

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
March 19, 2024 – 7:00 PM

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 Germane, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

ABSENT: None

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

4. Approval of the Agenda

Move to approve the agenda for the March 19, 2024 Hartland Township Board meeting as presented.

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

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

Voting Nay: None

Absent: None

5. Call to the Public

Larry Shaheen came forward and inquired as to who signs the Assessing Report that is sent to the State. Supervisor Fountain stated that the Board of Review reports are signed by the three members of the Board of Review and himself as Secretary of the Board of Review.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the March 19, 2024 Hartland Township Board meeting as presented.

Motion made by Treasurer Horning, Seconded by Trustee O'Connell.

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

Voting Nay: None

Absent: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 03-05-24 Hartland Township Board Regular Meeting Minutes

7. Pending & New Business

- a. Fiscal Year End 2024 Budget Amendments
Manager Luce gave a brief overview of the final budget amendments for the Fiscal Year 2023-2024 and turned the discussion over to Finance Director Dryden. Finance Director Dryden proceeded to review the budget amendments for the General Fund, highlighting items that were

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over budget for Professional Review Fees, due to the additional development occurring in the Township, computer replacements, and some staffing changes. She stated that all of the contingency fund was utilized and that surpluses from various departments were used to cover the overages, so there was a net zero effect on the budget and that no money was needed from the General Fund surplus balance. She then reviewed the budget amendments for the Water Fund, stating there were emergency repairs to the water system this year and the Sewer Fund budget amendments. Manager Luce gave a brief overview of the Professional Review Fees overage and Trustee Petrucci inquired as to whether these fees were paid by the developers. Director Dryden stated that these fees are paid by the developer but that Accounting Rules require that the fees paid by the developer are recorded as revenues, not as offsets to expenses.

Move to approve the final fiscal year end 2024 Budget Amendments as presented.

Motion made by Treasurer Horning, Seconded by Trustee Germane.

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

Voting Nay: None

Absent: None

b. Resolution – Hartland Gymnastics Boosters

Move to approve the Resolution recognizing Hartland Gymnastics Boosters as a charitable nonprofit in the community for the purpose of obtaining a charitable gaming license.

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

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

Voting Nay: None

Absent: None

Motion passes: 7 - 0 - 0.

c. 2024 Hartland Township Settlers Park Rental and Reservation Fees

Supervisor Fountain stated that the Admin Committee reviewed this with Manager Luce and turned the discussion over to Manager Luce. Manager Luce gave a brief overview of the extensive use of Settler's Park and stated that each year we review the parks rental rates for the pavilion. Public Works Director Scott Hable gave a brief overview of the process that they went through in reviewing rates with his staff and the Clerk's Department stating they added a resident/non-resident fee structure this year and then presented the rate structure to the Board. He stated they also added a split day rental feature this year and a small field rental area. Supervisor Fountain inquired as to how these rates are determined and how these funds are used. Director Hable stated that they looked at the cost of the staff time and supplies it takes to maintain these areas. This is why the field rental is cheaper because there is minimal maintenance for this area. Weekend rates are higher due to additional staffing costs. Manager Luce stated all fees collected go toward the maintenance of the parks and grounds. Manager Luce gave a brief overview of the additional township review regarding extra costs that may be charged for special events, such as for groups larger than 100 attendees. Trustee Germane noticed it stated that non-profit organizations may qualify for a reduced rate and inquired as to who would make that decision. Manager Luce responded that it has been a discussion between the Public Works Department and the Clerk's Department to this point. The premise is that if the event is free and open to the public, it is an event that may qualify for no charge or a reduced rate. If the event is for a specific entity and is not open to the public the stated rates would apply. Trustee Germane inquired as to the increase in these rates from previous year's rates. Manager Luce stated the resident rates have remained the same but the new non-resident rates have been set at an amount 50% higher than the resident rates. Manager Luce stated

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they are looking into the previous park rentals to determine resident and non-resident usage. Treasurer Horning stated that we have not rented out the field in previous years. Manager Luce stated we did for the Art in the Park as this was the first event that inquired about using the field. He stated the majority of the field area will remain open to the public as they have just designated a small portion of the field just west of the parking lot as the rental area. Trustee Petrucci inquired as to whether there is a need for a second pavilion as he is concerned that residents that just want to come down to the park for lunch with their children will not be able to do so if the pavilion is rented out. Manager Luce stated that there are picnic tables that are in the field area now and that they have budgeted for some children's picnic tables to be installed this year.

Move to approve the Hartland Township Settlers Park Rental and Reservation Fees.

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

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

Voting Nay: None

Absent: None

8. Board Reports

Trustee Petrucci - No report.

Clerk Ciofu - No report.

Treasurer Horning – Stated they settled the Tax roll with the County, and they are now busy collecting on mobile homes and personal property.

Trustee Germane - No report.

Trustee O'Connell - No report

Trustee McMullen - No rpeort.

Supervisor Fountain - Stated the Large Item Clean-up Day will be held on Saturday, May 18, 2024 from 9:00 a.m. to 1:00 p.m.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager Luce stated that at the recent Partners in Progress meeting there was an opportunity presented to add "story board" kiosks to Settler's Park funded through the Livingston Educational Society. Our only cost would be in installing the kiosk posts. These are children's books where portions of the story are placed in a kiosk along the pathway and would extend from Settler's Park to the new Auxiliary Field at Hartland High School. The Partners in Progress thought this would be a good way to connect Settler's Park to the Village now that we have the connecting pathway completed. The Admin Committee discussed this and thought it was a good idea and their only concern was the content of the books as they would be changed out two to three times per year by the Livingston Educational Society. Manager Luce stated we are at the preliminary stage, but he did talk with Cromaine Library and that we would all agree on the books that would be used. Manager Luce stated that we had previously discussed the Landscape Ordinance and the need for an additional part-time or intern Code Enforcement staff member for enforcing this Ordinance. A brief discussion was held, if we go forward with this, in defining the parameters for this position. Discussion was held on setting up a Committee to set the parameters, the effect on businesses regarding landscape maintenance, long term ramifications of landscape requirements regarding

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natural growth, and potentially easing of certain landscape requirements or adding options for landscaping. Manager Luce provided an update on the LPR cameras stating within the first two weeks of installing the first camera there were nine instances where the camera caught a situation that helped law enforcement with a crime. We are still looking for a second location and a discussion was held with the Hartland Deerfield Fire Authority (HDFFA) regarding moving their tornado siren from Tipsico Lake Road to the Heritage Park property which would be an ideal location for the second camera. We do budget for a new tornado siren each year and this would be a cheaper option than purchasing a new siren and it would have the added benefit of the pole being owned by the Township for placement of the second LPR camera. Manager Luce then led a brief discussion on the proposed Veteran's Memorial in Settler's Park. Discussion was held on potential locations in the Park, the general shape and size of the Memorial, electrical requirements, parking concerns, and general purpose for the Memorial.

- b. Closed Session: To consult with the Township Attorney regarding trial or settlement strategy regarding pending litigation in accordance with the Open Meetings Act, MCL 15.268(e).

Move to go into closed session to consult with the Township Attorney regarding trial or settlement strategy regarding pending litigation in accordance with Open Meetings Act, MCL15.268(e).

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

Board is in closed session at 7:55 p.m.

Board came out of closed session at 9:00 p.m.

Move to proceed with the March 8, 2024, recommendation of the Dispute Resolution Panel in concept, with the addition of revisions as discussed in closed session, and provided the Township Board must approve any final settlement.

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

10. Adjournment

Move to adjourn the meeting at 9:02 p.m.

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

Submitted by



Larry N. Ciofu, Clerk