



## Board of Trustees

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

### Board of Trustees Regular Meeting Agenda Hartland Township Hall Tuesday, June 02, 2020 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. Approve 05/19/20 Regular Meeting Minutes
  7. Pending & New Business
    - a. Resolution - Ordinance to Temporarily Relax Standards for Outdoor Uses
  8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
    - a. Manager Recruitment
  10. Adjournment

## Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Susan Case, Finance Clerk

**Subject:** Approve Payment of Bills

**Date:** May 26, 2020

### Recommended Action

Move to approve the bills as presented for payment.

### Discussion

Bills presented total \$76,164.62. The bills are available in the Finance office for review.

Notable invoices include:

\$20,000.00 – Hartland Enrichment/Recreation Org – (Payment due by 7/15/20 per agreement)

\$19,654.50 – Hubbell, Roth & Clark, Inc. – (M59 East Water Main Extension engineering invoices)

\$11,510.00 – Huron Cemetery Maintenance Inc. – (Cemetery Maintenance Payments 1 & 2 of 4)

### Financial Impact

Is a Budget Amendment Required?     Yes     No

All expenses are covered under the amended FY20 budget and adopted FY21 budget.

### Attachments

Bills for 06.02.2020

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
ALLSTAR	ALLSTAR ALARM LLC	05/15/2020	283269	FOA	6/1/20 - 5/31/21 - MONITORING AT WTP	
43497	8345 MAIN STREET	06/02/2020		N		432.00
05/15/2020	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		06/02/2020		Y		432.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	432.00

VENDOR TOTAL: 432.00

CHLORIDESO	CHLORIDE SOLUTIONS, LLC	05/11/2020	19884	FOA	DUST CONTROL	
43501	672 NORTH M-52	06/02/2020		N		1,753.95
05/11/2020	WEBBERVILLE MI, 48892	/ /	0.0000	N		0.00
		06/02/2020		Y		1,753.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-969.002	ROAD CHLORIDE	1,753.95

CHLORIDESO	CHLORIDE SOLUTIONS, LLC	05/12/2020	19885	FOA	DUST CONTROL	
43500	672 NORTH M-52	06/02/2020		N		1,754.34
05/12/2020	WEBBERVILLE MI, 48892	/ /	0.0000	N		0.00
		06/02/2020		Y		1,754.34

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-969.002	ROAD CHLORIDE	1,754.34

CHLORIDESO	CHLORIDE SOLUTIONS, LLC	05/13/2020	19955	FOA	DUST CONTROL	
43499	672 NORTH M-52	06/02/2020		N		1,754.15
05/13/2020	WEBBERVILLE MI, 48892	/ /	0.0000	N		0.00
		06/02/2020		Y		1,754.15

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-969.002	ROAD CHLORIDE	1,754.15

VENDOR TOTAL: 5,262.44

CITYOFFENT	CITY OF FENTON	05/15/2020	3710	FOA	BACTERIOLOGICAL SAMPLES	
43498	301 S LEROY ST	06/02/2020		N		16.00
05/15/2020	FENTON MI, 48430	/ /	0.0000	N		0.00
		06/02/2020		Y		16.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	16.00

VENDOR TOTAL: 16.00

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

0070	DTE ENERGY	04/30/2020	87739150808-04/2	FOA	APRIL 2020 - HERO TEEN CENTER	
43517	P.O BOX 740786	06/02/2020		N		176.16
	CINCINNATI					
05/13/2020	OH, 45274-0786	/ /	0.0000	N		0.00
		06/02/2020		N		176.16

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-920.002	UTILITIES - ELECTRIC	176.16

VENDOR TOTAL: 176.16

ETNA	ETNA SUPPLY COMPANY	05/18/2020	S103520900.001	FOA	IPERL 1" METERS	
43503	P.O. BOX 772107	06/02/2020		N		3,780.00
05/18/2020	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		06/02/2020		N		3,780.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-741.000	METER COSTS	3,780.00

VENDOR TOTAL: 3,780.00

FSOM	FIRE SYSTEMS OF MICHIGAN	05/14/2020	1789866	FOA	BACKFLOW TESTS	
43522	2710 NORTHRIDGE DR NW, STE F	06/02/2020		N		355.00
05/14/2020	GRAND RAPIDS MI, 49544	/ /	0.0000	N		0.00
		06/02/2020		N		355.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-930.001	REPAIRS & MAINT. EQUIPMENT	355.00

VENDOR TOTAL: 355.00

5888	FOSTER, SWIFT, COLLINS & SMITH	04/30/2020	785953	FOA	APRIL 2020	
43516	313 S. WASHINGTON SQUARE	06/02/2020		N		2,160.00
05/12/2020	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		06/02/2020		Y		2,160.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-826.000	LEGAL FEES	225.00
101-400-826.000	LEGAL FEES	675.00
590-595-826.000	LEGAL FEES	517.50
536-000-826.000	LEGAL FEES	270.00
590-000-826.000	LEGAL FEES	472.50

2,160.00

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

VENDOR TOTAL: 2,160.00

HAYAA-F 43195	HARTLAND AREA YOUTH ATHLETIC ASSOC HAYAA - FOOTBALL P.O. BOX 359	06/02/2020	060220	FOA	PAYMENT DUE 6/15/20 PER AGREEMENT	183.67
06/02/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		06/02/2020		N		183.67

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	183.67

VENDOR TOTAL: 183.67

HAYAA-B 43431	HARTLAND AREA YOUTH ATHLETIC ASSOC. HAYAA - BASEBALL P.O. BOX 110	06/01/2020	06/01/2020	FOA	JUNE 2020 PAYMENT PER AGREEMENT	571.43
06/01/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		06/02/2020		N		571.43

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	571.43

VENDOR TOTAL: 571.43

HCSA 43189	HARTLAND COMMUNITY SOCCER ASSN HARTLAND COMMUNITY EDUCATION 9525 HIGHLAND RD	06/02/2020	060220	FOA	PAYMENT DUE 6/15/20 PER AGREEMENT	718.70
06/02/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		06/02/2020		N		718.70

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	718.70

VENDOR TOTAL: 718.70

0150 43489	HARTLAND CONSOLIDATED SCHOOLS 9525 E HIGHLAND ROAD	04/30/2020	172479	FOA	APRIL 2020	95.13
05/14/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		06/02/2020		N		95.13

