



Board of Trustees

William J. Fountain, Supervisor
Larry N. Ciofu, Clerk
Kathleen A. Horning, Treasurer

Brett Lubeski, Trustee
Summer L. McMullen, Trustee
Denise M. O'Connell, Trustee
Joseph M. Petrucci, Trustee

Board of Trustees Regular Meeting Agenda Hartland Township Hall Tuesday, May 19, 2026 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 Payment of Bills
 - [b.](#) Approve Post Audit of Disbursements Between Board Meetings
 - [c.](#) 05-05-26 Hartland Township Board Regular Meeting Minutes
 - [d.](#) Oakland County Online Payment Agreement
 - [e.](#) Approval of Annual Employee Benefits
 7. Pending & New Business
 - [a.](#) M-59 North Side Water Main Loop - Professional Services Proposal
 - [b.](#) 2026 Tipsico Lake Rd. Asphalt Rehabilitation Project
 - [c.](#) 2026 M59 Water Main Extension Contract
 - [d.](#) Special Event Permit #26-017 Hartland Polo Classic and Hartland Polo Party
 8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
 - a. Manager's Report
 10. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: May 12, 2026

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$67,995.53. The bills are available in the Finance office for review.

Notable invoices include:

\$13,248.10 – Hartland Township Water O&M – (Out of department costs & equipment reimbursement)

\$38,111.50 – Spalding Dedecker – (Various engineering invoices)

Financial Impact

Is a Budget Amendment Required? Yes No

All expenses are covered under the adopted FY27 budget.

Attachments

Bills for 05.19.2026

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 54344	ALLSTAR ALARM LLC	05/01/2026 05/19/2026	450755	FOA N	6/1/26 - 5/31/27 WTP	506.16
05/01/2026	8345 MAIN STREET WHITMORE LAKE MI, 48189	/ / 05/19/2026	0.0000	N N		0.00 506.16
Open						

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	506.16

VENDOR TOTAL: 506.16

CINTAS 54377	CINTAS CORPORATION	05/11/2026 05/19/2026	4268800126	FOA N	MATS	48.11
05/11/2026	P.O. BOX 630910 CINCINNATI OH, 45263	/ / 05/19/2026	0.0000	N N		0.00 48.11
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	48.11

CINTAS 54346	CINTAS CORPORATION	04/30/2026 05/19/2026	9370527884	FOA N	EYEWASH AGREEMENT	99.18
04/30/2026	P.O. BOX 630910 CINCINNATI OH, 45263	/ / 05/19/2026	0.0000	N N		0.00 99.18
Open						

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	99.18

VENDOR TOTAL: 147.29

CLARKHILL 54376	CLARK HILL PLC	05/07/2026 05/19/2026	1734318	FOA N	BALLOT PROPOSAL RENEWAL OF FIRE MILL	1,050.00
05/07/2026	P.O. BOX 641858 PITTSBURGH PA, 15264-1858	/ / 05/19/2026	0.0000	N Y		0.00 1,050.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
206-000-826.000	LEGAL FEES	1,050.00

VENDOR TOTAL: 1,050.00

CLASSIC 54334	CLASSIC TENT AND EVENT	05/02/2026 05/19/2026	25149	FOA N	VETERANS MEMORIAL DEDICATION	1,069.50
05/02/2026	800 RICKETT RD BRIGHTON MI, 48116	/ /	0.0000	N		0.00

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

		05/19/2026		N		1,069.50
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-956.000	SPECIAL EVENTS	1,069.50

VENDOR TOTAL: 1,069.50

DOUGIES	DOUGIES DISPOSAL & RECYCLING	05/05/2026	222029	FOA	MAY 2026 PARKS TRASH	350.00
54347		05/19/2026		N		
	PO BOX 241					
05/05/2026	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		05/19/2026		Y		350.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	350.00

VENDOR TOTAL: 350.00

0070	DTE ENERGY	04/30/2026	200486039165	FOA	APRIL 2026 - MILLPOINTE, FIDDLERS GR	1,811.63
54356		05/19/2026		N		
	P.O BOX 740786					
04/30/2026	CINCINNATI OH, 45201	/ /	0.0000	N		0.00
		05/19/2026		N		1,811.63

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-282.001	MILLPOINTE STREETLIGHTS DEPOSIT	244.72
101-000-282.002	FIDDLAR GROVE STREETLIGHT DEPOSIT	66.51
101-000-282.003	WALNUT RIDGE STREETLIGHTS DEPOSIT	26.66
101-448-921.000	STREET LIGHTS	1,473.74
		1,811.63

VENDOR TOTAL: 1,811.63

FENTONMEMO	FENTON MEMORIALS & VAULTS INC	04/24/2026	15250	FOA	LASERED BRICKS	80.00
54333		05/19/2026		N		
	3236 OWEN RD					
04/24/2026	FENTON MI, 48430	/ /	0.0000	N		0.00
		05/19/2026		N		80.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-886.000	VETERANS MEMORIAL CARE	80.00

VENDOR TOTAL: 80.00

FLOUR	FLOUR & FLAME	05/02/2026	2026011	FOA	VETERAN MEMORIAL LUNCH BUFFET
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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		
54348	9525 HIGHLAND RD	05/19/2026		N		697.50
05/02/2026	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/19/2026		N		697.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-956.000	SPECIAL EVENTS	697.50

VENDOR TOTAL: 697.50

HAASETH	HAASETH, GWYN	05/06/2026	050626	FOA	MILEAGE REIMBURSEMENT - MMTA CONFERE	
54349		05/19/2026		N		211.96
05/06/2026	,	/ /	0.0000	N		0.00
		05/19/2026		N		211.96

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-957.000	EDUCATION/TRAINING/CONVENTION	211.96

VENDOR TOTAL: 211.96

0150	HARTLAND CONSOLIDATED SCHOOLS	05/04/2026	175836	FOA	APRIL 2026 FUEL	
54367		05/19/2026		N		503.84
05/04/2026	9525 E HIGHLAND ROAD	/ /	0.0000	N		0.00
	HOWELL MI, 48843	05/19/2026		N		503.84

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-239-860.000	GASOLINE	67.48
536-000-860.000	GASOLINE	436.36
		503.84

VENDOR TOTAL: 503.84

0001	HARTLAND TOWNSHIP GENERAL FUND	04/29/2026	042926	FOA	MARCH 2026 MOBILE HOME TAX DISBURSEM	
54332		05/19/2026		N		298.00
04/29/2026	,	/ /	0.0000	N		0.00
		05/19/2026		N		298.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	298.00

0001	HARTLAND TOWNSHIP GENERAL FUND	05/04/2026	050426	FOA	APRIL 2026 MOBILE HOME TAX DISBURSEM	
54365		05/19/2026		N		298.00
05/04/2026	,	/ /	0.0000	N		0.00
		05/19/2026		N		298.00

Open

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
701-000-290.300	MOBILE HOME FEES ESCROW	298.00

0001	HARTLAND TOWNSHIP GENERAL FUND	05/06/2026	050626	FOA	APRIL 2026 DOG LICENSE PMTS	
54361		05/19/2026		N		18.00
05/06/2026		/ /	0.0000	N		0.00
		05/19/2026		N		18.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	18.00

VENDOR TOTAL: 614.00

WATERO&M	HARTLAND TOWNSHIP WATER O & M	04/30/2026	APR 2026	FOA	EQUIPMENT REIMBURSEMENT	
54355		05/19/2026		N		856.40
04/30/2026	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		05/19/2026		N		856.40

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.010	CONTRACT EQUIPMENT - WATER SYS	554.41
101-265-801.010	CONTRACT EQUIPMENT - WATER SYS	174.15
101-567-801.010	CONTRACT EQUIPMENT - WATER SYS	120.46
206-000-801.010	CONTRACT EQUIPMENT - WATER SYS	7.38
		856.40

WATERO&M	HARTLAND TOWNSHIP WATER O & M	04/30/2026	APRIL 2026	FOA	OUT OF DEPT COSTS	
54354		05/19/2026		N		12,391.70
04/30/2026	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		05/19/2026		N		12,391.70

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.009	CONTRACT SERVICES - WATER SYSTEM	8,857.77
101-265-801.009	CONTRACT SERVICES - WATER SYSTEM	2,258.88
101-567-801.009	CONTRACT SERVICES - WATER SYSTEM	1,240.59
206-000-801.009	CONTRACT SERVICES - WATER SYSTEM	34.46
		12,391.70

VENDOR TOTAL: 13,248.10

HESLIP	HESLIP AUDIO LLC	05/02/2026	26-049	FOA	SOUND SYSTEM FOR VETERANS MEMORIAL D	
54350	5804 S COUNTY LINE RD	05/19/2026		N		300.00
05/02/2026	DURAND MI, 48429	/ /	0.0000	N		0.00
		05/19/2026		N		300.00

Open

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
101-577-957.000	EDUCATION/TRAINING/CONVENTION	300.00
VENDOR TOTAL:		300.00

0220	LIVINGSTON COUNTY TREASURER	04/29/2026	042926	FOA	MARCH 2026 MOBILE HOME TAX DISBURSEM	
54331		05/19/2026		N		1,490.00
	200 E. GRAND RIVER					
04/29/2026	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/19/2026		N		1,490.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT				
701-000-290.300	MOBILE HOME FEES ESCROW	1,490.00				
0220	LIVINGSTON COUNTY TREASURER	05/04/2026	050426	FOA	APRIL 2026 MOBILE HOME TAX DISBURSEM	
54366		05/19/2026		N		1,490.00
	200 E. GRAND RIVER					
05/04/2026	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/19/2026		N		1,490.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT				
701-000-290.300	MOBILE HOME FEES ESCROW	1,490.00				
0220	LIVINGSTON COUNTY TREASURER	05/06/2026	050626	FOA	APRIL 2026 DOG LICENSE PMTS	
54362		05/19/2026		N		162.00
	200 E. GRAND RIVER					
05/06/2026	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/19/2026		N		162.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	162.00
VENDOR TOTAL:		3,142.00

2909	LIVINGSTON CTY DRAIN COMMISSIO	05/01/2026	4142	FOA	PHASE II IMPLEMENTATION WATERSHED GR	
54360		05/19/2026		N		730.04
	2300 E. GRAND RIVER					
05/01/2026	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/19/2026		N		730.04
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-465-956.000	MISCELLANEOUS	730.04
VENDOR TOTAL:		730.04

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
54368		05/19/2026		N		63.00
06/01/2026	PO BOX 742520 CINCINNATI OH, 45274-2520	/ /	0.0000	N		0.00
		05/19/2026		N		63.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-804.000	MEMBERSHIP & DUES	63.00

VENDOR TOTAL: 63.00

1180	PETER'S TRUE VALUE HARDWARE	04/29/2026	K82082	FOA	TUBING	
54330		05/19/2026		N		5.56
04/29/2026	3455 W. HIGHLAND ROAD MILFORD MI, 48380	/ /	0.0000	N		0.00
		05/19/2026		N		5.56

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	5.56

1180	PETER'S TRUE VALUE HARDWARE	05/05/2026	K82173	FOA	BATTERY	
54351		05/19/2026		N		62.97
05/05/2026	3455 W. HIGHLAND ROAD MILFORD MI, 48380	/ /	0.0000	N		0.00
		05/19/2026		N		62.97

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	62.97

1180	PETER'S TRUE VALUE HARDWARE	05/11/2026	K82260	FOA	WOOD FOR LARGE ITEM CLEAN UP DAY	
54381		05/19/2026		N		55.96
05/11/2026	3455 W. HIGHLAND ROAD MILFORD MI, 48380	/ /	0.0000	N		0.00
		05/19/2026		N		55.96

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.000	CONTRACTED SERVICES	55.96

VENDOR TOTAL: 124.49

SELECTION	SELECTION.COM	05/01/2026	679076	FOA	BACKGROUND CHECK - D. LEGAULT	
54352		05/19/2026		N		69.00
05/01/2026	155 TRI-COUNTY PKWY, STE 150 CINCINNATI OH, 45246	/ /	0.0000	N		0.00
		05/19/2026		Y		69.00

