



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, March 03, 2020 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 02/18/2020 Regular Meeting Minutes
 - [d.](#) 2020-2029 HAYAA Spranger Agreement
 - [e.](#) Approve Pfeffer, Hanniford & Palka Contract for Annual Audit (\$19,000/year - no increase)
 - [f.](#) Approve Budget Amendment & Purchase of Mowing Equipment (\$24,700)
 - [g.](#) Approve Budget Amendment & HRC Engineering Proposal for M-59 Sidewalk (\$41,700)
 7. Budget Hearing
 - [a.](#) Resolution – FY2021 General Appropriations Act
 - [b.](#) Fiscal 2020-2021 Fire Authority Budget
 8. Pending & New Business
 - [a.](#) 2020 Spranger Improvements
 9. Board Reports
- [BRIEF RECESS]
10. Information / Discussion
 - a. 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: February 25, 2020

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$6,556.35. The bills are available in the Finance office for review.

No notable invoices to include.

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY20 budget.

Attachments

Bills for 03.03.2020

02/25/2020 12:27 PM
User: SUSANC
DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 03/03/2020 - 03/03/2020
BOTH JOURNALIZED AND UNJOURNALIZED

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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		

CHETS	CHETS RENT-ALL	02/11/2020	9064212	FOA	LIGHT TOWER FOR WINTERFEST 2020	
43143	2616 CROOKS ROAD	03/03/2020		N		745.80
02/11/2020	ROCHESTER HILLS MI, 48309	/ /	0.0000	N		0.00
		03/03/2020		N		745.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	745.80

VENDOR TOTAL: 745.80

CITYOFFENT	CITY OF FENTON	02/14/2020	3688	FOA	FEBRUARY 2020 - BACTERIOLOGICAL SAMP	
43164	301 S LEROY ST	03/03/2020		N		16.00
02/14/2020	FENTON MI, 48430	/ /	0.0000	N		0.00
		03/03/2020		Y		16.00

Open

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

VENDOR TOTAL: 16.00

0070	DTE ENERGY	02/11/2020	877391508-01/202	FOA	JANUARY 2020 - HERO TEEN CTR & EMERG	
43166	P.O BOX 740786	03/03/2020		N		221.80
	CINCINNATI					
02/11/2020	OH, 45274-0786	/ /	0.0000	N		0.00
		03/03/2020		N		221.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-920.002	UTILITIES - ELECTRIC	17.52
101-265-920.002	UTILITIES - ELECTRIC	204.28
		221.80

VENDOR TOTAL: 221.80

0071	DTE ENERGY-STREET LIGHTS	01/31/2020	200431907719	FOA	JANUARY 2020 - STREETLIGHTS INCL MIL	
43155		03/03/2020		N		755.35
	P.O. BOX 630795					
01/31/2020	CINCINNATI OH, 45263-0795	/ /	0.0000	N		0.00
		03/03/2020		N		755.35

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-448-921.000	STREET LIGHTS	472.70
701-000-290.400	MILPOINT STREET LIGHT ESCROW	261.43
701-000-290.410	FIDDLERS GROVE STREETLIGHT	21.22
		755.35

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Vendor Code	Vendor name	BOTH OPEN AND PAID	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		

VENDOR TOTAL: 755.35

1115	ECONO PRINT	02/13/2020	65175	FOA	ASSESSING NOTICES	
43157	10312 DEXTER-PICKNEY ROAD	03/03/2020		N		1,008.88
02/13/2020	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		03/03/2020		N		1,008.88

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-811.000	TAX PREPARATION	1,008.88

VENDOR TOTAL: 1,008.88

HAYAA-F	HARTLAND AREA YOUTH ATHLETIC ASSOC	03/03/2020	030320	FOA	PAYMENT DUE 3/15/20 PER AGREEMENT	
43179	HAYAA - FOOTBALL	03/03/2020		N		250.18
	P.O. BOX 359					
03/03/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/03/2020		N		250.18

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	250.18

VENDOR TOTAL: 250.18

HCSA	HARTLAND COMMUNITY SOCCER ASSN	03/03/2020	030320	FOA	PAYMENT DUE 3/15/20 PER AGREEMENT	
43180	HARTLAND COMMUNITY EDUCATION	03/03/2020		N		621.90
	9525 HIGHLAND RD					
03/03/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/03/2020		N		621.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	621.90

VENDOR TOTAL: 621.90

WATERO&M	HARTLAND TOWNSHIP WATER O & M	02/13/2020	021320	FOA	WINTERFEST 2020 COSTS INCURRED BY WA	
43158	2655 CLARK RD	03/03/2020		N		534.12
02/13/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/03/2020		N		534.12

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	534.12

VENDOR TOTAL: 534.12

HYL	HARTLAND YOUTH LACROSSE	03/03/2020	030320	FOA	PAYMENT DUE 3/15/20 PER AGREEMENT	
43178	P.O. BOX 56	03/03/2020		N		250.18

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

03/03/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/03/2020		N		250.18

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	250.18

VENDOR TOTAL: 250.18

1180	PETER'S TRUE VALUE HARDWARE	02/13/2020	K51878	FOA	MASONRY BITS	
43156	3455 W. HIGHLAND ROAD	03/03/2020		N		22.75
02/13/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		03/03/2020		N		22.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	22.75

1180	PETER'S TRUE VALUE HARDWARE	02/20/2020	K51947	FOA	SEALANT	
43203	3455 W. HIGHLAND ROAD	03/03/2020		N		16.47
02/20/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		03/03/2020		N		16.47

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	16.47

VENDOR TOTAL: 39.22

PMTECH	PM TECHNOLOGIES	02/18/2020	135278	FOA	GENERATOR REPAIR	
43199	28294 BECK ROAD	03/03/2020		N		1,789.29
02/18/2020	WIXOM MI, 48393	/ /	0.0000	N		0.00
		03/03/2020		N		1,789.29

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	1,789.29

VENDOR TOTAL: 1,789.29

PUMMILL	PUMMILL PROMARK	02/12/2020	25018	FOA	CLEARING ACCOUNT CHECKS 1000#	
43159		03/03/2020		N		144.90
02/12/2020	P.O. BOX 140108	/ /	0.0000	N		0.00
	GRAND RAPIDS MI, 49514	03/03/2020		Y		144.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-727.000	SUPPLIES & POSTAGE	144.90

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Vendor Code	Vendor name	BOTH OPEN AND PAID	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		

VENDOR TOTAL: 144.90

STAPLES	STAPLES	02/15/2020	8057508579	FOA	MISC SUPPLIES	
43161	PO BOX 660409	03/03/2020		N		42.83
02/15/2020	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		03/03/2020		N		42.83

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-727.000	SUPPLIES & POSTAGE	38.04
101-192-727.000	SUPPLIES & POSTAGE	4.79
		42.83

STAPLES	STAPLES	02/22/2020	8057582469	FOA	MISC SUPPLIES	
43202	PO BOX 660409	03/03/2020		N		121.98
02/22/2020	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		03/03/2020		N		121.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	39.57
101-299-727.000	SUPPLIES & POSTAGE	3.60
101-400-727.000	SUPPLIES & POSTAGE	78.81
		121.98

VENDOR TOTAL: 164.81

TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	02/16/2020	5203913	FOA	FEBRUARY 2020 - ESTUDIO2830C COLOR C	
43200	PO BOX 927	03/03/2020		N		11.17
02/16/2020	BUFFALO NY, 14240	/ /	0.0000	N		0.00
		03/03/2020		N		11.17

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	11.17

TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	02/16/2020	5203914	FOA	FEBRUARY 2020 - ESTUDIO2830C - BLACK	
43201	PO BOX 927	03/03/2020		N		2.75
02/16/2020	BUFFALO NY, 14240	/ /	0.0000	N		0.00
		03/03/2020		N		2.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	2.75

VENDOR TOTAL: 13.92

TOTAL - ALL VENDORS: 6,556.35

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

FUND TOTALS:						
Fund 101 - GENERAL FUND						4,411.67
Fund 206 - FIRE OPERATING						17.52
Fund 536 - WATER SYSTEM FUND						1,844.51
Fund 701 - TRUST AND AGENCY						282.65

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: February 25, 2020

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 - \$14,267.10

February 27, 2020 Payroll - \$71,845.56

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY20 budget.

Attachments

Post Audit Bills List 02.13.2020

Post Audit Bills List 02.24.2020

Payroll for 02.27.2020

02/24/2020 11:26 AM
User: SUSANC
DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 02/13/2020 - 02/13/2020

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/13/2020	FOA	40211	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	693.91
		40211		STREET LIGHTS	101-448-921.000	150.32
						<hr/> 844.23
02/13/2020	FOA	40212	LIVINGSTON DAILY PRESS & ARGUS	PRINTING & PUBLICATIONS	101-215-900.000	185.00
		40212		PRINTING & PUBLICATIONS	101-400-900.000	110.00
						<hr/> 295.00
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS		1,139.23

--- GL TOTALS ---

101-215-900.000	PRINTING & PUBLICATIONS	185.00
101-265-920.001	UTILITIES - GAS	693.91
101-400-900.000	PRINTING & PUBLICATIONS	110.00
101-448-921.000	STREET LIGHTS	150.32
	TOTAL	1,139.23

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
 CHECK DATE FROM 02/24/2020 - 02/24/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/24/2020	FOA	40246	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,456.49
		40246		STREET LIGHTS	101-448-921.000	123.48
		40246		UTILITIES - ELECTRIC	101-751-920.002	263.16
		40246		UTILITIES - ELECTRIC	536-000-920.002	110.03
						<hr/> 1,953.16
02/24/2020	FOA	40247	MUTUAL OF OMAHA	ACCRUED STD/LTD BENEFITS	001-000-257.103	141.17
		40247		EMPLOYMENT EXPENSE	101-172-716.000	92.85
		40247		EMPLOYMENT EXPENSE	101-192-716.000	88.54
		40247		EMPLOYMENT EXPENSE	101-209-716.000	89.86
		40247		EMPLOYMENT EXPENSE	101-215-716.000	56.40
		40247		EMPLOYMENT EXPENSE	101-253-716.000	60.45
		40247		EMPLOYMENT EXPENSE	101-400-716.000	105.86
		40247		EMPLOYMENT EXPENSE	536-000-716.000	70.76
						<hr/> 705.89
02/24/2020	FOA	40248	PRINCIPAL LIFE INSURANCE COMPANY	ACCRUED DENTAL BENEFITS	001-000-257.101	131.84
		40248		ACCRUED VISION BENEFITS	001-000-257.102	45.66
		40248		EMPLOYMENT EXPENSE	101-172-716.000	173.43
		40248		EMPLOYMENT EXPENSE	101-192-716.000	80.72
		40248		EMPLOYMENT EXPENSE	101-209-716.000	32.02
		40248		EMPLOYMENT EXPENSE	101-215-716.000	118.42
		40248		EMPLOYMENT EXPENSE	101-253-716.000	156.12
		40248		EMPLOYMENT EXPENSE	101-400-716.000	109.00
		40248		EMPLOYMENT EXPENSE	536-000-716.000	40.36
						<hr/> 887.57
02/24/2020	FOA	40249	PRIORITY HEALTH	ACCRUED MEDICAL BENEFITS	001-000-257.100	1,745.22
		40249		EMPLOYMENT EXPENSE	101-172-716.000	1,978.84
		40249		EMPLOYMENT EXPENSE	101-192-716.000	1,055.38
		40249		EMPLOYMENT EXPENSE	101-215-716.000	1,392.92
		40249		EMPLOYMENT EXPENSE	101-253-716.000	2,026.15
		40249		EMPLOYMENT EXPENSE	536-000-716.000	527.69
						<hr/> 8,726.20
02/24/2020	FOA	40250	RESERVE ACCOUNT	SUPPLIES & POSTAGE	101-191-727.000	667.45
		40250		SUPPLIES & POSTAGE	101-192-727.000	20.80
		40250		SUPPLIES & POSTAGE	101-209-727.000	3.65
		40250		SUPPLIES & POSTAGE	101-253-727.000	3.50
		40250		TAX COLLECTION	101-253-811.100	34.50
		40250		SUPPLIES & POSTAGE	101-299-727.000	105.25
		40250		SUPPLIES & POSTAGE	101-400-727.000	10.50
		40250		SUPPLIES & POSTAGE	590-000-727.000	9.40
						<hr/> 855.05
TOTAL - ALL FUNDS				TOTAL OF 5 CHECKS		13,127.87

--- GL TOTALS ---

001-000-257.100	ACCRUED MEDICAL BENEFITS	1,745.22
001-000-257.101	ACCRUED DENTAL BENEFITS	131.84

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DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 02/24/2020 - 02/24/2020

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
001-000-257.102				ACCRUED VISION BENEFITS		45.66
001-000-257.103				ACCRUED STD/LTD BENEFITS		141.17
101-172-716.000				EMPLOYMENT EXPENSE		2,245.12
101-191-727.000				SUPPLIES & POSTAGE		667.45
101-192-716.000				EMPLOYMENT EXPENSE		1,224.64
101-192-727.000				SUPPLIES & POSTAGE		20.80
101-209-716.000				EMPLOYMENT EXPENSE		121.88
101-209-727.000				SUPPLIES & POSTAGE		3.65
101-215-716.000				EMPLOYMENT EXPENSE		1,567.74
101-253-716.000				EMPLOYMENT EXPENSE		2,242.72
101-253-727.000				SUPPLIES & POSTAGE		3.50
101-253-811.100				TAX COLLECTION		34.50
101-265-920.002				UTILITIES - ELECTRIC		1,456.49
101-299-727.000				SUPPLIES & POSTAGE		105.25
101-400-716.000				EMPLOYMENT EXPENSE		214.86
101-400-727.000				SUPPLIES & POSTAGE		10.50
101-448-921.000				STREET LIGHTS		123.48
101-751-920.002				UTILITIES - ELECTRIC		263.16
536-000-716.000				EMPLOYMENT EXPENSE		638.81
536-000-920.002				UTILITIES - ELECTRIC		110.03
590-000-727.000				SUPPLIES & POSTAGE		9.40
				TOTAL		13,127.87

Check Register Report For Hartland Township
For Check Dates 02/27/2020 to 02/27/2020

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/27/2020	FOA	16637	BURROUGHS, JEFFREY M	70.00	61.66	0.00	Open
02/27/2020	FOA	16638	GOODWIN, DENNIS R	245.82	191.23	0.00	Open
02/27/2020	FOA	16639	LAROSE, MICHELLE M	52.50	46.25	0.00	Open
02/27/2020	FOA	16640	PETRUCCI, JOSEPH M	500.00	416.56	0.00	Open
02/27/2020	FOA	16641	VOIGHT, KEITH R	126.00	111.00	0.00	Open
02/27/2020	FOA	16642	ICMA VANTAGEPOINT TRANSFER AGENT	910.22	910.22	0.00	Open
02/27/2020	FOA	16643	ICMA VANTAGEPOINT TRANSFER AGENTS	29.98	29.98	0.00	Open
02/27/2020	FOA	16644	ICMA VANTAGEPOINT TRANSFER AGENT	3,821.77	3,821.77	0.00	Open
02/27/2020	FOA	16645	ICMA VANTAGEPOINT TRANSFER AGENT	964.10	964.10	0.00	Open
02/27/2020	FOA	DD6358	BAGDON, KELLY M	1,735.64	0.00	1,246.49	Cleared
02/27/2020	FOA	DD6359	BEAUDOIN, DIANA K	512.33	0.00	468.19	Cleared
02/27/2020	FOA	DD6360	BROOKS, TYLER J	1,530.45	0.00	1,088.48	Cleared
02/27/2020	FOA	DD6361	CASE, SUSAN E	1,533.75	0.00	1,023.20	Cleared
02/27/2020	FOA	DD6362	CIOFU, LARRY N	2,583.33	0.00	1,892.87	Cleared
02/27/2020	FOA	DD6363	COLAIANNE, JOSEPH W	552.50	0.00	441.73	Cleared
02/27/2020	FOA	DD6364	DRYDEN-HOGAN, SUSAN A	3,211.28	0.00	2,297.35	Cleared
02/27/2020	FOA	DD6365	FOUNTAIN, WILLIAM J	2,583.33	0.00	2,157.75	Cleared
02/27/2020	FOA	DD6366	FOX, LAWRENCE E	564.75	0.00	497.55	Cleared
02/27/2020	FOA	DD6367	GERMANE, MATTHEW J	500.00	0.00	436.75	Cleared
02/27/2020	FOA	DD6368	GREIG, DAVID F	70.00	0.00	64.64	Cleared
02/27/2020	FOA	DD6369	HARPER, GLENN E	500.00	0.00	416.56	Cleared
02/27/2020	FOA	DD6370	HEASLIP, JAMES B	3,083.92	0.00	2,122.26	Cleared
02/27/2020	FOA	DD6371	HORNING, KATHLEEN A	2,583.33	0.00	1,780.58	Cleared
02/27/2020	FOA	DD6372	JOHNSON, LISA	2,013.80	0.00	1,416.84	Cleared
02/27/2020	FOA	DD6373	KENDALL, ANTHONY S	27.70	0.00	25.57	Cleared
02/27/2020	FOA	DD6374	KLINE, CORI L	606.38	0.00	523.17	Cleared
02/27/2020	FOA	DD6375	KUMAR, ANDREW M	1,499.08	0.00	984.33	Cleared
02/27/2020	FOA	DD6376	LANGER, TROY D	3,390.25	0.00	2,409.67	Cleared
02/27/2020	FOA	DD6377	LENAGHAN, WILLIAM J	647.08	0.00	586.89	Cleared
02/27/2020	FOA	DD6378	LOUIS, CASEY	830.25	0.00	524.32	Cleared
02/27/2020	FOA	DD6379	MITCHELL, KYLE J	2,210.79	0.00	1,713.49	Cleared
02/27/2020	FOA	DD6380	MITCHELL, MICHAEL E	105.00	0.00	96.96	Cleared
02/27/2020	FOA	DD6381	MORGANROTH, CAROL L	1,859.07	0.00	1,435.33	Cleared
02/27/2020	FOA	DD6382	MURPHY, THOMAS A	52.50	0.00	46.26	Cleared

