



Board of Trustees

William J. Fountain, Supervisor Joseph W. Colaianne, Trustee
Larry N. Ciofu, Clerk Matthew J. Germane, Trustee
Kathleen A. Horning, Treasurer Glenn E. Harper, Trustee
Joseph M. Petrucci, Trustee

Board of Trustees Regular Meeting Agenda Hartland Township Hall Tuesday, December 10, 2019 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. Approve 10/01/19 Closed Session Meeting Minutes
 - d. Approve 11/05/19 Regular Meeting Minutes
 - e. Approve K&J Electric Contract & Budget Amendments for LED Parking Lot Lights (\$9,272)
 - f. Approve Election Worker Wage Increases (\$10.00/Hr. - \$15.00/Hr.)
 - g. Approve Adding Assessment X3208 (Millpointe Roads) to Parcel #4708-29-201-206 (\$540.15)
 7. Applicant
 - a. Site Plan #19-012 Hartland Senior Living PD Concept Plan
 8. Pending & New Business
 - a. Board Room AV Updates
 - b. Resolution – Sewer and Water Rates
 - c. Resolution – To Repeal Ordinance No. 80
 - d. Resolution – 2020 Hartland Township Board Meeting Schedule
 9. Board Reports
- [BRIEF RECESS]
10. Information / Discussion
 - a. October 2019 Financial Report
 - b. Draft 2020 Strategic Plan
 - c. 2020 Manager Goals
 - d. Manager's Report
 11. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: December 3, 2019

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$556,482.30. The bills are available in the Finance office for review.

Notable invoices include:

\$10,722.54 – Foster, Swift, Collins & Smith – (September & October 2019 invoices)

\$31,144.56 – I.T. Right – (12/1/19 – 11/30/20 unlimited service contract, new computers/equipment)

\$110,411.71 – Livingston County Road Commission – (Blaine, Crouse & Cullen Gravel Resurface)

\$338,621.39 – Livingston County Drain Commission – (October & November 2019 Sewer System O&M, Phase II Livingston County Watershed Group)

Financial Impact

Is a Budget Amendment Required? Yes No

All expenses are covered under the adopted FY20 budget.

Attachments

Bills for 12.10.19

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		
4IMPRINT	4 IMPRINT	11/14/2019	111419	FOA	SALES TAX REFUND	
42791		12/10/2019		N		(44.16)
11/14/2019	,	/ /	0.0000	N		0.00
		12/10/2019		N		(44.16)

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-740.000	OPERATING SUPPLIES	(44.16)

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		
4IMPRINT	4 IMPRINT	11/15/2019	111519	FOA	SALES TAX REFUND	
42790		12/10/2019		N		(22.34)
11/15/2019	,	/ /	0.0000	N		0.00
		12/10/2019		N		(22.34)

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-740.000	OPERATING SUPPLIES	(22.34)

VENDOR TOTAL: (66.50)

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		
ACROBAT	ADOBE ACROBAT PRO SUBS	11/21/2019	1112004478	FOA	NOVEMBER 2019	
42806		12/10/2019		N		9.99
11/21/2019	,	/ /	0.0000	N		0.00
		12/10/2019		N		9.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-801.000	CONTRACTED SERVICES	9.99

VENDOR TOTAL: 9.99

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		
ADOBEEXPOR	ADOBE EXPORT	11/25/2019	ADB084464933	FOA	ADOBE EXPORT PDF	
42786		12/10/2019		N		23.88
11/25/2019	,	/ /	0.0000	N		0.00
		12/10/2019		N		23.88

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	23.88

VENDOR TOTAL: 23.88

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		
ALLSTAR	ALLSTAR ALARM LLC	10/31/2019	268374	FOA	11/1/19 - 1/31/20 STATION 61 MONITOR	
42711	8345 MAIN STREET	12/10/2019		N		2,799.00
10/31/2019	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		12/10/2019		Y		2,799.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	2,799.00

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

VENDOR TOTAL: 2,799.00

AMAZON.COM	AMAZON.COM	10/30/2019	111-3615568-6037	FOA	HANDMADE RUSTIC CRATES	
42722		12/10/2019		N		25.49
10/30/2019	,	/ /	0.0000	N		0.00
		12/10/2019		N		25.49

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-727.000	SUPPLIES & POSTAGE	25.49

AMAZON.COM	AMAZON.COM	11/06/2019	114-318657329314	FOA	WIRELESS MOUSE (2)	
42798		12/10/2019		N		19.98
11/06/2019	,	/ /	0.0000	N		0.00
		12/10/2019		N		19.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	19.98

AMAZON.COM	AMAZON.COM	11/06/2019	114-6827747-3361	FOA	MOBILE PHONE CAR MOUNT EARPHONE CABL	
42799		12/10/2019		N		7.39
11/06/2019	,	/ /	0.0000	N		0.00
		12/10/2019		N		7.39

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	7.39

AMAZON.COM	AMAZON.COM	11/13/2019	114-6906420-5320	FOA	12 INCH ENGINEERING SCALE	
42792		12/10/2019		N		7.90
11/13/2019	,	/ /	0.0000	N		0.00
		12/10/2019		N		7.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	7.90

VENDOR TOTAL: 60.76

APPRINST	APPRAISAL INSTITUTE	11/26/2019	100807402303	FOA	USPAP UPDATE COURSE	
42813		12/10/2019		N		240.00
11/26/2019	,	/ /	0.0000	N		0.00
		12/10/2019		N		240.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-957.000	EDUCATION/TRAINING/CONVENTION	240.00

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

VENDOR TOTAL: 240.00

BESTBUY	BEST BUY	11/20/2019	BBY01-8056622140	FOA	MS SURFACE PRO'S FOR BOARD	
42789	8487 W GRAND RIVER AVE	12/10/2019		N		5,399.64
11/20/2019	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		12/10/2019		N		5,399.64

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-970.000	CAPITAL OUTLAY	5,399.64

VENDOR TOTAL: 5,399.64

1400	BS&A SOFTWARE	11/01/2019	126191	FOA	11/1/19 - 11/1/20 - PRE AUDIT/TAX SY	
42698	14965 ABBEY LANE	12/10/2019		N		1,680.00
11/01/2019	BATH MI, 48808	/ /	0.0000	N		0.00
		12/10/2019		N		1,680.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-930.000	REPAIRS & MAINTENANCE	1,680.00

VENDOR TOTAL: 1,680.00

CARASOFT	CARASOFT TECHNOLOGY CORPORATION	11/07/2019	IN705614	FOA	NOVEMBER 2019	
42712	11493 SUNSET HILLS ROAD, STE 100	12/10/2019		N		668.37
11/07/2019	RESTON VA, 20190	/ /	0.0000	N		0.00
		12/10/2019		N		668.37

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	668.37

VENDOR TOTAL: 668.37

CINTAS	CINTAS CORPORATION	10/14/2019	4032376639	FOA	MATS	
42745	P.O. BOX 630910	12/10/2019		N		39.57
10/14/2019	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		12/10/2019		N		39.57

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	39.57

VENDOR TOTAL: 39.57

CITYOFFENT	CITY OF FENTON	11/18/2019	3664	FOA	BACTERIOLOGICAL SAMPLES	
42765	301 S LEROY ST	12/10/2019		N		16.00
11/18/2019	FENTON MI, 48430	/ /	0.0000	N		0.00
		12/10/2019		Y		16.00

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

Open

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

VENDOR TOTAL: 16.00

COL	CITY OF LANSING	11/08/2019	11/8/19	FOA	PARKING FOR PROJECT COORDINATOR	
42795		12/10/2019		N		12.50
11/08/2019	,	/ /	0.0000	N		0.00
		12/10/2019		N		12.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-957.002	TRAVEL/MEETING EXPENSES	12.50

COL	CITY OF LANSING	11/08/2019	110819	FOA	PARKING FOR TWP MGR	
42794		12/10/2019		N		12.50
11/08/2019	,	/ /	0.0000	N		0.00
		12/10/2019		N		12.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-957.002	TRAVEL/MEETING EXPENSES	12.50

VENDOR TOTAL: 25.00

COMCAST	COMCAST CABLE	11/03/2019	110319	FOA	NOV 2019 - INTERNET/PHONE @ WTP	
42720	P.O. BOX 7500	12/10/2019		N		270.83
11/03/2019	SOUTHEASTERN PA, 19398-7500	/ /	0.0000	N		0.00
		12/10/2019		N		270.83

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-851.000	TELEPHONE	152.55
536-000-805.000	INTERNET	118.28
		270.83

COMCAST	COMCAST CABLE	11/06/2019	110619	FOA	NOV 2019 - CABLE/INTERNET @ TOWNSHIP	
42718	P.O. BOX 7500	12/10/2019		N		260.41
11/06/2019	SOUTHEASTERN PA, 19398-7500	/ /	0.0000	N		0.00
		12/10/2019		N		260.41

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-805.000	INTERNET	176.85
577-000-806.000	CABLE TV FEES	83.56
		260.41

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

VENDOR TOTAL: 531.24

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	11/01/2019	59903	FOA	OCT & NOV 2019 TRASH PICKUP ALL PARK	
42696	PO BOX 241	12/10/2019		N		600.00
11/01/2019	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		12/10/2019		Y		600.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	600.00

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	12/01/2019	60782	FOA	DEC 2019 - PARKS	
42809	PO BOX 241	12/10/2019		N		300.00
12/01/2019	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		12/10/2019		Y		300.00

Open

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

VENDOR TOTAL: 900.00

1115	ECONO PRINT	11/26/2019	64870-B	FOA	PRINTING & MAILING OF 2019 WINTER TA	
42800	10312 DEXTER-PICKNEY ROAD	12/10/2019		N		1,678.44
11/26/2019	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		12/10/2019		N		1,678.44

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-811.000	TAX PREPARATION	1,678.44

1115	ECONO PRINT	11/26/2019	64871	FOA	NEWSLETTERS INSERTED WITH 2019 WINTE	
42804	10312 DEXTER-PICKNEY ROAD	12/10/2019		N		88.84
11/26/2019	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		12/10/2019		N		88.84

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-900.000	PRINTING & PUBLICATIONS	88.84

VENDOR TOTAL: 1,767.28

FIRSTIMPRE	FIRST IMPRESSION PRINT & MARKETING	11/21/2019	74240	FOA	NEWSLETTERS	
42805	907 FOWLER ST.	12/10/2019		N		1,568.21
11/21/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/10/2019		N		1,568.21

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-900.000	PRINTING & PUBLICATIONS	1,568.21

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

VENDOR TOTAL: 1,568.21

5888	FOSTER, SWIFT, COLLINS & SMITH	10/01/2019	771348-B	FOA	SEPTEMBER 2019	
42671	313 S. WASHINGTON SQUARE	12/10/2019		N		5,400.00
10/14/2019	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		12/10/2019		Y		5,400.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-826.000	LEGAL FEES	1,215.00
401-444-826.000	LEGAL FEES	1,890.00
101-400-801.200-0007	TWO GUYS SUSHI LIQUOR	2,047.50
590-000-826.000	LEGAL FEES	247.50
		<u>5,400.00</u>

5888	FOSTER, SWIFT, COLLINS & SMITH	11/01/2019	774958	FOA	OCTOBER 2019	
42766	313 S. WASHINGTON SQUARE	12/10/2019		N		5,322.54
11/14/2019	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		12/10/2019		Y		5,322.54

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-826.000	LEGAL FEES	1,488.54
401-444-826.000	LEGAL FEES	2,551.50
590-595-826.000	LEGAL FEES	517.50
101-400-801.200-0007	TWO GUYS SUSHI LIQUOR	540.00
101-400-826.000	LEGAL FEES	225.00
		<u>5,322.54</u>

VENDOR TOTAL: 10,722.54

MARKETEER	GEORGE MOSES CO	11/01/2019	110119	FOA	SEPT 2019 FM AD	
42697	P.O. BOX 686	12/10/2019		N		165.00
11/01/2019	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		12/10/2019		N		165.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-956.000	FARMERS MARKET	165.00

VENDOR TOTAL: 165.00

GODADDY	GO DADDY	11/26/2019	1592613093	FOA	.COM DOMAIN RENEWALS	
42816		12/10/2019		N		145.36
11/26/2019	,	/ /	0.0000	N		0.00
		12/10/2019		N		145.36

Open

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

101-577-801.000	CONTRACTED SERVICES					145.36
VENDOR TOTAL:						145.36

HARTCHAMBE	HARTLAND AREA CHAMBER	11/25/2019	112519	FOA	2019 HOLIDAY LUNCHEON - KUMAR	
42815		12/10/2019		N		30.00
11/25/2019	,	/ /	0.0000	N		0.00
		12/10/2019		N		30.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-804.000	MEMBERSHIP & DUES	30.00
VENDOR TOTAL:		30.00

6325	HARTLAND AREA CHAMBER OF COM.	10/28/2019	102819	FOA	2019 AFTER HOURS MIXER REGISTRATION	
42724	9525 E HIGHLAND RD	12/10/2019		N		20.00
10/28/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/10/2019		Y		20.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-957.000	EDUCATION/TRAINING/CONVENTION	20.00

6325	HARTLAND AREA CHAMBER OF COM.	10/29/2019	102919	FOA	2019 AFTER HOURS MIXER REGISTRATION	
42723	9525 E HIGHLAND RD	12/10/2019		N		20.00
10/29/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/10/2019		Y		20.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-957.002	TRAVEL/MEETING EXPENSES	20.00

6325	HARTLAND AREA CHAMBER OF COM.	10/31/2019	2529	FOA	2019 LEGISLATIVE UPDATE LUNCH/LEARN	
42726	9525 E HIGHLAND RD	12/10/2019		N		125.00
10/31/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/10/2019		Y		125.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-956.000	FARMERS MARKET	125.00

6325	HARTLAND AREA CHAMBER OF COM.	11/04/2019	2599	FOA	2020 MEMBERSHIP DUES	
42693	9525 E HIGHLAND RD	12/10/2019		N		315.00
11/04/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/10/2019		Y		315.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-804.000	MEMBERSHIP & DUES	315.00

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

6325	HARTLAND AREA CHAMBER OF COM.	11/05/2019	2759	FOA	2020 CHAMBER AD/POLO CLASSIC HAT SPO	
42764	9525 E HIGHLAND RD	12/10/2019		N		2,035.00
11/05/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/10/2019		Y		2,035.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-900.000	PRINTING & PUBLICATIONS	1,235.00
101-577-801.000	CONTRACTED SERVICES	800.00
		<u>2,035.00</u>

VENDOR TOTAL: 2,515.00

0150	HARTLAND CONSOLIDATED SCHOOLS	10/31/2019	172239	FOA	OCTOBER 2019 FUEL	
42761	9525 E HIGHLAND ROAD	12/10/2019		N		276.82
11/13/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/10/2019		N		276.82

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-239-860.000	GASOLINE	153.08
536-000-860.000	GASOLINE	123.74
		<u>276.82</u>

VENDOR TOTAL: 276.82

HARTTREASU	HARTLAND TOWNSHIP TREASURER	12/02/2019	470816300018W201	FOA	4708-16-300-018 WINTER TAX 2019	
42811	2655 CLARK RD	12/10/2019		N		501.83
12/02/2019	HARTLAND MI, 48353	/ /	0.0000	Y		0.00
		12/10/2019		N		501.83

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-956.100	ASSESSMENTS	250.92
206-000-956.100	ASSESSMENTS	250.91
		<u>501.83</u>

VENDOR TOTAL: 501.83

WATERO&M	HARTLAND TOWNSHIP WATER O & M	11/26/2019	112619	FOA	PANDA EXPRESS HYDRANT WATER USAGE	
42801	2655 CLARK RD	12/10/2019		N		97.34
11/26/2019	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		12/10/2019		N		97.34

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-290.001	ESCROW WATER USAGE	97.34

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

VENDOR TOTAL: 97.34

HIMES	HIMES, SARAH	10/31/2019	103119	FOA	VOLUNTEER VIDEO	
42747	27355 BRUSH ST	12/10/2019		N		500.00
10/31/2019	MADISON HEIGHTS MI, 48071	/ /	0.0000	N		0.00
		12/10/2019		Y		500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-740.000	OPERATING SUPPLIES	500.00

VENDOR TOTAL: 500.00

1548	HORIZON LANDSCAPE INC.	10/31/2019	14709	FOA	OCT 2019 - MOWING STATION #62	
42733	11765 HIBNER RD	12/10/2019		N		385.00
11/05/2019	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		12/10/2019		Y		385.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-802.000	LAWN/SNOW MAINTENANCE	385.00

1548	HORIZON LANDSCAPE INC.	10/31/2019	14730	FOA	OCT 2019 - MOWING M59 MEDIANS	
42734	11765 HIBNER RD	12/10/2019		N		675.00
11/05/2019	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		12/10/2019		Y		675.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-802.000	LAWN/SNOW MAINTENANCE	675.00

1548	HORIZON LANDSCAPE INC.	10/31/2019	14731	FOA	OCT 2019 - MOWING OTHER M59 AREAS	
42735	11765 HIBNER RD	12/10/2019		N		175.00
11/05/2019	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		12/10/2019		Y		175.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-802.000	LAWN/SNOW MAINTENANCE	175.00

1548	HORIZON LANDSCAPE INC.	10/31/2019	14737	FOA	OCT 2019 - MOWING TOWNSHIP HALL	
42736	11765 HIBNER RD	12/10/2019		N		620.00
11/05/2019	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		12/10/2019		Y		620.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-802.000	LAWN/SNOW MAINTENANCE	620.00

1548	HORIZON LANDSCAPE INC.	10/31/2019	14738	FOA	OCT 2019 - MOWING HERO TEEN CENTER	
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
42737	11765 HIBNER RD	12/10/2019		N		165.00
11/05/2019	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		12/10/2019		Y		165.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-802.000	LAWN/SNOW MAINTENANCE	165.00

1548	HORIZON LANDSCAPE INC.	10/31/2019	14739	FOA	OCT 2019 - MOWING STATION 61	
42739	11765 HIBNER RD	12/10/2019		N		385.00
11/05/2019	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		12/10/2019		Y		385.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-802.000	LAWN/SNOW MAINTENANCE	385.00

1548	HORIZON LANDSCAPE INC.	10/31/2019	14750	FOA	SCHEDULES 1 & 2	
42738	11765 HIBNER RD	12/10/2019		N		1,361.15
11/05/2019	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		12/10/2019		Y		1,361.15

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-802.000	LAWN/SNOW MAINTENANCE	881.98
101-463-802.000	LAWN/SNOW MAINTENANCE	479.17
		<u>1,361.15</u>

1548	HORIZON LANDSCAPE INC.	11/15/2019	14770	FOA	SPRINKLER WINTERIZATIONS - OCT 2019	
42808	11765 HIBNER RD	12/10/2019		N		1,384.00
11/15/2019	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		12/10/2019		Y		1,384.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-802.000	LAWN/SNOW MAINTENANCE	135.00
101-265-802.000	LAWN/SNOW MAINTENANCE	75.00
101-751-801.000	LAWN/SNOW MAINTENANCE	1,085.00
101-463-802.000	LAWN/SNOW MAINTENANCE	89.00
		<u>1,384.00</u>

VENDOR TOTAL: 5,150.15

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	12/02/2019	173946	FOA	TOWN & COUNTRY VET CONSTR OBSER THRU	
42820	PO BOX 824	12/10/2019		N		611.00
10/29/2019	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		12/10/2019		N		611.00

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
702-000-290.049	TOWN&COUNTRY ANIMAL CLINIC CONSTRPLANREV	611.00
HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	12/02/2019 173947
42821	PO BOX 824	12/10/2019
10/29/2019	BLOOMFIELD HILLS MI, 48303-0824	/ / 0.0000
		12/10/2019

FOA MILLERS KNOLL CONSTR OBSER THRU 10/5
 N 555.00
 N 0.00
 N 555.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
702-000-290.093	MILLERS KNOLL ESCROW	555.00
HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	12/02/2019 173948
42822	PO BOX 824	12/10/2019
10/29/2019	BLOOMFIELD HILLS MI, 48303-0824	/ / 0.0000
		12/10/2019

FOA BEN FRANKLIN PLUMBING CONSTR OBSER T
 N 472.50
 N 0.00
 N 472.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
702-000-290.089	WOODSTREAM BLDG CO/BEN FRANKLIN PLUMBING	472.50
HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	12/02/2019 173949
42823	PO BOX 824	12/10/2019
10/29/2019	BLOOMFIELD HILLS MI, 48303-0824	/ / 0.0000
		12/10/2019

FOA BELLA VITA SENIOR LIVING CONSTR OBSE
 N 5,058.00
 N 0.00
 N 5,058.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
702-000-290.099	BELLA VITA CONSTRUCTION OBS	5,058.00
HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	12/02/2019 173950
42824	PO BOX 824	12/10/2019
10/29/2019	BLOOMFIELD HILLS MI, 48303-0824	/ / 0.0000
		12/10/2019

FOA PANDA EXPRESS CONSTR OBSER THRU 10/5
 N 210.00
 N 0.00
 N 210.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
702-000-290.102	PANDA EXPRESS ESCROW	210.00
HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	11/22/2019 174917
42772	PO BOX 824	12/10/2019
11/22/2019	BLOOMFIELD HILLS MI, 48303-0824	/ / 0.0000
		12/10/2019

FOA 2016 PARK PAVILIONS SETTLERS TOPO TH
 N 680.36
 N 0.00
 N 680.36

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	680.36

VENDOR TOTAL: 7,586.86

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		
ITRIGHT 42699 11/01/2019	I.T. RIGHT PO BOX 160 BATH MI, 48808	11/01/2019 12/10/2019 / / 12/10/2019	20162066 0.0000	FOA N N N	12/1/19 - 11/30/20 ANNUAL UNLIMITED	12,000.00 0.00 12,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-258-801.000	CONTRACTED SERVICES	12,000.00

ITRIGHT	I.T. RIGHT	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		
ITRIGHT 42783 11/18/2019	I.T. RIGHT PO BOX 160 BATH MI, 48808	11/18/2019 12/10/2019 / / 12/10/2019	20162229 0.0000	FOA N N N	NEW COMPUTERS/EQUIP	19,144.56 0.00 19,144.56

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-258-970.000	CAPITAL OUTLAY	3,162.00
577-000-970.000	CAPITAL OUTLAY	15,982.56
		<u>19,144.56</u>

VENDOR TOTAL: 31,144.56

INSTAHITCH	INSTAHITCH	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		
INSTAHITCH 42730 11/07/2019	INSTAHITCH , / /	11/07/2019 12/10/2019 / / 12/10/2019	3744 0.0000	FOA N N N	REPAIR VIBRATOR HARNESS ON WESTERN 1	69.00 0.00 69.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.002	REPAIRS & MAINTENANCE TRUCKS	69.00

VENDOR TOTAL: 69.00

IRONMOUNT	IRON MOUNTAIN	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		
IRONMOUNT 42701 10/31/2019	IRON MOUNTAIN P.O. BOX 27128 NEW YORK NY, 10087-7128	10/31/2019 12/10/2019 / / 12/10/2019	CBWT206 0.0000	FOA N N N	OFFSITE SHRED	371.69 0.00 371.69

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.000	CONTRACTED SERVICES	371.69

VENDOR TOTAL: 371.69

JCIJONES	JCI JONES CHEMICALS, INC	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		
JCIJONES 42803 11/25/2019	JCI JONES CHEMICALS, INC MSC#729 P.O. BOX 830674 BIRMINGHAM AL, 35283-0674	11/25/2019 12/10/2019 / / 12/10/2019	806864 0.0000	FOA N N N	800 GALLONS HYPOCHLORITE SOLUTION	2,033.60 0.00 2,033.60

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

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.001	WATER TREAT. CHEMICALS	2,033.60
VENDOR TOTAL:		2,033.60

LCAOR	LIVINGSTON COUNTY ASSOC OF REALTORS	11/01/2019	20326	FOA	2020 LCAR ANNUAL DUES	
42717		12/10/2019		N		563.00
11/01/2019	,	/ /	0.0000	N		0.00
		12/10/2019		N		563.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-804.000	MEMBERSHIP & DUES	563.00
VENDOR TOTAL:		563.00

0220	LIVINGSTON COUNTY TREASURER	11/06/2019	110619	FOA	BOR ASSESSMENT/HOMESTEAD EXEMPTION A	
42744	200 E. GRAND RIVER	12/10/2019		N		1,507.23
11/06/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/10/2019		N		1,507.23

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-850.000	TAX CHARGEBACKS	442.86
204-000-850.000	TAX CHARGEBACKS	454.30
206-000-850.000	TAX CHARGEBACKS	610.07
VENDOR TOTAL:		1,507.23

0210	LIVINGSTON CTY ROAD COMMISSION	10/30/2019	7104	FOA	BLAINE RD LESS LCRC CREDIT	
42743	3535 GRAND OAKS DRIVE	12/10/2019		N		25,000.00
10/30/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/10/2019		N		25,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
204-000-969.100	GRAVEL ROAD IMPROVEMENTS	25,000.00

0210	LIVINGSTON CTY ROAD COMMISSION	10/30/2019	7105	FOA	CROUSE/CULLEN GRAVEL RESURFACE	
42742	3535 GRAND OAKS DRIVE	12/10/2019		N		85,411.71
10/30/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/10/2019		N		85,411.71

Open

GL NUMBER	DESCRIPTION	AMOUNT
204-000-969.100	GRAVEL ROAD IMPROVEMENTS	85,411.71

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

VENDOR TOTAL: 110,411.71

2909	LIVINGSTON CTY.DRAIN COMMISSIO	10/31/2019	3094	FOA	OCTOBER 2019 SEWER SYSTEM O & M	
42692	2300 E. GRAND RIVER	12/10/2019		N		178,299.69
	STE. 105					
10/31/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/10/2019		N		178,299.69

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-801.008	LCDC CONTRACT SERVICES	178,299.69

2909	LIVINGSTON CTY.DRAIN COMMISSIO	11/01/2019	3100	FOA	PHASE II IMPLEMENTATION LIV COUNTY W	
42705	2300 E. GRAND RIVER	12/10/2019		N		1,200.00
	STE. 105					
11/01/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/10/2019		N		1,200.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-465-956.000	MISCELLANEOUS	1,200.00

2909	LIVINGSTON CTY.DRAIN COMMISSIO	11/27/2019	3135	FOA	NOVEMBER 2019 SEWER SYSTEM O&M	
42807	2300 E. GRAND RIVER	12/10/2019		N		159,121.70
	STE. 105					
11/27/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/10/2019		N		159,121.70

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-801.008	LCDC CONTRACT SERVICES	159,121.70

VENDOR TOTAL: 338,621.39

LDPA	LIVINGSTON DAILY PRESS & ARGUS	11/02/2019	110219	FOA	OCT 2019	
42721		12/10/2019		N		9.99
	3964 SOLUTIONS CENTER					
11/02/2019	CHICAGO IL, 60677-3009	/ /	0.0000	Y		0.00
		12/10/2019		N		9.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-900.000	PRINTING & PUBLICATIONS	9.99

VENDOR TOTAL: 9.99

MGRTOOLS	MANAGER-TOOLS.COM	11/04/2019	468726	FOA	ANNUAL PERSONAL LICENSE	
42719		12/10/2019		N		200.00
11/04/2019	,	/ /	0.0000	N		0.00
		12/10/2019		N		200.00

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

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-804.000	MEMBERSHIP & DUES	200.00

VENDOR TOTAL: 200.00

0284	MICHIGAN ASSESSORS ASSOCIATION	12/03/2019	120319	FOA	MAA MEMBERSHIP FEES	
42828	P.O. BOX 638	12/10/2019		N		270.00
12/03/2019	GRAND LEDGE MI, 48837	/ /	0.0000	N		0.00
		12/10/2019		Y		270.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-804.000	MEMBERSHIP & DUES	270.00

VENDOR TOTAL: 270.00

MMTA	MICHIGAN MUNICIPAL TREASURERS ASSOC	10/03/2019	1410	FOA	MEMBERSHIP RENEWAL THROUGH 12/31/20	
42727		12/10/2019		N		150.00
	PO BOX 324	/ /	0.0000	N		0.00
10/03/2019	TAWAS CITY MI, 48764	12/10/2019		N		150.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-804.000	MEMBERSHIP & DUES	150.00

VENDOR TOTAL: 150.00

5776	MICHIGAN MUNICIPAL WORKER'S	11/12/2019	8568205	FOA	PAYROLL AUDIT 7/1/18 - 7/1/19	
42782	P.O. BOX 972081	12/10/2019		N		645.00
11/12/2019	YPSILANTI MI, 48197-0835	/ /	0.0000	N		0.00
		12/10/2019		N		645.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-910.000		412.80
536-000-910.000	INSURANCE	232.20

645.00

VENDOR TOTAL: 645.00

MITCHELLK	MITCHELL, KYLE	11/04/2019	110419	FOA	REIMBURSEMENT FOR OPERATOR CERTIFICA	
42695	7488 LAHRING RD	12/10/2019		N		95.00
11/04/2019	GAINES MI, 48436	/ /	0.0000	N		0.00
		12/10/2019		N		95.00

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
536-000-957.000	EDUCATION/TRAINING/CONVENTION	95.00
VENDOR TOTAL:		95.00

ORKIN	ORKIN	11/07/2019	187002022	FOA	PEST CONTROL @ TOWNSHIP HALL	
42689	21068 BRIDGE ST.	12/10/2019		N		66.85
11/07/2019	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		12/10/2019		N		66.85
Open						

GL NUMBER	DESCRIPTION	AMOUNT				
101-265-801.000	CONTRACTED SERVICES	66.85				
ORKIN	ORKIN	11/07/2019	187002915	FOA	PEST CONTROL @ HERO TEEN CENTER	
42690	21068 BRIDGE ST.	12/10/2019		N		65.88
11/07/2019	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		12/10/2019		N		65.88
Open						

GL NUMBER	DESCRIPTION	AMOUNT				
101-265-801.000	CONTRACTED SERVICES	65.88				
ORKIN	ORKIN	12/02/2019	188170680	FOA	PEST CONTROL @ TOWNSHIP HALL	
42819	21068 BRIDGE ST.	12/10/2019		N		66.85
12/02/2019	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		12/10/2019		N		66.85
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	66.85
VENDOR TOTAL:		199.58

PAYPAL	PAYPAL	11/22/2019	1163847427	FOA	COMMERCIAL REAL ESTATE TRENDS SYMPOS	
42787		12/10/2019		N		35.00
11/22/2019	,	/ /	0.0000	N		0.00
		12/10/2019		N		35.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-172-957.002	TRAVEL/MEETING EXPENSES	35.00
VENDOR TOTAL:		35.00

PB PLUMBIN	PB PLUMBING	11/05/2019	3875	FOA	PULLED ANODE ROD FROM WATER HEATER	
42715	2440 W HIGHLAND RD, STE 104	12/10/2019		N		350.00
11/05/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/10/2019		N		350.00
Open						

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

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	350.00

VENDOR TOTAL: 350.00

1180	PETER'S TRUE VALUE HARDWARE	11/04/2019	K50452	FOA	PAPER TOWELS	
42694	3455 W. HIGHLAND ROAD	12/10/2019		N		7.49
11/04/2019	MILFORD MI, 48380	/ /	0.0000	N		0.00
		12/10/2019		N		7.49

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	7.49

1180	PETER'S TRUE VALUE HARDWARE	11/12/2019	K50571	FOA	POLY SCOOP	
42725	3455 W. HIGHLAND ROAD	12/10/2019		N		37.99
11/12/2019	MILFORD MI, 48380	/ /	0.0000	N		0.00
		12/10/2019		N		37.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	37.99

