



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, April 06, 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.](#) 03-05-2021 Hartland Township Board Special Meeting Minutes
 - [d.](#) 03-05-2021 Hartland Township Board Closed Session Meeting Minutes
 - [e.](#) 3-9-2021 Hartland Township Board Special Meeting Minutes
 - [f.](#) 3-9-2021 Hartland Township Board Closed Session Meeting Minutes
 - [g.](#) 03-16-2021 Hartland Township Regular Board Meeting Minutes
 - [h.](#) 03-23-2021 Hartland Township Special Board Meeting Minutes
 7. Pending & New Business
 - [a.](#) Resolution Honoring Jessica Witkowski for receiving Eagle Scout Award
 - [b.](#) Resolution: 2021 Emergency Declaration
 8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
 - [a.](#) Township Strategic Plan and Staff Action Plan Discussion
 10. Closed Session
 - [a.](#) To consider the six-month evaluation of the Township Manager, at his request
 11. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: March 30, 2021

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$1,139,914.28. The bills are available in the Finance office for review.

Notable invoices include:

\$131,075.00 – Bank of New York Mellon Trust Co. – (Sanitary sewer project refunding bonds, Series 2011)

\$11,948.50 – Brown Drilling – (Stop well #3 from producing air)

\$309,336.00 – Hartland Deerfield Fire Authority – (1st Quarterly Payment due 4/8/2021)

\$166,098.09 – Livingston County Drain Commission – (March 2021 Sewer System O&M)

\$499,835.00 – The Huntington National Bank – (Special Assessment Refunding Bonds, Series 2019 & Water System Special Assessment Refunding Bonds, Series 2017)

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY21 budget.

Attachments

Bills for 04.06.2021

03/31/2021 12:36 PM
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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 04/06/2021 - 04/06/2021
BOTH JOURNALIZED AND UNJOURNALIZED

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

ALLSTAR	ALLSTAR ALARM LLC	03/24/2021	306603	FOA	12V SEALED LEAD ACID BATTERY	
44845	8345 MAIN STREET	04/06/2021		N		22.86
03/24/2021	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		04/06/2021		Y		22.86

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	22.86

VENDOR TOTAL: 22.86

APPLIED	APPLIED IMAGING	03/22/2021	1710051	FOA	2/23 - 3/22/21 RICOH MP6055SP	
44834	7718 SOLUTION CENTER	04/06/2021		N		32.63
03/22/2021	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		04/06/2021		N		32.63

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	32.63

VENDOR TOTAL: 32.63

BNYMELLON	BANK OF NEW YORK MELLON TRUST CO	04/01/2021	030321	FOA	SANITARY SEWER PROJ REFUNDING BONDS,	
44812	DEBT SERVICE BILLING-DIRECT PAYS	04/06/2021		N		131,075.00
	PO BOX 392005					
03/03/2021	PITTSBURGH PA, 15251	/ /	0.0000	Y		0.00
		04/06/2021		N		131,075.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
595-000-997.006	BOND INTEREST 2011 REFUNDING	131,075.00

VENDOR TOTAL: 131,075.00

2900	BROWN DRILLING	03/12/2021	30756	FOA	STOP WELL #3 FROM PRODUCING AIR	
44837	7215 HIGHLAND ROAD	04/06/2021		N		11,948.50
03/12/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		04/06/2021		Y		11,948.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	11,948.50

VENDOR TOTAL: 11,948.50

CARROTTOP	CARROT-TOP INDUSTRIES	03/12/2021	49271500	FOA	US FLAGS	
44836	PO BOX 820	04/06/2021		N		540.34
03/12/2021	HILLSBOROUGH NC, 27278	/ /	0.0000	N		0.00
		04/06/2021		N		540.34

Open

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		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
209-000-930.000	REPAIRS & MAINTENANCE	252.58
101-265-740.000	OPERATING SUPPLIES	287.76
		<u>540.34</u>

VENDOR TOTAL: 540.34

CINTAS	CINTAS CORPORATION	03/22/2021	4079181871	FOA	MATS	
44830	P.O. BOX 630910	04/06/2021		N		54.11
03/22/2021	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		04/06/2021		N		54.11

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	54.11

VENDOR TOTAL: 54.11

0071	DTE ENERGY-STREET LIGHTS	03/30/2021	033021	FOA	WALNUT RIDGE ASSOC STREET LIGHT	
44857		04/06/2021		N		5,524.11
	P.O. BOX 630795					
03/30/2021	CINCINNATI OH, 45263-0795	/ /	0.0000	N		0.00
		04/06/2021		N		5,524.11

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-282.003	WALNUT RIDGE STREETLIGHTS DEPOSIT	5,524.11

VENDOR TOTAL: 5,524.11

ELECSOU	ELECTION SOURCE	03/16/2021	21-1103	FOA	ELECTION SUPPLIES	
44835	4615 DANVERS DRIVE SE	04/06/2021		N		36.74
03/16/2021	GRAND RAPIDS MI, 49512	/ /	0.0000	N		0.00
		04/06/2021		N		36.74

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	36.74

VENDOR TOTAL: 36.74

ETNA	ETNA SUPPLY COMPANY	03/29/2021	S103954011.001	FOA	METERS	
44856	P.O. BOX 772107	04/06/2021		N		2,530.00
03/29/2021	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		04/06/2021		N		2,530.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
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		Due Date		1099		

536-000-741.000	METER COSTS				2,530.00	
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VENDOR TOTAL: 2,530.00

5888	FOSTER, SWIFT, COLLINS & SMITH	02/28/2021	804300	FOA	FEBRUARY 2021	
44805	313 S. WASHINGTON SQUARE	04/06/2021		N		4,737.10
03/11/2021	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		04/06/2021		Y		4,737.10

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-826.000	LEGAL FEES	45.00
401-444-826.000	LEGAL FEES	1,339.60
590-595-826.000	LEGAL FEES	1,462.50
539-000-826.000	LEGAL FEES	180.00
101-400-826.000	LEGAL FEES	1,057.50
101-101-826.000	LEGAL FEES	135.00
209-000-826.000	LEGAL FEES	517.50
		4,737.10

VENDOR TOTAL: 4,737.10

HAYAA-F	HARTLAND AREA YOUTH ATHLETIC ASSOC	04/01/2021	041521	FOA	APRIL 2021 - PMT PER AGREEMENT	
44784	HAYAA - FOOTBALL	04/06/2021		N		396.31
	P.O. BOX 359					
04/01/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		04/06/2021		N		396.31

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	396.31

VENDOR TOTAL: 396.31

HAYAA-B	HARTLAND AREA YOUTH ATHLETIC ASSOC.	04/01/2021	041521	FOA	PAYMENT DUE 4/15/21 PER AGREEMENT	
44201	HAYAA - BASEBALL	04/06/2021		N		1,285.72
	P.O. BOX 110					
04/01/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		04/06/2021		N		1,285.72

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	1,285.72

VENDOR TOTAL: 1,285.72

HCSA	HARTLAND COMMUNITY SOCCER ASSN	04/01/2021	041521	FOA	APRIL 2021 - PMT PER AGREEMENT	
44770	HARTLAND COMMUNITY EDUCATION	04/06/2021		N		816.75
	9525 HIGHLAND RD					

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		Due Date		1099		

04/01/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		04/06/2021		N		816.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	816.75

VENDOR TOTAL: 816.75

0150	HARTLAND CONSOLIDATED SCHOOLS	02/28/2021	172724	FOA	FEBRUARY 2021	
44803	9525 E HIGHLAND ROAD	04/06/2021		N		219.54
03/05/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		04/06/2021		N		219.54

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-860.000	GASOLINE	219.54

VENDOR TOTAL: 219.54

HDFA	HARTLAND DEERFIELD FIRE	04/01/2021	21-22 1ST Q:H	FOA	1ST QTRLY PMT DUE 4/8/21	
44833	3205 HARTLAND RD	04/06/2021		N		309,336.00
03/22/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		04/06/2021		N		309,336.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-999.336	CONTRIBUTION TO FIRE AUTHORITY	309,336.00

