



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, September 06, 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 Payment of Bills
 - [b.](#) Approve Post Audit of Disbursements Between Board Meetings
 - [c.](#) 08-16-22 Hartland Township Board Special Meeting Minutes
 - [d.](#) 08-16-22 Hartland Township Board Regular Meeting Minutes
 - [e.](#) Gen-X – Hartland High School Fireworks Permit Application
 - [f.](#) Waldenwoods Fireworks Permit Application
 - [g.](#) Confirm Supervisor's Appointment - Matthew Eckman to Planning Commission (08.06.2022-12.31.2022)
 - [h.](#) Assessing Budget Amendment
 - [i.](#) Fiscal Year 2022 General Fund Surplus Transfer
 - [j.](#) ARPA Funding of Water Extension
 7. Pending & New Business
 - [a.](#) Site Plan with Special Land Use Application #22-008 (Morning Star Child Care Center)
 - [b.](#) PHP Auditing Services Contract Renewal
 - [c.](#) Heritage Park Irrigation Well Reimbursement
 8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
 - a. Manager's Report
 - [b.](#) Closed Session: To review the written legal opinion of the Township Attorney, subject to attorney-client privilege, in accordance with the Open Meetings Act, MCL 15.268(e)
 10. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: August 30, 2022

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$104,445.50. The bills are available in the Finance office for review.

Notable invoices include:

\$26,091.75 – Chloride Solutions, LLC – (August Dust Control)

\$30,374.50 – Spalding Dedecker – (M-59 Water Main Extension)

\$17,250.00 – The Huntington National Bank – (Capital Improvement Bonds, Series 2015 & 2016)

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY23 budget.

Attachments

Bills for 09.06.2022

08/31/2022 12:20 PM
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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 09/06/2022 - 09/06/2022
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN - CHECK TYPE: PAPER CHECK

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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		
ALLSTAR	ALLSTAR ALARM LLC	09/01/2022	346828	FOA	10/1/22 - 12/31/22 MONITORING AT HER	
47986	8345 MAIN STREET	09/06/2022		N		150.00
09/01/2022	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		09/06/2022		Y		150.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	150.00

VENDOR TOTAL: 150.00

APPLIED	APPLIED IMAGING	08/24/2022	2028028	FOA	7/23/22 - 8/22/22 - RICOH MP6055SP	
47970	7718 SOLUTION CENTER	09/06/2022		N		35.02
08/24/2022	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		09/06/2022		N		35.02

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	35.02

VENDOR TOTAL: 35.02

CHLORIDESO	CHLORIDE SOLUTIONS, LLC	08/13/2022	CS100210	FOA	AUGUST 2022 DUST CONTROL	
47944	672 NORTH M-52	09/06/2022		N		9,131.36
08/13/2022	WEBBERVILLE MI, 48892	/ /	0.0000	N		0.00
		09/06/2022		Y		9,131.36

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-969.002	ROAD CHLORIDE	6,848.52
204-000-969.002	ROAD CHLORIDE	2,282.84
		9,131.36

CHLORIDESO	CHLORIDE SOLUTIONS, LLC	08/19/2022	CS100214	FOA	AUGUST 2022 DUST CONTROL	
47988	672 NORTH M-52	09/06/2022		N		13,481.89
08/19/2022	WEBBERVILLE MI, 48892	/ /	0.0000	N		0.00
		09/06/2022		Y		13,481.89

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-969.002	ROAD CHLORIDE	10,111.41
204-000-969.002	ROAD CHLORIDE	3,370.48
		13,481.89

CHLORIDESO	CHLORIDE SOLUTIONS, LLC	08/27/2022	CS100223	FOA	AUGUST 2022 DUST CONTROL	
47987	672 NORTH M-52	09/06/2022		N		3,478.50
08/27/2022	WEBBERVILLE MI, 48892	/ /	0.0000	N		0.00
		09/06/2022		Y		3,478.50

Open

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		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
101-463-969.002	ROAD CHLORIDE	2,608.87
204-000-969.002	ROAD CHLORIDE	869.63
		<u>3,478.50</u>

VENDOR TOTAL: 26,091.75

CINTAS	CINTAS CORPORATION	08/22/2022	4129032716	FOA	MATS	
47963	P.O. BOX 630910	09/06/2022		N		46.34
08/22/2022	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		09/06/2022		N		46.34

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	46.34

VENDOR TOTAL: 46.34

CIOFU	CIOFU, LARRY N	08/24/2022	082422	FOA	REIMBURSEMENT FOR DUES PAID	
47971	1340 WINDMILL LANE	09/06/2022		N		20.00
08/24/2022	MILFORD MI, 48380	/ /	0.0000	N		0.00
		09/06/2022		N		20.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-804.000	MEMBERSHIP & DUES	20.00

VENDOR TOTAL: 20.00

ETNA	ETNA SUPPLY COMPANY	07/25/2022	07/25/22	FOA	REFUND	
47967	P.O. BOX 772107	09/06/2022		N		(21,390.00)
07/25/2022	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		09/06/2022		N		(21,390.00)

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-741.000	METER COSTS	(21,390.00)

ETNA	ETNA SUPPLY COMPANY	08/17/2022	S104681583.002	FOA	2" OMNI METERS	
47960	P.O. BOX 772107	09/06/2022		N		6,390.00
08/17/2022	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		09/06/2022		N		6,390.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-741.000	METER COSTS	6,390.00

ETNA	ETNA SUPPLY COMPANY	08/18/2022	S104681583.003	FOA	1-1/2" FLANGE KITS	
47961	P.O. BOX 772107	09/06/2022		N		1,575.00

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		Due Date		1099		

08/18/2022	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		09/06/2022		N		1,575.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-741.000	METER COSTS	1,575.00

ETNA	ETNA SUPPLY COMPANY	08/24/2022	S104681583.004	FOA	1-1/2" OMNI METERS (15)	
47980	P.O. BOX 772107	09/06/2022		N		13,500.00
08/24/2022	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		09/06/2022		N		13,500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-741.000	METER COSTS	13,500.00

VENDOR TOTAL: 75.00

5888	FOSTER, SWIFT, COLLINS & SMITH	07/31/2022	839621	FOA	JULY 2022	
47969	313 S. WASHINGTON SQUARE	09/06/2022		N		1,856.50
08/23/2022	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		09/06/2022		Y		1,856.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-826.000	LEGAL FEES	1,034.00
101-400-826.000	LEGAL FEES	329.00
590-000-826.000	LEGAL FEES	117.50
101-101-826.000	LEGAL FEES	376.00
		1,856.50

VENDOR TOTAL: 1,856.50

HAYAA-F	HARTLAND AREA YOUTH ATHLETIC ASSOC	09/15/2022	091522	FOA	SEPT 2022 PMT PER AGREEMENT	
47234	HAYAA - FOOTBALL	09/06/2022		N		304.34
	P.O. BOX 359					
09/15/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		09/06/2022		N		304.34

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	304.34

VENDOR TOTAL: 304.34

HAYAA-B	HARTLAND AREA YOUTH ATHLETIC ASSOC.	09/15/2022	091522	FOA	PMT DUE 9/15/22 PER AGREEMENT	
47212	HAYAA - BASEBALL	09/06/2022		N		1,285.68
	P.O. BOX 110					
09/15/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00

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

Open		09/06/2022		N		1,285.68
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GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	1,285.68

VENDOR TOTAL: 1,285.68

HCSA	HARTLAND COMMUNITY SOCCER ASSN	09/15/2022	091522	FOA	SEPT 2022 PMT PER AGREEMENT	
47220	HARTLAND COMMUNITY EDUCATION	09/06/2022		N		694.12
	9525 HIGHLAND RD					
09/15/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		09/06/2022		N		694.12

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	694.12

VENDOR TOTAL: 694.12

0150	HARTLAND CONSOLIDATED SCHOOLS	07/31/2022	173380	FOA	JULY 2022 FUEL	
47968	9525 E HIGHLAND ROAD	09/06/2022		N		918.95
08/19/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		09/06/2022		N		918.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-239-860.000	GASOLINE	104.65
536-000-860.000	GASOLINE	814.30
		918.95

VENDOR TOTAL: 918.95

WATERO&M	HARTLAND TOWNSHIP WATER O & M	07/31/2022	082522	FOA	JULY 2022 WATER STAFF OUT OF DEPT CO	
47973	2655 CLARK RD	09/06/2022		N		4,886.09
08/25/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		09/06/2022		N		4,886.09

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.009	CONTRACT SERVICES - WATER SYSTEM	2,717.56
101-265-801.009	CONTRACT SERVICES - WATER SYSTEM	1,245.53
101-567-801.009	CONTRACT SERVICES - WATER SYSTEM	845.00
101-751-955.000	PARKS - SPECIAL EVENTS	78.00
		4,886.09

VENDOR TOTAL: 4,886.09

HYL	HARTLAND YOUTH LACROSSE	09/15/2022	091522	FOA	SEPT 2022 PMT PER AGREEMENT	
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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

47227	P.O. BOX 56	09/06/2022		N		304.34
09/15/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		09/06/2022		N		304.34

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	304.34

VENDOR TOTAL: 304.34

1548	HORIZON LANDSCAPE INC.	08/02/2022	16305	FOA	MOWING MEDIANS & FIRE STATION #61	
47932	11765 HIBNER RD	09/06/2022		N		5,383.00
08/02/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		09/06/2022		Y		5,383.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-802.000	LAWN/SNOW MAINTENANCE	1,396.83
101-463-802.000	LAWN/SNOW MAINTENANCE	3,986.17
		5,383.00

VENDOR TOTAL: 5,383.00

IIMC	INT'L INSTITUTE OF MUNICIPAL CLERKS	08/25/2022	081122	FOA	ANNUAL MEMBERSHIP THROUGH 9/30/23	
47972	8331 UTICA AVE, #200	09/06/2022		N		175.00
08/25/2022	RANCHO CUCAMONGA CA, 91730	/ /	0.0000	N		0.00
		09/06/2022		N		175.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-804.000	MEMBERSHIP & DUES	175.00

VENDOR TOTAL: 175.00

1120	KIZCAM	08/18/2022	17688	FOA	PASSPORT RECEIPTS	
47957	3280 W GRAND RIVER	09/06/2022		N		200.94
08/18/2022	HOWELL MI, 48855	/ /	0.0000	N		0.00
		09/06/2022		N		200.94

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-727.000	SUPPLIES & POSTAGE	200.94

VENDOR TOTAL: 200.94

LCC	LIVINGSTON COUNTY CLERK, ELECTIONS	08/22/2022	10419	FOA	AUGUST ELECTION 2022	
47983	200 E GRAND RIVER	09/06/2022		N		2,211.49
08/22/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		09/06/2022		N		2,211.49

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

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-801.000	CONTRACTED SERVICES	2,211.49
VENDOR TOTAL:		2,211.49

ORKIN	ORKIN	08/11/2022	236379088	FOA	PEST CONTROL AT WTP	
47931	21068 BRIDGE ST.	09/06/2022		N		68.00
08/11/2022	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		09/06/2022		N		68.00

Open

GL NUMBER	DESCRIPTION	AMOUNT				
536-000-801.000	CONTRACTED SERVICES	68.00				
ORKIN	ORKIN	08/17/2022	236480290	FOA	PEST CONTROL AT WTP	
47954	21068 BRIDGE ST.	09/06/2022		N		68.00
08/17/2022	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		09/06/2022		N		68.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	68.00
VENDOR TOTAL:		136.00

PB PLUMBIN	PETE BLACK PLUMBING	08/18/2022	17315196	FOA	WOMANS RESTROOM TOLIET REPAIR	
47959	2440 W HIGHLAND RD, STE 104	09/06/2022		N		335.00
08/18/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		09/06/2022		Y		335.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	335.00
VENDOR TOTAL:		335.00

1180	PETER'S TRUE VALUE HARDWARE	08/18/2022	63975	FOA	WEED PREVENTER & CEDAR MULCH	
47956	3455 W. HIGHLAND ROAD	09/06/2022		N		82.88
08/18/2022	MILFORD MI, 48380	/ /	0.0000	N		0.00
		09/06/2022		N		82.88

Open

GL NUMBER	DESCRIPTION	AMOUNT				
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	82.88				
1180	PETER'S TRUE VALUE HARDWARE	08/15/2022	K63920	FOA	TIE DOWNS	
47934	3455 W. HIGHLAND ROAD	09/06/2022		N		21.99
08/15/2022	MILFORD MI, 48380	/ /	0.0000	N		0.00

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

Open		09/06/2022		N		21.99
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GL NUMBER	DESCRIPTION	AMOUNT				
536-000-740.000	OPERATING SUPPLIES	21.99				
1180	PETER'S TRUE VALUE HARDWARE	08/29/2022	K64112	FOA	BOLTS	
47984	3455 W. HIGHLAND ROAD	09/06/2022		N		0.46
08/29/2022	MILFORD MI, 48380	/ /	0.0000	N		0.00
		09/06/2022		N		0.46

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	0.46

VENDOR TOTAL: 105.33

PMTECH	PM TECHNOLOGIES	08/16/2022	50553729	FOA	PREVENTIVE MAINTENANCE AT WTP	
47943	28294 BECK ROAD	09/06/2022		N		1,685.85
08/16/2022	WIXOM MI, 48393	/ /	0.0000	N		0.00
		09/06/2022		N		1,685.85

Open

GL NUMBER	DESCRIPTION	AMOUNT				
536-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	1,685.85				
PMTECH	PM TECHNOLOGIES	08/16/2022	50554241	FOA	PREVENTIVE MAINTENANCE AT TWP HALL	
47942	28294 BECK ROAD	09/06/2022		N		788.10
08/16/2022	WIXOM MI, 48393	/ /	0.0000	N		0.00
		09/06/2022		N		788.10

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	788.10

VENDOR TOTAL: 2,473.95

SERVICEPRO	SERVICEPRO	08/23/2022	JULY 2022	FOA	JULY 2022 CLEANING SERVICES	
47975	7510 PARKWOOD DRIVE	09/06/2022		N		880.00
08/23/2022	FENTON MI, 48430	/ /	0.0000	N		0.00
		09/06/2022		Y		880.00

