

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

November 30, 2021 – 7:00 PM

## **DRAFT**

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

The meeting was called to order by Clerk Ciofu at 7:00 p.m.

#### **Move to approve Clerk Ciofu to run the Hartland Township Board meeting.**

Motion made by Treasurer Horning. Seconded by Trustee McMullen.

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

Voting Nay: None

Absent: Supervisor Fountain, Trustee Germane

### **2. Pledge of Allegiance**

### **3. Roll Call**

PRESENT: Clerk Ciofu, Treasurer Horning, Trustee Germane (7:05 p.m.), Trustee McMullen, Trustee O'Connell, Trustee Petrucci

ABSENT: Supervisor Fountain

Also present were Township Manager Bob West, Planning Director Troy Langer, and Finance Director Susan Dryden-Hogan.

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

#### **Move to approve the agenda for the November 30, 2021, Hartland Township Board meeting as presented.**

Motion made by Trustee Petrucci, Seconded by Treasurer Horning.

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

Voting Nay: None

Absent: Supervisor Fountain, Trustee Germane

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

No one came forward.

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

#### **Move to approve the consent agenda for the November 30, 2021, Hartland Township Board meeting as presented.**

Motion made by Treasurer Horning, Seconded by Trustee Petrucci.

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

Voting Nay: None

Absent: Supervisor Fountain, Trustee Germane

- a. Winterfest 2022 Fireworks Contract
- b. Approve Post Audit of Disbursements Between Board Meetings

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- c. Approve Payment of Bills
- d. 2022 Winterfest Tent Rental Agreement
- e. 11-16-2021 Hartland Township Board Regular Meeting Minutes

## 7. Pending & New Business

### a. Livingston County Convention & Visitors Bureau Update

Mary Robinson, Executive Director, with the Livingston County Convention & Visitors Bureau gave a brief presentation. She began by thanking the Board for all the work that they do for this community. She stated she was here tonight to show the Board some of the new things that the Visitors Bureau has been doing. The Livingston County Convention & Visitors Bureau has been around for 30 years. They usually promote outside the area to bring in visitors, meetings, events, and conventions to the area. They are the official destination marketing authority promoting and developing the visitor experience to target leisure, business, and group travel for sustainable community, economic growth and quality of place. She stated they are trying to bring in visitors mostly for leisure activities that include outdoor recreation, sports, hiking, and biking for our wonderful areas like Kensington MetroPark, Brighton Recreation Area and Pinkney Recreation Area. All of these assets that we have in the community aid us in trying to bring in visitors to the community and we try to get them to stay in the community. They can stay overnight in one of our dozens of hotels in the area and we also try to get them to shop locally. We are all about spending local, going to our local hotels, going to our local businesses and for these visitors to spend their money here in Livingston County. We also want the residents to shop, dine and spend their money here in Livingston County. The biggest market for visitors would be visiting friends and relatives. We want to capture your friends and family to stay and enjoy this area. Basically, that is what the Livingston County Convention & Visitors Bureau is about. She stated that they have a small office that they rent inside the Howell Chamber of Commerce, and they also work out of the Brighton Chamber of Commerce. They do a lot of marketing, but they are also concerned with the visitor experience. Being called the Livingston County Convention & Visitors Bureau for 30 years, visitors think that they do not visit a county, they visit a place, they visit an event or family. She stated that it was time to do a branding study and they hired a very reputable company that does destination marketing. About 500 surveys were done. There were also some focus groups and they talked to a lot of people in Hartland and across the county about what this community is all about and how to market it to bring more visitors to our area. They found that people like the adjective “explore”. They want to explore our downtown’s, explore our parks, and they want to explore our whole area. The Livingston County Convention & Visitors Bureau decided that they would work with another creative company and do further research. The call to action would be to explore Brighton and Howell areas. That does not mean that Hartland is not included along with other areas in the county. This is an umbrella messaging, and all of the communities are listed on the website. Ms. Robinson then reviewed the new website with the Board. The website has new ads, and the entire Livingston County is represented in videos, images, stories and itineraries. The videos are also run on the social media pages as well. She stated they still distribute the Visitors Guides with 15,000 guides going to 13 MDOT welcome centers across the state as well as chambers and businesses. They also go out to meeting planners and event planners. Digital Marketing is where it is at right now and their social presence is very popular. It is really about communicating what the visitors have told us, that this area is family friendly, fun, non-pretentious, playful and exciting. Clerk Ciofu inquired as to where they get their information in promoting Hartland Township. Ms. Robinson stated that they reach out to local businesses, recreation areas and residents to determine what Hartland wants to promote to bring visitors to the area. They do an extensive amount of their own research on the web, and they

