



## Board of Trustees

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

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

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### Board of Trustees Regular Meeting Agenda Hartland Township Hall Tuesday, March 24, 2026 7:00 PM

1. Call to Order
  2. Pledge of Allegiance
  3. Roll Call
  4. Approval of the Agenda
  5. Call to the Public
  6. Approval of the Consent Agenda
    - a. Approve Payment of Bills
    - b. Approve Post Audit of Disbursements Between Board Meetings
    - c. 03-10-26 Hartland Township Board Regular Meeting Minutes
    - d. FY2025 - 2026 Year End Budget Amendments
    - e. Treasury Administrative Assistant
    - f. 2026 Clerk Department Job Descriptions
  7. Pending & New Business
    - a. East Water Tower and Water Main Extension - Professional Services Proposal
    - b. Proposed Pressure Reducing Valve (PRV No. 3) - Professional Services Proposal
  8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
    - a. Manager's Report
  10. Adjournment

# Hartland Township Board of Trustees Meeting Agenda Memorandum

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

**Subject:** Approve Payment of Bills

**Date:** March 17, 2026

## Recommended Action

Move to approve the bills as presented for payment.

## Discussion

Bills presented total \$245,593.89. The bills are available in the Finance office for review.

Notable invoices include:

\$16,476.62 – CSM Mechanical LLC – (Dig up 4” wet well line)

\$196,261.11 – Livingston County Drain Commission – (February 2026 Sewer System O&M)

\$10,000.00 – MFCI LLC– (Water Rate Study)

## Financial Impact

Is a Budget Amendment Required?  Yes  No

All expenses are covered under the adopted FY26 budget.

## Attachments

Bills for 03.24.2026

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
ARGENT 54088 10/03/2025	ARGENT INSTITUTIONAL TRUST COMPANY 4343 EASTON COMMONS, SUITE 120 COLUMBUS OH, 43219	03/11/2026 03/24/2026 / / 03/24/2026	075701 0.0000	FOA N N N	10/1/25 - 9/30/26 HARTSEWMI21	500.00 0.00 500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
595-000-996.000	BOND FEES	500.00

VENDOR TOTAL: 500.00

CINTAS 54124 03/16/2026	CINTAS CORPORATION P.O. BOX 630910 CINCINNATI OH, 45263	03/16/2026 03/24/2026 / / 03/24/2026	4262777637 0.0000	FOA N N N	MATS	48.11 0.00 48.11
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Open

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

VENDOR TOTAL: 48.11

CLARKHILL 54138 03/09/2026	CLARK HILL PLC P.O. BOX 641858 PITTSBURGH PA, 15264-1858	03/09/2026 03/24/2026 / / 03/24/2026	1707896 0.0000	FOA N N Y	BALLOT PROPOSAL RENEWAL OF FIRE MILL	2,507.50 0.00 2,507.50
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-826.000	LEGAL FEES	2,507.50

VENDOR TOTAL: 2,507.50

COSGROVE 54126 03/16/2026	COSGROVE, HEATHER ,	03/16/2026 03/24/2026 / / 03/24/2026	031626 0.0000	FOA N N N	REIMBURSEMENT FOR MILEAGE/MEALS	261.50 0.00 261.50
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-957.000	EDUCATION/TRAINING/CONVENTION	261.50

COSGROVE 54128 03/18/2026	COSGROVE, HEATHER ,	03/18/2026 03/24/2026 / / 03/24/2026	031826 0.0000	FOA N N N	MIPMC CERTIFICATION LEVEL 1	100.00 0.00 100.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-957.000	EDUCATION/TRAINING/CONVENTION	100.00

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

VENDOR TOTAL: 361.50

CSM	CSM MECHANICAL LLC	03/05/2026	6754	FOA	DIG UP 4" WET WELL LINE	
54075	1235 HOLDEN AVE	03/24/2026		N		16,476.62
03/05/2026	MILFORD MI, 48381	/ /	0.0000	N		0.00
		03/24/2026		N		16,476.62

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	16,476.62

VENDOR TOTAL: 16,476.62

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	03/05/2026	216428	FOA	MARCH 2026 PARKS TRASH	
54059	PO BOX 241	03/24/2026		N		350.00
03/05/2026	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/24/2026		Y		350.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	350.00

VENDOR TOTAL: 350.00

0070	DTE ENERGY	02/28/2026	200456063895	FOA	FEBRUARY 2026 - MILLPOINTE, FIDDLERS	
54082	P.O BOX 740786	03/24/2026		N		1,869.30
	CINCINNATI	/ /	0.0000	N		0.00
02/28/2026	OH, 45274-0786	03/24/2026		N		1,869.30

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-282.001	MILLPOINTE STREETLIGHTS DEPOSIT	231.29
101-000-282.002	FIDDLAR GROVE STREETLIGHT DEPOSIT	65.61
101-000-282.003	WALNUT RIDGE STREETLIGHTS DEPOSIT	25.40
101-448-921.000	STREET LIGHTS	1,547.00
		1,869.30

VENDOR TOTAL: 1,869.30

0001	HARTLAND TOWNSHIP GENERAL FUND	03/05/2026	030526	FOA	FEBRUARY 2026 DOG LICENSE PMTS	
54067		03/24/2026		N		13.50
03/05/2026		/ /	0.0000	N		0.00
		03/24/2026		N		13.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	13.50

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

0001	HARTLAND TOWNSHIP GENERAL FUND	03/09/2026	030926	FOA	FEBRUARY 2026 MOBILE HOME TAX DISBUR	
54076		03/24/2026		N		298.00
03/09/2026	,	/ /	0.0000	N		0.00
		03/24/2026		N		298.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	298.00

VENDOR TOTAL: 311.50

4589	HORNING, KATHLEEN A	03/09/2026	030926	FOA	REIMBURSE FOR SUPPLIES	
54068	1665 HARTLAND WOODS DR	03/24/2026		N		67.98
03/09/2026	HOWELL MI, 48843-9044	/ /	0.0000	N		0.00
		03/24/2026		N		67.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-727.000	SUPPLIES & POSTAGE	67.98

VENDOR TOTAL: 67.98

1120	KIZCAM	03/05/2026	18071	FOA	WINDOW ENVELOPES	
54125	3280 W GRAND RIVER	03/24/2026		N		197.50
03/05/2026	HOWELL MI, 48855	/ /	0.0000	N		0.00
		03/24/2026		N		197.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	197.50

VENDOR TOTAL: 197.50

0220	LIVINGSTON COUNTY TREASURER	03/05/2026	030526	FOA	FEBRUARY 2026 DOG LICENSE PMTS	
54066	200 E. GRAND RIVER	03/24/2026		N		151.50
03/05/2026	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/24/2026		N		151.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	151.50

0220	LIVINGSTON COUNTY TREASURER	03/09/2026	030926	FOA	FEBRUARY 2026 MOBILE HOME TAX DISBUR	
54077	200 E. GRAND RIVER	03/24/2026		N		1,490.00
03/09/2026	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/24/2026		N		1,490.00

Open

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

701-000-290.300	MOBILE HOME FEES ESCROW					1,490.00
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VENDOR TOTAL: 1,641.50

2909	LIVINGSTON CTY.DRAIN COMMISSIO	03/04/2026	4122	FOA	FEBRUARY 2026 - SEWER SYSTEM O&M	
54055	2300 E. GRAND RIVER	03/24/2026		N		196,261.11
	STE. 105					
03/04/2026	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/24/2026		N		196,261.11

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-801.008	LCDC CONTRACT SERVICES	196,261.11

VENDOR TOTAL: 196,261.11

MFCI	MFCI, LLC	03/04/2026	1437	FOA	WATER RATE STUDY	
54065	435 UNION ST	03/24/2026		N		10,000.00
03/04/2026	MILFORD MI, 48381	/ /	0.0000	N		0.00
		03/24/2026		N		10,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	10,000.00

VENDOR TOTAL: 10,000.00

MAMCEM	MI ASSOC OF MUNICIPAL CEMETERIES	03/10/2026	031026	FOA	2026 MEMBERSHIP	
54078	400 S HARRISON ST	03/24/2026		N		45.00
03/10/2026	LUDINGTON MI, 49431	/ /	0.0000	N		0.00
		03/24/2026		N		45.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-804.000	MEMBERSHIP & DUES	45.00

