

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES
January 13, 2026 – 7:00 PM

DRAFT

1. Call to Order

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

Manager Luce stated that we are having technical difficulties tonight and the meeting is not on the cable channel or on YouTube.

2. Pledge of Allegiance

3. Roll Call

PRESENT: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee

McMullen, Trustee Petrucci, Trustee Lubeski

ABSENT: Trustee O'Connell

Also present were Township Manager Mike Luce, Finance Director Susan Dryden and Planning Director Troy Langer.

4. Approval of the Agenda

Move to approve the agenda for the January 13, 2026 Hartland Township Board meeting as presented.

Motion made by Treasurer Horning, Seconded by Trustee Petrucci.

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

Voting Nay: None

Absent: Trustee O'Connell

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the January 13, 2026 Hartland Township Board meeting as presented.

Motion made by Clerk Ciofu, Seconded by Trustee Petrucci.

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

Voting Nay: None

Absent: Trustee O'Connell

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 12-16-25 Hartland Township Board Regular Meeting Minutes

7. Pending & New Business

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- a. Site Plan/Planned Development Application #26-001 – Proposed restaurant with drive-through service (Chick-fil-A) at 10587 Highland Road Preliminary PD Site Plan.

Planning Director Troy Langer gave a brief overview of the proposed Chick-Fil-A (CFA) restaurant with a drive through window at the former Big Boy site. He stated this would be a redevelopment of the site where they would demolish the old building and build a new building in basically the same footprint as the old Big Boy restaurant. Director Langer stated this is a Planned Development (PD) proposal and gave a brief overview of the three step PD process of Concept Plan, Preliminary Plan, and Final Plan. He stated the project has gone through the Concept plan stage with the PC and the Board and that the PC held a public hearing on the Preliminary Plan at their December 18, 2025 meeting and they recommended approval of the site plan which bring this to the Board tonight. If approved tonight by the Board the applicant would go through the Final Plan stage dealing easements and other legal agreements. The Final Plan would then go through the PC, and then to the Board, where the Board would also entertain an approval to rezone the property from its current General Commercial category to a PD. Director Langer gave a brief overview of the project stating the existing access points to the site will not change, the building materials will be the same as the Applicant proposed for the Burger King site, along with the signage package. Trustee Petrucci inquired as to whether they have the approval to tear down the existing building at this time and Director Langer stated they probably will not even request this until they get through the PD process. Leslie Accardo, Senior Project Manager of the PEA Group, came forward and gave a brief presentation of the project and reviewed the aerial site plan, the proposed outdoor seating, the retaining walls, the signage throughout the property, and the changes made to the width of the parking spaces and landscaping around the transformer, per recommendations at the PC meeting. Clerk Ciofu inquired as to the site plan, what would separate the drive through lanes from the parking lot lanes and the Applicant stated it would be ground striping. Trustee McMullen stated she was concerned with the safety of the dine-in customers regarding the drive-through lanes exiting into the parking lot rather than an access road. The Applicant stated they are somewhat limited by site constraints, grading issues, and exiting into MDOT's right of way on M-59. Supervisor Fountain inquired as to deliveries, and the Applicant stated deliveries are usually between midnight and 5:00 a.m. and there is sufficient turning space for these deliveries. Supervisor Fountain inquired as to the main entrance to the building and whether there could be signage or striping added to aid in getting customers safely from the parking lot to the entrance, and the Applicant stated they will look at this. Clerk Ciofu inquired as to curbside signage and where these would be located and the applicant stated they would be north of the dumpster enclosure. Trustee Petrucci inquired as to whether you can make a left turn on Hartland Rd. from Rovey Rd. and it was explained that you could not turn left from Rovey Rd. Director Langer stated that even though they are tearing down the building they are trying to keep the parking lot intact and there were some compromises made on the width of certain parking spaces. Trustee Petrucci inquired as to a timeline for the project and the Applicant stated they will be hoping to start construction this summer, and it is usually about six to nine months for construction.

Move to approve Site Plan/PD #26-001, the Preliminary Planned Development Site Plan for Chick-Fil-A Planned Development, as outlined in the staff memorandum dated January 6, 2026.

Motion made by Clerk Ciofu, Seconded by Trustee Petrucci.

