



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, September 21, 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 Post Audit of Disbursements Between Board Meetings
 - [b.](#) Approve Payment of Bills
 - [c.](#) 08-25-2021 Hartland Township Board Special Meeting Minutes
 - [d.](#) 09-07-21 Hartland Township Board Special Meeting Minutes
 - [e.](#) 09-07-2021 Hartland Township Board Regular Meeting Minutes
 7. Pending & New Business
 - [a.](#) Settlement Agreement: Hartland Glen Development, LLC v Township of Hartland, Livingston County Circuit Court case no. 14-28151, and Clyde Land Investment v Hartland Township, Livingston County Circuit Court case no. 14-28152
 8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
 - a. Manager's Report
 - [b.](#) 2021 Police Protection Update
 - [c.](#) Strategic Plan Update
 10. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: September 14, 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 – \$55,278.29

September 15, 2021 Payroll - \$69,640.63

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the adopted FY22 budget.

Attachments

Post Audit Bills List 09.02.2021

Post Audit Bills List 09.13.2021

Payroll for 09.15.2021

09/13/2021 05:20 PM
User: SUSANC
DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 09/02/2021 - 09/02/2021

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/02/2021	FOA	41477	AT&T	TELEPHONE	101-265-851.000	259.16
09/02/2021	FOA	41478	CROMAINE DISTRICT LIBRARY	DPPT ESCROW	701-000-290.200	80.64
09/02/2021	FOA	41479	HARTLAND CONSOLIDATED SCHOOLS	DPPT ESCROW	701-000-290.200	516.29
09/02/2021	FOA	41480	HARTLAND CONSOLIDATED SCHOOLS	DPPT ESCROW	701-000-290.200	25.04
09/02/2021	FOA	41481	HARTLAND CONSOLIDATED SCHOOLS	DPPT ESCROW	701-000-290.200	171.79
09/02/2021	FOA	41482	HARTLAND ROAD FUND	DPPT ESCROW	701-000-290.200	79.14
09/02/2021	FOA	41483	HARTLAND TOWNSHIP FIRE OPER	DPPT ESCROW	701-000-290.200	99.29
09/02/2021	FOA	41484	HARTLAND TOWNSHIP GENERAL FUND	DPPT ESCROW	701-000-290.200	104.11
		41484		DOG LICENSES ESCROW	701-000-290.250	13.50
						<hr/> 117.61
09/02/2021	FOA	41485	LIV. EDUCATIONAL SERVICE AGENC	DPPT ESCROW	701-000-290.200	163.95
09/02/2021	FOA	41486	LIVINGSTON COUNTY TREASURER	DPPT ESCROW	701-000-290.200	484.88
		41486		DOG LICENSES ESCROW	701-000-290.250	151.50
						<hr/> 636.38
TOTAL - ALL FUNDS				TOTAL OF 10 CHECKS		2,149.29

--- GL TOTALS ---

101-265-851.000	TELEPHONE	259.16
701-000-290.200	DPPT ESCROW	1,725.13
701-000-290.250	DOG LICENSES ESCROW	165.00
	TOTAL	2,149.29

09/13/2021 05:21 PM
User: SUSANC
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CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 09/13/2021 - 09/13/2021

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/13/2021	FOA	41487	PANDA RESTAURANT GROUP, INC.	PD - PANDA EXPRESS CASH BOND	101-000-283.000-0001	50,000.00
		41487		PANDA EXPRESS ESCROW	702-000-290.102	3,129.00
						<hr/> 53,129.00
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		53,129.00

--- GL TOTALS ---

101-000-283.000-0001	PD - PANDA EXPRESS CASH BOND	50,000.00
702-000-290.102	PANDA EXPRESS ESCROW	3,129.00
	TOTAL	53,129.00

Check Register Report For Hartland Township
For Check Dates 09/01/2021 to 09/15/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
09/13/2021	FOA	17054	AMERICAN FAMILY LIFE ASSURANCE CO	133.09	133.09	0.00	Open
09/15/2021	FOA	DD7376	BAGDON, KELLY M	2,018.75	0.00	1,402.52	Cleared
09/15/2021	FOA	DD7377	BEAUDOIN, DIANA K	1,474.52	0.00	1,255.62	Cleared
09/15/2021	FOA	DD7378	BERNARDI, MELYNDA A	1,848.11	0.00	1,430.96	Cleared
09/15/2021	FOA	DD7379	BROOKS, TYLER J	2,254.56	0.00	1,597.86	Cleared
09/15/2021	FOA	DD7380	CASE, SUSAN E	2,030.40	0.00	1,341.96	Cleared
09/15/2021	FOA	DD7381	CIOFU, LARRY N	2,583.33	0.00	1,865.44	Cleared
09/15/2021	FOA	DD7382	COBB, SUSAN M	782.33	0.00	661.83	Cleared
09/15/2021	FOA	DD7383	DRYDEN-HOGAN, SUSAN A	3,388.82	0.00	2,414.10	Cleared
09/15/2021	FOA	EFT604	FEDERAL TAX DEPOSIT	11,879.90	11,879.90	0.00	Cleared
09/15/2021	FOA	DD7384	HEASLIP, JAMES B	2,979.50	0.00	1,771.60	Cleared
09/15/2021	FOA	DD7385	HORNING, KATHLEEN A	2,583.33	0.00	1,866.35	Cleared
09/15/2021	FOA	17051	ICMA VANTAGEPOINT TRANSFER AGENT	1,730.60	1,730.60	0.00	Open
09/15/2021	FOA	17052	ICMA VANTAGEPOINT TRANSFER AGENT	3,902.73	3,902.73	0.00	Open
09/15/2021	FOA	17053	ICMA VANTAGEPOINT TRANSFER AGENT	1,474.53	1,474.53	0.00	Open
09/15/2021	FOA	DD7386	JOHNSON, LISA	2,259.10	0.00	1,551.59	Cleared
09/15/2021	FOA	DD7387	KENDALL, ANTHONY S	29.20	0.00	26.96	Cleared
09/15/2021	FOA	DD7388	KOPCZYK, MARY ANN	569.25	0.00	501.51	Cleared
09/15/2021	FOA	DD7389	LANGER, TROY D	3,380.26	0.00	2,373.55	Cleared
09/15/2021	FOA	DD7390	LUCE, MICHAEL T	3,250.00	0.00	2,386.35	Cleared
09/15/2021	FOA	DD7391	MITCHELL, KYLE J	2,685.33	0.00	2,059.55	Cleared
09/15/2021	FOA	DD7392	MOCERI, VINCENT	925.00	0.00	832.28	Cleared
09/15/2021	FOA	DD7393	MORGANROTH, CAROL L	2,042.04	0.00	1,566.27	Cleared
09/15/2021	FOA	DD7394	RUF, ANDREW J	460.00	0.00	405.26	Cleared
09/15/2021	FOA	DD7395	SALMON, ROBERT L	1,313.25	0.00	1,070.42	Cleared
09/15/2021	FOA	DD7396	SHOLLACK, DONNA M	2,357.90	0.00	1,779.22	Cleared
09/15/2021	FOA	DD7397	VERMILLION, KAREN L	2,013.79	0.00	1,487.71	Cleared
09/15/2021	FOA	DD7398	WEST, ROBERT M	4,058.33	0.00	2,402.62	Cleared
09/15/2021	FOA	DD7399	WYATT, MARTHA K	3,232.68	0.00	2,336.25	Cleared