Check Register Report For Hartland Township
For Check Dates 02/27/2020 to 02/27/2020

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/27/2020	FOA	DD6383	SHOLLACK, DONNA M	1,578.93	0.00	1,139.03	Cleared
02/27/2020	FOA	DD6384	VERMILLION, KAREN L	1,533.75	0.00	1,132.81	Cleared
02/27/2020	FOA	DD6385	VOLLBRECHT, LYNN J	1,157.85	0.00	929.85	Cleared
02/27/2020	FOA	DD6386	WEST, ROBERT M	3,503.04	0.00	2,674.70	Cleared
02/27/2020	FOA	DD6387	WICKMAN, JAMES T	4,634.59	0.00	3,668.09	Cleared
02/27/2020	FOA	DD6388	WYATT, MARTHA K	2,694.75	0.00	1,944.76	Cleared
02/27/2020	FOA	EFT529	FEDERAL TAX DEPOSIT	11,724.20	11,724.20	0.00	Cleared
02/27/2020	FOA	EFT530	MI DEPT OF TREASURY	3,511.55	3,511.55	0.00	Cleared
Totals:			Number of Checks: 042	71,845.56	21,788.52	37,186.47	
Total Physical Checks:			9				
Total Check Stubs:			33				

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 02-18-2020 Hartland Township Board Regular Meeting Minutes

Date: February 26, 2020

Recommended Action

Move to approve the Hartland Township Board Regular Meeting minutes for February 18, 2020.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

2-18-2020 HTB Minutes - DRAFT

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES
February 18, 2020 – 7:00 PM

DRAFT

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

PRESENT: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne, Trustee Germane, Trustee Harper, Trustee Petrucci.

ABSENT: None.

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

4. Approval of the Agenda

Move to approve the agenda for the February 18, 2020, Hartland Township Board meeting as presented.

Motion made by Treasurer Horning, Seconded by Trustee Harper.

Voting Yea: Fountain, Ciofu, Horning, Colaianne, Germane, Harper, 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 February 18, 2020, Hartland Township Board meeting as presented.

Motion made by Trustee Petrucci, Seconded by Trustee Germane.

Voting Yea: Fountain, Ciofu, Horning, Colaianne, Germane, Harper, 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 02/04/2020 Regular Meeting Minutes
- d. Approve 02/04/2020 Closed Session Meeting Minutes
- e. Livingston County Intergovernmental Agreement for the Watershed Advisory Group

7. Pending & New Business

- a. Rezoning #19-002 - 948 Old US 23 (Parcel #4708-33-100-016)
Supervisor Fountain stated that this was the old Beauchamp parcel, which is now Kubota, and that the Planning Commission (PC) was recommending this be re-zoned from Planned Development to Light Industrial. Trustee Colaianne stated that the PC was in full support of this re-zoning.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

February 18, 2020 – 7:00 PM

Move to adopt the resolution and ordinance to amend the zoning map.

Motion made by Trustee Colaianne, Seconded by Treasurer Horning.

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

Voting Nay: None Roll call vote taken. Motion passes: 7-0-0

b. Rezoning #19-003 - 1010 Old US 23 (Parcel #4708-28-300-016)

Supervisor Fountain stated that this property was just north of the previously mentioned property and was now known as Sunset Acres, and that the PC was recommending rezoning this from General Commercial to Light Industrial to be consistent with the surrounding properties in this area.

Move to adopt the resolution and ordinance to amend the zoning map.

Motion made by Treasurer Horning, Seconded by Trustee Harper.

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

Voting Nay: None Roll call vote taken. Motion passes: 7-0-0

8. Board Reports

Trustee Germane – Provided an update on the ongoing remediation effort at the former gas processing plant in Hartland. There was a slight setback in December 2019, and confirmed again with more testing in January, of an area on the north side of the 5-acre parcel where the concentrations of sulfolane rebounded to about what they were two years ago. The consultant of the responsible party has decided to install some additional vapor pins monitoring points to pump more oxygen into this one area. This technique has worked well in other hot spots in the past. This is the last area that is still above the cleanup criteria, so we are hoping that over the next 4-6 months it will drop to below detection levels. They can then begin their one year of monitoring it and confirm it stays at that concentration. A detailed report is in process and should be forthcoming soon from the State of Michigan in their 2019 4th quarter report. Manager Wickman stated that this report is placed on our website. Trustee Germane stated that the State also sends a copy of the report to Highland Township.

Trustee Harper - No report.

Trustee Petrucci - No report.

Clerk Ciofu - Gave a brief update on Winterfest. The event went very well and everyone that attended was overjoyed with the sledding hill. The kids also enjoyed the area where they made various snowmen, snow forts and such. Overall the event went very well except for the ice- skating rink. The rink was covered in snow and had several inches of slush under it, so we were unable to clean the surface. Some people did manage to get out there and scrape a small area and skate. Winterfest was very well attended this year and a more detailed report will be provided at a late date.

Treasurer Horning - No report.

Trustee Colaianne - Thanked all the volunteers, Clerk Ciofu, the Teen Center, and all the different groups that put together Winterfest. The event grows every year.

Supervisor Fountain - No report.

[BRIEF RECESS]

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

February 18, 2020 – 7:00 PM

9. Information / Discussion

a. Fire Authority FY 21 Budget

Hartland Deerfield Fire Authority (HDFA) Chief Adam Carroll and Finance Director Susan Dryden-Hogan joined the meeting. Chief Carroll gave a brief summary of issues with Deerfield Township that led to revisions of the earlier proposed budget and then gave an overview of the HDFA Budget beginning with the Hartland Township and Deerfield Township budget allocation based on the three-year rolling average formula. A brief discussion was held on the formula model, formula data and the schedule presented by Chief Carroll. Chief Carroll then responded to various questions from the Board regarding personnel costs, wage categories, insurance and benefits, other revenue as it relates to training provided by HDFA staff, and mutual aid cost recovery and the areas that the HDFA covers. Other issues discussed were workers compensation costs and experience ratings and the decline in transfers to Capital Replacement, which Chief Carroll stated is where changes were made due to the Deerfield Township issues. A brief discussion was held on the coverage that HDFA provides to Tyrone Township and the principal and practical compensation issues for this service. Chief Carroll gave a brief update on preliminary discussions on a joint fire authority stating there was a draft working document being prepared that identifies issues that need to be addressed and the details that may go into these issues. Items that need to be considered were Public Act 57 amendments, operations, personnel, and equipment. This document will evaluate the positives and negatives of the issues to be able to make an informed decision as to whether to proceed with the proposal. Further discussion was held on bringing in a third-party consultant, the timing as to when this should occur, and grant opportunities for this type of proposal. A brief discussion was also held on various millage rate issues that need to be considered. Future meetings will be held on this issue and updates will be provided to the Board.

b. Budget Work Session

Manager Wickman gave a brief overview of the remaining funds to be discussed other than the General Fund, which was discussed at our previous meeting. He then led a review of each funds budget highlighting crack sealing and gravel road improvements in the Municipal Street Fund and updates that will be provided from the HDFA budget discussion that will be added to the Fire Operating Fund. A discussion was held on the Capital Projects Fund cash flow projections and the Parks Site Plan Committee recommendations for next year. Specific items discussed were M-59 Median Improvements, the M-59 South Pathway Connector, Spranger Field Upgrades, Settler's Park Plant Management, Gateway Signs, HVAC Replacement, and the Hartland Road West Crosswalk. Public Works Director was present to provide details of discussions and agreements with MDOT regarding the M-59 South Pathway Connector, the Plantwise proposal for the Settler's Park Plant Management plan, and plans and discussions with HAYAA regarding the Spranger Field Upgrades. Other funds highlighted were the Water System Fund, including a brief update on the water system expansion and in-house mowing, and the Sewer O&M Fund, which included a brief discussion on rate studies of the Township and the Livingston County Drain Commission.

c. Strategic Plan Update

Manager Wickman gave an overview of the status of the 2020 Strategic Plan and the 2020 Staff Action Plan indicating that some items have already been completed, most are on schedule and noted a couple that are at risk for completion by the scheduled date.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

February 18, 2020 – 7:00 PM

d. Manager's Report

Manager Wickman sent the Board a poll for the Hartland in Hindsight Top 20 Achievements in the Last Decade and would like the Board to provide their ranking of these items. He provided a brief update on the recent mediation session on the Hartland Glen legal matter. Future work sessions for the Board will be on the water system expansion, the sewer reserve issue, strategies for reducing REU costs, joint meeting with the Planning Commission, and a session with the new Road Commission Director. Manager Wickman stated we were highlighted for our awards in the latest issue of the MTA magazine. He also stated that a developer has been hauling sand from one of his developments and has damaged the road. We have received complaints from residents regarding the road damage and we have assurances from the developer that the road will be repaired by the developer in the spring. Manager Wickman stated we have been having issues with the phone system at the township hall. Supervisor Fountain attended a recent Chamber meeting and asked for feedback on our business-friendly approach and proposed a meeting with the Chamber and township staff to further discuss this issue. Trustee Germane inquired as to our involvement with SEMCOG and with their plan for bicycle trails and pathways in Southeast Michigan. Manager Wickman gave a brief overview of our history with SEMCOG.

10. Adjournment

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

Motion made by Trustee Germane, Seconded by Trustee Harper.

Voting Yea: Fountain, Ciofu, Horning, Colaianne, Germane, Harper, 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: 2020-2029 HAYAA Spranger Agreement

Date: February 24, 2020

Recommended Action

Authorize the Township Supervisor to approve the ten (10) year agreement between Hartland Township and the Hartland Area Youth Athletic Association for the use, maintenance, and preservation of the Spranger Field facilities.

Discussion

The proposed HAYAA/Spranger contract revisions signify the changes as a result of the planned 2020 park improvements and cost sharing understandings between Hartland Township and HAYAA.

The planned improvements to the Spranger Fields total approximately \$211,000 and will include new fencing, remodeled facility interior, infield improvements, and substantial tree clearing along the US-23 ROW. The proposal has been endorsed by the Park Site Plan Committee and recommended in the FY2020-21 budget.

The proposal requires a financial commitment by HAYAA Baseball in the amount of \$50,000 to be paid over ten years to the Township. HAYAA has requested an increased annual payment from \$7,000 annually to \$9,000 annually due to the increase in field maintenance costs. For reference, HAYAA Baseball received an increase from \$6,000 to the current \$7,000 in 2012.

The proposed 2020-2029 HAYAA contract for use of Spranger Field has been revised based upon the planned 2020 improvements and a payback schedule not to exceed ten years. HAYAA has a meeting scheduled to formalize the contract signing and will deliver a signed contract prior to the Township Board Meeting.

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

Attachments

2020-2029 HAYAA Contract – Spranger Fields

**Memorandum of Agreement
Between Hartland Township and the Hartland Area Youth Athletic Association**

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

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

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

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

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

- I. The term of this Agreement shall commence immediately and shall expire December 31, 2029. The parties agree to meet in November 2029 to discuss renewal of this Agreement.
- II. The Township agrees to provide use of the Facilities to HAYAA under the following conditions:
 - a. Only for the purpose of HAYAA sanctioned baseball and softball activities for children between the ages of five (5) and sixteen (16).
 - b. HAYAA shall submit a "requested" schedule to the Township every year of this agreement, by March 31, which shall be reviewed to confirm the availability of the Facilities and to protect the best interest of the Township. After approval by the Township, the schedule shall become "final", and no changes shall be made without written approval of the Township (not to be unreasonably withheld).
 - c. HAYAA shall provide a detailed game and practice schedule prior to each season that includes identification and contact information for each team scheduled.
 - d. HAYAA agrees to use and occupy the Facilities in accordance with all applicable ordinances, statutes, codes, laws, rules and regulations.
 - e. HAYAA shall maintain adequate books and records in accordance with generally accepted accounting principles consistently applied, and permit the Township, upon request, to inspect, audit and examine such books and records within five (5) business days.
- III. The Township shall pay to HAYAA every year of this agreement, the sum of Nine Thousand Dollars (\$9,000), payable in seven (7) equal monthly installments of one thousand, two hundred eighty-five dollars and seventy-two cents (\$1,285.72) each, beginning March 15, 2020, in consideration of the following services for the Facilities to be provided by HAYAA:

- a. Facilities shall be maintained in good condition, recognizing they are part of a park serving the general public.
- b. Grass turf areas shall be mowed once every two weeks between the months of April and October, including the abutting Hartland Road right of way to the north side of the Ore Creek bridge (including weed trimming along sidewalk cracks and edges, from the curb to the fence).
- c. Picnic pavilion, restroom facilities, all toilets and fixtures shall be:
 - i. Unlocked, open and operational during all HAYAA sanctioned activities;
 - ii. Secured and locked at the conclusion of each day's activities (except pavilion);
 - iii. Cleaned, serviced and maintained in good and safe working order as a clean, useable facility, with all necessary supplies (including, but not limited to, paper towels, toilet paper, and cleaning supplies).
- d. The concession stand shall also be cleaned, serviced and maintained in good and safe working order as a clean, useable facility.
- e. Proper parking of spectator cars and proper crowd control to allow access for emergency vehicles and personnel shall be maintained.
- f. Litter control shall be provided to the Facilities daily during HAYAA sanctioned activities and trash receptacles shall be emptied when more than half full, but at least weekly. All refuse shall be properly disposed in a dumpster to be provided by HAYAA in an area approved by the Township. The dumpster shall remain locked, to deter illegal dumping, and it shall be emptied at least bi-weekly.
- g. When deemed by the Township to have occurred during HAYAA sanctioned activities, prominent graffiti in common areas shall be painted out within one week of discovery. Other incidental graffiti shall be painted out annually.
- h. Additional asphalt millings shall be applied, and the graveled parking lot shall be graded by April 30, of every year of this agreement.
- i. HAYAA may provide maintenance or services to a higher or more frequent standard than identified above, providing HAYAA assumes all related costs resulting from the higher standard and complies with any present or future federal, state, or local laws and policies.
- j. If the Township determines that any of this required maintenance is not being done effectively, the Township will provide 24 hours notice to HAYAA to correct the condition. If it is not completed satisfactorily, the Township will provide the service and bill HAYAA for the cost of service plus an additional 10% administrative fee. HAYAA will pay all costs related to this service.

IV. HAYAA shall reimburse the Township for the 2020 Spranger Improvements fence project to the total of fifty thousand dollars (\$50,000.000) over no more than ten (10) years. The Township will deduct all payments by seven hundred fourteen dollars and twenty-nine cents (\$714.29) for the duration of this contract (10 years) or until the HAYAA financial share is satisfied in full. HAYAA has the opportunity to repay their financial share early without penalty, at which time the Township issued payments would resume to the annual payments based upon the terms outlined in section III.