VENDOR TOTAL: 309,336.00

0001	HARTLAND TOWNSHIP GENERAL FUND	04/06/2021	04062021	FOA	4/1 - 6/30/21 CABLE STUDIO RENT	
44077		04/06/2021		N		3,246.00
04/06/2021	,	/ /	0.0000	N		0.00
		04/06/2021		N		3,246.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-941.000	RENT	3,246.00

VENDOR TOTAL: 3,246.00

HYL	HARTLAND YOUTH LACROSSE	04/01/2021	041521	FOA	APRIL 2021 - PMT PER AGREEMENT	
44777	P.O. BOX 56	04/06/2021		N		396.31
04/01/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		04/06/2021		N		396.31

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	396.31

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

VENDOR TOTAL: 396.31

HOMEDPOT	HOME DEPOT CREDIT SERVICES	02/22/2021	9024027	FOA	CEILING TILES FOR FIRE STATION #61	
44847	DEPT 32-2006361202	04/06/2021		N		182.90
	P.O. BOX 9001030					
02/22/2021	LOUISVILLE KY, 40290	/ /	0.0000	N		0.00
		04/06/2021		N		182.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	182.90

VENDOR TOTAL: 182.90

1120	KIZCAM	03/28/2021	17550	FOA	ENVELOPES & BUSINESS CARDS FOR TRUSE	
44848	3280 W GRAND RIVER	04/06/2021		N		217.30
03/28/2021	HOWELL MI, 48855	/ /	0.0000	N		0.00
		04/06/2021		N		217.30

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-727.000	SUPPLIES & POSTAGE	121.30
101-101-727.000	SUPPLIES & POSTAGE	96.00
		217.30

VENDOR TOTAL: 217.30

2017	LIVINGSTON COUNTY ASSESSOR'S ASSOC	03/18/2021	031821	FOA	REPORT DESIGNER CLASS FOR JIM & LISA	
44825	C/O DEERFIELD TOWNSHIP	04/06/2021		N		100.00
03/18/2021	LINDEN MI, 48451	/ /	0.0000	N		0.00
		04/06/2021		N		100.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-957.000	EDUCATION/TRAINING/CONVENTION	100.00

VENDOR TOTAL: 100.00

2909	LIVINGSTON CTY.DRAIN COMMISSIO	03/25/2021	3329	FOA	MARCH 2021 SEWER SYSTEM O & M	
44849	2300 E. GRAND RIVER	04/06/2021		N		166,098.09
	STE. 105					
03/25/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		04/06/2021		N		166,098.09

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-801.008	LCDC CONTRACT SERVICES	166,098.09

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		Due Date		1099		

VENDOR TOTAL: 166,098.09

ORKIN	ORKIN	03/09/2021	209897462	FOA	PEST CONTROL AT HERO TEEN CENTER	
44801	21068 BRIDGE ST.	04/06/2021		N		65.88
03/09/2021	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		04/06/2021		N		65.88

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	65.88

VENDOR TOTAL: 65.88

7532	PRINTING SYSTEMS, INC.	03/10/2021	03/10/2021	FOA	COVID REIMBURSEMENT	
44855	12005 BEECH DALY	04/06/2021		N		(2,421.67)
03/10/2021	TAYLOR MI, 48180	/ /	0.0000	N		0.00
		04/06/2021		N		(2,421.67)

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	(2,421.67)

7532	PRINTING SYSTEMS, INC.	03/29/2021	216207	FOA	ELECTION SUPPLIES	
44852	12005 BEECH DALY	04/06/2021		N		762.00
09/08/2020	TAYLOR MI, 48180	/ /	0.0000	N		0.00
		04/06/2021		N		762.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	762.00

7532	PRINTING SYSTEMS, INC.	03/29/2021	216209	FOA	ELECTION SUPPLIES	
44853	12005 BEECH DALY	04/06/2021		N		1,431.50
09/28/2020	TAYLOR MI, 48180	/ /	0.0000	N		0.00
		04/06/2021		N		1,431.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	1,431.50

7532	PRINTING SYSTEMS, INC.	03/24/2021	218478	FOA	ELECTION SUPPLIES	
44854	12005 BEECH DALY	04/06/2021		N		400.75
03/24/2021	TAYLOR MI, 48180	/ /	0.0000	N		0.00
		04/06/2021		N		400.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	400.75

VENDOR TOTAL: 172.58

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		Due Date		1099		

STAPLES	STAPLES	03/20/2021	8061673579	FOA	MISC SUPPLIES	
44826	PO BOX 660409	04/06/2021		N		781.54
03/20/2021	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		04/06/2021		N		781.54

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	7.97
101-299-727.000	SUPPLIES & POSTAGE	17.77
101-299-727.000	SUPPLIES & POSTAGE	49.29
101-441-740.000	OPERATING SUPPLIES	22.45
101-209-727.000	SUPPLIES & POSTAGE	258.99
101-192-727.000	SUPPLIES & POSTAGE	425.07
		<hr/> 781.54

STAPLES	STAPLES	03/27/2021	8061745732	FOA	MISC SUPPLIES	
44844	PO BOX 660409	04/06/2021		N		177.49
03/27/2021	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		04/06/2021		N		177.49

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-192-727.000	SUPPLIES & POSTAGE	23.45
101-192-727.000	SUPPLIES & POSTAGE	32.67
101-172-727.000	SUPPLIES & POSTAGE	30.98
101-265-740.000	OPERATING SUPPLIES	15.11
101-209-727.000	SUPPLIES & POSTAGE	(258.99)
101-209-727.000	SUPPLIES & POSTAGE	269.99
101-299-727.000	SUPPLIES & POSTAGE	64.28
		<hr/> 177.49

VENDOR TOTAL: 959.03

HUNTINGBAN	THE HUNTINGTON NATIONAL BANK	04/01/2021	03/18/2021	FOA	SPEC ASSMT REFUNDING BONDS, SERIES 2	
44842	PO BOX 1558-GW4E64	04/06/2021		N		272,585.00
03/18/2021	COLUMBUS OH, 43216	/ /	0.0000	N		0.00
		04/06/2021		N		272,585.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
354-000-997.010	2019 REFUNDING BOND INTEREST	32,585.00
354-000-991.001	2019 M59/HTLND BOND PRINCIPAL	240,000.00
		<hr/> 272,585.00

HUNTINGBAN	THE HUNTINGTON NATIONAL BANK	04/01/2021	03/18/21	FOA	WTR SYSTEM SPEC ASSMT REFUNDING BOND	
44843	PO BOX 1558-GW4E64	04/06/2021		N		227,250.00
03/18/2021	COLUMBUS OH, 43216	/ /	0.0000	N		0.00
		04/06/2021		N		227,250.00

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		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
537-000-997.001	2017 REFUNDING BOND INTEREST	2,250.00
537-000-203.002	CURRENT PORTION BONDS PAYABLE	225,000.00
		<u>227,250.00</u>

VENDOR TOTAL: 499,835.00

SPIRITOFLLI	THE SPIRIT OF LIVINGSTON	03/16/2021	52327	FOA	NAME TAGS/NAME PLATE	
44832	3280 W GRAND RIVER	04/06/2021		N		30.00
03/16/2021	HOWELL MI, 48855	/ /	0.0000	N		0.00
		04/06/2021		N		30.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-727.000	SUPPLIES & POSTAGE	30.00

VENDOR TOTAL: 30.00

TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	03/24/2021	5492592	FOA	MARCH 2021 - ESTUDIO2830C - BLACK CO	
44850	PO BOX 927	04/06/2021		N		7.65
03/24/2021	BUFFALO NY, 14240	/ /	0.0000	N		0.00
		04/06/2021		N		7.65

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	7.65

TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	03/24/2021	5492593	FOA	MARCH 2021 - ESTUDIO2830C - COLOR CO	
44851	PO BOX 927	04/06/2021		N		47.83
03/24/2021	BUFFALO NY, 14240	/ /	0.0000	N		0.00
		04/06/2021		N		47.83

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	47.83

VENDOR TOTAL: 55.48

TOTAL - ALL VENDORS: 1,139,914.28

FUND TOTALS:

Fund 101 - GENERAL FUND	11,668.21
Fund 206 - FIRE OPERATING	309,518.90
Fund 209 - CEMETERY	770.08
Fund 354 - 2009 M-59 ROAD IMPROVEMENTS BOND	272,585.00
Fund 401 - CAPITAL PROJECTS FUND	1,339.60
Fund 536 - WATER SYSTEM FUND	14,720.90
Fund 537 - WATER DEBT SERVICE FUND	227,250.00

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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 04/06/2021 - 04/06/2021
BOTH JOURNALIZED AND UNJOURNALIZED

		BOTH OPEN AND PAID				
Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
Fund 539 - WATER REPLACEMENT FUND						180.00
Fund 577 - CABLE TV FUND						3,246.00
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND						167,560.59
Fund 595 - 2005 SEWER EXP BONDS						131,075.00

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: March 30, 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 – \$148,886.27

March 31, 2021 Payroll - \$55,375.15

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY21 budget.