Open

GL NUMBER	DESCRIPTION	AMOUNT				
101-265-801.000	CONTRACTED SERVICES	880.00				
SERVICEPRO	SERVICEPRO	08/23/2022	JUNE 2022	FOA	JUNE 2022 CLEANING SERVICES	
47974	7510 PARKWOOD DRIVE	09/06/2022		N		880.00
08/23/2022	FENTON MI, 48430	/ /	0.0000	N		0.00
		09/06/2022		Y		880.00

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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	880.00

VENDOR TOTAL: 1,760.00

SPALDING	SPALDING DEDECKER	08/15/2022	91549	FOA	M-59 WATER MAIN CE THRU 7/31/22	
47941	905 SOUTH BLVD EAST	09/06/2022		N		30,374.50
08/15/2022	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		09/06/2022		N		30,374.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	30,374.50

VENDOR TOTAL: 30,374.50

STAPLES	STAPLES	08/13/2022	8067232625	FOA	MISC SUPPLIES	
47937	PO BOX 660409	09/06/2022		N		19.99
08/13/2022	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		09/06/2022		N		19.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	19.99

STAPLES	STAPLES	08/20/2022	8067309572	FOA	TONER	
47958	PO BOX 660409	09/06/2022		N		297.98
08/20/2022	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		09/06/2022		N		297.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	297.98

STAPLES	STAPLES	08/27/2022	8067397613	FOA	MISC SUPPLIES	
47979	PO BOX 660409	09/06/2022		N		156.56
08/27/2022	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		09/06/2022		N		156.56

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-727.000	SUPPLIES & POSTAGE	5.02
101-172-727.000	SUPPLIES & POSTAGE	151.54
		156.56

VENDOR TOTAL: 474.53

HUNTINGBAN	THE HUNTINGTON NATIONAL BANK	08/21/2022	08212022	FOA	CAPITAL IMPROVEMENT BONDS SERIES 201	
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08/31/2022 12:20 PM
User: SUSANC
DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 09/06/2022 - 09/06/2022
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN - CHECK TYPE: PAPER CHECK

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		

47978	PO BOX 1558-GW4E64	09/06/2022		N		11,250.00
08/21/2022	COLUMBUS OH, 43216	/ /	0.0000	N		0.00
		09/06/2022		N		11,250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
204-000-997.002	BOND INTEREST ROADS 2016	11,250.00

HUNTINGBAN	THE HUNTINGTON NATIONAL BANK	08/21/2022	082122	FOA	CAPITAL IMPROVEMENT BONDS SERIES 201	
47977	PO BOX 1558-GW4E64	09/06/2022		N		6,000.00
08/21/2022	COLUMBUS OH, 43216	/ /	0.0000	N		0.00
		09/06/2022		N		6,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
204-000-997.001	BOND INTEREST ROADS 2015	6,000.00

VENDOR TOTAL: 17,250.00

SPIRITOFLLI	THE SPIRIT OF LIVINGSTON	08/10/2022	53754	FOA	LOGO ON SHIRTS FOR T. BEDUHN	
47935	3280 W GRAND RIVER	09/06/2022		N		22.50
08/10/2022	HOWELL MI, 48855	/ /	0.0000	N		0.00
		09/06/2022		N		22.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	22.50

VENDOR TOTAL: 22.50

TOSHIBA	TOSHIBA AMERICA BUSINESS SOLUTIONS	08/23/2022	5846754	FOA	7/25/22 - 8/24/22 - ESTUDIO2830C - C	
47982	PO BOX 927	09/06/2022		N		9.63
08/23/2022	BUFFALO NY, 14240-0927	/ /	0.0000	N		0.00
		09/06/2022		N		9.63

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	9.63

VENDOR TOTAL: 9.63

VC3, INC.	VC3, INC.	08/26/2022	83905	FOA	AUG 2022 - JUNE 2023 - MS OFFICE 365	
47981	P.O. BOX 746804	09/06/2022		N		6,050.00
08/26/2022	ATLANTA GA, 30374-6804	/ /	0.0000	N		0.00
		09/06/2022		N		6,050.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	6,050.00

08/31/2022 12:20 PM
User: SUSANC
DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 09/06/2022 - 09/06/2022
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN - CHECK TYPE: PAPER CHECK

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		

VENDOR TOTAL: 6,050.00

WATERTECH	WATER TECH	07/31/2022	54375	FOA	JULY 2022	
47976	718 S MICHIGAN	09/06/2022		N		37.00
07/31/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		09/06/2022		N		37.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	37.00

VENDOR TOTAL: 37.00

WOOD	WOOD ENVIRONMENT & INFRASTRUCTURE	08/26/2022	H19220455	FOA	WATER SUPPLY ASSISTANCE THRU 8/12/22	
47985	P.O. BOX 74008618	09/06/2022		N		778.50
08/26/2022	CHICAGO IL, 60674-8618	/ /	0.0000	N		0.00
		09/06/2022		N		778.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	778.50

VENDOR TOTAL: 778.50

TOTAL - ALL VENDORS: 104,445.50

FUND TOTALS:

Fund 101 - GENERAL FUND	39,162.58
Fund 204 - MUNICIPAL STREET FUND	23,772.95
Fund 206 - FIRE OPERATING	1,396.83
Fund 536 - WATER SYSTEM FUND	2,792.64
Fund 539 - WATER REPLACEMENT FUND	31,153.00
Fund 577 - CABLE TV FUND	6,050.00
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	117.50

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: August 30, 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 - \$49,396.03

August 31, 2022 Payroll - \$84,321.01

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY23 budget.

Attachments

Post Audit Bills List 08.11.2022

Post Audit Bills List 08.18.2022

Post Audit Bills List 08.22.2022

Post Audit Bills List 08.25.2022

Payroll for 08.31.2022

08/22/2022 03:20 PM
User: SUSANC
DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 08/11/2022 - 08/11/2022

Page 1/1

Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/11/2022	FOA	43015	CONSUMERS ENERGY	STREET LIGHTS	101-448-921.000	207.58
		43015		UTILITIES - ELECTRIC	206-000-920.002	44.88
						<hr/> 252.46
08/11/2022	FOA	43016	LIVINGSTON DAILY PRESS & ARGUS	PRINTING & PUBLICATIONS	101-191-900.000	60.00
		43016		PRINTING & PUBLICATIONS	101-215-900.000	160.00
		43016		PRINTING & PUBLICATIONS	101-400-900.000	100.00
		43016		PRINTING & PUBLICATIONS	101-410-900.000	160.00
						<hr/> 480.00
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS		732.46

--- GL TOTALS ---

101-191-900.000	PRINTING & PUBLICATIONS	60.00
101-215-900.000	PRINTING & PUBLICATIONS	160.00
101-400-900.000	PRINTING & PUBLICATIONS	100.00
101-410-900.000	PRINTING & PUBLICATIONS	160.00
101-448-921.000	STREET LIGHTS	207.58
206-000-920.002	UTILITIES - ELECTRIC	44.88
	TOTAL	732.46

Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/18/2022	FOA	43045	DEERE & COMPANY	PARKS CAPITAL OUTLAY	285-751-970.000	25,470.80
08/18/2022	FOA	43046	DELTA DENTAL	ACCRUED DENTAL BENEFITS	001-000-257.101	218.73
		43046		EMPLOYMENT EXPENSE	101-192-716.000	64.06
		43046		EMPLOYMENT EXPENSE	101-209-716.000	60.52
		43046		EMPLOYMENT EXPENSE	101-215-716.000	92.55
		43046		EMPLOYMENT EXPENSE	101-253-716.000	121.04
		43046		EMPLOYMENT EXPENSE	101-400-716.000	171.57
		43046		EMPLOYMENT EXPENSE	101-441-716.000	222.10
		43046		EMPLOYMENT EXPENSE	536-000-716.000	143.08
						<hr/> 1,093.65
08/18/2022	FOA	43047	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,557.37
		43047		STREET LIGHTS	101-448-921.000	37.13
		43047		UTILITIES	101-567-920.000	15.15
		43047		UTILITIES - ELECTRIC	101-751-920.002	452.20
		43047		UTILITIES - ELECTRIC	536-000-920.002	4,993.58
						<hr/> 7,055.43
08/18/2022	FOA	43048	PRIORITY HEALTH	ACCRUED MEDICAL BENEFITS	001-000-257.100	2,565.68
		43048		EMPLOYMENT EXPENSE	101-192-716.000	1,162.90
		43048		EMPLOYMENT EXPENSE	101-209-716.000	1,279.20
		43048		EMPLOYMENT EXPENSE	101-215-716.000	1,860.65
		43048		EMPLOYMENT EXPENSE	101-253-716.000	581.45
		43048		EMPLOYMENT EXPENSE	101-441-716.000	3,198.04
		43048		EMPLOYMENT EXPENSE	536-000-716.000	2,180.47
						<hr/> 12,828.39
TOTAL - ALL FUNDS				TOTAL OF 4 CHECKS		46,448.27

--- GL TOTALS ---

001-000-257.100	ACCRUED MEDICAL BENEFITS	2,565.68
001-000-257.101	ACCRUED DENTAL BENEFITS	218.73
101-192-716.000	EMPLOYMENT EXPENSE	1,226.96
101-209-716.000	EMPLOYMENT EXPENSE	1,339.72
101-215-716.000	EMPLOYMENT EXPENSE	1,953.20
101-253-716.000	EMPLOYMENT EXPENSE	702.49
101-265-920.002	UTILITIES - ELECTRIC	1,557.37
101-400-716.000	EMPLOYMENT EXPENSE	171.57
101-441-716.000	EMPLOYMENT EXPENSE	3,420.14
101-448-921.000	STREET LIGHTS	37.13
101-567-920.000	UTILITIES	15.15
101-751-920.002	UTILITIES - ELECTRIC	452.20
285-751-970.000	PARKS CAPITAL OUTLAY	25,470.80
536-000-716.000	EMPLOYMENT EXPENSE	2,323.55
536-000-920.002	UTILITIES - ELECTRIC	4,993.58
	TOTAL	46,448.27

Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/22/2022	FOA	43049	ORKIN	CONTRACTED SERVICES	101-265-801.000	210.73
TOTAL - ALL FUNDS				TOTAL OF 1 CHECKS		210.73
--- GL TOTALS ---						
101-265-801.000			CONTRACTED SERVICES	210.73		
			TOTAL	210.73		

Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/25/2022	FOA	43050	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	22.89
08/25/2022	FOA	43051	MUTUAL OF OMAHA	ACCRUED STD/LTD BENEFITS	001-000-257.103	146.66
		43051		EMPLOYMENT EXPENSE	101-192-716.000	94.06
		43051		EMPLOYMENT EXPENSE	101-209-716.000	91.50
		43051		EMPLOYMENT EXPENSE	101-215-716.000	62.89
		43051		EMPLOYMENT EXPENSE	101-253-716.000	68.84
		43051		EMPLOYMENT EXPENSE	101-400-716.000	108.78
		43051		EMPLOYMENT EXPENSE	101-441-716.000	79.40
		43051		EMPLOYMENT EXPENSE	536-000-716.000	81.17
						<hr/> 733.30
08/25/2022	FOA	43052	VERIZON WIRELESS	DUE TO EMPLOYEES	101-000-232.000	45.38
		43052		TELEPHONE	101-265-851.000	747.89
		43052		TELEPHONE	536-000-851.000	179.89
		43052		CONTRACTED SERVICES & RENTALS	577-000-801.000	40.01
						<hr/> 1,013.17
08/25/2022	FOA	43053	VSP INSURANCE CO. (CT)	ACCRUED VISION BENEFITS	001-000-257.102	47.03
		43053		EMPLOYMENT EXPENSE	101-192-716.000	15.54
		43053		EMPLOYMENT EXPENSE	101-209-716.000	13.08
		43053		EMPLOYMENT EXPENSE	101-215-716.000	26.43
		43053		EMPLOYMENT EXPENSE	101-253-716.000	26.16
		43053		EMPLOYMENT EXPENSE	101-400-716.000	34.61
		43053		EMPLOYMENT EXPENSE	101-441-716.000	43.06
		43053		EMPLOYMENT EXPENSE	536-000-716.000	29.30
						<hr/> 235.21
TOTAL - ALL FUNDS				TOTAL OF 4 CHECKS		2,004.57

--- GL TOTALS ---

001-000-257.102	ACCRUED VISION BENEFITS	47.03
001-000-257.103	ACCRUED STD/LTD BENEFITS	146.66
101-000-232.000	DUE TO EMPLOYEES	45.38
101-192-716.000	EMPLOYMENT EXPENSE	109.60
101-209-716.000	EMPLOYMENT EXPENSE	104.58
101-215-716.000	EMPLOYMENT EXPENSE	89.32
101-253-716.000	EMPLOYMENT EXPENSE	95.00
101-265-851.000	TELEPHONE	747.89
101-265-920.001	UTILITIES - GAS	22.89
101-400-716.000	EMPLOYMENT EXPENSE	143.39
101-441-716.000	EMPLOYMENT EXPENSE	122.46
536-000-716.000	EMPLOYMENT EXPENSE	110.47
536-000-851.000	TELEPHONE	179.89
577-000-801.000	CONTRACTED SERVICES & RENTALS	40.01
	TOTAL	2,004.57

Check Register Report For Hartland Township
For Check Dates 08/16/2022 to 08/31/2022