IV. The Township shall maintain the well, sewer and electrical services at its own cost, including the winterization of the facilities and restoration of utilities based on the seasonal demand.

- V. The Township shall retain the right to allow and approve rental of the Facilities by others during those times when HAYAA is not scheduled, provided the Facilities are returned to HAYAA in good, clean, playable condition. In consideration of the payment for services above, HAYAA agrees to provide dumpster access and clean the restroom facilities, to the same standard described, for up to ten (10) additional days for rental of the Facilities by others. For any other services HAYAA may provide to other renters of the Facilities (i.e. lining/marketing fields, concessions, equipment rental, etc.), they shall be permitted to charge a reasonable fee to recover any costs HAYAA may incur. HAYAA shall submit a schedule of permissible fees and charges to the Township by March 31, every year of this agreement
- VI. Any other maintenance, safety or liability concerns not provided for in this Agreement should be reported to the Township by HAYAA within 24 hours for review and correction, if necessary.
- VII. HAYAA shall make no modifications to the Facilities without the permission of the Township.
- VIII. Any and all news releases, signs, or other types of publicity pertaining to the activities of HAYAA at Spranger Field shall recognize the Township as a participating entity and represent the Township in a positive and favorable light.
- IX. HAYAA agrees that it will indemnify, hold and save the Township and its officers, agents, contractors and employees whole and harmless and defend same from and against all claims from any an act, omission, negligence or misconduct on the part of HAYAA or any of its agents, servants, employees, contractors, guests or invitees resulting from its use of the Facilities.
- X. HAYAA shall furnish a copy of a liability insurance policy naming the Township as insured in the amount of \$1,000,000 together with a signed copy of this agreement and a copy of the approved schedule before using the facilities for any purpose. Such liability insurance will also be required of any sub-contractors hired by HAYAA prior to working on park property.
- XI. The Township shall be entitled to revoke this Agreement by 10 days written notice to HAYAA for violating any terms contained herein.

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

Hartland Area Youth Athletic Association

Hartland Township

By: _____
President

By: _____
Supervisor

Date: _____

Date: _____

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: Auditing Services Contract Renewal

Date: February 24, 2020

Recommended Action

Move to approve Supervisor Fountain to sign the three-year contract extension for Pfeffer, Hanniford & Palka for the fiscal years 2021, 2022 and 2023, with annual fees of \$19,000.

Discussion

Pfeffer, Hanniford & Palka have submitted a three-year contract renewal with no increase to the annual fees. In addition, they will continue to rotate staff in audit assignments each year, to offer varying perspectives and scrutiny. And provide a draft financial report for review within two weeks of field work and journal entries.

Staff recommends approval of the contract renewal.

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

Attachments

PHP Contract Renewal FY21 – FY23

HARTLAND TOWNSHIP

FISCAL YEARS 2021, 2022, AND 2023

PFEFFER, HANNIFORD & PALKA, Certified Public Accountants, registered to practice in the State of Michigan (hereinafter referred to as **CERTIFIED PUBLIC ACCOUNTANTS**) and **HARTLAND TOWNSHIP**, a municipal corporation, of the State of Michigan (hereinafter referred to as **(TOWNSHIP)**) contract on this _____ day of _____, 2020, as follows:

1. For the fiscal years ending March 31, 2021, 2022 and 2023, the **CERTIFIED PUBLIC ACCOUNTANTS** shall conduct an audit of the financial statements of the **TOWNSHIP** for each year. The financial statements are the responsibility of the **TOWNSHIP BOARD**. Our responsibility is to express an opinion on the financial statements based on our audits. We will conduct our audits in accordance with auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the Township as well as evaluating the overall financial statement presentation.

2. The **CERTIFIED PUBLIC ACCOUNTANTS'** audit shall meet the requirements of Act No. 2, P.A. 1968, or as amended, and the related Bulletin for Audits of Local Units of Government in Michigan, dated June 1, 1968, or as amended, which is available from the State Treasurer.

3. If the **TOWNSHIP** receives federal financial assistance, grants, or other contracts, we may be required to, not only conduct the audit in accordance with auditing standards, but also in accordance with Government Auditing Standards and (or) in accordance with the Single Audit Act Amendments of 1996, OMB A-133. The testing of compliance and other fieldwork would be increased substantially because of the aforementioned. We would issue a separate engagement letter and fee proposal for the additional work to complete the audit in accordance with Government Auditing Standards and (or) the Single Audit Act Amendments of 1996, OMB A-133.

4. The reports on financial statements, as required by Act 2 of Public Acts of 1968, or as amended, shall contain an unqualified opinion by the **CERTIFIED PUBLIC ACCOUNTANTS** or such other opinion as he must render under the circumstances when he is unable to express an unqualified opinion.

5. The audit shall begin as soon after the signing of this contract as shall be convenient to the **CERTIFIED PUBLIC ACCOUNTANTS** and shall be completed with the Certified Public Accountant's reports issued not later than six (6) months after the conclusion of the fiscal year.

6. The **TOWNSHIP** shall have closed and balanced all funds and bank accounts, agencies and operations to be examined by the **CERTIFIED PUBLIC ACCOUNTANTS**.

7. The audit fee for the years ended March 31, 2021, 2022 and 2023 will not exceed \$19,000, \$19,000 and \$19,000 respectively. Additional services outside the scope of the audit will be billed at \$115 per hour.

8. The **TOWNSHIP** authorizes the **CERTIFIED PUBLIC ACCOUNTANTS** to immediately disclose any and all findings of suspected fraud, and/or embezzlement to the Deputy State Treasurer in charge of the Local Audit Division of the State Department of Treasury.

9. The **CERTIFIED PUBLIC ACCOUNTANTS** shall provide a reasonable number of reports for each of the funds to the **TOWNSHIP** officials.

10. This contract may be terminated by either party upon a ninety day (90) advance written notice.

Pfeffer, Hanniford & Palka, P.C.

PFEFFER, HANNIFORD & PALKA
Certified Public Accountants

HARTLAND TOWNSHIP

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert West, Director of Public Works

Subject: FY2020-21 Lawn and Snow Maintenance

Date: February 26, 2020

Recommended Action

Authorize the Public Works Director to execute contracts for the purchase of mowing equipment in the amount of \$24,700, and any necessary budget amendments for fiscal year 2020.

Discussion

The long term vision of Public Works has historically included exploring the feasibility of performing lawn and snow maintenance with in-house staff, and compare costs with those of similar contracted services. The 2020 analysis has resulted in a conservative cost savings of approximately 13% over contracted services by performing the services in-house.

Public Works has presented an analysis highlighting seasonal employees mowing the Township-owned properties. The seasonal employment scope of work will expand from assisting in the water operations and park maintenance duties currently performed. The in-house mowing will provide more control over labor and equipment costs. Two of the eight Township properties have irrigation systems, which inherently classifies the remaining properties grass growth as weather dependent. Public Works plans to capitalize on the opportunity to mow on an as needed basis as opposed to the weekly scheduled services that occasionally may not be needed. Lawn and snow maintenance contracted services have averaged \$57,994 over the past three years. The 2020 Public Works analysis projects a \$7,556 annual savings for the same services with in-house staff.

The conversion to in-house lawn and snow operations requires the purchase of mowing equipment as requested in the FY2020-21 proposed budget. The cost of said equipment equates to \$24,700, and offers a return on investment of 3.27 years. Public Works is proposing the purchase of two Exmark Lazer-Z mowers at a price matched MiDeal price of \$9,790.00 each. Additionally, Public Works would like to purchase a tandem axle trailer from Sure-Trac in the MiDeal price match of \$2,950. The remaining funds will be used to purchase a back up blower and whip for the mowing trailer.

Financial Impact

Is a Budget Amendment Required? ☒ Yes ☐ No

The mowing equipment will be funded from the Water Fund balance and invoiced to the General Fund and Fire Fund based upon actual use. If the equipment is placed in use before the end of FY20, then a small budget amendment will be needed to the 539 Water Repair & Replacement Fund for Depreciation and General Fund 101 and Fire Fund 206 Contract Services – Equipment. Until the equipment is on-site and placed into service, the need and amount of the necessary budget amendment is unknown.

Attachments

2020 Equipment ROI

2020 Equipment Analysis

Equipment Costs



Public Works 2020 Operations

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 03/31/20	2019-20 PROJECTED ACTIVITY	2020-21 DEPT REQUESTED BUDGET	Notes
101-265-801.009	CONTRACT SERVICES - WATER SYSTEM	\$11,300	\$10,000	\$6,378	\$10,000	\$15,590	
101-265-801.010	CONTRACT EQUIPMENT - WATER SYS					\$3,519	A
101-265-802.000	LAWN/SNOW MAINTENANCE	\$34,555	\$21,350	\$10,356	\$21,350	\$6,750	B
		\$45,855	\$31,350	\$16,734	\$31,350	\$25,859	
101-463-801.009	CONTRACT SERVICES - WATER SYSTEM	\$226	\$204		\$204	\$6,077	C
101-463-801.010	CONTRACT EQUIPMENT - WATER SYS					\$2,407	A
101-463-802.000	LAWN/SNOW MAINTENANCE	\$12,834	\$13,500	\$13,308	\$13,500	\$3,250	B
		\$13,060	\$13,704	\$13,308	\$13,704	\$11,733	
101-751-801.009	CONTRACT SERVICES - WATER SYSTEM	\$8,923	\$9,640	\$5,150	\$9,640	\$10,604	
101-751-801.010	CONTRACT EQUIPMENT - WATER SYS					\$1,442	A
101-751-802.000	LAWN/SNOW MAINTENANCE	\$842	\$3,250	\$693	\$3,250	\$750	B
		\$9,765	\$12,890	\$5,843	\$12,890	\$12,796	
					Was \$15,000 when contracted		
Township Hall & Grounds Savings		\$5,491		Capital Investment (equipment)		\$24,700	
Roads Savings		\$1,971		Annual Savings		\$7,556	
Parks Savings		\$94		Return on Capital Investment		3.27	Years

A Depreciation, operations and maintenance including fuel and oil

B Materials costs for fertilizer, mulch and salt for lawn and snow services

C An additional \$500 of full time staff was included due to additional irrigation services

Fuel Costs: \$ 2.50 gal. Annual Mowing Hours: 529

DEPRECIATION				
Item	Capitol Costs	End Value	Useful Life (yr)	Annual Depreciation
Truck 1	\$ 27,725.00	\$ 14,000.00	8	\$ 1,715.43
Truck 2	\$ 27,725.00	\$ 14,000.00	8	\$ 1,715.43
Truck 1	\$ 5,127.00	\$ -	5	\$ 1,025.40
Truck 2	\$ 5,127.00	\$ -	5	\$ 1,025.40
Salter 1	\$ 1,412.00	\$ -	5	\$ 322.40
Salter 2	\$ 1,412.00	\$ -	5	\$ 322.40
Trailer 1	\$ 2,500.00	\$ -	10	\$ 250.00
Trailer 2	\$ 4,200.00	\$ -	10	\$ 420.00
Mower 1	\$ 10,000.00	\$ 1,000.00	5	\$ 1,800.00
Mower 2	\$ 10,000.00	\$ 1,000.00	5	\$ 1,800.00
	\$ 24,700.00			\$ 10,396.85

DEPRECIATION, OPERATIONS AND MAINTENANCE BY ACTUAL USE										
	Annual Depreciation	Annual O&M	Grounds	Roads	Parks	Fire	Water			
Truck 1	\$ 1,715.43	\$ 1,425.00	\$ 314.04	\$ 41.88	\$ 219.84	\$ 157.03	\$ 2,407.81			
Truck 2	\$ 1,715.43	\$ 1,425.00	\$ 498.79	\$ 494.45	\$ 266.95	\$ 358.55	\$ 1,321.48			
Trailer 1	\$ 1,025.40	\$ 100.00	\$ 113.54	\$ -	\$ 56.27	\$ 54.27	\$ 900.32			
Trailer 2	\$ 1,025.40	\$ 100.00	\$ 112.54	\$ -	\$ 56.27	\$ 54.27	\$ 900.32			
Salter 1	\$ 322.40	\$ 350.00	\$ 67.24	\$ -	\$ 33.62	\$ 33.62	\$ 537.92			
Salter 2	\$ 322.40	\$ 350.00	\$ 67.24	\$ -	\$ 33.62	\$ 33.62	\$ 537.92			
Trailer 1	\$ 250.00	\$ 30.00	\$ 3.00	\$ -	\$ 15.00	\$ -	\$ 276.00			
Trailer 2	\$ 420.00	\$ 50.00	\$ 145.70	\$ 126.90	\$ 51.70	\$ 75.20	\$ 70.50			
Mower 1	\$ 1,800.00	\$ 1,422.50	\$ 998.98	\$ 870.08	\$ 354.48	\$ 515.60	\$ 483.38			
Mower 2	\$ 1,800.00	\$ 1,422.50	\$ 998.98	\$ 870.08	\$ 354.48	\$ 515.60	\$ 483.38			
Totals:	\$ 10,396.85	\$ 6,495.00	\$ 8,319.06	\$ 2,406.57	\$ 1,442.23	\$ 1,861.77	\$ 7,919.22			

These costs included in budget GL footnotes

Truck 1	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average
Grounds	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%
Roads	0%	0%	0%	0%	2%	2%	2%	2%	2%	2%	2%	0%	1%
Parks	5%	5%	5%	5%	8%	8%	8%	8%	8%	8%	8%	5%	7%
Fire	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
Water	80%	80%	80%	75%	75%	75%	75%	75%	75%	75%	80%	80%	77%
Truck 2	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average
Grounds	10%	10%	10%	31%	31%	31%	31%	31%	31%	31%	10%	10%	22%
Roads	0%	0%	0%	27%	27%	27%	27%	27%	27%	27%	0%	0%	14%
Parks	5%	5%	5%	11%	11%	11%	11%	11%	11%	11%	5%	5%	9%
Fire	5%	5%	5%	16%	16%	16%	16%	16%	16%	16%	5%	5%	11%
Water	80%	80%	80%	15%	15%	15%	15%	15%	15%	15%	80%	80%	42%
Flow 1	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average
Grounds	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%
Roads	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Parks	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
Fire	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
Water	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
Flow 2	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average
Grounds	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%
Roads	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Parks	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
Fire	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
Water	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
Salter 1	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average
Grounds	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%
Roads	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Parks	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
Fire	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
Water	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
Salter 2	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average
Grounds	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%
Roads	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Parks	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
Fire	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
Water	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
Trailer 1	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average
Grounds	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%
Roads	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%
Parks	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
Fire	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Water	92%	92%	92%	92%	92%	92%	92%	92%	92%	92%	92%	92%	92%
Trailer 2	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average
Grounds	31%	31%	31%	31%	31%	31%	31%	31%	31%	31%	31%	31%	31%
Roads	27%	27%	27%	27%	27%	27%	27%	27%	27%	27%	27%	27%	27%
Parks	11%	11%	11%	11%	11%	11%	11%	11%	11%	11%	11%	11%	11%
Fire	16%	16%	16%	16%	16%	16%	16%	16%	16%	16%	16%	16%	16%
Water	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
Mower 1	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average
Grounds	31%	31%	31%	31%	31%	31%	31%	31%	31%	31%	31%	31%	31%
Roads	27%	27%	27%	27%	27%	27%	27%	27%	27%	27%	27%	27%	27%
Parks	11%	11%	11%	11%	11%	11%	11%	11%	11%	11%	11%	11%	11%
Fire	16%	16%	16%	16%	16%	16%	16%	16%	16%	16%	16%	16%	16%
Water	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
Mower 2	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average
Grounds	31%	31%	31%	31%	31%	31%	31%	31%	31%	31%	31%	31%	31%
Roads	27%	27%	27%	27%	27%	27%	27%	27%	27%	27%	27%	27%	27%
Parks	11%	11%	11%	11%	11%	11%	11%	11%	11%	11%	11%	11%	11%
Fire	16%	16%	16%	16%	16%	16%	16%	16%	16%	16%	16%	16%	16%
Water	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%

Figures in red are placeholder values for the average calculation as equipment remains in storage during these months

Total Annual Costs for In-House Operations			
	In-house Staff	Contracted	ROI
Grounds	\$25,859	\$31,350	\$24,700 new equip.
Roads	\$11,733	\$13,704	
Parks	\$12,796	\$12,890	
Total:	\$50,388	\$57,944	3.27 Years
Annual Savings =			\$7,556