VENDOR TOTAL: 45.00

LCDPA	MICHIGAN.COM	04/01/2026	APRIL 2026	FOA	ACCOUNT # PA8741424	
54087	PO BOX 742520	03/24/2026		N		58.00
04/01/2026	CINCINNATI OH, 45274-2520	/ /	0.0000	N		0.00
		03/24/2026		N		58.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-804.000	MEMBERSHIP & DUES	58.00

VENDOR TOTAL: 58.00

SERVICEPRO	SERVICEPRO	02/28/2026	FEBRUARY 2026	FOA	FEBRUARY 2026 - CLEANING	
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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
54117	7510 PARKWOOD DRIVE	03/24/2026		N		880.00
03/15/2026	FENTON MI, 48430	/ /	0.0000	N		0.00
		03/24/2026		Y		880.00

Open

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

VENDOR TOTAL: 880.00

SPALDING	SPALDING DEDECKER	03/04/2026	107130	FOA	HARTLAND M-59 NORTH SIDE WM THRU 1/2	
54056	905 SOUTH BLVD EAST	03/24/2026		N		8,800.00
03/04/2026	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		03/24/2026		N		8,800.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	8,800.00

SPALDING	SPALDING DEDECKER	03/04/2026	107131	FOA	WTP FILTER PHASE 1 THRU 1/25/26	
54057	905 SOUTH BLVD EAST	03/24/2026		N		110.00
03/04/2026	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		03/24/2026		N		110.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	110.00

VENDOR TOTAL: 8,910.00

STAPLES	STAPLES	03/07/2026	6057959093	FOA	MISC SUPPLIES	
54060	PO BOX 660409	03/24/2026		N		59.11
03/07/2026	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		03/24/2026		N		59.11

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	59.11

STAPLES	STAPLES	03/07/2026	6057959094	FOA	MISC SUPPLIES	
54061	PO BOX 660409	03/24/2026		N		18.24
03/07/2026	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		03/24/2026		N		18.24

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-192-727.000	SUPPLIES & POSTAGE	3.29
101-265-740.000	OPERATING SUPPLIES	14.95

18.24

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		
STAPLES	STAPLES	03/14/2026	6058415702	FOA	MISC SUPPLIES	
54118	PO BOX 660409	03/24/2026		N		53.26
03/14/2026	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		03/24/2026		N		53.26

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	39.08
101-172-727.000	SUPPLIES & POSTAGE	14.18
		<u>53.26</u>

VENDOR TOTAL: 130.61

VC3, INC.	VC3, INC.	03/11/2026	241289	FOA	MARCH 2026 CLOUD PROTECTION/DATA REC	
54092	C/O PNC BANK	03/24/2026		N		302.00
	P.O. BOX 746804	/ /	0.0000	N		0.00
03/11/2026	ATLANTA GA, 30374-6804	03/24/2026		N		302.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-258-801.000	CONTRACTED SERVICES	302.00

VC3, INC.	VC3, INC.	03/11/2026	241352	FOA	MARCH 2026 MS OFFICE 365	
54091	C/O PNC BANK	03/24/2026		N		551.46
	P.O. BOX 746804	/ /	0.0000	N		0.00
03/11/2026	ATLANTA GA, 30374-6804	03/24/2026		N		551.46

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	551.46

VC3, INC.	VC3, INC.	03/11/2026	241812	FOA	MARCH 2026 SERVICE CONTRACT BUNDLE	
54090	C/O PNC BANK	03/24/2026		N		2,995.20
	P.O. BOX 746804	/ /	0.0000	N		0.00
03/11/2026	ATLANTA GA, 30374-6804	03/24/2026		N		2,995.20

Open

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

VC3, INC.	VC3, INC.	03/13/2026	3567049VC3	FOA	UPDATE QUICKBOOKS	
54119	C/O PNC BANK	03/24/2026		N		1,060.00
	P.O. BOX 746804	/ /	0.0000	N		0.00
03/13/2026	ATLANTA GA, 30374-6804	03/24/2026		N		1,060.00

Open

03/18/2026 11:56 AM  
 User: SUSANC  
 DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP  
 EXP CHECK RUN DATES 03/24/2026 - 03/24/2026  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 OPEN - CHECK TYPE: PAPER CHECK

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

GL NUMBER	DESCRIPTION	AMOUNT
101-253-930.000	REPAIRS & MAINTENANCE	1,060.00

VENDOR TOTAL: 4,908.66

WATERTECH	WATER TECH	02/28/2026	67711	FOA	FEBRUARY 2026	
54112	718 S MICHIGAN	03/24/2026		N		69.00
02/28/2026	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/24/2026		N		69.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	69.00

VENDOR TOTAL: 69.00

TOTAL - ALL VENDORS: 245,593.89

FUND TOTALS:

Fund 101 - GENERAL FUND	8,365.20
Fund 206 - FIRE OPERATING	2,507.50
Fund 536 - WATER SYSTEM FUND	26,545.62
Fund 539 - WATER REPLACEMENT FUND	8,910.00
Fund 577 - CABLE TV FUND	551.46
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	196,261.11
Fund 595 - 2005 SEWER EXP BONDS	500.00
Fund 701 - TRUST AND AGENCY	1,953.00

## Hartland Township Board of Trustees Meeting Agenda Memorandum

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

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

**Date:** March 17, 2026

### Recommended Action

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

### Discussion

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

Accounts Payable – \$18,053.10

March 12, 2026 Payroll - \$94,002.93

### Financial Impact

Is a Budget Amendment Required?  Yes  No

All expenses are covered under the adopted FY26 budget.

### Attachments

Post Audit Bills List 03.11.2026

Post Audit Bills List 03.12.2026

Payroll 03.12.2026

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/11/2026	FOA	46919	LIVINGSTON COUNTY TREASURER	TAX CHARGEBACKS	101-209-850.000	26.06
		46919		DOG LICENSES ESCROW	701-000-290.250	81.00
						107.06
03/11/2026	FOA	46920	LIVINGSTON COUNTY TREASURER	DRAINS AT LARGE	101-465-963.000	7,681.07
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS		7,788.13

--- GL TOTALS ---

101-209-850.000	TAX CHARGEBACKS	26.06
101-465-963.000	DRAINS AT LARGE	7,681.07
701-000-290.250	DOG LICENSES ESCROW	81.00
	TOTAL	7,788.13

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/12/2026	FOA	46916	CHASE BANK	SUPPLIES & POSTAGE	101-101-727.000	296.39
		46916		SUPPLIES & POSTAGE	101-172-727.000	73.84
		46916		EDUCATION/TRAINING/CONVENTION	101-172-957.000	476.00
		46916		EDUCATION/TRAINING/CONVENTION	101-192-957.000	178.00
		46916		SUPPLIES & POSTAGE	101-209-727.000	55.14
		46916		EDUCATION/TRAINING/CONVENTION	101-209-957.000	25.00
		46916		SUPPLIES & POSTAGE	101-215-727.000	243.18
		46916		REPAIRS & MAINTENANCE	101-239-930.000	58.37
		46916		SUPPLIES & POSTAGE	101-253-727.000	1,080.54
		46916		EDUCATION/TRAINING/CONVENTION	101-253-957.000	299.00
		46916		OPERATING SUPPLIES	101-265-740.000	311.73
		46916		CONTRACTED SERVICES	101-265-801.000	198.00
		46916		TELEPHONE	101-265-851.000	19.44
		46916		REPAIRS & MAINTENANCE	101-265-930.000	630.75
		46916		REPAIRS & MAINT - HERO TEEN CTR	101-265-930.001	630.74
		46916		CAPITAL OUTLAY	101-265-970.000	540.20
		46916		SUPPLIES & POSTAGE	101-400-727.000	9.89
		46916		OPERATING SUPPLIES	101-577-740.000	16.99
		46916		MEMBERSHIP & DUES	101-577-804.000	995.00
		46916		LAWN/SNOW MAINTENANCE	101-751-802.000	197.42
		46916		REPAIRS & MAINTENANCE	101-751-930.000	433.34
		46916		PARKS - SPECIAL EVENTS	101-751-955.000	518.96
		46916		OPERATING SUPPLIES	536-000-740.000	0.40
		46916		CONTRACTED SERVICES	536-000-801.000	99.00
		46916		INTERNET	536-000-805.000	481.01
		46916		TELEPHONE	536-000-851.000	51.20
		46916		PRINTING & PUBLICATIONS	536-000-900.000	39.99
		46916		REPAIRS & MAINTENANCE SYSTEM	536-000-930.001	16.78
		46916		REPAIRS & MAINT VEHICLE/EQUIP	536-000-930.002	98.75
		46916		EDUCATION/TRAINING/CONVENTION	536-000-957.000	470.00
		46916		INTERNET	577-000-805.000	1,107.63
		46916		CABLE TV FEES	577-000-806.000	184.93
						<u>9,837.61</u>
03/12/2026	FOA	46917	CONSUMERS ENERGY	STREET LIGHTS	101-448-921.000	222.26
		46917		UTILITIES - ELECTRIC	206-000-920.002	48.35
						<u>270.61</u>
03/12/2026	FOA	46918	STAPLES	SUPPLIES & POSTAGE	101-172-727.000	19.39
		46918		OPERATING SUPPLIES	101-265-740.000	137.36
						<u>156.75</u>
			TOTAL - ALL FUNDS	TOTAL OF 3 CHECKS		10,264.97

