



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 18, 2023 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.](#) 04-04-23 Hartland Township Board Regular Meeting Minutes
 7. Pending & New Business
 - [a.](#) Rezoning Application #23-001 (Bergin Road and Old US-23)
 - [b.](#) Special Event Permit #23-005 Hartland Polo Classic
 - [c.](#) Investment Policy Update
 - [d.](#) Hartland Senior Center Contract
 - [e.](#) Heritage Park Memorandum of Agreement with Recreation Partners 2023-2028
 - [f.](#) 2023 Citizen Survey Agreement
 - [g.](#) 2023 Chloride Purchase
 - [h.](#) HERO Center Improvements
 - [i.](#) Amended Resolution of Determination of wages and benefits of the Township Supervisor
 8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
 - a. Manager's Report
 10. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: April 11, 2023

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$393,898.14. The bills are available in the Finance office for review.

Notable invoices include:

\$344,737.50 – The Huntington National Bank – (Special Assessment Refunding Bonds, Series 2019 & Sanitary Sewer Refunding Bonds, Series 2021)

Financial Impact

Is a Budget Amendment Required? Yes No

All expenses are covered under the amended FY23 or FY24 adopted budgets.

Attachments

Bills for 04.18.2023

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

ADOBE	ADOBE INC	03/31/2023	033123	FOA	MARCH 2023 - FEB 2024	
48956		04/18/2023		N		239.88
03/31/2023	,	/ /	0.0000	N		0.00
		04/18/2023		N		239.88

Open

GL NUMBER	DESCRIPTION	AMOUNT
-----------	-------------	--------

101-191-727.000	SUPPLIES & POSTAGE	239.88
-----------------	--------------------	--------

ADOBE	ADOBE INC	03/05/2023	2397163602	FOA	MARCH 2023	
48969		04/18/2023		N		21.19
03/05/2023	,	/ /	0.0000	N		0.00
		04/18/2023		N		21.19

Open

GL NUMBER	DESCRIPTION	AMOUNT
-----------	-------------	--------

101-265-740.000	OPERATING SUPPLIES	21.19
-----------------	--------------------	-------

VENDOR TOTAL: 261.07

ALLSTAR	ALLSTAR ALARM LLC	04/01/2023	363165	FOA	5/1/23 - 7/31/23 MONITORING AT FIRE	
48964	8345 MAIN STREET	04/18/2023		N		246.00
04/01/2023	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		04/18/2023		Y		246.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
-----------	-------------	--------

206-000-801.000	CONTRACTED SERVICES	246.00
-----------------	---------------------	--------

ALLSTAR	ALLSTAR ALARM LLC	04/01/2023	363213	FOA	5/1/23 - 7/31/23 MONITORING AT TWP H	
48965	8345 MAIN STREET	04/18/2023		N		823.65
04/01/2023	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		04/18/2023		Y		823.65

Open

GL NUMBER	DESCRIPTION	AMOUNT
-----------	-------------	--------

101-265-801.000	CONTRACTED SERVICES	823.65
-----------------	---------------------	--------

VENDOR TOTAL: 1,069.65

AMAZON.COM	AMAZON.COM	03/31/2023	112-0890271-3929	FOA	BARCODE SCANNER WITH STAND	
48954		04/18/2023		N		162.63
03/31/2023	,	/ /	0.0000	N		0.00
		04/18/2023		N		162.63

Open

GL NUMBER	DESCRIPTION	AMOUNT
-----------	-------------	--------

101-191-727.000	SUPPLIES & POSTAGE	162.63
-----------------	--------------------	--------

AMAZON.COM	AMAZON.COM	03/31/2023	113-9221755-8613	FOA	CHARGERS FOR BOARD LAPTOPS, MS SURFA	
------------	------------	------------	------------------	-----	--------------------------------------	--

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
48944		04/18/2023		N		1,998.68
03/31/2023	,	/ /	0.0000	N		0.00
		04/18/2023		N		1,998.68

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-727.000	SUPPLIES & POSTAGE	20.59
101-400-970.000	CAPITAL OUTLAY	1,949.85
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	28.24
		<u>1,998.68</u>

VENDOR TOTAL: 2,161.31

ANGELOS	ANGELO'S SUPPLIES	03/31/2023	127355939-001	FOA	HOSE, HYDRAULIC FLUID	
48950		04/18/2023		N		128.45
03/31/2023	,	/ /	0.0000	N		0.00
		04/18/2023		N		128.45

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.002	REPAIRS & MAINT VEHICLE/EQUIP	128.45

VENDOR TOTAL: 128.45

APEX	APEX SOFTWARE	04/01/2023	321902	FOA	5/1/23 - 5/1/24	
48966	P.O. BOX 100145	04/18/2023		N		1,190.00
04/01/2023	SAN ANTONIO TX, 78201-1445	/ /	0.0000	N		0.00
		04/18/2023		N		1,190.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-930.000	REPAIRS & MAINTENANCE	1,190.00

VENDOR TOTAL: 1,190.00

APPLIED	APPLIED INNOVATION	03/28/2023	2178761	FOA	2/23/23 - 3/22/23 - RICOH MP6055SP	
48939	7718 SOLUTION CENTER	04/18/2023		N		61.07
03/28/2023	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		04/18/2023		N		61.07

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	61.07

VENDOR TOTAL: 61.07

APT US&C	APT US & C	04/06/2023	26381	FOA	CPFA RECERTIFICATION APPLICATION FEE	
48985	PO BOX 591	04/18/2023		N		125.00
04/06/2023	TAWAS CITY MI, 48764	/ /	0.0000	N		0.00

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

		04/18/2023		N		125.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-253-957.000	EDUCATION/TRAINING/CONVENTION	125.00
VENDOR TOTAL:		125.00

AQUAHAUL	AQUA HAUL	03/31/2023	11823	FOA	WATER FOR WINTERFEST ICE RINK	
48993	P.O. BOX 770	04/18/2023		N		1,000.00
01/18/2023	2992 GRAMER ROAD	/ /	0.0000	N		0.00
	WEBBERVILLE MI, 48892	04/18/2023		N		1,000.00

Open						
GL NUMBER	DESCRIPTION	AMOUNT				
101-751-955.000	PARKS - SPECIAL EVENTS	1,000.00				
VENDOR TOTAL:		1,000.00				

AUTOZONE	AUTOZONE , INC	03/31/2023	030623	FOA	WIPERS FOR DPW TRUCK	
48951	PO BOX 116067	04/18/2023		N		39.98
03/31/2023	ATLANTA GA, 30368-6067	/ /	0.0000	N		0.00
		04/18/2023		N		39.98

Open						
GL NUMBER	DESCRIPTION	AMOUNT				
536-000-930.002	REPAIRS & MAINT VEHICLE/EQUIP	39.98				
VENDOR TOTAL:		39.98				

BESTBUY	BEST BUY	03/31/2023	030823	FOA	LAPTOPS FOR TWP BOARD	
48952	8487 W GRAND RIVER AVE	04/18/2023		N		899.98
03/31/2023	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		04/18/2023		N		899.98

Open						
GL NUMBER	DESCRIPTION	AMOUNT				
101-101-957.000	EDUCATION/TRAINING/CONVENTION	899.98				
VENDOR TOTAL:		899.98				

CINTAS	CINTAS CORPORATION	04/03/2023	4151238964	FOA	MATS	
48968	P.O. BOX 630910	04/18/2023		N		46.34
04/03/2023	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		04/18/2023		N		46.34

Open						
GL NUMBER	DESCRIPTION	AMOUNT				
101-265-801.000	CONTRACTED SERVICES	46.34				

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

VENDOR TOTAL: 46.34

COMCAST	COMCAST	03/31/2023	033123	FOA	MARCH 2023 - PHONE, INTERNET, CABLE	
48943	P.O. BOX 70219	04/18/2023		N		1,446.69
03/31/2023	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		04/18/2023		N		1,446.69

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-851.000	TELEPHONE	81.00
536-000-805.000	INTERNET	136.35
577-000-806.000	CABLE TV FEES	142.19
577-000-805.000	INTERNET	224.90
577-000-805.000	INTERNET	673.80
536-000-805.000	INTERNET	188.45
		<u>1,446.69</u>

VENDOR TOTAL: 1,446.69

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	04/01/2023	132102	FOA	APRIL 2023 - HARTLAND PARKS	
48941	PO BOX 241	04/18/2023		N		300.00
04/01/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		04/18/2023		Y		300.00

Open

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

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	04/05/2023	132510	FOA	4/5 - 7/5/23 WEEKLY GARBAGE REMOVAL	
48976	PO BOX 241	04/18/2023		N		188.00
04/05/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		04/18/2023		Y		188.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	188.00

VENDOR TOTAL: 488.00

0070	DTE ENERGY	03/31/2023	200164223406	FOA	MARCH 2023 - MILLPOINTE, FIDDLERS GR	
48984	P.O BOX 740786	04/18/2023		N		1,656.65
03/31/2023	CINCINNATI	/ /	0.0000	N		0.00
	OH, 45274-0786	04/18/2023		N		1,656.65

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-282.001	MILLPOINTE STREETLIGHTS DEPOSIT	296.27

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
101-000-282.002	FIDDLAR GROVE STREETLIGHT	DEPOSIT				22.98
101-000-282.003	WALNUT RIDGE STREETLIGHTS	DEPOSIT				25.16
101-448-921.000	STREET LIGHTS					1,312.24
						1,656.65

0070	DTE ENERGY	03/31/2023	922090901-03/202	FOA	MARCH 2023 - SETTLERS PARK PAVILLION	
48998	P.O BOX 740786	04/18/2023		N		155.20
	CINCINNATI					
03/31/2023	OH, 45274-0786	/ /	0.0000	N		0.00
		04/18/2023		N		155.20

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-920.002	UTILITIES - ELECTRIC	155.20

VENDOR TOTAL: 1,811.85

GODADDY	GO DADDY	03/31/2023	031123	FOA	MARCH 2023	
48948		04/18/2023		N		26.99
03/31/2023	,	/ /	0.0000	N		0.00
		04/18/2023		N		26.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-900.000	PRINTING & PUBLICATIONS	26.99

VENDOR TOTAL: 26.99

0001	HARTLAND TOWNSHIP GENERAL FUND	03/31/2023	040623	FOA	MARCH 2023 DOG LICENSE PMT	
48982		04/18/2023		N		19.50
03/31/2023	,	/ /	0.0000	N		0.00
		04/18/2023		N		19.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	19.50

VENDOR TOTAL: 19.50

HARTTREASU	HARTLAND TOWNSHIP TREASURER	03/31/2023	10372 1STQTR23	FOA	1ST QTR 2023 UB - M-59 MEDIANS	
48992	2655 CLARK RD	04/18/2023		N		550.53
04/07/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		04/18/2023		N		550.53

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-920.005	UTILITIES - WATER	385.46
101-463-920.006	REU SURCHARGE FEES	165.07

550.53

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

HARTTREASU	HARTLAND TOWNSHIP TREASURER	03/31/2023	2655-00 1ST QTR2	FOA	1ST QTR 2023 UB - TOWNSHIP HALL DOME	
48987	2655 CLARK RD	04/18/2023		N		3,580.51
04/07/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		04/18/2023		N		3,580.51

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-920.005	UTILITIES - WATER	801.23
101-265-920.006	REU SURCHARGE FEES	2,779.28
		<u>3,580.51</u>

HARTTREASU	HARTLAND TOWNSHIP TREASURER	03/31/2023	2655-01 1STQTR23	FOA	1ST QTR 2023 UB - TOWNSHIP HALL IRRI	
48988	2655 CLARK RD	04/18/2023		N		21.17
04/07/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		04/18/2023		N		21.17

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-920.005	UTILITIES - WATER	21.17

HARTTREASU	HARTLAND TOWNSHIP TREASURER	03/31/2023	3191 1ST QTR2023	FOA	1ST QTR 2023 UB - HERO TEEN CENTER	
48989	2655 CLARK RD	04/18/2023		N		507.42
04/07/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		04/18/2023		N		507.42

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-920.004	UTILITIES - SEWER	187.31
101-265-920.005	UTILITIES - WATER	173.01
101-265-920.006	REU SURCHARGE FEES	147.10
		<u>507.42</u>

HARTTREASU	HARTLAND TOWNSHIP TREASURER	03/31/2023	9751 1ST QTR23	FOA	1ST QTR 2023 UB - WATER TREATMENT PL	
48991	2655 CLARK RD	04/18/2023		N		1,182.21
04/07/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		04/18/2023		N		1,182.21

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-920.004	UTILITIES - SEWER	1,182.21

HARTTREASU	HARTLAND TOWNSHIP TREASURER	03/31/2023	SPRANGER1QTR23	FOA	1ST QTR 2023 UB - SPRANGER FIELD	
48990	2655 CLARK RD	04/18/2023		N		153.16
04/07/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		04/18/2023		N		153.16

Open

GL NUMBER	DESCRIPTION	AMOUNT
-----------	-------------	--------

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

101-751-920.004	UTILITIES - SEWER					153.16
VENDOR TOTAL:						5,995.00

WATERO&M	HARTLAND TOWNSHIP WATER O & M	03/31/2023	040423	FOA	MARCH 2023 OUT OF DEPT COSTS	
48970	2655 CLARK RD	04/18/2023		N		2,809.37
04/04/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		04/18/2023		N		2,809.37

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.009	CONTRACT SERVICES - WATER SYSTEM	1,390.88
101-265-801.009	CONTRACT SERVICES - WATER SYSTEM	999.65
101-567-801.009	CONTRACT SERVICES - WATER SYSTEM	303.98
101-751-955.000	PARKS - SPECIAL EVENTS	114.86
		2,809.37

VENDOR TOTAL: 2,809.37

1548	HORIZON LANDSCAPE INC.	03/31/2023	16542	FOA	MARCH 2023 - SNOW PLOWING, SHOVELING	
48999	11765 HIBNER RD	04/18/2023		N		4,028.00
04/03/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		04/18/2023		N		4,028.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-802.000	LAWN/SNOW MAINTENANCE	4,028.00

VENDOR TOTAL: 4,028.00

HUNT2	HUNTINGTON NATIONAL BANK	04/10/2023	51859	FOA	BOND FEES 2019 REFUNDING	
48997	ATTN CORPORATE TRUST DEPT	04/18/2023		N		500.00
	L-3632					
03/01/2023	COLUMBUS OH, 43260	/ /	0.0000	N		0.00
		04/18/2023		N		500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
354-000-996.000	BOND FEES	500.00

VENDOR TOTAL: 500.00

KELLOGG	KELLOGG HOTEL & CONFERENCE CENTER	03/31/2023	033123	FOA	MGFOA SPRING SEMINAR	
48962		04/18/2023		N		144.45
03/31/2023	,	/ /	0.0000	N		0.00
		04/18/2023		N		144.45

Open

GL NUMBER	DESCRIPTION	AMOUNT
-----------	-------------	--------

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

101-192-957.000	EDUCATION/TRAINING/CONVENTION					144.45
-----------------	-------------------------------	--	--	--	--	--------

VENDOR TOTAL: 144.45

2017	LIVINGSTON COUNTY ASSESSOR'S ASSOC	04/06/2023	040623	FOA	LCAA MEMBERSHIP DUES	
48978	C/O DEERFIELD TOWNSHIP	04/18/2023		N		30.00
04/06/2023	LINDEN MI, 48451	/ /	0.0000	N		0.00
		04/18/2023		N		30.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-804.000	MEMBERSHIP & DUES	30.00

VENDOR TOTAL: 30.00

0220	LIVINGSTON COUNTY TREASURER	03/31/2023	040623	FOA	MARCH 2023 DOG LICENSE PMT	
48983	200 E. GRAND RIVER	04/18/2023		N		215.50
03/31/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		04/18/2023		N		215.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	215.50

VENDOR TOTAL: 215.50

LDPA	LIVINGSTON DAILY PRESS & ARGUS	03/31/2023	031023	FOA	MARCH 2023	
48947		04/18/2023		N		11.99
03/31/2023	3964 SOLUTIONS CENTER CHICAGO IL, 60677-3009	/ /	0.0000	Y		0.00
		04/18/2023		N		11.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-801.000	CONTRACTED SERVICES	11.99

VENDOR TOTAL: 11.99

LOREARENTS	LOREA RENTS	04/06/2023	1834	FOA	SIDEWALK SWEEPING	
49005	120 LUCY RD	04/18/2023		N		624.88
04/06/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		04/18/2023		N		624.88

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-444-930.000	REPAIRS & MAINTENANCE	624.88

VENDOR TOTAL: 624.88

MASTERS	MASTERS TELECOM LLC	02/27/2023	14868	FOA	FEBRUARY 2023	
---------	---------------------	------------	-------	-----	---------------	--

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
48959		04/18/2023		N		19.57
02/27/2023	,	/ /	0.0000	N		0.00
		04/18/2023		N		19.57

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-851.000	TELEPHONE	19.57

VENDOR TOTAL: 19.57

MAMC	MICHIGAN ASS'N OF MUNICIPAL CLERKS	03/31/2023	031623	FOA	ANNUAL MEMBERSHIP	
48955	ATTN: MEMBERSHIP	04/18/2023		N		90.00
	120 N WASHINGTON SQ, SUITE 110A	/ /	0.0000	N		0.00
03/31/2023	LANSING MI, 48933-1609	04/18/2023		N		90.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-804.000	MEMBERSHIP & DUES	90.00

VENDOR TOTAL: 90.00

MAP	MICHIGAN ASSOC OF PLANNING	04/01/2023	032023	FOA	RENEWABLE ENERGY ACADEMY	
48960	1919 WEST STADIUM BLVD, STE 4	04/18/2023		N		10.00
03/31/2023	ANN ARBOR MI, 48103	/ /	0.0000	N		0.00
		04/18/2023		N		10.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-957.000	EDUCATION/TRAINING/CONVENTION	10.00

VENDOR TOTAL: 10.00

MRWA	MICHIGAN RURAL WATER ASSOCIATION	04/01/2023	022723	FOA	TRAINING FOR TIM & MITCH	
48949	2127 UNIVERSITY PARK DR, STE 340	04/18/2023		N		880.00
03/31/2023	OKEMOS MI, 48864	/ /	0.0000	N		0.00
		04/18/2023		N		880.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-957.000	EDUCATION/TRAINING/CONVENTION	880.00

VENDOR TOTAL: 880.00

LCDPA	MICHIGAN.COM	05/01/2023	MAY 2023	FOA	MAY 2023	
49000	PO BOX 742520	04/18/2023		N		63.00
05/01/2023	CINCINNATI OH, 45274-2520	/ /	0.0000	N		0.00
		04/18/2023		N		63.00

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
101-101-804.000	MEMBERSHIP & DUES	63.00
VENDOR TOTAL:		63.00

MMLWCF	MML WORKERS COMPENSATION FUND	04/11/2023	9456206	FOA	POLICY PREMIUM 7/1/23 - 7/1/24	
49004	P.O. BOX 712087	04/18/2023		N		7,355.00
04/11/2023	CINCINNATI OH, 45271	/ /	0.0000	N		0.00
		04/18/2023		N		7,355.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-172-910.000	INSURANCE	3,824.60
536-000-910.000	INSURANCE	3,530.40
VENDOR TOTAL:		7,355.00

MUGGBOPPS	MUGG & BOPPS	03/31/2023	030723	FOA	KEROSENE FOR BARN HEATER	
48953		04/18/2023		N		31.63
03/31/2023	,	/ /	0.0000	N		0.00
		04/18/2023		N		31.63
Open						

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	31.63
VENDOR TOTAL:		31.63

OTTAWA	OTTAWA COUNTY	04/01/2023	033123	FOA	PIVOT POINT MOBILE ASSESSING	
48963		04/18/2023		N		44.00
03/31/2023	,	/ /	0.0000	N		0.00
		04/18/2023		N		44.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-209-957.000	EDUCATION/TRAINING/CONVENTION	44.00
VENDOR TOTAL:		44.00

1180	PETER'S TRUE VALUE HARDWARE	04/05/2023	K66860	FOA	REDUCER BUSHING	
48977	3455 W. HIGHLAND ROAD	04/18/2023		N		25.99
04/05/2023	MILFORD MI, 48380	/ /	0.0000	N		0.00
		04/18/2023		N		25.99
Open						

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	25.99

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

VENDOR TOTAL: 25.99

PLANTWISE	PLANTWISE	03/31/2023	23-5243	FOA	BURN SPRANGER FIELD	
48974	646 BARBER AVE	04/18/2023		N		2,450.00
04/03/2023	ANN ARBOR MI, 48103	/ /	0.0000	N		0.00
		04/18/2023		N		2,450.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	2,450.00

VENDOR TOTAL: 2,450.00

REALCOMP	REALCOMP	03/31/2023	030623	FOA	APR - JUNE 2023	
48957		04/18/2023		N		201.00
03/31/2023	,	/ /	0.0000	N		0.00
		04/18/2023		N		201.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-804.000	MEMBERSHIP & DUES	201.00

VENDOR TOTAL: 201.00

REDOLIVE	RED OLIVE RESTAURANT	03/31/2023	031523	FOA	BOARD OF REVIEW	
48958		04/18/2023		N		100.80
03/31/2023	,	/ /	0.0000	N		0.00
		04/18/2023		N		100.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-247-727.000	SUPPLIES & POSTAGE	100.80

VENDOR TOTAL: 100.80

REDWING	RED WING BUSINESS ADVANTAGE ACCT	04/04/2023	148905	FOA	SHOES FOR T. BROOKS	
48971	P.O. BOX 844329	04/18/2023		N		220.49
04/04/2023	DALLAS TX, 75284-4329	/ /	0.0000	N		0.00
		04/18/2023		N		220.49

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	220.49

VENDOR TOTAL: 220.49

SHUTTERSTO	SHUTTERSTOCK.COM	03/31/2023	031923	FOA	MARCH 2023	
48946		04/18/2023		N		29.00
03/31/2023	,	/ /	0.0000	N		0.00
		04/18/2023		N		29.00

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

Open

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

VENDOR TOTAL: 29.00

SPALDING	SPALDING DEDECKER	04/04/2023	93977	FOA	M-59 SIDEWALK GAP THRU 2/26/23	
48972	905 SOUTH BLVD EAST	04/18/2023		N		9,308.00
04/04/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		04/18/2023		N		9,308.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-444-969.005	SIDEWALKS	9,308.00

VENDOR TOTAL: 9,308.00

STAPLES	STAPLES	03/31/2023	8069810154	FOA	MISC SUPPLIES	
48942	PO BOX 660409	04/18/2023		N		215.60
03/31/2023	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		04/18/2023		N		215.60

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-192-727.000	SUPPLIES & POSTAGE	37.33
101-265-740.000	OPERATING SUPPLIES	29.28
101-172-727.000	SUPPLIES & POSTAGE	148.99
		215.60

STAPLES	STAPLES	04/08/2023	8069887829	FOA	MISC SUPPLIES	
48994	PO BOX 660409	04/18/2023		N		73.21
04/08/2023	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		04/18/2023		N		73.21

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	58.50
101-265-740.000	OPERATING SUPPLIES	14.71
		73.21

VENDOR TOTAL: 288.81

HUNTINGBAN	THE HUNTINGTON NATIONAL BANK	04/01/2023	03/18/23	FOA	SANITARY SEWER REFUNDING BONDS SERIE	
48996	PO BOX 1558-GW4E64	04/18/2023		N		89,800.00
03/18/2023	COLUMBUS OH, 43216	/ /	0.0000	N		0.00
		04/18/2023		N		89,800.00

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
595-000-997.011	2021 SEWER REFUNDING INTEREST	89,800.00
HUNTINGBAN	THE HUNTINGTON NATIONAL BANK	04/01/2023 031823
48995	PO BOX 1558-GW4E64	04/18/2023
03/18/2023	COLUMBUS OH, 43216	/ / 0.0000
		04/18/2023

Open

GL NUMBER	DESCRIPTION	AMOUNT
354-000-997.010	2019 REFUNDING BOND INTEREST	29,937.50
354-000-994.000	M59 2009 BOND PRINCIPAL	225,000.00
		<u>254,937.50</u>

VENDOR TOTAL: 344,737.50

STAMP	THE STAMPMAKER.COM	03/31/2023	033123	FOA	SELF INKING DATE STAMP	65.75
48961		04/18/2023		N		0.00
03/31/2023	,	/ /	0.0000	N		65.75
		04/18/2023		N		

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-727.000	SUPPLIES & POSTAGE	65.75

VENDOR TOTAL: 65.75

USA	USA BLUE BOOK	04/03/2023	318284	FOA	MAINTENANCE KIT	312.84
48973	P.O. BOX 9004	04/18/2023		N		0.00
04/03/2023	GURNEE IL, 60031-9004	/ /	0.0000	N		312.84
		04/18/2023		N		

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	312.84

VENDOR TOTAL: 312.84

VC3, INC.	VC3, INC.	04/11/2023	107662	FOA	MS 365 BUSINESS STANDARD PRORATED AP	37.50
49003	C/O PNC BANK	04/18/2023		N		0.00
04/11/2023	P.O. BOX 746804	/ /	0.0000	N		37.50
	ATLANTA GA, 30374-6804	04/18/2023		N		

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	37.50

VENDOR TOTAL: 37.50

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		
VERIZON	VERIZON WIRELESS	03/31/2023	9927811855	FOA	1/16 - 2/15/23	
48945	P.O. BOX 15062	04/18/2023		N		2,004.69
03/31/2023	ALBANY NY, 12212-5062	/ /	0.0000	N		0.00
		04/18/2023		N		2,004.69

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-851.000	TELEPHONE	761.10
536-000-851.000	TELEPHONE	439.91
577-000-801.000	CONTRACTED SERVICES & RENTALS	40.01
101-000-232.000	DUE TO EMPLOYEES	83.66
101-209-930.000	REPAIRS & MAINTENANCE	80.02
101-172-727.000	SUPPLIES & POSTAGE	599.99
		<u>2,004.69</u>

VENDOR TOTAL: 2,004.69

WSP	WSP USA ENVIRONMENT	03/31/2023	H19220928	FOA	WTR SUPPLY ASSISTANCE THRU 3/17/23	
48967	P.O. BOX 74008618	04/18/2023		N		487.50
04/03/2023	CHICAGO IL, 60674-8618	/ /	0.0000	N		0.00
		04/18/2023		N		487.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	487.50

VENDOR TOTAL: 487.50

TOTAL - ALL VENDORS: 393,898.14

FUND TOTALS:

Fund 101 - GENERAL FUND	30,012.81
Fund 206 - FIRE OPERATING	246.00
Fund 354 - 2009 M-59 ROAD IMPROVEMENTS BOND	255,437.50
Fund 401 - CAPITAL PROJECTS FUND	9,308.00
Fund 536 - WATER SYSTEM FUND	7,252.93
Fund 539 - WATER REPLACEMENT FUND	487.50
Fund 577 - CABLE TV FUND	1,118.40
Fund 595 - 2005 SEWER EXP BONDS	89,800.00
Fund 701 - TRUST AND AGENCY	235.00

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: April 11, 2023

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 – \$8,298.51

April 13, 2023 Payroll - \$66,413.86

Financial Impact

Is a Budget Amendment Required? Yes No

All expenses are covered under the amended FY23 budget or FY24 adopted budget.

Attachments

Post Audit Bills List 04.06.2023

Post Audit Bills List 04.07.2023

Post Audit Bills List 04.11.2023

Payroll for 04.13.2023

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/06/2023	FOA	43606	PITNEY BOWES BANK INC RESERVE	SUPPLIES & POSTAGE	101-172-727.000	43.74
		43606		SUPPLIES & POSTAGE	101-191-727.000	351.96
		43606		SUPPLIES & POSTAGE	101-192-727.000	0.60
		43606		SUPPLIES & POSTAGE	101-209-727.000	6.00
		43606		SUPPLIES & POSTAGE	101-215-727.000	147.15
		43606		SUPPLIES & POSTAGE	101-247-727.000	45.60
		43606		SUPPLIES & POSTAGE	101-253-727.000	0.60
		43606		TAX COLLECTION	101-253-811.100	49.20
		43606		SUPPLIES & POSTAGE	101-400-727.000	4.20
		43606		SUPPLIES & POSTAGE	101-441-727.000	8.10
		43606		SUPPLIES & POSTAGE	101-722-727.000	1.20
						658.35
04/06/2023	FOA	43607	POSTMASTER	SUPPLIES/POSTAGE	536-000-727.000	311.22
		43607		SUPPLIES & POSTAGE	590-000-727.000	311.22
						622.44
TOTAL - ALL FUNDS				TOTAL OF 2 CHECKS		1,280.79

--- GL TOTALS ---

101-172-727.000	SUPPLIES & POSTAGE	43.74
101-191-727.000	SUPPLIES & POSTAGE	351.96
101-192-727.000	SUPPLIES & POSTAGE	0.60
101-209-727.000	SUPPLIES & POSTAGE	6.00
101-215-727.000	SUPPLIES & POSTAGE	147.15
101-247-727.000	SUPPLIES & POSTAGE	45.60
101-253-727.000	SUPPLIES & POSTAGE	0.60
101-253-811.100	TAX COLLECTION	49.20
101-400-727.000	SUPPLIES & POSTAGE	4.20
101-441-727.000	SUPPLIES & POSTAGE	8.10
101-722-727.000	SUPPLIES & POSTAGE	1.20
536-000-727.000	SUPPLIES/POSTAGE	311.22
590-000-727.000	SUPPLIES & POSTAGE	311.22
	TOTAL	1,280.79

04/07/2023 01:20 PM
User: SUSANC
DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 04/07/2023 - 04/07/2023

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/07/2023	FOA	43608	PERFECT PAINTER LLC	REPAIRS & MAINTENANCE	285-444-930.000	6,600.00
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		6,600.00
--- GL TOTALS ---						
285-444-930.000			REPAIRS & MAINTENANCE			6,600.00
			TOTAL			6,600.00

04/11/2023 02:07 PM
User: SUSANC
DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 04/11/2023 - 04/11/2023

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/11/2023	FOA	43609	CONSUMERS ENERGY	STREET LIGHTS	101-448-921.000	223.56
		43609		UTILITIES - ELECTRIC	206-000-920.002	44.16
						<hr/> 267.72
04/11/2023	FOA	43610	HARTLAND AREA COMMUNITY COUNCIL	PRINTING & PUBLICATIONS	101-577-900.000	150.00
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS		417.72

--- GL TOTALS ---

101-448-921.000	STREET LIGHTS	223.56
101-577-900.000	PRINTING & PUBLICATIONS	150.00
206-000-920.002	UTILITIES - ELECTRIC	44.16
	TOTAL	417.72

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
04/13/2023	FOA	17372	MISSION SQUARE	1,889.51	1,889.51	0.00	Open
04/13/2023	FOA	17373	MISSION SQUARE	3,335.42	3,335.42	0.00	Open
04/13/2023	FOA	17374	MISSION SQUARE	1,973.62	1,973.62	0.00	Open
04/13/2023	FOA	DD8438	BEDUHN, TIMOTHY L.A.	1,995.00	0.00	1,541.09	Cleared
04/13/2023	FOA	DD8439	BERNARDI, MELYNDA A	1,300.46	0.00	1,014.08	Cleared
04/13/2023	FOA	DD8440	BROOKS, TYLER J	2,622.73	0.00	1,859.51	Cleared
04/13/2023	FOA	DD8441	CARRIGAN, AMANDA K	468.79	0.00	413.01	Cleared
04/13/2023	FOA	DD8442	CASE, SUSAN E	1,963.08	0.00	1,213.56	Cleared
04/13/2023	FOA	DD8443	CIOFU, LARRY N	2,856.09	0.00	2,072.05	Cleared
04/13/2023	FOA	DD8444	DRYDEN-HOGAN, SUSAN A	3,777.57	0.00	2,689.83	Cleared
04/13/2023	FOA	DD8445	HORNING, KATHLEEN A	2,856.09	0.00	1,994.73	Cleared
04/13/2023	FOA	DD8446	HUBBARD, TONYA S	1,789.88	0.00	1,297.19	Cleared
04/13/2023	FOA	DD8447	JOHNSON, LISA	1,971.90	0.00	1,223.45	Cleared
04/13/2023	FOA	DD8448	KENDALL, ANTHONY S	96.00	0.00	88.64	Cleared
04/13/2023	FOA	DD8449	LANGER, TROY D	3,767.92	0.00	2,650.98	Cleared
04/13/2023	FOA	DD8450	LOFTUS, DANIEL M	719.89	0.00	619.94	Cleared
04/13/2023	FOA	DD8451	LOUIS, CASEY	940.59	0.00	728.07	Cleared
04/13/2023	FOA	DD8452	LUCE, MICHAEL T	3,656.46	0.00	2,688.68	Cleared
04/13/2023	FOA	DD8453	MORGANROTH, CAROL L	2,059.46	0.00	1,594.65	Cleared
04/13/2023	FOA	DD8454	NIXON, MITCHELL A	1,824.00	0.00	1,418.32	Cleared
04/13/2023	FOA	DD8455	SHOLLACK, DONNA M	2,156.60	0.00	1,639.49	Cleared
04/13/2023	FOA	DD8456	SOSNOWSKI, SHERI R	1,937.75	0.00	1,503.80	Cleared
04/13/2023	FOA	DD8457	VERMILLION, KAREN L	1,928.88	0.00	1,396.63	Cleared
04/13/2023	FOA	DD8458	WEST, ROBERT M	4,266.67	0.00	2,571.55	Cleared
04/13/2023	FOA	DD8459	WYATT, MARTHA K	3,079.66	0.00	2,005.25	Cleared
04/13/2023	FOA	EFT675	FEDERAL TAX DEPOSIT	11,179.84	11,179.84	0.00	Cleared

Totals:		Number of Checks:	026	66,413.86	18,378.39	34,224.50
Total Physical Checks:			3			
Total Check Stubs:			23			

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 04-04-23 Hartland Township Board Regular Meeting Minutes

Date: April 13, 2023

Recommended Action

Move to approve the Hartland Township Board Regular Meeting Minutes for April 4, 2023.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

4-4-23 HTB Minutes - DRAFT

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

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

4. Approval of the Agenda

Move to approve the agenda for the April 4, 2023 Hartland Township Board Meeting as presented.

Motion made by Trustee O'Connell, Seconded by Clerk Ciofu.

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

Voting Nay: None

Absent: None

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the April 4, 2023 Hartland Township Board Meeting as presented.

Motion made by Treasurer Horning, Seconded by Trustee Petrucci

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

Voting Nay: None

Absent: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 03-21-23 Hartland Township Board Regular Meeting Minutes
- d. Confirm the Supervisor's Appointment – Melanie Bartley to Zoning Board of Appeals (04/04/23-12/31/24)
- e. Confirm Supervisor's Appointment – Jon Dehanke as the authorized representative to conduct liquor license inspections for Hartland Township (04.04.2023-3.31.2024)
- f. Ratify Hiring of A. Carrigan as Hartland Township Assessor

7. Pending & New Business

- a. Site Plan/PD Application #23-003, Planned Development (PD) Concept Plan with a detached single-family residential community and commercial area (Highland Reserve Planned Development)

Supervisor Fountain gave a brief overview of the Planned Development (PD) concept plan process, stating the the applicant has already been before the Planning Commission (PC) with the concept plan and this is the next step of presenting the concept plan to the Board. He stated that tonight is an informational session where ideas, questions, concerns, and feedback for the applicant will be discussed. Supervisor Fountain then invited the applicant, Mike West of Green Development Ventures, to the podium and turned the meeting over to Planning Director Troy Langer. Director Langer gave a brief overview of the property location and size and stated this property was shown as a Special Planning Area on the Future Land Use Map. The applicant is looking at a Planned Development for this property. He then reviewed the first stage of the PD process, which is the conceptual review. In this phase the applicant presents his ideas for a development, which were reviewed by the PC at their March 23rd meeting. He then presented a site plan drawing and briefed the Board on certain specifics of the plan, stating it was a design for 100 homes with a 1.9 acre corner parcel being a commercial area that would be owned by a separate owner. He stated the project was all single-family homes but has two separate components, rentals, and owner-occupied homes. The homes would be the same, but of 100 homes, 65 would be owner-occupied and 35 would be rentals. There was no formal decision on the concept plan by the PC and there is not a formal decision to be made by the Board tonight. If comments are favorable to the applicant they may move on to the next step in the process, the preliminary phase. Director Langer stated this is where the applicant would provide more details and where we would need to have the information on the commercial portion of the project. The PC would hold a public hearing on the project to discuss the project and the PC would make an actual recommendation to the Board. The preliminary plan would then come to the Board for for review and, if approved, the project would go to the final stage of the PD process, which would deal with the master deed, easements, etc., which is commonly referred to as the legal stage of the project. Final plans would go to the PC as well as the Board.

The PC had some issues with the commercial portion of the project, and the property owner was at the PC meeting and stated he would be working on defining this for the preliminary stage. The PC also discussed some concerns regarding the rentals and the various phases of the project, noting the first phase was mostly rentals. There were also some questions regarding the pathways and the pathways maintenance regarding the rentals and owner-occupied residents. Applicant West reviewed the unique development concept for this project with the normal owner-occupied homes and the rental homes. The rentals are to the northern portion of the property intentionally to create a transition from M-59, the Redwood property to the west, and the commercial property, into the internal portion of the development. He stated that the rental concept has been extremely popular in several other communities they have in development phases. The rentals would be single family homes where the grounds would be maintained by a management company, with underground irrigation, mowing, no fences, and no external accessory buildings or pools. The back of the homes would face M-59 and by not allowing these accessory structures in the lease agreements. and with the additional berms and landscaping, it would provide a nice view from M-59. Applicant West stated rentals would be in the \$2300 -\$2500 range. The same owner-occupied homes will start with a few homes 1250 sq. ft. and go up to 2200 sq. ft., and would be three to four bedrooms, two to three baths and two to three three car garages with full driveways. There would be two management companies, one for the rentals, and a homeowner’s association for the site plan condominiums with a master deed for maintenance. He indicated the site has 40% open space available for both rentals

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

April 04, 2023 – 7:00 PM

and owner-occupied residents and there is a series of trails throughout the property that would connect to the sidewalks within the interior road network. There will be sidewalks on both sides of the roads as well as along the frontage of Highland Road. The sidewalks that will extend into the open space will be defined by decorative vinyl fencing, but as it gets closer to the natural areas it would transition into a mowed trail, with strategically placed benches along the trails. Treasurer Horning inquired as to whether the applicant has done this rental concept in any other developments and the applicant responded they did a twelve single family rental development in Three Rivers that rented out before they were built. Supervisor Fountain inquired as to whether the dead-end roads in the project were designed to interconnect with developments to the east and south. The applicant stated that they would, as they knew the property to the east was vacant and had some developments plans and that the owner of the property that they are purchasing the land from requested a stub to the south. Supervisor Fountain inquired as to whether the units would have basements and the applicant stated that his preference is to have basements, but it will depend on grading and water tables, but he suspects most of the units will have basements. Trustee Germane inquired as to whether the east entrance to the development, Abernethy St., will line up with the Redwood development entrance to the west and Director Langer stated that was the intent. Trustee Germane also inquired as to the applicant's intent regarding the tree line on the east side of the property and the applicant stated that where the trees are alive, and worthy of preservation, he would like to keep them. Trustee Germane inquired of Director Langer as to any plans for the property to the south of this parcel and Director Langer stated that this was the Hartland Glen golf course property, and it was premature to comment on any plans for that property at this time.

Trustee O'Connell stated she had a concern regarding the safety of the residents regarding the five-foot setbacks in light of the Hartland Deerfield Fire Authority (HDFFA) letter, and inquired as to whether the Three Rivers project was 100% occupied. The applicant stated that the Three Rivers project was 100% occupied and that he has another project in Woodhaven that was just approved and a couple more in Michigan and a couple more in northern Indiana. Trustee O'Connell stated she is looking for more entry level homes that young families can purchase at a reasonable price point rather than more rentals. The applicant stated that they hoped to be at that price point with the owner-occupied homes in the upper two hundred to low three hundred thousand range but the evolution to rental homes in their business model is just reflecting the market. The demand was so high they started going into a single deed concept for these detached rentals. The applicant stated that they are proposing five-foot yard setbacks on the site condominium portion and ten-foot separation on the rental portion which brought up concerns with the Fire Marshall and the PC. He went on to explain that the site condominium lots are 60 foot wide, and his home plans will range from 34 foot wide to 50 foot wide and they are not putting up 50 foot wide homes on all lots, as they will have a variety of home sizes. The applicant distributed sketches of site plans for Abernethy St. and Melsetter St. that showed the variety of homes and the various separations between homes that is anticipated for this project. Clerk Ciofu inquired as to the northeast corner of the property open space area on M-59 with regards to site lines from M-59 to the owner-occupied homes just south of this open space. The applicant stated that berms and evergreen trees will screen the backs of these homes on M-59. Clerk Ciofu was also concerned with this being the first development east of US-23 that does not have a commercial sort of buffer before the residential development and with the residential bordering M-59 on the northeast corner, several of the homes may wind up with large commercial buildings in their backyard if the property to the east is developed with a commercial development buffer along M-59 as we have seen in many of the proposed plans for that property. The applicant stated he does not know what the development plans are for the property to the east but, would assume, if developed, there would be some screening requirements near these homes. Trustee Petrucci inquired as to whether the roads are going to be curbed roads and whether the sidewalk is an extension of the road. The applicant responded that the roads will be built to Livingston County standards as they are proposing these as public streets and stated that

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

April 04, 2023 – 7:00 PM

the sidewalks will be at the edge of the right-of-way with a ten-foot green space between the sidewalk and the road. Supervisor Fountain inquired as to whether there has been any discussion with the property owner to the east as to aligning the roads with their plans. The applicant stated they have had no conversations with that property owner but, stated that basically the first development would determine where the connection would come in between property owners. He did state that the three-phase development on the concept plan may change with the preliminary plan. Supervisor Fountain also inquired as to the maintenance of Hartland Glen Lane and Director Langer stated that this is a private road that is part of the Redwood property and Redwood and Hartland Glen would be responsible for this road maintenance. Supervisor Fountain stated there should be a long-term maintenance plan for Hartland Glen Lane. Trustee McMullen stated she would rather see the rentals as starter homes rather than rentals. She was also concerned that with no large play structures allowed for the rentals that are designed for families, where would the children play. She suggested adding a small park area within the complex, and the applicant stated he would be willing to look at this. Trustee McMullen was also concerned with the long-term aspects of the rentals should they no longer be a viable product and issues that would be involved in converting them to owner-occupied homes, such as lot lines. The applicant stated that in that case, they would create a single condominium where you could sell the home and the exterior grounds would still be part of the overall homeowner’s association. Director Langer stated you could also create site condos for the rentals by creating a boundary line between the units that would be the same as the owner-occupied homes. Director Langer and the applicant stated that there are tax advantages to the rentals but did not go into much detail on this matter.

b. Hartland Township Community Project Funding – ARPA

Manager West gave a brief overview of the ARPA Community Project Funding Initiative stating that the American Rescue Plan Act (ARPA) provided the Township with federal funding and, in an effort to distribute these funds to our community civic organizations we created the Community Projects Funding Initiative. He stated we sent out applications to all of our Civic Community organizations and received eleven applications for projects to be funded. We have developed contracts for ten of the organizations, as one of the applicants suggested the Township purchase and install the project so a contract was not needed for that project. The contract basically passes on the ARPA guidelines to the community organization and as long as they abide by, on our behalf, by the ARPA guidelines we can send them a check and get documentation of the intent of the civic organization to complete the specific project. We are looking at one single resolution for all of the contracts. Manager West is recommending funding for all eleven projects at a cost of \$82,852, slightly above the \$75,000 budgeted for this Initiative. Manager West reviewed the list of Civic organizations and their projects with the Board. Trustee McMullen inquired as to a time frame and Manager West stated that we will have to commit to where we are spending the ARPA funds by the end of this year. The actual allocation has to be completed by December 31, 2024.

Move to adopt the resolution authorizing distribution of Hartland Township ARPA funds as part of the Community Projects Funding Initiative in the total program amount of \$82,852.00.

Motion made by Clerk Ciofu, 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

Absent: None

Motion passes 7-0-0

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

April 04, 2023 – 7:00 PM

c. 2023 Hartland Township Liquor License Inspections Agreement

Manager West stated that the State of Michigan collects funds from liquor license establishments in Hartland Township and reallocates a portion of these funds back to the Township to perform liquor license inspections. We are looking at a unique opportunity of how we can conduct a proactive approach and educate businesses in order to help them, rather than just monitoring what is wrong with their business. Working with the HDFA, Captain Jon Dehanke has offered to perform these services since he already is conducting business inspections as part of the HDFA. Manager West stated we have developed an annual contract to pay the HDFA \$125 per active liquor license in the community to conduct liquor license inspections. The contract will also include two different training sessions in conjunction with the Livingston County Sheriff's Department (LCSD), one for the business owners to help them understand the process, and the second for potential servers in the community to become more familiar to what to look for in serving liquor in the community.

Move to approve the Agreement with the Hartland Deerfield Fire Authority to perform liquor license inspections within the community as presented.

Motion made by Trustee Germane, Seconded by Treasurer Horning.

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

Voting Nay: None

Absent: None

d. Assessing Consulting Services Agreement

Manager West stated Assessor Jim Heaslip has retired but, has offered to provide consulting services to help onboard the new Assessor on an "as needed" basis. We will be contracting with his business, Pioneer Appraisals, for assessing consulting services for up to 50 hours worth of service.

Move to approve the Contract with Pioneer Appraisals, Inc. for assessing consulting services as presented.

