

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
May 03, 2022 – 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, Trustee Petrucci

ABSENT: None

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

4. Approval of the Agenda

Treasurer Horning would like to make an amendment and remove 7. a. Special Event Permit #22-010 Hartland Polo Classic.

Move to approve the agenda for the May 3, 2022, Hartland Township Board meeting as amended.

Motion made by Treasurer Horning, Seconded by Trustee McMullen.

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

Voting Nay: None

Absent: None

5. Call to the Public

Trevor Peitz, Hartland Township resident, came forward concerning a proposal on gravel roads around the area from Hacker north of M-59 and Brophy Rd. Mr. Peitz stated that there have been some issues in this area, and he is in support of this proposal.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the May 3, 2022, 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 O'Connell, Trustee Petrucci

Voting Nay: None

Absent: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 04-05-2022 Hartland Township Board Regular Meeting Minutes

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7. Pending & New Business

- a. Special Event Permit #22-010 Hartland Polo Classic

This item was removed from the agenda and will be on next month's meeting.

- b. Site Plan Application #22-005 – Amend the 7th Amendment to Hartland Towne Square Planned Development Agreement

Planning Director Troy Langer gave a brief overview of an amendment to the Planned Development Agreement (PDA) for the Hartland Towne Square development. The PDA acts much like a Zoning Ordinance, and it outlines what the restrictions are for that development. The Hartland Towne Square is the complex where Meijer's, Emagine Theatre, Taco Bell, Panda Express, Belle Tire, Tim Hortons, Culvers are located. When the PDA was originally approved there were limitations on the number of drive-through businesses that were permitted within that development. It put a cap on the total number of drive-through businesses, and it further put some limitations on how many coffee shops or how many restaurants or banks that could have drive-throughs in there. A number of years ago we had proposed a 7th amendment to increase that the drive-through limit by one for a restaurant and ultimately it was never ratified. There is a disagreement between Meijer and Ramco and they could not reach an agreement to sign the amendment. Recently we had a coffee shop that went through the approval process and was approved subject to getting these amendments approved. They were ultimately able to reach an agreement to sign the 7th amendment, however they slightly altered the language, so that this amendment needs to be ratified to effectively allow the coffee shop to occur in the specifically outlined lots, 10 and 11, in that development. This 7th amendment is very slightly different than the 7th amendment we had originally approved a few years ago but it was never ratified or signed and recorded so this will become the effective 7th amendment. Director Langer stated that they are still working on an 8th amendment that has already gone through the process, but they cannot get Meijer to sign off on that one as well. He stated that before the board tonight is a revised 7th amendment that Meijer, Ramco, and everyone has signed off on that needs to be approved by the Township Board of Trustees so that it can be recorded.

Move to approve amended language of the 7th Amendment to the Hartland Towne Square Planned Development Agreement, as outlined in the staff memorandum dated April 7, 2022.

Motion made by Treasurer Horning, Seconded by Clerk Ciofu.

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

Voting Nay: None

Absent: None

- c. Site Plan/PD Application #22-004, Planned Development Concept Plan – Hartland Senior Community, a Single-Family Residential Planned Development (PD)

Informational

Director Langer gave a brief overview of a proposed Planned Development (PD) for a new residential development on about 9-1/2 acres immediately north of the Bella Vita Senior Care facility and east of the Hartland Ice Arena and Bounce Gymnastics Center. The proposal is for

