



Board of Trustees

William J. Fountain, Supervisor Matthew J. Germane, Trustee
Larry N. Ciofu, Clerk Summer L. McMullen, Trustee
Kathleen A. Horning, Treasurer Denise M. O'Connell, Trustee
Joseph M. Petrucci, Trustee

Board of Trustees Regular Meeting Agenda Hartland Township Hall Tuesday, December 14, 2021 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.](#) 11-30-2021 Hartland Township Board Regular Meeting Minutes
 - [d.](#) 2022 Hartland Township Park Rental and Reservation Fees
 - [e.](#) Public Works Operator I Wage Adjustment
 - [f.](#) Confirm Supervisor's Appointment - Larry Ciofu to Township Liquor License Committee
 - [g.](#) Confirm Supervisor's Appointment - Larry Fox to Planning Commission (01.01.2022-12.31.2025)
 7. Pending & New Business
 - [a.](#) 2022 Hartland Township Board Meeting Schedule
 - [b.](#) Resolution – Sewer and Water Rates
 - [c.](#) Dunham Road Pathway Connector Design Engineering
 8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
 - [a.](#) Manager's Report
 - [b.](#) Closed Session: Annual evaluation of the Township Manager, at his request
 10. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: December 7, 2021

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$210,614.44. The bills are available in the Finance office for review.

Notable invoices include:

\$28,842.00 – Livingston County Road Commission – (Road improvements)

\$167,703.79 – Livingston County Drain Commission – (November 2021 Sewer O&M)

Financial Impact

Is a Budget Amendment Required? Yes No

All expenses are covered under the adopted FY22 budget.

Attachments

Bills for 12.14.2021

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		
ADOBE	ADOBE INC	12/06/2021	1521120175	FOA	NOVEMBER 2021	
45953		12/14/2021		N		15.89
11/05/2021	,	/ /	0.0000	N		0.00
		12/14/2021		N		15.89

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	15.89

VENDOR TOTAL: 15.89

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
ALLSTAR	ALLSTAR ALARM LLC	12/01/2021	325624	FOA	1/1/22 - 3/31/22 MONITORING AT HERO	
45923	8345 MAIN STREET	12/14/2021		N		150.00
12/01/2021	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		12/14/2021		Y		150.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	150.00

VENDOR TOTAL: 150.00

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
		Due Date		1099		
AMAZON.COM	AMAZON.COM	12/06/2021	112-2839642-3493	FOA	51" EXTENDABLE TRIPOD STAND	
45944		12/14/2021		N		25.43
11/09/2021	,	/ /	0.0000	N		0.00
		12/14/2021		N		25.43

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-740.000	OPERATING SUPPLIES	25.43

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		
AMAZON.COM	AMAZON.COM	12/06/2021	112-7521993-6941	FOA	WIRELESS MICROPHONE BLUETOOTH CLIP O	
45943		12/14/2021		N		99.51
11/09/2021	,	/ /	0.0000	N		0.00
		12/14/2021		N		99.51

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-740.000	OPERATING SUPPLIES	99.51

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		
AMAZON.COM	AMAZON.COM	12/06/2021	112-7827949-9947	FOA	SCREEN PROTECTOR & WIRELESS KEYBOARD	
45952		12/14/2021		N		39.98
10/21/2021	,	/ /	0.0000	N		0.00
		12/14/2021		N		39.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-727.000	SUPPLIES & POSTAGE	9.99
101-172-727.000	SUPPLIES & POSTAGE	29.99

39.98

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

AMAZON.COM	AMAZON.COM	12/06/2021	113-9730548-9056	FOA	TABLECLOTHS	
45954		12/14/2021		N		79.54
11/09/2021	,	/ /	0.0000	N		0.00
		12/14/2021		N		79.54

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	79.54

AMAZON.COM	AMAZON.COM	12/06/2021	113-9857370-5002	FOA	ANTI-FATIGUE FLOOR MAT	
45938		12/14/2021		N		47.95
10/25/2021	,	/ /	0.0000	N		0.00
		12/14/2021		N		47.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-727.000	SUPPLIES & POSTAGE	47.95

VENDOR TOTAL: 292.41

APWA	AMERICAN PUBLIC WORKS ASSOCIATION	10/05/2021	112921	FOA	1/1/22 - 12/31/22 MEMBERSHIP RENEWAL	
45912	P.O. BOX 802296	12/14/2021		N		240.00
10/05/2021	KANSAS CITY MO, 64180-2296	/ /	0.0000	N		0.00
		12/14/2021		N		240.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-804.000	MEMBERSHIP & DUES	240.00

VENDOR TOTAL: 240.00

APPLIED	APPLIED IMAGING	11/29/2021	1852039	FOA	10/23 - 11/22/21 - RICOH MP6055SP	
45913	7718 SOLUTION CENTER	12/14/2021		N		13.43
11/29/2021	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		12/14/2021		N		13.43

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	13.43

VENDOR TOTAL: 13.43

CINTAS	CINTAS CORPORATION	11/29/2021	4103058165	FOA	MATS	
45907	P.O. BOX 630910	12/14/2021		N		54.11
11/29/2021	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		12/14/2021		N		54.11

Open

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

101-265-801.000	CONTRACTED SERVICES					54.11
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VENDOR TOTAL: 54.11

CISCO	CISCO SYSTEMS, INC	12/06/2021	161-00492851	FOA	11/3/21 - 12/2/21 WEBEX	
45941		12/14/2021		N		15.90
11/03/2021	,	/ /	0.0000	N		0.00
		12/14/2021		N		15.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	15.90

VENDOR TOTAL: 15.90

COMCAST	COMCAST	12/06/2021	110321	FOA	NOVEMBER 2021 - PHONE/INTERNET AT WT	
45946	P.O. BOX 70219	12/14/2021		N		324.85
11/03/2021	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		12/14/2021		N		324.85

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-851.000	TELEPHONE	66.72
536-000-805.000	INTERNET	258.13
		324.85

COMCAST	COMCAST	12/06/2021	110621	FOA	NOVEMBER 2021	
45936	P.O. BOX 70219	12/14/2021		N		295.91
11/06/2021	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		12/14/2021		N		295.91

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-805.000	INTERNET	178.35
577-000-806.000	CABLE TV FEES	117.56
		295.91

COMCAST	COMCAST	12/06/2021	111921	FOA	MONTHLY INTERNET	
45956	P.O. BOX 70219	12/14/2021		N		673.80
11/19/2021	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		12/14/2021		N		673.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-805.000	INTERNET	673.80

