



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, January 21, 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 01/07/2020 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
 - [b.](#) Zoning Amendment #19-002 – Amend Single Family Residential Standards
 - [c.](#) Rezoning #19-004 Handy Lake Office Rezoning
 - [d.](#) Resolution - MDOT M-59 Pathway Agreement
8. Board Reports
[BRIEF RECESS]
9. Information / Discussion
 - [a.](#) Strategic Plan Communications
 - [b.](#) 2020 M-59 Southwest Pathway Connector
 - [c.](#) Manager's Report
10. Closed Session
 - [a.](#) To consider the annual personnel evaluation of the Township Manager, as requested
11. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: January 14, 2020

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$35,539.54. 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 01.21.2020

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
59EAST	59 EAST \$5 CAR WASH	12/31/2019	1058	FOA	NOV 2019 - DEC 2019 CAR WASHES	
42954	P.O. BOX 356	01/21/2020		N		25.00
12/31/2019	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		01/21/2020		N		25.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-239-930.000	REPAIRS & MAINTENANCE	25.00

VENDOR TOTAL: 25.00

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
CARASOFT	CARASOFT TECHNOLOGY CORPORATION	01/06/2020	IN721508	FOA	JANUARY 2020	
42969	11493 SUNSET HILLS ROAD, STE 100	01/21/2020		N		668.37
01/06/2020	RESTON VA, 20190	/ /	0.0000	N		0.00
		01/21/2020		N		668.37

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	668.37

VENDOR TOTAL: 668.37

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
CITYOFFENT	CITY OF FENTON	01/10/2020	3678	FOA	BACTERIOLOGICAL SAMPLES	
42992	301 S LEROY ST	01/21/2020		N		16.00
01/10/2020	FENTON MI, 48430	/ /	0.0000	N		0.00
		01/21/2020		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
COBALT	COBALT COMMUNITY RESEARCH	01/02/2020	1085	FOA	2019 COMMUNITY SURVEY	
42950	P.O. BOX 416	01/21/2020		N		5,160.50
01/02/2020	CHARLOTTE MI, 48813	/ /	0.0000	N		0.00
		01/21/2020		Y		5,160.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-801.000	CONTRACTED SERVICES	5,160.50

VENDOR TOTAL: 5,160.50

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
CONSUMER	CONSUMERS ENERGY	01/08/2020	202696928865	FOA	JANUARY 2020 - WTP	
42994	PO BOX 740309	01/21/2020		N		166.38
01/08/2020	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		01/21/2020		N		166.38

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
536-000-920.001	UTILITIES - GAS	166.38
CONSUMER	CONSUMERS ENERGY	01/06/2020 203141884381 FOA JANUARY 2020 - TOWNSHIP HALL
42993	PO BOX 740309	01/21/2020 N 508.13
01/06/2020	CINCINNATI OH, 45274-0309	/ / 0.0000 N 0.00
		01/21/2020 N 508.13

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-920.001	UTILITIES - GAS	508.13

VENDOR TOTAL: 674.51

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	01/01/2020 62352	FOA	JAN 2020 ALL PARKS TRASH COLLECTION
42947	PO BOX 241	01/21/2020 N		300.00
01/01/2020	HARTLAND MI, 48353	/ / 0.0000 N		0.00
		01/21/2020 Y		300.00

Open

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

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	01/05/2020 62831	FOA	FEB - APR 2020 - GARBAGE REMOVAL @ T
42953	PO BOX 241	01/21/2020 N		184.00
01/05/2020	HARTLAND MI, 48353	/ / 0.0000 N		0.00
		01/21/2020 Y		184.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	184.00

VENDOR TOTAL: 484.00

0071	DTE ENERGY-STREET LIGHTS	12/31/2019 200031952700	FOA	DEC 2019 - STREETLIGHTS INCL MILLPOI
42964		01/21/2020 N		1,809.82
	P.O. BOX 630795	/ / 0.0000 N		0.00
12/31/2019	CINCINNATI OH, 45263-0795	01/21/2020 N		1,809.82

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-448-921.000	STREET LIGHTS	1,515.43
701-000-290.400	MILPOINT STREET LIGHT ESCROW	273.17
701-000-290.410	FIDDLERS GROVE STREETLIGHT	21.22
		1,809.82

VENDOR TOTAL: 1,809.82

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
EAGLETON	EAGLETON SEPTIC	01/06/2020	01062020	FOA	CLEANED TANK/FILTER	
42974	P.O. BOX 788	01/21/2020		N		310.00
01/06/2020	HIGHLAND MI, 48357	/ /	0.0000	N		0.00
		01/21/2020		N		310.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	310.00

VENDOR TOTAL: 310.00

ETNA	ETNA SUPPLY COMPANY	01/07/2020	S103376970.001	FOA	2" OMNI METER	
42995	P.O. BOX 772107	01/21/2020		N		1,065.00
01/07/2020	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		01/21/2020		N		1,065.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-741.000	METER COSTS	1,065.00

ETNA	ETNA SUPPLY COMPANY	01/08/2020	S103376970.002	FOA	2" OMNI METERS	
42991	P.O. BOX 772107	01/21/2020		N		5,805.00
01/08/2020	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		01/21/2020		N		5,805.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-741.000	METER COSTS	5,805.00

VENDOR TOTAL: 6,870.00

0150	HARTLAND CONSOLIDATED SCHOOLS	12/31/2019	172330	FOA	DECEMBER 2019 FUEL	
43000	9525 E HIGHLAND ROAD	01/21/2020		N		157.16
01/08/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		01/21/2020		N		157.16

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-239-860.000	GASOLINE	51.76
536-000-860.000	GASOLINE	105.40
		157.16

VENDOR TOTAL: 157.16

HARTTREASU	HARTLAND TOWNSHIP TREASURER	12/31/2019	10372 4THQTR2019	FOA	4TH QTR 2019 UB - MEDIANS	
42981	2655 CLARK RD	01/21/2020		N		328.73
01/08/2020	HARTLAND MI, 48353	/ /	0.0000	Y		0.00
		01/21/2020		N		328.73

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
101-463-920.005	UTILITIES - WATER	328.73
HARTTREASU 42982 01/08/2020	HARTLAND TOWNSHIP TREASURER 2655 CLARK RD HARTLAND MI, 48353	12/31/2019 01/21/2020 / / 01/21/2020
	2655-00 4THQTR19FOA	4TH QTR 2019 UB - TOWNSHIP HALL DOME
		N Y N
		327.78 0.00 327.78

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-920.005	UTILITIES - WATER	327.78
HARTTREASU 42983 01/08/2020	HARTLAND TOWNSHIP TREASURER 2655 CLARK RD HARTLAND MI, 48353	12/31/2019 01/21/2020 / / 01/21/2020
	2655-01 4THQTR19FOA	4TH QTR 2019 UB - TOWNSHIP HALL IRRI
		N Y N
		11.06 0.00 11.06

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-920.005	UTILITIES - WATER	11.06
HARTTREASU 42984 01/08/2020	HARTLAND TOWNSHIP TREASURER 2655 CLARK RD HARTLAND MI, 48353	12/31/2019 01/21/2020 / / 01/21/2020
	3191 4TH QTR2019FOA	4TH QTR 2019 UB - HERO TEEN CENTER
		N Y N
		216.80 0.00 216.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-920.004	UTILITIES - SEWER	112.22
101-265-920.005	UTILITIES - WATER	104.58
		<u>216.80</u>

GL NUMBER	DESCRIPTION	AMOUNT
HARTTREASU 42985 01/08/2020	HARTLAND TOWNSHIP TREASURER 2655 CLARK RD HARTLAND MI, 48353	12/31/2019 01/21/2020 / / 01/21/2020
	9751 4THQTR2019FOA	4TH QTR 2019 UB - WATER TREATMENT PL
		N Y N
		834.98 0.00 834.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-920.004	UTILITIES - SEWER	834.98
HARTTREASU 42986 01/08/2020	HARTLAND TOWNSHIP TREASURER 2655 CLARK RD HARTLAND MI, 48353	12/31/2019 01/21/2020 / / 01/21/2020
	SPRANGER4QTR19FOA	4TH QTR 2019 - SPRANGER FIELD
		N Y N
		195.56 0.00 195.56

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-920.004	UTILITIES - SEWER	195.56

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				

VENDOR TOTAL: 1,914.91

WATERO&M	HARTLAND TOWNSHIP WATER O & M	12/31/2019	01062020	FOA	3RD FISCAL QTR 2019 WATER STAFF OUT	
42968	2655 CLARK RD	01/21/2020		N		3,689.42
01/06/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		01/21/2020		N		3,689.42

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.009	CONTRACT SERVICES - WATER SYSTEM	1,342.40
101-265-801.009	CONTRACT SERVICES - WATER SYSTEM	2,347.02
		<u>3,689.42</u>

VENDOR TOTAL: 3,689.42

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	12/17/2019	175557	FOA	BEN FRANKLIN PLUMBING CONSTR OBSER T	
43004	PO BOX 824	01/21/2020		N		1,155.00
12/17/2019	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		01/21/2020		N		1,155.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
702-000-290.089	WOODSTREAM BLDG CO/BEN FRANKLIN PLUMBING	1,155.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	12/17/2019	175559	FOA	PANDA EXPRESS CONSTR OBSER THRU 11/3	
43005	PO BOX 824	01/21/2020		N		105.00
12/17/2019	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		01/21/2020		N		105.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
702-000-290.102	PANDA EXPRESS ESCROW	105.00

VENDOR TOTAL: 1,260.00

KIMBALL	KIMBALL MIDWEST	12/18/2019	7619005	FOA	SPECIAL DRILL BITS FOR DUCTILE IRON	
42973	DEPT L-2780	01/21/2020		N		549.08
12/18/2019	COLUMBUS OH, 43260-2780	/ /	0.0000	N		0.00
		01/21/2020		N		549.08

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	549.08

VENDOR TOTAL: 549.08

1120	KIZCAM	01/10/2020	17468	FOA	ENVELOPES	
42996	3280 W GRAND RIVER	01/21/2020		N		274.93
01/10/2020	HOWELL MI, 48855	/ /	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		01/21/2020		Y		274.93
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GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	274.93
VENDOR TOTAL:		274.93

LDPA	LIVINGSTON DAILY PRESS & ARGUS	12/31/2019	3096356	FOA	DECEMBER 2019 PUBLICATIONS	535.00
42999		01/21/2020		N		
	3964 SOLUTIONS CENTER					
12/31/2019	CHICAGO IL, 60677-3009	/ /	0.0000	Y		0.00
		01/21/2020		N		535.00

GL NUMBER	DESCRIPTION	AMOUNT
101-410-900.000	PRINTING & PUBLICATIONS	80.00
101-215-900.000	PRINTING & PUBLICATIONS	195.00
101-400-900.000	PRINTING & PUBLICATIONS	260.00
VENDOR TOTAL:		535.00

LCDPA	MICHIGAN.COM	01/09/2020	010920	FOA	2/1 - 7/31/20 SERVICE - ACCT PA87414	96.01
42990	PO BOX 742520	01/21/2020		N		
01/09/2020	CINCINNATI OH, 45274-2520	/ /	0.0000	N		0.00
		01/21/2020		N		96.01

GL NUMBER	DESCRIPTION	AMOUNT
101-101-804.000	MEMBERSHIP & DUES	96.01
VENDOR TOTAL:		96.01

ORKIN	ORKIN	01/02/2020	189355384	FOA	PEST CONTROL @ TOWNSHIP HALL	66.85
42948	21068 BRIDGE ST.	01/21/2020		N		
01/02/2020	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		01/21/2020		N		66.85

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	66.85

ORKIN	ORKIN	01/02/2020	189356238	FOA	PEST CONTROL @ HERO TEEN CENTER	65.88
42949	21068 BRIDGE ST.	01/21/2020		N		
01/02/2020	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		01/21/2020		N		65.88

Open						
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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
101-265-801.000	CONTRACTED SERVICES	65.88
VENDOR TOTAL:		132.73

PB PLUMBIN	PB PLUMBING	01/06/2020	4086	FOA	PLUGGED MAIN LINE	
42975	2440 W HIGHLAND RD, STE 104	01/21/2020		N		760.00
01/06/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		01/21/2020		N		760.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	760.00
VENDOR TOTAL:		760.00

1600	PETTY CASH (TREASURER)	01/13/2020	01132020	FOA	PETTY CASH REIMBURSEMENT	
42997		01/21/2020		N		53.51
01/13/2020	,	/ /	0.0000	N		0.00
		01/21/2020		N		53.51
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-209-957.000	EDUCATION/TRAINING/CONVENTION	10.00
101-209-956.000	MISCELLANEOUS	12.74
101-253-727.000	SUPPLIES & POSTAGE	7.94
101-172-957.002	TRAVEL/MEETING EXPENSES	22.83
VENDOR TOTAL:		53.51

PMTECH	PM TECHNOLOGIES	01/02/2020	133481	FOA	SERVICE CALL, BLOCK HEATER, ANTIFREE	
42963	28294 BECK ROAD	01/21/2020		N		843.02
01/02/2020	WIXOM MI, 48393	/ /	0.0000	N		0.00
		01/21/2020		N		843.02
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	843.02
VENDOR TOTAL:		843.02

PREISS	PREISS COMPANIES LLC	01/07/2020	12500	FOA	PARKING LOT GRAVEL @ HERITAGE PARK	
42970	8211 CLYDE ROAD	01/21/2020		N		1,889.00
01/07/2020	FENTON MI, 48430	/ /	0.0000	N		0.00
		01/21/2020		Y		1,889.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
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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

101-751-930.000	REPAIRS & MAINTENANCE					1,889.00
PREISS 42971	PREISS COMPANIES LLC 8211 CLYDE ROAD	01/07/2020 01/21/2020	12501	FOA N	GRAVEL FOR PARKING LOT @ SETTLERS PA	1,889.00
01/07/2020	FENTON MI, 48430	/ /	0.0000	N		0.00
		01/21/2020		Y		1,889.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	1,889.00
PREISS 42972	PREISS COMPANIES LLC 8211 CLYDE ROAD	01/07/2020 01/21/2020
01/07/2020	FENTON MI, 48430	/ / 0.0000
		01/21/2020

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	2,085.75

VENDOR TOTAL: 5,863.75

STAPLES 42955	STAPLES PO BOX 660409	01/04/2020 01/21/2020	8057002603	FOA N	MISC SUPPLIES	290.41
01/04/2020	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		01/21/2020		N		290.41

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	254.21
101-265-740.000	OPERATING SUPPLIES	36.20
		290.41

STAPLES 43001	STAPLES PO BOX 660409	01/11/2020 01/21/2020	8057086474	FOA N	MISC SUPPLIES	101.47
01/11/2020	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		01/21/2020		N		101.47

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-727.000	SUPPLIES & POSTAGE	14.12
101-265-740.000	OPERATING SUPPLIES	23.03
101-265-740.000	OPERATING SUPPLIES	64.32
		101.47

VENDOR TOTAL: 391.88

TSQUARED 43003	T-SQUARED DESIGNS, INC. P.O. BOX 864	01/13/2020 01/21/2020	5232	FOA N	INTERIOR DESIGN SERVICES	1,925.00
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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				
01/13/2020	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		01/21/2020		N		1,925.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-801.000	CONTRACTED SERVICES & RENTALS	1,925.00

VENDOR TOTAL: 1,925.00

USA	USA BLUE BOOK	01/13/2020	112965	FOA	BLUE/WHITE TUBE ASSEMBLY	650.99
43002	P.O. BOX 9004	01/21/2020		N		650.99
01/13/2020	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		01/21/2020		N		650.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	650.99

VENDOR TOTAL: 650.99

XOCOMM	XO COMMUNICATIONS	01/08/2020	334475399	FOA	JANUARY 2020	423.95
42998	14239 COLLECTIONS CENTER DRIVE	01/21/2020		N		423.95
01/08/2020	CHICAGO IL, 60693	/ /	0.0000	N		0.00
		01/21/2020		N		423.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-851.000	TELEPHONE	423.95

VENDOR TOTAL: 423.95

TOTAL - ALL VENDORS: 35,539.54

FUND TOTALS:

Fund 101 - GENERAL FUND	20,113.20
Fund 536 - WATER SYSTEM FUND	11,278.58
Fund 577 - CABLE TV FUND	2,593.37
Fund 701 - TRUST AND AGENCY	294.39
Fund 702 - TRUST & AGENCY - NEW	1,260.00

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: January 14, 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 – \$333,982.08

January 15, 2020 Payroll - \$67,704.76

Financial Impact

Is a Budget Amendment Required? Yes No

All expenses are covered under the adopted FY20 budget.

