



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, February 15, 2022
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 Post Audit of Disbursements Between Board Meetings
 - [b.](#) Approve Payment of Bills
 - [c.](#) HCS Winter Maintenance Pathway Agreement
 - [d.](#) FY2022 Transfers
 - [e.](#) FY2022 Fund Closures
 - [f.](#) 02-01-2022 Hartland Township Board Regular Meeting Minutes
 7. Pending & New Business
 - [a.](#) Resolution – Hartland Senior All Night Party Charitable Gaming License
 8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
 - a. Manager's Report
 - [b.](#) Hartland Township FY2022-2023 Budget Discussion
 10. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: February 8, 2022

Recommended Action

Move to approve the presented disbursements under the post-audit resolution.

Discussion

The following disbursements have been made since the last board meeting:

Accounts Payable – \$15,431.61

February 15, 2022 Payroll - \$60,930.67

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the adopted FY22 budget.

Attachments

Post Audit Bills List 01.27.2022

Payroll for 02.15.2022

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 01/27/2022 - 01/27/2022

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/27/2022	FOA	42479	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	817.55
01/27/2022	FOA	42480	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,525.32
		42480		STREET LIGHTS	101-448-921.000	47.66
		42480		UTILITIES	101-567-920.000	14.99
		42480		UTILITIES - ELECTRIC	101-751-920.002	39.43
		42480		UTILITIES - ELECTRIC	536-000-920.002	2,838.07
						<hr/> 4,465.47
01/27/2022	FOA	42481	MUTUAL OF OMAHA	ACCRUED STD/LTD BENEFITS	001-000-257.103	123.61
		42481		EMPLOYMENT EXPENSE	101-192-716.000	91.59
		42481		EMPLOYMENT EXPENSE	101-209-716.000	88.95
		42481		EMPLOYMENT EXPENSE	101-215-716.000	60.77
		42481		EMPLOYMENT EXPENSE	101-253-716.000	66.99
		42481		EMPLOYMENT EXPENSE	101-400-716.000	107.35
		42481		EMPLOYMENT EXPENSE	101-441-716.000	41.36
		42481		EMPLOYMENT EXPENSE	536-000-716.000	37.41
						<hr/> 618.03
01/27/2022	FOA	42482	PRIORITY HEALTH	ACCRUED MEDICAL BENEFITS	001-000-257.100	1,642.94
		42482		EMPLOYMENT EXPENSE	101-192-716.000	1,081.76
		42482		EMPLOYMENT EXPENSE	101-209-716.000	1,189.95
		42482		EMPLOYMENT EXPENSE	101-215-716.000	1,730.83
		42482		EMPLOYMENT EXPENSE	101-253-716.000	540.88
		42482		EMPLOYMENT EXPENSE	101-441-716.000	1,487.46
		42482		EMPLOYMENT EXPENSE	536-000-716.000	540.88
						<hr/> 8,214.70
01/27/2022	FOA	42483	VERIZON WIRELESS	TELEPHONE	101-265-851.000	567.77
		42483		TELEPHONE	536-000-851.000	105.20
		42483		CONTRACTED SERVICES & RENTALS	577-000-801.000	340.68
						<hr/> 1,013.65
01/27/2022	FOA	42484	VSP INSURANCE CO. (CT)	ACCRUED VISION BENEFITS	001-000-257.102	36.26
		42484		EMPLOYMENT EXPENSE	101-192-716.000	15.54
		42484		EMPLOYMENT EXPENSE	101-209-716.000	13.08
		42484		EMPLOYMENT EXPENSE	101-215-716.000	26.44
		42484		EMPLOYMENT EXPENSE	101-253-716.000	26.16
		42484		EMPLOYMENT EXPENSE	101-400-716.000	34.61
		42484		EMPLOYMENT EXPENSE	101-441-716.000	21.53
		42484		EMPLOYMENT EXPENSE	536-000-716.000	7.77
						<hr/> 181.39

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
 CHECK DATE FROM 01/27/2022 - 01/27/2022

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/27/2022	FOA	42485	HELMER, KATHLEEN L	SPECIAL ASSESSMENT REFUNDS	537-000-404.100	11.55
01/27/2022	FOA	42486	OAKLEY, KATHLEEN	SPECIAL ASSESSMENT REFUNDS	537-000-404.100	4.12
01/27/2022	FOA	42487	PALMER, BRITTANY & SHAWN	SPECIAL ASSESSMENT REFUNDS	537-000-404.100	105.15
			TOTAL - ALL FUNDS	TOTAL OF 9 CHECKS		15,431.61

--- GL TOTALS ---

001-000-257.100	ACCRUED MEDICAL BENEFITS	1,642.94
001-000-257.102	ACCRUED VISION BENEFITS	36.26
001-000-257.103	ACCRUED STD/LTD BENEFITS	123.61
101-192-716.000	EMPLOYMENT EXPENSE	1,188.89
101-209-716.000	EMPLOYMENT EXPENSE	1,291.98
101-215-716.000	EMPLOYMENT EXPENSE	1,818.04
101-253-716.000	EMPLOYMENT EXPENSE	634.03
101-265-851.000	TELEPHONE	567.77
101-265-920.001	UTILITIES - GAS	817.55
101-265-920.002	UTILITIES - ELECTRIC	1,525.32
101-400-716.000	EMPLOYMENT EXPENSE	141.96
101-441-716.000	EMPLOYMENT EXPENSE	1,550.35
101-448-921.000	STREET LIGHTS	47.66
101-567-920.000	UTILITIES	14.99
101-751-920.002	UTILITIES - ELECTRIC	39.43
536-000-716.000	EMPLOYMENT EXPENSE	586.06
536-000-851.000	TELEPHONE	105.20
536-000-920.002	UTILITIES - ELECTRIC	2,838.07
537-000-404.100	SPECIAL ASSESSMENT REFUNDS	120.82
577-000-801.000	CONTRACTED SERVICES & RENTALS	340.68
	TOTAL	15,431.61

Check Register Report For Hartland Township
For Check Dates 02/01/2022 to 02/15/2022

