



## 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, February 04, 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 01/21/2020 Regular Board Meeting Minutes
    - [d.](#) Approve 01/21/2020 Closed Session Meeting Minutes
    - [e.](#) Ratify Hiring C. Louis as Receptionist (\$13.78/hour), as of 2/3/2020
  7. Pending & New Business
    - [a.](#) Resolution – 2020 Poverty Exemption Guidelines and Policy
  8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
    - [a.](#) Budget Work Session
    - [b.](#) Gateway Sign Design Concepts
    - [c.](#) Manager's Report
  10. Closed Session
    - [a.](#) To consult with the Township Attorney regarding trial or settlement strategy
  11. Adjournment

## Hartland Township Board of Trustees Meeting Agenda Memorandum

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

**Subject:** Approve Payment of Bills

**Date:** January 28, 2020

### **Recommended Action**

Move to approve the bills as presented for payment.

### **Discussion**

Bills presented total \$14,774.00. The bills are available in the Finance office for review.

No notable invoices included.

### **Financial Impact**

Is a Budget Amendment Required?  Yes  No

All expenses are covered under the adopted FY20 budget.

### **Attachments**

Bills for 02.04.2020

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
AIR1	AIR 1 MECHANICAL SERVICE LLC	01/16/2020	3003	FOA	HVAC INSPECTION/MAINT 1/2/20	
43055	7111 DIXIE HWY. #263	02/04/2020		N		1,101.52
01/16/2020	CLARKSTON MI, 48346	/ /	0.0000	N		0.00
		02/04/2020		Y		1,101.52

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIR & MAINTENANCE	1,024.50
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	77.02
		<u>1,101.52</u>

AIR1	AIR 1 MECHANICAL SERVICE LLC	01/16/2020	3012	FOA	HVAC REPAIRS 1/15/20	
43054	7111 DIXIE HWY. #263	02/04/2020		N		615.00
01/16/2020	CLARKSTON MI, 48346	/ /	0.0000	N		0.00
		02/04/2020		Y		615.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	615.00

VENDOR TOTAL: 1,716.52

ALLSTAR	ALLSTAR ALARM LLC	01/15/2020	274354	FOA	2/1 - 4/30/2020 - FIRE SYSTEM/MONITO	
43043	8345 MAIN STREET	02/04/2020		N		717.00
01/15/2020	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		02/04/2020		Y		717.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	717.00

VENDOR TOTAL: 717.00

APWA	AMERICAN PUBLIC WORKS ASSOCIATION	01/21/2020	012120	FOA	MEMBERSHIP RENEWAL	
43057	P.O. BOX 802296	02/04/2020		N		227.00
01/21/2020	KANSAS CITY MO, 64180-2296	/ /	0.0000	N		0.00
		02/04/2020		N		227.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-804.000	MEMBERSHIP & DUES	227.00

VENDOR TOTAL: 227.00

AWWA	AMERICAN WATER WORKS ASSOCIATION	01/23/2020	7001754510	FOA	4/1/20 - 3/31/21 MEMBERSHIP	
43065	PO BOX 972997	02/04/2020		N		350.00
01/23/2020	DALLAS TX, 75397	/ /	0.0000	N		0.00
		02/04/2020		N		350.00

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
536-000-804.000	MEMBERSHIP & DUES	350.00
VENDOR TOTAL:		350.00

APPLIED	APPLIED IMAGING	01/13/2020	1478594	FOA	10/21/19 - 1/20/2020 OVERAGES ON RIC	
43058	7718 SOLUTION CENTER	02/04/2020		N		353.14
01/13/2020	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
Open		02/04/2020		N		353.14

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	353.14
VENDOR TOTAL:		353.14

CINTAS	CINTAS CORPORATION	01/13/2020	4039831665	FOA	MATS	
43056	P.O. BOX 630910	02/04/2020		N		39.57
01/13/2020	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
Open		02/04/2020		N		39.57

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	39.57

CINTAS	CINTAS CORPORATION	01/27/2020	4041031318	FOA	MATS	
43072	P.O. BOX 630910	02/04/2020		N		47.87
01/27/2020	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
Open		02/04/2020		N		47.87

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	47.87

VENDOR TOTAL:		87.44
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0070	DTE ENERGY	01/13/2020	877391508-12/201	FOA	DEC 2019 - HERO TEEN CTR JAN 2020 -	
43044	P.O BOX 740786	02/04/2020		N		191.61
01/13/2020	CINCINNATI	/ /	0.0000	N		0.00
Open	OH, 45274-0786	02/04/2020		N		191.61

GL NUMBER	DESCRIPTION	AMOUNT
101-265-920.002	UTILITIES - ELECTRIC	174.41
206-000-920.002	UTILITIES - ELECTRIC	17.20
VENDOR TOTAL:		191.61

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

ETNA	ETNA SUPPLY COMPANY	01/16/2020	S103390554.001	FOA	METER SUPPLIES	
43041	P.O. BOX 772107	02/04/2020		N		480.00
01/16/2020	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		02/04/2020		N		480.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-741.000	METER COSTS	480.00

VENDOR TOTAL: 480.00

FACEFLAIR	FACE FLAIR LLC	01/28/2020	2002	FOA	FACE PAINTERS FOR WINTERFEST 2020	
43075	P.O. BOX 85717	02/04/2020		N		350.00
11/21/2019	WESTLAND MI, 48185	/ /	0.0000	N		0.00
		02/04/2020		Y		350.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	350.00

VENDOR TOTAL: 350.00

5888	FOSTER, SWIFT, COLLINS & SMITH	12/31/2019	778835	FOA	DECEMBER 2019	
43068	313 S. WASHINGTON SQUARE	02/04/2020		N		2,182.50
01/16/2020	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		02/04/2020		Y		2,182.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-826.000	LEGAL FEES	1,755.00
101-400-826.000	LEGAL FEES	180.00
590-595-826.000	LEGAL FEES	247.50
		2,182.50

VENDOR TOTAL: 2,182.50

GIEGLERS	GIEGLER'S FEED-SEED & LANDSCAPE	01/18/2020	154584	FOA	STRAW FOR WINTERFEST 2020	
43077	1385 PLEASANT VALLEY RD	02/04/2020		N		500.00
01/18/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		02/04/2020		N		500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	500.00

VENDOR TOTAL: 500.00

ITRIGHT	I.T. RIGHT	01/16/2020	20162758	FOA	CREDIT HP PROBOOK NOTEBOOK	
43029	PO BOX 160	02/04/2020		N		(899.00)

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

01/16/2020	BATH MI, 48808	/ /	0.0000	N		0.00
		02/04/2020		N		(899.00)

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-258-970.000	CAPITAL OUTLAY	(899.00)

ITRIGHT	I.T. RIGHT	01/21/2020	20162797	FOA	MID-GRADE RACKMOUNT & 10FT PATCH	
43083	PO BOX 160	02/04/2020		N		1,223.10
01/21/2020	BATH MI, 48808	/ /	0.0000	N		0.00
		02/04/2020		N		1,223.10

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-970.000	CAPITAL OUTLAY	1,223.10

ITRIGHT	I.T. RIGHT	01/21/2020	20162860	FOA	WINDOWS 7 EXTENDED SECURITY UPDATES	
43084	PO BOX 160	02/04/2020		N		50.00
01/21/2020	BATH MI, 48808	/ /	0.0000	N		0.00
		02/04/2020		N		50.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-970.000	CAPITAL OUTLAY	50.00

ITRIGHT	I.T. RIGHT	01/27/2020	20162886	FOA	WINDOWS 7 EXT SECURITY UPDATES CREDI	
43085	PO BOX 160	02/04/2020		N		(50.00)
01/27/2020	BATH MI, 48808	/ /	0.0000	N		0.00
		02/04/2020		N		(50.00)

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-970.000	CAPITAL OUTLAY	(50.00)

VENDOR TOTAL: 324.10

K&J	K & J ELECTRIC, INC	01/20/2020	9039	FOA	HERITAGE PARK - CEILING LIGHT FIXTUR	
43059	7219 EAST HIGHLAND RD	02/04/2020		N		477.00
01/20/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/04/2020		N		477.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	477.00

K&J	K & J ELECTRIC, INC	01/20/2020	9040	FOA	TROUBLESHOOT FLAG POLE LIGHT @ TWP H	
43060	7219 EAST HIGHLAND RD	02/04/2020		N		119.00
01/20/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/04/2020		N		119.00