--- GL TOTALS ---

101-101-727.000	SUPPLIES & POSTAGE	296.39
101-172-727.000	SUPPLIES & POSTAGE	93.23
101-172-957.000	EDUCATION/TRAINING/CONVENTION	476.00
101-192-957.000	EDUCATION/TRAINING/CONVENTION	178.00
101-209-727.000	SUPPLIES & POSTAGE	55.14

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-209-957.000				EDUCATION/TRAINING/CONVENTION		25.00
101-215-727.000				SUPPLIES & POSTAGE		243.18
101-239-930.000				REPAIRS & MAINTENANCE		58.37
101-253-727.000				SUPPLIES & POSTAGE		1,080.54
101-253-957.000				EDUCATION/TRAINING/CONVENTION		299.00
101-265-740.000				OPERATING SUPPLIES		449.09
101-265-801.000				CONTRACTED SERVICES		198.00
101-265-851.000				TELEPHONE		19.44
101-265-930.000				REPAIRS & MAINTENANCE		630.75
101-265-930.001				REPAIRS & MAINT - HERO TEEN CTR		630.74
101-265-970.000				CAPITAL OUTLAY		540.20
101-400-727.000				SUPPLIES & POSTAGE		9.89
101-448-921.000				STREET LIGHTS		222.26
101-577-740.000				OPERATING SUPPLIES		16.99
101-577-804.000				MEMBERSHIP & DUES		995.00
101-751-802.000				LAWN/SNOW MAINTENANCE		197.42
101-751-930.000				REPAIRS & MAINTENANCE		433.34
101-751-955.000				PARKS - SPECIAL EVENTS		518.96
206-000-920.002				UTILITIES - ELECTRIC		48.35
536-000-740.000				OPERATING SUPPLIES		0.40
536-000-801.000				CONTRACTED SERVICES		99.00
536-000-805.000				INTERNET		481.01
536-000-851.000				TELEPHONE		51.20
536-000-900.000				PRINTING & PUBLICATIONS		39.99
536-000-930.001				REPAIRS & MAINTENANCE SYSTEM		16.78
536-000-930.002				REPAIRS & MAINT VEHICLE/EQUIP		98.75
536-000-957.000				EDUCATION/TRAINING/CONVENTION		470.00
577-000-805.000				INTERNET		1,107.63
577-000-806.000				CABLE TV FEES		184.93
				TOTAL		10,264.97

Check Register Report For Hartland Township  
 For Check Dates 03/01/2026 to 03/12/2026

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
03/12/2026	FOA	DD10538	CARRIGAN, AMANDA K	3,830.25	0.00	2,854.93	Cleared
03/12/2026	FOA	DD10540	CIOFU, LARRY N	3,604.17	0.00	2,451.78	Cleared
03/12/2026	FOA	DD10542	DRYDEN-HOGAN, SUSAN A	4,204.33	0.00	2,992.72	Cleared
03/12/2026	FOA	DD10544	HABLE, SCOTT R	3,777.88	0.00	2,605.59	Cleared
03/12/2026	FOA	DD10545	HORNING, KATHLEEN A	3,354.17	0.00	2,368.88	Cleared
03/12/2026	FOA	DD10549	LANGER, TROY D	4,143.29	0.00	2,929.15	Cleared
03/12/2026	FOA	DD10551	LUCE, MICHAEL T	6,045.83	0.00	4,427.54	Cleared
03/12/2026	FOA	DD10559	LUCE, MICHAEL T	2,758.00	0.00	2,222.76	Cleared
03/12/2026	FOA	DD10535	ALLEN, DANIEL K	1,226.96	0.00	1,080.95	Cleared
03/12/2026	FOA	DD10536	BERNARDI, MELYNDA A	2,174.15	0.00	1,715.18	Cleared
03/12/2026	FOA	DD10537	BROOKS, TYLER J	2,760.25	0.00	1,976.57	Cleared
03/12/2026	FOA	DD10539	CASE, SUSAN E	2,413.58	0.00	1,270.52	Cleared
03/12/2026	FOA	DD10541	COSGROVE, HEATHER H	1,985.04	0.00	1,411.54	Cleared
03/12/2026	FOA	DD10543	HAASETH, GWYN M	1,375.76	0.00	1,219.09	Cleared
03/12/2026	FOA	DD10546	HUBBARD, TONYA S	2,078.61	0.00	1,361.34	Cleared
03/12/2026	FOA	DD10547	JOHNSON, LISA	2,311.92	0.00	1,122.39	Cleared
03/12/2026	FOA	DD10548	KENDALL, ANTHONY S	53.67	0.00	49.57	Cleared
03/12/2026	FOA	DD10550	LOUIS, CASEY	1,250.73	0.00	978.41	Cleared
03/12/2026	FOA	DD10552	MORGANROTH, CAROL L	2,100.00	0.00	1,510.03	Cleared
03/12/2026	FOA	DD10553	NIXON, MITCHELL A	2,551.75	0.00	1,802.24	Cleared
03/12/2026	FOA	DD10554	RADLEY, JAMES W	2,477.75	0.00	1,839.66	Cleared
03/12/2026	FOA	DD10555	SHOLLACK, DONNA M	2,208.00	0.00	1,527.27	Cleared
03/12/2026	FOA	DD10556	SOSNOWSKI, SHERI R	2,134.84	0.00	1,624.25	Cleared
03/12/2026	FOA	DD10557	VETTRAINO, ALEXANDER D	1,240.00	0.00	1,034.47	Cleared
03/12/2026	FOA	DD10558	WYATT, MARTHA K	3,166.16	0.00	2,091.96	Cleared
03/12/2026	FOA	18559	MISSION SQUARE	1,846.10	1,846.10	0.00	Open
03/12/2026	FOA	18560	MISSION SQUARE	3,149.21	3,149.21	0.00	Open
03/12/2026	FOA	18561	MISSION SQUARE	3,706.79	3,706.79	0.00	Open
03/12/2026	FOA	18562	MISSION SQUARE	344.75	344.75	0.00	Open
03/10/2026	FOA	18563	STATE OF MICHIGAN	4,942.19	4,942.19	0.00	Open
03/12/2026	FOA	EFT787	FEDERAL TAX DEPOSIT	14,223.80	14,223.80	0.00	Cleared
03/12/2026	FOA	EFT788	FEDERAL TAX DEPOSIT	563.00	563.00	0.00	Cleared

Totals: Number of Checks: 032 94,002.93 28,775.84 46,468.79

Check Register Report For Hartland Township  
For Check Dates 03/01/2026 to 03/12/2026

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
Total Physical Checks:				5			
Total Check Stubs:				27			

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

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 3-10-26 Hartland Township Board Regular Meeting Minutes

**Date:** March 19, 2026

### **Recommended Action**

Move to approve the Hartland Township Board Regular Meeting Minutes for March 10, 2026.

### **Discussion**

Draft minutes are attached for review.

### **Financial Impact**

None

### **Attachments**

3-10-26 HTB Minutes - DRAFT

**DRAFT**

**1. Call to Order**

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

**2. Pledge of Allegiance**

**3. Roll Call**

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

Also present were Township Manager Mike Luce and Finance Director Susan Dryden.

**4. Approval of the Agenda**

**Move to approve the agenda for the March 10, 2026 Hartland Township Board meeting as presented.**

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

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

Voting Nay: None

**5. Call to the Public**

No one came forward.