COMCAST	COMCAST	12/06/2021	112521	FOA	NOVEMBER 2021	
45948	P.O. BOX 70219	12/14/2021		N		148.45
11/25/2021	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00

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

		12/14/2021		N		148.45
Open						

GL NUMBER	DESCRIPTION	AMOUNT
536-000-805.000	INTERNET	148.45

VENDOR TOTAL: 1,443.01

CONSUMER	CONSUMERS ENERGY	11/30/2021	202964920895	FOA	NOVEMBER 2021 - LED LIGHT	
45925	PO BOX 740309	12/14/2021		N		70.01
11/30/2021	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		12/14/2021		N		70.01

Open						
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GL NUMBER	DESCRIPTION	AMOUNT
101-448-921.000	STREET LIGHTS	70.01

CONSUMER	CONSUMERS ENERGY	12/06/2021	203053853888	FOA	OCTOBER 2021 - TOWNSHIP HALL	
45781	PO BOX 740309	12/14/2021		N		37.15
10/15/2021	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		12/14/2021		N		37.15

Open						
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GL NUMBER	DESCRIPTION	AMOUNT
101-265-920.001	UTILITIES - GAS	37.15

CONSUMER	CONSUMERS ENERGY	12/01/2021	203765852563	FOA	DECEMBER 2021 PARSHALLVILLE	
45950	PO BOX 740309	12/14/2021		N		45.96
12/01/2021	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		12/14/2021		N		45.96

Open						
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GL NUMBER	DESCRIPTION	AMOUNT
206-000-920.002	UTILITIES - ELECTRIC	45.96

CONSUMER	CONSUMERS ENERGY	11/30/2021	206346382877	FOA	NOVEMBER 2021 - STREETLIGHTS	
45926	PO BOX 740309	12/14/2021		N		139.42
11/30/2021	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		12/14/2021		N		139.42

Open						
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GL NUMBER	DESCRIPTION	AMOUNT
101-448-921.000	STREET LIGHTS	139.42

VENDOR TOTAL: 292.54

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	12/01/2021	98133	FOA	DEC 2021 PARKS TRASH PICKUP	
45916	PO BOX 241	12/14/2021		N		300.00
12/01/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		12/14/2021		Y		300.00

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

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	300.00
VENDOR TOTAL:		300.00

0071	DTE ENERGY-STREET LIGHTS	11/30/2021	200043305859	FOA	NOVEMBER 2021 - MILLPOINTE, FIDDLERS	
45929		12/14/2021		N		1,417.05
	P.O. BOX 630795					
11/30/2021	CINCINNATI OH, 45263-0795	/ /	0.0000	N		0.00
		12/14/2021		N		1,417.05

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-448-921.000	STREET LIGHTS	1,114.63
101-000-282.001	MILLPOINTE STREETLIGHTS DEPOSIT	256.26
101-000-282.002	FIDDLAR GROVE STREETLIGHT DEPOSIT	22.29
101-000-282.003	WALNUT RIDGE STREETLIGHTS DEPOSIT	23.87
VENDOR TOTAL:		1,417.05

1115	ECONO PRINT	11/29/2021	67490	FOA	INSERTING NEWSLETTER WITH 2021 WINTE	
45914	10312 DEXTER-PICKNEY ROAD	12/14/2021		N		94.96
11/29/2021	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		12/14/2021		N		94.96

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-900.000	PRINTING & PUBLICATIONS	94.96
VENDOR TOTAL:		94.96

ESRI	ENVIRONMENTAL SYSTEMS RESEARCH INST	12/06/2021	65097601	FOA	GIS CREDIT	
45951	P.O. BOX 741076	12/14/2021		N		(300.00)
11/19/2021	LOS ANGELES CA, 90074-1076	/ /	0.0000	N		0.00
		12/14/2021		N		(300.00)

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-930.000	SOFTWARE MAINTENANCE	(300.00)
VENDOR TOTAL:		(300.00)

5888	FOSTER, SWIFT, COLLINS & SMITH	11/30/2021	822325	FOA	NOVEMBER 2021	
45927	313 S. WASHINGTON SQUARE	12/14/2021		N		540.00
12/02/2021	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		12/14/2021		Y		540.00

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

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-826.000	LEGAL FEES	337.50
101-101-826.000	LEGAL FEES	202.50
		<u>540.00</u>

VENDOR TOTAL: 540.00

GODADDY	GO DADDY	12/06/2021	1972198957	FOA	MONTHLY RENEWAL	
45955		12/14/2021		N		24.99
11/11/2021	,	/ /	0.0000	N		0.00
		12/14/2021		N		24.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-900.000	PRINTING & PUBLICATIONS	24.99

VENDOR TOTAL: 24.99

0001	HARTLAND TOWNSHIP GENERAL FUND	11/30/2021	120121	FOA	NOVEMBER 2021 DOG LICENSE PMTS	
45921		12/14/2021		N		16.50
12/01/2021	,	/ /	0.0000	N		0.00
		12/14/2021		N		16.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	16.50

VENDOR TOTAL: 16.50

HARTTREASU	HARTLAND TOWNSHIP TREASURER	12/06/2021	0821100039WINTER	FOA	WINTER TAX 2021 PID 08-21-100-039 DU	
45932	2655 CLARK RD	12/14/2021		N		12.10
12/06/2021	HARTLAND MI, 48353	/ /	0.0000	Y		0.00
		12/14/2021		N		12.10

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-444-956.200	PROPERTY TAXES	12.10

HARTTREASU	HARTLAND TOWNSHIP TREASURER	12/06/2021	0821200026WINTER	FOA	2021 WINTER TAX PID 08-21-200-026 DU	
45931	2655 CLARK RD	12/14/2021		N		588.83
12/06/2021	HARTLAND MI, 48353	/ /	0.0000	Y		0.00
		12/14/2021		N		588.83

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-751-956.200	PROPERTY TAXES	588.83

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: 600.93

JIMMYJOHNS	JIMMY JOHN'S	12/06/2021	102921	FOA	BOARD RETREAT	
45940		12/14/2021		N		207.11
10/29/2021	,	/ /	0.0000	N		0.00
		12/14/2021		N		207.11

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-957.000	EDUCATION/TRAINING/CONVENTION	207.11

VENDOR TOTAL: 207.11

LCAOR	LIVINGSTON COUNTY ASSOC OF REALTORS	12/06/2021	23398	FOA	2022 LCAR ANNUAL DUES	
45939		12/14/2021		N		563.00
11/10/2021	,	/ /	0.0000	N		0.00
		12/14/2021		N		563.00

