



## Board of Trustees

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

### Board of Trustees Regular Meeting Agenda Hartland Township Hall Tuesday, February 18, 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 02/04/2020 Regular Meeting Minutes
    - [d.](#) Approve 02/04/2020 Closed Session Meeting Minutes
    - [e.](#) Livingston County Intergovernmental Agreement for the Watershed Advisory Group
  7. Pending & New Business
    - [a.](#) Rezoning #19-002 - 948 Old US 23 (Parcel #4708-33-100-016)
    - [b.](#) Rezoning #19-003 - 1010 Old US 23 (Parcel #4708-28-300-016)
  8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
    - [a.](#) Fire Authority FY 21 Budget
    - [b.](#) Budget Work Session
    - [c.](#) Strategic Plan Update
    - d. Manager's Report
  10. Adjournment

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

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

**Subject:** Approve Payment of Bills

**Date:** February 11, 2020

### **Recommended Action**

Move to approve the bills as presented for payment.

### **Discussion**

Bills presented total \$311,471.70. The bills are available in the Finance office for review.

Notable invoices include:

\$32,239.67 – Audio Visual Innovations Inc – (50% total contract price for board room upgrades)

\$69,045.16 – Livingston County Sewage Disposal Bonds (Lake Tyrone), Series 2015)

\$175,703.39 – Livingston County Drain Commission – (January 2020 Sewer System O&M)

### **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the adopted FY20 budget.

### **Attachments**

Bills for 02.18.2020

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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP  
EXP CHECK RUN DATES 02/18/2020 - 02/18/2020  
BOTH JOURNALIZED AND UNJOURNALIZED

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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
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ACROBAT	ADOBE ACROBAT PRO SUBS	01/12/2020	011220	FOA	FEBRUARY 2020	
43014		02/18/2020		N		9.99
01/12/2020	,	/ /	0.0000	N		0.00
		02/18/2020		N		9.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-801.000	CONTRACTED SERVICES	9.99

VENDOR TOTAL: 9.99

ADOBE	ADOBE INC	01/12/2020	01220	FOA	JANUARY 2020	
43091		02/18/2020		N		9.99
01/12/2020	,	/ /	0.0000	N		0.00
		02/18/2020		N		9.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-801.000	CONTRACTED SERVICES	9.99

VENDOR TOTAL: 9.99

ALLSTAR	ALLSTAR ALARM LLC	01/15/2020	274341	FOA	2/1 - 4/30/2020 MONITORING @ STATION	
43090	8345 MAIN STREET	02/18/2020		N		246.00
01/15/2020	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		02/18/2020		Y		246.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-801.000	CONTRACTED SERVICES	246.00

VENDOR TOTAL: 246.00

AMAZON.COM	AMAZON.COM	01/13/2020	113-5408656-5690	FOA	HEAVY DUTY EXTENSION CORD/UPS SYSTEM	
43013		02/18/2020		N		211.44
01/13/2020	,	/ /	0.0000	N		0.00
		02/18/2020		N		211.44

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-740.000	OPERATING SUPPLIES	211.44

AMAZON.COM	AMAZON.COM	01/02/2020	114-1322467-5157	FOA	7 DELL LAPTOP NOTEBOOK COMPUTERS - E	
43036		02/18/2020		N		4,109.00
01/02/2020	,	/ /	0.0000	N		0.00
		02/18/2020		N		4,109.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-970.000	CAPITAL OUTLAY	4,109.00

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AMAZON.COM	AMAZON.COM	01/08/2020	114-6620376-3728	FOA	CUTLERY ORGANIZER TRAY	
43020		02/18/2020		N		5.90
01/08/2020	,	/ /	0.0000	N		0.00
		02/18/2020		N		5.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	5.90

AMAZON.COM	AMAZON.COM	01/14/2020	114-8597848-1837	FOA	FLASH DRIVES	
43011		02/18/2020		N		19.29
01/14/2020	,	/ /	0.0000	N		0.00
		02/18/2020		N		19.29

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-740.000	OPERATING SUPPLIES	19.29

AMAZON.COM	AMAZON.COM	01/10/2020	114-9582466-7621	FOA	CUTLERY ORGANIZER TRAY	
43016		02/18/2020		N		5.90
01/10/2020	,	/ /	0.0000	N		0.00
		02/18/2020		N		5.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	5.90

VENDOR TOTAL: 4,351.53

ASI	ASPHALT SPECIALISTS, INC.	02/06/2020	020620	FOA	HYDRANT METER DEPOSIT REFUND	
43125	1780 E HIGHWOOD	02/18/2020		N		1,500.00
02/06/2020	PONTIAC MI, 48340	/ /	0.0000	N		0.00
		02/18/2020		N		1,500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-605.000	METER SALES	1,500.00

VENDOR TOTAL: 1,500.00

AVI	AUDIO VISUAL INNOVATIONS INC	02/06/2020	1400265	FOA	50% OF TOTAL CONTRACT PRICE	
43129	P.O. BOX 844612	02/18/2020		N		32,239.67
02/06/2020	BOSTON MA, 02284-4612	/ /	0.0000	N		0.00
		02/18/2020		N		32,239.67

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-970.000	CAPITAL OUTLAY	32,239.67



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VENDOR TOTAL: 32,239.67

BESTBUY	BEST BUY	01/22/2020	BBY01-8056875047	FOA	MS SURFACE PENS/COVERS	
43086	8487 W GRAND RIVER AVE	02/18/2020		N		1,339.88
01/22/2020	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		02/18/2020		N		1,339.88

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-970.000	CAPITAL OUTLAY	1,339.88

VENDOR TOTAL: 1,339.88

1400	BS&A SOFTWARE	02/01/2020	127402	FOA	2/1/20 - 2/1/21 DPP ANNUAL SERVICE/S	
43095	14965 ABBEY LANE	02/18/2020		N		406.00
02/01/2020	BATH MI, 48808	/ /	0.0000	N		0.00
		02/18/2020		N		406.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-930.000	REPAIRS & MAINTENANCE	406.00

VENDOR TOTAL: 406.00

CARASOFT	CARASOFT TECHNOLOGY CORPORATION	02/03/2020	IN729523	FOA	FEBRUARY 2020	
43100	11493 SUNSET HILLS ROAD, STE 100	02/18/2020		N		668.37
02/03/2020	RESTON VA, 20190	/ /	0.0000	N		0.00
		02/18/2020		N		668.37

Open

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

VENDOR TOTAL: 668.37

CINTAS	CINTAS CORPORATION	02/10/2020	4042192208	FOA	MATS	
43135	P.O. BOX 630910	02/18/2020		N		39.57
02/10/2020	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		02/18/2020		N		39.57

Open

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

VENDOR TOTAL: 39.57

CIOFU	CIOFU, LARRY	02/08/2020	27075	FOA	REIMBURSEMENT FOR WINTERFEST 2020 DJ	
43139	1340 WINDMILL LANE	02/18/2020		N		400.00
02/08/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		02/18/2020		N		400.00

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			Due Date		1099		Net Amount

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	400.00
VENDOR TOTAL:		400.00

CLEVERBRID	CLEVERBRIDGE	01/23/2020	73629729232	FOA	PDF SOFTWARE - APPRAISERS COMPUTER	
43079		02/18/2020		N		119.25
01/23/2020	,	/ /	0.0000	N		0.00
		02/18/2020		N		119.25

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-727.000	SUPPLIES & POSTAGE	119.25
VENDOR TOTAL:		119.25

COMCAST	COMCAST CABLE	01/03/2020	010320	FOA	JANUARY 2020 - WTP	
43024	P.O. BOX 7500	02/18/2020		N		270.83
01/03/2020	SOUTHEASTERN PA, 19398-7500	/ /	0.0000	N		0.00
		02/18/2020		N		270.83

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-851.000	TELEPHONE	152.55
536-000-805.000	INTERNET	118.28
		270.83

COMCAST	COMCAST CABLE	01/06/2020	010620	FOA	JANUARY 2020 - TOWNSHIP HALL	
43023	P.O. BOX 7500	02/18/2020		N		260.41
01/06/2020	SOUTHEASTERN PA, 19398-7500	/ /	0.0000	N		0.00
		02/18/2020		N		260.41

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-805.000	INTERNET	176.85
577-000-806.000	CABLE TV FEES	83.56
		260.41

VENDOR TOTAL:		531.24
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CONSUMER	CONSUMERS ENERGY	02/03/2020	201006496101	FOA	FEBRUARY 2020 - WTP	
43133	PO BOX 740309	02/18/2020		N		149.73
02/03/2020	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		02/18/2020		N		149.73

Open

GL NUMBER	DESCRIPTION	AMOUNT
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Invoice Date	City/State/Zip		Disc. Date	Disc. %	Sep CK		Net Amount
			Due Date		1099		

536-000-920.001	UTILITIES - GAS					149.73	
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VENDOR TOTAL: 149.73

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	02/01/2020	63401	FOA	FEBRUARY 2020 - TRASH PICKUP FOR ALL	
43093	PO BOX 241	02/18/2020		N		300.00
02/01/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		02/18/2020		Y		300.00

Open

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

VENDOR TOTAL: 300.00

DLGC	DRIVERS LICENSE GUIDE COMPANY	02/05/2020	766734	FOA	2020 ID CHECKING GUIDE	
43099	1492 ODDSTAD DRIVE	02/18/2020		N		43.90
02/05/2020	REDWOOD CITY CA, 94063	/ /	0.0000	N		0.00
		02/18/2020		Y		43.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-900.000	PRINTING & PUBLICATIONS	43.90

VENDOR TOTAL: 43.90

HARTCHAMBE	HARTLAND AREA CHAMBER	01/13/2020	011320	FOA	2020 HACC AWARDS DINNER - TREASURER	
43032		02/18/2020		N		50.00
01/13/2020	,	/ /	0.0000	N		0.00
		02/18/2020		N		50.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-957.000	EDUCATION/TRAINING/CONVENTION	50.00

VENDOR TOTAL: 50.00

0150	HARTLAND CONSOLIDATED SCHOOLS	02/03/2020	172367	FOA	JANUARY 2020 FUEL	
43132	9525 E HIGHLAND ROAD	02/18/2020		N		232.66
02/03/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/18/2020		N		232.66

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-239-860.000	GASOLINE	83.07
536-000-860.000	GASOLINE	149.59

232.66

VENDOR TOTAL: 232.66

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		Due Date		1099		

0001	HARTLAND TOWNSHIP GENERAL FUND	02/06/2020	020620	FOA	DECEMBER 2019 MOBILE HOME TAX DISBUR	
43128		02/18/2020		N		267.00
02/06/2020	,	/ /	0.0000	N		0.00
		02/18/2020		N		267.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	267.00

VENDOR TOTAL: 267.00

HACOC	HOWELL AREA CHAMBER OF COMMERCE	01/09/2020	010920	FOA	MGR MEMBERSHIP DUES	
43017	123 E. WASHINGTON ST.	02/18/2020		N		30.00
01/09/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/18/2020		N		30.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-804.000	MEMBERSHIP & DUES	30.00

VENDOR TOTAL: 30.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	01/11/2020	176364	FOA	M59 EAST WATER MAIN EXT TOPO THRU 1/	
43105	PO BOX 824	02/18/2020		N		6,666.00
01/11/2020	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		02/18/2020		Y		6,666.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-816.000	ENGINEERING FEES	6,666.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	01/11/2020	176365	FOA	M59 EAST WATER MAIN EXT THRU 1/11/20	
43104	PO BOX 824	02/18/2020		N		1,245.00
01/11/2020	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		02/18/2020		Y		1,245.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-816.000	ENGINEERING FEES	1,245.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	01/22/2020	176366	FOA	WALDENWOODS CAMPGROUND ADDITION CPR	
43102	PO BOX 824	02/18/2020		N		196.00
01/22/2020	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		02/18/2020		Y		196.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.002	CONSULTING - SITE REVIEWS	196.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	01/22/2020	176367	FOA	CROUSE RD RESIDENTIAL COMMERCIAL BLD	
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43103	PO BOX 824	02/18/2020		N		280.00
01/22/2020	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		02/18/2020		Y		280.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.002	CONSULTING - SITE REVIEWS	280.00

VENDOR TOTAL: 8,387.00

ICAREREPAI	ICARE REPAIR	01/02/2020	010220	FOA	SCREEN PROTECTORS	
43025		02/18/2020		N		269.96
01/02/2020	,	/ /	0.0000	N		0.00
		02/18/2020		N		269.96

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-740.000	OPERATING SUPPLIES	269.96

VENDOR TOTAL: 269.96

ICONICE	ICON ICE LLC	02/06/2020	475	FOA	ICE CARVINGS FOR WINTERFEST 2020	
43138	1438 EDGEWATER DR	02/18/2020		N		500.00
02/06/2020	FENTON MI, 48430	/ /	0.0000	N		0.00
		02/18/2020		Y		500.00

Open

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

VENDOR TOTAL: 500.00

WICKMAN	JAMES WICKMAN	02/11/2020	021120	FOA	MEAL PER DIEMS FOR MME WINTER CONFER	
43141		02/18/2020		N		109.00
02/11/2020	,	/ /	0.0000	N		0.00
		02/18/2020		N		109.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-957.000	EDUCATION/TRAINING/CONVENTION	109.00

VENDOR TOTAL: 109.00

LIVINGCO	JENNIFER M. NASH	02/10/2020	021020	FOA	LIV CNTY SEWAGE DISPOSAL BONDS, SERI	
43137	C/O BRIAN JONCKHEERE, LCDC	02/18/2020		N		69,045.16
	2300 E. GRAND RIVER, STE 105					
02/10/2020	HOWELL MI, 48843-7581	/ /	0.0000	N		0.00
		02/18/2020		N		69,045.16

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		Due Date			

GL NUMBER	DESCRIPTION	AMOUNT
591-000-203.002	CURRENT PORTION BONDS PAYABLE	55,670.00
591-000-997.000	BOND INTEREST PAYMENT	13,375.16
		<u>69,045.16</u>

VENDOR TOTAL: 69,045.16

0220	LIVINGSTON COUNTY TREASURER	02/06/2020	020620	FOA	DECEMBER 2019 MOBILE HOME TAX DISBUR	
43127	200 E. GRAND RIVER	02/18/2020		N		1,335.00
02/06/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/18/2020		N		1,335.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	1,335.00

VENDOR TOTAL: 1,335.00

2909	LIVINGSTON CTY.DRAIN COMMISSIO	01/30/2020	3162	FOA	JAN 2020 - SEWER SYSTEM O&M	
43096	2300 E. GRAND RIVER	02/18/2020		N		175,703.39
	STE. 105					
01/30/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/18/2020		N		175,703.39

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-801.008	LCDC CONTRACT SERVICES	175,703.39

VENDOR TOTAL: 175,703.39

LDPA	LIVINGSTON DAILY PRESS & ARGUS	01/02/2020	010220	FOA	DECEMBER 2019	
43026		02/18/2020		N		9.99
	3964 SOLUTIONS CENTER					
01/02/2020	CHICAGO IL, 60677-3009	/ /	0.0000	Y		0.00
		02/18/2020		N		9.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-900.000	PRINTING & PUBLICATIONS	9.99

VENDOR TOTAL: 9.99

MEIJER	MEIJER	01/07/2020	010720	FOA	CARHARTT JACKET	
43035	2160 HARTLAND RD	02/18/2020		N		77.99
01/07/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		02/18/2020		N		77.99

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Invoice Date	City/State/Zip		Disc. Date	Disc. %	Sep CK		Net Amount
			Due Date		1099		

536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE					77.99	
-----------------	-----------------------------	--	--	--	--	-------	--

VENDOR TOTAL: 77.99

6645	MICHIGAN MUNICIPAL LEAGUE	12/31/2019	123119	FOA	MGR MEMBERSHIP DUES		
43028	P.O. BOX 7409	02/18/2020		N		140.00	
12/31/2019	ANN ARBOR MI, 48107-7409	/ /	0.0000	N		0.00	
		02/18/2020		N		140.00	

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-804.000	MEMBERSHIP & DUES	140.00

VENDOR TOTAL: 140.00

MRC	MICHIGAN RECREATIONAL CONSTRUCTION	01/31/2020	220006A	FOA	INSTALLATION OF ICE RINK @ HERITAGE		
43107	PO BOX 2127	02/18/2020		N		1,295.00	
01/31/2020	BRIGHTON MI, 48116	/ /	0.0000	N		0.00	
		02/18/2020		Y		1,295.00	

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	1,295.00

VENDOR TOTAL: 1,295.00

MICHIGAN	MICHIGAN WATER ENVIRONMENT ASSOC.	01/13/2020	E26019	FOA	JOINT EXPO		
43012	PO BOX 397	02/18/2020		N		20.00	
01/13/2020	BATH MI, 48808	/ /	0.0000	N		0.00	
		02/18/2020		N		20.00	

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-957.000	EDUCATION/TRAINING/CONVENTION	20.00

VENDOR TOTAL: 20.00

OREILLY	O'REILLY AUTO PARTS	01/08/2020	010820	FOA	WINDSHIELD WIPER FLUID		
43019		02/18/2020		N		5.29	
01/08/2020	,	/ /	0.0000	N		0.00	
		02/18/2020		N		5.29	

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-239-740.000	OPERATING SUPPLIES	5.29

VENDOR TOTAL: 5.29

ORKIN	ORKIN	02/06/2020	190492221	FOA	PEST CONTROL @ TOWNSHIP HALL		
43124	21068 BRIDGE ST.	02/18/2020		N		66.85	

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

02/06/2020	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		02/18/2020		Y		66.85

Open

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

ORKIN	ORKIN	02/06/2020	190493064	FOA	PEST CONTROL @ HERO TEEN CENTER	
43123	21068 BRIDGE ST.	02/18/2020		N		65.88
02/06/2020	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		02/18/2020		Y		65.88

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	65.88

VENDOR TOTAL: 132.73

PB PLUMBIN	PB PLUMBING	02/05/2020	4193	FOA	SEWER BACKUP/CORRECTIVE MEASURES	
43122	2440 W HIGHLAND RD, STE 104	02/18/2020		N		1,551.50
02/05/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/18/2020		Y		1,551.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	1,551.50

VENDOR TOTAL: 1,551.50

1180	PETER'S TRUE VALUE HARDWARE	02/05/2020	51779	FOA	PADLOCK	
43110	3455 W. HIGHLAND ROAD	02/18/2020		N		41.98
02/05/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		02/18/2020		N		41.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-740.000	OPERATING SUPPLIES	41.98

VENDOR TOTAL: 41.98

PHONEFUSIO	PHONE FUSION	01/11/2020	011120	FOA	DECEMBER 2019	
43015		02/18/2020		N		1.99
01/11/2020	,	/ /	0.0000	N		0.00
		02/18/2020		N		1.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-851.000	TELEPHONE	1.99

VENDOR TOTAL: 1.99



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

PFM	PUBLIC FINANCIAL MANAGEMENT, INC.		01/29/2020	2020-AD-0059	FOA	PREP/FILING 2019 ANNUAL DISCLOSURE R	
43142	PO BOX 62920		02/18/2020		N		1,100.00
01/29/2020	BALTIMORE MD, 21264		/ /	0.0000	N		0.00
			02/18/2020		N		1,100.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
204-000-826.000	LEGAL FEES	366.66
536-000-826.000	LEGAL FEES	366.67
590-000-826.000	LEGAL FEES	366.67
		<u>1,100.00</u>

VENDOR TOTAL: 1,100.00

RBL	REALITY-BASED LEADERSHIP		01/28/2020	122819	FOA	JANUARY 2020	
43080			02/18/2020		N		27.00
12/28/2019	,		/ /	0.0000	N		0.00
			02/18/2020		N		27.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-192-804.000	MEMBERSHIP & DUES	27.00

VENDOR TOTAL: 27.00

RURALKING	RURAL KING		01/08/2020	01/08/20	FOA	LINKS QUICK STEEL BRIGHT ZINC	
43034			02/18/2020		N		7.92
01/08/2020	,		/ /	0.0000	N		0.00
			02/18/2020		N		7.92

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	7.92

RURALKING	RURAL KING		01/08/2020	010820	FOA	LINKS QUICK STEEL BRIGHT ZINC	
43033			02/18/2020		N		1.98
01/08/2020	,		/ /	0.0000	N		0.00
			02/18/2020		N		1.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	1.98

RURALKING	RURAL KING		01/14/2020	011419	FOA	DUCT TAPE	
43031			02/18/2020		N		26.97
01/14/2020	,		/ /	0.0000	N		0.00
			02/18/2020		N		26.97

Open

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Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	26.97

RURALKING	RURAL KING	01/15/2020	011520	FOA	COUPLER LOCK/SAFETY PINS	
43030		02/18/2020		N		30.92
01/15/2020	,	/ /	0.0000	N		0.00
		02/18/2020		N		30.92

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	30.92

RURALKING	RURAL KING	01/20/2020	012020	FOA	LARGE TRASH BAGS	
43082		02/18/2020		N		16.99
01/20/2020	,	/ /	0.0000	N		0.00
		02/18/2020		N		16.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	16.99

VENDOR TOTAL: 84.78

SHUTTERSTO	SHUTTERSTOCK.COM	01/06/2020	010620	FOA	JANUARY 2020	
43021		02/18/2020		N		29.00
01/06/2020	,	/ /	0.0000	N		0.00
		02/18/2020		N		29.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-740.000	OPERATING SUPPLIES	29.00

VENDOR TOTAL: 29.00

STANLEY	STANLEY ACCESS TECH LLC	01/30/2020	905857938	FOA	SERVICE LABOR	
43098	P.O. BOX 0371595	02/18/2020		N		208.00
01/30/2020	PITTSBURGH PA, 15251-7595	/ /	0.0000	N		0.00
		02/18/2020		N		208.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	208.00

VENDOR TOTAL: 208.00

STAPLES	STAPLES	02/01/2020	8057349168	FOA	MISC SUPPLIES	
43092	PO BOX 660409	02/18/2020		N		244.80
02/01/2020	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		02/18/2020		N		244.80

Open

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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
101-299-727.000	SUPPLIES & POSTAGE	207.65
101-265-740.000	OPERATING SUPPLIES	37.15
		<u>244.80</u>

STAPLES	STAPLES	02/08/2020	8057429018	FOA	MISC SUPPLIES	
43131	PO BOX 660409	02/18/2020		N		56.04
02/08/2020	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		02/18/2020		N		56.04

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	56.04

VENDOR TOTAL: 300.84

0270	STATE OF MICHIGAN	01/08/2020	010820	FOA	PARKING	
43018	MICHIGAN DEPARTMENT OF TREASUR	02/18/2020		N		1.00
	DEPARTMENT 77003					
01/08/2020	DETROIT MI, 48277-0003	/ /	0.0000	N		0.00
		02/18/2020		N		1.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-956.000	MISCELLANEOUS	1.00

VENDOR TOTAL: 1.00

377	STATE OF MICHIGAN	02/01/2020	761-10498977	FOA	2020 STORM WATER ANNUAL PERMIT FEE	
43134	EGLE - SWPF	02/18/2020		N		500.00
	CASHIERS OFFICE					
02/01/2020	LANSING MI, 48909-8157	/ /	0.0000	N		0.00
		02/18/2020		N		500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-465-956.000	MISCELLANEOUS	500.00