Attachments

Post Audit Bills List 03.09.2021

Post Audit Bills List 03.11.2021

Post Audit Bills List 03.17.2021

Post Audit Bills List 03.25.2021

Post Audit Bills List 03.29.2021

Payroll for 03.31.2021

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DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 03/09/2021 - 03/09/2021

Page 1/1

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/09/2021	FOA	41028	LIVINGSTON COUNTY TREASURER	DRAINS AT LARGE	101-465-963.000	6,969.14
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		6,969.14

GL TOTALS ---						
101-465-963.000			DRAINS AT LARGE		6,969.14	
			TOTAL		6,969.14	

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DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 03/11/2021 - 03/11/2021

Page 1/1

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/11/2021	FOA	41029	3DX REAL ESTATE	LAND	401-000-130.000	119,900.00
03/11/2021	FOA	41030	CONSUMERS ENERGY	STREET LIGHTS	101-448-921.000	192.08
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS		120,092.08
--- GL TOTALS ---						
101-448-921.000			STREET LIGHTS		192.08	
401-000-130.000			LAND		119,900.00	
			TOTAL		120,092.08	

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
 CHECK NUMBER 41081 - 41085

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/17/2021	FOA	41081	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	172.16
		41081		UTILITIES - GAS	536-000-920.001	218.78
						<hr/> 390.94
03/17/2021	FOA	41082	LIVINGSTON DAILY PRESS & ARGUS	PRINTING & PUBLICATIONS	101-215-900.000	50.00
		41082		PRINTING & PUBLICATIONS	101-247-900.000	720.00
		41082		PRINTING & PUBLICATIONS	101-400-900.000	100.00
						<hr/> 870.00
03/17/2021	FOA	41083	PETTY CASH (TREASURER)	SUPPLIES & POSTAGE	101-253-727.000	37.90
		41083		SUPPLIES & POSTAGE	101-400-727.000	21.99
						<hr/> 59.89
03/17/2021	FOA	41084	PITNEY BOWES, INC.	REPAIRS & MAINTENANCE	101-299-930.000	271.02
03/17/2021	FOA	41085	RESERVE ACCOUNT	SUPPLIES & POSTAGE	101-101-727.000	1.50
		41085		SUPPLIES & POSTAGE	101-172-727.000	1.20
		41085		SUPPLIES & POSTAGE	101-191-727.000	38.09
		41085		SUPPLIES & POSTAGE	101-192-727.000	108.09
		41085		SUPPLIES & POSTAGE	101-209-727.000	92.26
		41085		SUPPLIES & POSTAGE	101-215-727.000	1.53
		41085		SUPPLIES & POSTAGE	101-253-727.000	2.50
		41085		TAX COLLECTION	101-253-811.100	155.27
		41085		SUPPLIES & POSTAGE	101-299-727.000	279.92
		41085		SUPPLIES & POSTAGE	101-400-727.000	62.49
		41085		FARMERS MARKET	101-751-956.000	1.02
		41085		SUPPLIES/POSTAGE	536-000-727.000	27.41
		41085		SUPPLIES & POSTAGE	590-000-727.000	62.11
						<hr/> 833.39
TOTAL - ALL FUNDS				TOTAL OF 5 CHECKS		2,425.24

--- GL TOTALS ---

101-101-727.000	SUPPLIES & POSTAGE	1.50
101-172-727.000	SUPPLIES & POSTAGE	1.20
101-191-727.000	SUPPLIES & POSTAGE	38.09
101-192-727.000	SUPPLIES & POSTAGE	108.09
101-209-727.000	SUPPLIES & POSTAGE	92.26
101-215-727.000	SUPPLIES & POSTAGE	1.53
101-215-900.000	PRINTING & PUBLICATIONS	50.00
101-247-900.000	PRINTING & PUBLICATIONS	720.00
101-253-727.000	SUPPLIES & POSTAGE	40.40
101-253-811.100	TAX COLLECTION	155.27
101-265-920.001	UTILITIES - GAS	172.16
101-299-727.000	SUPPLIES & POSTAGE	279.92
101-299-930.000	REPAIRS & MAINTENANCE	271.02
101-400-727.000	SUPPLIES & POSTAGE	84.48

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CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK NUMBER 41081 - 41085

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-400-900.000				PRINTING & PUBLICATIONS		100.00
101-751-956.000				FARMERS MARKET		1.02
536-000-727.000				SUPPLIES/POSTAGE		27.41
536-000-920.001				UTILITIES - GAS		218.78
590-000-727.000				SUPPLIES & POSTAGE		62.11
				TOTAL		2,425.24

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/25/2021	FOA	41086	SELECT TITLE COMPANY	LAND	401-000-130.000	12,450.02
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		12,450.02

GL TOTALS ---						
401-000-130.000			LAND	12,450.02		
			TOTAL	12,450.02		

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CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
 CHECK DATE FROM 03/29/2021 - 03/29/2021

Page 1/1

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/29/2021	FOA	41087	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	542.15
03/29/2021	FOA	41088	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,492.52
		41088		STREET LIGHTS	101-448-921.000	45.77
		41088		UTILITIES - ELECTRIC	101-751-920.002	145.63
		41088		UTILITIES - ELECTRIC	206-000-920.002	61.98
		41088		UTILITIES	209-000-920.000	14.95
		41088		UTILITIES - ELECTRIC	536-000-920.002	3,272.02
						<hr/> 5,032.87
03/29/2021	FOA	41089	LOWES BUSINESS ACCT/SYNCB	SPRANGER FIELD	401-751-970.006	132.96
		41089		OPERATING SUPPLIES	536-000-740.000	212.29
						<hr/> 345.25
03/29/2021	FOA	41090	VERIZON WIRELESS	TELEPHONE	101-265-851.000	572.21
		41090		CONTRACTED SERVICES & RENTALS	577-000-801.000	457.31
						<hr/> 1,029.52
TOTAL - ALL FUNDS				TOTAL OF 4 CHECKS		6,949.79

--- GL TOTALS ---

101-265-851.000	TELEPHONE	572.21
101-265-920.001	UTILITIES - GAS	542.15
101-265-920.002	UTILITIES - ELECTRIC	1,492.52
101-448-921.000	STREET LIGHTS	45.77
101-751-920.002	UTILITIES - ELECTRIC	145.63
206-000-920.002	UTILITIES - ELECTRIC	61.98
209-000-920.000	UTILITIES	14.95
401-751-970.006	SPRANGER FIELD	132.96
536-000-740.000	OPERATING SUPPLIES	212.29
536-000-920.002	UTILITIES - ELECTRIC	3,272.02
577-000-801.000	CONTRACTED SERVICES & RENTALS	457.31
	TOTAL	6,949.79