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
08/31/2022	FOA	17230	PETRUCCI, JOSEPH M	525.00	438.59	0.00	Open
08/31/2022	FOA	17231	ICMA VANTAGEPOINT TRANSFER AGENT	2,325.89	2,325.89	0.00	Open
08/31/2022	FOA	17232	ICMA VANTAGEPOINT TRANSFER AGENT	3,960.62	3,960.62	0.00	Open
08/31/2022	FOA	17233	ICMA VANTAGEPOINT TRANSFER AGENT	1,747.23	1,747.23	0.00	Open
08/31/2022	FOA	17234	ICMA VANTAGEPOINT TRANSFER AGENT	200.00	200.00	0.00	Open
08/25/2022	FOA	17235	AMERICAN FAMILY LIFE ASSURANCE CO	133.09	133.09	0.00	Open
08/31/2022	FOA	DD7998	BEDUHN, TIMOTHY L.A.	1,824.00	0.00	1,392.77	Cleared
08/31/2022	FOA	DD7999	BERNARDI, MELYNDA A	1,823.72	0.00	1,415.23	Cleared
08/31/2022	FOA	DD8000	BROOKS, TYLER J	2,759.46	0.00	1,926.33	Cleared
08/31/2022	FOA	DD8001	CASE, SUSAN E	1,986.04	0.00	1,290.56	Cleared
08/31/2022	FOA	DD8002	CIOFU, LARRY N	2,746.24	0.00	1,980.77	Cleared
08/31/2022	FOA	DD8003	COSGROVE, HEATHER H	216.75	0.00	190.95	Cleared
08/31/2022	FOA	DD8004	DRYDEN-HOGAN, SUSAN A	3,601.41	0.00	2,555.79	Cleared
08/31/2022	FOA	DD8005	FOUNTAIN, WILLIAM J	2,746.24	0.00	2,295.93	Cleared
08/31/2022	FOA	DD8006	FOX, LAWRENCE E	496.50	0.00	437.42	Cleared
08/31/2022	FOA	DD8007	GERMANE, MATTHEW J	525.00	0.00	459.84	Cleared
08/31/2022	FOA	DD8008	HAASETH, GWYN M	625.63	0.00	560.03	Cleared
08/31/2022	FOA	DD8009	HEASLIP, JAMES B	3,211.94	0.00	1,811.65	Cleared
08/31/2022	FOA	DD8010	HORNING, KATHLEEN A	2,996.24	0.00	2,180.40	Cleared
08/31/2022	FOA	DD8011	HUBBARD, TONYA S	1,827.51	0.00	1,318.61	Cleared
08/31/2022	FOA	DD8012	JOHNSON, LISA	2,372.70	0.00	1,516.37	Cleared
08/31/2022	FOA	DD8013	LANGER, TROY D	3,842.16	0.00	2,709.81	Cleared
08/31/2022	FOA	DD8014	LOFTUS, DANIEL M	661.23	0.00	570.39	Cleared
08/31/2022	FOA	DD8015	LOUIS, CASEY	872.55	0.00	559.66	Cleared
08/31/2022	FOA	DD8016	LUCE, MICHAEL T	3,446.80	0.00	2,523.62	Cleared
08/31/2022	FOA	DD8017	MAYER, JAMES L	105.00	0.00	92.50	Cleared
08/31/2022	FOA	DD8018	MCMULLEN, SUMMER L	525.00	0.00	438.59	Cleared
08/31/2022	FOA	DD8019	MORGANROTH, CAROL L	2,243.76	0.00	1,726.50	Cleared
08/31/2022	FOA	DD8020	NIXON, MITCHELL A	1,111.50	0.00	919.16	Cleared
08/31/2022	FOA	DD8021	O'CONNELL, DENISE	525.00	0.00	368.59	Cleared
08/31/2022	FOA	DD8022	RADLEY, JAMES W	988.00	0.00	825.19	Cleared
08/31/2022	FOA	DD8023	SHOLLACK, DONNA M	2,353.70	0.00	1,777.89	Cleared
08/31/2022	FOA	DD8024	SOSNOWSKI, SHERI R	1,679.00	0.00	1,294.22	Cleared
08/31/2022	FOA	DD8025	VERMILLION, KAREN L	2,047.32	0.00	1,479.33	Cleared

Check Register Report For Hartland Township
For Check Dates 08/16/2022 to 08/31/2022

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
08/31/2022	FOA	DD8026	WEST, ROBERT M	4,466.67	0.00	2,713.55	Cleared
08/31/2022	FOA	DD8027	WYATT, MARTHA K	3,311.76	0.00	2,172.19	Cleared
08/31/2022	FOA	EFT646	FEDERAL TAX DEPOSIT	13,475.40	13,475.40	0.00	Cleared
08/31/2022	FOA	EFT647	MI DEPT OF TREASURY	4,014.95	4,014.95	0.00	Cleared
Totals:				84,321.01	26,295.77	41,503.84	
Total Physical Checks:			6				
Total Check Stubs:			32				

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 08-16-22 Hartland Township Board Special Meeting Minutes

Date: August 24, 2022

Recommended Action

Move to approve the Hartland Township Board Special Meeting Minutes for August 16, 2022

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

08-16-22 HTB Minutes - DRAFT

HARTLAND TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING MINUTES

August 16, 2022 – 6:30 PM

DRAFT

1. Call to Order

The meeting was called to order by Supervisor Fountain at 6:30 p.m.

2. Pledge of Allegiance

3. Roll Call

PRESENT: Supervisor Fountain, Clerk Ciofu, Treasurer Horning (6:45 p.m.), Trustee Germane, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

ABSENT: None

Also present were Township Manager Robert West and Finance Director Susan Dryden-Hogan.

4. Approval of the Agenda

Move to approve the agenda for the August 16, 2022 Hartland Township Board Special Meeting as presented.

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

Voting Yea: Supervisor Fountain, Township Clerk Ciofu, Trustee Germane, Trustee McMullen, Trustee O'Connell, Trustee Petrucci.

Voting Nay: None

Absent: Treasurer Horning,

5. Call to the Public

No one came forward.

6. Pending and New Business

a. Fiscal Year 2021-2022 Audit Review

John Pfeffer and Kristen Polonowski of Pfeffer, Hanniford & Palka summarized the financial statement audit for the Board and responded to questions from the Board.

7. Adjournment

Move to adjourn the meeting at 6:55 p.m.

Motion made by Township Clerk Ciofu, Seconded by Treasurer Horning.

Voting Yea: Supervisor Fountain, Township 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: 08-16-22 Hartland Township Board Regular Meeting Minutes

Date: August 24, 2022

Recommended Action

Move to approve the Hartland Township Board Regular Meeting minutes for August 16, 2022

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

08-06-22 HBT Minutes - DRAFT

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

August 16, 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 Germane, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

ABSENT: None

Also present were Township Manager Robert West, Finance Director Susan Dryden-Hogan and Assessor Jim Heaslip.

4. Approval of the Agenda

Move to approve the agenda for the August 16, 2022, 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

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the August 16, 2022, Hartland Township Board Meeting as presented.

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

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 08-03-22 Hartland Township Board Regular Meeting Minutes

7. Pending & New Business

- a. Fiscal Year 2021-2022 Audit Presentation

John Pfeffer and Kristen Polonowski gave an audit presentation for the Fiscal Year 2021-2022. Mr. Pfeffer thanked the Township Board for having them as their independent auditors and stated it has been a real privilege to work for Hartland Township and that it is a pleasure to come out and work with the Township staff, who are awesome. All of the Township offices,

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

August 16, 2022 – 7:00 PM

Clerk, Treasurer, Supervisor all do a great job in helping us with the audit. He also stated that he believes it is very important to have his firm's Partners involved in the audit and it is why he spends time at the Township during this audit. He stated that this is the second year of Bob West's being involved as Hartland Township Manager and he hit the ground running right away and has continued to do that. Manager West has been very helpful and has a very good understanding of matters when the auditors would sit down with him. He also commended Finance Director Susan Dryden-Hogan. He stated accounting in a Township is like many small businesses in which you have enterprise funds, the general fund, and the fire fund. There are many kinds of funds that have to be balanced and reconciled, and Director Dryden-Hogan does a great job with that. Mr. Pfeffer mentioned that there are very few proposed adjustments and that this is important because it should demonstrate to the Board that the financial information is very accurate when the Board is making important decisions during the year for the residents of Hartland Township.

Mr. Pfeffer stated that they are pleased to issue Hartland Township a Modified Opinion which is the highest level of opinion that an independent auditor can issue.

He stated that it is their opinion that the Financial Statements were presented fairly and that is great news and is very important for bonding, as it would give you a higher bond rating. He also stated that this is important for state share revenues. The State of Michigan will look at the report right away and see that the Township is getting an A+ report and that is very important for the continuation of state shared revenues. Mr. Pfeffer wanted to mention the financial condition of the Township and that the good news was that the Township was able to increase the general fund balance by over 8%, but at the same time were able to complete the sidewalk project, the Settlers Park project, and the Dunham Road crosswalk, all of which are important to the residents of Hartland. He stated that Township has a very healthy general fund balance. Because of the tight budgeting, and staying within this budget, the Township was able to keep a healthy fund balance which allows the Township to do the projects that you have done in the past and will continue to do in the future for the Township residents. He stated the general fund balance was around \$3.4 million and that the Township is in a very good position.

Mr. Pfeffer mentioned that the water system fund did well, with the additional connection fees collected, and that the Township was able to pay off the original 2001 water system bonds, saving interest and to be able to refund over \$250,000 dollars to Hartland residents. He stated again that this was from tight management of the Township funds. Mr. Pfeffer stated the sewer disposal system was able to maintain its fund balance, due to connection fees and controlling of expenses, even though commercial usage has gone down and that businesses have closed due to COVID. Last September, the Township issued Refunding Bonds at 3.675% interest and paid off the 2011 Sewer Series Refunding Bonds again saving interest and balances for the Township. He stated these were all good financial decisions that were made by the Township. He also stated the Township was able to come up with a settlement to litigation that the Township had, which he thought was very good news, as it eliminated any uncertainty for future claims. He stated we improved our bond ratings and that we did receive some REU's in the settlement. He then explained the graphs presented in the package highlighting state shared revenues that come from sales and income taxes. He stated with the current economic environment it is important to keep in mind the effect this may have on the state shared revenues. He also commended Treasurer Horning in managing over \$23 million of investments and that she has done a great job in getting the highest possible return on these funds while keeping it conservative, keeping the fund insured, collateralized, and with strong financial institutions to protect the funds of the Township.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

August 16, 2022 – 7:00 PM

Supervisor stated that in late 2007, when the economy took a downturn, we were in a position where a lot of REU's in the sewer system came back to the Township and we started the Boyle Model that told us how many REU's we would have to sell each year to make our bond payments. He inquired of Director Dryden-Hogan as to an update as to whether we are on schedule with our expectations back in 2007. Director Dryden-Hogan stated we had been hitting Boyle Model projections from the beginning in 2005, and while there was a slowdown in the recession of 2008 through 2011, we have now picked back up and we are now at the point where we will run out of REU's to sell. There are REU's owned by people with vacant property and when they get developed, these new users will provide economies of scale that will allow for the spread of fixed costs over more users and will also increase user charges that will allow us to make our remaining sewer bond payments. She stated the bond refunding last year saved \$1.6 million mostly due to the lower interest rate than when we issued the bonds in 2011. She stated the sewer bond will be paid off in 2034. She also stated the settlement of the lawsuit will have a positive effect in our future bond ratings.

A brief discussion was held on the size of the general fund balance regarding concerns as to potential changes to state shared revenues in the future, potential future increases to the fund, and the use of the funds for projects that benefit the Township residents.

Move to accept the Audit Report from Pfeffer, Hanniford & Palka, CPAs for the Fiscal Year 2021-2022

Motion made by Treasurer Horning, 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

b. Resolution: Hartland Woods Revised Assessment Roll

Manager Robert West stated that the Hartland Woods resident-initiated road improvement project has been completed and it resulted in a substantial cost savings exceeding 5% of the original assessment. The resolution tonight is amending the roll to reflect the cost savings to each of the 67 parcels. The total assessment will be reduced for each parcel by \$1090.02. Manager West stated that when we do projects like this, and we have savings, we amend the rolls so that the residents are only paying the actual cost of the project. The original amount of the assessment was based on an estimate and the project resulted in a savings. Trustee Germane inquired as to whether we mail them checks or if we just change the amounts they are paying. Manager West stated that if anyone has paid off their assessment, they would be reimbursed but we do not have anyone in that situation at this time. The actual roll and actual payments will be amended.

Move to Adopt the resolution amending the Hartland Woods Road Improvement assessment to reflect the project cost savings.

Motion made by Trustee Germane, Seconded by Trustee McMullen. 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 passes: 7-0-0

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

August 16, 2022 – 7:00 PM

8. Board Reports

Trustee O'Connell - No report
Trustee McMullen - No report
Trustee Petrucci - No report
Clerk Ciofu - No report
Treasurer Horning - No report
Trustee Germane - No report
Supervisor Fountain - No report

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager West stated we have seven applicants for the vacancy on the Planning Commission and we will be scheduling interviews for Monday and Tuesday next week. Manager West gave a brief update on the Septage Receiving Station stating we are still having discussions with Livingston County administrators and Livingston County Drain Commission (LCDC) staff, but several meetings have been cancelled by the LCDC. There is a meeting scheduled with Tyrone Township and Livingston County representatives tomorrow and we will be inquiring of the County what they will be doing about their problem regarding this issue. Supervisor Fountain and Manager West led a brief discussion regarding the Board's direction for the Township and Manager West regarding future discussions with the parties involved in the issue. Manager West stated we will have the three-year contract with Pfeffer, Hanniford & Palka, with a contingency for ARPA requirements, at the next Board meeting for review. He stated that as part of the water main extension we budgeted for a new full time water operator, and we are anticipating onboarding this person by late October or early November. We are in the process of posting this position to conduct interviews as soon as possible, because if we can get this person hired one month early, they will be able to test for water licensing, as the State only offers exams twice a year and one is coming up. Manager West gave a brief overview of the Assessing budget amendment that will be on the next Board meeting due to the overlap in a retiring Appraiser and the newly hired Appraiser.

b. Assessing Department Annual Update

1. Assessor Jim Heaslip gave a presentation on the state of the housing market highlighting the home listing decline, the number of home sales, and the average home sales pricing. He stated we are not seeing a drop in housing values. Listing prices are coming down due to lack of offers and initial inflated asking prices. Discussion was held on the rising interest rates, the existing home stock, average home sale prices in Hartland, the effect of inflation rate on the taxable value of homes which will probably be increased by 5%, which is the maximum. Because of this, the 2024 Headlee Rollback should be zero. Manager West stated that the increase in taxable value is not coming from the Township. Further discussion was held on the recession, the out of balance situations regarding housing supply and demand, employment, and materials. When these things come back in balance the market should take off again. Discussion was also held on the Industrial business in Hartland which is solid but limited. Anyone coming to Hartland with Industrial would have to build, which is very expensive at this time. Director Heaslip stated our Commercial was very good with limited Tax Tribunal cases with the only soft areas being our sit-down restaurants and office Presentation of the Fiscal Year 2021-2022 Audit by Pfeffer, Hanniford & Palka, CPA.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

August 16, 2022 – 7:00 PM

type buildings. Director Heaslip gave a brief overview of the Small Business Exemption increasing from \$80,000 to \$180,000. We have approximately 430 business personal properties within the Township with about 270 already having the exemption. There are another 60-70 that could benefit from this exemption. This is something where we could get this information out to our businesses so they can take advantage of this exemption. Manager West stating we are looking at additional communication channels we can use for our businesses on this issue.