VENDOR TOTAL: 500.00

STAMP	THE STAMPMaker.COM	01/06/2020	876064	FOA	STAMP PAD	
43022		02/18/2020		N		14.45
01/06/2020	,	/ /	0.0000	N		0.00
		02/18/2020		N		14.45

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-727.000	SUPPLIES & POSTAGE	14.45

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

VENDOR TOTAL: 14.45

USA	USA BLUE BOOK	01/28/2020	127813	FOA	FREE CHLORINE REAGENT SET	
43088	P.O. BOX 9004	02/18/2020		N		323.98
01/28/2020	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		02/18/2020		N		323.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	323.98

VENDOR TOTAL: 323.98

SCADA	UTILITIES INSTRUMENTATION SERVICE	01/29/2020	530359368	FOA	JAN - DEC 2020 CRUISE SUBSCRIPTION F	
43097	2290 BISHOP CIRCLE EAST	02/18/2020		N		2,122.00
01/29/2020	DEXTER MI, 48130	/ /	0.0000	N		0.00
		02/18/2020		N		2,122.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.000	SOFTWARE MAINTENANCE	2,122.00

VENDOR TOTAL: 2,122.00

VERIZON	VERIZON WIRELESS	01/01/2020	010120	FOA	DECEMBER 2019	
43027	P.O. BOX 15062	02/18/2020		N		332.06
01/01/2020	ALBANY NY, 12212-5062	/ /	0.0000	N		0.00
		02/18/2020		N		332.06

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-851.000	TELEPHONE	224.10
536-000-851.000	TELEPHONE	107.96
		332.06

VENDOR TOTAL: 332.06

WATERTECH	WATER TECH	02/06/2020	46993	FOA	JANUARY 2020 SAMPLES	
43136	718 S MICHIGAN	02/18/2020		N		132.00
02/06/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/18/2020		N		132.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	132.00

VENDOR TOTAL: 132.00

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

1250	WEST SHORE SERVICES, INC.	01/23/2020	27219	FOA	SIREN SERVICE CALL	
43094	P.O. BOX 188	02/18/2020		N		219.55
	6620 LAKE MICHIGAN DR.					
01/23/2020	ALLENDAL MI, 49401	/ /	0.0000	N		0.00
		02/18/2020		N		219.55

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-930.001	REPAIRS & MAINT. EQUIPMENT	219.55

1250	WEST SHORE SERVICES, INC.	01/23/2020	27220	FOA	2019 ANNUAL INSPECTION/MAINT OF SIRE	
43106	P.O. BOX 188	02/18/2020		N		2,975.00
	6620 LAKE MICHIGAN DR.					
01/23/2020	ALLENDAL MI, 49401	/ /	0.0000	N		0.00
		02/18/2020		N		2,975.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-930.001	REPAIRS & MAINT. EQUIPMENT	2,975.00

VENDOR TOTAL: 3,194.55

WOOD	WOOD ENVIRONMENT & INFRASTRUCTURE	02/04/2020	H06102507	FOA	WWTP MONITORING THROUGH 1/1720	
43108	P.O. BOX 74008618	02/18/2020		N		1,112.00
02/04/2020	CHICAGO IL, 60674-8618	/ /	0.0000	N		0.00
		02/18/2020		N		1,112.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.007	TREATMENT PLANT SAMPLING	1,112.00

VENDOR TOTAL: 1,112.00

XOCOMM	XO COMMUNICATIONS	02/08/2020	335741001	FOA	FEBRUARY 2020	
43140	14239 COLLECTIONS CENTER DRIVE	02/18/2020		N		429.28
02/08/2020	CHICAGO IL, 60693	/ /	0.0000	N		0.00
		02/18/2020		Y		429.28

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-851.000	TELEPHONE	429.28

VENDOR TOTAL: 429.28

TOTAL - ALL VENDORS: 311,471.70

FUND TOTALS:

Fund 101 - GENERAL FUND	13,030.97
Fund 204 - MUNICIPAL STREET FUND	366.66
Fund 206 - FIRE OPERATING	3,440.55

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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
Fund 536 -	WATER SYSTEM FUND					5,285.53
Fund 539 -	WATER REPLACEMENT FUND					7,911.00
Fund 577 -	CABLE TV FUND					34,719.77
Fund 590 -	SEWER OPERATIONS & MAINTENANCE FUND					176,070.06
Fund 591 -	LAKE TYRONE 2015 SEWER SAD					69,045.16
Fund 701 -	TRUST AND AGENCY					1,602.00

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

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

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

**Date:** February 11, 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 - \$9,247.18

February 13, 2020 Payroll - \$61,351.75

### **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the adopted FY20 budget.

### **Attachments**

Post Audit Bills List 01.30.2020

Post Audit Bills List 02.06.2020

Payroll for 02.13.2020

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CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP  
CHECK DATE FROM 01/30/2020 - 01/30/2020

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/30/2020	FOA	40183	AT&T	TELEPHONE	101-265-851.000	250.96
01/30/2020	FOA	40184	HOME DEPOT CREDIT SERVICES	OPERATING SUPPLIES	536-000-740.000	175.37
01/30/2020	FOA	40185	VERIZON WIRELESS	TELEPHONE	101-265-851.000	223.26
		40185		TELEPHONE	536-000-851.000	107.54
						<hr/> 330.80
			TOTAL - ALL FUNDS	TOTAL OF 3 CHECKS		757.13

--- GL TOTALS ---

101-265-851.000	TELEPHONE	474.22
536-000-740.000	OPERATING SUPPLIES	175.37
536-000-851.000	TELEPHONE	107.54
	TOTAL	757.13



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CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP  
CHECK DATE FROM 02/06/2020 - 02/06/2020

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/06/2020	FOA	40209	CLASSIC TENT AND EVENT	PARKS - SPECIAL EVENTS	101-751-955.000	8,451.50
02/06/2020	FOA	40210	CONSUMERS ENERGY	UTILITIES - ELECTRIC	206-000-920.002	38.55
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS		8,490.05
--- GL TOTALS ---						
101-751-955.000			PARKS - SPECIAL EVENTS	8,451.50		
206-000-920.002			UTILITIES - ELECTRIC	38.55		
			TOTAL	8,490.05		

Check Register Report For Hartland Township  
For Check Dates 02/13/2020 to 02/13/2020

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/13/2020	FOA	16632	GOODWIN, DENNIS R	202.44	157.34	0.00	Open
02/13/2020	FOA	16633	ICMA VANTAGEPOINT TRANSFER AGENT	888.30	888.30	0.00	Open
02/13/2020	FOA	16634	ICMA VANTAGEPOINT TRANSFER AGENTS	33.23	33.23	0.00	Open
02/13/2020	FOA	16635	ICMA VANTAGEPOINT TRANSFER AGENT	3,508.12	3,508.12	0.00	Open
02/13/2020	FOA	16636	ICMA VANTAGEPOINT TRANSFER AGENT	1,067.46	1,067.46	0.00	Open
02/13/2020	FOA	DD6336	BAGDON, KELLY M	1,615.10	0.00	1,135.97	Cleared
02/13/2020	FOA	DD6337	BEAUDOIN, DIANA K	954.79	0.00	847.93	Cleared
02/13/2020	FOA	DD6338	BROOKS, TYLER J	1,709.45	0.00	1,220.94	Cleared
02/13/2020	FOA	DD6339	CASE, SUSAN E	1,748.48	0.00	1,199.60	Cleared
02/13/2020	FOA	DD6340	CIOFU, LARRY N	2,583.33	0.00	1,892.86	Cleared
02/13/2020	FOA	DD6341	DRYDEN-HOGAN, SUSAN A	3,211.28	0.00	2,297.34	Cleared
02/13/2020	FOA	DD6342	HEASLIP, JAMES B	2,825.58	0.00	1,923.66	Cleared
02/13/2020	FOA	DD6343	HENDRIX, PETER J	34.80	0.00	30.65	Cleared
02/13/2020	FOA	DD6344	HORNING, KATHLEEN A	2,583.33	0.00	1,780.56	Cleared
02/13/2020	FOA	DD6345	JOHNSON, LISA	1,928.03	0.00	1,347.09	Cleared
02/13/2020	FOA	DD6346	KLINE, CORI L	820.63	0.00	690.50	Cleared
02/13/2020	FOA	DD6347	KUMAR, ANDREW M	1,661.27	0.00	1,094.28	Cleared
02/13/2020	FOA	DD6348	LANGER, TROY D	3,140.25	0.00	2,219.39	Cleared
02/13/2020	FOA	DD6349	LENAGHAN, WILLIAM J	801.38	0.00	722.83	Cleared
02/13/2020	FOA	DD6350	MITCHELL, KYLE J	2,529.31	0.00	1,942.93	Cleared
02/13/2020	FOA	DD6351	MORGANROTH, CAROL L	1,722.11	0.00	1,327.68	Cleared
02/13/2020	FOA	DD6352	SHOLLACK, DONNA M	1,803.67	0.00	1,307.40	Cleared
02/13/2020	FOA	DD6353	VERMILLION, KAREN L	1,625.78	0.00	1,200.92	Cleared
02/13/2020	FOA	DD6354	VOLLBRECHT, LYNN J	1,227.60	0.00	982.94	Cleared
02/13/2020	FOA	DD6355	WEST, ROBERT M	3,203.04	0.00	2,446.40	Cleared
02/13/2020	FOA	DD6356	WICKMAN, JAMES T	4,634.59	0.00	3,668.07	Cleared
02/13/2020	FOA	DD6357	WYATT, MARTHA K	2,714.63	0.00	1,952.55	Cleared
02/13/2020	FOA	EFT528	FEDERAL TAX DEPOSIT	10,573.77	10,573.77	0.00	Cleared

Totals:	Number of Checks: 028	61,351.75	16,228.22	33,232.49
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Total Physical Checks:	5
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Total Check Stubs:	23
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## **Hartland Township Board of Trustees Meeting Agenda Memorandum**

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 02-04-2020 Hartland Township Board Regular Meeting Minutes

**Date:** February 12, 2020

### **Recommended Action**

Move to approve the Hartland Township Board Regular Meeting minutes for February 4, 2020.

### **Discussion**

Draft minutes are attached for review

### **Financial Impact**

None

### **Attachments**

2-4-2020 HTB Minutes - DRAFT

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES  
February 04, 2020 – 7:00 PM

**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

ABSENT: Trustee Petrucci

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

**4. Approval of the Agenda**

**Move to approve the agenda for the February 4, 2020, Hartland Township Board meeting as presented.**

Motion made by Trustee Colaianne, Seconded by Treasurer Horning.

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

Voting Nay: None      Absent: Trustee Petrucci      Motion passes: 6-0-1

**5. Call to the Public**

No one came forward.

**6. Approval of the Consent Agenda**

**Move to approve the consent agenda for the February 4, 2020, Hartland Township Board meeting as presented.**

Motion made by Trustee Harper, Seconded by Trustee Germane.

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

Voting Nay: None      Absent: Trustee Petrucci      Motion passes: 6-0-1

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. Approve 01/21/2020 Regular Board Meeting Minutes
- d. Approve 01/21/2020 Closed Session Meeting Minutes
- e. Ratify Hiring C. Louis as Receptionist (\$13.78/hour), as of 2/3/2020

**7. Pending & New Business**

- a. Resolution – 2020 Poverty Exemption Guidelines and Policy

**Move to approve the Resolution adopting the 2020 Poverty Exemption Guidelines and policy.**

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

February 04, 2020 – 7:00 PM

Motion made by Treasurer Horning, Seconded by Trustee Harper.

Roll call vote taken.

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

Voting Nay: None      Absent: Trustee Petrucci      Motion      passes:      6-0-1

## 8. Board Reports

Trustee Colaianne – Reminded everyone that Winterfest is Saturday, February 8, 2020, from noon until 6 pm with fireworks following. All families are welcome to join us at Heritage Park.

Trustee Germane - No report.

Trustee Harper - No report.

Clerk Ciofu - No report.

Treasurer Horning - Our tax banker was in today from First National Bank and reported that they were bought out by Ann Arbor Bank so our tax bank will become Ann Arbor Bank. We are hoping there will not be many changes.

Supervisor Fountain - No report.

[BRIEF RECESS]

## 9. Information / Discussion

### a. Budget Work Session

Finance Director Susan Dryden Hogan joined the meeting. Supervisor Fountain gave a brief overview of the process we will go through in reviewing the General Fund budget tonight. Clerk Ciofu inquired as to whether the step pay increases were included in the budget numbers being presented and Manager Wickman confirmed that they were included. Manager Wickman gave a brief summary of the overall General Fund Budget starting with revenues which were discussed in the January meeting. He then went through a brief review of each departments projected expenses. The Election Department budget increased significantly for the three elections to be held in 2020. Clerk Ciofu indicated that \$20,000 of the \$72,000 election expenses would be reimbursable expenses. Manager Wickman stated we are anticipating Tax Tribunal issues for next year that are reflected in increases in the Assessors budget for contracted services and legal fees. The Clerk's Department has requested additional hours for the Deputy Clerk for next year's budget. Clerk Ciofu explained this is due to the additional workload being put on the Clerk's Department for No Reason Absentee Voting and to reorganize the record retention operations. Township Hall & Grounds, Parks and Recreation, and Roads & M59 Median budgets will be affected by our decision to do mowing in house. A chart was provided showing the yearly savings for lawn/snow maintenance and the return on investment in equipment by doing this with in-house staff of around three years. This will result in a decrease in lawn/snow maintenance expenses, partially offset by increase in contracted services for labor from field staff in the water fund, for each of these departments. There will also be an increase in telephone costs due to our phone provider being bought out by Verizon who is doing away with this service. We are getting new quotes for this service, but we are expecting an increase in cost for a new system. A brief discussion was held on tying into the HDFA or the County telephone systems and other options. The COLA adjustment for wages is included in the Unallocated Department which reflects a 2.5% adjustment. In addition, the merit increase request for those outside the step guidelines is also included in this department. Overall, the total compensation increase is on track with previous years. The

## HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

February 04, 2020 – 7:00 PM

Streetlight budget is decreasing due to the conversion to LED lights this past year. Manager Wickman mentioned the Roads & M59 Median budget for chloride applications, and Director West gave a brief overview of the history of road chloride applications. Manager Wickman also stated the Communications budget is down due to the large website project completed this fiscal year. Clerk Ciofu inquired as to the footnote for additional hours in Communications and Manager Wickman stated that he was recommending 50 additional hours. It was noted the budget incorrectly had the 160 requested hours included in the wages. Manager Wickman also discussed the transfers out to Capital Improvements which is expected to be consistent with this year's overall percentage. A brief discussion was held on the Capital Improvement Fund cash flows. Supervisor Fountain inquired as to our General Fund Reserve and Manager Wickman stated we were back at a 1:1 ratio. The Board had no further questions regarding the General Fund at this time

Due to time constraints of the attorneys, it was the consensus of the Board to move the Information / Discussion on Gateway Sign Design Concepts and the Manager Report to the conclusion of the Closed Session.

### 10. Closed Session

- a. To consult with the Township Attorney regarding trial or settlement strategy.

**Move to go into closed session to consult with the Township Attorney regarding trial or settlement strategy.**

Motion made by Treasurer Horning, Seconded by Trustee Harper.

Roll call vote taken.

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

Voting Nay: None      Absent: Trustee Petrucci      Motion passes: 6-0-1

The Board is in Closed session at 7:43 p.m.

The Board came out of closed session at 8:45 p.m.

Trustee Germane was excused at 8:45 p.m.

### 9. Information / Discussion (continued)

- b. Gateway Sign Design Concepts

Manager Wickman presented the concept plans for the Gateway Signs, that were approved by the Partners in Progress and the Admin Committee, to the Board to keep this process moving forward as MDOT permits are there. This does not need to go to the Planning Commission. The Gateway Signs are for community branding, not Township branding, and would not need to look like the existing signs at the township hall, fire station and the parks. After some discussion the Board agreed on a single design that combined features of several signs.

- c. Manager's Report

The Partners in Progress would like to schedule a joint meeting at Settler's Park on June 24<sup>th</sup> or 25<sup>th</sup>. Manager Wickman briefly mentioned the server migration issues and the difficulties

## HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

February 04, 2020 – 7:00 PM

that were worked through. The new receptionist started yesterday, and he invited the Board to introduce themselves when in the Township Hall. There was an issue at the Miller's Knoll project regarding resident complaints on hauling of sand and the conditions of the road due to the trucks. They have stopped this work now and the developer is working with the Township to make everything right. Supervisor Fountain stated that several Board members attended the HDFA Awards presentation and they did a very nice job in recognizing the young girl involved in a recent accident with a Courage Award.

### 11. Adjournment

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

Motion made by Trustee Colaianne, Seconded by Clerk Ciofu.

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

Voting Nay: None      Absent: Trustee Petrucci      Motion passes: 6-0-1

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

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 02-04-2020 Hartland Township Board Closed Session Meeting Minutes

**Date:** February 12, 2020

### **Recommended Action**

Move to approve the Hartland Township Board Closed Session Meeting minutes for February 4, 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:** Livingston County Intergovernmental Agreement for the Watershed Advisory Group

**Date:** February 12, 2020

## Recommended Action

Authorize the Township Supervisor to sign the intergovernmental Agreement with Livingston County for the 2020 Watershed Advisory Group action plan.

## Discussion

Public works has historically remained in compliance with the EGLE MS4 Permitting requirements with minimal cost. EGLE has reformed MS4 regulations for future years, resulting in future projected cost increases to the Township for compliance.

Public Works is proposing joining the Watershed Advisory Group for the next four years to remain compliant in the most financially responsible form. The new requirements for compliance would require expenditures in excess of \$5,000 annually for the Township if completed independently of the partnership.

Public Works is seeking approval of the intergovernmental agreement with Livingston County for the Watershed Advisory Group 2019-2024 workplan. The agreement highlights Hartland Township's commitment of 5.00% of the annual program costs from 2019-2024.

\$ 44,037.00 ANNUAL CONTRACT TOTAL)		
Member		% of annual contract
LCDC	\$ 15,412.95	35.0%
Road Commission	\$ 15,412.95	35.0%
Brighton Township	\$ 2,201.85	5.0%
City of Brighton	\$ 2,201.85	5.0%
Village of Pinckney	\$ 2,201.85	5.0%
Hartland Township	\$ 2,201.85	5.0%
Hamburg Township	\$ 2,201.85	5.0%
Green Oak Township	\$ 2,201.85	5.0%
<i>Cost breakdown by each participant of LCWAG</i>		
	\$ 44,037.00	

## Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

The cost for WAG participation has been included in the proposed budget

## Attachments

WAG Scope of work

WAG Intergovernmental Agreement

# **ATTACHMENT A**

TO: Livingston Watershed Advisory Group  
 FROM: Ric Lawson, Watershed Planner  
 RE: **2019-2024 Work Plan and Budget**  
 DATE: January 16, 2020

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The proposed five-year work plan below contains tasks to develop and execute joint watershed and stormwater initiatives and services for the Livingston Watershed Advisory Group (WAG). This current work plan is designed for the Livingston WAG members and presents support services that will be provided by HRWC at the group's request. These tasks are primarily to designed to comply with stormwater permit requirements from the Michigan Department of Environment, Great Lakes and Energy (EGLE). The workplan is for five and ¼ years, which is consistent with a five-year permit cycle for stormwater regulations. An extra quarter in 2019 is added to move the contract to a calendar year cycle.

The work plan budget is a “not to exceed” budget, with tasks only engaged as the membership approves. There are several important changes in this budget from the 2013-2018 budget.

- Reporting on macroinvertebrate sampling has been included in the monitoring task item. This program was previously provided free of charge, but members benefit from the results by being able to show the biological quality of waterways. Reporting will only occur if funding for macroinvertebrate sampling can be raised by HRWC from elsewhere. Slight changes in chemistry monitoring to comply with permit requirements also increased those monitoring costs somewhat.
- Further, several new public education activities were added. These activities were committed to by municipalities in their Public Education Plans and are required for stormwater permit compliance.

**Timeline:** This proposed work plan begins October 1, 2019 and ends December 31, 2024.

*Note: All listed costs are **average** spread over 5¼ years. Depending on task, some individual year costs would be higher and some would be zero.*

## **Work Plan Tasks:**

### **Task 1: Meeting facilitation, coordination and Public Participation**

**Description:** The WAG will meet on a biannual basis at minimum to report on activities and progress. During the permit application process, the WAG may need to meet more frequently. HRWC can provide standard facilitation services, or minimal meeting support and participation. HRWC will prepare communications for all meetings including agenda, agenda item materials, and follow-up items; facilitate meetings; and coordinate with guest speakers.

**Rationale:** Public meetings are required by commitments in the Public Participation Plan within stormwater permit applications and are necessary for planning and coordination.

**Annual Cost:** \$2,282

### **Task 2: Prepare program reports**

**Description:** Biennial progress reports are required for stormwater permits. HRWC will develop the necessary materials to report collaborative activities to the Michigan Department of

Environment, Great Lakes, and Energy. HRWC will compile, summarize, and disseminate relevant information as needed for individual stormwater reporting in MiWaters. All reports will be shared with Partners prior to the permit report deadline and updated as necessary.

Rationale: Biennial reports are required for stormwater permits. The reports also provide the basis for measuring and reporting progress.

Annual Cost: \$2,440

**Task 3: Conduct water chemistry and flow monitoring and report on macroinvertebrates**  
Description: HRWC will work with the WAG to plan and execute water chemistry and flow monitoring and stormwater investigation for two field seasons (April to September) during the permit cycle as well as additional annual storm monitoring. Water chemistry and flow monitoring provides an overall assessment of watershed health and identifies areas of success and in need of greater attention. HRWC will work with watershed group members to integrate monitoring with Illicit Discharge Elimination Programs (IDEP). Work will include the following: measure stream discharge (Q) at long-term monitoring sites (6 in Livingston) during dry and wet weather conditions; monitor key water quality indicators at long-term sites and stormwater investigative sites during dry and wet weather conditions; collect targeted chemistry samples during select storm events; obtain and maintain equipment; recruit and train volunteer field crew; coordinate sample delivery logistics with lab; coordination of volunteer outings; deliver water samples to lab; obtain lab results and enter into database; analyze and synthesize data; communicate monitoring results in report form for a general audience; present results at WAG meetings; incorporate results into progress reports and promotional media; and disseminate monitoring reports to members and post on HRWC website.

Rationale: Monitoring for TMDL areas (water chemistry) is required by the stormwater permits. It is also necessary to help determine pollutant hot spots, track changing conditions, and assess progress. Flow and storm monitoring is useful in interpreting chemistry results. Macroinvertebrate reporting provides a baseline assessment of overall water and stream habitat quality. Macroinvertebrate reporting will only occur if funding is raised to support data collection

Annual Cost: \$12,942

**Task 4: Provide technical assistance on permit compliance**  
Description: HRWC will facilitate discussion and development of shared permit application materials and assist in permit negotiation with EGLE. HRWC will consult with watershed group members on an as-needed basis to provide advice, information and assistance with all aspects of the stormwater permit. If audited, HRWC staff will meet with state auditors regarding permit-related watershed activities. HRWC will also represent watershed group members at statewide MS4 meetings or relevant stormwater management discussions.