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reach out to all of the Chambers of Commerce's and use videos from many sources. They also reach out to those on social media that hashtag Hartland Township for input.

- b. Site Plan with Special Land Use Application #21-013 (renew Special Land Use Permit for existing mining operation at 1380 Pleasant Valley Road)

Manager West reported that this is a renewal of a permit for a local gravel pit that has already been in front of the Planning Commission (PC). Planning Director Troy Langer gave a brief overview of the special land use request by Burroughs Materials. They have been operating a gravel mining operation since the mid 1990's on Pleasant Valley Rd. The original approval was done with a 15-year time period and then there was another 8-year extension and we have come up on the expiration of that time period. They are requesting a Special Land Use Permit to get an extension for this gravel mining operation. They are requesting another 15 years with one future year for reclamation. They are about 50% done with the project. As part of the special land use permit a notice was sent out to all property owners within 300 feet of that property that the PC would hold a public hearing. There were no residents that attended the Public Hearing, and the PC recommended approval of the request. One focal point of discussion was the transportation plan and the applicant made it part of their approval that the transportation shall include the provision that the gravel mining transportation shall proceed out Pleasant Valley Road immediately to the north to M-59. Trustee Germane inquired as to the history of complaints with this business. Director Langer stated he has not dealt with any complaints while he has been at Hartland Township.

**Move to approve Site Plan with Special Land Use Application #21-013, as outlined in the Staff Memorandum, dated November 24, 2021.**

Motion made by Treasurer Horning. Seconded by Trustee Germane

Voting Yea: Treasurer Horning, Clerk Ciofu, Trustee Germane, Trustee O'Connell,  
Trustee McMullen, Trustee Petrucci

Voting Nay: None

Absent: Supervisor Fountain

- c. Water SAD Refunds

Finance Director Susan Dryden-Hogan reported that we came to the end of the water bond SAD that was established in 2001. This was a 20-year bond, and collections stopped last year and the final bond payment was made in May 2021. With Pfeffer, Hanniford & Palka's (PH&P) help we created the list of all of the parcels entitled to a refund based on an allocated share of their assessment to the total assessment. Each of these parcels would get an allocated share of the surplus. In the packet there was a letter from PH&P that talked about the work that was done and the amount to be refunded, which is approximately \$255,000. We ended up with a surplus because by statute when we establish a special assessment district under Act 188, we are allowed to charge an additional up to 1% over the bond interest. This was a 20-year bond and that 1% really provides a cushion for the Township in case one or more large parcels default. In a default, we end up having to write off special assessments and then we need to come up with that money to make sure that we pay the bonds over this period of time. This is standard for what we do on large special assessments. Once the Resolution is approved, this would be the date the refunds could be issued. Trustee Petrucci inquired as to who gets the surplus refund. Director Dryden-Hogan stated that the Statute, under Act 188 Section 12, discusses the refunding process and it is the owners of record as of the date the Board decides to make the refund. Trustee Petrucci inquired as to further clarification of the owners of record. Director Dryden-Hogan stated that the Statute requires us to refund the current owner as it goes

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with the parcel. The majority of the approximately 800 homeowners will receive a refund of under \$100. Trustee Germane inquired as to the timing of the refunds and Director Dryden-Hogan stated we would like to get them out by the end of the year.

