

HARTLAND TOWNSHIP BOARD REGULAR MEETING FINAL MINUTES
February 7, 2017-7:00 PM

1. **Call to Order** - THE MEETING WAS CALLED TO ORDER BY CLERK LARRY N. CIOFU AT 7:00 PM

2. **Pledge of Allegiance**

3. **Roll Call**

PRESENT: Larry N. Ciofu, Kathie Horning, Joe Colaianne (7:30 PM), Matt Germane, Glenn Harper, Joe Petrucci

ABSENT: William Fountain

b. **Selection of Presiding Officer**

Selection of Presiding Officer

Move to approve Clerk Larry Ciofu as Presiding Officer of the February 7, 2017 meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kathie Horning, Treasurer
SECONDER:	Glenn Harper, Trustee
AYES:	Ciofu, Horning, Germane, Harper, Petrucci
ABSENT:	Fountain, Colaianne

4. **Meeting Agenda**

a. **Approval of Meeting Agenda**

Move to approve the agenda for the February 7, 2017, Hartland Township Board Meeting as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kathie Horning, Treasurer
SECONDER:	Joe Petrucci, Trustee
AYES:	Ciofu, Horning, Germane, Harper, Petrucci
ABSENT:	Fountain, Colaianne

5. **Call to the Public**

No one came forward.

6. **Approval of Consent Agenda**

Move to approve the consent agenda for the February 7, 2017, Hartland Township Board Meeting as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Joe Petrucci, Trustee
SECONDER:	Glenn Harper, Trustee
AYES:	Ciofu, Horning, Germane, Harper, Petrucci
ABSENT:	Fountain, Colaianne

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. Board of Trustees - Regular Meeting - Jan 17, 2017 7:00 PM
- d. Approve Closed Session Meeting Minutes - January 17, 2017
- e. Board of Trustees - Special Meeting - Jan 31, 2017 6:30 PM
- f. Approve Closed Session Meeting Minutes - January 31, 2017

- g. Approve Fiddler Grove Performance Bond Reduction Request (to \$120,000)

7. Applicant

- 1. Site Plan #544 & Planned Development (PD) Amendment #439A - Emagine Theatre

Manager Wickman gave a brief overview of the Emagine Theater project. The site plan was approved by the Planning Commission, with conditions, at their last meeting. What is before the Board is the amendment to the Planned Development agreement based on the conditions of approval that the Plananing Commission has given at their last meeting. Ross Gallentine, the Project Manager from Ramco Gershenson, was present to discuss the Emagine Theatre and to respond to questions from the Board. Trustee Germane inquired as to the timing of potential construction if approved tonight. Per Mr. Gallenting, as of now, the construction would begin in the spring when the weather breaks. Trustee Harper had Manager Wickman highlight the exact location of the theater on the site plan map. Trustee Germane thanked the Planning Commission for all of their efforts and the multiple meetings they held on issues of importance to the Township, specifically with regards to traffic and signage on this project.

Move to Approve Site Plan Application #544 and Planned Development Amendment #439A to amend the wall sign standards for the Hartland Towne Square Planned Development and the integration of future amendments, as a 6th Amendment to the Hartland RAMCO Planned Development Agreement and Hartland Towne Square Pattern Book, based on the following findings:

- 1. The Township Board has determined the proposed amendments to the wall sign standards accommodates a major tenant in an area within the Hartland Towne Square Planned Development (PD), where a major tenant was not otherwise originally planned and may not have located.
- 2. The Township Board has determined that the amended sign standards offer flexibility for a major tenant building, when located on three (3) road frontages within the PD.
- 3. The Township Board has determined that the proposed major tenant would be a benefit to this PD as well as the Township.
- 4. The Planning Commission has reviewed the proposed PD amendment and has recommended approval of the amendment at its January 12, 2017 regular meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kathie Horning, Treasurer
SECONDER:	Glenn Harper, Trustee
AYES:	Ciofu, Horning, Germane, Harper, Petrucci
ABSENT:	Fountain, Colaianne

8. Pending & New Business

- a. Liquor License Application Process

Manager Wickman gave an overview of the process that was adopted by ordinance regarding the availability of liquor licenses. The process is that the Board would first give notice for accepting applications for a defined period of time. Then there would be a review of the completed detailed applications by the staff and other agencies. The applications would also be reviewed by the Board subcommittee who would bring recommendations to the Board. This is the notice portion of the process and the time frame listed was recommended by the Administrative Committee of the Board.