For Payroll ID: 393 Check Date: 03/31/2021 Pay Period End Date: 03/15/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
03/31/2021	FOA	16979	BURROUGHS, JEFFREY M	420.00	360.94	0.00	Open
03/31/2021	FOA	16981	LAROSE, MICHELLE M	232.50	204.83	0.00	Open
03/31/2021	FOA	16982	MCMULLEN, SUMMER L	880.00	751.34	0.00	Open
03/31/2021	FOA	16983	PETRUCCI, JOSEPH M	600.00	504.66	0.00	Open
03/31/2021	FOA	DD7066	BAGDON, KELLY M	2,022.83	0.00	1,436.60	Cleared
03/31/2021	FOA	DD7067	BEAUDOIN, DIANA K	1,648.38	0.00	1,391.41	Cleared
03/31/2021	FOA	DD7068	BERNARDI, MELYNDA A	1,641.33	0.00	1,269.45	Cleared
03/31/2021	FOA	DD7069	BROOKS, TYLER J	1,734.08	0.00	1,239.68	Cleared
03/31/2021	FOA	DD7070	CASE, SUSAN E	1,748.48	0.00	1,161.35	Cleared
03/31/2021	FOA	DD7071	CIOFU, LARRY N	2,583.33	0.00	1,922.87	Cleared
03/31/2021	FOA	DD7072	COBB, SUSAN M	33.58	0.00	29.57	Cleared
03/31/2021	FOA	DD7073	DRYDEN-HOGAN, SUSAN A	3,291.57	0.00	2,351.99	Cleared
03/31/2021	FOA	DD7074	FOUNTAIN, WILLIAM J	2,583.33	0.00	2,161.31	Cleared
03/31/2021	FOA	DD7075	FOX, LAWRENCE E	428.25	0.00	377.29	Cleared
03/31/2021	FOA	DD7076	GERMANE, MATTHEW J	700.00	0.00	621.45	Cleared
03/31/2021	FOA	DD7077	GREIG, DAVID F	420.00	0.00	387.87	Cleared
03/31/2021	FOA	DD7078	GRISSIM, SUSAN L	180.00	0.00	166.23	Cleared
03/31/2021	FOA	DD7079	HEASLIP, JAMES B	2,938.79	0.00	1,741.93	Cleared
03/31/2021	FOA	DD7080	HORNING, KATHLEEN A	2,833.33	0.00	2,054.75	Cleared
03/31/2021	FOA	DD7081	JOHNSON, LISA	2,329.29	0.00	1,651.76	Cleared
03/31/2021	FOA	DD7082	KOPCZYK, MARY ANN	437.25	0.00	385.22	Cleared
03/31/2021	FOA	DD7083	LANGER, TROY D	3,533.12	0.00	2,508.70	Cleared
03/31/2021	FOA	DD7084	LITTERAL, JON D	140.00	0.00	129.29	Cleared
03/31/2021	FOA	DD7085	LOUIS, CASEY	837.14	0.00	530.34	Cleared
03/31/2021	FOA	DD7086	LUCE, MICHAEL T	3,250.00	0.00	2,387.44	Cleared
03/31/2021	FOA	DD7087	MITCHELL, KYLE J	2,541.36	0.00	1,959.36	Cleared
03/31/2021	FOA	DD7088	MITCHELL, MICHAEL E	180.00	0.00	166.23	Cleared
03/31/2021	FOA	DD7089	MOCERI, VINCENT	895.00	0.00	805.85	Cleared
03/31/2021	FOA	DD7090	MORGANROTH, CAROL L	2,118.59	0.00	1,629.24	Cleared
03/31/2021	FOA	DD7091	MURPHY, THOMAS A	90.00	0.00	79.29	Cleared
03/31/2021	FOA	DD7092	O'CONNELL, DENISE	700.00	0.00	498.26	Cleared
03/31/2021	FOA	DD7093	SHOLLACK, DONNA M	1,853.16	0.00	1,408.30	Cleared
03/31/2021	FOA	DD7094	SIRCH, MISTY L	420.00	0.00	387.37	Cleared
03/31/2021	FOA	DD7095	VERMILLION, KAREN L	1,792.08	0.00	1,323.25	Cleared

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
03/31/2021	FOA	DD7096	WEST, ROBERT M	4,258.33	0.00	2,554.83	Cleared
03/31/2021	FOA	DD7097	WYATT, MARTHA K	3,080.05	0.00	2,229.03	Cleared
Totals:				Number of Checks: 036	55,375.15	1,821.77	38,947.51
Total Physical Checks:			4				
Total Check Stubs:			32				

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 03-05-2021 Hartland Township Board Special Meeting Minutes

Date: March 24, 2021

Recommended Action

Move to approve the Hartland Township Board Special Meeting minutes for March 5, 2021.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

3-5-2021 HTB Special Minutes - DRAFT

HARTLAND TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING MINUTES

March 05, 2021 – 3:00 PM

DRAFT

1. Call to Order

The meeting was called to order by Supervisor Fountain at 3:00 p.m.

2. Pledge of Allegiance

3. Roll Call

Clerk Ciofu had audio issue. Treasurer Horning took Roll Call

PRESENT: Supervisor Fountain, Clerk Ciofu attending remotely from Knoxville, TN,
Treasurer Horning, Trustee Germane, Trustee McMullen, Trustee O'Connell.

ABSENT: Trustee Petrucci

Also present was Hartland Township Manager Robert West

Clerk Ciofu left meeting due to internet issues (3:02 p.m.)

4. Approval of the Agenda

Move to approve the agenda for the March 5, 2021, Hartland Township Board meeting as presented.

Motion made by Treasurer Horning, Seconded by Trustee Germane.

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

Voting Nay: None

Absent: Clerk Ciofu, Trustee Petrucci

5. Call to the Public

No one came forward.

6. Pending & New Business

Move to go into closed session to consider the purchase or lease of real property.

Motion made by Treasurer Horning, Seconded by Trustee Germane. Roll call vote taken

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

Voting Nay: None

Absent: Clerk Ciofu, Trustee Petrucci

Motion Passes: 5-0-2

Board is in closed session at 3:05 p.m.

Clerk Ciofu joined meeting remotely from Knoxville, TN at 3:06 p.m.

Board came out of closed session at 3:30 p.m.

Listing agent Jay Germane joined meeting remotely and gave a brief overview of property and bid process. Mr. Germane will forward a purchase agreement form and will provide comps to the Board. Board agreed to meet again on March 9, 2021 to further discuss issue.

HARTLAND TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING MINUTES

March 05, 2021 – 3:00 PM

7. Move to adjourn the meeting at 3:50

Motion made by Trustee Germane, Seconded by Clerk Ciofu.

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

Voting Nay: None

Absent: Trustee Petrucci

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 03-05-2021 Hartland Township Board Closed Session Meeting Minutes

Date: March 24, 2021

Recommended Action

Move to approve the Hartland Township Board Closed Session meeting minutes for March 5, 2021.

Discussion

Draft minutes are available in Clerk's office for review.

Financial Impact

None

Attachments

None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 3-9-2021 Hartland Township Board Special Meeting Minutes

Date: March 24, 2021

Recommended Action

Move to approve the Hartland Township Special Meeting minutes for March 9, 2021.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

3-9-2021 HTB Special Minutes - DRAFT

HARTLAND TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING MINUTES

March 09, 2021 – 5:00 PM

DRAFT

1. Call to Order

The meeting was called to order by Supervisor Fountain at 5:00 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 remotely from Ft. Myers, FL.

ABSENT: None

Also present was Hartland Township Manager Robert West.

4. Approval of the Agenda

Move to approve the agenda for the March 9, 2021, 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

5. Call to the Public

No one came forward.

6. Pending & New Business

Move to go into closed session to consider the purchase or lease of real property.

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

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

Voting Nay: None

Motion passes: 7-0-0

Board is in closed session at 5:05 p.m.

Board came out of closed session at 6:22 p.m.

Move to proceed with the recommendation as discussed in closed session.

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

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

Voting Nay: None

Abstain: Trustee Germane

Motion passes: 6-0-1

HARTLAND TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING MINUTES

March 09, 2021 – 5:00 PM

7. Move to adjourn the meeting at 6:25 p.m.

Motion made by Trustee Germane, Seconded by Clerk Ciofu.

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

Voting Nay: None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 3-9-2021 Hartland Township Board Closed Session Meeting Minutes

Date: March 17, 2021

Recommended Action

Move to approve the Hartland Township Board Closed Session Meeting minutes for March 9, 2021.

Discussion

Draft minutes are available in Clerk's office for review.

Financial Impact

None

Attachments

None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 03-16-2021 Hartland Township Regular Board Meeting Minutes

Date: March 31, 2021

Recommended Action

Move to approve the Hartland Township Board Regular Meeting minutes for March 16, 2021.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

3-16-2021 HTB Minutes - DRAFT

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 16, 2021 – 7:00 PM

DRAFT

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

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

ABSENT: None

4. Approval of the Agenda

Move to approve the agenda for the March 16, 2021, Hartland Township Board meeting as presented.