Rationale: Stormwater permit applications allow for submission of watershed-wide materials. Joint planning can be more efficient, reduce costs, and meet overall goals more effectively. HRWC is periodically asked to provide individual permittee support. This task includes a few extra hours to research and follow-up on implementation projects suggested by WAG members. Additional hours were included to develop grant funding proposals.

Annual Cost: \$2,009 (including one grant proposal per year)

**Task 5: Continue to implement the Public Education Plans (PEP)**

Description: HRWC will develop and execute tasks to meet the permit's public education requirements. Major items will include educational advertising, regular development and production of an educational calendar to include, once during the five year workplan, a mechanism for collecting evaluative feedback to measure the effectiveness of the piece itself or overall effectiveness of public education efforts, representation at two regional public outreach events annually and development of stormwater management informational content for local distribution and use with the public. Details on specific task items can be found in the PEP. Calendar printing and distribution will be contracted separately with individual municipalities and agencies.

Rationale: All items within this task are related to commitments made in the PEP within stormwater permit applications. Collaborative watershed education is more consistent and effective at a lower overall cost.

Annual Cost: \$22,266

**Total Contract Cost**

**Not to Exceed \$231,191 total (\$44,037 annual average)**

Individual year budgets will vary due to task timing. A task item budget that includes summaries of annual estimates and variation is included with this work plan.

**Comparison with Previous Contract**

Previous average annual budget:	\$40,864
Average annual expended:	\$23,317
Annually unexpended:	\$17,547

## Livingston/Washtenaw County Watershed Group Work Plan Budget (2019-2024)

Task Description	Item	Year								Annual Average
		2019 (Oct-Dec)	2020	2021	2022	2023	2024	Totals		
Watershed Activities										
1 Meeting preparation and facilitation	Staff	\$ 2,268	\$ 1,535	\$ 1,565	\$ 1,612	\$ 1,645	\$ 3,355	\$ 11,980		
	Other							\$ -		
	Total	\$ 2,268	\$ 1,535	\$ 1,565	\$ 1,612	\$ 1,645	\$ 3,355	\$ 11,980	\$ 2,281.89	
2 Progress reporting	Staff	\$ 504	\$ 512	\$ 5,218	\$ 537	\$ 5,482	\$ 559	\$ 12,812		
	Other							\$ -		
	Total	\$ 504	\$ 512	\$ 5,218	\$ 537	\$ 5,482	\$ 559	\$ 12,812	\$ 2,440.38	
3 Water chemistry and flow monitoring Macroinvertebrate monitoring	Staff	\$ 630	\$ 22,381	\$ 2,609	\$ 2,687	\$ 23,983	\$ 2,796	\$ 55,086		
	Staff	\$ -	\$ 639	\$ 2,609	\$ 672	\$ 2,741	\$ 699	\$ 7,360		
	Other (1)	\$ -	\$ 3,500	\$ -	\$ -	\$ 2,000	\$ -	\$ 5,500		
	Total	\$ 630	\$ 26,520	\$ 5,218	\$ 3,359	\$ 28,724	\$ 3,495	\$ 67,946	\$ 12,942.16	
4 Permit application and compliance	Staff	\$ 504	\$ 1,918	\$ 1,957	\$ 2,015	\$ 2,056	\$ 2,097	\$ 10,547		
	Other							\$ -		
	Total	\$ 504	\$ 1,918	\$ 1,957	\$ 2,015	\$ 2,056	\$ 2,097	\$ 10,547	\$ 2,008.96	
5 Public Participation and Education	Staff	\$ 945	\$ 20,143	\$ 20,546	\$ 21,162	\$ 21,585	\$ 22,017	\$ 106,397		
	Other (2)	\$ 500	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 10,500		
	Total	\$ 1,445	\$ 22,143	\$ 22,546	\$ 23,162	\$ 23,585	\$ 24,017	\$ 116,897	\$ 22,266.11	
Subtotal		\$ 5,351	\$ 52,627	\$ 36,503	\$ 30,686	\$ 61,492	\$ 33,523	\$ 220,182	\$ 41,939.50	
Administration	@ 5%	\$ 268	\$ 2,631	\$ 1,825	\$ 1,534	\$ 3,075	\$ 1,676	\$ 11,009	\$ 2,096.98	
Total		\$ 5,619	\$ 55,259	\$ 38,329	\$ 32,220	\$ 64,566	\$ 35,199	\$ 231,191	\$ 44,036.48	

(1) includes cost of equipment purchase and maintenance

(2) budget based on annual calendar and supplemental advertising

**INTERGOVERNMENTAL AGREEMENT  
FOR PHASE II STORM WATER NPDES GENERAL PERMIT  
WATERSHED PLANNING AND ASSISTANCE WITH PERMIT COMPLIANCE FOR  
THE LIVINGSTON COUNTY WATERSHED ADVISORY GROUP**

**THIS AGREEMENT** is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2020, by the COUNTY OF LIVINGSTON (“County”), and the Livingston County Road Commission (“LCRC”), the City of Brighton, Brighton Township, Green Oak Township, Hamburg Township, Hartland Township, and the Village of Pinckney, (hereinafter referred to individually as a “Participant” or collectively as the “Participants.”).

**IT IS AGREED THAT:**

The Participants are subject to the requirements of the Phase II Storm Water Regulations (the “Phase II Regulations”), 33 USC § 1251, *et seq.*, published by the United States Environmental Protection Agency (“EPA”) in the Federal Register on December 8, 1999; and

The Participants have formed the Livingston County Watershed Advisory Group and have applied for coverage under and are subject to the requirements of the Michigan Department of Energy, Great Lakes, and Environment (“EGLE”) National Pollutant Discharge Elimination System (“NPDES”) General Permit for Storm Water Discharges from Municipal Separate Storm Sewer Systems (“MS4s”); and

The Board of Commissioners of the County of Livingston has approved the Livingston County Drain Commissioner (“LCDC”), as agent for the County, to implement and comply with NPDES General Permit Requirements.

The Participants have agreed to cooperate and actively engage in the activities necessary to enable the Participants to comply with the Phase II Regulations; and

The Participants are authorized to enter into an Agreement for a term up to but not beyond December 31, 2024 whereby the Participants shall pay the County for such services; and

In order to provide for such services, it is necessary that the County and the other Participants enter into this Agreement.

**THEREFORE**, in consideration of the premises and the covenants of each other, the parties hereto agree as follows:

1. The Participants hereby approve and agree that the County shall provide such services hereunder as are necessary (all such services being hereinafter collectively referred to as the “Services”) to assist the Participants in complying with the General Permit and Phase II Regulations planning requirements and in other related watershed management activities within the subwatershed. This Agreement will cover the facilitation of planning meetings, assistance with implementing priority activities in the Watershed Management Plan, assistance in Stormwater Management Plan revisions, and assistance in the reapplication for permit coverage. The services are detailed in the attached Contract between the County and the Huron River Watershed Council (“HRWC”).
2. The LCDC, as agent for the County, will chair, facilitate and oversee the operation of the planning meetings and coordinate actions among Participants. The County shall engage such consultants, assistants, attorneys, and employees as may be necessary to provide the Services and shall make all necessary rules governing the operation of the planning meetings and the provision of the Services. The LCDC, as chair, shall call the meetings, provide a location for the meeting, establish agendas, establish

**INTERGOVERNMENTAL AGREEMENT  
FOR PHASE II STORM WATER NPDES GENERAL PERMIT  
WATERSHED PLANNING AND ASSISTANCE WITH PERMIT COMPLIANCE FOR  
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subcommittees and perform other functions as needed to assist the group in meeting permit responsibilities. Meeting notices will be prepared and e-mailed or mailed by the LCDC to all Participants and interested parties at least one (1) week prior to each meeting. The LCDC will assume responsibility for preparing minutes and meeting summaries which will be sent to Participants and interested parties prior to the next scheduled meeting.

3. The Participants (voting members) of the Livingston County Watershed Advisory Group shall consist of the LCDC, the LCRC, the City of Brighton, Brighton Township, Green Oak Township, Hamburg Township, Hartland Township, the Village of Pinckney, and any other appropriate regulated public entities that enter into this Agreement and share in the cost of Services. EGLE, Southeast Michigan Council of Governments (“SEMCOG”), HRWC, other communities, agencies, consultants or organizations, and individual citizens may participate as non-voting members and receive notice of meetings on request.
4. Representatives from each Participant shall be designated by the governing body of the Participant and shall actively and faithfully participate in all subwatershed planning activities. The Participants, through their representative, shall provide to the planning committee all information and materials necessary to comply with the General Permit and the needs of the committee. The committee shall meet as needed, at minimum annually.
5. The Livingston County Watershed Advisory Group will serve as a forum for discussion and will be expected to reach decisions through consensus of the Participants. When an official action is required and consensus cannot be reached, the group will take action based upon a majority vote of the Participants. Each Participant will have one (1) vote. All decisions of the group will be recorded and distributed to all Participants. Each Participant shall have an opportunity to vote, regardless of attendance of an official meeting, through written opposition or approval.
6. The cost of the Services to be provided by the County pursuant to this Agreement is presently estimated to be a maximum \$44,037.00 annually, which estimate is hereby approved by the Participants. The share of the cost of such Services are to be borne by the Participants in the following appropriation: thirty-five percent (35%) each by LCDC and LCRC, and five percent (5%) each by the City of Brighton, Brighton Township, Green Oak Township, Hamburg Township, Hartland Township, and the Village of Pinckney.
7. Each Participant agrees to pay the County its share, as set forth in Section 6 of this Agreement, promptly upon receipt of an invoice for the same from the County, but no later than thirty (30) days after receipt. Subject to Section 8, Participants shall not be responsible for any costs for Services that exceed estimated costs unless such additional costs have been approved by three-fourths ( $\frac{3}{4}$ ) of the Participants in writing. If such additional costs are so approved, each Participant agrees to pay its revised share of such costs promptly upon receipt of an invoice for the same from the County, but no later than thirty (30) days after receipt.
8. The Participants have agreed to contribute up to \$5,000.00 in annual contingency funds, which shall be used at the discretion of the Participants for watershed management activities. If contingency funds are used, the total cost of the Services may exceed \$44,037.00 annually. The Participants agree that the decision to contribute and use contingency funds shall be made by majority vote of the Participants. The share of the cost of such contingency funds are to borne by the Participants in the following appropriation: thirty-five percent (35%) each by LCDC and LCRC, and five percent (5%) each by the



**INTERGOVERNMENTAL AGREEMENT  
FOR PHASE II STORM WATER NPDES GENERAL PERMIT  
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City of Brighton, Brighton Township, Green Oak Township, Hamburg Township, Hartland Township, and the Village of Pinckney.

9. The payments made by the Participants pursuant to Sections 6, 7, and 8 shall be used solely and only to pay for the Services as contemplated by this Agreement.
10. The parties hereto agree that the costs and expenses of any claims or lawsuits arising directly or indirectly out of this Agreement or the performance of the Services, including, but not limited to, satisfaction of settlements and judgments, to the extent that such costs and expenses are chargeable against the County, shall be deemed to constitute part of the cost of the Services and shall be paid by the Participants in the same manner as herein provided with respect to other costs of the Services.
11. In the event that any one (1) or more of the provisions of this Agreement shall, for any reason, be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions hereof, but this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
12. The Agreement shall become effective after approval by the governing body of each Participant and shall cover the period up to December 31, 2024, unless extended by the parties in writing; may be executed in several counterparts, which shall be treated as one integrated original for enforcement purposes; and shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.
13. Notwithstanding any other provision in this Agreement to the contrary, any of the Participants to this Agreement may terminate their participation in this Agreement upon not less than one hundred eighty (180) days prior written notice to each of the other Participants. The terminating Participant shall continue to fulfill its obligations and to make payments as required by this Agreement up to the effective date of termination. In the event a Participant elects to terminate its participation in this Agreement, the remaining Participants shall have the option of terminating this Agreement on a date mutually agreed upon by such remaining Participants or, in the alternative, continue with the Agreement and reach an agreement to divide among the remaining Participants the responsibility for paying the sums which had been the obligation of the terminating Participant.
14. The Participants, as required by law, shall not discriminate against a person to be served, an 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 race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, political affiliation, or beliefs.

The Participants shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to, the following:

- a) The Elliot-Larsen Civil Rights Act, 1976, PA 453, as amended.
- b) The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- c) Section 504 of the Federal Rehabilitation Act of 1973, P. L. 93-112, 87 Stat 355, as amended, and regulations promulgated thereunder.

**INTERGOVERNMENTAL AGREEMENT  
FOR PHASE II STORM WATER NPDES GENERAL PERMIT  
WATERSHED PLANNING AND ASSISTANCE WITH PERMIT COMPLIANCE FOR  
THE LIVINGSTON COUNTY WATERSHED ADVISORY GROUP**

- d) The Americans with Disabilities Act of 1990, P. L. 101-336, 104 Stat 327 (42 USCA §12101 et seq.), as amended, and regulations promulgated thereunder.

Breach of this Section shall be regarded as a material breach of this Agreement. In the event a Participant is found not to be in compliance with this Section, the County may terminate this Agreement effective as of the date of delivery of written notification to the Participant.

15. Modifications, amendments, or waivers of any provisions of this Agreement may be made only by the written approval by a majority of the Participants.
16. The persons signing on behalf of the parties to this Agreement certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

**[Signature pages to follow]**

**INTERGOVERNMENTAL AGREEMENT  
FOR PHASE II STORM WATER NPDES GENERAL PERMIT  
WATERSHED PLANNING AND ASSISTANCE WITH PERMIT COMPLIANCE FOR  
THE LIVINGSTON COUNTY WATERSHED ADVISORY GROUP**

*IN WITNESS WHEREOF*, the parties hereto have caused this Agreement to be executed and delivered by their respective duly authorized officers, all as of the day and year first above written.

Witnesseth:

\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_

Its: \_\_\_\_\_

<b>APPROVED AS TO FORM FOR COUNTY OF LIVINGSTON:</b> <b>COHL, STOKER &amp; TOSKEY, P.C.</b> <b>By: COURTNEY A. GABBARA</b> <b>On: January 31, 2020</b>
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N:\Client\Livingston\Drain\Agreements\Watershed Advisory Group Phase II General Permit\Draft\_Intergovernmental\_Agreement2020 (final).doc

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

**Submitted By:** Troy Langer, Planning Director  
**Subject:** Rezoning #19-002 948 Old US 23  
**Date:** February 11, 2020

## **Recommended Action**

**Move to adopt the resolution and ordinance to amend the zoning map.**

## **Discussion**

Applicant: Hartland Township

## **Rezoning Request**

Hartland Township is submitting a request is to rezone approximately 3.09 acres of property from PD (Planned Development) to LI (Light Industrial), located in Section 33 of Hartland Township (Parcel ID #4708-33-100-016). The property was previously occupied by Beauchamp Landscape and Supply, which operated on the site since approximately 2000.

The adjacent property to the north, 1010 Old US-23, is currently zoned GC (General Commercial); however, the Township is in the process of submitting a request for that property to be rezoned to LI (Light Industrial) under Rezoning #19-003. REZ #19-003 is discussed in a separate memorandum; and was presented to the Planning Commission on October 10, 2019, along with REZ #19-002.

The property south of the subject site (948 Old US-23) is zoned I (Industrial). West of the site (west side of Old US-23) the property is zoned CA (Conservation Agricultural). The current zoning map shows this area of the Township predominantly zoned as I or LI, especially on the east side of Old US-23. The intent of the rezoning request for this property and 1010 Old US-23 is to make the zoning compatible with the area and the Comprehensive Development Plan of Hartland Township.

The Planning Commission held a public hearing on the rezoning request on October 10, 2019; where the Planning Commission recommended approval of the rezoning request. The request was sent to the Livingston County Planning Commission, where the County Planning Department staff recommended approval and the Planning Commission recommended approval at their November 20, 2019 regular meeting.

The subject property for this rezoning is adjacent to a separate rezoning (REZ #19-003). The Planning Department has held this request back from going to the Township Board so that both rezoning requests could be brought at the same time.

## **Site Description**

The property, 3.09 acres in area, has approximately 512 feet of frontage along Old US-23 and approximately 528 feet of frontage along US-23. Two driveways on Old US-23 provide access to the site, with the northern driveway serving as the public entrance to the site, and the southern driveway is an “exit only” driveway.

Historically the site has been occupied by Beauchamp Landscape and Supply, from approximately 2000 to the present. The site layout includes two buildings; an approximate 2,520 square foot building on the west side of the site, which had been used for retail/office uses; and an approximate 5,175 square foot truck storage/warehouse building with several bays and a service area for truck repairs in the northeast corner. Outdoor display and storage areas, concrete block storage bins, and parking are currently present on the site. Potential changes could occur to the site layout when a new business is established for a Kubota and Bobcat dealership.

### **Background Information**

The site is zoned PD (Planned Development). The Planning Department was unable to determine when the PD zoning was established for the property. In general, when land is in the PD category, the Township approves a PD Agreement that outlines the uses that are permitted in that designated area, as well as other development standards. However, in this case, the subject property, although in the PD designation, does not have specific uses listed in the PD. In fact, there is no PD Agreement. It appears in the past, the Light Industrial (LI) and Industrial (I) zoning categories were used for the applicable zoning regulations. Although, the Planning Department staff is not sure how they arrived at those being the applicable zoning standards other than neighboring lands are in those zoning classifications.

The subject site has been occupied by several businesses since 1991 under several applications. The most recent business, Beauchamp Landscape and Supply (formerly Beauchamp Lawn and Snow Service), was approved under Site Plan Application #300 and Special Land Use Application #196 in 2000. Beauchamp Landscape and Supply occupied the site until the summer of 2019.

In April 2019 an applicant approached the Township with a request to establish a Kubota/Bobcat dealership on the site, using the existing buildings and site layout. In light of the fact a PD Agreement was not adopted for this property, and specific uses were not identified, a use determination for the Kubota/Bobcat business was presented to the Planning Commission on April 25, 2019. The Planning Commission determined the proposed use is similar in nature and compatible to uses of the same nature or class as uses listed in the LI (Light Industrial) zoning district. As part of that discussion the Planning Department noted it would proceed with the rezoning of the subject property to LI, based on the decision of the Planning Commission on the use determination.

On May 23, 2019 the Planning Commission approved Site Plan Application #19-004, a request to establish a Kubota/Bobcat dealership at 948 Old US-23.

### **Zoning Districts**

Following is a discussion of the current and proposed zoning categories, along with other potential zoning classifications. Currently the subject property is zoned PD (Planned Development; Section 3.1.18) and the request is to rezone the property to LI (Light Industrial; Section 3.1.16). The Future Land Use Map shows the zoning for this property as Planned Industrial/Research and Development (PIRD). PIRD could include uses similar to those listed in the zoning categories of PDR (Research and Development Park; Section 3.1.15); LI (light Industrial; Section 3.1.16); and I (Industrial; Section 3.1.17). Zoning regulations are provided as attachments for the zoning districts as noted above, specifically regarding the permitted principal and special land uses for each district.

Current Zoning

The subject property is currently zoned PD (Planned Development). The Hartland Township Zoning Ordinance under Section 3.1.18, Intent of the PD District states:

*The intent of the “PD” Planned Development District is to provide areas within which several land use types can be developed through innovative and thoughtful land use design. While traditional bulk requirements may be set aside in this District in order to achieve particular design objective, the Township intends that any such district use should adhere to all applicable health and building codes and clearly demonstrate a commitment to maintaining a balance between residential and non-residential use, between public open space provided and private land set aside, and in accordance with the ability of the remainder of the Township to absorb and effectively deal with the attendant growth.*

The minimum required of and area for a PD is twenty (20) acres of contiguous land. Minimum lot width is not stated in the Ordinance.

Proposed Zoning

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

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

The minimum required lot size for each parcel in the LI zoning category is a lot width of 120 feet and lot area of 40,000 square feet.

Although not specifically requested two additional zoning classifications could be considered: RDP (Research and Development Park) and I (Industrial).

Zoning to Consider

RDP Zoning – Intent of RDP District (Section 3.1.15):

*The RDP Research and Development Park District is intended to provide for office research and related facilities while specifically excluding incongruous uses. The uses permitted within this district are distinct from other industrial districts since the uses are generally lower intensity with minimal impacts outside of the principal buildings. Accessory uses which complement and support the principal uses and are intended for use by employees and visitors of the principal uses and are intended for use by employees and visitors of the principal uses are allowed when meeting the standards of this district.*

The minimum lot area for each parcel in the RDP zoning category is five (5) acres with a minimum of 200 feet of lot width.

I Zoning – Intent of I District (Section 3.1.17):

*The I, Industrial District is intended to accommodate manufacturing, assembling, and fabrication activities including large scale or specialized industrial operations, which have the potential for emitting obnoxious odors, generating heavy truck traffic, producing noises, displaying bright light and other external physical effects which may impact surrounding districts. The I District is structured to permit manufacturing, processing and compounding of semi-finished or finished products from raw materials as well as from previously prepared materials.*

The minimum required lot size for each parcel in the I zoning category is ten (10) acres and a lot width of 330 feet.

Following is a chart listing the lot requirements for GC, RDP, I, and LI zoning districts:

<b>Zoning District</b>	<b>Lot Area</b>	<b>Lot Width</b>
RDP	5 acres	200 feet
LI	40,000 sq. ft.	120 feet
I	10 acres	330 feet
PD	20 acres	NA

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

North: GC (General Commercial)\*

South: I (Industrial)

East: SR (Suburban Residential) – Across US-23

West: CA (Conservation Agricultural)

\*This property is currently under consideration to be rezoned from GC (General Commercial) to LI (Light Industrial) under REZ Application #19-003

### **Comprehensive Plan**

The Hartland Township Comprehensive Plan Future Land Use Map designates the subject property as *Planned Industrial/Research and Development (PIRD)*. The Comprehensive Development Plan has the following comments regarding this category:

***Planned Industrial Research and Development.*** The word “Planned” in this designation’s name is intended to convey the Township’s intentions to work with private or public developers to create

planned developments consistent with the provisions of the Michigan Zoning Act and the local Zoning Ordinance.

In anticipation of population growth and the resulting demand such growth will place upon Township services, additional nonresidential land use areas will be required. These uses will help provide a diverse tax base in order to permit the Township to continue to provide the quality of service its residents have grown to expect.

*General Location.* On the Future Land Use Map, PIRD has been planned for approximately 718 acres of the Township. Two distinct areas of the Township have been planned for future Planned Industrial Research and Development. These areas include the Clyde Road and US-23 interchange and the Old US-23 corridor, south of M-59.

*Intended Land Uses.* This designation is intended to permit industrial land uses that do not produce the negative effects often associated with heavy industrial development, such as noise, glare, odor, dust, heavy truck traffic, and fumes. These uses typically consist of small parts fabrication, research and development testing firms, laboratories, electronics firms and office research uses. Industrial uses envisioned for the Township will be generally conducted within a completely enclosed building with minimal or no outdoor storage areas. It is also intended to permit office complexes, including medical facilities, financial institutions, public and private recreational facilities and ancillary services that support the planned industrial research uses.

*Characteristics.*

Planned industrial research and development sites should provide buffering between the permitted uses and adjacent properties to assure compatibility.