Open

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
101-253-716.000	EMPLOYMENT EXPENSE	69.00
VENDOR TOTAL:		69.00

SMARTSOURC 54373	SMART SOURCE, LLC MICHIGAN DIVISION	05/07/2026	1875012	FOA	CLEARING ACCOUNT A/P CHECKS (#1000)	204.05
	P.O. BOX 106068	05/19/2026		N		
05/07/2026	ATLANTA GA, 30348-6068	/ /	0.0000	N		0.00
		05/19/2026		Y		204.05

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-192-727.000	SUPPLIES & POSTAGE	204.05
VENDOR TOTAL:		204.05

SPALDING 54258	SPALDING DEDECKER	03/31/2026	107547	FOA	ADDITION TO GRUMLAW CHURCH THRU 3/31	650.00
		05/19/2026		N		
04/15/2026	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		05/19/2026		N		650.00

Open

GL NUMBER	DESCRIPTION	AMOUNT				
101-400-801.002	CONSULTING - SITE REVIEWS	650.00				
SPALDING 54259	SPALDING DEDECKER	03/31/2026	107548	FOA	HARTLAND TOWN SQUARE DRIVE THRU REST	650.00
		05/19/2026		N		
04/15/2026	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		05/19/2026		N		650.00

Open

GL NUMBER	DESCRIPTION	AMOUNT				
101-400-801.002	CONSULTING - SITE REVIEWS	650.00				
SPALDING 54260	SPALDING DEDECKER	03/31/2026	107549	FOA	HUNTERS RIDGE THRU 3/31/26	974.00
		05/19/2026		N		
04/15/2026	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		05/19/2026		N		974.00

Open

GL NUMBER	DESCRIPTION	AMOUNT				
101-400-801.100-0022	HUNTERS RIDGE	974.00				
SPALDING 54262	SPALDING DEDECKER	03/31/2026	107551	FOA	CHICK-FIL-A THRU 3/31/26	3,412.50
		05/19/2026		N		
04/15/2026	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		05/19/2026		N		3,412.50

Open

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
101-400-801.100-0071	CHICK-FIL-A DEV EXPENSE	3,412.50
SPALDING 54264	SPALDING DEDECKER	03/31/2026 107553
04/15/2026	ROCHESTER HILLS MI, 48307	05/19/2026 N
		/ / 0.0000 N
		05/19/2026 N

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0056	HIGHLAND RESERVES/GREEN VENTURES EXP	24,624.50
SPALDING 54265	SPALDING DEDECKER	03/31/2026 107554
04/15/2026	ROCHESTER HILLS MI, 48307	05/19/2026 N
		/ / 0.0000 N
		05/19/2026 N

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0067	URBAN AIR EXPENSES	7,800.50
		VENDOR TOTAL:
		38,111.50

SSD 54378	SSD CABLING & CAMERAS LLC	05/08/2026 15596	FOA	SPRANGER CAMERAS	
		05/19/2026 N			2,402.18
05/08/2026	9154 AMBERGROVE DR HOWELL MI, 48843	/ / 0.0000	N		0.00
		05/19/2026 N			2,402.18

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	2,402.18
SSD 54379	SSD CABLING & CAMERAS LLC	05/28/2026 15598
05/08/2026	9154 AMBERGROVE DR HOWELL MI, 48843	05/19/2026 N
		/ / 0.0000 N
		05/19/2026 N

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	961.75
		VENDOR TOTAL:
		3,363.93

USA 54328	USA BLUE BOOK	04/28/2026 1031325	FOA	TESTING SUPPLIES	
		05/19/2026 N			1,144.32
04/28/2026	P.O. BOX 9004 GURNEE IL, 60031-9004	/ / 0.0000	N		0.00
		05/19/2026 N			1,144.32

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

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	1,144.32
USA 54353	USA BLUE BOOK	05/04/2026 1036904
		05/19/2026
	P.O. BOX 9004	
05/04/2026	GURNEE IL, 60031-9004	/ / 0.0000
		05/19/2026

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	345.22
		VENDOR TOTAL: 1,489.54

WATERTECH 54369	WATER TECH	04/30/2026 68321	FOA	APRIL 2026	
		05/19/2026	N		108.00
	718 S MICHIGAN				
04/30/2026	HOWELL MI, 48843	/ / 0.0000	N		0.00
		05/19/2026	N		108.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	108.00
		VENDOR TOTAL: 108.00

TOTAL - ALL VENDORS: 67,995.53

FUND TOTALS:

Fund 101 - GENERAL FUND	60,439.92
Fund 206 - FIRE OPERATING	1,091.84
Fund 536 - WATER SYSTEM FUND	2,707.77
Fund 701 - TRUST AND AGENCY	3,756.00

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: May 12, 2026

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 – \$5,786.50

May 14, 2026 Payroll - \$96,910.26

Financial Impact

Is a Budget Amendment Required? Yes No

All expenses are covered under the adopted FY27 budget.

Attachments

Post Audit Bills List 04.30.2026

Post Audit Bills List 05.07.2026

Payroll for 05.14.2026

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/30/2026	FOA	47023	LOWES BUSINESS ACCT/SYNCB	OPERATING SUPPLIES	101-751-740.000	447.95
		47023		REPAIRS & MAINTENANCE	101-751-930.000	45.38
						493.33
04/30/2026	FOA	47024	VERIZON WIRELESS	REPAIRS & MAINTENANCE	101-209-930.000	80.02
		47024		TELEPHONE	101-265-851.000	798.81
		47024		OPERATING SUPPLIES	101-751-740.000	45.02
		47024		TELEPHONE	536-000-851.000	211.69
		47024		CONTRACTED SERVICES & RENTALS	577-000-801.000	40.01
						1,175.55
04/30/2026	FOA	47025	HARTLAND AREA YOUTH ATHLETIC	HAYAA: SPRANGER FIELD CONTRACT	101-703-883.100	2,571.40
04/30/2026	FOA	47026	HARTLAND YOUTH LACROSSE	HERITAGE PARK: HARTLAND PARTNERS	101-703-883.200	371.84
TOTAL - ALL FUNDS				TOTAL OF 4 CHECKS		4,612.12

--- GL TOTALS ---

101-209-930.000	REPAIRS & MAINTENANCE	80.02
101-265-851.000	TELEPHONE	798.81
101-703-883.100	HAYAA: SPRANGER FIELD CONTRACT	2,571.40
101-703-883.200	HERITAGE PARK: HARTLAND PARTNERS	371.84
101-751-740.000	OPERATING SUPPLIES	492.97
101-751-930.000	REPAIRS & MAINTENANCE	45.38
536-000-851.000	TELEPHONE	211.69
577-000-801.000	CONTRACTED SERVICES & RENTALS	40.01
	TOTAL	4,612.12

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/07/2026	FOA	47054	APPLIED CAPITAL, LLC	LEASES - COPIER	101-172-960.000	457.33
05/07/2026	FOA	47055	APPLIED INNOVATION	REPAIRS & MAINTENANCE	101-172-930.000	449.98
05/07/2026	FOA	47056	CONSUMERS ENERGY	STREET LIGHTS	101-448-921.000	219.03
		47056		UTILITIES - ELECTRIC	206-000-920.002	48.04
						<u>267.07</u>
			TOTAL - ALL FUNDS	TOTAL OF 3 CHECKS		1,174.38

--- GL TOTALS ---

101-172-930.000	REPAIRS & MAINTENANCE	449.98
101-172-960.000	LEASES - COPIER	457.33
101-448-921.000	STREET LIGHTS	219.03
206-000-920.002	UTILITIES - ELECTRIC	48.04
	TOTAL	1,174.38

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 05-05-26 Hartland Township Board Regular Meeting Minutes

Date: May 14, 2026

Recommended Action

Move to approve the Hartland Township Board Regular Meeting Minutes for May 5, 2026

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

5-5-26 HTB Minutes - DRAFT

DRAFT

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 Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Also present was Township Manger Mike Luce.

4. Approval of the Agenda

Move to approve the agenda for the May 5, 2026 Hartland Township Board meeting as presented.

Motion made by Trustee O'Connell, Seconded by Trustee Petrucci.

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

Voting Nay: None

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the May 5, 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 O'Connell, Trustee Petrucci

Voting Nay: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursement Between Board Meetings
- c. 04-21-26 Hartland Township Board Regular Meeting Minutes

7. Pending & New Business

- a. Hartland Enrichment and Recreation Organization (H.E.R.O.) Presentation

Kay Fountain and Russ Greer of the HERO Teen Center came forward to thank the Board for their support of the HERO Teen Center over the years. She stated the Teen Center opened in 2012 and for the last 14 years they have been using the old Township Hall to serve over 30 young adults each day. She stated it is a safe place for the kids to go after school, make new friends, and enjoy a meal under adult supervision. She introduced Russ Greer who has been on the HERO Board for 12 years and serves as a mentor and chef for those at the Teen Center. She also stated that Trustee Petrucci and Trustee Lubeski also serve on the HERO Board and that Trustee Petrucci was instrumental in

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

May 05, 2026 – 7:00 PM

getting the HERO Center started. Several students then came forward and provided a brief overview of the activities at the Teen Center, what they do there, and how much they appreciate the Teen Center. Supervisor Fountain stated there were some recent improvements at the Teen Center and one student explained how much nicer and cleaner it is and how much more room there is with the new furniture. Kay Fountain stated they operate solely on donations and what the Township does for them and also thanked St. John's Catholic Church for their large donations of food, cleaning supplies, and activity supplies over the years. Trustee Petrucci inquired as to whether there will be a summer program and Kay Fountain responded that there will not be one this year but that they are trying to work with Howell Parks and Recreation to have one in 2027. Supervisor Fountain inquired about the Hoop House at the Teen Center and Kay Fountain responded that an Eagle Scout, Sawyer McDonald, did his Eagle Scout project at the Hoop House. He cleaned up the Hoop House and constructed four metal mesh planting tables. He stated he wanted to do this because he had been coming to the Teen Center since he was in seventh grade and now that he is a senior he wanted to give back to the Teen Center. She stated they have already planted seeds, and some are already germinating. The Teen Center then presented a video they made regarding the Teen Center. Supervisor Fountain thanked those present and commended them on their ability to come forward and speak to the Board.

8. Board Reports

Trustee Lubeski - No report.

Trustee McMullen - No report.

Trustee Petrucci - Thanked the Board, the Veterans Memorial Committee, and Township Staff for the outstanding job in organizing a first-rate dedication ceremony for the Veterans Memorial.

Clerk Ciofu - No report.

Treasurer Horning - Stated she received several comments from people at her counter saying how great the event was, how patriotic they felt, and how proud they were of our Hartland Community last Saturday. She stated it was so great to hear this kind of feedback from our community. She also stated that the Treasury Department has hired a new Treasurer Assistant. Her name is Denise and she will be starting on May 18th. She comes with a lot of experience, much of it through title companies, which are the people that are calling them for information, and she is knowledgeable regarding computers. Treasurer Horning also stated she reluctantly received Donna's resignation effective June 1st, but that she will stay on for a couple of days a week to teach the new staff member for a smooth transition. She stated that Gwen has earned her Michigan Municipal Treasurer certification, so she is all ready to take over and she will become the Deputy Treasurer on June 1.

Trustee O'Connell - Thanked the Township staff for their work on the Veterans Memorial Dedication on Saturday and thanked the community for coming out and invited all that have not seen it to come and visit it as it is spectacular.

Supervisor Fountain - Supervisor Fountain commented on the Dedication Day with the flyover, the bagpipers, and what he thought brought it all together, the students in the band and the choir. He stated it was very well done and commended Manager Luce and Communications Director Melynda Bernardi for putting the schedule together and the Township staff for their involvement as the timing of the presentation was impeccable.