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	119.00

VENDOR TOTAL: 596.00

KNOCKERBAL	KNOCKERBALLMICHIGAN.COM	01/28/2020	185	FOA	KNOCKERBALL FOR WINTERFEST 2020	
43076	38741 ANN ARBOR RD	02/04/2020		N		1,200.00
12/04/2019	LIVONIA MI, 48150	/ /	0.0000	N		0.00
		02/04/2020		N		1,200.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	1,200.00

VENDOR TOTAL: 1,200.00

2017	LIVINGSTON COUNTY ASSESSOR'S ASSOC	01/28/2020	012820	FOA	APPRAISAL REVIEW FOR OFFICE BLDGS -	
43078	C/O DEERFIELD TOWNSHIP	02/04/2020		N		35.00
01/28/2020	LINDEN MI, 48451	/ /	0.0000	N		0.00
		02/04/2020		N		35.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-957.000	EDUCATION/TRAINING/CONVENTION	35.00

VENDOR TOTAL: 35.00

0220	LIVINGSTON COUNTY TREASURER	01/10/2020	01102020	FOA	BOR ASSESSMENT ADJ	
43006	200 E. GRAND RIVER	02/04/2020		N		33.37
01/10/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/04/2020		N		33.37

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-850.000	TAX CHARGEBACKS	33.37

VENDOR TOTAL: 33.37

LOWES	LOWES BUSINESS ACCT/SYNCB	01/23/2020	10922	FOA	DEWALT 1/2" 2 SPEED HAM	
43064	P.O. BOX 530970	02/04/2020		N		132.05
12/19/2019	ATLANTA GA, 30353-0970	/ /	0.0000	N		0.00
		02/04/2020		N		132.05

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	132.05

LOWES	LOWES BUSINESS ACCT/SYNCB	01/23/2020	25312	FOA	CABLE TIE CANISTER	
43063	P.O. BOX 530970	02/04/2020		N		16.58

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

12/17/2019	ATLANTA GA, 30353-0970	/ /	0.0000	N		0.00
		02/04/2020		N		16.58

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	16.58

VENDOR TOTAL: 148.63

MUNSELL	MUNSELL ENTERPRISES	01/14/2020	01142020	FOA	HAY FOR WINTERFEST	
43049	6679 MASON ROAD	02/04/2020		N		500.00
01/14/2020	FOWLERVILLE MI, 48836	/ /	0.0000	N		0.00
		02/04/2020		N		500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	500.00

VENDOR TOTAL: 500.00

PREISS	PREISS COMPANIES LLC	01/07/2020	12503	FOA	TIGER MELT SIDEWALK SALT TO WTP	
43062	8211 CLYDE ROAD	02/04/2020		N		945.00
01/07/2020	FENTON MI, 48430	/ /	0.0000	N		0.00
		02/04/2020		Y		945.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-802.000	LAWN/SNOW MAINTENANCE	945.00

PREISS	PREISS COMPANIES LLC	01/14/2020	12509	FOA	HERITAGE PARK MAINT	
43007	8211 CLYDE ROAD	02/04/2020		N		950.00
01/14/2020	FENTON MI, 48430	/ /	0.0000	N		0.00
		02/04/2020		Y		950.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	950.00

PREISS	PREISS COMPANIES LLC	01/14/2020	12510	FOA	SETTLERS PARK RETENTION POND MAINT	
43008	8211 CLYDE ROAD	02/04/2020		N		495.00
01/14/2020	FENTON MI, 48430	/ /	0.0000	N		0.00
		02/04/2020		Y		495.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	495.00

PREISS	PREISS COMPANIES LLC	01/14/2020	12511	FOA	VALVE BOX HYDRO EXCAVATION/REALIGNME	
43009	8211 CLYDE ROAD	02/04/2020		N		750.00
01/14/2020	FENTON MI, 48430	/ /	0.0000	N		0.00



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

Open		02/04/2020		Y		750.00
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GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	750.00
PREISS	PREISS COMPANIES LLC	01/14/2020 12512
43010	8211 CLYDE ROAD	02/04/2020
01/14/2020	FENTON MI, 48430	/ / 0.0000
		02/04/2020
		FOA FOX RIDGE WELL HEAD SITE FIRE HYDRAN
		N 1,150.00
		N 0.00
		Y 1,150.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	1,150.00

VENDOR TOTAL: 4,290.00

RESERVE	RESERVE ACCOUNT	01/27/2020	012720	FOA	REPLENISH POSTAGE FOR ALL DEPTS	
43067	ACCT #24969628	02/04/2020		N		275.95
	PO BOX 223648					
01/27/2020	PITTSBURGH PA, 15250-2648	/ /	0.0000	N		0.00
		02/04/2020		N		275.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-727.000	SUPPLIES & POSTAGE	7.15
101-215-727.000	SUPPLIES & POSTAGE	1.65
101-253-811.100	TAX COLLECTION	7.50
101-253-727.000	SUPPLIES & POSTAGE	1.50
101-299-727.000	SUPPLIES & POSTAGE	118.20
101-400-727.000	SUPPLIES & POSTAGE	4.00
590-000-727.000	SUPPLIES & POSTAGE	25.40
101-191-727.000	SUPPLIES & POSTAGE	47.15
101-192-727.000	SUPPLIES & POSTAGE	34.60
101-441-727.000	SUPPLIES & POSTAGE	2.90
536-000-727.000	SUPPLIES/POSTAGE	25.40
101-172-727.000	SUPPLIES & POSTAGE	0.50
		275.95

VENDOR TOTAL: 275.95

STAPLES	STAPLES	01/18/2020	8057173339	FOA	MISC SUPPLIES	
43042	PO BOX 660409	02/04/2020		N		72.45
01/18/2020	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		02/04/2020		N		72.45

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	72.45

Vendor Code	Vendor name	BOTH OPEN AND PAID		Bank	Invoice Description	
Ref #	Address	Post Date	Invoice	Hold		Gross Amount
Invoice Date	City/State/Zip	CK Run Date	PO	Sep CK		Discount
		Disc. Date	Disc. %	1099		Net Amount
		Due Date				
STAPLES	STAPLES	01/25/2020	8057248329	FOA	MISC SUPPLIES	
43066	PO BOX 660409	02/04/2020		N		69.39
01/25/2020	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		02/04/2020		N		69.39

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	69.39

VENDOR TOTAL: 141.84

SPIRITOFLLI	THE SPIRIT OF LIVINGSTON	01/16/2020	51263	FOA	2 LG NAME SIGNS	
43071	3280 W GRAND RIVER	02/04/2020		N		44.00
01/16/2020	HOWELL MI, 48855	/ /	0.0000	N		0.00
		02/04/2020		N		44.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-727.000	SUPPLIES & POSTAGE	44.00

VENDOR TOTAL: 44.00

TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	01/17/2020	5177780	FOA	JANUARY 2020 - ESTUDIO2830C BLACK CO	
43069	PO BOX 927	02/04/2020		N		5.47
01/17/2020	BUFFALO NY, 14240	/ /	0.0000	N		0.00
		02/04/2020		N		5.47

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	5.47

TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	01/17/2020	5177818	FOA	JANUARY 2020 - ESTUDIO2830C COLOR CO	
43070	PO BOX 927	02/04/2020		N		24.43
01/17/2020	BUFFALO NY, 14240	/ /	0.0000	N		0.00
		02/04/2020		N		24.43

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	24.43

VENDOR TOTAL: 29.90

TOTAL - ALL VENDORS: 14,774.00

FUND TOTALS:

Fund 101 - GENERAL FUND	8,601.77
Fund 206 - FIRE OPERATING	17.20
Fund 536 - WATER SYSTEM FUND	4,659.03
Fund 577 - CABLE TV FUND	1,223.10
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	272.90

## Hartland Township Board of Trustees Meeting Agenda Memorandum

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

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

**Date:** January 27, 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 - \$15,203.20

January 30, 2020 Payroll - \$76,526.43

### Financial Impact

Is a Budget Amendment Required?  Yes  No

All expenses are covered under the adopted FY20 budget.

