



### Board of Trustees

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

### Board of Trustees Regular Meeting Agenda Hartland Township Hall Tuesday, July 07, 2020 7:00 PM

1. Call to Order
  2. Pledge of Allegiance
  3. Roll Call
  4. Approval of the Agenda
  5. Call to the Public
  6. Approval of the Consent Agenda
    - a. Approve Post Audit of Disbursements Between Board Meetings
    - b. Approve Payment of Bills
    - c. Approve 06/16/20 Regular Meeting Minutes
    - d. Approve 06/16/20 Closed Session Meeting Minutes
    - e. Township Hall Counter Screen Budget Amendment (\$10,465)
    - f. Hartland Enrichment and Recreation Organization (HERO) Agreement 2021-2023 (\$20,000/yr)
    - g. Three-Year Agreement Renewal with Hartland Senior Center (\$22,000/yr)
  7. Pending & New Business
    - a. Fire Millage Resolution
  8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
    - a. Township Update
  10. Closed Session
    - a. To review the written legal opinion of the Township Attorney, subject to attorney-client privilege
  11. Adjournment

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

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

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

**Date:** June 30, 2020

### **Recommended Action**

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

### **Discussion**

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

Accounts Payable – \$35,534.66

June 30, 2020 Payroll - \$79,233.51

### **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY21 budget.

### **Attachments**

Post Audit Bills List 06.11.2020

Post Audit Bills List 06.17.2020

Post Audit Bills List 06.25.2020

Post Audit Bills List 06.29.2020

Payroll for 06.30.2020

06/29/2020 03:45 PM  
User: SUSANC  
DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP  
CHECK DATE FROM 06/11/2020 - 06/11/2020

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
06/11/2020	FOA	40431	WALSH MUNICIPAL SERVICES, LLC	CONTRACTED SERVICES	101-172-801.000	7,000.00
06/11/2020	FOA	40432	MICHIGAN MUNICIPAL WORKER'S		101-299-910.000	2,854.28
		40432		INSURANCE	536-000-910.000	1,652.72
						<hr/> 4,507.00
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS		11,507.00

--- GL TOTALS ---

101-172-801.000	CONTRACTED SERVICES	7,000.00
101-299-910.000	INSURANCE	2,854.28
536-000-910.000	INSURANCE	1,652.72
	TOTAL	11,507.00

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User: SUSANC  
DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP  
CHECK NUMBER 40459 - 40461

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
06/17/2020	FOA	40459	CONSUMERS ENERGY	UTILITIES - GAS	536-000-920.001	68.55
06/17/2020	FOA	40460	KOVACH, TOD	CAPITAL OUTLAY	101-265-970.000	3,500.00
06/17/2020	FOA	40461	LIVINGSTON DAILY PRESS & ARGUS	PRINTING & PUBLICATIONS	101-215-900.000	40.00
			TOTAL - ALL FUNDS	TOTAL OF 3 CHECKS		3,608.55

--- GL TOTALS ---

101-215-900.000	PRINTING & PUBLICATIONS	40.00
101-265-970.000	CAPITAL OUTLAY	3,500.00
536-000-920.001	UTILITIES - GAS	68.55
	TOTAL	3,608.55

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP  
 CHECK DATE FROM 06/25/2020 - 06/25/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
06/25/2020	FOA	40462	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,126.79
		40462		STREET LIGHTS	101-448-921.000	78.27
		40462		UTILITIES - ELECTRIC	101-751-920.002	180.97
		40462		UTILITIES - ELECTRIC	206-000-920.002	17.86
		40462		UTILITIES	209-000-920.000	14.47
		40462		UTILITIES - ELECTRIC	536-000-920.002	69.65
						<hr/> 1,488.01
06/25/2020	FOA	40463	ECONO PRINT	TAX PREPARATION	101-253-811.000	2,606.31
06/25/2020	FOA	40464	HARTLAND TOWNSHIP GENERAL FUND	MOBILE HOME FEES ESCROW	701-000-290.300	535.00
06/25/2020	FOA	40465	LIVINGSTON COUNTY TREASURER	MOBILE HOME FEES ESCROW	701-000-290.300	2,675.00
06/25/2020	FOA	40466	LOWES BUSINESS ACCT/SYNCB	OPERATING SUPPLIES	536-000-740.000	814.66
06/25/2020	FOA	40467	MUTUAL OF OMAHA	ACCRUED STD/LTD BENEFITS	001-000-257.103	131.27
		40467		EMPLOYMENT EXPENSE	101-172-716.000	37.11
		40467		EMPLOYMENT EXPENSE	101-192-716.000	89.03
		40467		EMPLOYMENT EXPENSE	101-209-716.000	92.20
		40467		EMPLOYMENT EXPENSE	101-215-716.000	60.10
		40467		EMPLOYMENT EXPENSE	101-253-716.000	62.26
		40467		EMPLOYMENT EXPENSE	101-400-716.000	107.85
		40467		EMPLOYMENT EXPENSE	536-000-716.000	76.50
						<hr/> 656.32
06/25/2020	FOA	40468	POSTMASTER	SUPPLIES & POSTAGE	101-191-727.000	1,050.00
06/25/2020	FOA	40469	PRINCIPAL LIFE INSURANCE COMPANY	ACCRUED DENTAL BENEFITS	001-000-257.101	99.74
		40469		ACCRUED VISION BENEFITS	001-000-257.102	50.24
		40469		EMPLOYMENT EXPENSE	101-172-716.000	36.26
		40469		EMPLOYMENT EXPENSE	101-192-716.000	72.52
		40469		EMPLOYMENT EXPENSE	101-209-716.000	71.02
		40469		EMPLOYMENT EXPENSE	101-215-716.000	139.82
		40469		EMPLOYMENT EXPENSE	101-253-716.000	142.04
		40469		EMPLOYMENT EXPENSE	101-400-716.000	101.96
		40469		EMPLOYMENT EXPENSE	536-000-716.000	36.26
						<hr/> 749.86
06/25/2020	FOA	40470	PRIORITY HEALTH	ACCRUED MEDICAL BENEFITS	001-000-257.100	1,421.81
		40470		EMPLOYMENT EXPENSE	101-172-716.000	448.53
		40470		EMPLOYMENT EXPENSE	101-192-716.000	897.06
		40470		EMPLOYMENT EXPENSE	101-209-716.000	986.78
		40470		EMPLOYMENT EXPENSE	101-215-716.000	1,183.97
		40470		EMPLOYMENT EXPENSE	101-253-716.000	1,722.22
		40470		EMPLOYMENT EXPENSE	536-000-716.000	448.53
						<hr/> 7,108.90
TOTAL - ALL FUNDS				TOTAL OF 9 CHECKS		17,684.06

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User: SUSANC  
DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP  
CHECK DATE FROM 06/25/2020 - 06/25/2020

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
--- GL TOTALS ---						
001-000-257.100				ACCRUED MEDICAL BENEFITS		1,421.81
001-000-257.101				ACCRUED DENTAL BENEFITS		99.74
001-000-257.102				ACCRUED VISION BENEFITS		50.24
001-000-257.103				ACCRUED STD/LTD BENEFITS		131.27
101-172-716.000				EMPLOYMENT EXPENSE		521.90
101-191-727.000				SUPPLIES & POSTAGE		1,050.00
101-192-716.000				EMPLOYMENT EXPENSE		1,058.61
101-209-716.000				EMPLOYMENT EXPENSE		1,150.00
101-215-716.000				EMPLOYMENT EXPENSE		1,383.89
101-253-716.000				EMPLOYMENT EXPENSE		1,926.52
101-253-811.000				TAX PREPARATION		2,606.31
101-265-920.002				UTILITIES - ELECTRIC		1,126.79
101-400-716.000				EMPLOYMENT EXPENSE		209.81
101-448-921.000				STREET LIGHTS		78.27
101-751-920.002				UTILITIES - ELECTRIC		180.97
206-000-920.002				UTILITIES - ELECTRIC		17.86
209-000-920.000				UTILITIES		14.47
536-000-716.000				EMPLOYMENT EXPENSE		561.29
536-000-740.000				OPERATING SUPPLIES		814.66
536-000-920.002				UTILITIES - ELECTRIC		69.65
701-000-290.300				MOBILE HOME FEES ESCROW		3,210.00
				TOTAL		17,684.06

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DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP  
CHECK DATE FROM 06/29/2020 - 06/29/2020

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
06/29/2020	FOA	40471	HENDERSON GLASS	CAPITAL OUTLAY	101-265-970.000	1,687.70
06/29/2020	FOA	40472	VERIZON WIRELESS	TELEPHONE	101-265-851.000	604.63
		40472		CONTRACTED SERVICES & RENTALS	577-000-801.000	442.72
						<hr/> 1,047.35
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS		2,735.05

--- GL TOTALS ---

101-265-851.000	TELEPHONE	604.63
101-265-970.000	CAPITAL OUTLAY	1,687.70
577-000-801.000	CONTRACTED SERVICES & RENTALS	442.72
	TOTAL	2,735.05

Check Register Report For Hartland Township  
For Check Dates 06/29/2020 to 06/30/2020