[BRIEF RECESS]

9. Information / Discussion

a. M59 / Old US23 Discussion

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

May 05, 2026 – 7:00 PM

Manager Luce stated he had a meeting last week with Sheetz, Square One, and MDOT to discuss the M-59/US-23 intersection. He stated MDOT will be repaving M-59 from basically Charyl Stockwell to Lakena next spring. He then led a discussion on how we can all work together to improve this intersection. Items discussed were MDOT's schedule for projects in this area, the Livingston County Road Commission (LCRC) paving of north Old US-23 when school lets out, the status of Sheetz and Square One approvals from the Township and MDOT, the potential line up of Square One entrance to the Target entrance on the north side of M-59 to include a traffic light, and working out acceleration and deceleration lanes. Further discussion was held on possible financial contributions by the Township for this intersection, our current contribution with the LCRC for the north Old US-23 paving, the cost of the needed road improvements for each of the two developments, the specifics of what the Township contributions would look like, and the current plan for the Old US-23/M-59 intersection with double turn lanes. Manager Luce gave a brief overview of what the Townships contributions could be used for and inquired of the Board whether the Township would be willing to contribute, and if so a general number that we would consider helping improve traffic flow at this intersection. Discussion was held on any contributions effect on the Township operating budget and other road projects included in the road millage. A brief discussion was held on the Pleasant Valley easement issues and the Bergin Rd paving plan, the current road rating for the Old US-23/M-59 intersection, concerns with the coordination of the various entities in the construction phase of potential improvements, and the methodology in allocating Township contributions towards items relating to the two developments. General consensus of the Board was that we would be willing to contribute financially to the intersection improvements but would need detailed cost information from both developers before discussing a dollar amount.

b. Manager's Report

Manager Luce stated that the Veterans Memorial Dedication was a fantastic event on Saturday and thanked all that were involved. He stated that he felt that we had the nicest and most well thought out Veterans Memorial in the area. He thanked Trustee Petrucci for the concept and stated that it is a good fit for the park and gives people a nice area to go and reflect and give thanks to our veterans. He stated that the Township staff went above and beyond his expectations in getting the Memorial built. He stated Director Hable was instrumental in working with Fenton Memorials and he commended his work on this project. He also commended and thanked Jim Roth of Hell Creek Forge for his design and fabrication of the brackets for the War Plaques, the War Animal Plaque, and the Donor Plaque. Mr. Roth looked at the plaques, designed a prototype, fabricated the final brackets and dropped them off within a few days and was so very generous in donating all of his time and materials. Manager Luce stated that we had the bid opening for the first round of the \$5MM Water Bond and we had six bidders. The winning bid was from BOK Financial Securities at a true interest cost of 3.749733 over the twenty-year period. He stated we received a \$50,000 good faith deposit today, and we should receive the bond funds by the end of the month. He stated now that we have the bond funds he will bring the water main extension project to the Board. Manager Luce stated we will also have the benefit renewals on the next Board meeting. Manager Luce stated staff have been working on a Township Emergency Management Plan, updating the Emergency Plan we submitted to the County for specific Township roles. We will incorporate the Hartland Deerfield Fire Authority and the Livingston County Sheriff's Department once we have a draft plan. Manager Luce stated the Assessing staff will be visiting Board members and Planning Commission members homes in the near future. Manager Luce stated he and Public Works Director Scott Hable met with the new Ramco owners to discuss new business's and REU concerns for potential developments in the complex. Manager Luce gave a brief overview of the issues regarding Floodgate Church and Faith of the Nation properties regarding the land contract default situation, unpaid taxes and utility bills, a REU transfer request, and potential solutions to the overall issue.

10. Adjournment

Move to adjourn the meeting at 8:22 p.m.

Motion made by Trustee Lubeski, Seconded by Trustee McMullen.

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

Voting Nay: None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Kathie Horning, Treasurer

Subject: Oakland County Online Payment Agreement

Date: May 12, 2026

Recommended Action

Move to approve the new agreement with Oakland County to provide online payment services and authorize the Treasurer to execute the agreement.

Discussion

This is a renewal of the original 5 year agreement. They have provided us with online credit payment options for residents and customers for the past eight years.

Financial Impact

Is a Budget Amendment Required? Yes No

If there is a financial impact, include it here. If not, delete this section.

Attachments

Agreement

**AGREEMENT FOR I.T. SERVICES BETWEEN
OAKLAND COUNTY AND
HARTLAND TOWNSHIP**

This Agreement (the "Agreement") is made between Oakland County, a Municipal and Constitutional Corporation, 1200 North Telegraph Road, Pontiac, Michigan 48341 ("County"), and Hartland Township ("Public Body"), 2655 Clark Road, Hartland, Michigan 48353. County and Public Body may also be referred to jointly as "Parties".

PURPOSE OF AGREEMENT. County and Public Body enter into this Agreement for the purpose of providing Information Technology Services ("I.T. Services") for Public Body pursuant to Michigan law.

In consideration of the mutual promises, obligations, representations, and assurances in this Agreement, the Parties agree to the following:

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows.
 - 1.1. **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, Exhibit and attachment.
 - 1.2. **Claims** mean any alleged losses, claims, complaints, demands for relief or damages, lawsuits, causes of action, proceedings, judgments, deficiencies, liabilities, penalties, litigation, costs, and expenses, including, but not limited to, reimbursement for reasonable attorney fees, witness fees, court costs, investigation expenses, litigation expenses, amounts paid in settlement, and/or other amounts or liabilities of any kind which are incurred by or asserted against County or Public Body, or for which County or Public Body may become legally and/or contractually obligated to pay or defend against, whether direct, indirect or consequential, whether based upon any alleged violation of the federal or the state constitution, any federal or state statute, rule, regulation, or any alleged violation of federal or state common law, whether any such claims are brought in law or equity, tort, contract, or otherwise, and/or whether commenced or threatened.
 - 1.3. **Confidential Information** means all information and data that the County is required or permitted by law to keep confidential including records of County's security measures, including security plans, security codes and combinations, passwords, keys, and security procedures, to the extent that the records relate to ongoing security of the County as well as records or information to protect the security or safety of persons or property, whether public or private, including, but not limited to, building, public works, and public water supply designs relating to ongoing security measures, capabilities and plans for responding to a violation of the Michigan anti-terrorism act, emergency response plans, risk planning documents, threat assessments and domestic preparedness strategies.
 - 1.4. **County** means Oakland County, a Municipal and Constitutional Corporation, including, but not limited to, all of its departments, divisions, the County Board of Commissioners, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, volunteers, and/or any such persons' successors.

- 1.5. **Day** means any calendar day beginning at 12:00 a.m. and ending at 11:59 p.m.
- 1.6. **Public Body** means Hartland Township which is an entity created by state or local authority or which is primarily funded by or through state or local authority, including, but not limited to, its council, its Board, its departments, its divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors. For purposes of this Agreement, Public Body includes any Michigan court, when acting in concert with its funding unit, to obtain I.T. Services.
- 1.7. **Public Body Employee** means any employees, officers, directors, members, managers, trustees, volunteers, attorneys, and representatives of Public Body, licensees, concessionaires, contractors, subcontractors, independent contractors, agents, and/or any such persons' successors or predecessors (whether such persons act or acted in their personal, representative or official capacities), and/or any persons acting by, through, under, or in concert with any of the above who have access to the I.T. Services provided under this Agreement. "Public Body Employee" shall also include any person who was a Public Body Employee at any time during the term of this Agreement but, for any reason, is no longer employed, appointed, or elected in that capacity.
- 1.8. **Points of Contact** mean the individuals designated by Public Body and identified to County to act as primary and secondary contacts for communication and other purposes as described herein.
- 1.9. **I.T. Services** means the following individual I.T. Services provided by County's Department of Information Technology, if applicable:
- 1.9.1. **Online Payments** mean the ability to accept payment of monies owed to Public Body initiated via a website maintained by County using a credit card, a debit card that functions as a credit card, or electronic debit of a checking account.
- 1.9.2. **Over The Counter Payments** means the ability to accept payment of monies owed to Public Body initiated via a credit card reader attached to an on-premise computer with access to a website maintained by County using a credit card or a debit card that functions as a credit card.
- 1.9.3. **Pay Local Taxes** means the ability to accept payment of local property taxes owed to Public Body initiated via a website maintained by County using a credit card, a debit card that functions as a credit card, or an electronic debit of a checking account. (Does not apply to Public Bodies outside of Oakland County).
- 1.9.4. **Jury Management System** means a subscription-based software that facilitates the selection and communication with potential and selected individuals who may serve as jurors.
- 1.9.5. **Collaborative Asset Management System ("CAMS")** means providing for the collaborative use of information related to public assets, such as water, sanitary sewer, and/or storm sewer infrastructure, that is managed by various governmental entities participating in the CAMS within the County of Oakland in order to promote the effective maintenance and care of these assets.

- 1.9.6. **Data Center Use & Services** means providing space for Public Body's equipment in County's Data Center and access to electrical power and backup power.
- 1.9.7. **Oaknet Connectivity** means use of communication lines and network equipment maintained by County for the transmission of digital information whether leased or owned by County.
- 1.9.8. **Internet Service** means access to the Internet from Public Body's work stations. Access from the Internet to Public Body's applications, whether at County or at Public Body (hosting), is not included.
- 1.9.9. **ArcGIS Online** means the ability to access a web based, collaborative Geographic Information System (GIS) that allows users having an ArcGIS Online (AGO) Named User account to create and share maps, applications (apps), layers, analytics, and data in Environmental Systems Research Institute, Inc.'s ("ESRI") secure cloud.
- 1.9.10. **Data Sharing** means the ability for the Public Body to utilize Access Oakland Products and data owned and maintained by the County on or in relation to its Geographic Information System (GIS).
- 1.10. **Service Center** means the location of technical support and information provided by County's Department of Information Technology.
- 1.11. **Exhibits** mean the following descriptions of I.T. Services which are governed by this Agreement only if they are attached to this Agreement and selected below or added at a later date by a formal amendment to this Agreement:
 - Exhibit I: Online Payments
 - Exhibit II: Over The Counter Payments
 - Exhibit III: Pay Local Taxes
 - Exhibit IV: Jury Management System
 - Exhibit V: Collaborative Asset Management System (CAMS)
 - Exhibit VI: Data Center Use and Services
 - Exhibit VII: Oaknet Connectivity
 - Exhibit VIII: Internet Service
 - Exhibit IX: ArcGIS Online
 - Exhibit X: Data Sharing

2. COUNTY RESPONSIBILITIES.

- 2.1. County, through its Department of Information Technology, shall provide the I.T. Services selected above which are attached and incorporated into this Agreement.
- 2.2. County shall support the I.T. Services as follows:
 - 2.2.1. **Access.** County will provide secure access to I.T. Services for use on hardware provided by Public Body as part of its own computer system or as otherwise provided in an Exhibit to this Agreement.