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-860.000	GASOLINE	95.13

VENDOR TOTAL: 95.13

HERO	HARTLAND ENRICHMENT/RECREATION ORG	05/27/2020	052720	FOA	PAYMENT DUE BY 7/15/20 PER AGREEMENT	
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
43534	12354 GOLDEN OAKS DR.	06/02/2020		N		20,000.00
05/27/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		06/02/2020		N		20,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-901-999.002	APPROPRIATIONS COMMUNITY CENTER	20,000.00

VENDOR TOTAL: 20,000.00

HYL	HARTLAND YOUTH LACROSSE	06/02/2020	060220	FOA	PAYMENT DUE 6/15/20 PER AGREEMENT	
43183	P.O. BOX 56	06/02/2020		N		183.67
06/02/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		06/02/2020		N		183.67

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	183.67

VENDOR TOTAL: 183.67

1548	HORIZON LANDSCAPE INC.	03/31/2020	14827	FOA	BALANCE OF WINTER SERVICES	
43496	11765 HIBNER RD	06/02/2020		N		8,368.00
01/16/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		06/02/2020		Y		8,368.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-802.000	LAWN/SNOW MAINTENANCE	8,368.00

VENDOR TOTAL: 8,368.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	05/20/2020	179297	FOA	M59 EAST WTR MAIN EXT TOPO SURVEY TH	
43527	PO BOX 824	06/02/2020		N		264.00
05/20/2020	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		06/02/2020		Y		264.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-816.000	ENGINEERING FEES	264.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	05/20/2020	179298	FOA	M59 EAST WTR MAIN EXT PLANS/SPECS TH	
43528	PO BOX 824	06/02/2020		N		19,390.50
05/20/2020	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		06/02/2020		Y		19,390.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-816.000	ENGINEERING FEES	19,390.50

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

VENDOR TOTAL: 19,654.50

0678	HURON CEMETERY MAINTENANCE INC	04/01/2020	2324	FOA	CEMETERY MAINTENANCE PMT 1 OF 4	
43487	764 N MILFORD RD	06/02/2020		N		5,755.00
	P.O. BOX 112					
04/01/2020	HIGHLAND MI, 48357	/ /	0.0000	N		0.00
		06/02/2020		Y		5,755.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
209-000-802.000	LAWN/SNOW MAINTENANCE	5,755.00

0678	HURON CEMETERY MAINTENANCE INC	05/01/2020	2335	FOA	CEMETERY MAINTENANCE PMT 2 OF 4	
43488	764 N MILFORD RD	06/02/2020		N		5,755.00
	P.O. BOX 112					
05/01/2020	HIGHLAND MI, 48357	/ /	0.0000	N		0.00
		06/02/2020		Y		5,755.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
209-000-802.000	LAWN/SNOW MAINTENANCE	5,755.00

VENDOR TOTAL: 11,510.00

OVERHDOWL	OVERHEAD DOOR CO OF WHITMORE LAKE	04/20/2020	0108144	FOA	EMERG SERVICE CALL - REPAIR BOTTOM S	
43524	10810 PLAZA DRIVE	06/02/2020		N		814.85
04/20/2020	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		06/02/2020		N		814.85

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	814.85

OVERHDOWL	OVERHEAD DOOR CO OF WHITMORE LAKE	04/24/2020	0108145	FOA	INSTALL NEW DOOR PANELS	
43525	10810 PLAZA DRIVE	06/02/2020		N		879.74
04/24/2020	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		06/02/2020		N		879.74

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	879.74

VENDOR TOTAL: 1,694.59

1180	PETER'S TRUE VALUE HARDWARE	05/26/2020	53165	FOA	TIE DOWNS	
43532	3455 W. HIGHLAND ROAD	06/02/2020		N		16.99
05/26/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		06/02/2020		N		16.99

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
536-000-740.000	OPERATING SUPPLIES	16.99
1180	PETER'S TRUE VALUE HARDWARE	05/14/2020 K52997
43486	3455 W. HIGHLAND ROAD	06/02/2020
05/14/2020	MILFORD MI, 48380	/ / 0.0000
		06/02/2020

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	19.99
1180	PETER'S TRUE VALUE HARDWARE	05/19/2020 K53065
43508	3455 W. HIGHLAND ROAD	06/02/2020
05/19/2020	MILFORD MI, 48380	/ / 0.0000
		06/02/2020

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	94.96
1180	PETER'S TRUE VALUE HARDWARE	05/26/2020 K53161
43531	3455 W. HIGHLAND ROAD	06/02/2020
05/26/2020	MILFORD MI, 48380	/ / 0.0000
		06/02/2020

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	34.99

VENDOR TOTAL: 166.93

STAPLES	STAPLES	05/16/2020 8058431664	FOA	INK PENS	
43495	PO BOX 660409	06/02/2020	N		15.30
05/16/2020	DALLAS TX, 75266-0409	/ / 0.0000	N		0.00
		06/02/2020	N		15.30

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-727.000	SUPPLIES & POSTAGE	15.30

STAPLES	STAPLES	05/23/2020 8058490613	FOA	MISC SUPPLIES	
43526	PO BOX 660409	06/02/2020	N		3.95
05/23/2020	DALLAS TX, 75266-0409	/ / 0.0000	N		0.00
		06/02/2020	N		3.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-727.000	SUPPLIES & POSTAGE	32.51
101-299-727.000	SUPPLIES & POSTAGE	11.90



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

101-299-727.000	SUPPLIES & POSTAGE					(40.46)
						3.95

VENDOR TOTAL: 19.25

USA	USA BLUE BOOK	05/18/2020	239291	FOA	GLOVES	
43506	P.O. BOX 9004	06/02/2020		N		134.90
05/18/2020	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		06/02/2020		N		134.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	134.90

VENDOR TOTAL: 134.90

WOOD	WOOD ENVIRONMENT & INFRASTRUCTURE	05/19/2020	H06102583	FOA	WWTP MONITORING THRU 5/8/20	
43507	P.O. BOX 74008618	06/02/2020		N		682.25
05/19/2020	CHICAGO IL, 60674-8618	/ /	0.0000	N		0.00
		06/02/2020		N		682.25

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.007	TREATMENT PLANT SAMPLING	682.25

VENDOR TOTAL: 682.25

TOTAL - ALL VENDORS: 76,164.62

FUND TOTALS:

Fund 101 - GENERAL FUND	37,065.57
Fund 206 - FIRE OPERATING	2,049.59
Fund 209 - CEMETERY	11,510.00
Fund 536 - WATER SYSTEM FUND	4,894.96
Fund 539 - WATER REPLACEMENT FUND	19,654.50
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	990.00

## Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Susan Case, Finance Clerk

**Subject:** Approve Post Audit of Disbursements Between Board Meetings

**Date:** May 26, 2020

### 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 - \$0.00

May 28, 2020 Payroll - \$71,933.48

### Financial Impact

Is a Budget Amendment Required?  Yes  No

All expenses are covered under the amended FY20 budget and the adopted FY21 budget.