Open

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

VENDOR TOTAL: 563.00

0220	LIVINGSTON COUNTY TREASURER	11/30/2021	120121	FOA	NOVEMBER 2021 DOG LICENSE PMTS	
45922	200 E. GRAND RIVER	12/14/2021		N		213.50
12/01/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/14/2021		N		213.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	213.50

VENDOR TOTAL: 213.50

0210	LIVINGSTON CTY ROAD COMMISSION	11/15/2021	7244	FOA	CLYDE RD - FENTON RD TO END OF ASPHA	
45904	3535 GRAND OAKS DRIVE	12/14/2021		N		26,000.00
11/15/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/14/2021		N		26,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
204-000-969.100	GRAVEL ROAD IMPROVEMENTS	26,000.00

0210	LIVINGSTON CTY ROAD COMMISSION	11/15/2021	7249	FOA	BERGIN RD DESIGN	
45905	3535 GRAND OAKS DRIVE	12/14/2021		N		2,842.00
11/15/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/14/2021		N		2,842.00

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

204-000-969.200	PAVED ROAD IMPROVEMENTS					2,842.00
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VENDOR TOTAL: 28,842.00

2909	LIVINGSTON CTY.DRAIN COMMISSIO	11/30/2021	3414	FOA	NOVEMBER 2021 SEWER SYSTER O&M	
45915	2300 E. GRAND RIVER	12/14/2021		N		167,703.79
	STE. 105					
11/30/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/14/2021		N		167,703.79

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-801.008	LCDC CONTRACT SERVICES	167,703.79

VENDOR TOTAL: 167,703.79

LDPA	LIVINGSTON DAILY PRESS & ARGUS	12/06/2021	111121	FOA	NOVEMBER 2021	
45949		12/14/2021		N		9.99
	3964 SOLUTIONS CENTER					
11/11/2021	CHICAGO IL, 60677-3009	/ /	0.0000	Y		0.00
		12/14/2021		N		9.99

Open

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

VENDOR TOTAL: 9.99

MASTERS	MASTERS TELECOM LLC	11/24/2021	11604	FOA	NOVEMBER 2021	
45937		12/14/2021		N		17.95
11/24/2021	,	/ /	0.0000	N		0.00
		12/14/2021		N		17.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-851.000	TELEPHONE	17.95

VENDOR TOTAL: 17.95

MAP	MICHIGAN ASSOC OF PLANNING	11/18/2021	65511	FOA	HOME OCCUPATION WEBINAR	
45934	1919 WEST STADIUM BLVD, STE 4	12/14/2021		N		25.00
11/18/2021	ANN ARBOR MI, 48103	/ /	0.0000	N		0.00
		12/14/2021		N		25.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-957.000	EDUCATION/TRAINING/CONVENTION	25.00

VENDOR TOTAL: 25.00

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
0077	MISS DIG SYSTEM, INC.	11/30/2021	20221177	FOA	2022 FEES	
45911	3285 LAPEER ROAD WEST	12/14/2021		N		2,337.63
11/30/2021	AUBURN HILLS MI, 48326	/ /	0.0000	N		0.00
		12/14/2021		N		2,337.63

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-922.000	MISS DIG	2,337.63

VENDOR TOTAL: 2,337.63

MSS	MY SECURITY SIGN	12/06/2021	MSS-257671	FOA	ALL ACTIVITIES MONITORED BY VIDEO CA	
45947		12/14/2021		N		87.00
11/04/2021		/ /	0.0000	N		0.00
		12/14/2021		N		87.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	87.00

VENDOR TOTAL: 87.00

PAYPAL	PAYPAL	12/06/2021	0151	FOA	TOWNSHIP NEWSLETTER	
45942		12/14/2021		N		50.00
11/03/2021		/ /	0.0000	N		0.00
		12/14/2021		N		50.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-801.000	CONTRACTED SERVICES	50.00

VENDOR TOTAL: 50.00

1180	PETER'S TRUE VALUE HARDWARE	12/01/2021	K60504	FOA	UTILITY BRACKETS & MULTI HOOK	
45918	3455 W. HIGHLAND ROAD	12/14/2021		N		54.95
12/01/2021	MILFORD MI, 48380	/ /	0.0000	N		0.00
		12/14/2021		N		54.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	54.95

VENDOR TOTAL: 54.95

0102	PHP PFEFFER-HANNIFORD-PALKA	11/30/2021	1000058301	FOA	WATER BOND SURPLUS REFUND	
45928	225 E. GRAND RIVER	12/14/2021		N		3,500.00
11/30/2021	SUITE 104	/ /	0.0000	N		0.00
	BRIGHTON MI, 48116	12/14/2021		Y		3,500.00

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
537-000-801.000	CONTRACTED SERVICES	3,500.00

VENDOR TOTAL: 3,500.00

RBL	REALITY-BASED LEADERSHIP	12/06/2021	102821	FOA	OCTOBER 2021	
45935		12/14/2021		N		27.00
10/28/2021	,	/ /	0.0000	N		0.00
		12/14/2021		N		27.00

Open

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

VENDOR TOTAL: 27.00

SHUTTERSTO	SHUTTERSTOCK.COM	12/06/2021	111721	FOA	NOVEMBER 2021	
45945		12/14/2021		N		29.00
11/17/2021	,	/ /	0.0000	N		0.00
		12/14/2021		N		29.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-801.000	CONTRACTED SERVICES	29.00

VENDOR TOTAL: 29.00

STAPLES	STAPLES	11/27/2021	8064403859	FOA	MISC SUPPLIES	
45906	PO BOX 660409	12/14/2021		N		57.36
11/27/2021	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		12/14/2021		N		57.36

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	37.24
536-000-727.000	SUPPLIES/POSTAGE	20.12

57.36

VENDOR TOTAL: 57.36

1236	STAPLES CREDIT PLAN	12/06/2021	90838	FOA	PRINTING CALCULATOR	
45924	DEPT. 51-7820350303	12/14/2021		N		63.59
	PO BOX 70612					
10/31/2021	PHILADELPHIA PA, 19176-0612	/ /	0.0000	N		0.00
		12/14/2021		N		63.59

Open

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

101-253-727.000	SUPPLIES & POSTAGE					63.59
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VENDOR TOTAL: 63.59

STATEBAR	STATE BAR OF MICHIGAN	12/06/2021	102721	FOA	LICENSE RENEWAL	
45933	P.O. BOX 1406	12/14/2021		N		315.00
10/27/2021	GRAND RAPIDS MI, 49501-1406	/ /	0.0000	N		0.00
		12/14/2021		N		315.00