**6. Approval of the Consent Agenda**

**Move to approve the consent agenda for the March 10, 2026 Hartland Township Board meeting as presented.**

Motion made by Clerk Ciofu, Seconded by Trustee Petrucci.

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

Voting Nay: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 02-24-26 Hartland Township Board Regular Meeting Minutes
- d. VC3 Contract for FY27 Services
- e. VC3 Contract for .GOV Migration
- f. 2026 Backwash Lift Station Repair

**7. Pending & New Business**

- a. Resolution of Determination of Wages and Benefits of the Township Supervisor

**Move to adopt the Resolution of Determination of Wages and Benefits of the Township Supervisor for the 2026-2027 Fiscal Year.**

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 10, 2026 – 7:00 PM

Motion made by Treasurer Horning, Seconded by Trustee O'Connell. Roll call vote taken.  
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski,  
Trustee McMullen, Trustee O'Connell, Trustee Petrucci  
Voting Nay: None Motion passes 7 - 0 - 0.

b. Resolution of Determination of Wages and Benefits of the Township Clerk

**Move to adopt the Resolution of Determination of Wages and Benefits of the Township Clerk for the 2026-2027 Fiscal Year.**

Motion made by Trustee O'Connell, Seconded by Treasurer Horning. Roll call vote taken.  
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski,  
Trustee McMullen, Trustee O'Connell, Trustee Petrucci  
Voting Nay: None Motion passes 7 - 0 - 0.

c. Resolution of Determination of Wages and Benefits of the Township Treasurer

**Move to adopt the Resolution of Determination of Wages and Benefits of the Township Treasurer for the 2026-2027 Fiscal Year.**

Motion made by Clerk Ciofu, Seconded by Trustee O'Connell. Roll call vote taken.  
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski,  
Trustee McMullen, Trustee O'Connell, Trustee Petrucci  
Voting Nay: None Motion passes 7 - 0 - 0.

d. Resolution of Determination of Wages and Benefits of the Township Trustees

**Move to adopt the Resolution of Determination of Wages and Benefits of the Township Trustees for the 2026-2027 Fiscal Year.**

Motion made by Treasurer Horning, Seconded by Clerk Ciofu. Roll call vote taken.  
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski,  
Trustee McMullen, Trustee O'Connell, Trustee Petrucci  
Voting Nay: None Motion passes 7 - 0 - 0.

e. Hartland Deerfield Fire Authority Fiscal Year 2026 - 2027 Budget Approval

Hartland Deerfield Fire Authority (HDFA) Chief Adam Carroll came forward to answer questions from the Board on the HDFA Fiscal Year 2026-2027 budget. Manager Luce gave a brief overview stating this is the formal approval of the HDFA budget that has been reviewed in detail at previous meetings. Supervisor Fountain gave a brief overview of the budget approval process that started in January and inquired whether anyone on the Board had any further questions for Chief Carroll and the Board had no further questions.

**Move to approve the Hartland Deerfield Fire Authority Fiscal Year 2026-2027 budget.**

Motion made by Trustee Petrucci, Seconded by Trustee Lubeski.  
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski,  
Trustee McMullen, Trustee O'Connell, Trustee Petrucci  
Voting Nay: None

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 10, 2026 – 7:00 PM

f. Resolution for Water Rates Effective April 1, 2026

Supervisor Fountain gave a brief overview of the process for setting water rates that started last year and included experts in this field that assisted us in developing financial projections for what we will need for the water system moving forward. Manager Luce stated this was a culmination of work of Steven Burke of MFCI and staff in determining where we are at with water rates, what improvements that will be needed, and what additions we will need to maintain our water system. He stated the result of this work has led to a resetting of the water rates and increasing the commodity rate for water flows. He stated the commodity rate is the charge per thousand gallons of water usage. He stated this information will go out on our website and on social media and should anyone in the public have any questions, he encouraged them to reach out to the Public Works department or himself. Trustee McMullen inquired as to how many non-automated meters customers we have and Director Dryden stated there were very few of these. Manager Luce stated non-automated meters are ones that don't have wireless readers and we have to go to the house to read the meter.

**Move to approve the Resolution setting water rates for the Water System effective April 1, 2026.**

Motion made by Trustee Petrucci, Seconded by Clerk Ciofu. Roll call vote taken.  
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski,  
Trustee McMullen, Trustee O'Connell, Trustee Petrucci  
Voting Nay: None Motion passes: 7 - 0 - 0.

g. Public Hearing and Resolution of General Appropriations Act for FY2027 Budget

**Move to open the public hearing on the General Appropriation Act for Fiscal Year 2026-2027 budget.**

Motion made by Treasurer Horning, Seconded by Trustee O'Connell.  
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski,  
Trustee McMullen, Trustee O'Connell, Trustee Petrucci  
Voting Nay: None

The public hearing opened at 7:11 p.m.

No one came forward for the public hearing.

**Move to close the public hearing on the General Appropriation Act for Fiscal Year 2026-2027 budget.**

Motion made by Clerk Ciofu, Seconded by Trustee Petrucci.  
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski,  
Trustee McMullen, Trustee O'Connell, Trustee Petrucci  
Voting Nay: None

The public hearing was closed at 7:13 p.m.

Manager Luce then reviewed the Truth in Taxation slide showing the current millage rates for Hartland Township, the Fire Millage, and the Roads Millage. He stated these rates have been rolled back from their original millage rates per the Headlee Rollback provision. He did state that the renewal of the Road Millage was not reset to the original 2.06 mills but was renewed at the rolled back 2.0017 mills. He then reviewed the General Fund Estimated Revenues for Fiscal Year 2026-

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

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2027 highlighting the decrease in State Shared Revenue and Property Taxes. He stated the Assessing Department has prepared a visual of how property taxes are distributed to various entities that we collect taxes for on an estimated property value of a home for the public. He then briefly discussed Cable Franchise fees, Water and Sewer Administration fees, Sheriff's Contract contributions from the schools, and Planning and Zoning Fees which are funds collected from developers that are used to pay engineering fees regarding their projects.

He then reviewed the General Fund Estimated Expenditures for Fiscal Year 2026-2027 highlighting the Planning and Zoning engineering expenses that are covered by the revenue collected by developers, the increase in the Clerks department expenditures due to having two elections in this fiscal year, Other Departments, and Police Protection offset by revenues collected from the schools for their portion of the contract. He gave a brief overview of the Condensed Estimated Expenditures slide highlighting the Community Projects expenditures. Manager Luce stated that we have gone over all of this in detail at previous meetings and that this is just a condensed summary of the proposed budget for fiscal year 2026-2027. Supervisor Fountain pointed out that we do not have millages for Parks & Recreation or Police and that these expenses are coming out of our General Fund, along with our transfer to the Capital Improvement Fund. He stated that as we add to these areas there are maintenance costs that go along with them that we have been and will continue to budget for going forward. A brief discussion was held on the Headlee Rollback and the effect it has on the Township's property tax revenue as the original millage of 1.3 mills has been rolled back to the current 0.7480 mills.

## **Move to approve the Resolution to Establish a General Appropriations Act for the 2026-2027 Fiscal Year.**

Motion made by Treasurer Horning, Seconded by Trustee O'Connell. Roll call vote taken.

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

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

### h. Resolution to Authorize Issuance of LTGO Bonds, Series 2026

Eric McGlothlin of Dickenson Wright's Public Finance Practice Group came forward and explained that this bond resolution was the second formal and final action to be taken by the Board to authorize the issuance of bonds. He stated the Board approved the form of a Notice of Intent and published it back in December which started a 45-day referendum period, that has now expired. He stated we now have the authority, under State law, to go forward and authorize bonds, sell them, and deliver them to a purchaser. This bond resolution authorizes the issuance of bonds up to \$5 million for the purpose of financing capital improvements for the water system. He stated the bond resolution also pledges the township's limited tax full faith and credit to the repayment of the bonds. However, the intent is to repay the bonds from the net revenues of the system rather than the general fund. He stated the pledge is just the legal pledge required under State law and just means that if the net revenues are insufficient to pay the debt service, then the general fund will step in. This resolution also authorizes a competitive sale of the bonds as recommended by the Township's financial advisor as the most advantageous method for the township to get the lowest rates in the market. He stated the resolution also delegates the necessary authority to the authorized officer of the township at the time of sale and between the sale and closing to take the necessary actions and sign the necessary documents to sell, issue, and deliver the bonds to the purchaser. Trustee O'Connell inquired as to the term of the bonds and Mr. McGlothlin stated the resolution authorizes up to 21 years which gives you the full 20 year amortization schedule. Manager Luce stated the improvements to the water system was laid out in phases and this is just the first phase of the project

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 10, 2026 – 7:00 PM

where we are looking at the looping of the water main, a pressure reducing valve, and improvements to the water plant.