### Attachments

Payroll for 05.28.2020

Check Register Report For Hartland Township  
For Check Dates 05/28/2020 to 05/28/2020

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
05/28/2020	FOA	16731	GOODWIN, DENNIS R	200.07	155.50	0.00	Open
05/28/2020	FOA	16732	PETRUCCI, JOSEPH M	500.00	416.56	0.00	Open
05/28/2020	FOA	16733	ICMA VANTAGEPOINT TRANSFER AGENT	1,387.41	1,387.41	0.00	Open
05/28/2020	FOA	16734	ICMA VANTAGEPOINT TRANSFER AGENTS	32.38	32.38	0.00	Open
05/28/2020	FOA	16735	ICMA VANTAGEPOINT TRANSFER AGENT	3,941.01	3,941.01	0.00	Open
05/28/2020	FOA	16736	ICMA VANTAGEPOINT TRANSFER AGENT	999.32	999.32	0.00	Open
05/28/2020	FOA	DD6521	BAGDON, KELLY M	1,831.40	0.00	1,309.33	Cleared
05/28/2020	FOA	DD6522	BERNARDI, MELYNDA A	1,346.03	0.00	1,037.58	Cleared
05/28/2020	FOA	DD6523	BROOKS, TYLER J	1,468.00	0.00	1,041.94	Cleared
05/28/2020	FOA	DD6524	CASE, SUSAN E	1,554.20	0.00	1,036.34	Cleared
05/28/2020	FOA	DD6525	CIOFU, LARRY N	2,583.33	0.00	1,892.87	Cleared
05/28/2020	FOA	DD6526	COLAIANNE, JOSEPH W	500.00	0.00	400.73	Cleared
05/28/2020	FOA	DD6527	DRYDEN-HOGAN, SUSAN A	3,291.57	0.00	2,348.88	Cleared
05/28/2020	FOA	DD6528	FOUNTAIN, WILLIAM J	2,583.33	0.00	2,157.75	Cleared
05/28/2020	FOA	DD6529	GERMANE, MATTHEW J	500.00	0.00	436.75	Cleared
05/28/2020	FOA	DD6530	HARPER, GLENN E	500.00	0.00	416.56	Cleared
05/28/2020	FOA	DD6531	HEASLIP, JAMES B	2,938.79	0.00	1,740.04	Cleared
05/28/2020	FOA	DD6532	HORNING, KATHLEEN A	2,583.33	0.00	1,780.57	Cleared
05/28/2020	FOA	DD6533	JOHNSON, LISA	2,082.96	0.00	1,467.83	Cleared
05/28/2020	FOA	DD6534	KLINE, CORI L	395.27	0.00	348.23	Cleared
05/28/2020	FOA	DD6535	KUMAR, ANDREW M	1,619.16	0.00	1,065.46	Cleared
05/28/2020	FOA	DD6536	LANGER, TROY D	3,533.12	0.00	2,506.01	Cleared
05/28/2020	FOA	DD6537	LOUIS, CASEY	737.23	0.00	451.68	Cleared
05/28/2020	FOA	DD6538	MITCHELL, KYLE J	2,348.92	0.00	1,815.31	Cleared
05/28/2020	FOA	DD6539	MORGANROTH, CAROL L	1,932.47	0.00	1,489.60	Cleared
05/28/2020	FOA	DD6540	SHOLLACK, DONNA M	1,764.41	0.00	1,278.16	Cleared
05/28/2020	FOA	DD6541	VERMILLION, KAREN L	1,592.96	0.00	1,176.17	Cleared
05/28/2020	FOA	DD6542	VETTRAINO, ALEXANDER D	718.75	0.00	603.49	Cleared
05/28/2020	FOA	DD6543	WEST, ROBERT M	3,632.36	0.00	2,393.53	Cleared
05/28/2020	FOA	DD6544	WICKMAN, JAMES T	4,866.32	0.00	3,844.45	Cleared
05/28/2020	FOA	DD6545	WYATT, MARTHA K	2,765.60	0.00	1,996.68	Cleared
05/28/2020	FOA	EFT542	FEDERAL TAX DEPOSIT	11,711.45	11,711.45	0.00	Cleared
05/28/2020	FOA	EFT543	MI DEPT OF TREASURY	3,492.33	3,492.33	0.00	Cleared

Check Register Report For Hartland Township  
For Check Dates 05/28/2020 to 05/28/2020

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
Totals:				Number of Checks: 033	71,933.48	22,135.96	36,035.94
Total Physical Checks:			6				
Total Check Stubs:			27				

## **Hartland Township Board of Trustees Meeting Agenda Memorandum**

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 05-19-2020 Hartland Township Board Regular Meeting Minutes

**Date:** May 27, 2020

### **Recommended Action**

Move to approve the Hartland Township Board Regular Meeting minutes for May 19, 2020.

### **Discussion**

Draft minutes are attached for review.

### **Financial Impact**

None

### **Attachments**

05-19-2020 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 Colaianne, Trustee Germane, Trustee Harper, Trustee Petrucci.

ABSENT: None

Also present were Township Manager James Wickman and Public Works Director Robert West.

**4. Approval of the Agenda**

**Move to approve the agenda for the May 19, 2020 Hartland Township Board meeting as presented.**

Motion made by Treasurer Horning, Seconded by Trustee Harper.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne, Trustee Germane, Trustee Harper, Trustee Petrucci

Voting Nay: None

**5. Call to the Public**

No one came forward.

**6. Approval of the Consent Agenda**

**Move to approve the consent agenda for the May 19, 2020 Hartland Township Board meeting as presented.**

Motion made by Trustee Petrucci, Seconded by Trustee Germane.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne, Trustee Germane, Trustee Harper, Trustee Petrucci

Voting Nay: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. Approve 04/21/2020 Regular Meeting Minutes
- d. Approve Permit for Fireworks Display – Waldenwoods Resort (07/04/20)
- e. Approve Permit for Fireworks Display – Long Lake (07/11/20)

**7. Pending & New Business**

- a. Resolution to Waive Utility Bill Payment Penalties

Treasurer Horning gave a brief overview of the resolution in that we are allowing for those that are having difficulty paying utility bills to pay by the end of our next billing cycle on August 1 without incurring late charges. We previously extended the due date from May 1 to the end of

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

May 19, 2020 – 7:00 PM

May, and we are now extending this further. This resolution does not include NSF fees or stop payment fees and that this needs to be amended in the resolution.