1180	PETER'S TRUE VALUE HARDWARE	11/25/2019	K50759	FOA	WING NUT MOP STICK	
42784	3455 W. HIGHLAND ROAD	12/10/2019		N		10.99
11/25/2019	MILFORD MI, 48380	/ /	0.0000	N		0.00
		12/10/2019		N		10.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	10.99

VENDOR TOTAL: 56.47

PHONEFUSIO	PHONE FUSION	11/11/2019	111119	FOA	NOVEMBER 2019	
42793		12/10/2019		N		1.99
11/11/2019		/ /	0.0000	N		0.00
		12/10/2019		N		1.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-851.000	TELEPHONE	1.99

VENDOR TOTAL: 1.99

0172	PLANNING & ZONING CENTER, INC.	10/28/2019	102819	FOA	PLANNING & ZONING NEWS	
42702	4337 E GRAND RIVER, #257	12/10/2019		N		370.00
10/28/2019	HOWELL MI, 48843-6583	/ /	0.0000	N		0.00
		12/10/2019		Y		370.00

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

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-900.000	PRINTING & PUBLICATIONS	370.00

VENDOR TOTAL: 370.00

PLANTWISE	PLANTWISE	11/12/2019	19-3773	FOA	PHRAGMITES CONSULTATION	
42749	646 BARBER AVE	12/10/2019		N		250.00
11/12/2019	ANN ARBOR MI, 48103	/ /	0.0000	N		0.00
		12/10/2019		N		250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	250.00

PLANTWISE	PLANTWISE	11/20/2019	19-3782	FOA	MGT PLAN FOR SETTLERS PARK	
42769	646 BARBER AVE	12/10/2019		N		2,775.00
11/20/2019	ANN ARBOR MI, 48103	/ /	0.0000	N		0.00
		12/10/2019		N		2,775.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-751-970.009	SETTLERS PARK	2,775.00

VENDOR TOTAL: 3,025.00

PREISS	PREISS COMPANIES LLC	12/03/2019	12492	FOA	EMERGENCY REPAIR 9106 LEYLAND CT	
42827	8211 CLYDE ROAD	12/10/2019		N		4,245.00
12/03/2019	FENTON MI, 48430	/ /	0.0000	N		0.00
		12/10/2019		Y		4,245.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	4,245.00

VENDOR TOTAL: 4,245.00

RBL	REALITY-BASED LEADERSHIP	11/01/2019	102819	FOA	NOVEMBER 2019	
42796		12/10/2019		N		27.00
10/28/2019	,	/ /	0.0000	N		0.00
		12/10/2019		N		27.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-192-957.000	EDUCATION/TRAINING/CONVENTION	27.00

VENDOR TOTAL: 27.00

REDWING	RED WING BUSINESS ADVANTAGE ACCT	11/10/2019	20191110015955	FOA	KYLE & TYLER BOOTS	
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
42748	P.O. BOX 844329	12/10/2019		N		476.98
11/10/2019	DALLAS TX, 75284-4329	/ /	0.0000	N		0.00
		12/10/2019		N		476.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	476.98

VENDOR TOTAL: 476.98

RONALDS	RONALD'S TREE SERVICE LLC	11/08/2019	4300	FOA	TREE REMOVAL	
42741	9126 BENNETT LAKE RD	12/10/2019		N		5,250.00
11/08/2019	FENTON MI, 48430	/ /	0.0000	N		0.00
		12/10/2019		Y		5,250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
209-000-930.000	REPAIRS & MAINTENANCE	5,250.00

VENDOR TOTAL: 5,250.00

ROOFAL	ROOFAL ROOFING CO LLC	11/29/2019	1812	FOA	ROOF REPAIR AT FIRE STATION ON HARTL	
42826	215 1/2 EAST GRAND RIVER	12/10/2019		N		200.00
11/29/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/10/2019		N		200.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	200.00

VENDOR TOTAL: 200.00

RURALKING	RURAL KING	11/05/2019	110519	FOA	MISC SUPPLIES	
42731		12/10/2019		N		11.97
11/05/2019	,	/ /	0.0000	N		0.00
		12/10/2019		N		11.97

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	11.97

RURALKING	RURAL KING	11/20/2019	112019	FOA	PAPER TOWELS	
42788		12/10/2019		N		5.28
11/20/2019	,	/ /	0.0000	N		0.00
		12/10/2019		N		5.28

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	5.28

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

VENDOR TOTAL: 17.25

SEERCOINC	SEERCO INC.	11/26/2019	112619	FOA	PANDA EXPRESS HYDRANT METER DEPOSIT	
42802	14441 ELEVEN MILE ROAD	12/10/2019		N		1,402.66
11/26/2019	OAK PARK MI, 48237	/ /	0.0000	N		0.00
		12/10/2019		N		1,402.66

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-290.001	ESCROW WATER USAGE	1,402.66

VENDOR TOTAL: 1,402.66

SHUTTERSTO	SHUTTERSTOCK.COM	11/06/2019	110619	FOA	NOVEMBER 2019	
42716		12/10/2019		N		29.00
11/06/2019	,	/ /	0.0000	N		0.00
		12/10/2019		N		29.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-740.000	OPERATING SUPPLIES	29.00

VENDOR TOTAL: 29.00

STAPLES	STAPLES	11/16/2019	8056495525	FOA	MISC SUPPLIES	
42762	PO BOX 660409	12/10/2019		N		59.26
11/16/2019	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		12/10/2019		N		59.26

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	54.65
101-299-727.000	SUPPLIES & POSTAGE	4.61

59.26

STAPLES	STAPLES	11/23/2019	8056574145	FOA	MISC SUPPLIES	
42781	PO BOX 660409	12/10/2019		N		111.02
11/23/2019	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		12/10/2019		N		111.02

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-727.000	SUPPLIES & POSTAGE	49.50
101-299-727.000	SUPPLIES & POSTAGE	46.86
101-172-727.000	SUPPLIES & POSTAGE	14.66

111.02

STAPLES	STAPLES	11/30/2019	8056639128	FOA	MISC SUPPLIES	
42825	PO BOX 660409	12/10/2019		N		68.88
11/30/2019	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00

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

		12/10/2019		N		68.88
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	68.88

VENDOR TOTAL: 239.16

STATEBAR	STATE BAR OF MICHIGAN	11/22/2019	112219	FOA	LICENSE RENEWAL	315.00
42797	P.O. BOX 1406	12/10/2019		N		0.00
11/22/2019	GRAND RAPIDS MI, 49501-1406	/ /	0.0000	N		315.00
		12/10/2019		N		

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-804.000	MEMBERSHIP & DUES	315.00

VENDOR TOTAL: 315.00

ST TAX COM	STATE OF MICHIGAN	11/26/2019	112619	FOA	2020 CERTIFICATION - ASSESSOR/ASST A	350.00
42812	MICHIGAN DEPT OF TREASURY	12/10/2019		N		0.00
11/26/2019	PO BOX 30471	/ /	0.0000	N		350.00
	LANSING MI, 48909	12/10/2019		N		

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-804.000	MEMBERSHIP & DUES	350.00

VENDOR TOTAL: 350.00

APPRAISAL	THE APPRAISAL FOUNDATION	11/27/2019	31116	FOA	UNIFORM STANDARDS OF PROFESSIONAL AP	91.51
42814	P.O. BOX 381	12/10/2019		N		0.00
11/27/2019	ANNAPOLIS JUNCTION MD, 20701	/ /	0.0000	N		91.51
		12/10/2019		N		

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-957.000	EDUCATION/TRAINING/CONVENTION	91.51

VENDOR TOTAL: 91.51

TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	11/22/2019	5127821	FOA	NOV 2019 - ESTUDIO2830C BLK COPIES	3.88
42817	PO BOX 927	12/10/2019		N		0.00
11/22/2019	BUFFALO NY, 14240	/ /	0.0000	N		3.88
		12/10/2019		N		

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	3.88

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

TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	11/22/2019	5127835	FOA	NOV 2019 - ESTUDIO2830C COLOR COPIES	
42818	PO BOX 927	12/10/2019		N		65.86
11/22/2019	BUFFALO NY, 14240	/ /	0.0000	N		0.00
		12/10/2019		N		65.86

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	65.86

VENDOR TOTAL: 69.74

VOLLBRECHT	VOLLBRECHT, LYNN	11/19/2019	111919	FOA	REIMBURSE ADOBE PHOTOSHOP BILLINGS	
42758		12/10/2019		N		49.95
11/19/2019	,	/ /	0.0000	N		0.00
		12/10/2019		N		49.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	49.95

VENDOR TOTAL: 49.95

WOOD	WOOD ENVIRONMENT & INFRASTRUCTURE	11/06/2019	H06102432	FOA	WELLHEAD PROTECTION ACTIVITIES THROU	
42707	P.O. BOX 74008618	12/10/2019		N		984.00
11/06/2019	CHICAGO IL, 60674-8618	/ /	0.0000	N		0.00
		12/10/2019		N		984.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-816.000	ENGINEERING FEES	984.00

WOOD	WOOD ENVIRONMENT & INFRASTRUCTURE	11/06/2019	H06102433	FOA	WWTP MONITORING THROUGH 10/18/19	
42706	P.O. BOX 74008618	12/10/2019		N		751.50
11/06/2019	CHICAGO IL, 60674-8618	/ /	0.0000	N		0.00
		12/10/2019		N		751.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.007	TREATMENT PLANT SAMPLING	751.50

VENDOR TOTAL: 1,735.50

ZIMMERMAN	ZIMMERMAN MASONRY, INC.	11/25/2019	112519	FOA	MONUMENT SIGN FOR SETTLERS PARK	
42785	5895 BRIGHTON PINES CT.	12/10/2019		N		8,500.00
11/25/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/10/2019		N		8,500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
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12/03/2019 03:40 PM
 User: SUSANC
 DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
 EXP CHECK RUN DATES 12/10/2019 - 12/10/2019
 BOTH JOURNALIZED AND UNJOURNALIZED

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		

401-751-970.009	SETTLERS PARK					8,500.00
VENDOR TOTAL:						8,500.00
TOTAL - ALL VENDORS:						556,482.30

FUND TOTALS:

Fund 101 - GENERAL FUND	41,868.43
Fund 204 - MUNICIPAL STREET FUND	110,866.01
Fund 206 - FIRE OPERATING	4,764.98
Fund 209 - CEMETERY	5,250.00
Fund 401 - CAPITAL PROJECTS FUND	15,716.50
Fund 536 - WATER SYSTEM FUND	10,129.06
Fund 577 - CABLE TV FUND	22,794.43
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	338,186.39
Fund 702 - TRUST & AGENCY - NEW	6,906.50

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: December 3, 2019

Recommended Action

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

Discussion

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

Accounts Payable – \$32,606.78

November 14, 2019 Payroll - \$66,390.16

November 27, 2019 Payroll - \$72,545.22

Financial Impact

Is a Budget Amendment Required? Yes No

All expenses are covered under the adopted FY20 budget.

Attachments

Post Audit Bills List 11.07.19

Post Audit Bills List 11.13.19

Post Audit Bills List 11.19.19

Post Audit Bills List 11.27.19

Payroll for 11.14.19

Payroll for 11.27.19

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/07/2019	FOA	40012	CHASE BANK	REIMBURSEMENTS	101-000-676.000	188.61
		40012		EDUCATION/TRAINING/CONVENTION	101-101-957.000	139.15
		40012		SUPPLIES & POSTAGE	101-172-727.000	18.95
		40012		EDUCATION/TRAINING/CONVENTION	101-172-957.000	329.45
		40012		MEMBERSHIP & DUES	101-192-804.000	120.00
		40012		EDUCATION/TRAINING/CONVENTION	101-192-957.000	509.70
		40012		SUPPLIES & POSTAGE	101-209-727.000	48.52
		40012		REPAIRS & MAINTENANCE	101-209-930.000	950.01
		40012		PRINTING & PUBLICATIONS	101-215-900.000	55.00
		40012		EDUCATION/TRAINING/CONVENTION	101-253-957.000	832.50
		40012		OPERATING SUPPLIES	101-265-740.000	52.66
		40012		TELEPHONE	101-265-851.000	1.99
		40012		PRINTING & PUBLICATIONS	101-400-900.000	160.00
		40012		REPAIRS & MAINTENANCE	101-400-930.000	316.67
		40012		PRINTING & PUBLICATIONS	101-410-900.000	80.00
		40012		OPERATING SUPPLIES	101-441-740.000	24.94
		40012		SOFTWARE MAINTENANCE	101-441-930.000	221.67
		40012		OPERATING SUPPLIES	101-577-740.000	29.00
		40012		PRINTING & PUBLICATIONS	101-577-900.000	9.99
		40012		CONTRACTED SERVICES	101-751-801.000	68.00
		40012		SOFTWARE MAINTENANCE	206-000-930.000	31.67
		40012		UNIFORMS/CLOTHING ALLOWANCE	536-000-719.100	209.99
		40012		OPERATING SUPPLIES	536-000-740.000	54.50
		40012		INTERNET	536-000-805.000	118.22
		40012		TELEPHONE	536-000-851.000	152.49
		40012		SOFTWARE MAINTENANCE	536-000-930.000	316.65
		40012		OPERATING SUPPLIES	577-000-740.000	1,417.68
		40012		INTERNET	577-000-805.000	176.85
		40012		CABLE TV FEES	577-000-806.000	83.56
		40012		PEG SERVER & SOFTWARE RENTAL	577-000-946.000	36.00
		40012		SOFTWARE MAINTENANCE	590-000-930.000	63.33
						6,817.75
11/07/2019	FOA	40013	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	58.35
		40013		STREET LIGHTS	101-448-921.000	147.93
		40013		UTILITIES - ELECTRIC	206-000-920.002	40.01
						246.29
11/07/2019	FOA	40014	DTE ENERGY	UTILITIES - ELECTRIC	101-751-920.002	41.67
11/07/2019	FOA	40015	DTE ENERGY-STREET	STREET LIGHTS	101-448-921.000	1,471.17
		40015		MILPOINT STREET LIGHT ESCROW	701-000-290.400	267.22
		40015		FIDDLERS GROVE STREETLIGHT	701-000-290.410	21.22
						1,759.61
			TOTAL - ALL FUNDS	TOTAL OF 4 CHECKS		8,865.32

--- GL TOTALS ---

101-000-676.000	REIMBURSEMENTS	188.61
101-101-957.000	EDUCATION/TRAINING/CONVENTION	139.15

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-172-727.000				SUPPLIES & POSTAGE		18.95
101-172-957.000				EDUCATION/TRAINING/CONVENTION		329.45
101-192-804.000				MEMBERSHIP & DUES		120.00
101-192-957.000				EDUCATION/TRAINING/CONVENTION		509.70
101-209-727.000				SUPPLIES & POSTAGE		48.52
101-209-930.000				REPAIRS & MAINTENANCE		950.01
101-215-900.000				PRINTING & PUBLICATIONS		55.00
101-253-957.000				EDUCATION/TRAINING/CONVENTION		832.50
101-265-740.000				OPERATING SUPPLIES		52.66
101-265-851.000				TELEPHONE		1.99
101-265-920.001				UTILITIES - GAS		58.35
101-400-900.000				PRINTING & PUBLICATIONS		160.00
101-400-930.000				REPAIRS & MAINTENANCE		316.67
101-410-900.000				PRINTING & PUBLICATIONS		80.00
101-441-740.000				OPERATING SUPPLIES		24.94
101-441-930.000				SOFTWARE MAINTENANCE		221.67
101-448-921.000				STREET LIGHTS		1,619.10
101-577-740.000				OPERATING SUPPLIES		29.00
101-577-900.000				PRINTING & PUBLICATIONS		9.99
101-751-801.000				CONTRACTED SERVICES		68.00
101-751-920.002				UTILITIES - ELECTRIC		41.67
206-000-920.002				UTILITIES - ELECTRIC		40.01
206-000-930.000				SOFTWARE MAINTENANCE		31.67
536-000-719.100				UNIFORMS/CLOTHING ALLOWANCE		209.99
536-000-740.000				OPERATING SUPPLIES		54.50
536-000-805.000				INTERNET		118.22
536-000-851.000				TELEPHONE		152.49
536-000-930.000				SOFTWARE MAINTENANCE		316.65
577-000-740.000				OPERATING SUPPLIES		1,417.68
577-000-805.000				INTERNET		176.85
577-000-806.000				CABLE TV FEES		83.56
577-000-946.000				PEG SERVER & SOFTWARE RENTAL		36.00
590-000-930.000				SOFTWARE MAINTENANCE		63.33
701-000-290.400				MILLPOINT STREETLIGHTS ESCROW		267.22
701-000-290.410				FIDDLERS GROVE STREETLIGHT		21.22
				TOTAL		8,865.32

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/13/2019	FOA	40016	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	179.99
11/13/2019	FOA	40017	EJ USA, INC.	REPAIRS & MAINTENANCE SYSTEM	536-000-930.001	745.52
11/13/2019	FOA	40018	LIVINGSTON DAILY PRESS & ARGUS	PRINTING & PUBLICATIONS	101-215-900.000	300.00
		40018		TWO GUYS SUSHI LIQUOR	101-400-801.200-0007	50.00
		40018		PRINTING & PUBLICATIONS	101-410-900.000	80.00
						430.00
11/13/2019	FOA	40019	PETTY CASH (TREASURER)	EDUCATION/TRAINING/CONVENTION	101-253-957.000	62.00
11/13/2019	FOA	40020	STAPLES	OPERATING SUPPLIES	101-265-740.000	13.07
11/13/2019	FOA	40021	STATE OF MICHIGAN	MISCELLANEOUS	536-000-956.000	1,481.70
			TOTAL - ALL FUNDS	TOTAL OF 6 CHECKS		2,912.28

--- GL TOTALS ---

101-215-900.000	PRINTING & PUBLICATIONS	300.00
101-253-957.000	EDUCATION/TRAINING/CONVENTION	62.00
101-265-740.000	OPERATING SUPPLIES	13.07
101-265-920.001	UTILITIES - GAS	179.99
101-400-801.200-0007	TWO GUYS SUSHI LIQUOR	50.00
101-410-900.000	PRINTING & PUBLICATIONS	80.00
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	745.52
536-000-956.000	MISCELLANEOUS	1,481.70
	TOTAL	2,912.28

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/19/2019	FOA	40022	CONSUMERS ENERGY	UTILITIES - GAS	536-000-920.001	77.97
11/19/2019	FOA	40023	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,096.97
		40023		STREET LIGHTS	101-448-921.000	63.53
		40023		UTILITIES - ELECTRIC	101-751-920.002	73.62
		40023		UTILITIES - ELECTRIC	536-000-920.002	102.64
						<u>1,336.76</u>
11/19/2019	FOA	40024	ECONO PRINT	TAX PREPARATION	101-253-811.000	2,564.66
11/19/2019	FOA	40025	WATER TECH	REPAIRS & MAINTENANCE	101-751-930.000	66.00
			TOTAL - ALL FUNDS	TOTAL OF 4 CHECKS		4,045.39

--- GL TOTALS ---

101-253-811.000	TAX PREPARATION	2,564.66
101-265-920.002	UTILITIES - ELECTRIC	1,096.97
101-448-921.000	STREET LIGHTS	63.53
101-751-920.002	UTILITIES - ELECTRIC	73.62
101-751-930.000	REPAIRS & MAINTENANCE	66.00
536-000-920.001	UTILITIES - GAS	77.97
536-000-920.002	UTILITIES - ELECTRIC	102.64
	TOTAL	4,045.39

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
 CHECK DATE FROM 11/27/2019 - 11/27/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/27/2019	FOA	40026	LOWES BUSINESS ACCT/SYNCB	OPERATING SUPPLIES	536-000-740.000	365.36
11/27/2019	FOA	40027	MUTUAL OF OMAHA	ACCRUED STD/LTD BENEFITS	001-000-257.103	142.15
		40027		EMPLOYMENT EXPENSE	101-172-716.000	92.85
		40027		EMPLOYMENT EXPENSE	101-192-716.000	88.54
		40027		EMPLOYMENT EXPENSE	101-209-716.000	89.86
		40027		EMPLOYMENT EXPENSE	101-215-716.000	56.40
		40027		EMPLOYMENT EXPENSE	101-253-716.000	64.36
		40027		EMPLOYMENT EXPENSE	101-400-716.000	105.86
		40027		EMPLOYMENT EXPENSE	536-000-716.000	70.76
						<u>710.78</u>
11/27/2019	FOA	40028	PETTY CASH (TREASURER)	TRAVEL/MEETING EXPENSES	101-172-957.002	13.44
		40028		SUPPLIES & POSTAGE	101-253-727.000	21.19
		40028		PEG SERVER & SOFTWARE RENTAL	577-000-946.000	29.97
						<u>64.60</u>
11/27/2019	FOA	40029	PRINCIPAL LIFE INSURANCE CO	ACCRUED DENTAL BENEFITS	001-000-257.101	131.84
		40029		ACCRUED VISION BENEFITS	001-000-257.102	49.84
		40029		EMPLOYMENT EXPENSE	101-172-716.000	173.43
		40029		EMPLOYMENT EXPENSE	101-192-716.000	80.72
		40029		EMPLOYMENT EXPENSE	101-209-716.000	48.70
		40029		EMPLOYMENT EXPENSE	101-215-716.000	118.42
		40029		EMPLOYMENT EXPENSE	101-253-716.000	156.12
		40029		EMPLOYMENT EXPENSE	101-400-716.000	109.00
		40029		EMPLOYMENT EXPENSE	536-000-716.000	40.36
						<u>908.43</u>
11/27/2019	FOA	40030	PRIORITY HEALTH	ACCRUED MEDICAL BENEFITS	001-000-257.100	1,745.22
		40030		EMPLOYMENT EXPENSE	101-172-716.000	1,978.84
		40030		EMPLOYMENT EXPENSE	101-192-716.000	1,055.38
		40030		EMPLOYMENT EXPENSE	101-215-716.000	1,392.92
		40030		EMPLOYMENT EXPENSE	101-253-716.000	2,026.15
		40030		EMPLOYMENT EXPENSE	536-000-716.000	527.69
						<u>8,726.20</u>
11/27/2019	FOA	40031	STAPLES	SUPPLIES & POSTAGE	101-209-727.000	23.17
		40031		SUPPLIES & POSTAGE	101-253-727.000	101.06
		40031		OPERATING SUPPLIES	101-265-740.000	62.92
		40031		SUPPLIES & POSTAGE	101-400-727.000	73.83
						<u>260.98</u>
11/27/2019	FOA	40032	SUPERFLEET MASTERCARD PROGRAM	EDUCATION/TRAINING/CONVENTION	101-172-957.000	69.38
11/27/2019	FOA	40033	VERIZON WIRELESS	TELEPHONE	101-265-851.000	137.39
		40033		TELEPHONE	536-000-851.000	107.96
						<u>245.35</u>
11/27/2019	FOA	40034	XO COMMUNICATIONS	TELEPHONE	101-265-851.000	432.71

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/27/2019	FOA	40035	RONALD R BRODEN II & TONI LYNN	VILLAGE SIDEWALKS	401-444-969.005	5,000.00
			TOTAL - ALL FUNDS	TOTAL OF 10 CHECKS		16,783.79

--- GL TOTALS ---

001-000-257.100	ACCRUED MEDICAL BENEFITS	1,745.22
001-000-257.101	ACCRUED DENTAL BENEFITS	131.84
001-000-257.102	ACCRUED VISION BENEFITS	49.84
001-000-257.103	ACCRUED STD/LTD BENEFITS	142.15
101-172-716.000	EMPLOYMENT EXPENSE	2,245.12
101-172-957.000	EDUCATION/TRAINING/CONVENTION	69.38
101-172-957.002	TRAVEL/MEETING EXPENSES	13.44
101-192-716.000	EMPLOYMENT EXPENSE	1,224.64
101-209-716.000	EMPLOYMENT EXPENSE	138.56
101-209-727.000	SUPPLIES & POSTAGE	23.17
101-215-716.000	EMPLOYMENT EXPENSE	1,567.74
101-253-716.000	EMPLOYMENT EXPENSE	2,246.63
101-253-727.000	SUPPLIES & POSTAGE	122.25
101-265-740.000	OPERATING SUPPLIES	62.92
101-265-851.000	TELEPHONE	570.10
101-400-716.000	EMPLOYMENT EXPENSE	214.86
101-400-727.000	SUPPLIES & POSTAGE	73.83
401-444-969.005	VILLAGE SIDEWALKS	5,000.00
536-000-716.000	EMPLOYMENT EXPENSE	638.81
536-000-740.000	OPERATING SUPPLIES	365.36
536-000-851.000	TELEPHONE	107.96
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	29.97
	TOTAL	16,783.79

Check Register Report For Hartland Township
For Check Dates 11/01/2019 to 11/15/2019

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/14/2019	FOA	16583	GOODWIN, DENNIS R	216.90	168.01	0.00	Cleared
11/14/2019	FOA	16584	HENDRIX, PETER J	34.80	30.67	0.00	Cleared
11/14/2019	FOA	16585	ICMA VANTAGEPOINT TRANSFER AGENT	912.73	912.73	0.00	Cleared
11/14/2019	FOA	16586	ICMA VANTAGEPOINT TRANSFER AGENTS	37.16	37.16	0.00	Cleared
11/14/2019	FOA	16587	ICMA VANTAGEPOINT TRANSFER AGENT	3,635.47	3,635.47	0.00	Cleared
11/14/2019	FOA	16588	ICMA VANTAGEPOINT TRANSFER AGENT	1,169.48	1,169.48	0.00	Cleared
11/14/2019	FOA	DD6167	BAGDON, KELLY M	1,737.88	0.00	1,215.75	Cleared
11/14/2019	FOA	DD6168	BEAUDOIN, DIANA K	1,555.61	0.00	1,314.68	Cleared
11/14/2019	FOA	DD6169	BELTZ, KRISTEN A	1,051.14	0.00	827.01	Cleared
11/14/2019	FOA	DD6170	BROOKS, TYLER J	1,843.70	0.00	1,295.05	Cleared
11/14/2019	FOA	DD6171	CASE, SUSAN E	1,952.98	0.00	1,355.56	Cleared
11/14/2019	FOA	DD6172	CIOFU, LARRY N	2,583.33	0.00	1,892.06	Cleared
11/14/2019	FOA	DD6173	DRYDEN-HOGAN, SUSAN A	3,211.28	0.00	2,292.66	Cleared
11/14/2019	FOA	DD6174	HEASLIP, JAMES B	2,825.58	0.00	1,921.20	Cleared
11/14/2019	FOA	DD6175	HORNING, KATHLEEN A	2,583.33	0.00	1,637.00	Cleared
11/14/2019	FOA	DD6176	JOHNSON, LISA	2,142.25	0.00	1,504.83	Cleared
11/14/2019	FOA	DD6177	KLINE, CORI L	917.65	0.00	765.84	Cleared
11/14/2019	FOA	DD6178	KUMAR, ANDREW M	1,857.87	0.00	1,227.48	Cleared
11/14/2019	FOA	DD6179	LANGER, TROY D	3,140.25	0.00	2,216.13	Cleared
11/14/2019	FOA	DD6180	LENAGHAN, WILLIAM J	428.07	0.00	392.71	Cleared
11/14/2019	FOA	DD6181	MITCHELL, KYLE J	2,617.67	0.00	2,007.54	Cleared
11/14/2019	FOA	DD6182	MORGANROTH, CAROL L	1,931.01	0.00	1,480.88	Cleared
11/14/2019	FOA	DD6183	SHOLLACK, DONNA M	2,011.12	0.00	1,459.62	Cleared
11/14/2019	FOA	DD6184	VERMILLION, KAREN L	1,774.04	0.00	1,309.36	Cleared
11/14/2019	FOA	DD6185	VETTRAINO, ALEXANDER D	555.50	0.00	474.96	Cleared
11/14/2019	FOA	DD6186	VOLLBRECHT, LYNN J	1,269.45	0.00	1,014.14	Cleared
11/14/2019	FOA	DD6187	WEST, ROBERT M	3,203.04	0.00	2,445.60	Cleared
11/14/2019	FOA	DD6188	WICKMAN, JAMES T	4,634.59	0.00	3,660.31	Cleared
11/14/2019	FOA	DD6189	WYATT, MARTHA K	3,024.19	0.00	2,178.91	Cleared
11/14/2019	FOA	EFT517	FEDERAL TAX DEPOSIT	11,532.09	11,532.09	0.00	Cleared

Totals: Number of Checks: 030 66,390.16 17,485.61 35,889.28

Total Physical Checks: 6
Total Check Stubs: 24

Check Register Report For Hartland Township
For Check Dates 11/16/2019 to 11/30/2019

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/27/2019	FOA	16589	DOUGLASS, BRUCE H	110.50	97.35	0.00	Open
11/27/2019	FOA	16590	GOODWIN, DENNIS R	281.97	218.86	0.00	Open
11/27/2019	FOA	16591	HENDRIX, PETER J	69.60	61.31	0.00	Open
11/27/2019	FOA	16592	PETRUCCI, JOSEPH M	590.50	496.29	0.00	Open
11/27/2019	FOA	16593	VOIGHT, KEITH R	100.00	88.10	0.00	Open
11/27/2019	FOA	16594	ICMA VANTAGEPOINT TRANSFER AGENT	909.68	909.68	0.00	Open
11/27/2019	FOA	16595	ICMA VANTAGEPOINT TRANSFER AGENTS	29.88	29.88	0.00	Open
11/27/2019	FOA	16596	ICMA VANTAGEPOINT TRANSFER AGENT	3,842.98	3,842.98	0.00	Open
11/27/2019	FOA	16597	ICMA VANTAGEPOINT TRANSFER AGENT	927.75	927.75	0.00	Open
11/27/2019	FOA	DD6190	BAGDON, KELLY M	1,735.64	0.00	1,245.69	Cleared
11/27/2019	FOA	DD6191	BARTLEY, MELANIE J	90.50	0.00	79.73	Cleared
11/27/2019	FOA	DD6192	BEAUDOIN, DIANA K	1,173.69	0.00	1,016.40	Cleared
11/27/2019	FOA	DD6193	BELTZ, KRISTEN A	659.25	0.00	528.76	Cleared
11/27/2019	FOA	DD6194	BROOKS, TYLER J	1,432.00	0.00	999.38	Cleared
11/27/2019	FOA	DD6195	CASE, SUSAN E	1,564.43	0.00	1,068.02	Cleared
11/27/2019	FOA	DD6196	CIOFU, LARRY N	2,680.55	0.00	1,964.02	Cleared
11/27/2019	FOA	DD6197	COLAIANNE, JOSEPH W	500.00	0.00	400.73	Cleared
11/27/2019	FOA	DD6198	DRYDEN-HOGAN, SUSAN A	3,211.28	0.00	2,292.68	Cleared
11/27/2019	FOA	DD6199	FOUNTAIN, WILLIAM J	2,583.33	0.00	2,152.76	Cleared
11/27/2019	FOA	DD6200	FOX, LAWRENCE E	360.00	0.00	317.16	Cleared
11/27/2019	FOA	DD6201	GERMANE, MATTHEW J	500.00	0.00	436.75	Cleared
11/27/2019	FOA	DD6202	GRISSIM, SUSAN L	90.00	0.00	83.12	Cleared
11/27/2019	FOA	DD6203	HARPER, GLENN E	500.00	0.00	416.56	Cleared
11/27/2019	FOA	DD6204	HEASLIP, JAMES B	3,075.58	0.00	2,111.47	Cleared
11/27/2019	FOA	DD6205	HORNING, KATHLEEN A	2,583.33	0.00	1,748.64	Cleared
11/27/2019	FOA	DD6206	JOHNSON, LISA	1,923.60	0.00	1,349.31	Cleared
11/27/2019	FOA	DD6207	KLINE, CORI L	448.72	0.00	395.33	Cleared
11/27/2019	FOA	DD6208	KUMAR, ANDREW M	1,494.16	0.00	980.84	Cleared
11/27/2019	FOA	DD6209	LANGER, TROY D	3,390.25	0.00	2,406.39	Cleared
11/27/2019	FOA	DD6210	LENAGHAN, WILLIAM J	637.12	0.00	576.88	Cleared
11/27/2019	FOA	DD6211	MITCHELL, KYLE J	2,266.02	0.00	1,753.56	Cleared
11/27/2019	FOA	DD6212	MITCHELL, MICHAEL E	180.50	0.00	166.69	Cleared
11/27/2019	FOA	DD6213	MORGANROTH, CAROL L	1,879.45	0.00	1,448.98	Cleared
11/27/2019	FOA	DD6214	MURPHY, THOMAS A	90.00	0.00	79.29	Cleared

Check Register Report For Hartland Township
 For Check Dates 11/16/2019 to 11/30/2019

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/27/2019	FOA	DD6215	SHOLLACK, DONNA M	1,584.69	0.00	1,142.58	Cleared
11/27/2019	FOA	DD6216	VERMILLION, KAREN L	1,436.61	0.00	1,059.66	Cleared
11/27/2019	FOA	DD6217	VETTRAINO, ALEXANDER D	444.40	0.00	388.20	Cleared
11/27/2019	FOA	DD6218	VOLLBRECHT, LYNN J	1,032.30	0.00	833.66	Cleared
11/27/2019	FOA	DD6219	WEST, ROBERT M	3,503.04	0.00	2,673.91	Cleared
11/27/2019	FOA	DD6220	WICKMAN, JAMES T	4,634.59	0.00	3,660.32	Cleared
11/27/2019	FOA	DD6221	WYATT, MARTHA K	2,655.06	0.00	1,914.86	Cleared
11/27/2019	FOA	EFT518	FEDERAL TAX DEPOSIT	11,652.96	11,652.96	0.00	Cleared
11/27/2019	FOA	EFT519	MI DEPT OF TREASURY	3,689.31	3,689.31	0.00	Cleared
Totals:							
			Number of Checks: 043	72,545.22	22,014.47	37,692.33	
			Total Physical Checks: 9				
			Total Check Stubs: 34				

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 10-1-19 Hartland Township Board Closed Session Meeting Minutes

Date: November 25, 2019

Recommended Action

Move to approve the Hartland Township Board Closed Session Meeting minutes for October 1, 2019.