Move to direct the Clerk to publish a public notice of intent to make a new liquor license available for applications until Monday, February 27, 2017.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kathie Horning, Treasurer
SECONDER:	Matt Germane, Trustee
AYES:	Ciofu, Horning, Germane, Harper, Petrucci
ABSENT:	Fountain, Colaianne

b. Resolution - SAD200 Revised Assessment Roll

Public Works Director Robert West reported that the SAD200 project has been completed, and we have the revised assessment roll based on the restoration of the properties. The resolution submitted recognizes the change orders that have been signed by the property owners that exceeded the original assessment amount in exchanged for an enhanced restoration. The preliminary numbers that were used for the initial assessment roll included topsoil and seed application. Many of the homeowners have requested sod restoration and other minor lawn restorations including some minor lawn landscaping. The change orders have been signed by the property owners recognizing that their assessment would go up. This resolution recognizes the revised assessment roll. Trustee Germane inquired of Director West if the customers that wanted the additional restoration were satisfied. Director West responded that the majority of the customers were satisfied. Director West also stated that this project was approximately 20% under what it would have cost had we obtained an engineer. By having Public Works act as the project manager we were able to save the residents a considerable amount of money.

Motion to approve the Resolution revising the special assessment roll for sewer improvements regarding the Special Assessment Districts 200 foot number 4. Roll call Vote Taken. Motion carried 5-0-2.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Germane, Trustee
SECONDER:	Glenn Harper, Trustee
AYES:	Ciofu, Horning, Germane, Harper, Petrucci
ABSENT:	Fountain, Colaianne

c. Water System Pressure Reducing Valve (PRV) Engineering Proposal

Public Works Director Robert West reported that the recent water reliability study called out the need for a pressure reducing valve on the water distribution system. The issue is that the water system essentially east of US 23 is currently experiencing abnormally high water pressure. The water pressure has been able to be sustained because the infrastructure was relatively new, but it continues to age and this is a proactive effort to minimize any consequences associated with the high pressure. It was called out in the 2010 water reliability study, and it was highlighted as one of Director West's recommended top three capital improvements in the 2015 study. There have been frequent calls from businesses regarding their high water pressure and we have residential developments that have individual pressure reducing valves on their inline water service, that are starting to fail as they are nearing their useful lifespan. The proposal is for both the design engineering as well as the construction observation. The DEQ has to permit this particular improvement and they will not allow in-house staff to oversee this project, so it will need to be fully engineered. Public Works is working with a prefabricated pressure reducing valve enclosure, which will reduce costs, and there is a preliminary site that has been selected, which would be in the right of way in front of the Waldenwoods complex. It will be in line with the existing water main. The \$49,000 includes both the design and construction observation even though they will be two separate steps. The construction observation will not come into play until bids are received and a proposed contract comes back to the Board for approval. Trustee Germane inquired as to the to the overall cost of \$175,000 and Director West stated that this would include construction costs and Director West will not request authorization for construction until the bids are submitted. Trustee Germane inquired as to why we did not correct this problem sooner if we knew about this in 2010, and asked if we are within DEQ requirements. Director West stated that our system has been able to sustain these pressures but the system is aging and we want to proactive at this time and that we are getting close to exceeding DEQ levels. Director West also responded to Trustee Germane's inquiry on the engineering timeline as being completed with 90 days with the most significant hurdle being the DEQ's permit response times, which we have no control over.