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/08/2022	FOA	17104	AMERICAN FAMILY LIFE ASSURANCE CO	133.09	133.09	0.00	Open
02/15/2022	FOA	DD7639	BAGDON, KELLY M	1,816.88	0.00	1,274.56	Cleared
02/15/2022	FOA	DD7640	BEAUDOIN, DIANA K	644.16	0.00	585.21	Cleared
02/15/2022	FOA	DD7641	BEDHUN, TIMOTHY L.A.	190.00	0.00	156.44	Cleared
02/15/2022	FOA	DD7642	BERNARDI, MELYNDA A	1,761.14	0.00	1,366.36	Cleared
02/15/2022	FOA	DD7643	BROOKS, TYLER J	2,406.64	0.00	1,704.71	Cleared
02/15/2022	FOA	DD7644	CASE, SUSAN E	1,944.00	0.00	1,263.48	Cleared
02/15/2022	FOA	DD7645	CIOFU, LARRY N	2,583.33	0.00	1,869.99	Cleared
02/15/2022	FOA	DD7646	COBB, SUSAN M	25.65	0.00	22.60	Cleared
02/15/2022	FOA	DD7647	DRYDEN-HOGAN, SUSAN A	3,388.82	0.00	2,423.25	Cleared
02/15/2022	FOA	EFT623	FEDERAL TAX DEPOSIT	10,332.10	10,332.10	0.00	Cleared
02/15/2022	FOA	DD7648	HEASLIP, JAMES B	2,979.50	0.00	1,776.33	Cleared
02/15/2022	FOA	DD7649	HORNING, KATHLEEN A	2,583.33	0.00	1,870.88	Cleared
02/15/2022	FOA	17105	ICMA VANTAGEPOINT TRANSFER AGENT	1,707.68	1,707.68	0.00	Open
02/15/2022	FOA	17106	ICMA VANTAGEPOINT TRANSFER AGENT	3,466.27	3,466.27	0.00	Open
02/15/2022	FOA	17107	ICMA VANTAGEPOINT TRANSFER AGENT	1,432.93	1,432.93	0.00	Open
02/15/2022	FOA	DD7650	JOHNSON, LISA	1,961.86	0.00	1,336.16	Cleared
02/15/2022	FOA	DD7651	KOPCZYK, MARY ANN	581.63	0.00	512.42	Cleared
02/15/2022	FOA	DD7652	LANGER, TROY D	3,380.26	0.00	2,378.79	Cleared
02/15/2022	FOA	DD7653	LOFTUS, DANIEL M	645.00	0.00	557.70	Cleared
02/15/2022	FOA	DD7654	LOUIS, CASEY	907.50	0.00	586.96	Cleared
02/15/2022	FOA	DD7655	LUCE, MICHAEL T	3,250.00	0.00	2,390.89	Cleared
02/15/2022	FOA	DD7656	MORGANROTH, CAROL L	1,878.24	0.00	1,449.75	Cleared
02/15/2022	FOA	DD7657	SHOLLACK, DONNA M	2,165.55	0.00	1,641.41	Cleared
02/15/2022	FOA	DD7658	VERMILLION, KAREN L	1,837.99	0.00	1,329.69	Cleared
02/15/2022	FOA	DD7659	WEST, ROBERT M	4,058.33	0.00	2,407.16	Cleared
02/15/2022	FOA	DD7660	WYATT, MARTHA K	2,868.79	0.00	2,073.76	Cleared

Totals:	Number of Checks: 027	60,930.67	17,072.07	30,978.50
Total Physical Checks:	4			
Total Check Stubs:	23			

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: February 8, 2022

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$30,767.06. The bills are available in the Finance office for review.

Notable invoices include:

\$19,909.98 – Hartland Township Water O&M – (2nd & 3rd FQ 2021 Water Staff Out of Dept Costs)

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the adopted FY22 budget.

Attachments

Bills for 02.15.2022

02/08/2022 11:29 AM
User: SUSANC
DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 02/15/2022 - 02/15/2022
BOTH JOURNALIZED AND UNJOURNALIZED

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

ADOBE	ADOBE INC	01/05/2022	1563145132	FOA	JANUARY 2022	
47019		02/15/2022		N		15.89
01/05/2022	,	/ /	0.0000	N		0.00
		02/15/2022		N		15.89

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	15.89

VENDOR TOTAL: 15.89

AMAZON.COM	AMAZON.COM	01/31/2022	011121	FOA	RETURN RED REPLACEMENT PAD	
46995		02/15/2022		N		(12.32)
01/11/2021	,	/ /	0.0000	N		0.00
		02/15/2022		N		(12.32)

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-727.000	SUPPLIES & POSTAGE	(12.32)

AMAZON.COM	AMAZON.COM	01/26/2022	112-4497020-7875	FOA	BASEBALL HATS	
47011		02/15/2022		N		74.85
01/26/2022	,	/ /	0.0000	N		0.00
		02/15/2022		N		74.85

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-727.000	SUPPLIES & POSTAGE	74.85

AMAZON.COM	AMAZON.COM	01/26/2022	112-9592456-6988	FOA	DOOR DRAFT STOPPER	
47012		02/15/2022		N		15.98
01/26/2022	,	/ /	0.0000	N		0.00
		02/15/2022		N		15.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	15.98

AMAZON.COM	AMAZON.COM	01/14/2022	113-1067897-2707	FOA	CERAMIC TOWER HEATER WITH REMOTE	
47000		02/15/2022		N		61.79
01/14/2022	,	/ /	0.0000	N		0.00
		02/15/2022		N		61.79

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-727.000	SUPPLIES & POSTAGE	61.79

VENDOR TOTAL: 140.30

ANYNETWORK	ANYNETWORK.COM, LLC	02/02/2022	2012	FOA	BOARD ROOM UPDATE & REPAIRS	
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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
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BOTH JOURNALIZED AND UNJOURNALIZED

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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
47042	2484 HUNTER RD	02/15/2022		N		1,495.00
02/02/2022	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		02/15/2022		Y		1,495.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-001.000	CABLE FUND OPERATING	1,495.00

VENDOR TOTAL: 1,495.00

APPLIED	APPLIED IMAGING	01/25/2022	1886796	FOA	12/23/21 - 1/22/22 RICOH MP6055SP	
46986	7718 SOLUTION CENTER	02/15/2022		N		32.88
01/25/2022	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		02/15/2022		N		32.88

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	32.88

VENDOR TOTAL: 32.88

APPRINST	APPRAISAL INSTITUTE	01/18/2022	011822	FOA	NATIONAL USPAP UPDATE COURSE	
47001		02/15/2022		N		200.00
01/18/2022	,	/ /	0.0000	N		0.00
		02/15/2022		N		200.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-957.000	EDUCATION/TRAINING/CONVENTION	200.00

VENDOR TOTAL: 200.00

AVI	AVI-SPL LLC	01/31/2022	122921	FOA	BOARD ROOM UPDATES	
47007	P.O. BOX 844612	02/15/2022		N		710.00
12/29/2021	BOSTON MA, 02284-4612	/ /	0.0000	N		0.00
		02/15/2022		N		710.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-801.000	CONTRACTED SERVICES & RENTALS	710.00

VENDOR TOTAL: 710.00

CINTAS	CINTAS CORPORATION	02/07/2022	4109867304	FOA	MATS	
47036	P.O. BOX 630910	02/15/2022		N		43.56
02/07/2022	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		02/15/2022		N		43.56

Open

GL NUMBER	DESCRIPTION	AMOUNT
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EXP CHECK RUN DATES 02/15/2022 - 02/15/2022
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		OPEN				
Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

101-265-801.000	CONTRACTED SERVICES				43.56	
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VENDOR TOTAL:	43.56
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CISCO	CISCO SYSTEMS, INC	01/03/2022	161-00545043	FOA	1/3/22 - 2/2/22 WEBEX	
47022		02/15/2022		N		15.90
01/03/2022	,	/ /	0.0000	N		0.00
		02/15/2022		N		15.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	15.90

VENDOR TOTAL:	15.90
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COMCAST	COMCAST	01/03/2022	010322	FOA	JANUARY 2022 - PHONE/INTERNET AT WTP	
47008	P.O. BOX 70219	02/15/2022		N		204.82
01/03/2022	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		02/15/2022		N		204.82

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-851.000	TELEPHONE	66.68
536-000-805.000	INTERNET	138.14
		204.82

COMCAST	COMCAST	01/06/2022	010622	FOA	JANUARY 2022 - CABLE/INTERNET AT TOW	
46997	P.O. BOX 70219	02/15/2022		N		295.91
01/06/2022	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		02/15/2022		N		295.91