Totals: Number of Checks: 029 69,640.63 19,120.85 36,387.78

Total Physical Checks: 4

Total Check Stubs: 25

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: September 14, 2021

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$45,903.24. The bills are available in the Finance office for review.

Notable invoices include:

\$25,350.00 – The Huntington National Bank – (Capital Improvement Bonds, Series 2015 & 2016)

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the adopted FY22 budget.

Attachments

Bills for 09.21.2021

09/15/2021 02:23 PM
User: SUSANC
DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 09/21/2021 - 09/21/2021
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		

AIR1	AIR 1 MECHANICAL SERVICE LLC	09/13/2021	3185	FOA	LEAK IN NORTH OFFICES AT FIRE STATIO	
45585	7111 DIXIE HWY. #263	09/21/2021		N		332.00
07/04/2021	CLARKSTON MI, 48346	/ /	0.0000	N		0.00
		09/21/2021		Y		332.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	332.00

AIR1	AIR 1 MECHANICAL SERVICE LLC	09/08/2021	3253	FOA	SOUTH A/C NOT WORKING AT HERO TEEN C	
45586	7111 DIXIE HWY. #263	09/21/2021		N		320.50
09/08/2021	CLARKSTON MI, 48346	/ /	0.0000	N		0.00
		09/21/2021		Y		320.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	320.50

AIR1	AIR 1 MECHANICAL SERVICE LLC	09/08/2021	3254	FOA	HVAC MAINTENANCE AT TWP HALL	
45587	7111 DIXIE HWY. #263	09/21/2021		N		1,163.40
09/08/2021	CLARKSTON MI, 48346	/ /	0.0000	N		0.00
		09/21/2021		Y		1,163.40

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	1,163.40

VENDOR TOTAL: 1,815.90

ALLSTAR	ALLSTAR ALARM LLC	09/01/2021	318608	FOA	10/1/21 - 12/31/21 MONITORING HERO T	
45544	8345 MAIN STREET	09/21/2021		N		150.00
09/01/2021	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		09/21/2021		Y		150.00

Open

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

ALLSTAR	ALLSTAR ALARM LLC	09/02/2021	319103	FOA	SEPT - OCT 2021 LTE M COMMUNICATOR V	
45588	8345 MAIN STREET	09/21/2021		N		119.00
09/02/2021	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		09/21/2021		Y		119.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	119.00

ALLSTAR	ALLSTAR ALARM LLC	09/02/2021	319106	FOA	SEPT - OCT 2021 LTE FIRE RADIO AT&T	
45589	8345 MAIN STREET	09/21/2021		N		143.00
09/02/2021	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00

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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
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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		

Open		09/21/2021		Y		143.00
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GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	143.00

VENDOR TOTAL: 412.00

CINTAS	CINTAS CORPORATION	09/07/2021	4095058514	FOA	MATS	
45591	P.O. BOX 630910	09/21/2021		N		54.11
09/07/2021	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		09/21/2021		N		54.11

Open

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

VENDOR TOTAL: 54.11

CONSUMER	CONSUMERS ENERGY	09/02/2021	202341885579	FOA	SEPT 2021 - WTP	
45593	PO BOX 740309	09/21/2021		N		15.00
09/02/2021	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		09/21/2021		N		15.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-920.001	UTILITIES - GAS	15.00

CONSUMER	CONSUMERS ENERGY	09/02/2021	203142794305	FOA	SEPT 2021 - HERO TEEN CENTER	
45594	PO BOX 740309	09/21/2021		N		18.06
09/02/2021	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		09/21/2021		N		18.06

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-920.001	UTILITIES - GAS	18.06

VENDOR TOTAL: 33.06

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	09/01/2021	91642	FOA	SEPT 2021 TRASH PICKUP AT PARKS	
45540	PO BOX 241	09/21/2021		N		300.00
09/01/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		09/21/2021		Y		300.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	300.00

VENDOR TOTAL: 300.00

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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 09/21/2021 - 09/21/2021
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		

0071	DTE ENERGY-STREET LIGHTS	08/31/2021	200492795282	FOA	AUGUST 2021 - MILLPOINTE, FIDDLERS G	
45615		09/21/2021		N		1,324.45
	P.O. BOX 630795					
08/31/2021	CINCINNATI OH, 45263-0795	/ /	0.0000	N		0.00
		09/21/2021		N		1,324.45

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-448-921.000	STREET LIGHTS	1,031.15
101-000-282.001	MILLPOINTE STREETLIGHTS DEPOSIT	247.14
101-000-282.002	FIDDLAR GROVE STREETLIGHT DEPOSIT	22.29
101-000-282.003	WALNUT RIDGE STREETLIGHTS DEPOSIT	23.87
		<hr/> 1,324.45

VENDOR TOTAL: 1,324.45

MARKETEER	GEORGE MOSES CO	09/01/2021	090121	FOA	SEPT 2021	
45610	P.O. BOX 686	09/21/2021		N		175.00
09/01/2021	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		09/21/2021		N		175.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-956.000	FARMERS MARKET	175.00