**Move to approve the Resolution to Authorize the Issuance of Limited Tax General Obligation Bonds, Series 2026 on behalf of the Hartland Township's Water System.**

Motion made by Clerk Ciofu, Seconded by Trustee Lubeski. Roll call vote taken.

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

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

**8. Board Reports**

Trustee McMullen - Stated she had no report but wanted to comment that she was speaking to a group of people and mentioned the Veterans Memorial and that they immediately pulled out their phones, looked up the Hartland App, and stated this was one of the best things in the community. She stated that the people in the community are enjoying the Hartland App.

Trustee Petrucci - Stated he met with the Hartland Veterans regarding the May 2, 2026 Memorial dedication and he stated we could probably expect around 50 veterans from Hartland.

Clerk Ciofu - No report

Treasurer Horning - Stated that she has secured the Senior Center Bus to transport veterans that need to go to the overflow parking area and that she went to the high school office and secured the high school parking lot for overflow parking. She stated they settled the tax roll and sent everything to the County and that is all looked good preliminarily but they had not uploaded and finished it. She stated she is assuming they will be closing with the County hopefully Thursday, but maybe next Monday, and they are now busy giving out income tax information to residents

Trustee O'Connell - No report.

Trustee Lubeski - Stated he wanted to reiterate information regarding the water rates in that we are still below the average of every other surrounding communities in Livingston County.

Supervisor Fountain gave a brief overview of the Board of Review that finished this afternoon stating we had 20 property owners come in this year and that Assessor Amanda Carrigan and her staff did an outstanding job with everything. He inquired of Clerk Ciofu as to how the Winterfest event turned out this year. Clerk Ciofu stated we had perfect weather, being reasonable warm with a lot of snow. He stated we ran out of s'mores and food early and it was well attended and all of the feedback we received was very good, and the event was a huge success. Supervisor Fountain thanked him for all of his work in organizing this event and Clerk Ciofu deferred the thanks to Heather Cosgrove, Casey Louis, Melynda Bernardi and the DPW staff who did most of the planning and made things run very smooth on the day of the event. Supervisor Fountain also inquired about the upcoming Memorial Day event and if someone wanted to volunteer or participate in the event who would they contact. Clerk Ciofu stated they could contact himself or Kevin Brennan, the Hartland Community Council President. He did state we are still looking for volunteers, parade participants, and floats for the parade.

[BRIEF RECESS]

**9. Information / Discussion**

a. Manager's Report

Manager Luce stated that the annual Cemetery Clean-Up Day will be Friday, April 10<sup>th</sup> and we will again be assisted by Dougie's Disposal. Large Item Clean Up Day is Saturday, May 16<sup>th</sup> and we will be changing the times to 8:00am to 12:00pm as Dougie's Disposal need time to unload the trucks and get back to their normal routes on that day. Manager Luce gave a brief update on the

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 10, 2026 – 7:00 PM

MS4 permit which is for storm water discharge and where it goes to. He stated we used to have one, but for the last ten years or more the MS4 permit was through Livingston County because they manage the storm and sewer system in the County. EGLE has stated the Township must have their own MS4 permit and we had to develop a 140 page document explaining storm water discharge for Hartland Township. All that Hartland Township owns with regards to water discharge is the Township Hall parking lot, Settler's Park, the HERO Teen Center and the HDFA Fire Hall. He stated he and Director Hable met with EGLE for over six hours last week to go over a work plan and what we need to do to bring the community up to speed. This was basically an MS4 Audit with two EGLE representatives who were very impressed with the many ways we communicate with the community, such as our three newsletters, our website, interactive social media, the Hartland App, and educational opportunities to communicate with residents. He stated we will now have our own MS4 which will require cleaning out the catch basins at the four locations we own every 5 years. He stated that citations they give out are basically suggestions of what we need to fix. The MS4 information will be available on the website. Manager stated that EGLE did a pop-in well inspection with no issues. A brief discussion was had regarding issues of supply wells near gas stations. Manager Luce provided a brief overview of the grant we received from MSP for migrating to .gov and stated we received a second grant from MSP for two factor authentication. Manager Luce stated that there was an article from EPA last week concerning cybersecurity for water plants and there was a push in all municipalities for cybersecurity. A brief discussion was held on things we doing and things that we need to look at regarding cybersecurity issues and Manager Luce would be looking at further potential upgrades. Manager Luce gave a brief update on Sheetz stating they are now willing to work with us, Square One, and the Livingston County Road Commission (LCRC) regarding upgrades to the Old US-23 and M-59 intersection. Manager Luce stated we had four concept plans come in this week that the Planning Department will be reviewing. He stated he had a lengthy discussion with the owners of the existing carwash in Hartland regarding what we will require from new car washes that are looking to come into Hartland. Manager Luce stated he had a meeting with the Emmalyn Wheaton, the Hartland Chamber of Commerce Director and Janelle Best, the Howell Chamber of Commerce Director regarding the Economic Delevopment Council (EDC). What was being proposed by Howell was whether we would be interested in looking at a position for an EDC member to be an advocate for Hartland, Brighton and Howell as a location for businesses. He stated the proposed cost would be split 30% for each municipality with 10% coming from generous donors. Manager Luce stated we may be interested in this, but we need more details as to what this position will look like and how the time would be allocated to the municipalities. Manager Luce gave an update on the Veterans Memorial May 2nd Dedication Day stating we did get a rendering of the War Animal plaque, and it looks very good and we have a rendering of the Donor plaque and the Board plaque. He stated we are waiting on better weather to install the bricks. He stated we were having difficulties with the mounting of the various war plaques and a local blacksmith took a look at this and stated he can develop mounting brackets for the War plaques and the Donor/Board plaques. Trustee McMullen inquired as to whether we could talk to MDOT regarding extending the west bound right side merge lane on M-59 past Charyl Stockwell Academy, possibly to the old high school to ease traffic congestion in this area. A brief discussion was held on M-59 improvements in this area. Trustee McMullen stated we may be missing some opportunities for sit down style restaurants due to the restrictiveness of what our businesses need to look like, citing examples of Texas Road House and Cracker Barrel buildings that are brick and wood buildings. A brief discussion was held on the township building ordinances, population, various national restaurant chains, and a possible joint meeting with the Planning Commission to discuss these issues.

## 10. Adjournment

**Move to adjourn the meeting at 8:50 p.m.**

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 10, 2026 – 7:00 PM

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

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

Voting Nay: None

Submitted By:

Larry N. Ciofu, Clerk

# Hartland Township Board of Trustees Meeting Agenda Memorandum

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

**Subject:** Fiscal Year End 2026 Budget Amendments

**Date:** March 19, 2026

## Recommended Action

Move to approve the final fiscal year end 2026 Budget Amendments as presented.

## Discussion

Attached are the final year end fiscal 2025-2026 budget amendments for the General Fund, Capital Improvement Fund, Water O&M Fund and Sewer O&M Fund. Further details on the nature of the budget amendments are below:

**General Fund** – The largest budget amendments relate to the developer revenues and paid engineering and legal fees for the current construction projects. Based on estimates from the engineers, actual expenses for the year could be \$400,000 in total. Thus, both revenue and expenses have been increased to that level. The other line-item budget amendments relate to unexpected purchases and expenses that occurred during the year that are mostly administrative in nature (new fire cabinet in finance, final streetlight expense that needs to be increased due to cost increases). Significant budget adjustments related to contract services & equipment billed by the Water Fund were identified during the FY27 budget process and need to be amended at year end. The adopted FY27 budget includes adjustments to these line items to avoid overages in the future. The overages combined were covered by the remaining GF Contingency balance, unused Road Chloride balance and unused Cemetery R&M balance, leaving a zero impact on the General Fund net surplus.

**Capital Improvement Fund** – The final conversion cost of the Win10 to Win11 project ended up exceeding the budget by \$4,300, due to unexpected capital outlay that was needed to finish the project.