### Attachments

Post Audit Bills List 01.23.2020

Payroll for 01.30.2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/23/2020	FOA	40172	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,433.19
		40172		STREET LIGHTS	101-448-921.000	71.82
		40172		UTILITIES - ELECTRIC	101-751-920.002	93.73
		40172		UTILITIES - ELECTRIC	536-000-920.002	51.58
						1,650.32
01/23/2020	FOA	40173	ECONO PRINT	TAX PREPARATION	101-209-811.000	2,542.36
01/23/2020	FOA	40174	HARTLAND TOWNSHIP M-59 SAVINGS	M59 SAVINGS @ THE STATE BANK	354-000-003.001	50.00
01/23/2020	FOA	40175	HARTLAND TOWNSHIP SEWER FUND	SEWER - MACATAWA BANK		** VOIDED **
		40175		FIRST NATIONAL BANK		** VOIDED **
01/23/2020	FOA	40176	HARTLAND WATER REPAIR/RPLCMNT	WTRRR FIRST NATIONAL BANK	539-000-003.001	50.00
01/23/2020	FOA	40177	MUTUAL OF OMAHA	ACCRUED STD/LTD BENEFITS	001-000-257.103	141.17
		40177		EMPLOYMENT EXPENSE	101-172-716.000	92.85
		40177		EMPLOYMENT EXPENSE	101-192-716.000	88.54
		40177		EMPLOYMENT EXPENSE	101-209-716.000	89.86
		40177		EMPLOYMENT EXPENSE	101-215-716.000	56.40
		40177		EMPLOYMENT EXPENSE	101-253-716.000	60.45
		40177		EMPLOYMENT EXPENSE	101-400-716.000	105.86
		40177		EMPLOYMENT EXPENSE	536-000-716.000	70.76
						705.89
01/23/2020	FOA	40178	POSTMASTER	SUPPLIES & POSTAGE	101-299-727.000	470.00
01/23/2020	FOA	40179	PRINCIPAL LIFE INSURANCE COMPANY	ACCRUED DENTAL BENEFITS	001-000-257.101	131.84
		40179		ACCRUED VISION BENEFITS	001-000-257.102	49.84
		40179		EMPLOYMENT EXPENSE	101-172-716.000	173.43
		40179		EMPLOYMENT EXPENSE	101-192-716.000	80.72
		40179		EMPLOYMENT EXPENSE	101-209-716.000	48.70
		40179		EMPLOYMENT EXPENSE	101-215-716.000	118.42
		40179		EMPLOYMENT EXPENSE	101-253-716.000	156.12
		40179		EMPLOYMENT EXPENSE	101-400-716.000	109.00
		40179		EMPLOYMENT EXPENSE	536-000-716.000	40.36
						908.43
01/23/2020	FOA	40180	PRIORITY HEALTH	ACCRUED MEDICAL BENEFITS	001-000-257.100	1,745.22
		40180		EMPLOYMENT EXPENSE	101-172-716.000	1,978.84
		40180		EMPLOYMENT EXPENSE	101-192-716.000	1,055.38
		40180		EMPLOYMENT EXPENSE	101-215-716.000	1,392.92
		40180		EMPLOYMENT EXPENSE	101-253-716.000	2,026.15
		40180		EMPLOYMENT EXPENSE	536-000-716.000	527.69
						8,726.20
01/23/2020	FOA	40181	HARTLAND TOWNSHIP SEWER FUND	FIRST NATIONAL BANK	590-000-003.008	50.00
01/23/2020	FOA	40182	HARTLAND TOWNSHIP SEWER FUND	SEWER - MACATAWA BANK	590-000-003.004	50.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
			TOTAL - ALL FUNDS	TOTAL OF 11 CHECKS (1 voided)		15,203.20
--- GL TOTALS ---						
001-000-257.100				ACCRUED MEDICAL BENEFITS		1,745.22
001-000-257.101				ACCRUED DENTAL BENEFITS		131.84
001-000-257.102				ACCRUED VISION BENEFITS		49.84
001-000-257.103				ACCRUED STD/LTD BENEFITS		141.17
101-172-716.000				EMPLOYMENT EXPENSE		2,245.12
101-192-716.000				EMPLOYMENT EXPENSE		1,224.64
101-209-716.000				EMPLOYMENT EXPENSE		138.56
101-209-811.000				TAX PREPARATION		2,542.36
101-215-716.000				EMPLOYMENT EXPENSE		1,567.74
101-253-716.000				EMPLOYMENT EXPENSE		2,242.72
101-265-920.002				UTILITIES - ELECTRIC		1,433.19
101-299-727.000				SUPPLIES & POSTAGE		470.00
101-400-716.000				EMPLOYMENT EXPENSE		214.86
101-448-921.000				STREET LIGHTS		71.82
101-751-920.002				UTILITIES - ELECTRIC		93.73
354-000-003.001				M59 SAVINGS @ THE STATE BANK		50.00
536-000-716.000				EMPLOYMENT EXPENSE		638.81
536-000-920.002				UTILITIES - ELECTRIC		51.58
539-000-003.001				WTRRR FIRST NATIONAL BANK		50.00
590-000-003.004				SEWER - MACATAWA BANK		50.00
590-000-003.008				FIRST NATIONAL BANK		50.00
TOTAL						15,203.20

Check Register Report For Hartland Township  
For Check Dates 01/16/2020 to 01/31/2020

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/30/2020	FOA	16621	DOUGLASS, BRUCE H	110.50	97.35	0.00	Open
01/30/2020	FOA	16622	FALTER, ALBERTA M	90.50	83.58	0.00	Open
01/30/2020	FOA	16623	GOODWIN, DENNIS R	253.05	196.89	0.00	Open
01/30/2020	FOA	16624	LAROSE, MICHELLE M	90.00	79.28	0.00	Open
01/30/2020	FOA	16625	PETRUCCI, JOSEPH M	590.50	496.30	0.00	Open
01/30/2020	FOA	16626	VOIGHT, KEITH R	263.00	231.70	0.00	Open
01/30/2020	FOA	16627	ICMA VANTAGEPOINT TRANSFER AGENT	938.92	938.92	0.00	Open
01/30/2020	FOA	16628	ICMA VANTAGEPOINT TRANSFER AGENTS	33.42	33.42	0.00	Open
01/30/2020	FOA	16629	ICMA VANTAGEPOINT TRANSFER AGENT	3,996.97	3,996.97	0.00	Open
01/30/2020	FOA	16630	ICMA VANTAGEPOINT TRANSFER AGENT	1,049.51	1,049.51	0.00	Open
01/30/2020	FOA	DD6302	BAGDON, KELLY M	1,915.10	0.00	1,364.26	Cleared
01/30/2020	FOA	DD6303	BEAUDOIN, DIANA K	1,234.24	0.00	1,066.18	Cleared
01/30/2020	FOA	DD6304	BROOKS, TYLER J	1,602.05	0.00	1,141.46	Cleared
01/30/2020	FOA	DD6305	CASE, SUSAN E	1,774.04	0.00	1,218.53	Cleared
01/30/2020	FOA	DD6306	CIOFU, LARRY N	2,680.55	0.00	1,964.81	Cleared
01/30/2020	FOA	DD6307	COBB, SUSAN M	257.99	0.00	227.29	Cleared
01/30/2020	FOA	DD6308	COLAIANNE, JOSEPH W	590.00	0.00	471.02	Cleared
01/30/2020	FOA	DD6309	DRYDEN-HOGAN, SUSAN A	3,211.28	0.00	2,297.36	Cleared
01/30/2020	FOA	DD6310	FOUNTAIN, WILLIAM J	2,583.33	0.00	2,157.74	Cleared
01/30/2020	FOA	DD6311	FOX, LAWRENCE E	360.00	0.00	317.16	Cleared
01/30/2020	FOA	DD6312	GERMANE, MATTHEW J	500.00	0.00	436.75	Cleared
01/30/2020	FOA	DD6313	GRISSIM, SUSAN L	142.50	0.00	131.59	Cleared
01/30/2020	FOA	DD6314	HARPER, GLENN E	500.00	0.00	416.56	Cleared
01/30/2020	FOA	DD6315	HEASLIP, JAMES B	3,075.58	0.00	2,112.88	Cleared
01/30/2020	FOA	DD6316	HENDRIX, PETER J	34.80	0.00	30.66	Cleared
01/30/2020	FOA	DD6317	HORNING, KATHLEEN A	2,583.33	0.00	1,780.58	Cleared
01/30/2020	FOA	DD6318	JOHNSON, LISA	2,228.04	0.00	1,575.40	Cleared
01/30/2020	FOA	DD6319	KENDALL, ANTHONY S	31.16	0.00	28.78	Cleared
01/30/2020	FOA	DD6320	KLINE, CORI L	832.76	0.00	699.97	Cleared
01/30/2020	FOA	DD6321	KUMAR, ANDREW M	1,671.11	0.00	1,100.99	Cleared
01/30/2020	FOA	DD6322	LANGER, TROY D	3,390.25	0.00	2,409.66	Cleared
01/30/2020	FOA	DD6323	LENAGHAN, WILLIAM J	637.12	0.00	578.13	Cleared
01/30/2020	FOA	DD6324	MITCHELL, KYLE J	2,575.28	0.00	1,983.24	Cleared
01/30/2020	FOA	DD6325	MITCHELL, MICHAEL E	281.00	0.00	259.51	Cleared