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

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

Voting Nay: None

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the March 16, 2021, Hartland Township Board meeting as presented.

Motion made by Treasurer Horning, Seconded by Clerk Ciofu.

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

Voting Nay: None

- a. 03-02-2021 Hartland Township Board Regular Meeting Minutes
- b. Approve Payment of Bills
- c. Approve Post Audit of Disbursements Between Board Meetings
- d. Approve Agreement for Walnut Ridge Estates Streetlight
- e. Ratify the Hiring of M. Kopczyk as Treasures Part-Time Cashier (\$16.50/Hr)
- f. Project Coordinator Job Description Revisions

9. Pending & New Business

- a. Fire Authority Fiscal Year 2021-2022 Budget

Township Manager Robert West gave a brief overview of the Hartland Deerfield Fire Authority (HDFA) budget for the new fiscal year presented by HDFA Chief Adam Carroll at the previous Board meeting. As part of the General Appropriations Act for approving the budget, we need to approve the Fire Authority budget in advance because there is a portion of it that is incorporated into the Hartland Township budget.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES
March 16, 2021 – 7:00 PM

Move to approve the 2021-2022 Fiscal Year Budget for the Hartland Deerfield Fire

Authority, as presented.

Motion made by Trustee Petrucci, 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

b. Resolution – FY2022 General Appropriations Act

Township Manager Robert West gave an overview of the budget for the 2021-2022 Fiscal Year. He stated this was the accumulation of the prior budget review sessions of the Board over the last four meetings. He then presented the Truth In Taxation information including the estimated millage rates for Hartland Township of 0.7699, the recently approved Fire millage of 2.06, and the Road millage of 1.4432. Manager West then reviewed the General Fund revenues stating that the majority of the \$2.763 million township revenues come from the State Shared Revenue of \$1.325 million and Property Taxes of \$.587 million. Manager West then reviewed the budgeted expenditures for the year by department and by general governmental categories. Clerk Ciofu inquired as to a further explanation of the Transfers Out amount in the Estimated Expenditures graph. Manager West explained this amount generally goes into our Capital Improvement Fund that is used for park improvements, sidewalk projects and any other Township improvements other than any road projects that are funded out of the road millage. Supervisor Fountain asked for a brief explanation of how the Hartland Township millage rate became 0.7699 mills. Manager West gave a brief overview the millage that is dependent on property values. Property values are currently exceeding the rate of inflation and the Township cannot exceed the rate of inflation with our mills. Therefore, when applied to our overall home values the rate is actually reduced to stay within the inflation limitation. Supervisor Fountain stated that the Road millage was approved at 1.5 mills and now stands at 1.4432 mills for this reason.

Move to approve the Resolution to Establish a General Appropriations Act for the 2022 Fiscal Year.

Motion made by Treasurer Horning, Seconded by Trustee Petrucci. Roll call vote taken

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

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

c. Purchase Agreement - Dunham Road Parcel

Supervisor Fountain gave a brief overview of a 4-acre property adjacent to Settler's Park on Dunham Road that came on the market. The property value and the benefits to the Township were discussed in two closed sessions of the Board and we approved going forward as discussed in the closed sessions at the open session of the May 9, 2021 Special Board meeting. The primary benefit of purchasing this property was access and safety of pedestrians to the park as a crosswalk at the existing park entrance is not allowed by the Livingston County Road Commission. Manager West stated that the purchase agreement was accepted by the sellers and he is seeking the Township Supervisor and the Township Clerk to act as agents on behalf of the Township to facilitate the closing of the transaction as the closing is expected prior to the next Hartland Township Board meeting.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 16, 2021 – 7:00 PM

Move to approve the purchase agreement for parcel 4708-21-200-026 as presented and furthermore authorize the Township Supervisor and Township Clerk agents on behalf of the Township to facilitate the closing procedure.

Motion made by Clerk Ciofu, Seconded by Trustee Germane.

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

Voting Nay: None

10. Board Reports

Trustee Petrucci - If the Purchase Agreement goes through for the property on Dunham Road, he would like to start the process of getting the safety crosswalk put there as soon as possible.

Clerk Ciofu - No report.

Treasurer Horning - The Hartland Farmers Market will open up on May 8, 2021. Anyone that wants to be a vendor can contact the Treasurers office and the forms are available.

Trustee Germane - No report.

Trustee O'Connell - No report.

Trustee McMullen - No report.

Supervisor Fountain – No report

[BRIEF RECESS]

11. Information / Discussion

Manager West gave a brief overview of what he knew about the American Rescue Act passed by Congress. There are a lot of rules and regulations that go along with receiving any of these funds that have not yet been revealed. We are keeping abreast of this legislation and he stated he will keep the Board informed as more information becomes available. Manager West provided information from a Government Transparency website that indicated the State of Michigan was to get \$5.697 billion and it funnels down to municipalities with \$37 million going to Livingston County and approximately \$1.5 million to Hartland Township. These are restricted use funds, but we do not know the details of the restrictions at this time. The Livingston County Board of Commissioners is pursuing declaring a local state of emergency. This is to allow for the option to have virtual meetings past the current State mandated guidelines ending date of March 29, 2021. Manager West commended Livingston County Administrator Nathan Burd for communicating with him and his staff regarding how this would impact the Township. He also stated the Livingston County Board of Public Works has filed a claim against the septage receiving station hosting fee. Township Attorney Mike Homier is responding to this claim. The Board Retreat with Dr. Lew Bender is scheduled for April 30, 2021 at the Township Hall from 9:00 a.m. to 3:00 p.m. The Planning Commission (PC) is holding a Special meeting on March 18, 2021 to review the new concept plan for the Mayberry property. If the PC approves this concept plan, we agreed to hold a Special Board meeting next Tuesday to facilitating moving this project forward. Supervisor Fountain gave a brief overview of the history of this project and Manager West gave some details as to why this was back at the PC concept stage again. Manager West also stated that Mayberry inquired as to taking part of the water system expansion again. They discussed the last deal we proposed regarding Mayberry making an immediate \$500,000 payment on the current \$1.9 million sewer assessment due on September 5, 2021 and we would then hold the REU rates for two years. Manager West indicated he would like a documented proposal before presenting anything to the Board. Supervisor Fountain requested an update on the water line expansion project. Manager West stated a bid was accepted and the Township attorney is drafting the agreement which would need to be approved and submitted by the developer along with the cash due from the developer to

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 16, 2021 – 7:00 PM

begin the project. He is hoping to award the contract and receive the cash due by the second meeting in April. Supervisor Fountain inquired as to the timeline to get this project completed. Manager West stated that we were hoping to have this done by August, but we recently found out that MDOT will be resurfacing M-59 from the Oakland County border to Lakena Rd. in Hartland Township. This may have an effect on the completion date depending on their construction plans. Manager West also stated not be in attendance at the next Board meeting. Trustee O'Connell stated she will be out of town if we need to meet next week but could be available remotely.

12. Adjournment

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

Motion made by Trustee Petrucci, Seconded by Clerk Ciofu

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

Voting Nay: None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 03-23-2021 Hartland Township Special Board Meeting Minutes

Date: Click to Enter Date

Recommended Action

Move to approve the Hartland Township Board Special Meeting minutes for March 23, 2021.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

3-23-2021 HTB Special Minutes - DRAFT

HARTLAND TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING MINUTES

March 23, 2021 – 7:00 PM

DRAFT

1. Call to Order

This 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 attending remotely from Georgia, Trustee Petrucci
ABSENT: None

Also present were Township Manager Robert West and Planning Director Troy Langer.

4. Approval of the Agenda

Move to approve the agenda for the March 23, 2021, Hartland Township Board meeting 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

5. Call to the Public

No one came forward.