**Water O&M Fund** – Water contingencies covered most cost overages except for \$5,000. This reduction in projected FY26 surplus is expected to have little impact on the overall final net position of the fund once the audit is complete.

**Sewer O&M Fund** – The year-end estimated cost of LCDC contract services for March is expected to be higher than the remaining budget amount available. A \$25,000 budget amendment is recommended to ensure the O&M fund maintains a balanced budget.

## Financial Impact

These budget amendments have been recorded as of the board meeting date.

## Attachments

Final FY26 All Fund Budget Amendments

JOURNAL ENTRY

JE: 90866

Post Date: 03/24/2026

Entered By: SUSAN

Entry Date: 03/19/2026

Journal: BA

Description: GENERAL FUND YE BA: DEVELOPER FEES & EXPENSES, CONTRACT SERVICES & EQUIP COSTS FROM WATER FUND, NECESSARY CAPITAL OUTLAY, UNEXPECTED R&M, STREETLIGHTS, CODE ENFORCEMENT, UNEXPECTED MS1 PERMIT EXPENSES.

GL #	Description	Increase/(Decrease)
101-000-628.100	PROFESSIONAL REVIEW FEES	200,000.00
101-400-801.100	PROFESSIONAL REVIEW COSTS	200,000.00
101-172-709.101	MERIT POOL	2,758.00
101-192-970.000	CAPITAL OUTLAY	2,623.00
101-265-801.009	CONTRACT SERVICES - WATER SYSTEM	43,000.00
101-265-801.010	CONTRACT EQUIPMENT - WATER SYS	4,100.00
101-265-930.000	REPAIRS & MAINTENANCE	4,800.00
101-265-970.000	CAPITAL OUTLAY	10,263.00
101-448-921.000	STREET LIGHTS	1,800.00
101-465-956.000	MISCELLANEOUS	15,000.00
101-465-963.000	DRAINS AT LARGE	182.00
101-567-801.009	CONTRACT SERVICES - WATER SYSTEM	3,200.00
101-567-801.010	CONTRACT EQUIPMENT - WATER SYS	600.00
101-567-930.000	REPAIRS & MAINTENANCE	(14,363.00)
101-703-885.000	DEARING MUSEUM	5,250.00
101-751-801.009	CONTRACT SERVICES - WATER SYSTEM	11,000.00
101-751-801.010	CONTRACT EQUIPMENT - WATER SYS	3,000.00
101-751-886.000	VETERANS MEMORIAL CARE	5,000.00
101-751-920.002	UTILITIES - ELECTRIC	3,000.00
101-172-890.000	CONTINGENCIES	(59,013.00)
101-463-969.002	ROAD CHLORIDE	(42,200.00)

Revenue Change:	200,000.00
Expenditure Change:	200,000.00
Budgeted Change To Fund Balance:	0.00

APPROVED BY: Susan Dryden

JOURNAL ENTRY

JE: 90864

Post Date: 03/24/2026

Entered By: SUSAN

Entry Date: 03/19/2026

Journal: BA

Description: BA CIP FOR OVERAGE IN DATA PROCESSING  
UNEXPECTED ADDITIONAL PURCHASES WERE NEEDED TO  
COMPLETE THE WINDOWS10 TO 11 COVERSION. AMOUNT  
COVERED BY 401 CONTINGENCY.

GL #	Description	Increase/(Decrease)
401-000-890.000	CONTINGENCIES	(4,306.00)
401-258-970.000	CAPITAL OUTLAY EQUIPMENT	4,306.00
	Revenue Change:	0.00
	Expenditure Change:	0.00
	Budgeted Change To Fund Balance:	0.00

APPROVED BY: Susan Dryden

JOURNAL ENTRY

JE: 90863

Post Date: 03/19/2026

Entered By: SUSAN

Entry Date: 03/19/2026

Journal: BA

Description: WATER BA TO COVER OVERAGES IN  
EMPLOYMENT EXPENSE, UTILITIES AND CHLORINE PURCHASES  
DUE TO RISING COSTS.

GL #	Description	Increase/(Decrease)
536-000-716.000	EMPLOYMENT EXPENSE	11,000.00
536-000-740.001	WATER TREAT. CHEMICALS	3,000.00
536-000-920.001	UTILITIES - GAS	2,000.00
536-000-920.002	UTILITIES - ELECTRIC	2,000.00
536-000-922.000	MISS DIG	2,000.00
536-000-801.000	CONTRACTED SERVICES	10,000.00
536-000-890.000	CONTINGENCIES	(25,000.00)

Revenue Change: 0.00

Expenditure Change: 5,000.00

Budgeted Change To Fund Balance: (5,000.00)

APPROVED BY:

*Susan Dryden*

JOURNAL ENTRY

JE: 90862

Post Date: 03/24/2026

Entered By: SUSAN

Entry Date: 03/19/2026

Journal: BA

Description: BA LCDC CONTRACT SERVICES

ESTIMATED ANNUAL COST OF LCDC CONTRACT SERVICES MAY EXCEED BUDGET OF \$2,435,420. ADDITIONAL \$25,000 TO COVER FINAL MONTH IN FISCAL YEAR.

GL #	Description	Increase/(Decrease)
590-000-801.008	LCDC CONTRACT SERVICES	25,000.00
	Revenue Change:	0.00
	Expenditure Change:	25,000.00
	Budgeted Change To Fund Balance:	(25,000.00)

APPROVED BY: Susan Dryden

## Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Kathie Horning, Treasurer  
**Subject:** Treasury Administrative Assistant  
**Date:** March 17, 2026

### Recommended Action

Move to approve a wage increase of \$1.20 per hour effective April 1, 2026

### Discussion

This request comes from The Treasury Assistant position cross training into the Deputy duties. This position will have earned the Treasurer's certification this Spring. The scope and tasks of this position have expanded as the township grows and we offer many different ways for residents and customers to pay for services, utility bills and taxes.

### Financial Impact

Is a Budget Amendment Required?     Yes     No  
There is money in the budget to cover this amount

101-253-708.000

### Attachments

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

**Submitted By:** Larry Ciofu, Clerk  
**Subject:** 2026 Clerk Department Job Descriptions  
**Date:** March 19, 2026

### **Recommended Action**

Move to approve the Job Description for the Clerk Assistant – Elections and Clerk Assistant – Administration positions and revisions to the Job Description for the Deputy Clerk.

### **Discussion**

The reorganization of the Clerk’s Department was discussed at the March 10, 2026, Board meeting and a new position of Clerk Assistant – Election was approved in the Fiscal Year 2026-2027 budget. Attached are the Job Descriptions for the Clerk Assistant – Elections along with the Clerk’s Assistant – Administration (current Receptionist’s new role), and the revised Job Description for the Deputy Clerk.

### **Financial Impact**

None

### **Attachments**

Clerk Assistant – Elections Job Description  
Deputy Clerk Job Description  
Clerk Assistant - Administration Job Description

Hartland Township  
JOB DESCRIPTION

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

**Responsibilities**

**Elections**

- Process voter registration records and prepares, mails, or files corresponding ID cards, Master Cards, and reports.
  - Maintains the Qualified Voter File (QVF)
  - Process QVF Inbox daily
  - Processes Address Change and Death Reports from the County into QVF.
  - Assist the Deputy Clerk in resolving voter issues within QVF.
- Assist Clerk in coordinating procedures to conduct municipal elections.
  - Maintains List of Election Workers and their availability to work in municipal elections.
  - Maintains list of election equipment and supply inventory.
  - Prepares Election Inspector Precinct Kits and Supply boxes for all municipal elections.
  - Prepare, distribute and track Absent Voter Ballot Applications in QVF for each municipal election.
  - Prepare, distribute and track Absent Voter Ballots in QVF for each municipal election.
  - Maintains tracking of AV Ballots in QVF from distribution to receipt, and problem resolution.
  - Upload election results for each municipal election.
- Assist Deputy Clerk in scheduling and attending voter registration drives.

• **Records Management**

- Assists Deputy Clerk in the creation, maintenance and filing of Township records per the Township record retention guidelines

• **Cemeteries**

- Assist Deputy Clerk with processing the sale of cemetery lots, updating and responding to inquiries for cemetery records/maps, and coordinating the activities of the sexton.