Discussion

Draft minutes are available in Clerk's office for review.

Financial Impact

None

Attachments

None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 11-5-19 Hartland Township Board Regular Meeting Minutes

Date: December 3, 2019

Recommended Action

Move to approve the Hartland Township Board Regular Meeting minutes for November 5, 2019.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

HTB Meeting Minutes – 11-5-19 - DRAFT

DRAFT

1. Call to Order

The meeting was called to order by Supervisor William Fountain at 7:00 PM.

2. Pledge of Allegiance

3. Roll Call

PRESENT: William Fountain, Larry Ciofu, Kathie Horning, Joe Colaianne, Matt Germane,
Glenn Harper, Joe Petrucci

ABSENT: None

Also present were Township Manager James Wickman and Public Works Director Bob West.

4. Approval of the Agenda

Treasurer Horning requested to remove Item 6.i. from the Consent Agenda and to add the additional Appointments of Michelle LaRose as Planning Commission member and Jim Bunn as Zoning Board of Appeals (Alternate) member (1/1/2020 to 12/31/2022) to Item 6.g.

Move to approve the agenda for the November 5, 2019, Hartland Township Board meeting as amended.

Motion made by Treasurer Horning, Seconded by Trustee Colaianne.

Voting Yea: Ciofu, Colaianne, Fountain, Germane, Harper, Horning, Petrucci

Voting Nay: None Motion passes: 7-0-0.

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the November 5, 2019, Hartland Township Board Meeting as amended.

Motion made by Trustee Petrucci, Seconded by Treasurer Horning.

Voting Yea: Ciofu, Colaianne, Fountain, Germane, Harper, Horning, Petrucci

Voting Nay: None Motion passes: 7-0-0.

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. Approve Special Meeting Minutes for 10/07/2019
- d. Approve Regular Meeting Minutes for 10/15/2019
- e. Approve LESA Summer Tax Collection Agreement
- f. Approve Township Hall Closure at 4:00pm on Thursday 12/12/2019
- g. Confirm Supervisor's Appointments to Planning Commission & Zoning Board of Appeals (01/01/20 – 12/31/22)
- h. Approve Hartland Schools Agreement for Sidewalk Winter Maintenance (\$4,000)
- i. ~~Approve Preiss Winter Maintenance Proposal (with Hartland Schools)~~
- ji. Approve Budget Amendment for Assessing Legal Fees (\$12,000)
- kj. Approve Budget Amendment & Transfer - General Fund to Capital Projects (\$357,175)

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

November 05, 2019 – 7:00 PM

7. Public Hearing

- a. Liquor License Application #19-001 – Two Guys Sushi, LLC – Class C

Supervisor Fountain gave a brief overview of the Liquor License approval process in that the State of Michigan allows a Township to get a liquor license for every 1500 residents, and at the last Census in 2010 Hartland Township received three of them. There is one remaining and in May 2019, the Township opened it up to applicants to apply for the liquor license through August, 2019. One applicant came forward that met all of the required criteria. The application then went to a committee of the board for review and the committee made a recommendation to go forward with the Two Guys Sushi application. The next step was a review by the Township Planner regarding Township Ordinances and we are now at the Public Hearing of the process. The Board has the discretion to approve or not approve the application, but if approved it would still have to go through the Liquor Control Commission of the State of Michigan.

Move to open the Public Hearing at 7:06 p.m.

Motion made by Trustee Colaianne, Seconded by Trustee Harper.

Voting Yea: Ciofu, Colaianne, Fountain, Germane, Harper, Horning, Petrucci

Voting Nay: None Motion passes: 7-0-0.

Joe Torrence of Blueberry Hill came forward and stated he is the primary applicant for the liquor license for Two Guys Sushi and wanted to reiterate to the Board not only how good this is for Two Guys Sushi, but also for the Township of Hartland. Mr. Torrence stated he is a 20-year resident of Hartland and he believes the community lacks a restaurant base. He stated sushi is one of the fastest growing food segments and he believes that Two Guys Sushi has a unique concept not found anywhere else in country. Two Guys Sushi will display world class sports memorabilia, many items worthy of being in the Hall of Fame. They have a business plan that is sustainable and good for Hartland and they have overwhelming local community support. He stated they have extremely strong financial backing and they are really looking forward to conducting business here in Hartland. He stated that they were good citizens, plan to be good corporate citizens, and look forward to a long and prosperous relationship with the Township and thanked the Board for this opportunity.

Joe of Bergin Road came forward and stated he just moved here since February and would like to show support to Joe Torrence and his new business.

Jacob Torrence of Blueberry Hill came forward and stated there has been a tremendous outpouring of support on social media for Hatorando Sushi to receive this liquor license and hoped the Board considers the will of the people.

David MacGregor of San Marino came forward and stated he liked the idea of more independent restaurants. He stated that it would be nice to have the option of something that is not a chain restaurant and is a restaurant that is owned by somebody in the community. He stated it would be nice not to have to drive to Brighton to get good sushi.

Move to close the Public Hearing at 7:11 p.m.

Motion made by Trustee Harper, Seconded by Trustee Germane.

Voting Yea: Ciofu, Colaianne, Fountain, Germane, Harper, Horning, Petrucci

Voting Nay: None Motion passes: 7-0-0.

Move to approve the Local Approval Resolution for a new quota Liquor License for Two Guys Sushi, LLC

Motion made by Trustee Colaianne, Seconded by Trustee Harper.

Clerk Ciofu stated that he has gone through the business plan and has some questions that are not major. He stated he had some issues with computations of salaries and things like that but overall the percentages fall in line with normal restaurants as far as the percentage that goes to salaries, percentage that goes to cost of goods sold and that type of thing. Clerk Ciofu stated he does not have any problems with the restaurant itself, but has more of a concern with the overall Hartland Community and looking at developing brick and mortar businesses in the Township. Hartland Township has several commercial developments that are still in process of developing things. Clerk Ciofu stated he believes if Hartland Township uses this particular liquor license as an incentive to bring in someone that is going to build an actual brick and mortar building he would feel more comfortable on a longevity issue. He again stated that he has nothing against the restaurant or the concept and that there were a lot of positive things in the business plan, particularly in working with the community. Clerk Ciofu stated that he owned a restaurant in the community for sixteen years and that he felt working with the community was one of the best things his business did and commended the applicant in having this in his business plan. However, Clerk Ciofu would like to hold this liquor license for a brick and mortar building.

Trustee Petrucci stated that it seemed like local governments always want the big national players, the guys that put up the brick and mortar buildings, and have all the money. They want them to come into their townships and they kind of wait for them. He stated Hartland Township has been waiting for almost 7 or 8 years now and not one of the national chains has come in to put up a building. Trustee Petrucci stated that we should also support the small guy, the independent, the guy that lives in Hartland Township. We can talk about putting up brick and mortar buildings, but we also have a shopping center that has two empty spaces that will be filled here. This would make that shopping center more profitable for that owner, so we have to look at that as well. Trustee Petrucci believes that Hartland Township is the kind of community that would support a sushi sports bar and that the sports/sushi bar concept is new and unique. It was not long ago where we had another developer put in a restaurant in Hartland that decided to sell raw meat on a hot rock to his customers. That restaurant has bloomed to everywhere in Michigan and even in the Midwest in the United States and it all started right here in Hartland. So now we have a new concept of sushi owned by independent people who have the financial backing that they need to get into this restaurant he believes it is time the communities like Hartland support these people and he is in favor of this proposal.

Trustee Colaianne supports this for a number of reasons. Trustee Colaianne believes this is a great opportunity for Hartland Township as it is a unique business. Diversification of what we have to offer to our citizens and those that come through our township is very important. He stated that on the Planning Commission they often talk about a sense of place and the changes in the township. He stated some people like change, some people do not like it. But sense of place provides a sense of community, a walkable community, and the opportunities for different commercial establishments. This is a unique opportunity for our community. He also commended the township staff for their work on this issue and he supports this application.

Trustee Germane asked Township Manager James Wickman to report on the process that the State has established for receiving additional liquor licenses in the future for Hartland Township. Manager Wickman reported we would get another license if we grew by 1500

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

November 05, 2019 – 7:00 PM

people. As it turns out on the 2010 census we were just under 15,000 residents. We fully expect that we are over 15,000 residents now, which if confirmed by the 2020 census, means we would expect to get one more license probably in late 2021 or early 2022. Trustee Germane also requested confirmation that if this application were not approved, the applicant could still purchase a liquor license on the open market and transfer it to Hartland. Manager Wickman confirmed this and stated that the Board would have a say in approving the transfer. Trustee Germane stated he is in support of giving the license to the applicant.

Treasurer Horning stated that she believed Clerk Ciofu was talking about brick and mortar building, not just about holding a license for a big name chain restaurant. She stated that we have had local people inquiring about putting in a restaurant in Hartland and building a building, so this is not just about attracting big chain restaurants. Treasurer Horning stated that she is concerned with the developments that have invested in the infrastructure of the community regarding roads, water and sewer that still have areas to be developed. She stated that she loves this business idea for sushi and believes it will thrive, but she agrees with Clerk Ciofu. Treasurer Horning stated she is leery about the census bringing us in another liquor license. Treasurer Horning would like to see this license go to someone else that has to build a building and has all of those expenses underneath them.

Roll call vote taken: Yeas: Colaianne, Fountain, Germane, Fountian
 Nays: Ciofu, Horning
 Motion passes 5-2-0

Clerk Ciofu stated that he had his reasons for voting the way he did, but he supports the overall decision of the Board, and he wished the applicant the greatest of success and he knows that the applicant will find that this is a great community to have a restaurant and that this is a very friendly and supportive community.

Supervisor Fountain stated that the resolution will be forwarded to the Liquor Control Commission and the applicant will have addition work to do with them.

8. Pending & New Business

a. Server & Computer Replacements

Manager Wickman stated Windows 7 will no longer be supported by Microsoft come the new year and that includes security updates and support. As it so happens we have a number of computers that are already aged 5-7 years old which is very good in that we intentionally purchase equipment that will last longer than its useful life and we have achieved this. However we not able to put Windows 10 on those computers and they will need to be replaced. The email server will also need to be replaced and we options that are more economical and will resolve issues with downtime. The fast search server will be included in the upgrade. Most of this cost is PEG eligible, which are funds received from the cable franchise agreement with Comcast that can only be spent on equipment and capital expenses related to public, educational and governmental (PEG) operations.

Move to approve the budget amendments and purchase of replacement technology, up to \$44,000.

Motion made by Trustee Germane, Seconded by Trustee Harper.

Voting Yea: Ciofu, Colaianne, Fountain, Germane, Harper, Horning, Petrucci

Voting Nay: None Motion passes: 7-0-0.

9. Board Reports

Trustee Colaianne – No report

Trustee Germane – The final phase of the HOOP house at the Teen Center is getting electricity to the furnace to make it operational. The DPW department is assisting in getting quotes for this service and it will be paid for by the Teen Center. Director West stated the many of the contractors are finishing up work on projects before winter and we are one of these last projects. He believes we will get this completed before the end of the year.

Trustee Harper – Commended the Clerk and Treasurer on their willingness to speak their conscious on a vote that was somewhat controversial, and that this indicates the integrity of this Board in that we can disagree on important issues in a respectful manner.

Trustee Petrucci – Reported on an injury at the Fire Department during a training session a couple of weeks ago. It was a somewhat significant hand injury and the firefighter will be off duty for a month or two, but he will be okay.

Clerk Ciofu – No report

Treasurer Horning – No report

Supervisor Fountain – Thanked the Board and the community for the cards and flowers sent for his father’s passing and he and his family were touched by the outreach from this community.

[BRIEF RECESS]

10. Information / Discussion

- a. Phragmites Mitigation Discussion – David Mindell, Plantwise

Manager Wickman gave a brief overview of the phragmites issue and to clarify some of the various solutions for containing the spread of phragmites, we sought out an expert in the field to discuss this with the Board. Director West introduced David Mindell from Plantwise to the Board and brought the Board up to date with our previous mitigation pilot program plans and cost. Mr. Mindell gave a brief overview of the invasive phragmites species and the effectiveness of current plans for controlling the spread. Items discussed were the decrease of plant and wildlife in areas that phragmites are present, and effectiveness of burning, cutting and chemical applications to control phragmites, with a specific type of aquatic approved chemical spraying being the most effective. Mr. Mindell reviewed the various options outlined in the Hartland Township Phragmites Mitigation Feasibility pilot program memo for both pros and cons of each option. He outlined chemical treatment processes depending on the size of the phragmites area, combination options of mowing/burning/chemical treatments, and discussed time frames of various treatment options. He stated that chemical treatments are only done between mid-August and early October. The Board discussed the necessary qualifications for in-house staff to do chemical treatment, public communication of issue, results of treatment statewide, working with other local communities on combined treatment processes, concerns with being an area of two major watersheds, and post treatment regeneration of local plant life. The Board briefly discussed a plan of action and funding of the plan, potential ordinance requirements, DEQ support for safe chemical applications to mitigate phragmites, other township phragmites locations, and potential insect control of phragmites. Trustee Harper stated he was opposed to any kind of chemical treatment with regards to the uncertainty of long term effects this may have on the community. Director West will update the plan and costs and this bring back to the Board.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

November 05, 2019 – 7:00 PM

b. September 2019 Financial Report

Manager Wickman reviewed the September 2019 Financial Report and stated the Developer Fees escrow account that can no longer be an escrow account will be renamed Professional Review Costs. The Manager cost center will be renamed Administration. The legal fees for Assessing and the transfer out to Capital Improvements were addressed tonight with the approved budget amendments.

c. Manager's Report

Manager Wickman stated that in the staff discussions regarding single parcel SAD's for REUs, the question arose as to the goal or intent of this process. He thought the goal was to help commercial development in the township. It was agreed this was the intent, but would be looked at on a case by case basis. Township Attorney Homier is still waiting for a response from the County attorney regarding the hosting fees. Manager Wickman stated that one of the goals at the strategic plan retreat was to see if we could reduce REU costs. We are due to increase REU rates in the next few months and it was agreed that we would continue with this plan and make adjustments later if needed. Manager Wickman gave an overview of the conversations held with Hartland Glen regarding water, sewer, and global settlement of issues. Mayberry is on board with the water extension and we need to get Hartland Glen to agree on water REU's. Bella Vita is moving forward with masonry but at a slow pace. The Planning Department is working on the Hacker Road development, the proposed independent senior living center on M-59, and the Burger King renovations. Mayberry delivered their pattern book to Planning last week. He also stated that the next agenda will include snow removal ordinance, and board room technology updates. A brief discussion was held on board room technology updates. The township Christmas Party will be on December 12th. The Board agreed to cancel the November 19th meeting and to move the December 3rd meeting to December 10, 2019 and to potentially cancel the December 17th meeting.

11. Adjournment

Move to adjourn the meeting at 9:05 p.m.

Motion made by Treasurer Horning, Seconded by Trustee Harper.

Voting Yea: Ciofu, Colaianne, Fountain, Germane, Harper, Horning, Petrucci

Voting Nay: None Motion passes: 7-0-0.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert West, Director of Public Works

Subject: LED Parking Lot Conversion

Date: December 4, 2019

Recommended Action

Approve the standard contract and associated budget amendment for K&J Electric to convert the parking lot lights at Station 61, 62 and Township Hall to LED fixtures in a cost not to exceed \$9,272 as presented.

Discussion

Public Works is recommending the conversion of Station 61, 62 and Township Hall parking lot lights to LED bulbs and associated ballasts. The proposed concept would cost the Township \$8,300 in capital costs, yet would result in an annual savings of \$6,500 in electric utility costs. The proposal includes a \$1,000 contingency in the event certain lights require incidental repairs. The HERO Center was converted approximately four years ago.

Financial Impact

Is a Budget Amendment Required? Yes No

The project will be funded from the capital projects fund balance as follows:

101-265-930.000	\$3,900
206-000-930.000	\$5,372

Attachments

ROI Calculation

Agenda Item

Standard Contract with K&J Electric

<u>LED Parking Lot Lights</u>	Station 61	Station 62	Township Hall
Project Cost	\$1,760.00	\$3,168.00	\$3,344.00
Current Annual Invoice	\$1,967.44	\$3,541.39	\$1,869.07
Future Annual Invoice	\$227.35	\$409.23	\$215.98
Annual Savings	\$1,740.09	\$3,132.17	\$1,653.09
ROI (in years)	1.01	1.01	2.02

VENDOR NAME: K & J Electric, Inc.

HARTLAND TOWNSHIP
CONTRACT FOR SERVICES

Date through Date: December 10, 2019 – March 10, 2020

This "Contract" is made between the TOWNSHIP OF HARTLAND, a Michigan Municipal Corporation, hereinafter called "Township", and the "Contractor" as further described in the following Table. In this Contract, either Contractor or the Township may also be referred to individually as a "Party" or jointly as the "Parties".

HARTLAND TOWNSHIP Township Representative: Robert M. West 2655 Clark Road Hartland, MI 48353 810-632-7498 (herein, the "Township")	K & J Electric, Inc. 7219 E Highland Rd. Howell, MI 48843 517-546-6245 (herein the "Contractor")
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This Contract is organized and divided into the following "Section" or "Sections" for the convenience of the Parties.

- SECTION 1. SCOPE OF CONTRACTOR'S SERVICES
- SECTION 2. TOWNSHIP PAYMENT OBLIGATION FOR CONTRACTOR'S SERVICES
- SECTION 3. CONTRACT EFFECTIVE DATE AND TERMINATION
- SECTION 4. CONTRACTOR ASSURANCES AND WARRANTIES
- SECTION 5. CONTRACTOR PROVIDED INSURANCE AND INDEMNIFICATION
- SECTION 6. CONTRACT DOCUMENTS, DEFINITIONS, AND GENERAL TERMS AND CONDITIONS

In consideration of the mutual promises, obligations, representations, and assurances in this Contract, the Parties agree to the following:

§1. SCOPE OF CONTRACTOR'S SERVICES
Scope of Work – Convert all parking lot light fixtures to LED lights at Station 61, 62 and Township Hall.

§2. TOWNSHIP PAYMENT OBLIGATIONS FOR CONTRACTOR'S SERVICE

Except as otherwise expressly provided for in this Contract, the Township's sole financial obligation to the Contractor for any Contractor services under this Contract shall not exceed \$9,272.00.

VENDOR NAME: K & J Electric, Inc.

No more than once a month, the Contractor shall submit an invoice to the Township which shall itemize all amounts due and/or owing by the Township under this Contract for services rendered, and payment terms as the date of the invoice. The Township shall make payments pursuant to the provisions of Section 6.18 of this Contract.

- 2.1. Under no circumstances shall the Township be responsible for any cost, fee, fine, penalty, or direct, indirect, special, incidental or consequential damages incurred or suffered by Contractor in connection with or resulting from the Contractor's providing any services under this Contract.
- 2.2. This Contract does not authorize any in-kind services by either Party, unless expressly provided herein.

§3. CONTRACT EFFECTIVE DATE, TERMINATION NOTICES AND AMENDMENTS

- 3.1. The effective date of this Contract shall be as stated on the first page of this Contract, and unless otherwise terminated or canceled as provided below, it shall end at 11:59:59 p.m. on the "Contract Expiration Date" shown on the first page of this Contract, at which time this Contract expires without any further act or notice of either Party being required. The Parties are under no obligation to renew or extend this Contract after Contract Expiration Date. Notwithstanding the above, under no circumstances shall this Contract be effective and binding and no payments to the Contractor shall be due or owing for any Contractor services until and unless:
 - 3.1.1. This Contract is signed by a Contractor Employee, legally authorized to bind the Contractor.
 - 3.1.2. Any and all Contractor Certificates of Insurance, and any other conditions precedent to the Contract have been submitted and accepted by the Township.
 - 3.1.3. This Contract is signed by an authorized agent of the Township.
- 3.2. The Township may terminate and/or cancel this Contract (or any part thereof) at any time during the term, any renewal, or any extension of this Contract, upon thirty (30) days written notice to the Contractor, for any reason, including convenience without incurring obligation or penalty of any kind. The effective date for termination or cancellation shall be clearly stated in the written notice.
- 3.3. The Township's sole obligation in the event of termination is for payment for actual services rendered by the Contractor before the effective date of termination. Under no circumstances shall the Township be liable for any future loss of income, profits, any consequential damages or any loss of business opportunities, revenues, or any other economic benefit Contractor may have realized but for the termination and/or cancellation of this Contract. The Township shall not be obligated to pay Contractor any cancellation or termination fee if this Contract is cancelled or terminated as provided herein.
- 3.4. Contractor may terminate and/or cancel this Contract (or any part thereof) at anytime upon ninety (90) days written notice to the Township, if the Township defaults in any obligation contained herein, and within the ninety (90) notice period the Township has failed or has not attempted to cure any such default. The effective date of termination and/or cancellation and the specific alleged default shall be clearly stated in the written notice.
- 3.5. Notices. Notices given under this Contract shall be in writing and shall either be personally delivered, sent by express delivery service, certified mail, or first class U.S. mail postage prepaid, and addressed to the person listed above. Notice will be deemed given upon the earliest date that one of the following occurs: (1) the date of actual receipt; (2) the next business day when notice is sent express delivery service or personal delivery; or (3) three days after mailing first class or certified U.S. mail.
 - 3.5.1. If notice is sent to the Contractor, it shall be addressed to the address stated on page one of this Contract.
 - 3.5.2. If notice is sent the Township, it shall be addressed to the Contract Administrator stated on the signature page of this Contract.
 - 3.5.3. Either Party may change the address or individual to which notice is sent by notifying the other party in writing of the change.

VENDOR NAME: K & J Electric, Inc.

3.6. Contract Modifications or Amendments. Any modifications, amendments, recessions, waivers, or releases to this Contract must be in writing and agreed to by both Parties. Unless otherwise agreed, the modification, amendment, recession, waiver, or release shall be signed by an expressly authorized Contractor Employee and an expressly authorized Township Agent.

§4. CONTRACTOR'S ASSURANCES AND WARRANTIES

- 4.1. Service Warranty. Contractor warrants that all services performed hereunder will be performed in a manner that complies with all applicable federal, state and local laws, statutes, regulations, ordinances, zoning, codes, and professional standards, as well as M.I.O.S.H.A guidelines in effect at the time of the project.
- 4.2. Business and Professional Licenses. The Contractor will obtain and maintain at all times during the term of this Contract all applicable business and professional licenses necessary to provide the contracted services.
- 4.3. Equipment and Supplies. The Contractor is responsible for providing equipment and supplies not expressly required to be provided by the Township herein.
- 4.4. Taxes. The Contractor shall pay, its own local, state and federal taxes, including without limitation, social security taxes, and unemployment compensation taxes. The Township shall not be liable to or required to reimburse the Contractor for any federal, state and local taxes or fees of any kind.
- 4.5. Contractor's Incidental Expenses. Except as otherwise expressly provided in this Contract, the Contractor shall be solely responsible and liable for all costs and expenses incident to the performance of all services for the Township including, but not limited to, any professional dues, association fees, license fees, fines, taxes, and penalties.
- 4.6. Contractor Employees.
- 4.6.1. Contractor shall employ and assign qualified Contractor Employees as necessary and appropriate to provide the services under this Contract. Contractor shall ensure all Contractor Employees have all the necessary knowledge, skill, and qualifications necessary to perform the required services and possess any necessary licenses, permits, certificates, and governmental authorizations as may required by law.
- 4.6.2. Contractor shall solely control, direct, and supervise all Contractor Employees with respect to all Contractor obligations under this Contract. Contractor will be solely responsible for and fully liable for the conduct and supervision of any Contractor Employee
- 4.7. Contractor Employee-Related Expenses. All Contractor Employees shall be employed at the Contractor's sole expense (including employment-related taxes and insurance) and the Contractor warrants that all Contractor Employees shall fully comply with and adheres to all of the terms of this Contract. Contractor shall indemnify and hold the Township harmless for all Claims against the Township by any Contractor Employee, arising out of any contract for hire or employer-employee relationship between the Contractor and any Contractor Employee, including, but not limited to, Worker's Compensation, disability pay or other insurance of any kind.
- 4.8. Full Knowledge of Service Expectations and Attendant Circumstances. Contractor warrants that before submitting its Proposal and/or entering into this Contract, it had a full opportunity to review the proposed services, and review all Township requirements and/or expectations under this Contract. The Contractor is responsible for being adequately and properly prepared to execute this Contract. The Contractor is expected to maintain high standards or workmanship, representing the best traditions of the trade. Contractor has satisfied itself in all material respects that it will be able to perform all obligations under the Contract as specified herein.
- 4.9. The Contractor's relationship to the Township is that of an Independent Contractor. Nothing in this Contract is intended to establish an employer-employee relationship between the Township and either the Contractor or any Contractor Employee. All Contractor Employees assigned to provide services under this Contract by the Contractor shall, in all cases, be deemed employees of the Contractor and not employees, agents or sub-contractors of the Township.

§5. CONTRACTOR PROVIDED INSURANCE AND INDEMNIFICATION

5.1. Indemnification

- 5.1.1. Contractor shall indemnify and hold the Township harmless from any and all Claims which are incurred by or asserted against the Township by any person or entity, alleged to have been caused or found to arise, from the acts, performances, errors, or omissions of Contractor or Contractor's Employees, including, without limitation, all Claims relating to injury or death of any person or damage to any property.
- 5.1.2. The indemnification rights contained in this Contract are in excess and over and above any valid and collectible insurance rights/policies. During the term of this Contract, if the validity or collectability of the Contractor's insurance is disputed by the insurance company, the Contractor shall indemnify the Township for all claims asserted against the Township and if the insurance company prevails, the Contractor shall indemnify the Township for uncollectable accounts.
- 5.1.3. Contractor waives and releases all actions, liabilities, loss and damage including any subrogated rights it may have against the Township based upon any Claim brought against the Township suffered by a Contractor Employee.

5.2. Contractor Provided Insurance

- 5.2.1. At all times during this Contract, including renewals or extensions, Contractor shall obtain and maintain insurance according to the following specifications:
 - 1. Contractor agrees to procure and maintain insurance coverage according to the following minimum specifications:
 - a. Commercial General Liability - with the following as minimum requirements:
 - \$1,000,000 – Each Occurrence (Total)**
 - Occurrence Form Policy
 - Broad Form Property Damage
 - Premises/Operations
 - Independent Contractors
 - Products and Completed Operations
 - (Blanket) Broad Form Contractual
 - Personal Injury - Delete Contractual Exclusion
 - X, C, U Exclusions deleted, as applicable
 - Additional Insured: The Township of Hartland and Township Agents (as defined in this Contract);
 - b. Workers' Compensation - as required by law and \$500,000 Employer's Liability;
 - c. Automobile Liability and Property Damage - \$1,000,000 each occurrence, including coverage for all owned, hired and non-owned vehicles including No Fault coverage as required by law.
 - 2. General Certificates of Insurance:
 - a. All Certificates of Insurance shall contain evidence of the following conditions and/or clauses and shall be sent to: Hartland Township, 2655 Clark Road, Hartland, MI 48353.
 - b. The Township of Hartland, its elected officials, officers and employees shall be named as "General Liability" Additional Insured with respect to work performed by the Contractor.
 - c. All Certificates are to provide 30 days written notice of material change, cancellation, or non-renewal. Certificates of Insurance or insurance binders must be provided no less than ten (10) working days before commencement of work to the Township. Insurance carriers are subject to the approval of Township.

§6. **CONSTRUCTION, MAINTENANCE, AND REPAIR CONTRACT GENERAL CONDITIONS**

DEFINITIONS: The following words and expressions when printed with the first letter capitalized as shown herein, whether used in the singular or plural, possessive or non-possessive, and/or either within or without quotation marks, shall be defined and interpreted as follows:

- 6.1. **"Contractor Employee"** means without limitation, any employees, officers, directors members, managers, trustees, volunteers, attorneys, and representatives of Contractor, and also includes any Contractor licensees, concessionaires, contractors, subcontractors, independent contractors, contractor's suppliers, subsidiaries, joint ventures or partners, and/or any such persons, successors or predecessors, employees, (whether such persons act or acted in their personal, representative or official capacities), and/or any and all persons acting by, through, under, or in concert with any of the above. "Contractor Employee" shall also include any person who was a Contractor Employee at anytime during the term of this contract but, for any reason, is no longer employed, appointed, or elected in that capacity.
- 6.2. **"Claims"** means any alleged losses, claims, complaints, demands for relief or damages, suits, causes of action, proceedings, judgments, deficiencies, liability, penalties, litigation, costs, and expenses, including, but not limited to, reimbursement for reasonable attorney fees, witness fees, court costs, investigation expenses, litigation expenses, amounts paid in settlement, and/or other amounts or liabilities of any kind which are imposed on, incurred by, or asserted against the Township, or for which the Township may become legally and/or contractually obligated to pay or defend against, whether direct, indirect or consequential, whether based upon any alleged violation of the federal or the state constitution, any federal or state statute, rule, regulation, or any alleged violation of federal or state common law, whether any such claims are brought in law or equity, tort, contract, or otherwise, and/or whether commenced or threatened.
- 6.3. **"Township"** means the Township of Hartland, a Municipal Corporation, its departments, divisions, authorities, boards, committees, and "Township Agent" as defined below.
- 6.4. **"Township Agent"** means all elected and appointed officials, directors, board members, council members, commissioners, employees, volunteers, representatives, and/or any such persons' successors (whether such person act or acted in their personal representative or official capacities), and/or any persons acting by, through, under, or in concert with any of them. "Township Agent" shall also include any person who was a "Township Agent" anytime during the term of this Contract but, for any reason, is no longer employed, appointed, or elected and serving as an Agent.
- 6.5. A **"Contract Administrator"** or **"Township Representative"** is appointed by the Township to act as a liaison between the Township and the Contractor. Any questions or problems the Contractor may have concerning Work under this Contract should be directed to this individual.
- 6.6. The term **"Subcontractor"** includes only those having a direct contact with the Contractor in the way of labor or materials worked to a special design. One who merely furnishes material to the Contractor is not included in this definition.
- 6.7. The term **"Calendar Day"** shall mean any day of the week, which shall begin at 12:00.01 a.m. and end at 11:59.59 p.m.. The term **"Working Day"** shall mean any calendar day except Saturday, Sunday, and Township legal holidays.
- 6.8. **"Written Notice"** shall be considered properly served if delivered in person to the Contractor, or to a member or office of his company; also if delivered at, or sent by registered mail to, the business address of the Contractor listed above.