Old US-23 Area. This area has historically been used for industrial purposes and the Township should continue to support those existing light industrial/technology uses while encouraging new, complimentary uses of an appropriate size and scale. Since this area is highly visible from both Old US-23 and US-23, generous landscaping and high quality architectural design should be encouraged. Outdoor storage and industrial yards should be appropriately screened from view.

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

North: Planned Industrial/Research and Development  
South: Planned Industrial/Research and Development  
East: Estate Residential – Across US-23  
West: Medium Urban Density Residential

**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.

The criteria require examination of not only the Future Land Use Map, but the language in the Comprehensive Development Plan.



The Future Land Use Map designates the property as PIRD (Planned Industrial Research and Development) category. There are three (3) zoning classifications that would generally be consistent with that Future Land Use Category, as follows: I (Industrial), LI (Light Industrial), and RDP (Research and Development Park). As a result, consideration should be given toward any of these three (3) zoning classifications; however, further examination of the Comprehensive Development Plan should be conducted before determining which one of the zoning classifications is deemed to be consistent with the adopted Comprehensive Plan. A copy of the permitted uses in each of those zoning districts is attached for review by the Planning Commission.

The Township Board will have to determine if the proposed LI district is the appropriate category, or if RDP or I would be more appropriate.

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

The site is developed with two (2) buildings, parking, internal drives, and outdoor storage areas. The site is generally flat with areas of mowed lawn, shrubs, and trees.

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

Although the property is currently zoned PD it appears a PD Agreement was never established which would have provided development standards and a list of permitted uses for the site. Per the current zoning standards for PD zoning, the minimum required land area is twenty (20) acres, and the subject site is 3.09 acres in size; therefore, it is unlikely the property would be developed as a PD in the future. If rezoned to LI, any and all uses in the LI classification should be considered as a potential future development on the property.

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

The adjacent property to the north is zoned GC (General Commercial), with a request to rezone the site to LI (REZ #19-003). Properties further north are zoned LI, and include Animal Crackers (pet salon, grooming, boarding); Ben Franklin Plumbing; and Trescal.

Properties immediately south of the subject property are zoned I (Industrial), and include Beauchamp Water Treatment and Supply, Rhino Seed and Turf Supply, and Stonepro The property west of the subject site is zoned CA (Conservation Agricultural) and is undeveloped at this time.

The Township Board will need to determine if the permitted uses in the LI district are compatible with the existing and potential surrounding uses. Given that the surrounding properties are zoned LI or I, the LI and I zoning classifications appear to be compatible.

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

The subject property is currently served by on-site well and septic. Storm water management is under the jurisdiction of the Livingston County Drain Commission. Per the comments from the Township's Director of Public Works, future sewer connection may be required if ever a land combination results in combining 948 Old US-23 with 1010 Old US-23 into a single parcel. Additionally, a future sewer mainline extension along Old US-23 south of Bergin Road may also require a subsequent sewer connection.

*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 site is from Old US-23. Old US-23 is classified as a Major Collector route in the Comprehensive Plan and serves as a major north-south road in the Township. The subject parcel has approximately 512 feet of frontage along Old US-23, which complies with the required lot frontage of 120 feet in the LI zoning district.

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 property from PD to LI would promote consistency with the properties that front Old US-23 in this area, which are a mix of LI and I zoned properties. The proposed Kubota/Bobcat dealership is an example of a new business that intends to locate at the subject property. The Planning Commission has already determined the proposed use (Kubota/Bobcat dealership) is compatible with the uses permitted in LI zoning.

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

Future development of the site will require compliance with the current Zoning Ordinance standards and requirements.

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

Based on the Future Land Use Map, LI (Light Industrial) zoning is one of the zoning categories that aligns with the Future Land Use Map (FLUM) designation for this site (Planned Industrial and Research and Development). Properties to the north, south, and northwest are in the same classification on the FLUM.

However, the Comprehensive Development Plan indicates that development sites should provide buffering between the permitted uses and adjacent properties to assure compatibility. More specifically, for the area of Old US-23, the Comprehensive Development Plan indicates "...The Township should encourage the continuance of these existing light industrial/technology uses while permitting new uses appropriate in size and character with the Township."

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.*

Other than the proposed Kubota/Bobcat dealership use, specific uses have not been provided as part of the rezoning request. 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 Township Board 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.

The proposed rezoning area is approximately 3.09 acres in area. The requested zoning (LI-Light Industrial) is consistent with land uses allowed in adjacent properties to the north, south, and northwest.

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 has been 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**

Please see the email from the Hartland Township DPW Director dated October 1, 2019.

**Hartland Township's Engineer's Review**

No comments.

**Hartland Deerfield Fire Authority Review**

No Comments

**Attachments:**

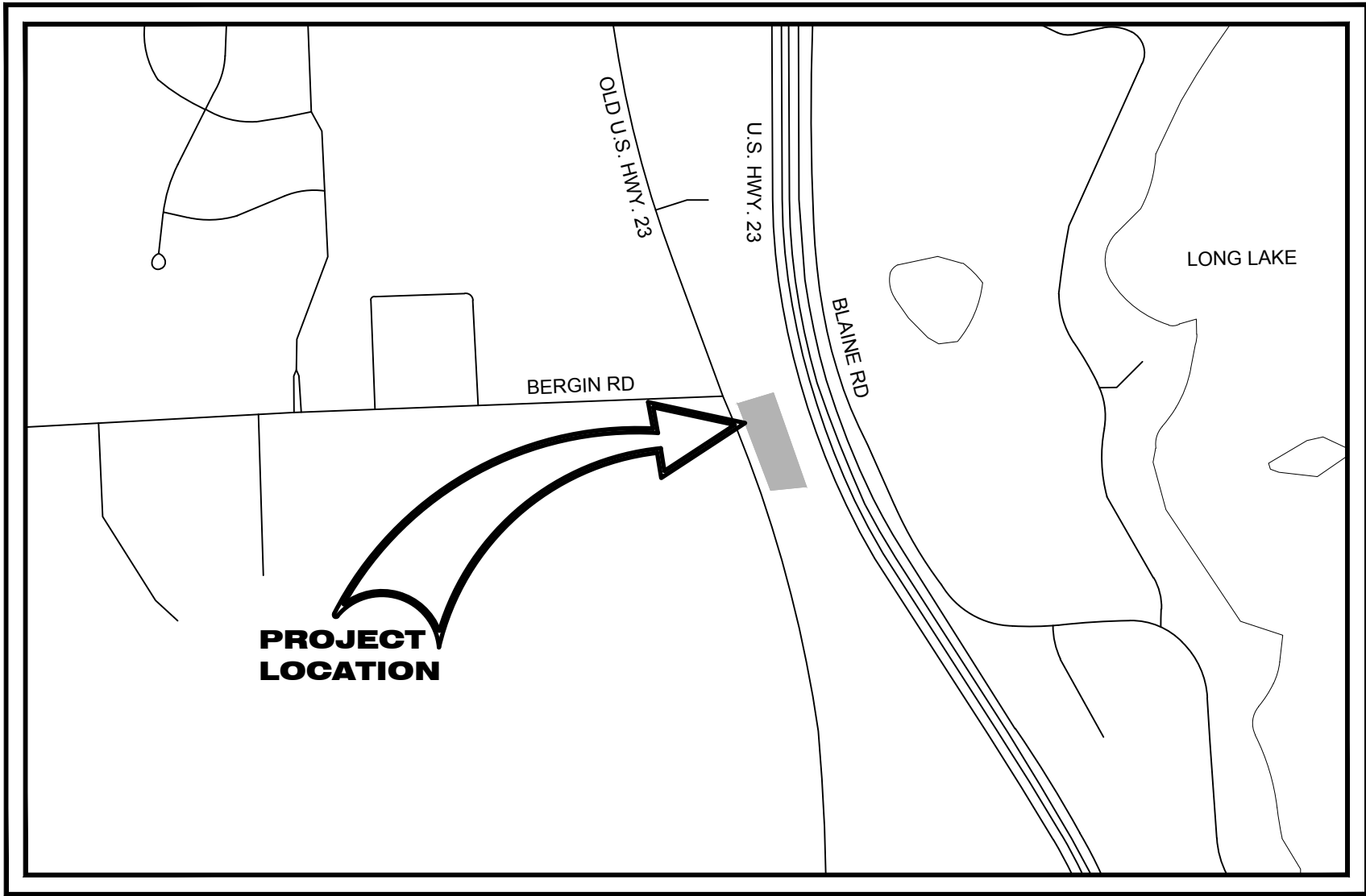
1. Aerial photograph of Subject Property-only PDF version provided
2. Survey of Subject Property, dated March 2019-only PDF version provided
3. Hartland Township Zoning Map-only PDF version provided
4. Hartland Township Future Land Use Map-only PDF version provided
5. DPW email dated October 1, 2019-only PDF version provided
6. Livingston County Planning Memo
7. Resolution to Approve



# HARTLAND TWP





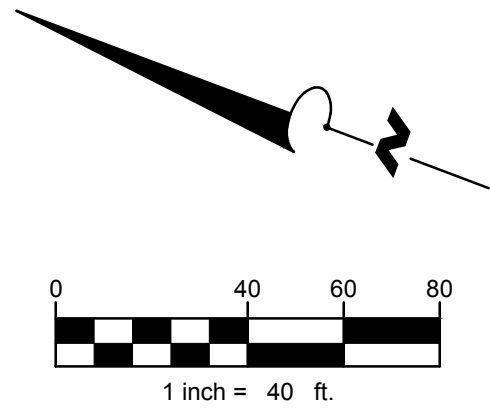


LOCATION MAP  
N.T.S.

LEGAL DESCRIPTION

PARCEL 4708-33-100-016  
LAND IN THE TOWNSHIP OF HARTLAND LIVINGSTON COUNTY, MICHIGAN, DESCRIBED AS FOLLOWS:

PART OF THE NORTHWEST 1/4 SECTION 33 LYING BETWEEN THE WESTERLY RIGHT-OF-WAY LINE OF US 23 FREEWAY AND THE EASTERLY RIGHT-OF-WAY LINE OF WHITMORE LAKE ROAD (OLD US 23), TOWN 3 NORTH, RANGE 6 EAST, HARTLAND TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT A POINT DISTANT NORTH 87 DEGREES 52 MINUTES 23 SECONDS EAST ALONG THE NORTH LINE OF SAID SECTION 33 AND CENTERLINE OF BERGIN ROAD, 1875.22 FEET TO THE CENTERLINE OF WHITMORE LAKE ROAD (120 FOOT RIGHT-OF-WAY), SOUTH 20 DEGREES 31 MINUTES 39 SECONDS EAST ALONG SAID CENTERLINE OF WHITMORE LAKE ROAD, 21.51 FEET, NORTH 87 DEGREES 10 MINUTES 58 SECONDS EAST 62.98 FEET, AND SOUTH 20 DEGREES 31 MINUTES 39 SECONDS EAST ALONG THE EASTERLY RIGHT-OF-WAY LINE OF SAID WHITMORE LAKE ROAD, 8.04 FEET FROM THE NORTHWEST CORNER OF SAID SECTION 33; THENCE NORTH 85 DEGREES 34 MINUTES 55 SECONDS EAST 274.16 FEET ON THE ARC OF A CURVE CONCAVE TO THE EAST, CENTRAL ANGLE 07 DEGREES 38 MINUTES 16 SECONDS, RADIUS 3969.71 FEET, CHORD BEARING SOUTH 20 DEGREES 21 MINUTES 31 SECONDS EAST 528.80 FEET; THENCE SOUTH 87 DEGREES 36 MINUTES 15 SECONDS WEST 274.41 FEET TO THE EASTERLY RIGHT-OF-WAY LINE OF SAID WHITMORE LAKE ROAD; THENCE ALONG SAID EASTERLY RIGHT-OF-WAY LINE OF WHITMORE LAKE ROAD NORTH 19 DEGREES 15 MINUTES 53 SECONDS WEST 7.74 FEET AND NORTH 20 DEGREES 31 MINUTES 39 SECONDS WEST 511.73 FEET TO THE POINT OF BEGINNING.



SITE INFORMATION	
Applicant Name	Ryan Wurtzel
Applicant Address	4704 S 29th Street, Kalamazoo, MI 49048
Site Address	948 North Old US Highway 23, Brighton, MI, USA
Tax Parcel Numbers	4708-33-100-016
Current Zoning	Planned Development (PD)
Current Use	Flower Shop
Proposed Use	Commercial Equipment Sales
Site Area (S.F.)	135,215
Gross Usable Floor Area (S.F.)	7,600
Total Ground Floor Area (S.F.)	7,600
Lot Coverage	5.62%
Parking Spaces Required	8 Spaces
Parking Spaces Provided	23 Spaces

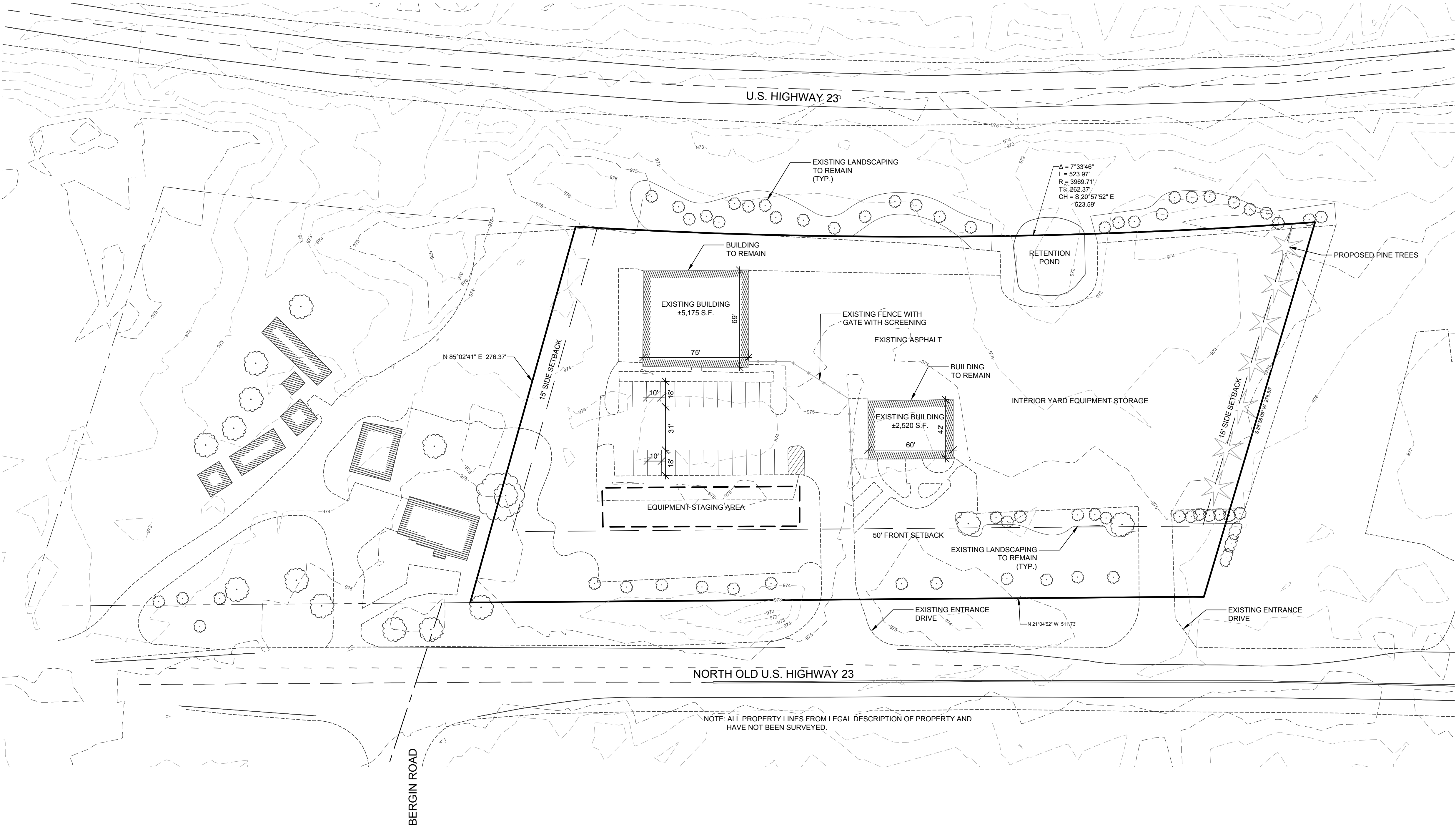
LEGEND


EXISTING	
E	CABLE
OHE	ELECTRIC LINE (OVERHEAD)
FO	FIBER OPTIC LINE
G	GAS LINE
T	TELEPHONE LINE
***	FENCE
---	FORCEMAIN
---	GUARDRAIL
---	SANITARY SEWER
---	STORM SEWER
---	WATER MAIN
---	CENTER LINE
---	EXISTING TREE LINE
---	EXISTING DITCH LINE
---	EASEMENT LINE/GRADING PERMIT
---	GRADING LIMITS/LIMITS OF DISTURBANCE
---	PROPERTY LINE
---	RIGHT-OF-WAY LINE
---	SECTION LINE
---	TO BE ABANDONED

↑	= ANTENNA	⊙	= PAVEMENT/SOIL BORING
⊠	= CATCH BASIN	⊙	= PROPOSED HYDRANT
□	= CABLE RISER BOX	⊙	= PROPOSED GATE VALVE & BOX
•	= CLEAN OUT	⊙	= PROPOSED GATE VALVE & VAULT
■	= CURB INLET	⊙	= PROPOSED REDUCER
⊙	= ELECTRIC MANHOLE	⊙	= PROPOSED SANITARY MANHOLE
⊙	= FIRE HYDRANT	⊙	= PROPOSED STORM MANHOLE
⊙	= FOUND IRON PIPE	⊙	= STORM MANHOLE
⊙	= GAS VALVE	⊙	= TELEPHONE MANHOLE
⊙	= GUY ANCHOR	⊙	= TELEPHONE RISER BOX
⊙	= LIGHT POLE	⊙	= TURNING POINT/TRVERSE
⊙	= MAILBOX	⊙	= UTILITY POLE
⊙	= MONITORING WELL	⊙	= VAULT
⊙	= POST	⊙	= WATER ELEVATION
⊙	= SATELLITE DISH	⊙	= WATER MANHOLE
⊙	= SANITARY MANHOLE	⊙	= WATER METER
⊙	= SECTION CORNER	⊙	= WATER VALVE
⊙	= SIGN	⊙	= WATER SPIGOT
		⊙	= WELL

TREE DESIGNATORS

⊙	BUSH	⊙	STUMP
⊙	CONIFEROUS TREE	⊙	DECIDUOUS TREE
⊙	CONIFEROUS TREE TO BE REMOVED	⊙	DECIDUOUS TREE TO BE REMOVED



**WIGHTMAN**

**BENTON HARBOR**  
2303 Pipestone Road  
Benton Harbor, MI 49022  
Phone: 269.927.0100

**KALAMAZOO**  
433 East Ransom Street  
Kalamazoo, MI 49007  
Phone: 269.327.3532

**ALLEGAN**  
1670 Lincoln Road  
Allegan, MI 49010  
Phone: 269.673.8465

[www.gowightman.com](http://www.gowightman.com)

PROJECT NAME:  
**CARLETON EQUIPMENT**  
948 NORTH OLD US HIGHWAY 23  
BRIGHTON, MI 48114

CARLETON EQUIPMENT

REVISIONS

THE REPRODUCTION, COPYING OR OTHER USE OF THIS DRAWING WITHOUT WRITTEN CONSENT IS PROHIBITED.

DATE: MARCH, 2019

SCALE: 1" = 40'

SITE LAYOUT



# Zoning Map

## Hartland Township Livingston County, Michigan

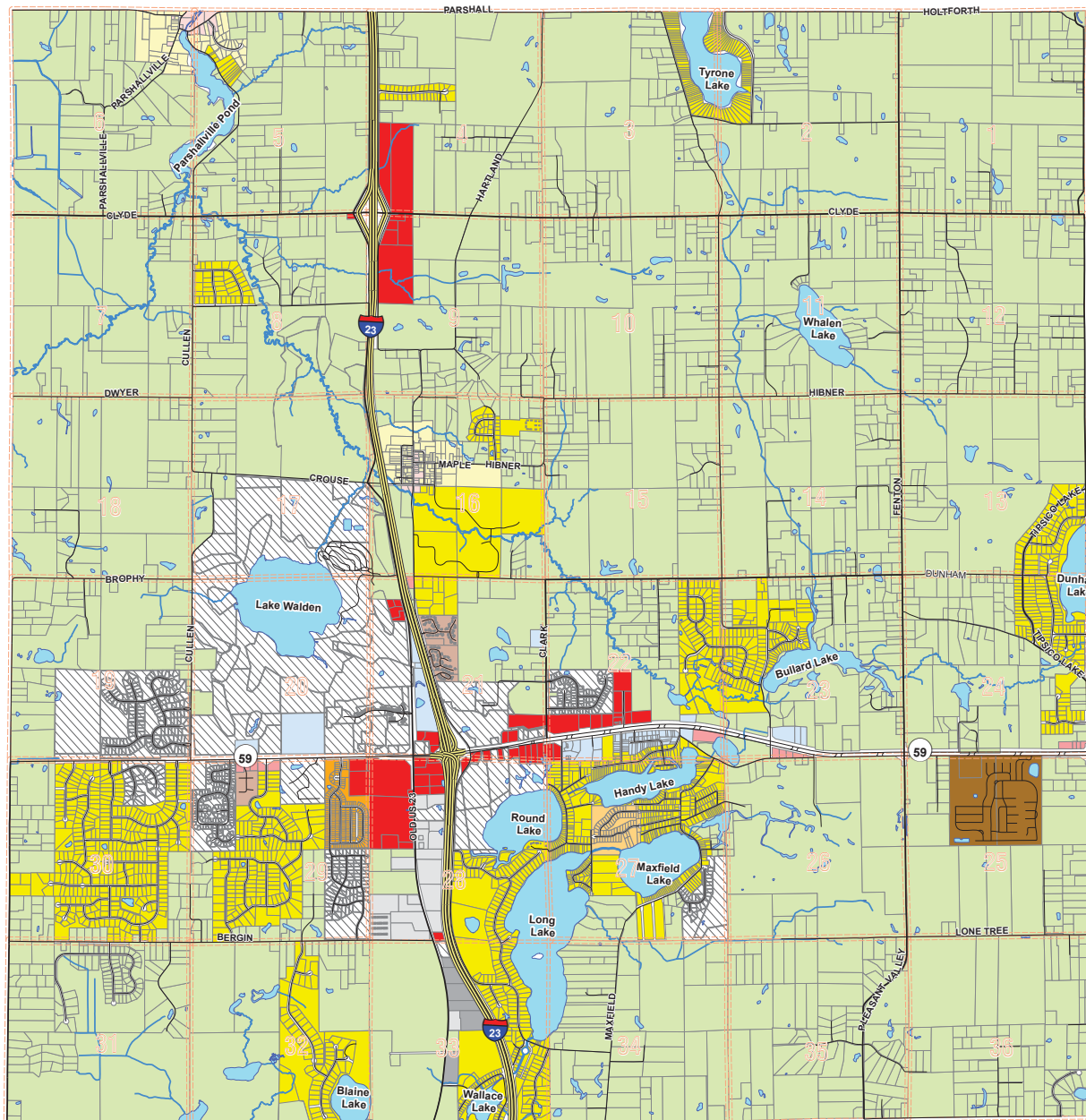


- CA - Conservation Agricultural
- RUR - Rural Residential
- RR - Residential Recreational
- STR - Settlement Residential
- RE - Rural Estate District
- SR - Suburban Residential
- MDR - Medium Density Residential
- HDR - High Density Residential
- MR - Multiple Family Residential
- MR-2 - Mobile Home 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







## Martha Wyatt

---

**From:** Martha Wyatt  
**Sent:** Tuesday, October 1, 2019 2:37 PM  
**To:** Martha Wyatt  
**Subject:** FW: rezoning of 2 properties

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**From:** Robert West  
**Sent:** Tuesday, October 1, 2019 2:34 PM  
**To:** Martha Wyatt  
**Cc:** Troy Langer  
**Subject:** RE: rezoning of 2 properties

- 948 Old US-23 (formerly Beauchamp Lawn and Landscape). Currently is zoned PD (Planned Development). Proposed zoning is LI (Light Industrial). Kubota/Bobcat sales intends to move in there.