VENDOR TOTAL: 175.00

0150	HARTLAND CONSOLIDATED SCHOOLS	09/08/2021	172916	FOA	AUGUST 2021 FUEL	
45597	9525 E HIGHLAND ROAD	09/21/2021		N		339.10
09/08/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		09/21/2021		N		339.10

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-860.000	GASOLINE	339.10

VENDOR TOTAL: 339.10

1548	HORIZON LANDSCAPE INC.	08/25/2021	15805	FOA	WEED & MULCH TWP HALL	
45599	11765 HIBNER RD	09/21/2021		N		2,190.00
08/25/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		09/21/2021		Y		2,190.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-802.000	LAWN/SNOW MAINTENANCE	2,190.00

1548	HORIZON LANDSCAPE INC.	08/30/2021	15820	FOA	MOWING M-59 MEDIANS	
45600	11765 HIBNER RD	09/21/2021		N		3,400.33

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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 09/21/2021 - 09/21/2021
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Vendor Code	Vendor name	BOTH OPEN AND PAID	Bank	Invoice Description	Gross Amount
Ref #	Address	Post Date	Hold		Discount
Invoice Date	City/State/Zip	CK Run Date	Sep CK		Net Amount
		Disc. Date	1099		
		Due Date			

08/30/2021	HARTLAND MI, 48353	/ /	0.0000	N	0.00
		09/21/2021		Y	3,400.33

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-802.000	LAWN/SNOW MAINTENANCE	3,400.33

1548	HORIZON LANDSCAPE INC.	08/30/2021	15821	FOA	MOWING STATION #61	
45601	11765 HIBNER RD	09/21/2021		N		1,113.50
08/30/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		09/21/2021		Y		1,113.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-802.000	LAWN/SNOW MAINTENANCE	1,113.50

VENDOR TOTAL: 6,703.83

ITRIGHT	I.T. RIGHT	09/01/2021	20169719	FOA	MONITOR FOR ZONING	
45545	PO BOX 160	09/21/2021		N		499.99
09/01/2021	BATH MI, 48808	/ /	0.0000	N		0.00
		09/21/2021		N		499.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-727.000	SUPPLIES & POSTAGE	499.99

ITRIGHT	I.T. RIGHT	09/08/2021	20169760	FOA	INTERNAL DRIVE FOR CONFERENCE ROOM C	
45608	PO BOX 160	09/21/2021		N		140.00
09/08/2021	BATH MI, 48808	/ /	0.0000	N		0.00
		09/21/2021		N		140.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	140.00

VENDOR TOTAL: 639.99

JCIJONES	JCI JONES CHEMICALS, INC	09/01/2021	865795	FOA	825 GALLONS HYPOCHLORITE SOLUTION	
45609	MSC#729	09/21/2021		N		2,151.60
	P.O. BOX 830674					
09/01/2021	BIRMINGHAM AL, 35283-0674	/ /	0.0000	N		0.00
		09/21/2021		N		2,151.60

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.001	WATER TREAT. CHEMICALS	2,151.60

VENDOR TOTAL: 2,151.60

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Vendor Code	Vendor name	BOTH OPEN AND PAID	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		

LAFONTAINE	LAFONTAINE AUTOMOTIVE GROUP		08/31/2021	PNC830342	FOA	A/C REPAIR ON 2015 GMC SIERRA TRUCK	
45606	4000 W HIGHLAND ROAD		09/21/2021		N		1,415.83
08/31/2021	HIGHLAND MI, 48357		/ /	0.0000	N		0.00
			09/21/2021		N		1,415.83

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.002	REPAIRS & MAINTENANCE TRUCKS	1,415.83

VENDOR TOTAL: 1,415.83

0220	LIVINGSTON COUNTY TREASURER	08/30/2021	083021	FOA	AUGUST 2021 - BOR/PRE ADJUSTMENTS	
45607	200 E. GRAND RIVER	09/21/2021		N		511.25
08/30/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		09/21/2021		N		511.25

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-850.000	TAX CHARGEBACKS	166.34
204-000-850.000	TAX CHARGEBACKS	152.98
206-000-850.000	TAX CHARGEBACKS	191.93
		511.25

VENDOR TOTAL: 511.25

0210	LIVINGSTON CTY ROAD COMMISSION	09/01/2021	7218	FOA	TRAFFIC CONTROL/PARSHALLVILLE ROAD	
45604	3535 GRAND OAKS DRIVE	09/21/2021		N		1,816.62
09/01/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		09/21/2021		N		1,816.62

Open

GL NUMBER	DESCRIPTION	AMOUNT
204-000-969.100	GRAVEL ROAD IMPROVEMENTS	1,816.62

VENDOR TOTAL: 1,816.62

6645	MICHIGAN MUNICIPAL LEAGUE	09/01/2021	2612-921	FOA	7/1/21 - 6/30/22 MEMBER DUES	
45547	P.O. BOX 7409	09/21/2021		N		200.00
09/01/2021	ANN ARBOR MI, 48107-7409	/ /	0.0000	N		0.00
		09/21/2021		N		200.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-804.000	MEMBERSHIP & DUES	200.00

VENDOR TOTAL: 200.00

NORTHWEST	NORTHWEST PIPE AND SUPPLY INC	08/16/2021	41344-B	FOA	ADD'L PARTS FOR SOFTENER FROM INVOIC	
45569	6430 GRAND RIVER	09/21/2021		N		60.14

09/15/2021 02:23 PM
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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		

08/16/2021	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		09/21/2021		N		60.14

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	60.14

VENDOR TOTAL: 60.14

1180	PETER'S TRUE VALUE HARDWARE	09/02/2021	K59295	FOA	SPARK PLUG FOR MOWER	
45546	3455 W. HIGHLAND ROAD	09/21/2021		N		7.98
09/02/2021	MILFORD MI, 48380	/ /	0.0000	N		0.00
		09/21/2021		N		7.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	7.98

VENDOR TOTAL: 7.98

SELECTION	SELECTION.COM	09/03/2021	452881	FOA	BACKGROUND CHECK - D. LOFTUS	
45612	155 TRI-COUNTY PKWY, STE 150	09/21/2021		N		40.00
09/03/2021	CINCINNATI OH, 45246	/ /	0.0000	N		0.00
		09/21/2021		Y		40.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.000	CONTRACTED SERVICES	40.00