6. Pending & New Business

- a. SP #21-006 Newberry Place Planned Development (PD) – PD Concept Plan Review (plan dated February 23, 2021)

Supervisor Fountain gave a brief overview of the background of the project started in 1997 and through the economic downturn and to today's concept plan. Supervisor Fountain stated that this was a presentation of a concept plan and no formal decisions will be made on this plan tonight. Planning Director Troy Langer gave a brief overview of the three steps in the planning process, the conceptual plan, the preliminary plan, the final plan processes. Director Langer stated that in 2017 a concept plan was presented to the Planning Commission (PC) that was revised by the Applicant in 2019 with the potential purchase of an additional 40 acres of land to the west of the Applicant's property. Subsequently, the 40 acres was not purchased by the Applicant and a revised conceptual plan was developed and is what we are looking at today. Director Langer gave a brief overview of the applicant's presented Regulating Plan. Supervisor Fountain invited the Applicant's forward to present their conceptual plan. Bob Schroeder and David Straub of Mayberry Homes gave a brief overview of the project and discussion was held on overall layout of the plan, density issues with the project, ingress and egress from the property on M-59 and Pleasant Valley Roads, product types such as single family detached homes, multi-family units, motor courts, and commercial areas of the plan, parking, the proposed gas stations in the project, lighting, and sidewalks. Director Langer stated that now that the Applicant has heard comments from the PC and the Board, they will need to decide if

HARTLAND TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING MINUTES

March 23, 2021 – 7:00 PM

they want to go forward. If so, the next step would be the preliminary plan where the Applicant would work with Planning staff to finalize a preliminary plan, and notice would be posted of the public hearing at the PC meeting where the project would be reviewed. The PC would then submit a recommendation to the Board for their review. If the preliminary plan went well with the PC and the Board the Applicant would then prepare the draft Master Deed and preliminary agreements and come back for approval from the PC and Board, followed by the final Site Plan of what will actually be built, possibly in phases.

7. Adjournment

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

Motion made by Clerk Ciofu, Seconded by Trustee Petrucci

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

Voting Nay: None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Resolution Honoring Jessica Witkowski for receiving Eagle Scout Award

Date: April 1, 2021

Recommended Action

Adopt the Resolution Honoring Jessica Witkowski for receiving Eagle Scout Award

Discussion

When Boy Scouts of America opened to females in 2019, Hartland High School Sophomore Jessica Witkowski was prepared. With a passion for conservancy and environmental science, Jessica wasted no time in signing up. The now soon-to-be junior at Hartland High School was drawn to the Scouts because of their strong emphasis on leadership, life skills, and a variety of environmental and nature-related opportunities that meshed well with her own aspirations, among them, becoming an Eagle Scout.

As Jessica has worked her way through the ranks of Scouts, serving her community has been the ultimate goal. This past winter, Jessica's Life Rank project involved building and installing bluebird houses at Settler's Park. Much planning and research was put into the project and the same level of consideration was exercised as she worked toward the Scout's highest rank of Eagle Scout.

The coronavirus pandemic did not stop Jessica Witkowski from completing her Eagle Scout project. In fact, her project helped workers at the frontlines of COVID-19, as well as local seniors. For her Eagle Scout Project, Witkowski sewed and donated 600 fabric masks to local senior living facilities and centers to help reduce the spread of the coronavirus.

Jessica says she decided to join the Scouts because of the environmental aspects of the program, as well as the strong emphasis on leadership, life skills and a variety of environmental and nature-related opportunities. She plans to study environmental science, park management or wildlife biology in college, though she has not made any decisions yet.

As Jessica continues to find new ways to support her community, it's a safe bet that she will have her community supporting her as a member of the 1st inaugural class of female Eagle Scouts this September. The Hartland Township Board is proud to honor Jessica for her accomplishments and remains grateful for her contributions to our community.

Attachments

Resolution Honoring Jessica Witkowski for receiving Eagle Scout Award



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

RESOLUTION NO. 21-XX

PROCLAMATION HONORING JESSICA WITKOWSKI
FOR RECEIVING THE EAGLE SCOUT AWARD

At a meeting of the Township Board of Hartland Township ("Township Board"),
Livingston County, Michigan on April 6, 2021, at 7:00 p.m.

PRESENT: _____

ABSENT: _____

The following Resolution was offered by _____ and seconded
by _____.

WHEREAS, achieving the status of Eagle Scout is the highest award that can be
bestowed upon a Scout; and

WHEREAS, such an award is earned, requiring the recipient to perform and successfully
complete and pass rigid requirements; and

WHEREAS, less than two percent of all Scouts actually achieve this goal; and

WHEREAS, Jessica Witkowski devoted many hours in attaining the status of Eagle
Scout, working with diligence and making sacrifices in order to achieve the highly coveted
award; and,

WHEREAS, Jessica Witkowski has served the Boy Scouts of America in an exemplary
manner and is deserving of the honor bestowed upon her; and,

WHEREAS, Jessica Witkowski serves as an example to our youth through her high level
of personal achievement, leadership and community service, and we are proud that she is a
member of our community; and,

WHEREAS, the Hartland Township Board wishes to recognize this noteworthy achievement of Jessica Witkowski.

NOW, THEREFORE, BE IT RESOLVED that the Supervisor and Board of the Township of Hartland hereby recognize and extend our sincere congratulations to Jessica Witkowski for having achieved the status of Eagle Scout conferred upon her by the Boy Scouts of America, an honor for both her and for those that guided her, with best wishes for a bright future.

BE IT FURTHER RESOLVED that this proclamation be reflected in the official minutes of this meeting and the Township Clerk transmit a copy thereof to Jessica Witkowski.

Hartland Township

ADOPTED:

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
)
COUNTY OF LIVINGSTON)

I, the undersigned, the duly qualified and acting Township Clerk of the Hartland Township, Livingston County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a meeting held on April 6, 2021.

Larry Ciofu, Hartland Township Clerk

William J. Fountain, Supervisor

Kathleen A. Horning, Treasurer

Matthew J. Germane, Trustee

Denise M. O'Connell, Trustee

Joseph M. Petrucci, Trustee

Summer L. McMullen, Trustee

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Resolution: 2021 Emergency Declaration

Date: March 29, 2021

Recommended Action

Adopt Resolution 21-XX approving the declaration of a State of Emergency in Hartland Township due to COVID-19 and to allow for the continued use of virtual meetings for all of the Hartland Township boards and commissions through December 31, 2021, irrevocable at any time by a vote of the Board

Discussion

Due to the coronavirus pandemic, the state has put regulations in place to protect the public health and still enable local governing bodies to hold meetings. As of January 2021, there are two actions in play: the Michigan Department of Health and Human Services (DHHS) emergency order on gatherings and Public Act 254 of 2020. The DHHS order put limits on indoor and outdoor gatherings, and PA 254 of 2020 amended the OMA to permit public bodies to meet electronically by telephone or videoconferencing through March 31, 2021.

The DHHS has limited the number of attendees present at an indoor gathering to 25 people. PA 254 of 2020 no longer permits virtual public meetings after March 31, 2021. Neither organization has provided means for facilitating a public meeting more than 25 attendees after March 31, 2021.

Livingston County had adopted a resolution declaring a State of Emergency to allow virtual meetings to continue, but that approval was overturned on Monday March 29, 2021. The local municipalities have no choice but to exercise their authority to declare a State of Emergency to remain compliant with the DHHS and Open Meetings Act. Without the declaration, municipalities would not be able to facilitate meeting with over 25 attendees.

Attachments

Resolution: 2021 Emergency Declaration



Board of Trustees

William J. Fountain, Supervisor Joseph W. Colaianne, Trustee
Larry N. Ciofu, ClerkMatthew J. Germane, Trustee
Kathleen A. Horning, Treasurer Glenn E. Harper, Trustee
Joseph M. Petrucci, Trustee

RESOLUTION NO. 20-_____

EMERGENCY DECLEARATION RELATED TO THE OPEN MEETINGS ACT

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

PRESENT:_____

ABSENT:_____

The following preamble and resolution approving the declaration of a State of Emergency in Hartland Township due to COVID-19 and to allow for the utilization of virtual meetings for all of the Hartland Township boards and commissions through December 31, 2021, irrevocable at any time by a vote of the Board, were offered by _____ and seconded by _____.

adopt resolution **21-XX**

WHEREAS, COVID-19, and the possible exposure to persons afflicted with it, constitute a clear and present danger to the health, safety, and welfare of Township personnel and persons doing business with or residing in the Township. Federal, state, and county orders, directives, guidelines, and recommendations, including from the Michigan Department of Health and Human Services (MDHHS) and the Centers for Disease Control (CDC), have been issued to control the COVID-19 Coronavirus pandemic declared by the World Health Organization (WHO).

