



Board of Trustees

William J. Fountain, Supervisor	Matthew J. Germane, Trustee
Larry N. Ciofu, Clerk	Summer L. McMullen, Trustee
Kathleen A. Horning, Treasurer	Denise M. O'Connell, Trustee
	Joseph M. Petrucci, Trustee

Board of Trustees Regular Meeting Agenda
Hartland Township Hall
Tuesday, May 04, 2021
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 Permit for Fireworks Display – Long Lake
 - [d.](#) Investment Policy Review
 - [e.](#) Special Event Permit #21-003 Hartland Polo Classic
 - [f.](#) Ratify Hiring of S. Brummer as Code Enforcement Officer
 - [g.](#) 04-20-2021 Hartland Township Board Regular Meeting Minutes
 - [h.](#) 04-20-2021 Hartland Township Board Closed Session Meeting Minutes
 7. Pending & New Business
 - [a.](#) 2021 Gravel Road Improvements
 - [b.](#) Township Parks Maintenance
 - [c.](#) 2021 Hartland Large Item Clean-up Event
 8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
 - a. Manager's Report
 - b. Board Workshop Review
 10. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: April 27, 2021

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$127,172.90. The bills are available in the Finance office for review.

Notable invoices include:

\$16,827.35 – Evergreen USA LLC – (Release of developer account funds)

\$53,129.00 – Panda Restaurant Group – (Release of developer funds)

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY21 budget and adopted FY22 budget.

Attachments

Bills for 05.04.2021

04/28/2021 10:52 AM
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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 05/04/2021 - 05/04/2021
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 1/10

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		
ADAMS	ADAMS WELL REPAIRS, INC.	04/12/2021	1518	FOA	CHLORINATION FOR WELL AT SETTLERS PA	
44934	5893 STERLING DRIVE	05/04/2021		N		250.00
04/12/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/04/2021		N		250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.010	CONTRACT EQUIPMENT - WATER SYS	250.00

VENDOR TOTAL: 250.00

APPLIED	APPLIED IMAGING	04/23/2021	1728022	FOA	1/21/21 - 4/20/21 - RICOH 5503 COPIE	
44966	7718 SOLUTION CENTER	05/04/2021		N		581.90
04/23/2021	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		05/04/2021		N		581.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	581.90

APPLIED	APPLIED IMAGING	04/23/2021	1728023	FOA	3/23/21 - 4/22/21 - RICOH 6055 COPIE	
44967	7718 SOLUTION CENTER	05/04/2021		N		38.42
04/23/2021	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		05/04/2021		N		38.42

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	38.42

VENDOR TOTAL: 620.32

1400	BS&A SOFTWARE	05/01/2021	134469	FOA	5/1/21 - 5/1/22 - SPEC ASSMT/ONLINE	
44978	14965 ABBEY LANE	05/04/2021		N		5,531.00
05/01/2021	BATH MI, 48808	/ /	0.0000	N		0.00
		05/04/2021		N		5,531.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-930.000	REPAIRS & MAINTENANCE	2,382.00
101-253-930.000	REPAIRS & MAINTENANCE	3,149.00
		5,531.00

VENDOR TOTAL: 5,531.00

CINTAS	CINTAS CORPORATION	04/19/2021	4081752436	FOA	MATS	
44947	P.O. BOX 630910	05/04/2021		N		54.11
04/19/2021	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		05/04/2021		N		54.11

Open

04/28/2021 10:52 AM
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Page: 2/10

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		Disc. Date	Disc. %	1099	Net Amount
		Due Date			

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	54.11

VENDOR TOTAL: 54.11

ELA	EDMUND LONDON & ASSOCIATES INC.	04/21/2021	042121	FOA	RELEASE OF DEVELOPER ACCOUNT FUNDS	
44961	20750 CIVIC CENTER DRIVE, STE 610	05/04/2021		N		500.00
04/21/2021	SOUTHFIELD MI, 48076	/ /	0.0000	N		0.00
		05/04/2021		N		500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
702-000-290.092	VILLAGE MANOR ESCROW	500.00

VENDOR TOTAL: 500.00

ETNA	ETNA SUPPLY COMPANY	04/26/2021	S103991657.001	FOA	54 SENSUS METERS	
44981	P.O. BOX 772107	05/04/2021		N		9,990.00
04/26/2021	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		05/04/2021		N		9,990.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-741.000	METER COSTS	9,990.00

VENDOR TOTAL: 9,990.00

EVERGREEN	EVERGREEN USA LLC	04/21/2021	042121	FOA	RELEASE OF DEVELOPER ACCOUNT FUNDS	
44960	P.O. BOX 708	05/04/2021		N		16,827.35
04/21/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/04/2021		N		16,827.35

Open

GL NUMBER	DESCRIPTION	AMOUNT
702-000-290.066	EVERGREEN CLARK CONSTRUCTION (M & B)	16,827.35

VENDOR TOTAL: 16,827.35

5888	FOSTER, SWIFT, COLLINS & SMITH	03/31/2021	806851	FOA	MARCH 2021	
44948	313 S. WASHINGTON SQUARE	05/04/2021		N		6,975.00
04/19/2021	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		05/04/2021		Y		6,975.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-444-826.000	LEGAL FEES	630.00
590-595-826.000	LEGAL FEES	787.50
101-209-826.000	LEGAL FEES	540.00
539-000-826.000	LEGAL FEES	1,417.50
101-101-826.000	LEGAL FEES	1,755.00

04/28/2021 10:52 AM
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Page: 3/10

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101-400-826.000	LEGAL FEES				472.50	
590-000-826.000	LEGAL FEES				1,372.50	
					<u>6,975.00</u>	

VENDOR TOTAL: 6,975.00

HAYAA-F	HARTLAND AREA YOUTH ATHLETIC ASSOC	05/01/2021	051521	FOA	MAY 2021 - PMT PER AGREEMENT	
44785	HAYAA - FOOTBALL	05/04/2021		N		412.61
	P.O. BOX 359					
05/01/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		05/04/2021		N		412.61

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	412.61

VENDOR TOTAL: 412.61

HAYAA-B	HARTLAND AREA YOUTH ATHLETIC ASSOC.	05/01/2021	051521	FOA	PAYMENT DUE 5/15/21 PER AGREEMENT	
44202	HAYAA - BASEBALL	05/04/2021		N		1,285.72
	P.O. BOX 110					
05/01/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		05/04/2021		N		1,285.72

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	1,285.72

VENDOR TOTAL: 1,285.72

HCSA	HARTLAND COMMUNITY SOCCER ASSN	05/01/2021	051521	FOA	MAY 2021 - PMT PER AGREEMENT	
44771	HARTLAND COMMUNITY EDUCATION	05/04/2021		N		838.48
	9525 HIGHLAND RD					
05/01/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/04/2021		N		838.48

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	838.48

VENDOR TOTAL: 838.48

WATERO&M	HARTLAND TOWNSHIP WATER O & M	03/31/2021	04262021	FOA	3RD FQ 2020 WATER STAFF OUT OF DEPT	
44980	2655 CLARK RD	05/04/2021		N		3,329.90
04/26/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		05/04/2021		N		3,329.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
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04/28/2021 10:52 AM
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BOTH JOURNALIZED AND UNJOURNALIZED

Page: 4/10

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		Due Date			

101-751-801.009	CONTRACT SERVICES - WATER SYSTEM			1,384.96	
101-265-801.009	CONTRACT SERVICES - WATER SYSTEM			1,617.19	
101-463-801.009	CONTRACT SERVICES - WATER SYSTEM			327.75	
				<u>3,329.90</u>	

WATERO&M	HARTLAND TOWNSHIP WATER O & M	03/31/2021	042621	FOA	4TH FQ 2021 WATER STAFF OUT OF DEPT
44979	2655 CLARK RD	05/04/2021		N	2,966.50
04/26/2021	HARTLAND MI, 48353	/ /	0.0000	N	0.00
		05/04/2021		N	2,966.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.009	CONTRACT SERVICES - WATER SYSTEM	715.16
101-265-801.009	CONTRACT SERVICES - WATER SYSTEM	2,251.34
		<u>2,966.50</u>

VENDOR TOTAL: 6,296.40

HYL	HARTLAND YOUTH LACROSSE	05/01/2021	051521	FOA	MAY 2021 - PMT PER AGREEMENT
44778	P.O. BOX 56	05/04/2021		N	412.61
05/01/2021	HARTLAND MI, 48353	/ /	0.0000	N	0.00
		05/04/2021		N	412.61

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	412.61

VENDOR TOTAL: 412.61

HITECH	HI-TECH SAFE & LOCK INC.	04/02/2021	31942	FOA	FIRE DEPT DOORS
44933	122 W CLINTON ST	05/04/2021		N	3,393.00
04/02/2021	HOWELL MI, 48843	/ /	0.0000	N	0.00
		05/04/2021		N	3,393.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	3,393.00

VENDOR TOTAL: 3,393.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	03/04/2021	186168	FOA	KOPPERT CONSTR OBSER THRU 2/20/21
44985	PO BOX 824	05/04/2021		N	1,067.50
03/04/2021	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N	0.00
		05/04/2021		Y	1,067.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0014	KOPPERT BIOLOGICAL ADDITION	1,067.50

04/28/2021 10:52 AM
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EXP CHECK RUN DATES 05/04/2021 - 05/04/2021
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 5/10

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
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		Due Date		1099		
HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	03/31/2021	186938	FOA	WALDENWOODS CONSTR OBSER THROUGH 3/3	
44986	PO BOX 824	05/04/2021		N		2,415.00
04/13/2021	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		05/04/2021		Y		2,415.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0012	WALDENWOODS CAMPGROUND IMPROVEMENTS	2,415.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	03/31/2021	186939	FOA	VILLAS OF HARTLAND CPR THRU 3/31/21	
44930	PO BOX 824	05/04/2021		N		560.00
04/13/2021	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		05/04/2021		Y		560.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.002	CONSULTING - SITE REVIEWS	560.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	03/31/2021	186940	FOA	LAND USE MAP GIS UPDATE SPR THRU 3/3	
44931	PO BOX 824	05/04/2021		N		830.50
04/13/2021	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		05/04/2021		Y		830.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.000	CONTRACTED SERVICES	830.50

VENDOR TOTAL: 4,873.00

JCIJONES	JCI JONES CHEMICALS, INC	04/13/2021	850845	FOA	788 GALLONS HYPOCHLORITE SOLUTION	
44932	MSC#729	05/04/2021		N		2,006.00
	P.O. BOX 830674	/ /	0.0000	N		0.00
04/13/2021	BIRMINGHAM AL, 35283-0674	05/04/2021		N		2,006.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.001	WATER TREAT. CHEMICALS	2,006.00

VENDOR TOTAL: 2,006.00

LASHBROOK	LASHBROOK SEPTIC SERVICE	04/13/2021	A-53976	FOA	SETTLERS PARK	
44969	4895 CURDY RD	05/04/2021		N		325.00
04/13/2021	HOWELL MI, 48855	/ /	0.0000	N		0.00
		05/04/2021		N		325.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-740.000	OPERATING SUPPLIES	325.00

04/28/2021 10:52 AM
User: SUSANC
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EXP CHECK RUN DATES 05/04/2021 - 05/04/2021
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Page: 6/10

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			Due Date		1099		

VENDOR TOTAL: 325.00

2017	LIVINGSTON COUNTY ASSESSOR'S ASSOC	04/20/2021	042021	FOA	LCAA MEMBERSHIP FEES	
44952	C/O DEERFIELD TOWNSHIP	05/04/2021		N		30.00
04/20/2021	LINDEN MI, 48451	/ /	0.0000	N		0.00
		05/04/2021		N		30.00

Open

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

VENDOR TOTAL: 30.00

0220	LIVINGSTON COUNTY TREASURER	03/31/2021	042821	FOA	BOR HOMESTEAD EXEMPTION ADJUSTMENTS	
44987	200 E. GRAND RIVER	05/04/2021		N		1,943.54
04/28/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/04/2021		N		1,943.54

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-850.000	TAX CHARGEBACKS	598.61
204-000-850.000	TAX CHARGEBACKS	596.54
206-000-850.000	TAX CHARGEBACKS	748.39
		1,943.54

VENDOR TOTAL: 1,943.54

LOWES	LOWES BUSINESS ACCT/SYNCB	04/08/2021	08209	FOA	RAKE, SHOVEL, PRUNERS	
44976	P.O. BOX 530970	05/04/2021		N		208.85
04/08/2021	ATLANTA GA, 30353-0970	/ /	0.0000	N		0.00
		05/04/2021		N		208.85

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-802.000	LAWN/SNOW MAINTENANCE	208.85

LOWES	LOWES BUSINESS ACCT/SYNCB	03/17/2021	08642	FOA	SPRANGER SINK	
44972	P.O. BOX 530970	05/04/2021		N		28.44
03/17/2021	ATLANTA GA, 30353-0970	/ /	0.0000	N		0.00
		05/04/2021		N		28.44

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-740.000	OPERATING SUPPLIES	28.44

LOWES	LOWES BUSINESS ACCT/SYNCB	04/06/2021	08861	FOA	PLYWOOD & CHALK REEL	
44974	P.O. BOX 530970	05/04/2021		N		54.59
04/06/2021	ATLANTA GA, 30353-0970	/ /	0.0000	N		0.00
		05/04/2021		N		54.59

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04/28/2021 10:52 AM
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Page: 7/10

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		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	54.59

LOWES	LOWES BUSINESS ACCT/SYNCB	04/12/2021	10159	FOA	TOOLS/BALL MOUNT FOR TRUCK	
44977	P.O. BOX 530970	05/04/2021		N		248.72
04/12/2021	ATLANTA GA, 30353-0970	/ /	0.0000	N		0.00
		05/04/2021		N		248.72

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	248.72

LOWES	LOWES BUSINESS ACCT/SYNCB	04/06/2021	17385	FOA	RETURN PLYWOOD	
44975	P.O. BOX 530970	05/04/2021		N		(27.86)
04/06/2021	ATLANTA GA, 30353-0970	/ /	0.0000	N		0.00
		05/04/2021		N		(27.86)

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	(27.86)

LOWES	LOWES BUSINESS ACCT/SYNCB	04/05/2021	27451	FOA	PLYWOOD & GLOVES	
44973	P.O. BOX 530970	05/04/2021		N		46.82
04/05/2021	ATLANTA GA, 30353-0970	/ /	0.0000	N		0.00
		05/04/2021		N		46.82

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	46.82

VENDOR TOTAL: 559.56

OVERHDOWL	OVERHEAD DOOR CO OF WHITMORE LAKE	04/12/2021	110119	FOA	REPAIR DOOR AT FIRE STATION	
44937	10810 PLAZA DRIVE	05/04/2021		N		420.10
04/12/2021	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		05/04/2021		N		420.10

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	420.10

VENDOR TOTAL: 420.10

PANDA	PANDA RESTAURANT GROUP, INC.	04/21/2021	04212021	FOA	RELEASE OF CASH PERFORMANCE BOND	
44963	1683 WALNUT GROVE AVE	05/04/2021		N		50,000.00
04/21/2021	ROSEMEAD CA, 91770-3711	/ /	0.0000	N		0.00
		05/04/2021		N		50,000.00

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Page: 8/10

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GL NUMBER	DESCRIPTION	AMOUNT
702-000-290.103	PANDA EXPRESS CASH BOND	50,000.00
PANDA	PANDA RESTAURANT GROUP, INC.	04/21/2021 042121
44962	1683 WALNUT GROVE AVE	05/04/2021
04/21/2021	ROSEMEAD CA, 91770-3711	/ / 0.0000
		05/04/2021
		FOA RELEASE OF DEVELOPER FUNDS
		N 3,129.00
		N 0.00
		N 3,129.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
702-000-290.102	PANDA EXPRESS ESCROW	3,129.00

VENDOR TOTAL: 53,129.00

1180	PETER'S TRUE VALUE HARDWARE	04/19/2021 K57328
44936	3455 W. HIGHLAND ROAD	05/04/2021
04/19/2021	MILFORD MI, 48380	/ / 0.0000
		05/04/2021
		FOA PROPANE/LIGHTER
		N 15.28
		N 0.00
		N 15.28