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

Absent: None

e. Township Fence and Sign Painting Contract

Manager West gave a brief overview of the rehabilitation of the Ore Creek fencing and street-lights, the Rotary sign at Ore Creek, and the Park Sponsorship signs. The goal is to get this done prior to the Memorial Day Parade in May. The original proposed budget for the fence painting of \$6500 was increased to \$13,200 to include the street-lights and the signs, which need some wood replacement. Manager West is recommending this be funded with ARPA funds. Clerk Ciofu inquired as to whether this would include the repair work needed on the fence and Manager West stated that he believed we will be able to straighten out the fences as they are somewhat flexible.

Move to approve the Township standard contract for Perfect Painter LLC for fence and sign painting in the amount of #13,200 as presented.

Motion made by Treasurer Horning, Seconded by Trustee Germane.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

April 04, 2023 – 7:00 PM

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

f. Automated External Defibrillator (AED) Approval

Manager West stated, in reviewing our recreation contracts with our recreation partners, it was requested that Automated External Defibrillator (AED) units be placed at our sports parks and we determined that this was appropriate and included one for Settler's Park and the HERO Teen Center. He stated we have worked with the HDFA to secure their pricing and they will purchase the AED units and the exterior cabinets to house them and they will invoice the Township. Manager West is recommending using ARPA funds for this purchase. Treasurer Horning inquired as to whether each of the recreation partners would have a key for the AED cabinets and Manager West responded that at the sports parks, the units will be installed in the concession stands primarily for the high probability they would be used at one of their events. At Settler's Park, we are considering a heavy-duty cabinet to be mounted over the drinking fountain that will be monitored by the security camera at the park. The AED units will be removed in the winter as they are battery powered.

Move to authorize the Township Manager to execute a purchase agreement with the Hartland Deerfield Fire Authority for four (4) AED units as presented in the amount of \$6,989.92.

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

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

8. Board Reports

Trustee O'Connell - Stated that HDFA Fire Chief Adam Carrol notified her that the new HDFA fire truck arrived yesterday if you were interested, stop by the HDFA to see it.

Trustee McMullen - No report.

Trustee Petrucci - No report.

Clerk Ciofu - Ballots for the voters on the Permanent Absentee Voter (AV) list went out last week and we are already starting to receive ballots back. He stated that we have issued more AV Ballots for this Special Election than we had total voters the last time this proposal was on the ballot. The Special Election will be held on May 2, 2023. He also stated the Clerk's office did over 460 passports last fiscal year compared to around 300 the previous fiscal year.

Treasurer Horning - No report

Trustee Germane - No report.

Supervisor Fountain - Stated the Large Item Clean Up Day will be held on May 20th from 9:00 a.m. to 1:00 p.m. at the Hartland High School parking Lot and the Cemetery Clean Up Day will be April 15th from 9:00 a.m. to 12:00 noon starting at Hartland Cemetery.

[BRIEF RECESS]

9. Information / Discussion

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

April 04, 2023 – 7:00 PM

a. Manager's Report

Manager West stated we have been exploring our gravel mining zoning provisions within our current ordinance and what could possibly occur within the township. He stated there is nothing major to report at this time but we may have a work session on this topic in the near future. He stated we are participating in the opioid settlement because our State Representatives are encouraging us to do so, but we would expect less than \$2000 from this and it is very specific as to what these funds could be spent on. As Hartland Township has nothing we really could spend this money on, we will likely give this money to some organization at the County level that can spend this money on qualified items. Manager West stated we are having a draft solar ordinance go to our Ordinance Review Committee, to be proactive on this issue. He also stated that our recreation partners are exploring the feasibility of a potential indoor facility within the Township. Manager West reminded the Board that on April 6th the Livingston County Board of Public Works (LCBPW) meeting will be at 8:00 a.m. and he thinks there is a high probability that a proposed agreement on the septage receiving station will be presented. Supervisor Fountain asked Manager West to have a roll call vote taken if any formal action is taken by the LCBPW at this meeting. Also on April 6th is the joint PC/Board Special Meeting at 7:00 p.m. Manager West will review the REU situation and provide updates on the water and sewer districts. Director Langer will then provide an update for what would that look like for our future development, zoning map, future land use map, and bonus density considerations. Manager West stated he will not be at the first May Board meeting. A discussion was held on possible solutions that may come out of the LCBPW meeting and potential responses or actions that the Township could or would provide. The Board decided to hold a Special Meeting on Thursday, April 6th at 6:30 p.m. to discuss the Livingston County Septage Receiving Station.

10. Adjournment

Move to adjourn the meeting at 8:40 p.m.

Motion made by Clerk Ciofu, Seconded by Trustee McMullen.

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

Voting Nay: None

Absent: None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director

Subject: Rezoning Application #23-001 (Bergin Road and Old US-23)

Date: April 11, 2023

Recommended Action

Move to Approve the rezoning as outlined in the Staff Memorandum and Resolution

Discussion

Applicant: Szerene Land, LLC

Rezoning Request

The applicant is requesting to rezone one (1) parcel from CA (Conservation Agricultural) to LI (Light Industrial). The subject property is approximately 158.8 acres in size (Parcel ID #4708-33-100-020).

Site Description

The subject property, an approximate 158.8-acre undeveloped parcel, is west of Old US-23 and south of Bergin Road in Section 33 of the Township (Parcel ID #4708-33-100-020). The property has approximately 1,941 feet of frontage on Bergin Road and approximately 3,342.85 feet of frontage along Old US-23, which are both public roads. On the south, a portion of the property abuts Lenny Neuman Drive, which is a private drive.

Background Information

The Township Planning Department does not have information on how the property has been used in the past. However, it is assumed the property has been used for agricultural purposes.

The Planning Commission recommended denial of the rezoning request at the February 9, 2023 regular meeting. The Livingston County Planning Commission recommended disapproval at the March 15, 2023 regular meeting.

Approval Procedure

Section 7.4 of the Hartland Township Zoning Ordinance outlines the process for a Zoning Map Amendment, or more commonly a “rezoning” of property. Essentially, the Township Board is the body that makes the final decision regarding a rezoning; however, the Planning Commission shall forward a recommendation to the Township Board. The Township Board may adopt the proposed rezoning, with or without modifications, or refer it back to the Planning Commission for further study and report. As a result, upon a recommendation from the Planning Commission, this request will be forwarded to the Township Board for a determination.

Although the process as noted above states the Planning Commission reviews the amendment request and makes a recommendation to the Township Board and the Township Board makes a decision, past practices for rezoning requests has included an interim step between the Planning Commission’s recommendation and the Township Board’s decision. In the alternate process the Planning Commission holds a public hearing and may recommend approval, disapproval, or approval with conditions. A copy of the Planning Commission minutes, and evidence of the public hearing is then sent to the Livingston County Planning

Commission for review and action. After the Livingston County Planning Commission has made a recommendation, the request is then forwarded to the Township Board for a final decision.

Per the Hartland Township Zoning Ordinance (Section 7.4) and the State Enabling Act, a public hearing is required for a rezoning request. Given the requirements for publishing a notice for the rezoning request, the public hearing has been scheduled for the February 9, 2023, Planning Commission meeting.

The rezoning request will be reviewed using the criteria outlined in Section 7.4.3 (Zoning Map Amendment Criteria). A review of the Comprehensive Plan and Future Land Use Map will also be presented in this memorandum as it relates to the rezoning request.

Zoning Districts

Following is a discussion of the current and proposed zoning categories. Currently the subject property is zoned CA (Conservation Agricultural; Section 3.1.1). The request is to rezone the property to LI (Light Industrial; Section 3.1.16). The 2020-2021 Amendment to the Hartland Township Future Land Use Map designates this property as Medium Urban Density Residential.

Zoning regulations are provided as attachments for the zoning districts as noted above, specifically regarding the permitted principal and special land uses for each district.

Current Zoning

The subject property is currently zoned CA (Conservation Agricultural). The Hartland Township Zoning Ordinance under Section 3.1.1, Intent of the CA District, states:

The intent of the “CA” Conservation Agricultural District is broad in scope but specific in purpose: to protect vital natural resources (for example, high water quality supplies, flood-prone areas, stable soils, significant stands of vegetative cover, substantial wetlands) and to protect lands best suited for agricultural use from the encroachment of incompatible uses which would cause such land to be taken out of production prematurely, while designating an area appropriate to low density single family residential development that does not alter the general rural character of the District.

The standards in this district are intended to assure that permitted uses peacefully coexist in a low density setting, while preserving the rural-like features and character of certain portions of the Township. Low density residential development is further intended to protect public health in areas where it is not likely public water and sewer services will be provided.

It is further the intent of this District to permit a limited range of residentially-related uses, and to prohibit multiple family, office, business, commercial, industrial and other uses that would interfere with the quality of residential life in this district. This District is intended to correspond to the Estate Residential future land use category of the Comprehensive Plan.

Proposed Zoning

The proposed zoning is LI (Light Industrial). The Hartland Township Zoning Ordinance under Section 3.1.16, Intent of the SR District, states:

The LI, Light Industrial District is designed so as to primarily accommodate industrial parks, wholesale activities, warehouses, and industrial operations whose external physical effects are restricted to the area of the district and in no manner detrimentally affect any of the surrounding districts. The LI District is so structured as to permit, along with any specified uses, the manufacturing, compounding, processing, packaging, assembly and/or treatment of finished or semifinished products from previously prepared material. It is further intended that the processing of raw material for shipment in bulk form, to be used in

an operation at another location is not to be permitted.

Following is a chart listing the lot requirements for CA and LI zoning districts and lot information for the subject parcel:

Zoning District	Lot Area	Lot Width
CA	10 acres (farm dwelling)	300 feet
CA	2 acres (Single-family detached dwelling)	200 feet
LI	40,000 sq. ft.	120 feet
Subject parcel	158.8 acres	1,941 feet on Bergin Road 3,342.85 feet on Old US-23

Land uses and zoning districts for properties adjacent to the subject parcel for the rezoning request are as follows:

North: LI (Light Industrial)
Hartland Commerce Center – north of Bergin Road

South: CA (Conservation Agricultural)
Single-family residences

East: LI (Light Industrial); I (Industrial); and CA (Conservation Agricultural)
East of Old US-23 – Mix of LI and I businesses, and one vacant CA parcel

West: CA (Conservation Agricultural)
Single-family residences

Comprehensive Plan

The 2020-2021 Amendment to the Hartland Township Future Land Use Map (FLUM) designates the subject property as Medium Urban Density Residential. The 2020-2021 Comprehensive Plan Amendment document has the following comments regarding this category:

Medium Urban Density Residential

General Location. The areas adjacent to Round, Handy, and Maxfield Lakes, Millpointe subdivision, and Cobblestone Preserve site condominiums, are all located in the Medium Urban Density Residential designation. The undeveloped land northwest of the Clark and Dunham intersection, as well as southwest of the Old US-23 and Bergin Road interchange, is part of this designation which when combined totals approximately 935.13 acres.

Intended Land Uses. The Medium Urban Density Residential designation is intended to reflect the existing densities and character of the identified areas and to provide opportunities for new development that is consistent with the referenced neighborhood patterns.

Characteristics. In the Medium Urban Density Residential areas, land can be developed at a density of approximately two (2) or three (3) dwelling units per acre. Lot sizes are anticipated to be 8,000 to 20,000 square feet per dwelling.

The 2020-2021 Amendment to the Future Land Use Map designations for properties adjacent to the subject

site for the rezoning request are as follows:

North: Planned Industrial Research and Development (PIRD) – north of Bergin Road

South: Medium Suburban Density Residential

East: Planned Industrial Research and Development (PIRD) – east of Old US-23

West: Medium Suburban Density Residential

Zoning Map Amendment Criteria (Section 7.4.3)

The Hartland Township Zoning Ordinance, under Section 7.4.3. provides the Planning Commission and Township Board with the following criteria to consider in making its findings and recommendation and decision:

Section 7.4.3.A. Consistency with the adopted Comprehensive Plan (2020-2021 Comprehensive Plan Amendment).

This criterion requires examination of not only the Future Land Use Map, but the language in the Comprehensive Development Plan.

The 2020-2021 Amendment to the Hartland Township Future Land Use Map designates the subject property as Medium Urban Density Residential. Per the 2020-2021 Comprehensive Plan Amendment, this zoning designation includes somewhat older, single-family subdivisions around Round, Handy and Maxfield Lakes. Generally speaking, the predominant zoning category for each of these subdivisions is SR (Suburban Residential). Cobblestone Preserve Planned Development (PDSR) was approved as a single-family residential Planned Development using SR (Suburban Residential) as the underlying zoning district regarding lot size and lot width. The development was approved in 1999 under SP #269. The zoning category designation for Cobblestone Preserve PD is PDSR (Planned Development Suburban Residential).

In referring to the Comprehensive Development Plan, the subject property is to be developed as single-family residential neighborhoods, using the density allowed for the Medium Urban Density Residential designation. The proposed rezoning request, to rezone the property to LI (Light Industrial), is not consistent with the FLUM and Comprehensive Plan. In order to facilitate the proposed rezoning, the FLUM and Comprehensive Plan should be amended to accommodate the LI district.

Section 7.4.3.B. Compatibility with the site's physical, geological, hydrological and other environmental features.

Currently the property is undeveloped, and the assumption is that the property or portion thereof has been farmed in the past. Based on aerial photography imagery, the property consists of wetland areas, open fields, and wooded areas. A natural features inventory has not been completed at this point to verify wetland areas on the site. A wetland map created by the Michigan Department of Environment, Great Lakes, and Energy (EGLE) indicates potential wetland areas exist in several locations on the property. Future development of the property may require verification of wetland areas to determine their regulatory status.

The Planning Commission may request the applicant to provide a natural features inventory to adequately identify the size and location of any/all regulated wetland areas, as well as any other significant natural features, prior to making a decision on the rezoning request. Any wetland delineation should be verified and accepted by EGLE.

Section 7.4.3.C. Reasonable return on investment with current classification of CA

The applicant has not indicated what the future development plans are for the subject property if rezoned to LI (Light Industrial). Per the applicant's summary, properties to the north and east are zoned LI (Light Industrial), and the subject property is not marketable or economically feasible to develop and use as currently zoned (CA-Conservation Agricultural). Supporting documentation regarding this claim has not

been provided by the applicant. The applicant further states that property is sizable and needs to be developed and used for more marketable uses such as self-storage, and other uses permitted in the LI district.

The applicant has not provided detailed information on how the property cannot be utilized under the current zoning classification. The applicant has provided a letter, dated December 1, 2022, which indicates the property is not marketable or economically feasible to develop under the current zoning. However, no additional documentation was submitted to support this statement. In addition, the Township Assessing Department has real estate listing information from several prior years that the subject property has been marketed for both industrial, as well as residential, uses in the past.

Section 7.4.3.D. Compatibility of all potential uses allowed in the proposed LI District with surrounding uses and zoning.

The subject property is a corner lot and is bounded by Bergin Road on the north and Old US-23 on the east. Essentially each road acts as a boundary between industrial-oriented uses and single-family residential uses. Industrial zoned parcels (LI or I) are on the opposite side of the road from the subject property, and parcels zoned as single-family residential (CA) are directly abutting the subject property. The FLUM supports this development pattern as well, with single-family residential designations for areas south of Bergin Road and west of Old-US 23. Industrial designations (PIRD) are shown on the FLUM for areas north of Bergin Road and east of Old US-23.

Properties on the east side of Old US-23 are zoned LI, I, and CA. The properties zoned LI and I include Carleton Equipment Dealership (Bobcat/Kubota dealership -zoned LI), Livingston County Concrete (zoned LI and I), self-storage facility (zoned I), Stone Pro Landscape supply (zoned I), and Beauchamp Water Treatment (zoned I). One vacant CA parcel is found at the southern end of those businesses.

North of Bergin Road the properties are zoned LI and include Hartland Commerce Center and Beacon Building Products.

Properties that are directly adjacent to the subject property (west and south), are zoned CA, and are currently used as single-family residences. Further to the west and south, and to the limits of Hartland Township, the current zoning is CA and SR (Meadowview Estates).

The Planning Commission will need to determine if the permitted uses in the LI zoning district are compatible with the existing and potential surrounding uses. The intent of the LI district indicates the “district is designed so as to primarily accommodate industrial parks, wholesale activities, warehouses, and industrial operations whose external physical effects are restricted to the area of the district and in no manner detrimentally affect any of the surrounding districts.” However, this is primarily based on the existing zoning and future land use map designated areas. The proposed rezoning would further extend a light industrial development into existing and future residential areas. The subject property would be surrounded by residential properties on the south and west. The Planning Commission will have to determine if this proposed rezoning would be compatible with the surrounding uses and zoning.

Section 7.4.3.E. Capacity of infrastructure and other public services and street system.

Municipal water and sanitary sewer are not available at this time. The Township DPW Director has provided his comments in the letter dated January 31, 2023.

The street system currently consists of Old US-23 and Bergin Road. Both roads are under the jurisdiction of the Livingston County Road Commission (LCRC). There has not been a traffic impact study indicating that these roads could adequately support permitted uses in the LI (Light Industrial) zoning category. Stormwater management is under the jurisdiction of the Livingston County Drain Commission (LCDC).

Section 7.4.3.F. Capability of the street system to accommodate the expected traffic generated by uses allowed in the requested zoning district.

Road access to the subject site could be provided via Bergin Road and Old US-23. Old US-23 is classified as a Major Collector route in the Comprehensive Plan and serves as a major north-south road in the Township. Bergin Road may be considered a Minor Collector based on the definition in the Comprehensive Plan.

A traffic impact study was not submitted as part of this request. Future development of the property could require an analysis of traffic impacts. Road improvements are under the jurisdiction of the Livingston County Road Commission. The applicant has not provided any information on whether the existing street system could adequately accommodate development in the proposed LI district. There is no information on how this may impact surrounding properties. The Planning Commission may consider the applicant provide a detailed traffic impact study and that study be reviewed by the Livingston County Road Commission.

Section 7.4.3.G. Apparent demand for uses permitted in the requested zoning district.

The applicant has mentioned that the property could be used for self-storage establishments and other uses permitted in the LI district; however, the applicant has not provided information regarding the demand for uses in the LI zoning district. Rezoning the subject property from CA to LI would essentially remove 158.8 acres of land from the Medium Urban Density Resident designation on the FLUM, thus reducing the area allotted to single-family residential developments. The FLUM shows a combined total of approximately 935.13 acres with the Medium Urban Density Residential designation.

On the Future Land Use Map, approximately 627.3 acres of the Township are designated as Planned Industrial Research and Development (PIRD), for light industrial and industrial uses. Generally, those areas are at the Clyde Road and US-23 interchange, and the Old US-23 area (near Bergin Road and Old US-23). The areas shown proximate to Old US-23 are east of Old US-23 and north of Bergin Road, similar to the current zoning patterns. The Planning Commission may need to consider if additional land is needed for current and future light industrial uses in this area of the Township, versus current and future demands for single-family residential uses. The applicant has not provided any information on the apparent demand for uses in the requested zoning district. The Planning Commission can certainly request additional information that show such demand.

Section 7.4.3.H. Ability to comply with zoning regulations.

Any future development of the property will require compliance with the current Zoning Ordinance standards and requirements. The site may contain potentially State-regulated wetlands. Without further information the Township cannot determine if the property is sufficiently large enough to accommodate light industrial development outside of any regulated wetlands on the property.

Section 7.4.3.I. Appropriateness of the requested zoning district.

The proposed LI zoning classification does not align with the 2020-2021 Amendment to the Hartland Township Future Land Use Map designation of Medium Urban Density Residential for the subject property. The FLUM shows the PIRD designation for properties east of Old US-23 and north of Bergin Road, and single-family residential designations for the subject site and areas adjacent to the site. This is similar to the current development patterns, with a separation of industrial-oriented uses and single-family residential uses, via the existing road system (Bergin Road and Old US-23). Uses permitted in LI seem to be incompatible with the existing and future residential developments adjacent to the subject site. LI uses could detrimentally affect the surrounding residential properties.

This standard requires the Planning Commission, and ultimately, the Township Board, to determine that the proposed zoning classification is considered to be more appropriate than any other zoning classification.

Section 7.4.3.J. Amendment of permitted or special uses versus rezoning.

The applicant has not identified a specific use that would be part of this rezoning request, other than the potential of a self-storage facility. Generally, it is not advisable for the Township to only consider one of the permitted uses that are permitted in a proposed rezoning request.

As a result, the Planning Commission should consider all permitted uses in the proposed rezoning request and determine if the subject property is appropriate for those uses.

Section 7.4.3.K. Exclusionary and Spot Zoning Issues.

The term exclusionary zoning is generally referred to a zoning ordinance or a zoning decision that would exclude an otherwise lawful use of land. Michigan Compiled Laws (MCL) Section 125.297a of Township Zoning Act (Sec. 27a) states “[a] zoning ordinance or zoning decision shall not have the effect of totally prohibiting the establishment of a land use within a township in the presence of a demonstrated need for that land use within either the township or surrounding area within the state, unless there is no location within the township where the use may be appropriately located, or the use is unlawful.”

The Michigan State University Extension on Land Use Planning (posed on June 17, 2016 by Brad Neumann, MSU Extension) has defined “spot zoning” as: “one illegal form of rezoning is spot zoning. This practice gets its name from the appearance of small spots of different zoning districts on a zoning map that otherwise has large contiguous areas in the same zoning district around the spots.

To be considered a spot zone, the property, in most cases, must meet the following four criteria:

- The area is small compared to districts surrounding the parcel in question.
- The new district allows land uses inconsistent with those allowed in the vicinity.
- The spot zone would confer a special benefit on the individual property owner not commonly enjoyed by the owners of similar property.
- The existence of the spot zone conflicts with the policies in the text of the master plan and the future land use map.

Section 7.4.3.L. Submittal of similar request within one year.

A similar rezoning request has not been submitted within one year.

Section 7.4.3.M. Other Factors.

The Planning Commission and/or the Township Board may consider other factors that it deems appropriate.

Rezoning #23-001 (Bergin Road and Old US-23)

April 11, 2023

Page 8

Hartland Township DPW Review

Comments from the Hartland Township DPW Director are summarized in the letter dated January 31, 2023.

Hartland Township's Engineer's Review

No comments.

Hartland Deerfield Fire Authority Review

No comments.

Attachments

1. Resolution No. 23-____, to Deny Zoning Map Amendment – *PDF version*
2. Livingston County Planning Commission Staff Memorandum, dated 03.15.2023 – *PDF version*
3. Hartland Township DPW letter dated 01.31.2023 – *PDF version*
4. REZ #23-001 Attorney letter dated December 1, 2022 – *PDF version*
5. Land Survey – *PDF version*
6. Aerial Photo of Subject Site – *PDF version*
7. CA Zoning District Uses – *PDF version*
8. CA Zoning District Standards – *PDF version*
9. LI Zoning District Uses – *PDF version*
10. LI Zoning District Standards – *PDF version*
11. Hartland Township Zoning Map 12.12.2012 – *PDF version*
12. 2022-2021 Future Land Use Map Amendment 04.22.2021 – *PDF version*

T:\PLANNING DEPARTMENT\PLANNING COMMISSION\2023 Planning Commission Activity\Site Plan Applications\REZ #23-001 Szerene Land LLC Old Us 23\Staff reports\Planning Commission\REZ #23-001 TB staff report TB 04.11.2023.docx



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. 23-__

RESOLUTION TO ADOPT ORDINANCE NO. _____,
ORDINANCE TO AMEND THE HARTLAND TOWNSHIP ZONING MAP

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 were offered by _____ and seconded by _____.

WHEREAS, the Michigan Zoning Enabling Act, as amended, authorizes a Township Board to adopt, amend, and repeal a Zoning Ordinance and/or sections within the Zoning Ordinance, and/or amend the Zoning Map, which regulate the public health, safety, and general welfare of persons and property; and

WHEREAS, the subject property is currently undeveloped and appears to be used for agricultural purposes and is 158.8 acres in area, with a tax parcel 4708-33-100-020; and

WHEREAS, the current zoning of the property in the CA (Conservation Agricultural) zoning district requires a minimum lot size of 2.00 acres and 200 feet of lot width; and

WHEREAS, the proposed zoning of the property to the LI (Light Industrial) zoning district requires a minimum lot size of 40,000 square feet and a minimum of 120 feet of lot width; and

WHEREAS, the Hartland Township Future Land Use Map depicts the property in the Medium Urban Density Residential category; and

WHEREAS, amending the Zoning Map, for the subject property, to the LI (Light Industrial) category, would be inconsistent with the Future Land Use Map designation; and

WHEREAS, the Township has determined that it is in the best interests of the public health, safety, and welfare to change the zoning of the subject properties; and

WHEREAS, the requested amendment to the Zoning Map would decrease the amount of land designated as Medium Urban Density Residential, on the 2020-2021 Amendment to the Future Land Use Map (FLUM), by approximately seventeen percent (17%);

WHEREAS, the Township has determined that changing the subject property to LI would further extend the Township’s Light Industrial development further into existing and future residentially developed areas; and

WHEREAS, the subject property is not adequately served by municipal water and sanitary sewer; and

WHEREAS, the Township Planning Commission reviewed the proposed rezoning of the subject property under Rezoning Application #23-001 on February 9, 2023; and

WHEREAS, the Township Planning Commission recommended denial of Rezoning #23-001 at the February 9, 2023, regular meeting; and

WHEREAS, the Livingston County Planning Commission reviewed Rezoning Application #23-001 at their regular meeting on March 15, 2023; and recommended disapproval; and

WHEREAS, the Township Board has determined that not amending the Zoning Map, as presented, is in the best interest of the public health, safety, and welfare of the Township residents.

NOW THEREFORE, be it resolved by the Board of Trustees of the Township of Hartland, Livingston County, Michigan, as follows:

1. The Ordinance attached at Exhibit A, (“Ordinance”), Ordinance No. _____, Ordinance to Deny an Amendment to the Township Zoning Map, as outlined in Ordinance ____.
2. The Ordinance shall be filed with the Township Clerk.
3. The Township Clerk shall publish the Ordinance, or a summary of the Ordinance, in a newspaper of general circulation in the Township as required by law.
4. Any resolution inconsistent with this Resolution is repealed, but only to the extent necessary to give this Resolution full force and effect.

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

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)

COUNTY OF LIVINGSTON)

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 _____, 2023.

Larry N. Ciofu, Hartland Township Clerk

EXHIBIT A

**HARTLAND TOWNSHIP BOARD OF TRUSTEES
LIVINGSTON COUNTY, MICHIGAN
DENIAL OF ZONING MAP AMENDMENT NO. _____**

THE TOWNSHIP OF HARTLAND ORDAINS:

Section 1. Denial of Amendment of Township Zoning Map. Denial of the request to amend the Zoning Map from CA (Conservation Agricultural) to LI (Light Industrial) for Tax Parcel Number 4708-33-100-020, which consists of approximately 158.8 acres, located at the Southwest corner of Old US 23 and Bergin Road, in Section 33 of Hartland Township.

Section 2. Validity and Severability. Should any portion of this Ordinance be found invalid for any reason, such holding shall not be construed as affecting the validity of the remaining portions of this Ordinance.

Section 3. Repealer Clause. Any ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 4: Effective Date. This Ordinance shall become effective immediately following publication.



**LIVINGSTON COUNTY PLANNING DEPARTMENT
REZONING REQUEST - | -
STAFF REPORT**


**CASE NUMBER:
Z-12-23**

COUNTY CASE NUMBER:	Z-12-23	TOWNSHIP:	Hartland
REPORT DATE:	March 1, 2023	SECTION NUMBER:	33
STAFF ANALYSIS BY:	Scott Barb	TOTAL ACREAGE:	158.8 acres

APPLICANT / OWNER:	Hartland Township
LOCATION:	Southwest corner of Bergin Road and Old US 23
LAND USE:	Undeveloped - Agricultural

CURRENT ZONING:	REQUESTED ZONING:
CA Conservation Agricultural	LI Light Industrial
PERMITTED/SPECIAL USES (Not all inclusive):	PERMITTED/SPECIAL USES (Not all inclusive):
<p>Permitted:</p> <p>Agriculture and farming; Single family dwellings; Essential public services; Public park and recreation areas; Private stables; State licensed facilities for care of up to 6 individuals including child day care and adult foster care; Township owned and operated water and sewer systems; Forestry; Accessory uses incidental to permitted uses.</p>	<p>Permitted:</p> <p>Vocational schools; Professional and medical offices; Business services; Commercial greenhouses; Lumber yards; Computer and data programming; Financial institutions with drive-through service; Outdoor seating and dining areas; Mini-warehouses; Any use that entails conducting design, research, testing, or experimental development.</p>
<p>Special:</p> <p>Cemeteries; Churches; Nursing homes; Golf courses and country clubs; Kennels; Sand or gravel extraction; Radio and tv transmitting towers; Landscape nurseries; Veterinary clinics; Private recreation areas; Bed & Breakfast facilities; Game preserves; Farm markets; Wildlife refuges.</p>	<p>Special:</p> <p>Child day care and adult day care centers; Urgent care facilities; Motels and hotels; Standard restaurants; Indoor tennis facilities and recreation centers; Freezer locker plants and cold storage; Major automobile repair; Outdoor storage accessory to a permitted use; Other uses that are similar in class.</p>
<p>Minimum Lot Area:</p> <p>10 acres for farms; 2 acres for single family dwellings</p>	<p>Minimum Lot Area:</p> <p>40,000 sq. ft.</p>

TOWNSHIP PLANNING COMMISSION RECOMMENDATION AND PUBLIC COMMENTS:	ESSENTIAL FACILITIES AND ACCESS:
<p>The Hartland Township Planning Commission recommended disapproval at the February 9, 2023, public hearing on the proposed rezoning. Minutes from the public hearing were not available for review at the time of this report preparation.</p>	<p>Water:</p> <p>Private water source</p>
	<p>Sewer:</p> <p>Public sewer available</p>
	<p>Access:</p> <p>Access to the property can be made from either Old US 23 or Bergin Road.</p>

EXISTING LAND USE, ZONING AND MASTER PLAN DESIGNATION:				
	Land Use:	Zoning:	Master Plan:	
Subject Site:	Vacant agricultural	CA Conservation Agricultural	Medium Urban Density Residential	
	To the North:	Hartland Commerce Center	LI Light Industrial	
	To the East:	Mix of industrial and agricultural	LI Light Industrial and Conservation Agricultural	Planned Industrial/R&D
	To the South:	Single-family residential	CA Conservation Agricultural	Medium Urban Density Residential
	To the West:	Single-family residential	CA Conservation Agricultural	Medium Suburban Density Residential

ENVIRONMENTAL CONDITIONS:	
Soils / Topography:	Various loamy sands including Conover loam (CvA), Miami loam (MoA), and Gilford (Gd) make up the majority of the site. There is a significant portion of the site on the western boundary that includes Carlisle muck (Cc).
Wetlands:	The presence of wetlands and hydric soils are located throughout the site with maps from the MDEQ as referenced.
Vegetation:	The site is currently in its natural state with open areas and native vegetation.
County Priority Natural Areas:	There is a large Priority 2 Natural Area located on the subject parcel due to the vegetation quality, quantity, and inter-connectedness of wetland areas on site.

TOWNSHIP MASTER PLAN DESIGNATION:

The Hartland Township Future Land Use Map (September 2015) designates the subject site as Medium Urban Density Residential. The Medium Urban Density Residential designation is intended to preserve the established character of the identified areas while permitting new development that is consistent with the established density. It is intended as a transitional use between high intensity and lower intensity uses. In the Medium Urban Density Residential area, land can be developed at a density of approximately one (1) acre per every two (2) to three (3) dwelling units. Lot sizes would be 8,000 to 20,000 square feet per dwelling.

COUNTY COMPREHENSIVE PLAN:

The 2018 Livingston County Master Plan does not direct future land use patterns, or development within Livingston County. Alternatively, it offers a county-wide land use perspective when reviewing potential rezoning amendments. The Land Use & Growth Management chapter of the plan includes decision-making recommendations regarding potential land use conflicts and promoting good land governance.

COUNTY PLANNING STAFF COMMENTS:

Hartland Township has submitted a petitioners request to rezone 158.8 acres of land from CA Conservation Agricultural to LI Light Industrial for the purpose of industrial development on the subject site.

Section 7.4.3 of the Hartland Township Zoning Ordinance defines the criteria for amending the zoning map within the Township. Of most concern is if the rezoning is consistent with the goals, policies, and future land use map of the Hartland Township Comprehensive Plan. The 2020-2021 amendments to the Hartland Township Future Land Use Map designate the subject property as Medium Urban Density Residential and states that the intended land uses are *‘to preserve the established character of the identified areas while permitting new development that is consistent with the established density. It is intended as a transitional use between high intensity and lower intensity uses.’*

Also, at issue is whether the proposed zoning designation is compatible with the site’s physical, geological, hydrological, and various other environmental features. The subject property has numerous wetland areas and hydric soils on site as illustrated by wetland maps from the Michigan Department of Environmental Quality. It is also noted that a large priority 2 natural area is defined on the site and has presence due to significant amounts of sensitive vegetation and the quality of that vegetation on the property. The natural area is a compliment to the existing wetland areas on the property that could pose development constraints.

The proposed LI zoning does not align with the Township Future Land Use Map designation of Medium Urban Density Residential and areas that are more appropriate for light industrial development can be found north of Bergin Road and east of Old US 23. County planning staff believes that a deviation from the Township’s Future Land Use Map would not be advisable at this time.

COUNTY PLANNING STAFF RECOMMENDATION:

DISAPPROVAL. The proposed rezoning does not comply with the overall goals and policies of the Hartland Township Comprehensive Plan and a deviation from the Hartland Township Future Land Use Map is not advisable for the proposed rezoning from CA (Conservation Agricultural) to LI (Light Industrial) at this location within the Township.

SURROUNDING LAND USES AND ZONING:



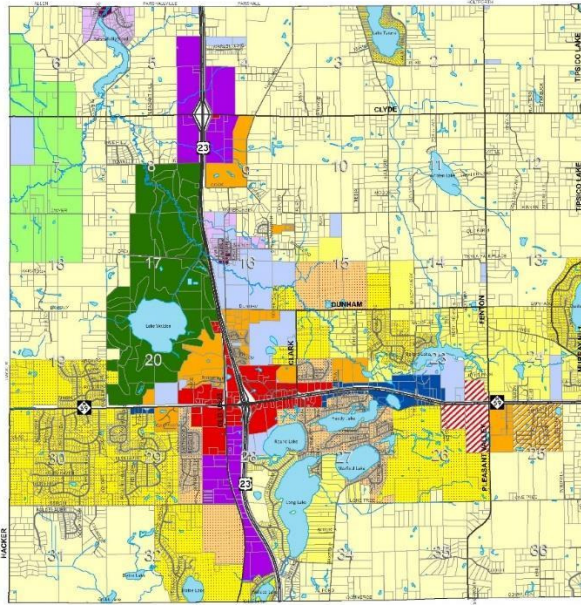
FUTURE LAND USE MAP:



Hartland Township
Livingston County, MI

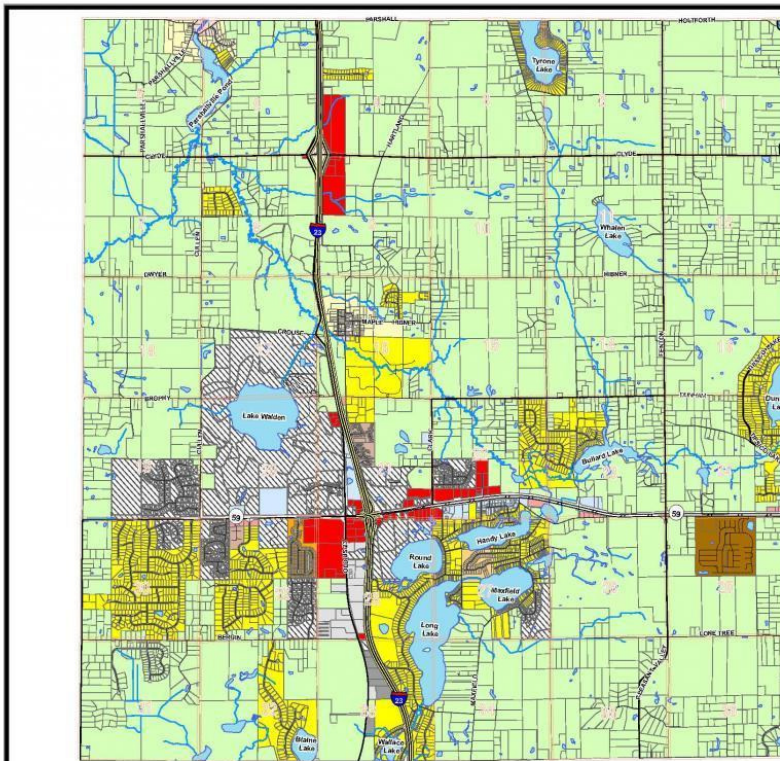
FUTURE LAND USE MAP
Adopted September 1, 2015

- Future Land Use Categories**
- Commercial
 - Estate Residential
 - High Density Residential
 - Low Suburban Density Residential
 - Multiple Family Residential
 - Medium Suburban Density Residential
 - Medium Urban Density Residential
 - Office
 - Planned Industrial / R & D
 - Public / Quasi-Public
 - Residential Recreation
 - Rural Residential
 - Special Planning Area
 - Village Commercial
 - Village Residential



Map Created By: Hartland Township Planning Department
Baseemap Source: Livingston County
Recommended for Approval by the Hartland Township Planning Commission on July 30, 2015
Adopted by the Hartland Township Board of Trustees on September 1, 2015

TOWNSHIP ZONING MAP:



Zoning Map
Hartland Township
Livingston County, Michigan



- CA - Conservation Agricultural
- RUR - Rural Residential
- RR - Residential Recreational
- STR - Settlement Residential
- RE - Rural Estate District
- SR - Suburban Residential
- MDR - Medium Density Residential
- HDR - High Density Residential
- MR - Multiple Family Residential
- MR-2 - Mobile Home Park
- OS - Office Service
- LC - Limited Commercial
- NSC - Neighborhood Service Commercial
- GC - General Commercial
- RDP - Research and Development Park
- LI - Light Industrial
- I - Industrial
- PD - Planned Development



SITE PHOTOS:



VIEW FROM BERGIN ROAD



VIEW FROM OLD US 23



DEPARTMENT OF PUBLIC WORKS

Michael Luce, Public Works Director
2655 Clark Road
Hartland MI 48353
Phone: (810) 632-7498

TO: Planning Department
DATE: 01/31/2023
DEVELOPMENT NAME: Old US23 and Bergin Rd
PIN#: 4708-33-100-020
REVIEW TYPE: Rezoning #23-001

Public Works reviewed the rezoning request, RZ #23-001. This proposed development will require private water source as municipal facilities are not available in this area. Sanitary is available on Burgin Rd however no REUs are assigned to this parcel and the parcel is not located in the current Sewer district. Therefore, prior to committing to the availability or the feasibility of connecting, a capacity study would need to be performed by the Livingston County Drain commission to verify if the capacity would be available for any potential development on this parcel.

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

Michael Luce
Public Works Director

KALAS KADIAN, PLC
Attorneys and Counselors

31350 TELEGRAPH ROAD, SUITE 201
BINGHAM FARMS, MI 48025

TOM KALAS
TELEPHONE: (248) 731-7243
FACSIMILE: (248) 792-6379
Email: tom@kalkad.com

December 1, 2022

Via First Class Mail and
E-Mail: tlanger@harlandtwp.com

Hartland Township
Office of the Planning Director
2655 Clark Road
Harland, MI 48353

Attention: Troy Langer

Re: Szerene Land LLC, Rezoning
Property Address: Vacant Old US 23; Parcels 08-33-100-002, 003 and 010; and
08-33-300-006

Dear Mr. Langer:

As you know, I represent Szerene Land, LLC, the owner of the above referenced property, consisting of approximately 158 acres. The property is currently zoned conservation agricultural (CA), and master planned for medium urban density residential. The property to the north and east is zoned light industrial (LI). The property is not marketable or economically feasible to develop and use as currently zoned. In light of its size, and other applicable reasons to be discussed, it needs to be developed and used for more marketable uses, such as self-storage, and other uses permitted in the LI zoning district.

Enclosed herewith you will find the completed Application for Planned Developments and Zoning Amendments, property legal descriptions from the Hartland Township Assessor's Office, and a check from my client in the amount of \$1,500, representing the rezoning filing fee in this matter. Please file the Application in your usual manner, and let me know if you should need anything further. Also, please let me know when this matter will be placed on the Planning Commission Agenda for a public hearing.

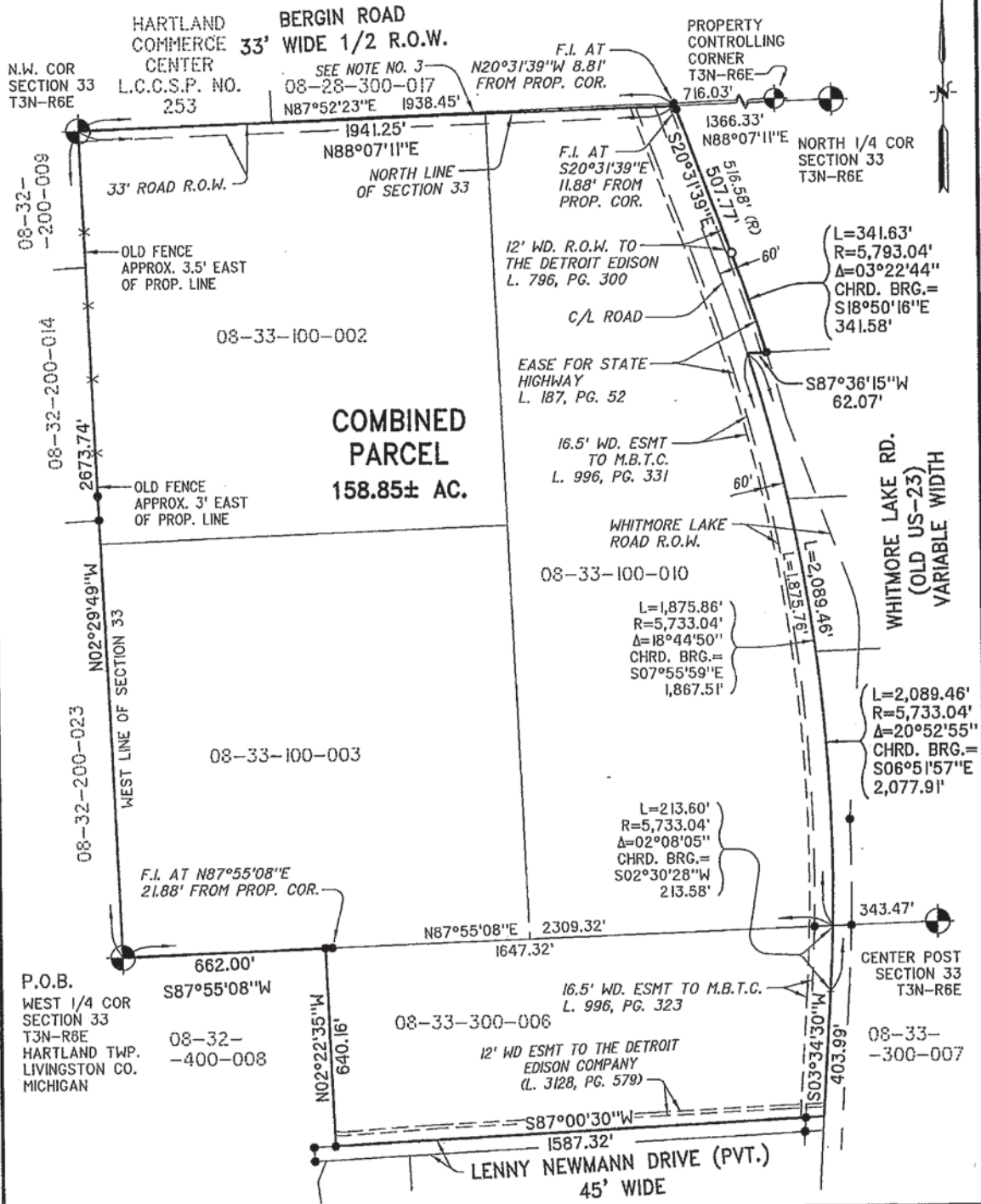
Your attention to this matter is appreciated.

Very truly yours,


KALAS KADIAN, P.L.C.
Tom Kalas
tom@kalkad.com

TK:vb
Enclosures
cc w/encl: Client (via e-mail)

CERTIFIED LAND SURVEY



LEGEND

○ = SET M.A.G. NAIL
 ● = FOUND IRON
 ■ = FOUND MONUMENT
 -x-x- = FENCE LINE

L. = LIBER
 PG. = PAGE
 (R) = MEASUREMENT OF RECORD

SCALE: 1 INCH = 400 FEET ALL DISTANCES SHOWN ARE IN FEET AND DECIMALS THEREOF

CIVIL ENGINEERS
 LAND SURVEYORS

DESINE INC

(810) 227-9533
 FAX (810) 227-9460
 EMAIL: desine@desineinc.com
 2183 PLESS DRIVE
 BRIGHTON, MICHIGAN 48114

PREPARED FOR
SZERENE LAND L.L.C.