WHEREAS, said federal, state, and county orders, directives, guidelines, and recommendations include closing business establishments; cancelling, postponing, and limiting the numbers at gatherings of people; postponing or limiting the number of persons required to

physically attend public meetings; and calling for appropriate steps to be taken by local governments to control the spread of COVID-19.

WHEREAS, In accordance with the Emergency Management Act, Public Act 390 of 1976, the Township's Emergency Operations Plan, and pursuant to federal, state, and county orders, directives, guidelines, and recommendations, including but not limited to the Order of the State Department of Health and Human Services, the Township's Emergency Services Coordinator, Supervisor and Township Board have determined to declare a Local State of Emergency due to COVID 19 and authorize the Emergency Services Coordinator and/or the Supervisor, in conjunction with Township Staff, to act in accordance with the Township's Emergency Operations Plan, to ensure that public meetings are conducted safely and in accordance with applicable federal, state, and county orders, directives, guidelines, and recommendations relating to COVID-19, including, but not limited to, virtual and in person.

WHEREAS, The Township Board has further determined that certain additional emergency measures and actions should be taken or authorized, as determined to be necessary by the Emergency Services Coordinator and/or the Supervisor in accordance with the Hartland Township Emergency Operations Plan, to permit virtual public meetings beyond the means outlined in the March 2, 2021 Emergency Order of the Michigan Department of Health and Human Services and Public Act 254 of 2020.

THEREFORE BE IT RESOLVED by the Board of Trustees of the Township of Hartland, Livingston County, Michigan, as follows: by the Emergency Services Coordinator, the Township Supervisor and Township Board of Hartland Township, Livingston County, Michigan, that there is a Local State of Emergency in the Township due to COVID-19, on the basis of the federal, state, and county orders, directives, guidelines, and recommendations, including but not limited to the Order of the State Department of Health and Human Services; that, in accordance with the Emergency Management Act, Public Act 390 of 1976, the Township's Emergency Operations Plan and those federal, state, and county orders, directives, guidelines, and recommendations, the Township's Emergency Operations Plan be implemented to ensure that local resources are to be used as needed and to the fullest extent possible.

1. That this resolution shall take effect immediately upon its passage and shall remain in effect until December 31, 2021.

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

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)

I, the undersigned, the duly qualified and acting Township Clerk of the Township of Hartland, Livingston County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by Board of said Township at a regular meeting held on the ____ day of_____, 2020.

43

Local "State of Emergency" Hartland Township

Submission date: April 7, 2021

To: Deputy State Director of Emergency Management and Homeland Security – Emergency Management and Homeland Security Division, Michigan State Police; District 1 Emergency Management and Homeland Security Division Coordinator

Beginning on March 10, 2020 the County of Livingston sustained widespread injury, loss of life, and damaging economic impact caused by the novel coronavirus (COVID-19), a respiratory disease that can result in serious illness or death. As a result of this situation, the following conditions exist: as of March 8, 2021; Livingston County has experienced 9,439 confirmed cases of COVID 19 and 140 confirmed COVID 19 related deaths; Cases are expected to continue through spring of 2021, and Livingston County has received an insufficient amount of vaccine to address all currently eligible groups and vaccinations for the general public may not be available for several months leading into the summer of 2021, per current estimates. Livingston County is currently complying with the MDHHS issued epidemic orders under MCL 333.2253, which grants certain powers to the director of the department to protect public health. These epidemic orders partially replaced the EOs issued by Governor Whitmer to protect public health and safety.

On October 16, 2020 Senate Bill 1108 extended the ability to hold public meetings electronically / virtually through December 31, 2020 and retroactively from March 18, 2020. Further, that between January 1, 2021 and December 31, 2021, public meetings may be held electronically / virtually if there is a statewide or local state of emergency or state of disaster as described in section 3(2).

On December 23, 2020, Michigan Governor Gretchen Whitmer signed into law Senate Bill 1246, extending the authority for public bodies to conduct electronic "virtual" meetings for any reason through March 31, 2021. At this time, there is no amendment to extend Senate Bill 1246 beyond the expiration date of March 31, 2021.

The COVID 19 health crisis is expected to continue through the greater part of 2021. The health, safety, and welfare of Livingston County citizens, employees, directors, and government leadership is of paramount concern. This state of emergency is being declared by Livingston County in order to take action at the local level to protect the afore mentioned groups from the spread of infection, illness, and possible death caused by the COVID 19 virus.

Due to the prolonged nature of this event, this emergency declaration remains in effect until December 31, 2021 or when the board acts to terminate or extend the state of emergency.

Therefore, as Hartland Township Supervisor, in accordance with Section 10 of 1976 PA 390, as amended, I hereby declare that a "state of emergency" exists within our jurisdiction as of March 31, 2021 and that local resources are being utilized to the fullest possible extent. The response and recovery elements of our emergency operations plan have been activated.

Authorized by:

Bill Fountain
Supervisor
Hartland Township

Signature: _____

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Township Strategic Plan and Staff Action Plan Discussion

Date: March 29, 2021

Recommended Action

No formal action required at this time. The work session item is intended for the Township Supervisor to provide the history and intent of the Township Strategic Plan and supporting Staff Action Plan.

Discussion

The attached updated material has not been modified from the Township Board approved version in 2020, yet Manager West has provided brief notes regarding the status and/or recommendations regarding specific action items. Many of the action items were completed in early 2020 while others have been delayed due to the Coronavirus situation.

Dr. Lew Bender will be covering the Township Strategic Plan at the upcoming April 30, 2021 workshop. This discussion is simply a review of the Plan prior to the Coronavirus outbreak and to provide the Township Board with insight prior to the workshop.



2022

STRATEGIC PLAN HARTLAND TOWNSHIP



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2022 Strategic Plan | 5

Hartland Township Strategic Plan Process



Mission Statement

“To provide quality services, to exceed expectations, to steward the resources entrusted to us, and to promote and protect our environment and the health, safety and welfare of all who live, work or visit Hartland Township.”

Vision Statement

“Hartland Township is a place where residents, businesses and civic leaders are partners in building a unique community that is family-oriented, attractive and inviting. We are a community that proudly invests in enhancing our history, our character and our natural environment, and serves with fiscal responsibility and excellence.”

Core Values

- Accountability
- Integrity
- Community
- Service
- Excellence
- Stewardship

The Importance of Strategic Planning

Strategic planning is a tool that facilitates achieving predetermined goals through specific tasks. The process involves articulating a vision of where an organization wants to go, creating a plan for how to get there and identifying how to carry out the plan. It is a forward-looking process that produces tangible, measurable and meaningful results.

The following sections outline the planning framework, the foundation upon which the plan is based, and the strategic commitments that are the guideposts in helping to realize the community’s vision and to accomplish the Township’s mission.

Vision Tour 2018

On March 24, 2017, the Hartland Township Board of Trustees and Manager responded to the question: If you were showing and describing Hartland Township to a visitor five years from now, what would you like to have on the tour (physical realities, services, programs and type of community)?

- Improved parks & recreation opportunities
 - Phased amenities: small concert venue, sledding hill, additional trails, expanded parking lot
- Growth in Winterfest & other community events
- Healthy population increase (18,000-20,000)
- Improvements to the village settlement area
- Increased stock of quality housing, including multi-family
- Expanded areas of commerce & light industry (M-59 & Clyde Road)
- Extended infrastructure to support smart development
- Increased police coverage
- Growth in the Department of Public Works (water, sewer, roads, parks, etc.)
- Increased partnerships with community organizations & other governmental units
- Improved fiscal health & sustainability
- Welcoming gateway & branded identity throughout community
 - “You know you’re in Hartland”
 - Highlighted assets: history, landscaping, lighting
- More informed citizenry through Township communication



Major Goal Areas

I. QUALITY OF LIFE

- Placemaking
- Improve Hartland's identity
- Sustain community & sense of place
- Increase partnerships with community organizations & other governmental units
- Increase communication to the community

II. SUSTAINABILITY

- Increase the stock of quality housing, including multi-family
- Increase Settlers Park offerings
- Improve the village settlement area
- Promote a Clyde Road interchange business park

III. INFRASTRUCTURE

- Increase police coverage
- Protect & maintain road improvements
- Sustain high service levels as sewer & water expands
- Improve walking & biking safety (sidewalks)



Next Steps

- The Township Board of Trustees will review some aspect of the strategic plan on a monthly basis.
- The Township Board of Trustees, Township Manager and department directors will meet in October 2017 to review the entire plan, make any necessary adjustments and establish tasks for 2018.