Check Register Report For Hartland Township  
For Check Dates 01/16/2020 to 01/31/2020

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/30/2020	FOA	DD6326	MORGANROTH, CAROL L	2,042.49	0.00	1,571.09	Cleared
01/30/2020	FOA	DD6327	MURPHY, THOMAS A	232.50	0.00	204.83	Cleared
01/30/2020	FOA	DD6328	NEWSOM, JEFFERY E	90.00	0.00	83.11	Cleared
01/30/2020	FOA	DD6329	SEGUIN, EDWARD B	90.50	0.00	79.73	Cleared
01/30/2020	FOA	DD6330	SHOLLACK, DONNA M	1,809.42	0.00	1,311.68	Cleared
01/30/2020	FOA	DD6331	VERMILLION, KAREN L	1,579.76	0.00	1,166.85	Cleared
01/30/2020	FOA	DD6332	VOLLBRECHT, LYNN J	1,269.45	0.00	1,014.79	Cleared
01/30/2020	FOA	DD6333	WEST, ROBERT M	3,503.04	0.00	2,674.69	Cleared
01/30/2020	FOA	DD6334	WICKMAN, JAMES T	4,634.59	0.00	3,668.09	Cleared
01/30/2020	FOA	DD6335	WYATT, MARTHA K	2,980.51	0.00	2,154.48	Cleared
01/30/2020	FOA	EFT526	FEDERAL TAX DEPOSIT	12,343.65	12,343.65	0.00	Cleared
01/30/2020	FOA	EFT527	MI DEPT OF TREASURY	3,709.55	3,709.55	0.00	Cleared
01/27/2020	FOA	16631	AMERICAN FAMILY LIFE ASSURANCE CO	133.09	133.09	0.00	Open
<b>Totals:</b>							
			Number of Checks: 047	76,526.43	23,390.21	39,699.85	
			Total Physical Checks:	11			
			Total Check Stubs:	36			

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

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 01-21-2020 Hartland Township Regular Board Meeting Minutes

**Date:** January 29, 2020

### **Recommended Action**

Move to approve the Hartland Township Board Regular Meeting minutes for January 21, 2020.

### **Discussion**

Draft minutes are attached for review.

### **Financial Impact**

None

### **Attachments**

Board Minutes – Draft 1-21-2020



**DRAFT**

**1. Call to Order**

The meeting was called to order by Supervisor William Fountain at 7:00 PM.

**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, DPW Director Bob West and Communications Director Lynn Vollbrecht.

**4. Approval of the Agenda**

**Move to approve the agenda for the January 21, 2020, Hartland Township Board meeting as presented.**

Motion made by Treasurer Horning, Seconded by Trustee Germane.

Voting Yea: Ciofu, Colaianne, Fountain, Germane, Harper, Horning, Petrucci

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

**5. Call to the Public**

Paul Junge, a Brighton resident, came forward to introduce himself to the Board as a candidate for Congress in the 8<sup>th</sup> District. He stated he is a former Trump administration official, Michigan native, and former prosecutor, and he looks forward in the coming months to earn the support of the people of Hartland Township.

**6. Approval of the Consent Agenda**

**Move to approve the consent agenda for the January 21, 2020, Hartland Township Board meeting as presented.**

Motion made by Trustee Colaianne, Seconded by Treasurer Horning.

Voting Yea: Ciofu, Colaianne, Fountain, Germane, Harper, Horning, Petrucci

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

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. Approve 01/07/2020 Regular Board Meeting Minutes
- d. Approve 01/07/2020 Closed Session Meeting Minutes
- e. Approve Sewer REU (3.16) & Water REU (3.76) Transfer to 4708-28-100-027
- f. Approve Verizon Agreement for Township Hall Phone Service (two years)
- g. Approve Hartland SANP Charitable Gaming License Resolution

**7. Pending & New Business**

- a. Zoning Amendment #19-001 – Architectural Standards for LI and I

Supervisor Fountain gave a brief overview of the Planning Commission (PC) review process of the Zoning Ordinance that resulted in the recommended amendments being presented to the

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 21, 2020 – 7:00 PM

Board tonight. Trustee Colaianne stated that these amendments are consistent with other neighboring communities and are part of a long-term project to clean up the ordinances.

**Move to Approve Zoning Amendment #19-001 – Architectural Standards for LI and I as outlined in the Memorandum and Resolution.**

Motion made by Treasurer Horning, Seconded by Trustee Harper.

Roll call vote taken.

Voting Yea: Ciofu, Colaianne, Fountain, Germane, Harper, Horning, Petrucci

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

b. Zoning Amendment #19-002 – Amend Single Family Residential Standards

Supervisor Fountain gave a brief overview of the PC review of the single-family residential standards for non-conforming lake lot areas. He commended the PC, and the Planning staff, on the research of this issue with surrounding communities. Specific mention was made regarding lake front lots with accessory buildings on the other side of their road. Trustee Colaianne provided a brief update on the PC discussions related to accessory buildings and lofts. Trustee Germane thanked the PC for their hard work on this issue and stated that the Livingston County Planning Commission has also recommended approval.

**Move to approve Zoning Amendment #19-002 – Amend Single Family Residential Standards as outlined in the Memorandum and Resolution.**

Motion made by Trustee Germane, Seconded by Clerk Ciofu.

Roll call vote taken.

Voting Yea: Ciofu, Colaianne, Fountain, Germane, Harper, Horning, Petrucci

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

c. Rezoning #19-004 Handy Lake Office Rezoning

Trustee Colaianne gave a brief overview of the PC review of a section of the Zoning Map that may have incorrectly zoned residential structures in a commercial zoning area. This would limit homeowners from making renovations or improvements not allowed in a commercial zoning area. This resolution would rezone these residential homes from commercial to residential. A public hearing was held on the rezoning and all of the property owners have been notified.

**Move to adopt ordinance #19-004 Handy Lake Office Rezoning ordinance to amend the Hartland Township Zoning Map.**

Motion made by Trustee Petrucci, Seconded by Trustee Colaianne.

Roll call vote taken.

Voting Yea: Ciofu, Colaianne, Fountain, Germane, Harper, Horning, Petrucci

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

d. Resolution - MDOT M-59 Pathway Agreement

Supervisor Fountain gave a brief overview of the sidewalk improvement agreement with MDOT approved at a previous meeting for pathway work on M-59. The State requires a resolution of authorization to be submitted with this agreement.

January 21, 2020 – 7:00 PM

**Move to adopt the Resolution 20-R004 Authorization for Hartland Township Officials to Consummate the Contract with the Michigan Department of Transportation for the Construction of an M-59 Pathway Connector.**

Motion made by Trustee Germane, Seconded by Clerk Ciofu.

Roll call vote taken.

Voting Yea: Ciofu, Colaianne, Fountain, Germane, Harper, Horning, Petrucci

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

**8. Board Reports**

Treasurer Horning - No report.

Trustee Colaianne – Thanked the Township Board for the flowers sent in respect of his brother's passing. The thoughts and prayers have been very comforting.

Trustee Germane - No report.

Trustee Harper - No report.

Trustee Petrucci – Stated that the Hartland Deerfield Fire Authority Awards Program will be held on Saturday February 1, 2020, at 3 PM at Hartland High School and everyone is invited to attend.

Clerk Ciofu - Winterfest will be Saturday February 8, 2020, from noon - 6 PM with fireworks following. The ice rink has been installed and the bagged hay bales were just put around the ice rink. All of the activities have been lined up and the entertainment has been confirmed. We still have one activity that we are trying to get a group to coordinate.

Supervisor Fountain - The Park Site Plan Committee had a brief meeting just before this Board meeting and talked about some potential improvements for Spranger Field and the Phragmites Invasive Species Proposal. He thanked Public Works Director Bob West for his input on these items and we hope to meet again before the next Board meeting.

