

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
October 17, 2023 – 7:00 PM

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

PRESENT: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane, Trustee McMullen, Trustee O'Connell (via teleconference), Trustee Petrucci

ABSENT: None

Also present were Township Interim Manager Mike Luce and Planning Director Troy Langer.

4. Approval of the Agenda

Move to approve the agenda for the October 17, 2023 Hartland Township Board meeting as presented.

Motion made by Clerk Ciofu, Seconded by Treasurer Horning.

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

Voting Nay: None

Abstaining: Trustee O'Connell (teleconference)

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the October 17, 2023 Hartland Township Board meeting as presented.

Motion made by Trustee Petrucci, Seconded by Trustee Germane.

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

Voting Nay: None

Abstaining: Trustee O'Connell (teleconference)

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 10-03-23 Hartland Township Board Regular Meeting Minutes
- d. Oakland County Online Payment Agreement

7. Pending & New Business

- a. Site Plan/PD Application #23-008, Highland Reserve Planned Development (PD) - Preliminary Site Plan

Supervisor Fountain invited the applicant, Michael West of Green Development Ventures, to come forward and turned the discussion over to Planning Director Troy Langer. Director Langer stated that this was a Planned Development (PD) and gave a brief overview of the three step PD process. He

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
October 17, 2023 – 7:00 PM

stated the first step was the conceptual review, where the applicant presents a concept plan to the Planning Commission (PC) and the Township Board. There are no actual decisions or recommendations made at this time, but the PC or the Board will just provide feedback and comments regarding the concept plan. If it is deemed worthy of moving forward, the next stage is the preliminary plan. This is where the applicant gets into more details regarding the site plan, such as landscaping, lighting, design, and open space, effectively almost creating a new ordinance for the property. The PC held a public hearing on this request on September 28th and recommended approval. It then goes to the Board which is where we are at today. The remaining phase is the final phase of the PD where we are looking at the legal instruments such as easements, deed restrictions, Master Deeds, and the PD Agreement. All of these documents would be reviewed by the PC and Board and if approved we would be rezoning the property to a PD.

Director Langer stated that this project is on about 40 acres, south of M-59 near the Cundy Rd. and M-59 intersection, east of Hartland Glen Golf Course. It is primarily comprised of 101 single family homes of which 35 will be single family rental homes and 66 will be single family owner occupied homes. Also included in this project is about 1.9 acres of property in the northwest corner of the property that would remain with the current owner and be developed as commercial property. The primary focus of the commercial area would be restaurants, retail, gas stations and drive through restaurants, and all uses are listed in the staff report. All of the roads in the project are private roads and they do connect to M-59. They have not received all of their approvals from MDOT, but we did receive an e-mail from MDOT confirming that the location of the connection is okay. They may have to make some changes to the deceleration and acceleration lanes or changes to the median that are still to be determined. They have future connections to east and south and they will connect to Hartland Glen Lane.

Director Langer stated that items discussed at PC public hearing related to open space, landscaping, and shape of the detention/retention basins. There was also discussion on the commercial area and the PC thought that any of the uses in the general commercial that are only permitted by a special land use should also require a special land use as part of this PD. There also was discussion on the setbacks as they proposed a five foot setback from the property line, which means the houses would be ten feet apart. He stated the PC did recommend approval and he would be available to answer questions from the Board. Supervisor Fountain asked the applicant if he had anything to add and the applicant stated he did not. He stated that since he was before the Board in April with the conceptual plan, they have been working closely with Mr. Langer and staff to address all of the issues. He stated that following a preliminary plan approval they realize they would have to go through the final approval and get all of their easements and agreements in line. He stated they have had preliminary conversations with MDOT, the Livingston County Drain Commission (LCDC) and Redwood Homes.

Trustee Petrucci stated he has issues with the setbacks from a fire situation, but he understood that an upgraded wall material would be on the closest side of the homes. The applicant stated that where they use all of the setback in the buildable envelope they use a self-imposed one hour firewall material. He stated that the ten foot housing separation will not be used throughout the development, but will allow for flexibility in providing different housing products. He stated the sample portfolio provided in the packet are all 40 foot or less home widths which would have 10 foot setbacks and would be 20 feet apart. Having the flexibility with the 5 foot setback would give them a 50 foot wide building site which would allow for a three car garage if a person would want that. In reality, he stated they will probably only have a few locations where this would occur and it will have the self-imposed one hour firewall. Treasurer Horning stated most of her questions were answered at the conceptual review but stated she liked the fact that you are mixing up the housing products so they are not all identical and she liked the configuration. Trustee Germane inquired as to whether there was a ditch along the existing driveway that would connect all of the wetlands. The applicant stated that there was and it is actually