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
06/30/2020	FOA	16743	GOODWIN, DENNIS R	185.25	143.38	0.00	Open
06/30/2020	FOA	16744	LAROSE, MICHELLE M	90.00	79.29	0.00	Open
06/30/2020	FOA	16745	PETRUCCI, JOSEPH M	500.00	416.56	0.00	Open
06/30/2020	FOA	16746	VOIGHT, KEITH R	100.00	88.10	0.00	Open
06/30/2020	FOA	16747	ICMA VANTAGEPOINT TRANSFER AGENT	1,422.65	1,422.65	0.00	Open
06/30/2020	FOA	16748	ICMA VANTAGEPOINT TRANSFER AGENTS	37.83	37.83	0.00	Open
06/30/2020	FOA	16749	ICMA VANTAGEPOINT TRANSFER AGENT	4,114.99	4,114.99	0.00	Open
06/30/2020	FOA	16750	ICMA VANTAGEPOINT TRANSFER AGENT	1,141.00	1,141.00	0.00	Open
06/30/2020	FOA	DD6569	BAGDON, KELLY M	2,022.83	0.00	1,434.97	Cleared
06/30/2020	FOA	DD6570	BEAUDOIN, DIANA K	710.00	0.00	642.33	Cleared
06/30/2020	FOA	DD6571	BERNARDI, MELYNDA A	1,291.09	0.00	994.67	Cleared
06/30/2020	FOA	DD6572	BROOKS, TYLER J	1,715.73	0.00	1,233.21	Cleared
06/30/2020	FOA	DD6573	CASE, SUSAN E	1,748.48	0.00	1,168.11	Cleared
06/30/2020	FOA	DD6574	CIOFU, LARRY N	2,583.33	0.00	1,905.96	Cleared
06/30/2020	FOA	DD6575	COLAIANNE, JOSEPH W	590.00	0.00	471.03	Cleared
06/30/2020	FOA	DD6576	DRYDEN-HOGAN, SUSAN A	3,291.57	0.00	2,355.81	Cleared
06/30/2020	FOA	DD6577	FOUNTAIN, WILLIAM J	2,583.33	0.00	2,157.74	Cleared
06/30/2020	FOA	DD6578	FOX, LAWRENCE E	360.00	0.00	317.16	Cleared
06/30/2020	FOA	DD6579	GERMANE, MATTHEW J	500.00	0.00	436.75	Cleared
06/30/2020	FOA	DD6580	GRISSIM, SUSAN L	90.00	0.00	83.12	Cleared
06/30/2020	FOA	DD6581	HARPER, GLENN E	500.00	0.00	416.56	Cleared
06/30/2020	FOA	DD6582	HEASLIP, JAMES B	2,938.79	0.00	1,741.15	Cleared
06/30/2020	FOA	DD6583	HORNING, KATHLEEN A	2,583.33	0.00	1,793.66	Cleared
06/30/2020	FOA	DD6584	JOHNSON, LISA	2,305.83	0.00	1,632.76	Cleared
06/30/2020	FOA	DD6585	KENDALL, ANTHONY S	57.32	0.00	52.94	Cleared
06/30/2020	FOA	DD6586	KLINE, CORI L	441.53	0.00	388.99	Cleared
06/30/2020	FOA	DD6587	KUMAR, ANDREW M	1,891.64	0.00	1,258.17	Cleared
06/30/2020	FOA	DD6588	LANGER, TROY D	3,533.12	0.00	2,506.02	Cleared
06/30/2020	FOA	DD6589	LOUIS, CASEY	954.27	0.00	620.68	Cleared
06/30/2020	FOA	DD6590	MITCHELL, KYLE J	2,847.00	0.00	2,183.93	Cleared
06/30/2020	FOA	DD6591	MITCHELL, MICHAEL E	90.00	0.00	83.12	Cleared
06/30/2020	FOA	DD6592	MORGANROTH, CAROL L	2,155.81	0.00	1,654.88	Cleared
06/30/2020	FOA	DD6593	MURPHY, THOMAS A	90.00	0.00	79.28	Cleared
06/30/2020	FOA	DD6594	RUF, ANDREW J	836.00	0.00	704.59	Cleared



Check Register Report For Hartland Township  
For Check Dates 06/29/2020 to 06/30/2020

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
06/30/2020	FOA	DD6595	SHOLLACK, DONNA M	1,909.43	0.00	1,402.77	Cleared
06/30/2020	FOA	DD6596	VERMILLION, KAREN L	1,792.08	0.00	1,326.10	Cleared
06/30/2020	FOA	DD6597	VETTRAINO, ALEXANDER D	874.00	0.00	722.27	Cleared
06/30/2020	FOA	DD6598	WEST, ROBERT M	3,632.36	0.00	2,393.53	Cleared
06/30/2020	FOA	DD6599	WICKMAN, JAMES T	4,866.32	0.00	3,888.40	Cleared
06/30/2020	FOA	DD6600	WYATT, MARTHA K	3,096.60	0.00	2,240.30	Cleared
06/30/2020	FOA	EFT545	FEDERAL TAX DEPOSIT	12,965.08	12,965.08	0.00	Cleared
06/30/2020	FOA	EFT546	MI DEPT OF TREASURY	3,661.83	3,661.83	0.00	Cleared
06/29/2020	FOA	16751	AMERICAN FAMILY LIFE ASSURANCE CO	133.09	133.09	0.00	Open
Totals:			Number of Checks: 043	79,233.51	24,203.80	40,290.96	
Total Physical Checks:			9				
Total Check Stubs:			34				

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

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

**Subject:** Approve Payment of Bills

**Date:** June 30, 2020

### **Recommended Action**

Move to approve the bills as presented for payment.

### **Discussion**

Bills presented total \$544,549.32. The bills are available in the Finance office for review.

Notable invoices include:

\$300,009.50 – Hartland Deerfield Fire Authority – (2<sup>nd</sup> Quarterly Payment due 7/8/20)

\$84,629.46 – Hartland Township General Fund – (July 1 – Sept 30, 2020 Cable Studio Rent, Apr – June 2020 & July – Sept 2020 Salary Allocations)

\$48,848.00 – Hubbell, Roth & Clark, Inc – (Various engineering invoices)

\$10,144.00 – I.M.C. Products – (Service Pump Control System Flooded)

\$63,895.00 – Preiss Companies LLC – (Various invoices)

### **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY21 budget.

### **Attachments**

Bills for 07.07.2020

07/02/2020 09:17 AM  
User: SUSANC  
DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP  
EXP CHECK RUN DATES 07/07/2020 - 07/07/2020  
BOTH JOURNALIZED AND UNJOURNALIZED

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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
ALLSTAR	ALLSTAR ALARM LLC	06/15/2020	285432	FOA	7/1 - 9/30/20 HERO TEEN CENTER MONIT	
43638	8345 MAIN STREET	07/07/2020		N		150.00
06/15/2020	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		07/07/2020		Y		150.00

Open

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

VENDOR TOTAL: 150.00

ASLA	AMERICAN SOC OF LANDSCAPE ARCHITECT	06/10/2020	061020	FOA	2020 MEMBERSHIP FOR M. WYATT	
43602	636 EYE STREET, NW	07/07/2020		N		480.00
06/10/2020	WASHINGTON DC, 20001-3736	/ /	0.0000	N		0.00
		07/07/2020		N		480.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-804.000	MEMBERSHIP & DUES	480.00

VENDOR TOTAL: 480.00

2900	BROWN DRILLING	06/15/2020	29669	FOA	WELL #1 - CLEAN OUT & INSTALL NEW DR	
43660	7215 HIGHLAND ROAD	07/07/2020		N		8,089.85
06/15/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/07/2020		Y		8,089.85

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	8,089.85

VENDOR TOTAL: 8,089.85

CITYOFFENT	CITY OF FENTON	06/15/2020	3713	FOA	BACTERIOLOGICAL SAMPLES	
43639	301 S LEROY ST	07/07/2020		N		16.00
06/15/2020	FENTON MI, 48430	/ /	0.0000	N		0.00
		07/07/2020		Y		16.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	16.00

VENDOR TOTAL: 16.00

DUSTCONTRO	DUST CONTROL, LLC DBA BIG BARNEY'S	06/15/2020	6585	FOA	DUST CONTROL	
43641	P.O. BOX 483	07/07/2020		N		1,000.00
06/15/2020	HOWELL MI, 48844	/ /	0.0000	N		0.00
		07/07/2020		Y		1,000.00

Open

07/02/2020 09:17 AM  
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DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP  
EXP CHECK RUN DATES 07/07/2020 - 07/07/2020  
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 2/13

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

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	1,000.00
VENDOR TOTAL:		1,000.00

EJUSA	EJ USA, INC.	06/15/2020	110200040911	FOA	
43689	P.O. BOX 644873	07/07/2020		N	452.19
06/15/2020	PITTSBURGH PA, 15264	/ /	0.0000	N	0.00
		07/07/2020		Y	452.19
Open					

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	452.19
VENDOR TOTAL:		452.19

FIRSTIMPRE	FIRST IMPRESSION PRINT & MARKETING	06/15/2020	75611	FOA	NEWSLETTER FOR SUMMER 2020 TAX BILLS
43644	907 FOWLER ST.	07/07/2020		N	1,524.36
06/15/2020	HOWELL MI, 48843	/ /	0.0000	N	0.00
		07/07/2020		Y	1,524.36
Open					

GL NUMBER	DESCRIPTION	AMOUNT
101-577-900.000	PRINTING & PUBLICATIONS	1,524.36
VENDOR TOTAL:		1,524.36

5888	FOSTER, SWIFT, COLLINS & SMITH	05/31/2020	787402	FOA	MAY 2020
43625	313 S. WASHINGTON SQUARE	07/07/2020		N	8,869.15
06/12/2020	LANSING MI, 48933-2193	/ /	0.0000	N	0.00
		07/07/2020		Y	8,869.15
Open					