[BRIEF RECESS]

**9. Information / Discussion**

**a. Strategic Plan Communications**

Manager Wickman gave a brief overview of the Strategic Plan Goal to Increase Communication to the Community that came out of the Board Retreat discussion. This initiative was to focus on achievements. Going into 2020 we thought it would be a good time to provide a look back of the significant accomplishments of the past decade. Communications Director Lynn Vollbrecht gave a brief overview of the Strategic Communications & Marketing Plan highlighting the purpose, intended outcome, key audience, strategies and implementation, and content. She also outlined the communication platforms, leverage opportunities and costs. Manager Wickman and Director Vollbrecht led a brief brainstorming discussion on the 20 key successes from the past decade. Items discussed were the Ramco/Grand Sakwa development, the Boyle Model, budget management through the recession, smart growth, Partners in Progress, the Teen Center, and parks & recreation improvements. Manager Wickman will provide the most current version of the list to the Board for additional comments.

**b. 2020 M-59 Southwest Pathway Connector**

Public Works Director West gave a brief update on the proposed pathway from Oakbrooke apartments to Old US 23. Discussion was held on elevation issues, materials, cost projections, potential tie in to existing MDOT paths, potential easement issues, crosswalk at old high school,

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 21, 2020 – 7:00 PM

and the current boardwalk in this area, which is in good shape. Trustee Colaianne inquired as to grant funds available for this project and Director West stated he is pursuing this with MDOT and ITC but could not promise any positive results at this time. Trustee Germane inquired as to the future long-term expansion of M-59 and whether it would conflict with this project. Supervisor Fountain stated that the future expansion plans would be in the right of way on the north side of M-59. A brief discussion was held on the CIP plan and the ability to absorb this project within next year's plan and the timing of the project. Clerk Ciofu inquired as to the discrepancy in the DPW estimates and the HRC estimates and Director West stated he plans for a more realistic project and HRC basically plans from aerial images and tends to look at worst case scenarios. It was the consensus of the Board to get further information and to discuss this further with the budget discussions in March.

## c. Manager's Report

Manager Wickman stated that the Hartland Chamber Awards Banquet is on Thursday, January 30 and you can register to attend until January 25<sup>th</sup>. Noble Appliance is moving forward towards opening in the Rural King building, but he is unsure as to why it is going so slow with the fire code issues. The Water Expansion discussions continue with Mayberry, and with HRC regarding costs for everyone involved. A mediation session is scheduled for February with Hartland Glen and he should have more information for the Board at the next work session. He also stated that we received 71 applications for the receptionist position with interviews to take place this week and he hopes to have this position filled soon. The Budget will be distributed at the end of the month and we will hold the first budget discussions at the first meeting in February. The Hartland Deerfield Fire Authority will be at the second budget discussion meeting in February.

Supervisor Fountain introduced County Commissioner Wes Nakagiri, who just stopped by to see if there was anything for the County basis and that he would check back with us at the next meeting. Trustee Colaianne inquired as to the County's Strategic Plan for the 2020 budget regarding Capital Improvements and Mr. Nakagiri stated that he did not have details with him but he recalled there was around one million dollars allocated for the jail and that he would provide a full summary of the capital improvements to the Board.

## 10. Closed Session

- a. To consider the annual personnel evaluation of the Township Manager, as requested.

### **Move to go into closed session to consider the annual personnel evaluation of the Township Manager, as requested.**

Motion made by Treasurer Horning, Seconded by Trustee Harper

Roll call vote taken.

Voting Yea: Ciofu, Colaianne, Fountain, Germane, Harper, Horning, Petrucci

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

Board is in closed session at 8:35 p.m.

Board came out of closed session at 8:50 p.m.

### **Move to proceed with the recommendation of the Board regarding the annual personnel evaluation of the Township Manager.**

Motion made by Treasurer Horning, Seconded by Trustee Harper.

Voting Yea: Ciofu, Colaianne, Fountain, Germane, Harper, Horning, Petrucci

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES  
January 21, 2020 – 7:00 PM

Voting Nay: None

Motion passes: 7-0-0.

11. Adjournment

**Move to adjourn the meeting at 8:55 p.m.**

Motion made by Trustee Colaianne, Seconded by Trustee Harper.

Voting Yea: Ciofu, Colaianne, Fountain, Germane, Harper, Horning, Petrucci

Voting Nay: None

Motion passes: 7-0-0.

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

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 01-21-2020 Hartland Township Board Closed Session Meeting Minutes

**Date:** January 29, 2020

### **Recommended Action**

Move to approve the Hartland Township Board Closed Session Meeting minutes for January 21, 2020.

### **Discussion**

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

### **Financial Impact**

None

### **Attachments**

None

## Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** James Wickman, Township Manager

**Subject:** Ratify Hiring C. Louis as Receptionist (\$13.78), as of 2/3/20

**Date:** January 29, 2020

### Recommended Action

Move to ratify the hiring of Casey Louis at a rate of \$13.78 per hour for the part time position of Receptionist, as of 2/3/20, pending the background investigation.

### Discussion

The Township received 71 résumés and conducted 10 phone interviews. Two candidates were invited in for in-person interviews. Through that process, Ms. Louis was clearly identified as an outstanding candidate and we are excited to have her on our team.

### Financial Impact

Is a Budget Amendment Required?  Yes  No

The hiring range for this position is \$13.21 to \$14.36 with the maximum range for pay grade 2 of \$17.88. After careful consideration, I recommend that the Board approve hiring of this excellent candidate at the rate of \$13.78 (step 2). I believe that you will find her attached credentials deserving of this level of compensation.

### Attachments

C. Louis Resume\_Redacted

# Casey Louis

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## Summary

To obtain employment in a relevant field and to advance my career by working at an establishment that offers numerous opportunities for professional and personal growth.

## Skills

- Outstanding written and oral communication skills
- Administrative skills – scheduling, cold-calling, time management
- Client/vendor relationships
- Skilled computer knowledge – WPM 55-65, Word, Excel, PowerPoint, Outlook
- Highly motivated and driven, with the ability to reach goals
- Outstanding ability to build solid rapport with customers and suppliers
- Possess an active, energetic and lively personality
- Capable of working in a team or individually

## Experience

### Inside Sales Representative

Fendt Builders Supply, Ann Arbor, MI  
May 2017-August 2018

### Key Qualifications & Responsibilities

- Served contractor and residential accounts for more than 50 customers providing revenue of approximately \$2k per day.
- Assessed clientele needs based on current objective and seasonal variables.
- Developed customer relationships with more than 50 local customers around the Ann Arbor and surrounding areas for over a year.
- Cooperated with the sales and marketing team leaders during our annual sale weekend to determine the best products to promote and withdraw.
- Other duties included filing, faxing, scanning, organization and office cleanliness.

### Career Change

- Fendt Builders Supply was a full-time summer position and part-time during remaining months.
- I moved back to Saginaw, MI to finish my Bachelor's degree.

## Nanny

The [REDACTED] household, Howell, MI  
February 2014- August 2016

### Key Qualifications & Responsibilities



- Daily care of two girls ages 8 and 11.
- Offers help with general responsibilities including school pick-up, preparation of afternoon snack and starting dinner.
- Assists with homework completion
- Additional duties included chauffeuring to extracurricular activities, grocery shopping, cleaning bedrooms, folding and putting away children's clean laundry. **Career Change**
- When the oldest child reached the age of 12, the family decided the children would be capable of taking the bus home and attending to their own needs in the afternoon.

### **Administrative Assistant**

Nelligans Outdoor Services, Brighton, MI

June 2012-August 2014

### **Key Qualifications & Responsibilities**

- Assisted owner and manager in sales and managing client accounts, generating leads, and maintaining customer relationships.
- Organized meetings and appointments with regional companies.
- Reviewed sales performance for weekly meetings.
- Other administrative duties including filing, faxing, scanning, organization, and office cleanliness.

### **Education**

#### **Bachelor of Arts & Behavioral Sciences**

*Saginaw Valley State University*

Completion: 2019

Major/Minor: Communication & Psychology

Relevant Coursework: Sales and Marketing Fundamentals, Advertising and Public Relations, and Consumer Behavior.

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

**Submitted By:** Jim Heaslip, Assessor

**Subject:** Resolution – 2020 Poverty Exemption Guidelines and Policy

**Date:** January 29, 2020

### **Recommended Action**

Move to approve the resolution adopting the 2020 poverty exemption guidelines and policy.

### **Discussion**

Per MCL 211.7u, Hartland Township is required to annually adopt guidelines to be used by the Board of Review for determination of granting poverty exemptions. The attached policy is necessary to allow applicants to request the exemption at all Board of Review meetings. Also, the exemption can be less than 100%.