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

Voting Nay: None

Absent: Trustee O'Connell

- b. Fire Authority FY2026-2027 Budget Request

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Hartland Deerfield Fire Authority (HDFA) Fire Chief Adam Carroll came forward to present the proposed HDFA Budget for FY 2026-2027. Chief Carroll reviewed the December 17, 2025 memo to the Board highlighting the standard Articles of Incorporation requirements, the HDFA operational, staffing, and deployment models and how this adjusts over time with community growth, and the four key factors that have the most impact on the proposed budget of personnel, insurance, utilities, and equipment and supplies. He mentioned the drastic 100% increase in fire truck costs and the excessive delivery times of over two years. He then reviewed the proposed budget starting with the formula data regarding run time hours and the three-year rolling average for revenue allocation for Hartland and Deerfield. He gave a brief history of how this methodology changed over time to the current allocation method. Chief Carroll then reviewed the revenue section of the proposed budget. Supervisor Fountain inquired as to what is included in Cost Recovery and Reimbursement Revenue. Chief Carroll stated Cost Recovery is revenue from significant incidents where individuals or companies are billed for the cost of service we incurred to cover the incident. A brief discussion was held on types of incidents that would be billed, personal insurance considerations, and the effect of payment methods on this revenue. Chief Carroll stated that Reimbursement Revenue is revenue from items such as training that we host or purchases we made for multiple entities. When those department reimburse us for these events it must be recorded as revenue rather than an offset to the expense. He then reviewed the expenses, highlighting the increase in Wages, Insurance, and Benefits due to the two new full-time positions and a general increase in health coverage rates, the decrease in equipment and supplies, expected increases in utilities, the decreases in the contingency amount and the transfer to capital improvements. Chief Carroll then reviewed the call volume statistics showing increases by incident type from 2024 to 2025, and a three-year average from 2022 to 2024 to the 2025 call volumes. He highlighted the fact that most incident types were significantly increased, and there is a trend towards having more simultaneous calls as they increased from 12% of the time in 2024 to 22% in 2025, an 80% increase. He then reviewed the data provided regarding local fire millages for comparison to our current HDFA operating millage. Trustee Lubeski inquired as to the increase in the Cell Phone Stipend expense and Chief Carroll stated this was due to the two new budgeted employees. Trustee Lubeski also inquired as to the Special Teams Stipend and Chief Carroll stated this was to encourage participation in Countywide Specialized Response teams and that this was a stipend for our members that are active and in good standing with a County Specialized Response team. Treasurer Horning stated based on the budget for the two new Shift Supervisors and the increase in the Health Care coverage it would appear that the Health Care coverage for the two new Shift Supervisors is extremely high. Chief Carroll stated there are other factors included in this and he will provide a breakdown of this for the Board. Clerk Ciofu stated he is concerned with the Revenue allocation formula in that Deerfield's portion of the overall budgeted revenue allocation was only around \$3300 and he feels there needs to be a different allocation formula for fixed costs that would be split on a more equitable basis than on run hours. A brief discussion was held on fixed and variable cost allocation issues and a potential joint meeting with individuals from the Board, the Deerfield Board and the HDFA Board. Trustee Petrucci asked Fire Chief Carroll to explain the changes in the EMT ratings of the HDFA. Chief Carroll explained that when the HDFA started EMS work the department was licensed as a Medical First Responder (MFR) / Emergency Medical Responder (EMR) Agency. He stated the next level up would be Basic EMT / Non Transport which includes addition medical services that we would be able to complete in various incidents that would be extremely beneficial for our residents. He stated they spent the last nine months working on our skill set to move the department to the Basic EMT / Non-Transport Agency designation. Chief Carroll reported in December we completed this process and obtained our license upgrade. Chief Carroll stated we had 37 EMT's at this time. Trustee McMullen inquired as to whether this would potentially lower insurance costs and Chief Carroll stated it may, but it would not be a substantial amount.

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8. Board Reports

Clerk Ciofu - Stated Winterfest will be held on Saturday, February 14, 2026 and we are still looking for volunteers and sponsors and if anyone is interested to please contact the Clerk's office.

Treasurer Horning - No report.

Trustee Lubeski - No report.

Trustee McMullen - No report.

Trustee Petrucci - No report.

Supervisor Fountain - No report.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager Luce stated that he attended the HERO Center meeting today and stated they are now working with the Howell Parks & Recreation Teen Center manager. He stated there are three active teen centers in Livingston County, Hartland, Howell, and Pinckney, and that Hartland's is the most well attended of the three. At the meeting there was a request for a new water softener, and this will be put into the next budget. He also stated there was a discussion regarding offering some form of summer education classes for student regarding professional development. Manager Luce stated we have received a written request for an amendment to our Ordinance to allow for shipping containers for storage and the PC will take a look at this. Manager Luce also stated we received notice from MI Homes that they will be pulling out of the Sawyer Ridge development and that the owner of the property has stated they will still be moving forward with the development with a new builder. Manager Luce stated they had a meeting with the Livingston County Road Commission (LCRC) regarding the M-59 / Old US-23 intersection. He stated that if the Township and the developers were willing to contribute to the project, they discussed what could be done to improve traffic flow at this intersection. He stated LCRC seemed to be receptive to this and they indicated they would be willing to contribute to this project. He stated that MDOT has no plans for M-59, west of US-23 until 2030 other than a roundabout at Latson Rd. Manager Luce provided an update on the easement issue regarding the paving of Pleasant Valley that was also discussed at this meeting. He stated the County engineers may have a design solution that would allow for the project to continue without the two holdout easements, but this may not happen until 2027. Manager Luce stated that he, Finance Director Dryden, and the Admin Committee have had discussions on the HDFA millage. He stated the current millage funds the HDFA through the end of 2026 so we would need to go out for a millage renewal this fall. There have been discussions regarding increasing the millage rate due to rising costs. Manager Luce recommended having a municipal financial advisor review this to determine what we would need in a millage renewal. A brief discussion was held on operating expenses, capital improvement needs, and the potential need for a new fire station or fire station improvements. After discussion it was agreed to get a quote from a municipal financial advisor to develop an overall plan for funding the HDFA for operations, capital improvements, and building needs.

10. Adjournment

Move to adjourn the meeting at 8:50 p.m.

Motion made by Trustee McMullen, Seconded by Clerk Ciofu.

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Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee Petrucci
Voting Nay: None
Absent: Trustee O'Connell

Submitted by

Larry N. Ciofu, Clerk