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-805.000	INTERNET	178.35
577-000-806.000	CABLE TV FEES	117.56
		295.91

COMCAST	COMCAST	01/21/2022	012122	FOA	INTERNET	
47021	P.O. BOX 70219	02/15/2022		N		673.80
01/21/2022	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		02/15/2022		N		673.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-805.000	INTERNET	673.80

COMCAST	COMCAST	01/25/2022	012522	FOA	JANUARY 2022 INTERNET AT WTP	
47010	P.O. BOX 70219	02/15/2022		N		148.45
01/25/2022	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00

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

Open		02/15/2022		N		148.45
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GL NUMBER	DESCRIPTION	AMOUNT
536-000-805.000	INTERNET	148.45

VENDOR TOTAL: 1,322.98

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	02/01/2022	102604	FOA	FEBRUARY 2022 TRASH PICKUP AT PARKS	
47023	PO BOX 241	02/15/2022		N		300.00
02/01/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		02/15/2022		Y		300.00

Open

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

VENDOR TOTAL: 300.00

0071	DTE ENERGY-STREET LIGHTS	01/31/2022	200253370780	FOA	JANUARY 2022 - MILLPOINTE, FIDDLERS	
47038		02/15/2022		N		1,431.44
	P.O. BOX 630795					
01/31/2022	CINCINNATI OH, 45263-0795	/ /	0.0000	N		0.00
		02/15/2022		N		1,431.44

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-448-921.000	STREET LIGHTS	1,124.96
101-000-282.001	MILLPOINTE STREETLIGHTS DEPOSIT	260.32
101-000-282.002	FIDDLAR GROVE STREETLIGHT DEPOSIT	22.29
101-000-282.003	WALNUT RIDGE STREETLIGHTS DEPOSIT	23.87
		1,431.44

VENDOR TOTAL: 1,431.44

EGLE DW	EGLE DW TRAIN & CERT	01/31/2022	122721	FOA	CONSTRUCTION STORM WATER LICENSE	
47017		02/15/2022		N		90.00
12/27/2021	,	/ /	0.0000	N		0.00
		02/15/2022		N		90.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-957.000	EDUCATION/TRAINING/CONVENTION	90.00

EGLE DW	EGLE DW TRAIN & CERT	01/31/2022	122821	FOA	LIMITED TREATMENT COURSE	
47018		02/15/2022		N		60.00
12/28/2021	,	/ /	0.0000	N		0.00
		02/15/2022		N		60.00

Open

02/08/2022 11:29 AM
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		OPEN					
Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount	
Ref #	Address	CK Run Date	PO	Hold		Discount	
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount	
		Due Date		1099			

GL NUMBER	DESCRIPTION	AMOUNT
536-000-957.000	EDUCATION/TRAINING/CONVENTION	60.00

VENDOR TOTAL: 150.00

GODADDY	GO DADDY	01/22/2022	2012662879	FOA	HARTLANDWATER.COM	
47020		02/15/2022		N		24.99
01/11/2022	,	/ /	0.0000	N		0.00
		02/15/2022		N		24.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-900.000	PRINTING & PUBLICATIONS	24.99

VENDOR TOTAL: 24.99

0001	HARTLAND TOWNSHIP GENERAL FUND	01/31/2022	020722	FOA	JANUARY 2022 DOG LICENSE PMTS	
47031		02/15/2022		N		28.50
02/07/2022	,	/ /	0.0000	N		0.00
		02/15/2022		N		28.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	28.50

VENDOR TOTAL: 28.50

WATERO&M	HARTLAND TOWNSHIP WATER O & M	01/27/2022	01272022	FOA	3RD FQ 2021 WATER STAFF OUT OF DEPT	
46988	2655 CLARK RD	02/15/2022		N		3,885.75
01/27/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		02/15/2022		N		3,885.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.009	CONTRACT SERVICES - WATER SYSTEM	2,586.41
101-265-801.009	CONTRACT SERVICES - WATER SYSTEM	1,299.34
		3,885.75

WATERO&M	HARTLAND TOWNSHIP WATER O & M	01/27/2022	012722	FOA	2ND FQ 2021 WATER STAFF OUT OF DEPT	
46987	2655 CLARK RD	02/15/2022		N		16,024.23
01/27/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		02/15/2022		N		16,024.23

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.009	CONTRACT SERVICES - WATER SYSTEM	6,224.18
101-265-801.009	CONTRACT SERVICES - WATER SYSTEM	9,800.05
		16,024.23

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

VENDOR TOTAL: 19,909.98

HEINANEN	HEINANEN ENGINEERING	02/03/2022	19835601	FOA	FURNACE REPAIR AT STATION 61		
47027	350 S LAFAYETTE ST	02/15/2022		N		853.02	
02/03/2022	SOUTH LYON MI, 48178	/ /	0.0000	N		0.00	
		02/15/2022		N		853.02	

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	853.02

VENDOR TOTAL: 853.02

ISW	INDUSTRIAL STORM WATER	01/31/2022	122721	FOA	INDUSTRIAL STORM WATER LICENSE		
47016		02/15/2022		N		30.60	
12/27/2021	,	/ /	0.0000	N		0.00	
		02/15/2022		N		30.60	

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-957.000	EDUCATION/TRAINING/CONVENTION	30.60

VENDOR TOTAL: 30.60

LCGIS	LCGIS	02/01/2022	9613	FOA	GIS SERVICES		
47043	304 E. GRAND RIVER, SUITE 101	02/15/2022		N		227.00	
02/01/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00	
		02/15/2022		N		227.00	

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-900.000	PRINTING & PUBLICATIONS	227.00

VENDOR TOTAL: 227.00

0220	LIVINGSTON COUNTY TREASURER	01/27/2022	012722	FOA	BOR/PRE ADJUSTMENT		
47039	200 E. GRAND RIVER	02/15/2022		N		0.86	
01/27/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00	
		02/15/2022		N		0.86	

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-850.000	TAX CHARGEBACKS	0.86

0220	LIVINGSTON COUNTY TREASURER	01/31/2022	020722	FOA	JANUARY 2022 DOG LICENSE PMTS		
47032	200 E. GRAND RIVER	02/15/2022		N		296.50	
02/07/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00	
		02/15/2022		N		296.50	

Open

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		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	296.50

VENDOR TOTAL: 297.36

LCTA	LIVINGSTON COUNTY TREASURERS ASSOC	01/25/2022	012522	FOA	2022 ANNUAL DUES	
46985	C/O SANDY DONOVAN	02/15/2022		N		10.00
	2877 W COON LAKE ROAD					
01/25/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/15/2022		N		10.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-957.000	EDUCATION/TRAINING/CONVENTION	10.00

VENDOR TOTAL: 10.00

LDPA	LIVINGSTON DAILY PRESS & ARGUS	01/10/2022	011022	FOA	JANUARY 2022	
47005		02/15/2022		N		9.99
	3964 SOLUTIONS CENTER					
01/10/2022	CHICAGO IL, 60677-3009	/ /	0.0000	Y		0.00
		02/15/2022		N		9.99