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a new single-family detached residential concept plan as part of a PD. Director Langer gave a brief overview of the three step PD process, of presenting a concept plan of the applicant's idea for the PC and Board comments and feedback, the preliminary plan, which would provide a significant increased level of detail and incurred costs from the applicant, and then the final plan. He stated we are at the concept plan stage and there is no formal determination made on the project at this point. The whole goal of a concept plan is to give feedback as to whether that project is really worth doing. Director Langer stated the PC reviewed the concept plan and it did receive a lot of favorable comments. They are now seeking feedback from the Board. He stated the concept plan was for 30 single-family ranch style residential units that could be upgraded with a loft. The design of these homes has a side courtyard that are positioned so that none of the courtyards face each other. The homes are fairly close together, and they are condominiums where the owners physically own the house, the exterior, and the roof but do not have to care for the lawn or provide snow maintenance, which is all done through the association. This will cut down the costs of the association fees by just focusing on each owner paying for the improvements of their own house but not having to maintain their yard, driveway, or sidewalk. This is a new residential design catering to retirees or soon to be retirees. At the PC meeting the applicant did indicate that they had just received their wetland delineation, and the wetland that is shown on this concept plan is showing more wetland than what really exists out there so they thought that there may be enough land to pick up 3 to 4 more units that are not depicted on the plan. He stated that at the PC meeting, the Hartland Deerfield Fire Authority (HDFA) had written a letter addressing two items: 1) that these units are fairly close together, being 5 feet off the property lines and only 10 feet apart and the HDFA had raised concerns about the potential to do a fire suppression system in each of the units, and 2) the HDFA also had raised concerns about a secondary emergency access for this development possibly to the Ice Arena parking lot. Since the PC meeting, Director Langer, the HDFA, and the applicant, had a meeting to discuss these two items and how they might move forward with the project. The applicant has been working on what they might do and is exploring other options. Director Langer again stated that no formal decision is needed tonight, and the applicant is just seeking comments from the Board regarding likes, dislikes, and concerns with the project. Supervisor Fountain invited the applicant to come forward and a representative from Baig Development came forward and stated that they made some adjustments to their plan based on comments of the PC and HDFA. They stated the homes are now 15 feet apart and as to the second access that was requested, the applicant is still working with their neighbor, the Ice Arena, to try and get this resolved.

Trustee Petrucci inquired of the applicant if they will have their own private road to get into the subdivision. The applicant stated that Bella Vita has a private road that was developed to the county road standards for the potential development of this parcel, so they would basically be continuing the county road standard with 6-foot right-of-way. It is just a continuation of the Bella Vita road to the north, and then it would loop around. Trustee Petrucci stated that he sees that as a talking point when it gets back to the PC as well as the width of the roads, and that the biggest issue he sees with the plan is where would the residents have their guests park. The applicant stated that the driveway is wide enough to accommodate two vehicles and there is also a two-car attached garage. The road is actually a total of 30 feet wide and that you could realistically park on either side of the road and have enough room to travel down the center of the road. Trustee Petrucci stated that he thinks that the Township really needs some subdivisions like this for the retirement people. Supervisor Fountain inquired of the applicant if they have locations all over the United States. The applicant stated that it is a franchise system, and they have 160 projects going on around the United States with some of them being corporate. This project will be a franchise. These same plans have been built all over the country. They stated they have ten projects in Michigan mostly around Grand Rapids, but they

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were not detached homes, but were townhouse type projects. The Applicant also stated they have two projects in development stages, here in Hartland, and another in Lake Orion Township. Director Langer gave a brief overview of discussions and plan items regarding parking, road width, traffic calming, fire suppression sprinkler system requirement, and secondary access development.

d. 2022 Chloride Purchase

Public Works Director Mike Luce stated that Hartland Township's gravel roads are graded and have chloride applications up to four times a year. Generally, it is done before the major holidays in the spring, summer, and fall months. The Livingston County Road Commission (LCRC) is the entity that grades the road and Chloride Solutions provides the solution and chlorides the roads, so our contract is with Chloride Solutions. We were waiting for the contract to come in from Chloride Solutions which we now have, and this will allow the LCRC to work with Chloride Solutions for the four applications per year. Manager West stated that this contract requires approval from the Board, then all signatures are sent to the Chloride company for their signatures, and then it goes back to the LCRC. This is a 3-step process that the LCRC requires each year and that the signatures must be original signatures, which requires the multiple mailings for the execution of the contract. Trustee McMullen inquired as to whether grading and chloride application can be done together. Director Luce stated that this is the intention, and we discuss this with the LCRC each year, but we do not have control of this aspect of the process.

Move to authorize the Public Works Director to act on behalf of the Township to facilitate the purchase and application of roadway chloride with the forthcoming contract from Chloride Solutions in an amount not to exceed \$99,750.

Motion made by Clerk Ciofu, Seconded by Trustee Petrucci.

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

Voting Nay: None

Absent: None

e. Township Hall Landscape Improvements

Director Luce stated that the landscape improvement plan for the Township Hall before the Board tonight has been discussed at previous meetings. This plan has been significantly scaled back from the original landscape plan and everything in the presented plan would be much more efficient and easier to maintain. He stated some of the islands that are out front along the hill are going back to grass that will be mowed and will eliminate having to maintain plants. The Township Hall landscaping has deteriorated and is in need of improvement. This plan is a way to revitalize the look of the Township Hall and at the same time scaling back the original plans making it more maintenance friendly for staff. The Township has been in conversations many times with Sue Grissim, and this is her proposed plan that is before the Board and that we are recommending. Director Luce stated that they are seeking a 5% contingency for unexpected issues when installation begins for possible irrigation issues that may arise. Supervisor Fountain thanked Sue Grissim for her time and help with the plans. Township Manager West stated that this is slightly less than the budgeted amount in the current CIP Plan. The Township Hall landscape plan two years ago was much higher, and it was revisited and scaled back. Treasurer Horning stated she like the proposed fencing around the generator. Trustee Germane inquired as to the need for a not to exceed \$30,000 amount as a 5% contingency for irrigation repairs on a \$24,000 project does not get close to this amount and