SECTION 33, TOWN 3 NORTH, RANGE 6 EAST
 HARTLAND TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN

JOB NO. 1-8-33-101657 DATE 02/19/10

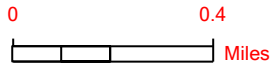
DWG NO. 101657-132 DRAWN MLL SHEET 1 OF 5

Mariusz L. Lukowicz
 MARIUSZ L. LUKOWICZ
 PROFESSIONAL SURVEYOR NO. 38119

STATE OF MICHIGAN

MARIUSZ L. LUKOWICZ
 PROFESSIONAL SURVEYOR
 No. 38119
 LICENSED PROFESSIONAL SURVEYOR

HARTLAND TWP



1	Purpose and Introduction
2	Definitions
3	Zoning Districts
4	Use Standards
5	Site Standards
6	Development Procedures
7	Admin and Enforcement

3.1.1

CA Conservation Agriculture

A. INTENT

The intent of the "CA" Conservation Agricultural District is broad in scope but specific in purpose: to protect vital natural resources (for example, high quality water supplies, flood-prone areas, stable soils, significant stands of vegetative cover, substantial wetlands) and to protect lands best suited to agricultural use from the encroachment of incompatible uses which would cause such land to be taken out of production prematurely, while designating an area appropriate to low density single family residential development that does not alter the general rural character of the District.

The standards in this district are intended to assure that permitted uses peacefully coexist in a low density setting, while preserving the rural-like features and character of certain portions of the Township. Low density residential development is further intended to protect the public health in areas where it is not likely that public water and sewer services will be provided.

It is further the intent of this District to permit a limited range of residentially-related uses, and to prohibit multiple family, office, business, commercial, industrial and other uses that would interfere with the quality of residential life in this district. This District is intended to correspond to the Estate Residential future land use category of the Comprehensive Plan

i User Note: For uses listed in **bold blue**, refer to Article 4, or click on use, for use-specific standards

B. PRINCIPAL PERMITTED USES

- i. Agriculture[■] and farming
- ii. **Essential public services, provided there is no building or outdoor storage yard** §4.26
- iii. **Forests, forestry** §5.17
- iv. **Single family detached dwellings**[■] §4.1
- v. Township owned and operated water, sewer and storm drain systems
- vi. **Public park and recreation areas**[■] §4.40
- vii. State licensed residential facilities that provide care for up to six (6) individuals, including child day care and adult foster care[■]
- viii. **Private stables**[■] **when located on a site of not less than five (5) acres** §4.43

C. ACCESSORY USES

- i. **Accessory uses, buildings and structures customarily incidental to any of the above-named permitted uses** §5.14
- ii. **Home occupations**[■] §4.2
- iii. Living quarters for persons employed on the premises and not rented or used for some other purpose
- iv. **Temporary or seasonal roadside stand**[■] §4.41
- v. Seed and feed dealership provided there is no showroom or other commercial activities included
- vi. Land extensive recreation activities

D. SPECIAL LAND USES

- i. **Cemeteries** §4.19
- ii. **Adult care**[■] **and child care facilities**[■] **that provide care for seven (7) to twelve (12) individuals** §4.12
- iii. **Churches and religious institutions**[■] §4.20
- iv. **Nursing or convalescent homes,**[■] **or child caring institution** §4.23
- v. Duplex or two dwelling[■] for farm family only, in conjunction with a farm operation.
- vi. **Essential public service buildings, structures and equipment, excluding storage yards** §4.26
- vii. Forestry clearcut operation which encompasses thirty (30) or more acres over a three (3) year period or ten (10) or more acres during one year.
- viii. **Golf courses**[■] **and country clubs**[■] §4.30
- ix. **Kennels**[■] §4.33
- x. **Sand, gravel or mineral extraction** §4.5
- xi. **Public & private elementary, intermediate or high schools** §4.42
- xii. **Specialized animal raising and care**[■], **when located on at least five (5) acres** §4.10
- xiii. **Public stables**[■] **or riding arenas** §4.43
- xiv. **Radio, telephone and television transmitting and receiving towers**[■] §4.39
- xv. **Landscape nursery**[■], **if located on at least ten (10) acres** §4.38
- xvi. **Veterinary offices/clinics (large animal)**[■] §4.45
- xvii. **Private recreation areas**[■] §4.40
- xviii. **Bed and breakfast facilities**[■] §4.18
- xix. Farm markets, cider mills, and you-pick operations on a farm
- xx. Wildlife refuges
- xxi. Game preserves



E. DEVELOPMENT STANDARDS

Lot Size

Minimum lot area[Ⓜ]:

Farm dwelling	10 Acres
Single-family detached dwelling	2 Acres

Minimum lot width[Ⓜ]:

Farm dwelling	300 ft
Single-family detached dwelling	200 ft

Maximum Lot Coverage[Ⓜ]

Farm dwelling	5%
Single-family detached dwelling	15%

Setbacks[Ⓜ]

Minimum front yard setback:	50ft
Minimum rear yard setback:	50ft
Minimum side yard setback:	15 ft

Building Height[Ⓜ]

Maximum building height:	35 ft or 2.5 stories whichever is less
--------------------------	---

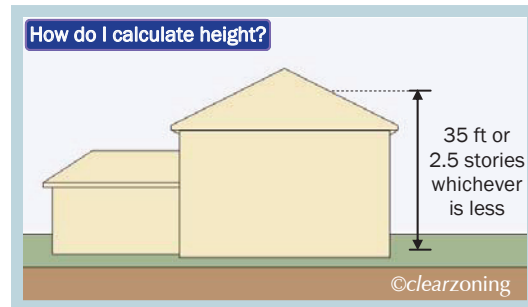
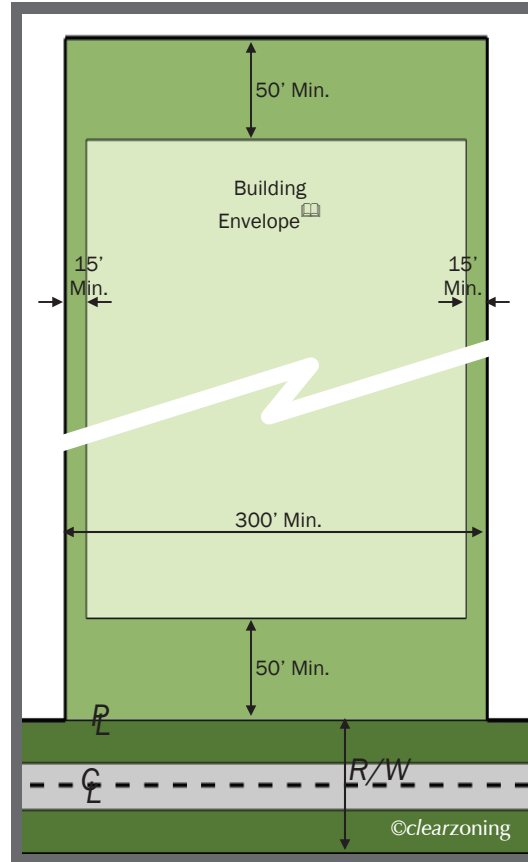
Floor Area[Ⓜ]

Minimum floor area per one-family dwelling[Ⓜ]:

1 story	1,200 sq ft
1+ stories	960 sq ft (first floor) 1,200 sq ft (total)

NOTES

- For additions to the above requirements, refer to Section 3.24: 1, 2, 5, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 26, 27, 28.
- See *Suggested References* below for applicability



The above drawings are not to scale.

SELECTED REFERENCES

3. Zoning Districts

- **General Exemptions for Essential Services** §3.8
- **Single Family Lot Coverage Exemption** §3.25

4. Use Standards

- **Farms** §4.27
- **Keeping of Animals** §4.10
- **Residential Open Space Development** §4.48

- **Stables and Riding Arenas** §4.43
- **Residential Design Standards** §4.1

5. Site Standards

- **Sidewalks & Pathways** §5.12
- **Paved Access** §5.22
- **Off-Street Parking and Loading** §5.8
- **Access Management and Driveways** §5.10
- **Landscaping** §5.11
- **Lighting** §5.13
- **Walls and Fences** §5.20

- **Performance Standards** §5.19
- **Architectural Standards** §5.24
- **Accessory Buildings and Uses** §5.14
- **Specific Landscaping Requirements** §5.11.6

6. Development Procedures

- **Site Plan Review** §6.1
- **Traffic Impact** §6.5
- **Special Use Review** §6.6

1 Purpose and Introduction

2 Definitions

3 Zoning Districts

4 Use Standards

5 Site Standards

6 Development Procedures

7 Admin and Enforcement



3.1.16

LI Light Industrial

A. INTENT

The LI, Light Industrial District is designed so as to primarily accommodate industrial parks, wholesale activities, warehouses, and industrial operations whose external physical effects are restricted to the area of the district and in no manner detrimentally affect any of the surrounding districts. The LI District is so structured as to permit, along with any specified uses, the manufacturing, compounding, processing, packaging, assembly and/or treatment of finished or semifinished products from previously prepared material. It is further intended that the processing of raw material for shipment in bulk form, to be used in an industrial operation at another location is not to be permitted.

i **User Note:** For uses listed in **bold blue**, refer to Article 4, or click on use, for use-specific standards

B. PRINCIPAL PERMITTED USES

- i. Any use with the principal function of conducting research, design, testing and pilot or experimental product development.
- ii. Vocational schools and other types of technical training facilities.
- iii. Computer programming, data processing and other computer related services.
- iv. Professional & medical offices
- v. (Reserved)
- vi. **Financial institutions with drive-through service** §4.57
- vii. Publicly owned and operated facilities
- viii. **Essential services, buildings and storage yards** §4.26
- ix. Public or private parks and open space
- x. **Outdoor seating and dining areas** §4.47
- xi. Light industrial uses^m
- xii. Business services
- xiii. **Mini warehouses** §4.35
- xiv. Commercial greenhouses
- xv. Lumber yards and millworks, provided any mills are completely enclosed
- xvi. Public buildings, post offices, libraries, libraries, community centers, including outdoor storage.
- xvii. Public utility buildings, telephone exchange buildings, electrical transformer stations and substations, and gas regulator stations.

D. SPECIAL LAND USES

- i. **Child day care^m and adult day care centers^m** §4.12
- ii. **Indoor tennis facilities, fitness and recreation centers** §4.40
- iii. Urgent care facilities
- iv. **Motels^m and hotels** §4.36
- v. Standard restaurants^m
- vi. Freezer locker plants and cold storage
- vii. **Heliports** §4.13
- viii. **Radio, television and other communication towers^m** §4.39
- ix. **Outdoor storage accessory to a permitted use** §3.27
- x. Uses of the same nature or class as uses listed in this district as either a Permitted Principal Use or Special Use in this district, but not listed elsewhere in this Zoning Ordinance, as determined by the Planning Commission.
- xi. **Automobile repair - major^m** §4.59

C. ACCESSORY USES

- i. **Sales at a commercial greenhouse** §3.22.1
- ii. **Personal fitness centers^m accessory to industrial use** §3.22.2
- iii. **Caretaker living quarters** §4.51
- iv. **Accessory buildings, uses and activities customarily incidental to any of the above-named principal permitted uses** §5.14



E. DEVELOPMENT STANDARDS

Lot Size

Minimum lot area[Ⓜ]: 40,000 sq ft
 Minimum lot width[Ⓜ]: 120 ft

Maximum Lot Coverage[Ⓜ]

Principal structure 75%

Setbacks[Ⓜ]

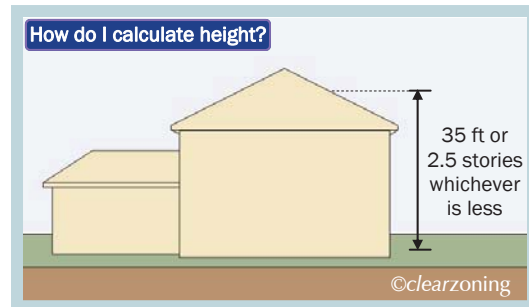
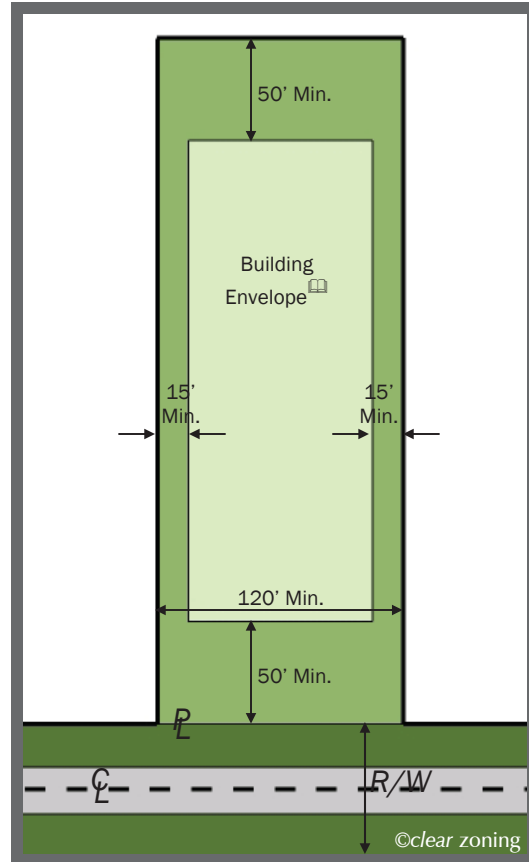
Minimum front yard setback: 50 ft
 Minimum rear yard setback: 50 ft
 Minimum side yard setback: 15 ft

Building Height[Ⓜ]

Maximum building height: 35 ft or 2.5 stories whichever is less

NOTES

- For additions to the above requirements, refer to Section 3.24: 2, 5, 8, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 27, 28.
- See *Suggested References* below for applicability



The above drawings are not to scale.

SELECTED REFERENCES

3. Zoning Districts

- **Planned Development** §3.1.18
- **Light Industrial District** §3.22
- **Commercial Greenhouse** §3.22.1

5. Site Standards

- **Paved Access** §5.22.3
- **Off-Street Parking and Loading Requirements** §5.8
- **Access Management and Driveways** §5.10
- **Sidewalks & Pathways** §5.12
- **Landscaping** §5.11
- **Lighting** §5.13
- **Walls and Fences** §5.20
- **Performance Standards** §5.19
- **Architectural Standards** §5.24

6. Development Procedures

- **Site Plan Review** §6.1
- **Traffic Impact** §6.5
- **Special Use Review** §6.6

1 Purpose and Introduction

2 Definitions

3 Zoning Districts

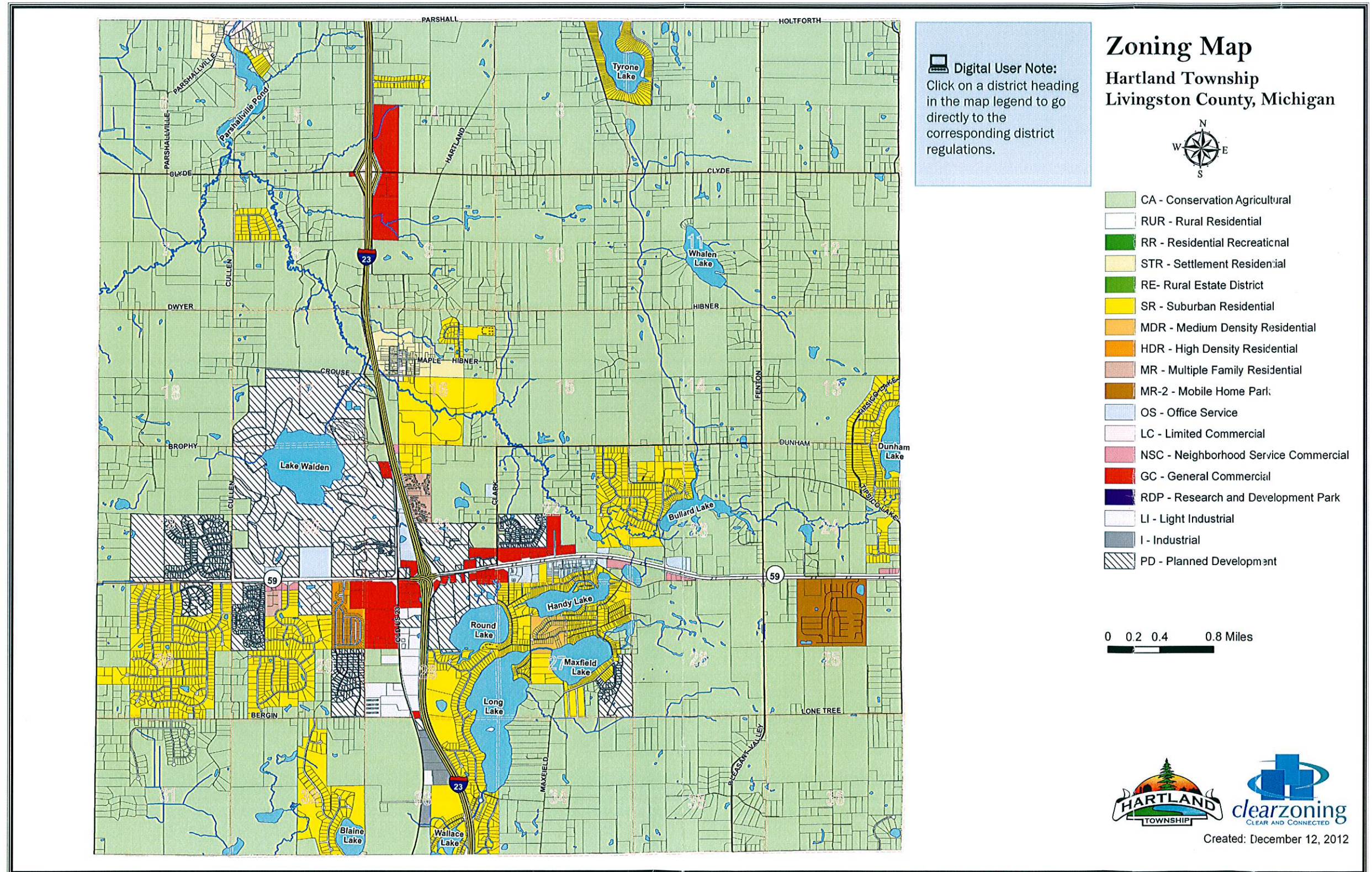
4 Use Standards

5 Site Standards

6 Development Procedures

7 Admin and Enforcement






















Hartland Township
Livingston County, MI

FUTURE LAND USE MAP

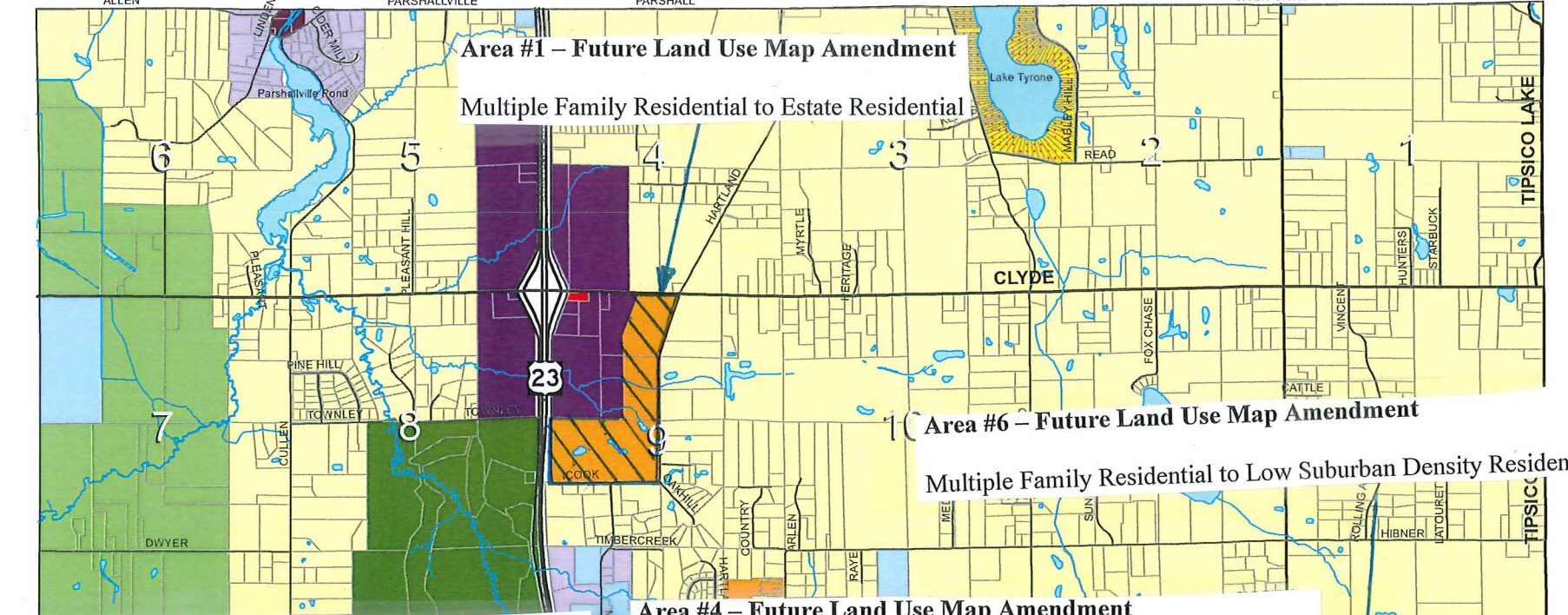
Adopted September 1, 2015

Future Land Use Categories

-  Commercial
-  Estate Residential
-  High Density Residential
-  Low Suburban Density Residential
-  Multiple Family Residential
-  Medium Suburban Density Residential
-  Medium Urban Density Residential
-  Office
-  Planned Industrial / R & D
-  Public / Quasi-Public
-  Residential Recreation
-  Rural Residential
-  Special Planning Area
-  Village Commercial
-  Village Residential

Area #3 – Future Land Use Map Amendment

Multiple Family Residential to Medium Suburban Density Residential

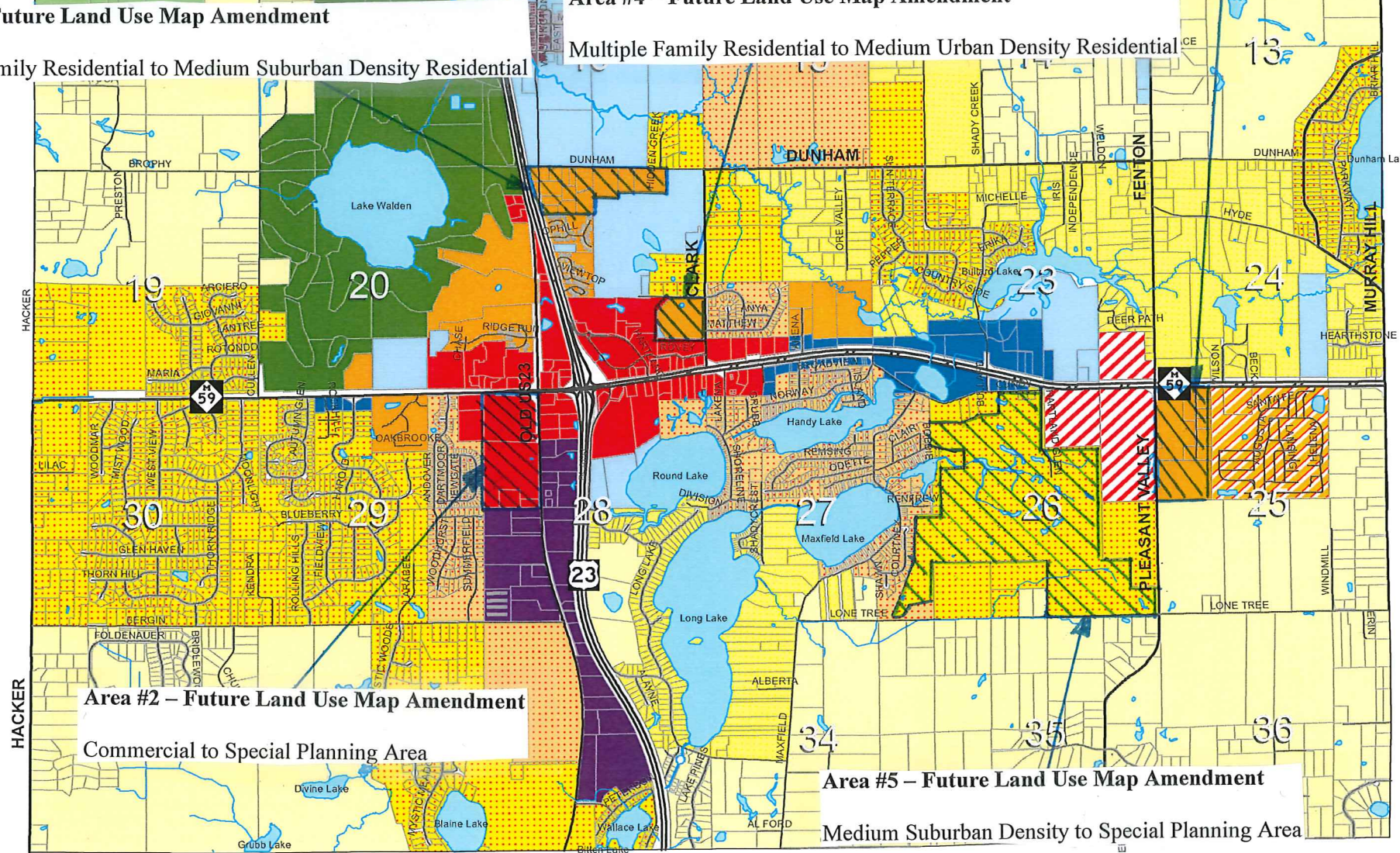


Area #6 – Future Land Use Map Amendment

Multiple Family Residential to Low Suburban Density Residential

Area #4 – Future Land Use Map Amendment

Multiple Family Residential to Medium Urban Density Residential

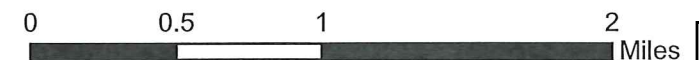


Area #2 – Future Land Use Map Amendment

Commercial to Special Planning Area

Area #5 – Future Land Use Map Amendment

Medium Suburban Density to Special Planning Area



Map Created By: Hartland Township Planning Department
Basemap Source: Livingston County

Recommended for Approval by the Hartland Township Planning Commission on July 30, 2015
Adopted by the Hartland Township Board of Trustees on September 1, 2015

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director
Subject: Special Event Permit #23-005 Hartland Polo Classic
Date: April 11, 2023

Recommended Action

Move to Approve Special Event Permit #23-005 as outlined in the Staff Memorandum, dated April 11, 2023.

Approval Conditions

1. Compliance with requirements of the Hartland-Deerfield Fire Authority.
2. Compliance with applicable Livingston County Department of Public Health regulations and requirements.
3. Compliance with applicable requirements of the State of Michigan Liquor Control Commission. A copy of the applicable Liquor License shall be provided to the Township Planning Department, by June 12, 2023.
4. Compliance with the signage regulations outlined in Section 5.26.3.C. of the Hartland Township Zoning Ordinance, which regulates signs for Special Events.
5. Compliance with any request by Hartland Township for dust mitigation, noise mitigation, or additional site lighting when determined to be a health, safety or welfare concern.
6. Compliance with the Township Public Works Director on the number of garbage receptacles on site for the Special Event.
7. Compliance of any other regulation from another governmental agency having jurisdiction.
8. Submittal of a cash bond to the Township prior to the event in the amount deemed necessary by the Township Manager.
9. Submittal of updated Indemnification Statement to the Planning Department by June 12, 2023
10. Submittal of Proof of Insurance to the Planning Department by June 12, 2023.
11. (Any other conditions determined by the Township Board.)

Discussion

Special Event Application #23-005 was reviewed in accordance with the Hartland Township Special Events Permit Ordinance (Ord. No. 69) and the Township’s Zoning Ordinance (Ord. No. 76). Key provisions of those ordinances, Staff’s review, and reviews of other municipal agencies, are summarized as follows (with Staff comments in *italics*, where warranted). Per the Special Events Permit Ordinance Sec. 3.E, the Township Board has the exclusive authority to approve Special Events that involve a liquor license issued by the State of Michigan.

Summary of Special Event:

Name of event: **Hartland Polo Classic**
Benefitting Hartland Chamber Scholarships and Community Givebacks
Date & Time: Saturday, June 17, 2023, 4:00 p.m. to 10:00 p.m.
Sunday, June 18, 2023; 12:00 p.m. to 4:00 p.m.

Location: 12439 Highland Road
Hartland, MI 48343
Heritage Park
(Hartland Township)

Estimated Attendance: 600 people (each day)

Application Requirements

- A. Complete Application with name, address and phone numbers of Owner of property where Special Event will be held, together with the name, address and phone numbers of the Operator of the Special Event. *Provided in Application.*
- B. Name, address, and phone numbers of persons sponsoring the Special Event. *Provided in Application*
- C. Description of Special Event and proposed locations. *Provided as part of the Application.*
- D. Dates of the Special Event, including starting and ending times and any additional time for set-up and clean up. *Provided in Application*
- E. Copy of insurance policy naming the Township, property owners, and owners of properties abutting the event. *Applicant has not provided, yet.*
- F. Copy of indemnification, which holds harmless and defends the Township from any and all claims, lawsuits or other liability arising from or as a result of the Special Event. *Provided as part of Application, but an updated version will still be required.*
- G. Copy of Liquor License as issued by the State of Michigan Liquor Control Commission. *Applicant is in the process of securing all applicable liquor licenses for the event.*
- H. Cash Bond with the Township in an amount that will guarantee the restoration of any public property or private roads at the conclusion of the event. *Township Manager is working with the applicant regarding this matter.*

A. General Provisions

1. It is unlawful for any Owner or Operator to hold or conduct any Special Event in the Township unless the Zoning Administrator has first issued a Special Event Permit in compliance with this Ordinance. *In this instance, the Zoning Administrator lacks the authority to issue this Special Event and instead Township Board approval is required.*
2. The Special Event shall comply with all applicable zoning regulations for the district in which it is to be located including requirements pertaining to lot size, height, visibility, setbacks and off-street parking. Deviations from the zoning regulations for the Special Event may be permitted when the Zoning Administrator determines that public health, safety and welfare will not be adversely affected, and the spirit and intent of the applicable zoning regulations have been met. *The Special Event is being held on Township-owned property, at Heritage Park. The site plan indicates the existing parking lot of Heritage Park will be utilized and includes a designated handicap/VIP parking area within the northeast area of said parking lot. Dimensions of this area are not stated on the plan. The gravel parking lot associated with Heritage Park has 300 parking spaces, with each parking space defined by a bumper block. Four (4) paved barrier-free parking spaces are adjacent to the concessions building, bringing the total number of designated parking spaces to 304 spaces. An additional parking area is shown on a lawn area north of the polo field. This area is labeled as "Trailer Parking/Horse Staging Area". It is assumed patron parking will not be allowed in this area.*

Parking standards for a polo event are not specifically provided in the Zoning Ordinance. However, in the event a specific use is not identified, the requirements for a similar use shall apply. In that case, the standards for a Stadium, Sports Arena, or similar places of outdoor assembly are the most similar use. That use is required to provide one (1) parking space for each three (3) seats or ten (10) feet of bench.

In this case, there are no dedicated seats, so the Township would use the anticipated number of people to attend, which is 600 people on each day of the event. Based on that standard, 200 parking spaces shall be provided ($600 \div 3$). The applicant indicates the existing parking lot will be utilized for the event. The subject site is next to residential zoning, as such, event lighting and sound systems shall meet required standards in the Code of Ordinances or Nuisance Ordinance.

3. The Township Board or Zoning Administrator may require the Owner and/or Operator to post a cash bond with the Township in an amount that will guarantee the restoration of any public property or private roads at the conclusion of the event. This may include, but is not limited to, costs associated with dust control, repair of landscaping material, removal of tents, buildings or structures, sign removal and litter and garbage disposal. *Given that the event is on Township property, the Township has required a cash bond. The Township Manager is working with the applicant regarding this matter.*

In the application materials, the applicant states Environmental Waste Services will provide adequate garbage receptacles and rolling carts which will be distributed throughout the event. Environmental Waste Services will provide a 6-yard dumpster to help manage garbage during the event. Volunteers will be assigned during the event to collect and empty trash receptacles. Environmental Waste Services will pick up the garbage receptacles on Monday, June 19, 2023. The Township Public Works Director will work with the applicant on this matter, as indicated in an email dated March 7, 2023.

4. All tents, buildings or structures erected or used for a Special Event shall (i) not have a negative impact on surrounding properties related to visibility, accessibility, traffic flow, parking and other site related issues, (ii) be installed constructed, used, occupied and maintained in compliance with the provisions of any applicable federal, state or local, rules or regulations, and (iii) be immediately removed at the conclusion of the Special Event Permit, whichever occurs sooner. *All tents/structures shall be compliant with any requirements of the Hartland-Deerfield Fire Authority.*
5. Owners and Operators shall comply with all conditions specified in the Special Event Permit and shall, for any Special Event as applicable, provide the following:
 - a. **Environmental Health.** An adequate and safe supply of potable water, restroom facilities, food and beverage storage, handling and serving, and sanitary method for disposing of solid waste that meets federal, state and local requirements, including the Livingston County Department of Public Health.

***Staff Comments:** The applicant has provided information in the Application and supplementary documents regarding environmental health topics.*

Four (4) “port-o-johns”, 2 handicap toilets, and two (2) hand washing stations are proposed. The concession building will be open during the event and restrooms will be available.

Potable water will be available (bottled water) for purchase.

Food trucks and a catering service will be offering food. No additional approvals or licenses are required from the Livingston County Department of Public Health as long as the food is prepared in the vendor’s licensed facility or vehicle. All vendors are required to submit their certificates of liability to the Hartland Area Chamber of Commerce. Vendors to provide proper food storage, potable water, and sanitation.

- b. **Lighting.** If the Special Event is to occur after daylight hours, sufficient lighting shall be provided; however, such lighting shall not shine or reflect beyond the boundaries of the Special Event area.

Staff Comments: Lighting is provided inside the main tent. String lighting/lantern lights are provided near the general admission tent and restrooms. Due to natural sunlight and the time of year, there is ample natural light at dusk in the parking lot for patrons to walk to their vehicles, per the applicant.

- c. **Parking.** A parking area sufficient to provide parking space for the maximum number of people allowed at any single time to attend the Special Event shall be provided.

Staff Comments: The existing parking lot for Heritage Park will be utilized for the event, which has 304 designated parking spaces (4 spaces are paved for barrier-free parking). It is estimated there will be approximately 600 attendees each day of the event. Using the Township parking standard for a Stadium, Sports Arena, or similar outdoor assembly, it is estimated 200 parking spaces are required, for 600 attendees on each day of the event.

The Township Board should also consider the implications of parking on the grass areas if the weather proves exceptionally wet or dry.

- d. **Traffic.** Traffic control measures shall be provided to ensure safe and efficient vehicular and pedestrian circulation including on-site movements and the flow of vehicular and pedestrian traffic onto public or private rights-of-way.

Staff Comments: The event is located on Township property which is accessed from Highland Road. Highland Road is a public street, and under the jurisdiction of the Michigan Department of Transportation (MDOT).

Parking is provided on-site, in the existing parking lot of Heritage Park. Traffic control measures include 3 banner signs along the frontage of the park on Highland Road and sandwich board signs to be placed along the driveway within the park. Internally on the site, directional signage will be used for parking, entrance/exit points, check-in, and restrooms.

Orange cones and directional signs will be provided to direct traffic within the parking lot.

- e. **Emergency Services.** Adequate security measures and fire systems shall be provided at the direction of the Livingston County Sheriff and/or the Hartland-Deerfield Fire Authority Marshal, including adequate facilities for communication with emergency service providers.

Staff Comments: The Hartland-Deerfield Fire Authority has approved the request.

Noise, Dust and Garbage. Noise from the Special Event shall not unreasonably carry beyond the boundaries of the Special Event area and the Owner and/or Operator shall comply with applicable Township ordinances, including the Hartland Township Blight & Nuisance Ordinance. Adequate dust mitigation, litter and garbage disposal shall be provided.

Staff Comments: The applicant's letter states that sound amplification will be used during the event that includes announcements and music. The location of the event is bordered by residential uses on the east and west. All Saints Lutheran Church is south of the site. The applicant has stated the amplification will be at a level that is courteous to the neighboring residential areas. The Township's regulations pertaining to noise will be honored.

A temporary generator is proposed. The Township Manager will work with the applicant on this matter and has indicated the proposed generator should be in compliance with the noise levels, as indicated in an email, dated March 7, 2023.

No information was provided regarding dust mitigation. The event is taking place on lawn areas (trailer parking, food trucks/vendors, and polo field). Depending on weather conditions, the applicant should be required to provide dust control.

On-site garbage receptacles are being provided for the event.

- f. **Signage.** If signage for the Special Event is used, it shall comply with Section 5.26 of the Hartland Township Zoning Ordinance, unless otherwise specifically cited in this Ordinance.

Staff comments: Banner signage is to be used on the road frontage of Heritage Park, along Highland Road (2' by 4', and 4' by 6' banner signs). Sandwich boards (3' x 5') will be placed along the driveway into Heritage Park. Internally on the site, directional yard signs will be provided for food vendors, parking areas, entrance/exit points, check-in and VIP tent, etc. Sign drawings were not submitted thus staff could not review for compliance.

If the Board considers this event to be consistent with a Community Special Event (see definitions below), per the Zoning Ordinance the event is permitted signs per Section 5.26.3.C. (Community Special Event Sign) as follows: signs not exceeding 16 square feet in area and/or 7 feet in height; such signs shall be displayed not more than 14 days and shall be removed 2 days after the event. Additionally, the signs shall be set back a minimum of 10 feet from the public right-of-way.

“Community Special Event” means any Special Event conducted by or on behalf of a Community Organization and not for profit.

“Community Organization” means a non-profit charitable, historical, educational, public or civic organization within the Township of Hartland.

6. None of the provisions contained in this Ordinance are intended to override or displace subdivision or association rules, deed restriction or other private covenants or agreements that are more restrictive or that might prohibit or restrict the use of the property.

B. Exemptions. (Not Applicable)

C. Special Provisions. In addition to meeting all of the other provisions of this Ordinance, the following Special Events shall meet the following additional requirements:

1. Private and Community Special Events:

- a. Shall be limited to no more than seventy-two (72) hour period or three (3) consecutive days.

Staff comments: The event proposed would occur on one day, Saturday, June 17, 2023, from approximately 4:00 p.m. to 10:00 p.m.; and Sunday, June 18, 2023, from approximately 12:00 p.m. to 4:00 p.m.

- b. Required parking shall not be reduced more than twenty-five (25) percent unless the Zoning Administrator determines it to be a reciprocal use.

Staff comments: The existing parking lot accommodates approximately 304 vehicles, and approximately 600 attendees are expected each day of the event. Parking appears to be adequate based on the information submitted and using the Township parking standard for Stadium, sports arena or similar places of outdoor assembly.

- c. Shall comply with any restrictions or conditions imposed by the Township Board and/or Zoning Administrator deemed necessary for the health, safety and welfare of the public.

Staff comments: Should the Township Board choose to impose conditions a list of suggested conditions is found in conjunction with a motion for approval.

- d. Signage shall comply with the Hartland Township Zoning Ordinance, Article 9.0 (Section 5.26.3.C.) for Community Special Events.

Staff comments: The applicant’s letter states there will be three (3) banner signs (2 signs are 2’ by 4’; 1 sign is 4’ by 6’); sandwich board signs (3’ x 5’ in size) to be placed along the driveway; and directional signs within the subject site. Sign drawings were not provided. As a result, staff is unable to determine if the proposed signs comply with the zoning standards.

- e. The Special Event permit issued by the Township must be posted or available upon request.

D. Administrative Review and Authorization. (Not Applicable)

E. Township Board Review and Authorization. The Township Board shall have the exclusive authority to grant a Special Event Permit for a special event that requires a special event liquor license issued by the State of Michigan.

Staff comments: Alcoholic beverages will be served at the event and a special event liquor license is required from the State of Michigan Liquor Control Commission. The applicant has applied for a liquor license for the event (Special Beer and Wine License). Staff presumes that the liquor license will be valid June 17, 2023, from 4:00 p.m. to 10:00 p.m., and June 18, 2023, from 12:00 p.m. to 4:00 p.m. A copy of the applicable Liquor License is required to be submitted to the Township Planning Department, prior to the event.

General Staff Comments and Site History

Historically, the Hartland Polo Classic special event was held at the Detroit Polo Club site, formally at 500 Chukker Cove. This is the first year the Hartland Polo Classic special event is being held at Heritage Park.

Attachments:

1. Submittals from Applicant for Special Event Application #23-005 – PDF version
2. Email from Township Manager 03.07.2023 – PDF version

T:\PLANNING DEPARTMENT\Special Events\2023\Special Event #23-005 Hartland Polo Classic\Staff reports\2023 Hartland Polo Classic TB staff report 04.11.2023.docx

OFFICE OF THE PLANNING DIRECTOR
Troy Langer

2655 Clark Road
Hartland, Michigan 48353
(810) 632-7498 Office
tlanger@hartlandtwp.com



SUPERVISOR
William Fountain

CLERK
Larry Ciofu

TREASURER
Kathleen Horning

TRUSTEES
Matthew Germane
Summer L. McMullen
Denise M. O'Connell
Joe Petrucci

RECEIVED

MAR 07 2023

HARTLAND TOWNSHIP

APPLICATION FOR SPECIAL EVENT PERMIT									
Event Description: (Please attach a detailed event description on a separate sheet)									
Hartland Polo Classic - Festival of Polo (see attached)									
Date(s) and Hours of Event: <u>17</u> to <u>18</u> of <u>June</u> Time: <u>Saturday 4-10pm</u> to <u>Sunday 12-4pm</u> Date Date Month AM/PM AM/PM									
Event Location (Address/Boundaries): Heritage Park 12439 Highland Rd, Hartland MI									
Parcel Identification Number:		4708- <u>23-400-035</u>			4708-				
Subdivision Name:				Zoning of Parcel:		<u>CA</u>			
Application Number: <u>23-005</u> (Assigned by Township)		<input checked="" type="checkbox"/> Community Organization Special Events (Signage Included)			\$ <u>No Charge</u>				
Application Date: <u>3/7/2023</u>		<input type="checkbox"/> Special Events, except Outdoor Seasonal Sales (75.00)			\$ _____				
		<input type="checkbox"/> Outdoor Seasonal Sales (\$75.00)			\$ _____				
		<input type="checkbox"/> Temporary Sign Request (\$15.00 per Sign)			\$ _____				
		<input type="checkbox"/> Cash Bond Required by _____			\$ _____				
		Total Application Fee			\$ _____				
		Total Bond Required			\$ _____				
APPLICANT INFORMATION									
Company Name Hartland Area Chamber of Commerce									
Last Name		Wheaton			First		Emmalyn		M.I.
Street Address 9525 E. Highland Rd									
City		Howell			State		MI		Zip 48843
Phone		8106329130			E-mail Address		info@hartlandchamber.org		
Do You Own The Event Property?		Community Organization?			Name of Community Organization:				
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			Hartland Chamber				
PROPERTY OWNER INFORMATION (IF OTHER THAN APPLICANT)									
Company Name Hartland Township									
Last Name					First				M.I.
Street Address									
City					State				Zip
Phone					E-mail Address				

NEIGHBORHOOD ASSOCIATION (IF APPLICABLE)				
Neighborhood Association (Name)				
Last Name		First	M.I.	
Street Address				
City		State	Zip	
Phone	E-mail Address			
<p>The applicant and owner acknowledge that he/she has the sole responsibility of complying with the requirements of any applicable Hartland Township Ordinance notwithstanding the signature or approval of any employee(s) or official(s) of Hartland Township and that Hartland Township is not bound to recognize the approval of other action of any such employee(s) or official(s) which is not in compliance with any applicable Hartland Township Ordinance.</p> <p>We the undersigned, give permission for representatives of the Township of Hartland to enter the property to inspect the set-up, activity and clean-up for compliance with the Special Event Permit.</p>				
Applicant Signature		Date		
Owners Signature		Date		

Department of Public Works
Impact on existing Infrastructure and Utility Use is within an Acceptable Range as Proposed.
DPW Director: _____ Date: _____
Fire Department (if applicable)
Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Reason/Conditions: _____

Fire Marshall: _____ Date: _____
Sheriff (if applicable)
Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Reason/Conditions: _____

Sheriff: _____ Date: _____

Planning & Zoning																								
<table border="0"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Special Event Inspection Complete</td> <td></td> <td></td> </tr> <tr> <td>Date: _____</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Access Requirements Met</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Sign Requirements Met</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Certificate of Insurance</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Indemnification Certificate</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Checklist Items Provided/Completed</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Yes	No	Special Event Inspection Complete			Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	Access Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>	Sign Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>	Indemnification Certificate	<input type="checkbox"/>	<input type="checkbox"/>	Checklist Items Provided/Completed	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No																						
Special Event Inspection Complete																								
Date: _____	<input type="checkbox"/>	<input type="checkbox"/>																						
Access Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>																						
Sign Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>																						
Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>																						
Indemnification Certificate	<input type="checkbox"/>	<input type="checkbox"/>																						
Checklist Items Provided/Completed	<input type="checkbox"/>	<input type="checkbox"/>																						
Planning: _____ Date: _____																								
Treasurer																								
This application is valid when signed by the cashier at the Treasurer's Office confirming payment of fees as noted.																								
Account Number: 101-000-622.000 (Application) \$ <u>N/C</u>																								
Receipt Number: <u>N/A</u>																								
Treasurer: <u>Shelley</u> Date: <u>3/17/23</u>																								

Code Enforcement Action: YES NO

Resolved: YES NO

Comment:

NEIGHBORHOOD ASSOCIATION (IF APPLICABLE)				
Neighborhood Association (Name)				
Last Name		First	M.I.	
Street Address				
City		State	Zip	
Phone	E-mail Address			
<p>The applicant and owner acknowledge that he/she has the sole responsibility of complying with the requirements of any applicable Hartland Township Ordinance notwithstanding the signature or approval of any employee(s) or official(s) of Hartland Township and that Hartland Township is not bound to recognize the approval of other action of any such employee(s) or official(s) which is not in compliance with any applicable Hartland Township Ordinance.</p> <p>We the undersigned, give permission for representatives of the Township of Hartland to enter the property to inspect the set-up, activity and clean-up for compliance with the Special Event Permit.</p>				
Applicant Signature		<i>Emmalyn Wheeler</i>		Date: 3/7/2023
Owners Signature				Date:

Department of Public Works
Impact on existing Infrastructure and Utility Use is within an Acceptable Range as Proposed.
DPW Director: <i>[Signature]</i> Date: 3/20/2023 * See Comments Below
Fire Department (if applicable)
Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Reason/Conditions: _____
Fire Marshal: _____ Date: _____
Sheriff (if applicable)
Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Reason/Conditions: _____
Sheriff: _____ Date: _____

Planning & Zoning	Yes	No
Special Event Inspection Complete		
Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
Access Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>
Sign Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Indemnification Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Checklist Items Provided/Completed	<input type="checkbox"/>	<input type="checkbox"/>
Planning: _____ Date: _____		
Treasurer		
This application is valid when signed by the cashier at the Treasurer's Office confirming payment of fees as noted.		
Account Number: 101-000-622.000 (Application) \$	<i>N/C</i>	
Receipt Number:	<i>N/A</i>	
Treasurer: <i>[Signature]</i>	Date: 3/7/23	

Code Enforcement Action: YES NO

Resolved: YES NO

Comment: *Event Holder May not Charge ~~Fee~~ For Any Per Vehicle as Shown in Application (Can not charge to enter TWP Park)*

* *Additionally a \$5,000 Deposit is Required Prior to Event. (Turf & Park Repair if needed.)*

NEIGHBORHOOD ASSOCIATION (IF APPLICABLE)				
Neighborhood Association (Name)				
Last Name		First	M.I	
Street Address				
City		State	Zip	
Phone	E-mail Address			
<p>The applicant and owner acknowledge that he/she has the sole responsibility of complying with the requirements of any applicable Hartland Township Ordinance notwithstanding the signature or approval of any employee(s) or official(s) of Hartland Township and that Hartland Township is not bound to recognize the approval of other action of any such employee(s) or official(s) which is not in compliance with any applicable Hartland Township Ordinance.</p> <p>We the undersigned, give permission for representatives of the Township of Hartland to enter the property to inspect the set-up, activity and clean-up for compliance with the Special Event Permit.</p>				
Applicant Signature			Date	
Owners Signature			Date	

Department of Public Works
Impact on existing Infrastructure and Utility Use is within an Acceptable Range as Proposed
DPW Director: <u>[Signature]</u> Date: <u>3/20/2023</u> <i>* See Comments Below</i>
Fire Department (if applicable)
Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/>
Reason/Conditions: _____
Fire Marshall: <u>Jon Dehanke</u> Date: <u>3-7-2023</u>
Sheriff (if applicable)
Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Reason/Conditions: _____
Sheriff: _____ Date: _____

Planning & Zoning		
Special Event Inspection Complete	Yes	No
Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
Access Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>
Sign Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Indemnification Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Checklist Items Provided/Completed	<input type="checkbox"/>	<input type="checkbox"/>
Planning: _____	Date: _____	
Treasurer		
This application is valid when signed by the cashier at the Treasurer's Office confirming payment of fees as noted.		
Account Number: 101-000-622.000 (Application) \$ _____		
Receipt Number: _____		
Treasurer: _____ Date: _____		

Code Enforcement Action: YES NO

Resolved: For Any YES NO

Comment: Event Holder May Not Charge ~~per~~ Vehicle as Shown in Application.
 • Additionally a \$5,000 Deposit is Required Prior to Event.