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
October 17, 2023 – 7:00 PM

located off of their property right along the east side of Hartland Glen Road. Trustee Germane also inquired as to whether the wetlands were part of the 40 acres of open space in the development and the applicant stated that it was included. Trustee Germane inquired as to the location of the walking paths. The applicant stated that the path starts in the northwest corner and wraps around the north side of the larger wetland area and follows the wetlands around to the southwest corner and connects to the sidewalk on the private street. There is a second path in the southeast corner around the park area. Trustee Germane inquired about the wetland near the commercial development and the applicant stated that their wetland consultants are unsure as to whether that is a regulated wetland, and suggested that the commercial property owner reach out to EGLE. He stated the property owner has a copy of the wetland deliniation. Trustee Germane stated he thought it was a well thought out development and would be a nice addition to the township. Clerk Ciofu inquired as to the location of the park area and it was stated that it was in the southeast corner. Clerk Ciofu pointed out that the map in the package was not the the latest version and was fine with the location on the latest version. Supervisor Fountain commented on the thorough traffic plan and inquired as to whether MDOT has approved the location of the exit out on to M-59. The applicant stated MDOT stated it meets the geometric separation and designs. He stated they will not get a final MDOT approval until they submit a formal application. He stated that MDOT looked at the traffic study and stated the location was okay but they reserved any further comments until they apply. The applicant stated that the commercial property would generate about four times more traffic than the entire residential buildout. Director Langer stated that the property owner had a preliminary plan for the commercial property that reflected a connection out to M-59 and in his discussions with MDOT they had a number of issues with that connection. This preliminary commercial property plan was not included in this development in order to not hold up this entire project since we do not know what is really going on with the commercial property at this time.

Supervisor Fountain noted the access road to the property to the south of this development and inquired as to whether there would be any additional access roads connecting to M-59. Director Langer stated that traffic from any development to the south of this development would probably go through this development or through the Hartland Glen development. Supervisor Fountain inquired as to whether the the roads in this development would be able to handle development that comes later on. The applicant stated that they are meeting all of the road standards other than a slight difference in the width of the road, stating he believed they are 66 foot private road easements which would be sufficient to handle residential traffic. Supervisor Fountain stated that the packet that was put together was, in his opinion, way beyond what you would normally see in a preliminary plan. The applicant stated that this was well beyond what they would normally do but Mr. Langer gave them good direction and comprehensive reviews over the summer and they wanted to make sure it was a complete packet. He stated he will actually steal some of this information to include on future applications as there was a lot of good stuff in this package. Supervisor Fountain inquired of Director Langer as to the next step which is the final plan with all of the legal documents. Director Langer stated that this was correct and we would want to document all of easements for future road connections to avoid any issues, such as dealing with a homeowners association that states they don't want to connect in the future when Mr. West may no longer be involved. The applicant thanked Director Langer, the PC, and the Board for the thorough review. It was very comprehensive and very clear in the direction, which was refreshing as this is not always the case in dealing with other communities. Supervisor Fountain inquired as to whether having our ordinance online and accessible was helpful. The applicant stated that it was thorough but definitely easy to find what you needed and if we didn't we just reached out to the staff and they were very responsive. It has been a pleasure to work with Troy and his staff.

Move to approve Site Plan/PD #23-008, the Preliminary Planned Development Site Plan for Highland Reserve Planned Development as outlined in the staff memorandum dated October 10, 2023.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
October 17, 2023 – 7:00 PM

Motion made by Treasurer Horning, Seconded by Trustee Germane.

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

Voting Nay: None

Abstaining: Trustee O'Connell (teleconference)

b. 2023 Early Voting Location

Clerk Ciofu stated that Proposal 2022-2 requires nine days of early voting for all state and federal elections. There were three formats for early voting that were approved, entering into a county agreement where early voting would be coordinated for all participating jurisdictions in the county, enter into a municipal agreement with neighboring townships, or you could provide early voting for your own township. The Livingston County Clerks discussed a countywide agreement with the County Clerk and there was not enough interest in this arrangement, so the County stated that they would not be providing centralized early voting. We were approached by another Livingston County municipality in joining in a municipal agreement but logistically it was not beneficial. We will therefore be providing early voting here in Hartland Township. The most logical spot for the location of the early voting site is here in the Township Board room and we are planning on running the nine days of early voting from 8:00 a.m. to 4:00 p.m. starting on the second Saturday before the election to the Sunday before the election. The State requires us to get Board approval for our early voting site. Supervisor Fountain inquired if this was for every election and Clerk Ciofu stated it would be for every state and federal election, so a special election held for a millage proposal would not require an early voting period. Supervisor Fountain inquired as to how much the nine days early voting and election day voting would cost. Clerk Ciofu stated he submitted a Early Voting Grant request to the County to be submitted to the Secretary of State of around \$43,000 for all three 2024 elections. Based on the preliminary allocation of the grant funds we will most likely not receive all of our grant request. Supervisor Fountain inquired as to the rationale for this and Clerk Ciofu stated it was to make access to voting easier for all eligible voters.