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the contingency at \$30,000 would be around 22%. Director Luce stated that he would like the \$30,000 just to be safe just in case they run into any difficulties. Manager West stated the utility and irrigation plans for this area are not the best and he does not want to have to come back to the Board if an issue is encountered. Trustee Germane inquired as to whether any unspent contingency funds can be used at the HERO Teen Center for landscaping upgrades. Manager West stated that all of the \$30,000 comes out of the CIP fund and that any unused money would remain in this fund. The Township can have Sue Grissim look at the HERO Teen Center landscaping and come back with a separate proposal for a CIP landscape project.

Move to approve Horizon Landscape to perform the Township Hall landscape improvements as proposed for an amount not to exceed \$30,000.

Motion made by Treasurer Horning, Seconded by Trustee O'Connell.

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

Voting Nay: None

Absent: None

8. Board Reports

Trustee Germane – Provided an update on the sulfolane cleanup at the old farm on Lone Tree Road from the leftover chemical spill when it operated as a sweetening plant for gasses that were drawn from the ground. The agreement with EGLE stated that once they reached nondetective in all of the monitoring wells for sulfolane, which they have, they need to have four consecutive quarters with no impacts or rebounds. We are already through quarter number one with nothing detected. He stated if we get three more quarters of no detect, that this project will wrap up.

Trustee O'Connell - No report

Trustee McMullen - No report

Trustee Petrucci - No report

Clerk Ciofu - No report

Treasurer Horning - Farmers Market opens this Saturday May 7, 2022, in the Rural King parking lot at 9:00 a.m. until 2:00 p.m. Every booth is sold out. There are lots of new vendors. This Saturday there will be plants, flowers, hanging baskets, and jewelry for Mother's Day. The Senior Center will also be performing, so there will be some entertainment for the market.

Supervisor Fountain - No report

Manager West - Stated we are kicking off our very first annual Cemetery Cleanup Day which occurs this Friday, May 6, 2022, and will start at 8:30 a.m. until the cemeteries are cleaned up. It will start off at Hartland Cemetery. Staff will be going around to all of Hartland Cemeteries performing cleanup. There will be a local trash contractor, Dougies Disposal, on hand who will assist the Township. Also, the Annual Hartland Township Large-Item Cleanup Day will be Saturday, May 21, 2022, from 9:00 a.m. until 1:00 p.m. at the Hartland High School.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager West reported that we have met with our Benefits coordinator on health, dental and eye care coverage and that we will maintain our current plans and he reported costs will be up. Premium increases were less than what we projected and are within the budget that has been approved.

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Manager West stated that he and Supervisor Fountain will be meeting with the Hartland and Charyl Stockwell schools to discuss a police protection co-operative effort. Discussion will be on our list of expectations if we choose to move forward on this project. This was forwarded to the Livingston County Sheriff's Department (LCSD) for review, and they had some additions for clarity. If this progresses, we would like to have a contact in place by the start of the school year in August. Manager West provided an overview of a project for repairs and painting of the Ore Creek bridge fencing at a cost of not to exceed \$4000. This project will be completed before Memorial Day. He stated that the new Gator Utility vehicle will be delivered tomorrow. Manager West stated that the Livingston County Board of Public Works went into closed session last week to discuss the Master Operating Agreement regarding the septage receiving station. He stated that our Township attorney has received response letter from this meeting. Manager West and Supervisor Fountain will be setting up a meeting with Township Attorney Mike Homier to review this correspondence.