**Move to approve the amended resolution authorizing a temporary modification of the Township’s utility billing policies.**

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

b. Resolution of Appreciation for Distinguished Service by James. Wickman

Supervisor Fountain acknowledged Manager Wickman and on behalf of the township Board and the community wished him and his family the best up in Saginaw Township and thanked him for everything he has done for our community. Trustee Harper read the Resolution of Appreciation for Distinguished Service into the record.

**Move to approve the resolution of appreciation for distinguished service by James Wickman.**

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

**8. Board Reports**

Trustee Germane – Provided a brief update on the remediation system at the former Hartland 36 Gas Processing Plant. The consultant has submitted the fourth quarter report for 2019. They are a couple of months behind because of the virus, but nonetheless the report came out and the entire site is cleaned up, with the exception of one monitoring well at this point. They are adjusting their treatment system to target that one area. We should be getting the first quarter report soon so we will see how it has progressed. It has been a little over two years so far, and they have made good progress.

Trustee Harper - No report.

Trustee Petrucci - No report.

Clerk Ciofu - The Yankee Air Museum will still be doing their Memorial Day Flyover. It will be on Memorial Day, and it should hit the area around 10:00 a.m. - 10:15 a.m. Even though the Memorial Day Parade has been cancelled they are trying to organize a very small event at Hartland Cemetery to honor our Veterans.

Treasurer Horning – Due to the increasing number of e-checks people are now doing that have a sixteen digit code that needs to be input, she has been working with our bank to possibly get a lock box to submit these items directly to the bank who would provide a daily report to be input. We will be evaluating the lockbox process, and a mailing out of our ACH program to capture these payments.

Supervisor Fountain - No report.

[BRIEF RECESS]

**9. Information / Discussion**

a. Township Manager Transition

Supervisor Fountain stated that he joined Manager Wickman in the weekly one-on-ones with each of the Directors, and that this would continue under Supervisor Fountain in the interim period. Supervisor Fountain also stated that the Directors would be included in the Admin Committee meetings on issues that need attention or guidance. An open discussion was held on the transition workload and the process and timing in looking for a new manager. The Board discussed the options of an interim Manager, as to using an existing employee in this role, hiring an Interim Manager, or having Supervisor Fountain fill this role in the interim. Discussion was also held the process of hiring a new Manager, the timing of the process, and whether to use a recruiter or doing the search in-house, and compensation. After discussion it was decided that we would have a special committee of Clerk Ciofu, Treasurer Horning and Trustee Harper review qualified recruiters and get back to the Board with a recommendation. After further discussion it was decided to have Supervisor Fountain oversee the operation of the township during the interim period.

**Move to have Supervisor Fountain oversee the operations of the Township at an additional stipend of \$250 per week until a new Manager is hired.**

Motion made by Treasurer Horning, Seconded by Trustee Harper.

Voting Yea: Clerk Ciofu, Treasurer Horning, Trustee Colaianne, Trustee Germane, Trustee Harper, Trustee Petrucci

Voting Nay: None

Abstaining: Supervisor Fountain

c. Manager's Report

Manager Wickman stated the he will provide the Board with a list of projects that he has a hand in and that he is willing to work with us on key projects through mid-July. Manager Wickman stated the water system expansion is a high priority project and he recommended bringing in Township Attorney Homier to work with the developers in finalizing the required agreements. He stated that he would provide the Board with a draft re-opening plan prior to leaving, and he will do interim year performance reviews with the Directors for the new manager. He stated the fire millage ballot language is due in August for the November election and there is time critical work to be done on this. We need to reconvene the Committee on this project to bring forth a recommendation on the millage rate. With regards to the water system expansion, Manager Wickman gave the Board an overview of the status of the project, and a brief discussion was held on the interest and involvement of the major developers regarding this project, the townships role in the project, various agreements that would need to be completed, and the location of the water line. Manager Wickman stated that new projected state shared revenue loss would be around \$168,000 but we are still in good shape with our healthy fund balance.

Supervisor Fountain gave a brief overview of what the township is looking at to help our local the restaurants. Planning Director Langer has researched ordinances to see if we can suspend our ordinances to allow restaurants to put up tents in their parking lots to increase dining capacity if the re-opening guidelines specify capacity restrictions. Supervisor Fountain contacted the Michigan Liquor Control Commission, the Hartland-Deerfield Fire Authority and the Livingston County Health Department with this plan and received prompt positive responses from all. The County indicated that we may be one of the first municipalities in the state to consider this. If the Board is



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willing to pursue this, we would try and bring something to the next Board meeting for approval. This would apply to all store fronts in the Township. The consensus of the Board was to move forward on this.

10. Adjournment

**Move to adjourn the meeting at 8:15 p.m.**

Motion made by Trustee Germane, Seconded by Trustee Harper.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne, Trustee Germane, Trustee Harper, Trustee Petrucci

Voting Nay: None

# Hartland Township Planning Commission Meeting Agenda Memorandum

**Submitted By:** Troy Langer, Planning Director

**Subject:** Ordinance to Temporarily Relax Standards for Outdoor Uses

**Date:** May 27, 2020

## Recommended Action

**Move to adopt Ordinance, as outlined in the attached Resolution.**

## Discussion

Applicant: Hartland Township

The Planning Department, with assistance from the Township Attorney, have prepared an ordinance to temporarily relax standards for outdoor uses for retail and restaurant uses.

The State of Michigan, including Hartland Township, have certainly had to deal with unprecedented times. The Governor has issued several Executive Orders to address concerns related to the COVID-19 matter. These Executive Orders have impacted us all also had an impact on many local businesses. Executive Order 2020-20 specifically required restaurants, food courts, cafes, coffeehouses; as well as bars, taverns, brew pubs, breweries, microbreweries, and similar places of public accommodations to no longer permit the public to occupy those businesses. Although this Executive Order has since been rescinded, new ones that continue to limit the interior use of those uses have been enacted. Many of those businesses have struggled to continue to serve their customers. Some were able to continue to use their drive-through windows, while others have tried to utilize curbside service. Even retail operations have made adjustments in their operations under the Executive Orders. Some retail operations have had to limit the number of patrons in their stores or building or provide curbside service as well.