Open

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

VENDOR TOTAL: 9.99

LOWES	LOWES BUSINESS ACCT/SYNCB	01/17/2022	011722	FOA	SUPPLIES FOR WINTERFEST	
47009	P.O. BOX 530970	02/15/2022		N		79.38
01/17/2022	ATLANTA GA, 30353-0970	/ /	0.0000	N		0.00
		02/15/2022		N		79.38

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	79.38

VENDOR TOTAL: 79.38

MASTERS	MASTERS TELECOM LLC	01/24/2022	2754	FOA	JANUARY 2022	
46998		02/15/2022		N		19.25
01/24/2022	,	/ /	0.0000	N		0.00
		02/15/2022		N		19.25

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-851.000	TELEPHONE	19.25

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

VENDOR TOTAL: 19.25

MEIJER	MEIJER	01/23/2022	012322	FOA	SUPPLIES FOR SMORES FOR WINTERFEST	
47002	2160 HARTLAND RD	02/15/2022		N		20.38
01/23/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		02/15/2022		N		20.38

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	20.38

VENDOR TOTAL: 20.38

0284	MICHIGAN ASSESSORS ASSOCIATION	01/12/2022	106842442	FOA	WEBINAR - D BEAUDOIN	
46999	P.O. BOX 1126	02/15/2022		N		27.00
01/12/2022	MOUNT PLEASANT MI, 48804	/ /	0.0000	N		0.00
		02/15/2022		Y		27.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-957.000	EDUCATION/TRAINING/CONVENTION	27.00

VENDOR TOTAL: 27.00

MACOP	MICHIGAN ASSOC OF CHIEFS OF POLICE	02/01/2022	200009386	FOA	2022 COMMUNICATING IN A CRISIS EVENT	
47025		02/15/2022		N		330.00
12/30/2021	,	/ /	0.0000	N		0.00
		02/15/2022		N		330.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-957.000	EDUCATION/TRAINING/CONVENTION	330.00

VENDOR TOTAL: 330.00

NEARMAP	NEARMAP US INC	01/08/2022	466157	FOA	NEARMAP OBLIQUE ADD ON	
47003	10897 SOUTH RIVER FRONT PARKWAY	02/15/2022		N		1,173.70
	SUITE 150					
01/08/2022	SOUTH JORDAN UT, 84095	/ /	0.0000	N		0.00
		02/15/2022		N		1,173.70

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	1,173.70

VENDOR TOTAL: 1,173.70

ORKIN	ORKIN	02/07/2022	223816476	FOA	PEST CONTROL AT TOWNSHIP HALL	
47040	21068 BRIDGE ST.	02/15/2022		N		66.85
02/07/2022	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00

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

		02/15/2022		N		66.85
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Open

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

ORKIN	ORKIN	02/07/2022	223817097	FOA	PEST CONTROL AT HERO TEEN CENTER	
47041	21068 BRIDGE ST.	02/15/2022		N		65.88
02/07/2022	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		02/15/2022		N		65.88

Open

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

VENDOR TOTAL:	132.73
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OTCBRANDS	OTC BRANDS INC	01/16/2022	011622	FOA	OBSTACLE COURSE FOR WINTERFEST	
47014		02/15/2022		N		160.30
01/16/2022	,	/ /	0.0000	N		0.00
		02/15/2022		N		160.30

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	160.30

OTCBRANDS	OTC BRANDS INC	01/20/2022	012022	FOA	OBSTACLE COURSE FOR WINTERFEST	
47015		02/15/2022		N		42.53
01/20/2022	,	/ /	0.0000	N		0.00
		02/15/2022		N		42.53

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	42.53

VENDOR TOTAL:	202.83
---------------	--------

1180	PETER'S TRUE VALUE HARDWARE	01/31/2022	K61161	FOA	HOODIE	
46993	3455 W. HIGHLAND ROAD	02/15/2022		N		49.99
01/31/2022	MILFORD MI, 48380	/ /	0.0000	N		0.00
		02/15/2022		N		49.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	49.99

VENDOR TOTAL:	49.99
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RBL	REALITY-BASED LEADERSHIP	01/31/2022	122821	FOA	DECEMBER 2021	
46996		02/15/2022		N		27.00

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

12/28/2021	,	/ /	0.0000	N		0.00
		02/15/2022		N		27.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-192-957.000	EDUCATION/TRAINING/CONVENTION	27.00

VENDOR TOTAL: 27.00

RESCOM	RESCOM DOOR LLC	01/27/2022	2640	FOA	INSTALL CABLE ON CENTER DOOR	
47028	4088 E M-36	02/15/2022		N		195.00
01/27/2022	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		02/15/2022		Y		195.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	195.00

VENDOR TOTAL: 195.00

SAMSClub	SAM'S CLUB	01/22/2022	012222	FOA	SUPPLIES FOR WINTERFEST SMORES	
47013	PO BOX 530970	02/15/2022		N		103.58
01/22/2022	ATLANTA GA, 30353-0970	/ /	0.0000	N		0.00
		02/15/2022		N		103.58

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	103.58

VENDOR TOTAL: 103.58

SHUTTERSTO	SHUTTERSTOCK.COM	01/17/2022	011722	FOA	JANUARY 2022	
47006		02/15/2022		N		29.00
01/17/2022	,	/ /	0.0000	N		0.00
		02/15/2022		N		29.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-801.000	CONTRACTED SERVICES	29.00

VENDOR TOTAL: 29.00

STAPLES	STAPLES	01/29/2022	8065075053	FOA	MISC SUPPLIES	
47029	PO BOX 660409	02/15/2022		N		167.07
01/29/2022	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		02/15/2022		N		167.07

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	147.66

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

101-299-727.000	SUPPLIES & POSTAGE				12.14	
536-000-740.000	OPERATING SUPPLIES				7.27	
					167.07	

STAPLES	STAPLES	02/05/2022	8065155945	FOA	FOLDERS	
47030	PO BOX 660409	02/15/2022		N		92.71
02/05/2022	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		02/15/2022		N		92.71

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-727.000	SUPPLIES & POSTAGE	92.71

VENDOR TOTAL: 259.78

ONESTOP	THE ONE STOP SHOP	01/25/2022	012522	FOA	VINYL BANNERS	
47004	9552 E HIGHLAND RD	02/15/2022		N		425.00
01/25/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/15/2022		Y		425.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	425.00

VENDOR TOTAL: 425.00

SPIRITOFLLI	THE SPIRIT OF LIVINGSTON	01/31/2022	53251	FOA	EMBROIDERED LOGO ON SHIRT	
47024	3280 W GRAND RIVER	02/15/2022		N		12.50
01/31/2022	HOWELL MI, 48855	/ /	0.0000	N		0.00
		02/15/2022		N		12.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-727.000	SUPPLIES & POSTAGE	12.50

VENDOR TOTAL: 12.50

TOSHIBA	TOSHIBA AMERICA BUSINESS SOLUTIONS	01/24/2022	5701889	FOA	12/25/21 - 1/24/22 - ESTUDIO2830C -	
46994	PO BOX 927	02/15/2022		N		138.89
01/24/2022	BUFFALO NY, 14240-0927	/ /	0.0000	N		0.00
		02/15/2022		N		138.89

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	138.89

VENDOR TOTAL: 138.89

USA	USA BLUE BOOK	01/27/2022	859787	FOA	SAFETY GLASSES, EARMUFFS, OUT OF SER	
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Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
46992	P.O. BOX 9004	02/15/2022		N		291.66
01/27/2022	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		02/15/2022		N		291.66

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	291.66

VENDOR TOTAL:	291.66
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TOTAL - ALL VENDORS:	30,767.06
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FUND TOTALS:

Fund 101 - GENERAL FUND	24,121.95
Fund 206 - FIRE OPERATING	1,048.02
Fund 536 - WATER SYSTEM FUND	907.78
Fund 577 - CABLE TV FUND	4,364.31
Fund 701 - TRUST AND AGENCY	325.00

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: HCS Winter Maintenance Pathway Agreement

Date: February 9, 2022

Recommended Action

Authorize the Supervisor to execute the winter services agreement for the Hartland Road Sidewalk with Hartland Consolidated Schools, not to exceed \$4,000.