b. Hartland Roads Update

Manager West gave an overview of the 2022 MDOT construction projects in Hartland Township. Manager West stated that the M-59 road project will continue all summer as they will be doing the north side first and then switching to the south side of the road. They are re-doing the curbs, will then do the mill and overlay, and remove the refuse lane, which they will not be replacing in the new design. MDOT will be doing M-59 from Tipsico Lake Rd. to Lakena. He then gave an overview of the limited information we have on the US-23 construction for the seven miles north to Faussett Rd. They will be doing drainage and ditch work with this project and will entail intermittent lane closures on US-23. MDOT has stated traffic will be diverted to Old US-23 during the intermittent lane closures. Due to this we have postponed the paving of Old US-23 from the Brighton Township line to M-59 until 2023. He stated we have reached out to the Livingston County Road Commission (LCRC) to upgrade Cullen, Hacker, Brophy all the way to Hacker and all the way to Crouse roads with a limestone cap at an approximate cost of \$494,000. This is the cost of the limestone as the LCRC will be doing the work. Manager West stated he is still negotiating with the LCRC and will bring a formal proposal to the Board at a subsequent meeting. Supervisor Fountain inquired as to whether Oceola Township would be sharing in this cost and Manager West stated he is working on this but has not heard back from Oceola at this time. Manager West would like to get ahead of this issue by informing residents of what MDOT will be doing and what the Township is able to do because of the road millage, to be able to provide higher quality alternate routes around the construction. Trustee Petrucci inquired as to who will pay for any price increases in delaying the Old US-23 pavement project for a year. Manager West stated that he has negotiated with LCRC that any increases will be absorbed using federal or county funds. Trustee Petrucci inquired as to improvement to Pleasant Valley Rd. and Manager West stated he is working with the LCRC with additional grading and stone for Pleasant Valley.

Manager West then gave an overview of the current 2021-2025 Road Millage Fund balance and the status of proposed projects for FY22-23 and FY23-24. The fund balance is sufficient to allow us to do the limestone cap projects in the amount of \$495,000. He then gave an overview of a potential Road Millage renewal plan. The DPW Director has been working with the LCRC and if the proposed millage is renewed at an estimated \$9.4MM over five years, the LCRC has committed to a series of cost sharing projects that would allow us an additional \$7.8MM of funding for Hartland Township roads. If the millage does not get renewed, the LCRC will not commit to any of the cost sharing projects. Trustee Germane inquired if funds would be available for improvements to Bullard Rd. due to the traffic diversion onto this road from the M-59 construction. Manager West stated he would look into this and would put together a maintenance proposal.

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Manager West also gave an overview of a policy regarding SAD's. The issue is primarily related to expensive road projects that would have a significant special assessment effect on residents. A petition scale was proposed for the percentage of resident signatures that would be required based on the per resident assessment amount. This policy relates to whether the Board will consider a SAD proposal and the Board would have sole discretion as to whether we would proceed with the SAD as the Township is not obligated to approved proposed SAD's. Discussion was held on the assessment costs per parcel, signatures required, and legal issues and costs should actions be taken by residents. The Board revised the petition scale and Manager West will finalize the policy and bring it to the Board at a subsequent meeting.

c. Fire Station Needs Assessment

Manager West gave a brief overview of the Hartland Deerfield Fire Authority (HDFA) potential expansion of the Fire Station No. 61. The Board discussed this in a previous meeting, and it was determined to take a long-range view of fire protection services within the Township. Manager West stated that Fire Chief Adam Carroll procured a proposal for a Fire Station Location study from Emergency Services Consulting International (ESCI) that would provide an evaluation of current conditions, a future service demand forecast, and reporting on future strategies. Fire Chief Adam Carroll then gave an overview of the proposal highlighting items of data collection from HDFA, current stock and services of Fire Stations 61 and 62, evaluation of required space needed, areas identified for fire station locations, service delivery and services and response times. Other items discussed were future system demand projections and future delivery system models. Manager West stated this project would cost around \$27,000 and would be eligible to be paid for with ARPA funds which he would recommend. Further discussion was held on the potential expansion alternatives of the existing Fire Station 61, the costs of these alternatives, potential future uses for Fire Station 61, if any, and services at Fire Station 61 that could be moved to another location. Supervisor Fountain inquired as to whether Deerfield Township would be required to pay their share of manpower and equipment for a new fire station and Chief Carroll responded that they would pay for their share. Discussion was held on the benefits and uses of the study including use by the planning department for potential new developer community benefits of their development. Trustee Petrucci stated that the Board needs to visit Fire Station 61 to view the condition of the station. Manager West stated he, Chief Carroll and possibly Supervisor Fountain, will discuss cost sharing issue with Deerfield Township and he will also set up a date for the Board to visit Fire Station 61. Manager West will bring this to a subsequent Board meeting for approval. He stated this study will take 60-90 days to complete.

10. Adjournment

Move to adjourn the meeting at 8:55 p.m.

Motion made by Trustee Petrucci, Seconded by Trustee Germane.

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

Voting Nay: None

Absent: None

Submitted by



Larry N. Ciofu, Clerk