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	15.28
1180	PETER'S TRUE VALUE HARDWARE	04/20/2021 K57351
44951	3455 W. HIGHLAND ROAD	05/04/2021
04/20/2021	MILFORD MI, 48380	/ / 0.0000
		05/04/2021
		FOA TUBE FOR LAWN MOWER TIRE
		N 22.99
		N 0.00
		N 22.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	22.99

VENDOR TOTAL: 38.27

RURALKING	RURAL KING	04/21/2021 042121
44965	4216 DEWITT AVE	05/04/2021
04/21/2021	MATTOON IL, 61938	/ / 0.0000
		05/04/2021
		FOA RELEASE OF DEVELOPER ACCOUNT FUNDS
		N 3,700.00
		N 0.00
		N 3,700.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
702-000-290.075	RURAL KING ESCROW	3,700.00

VENDOR TOTAL: 3,700.00

SANMARINO	SAN MARINO EXCAVATING, INC.	04/13/2021 141264
44970	5550 MITCHEL WAY	05/04/2021
04/13/2021	HOWELL MI, 48843	/ / 0.0000
		05/04/2021
		FOA DUMPSTER RENTAL AT WATER TREATMENT P
		N 475.00
		N 0.00
		Y 475.00

Open

04/28/2021 10:52 AM
User: SUSANC
DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 05/04/2021 - 05/04/2021
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 9/10

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		

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	475.00

VENDOR TOTAL: 475.00

STAPLES	STAPLES	04/17/2021	8061974325	FOA	MISC SUPPLIES	
44935	PO BOX 660409	05/04/2021		N		23.80
04/17/2021	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		05/04/2021		N		23.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	23.80

STAPLES	STAPLES	04/24/2021	8062047556	FOA	MISC SUPPLIES	
44971	PO BOX 660409	05/04/2021		N		32.53
04/24/2021	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		05/04/2021		N		32.53

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-727.000	SUPPLIES & POSTAGE	23.71
101-265-740.000	OPERATING SUPPLIES	8.82
		32.53

VENDOR TOTAL: 56.33

TOWER	TOWER CONSTRUCTION, LLC	04/21/2021	042121	FOA	RELEASE OF DEVELOPER ACCOUNT FUNDS	
44959	2093 ORCHARD LAKE RD	05/04/2021		N		4,168.00
04/21/2021	SYLVAN LAKE MI, 48320	/ /	0.0000	N		0.00
		05/04/2021		N		4,168.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
702-000-290.095	EMAGINE THEATRE ESCROW	4,168.00

VENDOR TOTAL: 4,168.00

TWOGUYS	TWO GUYS SUSHI LLC	04/21/2021	042121	FOA	RELEASE OF DEVELOPER ACCOUNT FUNDS	
44964	9159 BLUEBERRY HILL	05/04/2021		N		2,062.50
04/21/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/04/2021		N		2,062.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-628.200-0007	TWO GUYS SUSHI LLC	2,062.50

VENDOR TOTAL: 2,062.50

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DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 05/04/2021 - 05/04/2021
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 10/10

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		

TOTAL - ALL VENDORS:	127,172.90
----------------------	------------

FUND TOTALS:

Fund 101 - GENERAL FUND	26,666.76
Fund 204 - MUNICIPAL STREET FUND	596.54
Fund 206 - FIRE OPERATING	4,561.49
Fund 401 - CAPITAL PROJECTS FUND	630.00
Fund 536 - WATER SYSTEM FUND	12,816.26
Fund 539 - WATER REPLACEMENT FUND	1,417.50
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	2,160.00
Fund 702 - TRUST & AGENCY - NEW	78,324.35

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: April 27, 2021

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 – \$16,421.34

April 29, 2021 Payroll - \$83,475.55

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY21 budget and adopted FY22 budget.

Attachments

Post Audit Bills List 04.19.2021

Post Audit Bills List 04.22.2021

Payroll for 04.29.2021

04/26/2021 10:26 AM
 User: SUSANC
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CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
 CHECK DATE FROM 04/19/2021 - 04/19/2021

Page 1/1

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/19/2021	FOA	41123	CONSUMERS ENERGY	UTILITIES - GAS		** VOIDED **
		41123		UTILITIES - GAS		** VOIDED **
04/19/2021	FOA	41124	DTE ENERGY	UTILITIES - ELECTRIC		** VOIDED **
04/19/2021	FOA	41125	HARTLAND TOWNSHIP GENERAL FUND	MOBILE HOME FEES ESCROW		** VOIDED **
04/19/2021	FOA	41126	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	64.26
		41126		UTILITIES - GAS	536-000-920.001	154.18
						<hr/> 218.44
04/19/2021	FOA	41127	DTE ENERGY	UTILITIES - ELECTRIC	101-751-920.002	45.12
04/19/2021	FOA	41128	HARTLAND TOWNSHIP GENERAL FUND	MOBILE HOME FEES ESCROW	701-000-290.300	271.00
04/19/2021	FOA	41129	LIVINGSTON COUNTY TREASURER	MOBILE HOME FEES ESCROW	701-000-290.300	1,355.00
04/19/2021	FOA	41130	LIVINGSTON DAILY PRESS & ARGUS	PRINTING & PUBLICATIONS	101-215-900.000	260.00
		41130		PRINTING & PUBLICATIONS	101-400-900.000	485.00
						<hr/> 745.00
TOTAL - ALL FUNDS				TOTAL OF 8 CHECKS (3 voided)		2,634.56

--- GL TOTALS ---

101-215-900.000	PRINTING & PUBLICATIONS	260.00
101-265-920.001	UTILITIES - GAS	64.26
101-400-900.000	PRINTING & PUBLICATIONS	485.00
101-751-920.002	UTILITIES - ELECTRIC	45.12
536-000-920.001	UTILITIES - GAS	154.18
701-000-290.300	MOBILE HOME FEES ESCROW	1,626.00
	TOTAL	2,634.56

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
 CHECK DATE FROM 04/22/2021 - 04/22/2021

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/22/2021	FOA	41156	CONSUMERS ENERGY	STREET LIGHTS	101-448-921.000	213.02
04/22/2021	FOA	41157	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,198.22
		41157		STREET LIGHTS	101-448-921.000	43.24
		41157		UTILITIES - ELECTRIC	101-751-920.002	91.30
		41157		UTILITIES	209-000-920.000	14.95
		41157		UTILITIES - ELECTRIC	536-000-920.002	2,599.95
						<hr/> 3,947.66
04/22/2021	FOA	41158	MUTUAL OF OMAHA	ACCRUED STD/LTD BENEFITS	001-000-257.103	135.71
		41158		EMPLOYMENT EXPENSE	101-192-716.000	91.59
		41158		EMPLOYMENT EXPENSE	101-209-716.000	92.86
		41158		EMPLOYMENT EXPENSE	101-215-716.000	60.77
		41158		EMPLOYMENT EXPENSE	101-253-716.000	66.99
		41158		EMPLOYMENT EXPENSE	101-400-716.000	109.04
		41158		EMPLOYMENT EXPENSE	101-441-716.000	41.36
		41158		EMPLOYMENT EXPENSE	536-000-716.000	80.22
						<hr/> 678.54
04/22/2021	FOA	41159	PRINCIPAL LIFE INSURANCE COMPANY	ACCRUED DENTAL BENEFITS	001-000-257.101	131.48
		41159		ACCRUED VISION BENEFITS	001-000-257.102	50.15
		41159		EMPLOYMENT EXPENSE	101-192-716.000	80.72
		41159		EMPLOYMENT EXPENSE	101-209-716.000	78.06
		41159		EMPLOYMENT EXPENSE	101-215-716.000	129.27
		41159		EMPLOYMENT EXPENSE	101-253-716.000	156.12
		41159		EMPLOYMENT EXPENSE	101-400-716.000	109.00
		41159		EMPLOYMENT EXPENSE	101-441-716.000	133.07
		41159		EMPLOYMENT EXPENSE	536-000-716.000	40.36
						<hr/> 908.23
04/22/2021	FOA	41160	PRIORITY HEALTH	ACCRUED MEDICAL BENEFITS	001-000-257.100	1,602.85
		41160		EMPLOYMENT EXPENSE	101-192-716.000	1,055.38
		41160		EMPLOYMENT EXPENSE	101-209-716.000	1,160.93
		41160		EMPLOYMENT EXPENSE	101-215-716.000	1,688.62
		41160		EMPLOYMENT EXPENSE	101-253-716.000	527.69
		41160		EMPLOYMENT EXPENSE	101-441-716.000	1,451.17
		41160		EMPLOYMENT EXPENSE	536-000-716.000	527.69
						<hr/> 8,014.33
04/22/2021	FOA	41161	SELECTION.COM	CONTRACTED SERVICES	101-253-801.000	25.00
TOTAL - ALL FUNDS				TOTAL OF 6 CHECKS		13,786.78

--- GL TOTALS ---

001-000-257.100	ACCRUED MEDICAL BENEFITS	1,602.85
001-000-257.101	ACCRUED DENTAL BENEFITS	131.48
001-000-257.102	ACCRUED VISION BENEFITS	50.15
001-000-257.103	ACCRUED STD/LTD BENEFITS	135.71
101-192-716.000	EMPLOYMENT EXPENSE	1,227.69
101-209-716.000	EMPLOYMENT EXPENSE	1,331.85

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CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 04/22/2021 - 04/22/2021

Page 2/2

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-215-716.000			EMPLOYMENT EXPENSE			1,878.66
101-253-716.000			EMPLOYMENT EXPENSE			750.80
101-253-801.000			CONTRACTED SERVICES			25.00
101-265-920.002			UTILITIES - ELECTRIC			1,198.22
101-400-716.000			EMPLOYMENT EXPENSE			218.04
101-441-716.000			EMPLOYMENT EXPENSE			1,625.60
101-448-921.000			STREET LIGHTS			256.26
101-751-920.002			UTILITIES - ELECTRIC			91.30
209-000-920.000			UTILITIES			14.95
536-000-716.000			EMPLOYMENT EXPENSE			648.27
536-000-920.002			UTILITIES - ELECTRIC			2,599.95
			TOTAL			13,786.78

Check Register Report For Hartland Township
For Check Dates 04/16/2021 to 04/30/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
04/29/2021	FOA	16992	GOODWIN, DENNIS R	200.00	156.16	0.00	Open
04/29/2021	FOA	16993	LAROSE, MICHELLE M	232.50	204.84	0.00	Open
04/29/2021	FOA	16994	MCMULLEN, SUMMER L	870.00	742.53	0.00	Open
04/29/2021	FOA	16995	PETRUCCI, JOSEPH M	600.00	504.66	0.00	Open
04/29/2021	FOA	16996	VOIGHT, KEITH R	200.00	176.20	0.00	Open
04/29/2021	FOA	16997	ICMA VANTAGEPOINT TRANSFER AGENT	2,288.61	2,288.61	0.00	Open
04/29/2021	FOA	16998	ICMA VANTAGEPOINT TRANSFER AGENT	4,085.69	4,085.69	0.00	Open
04/29/2021	FOA	16999	ICMA VANTAGEPOINT TRANSFER AGENT	1,504.22	1,504.22	0.00	Open
04/29/2021	FOA	17000	ICMA VANTAGEPOINT TRANSFER AGENT	200.00	200.00	0.00	Open
04/29/2021	FOA	DD7120	BAGDON, KELLY M	2,427.50	0.00	1,702.19	Cleared
04/29/2021	FOA	DD7121	BEAUDOIN, DIANA K	2,175.82	0.00	1,793.73	Cleared
04/29/2021	FOA	DD7122	BERNARDI, MELYNDA A	1,547.30	0.00	1,196.01	Cleared
04/29/2021	FOA	DD7123	BROOKS, TYLER J	1,811.70	0.00	1,296.75	Cleared
04/29/2021	FOA	DD7124	CASE, SUSAN E	1,846.80	0.00	1,224.29	Cleared
04/29/2021	FOA	DD7125	CIOFU, LARRY N	2,583.33	0.00	1,866.36	Cleared
04/29/2021	FOA	DD7126	COBB, SUSAN M	51.30	0.00	45.20	Cleared
04/29/2021	FOA	DD7127	DRYDEN-HOGAN, SUSAN A	3,388.82	0.00	2,414.41	Cleared
04/29/2021	FOA	DD7128	FOUNTAIN, WILLIAM J	2,583.33	0.00	2,161.30	Cleared
04/29/2021	FOA	DD7129	FOX, LAWRENCE E	428.25	0.00	377.29	Cleared
04/29/2021	FOA	DD7130	GERMANE, MATTHEW J	600.00	0.00	529.10	Cleared
04/29/2021	FOA	DD7131	GRISSIM, SUSAN L	180.00	0.00	166.23	Cleared
04/29/2021	FOA	DD7132	HEASLIP, JAMES B	2,979.50	0.00	1,772.01	Cleared
04/29/2021	FOA	DD7133	HORNING, KATHLEEN A	2,833.33	0.00	2,054.75	Cleared
04/29/2021	FOA	DD7134	JOHNSON, LISA	2,833.20	0.00	1,564.00	Cleared
04/29/2021	FOA	DD7135	KENDALL, ANTHONY S	40.15	0.00	37.08	Cleared
04/29/2021	FOA	DD7136	KOPCZYK, MARY ANN	383.63	0.00	337.99	Cleared
04/29/2021	FOA	DD7137	LANGER, TROY D	3,630.26	0.00	2,574.21	Cleared
04/29/2021	FOA	DD7138	LOUIS, CASEY	1,216.60	0.00	821.12	Cleared
04/29/2021	FOA	DD7139	LUCE, MICHAEL T	3,252.39	0.00	2,389.26	Cleared
04/29/2021	FOA	DD7140	MITCHELL, KYLE J	3,058.90	0.00	2,342.30	Cleared
04/29/2021	FOA	DD7141	MITCHELL, MICHAEL E	270.00	0.00	249.34	Cleared
04/29/2021	FOA	DD7142	MORGANROTH, CAROL L	2,150.94	0.00	1,653.15	Cleared
04/29/2021	FOA	DD7143	MURPHY, THOMAS A	90.00	0.00	79.28	Cleared
04/29/2021	FOA	DD7144	O'CONNELL, DENISE	600.00	0.00	424.16	Cleared

Check Register Report For Hartland Township
For Check Dates 04/16/2021 to 04/30/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
04/29/2021	FOA	DD7145	SALMON, ROBERT L	1,020.00	0.00	847.26	Cleared
04/29/2021	FOA	DD7146	SHOLLACK, DONNA M	2,228.50	0.00	1,685.49	Cleared
04/29/2021	FOA	DD7147	VERMILLION, KAREN L	2,311.35	0.00	1,691.93	Cleared
04/29/2021	FOA	DD7148	WEST, ROBERT M	4,258.33	0.00	2,554.83	Cleared
04/29/2021	FOA	DD7149	WYATT, MARTHA K	3,101.87	0.00	2,245.00	Cleared
04/29/2021	FOA	EFT589	FEDERAL TAX DEPOSIT	13,531.34	13,531.34	0.00	Cleared
04/29/2021	FOA	EFT590	MI DEPT OF TREASURY	3,880.09	3,880.09	0.00	Cleared
Totals:				83,475.55	27,274.34	40,096.02	
Total Physical Checks:			9				
Total Check Stubs:			32				

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director

Subject: Approve Permit for Fireworks Display – Long Lake

Date: April 27, 2021

Recommended Action

Move to approve the Permit for Fireworks Display for Long Lake (7/10/2021)

Discussion

Gen-X Pryotechnics has applied to perform the July 4th fireworks on Long Lake. The fireworks are from a barge that will be put into the lake. The applicant has applied for a Marine Special Event Application and Permit from the Michigan Department of Natural Resources to conduct the fireworks from a barge in Long Lake.

The applicant intends to place the barge in the center area of Long Lake and has provided a map that indicates the NFPA regulation of a 840 foot clear zone.

The applicant has applied for this request and has historically performed the fireworks display in this manner.