GL NUMBER	DESCRIPTION	AMOUNT
101-209-826.000	LEGAL FEES	1,777.50
536-000-826.000	LEGAL FEES	990.00
590-595-826.000	LEGAL FEES	765.00
590-000-826.000	LEGAL FEES	90.00
401-444-826.000	LEGAL FEES	611.65
101-400-826.000	LEGAL FEES	4,635.00
		8,869.15
VENDOR TOTAL:		8,869.15

HAYAA-F	HARTLAND AREA YOUTH ATHLETIC ASSOC	07/07/2020	070720	FOA	PAYMENT DUE 7/15/20 PER AGREEMENT
43196	HAYAA - FOOTBALL	07/07/2020		N	385.71
	P.O. BOX 359				
07/07/2020	HARTLAND MI, 48353	/ /	0.0000	N	0.00
		07/07/2020		N	385.71

07/02/2020 09:17 AM  
User: SUSANC  
DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP  
EXP CHECK RUN DATES 07/07/2020 - 07/07/2020  
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 3/13

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

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	385.71
VENDOR TOTAL:		385.71

HAYAA-B	HARTLAND AREA YOUTH ATHLETIC ASSOC.	07/07/2020	070720	FOA	JULY 2020 - PAYMENT PER AGREEMENT	
43243	HAYAA - BASEBALL	07/07/2020		N		2,714.29
	P.O. BOX 110					
07/07/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		07/07/2020		N		2,714.29

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	2,714.29
VENDOR TOTAL:		2,714.29

HCSA	HARTLAND COMMUNITY SOCCER ASSN	07/07/2020	070720	FOA	PAYMENT DUE 7/15/20 PER AGREEMENT	
43190	HARTLAND COMMUNITY EDUCATION	07/07/2020		N		802.61
	9525 HIGHLAND RD					
07/07/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/07/2020		N		802.61

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	802.61
VENDOR TOTAL:		802.61

0150	HARTLAND CONSOLIDATED SCHOOLS	05/31/2020	172491	FOA	MAY 2020 FUEL	
43637	9525 E HIGHLAND ROAD	07/07/2020		N		109.93
06/12/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/07/2020		N		109.93

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-860.000	GASOLINE	109.93
VENDOR TOTAL:		109.93

HDFA	HARTLAND DEERFIELD FIRE	06/18/2020	20-21 2ND Q:H	FOA	2ND QTRLY PMT DUE 7/8/20	
43642	3205 HARTLAND RD	07/07/2020		N		300,009.50
06/18/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		07/07/2020		N		300,009.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-999.336	CONTRIBUTION TO FIRE AUTHORITY	300,009.50

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VENDOR TOTAL: 300,009.50

SEPTIC	HARTLAND SEPTIC SERVICE	06/12/2020	06112013	FOA	EMERGENCY PUMPER TRUCK SERVICE 6/11/	
43630	7230 FAUSSETT ROAD	07/07/2020		N		500.00
06/12/2020	FENTON MI, 48430	/ /	0.0000	N		0.00
		07/07/2020		N		500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	500.00

VENDOR TOTAL: 500.00

0001	HARTLAND TOWNSHIP GENERAL FUND	07/01/2020	070120	FOA	JULY 1 - SEPT 30, 2020 CABLE STUDIO	
43613		07/07/2020		N		3,246.00
07/01/2020	,	/ /	0.0000	N		0.00
		07/07/2020		N		3,246.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-941.000	RENT	3,246.00

0001	HARTLAND TOWNSHIP GENERAL FUND	06/30/2020	4/1/20	FOA	APR - JUNE 2020 SALARY ALLOCATIONS	
43615		07/07/2020		N		40,691.73
04/01/2020	,	/ /	0.0000	N		0.00
		07/07/2020		N		40,691.73

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-720.000	ADMINISTRATIVE FEES	20,785.10
590-000-720.000	ADMINISTRATIVE FEES	19,906.63
		40,691.73

0001	HARTLAND TOWNSHIP GENERAL FUND	07/01/2020	7/1/20	FOA	JULY - SEPT 2020 SALARY ALLOCATIONS	
43616		07/07/2020		N		40,691.73
07/01/2020	,	/ /	0.0000	N		0.00
		07/07/2020		N		40,691.73

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-720.000	ADMINISTRATIVE FEES	20,785.10
590-000-720.000	ADMINISTRATIVE FEES	19,906.63
		40,691.73

VENDOR TOTAL: 84,629.46

WATERO&M	HARTLAND TOWNSHIP WATER O & M	06/15/2020	061520	FOA	4TH FISCAL QTR 2020 WATER STAFF OUT	
43620	2655 CLARK RD	07/07/2020		N		3,443.76

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06/15/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		07/07/2020		N		3,443.76

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.009	CONTRACT SERVICES - WATER SYSTEM	581.34
101-265-801.009	CONTRACT SERVICES - WATER SYSTEM	2,862.42
		<u>3,443.76</u>

VENDOR TOTAL: 3,443.76

HYL	HARTLAND YOUTH LACROSSE	07/07/2020	070720	FOA	PAYMENT DUE 7/15/20 PER AGREEMENT	
43184	P.O. BOX 56	07/07/2020		N		385.71
07/07/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		07/07/2020		N		385.71

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	385.71

VENDOR TOTAL: 385.71

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	06/19/2020	179938	FOA	M59 WTR MAIN EXT TOPO SURVEY THRU 5/	
43648	PO BOX 824	07/07/2020		N		220.00
06/19/2020	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		07/07/2020		Y		220.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-816.000	ENGINEERING FEES	220.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	06/19/2020	179941	FOA	M59 WTR MAIN EXT PLANS/SPECS THRU 5/	
43649	PO BOX 824	07/07/2020		N		38,277.50
06/19/2020	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		07/07/2020		Y		38,277.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-816.000	ENGINEERING FEES	38,277.50

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	06/19/2020	179942	FOA	M59 SAFETY PATH TOPO THRU 5/30/20	
43650	PO BOX 824	07/07/2020		N		873.00
06/19/2020	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		07/07/2020		Y		873.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-444-969.005	SIDEWALKS	873.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	06/19/2020	179943	FOA	M59 SAFETY PATH PLANS/SPECS THRU 5/3	
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43651	PO BOX 824	07/07/2020		N		8,032.50
06/19/2020	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		07/07/2020		Y		8,032.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-444-969.005	SIDEWALKS	8,032.50

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	06/19/2020	179944	FOA	M59 SAFETY PATH SOIL BORINGS THRU 5/	
43652	PO BOX 824	07/07/2020		N		445.00
06/19/2020	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		07/07/2020		Y		445.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-444-969.005	SIDEWALKS	445.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	06/19/2020	179945	FOA	M59 SAFETY PATH WETLAND DELINEATION	
43653	PO BOX 824	07/07/2020		N		1,000.00
06/19/2020	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		07/07/2020		Y		1,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-444-969.005	SIDEWALKS	1,000.00

VENDOR TOTAL: 48,848.00

3366	I.M.C. PRODUCTS	06/17/2020	2632	FOA	SERVICE PUMP CONTROL SYSTEM FLOODED	
43676		07/07/2020		N		10,144.00
	P.O. BOX 245					
06/17/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		07/07/2020		N		10,144.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	10,144.00

VENDOR TOTAL: 10,144.00

K&J	K & J ELECTRIC, INC	06/24/2020	9183	FOA	HERITAGE PARK - NO POWER TO BLDG	
43698	7219 EAST HIGHLAND RD	07/07/2020		N		90.00
06/24/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/07/2020		N		90.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	90.00

K&J	K & J ELECTRIC, INC	06/24/2020	9184	FOA	SWITCH DISCONNECT/120V POWER FOR NE	
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43699	7219 EAST HIGHLAND RD	07/07/2020		N	386.00
06/24/2020	HOWELL MI, 48843	/ /	0.0000	N	0.00
		07/07/2020		N	386.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	386.00

K&J	K & J ELECTRIC, INC	06/25/2020	9188	FOA	REPAIR RECESSED LIGHT AT TWP HALL	
43708	7219 EAST HIGHLAND RD	07/07/2020		N		90.00
06/25/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/07/2020		N		90.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	90.00

VENDOR TOTAL: 566.00

LASHBROOK	LASHBROOK SEPTIC SERVICE	06/23/2020	A-50366	FOA	SPRANGER PROJECT	
43688	4895 CURDY RD	07/07/2020		N		180.00
06/23/2020	HOWELL MI, 48855	/ /	0.0000	N		0.00
		07/07/2020		Y		180.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-751-970.006	SPRANGER FIELD	180.00

VENDOR TOTAL: 180.00

OFFICE	OFFICE ATTIRE, INC	06/24/2020	1018	FOA	OFFICE/FILE RELOCATION	
43695	10111 BERGIN RD	07/07/2020		N		590.00
06/24/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/07/2020		N		590.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	590.00

VENDOR TOTAL: 590.00

PB PLUMBING	PB PLUMBING	06/10/2020	4527	FOA	REPLACE BOILER DRAIN - HIDDEN CREEK	
43607	2440 W HIGHLAND RD, STE 104	07/07/2020		N		213.00
06/10/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/07/2020		Y		213.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.007	TREATMENT PLANT SAMPLING	213.00

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VENDOR TOTAL: 213.00

1180	PETER'S TRUE VALUE HARDWARE	06/11/2020	53407	FOA	BROOM, GARBAGE BAGS	
43603	3455 W. HIGHLAND ROAD	07/07/2020		N		54.96
06/11/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		07/07/2020		N		54.96