6.10. **NON EXCLUSIVE CONTRACT AND OTHER CONTRACTS**

- 6.10.1 No provision in this Contract limits, or is intended to limit, in any way the Contractor's right to offer and provide its services to the general public, other business entities, municipalities, or governmental agencies during or after the term of this Contract. Similarly, this Contract is a non-exclusive agreement and the

VENDOR NAME: K & J Electric, Inc.

Township may freely engage other persons to perform the same work that the Contractor performs. The Contractor shall coordinate his work with theirs. Except as provided in this Contract, this Contract shall not be construed to guarantee the Contractor or any Contractor Employee any number of fixed or certain number or quantity of hours or services to be rendered to the Township.

- 6.10.2 If any part of the Contractor's work depends for proper execution or results upon the work of any other contractor, the Contractor shall inspect and promptly report to the Township any defects in such work that shall render it unsuitable for such proper execution and results. His failure to inspect and report shall constitute an acceptance of the other contractor's work.

6.11. MATERIALS AND WORKMANSHIP

- 6.11.1 All workmanship shall conform to the best current practice at the respective trades; and all equipment, materials and articles incorporated in the Work under the Contract shall be new and of the best grade of their kinds for the purpose. The Contractor shall, if required, furnish evidence as to kind and quality of materials.
- 6.11.2 Contractor shall deliver all materials to the project site in their original unopened containers bearing the names of the manufacturer and brand. Materials shall be handled and stored as recommended by the manufacturer to prevent damage.
- 6.11.3 Retain all stored items in an orderly arrangement allowing maximum access, not impeding drainage or traffic, and providing the required protection of materials.
- 6.11.4 In the event the Contractor shall fail, neglect, or refuse to perform any or all of his duties under this Contract, the Township after giving the Contractor seven, (7) calendar days notice in writing, may perform such duties under the Contract and charge the Contractor or deduct the amount from the Contractor's payment.

6.12 NOTIFICATION

The Contractor must schedule all Work, in advance, with the Township Representative. The Contractor shall give three (3) working days notice before performance of Work under this Contract.

6.13 DAMAGES

- 6.13.1 The Contractor shall be responsible for damage to the Township's premises that may be caused by his work.
- 6.13.2 The Contractor shall take all necessary measures to prevent damage to other areas of the building, grounds, and utilities adjacent to his Work.
- 6.13.3 Should damage occur as a result of the Contractor's Work, the Contractor is responsible for the repair and/or replacement of the damaged area. Otherwise, the Township shall repair and/or replace the damaged area and charge the Contractor or deduct the amount from the Contractor's payment.

6.14 CLEANING

- 6.14.1 The Contractor shall at all times keep the Township's premises and the adjoining premises, driveways and streets clean of rubbish caused by the Contractor's operations and at the completion of the Work shall remove all the rubbish, all of his tools, equipment, temporary work and surplus materials, from and about the premises, and shall leave the Work clean and ready for use. If the Contractor does not attend to such cleaning immediately upon request, the Township may cause such cleaning to be done by others and the charge the cost of same to the Contractor.
- 6.14.2 Contractor shall store his materials, supplies, and equipment in a neat and orderly manner so as not to unduly interfere with the progress of his Work, the Work of other Contractors, or the operation of Township business.
- 6.14.3 Contractor shall perform clean-ups of his Work area on a daily basis to remove debris from that day's Work.

VENDOR NAME: K & J Electric, Inc.

6.14.4 Contractor shall remove all rubbish and debris from Township property and legally dispose of it. No open burning of debris or rubbish shall be permitted.

6.15 PERMITS AND INSPECTIONS

6.15.1 The Contractor shall obtain all necessary permits required by laws and regulations give all required notices and pay all lawful fees in accordance with requirements for his particular work and the locality in which the project is being built.

6.15.2 The Contractor shall deliver to the Township certificates of inspection where such are required.

6.15.3 The Township Representative or Contract Administrator shall have access to the Work under this Contract.

6.16 SAFETY

6.16.1 The Contractor shall perform all work in accordance with "The General Safety Rules and Regulations for the Construction Industry" as promulgated by the State Construction Safety Commission under the authority of the Safety Act, Act 89, or the Public Acts of 1963, as amended and the Federal Occupational Safety and Health Act, of 1970. Public law 91-596, 84 Stat. 1590, as amended.

6.16.2 The Contractor shall notify the Township Representative of any conflict between the Contract documents and these laws, rules, regulations, and guidelines in writing.

6.16.3 The Contractor shall provide for the protection of the public, Township employees, and the Contractor's own workers from work-related hazards. Contractor shall provide, install, and maintain warning signs and barricades necessary for the protection of persons and property affected by construction. Contractor shall also provide notification to the Township representative and personnel directly affected by construction of any potentially dangerous situations.

6.16.4 The Contractor will use all due care in the handling and storage of hazardous materials and equipment, including explosives, while performing Work under this Contract. Contractors and their employees involved in these activities are to properly trained and licensed for the task.

6.16.5 In the event of an emergency affecting the safety of persons or property, the Contractor shall act immediately to prevent threatened loss or damage. The Contractor shall immediately stop any activity or operation-affecting safety until the situations is corrected.

6.17 CONTRACTS WITH TOWNSHIP EMPLOYEES

Pursuant to the provisions of Public Act 317 of 1968, as amended (M.C.L. 15.321, et seq.), no contracts shall be entered into between the Township including all agencies and departments thereof, and any employee or officer of the Township. To avoid any real or perceived conflict of interest the Contractor shall identify any relative or relative of the Contractor's employees and subcontractors who are presently employed by the Township.

6.18 PAYMENTS

6.18.1 All invoices shall be directed to the attention of the Township Representative for this project for pre-payment approval. The Township shall pay based on satisfactory performance of the Contract during the period invoiced.

6.18.2 Complete payment of Contract shall not be made until all Work has been satisfactorily completed and a final cleanup has been performed.

6.18.3 Changes in Contract price can come about only with the written permission of the Township. All such changes shall be processed by the Township Representative.

VENDOR NAME: K & J Electric, Inc.

6.18.4 Neither the final payment nor and provision in the Contract Documents shall relieve the Contractor of the responsibility for negligence or faulty materials or workmanship; and upon written notice, the Contractor shall remove any defects due thereto and pay for any damage to other work resulting therefrom which shall appear within one (1) year after date of acceptance and final payment, unless otherwise noted in the contract documents

6.19 DELEGATION/SUBCONTRACT/ASSIGNMENT

Contractor shall not delegate, assign, or subcontract any obligations or rights under this Contract without the prior written consent of the Township.

- 6.19.1 The rights and obligations under this Contract shall not be diminished in any manner by assignment, delegation or subcontract.
- 6.19.2 Any assignment, delegation, or subcontract by Contractor and approved by the Township, must include a requirement that the assignee, delegee, or subcontractor will comply with the rights and obligations contained in this Contract.
- 6.19.3 The Contractor shall remain primarily liable for all work performed by any subcontractors. Contractor shall remain liable to the Township for any obligations under the Contract not completely performed by any Contractor delegee or subcontractor.
- 6.19.4 Should a Subcontractor fail to provide the established level of service and response, the Contractor shall contract with another agency for these services in a timely manner. Any additional costs associated with securing a competent subcontractor shall be the sole responsibility of the Contractor.
- 6.19.5 This Contract cannot be sold.
- 6.19.6 In the event that a Petition in Bankruptcy is filed and there is an assignment of this Contract by a Court, the Township may declare this Contract null and void.

6.20 NO IMPLIED WAIVER

Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any right or remedy under this Contract shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Contract. No waiver of any term, condition, or provision of this Contract, whether by conduct or otherwise, in one or more instances, shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Contract. No waiver by either Party shall subsequently affect its right to require strict performance of this Contract.

6.21 SEVERABILITY

If a court of competent jurisdiction finds a term, condition, or provision of this Contract to be illegal or invalid, then the term, condition, or provision shall be deemed severed from this Contract. All other terms, conditions, and provisions of this Contract shall remain in full force and effect. Notwithstanding the above, if Contractor's promise to indemnify or hold the Township harmless is found illegal or invalid, Contractor shall contribute the maximum it is permitted to pay by law toward the payment and satisfaction of any Claims against the Township.

6.22 CAPTIONS

The section and subsection numbers, captions, and any index to such sections and subsections contained in this Contract are intended for the convenience of the reader and are not intended to have any substantive meaning and shall not be interpreted to limit or modify any substantive provisions of this contract. Any use of the singular or plural number, any reference to the male, female, or neuter genders, and any possessive or non-possessive use in this contract shall be deemed the appropriate plurality, gender or possession as the context requires.

6.23 PRECEDENCE OF DOCUMENTS

In the event of a conflict between the terms and conditions in any of the documents comprising this Contract, the conflict shall be resolved as follows:

- 6.32.1 The terms and conditions contained in this main Contract document shall prevail and take precedence over any allegedly conflicting provisions in all other Exhibits or documents.

VENDOR NAME: K & J Electric, Inc.

6.24 GOVERNING LAWS/CONSENT TO JURISDICTION AND VENUE

This Contract shall be governed, interpreted and enforced by the laws of the State of Michigan. Except as otherwise required by law or court rule, any action brought to enforce, interpret, or decide any Claim arising under or related to this Contract shall be brought in the 44th Judicial Circuit Court of the State of Michigan, the 53rd District Court of the State of Michigan, or the United States District Court for the Eastern District of Michigan, Southern Division, as dictated by the applicable jurisdiction of the court. Except as otherwise required by law or court rule, venue is proper in the courts set forth above. The choice of forum set forth above shall not be deemed to preclude the enforcement of any judgment obtained in such forum or taking action under this Contract to enforce such judgment in any appropriate jurisdiction.

6.25 ENTIRE CONTRACT

This Contract represents the entire Contract and understanding between the Parties. This Contract supersedes all other prior oral or written understandings, communications, agreements or Contracts between the Parties. The language of this Contract shall be construed as a whole according to its fair meaning, and not construed strictly for or against any Party.

The undersigned executes this Contract on behalf of Contractor and the Township, and by doing so legally obligates and binds Contractor and the Township to the terms and conditions of this Contract.

FOR THE CONTRACTOR:

BY: _____

DATE: _____

Printed Name: _____

FOR THE TOWNSHIP:

BY: _____

William Fountain, Supervisor
Hartland Township

DATE: _____

BY: _____

Larry Ciofu, Clerk
Hartland Township

DATE: _____

VENDOR NAME: K & J Electric, Inc.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: Election Worker Wage Increases (\$10.00/Hr. - \$15.00/Hr.)

Date: December 5, 2019

Recommended Action

Move to approve the increases for Election Inspector wages as presented.

Discussion

The election process continues to evolve with legislative changes, specifically Proposition 18-3 which allowed for No Reason Absentee Voting and Same Day Registration. It is becoming more difficult to attract and maintain election inspectors that have the necessary skills to process an election. In order to be competitive in attracting election workers we need to provide competitive pay. Hartland Township has not increased election inspector wages since 2014 and we are currently at the low end of surrounding townships as the attached chart indicates. I am therefore requesting the following increases to the Election Worker pay levels:

Chairpersons	\$ 15.00 per hour	(previously \$12.00 per hour)
Election Inspectors	\$ 12.00 per hour	(previously \$ 9.00 per hour)
Receiving Board*	\$ 15.00 per hour	(previously \$ 9.00 per hour)
Training for all	\$ 10.00 per hour	(previously normal rate of \$9.00 or \$12.00)

* The Receiving Board is a two-person committee that reviews the work of the Precincts and Absent Voter Counting Board at the end of the night on election day to ensure that all of the processes and procedures were completed properly and accurately. This shift works on Election night from 7:00 p.m. to approximately 12:00 a.m. and is a difficult shift to find competent staff for, which is why we are requesting a larger wage increase.

Financial Impact

Is a Budget Amendment Required? Yes No

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

FY 2019-2020	New Wages	Old Wages	Increase
March 10, 2020	\$8,838	\$6,714	<u>\$2,124</u>
FY 2020-2021			
May 5, 2020	\$10,494	\$7,974	\$2,520
August 4, 2020	\$10,494	\$7,974	\$2,520
November 3, 2020	\$10,494	\$7,974	<u>\$2,520</u>
			<u>\$7,560</u>

Attachments

Election Inspectors Wage Study – 11-20-19

Municipality	Last Updated	Chairperson Rate	Co-Chair Rate	Inspector Rate	Receiving Board	Training
General Hours for an Election		15	15	15	5	

LIVINGSTON COUNTY

Charter Township of Brighton		\$ 15.00		\$ 12.00	\$ 15.00		
Cohoctah Township		\$ 15.00		\$ 12.00	\$ 15.00		
Conway Township							
Deerfield Township							
Genoa Charter Township	12/2/2019	\$ 18.67		\$ 15.33		\$35/class	
Green Oak Charter Township		\$ 18.33		\$ 13.33		\$50/session	Master Chair \$300; help desk \$150
Hamburg Township		\$ 15.00		\$ 13.00	\$ 15.00		\$11/hr first election; Receiving Board-uses chairs
Handy Township		\$ 15.76		\$ 12.19			
Hartland Township	12/2/2019	\$ 12.00	\$ 12.00	\$ 9.00	\$ 9.00	Normal rate/hr	
Howell Township		\$ 14.00		\$ 12.00	\$ 14.00		First-time Chair \$13/hr; lower skill insp.\$11/hr; first time inspectors \$10/hr; AVCB \$13/hr
Iosco Township		\$ 15.00		\$ 12.00	\$25/day		
Marion Township		\$ 15.00		\$ 12.00	\$ 15.00		Chairs for RB
Oceola Township	11/27/2019	\$ 15.00		\$ 12.33	\$75/day	\$25/day	
Putnam Township		\$ 15.00		\$ 11.67	35/day		
Tyrone Township	11/27/2019	\$ 15.00		\$ 10.67			
Unadilla Township		\$ 16.00		\$ 12.00	\$ 15.00		
City of Brighton		\$ 16.00		\$ 14.00			Receiving Board is hourly office staff
City of Howell		\$ 12.00	\$ 11.50	\$ 10.50			Receiving Board is paid staff
OAKLAND COUNTY							
Highland	11/27/2019	\$ 15.00	\$ 13.33	\$ 12.00	\$ 18.00	\$20/session	Snacks for precinct workers / Dinner for AVCB
Milford							
Rose	12/2/2019	\$ 15.00		\$ 13.33	\$ 15.00		

PROPOSED NEW RATES		\$ 15.00	\$ 15.00	\$ 12.00	\$ 15.00	\$ 10.00
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	Per Diem	Hourly Rate	Per Diem	Hourly Rate	Per Diem	Hourly Rate
6:00 am to 9:00 pm hours =	\$ 280.00	\$ 18.67	\$ 225.00	\$ 15.00	\$ 175.00	\$ 11.67
15	\$ 275.00	\$ 18.33	\$ 200.00	\$ 13.33	\$ 160.00	\$ 10.67
	\$ 230.00	\$ 15.33	\$ 180.00	\$ 12.00		

Hartland Township Receiving Board - General Hours 7:00 pm - 12:00 am 5 Hours

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Kathie Horning, Treasurer

Subject: 4708-29-201-206 Millpointe Rd. Assessment (\$540.15)

Date: December 10, 2019

Recommended Action

Move to approve adding \$540.15 assessment for Millpointe Road X3208.

Discussion

Parcel 4708-29-201-206 was deactivated in 2018. Today at the Board of Review parcel 4708-29-201-206 was re-activated. This parcel has an assessment for Millpointe Roads and the 2019 amount is \$540.15. Once we approve this addition to the tax bill I will be able to send out the revision.

Attachments

Parcel Installment Information

09/24/2019
01:55 PM

X 3208
MILLPOINTE ROADS

INSTALLMENT INFORMATION
PARCEL #: 4708-29-201-206

INTEREST DATE:	09/24/2019
PRINCIPAL.....:	403.85
INTEREST.....:	136.30
ADMIN FEE.....:	0.00
INSTALLMENT...:	540.15

PENALTY INFORMATION

PENALTY.....:	0.00
ADDTL PENLTY.:	0.00
TOT PENALTY...:	0.00

CERTIFICATION FEE

CERT FEE.....:	0.00
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TOTAL----->:	540.15
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Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director
Subject: Site Plan #19-012 Hartland Senior Living PD Concept Plan
Date: December 2, 2019

Recommended Action

No formal action shall be taken by the Planning Commission or the Township Board as part of a Planned Development Concept Plan review. The Planning Department should provide comments to the applicant about the proposed Hartland Senior Living PD Concept Plan and whether it is indicative of a plan that can and will meet the intent, design standards, and eligibility criteria of the Planned Development process.

Discussion

Applicant: Kevin Brown, PIRHL Developers, LLC

Site Description

The subject property is located between Bullard Road and Fenton Road, north of Highland Road (M-59), in Section 23 of the Township. The Township's Heritage Park is east of the property. Trillium Center, a professional office building, is on the west of the site and addressed as 12319 Highland Road.

The site is comprised of three separate parcels, with a combined total of approximately 17.9 acres. The parcels are undeveloped. The largest parcel (Parcel ID #4708-23-300-025) is approximately 13.71 acres in size and zoned CA-Conservation Agricultural. The other two parcels are west and south of the large parcel and are zoned OS-Office Services. One parcel is approximately 2.00 acres (Parcel ID #4708-23-300-026). The other parcel (Parcel ID #4708-23-300-027) is approximately 2.22 acres in size. Each parcel has frontage along Highland Road. The combined frontage is approximately 617 lineal feet.

The Future Land Use Map designates each parcel as Office.

Currently the property has open field areas with trees along the east, west, and north boundaries. Wetland areas are noted on the plan in the northwest corner of the site. Site work is not proposed in the areas adjacent to the wetland.

Staff would recommend the applicant contact the Department of Environment, Great Lakes and Energy (EGLE) to apply for a Level 3 Wetlands Identification Program (WIP) Review, in order to determine the regulatory status of the wetlands on the property, as well as to determine the boundaries of the regulated wetlands, as applicable.

East of the subject property, on separate parcels, are a single-family home and Heritage Park, both zoned CA. Trillium Center, a professional office building is on the west and zoned OS-Office Services. Single-family homes are also west of the subject site, addressed off of Bullard Road, and are zoned CA. The property to the north, zoned CA, is owned by the Livingston Land Conservancy and is undeveloped.

The applicant has stated that this development will require municipal water and sewer. The Township is currently exploring extension of municipal water lines down M-59 that could provide water service to this property. The proposed development was not included in the original municipal sewer district; and therefore the applicant would be required to purchase Residential Equivalent Units (REU)'s for this project. Please see the attached letter from the Department of Public Works.

Public access to the site is via Highland Road. A connecting drive is shown at the west property line, from the proposed parking lot to the existing parking lot of the Trillium Center office building.

The Planning Commission discussed this request at the December 5, 2019 regular meeting.

Site History

Following is a summary of the site.

REZ #282

REZ #282 was a request to rezone approximately 13.7 acres of land from SR-Suburban Residential to CA-Conservation Agricultural for parcel currently identified as Parcel ID #4708-23-300-025, and rezone approximately 4.4 acres from SR-Suburban Residential to OS-Office Services, for the parcels currently identified as Parcel ID #4708-23-300-026 (2 acres) and Parcel ID #4708-23-300-027 (2.2 acres). The Township Board approved REZ #282 on July 6, 2000.

Metes & Bounds Land Division #589

On November 8, 2000 the Township Board approved Metes & Bounds Land Division #589 to create three (3) parcels that comprise the project area for the current request (SP #19-012).

REZ #322

The original request was to rezone approximately 13.7 acres of land (Parcel ID #4708-23-300-025) from CA-Conservation Agricultural to PDMR (Planned Development Medium Density Residential), which was withdrawn on August 5, 2005. The rezoning request was modified to request a zoning change from CA to MR-Multiple Density Residential for the same 13.7 acres of land. On November 10, 2005, the Planning Commission reviewed the request and a motion was approved to table the request indefinitely.

Planned Development Procedure

Section 3.1.18 of the Township's Zoning Ordinance provides standards and approval procedures for a PD Planned Development. Approval of a Planned Development is a three-step process. A Concept Plan, Preliminary Plan, and Final Plan are all reviewed by the Planning Commission and the Township Board, with the Planning Commission making a recommendation and the Board having final approval at each step. The process usually requires a rezoning from the existing zoning district to the Planned Development (PD) zoning district. As part of the rezoning, a public hearing is held before the Planning Commission consistent with the Michigan Zoning Enabling Act; this public hearing is held at the same meeting during which the Planning Commission reviews and makes a recommendation on the Preliminary Plan. Approval of the Final Plan by the Township Board usually constitutes a rezoning of the subject property to PD.

Proposed Concept Plan

A. General

The applicant has submitted a Concept Plan for a senior living facility consisting of a single, three (3) story, 146-unit building that accommodates seniors (age 62 and older). Floor plans are also provided.

The occupants are either able to live an independent lifestyle or may need assistance. The facility offers two (2) types of residential units with 71 one-bedroom apartments and 75 two-bedroom apartments. Of the 146 residential units, sixty-one (61) units will be affordable for those earning up to 60% of AMI (Area Median Income) and eighty-five (85) units will be unrestricted market rate apartments.

The facility offers a variety of services that are outlined in the project summary provided by the applicant. Social, cultural and educational programs are scheduled by a full time activities coordinator. The facility has a fitness center and fitness classes; theatre room; media center; central social hub; full-service hair salon and barbers shop; and an on-site home-based health care provider and clinic. Add on services include meals (two meals a day), housekeeping and laundry services. Additional offerings are listed in the applicant's summary of the facility.

The proposed Hartland Senior Living facility is not specifically listed as a use permit in any specific zoning classification in the Township Ordinance. The proposed project is a blend of a nursing home and multiple-family residential facility, and is considered a new type of use which is not specifically listed. The Site Plan Review Committee met with the applicant twice to discuss the project, and noted that the project does not appear to be permitted in the CA district, nor would rezoning the property to multiple-family be a viable option as the Future Land Use Map designates the property as Office. Thus the applicant was encouraged to apply for a Planned Development (PD) for the project.

Access to the development is via Highland Road on the east side of the site. The 3-story building occupies the center of the site with parking provided along the perimeter of the building on all sides. The plan states 159 parking spaces are provided. A parking formula is not provided in the Zoning Ordinance, as the proposed use is not listed. The applicant has explained that the current plan includes one (1) parking space per residential unit, with thirteen (13) additional parking spaces for employees and/or visitors. The applicant provided information on parking and peak usage times for similar senior living facilities.

Although not currently shown on the plans, the applicant noted carports will be provided for 40 of the 159 parking spaces. Drawings of the carports were not provided with the Concept Plan, thus comments could not be provided at this time.

The main entrance to the facility is located on the south side of the building, with a canopy and drop-off area. A commons building is also shown on the south side of the residential building, which is one-story. Deliveries will be made by way of a service drive on the east side of the building. Common green space is shown in the building's courtyard. Sidewalks are provided internally around the building. The plan shows an extension of the 8-foot wide sidewalk along the frontage of the site on Highland Road.

On-site stormwater detention is provided north of the building. The plans note that the existing tree screen on the east, west, and north sides of the property will be maintained.

Section 3.1.18.E has specific requirements for information to be included within a planned development Concept Plan submittal. Given the size of the subject property (18 acres) and the scale of the proposed development (146 units), the Planning Department feels the information provided in the submittal is sufficient to consider complete.

B. Proposed Density

Section 3.1.18.C. of the Zoning Ordinance states the residential density in a planned development shall be consistent with the density designation within the Township's Comprehensive Plan. The subject property (all three parcels) is designated as Office on the adopted 2015 Future Land Use Map. Office does not permit residential uses thus density cannot be calculated.

The Future Land Use designations for the surrounding properties as shown on the adopted 2015 Future Land Use Map are as follows: property north of the site is designated as Public/Quasi Public; properties south of the site (south of Highland Road) are designated as Office; and properties on the east are designated as Office and Public/Quasi Public; and properties to the west are shown as Office.

In this case, the Planning Commission will have to make a determination on the proposed use. Section 3.6 of the Zoning Ordinance indicates that the Planning Commission shall make a determination on a use that is not cited by name as a permitted use in the zoning district.

The applicant has indicated that Hartland Senior Living will be for persons age 62 and older. Hartland Senior Living will provide 146 units of senior housing in a single three-story building. Of these units, sixty-one (61) will be affordable to those earning up to 60% of AMI and eighty-five (85) will be unrestricted market rate apartments. Seventy-five (75) of the units will be two-bedroom and the remaining seventy-one (71) will be one-bedroom. Hartland Senior Living will contain the following on-site amenities for all residents:

- Diverse offerings of social, cultural and educational programs scheduled by full time activities coordinator
- Fitness center and fitness classes
- Shuttle bus transportation to shopping, community events, and doctor appointments within a 5-mile radius
- Theater room for matinee and evening movies
- Central social hub for games, social activities, and live entertainment
- Well-stocked media center with an extensive library, technology lending program, and monthly genius bar
- Bistro offering morning coffee, afternoon socials, cocktail parties, and special events
- On-site home-based health care provider and clinic
- Individual emergency response system with available 24/7 monitoring
- Electronic wellness resident check-in system with motion sensor in every apartment
- Full-service hair salon and barber shop

In addition, the following services are also included for market rate residents and offered ala carte for below market residents:

- A gourmet lunch or breakfast along with dinner (two meals per day) served in one of the well-appointed dining rooms
- Housekeeping and flat linen service every other week
- Laundry service

Based on the description, provided by the applicant, there are several categories to consider, as outlined below with the Township Zoning Ordinance definitions:

ADULT FOSTER CARE FACILITY: A governmental or nongovernmental establishment that provides foster care to adults. It includes facilities and foster care homes for adults who are aged, mentally ill, developmentally disabled, or physically handicapped who require supervision on an ongoing basis but who do not require continuous nursing care. An adult foster care facility does not include nursing or

convalescent homes, homes for the aged, hospitals, alcohol or substance abuse rehabilitation center, or a residential center for persons released from or assigned to a correctional facility.

In addition, there are Adult Foster Care Facility, Small Group Home, and Large Group Home. These facilities permit a maximum of 20 adults.

Based on the description provided by the applicant, the Township staff does not believe the proposed use is consistent with an adult care facility. The proposed use is an independent living center, which does not require supervision on an ongoing basis.

NURSING OR CONVALESCENT HOME: A facility with sleeping rooms, designed for older persons who need a wide range of health and support services, including personal nursing care and where such people are lodged and furnished with meals and nursing care for hire. Services provided are authorized and licensed by state and/or county authorities.

Based on the description provided by the applicant, the Township staff does not believe the proposed use is consistent with a nursing or convalescent home. The proposed use is an independent living center, which does not require a persons who need health and support services and the proposed independent living center is not licensed by the State of Michigan.

DWELLING, MULTIPLE FAMILY: A building used or designed as a residence for three or more families for residential purposes living independently of one another, with separate housekeeping, cooking and bathroom facilities for each. Multiple family dwellings include the following:

A. Apartment: An apartment is an attached dwelling unit with party walls, contained in a building with other apartment units which are commonly reached off of a common stair landing or walkway. Apartments are typically rented by the occupants. Apartment buildings often may have a central heating system and other central utility connections. Apartments typically do not have their own yard space. Apartments are also commonly known as garden apartments or flats.

B. Efficiency Unit: An efficiency unit is a type of multiple-family or apartment unit consisting of one (1) principal room, plus bathroom and kitchen facilities, hallways, closets, and/or a dining alcove located directly off the principal room.

It could be argued that the proposed use is essentially a multi-family apartment complex. However, the proposed use has some unique attributes in how it is limited to persons 62 and older. In addition, although it is designed for independent living, some residents are likely to need some health assistance. Nonetheless, the Planning Commission will need to determine if the proposed use is permitted and how it should be classified.

C. Public Road Access

As noted previously, public access to the development is via Highland Road with a new access. Approvals and permits from the Michigan Department of Transportation will be required for the new access, as well as any proposed work within the road right-of-way, such as the proposed sidewalk.

Traffic Generation

The applicant has not submitted a traffic impact analysis as part of the Concept Plan submittal; this is one of the requirements for Preliminary Site Plan submittal.

D. Internal Vehicular/Pedestrian Circulation

The proposed development is accessed from Highland Road. Internal circulation is provided via an access drive that goes around the building, and parking is provided as well.

A proposed drive connection is shown to the parking lot of the property to the west (Trillium Center). The applicant would have to secure an ingress-egress agreement from the adjacent property owner. The plan is not to scale thus staff could not determine the width of the drive aisle or the parking space dimensions.

Sidewalks are provided internally around the building and into the courtyard. An eight (8) foot wide asphalt sidewalk is proposed along the frontage of the site on Highland Road, which connects to the existing sidewalk on the west lot line. The existing concrete sidewalk along the frontage of the site, at the back of the curb of Highland Road, should be removed as part of this project.

Utilities

The applicant will need to work with the Livingston County Drain Commissioner's office on public water and sanitary sewer. They will also need to work with the Hartland Township Public Works Department to acquire the necessary Residential Equivalent Units (REU)'s for this development.

E. Design Details

A Pattern Book with specific design details was not submitted with the Concept Plan, although building elevations were provided. A color rendering of the front (south) façade is provided, with the building materials labeled. For a project such as this, additional design details and product information on the building materials should be provided for each elevation, such as product name, colors, percentage of materials.

Minimum design details are outlined in Section 3.1.18.C. and include minimum yard requirements and building height. The maximum allowed building height in a planned development is thirty-five (35) feet. The proposed building is 3-stories, and a proposed height of approximately 41 feet and 7 inches (mean height) based on the submitted elevations.

F. Open Space

Section 3.1.18.C requires a Planned Development to include open space; at a minimum that open space should meet the requirements of the site's previous zoning district. An Open Space plan was not provided but will be required as part of the Preliminary Site Plan submittal.

G. Landscaping

A landscape plan was not submitted. The Preliminary Site Plan will be reviewed for compliance with the landscaping/screening requirements of a planned development and applicable sections of the Landscaping Ordinance (Section 5.11). Requirements may include screening/buffering from lower-density residential parcels east and west of the proposed development.

H. Exterior Lighting

No exterior lighting plan was provided as part of the Concept Plan. The Preliminary Site Plan and/or pattern book should include the design and location of parking lot light poles if proposed as well as exterior lighting on the building.

Recognizable Benefits

One of the eligibility criteria for a planned development is that it “shall result in a recognizable and substantial benefit to the ultimate users of the project and to the community, and shall result in a higher quality of development than could be achieved under conventional zoning”. It is not clear based on the Concept Plan whether the proposed development satisfies these criteria. It will be ultimately up to the applicant, Planning Commission, and Township Board to come to an agreement on the extent to which a recognizable benefit shall be provided for the proposed development.