Public Works 2020 Operations

		2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 03/31/20	2019-20 PROJECTED ACTIVITY	2020-21 DEPT REQUESTED BUDGET	Notes
GL NUMBER	DESCRIPTION						
101-265-801.009	CONTRACT SERVICES - WATER SYSTEM	\$11,300	\$10,000	\$4,378	\$10,000	\$15,590	
101-265-801.010	CONTRACT EQUIPMENT - WATER SYS					\$3,519	A
101-265-802.000	LAWN/SNOW MAINTENANCE	\$34,555	\$21,350	\$10,356	\$21,350	\$6,750	B
		\$46,855	\$31,350	\$16,734	\$31,350	\$25,859	
101-463-801.009	CONTRACT SERVICES - WATER SYSTEM	\$226	\$204		\$204	\$4,077	C
101-463-801.010	CONTRACT EQUIPMENT - WATER SYS					\$2,407	A
101-463-802.000	LAWN/SNOW MAINTENANCE	\$12,834	\$13,500	\$13,308	\$13,500	\$3,250	B
		\$13,060	\$13,704	\$13,308	\$13,704	\$11,733	
101-751-801.009	CONTRACT SERVICES - WATER SYSTEM	\$8,923	\$9,440	\$5,150	\$9,440	\$10,604	
101-751-801.010	CONTRACT EQUIPMENT - WATER SYS		\$3,250	\$493	\$3,250	\$1,442	A
101-751-802.000	LAWN/SNOW MAINTENANCE	\$842				\$750	B
		\$9,765	\$12,890	\$5,643	\$12,890	\$12,796	
Was \$15,000 when contracted							

Township Hall & Grounds Savings	\$5,491	Capital Investment (equipment)	\$24,700
Roads Savings	\$1,971	Annual Savings	\$7,556
Parks Savings	\$94	Return on Capital Investment	3.27 Years

- A Depreciation, operations and maintenance including fuel and oil
- B Materials costs for fertilizer, mulch and salt for lawn and snow services
- C An additional \$500 of full time staff was included due to additional irrigation services

Mowing Allocations	Hours	Frequency	Total	Allocation
Township Hall	4	25	100	28%
MEMO Center	2	25	50	
Station 41	1	25	25	9%
Station 42	1	25	25	
M-59 Median	4	25	100	
Other M-59 areas	1	15	15	30%
US-20 triangles	1	15	15	
Blaine Road triangle	1	15	15	
Wendy's triangle	1	15	15	
Setters parking/pathway	4	20	80	14%
Setters parking weeds	2	1	2	
Water Plant	2	36	72	14%
Fox Ridge	0.5	30	15	
			529	100%

Seasonal mowing hours	529
Seasonal labor hours	212
Total seasonal hours	741
Seasonal hourly rate	\$12.92
Total Seasonal Budget	\$9,568.55
Number of seasons	3
Avg. Seasonal Hours	247
Avg. Seasonal Budget	\$3,190
Grounds	\$2,713
Roads	\$2,894
Parks	\$1,483
Fire	\$904
Water	\$1,574
Total:	\$9,569

\$12.92 plus ACA

Seasonal Employee Summary	
Grounds	\$2,713
Roads	\$2,894
Parks	\$1,483
Fire	\$904
Water	\$1,574
Total:	\$9,569

Equip. Depreciation/O&M Summary	
Grounds	\$3,519
Roads	\$2,407
Parks	\$1,442
Fire	\$1,802
Water	\$7,919
Total:	\$17,089

Full Time Staff Costs for Snow/Lawn	
Grounds	\$444
Roads	\$1,744
Parks	\$274
Fire	\$0
Water	\$1,652
Total:	\$4,314

Total Annual Costs for In-House Operations (lawn/snow)			
	Staff	Contracted	ROI
Grounds	\$4,876	\$13,239	\$24,700 capital
Roads	\$7,044	\$8,485	
Parks	\$3,199	\$3,172	
Fire	\$2,706	\$5,524	Investment in new equipment
Water	\$0	\$0	
Total:	\$19,825	\$30,440	n/a

*Calculations do not include salt costs due to market fluctuations

\$	55,706.15	Full time field staff employee allocations towards mowing and winter maintenance	
\$	51,598.57		
\$	107,304.71		
Grounds	12.0%	5.0%	\$644
Parks	8.5%	3.0%	\$274
Roads	2.5%	65.0%	\$1,744
Water	77.0%	2.0%	\$1,652
	100%		

Full Time Field Staff Hours	
Grounds	\$107,304.71
Roads	\$12,876.57
Parks	\$9,120.90
Roads	\$2,680.62
Water	\$82,624.63
100%	\$107,304.71



JOHN DEERE



Quote Summary

Prepared For:

Hartland Township Of
Tyler Brooks
3191 Hartland Rd
Hartland, MI 48353
Home: 517-672-8316
tbrooks@hartlandtwps.com

Prepared By:

Joe Couchman
D & G Equipment, Inc.
3915 Tractor Drive
Howell, MI 48855
Phone: 517-540-6141
jcouchman@dgequipment.com

I Understand there is ***NO RETURN*** on **POWER EQUIPMENT** or attachments . D&G Equipment is a full service dealer and equipment will be repaired per manufactures guidelines only. All used equipment sold as is unless specified on purchase order . Service calls and transportation fees are the responsibility of the customer and not covered by warranty.

X_____ (initials of purchaser)

Quote Id: 21260537
Created On: 19 February 2020
Last Modified On: 19 February 2020
Expiration Date: 31 March 2020

Equipment Summary	Suggested List	Selling Price	Qty	Extended
2020 EXMARK LZS740AKC524A2 LAZER Z / S-SERIES 52"	\$ 9,439.00	\$ 9,439.00 X	1 =	\$ 9,439.00
2020 EXMARK LZS740AKC524A2 LAZER Z / S-SERIES 52"	\$ 9,439.00	\$ 9,439.00 X	1 =	\$ 9,439.00
EXMARK 116-8431 OPERATORS DISCHARGE, CHUTE / FOOT OPERATED	\$ 351.00	\$ 351.00 X	2 =	\$ 702.00
Equipment Total				\$ 19,580.00

Quote Summary

Equipment Total	\$ 19,580.00
SubTotal	\$ 19,580.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 19,580.00
Balance Due	\$ 19,580.00

Salesperson : X _____

Accepted By : X _____

SURE-TRAC[®]

By Novae[®]

SMART - CONFIDENT - PROVEN

TUBE TOP UTILITY SPECIFICATIONS

	5 x 8, 3k	5 x 10	6 x 10	6 x 12	7 x 12	7 x 14, SA	7x 14, TA	7 x 16	7x18	7x20	7 x 16	7x18	7x20
GVWR (lbs)	2990	2990	2990	2990	2990	2990	7000	7000	7000	7000	9900	9900	9900
GAWR (lbs/axle)	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	5200	5200	5200
Curb Weight	890	960	990	1115	1300	1420	1700	1820	2200	2410	2530	2650	2770
Payload	2100	2030	2000	1875	1690	1570	5300	5180	4800	4590	7370	7250	7130
Frame	3 x 2 x 3/16 Angle						3 x 2 x 1/4 Angle		4 x 3 x 1/4 Angle		5 x 3 x 1/4 Angle		
Cross Members	3 x 2 x 3/16 Angle (24" On-Center)												
Top Rail	2 x 2 Square Tube										3 x 2 Tube		
Tongue	3" Channel (A-Frame)						4" Channel (A-Frame)				5" Channel (A-Frame)		
Uprights	2 x 2 square Tube												
Coupler	2" Ball						2-5/16" Ball						
Jack	2K Zinc Plated, Set Back										7K Dropleg		
Fenders	Tread Plate, Square Rolled with Backer						Tread Plate, Double Brake with Backer						
Easy Lube Axles	Cambered Idler with Brake Flange						Cambered Brake (Both Axles)				Cambered Brake (Both Axles)		
Suspension	Leaf Spring						Equalized Leaf Spring						
Tires	205/75R15 LRC										225/75R 15 LRD		
Wheels	15", 5 on 4.5, Radial Tires										15", 6 on 5.5, Radial Tires		
Decking	2 x 6 Pressure Treated Pine												
Lights	All LED Lights												
Electric Plug	4 Way Flat						7 Pole RV Molded Flat Blade						
Finish	Powder Coated High Gloss Black												
Overall Length	137"	161"	161"	185"	185"	209"	215"	239"	263"	287"	239"	263"	287"
Bed Length	96"	120"	120"	144"	144"	168"	168"	192"	216"	240"	192"	216"	240"
Bed Width	61.5"	61.5"	71.5"	71.5"	81.5"	81.5"	81.5"	81.5"	81.5"	81.5"	81.5"	81.5"	81.5"
Deck Height	18"	18"	18"	18"	18"	18"	18"	18"	18"	18"	19.5"	19.5"	19.5"
Coupler Height	16"	16"	16"	16"	16"	16"	16"	16"	16"	16"	17"	17"	17"
Gate	2 x 2 Tube, Mesh Covered, Full Width Spring Assist Ramp Gate with Handle										Reinforced (Ladder Style)		

\$ 2,950.⁰⁰



Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert West, Director of Public Works

Subject: M-59 SW Quadrant Pathway Engineering

Date: February 24, 2020

Recommended Action

Approve HRC's engineering design proposal from M-59 southwest quadrant pathway design engineering in an amount not too exceed \$41,700, along with the necessary budget amendment for Fiscal Year 2020, as presented below.

Discussion

The Township Board developed a consensus to move forward with the M-59 Pathway connector to complete the existing gap from Oakbrooke apartments to Old US-23. The funding allocation for the design and construction have been recommended in the proposed FY2020-21 Budget.

Public Works is seeking approval of the design portion of the proposal only at this time to ensure the project remains on schedule for the 2020 construction season. MDOT projects often include unique construction parameters, and Public Works would like to know sooner than later what may be required for this project so cost estimates can be revised accordingly.

Financial Impact

Is a Budget Amendment Required? ☒ Yes ☐ No

A budget amendment for Fiscal Year 2020 is needed to 401-444-969.005 Sidewalks for \$41,700. The expense will be covered by the Capital Projects Fund balance.

Attachments

HRC Pathway Design Proposal
M-59 SWQ Pathway Costs Estimate
2020 M-59 Pathway Map

December 16, 2019

Hartland Township
2655 Clark Road
Hartland, MI 48353

Attn: Mr. Bob West, DPW Director

Re: Design Engineering Services Proposal
M-59 Sidewalk – Old US23 to Oakbrooke

HRC Job No. 20191178

Dear Mr. West:

It is our understanding that the Township desires to construct a sidewalk on the southside of M-59, from Old US-23 west, to the existing sidewalk at Oakbrooke Apartments. There are several low wetland areas along the route which may be impacted by the sidewalk grading. This sidewalk is planned to be built within the existing road right-of-way and construction is planned to occur in 2020. Attached is a conceptual cost estimate for the construction and design of this sidewalk.

For the design engineering services, HRC will start with collecting topographic survey information along the project route and delineating the wetland areas. HRC will prepare plans and specifications sufficient for: securing permits (likely to include MDOT, LCDC and possibly MDEQ), collect soil borings, identifying if temporary construction or permanent easements are needed, securing bids from perspective contractors, evaluate the bids submitted and prepare a recommendation letter on the qualified lowest bidder.

The estimated hours and costs for the anticipated design engineering services are shown in the below table:

Task		Estimated Hours	Budget Amount
1.	Topographic Survey	58	\$5,080
2.	Soil Boring Collection	8	\$3,190
3.	Design Services	349	\$33,430
4.	Bidding Phase	38	\$3,410
Subtotal		453	\$45,080

We propose to invoice the Township on an hourly basis up to these limits and they would not be exceeded without your authorization.

Clarifications

1. It is anticipated that the proposed improvements will be performed within the existing road right-of-way. Therefore, any costs for the preparation/acquisition of any temporary or permanent easements have not been included within this cost estimate.

2. Should a reviewing agency require improvements to the traffic signals, pedestrian push buttons or ADA ramps at Old US23, costs associated with the design of said improvements will be provided in a separate proposal.
3. Soil borings will include a total of six (6) hand augured borings a maximum of three (3) feet deep.
4. Should filling and grading within the wetlands not be allowable by a reviewing agency, costs associated with wetland mitigation or the design of a wood boardwalk will be provided in a separate proposal.
5. Once bids have been received and the exact scope of the sidewalk construction is determined then a construction engineering proposal will be submitted for review by the Township.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Roland N. Alix, P.E.
Vice President



Michael P. Darga, P.E.
Associate

MPD/md

Attachments

pc: Hartland: J. Wickman
HRC; File

Construction Cost Estimating - Summary

Conceptual Engineering ☒
Preliminary Engineering ☐
Detailed Design ☐ _____ % Complete

Client Hartland Township **Date** 16-Dec-19
Project M-59 Sidewalk **Project Number** 20191178

Location E1 - 5' Wide Concrete Safety Path along the south side of M-59 from Old US-23 to Oakbrooke Apts

No.	Item	Qty	Price	Cost
1.	Station grading	28 sta	\$750	\$21,000
2.	Undercut	280 lft	\$20	\$5,600
3.	4" Concrete sidewalk	2,800 lft	\$30	\$84,000
4.	Driveway crossing	3 ea	\$4,000	\$12,000
5.	Pedestrian crossing	2 ea	\$1,000	\$2,000
6.	Wetland crossing allowance	400 lft	\$250	\$100,000
7.	Restoration	1.5 acre	\$15,000	\$22,500
8.	Soil erosion	Lump Sum	\$30,000	\$30,000
9.	Drainage allowance	Lump Sum	\$20,000	\$20,000
10.	Traffic control	Lump Sum	\$12,400	\$12,400
11.	Mobilization	Lump Sum	\$25,500	\$25,500
Construction Sub Total =				\$335,000
Contingenies =				\$34,000
Design Engineering =				\$45,080
TOTAL ESTIMATED CONCEPTUAL PROJECT COST =				\$414,080

Design Factors/Assumptions

1. Lengths were determined using GIS software
2. Driveway crossings include approaches and curb
3. Pedestrian crossings include striping only across Andover Ct and Charyl Stockwell entrance
4. Wetland crossing allowance is for filling and grading in the wetland area

Unresolved items that may affect cost

1. Poor soils encountered during construction
2. Future material costs and bidding climate
3. Permitting costs, requirements, constraints (MDOT, LCDC, MDEQ wetlands)
4. No traffic signal or pedestrian push button improvements
5. Construction conflicting with existing private utilities
6. Wetland mitigation or boardwalk
7. Easements and right-of-way requirements

STAFF HOUR PROJECTIONS
HARTLAND TOWNSHIP
M-59 Sidewalk - Old US23 to Oakbrooke Apts
December 16, 2019
HRC JN 20191178

TASK		STAFF HOURS BY LABOR CATEGORY						TOTAL HOURS	TOTAL ESTIMATED COST
		ASSOCIATE	STAFF ENGINEER	GRAD ENGINEER	SR TECHNICIAN	SURVEYOR	SURVEY TECHNICIAN		
		\$140	\$98	\$74	\$98	\$94	\$81		
1	TOPOGRAPHIC SURVEY								
	1. Establish control datum	2				4		6	\$ 660
	2. Collect surface data and features						36	36	\$ 2,920
	3. Data Processing					8		8	\$ 750
	4. Property lines					8		8	\$ 750
	SUBTOTALS	2	0	0	0	20	36	58	\$ 5,080
2	SOIL BORING COLLECTION								
	1. Soil boring collection & report allowance			4	4			8	\$ 2,500
	2. Integrate with plans								\$ 690
	SUBTOTALS	0	0	4	4	0	0	8	\$ 3,190
3	DESIGN SERVICES								
	1. Preliminary route layout	2	16	20	40			78	\$ 7,250
	2. Review meetings (2ea)	8	16	16				40	\$ 3,870
	3. Plans & specifications	4	20	35	40			99	\$ 9,030
	4. Cost estimate		4	8	16			28	\$ 2,550
	5. Permit submittal		16	20	20			56	\$ 5,010
	6. Wetland Delineation	24	8		10	6		48	\$ 5,690
	SUBTOTALS	38	80	99	126	6	0	349	\$ 33,400
4	BIDDING PHASE								
	1. Plans Available to Bidders		8	16				24	\$ 1,970
	2. Bid Opening and Tabulation	2	4	4				10	\$ 970
	3. Bid Recommendation	2	2					4	\$ 480
	SUBTOTALS	4	14	20	0	0	0	38	\$ 3,410
	TOTALS	44	94	123	130	26	36	453	\$ 45,080



M-59 SWQ Pathway Connection Concept

	Length	Elev. Delta	Exc. / Fill	Drainage	Base	Concrete	Subtotal
Section A*	657	10	\$73,000	\$0	\$12,775	\$24,638	\$110,413
Section B	755	5	\$27,963	\$10,000	\$14,681	\$28,313	\$80,956
Millpointe	287	1	\$0	\$750	\$5,581	\$10,763	\$17,093
Section C	770	3	\$10,267	\$4,500	\$14,972	\$28,875	\$58,614
section D*	30	2	\$267	\$0	\$583	\$1,125	\$1,975

Project Costs \$269,050

Contingencies (10%) \$32,286

Design Engineering \$41,700.00

Construction Engineering \$10,000.00

Project Estimate \$353,037

* MDOT has permitted Hartland Township to use the existing pathway section along M-59 contingent upon a new pathway being required when the property is developed. Project also includes crosswalk approach for the existing crossing



Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: Resolution – FY2021 General Appropriations Act

Date: February 26, 2020

Recommended Action

Open & close budget hearing;

Move to approve the Resolution to Establish a General Appropriations Act for the 2021 Fiscal Year.