10. Adjournment

Move to adjourn the meeting at 8:15 p.m.

Motion made by Treasurer Horning, Seconded by Clerk Ciofu.

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: Gen-X – Hartland High School Fireworks Permit Application

Date: August 24, 2022

Recommended Action

Move to approve the Permit for a Fireworks Display for Gen-X Pyrotechnics on September 23, 2022 at Hartland High School..

Discussion

Gen-X Pyrotechnics has applied to perform a firework's display at the conclusion of the Hartland High School football game on September 23, 2022. The applicant intends to launch the fireworks from the Hartland High School Soccer Field.

The Hartland-Deerfield Fire Authority Fire Marshal's letter recommending approval, with conditions, is attached for review.

Financial Impact

None

Attachments

Gen-X – Hartland High School – 9-23-22

2022 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)

☐ Agricultural or Wildlife Fireworks

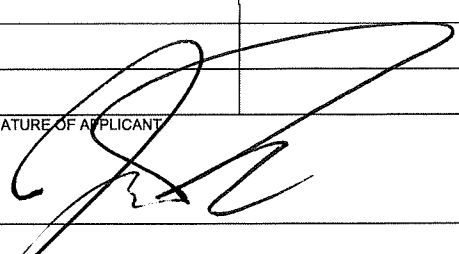
☐ Articles Pyrotechnic

☒ Display Fireworks

☐ Public Display

☐ Private Display

☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

NAME OF APPLICANT Hartland High School		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 25+	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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF OTHER ASSISTANT See Attached		ADDRESS OF OTHER ASSISTANT See Attached	AGE OF OTHER ASSISTANT 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
EXACT LOCATION OF PROPOSED DISPLAY Hartland HS Soccer Field			
DATE OF PROPOSED DISPLAY 9/23/22 RD TBD		TIME OF PROPOSED DISPLAY Conclusion of football game	
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)		
	15+ MultiShot Boxes		
SIGNATURE OF APPLICANT 		DATE 8.23.2022	



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

August 24, 2022

To: Hartland Township Board
2655 Clark Rd.
Hartland, MI 48353

Re: Hartland Schools application for fireworks on 9/23/2022.

Based upon the review of the application named above and if the proposed site for the fireworks display on September 2, 2021 is the same as previous years, we recommend approval contingent upon the following:

- 1) While these displays are subject to inspection at any time, there is no requirement from the fire department nor plan for fire department personnel to be at the launch site.
- 2) Gen-X Pyrotechnics, Inc. is responsible for ensuring that NFPA 1123 is followed.
- 3) If the multi-shot cakes are Class B/1.3G (instead of Class C/1.4G), no one will be allowed within 100 yards (300 feet). Otherwise, based upon the 3" mortars, no one will be allowed within 70 yards (210 feet) of the launch site during the display.
- 4) It is the responsibility of Hartland Schools and Gen-X Pyrotechnics to enforce this secured distance from the start of the show until Gen-X Pyrotechnics indicates a safe time has passed after the show, generally 30 minutes after dousing any duds with water. Anyone straying into this area is cause for Gen-X Pyrotechnics to immediately stop the show.
- 5) Smoking and open flame will not be permitted within 50 feet of the launch site. Exception: Items required for the ignition of the displays by trained and certified professionals.
- 6) Insurance as agreed upon by the Hartland Township Board.
- 7) Final approval and permitting by the Hartland Township Board.

This fireworks, special event display, has been a nice addition to many of these events, however, keeping the safety and welfare of all spectators, workers, and buildings first on the agenda is critical to ensuring this continues. Diligence and vigilance by all parties involved is critical to ensuring these "small, routine" shows do not become complacent. Should you have any other questions, or we can be of further assistance, please call.

Yours In Fire Safety,

Jenn Whitbeck
Fire Inspector

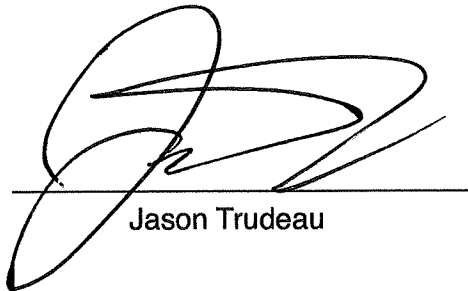
2022 Hartland High School

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



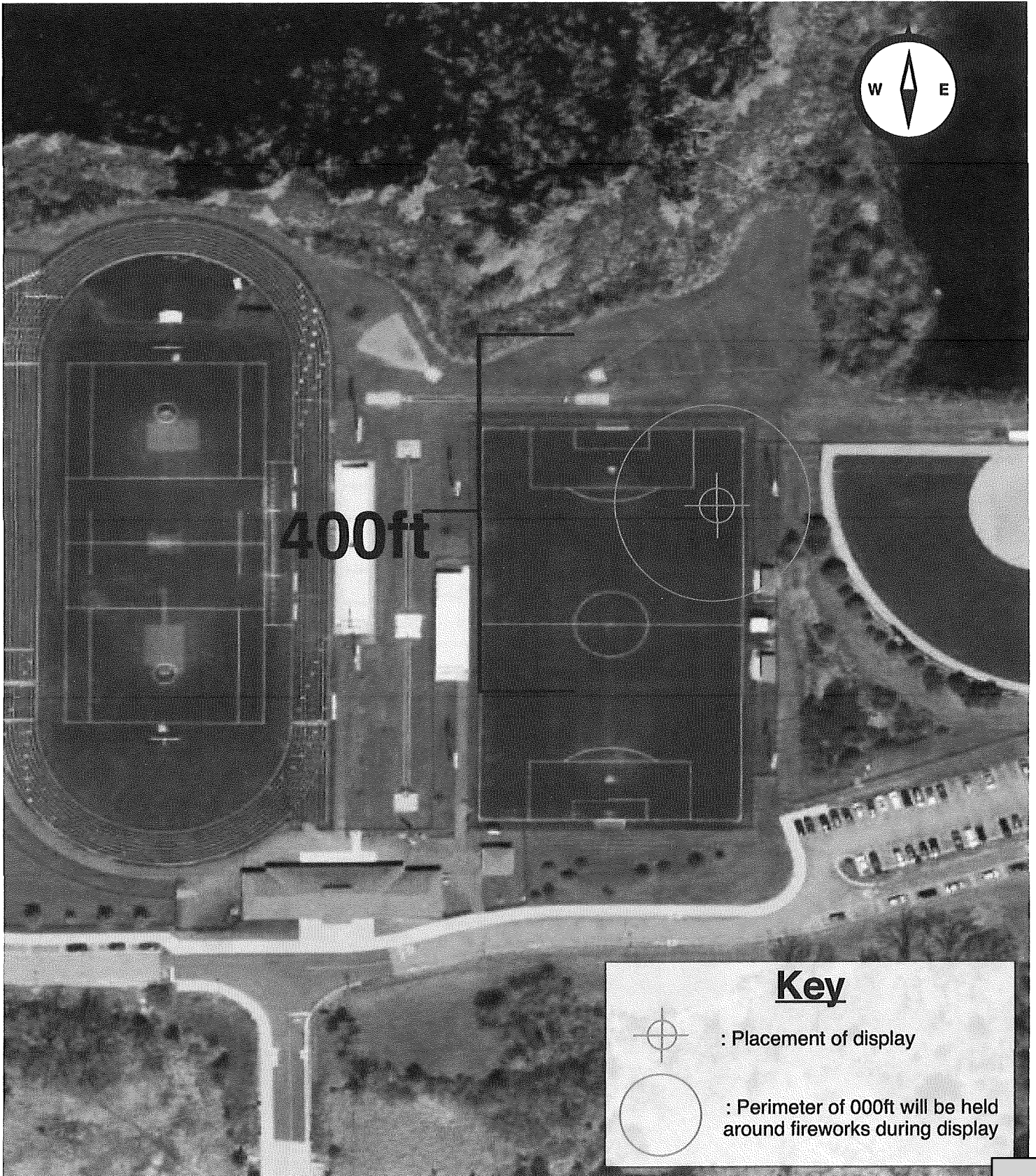
genxpyro@comcast.net
info@genxpyrotechnics.com



www.genxpyrotechnics.com

Hartland High School

Distance- 200 ft diameter
(NFPA regulation)

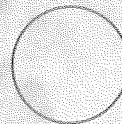


400ft

Key



: Placement of display



: Perimeter of 400ft will be held
around fireworks during display

Federal Explosives License/Permit
(18 U.S.C. Chapter 40)

U.S. GOVERNMENT PRINTING OFFICE: 2011-10-15

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-125-54-4F-01210

Chief, Federal Explosives Licensing Center (FELC)

Expiration
Date

June 1, 2024

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

Position/Title

Printed Name

Date

Previous Edition is Obsolete

GEN X PYROTECHNICS-2906 PINE NEEDLE DR-48383-4-MI-125-54-4F-01210/rev 1, 2024-54-USER OF EXPLOSIVES

ATF Form 5400.14/5400.15 Part I
Revised September 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-125-54-4F-01210

License/Permit Type: 54-USER OF EXPLOSIVES

Expiration: June 1, 2024

Please Note: Not Valid for the Sale or Other Disposition of Explosives.



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

901090: MH/FLS
5400
File Number: 4MI01210

05/19/2021

SUBJECT: **RESPONSIBLE PERSON LETTER OF CLEARANCE** for:

JASON ANTHONY TRUDEAU

PRESIDENT
(248)252-0029

2906 PINE NEEDLE DR
WHITE LAKE, MI 48383

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

4-MI-125-54-4F-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,

Marna Howard
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

4MI01210-R-05/19/2021--TRUDEAU-JASON-ANTHONY--PRESIDENT



NOTICE OF CLEARANCE

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

ISSUED TO: GEN X PYROTECHNICS

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

NOTICE DATE: 05/19/2021

Expiration Date: June 1, 2024

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): 7

LAST NAME, First Name, Middle Name	Clearance Status
------------------------------------	------------------

RESPONSIBLE PERSONS:

1

0001 TRUDEAU, JASON ANTHONY

Cleared

EMPLOYEE POSSESSORS:

7

0001 CARRIGER, JEREMY ROBERT

Cleared

0002 CARRIGER, JOSHUA ROY

Cleared

0003 DOBRIN, DAVID JASON

Cleared

0004 HOFELICH, GREGORY DAVID

Cleared

continued

LAST NAME, First Name, Middle Name	Clearance Status
------------------------------------	------------------

0005 MORGAN, DRAKE LANTZ

Cleared

0006 RAGNOLI, ADAM MICHAEL

Cleared

0007 KENNEDY, JAMES MICHAEL

Pending

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

33472

Issue Date: 8/10/2022

PRODUCER
Professional Program Insurance Brokerage
Division of SPG Insurance Solutions LLC
1304 Southpoint Blvd., Suite 101
Petaluma, CA 94954

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.

INSURERS AFFORDING COVERAGE

INSURED
Gen-X Pyrotechnics, Inc.
2906 Pine Needle Dr
White Lake, MI 48383

INSURER A: Certain 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/22-0084	4/28/2022	4/28/2023	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: 9/23/2022

Location: Hartland High School Soccer Field

Additional Insured: Hartland Township, Hartland consolidated schools

Rain Date(s):

Type of Display: Aerial Fireworks Display

CERTIFICATE HOLDER

Hartland High School 10635 Dunham Rd. 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.

Susan Etter
AUTHORIZED REPRESENTATIVE

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: Waldenwoods Fireworks Display Permit – October 1, 2022

Date: August 24, 2022

Recommended Action

Move to approve the Permit for Fireworks Display for Waldenwoods on October 1, 2022

Discussion

Waldenwoods has applied to perform fireworks at 2975 Old US 23, which is Waldenwoods Resort property, for a wedding on Saturday October 1, 2022. Wolverine Fireworks will perform the fireworks and the applicant intends to launch the fireworks display from the shore of Lake Walden

The Hartland-Deerfield Fire Authority Fire Marshal's letter recommending approval, with conditions, is attached for review

Financial Impact

None

Attachments

Waldenwoods 10-1-22 Fireworks Application

2022 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: 2021 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 type="checkbox"/> Display Fireworks <input type="checkbox"/> Public Display <input checked="" type="checkbox"/> Private Display <input type="checkbox"/> Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes			
NAME OF APPLICANT Waldenwoods		ADDRESS OF APPLICANT 2975 Old US 23	
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER Anne Graham		ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER 2975 Old US 23	
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)		TELEPHONE NUMBER	
NAME OF PYROTECHNIC OPERATOR Wolverine Fireworks		ADDRESS OF PYROTECHNIC OPERATOR 205 West Seidlers Rod	
NO. YEARS EXPERIENCE		AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME OF ASSISTANT		ADDRESS OF ASSISTANT	
NAME OF OTHER ASSISTANT		AGE OF ASSISTANT 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
EXACT LOCATION OF PROPOSED DISPLAY Waldenwoods		AGE OF OTHER ASSISTANT 18 YEARS OR OLDER <input type="checkbox"/> YES <input type="checkbox"/> NO	
DATE OF PROPOSED DISPLAY 10/1/2022		TIME OF PROPOSED DISPLAY 10:00pm	
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			
See attached certificate			
AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT)		NAME OF BONDING CORPORATION OR INSURANCE COMPANY	
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY			
NUMBER OF FIREWORKS		KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)	
		See attached form	
SIGNATURE OF APPLICANT Anne Graham		DATE 8/17/22	



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

August 24, 2022

To: Hartland Township Board
2655 Clark Rd.
Hartland, MI 48353

Re: Waldenwoods application for fireworks

Based upon the review of the application named above and inspection of the proposed site for the fireworks display for October 1, 2022, we recommend approval of the request contingent upon the following:

- 1) Wolverine Fireworks Display, Inc. is responsible for ensuring that NFPA 1123 is followed.
- 2) Based upon vegetation / weather conditions, the fire department may have a brush truck at the launching site with sufficient personnel to handle any fire emergencies that may arise.
- 3) Due to the cart path access to the site, it is not recommended that apparatus other than a fire department brush truck be used in a non-emergency situation.
- 4) No one will be allowed within 100 yards of the launch site during the display.
- 5) Smoking and open flame will not be permitted within 50 feet of the launch site. Exception: Items required for the ignition of the displays by trained and certified professionals.
- 6) The display will not begin until all persons are off of the lake. The display will be stopped in the event anyone ventures onto the lake, and the display will not be resumed until the lake is cleared.
- 7) It is understood that the fire department will not allow the display to commence or continue in the event that these conditions are not met, or in the event of conditions arising, such as adverse weather or faulty firing of the displays, or any condition which this department deems unsafe for the display to continue.
- 8) Insurance as agreed upon by the Hartland Township Board.
- 9) Final approval and permitting by the Hartland Township Board.

