\_\_\_\_**

**RESOLUTION TO PURCHASE, ACQUIRE AND CONSTRUCT  
CAPITAL IMPROVEMENTS AND TO PUBLISH  
NOTICE OF INTENT TO ISSUE BONDS**

At a regular meeting of the Township Board of Hartland Township, Livingston County, Michigan, held at the Township Hall in said Township on December 16, 2025, at 7:00 p.m.

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

WHEREAS, the Board of Trustees deems it to be in the best interest of the Township of Hartland (the "Township") to defray the cost to design, acquire, and construct certain capital improvements, including, without limitation, improvements to the Township's water supply system, including, without limitation, acquisition, construction, and installation of new water mains, new pressure-relief valves, a new water tower, replacement of existing water mains, and acquisition, construction, and installation of related appurtenant fixtures and facilities, restoration and reconstruction of property, curbs, gutters, sidewalks, rights-of-way, driveways, and easements affected by the water supply system improvements as well as all work and equipment necessary or incidental to these improvements and such other water supply system improvements the Township may determine to make (the "Improvements") and to finance the Improvements by the issuance of municipal securities which pledge the Township's limited tax general obligation pursuant to Section 517 of Act 34, Public Acts of Michigan, 2001, as amended ("Act 34"); and

WHEREAS, the Township may proceed to acquire the Improvements prior to the issuance of the municipal securities; and

WHEREAS, the Township may incur substantial capital expenditures for the Improvements prior to the issuance of the municipal securities and desires to be reimbursed for such expenditures from the proceeds of the municipal securities; and

WHEREAS, pursuant to Section 517 of Act 34, it is necessary to publish a Notice of Intent to Issue Municipal Securities.

WHEREAS, Section 1.150-2 of the Treasury Regulations on Income Tax (the "Reimbursement Regulations") specifies conditions under which a reimbursement allocation may be treated as an expenditure of bond proceeds, and the Township intends by this resolution to qualify amounts advanced by the Township for the Improvements for reimbursement from

proceeds of municipal securities in accordance with the requirements of the Reimbursement Regulations.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Township of Hartland, Livingston County, Michigan, as follows:

1. The Board of Trustees hereby determines to purchase, acquire, and construct the Improvements and to pay for the cost through the issuance of one or more series of municipal securities, which pledge the Township's limited tax full faith and credit, pursuant to Section 517 of Act 34, in an amount of not to exceed \$16,000,000 (the "Municipal Securities").

2. A Notice of Intent to Issue Municipal Securities shall be published in accordance with Section 517 of Act 34, and the Township Clerk is authorized and directed to publish the Notice of Intent to Issue Municipal Securities in a newspaper of general circulation in the Township, which Notice shall be substantially in the form as set forth on Exhibit A attached hereto with such changes as are approved by the Township Manager, and shall be at least one-quarter (1/4) page size in the newspaper.

3. The Township may proceed to acquire and construct the Improvements using available funds of the Township from the general fund, a fund for the general operations of the Township, the water supply system funds, a fund or funds for the improvement of the water supply system, and other funds of the Township.

4. At such time as the Township issues the Municipal Securities for the long-term financing of the acquisition of the Improvements, the Township shall be reimbursed for its expenditures for the Property out of the proceeds of the Municipal Securities.

5. This resolution and the expression of intent to seek reimbursement from future proceeds of the Municipal Securities is intended to satisfy the requirements of Section 150 of the Internal Revenue Code of 1986, as amended.

6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

YEAS: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

\_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Larry Ciofu, Clerk

### **CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Board of Trustees of the Township of Hartland, Livingston County, Michigan, at a meeting held on December 16, 2025, and that the public notice of the meeting was given pursuant to Act 267, Public Acts of Michigan, 1976, as amended.