- 2.2.2. **Maintenance and Availability.** County will provide maintenance to its computer system to ensure that the I.T. Services are functional, operational, and work for intended purposes. Such maintenance to County's system will include "bug" fixes, patches, and upgrades, such as software, hardware, database and network upgrades. The impact of patches and/or upgrades to the applications will be thoroughly evaluated by County and communicated to Public Body through their Points of Contact prior to implementation in Public Body's production environment. County will reserve scheduled maintenance windows to perform these work activities. These maintenance windows will be outlined specifically for each application in the attached Exhibits.
- 2.2.2.1. If changes to scheduled maintenance windows or if additional maintenance times are required, County will give as much lead time as possible.
- 2.2.2.2. During maintenance windows, access to the application may be restricted by County without specific prior notification.
- 2.3. County may deny access to I.T. Services so that critical unscheduled maintenance (i.e. break-fixes) may be performed. County will make prompt and reasonable efforts to minimize unscheduled application downtime. County will notify the Points of Contact about such interruptions with as much lead time as possible.
- 2.4. **Backup and Disaster Recovery.**
- 2.4.1. County will perform periodic backups of I.T. Services hosted on County's computer system. Copies of scheduled backups will be placed offsite for disaster recovery purposes.
- 2.4.2. County will maintain a disaster recovery process that will be used to recover applications during a disaster or failure of County's computer system.
- 2.5. **Auditing.** County may conduct scheduled and unscheduled audits or scans to ensure the integrity of County's data and County's compliance with Federal, State and local laws and industry standards, including, but not limited to, the Health Insurance Portability and Accountability Act (HIPAA) and Payment Card Industry Data Security Standard (PCI DSS.)
- 2.5.1. In order to limit possibility of data theft and scope of audit requirements, County will not store credit card account numbers. County is only responsible for credit card data during the time of transmission to payment processor.
- 2.6. **Training and Information Resources.** County may provide training on use of the I.T. Services on an as-needed basis or as set forth in an Exhibit to this Agreement.
- 2.7. **Service Center.** I.T. Service incidents requiring assistance must be reported to the Service Center, by the Points of Contact, to the phone number, e-mail or website provided below. The Points of Contact and information in the table below can be modified unilaterally by the County without executing an amendment to this Agreement in accordance with Section 4. In such cases, the County must provide written notice to the Public Body of any modifications. The Service Center is staffed to provide support during County's normal business hours of 8:30 a.m. to 5:00 p.m., EST, Monday through Friday, excluding holidays. The Service Center can receive calls to report I.T. Service outages 24 hours a day, 7 days a week.

Outages are defined as unexpected service downtime or error messages. Depending on severity, outage reports received outside of County’s normal business hours may not be responded to until the resumption of County’s normal business hours.

Service Center Phone Number	248-858-8812
Service Center Email Address	servicecenter@oakgov.com
Service Center Website	https://sc.oakgov.com

- 2.8. County may access, use and disclose transaction information and any content to comply with the law such as a subpoena, Court Order or Freedom of Information Act request. County shall first refer all such requests for information to Public Body’s Points of Contact for their response within the required time frame. County shall provide assistance for the response if requested by the Public Body's Points of Contact, and if able to access the requested information. County shall not distribute Public Body’s data to other entities for reasons other than in response to legal process.
- 2.9. I.T. service providers require County to pass through to Public Body certain terms and conditions contained in license agreements, service agreements, acceptable use policies and similar terms of service, in order to provide I. T. Services to Public Body. The County will provide Public Body with access to these terms and conditions. County will provide notice when it becomes aware of changes to the terms and conditions of these agreements that are applicable to Public Body.

3. PUBLIC BODY RESPONSIBILITIES.

- 3.1. Public Body shall immediately notify County of any unauthorized use of the I.T. Services and any breach of security of the I.T. Services. Public Body shall cooperate with County in all investigations involving the potential misuse of County’s computer system or data.
- 3.2. Public Body is the owner of all data provided by Public Body and is responsible for providing all initial data identified in the attached Exhibits in a format acceptable to County. Public Body is responsible for ensuring the accuracy and currency of data contained within its applications.
- 3.3. Public Body shall follow County’s I.T. Services requirements as described on County’s website. Public Body shall comply with County’s minimum standards for each Internet browser used by Public Body to access I.T. Services as set forth in an Exhibit(s) to this Agreement. Public Body shall meet any changes to these minimum standards that County may reasonably update from time to time.
- 3.4. Public Body shall not interfere with or disrupt the I.T. Services provided herein or networks connected with the I.T. Services.
- 3.5. Public Body requires that each Public Body Employee with access to I.T. Services shall:
 - 3.5.1. Utilize an antivirus software package/system on their equipment and keep same updated in a reasonable manner.
 - 3.5.2. Have a unique User ID and password that will be removed upon termination of Public Body Employee’s employment or association with Public Body.
 - 3.5.3. Maintain the most reasonably current operating system patches on all equipment accessing the I.T. Services.

- 3.6. If authorized by County, Public Body may extend I.T. Services to other entities which are created by or primarily funded by state or local authority. If County authorizes Public Body to provide access to any I.T. Services to other entities, Public Body shall require those entities to agree to utilize an antivirus software package/system on computers accessing the I.T. Services and to assign users of the I.T. Services a unique User ID and password that will be terminated when a user is no longer associated with the entity. Public Body must require an entity receiving I.T. Services under this Section, to agree in writing to comply with the terms and conditions of this Agreement and to provide County with a copy of this writing.
- 3.7. For each I.T. Service covered by an Exhibit to this Agreement, Public Body shall designate two representatives to act as a primary and secondary Points of Contact with County. The Points of Contact responsibilities shall include:
 - 3.7.1. Direct coordination and interaction with County staff.
 - 3.7.2. Communication with general public supported by Public Body.
 - 3.7.3. Following County's procedures to report an application incident.
 - 3.7.4. If required by County, attend training classes provided by County either online or at County's Information Technology Building in Waterford, Michigan or other suitable location determined by County.
 - 3.7.5. Providing initial support services to Public Body users prior to logging a Service Center incident with County.
 - 3.7.6. Requesting security changes and technical support from the Service Center.
 - 3.7.7. Testing Applications in conjunction with County, at the times and locations mutually agreed upon by County and Public Body.
 - 3.7.8. To report a service incident to the Service Center, one of Public Body's Points of Contact shall provide the following information:
 - 3.7.8.1. Contact Name
 - 3.7.8.2. Telephone Number
 - 3.7.8.3. Email Address
 - 3.7.8.4. Public Body Name
 - 3.7.8.5. Application and, if possible, the specific module with which the incident is associated.
 - 3.7.8.6. Exact nature of the problem or function including any error message that appeared on the computer screen.
 - 3.7.8.7. Any action the Points of Contact or user has taken to resolve the matter.
- 3.8. Public Body may track the status of the incident by calling the Service Center and providing the Incident Number.
- 3.9. Public Body shall respond to Freedom of Information Act Requests relating to Public Body's data.
- 3.10. I.T. service providers require County to pass through to Public Body certain terms and conditions contained in license agreements, service agreements, acceptable use policies and

similar terms of service, in order to provide I. T. Services to Public Body. Public Body agrees to comply with these terms and conditions. Public Body may follow the termination provisions of this Agreement if it determines that it cannot comply with any of the terms and conditions.

4. **DURATION OF INTERLOCAL AGREEMENT.**

- 4.1. This Agreement and any amendments shall be effective when executed by both Parties with resolutions passed by the governing bodies of each Party except as otherwise specified below. The approval and terms of this Agreement and any amendments, except as specified below, shall be entered in the official minutes of the governing bodies of each Party. An executed copy of this Agreement and any amendments shall be filed by the County Clerk with the Secretary of State. If Public Body is a Court, a signature from the Chief Judge of the Court shall evidence approval by the Public Body, providing a resolution and minutes does not apply. If the Public Body is the State of Michigan, approval and signature shall be as provided by law.
- 4.2. Notwithstanding Section 4.1, the Chairperson of the Oakland County Board of Commissioners is authorized to sign amendments to the Agreements to add Exhibits that were previously approved by the Board of Commissioners but are requested by Public Body after the execution of the Agreement. An amendment signed by the Board Chairperson under this Section must be sent to the Election Division in the County Clerk's Office to be filed with the Agreement once it is signed by both Parties.
- 4.3. Unless extended by an Amendment, this Agreement shall remain in effect for five (5) years from the date the Agreement is completely executed by all Parties or until cancelled or terminated by any of the Parties pursuant to the terms of the Agreement.

5. **PAYMENTS.**

- 5.1. I.T. Services shall be provided to Public Body at the rates specified in the Exhibits, if applicable.
- 5.2. **Possible Additional Services and Costs.** If County is legally obligated for any reason, e.g. subpoena, Court Order, or Freedom of Information Request, to search for, identify, produce or testify regarding Public Body's data or information that is electronically stored by County relating to I.T. Services the Public Body receives under this Agreement, then Public Body shall reimburse County for all reasonable costs the County incurs in searching for, identifying, producing or testifying regarding such data or information. County may waive this requirement in its sole discretion.
- 5.3. County shall provide Public Body with a detailed invoice/explanation of County's costs for I.T. Services provided herein and/or a statement describing any amounts owed to County. Public Body shall pay the full amount shown on any such invoice within sixty (60) calendar days after the date shown on any such invoice. Payment shall be sent along with a copy of the invoice to: Oakland County Treasurer – Cash Acctg, Bldg 12 E, 1200 N. Telegraph Road, Pontiac, MI 48341.
- 5.4. If Public Body, for any reason, fails to pay County any monies when and as due under this Agreement, Public Body agrees that unless expressly prohibited by law, County or the Oakland County Treasurer, at their sole option, shall be entitled to set off from any other Public Body funds that are in County's possession for any reason, including but not limited to, the Oakland County Delinquent Tax Revolving Fund ("DTRF"), if applicable. Any

setoff or retention of funds by County shall be deemed a voluntary assignment of the amount by Public Body to County. Public Body waives any Claims against County or its Officials for any acts related specifically to County's offsetting or retaining of such amounts. This paragraph shall not limit Public Body's legal right to dispute whether the underlying amount retained by County was actually due and owing under this Agreement.

- 5.5. If County chooses not to exercise its right to setoff or if any setoff is insufficient to fully pay County any amounts due and owing County under this Agreement, County shall have the right to charge up to the then-maximum legal interest on any unpaid amount. Interest charges shall be in addition to any other amounts due to County under this Agreement. Interest charges shall be calculated using the daily unpaid balance method and accumulate until all outstanding amounts and accumulated interest are fully paid.
- 5.6. Nothing in this Section shall operate to limit County's right to pursue or exercise any other legal rights or remedies under this Agreement or at law against Public Body to secure payment of amounts due to County under this Agreement. The remedies in this Section shall be available to County on an ongoing and successive basis if Public Body at any time becomes delinquent in its payment. Notwithstanding any other term and condition in this Agreement, if County pursues any legal action in any court to secure its payment under this Agreement, Public Body agrees to pay all costs and expenses, including attorney fees and court costs, incurred by County in the collection of any amount owed by Public Body.

6. ASSURANCES.

- 6.1. Each Party shall be responsible for any Claims made against that Party by a third party, and for the acts of its employees arising under or related to this Agreement.
- 6.2. Except as provided for in Section 5.6, in any Claim that may arise from the performance of this Agreement, each Party shall seek its own legal representation and bear the costs associated with such representation, including judgments and attorney fees.
- 6.3. Except as otherwise provided for in this Agreement, neither Party shall have any right under this Agreement or under any other legal principle to be indemnified or reimbursed by the other Party or any of its agents in connection with any Claim.
- 6.4. Public Body shall be solely responsible for all costs, fines and fees associated with any misuse by its Public Body Employees of the I.T. Services provided herein.
- 6.5. This Agreement does not, and is not intended to, impair, divest, delegate or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of the Parties. Nothing in this Agreement shall be construed as a waiver of governmental immunity for either Party.
- 6.6. The Parties have taken all actions and secured all approvals necessary to authorize and complete this Agreement. The persons signing this Agreement on behalf of each Party have legal authority to sign this Agreement and bind the Parties to the terms and conditions contained herein.
- 6.7. Each Party shall comply with all federal, state, and local ordinances, regulations, administrative rules, and requirements applicable to its activities performed under this Agreement.

7. USE OF CONFIDENTIAL INFORMATION

- 7.1. The Parties shall not reproduce, provide, disclose, or give access to Confidential Information to the County or to a Public Body Employee not having a legitimate need to know the Confidential Information, or to any third-party. County and Public Body Employees shall only use the Confidential Information for performance of this Agreement. Notwithstanding the foregoing, the Parties may disclose the Confidential Information if required by law, statute, or other legal process provided that the Party required to disclose the information: (i) provides prompt written notice of the impending disclosure to the other Party, (ii) provides reasonable assistance in opposing or limiting the disclosure, and (iii) makes only such disclosure as is compelled or required. This Agreement imposes no obligation upon the Parties with respect to any Confidential Information which can establish by legally sufficient evidence: (i) was in possession of or was known by prior to its receipt from the other Party, without any obligation to maintain its confidentiality; or (ii) was obtained from a third party having the right to disclose it, without an obligation to keep such information confidential.
- 7.2. Within five (5) business days' receipt of a written request from the other Party, or upon termination of this Agreement, the receiving Party shall return or destroy all of the disclosing Party's Confidential Information.