Discussion

The FY21 General Appropriations Act is consistent with our past practice, with added language to amend the pay grade schedule in the Board Policy Manual. Also included are the new wages and salaries for certain employees, effective 4/1/2020, in accordance with the consensus direction provided to the Manager at the 2/4/2020 budget work session.

Resolution - FY2021 General Appropriations Act

RESOLUTION TO ESTABLISH A GENERAL APPROPRIATIONS ACT FOR HARTLAND TOWNSHIP FOR THE 2020 - 2021 FISCAL YEAR; TO DEFINE THE POWERS AND DUTIES OF TOWNSHIP OFFICERS IN RELATION TO BUDGET ADMINISTRATION; AND TO PROVIDE REMEDIES FOR REFUSAL OR NEGLECT TO COMPLY WITH THE REQUIREMENTS OF THIS RESOLUTION

At a regular meeting of the Township Board of Hartland Township, Livingston County, Michigan, held at the Township Hall in said Township on March 3, 2020 at 7:00pm.

PRESENT:

ABSENT:

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

Section 1: Title

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

Section 2: Public Hearings on the Budget

Pursuant to MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed budget was published in the Livingston County Press & Argus on February 24, 2020, and a public hearing on the proposed budget was held on March 3, 2020.

Section 3: Millage Levy

The Hartland Township Board anticipates a levy of 0.7779 mills to be levied and collected as the general property tax on all real and personal property within the Township upon the current tax roll, said 0.7779 mills being within the limit as statutorily allocated millage and the amount is less than 1.0 mill and is exempt from Truth-in-Taxation requirements. Additionally, separately voted millage dedicated exclusively for fire operations and road improvements will be levied in an anticipated amount of 1.8293 mills and 1.4581 mills, respectively.

Section 4: Estimated Revenues

Estimated Township revenues for fiscal year 2020 - 2021, including various miscellaneous revenues, as listed in the proposed budget attached hereto:

General Fund (101)	\$ 2,773,743
Municipal Street Fund (204)	\$ 1,077,833
Fire Operating Fund (206)	\$ 1,353,457
Cemetery Fund (209)	\$ 30,500
Liquor Law Enforcement Fund (212)	\$ 12,064
M59 Road Improvement Debt Fund (354)	\$ 320,606
Ore Valley SAD (357)	\$ 20,224
Millpointe Road SAD (358)	\$ 104,650
Bullard Lake Road SAD (359)	\$ 21,373
Capital Projects Fund (401)	\$ 525,648
Bullard Lake Road Construction (410)	\$ 0
Water System Fund (536)	\$ 651,571
Water Debt Service Fund (537)	\$ 9,347
Water Replacement Fund (539)	\$ 176,728
Cable PEG Fee Fund (577)	\$ 86,385
Sewer Fund (590)	\$ 3,341,186
Sewer Lake Tyrone 2015 SAD (591)	\$ 44,261
Sewer 2005 Debt Fund (595)	\$ 1,680,318
Sewer Forestbrook Hills SAD#1 (596)	\$ 3,992

Sewer 2015 SAD 200 (597)	\$ 4,430
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Section 5: Estimated Expenditures

Estimated Township expenditures for fiscal year 2020 - 2021 for the various Township activities as listed in the proposed budget attached hereto:

General Fund (101)	\$ 2,773,743
Municipal Street Fund (204)	\$ 1,621,250
Fire Operating Fund (206)	\$ 1,221,479
Cemetery Fund (209)	\$ 27,740
Liquor Law Enforcement Fund (212)	\$ 12,188
M59 Road Improvement Debt Fund (354)	\$ 315,483
Ore Valley SAD (357)	\$ 0
Millpointe Road Debt Service Fund (358)	\$ 107,613
Bullard Lake Road SAD (359)	\$ 0
Capital Projects Fund (401)	\$ 772,000
Bullard Lake Road Construction (410)	\$ 168,850
Water System Fund (536)	\$ 482,559
Water Debt Service Fund (537)	\$ 7,450
Water Replacement Fund (539)	\$ 327,648
Cable PEG Fee Fund (577)	\$ 86,385
Sewer Fund (590)	\$ 4,662,521
Sewer Lake Tyrone 2015 SAD (591)	\$ 25,359
Sewer 2005 Debt Service Fund (595)	\$ 460,810
Sewer Forestbrook Hills SAD#1 (596)	\$ 0
Sewer 2015 SAD 200 (597)	\$ 0

Section 6: Adoption of Budget by Reference

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

Section 7: Adoption of Budget by Cost Center

The Board of Trustees of Hartland Township adopts the 2021 fiscal year general fund budget and all other fund budgets by cost center. Township officials responsible for the expenditures authorized in the budget may expend Township funds up to, but not to exceed, the total appropriation authorized for each cost center, and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for pay rate increases or capital outlay items equal to or greater than \$6,000 may be made without prior Board approval by budget amendment.

Section 8: Appropriation Not a Mandate to Spend

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

Section 9: Transfer Authority

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

Section 10: Periodic Fiscal Reports

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

- a. a summary statement of the financial condition of the general fund and all other funds at the end of the previous month;
- b. a summary statement showing the receipts and expenditures for the current fiscal year to the end of the previous month compared to the current year budget, and the prior year, same period.

Section 11: Limit on Obligations and Payments

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

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

Effective April 1, 2020, the new pay rates for township employees is approved, as shown in **Appendix A**. Further, the Township Board approves the amended pay grade schedule, attached in **Appendix B**. This amended schedule shall repeal and replace the table in Section 4.08 (Pay Grade Schedule) of the Board Policy Manual.

Section 13: Budget Monitoring

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

Section 14: Violations of This Act

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

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

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

Attachments

FY21 Budget Package

Budget Hearing 2020 – 2021 Presentation

Appendix A New Pay Rates Effective 04.01.20

Appendix B Pay Grades

BUDGET REPORT
 Fund: 101 GENERAL FUND
 HARTLAND TOWNSHIP
 FISCAL YEAR 2020 - 2021 BUDGET
 ALL FUNDS

FUND AND DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
101	GENERAL FUND	2,584,514	2,696,918	2,773,743
Totals for dept 000 -		2,584,514	2,696,918	2,773,743
TOTAL ESTIMATED REVENUES		2,584,514	2,696,918	2,773,743
APPROPRIATIONS				
101	TOWNSHIP BOARD	71,050	100,007	80,963
171	SUPERVISOR	34,271	34,372	34,372
172	ADMINISTRATION	221,569	243,067	248,958
191	ELECTIONS	33,498	21,242	72,175
192	FINANCE DEPARTMENT	165,327	170,015	166,008
209	ASSESSOR	207,458	223,031	239,669
215	CLERK	152,123	148,284	154,416
239	VEHICLE USE	2,219	2,650	2,300
247	BOARD OF REVIEW	2,600	4,450	4,450
253	TREASURER	187,927	190,506	193,248
258	DATA PROCESSING	6,300	17,555	17,500
265	TOWNSHIP HALL & GROUNDS	133,500	108,912	108,557
299	UNALLOCATED	42,822	69,680	91,807
400	PLANNING & ZONING	240,673	321,373	327,385
410	BOARD OF APPEALS	2,874	3,307	2,172
441	DEPARTMENT OF PUBLIC WORKS	180,167	173,050	180,749
444	SIDEWALKS	5,725	10,000	6,000
448	STREET LIGHTS	16,710	17,424	14,750
463	ROADS & M59 MEDIAN	86,329	80,915	103,445
465	DRAINS, PUBLIC BENEFIT	1,175	8,000	8,300
577	COMMUNICATIONS	42,340	72,156	51,347
722	ZONING CODE ENFORCEMENT	14,264	15,799	15,956
751	PARKS & RECREATION	80,639	75,472	69,068
901	APPROPRIATIONS-TRANSFER OUT	504,349	887,185	580,148
TOTAL APPROPRIATIONS		2,435,909	2,998,452	2,773,743
NET OF REVENUES/APPROPRIATIONS - FUND 101		148,605	(301,534)	
BEGINNING FUND BALANCE		2,846,537	2,995,149	2,693,615
ENDING FUND BALANCE		2,995,142	2,693,615	2,693,615

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BUDGET REPORT
 Fund: 204 MUNICIPAL STREET FUND
 HARTLAND TOWNSHIP
 FISCAL YEAR 2020 - 2021 BUDGET
 ALL FUNDS

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FUND AND DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
204	MUNICIPAL STREET FUND	973,211	1,026,286	1,077,833
Totals for dept 000 -		973,211	1,026,286	1,077,833
TOTAL ESTIMATED REVENUES		973,211	1,026,286	1,077,833
APPROPRIATIONS				
000		608,887	1,199,490	1,621,250
465	DRAINS, PUBLIC BENEFIT	4,037		
TOTAL APPROPRIATIONS		612,924	1,199,490	1,621,250
NET OF REVENUES/APPROPRIATIONS - FUND 204		360,287	(173,204)	(543,417)
BEGINNING FUND BALANCE		1,029,396	1,389,682	1,216,478
ENDING FUND BALANCE		1,389,683	1,216,478	673,061

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BUDGET REPORT
 Fund: 206 FIRE OPERATING
 HARTLAND TOWNSHIP
 FISCAL YEAR 2020 - 2021 BUDGET
 ALL FUNDS

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FUND AND DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
206	FIRE OPERATING	1,219,273	1,288,589	1,353,457
	Totals for dept 000 -	1,219,273	1,288,589	1,353,457
TOTAL ESTIMATED REVENUES				
		1,219,273	1,288,589	1,353,457
APPROPRIATIONS				
000		1,205,392	1,252,223	1,221,479
TOTAL APPROPRIATIONS				
		1,205,392	1,252,223	1,221,479
NET OF REVENUES/APPROPRIATIONS - FUND 206				
		13,881	36,366	131,978
	BEGINNING FUND BALANCE	1,218,991	1,232,871	1,269,237
	ENDING FUND BALANCE	1,232,872	1,269,237	1,401,215

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BUDGET REPORT
Fund: 209 CEMETERY
HARTLAND TOWNSHIP
FISCAL YEAR 2020 - 2021 BUDGET
ALL FUNDS

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FUND AND DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
209	CEMETERY	37,444	29,725	30,500
Totals for dept 000 -		37,444	29,725	30,500
TOTAL ESTIMATED REVENUES		37,444	29,725	30,500
APPROPRIATIONS				
000		34,321	35,530	27,740
TOTAL APPROPRIATIONS		34,321	35,530	27,740
NET OF REVENUES/APPROPRIATIONS - FUND 209		3,123	(5,805)	2,760
BEGINNING FUND BALANCE		49,341	52,463	46,658
ENDING FUND BALANCE		52,464	46,658	49,418

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BUDGET REPORT
Fund: 212 LIQUOR LAW ENFORCEMENT

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HARTLAND TOWNSHIP
FISCAL YEAR 2020 - 2021 BUDGET
ALL FUNDS

FUND AND DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
212	LIQUOR LAW ENFORCEMENT	11,056	12,230	12,064
Totals for dept 000 -		11,056	12,230	12,064
TOTAL ESTIMATED REVENUES		11,056	12,230	12,064
APPROPRIATIONS				
000		2,970	11,361	12,188
TOTAL APPROPRIATIONS		2,970	11,361	12,188
NET OF REVENUES/APPROPRIATIONS - FUND 212		8,086	869	(124)
BEGINNING FUND BALANCE		43,112	51,198	52,067
ENDING FUND BALANCE		51,198	52,067	51,943

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BUDGET REPORT
Fund: 354 2009 M-59 ROAD IMPROVEMENTS BOND

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HARTLAND TOWNSHIP
FISCAL YEAR 2020 - 2021 BUDGET
ALL FUNDS

FUND AND DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
354	2009 M-59 ROAD IMPROVEMENTS BOND	874,193	3,197,947	320,606
	Totals for dept 000 -	874,193	3,197,947	320,606
TOTAL ESTIMATED REVENUES				
		874,193	3,197,947	320,606
APPROPRIATIONS				
000		467,418	4,346,433	315,483
TOTAL APPROPRIATIONS				
		467,418	4,346,433	315,483
NET OF REVENUES/APPROPRIATIONS - FUND 354				
		406,775	(1,148,486)	5,123
	BEGINNING FUND BALANCE	1,076,262	1,483,037	334,551
	ENDING FUND BALANCE	1,483,037	334,551	339,674

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BUDGET REPORT
Fund: 357 ORE VALLEY SAD
HARTLAND TOWNSHIP
FISCAL YEAR 2020 - 2021 BUDGET
ALL FUNDS

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FUND AND DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
357	ORE VALLEY SAD	34,417	22,451	20,224
Totals for dept 000 -		34,417	22,451	20,224
TOTAL ESTIMATED REVENUES		34,417	22,451	20,224
NET OF REVENUES/APPROPRIATIONS - FUND 357		34,417	22,451	20,224
BEGINNING FUND BALANCE		(55,027)	(20,609)	1,842
ENDING FUND BALANCE		(20,610)	1,842	22,066

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BUDGET REPORT
 Fund: 358 MILLPOINTE ROAD DEBT SERVICE FUND

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HARTLAND TOWNSHIP
 FISCAL YEAR 2020 - 2021 BUDGET
 ALL FUNDS

FUND AND DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
358	MILLPOINTE ROAD DEBT SERVICE FUND	161,113	114,762	104,650
	Totals for dept 000 -	161,113	114,762	104,650
TOTAL ESTIMATED REVENUES				
		161,113	114,762	104,650
APPROPRIATIONS				
000		31,469	120,163	107,613
TOTAL APPROPRIATIONS				
		31,469	120,163	107,613
NET OF REVENUES/APPROPRIATIONS - FUND 358				
		129,644	(5,401)	(2,963)
	BEGINNING FUND BALANCE	118,999	248,644	243,243
	ENDING FUND BALANCE	248,643	243,243	240,280

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BUDGET REPORT
Fund: 359 BULLARD LAKE ROAD SAD
HARTLAND TOWNSHIP
FISCAL YEAR 2020 - 2021 BUDGET
ALL FUNDS

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FUND AND DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
359	BULLARD LAKE ROAD SAD		26,204	21,373
	Totals for dept 000 -		26,204	21,373
TOTAL ESTIMATED REVENUES				
			26,204	21,373
NET OF REVENUES/APPROPRIATIONS - FUND 359				
			26,204	21,373
	BEGINNING FUND BALANCE			26,204
	ENDING FUND BALANCE		26,204	47,577

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BUDGET REPORT
 Fund: 401 CAPITAL PROJECTS FUND

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HARTLAND TOWNSHIP
 FISCAL YEAR 2020 - 2021 BUDGET
 ALL FUNDS

FUND AND DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
401	CAPITAL PROJECTS FUND	450,555	848,474	525,648
Totals for dept 000 -		450,555	848,474	525,648
TOTAL ESTIMATED REVENUES		450,555	848,474	525,648
APPROPRIATIONS				
000		23,000	168,850	20,000
265	TOWNSHIP HALL & GROUNDS	13,835	21,642	8,500
444	SIDEWALKS	322,703	75,000	386,000
448	STREET LIGHTS		15,223	
463	ROADS & M59 MEDIAN			100,000
751	PARKS & RECREATION	71,834	17,931	257,500
TOTAL APPROPRIATIONS		431,372	298,646	772,000
NET OF REVENUES/APPROPRIATIONS - FUND 401		19,183	549,828	(246,352)
BEGINNING FUND BALANCE		237,490	256,673	806,501
ENDING FUND BALANCE		256,673	806,501	560,149