Other

The Preliminary Site Plan will include significantly more detail with respect to design and engineering, landscaping, lighting, traffic impacts, wetland determinations, common space features, etc. It would be in the Applicant’s best interest to provide a summary of design details (entryway feature, landscaping, amenities, common area features, etc.) as part of the Preliminary Site Plan.

Hartland Township DPW Review

The Public Works Director has indicated the referenced parcels were never part of the municipal water district within Hartland Township. All parcels seeking municipal water connection outside of the service district are required to undergo a capacity study to be managed by the Hartland Township Public Works Department. The proposed parcels have been previously included in modeling exercises, and the Hartland Township Public Works Department approves the concept of connecting to the municipal water system as discussed with the applicant.

The referenced parcels associated with the concept plan were never part of the municipal sewer district within Hartland Township. All parcels seeking municipal sewer connection outside of the service district are required to undergo a capacity study to be managed by the Livingston County Drain Commission’s office. Public Works would advise the applicant contact the Livingston County Drain Commissioner’s office to initiate that process.

The DPW has outlined the number of REU’s that will be required for the proposed development, in a letter dated November 19, 2019.

Hartland Township Engineer’s Review (HRC)

The Township Engineer (HRC) will conduct a complete review of the Preliminary Site Plan upon its submittal. HRC provided preliminary comments via email noting the water main will need to be extended. Additionally the proposed M-59 approach location and improvements will need to be reviewed and approved by the Michigan Department of Transportation (MDOT).

Hartland Deerfield Fire Authority Review

The Hartland Deerfield Fire Authority provided preliminary comments in emails dated November 25 2019 and November 26, 2019. A suppression and fire alarm system will be required along with a standpipe system for the 3-story building. The access road appears to be suitable; however, additional details will be required on future plans regarding compliance with the required turning radius for emergency vehicles as well as weight and height requirements.

Attachments

1. DPW Review letter, dated November 19, 2019-*PDF version only*
2. Hartland Deerfield Fire Authority email, dated November 25, 2019-*PDF version only*

3. Hartland Deerfield Fire Authority email dated November 26, 2019-*PDF version only*
4. Applicant email dated November 20, 2019-*PDF version only*
5. Project Summary-*PDF version only*
6. Concept Site Plan dated November 4, 2019
7. Building Elevations
8. Floor Plans-*PDF version only*



DEPARTMENT OF PUBLIC WORKS

Robert M. West, Public Works Director
2655 Clark Road
Hartland MI 48353
Phone: (810) 632-7498

TO: Planning Department
DATE: November 19, 2019
DEVELOPMENT NAME: Hartland Senior
PIN#: 4708-23-300-(025, 026 & 027)
APPLICATION #: SP# Unknown
REVIEW TYPE: Conceptual Site Plan

The Department of Public Works (DPW) has reviewed the *Hartland Senior* development site plans in regards to municipal utilities.

Municipal Water

The referenced parcels associated with the conceptual development were never part of the municipal water district within Hartland Township. The proposed conceptual plan would require 49.64 water REU's for 146 units. All parcels seeking municipal water connection outside of the service district are required to undergo a capacity study to be managed by Hartland Township Public Works Department. The proposed parcels have been previously included in modeling exercises, and Hartland Township Public Works approves the concept of connecting to the municipal water system as discussed with the applicant.

Municipal Sewer

The referenced parcels associated with the conceptual development were never part of the municipal sewer district within Hartland Township. The proposed conceptual plan would require 49.64 sewer REU's for full build out. All parcels seeking municipal sewer connection outside of the service district are required to undergo a capacity study to be managed by the Livingston County Drain Commissioner's office. Public Works would advise the applicant to contact the Livingston County Drain Commission to initiate that process.

REUs

According to the Township's records, the referenced parcels not have any REUs (Resident Equivalency Units), and therefor will be required to purchase the required REU's prior to issuance of a building permit. The conceptual plan indicates 146-units, which based upon 2019 rates, will require 49.64 water REU's (\$5,816.01 each) and 35.25 sewer REU's (\$9,439.20 each) for a total of \$757,268.62 for the entire development.

At this time, subsequent plans should include the following:

- Water main material, sizes and connection detail sheet with redundant looping
- Water service lead location, size and materials including fittings.
- Sanitary sewer material and sizes and connection detail sheet.
- Foundation lowest elevation level
- Genesee County IPP Permit
- Utility easements noted as public.

Please feel free to contact me with any further questions or comments regarding this matter, and thank you for your time.

Robert M. West; Public Works Director

Martha Wyatt

To: Martha Wyatt
Subject: FW: senior apartment living project

From: Jennifer Whitbeck
Sent: Monday, November 25, 2019 6:10 PM
To: Martha Wyatt
Subject: Re: senior apartment living project

Martha,

For now the comments I have are in regards to the exterior of the building and the access roads.

The complex will be required to have a suppression system and fire alarm system installed as well as smoke alarms and CO alarms.

Access roads shall comply with the turning radius required by our apparatus as well as weight and height requirements.

Hydrant locations will be discussed and there should at least be one hydrant within one hundred feet of the FDC.

From the proposed site plan it looks as though the access road is suitable for our needs however a more detailed plan will give us more answers.

This design is much more acceptable than the previous proposed plan.

Thank you,

Yours In Fire Safety,

Jenn Whitbeck
Fire Inspector
Hartland Deerfield Fire Authority

Martha Wyatt

Subject: FW: senior apartment living project

From: Jennifer Whitbeck

Sent: Tuesday, November 26, 2019 11:38 AM

To: Martha Wyatt

Subject: Re: senior apartment living project

One thing I forgot to mention on the fire protection side would be installing a standpipe system for us to use at 30 feet above the height of our engine at ground level. With this being a 3 story building their fire protection system would need to include a standpipe for us to connect to for fire suppression also.

Yours In Fire Safety,

Jenn Whitbeck
Fire Inspector
Hartland Deerfield Fire Authority

Martha Wyatt

To: Martha Wyatt
Subject: FW: questions on Hartland Senior Living
Attachments: 19170 HARTLAND SENIOR LIVING.pdf

From: Kevin Brown
Sent: Wednesday, November 20, 2019 8:59 AM
To: Martha Wyatt
Cc: Troy Langer; Graham Welling
Subject: RE: questions on Hartland Senior Living

Martha,

The current plan includes one parking space per unit with thirteen additional parking spaces for employees / visitors. Although not currently included on the site plan, we will likely include carports for 40 of the 159 parking spaces. Other than the carports, none of the spaces will be “dedicated” for specific apartments. Based on experience, this count is higher than needed for normal operations. In the surrounding area our partner (Lockwood Senior Living) operates three nearly identical properties. Those properties, along with parking counts, are listed below.

- Lockwood of Burton 126 Apartments -120 parking spots total. 33 Carports 78 parking spots 9 Handicap
- Lockwood of Waterford 126 apartments -112 parking spots total. 8 handicapped, 71 regular, 33 carports
- Lockwood of Fenton 106 apartments – 91 parking spots total. 69 parking spots 9 Handicap 13 Carports

I can also offer the following parking usage feedback from earlier this year:

- Lockwood of Fenton
 - Busiest time is during the day, when we have home care coming ,family, and residents driving their own cars.
 - Weekends the traffic and cars are half of what they are during the weekdays.
 - We have maybe 10 -15 vacant spots out front during the day.
 - For events we need all parking for prospects.
- Lockwood of Waterford
 - 126 spots 33 carports included
 - 56 spots are taken during the day
 - Maybe 31 are taken during the weekend.

Deliveries will be made to the commons area by way of a service drive from the loop drive. There will be a loading zone at this area.

To provide more detail, I’ve attached conceptual floor plans and unit plans. Let me know as you have further questions.
Thanks, Kevin

Hartland Senior Living

PIRHL Developers, LLC (PIRHL) is proposing a mixed income, senior, independent living housing facility in the Township of Hartland, Livingston County, Michigan. This exciting development will provide independent senior housing enriched with services for those of upper and modest incomes in a new senior housing campus. Hartland Senior Living will provide luxury amenities at well below comparable market prices in a rapidly growing and affluent area. The site for this development is on the north side of Highland Road (M59) about ½ mile west of Fenton Road. This is an excellent location for seniors due to its access to nearby shopping and other amenities. The parcels that make up the site include: 08-23-300-025; 08-23-300-026; and 08-23-300-027.

Hartland Senior Living will provide 146 units of senior housing in a single three-story building. Of these units, sixty-one (61) will be affordable to those earning up to 60% of AMI and eighty-five (85) will be unrestricted market rate apartments. Seventy-five (75) of the units will be two-bedroom and the remaining seventy-one (71) will be one-bedroom. Hartland Senior Living will contain the following on-site amenities for all residents:

- Diverse offerings of social, cultural and educational programs scheduled by full time activities coordinator
- Fitness center and fitness classes
- Shuttle bus transportation to shopping, community events, and doctor appointments within a 5-mile radius
- Theater room for matinee and evening movies
- Central social hub for games, social activities, and live entertainment
- Well-stocked media center with an extensive library, technology lending program, and monthly genius bar
- Bistro offering morning coffee, afternoon socials, cocktail parties, and special events
- On-site home-based health care provider and clinic
- Individual emergency response system with available 24/7 monitoring
- Electronic wellness resident check-in system with motion sensor in every apartment
- Full-service hair salon and barber shop

The following services are also included for market rate residents and offered ala carte for below market residents:

- A gourmet lunch or breakfast along with dinner (two meals per day) served in one of the well-appointed dining rooms
- Housekeeping and flat linen service every other week
- Laundry service

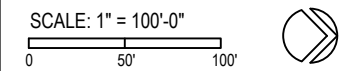
The residential units of Hartland Senior Living have been designed to be a welcoming new home for those who are downsizing or need access to additional care. The apartments are designed with high quality and luxury finishes. Both the income restricted units and the market rate units are a value when compared to surrounding independent living facilities of similar quality. All units comply with the minimum standards of the Michigan State Housing Development Finance Agency.



The drawings, specifications, ideas, design and arrangements represented thereby are and shall remain the property of the architect. No part of shall be copied, disclosed to others or used in conjunction with any work or project other than the specific project for which they have been prepared and developed without the written consent of the architect. Visual contact with these drawings or specifications shall constitute conclusive evidence of acceptance of these restrictions. Written dimensions on these drawings shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job site, and this office must be notified of any variations from the dimensions and conditions shown by these drawings.

SUMMARY:	
ZONING	CA - CONSERVATION AGRICULTURE OS - OFFICE SERVICE
PROPOSED	3-STORY SENIOR APARTMENT BUILDING
ACREAGE	+/- 17.9 ACRES
UNIT COUNT	146 UNITS 71 ONE-BEDRM APARTMENT UNITS 75 TWO-BEDRM APARTMENT UNITS

PROPOSED SITE PLAN



November 4, 2019 rdl: #19170 COPYRIGHT © 2019



CONCEPTUAL ELEVATION- Main Entry

SCALE: 3/64" = 1'-0"
 0 5 10 20

November 4, 2019 rdlia: #19170 COPYRIGHT © 2018

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Andrew Kumar, Project Coordinator

Subject: Board Room AV Updates

Date: December 4, 2019

Recommended Action

Move to approve the budget amendment and proposal from AVI-SPL for Board Room AV Updates, not to exceed \$64,500.

Discussion

Over the years, the Board has discussed upgrading some of the audio and visual equipment in the Board Room. Most of the current equipment was installed when Township Hall was built more than a decade ago. Some of the proposed upgrades include the following:

- Removing the existing projector for the North wall and replacing it with a new digital projector/projector screen.
- Install touch screens to each of the Trustee seats, along with an annotation system, to allow users to annotate over a selected video source.
- Install a Creston control system, allowing any source to be displayed at any destination.
- Installing a mute switch to the existing audio system, allowing room audio to be muted if needed.

The Township conducted extensive research on the subject and received proposals from two firms. AVI-SPL submitted a proposal that most closely matched the scope of the project at a competitive cost. Total project costs will amount to \$64,500 (rounded up as a contingency), all of which is eligible for PEG funding. The second proposal came in at an amount over \$125,000.

The attached proposal has been redacted to protect the intellectual property of AVI-SPL, with the full proposal to be sent to the Board under separate cover. It does include a more detailed summary of the proposed project, however.

Financial Impact

Is a Budget Amendment Required? Yes No

This project will be funded using PEG surplus funds.

Budget Amendment:

Cable Capital Outlay #577-000-970.000 – Increase \$64,500.00

Attachments

AVI-SPL Board Room AV Proposal-Redacted

AudioVisual Solutions Proposal For

Hartland Township Av Upgrade to Boardroom



AVI  **SPL**®

An AV and Video
Communications
Provider

AVI  **SPL**®

Audio Visual Innovations, Inc. - A wholly owned subsidiary of AVI-SPL, Inc.

28900 Beck Road
Suite 19A
Wixom, MI 48393
(248) 669-4286
Fax: (248) 669-4541
www.avispl.com

Prepared By:

Proposal No: 298399-6



Statement of Work

Introduction

AVI-SPL is pleased to present you with the following audiovisual collaboration solutions proposal for the Hartland Township Hall located at 2655 Clark Road, Hartland Township, Michigan 48353.

We would like to thank you for considering AVI-SPL for your project.

Project Summary

Signal Routing

- Provide and install a Crestron 8 x 8 matrix switcher with various input/outputs cards to accommodate the source and destination signal requirements. This matrix switcher will provide the ability to route any source to any destination.

Room Sources and Destinations

- Provide and install various interface panels (converters) within the main room for proper signal distribution to and from the matrix switcher. These panels will allow HDMI signals to be converted to a digital format that will feed the matrix switcher by a shielded CAT6 cable.

Projector and Screen

- Remove (1) one existing projector and provide and install (1) one new video projector and screen as per room layout.
- A second existing projector is staying and will be wired with a digital convert on it's input to the new 8 x 8 matrix switcher.

Trustee Touchscreens and Annotator system

- Provide and install (8) eight touchscreens at Trustee positions. Each screen will be wired to a DA which is feed from the 8x8 matrix switcher. USB connections to the Annotator will allow any Trustee to annotator over a selected video source.

Control system

- Provide and install a Crestron control system. This system will be programmed to control each projector, Annotator and screen up/down operations.
- The Crestron control system will control the 8 x 8 matrix switcher so that any source can be displayed on any destination.

Project Summary (continued)

Audio System – Owner Furnished Equipment (OFE)

- The existing audio system will stay as is. If possible, a kill (mute) switch will be added so that the room audio can be muted.

Cable system feed

- All the existing cameras and encoding system are staying as is.
- It was discussed that the existing system may need an upgrade. This is an open subject.
-

General Statement on AVI-SPL Labor and Scope of Work

- AVI-SPL will provide equipment and labor to complete the Audiovisual portion of this project.
- AVI-SPL will unbox and test all product at AVI-SPL facility prior to onsite installation.
- AVI-SPL will install the product
- Basic configuration received from Hartland Township IT Team will allow configuration of product.
- AVI-SPL will work with Hartland Township network teams to configure and complete the installation.

Assumptions / Requirements:

To be determined

Schedule

AVI-SPL will provide installation between 8:00am – 5:00pm (IT services available during this time).

AVISPL - 28900 Beck Road, Wixom, Michigan 48393
Phone: (248) 669-4286 Fax: (248) 669-4541 www.avispl.com



Investment Summary

Prepared For:	Andrew Kumar
	Hartland Township
	2655 Clark Road
	Hartland, MI 48353

Prepared By:	
Date Prepared:	11/21/2019
Proposal #:	298399-6
Valid Until:	01/21/2020

Total Equipment Cost	\$37,325.65
-----------------------------	--------------------

Includes cable, connectors, hardware, switches, relays, terminal blocks, panels, etc., to ensure a complete and operational system

Professional Integration Services	\$22,800.00
--	--------------------

Includes: Engineering, project management, CAD, on-site installation and wiring, coordination and supervision, testing, checkout, owner training, etc. performed on the Owner's premises. Also includes all fabrication, modification, assembly, rack wiring, programming, warranties, etc., some performed at AVI-SPL

Direct Costs	\$588.24
---------------------	-----------------

Includes: Non equipment or labor costs such as travel expenses, per diem, lift and vehicle rentals.

General & Administrative	\$1,265.18
-------------------------------------	-------------------

Includes all G & A expenses: bonds, vehicle mileage, shipping & insurance

Maintenance Services	\$2,500.26
-----------------------------	-------------------

Includes room maintenance services and/or customer care hardware and software maintenance services as described in "Room Summary".

Subtotal	\$64,479.33
Tax	Exempt (*)
Total	\$64,479.33

* Exemption from sales tax will be recognized only after a valid sales tax exemption certificate or other appropriate documentation of exemption has been provided to and approved by AVI-SPL; otherwise all applicable sales taxes will apply.

Purchase orders should be addressed to Audio Visual Innovations, Inc.

Signed

Printed

Date

Audio Visual Innovations Inc. and Signal Perfection Ltd are wholly owned subsidiaries of AVI-SPL, Inc. This Entire Document and all information (including drawings, specifications and designs) presented by any subsidiary are the property of AVI-SPL Inc. Proprietary information provided to potential customers, clients or agents is for the sole purpose of demonstrating solutions delivery capabilities and shall be held in confidence. These Materials may not be copied, distributed or disclosed in any way without the sole written permission of an authorized representative of AVI-SPL. © Copyright AVI-SPL. All Rights Reserved

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: Resolution – Sewer and Water Rates

Date: December 3, 2019

Recommended Action

To approve the resolution setting rates for Sewer and Water Systems for 2020

Discussion

These proposed rates for commodity and services fees are directly from the previously approved Sewer and Water 2016 rate studies. REU connection fees are unchanged from 2019. The schedule also includes the recent calculation update for the cost of manual meter reading fees.

Financial Impact

Is a Budget Amendment Required? Yes No

Attachments

Resolution for Sewer-Water rates FY21

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

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

WHEREAS, Section 11 of the Township’s Water and Sewer Use and Rate Ordinance (Ordinance No. 81) authorizes the Township to establish Fees for the installation and use of the water and sewer systems shall be established the Township to recover the costs of administration, construction, reconstruction, maintenance of said system as necessary to preserve the same in good working order, operation and replacement of the systems, 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, 2020

Sewer Assessment Equity Charge \$9,439.20 per REU

Sewer Fee Schedule - Effective January 1, 2020

Readiness to Serve (first REU)	\$86.72	per quarter
Readiness to Serve (Additional per REU).....	\$32.44	per quarter
Readiness to Serve (Township)	\$8.72	per quarter
Capital Charge	\$16.59	per REU per quarter
Grinder Pump Surcharge	\$55.80	per quarter
Metered	\$5.55	per 1,000 gallons
Non-Metered	\$99.88	flat rate per quarter

Section 2. Water System:

Connection Charges - Effective January 1, 2020

Water Benefit Connection Fee \$5,816.01 per REU

Usage Charges - Effective April 1, 2020

Commodity Charge \$2.82 per 1,000 gallons

Readiness To Serve Charge - Effective April 1, 2020

⁵ / ₈ " meter	\$67.17	per quarter
³ / ₄ " meter	\$67.17	per quarter
1" meter	\$111.95	per quarter
1 ½" meter	\$223.90	per quarter
2" meter	\$358.24	per quarter
3" meter	\$671.70	per quarter
4" meter	\$1,119.50	per quarter
6" meter	\$2,239.00	per quarter

Meter Replacement Charge - Effective April 1, 2020

5/8" meter	\$5.42	per quarter
3/4" meter	\$5.42	per quarter
1" meter	\$6.05	per quarter
1 1/2" meter	\$11.40	per quarter
2" meter	\$14.21	per quarter
3" meter	\$21.95	per quarter
4" meter	\$39.60	per quarter
6" meter	\$84.20	per quarter

Cost Recovery - Effective January 1, 2020

Manual Water Meter Reading Fee	\$50.00	per quarter or request
--------------------------------------	---------	------------------------

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:

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: James Wickman, Township Manager
Subject: Resolution – To Repeal Ordinance No. 80
Date: December 5, 2019

Recommended Action

Move to approve the Resolution to Repeal Ordinance No. 80.

Discussion

Since adopting Ordinance No. 80 over four years ago, the Township has received almost no violation complaints. Staff has observed that most property owners are working hard to maintain sidewalks abutting their property with appropriate care. Hartland Township has traditionally avoided regulating its residents and businesses in areas where it was not needed. It appears that sidewalk maintenance is one of those areas where regulations are not needed at this time. Therefore, I am recommending the repeal of this ordinance. Staff will continue to monitor maintenance over the years and report back regularly.

Attachments

Resolution
Ordinance to Repeal



Board of Trustees

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

Joseph W. Colaianne, Trustee
Matthew J. Germane, Trustee
Glenn E. Harper, Trustee
Joseph M. Petrucci, Trustee

RESOLUTION NO. 19-_____

**RESOLUTION TO ADOPT ORDINANCE NO. _____,
ORDINANCE TO REPEAL ORDINANCE NO. 80,
THE HARTLAND TOWNSHIP SIDEWALK ORDINANCE**

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

PRESENT: _____

ABSENT: _____

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

WHEREAS, the Township General Ordinance Statute, Michigan Public Act 246 of 1945, as amended, authorizes a township board to adopt ordinances regulating the public health, safety and general welfare of persons and property; and

WHEREAS, on or about May 6, 2015 Hartland Township (the “Township”) adopted Ordinance No. 80, the Hartland Township Sidewalk Ordinance (“ Sidewalk Ordinance”); and

WHEREAS, the Township has determined that it is in the best interests of the public health, safety, and welfare to repeal the Sidewalk Ordinance in its entirety.

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

1. The Ordinance attached at Exhibit A, (“Ordinance”), Ordinance No. _____, Ordinance to Repeal Ordinance No. 80, the Hartland Township Sidewalk Ordinance, is hereby adopted.

2. The Ordinance shall be filed with the Township Clerk.

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

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

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

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
)
COUNTY OF LIVINGSTON)

I, the undersigned, the duly qualified and acting Township Clerk of the Township of Hartland, Livingston County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by Board of said Township at a regular meeting held on the ___ day of _____, 2019.

Larry N. Ciofu, Hartland Township Clerk

EXHIBIT A

HARTLAND TOWNSHIP BOARD OF TRUSTEES

LIVINGSTON COUNTY, MICHIGAN

ORDINANCE NO. _____

**ORDINANCE TO REPEAL ORDINANCE NO. 80,
THE HARTLAND TOWNSHIP
SIDEWALK ORDINANCE**

THE TOWNSHIP OF HARTLAND ORDAINS:

Section 1. Repeal of Sidewalk Ordinance.

Hartland Township hereby repeals Ordinance No. 80, the Hartland Township Sidewalk Ordinance (adopted May 6, 2015), in its entirety.

Section 2. Validity and Severability. Should any portion of this Ordinance be found invalid for any reason, such holding shall not be construed as affecting the validity of the remaining portions of this Ordinance.

Section 3. Repealer Clause. Any ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 4: Effective Date. This Ordinance shall become effective immediately following publication.

HARTLAND TOWNSHIP

NOTICE OF ADOPTION AND SUMMARY

ORDINANCE NO. _____

To the residents and property owners of the Township of Hartland, Livingston County, Michigan, and all other interested persons:

On _____, the Township of Hartland (the "Township") adopted Ordinance No. _____, Ordinance to Repeal Ordinance No. 80, the Hartland Township Sidewalk Ordinance. The following is a summary of the Ordinance. A true copy of the Ordinance, including all exhibits, is available for inspection at the Township Hall, 2655 Clark Road, Hartland, Michigan.

Section 1. Repeal of Sidewalk Ordinance

This section of the Ordinance provides that Ordinance No. 80, the Hartland Township Sidewalk Ordinance (adopted May 6, 2015) is repealed in its entirety.

Section 2. Validity and Severability.

This section of the Ordinance provides that if any portion of the Ordinance is found invalid for any reason, such holding shall not be construed as affecting the validity of the remaining portions of the Ordinance.

Section 3. Repealer.

This section of the Ordinance provides that any ordinances or parts of ordinances in conflict with the Ordinance are hereby repealed only to the extent necessary to give the Ordinance full force and effect.

Section 4. Effective Date.

This section of the Ordinance provides that the Ordinance shall take effect immediately after publication.

Larry Ciofu, Hartland Township Clerk
Hartland Township Hall
2655 Clark Road
Hartland Township, Michigan 48353

HARTLAND TOWNSHIP BOARD OF TRUSTEES

LIVINGSTON COUNTY, MICHIGAN

ORDINANCE NO. _____

**ORDINANCE TO REPEAL ORDINANCE NO. 80,
THE HARTLAND TOWNSHIP
SIDEWALK ORDINANCE**

THE TOWNSHIP OF HARTLAND ORDAINS:

Section 1. Repeal of Sidewalk Ordinance.

Hartland Township hereby repeals Ordinance No. 80, the Hartland Township Sidewalk Ordinance (adopted May 6, 2015), in its entirety.

Section 2. Validity and Severability. Should any portion of this Ordinance be found invalid for any reason, such holding shall not be construed as affecting the validity of the remaining portions of this Ordinance.

Section 3. Repealer Clause. Any ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 4: Effective Date. This ordinance shall become effective immediately following publication.

18461:00003:4494778-1

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: Resolution – 2020 Hartland Township Board Meeting Schedule

Date: December 6, 2019

Recommended Action

Move to approve the resolution to set the 2020 Hartland Township Board Meeting Schedule.

Discussion

Resolution and 2020 Hartland Township Board Meeting Schedule attached for review.

Financial Impact

None

Attachments

2020 Annual Meeting Notice Resolution
2020 Board Meeting Notice (for publication)

**RESOLUTION SETTING BOARD OF TRUSTEE
MEETING DATES FOR 2020**

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 _____.

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 2020, 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 7, 2020	Tuesday, January 21, 2020
Tuesday, February 4, 2020	Tuesday, February 18, 2020
Tuesday, March 3, 2020	Tuesday, March 24, 2020
Tuesday, April 7, 2020	Tuesday, April 21, 2020
Wednesday, May 6, 2020	Tuesday, May 19, 2020
Tuesday, June 2, 2020	Tuesday, June 16, 2020
Tuesday, July 7, 2020	Tuesday, July 21, 2020
Wednesday, August 5, 2020	Tuesday, August 18, 2020
Tuesday, September 1, 2020	Tuesday, September 15, 2020
Tuesday, October 6, 2020	Tuesday, October 20, 2020
Wednesday, November 4, 2020	Tuesday, November 17, 2020
Tuesday, December 1, 2020	Tuesday, December 15, 2020

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:

2020 HARTLAND TOWNSHIP BOARD MEETING SCHEDULE

At a meeting of the Hartland Township Board held on December 10, 2019 a Resolution was approved setting forth the Hartland Township Board Meeting dates for 2020 as follows:

The regular meetings of The Hartland Township Board for the year 2020 will be held on the following dates. All meeting are held at the Hartland Township Hall at 2655 Clark Road, Hartland Michigan at 7:00 PM. All meetings are open to the public.

Tuesday, January 7, 2020	Tuesday, January 21, 2020
Tuesday, February 4, 2020	Tuesday, February 18, 2020
Tuesday, March 3, 2020	Tuesday, March 24, 2020
Tuesday, April 7, 2020	Tuesday, April 21, 2020
Wednesday, May 6, 2020	Tuesday, May 19, 2020
Tuesday, June 2, 2020	Tuesday, June 16, 2020
Tuesday, July 7, 2020	Tuesday, July 21, 2020
Wednesday, August 5, 2020	Tuesday, August 18, 2020
Tuesday, September 1, 2020	Tuesday, September 15, 2020
Tuesday, October 6, 2020	Tuesday, October 20, 2020
Wednesday, November 4, 2020	Tuesday, November 17, 2020
Tuesday, December 1, 2020	Tuesday, December 15, 2020

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

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Andrew Kumar, Project Coordinator

Subject: October 2019 Financial Report

Date: December 4, 2019

Recommended Action

Board Review and Questions

Discussion

The Township continues to demonstrate good financial judgement for FY 20.

Attachments

Oct. FY20 Financial Review

Oct. FY20 Revenues/Expenditures

MEMORANDUM

To: Hartland Township Board
James Wickman, Township Manager
Robert West, DPW Director
Troy Langer, Planning Director
Lynn Vollbrecht, Communications Director
Jim Heaslip, Assessor
Andrew Kumar, Project Coordinator

From: Susan Dryden-Hogan, Finance Director

Subject: Revenue and Expenditure Reports April 1, 2019 – October 31, 2019

Date: November 25, 2019

Attached are the Revenue/Expenditure Reports for April 1, 2019 – October 31, 2019, 58.3% through the fiscal year. Also included are the Balance Sheets for each individual fund as of October 31, 2019. Property Tax revenues and Administrative Fees are accrued in July (Summer Taxes) and December (Winter Taxes). Special Assessment revenue and interest are also recorded in December. Any budget amendments approved through October 31, 2019 are now reflected in the Amended Budgets. Additional expense accruals, including those for wages are recorded on a quarterly basis. Budget to actual results focus on the department and fund level rather than line item level. Budget amendments are only required if a department or fund will exceed the amended budget.

General Fund (101)

- Revenues are on track through October compared to budget. State Shared Revenue (574.000) is projected to be slightly higher than budgeted based on the State's updated bi-monthly payment report. Reimbursements (676.000) include \$2,000 for shared training costs provided by Leader Dogs for the Blind in April.
- Total Expenditures for the first seven months are 64% and includes the annual transfers to the Cemetery Fund and Capital Projects Fund. Generally, all departments are operating as expected after budget amendments (approved and pending). Note: The Manager department (172) has been renamed Administration.
- New for Fiscal Year 2020 is the implementation of GASB 84 for Fiduciary Activities. This new accounting standard impacts the General Fund by moving all developer escrow activities over from the old Trust & Agency funds. Simply stated, this accounting change categorizes developer activities (including Liquor License application fees) as normal government business. Going forward the fees received will be classified as revenues and payments to the Township's engineer and lawyer will be considered expenses. Both categories are labeled as Professional Review Costs and Liquor License Applications. A budget

MEMORANDUM

amendment estimating FY20 revenues and expenses will be forthcoming. Future budgets will be updated to reflect this change.

Other General Governmental Funds (Municipal Street, Fire, Cemetery, Liquor Law, Capital Projects, Cable and Road SADs) – These funds are operating as expected. M59 Road Improvement Fund 354 shows the impact of the refunding bonds issued on May 15. The total bond proceeds were \$2.790M and all outstanding 2009 bonds were paid off (\$4.05M). The fund surplus contributed \$1M towards the refunding. Right of Way fees (Capital Projects 401) paid by the State corrected the error from the previous fiscal year. Typically, annual ROW fees received are around \$10,000. Last year ROW fees received were \$6,064. The corrected payment plus the current year totaled \$19,789. The Cable Fund is already at 83% of their amended budget due to the investment in Municode software, Township Hall security upgrades and new copier. Budget amendments will be on the next agenda for items in the Road Fund (204), M59 (354) and Cable (577) for purchases/agreements approved at the end of Fiscal Year 2019 that were not carried over into the current year budget (Maxfield Road Improvements, Bond Refunding and purchase of new Pacifica, respectively).

Water System Fund (536, 537, 539)

- Water usage fees for second fiscal quarter have been accrued and are broken out by metered usage and readiness to service charge and are on track with the budget. Metered usage is down over last year, same quarter (2 FQ19 53,168 units vs. 2FQ20 41,138 units). Due to the wet weather, irrigation usage was lower. The new water rates, effective April 1, 2018 are reflected in these revenues. The rates are from the 2016 water rate study. Meter purchases are also higher than expected due to the rapid build out of Walnut Ridge Estates.
- Year to date second quarter expenses are lower than expected at 37% of budget. New for FY20, the seasonal employees are classified as Water Employees. Time spent in the Parks or other General Fund duties will be billed quarterly and reimbursed. A small reallocation of wages should be made to cover the additional seasonal employees.
- The Water Debt Service Fund (537) and Repair & Replacement Fund (539) are operating as expected. Water assessment payoffs continue with the short time frame remaining, with 11 received through the end of October. Only interest is recorded as revenue; the principal paid is recorded against the long-term receivable.
- Connections Fees purchased to date include Capital Construction (18) and Hartland Sports Center (1.2). These purchases meet the new connections in the updated Water Capital Projects Plan.