Dated: December \_\_\_\_, 2025

\_\_\_\_\_  
Larry Ciofu, Clerk

## **EXHIBIT A**

***[NOTE TO PUBLISHER - PUBLICATION MUST BE 1/4 PAGE SIZE]***

### **NOTICE OF INTENT TO ISSUE MUNICIPAL SECURITIES TO THE ELECTORS OF THE TOWNSHIP OF HARTLAND**

PLEASE TAKE NOTICE that the Board of Trustees of the Township of Hartland (the "Township") intends to issue municipal securities in one or more series, in an amount not to exceed \$16,000,000 (the "Municipal Securities").

The Municipal Securities shall be issued for the purpose of defraying the cost to design, acquire, and construct certain capital improvements, including, without limitation, improvements to the Township's water supply system, including, without limitation, acquisition, construction, and installation of new water mains, new pressure-relief valves, a new water tower, replacement of existing water mains, and acquisition, construction, and installation of related appurtenant fixtures and facilities, restoration and reconstruction of property, curbs, gutters, sidewalks, rights-of-way, driveways, and easements affected by the water supply system improvements as well as all work and equipment necessary or incidental to these improvements and such other water supply system improvements the Township may determine to make, and to pay the costs of issuance of municipal securities.

The Municipal Securities of this issue shall mature within the maximum terms permitted by law with interest on the unpaid balance at a rate not to exceed the maximum rate permitted by law. The Municipal Securities shall be issued pursuant to Act 34, Public Acts of Michigan, 2001, as amended ("Act 34").

#### **SOURCE OF PAYMENT**

The principal of and interest on the Municipal Securities will be limited tax full faith and credit general obligations of the Township, payable from any available funds of the Township. Pursuant to this pledge of its limited tax full faith and credit, the Township will be obligated to levy such ad valorem taxes upon all taxable property in the Township as shall be necessary to make the payments of principal and interest on the Municipal Securities, which taxes, however, will be limited by applicable constitutional and statutory limitations on the taxing power of the Township. Additional sources of repayment of the Municipal Securities may include, without limitation, net revenues of the Township's water supply system.

#### **RIGHT OF REFERENDUM**

This notice is given, by order of the Board of Trustees of the Township, to and for the benefit of the electors of the Township in order to inform them of their right to petition for a referendum upon the question of the issuance of the Municipal Securities. The Municipal Securities will be issued, without submitting such a question to a vote of the electors, unless within 45 days after the date of publication of this notice a petition requesting a referendum upon such question, signed by not less than 10% or 15,000 of the registered electors residing within the Township, whichever is the lesser, shall have been filed with the undersigned Township Clerk. In the event that such a petition is filed, the Municipal Securities will not be issued unless and until the issuance thereof shall have been approved by the vote of a majority of the electors of the Township qualified to vote and voting thereon at a general or special election.

This Notice is published pursuant to the requirements of Section 517 of Act 34.

Larry Ciofu, Clerk  
Township of Hartland

# Hartland Township Board of Trustees Meeting Agenda Memorandum

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

**Subject:** Resolution – Sewer and Water Rates

**Date:** December 9, 2025

## Recommended Action

Move to approve the resolution setting rates for Sewer and Water Systems effective for January 1, 2026.

## Discussion

Livingston County Board of Public Works has notified the Township that the Livingston Regional Sewer System rates on all sewer charges are increasing effective January 1, 2026. The increases range from 1.66% to 2.64%. See the attached memo. This decision was made through an extensive system rate study and does include major capital improvements, including issuing Bonds for such improvements. The Township is passing these rates directly through to the sewer users, plus a small administrative fee to cover the costs of billing and cash receipting.

All Sewer and Water Connection Fees are remaining unchanged for 2026, with the understanding that these rates likely will increase at the beginning of 2027.

We are currently conducting a water rate study, which will impact water rates for all items (usage charges, water service charges and meter replacement charges) at the beginning of the new fiscal year, April 1, 2026. A new rate resolution will be approved by the Board during our regular budget season.

## Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

## Attachments

Resolution for Sewer-Water Rates 2026

11/6/25 letter from Livingston County RE: LRSS Rates



**RESOLUTION SETTING FORTH  
SEWER AND WATER FEES, RATES AND CHARGES**

**WHEREAS**, the Township has lawfully adopted a Water and Sewer Ordinance (Ordinance No. 81);  
and

**WHEREAS**, Section 11 of the Township's Water and Sewer Ordinance (Ordinance No. 81) authorizes the Township to establish by resolution, rates and fees necessary to recover the costs of administration, construction, reconstruction, maintenance of said system(s) as necessary to preserve the same in good working order, operation and replacement of the System, and to provide for the payment of any debt service obligations of the Township as the same becomes due; and

**WHEREAS**, the Township Board intends to adjust certain Sewer and Water Fees, Rates and Charges to accomplish the above goals.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

**Section 1. Sanitary Sewer System:**

**Connection Charges - Effective January 1, 2026**

Sewer Assessment Equity Charge .....\$9,439.20     per REU

**Sewer Fee Schedule - Effective January 1, 2026**

Readiness to Serve (LCDC) .....	\$78.66	per REU per quarter
Readiness to Serve (Township) .....	\$8.26	per REU per quarter
Capital Charge .....	\$16.59	per REU per quarter
Grinder Pump Surcharge (LCDC) .....	\$61.65	per quarter per grinder
Metered (LCDC) .....	\$4.27	per 1,000 gallons
Non-Metered .....	\$76.86	flat rate per quarter

**Section 2. Water System:**

**Connection Charges - Effective January 1, 2026**

Water Benefit Connection Fee (District 1) .....	\$5,816.01	per REU
Water Benefit Connection Fee (District 2) .....	\$6,829.67	per REU

**Water System Charges: These remain unchanged from 2025 Rate Resolution through March 31, 2026. All rates and fees will be updated effective April 1, 2026, after the water rate study is completed.**

**Cost Recovery - Effective January 1, 2026**

Non-Automated Meter Read (AMR) customers .....\$50.00     per quarter

**Section 3. Other Sewer and Water Services:**

All services provided outside of the above mentioned fee schedule and permitted by the Sewer and/or Water Ordinance(s) will be charged on a time and materials basis, plus a 10% administrative fee.

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



**Livingston County**  
**Department of Public Works**  
**2300 E. Grand River, Suite 105 • Howell, Michigan 48843-7581**  
**Phone: 517-546-7150 • Fax: 517-545-9658**

November 6, 2025

Mr. William Fountain, Hartland Township Supervisor  
Hartland Township Hall  
2655 Clark Road  
Hartland, MI 48353

Re: 2026 Livingston Regional Sanitary Sewer Rates

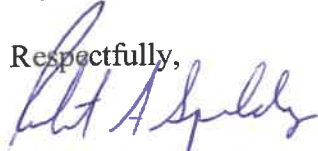
Dear Mr. Fountain:

Please be advised that at its regular meeting of November 6, 2025, the Livingston County Board of Public Works approved the 2026 rates for the Livingston Regional Sanitary Sewer System effective January 1, 2026. The new rate will be applied according to the commodity and variable rate structure displayed below:

	<b><u>2025 Rates</u></b>
Readiness to Serve	\$25.79 per month (\$77.36 per quarter) per Residential Equivalent Unit (REU)
Grinder Surcharge	\$20.00 per month per grinder
Flow Rate	\$4.16 per 1000 gallons
	<b><u>2026 Rates</u></b>
Readiness to Serve	\$26.22 per month (\$78.66 per quarter) per Residential Equivalent Unit (REU)
Grinder Surcharge	\$20.55 per month per grinder
Flow Rate	\$4.27 per 1000 gallons

Please note that effective January 1, 2022 this methodology for calculating the Readiness to Serve charge was mutually agreed upon by the County and both Hartland and Tyrone Townships. This implementation streamlined the billing methodology and created more consistency with the Townships billing as well as greater billing equity to the users of the System.

If you should have any questions, please do not hesitate to contact my office.

Respectfully,  


Robert A. Spaulding  
Livingston County DPW Coordinator

Cc: Greg Carnes, Tyrone Township Supervisor  
Livingston County Board of Public Works