The Waldenwoods fireworks displays continues to be a spectacular addition to events while keeping the safety and welfare of all spectators, workers, and buildings first on their agenda. Should you have any other questions, or we can be of further assistance, please call.

Yours In Fire Safety,

Jenn Whitbeck
Fire Inspector



Wolverine FIREWORKS

205 West Seidlers Rd. • Kawkawlin, MI 48631
Phone: 989.662.0121 • Fax: 989.662.0122

Display, Inc.

Visit us at www.wolverinefireworks.com

Contract Agreement

This Contract will engage the services of Wolverine Fireworks Display Inc. as vendor and display operator. This agreement, between Waldenwoods Resort, herein after called "Sponsor" and Wolverine Fireworks Display Inc., 205 W Seidlers Rd., Kawkawlin, MI., Hereinafter called "Professional", is as follows.

The Sponsor and Professional, for mutual consideration hereinafter set forth, agree as follows:

- A: Professional agrees to provide Sponsor with correct amount, size and description of Fireworks as specified in proposal submitted to Sponsor 2022.
- B: Professional will provide Sponsor with Labor for the October 1, 2022 Fireworks Display at Waldenwoods Resort, 2975 Hartland, MI 48353.
- C: Rain Date N/A.
- D: Professional agrees to provide Sponsor with Liability Insurance in the amount of \$10,000,000.00. All individuals/entities listed on the certificate of insurance will be deemed an additional insured per this contract.
- E: Sponsor agrees that in case of inclement weather or any other circumstances not caused solely by Professional, Sponsor will be charged maximum fixed costs in the amount of \$625.00 per day and not for the unused Fireworks Package if display is cancelled *after* 5:00 p.m. the day before the display whether display *is or is not* rescheduled. If display is cancelled *prior* to 5:00 p.m. the day before the display and *is* rescheduled, Sponsor will be charged a minimum administration fee of \$100.00.
- F: Sponsor agrees to pay Professional a deposit of \$625.00 upon signing of contract, no later than 30 days prior to display date. If display is cancelled and not rescheduled by sponsor after deposit is paid but prior to 30 days before the display, Sponsor will forfeit 25% of deposit. If less than 30 days prior to display, Sponsor will forfeit 100% of deposit.
- G: Sponsor agrees to pay balance of \$1,875.00 (including applicable sales tax) within 10 days after show date of October 1, 2022.
- H: Sponsor agrees to indemnify, hold harmless, and defend Professional from and against any and all suits, claims, damages, liabilities, losses, expenses, and costs, including attorney fees (collectively "loss"), except to the extent such loss was caused by Professional's sole negligence.
- I: Sponsor agrees to procure and furnish a suitable place to display the fireworks in accordance with the NFPA 1123, and to secure all police, fire, and local and state permits, to arrange for any security bonds as required by law and to furnish all necessary and proper police and fire protection for the protection of Sponsor, the public, individuals who work in or around the display, for proper crowd control, vehicle parking and proper supervision. Sponsor further agrees to provide all necessary and proper discharge site security.
- J: If Professional, in its sole determination, is unable to supply the size and type of fireworks proposed due to supply chain issues, Professional will substitute with fireworks of equal monetary value, in its sole discretion, if possible. If no such supply is available, Professional will refund Sponsor any deposit paid and this agreement will be cancelled without penalty to Professional or Sponsor.

Anne graham

Anne graham (Aug 18, 2022 13:33 EDT)

Sponsor

Jennifer Campau

Professional



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/18/2022

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.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Partners Group Ltd 11225 SE 6th St., Suite 110 Bellevue WA 98004	CONTACT NAME: Janet Nau	
	PHONE (A/C, No, Ext): 425-455-5640	FAX (A/C, No): 425-455-6727
INSURED Wolverine Fireworks Display, Inc. 205 West Seidlers Road Kawkawlin MI 48631	E-MAIL ADDRESS: jnau@tpgrp.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Everest Indemnity Insurance Co	
	INSURER B: Arch Specialty Insurance Company	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES**CERTIFICATE NUMBER:** 110190397**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Y	SI8ML02442221	2/1/2022	2/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ \$0		UXP104806300	2/1/2022	2/1/2023	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				WC STATU-TORY LIMITS E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Excess Liability - Occurrence		SI8EX01908221	2/1/2022	2/1/2023	Each Occurrence \$5,000,000 Aggregate \$5,000,000

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

The following are Additional Insured on General Liability as their interest may appear as respects operations performed by or on behalf of the Named Insured, as required by written contract:

Waldenwoods Resort and Hartland Township

Dates of Events:

July 2, 2022 Rain Date: July 3, 2022

July 22, 2022 Rain Date: N/A

July 29, 2022 Rain Date: N/A

August 5, 2022 Rain Date N/A

See Attached...

CERTIFICATE HOLDER**CANCELLATION**Waldenwoods Resort
2975 Old US 23
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

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ACORD 25 (2010/05)

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THIS CERTIFICATE SUPERSEDES PREVIOUSLY ISSUED CERTIFICATE

AGENCY CUSTOMER ID: 14347

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY The Partners Group Ltd		NAMED INSURED Wolverine Fireworks Display, Inc. 205 West Seidlers Road Kawkawlin MI 48631
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

August 28, 2022 Rain Date: N/A
 October 1, 2022 Rain Date: N/A

Location of Event: Waldenwoods Resort, 2975 Old US 23, Hartland, MI 48353

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Confirm Supervisor's Appointment - Matthew Eckman to Planning Commission
(08.06.2022-12.31.2022)

Date: August 31, 2022

Recommended Action

Confirm Supervisor's Appointment - Matthew Eckman to Planning Commission (08.06.2022-12.31.2022)

Discussion

Township Supervisor is recommending the appointment of Matthew Eckman to fill the current vacant Planning Commission position effective immediately through December 31, 2022.

Approval of this agenda item will confirm the Township Supervisor's appointment.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: Assessing Budget Amendment

Date: August 31, 2022

Recommended Action

Move to approve the Assessing Budget Amendment as presented.

Discussion

As approved by the Township Manager, the Appraiser position in Assessing was filled in FY23 and was allowed a 90-day overlap between the outgoing and incoming Appraiser for training. The attached budget amendment updates the GF – Assessing budget for the remainder of the fiscal year with a slight pay difference increase and to cover all of the overlap hours.

Financial Impact

Is a Budget Amendment Required? ☒ Yes ☐ No

Additional hours and pay differential are covered by the General Fund contingency. See attached BA report for more details.

Attachments

Assessing Budget Amendment

JOURNAL ENTRY
JE: 88111

Post Date: 09/06/2022

Entry Date: 08/31/2022

Entered By: SUSAN

Journal: BA

Description: ASSESSING BA FOR ADD'L APPRAISER HRS
OVERLAP/TRAINING HRS FOR NEW APPRAISER WHILE
PREVIOUS APPRAISER WAS STILL HERE. TRAINING HOURS
OF 331.50 AND RATE ADJUSTMENT FROM OF APPROX \$2/HR X
872 HOURS REMAINING IN BUDGET. COVERED BY TRANSFER
FROM CONTINGENCY.

GL #	Description	Increase/(Decrease)
101-209-708.000	ASSESSING PERSONNEL WAGES	9,335.00
101-209-715.000	EMPLOYERS SOC SEC	715.00
101-172-890.000	CONTINGENCIES	(10,050.00)

Revenue Change: 0.00

Expenditure Change: 0.00

Budgeted Change To Fund Balance: 0.00

APPROVED BY: Susan Dryden

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: Fiscal Year 2022 General Fund Surplus Transfer

Date: August 31, 2022

Recommended Action

Move to approve the transfer the fiscal year 2022 General Fund Surplus per the FY22 Audited Financial Statements of \$241,166 to the 401 Capital Projects Fund, updating the current year budget, with any necessary amendments.

Discussion

It has been the Township's policy for to transfer the General Fund surplus after the audit presentation to the Capital Projects Fund (401) to provide for future capital improvements. Pfeffer, Hanniford & Palka presented the FY22 Audited Financial Statements at the August 16, 2022 meeting. The audit report (p.60) shows the General Fund ended with a \$241,166 surplus added to the fund balance.

Financial Impact

Is a Budget Amendment Required? ☒ Yes ☐ No

Both the General Fund and Capital Projects Fund will need budget amendments for the above transfer.

Attachments

None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: ARPA Funding of Water Extension

Date: August 31, 2022

Recommended Action

Move to finalize the Water Extension funding from ARPA/CLFRF funds of \$1 million and any budget amendment determined necessary by the Finance Director.

Discussion

The board approved the investment of \$1 million in Coronavirus Local Fiscal Recovery Funds (CLFRF) for the Water Extension project last fiscal year. With the extension well underway along M59 and Cundy Roads, and almost \$700,000 paid out for work in progress, it is appropriate to fund the project. Funds will be moved from 285 CLFRF into the 539 Water Replacement Fund

Financial Impact

Is a Budget Amendment Required? ☒ Yes ☐ No

A budget amendment for Federal Grant Revenue will be completed in 539. The water main extension is considered to be one asset, and the first \$1 million of construction costs during FY2023 will be covered by these funds.

Attachments

None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director

Subject: Site Plan with Special Land Use Application #22-008 (Morning Star Child Care Center)

Date: August 31, 2022

Recommended Action

Move to Approve Special Land Use Application #22-008, as outlined in the staff memorandum, dated August 31, 2022

The approval of the development project is outlined as follows:

Move to approve of Site Plan with Special Land Use Application #22-008, a request to establish a child care center as a special land use, at 11750 Highland Road. The recommendation for approval is based on the following findings:

1. The proposed special land use, child care center, meets the intent and purposes of the Ordinance as well as the specific Special Use standards outlined in Section 6.6 (Special Uses) and Section 4.12 (Adult Care and Child Care Facilities), as a child care center is permitted as a special land use in the OS (Office Service) zoning district.
2. The proposed use is compatible with the existing and future land uses in the vicinity.
3. The proposed use is compatible with the Hartland Township Comprehensive Plan, which designates this area as Office. The intent of this designation is to accommodate professional and medical office complexes, municipal buildings, and other low intensity commercial uses are accessory to office uses.
4. The proposed child care center is located in an existing office building, which is currently served by private on-site well (water) and septic system. The proposed use will be adequately served by existing essential facilities and public services, and the Fire Department has no objection.
5. The proposed use will not be detrimental, hazardous, or disturbing to the existing or future neighboring uses, persons, or the public welfare. The child care center is located in an existing professional building. The proposed outdoor playground will be fenced on all sides.
6. The proposed use will not create additional requirements at public cost for public facilities as the commerce center, where the proposed business is located, is currently served by private on-site well (water) and septic system.

Approval is subject to the following conditions

1. The applicant shall adequately address the outstanding items noted in the Planning Department's memorandum, dated August 31, 2022. Revised plans, if necessary, shall be subject to an administrative review by the Planning staff prior to the issuance of a land use permit.
2. A land use permit is required for the proposed special land use.

3. The dumpster shall be screened in conformance with Section 5.7., with the enclosure to be constructed with using a masonry product that matches the building. Detailed plans of the enclosure shall be submitted with the land use permit application.
4. Applicant complies with any requirements of the Department of Public Works Director, Township Engineering Consultant (SDA), Hartland Deerfield Fire Authority, and all other government agencies, as applicable.
5. (Any other conditions the Township Board deems necessary)

Discussion

Applicant: Carrie Anderson

Site Description

The applicant intends to establish a child care center at 11750 Highland Road, in an existing professional office building, in Section 22 of the Township (Parcel ID #4708-22-400-022). The 2-story building is approximately 13,596 square feet in area per the Township Assessing records. The applicant states the building has 14,290 square feet of rentable building area. Absent plans drawn by an architect to confirm this information, staff will use data from the Township Assessing records. Per the applicant, there are currently seven (7) tenants that occupy the building currently. A paved parking lot currently serves the site with fifty-two (52) parking spaces. The applicant is in the process of purchasing the building and intends to convert the entire building into a child care center.

The property is approximately 15.63 acres in size and has split zoning. The existing building and parking lot are located in the west portion of the site, which is zoned OS (Office Service), and is approximately 6.34 acres. The eastern portion, starting approximately at the eastern edge of the parking area, is zoned NSC (Neighborhood Service Commercial) and is 4.49 acres. The remaining portion of the property, 4.80 acres, is south of Cundy Road and zoned SR (Suburban Residential).