Attachments

Post Audit Bills List 01.02.2020

Post Audit Bills List 01.14.2020

Payroll for 01.15.2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/02/2020	FOA	40106	AT&T	TELEPHONE	101-265-851.000	252.92
01/02/2020	FOA	40107	HARTLAND DEERFIELD FIRE	CONTRIBUTION TO FIRE AUTHORITY	206-000-999.336	300,075.75
01/02/2020	FOA	40108	HARTLAND SENIOR CENTER	APPROPRIATIONS SENIOR CITIZENS	101-901-999.000	11,000.00
01/02/2020	FOA	40109	MUNICIPAL CODE CORPORATION	CONTRACTED SERVICES	101-577-801.000	5,350.00
		40109		CONTRACTED SERVICES & RENTALS	577-000-801.000	3,750.00
		40109		PEG SERVER & SOFTWARE RENTAL	577-000-946.000	1,600.00
						10,700.00
01/02/2020	FOA	40110	PITNEY BOWES, INC.	REPAIRS & MAINTENANCE	101-299-930.000	99.00
			TOTAL - ALL FUNDS	TOTAL OF 5 CHECKS		322,127.67

--- GL TOTALS ---

101-265-851.000	TELEPHONE	252.92
101-299-930.000	REPAIRS & MAINTENANCE	99.00
101-577-801.000	CONTRACTED SERVICES	5,350.00
101-901-999.000	APPROPRIATIONS SENIOR CITIZENS	11,000.00
206-000-999.336	CONTRIBUTION TO FIRE AUTHORITY	300,075.75
577-000-801.000	CONTRACTED SERVICES & RENTALS	3,750.00
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	1,600.00
	TOTAL	322,127.67

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/14/2020	FOA	40138	53RD DISTRICT COURT	TAX PREPARATION	101-253-811.000	37.00
01/14/2020	FOA	40139	CHASE BANK	EDUCATION/TRAINING/CONVENTION	101-101-957.000	30.00
		40139		MEMBERSHIP & DUES	101-172-804.000	1,029.00
		40139		EDUCATION/TRAINING/CONVENTION	101-172-957.000	413.61
		40139		EDUCATION/TRAINING/CONVENTION	101-192-957.000	27.00
		40139		MEMBERSHIP & DUES	101-209-804.000	251.00
		40139		SUPPLIES & POSTAGE	101-253-727.000	505.70
		40139		OPERATING SUPPLIES	101-265-740.000	77.46
		40139		TELEPHONE	101-265-851.000	1.99
		40139		SUPPLIES & POSTAGE	101-299-727.000	61.82
		40139		EDUCATION/TRAINING/CONVENTION	101-299-957.000	320.94
		40139		TREATMENT PLANT SAMPLING	101-441-801.007	299.77
		40139		OPERATING SUPPLIES	101-577-740.000	29.00
		40139		CONTRACTED SERVICES	101-577-801.000	19.98
		40139		PRINTING & PUBLICATIONS	101-577-900.000	84.99
		40139		REPAIRS & MAINTENANCE	101-751-930.000	284.60
		40139		OPERATING SUPPLIES	536-000-740.000	100.94
		40139		INTERNET	536-000-805.000	118.28
		40139		TELEPHONE	536-000-851.000	152.55
		40139		EDUCATION/TRAINING/CONVENTION	536-000-957.000	515.00
		40139		OPERATING SUPPLIES	577-000-740.000	65.96
		40139		INTERNET	577-000-805.000	176.85
		40139		CABLE TV FEES	577-000-806.000	83.56
		40139		REPAIRS & MAINTENANCE	577-000-930.000	480.22
		40139		CAPITAL OUTLAY	577-000-970.000	4,905.32
						<u>10,035.54</u>
01/14/2020	FOA	40140	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	142.66
		40140		STREET LIGHTS	101-448-921.000	129.70
		40140		UTILITIES - ELECTRIC	206-000-920.002	40.61
						<u>312.97</u>
01/14/2020	FOA	40141	DTE ENERGY	UTILITIES - ELECTRIC	101-751-920.002	50.24
01/14/2020	FOA	40142	HARTLAND TOWNSHIP GENERAL FUND	DOG LICENSES ESCROW	701-000-290.250	31.50
01/14/2020	FOA	40143	LIVINGSTON COUNTY TREASURER	DOG LICENSES ESCROW	701-000-290.250	313.50
01/14/2020	FOA	40144	RESERVE ACCOUNT	SUPPLIES & POSTAGE	101-101-727.000	13.00
		40144		SUPPLIES & POSTAGE	101-191-727.000	661.50
		40144		SUPPLIES & POSTAGE	101-209-727.000	116.75
		40144		SUPPLIES & POSTAGE	101-247-727.000	11.50
		40144		SUPPLIES & POSTAGE	101-253-727.000	0.50
		40144		TAX COLLECTION	101-253-811.100	22.00
		40144		SUPPLIES & POSTAGE	101-299-727.000	156.45
		40144		SUPPLIES & POSTAGE	101-400-727.000	7.50
		40144		SUPPLIES/POSTAGE	536-000-727.000	2.25
		40144		SUPPLIES & POSTAGE	590-000-727.000	2.25
						<u>993.70</u>

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/14/2020	FOA	40145	STAPLES CREDIT PLAN	SUPPLIES & POSTAGE	101-253-727.000	79.96
TOTAL - ALL FUNDS				TOTAL OF 8 CHECKS		11,854.41

--- GL TOTALS ---

101-101-727.000	SUPPLIES & POSTAGE	13.00
101-101-957.000	EDUCATION/TRAINING/CONVENTION	30.00
101-172-804.000	MEMBERSHIP & DUES	1,029.00
101-172-957.000	EDUCATION/TRAINING/CONVENTION	413.61
101-191-727.000	SUPPLIES & POSTAGE	661.50
101-192-957.000	EDUCATION/TRAINING/CONVENTION	27.00
101-209-727.000	SUPPLIES & POSTAGE	116.75
101-209-804.000	MEMBERSHIP & DUES	251.00
101-247-727.000	SUPPLIES & POSTAGE	11.50
101-253-727.000	SUPPLIES & POSTAGE	586.16
101-253-811.000	TAX PREPARATION	37.00
101-253-811.100	TAX COLLECTION	22.00
101-265-740.000	OPERATING SUPPLIES	77.46
101-265-851.000	TELEPHONE	1.99
101-265-920.001	UTILITIES - GAS	142.66
101-299-727.000	SUPPLIES & POSTAGE	218.27
101-299-957.000	EDUCATION/TRAINING/CONVENTION	320.94
101-400-727.000	SUPPLIES & POSTAGE	7.50
101-441-801.007	TREATMENT PLANT SAMPLING	299.77
101-448-921.000	STREET LIGHTS	129.70
101-577-740.000	OPERATING SUPPLIES	29.00
101-577-801.000	CONTRACTED SERVICES	19.98
101-577-900.000	PRINTING & PUBLICATIONS	84.99
101-751-920.002	UTILITIES - ELECTRIC	50.24
101-751-930.000	REPAIRS & MAINTENANCE	284.60
206-000-920.002	UTILITIES - ELECTRIC	40.61
536-000-727.000	SUPPLIES/POSTAGE	2.25
536-000-740.000	OPERATING SUPPLIES	100.94
536-000-805.000	INTERNET	118.28
536-000-851.000	TELEPHONE	152.55
536-000-957.000	EDUCATION/TRAINING/CONVENTION	515.00
577-000-740.000	OPERATING SUPPLIES	65.96
577-000-805.000	INTERNET	176.85
577-000-806.000	CABLE TV FEES	83.56
577-000-930.000	REPAIRS & MAINTENANCE	480.22
577-000-970.000	CAPITAL OUTLAY	4,905.32
590-000-727.000	SUPPLIES & POSTAGE	2.25
701-000-290.250	DOG LICENSES ESCROW	345.00
	TOTAL	11,854.41

Check Register Report For Hartland Township
For Check Dates 01/01/2020 to 01/15/2020

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/15/2020	FOA	16616	GOODWIN, DENNIS R	187.98	145.64	0.00	Open
01/15/2020	FOA	16617	ICMA VANTAGEPOINT TRANSFER AGENT	919.46	919.46	0.00	Open
01/15/2020	FOA	16618	ICMA VANTAGEPOINT TRANSFER AGENTS	37.75	37.75	0.00	Open
01/15/2020	FOA	16619	ICMA VANTAGEPOINT TRANSFER AGENT	3,617.04	3,617.04	0.00	Open
01/15/2020	FOA	16620	ICMA VANTAGEPOINT TRANSFER AGENT	1,185.91	1,185.91	0.00	Open
01/15/2020	FOA	DD6280	BAGDON, KELLY M	1,794.55	0.00	1,253.75	Cleared
01/15/2020	FOA	DD6281	BEAUDOIN, DIANA K	996.71	0.00	880.67	Cleared
01/15/2020	FOA	DD6282	BROOKS, TYLER J	1,861.60	0.00	1,333.54	Cleared
01/15/2020	FOA	DD6283	CASE, SUSAN E	1,963.20	0.00	1,358.52	Cleared
01/15/2020	FOA	DD6284	CIOFU, LARRY N	2,983.33	0.00	2,197.26	Cleared
01/15/2020	FOA	DD6285	DRYDEN-HOGAN, SUSAN A	3,211.28	0.00	2,297.34	Cleared
01/15/2020	FOA	DD6286	HEASLIP, JAMES B	2,825.58	0.00	1,922.62	Cleared
01/15/2020	FOA	DD6287	HORNING, KATHLEEN A	2,983.33	0.00	2,084.96	Cleared
01/15/2020	FOA	DD6288	JOHNSON, LISA	2,108.43	0.00	1,480.60	Cleared
01/15/2020	FOA	DD6289	KENDALL, ANTHONY S	31.16	0.00	28.78	Cleared
01/15/2020	FOA	DD6290	KLINE, CORI L	671.06	0.00	573.68	Cleared
01/15/2020	FOA	DD6291	KUMAR, ANDREW M	1,887.36	0.00	1,247.63	Cleared
01/15/2020	FOA	DD6292	LANGER, TROY D	3,140.25	0.00	2,219.40	Cleared
01/15/2020	FOA	DD6293	LENAGHAN, WILLIAM J	467.89	0.00	429.04	Cleared
01/15/2020	FOA	DD6294	MITCHELL, KYLE J	2,529.31	0.00	1,942.93	Cleared
01/15/2020	FOA	DD6295	MORGANROTH, CAROL L	1,859.68	0.00	1,429.50	Cleared
01/15/2020	FOA	DD6296	SHOLLACK, DONNA M	2,068.74	0.00	1,503.57	Cleared
01/15/2020	FOA	DD6297	VERMILLION, KAREN L	1,835.39	0.00	1,356.03	Cleared
01/15/2020	FOA	DD6298	VOLLBRECHT, LYNN J	892.80	0.00	728.15	Cleared
01/15/2020	FOA	DD6299	WEST, ROBERT M	3,203.04	0.00	2,446.40	Cleared
01/15/2020	FOA	DD6300	WICKMAN, JAMES T	4,634.59	0.00	3,668.07	Cleared
01/15/2020	FOA	DD6301	WYATT, MARTHA K	2,968.63	0.00	2,138.91	Cleared
01/15/2020	FOA	EFT524	HSA EMPLOYER CONTRIBUTIONS	3,600.00	3,600.00	0.00	Cleared
01/15/2020	FOA	EFT525	FEDERAL TAX DEPOSIT	11,105.62	11,105.62	0.00	Cleared
01/02/2020	FOA	16615	AMERICAN FAMILY LIFE ASSURANCE CO	133.09	133.09	0.00	Open

Totals: Number of Checks: 030 67,704.76 20,744.51 34,521.35

Total Physical Checks: 6
Total Check Stubs: 24

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 01-07-2020 Hartland Township Board Meeting Minutes

Date: January 15, 2020

Recommended Action

Move to approve the Hartland Township Board Meeting minutes for January 7, 2020.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

Board Minutes – Draft 1-7-2020

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 and DPW Director Robert West.

4. Approval of the Agenda

Move to approve the agenda for the January 7, 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

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the January 7, 2020, Hartland Township Board meeting as presented.

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.

- a. Approve Post Audit of Disbursements Between Board Meetings
- b. Approve Payment of Bills
- c. Approve 12/10/2019 Regular Meeting Minutes
- d. Approve 2020 Strategic Plan Update
- e. Approve 2020 Winterfest Tent Rental Agreement (\$8,851.50)
- f. Approve Sewer & Water REU Transfer (4.62) to 4708-28-100-027

7. Presentation

- a. Cobalt Community Research - 2019 Citizen Survey

Township Manager James Wickman gave a brief overview stating that our last Citizen's Survey took place in 2015 and the first one in 2012. He then introduced William SaintAmour of Cobalt Community Research to present the results from the 2019 Citizen Survey. Mr. SaintAmour gave a brief overview of Cobalt Community Research and why this type of research matters for the community. He briefly explained the ACSI Score and stated the 2019 Hartland Overall

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 07, 2020 – 7:00 PM

ACSI Score was 73 compared to the 2015 score of 73, which were very solid results. He stated that the overall Michigan ACSI Score was 63, the overall Midwest was 62, and the overall National was 61, and that being higher than these averages bodes very well for our community. He then reviewed the scores over time and against various benchmarks highlighting the most impactful items of public schools, police department, shopping opportunities, local government, economic health and parks and recreation. He reported the survey indicated as to budget priority, road repair and improvement was the highest rated item and as to zoning, there was a strong interest in tighter regulations for properties in repair. As to development, the majority would like more focus on residential development, although restaurants were mentioned often in the comments. As to police services, the ratings improved over 2015 and residents want to maintain services at the same levels as neighboring communities. The survey also indicated the majority support potential fire and road millages. He then reviewed results from demographics of age, household income, household composition and gender. He then presented the survey methodology and the survey model. Mr. SaintAmour then went through the details of the report where we above the benchmarks for almost all categories except for the transportation scores. Mr. SaintAmour then discussed perception versus reality and discussed strategies to improve performance and improve outcomes. Supervisor Fountain inquired as to trends and patterns that may be broad based in general rather than locally related. Mr. SaintAmour stated that communication with the community and the wider overall political environment affect results on a broad general basis. Trustee Germane inquired as to the best method to share this information with the public and Mr. SaintAmour responded with two alternatives, the most common to be to make the summary information available online and if people have questions encourage them to come in and review the details. The second method would be to use this survey as a tool for your strategic communications addressing one topic at a time with the community.

8. Pending & New Business

a. Resolution – Support for Wings Etc. Liquor License

Supervisor Fountain gave a brief overview of the new Wings Etc. restaurant coming into our community. Manager Wickman stated that they will be transferring in a liquor license, as we do not have any more to give out. State law does not require local approval, but the Administrative Committee and the Board has discussed supporting small business owners investing in the community and this resolution is to demonstrate that support, and that it is in keeping with our business friendly efforts.