Move to designate Hartland Township Hall at 2655 Clark Rd, Hartland, MI 48353 as the polling locations for precincts to conduct Early Voting

Motion made by Treasurer Horning, Seconded by Trustee McMullen.

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

Voting Nay: Trustee Petrucci

Abstaining: Trustee O'Connell (teleconference)

c. Township Hall Roof Replacement

Manager Luce gave a brief overview of the Township Hall roof condition stating we have made numerous repairs over the years and we are at the point where we have multiple leaks in the building and we are replacing ceiling tiles as often as we can. The roof is sixteen years old and the shingles are a thin homeowner type of shingle and they are past their useful life. We have discussed this numerous times and we have requested quotes for a new roof from six different companies. We have received three quotes, two included in tonight's package, and a third that was received late last night that does fall in line with the two quotes we received. We have built in a contingency for plywood replacement as we do not know exactly how many sheets of plywood will be needed. All three contractors that provided quotes stated they can do this job in November, which will get us a new roof before winter. Supervisor Fountain stated there are two types of roofs on this building, an asphalt portion and a flat membrane portion. Manager Luce replied that all of the contractors stated the membrane roof has another eight to ten years useful life, so we are just looking at the asphalt roof at this time.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
October 17, 2023 – 7:00 PM

Discussion was held on the pros and cons regarding metal roofs, the improvements in shingle technology, useful lives of the various types of shingles, the look of the building under various roofing solutions, shingle weight, and warranties. Manager Luce is recommending going with Go To Roofing with a Class 4 Hail Impact Polymer Modified Shingle at a price not to exceed \$109,337. They offer a ten year no leak guaranty along with a warranty on the shingle and will charge \$65 for the purchase and installation of any additional plywood required. Manager Luce stated he would like to see the product before we move forward and that he has reached out to other communities with different types of buildings that were redone and they have been pleased with the product. Trustee Germane inquired as to how the not to exceed price was determined. Manager Luce stated that they measured the roof and came up with roughly 150 square. There are two pieces of plywood per square, and he assumed 50% of the roof needs new plywood. We added that amount to the Go To Roofing quote plus a 20% contingency should unforeseen items come up when we tear off the roof, gets you to the \$109,337 cost.

Move to approve the replacement of the Township Hall roof and contingency funding in an amount not to exceed \$109,337 and allow the Township Manager to act on behalf of the Township for decisions relating to the project.

Motion made by Trustee Germane, Seconded by Clerk Ciofu.

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

Voting Nay : None

Abstaining: Trustee O'Connell (teleconference)

d. Appointment of Michael Luce as Township Manager

Supervisor Fountain stated the Board met last week to discuss Mike Luce's performance as Interim Manager for the last 60 plus days. After a lengthy discussion it was the unanimous decision of the Board to appoint Mike Luce as our permanent Manager. We have a Manager's Committee who will get together and come up with a recommendation for a compensation package and contract for Manager Luce through March 31, 2025. Trustee Germane stated that the Manager's Committee did meet at 6:30 this evening and we anticipate having our draft contract internally reviewed and presented to Manager Luce to give him a chance to review it and if all things go well we would have this on our first November meeting.

Move to approve the appointment of Michael Luce as Hartland Township Manager effective October 11, 2023

Motion made by Treasurer Horning, Seconded by Clerk Ciofu.

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

Voting Nay; None

Abstaining: Trustee O'Connell (teleconference)

8. Board Reports

Treasurer Horning - Stated the contract for IT Services between Oakland County and Hartland Township approved tonight is the identical contract signed by Supervisor Fountain and herself five years ago and there were no changes to it. The reason we have a contract with different entities is that a government unit can not accept credit cards fees because the auditors say that we can absorb someone's credit card fees using Township funds. Most governments use an outside service for this function and this one seems to be a good one. It is a 2.75% rate for the people using it which is pretty good for people who want to use their credit or debit cards. They can also go online and use an e-check

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
October 17, 2023 – 7:00 PM

for \$2.50. Trustee Germane stated that basically we are acknowledging that they are going to provide this service on behalf of the Township and when the people pay with a credit card the fee goes directly to them. Treasurer Horning stated that is correct but they also can not make a profit just like us as they are Oakland County so there are times that we do get reserve money back based on our usage. She stated we have never had to pay any fees. She stated this has been a good product for us as it is fairly easy to use for people and on our end too. Trustee Germane wanted the public to know that when they pay with a credit card they are actually paying the fee separately and that there is no expense to the Township.