VENDOR TOTAL: 40.00

STAPLES	STAPLES	09/04/2021	8063491243	FOA	MISC SUPPLIES	
45613	PO BOX 660409	09/21/2021		N		103.45
09/04/2021	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		09/21/2021		N		103.45

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-727.000	SUPPLIES & POSTAGE	25.75
101-265-740.000	OPERATING SUPPLIES	77.70

103.45

STAPLES	STAPLES	09/11/2021	8063551973	FOA	MISC SUPPLIES	
45614	PO BOX 660409	09/21/2021		N		225.31
09/11/2021	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		09/21/2021		N		225.31

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	42.56

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DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 09/21/2021 - 09/21/2021
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 7/8

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		

101-299-727.000	SUPPLIES & POSTAGE				1.32	
101-265-740.000	OPERATING SUPPLIES				74.89	
101-299-727.000	SUPPLIES & POSTAGE				(5.49)	
101-265-740.000	OPERATING SUPPLIES				112.03	
					<u>225.31</u>	

VENDOR TOTAL: 328.76

SBS	SUPERIOR BUSINESS SOLUTIONS	08/31/2021	1739672	FOA	#1000 LASER CHECK CLEARING ACCOUNT	
45611	P.O. BOX 3249	09/21/2021		N		151.55
08/31/2021	KALAMAZOO MI, 49003-3249	/ /	0.0000	N		0.00
		09/21/2021		N		151.55

Open

GL NUMBER	DESCRIPTION	AMOUNT
537-000-727.000	SUPPLIES & POSTAGE	151.55

VENDOR TOTAL: 151.55

HUNTINGBAN	THE HUNTINGTON NATIONAL BANK	08/20/2021	08/20/2021	FOA	CAPITAL IMPROVEMENT BONDS, SERIES 20	
45603	PO BOX 1558-GW4E64	09/21/2021		N		8,850.00
08/20/2021	COLUMBUS OH, 43216	/ /	0.0000	N		0.00
		09/21/2021		N		8,850.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
204-000-997.001	BOND INTEREST ROADS 2015	8,850.00

HUNTINGBAN	THE HUNTINGTON NATIONAL BANK	08/20/2021	082021	FOA	CAPITAL IMPROVEMENT BONDS, SERIES 20	
45602	PO BOX 1558-GW4E64	09/21/2021		N		16,500.00
08/20/2021	COLUMBUS OH, 43216	/ /	0.0000	N		0.00
		09/21/2021		N		16,500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
204-000-997.002	BOND INTEREST ROADS 2016	16,500.00

VENDOR TOTAL: 25,350.00

WOOD	WOOD ENVIRONMENT & INFRASTRUCTURE	09/02/2021	H06103036	FOA	WWTP MONITORING THRU 8/13/21	
45584	P.O. BOX 74008618	09/21/2021		N		2,072.07
09/02/2021	CHICAGO IL, 60674-8618	/ /	0.0000	N		0.00
		09/21/2021		N		2,072.07

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.007	TREATMENT PLANT SAMPLING	2,072.07

VENDOR TOTAL: 2,072.07

09/15/2021 02:23 PM
User: SUSANC
DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 09/21/2021 - 09/21/2021
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 8/8

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		

TOTAL - ALL VENDORS:	45,903.24
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FUND TOTALS:

Fund 101 - GENERAL FUND	12,865.15
Fund 204 - MUNICIPAL STREET FUND	27,319.60
Fund 206 - FIRE OPERATING	1,637.43
Fund 536 - WATER SYSTEM FUND	3,929.51
Fund 537 - WATER DEBT SERVICE FUND	151.55

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 08-25-2021 Hartland Township Board Special Meeting Minutes

Date: September 14, 2021

Recommended Action

Move to approve the Hartland Township Board Special Meeting minutes for August 25, 2021.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

8-25-2021 HTB Special Minutes - DRAFT

HARTLAND TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING MINUTES

August 25, 2021 – 6:30 PM

DRAFT

1. Call to Order

Supervisor Fountain called the meeting to order at 6:30 p.m.

2. Pledge of Allegiance

3. Roll Call

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

ABSENT: Trustee Petrucci

Also present was Township Manager Robert West and representatives from Hartland Consolidated Schools, Hartland Chamber of Commerce, and Cromaine Library.

4. Approval of the Agenda

Move to approve the agenda for the August 25, 2021 Hartland Township Board Special 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,

Voting Nay: None

Absent: Trustee Petrucci

5. General Business

Each individual in attendance gave a brief introduction of their organization affiliation, their role within their organization and their favorite aspect of Hartland. Chuck Hughes of the Hartland Consolidated Schools, Katie Chuba of the Hartland Chamber of Commerce, Bob West of Hartland Township and Mallorie DeVilbiss of Cromaine Library each gave a brief overview of the current events and issues within their organization. At the conclusion of the presentations there was a period of time for individual discussions.

6. Move to adjourn the meeting at 8:35 p.m.

Motion made by Clerk Ciofu, Seconded by Treasurer Horning.

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

Absent: Trustee Petrucci

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 09-07-21 Hartland Township Board Special Meeting Minutes

Date: September 14, 2021

Recommended Action

Move to approve the Hartland Township Board Special Meeting minutes for September 7, 2021.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

9-7-2021 HTB Special Minutes - DRAFT

HARTLAND TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING MINUTES

September 07, 2021 – 6:30 PM

DRAFT

1. Call to Order

Supervisor Fountain called the meeting to order at 6:30 p.m.

2. Pledge of Allegiance

3. Roll Call

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

ABSENT: None

Also present were Township Manager Robert West, Finance Director Susan Dryden-Hogan.

4. Approval of the Agenda

Move to approve the agenda for the September 7, 2021 Hartland Township Board Special 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. Approval of the Consent Agenda

There was no consent agenda for this meeting.

7. Pending & New Business

a. Fiscal Year 2020-2021 Audit Review

John Pfeffer of Pfeffer, Hanniford & Palka summarized the financial statement audit for the Board and responded to questions from the Board.

8. Adjournment

Move to adjourn the meeting at 6:55 p.m.