As we move toward a date when restaurants will be able to have customers dine-in the building, Hartland Township anticipates capacity will continue to be limited. Although some Retail businesses may be able to have some patrons in their place of business, their interior space is anticipated to be reduced, as well.

Hartland Township desires to assist local retail and restaurant businesses by permitting them to use their outdoor areas. The Township also recognizes that we are in unprecedented times, and Hartland Township is willing to temporarily relax all of the zoning ordinance regulations and other requirements that apply to outdoor activities. This also relaxes the normal procedures for outdoor uses. In general, outdoor storage of items are not permitted in the commercial districts, except within a designated fenced enclosure that has been approved by the Planning Commission. Also, outdoor seating areas normally would require a site plan to be approved by the Planning Commission. Items such as seating and off-street parking requirements would typically be reviewed as part of such a request.

The draft ordinance would temporarily suspend or relax those standards and permit those businesses to be reviewed administratively by the Planning Department. This will speed up the review process and permit those businesses to locate their outdoor activity in areas that may not otherwise comply with the current regulations. This is anticipated to be a temporary measure, during unprecedented times.

Ordinance Relax Outdoor Standards

May 27, 2020

Page 2

In discussions with existing restaurant businesses in the community, many have shared that they anticipate their interior seating space will be limited for a period of time. They have also shared that their costs to staff the restaurant will generally be the same as it was before the Executive Order, so while their costs remain the same, their revenue stream will be severely limited. The goal of this ordinance is for Hartland Township to assist those businesses.

Although Hartland Township is looking to temporarily relax or suspend its standards, those businesses will still be required to comply with other governmental regulations. Hartland Township has reached out to the Hartland-Deerfield Fire Authority to discuss this new protocol, and they have indicated they are in support and will streamline the process and review to the best of their abilities. The Livingston County Health Department and the Michigan Liquor Control Commission have echoed similar comments and support.

With this ordinance, an applicant will submit a Special Event Permit application along with a site plan. Hartland Township will review the Special Event Permit, with no fee, and that permit will be issued administratively, upon there being no major issues with the layout of the outdoor activity. The Special Event Permit will be valid for forty-five (45) days. The applicant will need to indicate they desire to extend the Special Event Permit for an additional forty-five (45) day time period. This can continue to be renewed as long as there is an Executive Order that limits the interior capacity of the business.

After obtaining such permit, the business owner will still need to contact those other governmental agencies to obtain their approval. Also, the business owner will still need to obtain approval from their landlord, if that business only rents the property.

In adopting such an ordinance, Hartland Township had researched how other communities were doing something similar. Unfortunately, not many other communities are doing something similar. There were cases of cities that had the ability to close streets were doing that to make that space available to business, but very few, if any, communities are doing something similar. Instead, Hartland Township reached out of the State to examine what other communities had done. Below is a list of communities that were contact and/or consulted:

Parkersburg, WV  
Deland, FL  
Melbourne, FL  
Jacksonville, FL  
Duluth, MN

Santa Monica, CA  
Colleyville, TX  
Perrysburg, OH  
Bowling Green, OH

**Attachments** (All attachments are PDF only)

1. Draft Ordinance
2. Resolution to Adopt Ordinance

**HARTLAND TOWNSHIP BOARD OF TRUSTEES**

**LIVINGSTON COUNTY, MICHIGAN**

**ORDINANCE NO. \_\_\_\_\_**

**ORDINANCE TO TEMPORARILY SUSPEND CERTAIN PROVISIONS OF  
HARTLAND TOWNSHIP ORDINANCE NO. 69, “SPECIAL EVENT PERMITS,”  
AND TO IMPLEMENT TEMPORARY PERMITS FOR  
OUTDOOR DINING, SALES, AND DISPLAYS**

**THE TOWNSHIP OF HARTLAND ORDAINS:**

**SECTION 1. PURPOSE**

**1.00 Purpose.**

This Ordinance is intended to promote the public health, safety, and welfare and to safeguard the health, economic stability, safety, and welfare of the citizens of Hartland Township (“Township”) by temporarily suspending certain requirements of Ordinance No. 69, Special Event Permits, and implementing an administrative permit process for restaurants or retail businesses that wish to provide or expand outdoor seating, sales, or displays in response to the COVID-19 pandemic. The intent is to allow local restaurants and retail businesses to reopen while maintaining social distancing practices in a manner consistent with the Governor’s executive orders and to allow for new business innovations on a temporary basis. Additional activity on sidewalks and in parking lots will be permitted through December 31, 2020, or until this Ordinance is repealed, whichever is sooner.

**SECTION 2: APPLICABILITY**

**2.00 Applicability.**

This Ordinance applies to all restaurants and retail businesses within the Township that would otherwise seek a Special Event Permit under Hartland Township Ordinance No. 69.

- 2.1.** This Ordinance does not apply to any businesses other than restaurants and retail businesses in the Township.
- 2.2.** This Ordinance does not impact the applicability of the any ordinance, policy, or procedure in the Township other than Ordinance No. 69.
- 2.3.** This Ordinance does not exempt restaurants and retail businesses from obtaining all other licenses and certifications necessary for conducting their business, including but not limited to health code certifications, liquor licenses, or business permits.

## **SECTION 3: DEFINITIONS**

### **3.00 Definitions.**

The following definitions apply in this Ordinance:

- 3.1.** “Outdoor Business” means (1) temporary outdoor seating provided by a Restaurant, which consists of tables and chairs located in the adjacent sidewalk or parking lot of a Restaurant; (2) temporary sidewalk sales, meaning the sale or display to the public of any goods or services on the sidewalk or area in front of or adjacent to a Retail Business conducting such sale; and (3) temporary outdoor displays, meaning the sale or display to the public of any goods or services in a parking lot, under a tent, or in another outdoor space.
- 3.2.** “Restaurant” means any business licensed to prepare and serve food and/or beverages, including but not limited to alcohol, on site.
- 3.3.** “Retail Business” means any business that offers goods or services for sale from a physical location within Hartland Township.