Move to approve the Resolution of Support for Wings Etc.

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. MDOT M-59 Pathway Agreement

Manager Wickman gave a brief overview the MDOT project to install a center turn lane from Cullen Road east to the old high school. This would be done by converting the right turn passing lane to a through lane and making the current through lane a left turn lane due to the amount of accidents that have occurred in this area. With this project MDOT has offered to fill in the gap in the sidewalk at Hartland Woods Drive. The agreement that is before the Board is that MDOT will do this at no cost to the township, but that we agree to take it over when

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 07, 2020 – 7:00 PM

complete. Supervisor Fountain inquired as to the timing of this project and DPW Director Bob West stated it would be in the summer of 2020.

Move to approve the MDOT agreement for the proposed M-59 pathway as presented.

Motion made by Trustee Colaianne, Seconded by Trustee Germane.

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

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

c. Zoning Amendment #19-003 Maintenance of Sidewalks & Pathways

Manager Wickman stated that this Zoning Amendment was in line with the Sidewalk Ordinance repeal that was done earlier, and that there is a small section of the Zoning Ordinance that needs to be amended. There was a public hearing on this, which was published, and the Planning Commission agreed to repeal this as did the Livingston County Planning Commission.

Move to approve as outlined in the Memorandum and Resolution, the Zoning Amendment #19-003 Maintenance of Sidewalks & Pathways.

Motion made by Trustee Colaianne, Seconded by Treasurer Horning.

Roll call vote taken.

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

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

d. Resolution – Easement Acquisition

Manager Wickman gave a brief overview of the issue in that the title work that was done for this easement missed a couple of easement holders and this is to provide the proper notifications to all owners.

Move to approve the Resolution for the Easement Acquisition.

Motion made by Trustee Colaianne, 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.

9. Board Reports

Clerk Ciofu - No report.

Treasurer Horning - No report.

Trustee Colaianne – Wished a happy new year to the residents of the township and the Board.

Trustee Germane – Allotted his time to DPW Director West for an update on the construction of the Hero Teen Center Hoop House. Director West reported that they are securing quotes from contractors in the area. Both contractors are willing to do the work at an economical cost, but both are very busy wrapping up their 2019 projects. We will be getting the quotes on installing a natural gas line from the Teen Center basement, and electrical service that will be fed from the Teen Center. Trustee Germane stated that these will be HERO Center costs, not the Townships.

Trustee Harper - No report.

Trustee Petrucci - No report.

Supervisor Fountain - No report.

10. Information / Discussion

a. FY2021 and FY2022 - Revenue Projections

Finance Director Susan Dryden-Hogan gave a brief overview of the FY2021 and FY2022 budget revenues and the conservative approach being taking with these projections. She led a brief discussion on expected state shared revenues, CVTRS payments, effect of census on future revenues, effect of internet sales tax on state shared revenue, property tax estimates, the decline in cable franchise fees, zoning fee projections and interest income. Manager Wickman stated that overall we are projecting a 2.6% increase in general fund revenue for FY2021. Manager Wickman then went through the revenue projections for all other funds. Additional discussion was held on water fund allocations for equipment, and septage receiving funds. Trustee Germane inquired as to the performance of actual to projections over the last few years and Manager Wickman stated that we have done very good job being accurate with our projections.

b. November 2019 Financial Report

Manager Wickman gave a brief overview of the November financials highlighting the timing of items affecting the Capital Improvement Fund, the Road Improvement Fund and the Water Fund. Overall, we are on track for the year.

c. Manager's Report

Manager Wickman requested the Board leave their laptops as they are due for an upgrade. He stated that we will take a more in-depth review of the Citizens Survey results in the coming months. He also presented the Employee Survey and stated the results were solid and he was happy with the results even though they dropped a little. Manager Wickman then led a brief discussion on the lobby upgrades. Trustee Colaianne inquired as to the Hartland Living website and Manager Wickman stated he thinks this is going well even though we do not have the latest statistics.

11. Closed Session

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

Move to go into closed session to consider the 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.

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

The Board came out of closed session at 9:08 p.m.

Move to go with the recommendations made in closed session for the Manager's personnel evaluation.

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 07, 2020 – 7:00 PM

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

12. Adjournment

Move to adjourn the meeting at 9:10 p.m.

Motion made by Trustee Colaianne, Seconded by Trustee Germane.

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: 01-07-2020 Hartland Township Board Closed Session Meeting Minutes

Date: January 15, 2020

Recommended Action

Move to approve the Hartland Township Board Closed Session Meeting minutes for January 7, 2020.

Discussion

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

Financial Impact

None

Attachments

None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert West, Director of Public Works

Subject: REU Transfer - Hartland Town Center

Date: January 14, 2020

Recommended Action

Approve the transfer of 3.76 water REU's and 3.16 sewer REU's for Hartland Town Center as presented

Discussion

Victoria Properties, LLC is seeking an adjustment of REU's among their four neighboring parcels making the Hartland Town Center. The proposed transfer will lessen the required REU's to be purchased by Wings Etc., a proposed tenant currently in the approval process. The Wings ETC., facility requires 12 Water and 12 Sewer REU's for approval, however the transfer by the property owner will reduce the tenant liability for any further purchases.

Public Works is recommending the transfer based upon the current assessment balance between all four parcels is less than \$6,500. The risk is default is minimal as the assessment balances well exceed the property value.

Transfer Document will be signed by applicant prior to the meeting.

Financial Impact

Is a Budget Amendment Required? Yes No

Attachments

Township Transfer Agreement
2020 2nd Town Center REU Transfer Agenda Memo



2655 Clark Road, Hartland, Michigan 48353
 Phone: (810) 632-7498 Fax: (810) 632-6950
www.hartlandtp.com

WILLIAM J. FOUNTAIN
 Supervisor

LARRY N. CIOFU
 Clerk

KATHLEEN A. HORNING
 Treasurer

JOSEPH W. COLAIANNE
 MATTHEW J. GERMANE
 GLENN E. HARPER
 JOSEPH M. PETRUCCI
 Trustees

Residential Equivalent Unit (REU) Transfer Agreement

The undersigned property owner requests that REUs be transferred between his/her two adjacent properties, which are at least 25% same ownership, as outlined below.

REU transfers involving vacant property must be approved by the Hartland Township Board.

WATER REUS

	Current REU Allocation	Proposed Change	New REU Allocation
08-28-100-027	20.72	3.76	24.48
08-28-100-028	15.62	0	15.62
08-28-100-037	1.88	-1.88	0
08-28-100-030	1.88	-1.88	0

SANITARY SEWER REUS

	Current REU Allocation	Proposed Change	New REU Allocation
08-28-100-027	20.72	3.16	23.88
08-28-100-028	15.62	0	15.62
08-28-100-037	1.58	-1.58	0
08-28-100-030	1.58	-1.58	0

PROPERTY OWNER

Signed:  _____

Date: January 9, 2020

Printed Name: Michael Yurick

Phone: 248-669-6640

Company Name: Victoria Properties LLC

Percent Ownership: 100%

Address: 995 Ladd Road

City: Walled Lake

State: MI

Zip 48390

HARTLAND TOWNSHIP APPROVAL

HTB DPW

Approved: _____

Date: _____

Printed Name: _____

cc: Treasurer's office

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: Township Hall Phone Service – Verizon

Date: January 15, 2020

Recommended Action

Move to authorize the Supervisor to sign the two-year agreement with Verizon for telephone services, effective January 31, 2020, once received.

Discussion

In September 2016, the Township renewed a three (3) year contract with XO Communications, who had been our local and long-distance provider for several years. In 2017, XO Communications was purchased by Verizon. Verizon notified the Township that the XO lines will be decommissioned after January 31, 2020 and we will move over to their lines.

Staff reviewed 1, 2, and 3-year contracts with Verizon and recommend the 2-year contract, with a monthly rate of \$460.00. This is approximately \$360 more per year than the expired contract rate. A 2-year contract will allow the staff to research cost-savings from other carriers and ensure that all the current phone numbers can be ported over without disruption. The ability to port phone numbers is one way for carriers to prevent moves and it is critical to provide several months' notice to negotiate keeping our main number and direct dials.

The third-party telecom contractor is in the process of drawing up the contract and at this time has not been received. Staff expects it to arrive via email prior to the board meeting and will make it available for the board to review as soon as possible.

Financial Impact

Is a Budget Amendment Required? Yes No

No budget amendment is required at this time for FY19. The original budget of \$12,450 included a 4% increase and will cover the higher cost for the last two months of the fiscal year.

Attachments

2 YR Verizon Contract

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director

Subject: Resolution – Hartland SANP Charitable Gaming License

Date: January 15, 2020

Recommended Action

Move to approve the resolution recognizing Hartland Senior All Night Party (SANP) as a charitable nonprofit in the community, for the purpose of obtaining a charitable gaming license.

Discussion

The Hartland SANP is seeking recognition from Hartland Township as a charitable nonprofit organization in the community, for the purpose of obtaining a charitable gaming license from the State of Michigan. This allows the nonprofit to partake in non-profit “gaming”, such as raffles. This organization is seeking the gaming license to provide prizes to students in attendance of their all-night party. This party is a safe way for Hartland school seniors to celebrate their graduation.

Attachments

Draft Resolution – Local Governing Body Resolution for Charitable Gaming Licenses
Hartland High School Senior All Night Party Non Profit Letter



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-_____

**LOCAL GOVERNING BODY RESOLUTION
FOR CHARITABLE GAMING LICENSES**

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

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by _____ and seconded by _____.

BE IT RESOLVED that the request from The Hartland High School Senior All Night Party, asking that they be recognized as a nonprofit organization operating in the community for the purpose of obtaining a charitable gaming licenses, be considered for approval.

BE IT FURTHER RESOLVED that the Hartland Township Board authorizes and directs the Clerk to complete the State of Michigan “LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES” form (BSL-CG-1153) for the approval.

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 High School

Senior All Night Party Class of 2020

**Hartland SANP is a 501c3
Non-profit organization.**

The Senior All Night Party (SANP) is an ongoing tradition at Hartland High School. The purpose of the SANP is to provide the graduating class of 2020 with a safe, substance-free environment as they say farewell to their fellow classmates and friends. Our goal is to create a positive lasting memory as they exit Hartland High School and start the next phase of their life.

This event is planned solely by parent volunteers. The success of this party is greatly attributed to the generous donations of our sponsors as well as fundraising.

This year, the Hartland High School Senior All Night Party committee would like to hold a raffle for two (2) suites at Eastern Michigan University to be utilized by family at graduation on the evening of June 5, 2020. Raffle tickets will be available for purchase, for \$10 each, from March 2, 2020 through Friday May 1, 2020. At noon on Friday May 1, 2020, a Hartland High School administrator (possibly Principal Kate Gregory) will draw two winners which will broadcast live on the Senior All Night Party Facebook page.

In order to obtain a gaming license for this raffle, the Hartland High School Senior All Night Party Committee respectfully requests the signature of the Local Governing Body Resolution for Charitable Gaming Licenses, included with this letter.

Should you have questions please contact a board member at HHS2020@gmail.com or by calling Marcy Patzer at 248.880.7956. We appreciate your consideration and look forward to partnering with you as we continue to plan the details of this event.

Sincerely,

Marcy Patzer
Co-President
Hartland High School Senior All Night Party



Charitable Gaming Division
 Box 30023, Lansing, MI 48909
 OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-5780
 www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
 (Required by MCL 432.103(K)(ii))

At a _____ meeting of the _____
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from _____ of _____
NAME OF ORGANIZATION CITY

county of _____, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____
APPROVAL/DISAPPROVAL

APPROVAL	DISAPPROVAL
Yeas: _____	Yeas: _____
Nays: _____	Nays: _____
Absent: _____	Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and
 adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on _____
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
 PENALTY: Possible denial of application.
 BSL-CG-1153(R6/09)

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director

Subject: Zoning Amendment #19-001 – Architectural Standards for LI and I

Date: January 14, 2020

Recommended Action

Move to Approve as outlined in the Memorandum and Resolution

Discussion

On February 28, 2019, the Planning Commission initiated the zoning amendment to the architectural standards for light industrial and industrial buildings.

The Ordinance Review Committee (ORC) had been asked by the Planning Commission to examine the standards that were applicable to the Industrial and Light Industrial building and determine if the existing standards were satisfactory or if there were some amendments that should be considered.

On August 22, 2019, the Planning Commission held a public hearing on this matter and had discussion on this topic. The Planning Commission recommended approval of the zoning amendment at its October 10, 2019 regular meeting. The Livingston County Planning Commission recommended approval at its November 20, 2019 regular meeting.

Section 5.24 outlines the architectural standards for all buildings (not applicable to detached single family homes). The Planning Commission had asked the ORC

Section 5.24.14 of the Zoning Ordinance essentially categories different sites and uses into different façade materials groups. Group #3 pertains to sites located in industrial districts, other than those located in façade materials group #1 and #1A. A copy of the different façade materials groups and percentage of materials allowed by group is attached for reference.

Section 5.24.15 outlines footnotes to the schedule regulating the façade materials. A copy of those footnotes is also attached for reference.

The ORC examined the standards and compared them to Industrial-Light Industrial architectural standards from many other communities; including from the following other local communities:

Brighton Township	Genoa Township
Green Oak Township	Putnam Township
City of Novi	City of Sterling Heights

In addition, the ORC examined standards from communities outside of Michigan, such as:

Arapahoe County, Colorado; Lake Forest, Illinois; and Town of River Head, New York

After examining the building materials that are required, and comparing the requirements to various other communities, the ORC decided the area of concern with the architectural standards were related to breaking up a long expansive wall of the same monotone building materials. As a result, the language provided in the Arapahoe County Ordinance was used as a template.

The following amendment is proposed:

Section 5.24.15

M. Industrial activities shall be oriented to minimize visual and audible impacts to residential uses, open space, natural areas, and arterial roads. A combination of appropriate screening and landscaping must be used to enhance the compatibility of industrial uses to adjacent land uses.

- 1. Long, unarticulated façades shall be avoided by employing at least four of the following to create visual interest and shadow lines: (a) textured and/or patterned surfaces, (b) projections of the exterior building walls, (c) recesses and reveals to exterior building walls, (d) variations in color, (e) window fenestration, (f) roof overhangs, and/or (g) changes in parapet height.*
- 2. On-site loading docks and service areas shall be located to minimize visibility from public streets or adjacent residential uses to the extent feasible, given the topography of the site and surrounding areas. Service and loading areas that are visible from residences or public streets shall be appropriately screened by fences, walls, landscaping berms or any combination thereof. Site design shall demonstrate efforts to minimize audible impacts to adjacent properties.*

There was also consideration given toward the following items.

- The ORC was concerned of increasing the costs of an industrial-light industrial building, but also wanted to have some assurance of a quality building. The ORC considered changing the above requirement from being required to being subject to Site Plan approval from the Planning Commission.
- The proposed language presents the term “arterial” road. Section 2.2.216 provides the following definitions:

ROAD: Any public or private thoroughfare or right-of-way, other than a public or private alley, dedicated or designed for travel and access to any land, lot or parcel, whether designated as a road, avenue, highway, boulevard, lane, court, or any similar designation. As used in this Ordinance, the definition of road does not include driveways that are intended to provide access for up to two parcels or up to two dwelling units. Consistent with the Township’s Comprehensive Plan, road classifications are as follows:

A. Principal Arterials are roadways that serve through traffic by providing routes of long distance. They provide service between communities, expressways, and other large traffic generation destinations.