Attachments:

1. Letter from the Fire Authority
2. Application materials



HARTLAND DEERFIELD FIRE AUTHORITY
FIRE MARSHALS OFFICE

Hartland Area Fire Dept.
3205 Hartland Road
Hartland, MI. 48353-1825

Voice: (810) 632-7676
Fax: (810) 632-2176
E-Mail: jwhitbeck@hartlandareafire.com

April 26, 2021

Hartland Township
2655 Clark Rd.
Hartland, MI 48353

Re: Long Lake Fireworks Committee Application for fireworks display.

Upon review of the application named above and inspection of the proposed site for the fireworks display scheduled for Saturday July 10th, 2021, rain date TBD, located in the middle of Long Lake, we recommend approval of the request contingent upon the following:

- 1) Gen-X Fireworks Display Inc. is responsible for ensuring that NFPA 1123 is followed.
- 2) **No one will be allowed within 100' (feet) of the launch site/work area while crews are setting up the display.**
- 3) No one will be allowed within 100 yards (300') of the launch site during the display.
- 4) Smoking and open flame will not be permitted within 50' of the launch site. Exception: Items required for the ignition of the displays.
- 5) The display will not begin until all persons are clear of the no boating zone of Long Lake. The display will be stopped in the event anyone ventures onto that portion of the lake, and the display will not be resumed until that zoned area of the lake is cleared of people and watercraft of any type.
- 6) It is understood that the Fire Marshal or Fire Chief (AHJ) can revoke or restrict any approval to conduct an outdoor display whenever conditions such as site location, weather, traffic, communication, security procedures, available public protection, or other safety precautions make such action necessary to safeguard the health, safety, or welfare of the public.
- 7) Wherever any condition deemed hazardous by the Fire Marshal, Fire Chief, or the Operator arises; before, or during an outdoor display, the display should be interrupted or postponed until the condition is corrected or the hazard is abated. Such conditions might include adverse weather conditions or crowd behavior.
- 8) Insurance as agreed upon by the Township of Hartland.
- 9) Final approval and permitting by the Hartland Township Board.

The Long Lake display continues to be a spectacular event while keeping the safety and welfare of all spectators, workers, and buildings first on their agenda. Should you have any questions, or we can be of further assistance, please call us at your convenience.

Yours In Fire Safety,

Jennifer Whitbeck
Fire Inspector

2021 Long Lake Hartland

RECEIVED

APR 22 2021

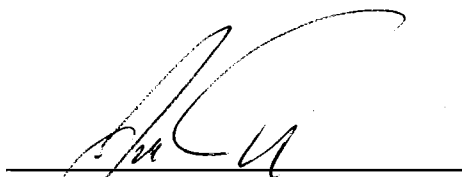
HARTLAND TOWNSHIP

GEN-X PYROTECHNICS

Gen-X Pyrotechnics offers the highest quality custom pyrotechnics designed specifically to meet the needs of our clients. We are a local company that markets on word of mouth advertising and now on the web. We specialize in one of a kind shows.

In this constantly changing world of pyrotechnics we strive to learn the most up-to-date innovations so we can continue to hone our craft.

We take pride in being trained in all the local and federal safety regulations and guidelines.



Jason Trudeau



248.252.0029




genxpyro@comcast.net
info@genxpyrotechnics.com



www.genxpyrotechnics.com

2021 Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY
OF CITY, VILLAGE OR TOWNSHIP
BOARD ONLY
DATE PERMIT(S) EXPIRE:

Authority: 2011 PA 256		The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.	
TYPE OF PERMIT(S) (Select all applicable boxes) <input type="checkbox"/> Agricultural or Wildlife Fireworks <input type="checkbox"/> Articles Pyrotechnic <input checked="" type="checkbox"/> Display Fireworks <input type="checkbox"/> Public Display <input type="checkbox"/> Private Display <input type="checkbox"/> Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes			
NAME OF APPLICANT Long Lake Fireworks		ADDRESS OF APPLICANT AGE OF APPLICANT 18 YEARS OR OLDER <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER		ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER	
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)		ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)	TELEPHONE NUMBER
NAME OF PYROTECHNIC OPERATOR Gen-X Pyrotechnics		ADDRESS OF PYROTECHNIC OPERATOR 2906 Pine Needle Dr, White Lake, MI 48383	AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
NO. YEARS EXPERIENCE 24+	NO. DISPLAYS 300+	WHERE Various Locations in Michigan	
NAME OF ASSISTANT See Attached		ADDRESS OF ASSISTANT See Attached	AGE OF ASSISTANT 18 YEARS OR OLDER <input type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF OTHER ASSISTANT See Attached		ADDRESS OF OTHER ASSISTANT	AGE OF OTHER ASSISTANT 18 YEARS OR OLDER <input type="checkbox"/> YES <input type="checkbox"/> NO
EXACT LOCATION OF PROPOSED DISPLAY Long Lake Hartland (Barge)			
DATE OF PROPOSED DISPLAY 7-10-2021		TIME OF PROPOSED DISPLAY RainDate (TBD) DUSK	
MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT ATF approved storage magazines			
AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT) See Attached		NAME OF BONDING CORPORATION OR INSURANCE COMPANY See Attached	
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY See Attached			
NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)		
	See Attached		
SIGNATURE OF APPLICANT		DATE	
		4-21-21	

**MARINE SPECIAL EVENT APPLICATION AND PERMIT**

Issued under authority of Part 801, Marine, Part 811 ORV and Part 821 Snowmobile, of the Natural Resource and Environmental Protection Act, Act 451, P. A. of 1994, as amended. Failure to comply with the provisions of this Act is a misdemeanor and may result in fines and/or imprisonment.

DNR USE ONLY

Permit Number

APPLICANT: This completed and signed application must be received by the appropriate DNR office at least 30 days prior to the event, or the permit may not be authorized. Locations and addresses on next page.

Name of Applicant Gen-X Pyrotechnics		Sponsoring Organization/Individual/Group Long Lake Firework Assoc.		Name of Person in Charge of Event Jason Trudeau	
Street Address 2906 Pine Needle Dr		Street Address		Street Address	
City, State, ZIP White Lake, MI 48383		City, State, ZIP		City, State, ZIP	
Email Address genxpyro@comcast.net		Email Address		Email Address	
Business Telephone (248) 252-0029	Home Telephone ()	Business Telephone ()	Business Telephone ()	Home Telephone ()	Home Telephone ()
Event Date(s) (mm/dd/yyyy) If seasonal, attach proposed schedule 7-10-2021				Where will "Person in Charge" be during the event? Onsite	
Event Starting and Finishing Times Dusk 10:00-11:00pm				How can "Person in Charge" be contacted during the event? 248-252-0029	
Type of Event (Check appropriate boxes) <input checked="" type="checkbox"/> Marine - Pursuant to Section 80164 of Act 451, P.A. of 1994, as amended. <input type="checkbox"/> Canoe Race <input type="checkbox"/> Parade <input type="checkbox"/> Hydroplane Race <input type="checkbox"/> Offshore Race <input type="checkbox"/> Sailboat Race <input type="checkbox"/> Motorboat Race <input type="checkbox"/> Water Skiing <input checked="" type="checkbox"/> Fireworks* <input type="checkbox"/> Swimming <input type="checkbox"/> Raft Race <input type="checkbox"/> Sailboard <input type="checkbox"/> Other (Specify) _____ *Applicant must include copy of Fireworks Display Permit issued by local unit of government. <input type="checkbox"/> Off-Road Vehicle (ORV) - Pursuant to Section 81122 of Act 451, P.A. of 1994, as amended. <input type="checkbox"/> Bike <input type="checkbox"/> ORV <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> Snowmobile - Pursuant to Section 82119 of Act 451, P.A. of 1994, as amended.					
Location of Event - Body of Water Long Lake (Barge) <input checked="" type="checkbox"/> Inland Water <input type="checkbox"/> Great Lakes/Navigable Waters			Township Hartland	County Livingston	Section(s)
Estimated Number of Vehicles	Number of spectators (if applicable)	Number of Event Participants 3	Sponsor of Patrol Vessels 1		
Do conditions require special law enforcement patrols? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Types of Medical Support Units (if any)		Number of Medical Support Units	

APPLICANT: Read all pages and attachments before certification and signature.

CERTIFICATION

I hereby certify that I have read, understand, and agree to abide by the conditions contained on page 2, governing this permit in the conduct of the operations under this permit, and that the information provided is true and accurate to the best of my knowledge.

Applicant Signature

Date

APPLICANT: Submit completed and signed application to appropriate DNR office at least 30 days prior to event or permit may not be authorized. Locations and addresses on next page.

FOR DNR USE ONLY**Investigation Findings & Recommendations**

State any problems this event may cause, special equipment the event may require, special enforcement effort that may be required, special use permits, and where they may be obtained.

Investigating Officer (please print)

Badge Number

Signature

Date of Investigation (mm/dd/yyyy)

AUTHORIZATION

☐ **EVENT IS AUTHORIZED** for the date(s) and time(s) specified as long as conditions are complied with prior to and/or during stated event(s). Failure to meet all specified conditions automatically invalidates this permit and may subject permittee to prosecution.

Number of Law Enforcement Patrol Boats Vehicles

Type

Special Conditions - See Page 2: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐14 ☐ 15 ☐ 16 ☐ Other: _____☐ **EVENT IS NOT AUTHORIZED**

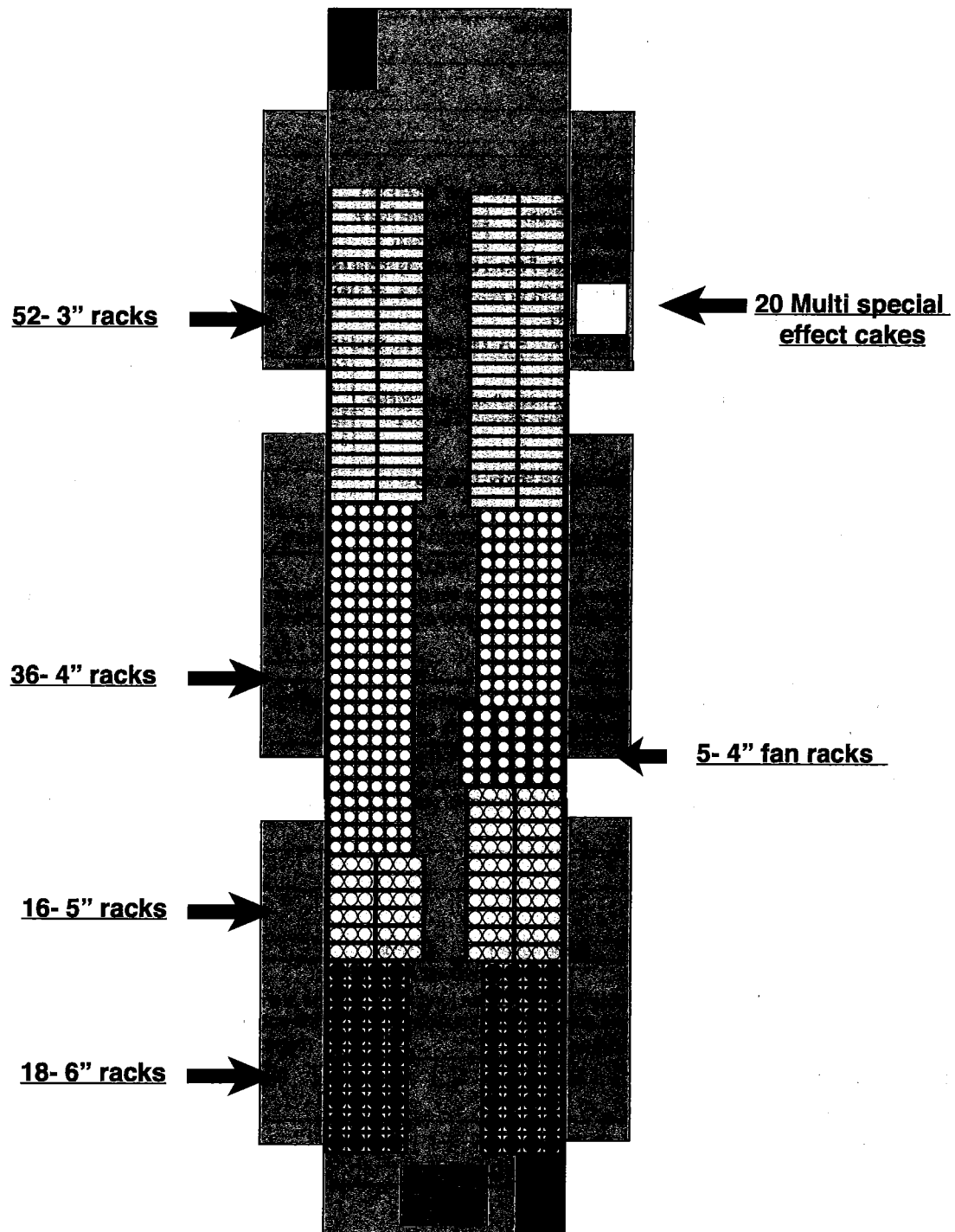
District Law/Permit Supervisor (Please print)

Signature

Date

Long Lake Hartland

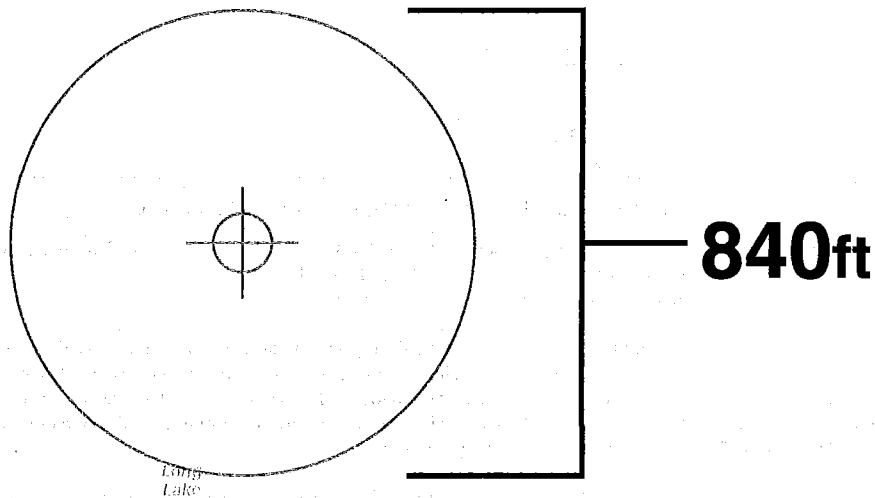
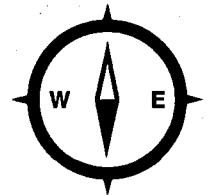
July 10th, 2021



Long Lake Hartland

Exhibit A

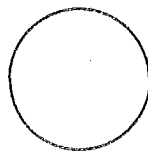
Distance- 840 ft diameter (NFPA regulation)



Key



: Placement of barge



: Perimeter of 420 ft will be held around barge during display

In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. **THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53.** See "WARNINGS" and "NOTICES" on reverse.

Direct ATF Correspondence To	ATF - Chief, FELC 244 Needy Road Martinsburg, WV 25405-9431	License/Permit Number	4-MI-125-54-1F-01210
Chief, Federal Explosives Licensing Center (FELC) <i>Christopher R. Reeves</i>		Expiration Date	June 1, 2021
Name GEN X PYROTECHNICS			

Premises Address (Changes? Notify the FELC at least 10 days before the move.)

**2906 PINE NEEDLE DR
WHITE LAKE, MI 48383-**

Type of License or Permit

54-USER OF EXPLOSIVES

Purchasing Certification Statement

The licensee or permittee named above shall use a copy of this license or permit to assist a transferor of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives Licensee (FEL) or a responsible person of the FEL. I certify that this is a true copy of a license or permit issued to the licensee or permittee named above to engage in the business or operations specified above under "Type of License or Permit."

Mailing Address (Changes? Notify the FELC of any changes.)