8. DISCLAIMER OR WARRANTIES

- 8.1. The I.T. Services are provided on an "as is" and "as available" basis. County expressly disclaims all warranties of any kind, whether express or implied, including, but not limited to, the implied warranties of merchantability, fitness for a particular purpose and non-infringement.
- 8.2. County makes no warranty that (i) the I.T. Services will meet Public Body's requirements; (ii) the I.T. Services will be uninterrupted, timely, secure or error-free; nor (iii) the results that may be obtained by the I.T. Services will be accurate or reliable.
- 8.3. Any material or data downloaded or otherwise obtained through the use of the I.T. Services is accessed at Public Body's discretion and risk. Public Body will be solely responsible for any damage to its computer system or loss of data that results from downloading any material.

9. LIMITATION OF LIABILITY. In no event shall either Party be liable to the other Party or any other person, for any consequential, incidental, direct, indirect, special, and punitive or other damages arising out of this Agreement.

10. DISPUTE RESOLUTION. All disputes relating to the execution, interpretation, performance, or nonperformance of this Agreement involving or affecting the Parties may first be submitted to County's Chief Information Officer and Public Body's Agreement Administrator for possible resolution. County's Chief Information Officer and Public Body's Agreement Administrator may promptly meet and confer in an effort to resolve such dispute. If they cannot resolve the dispute in five (5) business days, the dispute may be submitted to the signatories of this Agreement or their successors in office. The signatories of this Agreement may meet promptly and confer in an effort to resolve such dispute.

11. **TERMINATION OR CANCELLATION OF AGREEMENT.**

- 11.1. Either Party may terminate or cancel this entire Agreement or any one of the I.T. Services described in the attached Exhibits, upon one hundred twenty (120) days written notice, if either Party decided, in its sole discretion, to terminate this Agreement or one of the Exhibits, for any reason including convenience.
- 11.2. Early termination fees may apply to Public Body if provided for in the Exhibits.
- 11.3. The effective date of termination and/or cancellation shall be clearly stated in the written notice. Either the County Executive or the Board of Commissioners is authorized to terminate this Agreement for County under this provision. A termination of one or more of the Exhibits which does not constitute a termination of the entire Agreement may be accepted on behalf of County by its Chief Information Officer.

12. **SUSPENSION OF SERVICES.** County, through its Chief Information Officer, may immediately suspend I.T. Services for any of the following reasons: (i) requests by law enforcement or other governmental agencies; (ii) engagement by Public Body in fraudulent or illegal activities relating to the I.T. Services provided herein; (iii) breach of the terms and conditions of this Agreement; or (iv) unexpected technical or security issues. The right to suspend I.T. Services is in addition to the right to terminate or cancel this Agreement according to the provisions in Section 11. County shall not incur any penalty, expense or liability if I.T. Services are suspended under this Section.

13. **DELEGATION OR ASSIGNMENT.** Neither Party shall delegate or assign any obligations or rights under this Agreement without the prior written consent of the other Party.

14. **NO EMPLOYEE-EMPLOYER RELATIONSHIP.** Nothing in this Agreement shall be construed as creating an employee-employer relationship between County and Public Body.

15. **NO THIRD-PARTY BENEFICIARIES.** Except as provided for the benefit of the Parties, this Agreement does not and is not intended to create any obligation, duty, promise, contractual right or benefit, right to indemnification, right to subrogation, and/or any other right in favor of any other person or entity.

16. **NO IMPLIED WAIVER.** Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either Party shall subsequently affect its right to require strict performance of this Agreement.

17. **SEVERABILITY.** If a court of competent jurisdiction finds a term or condition of this Agreement to be illegal or invalid, then the term or condition shall be deemed severed from this Agreement. All other terms, conditions, and provisions of this Agreement shall remain in full force.

18. **PRECEDENCE OF DOCUMENTS.** In the event of a conflict between the terms of and conditions of any of the documents that comprise this Agreement, the terms in the Agreement shall prevail and take precedence over any allegedly conflicting terms in the Exhibits or other documents that comprise this Agreement.

19. **CAPTIONS.** The section and subsection numbers, captions, and any index to such sections and subsections contained in this Agreement are intended for the convenience of the reader and are not

intended to have any substantive meaning. The numbers, captions, and indexes shall not be interpreted or be considered as part of this Agreement. Any use of the singular or plural, any reference to gender, and any use of the nominative, objective or possessive case in this Agreement shall be deemed the appropriate plurality, gender or possession as the context requires.

20. **FORCE MAJEURE.** Notwithstanding any other term or provision of this Agreement, neither Party shall be liable to the other for any failure of performance hereunder if such failure is due to any cause beyond the reasonable control of that Party and that Party cannot reasonably accommodate or mitigate the effects of any such cause. Such cause shall include, without limitation, acts of God, fire, explosion, vandalism, national emergencies, insurrections, riots, wars, strikes, lockouts, work stoppages, other labor difficulties, or any law, order, regulation, direction, action, or request of the United States government or of any other government. Reasonable notice shall be given to the affected Party of any such event.
21. **NOTICES.** Notices given under this Agreement shall be in writing and shall be personally delivered, sent by express delivery service, certified mail, or first class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (i) the date of actual receipt; (ii) the next business day when notice is sent express delivery service or personal delivery; or (iii) three days after mailing first class or certified U.S. mail.
- 21.1. If Notice is sent to County, it shall be addressed and sent to: Chief Information Officer, Oakland County Department of Information Technology, 1200 North Telegraph Road, Pontiac, Michigan, 48341, and the Chairperson of the Oakland County Board of Commissioners, 1200 North Telegraph Road, Pontiac, Michigan 48341.
- 21.2. If Notice is sent to Public Body, it shall be addressed to: Donna Shollack, deptreasurer@hartlandtwp.com, 2655 Clark Road, Hartland, Michigan 48353.
- 21.3. Either Party may change the individual to whom Notice is sent and/or the mailing address by notifying the other Party in writing of the change.
22. **GOVERNING LAW/CONSENT TO JURISDICTION AND VENUE.** This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan. Except as otherwise required by law or court rule, any action brought to enforce, interpret, or decide any Claim arising under or related to this Agreement shall be brought in the 6th Judicial Circuit Court of the State of Michigan, the 50th District Court of the State of Michigan, or the United States District Court for the Eastern District of Michigan, Southern Division, as dictated by the applicable jurisdiction of the court. Except as otherwise required by law or court rule, venue is proper in the courts set forth above.
23. **ENTIRE AGREEMENT.**
- 23.1. This Agreement represents the entire agreement and understanding between the Parties regarding the specific Services described in the attached Exhibits. With regard to those Services, this Agreement supersedes all other oral or written agreements between the Parties.
- 23.2. The language of this Agreement shall be construed as a whole according to its fair meaning, and not construed strictly for or against any Party.

EXHIBIT I
I.T. SERVICES AGREEMENT
ONLINE PAYMENTS

INTRODUCTION

The I.T. Service described in this Exhibit (Online Payments) will provide government agencies with the ability to accept card (credit and debit) payments, certain digital wallets (eWallets) selected by County, and/or electronic check payments online, collectively referred to as the “payment methods”.

1.0 COUNTY RESPONSIBILITIES

- 1.1 County will provide an I.T. Service where the general public can make payments for any type of fees or costs, i.e. pay property taxes, licenses, permits or traffic tickets by means of the payment methods, utilizing the Internet. County may use vendor(s) to perform the services that County will provide to Public Body.
- 1.2 If requested by Public Body, County will provide a single public web page that will reside on County server(s) and include basic information with links to the I.T. Service for Online Payments. County will not provide content management. County will provide basic design template customization (header and colors) and minimal content (basic contact information). URLs will have a G2Gcloud.com domain name. County has sole discretion as to what may be placed on this one-page website.
- 1.3 County will provide Public Body with access to a password protected website where Public Body can issue credits and view daily, weekly, and monthly transaction activity of payments processed through this I.T. Service.
- 1.4 The Payment Processing Service Fee (the “Fee”) charged to the general public shall be an amount established by County Board of Commissioners.

2.0 PUBLIC BODY RESPONSIBILITIES

- 2.1 Public Body will be responsible for placing the URL provided by County onto their website for this service.
- 2.2 Public Body will include the URL in printed or electronic communications to the general public regarding this service.
- 2.3 Public Body shall respond to all questions from the general public regarding payments. County shall refer questions regarding the amount of payment due or owing to Public Body.

3.0 SUPPORT

The I.T. Service will be supported by County’s Information Technology (I.T.) Department and/or County’s vendor(s), as described in the Agreement.

4.0 SERVICE ACCESS AND REQUIREMENTS

EXHIBIT I
I.T. SERVICES AGREEMENT
ONLINE PAYMENTS

4.1 Service Access

4.1.1 Access to the I.T. Service is via an internet browser. The URL for the general public to initiate the Online Payments service will be provided by County.

4.1.2 Public Body will provide access to this I.T. Service for the general public via the URL provided by County on the web site owned by Public Body.

4.1.3 The URL for Public Body to view activity reports and to perform all administrative functions and for the general public to maintain recurring payments will be provided by County.

4.2 Service Requirements

4.2.1 The general public shall be required to pay County the Fee to use this I.T. Service. County will use the Fee(s) to recover costs associated with this I.T. Service.

4.2.2 The person making the payment will authorize one transaction. The funds received for the payment of monies owed to Public Body will be deposited into an account owned by the Public Body. The funds received from the Fee will be deposited into an account owned by County.

5.0 SERVICE COSTS

Public Body does not have to pay the County for this I.T. Service.

6.0 PROVISION AND MAINTENANCE OF DATA

6.1 Public Body must use the same payment method processing entities used by County. The names and contact information for these entities shall be provided by County. County shall notify Public Body in advance of any changes to the third-party entities.

6.2 Public Body shall provide County with all necessary bank account and routing numbers to give effect to this Agreement.

7.0 LICENSE USE AND ACCESS

County grants to Public Body a nonexclusive license to use County developed applications needed to receive this I.T. Service. This license cannot be provided to any other party without County's consent in writing.

**EXHIBIT II
I.T. SERVICES AGREEMENT
OVER THE COUNTER PAYMENTS
OUT COUNTY**

INTRODUCTION

The I.T. Service described in this Exhibit (Over the Counter Payments) will provide government agencies with the ability to take card (credit and debit) payments and certain digital wallets (eWallets), collectively referred to as the “payment methods”, at the counter and over the phone.

1.0 COUNTY RESPONSIBILITIES

- 1.1 County will provide an I.T. Service where the general public can make Over the Counter Payments for any type of fees or costs; i.e. pay property taxes, licenses, permits or traffic tickets by means of the payment methods. County may use vendor(s) to perform the services that County will provide to Public Body.
- 1.2 County will provide Public Body with access to a password protected website where Public Body can issue credits and view daily, weekly, and monthly transaction activity of payments processed through this I.T. Service.
- 1.3 The Payment Processing Service Fee (the “Fee”) charged to the general public shall be an amount established by the County Board of Commissioners.

2.0 PUBLIC BODY RESPONSIBILITIES

Public Body shall respond to all questions from the general public regarding payments.

3.0 SUPPORT

The I.T. Service will be supported by County’s Information Technology (I.T.) Department and/or County’s vendor(s) as described in the Agreement.