Discussion

Hartland Consolidated Schools (HCS) have agreed to enter into an annual cooperative partnership to assist the Township with winter maintenance (salting and snow clearing) of the Hartland Road pathway adjacent to Spranger Fields. HCS is extending the 2018 pricing of \$4,000 total for these services.

The agreement covers the section of pathway from Crouse Road to Dunham Road.

HCS has requested use of the entrance of Heritage Park as a school of choice bus stop when, and if, it becomes needed. HCS requests that the Township plow the entrance to the park for parent parking during loading/unloading. In return for this plowing, HCS will reduce the Hartland Road pathway plowing seasonal cost by \$1,000. Any required plowing of the Heritage Park entrance will be done by Public Works staff. HCS has yet to request this option in the past two years.

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

The approved Township budget has allocated \$4,000 for the HCS agreement, so no budget amendment is required.

Attachments

Agreement

HARTLAND CONSOLIDATED SCHOOLS

9525 Highland Road
Howell, Michigan 48843



Telephone (810) 626-2100
Fax (810) 626-2101

February 8, 2022

Robert West
Township Manager
2655 Clark Road
Hartland, MI 48353

Dear Mr. West,

It has been brought to Hartland Consolidated Schools attention that Hartland Township is requesting assistance with winter maintenance (salting and clearing snow), associated with the Hartland Road pathway west of Hartland Road, because the Township does not have the resources to perform the services in-house.

Hartland Consolidated Schools is willing to enter into a cooperative partnership with the Township to perform the winter maintenance along this section of pathway each season as needed. After discussing the work needed Hartland Consolidated Schools agrees to perform the needed service at a cost of \$4,000 per season. Hartland Township and Hartland Consolidated Schools agrees to meet at the conclusion of each season to review the subsequent year.

Hartland Consolidated Schools has requested use of the entrance of Heritage Park as a school of choice bus stop when, and if, it becomes needed. HCS is requesting that Hartland Township will plow the entrance of Heritage Park, so parents can have a spot to park during loading and unloading of the bus. In return for the plowing of the Heritage Park entrance, HCS will reduce the cost of the above stated sidewalk service by \$1,000 per season.

Hartland Township shall indemnify and hold harmless Hartland Consolidated Schools, its administrators and employees, or agents of the district, from and against all liability, claims, suits, damages, and/or loss and expenses, including but not limited to legal fees arising out of personal injury, loss of life, and/or damages to property, and from any penalty, fine or charge incurred for any violation or breach of any law, rule or regulation when any of the aforesaid injuries or damages are caused or occasioned by the acts, errors, omissions, or negligent acts of the HCS, its employees or agents.

Sincerely,
Matt Marino

Hartland Township agrees to pay Hartland Consolidated Schools \$4,000 per season starting November 1, 2021 through April 1, 2022

Hartland Consolidated Schools

Hartland Township

Date

Date

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: FY2022 Transfers

Date: February 9, 2022

Recommended Action

Authorize the Treasurer to make the budgeted and additional surplus transfers, as noted below.

Discussion

The Fiscal Year 2022 adopted budget included the following transfers between funds. These transfers are treated as revenue to the receiving fund and expense to the transferring funds and the purpose is to pay for capital projects (budgeted and future).

General Fund (101) to Capital Projects (401) - \$557,357

Water O&M (536) to Water Repairs & Replacement (539) - \$200,000

In addition, the General Fund (GF) ended FY2021 with an additional surplus of \$328,872, per the final audited financial statements. As in prior years, it has been the Board's practice to transfer any year surplus to Capital Projects (401), as long as the GF balance remains at 100% or more of budget expenses. With the approval of this additional transfer, the GF fund balance will be \$2,862,598 prior to the end of FY2022. It is projected at this time that there will be an additional surplus after the close out of FY2022, which could also be transferred after the audit is presented.

Financial Impact

Is a Budget Amendment Required? ☒ Yes ☐ No

Increase 101-901-999.401 Transfer out to Capital Projects \$328,872

Increase 401-000-699.101 Transfer in from General Fund \$328,872

Attachments

none

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: FY2022 Fund Closures

Date: February 9, 2022

Recommended Action

Move to authorize the Treasurer and Finance Director to close out the Ore Valley Road SAD (357) and Water Debt Service Fund (537), including any necessary budget amendments and accounting transactions.

Discussion

The Ore Valley Road SAD (357) and Water Debt Service Fund (537) no longer need to remain open as all SAD collections have occurred and debt service payments have been made. The Board authorized refunds of Water Debt Service surplus to participating parcel owners on November 30, and these have been issued. These two funds can now be closed.

Cash remaining in Ore Valley (approximately \$106,716) will be transferred to Capital Project 401, which funded the project.

As noted in the earlier November 30 Water Debt Service resolution, surplus funds will be transferred to the Water Repair & Replacement Fund 539 and be used for future water system repairs and capital outlay.

Financial Impact

Is a Budget Amendment Required? ☒ Yes ☐ No

The finance director will determine the appropriate budget amendments for the residual equity transfers after the Treasurer has closed the bank accounts.

Attachments

None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 02-01-2022 Hartland Township Board Regular Meeting Minutes

Date: February 9, 2022

Recommended Action

Move to approve the Hartland Township Board Regular Meeting minutes for February 1, 2022.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

2-1-2022 HTB Minutes - DRAFT

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

February 01, 2022 – 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, Treasurer Horning, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

ABSENT: Trustee Germane

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

4. Approval of the Agenda

Supervisor Fountain reported that Cheryl Mara was appointed to the Board of Review at the last meeting and needed to sign the Oath of Office within ten days of appointment. She was unable to fit that into her schedule, and the Clerk has added the following to tonight's Consent Agenda.

d. Reconfirm Supervisor's Appointment - Cheryl Mara to Board of Review as alternate (2/1/2022 to 12/31/2022.)

Move to approve the agenda for the February 1, 2022, Hartland Township Board meeting as amended.