*The 948 parcel is currently not connected to municipal sewer system, however future sewer connection may be required if ever a land combination results in combining 948 Old US-23 with 1010 Old US-23 into a single parcel. Additionally, a future sewer mainline extension along Old US-23 south of Bergin may also require a subsequent sewer connection.*

- 1010 Old US-23 (Sunset Acre cabins since the 1950's). Currently is zoned GC (General Commercial). Proposed zoning is LI (Light Industrial).

*The 1010 parcel is currently not connected to municipal sewer system, however the parcel is within 200 linear feet of the municipal sewer mainline. Future sewer connection will be required in the event the current septic field requires repair or replacement. Additionally, a sewer connection may be required if ever a land combination results in combining 948 Old US-23 with 1010 Old US-23 into a single parcel.*



**Robert M. West**  
**Public Works Director**  
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# LIVINGSTON COUNTY PLANNING DEPARTMENT – ZONING REVIEW

**CASE NUMBERS:**  
**COUNTY:** Z-51-19

**LOCATION:** Hartland Township  
**SECTION NUMBER:** 33  
**TOTAL ACREAGE:** 3.09 Acres

**APPLICANT/OWNER:** Hartland Township/ Beauchamp

## **CURRENT ZONING:**

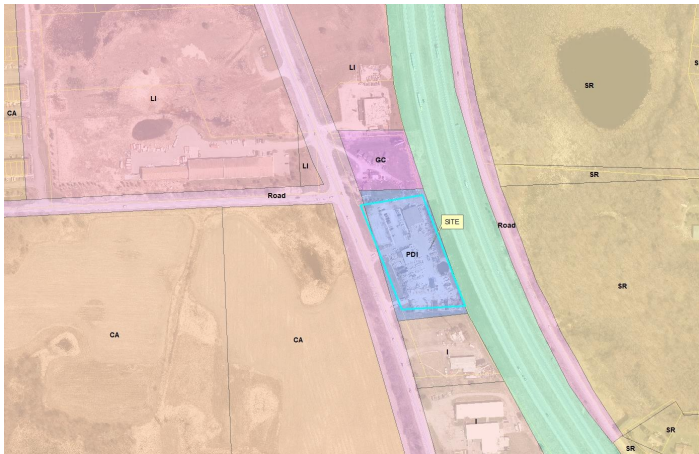
PD Planned Development

### **PERMITTED/SPECIAL USES (Not all inclusive):**

**Permitted:** A development with several land use types developed through innovative and thoughtful land use design. Planned Developments are encouraged to achieve: A choice of living environments with a variety of housing and building types; A useful pattern of open space and recreation areas; more convenience in the location of accessory commercial uses and services accessory to the recreation uses; a development pattern which preserves and utilizes natural topography and geologic features, scenic vistas, trees and other vegetation, and prevents the disruption of natural drainage patterns; a more efficient use of the land resulting in substantial savings through shorter utilities and streets; a development pattern in harmony with the Goals and Objectives of the Hartland Township Comprehensive Plan.

**MINIMUM LOT AREA:** Generally intended for a land area of at least twenty (20) acres of contiguous land.

### **CURRENT ZONING MAP:** (see map at end of review)



**LOCATION:** The site is located at 948 Old US-23 between Old US-23 and US 23, on the east side of Old US-23 south of M-59 in Section 33 of Hartland Township.

**LAND USE:** Currently a Kubota/Bobcat dealership (formerly Beauchamp Landscape and Supply)

## **REQUESTED ZONING:**

LI Light Industrial

### **PERMITTED/SPECIAL USES (Not all inclusive):**

**Permitted:** Any use with the principal function of conducting research, design, testing and pilot or experimental product development; vocational schools and other types of technical training facilities; computer related services; professional & medical offices; financial institutions; publicly owned and operated facilities; essential services, buildings and storage yards; parks and open space; outdoor seating and dining areas; business services; mini warehouses; commercial greenhouses; lumber yards; public buildings; and public utility buildings.

**Special:** Child day care; adult day care; indoor tennis facilities; fitness and recreation centers; urgent care facilities; motels; hotels; standard restaurants; freezer locker plants and cold storage; heliports; communication towers; outdoor storage; automobile repair.

**MINIMUM LOT AREA:** 40,000 square feet

### **EXISTING LAND USE MAP:** (also see map at end of review)



### **ESSENTIAL FACILITIES:**

**SANITARY SEWER:** On-site septic

**WATER SUPPLY:** municipal water

**ACCESS ROAD(S):** Old US-23; paved primary roadway.

## **TOWNSHIP PLANNING COMMISSION RECOMMENDATION AND PUBLIC COMMENTS:**

The Hartland Township Planning Commission recommended APPROVAL of this rezoning at their October 10, 2019 meeting. The public hearing for this rezoning was also held on October 10, 2019; there were no public comments.

### ENVIRONMENTAL CONDITIONS:

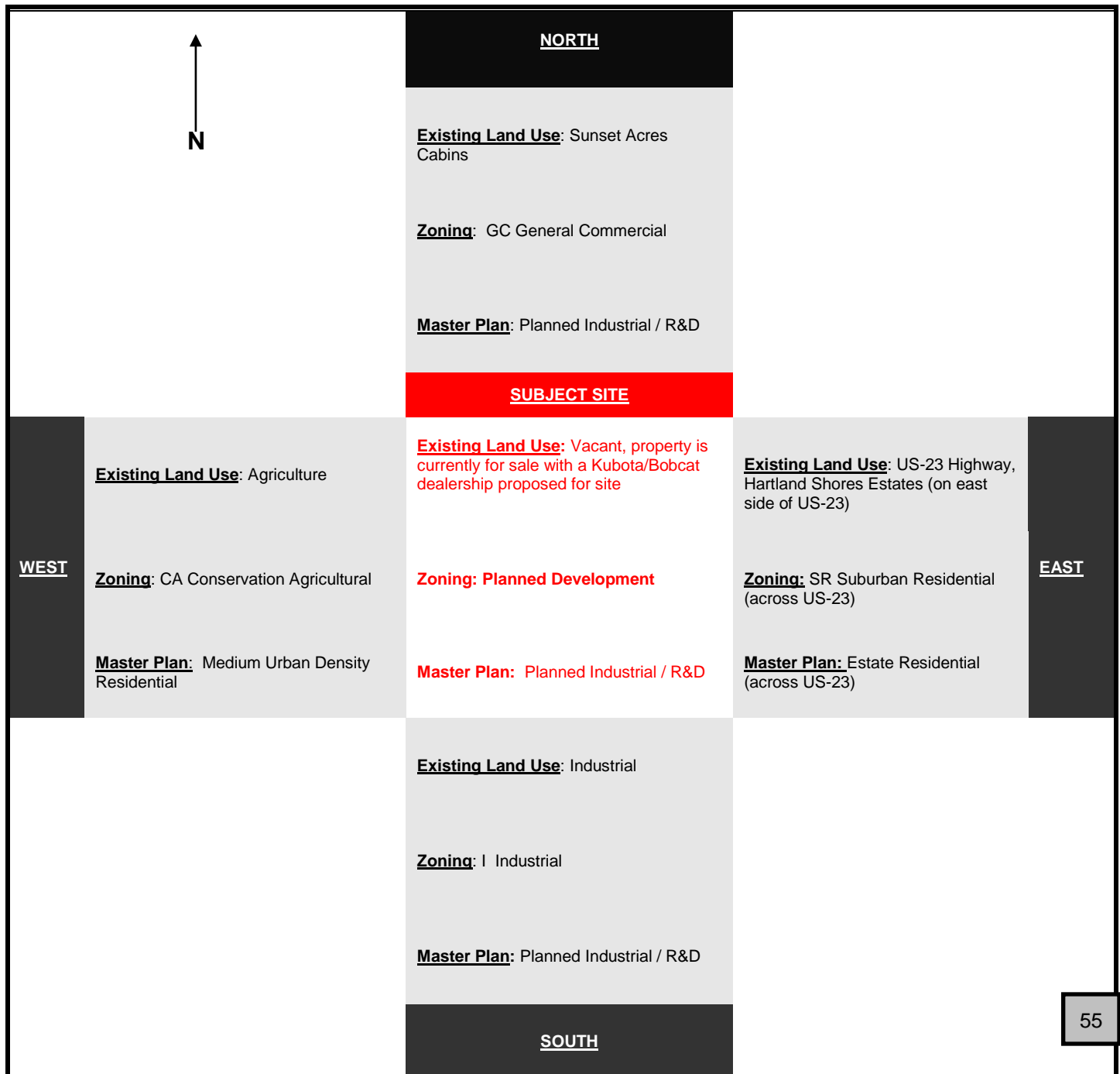
**Soils/Topography:** The Livingston County Soil Survey indicates that the primary soil on-site is well-drained Miami loam. The topography of the site is nearly level 0 to 6% slope. Where slopes are 12% or less, they have slight to moderate limitations for non-farm use.

**Wetlands:** The National Wetland Inventory indicates that there are no wetlands on-site.

**Vegetation:** Minimal landscaping.

**Natural Areas:** There are no Priority 1, 2 or 3 natural areas located on this site.

**CURRENT LAND USE, ZONING, AND MASTER PLANNING MATRIX:** The graphic below provides a general overview of the existing uses, zoning and future land use designations of the subject site and the immediately adjacent parcels.



**TOWNSHIP MASTER PLAN:**

The Hartland Township Comprehensive Plan (2015) designates the site as Planned Industrial / Research and Development. The master plan defines this future land use category as follows:

The word “Planned” in this designation’s name is intended to convey the Township’s intentions to partner with private developers or public entities in the creation of planned developments consistent with the provisions of the Michigan Zoning Act and the Township’s Zoning Ordinance. In anticipation of population growth and the resulting demand such growth will place upon Township services, additional nonresidential land use areas will be required. These uses will help stimulate the local economy, provide jobs, and contribute to a diverse tax base in order to facilitate Township growth and allow it to continue to provide the quality of service its residents have grown to expect.

**General Location.** On the Future Land Use Map, PIRD has been planned for approximately 627 acres of the Township. Two distinct areas have been designated for future Planned Industrial Research and Development. These areas are the Clyde Road and US-23 interchange and the Old US-23 corridor, south of M-59.

**COUNTY MASTER PLAN:**

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

**COUNTY PLANNING STAFF COMMENTS:**

Hartland Township is initiating this rezoning request to LI Light Industrial with the intent of creating an area of compatible industrial zoning along the eastern side of Old US-23. This PD Planned Development zoned site and the GC General Commercial zoned property adjacent to the north of the site (Sunset Acres cabins) are the only two parcels that are not zoned Light Industrial or Industrial in an approximate 1 ½ mile swath along the east side of Old US-23. The Township also plans to administratively rezone the Sunset Acres property to LI Light Industrial and this rezoning will be forwarded to the Livingston County Planning Commission at a later date.

After finding that the site did not have a PD Planned Development agreement for the property, the Hartland Township Planning Commission approved a site plan application in May 2019 for the establishment of a Kubota/Bobcat dealership that will utilize the existing buildings and site layout. Site layout includes two driveways, parking, and an approximate 2,520 square foot building which had been used for retail/office uses and an approximate 5,175 square foot building which had been used for truck storage/warehouse uses. Various outdoor display and storage areas are also located on the site. Signage at the site indicates that this business will soon open.

The current PD Planned Development zoning of the site requires a minimum lot area of at least 20 acres of contiguous land whereas the site consists of 3.09 acres, making this a non-conforming parcel. The Township evaluated various zoning districts to determine which require a minimum lot size consistent with the dimensions of the site and include permitted and specially permitted uses that would permit an equipment dealership (Kubota/Bobcat); they determined that the LI Light Industrial zoning district was the best fit.

This proposed LI Light Industrial rezoning is consistent with the Planned Industrial/Research and Development (PIRD) future land use designation of the Hartland Township Comprehensive Plan. Although the parcels along the east site of Old US-23 are really too small to accommodate the true concept of a PIRD, which is typically a campus-like setting on a large acre site, the comprehensive plan acknowledges that this type of PIRD is more suitable for the Clyde Road and US-23 Interchange Area and the plan makes the following recommendations for the Old US-23 Area:

This area has historically been used for industrial purposes and the Township should continue to support those existing light industrial/technology uses while encouraging new, complementary uses of an appropriate size and scale. Since this area is highly visible from both Old US-23 and US-23, generous landscaping and high quality architectural design should be encouraged. Outdoor storage and industrial yards should appropriately screened from view.



**COUNTY PLANNING STAFF RECOMMENDATION:**

**Approval.** The proposed rezoning to LI Light Industrial will bring this parcel into conformance with the Hartland Township Zoning Ordinance and will help Hartland Township achieve an area of more consistent industrial zoning along the east side of Old US-23. The LI zoning and the intended use of this site is consistent with the existing industrial land use of this area and the Planned Industrial/Research Development (PIRD) master plan designation.

# Hartland Township Land Use – Section 33

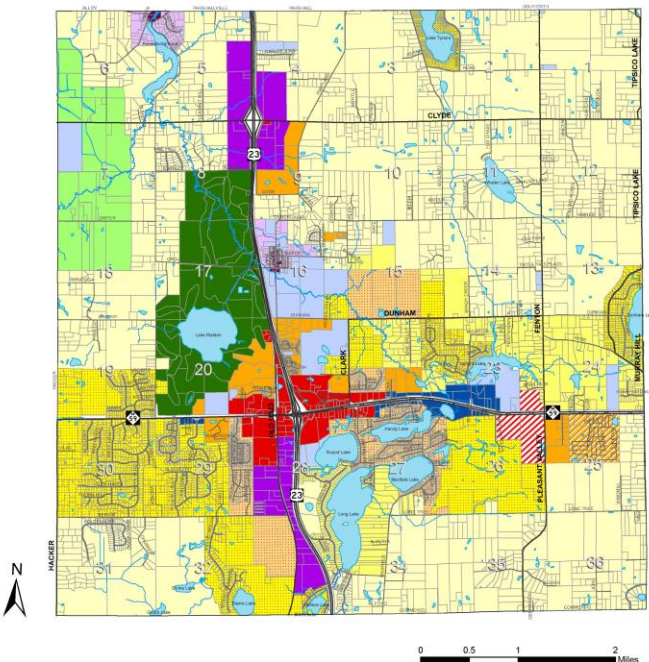




**Hartland Township**  
Livingston County, MI

**FUTURE LAND USE MAP**  
Adopted September 1, 2015

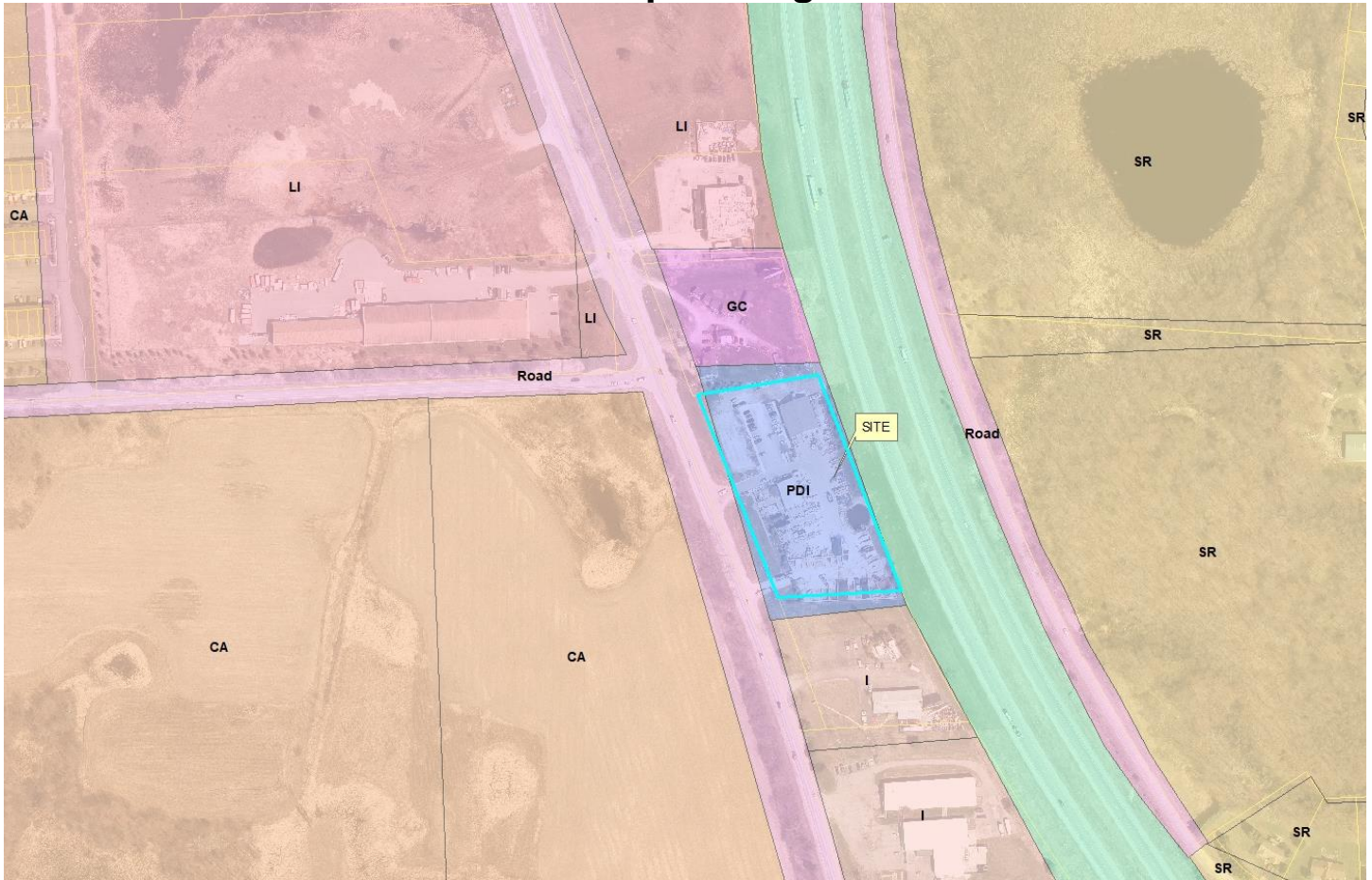
- Future Land Use Categories**
- Commercial
  - Estate Residential
  - High Density Residential
  - Low Suburban Density Residential
  - Multiple Family Residential
  - Medium Suburban Density Residential
  - Medium Urban Density Residential
  - Office
  - Planned Industrial / R & D
  - Public / Quasi-Public
  - 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 Zoning – Section 33



### 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

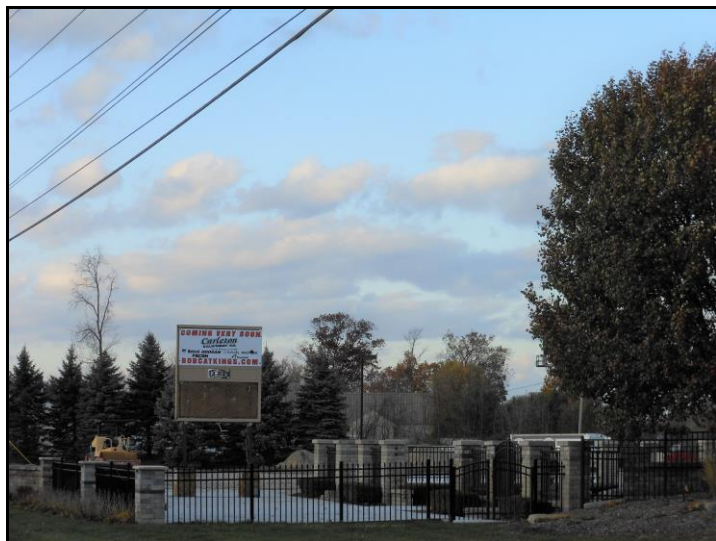
0 0.2 0.4 0.8 Miles



Created: December 12



# Hartland Township Section 33 Z-51-19 Photos



**SITE**



**SOUTH – Beauchamp Water Treatment**



**NORTH – Sunset Acres**



**WEST – Vacant Agricultural Land**



**NORTHWEST – Beacon Roofing Supply**



**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**, certain property with a property tax parcel number 4708-33-100-016, which is commonly known as 948 Old US 23, Hartland Township, was previously zoned PD (Planned Development) and is changed to LI (Light Industrial); 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 property; and



**WHEREAS**, the Township Planning Commission held a public hearing for comment on the proposed amendment and recommended approval on October 10, 2019; and

**WHEREAS**, the Livingston County Planning Department has recommended approval of the proposed amendment in their November 8, 2019; 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 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 AMENDMENT NO. \_\_\_\_

#### THE TOWNSHIP OF HARTLAND ORDAINS:

##### **Section 1.     Amendment of Township Zoning Map.**

Tax parcel number 4708-33-100-016, addressed as 948 Old US-23, is a developed parcel consisting of approximately 3.09 acres, located south of Bergin Road; west of US-23; and east of Old US-23, in Section 33 of Hartland Township. Zoning Map Amendment from PD (Planned Development) to LI (Light Industrial).

**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:** Rezoning #19-003 1010 Old US 23  
**Date:** February 11, 2020

## **Recommended Action**

**Move to adopt the resolution and ordinance to amend the zoning map.**

## **Discussion**

Applicant: Hartland Township

## **Rezoning Request**

Hartland Township is submitting a request is to rezone approximately 1.97 acres of property from GC (General Commercial) to LI (Light Industrial), located in Section 28 of Hartland Township (Parcel ID #4708-28-300-016). The adjacent property to the south, 948 Old US-23, is zoned PD (Planned Development); however, the Township is in the process of submitting a request for that property to be rezoned to LI (Light Industrial) under Rezoning #19-002. REZ #19-002 is discussed in a separate memorandum and was presented to the Planning Commission on October 10, 2109, along with REZ #19-003.

Neighboring properties, north and west of the subject property (1010 Old US-23), are zoned LI (Light Industrial). Properties south of the adjacent property at 948 Old US-23 include LI and I zoning; thus the subject property, zoned as GC, is an island that is predominantly surrounded by LI and I zoned properties. The intent of the rezoning request is to make the zoning compatible with the area and the Comprehensive Development Plan of Hartland Township.