4.0 SERVICE ACCESS AND REQUIREMENTS

4.1 Service Access

- 4.1.1 Access to the I.T. Service is via a card and eWallet reader provided by County attached to a computer with a connection to an Internet website run by County.
- 4.1.2 The URL for Public Body to view activity reports and to perform all administrative functions will be provided by County.
- 4.1.3 Public Body will provide access to this I.T. Service for the general public via computer owned by Public Body and on the premise of the Public Body. This computer may be operated by Public Body staff or made available directly to the general public.

4.2 Service Requirements

- 4.2.1 The general public shall be required to pay County the Fee to use this I.T. Service. County will use the Fee(s) to recover costs associated with this I.T. Service.

EXHIBIT II
I.T. SERVICES AGREEMENT
OVER THE COUNTER PAYMENTS
OUT COUNTY

4.2.2 The person making the payment will authorize one transaction. The funds received for the payment of monies owed to Public Body will be deposited into an account owned by the Public Body. The funds received from the Fee will be deposited into an account owned by County.

5.0 SERVICE AND EQUIPMENT COSTS

5.1 Public Body does not have to pay the County for payment processing, customer support, or electronic payment methods (software, application, portal, etc.) for this I.T. Service.

5.2 County will acquire the hardware for non-electronic payment methods and provide the hardware to Public Body. Public Body shall reimburse the County for all costs incurred by the County to provide the hardware to Public Body.

6.0 PROVISION AND MAINTENANCE OF DATA

6.1 Public Body must use the same payment method processing entities used by County. The names and contact information for these entities shall be provided by County. County shall notify Public Body in advance of any changes to the third-party entities.

6.2 Public Body shall provide County with all necessary bank account and routing numbers to give effect to this Agreement.

7.0 LICENSE USE AND ACCESS

County grants to Public Body a nonexclusive license to use County developed applications needed to receive this I.T. Service. This license cannot be provided to any other party without County's consent in writing.

IN WITNESS WHEREOF, Kathleen Horning hereby acknowledges that he/she has been authorized by a resolution of Hartland Township, a certified copy of which is attached, or by approval of the Chief Judge if the Public Body is a Court, to execute this Agreement on behalf of Public Body and hereby accepts and binds Public Body to the terms and conditions of this Agreement.

EXECUTED: _____
Kathleen Horning, Treasurer

DATE: _____

WITNESSED: _____

DATE: _____

AGREEMENT

ADMINISTRATOR: _____
(IF APPLICABLE)

DATE: _____

IN WITNESS WHEREOF, David T. Woodward, Chairperson, Oakland County Board of Commissioners, hereby acknowledges that he has been authorized by a resolution of the Oakland County Board of Commissioners to execute this Agreement on behalf of Oakland County, and hereby accepts and binds Oakland County to the terms and conditions of this Agreement.

EXECUTED: _____
David T. Woodward, Chairperson
Oakland County Board of Commissioners

DATE: _____

WITNESSED: _____
Oakland County Board of Commissioners
County of Oakland

DATE: _____

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: Annual Employee Benefit Renewals

Date: May 13, 2026

Recommended Action

Move to approve the benefit providers and increases in rates, as presented for July 1, 2026 – June 30, 2027.

Discussion

The Township’s benefit consultants, Grace & Porta (now part of HUB International) reviewed the renewal rates effective July 1, 2026, with the Township Manager and Finance Director. All plans presented had no change to coverage. The following increases were:

Priority Health – 10% increase (budgeted 12%)

Delta Dental – 2.08% increase (budgeted 7%)

VSP Vision – no increase (budgeted 4%)

Mutual of Omaha (Life, STD, LTD & ADD – no increase (budget 2%)

As the rate increases are covered under the current budget, no budget amendments are needed currently. If employees change coverage during open enrollment or due to a covered event over the annual period, benefit expenses may increase or decrease. If the overall benefit expenses increase, a budget amendment will be brought forth at that time.

Financial Impact

Is a Budget Amendment Required? Yes No

Attachments

None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Scott Hable, Director of Public Works

Subject: M-59 North Side Water Main Loop - Professional Services Proposal

Date: May 19, 2026

Recommended Action

Move to approve Spalding DeDecker to proceed with construction engineering for the North Side M-59 water main extension project at a cost not to exceed \$120,172.00, and allow the Public Works Director to act on the township's behalf regarding decisions related to the project.

Discussion

Staff is seeking approval of this construction engineering work through SDA for the M-59 water main loop. Completion of this system loop is critical in our future water system upgrades, to prevent service interruptions to a significant number of customers in the event of an emergency by providing redundancy. Flow as well as circulation will also be greatly increased. The project consists of approximately 4,300 ft of new 12" Ductile Iron and 14" HDPE pipe (14" HDPE has equivalent inside diameter to 12" DIP) installed in the Right-of-way (ROW) on the north side of M-59 from Hungry Howie's Pizza east, to Hartland Senior Living. Most of the water main route will be constructed with directional drilled installation (14" HDPE) which is beneficial to minimize disturbance to the adjacent wetlands and road crossings such as Bullard Road.

The Township will be using bond funding for construction of this project along with other water system improvements. This cost will cover the construction engineering costs for the physical installation of this water main. Tasks performed by SDA will include survey staking, material testing, as-builts, and many other inspections related to the project.

Financial Impact

Is a Budget Amendment Required? Yes No

This cost will be paid for by bond proceeds.

Attachments

Spalding DeDecker Engineering Bid

April 29, 2026

Mr. Scott Hable
Public Works Director
Hartland Township
2655 Clark Road
Hartland, MI 48353

Re: CE Services for M-59 North Side Water Main
Professional Services for Construction Engineering
SDA Project No.: HL25-004

Dear Mr. Hable,

Spalding DeDecker is pleased to have this opportunity to provide survey staking, construction contract administration, construction inspection and material testing for Hartland Township's water main improvement project. Below is our understood scope of services based upon the review of the provided plans. We look forward to working with you and your staff soon.

SCOPE OF SERVICES

CONSTRUCTION ENGINEERING SERVICES

We understand the scope of services will include construction contract administration, construction inspection, survey staking, and material testing for the construction improvements of the project. As a result, we understand and are prepared to perform the following construction engineering services as well:

- Coordinate and hold the Pre-construction Meeting and biweekly Progress Meetings.
- Provide meeting minutes for all construction-related meetings.
- Prepare and review daily inspection reports, including pictures and sketches; provide all documentation to the township.
- Document and resolve public complaints.
- Assist with stakeholder coordination throughout construction, such as with the schools, US Postal Service, garbage collectors, police and fire personnel, etc.
- Provide coordination to resolve utility conflicts.
- Provide engineering assistance on unforeseen issues that may arise during construction.
- Coordinate and provide materials testing and geotechnical inspections; document and resolve any testing deficiencies.
- Coordinate and provide survey staking.

All survey services will be directly managed by Mr. Mike DeDecker, and construction administration, inspection, and engineering services will be directly managed by Mr. Ted Meadows.

SCHEDULE

We are prepared to begin all services described herein immediately upon authorization but understand the work will be scheduled based on the contractor’s schedule.

FEE

Our proposed **time and materials not-to-exceed fee** to perform the services for 8 weeks described herein are as follows:

• Survey Staking:	\$ 16,500.00
• As-builts:	\$ 3,420.00
• Engineering Assistance:	\$ 3,000.00
• Material Testing:	\$ 5,000.00
• Contract Administration:	\$ 41,452.00
• Construction Inspection:	\$ 50,800.00
Total:	\$ 120,172.00

This fee shall not be exceeded without prior written approval from your office. Invoices will be submitted monthly based on actual hours incurred in accordance with our 2026 Standard Rate Schedule.

If the above terms are acceptable, please provide us with written authorization to proceed. We understand that this would likely be provided after the funding has been approved by the Township Board. Thank you for considering us for this work, and please don’t hesitate to contact me with any questions.

SPALDING DEDECKER ASSOCIATES, INC.

By: Ted Meadows Digitally signed by Ted Meadows
Date: 2026.04.29 11:50:30 -04'00'

Ted Meadows
Senior Vice President/Director of Construction Engineering
Spalding DeDecker Associates, Inc.

HARTLAND TOWNSHIP

Approved:

By: _____
Scott Hable
Public Works Director
Hartland Township

cc: Scott DeVries, PE, Spalding DeDecker

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Scott Hable, Director of Public Works

Subject: 2026 Tipsico Lake Rd. Asphalt Rehabilitation Project

Date: May 19, 2026

Recommended Action

Move to approve the contract with the Livingston County Road Commission for the 2026 Tipsico Lake Rd Asphalt Rehabilitation Project and allow the Public Works Director to act on behalf of the Township on decisions relating to the project for a cost not to exceed \$475,000.00

Discussion

With Pleasant Valley Rd budgeted for this year, but being pushed to the 2027 construction season to allow for finalizing easement obtainments, the LCRC and the Township evaluated other roads in need of rehabilitation.

This project proposes asphalt rehabilitation on Tipsico Lake Rd. to Briar Hill Road. The above-mentioned 1.90 mile road appears to be in poor condition, rating a 2 out of 10 on the Pavement Surface Evaluation and Rating scale (PASER). The Livingston County Road Commission engineering staff recommends this road be rehabilitated as follows:

- 4.0" Mill and Resurface
- Curb and Gutter Repair, as necessary
- Base Repair, as necessary

The estimate for this work is \$950,000 altogether with the necessary related work. This work qualifies for the PPP program and the Livingston County Road Commission will split the cost of this work with Hartland Township, resulting in \$475,000.00 owed to complete this project from the township.

Financial Impact

Is a Budget Amendment Required? Yes No

We are substituting Tipsico Lake for Pleasant Valley Road this fiscal year, so no budget amendment is required.

Attachments

LCRC Estimate
LCRC Contract

Livingston County Road Commission

3535 Grand Oaks Drive • Howell, Michigan 48843-8575
Telephone: (517) 546-4250 • Facsimile: (517) 546-9628
Internet Address: www.livingstonroads.org

December 6, 2024

Mr. Michael Luce
Hartland Township Manager
2655 Clark Road
Hartland, MI 48353

RE: Tipsico Lake Road Rehabilitation – M-59 to Briar Hill Road

Dear Mr. Luce,

The following is a road rehabilitation estimate for Tipsico Lake Road, per your request:

The above-mentioned 1.90 mile road appears to be in poor condition, rating a 2 out of 10 on the Pavement Surface Evaluation and Rating scale (PASER). The Livingston County Road Commission engineering staff recommends this road be rehabilitated as follows:

- 4.0" Mill and Resurface
- Curb and Gutter Repair, as necessary
- Base Repair, as necessary

The estimate for this work is **\$950,000** altogether with the necessary related work. This is based on visual inspection completed on-site. The above prices are based on estimated contract prices for our 2025 Pavement Preservation Program (PPP) and are subject to change.

If you have any questions or concerns, please contact me.

Sincerely,



Garrett Olson, P.E.
Construction Engineer

PROJECT AGREEMENT
JOB NUMBER: 489.09.5228BW

This Agreement made and entered into this _____ day of _____, 2026 by and between the TOWNSHIP of HARTLAND Livingston County, Michigan, hereinafter referred to as "TOWNSHIP" and the BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF LIVINGSTON, hereinafter referred to as "ROAD COMMISSION."

WITNESSETH

The Township has selected the following road to be improved as described below:

**TIPSICO LAKE ROAD
BETWEEN M-59 AND BRIAR HILL
APPROXIMATELY 1.90 MILES
4" HMA MILL AND RESURFACE
ALTOGETHER WITH THE NECESSARY RELATED WORK**

The parties agree as follows:

1. The Engineer's Opinion of Probable Cost is \$950,000. The Township shall pay the Road Commission 50% of the cost of the project not to exceed \$475,000.
 - A. The balance shall be paid promptly as invoiced.
 - B. The Road Commission shall furnish the Township with a final breakdown of its actual expenses upon completion of the project.
 - C. The Township will not withhold payments because of any set-off, counterclaim, or any other claim which it may have against the Road Commission arising out of this or any other matter. If there is a dispute over the balance due upon completion, the Township will pay the amount claimed by the Road Commission, and such payment shall not be a waiver by the Township of any claims it may have arising from this contract and the completion of the project.
2. All work shall be performed in a good workmanlike manner and in accordance with plans and specifications adopted by the Road Commission.
3. The work will be completed within the current contract year, unless the parties otherwise so agree.
4. In the event the project cannot be completed due to circumstances beyond the control of the Road Commission, and through no fault of the Road Commission, the contract price for later completion will be subject to renegotiation.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the date and year first above written.