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	54.96

1180	PETER'S TRUE VALUE HARDWARE	06/16/2020	53480	FOA	BOLTS	
43627	3455 W. HIGHLAND ROAD	07/07/2020		N		16.32
06/16/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		07/07/2020		N		16.32

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	16.32

1180	PETER'S TRUE VALUE HARDWARE	06/17/2020	53492	FOA	TIE DOWNS & GARBAGE BAGS	
43636	3455 W. HIGHLAND ROAD	07/07/2020		N		37.97
06/17/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		07/07/2020		N		37.97

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	37.97

1180	PETER'S TRUE VALUE HARDWARE	06/18/2020	53520	FOA	STAIN BRUSH, STRIP REMOVER, BRUSH/SC	
43643	3455 W. HIGHLAND ROAD	07/07/2020		N		52.95
06/18/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		07/07/2020		N		52.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	52.95

1180	PETER'S TRUE VALUE HARDWARE	06/24/2020	53603	FOA	RATCH TIE DOWNS	
43686	3455 W. HIGHLAND ROAD	07/07/2020		N		14.99
06/24/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		07/07/2020		N		14.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	14.99

1180	PETER'S TRUE VALUE HARDWARE	06/29/2020	53677	FOA	GARBAGE BAGS	
43700	3455 W. HIGHLAND ROAD	07/07/2020		N		13.99
06/29/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		07/07/2020		N		13.99

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GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	13.99
1180	PETER'S TRUE VALUE HARDWARE	06/11/2020 K53411
43606	3455 W. HIGHLAND ROAD	07/07/2020
06/11/2020	MILFORD MI, 48380	/ / 0.0000
		07/07/2020
		FOA TURF SOIL/LAWN REPAIR
		N 24.48
		N 0.00
		N 24.48

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	24.48
1180	PETER'S TRUE VALUE HARDWARE	06/16/2020 K53477
43629	3455 W. HIGHLAND ROAD	07/07/2020
06/16/2020	MILFORD MI, 48380	/ / 0.0000
		07/07/2020
		FOA PIPE, COUPLING
		N 11.23
		N 0.00
		N 11.23

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	11.23
1180	PETER'S TRUE VALUE HARDWARE	06/17/2020 K53510
43640	3455 W. HIGHLAND ROAD	07/07/2020
06/17/2020	MILFORD MI, 48380	/ / 0.0000
		07/07/2020
		FOA GRASS SEED
		N 10.99
		N 0.00
		N 10.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	10.99
1180	PETER'S TRUE VALUE HARDWARE	06/22/2020 K53579
43661	3455 W. HIGHLAND ROAD	07/07/2020
06/22/2020	MILFORD MI, 48380	/ / 0.0000
		07/07/2020
		FOA GARBAGE BAGS
		N 13.99
		N 0.00
		N 13.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	13.99

VENDOR TOTAL: 251.87

353	PITNEY BOWES, INC.	06/10/2020 1015772993	FOA	METER FOR DM300 4/1/20 - 6/30/20
43624	P.O. BOX 371896	07/07/2020	N	99.00
06/10/2020	PITTSBURGH PA, 15250--789	/ / 0.0000	N	0.00
		07/07/2020	N	99.00

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101-299-930.000	REPAIRS & MAINTENANCE					99.00	
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VENDOR TOTAL: 99.00

PMTECH	PM TECHNOLOGIES	06/25/2020	139586	FOA	PRIMARY PREVENTIVE MAINTENANCE		
43714	28294 BECK ROAD	07/07/2020		N		1,685.85	
06/25/2020	WIXOM MI, 48393	/ /	0.0000	N		0.00	
		07/07/2020		N		1,685.85	

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	1,685.85

VENDOR TOTAL: 1,685.85

PREISS	PREISS COMPANIES LLC	06/24/2020	12586	FOA	M-59 PATHWAY CLEARING		
43691	8211 CLYDE ROAD	07/07/2020		N		2,500.00	
06/24/2020	FENTON MI, 48430	/ /	0.0000	N		0.00	
		07/07/2020		Y		2,500.00	

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-444-969.005	SIDEWALKS	2,500.00

PREISS	PREISS COMPANIES LLC	06/24/2020	12587	FOA	EMERGENCY ELECTRIC VAULT GRADE ADJUS		
43692	8211 CLYDE ROAD	07/07/2020		N		5,895.00	
06/24/2020	FENTON MI, 48430	/ /	0.0000	N		0.00	
		07/07/2020		Y		5,895.00	

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-930.000	REPAIRS & MAINTENANCE	5,895.00

PREISS	PREISS COMPANIES LLC	06/24/2020	12588	FOA	EMERGENCY WATER REPAIR 0 11246 ANYA		
43693	8211 CLYDE ROAD	07/07/2020		N		3,950.00	
06/24/2020	FENTON MI, 48430	/ /	0.0000	N		0.00	
		07/07/2020		Y		3,950.00	

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	3,950.00

PREISS	PREISS COMPANIES LLC	06/24/2020	12589	FOA	SPRANGER PLAYGROUND FALL PROTECTION		
43694	8211 CLYDE ROAD	07/07/2020		N		3,700.00	
06/24/2020	FENTON MI, 48430	/ /	0.0000	N		0.00	
		07/07/2020		Y		3,700.00	

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-751-970.006	SPRANGER FIELD	3,700.00

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PREISS	PREISS COMPANIES LLC	07/01/2020	12789	FOA	SPRANGER FIELD PROJECT	
43718	8211 CLYDE ROAD	07/07/2020		N		47,850.00
07/01/2020	FENTON MI, 48430	/ /	0.0000	N		0.00
		07/07/2020		Y		47,850.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-751-970.006	SPRANGER FIELD	47,850.00

VENDOR TOTAL: 63,895.00

7532	PRINTING SYSTEMS, INC.	05/21/2020	214139	FOA	ELECTION SUPPLIES	
43609	12005 BEECH DALY	07/07/2020		N		144.01
05/21/2020	TAYLOR MI, 48180	/ /	0.0000	N		0.00
		07/07/2020		Y		144.01

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	144.01

7532	PRINTING SYSTEMS, INC.	06/05/2020	214231	FOA	ELECTION SUPPLIES	
43610	12005 BEECH DALY	07/07/2020		N		666.00
06/05/2020	TAYLOR MI, 48180	/ /	0.0000	N		0.00
		07/07/2020		Y		666.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	666.00

7532	PRINTING SYSTEMS, INC.	06/04/2020	214232	FOA	ELECTION SUPPLIES	
43611	12005 BEECH DALY	07/07/2020		N		788.27
06/04/2020	TAYLOR MI, 48180	/ /	0.0000	N		0.00
		07/07/2020		Y		788.27

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	788.27

7532	PRINTING SYSTEMS, INC.	06/03/2020	214290	FOA	ELECTION SUPPLIES	
43612	12005 BEECH DALY	07/07/2020		N		687.50
06/03/2020	TAYLOR MI, 48180	/ /	0.0000	N		0.00
		07/07/2020		Y		687.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	687.50

VENDOR TOTAL: 2,285.78

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BOTH JOURNALIZED AND UNJOURNALIZED

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Vendor Code	Vendor name	BOTH OPEN AND PAID	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold			Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK			Net Amount
		Due Date		1099			
RHINOSOFT	RHINO SOFT WASH ROOFS & EXTERIORS	06/18/2020	13169	FOA	GRAFFITI REMOVAL FROM M59/US23 BRIDG		
43678	9227 ROTONDO	07/07/2020		N			950.00
06/18/2020	HOWELL MI, 48855	/ /	0.0000	N			0.00
		07/07/2020		Y			950.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-801.000	CONTRACTED SERVICES	950.00

VENDOR TOTAL: 950.00

STAPLES	STAPLES	06/20/2020	8058764571	FOA	MISC SUPPLIES	
43654	PO BOX 660409	07/07/2020		N		226.04
06/20/2020	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		07/07/2020		N		226.04

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-727.000	SUPPLIES & POSTAGE	36.63
101-191-727.000	SUPPLIES & POSTAGE	74.15
101-209-727.000	SUPPLIES & POSTAGE	7.29
101-299-727.000	SUPPLIES & POSTAGE	22.57
101-265-740.000	OPERATING SUPPLIES	39.13
101-192-727.000	SUPPLIES & POSTAGE	46.27
		226.04

STAPLES	STAPLES	06/27/2020	8058832090	FOA	MISC SUPPLIES	
43701	PO BOX 660409	07/07/2020		N		115.26
06/27/2020	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		07/07/2020		N		115.26

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-192-727.000	SUPPLIES & POSTAGE	96.58
101-299-727.000	SUPPLIES & POSTAGE	9.87
101-247-727.000	SUPPLIES & POSTAGE	8.81
		115.26

VENDOR TOTAL: 341.30

SPIRITOFLLI	THE SPIRIT OF LIVINGSTON	06/22/2020	51569	FOA	SAFETY GREEN WITH DD LC IMPRINT	
43677	3280 W GRAND RIVER	07/07/2020		N		250.00
06/22/2020	HOWELL MI, 48855	/ /	0.0000	N		0.00
		07/07/2020		Y		250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	250.00

07/02/2020 09:17 AM  
 User: SUSANC  
 DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP  
 EXP CHECK RUN DATES 07/07/2020 - 07/07/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED

Page: 13/13

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: 250.00

USA	USA BLUE BOOK	06/22/2020	273438	FOA	THREADED END CONNECTORS	
43679	P.O. BOX 9004	07/07/2020		N		99.00
06/22/2020	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		07/07/2020		N		99.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	99.00

VENDOR TOTAL: 99.00

SCADA	UTILITIES INSTRUMENTATION SERVICE	06/25/2020	530360652	FOA	INSPECT PLC PANEL AT WELL FIELD	
43709	2290 BISHOP CIRCLE EAST	07/07/2020		N		588.00
06/25/2020	DEXTER MI, 48130	/ /	0.0000	N		0.00
		07/07/2020		Y		588.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	588.00

VENDOR TOTAL: 588.00

TOTAL - ALL VENDORS: 544,549.32

FUND TOTALS:

Fund 101 - GENERAL FUND	22,344.02
Fund 206 - FIRE OPERATING	300,009.50
Fund 401 - CAPITAL PROJECTS FUND	65,192.15
Fund 536 - WATER SYSTEM FUND	68,696.89
Fund 539 - WATER REPLACEMENT FUND	44,392.50
Fund 577 - CABLE TV FUND	3,246.00
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	40,668.26

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

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 06-16-2020 Hartland Township Regular Board Meeting Minutes

**Date:** July 1, 2020

### **Recommended Action**

Move to approve the Hartland Township Board Regular Meeting minutes for June 16, 2020.