Motion made by Treasurer Horning, Seconded by Trustee Petrucci

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

Voting Nay: None

Absent: Trustee Germane

5. Call to the Public

Dale Brewer came forward and stated he works with DAB Property Consulting and had provided information to each of the Board members earlier and he wanted to make a couple of comments regarding Application #22-001. Mr. Brewer stated that this is an application for an automobile fueling station and convenience store and in the comprehensive plan it does state that it is planned industrial RND and within the descriptions of it there are recommendations that no heavy truck traffic to be presented there. In addition to that, he stated that there have been denials in the past for truck traffic and it needs to be taken into consideration because other people have been turned down. Mr. Brewer also would like to bring to the Board's attention that Section 6.1 (7) requires a full-scale interior layout of the property, and this has not been provided. He stated that this was fairly important because without that you have no idea what the details of the interior will be, and he cited references to discussions of a food area to serve pizza and other planned items. He also stated that there were discussions that only two employees would be required to operate the facility. He felt this would be difficult with the food management area, the convenience store stocking and maintenance, and the fuel pumping observation and only having two employee parking spots. He also stated that the underground storage tanks have

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not been identified on the site plan. Mr. Brewer stated that there is a requirement that the well be separated 800 feet from the underground storage tanks. He stated on sheet C3 there is no reference to diesel fuel and all of the pumps on that section are designated as gas pumps in both locations. He referenced the traffic study and section 4.58 (8). There was a study presented at the public hearing and since then on January 18th Mike Goyrl had made a recommendation that the number of trips is not correct as diverted trips provide a skewed number and there will be added trips to both Clyde and Runyan roads once this is completed. On January 25th, HRC also recommended that turning movements be studied and granted. He also stated that within the Michigan Access Management Guidebook they look at peak traffic counts, not overall 24-hour traffic counts. In speaking with Mike Goyrl it will be the responsibility of the Board to specifically call for a traffic study. If the Board does not it may not be done. He also stated that legacy neighbors in the area have noted problems that they would foresee with the wetlands being filled. There is a strong possibility that there is a spring at the bottom of the wetland which maintains the flow of water coming in and it also collects water for the runoff in the area. He stated he did understand how this could come before the Board at this time as there have been no minutes of the Planning Commission (PC) at this time and therefore it can go back to the PC for re-consideration until those minutes have been approved. Mr. Brewer stated that these are sufficient reasons for the Board to delay and/or send this back to the PC for additional study.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the February 1, 2022, Hartland Township Board Meeting as amended.

Motion made by Treasurer Horning, Seconded by Trustee Petrucci.

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

Voting Nay: None

Absent: Trustee Germane

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 01-18-2022 Hartland Township Board Regular Meeting Minutes
- d. Reconfirm Supervisor's Appointment - Cheryl Mara to Board of Review as alternate (2/1/2022 to 12/31/2022.)

7. Pending & New Business

- a. Site Plan with Special Land Use Application #22-001 (Automobile fueling and convenience station - Clyde Road)

Supervisor Fountain gave a brief overview in that this is a site plan with a special use. The applicant has been to the Planning Commission (PC) and it was approved at that level. The plan has now come to the Board for discussion and a potential vote. The next process would be to go back to staff and Planning Director Troy Langer and go through final site plan and drawings.

Mike Noles from the Umlor Group was present representing the applicant, Michael Yatooma. Mr. Noles made some introductory comments regarding the site plan and special use and was extremely pleased to come before the Board with the recommendation for approval from the PC as well as the Planning Director and the Township's outside engineering consultant. He stated that they are in the process of working with outside agencies including Livingston County Health Department (LCHD), with regards to the well, Livingston County Road Commission (LCRC), with regards to road traffic and the entrance access points, as well as Livingston County Storm Water Management

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Resources. These are all outside agencies that, if approved to go beyond the site plan this evening and into final engineering and permitting, they will go before to meet all of their requirements. Mr. Noles reported that they are consistent with the zoning on the property. The zoning on the property is commercial and they are consistent with all of the commercial requirements on the property. With respect to the Comprehensive Plan, Mr. Noles pointed out that under the nonresidential development policies there is a list of ten or twelve policies that, either are non-applicable to them, or that they comply with, including green spaces, landscaping, building materials and pedestrian access. He also stated that the storm water management will be going through Livingston County for approval and will include the new features that comply with their storm water management, including infiltration swales. He stated that the LCHD has very specific requirements on the wells, which they comply with, citing specifications such as requiring a 200' deep well with steel casing and a concrete liner and a 75' separation from tanks, not the 800' mentioned in the call to public. These are the same requirements as for the gas station across the street. Mr. Noles gave a brief overview of the food service to be provided at the convenience store and clarified the issue regarding the diesel fuel pumps identified on many of the plans, that may have been labeled on a plan as gas pumps. He then stated he would be available to respond to questions from the Board.

Planning Director Troy Langer gave a brief overview of the project as a request for an automobile fueling station and convenience store. This is only permitted in the commercial district by a special use permit and for the most part it is only permitted in the General Commercial district. There are two parts to this request, the first part is a special use permit, and the second part is an actual site plan. The site plan is under the jurisdiction of the PC and they have reviewed this request at their January 13, 2022, meeting. The special use permit is reviewed by the PC and they make a recommendation to the Township Board. The PC reviewed the special use permit and held the public hearing at their January 13, 2022 meeting and then forwarded a recommendation to approve the request at that meeting. This project has received a recommendation from the PC on the special use permit but still needs Township Board approval of the special use permit. The project has also received approval of the site plan subject to approval of the special use permit. The last part, assuming the special use permit were to be approved, would be for the applicant to proceed with construction plans. That would be a land use permit that would be reviewed and administered by the Planning Director and staff. The review would include Public Works Department, the Hartland Deerfield Fire Authority, as well as our engineering consultant. Those plans will be in a little more detail than what the Township Board is seeing at this meeting tonight. Director Langer stated that this project is an automobile fueling station and convenience store on the north side of Clyde Road, east of Runyan Lake Road. The property is zoned general commercial. There was some discussion about the Future Land Use Map designation and the designation on the Future Land Use Map is not commercial, but it is in a research and development district. This is a case where the zoning and future land use map are not necessarily in agreement. When that happens, we are held to what the current zoning is there, and that is what governs there and what limits any development on the property. When this went to the PC, the PC was restricted to what zoning is on the property and when they reviewed the project there is a detailed stat report that is part of it.

He stated the Planning Commission goes through these cases in great depth and they spent probably over an hour going through the staff memorandum on just this case. One of the issues that came up centered on traffic. The special use permit requires that some traffic impact analysis is to be provided as part of the permit, but it does not go into detail as to how much information has to be provided at that level. The Planning Commission has a little discretionary authority as to what it can accept or what it feels is necessary or what might warrant additional information. The applicant did submit a traffic analysis that was a fairly lower level traffic impact analysis which basically provides the traffic count data that is out there. They rely heavily on the ITE manual which is a predictor of what future traffic might result from proposed use. In the report, it indicated that a trip

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generation from this proposed automobile fueling station would not warrant any improvements to any of the existing roadways or intersections. They also spoke with LCRC and their comment at that time was also that the trip generation that is anticipated for this plan is not sufficient to warrant a more detailed traffic analysis, so the LCRC will not require additional traffic studies for this proposal. There is also a condition of approval that the Township should look into the traffic study a little further. The traffic study was not only sent to the LCRC, but our own engineering firm, Hubbell, Roth & Clark (HRC). HRC came back and had a question on the pass by trips as they rely on 75% of the trips used here would be pass by trips. In general pass by trips are traffic that would be traversing down Clyde Road and then decides to pull into the gas station, so they were not necessarily making a trip to the gas station on their own. They were already driving down Clyde Road and just decided to pull into the gas station. The traffic study was using 75% of the traffic as being pass by traffic. HRC thought that 75% might be a little high and they thought they should look at an additional traffic study. There was some further discussion with the LCRC, and HRC said they would recommend to the LCRC that they do it, but they will defer to the LCRC as to whether a traffic study would be needed. The LCRC comments related to diverted trips in the traffic study. A diverted trip would be someone that is just driving down US23 and gets off at the exit to visit the site and then gets back on US23. Ultimately, the PC recommended approval of the special use permit as well as approval of the site plan for this gas station, subject to the approval of the special use permit by the Board.