Included in the policy and referenced in the resolution, the 2020 federal poverty income guidelines are also attached and are updated annually by the United States Department of Health and Human Services.

The only change made to the guidelines and application is to update the year to 2020.

### **Attachments**

Draft Resolution – 2020 Poverty Exemption Guidelines & Policy  
2020 Hardship Policy and Guidelines  
2020 Hardship Application  
2020 Poverty Income Guidelines

**RESOLUTION No. 20\_. RESOLUTION TO ADOPT POVERTY GUIDELINES & EXEMPTIONS UNDER MCL 211.7U POLICY & GUIDELINES FOR GRANTING HARDSHIP EXEMPTIONS**

At a regular meeting of the Township Board of Hartland Township, Livingston County, Michigan, held at the Township Hall in said Township on February 4, 2020 at 7:00 p.m.

PRESENT:

ABSENT:

The following preamble and resolution were offered by **Trustee** \_\_\_\_\_ and seconded by **Trustee** \_\_\_\_\_.

**WHEREAS**, the adoption of guidelines for poverty exemptions is required of the Township Board; and

**WHEREAS**, the principal residence of persons, who the Supervisor/Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

**WHEREAS**, pursuant to PA 390 of 1994, the Township of Hartland, Livingston County adopts the attached amended policy and guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, filed in the current or immediately preceding year;

**NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:**

1. The Township Board approves the attached amended policy and income guidelines; and
2. The supervisor/assessor and Board of Review shall follow the guidelines in granting or denying an exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.
3. This amended policy shall repeal and replace Section 7.09 (Hardship Exemptions) of the Board Policy Manual.

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

# **HARTLAND TOWNSHIP POLICY AND GUIDELINES** **FOR GRANTING OF HARDSHIP EXEMPTIONS**

MCL 211.7u, as amended, provides that:

- (1) Homesteads of persons who, in the judgment of the Supervisor and the Board of Review, by reason of poverty, are unable to contribute toward the public charges are eligible for exemption in whole or in part from taxation under the General Property Tax act.

The following policy and guidelines have been adopted by the Hartland Township Board to govern the granting of poverty exemptions:

## **APPLICATION PROCEDURE**

1. **Eligibility and Application:** To be eligible for a hardship or poverty exemption the applicant must be both the property owner and taxpayer. Applicant cannot be a corporation, trust or other business entity and must do all of the following on an annual basis:
  - A. Be an owner of and occupy as a homestead the property for which an exemption from property taxes is requested. "Homestead" means that term as defined in section 508 of the Michigan Income Tax Act, being MCL 206.508, as amended.
  - B. File with the Township Assessor a completed Hardship Exemption Application (copy attached) provided by the Assessor's office.  
**APPLICATION MUST BE ACCOMPANIED BY FEDERAL AND STATE INCOME TAX RETURNS FOR ALL PERSONS RESIDING IN THE HOMESTEAD,** filed in the immediately preceding year and in the current year.
  - C. Produce a valid driver's license or other acceptable form of identification if requested by the Supervisor, Assessor or Board of Review.
2. **Filing period and Appearance:** Fully completed Hardship Exemption Applications with required supporting information will be accepted till one week prior to the last meeting of the Board of Review. All hardship applications will be heard at the meetings of the July and December Board of Review. The filing of a completed application with required supporting documentation shall constitute an appearance before the Board of Review for the purpose of preserving the applicant's right to further appeal the decision of the Board of Review to the Michigan Tax Tribunal.

## EVALUATION PROCEDURE

1. Meetings: Meetings of the Board of Review relative to Hardship Exemption applications shall be held in compliance with the Michigan Open Meetings Act. All applications and supporting documentation are confidential and not available for public review, copy or inspection. Subject to governmental requirements.
2. Applicant's Presence: The Board of Review may request an applicant to personally appear before the Board to respond to any questions the Supervisor, Board of Review or Assessor may have.
3. Investigation: Applicants for Hardship Exemption may be investigated by Hartland Township to verify information submitted or statements made to the Supervisor, Board of Review or Assessor.
4. Oath: Applicants appearing before the Board of Review may be administered an oath affirming that the information submitted; both written and verbal is the truth.
5. Criteria for Determining Exemption: The Supervisor and Board of Review shall consider the following three (3) criteria to determine whether a poverty exemption shall be granted:

A. Income: The total income of the applicants and each member of the applicant's household shall not exceed the income standards as adopted by resolution of the Hartland Township Board to be the Federal Poverty Income Guidelines which are determined annually by the United States Department of Health and Human Services. **Income levels SHALL NOT BE SET LOWER than the Federal Poverty Income Guidelines.**

B. Assets: The value of the Homestead will not be included when determining the assets of the applicant. The assets of the applicant and each member of the applicant's household shall be examined to determine whether the assets could be reasonably invested, sold or used to pay the property taxes. Asset Test - Applicants with assets up to \$10,000 may still be granted a full Hardship Exemption. If the assets are of a nature and value that reasonably indicate that a condition of hardship or poverty does not exist, then a Hardship Exemption shall not be granted.

C. Contribution from other sources: If the Board of Review determines the applicant receives contribution toward taxes from other sources, such as a trust, inheritance, co-owner, relative, dependant, friend or occupant of the homestead, the Supervisor or Board of Review may consider the amount of such contributions as an addition to the applicant's income. If the resulting sum exceeds the Income Guidelines as adopted by the Hartland Township Board then a hardship or poverty exemption shall be denied.

6. Granting of Exemption: If the applicants:

- A. Total household income from all sources does not exceed the Income Guidelines adopted by the Hartland Township Board; and
- B. Does not have assets which can reasonably be invested, sold or used to pay the property taxes; and
- C. Does not receive or reasonably expect to receive contribution toward taxes from other sources,

The Supervisor and Board of Review may reduce the taxable value of the subject property and tax liability of the taxpayer.

7. Deviation from Hardship Policy and Guidelines: The Supervisor and Board of Review shall follow the Hardship Policy and Guidelines as set forth herein for granting or denying Hardship Exemptions unless the Supervisor and Board of Review determine there are substantial and compelling reasons why there should be a deviation from the policy and guidelines. The substantial reasons shall be communicated in writing to the applicant.

# HARTLAND TOWNSHIP

## APPLICATION FOR ONE-YEAR HARDSHIP REDUCTION-2020

PARCEL NUMBER: \_\_\_\_\_ PROPERTY ADDRESS: \_\_\_\_\_

ADJACENT PARCELS, IF ANY \_\_\_\_\_

WITH THIS APPLICATION YOU WILL NEED TO SUBMIT LAST YEARS AND CURRENT YEAR COPIES OF THE FOLLOWING APPLICABLE DOCUMENTS FOR YOURSELF, THE CO-OWNER, AND EVERY MEMBER OF THE HOUSEHOLD: **FEDERAL AND STATE INCOME TAX RETURNS FOR ALL PERSONS RESIDING IN THE HOMESTEAD THE BOARD MUST HAVE THIS INFORMATION TO REVIEW YOUR REQUEST FOR A HARDSHIP CONSIDERATION** If you are not required to file tax returns an affidavit must be signed (available at the township) and filed with this application attesting that you are not required to file.

OWNERS NAME: \_\_\_\_\_ ARE YOU 65 OR OLDER? \_\_\_\_\_

ADDRESS: \_\_\_\_\_ DAYTIME PHONE # \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ ARE YOU DISABLED? \_\_\_\_\_

NATURE OF DISABILITY: \_\_\_\_\_

NUMBER OF DEPENDENTS: \_\_\_\_\_ AGES: \_\_\_\_\_

MARITAL STATUS: MARRIED \_\_\_\_\_ DIVORCED \_\_\_\_\_ WIDOWED \_\_\_\_\_ SEPARATED \_\_\_\_\_ SINGLE \_\_\_\_\_

### YOU'RE EMPLOYMENT STATUS

<input type="checkbox"/>	EMPLOYED FULL TIME
<input type="checkbox"/>	EMPLOYED PART TIME – IF YES, HOW MANY HOURS PER WEEK? _____
<input type="checkbox"/>	RETIRED: NO. OF YEARS _____
<input type="checkbox"/>	UNEMPLOYED: NO. OF YEARS _____
<input type="checkbox"/>	LAI D OFF: NO. OF YEARS _____
<input type="checkbox"/>	DISABLED: NO. OF YEARS _____
<input type="checkbox"/>	DO YOU QUALIFY FOR DISABILITY BENEFITS? YES _____ NO _____
<input type="checkbox"/>	OTHER: _____