Open

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

VENDOR TOTAL: 315.00

TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	11/19/2021	5661146	FOA	10/25 - 11/24/21 - ESTUDIO2830C - CO	
45909	PO BOX 927	12/14/2021		N		6.85
11/19/2021	BUFFALO NY, 14240	/ /	0.0000	N		0.00
		12/14/2021		N		6.85

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	6.85

VENDOR TOTAL: 6.85

WATERTECH	WATER TECH	10/31/2021	52154	FOA	OCTOBER 2021 ANALYSIS	
45919	718 S MICHIGAN	12/14/2021		N		66.00
11/28/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/14/2021		N		66.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	66.00

VENDOR TOTAL: 66.00

WOOD	WOOD ENVIRONMENT & INFRASTRUCTURE	11/30/2021	H06103110	FOA	WATER SUPPLY ASSISTANCE THRU 11/12/2	
45920	P.O. BOX 74008618	12/14/2021		N		1,226.00
11/30/2021	CHICAGO IL, 60674-8618	/ /	0.0000	N		0.00
		12/14/2021		N		1,226.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.007	TREATMENT PLANT SAMPLING	1,226.00

VENDOR TOTAL: 1,226.00

TOTAL - ALL VENDORS: 210,614.44

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DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 12/14/2021 - 12/14/2021
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 12/12

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

FUND TOTALS:

Fund 101 - GENERAL FUND						5,604.22
Fund 204 - MUNICIPAL STREET FUND						28,842.00
Fund 206 - FIRE OPERATING						45.96
Fund 401 - CAPITAL PROJECTS FUND						600.93
Fund 536 - WATER SYSTEM FUND						2,976.99
Fund 537 - WATER DEBT SERVICE FUND						3,500.00
Fund 577 - CABLE TV FUND						1,110.55
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND						167,703.79
Fund 701 - TRUST AND AGENCY						230.00

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: December 7, 2021

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 – \$6,468.46

November 30, 2021 Payroll - \$75,091.29

December 15, 2021 Payroll - \$61,180.72

Financial Impact

Is a Budget Amendment Required? Yes No

All expenses are covered under the adopted FY22 budget.

Attachments

Post Audit Bills List 11.30.2021

Post Audit Bills List 12.01.2021

Payroll for 11.30.2021

Payroll for 12.15.2021

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/30/2021	FOA	41667	VERIZON WIRELESS	TELEPHONE	101-265-851.000	567.77
		41667		TELEPHONE	536-000-851.000	105.28
		41667		CONTRACTED SERVICES & RENTALS	577-000-801.000	795.41
						1,468.46
TOTAL - ALL FUNDS				TOTAL OF 1 CHECKS		1,468.46

--- GL TOTALS ---

101-265-851.000	TELEPHONE	567.77
536-000-851.000	TELEPHONE	105.28
577-000-801.000	CONTRACTED SERVICES & RENTALS	795.41
	TOTAL	1,468.46

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DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK NUMBER 41668

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/01/2021	FOA	41668	GEN-X PYROTECHNICS	PARKS - SPECIAL EVENTS	101-751-955.000	5,000.00
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		5,000.00
--- GL TOTALS ---						
101-751-955.000			PARKS - SPECIAL EVENTS			5,000.00
			TOTAL			5,000.00

Check Register Report For Hartland Township
For Check Dates 11/16/2021 to 11/30/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/17/2021	FOA	17076	AMERICAN FAMILY LIFE ASSURANCE CO	133.09	133.09	0.00	Open
11/30/2021	FOA	DD7504	BAGDON, KELLY M	2,116.88	0.00	1,498.33	Cleared
11/30/2021	FOA	DD7505	BEAUDOIN, DIANA K	1,479.56	0.00	1,259.56	Cleared
11/30/2021	FOA	DD7506	BERNARDI, MELYNDA A	1,703.16	0.00	1,317.76	Cleared
11/30/2021	FOA	DD7507	BROOKS, TYLER J	1,932.48	0.00	1,385.67	Cleared
11/30/2021	FOA	DD7508	CIOFU, LARRY N	2,583.33	0.00	1,865.46	Cleared
11/30/2021	FOA	DD7509	DRYDEN-HOGAN, SUSAN A	3,388.82	0.00	2,414.12	Cleared
11/30/2021	FOA	EFT612	FEDERAL TAX DEPOSIT	12,230.20	12,230.20	0.00	Cleared
11/30/2021	FOA	DD7510	FOUNTAIN, WILLIAM J	2,583.33	0.00	2,161.30	Cleared
11/30/2021	FOA	DD7511	FOX, LAWRENCE E	428.25	0.00	377.29	Cleared
11/30/2021	FOA	DD7512	GERMANE, MATTHEW J	700.00	0.00	621.45	Cleared
11/30/2021	FOA	DD7513	HEASLIP, JAMES B	2,979.50	0.00	1,923.81	Cleared
11/30/2021	FOA	DD7514	HORNING, KATHLEEN A	2,833.33	0.00	2,056.61	Cleared
11/30/2021	FOA	17079	ICMA VANTAGEPOINT TRANSFER AGENT	1,757.87	1,757.87	0.00	Open
11/30/2021	FOA	17080	ICMA VANTAGEPOINT TRANSFER AGENT	3,789.14	3,789.14	0.00	Open
11/30/2021	FOA	17081	ICMA VANTAGEPOINT TRANSFER AGENT	1,349.65	1,349.65	0.00	Open
11/30/2021	FOA	17082	ICMA VANTAGEPOINT TRANSFER AGENT	200.00	200.00	0.00	Open
11/30/2021	FOA	DD7515	JOHNSON, LISA	2,267.80	0.00	1,564.31	Cleared
11/30/2021	FOA	DD7516	KOPCZYK, MARY ANN	404.25	0.00	356.14	Cleared
11/30/2021	FOA	DD7517	LANGER, TROY D	3,630.26	0.00	2,563.81	Cleared
11/30/2021	FOA	17077	LAROSE, MICHELLE M	52.50	46.25	0.00	Open
11/30/2021	FOA	DD7518	LOFTUS, DANIEL M	800.00	0.00	677.09	Cleared
11/30/2021	FOA	DD7519	LOUIS, CASEY	675.00	0.00	403.70	Cleared
11/30/2021	FOA	DD7520	LUCE, MICHAEL T	3,250.00	0.00	2,386.36	Cleared
11/30/2021	FOA	DD7521	MCMULLEN, SUMMER L	700.00	0.00	592.76	Cleared
11/30/2021	FOA	EFT613	MI DEPT OF TREASURY	3,619.92	3,619.92	0.00	Cleared
11/30/2021	FOA	DD7522	MITCHELL, KYLE J	2,386.03	0.00	1,844.34	Cleared
11/30/2021	FOA	DD7523	MORGANROTH, CAROL L	2,200.08	0.00	1,689.51	Cleared
11/30/2021	FOA	DD7524	O'CONNELL, DENISE	700.00	0.00	498.26	Cleared
11/30/2021	FOA	17078	PETRUCCI, JOSEPH M	700.00	592.76	0.00	Open
11/30/2021	FOA	DD7525	SHOLLACK, DONNA M	2,284.35	0.00	1,727.43	Cleared
11/30/2021	FOA	DD7526	VERMILLION, KAREN L	1,830.00	0.00	1,321.53	Cleared
11/30/2021	FOA	DD7527	WEST, ROBERT M	4,258.33	0.00	2,554.83	Cleared
11/30/2021	FOA	DD7528	WYATT, MARTHA K	3,144.18	0.00	2,278.13	Cleared