On October 10, 2019, the Planning Commission held a public hearing for this request. At the public hearing, a prior property owner, Jerrad Beauchamp, on behalf of Champ Three, LLC, requested that this rezoning be postponed until after the first of the year, since there was a pending sale of the property. In December of 2019, the Township became aware that the subject property had sold to a new entity. The Township sent the new owner notice of the rezoning request and invited the new owner to attend the Planning Commission meeting. At the January 9, 2020, regular meeting, the Planning Commission recommended approval of the rezoning request. The new owner attended the meeting and was asked to share his plans for the property. The new owner indicated that he had no objections to the rezoning and had plans to keep the residential structures on the property.

The rezoning request was sent to the Livingston County Planning Commission for review. Unfortunately, the Livingston County Planning Commission won't be able to make their recommendation until the February 19, 2020 meeting, which is outside of the 30 day review period. The Livingston County Planning Department staff has recommended approval.

### **Site Description**

The property, 1.97 acres in area, has approximately 284 feet of frontage along Old US-23 and approximately 293 feet of frontage along US-23. The site is accessed via Old US-23. Internally gravel drives provide circulation to the buildings. Historically the site has been occupied with several cottage-like buildings and trailers, possibly since the 1950's however file information does not exist before that time period. The complex has been called Sunset Acres Cabins in the past. Per the Township Assessing records the buildings and trailers are estimated to be constructed in approximately 1959. In the past there were eight (8) buildings and two (2) trailers. Today the site has six (6) buildings and two (2) trailers. It appears the property has functioned as a residential rental use since the 1950's.

### **Background Information**

Based on old zoning maps the property was zoned B (Business and Commercial) in 1959. In the 1970's the Township Zoning map shows the property zoned as B-2 (Highway Business District). The property was zoned as H-C (Highway Commercial) in the 1990's. Staff could not find documentation as to when the property transitioned to the current zoning of GC, but most likely this occurred when the zoning map was updated in the 1990's.

In 1994 construction occurred to connect the four small buildings with entryways between the buildings. The construction occurred without an approved land use permit from the Township. A variance application (ZBA Application #344) was submitted which was reviewed by the Zoning Board of Appeals (ZBA) on May 18, 1994. The ZBA determined the enclosure of space with entryways between the existing buildings (units 1&2; 2&3; and 3&4) constituted an expansion and an increased use of land area of a non-conforming use. The ZBA stated the existing buildings were considered a pre-existing nonconforming use as the property was not properly zoned for a residential use. The case was denied.

A billboard sign is also present on the site, in the northeast corner, and the sign is located within a separate, recorded easement. Per the file, the billboard sign was erected sometime in 1983 or 1984, without prior approval from the Township. On November 8, 1984, the billboard sign was reviewed by the Planning Commission under Site Plan Application #50 and Sign Application #129. The Planning Commission determined the request was considered to be a major change because there was no previous site plan for the property and requested the applicant to provide detailed plans showing topography, buildings, and other site features. The applicant did not provide the requested information and the applications did not progress to a decision.

In 1993, Sign Application #239 was submitted to the Township for a billboard sign stated as being approximately 672 square feet in area. Staff assumes this is the same billboard sign as reviewed in 1984. A site plan was provided showing the general location of the sign, but no other details of the site were on the plan, such as buildings or topography. The sign permit application indicates the Planning Commission approved the billboard sign on February 10, 1994, however the meeting minutes are unavailable.

Per the Hartland Township Zoning Ordinance No. 22 (in place from 1987-1996), outdoor advertising signs (billboards) were permitted as a principal or accessory use on parcels of land along and adjacent to the right-of-way line of US-23 and M-59 in the H-C (Highway Commercial), R-C (Regional Commercial), and HSC (Heavy Service Commercial) zoning districts. The maximum size of each sign face (two were allowed) was 200 square feet and sign height was limited to 30 feet.

Since the time of the adoption of the Hartland Township Zoning Ordinance No. 37 (May 1998) and under the current zoning ordinance (Hartland Township Zoning Ordinance No. 76), off-premises advertising

signs, which include billboard signs, are only permitted in the I (Industrial) zoning district. The current zoning ordinance permits billboards in the I (Industrial) zoning district abutting US 23 only and by special use approval. Additional standards are outlined in Section 5.26.6.

### **Zoning Districts**

Following is a discussion of the current and proposed zoning categories, along with other potential zoning classifications. Currently the subject property is zoned GC (General Commercial; Section 3.1.14) and the request is to rezone the property to LI (Light Industrial; Section 3.1.16). The Future Land Use Map shows the zoning for this property as Planned Industrial/Research and Development (PIRD). PIRD could include uses similar to those listed in the zoning categories of PDR (Research and Development Park; Section 3.1.15); LI (Light Industrial; Section 3.1.16); and I (Industrial; Section 3.1.17). Zoning regulations are provided as attachments for the zoning districts as noted above, specifically regarding the permitted principal and special land uses for each district.

#### Current Zoning

The subject property is currently zoned GC (General Commercial). The Hartland Township Zoning Ordinance under Section 3.1.14, Intent of the GC District states:

*The GC General Commercial District is established to accommodate those retail businesses and services which are intended to serve the requirements of the Hartland community. The large size and variety of permitted commercial uses typically generates significant volumes of vehicular traffic. Uses in the GC District typically require a relatively large area devoted to off-street parking and loading, and tend to create problems of congestion. It is intended to direct all intensive commercial development to those areas designated as such on the Hartland Township Comprehensive Plan.*

Residential uses are not specifically listed as a principal permitted or special land use in GC. The minimum required lot size in GC 40,000 square feet (without public sanitary sewer) or 20,000 square feet (with public sanitary sewer). The minimum lot width is 120 feet.

#### Proposed Zoning

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

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

The minimum required lot size for each parcel in the LI zoning category is a lot width of 120 feet and lot area of 40,000 square feet.

Although not specifically requested two additional zoning classifications could be considered: RDP (Research and Development Park) and I (Industrial).

*Zoning to Consider*

**RDP Zoning – Intent of RDP District (Section 3.1.15):**

*The RDP Research and Development Park District is intended to provide for office research and related facilities while specifically excluding incongruous uses. The uses permitted within this district are distinct from other industrial districts since the uses are generally lower intensity with minimal impacts outside of the principal buildings. Accessory uses which complement and support the principal uses and are intended for use by employees and visitors of the principal uses and are intended for use by employees and visitors of the principal uses are allowed when meeting the standards of this district.*

The minimum lot area for each parcel in the RDP zoning category is 5 acres with a minimum of 200 feet of lot width.

**I Zoning – Intent of I District (Section 3.1.17):**

*The I, Industrial District is intended to accommodate manufacturing, assembling, and fabrication activities including large scale or specialized industrial operations, which have the potential for emitting obnoxious odors, generating heavy truck traffic, producing noises, displaying bright light and other external physical effects which may impact surrounding districts. The I District is structured to permit manufacturing, processing and compounding of semi-finished or finished products from raw materials as well as from previously prepared materials.*

The minimum required lot size for each parcel in the I zoning category is 10 acres and a lot width of 330 feet.

Following is a chart listing the lot requirements for GC, RDP, I, and LI zoning districts:

<b>Zoning District</b>	<b>Lot Area</b>	<b>Lot Width</b>
GC	20,000 sq. ft.*	120 feet
	40,000 sq. ft. **	
RDP	5 acres	200 feet
LI	40,000 sq. ft.	120 feet
I	10 acres	330 feet

\* For parcels with public sanitary sewer

\*\* For parcels without public sanitary sewer

As an informational note, I (Industrial) is the only zoning district which allows for billboard signs, as outlined in 5.26.6 of the Zoning Ordinance.

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

North: LI (Light Industrial)

South: PD (Planned Development)\*

East: SR (Suburban Residential) – Across US-23

West: LI (Light Industrial)

\* This property is currently under consideration to be rezoned from PD (Planned Development) to LI (Light Industrial) under REZ Application #19-002

### **Comprehensive Plan**

The Hartland Township Comprehensive Plan Future Land Use Map designates the subject property as *Planned Industrial/Research and Development (PIRD)*. The Comprehensive Development Plan has the following comments regarding this category:

***Planned Industrial Research and Development.*** The word “Planned” in this designation’s name is intended to convey the Township’s intentions to work with private or public developers to create planned developments consistent with the provisions of the Michigan Zoning Act and the local Zoning Ordinance. In anticipation of population growth and the resulting demand such growth will place upon Township services, additional nonresidential land use areas will be required. These uses will help provide a diverse tax base in order to permit the Township to continue to provide the quality of service its residents have grown to expect.

***General Location.*** On the Future Land Use Map, PIRD has been planned for approximately 718 acres of the Township. Two distinct areas of the Township have been planned for future Planned Industrial Research and Development. These areas include the Clyde Road and US-23 interchange and the Old US-23 corridor, south of M-59.

***Intended Land Uses.*** This designation is intended to permit industrial land uses that do not produce the negative effects often associated with heavy industrial development, such as noise, glare, odor, dust, heavy truck traffic, and fumes. These uses typically consist of small parts fabrication, research and development testing firms, laboratories, electronics firms and office research uses. Industrial uses envisioned for the Township will be generally conducted within a completely enclosed building with minimal or no outdoor storage areas. It is also intended to permit office complexes, including medical facilities, financial institutions, public and private recreational facilities and ancillary services that support the planned industrial research uses.

***Characteristics.***

Planned industrial research and development sites should provide buffering between the permitted uses and adjacent properties to assure compatibility.

**Old US-23 Area.** This area has historically been used for industrial purposes and the Township should continue to support those existing light industrial/technology uses while encouraging new, complimentary uses of an appropriate size and scale. Since this area is highly visible from both Old US-23 and US-23, generous landscaping and high quality architectural design should be encouraged. Outdoor storage and industrial yards should be appropriately screened from view.



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

North: Planned Industrial/Research and Development  
South: Planned Industrial/Research and Development  
East: Estate Residential – Across US-23  
West: Planned Industrial/Research and Development

### **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.*

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

The Future Land Use Map designates the property as PIRD (Planned Industrial Research and Development) category. There are three (3) zoning classifications that would generally be consistent with that Future Land Use Category, as follows: I (Industrial), LI (Light Industrial), and RDP (Research and Development Park). As a result, consideration should be given toward any of these three (3) zoning classifications; however, further examination of the Comprehensive Development Plan should be conducted before determining which one of the zoning classifications is deemed to be consistent with the adopted Comprehensive Plan. A copy of the permitted uses in each of those zoning districts is attached for review by the Planning Commission.

The Township Board will have to determine if the proposed LI district is the appropriate category, or if RDP or I would be more appropriate.

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

The site is developed with residential buildings and a billboard sign. Gravel drives provide internal access to the buildings. The site is generally flat with areas of mowed lawn and a scattering of shrubs and trees.

#### *Section 7.4.3.C. Reasonable return on investment with current classification of GC*

Historically the property was functioned as a residential rental use since the 1950's. Residential uses are not permitted in GC. The current residential use is considered a non-conforming use. The intent is to rezone the property to LI in order to provide a zoning designation that is compatible with the surrounding area. If rezoned to LI, any and all uses in the LI classification should be considered as a potential future development on the property.

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

The properties to the north are zoned LI and include Animal Crackers (pet salon, grooming, boarding); Ben Franklin Plumbing; and Trescal. The property immediately to the south, 948 Old US-23, is currently zoned PD (Planned Development), and was formerly occupied by Beauchamp Landscape Supply. A Kubota and

## Rezoning #19-003 1010 Old US 23 Rezoning

February 11, 2020

Page 7

Bobcat dealership is intending to occupy the site. On April 25, 2019 the Planning Commission determined the proposed use, a Kubota and Bobcat dealership with an outdoor sales space, is similar in nature and compatible to uses of the same nature or class as uses listed in the LI district. The Planning Department noted at that time that the Township would proceed with a rezoning of the property from PD (Planned Development) to either LI or I, based on the decision of the Planning Commission on the use determination. Since the Planning Commission determined the proposed Kubota/Bobcat dealership was compatible with the LI district, the Township is moving ahead with the rezoning under REZ #19-002 for 948 Old US-23.

Properties immediately south of 948 Old US-23 are zoned I, and include Beauchamp Water Treatment and Supply, Rhino Seed and Turf Supply, and Stonepro. The property west of the subject site is zoned LI and is occupied by Fox Brothers/Beacon.

The Township Board will need to determine if the permitted uses in the LI district are compatible with the existing and potential surrounding uses. Given that the surrounding properties are zoned LI or I, the LI and I zoning classifications appear to be compatible.

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

The subject property is currently served by on-site well and septic. Storm water management is under the jurisdiction of the Livingston County Drain Commission. Per the comments from the Township's Public Works Director, the subject parcel is located within 200 linear feet of the municipal sewer mainline. Future sewer connection will be required in the event the current septic field requires repair or replacement. Additionally, a sewer connection may be required if ever a land combination results in combining 948 Old US-23 with 1010 Old US-23 into a single parcel.

### 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 site is from Old US-23. Old US-23 is classified as a Major Collector route in the Comprehensive Plan and serves as a major north-south road in the Township. The subject parcel has approximately 284 feet of frontage along Old US-23, which complies with the required lot frontage of 120 feet in the LI zoning district. A minimum of 330 feet of lot frontage is required for the I district.

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 property from GC to LI would promote consistency with the properties that front Old US-23 in this area, which are a mix of LI and I zoned properties. Essentially this is the only area of the Township with LI or I zoning, thus additional properties zoned LI would be beneficial to meet future demands for industrial-oriented businesses.

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

Future development of the site will require compliance with the current Zoning Ordinance standards and requirements.

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

Based on the Future Land Use Map, LI (Light Industrial) zoning is one of the zoning categories that aligns with the Future Land Use Map designation for this site (Planned Industrial and Research and Development). Properties to the north, south, and west would also be in the same classification on the FLUM.

However, the Comprehensive Development Plan indicates that development sites should provide buffering between the permitted uses and adjacent properties to assure compatibility. More specifically, for the area of Old US-23, the Comprehensive Development Plan indicates "...The Township should encourage the continuance of these existing light industrial/technology uses while permitting new uses appropriate in size and character with the Township."

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.*

Specific uses have not been provided as part of the rezoning request. 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 Township Board 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.

The proposed rezoning area is approximately 1.97 acres in area. The requested zoning (LI-Light Industrial) 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**

## **Rezoning #19-003 1010 Old US 23 Rezoning**

**February 11, 2020**

**Page 9**

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 has been 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.

As stated earlier, the Livingston County Planning Commission won’t be able to make their recommendation until the February 19, 2020 meeting, which is outside of the 30 day review period. The Livingston County Planning Department staff has recommended approval.

### **Hartland Township DPW Review**

Please see the email from the Hartland Township DPW Director dated October 1, 2019.

### **Hartland Township’s Engineer’s Review**

No comments.

### **Hartland Deerfield Fire Authority Review**

No Comments

### **Attachments:**

1. Aerial photograph of Subject Property-only PDF version provided
2. Survey of 1010 Old US-23, dated January 12, 2017-only PDF version provided
3. Hartland Township Zoning Map-only PDF version provided
4. Hartland Township Future Land Use Map-only PDF version provided
5. DPW email dated October 1, 2019
6. Livingston County Planning Memorandum
7. Resolution to Approve



# HARTLAND TWP





# CERTIFICATE OF SURVEY

CERTIFICATION TO: NORTH AMERICAN TITLE INSURANCE CO. AND JARRAD BEAUCHAMP

ADDRESS: 1010 N. Old US Highway 23  
PARCEL ID NO.: 08-28-300-016

SEE SHEET 2 OF 2 FOR DESCRIPTIONS

2017S-0012

RECORDED ON

03/01/2017 3:40:01 PM

BRANDON DENBY

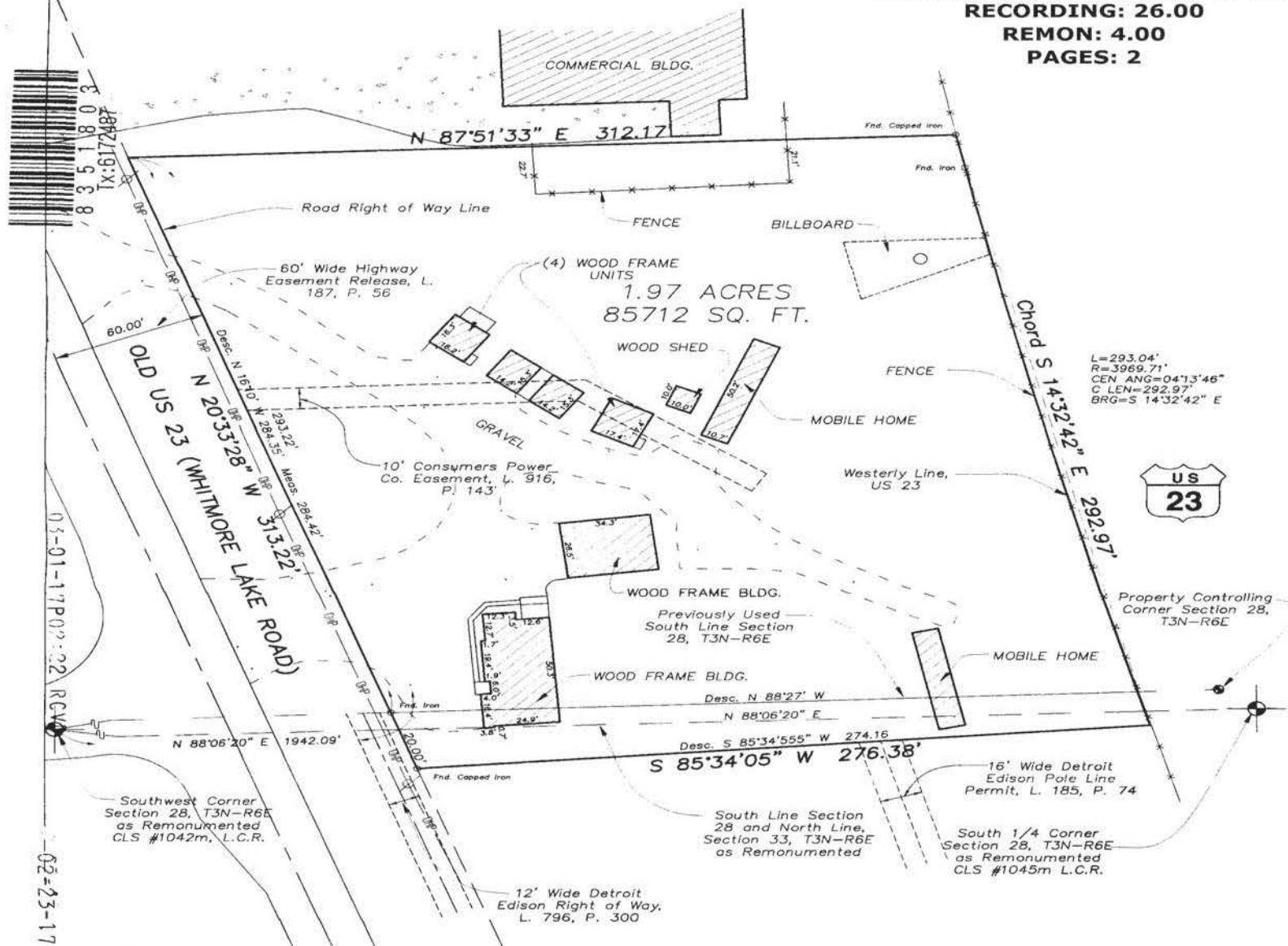
REGISTER OF DEEDS

LIVINGSTON COUNTY, MI 48843

RECORDING: 26.00

REMON: 4.00

PAGES: 2



**SELECT TITLE AGENCY**  
6870 Grand River Ave  
Brighton MI 48114

South line of Section 28 as remonumented. We hereby certify that a survey according to P.A. 132 of 1970, as amended, was performed upon the ground under the direct supervision and responsible charge of Edward E. Anderson, Professional Surveyor. The ratio of closure of the unadjusted field observation is smaller than 1/5,000



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**Field To Finish, Inc.**

Land Surveying Civil Engineering Site Planning

12258 Fenton Road Fenton, Michigan 48430

Phone 810 629 6560 or 810 63

Fax 810 629 6563 or 810 63

www.FieldToFinish.com

74

# CERTIFICATE OF SURVEY

CERTIFICATION TO: NORTH AMERICAN TITLE INSURANCE CO. AND JARRAD BEAUCHAMP

ADDRESS: 1010 N. Old US Highway 23  
PARCEL ID NO.: 08-28-300-016

PARCEL AS DESCRIBED IN SCHEDULE C, NORTH AMERICAN TITLE INSURANCE CO. COMMITMENT NO. 47-162986-B

Part of the Southeast 1/4 of the Southwest 1/4 of Section 28 T3N, R6E, Hartland Township, Livingston County, Michigan further described as follows: Beginning at the intersection of the South line of said Section 28 and the Easterly right of way line of Old U.S. 23 State Highway; running thence N 16°10' W on the said right of way line 284.35 feet; thence S 88°27' E 307.2 feet to the Westerly right of way line of U.S. 23 Expressway; thence Southeasterly on said right of way line 277.35 feet more or less to the said South line of said Section 28; thence N 88°27' W to the point to of beginning. ALSO Part of the Northwest 1/4 Section 33, T3N, R6E, Hartland Township, Livingston County, Michigan lying between the Westerly right of way line of US-23 Freeway and the Easterly right of way line of Whitmore Lake Road (Old US-23) described as beginning at a point on the North line of said Section 33, at it's intersection with the Easterly right of way line of Whitmore Lake Road (120 feet wide right of way), distant N 87°52'23" E 1938.44 feet from the Northwest corner of said Section 33, thence N 87°52'23" E along said North line of Section 33, 278.91 feet to the Westerly right of way line of US-23 Freeway right of way (330 feet wide); thence S 16°03'45" E along said Westerly right of way of US 23 Freeway right of way 16.89 feet; thence S 85°34'55" W 274.16 feet to said Easterly right of way line of Whitmore Lake Road; thence N 20°31'39" W along said Easterly right of way line of Whitmore Lake Road 28.75 feet to the point of beginning.

## DESCRIBED ON TAX ROLLS AS:

Part of the Southeast 1/4 of Southwest 1/4 of Section 28 and Part of the Northwest 1/4 of Section 33, T3N, R6E, Hartland Township, Livingston County, Michigan, beginning at intersection of the South line of Section 28 also the North line of Section 33 and Easterly right of way line of U.S. 23, thence N 16° W along right of way 284.35 feet, thence S 88° E 307.2 feet to Westerly right of way line of U.S. 23, thence Southeasterly along right of way 294.4 feet, thence S 85° W 274.16 feet, thence N 20° W 28.75 feet to the point of beginning.