### **Discussion**

Draft minutes are attached for review

### **Financial Impact**

None

### **Attachments**

6-16-2020 HTB Minutes - DRAFT



# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

June 16, 2020 – 7:00 PM

## **DRAFT**

### **1. Call to Order**

The meeting was called to order by Treasurer Horning at 7:00 p.m.

#### **Move to have the Clerk run the meeting.**

Motion made by Treasurer Horning, Seconded by Treasurer Harper.

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

Voting Nay: None

Absent: Trustee Germane

### **2. Pledge of Allegiance**

### **3. Roll Call**

PRESENT: Supervisor Fountain (via teleconference), Clerk Ciofu, Treasurer Horning, Trustee Colaianne, Trustee Harper, Trustee Petrucci

ABSENT: Trustee Germane

Also present were Planning Director Troy Langer and Public Works Director Robert West.

### **4. Approval of the Agenda**

#### **Move to approve the agenda for the June 16, 2020, Hartland Township Board meeting as presented.**

Motion made by Trustee Harper, Seconded by Treasurer Horning.

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

Voting Nay: None

Absent: Trustee Germane

### **5. Call to the Public**

No one came forward.

### **6. Approval of the Consent Agenda**

#### **Move to approve the consent agenda for the June 16, 2020 Hartland Township Board meeting as presented.**

Motion made by Trustee Colaianne, Seconded by Trustee Petrucci.

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

Voting Nay: None

Absent: Trustee Germane

- a. Approve Post Audit of Disbursements Between Board Meetings
- b. Approve Payment of Bills
- c. Approve 06/02/20 Regular Meeting Minutes

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

June 16, 2020 – 7:00 PM

- d. Ratify the Hiring of N. Vermillion as Public Works Part-Time Seasonal Employee (\$11.00/Hr)
- e. ITC Grant Funding (\$2,500)
- f. HAYAA Spranger Field Contract Deferment

## 7. Applicant

- a. Site Plan #20-004 Private Road (Bella Vita)

Planning Director Langer gave a brief overview of the Bella Vita site plan in which they are requesting private road status for their entry drive. The drive was built to private road standards and the request was reviewed and approved by the Planning Commission at their meeting of June 11<sup>th</sup>. The only physical change it will have is the installation of a turnaround cul-de-sac at the end of the drive. The private drive is required to be able to sell parcels for further developments.

### **Move to Approve Site Plan Application #20-004 as outlined in the Staff Memorandum, dated June 9, 2020.**

Motion made by Treasurer Horning, Seconded by Trustee Colaianne.

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

Voting Nay: None

Absent: Trustee Germane

## 8. Pending & New Business

- a. Fire Station 61 Replacement Roof (\$49,775)

Public Works Director Bob West gave a brief overview of the past issues regarding roof leaks at Fire Station 61 and presented a recommendation for a roof replacement at this time. Director West presented financial costs for annual repairs, both in the past and expected in the future, and the quote for a new roof. Director West responded to questions regard longevity of current roof, and the quality of materials being used in the replacement roof.

### **Move to Approve the proposed contract with Ferguson Roofing Inc., for the replacement roof as presented in an amount \$47,400.00 plus a 5% contingency for a total amount not to exceed \$49,770.00 and the included budget amendment.**

Motion made by Trustee Colaianne, Seconded by Trustee Harper.

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

Voting Nay: None

Absent: Trustee Harper

- b. Manager Recruitment Budget Amendment (\$14,000)

### **Move to approve the budget amendment for manager recruitment services as presented.**

Motion made by Treasurer Horning, Seconded by Clerk Ciofu.

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

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

June 16, 2020 – 7:00 PM

Voting Nay: None  
Absent: Trustee Germane

## 9. Board Reports

Trustee Harper - No report.

Trustee Petrucci - On behalf of Hartland Township he would like to offer our condolences to the Frank Hultberg family in his recent passing. Frank was the adopted son of Don Epley and was the Hartland Township Fire Chief for many years and helped out the department in many ways.

Clerk Ciofu - The State of Michigan mailed out their Applications for Absentee Voter Ballots today, to the remaining ten thousand residents of Hartland not on the Permanent Absentee Voter List. The School District has sent out a letter on their bond millage which was also accompanied by an Absentee Voter Ballot Application. There is also a new state online Application that they rolled out, so there are several ways to apply for an Absentee Ballot Application. You only need to submit one, so for everybody listening, once you submit one Application you may disregard the rest of them.

Treasurer Horning - The tax bills will be going out on June 30, 2020, and they are due on September 14, 2020. This year's Farmer's Market is amazing. She stated that we have more vendors that have paid for the entire year. Produce is coming in this week and there will be fresh strawberries and asparagus, in addition to other produce items. There are a lot of great activities taking place at the Market. There is a food truck this year, a kettle corn truck, and a meat truck. The meat truck has had a long line every Saturday. The Farmer's Market is located in the parking lot of Rural King every Saturday from 9 am until 2 pm.

Trustee Colaianne - No report.

Supervisor Fountain - No report.

## [BRIEF RECESS]

### 10. Information / Discussion

#### a. Township Update

Director West gave a brief update on the recent water system issue caused by a contractor of one of the developers that damaged two of our wells. Well number one needed to be replaced and it requires two separate water tests, taken 24 hours apart. He stated we have taken the first test and are awaiting results to take the second test. We have no issues with water quality in the Township due to this issue. The third well and the water tower storage were both operational during this time.

#### b. Fire Millage Discussion

Adam Carroll gave an update on the fire millage being proposed for five years at 2.06 mills. He stated that we have not had an increase to the fire millage in 15 years. Discussion was held on the cash flows of the proposal, the Hartland-Deerfield Fire Authority (HDFA) budget, the Hartland Township Fire Operating Fund budget, and the HDFA Capital Improvement Plan. Further discussion was held on the language requirements and the timing for getting the proposal on the November ballot.

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

June 16, 2020 – 7:00 PM

**Move to approve a millage proposal for 2.06 mils for five years effective for fiscal year 2021.**

Motion made by Treasurer Horning, Seconded by Trustee Harper.

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

Voting Nay: None

Absent: Trustee Germane

c. Township Hall Reopening Plan

Director West gave an overview of the Hartland Township Reopening Safety Plan and where we at in the process. He provided a brief overview of the four phases, and specific safety precautions for each phase and safety improvements being made to the Township Hall.

## 11. Closed Session

- a. To review the written legal opinion of the Township Attorney, subject to attorney-client privilege

**Move to go into closed session to review the written legal opinion of the Township Attorney, subject to attorney-client privilege and to include Public Works Director Bob West in the meeting.**

Motion made by Trustee Harper, Seconded by Treasurer Horning.

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

Voting Nay: None

Absent: Trustee Germane

Board is in closed session at 8:03 p.m.

Trustee Germane joined the meeting at 8:15 p.m.

Board came out of closed session at 9:00 p.m.

**Move to proceed on legal issue as discussed in the closed session**

Motion made by Trustee Colaianne, Seconded by Trustee Petrucci.

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

Voting Nay: None

## 12. Adjournment

**Move to adjourn the meeting at 9:05 p.m.**

Motion made by Trustee Colaianne, Seconded by Trustee Harper.

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

Voting Nay: None

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

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 06-16-2020 Hartland Township Board Closed Session Meeting Minutes

**Date:** July 1, 2020

### **Recommended Action**

Move to approve the Hartland Township Board Closed Session Meeting minutes for June 16, 2020.

### **Discussion**

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

### **Financial Impact**

None

### **Attachments**

None

## Hartland Township Agenda Item

**Submitted By:** Robert West, Director of Public Works  
**Subject:** Township Hall Counter Screen Budget Amendment  
**Date:** June 16, 2020

### Recommended Action

Move to approve the budget amendment as presented.

### Discussion

As part of the Township Hall COVID-19 reopening plan, Public Works has been tasked with installing counter screens at each of the public counters. Preliminary discussions resulted in a permanent fixture as opposed to any form of temporary screens.