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

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 09-07-2021 Hartland Township Board Regular Meeting Minutes

Date: September 14, 2021

Recommended Action

Move to approve the Hartland Township Board Regular Meeting minutes for September 7, 2021.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

9-7-2021 HTB Minutes - DRAFT

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES
September 07, 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

Also present were Township Manager Robert West, Finance Director Susan Dryden-Hogan, and Public Works Director Mike Luce.

4. Approval of the Agenda

Move to approve the agenda for the September 7, 2021, Hartland Township Board meeting as presented.

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

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 September 7, 2021, Hartland Township Board meeting as presented.

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

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 08-17-2021 Hartland Township Board Regular Meeting Minutes
- d. 08-17-2021 Hartland Township Board Closed Session Meeting Minutes
- e. Ratify Hiring of Dan Loftus as Code Enforcement Officer (\$20.00/hour), 09/09/2021 or After

7. Pending & New Business

- a. Fiscal Year 2020 - 2021 Audit Presentation

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

September 07, 2021 – 7:00 PM

John Pfeffer from Pfeffer, Hanniford & Palka, CPA gave an audit presentation for the fiscal year ending on March 31, 2021. He commended the Hartland Township staff for the hard work in the audit this year, given the past two years COVID-19 situation, allowing them to finish the audit timely and on budget. He made specific mention of the great job of new Township Manager Bob West in facilitating the seamless transition into the Manager's role. He further commended Finance Director Susan Dryden-Hogan in that there were very few adjustments, which indicates that the information provided to the auditors was very accurate. He highlighted the excellent job performance of Kathie Horning and the Treasurer's Department. He commended their ability to collect taxes, ensure the safety of the funds while earning the best possible interest rates, and timely disbursing funds to other authorities within 15 days. He noted that there is over \$20MM that the Treasurer's Department is responsible for investing and making sure these funds are available when expenditures of the Township come due. He stated they issued Hartland Township an Unmodified Opinion which is the highest level of opinion that an independent auditor can issue and that the financial statements are presented fairly. This is important for continued State Shared Revenue and for Bonding. He provided a brief overview of revenues including State Shared Revenue of \$1.351MM, which is subject to fluctuations due to overall state incomes taxes and sales tax revenues. He stated that the Township's fund balance was very healthy and performance this year allowed the Township to increase the fund balance by 11% after transfers. He stated that there were significant accomplishments during the year that benefited the Township's residents, including the purchase of additional land for Settler's Park, improvements to Spranger Field, additional playground projects, and the recently completed M-59 Safety Path. As auditors they looked at both the financial position of the Township and what the Township was able to accomplish for the residents during the year. Mr. Pfeffer reviewed the general fund balance, which is in a very good position right now, that allowed the Township to accomplish the things that the Township did last year, which is always important to the residents. Trustee Germane inquired as to Mr. Pfeffer's opinion of the future of State Shared Revenue given the economic environment. Mr. Pfeffer stated they were concerned about this as they are involved with many governmental agencies, but they also have a significant small business practice. Small businesses have suffered through COVID and some have closed including some manufacturing businesses. He stated that current projections indicate that there will be no changes to State Shared revenue, but he is concerned with decreased tax revenue from small businesses and it's potential effect on long term State Shared Revenue. He stated that we need to keep this in mind with regards to developing future budgets and not to overestimate State Shared Revenues. He stated that he has not heard anything that will dramatically change State Shared Revenue as projections regarding closed businesses have somewhat been offset by those businesses that have been successful during the past year. Supervisor Fountain also mentioned the difficulties with the availability of supplies and the effect this may have on sales taxes. Trustee Germane inquired as to the evaluation of the other Funds outside of the General Fund. Mr. Pfeffer stated they do audit all of the other funds and specifically mentioned the paydown and refunding of bonds have had a very positive effects on the water and sewer funds and interest expenses.

Move to accept the Audit Report from Pfeffer, Hanniford & Palka, CPA for the Fiscal Year 2020 - 2021.

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

b. 2021 WWTP Annual Sampling and Reporting

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

September 07, 2021 – 7:00 PM

Township Manager Robert West reported that this is a three-year renewal for the former wastewater treatment plant site. He stated we have a groundwater monitoring plan that the State has required since the plant was closed in 2012. Manager West gave a brief overview of the history of Hartland Township's former wastewater treatment plant. He stated that the plant was impacted when the DEQ set a mandate that lowered the limit for sodium and chloride discharge that is a byproduct of wastewater treatment plants. At that point we became in violation of it. It was at that time the Township worked collectively with Tyrone Township and the Livingston County Drain Commission (LCDC) and formed the Livingston Regional Sewer System (LRSS). Options were to upgrade the wastewater treatment plant or connect to LRSS and send it to Genesee County. He stated we chose the Genesee County path and in turn abandoned the former wastewater treatment plant. What is currently Settlers Park was the property in which the groundwater discharge flowed to and because of this exceedance of sodium and chloride levels in 2012, the State immediately said we had to drill approximately 32 monitoring wells and to monitor them on a quarterly basis. Manager West stated we are required to do this until the salt dissipates. Today, we are down to 8 monitoring wells. Wood is the current name of the company that has administered this on our behalf since its initiation in 2012. He stated that in 2015 some of the samples started to elevate near Dunham Road and Hartland Road. The State came back and required a subsequent "residential monitoring plan" where we were required to go in and test 15 residential wells in the area along Dunham Road and Hartland Road. This change order in the amount of \$51,480 is all inclusive for three years and it covers both the groundwater and residential monitoring plans. He did state that this is an increase of approximately \$2,600 annually over what we were paying for the last six years, primarily due to increases in lab testing services. Trustee Germane inquired as to whether we could view the residential area affected on a map and Manager West provided this on the overhead screen. Supervisor Fountain inquired as to whether the last test samples showed stabilization in the area. Manager West stated that there has been relatively no change since we went down to eight wells, which includes one surface sample site.

Move to approve Change Order No. 15 with WOOD for a three-year groundwater monitoring extension for a total of \$51,480 as presented.