## **SECTION 4: SUSPENSION OF SPECIAL EVENT PERMIT REQUIREMENT**

### **4.00 Suspension of Special Event Permit Requirement for Restaurants and Retail Businesses within the Township.**

- 4.1.** The special event permit requirement under Hartland Township Ordinance No. 69, Special Event Permit Ordinance (adopted March 7, 2017), is temporarily suspended with respect to Restaurants and Retail Businesses conducting Outdoor Business while this Ordinance is in effect.
- 4.2** Any Restaurant or Retail Business doing business in the Township may apply for an Administrative Permit for Outdoor Business by submitting an application to the Hartland Township Planning Department in lieu of a Special Event Permit. Any and all permits administratively issued under this Ordinance shall (i) be temporary in duration, (ii) no permanent changes to any site plan shall be permitted, and (iii) any permits approved under this Ordinance shall not result in any vested rights and/or continuation of any temporary use beyond the timelines established by this Ordinance or any permit issued pursuant to this Ordinance.
- 4.3** In all other respects, the Ordinance No. 69, Special Event Permit Ordinance remains in effect and continues to apply to all businesses in Hartland Township, with the exception of those exempted herein.

## **SECTION 5: APPLICATION**

### **5.00 Application.**

All Restaurants or Retail Businesses seeking an Administrative Permit for Outdoor Business must submit an application to the Hartland Township Planning Department.

#### **5.1 Application Requirements.**

There is no charge to submit an Application for an Administrative Permit for Outdoor Business. Applications must include all of the following:

- a. A brief description of the business operated by the Applicant;
- b. A description of the Outdoor Business proposed;
- c. A diagram of the Applicant's plan for use of outdoor space, including:
  1. the specific footprint of the outdoor business;
  2. major streets, landmarks, or physical barriers impacted;
  3. boundaries and property lines;
  4. neighboring businesses, whether or not impacted;
  5. ingress and egress;
  6. a plan for customer parking; and
  7. electrical and lighting sources, as needed.
- d. Verification that the Outdoor Business will not unreasonably interfere with any of the following:
  1. vehicle traffic or sightlines;
  2. pedestrian traffic;
  3. existing utility infrastructure;
  4. existing or new construction authorized by the Township;
  5. access to private property not owned by the Applicant; and
  6. public parking spaces, whether metered or free.
  7. no permanent facilities or infrastructure are necessary or will be installed in any outdoor areas.
  8. all temporary activities, facilities and infrastructure authorized by a permit issued under this Ordinance shall be removed upon (i) expiration of the permit, (ii) immediately following repeal of this Ordinance, or (iii) no later than December 31, 2020, whichever is earlier.
- e. Verification that the Outdoor Business will comply with the Americans with Disabilities Act ("ADA"), 42 U.S.C. § 12101 et seq. or Michigan's Persons with Disabilities Civil Rights Act, MCL 37.1101 et seq. regarding access and movement.

## **5.2 Application Review.**

Applications will be reviewed by the Township Planning Department and are not subject to Planning Commission or Township Board review. Applications will be reviewed in a nondiscriminatory manner. Decisions regarding an Application will be communicated to the Applicant using the contact information provided on the Application.

## **SECTION 6: ADMINISTRATIVE PERMIT FOR OUTDOOR BUSINESS**

### **6.00. Administrative Permit for Outdoor Business**

#### **6.1 Authority.**

The permit holder of an Administrative Permit for Outdoor Business may conduct the Outdoor Business described in the Application without having to obtain a Special Event Permit under Ordinance No. 69.

#### **6.2 Social Distancing & Safety**

Restaurants and Retail Businesses conducting any Outdoor Business under this Ordinance must comply with all social distancing and other safety measures and requirements set forth in any executive orders issued by Governor Gretchen Whitmer that are in effect while the Outdoor Business is operated.

#### **6.3 Duration.**

An approved Administrative Permit for Outdoor Business is effective for forty-five (45) days and may be renewed under Section 6.3. This Ordinance will remain in effect until midnight on December 31, 2020, but may be repealed sooner upon abatement of the COVID-19 pandemic and the effects of the State's response, as determined by the Township in its sole discretion.

#### **6.4 Renewal.**

The permit holder may apply to renew the Administrative Permit for Outdoor Business by filing an Application for Renewal. The Application for Renewal may be substantially similar to the initial Application for the Administrative Permit for Outdoor Business, but may contain any changes, modifications, or alterations of the Outdoor Business.

## **SECTION 7: VALIDITY AND SEVERABILITY**

### **7.00 Validity and Severability.**

Should any portion of this Ordinance be found invalid for any reason, such holding will not be construed as affecting the validity of the remaining portions of this Ordinance.

## **SECTION 8: REPEALER CLAUSE**

### **8.00 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 9: EFFECTIVE DATE**

**9.00 Effective Date.** This Ordinance will become effective immediately following publication.

18461:00010:4815006-3





**Board of Trustees**

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

Joseph W. Colaianne, Trustee  
Matthew J. Germane, Trustee  
Glenn E. Harper, Trustee  
Joseph M. Petrucci, Trustee

**RESOLUTION NO. 20-\_\_\_\_\_**

**RESOLUTION TO ADOPT ORDINANCE NO. \_\_\_\_\_,  
ORDINANCE TO TEMPORARILY SUSPEND CERTAIN PROVISIONS OF  
HARTLAND TOWNSHIP ORDINANCE NO. 69, "SPECIAL EVENT PERMITS," AND  
TO IMPLEMENT TEMPORARY PERMITS FOR OUTDOOR DINING, SALES, AND  
DISPLAYS**

At a 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 Township General Ordinance Statute, Michigan Public Act 246 of 1945, as amended, authorizes a township board to adopt ordinances regulating the public health, safety and general welfare of persons and property; and

**WHEREAS**, on or about March 7, 2017, Hartland Township (the "Township") adopted Ordinance No. 69, "Special Event Permits" ("Special Event Ordinance"); and

**WHEREAS**, the novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death, for which there is no approved vaccine, and in an attempt to combat the virus Governor Whitmer has issued ninety-seven (97) Executive Orders and counting; and

**WHEREAS**, the Executive Orders issued relative to COVID-19 have required that many businesses close and that all residents of the State shelter-in-place, subject to certain exceptions; and

**WHEREAS**, the most recent order, Executive Order 2020-96, allows the reopening of some businesses in the State at partial capacity, including in the Township, subject to certain social distancing and safety requirements; and

**WHEREAS**, the Township desires to allow restaurants and retail businesses to expand outdoor dining, sales, and displays more efficiently with the goal of supporting reopening efforts while maintaining social distance; and

**WHEREAS**, the Township has determined that it is in the best interests of the public health, safety, and welfare to temporarily suspend certain provisions of the Special Event Ordinance and to implement a temporary administrative permit to allow outdoor dining, sales, and displays, through an expedited permit process.