B. Minor Arterials are similar in function to principal arterials, except they carry trips of shorter distance to lesser traffic generators.

Consideration should be given toward changing the term “arterial” with the term “road” to provide consistency with the current Ordinance.

Process

Zoning Ordinance Text Amendments are outlined in Section 7.4.4 of the Zoning Ordinance, as follows:

4. Zoning Ordinance Text Amendment Criteria. The Planning Commission and Township Board shall consider the following criteria for initiating amendments to the zoning ordinance text or responding to a petitioner's request to amend the ordinance text.

A. The proposed amendment would correct an error in the Ordinance.

B. The proposed amendment would clarify the intent of the Ordinance.

C. Documentation has been provided from Township staff or the Zoning Board of Appeals indicating problems or conflicts in implementation or interpretation of specific sections of the ordinance.

D. The proposed amendment would address changes to state legislation.

E. The proposed amendment would address potential legal issues or administrative problems with the Zoning Ordinance based on recent case law or opinions rendered by the Attorney General of the State of Michigan.

F. The proposed amendment would promote compliance with changes in other Township ordinances and county, state or federal regulations.

G. The proposed amendment is supported by the findings of reports, studies, or other documentation on functional requirements, contemporary building practices, environmental requirements and similar technical items.

H. Other criteria as determined by the Planning Commission or Township Board which would protect the health and safety of the public, protect public and private investment in the Township, promote implementation of the goals and policies of the Comprehensive Plan and enhance the overall quality of life in Hartland Township.

Based on Section 7.4.4 of the Zoning Ordinance, either the Planning Commission or the Township Board may initiate a Zoning Ordinance Text Amendment. As a result, the ORC only makes a recommendation to the Planning Commission to initiate a text amendment; and the Planning Commission must actually initiate the text amendment.

Attachments

1. Architectural Standards Industrial
2. Resolution Amending Architectural Standards

TOWNSHIP OF HARTLAND
ARCHITECTURAL STANDARDS FOR INDUSTRIAL AND
LIGHT INDUSTRIAL DISTRICTS
PROPOSED AMENDMENT

Section 5.24.15

- M. Industrial activities shall be oriented to minimize visual and audible impacts to residential uses, open space, natural areas, and arterial roads. A combination of appropriate screening and landscaping must be used to enhance the compatibility of industrial uses to adjacent land uses.
1. Long, unarticulated facades shall be avoided by employing at least four of the following to create visual interest and shadow lines: (a) textured and/or patterned surfaces, (b) projections of the exterior building walls, (c) recesses and reveals to exterior building walls, (d) variations in color, (e) window fenestration, (f) roof overhangs, and/or (g) changes in parapet height.
 2. On-site loading docks and service areas shall be located to minimize visibility from public streets or adjacent residential uses to the extent feasible, given the topography of the site and surrounding areas. Service and loading areas that are visible from residences or public streets shall be appropriately screened by fences, walls, landscaping berms or any combination thereof. Site design shall demonstrate efforts to minimize audible impacts to adjacent properties.

Validity and Severability.

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

Repealer.

All other ordinances inconsistent with the provisions of this Ordinance are hereby repealed but only to the extent necessary to give this Ordinance full force and effect.

Effective Date.

This Ordinance shall be published and take effect seven days after publication as provided by law



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 AMEND ZONING ORDINANCE SECTION 5.24.15,
ARCHITECTURAL STANDARDS FOR LI AND I ZONING DISTRICT ORDINANCE**

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

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by _____ and seconded by _____.

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

WHEREAS, Section 5.24.15 of the Township Zoning Ordinance outlines the minimum architectural design standards for new structures constructed in Hartland Township; and

WHEREAS, the Township has determined that it is in the best interests of the public health, safety, and welfare to amend the Zoning Ordinance that pertains to the architectural standards by adding Section M, which pertains to Light Industrial (LI) and Industrial (I) zoning districts; and

WHEREAS, the Township Planning Commission held a public hearing for comment on the proposed amendment on August 22, 2019; and recommended approval at their October 10, 2019 regular meeting; and

WHEREAS, the Livingston County Planning Department has recommended approval of the proposed amendment in their November 8, 2019 staff memorandum; and the Livingston County Planning Commission recommended approval at their November 20, 2019 regular meeting; and

WHEREAS, the Township Board has determined that amending the Zoning Ordinance, as presented, is in the best interest of the public health, safety, and welfare of the Township residents.

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

1. The Ordinance attached at Exhibit A, (“Ordinance”), Ordinance No. _____, Ordinance to Amend Zoning Ordinance Section 5.24.15.M., regulating the architectural standards for LI and I, as outlined in Zoning Amendment No. 19-001.
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
ZONING AMENDMENT NO. 19-001
ZONING ORDINANCE SECTION 5.24.15.M.,
THE HARTLAND TOWNSHIP
ARCHITECTURAL STANDARDS IN LIGHT INDUSTRIAL AND INDUSTRIAL
ZONING DISTRICTS**

THE TOWNSHIP OF HARTLAND ORDAINS:

Section 1. Amendment of Section 5.24.15. of Township Zoning Ordinance.

M. Industrial activities shall be oriented to minimize visual and audible impacts to residential uses, open space, natural areas, and arterial roads. A combination of appropriate screening and landscaping must be used to enhance the compatibility of industrial uses to adjacent land uses.

1. Long, unarticulated facades shall be avoided by employing at least four of the following to create visual interest and shadow lines: (a) textured and/or patterned surfaces, (b) projections of the exterior building walls, (c) recesses and reveals to exterior building walls, (d) variations in color, (e) window fenestration, (f) roof overhangs, and/or (g) changes in parapet height.
2. On-site loading docks and service areas shall be located to minimize visibility from public streets or adjacent residential uses to the extent feasible, given the topography of the site and surrounding areas. Service and loading areas that are visible from residences or public streets shall be appropriately screened by fences, walls, landscaping berms or any combination thereof. Site design shall demonstrate efforts to minimize audible impacts to adjacent properties.

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

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

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

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director

Subject: Zoning Amendment #19-002 – Amend Single Family Residential Standards

Date: January 14, 2020

Recommended Action

Move to Approve as outlined in the Memorandum and Resolution

Discussion

This request was last discussed by the Planning Commission at the public hearing at the August 22, 2019 regular meeting of the Planning Commission. The Planning Commission decided to take additional time to review this request. The Planning Commission recommended approval of the zoning amendment at its October 10, 2019 regular meeting. The Livingston County Planning Commission recommended approval at its November 20, 2019 regular meeting.

A sub-committee was appointed by the Planning Commission to examine whether or not ordinances could be amended to be more accommodating with regard to renovations, improvements, additions, and new construction of single family structures located along the various lakes in the Township.

Hartland Township has been and will continue to see changes to the lots along the various lakes. Hartland Township is fortunate enough to have several lakes within its boundaries. Historically, many of the lots contained cabins that were only used for a portion of the year. However, many people are not residing on the lake lots all year round. Hartland is experiencing what many communities have experienced with the lots along the lakes, and that is a transition from a part time use of the properties to a full time use of the properties. This transition has already been occurring and is likely to increase in years to come.

The Planning Department staff has noticed a tremendous interest by various residents that reside on lake lots, who desire to start a development project (i.e. addition, renovation, or complete reconstruction). However, due to the current zoning regulations, they are not able to pursue their development project. When considering changes to the standards for lots on lakes, or any water features, it is important to be aware of the environmental impacts those decision may have on the water feature. The initial goal of this was to examine if anything could be done to address these matters.

As staff started to look further into the existing ordinances that most impacted residential development around lakes, it was determined that this issue was not isolated to a single area or simple changes. Almost all of the single family residential development around the lakes in the Township is within the SR (Suburban Residential) zoning classification. In addition, several existing residential subdivisions in the Township are also in the same SR zoning classification. Any changes to the SR zoning district standards would also impact several other residential areas. It was also noted that most of the single family lots around the lakes are existing non-conforming lots. The lot coverage standards have an exception for lots

less than 32,670 square feet in area. As changes to the lot coverage standards were being examined, this also required examination of all zoning districts that permit lots small than 32,670 square feet in area. This brought in the MDR (Medium Density Residential) zoning district, the HDR (High Density Residential) district, and the RR (Residential Recreation) zoning district, since they permits lots smaller than 32,670 square feet in area.

Staff conducted a survey with other communities to compare various zoning regulations for single family residential districts. A copy of the survey is attached.

Staff also examined how the Township ordinances have been applied historically, and included any amendments that would help clarify and establish a more uniform application of the ordinance.

Sections Proposed for Amendment

Section 2.2.138

This is the definition of lot coverage and also includes the areas that are included in the lot coverage calculation. There is reference to an exception for lots less than 32,670 square feet in area. This exception has caused confusion in its application in the past. The goal was to simply eliminate this exception and increase the lot coverage by a reasonable amount to eliminate any confusion.

Section 3.1.3.E.

This is the lot coverage standard for the RR (Residential Recreation) zoning classification. The goal is to increase the lot coverage to off-set the elimination of the exemption to the lot coverage standards. Currently, the maximum lot coverage is 25% for lots on public sewer and 20% for lots on private septic. The amendment would be to increase those amounts to 35% and 30%, respectively.

Section 3.1.6.E.

This section outlines the maximum lot coverage for the SR (Suburban Residential) zoning district. Currently, the maximum lot coverage is 20% for lots on public sewer and 15% for lots on private septic. The amendment would be to increase those amounts to 30% and 25%, respectively.

Section 3.1.7.E

This section outlines the maximum lot coverage for the MDR (Medium Density Residential) zoning district. Currently, the maximum lot coverage is 20% and the proposed amendment would be to increase those amounts to 30%.

Section 3.1.8.E.

This section outlines the maximum lot coverage for the HDR (High Density Residential) zoning district. Currently, the maximum lot coverage is 25% and the proposed amendment would be to increase those amounts to 35%.

Section 3.25

This section permits an exception to the lot coverage requirement by exemption of a portion of the driveway. However, the language is somewhat ambiguous in how the 15 foot section should be applied. Also, the historical application of this provision is mixed. As a result, staff has proposed to eliminate this provision and provide an increase in the total lot coverage standards.

In addition, with this section being made available, new language on waterfront lots are proposed to permit accessory structures that would be on vacant lands across the street from a waterfront lot that has a principal structure.

Section 7.2.3.A.

This section outlines standards for non-conforming lots. However, in order for these provisions to apply, the lot must have been created prior to September 18, 1959. The date provision is being proposed to be eliminated. Also, the requirement for a minimum house size is being eliminated; instead the normal zoning district requirement would apply. Lastly, the lot coverage requirements for non-conforming lots are being increased from 30% to 60%; however, an additional stipulation that the structures shall not exceed 30% is being proposed. This would help ensure that homes aren't too large. The percentage of lot coverage appears similar to other communities in the survey; and also based after staff examined many different lots around the lakes.

Process

Zoning Ordinance Text Amendments are outlined in Section 7.4.4 of the Zoning Ordinance, as follows:

4. Zoning Ordinance Text Amendment Criteria. The Planning Commission and Township Board shall consider the following criteria for initiating amendments to the zoning ordinance text or responding to a petitioner's request to amend the ordinance text.
 - A. The proposed amendment would correct an error in the Ordinance.
 - B. The proposed amendment would clarify the intent of the Ordinance.
 - C. Documentation has been provided from Township staff or the Zoning Board of Appeals indicating problems or conflicts in implementation or interpretation of specific sections of the ordinance.
 - D. The proposed amendment would address changes to state legislation.
 - E. The proposed amendment would address potential legal issues or administrative problems with the Zoning Ordinance based on recent case law or opinions rendered by the Attorney General of the State of Michigan.
 - F. The proposed amendment would promote compliance with changes in other Township ordinances and county, state or federal regulations.
 - G. The proposed amendment is supported by the findings of reports, studies, or other documentation on functional requirements, contemporary building practices, environmental requirements and similar technical items.
 - H. Other criteria as determined by the Planning Commission or Township Board which would protect the health and safety of the public, protect public and private investment in the Township, promote implementation of the goals and policies of the Comprehensive Plan and enhance the overall quality of life in Hartland Township.

Based on Section 7.4.4 of the Zoning Ordinance, either the Planning Commission or the Township Board may initiate a Zoning Ordinance Text Amendment. As a result, the Ordinance Review Committee only makes a recommendation to the Planning Commission to initiate a text amendment; and the Planning Commission must actually initiate the text amendment.

Attachments (All are PDF Only)

1. Draft Ordinance Amendments
2. Lot Coverage Survey with Surrounding Communities.
3. Resolution Adopting Ordinance Amendment 19-002

TOWNSHIP OF HARTLAND

**AMENDMENT TO SINGLE FAMILY RESIDENTIAL LOT STANDARDS
PROPOSED AMENDMENT**

Section 2.2.138

LOT COVERAGE: The part or percent of the total area of a lot or parcel that is occupied by buildings, and structures, and areas of impervious surfaces, including accessory buildings and structures. Decks, porches garden houses, sheds, paved driveways, parking areas, game courts, and other man-made impervious surfaces shall also be included in lot coverage unless otherwise stated in this Ordinance. ~~For single family lots less than 32,670 square feet, a fifteen (15) foot section of the paved or impervious surface driveway measured from the front lot line to the front of the principal building which serves as the sole vehicle access to the single family residential dwelling shall not be included in the percentage allowed for lot coverage.~~ For all properties, sidewalks and safety paths located adjacent to or within the right-of-way shall not be included in lot coverage calculations.

Section 3.1.3.E. RR (Residential Recreation) standard

Maximum Lot Coverage
Single Family detached dwelling
Public sewer and water ~~25%~~ **35%**
No public sewer and water ~~20%~~ **30%**

Section 3.1.6.E. SR (Suburban Residential) standard

Maximum Lot Coverage
Single-family detached dwelling
Public sewer and water ~~20%~~ **30%**
No public sewer and water ~~15%~~ **25%**

Setbacks
Minimum front yard setback: 50 ft
Minimum rear yard setback: 25 ft
Minimum side yard setback: 15 ft

Building Height
Maximum building height:
Dwelling unit 35 ft or 2.5 stories, whichever is less
Accessory structure 15 ft or 1 story

Section 3.1.7.E. MDR (Medium Density Residential) standard

Maximum Lot Coverage
Single-family detached dwelling ~~20%~~ **30%**

Section 3.1.8.E. HDR (High Density Residential) standard

Maximum Lot Coverage
Single-family ~~25%~~ **35%**

Section 3.25

~~For single family lots less than 32,670 square feet, a fifteen (15) foot section of the paved or impervious surface driveway measured from the front lot line to the front of the principal building which serves as the sole vehicle access to the single family residential dwelling shall not be included in the percentage allowed for lot coverage.~~

Waterfront lot standards

In certain locations in the Township, property owners own and maintain property along a lake or other waterway. In some instances, those property owners also own land that is across the street from the lake front property and the property owner desires to construct an accessory structure on this land. A land use and building permit for an accessory structure may only be issued on this land if the following provisions are met:

- a. The lot or parcel upon which the principal structure (example: single family house) is located, must be a waterfront or riparian lot and the lot on which the proposed accessory structure (example: detached garage or shed) would be located across the roadway from the principal structure and is not a waterfront or riparian lot.**
- b. Only one accessory structure shall be permitted on the non-waterfront/riparian lot. The accessory structure shall not exceed 800 square feet in ground floor area. A second story or loft area may be permitted, in addition to the 800 square feet, provided the accessory structure still complies, as otherwise set forth in this Ordinance, and a separate dwelling unit is not located within the accessory structure.**
- c. There shall be common ownership between the principal structure lot (waterfront/riparian lot), and the lot being used for an accessory structure. The property owner shall provide a recorded copy of a deed restriction/covenant that clearly indicates the properties are under common ownership and must remain under common ownership for the purposes of having an accessory structure on one of the parcels.**
- d. The parcel that contains the accessory structure shall not be farther than 70 feet away from the parcel that contains the principal structure.**
- e. The accessory structure shall maintain all required front, side, rear yard setbacks and lot coverage regulations.**

Section 7.2.3.A

Use of Nonconforming Lots. Any nonconforming lot shall be used only for a use permitted in the district in which it is located. In any district in which single-family dwellings are permitted, notwithstanding limitations imposed by other provisions of this Ordinance, a single-family dwelling and customary accessory buildings may be erected on any single lot of record in

existence at the effective date of adoption or amendment thereto. This provision shall apply even though such single-family lot fails to meet the requirements for area or width, or both, provided that the lot can be developed as proposed without any significant adverse impact on surrounding properties or the public health, safety, and welfare. All yard requirements and other non-area or width requirements shall be met.

i. Yard setback and minimum floor area requirements for dwellings on lots and parcels ~~recorded prior to September 18, 1959~~, that properly existed prior to the adoption of this Ordinance.

a. Front Yard Setbacks: a minimum of 25 feet or the average of the setbacks of dwellings on the nearest lots fronting on the same side of the road and waterfront, whichever is greater.

b. Side Yard Setbacks: a minimum of 10 feet.

c. Rear yard setbacks: a minimum of 15 feet or the average of the setbacks of dwellings on the nearest lots fronting on the same side of the road, whichever is greater.