Check Register Report For Hartland Township
For Check Dates 11/16/2021 to 11/30/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
Totals:				Number of Checks: 034	75,091.29	23,718.88	37,339.56
Total Physical Checks:				7			
Total Check Stubs:				27			

Check Register Report For Hartland Township
For Check Dates 12/15/2021 to 12/15/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
12/15/2021	FOA	DD7529	BAGDON, KELLY M	1,816.89	0.00	1,270.02	Cleared
12/15/2021	FOA	DD7530	BEAUDOIN, DIANA K	1,278.26	0.00	1,102.34	Cleared
12/15/2021	FOA	DD7531	BERNARDI, MELYNDA A	1,688.67	0.00	1,306.44	Cleared
12/15/2021	FOA	DD7532	BROOKS, TYLER J	2,013.00	0.00	1,442.63	Cleared
12/15/2021	FOA	DD7533	CASE, SUSAN E	1,296.00	0.00	793.72	Cleared
12/15/2021	FOA	DD7534	CIOFU, LARRY N	2,583.33	0.00	1,865.44	Cleared
12/15/2021	FOA	DD7535	COBB, SUSAN M	34.20	0.00	30.13	Cleared
12/15/2021	FOA	DD7536	DRYDEN-HOGAN, SUSAN A	3,388.82	0.00	2,414.09	Cleared
12/15/2021	FOA	EFT614	FEDERAL TAX DEPOSIT	10,529.28	10,529.28	0.00	Cleared
12/15/2021	FOA	DD7537	HEASLIP, JAMES B	2,979.50	0.00	1,923.80	Cleared
12/15/2021	FOA	DD7538	HORNING, KATHLEEN A	2,583.33	0.00	1,866.35	Cleared
12/15/2021	FOA	17083	ICMA VANTAGEPOINT TRANSFER AGENT	1,707.93	1,707.93	0.00	Open
12/15/2021	FOA	17084	ICMA VANTAGEPOINT TRANSFER AGENT	3,505.67	3,505.67	0.00	Open
12/15/2021	FOA	17085	ICMA VANTAGEPOINT TRANSFER AGENT	1,371.20	1,371.20	0.00	Open
12/15/2021	FOA	DD7539	JOHNSON, LISA	2,056.97	0.00	1,401.99	Cleared
12/15/2021	FOA	DD7540	KENDALL, ANTHONY S	58.40	0.00	53.93	Cleared
12/15/2021	FOA	DD7541	KOPCZYK, MARY ANN	354.75	0.00	312.53	Cleared
12/15/2021	FOA	DD7542	LANGER, TROY D	3,380.26	0.00	2,373.56	Cleared
12/15/2021	FOA	DD7543	LOFTUS, DANIEL M	645.00	0.00	556.04	Cleared
12/15/2021	FOA	DD7544	LOUIS, CASEY	892.50	0.00	573.57	Cleared
12/15/2021	FOA	DD7545	LUCE, MICHAEL T	3,250.00	0.00	2,386.35	Cleared
12/15/2021	FOA	DD7546	MITCHELL, KYLE J	1,014.20	0.00	815.82	Cleared
12/15/2021	FOA	DD7547	MORGANROTH, CAROL L	1,818.18	0.00	1,400.61	Cleared
12/15/2021	FOA	DD7548	SHOLLACK, DONNA M	2,140.73	0.00	1,618.51	Cleared
12/15/2021	FOA	DD7549	VERMILLION, KAREN L	1,832.67	0.00	1,323.49	Cleared
12/15/2021	FOA	DD7550	WEST, ROBERT M	4,058.33	0.00	2,402.63	Cleared
12/15/2021	FOA	DD7551	WYATT, MARTHA K	2,902.65	0.00	2,094.07	Cleared

Totals: Number of Checks: 027 61,180.72 17,114.08 31,328.06

Total Physical Checks: 3

Total Check Stubs: 24

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 11-30-2021 Hartland Township Board Regular Meeting Minutes

Date: December 8, 2021

Recommended Action

Move to approve the Hartland Township Board Regular Meeting minutes for November 30, 2021.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

11-30-2021 HTB Minutes - DRAFT

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

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

November 30, 2021 – 7:00 PM

- 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

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

November 30, 2021 – 7:00 PM

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

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

November 30, 2021 – 7:00 PM

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

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

November 30, 2021 – 7:00 PM

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 25th 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

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Michael Luce, Director of Public Works

Subject: 2022 Hartland Township Park Rental and Reservation Fees

Date: December 6, 2021

Recommended Action

Approve the 2022 Hartland Township Park Rental and Reservation Fees as presented.

Discussion

Public Works is recommending approving the Park Rates as presented. We are not projecting a need for an increase in cost for the rentals of Township Parks for 2022 as Heritage and Spranger Parks are managed in partnership with the recreation partners. As for Settlers Park, the fees cover any staff time needed before and after events and are in line with surrounding community’s rates.

Field Rental Rate Schedule

Venue	Duration	Fee
Heritage Park	2-Hour Rental	\$200 per field
	Daily Rental	\$400 per field
	Tournament	*Inquire
Spranger Field	2-Hour Rental	\$50 per field
	Daily Rental	\$100 per field
	Tournament	*Inquire
	Concessions & Restrooms	\$100 per rental event **
Settlers Park	4 Hours/ <50 People	\$100 per rental event
	4 - 8 Hours or 50-100 People	\$150 per rental event
	8 or more hours / >100 People	*Inquire

* Tournament rental fees will be determined by the Public Works Director.