• **Parks & Recreation**

- Assist the Deputy Clerk in processing and tracking park reservations.

• **Passports/Notary**

- Obtain Passport Acceptance Agent and Notary certifications and process passport applications and notaries in accordance with federal and state laws and regulations.

### **Additional Responsibilities**

Serve as backup to Election Assistant/Receptionist  
Perform any other reasonable activities as required by law or the Clerk.

### **Training**

Attend continuing education training every two years to maintain election accreditation.

### **Requirements**

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

Hartland Township  
JOB DESCRIPTION

<b>Title:</b>	Clerk Assistant- Administration	<b>Effective:</b>	04/01/26
<b>Employment:</b>	Regular, Part-Time	<b>Reports To:</b>	Clerk
<b>FLSA Status:</b>	Non-Exempt	<b>Pay Grade:</b>	3

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**Primary Responsibilities**

**Elections**

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

**Passports / Notary**

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

**Administration**

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

**Requirements**

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

# Hartland Township

## JOB DESCRIPTION

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

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### **Primary Responsibilities**

#### **Elections**

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

#### **Records Management**

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

#### **Administrative Support**

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

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

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

#### **Cemeteries**

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

#### **Parks & Recreation**

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

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

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

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

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

#### **Clerk Website Management**

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

Hartland Township  
JOB DESCRIPTION

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

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**Additional Responsibilities**

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

**Requirements**

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

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Scott Hable, Director of Public Works

**Subject:** East Water Tower and Water Main Extension - Professional Services Proposal

**Date:** March 24, 2026

## Recommended Action

Move to approve Spalding DeDecker to proceed with design and bid engineering for the East Water Tower with Water Main Extension for an amount not to exceed \$325,000.00

## Discussion

Staff is seeking approval of this engineering work for these projects due to the large increase of development in the east end of the township along M-59. Without the completion of this proposed water system work, we run the risk of EGLE putting a stop on these developments until fire flow and pressure numbers test better. The current state of our water system will not provide these numbers. The completion of the East Water Tower and Water Main Extension was identified in the 2021 Water Reliability Study and Hydraulic Model Analysis, to provide adequate fire flow and pressure to the Redwood Living development as well as the planned Highland Reserve and Sawyer Ridge developments. Completion of these projects is critical in our future water system upgrades, and the proposed East Water Tower and connecting watermain are a significant portion in a series of these projects, identified to improve the volume of water available and support system pressures during fire emergencies and periods of high demand in the eastern pressure zone of the Township water system.

Location of this project will involve the Township dedicating a portion of Heritage Park for the construction of a new water tower located in the back of the park, north of the existing sports fields. The proposed project will include providing design, permitting, and bidding services for a 500,000 gallon elevated water tank complete with altitude control valve, flow metering, overflow piping and required overflow detention.

A watermain extension project will be necessary to connect the proposed water tower to the existing distribution system watermain just north of westbound M-59, at the park entrance. Approximately 2,500 ft of new 16" Ductile Iron watermain installed along the north side of M-59 will be extended to the east property line of Heritage Park. The watermain will then route northward along the east property line and the east side of the gravel parking lot to the rear of the property and the proposed tank site. The pipe alignment will be oriented to minimize disturbance to the existing fields, irrigation systems, buried electric, storm drainage pipes, and parking areas. The Township intends to utilize bond funding for construction of the project along with this engineering cost. It is necessary to begin the design process for this project to meet the Township timeline for permitting, funding, and construction.

## Financial Impact

Is a Budget Amendment Required?     Yes     No

Costs for this project will be paid with upcoming bonds.

## Attachments

Spalding DeDecker Engineering Bid

December 19, 2025

Mr. Scott Hable  
Public Works Director  
Hartland Township  
2655 Clark Road  
Hartland, MI 48353

**Re: East Water Tower and Watermain Extension Projects - Professional Services Proposal**

Dear Mr. Hable:

Spalding DeDecker (SD) is pleased to provide the following proposal for engineering services for the installation of a new elevated storage tank and associated watermain extension to connect the new storage facility to the existing distribution network.

#### **BACKGROUND AND UNDERSTANDING**

The proposed East Water Tower and connecting watermain are a significant portion of a series of projects identified to improve the volume of water available and support system pressures during fire emergencies and periods of high demand in the eastern pressure zone of the Township water system.

Spalding DeDecker understands that Hartland Township intends to dedicate a portion of Heritage Park for the construction of a new water tower located in the back of the park, north of the existing sports fields. The proposed project will include providing design, permitting, and bidding services for a 500,000-gallon elevated water tank complete with altitude control valve, flow metering, overflow piping and required overflow detention.

A watermain extension project will be necessary to connect the proposed water tower to the existing distribution system watermain just north of westbound M-59, at the park entrance. Approximately 2,500 ft of new 16" Ductile Iron watermain installed along the north side of M-59 will be extended to the east property line of Heritage Park. The watermain will then route northward along the east property line and the east side of the gravel parking lot to the rear of the property and the proposed tank site. The pipe alignment will be oriented to minimize disturbance to the existing fields, irrigation systems, buried electric, storm drainage pipes, and parking areas.

We understand the Township intends to consider bond funding for construction of the projects along with other water system improvements. It is necessary to begin the survey and design for the new elevated storage tank as soon as possible due to the long lead time on the storage tank and the Townships intention to construct the project during the 2027 construction season.

#### **SCOPE OF SERVICES**

The proposed detailed scope of services includes the following items:

##### **Base Mapping and Topographic Survey**

- SD will perform topographic survey for the proposed water tower site and surrounding area. SD will also perform topographic survey for base mapping along the proposed

watermain route sufficient for the engineering design requirements for the project. It is anticipated that the strip topo will not need to exceed 100 feet in width.

- We will establish project control points using state plane coordinates, based on NAD83(2011) adjustment using international feet for the units. Benchmarks will be established using either an adjacent NGS benchmark or using a GPS-derived datum to establish the NAVD'88 vertical datum for the project.

#### **Geotechnical Services – Soil Borings**

- Three (3) soil borings at a 100-foot depth each and aligned with the diameter of the water tower footing are required to provide the design capacity calculations and determine the type of footing required for the tower. Spalding DeDecker will team with a qualified geotechnical subconsultant to perform the geotechnical investigation for the project.
- Soil borings along the watermain route will provide information necessary for design consideration and necessary construction methods for pipe installation.
- The geotechnical report will summarize encountered conditions and provide pertinent geotechnical recommendations for the water tower foundation, pipe installation, trench excavation, temporary groundwater control during construction, and subgrade preparation including corrective measures, as warranted.

#### **Water Tower Design**

- The water tower design will include project drawings, specifications, and basis of design meeting EGLE permit requirements for AWWA Standards and Ten State requirements for elevated storage tanks.
- The water system hydraulic model will be updated and used to run extended time simulations and high demand scenarios to determine required tank height and altitude control valve operational settings coordinated with the existing tank, PRVs, and the Water Treatment Plant operation.
- The new tank site design will include security fencing, overflow discharge system, and short term detention (EGLE compliance for chlorine dissipation).
- Site electrical including onsite backup generator and automatic control switch to ensure continuous operation of tank monitoring and controls during power outages.
- Tank piping including altitude control valve, flow monitoring, and water sampling enclosure.
- Cathodic protection system requirements and tank mixer (if necessary).
- SCADA system communication and control logic requirements.
- The design will be based on a 500,000 gallon water spheroid tank and associated site plan requirements representing approximately \$2.9 Million in total estimated construction cost.

#### **Watermain Design**

- The water main design will be according to the Hartland Township Standard Details and Specifications.
- The design will endeavor to incorporate the best alignment for the proposed water main considering the following:

- The alignment of the proposed water main is anticipated to extend along the north M-59 ROW to the east property line of Heritage Park and then route northward to the rear of the park.
- Location with appropriate offsets from existing irrigation well and pipelines, storm sewers, underground electric power lines, and other utilities.
- Minimize impact to adjacent athletic fields and parking.
- Soil conditions impacting installation, pipe performance, and maintenance.
- Soil Erosion and Sedimentation Control (SESC) measures for permitting.
- Maintenance of Traffic/MDOT ROW Permit.
- Temporary provisions during construction.
- Approximately 2,500 ft of water main design will be provided on plan and profile drawings (at 40 Scale) representing approximately \$1.1 Million in total estimated construction cost.
- Provide Basis of Design and submit for EGLE watermain construction permitting.
- Provide Contract Documents including the construction plans, contract manual, and engineer’s estimate for the installation of the water main.