GEN X PYROTECHNICS
2906 PINE NEEDLE DR
WHITE LAKE, MI 48383-

Licensee/Permittee Responsible Person Signature
JASON TRUDEAU

Position/Title
CEO

Printed Name

Date

8-7-2018

Previous Edition is Obsolete

GEN X PYROTECHNICS 2906 PINE NEEDLE DR 48383-4 MI-125-54-1F-01210, June 1, 2021-54-USER OF EXPLOSIVES

ATF Form 5400.14/5400.15 Part I
Revised October 2011

Federal Explosives License (FEL) Customer Service Information

Federal Explosives Licensing Center (FELC)
244 Needy Road
Martinsburg, WV 25405-9431

Toll-free Telephone Number: (877) 283-3352
Fax Number: (304) 616-4401
E-mail: FELC@atf.gov

ATF Homepage: www.atf.gov

Change of Address (27 CFR 555.54(a)(1)). Licensees or permittees may during the term of their current license or permit remove their business or operations to a new location at which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the business or operations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the remainder of the term of the original license or permit. **(The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license or permit to the Director of Industry Operations for denial in accordance with § 555.54.)**

Right of Succession (27 CFR 555.59). (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials business or operations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or permit for that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to carry on the business or operations.

(Continued on reverse side)

Cut Here ✂

Federal Explosives License/Permit (FEL) Information Card	
License/Permit Name: GEN X PYROTECHNICS	
Business Name:	
License Permit Number: 4-MI-125-54-1F-01210	
License Permit Type: 54-USER OF EXPLOSIVES	
Expiration:	June 1, 2021
Please Note: Not Valid for the Sale or Other Disposition of Explosives.	



NOTICE OF CLEARANCE

for individuals transporting, shipping, receiving, or possessing explosive materials.

ISSUED TO: GEN X PYROTECHNICS

Federal Explosives license/permit no.: 4-MI-125-54-1F-01210

NOTICE DATE: 06/14/2018

Expiration Date: June 1, 2021

Explosives License/Permit Type: 54-USER OF EXPLOSIVES

EXPIRATION DATE: This Notice expires when superseded by a newer Notice which will list all current responsible persons and employee possessors, or when the license or permit expires - whichever comes first.

- ① **WARNING.** Only those individuals listed below as **RESPONSIBLE PERSONS** and **EMPLOYEE POSSESSORS** with a background clearance status of "CLEARED" or "PENDING" are authorized to transport, ship, receive, or possess explosive materials in the course of employment with you.
- ② **"DENIED" STATUS.** If an employee possessor has a background clearance status of "DENIED", you **MUST** take immediate steps to remove the employee from a position requiring the transporting, shipping, receiving, or possessing of explosive materials. Also, if the employee has been listed as a person authorized to accept delivery of explosive materials, you **MUST** remove the employee from such list and immediately, and in no event later than the second business day after such change, notify distributors of such change, as stated in 27 CFR 555.33(a).
- ③ **CHANGE IN RESPONSIBLE PERSONS.** You **MUST** report any change in responsible persons to the Chief, Federal Explosives Licensing Center, within 30 days of the change and new responsible persons **MUST** include "appropriate identifying information" as defined in 27 CFR 555.11. Fingerprints and photos are **NOT** required, however they will be required upon renewal of the license or permit.
- ④ **CHANGE OF EMPLOYEES.** You **MUST** report any change of employee possessors to the Chief, FELC, within 30 days. Reports relating to newly hired employees must be submitted on ATF Form 5400.28 for **EACH** employee.

Premises Address: 2906 PINE NEEDLE DR
WHITE LAKE, MI 48383

Mailing Address:

GEN X PYROTECHNICS
2906 PINE NEEDLE DR
WHITE LAKE, MI 48383

This 'Notice of Clearance' is provided to you as required by 18 U.S.C. 843(h) and **MUST** be retained as part of your permanent records and be made available for examination or inspection by ATF officers as required by 27 CFR 555.121. If you receive a Notice subsequent to this Notice, this Notice will no longer be valid.

In accordance with 27 CFR 555.33, Background Checks and Clearances, and 27 CFR 555.57, Change of Control, Change in Responsible Persons, and Change of Employees, ATF's Federal Explosives Licensing Center (FELC) has conducted background checks on the individual(s) you identified as a responsible person(s) and an employee/possessor(s) on your application, or reported after the issuance of your license/permit.

The following is a SUMMARY of the results of the background checks conducted on the individuals you reported as responsible persons and employee possessors. ATF will be notifying ALL individuals listed on this document of their respective status by separate letter mailed to their residence address.

PLEASE BE ADVISED THAT IT IS UNLAWFUL FOR ANY PERSON REFLECTING A STATUS OF "DENIED" TO TRANSPORT, SHIP, RECEIVE, OR POSSESS EXPLOSIVE MATERIALS.

Please carefully review this Notice to ensure that all the information is accurate. If this Notice is incorrect, please return the Notice to the Chief, FELC, with a statement showing the nature of the error(s). The Chief, FELC, shall correct the error, and return a corrected Notice.

Number of RESPONSIBLE PERSON(S) : 1
Number of EMPLOYEE POSSESSOR(S): 11

continued

LAST NAME, First Name, Middle Name Clearance Status

RESPONSIBLE PERSONS:

1

0001 TRUDEAU JASON

Cleared

EMPLOYEE POSSESSORS:

11

0001 CARRICER ANDREW JOSEPH

Cleared

0002 CARRICER JEREMY ROBERT

Cleared

0003 CARRICER JOSHUA ROY

Cleared

0004 DECONICH EVAN ALEXANDER

Cleared

LAST NAME, First Name, Middle Name

Clearance Status

0005 DOBRIN, DAVID JASON

Cleared

0006 FABINSKI, AVERY SCOTT

Cleared

0007 HOFELICH, GREGORY DAVID

Cleared

0008 MORGAN, DRAKE LANTZ

Cleared

0009 RAGNOLI, ADAM MICHAEL

Cleared

0010 THICKSTUN, ALEXANDER J

Cleared

0011 KENNEDY, JAMES MICHAEL

Pending



U.S. Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives
Federal Explosives Licensing Center
244 Needy Road
Martinsburg, West Virginia 25405

901090: CRR/FLS
5400
File Number: 4MI01210

06/14/2018

SUBJECT: RESPONSIBLE PERSON LETTER OF CLEARANCE for:

JASON TRUDEAU

CEO
(248)252-0029

2906 PINE NEEDLE DR
WHITE LAKE, MI 48383

and is ONLY valid under the following Federal explosives license/permit:

4-MI-125-54-1F-01210

GEN X PYROTECHNICS
2906 PINE NEEDLE DR
WHITE LAKE, MI 48383

Dear JASON TRUDEAU:

You have been approved as a responsible person under the above-listed Federal explosive license or permit. You may lawfully direct the management or policies of the business or operations as they pertain to explosives. You may also lawfully transport, ship, receive or possess explosive materials incident to your duties as a responsible person. **This clearance is only valid under the license or permit referenced above.**

Sincerely,

Christopher R. Reeves

Christopher R. Reeves
Chief, Federal Explosives Licensing Center (FELC)

FELC Customer Service. If you believe that information on your "Letter of Clearance" is incorrect, please return a COPY of the letter to the Chief, Federal Explosives Licensing Center (FELC), with a statement showing the nature of the error. The Chief, FELC, shall correct the error, and return an amended letter to you.

Mail: ATF
Chief, FELC
Attn.: LOC Correction
244 Needy Road
Martinsburg, West Virginia 25405

Fax: 1-304-616-4401
Chief, FELC
Attn.: LOC Correction

Call toll-free: 1-877-283-3352

WWW.ATF.GOV

MSDS - *Material Safety Data Sheet*
UN0335, FIREWORKS 1.3G, PGII

Emergency Call Info Trac (800) 535-5053 ACE Pyro Contract #100630

Section II – Hazardous Ingredients / Identity Information

Contains Pyrotechnic Compositions that are mixtures of solid oxidizers and fuels that contained in paper and cardboard containers. No Hazard exists during normal handling and storage.

OSHA PEL – N/A

ACGIH TLV – N/A

OTHER LIMITS – N/A

Section III – Physical / Chemical Characteristics

Boiling Point: - N/A

Specific Gravity: - N/A

Vapor Pressure: - N/A

Melting Point: - N/A

Vapor Density: - N/A

Evaporation Rate: - N/A

Solubility in Water: - N/A

Appearance and Odor: - Pyrotechnic Composition is contained in paper or cardboard casings that may be shaped as cylinders, balls or tubes. Odor is not apparent.

Section IV – Fire and Explosion Hazard Data

Flash Point: - N/A

Flammable Limits: - N/A

LEL: - N/A

UEL: - N/A

Extinguishing Media: Deluge with large quantities of water as quickly as possible by FIRE HOSE from a PROTECTED location. Materials are self-oxidizing.

Special Fire Fighting Procedures: Do not attempt to fight a fire in the immediate area of 1.3G Fireworks- EVACUATE THE AREA.

Section IV – Fire and Explosion Hazard Data- Continued

Unusual Fire and Explosion Hazards: Fireworks 1.3G MAY MASS EXPLODE IN A FIRE. DO NOT ALLOW FIREWORKS TO GET WET- Hazardous Decomposition May Result in a FIRE or EXPLOSION. EXPLOSION MAY OCCUR IF EXPOSED TO SPARKS OR FLAME.

Section V – Reactivity Data

Stability: - Stable

Conditions to Avoid: - Open Flames, Sparks, High Temperatures, Friction or Impact.

Incompatibility (*Materials to Avoid*): - Do Not Allow Fireworks to Get Wet.

Hazardous Decomposition or Byproducts: - Decomposition does not occur under normal circumstances. Smoke Generated by Fireworks may contain gasses that are irritating to the eyes or mucous membranes. Prolonged Exposure and Inhalation of smoke may cause shortness of breath or more serious problems when a chronic respiratory condition exists.

Hazardous Polymerization: Will Not Occur

Conditions to Avoid: - Storage in High Temperatures, Moist or Wet Conditions, Keep away From Open Flame or Sparks.

Section VI – Health Hazard Data

Route(s) of Entry: - N/A Inhalation: -N/A Skin: - N/A Ingestion: - N/A

Health Hazards (Acute and Chronic): - N/A

Carcinogenicity: N/A NTP?: - N/A IARC Monographs?: -N/A

OSHA Regulated: - NO

Signs and Symptoms of Exposure: - Prolonged Exposure to smoke that is Generated during Normal use of Fireworks may cause Irritation to Eyes and to Mucous Membranes.

Medical Conditions Generally Aggravated by Exposure: - Eye Sensitivity, Respiratory Conditions.

Emergency and First Aid Procedure: - EYES should be flushed with water. Move to Fresh Air and avoid additional Inhalation of Smoke.

Section VII – Precautions for Safe Handling and Use

Steps to Be Taken in Case Material is Released or Spilled: - If Fireworks are spilled, carefully pick up the material and place in a Cardboard Carton. Keep OPEN FLAMES and Sparks AWAY and NO SMOKING.

Waste Disposal Method: - Fireworks that fail to go off should be soaked in a bucket of water and returned to the source where it was obtained. Dry components or powder should be carefully swept up and placed in a cardboard container then soaked with water. Burning of Fireworks Waste must be performed in compliance with local and state laws.

Precautions in Handling and Storing: - Keep from OPEN FLAMES, NO SMOKING, AVOID IMPACT of MATERIALS and CONTAINERS of MATERIALS, STORE FIREWORKS IN A COOL AND DRY ENVIRONMENT. FIREWORKS 1.3G MUST BE STORED AND TRANSPORTED IN COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS.

Other Precautions: - UN0335 Fireworks 1.3G can cause SERIOUS INJURY or DEATH. They should only be Handled by Properly Trained and Qualified Personnel. When Shooting these Fireworks; PERSONNEL SHOULD WEAR PROPER EYE PROTECTION, HEAD PROTECTION AND NON-SYNTHETIC CLOTHING.

Section VIII – Control Measures

Respiratory Protection: N/A

Ventilation: - N/A Local Exhaust: - N/A Special: - N/A

Mechanical: -N/A Other: - N/A

Protective Gloves:- N/A Eye Protection: - When Shooting Fireworks 1.3G

Other Protective Clothing or Equipment: - Protective Head Gear and Non-Synthetic Clothing when Shooting Fireworks 1.3G.

Work / Hygienic Practices: - Store Fireworks in a Cool Dry and Well Ventilated area. Protect Against Physical Damage and Moisture. Fireworks should be Isolated from all Heat Sources, Sparks and Open Flame. No Smoking.



Firework Disposal Procedure

Please follow the two simple guidelines below for the proper disposal of any unused display fireworks

1. If any display fireworks are found, submerge the firework in a five-gallon bucket of water.
2. Contact Jason Trudeau with Gen-X Pyrotechnics for proper pickup.

Gen-X Pyrotechnics will pick up any unused display fireworks and take them to an authorized facility for a proper disposal.



248.252.0029

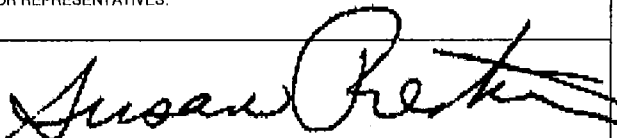


genxpyro@comcast.net
info@genxpyrotechnics.com



www.genxpyrotechnics.com



Certificate of Insurance 25688 <div style="float: right;">Issue Date: 3/25/2021</div>						
PRODUCER Professional Program Insurance Brokerage 371 Bel Marin Keys Blvd., Suite #220 Novato, California 94949				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.		
INSURED Gen-X Pyrotechnics, Inc. 2906 Pine Needle Dr White Lake, MI 48383				INSURERS AFFORDING COVERAGE		
				INSURER A: Underwriter's at Lloyd's, London		
				INSURER B:		
				INSURER C:		
				INSURER D:		
COVERAGES: THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE NAMED INSURED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.						
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (DD/MM/YY)	POLICY EXPIRATION DATE (DD/MM/YY)	LIMITS	
A	GENERAL LIABILITY CLAIMS MADE	PY/20-0033	4/28/2020	4/28/2021	EACH ACCIDENT	\$5,000,000
					MEDICAL EXP (any one person)	
					FIRE LEGAL LIABILITY	\$50,000
					GENERAL AGGREGATE	\$5,000,000
					PRODUCTS-COMP/ OPS AGG	
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Certificate holder is additional insured as respects the following:						
Date(s) of Display:		7/10/2021				
Location:		Long Lake (barge)				
Additional Insured:		Long Lake firework Assoc, City of Hartland, Hartland Shores estates and as property owenre Jim Goudie, ann Goudie and Clark Justin				
Rain Date(s):						
Type of Display:		Aerial Fireworks Display				
CERTIFICATE HOLDER Long Lake fireworks Assoc 1075 Maxfield Road Hartland MI 48353				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.		
				 AUTHORIZED REPRESENTATIVE		

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Kathie Horning, Treasurer

Subject: Investment Policy Review

Date: April 28, 2021

Recommended Action

Approve the revised Investment Policy

Discussion

The changes necessary to the Investment Policy were adding the Bank Account “Bullard Road” and removing accounts we have closed. We also removed banks that have been bought out and no longer exist along with adding any new banks we may possibly use.

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

If there is a financial impact, include it here. If not, delete this section.