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

1. The Township Board adopts Ordinance No. \_\_\_\_\_, Ordinance to Temporarily Suspend Certain Provisions of Hartland Township Ordinance No. 69, “Special Event Permits,” and to Implement Temporary Permit for Outdoor Dining, Sales, and Displays (Exhibit A, the “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 \_\_\_\_\_, 2020.

\_\_\_\_\_  
Larry N. Ciofu, Hartland Township Clerk

**EXHIBIT A**

**HARTLAND TOWNSHIP BOARD OF TRUSTEES**

**LIVINGSTON COUNTY, MICHIGAN**

**ORDINANCE NO. \_\_\_\_\_**

**ORDINANCE TO TEMPORARILY SUSPEND CERTAIN PROVISIONS OF  
HARTLAND TOWNSHIP ORDINANCE NO. 69, "SPECIAL EVENT PERMITS,"  
AND TO IMPLEMENT TEMPORARY PERMITS FOR  
OUTDOOR DINING, SALES, AND DISPLAYS**

**THE TOWNSHIP OF HARTLAND ORDAINS:**

**SECTION 1. PURPOSE**

**1.00 Purpose.**

This Ordinance is intended to promote the public health, safety, and welfare and to safeguard the health, economic stability, safety, and welfare of the citizens of Hartland Township ("Township") by temporarily suspending certain requirements of Ordinance No. 69, Special Event Permits, and implementing an administrative permit process for restaurants or retail businesses that wish to provide or expand outdoor seating, sales, or displays in response to the COVID-19 pandemic. The intent is to allow local restaurants and retail businesses to reopen while maintaining social distancing practices in a manner consistent with the Governor's executive orders and to allow for new business innovations on a temporary basis. Additional activity on sidewalks and in parking lots will be permitted through December 31, 2020, or until this Ordinance is repealed, whichever is sooner.

**SECTION 2: APPLICABILITY**

**2.00 Applicability.**

This Ordinance applies to all restaurants and retail businesses within the Township that would otherwise seek a Special Event Permit under Hartland Township Ordinance No. 69.

- 2.1.** This Ordinance does not apply to any businesses other than restaurants and retail businesses in the Township.
- 2.2.** This Ordinance does not impact the applicability of the any ordinance, policy, or procedure in the Township other than Ordinance No. 69.
- 2.3.** This Ordinance does not exempt restaurants and retail businesses from obtaining all other licenses and certifications necessary for conducting their business,

including but not limited to health code certifications, liquor licenses, or business permits.

### **SECTION 3: DEFINITIONS**

#### **3.00 Definitions.**

The following definitions apply in this Ordinance:

- 3.1.** “Outdoor Business” means (1) temporary outdoor seating provided by a Restaurant, which consists of tables and chairs located in the adjacent sidewalk or parking lot of a Restaurant; (2) temporary sidewalk sales, meaning the sale or display to the public of any goods or services on the sidewalk or area in front of or adjacent to a Retail Business conducting such sale; and (3) temporary outdoor displays, meaning the sale or display to the public of any goods or services in a parking lot, under a tent, or in another outdoor space.
- 3.2.** “Restaurant” means any business licensed to prepare and serve food and/or beverages, including but not limited to alcohol, on site.
- 3.3.** “Retail Business” means any business that offers goods or services for sale from a physical location within Hartland Township.

### **SECTION 4: SUSPENSION OF SPECIAL EVENT PERMIT REQUIREMENT**

#### **4.00 Suspension of Special Event Permit Requirement for Restaurants and Retail Businesses within the Township.**

- 4.1.** The special event permit requirement under Hartland Township Ordinance No. 69, Special Event Permit Ordinance (adopted March 7, 2017), is temporarily suspended with respect to Restaurants and Retail Businesses conducting Outdoor Business while this Ordinance is in effect.
- 4.2.** Any Restaurant or Retail Business doing business in the Township may apply for an Administrative Permit for Outdoor Business by submitting an application to the Hartland Township Planning Department in lieu of a Special Event Permit. Any and all permits administratively issued under this Ordinance shall (i) be temporary in duration, (ii) no permanent changes to any site plan shall be permitted, and (iii) any permits approved under this Ordinance shall not result in any vested rights and/or continuation of any temporary use beyond the timelines established by this Ordinance or any permit issued pursuant to this Ordinance.
- 4.3.** In all other respects, the Ordinance No. 69, Special Event Permit Ordinance remains in effect and continues to apply to all businesses in Hartland Township, with the exception of those exempted herein.

## **SECTION 5: APPLICATION**

### **5.00 Application.**

All Restaurants or Retail Businesses seeking an Administrative Permit for Outdoor Business must submit an application to the Hartland Township Planning Department.

#### **5.1 Application Requirements.**

There is no charge to submit an Application for an Administrative Permit for Outdoor Business. Applications must include all of the following:

- a. A brief description of the business operated by the Applicant;
- b. A description of the Outdoor Business proposed;
- c. A diagram of the Applicant's plan for use of outdoor space, including:
  1. the specific footprint of the outdoor business;
  2. major streets, landmarks, or physical barriers impacted;
  3. boundaries and property lines;
  4. neighboring businesses, whether or not impacted;
  5. ingress and egress;
  6. a plan for customer parking; and
  7. electrical and lighting sources, as needed.
- d. Verification that the Outdoor Business will not unreasonably interfere with any of the following:
  1. vehicle traffic or sightlines;
  2. pedestrian traffic;
  3. existing utility infrastructure;
  4. existing or new construction authorized by the Township;
  5. access to private property not owned by the Applicant; and
  6. public parking spaces, whether metered or free.
  7. no permanent facilities or infrastructure are necessary or will be installed in any outdoor areas.
  8. all temporary activities, facilities and infrastructure authorized by a permit issued under this Ordinance shall be removed upon (i) expiration of the permit, (ii) immediately following repeal of this Ordinance, or (iii) no later than December 31, 2020, whichever is earlier.
- e. Verification that the Outdoor Business will comply with the Americans with Disabilities Act ("ADA"), 42 U.S.C. § 12101 et seq. or Michigan's Persons with Disabilities Civil Rights Act, MCL 37.1101 et seq. regarding access and movement.

## **5.2 Application Review.**

Applications will be reviewed by the Township Planning Department and are not subject to Planning Commission or Township Board review. Applications will be reviewed in a nondiscriminatory manner. Decisions regarding an Application will be communicated to the Applicant using the contact information provided on the Application.