Hartland Township - Special Event Permit Checklist

Description Of Event:

- **June 17-18, 2023 The Hartland Festival of Polo presented by Hartland Insurance Agency**
 - **Saturday, June 17 4-10pm:** Hartland Polo Classic 21 and over event with amazing food, drinks, great entertainment and polo match.
 - **Sunday, June 18 11am-4pm** is all new this year! The Hartland Polo Picnic, is a family friendly tailgate style event with food trucks, beer tent, live entertainment and plenty for the kids to do in the "Kids Corral".
- **Location: Heritage Park in Hartland on M-59 east of US23**

Chamber and community members have the opportunity to purchase tickets , VIP access and Sponsorship opportunities. This event brings out the best of Livingston County's businesses, leaders and community members. The continued success of this signature event and this event has made it possible for the Hartland Chamber to expand our community giveback and scholarship programs, allowing us to give back to and support the community we love.

Saturday Hartland Polo Classic features:

- Live Polo Match
- 100 yards of VIP tents
- Strolling Catered Dinner
- Local beer, seltzer, wine and bourbon
- Fun retro sweets and treats
- Half-time divot stomp
- Hat contest and best dressed couple
- Raffle Tent
- After party with DJ
- Late night snack
- Entertainment and so much more!
- Tickets: \$100/person

Sunday Hartland Polo Picnic Family Tailgate features:

- Live Polo Match
- Sideline seating
- Kids Corral with fun games and activities
- Beer tent with local breweries - fenced tent area with gate ID check and wristbands identifying 21 and over
- Local Food Trucks
- Live music
- Half-time divot stomp
- Fun for the whole family!
- Tickets: \$40/car

Number of people expected:

- Saturday 600
- Sunday 600

Insurance Policy: A new policy will be provided upon approval and sent automatically from Hartland Insurance Agency the Hartland Township

Indemnification: Attached

Advertising: Yes, through Hartland Chamber website, social media, print advertisement, mailers, word of mouth and radio.

Additional Signage: Banner signage will be used on the road frontage of Heritage Park along m-59. The banner signs will be 2x4 (x2) and 4x6 (1) feet in size. 3x5 feet Sandwich board signs will be used along the driveway into Heritage Park. Directional yard signs will be used for parking within the park, restroom signage, check in, entrance and exit signage as well. Other signage will include VIP tent and table signage...

Tent: Yes, Please see attached diagram. Tent will have labeled entrance and exit along with 3 certified fire extinguishers mounted and accessible on main tent poles. Tents are provided by Perry's tents and events. 3' high white picket fencing will separate the polo match from the spectator area. The entire event will be enclosed by white picket fencing and green snow fencing.

Utility Connections: None. A generator will be rented to provide electricity for the sound system.

Roads, streets, pedestrian sidewalks and walkways: The road into the park will be used as well as the parking lot.

Traffic: Traffic will be controlled by volunteers. Orange cones and directional signage will guide vehicles to designated parking areas.

Onsite Parking: We will be utilizing the parking lot at the park.

Food Vendors: We will be using a catering service and food trucks. No additional approvals or licenses are required from the Livingston County Department of Public Health as long as the food is prepared in the vendors licensed facility or vehicle. All vendors are required to submit their certificates of liability to the Hartland Area Chamber of Commerce. Vendors to provide proper food storage, potable water and sanitation.

Alcohol: Beer, wine and spirits will be served at the event. State of Michigan Special Liquor License application has been submitted. Will provide a copy of the license to the Township once it is approved.

Sound Amplification: Sound system will be used during the event that include announcements and music. The amplification will be at a courteous level to the neighboring residential areas.

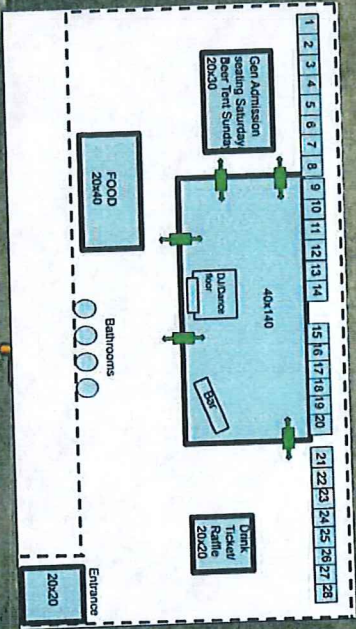
Restrooms: 3 portable toilets, 2 Handicap toilets and 2 handwashing stations will be available at the event.

Lighting: The main tent will be well lit with 4 chandelier type light fixtures. There will also be white string lights and lantern lights near the general admission tent and restrooms. Guests will be leaving at 10pm (dusk) lighting for the parking lot will not be necessary due to the natural light available.

Garbage/Litter: Adequate garbage receptacles and rolling carts will be distributed throughout the event and provided by Environmental Waste Services. They were also providing a 6yd dumpster to help manage garbage during the event. Garbage receptacles will be picked up on June 19. Volunteers will be assigned during the event to collect and empty trash receptacles.

Trailer Parking/
Horse Staging Area

Polo Field



Handicap/
VIP Parking

08-23-400-035

08-23-400
194.61

53.12

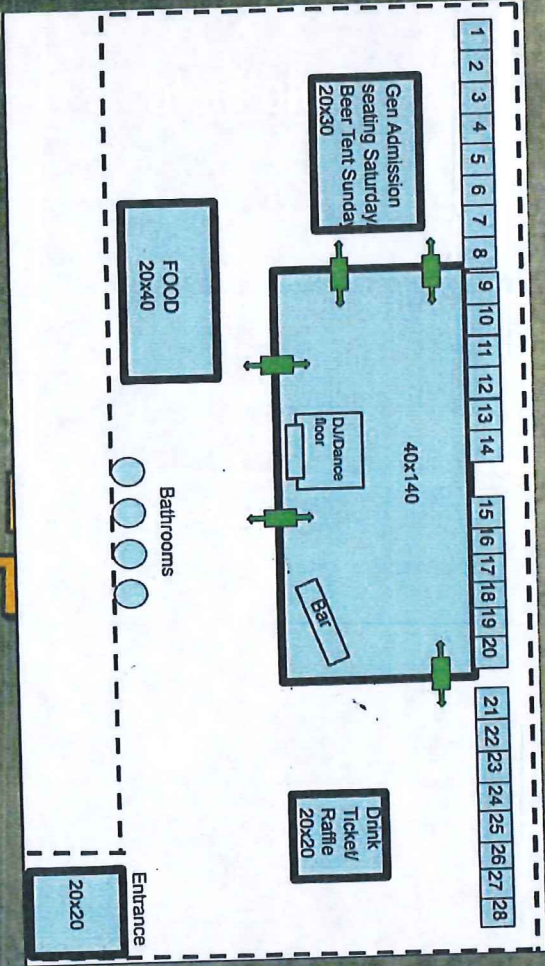
379.12

109.83

1508.03

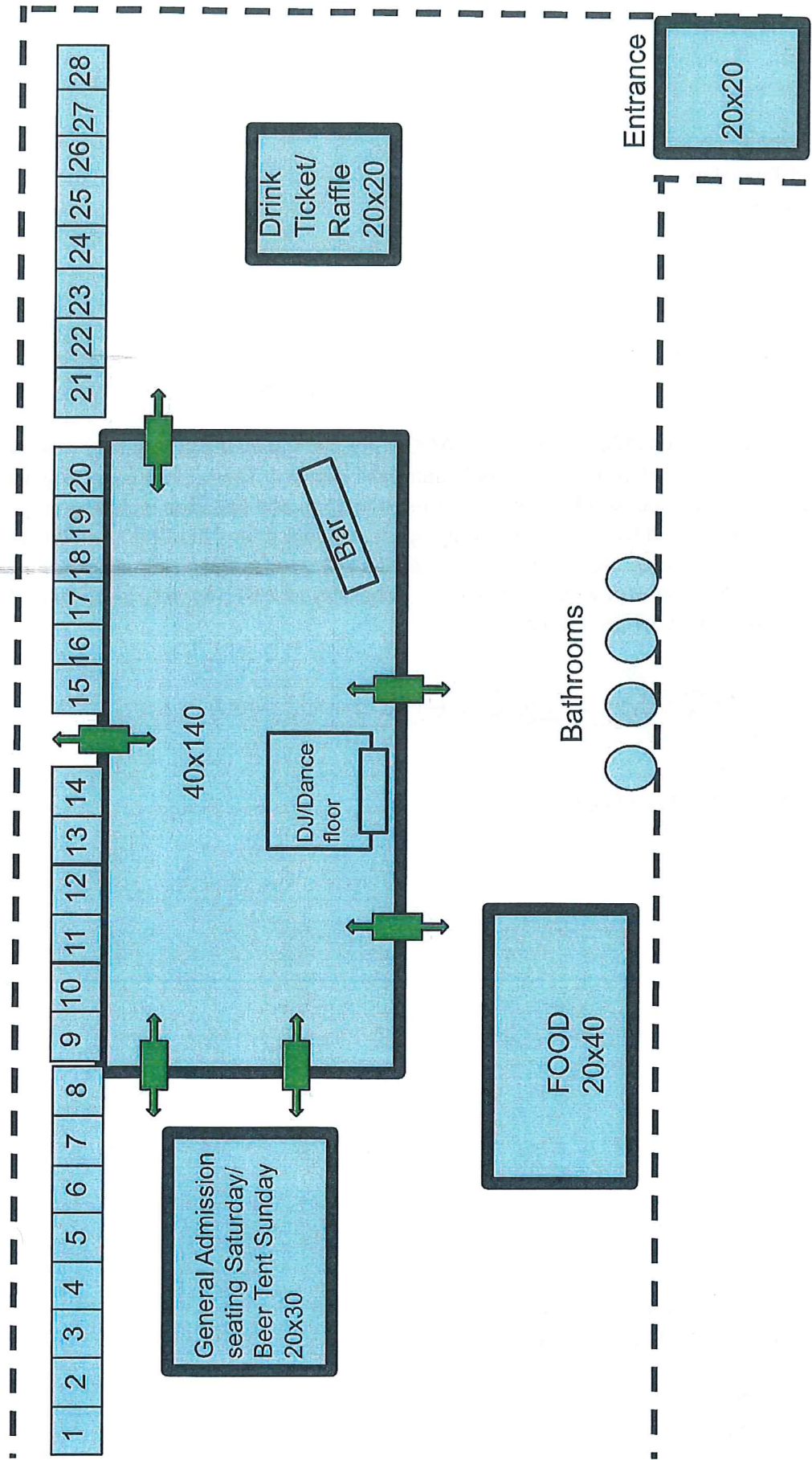
Trailer Parking/
Horse Staging Area

Polo Field



KEY

- - - Fencing (snow fence and white plastic temporary 3' fence)
- ➔ Tent exit/entrance



Feb 11, 2023
Hartland Township
2655 Clark Road
Hartland, MI 48353

Hold Harmless

FOR GOOD AND VALUABLE CONSIDERATION (the receipt of which is hereby acknowledged) the undersigned hereby indemnifies and holds harmless Hartland Township against any and all claims, demands, actions, suits, losses, costs, charges, expenses, damages and liabilities including property damage, personal injury, or death, caused by their agents, employees, officers or any third party which the Indemnatee may pay, sustain, suffer or incur by reason of or in connection with the Hartland Polo Classic Festival of Polo event June 17 and 18, 2023. Including, without limiting the generality of the foregoing, all costs and expenses incurred in connection with any such, loss or damage.

Sign:



Emmalyn Wheaton

Executive Director

Hartland Area Chamber of Commerce

Hartland Area Chamber of Commerce
9525 E. Highland Rd. Howell, MI 48843
(810)632-9130

Info@hartlandchamber.org

Hartlandchamber.org

Troy Langer

From: Troy Langer
Sent: Tuesday, April 04, 2023 4:38 PM
To: Troy Langer
Subject: FW: Hartland Polo Classic permit 2023

From: Robert West <RWest@hartlandtwp.com>
Sent: Tuesday, March 07, 2023 4:49 PM
To: Troy Langer <TLanger@hartlandtwp.com>
Cc: Michael Luce <MLuce@hartlandtwp.com>
Subject: RE: Hartland Polo Classic permit 2023

-written authorization from the property owner granting permission to use the property
I will sign off as the property owner once I get the blessing of the Admin Committee

-cash bond for the repair of anything damaged and the clean up of the property (in the past it's been on private property and we haven't required this). Is this something that the Township Board would want? And, if so, how much?
\$5,000 will be required to move forward made payable to Hartland Township as a security deposit.

-garbage refuse agreement – Is the Township providing this? They claim they have a 6 yard dumpster and rolling carts and garbage receptacles and volunteers will be there to pick up trash? The garbage company will only pick up the dumpster and rolling carts and receptacles. Does this seem adequate on Township property?
I'll let Mike weigh in on if this seems appropriate.

-restrooms – Can they use Township facilities? They are showing 4 port-o-potty's. In the past they only had 3.
Yes, they will be able to use the public restrooms as well as the port-o-potty's. Mike can determine the fee for cleaning the restrooms as the DPW folks will most likely be required to come in.

-There is also a generator to provide electricity for a sound system. Any concerns with this? No information on how loud.
I will find out the decibel level of the generator, but I believe any generator equipped as sold will meet a noise ordinance.

-No information on dust control.
Township will most likely have the parking lot sprayed in advance of the event.

-The applicant claims they will get the required insurance after approval from the Township Board. They did provide an indemnification statement. The applicant also claims the liquor license will be provided after approval.
Approved contingent upon...

Also, I was told they are looking at charging a fee per car at the event, which will require Township Board approval. Historically, we have not permitted charging for entrance at any of the Township properties independent of the public or private event.



Robert M. West
Township Manager
810.632.7498 | 517.861.7889
2655 Clark Road
Hartland, MI 48353
www.hartlandtwp.com



Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Kathie Horning, Treasurer

Subject: Investment Policy Update and Investment Discussion

Date: April 11, 2023

Recommended Action

Move to approve the updates to the 2023 Investment Policy as notated.

Discussion

Annually we review and update our investment policy to reflect our current situation. We have added banks and institutions (underlined red) that we may use, and taken off (red lined), any banks that no longer exist through mergers. We did not open any new funds, so no changes were needed there.

Sewer Investments. We recently met with Greg Prost of Robinson Capital to go over our Sewer Funds and how we can best capitalize on our investments with safety of the funds foremost. He was able to discuss using safe securities, Treasury bills, Municipal bonds and other good options that need to be done through a Public Funds Investment Group. They will be able to schedule our investments to mature at the time we will need the liquidity to make the bond payments and invest the rest out further. As the Treasurer and fiduciary of our Township funds I wanted to make you aware of this new investment. I have attached Our current bank balances, and the Schedule of Bond Payments Finance put together.

Robinson Capital was founded in 2012 by Jim Robinson. They are in Grosse Pointe Farms and dedicated exclusively to Fixed Income Investment Management.

Their investment style and process begin with an analysis of the economic cycle, and specifically where the economy lies along the current cycle.

They continuously remind themselves that their role as fixed income managers is to provide portfolio stability and consistency. Therefore, protecting the portfolio from downside risk is an underlying theme of all investment decisions.

Their investment philosophy is that the portfolio decisions are based on:

SAFETY, LIQUIDITY & YIELD- In order of priority.

Our fund manager will be Greg Prost. We used him years ago when he was with Ambassador Capital. He is the Chief Investment Officer of the Traditional Fixed Income Group at Robinson Capital Management. Greg has 35 years of experience in the bond market and oversees the core fixed income operation, including directing fixed income strategy and managing institutional portfolios.

Greg is a frequent speaker to Michigan Municipal organizations and is a member of the MMTA, MGFOA and MACT. Greg is also the Investment Trainer for the national Treasurer's Association (APT US& C) Certified Public Funds Investment Manager (CPIFM) certification program.

Attachments

Sewer Bank Balances

Sewer Schedule of Payments



HARTLAND TOWNSHIP INVESTMENT POLICY

RESOLUTION 96-9-3

Adopted September 17, 1996

RESOLUTION 03-05-08

Revised April 7, 2015

Revised March 15, 2016

Revised July 11, 2017

Revised July 10, 2018

Revised May 5, 2021

Revised June 7, 2022

1.0 Policy

It is the policy of Hartland Township to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the township, while conforming to all state and local statutes governing the investment of public funds, in conformance with MCL 129.91.

2.0 Scope:

This investment policy applies to all financial assets of Hartland Township. These funds are accounted for in the Hartland Township Annual Financial Audit and include:

Bullard Lake Repayment
Cable Fund
Capital Improvement Fund
Central Water O & M
Clearing
Compliance Inspection
Farmer's Market
Fire Escrow Insurance Fund
Fire Operating Fund
Forestbrook Bond Fund
Hartland ARPA Funds
Hartland Wds Rd Fund
General Fund
Jeopardy Tax

Lake Tyrone Bond Fund
Liquor Law
M-59 Relocation Fund
Millpointe Repayment
Ore Valley Repayment
Right of Way Fund
Road Millage Fund
SAD 4-5-6
SAD 200
Sewer O & M
Trust & Agency New
Trust & Agency Old
Tax Fund
Water Rep & Maint

and any new fund created by the Hartland Township Board, unless specifically exempted.)

3.0 Prudence:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.0 Objective:

The primary objective, in priority order, of Hartland Township’s activities shall be:

Safety: Safety of principal is the foremost objective of the investment program. Investments of Hartland Township shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Diversification: The investments of Hartland Township shall be diversified by avoiding over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities). Investments shall have varying maturities. Investment instrument selection shall avoid high credit risks and shall include use of readily available funds such as local government investment pools or mutual funds to maintain sufficient liquidity.

Legality: All investments will conform to those allowed by the 1943 Michigan Public Act 20, as amended.

Liquidity: Hartland Township’s investment portfolio will remain sufficiently liquid to enable the township to meet all operating requirements, which might be reasonably anticipated.

Return on Investments: Hartland Township’s investment portfolio shall be designed with the objective of attaining a reasonable rate of return throughout budgetary and economic cycles, commensurate with the township’s investment risk constraints and the cash flow characteristics of the portfolio.

5.0 Delegation of Authority:

Authority to manage Hartland Township’s investment program is derived from the following: MCLA 41.76, MCLA 211.43b and local township board authorization per resolution #96-9-3. Management responsibility for Hartland Township’s investment program is hereby delegated to the Township Treasurer, who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include reference to: safekeeping, delivery vs payment, investment accounting, repurchase agreements, wire transfer agreements, banking service contracts, and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of the subordinate officials.

6.0 Ethics

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of investment decisions. Employees and investment officials shall disclose to the Hartland Township Supervisor and the Treasurer, any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal/financial investment positions that could be related to the performance or timing of Hartland Township’s investments.

7.0 Authorized Financial Dealers and Institutions:

The Treasurer will maintain a list of financial institutions authorized to provide investment services in the State of Michigan. These may include “primary” dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by state laws.

These banks include:

[Bank Michigan](#),
Bank of America,
Bank of Ann Arbor,
Chase Bank,
Chelsea State Bank,
[Choice One](#),
CIBC Bank,
Comerica Bank,
County National Bank,
Dart Bank,
Federal Home Loan Bank,
Fifth Third Bank,
First Independent Bank,
First Merchants Bank,
[First State Bank](#),
Flagstar Bank,
Horizon Bank,
Huntington Bank,
Huron Valley State Bank,

Independent Bank,
Key Bank,
[Lake Trust Credit Union](#),
~~Level One Bank~~,
[LOC Credit Union](#),
Macatawa Bank,
Mason State Bank,
Mercantile Bank,
Northstar Bank,
Old National Bank,
Oxford Bank,
PNC Bank,
[Premier Bank](#),
[Robinson Capital](#),
[State Savings Bank](#),
The State Bank,
University Bank (A2),
Waterford Bank,
Wells Fargo Bank,

and/or any other Michigan bank operating in accordance with PA 20), be designated as a depository of Hartland Township

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Treasurer with the following: audited financial statements, proof of National Association of Security Dealers certification, trading resolution, proof of state registration, completed broker/dealer questionnaire, certification of having read Hartland Township Investment Policy and all depository contracts.

An annual review of financial condition and registrations of qualified bidders will be conducted by the Treasurer.

A current audited financial statement is required to be on file for each financial institution and broker/dealer in which Hartland Township invests.

8.0 Authorized and Suitable Investments:

Hartland Township is empowered by statute to invest in those security types listed in Public Act 20 of 1943, as amended. Specifically the following:

- (a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- (b) Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, but only if the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States.
- (c) Commercial paper rated at the time of purchase within the two highest classification established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.
- (d) Repurchase agreements consisting of instruments listed in subdivision (a) above. Repurchase agreements shall be negotiated only with dealers or financial institutions with whom Hartland Township has negotiated a Master Repurchase Agreement. Repurchase agreements must be signed with the bank or dealer and must contain provisions comparable to those outlined in the Public security Association’s model Master Repurchase Agreement.
- (e) Banker’s acceptance of United States banks.
- (f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.

- (g) Mutual funds registered under the investment company act 1940, title 1 of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment solely by reason of either of the following:
 - (i) The purchase of securities on a when-issued or delayed delivery basis.
 - (ii) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
 - (iii) The limited ability to borrow and pledge a like portion of the portfolio=s assets for temporary or emergency purposes.
 - (iv) Investments in Mutual funds shall be limited to securities whose intention is to maintain a net asset value of \$1.00 per share.
- (h) Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the urban corporations act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
- (i) Investment pools organized under the surplus funds investment pool act, 1982 PA 367, MCL 129.111 to 129.118.
- (j) The investment pools organized under the local government investment pool a t, 1985 PA 121, MCL 129.141 to 129.150. Investments in mutual funds shall include securities whose net asset value per share may fluctuate on a periodic basis.

9.0 Maximum Maturities

To the extent possible Hartland Township will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Township will not directly invest in securities maturing more than two (2) years from the date of purchase. When matched to specific cash flow Hartland Township may invest up to five years on Certificates of Deposit.

10.0 Reporting

Within 120 days of the end of the fiscal year, the treasurer shall prepare an annual written report to the governing body concerning the investment of the funds.

11.0 Safekeeping and Custody

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by Hartland Township shall be on a cash (or delivery vs payment) basis. Securities may be held by a third-party custodian designated by the treasurer and evidenced by safekeeping receipts as determined by the treasurer. Any provision of this resolution that conflicts with applicable statutory requirements and standards is void.

12.0 Investment Policy Adoption

Hartland Township investment policy shall be adopted by a resolution of the Hartland Township Board. The policy shall be reviewed annually by the Treasurer, and any modifications proposed as a result of that review must be approved by the Hartland Township Board.

Type	Where	Amount	Maturity Date
O & M			
Checking	Chase*	912,661.53	ongoing
Checking	Flagstar	254,199.46	ongoing
Savings	Chase	2,060,169.82	ongoing
Savings	Bank of Ann Arbor	259,777.60	ongoing
Savings	CIBC	264,353.00	ongoing
Savings	First Merchant	253,253.04	ongoing
Savings	First Merchant	251,342.88	ongoing
Savings	Macatawa	254,463.49	ongoing
Money Market	Horizon	247,528.17	ongoing
Money Market	Independent Bank	252,075.47	ongoing
Money Market	The State Bank	203,242.44	ongoing
CD	Old National Bank	254,726.91	4/22/2023
CD	CIBC	269,924.82	11/1/2023
CD	Macatawa	268,662.27	1/19/2024
CD	Bank of Ann Arbor	245,000.00	3/2/2024
CD	Flagstar Bank	246,000.00	3/6/2024
CD	Huntington Bank	262,000.00	12/17/2024
	Total	\$6,759,380.90	
Savings	Chase SAD 200	208,253.87	ongoing
Savings	Chase SAD 4-5-6-7	718,895.82	ongoing
Savings	Chase Lake Tyrone	902,258.09	ongoing
Savings	Chase Forestbrook	174,047.79	ongoing

4/11/23 kh *Need to maintain for no bank charges thru Chase

HARTLAND TOWNSHIP								sdh 4/5/23
SCHEDULE OF SEWER BOND PAYMENTS								
FISCAL YEAR 2024 - 2032								
	2016 Bond			2021 Bond			Total Cash Needed by Payment Date	
Payment Dates	Principal	Interest	Total	Principal	Interest	Total		
5/1/2023		\$ 67,100	\$ 67,100		\$ 89,800	\$ 89,800	\$ 156,900	
11/1/2023	\$ 1,095,000	\$ 67,100	\$ 1,162,100		\$ 89,800	\$ 89,800	\$ 1,251,900	
5/1/2024		\$ 56,150	\$ 56,150		\$ 89,800	\$ 89,800	\$ 145,950	
11/1/2024	\$ 1,095,000	\$ 56,150	\$ 1,151,150		\$ 89,800	\$ 89,800	\$ 1,240,950	
5/1/2025		\$ 45,200	\$ 45,200		\$ 89,800	\$ 89,800	\$ 135,000	
11/1/2025	\$ 1,065,000	\$ 45,200	\$ 1,110,200		\$ 89,800	\$ 89,800	\$ 1,200,000	
11/1/2025	\$ 2,095,000		\$ 2,095,000		\$ -	\$ -	\$ 2,095,000	
5/1/2026					\$ 89,800	\$ 89,800	\$ 89,800	
11/1/2026				\$ 620,000	\$ 89,800	\$ 709,800	\$ 709,800	
5/1/2027					\$ 77,400	\$ 77,400	\$ 77,400	
11/1/2027				\$ 615,000	\$ 77,400	\$ 692,400	\$ 692,400	
5/1/2028					\$ 65,100	\$ 65,100	\$ 65,100	
11/1/2028				\$ 610,000	\$ 65,100	\$ 675,100	\$ 675,100	
5/1/2029					\$ 52,900	\$ 52,900	\$ 52,900	
11/1/2029				\$ 605,000	\$ 52,900	\$ 657,900	\$ 657,900	
5/1/2030					\$ 40,800	\$ 40,800	\$ 40,800	
11/1/2030				\$ 595,000	\$ 40,800	\$ 635,800	\$ 635,800	
5/1/2031					\$ 28,900	\$ 28,900	\$ 28,900	
11/1/2031				\$ 590,000	\$ 28,900	\$ 618,900	\$ 618,900	
11/1/2031				\$ 1,140,000		\$ 1,140,000	\$ 1,140,000	
Totals	\$ 5,350,000	\$ 336,900	\$ 5,686,900	\$ 4,775,000	\$ 1,248,600	\$ 6,023,600	\$ 11,710,500	
2016 Bond Callable, 11/1/2025								
2021 Bond Callable, 11/1/2031								

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: Senior Center Contract 2023 – 2026

Date: April 12, 2023

Recommended Action

Motion to approve the Senior Center Contract for three additional years per attached.

Discussion

As in years past, the Township has entered into a three-year contract with the Hartland Senior Center to provide certain services for the benefit of Hartland seniors. The attached contract has been reviewed by staff and Senior Center management and no changes are warranted at this time. The annual contract payment of \$22,000 is unchanged from the last contract renewal.

Financial Impact

Is a Budget Amendment Required? Yes No

This expense is included in the fiscal year 2023-2024 budget.

Attachments

Hartland Senior Center Contract

Hartland Senior Center Letter

Annual Hartland Senior Center Report

Certificate of Insurance

Memorandum of Agreement Between Hartland Township and the Hartland Senior Activity Center (HSC)

WHEREAS, the Hartland Senior Activity Center (the "HSAC") provides many valuable services to residents of Hartland Township (the "Township") in its mission to "Cultivate happy, healthy and independent lifestyles for everyone age 50 and over";

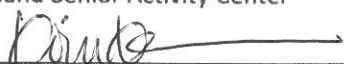
WHEREAS, the Township and HSAC (the "Parties") desire to enter into an agreement regarding the partnership and funding for HSAC activities; and

WHEREAS, the Township has determined that this Agreement is in the public interest and serves and advances a public purpose;

NOW, THEREFORE, the Parties agree as follows:

- I. The term of this Agreement shall commence April 1, 2023, and shall expire March 31, 2026.
- II. The Township shall pay Eleven Thousand and 00/100 Dollars (\$11,000.00) to HSAC by July 31 and Eleven Thousand and 00/100 Dollars (\$11,000.00) by January 1 of each year, in consideration of the following services to be provided by HSAC:
 - a. HSAC will be open Monday through Friday, except holidays or other school closings.
 - b. HSAC will provide services, activities, local transportation, recreational and educational programs to eligible and participating residents, such as:
 - i. Information & assistance with resources available to seniors, adult children and caregivers for housing, legal issues, home delivered meals, tax filing, chore and homemaking services;
 - ii. Medicare/Medicaid counseling and assistance with eligibility and enrollment; and
 - iii. Wellness programming, fitness classes, equipment, health information seminars, flu shots, clinics and low-cost health screening programs.
 - c. At the conclusion of each year, HSAC will provide the Township with a summary report of the attendance, list of activities, and other pertinent information to document for the Township proper use of the provided funding in the public interest.
 - d. HSAC agrees to operate in accordance with all applicable ordinances, statutes, codes, laws, rules and regulations.
- III. Wherever reasonable, any and all news releases, websites, or other types of publicity pertaining to the activities of HSAC shall recognize the Township as a participating sponsor and represent the Township in a positive and favorable light.
- IV. To the extent permitted by law, HSAC agrees that it will indemnify, hold and save the Township and its officers, agents, contractors and employees whole and harmless and defend same from and against all claims from any act, omission, negligence or misconduct on the part of HSAC or any of its agents, servants, employees, contractors, guests or invitees resulting from its activities.
- V. HSAC shall furnish a copy of a liability insurance policy naming the Township as an additional insured in the amount of \$1,000,000, together with a signed copy of this agreement.
- VI. The Township may terminate and/or cancel this Agreement upon default or breach of any obligation or material terms contained herein by HSAC and only if said default or breach is not remedied within a reasonable time after notice of the default or breach is given by the Township in writing to HSAC. Reasonable time for remedying the default or breach shall be specified by the Township in its notice and shall be based on the circumstances given rise to the default or breach.

IN WITNESS WHEREOF, the duly authorized officers of the parties hereto have executed this agreement on the dates shown with their respective signatures.

Hartland Senior Activity Center
By: 

Kim Konarski, HSAC Director

Date: 2/24/23

Hartland Township
By: _____

William J. Fountain, Township Supervisor

Date: _____



Hartland Senior Activity Center

9525 Highland Rd.
Howell, Michigan 48843
(810) 626-2137 Fax (810) 626-2136
www.hartlandseniorcenter.org
kimkonarski@hartlandschools.us

November 22, 2022

Bill Fountain, Supervisor
Hartland Township
2655 Clark Rd.
Hartland, MI 48353

Enclosed you will find our 2022 Annual Report, as well as our most recent newsletter. As with many businesses, but especially non-profits, we were impacted tremendously by the COVID-19 pandemic. I am happy to report that this year we have seen growth in participation and membership numbers.

Please thank the members of the Hartland Township board for their continued support of the Hartland Senior Activity Center. Financial assistance from the Township allows us to continue offering affordable services and activities to our local senior residents.

We would appreciate your continued partnership and support of the HSAC for the next Fiscal Year (2023-2024). Please let me know if you would like me to present to the Township Board.

Thank you for your past, current and future support.

Sincerely,

Kim Konarski
HSAC Director
~Promoting Vitality Among Seniors~

Annual Report Hartland Senior Center 2022

2022 Annual Report accounts for programs and activities that occurred January 1 – October 31, 2022.

The Hartland Senior Activity Center is rebounding in 2022 after many COVID-19 challenges. Our current paid membership count is 1,314. We feel this is a great sign that we will continue to see participation numbers increase as the temperatures drop and more people are looking for indoor wellness programs and activities.

Senior Outreach Program

Carol Ringle, our Senior Resource Advocate, has continued to provide information and assistance to our members. In addition, Carol is MMAP (Medicare/Medicaid Assistance Program) certified and attends monthly virtual trainings and webinars, completes MMAP paperwork (computer client entries). Our AARP tax program was a bit different this year but even with strict AARP requirements we were able to schedule over 268 appointments for the 2022 tax season. Carol Ringle is also our Trips / Travel Coordinator which has gained steam in 2022 with trips filling to capacity within the first week or two of promotion! Carol will be moving away from Medicare in 2023 and focusing mainly on travel. Livingston County Catholic Charities will be our primary resource for Medicare counseling.

Senior Transportation

The center's transportation program continues to provide transportation to area residents. We have one full time driver, and one substitute drive who put over 19,000 miles on our vehicles and provided 1,865 rides so far in 2022. Most of our transportation requests are for medical services to doctors, dialysis or Be Our Guest Adult Day Services but we also provide rides to grocery stores, area businesses like the post office and library plus the senior center.

Wellness Programs

The center continues to offer 11 in person fitness classes weekly with Yoga and Tai Chi also offered via Zoom. Enhance Fitness, an evidenced-based older adult fitness program, is still our most popular class but all our classes range from 15-25 people. In September we added a second Zumba class, in November we started a beginning Tai Chi class in addition to our regular Tai Chi class and in January we are looking to add Drumming and a Strength class.

Our weight room is in full use again and most recently, we have opened the halls for walking during limited hours. As the weather turns colder, we always see an uptick in hall walking at our building.

Once again, we were able to partner with University of Michigan to offer our annual Flu Shot clinic to 50 seniors. We have scheduled a Versiti Blood Drive in December 2022 as the need for blood seems to be on-going.

We partnered with Gleaners this year as well as MSU Extension to offer nutrition and cooking classes. Based on our Annual Survey results, this is a priority topic for presentations in 2023.

Social and Recreation

The Hartland Senior Activity Center provides opportunities for fun through many social activities with our goal of “Promoting Vitality Among Seniors”. With 28 regularly scheduled activities each week (not counting our fitness programs) plus special add-ons each month like movies, trivia, bingo, dinners, open mic nite, cooking classes; we truly have something for everyone.

From January – October 2022, our members and guests participated at the Center in the following ways:

Fitness	Participants checked in 13, 180 times
Social and Recreation	Participants check in 10, 740 times
Lunch	Participants checked in 2,061 times
Arts & Education	Participants check in 824 times
Total Number of Event Sign-Ins = 16.635	

Fundraising Events

In an effort to help raise awareness and funds for the senior center, we had a booth at the Hartland Farmer’s Market one Saturday each month. At our booth we had a bake sale and entertainment with the Recycled Rockettes or Open Mic performers. We raised \$880 from donations at the Farmer’s Market and had many visitors learn about our senior center programs through the newsletters we handed out.

In May we held our Mix It Up in May Outdoor Pickleball Tournament. We had over 200 players and 50+ volunteers to make this two-day weekend event happen. Thanks to local business donations, the net proceeds topped \$7,000.

In June we held our annual Recycled Rockettes show, “Our 70s Show” and raised over \$5,000. Then in October we held our annual Big Fall Show “Rewind the 70s”. With an audience of about 500 over the three performance dates, plus an amazing bake sale, our profits were over \$5,000.

Moving Forward

While we realize COVID-19 is waning, flu season is upon us so we are continuing to urge our members to disinfect their hands often and maintain social distance when possible. We will continue to focus on programming and recruiting new members as we move into 2023. Our amazing volunteers lift us up and give 110% toward our success.

Our annual budget of \$270,000 is primarily covered with program fees, donations and fundraisers. Only about 30% of our budget is covered by local support and grants. We know its partnerships that foster the biggest accomplishments and we once again thank you for your support which allows us to keep our program fees affordable for everyone.

CERTIFICATE OF INSURANCE

Producer SET SEG 1520 Earl Avenue East Lansing, MI 48823	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
COMPANIES AFFORDING COVERAGE	
Insured Hartland Consolidated Schools 9525 E. Highland Rd. Howell, MI 48843	A MASB-SEG Property/Casualty Pool, Inc.
	B SEG Workers' Compensation Fund

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> Comprehensive Form <input checked="" type="checkbox"/> Premises/Operations <input checked="" type="checkbox"/> Products/Completed Operations <input checked="" type="checkbox"/> Broad Form Property Damage <input checked="" type="checkbox"/> Personal Injury	PC-0003464	07/01/2022	07/01/2023	BI & PD COMBINED OCCURRENCE BI & PD COMBINED AGGREGATE PERSONAL INJURY OCCURRENCE PERSONAL INJURY AGGREGATE	\$1,000,000 N/A \$1,000,000 N/A

CERTIFICATE HOLDER Hartland Township 2655 Clark Road Hartland, MI 48353	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.
--	---

AUTHORIZED REPRESENTATIVE  Janet Thelen PROPERTY/CASUALTY DEPARTMENT	Date: February 24, 2023
--	-------------------------

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Heritage Park Memorandum of Agreement with Recreation Partners 2023-2028

Date: April 13, 2023

Recommended Action

Move to approve the 2023-2028 Heritage Park Memorandum of Agreement with Recreation Partners as presented.

Discussion

Heritage Park was opened in 2013 and included an MOA with the Township recreation partners for use and maintenance. The MOA was a ten-year agreement and has expired. Township Administration worked collectively with the recreation partners HAYAA Football, Hartland Youth Lacrosse and Hartland Youth Soccer Association to develop the proposed MOA for the next five years.

The original MOA included language related to the construction of Heritage Park which has been omitted due to no longer being relevant. The Township Manager is proposing an increase to the payment structure outlined in the proposed MOA equal to approximately \$2,000 annually in the monthly payments from March through October every year (retroactive to last month.) The previous increase in payments was approximately seven years ago, and the costs of providing maintenance continue to increase for the recreation partners.

The recreation partners continue to provide the Hartland Community with recreation opportunities in this unique arrangement, and the Township is fortunate to have partners in the Heritage Park operations and maintenance.

Financial Impact

Is a Budget Amendment Required? Yes No

Add \$1750 to g/l line # 101-703-883.200 Heritage Park: Hartland Partners

Attachments

Heritage Park Memorandum of Agreement with Recreation Partners 2023-2028

Memorandum of Agreement 2023-2028
Between Hartland Township, Hartland Area Youth Athletic Association (HAYAA) and Hartland Community Soccer Association (HCSA) and Hartland Youth Lacrosse (HYL) for use of Heritage Park

WHEREAS Hartland Township (the “Township”) owns Heritage Park (the “Park”) on Highland Road (M-59), west of Fenton Road, and providing athletic fields for the Hartland Area Youth Athletic Association (“HAYAA”) and Hartland Community Soccer Association (“HCSA”) and Hartland Youth Lacrosse (“HYL”);

WHEREAS, HAYAA, HCSA & HYL have a long tradition of positively serving children in the Township by providing recreational opportunities of football, lacrosse and soccer activities through the use of volunteers at little cost to the Township;

WHEREAS, the Township, HAYAA, HCSA & HYL (the “Parties”) have successfully completed the first 10-year agreement for the construction of the Park and that the cost, future operation and maintenance thereof should be apportioned between the Parties; and

WHEREAS the Parties desire to enter into an agreement regarding the apportionment of cost, use, maintenance and preservation of the irrigation, fields, parking lot and driveways in the Park; and

WHEREAS, the Township has determined that this Agreement is in the public interest and serves and advances a public purpose,

NOW, THEREFORE, the Parties agree as follows:

1. The term of this Agreement shall commence immediately and shall expire December 31, 2028. The Parties agree to meet in November of each year to discuss mutual operations, maintenance, improvements, and the eventual renewal of this Agreement.
2. The Township agrees to provide use of the Park to HAYAA and HCSA under the following conditions:
 - a. Only for the purpose of HAYAA, HCSA & HYL sanctioned football, lacrosse and soccer activities for children between the ages of three (3) and nineteen (19).
 - b. HAYAA, HCSA & HYL shall provide a detailed identification and contact information for each organization on an annual basis by February 1 annually for the duration of the agreement.
 - c. HAYAA, HCSA & HYL agree to use and occupy the Park in accordance with all applicable ordinances, statutes, codes, laws, rules and regulations.
 - d. Access to the driveways, parking lot and other common areas of the Park shall remain open to the general public during all HAYAA and HCSA activities.

IV. The Township shall pay Nine Hundred Dollars (\$900.00) to HAYAA (30%) and Nine Hundred Dollars (\$900.00) to HYL (30%) and One Thousand Two Hundred Dollars (\$1,200.00) to HCSA (40%) by the 15th of each month from March through October, beginning March of 2023 contingent upon the following:

- a. The Park shall be maintained in good condition, recognizing they are part of a park serving the general public.
- b. Grass turf areas shall be mowed minimally once every two weeks between the months of April and October, from the abutting Highland Road right of way to the northern most athletic fields. Proper weed prevention and fertilization treatments shall also be applied on a regular schedule.
- c. Any portable toilets provided by HAYAA or HCSA shall be earthtone in color if possible and must be approved by the Township for durations outside of special events.
- d. Any other structures or appurtenances shall also be pre-approved by the Township, cleaned, serviced, and maintained in good and safe working order as a clean, useable facility.
- e. Proper parking of spectator cars and proper crowd control to allow access for emergency vehicles and personnel shall be maintained.
- f. Litter control shall be provided to the Park during HAYAA, HCSA & HYL sanctioned activities. All garbage shall be properly disposed in a dumpster to be provided by HAYAA, HCSA & HYL in an area approved by the Township. The dumpster shall remain locked, to deter illegal dumping, and it shall be emptied at least bi-weekly.
- g. The Irrigation system in its entirety including repairs, replacement, operations, and maintenance shall be the responsibility of the recreation partners including cost pertaining to said actions.
- h. HAYAA, HCSA & HYL may provide maintenance or services to a higher or more frequent standard than identified above, providing HAYAA, HCSA & HYL assumes all related costs resulting from the higher standard and complies with any present or future federal, state, or local laws and policies.
- i. If the Township determines that any of this required maintenance is not being done effectively, the Township will provide three (3) business day notice to HAYAA, HCSA & HYL to correct the condition. If it is not completed satisfactorily, the Township will provide the service and bill HAYAA, HCSA & HYL for the cost of service and HAYAA, HCSA & HYL will pay all costs related to this service.

V. The Township shall pay all electrical bills for the Park and provide the Parties with copies thereof. The Township shall receive a credit for all electrical bills paid, which credit will be applied to the monthly payments to HAYAA (30%), HCSA (40%), & HYL (30%) outlined above.