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BUDGET REPORT
Fund: 410 BULLARD LAKE ROAD CONSTRUCTION

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HARTLAND TOWNSHIP
FISCAL YEAR 2020 - 2021 BUDGET
ALL FUNDS

FUND AND DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
410	BULLARD LAKE ROAD CONSTRUCTION		169,000	
	Totals for dept 000 -		169,000	
TOTAL ESTIMATED REVENUES				
			169,000	
APPROPRIATIONS				
000			45	168,850
TOTAL APPROPRIATIONS				
			45	168,850
NET OF REVENUES/APPROPRIATIONS - FUND 410				
			168,955	(168,850)
	BEGINNING FUND BALANCE			168,955
	ENDING FUND BALANCE		168,955	105

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BUDGET REPORT
Fund: 536 WATER SYSTEM FUND
HARTLAND TOWNSHIP
FISCAL YEAR 2020 - 2021 BUDGET
ALL FUNDS

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FUND AND DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
536	WATER SYSTEM FUND	636,120	577,388	651,571
Totals for dept 000 -		636,120	577,388	651,571
TOTAL ESTIMATED REVENUES		636,120	577,388	651,571
APPROPRIATIONS				
000		326,948	458,849	482,559
TOTAL APPROPRIATIONS		326,948	458,849	482,559
NET OF REVENUES/APPROPRIATIONS - FUND 536		309,172	118,539	169,012
BEGINNING FUND BALANCE		1,054,410	1,363,582	1,482,121
ENDING FUND BALANCE		1,363,582	1,482,121	1,651,133

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BUDGET REPORT
Fund: 537 WATER DEBT SERVICE FUND

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HARTLAND TOWNSHIP
FISCAL YEAR 2020 - 2021 BUDGET
ALL FUNDS

FUND AND DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
537	WATER DEBT SERVICE FUND	28,357	17,693	9,347
Totals for dept 000 -		28,357	17,693	9,347
TOTAL ESTIMATED REVENUES		28,357	17,693	9,347
APPROPRIATIONS				
000		13,124	12,500	7,450
TOTAL APPROPRIATIONS		13,124	12,500	7,450
NET OF REVENUES/APPROPRIATIONS - FUND 537		15,233	5,193	1,897
BEGINNING FUND BALANCE		665,510	680,743	685,936
ENDING FUND BALANCE		680,743	685,936	687,833

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BUDGET REPORT
Fund: 539 WATER REPLACEMENT FUND

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HARTLAND TOWNSHIP
FISCAL YEAR 2020 - 2021 BUDGET
ALL FUNDS

FUND AND DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
539	WATER REPLACEMENT FUND	272,154	178,298	176,728
Totals for dept 000 -		272,154	178,298	176,728
TOTAL ESTIMATED REVENUES		272,154	178,298	176,728
APPROPRIATIONS				
000		258,142	480,000	327,648
TOTAL APPROPRIATIONS		258,142	480,000	327,648
NET OF REVENUES/APPROPRIATIONS - FUND 539		14,012	(301,702)	(150,920)
BEGINNING FUND BALANCE		6,030,040	6,044,052	5,742,350
ENDING FUND BALANCE		6,044,052	5,742,350	5,591,430

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BUDGET REPORT
Fund: 577 CABLE TV FUND
HARTLAND TOWNSHIP
FISCAL YEAR 2020 - 2021 BUDGET
ALL FUNDS

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FUND AND DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
577	CABLE TV FUND	91,170	93,450	86,385
Totals for dept 000 -		91,170	93,450	86,385
TOTAL ESTIMATED REVENUES		91,170	93,450	86,385
APPROPRIATIONS				
000		63,715	146,519	86,385
TOTAL APPROPRIATIONS		63,715	146,519	86,385
NET OF REVENUES/APPROPRIATIONS - FUND 577		27,455	(53,069)	
BEGINNING FUND BALANCE		205,127	232,582	179,513
ENDING FUND BALANCE		232,582	179,513	179,513

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BUDGET REPORT
 Fund: 590 SEWER OPERATIONS & MAINTENANCE FUND

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HARTLAND TOWNSHIP
 FISCAL YEAR 2020 - 2021 BUDGET
 ALL FUNDS

FUND AND DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
590	SEWER OPERATIONS & MAINTENANCE FUND	2,879,297	3,140,303	3,341,186
	Totals for dept 000 -	2,879,297	3,140,303	3,341,186
TOTAL ESTIMATED REVENUES				
		2,879,297	3,140,303	3,341,186
APPROPRIATIONS				
000		2,424,986	3,613,580	4,657,521
595	2005 SEWER BONDS	4,860	5,500	5,000
TOTAL APPROPRIATIONS				
		2,429,846	3,619,080	4,662,521
NET OF REVENUES/APPROPRIATIONS - FUND 590				
		449,451	(478,777)	(1,321,335)
BEGINNING FUND BALANCE				
		25,855,053	26,304,504	25,825,727
ENDING FUND BALANCE				
		26,304,504	25,825,727	24,504,392

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BUDGET REPORT
Fund: 591 LAKE TYRONE 2015 SEWER SAD

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HARTLAND TOWNSHIP
FISCAL YEAR 2020 - 2021 BUDGET
ALL FUNDS

FUND AND DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
591	LAKE TYRONE 2015 SEWER SAD	52,470	49,228	44,261
	Totals for dept 000 -	52,470	49,228	44,261
TOTAL ESTIMATED REVENUES				
		52,470	49,228	44,261
APPROPRIATIONS				
000		28,069	26,750	25,359
TOTAL APPROPRIATIONS				
		28,069	26,750	25,359
NET OF REVENUES/APPROPRIATIONS - FUND 591				
		24,401	22,478	18,902
	BEGINNING FUND BALANCE	144,333	168,734	191,212
	ENDING FUND BALANCE	168,734	191,212	210,114

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BUDGET REPORT
 Fund: 595 2005 SEWER EXP BONDS

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HARTLAND TOWNSHIP
 FISCAL YEAR 2020 - 2021 BUDGET
 ALL FUNDS

FUND AND DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
595	2005 SEWER EXP BONDS	172,749	1,065,774	1,680,318
	Totals for dept 000 -	172,749	1,065,774	1,680,318
TOTAL ESTIMATED REVENUES				
		172,749	1,065,774	1,680,318
APPROPRIATIONS				
000		465,524	494,000	460,810
TOTAL APPROPRIATIONS				
		465,524	494,000	460,810
NET OF REVENUES/APPROPRIATIONS - FUND 595				
		(292,775)	571,774	1,219,508
	BEGINNING FUND BALANCE	(11,362,293)	(11,655,068)	(11,083,294)
	ENDING FUND BALANCE	(11,655,068)	(11,083,294)	(9,863,786)

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BUDGET REPORT
Fund: 596 FORESTBROOK HILLS SEWER SAD#1

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HARTLAND TOWNSHIP
FISCAL YEAR 2020 - 2021 BUDGET
ALL FUNDS

FUND AND DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
596	FORESTBROOK HILLS SEWER SAD#1	4,728	4,424	3,992
Totals for dept 000 -		4,728	4,424	3,992
TOTAL ESTIMATED REVENUES		4,728	4,424	3,992
NET OF REVENUES/APPROPRIATIONS - FUND 596		4,728	4,424	3,992
BEGINNING FUND BALANCE		22,029	26,757	31,181
ENDING FUND BALANCE		26,757	31,181	35,173

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BUDGET REPORT
 Fund: 597 HARTLAND TWP SEWER SAD 200

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HARTLAND TOWNSHIP
 FISCAL YEAR 2020 - 2021 BUDGET
 ALL FUNDS

FUND AND DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 BOARD APPROVAL BUDGET
ESTIMATED REVENUES				
Dept 000				
597	HARTLAND TWP SEWER SAD 200	5,733	5,286	4,430
	Totals for dept 000 -	5,733	5,286	4,430
TOTAL ESTIMATED REVENUES				
		5,733	5,286	4,430
NET OF REVENUES/APPROPRIATIONS - FUND 597				
		5,733	5,286	4,430
	BEGINNING FUND BALANCE	11,172	16,905	22,191
	ENDING FUND BALANCE	16,905	22,191	26,621
ESTIMATED REVENUES - ALL FUNDS (10,488,554 14,564,430 12,238,316				
APPROPRIATIONS - ALL FUNDS (8,807,143 15,500,041 13,073,078				
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS 1,681,411 (935,611) (834,762)				
BEGINNING FUND BALANCE - ALL FUNDS 29,190,480 30,871,898 29,936,287				
ENDING FUND BALANCE - ALL FUNDS 30,871,891 29,936,287 29,101,525				



Hartland Township

Budget Hearing

Fiscal Year 2020 - 2021

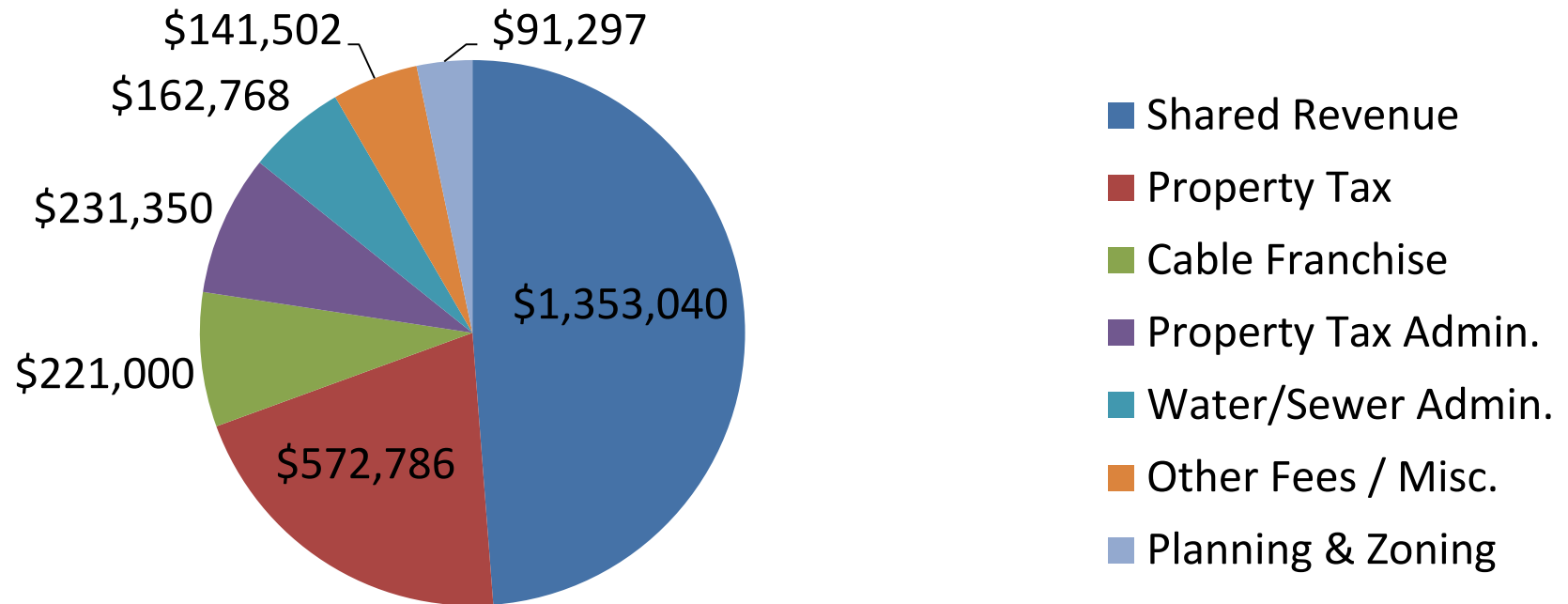
Truth In Taxation

- Hartland Township 0.7779 mills
- Fire Millage 1.8293 mills
- Road Millage 1.4581 mills

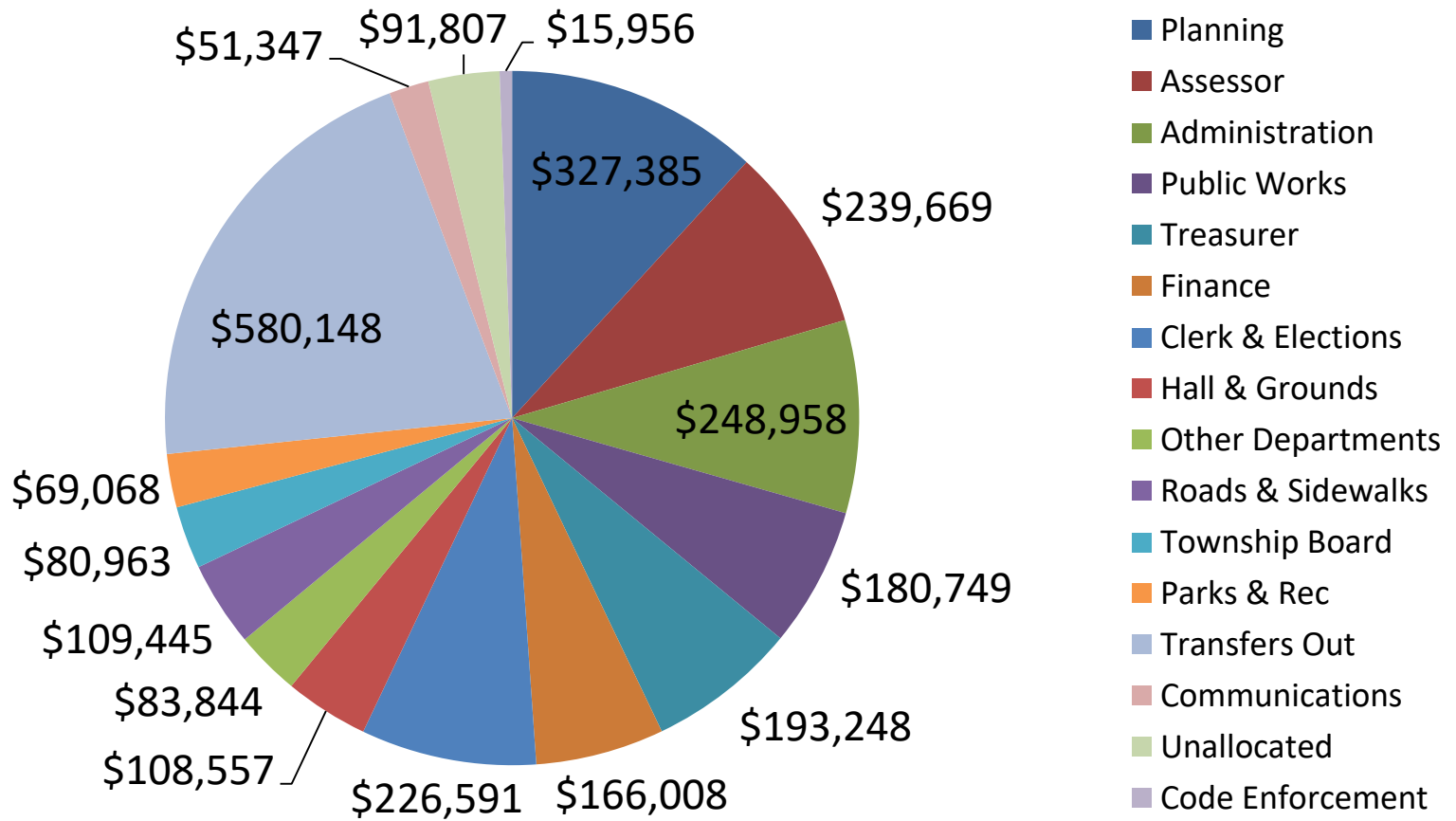
This is the best estimate as to the property tax millage rate that will be levied.