Attachments

Investment Policy



HARTLAND TOWNSHIP INVESTMENT POLICY

RESOLUTION 96-9-3

Adopted September 17, 1996

RESOLUTION 99-1-2

Revised December 15, 1998

RESOLUTION 99-2-1

Revised February 2, 1999

RESOLUTION 03-05-08

Revised April 7, 2015

Revised March 15, 2016

Revised July 11, 2017

Revised July 10, 2018

Revised May 5, 2021

1.0 Policy

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

2.0 Scope:

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

Bullard Lake

Cable Fund

Capital Improvement Fund

Cemetery Fund/Perpetual Care

Cemetery GTA

Crouse Cemetery Trust

Central Water O & M

Clearing

Compliance Inspection

Farmer's Market

Fire Escrow Insurance Fund

Fire Operating Fund

Forestbrook Bond Fund

General Fund

Hartland Shores Pvg Fund

Jeopardy Tax

Lake Tyrone Bond Fund

Liquor Law

M-59 Relocation Fund

Millpointe Road SAD

Millpointe Repayment

Ore Valley Construction

Ore Valley Repayment

Right of Way Fund

Road Millage Fund

Rolling Hills Bond Fund

SAD 4-5-6

SAD 200

Sewer O & M

Trust & Agency New

Trust & Agency Old

Tax Fund

Water Bond

Water Rep & Maint

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

3.0 Prudence:

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

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

4.0 Objective:

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

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

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

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

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

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

5.0 Delegation of Authority:

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

6.0 Ethics

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

7.0 Authorized Financial Dealers and Institutions:

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

These banks include:

1 st National Bank,	Huntington Bank,
<u>Ann Arbor State Bank,</u>	Huron Valley State Bank,
Bank of America,	Independent Bank,
Bank of Ann Arbor,	Key Bank,
<u>Charter One,</u>	Level One Bank,
Chase Bank,	Macatawa Bank,
Chelsea State Bank,	Mason State Bank,
<u>Chemical Bank,</u>	Mercantile Bank,
<u>CBIC Bank,</u>	Multi-Bank Securities INC,
<u>Clarkston State Bank,</u>	Northstar Bank,
Citizens Bank <u>Financial,</u>	Old National,
Comerica Bank,	Oxford Bank,
County National Bank,	PNC Bank,
Dart Bank,	<u>Private Bank,</u>
Federal Home Loan Bank,	<u>Talmer Bank,</u>
Fifth Third Bank,	TCF,
<u>First Merit Bank,</u>	<u>The Private Bank,</u>
First <u>Independent Bank,</u>	The State Bank,
First National Bank,	University Bank (A2),
Flagstar Bank,	<u>Waterford Bank</u>
<u>Great Lakes National Bank ,</u>	<u>Wolverine Bank,</u>
Horizon Bank,	<u>Wells Fargo Bank,</u>

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

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

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

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

8.0 Authorized and Suitable Investments:

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

- Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, but only if the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States.
- Commercial paper rated at the time of purchase within the two highest classification established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.
- Repurchase agreements consisting of instruments listed in subdivision (a) above. Repurchase agreements shall be negotiated only with dealers or financial institutions with whom Hartland Township has negotiated a Master Repurchase Agreement. Repurchase agreements must be signed with the bank

or dealer and must contain provisions comparable to those outlined in the Public security Association's model Master Repurchase Agreement.

- (e) Banker's acceptance of United States banks.
- (f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.
- (g) Mutual funds registered under the investment company act 1940, title 1 of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment solely by reason of either of the following:
 - (i) The purchase of securities on a when-issued or delayed delivery basis.
 - (ii) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
 - (iii) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
 - (iv) Investments in Mutual funds shall be limited to securities whose intention is to maintain a net asset value of \$1.00 per share.
- (h) Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the urban corporations act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
- (i) Investment pools organized under the surplus funds investment pool act, 1982 PA 367, MCL 129.111 to 129.118.
- (j) The investment pools organized under the local government investment pool act, 1985 PA 121, MCL 129.141 to 129.150. Investments in mutual funds shall include securities whose net asset value per share may fluctuate on a periodic basis.

9.0 Maximum Maturities

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

10.0 Reporting

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

11.0 Safekeeping and Custody

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

12.0 Investment Policy Adoption

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

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director

Subject: Special Event Permit #21-003 Hartland Polo Classic

Date: April 29, 2021

Recommended Action

Move to approve Special Event Permit #21-003 as described in the application with the following conditions:

1. Satisfaction of the conditions outlined in the Hartland-Deerfield Fire Authority review letter dated April 8, 2021.
2. Compliance with applicable Livingston County Department of Public Health stipulations.
3. Compliance with applicable stipulations from the State of Michigan Liquor Control Commission.
4. Compliance with the signage regulations outlined in Section 5.26.3.C. of the Hartland Township Zoning Ordinance, which regulates signs for Special Events.
5. Compliance with any request by Hartland Township for dust mitigation, noise mitigation, or additional site lighting when determined to be a health, safety or welfare concern.
6. (Any other conditions determined by the Township Board.)

Discussion

Special Event Application #21-003 was reviewed in accordance with the Hartland Township Special Events Permit Ordinance (Ord. No. 69) and the Township's Zoning Ordinance (Ord. No. 76). Key provisions of those ordinances, Staff's review, and reviews of other municipal agencies are summarized as follows (with Staff comments in *italics*, where warranted). Per the Special Events Permit Ordinance Sec. 3.E, the Township Board has the exclusive authority to approve Special Events that involve a liquor license issued by the State of Michigan.

Summary of Special Event:

Name of event:	Hartland Polo Classic Benefitting Hartland Area Chamber's Scholarship Fund and Community Givebacks	
Date:	Saturday, June 12, 2021; Rain date Sunday, June 13, 2021	
Time:	4:00 p.m. until 10:00 p.m.	
Location:	500 Chukker Cove Hartland, MI 48343	
Estimated Attendance:	400 people	
Event Schedule:	4:00 p.m.	Gates open
	4:30 p.m. - 5:30 p.m.	Strolling catered dinner & entertainment
	5:30 p.m.	Parade of ponies & 1 st polo match
	6:45 p.m.	Half-time with hat contest, divot stomp, entertainment (music)

7:30 p.m. – 8:00 p.m.

2nd event/polo match

7:00 p.m. - 10:00 p.m.

Social hour with music/entertainment,
beverages & meet polo teams

Application Requirements

- A. Complete Application with name, address and phone numbers of Owner of property where Special Event will be held, together with the name, address and phone numbers of the Operator of the Special Event. *Provided in Application.*
- B. Name, address, and phone numbers of persons sponsoring the Special Event. *Provided in Application*
- C. Description of Special Event and proposed locations. *Provided as part of the Application.*
- D. Dates of the Special Event, including starting and ending times and any additional time for set-up and clean up. *Provided in Application*
- E. Copy of insurance policy naming the Township, property owners, and owners of properties abutting the event. *Provided as part of Application.*
- F. Copy of indemnification, which holds harmless and defends the Township from any and all claims, lawsuits or other liability arising from or as a result of the Special Event. *Provided as part of Application.*

A. General Provisions

- 1. It is unlawful for any Owner or Operator to hold or conduct any Special Event in the Township unless the Zoning Administrator has first issued a Special Event Permit in compliance with this Ordinance. *In this instance, the Zoning Administrator lacks the authority to issue this Special Event and instead Township Board approval is required.*
- 2. The Special Event shall comply with all applicable zoning regulations for the district in which it is to be located including requirements pertaining to lot size, height, visibility, setbacks and off-street parking. Deviations from the zoning regulations for the Special Event may be permitted when the Zoning Administrator determines that public health, safety and welfare will not be adversely affected, and the spirit and intent of the applicable zoning regulations have been met. *Site plan indicates a managed parking area (lawn area) at the northern portion of the site, to accommodate up to 700 parking spaces. A separate parking area in the northwest corner of the site is estimated to accommodate 200 additional parking spaces (VIP and vendor parking); thus, total parking is approximately 680 spaces. Parking standards for a polo event are not specifically provided in the Zoning Ordinance. However, in the event a specific use is not identified, the requirements for a similar use shall apply. In that case, the standards for a Stadium, Sports Arena, or similar places of outdoor assembly are the most similar use. That use is required to provide one (1) parking space for each three (3) seats or ten (10) feet of bench.*

In this case, there are no dedicated seats, so the Township would use the anticipated number of people to attend, which is 400 people. Based on that standard, 133 parking spaces shall be provided ($400 \div 3$). As noted, the applicant indicates there is sufficient parking for 680 spaces. Because this parking is grass field, staff cannot confirm the number of parking and/or the parking spaces comply with the size requirements. Nonetheless, it appears the grass fields are large enough to accommodate the proposed event. Parking attendants will assist with directing

traffic to parking spaces. Cones and markings on the lawn will define the parking area. The subject site is next to residential zoning, as such, event lighting and sound systems shall meet required standards in the Code of Ordinances or Nuisance Ordinance.

3. The Township Board or Zoning Administrator may require the Owner and/or Operator to post a cash bond with the Township in an amount that will guarantee the restoration of any public property or private roads at the conclusion of the event. This may include, but is not limited to, costs associated with dust control, repair of landscaping material, removal of tents, buildings or structures, sign removal and litter and garbage disposal. *Given the proposed location on private property, the Planning Department has not requested a cash bond. In the application materials, the applicant states volunteers and an employee from Dougie's Disposal will be collecting trash from cans during the event. An on-site dumpster will be also used. Garbage receptacles and rolling carts will be delivered by Dougie's Disposal on June 8th and picked up by June 13th.*
4. All tents, buildings or structures erected or used for a Special Event shall (i) not have a negative impact on surrounding properties related to visibility, accessibility, traffic flow, parking and other site related issues, (ii) be installed constructed, used, occupied and maintained in compliance with the provisions of any applicable federal, state or local, rules or regulations, and (iii) be immediately removed at the conclusion of the Special Event Permit, whichever occurs sooner. *All tents/structures shall be compliant with the conditions listed in the Hartland-Deerfield Fire Authority review letter dated April 8, 2021.*
5. Owners and Operators shall comply with all conditions specified in the Special Event Permit and shall, for any Special Event as applicable, provide the following:
 - a. **Environmental Health.** An adequate and safe supply of potable water, restroom facilities, food and beverage storage, handling and serving, and sanitary method for disposing of solid waste that meets federal, state and local requirements, including the Livingston County Department of Public Health.

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

Three (3) "port-o-johns" (includes 1 handicap); and two (2) hand washing stations are proposed.

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

Food vendors will be offering food that is prepared ahead of time at their licensed facilities. No additional approvals or licenses are required from the Livingston County Department of Public Health as long as the food is prepared in the vendor's licensed facility. Each vendor will be required to submit their certificates of liability to the Hartland Area Chamber of Commerce.

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

***Staff Comments:** Lighting is provided inside the main tent and string lighting is provided throughout the tent area and restroom trailer. Due to natural sunlight and the time of year, there is ample light to provide a clear walk to guests' vehicles until the closing time of the event, per the applicant.*

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

***Staff Comments:** The submitted site plan states the main parking area is on the lawn, in the northern portion of the site. The applicant estimates it will accommodate up to 400 vehicles, with another area for V.I.P. and Vendor vehicles that can accommodate 200 vehicles. It is estimated there will be approximately 400 attendees at the event. Staff cannot confirm the number of parking spaces from the plan. Parking standards for a polo event are not specifically provided in the Zoning Ordinance. However, in the event a specific use is not identified, the requirements for a similar use shall apply.*

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

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

***Staff Comments:** The event is located on private property which is accessed from Chukker Cove. Chukker Cove is a paved, private street located south of Bergin Road, between Hacker Road and Old US-23. Access to the event will occur off of Bergin Road to Chukker Cove. The entrance to the property is located at the southern end of the Chukker Cove.*

Parking is provided on-site, with the main parking area north of the polo field. An additional parking area (VIP and vendor parking) is located northwest of the polo field and main tent. Traffic control measures include signage to be provided on Bergin Road at Chukker Cove using two (2) sandwich board signs with the event name and arrows. One (1) sandwich board sign will be placed at the entrance of the subject site. Internally on the site, directional signage will be provided for food vendors, parking areas, entrance/exit points, walking trails, restrooms, etc.

The applicant has stated traffic will be controlled by the Hartland/Deerfield Fire Fighters Association within the site. Orange cones and directional signs will be provided to direct traffic to designated parking areas.

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

***Staff Comments:** The Hartland-Deerfield Fire Authority has provided comments in the review letter dated April 8, 2021.*

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

***Staff Comments:** The applicant's letter states that sound amplification will be used during the event from 4:00 p.m. to 10:00 p.m. that includes announcements related to the event's schedule and music during the event. The location of the event is bordered by residential uses on the north, south, and west. The applicant has stated the amplification will be at a level that is courteous to the neighboring residential areas and aimed towards the east. The Township's regulations pertaining to noise will be honored.*

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

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

***Staff comments:** Signage to be provided on Bergin Road at Chukker Cove using two (2) sandwich board signs (3' x 5') with the event name and arrows. One (1) sandwich board (3' x 5') will be placed at the entrance of the subject site. Internally on the site, directional yard signs will be provided for food vendors, parking areas, entrance/exit points, walking trails, restrooms, etc.*

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

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

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

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

B. Exemptions. (Not Applicable)

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

1. Private and Community Special Events:

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

Staff comments: The event proposed would occur on one day, Saturday, June 12, 2021, from approximately 4:00 p.m. to 10:00 p.m., with a rain date on Sunday, June 13, 2021, from approximately 4:00 p.m. to 10:00 p.m.

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

Staff comments: The proposed parking accommodates approximately 900 vehicles, and approximately 400 attendees are expected. Parking appears to be adequate based on the information submitted.

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

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

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

Staff comments: The applicant's letter states there will be three (3) sandwich board signs (3' x 5' in size) and several directional signs within the subject site; however, sign drawings were not provided. As a result, staff is unable to determine if the proposed signs comply with the zoning standards.

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

D. Administrative Review and Authorization. (Not Applicable)

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

Staff comments: Alcoholic beverages will be served at the event and a special event liquor license is required from the State of Michigan Liquor Control Commission. The applicant

has applied for and received a liquor license for the event (Special Beer and Wine License) which is provided as an attachment to this memorandum. The liquor license is valid June 9, 2019, from 3:00 p.m. to 11:00 p.m., and June 10, 2019, from 3:00 p.m. to 11:00 p.m., for the rain date if necessary.

General Staff Comment

The Detroit Polo Club's season runs from May to October. Typically, there is one polo event a year. In 2017, the 1st Hartland Polo Classic was held on June 10, 2017, under Special Event Permit Application #17-001. A second polo event occurred on September 16, 2017 under Special Event Application #17-015. On June 9, 2018, a third polo event occurred and was approved under Special Event Permit Application #18-006. Other types of special events have taken place at the Detroit Polo Club such as an Ultimate Frisbee Tournament (2010); Polo Match and Family Picnic (2010); and a Lacrosse Tournament (2011). The last Hartland Polo Classic was held in 2019, under Special Event #19-003, and was held on June 9, 2019.

Attachments:

1. Hartland-Deerfield Fire Authority Review Letter dated April 8, 2021- PDF only
2. Submittals from Applicant for Special Event Application #21-003-PDF only
3. Liquor License from State of Michigan-PDF only



HARTLAND DEERFIELD FIRE AUTHORITY
FIRE MARSHALS OFFICE

Hartland Area Fire Dept.
3205 Hartland Road
Hartland, MI. 48353-1825

Voice: (810) 632-7676
Fax: (810) 632-2176
E-Mail: jwhitbeck@hartlandareafire.com

April 8, 2021

TO: Carol L Morganroth
Planning Assistant
Hartland Township

RE: Special Event 21-003, Hartland Polo Classic
500 Chukker Cove, Howell MI 48843

Mrs. Morganroth,

Based upon review of the Special Event plans as received, the following bullets apply for pre-event inspection:

- Generator grounded and panels secured, cords protected in pathways, ground-fault protection provided.
- Emergency vehicle access is continuously and immediately available in the event by 20'.
- Tents to be installed in compliance with Chapter 24 of the MBC (Michigan Building Code), with special attention to flame spread rating and wind-shear resistance.
- Food vendor trucks will need to fill out an application to the Hartland Deerfield Fire Authority and will be inspected the day of the event. If an inspection has already occurred than they should have a Livingston County Sticker signifying they have been inspected in 2021) See attached paperwork.

NOTE : Contact this office to set up the generator and tent inspection (expected to be the morning of, prior to event starting).

The Fire Marshals Office approves with the above contingencies the submittal of the Special Event as submitted. Any revised drawings affecting the Fire Department must be submitted for review.