Supervisor Fountain acknowledged Mr. Brewer's correspondence and state that a lot of these comments were address in the discussion and the information in the agenda package. Trustee O'Connell stated that this is her neck of the woods, and she can speak from experience with regards to the traffic situation. She stated that there needs to be another traffic study. She stated that the peak periods are not just from 8-9 a.m. and 4-5 p.m., but are much longer and that the numbers are all wrong. Trustee O'Connell stated that the traffic is her concern, and the traffic from 7 a.m. until 9:30 a.m. and from around 3:00 p.m., when the kids get out of school, until well after 6 p.m. is terrible. Trustee McMullen also stated that traffic is her concern, especially when Spicer's is at their peak season, on top of the regular traffic.

Supervisor Fountain inquired as to who has the jurisdiction when a new business wants to come in that will have an additional impact on traffic in an area that already has traffic issues. Mr. Noles stated that traffic is the LCRC's jurisdiction. When they look at a traffic study for a new business, they take a look at the level of service at the existing level of traffic. Then they add the trips that are generated by the incoming business and the traffic study looks to see if they made the traffic worse. If that traffic is worse then some additional improvements, such adding an acceleration lane, a deceleration lane, or a passing lane, may be needed to get the traffic back to where it was before the business opened. Mr. Noles stated that the impact of traffic generated from this site, because of diverted traffic and because of the trips that are already out there that are stopping for convenience, that they are not adding a significant amount of new traffic. To mitigate the impact of their development, there configuration is sufficient, so much so that the LCRC stated they did not need a traffic study for this project. He stated they did one anyway, since they heard the concerns about the traffic in the area. He also stated that a full-blown traffic study will use actual counts, which due to post COVID travel would be much lower than the ITE Trip Generation Manual numbers. Director Langer stated that if we approve a Land Use Permit, the applicant would have to get various permits from County entities, including the LCRC to construct any driveway access to those roads.

Treasurer Horning stated that it looks like the applicant is following all of Hartland Township's ordinances. Director Langer agreed but noted that with some of the requirements there are discretionary decisions that can be made by the PC. Treasurer Horning stated that she does not

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think a gas station here will be a destination site and she does not feel that there will be an impact with traffic based on the information she has reviewed. Trustee Petrucci inquired as to whether the diesel pumps will accommodate large rigs. Mr. Nolan stated that they will accommodate them and the site plan was designed for these large rigs to be fueled from both sides of the truck, and having an adequate turning radius for access into the gas station and egress around back of the station. Trustee Petrucci inquired as to whether the loading zone was where the storage tanks will be refilled. Mr. Noles stated the loading zones was for restocking the convenience store and that the storage tanks will be located to the south-east corner of the property. Clerk Ciofu stated he is concerned about the design of the gas station itself with the flow of the large rigs leaving on Runyan Lake and then having to turn right on Clyde and right again for north US23 which would appear to be a very slow process that would disrupt traffic flow. Clerk Ciofu inquired as to the whether the warm food offered at the convenience store is microwavable food. Mr. Noles stated that it is not microwaved food, but it is differentiated from the food across the street. He stated the convenience store will have a small kitchen with a warming oven and the foods will all be precooked. The food will then go in a warming station for customers to just grab. Clerk Ciofu stated he understands that their business model is for two employees, but he is still concerned as to being able to staff even a small kitchen and running a gas station during busy time and if more than two employees are needed there is an issue with overall parking spaces. Trustee Petrucci inquired as to whether the weight of diesel trucks will cause an issue with roads in this area. Director Langer stated he did talk with the LCRC about this project and he stated the issue of the weight of diesel trucks did not come up. Mr. Noles stated that the LCRC has seen the plans and if they require road changes through the construction and permitting process they will be addressed accordingly.

Move to approve Special Land Use Application #22-001, as outlined in this memorandum.

Motion made by Clerk Ciofu, Seconded by Treasurer Horning.

Roll call vote taken

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

Voting Nay: Trustee McMullen, Trustee O'Connell

Absent: Trustee Germane

Motion passes: 4-2-1

b. Ordinance Amendment to Section 4.6 (Ponds)

Supervisor Fountain gave a brief overview of the resolution before the Board. Director Langer provided a brief overview of the amendment stating this is an ordinance that is not widely used. He stated that if someone wanted to construct a pond on their residential property, the current pond process requires a site plan application to go to the PC and there were standards that were outlined in this process. Director Langer stated he had discussions with the Township Manager and the Admin Committee on this issue and it was suggested that maybe it could be modified so that a homeowner that wants to put in a pond would not have to go through the whole process of a site plan application, which can cost \$1200 or more. He stated we were looking for a simpler process that could be reviewed administratively and that would be a quicker turnaround for an applicant or homeowner to get an answer. The suggestion was to do an ordinance amendment to change the process from a PC review to an Administrative or Staff review. Any ordinance that is amended has to be initiated by the PC or the Township Board, so there was an initial discussion at the PC to initiate it and they directed staff to go ahead and proceed with an ordinance amendment. The PC did recommend approval and it was sent to the Livingston County Planning Commission as required. They have a 30-day time period to review it. That time has expired and Director Langer has not heard from them, so it is being sent to the Township Board for final determination. Director West gave a brief overview of the specific situation regarding a resident's pond construction and through conversations with various agencies allowed us to look at our ordinance to make this process simpler.

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Move to approve as outlined in the Memorandum and Resolution Ordinance Amendment to Section 4.6 on ponds dated January 24, 2022, as written.

Motion made by Trustee Petrucci, Seconded by Trustee O'Connell Roll call vote taken.

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

Voting Nay: None

Absent: Trustee Germane

Motion passes: 6-0-1

- c. Resolution Confirming the Special Assessment Roll for Hartland Woods Road Improvement SAD (4 of 4)

Manager West reported that this is the 4th and final resolution needed for the Hartland Woods Road SAD. All of the public hearings have been held. He stated the residents will only pay for what the project costs and this has been based off of the estimate.

Move to approve the Confirmation of Special Assessment Roll (4 of 4 total) for the Hartland Woods road improvement special assessment district as presented.

Motion made by Clerk Ciofu, Seconded by Trustee Petrucci. Roll call vote taken.

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

Voting Nay: None

Absent: Trustee Germane

Motion passes: 6-0-1

- d. Resolution of Intent Opposing Incorporation as a Charter Township

Supervisor Fountain stated that every ten years when a new census comes out, it is required by the State of Michigan that we make a choice as to whether we wish to be Incorporated as a Charter Township. We may go forward with a Charter Township, deny or oppose the incorporation, or put it on the ballot. Before us tonight was a Resolution to Oppose Incorporation as a Charter Township. This was reviewed by the Admin Committee and by being a Charter Township it would provide protection from being annexed, which will not be in the near future, or at any point. It would also allow a for an increase in a millage rate without the approval of the citizens and we did not feel like that would be something that the Township Board would consider. The final choice is the intent to oppose it. It is required to be listed in the local newspaper and this was done. This is a formal action that needs to be taken.