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

c. Water System Supply Well Engineering

Manager Robert West reported that as part of the water CIP and the expansion in the water system as things grow, we have always known that we would have water system issues, as far as capacity. There are no water quality issues, but just that eventually we would run out of water to deliver to residents. He stated that this is a proactive effort, as we have included the addition of a new well in our water CIP for the last six or seven years. We have just been revising the estimated costs and keep saying that someday we are going to need this additional well. Right now we are starting to move forward with this because the water main extension will trigger the need for additional water and, contrary to what you may have read, it actually is a very lengthy process to put a new well online. For example, if the Board gave the green light this evening to go ahead and put this well online, we would not be able to turn it on to the customers for at least one year. He stated there are significant requirements for testing, sampling, and hydraulic analysis that need to be done. Manager West stated that we have basically broken down the process into four tasks. The Board has already approved the first task for approximately \$8500, that was for the geological analysis to prove to the State of

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

September 07, 2021 – 7:00 PM

Michigan that we believe this is a good site to put the well. We are now at task two which is a little more invasive where we are going to drill a pilot, or a test, well. They want to do an analysis of what is actually there and see if it mirrors what was in the hydraulic review. We are also going to come up with a full work plan for the State of Michigan based on the results of the test well. Every task is basically a foundation for the next task depending on the results of the previous task. He stated that what was before the Board tonight is a request for our task two, of the four tasks, (listed in the proposal as task 1 of 3 due to re-numbering by Wood after completion of the first task) in the amount of \$32,500. Overall, this total project is expected to cost approximately \$225,000 which will be offset by the REU revenue from these new connections. We do have to have this well in place to be able to offer water for these connections and we have this amount in our water fund balance, and we will be able to recoup the costs going forward. Trustee Germane inquired as to what tasks three and four would entail. Manager West stated that task three will entail pump draw down tests into the aquifer. We have done aquifer and hydraulic analysis and we are required to verify this with actual field pumping tests. Task four will entail completion to get the well online with the control panel, the bacteria testing, and to pipe it to the water plant. Trustee Germane inquired as to the drilling costs in the agreement and would this come before the Board for approval in the future. Manager West stated that we only allow one contractor to work on our water system due to security reasons, but we will competitively shop it to ensure his price aligns well for this service and he stated this will come back to the Board for budgetary and transparency reasons. Trustee Germane wanted to make sure the Board understood that the \$32,500 was for professional services and laboratory expenses and that this does include the cost to install the six-inch diameter observation well. Manager West also confirmed Supervisor Fountain inquiry that the test well, if successful, will be used as the permanent well.

Move to approve the Change Order No. 16 with WOOD for an amount not to exceed \$32,500 as presented for task 2 of 4 total tasks required to install new water distribution well.

Motion made by Trustee Germane, 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

8. Board Reports

Trustee McMullen - No report.

Trustee Petrucci - No report.

Clerk Ciofu - No report.

Treasurer Horning – Stated that his is National Senior Center Month and the Senior Center now is having a grand reopening because of COVID since so many things were shut down either on Zoom or not existent at all such as card games and things. The Senior Center is pretty much back up and running. The music programs are back. They are having a grand reopening next week and a celebration so that is kind of a nice thing. Treasurer Horning reported she will be gone the second meeting of September for the Treasurers Conference. Lastly, she stated that John Pfeffer had a lot of good remarks about the Treasurer's Department and she would like to recognize the Deputy Treasurer Donna Shollack who does an excellent job. She is always looking for new banks to help diversify the funds. Donna is very detailed and accurate and has a great reputation in Livingston County. Donna has also been on the Board for the County Treasurers and she has been asked to run for Treasurer where she lives. Whenever there is an election she receives phone calls for jobs. Hartland Township is very fortunate to have Donna and she has been in Treasury work for 18 years and before that she did mortgage work and she does a fantastic job.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

September 07, 2021 – 7:00 PM

Trustee Germane - One of the Directors at the Hartland Teen Center has written another grant to install a basketball hoop at the Teen Center. The Teen Center is working with DPW and is in the process of coming up with some plans. If it will be installed this year it has to happen by around October 15.

Trustee O'Connell - No report.

Supervisor Fountain - No report.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager West stated that the water agreement with Hartland Glen is being worked on by the Township's attorney and that the sewer settlement agreement is being negotiated and getting close to completion. He also stated the Township attorney has prepared an agreement for the extension of the sewer payment with Mayberry Homes and we will be waiting a response from Mayberry Homes before proceeding with further action. Manager West stated that parks maintenance is getting over budget due to the extensive patron usage. He stated we may need to keep a part-time seasonal DPW staff member on longer than anticipated and he asked the Board to consider handling part-time employees administratively rather than coming to the Board. Trustee Petrucci inquired as to the ongoing noise complaint and Manager West stated a response was sent to the complainants. He stated that a subsequent FOIA request was sent in requesting documents and it was being addressed through the normal FOIA response process by the Clerk's Office. Trustee Petrucci also inquired as to the runoff of water from his subdivision to an adjacent property and Manager West stated that our engineering firm, HRC is looking into this matter, and it may be a developer issue in which they will have to do some remediation work to correct the problem. Trustee Germane inquired as to the status of the M-59 and Fenton Rd/Pleasant Valley intersection traffic study. Manager West stated that the State will be doing a new traffic study of this intersection at no cost to the Township, and he reiterated to them the importance of all the potential development that is in the works around this intersection.

b. ARPA Discussion

Manager West gave a brief overview of Hartland Township's options with regards to the American Rescue Plan Act (ARPA) funds. He stated there is still a lot of uncertainty regarding the acceptable uses for these funds at this time. Finance Director Susan Dryden-Hogan stated that we will receive \$1.587 MM in 2 equal payments in 2021 and 2022. Our application for ARPA funds is still under review as are all non-entitlement groups at this time. She then gave a summary of the ARPA 2021 timeline, eligible expenditures, important dates, restrictions, and where we are at right now regarding the ARPA program. She then led a discussion of the evaluation of four major options for Hartland Township's use of ARPA funds, being Category A – COVID-19 impact, Category B – Premium Pay, Category C – Revenue Loss Potential Impact and Category D – Infrastructure Positive Impact. Discussion was also held on requirements for a single audit and John Pfeffer stated that they use an outside firm for these single audits. He also confirmed that there is still much uncertainty as to the requirements for the potential use of the ARPA funds. The Board then held a brief discussion regarding any final thoughts regarding the use of ARPA funds.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

September 07, 2021 – 7:00 PM

10. Adjournment

Move to adjourn the meeting at 8:45 p.m.