Yours In Fire Safety,

Jenn Whitbeck
Fire Inspector

OFFICE OF THE PLANNING DIRECTOR
Troy Langer

2655 Clark Road
Hartland, Michigan 48353
(810) 632-7498 Office
(810) 632-6950 Fax
tlanger@hartlandtwp.com



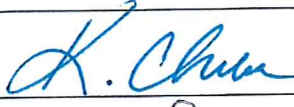
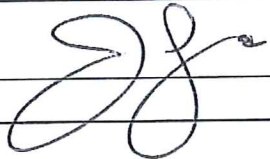
SUPERVISOR
William Fountain

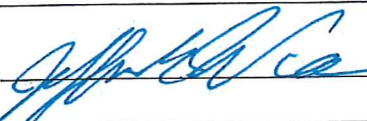
CLERK
Larry Clofu


TREASURER
Kathleen Horning

TRUSTEES
Joe Colaianne
Matthew Germane
Glenn Harper
Joe Petrucci

APPLICATION FOR SPECIAL EVENT PERMIT									
Event Description: (Please attach a detailed event description on a separate sheet) Hartland Polo Classic									
Date(s) and Hours of Event: June to 12, 2021 of June 13 Month Time: 3pm to 11pm AM/PM to AM/PM									
Event Location (Address/Boundaries): 500 Chukker Cove, Howell - Detroit Polo Club									
Parcel Identification Number:		4708- 31-400-013				4708-			
Subdivision Name:						Zoning of Parcel:		CA	
Application Number: 21-003 (Assigned by Township) Application Date: 4/7/2021		<input checked="" type="checkbox"/> Community Organization Special Events (Signage Included)						\$ No Charge	
		<input type="checkbox"/> Special Events, except Outdoor Seasonal Sales (75.00)						\$ _____	
		<input type="checkbox"/> Outdoor Seasonal Sales (\$75.00)						\$ _____	
		<input type="checkbox"/> Temporary Sign Request (\$15.00 per Sign)						\$ _____	
		<input type="checkbox"/> Cash Bond Required by _____						\$ _____	
		Total Application Fee						\$ n/a	
		Total Bond Required						\$ _____	
APPLICANT INFORMATION									
Company Name		Hartland Area Chamber of Commerce							
Last Name		Chuba		First		Katie		M.I.	
Street Address		9525 E. Highland Rd.							
City		Howell		State		MI		Zip 48843	
Phone		810-632-9130		Fax				E-mail Address Katie@hartlandchamber.org	
Do You Own The Event Property?		Community Organization?		Name of Community Organization:					
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>							
PROPERTY OWNER INFORMATION (IF OTHER THAN APPLICANT)									
Company Name		Capital Custom Homes							
Last Name		Lansing		First		Jack		M.I.	
Street Address		PO Box 1702							
City		Brighton		State		MI		Zip 48116	
Phone		517-798-7862		Fax				E-mail Address jack@ccbuilders.com	

NEIGHBORHOOD ASSOCIATION (IF APPLICABLE)					
Neighborhood Association (Name)		chukker Cove Home Owners Assoc			
Last Name	Donbar	First	Steve	M.I.	J.
Street Address		833 chukker Cove			
City	Howell	State	MI	Zip	48843
Phone	517-518-8149	Fax		E-mail Address	donbarsp@yahoo.com
<p>The applicant and owner acknowledge that he/she has the sole responsibility of complying with the requirements of any applicable Hartland Township Ordinance notwithstanding the signature or approval of any employee(s) or official(s) of Hartland Township and that Hartland Township is not bound to recognize the approval of other action of any such employee(s) or official(s) which is not in compliance with any applicable Hartland Township Ordinance.</p> <p>We the undersigned, give permission for representatives of the Township of Hartland to enter the property to inspect the set-up, activity and clean-up for compliance with the Special Event Permit.</p>					
Applicant Signature				Date	4/6/21
Owners Signature				Date	

Department of Public Works	
Impact on existing Infrastructure and Utility Use is within an Acceptable Range as Proposed.	
DPW Director: _____	Date: _____
Fire Department (if applicable)	
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Reason/Conditions: _____	
Fire Marshall: _____ Date: _____	
Sheriff (if applicable)	
Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/>
Reason/Conditions: _____	
Sheriff: 	Date: 3/6/21

Planning & Zoning		
	Yes	No
Special Event Inspection Complete		
Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
Access Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>
Sign Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Indemnification Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Checklist Items Provided/Completed	<input type="checkbox"/>	<input type="checkbox"/>
Planning: _____ Date: _____		
Treasurer		
This application is valid when signed by the cashier at the Treasurer's Office confirming payment of fees as noted.		
Account Number: 101-000-622.000 (Application) \$ <u>0</u>		
Receipt Number: <u>N/A</u>		
Treasurer:  Date: 4-7-21		

Code Enforcement Action: YES ☐ NO ☐

Resolved: YES ☐ NO ☐

Comment:

Hartland Township - Special Event Permit Checklist
Information pertaining to a special event permit request

☐ **Description of Event:**

The **Hartland Polo Classic** will take place on June 12, 2021 (rain date: 6/13/2021) at the Detroit Polo Club located at 500 Chukker Cove, Howell, MI 48843

4:00pm - 10:00pm

4:00 pm ~ Gates Open

4:30 pm – 5:30 pm ~ Catered Dinner, raffle & entertainment

5:30 pm ~ Parade of Ponies & Polo Match

6:45 pm ~ Halftime with hat contest, divot stomp & music

7:30 pm - 8pm ~ 2nd event/ polo game

7:00 pm - 10 pm ~ Social hour with music/entertainment, beverages and Meet the polo teams.

- **Social Distancing guidelines encouraged for all guests to have a safe and fun experience**

The annual Hartland Polo Classic (HPC) will be held at the Detroit Polo Club in Howell, Michigan. Nestled in Hartland's backyard, the Detroit Polo Club sports 160 acres for live polo and is the perfect location to bring this unique and fun event to the Hartland Community.

This event supports the Hartland Area Chamber of Commerce and this year will benefit: Warrior Path Home - A non profit organization that saves lives and inspires hope for ALL Veterans. Serving veterans of Livingston County and Michigan - providing life coaching, education and equine guided learning.

Polo attire: Garden Party theme kindly requesting gentlemen to wear a summer suit and ladies to wear their most daring hats. Join us for the hat contest at half time for chance to win some fabulous prizes/baskets.

Details:

- Witness the thundering excitement of a live polo game.
- 140' x 40' main tent anchored with a 40' custom built bar featuring local wineries and microbreweries and VIP Areas w/ spacious seating.
- Catered dinner provided by Hickory BB& Grill. VIP tents, boxes and tables will have food delivered to them.
- White picket fence sideline with rows of 10' x 10' VIP boxes, tents, and seating spaced apart encouraging 6' social distancing.
- Half time entertainment includes music and announcements, red carpet Best Hat Contest, and the traditional stomping of the divots.
- Jewelry and TV Auction
- Music following the polo match

Ticket Information

- \$75 per person and includes dinner and general seating.
- Drink tickets will be available for purchase.
- 21 years or older

Tickets are sold online at www.hartlandchamber.org, or at the Hartland Chamber - 9525 E. Highland Rd., Howell, MI 48843. For information: email info@hartlandchamber.org or call 810.632.9130

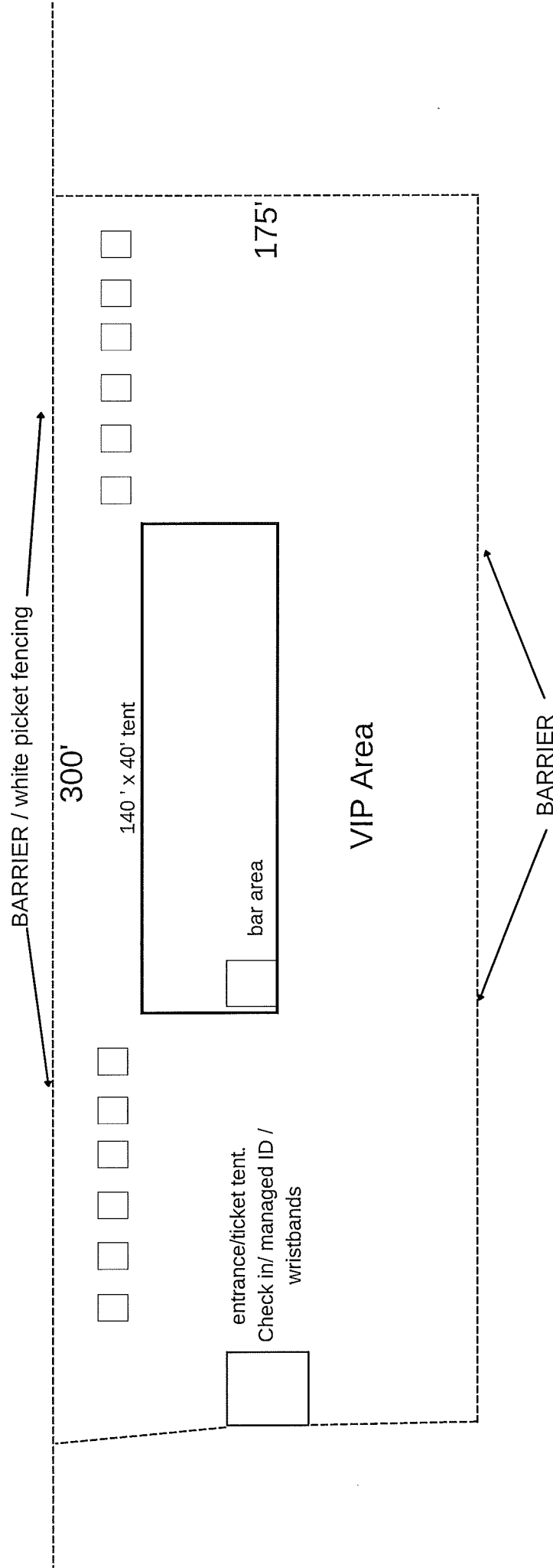
Sponsorship, VIP Boxes, VIP Tents, & VIP Tables - available for purchase. Please visit www.hartlandchamber.org for details.

- ☐ Number of People expected: 400
- ☐ Insurance policies - New policy will be provided upon renewal and sent automatically from Hartland Insurance Agency to Hartland Township.
- ☐ Indemnification Certificate - Attached
- ☐ Advertising - YES. through the Hartland Area Chamber of Commerce's website, social media, events, and mailers. Print advertisement, word of mouth.
- ☐ Additional Signage - YES. Same as years prior. Three 3'x5' wood sandwich boards will be used for the event. Two signs will be placed near Chukker Road and Bergin Road and will not impede traffic view. One sandwich board used at entrance of Detroit Polo Club. Other signs (24" x 18" yard signs) will be used with directional arrows for direction to event and for parking. To be placed at entrance and inside the event. Directional yard signs will be placed with in the Club's property indicating parking areas, social distancing, entrance and exit points, food, restrooms, walking paths, etc... Other signage include sponsorship signage and VIP Tent and table signage.
- ☐ Tent - Yes. See attached diagram. Tent will also have labeled entrance and exit along with fire 3 certified fire extinguishers mounted accessible on main tent poles. Tents provided by Classic Tent & Event - Brighton, MI. 3' high White picket fencing will separate game/ polo match from guests. Entire event will be enclosed by white fence and snow fencing.
- ☐ Utility Connections - No. Generator will be rented to provide electricity for sound system.
- ☐ Roads, streets, pedestrian sidewalks or walkways used for event - Please see attached diagram. Chukker Cove will be used for incoming and outgoing traffic. Several speed limit yard signs will be posted along Chukker Cove. Private parking and walkway to tent area is located on the property of the Detroit Polo Club.
- ☐ Traffic - Traffic will be controlled by Hartland/Deerfield Fire Fighters Association. Many orange cones and directional signage guiding vehicles to designated parking areas.
- ☐ On-site parking will be provided - Same as years prior. The main parking area will be just northwest of the polo field. The size of the field will accommodate up to 680 vehicles. VIP and vendor parking will be available Northwest of the event. This will accommodate approximately 200 vehicles.
- ☐ Food Vendors - Hickory BBQ & Grill, Tony Saccos of Hartland and Buffalo Wild Wings will safely serve food. Hickory BBQ will delivery food to each sponsor/VIP area and will have food truck on site for guests to safely receive food. Tony Saccos and Buffalo Wild Wings will provide individual snacks by handing them to guests in designated area after the polo match. No additional approvals or licenses are required from the Livingston County Department of Public Health as long as the food is prepared in the vendor's licensed facility. One vendor may prepare food onsite and holds permit through Livingston County Health Department. All vendors are required to submit their certificates of liability to the Hartland Area Chamber of Commerce. Vendors to provide proper food storage, potable water and sanitation.
- ☐ Alcohol - Beer, wine and spirits will be served at the event. State of Michigan special liquor license application has been submitted. Will provide to Hartland Township once it is received.

- ❑ Sound amplification - Sound system will be used during the event that include announcements and music. The amplification will be at a courteous level to the neighboring residential areas aiming towards the East away from residential area.
- ❑ Restrooms - 3 portable toilets, 1 handicap, and 2 handwashing stations will be made available at the event.
- ❑ **Lighting** - The main tent will be well lit with 3-4 chandelier type lighting provided by the tent company, Classic Tent and Events. There will also be white string lighting throughout the tent area and restroom trailer. Parking area- Due to the lighting experience from years prior, lighting is not necessary. A parking lot light was rented, placed in the parking area and was never used. Most guests will leave before the 10pm end time/dusk. Due to natural sunlight and the time of year there is ample light to provide a clear walk to guests vehicles until the 10pm hour.
- ❑ **Garbage and Litter** - Adequate garbage receptacles and rolling carts will be distributed throughout the event and provided by and picked up by Dougie's Disposal. They will also provide a 6 yard bin attached to a truck and an employee to manage the garbage during the event. Garbage will be handled on an on-going basis throughout the duration of the event. Garbage receptibles and carts will be delivered June 11 and picked up June 13th. Volunteers will be assigned in emptying garbage throughout the time of the event to assist Dougie's Disposal employee.

2021 Hartland Polo Classic Event Layout
(Out door event: 6/12/2021)

POLO Field



BARRIER: consists of 100 yards of 3' high white picket fencing & 3' high green snow fence surrounding the event. Ticket/guest management at entrance, & bar area. Social distance encourage and guidelines given with signage.

March 16, 2021
Hartland Township
2655 Clark Road
Hartland, MI 48353

HOLD HARMLESS

FOR GOOD AND VALUABLE CONSIDERATION (the receipt and sufficiency of which is hereby irrevocably acknowledged) the undersigned hereby indemnifies and saves harmless the Hartland Township against any and all claims, demands, actions, suits, losses, costs, charges, expenses, damages and liabilities including property damage, personal injury, or death, caused by their agents, employees, officers, or any third party whatsoever which the Indemnatee may pay, sustain, suffer or incur by reason of or in connection with the Hartland Polo Classic Event June 12, 2021 or June 13, 202. Including, without limiting the generality of the foregoing, all costs and expenses (including legal expenses) incurred in connection with any such loss or damage.