Adjoining properties east and south of subject site that is zoned NSC, are zoned CA (Conservation Agricultural). Properties south of the OS zoned portion of the subject site are zoned SR (Suburban Residential).

The 2015 Future Land Use Map (FLUM) designates this parcel as Office. The 2020-2021 Amendment to the FLUM has this same designation.

Overview and Background Information

Following is a summary of the history of the property.

Rezoning Application #263

On September 10, 1998, the Planning Commission recommended approval of Rezoning Application #263, a request to rezone approximately 15.63 acres from CA (Conservation Agricultural) to three (3) different zoning categories as follows:

- Western portion along Highland Road, 6.34 acres, to OS (Office Service)
- Eastern portion along Highland Road, 4.49 acres, to NSC (Neighborhood Commercial)
- Land south of Cundy Road, 4.80 acres, to SR (Suburban Residential)

On November 5, 1998, the Township Board approved Rezoning Application #263.

As background information, the zoning line between the OS and NSC zoning districts is essentially along the back of the parking spaces on the east side of the property. The building and associated parking lot are in the area zoned OS. The rest of the property east of the parking lot is zoned NSC.

Site Plan Application #266 (Pinestead Office Building)

On January 13, 2000, the Planning Commission recommended approval of SP #266, a request to construct one (1), 2-story office building, approximately 19,000 square feet, in the portion of the site that is zoned OS (Office Service). On February 1, 2000, the Township Board approved SP #266.

Site Plan Application #303 (Revised plans for Pinestead Office Building)

In 2001 revised plans were submitted to the Township for the construction of an approximate 13,665 square foot, 2-story office building on the subject property. The plans showed a second/future office building of similar size, to be placed west of the first building. This plan replaced the plan approved in 2000 under Site Plan Application #266. The Planning Commission recommended approval of SP #303 on January 11, 2001, followed up by approval from the Township Board on January 23, 2001.

Land Use Permit #5512

Land Use Permit #5512 was issued by the Township on June 18, 2002, for site grading and preparation of the site for the office building. Per Assessing information, the building was constructed in 2002.

Site Plan Application #398 (Phase II)

In 2005 Site Plan Application #398 was submitted to the Township for Phase II of the office complex. The request was to construct a second office building (west of the existing building) and construct additional parking. The proposed 2-story building was approximately 14,270 square feet in area. The project did not proceed to the next step, to the Planning Commission, and the application expired. This site plan generally depicts the existing parking lot layout, with a few exceptions.

Site Plan Application #22-008

On August 25, 2022, the Planning Commission held a public hearing on the request and recommended approval of the Special Land Use Permit and Site Plan, subject to the Township Board approval.

Proposed Use

Based on the applicant's explanation, the request is to establish a child care center (Morning Star Child Care) in the existing office building at 11750 Highland Road. The conversion of the building from office use to a child care center may occur over time, but the request is for the entire building to be approved as a child care center. Currently there are seven (7) tenants leasing the space in the building. Two (2) tenants will be moving out in the near future per the applicant.

Upon purchase of the building, the applicant intends to renovate approximately 7,350 of the building square feet (first floor and lower level combined) into a child care center. At this stage, the applicant estimates the child care center would have approximately forty (40) children and eight (8) staff members. The remainder of the space will continue as leased office space. As enrollment grows and tenant space opens up, the intent is to expand into those areas for the child care center, and potentially occupy the entire building.

The center will care for children ages six (6) weeks through twelve (12) years old. The applicant estimates at full build-out (occupancy of the entire building as a child care center), there could be up to 140 to 160 children and 20 to 25 staff members.

Full and part-time child care is offered year-round from 7:00 a.m. to 6:00 p.m., Monday through Friday. Drop-off of children occurs between 7:00 a.m. to 9:00 a.m. Each family will be parking their car and

walking the children into the building to their classroom. Pick-up is typically from 4:00 p.m. to 6:00 p.m. and the children are picked up in their classroom.

Per the applicant, the child care center will be licensed through the State of Michigan with the appropriate inspections from the state fire inspector, health department, and licensing consultants.

A separate outdoor, fenced, playground area is shown east of the parking lot, in an area that currently is undeveloped. The fenced playground area is approximately 90 feet by 135 feet and is split into two separate areas based on age groups.

The Definitions section of the Zoning Ordinance (Section 2.44.A.) defines **Child care center or day care center** as the following:

A facility other than a private residence, receiving more than six (6) preschool or school age children for group day care for periods of less than twenty-four (24) hours a day, and where the parents or guardians are not immediately available to the child. It includes a facility which provides care for less than two (2) consecutive weeks, regardless of the number of hours of care a day. The facility is generally described as a child care center, day care center, day nursery, nursery school, parent cooperative preschool, play group, or drop-in center. "Childcare center" or "day care center" does not include a Sunday school conducted by a religious institution or a facility operated by a religious institution where children are cared for during short periods of time while persons responsible for such children are attending religious services.

Per Section 3.1.11.D. ii. (OS-Office Service), adult day care facilities and child care centers are deemed a Special Land Use in the OS (Office Service) zoning district and is thereby subject to the criteria and standards contained within Section 6.6 (Special Uses) and Section 4.12 (Adult Care and Child Care Facilities) of the Township Zoning Ordinance.

The proposed project also requires site plan approval thus there are two application elements: special land use and site plan approval for the proposed child care center. Although there are technically two elements, all are incorporated into one, combined site plan which will be reviewed and approved concurrently. Modifications to the site layout are proposed which will be reviewed as part of the site plan review.

Per the Hartland Township Zoning Ordinance and the State Enabling Act, a public hearing is required for the special land use application. Given the requirements for publishing a notice for the special land use, the public hearing has been scheduled for the August 25, 2022, Planning Commission meeting.

Request and review of the plans

The applicant is requesting site plan with special land use approval for childcare center at 11750 Highland Road. A child care facility is considered a special land use in the OS zoning district.

The project includes interior renovations to the building to create the specialized rooms for the child care facility. Exterior changes include modifications to the parking lot, relocation of the dumpster, and creation of a fenced outdoor playground area. Following is a summary of the project.

Interior renovations

Renovation of the building may occur in stages; however, the initial plan is to convert half approximately of the building into a child care center (approximately 7,350 square feet), with renovations on the first floor (east side of building) and lower level (west side of building). Using the overall square footage of the building as 13,596 square feet, this leaves approximately 6,246 square feet dedicated to office use.

Preliminary floor plans are provided and show the renovations for the first floor and lower level as they pertain to the initial stage the child care center space, using approximately fifty percent (50%) of the building. Additional exterior doors are proposed from the classrooms and lobby area. Full floor plans of the entire building were not submitted. Renovations are proposed inside the building and expansion of the building footprint is not proposed.

At this stage of the project, with half the building renovated for the child care use, the applicant anticipates the child care center could accommodate approximately 40 children and eight (8) staff members will be hired. The remainder of the building will be leased as office space. At a future date, to be determined, additional space could become available with tenants leaving and the child care center could be expanded. Per the applicant there is the potential that the child care center could occupy the entire building at some point. Future expansions of the day care center (interior renovations) would be handled administratively through the land use permit process.

Exterior modifications of the site

Fenced Playground

The applicant provided a site plan which shows the proposed exterior modifications. A fenced playground is shown east of the parking lot and is positioned entirely within the portion of the site that is zoned NSC. Under Section 4.12.9, in the NSC zoning district, an outdoor recreation area (playground) for a child care center shall be in the side or rear yard only. This means the playground cannot be in the “front yard,” which is commonly defined as an area between the principal building and the road right of way. The playground is shown in the side yard.

The fenced area is approximately 90 feet by 135 feet. Where next to parking spaces, bollards are shown within the fence. The playground is within the portion of the site that is zoned NSC (Neighborhood Service Commercial).

Photographs are provided by the applicant that illustrate details of the playground. Wood chips will be used in active play/fall zone areas under swing sets and climbing structures. A hard-surface bike path, open lawn areas, garden areas, and sandbox are also shown in the photographs. The fencing is a 6-foot high, commercial grade chain link fence with three (3) child-proof gates, as shown on the site plan. The plan shows a separate tot lot for infants and toddlers. A storage shed is shown in the larger playground area and will store play equipment.

Parking

Currently the site has fifty-two (52) off-street parking spaces. The existing dumpster and enclosure are placed in the row of parking on the east side of the site and occupy two (2) parking spaces. The dumpster enclosure will be demolished, and the two (2) parking spaces will be reinstated. A new dumpster enclosure will be constructed in the southwest corner of the parking lot and will eliminate two (2) parking spaces. The dumpster enclosure will be constructed with brick/masonry to match the building per the applicant. A detailed drawing of the enclosure will be required as part of the land use permit application. The number of parking spaces remains at fifty-two (52).

Sidewalks

The proposed route from the building to the playground is via two (2) new sidewalks that start at separate locations on the east side of the building, and merge into one (1) new sidewalk that travels south along the edge of the parking lot. The applicant’s summary mentioned ramps being provided that are associated with the sidewalks, however those are not shown. At the end of the sidewalk a crosswalk is shown in the parking lot that ends at the playground fencing on the east. Two (2) gates in the fencing are shown in this area. A

third gate is shown on the north side of the playground. Details on the crosswalk were not provided (painted or use decals).

Other

Three (3) new frost-free concrete slabs are shown at the three (3) new exterior doors that are to serve the new classrooms.

Approval Procedure

The proposed use, child care center, requires approval from the Township Board for the special land use. The Planning Commission will review the special land use and make a recommendation to the Township Board.

The project also requires the site plan to be reviewed by the Planning Commission who will make a final decision on the site plan. The plans will be reviewed using the development standards of the OS (Office Service) zoning district (Section 3.1.11.), standards associated with uses related to Adult Care and Child Care Facilities (Section 4.12), and all applicable zoning standards in the Zoning Ordinance.

SPECIAL LAND USE REVIEW – General Standards

In accordance with Section 6.6, Special Uses, of the Hartland Township Zoning Ordinance, the following standards shall serve the Planning Commission and Township Board as the basis for decisions involving such uses. The standards are provided below, and the applicant has submitted a letter, dated August 14, 2022, which addresses the special use criteria.

- A. Be harmonious and in accordance with the objectives, intent, and purposes of this Ordinance.
- B. Be compatible with the natural environment and existing and future land uses in the vicinity.
- C. Be compatible with the Hartland Township Comprehensive Plan.
- D. Be served adequately by essential facilities and public services, such as highways, streets, police and fire protection, drainage ways and structures, refuse disposal, or that the persons or agencies responsible for the establishment of the proposed use shall be able to adequately provide any such service.
- E. Not be detrimental, hazardous, or disturbing to the existing or future neighboring uses, person, property, or the public welfare.
- F. Not create additional requirements at public cost for public facilities and services that will be detrimental to the economic welfare of the community.

The Planning Department believes the proposed use can and will meet the criteria listed above for the special land use request. The applicant has provided responses to the Special Land Use general standards as an attachment, date August 14, 2022. The applicant will be responsible for all applicable approvals and permits from other agencies and departments for the proposed use.

SPECIAL LAND USE REVIEW – Applicable Site Standards

In addition to a finding by the Planning Commission and Township Board that the criteria above have been satisfied, the Use Standards of Section 4.12, Adult Care and Child Care Facilities, apply. Those standards are listed below, followed by staff's findings on each standard.

Adult Care and Child Care Facilities (Section 4.12)

1. Licensing. In accordance with applicable state laws, all such facilities shall be registered with or licensed by the Department of Social Services and shall comply with the minimum standards the State of Michigan has outlined for such facilities.

The applicant has stated the child care center will be licensed with the State of Michigan with all appropriate inspections from the state fire inspector, health department, and licensing consultants.

2. Setbacks. Buildings housing adult or child care facilities shall have a minimum side yard setback of at least forty (40) feet.

The existing building meets this setback.

3. Location. The group day care home shall not be located closer than 1,500 feet to any of the following:
 - A. Another licensed group day-care home.
 - B. Another adult foster care small group home or large group home licensed under the Adult Foster Care Facility Licensing Act.
 - C. A facility offering substance abuse treatment and rehabilitation service to seven (7) or more people under Article 6 of the Public Health Code.
 - D. A community correction center, resident home, halfway house, or other similar facility which houses an inmate population under the jurisdiction of the department of corrections.

These standards do not pertain to a child care facility.

4. Fencing. Appropriate fencing shall be provided for the safety of children in the group daycare home, as determined by Hartland Township.

Six (6) foot high commercial chain link fencing is shown around the playground, with three (3) child-proof gates.

5. Property. The property shall be maintained consistent with the visible characteristics of the neighborhood.

The proposed modifications to the site are minimal and are consistent with the visible characteristics of the neighborhood.

6. Hours of Operation. A group day-care home shall not exceed 16 hours of operation during a 24-hour period.

The hours of operation are from 7:00 a.m. to 6:00 p.m., Monday through Friday.

7. Parking. Off-street parking shall be provided for employees and shall meet the requirements of Section 5.8, Off-Street parking Requirements.

Parking calculations are provided below, using the data from the applicant and standards for Day Care center in Section 5.8.

8. Compliance. A State licensed or registered family or group day-care home that operated before March 30, 1989, is not required to comply with the above requirements.

Not applicable to the proposed child care center.

9. In the NSC, Neighborhood Service Commercial District, the outdoor recreation area for adult care centers, child care centers, preschool and day care centers shall be in the rear or side yard only.

The outdoor recreation area is located in the side yard and complies.

SITE PLAN REVIEW – Applicable Site Standards

The applicable site standards include those standards related to the proposed use, child care center, as outlined in Section 3.1.11 (OS - Office Service); Section 4.12 of the Zoning Ordinance, as discussed above; and all applicable zoning standards in the Zoning Ordinance.

In this case the applicant intends to establish a child care center in an existing office building and renovate the interior of the building for the child care business. Exterior site improvements include relocating dumpsters, adding sidewalks, crosswalk, exterior doors with concrete slabs, and adding a fenced playground area.

Relevant sections of the Zoning Ordinance are discussed in the next section.