VI. The Township shall retain the right to allow and approve rental(s) of the Park by others during those times when HAYAA or HCSA have not scheduled games, practices or maintenance, provided the Park is returned in good, clean, playable condition. The Township shall be the point of contact for all such requests and will share the request with HAYAA, HCSA & HYL in order to identify potential conflicts and resolutions thereof. In consideration of the payment for services above, HAYAA, HCSA & HYL agree to provide dumpster to the same standard described, for up to ten (10) additional days for rental of the Park

by others. For any other services HAYAA and/or HCSA and/or HYL may provide to other renters of the Park (e.g. lining/marketing fields), they shall be permitted to charge a reasonable fee to recover any costs HAYAA and/or HCSA and/or HYL may incur. HAYAA, HCSA & HYL shall submit a schedule of permissible fees and charges to the Township upon receiving notice of a rental. The Township reserves the right to increase or decrease the rental rate based on the proposed rental activity. The Township reserves the right to approve or decline any rental. Field rental rates will be based upon rates outlined in the Field Rental Rate Schedule set forth by the Township Board from time to time, or as specified by the Public Works Department.

VII. Any other maintenance, safety or liability concerns not provided for in this Agreement should be reported to the Township by HAYAA and/or HCSA and/or HYL for review and correction, if necessary.

VIII. HAYAA and/or HCSA and/or HYL shall make no modifications to the Park without the permission of the Township.

IX. The Township shall apply all credits accrued as provided above to the Township's payments outlined above, with the following credit adjustments per month:

- a. Two Hundred Dollars (\$200.00) for HYL towards irrigation until balance is satisfied (\$4,848.65)
- b. One hundred Eighty-Five Dollars (\$185.00) for HYL for storage unit
- c. Two Hundred Dollars (\$200.00) for HAYAA towards irrigation until balance is satisfied (\$4,848.65)
- d. One hundred Eighty-Five Dollars (\$185.00) for HAYAA for storage unit
- e. Two Hundred Twenty-Five Dollars (\$225.00) for HCSA for storage unit and concession stand

X. The Township requests all news releases, websites, or other types of publicity pertaining to the activities of HAYAA, HCSA & HYL shall recognize the Township as a participating sponsor and represent the Township in a positive and favorable light.

XI. HAYAA, HCSA & HYL agrees that it will indemnify, hold and save the Township and its officers, agents, contractors and employees whole and harmless and defend same from and against all claims from any an act, omission, negligence or misconduct on the part of HAYAA, HCSA & HYL or any of its agents, servants, employees, contractors, guests or invitees resulting from its use of the Park.

XII. HAYAA, HCSA & HYL shall furnish a copy of a liability insurance policy naming the Township as insured in the amount of \$1,000,000, together with a signed copy of this agreement and a copy of the approved schedule before using the facilities for any purpose. Such liability insurance will also be required of any sub-contractors hired by HAYAA, HCSA & HYL prior to working on park property.

XIII. The Township may terminate and/or cancel this Agreement upon default or breach of any obligation or material terms contained herein by either HAYAA and/or HCSA and/or HYL and only if said default or breach is not remedied within a reasonable time after notice of the default or breach is given by the Township in writing to the entity in default or breach. Reasonable time for remedying the default or breach shall be specified by the Township in its notice and shall be based on the circumstances given rise to the default or breach. Revocation shall only apply to the entity determined to be in breach as previously described.

IN WITNESS WHEREOF, the duly authorized officers of the parties hereto have executed this agreement on the dates shown with their respective signatures.

Hartland Area Youth Athletic Association

By: _____

Its: _____

Date: _____

Hartland Community Soccer Association

By: _____

Its: _____

Date: _____

Hartland Youth Lacrosse

By: _____

Its: _____

Date: _____

Hartland Township

By: _____

William J. Fountain, Township Supervisor

Date: _____

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: 2023 Citizen Survey Agreement

Date: April 13, 2023

Recommended Action

Approve the agreement with Cobalt Services to conduct the 2023 Hartland Township Citizen Survey as presented.

Discussion

Hartland Township has historically commissioned citizen surveys of the Community to measure satisfaction on many subjects, from police protection to parks. The surveys have historically dated back to 2012 and the results continue to serve as a roadmap by which Township officials determined priorities.

The most recent Hartland Township Citizen Survey was conducted in 2019. Manager West is recommending the initiation of a 2023 survey as outlined in the Township Strategic Plan. The original budget was based on the 2022 quote, yet the 2023 has additional options manager West is recommending resulting in an increase in \$2,000 from the 2022 quote. The proposed cost for the 2023 Citizen Survey is \$19,040 and has been allocated in the approved FY2023-24 Township Budget.

Financial Impact

Is a Budget Amendment Required? Yes No

Add: \$2,000 to g/l # 101-577-801.000 to cover the additional cost.

Attachments

2023 Proposal

2019 Survey Results

Hartland Township Agreement for Research

March 6, 2023

Cobalt Community Research (Cobalt) is pleased to provide this contract for research collaboration between Cobalt and Hartland Township, (the Partner), having a business address of 2655 CLARK ROAD, HARTLAND, MI 48353. Cobalt Community Research (www.cobaltcommunityresearch.org) is a 501c3 nonprofit organization with a mission to provide research and educational tools that help schools, local governments and other nonprofit organizations thrive as changes emerge in the economic, demographic and social landscape. Cobalt is located at PO Box 416, Charlotte, MI 48813; (877) 888-0209; E-mail: wsaintamour@cobaltcommunityresearch.org

DELIVERABLES (SECTION 1)

Count	Component	Subtotal	Count	Component	Subtotal
1	Includes up to 2 pages (1 sheet) of custom questions which may include community experience/satisfaction, awareness, budget priorities, potential future services/programs, funding options, policy support, communication preference, general demographic questions, benchmarking as applicable, etc. Executive summary in PowerPoint; data entry if needed, thermal-map/cross tab, verbatim comments, remote follow-up with Partner	\$5,945		Explore bond questions, no neutral point on non-benchmark questions, include partner questions such as Chamber, school district, and library, allow non-sample responses, in field in September, results in October.	
2	Additional sheet (4 pages)	\$6,350	1	Online coding, branded web landing page, and web link for completion online	Waived
	Set of 2 work groups/focus groups (partner provides location and recruits participants)	\$0		Eblast distribution via email list provided by partner (3 waves) per 1,000 recipients	\$0
	One-time set up and reporting out of all work groups/focus groups	\$0	2000	Mail Distribution: Production and 1st-class postage for an initial mailing of up to a 6-page 3 sheet) survey with cover letter, plus a second mailing to those who have not responded. Includes business reply postage.	\$5,800
	Non-English Version	\$0	1	Include Visitor360™ Metrics Report	\$945
Total Cost: \$19,040.00					

Options:

- Reduce mailing size from 2,000 to 1,500 and reduce cost above by \$1,450
- Eliminate Visitor360 Metrics Report and reduce cost above by \$945

Pricing valid for 60 days from the date of this document. 50% of quoted amount of the assessment engagement upon the signing of the contract. Remaining balance upon delivery of results.

This agreement includes all of the terms and conditions agreed to by the parties. Any changes to these terms and conditions must be made in writing and signed by both parties to be effective.

ACCEPTANCE

This agreement (Sections 1 and 2) shall be deemed accepted after it has been signed by a representative of the Partner and a representative of Cobalt. Acceptance may be made by facsimile and the agreement executed in one or more counterparts, each which when fully executed, shall be deemed to be an original, and all of which shall be deemed to be the same agreement.

Nondisclosure Statement: All materials contained in this agreement are the confidential and proprietary property of Cobalt Community Research. The information contained herein is provided by Cobalt Community Research for evaluation by the Partner. Dissemination to other parties is prohibited.

Authorized Representative



Cobalt Community Research, Executive Director

Date

March 6, 2023

Date

CONTRACTUAL TERMS AND CONDITIONS (SECTION II)

1. TERM OF CONTRACT

The contract shall be effective as of the date this agreement is signed by both parties. Unless terminated earlier as set forth in Section 5 below, the contract shall remain in full force and effect for a period of twelve (12) months (the "Initial Term").

2. COBALT' RESPONSIBILITIES

Cobalt shall provide the Services described in the Statement of Work in accordance with the terms and conditions of this Agreement. In the course of providing the Services, Cobalt shall deliver to Partner all deliverables arising from or related to the Services and agreed upon by the parties. Each Supplemental Statement of Work entered into by the parties shall be numbered sequentially (e.g. Statement of Work #1, etc.) and shall not be binding until signed by the authorized representative of each party. In the event of a conflict between any signed Statement of Work and this Agreement, the terms and conditions of this Agreement shall prevail. Any change in the scope of Services and Fees shall be agreed upon in writing by the parties.

Cobalt will assume responsibility for all contractual activities whether or not Cobalt performs them. Cobalt is the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The Partner reserves the right to interview key personnel assigned by Cobalt to this project and to recommend reassignment of personnel deemed unsatisfactory by the Partner. Cobalt may delegate any duties under this contract to a subcontractor. If any part of the work is subcontracted, Cobalt shall identify upon written request the proposed subcontractor by firm name, address and contact person, and provide the Partner with a complete description of all work to be subcontracted together with descriptive information about the subcontractor's organization and ability to perform the work. Cobalt is responsible for ensuring that subcontractors adhere to all applicable provisions of the contract.

3. CONFIDENTIALITY

Cobalt and the Partner shall treat all information provided by one another as confidential. Except in the course of, and as necessary to, providing services pursuant to this agreement, neither party shall disclose any confidential information without the other party's consent, unless required by law. Prior to any such disclosure, if not otherwise prohibited by law, the party required to disclose shall notify the other party at least 5 days prior to the date that it intends to make such disclosure. Confidential information includes any and all documents, materials and information (whether oral or written, including electronic media format), including but not limited to member and resident data, client lists, fee schedules, and statements of policies, procedures, and business methods.

"Data", as used in this Section 3, means the information contained in assessment responses received from Partner's residents or members, but not the assessments themselves. The Partner agrees that identity information about individual assessment respondents will not be returned to the Partner to protect the confidentiality of the individuals who responded to the assessment. In addition, the Partner agrees to protect individual identities by protecting any data or analysis of data that allows individual identities to be determined. "Measurements", as used in this Section, means the deliverables to be delivered to Partner by Cobalt under any particular Statement of Work. The Partner shall own the Data and Measurements.

4. INDEMNIFICATION

Cobalt shall be held to the exercise of reasonable care in carrying out the provisions of the contract. The Partner agrees to indemnify, defend and hold harmless Cobalt, its trustees, officers, agents and employees from and against any and all claims, damages, losses, liabilities, suits, costs, charges, expenses (including, but not limited to reasonable attorney fees and court costs), judgments, fines and penalties, of any nature whatsoever, arising from the performance of duties under the contract, to the extent not attributable to negligence, willful misconduct, or unethical practice by Cobalt.

Cobalt warrants that it shall provide the Services in a diligent and workmanlike manner and shall employ due care and attention in providing the Services. However, Partner agrees that Cobalt shall not be liable on account of any errors, omissions, delays, or losses unless caused by Cobalt's gross negligence or willful misconduct. In no event shall either party be liable for indirect, special, or consequential damages. In no event shall the total aggregate liability of either party for any claims, losses, or damages arising under this agreement and services performed hereunder exceed the total charges paid to Cobalt during the term, even if the party has been advised of the possibility of such potential claim, loss, or damage. The foregoing limitation of liability and exclusion of certain damages shall apply regardless of the success or effectiveness of other remedies.

5. MODIFICATION AND CANCELLATION

The contract may not be modified, amended, extended, or augmented, except by a writing executed by the parties. Any change in services requested by the Partner may result in price changes by Cobalt. In the event that revised prices are not acceptable to the Partner, the contract may be canceled. Either party with 30-business days' written notice to the other may cancel the contract. In the event of cancellation by either party, the Partner shall be responsible for all fees due and payable under the contract as of the date of notice of termination.

6. GOVERNING LAW AND ARBITRATION

The contract shall be governed by and construed in accordance with the laws of the State of Michigan. In the event of any dispute, claim, question, or disagreement arising from or relating to the contract or the breach thereof, the parties shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of 60 business days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by arbitration administered by the American Arbitration Association in accordance with the provisions of its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any Michigan court having jurisdiction thereof.

7. PRICE AND PAYMENT TERMS

The Partner shall pay the fees identified in any Statement of Work(s) executed by the parties. Unless otherwise agreed to in a Statement of Work, Cobalt shall invoice Partner for Services at the beginning of the Term and upon delivery of results. Payment from the Partner shall be due upon receipt of the invoice. Adjustment for any billing errors or Partner credits shall be made monthly. Cobalt may apply a monthly delinquency charge on amounts not paid within 30 days of the date of the Partner's receipt of the invoice, which charge shall be equal to five percent (5%) of any unpaid amount. Partner agrees to pay any applicable taxes and any travel costs and professional fees that Cobalt may incur from Partner-requested travel.

8. ASSUMPTIONS

The Partner shall provide community contact data in Excel or as a CSV.

Cobalt cannot guarantee assessment response levels; however, a minimum of 100 completed assessments is required for accurate analysis. Cobalt (or the Partner if the Partner is mailing the assessment) will automatically conduct reminder mailings to ensure a minimum of 100. The Partner may designate a higher minimum. Typical response rates for residential surveys is 25-35%.

Cobalt shall bill and the Partner agrees to pay all printing and mailing fees associated with a mailing, including postage.

The Partner is responsible for prompt review and response to draft questions and research materials that are in addition to the core assessment, and the Partner is responsible for prompt approval to release such research materials. If the Partner fails to notify Cobalt of project status or provide the contact data or approval or edits to research materials within 30 days of receipt from Cobalt, the partner agrees to pay Cobalt 50% of the remaining fees, and the project will go into an "inactive" status. The Partner has an additional 30 days to reactivate the project. If the project is not reactivated in that time, the project will be closed, and future work will be charged as a new project.

All research is subject to imprecision based on scope, sampling error, response error, etc. Assessment results have an overall margin of error, and the margin of error for subdivided data varies by question and is higher. All research is designed to reduce uncertainty, but it can never eliminate it. The Partner must evaluate all information thoroughly and independently and balance it with other sources of information, legal requirements, safety standards, and professional judgment before taking action based on research information.

9. TECHNICAL APPROACH

Cobalt will provide research services that comply with generally accepted research principles and that comply with the requirements of national services such as the ACSI. In addition, projects and services will be provided in a way consistent with the Insight Association's Professional Researcher Certification (PRC) program, which is endorsed by major national and international research organizations such as the AMA (American Marketing Association), the ARF (Advertising Research Foundation), CMOR (Council of Marketing and Opinion Research), IMRO (Interactive Marketing Research Organization), MRIL (Marketing Research Institute International), the RIVA Training Institute and the Burke Institute.

10. ACCEPTANCE OF TERMS AND CONDITIONS

The failure of a party to insist upon strict adherence to any term of the contract shall not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term, or any other term, of the contract. Each provision of the contract shall be deemed to be severable from all other provisions of the contract and, if one or more of the provisions of the contract shall be declared invalid, the remaining provisions of the contract shall remain in full force and effect.

11. NOTICE

Any notice required or permitted to be made or given by either party hereto pursuant to this Agreement shall be in writing and shall be deemed effective if sent by such party to the other party by mail, overnight delivery, postage or other delivery charges prepaid, to the addresses set forth above, and to the attention of the Executive Director for Cobalt and Partner's designated contact person. Either party may change its address by giving notice to the other party stating its desire to so change its address.

12. SURVIVAL.

Sections 3, 4, 6 and this Section 12 shall survive the termination of this Agreement.

PROCESS

Cobalt proposes a five-step process for the development of the assessment.

Step 1 – Kick-off Discussions:

This preliminary step aims at refining the objectives, scope, timeline, and key deliverables for the project. Informational needs are confirmed. The sampling methodology will also be finalized during this step.

Step 2 – Questionnaire Development:

Based on the input received during Step 1, Cobalt will develop supplemental questions to be added to the core questionnaire, which will be presented and discussed with the project lead to ensure that the questions included in the assessment are aligned with community needs.

Step 3 – Assessment Deployment:

Cobalt publishes the assessment via web and also in the manner determined by the Partner (mailings, Eblast, Internet only, phone). Cobalt collects and codes the responses.

Step 4 – Modeling & Analysis:

Cobalt will analyze the data using its proprietary methodology, which quantifies the relationships between the various elements of the assessment.

Step 5 – Reporting:

Findings will be communicated to the project lead and other key decision makers by teleconference or webinar. A summary report in PowerPoint will be provided to the project lead. Access to detailed results will be provided to the project lead through supplemental analysis in MS Excel.

Hartland Township Citizen Engagement and Priority Assessment

December 2019





Background on Cobalt Community Research

- 501c3 not for profit research coalition
- Mission to provide research and education
- Developed to meet the research needs of schools, local governments and nonprofit organizations
- Partnered with Township on 2012 and 2015 citizen surveys



Measuring Where You Are: Why Research Matters

- Understanding community values and priorities helps you plan and communicate more effectively about Township decisions
- Perception impacts behaviors you care about
- Understanding community perception helps you improve and promote the Township
- Community engagement improves support for difficult decisions
- Bottom line outcome measurement of service and trust: Good administration requires quality measurement and reporting



Study Goals

- Support budget and strategic planning decisions
- Gather public feedback on planning and zoning issues
- Identify which aspects of community provide the greatest leverage on citizens' overall satisfaction
- Measure improvements by tracking performance over time
- Benchmark performance against a standardized performance index statewide, regionally and nationally



Bottom Line

- The Township has strong performance and exceeds state, regional and national benchmarks in many dimensions
- 2015 Hartland Overall ACSI Score = 74
- 2019 Hartland Overall ACSI Score = 73
Michigan = 63 | Midwest = 62 | National = 61

	2012 Hartland	2015 Hartland	2019 Hartland	MI Benchmark 10,001-25,000	MI Benchmark Overall	Midwest Benchmark	U.S. Benchmark 10,001-25,000	U.S. Benchmark Overall	Hartland Change 2015 to 2019
Fire and Emergency Medical Services	78	82	83	81	82	82	79	81	➔ 1
Public Schools	77	83	83	53	67	67	63	63	➔ 0
Transportation	55	45	45	52	58	60	56	56	➔ 0
Utility Services	72	70	70	79	76	73	71	73	➔ -1
Police Department	74	80	84	74	75	75	70	75	⬆️ 4
Property Taxes	63	62	58	65	61	59	57	58	⬇️ -4
Shopping Opportunities	66	64	58	68	68	62	69	70	⬇️ -6
Local Government	65	67	65	55	58	59	51	56	➔ -2
Community Events	57	58	53	52	58	59	61	59	⬇️ -5
Economic Health	56	64	67	54	59	59	53	55	⬆️ 4
Parks and Recreation	73	74	78	63	70	69	66	68	⬆️ 4
Library	86	83	88	72	82	80	75	80	⬆️ 5
Community Satisfaction	72	74	73	55	63	62	60	61	➔ -1
Community Image	74	75	77	59	68	66	69	67	➔ 2

Main Drivers Denoted in Green



Bottom Line

- Budget priority: Road repair and improvement was the highest rated item
- Zoning: Strong interest in tighter regulations for properties in disrepair
- Development: Majority would like more focus on residential development (although restaurants were mentioned often in comments)
- Police services: Ratings improved over 2015, and residents want to maintain services at the same level as neighboring communities
- Potential millage: Majority support fire and road millage



Preserving Voice: Looking Into Detail

Sample:

Hartland Township
2019 Core ACSI Scores
High score = 100

		Economic Health	Living costs	Quality of jobs	Affordability of housing	Availability of jobs	Stability of property values	Strength of local economy	Shopping opportunities in Hartland Township	Parks and Recreation	Facilities meet your needs	Facility maintenance	Quality and variety of recreational programs	Library	Hours of operation	Adequacy of resources
Age	18 to 24	67	70	62	70	56	72	72	64	79	76	83	78	86	87	86
	25 to 34	55	59	48	47	47	69	62	57	76	79	77	71	79	81	77
	35 to 44	65	78	57	67	52	76	73	51	83	86	86	79	87	89	86
	45 to 54	66	73	64	67	59	73	71	54	80	81	82	77	86	84	87
	55 to 64	60	68	50	54	50	72	72	57	74	73	77	71	86	88	84
	65 or over	63	67	52	61	56	72	72	62	76	76	79	74	92	91	92
Household Income	\$25,000 or less	56	48	26	53	44	72	81	70	89	100	100	67	81	78	83
	\$25,001 to \$50,000	57	58	46	53	52	63	66	59	76	74	78	76	91	92	89
	\$50,001 to \$100,000	65	67	58	62	57	73	73	62	80	82	83	76	89	90	89
	Over \$100,000	65	74	59	63	56	76	73	56	79	79	81	76	86	87	86
Household Composition	Child(ren) age 12 or under	63	72	58	61	51	76	74	50	83	84	84	80	90	91	89
	Child(ren) over age 12	65	72	63	64	58	73	70	51	80	83	82	76	87	87	87
	Adult child(ren) over age 18	61	67	57	59	52	70	70	53	78	80	82	71	86	87	84
	Parent age 65 or older	82	86	81	73	86	84	89	74	83	82	87	81	93	94	91
	None of these	63	68	52	60	53	72	71	61	75	74	78	72	88	88	89
Gender	Male	66	71	57	62	58	76	73	63	78	78	80	76	87	88	87
	Female	61	67	54	58	51	70	71	53	78	79	81	73	88	89	88

Checked Scores that Vary by Demographics

Consistent Scores Regardless of Demographics

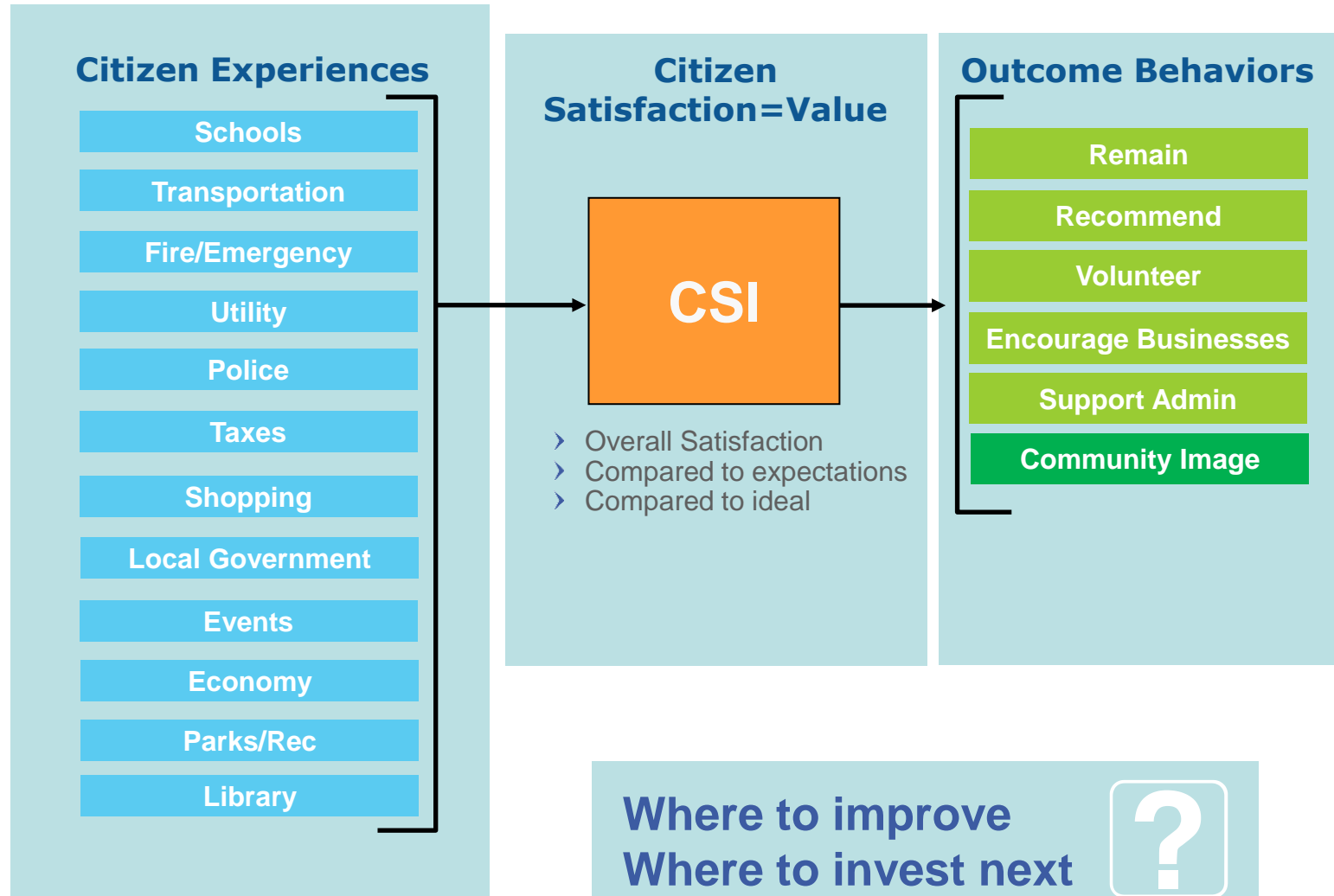


Methodology

- Random sample of 1,500 residents drawn from voter records
- Utilized www.random.org, a well-respected utility used internationally by many universities and researchers to generate true random numbers
- Conducted using two mailings in October and November 2019
- Used survey identification number to ensure valid response
- Solid response from 342 residents, providing a response rate of 23%, a conventional margin of error of +/- 5% in the raw data and an ACSI margin of error of +/- 2% (95% confidence)
 - Note: National surveys with a margin of error +/- 5% require a sample of 384 responses to reflect a population of 330,000,000
 - Very similar response pattern as in prior surveys, but a somewhat higher representation of long-term residents (67% of responses compared with 54% in 2015)



Citizen Engagement Model



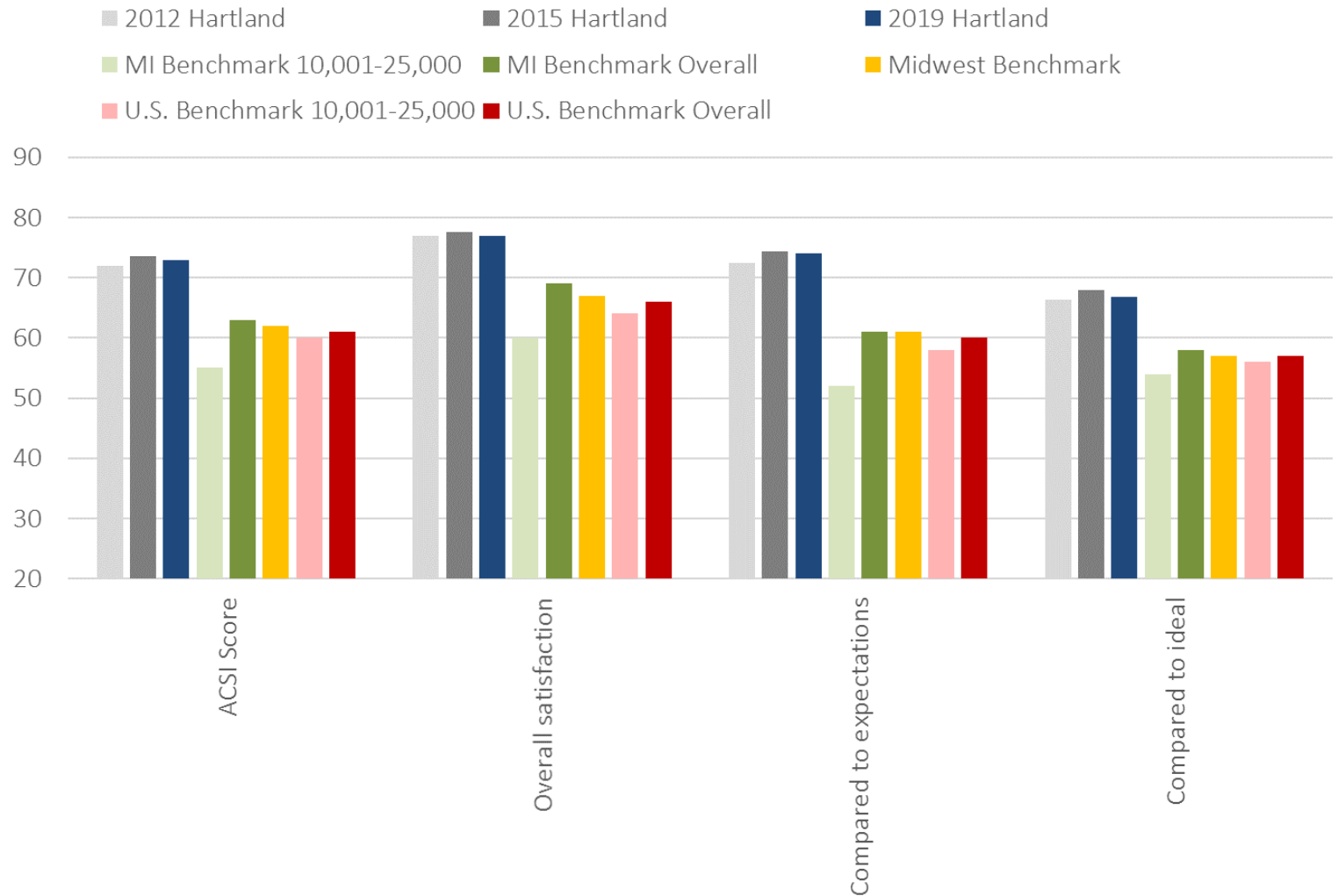
Results





Community Satisfaction to Benchmarks

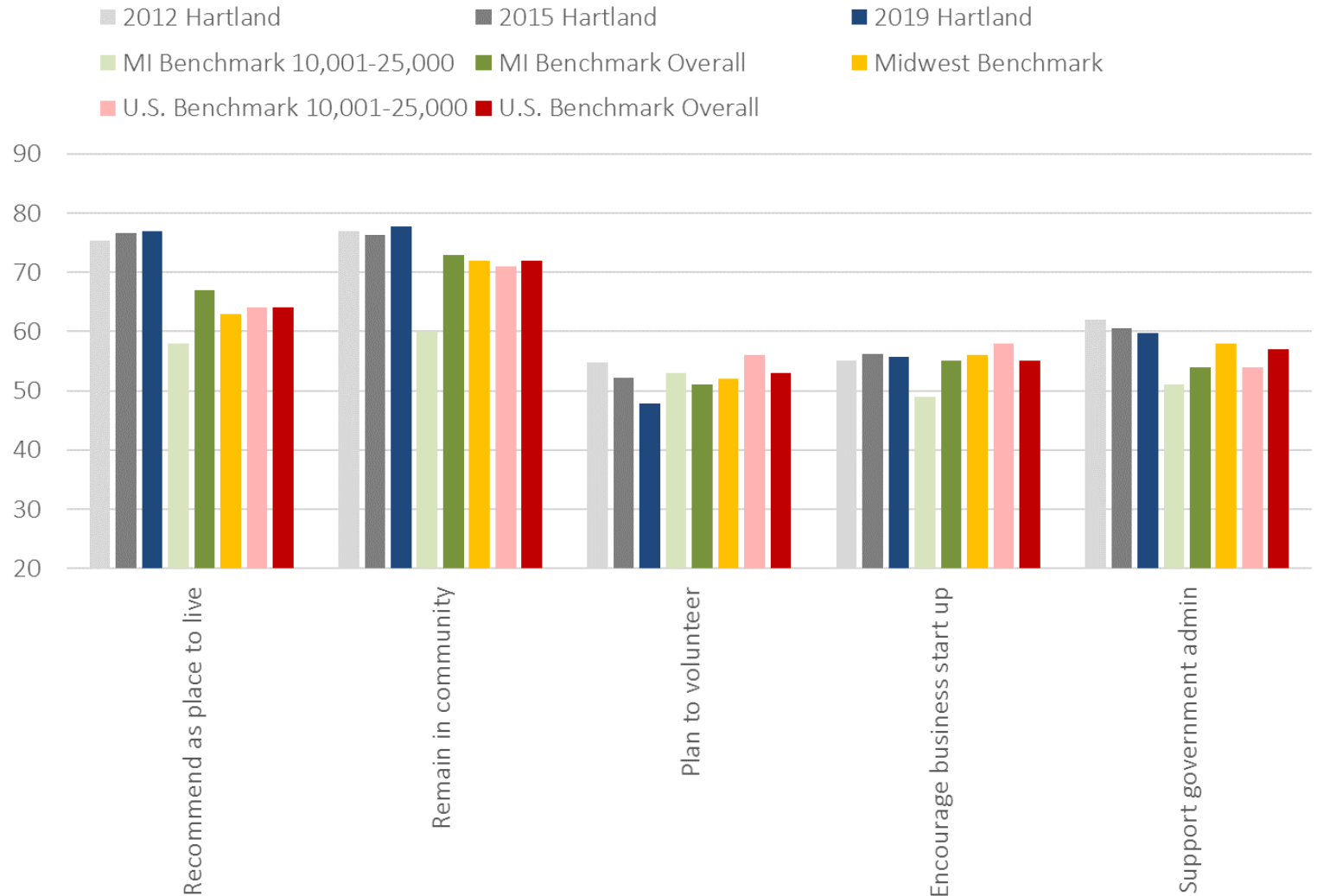
(High score = 100)





Outcome Behaviors to Benchmarks

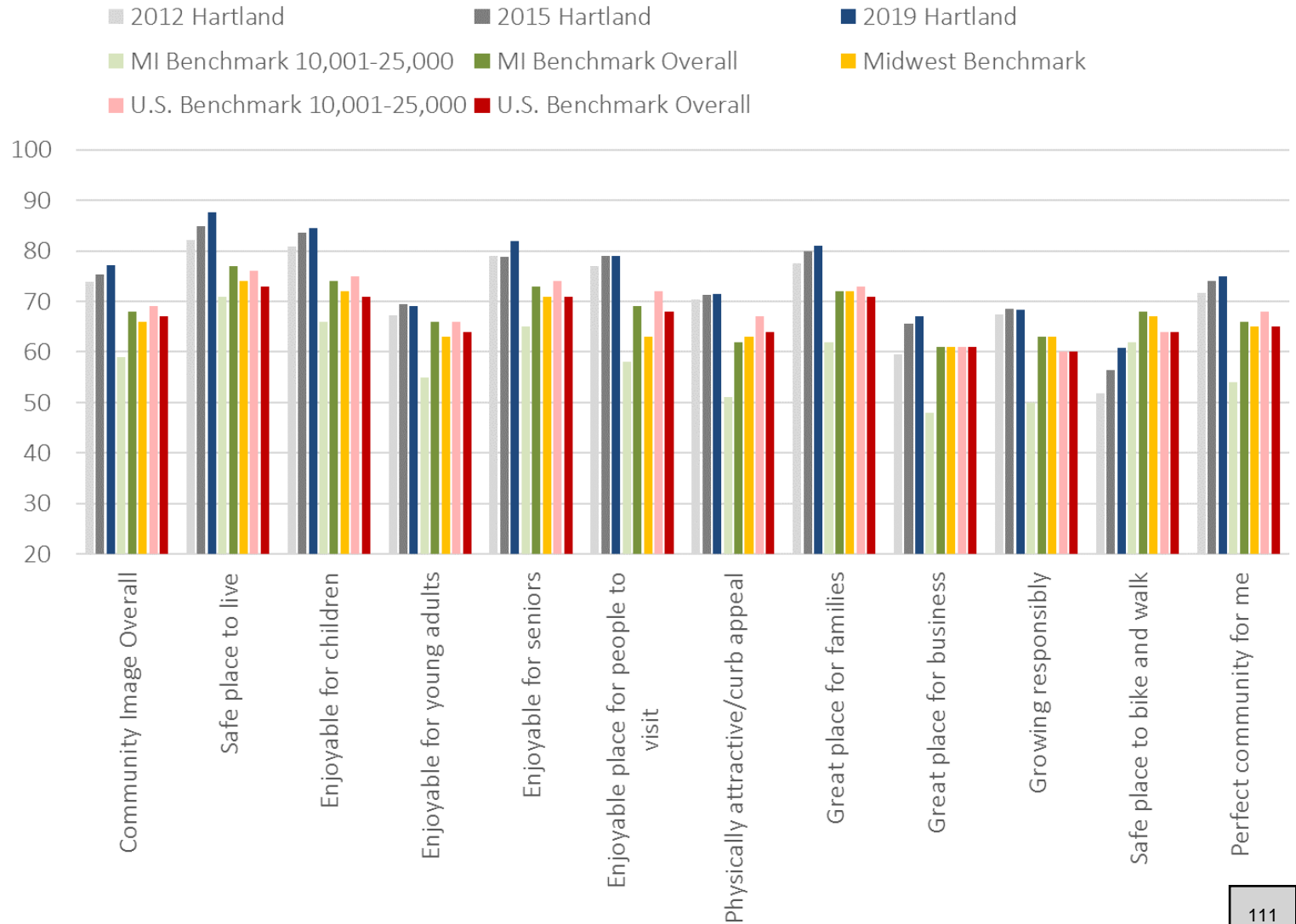
score = 100)





Community Image to Benchmarks

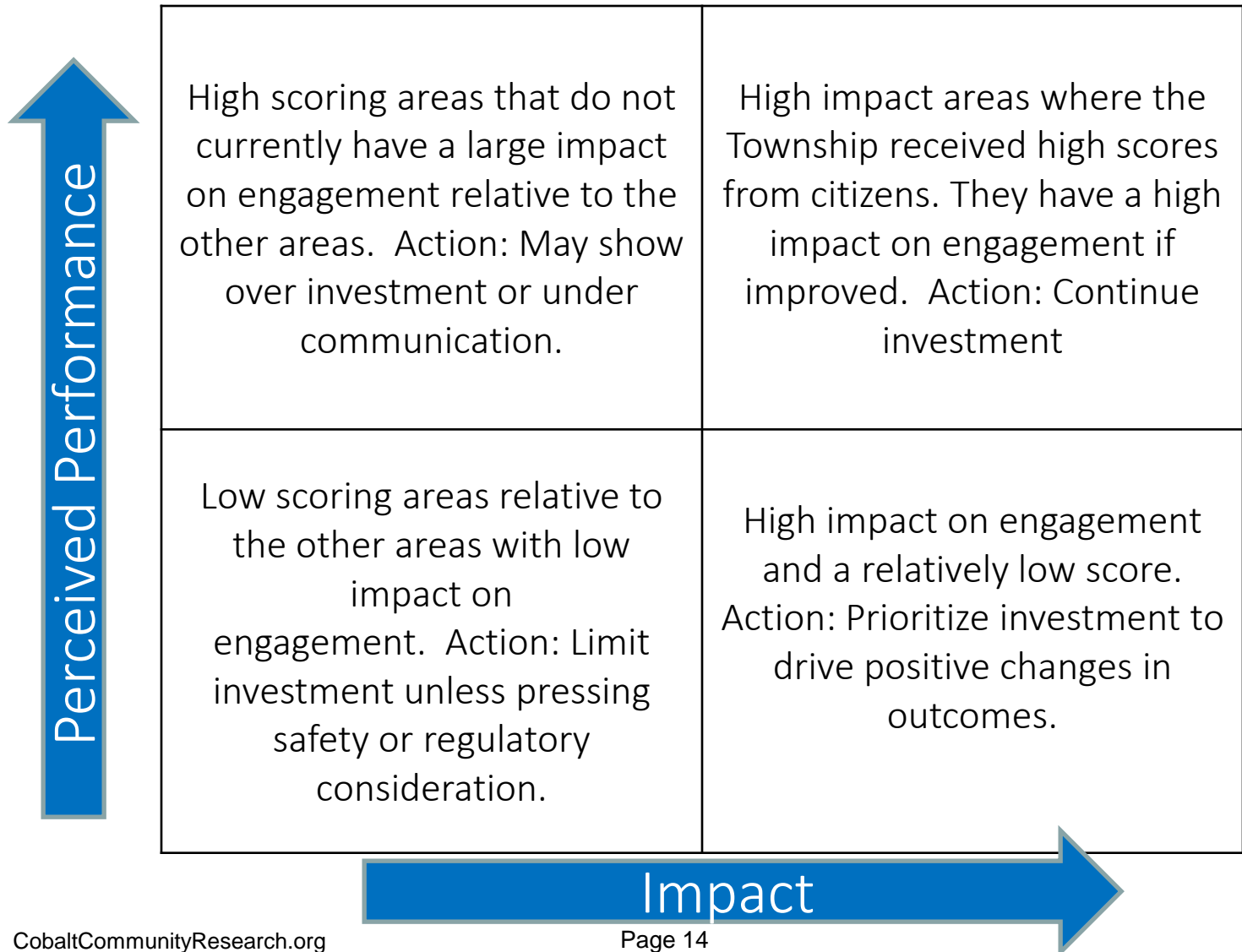
(High score = 100)





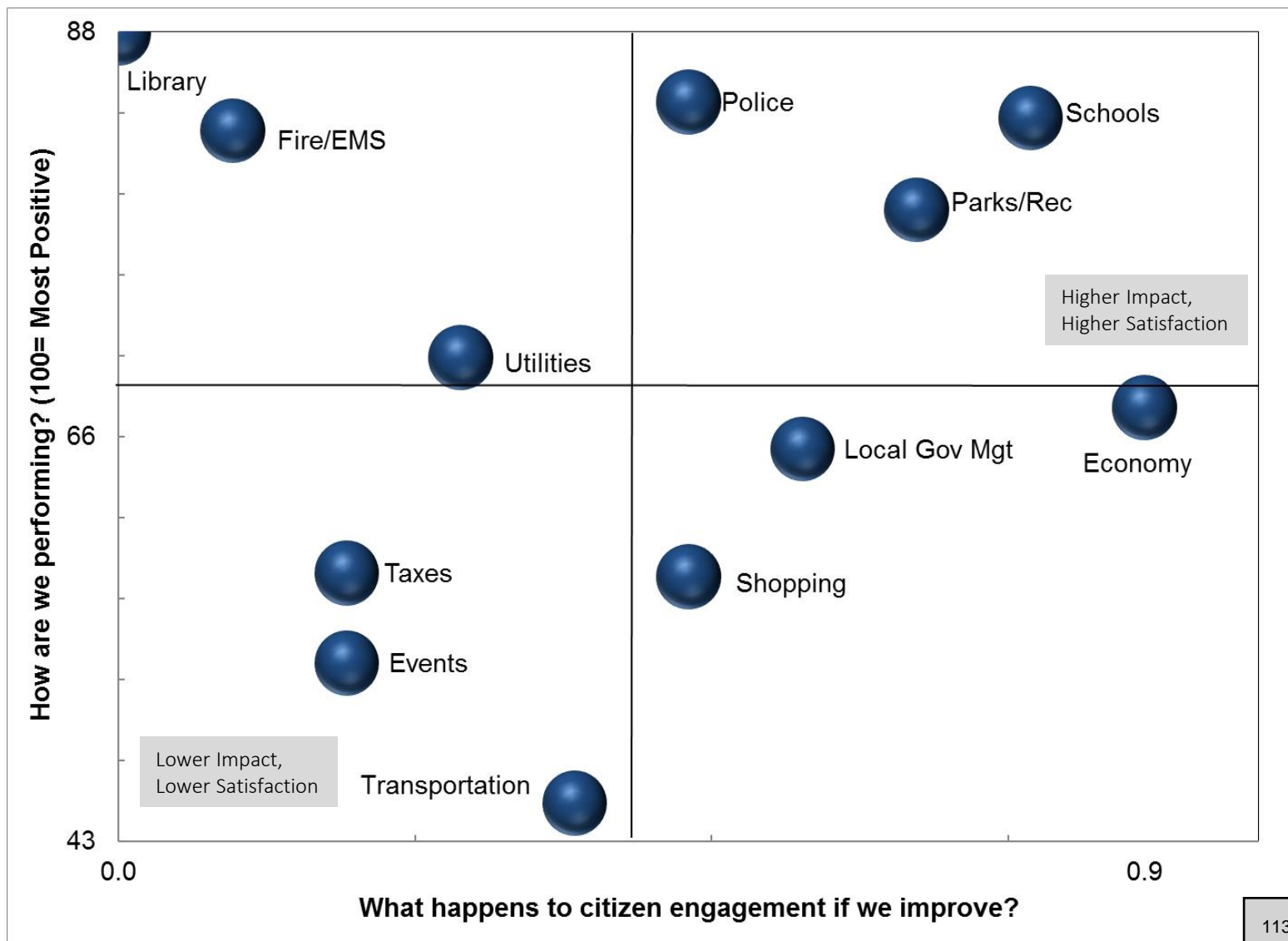
Understanding the Charts:

Community Questions – Long-term Drivers



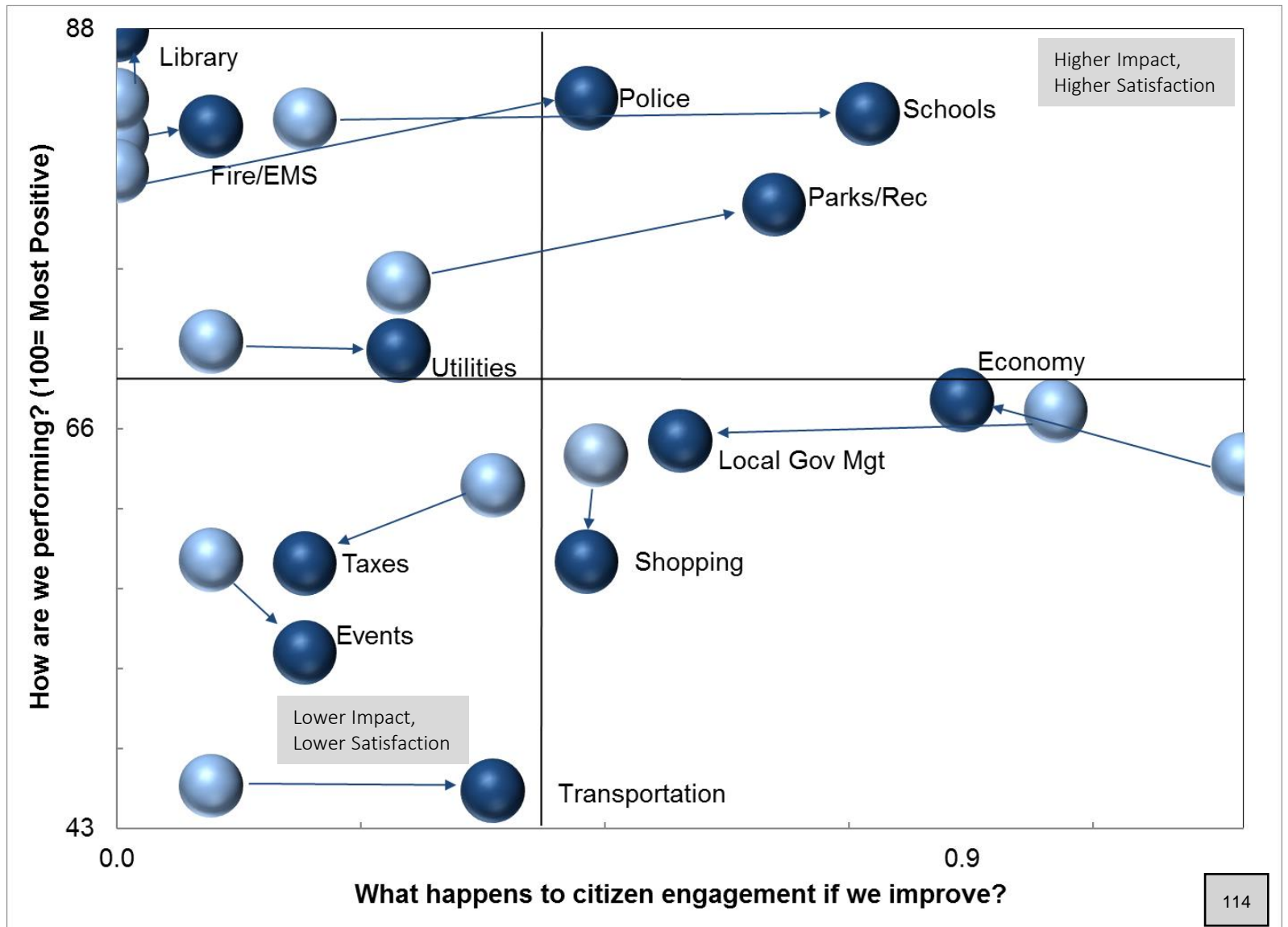


Drivers of Satisfaction and Behavior: Strategic Priorities



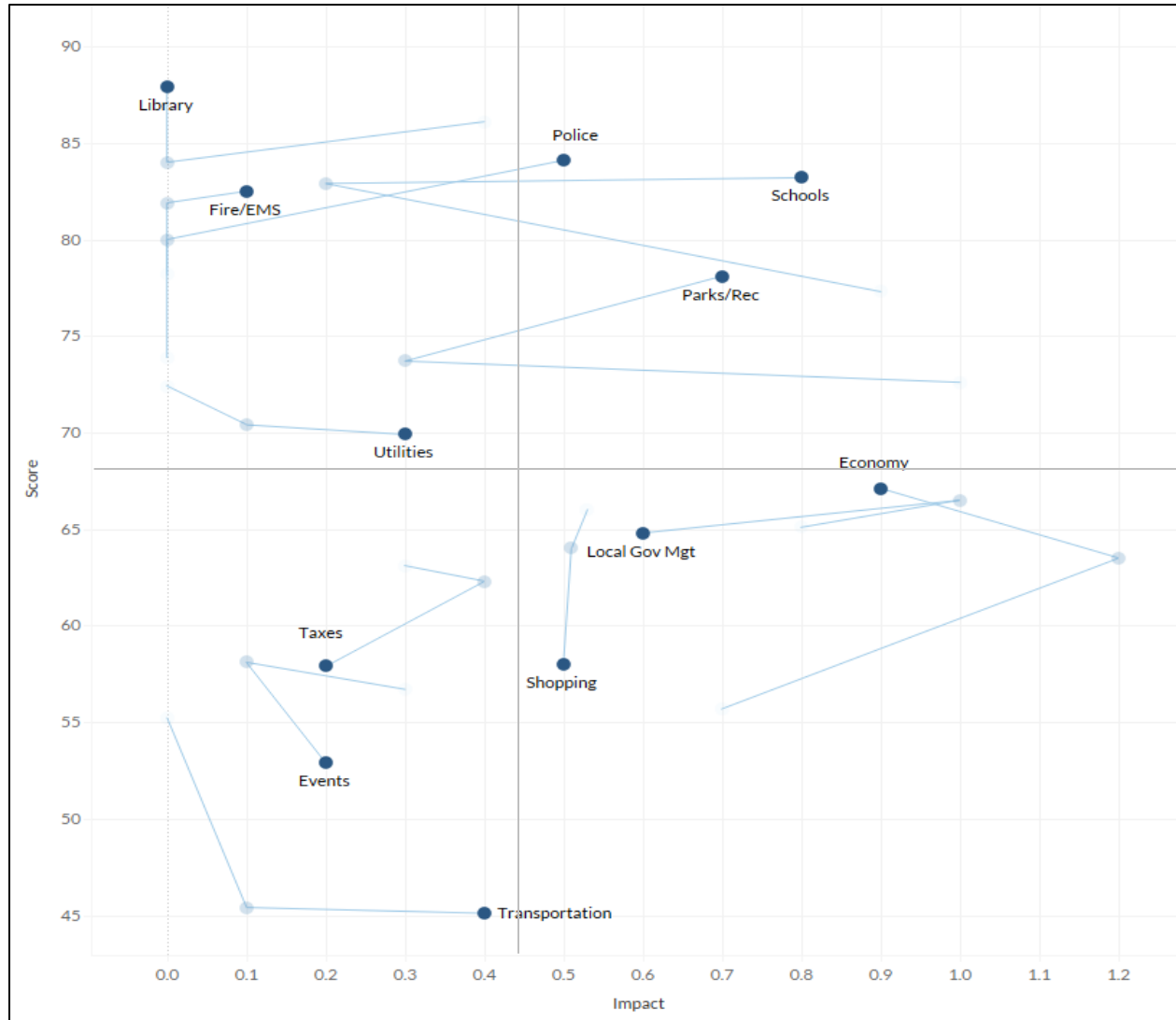


Drivers of Satisfaction and Behavior: Strategic Priorities compared to 2015



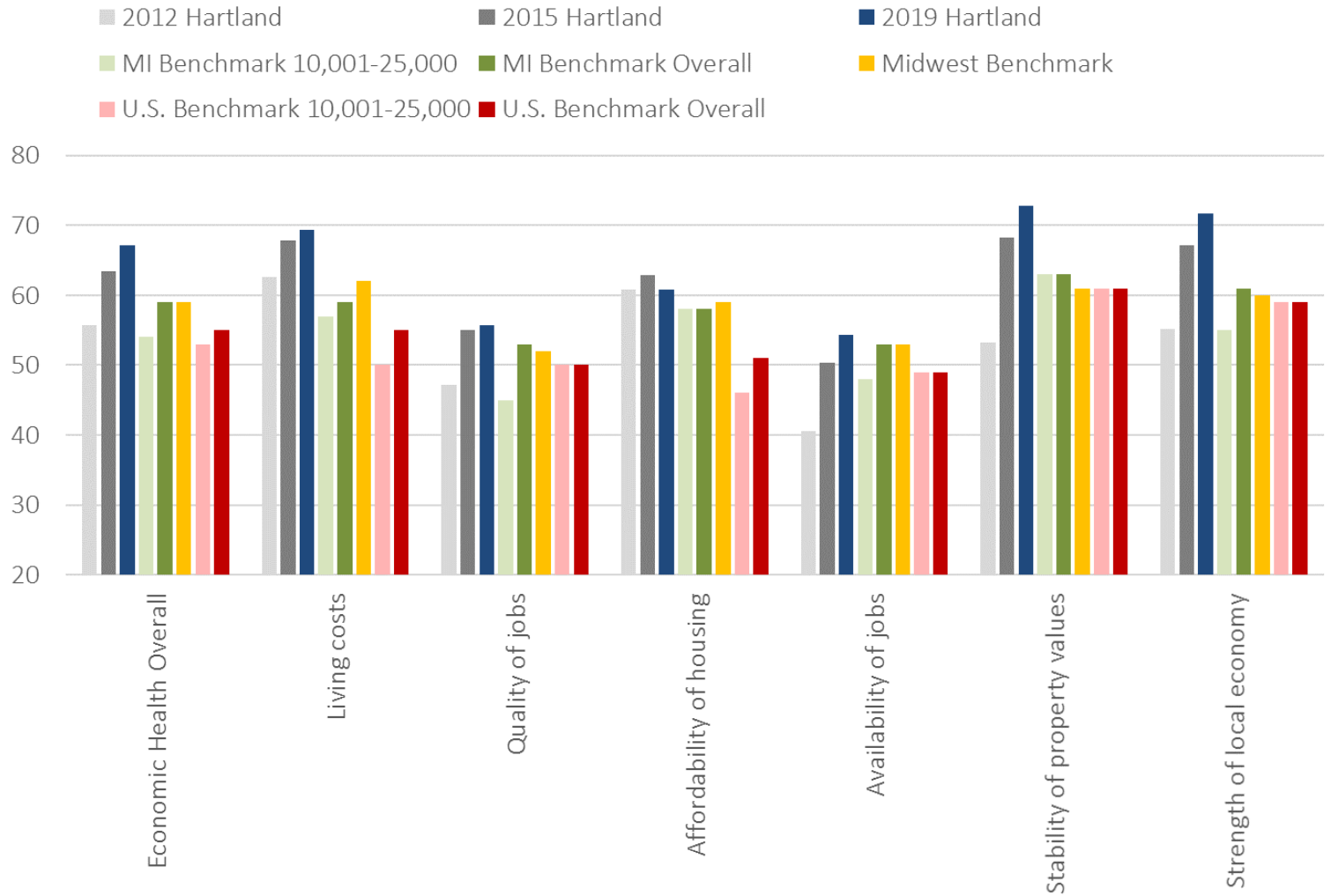


Strategic Priorities from 2012



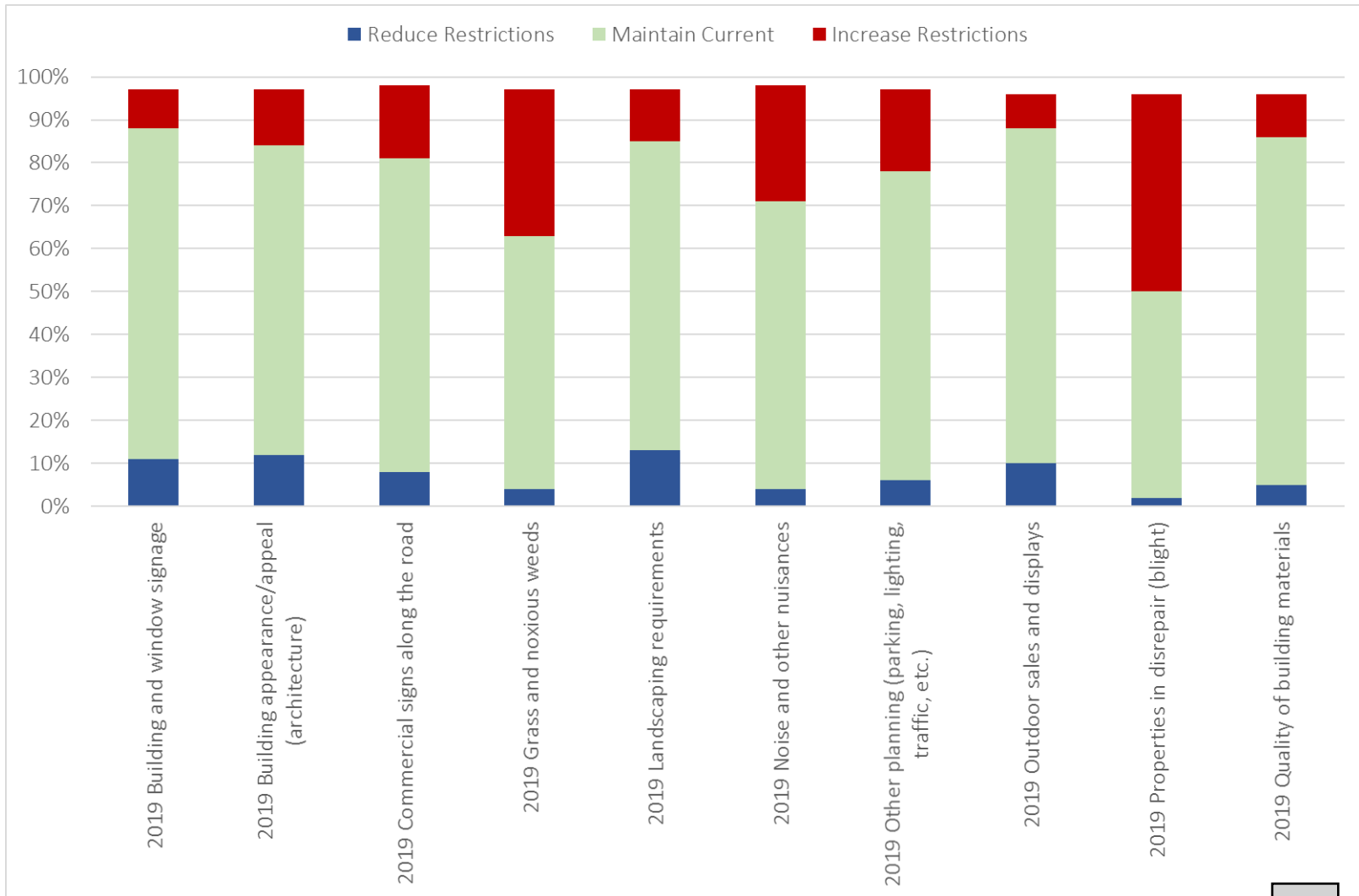


Drivers of Satisfaction and Behavior: Economic Health



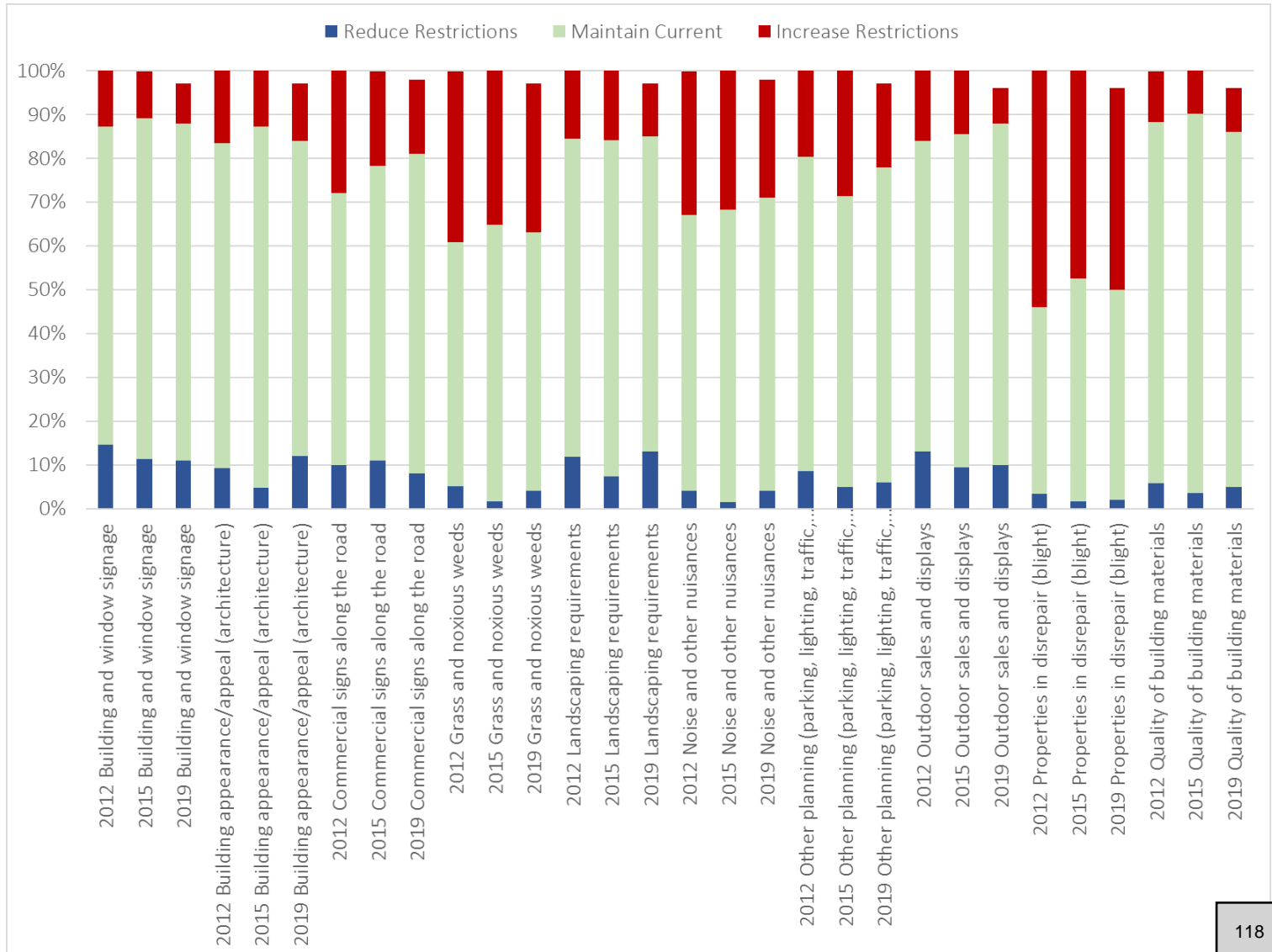


Planning and Zoning Changes



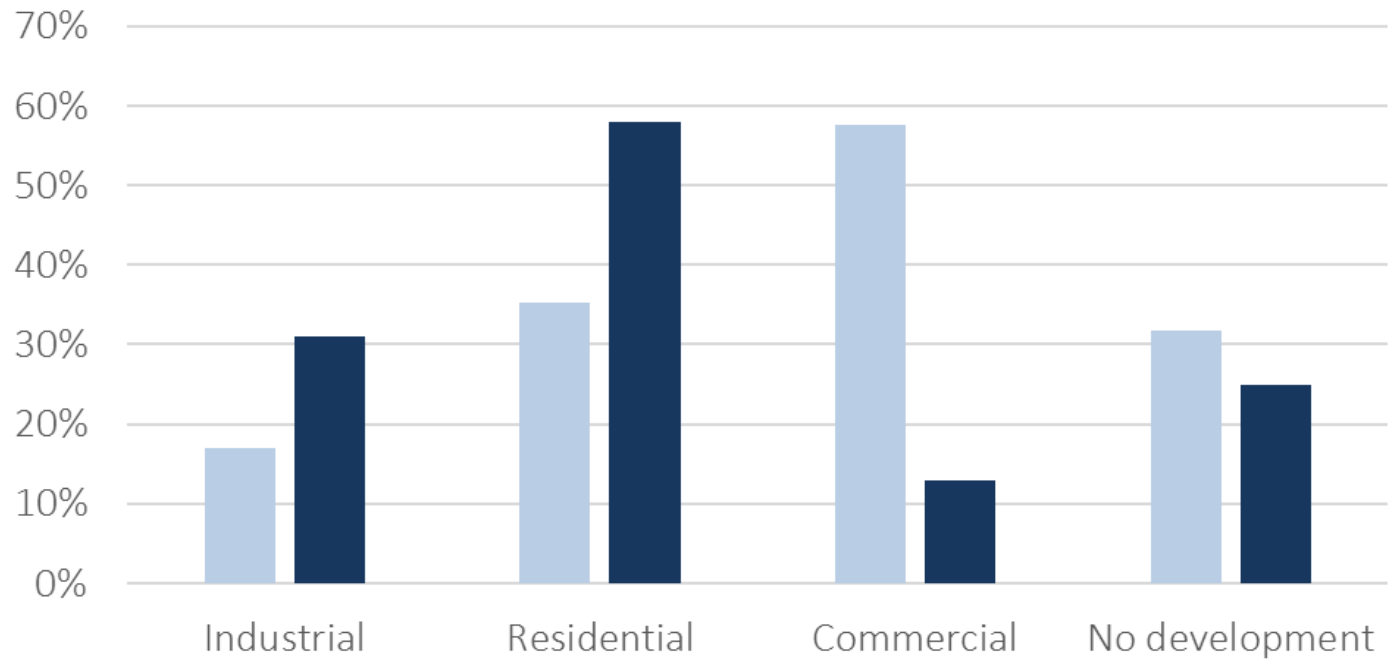


Planning and Zoning Changes



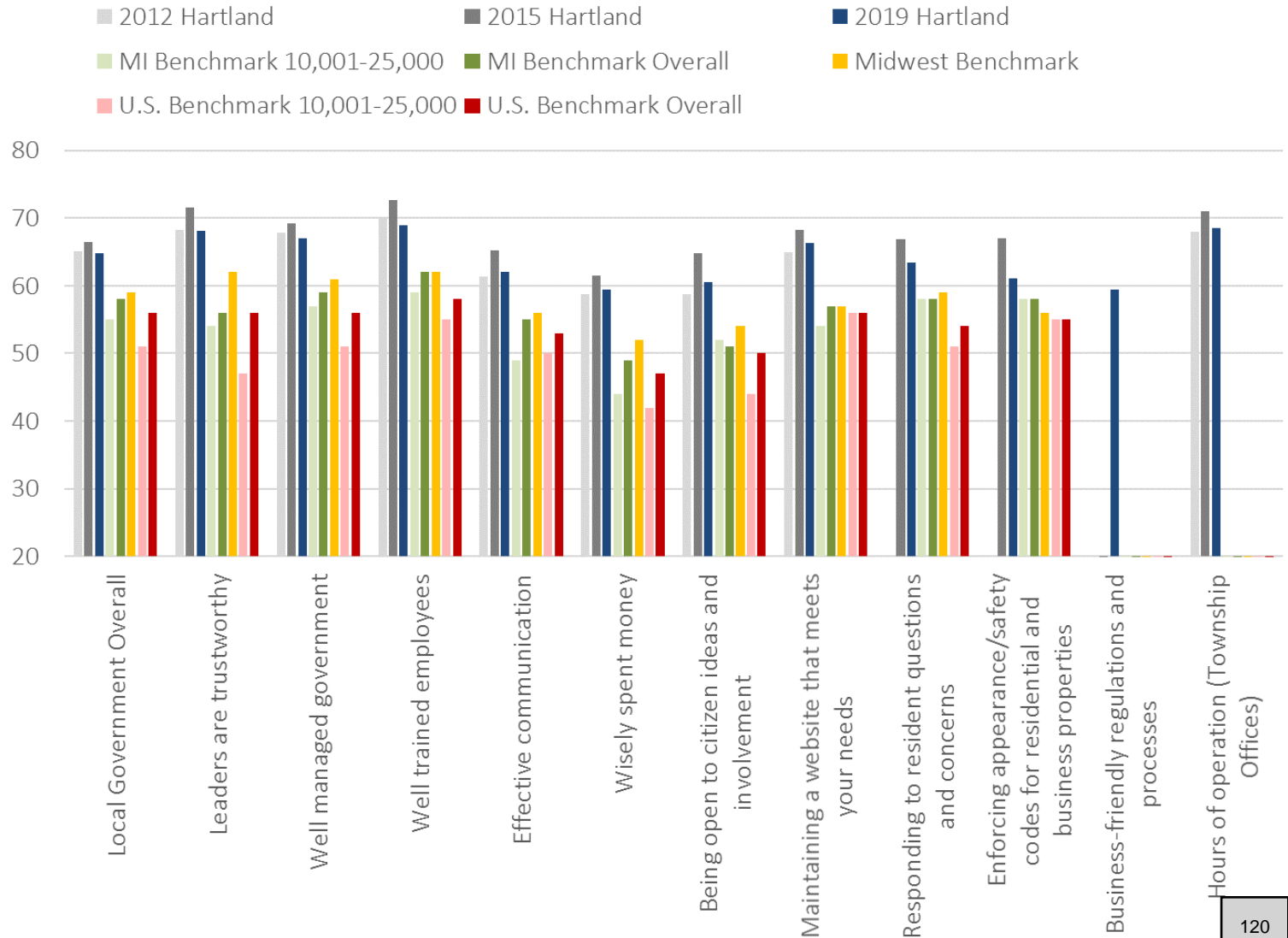


Where to focus development



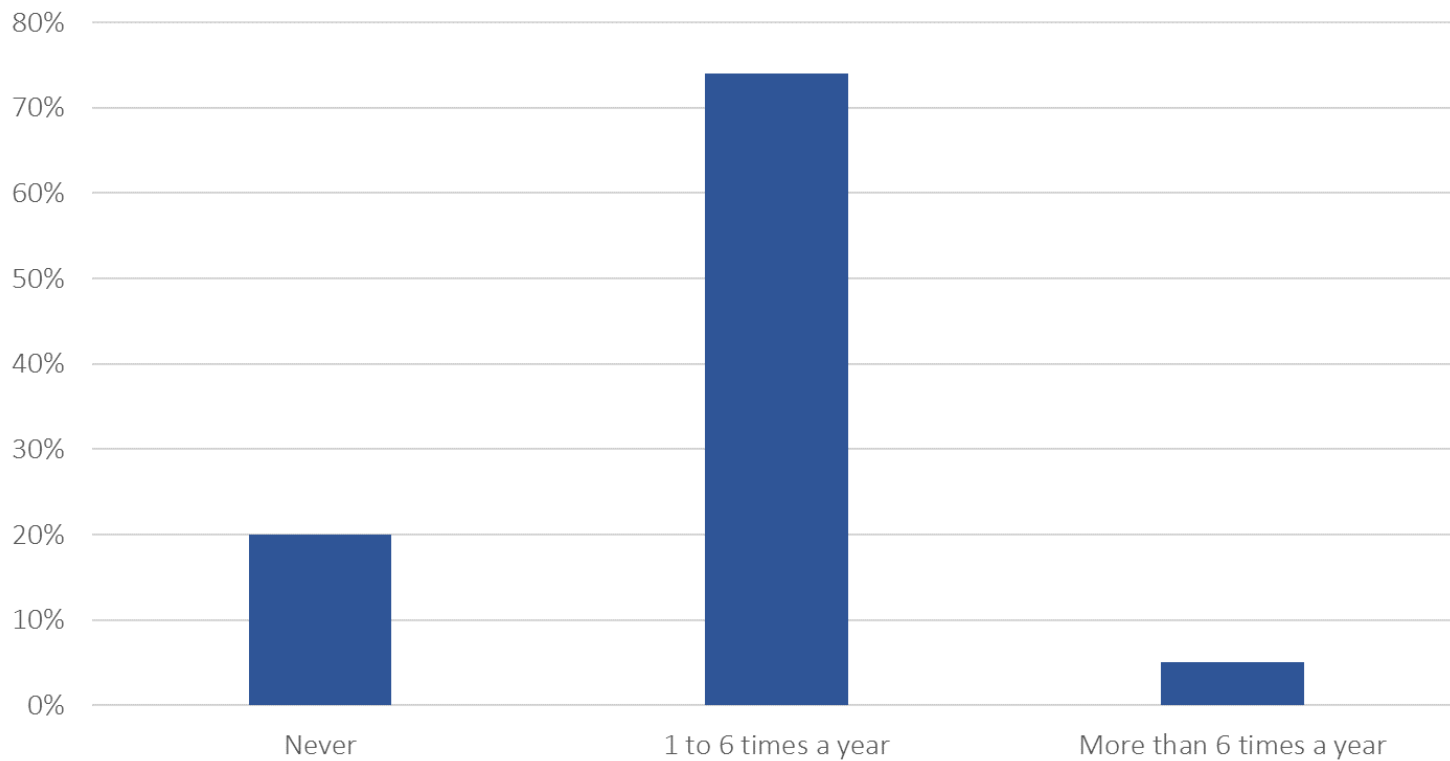


Drivers of Satisfaction and Behavior: Local Government Management





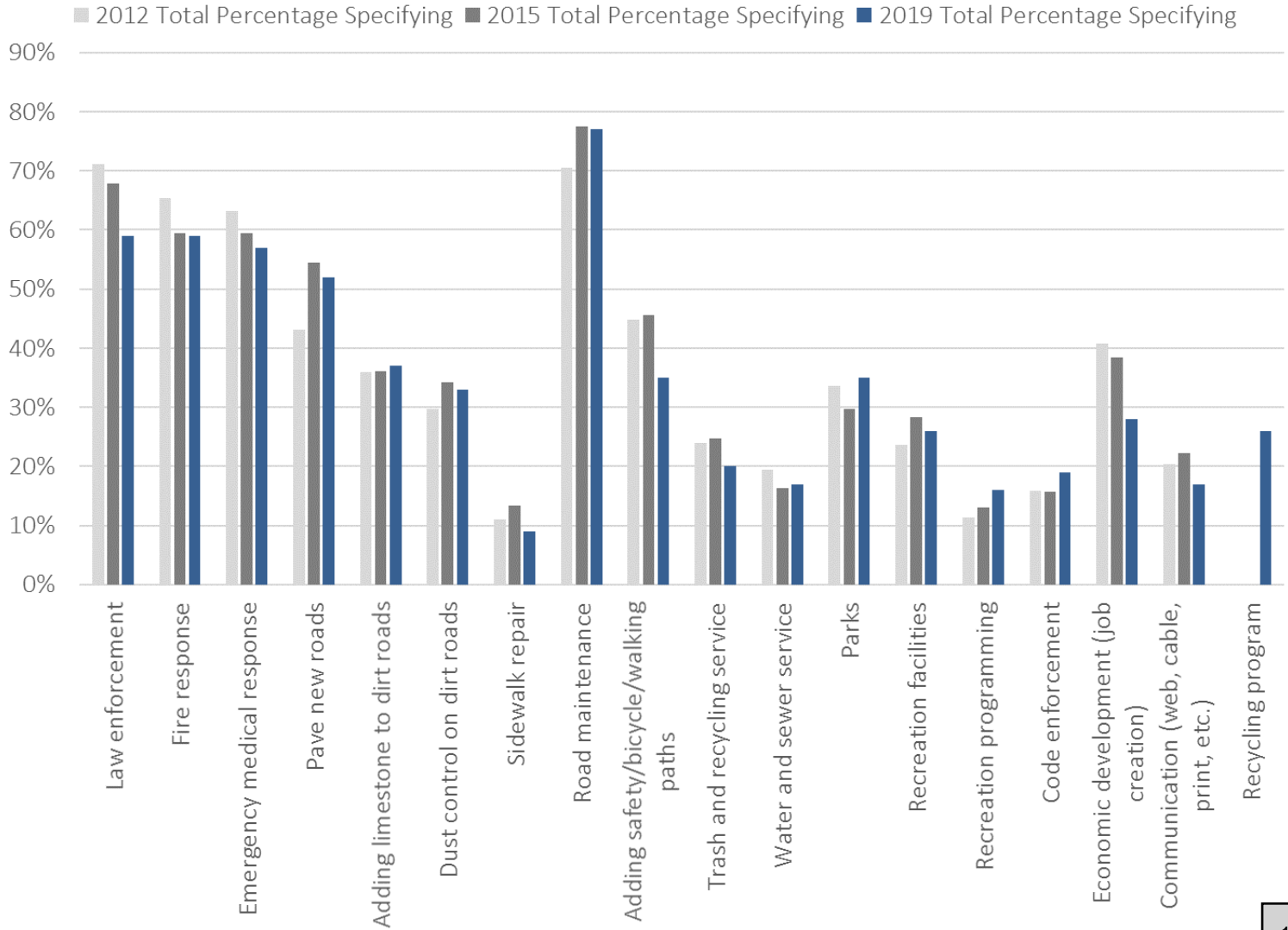
Use of Township Hall





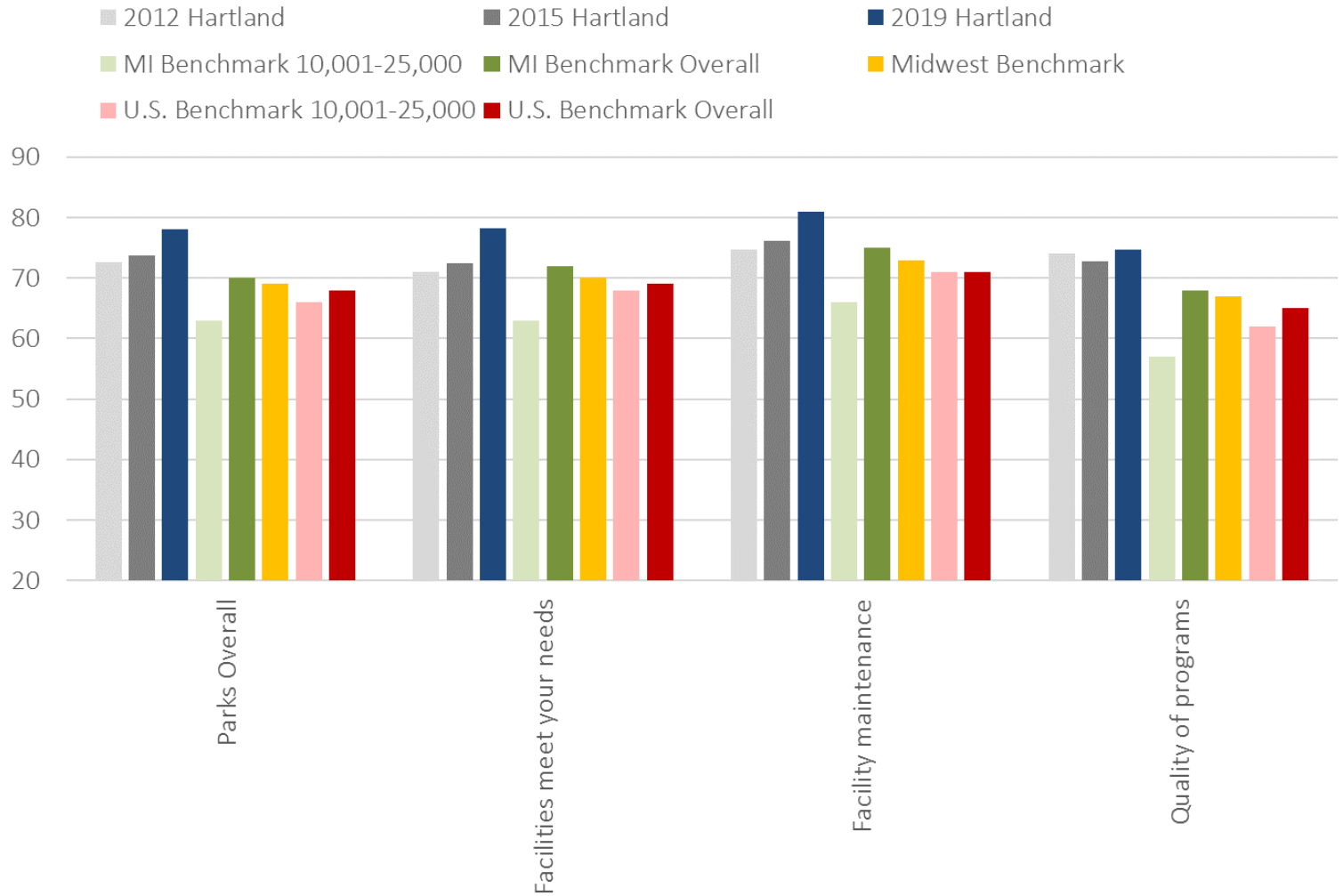
Budget Priorities

Percent selecting, select top seven (7) for prioritization



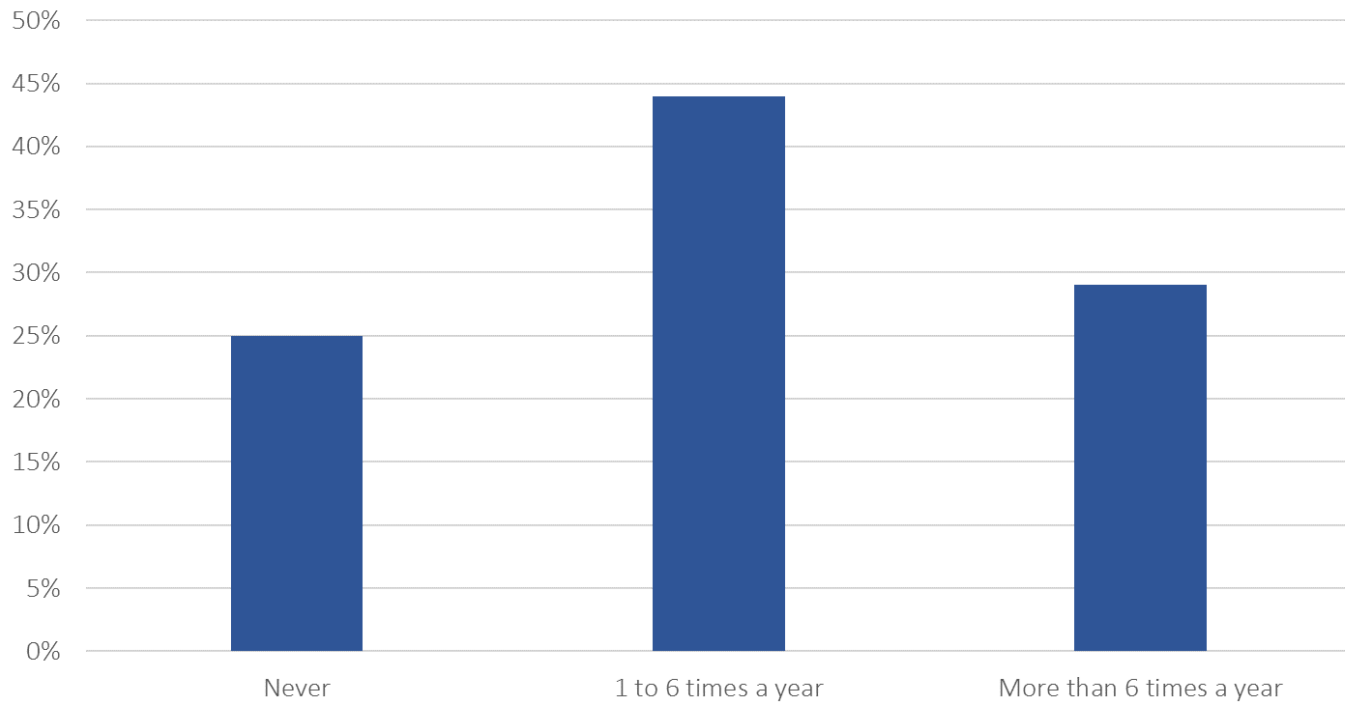


Drivers of Satisfaction and Behavior: Parks and Recreation



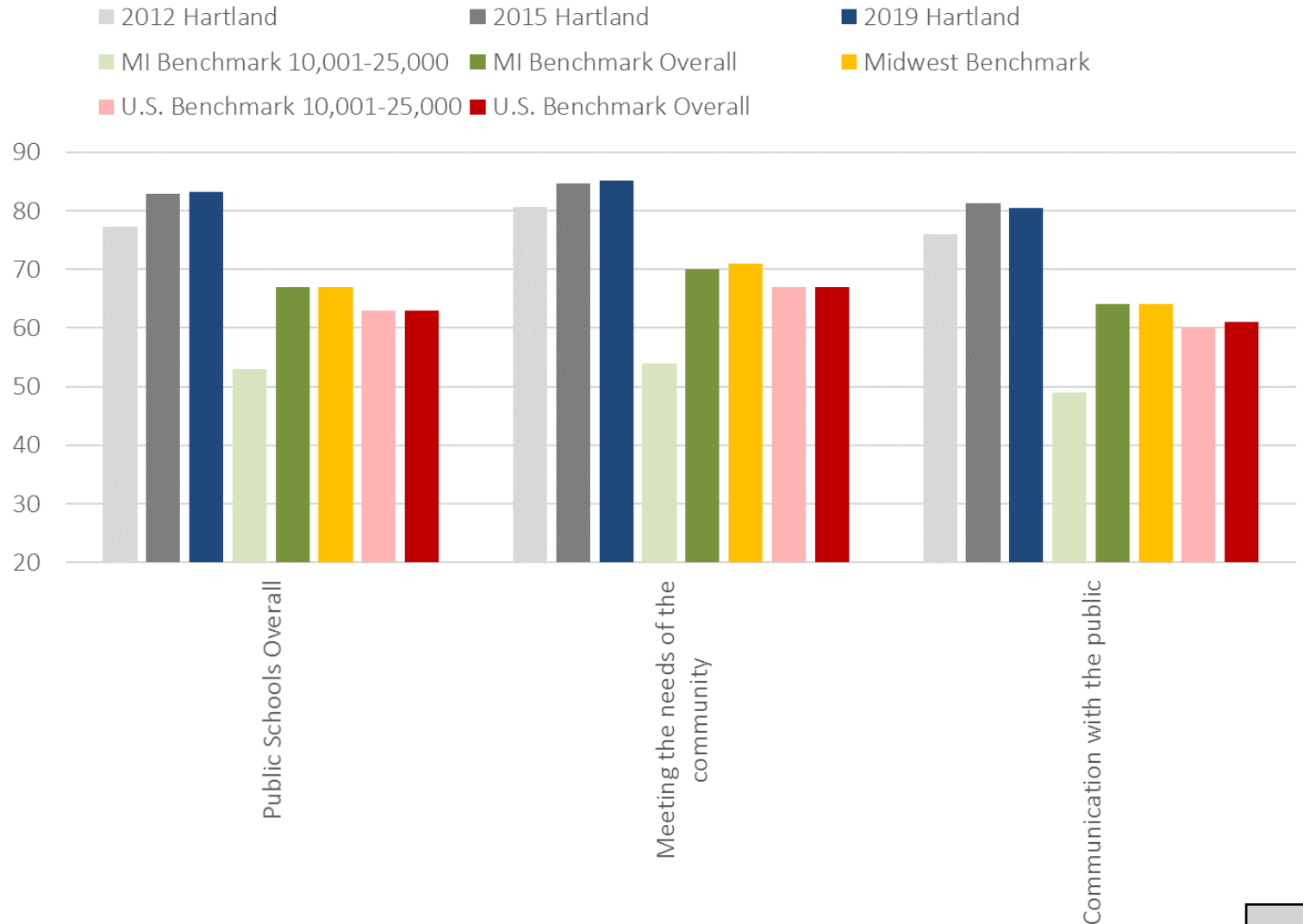


Use of Parks



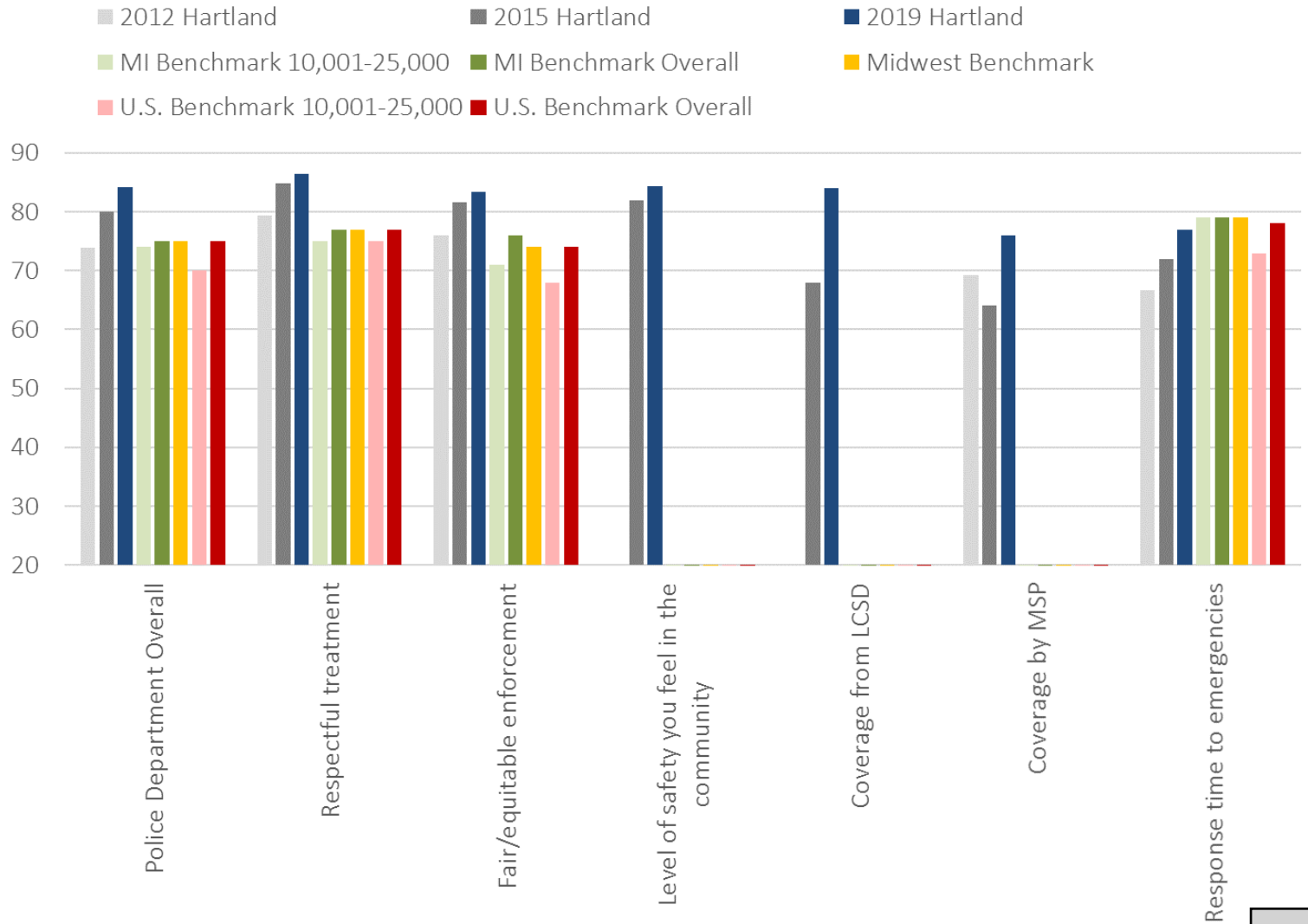


Drivers of Satisfaction and Behavior: Public Schools



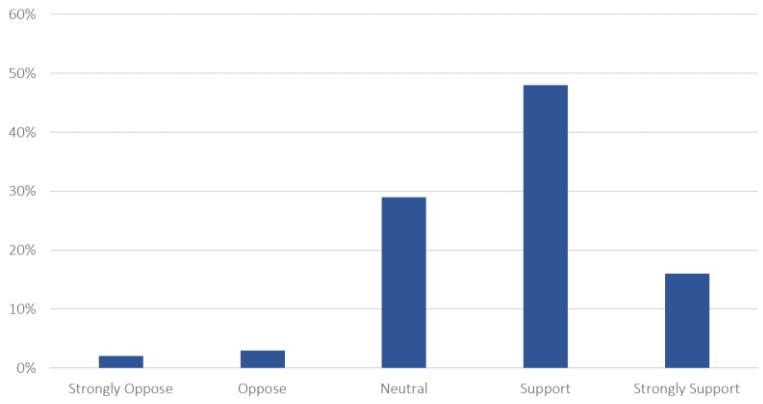


Drivers of Satisfaction and Behavior: Police Services

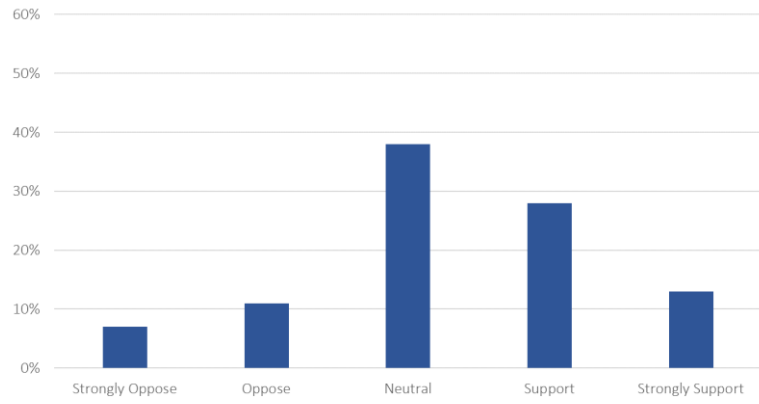




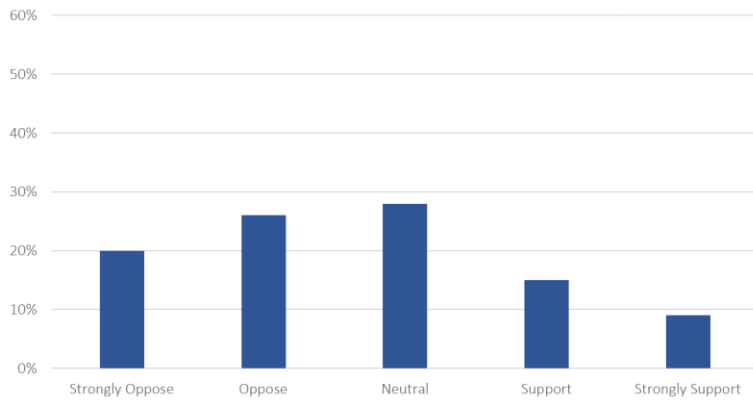
Public Safety Options



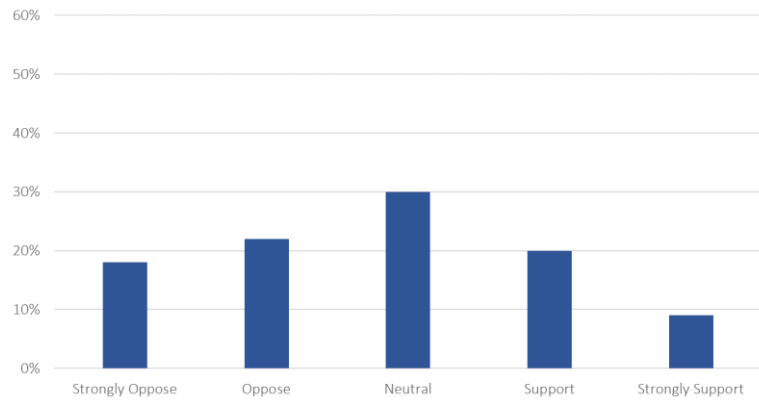
Keep LCSD's patrol at same level as neighboring townships