MEMORANDUM

Sewer System Fund (590, 595, 596, 597)

- Sewer usage fees have been accrued for second quarter and are broken out by category and are on target per budget. Billed metered sewer flow is slightly down from last year, same quarter (2FQ19 24,395 units vs. 2FQ20 21,869 units). The new sewer rates approved in 2016 went into effect on January 1.
- Operating Expenses are on track with budget at 67% and not at risk, at this time, for budget amendments.
- Sewer Connection Fees purchased currently total 11.2 (Hartland Sports Center 1.2 and Hartland Plaza 10).
- A transfer to 595 Sewer Expansion will be necessary to cover the October principal bond payment on the 2016 refunded bonds. This is the first year of accelerated principal payments (\$1,170,000). This transfer was factored into the Long-Term Sewer Analysis (Boyle Model). The amount requested will be higher than suggested in that model due to cash flow timing issues. A cash flow based Boyle summary will be included with the agenda item, however, the timing issue does not impact the overall model negatively.
- Other than the transfer noted above, the Debt Service Funds 595 (Sewer Expansion), 596 (Forestbrook) and 597 (SAD 200) are operating as expected.

As always, if you have any questions, please do not hesitate to call me or stop by the office. Your questions are always appreciated.

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20		YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
			ORIGINAL BUDGET	2019-20 AMENDED BUDGET			
Fund 101 - GENERAL FUND							
Revenues							
Dept 000							
101-000-402.000	CURRENT REAL PROP TAX	0.00	541,804.00	541,804.00	0.00	541,804.00	0.00
101-000-413.000	CHARGEBACK TAXES	0.00	0.00	0.00	89.31	(89.31)	100.00
101-000-421.000	MOBILE HOME FEES	1,803.50	3,000.00	3,000.00	1,848.50	1,151.50	61.62
101-000-445.001	PRE INTEREST	397.27	0.00	0.00	132.88	(132.88)	100.00
101-000-446.000	INTEREST & PENALTY DEL TAX	100.68	150.00	150.00	430.70	(280.70)	287.13
101-000-477.000	DOG LICENSES	336.00	430.00	430.00	177.50	252.50	41.28
101-000-539.005	SOLID WASTE CHALLENGE GRANT	0.00	0.00	0.00	2,312.50	(2,312.50)	100.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	5,000.00	5,000.00	610.91	4,389.09	12.22
101-000-574.000	STATE SHARED REVENUE	637,587.00	1,305,457.00	1,305,457.00	662,325.00	643,132.00	50.74
101-000-608.000	BOARD OF APPEALS	2,100.00	1,500.00	1,500.00	1,400.00	100.00	93.33
101-000-609.000	PROPERTY TAX ADMINISTRATION	111,127.47	217,705.00	217,705.00	117,834.77	99,870.23	54.13
101-000-611.000	SCHOOL COLLECTION FEES	17,301.00	17,700.00	17,700.00	17,673.00	27.00	99.85
101-000-612.000	CABLE FRANCHISE FEES	112,705.27	225,300.00	225,300.00	111,337.53	113,962.47	49.42
101-000-622.000	ZONING FEES	15,660.00	38,716.00	38,716.00	28,425.00	10,291.00	73.42
101-000-628.100	PROFESSIONAL REVIEW COSTS	0.00	0.00	0.00	32,000.00	(32,000.00)	100.00
101-000-628.200	LIQUOR LICENSE APPLICATIONS	0.00	0.00	0.00	4,700.00	(4,700.00)	100.00
101-000-645.000	PRINTED MATERIALS	1,683.98	600.00	600.00	2,449.77	(1,849.77)	408.30
101-000-646.000	PASSPORT FEES	5,705.00	8,750.00	8,750.00	6,370.00	2,380.00	72.80
101-000-651.000	PARKS & REC USE FEES	1,750.00	3,200.00	3,200.00	2,350.00	850.00	73.44
101-000-652.000	FARMERS MARKET REVENUE	2,764.00	3,000.00	3,000.00	2,262.00	738.00	75.40
101-000-656.000	TRAFFIC FINES	2.31	0.00	0.00	0.00	0.00	0.00
101-000-665.000	INTEREST EARNINGS	5,858.20	9,000.00	9,000.00	4,543.86	4,456.14	50.49
101-000-665.001	UNREALIZED GAIN OR LOSS	0.00	0.00	0.00	439.20	(439.20)	100.00
101-000-667.000	RENTS - HERO CENTER	2,200.00	4,400.00	4,400.00	1,100.00	3,300.00	25.00
101-000-667.001	CELL TOWER LEASE ATT	21,775.59	37,961.00	37,961.00	22,428.85	15,532.15	59.08
101-000-667.002	CABLE STUDIO RENT	0.00	12,984.00	12,984.00	9,738.00	3,246.00	75.00
101-000-674.100	SPECIAL EVENTS DONATIONS	12,000.00	16,000.00	16,000.00	11,500.00	4,500.00	71.88
101-000-674.150	DONATIONS	950.00	0.00	0.00	0.00	0.00	0.00
101-000-676.000	REIMBURSEMENTS	7,716.24	16,320.00	16,320.00	2,360.00	13,960.00	14.46
101-000-676.536	REIMB ADMIN FEE WATER	56,511.59	77,840.00	77,840.00	58,379.88	19,460.12	75.00
101-000-676.590	REIMB ADMIN FEE SEWER	51,252.85	71,563.00	71,563.00	53,672.19	17,890.81	75.00
101-000-687.000	REBATES&REFUNDS	298.93	0.00	0.00	1,103.74	(1,103.74)	100.00
101-000-693.001	SALE OF LAND (GOVT)	0.00	0.00	0.00	30.00	(30.00)	100.00
101-000-694.000	OTHER REVENUE	5,491.00	0.00	0.00	8,357.00	(8,357.00)	100.00
Total Dept 000		1,075,077.88	2,618,380.00	2,618,380.00	1,168,382.09	1,449,997.91	44.62
TOTAL REVENUES		1,075,077.88	2,618,380.00	2,618,380.00	1,168,382.09	1,449,997.91	44.62
Expenditures							
Dept 101 - TOWNSHIP BOARD							
101-101-715.000	EMPLOYERS SOC SEC	1,338.75	2,448.00	2,448.00	1,315.80	1,132.20	53.75
101-101-718.000	RETIREMENT	2,100.00	3,600.00	3,600.00	2,100.00	1,500.00	58.33
101-101-725.000	BOARD FEES	17,500.00	32,000.00	32,000.00	17,200.00	14,800.00	53.75
101-101-727.000	SUPPLIES & POSTAGE	0.00	500.00	500.00	48.28	451.72	9.66
101-101-804.000	MEMBERSHIP & DUES	19,232.01	20,459.00	20,459.00	19,796.72	662.28	96.76
101-101-807.000	AUDIT FEES	9,160.00	9,500.00	9,500.00	9,160.00	340.00	96.42
101-101-826.000	LEGAL FEES	7,882.07	28,000.00	28,000.00	900.00	27,100.00	3.21
101-101-957.000	EDUCATION/TRAINING/CONVENTION	225.07	3,500.00	3,500.00	3,128.89	371.11	89.40
Total Dept 101 - TOWNSHIP BOARD		57,437.90	100,007.00	100,007.00	53,649.69	46,357.31	5
Dept 171 - SUPERVISOR							

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND							
Expenditures							
101-171-702.000	SUPERVISOR SALARY	18,083.31	31,000.00	31,000.00	18,083.31	12,916.69	58.33
101-171-715.000	EMPLOYERS SOC SEC	1,383.38	2,372.00	2,372.00	1,383.37	988.63	58.32
101-171-718.000	RETIREMENT	525.00	900.00	900.00	525.00	375.00	58.33
101-171-727.000	SUPPLIES & POSTAGE	0.00	100.00	100.00	0.50	99.50	0.50
Total Dept 171 - SUPERVISOR		19,991.69	34,372.00	34,372.00	19,992.18	14,379.82	58.16
Dept 172 - ADMINISTRATION							
101-172-702.000	MANAGER SALARY	56,990.92	101,118.00	101,118.00	58,985.64	42,132.36	58.33
101-172-702.200	SALARY IN LIEU OF RETIREMENT	5,699.12	10,112.00	10,112.00	5,898.62	4,213.38	58.33
101-172-703.000	VACATION/PTO PAYOUT	12,877.13	7,163.00	7,163.00	7,097.45	65.55	99.08
101-172-704.000	PROJECT COORDINATOR	20,074.49	39,222.00	39,222.00	21,139.45	18,082.55	53.90
101-172-706.000	RECEPTIONIST WAGES	761.25	22,415.00	22,415.00	12,027.62	10,387.38	53.66
101-172-709.100	MERIT/BONUS PAY	2,000.00	2,650.00	2,650.00	2,650.00	0.00	100.00
101-172-715.000	EMPLOYERS SOC SEC	7,129.26	13,776.00	13,776.00	7,987.17	5,788.83	57.98
101-172-716.000	EMPLOYMENT EXPENSE	19,001.02	34,828.00	34,828.00	19,309.69	15,518.31	55.44
101-172-718.000	RETIREMENT	2,135.11	3,922.00	3,922.00	2,265.00	1,657.00	57.75
101-172-727.000	SUPPLIES & POSTAGE	272.59	950.00	950.00	72.84	877.16	7.67
101-172-801.000	CONTRACTED SERVICES	25.00	0.00	115.00	115.00	0.00	100.00
101-172-804.000	MEMBERSHIP & DUES	909.00	1,600.00	1,600.00	1,914.87	(314.87)	119.68
101-172-957.000	EDUCATION/TRAINING/CONVENTION	1,156.15	3,850.00	3,850.00	2,082.98	1,767.02	54.10
101-172-957.002	TRAVEL/MEETING EXPENSES	270.52	600.00	801.04	430.71	370.33	53.77
Total Dept 172 - ADMINISTRATION		129,301.56	242,206.00	242,522.04	141,977.04	100,545.00	58.54
Dept 191 - ELECTIONS							
101-191-708.000	ELECTION WORKERS WAGES	11,269.88	10,576.00	10,576.00	0.00	10,576.00	0.00
101-191-715.000	EMPLOYERS SOC SEC	2.73	4.00	4.00	0.00	4.00	0.00
101-191-727.000	SUPPLIES & POSTAGE	3,490.62	3,806.00	3,806.00	349.50	3,456.50	9.18
101-191-801.000	CONTRACTED SERVICES	1,433.76	0.00	0.00	0.00	0.00	0.00
101-191-861.000	MILEAGE	0.00	0.00	0.00	5.88	(5.88)	100.00
101-191-900.000	PRINTING & PUBLICATIONS	130.00	50.00	50.00	0.00	50.00	0.00
101-191-930.000	REPAIRS & MAINTENANCE	0.00	200.00	200.00	0.00	200.00	0.00
101-191-956.000	MISCELLANEOUS	2,205.29	1,280.00	1,280.00	0.00	1,280.00	0.00
101-191-970.000	CAPITAL OUTLAY	0.00	5,320.00	5,320.00	0.00	5,320.00	0.00
Total Dept 191 - ELECTIONS		18,532.28	21,236.00	21,236.00	355.38	20,880.62	1.67
Dept 192 - FINANCE DEPARTMENT							
101-192-702.000	FINANCE DIRECTOR SALARY	44,071.78	77,071.00	77,071.00	44,957.92	32,113.08	58.33
101-192-704.000	FINANCE CLERK WAGES	21,727.64	40,798.00	40,798.00	22,218.99	18,579.01	54.46
101-192-709.200	ACCOUNTING INTERN STIPEND	0.00	0.00	250.00	250.00	0.00	100.00
101-192-715.000	EMPLOYERS SOC SEC	4,755.36	9,017.00	9,037.00	4,872.37	4,164.63	53.92
101-192-716.000	EMPLOYMENT EXPENSE	12,599.13	24,733.00	24,733.00	15,842.58	8,890.42	64.05
101-192-718.000	RETIREMENT	6,716.75	11,787.00	11,787.00	6,868.51	4,918.49	58.27
101-192-727.000	SUPPLIES & POSTAGE	389.21	1,200.00	1,200.00	263.81	936.19	21.98
101-192-804.000	MEMBERSHIP & DUES	120.00	475.00	475.00	120.00	355.00	25.26
101-192-930.000	REPAIRS & MAINTENANCE	2,640.80	2,700.00	2,700.00	2,704.40	(4.40)	100.16
101-192-957.000	EDUCATION/TRAINING/CONVENTION	2,372.23	1,960.00	1,960.00	1,112.71	847.29	56.77
Total Dept 192 - FINANCE DEPARTMENT		95,392.90	169,741.00	170,011.00	99,211.29	70,799.71	58.46

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20		YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
			ORIGINAL BUDGET	2019-20 AMENDED BUDGET			
Fund 101 - GENERAL FUND							
Expenditures							
Dept 209 - ASSESSOR							
101-209-702.000	ASSESSOR SALARY	38,587.32	67,814.00	67,814.00	39,558.12	28,255.88	58.33
101-209-704.000	ASST ASSESSOR WAGES	23,501.50	44,987.00	44,987.00	24,303.33	20,683.67	54.02
101-209-708.000	ASSESSING PERSONNEL WAGES	14,087.40	26,082.00	26,082.00	16,347.84	9,734.16	62.68
101-209-709.100	MERIT/BONUS PAY	400.00	0.00	0.00	0.00	0.00	0.00
101-209-710.000	WAGES IN LIEU OF BENEFITS	3,850.00	6,600.00	6,600.00	3,850.00	2,750.00	58.33
101-209-715.000	EMPLOYERS SOC SEC	6,119.53	11,129.00	11,129.00	6,397.47	4,731.53	57.48
101-209-716.000	EMPLOYMENT EXPENSE	998.21	1,796.00	1,796.00	995.60	800.40	55.43
101-209-718.000	RETIREMENT	6,399.41	11,280.00	11,280.00	6,553.36	4,726.64	58.10
101-209-727.000	SUPPLIES & POSTAGE	370.71	2,020.00	2,020.00	277.08	1,742.92	13.72
101-209-801.000	CONTRACTED SERVICES	10,025.00	0.00	0.00	0.00	0.00	0.00
101-209-804.000	MEMBERSHIP & DUES	773.00	2,170.00	2,170.00	432.00	1,738.00	19.91
101-209-811.000	TAX PREPARATION	0.00	3,700.00	3,700.00	0.00	3,700.00	0.00
101-209-826.000	LEGAL FEES	8,302.99	25,000.00	25,000.00	26,266.61	(1,266.61)	105.07
101-209-900.000	PRINTING & PUBLICATIONS	0.00	350.00	350.00	0.00	350.00	0.00
101-209-930.000	REPAIRS & MAINTENANCE	5,932.11	5,610.00	5,610.00	5,703.01	(93.01)	101.66
101-209-956.000	MISCELLANEOUS	20.44	100.00	100.00	38.39	61.61	38.39
101-209-957.000	EDUCATION/TRAINING/CONVENTION	1,563.82	2,300.00	2,300.00	1,738.57	561.43	75.59
Total Dept 209 - ASSESSOR		120,931.44	210,938.00	210,938.00	132,461.38	78,476.62	62.80
Dept 215 - CLERK							
101-215-702.000	CLERK SALARY	36,166.62	62,000.00	62,000.00	36,166.62	25,833.38	58.33
101-215-704.000	DEPUTY CLERK WAGES	14,505.18	37,884.00	37,884.00	20,383.57	17,500.43	53.81
101-215-706.000	RECEPTIONIST WAGES	15,675.36	0.00	0.00	0.00	0.00	0.00
101-215-710.000	WAGES IN LIEU OF BENEFITS	1,250.00	0.00	0.00	0.00	0.00	0.00
101-215-712.000	CASH IN LIEU OF BENEFITS	400.00	1,600.00	1,600.00	1,200.00	400.00	75.00
101-215-715.000	EMPLOYERS SOC SEC	5,019.70	7,764.00	7,764.00	4,236.14	3,527.86	54.56
101-215-716.000	EMPLOYMENT EXPENSE	12,944.56	22,748.00	22,748.00	12,217.77	10,530.23	53.71
101-215-718.000	RETIREMENT	5,530.09	9,988.00	9,988.00	5,787.37	4,200.63	57.94
101-215-727.000	SUPPLIES & POSTAGE	6.50	860.00	860.00	52.22	807.78	6.07
101-215-804.000	MEMBERSHIP & DUES	180.00	450.00	450.00	190.00	260.00	42.22
101-215-900.000	PRINTING & PUBLICATIONS	1,030.00	2,890.00	2,890.00	1,150.00	1,740.00	39.79
101-215-957.000	EDUCATION/TRAINING/CONVENTION	0.00	2,100.00	2,100.00	570.50	1,529.50	27.17
Total Dept 215 - CLERK		92,708.01	148,284.00	148,284.00	81,954.19	66,329.81	55.27
Dept 239 - VEHICLE USE							
101-239-740.000	OPERATING SUPPLIES	5.98	50.00	50.00	13.23	36.77	26.46
101-239-860.000	GASOLINE	578.40	1,150.00	1,150.00	1,024.54	125.46	89.09
101-239-861.000	MILEAGE	0.00	100.00	100.00	8.82	91.18	8.82
101-239-930.000	REPAIRS & MAINTENANCE	896.48	1,550.00	1,550.00	266.91	1,283.09	17.22
Total Dept 239 - VEHICLE USE		1,480.86	2,850.00	2,850.00	1,313.50	1,536.50	46.09
Dept 247 - BOARD OF REVIEW							
101-247-715.000	EMPLOYERS SOC SEC	10.70	225.00	225.00	16.08	208.92	7.15
101-247-725.000	BOARD OF REVIEW FEES	140.00	2,940.00	2,940.00	210.00	2,730.00	7.14
101-247-727.000	SUPPLIES & POSTAGE	15.98	150.00	150.00	0.00	150.00	0.00
101-247-900.000	PRINTING & PUBLICATIONS	0.00	385.00	385.00	0.00	385.00	0.00
101-247-957.000	EDUCATION/TRAINING/CONVENTION	0.00	750.00	750.00	0.00	750.00	0.00

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND							
Expenditures							
Total Dept 247 - BOARD OF REVIEW		166.68	4,450.00	4,450.00	226.08	4,223.92	5.08
Dept 253 - TREASURER							
101-253-702.000	TREASURER SALARY	36,166.62	62,000.00	62,000.00	36,166.62	25,833.38	58.33
101-253-704.000	DEPUTY TREASURER WAGES	22,392.41	42,354.00	42,354.00	23,240.18	19,113.82	54.87
101-253-708.000	CASHIER WAGES	6,291.44	12,289.00	12,289.00	6,350.79	5,938.21	51.68
101-253-715.000	EMPLOYERS SOC SEC	4,439.13	9,015.00	9,015.00	4,495.56	4,519.44	49.87
101-253-716.000	EMPLOYMENT EXPENSE	22,233.87	38,686.00	38,686.00	22,554.66	16,131.34	58.30
101-253-718.000	RETIREMENT	5,994.43	10,435.00	10,435.00	6,092.19	4,342.81	58.38
101-253-727.000	SUPPLIES & POSTAGE	344.42	1,100.00	1,100.00	405.84	694.16	36.89
101-253-804.000	MEMBERSHIP & DUES	235.00	800.00	800.00	335.00	465.00	41.88
101-253-811.000	TAX PREPARATION	4,308.25	8,750.00	8,750.00	4,230.26	4,519.74	48.35
101-253-811.100	TAX COLLECTION	74.86	500.00	500.00	145.50	354.50	29.10
101-253-826.000	LEGAL FEES	0.00	200.00	200.00	0.00	200.00	0.00
101-253-861.000	MILEAGE	0.00	0.00	0.00	29.50	(29.50)	100.00
101-253-930.000	REPAIRS & MAINTENANCE	2,840.50	4,950.00	4,950.00	3,279.50	1,670.50	66.25
101-253-956.250	BANK CHARGES	0.00	0.00	0.00	25.00	(25.00)	100.00
101-253-957.000	EDUCATION/TRAINING/CONVENTION	2,294.78	3,145.00	3,145.00	2,391.87	753.13	76.05
101-253-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	45.58	(45.58)	100.00
Total Dept 253 - TREASURER		107,615.71	194,224.00	194,224.00	109,788.05	84,435.95	56.53
Dept 258 - DATA PROCESSING							
101-258-740.000	OPERATING SUPPLIES	0.00	250.00	250.00	0.00	250.00	0.00
101-258-801.000	CONTRACTED SERVICES	0.00	6,700.00	6,700.00	369.88	6,330.12	5.52
101-258-930.000	REPAIRS & MAINTENANCE	0.00	1,200.00	1,200.00	0.00	1,200.00	0.00
Total Dept 258 - DATA PROCESSING		0.00	8,150.00	8,150.00	369.88	7,780.12	4.54
Dept 265 - TOWNSHIP HALL & GROUNDS							
101-265-704.000	MAINT. WORKER WAGES	2,472.41	5,639.00	5,639.00	2,284.69	3,354.31	40.52
101-265-715.000	EMPLOYER'S SOC SEC	189.15	431.00	431.00	174.78	256.22	40.55
101-265-740.000	OPERATING SUPPLIES	1,448.26	5,274.00	5,274.00	1,676.05	3,597.95	31.78
101-265-801.000	CONTRACTED SERVICES	7,933.56	12,206.00	12,206.00	7,177.38	5,028.62	58.80
101-265-801.009	CONTRACT SERVICES - WATER SYSTEM	6,644.01	10,000.00	10,000.00	4,031.24	5,968.76	40.31
101-265-802.000	LAWN/SNOW MAINTENANCE	8,537.92	21,350.00	21,350.00	10,280.90	11,069.10	48.15
101-265-802.100	IRRIGATION REPAIRS	0.00	900.00	900.00	340.00	560.00	37.78
101-265-851.000	TELEPHONE	6,068.59	12,450.00	12,450.00	7,162.18	5,287.82	57.53
101-265-920.001	UTILITIES - GAS	1,036.77	4,429.00	4,429.00	1,022.87	3,406.13	23.09
101-265-920.002	UTILITIES - ELECTRIC	10,361.30	21,505.00	21,505.00	9,420.78	12,084.22	43.81
101-265-920.003	UTILITIES - SOFTENER	32.94	200.00	200.00	0.00	200.00	0.00
101-265-920.004	UTILITIES - SEWER	353.90	760.00	760.00	334.24	425.76	43.98
101-265-920.005	UTILITIES - WATER	3,630.65	4,905.00	4,905.00	4,345.31	559.69	88.59
101-265-920.006	REU SURCHARGE FEES	0.00	2,072.00	2,072.00	0.00	2,072.00	0.00
101-265-930.000	REPAIRS & MAINTENANCE	6,927.71	6,960.00	14,890.00	14,068.38	821.62	94.48
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	1,031.40	2,200.00	2,200.00	321.49	1,878.51	14.61
101-265-956.100	ASSESSMENTS	0.00	280.00	280.00	0.00	280.00	0.00
Total Dept 265 - TOWNSHIP HALL & GROUNDS		56,668.57	111,561.00	119,491.00	62,640.29	56,850.71	56.72
Dept 299 - UNALLOCATED							
101-299-703.000	VACATION/PTO OWED AT YE	0.00	5,000.00	5,000.00	0.00	5,000.00	0.00

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND							
Expenditures							
101-299-727.000	SUPPLIES & POSTAGE	3,115.98	7,100.00	7,100.00	1,943.69	5,156.31	27.38
101-299-850.000	TAX CHARGEBACKS	698.64	2,000.00	2,000.00	311.84	1,688.16	15.59
101-299-890.000	CONTINGENCIES	0.00	40,000.00	31,443.29	0.00	31,443.29	0.00
101-299-910.000	INSURANCE	23,345.16	26,211.00	26,211.00	22,203.68	4,007.32	84.71
101-299-930.000	REPAIRS & MAINTENANCE	1,988.93	4,125.00	4,125.00	1,582.95	2,542.05	38.37
101-299-957.000	EDUCATION/TRAINING/CONVENTION	30.26	2,200.00	2,200.00	193.26	2,006.74	8.78
Total Dept 299 - UNALLOCATED		29,178.97	86,636.00	78,079.29	26,235.42	51,843.87	33.60
Dept 400 - PLANNING & ZONING							
101-400-702.000	PLANNING DIRECTOR SALARY	42,021.71	75,366.00	75,366.00	43,963.50	31,402.50	58.33
101-400-702.100	SALARY IN LIEU OF BENEFITS	1,750.00	3,000.00	3,000.00	1,750.00	1,250.00	58.33
101-400-702.300	PLANNING SPECIALIST	31,906.76	63,341.00	63,341.00	34,409.12	28,931.88	54.32
101-400-706.000	PLANNING ASSISTANT 2	21,194.07	40,658.00	40,658.00	22,097.07	18,560.93	54.35
101-400-709.100	MERIT/BONUS PAY	100.00	0.00	0.00	200.00	(200.00)	100.00
101-400-710.000	WAGES IN LIEU OF BENEFITS	3,850.00	6,600.00	6,600.00	3,850.00	2,750.00	58.33
101-400-715.000	EMPLOYERS SOC SEC	8,324.48	17,136.00	17,136.00	8,787.62	8,348.38	51.28
101-400-716.000	EMPLOYMENT EXPENSE	1,529.70	2,765.00	2,765.00	1,532.91	1,232.09	55.44
101-400-718.000	RETIREMENT	9,853.75	17,937.00	17,937.00	10,451.60	7,485.40	58.27
101-400-725.000	PLANNING COMMISSION FEES	6,365.75	17,520.00	17,520.00	8,601.00	8,919.00	49.09
101-400-727.000	SUPPLIES & POSTAGE	541.79	1,000.00	1,000.00	188.90	811.10	18.89
101-400-801.000	CONTRACTED SERVICES	20.84	3,500.00	3,500.00	0.00	3,500.00	0.00
101-400-801.002	CONSULTING - SITE REVIEWS	0.00	5,800.00	5,800.00	650.00	5,150.00	11.21
101-400-801.100	PROFESSIONAL REVIEW COSTS	0.00	0.00	0.00	18,897.50	(18,897.50)	100.00
101-400-801.200	LIQUOR LICENSE APPLICATONS	0.00	0.00	0.00	2,097.50	(2,097.50)	100.00
101-400-804.000	MEMBERSHIP & DUES	2,165.00	2,200.00	2,200.00	1,570.00	630.00	71.36
101-400-826.000	LEGAL FEES	270.00	7,000.00	7,000.00	1,410.25	5,589.75	20.15
101-400-861.400	MILEAGE - PC	0.00	250.00	250.00	0.00	250.00	0.00
101-400-900.000	PRINTING & PUBLICATIONS	240.00	3,000.00	3,000.00	790.00	2,210.00	26.33
101-400-930.000	REPAIRS & MAINTENANCE	316.67	320.00	320.00	316.67	3.33	98.96
101-400-957.000	EDUCATION/TRAINING/CONVENTION	0.00	2,500.00	2,500.00	1,113.36	1,386.64	44.53
101-400-957.400	EDUCATION/TRAINING - PC	0.00	500.00	500.00	0.00	500.00	0.00
101-400-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	780.00	(780.00)	100.00
Total Dept 400 - PLANNING & ZONING		130,450.52	270,393.00	270,393.00	163,457.00	106,936.00	60.45
Dept 410 - BOARD OF APPEALS							
101-410-715.000	EMPLOYERS SOC SEC	83.05	87.00	87.00	41.73	45.27	47.97
101-410-725.000	ZBA FEES	1,090.72	1,135.00	1,135.00	549.72	585.28	48.43
101-410-900.000	PRINTING & PUBLICATIONS	80.00	450.00	450.00	230.00	220.00	51.11
101-410-957.000	EDUCATION/TRAINING/CONVENTION	857.52	500.00	500.00	0.00	500.00	0.00
Total Dept 410 - BOARD OF APPEALS		2,111.29	2,172.00	2,172.00	821.45	1,350.55	37.82
Dept 441 - DEPARTMENT OF PUBLIC WORKS							
101-441-702.000	DPW DIRECTOR SALARY	43,528.09	76,873.00	76,873.00	44,842.56	32,030.44	58.33
101-441-702.100	SALARY IN LIEU OF BENEFITS	2,100.00	3,600.00	3,600.00	2,100.00	1,500.00	58.33
101-441-704.000	DPW ASSISTANT WAGES	22,596.77	37,686.00	37,686.00	20,505.15	17,180.85	54.41
101-441-709.100	MERIT/BONUS PAY	200.00	0.00	0.00	500.00	(500.00)	100.00
101-441-712.000	CASH IN LIEU OF BENEFITS	0.00	3,600.00	3,600.00	2,100.00	1,500.00	58.33
101-441-715.000	EMPLOYERS SOC SEC	4,844.00	9,315.00	9,315.00	5,358.65	3,956.35	57.56
101-441-716.000	EMPLOYMENT EXPENSE	13,508.18	0.00	0.00	0.00	0.00	0.00
101-441-718.000	RETIREMENT	6,772.15	11,456.00	11,456.00	6,726.84	4,729.16	58.72