Dumpster Enclosure (Sec. 5.7)

- Required – dumpster designed, enclosed, and screened per requirements; dumpster enclosure shall be constructed with masonry materials that match the building.
- Proposed – relocation of the existing dumpsters to southwest corner of the site in a row of parking; dumpster enclosure not provided.
- Meets Requirement? – No, regarding enclosure details.
- Comment – Detailed drawings of the dumpster enclosure will be required with the land use permit application. Dumpster enclosure to use masonry materials that match the building.

Off-Street Parking (Sec. 5.8.4.H. – Day Care Centers)

This section discusses parking requirements for the initial build-out stage of the child care center (part office use and part day care center use) and the future stage when the child care use occupies 100% of the building. The parking formula for office use is 1 space per 300 sq. ft. GFA. For a day care center the parking formula is 1 space per employee plus 1 space per 8 children. The parking requirements are summarized in the chart below:

	Required parking spaces OFFICE USE	Required parking spaces CHILD CARE USE	TOTAL required	Proposed parking spaces
<u>Initial phase:</u> Office + child care center uses	21 spaces (6,246 SF office use ÷ 300)	13 spaces (8 employees + 40 children)	33 spaces	52 spaces
<u>Future Phase:</u> 100% child care center use	0 spaces	45 spaces (25 employees + 160 children)	45 spaces	52 spaces

- Meets Requirement: Yes
- Comments: The applicant has also provided information that based on their other facilities, their actual parking needs appear to less than a parking formula may require.

Other Requirements-Zoning Ordinance Standards

Nothing additional at this time.

Hartland Township DPW Review

Please see the review letter from the Hartland Township DPW Director dated August 14, 2022. DPW approves the final plans subject to the contingencies noted in his letter.

Hartland Township Engineer's Review (SDA)

No comments at this time.

Hartland Deerfield Fire Authority Review

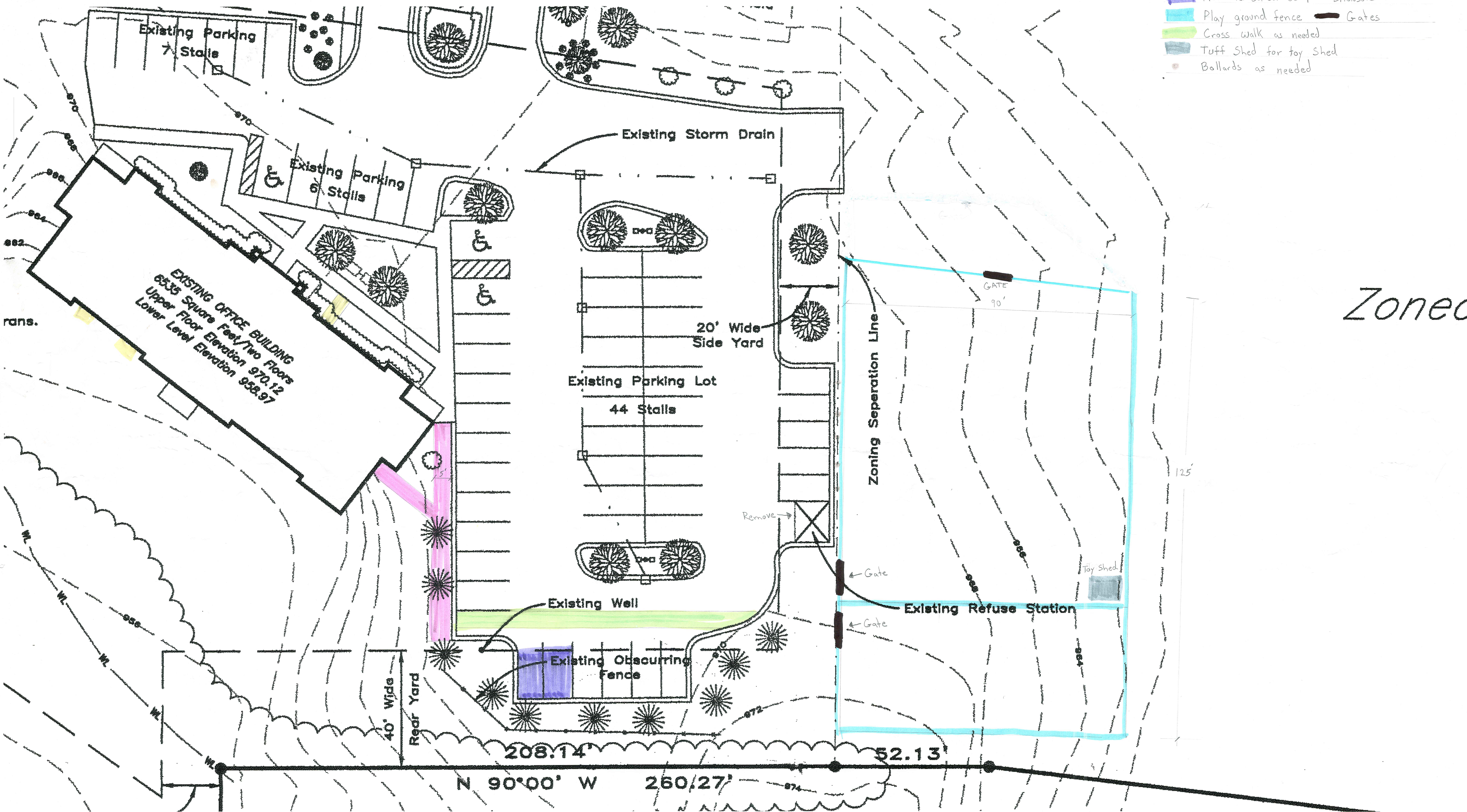
Please see the email from the Hartland Deerfield Fire Authority, dated August 16,2022.

Attachments:

1. Site plan 08.14.2022 – *PDF Version*
2. Preliminary floor plans 07.01.2022 – *PDF Version*
3. 2005 File survey SP #398 – *PDF Version*
4. 11750 Highland air photo – *PDF Version*
5. Applicant's summary 08.14.2022 – *PDF Version*
6. Applicant's exhibits 05.20.2022 – *PDF Version*
7. DPW Director letter dated 08.14.2022 – *PDF version*
8. Hartland Deerfield Fire Authority email dated 08.16.2022– *PDF Version*

T:\PLANNING DEPARTMENT\PLANNING COMMISSION\2022 Planning Commission Activity\Site Plan Applications\SUP #22-008 Morning Star Child Care\Staff reports\Township Board\SUP #22-008 TB staff report 08.31.2022.docx

- Frost Free Concrete at new doors
- New Side walk
- New Relocated dumpster Enclosure
- Play ground fence — Gates
- Cross walk as needed
- Tuff Shed for toy Shed
- Ballards as needed





SUITE RENOVATION

MORNING STAR - HARTLAND

M-59

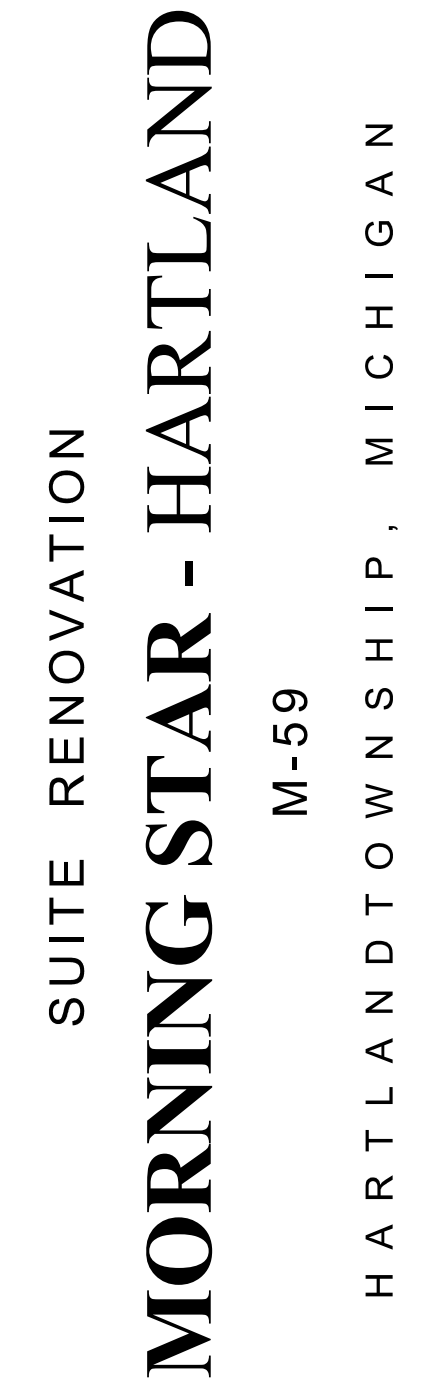
HARTLAND TOWNSHIP, MICHIGAN

OWNER
CARRIE ANDERSON
(734) 424-9193

FLOOR PLAN

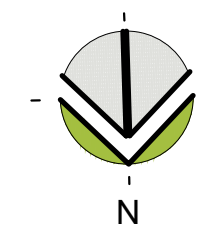
1

PROJECT NUMBER:
55 - 2022



REVIEW 07-01-2022
ISSUED FOR: DATE:

LOWER PLAN
2
PROJECT NUMBER:
55 - 2022



LOWER FLOOR PLAN

SCALE: 1/4" = 1' - 0"

Highland Road (M-59)

sed 5' Wide
crete Walk

ine

1)

sting Treeline

Proposed
Well

PROPOSED OFFICE BUILDING
7135 Square Feet/Two Floors
Upper Floor Elevation 971.00
Lower Level Elevation 960.00

Phase Line

Area to Remain Undisturbed

Existing Treeline

Wetland Line

Found Iron

EXISTING OFFICE BUILDING
6505 Square Feet/Two Floors
Upper Floor Elevation 970.12
Lower Level Elevation 958.97

7 Existing Parking Stalls
1 Additional Proposed

Existing Parking
6 Stalls

Existing Parking Lot
44 Stalls

Existing Well

Existing Obscuring
Fence

Found Iron

Found Iron

Existing Detention Basin
Volume 23065 Cubic Feet, Field Verified

Existing Low Profile Sign

Existing Septic Field

Existing Storm Drain

N 00°30'00" E 367.15

Zoned NSC
Neighborhood Service Commercial
C.S. Hills Property, Future Development

N 90°00' E 208.14

HARTLAND TWP





Morning Star Child Care

"A place where children shine!"

PROPOSED HARTLAND LOCATION



11750 Highland Rd. Hartland Twp.

DESCRIPTION OF PROPOSED CHILD CARE CENTER

Updated- August 14, 2022

Morning Star Child Care would like to open a location in Hartland at 11750 Highland Rd. Our proposal is to convert this building into a child care center.

Access to high quality child care is an essential service in every community. There is currently a shortage of care available in the Hartland area. Our hopes are to help in a national child care shortage and to be a support for the growing needs of this community. Morning Star will help ensure families are able to get back to work while feeling confident that their children are well cared for with reliable services, which in return helps strengthen a community.

We will be a center that cares for children ages six weeks through 12 years old. We offer full and part-time child care year round from 7 am-6 pm, Monday-Friday. We offer exceptional high quality child care to the children in our community by employing experienced teachers with college degrees, providing large classrooms, and offering a safe and nurturing environment. Our plan is to provide and model the same great quality care that Morning Star Child Care in Dexter has provided for over 20 years. To get an overview of what we will provide you can see our website at:

www.morningstarchildcare.net

The building has 14,290 SF of rentable building area on 15.63 acres of land. This allows for a large spacious area for a playground. This building was designed for office space. There are currently 7 tenants leasing space in the building. Upon purchase of the building, we will immediately renovate a majority of the building (7350 sq. ft. between both floors) into a child care center. Two of the tenants will be moving out, the remainder of the space will continue as leased office space for the time being. This will allow us to expand into other areas of the building as we grow, as the community demands and as the current leases expire. As we continue to build out space over the years we will set up the classrooms in the same manner as shown on the first set of renovations.

Below you will find some important information that will aide in having a successful center:

Enrollment: Our estimated enrollment is 70-90 children. Though the submitted preliminary drawings show that the rooms can hold more children we will not be 'maxing out' the space. Our goal is to have classrooms that feel spacious with plenty of room for the kids to move and explore.

Staff: We will have approximately 10-12 high quality staff members. Additional staff will be hired on as needs.

Drop off and Pick up: The parents will park in the parking lot and walk their children into the center.

Licensing: MSCC will be licensed through the State of Michigan.

Playground and Sidewalk: **Please see our concept plan and our outdoor site plan** We will have a spacious playground with a separate area for toddlers. We will be using 6ft commercial grade fencing with a smaller more decorative vinyl fence separating the two areas within. There will be bollards between the parking lot and playground. We will also be extending the sidewalk on the side of the building and a designated crosswalk area for the children at the back of the parking lot. The sidewalk will be 5 ft. in width to match the existing sidewalk across the front.

Renovation: Please refer to our indoor site plans.

Renovations will initially be on the top east side of the building and the bottom west side of the building. This is our first set of preliminary drawings there may be a few minor changes as we learn what will work with the builder, architect, and state licensing requirements. A final set of drawings will be submitted upon approval from the State of Michigan.

First floor plan: includes adding 3 additional exterior doors where windows currently are, which will create an entrance/exit from each classroom and a lobby area. Each door will have a security code locked door, and separate entrances for leased office space. The 2 additional doors on the front of the building will have sidewalks leading to the doors. The 3rd door will be on the side of the building. The door will lead out onto a platform and will ramp down to the sidewalk.

Lower floor plan: includes creating 2 additional exterior entrance/exit from each classroom. There will be a concrete slab outside each door. These doors will be in place of the current windows

Renovations on both the first and lower floor plans consists of re-location of walls and additional plumbing work to accommodate licensing rules.

Outside changes: Please refer to outdoor site plan– UPDATED AUGUST 14, 2022

Outside work will consist of adding 5 doors total between the upper and lower level. Concrete slabs outside each new entrance, extending the sidewalk to the east side of the building. A platform and ramp from an east side door. Adding bollards between the parking lot and playground. The current dumpster enclosure will be demolished and relocated to the back side of the parking lot with a brick/masonry enclosure that matches the building and complies with the regulations of section 5.7 of the zoning ordinances. There will be no change in the number of parking spots. We will also be removing some shrubs at the front entrance that have overgrown and replace with smaller shrubs to make the entrance more visible.