Signed: 

Katie Chuba
Executive Director
Hartland Area Chamber of Commerce

Hartland Polo Classic
June 12, 2021
Detroit Polo Club





HARTARE-02

DBRZUCHOWSKI

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/6/2021

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

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PRODUCER Hartland Insurance Agency, Inc. PO Box 129 Hartland, MI 48353	CONTACT NAME: Deanna Brzuchowski	
	PHONE (A/C, No, Ext): (810) 632-5161 224	FAX (A/C, No):
	E-MAIL ADDRESS: Deanna@hartlandinsurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: National Specialty Ins a Division of West Bend Mutual Ins Company	15350
INSURED Hartland Area Chamber 9525 E Highland Rd Howell, MI 48843	INSURER B: Auto-Owners Insurance Company	18988
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			1736361	3/7/2021	3/7/2022	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
	OTHER:						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED RETENTION \$						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			14011806	12/1/2020	12/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N	N / A				E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 100,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Directors & Officers			1736362	3/7/2021	3/7/2022	Liability \$ 1,000,000

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

CERTIFICATE HOLDER

CANCELLATION

Hartland Consolidated Schools
9525 E Highland Rd
Howell, MI 48843

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



HARTARE-02

DBRZUCHOWSKI

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/6/2021

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	E-MAIL ADDRESS: Deanna@hartlandinsurance.com	
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	INSURER A: National Specialty Ins a Division of West Bend Mutual Ins Company	15350
INSURED Hartland Area Chamber 9525 E Highland Rd Howell, MI 48843	INSURER B: Auto-Owners Insurance Company	18988
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

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	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			14011806	12/1/2020	12/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N <input type="checkbox"/>	N/A				E.L. EACH ACCIDENT \$ 100,000
							E.L. DISEASE - EA EMPLOYEE \$ 100,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						
A	Directors & Officers			1736362	3/7/2021	3/7/2022	Liability \$ 1,000,000

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

CERTIFICATE HOLDER

CANCELLATION

Hartland Township 2655 Clark Road Hartland, MI 48353	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Barbara A Walker</i>



HARTARE-02

DBRZUCHOWSKI

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/6/2021

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	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: National Specialty Ins a Division of West Bend Mutual Ins Company	15350
INSURED Hartland Area Chamber 9525 E Highland Rd Howell, MI 48843	INSURER B:	
	INSURER C:	
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	INSURER E:	
	INSURER F:	

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	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
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	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
	OTHER:						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per person) \$
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							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Equipment Floater			1736361	3/7/2021	3/7/2022	Rented and Leased 28,000

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

CERTIFICATE HOLDER

CANCELLATION

Total Energy Systems LLC 29905 Anthony Dr Wixom, MI 48393	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE



STATE OF MICHIGAN - LIQUOR CONTROL COMMISSION

Department of Licensing and Regulatory Affairs

This is to certify that a License is hereby granted to the person(s) named with the stipulation that the licensee is in compliance with Commission Rule R 436.1003, which states that a licensee shall comply with all state and local building, plumbing, zoning sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcement officials who have jurisdiction over the licensee. Issuance of this license by the Michigan Liquor Control Commission does not waive this requirement. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

This License is granted in accordance with the provisions of Act 58 of the Public Acts of 1998 and shall continue in force for the period designated unless suspended, revoked, or declared null and void by the Michigan Liquor Control Commission. Failure to comply with all laws and rules may result in the revocation of this license.

Under administrative rule R 436.1433, the licensee shall ensure that all profits derived from the sale of alcoholic beverages are retained by the licensee. All alcoholic beverages purchased by the licensee for the event must be purchased from authorized sellers under administrative rule R 436.582. The Commission orders the licensee to take all necessary actions to ensure the health, safety, and welfare of all guests.

BUSINESS ID: 10659502
HARTLAND AREA CHAMBER OF COMMERCE

LICENSE SUBTYPE
Beer, Wine & Spirits

LICENSE NUMBER
L-000439824

PERMITS

EVENT INFORMATION

DETROIT POLO CLUB
500 CHUKKER COVE

HOWELL, MI 48843
LIVINGSTON County

CONDITIONS / PROVISOS

SALES & CONSUMPTION TO BE CONTAINED IN 175' x 300' AREA ENCLOSED BY FENCING.

THE LICENSEE MUST COMPLY WITH ALL REQUIREMENTS, INCLUDING BUT NOT LIMITED TO, REDUCED OCCUPANCY AND SOCIAL DISTANCING REQUIREMENTS UNDER ANY CURRENT EXECUTIVE ORDER, ANY LOCAL HEALTH DEPARTMENT ORDERS, AND ANY LOCAL ORDINANCES RELATED TO THE CORONAVIRUS (COVID-19) PANDEMIC.

IN WITNESS WHEREOF,
this License has been duly signed
and sealed by both the Michigan
Liquor Control Commission and the
Licensee(s).

LIQUOR CONTROL COMMISSION

Pat Agliardi
Devin Phelan
Geraldyn A. Kasker
Ed. Clement
B. C. [Signature]

LICENSEE(S) SIGNATURE(S)

Valid: Jun 12, 2021 to Jun 12, 2021 - 3:00 PM to 11:00 PM

SPECIAL LICENSE



STATE OF MICHIGAN - LIQUOR CONTROL COMMISSION

Department of Licensing and Regulatory Affairs

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BUSINESS ID: 10659502
HARTLAND AREA CHAMBER OF COMMERCE

LICENSE SUBTYPE
Beer, Wine & Spirits

LICENSE NUMBER
L-000439825

PERMITS
Sunday Sales (PM)

EVENT INFORMATION
DETROIT POLO CLUB
500 CHUKKER COVE

HOWELL, MI 48843
LIVINGSTON County

CONDITIONS / PROVISOS

SALES & CONSUMPTION TO BE CONTAINED IN 175' x 300' AREA ENCLOSED BY FENCING.

THE LICENSEE MUST COMPLY WITH ALL REQUIREMENTS, INCLUDING BUT NOT LIMITED TO, REDUCED OCCUPANCY AND SOCIAL DISTANCING REQUIREMENTS UNDER ANY CURRENT EXECUTIVE ORDER, ANY LOCAL HEALTH DEPARTMENT ORDERS, AND ANY LOCAL ORDINANCES RELATED TO THE CORONAVIRUS (COVID-19) PANDEMIC.

IN WITNESS WHEREOF,
this License has been duly signed
and sealed by both the Michigan
Liquor Control Commission and the
Licensee(s).

LIQUOR CONTROL COMMISSION

Pat Aguirre
Lem Pham
Gerald A. Kasker
Ed Clement
B. C. Johnson

LICENSEE(S) SIGNATURE(S)

Valid: Jun 13, 2021 to Jun 13, 2021 - 3:00 PM to 11:00 PM

SPECIAL LICENSE

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director

Subject: Ratify Hiring of S. Brummer as Code Enforcement Officer

Date: April 22, 2021

Recommended Action

Move to Ratify the hiring of Steve E. Brummer as Code Enforcement Officer, starting 05/05/2021, or after, at an hourly rate of \$20.00.

Discussion

In January 2021, Vincent Mocerri started as a Code Enforcement Officer. This was after Hartland Township operated without a Code Enforcement Officer for most of 2020. There were numerous complaint cases that had been taken in during that time, and since Vince started in January, he was working through those complaints. Suddenly, without prior knowledge, Vince had to take an indefinite leave from Hartland Township to deal with a medical matter.

In the meantime, the Township continues to have complaints come in and the Planning Department requires temporary staff to continue to resolve these matters. Mr. Brummer was a potential candidate in the initial hiring process of a Code Enforcement Officer. Mr. Brummer is currently a Fire Fighter/EMT and Adjunct Instructor. He can assist with Code Enforcement matters with Hartland Township, but only on a temporary basis, such as 2 or 3 days a week. Initially, he will be limited to just 2 days a week.

The anticipated goal is to have Mr. Brummer assist with Code Enforcement matters until Vince has received medical clearance to return to work. However, if Vince is not able to return to work, the Planning Department will revisit the Code Enforcement position, to determine if Mr. Brummer is able to keep up with complaints, or if additional staff is required. At that point there would be future conversations with the Township Manager.

Financial Impact

All funds for this year are covered and budgeted for the entire year of 2021 and has been vacant for a few weeks. The pay rate would remain the same, at \$20.00. The new candidate, Steve Brummer, is only able to work 2 days a week for a period, and then potentially increase to 3 days a week. The current budget permits up to 24 hours a week, which is typically broken into 3, 8 hours, days. There is no anticipated increase in funding that would be required for this temporary person.

Attachments:

Steve E. Brummer Resume

Steven E. Brummer

(734) 637-2384

brummer.steven@gmail.com

Dedicated Public Servant, Honest, Competent, Data Driven

PROFESSIONAL EXPERIENCE

Adjunct Instructor

Oakland Community College, Auburn Hills, Michigan

April 2019 - Present

- Instruct in classroom and practical lessons of Michigan Firefighter 1 and 2 curricula
- Taught classes such as Firefighter Survival, RIT and Engine Operations classes
- Assist and coach in live fire training, debrief with participants on outcomes and best practices

Firefighter/EMT

City of Detroit, City of Hamtramck, Township of Lyon, City of South Lyon

January 2003 - Present

- Served as Treasurer of the Hamtramck Firefighters I.A.F.F. Local 750 for two years
- Served on the Safety Committee and Bargaining Committee for Local 750 under the administration of a State appointed emergency manager
- Lobbied State and local policy makers on behalf of the City of Hamtramck and the Fire Department
- Educate new employees on Department policy and Standard Operating Procedures
- Administer medical care, provide CPR, first aid, as well as other emergency responses
- Awarded the Medal of Valor in 2017

President, Treasurer, Trustee

South Lyon Community Schools

January 2010 - Dec. 2016

Board President

- Presided over meetings, appointed members of the board and the community to committee posts, and partnered with the administration on a new strategic plan
- Organized and served on a committee for the purpose to pass a \$64 million-dollar bond in with the purpose to build a new elementary school dozens of capital upgrades (2015, voter approved)
- Partnered with the Superintendent on a transition with the new Superintendent (2015)
- Participated and oversaw several committees including strategic planning, finance, and policy committees

Board Treasurer

- Adopted multiple balanced budgets without the use of fund equity
- Conducted oversight with fellow board members and administrators on budget, policy, and district protocol
- Lobbied state lawmakers on per pupil funding, local control, and school aid fund

Board Trustee

- Led the board in policy changes including those pertaining to roles of board members, student discipline, redistricting of elementary schools, and curriculum development
- Collaborated with community leaders for special events and outreach activities with k-12 students
- Participated in board member education classes through the Michigan Association of School Boards

Community Engagement

Member of Governance Committee

My Work Matters

October 2019 - Present

- Creating strategic plan for 1- and 3-year goals
- Developing a working committee structure for a non-profit organization
- Consult on employee matters and hiring procedures

Political Advisor

South Lyon Community Schools and members of the Board of Education

Fall 2018, Spring 2020

- Analyzed voting data to determine campaign strategies during board and bond elections
- Determined effective messaging campaign to win three board campaigns and one bond campaign
- Conducted polling of community to determine wants and needs of population

EDUCATION

Eastern Michigan University (Ypsilanti, MI)

Master of Science, Public Administration

Anticipated graduation April 2023

Schoolcraft Community College (Livonia, MI)

Associate of Applied Science, Firefighter Technology

Graduated December 2019

Eastern Michigan University (Ypsilanti, MI)

Bachelor of Science, Public Administration

Graduated April 2018 Cum Laude

State of Michigan Fire Fighting Training (Various Locations, MI)

Firefighter 1,2

Fire Officer 1,2,3

Fire Instructor 1

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 04-20-2021 Hartland Township Board Regular Meeting Minutes

Date: April 28, 2021

Recommended Action

Move to approve the Hartland Township Board Regular Meeting minutes for April 20, 2021.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

4-20-2021 HTB Minutes - DRAFT

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

April 20, 2021 – 7:00 PM

DRAFT

1. Call to Order

The meeting was called to order by Supervisor Fountain at 7:00 p.m.

2. Pledge of Allegiance

3. Roll Call

PRESENT: Supervisor Fountain, Clerk Ciofu attending remotely from Hartland Township,
Treasurer Horning, Trustee Germane, Trustee McMullen, Trustee O'Connell, Trustee
Petrucchi

ABSENT: None

Also present were Township Manager Robert West, Planning Director Troy Langer, and Public
Works Director Michael Luce.

4. Approval of the Agenda

Move to approve the agenda for the April 20, 2021, Hartland Township Board meeting as presented.

Motion made by Treasurer Horning, Seconded by Trustee O'Connell.

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

Voting Nay: None

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the April 20, 2021, Hartland Township Board meeting as presented.

Motion made by Treasurer Horning, Seconded by Trustee Germane.

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

Voting Nay: None

- a. Approve Post Audit of Disbursements Between Board Meetings
- b. Approve Payment of Bills
- c. 04-06-2021 Hartland Township Regular Board Meeting Minutes
- d. 04-06-2021 Hartland Township Board Closed Session Meeting Minutes

7. Pending & New Business

- a. Hartland Enrichment and Recreation Organization (H.E.R.O.) Presentation

Steve Livingway, his son Danny Livingway, and Dolly Martinez, Directors of the HERO Teen Center were present to speak. Mr. Livingway would like to thank Hartland Township Board for their support and stated he feels that the Teen Center is unique to the Community. He stated a lot of parents depend on the Teen Center and many students choose to come to

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

April 20, 2021 – 7:00 PM

the Teen Center as a safe place to call home after school. He stated that through the Township support, local church donations, and other individual donors, they are able to feed the kids a home cooked meal every day in a place that is safe and fun. Director Danny Livingway stated that the Teen Center allows kids to interact with other individuals that they may not interact with at school. It is an open environment where you can meet new people and make new friends that you may not have done at school. Director Dolly Martinez thanked the Township Board and stated her son and daughter used the Teen Center when they were in high school and she really appreciated the Teen Center and she thoroughly enjoys working with all the teens that attend the center. Steve Livingway stated that Hartland Teen Center averages about 15-25 kids a day, and there are 45 kids in total that currently attend the center. Teens Lilly, Luken, James and Sawyer each came forward to thank the Board and the Teen Center staff and they all agreed that it was a great place to go after school to be with friends and they all felt it was like another home for them. Director Danny Livingway then presented a Teen Center video for all to watch. Supervisor Fountain stated that two of the Board members, Matt Germane and Joe Petrucci, serve on the Teen Center Board. Trustee Petrucci talked about founding the Teen Center with Kay Fountain and its success over the last ten years as the Teen Center at times is crowded, which is wonderful. He stated that all of this came from a vision of one Hartland teacher, Kay Fountain. He thanked Kay Fountain for all of her efforts and was very happy that Kay asked him to do this with her. He then offered up the follow quote which he truly believes in, “When we invest in our youth, we really are investing in the future of our community”. He indicated there will be a golf outing fundraiser coming up in July, and that if anyone is interested in being on the Board for the Teen Center to please contact one of us. Trustee Germane stated he serves as the HERO Vice President, while Trustee Petrucci has been the Treasurer ever since its founding. The HERO Teen Center receives about \$22K from Hartland Township annually, and the last several years we have been fortunate to receive a grant from a church for \$10K a year for the summer program. The balance comes from fundraising that is done. It takes about \$40K a year to run the Teen Center properly. He stated that even though Hartland Township supports the Teen Center, it services the entire Hartland school district and the general public. He also commended the teens that spoke tonight on a job well done. Supervisor Fountain, on behalf of the entire Board thanked the Directors for being there every day and leading our children in a positive light in today’s world.

b. Resolution Honoring Jessica Witkowski for receiving Eagle Scout Award

Jessica Witkowski was at the last meeting and the Board presented her with a Proclamation for achieving her Eagle Scout Award. Tonight, we are approving the resolution for this proclamation.

Move to adopt the Resolution honoring Jessica Witkowski for receiving Eagle Scout Award.

Motion made by Treasurer Horning, Seconded by Trustee Germane. Roll Call Vote taken.
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane,
Trustee McMullen, Trustee O'Connell, Trustee Petrucci
Voting Nay: None Motion passed: 7-0-0

c. Special Land Use Application #21-003 (Hungry Howie’s)

Supervisor Fountain gave a brief overview of the Project. Planning Director Troy Langer gave an overview of the Special Use request for a building to be built on the north side of

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

April 20, 2021 – 7:00 PM

M-59, east of the private road on the Bella Vita Senior Living property, on land to be purchased from Bella Vita. Hungry Howie's is interested in developing this property with a building comprised of three units, one of which will be Hungry Howie's. There will be no in-store dining, but it will have a drive-through pickup only window. The drive-up windows will not be for ordering and there will be no menu boards, it will be for pick-up of pre ordered items only. There will be a second drive-up window on the unit on the west side of the building for an unknown future tenant. The owner will provide a letter to future tenants that this second unit cannot be used for a drive-through restaurant. The pickup windows are the reason for the Special Use Permit being requested tonight. The Planning Commission held the Public Hearing at their April 8th meeting, reviewed the site plan, and has recommended the approval of the Special Use Permit. Supervisor Fountain inquired as to whether these style of drive through buildings will be a common trend as we move forward. Director Langer stated that some major sit-down chains restaurants are looking to incorporate this into their designs, and it may well become a trend. Trustee Petrucci stated in the banking industry they are seeing more buildings with drive through windows. Clerk Ciofu stated that the Hungry Howie's layout of the drive through window does not leave much room for more than two vehicles if there is a backup in orders being ready and inquired as to how would this be handled. In addition, he inquired as to what other types of businesses would utilize this type of drive through pickup window only. Director Langer indicated that per Hungry Howie's, if the order is not ready, they would have the individual drive around the building again. He also stated a possible business may be something like a dry cleaner which is pickup only, or there could be a tenant that would just not use the drive through window. Dan Westendorf of Jeffrey A. Scott Architects, the design firm for Hungry Howie's on this project, came forward to state they do not expect significant stacking issues as you would just drive up and if your pizza wasn't ready, you would be asked to pull up or drive around the building and park and be notified when it is ready, or just park and come in. As to the other space, the owner is envisioning something like a pharmacy or another similar type restaurant. Trustee McMullen inquired about the landscaping issues brought up at the Planning Commission and whether they have been addressed. Mr. Westendorf and Director Langer stated they were working on this and they do believe they will get this worked out.