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20		YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
			ORIGINAL BUDGET	2019-20 AMENDED BUDGET			
Fund 101 - GENERAL FUND							
Expenditures							
101-441-727.000	SUPPLIES & POSTAGE	215.85	574.00	574.00	334.55	239.45	58.28
101-441-740.000	OPERATING SUPPLIES	433.15	1,046.00	1,046.00	255.90	790.10	24.46
101-441-801.000	CONTRACTED SERVICES	8,462.61	13,000.00	13,000.00	10,003.77	2,996.23	76.95
101-441-801.007	TREATMENT PLANT SAMPLING	8,957.75	14,500.00	14,500.00	13,746.81	753.19	94.81
101-441-804.000	MEMBERSHIP & DUES	0.00	385.00	385.00	0.00	385.00	0.00
101-441-861.000	MILEAGE	63.22	100.00	100.00	0.00	100.00	0.00
101-441-900.000	PRINTING & PUBLICATIONS	0.00	100.00	100.00	168.96	(68.96)	168.96
101-441-930.000	SOFTWARE MAINTENANCE	221.66	400.00	400.00	221.67	178.33	55.42
101-441-957.000	EDUCATION/TRAINING/CONVENTION	179.00	500.00	500.00	240.00	260.00	48.00
Total Dept 441 - DEPARTMENT OF PUBLIC WORKS		112,082.43	173,135.00	173,135.00	107,104.86	66,030.14	61.86
Dept 444 - SIDEWALKS							
101-444-801.009	CONTRACT SERVICES - WATER SYSTEM	0.00	4,000.00	4,000.00	0.00	4,000.00	0.00
101-444-969.005	SIDEWALKS	4,000.00	6,000.00	6,000.00	0.00	6,000.00	0.00
Total Dept 444 - SIDEWALKS		4,000.00	10,000.00	10,000.00	0.00	10,000.00	0.00
Dept 448 - STREET LIGHTS							
101-448-921.000	STREET LIGHTS	9,581.69	17,174.00	17,174.00	10,616.24	6,557.76	61.82
101-448-930.000	REPAIRS & MAINTENANCE	514.58	250.00	250.00	0.00	250.00	0.00
Total Dept 448 - STREET LIGHTS		10,096.27	17,424.00	17,424.00	10,616.24	6,807.76	60.93
Dept 463 - ROADS & M59 MEDIAN							
101-463-727.000	SUPPLIES & POSTAGE	1.84	20.00	20.00	4.61	15.39	23.05
101-463-801.009	CONTRACT SERVICES - WATER SYSTEM	226.35	204.00	204.00	0.00	204.00	0.00
101-463-802.000	LAWN/SNOW MAINTENANCE	11,388.68	13,500.00	13,500.00	13,218.85	281.15	97.92
101-463-802.100	IRRIGATION REPAIRS	0.00	1,500.00	1,500.00	2,037.50	(537.50)	135.83
101-463-920.005	UTILITIES - WATER	3,931.96	6,000.00	6,000.00	5,419.12	580.88	90.32
101-463-920.006	REU SURCHARGE FEES	0.00	4,191.00	4,191.00	0.00	4,191.00	0.00
101-463-969.002	ROAD CHLORIDE	64,217.00	73,000.00	73,000.00	53,541.84	19,458.16	73.34
101-463-969.005	SIDEWALKS	0.00	500.00	500.00	0.00	500.00	0.00
Total Dept 463 - ROADS & M59 MEDIAN		79,765.83	98,915.00	98,915.00	74,221.92	24,693.08	75.04
Dept 465 - DRAINS, PUBLIC BENEFIT							
101-465-956.000	MISCELLANEOUS	0.00	2,000.00	2,000.00	0.00	2,000.00	0.00
101-465-963.000	DRAINS AT LARGE	0.00	6,000.00	6,000.00	0.00	6,000.00	0.00
Total Dept 465 - DRAINS, PUBLIC BENEFIT		0.00	8,000.00	8,000.00	0.00	8,000.00	0.00
Dept 577 - COMMUNICATIONS							
101-577-702.000	COMMUNICATION WAGES (PT)	16,178.44	33,942.00	33,165.92	15,207.09	17,958.83	45.85
101-577-704.000	CABLE OPERATOR WAGES	764.53	2,575.00	2,575.00	1,083.89	1,491.11	42.09
101-577-715.000	EMPLOYERS SOC SEC	1,296.12	2,794.00	2,794.00	1,246.27	1,547.73	44.61
101-577-727.000	SUPPLIES & POSTAGE	100.38	800.00	800.00	90.15	709.85	7.7
101-577-740.000	OPERATING SUPPLIES	717.78	2,500.00	2,500.00	406.64	2,093.36	7.7
101-577-801.000	CONTRACTED SERVICES	961.35	22,250.00	22,311.00	11,158.05	11,152.95	1.1
101-577-900.000	PRINTING & PUBLICATIONS	1,726.03	6,550.00	7,010.04	2,200.69	4,809.35	31.39
101-577-956.000	SPECIAL EVENTS	0.00	500.00	500.00	371.40	128.60	74.28

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND							
Expenditures							
101-577-957.000	EDUCATION/TRAINING/CONVENTION	197.72	500.00	500.00	20.00	480.00	4.00
Total Dept 577 - COMMUNICATIONS		21,942.35	72,411.00	72,155.96	31,784.18	40,371.78	44.05
Dept 722 - ZONING CODE ENFORCEMENT							
101-722-704.000	ENFORCEMENT WAGES	7,473.85	13,937.00	13,937.00	7,605.64	6,331.36	54.57
101-722-715.000	EMPLOYERS SOC SEC	571.76	1,066.00	1,066.00	581.83	484.17	54.58
101-722-725.000	FEES/PER DIEMS	0.00	500.00	500.00	0.00	500.00	0.00
101-722-900.000	PRINTING & PUBLICATIONS	0.00	0.00	295.71	295.71	0.00	100.00
Total Dept 722 - ZONING CODE ENFORCEMENT		8,045.61	15,503.00	15,798.71	8,483.18	7,315.53	53.70
Dept 751 - PARKS & RECREATION							
101-751-704.000	WAGES	2,696.76	2,531.00	2,531.00	0.00	2,531.00	0.00
101-751-715.000	EMPLOYERS SOC SEC	206.30	194.00	194.00	0.00	194.00	0.00
101-751-740.000	OPERATING SUPPLIES	426.35	2,225.00	2,225.00	714.32	1,510.68	32.10
101-751-801.000	CONTRACTED SERVICES	22,417.90	34,900.00	34,900.00	24,641.35	10,258.65	70.61
101-751-801.009	CONTRACT SERVICES - WATER SYSTEM	5,069.47	9,640.00	9,640.00	3,807.84	5,832.16	39.50
101-751-802.000	LAWN/SNOW MAINTENANCE	590.00	3,250.00	3,250.00	693.33	2,556.67	21.33
101-751-920.002	UTILITIES - ELECTRIC	2,817.90	5,300.00	5,300.00	1,643.80	3,656.20	31.02
101-751-920.004	UTILITIES - SEWER	1,410.44	400.00	400.00	2,221.12	(1,821.12)	555.28
101-751-920.006	REU SURCHARGE FEES	0.00	22.00	22.00	0.00	22.00	0.00
101-751-930.000	REPAIRS & MAINTENANCE	3,990.60	8,300.00	8,300.00	3,641.69	4,658.31	43.88
101-751-955.000	PARKS - SPECIAL EVENTS	0.00	16,000.00	16,000.00	3,563.68	12,436.32	22.27
101-751-956.000	FARMERS MARKET	2,578.29	3,000.00	3,000.00	1,348.96	1,651.04	44.97
Total Dept 751 - PARKS & RECREATION		42,204.01	85,762.00	85,762.00	42,276.09	43,485.91	49.29
Dept 901 - APPROPRIATIONS-TRANSFER OUT							
101-901-999.000	APPROPRIATIONS SENIOR CITIZENS	11,000.00	22,000.00	22,000.00	11,000.00	11,000.00	50.00
101-901-999.002	APPROPRIATIONS COMMUNITY CENTER	20,000.00	20,000.00	20,000.00	20,000.00	0.00	100.00
101-901-999.209	TRANSFER TO CEM	25,000.00	25,000.00	25,000.00	25,000.00	0.00	100.00
101-901-999.401	TRANSFER OUT CAPITAL IMP	437,349.00	463,010.00	463,010.00	463,010.00	0.00	100.00
Total Dept 901 - APPROPRIATIONS-TRANSFER OUT		493,349.00	530,010.00	530,010.00	519,010.00	11,000.00	97.92
TOTAL EXPENDITURES		1,633,453.88	2,618,380.00	2,618,380.00	1,687,949.29	930,430.71	64.47
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		1,075,077.88	2,618,380.00	2,618,380.00	1,168,382.09	1,449,997.91	44.62
TOTAL EXPENDITURES		1,633,453.88	2,618,380.00	2,618,380.00	1,687,949.29	930,430.71	64.47
NET OF REVENUES & EXPENDITURES		(558,376.00)	0.00	0.00	(519,567.20)	519,567.20	100.00

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 204 - MUNICIPAL STREET FUND							
Revenues							
Dept 000							
204-000-402.000	CURRENT REAL PROP TAX	0.00	1,015,597.00	1,015,597.00	0.00	1,015,597.00	0.00
204-000-413.000	CHARGEBACK TAXES	0.00	0.00	0.00	46.89	(46.89)	100.00
204-000-446.000	INT.&PEN DEL TAX	5.08	0.00	0.00	24.41	(24.41)	100.00
204-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	0.00	0.00	1,196.20	(1,196.20)	100.00
204-000-665.000	INTEREST EARNINGS	1,498.88	2,400.00	2,400.00	1,916.11	483.89	79.84
Total Dept 000		1,503.96	1,017,997.00	1,017,997.00	3,183.61	1,014,813.39	0.31
TOTAL REVENUES		1,503.96	1,017,997.00	1,017,997.00	3,183.61	1,014,813.39	0.31
Expenditures							
Dept 000							
204-000-850.000	TAX CHARGEBACKS	812.15	2,500.00	2,500.00	115.13	2,384.87	4.61
204-000-969.002	ROAD CHLORIDE	0.00	21,000.00	21,000.00	0.00	21,000.00	0.00
204-000-969.100	GRAVEL ROAD IMPROVEMENTS	0.00	0.00	123,500.00	218,411.71	(94,911.71)	176.85
204-000-969.200	PAVED ROAD IMPROVEMENTS	0.00	85,000.00	94,000.00	23,714.50	70,285.50	25.23
204-000-969.300	OTHER ROAD IMPROVEMENTS	0.00	0.00	274,090.00	0.00	274,090.00	0.00
204-000-994.001	BOND PRINCIPAL ROAD 2015	0.00	180,000.00	180,000.00	0.00	180,000.00	0.00
204-000-994.002	BOND PRINCIPAL ROADS 2016	0.00	325,000.00	325,000.00	0.00	325,000.00	0.00
204-000-996.000	BOND FEES	1,000.00	1,000.00	1,000.00	1,000.00	0.00	100.00
204-000-997.001	BOND INTEREST ROADS 2015	17,025.00	28,650.00	28,650.00	14,325.00	14,325.00	50.00
204-000-997.002	BOND INTEREST ROADS 2016	31,500.00	53,250.00	53,250.00	26,625.00	26,625.00	50.00
Total Dept 000		50,337.15	696,400.00	1,102,990.00	284,191.34	818,798.66	25.77
Dept 465 - DRAINS, PUBLIC BENEFIT							
204-465-967.000	VILLAGE DRAIN PROJECT COSTS	3,788.09	0.00	0.00	0.00	0.00	0.00
Total Dept 465 - DRAINS, PUBLIC BENEFIT		3,788.09	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		54,125.24	696,400.00	1,102,990.00	284,191.34	818,798.66	25.77
Fund 204 - MUNICIPAL STREET FUND:							
TOTAL REVENUES		1,503.96	1,017,997.00	1,017,997.00	3,183.61	1,014,813.39	0.31
TOTAL EXPENDITURES		54,125.24	696,400.00	1,102,990.00	284,191.34	818,798.66	25.77
NET OF REVENUES & EXPENDITURES		(52,621.28)	321,597.00	(84,993.00)	(281,007.73)	196,014.73	330.62

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 206 - FIRE OPERATING							
Revenues							
Dept 000							
206-000-402.000	CURRENT REAL PROP TAX	0.00	1,274,167.00	1,274,167.00	0.00	1,274,167.00	0.00
206-000-413.000	CHARGEBACK TAXES	0.00	0.00	0.00	58.61	(58.61)	100.00
206-000-446.000	INT.&PEN DEL TAX	6.38	0.00	0.00	30.64	(30.64)	100.00
206-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	7,000.00	7,000.00	0.00	7,000.00	0.00
206-000-665.000	INTEREST EARNINGS	1,078.98	1,700.00	1,700.00	1,175.64	524.36	69.16
206-000-694.000	OTHER REVENUE	2.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000		1,087.36	1,282,867.00	1,282,867.00	1,264.89	1,281,602.11	0.10
TOTAL REVENUES		1,087.36	1,282,867.00	1,282,867.00	1,264.89	1,281,602.11	0.10
Expenditures							
Dept 000							
206-000-802.000	LAWN/SNOW MAINTENANCE	4,849.00	6,500.00	6,500.00	4,472.00	2,028.00	68.80
206-000-807.000	AUDIT FEES	850.00	875.00	875.00	850.00	25.00	97.14
206-000-850.000	TAX CHARGEBACKS	1,018.89	2,000.00	2,000.00	145.95	1,854.05	7.30
206-000-920.002	UTILITIES - ELECTRIC	377.45	850.00	850.00	365.63	484.37	43.02
206-000-930.000	SOFTWARE MAINTENANCE	130.37	154.00	154.00	132.77	21.23	86.21
206-000-930.001	REPAIRS & MAINT. EQUIPMENT	640.95	6,100.00	6,100.00	5,109.88	990.12	83.77
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	1,117.41	8,500.00	13,700.00	6,991.81	6,708.19	51.04
206-000-956.100	ASSESSMENTS	0.00	266.00	266.00	0.00	266.00	0.00
206-000-970.003	CAPITAL OUTLAY - BLDG GRDS	0.00	21,500.00	21,500.00	0.00	21,500.00	0.00
206-000-999.336	CONTRIBUTION TO FIRE AUTHORITY	883,641.00	1,200,303.00	1,200,303.00	900,227.25	300,075.75	75.00
Total Dept 000		892,625.07	1,247,048.00	1,252,248.00	918,295.29	333,952.71	73.33
TOTAL EXPENDITURES		892,625.07	1,247,048.00	1,252,248.00	918,295.29	333,952.71	73.33
Fund 206 - FIRE OPERATING:							
TOTAL REVENUES		1,087.36	1,282,867.00	1,282,867.00	1,264.89	1,281,602.11	0.10
TOTAL EXPENDITURES		892,625.07	1,247,048.00	1,252,248.00	918,295.29	333,952.71	73.33
NET OF REVENUES & EXPENDITURES		(891,537.71)	35,819.00	30,619.00	(917,030.40)	947,649.40	2,994.97

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 209 - CEMETERY							
Revenues							
Dept 000							
209-000-642.000	COLUMBARIUM SALES	750.00	2,200.00	2,200.00	450.00	1,750.00	20.45
209-000-643.000	LOT SALES	6,650.00	3,300.00	3,300.00	2,200.00	1,100.00	66.67
209-000-665.000	INTEREST EARNINGS	48.75	0.00	0.00	41.08	(41.08)	100.00
209-000-676.000	REIMBURSEMENTS	468.00	0.00	0.00	0.00	0.00	0.00
209-000-691.101	CONTRIBUTION FROM GENERAL FUD	25,000.00	25,000.00	25,000.00	25,000.00	0.00	100.00
209-000-694.000	OTHER REVENUE	203.55	0.00	0.00	0.00	0.00	0.00
Total Dept 000		33,120.30	30,500.00	30,500.00	27,691.08	2,808.92	90.79
TOTAL REVENUES		33,120.30	30,500.00	30,500.00	27,691.08	2,808.92	90.79
Expenditures							
Dept 000							
209-000-727.000	SUPPLIES & POSTAGE	964.00	1,400.00	1,400.00	257.00	1,143.00	18.36
209-000-802.000	LAWN/SNOW MAINTENANCE	21,700.00	22,295.00	22,295.00	22,348.00	(53.00)	100.24
209-000-910.000	INSURANCE	0.00	340.00	340.00	0.00	340.00	0.00
209-000-920.000	UTILITIES	83.73	162.00	162.00	74.56	87.44	46.02
209-000-930.000	REPAIRS & MAINTENANCE	11,021.89	5,780.00	11,280.00	5,208.00	6,072.00	46.17
209-000-956.250	BANK CHARGES	0.00	0.00	0.00	25.00	(25.00)	100.00
Total Dept 000		33,769.62	29,977.00	35,477.00	27,912.56	7,564.44	78.68
TOTAL EXPENDITURES		33,769.62	29,977.00	35,477.00	27,912.56	7,564.44	78.68
Fund 209 - CEMETERY:							
TOTAL REVENUES		33,120.30	30,500.00	30,500.00	27,691.08	2,808.92	90.79
TOTAL EXPENDITURES		33,769.62	29,977.00	35,477.00	27,912.56	7,564.44	78.68
NET OF REVENUES & EXPENDITURES		(649.32)	523.00	(4,977.00)	(221.48)	(4,755.52)	4.45

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 212 - LIQUOR LAW ENFORCEMENT							
Revenues							
Dept 000							
212-000-575.000	LIQUOR LICENSE FEES	261.25	11,256.00	11,256.00	11,964.15	(708.15)	106.29
212-000-665.000	INTEREST EARNINGS	45.27	0.00	0.00	58.29	(58.29)	100.00
Total Dept 000		306.52	11,256.00	11,256.00	12,022.44	(766.44)	106.81
TOTAL REVENUES		306.52	11,256.00	11,256.00	12,022.44	(766.44)	106.81
Expenditures							
Dept 000							
212-000-704.000	ENFORCEMENT WAGES	1,091.25	3,823.00	3,823.00	960.66	2,862.34	25.13
212-000-715.000	EMPLOYERS SOC SEC	83.46	292.00	292.00	73.49	218.51	25.17
212-000-801.000	CONTRACTED SERVICES	960.00	7,246.00	7,246.00	0.00	7,246.00	0.00
Total Dept 000		2,134.71	11,361.00	11,361.00	1,034.15	10,326.85	9.10
TOTAL EXPENDITURES		2,134.71	11,361.00	11,361.00	1,034.15	10,326.85	9.10
Fund 212 - LIQUOR LAW ENFORCEMENT:							
TOTAL REVENUES		306.52	11,256.00	11,256.00	12,022.44	(766.44)	106.81
TOTAL EXPENDITURES		2,134.71	11,361.00	11,361.00	1,034.15	10,326.85	9.10
NET OF REVENUES & EXPENDITURES		(1,828.19)	(105.00)	(105.00)	10,988.29	(11,093.29)	0.465.04

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20		YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
			ORIGINAL BUDGET	2019-20 AMENDED BUDGET			
Fund 354 - 2009 M-59 ROAD IMPROVEMENTS BOND							
Revenues							
Dept 000							
354-000-404.000	2009 M-59 ROAD SAD REVENUE	286,275.60	162,750.00	162,750.00	0.00	162,750.00	0.00
354-000-404.001	HROAD SPEC ASSESS REVENUE	146,738.62	53,287.00	53,287.00	0.00	53,287.00	0.00
354-000-447.001	2009 M-59 ROAD SAD INTEREST	6,918.33	140,792.00	140,792.00	0.00	140,792.00	0.00
354-000-447.002	HROAD SPEC ASSESS INTEREST	3,546.18	46,360.00	46,360.00	0.00	46,360.00	0.00
354-000-665.000	INTEREST EARNINGS	1,541.73	1,000.00	1,000.00	938.29	61.71	93.83
354-000-697.000	PREMIUM ON BONDS	0.00	0.00	0.00	70,694.15	(70,694.15)	100.00
354-000-698.000	BOND PROCEEDS	0.00	0.00	0.00	2,790,000.00	(2,790,000.00)	100.00
Total Dept 000		445,020.46	404,189.00	404,189.00	2,861,632.44	(2,457,443.44)	707.99
TOTAL REVENUES		445,020.46	404,189.00	404,189.00	2,861,632.44	(2,457,443.44)	707.99
Expenditures							
Dept 000							
354-000-824.000	BANK FEES	0.00	0.00	0.00	15.00	(15.00)	100.00
354-000-994.000	M59 2009 BOND PRINCIPAL	270,000.00	270,000.00	270,000.00	4,050,000.00	(3,780,000.00)	1,500.00
354-000-996.000	BOND FEES	125.00	250.00	250.00	0.00	250.00	0.00
354-000-996.001	BOND ISSUANCE COSTS	0.00	0.00	0.00	77,417.15	(77,417.15)	100.00
354-000-997.000	M59 2009 BOND INTEREST	197,167.50	186,368.00	186,368.00	102,921.38	83,446.62	55.22
354-000-997.010	2019 REFUNDING BOND INTEREST	0.00	0.00	0.00	32,647.50	(32,647.50)	100.00
Total Dept 000		467,292.50	456,618.00	456,618.00	4,263,001.03	(3,806,383.03)	933.60
TOTAL EXPENDITURES		467,292.50	456,618.00	456,618.00	4,263,001.03	(3,806,383.03)	933.60
Fund 354 - 2009 M-59 ROAD IMPROVEMENTS BOND:							
TOTAL REVENUES		445,020.46	404,189.00	404,189.00	2,861,632.44	(2,457,443.44)	707.99
TOTAL EXPENDITURES		467,292.50	456,618.00	456,618.00	4,263,001.03	(3,806,383.03)	933.60
NET OF REVENUES & EXPENDITURES		(22,272.04)	(52,429.00)	(52,429.00)	(1,401,368.59)	1,348,939.59	2,672.89

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 356 - HARTLAND SHORES ROAD SAD							
Revenues							
Dept 000							
356-000-665.000	INTEREST EARNINGS	39.81	0.00	0.00	20.29	(20.29)	100.00
Total Dept 000		39.81	0.00	0.00	20.29	(20.29)	100.00
TOTAL REVENUES		39.81	0.00	0.00	20.29	(20.29)	100.00
Expenditures							
Dept 000							
356-000-997.000	BOND INTEREST PAYMENT	831.33	0.00	0.00	0.00	0.00	0.00
Total Dept 000		831.33	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		831.33	0.00	0.00	0.00	0.00	0.00
Fund 356 - HARTLAND SHORES ROAD SAD:							
TOTAL REVENUES		39.81	0.00	0.00	20.29	(20.29)	100.00
TOTAL EXPENDITURES		831.33	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		(791.52)	0.00	0.00	20.29	(20.29)	100.00

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 357 - ORE VALLEY SAD							
Revenues							
Dept 000							
357-000-404.000	SPECIAL ASSESSMENTS	0.00	20,686.00	20,686.00	0.00	20,686.00	0.00
357-000-447.001	SPECIAL ASSESSMENT INTEREST	0.00	827.00	827.00	0.00	827.00	0.00
357-000-665.000	INTEREST EARNINGS	44.15	0.00	0.00	68.05	(68.05)	100.00
357-000-696.000	RESIDUAL EQUITY TRANSFER	12,408.47	0.00	0.00	0.00	0.00	0.00
Total Dept 000		12,452.62	21,513.00	21,513.00	68.05	21,444.95	0.32
TOTAL REVENUES		12,452.62	21,513.00	21,513.00	68.05	21,444.95	0.32
Fund 357 - ORE VALLEY SAD:							
TOTAL REVENUES		12,452.62	21,513.00	21,513.00	68.05	21,444.95	0.32
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		12,452.62	21,513.00	21,513.00	68.05	21,444.95	0.32

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 358 - MILLPOINTE ROAD DEBT SERVICE FUND							
Revenues							
Dept 000							
358-000-451.000	SPECIAL ASSESSMENT PRINCIPAL	4,956.52	112,900.00	112,900.00	7,293.88	105,606.12	6.46
358-000-451.001	SPECIAL ASSESSMENT INTEREST	139.41	38,104.00	38,104.00	0.00	38,104.00	0.00
358-000-452.001	MILLPOINTE SAD REFUNDS	0.00	0.00	0.00	(2,350.00)	2,350.00	100.00
358-000-665.000	INTEREST EARNINGS	123.54	0.00	0.00	175.99	(175.99)	100.00
Total Dept 000		5,219.47	151,004.00	151,004.00	5,119.87	145,884.13	3.39
TOTAL REVENUES		5,219.47	151,004.00	151,004.00	5,119.87	145,884.13	3.39
Expenditures							
Dept 000							
358-000-991.000	BOND - PRINCIPAL	0.00	85,000.00	85,000.00	85,000.00	0.00	100.00
358-000-996.000	BOND FEES	500.00	500.00	500.00	500.00	0.00	100.00
358-000-997.000	BOND INTEREST PAYMENT	0.00	24,663.00	24,663.00	24,662.50	0.50	100.00
358-000-999.409	TRANSFER TO MILLPOINTE CONSTRUCTION	18,000.00	0.00	0.00	10,000.00	(10,000.00)	100.00
Total Dept 000		18,500.00	110,163.00	110,163.00	120,162.50	(9,999.50)	109.08
TOTAL EXPENDITURES		18,500.00	110,163.00	110,163.00	120,162.50	(9,999.50)	109.08
Fund 358 - MILLPOINTE ROAD DEBT SERVICE FUND:							
TOTAL REVENUES		5,219.47	151,004.00	151,004.00	5,119.87	145,884.13	3.39
TOTAL EXPENDITURES		18,500.00	110,163.00	110,163.00	120,162.50	(9,999.50)	109.08
NET OF REVENUES & EXPENDITURES		(13,280.53)	40,841.00	40,841.00	(115,042.63)	155,883.63	281.68

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 401 - CAPITAL PROJECTS FUND							
Revenues							
Dept 000							
401-000-627.000	RIGHT OF WAY FEES	6,064.21	14,000.00	14,000.00	19,788.96	(5,788.96)	141.35
401-000-665.000	INTEREST EARNINGS	588.23	2,500.00	2,500.00	370.60	2,129.40	14.82
401-000-675.100	RAP GRANTS (MMRMA)	0.00	0.00	6,000.00	0.00	6,000.00	0.00
401-000-696.000	RESIDUAL EQUITY TRANSFER	6,366.80	0.00	0.00	0.00	0.00	0.00
401-000-699.101	TRANSFER IN GF	437,349.00	463,010.00	463,010.00	463,010.00	0.00	100.00
Total Dept 000		450,368.24	479,510.00	485,510.00	483,169.56	2,340.44	99.52
TOTAL REVENUES		450,368.24	479,510.00	485,510.00	483,169.56	2,340.44	99.52
Expenditures							
Dept 000							
401-000-970.000	CAPITAL OUTLAY - GENERAL	23,000.00	0.00	0.00	0.00	0.00	0.00
401-000-995.410	TRANSFER TO BULLARD LK CONSTRUCTION	0.00	0.00	168,850.00	168,850.00	0.00	100.00
Total Dept 000		23,000.00	0.00	168,850.00	168,850.00	0.00	100.00
Dept 265 - TOWNSHIP HALL & GROUNDS							
401-265-970.000	CAPITAL OUTLAY	0.00	12,000.00	12,000.00	10,011.67	1,988.33	83.43
401-265-970.220	OLD TOWNSHIP HALL CAPITAL OUTLAY	13,835.10	7,500.00	7,500.00	3,700.00	3,800.00	49.33
Total Dept 265 - TOWNSHIP HALL & GROUNDS		13,835.10	19,500.00	19,500.00	13,711.67	5,788.33	70.32
Dept 444 - SIDEWALKS							
401-444-826.000	LEGAL FEES	967.50	0.00	0.00	13,076.04	(13,076.04)	100.00
401-444-969.005	VILLAGE SIDEWALKS	114,029.67	35,000.00	35,000.00	43,205.00	(8,205.00)	123.44
Total Dept 444 - SIDEWALKS		114,997.17	35,000.00	35,000.00	56,281.04	(21,281.04)	160.80
Dept 448 - STREET LIGHTS							
401-448-970.000	CAPITAL OUTLAY	0.00	0.00	15,233.00	15,223.00	10.00	99.93
Total Dept 448 - STREET LIGHTS		0.00	0.00	15,233.00	15,223.00	10.00	99.93
Dept 463 - ROADS & M59 MEDIAN							
401-463-969.011	WAYFINDING/GATEWAY SIGNS	0.00	39,360.00	39,360.00	0.00	39,360.00	0.00
Total Dept 463 - ROADS & M59 MEDIAN		0.00	39,360.00	39,360.00	0.00	39,360.00	0.00
Dept 729 - VILLAGE IMPROVEMENT PLAN							
401-729-969.005	VILLAGE SIDEWALKS	367.88	0.00	0.00	0.00	0.00	0.00
Total Dept 729 - VILLAGE IMPROVEMENT PLAN		367.88	0.00	0.00	0.00	0.00	0.00
Dept 751 - PARKS & RECREATION							
401-751-970.008	HERITAGE PARK	19,299.00	2,500.00	2,500.00	2,372.20	127.80	94.89
401-751-970.009	SETTLERS PARK	52,534.70	55,333.00	59,534.00	4,156.09	55,377.91	6.98

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 401 - CAPITAL PROJECTS FUND							
Expenditures							
Total Dept 751 - PARKS & RECREATION							
		71,833.70	57,833.00	62,034.00	6,528.29	55,505.71	10.52
TOTAL EXPENDITURES							
		224,033.85	151,693.00	339,977.00	260,594.00	79,383.00	76.65
Fund 401 - CAPITAL PROJECTS FUND:							
TOTAL REVENUES							
		450,368.24	479,510.00	485,510.00	483,169.56	2,340.44	99.52
TOTAL EXPENDITURES							
		224,033.85	151,693.00	339,977.00	260,594.00	79,383.00	76.65
NET OF REVENUES & EXPENDITURES							
		226,334.39	327,817.00	145,533.00	222,575.56	(77,042.56)	152.94

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 409 - MILLPOINTE ROAD CONSTRUCTION							
Revenues							
Dept 000							
409-000-665.000	INTEREST EARNINGS	314.03	0.00	0.00	8.75	(8.75)	100.00
409-000-695.000	NOTE PROCEEDS	846,109.24	0.00	0.00	0.00	0.00	0.00
409-000-699.358	TRANSFER IN MILLPOINTE DSF	18,000.00	92,460.00	92,460.00	10,000.00	82,460.00	10.82
Total Dept 000		864,423.27	92,460.00	92,460.00	10,008.75	82,451.25	10.82
TOTAL REVENUES		864,423.27	92,460.00	92,460.00	10,008.75	82,451.25	10.82
Expenditures							
Dept 000							
409-000-967.000	PROJECT COST	855,742.77	0.00	0.00	10,740.00	(10,740.00)	100.00
Total Dept 000		855,742.77	0.00	0.00	10,740.00	(10,740.00)	100.00
TOTAL EXPENDITURES		855,742.77	0.00	0.00	10,740.00	(10,740.00)	100.00
Fund 409 - MILLPOINTE ROAD CONSTRUCTION:							
TOTAL REVENUES		864,423.27	92,460.00	92,460.00	10,008.75	82,451.25	10.82
TOTAL EXPENDITURES		855,742.77	0.00	0.00	10,740.00	(10,740.00)	100.00
NET OF REVENUES & EXPENDITURES		8,680.50	92,460.00	92,460.00	(731.25)	93,191.25	0.79

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 410 - BULLARD LAKE ROAD CONSTRUCTION							
Revenues							
Dept 000							
410-000-665.000	INTEREST EARNINGS	0.00	0.00	0.00	93.15	(93.15)	100.00
410-000-669.401	TRANSFER IN FROM CAPITAL PROJECTS	0.00	0.00	168,850.00	168,850.00	0.00	100.00
Total Dept 000		0.00	0.00	168,850.00	168,943.15	(93.15)	100.06
TOTAL REVENUES		0.00	0.00	168,850.00	168,943.15	(93.15)	100.06
Expenditures							
Dept 000							
410-000-967.000	PROJECT COST	0.00	0.00	168,850.00	45.00	168,805.00	0.03
Total Dept 000		0.00	0.00	168,850.00	45.00	168,805.00	0.03
TOTAL EXPENDITURES		0.00	0.00	168,850.00	45.00	168,805.00	0.03
Fund 410 - BULLARD LAKE ROAD CONSTRUCTION:							
TOTAL REVENUES		0.00	0.00	168,850.00	168,943.15	(93.15)	100.06
TOTAL EXPENDITURES		0.00	0.00	168,850.00	45.00	168,805.00	0.03
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	168,898.15	(168,898.15)	100.00