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

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Settlement Agreement: Hartland Glen Development, LLC v Township of Hartland, Livingston County Circuit Court case no. 14-28151, and Clyde Land Investment v Hartland Township, Livingston County Circuit Court case no. 14-28152

Date: September 17, 2021

Recommended Action

Approve the proposed facilitation settlement with Hartland Glen Development and Clyde Land Investment and furthermore authorize the Township Clerk and Township Supervisor to consummate the agreement as needed.

Discussion

The court order facilitation has resulted in the attached proposed settlement which will bring closure to the current litigation involving Hartland Glen Development and Clyde Land Investment.

Financial Impact

The monetary value of the settlement will be funded from the Sewer Fund Balance

Attachments

HGD, CLI - Hartland Township Settlement Agreement

STATE OF MICHIGAN

IN THE CIRCUIT COURT FOR THE COUNTY OF LIVINGSTON

HARTLAND GLEN DEVELOPMENT, LLC,
a Michigan limited liability company,

Plaintiff,

Case No. 14-28151-CK
Hon. Michael P. Hatty

-vs-

TOWNSHIP OF HARTLAND,
a Michigan municipal corporation,

Defendant.

CLYDE LAND INVESTMENT,
a Michigan co-partnership,

Plaintiff,

Case No. 14-28152-CK
Hon. Michael P. Hatty

-vs-

TOWNSHIP OF HARTLAND,
a Michigan municipal corporation,

Defendant.

MARK B. DICKOW P.C.
MARK B. DICKOW (P36434)
Attorney for Plaintiff
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Birmingham, MI 48009
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ROSATI, SCHULTZ JOPPICH & AMTBUECHLER PC
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Grand Rapids, MI 49525
(616) 726-2200
mhomier@fosterswift.com

FACILITATION TERM SHEET/SETTLEMENT AGREEMENT

The parties met with the Facilitator, Thomas J. Ryan, and the parties have reached a settlement in the above matter, according to the following terms and conditions:

1. The parties agree that the Plaintiff Hartland Glen Development has purchased 470 REUs from Hartland Township and said REU's are paid in full.

2. Hartland Township will forgo any remaining unpaid payments for REUs (approximately 133) from and on behalf of the Plaintiff, Hartland Glen Development, LLC, owed pursuant to the contract entered with the Township.

3. The Township will purchase an additional 25 REUs from the Plaintiff Hartland Glen Development, consideration for which is included in the payment set forth in paragraph no. 8 below. so that the Plaintiff will have a net of 445 REU's remaining that are fully paid for.

4. The Plaintiff, Hartland Glen Development, LLC, can transfer and sell REUs in accordance with the Township's existing policy, except the Township will waive the common ownership and common boundary requirements.

5. The Township will deed back to Plaintiff, Hartland Glen Development, LLC, four (4) parcels Hartland Glen Development, LLC, lost through the tax foreclosure (73.13 acres) and which were also subject to the SAD contract which is the subject of this lawsuit and contiguous to the 383.58 acre parcel still owned by Plaintiff, Hartland Glen Development, LLC. These four (4) parcels will not have any REUs or SAD liability attributable to them and will be conveyed via quit claim deed.. The parcels are as follows:

Parcel #- 4708-26-300-006

Parcel #- 4708-26-300-003

Parcel #- 4708-26-300-002

Parcel #- 4708-27-204-175

6. The Plaintiff, Hartland Glen Development, LLC, upon execution of the final settlement of this matter, will dismiss its valuation appeal pending in the Michigan Tax Tribunal, and which is pending under MTT docket no. 20-003963. Plaintiff will prepare a joint motion to dismiss the appeal with prejudice and without fees to either party for signature by the parties at the time of the execution of the final settlement. Plaintiff will be responsible for filing the motion and paying the motion fee. Both Plaintiffs agree to not file any other appeals to the Tax Tribunal claiming a diminution in value due to the SAD contracts and/or the existence of REUs attributable to the parcels at issue in this case. The intent is to prohibit any further litigation in any arena which stems from the SAD contracts and the existence or cost of the REUs. Notwithstanding the above, Plaintiff or any subsequent owners shall not be precluded from contesting any future assessed values so long as the value dispute is unrelated to the existence or cost of REUs.

7. The Plaintiff, Hartland Glen Development, LLC, will continue to work through the Township approval process for the approval of the proposed Redwood development.

8. The Township shall pay to the Plaintiffs \$580,000.00 no later than 30 days from board approval in exchange for the purchase of the 25 REUs, any other claims Plaintiffs may have (e.g. attorney fees), the dismissal of the Clyde Land case with prejudice, the dismissal of the Hartland Glen Development case, with prejudice, the execution of a full mutual release and waiver of any other claims against the parties and the provision of W-9 forms for each named Plaintiff. The payment of the \$580,000 shall be allocated in the

following manner: \$193,000 to Clyde Land Investment, and \$387,000 to Hartland Glen Development.

9. This facilitation sheet is contingent upon execution of a fully signed settlement agreement effectuating the intent of the parties and incorporating the terms of this agreement. Any dispute shall be resolved by the facilitator, Tom Ryan.

10. Both the Hartland Glen Development, LLC case (Docket 14-28151-CK) and the Clyde Land Investment case (Docket 14-28152-CK) will be dismissed with prejudice, and without costs and attorney fees, but the Circuit Court will maintain jurisdiction to ensure compliance with the terms of this Agreement.

Dated: This _____ day of _____, 2021.

By: _____

By: _____

By: _____
Mark B. Dickow (P36434)
Attorney for Plaintiff

By: _____
Stephanie Morita (P53864)
Attorney for Defendant

By: _____
William D. McCrie (P34144)
Co-Counsel for Plaintiff

By: _____
Michael D. Homier (P60318)
Co-Counsel for Defendant

By: _____
Thomas J. Ryan (P19808)
Court Appointed Facilitator

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: 2021 Police Protection Update

Date: September 16, 2021

Manager West will provide the annual Hartland Township police protection update to the Township Board based upon 2021 statistical data provided from the Livingston County Sheriff Department, Michigan State Police, and the Hartland Deerfield Fire Authority.