** Concessions & Restroom fee is for each rental event (not per fields rented). Township reserves the right to collect a security deposit from all renters.

Financial Impact

Is a Budget Amendment Required? Yes No

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Michael Luce, Director of Public Works
Subject: Public Works Operator I Wage Adjustment
Date: December 7, 2021

Recommended Action

Approve the wage adjustment as presented for Public Works Operator I. Public Works is seeking approval of increasing Public Works Operator I's wages by \$1.50 per hour permanently, retroactive to 11/16/2021.

Discussion

As you may be aware one of our water Operators has fallen ill and is not able to report to work at this time leaving Public Works with one Operator. Daily tasks as well as state mandated reports must still be completed on a regular basis thus increasing the workload of the current Operator. Increasing the wage of Tyler Books at this time is warranted because of these reasons.

Subsequently this increase has currently been incorporated into the new water rate study performed by staff for the remainder of the 21/22 FY and continuing through the end of the study.

Financial Impact

Is a Budget Amendment Required? Yes No
Increases to the following account numbers:
536-000-706.000 Operator 1 Wages - \$1,200.00
536-000-709.000 Overtime - \$170.00
536-000-715.000 Employer FICA - \$100.00
536-000-718.000 Retirement - \$136.00

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Confirm Supervisor's Appointment - Larry Ciofu to Township Liquor License Committee

Date: December 7, 2021

Recommended Action

Confirm Supervisor's Appointment of Larry Ciofu to Township Liquor License Committee

Discussion

The Township Supervisor has appointed Larry Ciofu to the Liquor License Committee due to the vacancy from a former Township Board member.

Approval of this agenda item will confirm the Township Supervisor's appointment.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Confirm Supervisor's Appointment - Larry Fox to Planning Commission (01.01.2022-12.31.2025)

Date: December 7, 2021

Recommended Action

Confirm Supervisor's Appointment of Larry Fox to Planning Commission for the term beginning January 1, 2022 through December 31, 2025.

Discussion

Planning Commission Chair Larry Fox's term expires on December 31, 2021 and the Hartland Township Supervisor has reappointed Larry Fox for a subsequent four-year term beginning January 1, 2022 and ending December 31, 2025.

Approval of this agenda item will confirm the Township Supervisor's appointment.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 2022 Hartland Township Board Meeting Schedule

Date: December 8, 2021

Recommended Action

Move to approve the Resolution to set the 2022 Hartland Township Board Meeting Schedule.

Discussion

Resolution and 2022 Hartland Township Board Meeting Schedule attached for review.

Financial Impact

None

Attachments

2022 Annual Meeting Notice Resolution
2022 Board Meeting Schedule (for window)

**RESOLUTION SETTING BOARD OF TRUSTEE
MEETING DATES FOR 2022**

At a regular meeting of the Township Board of Hartland Township, Livingston County, Michigan, held at the Township Hall in said Township on December 14, 2021 at 7:00 p.m.

PRESENT:

ABSENT:

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

BE IT RESOLVED that the Hartland Township Board of Trustees does hereby establish that there will be two regular meetings per month held by the Township Board of Trustees in 2022, as follows:

1. All regular meetings will be held at the Township Hall, 2655 Clark Road, Hartland, Michigan 48353.
2. Meetings will commence promptly at 7:00 p.m., except when such a schedule would conflict with holidays, elections or other Township functions, as noted in paragraph three below.
3. Dates of the meetings mentioned in paragraph two above will be as follows:

Tuesday, January 4, 2022	Tuesday, January 18, 2022
Tuesday, February 1, 2022	Tuesday, February 15, 2022
Tuesday, March 1, 2022	Tuesday, March 15, 2022
Tuesday, April 5, 2022	Tuesday, April 19, 2022
Tuesday, May 3, 2022	Tuesday, May 17, 2022
Tuesday, June 7, 2022	Tuesday, June 21, 2022
Tuesday, July 5, 2022	Tuesday, July 19, 2022
Wednesday, August 3, 2022	Tuesday, August 16, 2022
Tuesday, September 6, 2022	Tuesday, September 20, 2022
Tuesday, October 4, 2022	Tuesday, October 18, 2022
Tuesday, November 1, 2022	Tuesday, November 15, 2022
Tuesday, November 29, 2022	Tuesday, December 13, 2022

4. Special meetings and work sessions will be called and held at the discretion of the Hartland Township Board of Trustees, with due and proper notice of such meetings to Board members and posted at the Township Hall at least eighteen (18) hours prior to meetings.

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

**HARTLAND TOWNSHIP
BOARD OF TRUSTEES**

2655 Clark Road
Hartland, MI 48353
(810) 632-7498
FAX (810) 632-6950



William Fountain
Supervisor

Larry N. Ciofu
Clerk

Kathleen Horning
Treasurer

Matthew J. Germane
Trustee

Summer McMullen
Trustee

Denise O'Connell
Trustee

Joe Petrucci
Trustee

2022

HARTLAND TOWNSHIP BOARD MEETING SCHEDULE

Hartland Township Hall 7:00 PM

The regular meetings of The Hartland Township Board for the year 2022 will be held on the following dates. All meetings are open to the public.

Tuesday, January 4, 2022

Tuesday, February 1, 2022

Tuesday, March 1, 2022

Tuesday, April 5, 2022

Tuesday, May 3, 2022

Tuesday, June 7, 2022

Tuesday, July 5, 2022

Wednesday, August 3, 2022

Tuesday, September 6, 2022

Tuesday, October 4, 2022

Tuesday, November 1, 2022

Tuesday, November 29, 2022

Tuesday, January 18, 2022

Tuesday, February 15, 2022

Tuesday, March 15, 2022

Tuesday, April 19, 2022

Tuesday, May 17, 2022

Tuesday, June 21, 2022

Tuesday, July 19, 2022

Tuesday, August 16, 2022

Tuesday, September 20, 2022

Tuesday, October 18, 2022

Tuesday, November 15, 2022

Tuesday, December 13, 2022

Individuals with disabilities requiring auxiliary aids or services should contact Hartland Township Board 72 hours in advance of the meeting by writing or calling Larry N. Ciofu, Clerk, 2655 Clark Rd., Hartland, MI 48353. (810) 632-7498

Larry N. Ciofu, Clerk
Hartland Township

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: Resolution – Sewer and Water Rates

Date: December 7, 2021

Recommended Action

To approve the resolution setting rates for Sewer and Water Systems for 2022.