~~d. First Floor Footage: a minimum of 1000 square feet (for a ranch type home).~~

e.d. Lot Coverage: a maximum of thirty percent (30%) for buildings. An additional thirty percent (30%) lot coverage is permitted for driveway areas, sidewalks, patios, or other impervious surface materials. In no case shall there be more than a total of sixty percent (60%) impervious surface on a lot.

Section 8. Validity and Severability.

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

Section 9. Repealer.

All other ordinances inconsistent with the provisions of this Ordinance are hereby repealed but only to the extent necessary to give this Ordinance full force and effect.

Section 10. Effective Date.

This Ordinance shall be published and take effect seven days after publication as provided by law

Lot Coverage – Single Family Residential Research

Hartland Township

Zones	Lot Coverage
CA (Conservation Agricultural)	15%
RUR (Rural Residential)	15%
RR (Residential Recreational)	20%/25%
RE (Rural Estate District)	20%
SR (Suburban Residential)	15%/20%
MDR (Medium Density Residential)	20%
HDR (High Density Residential)	25%

Brighton Township

Zones	Lot Coverage
R-CE (Residential Country Estates District)	5%
R-C (Residential Country District)	5%
R-1 (Single Family Residential District)	10%
R-2 (Single Family Residential District)	15%
R-3 (Single Family Residential District)	20%
R-4 (Single Family Residential District)	25%
R-5 (Waterfront Residential)	25%

Howell Township

Zones	Lot Coverage
AR (Agricultural Residential)	20%
SFR (Single Family Residential)	30%

Tyrone Township**

Zones	Lot Coverage*
FR (Farming Residential)	25%
RE (Rural Estates Residential)	25%
R-1 (Single Family Residential)	30%
R-2 (Single Family Residential)	30%
LK-1 (Lake Front Residential)	35%

*NOTE: Described as building coverage.

Green Oak Township**

Zones	Lot Coverage
RF (Residential/Farming)	20%
RE (Residential Rural Estate)	25%
LA, R-1, R-2, R-2A, R-3 (Single Family Residential)	30%

Hamburg Township

Zones	Lot Coverage (Buildings/Parking)
CE (Country Estate Single-Family Residential District)	20%/20%
RAA (Single-Family Low Density Rural District)	20%/20%
RA (Single-Family Medium Density Residential District)	35%/40%
RB (Single-Family High Density Residential District)	35%/40%
WFR (Waterfront Residential District)	35%/40%
NR (Natural River Residential District)	35%/40%
VR (Village Residential District)	35%/40%

Outside of Livingston County

Bloomfield Township

Zones	Lot Coverage
R-1 (Single Family Residential)	30%
R-2 (Single Family Residential)	30%
R-3 (Single Family Residential)	30%

Commerce Township

Zones	Lot Coverage
R-1A (Large Lot Single Family Residential)	35%
R-1B (Single Family Residential)	35%
R-1C (Single Family Cottage Residential)	35%
R-1D (Single Family Neighborhood Residential)	35%
R-2 (Attached Residential)	35%

West Bloomfield Township

Zones	Lot Coverage (Building)	Lot Coverage (Impervious Surface)
R-10 (Single Family Residential)	30%	60%
R-12.5 (Single Family Residential)	30%	60%
R-15 (Single Family Residential)	30%	60%

Pittsfield Township

Zones	Lot Coverage	Lot Coverage (Impervious Surface)
AG (Agricultural District)	10%	15%
R-1A (Single Family Rural Non-Farm Residential District)	20%	25%
R-1B (Single Family Suburban Residential District)	30%	40%

City of Novi

Zones	Lot Coverage
RA (Residential Acreage)	25%
R-1 (One-Family Residential District)	25%
R-2 (One-Family Residential District)	25%
R-3 (One-Family Residential District)	25%
R-4 (One-Family Residential District)	25%

Lot Coverage Definitions by Municipality

Hartland Township

Zoning Ordinance, Section 2-18:

Lot coverage is part or percent of the total area of a lot or parcel that is occupied by buildings, and structures, and areas of impervious surfaces; including accessory buildings and structures. Decks, porches garden houses, sheds, paved driveways, parking areas, game courts, and other man-made impervious surfaces shall also be included in lot coverage unless otherwise stated in this Ordinance. For single family lots less than 32,670 square feet, a fifteen (15) foot section of the paved or impervious surface driveway measured from the front lot line to the front of the principal building which serves as the sole vehicle access to the single family residential dwelling shall not be included in the percentage allowed for lot coverage. For all properties, sidewalks and safety paths located adjacent to or within the right-of-way shall not be included in lot coverage calculations.

Brighton Township

Zoning Ordinance, Section 3-13:

The maximum lot coverage percentage shall 40 be calculated as the maximum allowable ground area that may be covered by main buildings and above ground accessory structures as a percentage of the lot area.

Howell Township

Zoning Ordinance, Section 2-11:

The percentage of the lot or parcel covered by all buildings and structures located on a lot or parcel, elevated above the surface, on the surface or below the surface of the ground and which impairs the percolation of surface water into the subsurface groundwater areas and causes additional surface runoff.

Tyrone Township

Zoning Ordinance, Section 2-21:

The part or percent of the lot occupied by buildings; including accessory buildings.

Green Oak Township

Zoning Ordinance, Section 1-15:

The part or percent of the lot occupied by the buildings or structures; including accessory buildings.

Hamburg Township

Zoning Ordinance, Section 2-9:

The part or percent of the lot occupied by buildings or structures; including accessory buildings or structures.

Bloomfield Township

Zoning Ordinance, Section 2-9:

The part or percent of the lot occupied by buildings; including accessory buildings.

Commerce Township

Zoning Ordinance, Section 2-15:

The part or percent of the lot occupied by buildings or structures; including accessory buildings or structures. Lot coverage shall be based on building footprint, disregarding roof overhangs.

West Bloomfield Township

Zoning Ordinance, Section 2-12:

The percent of the lot occupied by buildings; including accessory buildings.

Pittsfield Township

Zoning Ordinance, Section 2-17:

The part or percent of the lot occupied by buildings or structures; including accessory buildings or structures.

City of Novi

Zoning Ordinance, Section 2-15:

The part or percent of the lot occupied by buildings; including accessory buildings.

Township Standards - Lake Lots

**Tyrone & Green Oak Township(s) both have lake-specific single family residential (LK-1/LA) zones. Those sections will be attached to this document.

Hamburg Township

- In the WFR district (water front residential), the zoning ordinance requires a front yard setback of 25 feet, a side yard setback of 10 feet, a rear yard setback of 30 feet, and an ordinary high water mark setback of 50 feet.
- Accessory structures are allowed to be constructed between the road and the dwelling to have a 15-foot front yard setback rather than the 25-foot setback required for the dwelling.

Bloomfield Township

- Waterfront setbacks of greater than fifty (50) feet, new construction or remodeling of a principal building shall be set back from the waterfront the average of the setback of the principal buildings on the nearest improved waterfront lots within five hundred (500) feet of each side of the lot in question.
- No setback in excess of one hundred (100) feet shall be required or a setback of less than fifty (50) be permitted.
- Twenty five (25) foot setback from the boundary or edge of a wetland.
- Twenty five (25) foot setback from the ordinary high-water mark of a watercourse.

Commerce Township

- There is a minimum of 25 feet for the setback and can vary up to 50 feet depending on the adjacent homes and their setbacks.

Township Standards - Accessory Structures

Hamburg Township

In the Waterfront Residential District (WFR) and the Natural River Residential District (NR), accessory garage structure(s) may be placed on a separate lot of record than the principal structure if the following provisions are met and a permit has been issued by the Zoning Administrator.

- The lot upon which the principal building is located must be a waterfront or riparian lot.
- The garage can only be constructed on a non-waterfront lot.
- The accessory structure(s) can be used only for a garage or storage facility. Garages or storage facilities may not exceed a combined total of 800 square feet of ground floor area. One shed may be permitted in addition to the 800 square feet of accessory buildings.
- There shall be common ownership between the principal building or residence and lot being used for the garage.
- The lot upon which the principal building is located must not be more than 66 feet from the lot being used for the garage.
- The accessory structure(s) shall maintain all required front, side, rear yard setbacks and lot coverage regulations associated with a principal structure.

None of the *other* contacted townships allow accessory buildings without a principal structure present on the parcel.



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 AMEND ZONING ORDINANCE
SECTIONS 2.2.138, 3.13.E., 3.16.E., 3.17.E., 3.18.E., 3.25., AND 7.2.3.A.
ORDINANCE NO. _____,
AMENDMENT TO RESIDENTIAL DISTRICT LOT COVERAGE AND ZONING
DISTRICT STANDARDS**

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

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by _____ and seconded by _____.

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

WHEREAS, multiple sections of the Township Zoning Ordinance pertain to lot coverage requirements, and definitions, as well non-conforming lot requirements, and would permit waterfront lots to have accessory structures across the street from the principal structure; and

WHEREAS, Sections 2.2.138, 3.13.E., 3.16.E., 3.17.E., and 3.18.E., of the Township Zoning Ordinance would be amended to modify the lot coverage definitions, and requirements in the RR (Residential Recreation), SR (Suburban Residential), MDR (Medium Density Residential), and HDR (High Density Residential); and Section 3.25 of the Township Zoning Ordinance would be amended to establish a waterfront lot standard; and Section 7.2.3.A. of the Township Zoning Ordinance would be amended to modify the lot coverage standards for non-conforming lots; and

WHEREAS, the Township has determined that it is in the best interests of the public health, safety, and welfare to amend the above mentioned Zoning Ordinance that pertains to the lot coverage, waterfront lots, and non-conforming lots; and

WHEREAS, the Township Planning Commission held a public hearing for comment on the proposed amendment on August 22, 2019; and

WHEREAS, the Livingston County Planning Department has recommended approval of the proposed amendment in their November 1, 2019 staff memorandum; and the Livingston County Planning Commission recommended approval at their November 20, 2019 regular meeting; and

WHEREAS, the Township Board has determined that amending the Zoning Ordinance, as presented, is in the best interest of the public health, safety, and welfare of the Township residents.

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

1. The Ordinance attached at Exhibit A, (“Ordinance”), Ordinance No. _____, Ordinance to Amend Zoning Ordinance Section 2.2.138, 3.13.E., 3.16.E., 3.17.E., and 3.18.E., to amend the lot coverage definitions, and requirements in the RR (Residential Recreation), SR (Suburban Residential), MDR (Medium Density Residential), and HDR (High Density Residential); and Section 3.25 to establish a waterfront lot standard; and Section 7.2.3.A. to modify the non-conforming lot coverage standards, as outlined in Ordinance No. _____.

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
ZONING AMENDMENT NO. _____
ZONING ORDINANCE SECTIONS
2.2.138, 3.13.E., 3.16.E., 3.17.E., 3.18.E., 3.25., AND 7.2.3.A.
THE HARTLAND TOWNSHIP**

THE TOWNSHIP OF HARTLAND ORDAINS:

Section 1. Amendment of Section 2.2.138 of Township Zoning Ordinance.

LOT COVERAGE: The part or percent of the total area of a lot or parcel that is occupied by buildings, and structures, and areas of impervious surfaces, including accessory buildings and structures. Decks, porches garden houses, sheds, paved driveways, parking areas, game courts, and other man-made impervious surfaces shall also be included in lot coverage unless otherwise stated in this Ordinance. ~~For single family lots less than 32,670 square feet, a fifteen (15) foot section of the paved or impervious surface driveway measured from the front lot line to the front of the principal building which serves as the sole vehicle access to the single family residential dwelling shall not be included in the percentage allowed for lot coverage.~~ For all properties, sidewalks and safety paths located adjacent to or within the right-of-way shall not be included in lot coverage calculations.

Section 2. Amendment of Section 3.1.3.E of the Township Zoning Ordinance.

Maximum Lot Coverage
Single Family detached dwelling
Public sewer and water ~~25%~~ **35%**
No public sewer and water ~~20%~~ **30%**

Section 3. Amendment of Section 3.1.6.E. of the Township Zoning Ordinance.

Maximum Lot Coverage
Single-family detached dwelling
Public sewer and water ~~20%~~ **30%**
No public sewer and water ~~15%~~ **25%**

Section 4. Amendment of Section 3.1.7.E. of the Township Zoning Ordinance.

Maximum Lot Coverage
Single-family detached dwelling ~~20%~~ **30%**

Section 5. Amendment of Section 3.1.8.E. of the Township Zoning Ordinance.

Maximum Lot Coverage
Single-family ~~25%~~ 35%

Section 5. Amendment of Section 3.25 of the Township Zoning Ordinance.

~~For single family lots less than 32,670 square feet, a fifteen (15) foot section of the paved or impervious surface driveway measured from the front lot line to the front of the principal building which serves as the sole vehicle access to the single family residential dwelling shall not be included in the percentage allowed for lot coverage.~~

Waterfront lot standards

In certain locations in the Township, property owners own and maintain property along a lake or other waterway. In some instances, those property owners also own land that is across the street from the lake front property and the property owner desires to construct an accessory structure on this land. A land use and building permit for an accessory structure may only be issued on this land if the following provisions are met:

- a. The lot or parcel upon which the principal structure (example: single family house) is located, must be a waterfront or riparian lot and the lot on which the proposed accessory structure (example: detached garage or shed) would be located across the roadway from the principal structure and is not a waterfront or riparian lot.
- b. Only one accessory structure shall be permitted on the non-waterfront/riparian lot. The accessory structure shall not exceed 800 square feet in ground floor area. A second story or loft area may be permitted, in addition to the 800 square feet, provided the accessory structure still complies, as otherwise set forth in this Ordinance, and a separate dwelling unit is not located within the accessory structure.
- c. There shall be common ownership between the principal structure lot (waterfront/riparian lot), and the lot being used for an accessory structure. The property owner shall provide a recorded copy of a deed restriction/covenant that clearly indicates the properties are under common ownership and must remain under common ownership for the purposes of having an accessory structure on one of the parcels.
- d. The parcel that contains the accessory structure shall not be farther than 70 feet away from the parcel that contains the principal structure.
- e. The accessory structure shall maintain all required front, side, rear yard setbacks and lot coverage regulations.

Section 6. Amendment of Section 7.2.3.A. of the Township Zoning Ordinance.