Trustee Germane - No report.

Trustee O'Connell - No report.

Trustee McMullen - No report.

Trustee Petrucci - No report.

Clerk Ciofu - No report.

Supervisor Fountain - No report.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager Luce stated the State of the Community is Wednesday, October 25th at 5:00 p.m. at the Hartland Music Hall. He gave a brief update on the HERO Center improvements stating we have a few items to complete including the exploration of the wet area in the back of the Center. He stated Buffalo Wild Wings is moving along, all of the underground has been completed, although the brick masons recently backed over a valve and broke it. We have a contractor coming in to repair the valve but we had to shut down the water main and the masons cannot get water at this time. He stated a recent WHMI article stated that City of Fenton bought 113 sewer REU's from the Genesee County Treatment Plant. Genesee County only had a limited amount of REU's available for purchase when they did their plant expansion. Manager Luce stated he spoke with the City of Fenton and doing some research on his own, found out that these REUs are being designated for development areas. Fenton is at about 75% of their total sewer REU capacity prior to this purchase. He stated that Hartland could not purchase REU's from Genesee County as the Interjurisdictional Agreement is between Genesee County and Livingston County, not Hartland Township. Manager Luce stated that we will be doing crack sealing and seal coating at Fire Station 62 prior to winter at an approximate cost of under \$4000. He also mentioned the new Hartland Township Water Plant sign on M-59 as we were having issues with delivery companies not understanding where the water treatment is at. In addition the construction easement access to Hunter's Ridge is showing up as a road on Google maps and we are working with Google maps to get this changed to limit traffic at the Water Treatment Plant.

b. HDFA Fire Station Location Study

Trustee Germane was excused from the meeting at 8:05 p.m.

Hartland Deerfield Fire Authority (HDFA) Fire Chief Adam Carroll was present along with Jeffrey Grote and Joe Powers of ESCI via zoom who would respond to any questions the Board may have regarding the HDFA Station Location Study. Manager Luce stated the intentions of this work session is to continue our discussions on our options and how we will move forward with the station location study. A request was made in a previous work session to have Chief Carroll prepare options for renovating the existing main station, building a substation, and building a new main station. There

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
October 17, 2023 – 7:00 PM

were also questions that the Board had on the actual study. Manager Luce turned the meeting over to Chief Carroll and the ESCI representatives. Chief Carroll gave a brief overview of the process that led to the Station Location Study and stated the focus of the study was to find the best station locations that would best serve the community. Discussion was held on response time standards, current response times, optimum location response times, and future development effects on response times. Mutual aid agreements were discussed as to their purpose and what effect they would have on the response times. ESCI representatives clarified that mutual aid agreements would not have a significant effect on the overall response times as they are primarily for structural fires which are a small portion of the overall fire station calls. They also confirmed that future development was considered in the location study as they had conversations with the Planning Director and Township Manager on developments. ESCI gave a brief overview of the methodology of how the study was developed. Further discussion was held on future development areas, the four quadrant sections of Hartland Township bisected by US-23 and M-59, traffic issues in the four quadrants, and location and staffing of substations.

The ESCI representatives left the meeting at 8:35 p.m.

Chief Carroll presented several photographs of relatively new fire stations in the area with associated building costs. Cost ranged from \$4.7 million plus property cost for a substation to \$9.8 million plus property for a main station. Discussion was held on substation staffing and equipment needs, estimated acreage, square footage, costs for a substation and a main station, training area needs and location, and station locations with regards to planned and potential future road/traffic improvements. Discussion was also held on the feasibility of expanding the current main station on the existing property considering restrictions on that parcel of land regarding Spranger Field and the HERO Center. Discussion was held on getting a draft plan for the current situation and future considerations, developing a plan for acquiring property for future needs, and determining an amount and purpose of a millage for these plans. A brief discussion was held on temporary storage issues at the main station and some possible solutions were proposed.

10. Adjournment

Move to adjourn the meeting at 9:35 P.M.

Motion made by Treasurer Horning, Seconded by Trustee McMullen.

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

Voting Nay: None

Abstaining: Trustee O'Connell (teleconference)

Submitted by



Larry N. Ciofu, Clerk