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Motion to approve HRC's proposal for design and construction engineering for the pressure reducing valve at a cost not to exceed \$49,000.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Glenn Harper, Trustee
SECONDER:	Joe Petrucci, Trustee
AYES:	Ciofu, Horning, Germane, Harper, Petrucci
ABSENT:	Fountain, Colaianne

9. Board Reports

Trustee Germane - Requested an update from Manager Wickman on the highlights of Winterfest during his report. Trustee Germane, as a member of the HERO Board, stated that the Hartland Teen Center made almost \$900 from their efforts in running the hospitality tent at Winterfest.

Trustee Harper - No report.

Trustee Petrucci - No report.

Clerk Ciofu - No report.

Treasurer Horning - Met with the Planning Director and the Planning Commission Chair previously regarding the Farmers Market and exposure over at Ore Creek Middle School. They discussed the fact that revenue for the Farmer's Market was half of what it was last year, that we lost some vendors by moving to Ore Creek, and how to make the market come back in the future. The Market started in 2004, and was very successful at the M-59 location. PC Chair Fox suggested the Ordinance Review Committee look at the ordinance to see if the Market could be on commercial property again. Treasurer Horning met with the Ordinance Review Committee and they are in favor of the Market becoming an "event", similar to the Memorial Day Parade and Heritage Day. They suggested that this be brought to the Board and that she will have something on the next agenda.

10. (After Brief Recess) Manager's Report

Manager Wickman stated that Winterfest attendance was more than 600 regardless of the poor weather conditions. Participation was good and this was the biggest year for sponsorship's and volunteerism. The Winterfest Committee will be meeting on February 22 for their after-action review and after that we will provide a more detailed report for the Board in March as planned. Trustee Petrucci inquired as to whether there was any discussion regarding moving the date. Manager Wickman responded that individual members of the Winterfest Committee have had discussions on this topic. There was also some discussion regarding obtaining a snow making machine for next year and a possible flexible date scenario where we could look at the weather forecast. The Budget meeting is scheduled for this Saturday, February 11 at 8:30 a.m.. Manager Wickman also wanted to let the Board know that Jon Booth has left HRC and that Mike Darga would be our point of contact at this time. The Public Hearing for the Penny subdivision outlot will be re-convened at the February 21st Board meeting. The Administrative Committee has proposed asking that additional conditions be met by the property owner regarding topographical surveys, engineered drainage proposal and deed issues. Trustee Colaianne inquired as to whether we asked the LCDC for information and Manager Wickman stated that we did receive some additional information from them regarding contour maps and drawings for the Forestbrook storm sewer system that will be included in the next Board package. We had the last interview for the Communication Director and we have selected a finalist that will go through an interview with Manager Wickman and Supervisor Fountain in the near future. The Hartland Deerfield Fire Authority budget will also be on the February 21st Board agenda.

11. Information / Discussion

1. Draft Solicitation Ordinance

Manager Wickman gave an overview of the draft Solicitation Ordinance. Discussion was held on enforcement, allowable exceptions to the ordinance, and record keeping requirements and staff time. It was the consensus of the Board to go forward with the ordinance and Manager Wickman will have it on the next Board Agenda.

RESULT: INFORMATIONAL

2. Public Gifts for Parks

Manager Wickman gave a brief overview of the models for facilitating public gifts for parks. Discussion was held on the use of foundations and non-profits, potential in-kind donations from businesses, the role, if any, that HERO could serve, the size and scope of projects we would consider for this approach, and community organizations potential participation in this format. It was the consensus of the Board to develop a policy that would allow us to create a procedure or process to collect these types of gifts for the parks, which would also include an agreement that could be used with community organizations that would be willing to raise funds for parks projects. Manager Wickman will draft a proposal for the Board to review at a later date.

RESULT: INFORMATIONAL

12. Adjournment

Move to adjourn the meeting at 8:05 p.m.

RESULT: APPROVED [UNANIMOUS]
MOVER: Kathie Horning, Treasurer
SECONDER: Glenn Harper, Trustee
AYES: Ciofu, Horning, Colaianne, Germane, Harper, Petrucci
ABSENT: Fountain

Submitted by,



Larry N. Ciofu
Clerk