Hartland Township residents currently receive police protection from the Livingston County Sheriff's Department (LCSD) and Michigan State Police (MSP). MSP Brighton Post #12 covers both Livingston and Washtenaw counties (1,308 square miles). LCSD responds to most of the calls for service for 13 townships (467 square miles). The LCSD budget for road patrol has been cut significantly over the last 10-15 years. This trend is presumed to continue with no firm policy stance from the Livingston County Board of Commissioners (LCBoC).

By all accounts, the number of law enforcement officers per capita and per square mile are low in relation to many other communities like Hartland. As a result, residents receive a minimal level of service and experience longer response times, especially to non-emergency calls. This also necessitates a very reactive style of policing, rather than a proactive, community policing model.

Hartland Township held a contract for several years with LCSD to provide dedicated road patrol, until it expired in March 2013. Since that time, the Township Board has historically reviewed the statistical data from policing agencies annually to provide guidance towards the future of police protection in Hartland Township as the community grows.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Strategic Plan Update

Date: September 16, 2021

The Township Board developed and adopted a Township Strategic Plan in 2014 and has subsequently updated annually. The current plan was developed and adopted prior to the COVID-19 pandemic and has reached the point of substantial completion in 2021. The remaining few items require scope revisions to sustain relevancy, and Manager West will be presenting the plan highlights for further Board discussion regarding updates.



2022

STRATEGIC PLAN HARTLAND TOWNSHIP



The Importance of Strategic Planning | 2

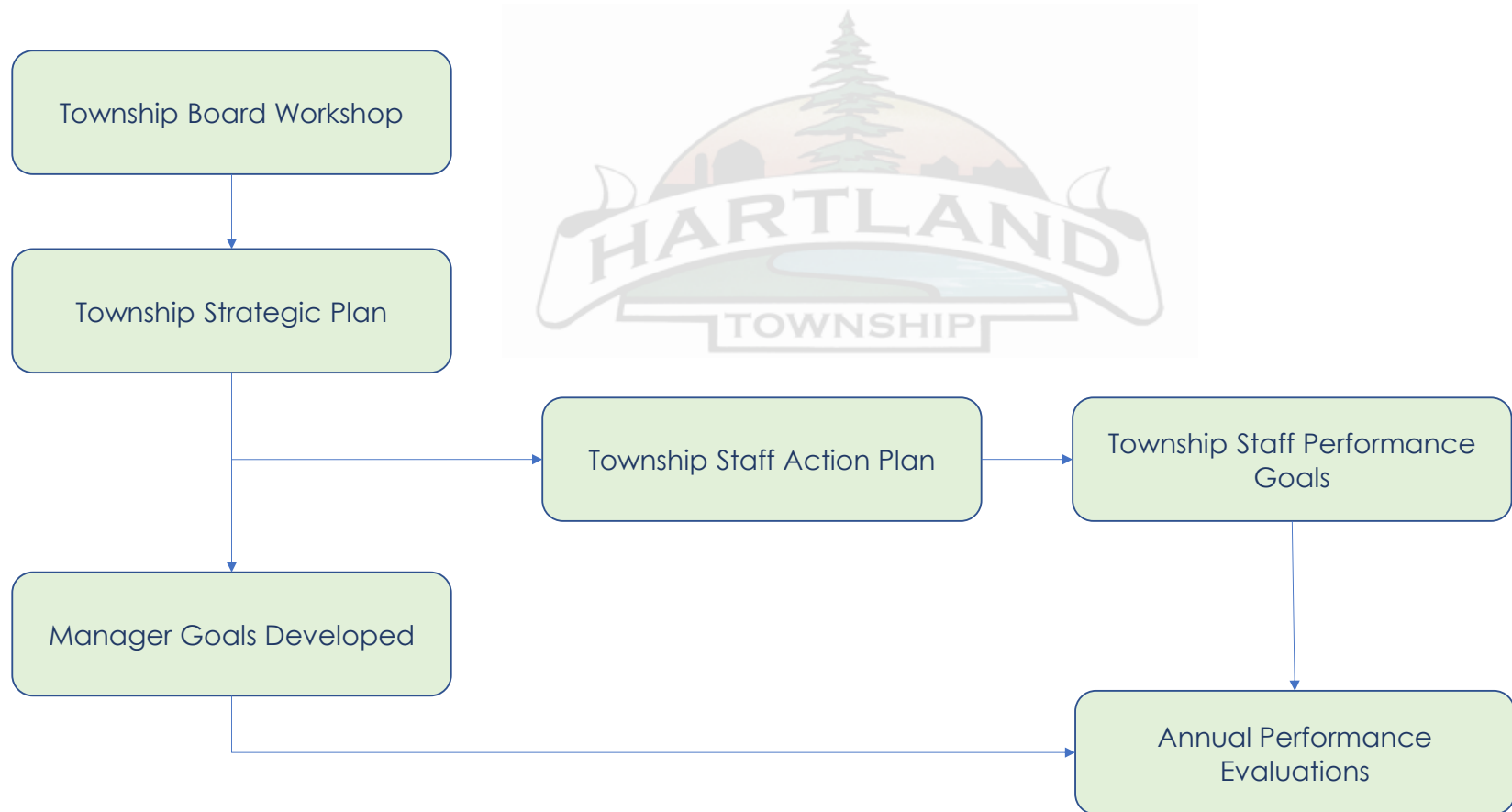
Vision Tour 2018 | 3

Major Goal Areas | 4

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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				August 4, 2021		
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 (2022 process)
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 not able to lower them
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
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			August 4, 2021		
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	●	●	Will need to review the gateway sign design and locations
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	✓	✓	Completed and ready for Board Work Session
A4	Sustain Partners in Progress Initiative				
A4.1	Schedule 4th annual meeting of the partner boards	Oct. '20	✓	✓	Scheduled for August 15, 2021
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	✓	✓	Deemed not worthwhile in ROW's within Township
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 - Requires discussion
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 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 and should be revisited annually
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	✓	✓	Rates will convert from connection to REU
D3	Implement new Uniform Chart of Accounts (from State of Michigan)				
D3.1	Submit new accounts to BS&A for implementation	Sep. '20	✓	✓	Completed to date
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	✓	✓	Delivered, and continues to be measured monthly
E1.3	Update Communications Plan	Apr. '20	✓	✓	Completed but should be updated annually
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)