## PARCEL AS SURVEYED

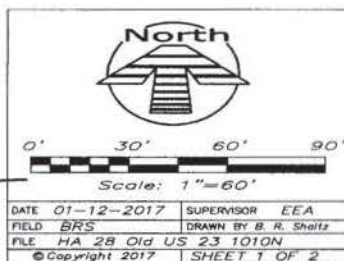
Part of the Southwest 1/4 of Section 28 and the Northwest 1/4 of Section 33, T3N-R6E, Township of Hartland, Livingston County, Michigan described as: Commencing at the Southwest corner of said Section 28; thence N 88°06'20" E along the South line of said Section 28 as remonumented, 1942.09 feet to the East line of Old US 23 and the Point of Beginning; thence N 20°33'28" W along the East line of Old US 23 a distance of 293.22 feet; thence N 87°51'33" E 312.17 feet to the Westerly line of US 23; thence 293.04 feet along a curve to the left having a radius of 3969.71 feet, central angle of 04°13'46" and chord bearing and distance of S 14°32'42" E 292.97 feet; thence S 85°34'05" W 276.38 feet to the East line of Old US 23; thence N 20°33'28" W 20.00 feet to the point of beginning.

SELECT TITLE AGENCY  
6870 Grand River Ave  
Brighton MI 48114

South line of Section 28 as remonumented. We hereby certify that a survey according to P.A. 132 of 1970, as amended, was performed upon the ground under the direct supervision and responsible charge of Edward E. Anderson, Professional Surveyor. The ratio of closure of the unadjusted field observation is smaller than 1/5,000



Edward E. Anderson, PS 11495



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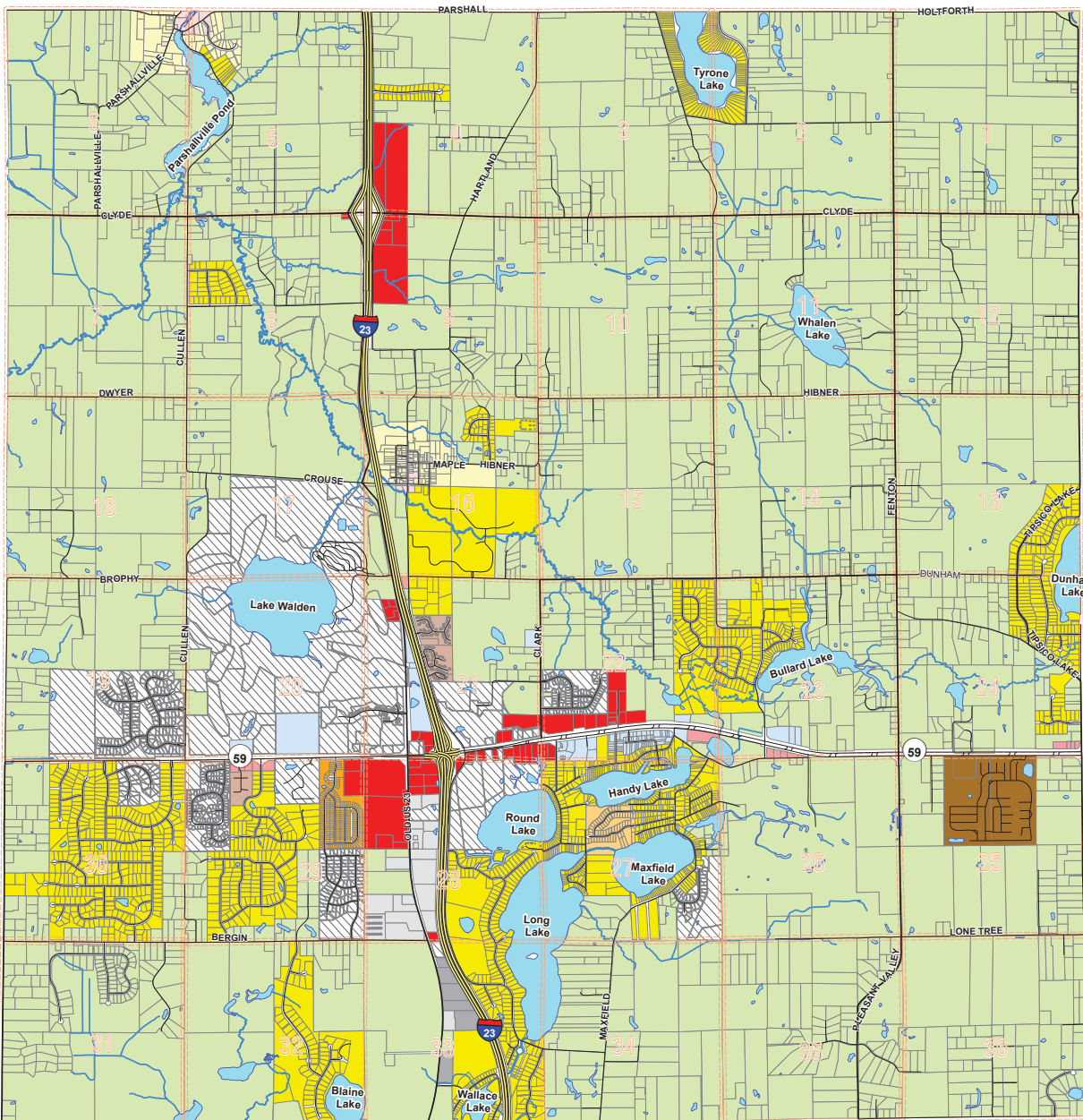
# Zoning Map

## 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





## Martha Wyatt

---

**From:** Martha Wyatt  
**Sent:** Tuesday, October 1, 2019 2:37 PM  
**To:** Martha Wyatt  
**Subject:** FW: rezoning of 2 properties

---

**From:** Robert West  
**Sent:** Tuesday, October 1, 2019 2:34 PM  
**To:** Martha Wyatt  
**Cc:** Troy Langer  
**Subject:** RE: rezoning of 2 properties

- 948 Old US-23 (formerly Beauchamp Lawn and Landscape). Currently is zoned PD (Planned Development). Proposed zoning is LI (Light Industrial). Kubota/Bobcat sales intends to move in there.

*The 948 parcel is currently not connected to municipal sewer system, however future sewer connection may be required if ever a land combination results in combining 948 Old US-23 with 1010 Old US-23 into a single parcel. Additionally, a future sewer mainline extension along Old US-23 south of Bergin may also require a subsequent sewer connection.*

- 1010 Old US-23 (Sunset Acre cabins since the 1950's). Currently is zoned GC (General Commercial). Proposed zoning is LI (Light Industrial).

*The 1010 parcel is currently not connected to municipal sewer system, however the parcel is within 200 linear feet of the municipal sewer mainline. Future sewer connection will be required in the event the current septic field requires repair or replacement. Additionally, a sewer connection may be required if ever a land combination results in combining 948 Old US-23 with 1010 Old US-23 into a single parcel.*



**Robert M. West**  
**Public Works Director**  
2655 Clark Road | Hartland, MI 48353  
810.632.7498 o | 517.861.7889 m  
[www.hartlandtwp.com](http://www.hartlandtwp.com)  
[Facebook](#) | [Twitter](#) | [YouTube](#)





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

**CASE NUMBER:  
Z-04-20**


<b>COUNTY CASE NUMBER:</b>	<b>Z-04-20</b>	<b>TOWNSHIP:</b>	<b>Hartland</b>
<b>REPORT DATE:</b>	<b>January 21, 2020</b>	<b>SECTION NUMBER:</b>	<b>28</b>
<b>STAFF ANALYSIS BY:</b>	<b>Kathleen Kline-Hudson</b>	<b>TOTAL ACREAGE:</b>	<b>1.97</b>

<b>APPLICANT / OWNER:</b>	<b>Hartland Township</b>
<b>LOCATION:</b>	<b>1010 N. Old US-23, south of M-59 and north of Bergin Road</b>
<b>LAND USE:</b>	<b>Sunset Acres Cabins, highway billboard, mobile homes and misc. buildings</b>

<b>CURRENT ZONING:</b>	<b>REQUESTED ZONING:</b>
<b>GC General Commercial</b>	<b>LI Light Industrial</b>
<b>PERMITTED/SPECIAL USES (Not all inclusive):</b>	<b>PERMITTED/SPECIAL USES (Not all inclusive):</b>
<b>Permitted:</b>  Retail stores, wholesale clubs, or retail centers; professional and medical offices or clinics; financial institutions with drive-through service; personal service establishments; food and beverage service establishments; outdoor seating and dining areas; business service establishments; adult day care facilities, and child care centers, preschool and day care centers; public buildings; public or private parks and open space; business and private schools operated for a profit completely within an enclosed building; churches and religious institutions; essential public services; banquet halls; funeral homes; theaters and concert halls; newspaper offices; personal fitness centers; veterinary offices.	<b>Permitted:</b>  Any use with the principal function of conducting research, design, testing and pilot or experimental product development; vocational schools and other types of technical training facilities; computer related services; professional & medical offices; financial institutions; publicly owned and operated facilities; essential services, buildings and storage yards; parks and open space; outdoor seating and dining areas; business services; mini warehouses; commercial greenhouses; lumber yards; public buildings; and public utility buildings.
<b>Special:</b>  Automobile service stations; automobile sales; automobile wash; billiard halls, open air business uses; drive-in establishments for the retail delivery of products to customers in automobiles; essential service facilities; garden centers; leasing of recreational, landscaping or moving equipment; large institutional uses; motels and hotels; outdoor and indoor commercial recreation; radio and television towers; restaurants; shopping centers; automobile fueling and convenience station; automobile repair – minor.	<b>Special:</b>  Child day care; adult day care; indoor tennis facilities; fitness and recreation centers; urgent care facilities; motels; hotels; standard restaurants; freezer locker plants and cold storage; heliports; communication towers; outdoor storage; automobile repair.
<b>Minimum Lot Area:</b> 40,000 sq. ft. without sewer and 20,000 sq. ft. with sewer	<b>Minimum Lot Area:</b> 40,000 sq. ft.

<b>TOWNSHIP PLANNING COMMISSION RECOMMENDATION AND PUBLIC COMMENTS:</b>	<b>ESSENTIAL FACILITIES AND ACCESS:</b>
The Hartland Township Planning Commission tabled the rezoning at their October 10, 2019 meeting after the public hearing of this rezoning amendment. There were no comments from the public at the public hearing. At the subsequent January 9, 2020 meeting, the Hartland Township Planning Commission recommended Approval of the rezoning amendment.	<b>Water:</b> On-site well
	<b>Sewer:</b> On-site septic
	<b>Access:</b> Old US-23; paved primary roadway

### EXISTING LAND USE, ZONING AND MASTER PLAN DESIGNATION:

	Land Use:	Zoning:	Master Plan:
<b>Subject Site:</b>	Sunset Acres Cabins, highway billboard, mobile homes, misc. buildings	GC General Commercial	Planned Industrial/R&D
	<b>To the North:</b>	LI Light Industrial	Planned Industrial/R&D
	<b>To the East:</b>	US-23 Highway, Hartland Shores Estates (on east side of US-23)	Estate Residential (on east side of US-23)
	<b>To the South:</b>	Industrial	Planned Industrial/R&D
	<b>To the West:</b>	LI Light Industrial and Agriculture	Planned Industrial/R&D and Medium Urban Density Residential

### ENVIRONMENTAL CONDITIONS:

<b>Soils / Topography:</b>	Well-drained Miami Loam. The topography of the site is nearly level 0 to 6% slope.
<b>Wetlands:</b>	There are no wetlands on-site.
<b>Vegetation:</b>	Minimal landscaping.
<b>County Priority Natural Areas:</b>	According to the map "Livingston County's High Quality Natural Areas", there are no Priority 1, 2 or 3 Natural Areas on-site.

### TOWNSHIP MASTER PLAN DESIGNATION:

The Hartland Township Comprehensive Plan (2015) designates the site as Planned Industrial / Research and Development. The master plan defines this future land use category as follows:

The word "Planned" in this designation's name is intended to convey the Township's intentions to partner with private developers or public entities in the creation of planned developments consistent with the provisions of the Michigan Zoning Act and the Township's Zoning Ordinance. In anticipation of population growth and the resulting demand such growth will place upon Township services, additional nonresidential land use areas will be required. These uses will help stimulate the local economy, provide jobs, and contribute to a diverse tax base in order to facilitate Township growth and allow it to continue to provide the quality of service its residents have grown to expect.

**General Location.** On the Future Land Use Map, PIRD has been planned for approximately 627 acres of the Township. Two distinct areas have been designated for future Planned Industrial Research and Development. These areas are the Clyde Road and US-23 interchange and the Old US-23 corridor, south of M-59.

### COUNTY COMPREHENSIVE PLAN:

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

**COUNTY PLANNING STAFF COMMENTS:**

Hartland Township is initiating this rezoning request to LI Light Industrial with the intent of creating an area of compatible industrial zoning along the eastern side of Old US-23. The parcel that is adjacent to the south of this site was recently administratively rezoned by Hartland Township from PD Planned Development to LI Light Industrial (Z-51-19, November, 2019), which leaves the subject site as the only property that is not zoned Light Industrial or Industrial in an approximate 1 ½ mile swath along the east side of Old US-23. The intent of the Light Industrial zoning district states:

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

The minimum required lot size for each parcel in the LI zoning category is a lot width of 120 feet and lot area of 40,000 square feet. The subject parcel meets these lot size requirements. The Hartland Township Planning Director suggested that two additional zoning districts could be considered for this parcel: RDP Research and Development Park and I Industrial; however, the subject parcel would not meet the minimum lot area of either district (RDP 5 acres and I 10 acres).

The current land uses on this parcel include Sunset Acres Cabins and two mobile homes which are functioning as rental units, and a highway billboard. These uses are not permitted or specially permitted uses in either the GC General Commercial or LI Light Industrial zoning districts. The Township Planning Director believes that this property was rezoned from HC (Highway Commercial) to GC in the 1990's when the zoning map was updated. The residential uses on-site have been non-conforming uses for decades. The billboard sign located on the property was erected in the 1980's and it is also a non-conforming use, as the current zoning ordinance only permits billboards in the I Industrial zoning district abutting US-23 as a special use permit.

Hartland Township initiated the rezoning of the property in October 2019. The owner Jerrad Beauchamp attended the public hearing and requested that the rezoning be postponed until after the first of the year. The Planning Commission honored that request and postponed that rezoning. In December 2019, the Township became aware that the property had sold to a new company. The Township then sent written notification of the pending rezoning request to the new owner, and invited them to attend the Planning Commission meeting in January 2020. The new owner attended the meeting and the Township Planning Commission asked if he was okay with the rezoning. The new owner indicated that he desired to keep the residential units on the property and had no other plans for the property. The new owner was informed that the residential units would be considered "non-conforming" under the current GC (Commercial) zoning, as well as under the proposed LI (Light Industrial) zoning classification. The new owner indicated that he had no objections to the rezoning, since the status of the residential structures remained unchanged.

The proposed LI Light Industrial rezoning is consistent with the Planned Industrial/Research and Development (PIRD) future land use designation of the Hartland Township Comprehensive Plan, although the parcels along the east site of Old US-23 are really too small to accommodate the true concept of a PIRD, which is typically a campus-like setting on a large acre site. The Comprehensive Plan acknowledges



**COUNTY PLANNING STAFF COMMENTS:**

that this type of PIRD is more suitable for the Clyde Road and US-23 Interchange Area and the plan makes the following recommendations for the Old US-23 Area:

This area has historically been used for industrial purposes and the Township should continue to support those existing light industrial/technology uses while encouraging new, complementary uses of an appropriate size and scale. Since this area is highly visible from both Old US-23 and US-23, generous landscaping and high quality architectural design should be encouraged. Outdoor storage and industrial yards should appropriately be screened from view.

**COUNTY PLANNING STAFF RECOMMENDATION:**

**APPROVAL;** The proposed rezoning to LI Light Industrial will help Hartland Township achieve an area of more consistent industrial zoning along the east side of Old US-23. LI zoning is consistent with the existing industrial land use of this area and the Planned Industrial/Research Development (PIRD) master plan designation.

**EXISTING LAND USE MAP:**



## FUTURE LAND USE MAP:



**Hartland Township**  
Livingston County, MI

**FUTURE LAND USE MAP**

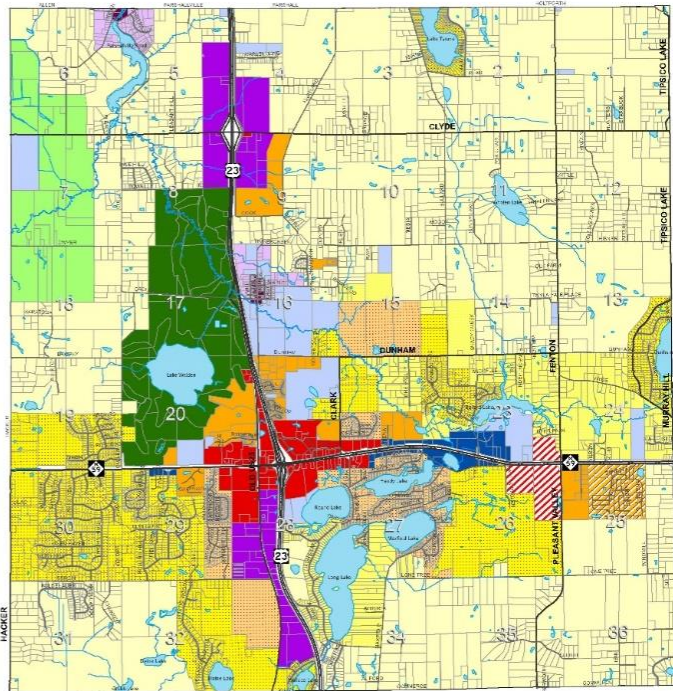
Adopted September 1, 2015

**Future Land Use Categories**

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

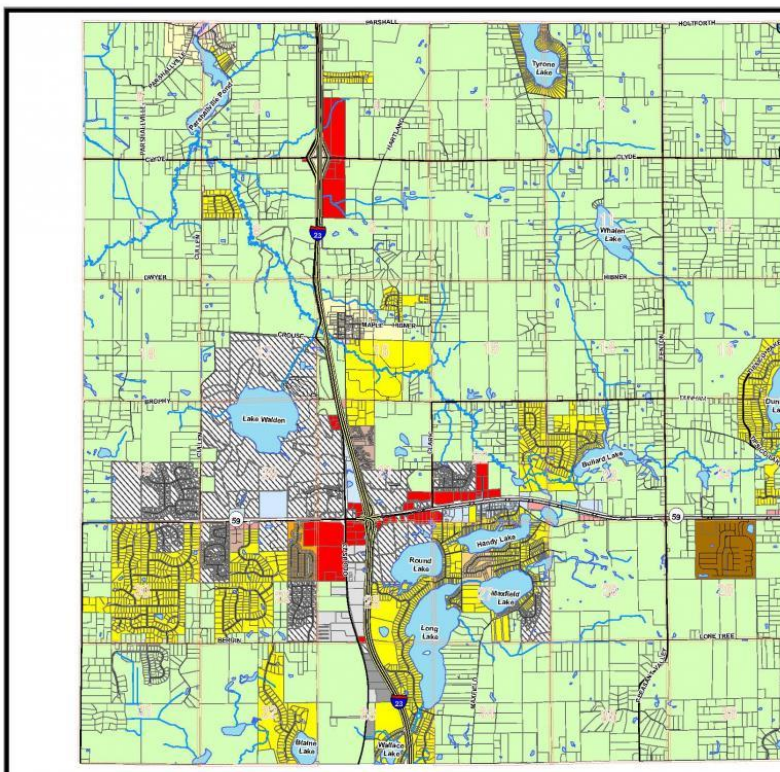
Map Created By: Hartland Township Planning Department  
Baseemap Source: Livingston County

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



0 0.5 1 2 Miles

## TOWNSHIP ZONING MAP:

**Zoning Map**

Hartland Township  
Livingston County, Michigan



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

0 0.2 0.4 0.8 Miles



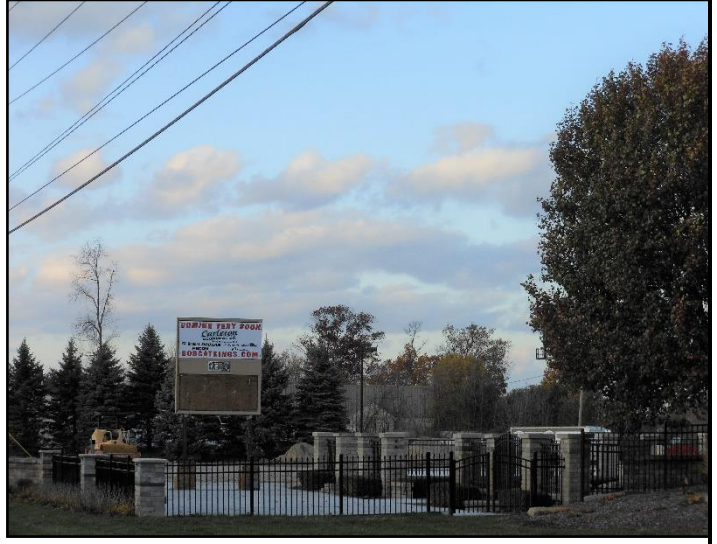
Created: December 12, 2012



## SITE PHOTOS:



Subject Site



View Looking South from Site



View Looking West from Site



View Looking Southwest from Site





**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**, the subject property currently contains several cabin style residential structures and storage of materials on the site; and

**WHEREAS**, the existing use of the property is non-conforming to the current zoning of GC (General Commercial); and

**WHEREAS**, the current zoning of the property in the GC category is not consistent with the surrounding land uses and the Hartland Township Future Land Use Map, which depicts the property in the Planned Industrial/Research and Development category; and

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

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

**WHEREAS**, the Township Planning Commission held a public hearing for comment on the proposed amendment on October 10, 2019; and

**WHEREAS**, property owner had requested to postpone the rezoning request until the first of the year; and the Planning Commission honored that request; and

**WHEREAS**, the Planning Commission recommended approval of the subject property from GC to LI at its January 9, 2020 regular meeting; and

**WHEREAS**, the Planning Department forwarded the rezoning request and Planning Commission recommendation to the Livingston County Planning Department on January 13, 2020; and

**WHEREAS**, the Livingston County Planning Department has recommended approval of the proposed amendment in their January 21, 2019 memorandum; and the Livingston County Planning Commission will review the request at their February 19, 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.** Amend the Zoning Map from GC (General Commercial to LI (Light Industrial) for Tax parcel number 4708-28-300-016, addressed as 1010 Old US-23, is a developed parcel consisting of approximately 1.97 acres, located north of Bergin Road; west of US-23; and east of Old US-23, in Section 28 of Hartland Township.

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

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

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

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

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

**Subject:** Fire Authority FY 21

**Date:** February 12, 2020

### **Recommended Action**

Board review, questions, and discussion

### **Discussion**

Chief Carroll will be in attendance to discuss the proposed FY21 Fire Authority budget (attached).

### **Attachments**

Hartland Deerfield Fire Authority Letter to Townships

Hartland Deerfield Fire Authority FY21 Operating Budget



HARTLAND DEERFIELD FIRE AUTHORITY  
**HARTLAND AREA FIRE DEPT.**

3205 Hartland Road  
Hartland, MI. 48353-1825

Voice: (810) 632-7676

Fax: (810) 632-2176

E-Mail: [mail@hartlandareafire.com](mailto:mail@hartlandareafire.com)

December 23, 2019

TO: Hartland & Deerfield Township Boards

RE: Draft 2020-21 HDFA Budget

In accordance with the Articles of Incorporation, please find the Draft 2020-21 HDFA Budget attached to this letter, as approved by the Hartland Deerfield Fire Authority Board. We continue to provide a level of service to our community that we believe meets our community's expectations, striving to achieve the best outcomes possible at the various incidents we respond to. The returning steady increases in new construction and occupancies is encouraging and we are constantly preparing for the changes and possibilities that come with this growth. None of this would be possible without the support of the residents and the Boards, for which we are very thankful for the opportunity to serve.