Discussion

The proposed Sewer and Water rates for Readiness to Serve (RTS), Grinder Surcharge, Meter Replacement and Commodity reflect the recommendations of an in-house rate study performed by staff in 4th Quarter 2021 and the Livingston Regional Sanitary System Board of Public Works adopted sewer rates. REU connection fees are unchanged from 2021, with the addition of the new water district at the east end of the Township, with a different fee.

See the attached summary of rates to compare current year to 2022.

Sewer fees are now aligned with the LRSS approved rates, with the addition of a small amount to cover the Township’s administrative expenses (\$8.26/quarter/per REU) and the continued Capital Charge of \$16.59, which remains unchanged.

Water commodity charges have been reduced due to reevaluation of variable expenses to fixed expenses. Water service charges will now be based on REUs instead of size of meter, to more accurately share fixed costs based on system impact. Meter Replacement fees have gone up slightly and are based on current meter replacement costs.

The attached rates will be evaluated every year moving forward.

Financial Impact

Is a Budget Amendment Required? Yes No

Attachments

Resolution for Sewer-Water rates FY23



Hartland Township Water & Sewer Utility Rates

		<i>2021 Rates</i>		<i>2022 Rates</i>	
		Rate	Units	Rate	Units
Sewer Fees	Connection Charges	\$9,439.20	per REU	\$9,439.20	per REU
	<u><i>Fee Schedule:</i></u>				
	RTS (1st REU)	\$105.07	per quarter	\$77.36	per REU per quarter
	RTS (Additional per REU)	\$42.14	per quarter	\$77.36	per REU per quarter
	RTS (Township)	\$10.90	per quarter	\$8.26	per REU per quarter
	Capital Charge	\$16.59	per REU per quarter	\$16.59	per REU per quarter
	Grinder Pump Surcharge	\$60.90	per quarter	\$60.00	per quarter
	Metered	\$4.88	per 1,000 gallons	\$4.16	per 1,000 gallons
Non-Metered	\$87.89	flat rate per quarter	\$74.88	flat rate per quarter	
Water Fees	Connection Charges - District 1	\$5,816.01	per REU	\$5,816.01	per REU
	Connection Charges - District 2	<i>District not in service in 2021</i>		\$6,829.67	per REU
	<u><i>Fee Schedule:</i></u>				
	Usage Charges	\$2.37	per 1,000 gallons	\$1.40	per 1,000 gallons
	Water Service Charge (RTS)	\$82.82 - \$2,760.69	(By meter size)	\$86.08	per REU per quarter
	Meter Replacement Charge	\$5.58 - \$86.73	(By meter size)	\$7.75 - \$83.75	(By meter size)

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

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

WHEREAS, Section 11 of the Township’s Water and Sewer Ordinance (Ordinance No. 81) authorizes the Township to establish by resolution, rates and fees necessary to recover the costs of administration, construction, reconstruction, maintenance of said system(s) as necessary to preserve the same in good working order, operation and replacement of the System, and to provide for the payment of any debt service obligations of the Township as the same becomes due; and

WHEREAS, the Township Board intends to adjust certain Sewer and Water Fees, Rates and Charges to accomplish the above goals.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. Sanitary Sewer System:

Connection Charges - Effective January 1, 2022

Sewer Assessment Equity Charge \$9,439.20 per REU

Sewer Fee Schedule - Effective January 1, 2022

Readiness to Serve (LCDC)	\$77.36	per REU
Readiness to Serve (Township).....	\$8.26	per REU
Capital Charge	\$16.59	per REU per quarter
Grinder Pump Surcharge (LCDC)	\$60.00	per quarter
Metered (LCDC)	\$4.16	per 1,000 gallons
Non-Metered	\$74.88	flat rate per quarter

Section 2. Water System:

Connection Charges - Effective January 1, 2022

Water Benefit Connection Fee (District 1)	\$5,816.01	per REU
Water Benefit Connection Fee (District 2)	\$6,829.67	per REU

Usage Charges - Effective April 1, 2022

Commodity Charge \$1.40 per 1,000 gallons

Water Service Charge - Effective April 1, 2022

Water Service Charge \$86.08 per REU

Meter Replacement Charge - Effective April 1, 2022

⁵ / ₈ " meter	\$7.75	per quarter
³ / ₄ " meter	\$7.75	per quarter
1" meter	\$10.08	per quarter
1 ½" meter	\$21.17	per quarter
2" meter	\$23.92	per quarter
3" meter	\$28.33	per quarter
4" meter	\$49.25	per quarter
6" meter	\$83.75	per quarter

Cost Recovery - Effective January 1, 2022

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

Section 3. Other Sewer and Water Services:

All services provided outside of the above mentioned fee schedule and permitted by the Sewer and/or Water Ordinance(s) will be charged on a time and materials basis, plus a 10% administrative fee.

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

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Michael Luce, Director of Public Works

Subject: Dunham Road Sidewalk Proposal

Date: December 7, 2021

Recommended Action

Authorize the Public Works Director to execute a design engineering contract with Manager approval in an amount not to exceed \$29,740 for the Dunham Road pathway connector to the High School entrance.

Discussion

As was discussed in the inception the Dunham Rd crosswalk project this is the second phase of the proposed connection to Settlers Park from Hartland High School. A connection from the existing crosswalk located at Dunham Rd and Hidden Creek Drive to the High School drive will make this section of the Township much more accessible by walking or biking, essentially connecting Settlers Park to the Village.

In discussions with Hartland Schools, they are proposing to construct a multiple sports stadium/field to be located to the west of the current entrance of the school on Dunham Rd. Part of this project is the addition of a walking path on the school grounds surrounding the stadium and connecting to the south driveway as well as to Hartland Rd. Thus, joining the school's new pathway to the Townships at the Dunham Rd entrance of the school.

Public Works has worked with HRC to develop a proposal for the engineering of the sidewalk. As this will cross through a wetland, a permit is required from EGLE as well as Livingston County. Moving forward with the engineering as well as the permit process at this time allows these items to be completed this winter and makes the project shovel ready in the spring.

Township staff believe the design engineering cost proposal received is higher than needed and believes the procurement for engineering design services from competitive firms will result in a cost savings. Public Works Director Mike Luce is seeking authorization to execute a design engineering contract with Manager approval in an amount not to exceed \$29,740.