Move to approve the Resolution of Intent Opposing Incorporation as a Charter Township.

Motion made by Trustee O'Connell, Seconded by Trustee Petrucci. Roll call vote taken

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

Voting Nay: None

Absent: Trustee Germane

Motion passes: 6-0-1

8. Board Reports

Trustee O'Connell - No report

Trustee McMullen - No report

Trustee Petrucci – On Saturday February 5, 2022, at 2:00 p.m. the Hartland Deerfield Fire Authority will have their Award Ceremony at the Hartland High School in the auditorium. Immediately following

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the Award Ceremony will be some coffee and treats. We hope that all of the Township Board members can attend, and the general public is invited as well.

Clerk Ciofu - Winterfest will be Saturday February 12, 2022, from noon until 6:00 p.m. with Fireworks following at dusk.

Treasurer Horning - Hartland Schools and Hartland Senior Center will be closed tomorrow, February 2, 2022, due to the snow.

Supervisor Fountain - No report.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager West stated that Trustee Germane wanted to write the letter for the HAA exemption and we are waiting on the letter before we can go to the County. He stated with the weather that is coming we may have to enact some form of closing procedure. We generally follow what the Livingston County Building offices do regarding closing. We do have a policy in place for inclement weather. The Planning Commission's vacant position is posted on the Township website. Supervisor Fountain stated we are taking applications through February 11th and we hope to hold interviews and make a recommendation by the first meeting in March. Manager West stated that the Board and Commissions wage adjustments require a separate resolution for each position. We will have these four resolutions at the meeting where we hold the Public Hearing and approve the FY2022-2023 budget, tentatively scheduled for the first meeting in March.

b. Hartland Township FY2022-2023 Budget Discussion

Finance Director Susan Dryden-Hogan joined the meeting. Manager West commended the effort of Director Dryden-Hogan on her work on assisting in developing and preparing the new budget workbook. Manager West briefly described the budget book format with the highlighted explanation notes for major items. Manager West then led a discussion review of the Draft Fiscal Year 2022-2023 General Fund Budget book. Revenue items discussed were Current Real Property Tax and State Shared Revenue, including a retroactive payment from the State back to October 2021 based on the new census, Cemetery Lot Sales, Professional Review Costs, Cable Franchise Fees and a brief discussion on the FY2023-2024 projections. Manager West gave a brief overview of the reimbursement from the Water and Sewer funds for administrative services of the township staff. Director Dryden-Hogan gave a brief overview of the property tax estimates and the state shared revenue estimates. Manager West also commended the work of Assessing Director Jim Heaslip in projecting taxable values for property in the Township. He also stated that we always take a conservative approach to projecting revenues. Manager West then led a brief discussion on the budgeted expenses by department. Significant items discussed were the decrease in the Membership and Dues for Township Board, elimination of a position in the Administration Department, the Elections budget for two elections in 2022, and Legal Fee estimates for Assessing. Further discussion was held on additional hours for the Clerk's Department for the two elections in 2022, additional hours for the Deputy Treasurer in Treasurers Department, the increase in IT Contracted Services per a prorated agreement signed previously, and the increase in Contracted Services due to the transition to cleaning service for the Township Hall. Manager West reviewed the Merit/Bonus Pool line item in Unallocated that will be distributed out to the appropriate departments upon approval of this budget. He also reviewed the purpose of the Contingencies line item in Unallocated. Manager West also put in a placeholder for Police Services to ensure that

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funds will be available should we wish to proceed forward with some form of police protection contract. Other items discussed were the increase in the Lawn/Snow Maintenance for additional mulch applications in Roads & M59 Medians, Cemeteries budget which is now in the General Fund rather than its own separate fund, and the placeholder for tree removal in the cemeteries, the increase in Contracted Services in Communications for the potential Citizens Survey, and Legal Fees in Code Enforcement. Director Dryden-Hogan gave an overview of the Appropriations-Transfer Out including the Transfer Out to the Capital Improvement Fund.

10. Adjournment

Move to adjourn the meeting at 9:15 p.m.

Motion made by Clerk Ciofu, Seconded by Treasurer Horning.

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

Voting Nay: None

Absent: Trustee Germane

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: Resolution – Hartland Senior All Night Party Charitable Gaming License

Date: February 9, 2022

Recommended Action

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

Discussion

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

Financial Impact

None

Attachments

Res 22-007 – Charitable Gaming License – Hartland Senior All Night Party
Hartland Senior All Night Party Charitable Gaming License Request.

BOARD OF TRUSTEES

2655 Clark Road
Hartland, Michigan 48353
(810) 632-7498 Office
(810) 632-6950 Fax



Supervisor
William J. Fountain

Clerk
Larry N. Ciofu

Treasurer
Kathleen A. Horning

Trustees
Matthew J. Germane
Summer McMullen
Denise O'Connell
Joseph M. Petrucci

RESOLUTION NO. 22-R007

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

PRESENT:

ABSENT:

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

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

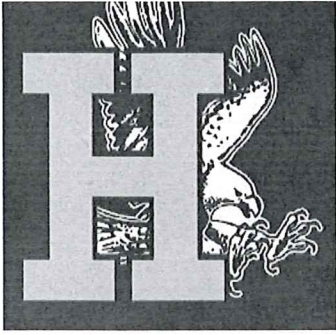
BE IT FURTHER RESOLVED that the Hartland Township Board authorizes and directs the Clerk to complete the State of Michigan "LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES" form (BSL-CG-1153) for the approval.

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

STATE OF MICHIGAN)
)
COUNTY OF LIVINGSTON)

I, the undersigned, the duly qualified and acting Township Clerk of the Township of Hartland, Livingston County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the ____ day of February, 2022.

Larry N. Ciofu Hartland Township Clerk



Hartland High School

Senior All Night Party

Class of 2022

Hartland SANP is a 501c3

Non-Profit organization. Your

Donation is tax deductible.

The Senior All Night Party (SANP) is an ongoing tradition at Hartland High School. The purpose of the SANP is to provide the graduation class of 2022 with a safe, substance-free environment as they say farewell to their fellow classmates and friends. Our goal is to create a positive lasting memory as they exit Hartland High School and start the next phase of their life.

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

This year, the Hartland High School Senior All Night Party committee would like to hold a raffle for two (2) suites at Eastern Michigan University to be utilized by family at graduation on the evening of June 10, 2022. Raffle tickets will be available for purchase, for \$10 each, from March 7, 2022 through April 22, 2022. In the afternoon on April 22, 2022, a Hartland High School administrator (possibly Principal Kate Gregory) will draw two winners which will broadcast live on the Senior All Night Party Facebook page.

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

Should you have questions please contact a board member at SANP2022@yahoo.com or by calling Angela Zacharias at 248.240.0525. We appreciate your consideration and look forward to partnering with you as we continue to plan the details of this event.

Sincerely,

Angela Zacharias

President

Hartland High School Senior All Night Party

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Hartland Township FY2022-2023 Budget Discussion

Date: January 27, 2022

Recommended Action

No formal action recommended at this time.

Discussion

Township Manager will initiate the FY2022-23 budget review process. The proposed budget is reviewed annually in advance of the Township Board formally adopting the budget.