### **Move to approve Resolution for the Refunds of Amounts from the Water System Special Assessment Bonds, Series 2001.**

Motion made by Trustee Germane. Seconded by Trustee O'Connell. Roll call vote taken

Voting Yea: Treasurer Horning, Clerk Ciofu, Trustee Germane, Trustee McMullen,  
Trustee O'Connell, Trustee Petrucci

Voting Nay: None

Absent: Supervisor Fountain

Motion passes: 6-0-1

## **8. Board Reports**

Trustee McMullen - No report

Trustee Petrucci - The Manager sent out a notice if you want to review the Hartland-Deerfield Fire Authority (HDFA) budget for next year that he has it available for review. Trustee Petrucci stated that the HDFA Board looked at this very thoroughly at their last meeting and the budget has gone up about 5%. He stated there is nothing further that can be cut anywhere in this budget. Things have gone up in price and it is just the way that things are going to be. He asked the Board to review the budget and we can talk about it at a future meeting. Manager West stated he spoke with Chief Carroll, and they are planning a Township Board work session in January. The HDFA budget has to be officially delivered to the Township Board after the HDFA Board approves it and this was just given it to us early as a courtesy.

Clerk Ciofu - No report

Treasurer Horning - No report

Trustee Germane – Stated that the Township allows the non-profit HERO Teen Center to use the old Township Hall for many activities after school and this year there is a much higher daily attendance than in the past years. The Township Manager has mentioned as part of the capital improvement funds that some improvements will be made to the building if the Board agrees. He stated that the HERO Center has received a notice from All Star Alarm that they are wanting to make some improvements because of the landline and other issues and he wanted to make the Board aware of these types of issues that may be occurring at the old township hall, now the HERO Teen Center.

Trustee O'Connell - No report

[BRIEF RECESS]

## **9. Information / Discussion**

### **a. Manager's Report**

Manager West stated that the design proposal for the Dunham Road Sidewalk Connector to the High School project on the projected CIP Plan may come to the Board early. This is to get the project designed over the winter so that it would be shovel ready when and if the Board desires to move forward with the project. He stated we are seeking a design proposal that may come to the Board early. Manager West stated that on Veteran's Day staff reported to the office, and we scheduled blocks of time with each department to work on the next fiscal year budget. He stated we were able to accomplish about 95% of the budget preparation and we are ahead of budget schedule. Mayberry Homes has made their first, of three, sewer payments and he and Director Langer have been meeting with Bob Schroeder of Mayberry Homes and we are

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making progress. He stated they have had two face-to-face meetings to help streamline the Mayberry approval process and they have been very beneficial to both parties. The Chamber of Commerce's 25<sup>th</sup> Anniversary Gala is Friday, December 10, 2021, at 6:00 p.m. at Dunham Hills. He also stated that at the December 14, 2021, Board meeting we are scheduled to go into Closed session for the annual Manager Review. The Livingston County Drain Commission has scheduled a Special Meeting to go into closed session on December 15, 2021, and Manager West will keep the Board informed on this issue.

### b. Hartland Township 2022 Strategic Plan Discussion

Manager West gave a brief overview of the Strategic Planning session with Dr. Lew Bender where we identified three strategic categories: Connecting the Community, Community Attractiveness and Livability, and Infrastructure and Internal Advancement. Manager West and staff have been working on documenting the notes from the meeting and identifying the bullet points that would be developed into the Strategic Plan. They then worked on identifying who would champion each particular task. He reviewed the three components of any project to be completed as being, Quality, Timing, and Cost and the associated tradeoffs of each aspect. He also reviewed the concept of legacy costs that may be associated with any project and a potential plan for saving for large projects. Manager West then reviewed the Draft 2022 Hartland Township Strategic Action Plan. He reviewed the department responsible for the task, the identified tasks, the color-coded start column, and the completion quarter. As this is a fluid plan, we have replaced the arbitrary target completion date with a estimated quarterly completion period. This is a different approach than in the past, as we have combined our previous Board Strategic Plan and our Staff Action Plan into one document. Any potential changes to the Strategic Action Plan will be addressed in the staff Operational Reports for the Board.

## 10. Adjournment

### **Move to adjourn the meeting at 7:45 p.m.**

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

Voting Yea: Treasurer Horning, Clerk Ciofu, Trustee Germane, Trustee O'Connell,  
Trustee McMullen, Trustee Petrucci

Voting Nay: None

Absent: Supervisor Fountain