2022 Strategic Plan - 2020 Hartland Township				November 4, 2020		
ID	Goal / Objective / Task	Champion	Target Date	Budget	Schedule	Board Status
1	Placemaking					
1.1	Increase communication to the community					
1.1.2	Review Strategic Plan Communications Plan	Manager	Jan. '20	✓	✓	Completed, but continue to evaluate
1.2	Improve vision & planning for community					
1.2.1	Review draft plan for new Comprehensive Plan process (joint meeting)	Planning	May '20	●	●	Waiting for 2020 Census results and joint meet PC & Board
1.2.2	Review plan for community vision meeting in 2021	Manager	Dec. '20	●	●	Propose reschedule for Dec. 2021
2	Sustainability					
2.1	Meet market demands for a diversity of quality housing					
2.1.1	Review water system expansion status	Manager	Mar. '20	✓	✓	On track and moving forward
2.2	Maintain fiscal health & stewardship in utilities					
2.2.1	Review sewer capital reserves, including LRSS	Manager	Apr. '20	✓	✓	Working with LRSS on new sewer rate study
2.3	Promote a business-friendly climate of regulation & process					
2.3.1	Review status of REU cost reductions	Manager	Apr. '20	●	●	Can freeze them, but low probability of lowering
2.4	Improve parks & recreation					
2.4.1	Review Park Site Plan Committee recommendations	Public Works	Jul. '20	✓	✓	Should be revisited annually
3	Infrastructure					
3.1	Sustain strong fire protection					
3.1.1	Review progress of cost saving & millage renewal strategies	Manager	Feb. '20	✓	✓	Millage passed
3.2	Improve walking & biking safety (pathways/sidewalks)					
3.2.1	Discuss future pathway phases, costs, connectivity, etc.	Manager	Feb. '20	✓	✓	Should be reviewed on annual basis - possible ARP funding
3.3	Sustain strong police protections					
3.3.1	Review annual data & analysis	Manager	Jun. '20	●	●	Revise due date to Summer '21
3.4	Maintain & improve road conditions					
3.4.1	Review plan to reconvene Safer Roads Task Force	Manager	Nov. '20	●	●	Discussion of early renewal required prior to assembling group

Icon Legend

On Track ●

At Risk or Off Track ●

Significantly Off Track or Past Due ●

Complete ✓

Future Start Date ○

Board Status: Pending Board Decision(s)

2020 Staff Action Plan Hartland Township			November 4, 2020		
ID	Department / Objective / Task	Target Date	Budget	Schedule	Board Status
A	Manager				
A1	Promote community culture of volunteerism				
A1.1	Develop local inventory of volunteer opportunities & needs	Feb. '20	✓	✓	Moved task to Partners in Progress
A2	Improve Hartland's identity & sense of place				
A2.1	Hold Board Work Session to review gateway signs & community identity	Jan. '20	✓	✓	Recommend review in 2021 - possible ARP eligible
A3	Sustain strong police protection				
A3.1	Host follow up meeting with neighboring communities	Apr. '20	●	●	Policing statistics are Hartland favorable. No need to follow up with neighbors
A3.2	Update data & analysis after seventh year without contract	May '20	●	●	Currently in progress - recommend move due date to Summer 2021
A4	Sustain Partners in Progress Initiative				
A4.1	Schedule 4th annual meeting of the partner boards	Oct. '20	●	●	Impacted by COVID restrictions, but preliminary planning in place
B	Public Works				
B1	Improve environmental sustainability				
B1.1	Include parks phragmites mitigation pilot project in 2020-21 budget request	Nov. '19	✓	✓	Board discussion regarding legacy costs associated with task
B1.2	Inventory phragmites in road rights-of-way & request budget for mitigation (FY22)	Nov. '20	✓	✓	Board discussion regarding legacy costs associated with task
B2	Improve walking & biking safety (pathways/sidewalks)				
B2.1	Update cost estimates for potential future phases & maintenance	Jan. '20	✓	✓	Recommend revisit on annual basis during fall season
B3	Improve parks & recreation				
B3.1	Convene Park Site Plan Committee to draft recommendations for next phase (by 6/30)	Apr. '20	✓	✓	Recommend revisit on annual basis during fall season
B4	Maintain & improve road conditions				
B4.1	Submit draft plan to Manager to reconvene Safer Roads Task Force	Oct. '20	●	●	Currently in progress - recommend due date July. '21
C	Planning				
C1	Improve vision & planning for community				
C1.1	Submit draft outline to Manager for new Comprehensive Plan process (2021-22)	Apr. '20	✓	✓	Submitted to former manager in April of 2020
C2	Sustain community & sense of place				
C2.1	Submit draft "small cell" (5G) ordinance to Planning Commission	Apr. '20	✓	✓	Completed
C3	Promote development of quality housing, commercial & retail				
C3.1	Develop Planning Commission recommendations for Future Land Use Map revisions	May '20	●	●	Currently in progress - recommend due date May. '21 after census data
C4	Recover costs, fairly & equitably				
C4.1	Update draft Fee Study for Manager	Aug. '20	●	●	Director does not recommend raising fees due to COVID economic situation
C5	Promote a business-friendly climate of regulation & process				
C5.1	Actively assist Planning Commission with Zoning Ordinance amendments	Oct. '20	✓	✓	Process continues underway
D	Finance				
D.1	Promote a business-friendly climate of regulation & process				
D.1.1	Actively assist Manager with REU cost reduction strategies	Apr. '20	✓	✓	Does not recommend reduction, but rather freeze fees
D2	Maintain fiscal health & stewardship in utilities				
D2.1	Actively assist Manager with review of sewer capital reserves	Apr. '20	✓	✓	Completed and awaiting further outcome of pending litigation
D2.2	Submit draft outline to Manager for process to conduct new rate studies	Oct. '20	●	●	Waiting for Genesee Co. Rates - rec. due date June '21
D3	Implement new Uniform Chart of Accounts (from State of Michigan)				
D3.1	Submit new accounts to BS&A for implementation	Sep. '20	●	●	State postponed to April 1, 2022
E	Communications				
E1	Increase communication to the community				
E1.1	Submit Strategic Plan Communications Plan to Manager	Dec. '19	✓	✓	Completed in 2020, but living document should be updated annually
E1.2	Submit brief report of historic social media metrics to Manager	Feb. '20	●	●	Currently in progress - recommend due date May. '21
E1.3	Update Communications Plan	Apr. '20	●	●	Director recommends moving to April 30th - delayed due to COVID
E1.4	Publish 20 compelling news articles to the website	Oct. '20	✓	✓	Completed
E2	Promote a business-friendly climate of regulation & process				
E2.1	Submit brief report of business-friendly communication efforts to Manager	Jan. '20	✓	✓	Completed
E3	Improve Hartland's identity				
E3.1	Update letterhead, business cards & email signature branding with Hartland Living	Jan. '20	✓	✓	Completed
E3.2	Actively assist Partners in Progress with Hartland Living	Oct. '20	✓	✓	Completed
F	Clerk				
F1	Improve access & usability of ordinances				
F1.1	Complete codification of ordinances (excluding clear zoning)	Jan. 'XX	●	●	Almost complete

Icon Legend

On Track ●

At Risk or Off Track ●

Significantly Off Track or Past Due ●

Complete ✓

Future Start Date ○

Board Status: Pending Board Decision(s)

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: To consider the six-month evaluation of the Township Manager, at his request

Date: March 29, 2021

Recommended Action

Move to go into closed session to consider the six-month evaluation of the Township Manager, at his request.

Discussion

The Township Board started conducting six-month evaluations after the Board retreat in 2015. By design, it is intended to provide another opportunity for systemic feedback and guidance from the Board as a whole.

Please accept this formal request for a closed session to discuss my personnel evaluation. I always appreciate the candid back and forth about our strengths and opportunities.