Contract with LCSD to increase police services in Hartland Township



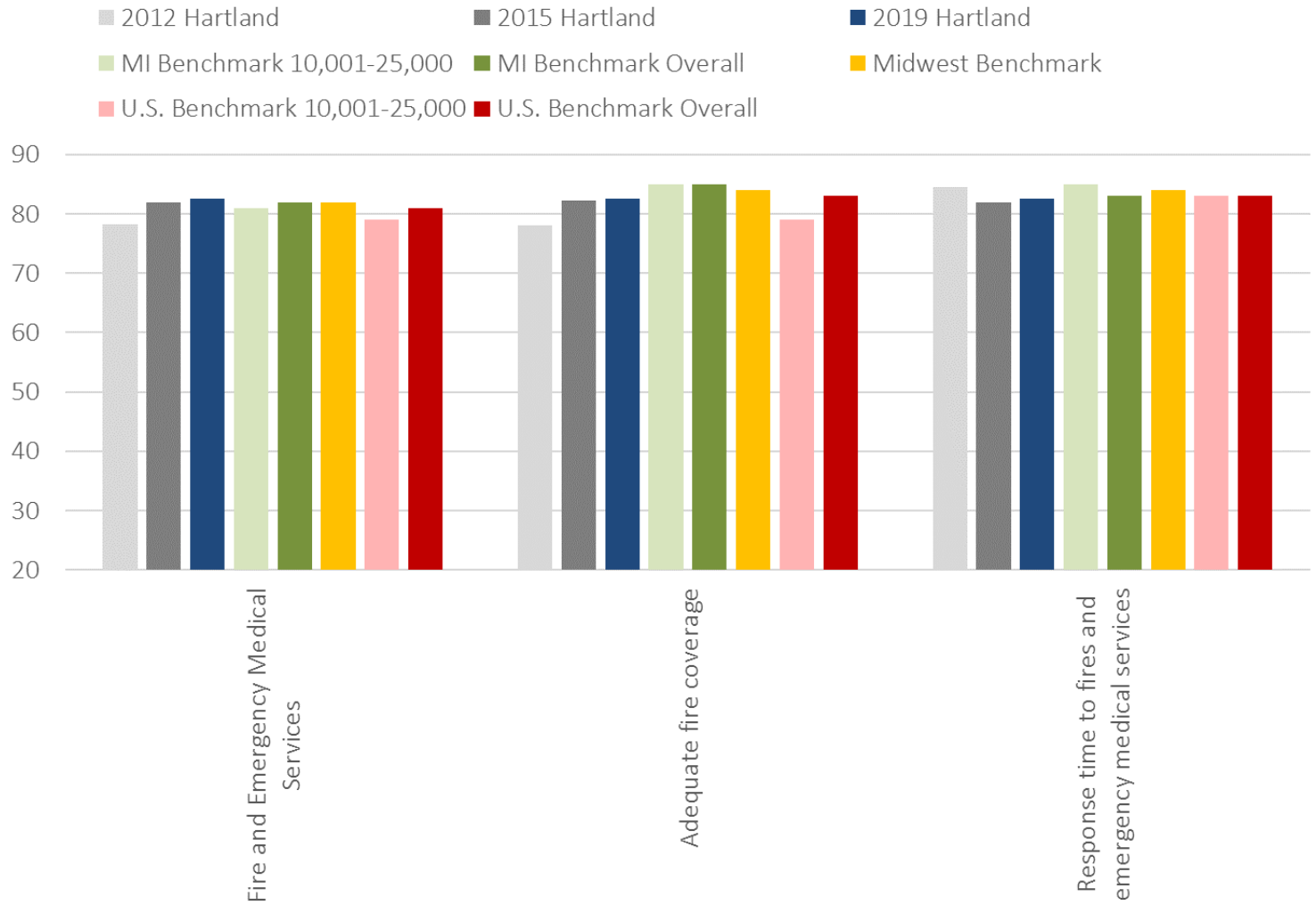
Start a Hartland Township Police Department to increase police services



Vote for a millage to fund increased police services in Hartland Township

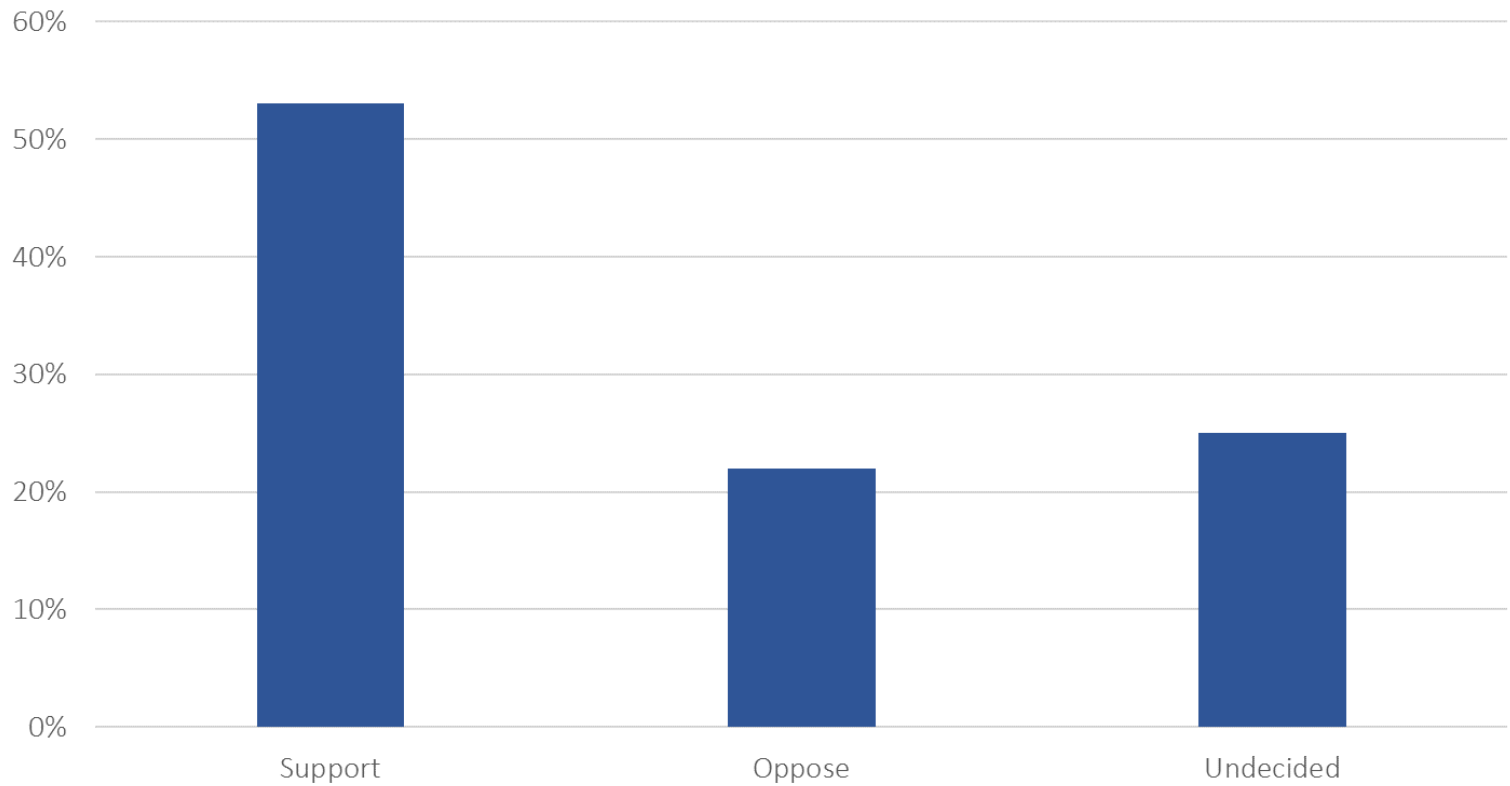


Fire Services





Fire Operating Millage

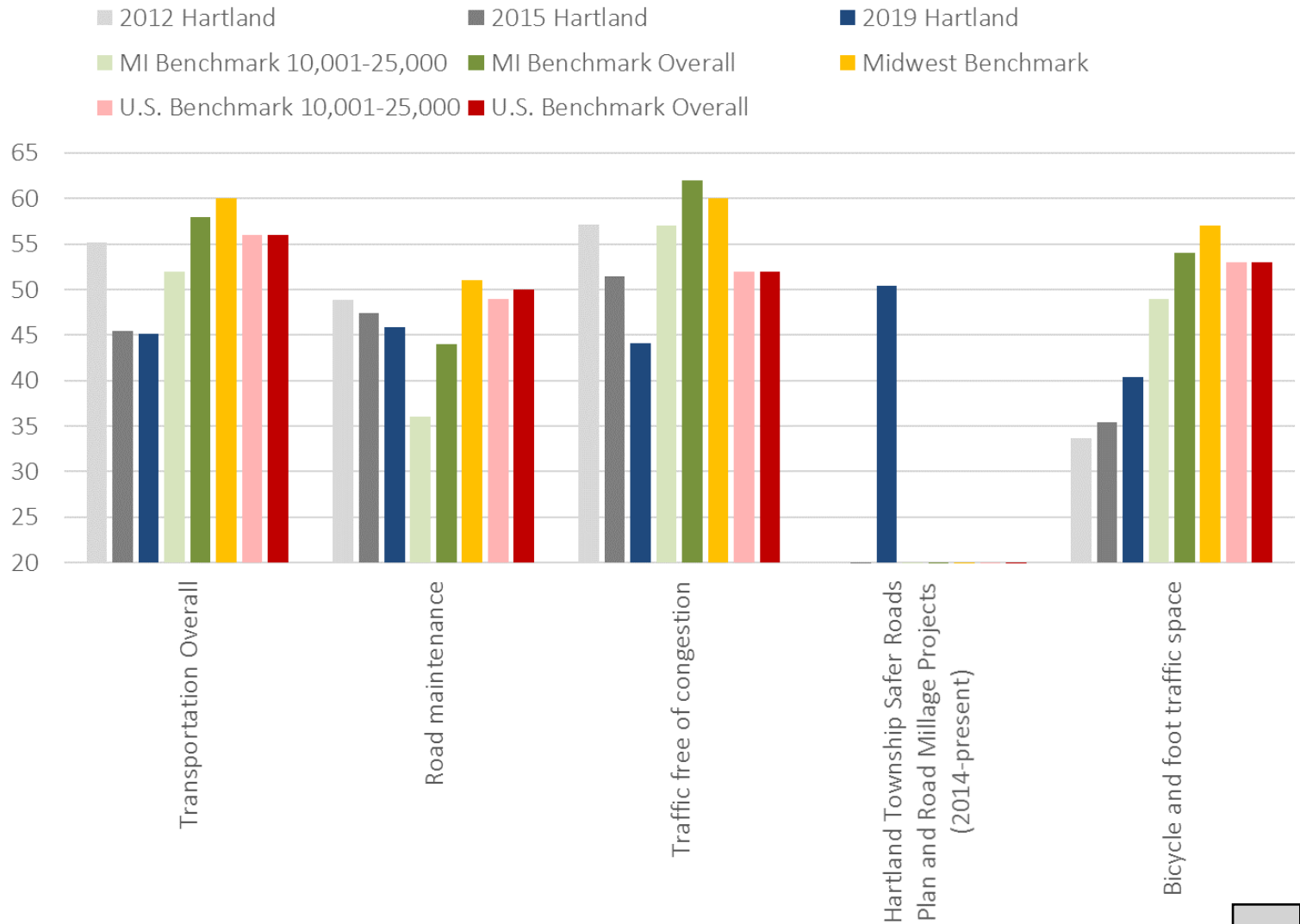




Transportation Questions

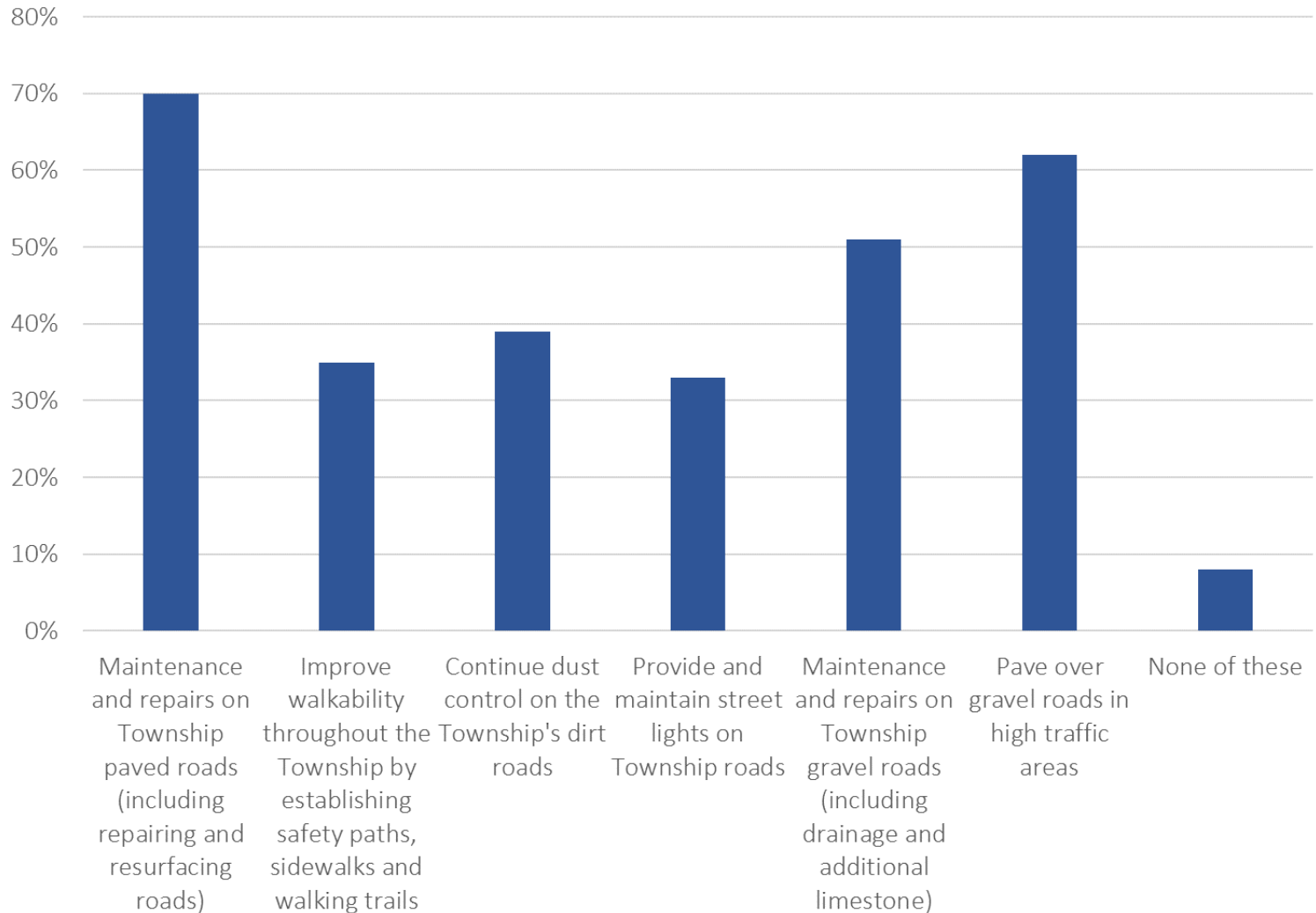


Transportation Scores



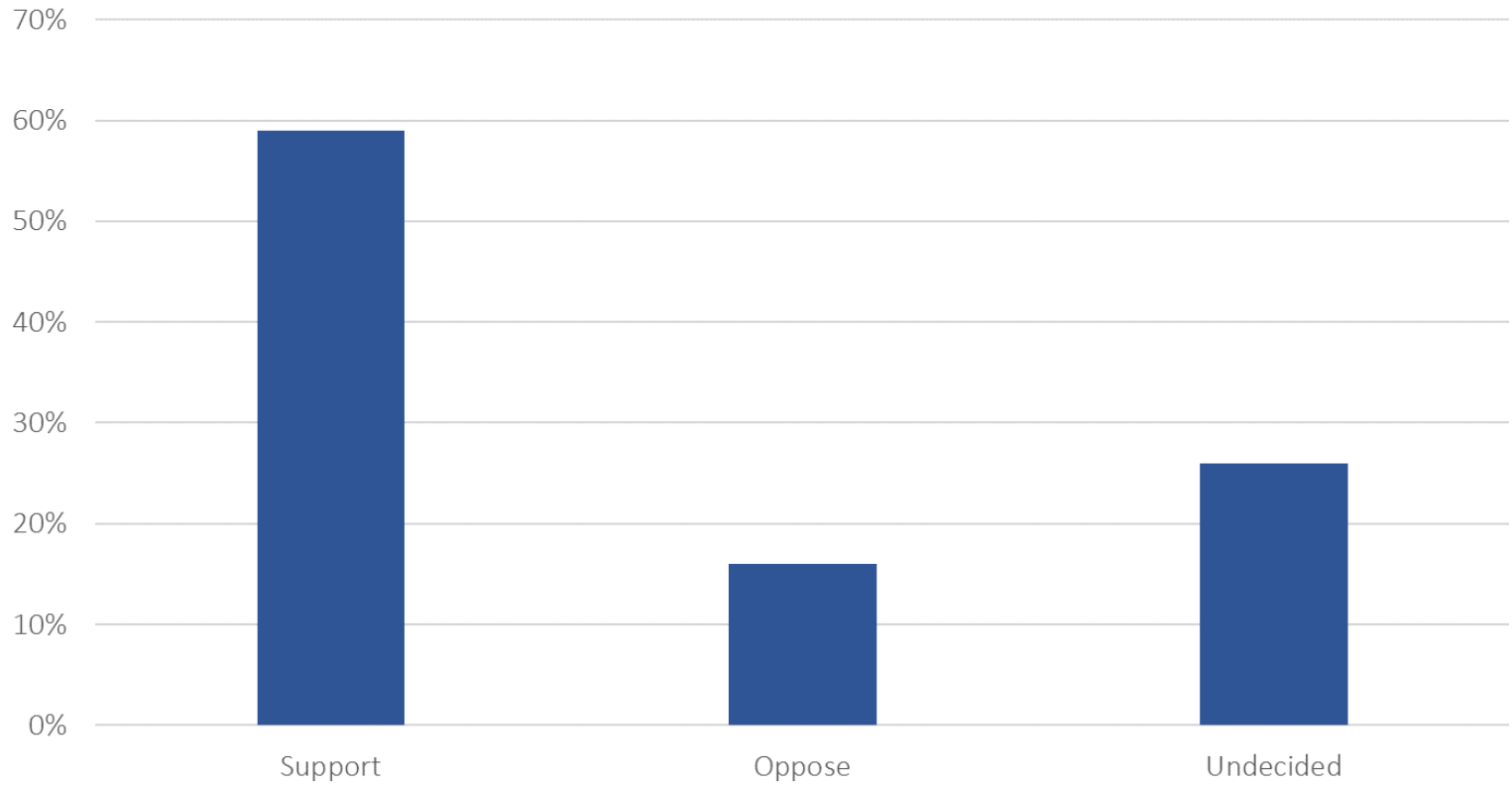


Potential Road Millage Renewal Inclusions





Support for Road Renewal Millage





Road Millage Support Elements

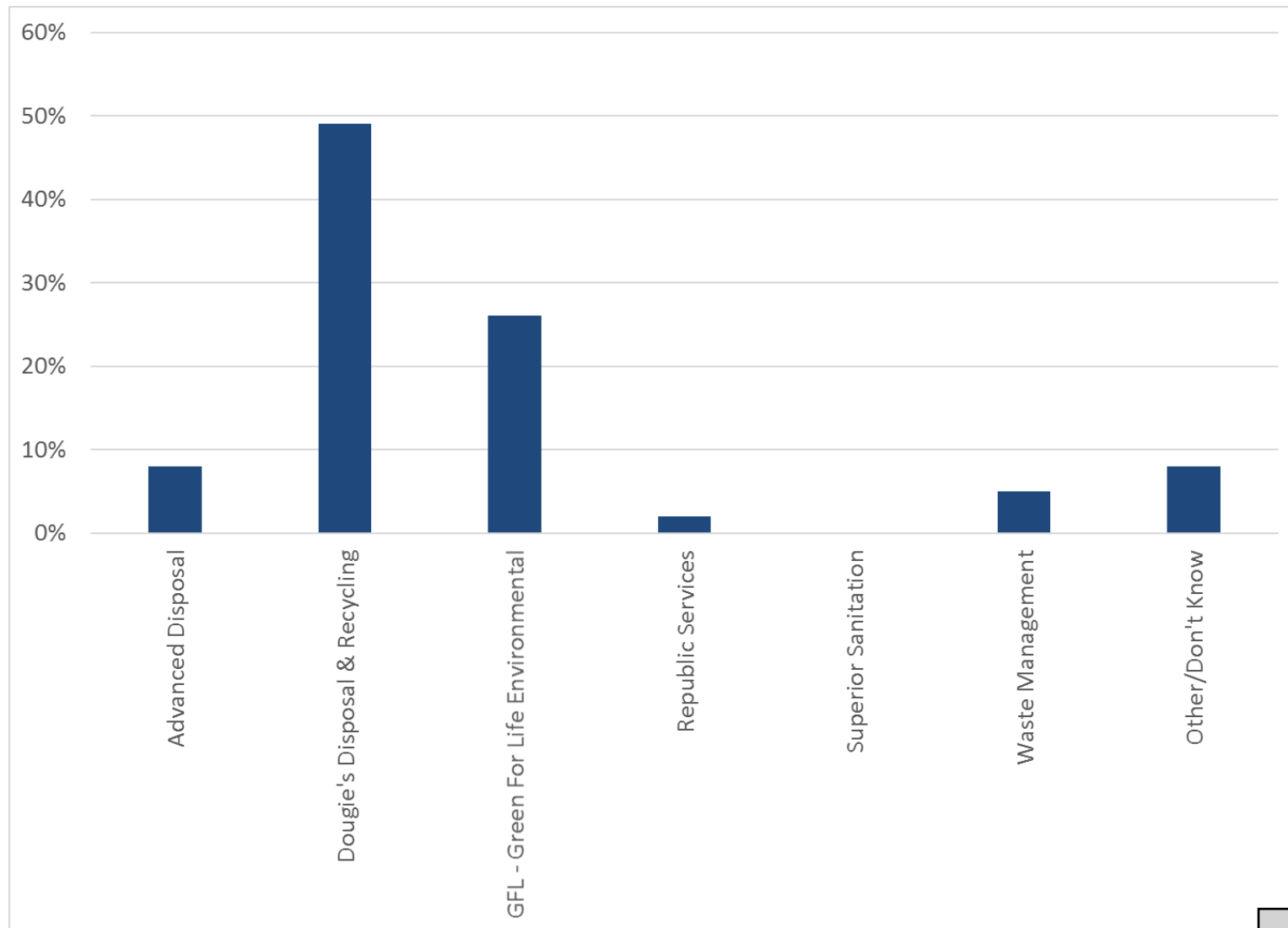
	Support	Oppose	Undecided
Overall	59%	16%	26%
Maintenance and repairs on Township paved roads (including repairing and resurfacing roads)	83%	39%	60%
Improve walkability throughout the Township by establishing safety paths, sidewalks and walking trails	44%	6%	29%
Continue dust control on the Township's dirt roads	48%	16%	31%
Provide and maintain street lights on Township roads	42%	14%	24%
Maintenance and repairs on Township gravel roads (including drainage and additional limestone)	63%	22%	35%
Pave over gravel roads in high traffic areas	73%	31%	52%
None of these	0%	41%	7%



Trash and Recycling Services

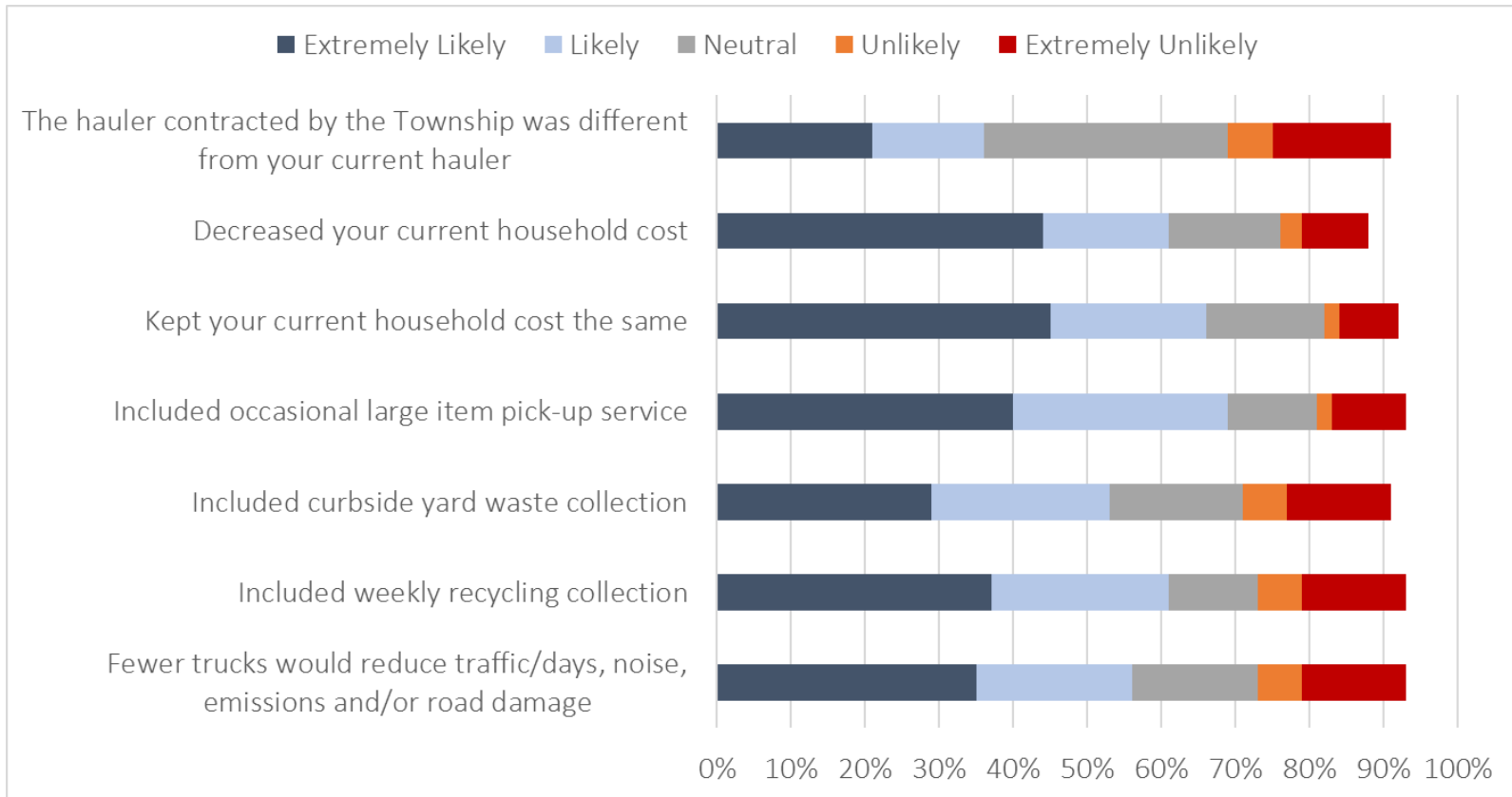


Current Hauler





Elements of Potential Single-Hauler Program

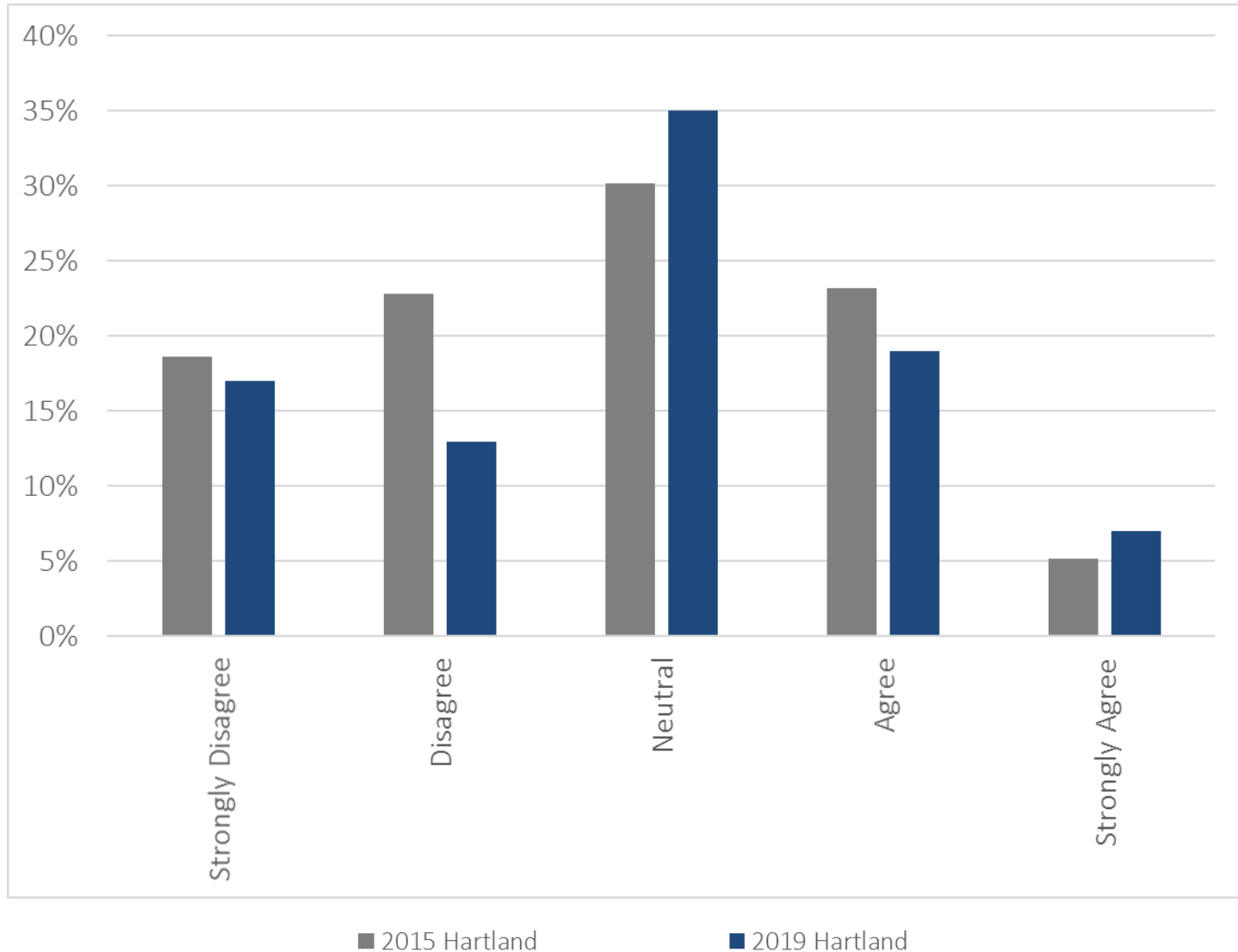




Communications

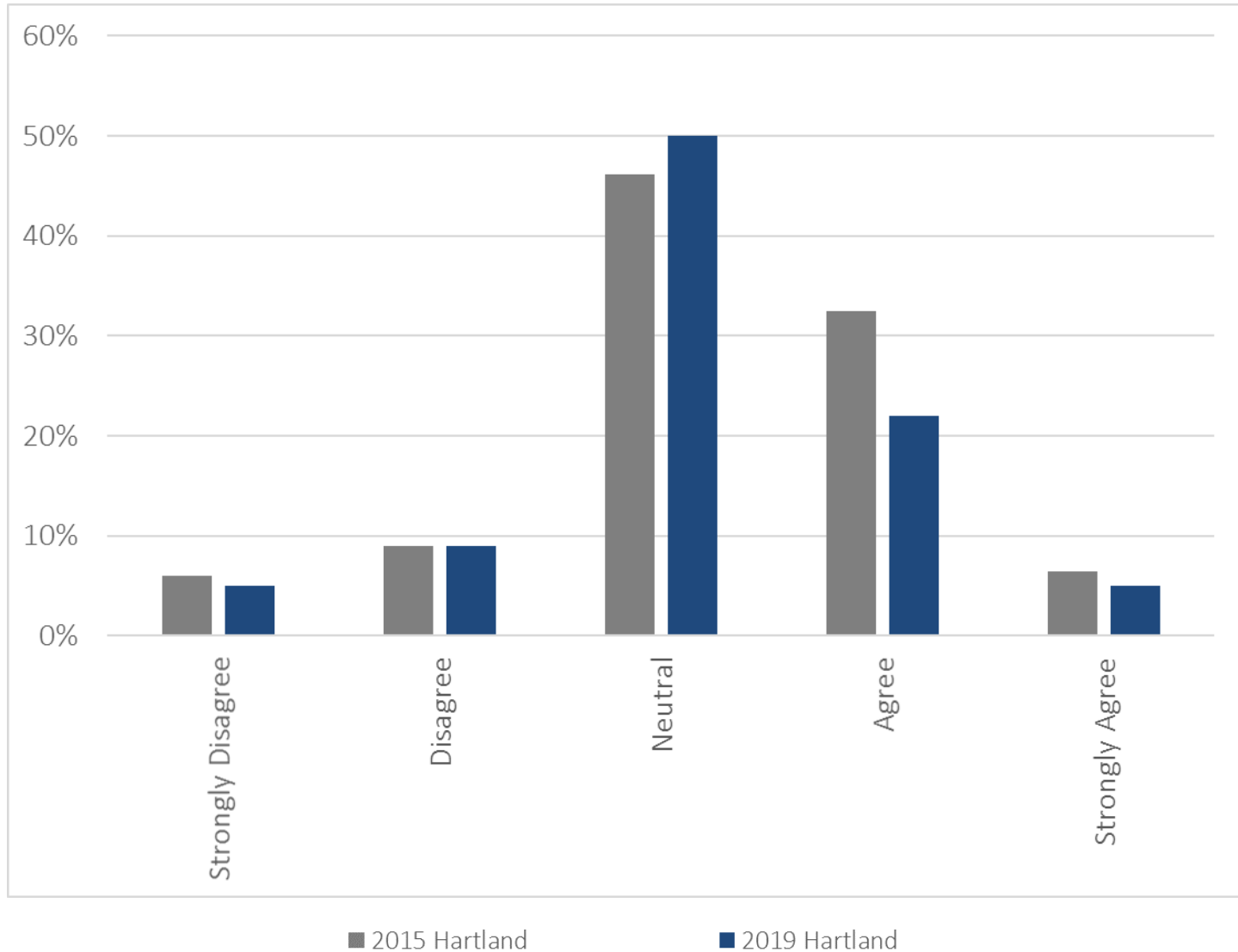


I have seen the Hartland branding: A Community Connected



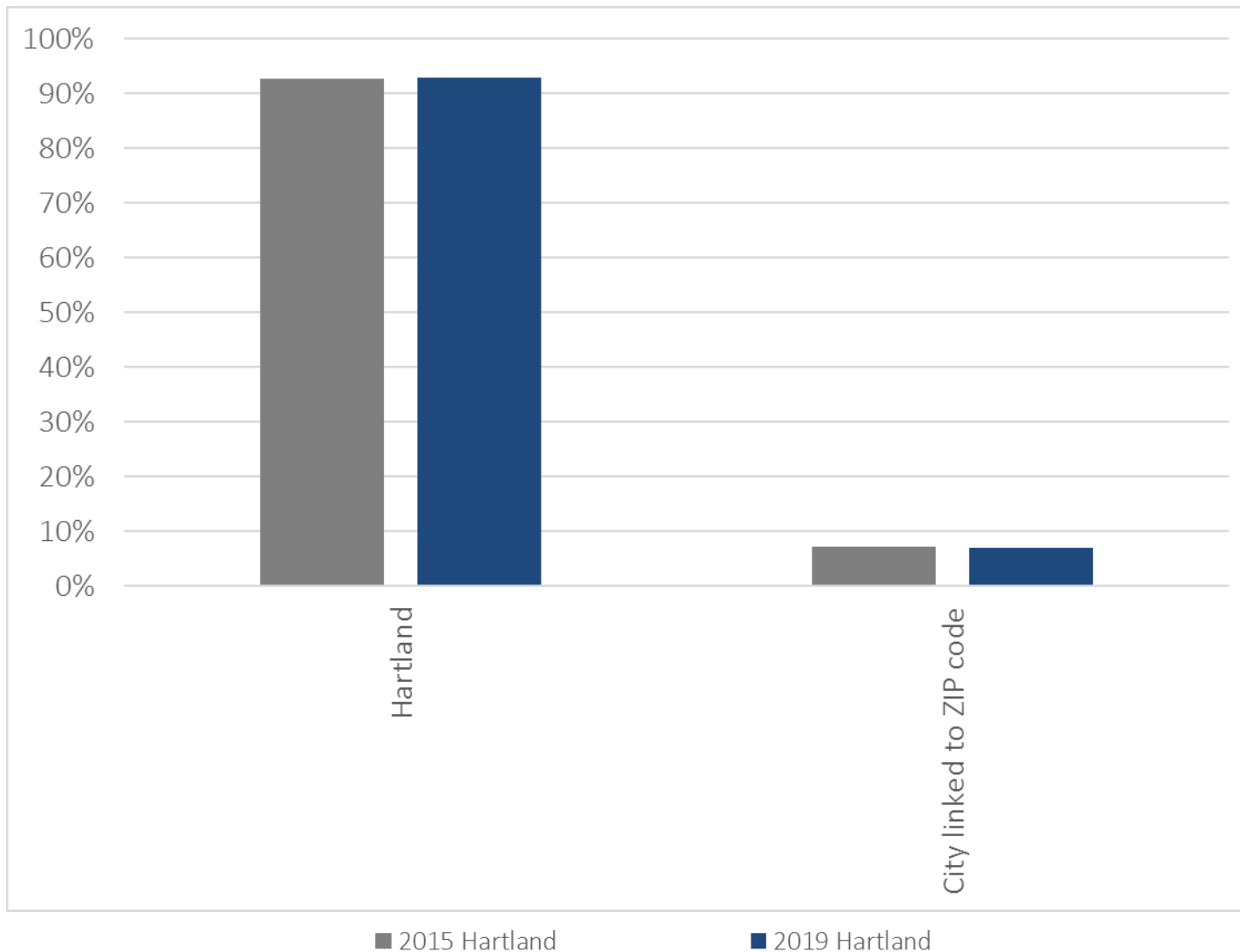


The logo and tagline accurately represent our community



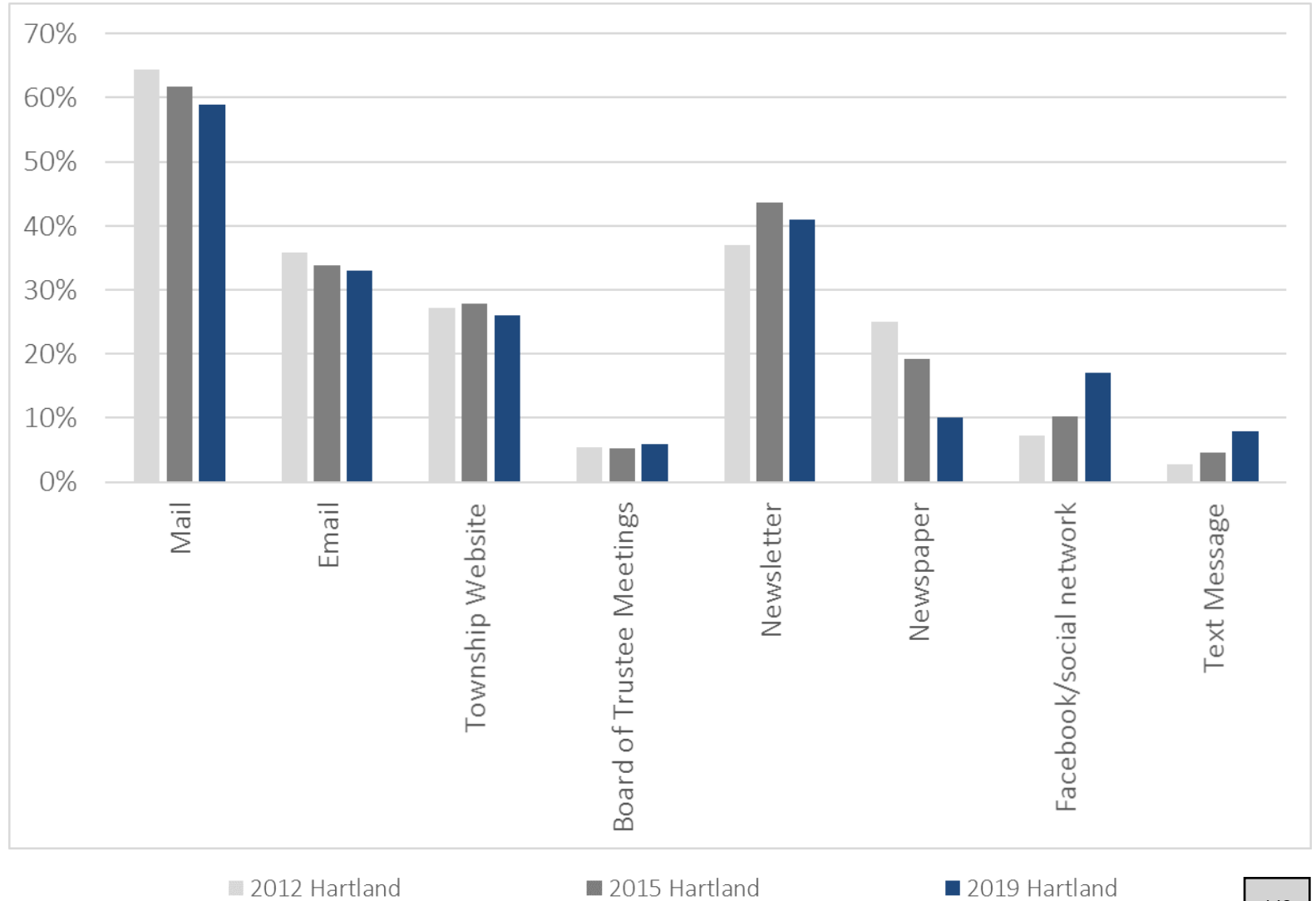


Which do you call home?