TOWNSHIP OF HARTLAND

BY: _____
WILLIAM FOUNTAIN, SUPERVISOR

LARRY CIOFU, CLERK

**BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF LIVINGSTON**

BY: _____
STEVEN J. WASYLK, MANAGING DIRECTOR

SARAH NEWTON, DIRECTOR OF FINANCE

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Scott Hable, Director of Public Works

Subject: 2026 M59 Water Main Extension Contract

Date: April 8, 2025

Recommended Action

Approve the contract for the M59 water main extension project to Bidigare Contractors, Inc. for an amount not to exceed \$1,217,411.80, and allow the Public Works Director to make decisions on the Township's behalf regarding the project.

Discussion

The Township Clerk's office received four (4) sealed bids for this project. All bidders were considered responsive, having submitted a bid compliant with all requirements. The apparent low bidder, Bidigare Contractors, Inc. submitted a total bid of \$1,106,738.00. Following the bid opening, Spalding DeDecker reviewed all of the bids received, verified the calculations, and prepared the bid tabulation for the project (attached).

The project includes the installation of new water main installed in the right of way on the north side of M59 from approximately Hungry Howie's Pizza, east to Hartland Senior Living. This project will allow the existing water main to be "looped" which will provide increased circulation, flow, and redundancy in the case of an emergency. The majority of this project will utilize underground boring of the main, to minimize property disruption and repair.

The total cost of \$1,217,411.80 includes a 10% contingency on the project.

Financial Impact

Is a Budget Amendment Required? Yes No

Costs for this project will be covered by bond proceeds.

Attachments

SDA recommendation for award

April 28, 2026

Mr. Scott Hable
Public Works Director
Hartland Township
2655 Clark Road
Hartland, MI 48353

Re: **Recommendation for Award**
M-59 North Side Water Main
SDA Project No.: HL25004

Dear Mr. Hable:

On April 23rd, 2026, at 1:00 p.m., construction bids were opened and publicly read at the Hartland Township Offices for the M-59 North Side Water Main Project. The project includes water main installation via horizontal directional drilling along M-59, from 2760 Bella Vita Dr. to 12319 Highland Rd.

The Township Clerk's office received four (4) sealed bids for this project. All bidders were considered responsive, having submitted a bid compliant with all requirements. The apparent low bidder, Bidigare Contractors, Inc. submitted a total bid of **\$1,106,738.00**. Following the bid opening, Spalding DeDecker reviewed all of the bids received, verified the calculations, and prepared the bid tabulation for the project (attached).

Spalding DeDecker finds that Bidigare Contractors, Inc. is qualified and prepared to perform the required construction.

It is our recommendation that the project be awarded to the lowest responsive bidder, Bidigare Contractors, Inc., in the amount of \$1,078,738.00, which is the total bid of \$1,106,738.00 minus \$28,000.00 for crew days bid.

Upon award by the Township Board, our office will coordinate the completion of the Contract Agreement, Bonds, and Insurance information with Main Street Contracting.

Very Truly Yours,

SPALDING DEDECKER



Scott DeVries, PE
Senior Project Manager

Encl: Bid Tabulation

**BID TABULATION - HARTLAND M59 NORTH SIDE WATER MAIN
HARTLAND TOWNSHIP**

Four Bids received, opened 04/23/2026

Project No. HL25004

By: A. Johnstone

Reviewed: S. DeVries

BASE BID				Bidigare Contractors, Inc.		D'Angelo Brothers Inc.		Superior Excavating, Inc.		Inner City Contracting LLC		Engineer's Estimate	
No		QUANTITY	UNIT	UNIT PRICE (\$)	AMOUNT (\$)	UNIT PRICE (\$)	AMOUNT (\$)	UNIT PRICE (\$)	AMOUNT (\$)	UNIT PRICE (\$)	AMOUNT (\$)	UNIT PRICE (\$)	AMOUNT (\$)
1	Bonds, Insurance and Mobilization (10% Max.)	1	LSUM	\$50,000.00	50,000.00	\$88,888.00	88,888.00	\$45,000.00	45,000.00	\$36,617.30	36,617.30	\$147,000.00	147,000.00
2	Pre-Construction Audio-Visual	1	LSUM	\$3,225.00	3,225.00	\$4,500.00	4,500.00	\$3,900.00	3,900.00	\$3,527.49	3,527.49	\$10,000.00	10,000.00
3	Maintaining Traffic, (estimated 28 days)	1	LSUM	\$5,000.00	5,000.00	\$25,000.00	25,000.00	\$19,000.00	19,000.00	\$6,513.93	6,513.93	\$60,000.00	60,000.00
4	Clearing and Grubbing	1	LSUM	\$20,000.00	20,000.00	\$8,500.00	8,500.00	\$13,500.00	13,500.00	\$23,339.80	23,339.80	\$20,000.00	20,000.00
5	Sidewalk, Rem	13	Syd	\$20.00	260.00	\$45.00	585.00	\$15.00	195.00	\$37.89	492.57	\$20.00	260.00
6	Exploratory Investigation, Vertical	200	Ft	\$1.00	200.00	\$10.00	2,000.00	\$50.00	10,000.00	\$72.90	14,580.00	\$50.00	10,000.00
7	Erosion Control, Inlet Protection, Fabric Drop	14	Ea	\$100.00	1,400.00	\$125.00	1,750.00	\$155.00	2,170.00	\$159.14	2,227.96	\$125.00	1,750.00
8	Erosion Control, Silt Fence	450	Ft	\$1.00	450.00	\$4.00	1,800.00	\$4.00	1,800.00	\$4.54	2,043.00	\$8.00	3,600.00
9	Aggregate Base, 6 inch	27	Syd	\$20.00	540.00	\$45.00	1,215.00	\$30.00	810.00	\$37.19	1,004.13	\$28.00	756.00
10	HMA Surface, Rem	27	Syd	\$45.00	1,215.00	\$40.00	1,080.00	\$25.00	675.00	\$16.40	442.80	\$30.00	810.00
11	HMA Approach	6	Ton	\$400.00	2,400.00	\$500.00	3,000.00	\$650.00	3,900.00	\$442.04	2,652.24	\$260.00	1,560.00
12	Sidewalk, Conc, 4 inch	117	Sft	\$15.00	1,755.00	\$25.00	2,925.00	\$32.00	3,744.00	\$21.88	2,559.96	\$20.00	2,340.00
13	Sign, Rem, Salv, Reinstall	1	Ea	\$150.00	150.00	\$250.00	250.00	\$300.00	300.00	\$159.14	159.14	\$100.00	100.00
14	Water Main, Rem	100	Ft	\$25.00	2,500.00	\$28.00	2,800.00	\$20.00	2,000.00	\$30.05	3,005.00	\$100.00	10,000.00
15	Water Main, DIWM CL54, 6 Inch, Open Cut	70	Ft	\$170.00	11,900.00	\$175.00	12,250.00	\$204.00	14,280.00	\$193.71	13,559.70	\$300.00	21,000.00
16	Water Main, DIWM CL54, 12 Inch, Open Cut	268	Ft	\$240.00	64,320.00	\$250.00	67,000.00	\$267.00	71,556.00	\$258.63	69,312.84	\$350.00	93,800.00
17	Water Main, SDR 11 (DIPS), 14 Inch, HDD	4,074	Ft	\$152.00	619,248.00	\$176.00	717,024.00	\$182.00	741,468.00	\$191.40	779,763.60	\$225.00	916,650.00
18	Gate Valve and Well, 12 Inch	5	Ea	\$15,575.00	77,875.00	\$14,250.00	71,250.00	\$14,500.00	72,500.00	\$13,704.82	68,524.10	\$12,000.00	60,000.00
19	Hydrant Assembly, Complete	8	Ea	\$12,000.00	96,000.00	\$11,400.00	91,200.00	\$12,000.00	96,000.00	\$9,161.58	73,292.64	\$10,000.00	80,000.00
20	Tee, 12 in x 6 in x 12 in	4	Ea	\$600.00	2,400.00	\$2,000.00	8,000.00	\$1,500.00	6,000.00	\$1,725.52	6,902.08	\$1,500.00	6,000.00
21	HDPE Tee, 14 in x 6 in x 14 in	4	Ea	\$600.00	2,400.00	\$2,550.00	10,200.00	\$1,150.00	4,600.00	\$2,112.91	8,451.64	\$2,000.00	8,000.00
22	45 Bend, 6 inch	6	Ea	\$150.00	900.00	\$400.00	2,400.00	\$425.00	2,550.00	\$846.39	5,078.34	\$700.00	4,200.00
23	45 Bend, 12 inch	4	Ea	\$550.00	2,200.00	\$1,400.00	5,600.00	\$1,000.00	4,000.00	\$1,446.84	5,787.36	\$1,250.00	5,000.00
24	22.5 Bend, 12 inch	2	Ea	\$450.00	900.00	\$1,200.00	2,400.00	\$975.00	1,950.00	\$1,352.22	2,704.44	\$1,250.00	2,500.00
25	MJ Adapter, 14 Inch HDPE to 12 Inch DIWM	14	Ea	\$600.00	8,400.00	\$1,600.00	22,400.00	\$1,850.00	25,900.00	\$2,239.49	31,352.86	\$1,500.00	21,000.00
26	Concrete Thrust Anchor	14	Ea	\$1,650.00	23,100.00	\$2,200.00	30,800.00	\$1,825.00	25,550.00	\$1,206.16	16,886.24	\$5,000.00	70,000.00
27	Water Main, Connect New 12 Inch to Existing 12 In	2	Ea	\$5,000.00	10,000.00	\$8,500.00	17,000.00	\$7,900.00	15,800.00	\$6,663.09	13,326.18	\$12,000.00	24,000.00
28	Restoration	1	LSUM	\$70,000.00	70,000.00	\$23,000.00	23,000.00	\$17,500.00	17,500.00	\$40,161.94	40,161.94	\$40,000.00	40,000.00
29	Inspection Crew Days	\$800.00	Day	35	28,000.00	28	22,400.00	54	43,200.00	35	28,000.00	40	32,000.00
TOTAL					1,106,738.00		1,247,217.00		1,249,848.00		1,262,269.28		1,652,326.00

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director

Subject: Special Event Permit #26-017 Hartland Polo Classic and Hartland Polo Party

Date: May 13, 2026

Recommended Action

Move to Approve Special Event Permit #26-017 as outlined in the Staff Memorandum dated May 13, 2026.

Approval Conditions

1. Compliance with requirements of the Hartland-Deerfield Fire Authority.
2. Compliance with applicable Livingston County Department of Public Health regulations and requirements.
3. Compliance with applicable requirements of the State of Michigan Liquor Control Commission.
4. Compliance with the signage regulations outlined in Section 5.26.3.C. of the Hartland Township Zoning Ordinance, which regulates signs for Special Events.
5. Compliance with any request by Hartland Township for dust mitigation, noise mitigation, or additional site lighting when determined to be a health, safety or welfare concern.
6. Compliance of any other regulation from another governmental agency having jurisdiction.
7. Submittal of a cash bond to the Township prior to the event in the amount deemed necessary by the Township Manager.
8. Submittal of Proof of Insurance to the Township Planning Department by May 28, 2026.
9. Submittal of copies of Special Event Liquor Licenses issued by the State of Michigan to the Township Planning Department by May 28, 2026.
10. Food trucks shall be approved by the Hartland Deerfield Fire Authority.
11. (Any other conditions determined by the Township Board)

Discussion

Special Event Application #26-017 was reviewed in accordance with the Hartland Township Special Events Permit Ordinance (Ord. No. 69) and the Township's Zoning Ordinance (Ord. No. 76). Key provisions of those ordinances, Staff's review, and reviews of other municipal agencies, are summarized as follows (with Staff comments in *italics*, where warranted). Per the Special Events Permit Ordinance Sec. 3.E, the Township Board has the exclusive authority to approve Special Events that involve a liquor license issued by the State of Michigan.