Our local contractor constructed a model of the Township Hall counter screens out of particle board for review. I have attached a picture for reference, which basically shows half of a screen. It was used as a discussion point, resulting in creating all the screens the same way. The picture depicts basically one half of a full screen. The final products will basically be broken into four panels of glass, yet the picture shows two. This was used for discussion purposes. The bottom of the actual screens will be a solid piece all the wall across the counter with individual access points to exchange documents.

I will add the screen are going to look great and are using tempered glass vs. plastic. The costs for the screens installed are “not to exceed” \$7,465” and the Township will purchase the glass separately at a cost of approximately \$3,000.

A check has been processed in the amount of \$3,500 for a deposit on the counter screens. Pursuant to the Township’s Post-Audit Resolution 14-R004, this expenditure and disbursement falls under item 14 – Emergency conditions.

### Financial Impact

Is a Budget Amendment Required? ☒ Yes ☐ No

The additional appropriation will be covered by a transfer from 101-299-890.000 Contingency

101-265-970.000      Twp Hall & Grounds, Capital Outlay      \$10,465

### Attachments

Photo of prototype



Prototype mock counter screen model used for discussion purposes

## Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Robert West, Director of Public Works

**Subject:** Hartland Enrichment and Recreation Organization (HERO) Agreement 2021-2023

**Date:** June 16, 2020

### Recommended Action

Approve the Hartland Enrichment and Recreation Organization (HERO) Agreement 2021-2023 as presented.

### Discussion

The Hartland Enrichment and Recreation Organization (HERO) Agreement with the Township is due for renewal. Approval as presented will formalize the agreement for a duration of three fiscal years.

The only proposed change is an enhanced chart highlighting the payment schedule. The content of the agreement remains the same as the previous agreement.

### Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

### Attachments

HERO Agreement - 2021-2023.pdf

HERO Agreement - 2018-2020.pdf



**Memorandum of Agreement**  
**Between Hartland Township and the Hartland Enrichment and Recreation Organization**  
**(HERO) 2021-2023**

WHEREAS, Hartland Township (the "Township") owns the old township hall property (the "Property") at 3191 Hartland Road, and providing use of the Property for the Hartland Enrichment and Recreation Organization ("HERO");

WHEREAS, HERO was founded on the long-standing community tradition and shared values of investing positively into the lives of children in the Township;

WHEREAS, the Township and HERO (the "Parties") desire to enter into an agreement regarding the use, maintenance and preservation of the Property; and

WHEREAS, the Township has determined that this Agreement is in the public interest and serves and advances a public purpose;

NOW, THEREFORE, the Parties agree as follows:

- I. The term of this Agreement shall commence immediately and shall expire June 30, 2023. The parties agree to meet in April 2023 to discuss renewal of this Agreement.

<i>*First payment was approved on June 2, 2020 ahead of schedule</i>		
FY2020-2021	Payment due by July 15, 2020	Term ends June 30, 2021
FY2021-2022	Payment due by July 15, 2021	Term ends June 30, 2022
FY2022-2023	Payment due by July 15, 2022	Term ends June 30, 2023

- II. The Township agrees to provide use of the Property to HERO under the following conditions:
- Only for the purpose of operating the Next Door Hartland Teen Center ("Next Door HTC") for pre-registered students that are enrolled in Hartland Consolidated Schools, grades 7-12.
  - HERO shall submit a monthly schedule of activities to be held at the Property to the Township by the first day of each month.
  - HERO agrees to use and occupy the Property in accordance with all applicable ordinances, statutes, codes, laws, rules and regulations.
- III. The Township shall pay Twenty Thousand and 00/100 Dollars (\$20,000.00) to HERO by June 1, each year of this contract, in consideration of the following services for the Property to be provided by HERO:
- The Next Door HTC will be open from August 28 through June 30 each year, 2:30 PM to 6:00 PM, Monday through Friday, except holidays or other days as determined by HERO's Executive Director. The NEXT Door HTC is permitted to provide activities from July 1 through August 28 with Township approval. The NEXT Door HTC and all activities will be administered by at least one adult ("Director") who shall be employed at HERO's sole cost.
  - HERO will provide recreational and educational programs to participating students.
  - HERO will provide participating students use of computers on the Property. All computer use will comply with HERO policies and regulations pertaining to computer use.
  - At the conclusion of each school year, HERO will provide the Township with a summary report of the attendance, list of activities, and other pertinent information to document for the Township proper use of the provided funding in the public interest.
  - The building interior shall be maintained in good condition, recognizing it is part of a community center serving the general public.

- f. The building interior, offices, lobby, hallways, kitchen, restroom facilities, other common areas, all toilets and fixtures shall be:
    - 1. Secured and locked at the conclusion of each day's activities;
    - 2. Cleaned, serviced and maintained in good and safe working order as a clean, useable facility, with all necessary supplies (including, but not limited to, paper towels, toilet paper, and cleaning supplies).
  - g. Litter control shall be provided to the Property daily during HERO sanctioned activities.
  - h. When deemed by the Township to have occurred during HERO activities, prominent graffiti shall be cleaned and/or painted out within one week of discovery. Other incidental graffiti shall be cleaned and/or painted out annually.
  - i. HERO may provide maintenance or services to a higher or more frequent standard than identified above, providing HERO assumes all related costs resulting from the higher standard and complies with any present or future federal, state, or local laws and policies.
  - j. If the Township determines that any of this required maintenance is not being done effectively, the Township will provide one (1) business day notice to HERO to correct the condition. If it is not completed satisfactorily, the Township will provide the service and bill HERO for the cost of service and HERO will pay all costs related to this service.
- IV. The Township shall pay all utility bills (electric, gas, sewer and water), alarm monitoring, monthly interior cleaning and other routine maintenance costs for the Property not provided by HERO (as listed in Section III above). HERO shall alert the Township Public Works Director directly of defective or dangerous conditions at the HERO Center. The Township shall not be responsible for repairs to the Property, its fixtures or appurtenances, when the damage is deemed by the Township to have occurred by cause of vandalism, negligence, misconduct or carelessness during HERO activities. The Township shall establish an annual maintenance cap limited to the amount of \$1,200.00 to offset repairs and maintenance. Requests for additional funding require Township Board approval.
- V. The Township shall retain the right to allow and approve rental or use of the Property by non-profit organizations or other governmental agencies during those times when HERO is not scheduled, provided the Property is returned in good, clean, useable condition. In consideration of the payment for services above, HERO agrees to coordinate and schedule hourly rental of the Facilities by others, including:
  - a. Acting as the primary point of contact for all requests for hourly rental.
  - b. Maintaining a schedule of all building uses and scheduled rentals.
  - c. Providing a building monitor during the entire time of the hourly rental.
  - d. Subsequently cleaning & securing the building to the same standard described above.
  - e. For these and any other services HERO may provide to other renters of the building (i.e. hourly monitoring, equipment use, cleaning, etc.), they shall be permitted to charge reasonable deposits and/or fees to recover any costs HERO may incur. HERO shall submit a schedule of permissible fees to the Township annually no later than September 30<sup>th</sup>.
- VI. Any other maintenance, safety or liability concerns not provided for in this Agreement should be reported to the Township by HERO within one business day for review and correction, if needed.
- VII. HERO shall make no modifications to the Property without the permission of the Township.

- VIII. Any and all news releases, websites, or other types of publicity pertaining to the activities of HERO shall recognize the Township as a participating sponsor and represent the Township in a positive and favorable light.
- IX. HERO agrees that it will indemnify, hold and save the Township and its officers, agents, contractors and employees whole and harmless and defend same from and against all claims from any an act, omission, negligence or misconduct on the part of HERO or any of its agents, servants, employees, contractors, guests or invitees resulting from its use of the Property.
- X. HERO shall furnish a copy of a liability insurance policy naming the Township as insured in the amount of \$1,000,000, together with a signed copy of this agreement and a copy of the approved schedule before using the facilities for any purpose. Such liability insurance will also be required of any sub-contractors hired by HERO prior to working on Property.
- XI. The Township may terminate and/or cancel this Agreement upon default or breach of any obligation or material terms contained herein by HERO and only if said default or breach is not remedied within a reasonable time after notice of the default or breach is given by the Township in writing to HERO. Reasonable time for remedying the default or breach shall be specified by the Township in its notice and shall be based on the circumstances given rise to the default or breach.

IN WITNESS WHEREOF, the duly authorized officers of the parties hereto have executed this agreement on the dates shown with their respective signatures.