Move to Approve Special Land Use Application #21-003, For Hungry Howie's.

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

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

Voting Nay: None

d. 2021 Pavement Preservation Project

Manager West gave a brief overview of the Livingston County Road Commission (LCRC) Pavement Preservation Program and the project we submitted for consideration for 2021, that being a section of Parshallville Rd. just south of Linden Rd. We were awarded a Program grant for this project at a 50% cost sharing and the County also agreed to re-limestone the entire gravel section of Parshallville Rd. The cost sharing is for the paved portion of the road only and the LCRC will pay for the gravel portion of the road. Supervisor Fountain inquired as to where the funds would come from and Manager West stated it would come from the road millage fund.

Move to approve the contract and associated budget amendment for the rehabilitation of Parshallville Road as part of the Livingston County Road

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

April 20, 2021 – 7:00 PM

Commission 2021 Pavement Preservation Program in an amount not to exceed \$82,500.

Motion made by Trustee Germane, Seconded by Trustee Petrucci.

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

Voting Nay: None

e. 2021-2023 M-59 Median Maintenance Agreement

Manager West presented the M-59 Median Maintenance Agreement with Horizon Landscaping. They are the only responsive company that would participate in all facets of the maintenance. Horizon is a local company and we have worked well with them in the past. This maintenance was done by in-house staff last year but due to the significant increase in costs for cemetery maintenance, we have shifted the in-house staff to the cemetery and contracted out the M-59 Median work. The results of this decision will save the Township \$8,000 to \$10,000 annually. There is also a safety consideration for using our temporary in-house staff on the medians. Trustee Petrucci inquired as to the effect the M-59 Median Landscape Committee changes will have on this contract and Manager West stated he did not believe it would have any major effect on the maintenance.

Move to approve the Horizon Landscape 2021-2023 M-59 Median Maintenance Agreement as presented, not to exceed \$20,402 per year and corresponding budget amendment.

Motion made by Treasurer Horning, Seconded by Trustee Petrucci.

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

Voting Nay: None

f. 2021 Chloride Purchase

Manager West stated Chloride Solutions has been used by the Township for several years now and has agreed to hold their price for the coming year. The Township aligns with the contractor that the LCRC uses and we essentially just fund the chloride purchase and the LCRC administers the application rate and does the scheduling on our behalf. This also includes the permit required by the State on an annual basis since we are the ones contracting with the provider. Trustee Germane inquired as to the timing of the dust control schedule as we could have used this already this year with the early spring. Manager West stated that we are subject to the County's schedule and frost laws that will not allow trucks on these roads.

Move to authorize the Public Works Director to act on behalf of the Township to facilitate the purchase and application of roadway chloride with Chloride Solutions in an amount not to exceed \$101,000.

Motion made by Treasurer Horning, Seconded by Trustee Germane.

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

Voting Nay: None

g. Water Tower Cleaning

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

April 20, 2021 – 7:00 PM

Public Works Director Mike Luce gave an overview of the contract for the water tower cleaning. We are pairing up with other community's schedules to reduce costs. Over time the tower tends to sweat and pick up dirt that gives it an off color. They will also apply a fungicide to get rid of any mold build up. This is done every two to three years and we are going on our fourth year now. We estimated costs to do this on our own would be around \$7,000 and we are looking at a cost of \$4,250 by scheduling with other townships in the area..

Move to approve the Supervisor to sign the estimate with H2O Towers LCC for the cleaning of the Township Water Tower, not exceed \$4,250, and the corresponding budget amendment.

Motion made by Trustee Germane, Seconded by Trustee Petrucci.

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

Voting Nay: None

h. M-59 Pathway Project

Supervisor Fountain gave a brief overview of the M-59 Pathway Project and inquired as to what the engineering costs are, as he thought we had already paid to have this engineered. Manager West stated that as this is an MDOT project there will be construction engineering required, which is different from the previously paid for design engineering. This project will connect the southwest quadrant of the Township to the commercial/retail district and the parks. Manager West then reviewed the Capital Projects schedule regarding this project and its approval that was delayed due to the COVID situation. Trustee Germane inquired as to the bid process and Director Luce stated there were three bidders on the project and TLS was the lowest bidder. Manager West also stated that LaFontaine graciously gave an easement so that we can keep the sidewalk further away from the road.

Move to approve the contract for the M-59 Pathway with TLS Construction, subsequent HRC construction engineering fees and contingency funding in an amount not to exceed \$354,369 as presented.

Motion made by Trustee Germane, Seconded by Treasurer Horning. Roll call vote taken

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

Voting Nay: None Motion passed 7-0-0

8. Board Reports

Treasurer Horning - The Farmers Market will open the day before Mother's Day on May 8, in the Rural King parking lot. They are hosting it for free which is great. This year we have had more inquires and more people sign up for the entire year. We have had the most we have ever had pay for the entire season. They do get a discount if they pay for the full season. Thank you to First National Bank who is a major sponsor as they pay for half of the Farmers Market bags.

Trustee Germane - No report.

Trustee O'Connell - No report.

Trustee McMullen - No report.

Trustee Petrucci - No report.

Clerk Ciofu - No report.

Supervisor Fountain - Settlers Park is putting in a Mountain Bike Tyke Loop and for those that are interested we are taking suggested names, so if anyone has any names for the Loop you can contact the Township.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

April 20, 2021 – 7:00 PM

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager West stated he is working with Brighton Township on a proposed three-way split to limestone Commerce Road. Project cost of \$120,000 would be proposed to be paid by \$40,000 each from Hartland Township, Brighton Township and LCRC. Manager West stated that all of the major projects of the Road millage have been completed and we have \$2.7MM remaining in the road fund with \$500,000 allocated to maintenance. As to future paving projects, he stated Pleasant Valley Road will be around a \$7MM project with LCRC agreeing to 50%, Bergin Rd. will need 46 easements from residents which will be very difficult to acquire, and Clyde Rd has sections that are very narrow with high banks that may be difficult to overcome. Manager West also stated he sent out a one-page police statistic schedule for Board members review and comments. He reminded the Board that the Board Retreat with Lew Bender will be Friday, April 30th at the Township Hall. He also will be sending out a calendar for Board Workshops in the near future as a guideline for discussions. Manager West stated there is an upcoming M-59 Median Landscape Committee meeting next week and it will include a discussion on the Township Hall landscaping to look at redesigning the landscape for easier and less costly maintenance.

b. Watermain extension project update

Manager West stated that the watermain extension project contract was expected to be awarded tonight, but one of the developers lost their financing. They have a new investor, but they will have to go through the whole underwriting process again which will delay the project by 60-90 days. Fortunately, this will allow time for several other developers to consider participating in the project. Manager West is trying to get a meeting set up with all of the interested developers.

c. To consider the six-month evaluation of the Township Manager, at his request

Move to go into closed session to consider the six-month evaluation of the Township Manager, at his request.

Motion made by Trustee Petrucci, Seconded by Treasurer Horning. Roll call vote taken
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane,
Trustee McMullen, Trustee O'Connell, Trustee Petrucci
Voting Nay: None Motion passed 7-0-0

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

The Board came out of Closed session at 8:53 p.m.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

April 20, 2021 – 7:00 PM

10. Adjournment

Move to adjourn the meeting at 8:54 p.m.

Motion made by Trustee Petrucci, Seconded by Trustee O'Connell

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

Voting Nay: None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 04-20-2021 Hartland Township Board Closed Session Meeting Minutes

Date: April 28, 2021

Recommended Action

Move to approve the Hartland Township Board Closed Session Meeting minutes for April 20, 2021.

Discussion

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

Financial Impact

None

Attachments

None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Michael Luce, Director of Public Works

Subject: 2021 Gravel Road Improvements

Date: April 27, 2021

Recommended Action

Approve the proposed contracts for the 2021 Gravel Road Improvements in an amount not to exceed \$479,000 with the corresponding budget amendment, as presented.

Discussion

LCRC has provided road improvement contracts for the gravel road work consisting of four roads, Pleasant Valley, Bergin, and two sections of Clyde road. Work performed will be limestone refurbishing and limited drainage repairs, grading and replacement of material that may have washed away or compacted over time and the seasons. The limestone cap was included in the voter approved road millage and the improvements are required to sustain the integrity of the roadways. The total contracted cost of the four projects is \$418,000. Public Works is requesting a 5.0% contingency for unforeseen tree and/or drainage corrections for a total of \$439,000.

In addition to the projects included in the Safer Roads Plan, Hartland Township has worked cooperatively with Brighton Township and the LCRC to share in the cost of limestone rehabilitation of Commerce road from Pleasant Valley to Maxfield road. The cost incurred by the Township would be an estimated \$40,000. This is an equal three way split between the parties involved.

\$650,000 was allocated in last year's Township budget for said gravel road improvements. The projects were delayed because of the Coronavirus pandemic, and therefore the projects are presented this year. The total cost for all gravel road improvements for this year is \$479,000, which is significantly cheaper than last year and includes the expanded scope of Commerce Road. Contracts for all projects referred to will be forthcoming. A budget amendment is required from the current road millage fund to transfer the additional funding for Commerce Road and the proposed contingency.

Financial Impact

Budget amendment needed:

Increase appropriations in 204-000-969.100 Gravel Road Improvements - \$61,000

Road 204 fund balance will cover the increase.

Attachments

LCRC Contracts

Livingston County Road Commission

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

January 11, 2021

Mr. Bob West, Manager
Hartland Township
2655 Clark Road
Hartland, MI 48353

Re: Potential 2021 Gravel Road Projects

Dear Mr. West:

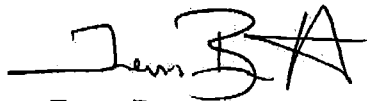
Per your request, we are providing you with a list of potential gravel road improvement projects for your review. The location and estimate of each project are shown in the following table.

ROAD	LOCATION	TYPE OF WORK	AMOUNT
Pleasant Valley Road	Commerce to end of Asphalt (7,025 feet)	Limestone Refurbishing and Limited Drainage	\$108,000.00
Bergin Road	Hacker to end of Asphalt (6,300 feet)	Limestone Refurbishing and Limited Drainage	\$96,000.00
Clyde Road	Hartland to Fenton (12,050 feet)	Limestone Refurbishing and Limited Drainage	\$188,000.00
Clyde Road	Fenton to end of Asphalt (4,800 feet)	Gravel Refurbishing and limited Drainage	\$26,000.00

Please review the above list and contact me if you wish to have contracts prepared for any of the projects. In order for projects to be included on this year's construction schedule, all contracts must be in place by May 1, 2021.

If you have any questions, please do not hesitate to contact Wayne Moulton or me.

Sincerely,



Trevor Bennett
Director of Operations

Cc: Wayne Moulton, LCRC District 2 Foreman
File

Livingston County Road Commission

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

April 21, 2021

MEMORANDUM TO: Hartland Township Board of Trustees
FROM: Steve Wasylik, Managing Director
SUBJECT: Project Agreement (s), Commerce Rd

The enclosed project agreement has been prepared for your review and approval. Once approved, please have all copies signed by the Supervisor and Clerk and returned to our office marked for the attention of Cathy Jones. ***PLEASE DO NOT DATE THE DOCUMENT(S).***

After submittal to the Board of County Road Commissioners for their approval, a dated fully executed copy will be returned to you for your files.

SW/cj

enc: 2 copies of 1 agreement

cc: Jodie Tedesco, County Highway Engineer

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Michael Luce, Director of Public Works

Subject: Township Parks Maintenance

Date: April 27, 2021

Recommended Action

Authorize the Public Works Director to act on behalf of the Board to restore compliance to Township playscapes including purchases, repairs, maintenance, and improvements to Township playscapes in an amount not to exceed \$10,000 and approved the necessary budget amendment, as presented.

Discussion

Public Works is seeking funding in the amount of \$10,000 to add playground chips and make various repairs to play equipment and park equipment.

After visiting and reviewing all the Township parks, additional playground chips are needed in all the play areas. Playground chips will break down over time causing an unsafe play surface for children utilizing the equipment. Another contributing factor is the increased use of the parks in the last year due to less travel and families staying local because of COVID-19. Repairs will include swing seats, chains, clevises used to hold the swings in place as well as yearly maintenance on structures keeping them all in compliance with state regulations.

Public works is seeking \$6,000 for playground mulch and \$4,000 for repairs and maintenance to structures. The total cost is not to exceed \$10,000.

Financial Impact

Is a Budget Amendment Required? ☒ Yes ☐ No

Increase appropriations for 101-751-930.000, Parks and Recreation – Repairs and Maintenance
Amount: \$10,000

Funding: Contingency 101-299-890.000

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager
Subject: 2021 Hartland Large Item Clean-up Event
Date: April 29, 2021

Manager West will provide an informal promotion of the upcoming Hartland Township Large Item Clean-up Day

The 2021 Hartland Township Large Item Clean-up Day scheduled for Saturday, May 22 from 9 AM- 1 PM.

The event will be held at the Hartland High School student parking lot and is a FREE event for Hartland residents. Bring your large items, tires, e-waste, and shredding for recycling/proper disposal.

For more information about the event, call (810)632-7498 or email DPW@hartlandtwp.com



Large Item Clean-Up Day

Saturday May 22, 2021 from 9 a.m.-1 p.m.

Bring your large bulky items, tires, e-waste & shredding for recycling/proper disposal.

HARTLAND HIGH SCHOOL STUDENT PARKING LOT
10635 DUNHAM RD, HARTLAND

Yes

- Refrigerators
- Freezers
- Air conditioners
- Dehumidifiers
- Appliances*
- Batteries (sizes A-D only)
- Bikes
- Furniture
- Lawn furniture
- Mattresses
- Microwaves
- Scrap metal
- Textiles
- Toilets
- Sinks, other bulky items
- Tires-any size, off the rim (limit 7)

Electronics

- Computers
- Laptops
- Flat screen monitors or TVs
- Phones
- VCRs
- DVD players
- Stereos

Appliances must have certified "**freon-removed**" sticker to be accepted (includes air conditioners & dehumidifiers). If no sticker, residents must pay \$25 cash per appliance for Freon removal.

No

- CRT/tube TVs or Monitors
- Household hazardous waste
- Paint or paint cans (even if empty)
- Commercial waste
- Light bulbs
- Dirt/yard waste
- Lumber
- Concrete
- Asphalt
- Bricks
- Other construction debris
- Regular household garbage
- Cars or other motorized vehicles

Shredding - Yes

- Junk mail, bank or credit card statements, cancelled checks, taxes, contracts, etc. Documents should be in paper bags or boxes.

Shredding - No

- Plastic folders
- Binders
- Binder clips/other kinds of metal
- Plastic bags
- Household debris / trash
- Limit 5 Boxes per vehicle.

For more information, call (810)632-7498 or email DPW@HartlandTWP.com

Photo ID may be required to show Hartland Township residency.

This event is not affiliated with the Hartland Consolidated School System.