OCCUPATION (IF EMPLOYED) \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ CONTACT NAME \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE # (\_\_\_\_) \_\_\_\_\_

### EMPLOYMENT STATUS SPOUSE

<input type="checkbox"/>	EMPLOYED FULL TIME
<input type="checkbox"/>	EMPLOYED PART TIME – IF YES, HOW MANY HOURS PER WEEK? _____
<input type="checkbox"/>	RETIRED: NO. OF YEARS _____
<input type="checkbox"/>	UNEMPLOYED: NO. OF YEARS _____
<input type="checkbox"/>	LAI D OFF: NO. OF YEARS _____
<input type="checkbox"/>	DISABLED: NO. OF YEARS _____
<input type="checkbox"/>	DO YOU QUALIFY FOR DISABILITY BENEFITS? YES _____ NO _____
<input type="checkbox"/>	OTHER: _____

OCCUPATION (IF EMPLOYED) \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ CONTACT NAME \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE # (\_\_\_\_) \_\_\_\_\_

### LIST ALL OCCUPANTS OF THIS HOME AND THEIR RELATIONSHIP TO YOU



	# 1	# 2	# 3
<b>NAME</b>			
<b>AGE</b>			
<b>RELATIONSHIP</b>			
<b>EMPLOYER</b>			
<b>OCCUPATION</b>			
<b>ANNUAL INCOME</b>			
<b>CLAIMED AS DEPENDENT?</b>	YES _____ NO _____	YES _____ NO _____	YES _____ NO _____
<b>HEIR TO ESTATE?</b>	YES _____ NO _____	YES _____ NO _____	YES _____ NO _____

**PROPERTY INFORMATION**

YEAR PROPERTY WAS PURCHASED: \_\_\_\_\_ DO YOU OWN PROPERTY FREE AND CLEAR? \_\_\_\_\_

IF NOT, MONTHLY PAYMENT: \_\_\_\_\_ ARE TAXES INCLUDED IN PAYMENT? \_\_\_\_\_

ARE PROPERTY TAXES CURRENT? \_\_\_\_\_ IF NOT, AMOUNT PAST DUE: \_\_\_\_\_

NUMBER OF YRS REMAINING ON MORTGAGE OR LAND CONTRACT \_\_\_\_\_ UNPAID BALANCE \$ \_\_\_\_\_

DO YOU ANTICIPATE SELLING THE HOMESTEAD PROPERTY FOR WHICH THE RELIEF IS SOUGHT IN THE NEXT YEAR? \_\_\_\_YES \_\_\_\_NO IF YES, PLEASE EXPLAIN \_\_\_\_\_

WHAT WAS THE TOTAL INCOME FROM ALL SOURCES OF EVERYONE LIVING IN YOUR HOUSE FOR THE PAST TWO (2) YEARS? LAST YEAR: \_\_\_\_\_ PRIOR YEAR: \_\_\_\_\_

DO YOU ANTICIPATE ANY MAJOR CHANGES IN INCOME FOR THE COMING YEAR? \_\_\_\_\_ IF YES, PLEASE EXPLAIN \_\_\_\_\_

DOES ANYONE CONTRIBUTE TO YOUR SUPPORT? \_\_\_\_YES \_\_\_\_NO AMOUNT \$ \_\_\_\_\_

**DO YOU OWN OTHER REAL ESTATE? \_\_\_\_\_ IF SO, PLEASE COMPLETE THE FOLLOWING INFORMATION:**

<u>LOCATION</u>	<u>VALUE</u>	<u>TYPE</u>
_____	_____	_____
_____	_____	_____

**OWNERSHIP INTEREST IN ANY OTHER REAL ESTATE IN MICHIGAN OR ELSEWHERE. \_\_\_\_YES \_\_\_\_NO**  
 INCLUDE ANY PROPERTY OWNED IN FULL OR PART BY YOU, THE CO-OWNER OR ANY MEMBER OF YOUR HOUSEHOLD. (THIS DOES NOT MEAN THE PROPERTY THAT YOU LIVE IN, YOUR HOMESTEAD)

<b>ADDRESS OF PROPERTY</b>	<b>PURCHASE DATE &amp; PRICE</b>	<b>MARKET VALUE</b>	<b>SEV</b>	<b>INCOME RECEIVED</b>

**INVESTMENTS AND ASSETS:**

CHECKING ACCT \$ \_\_\_\_\_ SAVINGS ACCT \$ \_\_\_\_\_ TIME CERTIFICATES \$ \_\_\_\_\_  
 BANK OR INSTITUTION NAME: \_\_\_\_\_

PLEASE LIST ALL SOURCES OF YOUR PERSONAL INCOME. INDICATE THE AMOUNT FROM EACH SOURCE ON AN ANNUAL BASIS

<b>DESCRIPTION OF ASSETS &amp; INVESTMENT'S (List what type: IRA, 401K, Ins Policy Value, Annuity, Mutual funds, Other properties in Michigan or another state, etc)</b>	<b>PRESENT VALUE</b>	<b>INCOME EARNED LAST YEAR</b>
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

**LIST VEHICLES & EQUIPMENT (CARS, TRUCKS, SUV, TRAILERS, BUSINESS EQUIPMENT, RECREATION – JET SKI'S, MOTOR CYCLES, 4-WHEELER, ETC.)**

**YEAR MODEL MAKE VALUE**

- 1.
- 2.
- 3.
- 4.

**TOTAL ESTIMATED HOUSEHOLD INCOME DECLARATION**

<b><u>SOURCE</u></b>	<b><u>MONTHLY AMOUNT</u></b>	<b><u>ANNUAL AMOUNT</u></b>
<u>WAGES, SALARIES, TIPS</u>	_____	_____
<u>SOCIAL SECURITY / SSI</u>	_____	_____
<u>PENSION OR RETIREMENT</u>	_____	_____
<u>INTEREST AND/OR DIVIDENDS</u>	_____	_____
<u>RENTAL INCOME</u>	_____	_____
<u>BUSINESS OR ROYALTY INCOME</u>	_____	_____
<u>PARTNERSHIP INCOME</u>	_____	_____
<u>DISABILITY PAYMENTS</u>	_____	_____
<u>GENERAL ASSISTANCE / ADC</u>	_____	_____
<u>ALIMONY</u>	_____	_____
<u>CHILD SUPPORT</u>	_____	_____

**TOTAL ESTIMATED HOUSEHOLD INCOME DECLARATION cont.**

UNEMPLOYMENT BENEFITS \_\_\_\_\_  
OTHER INCOME FROM FAMILY \_\_\_\_\_  
INCOME FROM LAND CONTRACTS, ETC \_\_\_\_\_  
INCOME FROM TAX REFUNDS \_\_\_\_\_  
ALL OTHER INCOME  
(INCLUDING NON-TAXABLE) \_\_\_\_\_

**TOTAL PROJECTED INCOME FOR 2020** \_\_\_\_\_

**EXPENSE INFORMATION**

**AVERAGE MONTHLY EXPENSES:**

HOUSE PAYMENT (PRINCIPAL/INTEREST) \_\_\_\_\_  
LIFE INSURANCE \_\_\_\_\_  
HEALTH INSURANCE \_\_\_\_\_  
HOME OWNERS INSURANCE \_\_\_\_\_  
AUTO INSURANCE \_\_\_\_\_  
PROPERTY TAXES (HOMESTEAD) \_\_\_\_\_  
PROPERTY TAXES (OTHER REAL ESTATE) \_\_\_\_\_  
CAR PAYMENT # 1 \_\_\_\_\_ YEAR, MAKE / MODEL \_\_\_\_\_  
CAR PAYMENT # 2 \_\_\_\_\_ YEAR, MAKE / MODEL \_\_\_\_\_  
SPECIAL ASSESSMENTS \_\_\_\_\_  
UTILITIES: ELECTRIC \_\_\_\_\_  
                  GAS/HEAT/OIL \_\_\_\_\_  
                  TELEPHONE \_\_\_\_\_  
                  WATER / SEWER \_\_\_\_\_  
                  CABLE \_\_\_\_\_  
CHILDCARE \_\_\_\_\_  
FOOD & CLOTHING \_\_\_\_\_  
CREDIT CARD # 1 PMT / BALANCE \_\_\_\_\_  
CREDIT CARD # 2 PMT / BALANCE \_\_\_\_\_  
CREDIT CARD # 3 PMT / BALANCE \_\_\_\_\_  
OTHER LOANS/INSTALLMENT PMTS \_\_\_\_\_  
MEDICAL BILL (AFTER INSURANCE) \_\_\_\_\_  
LAWN CARE \_\_\_\_\_  
OTHER (SPECIFY) \_\_\_\_\_

**VERIFICATION OF EXPENSES MAY BE REQUIRED**

DO YOU HAVE ANY UNUSUAL EXPENSES? YES \_\_\_\_\_ NO \_\_\_\_\_ PLEASE DESCRIBE \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

IS THERE ANY OTHER INFORMATION THAT YOU THINK THE BOARD OF REVIEW SHOULD CONSIDER?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE READ CAREFULLY**

I (we) am/are unable to pay the full property taxes levied against the above described property and hereby make application for property tax relief due to Hardship/Poverty in accordance with Section 211.7u of the Michigan Compiled Law.