Our primary model continues to be the use of on-call Firefighters, supplemented by scheduled staffing, 24/7, that is also primarily filled by on-call staff. While this certainly has its challenges, we have been very successful with it and believe it to be the best model moving forward. The improvement in reduced response times and "right-sizing" our response has been a key factor in obtaining the best possible outcomes for many of the emergencies in our district. Our staff and equipment coupled with the key of quick response times is what makes the difference.

Three key factors in this year's budget are as follows:

- Personnel: The staffing changes we made in August were for 2/3 of the current fiscal year. This budget reflects an additional 1/3 of a year (a whole year) of this change.
- Insurance: Health care was quoted at a 9% increase for the coming year. Our staff agreed to an adjustment from a PPO to an HMO to help reduce that premium/increase.
- Equipment & Supplies: Mostly accounted for in Repair & Maintenance and Operating Supplies, all focused on taking care of existing equipment to extend the life of what would otherwise be very expensive equipment to replace.

In summary, we continuously strive to provide and improve on our quality and efficiency of service. Those improvements help to offset increased costs from additional call volume. Coupled with short, mid, and long-term planning, we are well positioned to sustain this great service well into the future.

Please feel free to contact me at any time with questions or comments.

Thank you,

*Adam L. Carroll*

Adam L. Carroll  
Fire Chief

**HARTLAND DEERFIELD FIRE AUTHORITY  
DRAFT 2020-21 OPERATING FUND BUDGET**

**January 23, 2020**

**Pg. 1 of 2**

ACCT#	DESCRIPTION		2020-21 DRAFT	2019-20 Budget	2018-19 ACTUAL	2017-18 ACTUAL	2016-17 ACTUAL	2015-16 ACTUAL	2014-15 ACTUAL
<b>REVENUE</b>									
601	HARTLAND TOWNSHIP	0.0%	1,200,038	1,200,303	1,178,188	1,140,652	1,053,560	1,025,144	997,701
602	DEERFIELD TOWNSHIP	3.7%	378,209	364,629	357,911	348,450	336,361	302,763	279,765
610	FIRE PROTECTION CONTRACTS		135,000	130,000	134,805	154,452	97,370	118,235	112,000
626	COST RECOVERY		8,500	8,500	7,303	6,778	6,017	15,683	9,000
665	INTEREST INCOME		50	50	190	334	144	58	40
687	REBATES & REFUNDS		0	0	0	0	0	0	0
690	LOAN PROCEEDS		0	0	0	0	0	0	0
694	OTHER REVENUE (Instructor Hours Reimburse, etc)		0	0	10,843	6,004	1,725	21,555	24,558
699	TRANSFER IN - CAP. REP. & IMP. (+ Prior Yr Tx)		0	0	0	0	0	0	0
	<b>TOTAL REVENUE</b>	1.1%	<b>1,721,797</b>	<b>1,703,482</b>	<b>1,689,240</b>	<b>1,656,670</b>	<b>1,495,177</b>	<b>1,483,438</b>	<b>1,423,064</b>
<b>EXPENDITURES</b>									
<b>PERSONNEL</b>									
702	WAGES - FIRE CHIEF		93,056	93,056	89,909	89,909	89,691	87,134	87,290
703	WAGES - CHIEF OFFICERS		75,420						
703.01	OT WAGES - CHIEF OFFICERS		4,400						
704.1	WAGES - FIRE MARSHAL		0	0	0	1,038	52,624	52,624	51,090
704.11	OT WAGES - FIRE MARSHAL		0	0	0	0	947	844	4,950
704.3	WAGES - SHIFT SUPERVISORS		163,488	108,898	101,520	95,566	94,785	94,785	47,015
704.31	OT WAGES - SHIFT SUPERVISORS		11,800	8,800	6,469	8,500	6,805	7,565	3,142
704.4	WAGES - ADMIN. ASST.		48,156	47,212	46,240	44,492	44,283	44,283	42,954
704.41	OT WAGES - ADMIN. ASST.		1,685	1,685	3,001	2,000	1,488	2,136	3,540
704.5	WAGES - FIRE INSPECTOR		54,240	46,848	44,700	21,810	0	0	0
704.51	OT WAGES - FIRE INSPECTOR		4,400	4,400	6,797	0	0	0	0
708.1	WAGES - DEPUTY CHIEFS		0	25,740	27,564	32,647	33,912	34,782	36,032
708.3	WAGES - CAPTAIN		4,590	4,500	3,122	5,282	4,535	4,188	37,260
708.4	WAGES - LIEUTENANTS		48,500	150,139	83,249	82,343	45,010	49,692	52,399
708.5	WAGES - SERGEANTS		74,393	72,934	92,275	105,478	108,848	116,045	98,216
708.6	WAGES - FIREFIGHTERS		225,886	218,000	258,288	236,997	227,615	210,246	226,059
708.7	WAGES - CADET FIREFIGHTERS		10,000	10,000	11,907	6,463	6,067	3,944	1,063
708.8	WAGES - ACCOUNTANT/HR		26,500	25,282	24,546	22,832	17,497	17,282	19,051
709	WAGES - CELL PHONE STIPEND		6,160	6,160	5,050	4,250	5,080	4,900	4,530
710	WAGES - BOARD MEMBERS		6,300	6,300	5,700	6,275	5,475	5,775	5,300
712	WAGES - ACCRUED PTO		6,000	5,320	2,128	4,055	4,491	3,196	2,896
715	PAYROLL TAXES		66,171	63,898	58,982	58,417	56,519	56,225	54,695
	<b>TOTAL PERSONNEL</b>	3.6%	<b>931,144</b>	<b>899,172</b>	<b>871,447</b>	<b>828,354</b>	<b>805,672</b>	<b>795,646</b>	<b>779,496</b>
<b>PROFESSIONAL FEES</b>									
801	ACCOUNTING/AUDITING & PAYROLL SERVICE		12,600	11,800	12,034	11,689	11,465	11,322	11,239
801.1	I.T./COMPUTER SERVICES		13,500	15,000	6,552	5,651	8,530	6,930	3,735
810	EMP. ASST. PGM.		2,200	2,200	1,613	1,496	1,529	1,525	1,356
826	LEGAL FEES		1,900	1,900	2,070	1,750	2,650	1,750	2,420
827	HIRING/RETENTION/PROMOTION		1,500	1,500	2,634	2,267	994	1,741	5,920
956	BANK FEES		100	100	0	0	0	0	0
	<b>TOTAL PROFESSIONAL FEES</b>	-2.2%	<b>31,800</b>	<b>32,500</b>	<b>24,903</b>	<b>22,853</b>	<b>25,168</b>	<b>23,268</b>	<b>24,670</b>
<b>INSURANCE &amp; BENEFITS</b>									
716	HEALTH CARE/LIFE & DISABILITY INS		131,700	119,600	73,920	61,203	66,434	58,186	52,929
716.3	INSURANCE (W/C & LIABILITY)		100,000	105,500	114,974	112,168	105,881	89,385	83,014
718	PENSION/RETIREMENT DB		37,200	37,200	36,853	47,760	41,973	37,965	33,394
718.1	MERS DC		23,400	18,156	11,100				
718.2	457 MATCH		15,000	12,000	8,000				
	<b>TOTAL INSURANCE</b>	5.1%	<b>307,300</b>	<b>292,456</b>	<b>244,847</b>	<b>221,131</b>	<b>214,288</b>	<b>185,536</b>	<b>169,337</b>
<b>EQUIPMENT &amp; SUPPLIES</b>									
719.1	UNIFORMS		8,500	8,500	9,165	8,791	7,142	9,012	5,302
719.2	TURN OUT GEAR		6,500	10,558	6,360	8,935	3,981	3,532	2,934
727	OFFICE SUPPLIES		6,000	6,000	7,965	9,330	5,568	5,764	5,511
729	COMPUTERS & RECORDS MGMT.		9,700	9,700	11,229	16,289	12,370	6,920	14,410
740	OPERATING SUPPLIES		19,000	14,000	23,465	25,762	16,075	22,366	24,826
744	MEDICAL SUPPLIES		6,000	5,000	5,167	4,534	3,525	23,780	2,744
860	FUEL		28,500	27,800	28,508	23,864	20,462	23,067	28,264
928	sUAS		1,500						
930	R & M - ANNUAL APPARATUS & EQUIP		19,500	19,100	13,649	13,284	15,170	16,378	12,440
930.1	R & M - SMALL EQUIP		5,000	5,000	6,126	3,224	2,694	4,403	728
930.2	R & M - VEHICLES		50,000	50,000	56,065	53,533	44,066	34,876	53,426
930.8	R & M - RADIOS/BATTERIES		2,000	2,000	348	2,736	1,588	1,144	370
970	CAPITAL OUTLAY		0	0	0	0	0	0	0
970.5	CAPITAL OUTLAY LOAN PAYMENTS		0	0	0	0	0	0	66,145
995	CAPITAL OUTLAY LOAN INTEREST		0	0	0	0	0	0	1388
	<b>TOTAL EQUIPMENT &amp; SUPPLIES</b>	2.9%	<b>162,200</b>	<b>157,658</b>	<b>168,047</b>	<b>170,282</b>	<b>132,641</b>	<b>151,242</b>	<b>218,488</b>

**HARTLAND DEERFIELD FIRE AUTHORITY**  
**DRAFT 2020-21 OPERATING FUND BUDGET**

January 23, 2020

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ACCT#	DESCRIPTION	2020-21 DRAFT	2019-20 Budget	2018-19 ACTUAL	2017-18 ACTUAL	2016-17 ACTUAL	2015-16 ACTUAL	2014-15 ACTUAL
	UTILITIES							
802	GARBAGE & SNOW	20,000	25,000	23,163	26,553	17,727	18,444	23,882
920	GAS	12,500	12,500	12,879	7,455	5,195	4,776	24,841
920.1	ELECTRIC	24,000	24,000	20,480	22,291	20,079	23,248	21,812
920.2	WATER & SEWER	3,500	3,500	3,329	2,723	2,742	2,875	2,416
	TOTAL UTILITIES	-7.7% 60,000	65,000	59,851	59,022	45,743	49,343	72,951
	DUES & SUBSCRIPTIONS							
804	MEMBERSHIPS & PUBLICATIONS	6,000	6,000	4,903	6,486	5,684	6,066	2,456
805	Liv.Co. Specialized Response Teams	4,000	4,000	4,000	3,500	3,500	3,500	3,500
	TOTAL DUES & SUBSCRIPTIONS	0.0% 10,000	10,000	8,903	9,986	9,184	9,566	5,956
720	PHYSICALS & VACCINES	8,000	7,000	9,892	983	9,353	4,456	13,072
	TOTAL PHYSICALS & VACCINES	14.3% 8,000	7,000	9,892	983	9,353	4,456	13,072
	TRAINING							
739	PUBLIC EDUCATION	9,500	9,500	6,856	6,198	3,423	2933	0
957	TRAINING	9,000	9,000	7,098	499	9,250	10396	6707
957.1	TRAINING (SUPPLIES/OTHER)	2,000	1,600	3,540	7,859	4,036	1519	2303
957.2	RECERTIFICATION - FIRE INSPECTORS	0	0	0	1,684	350	383	0
957.3	SEMINARS & CERTIFICATIONS	6,500	6,500	6,743	9,239	9,468	4892	7521
957.4	BLUE CARD CERT/RECERT	350	350	2147	2,550	4,226	0	0
	TOTAL TRAINING	1.5% 27,350	26,950	26,384	28,029	30,753	20,123	16,531
	COMMUNICATIONS							
851	TELEPHONE	5,500	5,500	5,352	7,256	7,968	7,938	5,698
	TOTAL COMMUNICATIONS	0.0% 5,500	5,500	5,352	7,256	7,968	7,938	5,698
	BUILDINGS							
746	CLEANING SUPPLIES	3,500	3,500	4,032	3,209	3,208	3,137	2,910
930.4	R&M/IMPROVEMENTS	10,000	12,500	9,286	12,676	4,568	8,484	16,679
941	RENT - all 3 Fire Stations (\$1 each)	3	3	3	3	3	3	3
941	RENT - HERO Bldg space for Sim Lab	0	372	4,400	5,500	4,400	4,400	0
	TOTAL BUILDINGS	-17.5% 13,503	16,375	17,721	21,388	12,179	16,024	19,592
890.1	CONTINGENCY/UNINSURED LOSS	0	0	3,129	2,434	2,164	6,500	0
	TOTAL CONTINGENCY/UNINSURED LOSS	N/A 0	0	3,129	2,434	2,164	6,500	0
	TRANSFERS							
999	TRANSFERS TO CAPITAL REPLACEMENT	165,000	190,871	210,000	240,000	200,064	170,000	135,000
999	TRANSFERS TO CAPITAL REPLACEMENT - PRIOR	11,875	11,875	26,889	0	43,796	0	24,558
	TOTAL TRANSFERS	N/A 176,875	202,746	236,889	240,000	243,860	170,000	159,558
	TOTAL EXPENDITURES	1.1% 1,721,797	1,703,482	1,650,476	1,611,718	1,495,177	1,439,642	1,418,189
	NET REVENUES OVER (UNDER) EXPEDITURES	0	0	11,875	26,889	0	43,796	4,875
	BEGINNING FUND BALANCE	100,000	100,000	100,000	100,000	100,000	104,875	100,000
	ENDING FUND BALANCE	100,000	100,000	111,875	126,889	100,000	143,796	104,875



	2019	
<i>Formula Data</i>	Hartland	Deerfield
Usage for Oct.1 thru Sep.30	3,088.9	1,016.5
Usage Percentage	75.2%	24.8%

20-21 Budget % @ 3yr Avg	
Hartland	76.0%
Deerfield	24.0%

2018	
Hartland	Deerfield
4,137.2	1,299.1
76.1%	23.9%

2019-20  
76.7%  
23.3%

2017	
Hartland	Deerfield
3,889.9	1,177.4
76.8%	23.2%

2018-19  
76.7%  
23.3%

2016	
Hartland	Deerfield
3,907.4	1,154.5
77.2%	22.8%

2017-18  
76.6%  
23.4%

2015	
Hartland	Deerfield
3,933.9	1,242.2
76.0%	24.0%

2016-17  
75.8%  
24.2%

2014	
Hartland	Deerfield
3,799.1	1,255.8
75.2%	24.8%

2015-16  
77.2%  
22.8%

2013	
Hartland	Deerfield
4,192.3	1,298.3
76.4%	23.6%

2014-15  
77.5%  
22.5%

2012	
Hartland	Deerfield
4,338.2	1,077.4
80.1%	19.9%

2013-14  
78.2%  
21.8%

2011	
Hartland	Deerfield
4,510.7	1,430.3
75.9%	24.1%

2012-13  
78.0%  
22.0%

2010	
Hartland	Deerfield
4,004.5	1,101.3
78.4%	21.6%

2011-12  
78.8%  
21.2%

2009	
Hartland	Deerfield
5,101.5	1,307.7
79.6%	20.4%

2010-11  
80.6%  
19.4%

2009-10  
81.4%  
18.6%

2008-09  
81.2%  
18.8%

	Authority	Hartland	Deerfield
08-09	4.3	3.2	7.2
09-10	6.5	7.3	5.7
10-11	7	-3.1	2.5
11-12	-4.2	-4.8	-3
12-13	-1.4	-2.4	10.9
13-14	4.5	7.2	6.1
14-15	5	5.4	5.9
15-16	3.1	2.7	7.6
16-17	4.7	2.7	10
17-18	6.1	7.6	3.5
18-19	2.9	3.3	2.7
19-20	1.9	1.9	1.9
20-21	1.1	0	3.7
AVG	3.2	2.4	5.0

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

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

**Subject:** Budget Work Session

**Date:** February 12, 2020

### **Recommended Action**

Board review, questions, discussion and feedback

### **Discussion**

The Board discussed general fund budget recommendations during the 2/4/20 regular meeting. The remaining budget recommendations in each fund for fiscal years 2021 and 2022 were previously sent under separate cover.

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

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

**Subject:** Strategic & Staff Action Plan Update

**Date:** February 12, 2020

### **Recommended Action**

Board review, questions, and discussion

### **Discussion**

The Township has already made good progress towards many objectives in this year's plan. Three projects are considered "at risk or off track".

Staff Action Plan Item E2.1 "Submit brief report of business-friendly communication efforts to Manager" is at risk.

Staff Action Plan Item E3.1 "Update letterhead, business cards & email signature branding with Hartland Living" is at risk.

Staff Action Plan Item F1.1 " Complete codification of ordinances (excluding clearzoning)" is at risk.

Work will continue to get these objectives back on track for completion, before they become significantly off track.

### **Attachments**

020620 Strategic & Staff Action Plan Update to Board

2022 Strategic Plan - 2020   Hartland Township				February 6, 2020		
ID	Goal / Objective / Task	Champion	Target Date	Budget	Schedule	Board Status
<b>1</b>	<b>Placemaking</b>					
<b>1.1</b>	<b>Increase communication to the community</b>					
1.1.2	Review Strategic Plan Communications Plan	Manager	Jan. '20	✓	✓	
<b>1.2</b>	<b>Improve vision &amp; planning for community</b>					
1.2.1	Review draft plan for new Comprehensive Plan process (joint meeting)	Planning	May '20	○	○	
1.2.2	Review plan for community vision meeting in 2021	Manager	Dec. '20	○	○	
<b>2</b>	<b>Sustainability</b>					
<b>2.1</b>	<b>Meet market demands for a diversity of quality housing</b>					
2.1.1	Review water system expansion status	Manager	Mar. '20	●	●	
<b>2.2</b>	<b>Maintain fiscal health &amp; stewardship in utilities</b>					
2.2.1	Review sewer capital reserves, including LRSS	Manager	Apr. '20	○	○	
<b>2.3</b>	<b>Promote a business-friendly climate of regulation &amp; process</b>					
2.3.1	Review status of REU cost reductions	Manager	Apr. '20	●	●	
<b>2.4</b>	<b>Improve parks &amp; recreation</b>					
2.4.1	Review Park Site Plan Committee recommendations	Public Works	Jul. '20	○	○	
<b>3</b>	<b>Infrastructure</b>					
<b>3.1</b>	<b>Sustain strong fire protection</b>					
3.1.1	Review progress of cost saving & millage renewal strategies	Manager	Feb. '20	●	●	
<b>3.2</b>	<b>Improve walking &amp; biking safety (pathways/sidewalks)</b>					
3.2.1	Discuss future pathway phases, costs, connectivity, etc.	Manager	Feb. '20	✓	✓	
<b>3.3</b>	<b>Sustain strong police protections</b>					
3.3.1	Review annual data & analysis	Manager	Jun. '20	○	○	
<b>3.4</b>	<b>Maintain &amp; improve road conditions</b>					
3.4.1	Review plan to reconvene Safer Roads Task Force	Manager	Nov. '20	○	○	

#### Icon Legend

On Track	●
At Risk or Off Track	○
Significantly Off Track or Past Due	●
Complete	✓
Future Start Date	○
Board Status: Pending Board Decision(s)	

2020 Staff Action Plan   Hartland Township			February 6, 2020		
ID	Department / Objective / Task	Target Date	Budget	Schedule	Board Status
A	Manager				
A1	Promote community culture of volunteerism				
A1.1	Develop local inventory of volunteer opportunities & needs	Feb. '20	●	●	
A2	Improve Hartland's identity & sense of place				
A2.1	Hold Board Work Session to review gateway signs & community identity	Jan. '20	✓	✓	
A3	Sustain strong police protection				
A3.1	Host follow up meeting with neighboring communities	Apr. '20	○	○	
A3.2	Update data & analysis after seventh year without contract	May '20	○	○	
A4	Sustain Partners in Progress Initiative				
A4.1	Schedule 4th annual meeting of the partner boards	Oct. '20	○	○	
B	Public Works				
B1	Improve environmental sustainability				
B1.1	Include parks phragmites mitigation pilot project in 2020-21 budget request	Nov. '19	✓	✓	
B1.2	Inventory phragmites in road rights-of-way & request budget for mitigation (FY22)	Nov. '20	○	○	
B2	Improve walking & biking safety (pathways/sidewalks)				
B2.1	Update cost estimates for potential future phases & maintenance	Jan. '20	✓	✓	
B3	Improve parks & recreation				
B3.1	Convene Park Site Plan Committee to draft recommendations for next phase (by 6/30)	Apr. '20	○	○	
B4	Maintain & improve road conditions				
B4.1	Submit draft plan to Manager to reconvene Safer Roads Task Force	Oct. '20	○	○	
C	Planning				
C1	Improve vision & planning for community				
C1.1	Submit draft outline to Manager for new Comprehensive Plan process (2021-22)	Apr. '20	○	○	
C2	Sustain community & sense of place				
C2.1	Submit draft "small cell" (5G) ordinance to Planning Commission	Apr. '20	○	○	
C3	Promote development of quality housing, commercial & retail				
C3.1	Develop Planning Commission recommendations for Future Land Use Map revisions	May '20	○	○	
C4	Recover costs, fairly & equitably				
C4.1	Update draft Fee Study for Manager	Aug. '20	○	○	
C5	Promote a business-friendly climate of regulation & process				
C5.1	Actively assist Planning Commission with Zoning Ordinance amendments	Oct. '20	○	○	
D	Finance				
D.1	Promote a business-friendly climate of regulation & process				
D.1.1	Actively assist Manager with REU cost reduction strategies	Apr. '20	○	○	
D2	Maintain fiscal health & stewardship in utilities				
D2.1	Actively assist Manager with review of sewer capital reserves	Apr. '20	○	○	
D2.2	Submit draft outline to Manager for process to conduct new rate studies	Oct. '20	○	○	
D3	Implement new Uniform Chart of Accounts (from State of Michigan)				
D3.1	Submit new accounts to BS&A for implementation	Sep. '20	○	○	
E	Communications				
E1	Increase communication to the community				
E1.1	Submit Strategic Plan Communications Plan to Manager	Dec. '19	✓	✓	
E1.2	Submit brief report of historic social media metrics to Manager	Feb. '20	○	○	
E1.3	Update Communications Plan	Apr. '20	○	○	
E1.4	Publish 20 compelling news articles to the website	Oct. '20	○	○	
E2	Promote a business-friendly climate of regulation & process				
E2.1	Submit brief report of business-friendly communication efforts to Manager	Jan. '20	●	●	
E3	Improve Hartland's identity				
E3.1	Update letterhead, business cards & email signature branding with Hartland Living	Jan. '20	●	●	
E3.2	Actively assist Partners in Progress with Hartland Living	Oct. '20	●	●	
F	Clerk				
F1	Improve access & usability of ordinances				
F1.1	Complete codification of ordinances (excluding clearzoning)	Jan. '20	●	●	

Icon Legend

On Track

At Risk or Off Track

Significantly Off Track or Past Due

Complete

Future Start Date

Board Status: Pending Board Decision(s)

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