## **SECTION 6: ADMINISTRATIVE PERMIT FOR OUTDOOR BUSINESS**

### **6.00. Administrative Permit for Outdoor Business**

#### **6.1 Authority.**

The permit holder of an Administrative Permit for Outdoor Business may conduct the Outdoor Business described in the Application without having to obtain a Special Event Permit under Ordinance No. 69.

#### **6.2 Social Distancing & Safety**

Restaurants and Retail Businesses conducting any Outdoor Business under this Ordinance must comply with all social distancing and other safety measures and requirements set forth in any executive orders issued by Governor Gretchen Whitmer that are in effect while the Outdoor Business is operated.

#### **6.3 Duration.**

An approved Administrative Permit for Outdoor Business is effective for forty-five (45) days and may be renewed under Section 6.3. This Ordinance will remain in effect until midnight on December 31, 2020, but may be repealed sooner upon abatement of the COVID-19 pandemic and the effects of the State's response, as determined by the Township in its sole discretion.

#### **6.4 Renewal.**

The permit holder may apply to renew the Administrative Permit for Outdoor Business by filing an Application for Renewal. The Application for Renewal may be substantially similar to the initial Application for the Administrative Permit for Outdoor Business, but may contain any changes, modifications, or alterations of the Outdoor Business.



## **SECTION 7: VALIDITY AND SEVERABILITY**

### **7.00 Validity and Severability.**

Should any portion of this Ordinance be found invalid for any reason, such holding will not be construed as affecting the validity of the remaining portions of this Ordinance.

## **SECTION 8: REPEALER CLAUSE**

### **8.00 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 9: EFFECTIVE DATE**

**9.00 Effective Date.** This Ordinance will become effective immediately following publication.

18461:00010:4815300-2

**EXHIBIT B**

**HARTLAND TOWNSHIP**

**NOTICE OF ADOPTION AND SUMMARY**

**ORDINANCE NO. \_\_\_\_\_**

To the residents and property owners of the Township of Hartland, Livingston County, Michigan, and all other interested persons:

On \_\_\_\_\_, the Township of Hartland (the "Township") adopted Ordinance No. \_\_\_\_\_, Ordinance to Temporarily Suspend Certain Provisions of Hartland Township Ordinance No. 69, "Special Event Permits," and to Implement Temporary Permit for Outdoor Dining, Sales, and Displays. The following is a summary of the Ordinance. A true copy of the Ordinance, including all exhibits, is available for inspection at the Township Hall, 2655 Clark Road, Hartland, Michigan.

Section 1. Purpose.

This section of the Ordinance provides that the purpose of the Ordinance is to promote the public health, safety and welfare and to safeguard the health, economic stability, safety and welfare of the citizens of the Township by suspending the Special Event Permit requirement and allowing restaurants and retail businesses to submit applications for a temporary administrative permit for outdoor business. This Ordinance also allows additional activity on sidewalks and in parking lot through December 31, 2020 or until the Ordinance is repealed, whichever is sooner.

Section 2. Applicability.

This section limits the applicability of the Ordinance to restaurants and retail businesses within the Township that have a physical storefront and excludes all other business types from this exemption. Further, it provides that all other requirements for operating a business remain effective and enforceable including health code certification, liquor licenses, or business permits.

Section 3. Definitions.

This section provides definitions for "outdoor business," "restaurant," and "retail business."

Section 4. Suspension of Special Event Permit Requirement.

This section suspends the special event permit requirement under Hartland Township Ordinance No. 69 for restaurants and retail businesses conducting outdoor. This section also provides that any restaurant or retail business may apply for an Administrative Permit for Outdoor Business by

submitting an application to the Hartland Township Planning Department in lieu of a Special Event Permit. Otherwise, Ordinance No. 69 remains in effect and continues to apply to all businesses in Hartland Township, except those exempted by this Ordinance.

#### Section 5. Application.

This section provides that all restaurants or retail businesses seeking an Administrative Permit for Outdoor Business must submit an application to the Harland Township Planning Department. This section provides that there will be no charge to submit an application and provides requirements for a complete application. Applications must include a description of the existing business, description of the proposed Outdoor Business, a diagram of the outdoor space, verification that the Outdoor Business will not interfere with certain criteria, and compliance with the American with Disabilities Act and Michigan's Persons with Disabilities Civil Rights Act. This section provides that applications will be reviewed by the Township Planning Department and are not subject to Planning Commission or Township Board review. This section also provides that the applications will be reviewed in a nondiscriminatory manner and decisions will be communicated using the contact information provided in the application.

#### Section 6. Administrative Permit for Outdoor Business

This section provides authority for the permit holder to conduct the Outdoor Business described in the Application without the need to obtain a Special Event Permit under Ordinance No. 69. This section also requires that all business conducting an Outdoor Business under this Ordinance must comply with all social distancing and other safety measures and requirements set forth in Executive Orders issued by the Governor which remain in effect. This section also provides that an approved Administrative Permit is effective for forty-five (45) days and may be renewed under Section 6.4. The Ordinance shall remain in effect until midnight on December 31, 2020 but may be repealed sooner upon abatement of the COVID-19 pandemic and the effect of the State's response, as determined by the Township in its sole discretion. Renewal requires the existing permit holder to submit another Application. Although the Application may be substantially similar, it may contain changes, modifications, or alternations to the Outdoor Business.

#### Section 7. Validity and Severability.

This section of the Ordinance provides that if any portion of the Ordinance is found invalid for any reason, such holding shall not be construed as affecting the validity of the remaining portions of the Ordinance.

#### Section 8. Repealer.

This section of the Ordinance provides that any ordinances or parts of ordinances in conflict with the Ordinance are hereby repealed only to the extent necessary to give the Ordinance full force and effect.

Section 9. Effective Date.

This section of the Ordinance provides that the Ordinance shall take effect immediately after publication.

Larry Ciofu, Hartland Township Clerk  
Hartland Township Hall  
2655 Clark Road  
Hartland Township, Michigan 48353

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## **Hartland Township Board of Trustees Meeting Agenda Memorandum**

**Submitted By:** Andrew Kumar, Project Coordinator

**Subject:** Manager Recruitment Discussion

**Date:** May 27, 2020

### **Recommended Action**

Board review, questions and discussion

### **Discussion**

A Board sub-committee met to discuss methods for recruiting and hiring the Township's next manager. It is the intent for the Board to determine the best course of action for recruitment during the 6/2/20 Board work session. Any recruiter proposals will be sent under separate cover.

If a proposal is agreed upon, the Board may choose to take action and approve a proposal with any subsequent budget amendments.