I (we) have read this application and fully understand the contents thereof.

I (we) \_\_\_\_\_, by filing of this application depose and  
Print Names(s)  
state under the penalties of perjury, that the information contained in this petition that my (our) financial condition as above stated is true and correct to the best of my (our) knowledge and belief.

I (we) further understand that if any information contained herein is found to be false or incomplete, any and all relief granted by a reduction in taxable value, as a result of this application may be forfeited and placed back on the assessment roll with penalties and interest occurring on the additional tax liability in accordance with Section 211.7u of the Michigan Compiled Laws.

APPLICANT SIGNATURE: \_\_\_\_\_ CO-APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ NOTARY SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

***BOARD OF REVIEW USE ONLY***

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BOR RECOMMENDATION / DECISION:**

**REVISED ASSESSED VALUE:** \_\_\_\_\_ **REVISED TAXABLE VALUE** \_\_\_\_\_

**APPROVE** \_\_\_\_\_ **DENY** \_\_\_\_\_

**Board Signatures:**

\_\_\_\_\_

If you disagree with the decision of the Board of Review, you may appeal the decision by filing a petition with the Michigan Tax Tribunal at P. O. Box 30232, Lansing, MI 48909. Michigan Tax Tribunal forms are available at [www.michigan.gov/taxtrib](http://www.michigan.gov/taxtrib).

# HHS POVERTY GUIDELINES FOR 2020

The 2020 poverty guidelines are in effect as of January 15, 2020

The Federal Register notice for the 2020 Poverty Guidelines was published January 17, 2020.

## 2020 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA

### PERSONS IN FAMILY/HOUSEHOLD

### POVERTY GUIDELINE

For families/households with more than 8 persons, add \$4,480 for each additional person.

1	\$12,760
2	\$17,240
3	\$21,720
4	\$26,200
5	\$30,680
6	\$35,160
7	\$39,640
8	\$44,120

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

**Submitted By:** James Wickman, Township Manager

**Subject:** Budget Work Session

**Date:** January 29, 2020

### **Recommended Action**

Board review, questions, discussion and feedback

### **Discussion**

The Manager's Budget Recommendations for fiscal years 2021 and 2022 will be sent under separate cover.

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

**Submitted By:** Lynn Vollbrecht, Communications Director

**Subject:** Gateway Sign Designs

**Date:** January 29, 2020

### **Recommended Action**

Board review, questions, discussion and feedback.

### **Discussion**

We've solicited conceptual designs for two new identical monument-style gateway signs for Hartland Township, to be installed in 2020 at the NW quadrant of the intersection of M-59 and Tipsico Lake Road on the Township's eastern edge, and the SE quadrant of the intersection of M-59 and Hacker Road. We've discussed these designs with planning, and it's important to know that signs cannot be more than 7 feet high, and the area of the lettering will not be more than 64 square feet.

Through initial review of the designs during Admin Committee, we have secured revised designs Board discussion.

### **Attachments**

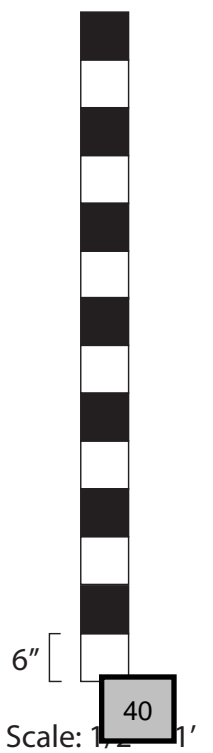
Gateway Sign Design Concepts



a.1



a.2



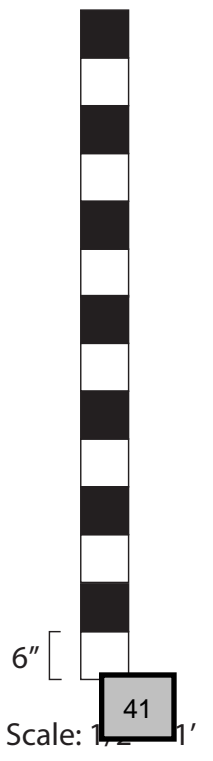




c.1



c.2

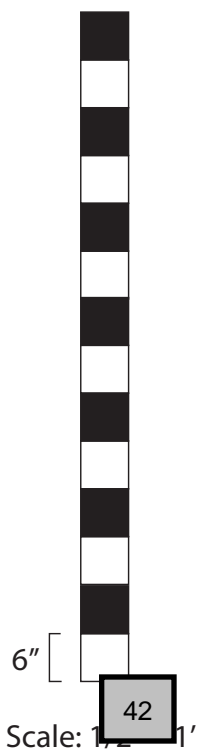




c.3



c.4

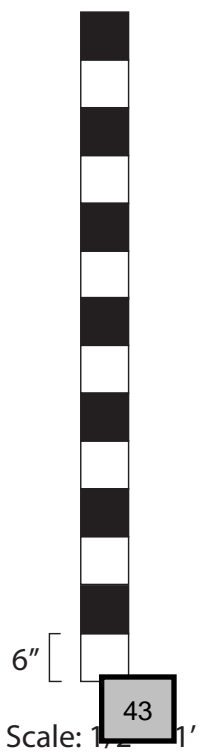




c.5



c.6

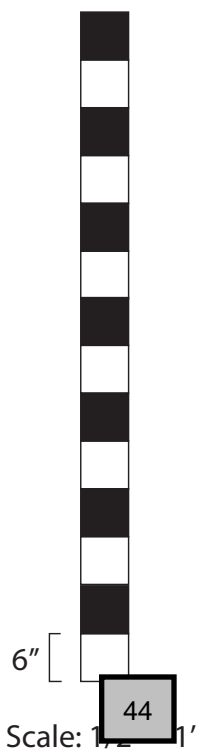




c.7



c.8

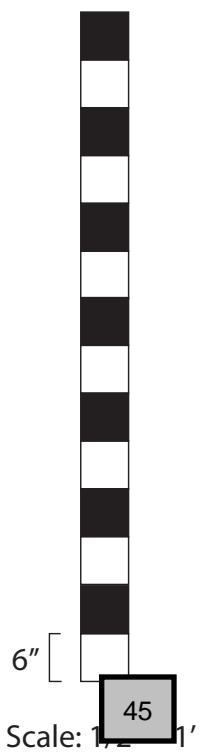




d.1



d.2



## Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** James Wickman, Township Manager

**Subject:** To consult with the Township Attorney regarding trial or settlement strategy

**Date:** January 29, 2020

### Recommended Action

Move that the Township Board adjourn to closed session to consult with its attorney regarding trial or settlement strategy for cases with Hartland Glen Development LLC and Clyde Land Investment, for the reason that an open meeting would have a detrimental financial effect on the litigating or settlement position of the Township.

### Discussion

The full case references are as follows:

- Hartland Glen Development, LLC v Township of Hartland, MTT Docket No. 11-000012-TT; Court of Appeals Case 344480; Supreme Court No. \_\_\_\_\_
- Hartland Glen Development, LLC v Township of Hartland, MTT Docket No. 11-000012-TT; Court of Appeals Case 344480
- Hartland Glen Development, LLC v Township of Hartland, MTT Docket No. 416369; Court of Appeals Case No. 318843
- Hartland Glen Development, LLC v Township of Hartland, MTT Docket Nos. 423343 and 427021; Court of Appeals Case No. 321347
- Hartland Glen Development, LLC v Township of Hartland, Livingston County Circuit Court Case No. 2014-28151-CK
- Clyde Land Investment v Township of Hartland, Livingston County Circuit Court Case No. 2014-28152-CK

The Township Attorney will join our closed session by telephone.