Hartland Enrichment &  
Recreation Organization

Hartland Township

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

\_\_\_\_\_  
Larry Ciofu

Clerk

Hartland Township

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Memorandum of Agreement  
Between Hartland Township and the Hartland Enrichment and Recreation Organization  
(HERO) 2018-2020**

WHEREAS, Hartland Township (the "Township") owns the old township hall property (the "Property") at 3191 Hartland Road, and providing use of the Property for the Hartland Enrichment and Recreation Organization ("HERO");

WHEREAS, HERO was founded on the long-standing community tradition and shared values of investing positively into the lives of children in the Township;

WHEREAS, the Township and HERO (the "Parties") desire to enter into an agreement regarding the use, maintenance and preservation of the Property; and

WHEREAS, the Township has determined that this Agreement is in the public interest and serves and advances a public purpose;

NOW, THEREFORE, the Parties agree as follows:

- I. The term of this Agreement shall commence immediately and shall expire June 30, 2020. The parties agree to meet in April 2020 to discuss renewal of this Agreement.
- II. The Township agrees to provide use of the Property to HERO under the following conditions:
  - a. Only for the purpose of operating the Next Door Hartland Teen Center ("Next Door HTC") for pre-registered students that are enrolled in Hartland Consolidated Schools, grades 7-12.
  - b. HERO shall submit a monthly schedule of activities to be held at the Property to the Township by the first day of each month.
  - c. HERO agrees to use and occupy the Property in accordance with all applicable ordinances, statutes, codes, laws, rules and regulations.
- III. The Township shall pay Twenty Thousand and 00/100 Dollars (\$20,000.00) to HERO by July 15, each year of this contract, in consideration of the following services for the Property to be provided by HERO:
  - a. The Next Door HTC will be open from August 28 through June 30 each year, 2:30 PM to 6:00 PM, Monday through Friday, except holidays or other days as determined by HERO's Executive Director. The NEXT Door HTC is permitted to provide activities from July 1 through August 28 with Township approval. The NEXT Door HTC and all activities will be administered by at least one adult ("Director") who shall be employed at HERO's sole cost.
  - b. HERO will provide recreational and educational programs to participating students.
  - c. HERO will provide participating students use of computers on the Property. All computer use will comply with HERO policies and regulations pertaining to computer use.
  - d. At the conclusion of each school year, HERO will provide the Township with a summary report of the attendance, list of activities, and other pertinent information to document for the Township proper use of the provided funding in the public interest.
  - e. The building interior shall be maintained in good condition, recognizing it is part of a community center serving the general public.
  - f. The building interior, offices, lobby, hallways, kitchen, restroom facilities, other common areas, all toilets and fixtures shall be:
    1. Secured and locked at the conclusion of each day's activities;
    2. Cleaned, serviced and maintained in good and safe working order as a clean, useable facility, with all necessary supplies (including, but not limited to, paper towels, toilet paper, and cleaning supplies).
  - g. Litter control shall be provided to the Property daily during HERO sanctioned activities.

- h. When deemed by the Township to have occurred during HERO activities, prominent graffiti shall be cleaned and/or painted out within one week of discovery. Other incidental graffiti shall be cleaned and/or painted out annually.
  - i. HERO may provide maintenance or services to a higher or more frequent standard than identified above, providing HERO assumes all related costs resulting from the higher standard and complies with any present or future federal, state, or local laws and policies.
  - j. If the Township determines that any of this required maintenance is not being done effectively, the Township will provide one (1) business day notice to HERO to correct the condition. If it is not completed satisfactorily, the Township will provide the service and bill HERO for the cost of service and HERO will pay all costs related to this service.
- IV. The Township shall pay all utility bills (electric, gas, sewer and water), alarm monitoring, monthly interior cleaning and other routine maintenance costs for the Property not provided by HERO (as listed in Section III above). HERO shall alert the Township Public Works Director directly of defective or dangerous conditions at the HERO Center. The Township shall not be responsible for repairs to the Property, its fixtures or appurtenances, when the damage is deemed by the Township to have occurred by cause of vandalism, negligence, misconduct or carelessness during HERO activities. The Township shall establish an annual maintenance cap limited to the amount of \$1,200.00 to offset repairs and maintenance. Requests for additional funding require Township Board approval.
- V. The Township shall retain the right to allow and approve rental or use of the Property by non-profit organizations or other governmental agencies during those times when HERO is not scheduled, provided the Property is returned in good, clean, useable condition. In consideration of the payment for services above, HERO agrees to coordinate and schedule hourly rental of the Facilities by others, including:
  - a. Acting as the primary point of contact for all requests for hourly rental.
  - b. Maintaining a schedule of all building uses and scheduled rentals.
  - c. Providing a building monitor during the entire time of the hourly rental.
  - d. Subsequently cleaning & securing the building to the same standard described above.
  - e. For these and any other services HERO may provide to other renters of the building (i.e. hourly monitoring, equipment use, cleaning, etc.), they shall be permitted to charge reasonable deposits and/or fees to recover any costs HERO may incur. HERO shall submit a schedule of permissible fees to the Township annually no later than September 30<sup>th</sup>.
- VI. Any other maintenance, safety or liability concerns not provided for in this Agreement should be reported to the Township by HERO within one business day for review and correction, if needed.
- VII. HERO shall make no modifications to the Property without the permission of the Township.
- VIII. Any and all news releases, websites, or other types of publicity pertaining to the activities of HERO shall recognize the Township as a participating sponsor and represent the Township in a positive and favorable light.
- IX. HERO agrees that it will indemnify, hold and save the Township and its officers, agents, contractors and employees whole and harmless and defend same from and against all claims from any an act, omission, negligence or misconduct on the part of HERO or any of its agents, servants, employees, contractors, guests or invitees resulting from its use of the Property.

- X. HERO shall furnish a copy of a liability insurance policy naming the Township as insured in the amount of \$1,000,000, together with a signed copy of this agreement and a copy of the approved schedule before using the facilities for any purpose. Such liability insurance will also be required of any sub-contractors hired by HERO prior to working on Property.
  
- XI. The Township may terminate and/or cancel this Agreement upon default or breach of any obligation or material terms contained herein by HERO and only if said default or breach is not remedied within a reasonable time after notice of the default or breach is given by the Township in writing to HERO. Reasonable time for remedying the default or breach shall be specified by the Township in its notice and shall be based on the circumstances given rise to the default or breach.

IN WITNESS WHEREOF, the duly authorized officers of the parties hereto have executed this agreement on the dates shown with their respective signatures.

Hartland Enrichment &  
Recreation Organization

Hartland Township

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

\_\_\_\_\_  
Larry Ciofu  
Clerk  
Hartland Township

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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

**Submitted By:** Susan Dryden-Hogan, Finance Director

**Subject:** Three-Year Agreement Renewal with Hartland Senior Center (\$22,000/yr)

**Date:** July 1, 2020

### **Recommended Action**

Move to approve renewal of the Memorandum of Agreement between Hartland Township and the Hartland Senior Center for the period April 1, 2020 – March 31, 2023, with annual contributions of \$22,000.

### **Discussion**

The prior MOA between the Township and Senior Center expired on March 31, 2020. Due to the COVID-19 shut down, the agreement was not renewed during the winter.

Also attached is the 2019 annual report from Kim Ladd, Senior Center Director for your review.

### **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

### **Attachments**

Senior Center Agreement 2020 – 2023  
Annual Report 2019 – Hartland Senior Center  
Certificate of Insurance

**Memorandum of Agreement Between Hartland Township and the Hartland Senior Center (HSC)**

WHEREAS, the Hartland Senior Center ("HSC") provides many valuable services to residents of Hartland Township (the "Township") in its mission to "Cultivate happy, healthy and independent lifestyles for everyone age 50 and over";

WHEREAS, the Township and HSC (the "Parties") desire to enter into an agreement regarding the partnership and funding for HSC activities; and

WHEREAS, the Township has determined that this Agreement is in the public interest and serves and advances a public purpose;

NOW, THEREFORE, the Parties agree as follows:

- I. The term of this Agreement shall commence April 1, 2020, and shall expire March 31, 2023.
- II. The Township shall pay Eleven Thousand and 00/100 Dollars (\$11,000.00) to HSC by July 31 and Eleven Thousand and 00/100 Dollars (\$11,000.00) by January 1 of each year, in consideration of the following services to be provided by HSC:
  - a. HSC will be open Monday through Friday, except holidays or other school closings.
  - b. HSC will provide services, activities, local transportation, recreational and educational programs to eligible and participating residents, such as:
    - i. Information & assistance with resources available to seniors, adult children and caregivers for housing, legal issues, home delivered meals, tax filing, chore and homemaking services;
    - ii. Medicare/Medicaid counseling and assistance with eligibility and enrollment; and
    - iii. Wellness programming, fitness classes, equipment, health information seminars, flu shots, clinics and low-cost health screening programs.
  - c. At the conclusion of each year, HSC will provide the Township with a summary report of the attendance, list of activities, and other pertinent information to document for the Township proper use of the provided funding in the public interest.
  - d. HSC agrees to operate in accordance with all applicable ordinances, statutes, codes, laws, rules and regulations.
- III. Wherever reasonable, any and all news releases, websites, or other types of publicity pertaining to the activities of HSC shall recognize the Township as a participating sponsor and represent the Township in a positive and favorable light.
- IV. To the extent permitted by law, HSC agrees that it will indemnify, hold and save the Township and its officers, agents, contractors and employees whole and harmless and defend same from and against all claims from any act, omission, negligence or misconduct on the part of HSC or any of its agents, servants, employees, contractors, guests or invitees resulting from its activities.
- V. HSC shall furnish a copy of a liability insurance policy naming the Township as an additional insured in the amount of \$1,000,000, together with a signed copy of this agreement.
- VI. The Township may terminate and/or cancel this Agreement upon default or breach of any obligation or material terms contained herein by HSC and only if said default or breach is not remedied within a reasonable time after notice of the default or breach is given by the Township in writing to HSC. Reasonable time for remedying the default or breach shall be specified by the Township in its notice and shall be based on the circumstances given rise to the default or breach.

IN WITNESS WHEREOF, the duly authorized officers of the parties hereto have executed this agreement on the dates shown with their respective signatures.

Hartland Senior Center

By: Kim Konarski  
Its: Kim Konarski, Director  
Date: 7/2/2020

Hartland Township

By: \_\_\_\_\_  
William J. Fountain, Township Supervisor  
Date: \_\_\_\_\_



## **Annual Report Hartland Senior Center 2019**

2019 Annual Report accounts for programs and activities that occurred January 1 – October 31, 2019.

The Hartland Senior Activity Center had another successful year in 2019 with an average of 223 people checking in every day! Our current paid membership count is 1,340, with another 1,600 guests checking in. Volunteerism is a huge part of why our senior center continues to grow. With over 63 volunteers giving their time each week (over 4,800 hours for the year) and another 40-50 volunteering during our special events, we couldn't do it without them! If you equate our volunteer hours with personnel salaries, the amount would top \$44,900 a year. What an incredible resource – we are so fortunate to have such a strong volunteer base.