General Fund Estimated Revenues

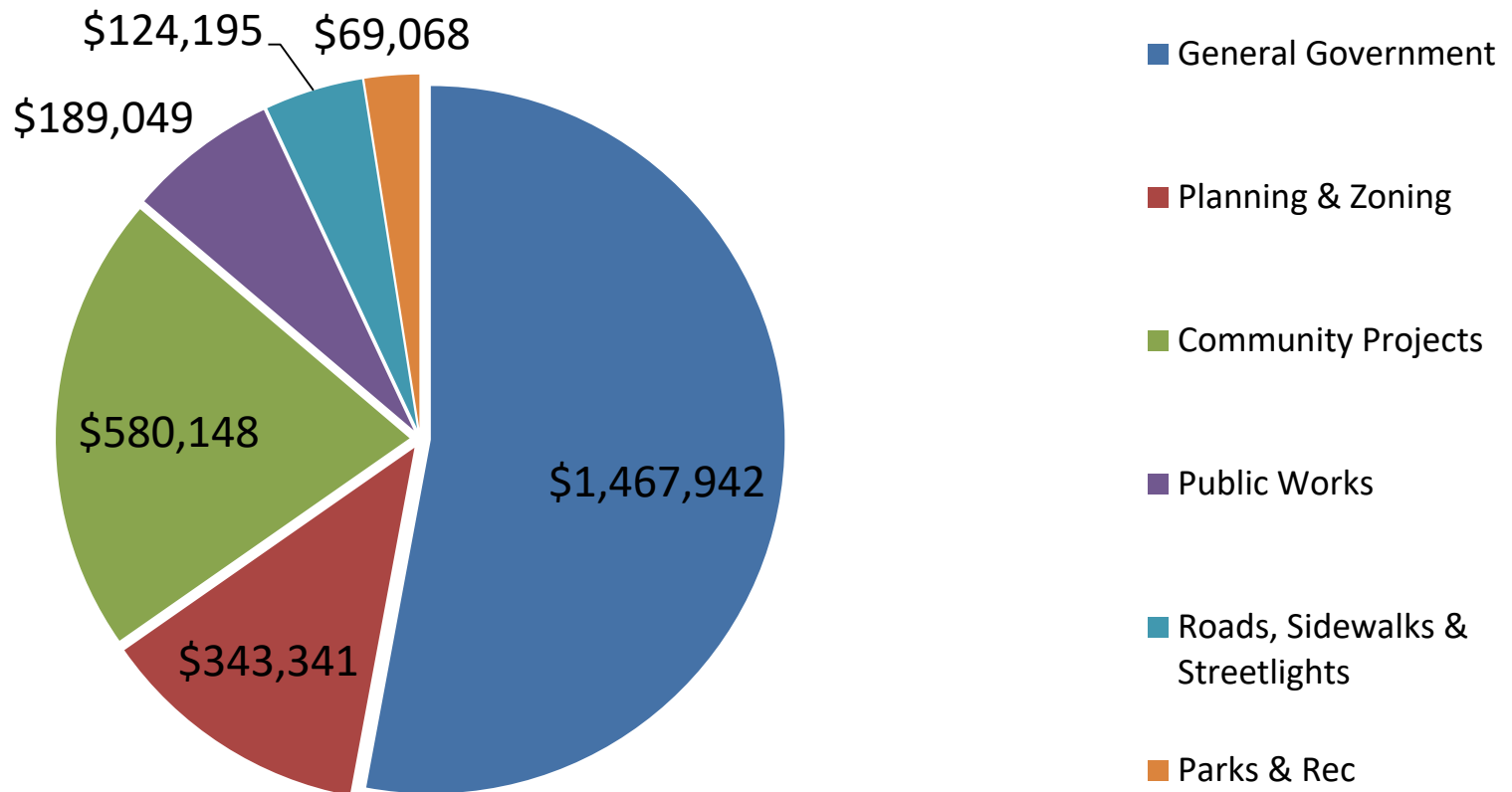
Fiscal Year 2020 - 2021



General Fund Estimated Expenditures Fiscal Year 2020 - 2021



General Fund Estimated Expenditures Fiscal Year 2020 - 2021Condensed



New Pay Rates for Certain Township Employees, Effective 4/1/2020

TITLE	NAME	19-20 RATE	20-21 RATE	20-21 BONUS
Appraiser	Diane Beaudoin	\$18.63 per hour	\$19.86 per hour	
Assessor	Jim Heaslip	\$67,813.83	\$70,530.96	
Assistant Assessor	Lisa Johnson	\$22.55 per hour	\$ 23.46 per hour	
Cable Operator	Susan Cobb	\$16.38 per hour	\$ 16.79 per hour	
Cable Operator	Peter Hendrix	\$17.40 per hour	\$ 17.84 per hour	
Cable Operator	Anthony Kendall	\$13.85 per hour	\$ 14.33 per hour	
Cashier	Cori Kline	\$16.17 per hour	\$ 16.82 per hour	100.00
Clerk	Larry Ciofu	\$62,000.00	\$62,000.00	
Code Enforcement	William Lenaghan	\$19.91 per hour	\$ 20.51 per hour	
Communications Director	Lynn Vollbrecht	\$27.90 per hour	\$ 29.74 per hour	
DPW Assistant	Kelly Bagdon	\$18.89 per hour	\$ 20.15 per hour	
DPW Director	Bob West	\$76,872.99	\$79,976.74	200.00
Deputy Clerk	Karen Vermillion	\$20.45 per hour	\$ 20.96 per hour	
Deputy Treasurer	Donna Shollack	\$23.05 per hour	\$ 24.17 per hour	500.00
Finance Clerk	Susan Case	\$20.45 per hour	\$ 20.45 per hour	
Finance Director	Susan Dryden-Hogan	\$77,070.82	\$78,997.59	
Maintenance	Dennis Goodwin	\$14.46 per hour	\$ 14.82 per hour	
Manager	James Wickman	\$101,118.28	\$106,174.19	2,000.00
Planning Assistant	Carol Morganroth	\$20.38 per hour	\$ 21.27per hour	
Planning Director	Troy Langer	\$75,366.00	\$78,794.81	
Planning Specialist	Martha Wyatt	\$31.75 per hour	\$ 33.10 per hour	
Project Coordinator	Andrew Kumar	\$19.66 per hour	\$ 20.96 per hour	150.00
Receptionist	Casey Louis	\$13.78 per hour	\$13.78 per hour	
Supervisor	William Fountain	\$31,000.00	\$31,000.00	
Treasurer	Kathleen Horning	\$62,000.00	\$62,000.00	
Water Operator I	Tyler Brooks	\$17.90 per hour	\$ 18.35 per hour	
Water Operator II	Kyle Mitchell	\$22.09 per hour	\$ 22.64 per hour	100.00

Proposed Pay Grade Scale, Effective 4/1/20**Inflation Factor: 2.5000%****Applied to Minimum Step 1 for Pay Grades 1-3; Midpoint Step 5 for Pay Grades 4-9**

Pay Grade	Step	Non-Exempt Hourly	Exempt Annually
A	1	\$11.00	
	2	\$11.50	
	3	\$12.00	
	Open Range (Performance Based) to maximum of	\$14.88	
1	(minimum) 1	\$ 12.81	
	2	\$ 13.36	
	3	\$ 13.92	
	Open Range (Performance Based) to maximum of	\$ 17.33	
2	(minimum) 1	\$13.54	
	2	\$14.13	
	3	\$14.72	
	Open Range (Performance Based) to maximum of	\$18.32	
3	(minimum) 1	\$14.62	
	2	\$15.25	
	3	\$15.89	
	Open Range (Performance Based) to maximum of	\$19.78	
4	(minimum) 1	\$16.88	
	2	\$17.61	
	3	\$18.35	
	4	\$19.10	
	(midpoint) 5	\$19.86	
	Open Range (Performance Based) to maximum of	\$22.84	
5	(minimum) 1	\$17.81	
	2	\$18.58	
	3	\$19.36	
	4	\$20.15	

	(midpoint) 5	\$20.96	
	Open Range (Performance Based) to maximum of	\$24.10	
6	(minimum) 1	\$18.74	
	2	\$19.54	
	3	\$20.37	
	4	\$21.10	
	(midpoint) 5	\$22.05	
	Open Range (Performance Based) to maximum of	\$25.35	
7	(minimum) 1	\$25.27	\$52,571
	2	\$26.36	\$54,832
	3	\$27.47	\$57,135
	4	\$28.60	\$59,477
	(midpoint) 5	\$29.74	\$61,849
	6	\$30.86	\$64,187
	7	\$31.97	\$66,487
	Open Range (Performance Based) to maximum of	\$34.20	\$71,126
8	(minimum) 1		\$61,081
	2		\$63,708
	3		\$66,383
	4		\$69,105
	(midpoint) 5		\$71,860
	6		\$74,577
	7		\$77,250
	Open Range (Performance Based) to maximum of		\$82,639
9	(minimum) 1		\$80,923
	2		\$84,403
	3		\$87,948
	4		\$91,554
	(midpoint) 5		\$95,204
	6		\$98,802
	7		\$102,344
	Open Range (Performance Based) to maximum of		\$109,484

Calculated Net Inflation Factor: 2.5000%

The pay grades & steps above serve as a guideline.

Employees may be hired at any point in the pay grade, based on qualifications.

Employees may be eligible to move to the next identified step in their pay grade annually.

By exception and based on performance, managers may choose to not recommend a full step increase or request a pay adjustment beyond the next step annually.

Movement in the pay grade defined by Open Range will be based on performance above and beyond expectations through the current Merit Pool process.

Advancement in the fourth quartile of each pay grade will only occur after demonstrating consistent high performance in the position and must be approved by the Township Manager.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: Fiscal 2020-2021 Fire Authority Budget

Date: February 26, 2020

Recommended Action

Move to approve the 2021 Fiscal Year Budget for the Hartland Deerfield Fire Authority, as presented.

Discussion

The proposed budget submitted by the Hartland Deerfield Fire Authority (HDFA) is attached. It was approved by the HDFA board already.

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

Attachments

Draft Budget Letter

Proposed 2020-21 HDFA Operating Budget



HARTLAND DEERFIELD FIRE AUTHORITY
HARTLAND AREA FIRE DEPT.

3205 Hartland Road
Hartland, MI. 48353-1825

Voice: (810) 632-7676

Fax: (810) 632-2176

E-Mail: mail@hartlandareafire.com

December 23, 2019

TO: Hartland & Deerfield Township Boards

RE: Draft 2020-21 HDFA Budget

In accordance with the Articles of Incorporation, please find the Draft 2020-21 HDFA Budget attached to this letter, as approved by the Hartland Deerfield Fire Authority Board. We continue to provide a level of service to our community that we believe meets our community's expectations, striving to achieve the best outcomes possible at the various incidents we respond to. The returning steady increases in new construction and occupancies is encouraging and we are constantly preparing for the changes and possibilities that come with this growth. None of this would be possible without the support of the residents and the Boards, for which we are very thankful for the opportunity to serve.

Our primary model continues to be the use of on-call Firefighters, supplemented by scheduled staffing, 24/7, that is also primarily filled by on-call staff. While this certainly has its challenges, we have been very successful with it and believe it to be the best model moving forward. The improvement in reduced response times and "right-sizing" our response has been a key factor in obtaining the best possible outcomes for many of the emergencies in our district. Our staff and equipment coupled with the key of quick response times is what makes the difference.

Three key factors in this year's budget are as follows:

- Personnel: The staffing changes we made in August were for 2/3 of the current fiscal year. This budget reflects an additional 1/3 of a year (a whole year) of this change.
- Insurance: Health care was quoted at a 9% increase for the coming year. Our staff agreed to an adjustment from a PPO to an HMO to help reduce that premium/increase.
- Equipment & Supplies: Mostly accounted for in Repair & Maintenance and Operating Supplies, all focused on taking care of existing equipment to extend the life of what would otherwise be very expensive equipment to replace.

In summary, we continuously strive to provide and improve on our quality and efficiency of service. Those improvements help to offset increased costs from additional call volume. Coupled with short, mid, and long-term planning, we are well positioned to sustain this great service well into the future.

Please feel free to contact me at any time with questions or comments.

Thank you,

Adam L. Carroll

Adam L. Carroll
Fire Chief

**HARTLAND DEERFIELD FIRE AUTHORITY
DRAFT 2020-21 OPERATING FUND BUDGET**

January 23, 2020

Pg. 1 of 2

ACCT#	DESCRIPTION		2020-21 DRAFT	2019-20 Budget	2018-19 ACTUAL	2017-18 ACTUAL	2016-17 ACTUAL	2015-16 ACTUAL	2014-15 ACTUAL
REVENUE									
601	HARTLAND TOWNSHIP	0.0%	1,200,038	1,200,303	1,178,188	1,140,652	1,053,560	1,025,144	997,701
602	DEERFIELD TOWNSHIP	3.7%	378,209	364,629	357,911	348,450	336,361	302,763	279,765
610	FIRE PROTECTION CONTRACTS		135,000	130,000	134,805	154,452	97,370	118,235	112,000
626	COST RECOVERY		8,500	8,500	7,303	6,778	6,017	15,683	9,000
665	INTEREST INCOME		50	50	190	334	144	58	40
687	REBATES & REFUNDS		0	0	0	0	0	0	0
690	LOAN PROCEEDS		0	0	0	0	0	0	0
694	OTHER REVENUE (Instructor Hours Reimburse, etc)		0	0	10,843	6,004	1,725	21,555	24,558
699	TRANSFER IN - CAP. REP. & IMP. (+ Prior Yr Tx)		0	0	0	0	0	0	0
	TOTAL REVENUE	1.1%	1,721,797	1,703,482	1,689,240	1,656,670	1,495,177	1,483,438	1,423,064
EXPENDITURES									
PERSONNEL									
702	WAGES - FIRE CHIEF		93,056	93,056	89,909	89,909	89,691	87,134	87,290
703	WAGES - CHIEF OFFICERS		75,420						
703.01	OT WAGES - CHIEF OFFICERS		4,400						
704.1	WAGES - FIRE MARSHAL		0	0	0	1,038	52,624	52,624	51,090
704.11	OT WAGES - FIRE MARSHAL		0	0	0	0	947	844	4,950
704.3	WAGES - SHIFT SUPERVISORS		163,488	108,898	101,520	95,566	94,785	94,785	47,015
704.31	OT WAGES - SHIFT SUPERVISORS		11,800	8,800	6,469	8,500	6,805	7,565	3,142
704.4	WAGES - ADMIN. ASST.		48,156	47,212	46,240	44,492	44,283	44,283	42,954
704.41	OT WAGES - ADMIN. ASST.		1,685	1,685	3,001	2,000	1,488	2,136	3,540
704.5	WAGES - FIRE INSPECTOR		54,240	46,848	44,700	21,810	0	0	0
704.51	OT WAGES - FIRE INSPECTOR		4,400	4,400	6,797	0	0	0	0
708.1	WAGES - DEPUTY CHIEFS		0	25,740	27,564	32,647	33,912	34,782	36,032
708.3	WAGES - CAPTAIN		4,590	4,500	3,122	5,282	4,535	4,188	37,260
708.4	WAGES - LIEUTENANTS		48,500	150,139	83,249	82,343	45,010	49,692	52,399
708.5	WAGES - SERGEANTS		74,393	72,934	92,275	105,478	108,848	116,045	98,216
708.6	WAGES - FIREFIGHTERS		225,886	218,000	258,288	236,997	227,615	210,246	226,059
708.7	WAGES - CADET FIREFIGHTERS		10,000	10,000	11,907	6,463	6,067	3,944	1,063
708.8	WAGES - ACCOUNTANT/HR		26,500	25,282	24,546	22,832	17,497	17,282	19,051
709	WAGES - CELL PHONE STIPEND		6,160	6,160	5,050	4,250	5,080	4,900	4,530
710	WAGES - BOARD MEMBERS		6,300	6,300	5,700	6,275	5,475	5,775	5,300
712	WAGES - ACCRUED PTO		6,000	5,320	2,128	4,055	4,491	3,196	2,896
715	PAYROLL TAXES		66,171	63,898	58,982	58,417	56,519	56,225	54,695
	TOTAL PERSONNEL	3.6%	931,144	899,172	871,447	828,354	805,672	795,646	779,496
PROFESSIONAL FEES									
801	ACCOUNTING/AUDITING & PAYROLL SERVICE		12,600	11,800	12,034	11,689	11,465	11,322	11,239
801.1	I.T./COMPUTER SERVICES		13,500	15,000	6,552	5,651	8,530	6,930	3,735
810	EMP. ASST. PGM.		2,200	2,200	1,613	1,496	1,529	1,525	1,356
826	LEGAL FEES		1,900	1,900	2,070	1,750	2,650	1,750	2,420
827	HIRING/RETENTION/PROMOTION		1,500	1,500	2,634	2,267	994	1,741	5,920
956	BANK FEES		100	100	0	0	0	0	0
	TOTAL PROFESSIONAL FEES	-2.2%	31,800	32,500	24,903	22,853	25,168	23,268	24,670
INSURANCE & BENEFITS									
716	HEALTH CARE/LIFE & DISABILITY INS		131,700	119,600	73,920	61,203	66,434	58,186	52,929
716.3	INSURANCE (W/C & LIABILITY)		100,000	105,500	114,974	112,168	105,881	89,385	83,014
718	PENSION/RETIREMENT DB		37,200	37,200	36,853	47,760	41,973	37,965	33,394
718.1	MERS DC		23,400	18,156	11,100				
718.2	457 MATCH		15,000	12,000	8,000				
	TOTAL INSURANCE	5.1%	307,300	292,456	244,847	221,131	214,288	185,536	169,337
EQUIPMENT & SUPPLIES									
719.1	UNIFORMS		8,500	8,500	9,165	8,791	7,142	9,012	5,302
719.2	TURN OUT GEAR		6,500	10,558	6,360	8,935	3,981	3,532	2,934
727	OFFICE SUPPLIES		6,000	6,000	7,965	9,330	5,568	5,764	5,511
729	COMPUTERS & RECORDS MGMT.		9,700	9,700	11,229	16,289	12,370	6,920	14,410
740	OPERATING SUPPLIES		19,000	14,000	23,465	25,762	16,075	22,366	24,826
744	MEDICAL SUPPLIES		6,000	5,000	5,167	4,534	3,525	23,780	2,744
860	FUEL		28,500	27,800	28,508	23,864	20,462	23,067	28,264
928	sUAS		1,500						
930	R & M - ANNUAL APPARATUS & EQUIP		19,500	19,100	13,649	13,284	15,170	16,378	12,440
930.1	R & M - SMALL EQUIP		5,000	5,000	6,126	3,224	2,694	4,403	728
930.2	R & M - VEHICLES		50,000	50,000	56,065	53,533	44,066	34,876	53,426
930.8	R & M - RADIOS/BATTERIES		2,000	2,000	348	2,736	1,588	1,144	370
970	CAPITAL OUTLAY		0	0	0	0	0	0	0
970.5	CAPITAL OUTLAY LOAN PAYMENTS		0	0	0	0	0	0	66,145
995	CAPITAL OUTLAY LOAN INTEREST		0	0	0	0	0	0	1388
	TOTAL EQUIPMENT & SUPPLIES	2.9%	162,200	157,658	168,047	170,282	132,641	151,242	218,488