Use of Nonconforming Lots. Any nonconforming lot shall be used only for a use permitted in the district in which it is located. In any district in which single-family dwellings are permitted, notwithstanding limitations imposed by other provisions of this Ordinance, a single-family dwelling and customary accessory buildings may be erected on any single lot of record in existence at the effective date of adoption or amendment thereto. This provision shall apply even though such single-family lot fails to meet the requirements for area or width, or both, provided that the lot can be developed as proposed without any significant adverse impact on surrounding

properties or the public health, safety, and welfare. All yard requirements and other non-area or width requirements shall be met.

i. Yard setback and minimum floor area requirements for dwellings on lots and parcels ~~recorded prior to September 18, 1959~~, that properly existed prior to the adoption of this Ordinance.

a. Front Yard Setbacks: a minimum of 25 feet or the average of the setbacks of dwellings on the nearest lots fronting on the same side of the road and waterfront, whichever is greater.

b. Side Yard Setbacks: a minimum of 10 feet.

c. Rear yard setbacks: a minimum of 15 feet or the average of the setbacks of dwellings on the nearest lots fronting on the same side of the road, whichever is greater.

~~d. First Floor Footage: a minimum of 1000 square feet (for a ranch type home).~~

e.d. Lot Coverage: a maximum of thirty percent (30%) for buildings. An additional thirty percent (30%) lot coverage is permitted for driveway areas, sidewalks, patios, or other impervious surface materials. In no case shall there be more than a total of sixty percent (60%) impervious surface on a lot.

Section 7. Validity and Severability. Should any portion of this Ordinance be found invalid for any reason, such holding shall not be construed as affecting the validity of the remaining portions of this Ordinance.

Section 8. 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. This Ordinance shall become effective immediately following publication.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director
Subject: Rezoning #19-004 Handy Lake Office Rezoning
Date: January 14, 2020

Recommended Action

Move to approve as outlined in the Memorandum and Resolution.

Discussion

Applicant: Hartland Township

Rezoning Request

Hartland Township is submitting a request is to rezone approximately 42 parcels from OS (Office Service) to SR (Suburban Residential), located in Section 22 of Hartland Township. A list of the subject parcels and location map are provided as attachments. The parcels are part of the Melody Acres platted subdivision which was developed in phases from 1951-1954. Eleven (11) parcels are part of Melody Acres No. 1 subdivision (platted in 1951); two (2) parcels are part of Melody Acres No. 2 (platted in 1953); and twenty-nine (29) parcels are part of Melody Acres No. 4 (platted in 1954). Properties east, south, and west of the subject area are zoned SR (Suburban Residential). Properties north of the subject area have frontage on the south side of Highland Road (M-59) and are zoned OS (Office Service).

Currently 41 parcels are occupied with a single-family dwelling and one (1) parcel is vacant. Under the current OS zoning, single-family uses are not permitted, essentially making the single-family residential uses and structures nonconforming. As a result there are limitations on what improvements can be made to any structure used for single-family purposes. Section 7.2 of the Zoning Ordinance outlines the provisions regarding modifications to nonconforming use and structures. The intent of the rezoning request is to make the zoning compatible with current single-family residential use and to better align with the Comprehensive Development Plan of Hartland Township.

Site Description

Generally, the subject area is south of Highland Road (M-59) and north of Norway. Birch provides the west boundary, with eleven (11) properties addressed off Birch. Broadview provides the east-west access, with twenty-seven (27) parcels having frontage on Broadview. Two (2) parcels on the eastern end of the area have frontage on Norway. The remaining two (2) parcels are at the intersection of Melody Place and Broadview, and are addressed off Melody Place.

Background Information

Based on file information, the subject area was zoned A-R (Agriculture-Residential) on the 1959 Zoning Map. Agricultural uses were permitted in A-R as well as single or two-family dwellings. In the 1970's the Township Zoning Map shows the property zoned as UR-1 (Urban Residential). This zoning allowed single-family detached dwellings as a permitted principal use and other uses normally associated with

Rezoning #19-004 Handy Lake Office Rezoning

January 14, 2020

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residential neighborhoods, which were considered conditional uses. Office-type uses were not listed as conditional uses except for medical and dental clinics.

The subject area is shown as zoned OR (Office-Research) on the 1992 Hartland Township Zoning Map. The intent of this district was to allow for research institutions and provide an area appropriate for general office uses that were intended to serve all Township residents. This zoning category did not permit residential uses.

The current Hartland Township Zoning Map (2012) has the subject area designated as OS. The zoning category change may have occurred when the zoning map was updated in 2012.

The Planning Commission held a public hearing on this request at the December 19, 2019 regular meeting, where the Planning Commission recommended approval. The Livingston County Planning Commission recommended approval in their staff memorandum, dated January 8, 2020; and the Livingston County Planning Commission recommended approval at their January 15, 2020 regular meeting.

Zoning Districts

Following is a discussion of the current and proposed zoning categories. Currently the subject properties are zoned OS (Office Service; Section 3.1.11) and the request is to rezone 42 properties to SR (Suburban Residential; Section 3.1.6). The 2015 Hartland Township Future Land Use Map shows zoning for these properties as Medium Urban Density Residential. Zoning regulations are provided as attachments for the zoning districts as noted above, specifically regarding the permitted principal and special land uses for each district.

Current Zoning

The subject properties are currently zoned OS (Office Service). The Hartland Township Zoning Ordinance under Section 3.1.11, Intent of the OS District, states:

The intent of the "OS" Office Service District is to provide areas in the Township and an environment appropriate for various types of administrative and professional offices, as well as certain professional services which can serve a transitional use between more intense land uses (such as commercial uses) and less intensive residential uses. This district is intended to prohibit those types of retail uses and other activities that typically generate large volumes of traffic, traffic congestion, parking problems, and other impacts that could negatively affect the use of enjoyment of surrounding property.

Residential uses are not specifically listed as a principal or special land use in OS. The minimum required lot size in OS is 20,000 square feet. The minimum lot width is 100 feet.

Proposed Zoning

The proposed zoning is SR (Suburban Residential). The Hartland Township Zoning Ordinance under Section 3.1.6, Intent of the SR District, states:

The intent of this District is to permit a limited range of residentially-related uses, and to prohibit multiple-family, office, business, commercial, industrial, or other uses that would interfere with the quality of residential life in this district. It is intended development in this district be designed

Rezoning #19-004 Handy Lake Office Rezoning

January 14, 2020

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to preserve significant natural features. Preservation of open space, protection of flood prone areas, protection of wetlands and woodlands, and preservation of other natural features is encouraged. The District is intended to correspond with the Medium Suburban Residential future land use category of the Comprehensive Plan.

The minimum required lot size for a single family detached dwelling in the SR zoning category is a lot width of 120 feet and lot area of 20,000 square feet (with public sewer and water) or 32,670 square feet (without public sewer and water).

Following is a chart listing the lot requirements for SR and OS zoning districts:

Zoning District	Lot Area	Lot Width
SR	20,000 sq. ft.*	120 feet
	32,670 sq. ft.**	
OS	20,000 sq. ft.	100 feet
*	For parcels with public sanitary sewer	
**	For parcels without public sanitary sewer	

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

- North: OS (Office Service)
- South: SR (Suburban Residential)
- East: SR (Suburban Residential)
- West: SR (Suburban Residential)

Section 7.2 of the Zoning Ordinance outlines the standards for non-conforming structures and non-conforming uses. In particular, Section 7.2.4.A states “No nonconforming use or structure shall be enlarged, extended, expanded or structurally altered, nor shall any accessory use, building or structure be established therewith, nor shall any nonconformity be changed to a different nonconformity which increases the intensity of use or nonconformity, except as permitted in this Article.” Essentially, this provision prohibits the existing property owners from doing any addition, such as a deck, to their existing single family homes.

Comprehensive Plan

The 2015 Hartland Township Comprehensive Plan Future Land Use Map designates the subject property as Medium Urban Density Residential. The Comprehensive Development Plan has the following comments regarding this category:

General Location. The areas adjacent to Round, Handy, and Maxfield Lakes, Millpointe subdivision, and Cobblestone Reserve site condominiums, are all included in Medium Urban Density Residential designation. The undeveloped land northeast of the Clark and Dunham Road intersection, as well as southwest of the Old US-23 and Bergin interchange, is part of this designation which when combined totals approximately 911 acres.

Rezoning #19-004 Handy Lake Office Rezoning

January 14, 2020

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

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

Future Land Use Map designations for properties adjacent to the subject site for the rezoning request are as follows:

North: Office
South: Medium Urban Density Residential
East: Medium Urban Density Residential
West: Office

Zoning Ordinance Rezoning Criteria

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

Section 7.4.3.A. Consistency with the adopted Comprehensive Plan.

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

The Future Land Use Map designates the subject area as Medium Urban Density Residential. Per the Comprehensive Plan this zoning designation is intended for areas adjacent to Round, Handy and Maxfield Lakes and the intent is to match the existing densities. The existing parcels in the subject area generally range in size from 7,500 square feet to 34,000 square feet. Several properties are a result of the combination of two (2) platted lots; however, most of the properties are on the smaller size, being only approximately 50 feet in width and 150 feet in depth, which is approximately 7,500 square feet in lot area. The existing density appears to be compatible with the density for Medium Urban Density Residential.

The Planning Commission will have to determine if the proposed SR district is the appropriate category for the rezoning.

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

The subject area is developed with residential buildings, with the exception of one (1) vacant lot.

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

Historically the subject area was part of a platted subdivision (Melody Acres) and has functioned as a residential use since the 1950's. Residential uses are not permitted in OS, thus making the residential use a nonconforming use. The intent is to rezone the properties located within the subject area to SR in order to eliminate the nonconforming use status of the residential properties and be compatible with the surrounding residential area. If rezoned to SR, any and all uses in the SR classification should be considered as a potential future development on the property.

Rezoning #19-004 Handy Lake Office Rezoning

January 14, 2020

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

The properties to the north, with frontage along Highland Road, are zoned OS, and include a variety of office uses, such as a chiropractor office, financial services, and real estate offices.

Properties immediately south, east and west of the subject area are zoned SR and have residential dwellings.

The Planning Commission will need to determine if the permitted uses in the SR district are compatible with the existing and potential surrounding uses. Given that the surrounding properties on three sides are zoned SR, the proposed zoning classification appears to be compatible.

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

The properties within the subject property are served by on-site wells and public sewer, with grinder pumps.

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

Road access to the subject area is provided from four (4) streets, three (3) of which have access from Highland Road: Birch, Melody Place, and Norway. The fourth street, Broadview, runs east to west interior to the subject area and connects to Norway and Melody Place. The existing streets appear to function for the existing residential uses, which are similar to the uses permitted in SR.

A traffic impact study was not submitted as part of this request.

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

Rezoning the properties from OS to SR would promote consistency with the surrounding properties that are zoned SR and are part of the same residential platted subdivision. The SR zoning classification would eliminate the nonconforming use status of each property in the subject area, thus allowing the subject properties to function as single-family residential properties, similar to the surrounding SR properties. This would be an assist in meeting future demands for single-family properties in the Township.

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

All but one of the existing properties that are included in the rezoning request, are currently developed as single family residential. The one property that is vacant and the one vacant property is unlikely to be large enough to support an office development with adequate off-street parking spaces. As a result, the proposed rezoning will improve the ability of the existing properties to comply with the zoning regulations.

Any future development of the properties will require compliance with the current Zoning Ordinance standards and requirements.

It should be noted that the property to the north is currently zoned OS (Office Service) and developments in that category are required to comply with some additional zoning regulations where office is adjacent to a residential district. In the past, the offices constructed and developed along M-59, had backed up to residentially developed properties that were actually zoned OS (Office Service), as well. The rezoning of

Rezoning #19-004 Handy Lake Office Rezoning

January 14, 2020

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the subject property will make those existing office developments back up to residentially developed and residentially zoned properties.

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

Based on the Future Land Use Map, SR is a zoning category that aligns with the Future Land Use Map (FLUM) designation Medium Urban Density Residential. Properties to the south, east, and west would also be in the same classification on the FLUM. The property to the north is designated in the Office FLUM category and those properties are developed, as such, since they have frontage along M-59.

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

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

This request is being initiated by the Township; and there are not specific uses that are proposed with the request; instead, the goal of the rezoning request is to have the zoning be more consistent with the current use of the property. The proposed amendment would make the existing single family houses more consistent with the zoning.

Generally, it is not advisable for the Township to only consider one of the permitted uses that are permitted in a proposed rezoning request. As a result, the Planning Commission should consider all permitted uses in the proposed rezoning request and determine if the subject property is appropriate for those uses.

Section 7.4.3.K. Exclusionary and Spot Zoning Issues.

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

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

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

Rezoning #19-004 Handy Lake Office Rezoning

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The proposed rezoning area consists of 42 parcels in the Melody Acres platted subdivision. The requested zoning SR (Suburban Residential) is consistent with land uses allowed in adjacent properties to the north, south, and west.

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

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

Section 7.4.3.M. Other Factors.

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

Process

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

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

Hartland Township DPW Review

No comments

Hartland Township’s Engineer’s Review

No comments.