User: SUSAN

DB: Hartland

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 536 - WATER SYSTEM FUND							
Revenues							
Dept 000							
536-000-600.400	WATER USAGE METERED	270,901.39	300,893.00	300,893.00	199,009.61	101,883.39	66.14
536-000-600.500	WATER READINESS TO SERVE	95,778.53	245,995.00	245,995.00	124,563.22	121,431.78	50.64
536-000-601.000	USER FEES	1,745.76	2,500.00	2,500.00	800.00	1,700.00	32.00
536-000-601.001	PENALTIES ON USER FEES	2,672.32	5,000.00	5,000.00	3,285.35	1,714.65	65.71
536-000-605.000	METER SALES	11,297.00	5,000.00	5,000.00	17,654.00	(12,654.00)	353.08
536-000-665.000	INTEREST EARNINGS	588.65	1,000.00	1,000.00	1,145.07	(145.07)	114.51
536-000-676.000	REIMBURSEMENTS	0.00	0.00	0.00	2.73	(2.73)	100.00
536-000-676.101	REIMB. CONTRACT SERVICES	6,299.28	23,844.00	23,844.00	16,348.24	7,495.76	68.56
Total Dept 000		389,282.93	584,232.00	584,232.00	362,808.22	221,423.78	62.10
TOTAL REVENUES		389,282.93	584,232.00	584,232.00	362,808.22	221,423.78	62.10
Expenditures							
Dept 000							
536-000-702.100	SALARY IN LIEU OF BENEFITS	4,200.00	7,200.00	7,200.00	3,483.92	3,716.08	48.39
536-000-702.400	MERIT/BONUS POOL	0.00	200.00	200.00	200.00	0.00	100.00
536-000-703.000	VAC/PTO OWED AT YE	0.00	2,000.00	2,000.00	0.00	2,000.00	0.00
536-000-704.000	OPERATOR II WAGES	24,574.32	44,070.00	44,070.00	25,745.94	18,324.06	58.42
536-000-706.000	OPERATOR I WAGES	19,163.67	34,573.00	34,573.00	14,903.36	19,669.64	43.11
536-000-707.000	SEASONAL WAGES	0.00	4,200.00	4,200.00	6,528.70	(2,328.70)	155.45
536-000-709.000	OVERTIME WAGES	3,629.98	7,864.00	7,864.00	3,665.48	4,198.52	46.61
536-000-715.000	EMPLOYERS SOC SEC	3,944.95	7,505.00	7,505.00	4,165.07	3,339.93	55.50
536-000-716.000	EMPLOYMENT EXPENSE	519.21	918.00	918.00	822.47	95.53	89.59
536-000-718.000	RETIREMENT	5,036.43	8,651.00	8,651.00	4,785.96	3,865.04	55.32
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	115.95	1,103.00	1,603.00	460.49	1,142.51	28.73
536-000-720.000	ADMINISTRATIVE FEES	56,511.59	77,840.00	77,840.00	58,379.88	19,460.12	75.00
536-000-727.000	SUPPLIES/POSTAGE	1,669.94	4,470.00	4,470.00	1,245.63	3,224.37	27.87
536-000-740.000	OPERATING SUPPLIES	5,739.95	19,523.00	19,523.00	5,127.20	14,395.80	26.26
536-000-740.001	WATER TREAT. CHEMICALS	6,115.20	14,000.00	14,000.00	6,087.00	7,913.00	43.48
536-000-741.000	METER COSTS	12,087.44	17,500.00	17,500.00	17,691.69	(191.69)	101.10
536-000-801.000	CONTRACTED SERVICES	5,717.85	5,421.00	5,421.00	1,256.00	4,165.00	23.17
536-000-802.000	LAWN/SNOW MAINTENANCE	0.00	1,000.00	1,000.00	784.22	215.78	78.42
536-000-804.000	MEMBERSHIP & DUES	0.00	350.00	350.00	0.00	350.00	0.00
536-000-805.000	INTERNET	709.68	1,400.00	1,400.00	829.36	570.64	59.24
536-000-807.000	AUDIT FEES	4,000.00	4,000.00	4,000.00	4,000.00	0.00	100.00
536-000-816.000	ENGINEERING FEES	3,439.00	22,500.00	22,500.00	2,270.00	20,230.00	10.09
536-000-826.000	LEGAL FEES	0.00	5,000.00	5,000.00	0.00	5,000.00	0.00
536-000-851.000	TELEPHONE	1,920.41	3,607.00	3,607.00	2,029.69	1,577.31	56.27
536-000-860.000	GASOLINE	2,138.92	7,089.00	7,089.00	1,556.86	5,532.14	21.96
536-000-861.000	MILEAGE	0.00	300.00	300.00	0.00	300.00	0.00
536-000-890.000	CONTINGENCIES	0.00	15,000.00	15,000.00	0.00	15,000.00	0.00
536-000-900.000	PRINTING & PUBLICATIONS	0.00	312.00	312.00	0.00	312.00	0.00
536-000-910.000	INSURANCE	9,893.32	10,200.00	10,200.00	9,267.24	932.76	90.86
536-000-920.001	UTILITIES - GAS	331.40	1,655.00	1,655.00	340.65	1,314.35	20.58
536-000-920.002	UTILITIES - ELECTRIC	11,037.58	38,920.00	38,920.00	434.76	38,485.24	1.12
536-000-920.004	UTILITIES - SEWER	1,664.92	3,500.00	3,500.00	1,669.96	1,830.04	47.71
536-000-922.000	MISS DIG	92.24	1,500.00	1,500.00	0.00	1,500.00	0.00
536-000-930.000	SOFTWARE MAINTENANCE	2,457.22	6,078.00	6,078.00	2,347.29	3,730.71	38.62
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	10,002.38	49,500.00	49,500.00	25,998.59	23,501.41	52.52
536-000-930.002	REPAIRS & MAINTENANCE TRUCKS	1,184.58	3,050.00	3,050.00	885.20	2,164.80	29.18
536-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	2,234.00	12,750.00	12,750.00	3,712.36	9,037.64	29.12
536-000-956.000	MISCELLANEOUS	1,338.05	1,500.00	1,500.00	1,481.70	18.30	98.78

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20		YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
			ORIGINAL BUDGET	2019-20 AMENDED BUDGET			
Fund 536 - WATER SYSTEM FUND							
Expenditures							
536-000-957.000	EDUCATION/TRAINING/CONVENTION	585.00	3,300.00	3,300.00	59.00	3,241.00	1.79
536-000-964.002	UNCOLLECTIBLE UB FEES	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
536-000-999.539	TRANSFER TO WATER REPLACEMENT FUND	0.00	131,332.00	131,332.00	0.00	131,332.00	0.00
Total Dept 000		202,055.18	581,881.00	582,381.00	212,215.67	370,165.33	36.44
TOTAL EXPENDITURES		202,055.18	581,881.00	582,381.00	212,215.67	370,165.33	36.44
Fund 536 - WATER SYSTEM FUND:							
TOTAL REVENUES		389,282.93	584,232.00	584,232.00	362,808.22	221,423.78	62.10
TOTAL EXPENDITURES		202,055.18	581,881.00	582,381.00	212,215.67	370,165.33	36.44
NET OF REVENUES & EXPENDITURES		187,227.75	2,351.00	1,851.00	150,592.55	(148,741.55)	8,135.74

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 537 - WATER DEBT SERVICE FUND							
Revenues							
Dept 000							
537-000-404.000	SPECIAL ASSESSMENTS	2,651.68	15,995.00	15,995.00	78.53	15,916.47	0.49
537-000-665.000	INTEREST EARNINGS	180.78	2,000.00	2,000.00	266.85	1,733.15	13.34
Total Dept 000		2,832.46	17,995.00	17,995.00	345.38	17,649.62	1.92
TOTAL REVENUES		2,832.46	17,995.00	17,995.00	345.38	17,649.62	1.92
Expenditures							
Dept 000							
537-000-996.000	BOND FEES	1,000.00	500.00	500.00	500.00	0.00	100.00
537-000-997.001	2017 REFUNDING BOND INTEREST	17,400.00	12,000.00	12,000.00	12,000.00	0.00	100.00
Total Dept 000		18,400.00	12,500.00	12,500.00	12,500.00	0.00	100.00
TOTAL EXPENDITURES		18,400.00	12,500.00	12,500.00	12,500.00	0.00	100.00
Fund 537 - WATER DEBT SERVICE FUND:							
TOTAL REVENUES		2,832.46	17,995.00	17,995.00	345.38	17,649.62	1.92
TOTAL EXPENDITURES		18,400.00	12,500.00	12,500.00	12,500.00	0.00	100.00
NET OF REVENUES & EXPENDITURES		(15,567.54)	5,495.00	5,495.00	(12,154.62)	17,649.62	221.19

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 539 - WATER REPLACEMENT FUND							
Revenues							
Dept 000							
539-000-601.001	PENALTIES ON SURCHARGES	0.13	0.00	0.00	114.21	(114.21)	100.00
539-000-602.000	CONNECTION FEES	157,327.41	145,400.00	145,400.00	113,401.51	31,998.49	77.99
539-000-602.100	SURCHARGE FEES	(339.23)	29,134.00	29,134.00	0.00	29,134.00	0.00
539-000-665.000	INTEREST EARNINGS	1,432.03	2,200.00	2,200.00	1,997.12	202.88	90.78
539-000-665.001	UNREALIZED GAIN OR LOSS	0.00	0.00	0.00	(9.00)	9.00	100.00
Total Dept 000		158,420.34	176,734.00	176,734.00	115,503.84	61,230.16	65.35
TOTAL REVENUES		158,420.34	176,734.00	176,734.00	115,503.84	61,230.16	65.35
Expenditures							
Dept 000							
539-000-816.000	ENGINEERING FEES	0.00	0.00	175,000.00	0.00	175,000.00	0.00
539-000-930.000	REPAIRS & MAINTENANCE	17,495.94	15,000.00	15,000.00	4,149.29	10,850.71	27.66
539-000-968.000	DEPRECIATION	140,420.35	290,000.00	290,000.00	143,515.84	146,484.16	49.49
Total Dept 000		157,916.29	305,000.00	480,000.00	147,665.13	332,334.87	30.76
TOTAL EXPENDITURES		157,916.29	305,000.00	480,000.00	147,665.13	332,334.87	30.76
Fund 539 - WATER REPLACEMENT FUND:							
TOTAL REVENUES		158,420.34	176,734.00	176,734.00	115,503.84	61,230.16	65.35
TOTAL EXPENDITURES		157,916.29	305,000.00	480,000.00	147,665.13	332,334.87	30.76
NET OF REVENUES & EXPENDITURES		504.05	(128,266.00)	(303,266.00)	(32,161.29)	(271,104.71)	10.60

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 577 - CABLE TV FUND							
Revenues							
Dept 000							
577-000-607.000	PEG FEES	45,082.07	90,000.00	90,000.00	44,534.95	45,465.05	49.48
577-000-665.000	INTEREST EARNINGS	210.37	0.00	0.00	207.97	(207.97)	100.00
577-000-673.000	SALE OF FIXED ASSETS	0.00	0.00	0.00	4,500.00	(4,500.00)	100.00
Total Dept 000		45,292.44	90,000.00	90,000.00	49,242.92	40,757.08	54.71
TOTAL REVENUES		45,292.44	90,000.00	90,000.00	49,242.92	40,757.08	54.71
Expenditures							
Dept 000							
577-000-740.000	OPERATING SUPPLIES	754.92	2,100.00	2,100.00	2,515.50	(415.50)	119.79
577-000-801.000	CONTRACTED SERVICES & RENTALS	15,723.25	30,500.00	30,500.00	19,582.50	10,917.50	64.20
577-000-805.000	INTERNET	1,148.10	2,200.00	2,200.00	1,237.95	962.05	56.27
577-000-806.000	CABLE TV FEES	490.56	1,050.00	1,050.00	584.90	465.10	55.70
577-000-900.000	PRINTING & PUBLICATIONS	0.00	0.00	0.00	100.00	(100.00)	100.00
577-000-930.000	REPAIRS & MAINTENANCE	1,041.98	6,500.00	6,500.00	295.00	6,205.00	4.54
577-000-932.000	REPAIRS & MAINTENANCE - TRUCKS	0.00	1,200.00	1,200.00	0.00	1,200.00	0.00
577-000-941.000	RENT	0.00	12,984.00	12,984.00	12,984.00	0.00	100.00
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	6,349.88	20,185.00	20,185.00	12,115.71	8,069.29	60.02
577-000-970.000	CAPITAL OUTLAY	12,926.85	13,281.00	28,290.00	37,673.99	(9,383.99)	133.17
Total Dept 000		38,435.54	90,000.00	105,009.00	87,089.55	17,919.45	82.94
TOTAL EXPENDITURES		38,435.54	90,000.00	105,009.00	87,089.55	17,919.45	82.94
Fund 577 - CABLE TV FUND:							
TOTAL REVENUES		45,292.44	90,000.00	90,000.00	49,242.92	40,757.08	54.71
TOTAL EXPENDITURES		38,435.54	90,000.00	105,009.00	87,089.55	17,919.45	82.94
NET OF REVENUES & EXPENDITURES		6,856.90	0.00	(15,009.00)	(37,846.63)	22,837.63	252.16

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20		YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
			ORIGINAL BUDGET	2019-20 AMENDED BUDGET			
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND							
Revenues							
Dept 000							
590-000-600.100	SEWER USAGE FLAT RATE	364,536.34	711,536.00	711,536.00	355,378.78	356,157.22	49.95
590-000-600.200	SEWER USAGE METERED	430,830.12	876,171.00	876,171.00	399,527.14	476,643.86	45.60
590-000-600.300	SEWER CAPITAL CHARGES	108,543.03	231,584.00	231,584.00	109,969.44	121,614.56	47.49
590-000-600.600	SEWER RTS CHARGE	259,870.90	759,617.00	759,617.00	340,222.26	419,394.74	44.79
590-000-601.000	USER FEES	20.00	0.00	0.00	65.00	(65.00)	100.00
590-000-601.001	PENALTIES ON USER FEES	19,511.20	30,000.00	30,000.00	21,396.51	8,603.49	71.32
590-000-602.000	CONNECTION FEES	200,109.53	183,356.00	183,356.00	105,719.04	77,636.96	57.66
590-000-602.100	SURCHARGE FEES	21,943.58	77,059.00	77,059.00	27,635.33	49,423.67	35.86
590-000-605.000	METER SALES	0.00	880.00	880.00	0.00	880.00	0.00
590-000-665.000	INTEREST EARNINGS	12,242.48	23,000.00	23,000.00	23,293.86	(293.86)	101.28
590-000-665.001	UNREALIZED GAIN OR LOSS	0.00	0.00	0.00	958.65	(958.65)	100.00
590-000-668.000	SEPTAGE STATION REVENUES	173,217.61	240,000.00	240,000.00	198,269.98	41,730.02	82.61
Total Dept 000		1,590,824.79	3,133,203.00	3,133,203.00	1,582,435.99	1,550,767.01	50.51
TOTAL REVENUES		1,590,824.79	3,133,203.00	3,133,203.00	1,582,435.99	1,550,767.01	50.51
Expenditures							
Dept 000							
590-000-720.000	ADMINISTRATIVE FEES	51,252.85	71,593.00	71,593.00	53,672.19	17,920.81	74.97
590-000-727.000	SUPPLIES & POSTAGE	1,146.21	1,400.00	1,400.00	1,167.11	232.89	83.37
590-000-741.000	METER COSTS	0.00	5,000.00	5,000.00	0.00	5,000.00	0.00
590-000-801.000	CONTRACTED SERVICES	0.00	200.00	200.00	0.00	200.00	0.00
590-000-801.008	LCDC CONTRACT SERVICES	1,115,485.05	2,165,165.00	2,165,165.00	1,185,955.24	979,209.76	54.77
590-000-807.000	AUDIT FEES	4,990.00	5,150.00	5,150.00	4,990.00	160.00	96.89
590-000-826.000	LEGAL FEES	0.00	1,000.00	1,000.00	247.50	752.50	24.75
590-000-910.000	INSURANCE	9,802.52	10,100.00	10,100.00	9,754.08	345.92	96.58
590-000-930.000	SOFTWARE MAINTENANCE	1,074.53	1,138.00	1,138.00	1,099.13	38.87	96.58
590-000-968.000	DEPRECIATION	254,724.19	436,670.00	436,670.00	254,724.19	181,945.81	58.33
590-000-999.595	TRANSFER TO SEWER EXP BOND FUND	0.00	0.00	921,000.00	921,000.00	0.00	100.00
Total Dept 000		1,438,475.35	2,697,416.00	3,618,416.00	2,432,609.44	1,185,806.56	67.23
Dept 595 - 2005 SEWER BONDS							
590-595-826.000	LEGAL FEES	4,275.24	5,000.00	5,000.00	2,542.50	2,457.50	50.85
Total Dept 595 - 2005 SEWER BONDS		4,275.24	5,000.00	5,000.00	2,542.50	2,457.50	50.85
TOTAL EXPENDITURES		1,442,750.59	2,702,416.00	3,623,416.00	2,435,151.94	1,188,264.06	67.21
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND:							
TOTAL REVENUES		1,590,824.79	3,133,203.00	3,133,203.00	1,582,435.99	1,550,767.01	50.51
TOTAL EXPENDITURES		1,442,750.59	2,702,416.00	3,623,416.00	2,435,151.94	1,188,264.06	67.21
NET OF REVENUES & EXPENDITURES		148,074.20	430,787.00	(490,213.00)	(852,715.95)	362,502.95	173.95

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 591 - LAKE TYRONE 2015 SEWER SAD							
Revenues							
Dept 000							
591-000-404.000	SPECIAL ASSESSMENT REVENUE	0.00	48,191.00	48,191.00	326.36	47,864.64	0.68
591-000-665.000	INTEREST EARNINGS	698.24	0.00	0.00	882.62	(882.62)	100.00
Total Dept 000		698.24	48,191.00	48,191.00	1,208.98	46,982.02	2.51
TOTAL REVENUES		698.24	48,191.00	48,191.00	1,208.98	46,982.02	2.51
Expenditures							
Dept 000							
591-000-997.000	BOND INTEREST PAYMENT	14,034.41	26,750.00	26,750.00	13,375.16	13,374.84	50.00
Total Dept 000		14,034.41	26,750.00	26,750.00	13,375.16	13,374.84	50.00
TOTAL EXPENDITURES		14,034.41	26,750.00	26,750.00	13,375.16	13,374.84	50.00
Fund 591 - LAKE TYRONE 2015 SEWER SAD:							
TOTAL REVENUES		698.24	48,191.00	48,191.00	1,208.98	46,982.02	2.51
TOTAL EXPENDITURES		14,034.41	26,750.00	26,750.00	13,375.16	13,374.84	50.00
NET OF REVENUES & EXPENDITURES		(13,336.17)	21,441.00	21,441.00	(12,166.18)	33,607.18	56.74

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 595 - 2005 SEWER EXP BONDS							
Revenues							
Dept 000							
595-000-404.000	SPECIAL ASSESSMENTS INTEREST	0.00	23,754.00	23,754.00	0.00	23,754.00	0.00
595-000-404.004	SAD DISTRICT 4 INTEREST	3,148.37	86,929.00	86,929.00	90.72	86,838.28	0.10
595-000-404.005	SAD DISTRICT 5 INTEREST	0.00	5,417.00	5,417.00	0.00	5,417.00	0.00
595-000-404.006	SAD DISTRICT 6 INTEREST	134.75	10,536.00	10,536.00	115.50	10,420.50	1.10
595-000-404.007	SAD DISTRICT #7 INTEREST	0.00	4,309.00	4,309.00	0.00	4,309.00	0.00
595-000-404.008	SAD #4 SUPPLEMENTAL INCOME	407.75	8,652.00	8,652.00	9.46	8,642.54	0.11
595-000-665.000	INTEREST EARNINGS	701.49	5,246.00	5,246.00	469.00	4,777.00	8.94
595-000-699.590	TRANSFER IN SEWER	0.00	0.00	921,000.00	921,000.00	0.00	100.00
Total Dept 000		4,392.36	144,843.00	1,065,843.00	921,684.68	144,158.32	86.47
TOTAL REVENUES		4,392.36	144,843.00	1,065,843.00	921,684.68	144,158.32	86.47
Expenditures							
Dept 000							
595-000-995.100	AMORTIZATION - BOND FEES	2,391.83	4,100.00	4,100.00	2,391.83	1,708.17	58.34
595-000-996.000	BOND FEES	1,250.00	1,250.00	1,250.00	1,250.00	0.00	100.00
595-000-997.006	BOND INTEREST 2011 REFUNDING	131,075.00	262,150.00	262,150.00	152,920.83	109,229.17	58.33
595-000-997.007	SERIES 2016 REFUNDING BOND INTEREST	229,600.00	226,500.00	226,500.00	226,500.00	0.00	100.00
Total Dept 000		364,316.83	494,000.00	494,000.00	383,062.66	110,937.34	77.54
TOTAL EXPENDITURES		364,316.83	494,000.00	494,000.00	383,062.66	110,937.34	77.54
Fund 595 - 2005 SEWER EXP BONDS:							
TOTAL REVENUES		4,392.36	144,843.00	1,065,843.00	921,684.68	144,158.32	86.47
TOTAL EXPENDITURES		364,316.83	494,000.00	494,000.00	383,062.66	110,937.34	77.54
NET OF REVENUES & EXPENDITURES		(359,924.47)	(349,157.00)	571,843.00	538,622.02	33,220.98	94.19

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 596 - FORESTBROOK HILLS SEWER SAD#1							
Revenues							
Dept 000							
596-000-404.000	SPECIAL ASSESSMENTS	0.00	4,299.00	4,299.00	0.00	4,299.00	0.00
596-000-665.000	INTEREST EARNINGS	68.21	0.00	0.00	90.19	(90.19)	100.00
Total Dept 000		68.21	4,299.00	4,299.00	90.19	4,208.81	2.10
TOTAL REVENUES		68.21	4,299.00	4,299.00	90.19	4,208.81	2.10
Fund 596 - FORESTBROOK HILLS SEWER SAD#1:							
TOTAL REVENUES		68.21	4,299.00	4,299.00	90.19	4,208.81	2.10
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		68.21	4,299.00	4,299.00	90.19	4,208.81	2.10

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2018	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 597 - HARTLAND TWP SEWER SAD 200							
Revenues							
Dept 000							
597-000-404.000	SPECIAL ASSESSMENTS	0.00	5,273.00	5,273.00	411.32	4,861.68	7.80
597-000-665.000	INTEREST EARNINGS	72.73	0.00	0.00	106.16	(106.16)	100.00
Total Dept 000		72.73	5,273.00	5,273.00	517.48	4,755.52	9.81
TOTAL REVENUES		72.73	5,273.00	5,273.00	517.48	4,755.52	9.81
Fund 597 - HARTLAND TWP SEWER SAD 200:							
TOTAL REVENUES		72.73	5,273.00	5,273.00	517.48	4,755.52	9.81
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		72.73	5,273.00	5,273.00	517.48	4,755.52	9.81
TOTAL REVENUES - ALL FUNDS		5,080,504.39	10,314,446.00	11,410,296.00	7,775,343.90	3,634,952.10	68.14
TOTAL EXPENDITURES - ALL FUNDS		6,420,417.81	9,534,187.00	11,420,120.00	10,864,985.27	555,134.73	95.14
NET OF REVENUES & EXPENDITURES		(1,339,913.42)	780,259.00	(9,824.00)	(3,089,641.37)	3,079,817.37	1,449.93

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: James Wickman, Township Manager

Subject: Draft 2020 Strategic Plan

Date: December 4, 2019

Recommended Action

Board review, questions, discussion, feedback and consensus

Discussion

I am working to compile a final draft of the Strategic Plan update for 2020, including a Staff Action Plan update to supplement these efforts. As we discussed during the Board retreat, there are not any new major initiatives. The plan will be smaller than in years past and should require less work sessions next year.

Attachments

Draft 2020 Strategic Plan / Staff Action Plan / Board Work Session Schedule

Hartland Township
 Tentative Schedule
 Board Work Sessions
 and/or Special Meetings

DRAFT

2019	December	Manager - Strategic Plan Draft Manager - 2020 Annual Goals Manager - Gateway Signs & Wayfinding	
	2020	January	Manager - Annual Review Budget - Revenue Projections Manager - Strategic Plan Communications
	February	Budget - Review Fire - Budget Review & Millage Update Pathways - Options & Costs	
	March	Water System Expansion	
	April	Sewer Capital Reserves REU Cost Strategies	
	May	(TBD) Joint PC - Next Comprehensive Plan Road Commission Director	
	June	Police - Data & Analysis	
	July	Manager - Six Month Review Parks - Next Steps	
	August	Fire - Six Month Review	
	September	Strategic Planning Retreat	
	October	Partners in Progress - Joint Meeting State of the Township	
	November	Drain Commissioner - Annual Update Safer Roads Plan	
	December	Manager - Set Annual Goals 2021 Community Vision Meeting Plan	

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: James Wickman, Township Manager

Subject: 2020 Manager Goals

Date: December 4, 2019

Recommended Action

Board discussion and consensus

Discussion

I have attached the thoughts from my goal analysis. I provide these only as a conversation starter for the Board, as you may, of course, choose differing goals and/or competencies. I look forward to the discussion.

Attachments

2020 Manager Goal Review



PERFORMANCE GOALS FORM

Employee Name & Position	Period Start & End Date	
James Wickman	01-01-20	12-31-20

PERFORMANCE GOALS

List the performance goals, factors, objectives and accomplishments expected during the rating period. Performance goals should be briefly stated, but specifically defined and should include expected deadlines and measurable outcomes. A minimum of five (5) and a maximum of ten (10) goals should be identified for the Manager, which may include such areas as operations, strategic planning, projects, job duties, delegation, professional developments and coaching.

1	<i>By February 1</i> – Submit a general fund budget proposal that balances Board interests for fiscal stewardship, including reserve levels to fund future capital project needs and potential future police expenses.
2	<i>By March 31</i> – Actively pursue a prudent plan for water system expansion (M-59 east), with regular Board communication and direction.
3	<i>By April 30</i> – Present a study to the Board of potential strategies for reducing the cost of sewer & water Residential Equivalent Units (REUs).
4	<i>By July 31</i> – Actively participate in facilitated discussions for the finances & operations of the Livingston Regional Sewer System (LRSS).
5	<i>By August 31</i> – Continue promoting a business-friendly climate of regulation & process.
6	<i>By October 31</i> – Continue actively engaging with the Partners in Progress and pursuing mutually beneficial goals.
7	<i>By November 3</i> – Actively assist the Board with implementing fire cost saving and millage renewal strategies.
8	<i>By November 30</i> – Present a draft plan to the Board for reconvening the Safer Roads Task Force in 2021.
9	<i>By November 30</i> – Actively lead & coordinate pending litigation.
10	<i>By November 30</i> – Complete all strategic plan goals and capital projects on schedule, on budget and within scope.



PERFORMANCE GOALS FORM

Employee Name & Position	Period Start & End Date	
James Wickman	01-01-20	12-31-20

COMPETENCIES

Competencies are defined as the ability, skill, knowledge, and motivation needed for success on the job. The competency rating scales should be used to communicate expectations, determine competency ratings, provide feedback on performance, and identify areas for professional development. **(Check all that apply.)**

<input type="checkbox"/>	ADAPTABILITY – Maintaining effectiveness when experiencing major changes in personal work tasks or the work environment; adjusting effectively to work within new work structures, processes, requirements or cultures.
<input type="checkbox"/>	BUILDING PARTNERSHIPS – Identifying opportunities and taking action to build strategic relationships between one’s area and other areas, teams, departments, units, or organizations to help achieve business goals.
<input checked="" type="checkbox"/>	COMMUNICATION – Clearly conveying and receiving information and ideas through a variety of media to individuals or groups in a manner that engages the audience, helps them understand and retain the message, and permits response and feedback from the audience.
<input type="checkbox"/>	CONTINUOUS LEARNING – Actively identifying new areas for learning; regularly creating and taking advantage of learning opportunities; using newly gained knowledge and skill on the job and learning through their application.
<input type="checkbox"/>	CONTRIBUTING TO TEAM SUCCESS – Actively participating as a member of a team to move the team toward the completion of goals.
<input type="checkbox"/>	CUSTOMER FOCUS – Making customers and their needs a primary focus of one’s actions; developing and sustaining productive customer relationships.
<input type="checkbox"/>	DECISION MAKING – Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.
<input type="checkbox"/>	IMPACT – Creating a good first impression, commanding attention and respect, showing an air of confidence.
<input type="checkbox"/>	INITIATING ACTION – Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive.
<input checked="" type="checkbox"/>	INNOVATION – Generating innovative solutions in work situations; trying different and novel ways to deal with work problems and opportunities.



PERFORMANCE GOALS FORM

Employee Name & Position	Period Start & End Date	
James Wickman	01-01-20	12-31-20

<input checked="" type="checkbox"/>	INTEGRITY/HONESTY – Contributing to maintaining the integrity of the organization; displaying high standards of ethical conduct and understanding the impact of violating these standards on the organization, self, and others; is trustworthy.
<input type="checkbox"/>	INTERPERSONAL SKILLS – Considering and responding appropriately to the needs, feelings, and capabilities of others; adjusting approaches to suit different people and situations; and representing the agency to the public and other agencies in a courteous and pleasant manner.
<input type="checkbox"/>	JOB KNOWLEDGE AND SKILLS – Understanding, absorbing, retaining, and correctly applying information, instructions, and procedures to complete the job assignments effectively and being skilled in the use and maintenance of the equipment related to the work. Having achieved a satisfactory level of technical and professional skill or knowledge in position-related areas; keeping up with current developments and trends in areas of expertise.
<input type="checkbox"/>	MANAGING WORK – Effectively managing one’s time and resources to ensure that work is completed efficiently; makes timely requests for sick/annual leave time; utilizes sick leave appropriately; and reports for work and returns from breaks and lunch in a timely manner.
<input type="checkbox"/>	QUALITY ORIENTATION – Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks, being watchful over a period of time.
<input type="checkbox"/>	SAFETY AWARENESS – Being aware of conditions that affect employee safety.
<input type="checkbox"/>	STRESS TOLERANCE – Maintaining stable performance under pressure or opposition (such as time pressure or job ambiguity); handling stress in a manner that is acceptable to others and to the organization.
<input type="checkbox"/>	VALUING DIVERSITY AND INCLUSION – Actively appreciating and including the diverse capabilities, insights, and ideas of others and working effectively and respectfully with individuals of diverse backgrounds, styles, abilities, and motivations.

ADDITIONAL COMPETENCIES FOR DIRECTORS

<input type="checkbox"/>	ALIGNING PERFORMANCE FOR SUCCESS – Focusing and guiding others in accomplishing work objectives.
<input type="checkbox"/>	BUILDING TRUST – Interacting with others in a way that gives them confidence in one’s intentions and those of the organization.



PERFORMANCE GOALS FORM

Employee Name & Position	Period Start & End Date	
James Wickman	01-01-20	12-31-20

<input type="checkbox"/>	COACHING – Providing timely guidance and feedback to help staff strengthen specific knowledge and skill areas needed to accomplish a task or solve a problem.
<input type="checkbox"/>	DELEGATING RESPONSIBILITY – Allocating decision-making authority and/or task responsibility to appropriate others to maximize the organization’s and individual’s effectiveness.
<input checked="" type="checkbox"/>	DEVELOPING A SUCCESSFUL TEAM – Using appropriate methods and a flexible interpersonal style to help develop a cohesive team; facilitating the completion of team goals.
<input type="checkbox"/>	FACILITATING CHANGE – Encouraging others to seek opportunities for different and innovative approaches to addressing problems and opportunities, facilitating the implementation and acceptance of change within the workplace.
<input checked="" type="checkbox"/>	LEADING THROUGH VISION AND VALUES – Keeping the organization’s vision and values at the forefront of associate decision making and action.
<input checked="" type="checkbox"/>	MANAGING CONFLICT – Dealing effectively with others in antagonistic situations; using appropriate interpersonal styles and methods to reduce tension or conflict between two or more people.
<input type="checkbox"/>	PLANNING AND ORGANIZING WORK – Establishing courses of action for self and others to ensure that work is completed efficiently.
<input type="checkbox"/>	STRATEGIC PLANNING – Obtaining information and identifying key issues and relationships relevant to achieving a long-range goal or vision; committing to a course of action to accomplish a long-range goal or vision after developing alternatives based on logical assumptions, facts, available resources, constraints, and organizational values.
<input type="checkbox"/>	WORK STANDARDS – Setting high standards of performance for self and staff; assuming responsibility and accountability for successfully completing assignments or tasks; and self-imposing standards of excellence rather than having standards imposed.

<p>I certify that the performance goals and competencies identified above provide the basis for evaluating this employee’s performance during this rating period.</p>	<p>Supervisor’s Signature & Date:</p>
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