Financial Impact

Is a Budget Amendment Required? Yes No

Increase: 401-444-969.005 Capital Projects: Sidewalks

The increase will be covered by the fund balance.

Attachments

Current Dunham Rd Sidewalk Proposal

November 30, 2021

Hartland Township
2655 Clark Road
Hartland, MI 48353

Attn: Mr. Michael Luce, DPW Director

Re: Design Engineering Services Proposal
Dunham Road Sidewalk
Hartland High School to Hidden Creek Drive

HRC Job No. 20211082

Dear Mr. Luce:

It is our understanding that the Township desires to construct an 8 foot wide concrete sidewalk on the northside of Dunham Road, from the Hartland High School Entrance Drive east to the existing sidewalk ramp at Hidden Creek Drive. There is a low wetland area along the route which will be impacted by the sidewalk grading. Currently, we propose to fill and grade within this existing wetland area. This sidewalk is planned to be built within the existing road right-of-way and construction is planned to occur in 2022. Attached is a conceptual cost estimate for the construction and design of this sidewalk.

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

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

Task		Estimated Hours	Budget Amount
1.	Topographic Survey	34	\$3,030
2.	Soil Boring Collection	8	\$3,190
3.	Design Services	204	\$20,110
4.	Bidding Phase	38	\$3,410
Subtotal		284	\$29,740

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

Clarifications

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

2. Soil borings will include a total of four (4) hand augured borings a maximum of three (3) feet deep.
3. Should filling and grading within the wetlands not be allowable by a reviewing agency, costs associated with wetland mitigation, or the design of a wood boardwalk will be provided in a separate proposal.
4. Once bids have been received then a construction engineering proposal will be submitted for review by the Township.

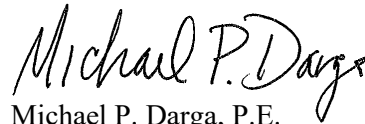
If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Roland N. Alix, P.E.
Vice President



Michael P. Darga, P.E.
Associate

MPD/md

Attachments

pc: Hartland: R. West
HRC; A. Malczewski, File

Construction Cost Estimating - Summary

Conceptual Engineering
 Preliminary Engineering
 Detailed Design _____ % Complete

Client Hartland Township **Date** 30-Nov-21

Project Dunham Road Sidewalk **Project Number** 20211082

8 foot wide concrete sidewalk along the Northside of Dunham Road from the Hartland High School Entrance to Hidden Creek Drive.

No.	Item	Qty	Price	Cost
1.	Station grading	10 sta	\$750	\$7,500
2.	Undercut	150 lft	\$20	\$3,000
3.	4" Concrete sidewalk	1,000 lft	\$55	\$55,000
4.	Tree Removal	10 ea	\$2,000	\$20,000
5.	Sidewalk Ramp	1 ea	\$5,000	\$5,000
6.	Wetland crossing allowance	300 lft	\$150	\$45,000
7.	Restoration	0.7 acre	\$15,000	\$10,500
8.	Soil erosion	Lump Sum	\$15,000	\$15,000
9.	Drainage allowance	Lump Sum	\$15,000	\$15,000
10.	Traffic control	Lump Sum	\$14,000	\$14,000
11.	Mobilization	Lump Sum	\$20,000	\$20,000
Construction Sub Total =				\$210,000
Contingencies =				\$42,000
Design Engineering =				\$30,000
TOTAL ESTIMATED CONCEPTUAL COST =				\$282,000

Design Factors/Assumptions	
1.	Lengths were determined using GIS software
2.	Wetland crossing allowance is for filling and grading in the wetland area
Unresolved items that may affect cost	
1.	Poor soils encountered during construction
2.	Future material costs and bidding climate
3.	Permitting costs, requirements, constraints (LCDC, LCRC, EGLE wetlands)
4.	No traffic signal or pedestrian push button improvements
5.	Construction conflicting with existing private utilities
6.	Wetland mitigation
7.	Easements and right-of-way requirements
8.	Construction Engineering costs are not included

STAFF HOUR PROJECTIONS
HARTLAND TOWNSHIP
Dunham Road Sidewalk - Hartland High School to Hidden Creek Drive
November 30, 2021
HRC JN 20191178

TASK		STAFF HOURS BY LABOR CATEGORY						TOTAL HOURS	TOTAL ESTIMATED COST
		ASSOCIATE	STAFF ENGINEER	GRAD ENGINEER	SR TECHNICIAN	SURVEYOR	SURVEY TECHNICIAN		
		\$140	\$98	\$74	\$98	\$94	\$81		
1	TOPOGRAPHIC SURVEY								
	1. Establish control datum	2				4		6	\$ 660
	2. Collect surface data and features						20	20	\$ 1,620
	3. Data Processing					4		4	\$ 380
	4. Property lines					4		4	\$ 380
	SUBTOTALS	2	0	0	0	12	20	34	\$ 3,030
2	SOIL BORING COLLECTION								
	1. Soil boring collection & report allowance								\$ 2,500
	2. Integrate with plans			4	4			8	\$ 690
	SUBTOTALS	0	0	4	4	0	0	8	\$ 3,190
3	DESIGN SERVICES								
	1. Preliminary route layout	2	4	8	8			22	\$ 2,050
	2. Review meetings (2ea)	2	8	8				18	\$ 1,660
	3. Plans & specifications	2	10	20	30			62	\$ 5,680
	4. Cost estimate		2	4	8			14	\$ 1,280
	5. Permit submittal		8	10	20			38	\$ 3,480
	6. Wetland Delineation	26	8		10	6		50	\$ 5,970
	SUBTOTALS	32	40	50	76	6	0	204	\$ 20,110
4	BIDDING PHASE								
	1. Plans Available to Bidders		8	16				24	\$ 1,970
	2. Bid Opening and Tabulation	2	4	4				10	\$ 970
	3. Bid Recommendation	2	2					4	\$ 480
	SUBTOTALS	4	14	20	0	0	0	38	\$ 3,410
	TOTALS	38	54	74	80	18	20	284	\$ 29,740



Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Closed Session: Annual evaluation of the Township Manager, at his request

Date: October 27, 2021



Board of Trustees

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

Matthew J. Germane, Trustee
Summer L. McMullen, Trustee
Denise M. O'Connell, Trustee
Joseph M. Petrucci, Trustee

October 27, 2021

Hartland Township Board
2655 Clark Road
Hartland, MI 48353

Please accept this correspondence as a formal request for the annual evaluation of my performance as Hartland Township Manager in closed session.

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

Sincerely,

Robert M. West
Township Manager