Hartland Deerfield Fire Authority Review

No Comments

Attachments

1. Site Map
2. Zoning Map
3. Future Land Use Map
4. Resolution to Approve

SECTION
22-301-

22-401-

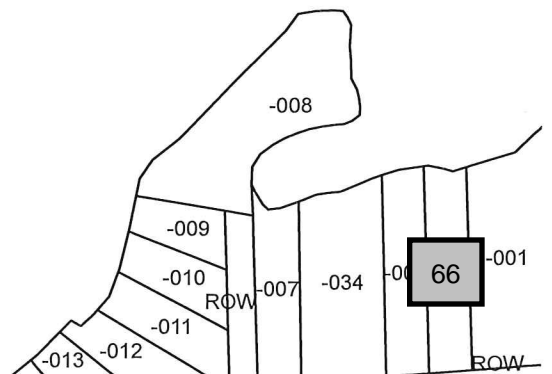
22-402-



22

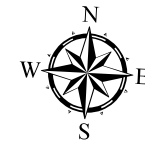
27

WATER



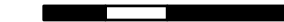
Zoning Map

Hartland Township Livingston County, Michigan

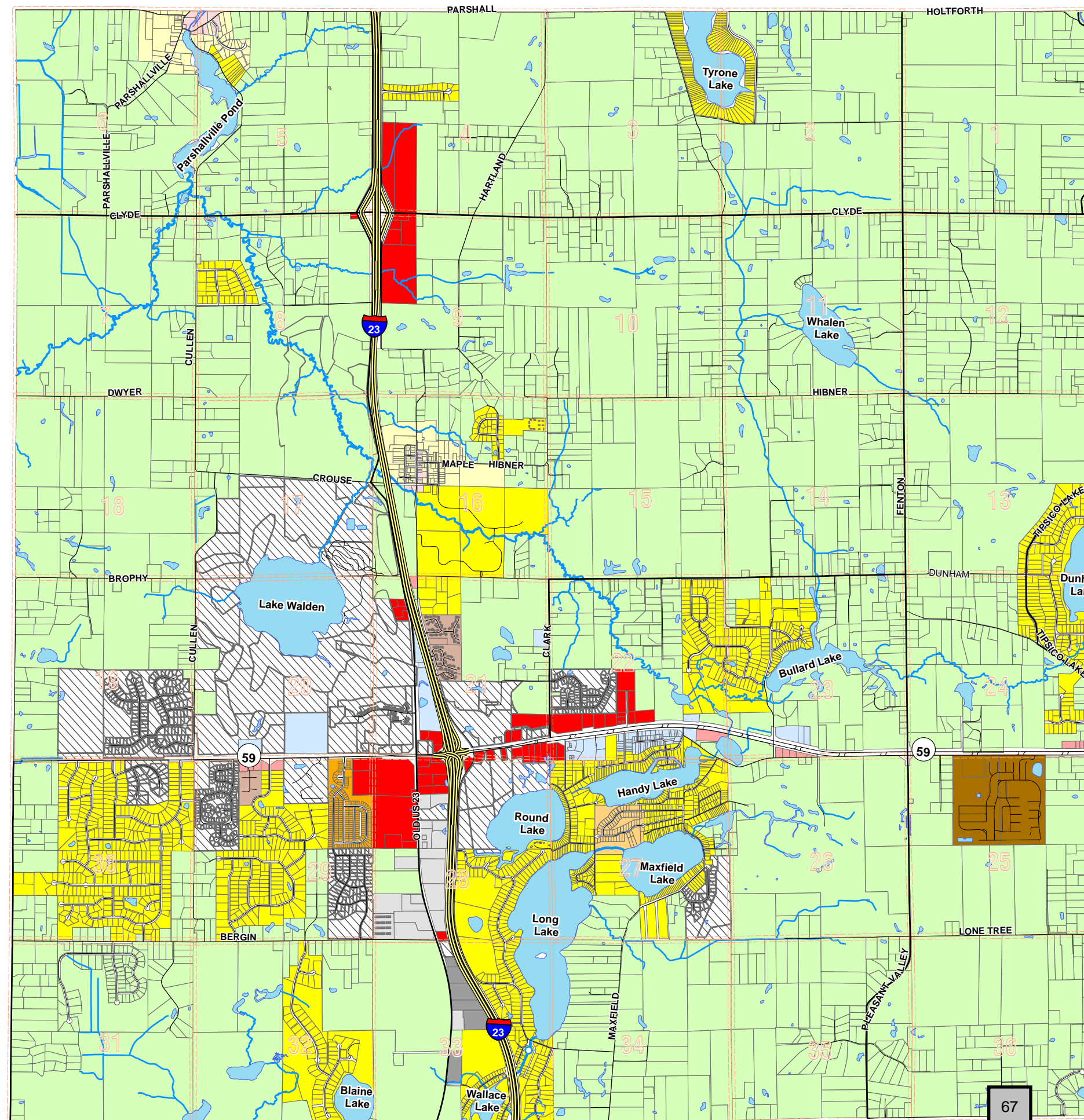


- CA - Conservation Agricultural
- RUR - Rural Residential
- RR - Residential Recreational
- STR - Settlement Residential
- RE - Rural Estate District
- SR - Suburban Residential
- MDR - Medium Density Residential
- HDR - High Density Residential
- MR - Multiple Family Residential
- MR-2 - Mobile Home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

0 0.2 0.4 0.8 Miles



Created: December 12, 2012





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 AMEND THE HARTLAND TOWNSHIP ZONING MAP**

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

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by _____ and seconded by _____.

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

WHEREAS, forty-two properties were previously zoned OS (Office Service), which does not permit residential uses; and

WHEREAS, forty-two properties are used for single family residential purposes and amending the zoning map to SR (Suburban Residential) would permit those properties to continue to be used for single family residential purposes; and

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

WHEREAS, the Township Planning Commission held a public hearing for comment on the proposed amendment on December 19, 2019; and

WHEREAS, the Livingston County Planning Department has recommended approval of the proposed amendment in their January 8, 2019; and the Livingston County Planning Commission recommended approval at their January 15, 2019 regular meeting; and

WHEREAS, the Township Board has determined that amending the Zoning Map, as presented, is in the best interest of the public health, safety, and welfare of the Township residents.

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

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

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

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)

COUNTY OF LIVINGSTON)

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

Larry N. Ciofu, Hartland Township Clerk

EXHIBIT A

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

THE TOWNSHIP OF HARTLAND ORDAINS:

Section 1. Amendment of Township Zoning Map.

Tax parcel #	Address	Tax Parcel #	Address
4708-22-301-005	2111 Birch	4708-22-401-038	11589 Broadview
4708-22-301-009	2071 Birch	4708-22-401-039	11603 Broadview
4708-22-301-010	2061 Birch	4708-22-401-040	11609 Broadview
4708-22-301-068	2060 Birch	4708-22-401-042	11621 Broadview
4708-22-301-069	2070 Birch	4708-22-401-043	11588 Broadview
4708-22-301-070	2080 Birch	4708-22-401-044	11580 Broadview
4708-22-301-073	2110 Birch	4708-22-401-045	11578 Broadview
4708-22-301-074	2120 Birch	4708-22-401-046	11572 Broadview
4708-22-301-080	2090 Birch	4708-22-401-047	11566 Broadview
4708-22-301-084	2095 Birch	4708-22-410-048	11560 Broadview
4708-22-301-085	2081 Birch	4708-22-401-049	11556 Broadview
4708-22-401-023	Broadview - vacant	4708-22-401-050	11552 Broadview
4708-22-401-024	2083 Melody Place	4708-22-401-052	11536 Broadview
4708-22-401-025	2084 Melody Place	4708-22-401-053	11530 Broadview
4708-22-401-026	11517 Broadview	4708-22-401-056	11512 Broadview
4708-22-401-027	11523 Broadview	4708-22-401-057	11488 Broadview
4708-22-401-029	11535 Broadview	4708-22-401-059	11460 Broadview
4708-22-401-030	11547 Broadview	4708-22-401-063	11577 Broadview
4708-22-401-032	11553 Broadview	4708-22-401-064	11518 Broadview
4708-22-401-034	11565 Broadview	4708-22-402-044	11639 Norway
4708-22-401-037	11583 Broadview	4708-22-402-052	11657 Norway

Zoning Map Amendment from OS (Office Service) to SR (Suburban Residential)

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

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

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



Hartland Township

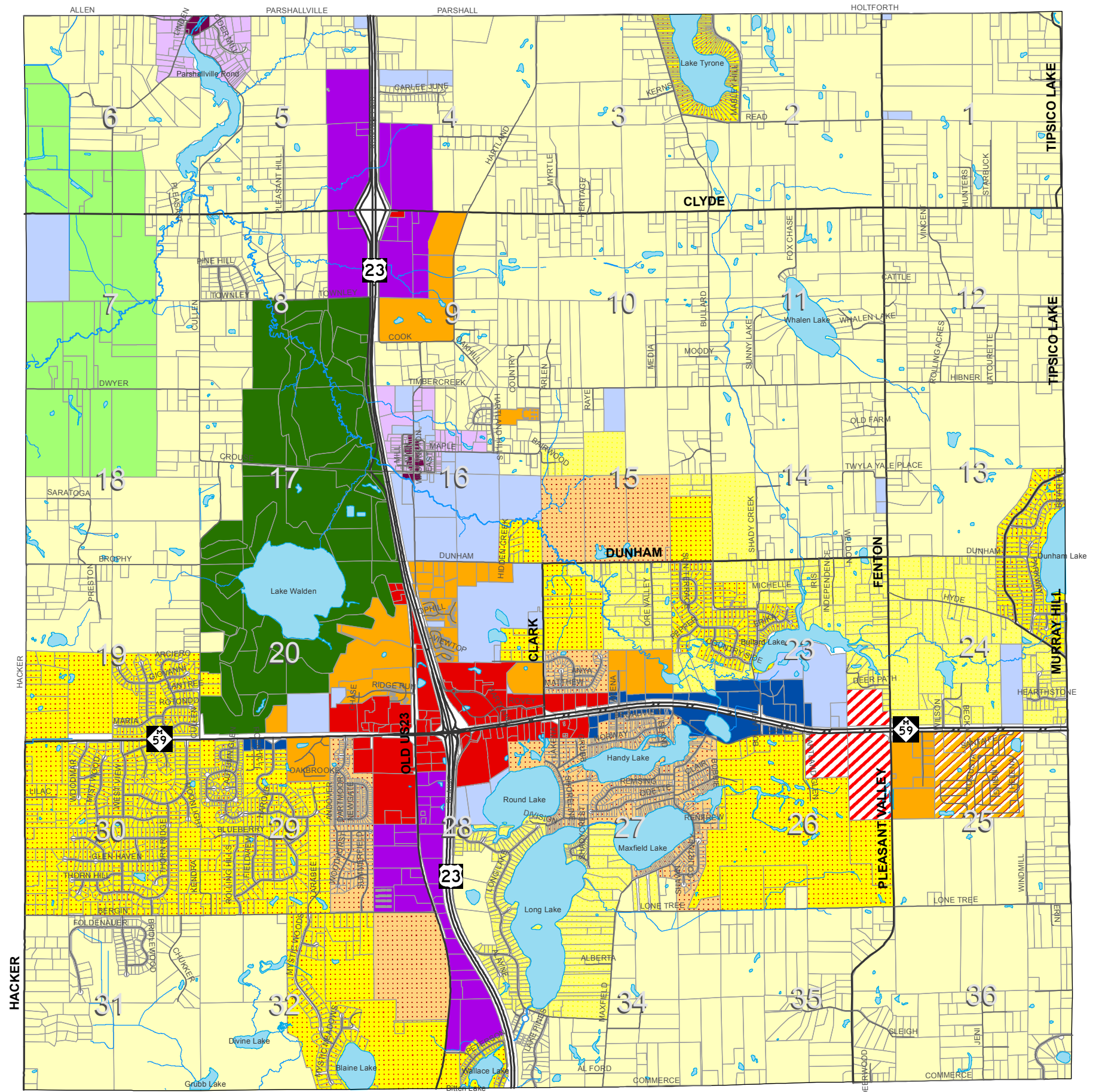
Livingston County, MI

FUTURE LAND USE MAP

Adopted September 1, 2015

Future Land Use Categories

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



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

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



Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert West, Director of Public Works

Subject: MDOT M-59 Pathway Agreement

Date: January 21, 2020

Recommended Action

ADOPT THE RESOLUTION AUTHORIZING THE MDOT CONTRACT

Discussion

MDOT is constructing a pathway on the south side of M-59 from approximately 250 feet west of Hartland Woods Drive to easterly approximately 700 feet to the existing pathway at the Oakbrooke property.

The proposed sidewalk has been included in the 2020 M-59 road project, and will be constructed at no cost to the Township.

The Township Board approved the agreement with MDOT on January 7, 2020. MDOT requires a subsequent resolution adoption authorizing Township officials to sign the contract.

Financial Impact

Is a Budget Amendment Required? Yes No

Attachments

MDOT Pathway Resolution

MDOT Contract

RESOLUTION NO. 20-XX

**AUTHORIZATION FOR HARTLAND TOWNSHIP OFFICIALS TO CONSUMMATE THE
CONTRACT WITH MICHIGAN DEPARTMENT OF TRANSPORTATION FOR THE
CONSTRUCTION OF AN M-59 PATHWAY CONNECTOR**

At a regular meeting of the Township Board of Hartland Township, Livingston County, Michigan, held at the Township Hall in said Township on January 21, 2020 at 7:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by _____ and seconded by

WHEREAS, the Township Board of the Township of Hartland ("Hartland Township") approved CONTRACT No, 19-5577, Job Number 132613CON on January 7, 2020, with the MICHIGAN DEPARTMENT OF TRANSPORTATION ("MDOT") to proceed with constructing a pathway on the south side of M-59 from approximately 250 feet west of Hartland Woods Drive to easterly approximately 700 feet to the existing pathway at the Oakbrooke property.

WHEREAS, the proposed pathway has been included in the 2020 MDOT M-59 road project, and will be constructed at no cost to the Township.

WHEREAS, upon completion of the PROJECT, the TOWNSHIP shall accept the facilities as built to specifications within the construction contract documents. It is understood that the TOWNSHIP shall own the facilities and shall operate and maintain the facilities in accordance with applicable law.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

Contract No, 19-5577, Job Number 132613CON by and between MDOT and Hartland Township is hereby accepted. The Township Clerk, Larry Ciofu, and Township Supervisor, William Fountain, are authorized to sign the contract.

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

ADOPTED:

YEAS:

NAYS:

ABSENT:

STATE OF MICHIGAN)
)
COUNTY OF LIVINGSTON)

I, the undersigned, the duly qualified and acting Township Clerk of the Township of Hartland, Livingston County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the 21st day of January, 2020.

Larry N. Ciofu, Hartland Township Clerk

SPECIAL TRUNKLINE
NON-ACT-51
ADDED WORK

DA
Control Section HSIP 47082
Job Number 132613CON
Fed Project # 20A0149
Contract 19-5577

THIS CONTRACT is made by and between the MICHIGAN DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT"; and the HARTLAND TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN, hereinafter referred to as the "TOWNSHIP"; for the purpose of fixing the rights and obligations of the parties in agreeing to sidewalk construction work in conjunction with the DEPARTMENT'S construction on Highway M-59, within the Hartland Township, Livingston County, Michigan.

WITNESSETH:

WHEREAS, the DEPARTMENT is planning left turn lane construction along Highway M-59; and

WHEREAS, the TOWNSHIP has requested that the DEPARTMENT perform additional work for and on behalf of the TOWNSHIP in connection with the Highway M-59 construction, which additional work is hereinafter referred to as the "PROJECT" and is located and described as follows:

Sidewalk construction work along the south side of Highway M-59 from approximately 250 feet west of Hartland Woods Drive easterly approximately 700 feet to the existing sidewalk; together with necessary related work located within Hartland Township, Livingston County, Michigan; and

WHEREAS, the parties hereto have reached an understanding with each other regarding the performance of the PROJECT work and desire to set forth this understanding in the form of a written Contract.

NOW, THEREFORE, in consideration of the premises and of the mutual undertakings of the parties and in conformity with applicable law, it is agreed:

1. The DEPARTMENT will construct the PROJECT at no cost to the TOWNSHIP.
2. Upon completion of the PROJECT, the TOWNSHIP shall accept the facilities as built to specifications within the construction contract documents. It is understood that the TOWNSHIP shall own the facilities and shall operate and maintain the facilities in accordance with applicable law.

3. Each party to this Contract will remain responsive for any and all claims arising out of its own acts and/or omissions during the performance of the Contract, as provided by this Contract or by law. In addition, this is not intended to increase or decrease either party's liability for or immunity from tort claims. This Contract is also not intended to nor will it be interpreted as giving either party a right of indemnification, either by contract or by law, for claims arising out of the performance of this Contract.

4. In connection with the performance of PROJECT work under this Contract the parties hereto (hereinafter in Appendix "A" referred to as the "contractor") agree to comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts", as set forth in Appendix A, attached hereto and made a part hereof. The parties further covenant that they will comply with the Civil Rights Acts of 1964, being P.L. 88-352, 78 Stat. 241, as amended, being Title 42 U.S.C. Sections 1971, 1975a-1975d, and 2000a-2000h-6 and the Regulations of the United States Department of Transportation (49 C.F.R. Part 21) issued pursuant to said Act, including Appendix "B", attached hereto and made a part hereof, and will require similar covenants on the part of any contractor or subcontractor employed in the performance of this Contract. The parties will carry out the applicable requirements of the DEPARTMENT'S Disadvantaged Business Enterprise (DBE) program and 49 CFR, Part 26, including, but not limited to, those requirements set forth in Appendix C.

5. This Contract shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized officials for the TOWNSHIP and for the DEPARTMENT; upon the adoption of a resolution approving said Contract and authorizing the signatures thereto of the respective officials of the TOWNSHIP, a certified copy of which resolution shall be attached to this Contract.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed as written below.