### **Senior Outreach Program**

Carol Ringle, our Senior Resource Advocate, provided information and assistance 348 instances in 2019. In addition, Carol is MMAP (Medicare/Medicaid Assistance Program) certified and attends monthly trainings, completes MMAP paperwork (computer client entries), and offers presentations to senior communities (outside the senior center, i.e. Village Manor). Prior to the loss of our AAA 1-b funding, Carol also supervised our Tax Program\* through AARP which assisted 360 individuals with filing their income taxes in 2019. \*Our volunteer office staff has now taken over this task.

### **Senior Transportation**

The center's transportation program continues to provide medical transportation to area residents. We also transport folks to grocery stores, area businesses and to the senior center. Our drivers put over 22,666 miles on our vehicles and provided 2,097 rides so far in 2019. We are happy to report we are still offering transportation 5 days a week with 2 regular drivers and one sub.

### **Wellness Programs**

The center continues to offer the following fitness classes: dance aerobics, yoga, tai chi, walk-fit, drumming, stretching, line dance, and sit & fit. Enhance Fitness, an evidenced-based older adult fitness program, was introduced at the senior center in January 2012. The class continues to meet twice a week and attendance has remained strong throughout 2019. Due to the growth of the EF class, we have moved class onto the Performing Arts Center stage – seeing 30-36 people in class! In 2019 we had 144 people attend EF classes 1,730 times.

We have a great working relationship with both Advanced Physical Therapy and ATI Physical Therapy. APTC offers a pickleball specific stretch class as well as an "ask a PT day" for free and ATI continues to teach a free seated wellness class each week.

Each day many people use our building to walk the hallways (328 people with 4,916 visits) and our well-equipped weight room is utilized daily by our members (131 members for 1,478 times in 2019). We have several volunteers who help keep the weight room clean, offer orientations and inform us of any equipment issues. Each year we hire a firm to check equipment for safety or maintenance problems.

We partner with University of Michigan annually to offer a Flu Shot clinic. In 2019, 67 people came to our center for a flu shot. In addition, we will once again partner with the Red Cross to offer a blood drive on December 18. The center also hosts the local T.O.P.S. (Take Off Pounds Sensibly) group and 24 people attended this weekly healthy eating support group.

In addition to these on-going programs and classes we also offer presentations regarding dementia awareness through the Alzheimer's Association, scams and frauds through the Attorney General's Office, fall prevention and the importance of physical activity for older adults through the National Kidney Foundation.

In 2019 we resurrected our Brain Games program with the help of staff from Arbor Hospice. Once a month, members have an opportunity to 'workout' their brains with trivia and mind teasers. We also are now partnering with Wellsbrooke Home Health agency to offer blood pressure checks once a month at the senior center on the 3rd Tuesday of each month.

### **Social and Recreation**

The Hartland Senior Activity Center provides opportunities for fun through many social activities. The following card games are scheduled weekly: euchre, pinochle, bridge, mah jong, cribbage and skipbo. In 2019, our ping pong participation has leveled off to two tables Tuesdays and Fridays. We also encourage members to participate in the local senior bowling league at Striking Lanes in the fall/winter and golf leagues in the spring/summer held at Hartland Glen Golf Course.

Our senior softball league and biker gang have dwindled in numbers over the last two years, but the softball league still has about 8 teams while our bicyclists have taken a break as a group. However, many members are still riding solo around the newly developed parks and trails in the area.

Pickleball, a fast-growing racket sport, continues to be a popular center activity. Open-indoor play is scheduled 4 times a week from October through May while outdoor play is available all summer June – September. Our pickleball players also host two tournaments each year that bring players from Michigan, Indiana, Ohio and Canada to our area. Our 2019 tournaments earned a net profit of over \$8,000 to help maintain our outdoor courts, indoor nets and supplies as well as general senior center operations. Our November tournament had over 180 players!

### **Arts, Dance and Music**

We have a very creative membership participating in a variety of painting classes that are scheduled throughout the year and our Hartland Area Woodcarvers which meet every Wednesday. Tap and jazz dance classes for beginners through advanced dancers are scheduled weekly – known as our famous Recycled Rockettes. The popularity of this group has grown so much that they now perform in their own dance revue held in June. Net profits from the 2019 show were over \$5,900!

One of our biggest groups is our SAGE members which encompasses everyone who is part of our big Fall Show. We have men's and women's choirs, band, Jazz band, hand chimes and acoustical group. These 5 groups consist of about 100 people who have music in their hearts and love to perform. From this group, our HSAC CABARET group was created by one of our members. The CABARET performers visit other senior communities and rehab facilities (Village Manor, Howell Senior Center, Wellbridge) to share their love of music and entertain the crowd as well as participating in community events such as Hartland's Winterfest and Fowlerville's Fall Fest. There is no required fee for our CABARET group to perform at these facilities but we do ask for a small donation to benefit the upkeep of our sound equipment and tech supplies.

Public concerts are scheduled for our musical groups each year as fundraisers with our annual music comedy show held each October which is our largest fundraiser. The 2019 Fall Show consisted of 65

seniors who acted, sang, performed, worked backstage, ran the lights, and worked the lobby. This year's show netted over \$11,000 which again helps keep program costs affordable.

In 2019, our members and guests participated at the Center in the following ways:

Fitness	17,361
Health Screening	573
Social and Recreation	16,724
Lunch	6,974
Resource Office	362
Arts & Education	791

\*The numbers above represent the total number of occurrences January - October 2019. For example, one individual senior who attends dance aerobics one day per week all year long, would represent 52 of the total Fitness count of 17,361.


### **Moving Forward**

In 2020 our goal is to continue increasing our program offerings. Our 20 hour a week Marketing Coordinator helps maintain our website, send constant contact emails, create marketing materials, help with front desk office coverage when our volunteer workers are unavailable and work with the events committee. She is also the point person for our Annual Visibility Sponsorship program and our Group Coordinator for our biggest fundraisers.

Our Events Committee is helping create new events as well as support existing annual events. Additionally we have several members who have stepped forward to help with marketing the Hartland Senior Activity Center as a whole in addition to our larger events/concerts as part of our poster brigade and sponsorship committee. Upcoming scheduled programs and events include:

- Battle of the Sexes Trivia Event – February
- Super “Bowl of Chili Cookoff” – March
- Irish Dinner – March
- Red Hats & Friends Trip to Frankenmuth – April
- Matter of Balance through Kidney Foundation – May
- Mother’s Day Brunch ‘Old Bag and Jewelry’ sale - May
- Spring Music Concert at the Hartland Performing Arts Center – May
- Lifeline Screening – June
- “Broadway” Recycled Rockettes – June
- Free Hot Dog Friday for Father’s Day – June
- Ice Cream Social with Village Manor Retirement – June, July, August
- Trash to Treasure Fundraiser – August
- 1970s Rewind – Big Fall Show – October
- Halloween High Tea – October
- Annual Turkey Dinner – November 19
- Holiday Feast – December 12
- Annual Red Cross Blood Drive – December 18

# CERTIFICATE OF INSURANCE

Producer <b>SET SEG</b> 1520 Earl Avenue East Lansing, MI 48823			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
Insured <b>Hartland Consolidated Schools</b> 9525 E. Highland Rd. Howell, MI 48843			<b>COMPANIES AFFORDING COVERAGE</b>			
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 TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.			<b>A</b> MASB-SEG Property/Casualty Pool, Inc.  <b>B</b> SEG Workers' Compensation Fund			
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS	
<b>A</b>	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> Comprehensive Form <input checked="" type="checkbox"/> Premises/Operations <input checked="" type="checkbox"/> Products/Completed Operations <input checked="" type="checkbox"/> Broad Form Property Damage <input checked="" type="checkbox"/> Personal Injury	PC-0003464	07/01/2020	07/01/2021	BI & PD COMBINED OCCURRENCE	\$1,000,000
					BI & PD COMBINED AGGREGATE	N/A
					PERSONAL INJURY OCCURRENCE	\$1,000,000
					PERSONAL INJURY AGGREGATE	N/A
CERTIFICATE HOLDER Hartland Township 2655 Clark Road Harland, MI 48353			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL <b>30</b> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.			
AUTHORIZED REPRESENTATIVE    Joshua Barens PROPERTY/CASUALTY DEPARTMENT						
						Date: July 2, 2020

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

**Submitted By:** Susan Dryden-Hogan, Finance Director

**Subject:** Fire Millage Resolution

**Date:** July 1, 2020

### **Recommended Action**

Move to approve the Fire Millage Resolution.

### **Discussion**

Michael Homier has put together resolution language under several millage options for discussion and recommendation. These will be distributed to the board under separate cover.

### **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

### **Attachments**

None

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

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

**Subject:** To review the written legal opinion of the Township Attorney, subject to attorney-client privilege

**Date:** July 1, 2020

### **Recommended Action**

Motion to adjourn to closed session to review the written legal opinion of the Township Attorney, subject to attorney-client privilege.

### **Discussion**

The written legal opinion of the Township Attorney will be forwarded to the Board under separate cover.

### **Attachments**

None