**Bidding Phase**

- It is anticipated that two separate construction projects will be bid for the water tower and the watermain.
- Advertise the project(s) with contractor plan houses and online platforms.
- Answer contractor questions and issue Addendums in response
- Attend bid opening(s) at Township Hall.
- Review bids for completeness, prepare bid tabulations, check references, and prepare Recommendation of Award
- Review Contractor Bonds and Insurance submittals. Assemble Contact Documents for review and signatures.

**PROJECT SCHEDULE**

The projected timeline is approximate and can be adjusted based on project needs:

Milestone	Date
Project Kickoff	December 2025
Soil Borings	January-March 2026
Survey/Preliminary Layout	January-March 2026
60% Plan Review	May 2026
90% Plan Review	July 2026
Permit Submittals	August 2026
Final Plan Edits (as necessary)	October 2026
Bidding	Fall 2026
Construction	Spring 2027

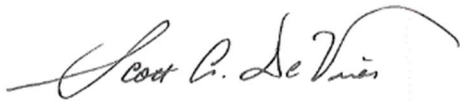
**FEE**

SD proposes to perform the services as noted above on for the following Lump Sum Fee. The following is a breakdown of the Phases of the project fee:

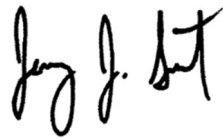
Design Phase Engineering:		
Water Tower:	\$199,000.00	Lump Sum
Water Main Extension:	\$80,000.00	Lump Sum
Bidding Phase:		
Water Tower:	\$6,000.00	Lump Sum
Water Main Extension:	\$5,000.00	Lump Sum
Geotechnical Services – Soil Borings (G2):	\$35,000.00	Lump Sum
<b>Total Engineering Services</b>	<b>\$325,000.00</b>	

Note that construction phase services will be provided in a separate proposal once the design is completed and the final scope of construction is determined. Thank you for the opportunity to submit this proposal. We look forward to working with the Township to complete this project. Thank you!

Sincerely,  
**SPALDING DEDECKER**



Scott DeVries, PE  
 Sr. Project Manager



Jeremy Schrot, PE  
 Sr. Vice President

Accepted

\_\_\_\_\_  
 Hartland Township

\_\_\_\_\_  
 Date

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Scott Hable, Director of Public Works

**Subject:** Proposed Pressure Reducing Valve (PRV No. 3) - Professional Services Proposal

**Date:** March 24, 2026

## Recommended Action

Move to approve Spalding DeDecker to proceed with design and bid engineering for the Proposed Pressure Reducing Valve (PRV No. 3) at a cost not to exceed \$34,800.00

## Discussion

This project is part of a series of projects identified to improve water pressure and available flow (quantity) during high demands and fire emergencies to the eastern pressure zone of the Township water system.

Currently, the northern loop is isolated with the use of closed valves to separate the high and low pressure districts in this area. This limits the amount of water that can cross the pressure boundary and creates a restriction in the system. The installation of the third pressure reducing valve (PRV) station on the Northern loop from the Water Treatment Plant (WTP) will eliminate the use of closed valves and provide a third route for water to feed from the high-pressure (western) district to the lower pressure (eastern) district.

The addition of PRV No. 3 was identified in the 2021 Water Reliability Study. The installation of this PRV along with completion of the M-59 north water main loop and installation of additional storage east of US-23, will result in the needed reliability for fire flow and system pressure in the eastern side of the water system. The Township intends to utilize bond funding for construction of the project along with this engineering cost. It is necessary to begin the design process for this project to meet the Township timeline for permitting, funding, and construction.

## Financial Impact

Is a Budget Amendment Required?  Yes  No

Costs for this project will be paid with upcoming bonds.

## Attachments

Spalding DeDecker Engineering Bid

December 19, 2025

Mr. Scott Hable  
Public Works Director  
Hartland Township  
2655 Clark Road  
Hartland, MI 48353

**Re: Proposed Pressure Reducing Valve (PRV No. 3) - Professional Services Proposal**

Dear Mr. Hable:

Spalding DeDecker (SD) is pleased to present the following proposal to provide engineering services for design of the pressure reducing valve for installation on the northern loop of water main east of the Water Treatment Plant.

#### **BACKGROUND AND UNDERSTANDING**

This project is part of a series of projects identified to improve the water pressure and available flow (quantity) during high demands and fire emergencies to the eastern pressure zone of the Township water system.

Currently, the northern loop is isolated with the use of closed valves to separate the high- and low-pressure districts in this area. This limits the amount of water that can cross the pressure boundary and creates a restriction in the system. The installation of the third pressure reducing valve (PRV) station on the northern loop from the Water Treatment Plant (WTP) will eliminate the use of closed valves and provide a third route for water to feed from the high-pressure (western) district to the lower pressure (eastern) district.

The addition of PRV No. 3 was identified in the 2021 Water Reliability Study. The installation of this PRV along with completion of the M-59 north water main loop and installation of additional storage east of Us-23, will result in the needed reliability for fire flow and system pressure in the eastern side of the water system. We understand the Township intends to utilize bond funding for construction of the project along with other water system improvements. It is necessary to begin the design process for this project to meet the Township timeline for permitting, funding, and construction.

#### **SCOPE OF SERVICES**

The proposed detailed scope of services includes the following items:

##### **Base Mapping and Topographic Survey**

- SD will perform limited topographic survey and utility investigations in the vicinity of the WTP and the proposed PRV site to develop base mapping for the project.

##### **Geotechnical Services – Soil Borings**

- The project requires a soil boring to verify soil conditions and determine foundational bearing capacity at the proposed PRV station site. Spalding DeDecker will team with a

qualified geotechnical subconsultant to perform the geotechnical investigation for the project. It is anticipated that a single soil boring at a depth of 15 ft will be obtained.

### **Water Main Design**

- The PRV station design will be similar to those previously installed in the distribution system for ease of operation and maintenance.
- Update water system hydraulic model for operational control settings to coordinate the third PRV operation for the two system pressure planes and the future addition of a second storage tank.
- The construction plans will include the following:
  - Title Sheet including index, utility contacts, and project location.
  - General Notes Sheet including construction notes, details, and legends.
  - Site plan adjacent to the Water Treatment Plant showing station location, bypass piping, and valving as well as utility and communications connections from the PRV to the WTP.
  - Construction details for the PRV station showing vault plan, sections, electric power connection, SCADA communication control panel, appurtenances, venting, hatch access, and control valve.
  - Hartland Township Standard Water Details and Specifications.
  - Provide Project Manual with contract front end and technical specifications suitable for bidding.
  - Soil Erosion and Sedimentation Control (SESC) measures for permitting.
- Provide Basis of Design and submit for EGLE watermain construction permitting.
- Provide Contract Documents including the construction plans, contract manual, and engineer’s estimate for the installation of the PRV station.

### **Bidding Phase**

- Advertise the project with contractor plan houses and online platforms.
- Answer contractor questions and issue Addendums in response
- Attend bid opening at Township Hall.
- Review bids for completeness, prepare bid tabulations, check references, and prepare Recommendation of Award
- Review Contractor Bonds and Insurance submittals. Assemble Contract Documents for review and signatures.

### **FEE**

SD proposes to perform the services as noted above for the following Lump Sum Fee. The following is a breakdown of the Phases of the project fee:

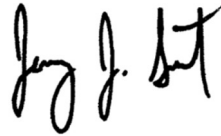
Desing Phase Engineering: (Includes modeling, Survey, Design, and Permitting)	\$28,100.00	Lump Sum
Bidding Phase:	\$4,200.00	Lump Sum
<u>Geotechnical Services – Soil Borings:</u>	<u>\$2,500.00</u>	Lump Sum
<b>Total Engineering Services</b>	<b>\$34,800.00</b>	

Note that construction phase services will be provided in a separate proposal once the design is completed and the final scope of construction delivery is determined. Thank you for the opportunity to submit this proposal. We look forward to working with the Township to complete this project. Thank you!

Sincerely,  
**SPALDING DEDECKER**



Scott DeVries, PE  
Sr. Project Manager



Jeremy Schrot, PE  
Sr. Vice President

Accepted

\_\_\_\_\_  
Hartland Township

\_\_\_\_\_  
Date