Special Land Use request:

- A.-Our proposal to use this building as a child care center is in accordance with the objectives in Section 4.12. Our center will be fully licensed through the State of Michigan. The building has the proper setbacks, our playground will be fenced, and parking will be adequate for the businesses.
- B.-The project is compatible with future land uses in the vicinity and will preserve the natural environment surrounding the area. We will not generate large volumes of traffic or foresee any parking problems that could negatively affect the surrounding properties.
- C.-We are meeting all the requirements set forth in the Hartland Township Comprehensive Plan.
- D.-All services are already in place for this location and will continue to be maintained.
- E.-We are compatible with the allowed uses for this area and are a low impact use. Since we are located on 15 acres and on a corner lot, we do not immediately impact our surrounding neighbors.
- F.-We will continue with the services available and not create additional cost to the community. We will be offering a service to our community and will promote the economical welfare of our community and families.



The playground will have a swing set with woodchips as a fall zone



The playground will be surrounded by a 6-foot commercial grade chain link fence with gates.



There will be a garden area in the playground for the children to explore



All climbing structures will have a woodchip fall zone



A bike path will be added as well as large grass areas for the children to play in. There will also be a shed for toy storage that opens from the inside and outside.



The playground will have a sandbox



There will be a separate fenced in area for the children ages 1-2. This will be fenced in separately within the larger playground and will also be surrounded by the 6ft commercial grade chain link fence.



DEPARTMENT OF PUBLIC WORKS

Michael T. Luce, Public Works Director
2655 Clark Road
Hartland MI 48353
Phone: (810) 632-7498

TO: Planning Department
DATE: 08/14/2022
DEVELOPMENT NAME: Morning Star Childcare
PIN#: 11750 E.Highland
REVIEW TYPE: Interior

Site Plans for the proposed Morning Star Childcare proposes an interior remodel of the current building.

Currently the property has 20.90 Sewer REU's and does not own any Water REU's. Although the building is currently on a well and septic field. In the event either were to fail the property would be required to connect to public utilities at the road.

Public Works approves the above plans subject to applicant securing the required Livingston County permits.

Please feel free to contact me with any further questions or comments regarding this matter, and thank you for your time.



Michael T Luce,
Public Works Director

Troy Langer

From: Troy Langer
Sent: Tuesday, August 16, 2022 5:25 PM
To: Troy Langer
Subject: FW: 11750 Highland Child care center

Hi Martha and Troy,

I am working on this one and waiting to have a conversation with the state inspector so we are on the same page. This one is a bit more in depth do to the change in occupancy type.

I will try and get the comments to you by tomorrow.

Yours In Fire Safety,

Jenn Whitbeck
Fire Inspector
Hartland Deerfield Fire Authority
810-632-7676
jwhitbeck@hartlandareafire.com

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: PHP Auditing Services Contract Renewal

Date: August 31, 2022

Recommended Action

Move to approve the three-year contract extension for Pfeffer, Hanniford & Palka CPAs for the fiscal years 2024, 2025 and 2026 for \$19,000 per year, as presented, including \$4,500 additional fees to cover any necessary auditing methods to review ARPA funds expenditures for fiscal year 2023 through 2026.

Discussion

Pfeffer, Hanniford & Palka have submitted a three-year contract renewal with no increase in the annual fees of \$19,000. Due to the spending of ARPA/CLFRF funding from the U.S. Treasury, additional auditing procedures will be required. The contract extension includes fees to cover these audit procedures, if necessary, at \$4,500 per year.

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

No budget amendment is necessary. Additional auditing procedures are budgeted in the FY23 budget.

Attachments

PHP FY24-FY26 Contract Renewal

HARTLAND TOWNSHIP

FISCAL YEARS 2024, 2025, AND 2026

PFEFFER, HANNIFORD & PALKA, Certified Public Accountants, registered to practice in the State of Michigan (hereinafter referred to as **CERTIFIED PUBLIC ACCOUNTANTS**) and **HARTLAND TOWNSHIP**, a municipal corporation, of the State of Michigan (hereinafter referred to as **(TOWNSHIP)**) contract on this _____ day of _____, 2022, as follows:

1. For the fiscal years ending March 31, 2024, 2025 and 2026, the **CERTIFIED PUBLIC ACCOUNTANTS** shall conduct an audit of the financial statements of the **TOWNSHIP** for each year. The financial statements are the responsibility of the **TOWNSHIP BOARD**. Our responsibility is to express an opinion on the financial statements based on our audits. We will conduct our audits in accordance with auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the Township as well as evaluating the overall financial statement presentation.

2. The **CERTIFIED PUBLIC ACCOUNTANTS'** audit shall meet the requirements of Act No. 2, P.A. 1968, or as amended, and the related Bulletin for Audits of Local Units of Government in Michigan, dated June 1, 1968, or as amended, which is available from the State Treasurer.

3. If the **TOWNSHIP** receives federal financial assistance, grants, or other contracts, we may be required to, not only conduct the audit in accordance with auditing standards, but also in accordance with Government Auditing Standards and (or) in accordance with the Single Audit Act Amendments of 1996, OMB A-133. The testing of compliance and other fieldwork would be increased substantially because of the aforementioned. We would issue a separate engagement letter and fee proposal for the additional work to complete the audit in accordance with Government Auditing Standards and (or) the Single Audit Act Amendments of 1996, OMB A-133.

4. The reports on financial statements, as required by Act 2 of Public Acts of 1968, or as amended, shall contain an unqualified opinion by the **CERTIFIED PUBLIC ACCOUNTANTS** or such other opinion as he must render under the circumstances when he is unable to express an unqualified opinion.

5. The audit shall begin as soon after the signing of this contract as shall be convenient to the **CERTIFIED PUBLIC ACCOUNTANTS** and shall be completed with the Certified Public Accountant's reports issued not later than six (6) months after the conclusion of the fiscal year.

6. The **TOWNSHIP** shall have closed and balanced all funds and bank accounts, agencies and operations to be examined by the **CERTIFIED PUBLIC ACCOUNTANTS**.

7. The audit fee for the years ended March 31, 2024, 2025 and 2026 will not exceed \$19,000, \$19,000 and \$19,000 respectively. Additional services outside the scope of the audit will be billed at \$115 per hour. We estimate that additional costs regarding work required for ARPA requirements will not exceed \$4,500.

8. The **TOWNSHIP** authorizes the **CERTIFIED PUBLIC ACCOUNTANTS** to immediately disclose any and all findings of suspected fraud, and/or embezzlement to the Deputy State Treasurer in charge of the Local Audit Division of the State Department of Treasury.

9. The **CERTIFIED PUBLIC ACCOUNTANTS** shall provide a reasonable number of reports for each of the funds to the **TOWNSHIP** officials.

10. This contract may be terminated by either party upon a ninety day (90) advance written notice.

Pfeffer, Hanniford & Palka, P.C.

PFEFFER, HANNIFORD & PALKA
Certified Public Accountants

HARTLAND TOWNSHIP

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Heritage Park Irrigation Well Reimbursement

Date: August 16, 2022

Recommended Action

Move to authorize the Township to reimburse the recreation partners of Heritage Park for the replacement irrigation well in the amount of \$18,102 as presented.

Discussion

The recreation partners replaced the irrigation well at Heritage Park last month after experiencing electrical service feed anomalies from the DTE service provider. The irrigation system has historically been the responsibility of the recreation partners using the park, yet the Township staff is recommending the reimbursement for the expenses incurred using the Township American Rescue Plan Act funding. The continued investment in Heritage Park by the recreation partners provides a public benefit to the community.

The cost for the replacement well is as follows:

- \$4,725 HAYAA Football
- \$4,725 Hartland LAX
- \$4,725 Hartland Football Club (Soccer)
- \$3,927 Replacement transformer at the electric service panel
- \$18,102 Total Costs

Financial Impact

Is a Budget Amendment Required? ☒ Yes ☐ No

Increase: 285-751-970.000

Attachments

Receipts for replacement well



Adams Well Drilling, Inc.

(517)545-7517
5893 Sterling Drive
Howell, MI 48843

INVOICE

Date	Invoice #
06/23/2022	3305

Bill To:
12439 HIGHLAND RD

Job Address:
12439 HIGHLAND RD

Rep		Terms	Due Date	Note	
		Net 30	07/23/2022		
Qty	Item	Description	Price	Amount	
	SERVICE CALL	SERVICE CALL DAY 1 - DIAGNOSED WELL. PULLED PUMP AND FOUND THAT ROTOR IN PUMP WAS LOCKED	\$	\$	
	PUMP	20 HP 6" PUMP END 20 HP 230 VOLT MOTOR 40' OF 8-3 WIRE LEMCO SEAL 1 1/4" BUSHING BOLT FLANGE LABOR RIG SUPPLIES	\$	\$	
	Sales	TOTAL \$14,176.00 DIVIDED INTO 3 PORTIONS	\$	\$4,725.00	
	Sales		\$	\$4,725.00	
	Sales		\$	\$4,725.00	
THANK YOU FOR YOUR BUSINESS. 1 1/2% INTEREST PER MONTH, 18% PER YEAR, WILL BE CHARGED ON ACCOUNTS 30 DAYS PAST DUE.			Total	Amount Received	14,175.00
				Balance Due	\$0.00

28911 Grand River Ave; Farmington Hills, MI 48336
Office: (248) 474-6167 * Fax: (248) 474-6312

Date	Invoice #
8/16/2022	42511

Bill To
Hartland United F.C. ATTN: STEPHANIE DARISH 9525 Highland Road Howell, Michigan 48843

Property
Hartland United F.C. ATTN: STEPHANIE DARISH 9525 Highland Road Howell, Michigan 48843

Rep	Terms	Due Date	Project
	Due Upon Receipt	8/16/2022	

Serviced	Description	Quantity	Rate	Total
7/15/2022	HERITAGE PARK ELECTRICAL REPAIRS TO IRRIGATION SYSTEM PRESSURIZED SYSTEM AFTER MAIN REPAIR. NO POWER COULD NOT START SYSTEM SENIOR LABOR TECHNICIAN (1) \$65/HR LABOR TECHNICIAN (1) \$48/HR	2 2	65.00 48.00	130.00 96.00
7/19/2022	INSTALLED NEW TRANSFORMER BECAUSE THERE WAS NO POWER TO IRRIGATION SYSTEM NEW TRANSFORMER SENIOR LABOR TECHNICIAN (1) \$65/HR LABOR TECHNICIAN (1) \$48/HR	1 3 3	574.00 65.00 48.00	574.00 195.00 144.00
7/25/2022	CHECKED FOR POWER AND FOUND THAT TRANSFORMER HAD BLOWN. SENIOR LABOR TECHNICIAN (1) \$65/HR LABOR TECHNICIAN (1) \$48/HR	2 2	65.00 48.00	130.00 96.00
8/1/2022	INSTALLED TRANSFORMER NUMBER 2 INSTALLATION OF SECOND TRANSFORMER SENIOR LABOR TECHNICIAN (1) \$65/HR LABOR TECHNICIAN (1) \$48/HR HAD TO CALL IN O'DONNELL ELECTRIC TO INSTALL 3RD TRANSFORMER AS SECOND TRANSFORMER ALSO FAILED DUE TO ELECTRICAL ISSUES. O'DONNELL ELECTRIC TIME AND 3RD TRANSFORMER	1 6.5 6.5	574.00 65.00 48.00	574.00 422.50 312.00
8/2/2022	WENT THROUGH NOW WORKING SYSTEM AND REPLACED 2 ROTORS SENIOR LABOR TECHNICIAN (1) \$65/HR LABOR TECHNICIAN (1) \$48/HR FIELD 2 - Rotors FIELD 7 - Rotors	4.5 4.5 1 1	65.00 48.00 52.50 52.50	292.50 216.00 52.50 52.50
		Total		



Design • Installation • Maintenance

28911 Grand River Ave; Farmington Hills, MI 48336
Office: (248) 474-6167 * Fax: (248) 474-6312

Invoice

Date	Invoice #
8/16/2022	42511

Bill To

Hartland United F.C.
ATTN: STEPHANIE DARISH
9525 Highland Road
Howell, Michigan 48843

Property

Hartland United F.C.
ATTN: STEPHANIE DARISH
9525 Highland Road
Howell, Michigan 48843

Rep	Terms	Due Date	Project
	Due Upon Receipt	8/16/2022	

Serviced	Description	Quantity	Rate	Total
	<p>NOTE TO CLUBS: THE TRANSFORMERS WERE BLOWING BECAUSE OF AN INTERMITTENT VOLTAGE DROP ON LINE 2 OF THE 3 LEGS OF THE THREE PHASE POWER SUPPLIED BY DTE. THE PROBLEM WAS REPORTED TO BOB WEST WHO WORKED WITH US TO TRY TO RESOLVE WITH DTE. THE SECOND LEG IS USED TO SUPPLY POWER TO A TRANSFORMER THAT CONVERTS THE ONE LEG TO 120 FOR THE POWER RUN TO THE CONTROLLER. WE WERE NOT ABLE TO GET THE TRANSFORMERS WARRANTIED BECAUSE THE POWER SUPPLY INPUT WAS INCORRECT BECAUSE OF THE DTE ISSUE.</p>			
		Total		
		\$4,767.00		

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Closed Session: To review the written legal opinion of the Township Attorney, subject to attorney-client privilege, in accordance with the Open Meetings Act, MCL 15.268(e)

Date: August 31, 2022

Recommended Action

Closed Session: To review the written legal opinion of the Township Attorney, subject to attorney-client privilege, in accordance with the Open Meetings Act, MCL 15.268(e)

Discussion

Consideration of a Closed Session to discuss pending litigation related to the Livingston County Septage receiving Station Master Operating Agreement, in accordance with the Open Meetings Act, MCL 15.268(e), as an open meeting would have a detrimental effect on the position of the Township.

The Township legal consul has provided written legal opinions regarding the matter and the effects on the Township for review.