HARTLAND DEERFIELD FIRE AUTHORITY
DRAFT 2020-21 OPERATING FUND BUDGET

January 23, 2020

Pg. 2 of 2

ACCT#	DESCRIPTION	2020-21 DRAFT	2019-20 Budget	2018-19 ACTUAL	2017-18 ACTUAL	2016-17 ACTUAL	2015-16 ACTUAL	2014-15 ACTUAL
	UTILITIES							
802	GARBAGE & SNOW	20,000	25,000	23,163	26,553	17,727	18,444	23,882
920	GAS	12,500	12,500	12,879	7,455	5,195	4,776	24,841
920.1	ELECTRIC	24,000	24,000	20,480	22,291	20,079	23,248	21,812
920.2	WATER & SEWER	3,500	3,500	3,329	2,723	2,742	2,875	2,416
	TOTAL UTILITIES	-7.7% 60,000	65,000	59,851	59,022	45,743	49,343	72,951
	DUES & SUBSCRIPTIONS							
804	MEMBERSHIPS & PUBLICATIONS	6,000	6,000	4,903	6,486	5,684	6,066	2,456
805	Liv.Co. Specialized Response Teams	4,000	4,000	4,000	3,500	3,500	3,500	3,500
	TOTAL DUES & SUBSCRIPTIONS	0.0% 10,000	10,000	8,903	9,986	9,184	9,566	5,956
720	PHYSICALS & VACCINES	8,000	7,000	9,892	983	9,353	4,456	13,072
	TOTAL PHYSICALS & VACCINES	14.3% 8,000	7,000	9,892	983	9,353	4,456	13,072
	TRAINING							
739	PUBLIC EDUCATION	9,500	9,500	6,856	6,198	3,423	2933	0
957	TRAINING	9,000	9,000	7,098	499	9,250	10396	6707
957.1	TRAINING (SUPPLIES/OTHER)	2,000	1,600	3,540	7,859	4,036	1519	2303
957.2	RECERTIFICATION - FIRE INSPECTORS	0	0	0	1,684	350	383	0
957.3	SEMINARS & CERTIFICATIONS	6,500	6,500	6,743	9,239	9,468	4892	7521
957.4	BLUE CARD CERT/RECERT	350	350	2147	2,550	4,226	0	0
	TOTAL TRAINING	1.5% 27,350	26,950	26,384	28,029	30,753	20,123	16,531
	COMMUNICATIONS							
851	TELEPHONE	5,500	5,500	5,352	7,256	7,968	7,938	5,698
	TOTAL COMMUNICATIONS	0.0% 5,500	5,500	5,352	7,256	7,968	7,938	5,698
	BUILDINGS							
746	CLEANING SUPPLIES	3,500	3,500	4,032	3,209	3,208	3,137	2,910
930.4	R&M/IMPROVEMENTS	10,000	12,500	9,286	12,676	4,568	8,484	16,679
941	RENT - all 3 Fire Stations (\$1 each)	3	3	3	3	3	3	3
941	RENT - HERO Bldg space for Sim Lab	0	372	4,400	5,500	4,400	4,400	0
	TOTAL BUILDINGS	-17.5% 13,503	16,375	17,721	21,388	12,179	16,024	19,592
890.1	CONTINGENCY/UNINSURED LOSS	0	0	3,129	2,434	2,164	6,500	0
	TOTAL CONTINGENCY/UNINSURED LOSS	N/A 0	0	3,129	2,434	2,164	6,500	0
	TRANSFERS							
999	TRANSFERS TO CAPITAL REPLACEMENT	165,000	190,871	210,000	240,000	200,064	170,000	135,000
999	TRANSFERS TO CAPITAL REPLACEMENT - PRIOR	11,875	11,875	26,889	0	43,796	0	24,558
	TOTAL TRANSFERS	N/A 176,875	202,746	236,889	240,000	243,860	170,000	159,558
	TOTAL EXPENDITURES	1.1% 1,721,797	1,703,482	1,650,476	1,611,718	1,495,177	1,439,642	1,418,189
	NET REVENUES OVER (UNDER) EXPEDITURES	0	0	11,875	26,889	0	43,796	4,875
	BEGINNING FUND BALANCE	100,000	100,000	100,000	100,000	100,000	104,875	100,000
	ENDING FUND BALANCE	100,000	100,000	111,875	126,889	100,000	143,796	104,875

	2019	
<i>Formula Data</i>	Hartland	Deerfield
Usage for Oct.1 thru Sep.30	3,088.9	1,016.5
Usage Percentage	75.2%	24.8%

20-21 Budget % @ 3yr Avg	
Hartland	76.0%
Deerfield	24.0%

2018	
Hartland	Deerfield
4,137.2	1,299.1
76.1%	23.9%

2019-20
76.7%
23.3%

2017	
Hartland	Deerfield
3,889.9	1,177.4
76.8%	23.2%

2018-19
76.7%
23.3%

2016	
Hartland	Deerfield
3,907.4	1,154.5
77.2%	22.8%

2017-18
76.6%
23.4%

2015	
Hartland	Deerfield
3,933.9	1,242.2
76.0%	24.0%

2016-17
75.8%
24.2%

2014	
Hartland	Deerfield
3,799.1	1,255.8
75.2%	24.8%

2015-16
77.2%
22.8%

2013	
Hartland	Deerfield
4,192.3	1,298.3
76.4%	23.6%

2014-15
77.5%
22.5%

2012	
Hartland	Deerfield
4,338.2	1,077.4
80.1%	19.9%

2013-14
78.2%
21.8%

2011	
Hartland	Deerfield
4,510.7	1,430.3
75.9%	24.1%

2012-13
78.0%
22.0%

2010	
Hartland	Deerfield
4,004.5	1,101.3
78.4%	21.6%

2011-12
78.8%
21.2%

2009	
Hartland	Deerfield
5,101.5	1,307.7
79.6%	20.4%

2010-11
80.6%
19.4%

2009-10
81.4%
18.6%

2008-09
81.2%
18.8%

	Authority	Hartland	Deerfield
08-09	4.3	3.2	7.2
09-10	6.5	7.3	5.7
10-11	7	-3.1	2.5
11-12	-4.2	-4.8	-3
12-13	-1.4	-2.4	10.9
13-14	4.5	7.2	6.1
14-15	5	5.4	5.9
15-16	3.1	2.7	7.6
16-17	4.7	2.7	10
17-18	6.1	7.6	3.5
18-19	2.9	3.3	2.7
19-20	1.9	1.9	1.9
20-21	1.1	0	3.7
AVG	3.2	2.4	5.0

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert West, Director of Public Works

Subject: 2020 Spranger Improvements

Date: February 26, 2020

Recommended Action

Authorize the Public Works to act on behalf of the Township Board to complete the 2020 Spranger Field improvements and approve a budget amendment in an amount of \$211,000.

Discussion

The Park Site Plan Committee has recommended a series of improvements to the Township's Spranger Field for the 2020 construction season. The proposed improvements have been supported during Township Board work sessions, and Public Works is seeking authorization to proceed.

The proposed improvements include new fencing and backstops, remodeled facility interior, infield improvements, and substantial tree clearing along the US-23 ROW. Additionally, a pathway will be mowed into the norther area of the park. The pathway is not reflected in the cost analysis as the bonus task will be donated by Preiss Outdoor Services.

The budget for the proposed improvements totals \$211,000, however Public Works believes some cost savings will be recognized from the budget. The proposal includes a HAYAA Baseball investment of \$50,000 paid over ten years to the Township, which was acceptable to HAYAA contingent upon an increase from \$7,000 annually to \$9,000 annually for field maintenance. For reference, HAYAA Baseball received an increase from \$6,000 to the current \$7,000 in 2012.

Public Works will act as the general contractor for the proposed improvements as many different services will be required for completion. Public Works is seeking authorization to proceed with completing the project on behalf of the Township Board by ordering parts directly, contracting multiple services, and overseeing budgeting- all of which are cost savings efforts compared to hiring a general contractor to perform the same services.

Financial Impact

Is a Budget Amendment Required? ☒ Yes ☐ No

The proposed improvements will be funded from the Township's Capital Projects Fund. Any funding for work not completed prior to April 1, 2020 will be amended to the FY2020-21 budget.

Budget Amendment to 401-751-970.006 – Parks & Rec, Spranger Field - \$211,000

Attachments

2020 Spranger Upgrades with Costs

2020 HAYAA Contract – Spranger Fields

Cash Flow

2020 Spranger Field Improvements

Complete

Restrooms	\$30,000
Concessions	
Playscape	\$28,000
Fencing	\$98,000
infield Material	\$40,000
Tree Clearing	\$15,000
Total:	\$211,000

Restrooms would be upgraded to stainless steel fixtures in both instances (new partitions)

Concessions would include epoxy flooring and new cabinets and countertop

Playscape would be chosen by the HAYAA Baseball organization and Public Works Dept.

Fencing would replace existing and add baseline fences to each field

Infield material includes removing existing material and placing new material

Tree clearing is clearing of the area between the US-23 ROW and the ball fields





	Actual FY 16-17	Actual FY 17-18	Actual FY 18-19	Projected FY 19-20	Proposed FY 20-21	Proposed FY 21-22
UNRESTRICTED FUNDS						
Beginning Cash Available 4/1/XX						
Checking & Investment Accounts	\$ 960,278	\$ 1,106,646	\$ 109,683			
Right of Way Funds	\$ 49,040	\$ 59,826	\$ 70,267			
Due from GF - Budgeted Transfers (A)	\$ 394,500	\$ 220,000				
YE A/P Paid	\$ (4,069)	\$ (43,552)	\$ (26,950)			
Ye A/P Due	\$ 43,552	\$ 26,950	\$ 6,651			
Cash Available	\$ 1,443,300	\$ 1,369,870	\$ 159,650	\$ 200,881	\$ 802,406	\$ 555,291
Cash Inflows:						
Net Actual/Estimated Interest Earnings	\$ 2,850	\$ 1,411	\$ 775	\$ 2,500	\$ 2,500	\$ 2,500
Annual BOY Transfer (A)		\$ 343,000	\$ 437,349	\$ 463,010	\$ 491,788	\$ 621,672
Annual Right of Way Payment	\$ 10,664	\$ 10,381	\$ 6,064	\$ 19,789	\$ 10,000	\$ 10,000
RAP Grant (MMRMA)				\$ 6,000		
After audit surplus transfer				\$ 357,175		
Equity Transfer from Rolling Hills SAD (B)		\$ -	\$ 6,367			
Bullard Lake Woods Road Repayments				\$ 26,204	\$ 21,373	\$ 20,000
Ore Valley Repayments	\$ -	\$ 55,037	\$ 24,051	\$ 22,451	\$ 20,224	
Cash Inflows	\$ 13,514	\$ 409,829	\$ 474,606	\$ 897,129	\$ 545,885	\$ 654,172
Project Expenses:						
Contingencies					20,000	20,000
M59 Median Improvements					40,000	
M59 South Pathway Connector					375,000	
Bullard Lake Woods Road SAD			\$ 2,003	\$ 165,808		
Park Engineering	\$ 67,065	\$ -				
Heritage Park Construction	\$ 3,312	\$ 747,945	\$ 19,299	\$ 2,500		
Settlers Park Construction	\$ 23,395	\$ 792,845	\$ 52,535	\$ 15,431		
Settlers Park Plant Management					\$ 52,500	
Streetlights - LED Conversion				\$ 15,223		
Gateway Signs - updated cost + 20% ('C)					\$ 60,000	
New Vehicle for Township			\$ 23,000			
New Election Equipment		\$ 11,726				
Township Hall Security Improvements				\$ 10,012		
Township Hall HVAC Replacements				\$ 7,930	\$ 8,500	\$ 8,500
Township Hall Parking Lot Rehab						\$ 175,000
HERO Center Parking Lot	\$ 51,079					
HERO Center Flooring			\$ 13,835			
HERO Center Exterior Painting				\$ 3,700		
Hartland Road West Sidewalk & Crosswalk	\$ 77,095				\$ 11,000	
Spranger Field Parking Lot/Drainage Improv.	\$ 36,230	7,619				
Spranger Field Upgrades					\$ 216,000	
Township Hall Curbs (Final costs)	\$ 7,852					
Safety Path Program	\$ 24,314	39,614				
Hartland Road Pathway to RAMCO (D)	\$ -		322,703	\$ 75,000		
Total Project Expenses	\$ 290,341	\$ 1,599,749	\$ 433,375	\$ 295,604	\$ 783,000	\$ 203,500
Cash Remaining before Transfer from GF	\$ 1,166,473	\$ 179,950	\$ 200,881	\$ 802,406	\$ 565,291	\$ 1,005,963
Less Right of Way money (Restricted) (E)	\$ (59,826)	\$ (70,267)	\$ -	\$ -	\$ (10,000)	\$ (20,000)
Ending Unrestricted Cash Available	\$ 1,106,646	\$ 109,683	\$ 200,881	\$ 802,406	\$ 555,291	\$ 985,963

NOTES:

(A) Annual GF budget transfers have shifted from the end of the fiscal year to the beginning of the fiscal year. Estimated Transfers for FY21 & FY22 are based on the Manager Recommended FY21 budget. Amount is carried forward into future years.

(B) - Rolling Hills Equity Transfer is delayed for two years due to deferred parcels

(C) - Gateway Signs: Updated cost estimates + 20% contingency

(D) - Hartland Road Pathway to RAMCO moved to FY19 + 3% added for inflation. Left over budget (\$35K) has been carried over into FY20 for remaining work on sidewalk at Hartland and Dunham road intersection. Actual includes easement work at Dunham and Hartland.

(E) - All available Right of Way funds will be used towards the Hartland Road sidewalk.

PY General Fund Surplus after audit: FY18 = \$208,500, FY19 = \$148,600 These surpluses will be transferred in 3rd Fiscal Quarter 2020. Going forward, the transfers will be scheduled for Board approval after the audit presentation.