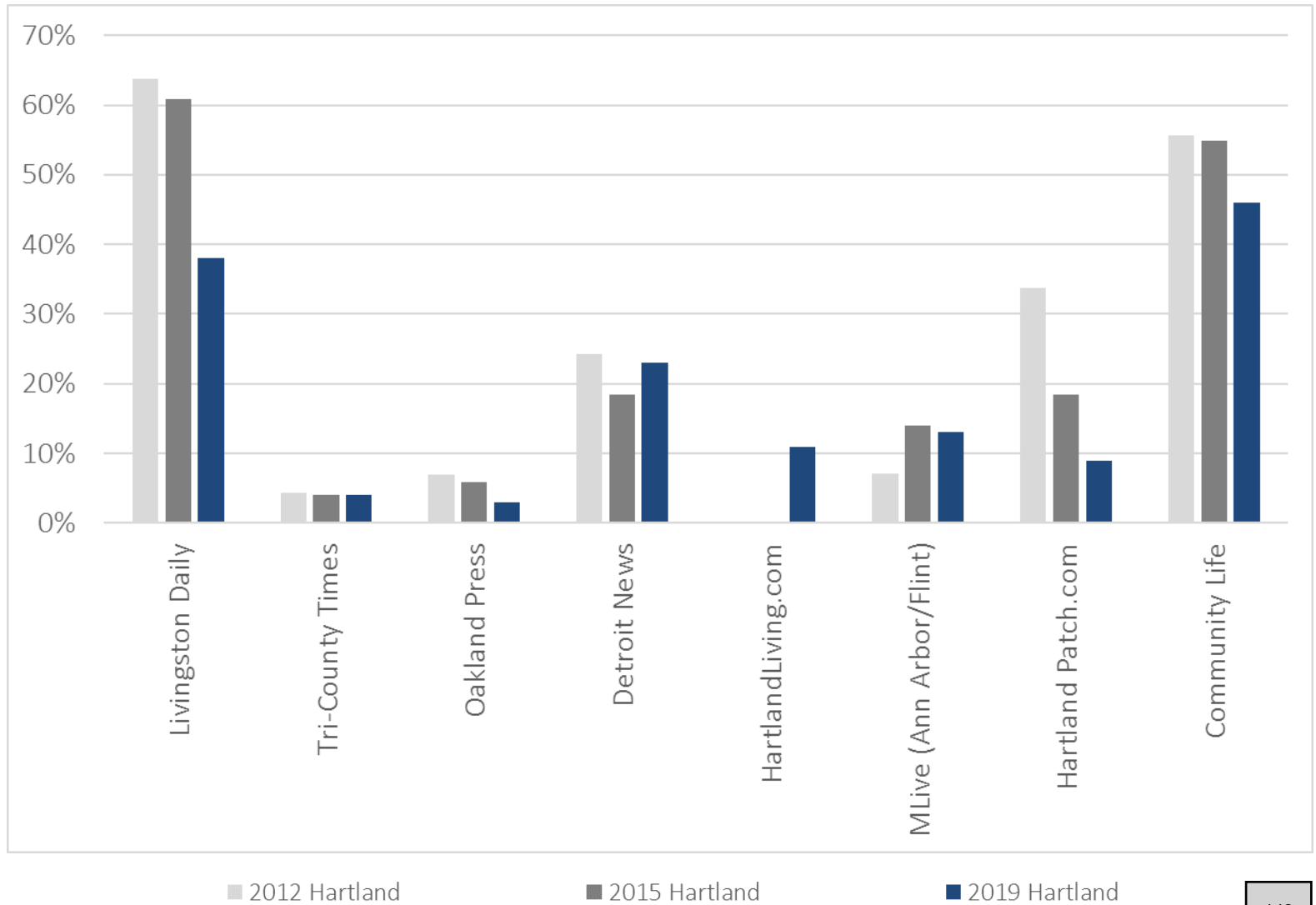


Communication Preference



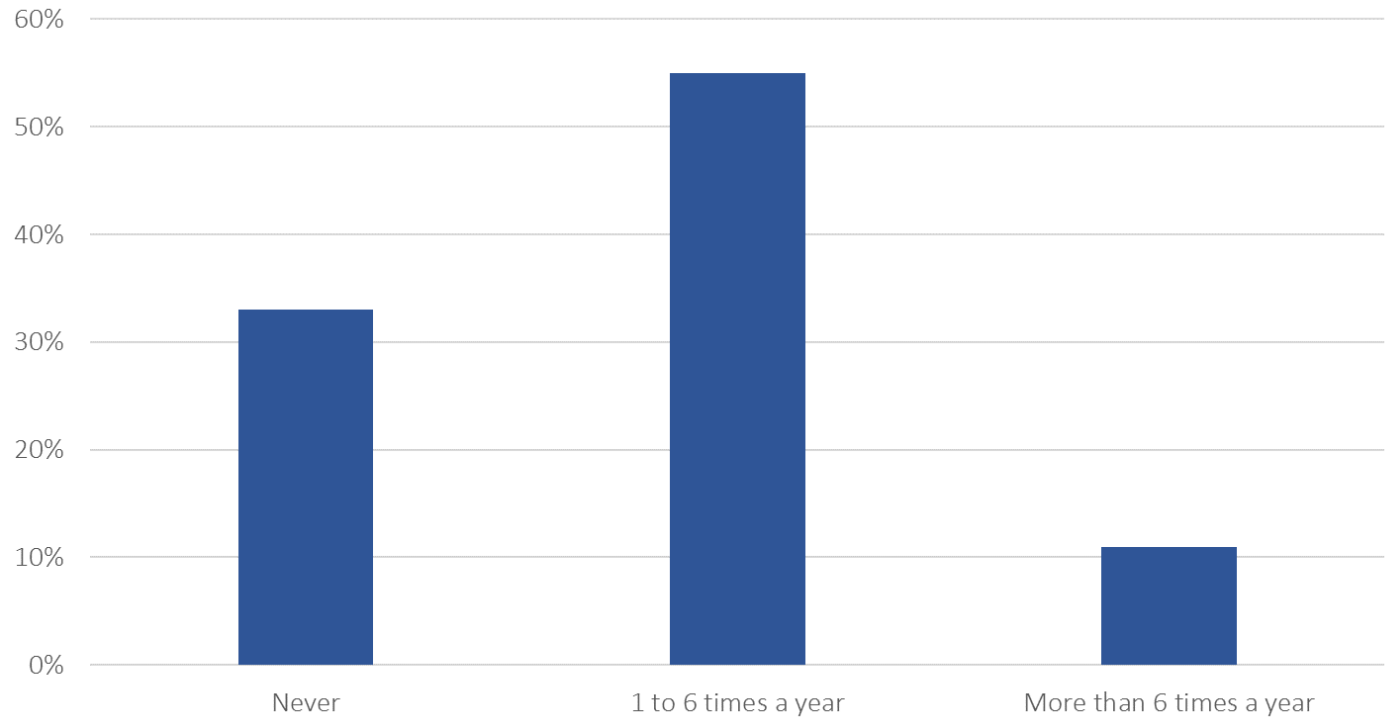


Preference for Township Information



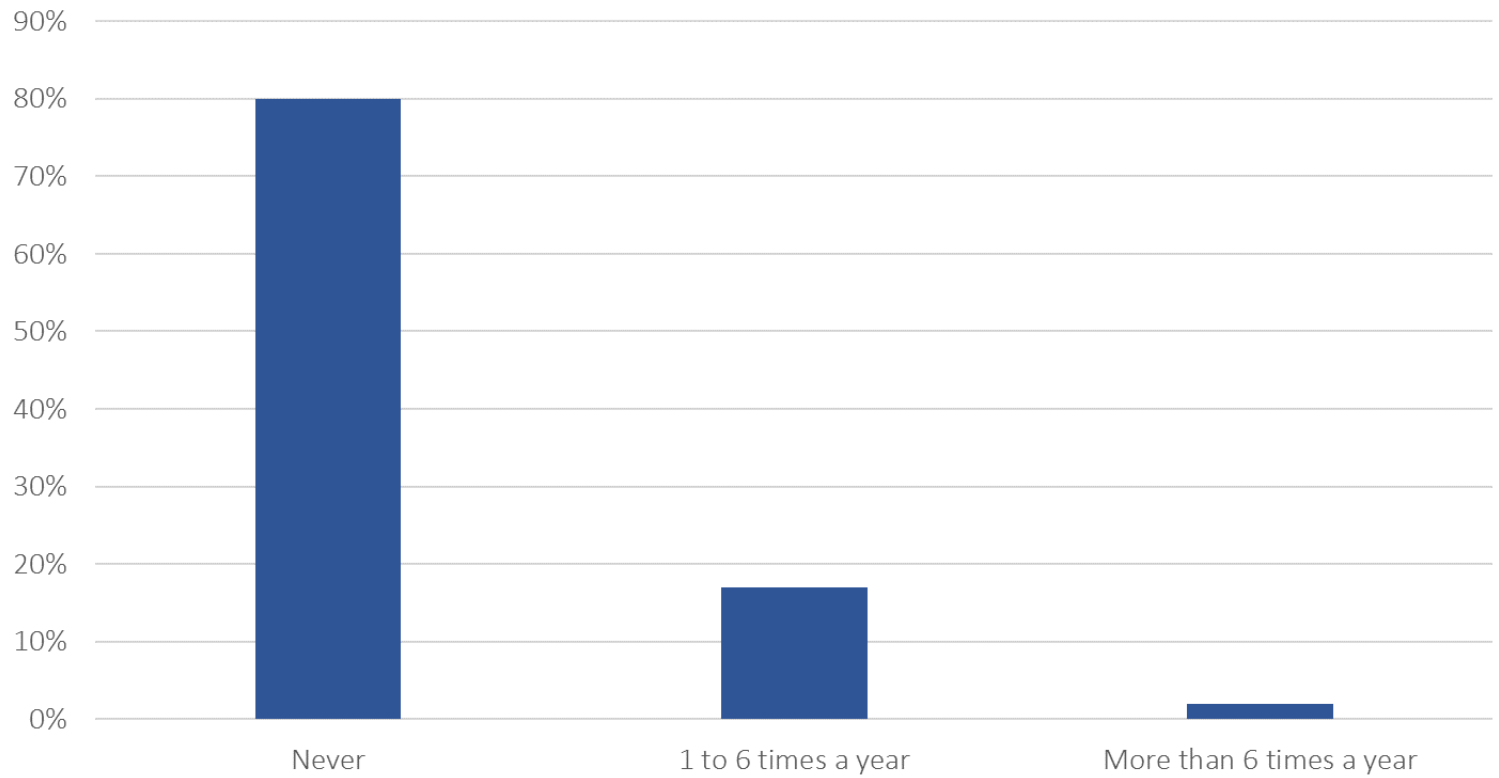


Use of Township Website



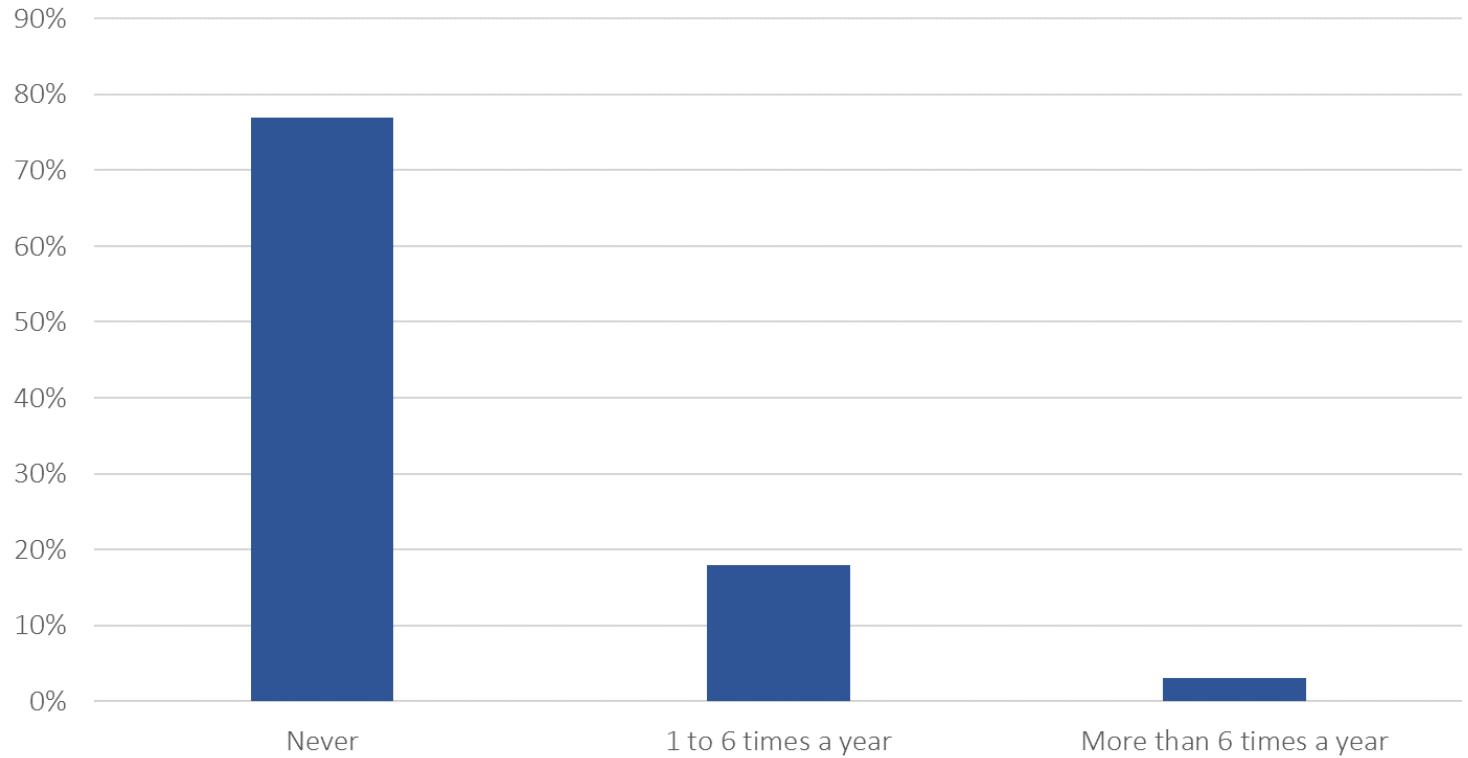


Use of Message Board



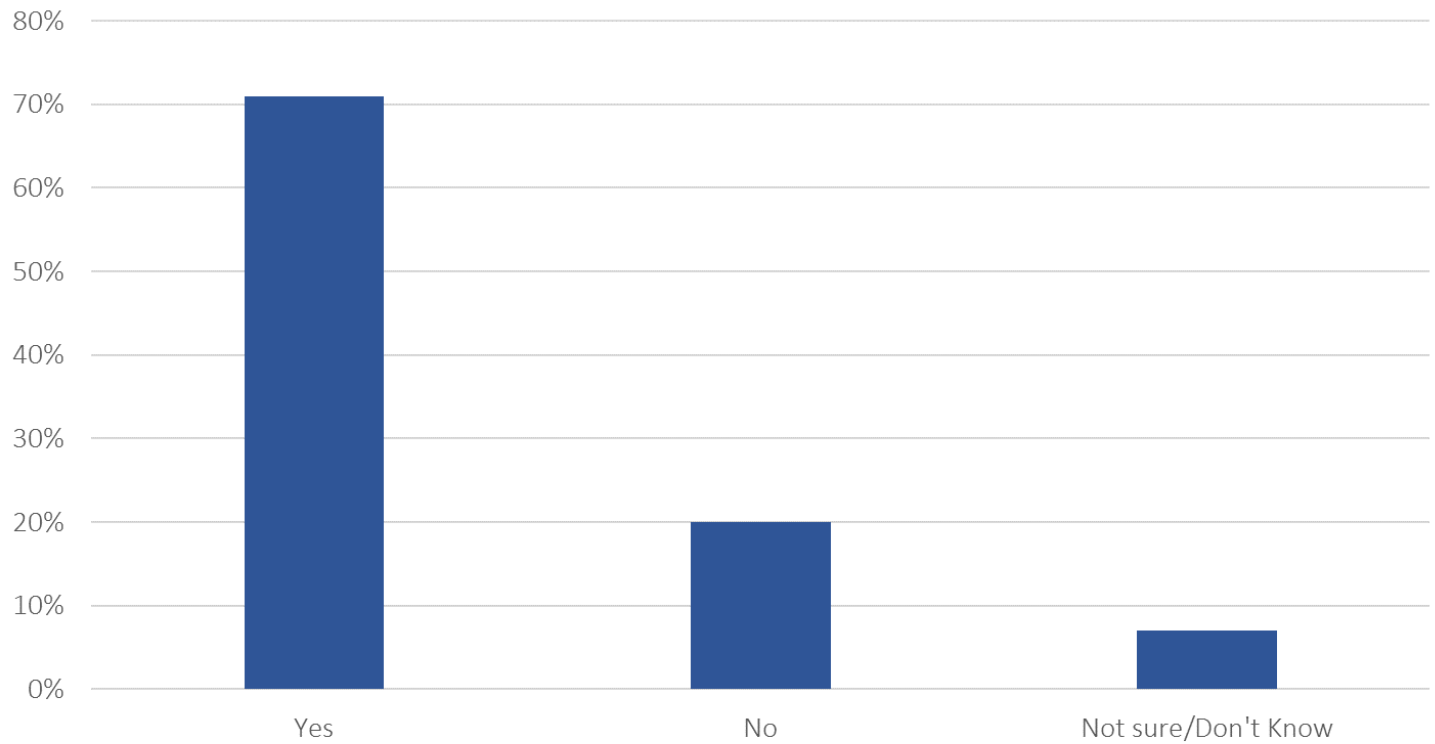


Watched Township Broadcast



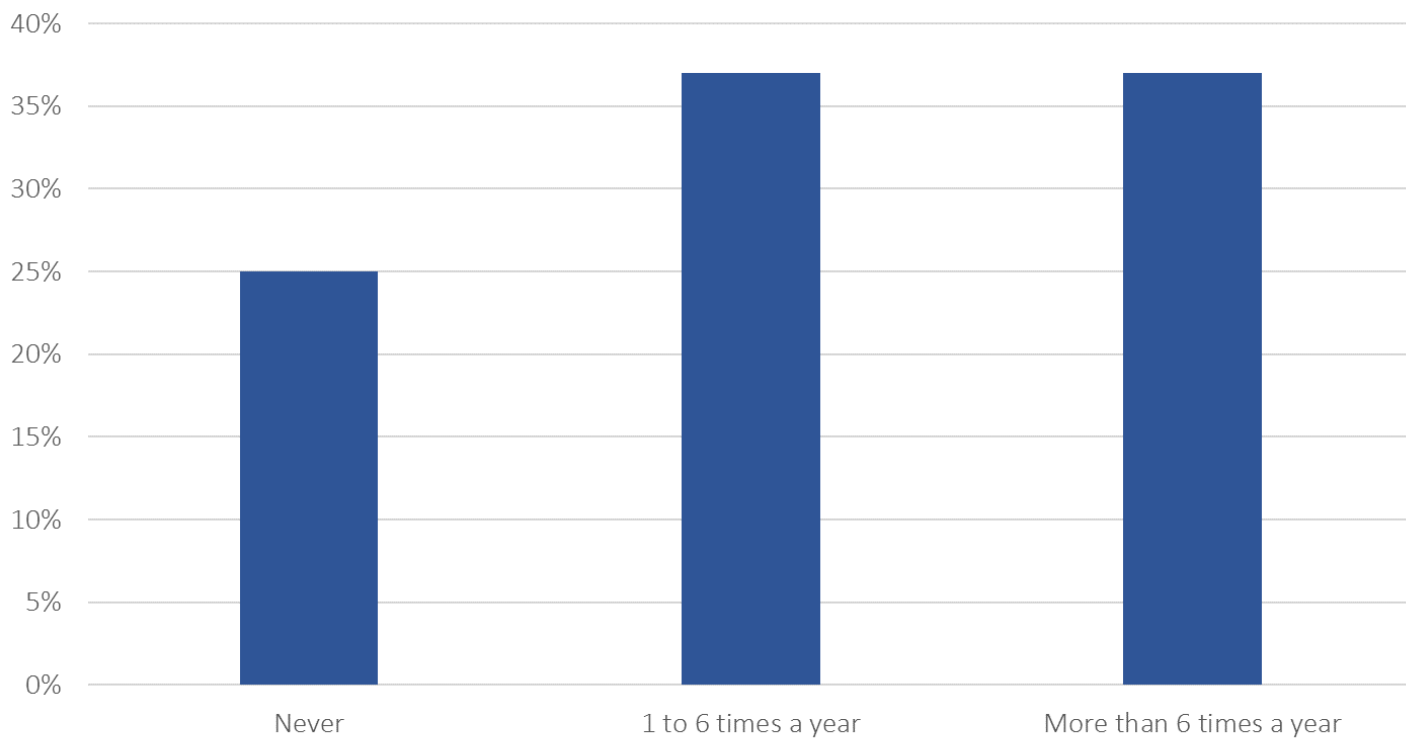


Have Library Card



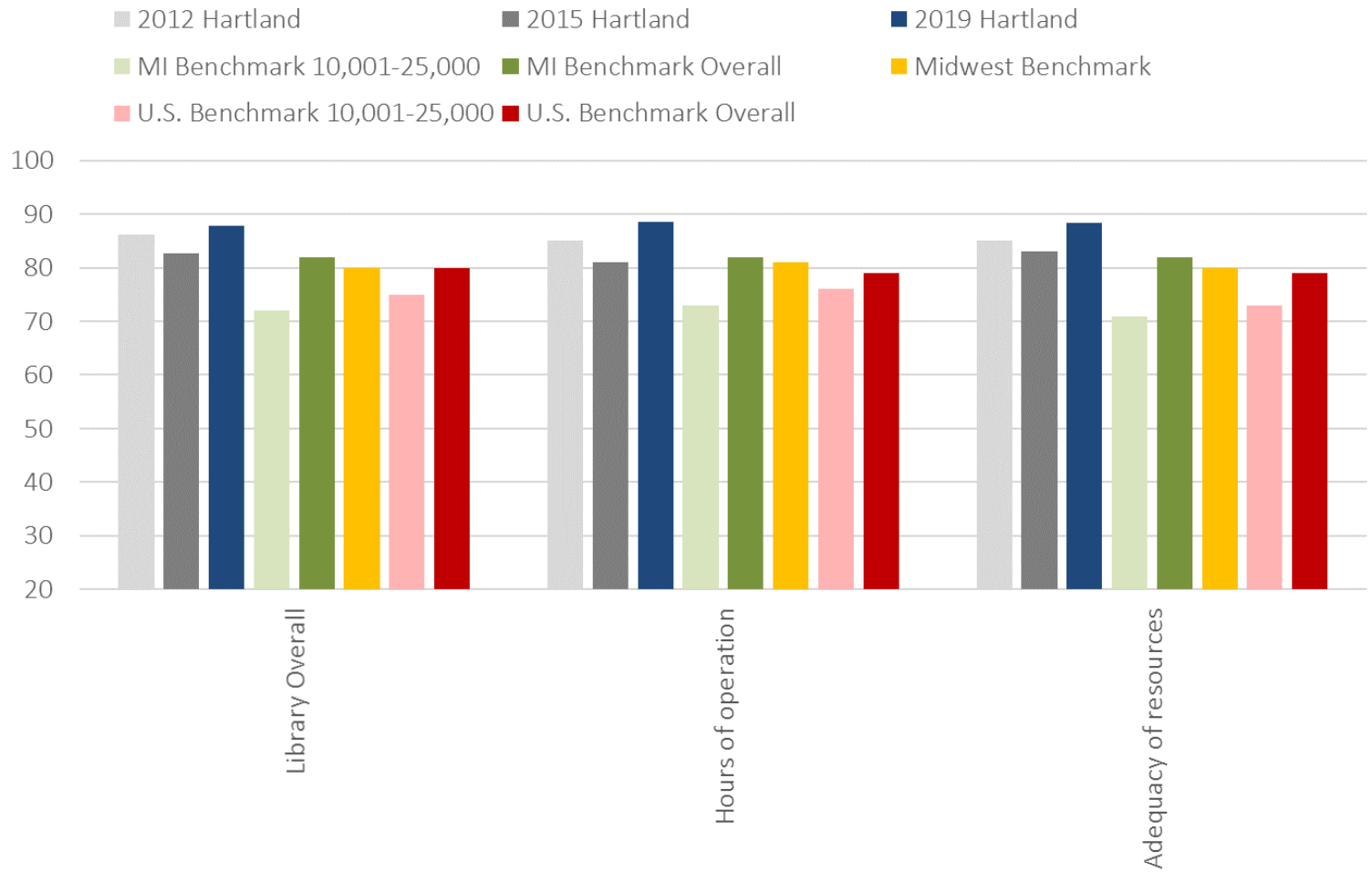


Use of Library





Library





Implementing Results



Perception v Reality: Minimize Distortion or Fix Real Performance Issues

Perception gap:

Respondents rated based on a false idea or understanding. Address with communication strategy to change that perception.

Real performance issue:

Address with an improvement plan. When performance improves, it becomes a perception gap to address with a communication strategy.

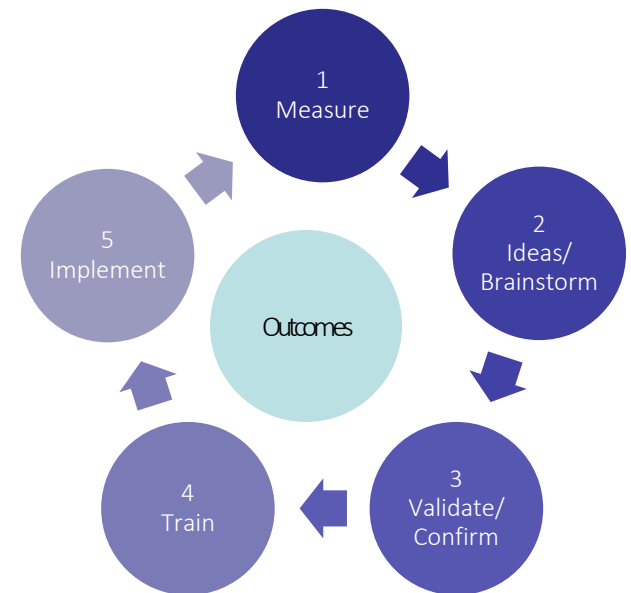




Strategy is About Action: Improve Performance to Improve Outcomes

The diagram at the right provides a framework for following up on this survey.

- The first step (measurement) is complete. This measurement helps prioritize resources and create a baseline against which progress can be measured.
- The second step is to use internal teams to further analyze the results and form ideas about why respondents answered as they did and potential actions in response.
- The third step is to validate ideas and potential actions through conversations with residents and line staff – do the ideas and actions make sense. Focus groups, short special-topic surveys and benchmarking are helpful.
- The fourth step is to provide staff with the skills and tools to effectively implement the actions.
- The fifth step is to execute the actions.
- The final step is to re-measure to ensure progress was made and track changes in resident needs.



Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Michael Luce, Director of Public Works

Subject: 2023 Chloride Purchase

Date: April 12, 2023

Recommended Action

Authorize the Public Works Director to act on behalf of the Township Board to facilitate the purchase and application of roadway chloride with the forthcoming contract from Chloride Solutions in an amount not to exceed \$108,500.

Discussion

Public Works is recommending the purchase of roadway chloride through Chloride Solutions, LLC in a cooperative purchase with the Livingston County Road Commission. As there are many moving pieces in this the proposed contract is forthcoming and will be brought for signatures once it is received from Chloride Solutions.

Chloride Solutions has provided their rate for 2023 and has provided satisfactory results for the past six years. LCRC has used Chloride Solutions for the past six years as well with success.

The approved budget allocation for road chloride for the 2023 season includes \$84,000 from the General Fund for the first three applications and \$24,500 for the fourth application from the Road Millage Fund. The budget is based upon 4,000 gallons per mile, however lesser rates are applied if road moisture content is higher than expected. Cost savings have been recognized in the prior five years based on a climate adjusted application rate.

Financial Impact

Is a Budget Amendment Required? Yes No

Attachments

LCRC chloride application permit

Livingston County Road Commission

3535 Grand Oaks Drive • Howell, Michigan 48843-8575
Telephone: (517) 546-4250 • Facsimile: (517) 546-9628
Internet Address: www.livingstonroads.org

March 31, 2023

Hartland Township
Mr. William Fountain, Supervisor
2655 Clark Road
Hartland, MI 48353

Subject: Annual Chloride Application and Permit

Dear Mr. Fountain,

It is that time of the year again to start thinking about who you want to use for your chloride provider this year. LCRC is using Chloride Solutions this year; however, you are welcome to use whomever you choose.

Please find enclosed (3) copies of the Application and Permit form. As you will notice the form has changed a little. Our Engineering Department has revamped their procedures and forms.

- 1.) Make sure everything is correct under the applicant, please provide email address and check the box. No more signatures are required.
- 2.) Then forward the forms onto your Chloride provider and have them fill out the contractor part.
- 3.) We will also need a certificate of insurance from your selected chloride provider. The certificate must include the following language: **“The Board of County Road Commissioners, The Livingston County Road Commission, and their officers, agents, and employees are listed as additional insured parties”**.
- 4.) When all forms are complete, please keep **one** copy and send **two** back to me with a copy of the insurance certificate.

Thank you for your attention in this matter. If you have any questions, please feel free to contact me at 517-546-4250 Ext. 138.

Sincerely,



Cathy Hale
Maintenance Administrative Secretary

Enclosure

APPLICATION AND PERMIT

to construct, operate, maintain
use and/or remove within a county
road right-of-way

Permit Number
T-9

Issuance Date
01-Apr-23

BOARD OF COUNTY ROAD COMMISSIONERS, of LIVINGSTON COUNTY, MICHIGAN
ADDRESS: 3535 GRAND OAKS, HOWELL, MICHIGAN 48843-8575
TELEPHONE: 517-546-4250
EMAIL: PERMITS@LIVINGSTONROADS.ORG

If applicant hires a contractor to perform the work, BOTH must complete this form and BOTH assume responsibility for the provisions of this Application and Permit

APPLICANT	CONTRACTOR
NAME: <u>Hartland Township</u>	NAME: _____
MAILING ADDRESS: <u>2655 Clark Road</u>	MAILING ADDRESS: _____
CITY, STATE, ZIP: <u>Hartland, MI 48353</u>	CITY, STATE, ZIP: _____
TELEPHONE NO.: <u>810-632-7498</u>	TELEPHONE NO.: _____
EMAIL: _____	EMAIL: _____

<input type="checkbox"/> By checking this box, I am hereby accepting the terms and conditions as outlined on the permit and attached documents. I also agree that this permit may be returned to me via email.	<input type="checkbox"/> By checking this box, I am hereby accepting the terms and conditions as outlined on the permit and attached documents. I also agree that this permit may be returned to me via email.
--	--

FINANCIAL REQUIREMENTS	ATTACHMENTS REQUIRED
Application/Permit Fee _____	Proof of Insurance
Receipt Number _____	Insurance Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date _____	Expiration Date: _____
	LCRC File #: _____

APPLICATION

Applicant and/or Contractor request a Permit for the purpose indicated in the attached plans and specifications at the following location:

TOWNSHIP HARTLAND SECTION _____

NAME OF ROAD _____ Parcel or Lot # _____

BEGINNING DATE 04/01/23 ENDING DATE 11/01/23

THE TOWNSHIP IS RESPONSIBLE FOR SCHEDULING AND SPREADING CHLORIDE ON THEIR LOCAL ROADS WHICH ARE UNDER THE JURISDICTION OF THE LIVINGSTON COUNTY ROAD COMMISSION. WE REQUIRE A (10) DAY LEADTIME FOR GRADING THE ROADS. DUST CONTROL FOR THE TOWNSHIP BORDER ROADS SHOULD BE CORRINATED WITH THE BORDERING TOWNSHIP.

PERMIT

A permit is granted in accordance with the foregoing application for the period stated above, subject to the following terms agreed to by the Permit Holder. When Applicant hires a Contractor the "Permit Holder" is both the Applicant and the Contractor.

RECOMMENDED FOR ISSUANCE:

**BOARD OF COUNTY ROAD COMMISSIONERS
LIVINGSTON COUNTY, MICHIGAN**

Trevor Bennett Investigator

4/1/23 Director of Operations

By _____

Date Title

1. All work performed under this permit must be done in accordance with the plans, specifications, maps and statements filed with the Commission and must comply with the Commission's current requirements and specifications on file at its office and M.D.O.T. specifications.
2. **Fees and Costs.**
Permit Holder shall be responsible for all fees incurred by the Commission in connection with this permit and shall deposit estimated fees and costs as determined by the Commission, at the time the permit is issued.
3. **Bond.**
Permit Holder shall provide a cash deposit, letter of credit or bond in a form and amount acceptable to the Commission at the time permit is issued.
4. **Insurance.**
Permit Holder shall furnish proof of liability and property damage insurance in the amount stated on this permit naming the Commission as an insured. Such insurance shall cover a period not less than the term of this permit and shall provide that it cannot be cancelled without ten (10) days advance written notice by certified mail with return receipt required to the Commission.
5. **Indemnification.**
Permit Holder shall hold harmless and indemnify and keep indemnified the Commission, its officers and employees from all claims, suits and judgments to which the Commission, its officers, or employees may be subject and for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property, including property of the commission, whether due to the negligence of the Permit Holder or the joint negligence of the Permit Holder and the Commission, arising out of the work under this permit, or in connection with work not authorized by this permit, or resulting from failure to comply with the terms of this permit, or arising out the continued existence of the work product which is the subject of this permit; or any other claim relating to or arising out of the operations, use or continued existence of the work which is the subject of this permit.
6. **Miss Dig.**
The Permit Holder must comply with the requirements of Act 53 of Public Acts of 1974, as amended. CALL MISS DIG AT (800) 482-7171 AT LEAST THREE (3) FULL WORKING DAYS, BUT NOT MORE THAT TWENTY-ONE (21) CALENDAR DAYS, BEFORE YOU START WORK. Permit Holder assumes all responsibility for damage to or interruption of underground utilities.
7. **Notification of Start and Completion of Work.**
Permit Holder must notify the Commission at least 48 hours before starting work and must notify the Commission when work is completed.
8. **Time Restrictions.**
All work shall be performed Mondays through Fridays between 8:00 A.M. and 5:00 P.M. unless written approval is obtained from the Commission, and work shall be performed only during the period set forth in this permit.
9. **Safety.**
Permit Holder agrees to work under this permit in a safe manner and to keep the area affected by this permit in a safe condition until the work is completed. All work site conditions shall comply with Michigan Manual of Uniform Traffic Control Devices.
10. **Restoration and Repair of Road.**
Permit Holder agrees to restore the road and right-of-way to a condition equal to or better than its condition before the work began; and to repair any damage to the road right-of-way which is the result of the facility whenever it occurs or appears.
11. **Limitation of Permit.**
This permit does not relieve Permit Holder from meeting other applicable laws and regulations of other agencies. Permit Holder is responsible for obtaining additional permits or releases which may be required in connection with this work from other government agencies, public utilities, corporations and individuals, including property owners. Permission may be required from the adjoining property owners.
12. **Revocation of Permit.**
This permit may be suspended or revoked at will, and the Permit Holder shall surrender this permit and alter, relocate or remove its facilities at its expense at the request of the Commission. It is to be understood that the rights granted herein are revocable at the will of this Board and that the Permit Holder acquires no rights in the highway and expressly waives any right to claim damages or compensation in case this permit is revoked. In the event the County Road Commission determines it is in the public interest to widen or make any other improvements to the county road in which this permit is granted, Permit Holder agrees that if, in the course of widening, altering or modifying said road right-of-way and/or the roadbed itself which necessitates changes, modifications, or alterations to the Permit Holder's installation within or outside the existing county road right-of-way, such changes, alterations and modifications will be undertaken promptly upon receipt of a written request from the County Road Commission and without costs or expenses to the County Road Commission. The Permit Holder herein acknowledges that the contents of this paragraph are a substantial portion of the consideration received by the County Road Commission in the issuance of this permit.
13. **Violation of Permit.**
This permit shall become immediately null and void if Permit Holder violates the terms of this permit and this Commission may require immediate removal of Permit Holder's facilities, or the Commission may remove them without notice at Permit Holder's expense.
14. **Assignability.**
This permit may not be assigned without the prior approval of the Commission. If approval is granted, the assignor shall remain liable and the assignee shall be bound by all terms of this permit.
15. This permit is subject to supplemental specifications on file with the Road Commission and Act 200 of Public Acts of 1969.
16. **Cooperation With Others.**
The issuance of this permit does not give the Permit Holder an exclusive right to work within the area covered by this permit. The Permit Holder shall cooperate with others and shall conduct his operations in such a fashion as to cause minimum conflict with and/or inconvenience to others working in area. The work of others does not relieve the Permit Holder of this responsibility to complete the work in accordance with the permit.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	NAIC #
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

Sample Excavating
123 One Way Road
No Where, Michigan 41234

Sample

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	<input checked="" type="checkbox"/>		ABC123456	10/31/11	10/31/12	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			FG55555	10/31/11	10/31/12	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ 500,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000 \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	XYZ654321	10/31/11	10/31/12	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The Board of Livingston County Road Commissioners, the Livingston County Road Commission, and their officers, agents and employees are listed as Additional Insured.

Please make sure this wording is added! If this wording is not on the certificate of insurance, or an endorsement is provided, we cannot issue a permit.

CERTIFICATE HOLDER	CANCELLATION
Livingston County Road Commission 3535 Grand Oaks Drive Howell, Michigan 48843	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Michael Luce, Director of Public Works

Subject: HERO Center Improvements

Date: April 12, 2023

Recommended Action

Authorize the Public Works Director to act on behalf of the Township to facilitate the purchase and installation of the HERO Center Improvements in an amount not to exceed \$55,000.

Discussion

Many young students frequent the HERO Center on a daily basis because of the relationships they can form with friends and staff along with the programs they can all take part in. We have always had great feedback from any interaction as well as praise for all the programs and spaces offered to everyone.

Over the past year Public Works has been working with numerous members of the HERO Center as well as the HERO Board to prioritize items and areas that are in need of repair or replacement at the center. Many of the improvements are needed for the safety of the center as well as its occupants. As part of these meetings a list has been generated of what the HERO Board along with the staff of the center feel is most important and vital for the building. We have narrowed the improvements down to bathroom renovations, lights in the building, exterior doors on the entire building and landscaping and drainage repair.

We budgeted \$50,000 and need a budget amendment for \$5,000 to cover the proposed costs.

Financial Impact

Is a Budget Amendment Required? Yes No

Add \$5,000 to g/l line item # 285-101-930.000

Attachments

2023 HERO Center Improvements

Hero Center Improvements

Project	Items	Quantity	Rate	Total Actual Cost
Plumbing	Drinking fountain with water bottle filler	1	1997.33	\$1,997.33
Plumbing	Labor & material to remove drywall & re-route plumbing for water cooler with bottle filler.	1	\$3,100	\$3,100
Plumbing	Kohler Bardon Urinal	1	\$1,760	\$1,760.00
Plumbing	Remove 3 toilets and replace with open front seat	1	\$2,880	\$2,880
Electric	51 - 2'x4' Selectable Lumens and CCT LED Flat Panel Fixtures 27 - 2'x2' Selectable Lumens and CCT LED Flat Panel Fixtures 3 - 4' CSS Selectable Lumens and CCT LED Strip Lights 6 - T8 LED 4' Ballast Free Lamps 2 - 120v Hand Dryers (see attached specifications) Electrical Permit			\$11,779
Exterior doors	Estimate on replacing 5 exterior doors	5		\$18,000
Miscellaneous	Misc. Drainage & Landscaping Improvements			\$10,483.67
Total				\$50,000.00



Hero Center Improvements

Project	Items	Quantity	Rate	Total Actual Cost
Plumbing	Drinking fountain with water bottle filler	1	1997.33	\$1,997.33
Plumbing	Labor & material to remove drywall & re-route plumbing for water cooler with bottle filler.	1	\$3,100	\$3,100
Plumbing	Kohler Bardon Urinal	1	\$1,760	\$1,760.00
Plumbing	Remove 3 toilets and replace with open front seat	1	\$2,880	\$2,880
Electric	51 - 2'x4' Selectable Lumens and CCT LED Flat Panel Fixtures 27 - 2'x2' Selectable Lumens and CCT LED Flat Panel Fixtures 3 - 4' CSS Selectable Lumens and CCT LED Strip Lights 6 - T8 LED 4' Ballast Free Lamps 2 - 120v Hand Dryers (see attached specifications) Electrical Permit			\$11,779
Exterior doors	Estimate on replacing 5 exterior doors	5		\$18,000
Miscellaneous	Misc. Drainage & Landscaping Improvements			\$15,483.67
Total				\$55,000.00



Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: Amended Resolution of Determination of wages and benefits of the Township Supervisor

Date: April 17, 2023

Recommended Action

Adopt the Amended Resolution of Determination of wages and benefits of the Township Supervisor for the 2023-2024 fiscal year.

Discussion

It has always been the policy of the Township that the Supervisor's salary was one-half of the Clerk and Treasurer's salary. The previous Resolution of Determination of Wages and Benefits of the Township Supervisor is being amended to reflect this policy. The Amended Resolution will set the Supervisor's wages at \$23,273 for FY23-24, an increase of \$165 from the previously approved Resolution.

Financial Impact

The proposed wages and benefits have been incorporated into the proposed FY2023-24 Township Budget

Attachments

Amended Resolution Language

BOARD OF TRUSTEES

2655 Clark Road
Hartland, Michigan 48353
(810) 632-7498 Office
(810) 632-6950 Fax



Supervisor
William J. Fountain

Clerk
Larry N. Ciofu

Treasurer
Kathleen A. Horning

Trustees
Matthew J. Germane
Summer McMullen
Denise O'Connell
Joseph M. Petrucci

RESOLUTION NO. 23-R007

AMENDED RESOLUTION OF DETERMINATION OF WAGES & BENEFITS OF THE TOWNSHIP SUPERVISOR

At a regular meeting of the Township Board of Hartland Township, Livingston County, Michigan, held at the Township Hall in said Township on April 18, 2023, at 7:00 p.m.

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

ABSENT: None

The following preamble and resolution were offered by **Treasurer Horning** and seconded by **Trustee O'Connell**.

WHEREAS, the compensation of the Supervisor is \$34,273 annually, as outlined in the proposed Fiscal Year 2023-2024 Township budget.

WHEREAS, the Supervisor be eligible for retirement benefits as described in the Township Defined Contribution Retirement Plan described for elected officials.

WHEREAS, the health insurance benefits made available to the employees of the Township shall be made available to the Supervisor in compliance with the requirements of the Benefit Plan.

WHEREAS, the Supervisor will receive employment benefits in accordance with the plan approved by the Board of Trustees.

THEREFORE, be it resolved by the Board of Trustees of the Township of Hartland, Livingston County, Michigan, as follows: does hereby adopt Resolution 23-R006 amending the wages and benefits for the Township Supervisor for Fiscal Year 2023-2024.

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

RESULT:
MOVER:
SECONDER:
AYES:
NAYS:
ABSTAIN:

STATE OF MICHIGAN)
)
COUNTY OF LIVINGSTON)

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 the Township Board of said Township at a regular meeting held on the 18th day of April, 2023.

Larry N. Ciofu Hartland Township Clerk