HARTLAND TOWNSHIP

MICHIGAN DEPARTMENT
OF TRANSPORTATION

By _____
Title:

By _____
Department Director MDOT

By _____
Title:



APPENDIX A
PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act), the contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, treatment, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. A breach of this covenant will be regarded as a material breach of this contract. Further, in accordance with Public Act 220 of 1976 (Persons with Disabilities Civil Rights Act), as amended by Public Act 478 of 1980, the contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will be regarded as a material breach of this contract.
2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.
3. The contractor will take affirmative action to ensure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status, or any disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment; treatment; upgrading; demotion or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The contractor or its collective bargaining representative shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising such labor union or workers' representative of the contractor's commitments under this Appendix.
6. The contractor shall comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission that may be in effect prior to the taking of bids for any individual state project.

7. The contractor shall furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission; said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor, as well as the contractor itself, and said contractor shall permit access to the contractor's books, records, and accounts by the Michigan Civil Rights Commission and/or its agent for the purposes of investigation to ascertain compliance under this contract and relevant rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Michigan Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this contract, the Michigan Civil Rights Commission may, as a part of its order based upon such findings, certify said findings to the State Administrative Board of the State of Michigan, which State Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, including the governing boards of institutions of higher education, until the contractor complies with said order of the Michigan Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Michigan Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Michigan Civil Rights Commission to participate in such proceedings.
9. The contractor shall include or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Michigan Civil Rights Commission; all subcontracts and purchase orders will also state that said provisions will be binding upon each subcontractor or supplier.

Revised June 2011

APPENDIX B
TITLE VI ASSURANCE

During the performance of this contract, the contractor, for itself, its assignees, and its successors in interest (hereinafter referred to as the "contractor"), agrees as follows:

1. **Compliance with Regulations:** For all federally assisted programs, the contractor shall comply with the nondiscrimination regulations set forth in 49 CFR Part 21, as may be amended from time to time (hereinafter referred to as the Regulations). Such Regulations are incorporated herein by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed under the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices, when the contractor covers a program set forth in Appendix B of the Regulations.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** All solicitations made by the contractor, either by competitive bidding or by negotiation for subcontract work, including procurement of materials or leases of equipment, must include a notification to each potential subcontractor or supplier of the contractor's obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and facilities as may be determined to be pertinent by the Department or the United States Department of Transportation (USDOT) in order to ascertain compliance with such Regulations or directives. If required information concerning the contractor is in the exclusive possession of another who fails or refuses to furnish the required information, the contractor shall certify to the Department or the USDOT, as appropriate, and shall set forth the efforts that it made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Department shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to, the following:
 - a. Withholding payments to the contractor until the contractor complies; and/or
 - b. Canceling, terminating, or suspending the contract, in whole or in part.

6. **Incorporation of Provisions:** The contractor shall include the provisions of Sections (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Department or the USDOT may direct as a means of enforcing such provisions, including sanctions for non-compliance, provided, however, that in the event a contractor becomes involved in or is threatened with litigation from a subcontractor or supplier as a result of such direction, the contractor may request the Department to enter into such litigation to protect the interests of the state. In addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Revised June 2011

APPENDIX C

TO BE INCLUDED IN ALL FINANCIAL ASSISTANCE AGREEMENTS WITH LOCAL AGENCIES

Assurance that Recipients and Contractors Must Make (Excerpts from US DOT Regulation 49 CFR 26.13)

- A. Each financial assistance agreement signed with a DOT operating administration (or a primary recipient) must include the following assurance:

The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

- B. Each contract MDOT signs with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of US DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Lynn Vollbrecht, Communications Director

Subject: Strategic Communications and Marketing Plan

Date: January 15, 2020

Recommended Action

Board review, questions, and discussion

Discussion

Strategic Plan Goal: 1.1 Increase Communication to the Community
Objective: 1.1.1 Review Strategic Communications Plan

Increasing communication to the community is a priority in this year's strategic plan. Township staff and directors have been asked to record and capture Township accomplishments from the past decade. Once a list is compiled and reviewed by the Board, the Township will work to highlight these accomplishments in social media posts and articles to the community.

Attachments

Strategic Communications and Marketing Plan – Draft Campaign Information

Strategic Communications & Marketing Plan

January 2020

Campaign:

Hartland, in Hindsight

(#HartlandinHindsight/#vision2020)

Piggybacking on the established concepts of Hartland being a “business-friendly, family-friendly, friendly-by-nature” community, play off the themes of hindsight as 20/20, the year 2020, and visionary leadership for the future by celebrating 20 key successes, wins, or moments of insightful leadership in Hartland Township, between 2010 and the end of 2019.



Length: 5-6 months (one month lead time, 5 months of execution, completed by mid-autumn 2020)

Purpose: to highlight and celebrate a decade of successes within Hartland Township

Intended outcomes: heightened awareness of Township leadership’s (i.e. the Township Board and administration) historical efforts at building a sense of community and a business-friendly environment, as a platform for continued “20/20 vision” when it comes to development.

Also: marketing piece for potential developers/small business owners/residents.

Key Stakeholders and Audiences:

- Hartland residents/voters
 - (and potential residents)
- Hartland business community
 - (and potential business owners/developers)
- Township staff (continue to inspire a sense of pride in a job well done)

Strategies and implementation

Content: a countdown of 20 key successes or community/administrative “wins” from Hartland Township’s past decade (through Dec. 31, 2019)

- 20 individual pieces of digital content (short, digestible, highly visual, web and social friendly) for each success/win:

- think a visual element coupled with a short paragraph of text and, whenever possible, a quote. Some items might lend themselves to longer content, but that will be at the Communication Director's/Township Manager's discretion. All will live in aggregate on a new page on the website, and shared across social media channels
- Infographic with all 20 items
- Video? (budget-dependent—illustrated could work well here)
- Several interactive social components—polls on Insta, Twitter and Facebook such as:
 - What's your most memorable Hartland moment, in hindsight, from the past decade?
 - What do you think has changed most about Hartland over the last 10 years?
- Press releases
- Media kit to Partners in Progress Communications Committee and Township Board

Platforms

- www.hartlandtwp.com –create one page (under “Business Resources/Doing Business in Hartland” Mega Menu tabs, but also as one of the main buttons housed under News”
- Hartland Township and Hartland Living social media channels
- Community Life: use our space to promote the hashtag and content, a month or two into the campaign
- Summer 2020 Newsletter
- State of the Township address

Collateral/materials (pending budget)

Short, infographic-style-rich video (Tom?)

Swag: playing off the themes of vision (as in—leadership having had one, taking a clear-eyed look at where we've been (hindsight) and where we're going (#vision2020), a vision for moving forward—I think it'd be great to get printed promotional sunglasses to be giving out at the Memorial Day parade (also tying in an event without producing an event. Could be done for \$1 per pair

Leverage

Leverage our partnerships with our Partners in Progress to share and promote our content, as well as sharing it on the Hartland Living page.

Key Performance Indicators

- Number one measurement is moving the needle on the 2022 Citizen Satisfaction Survey
- Website traffic to the page housing Hartland, in Hindsight content
- Engagement with social media posts, as benchmarked against other content published on our and Hartland Living's channels

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert West, Director of Public Works
Subject: 2020 M-59 Southwest Pathway Connector
Date: January 15, 2020

Recommended Action

Director recommends moving forward with pathway design for 2020 construction

Discussion

During a late 2019 Board work session, the Township Board discussed a potential M-59 pathway project for the 2020 construction season. After consideration for the existing pathway gaps along the south side of M-59, Public Works was directed to explore the feasibility of a pathway connector from Oakbrooke Apartments to Old US-23 based upon discussions at that time.

MDOT has planned a pathway connector from Hartland Woods to Oakbrooke during the 2020 construction season. The potential pathway connector from Oakbrooke Apartments to Old US-23 would compliment the MDOT efforts by providing residents with a complete pathway on the south side of M-59 from Cullen to Old US-23.

Public Works has evaluated the proposed pathway area from Oakbrooke Apartments to Old US-23. A conceptual cost estimate based upon the challenging elevations while maintaining MDOT specifications for slope. Public Works is currently seeking consensus to submit an agenda item for the design engineering for the project in an amount not to exceed 45,080 in a future Board Meeting.

Financial Impact

Is a Budget Amendment Required? Yes No

Public Works is seeking Board consensus to move forward with an design engineering agenda item at a future Board meeting.

Attachments

DPW Estimate
HRC Proposal / Construction estimate
Work Session Informational Sheet

M-59 South Pathway Connection Concept

	Length	Elev. Delta	Exc. / Fill	Drainage	Base	Concrete	Subtotal
Section A*	657	10	\$73,000	\$0	\$12,775	\$24,638	\$110,413
Section B	755	5	\$27,963	\$10,000	\$14,681	\$28,313	\$80,956
Section C	770	3	\$10,267	\$4,500	\$14,972	\$28,875	\$58,614
section D*	484	2	\$4,302	\$0	\$9,411	\$18,150	\$31,863

Project Costs	\$281,846
Contingencies (10%)	\$33,821
Design Engineering	\$42,276.86
Construction Engineering	\$10,000.00
Project Estimate	\$367,944

* Section D will require the majority of the existing "pathway" to be replaced and moved further from the road edge where possible. Essentially, about 90% of the existing pathway would have to be replaced further back. - Project also includes crosswalk approach for the existing crossing

December 16, 2019

Hartland Township
2655 Clark Road
Hartland, MI 48353

Attn: Mr. Bob West, DPW Director

Re: Design Engineering Services Proposal
M-59 Sidewalk – Old US23 to Oakbrooke

HRC Job No. 20191178

Dear Mr. West:

It is our understanding that the Township desires to construct a sidewalk on the southside of M-59, from Old US-23 west, to the existing sidewalk at Oakbrooke Apartments. There are several low wetland areas along the route which may be impacted by the sidewalk grading. This sidewalk is planned to be built within the existing road right-of-way and construction is planned to occur in 2020. Attached is a conceptual cost estimate for the construction and design of this sidewalk.

For the design engineering services, HRC will start with collecting topographic survey information along the project route and delineating the wetland areas. HRC will prepare plans and specifications sufficient for: securing permits (likely to include MDOT, LCDC and possibly MDEQ), collect soil borings, identifying if temporary construction or permanent easements are needed, securing bids from perspective contractors, evaluate the bids submitted and prepare a recommendation letter on the qualified lowest bidder.

The estimated hours and costs for the anticipated design engineering services are shown in the below table:

Task		Estimated Hours	Budget Amount
1.	Topographic Survey	58	\$5,080
2.	Soil Boring Collection	8	\$3,190
3.	Design Services	349	\$33,430
4.	Bidding Phase	38	\$3,410
Subtotal		453	\$45,080

We propose to invoice the Township on an hourly basis up to these limits and they would not be exceeded without your authorization.

Clarifications

1. It is anticipated that the proposed improvements will be performed within the existing road right-of-way. Therefore, any costs for the preparation/acquisition of any temporary or permanent easements have not been included within this cost estimate.

2. Should a reviewing agency require improvements to the traffic signals, pedestrian push buttons or ADA ramps at Old US23, costs associated with the design of said improvements will be provided in a separate proposal.
3. Soil borings will include a total of six (6) hand augured borings a maximum of three (3) feet deep.
4. Should filling and grading within the wetlands not be allowable by a reviewing agency, costs associated with wetland mitigation or the design of a wood boardwalk will be provided in a separate proposal.
5. Once bids have been received and the exact scope of the sidewalk construction is determined then a construction engineering proposal will be submitted for review by the Township.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Roland N. Alix, P.E.
Vice President



Michael P. Darga, P.E.
Associate

MPD/md

Attachments

pc: Hartland: J. Wickman
HRC; File

Construction Cost Estimating - Summary

Conceptual Engineering
 Preliminary Engineering
 Detailed Design _____ % Complete

Client Hartland Township **Date** 16-Dec-19

Project M-59 Sidewalk **Project Number** 20191178

Location E1 - 5' Wide Concrete Safety Path along the south side of M-59 from Old US-23 to Oakbrooke Apts

No.	Item	Qty	Price	Cost
1.	Station grading	28 sta	\$750	\$21,000
2.	Undercut	280 lft	\$20	\$5,600
3.	4" Concrete sidewalk	2,800 lft	\$30	\$84,000
4.	Driveway crossing	3 ea	\$4,000	\$12,000
5.	Pedestrian crossing	2 ea	\$1,000	\$2,000
6.	Wetland crossing allowance	400 lft	\$250	\$100,000
7.	Restoration	1.5 acre	\$15,000	\$22,500
8.	Soil erosion	Lump Sum	\$30,000	\$30,000
9.	Drainage allowance	Lump Sum	\$20,000	\$20,000
10.	Traffic control	Lump Sum	\$12,400	\$12,400
11.	Mobilization	Lump Sum	\$25,500	\$25,500
Construction Sub Total =				\$335,000
Contingenies =				\$34,000
Design Engineering =				\$45,080
TOTAL ESTIMATED CONCEPTUAL PROJECT COST =				\$414,080

Design Factors/Assumptions

1. Lengths were determined using GIS software
2. Driveway crossings include approaches and curb
3. Pedestrian crossings include striping only across Andover Ct and Charyl Stockwell entrance
4. Wetland crossing allowance is for filling and grading in the wetland area

Unresolved items that may affect cost

1. Poor soils encountered during construction
2. Future material costs and bidding climate
3. Permitting costs, requirements, constraints (MDOT, LCDC, MDEQ wetlands)
4. No traffic signal or pedestrian push button improvements
5. Construction conflicting with existing private utilities
6. Wetland mitigation or boardwalk
7. Easements and right-of-way requirements

STAFF HOUR PROJECTIONS
HARTLAND TOWNSHIP
M-59 Sidewalk - Old US23 to Oakbrooke Apts
December 16, 2019
HRC JN 20191178

TASK		STAFF HOURS BY LABOR CATEGORY						TOTAL HOURS	TOTAL
		ASSOCIATE	STAFF ENGINEER	GRAD ENGINEER	SR TECHNICIAN	SURVEYOR	SURVEY TECHNICIAN		ESTIMATED COST
		\$140	\$98	\$74	\$98	\$94	\$81		
1	TOPOGRAPHIC SURVEY								
	1. Establish control datum	2				4		6	\$ 660
	2. Collect surface data and features						36	36	\$ 2,920
	3. Data Processing					8		8	\$ 750
	4. Property lines					8		8	\$ 750
	SUBTOTALS	2	0	0	0	20	36	58	\$ 5,080
2	SOIL BORING COLLECTION								
	1. Soil boring collection & report allowance			4	4			8	\$ 2,500
	2. Integrate with plans								\$ 690
	SUBTOTALS	0	0	4	4	0	0	8	\$ 3,190
3	DESIGN SERVICES								
	1. Preliminary route layout	2	16	20	40			78	\$ 7,250
	2. Review meetings (2ea)	8	16	16				40	\$ 3,870
	3. Plans & specifications	4	20	35	40			99	\$ 9,030
	4. Cost estimate		4	8	16			28	\$ 2,550
	5. Permit submittal		16	20	20			56	\$ 5,010
	6. Wetland Delineation	24	8		10	6		48	\$ 5,690
	SUBTOTALS	38	80	99	126	6	0	349	\$ 33,400
4	BIDDING PHASE								
	1. Plans Available to Bidders		8	16				24	\$ 1,970
	2. Bid Opening and Tabulation	2	4	4				10	\$ 970
	3. Bid Recommendation	2	2					4	\$ 480
	SUBTOTALS	4	14	20	0	0	0	38	\$ 3,410
	TOTALS	44	94	123	130	26	36	453	\$ 45,080





Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: James Wickman, Township Manager

Subject: To consider the annual personnel evaluation of the Township Manager, as requested

Date: January 15, 2020

Recommended Action

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

Discussion

The Manager review process began at the last Board meeting. This is a continuation of those review efforts.

Attachments

None