Summary of Special Event:

Name of event: **Hartland Festival of Polo presented by Hartland Insurance Agency**
Benefitting Hartland Chamber Scholarships and Community Givebacks

Date & Time: Saturday, June 6, 2026; 4:00 p.m. to 10:00 p.m. – Hartland Polo Classic
Sunday, June 7, 2026; 12:00 p.m. to 5:00 p.m. – Hartland Polo Picnic

Location: 12439 Highland Road
Hartland, MI 48343
Heritage Park
(Hartland Township)

Estimated Attendance: 500 people (Saturday)
700 people (Sunday)

Application Requirements

- A. Complete Application with name, address and phone numbers of Owner of property where Special Event will be held, together with the name, address and phone numbers of the Operator of the Special Event. *Provided in Application.*
- B. Name, address, and phone numbers of persons sponsoring the Special Event. *Provided in Application*
- C. Description of Special Event and proposed locations. *Provided as part of the Application.*
- D. Dates of the Special Event, including starting and ending times and any additional time for set-up and clean up. *Provided in Application*
- E. Copy of insurance policy naming the Township, property owners, and owners of properties abutting the event. *To be provided to the Township Planning Department by May 28, 2026.*
- F. Copy of indemnification, which holds harmless and defends the Township from any and all claims, lawsuits or other liability arising from or as a result of the Special Event. *Provided.*
- G. Copies of Special Event Liquor Licenses as issued by the State of Michigan Liquor Control Commission. *To be provided to the Township Planning Department by May 28, 2026.*
- H. Cash Bond with the Township in an amount that will guarantee the restoration of any public property or private roads at the conclusion of the event. *Township Manager is working with the applicant regarding this matter.*

A. General Provisions

- 1. It is unlawful for any Owner or Operator to hold or conduct any Special Event in the Township unless the Zoning Administrator has first issued a Special Event Permit in compliance with this Ordinance.

In this instance, the Zoning Administrator lacks the authority to issue this Special Event and instead Township Board approval is required.

- 2. The Special Event shall comply with all applicable zoning regulations for the district in which it is to be located including requirements pertaining to lot size, height, visibility, setbacks and off-street parking. Deviations from the zoning regulations for the Special Event may be permitted when the Zoning Administrator determines that public health, safety and welfare will not be adversely affected, and the spirit and intent of the applicable zoning regulations have been met.

The Special Event is being held on Township-owned property, at Heritage Park. The site plan indicates the existing parking lot of Heritage Park will be utilized and includes a designated handicap/VIP parking area within the northeast area of said parking lot. Dimensions of this area are not stated on the plan. The gravel parking lot associated with Heritage Park has approximately 300 parking spaces, with each parking space defined by a bumper block. Four (4) paved barrier-free parking spaces are adjacent to the concessions building, bringing the

total number of designated parking spaces to 304 spaces. An additional parking area is shown in a lawn area north of the polo field. This area is labeled as "Trailer Parking/Horse Staging Area." It is assumed patron parking will not be allowed in this area.

Parking standards for a polo event are not specifically provided in the Zoning Ordinance. However, in the event a specific use is not identified, the requirements for a similar use shall apply. In that case, the standards for a Stadium, Sports Arena, or similar places of outdoor assembly are the most similar use. That use is required to provide one (1) parking space for each three (3) seats or ten (10) feet of bench.

In this case, there are no dedicated seats, so the Township would use the anticipated number of people to attend, which is 500 people on Saturday and 700 people on Sunday of the event. Based on that standard, 167 parking spaces shall be provided on Saturday ($500 \div 3$) and 233 parking spaces on Sunday ($700 \div 3$). The applicant indicates the existing parking lot will be utilized for the event. The subject site is next to residential zoning, as such, event lighting and sound systems shall meet required standards in the Code of Ordinances or Nuisance Ordinance.

3. The Township Board or Zoning Administrator may require the Owner and/or Operator to post a cash bond with the Township in an amount that will guarantee the restoration of any public property or private roads at the conclusion of the event. This may include, but is not limited to, costs associated with dust control, repair of landscaping material, removal of tents, buildings or structures, sign removal and litter and garbage disposal.

Given that the event is on Township property, the Township has required a cash bond. The Township Manager is working with the applicant regarding this matter.

In the application materials, the applicant states Environmental Waste Services will provide adequate garbage receptacles and rolling carts which will be distributed throughout the event. Environmental Waste Services will provide a 6-yard dumpster to help manage garbage during the event. Volunteers will be assigned during the event to collect and empty trash receptacles. Environmental Waste Services will pick up the garbage receptacles on Tuesday, June 9, 2026.

4. All tents, buildings or structures erected or used for a Special Event shall (i) not have a negative impact on surrounding properties related to visibility, accessibility, traffic flow, parking and other site related issues, (ii) be installed constructed, used, occupied and maintained in compliance with the provisions of any applicable federal, state or local, rules or regulations, and (iii) be immediately removed at the conclusion of the Special Event Permit, whichever occurs sooner.

All tents/structures shall be compliant with any requirements of the Hartland-Deerfield Fire Authority.

5. Owners and Operators shall comply with all conditions specified in the Special Event Permit and shall, for any Special Event as applicable, provide the following:
 - a. **Environmental Health.** An adequate and safe supply of potable water, restroom facilities, food and beverage storage, handling and serving, and sanitary method for disposing of solid waste that meets federal, state and local requirements, including the Livingston County Department of Public Health.

***Staff Comments:** The applicant has provided information in the Application and supplementary documents regarding environmental health topics.*

Five (5) “port-o-johns”, two (2) handicap toilets, and two (2) hand washing stations are proposed. The concession building will be open during the event and restrooms will be available.

Potable water will be available (bottled water) for purchase.

Food trucks and a catering service will be offering food. No additional approvals or licenses are required from the Livingston County Department of Public Health as long as the food is prepared in the vendor’s licensed facility or vehicle. All vendors are required to submit their certificates of liability to the Hartland Area Chamber of Commerce. Vendors to provide proper food storage, potable water, and sanitation.

Food trucks shall be approved by the Hartland Deerfield Fire Authority.

- b. **Lighting.** If the Special Event is to occur after daylight hours, sufficient lighting shall be provided; however, such lighting shall not shine or reflect beyond the boundaries of the Special Event area.

***Staff Comments:** Lighting is provided inside the main tent. String lighting/lantern lights are provided near the general admission tent and restrooms. Due to natural sunlight and the time of year, there is ample natural light at dusk in the parking lot for patrons to walk to their vehicles, per the applicant. Guests will be leaving by 10:00 p.m. (dusk) per the applicant.*

- c. **Parking.** A parking area sufficient to provide parking space for the maximum number of people allowed at any single time to attend the Special Event shall be provided.

***Staff Comments:** The existing parking lot for Heritage Park will be utilized for the event, which has 304 designated parking spaces (4 spaces are paved for barrier-free parking). Based on the previous section in this report, 167 parking spaces are required for the Saturday event, and 233 parking spaces are required for the Sunday event.*

It should be noted that soccer events may be occurring at Heritage Park on Saturday and Sunday with some overlap with the timing of the polo event on those days.

The Township Board should also consider the implications of parking on the grass areas if the weather proves exceptionally wet or dry.

- d. **Traffic.** Traffic control measures shall be provided for this event to ensure safe and efficient vehicular and pedestrian circulation including on-site movements and the flow of vehicular and pedestrian traffic onto public or private rights-of-way.

Staff Comments: The event is located on Township property which is accessed from Highland Road. Highland Road is a public street, and under the jurisdiction of the Michigan Department of Transportation (MDOT).

Parking is provided on-site, in the existing parking lot of Heritage Park. Traffic control measures include three (3) banner signs along the frontage of the park on Highland Road and sandwich board signs to be placed along the driveway within the park. Internally on the site, directional signage will be used for parking, entrance/exit points, check-in, and restrooms.

Orange cones and directional signs will be provided to direct traffic within the parking lot.

- e. **Emergency Services.** Adequate security measures and fire systems shall be provided at the direction of the Livingston County Sheriff and/or the Hartland-Deerfield Fire Authority Marshal, including adequate facilities for communication with emergency service providers.

Staff Comments: The Hartland-Deerfield Fire Authority has approved the request.

Noise, Dust and Garbage. Noise from the Special Event shall not unreasonably carry beyond the boundaries of the Special Event area and the Owner and/or Operator shall comply with applicable Township ordinances, including the Hartland Township Blight & Nuisance Ordinance. Adequate dust mitigation, litter and garbage disposal shall be provided.

Staff Comments: The applicant's letter states that sound amplification will be used during the event that includes announcements and music. The location of the event is bordered by residential uses on the east and west boundaries of the park. All Saints Lutheran Church is south of the site. The applicant has stated the amplification will be at a level that is courteous to the neighboring residential areas. The Township's regulations pertaining to noise will be honored.

A temporary generator is proposed. The Township Manager will work with the applicant on this matter regarding compliance with noise levels.

No information was provided regarding dust mitigation. The event is taking place on lawn areas (trailer parking, food trucks/vendors, and polo field). Depending on weather conditions, the applicant should be required to provide dust control.

On-site garbage receptacles are being provided for the event.

- f. **Signage.** If signage for the Special Event is used, it shall comply with Section 5.26 of the Hartland Township Zoning Ordinance, unless otherwise specifically cited in this Ordinance.

Staff comments: Banner signage is to be used on the road frontage of Heritage Park, along Highland Road (2' by 4', and 4' by 6' banner signs). Sandwich boards (3' x 5') will be placed along the driveway into Heritage Park. Internally on the site, directional yard signs

will be provided for food vendors, parking areas, entrance/exit points, check-in and VIP tent, etc. Sign drawings were not submitted thus staff could not review for compliance.

If the Board considers this event to be consistent with a Community Special Event (see definitions below), per the Zoning Ordinance the event is permitted signs per Section 5.26.3.C. (Community Special Event Sign) as follows: signs not exceeding 16 square feet in area and/or 7 feet in height; such signs shall be displayed not more than 14 days and shall be removed 2 days after the event. Additionally, the signs shall be set back a minimum of 10 feet from the public right-of-way.

“Community Special Event” means any Special Event conducted by or on behalf of a Community Organization and not for profit.

“Community Organization” means a non-profit charitable, historical, educational, public or civic organization within the Township of Hartland.

6. None of the provisions contained in this Ordinance are intended to override or displace subdivision or association rules, deed restriction or other private covenants or agreements that are more restrictive or that might prohibit or restrict the use of the property.

B. Exemptions. (Not Applicable)

- C. **Special Provisions.** In addition to meeting all of the other provisions of this Ordinance, the following Special Events shall meet the following additional requirements:

1. Private and Community Special Events:

- a. Shall be limited to no more than seventy-two (72) hour period or three (3) consecutive days.

Staff comments: The event proposed would occur on one day, Saturday, June 6, 2026, from approximately 4:00 p.m. to 10:00 p.m.; and Sunday, June 7, 2026, from approximately 12:00 p.m. to 5:00 p.m.

- b. Required parking shall not be reduced more than twenty-five (25) percent unless the Zoning Administrator determines it to be a reciprocal use.

Staff comments: The existing parking lot accommodates approximately 304 vehicles, and approximately 500-700 attendees are expected for the event (Saturday-500 attendees; Sunday-700 attendees). Parking appears to be adequate based on the information submitted and using the Township parking standard for Stadium, sports arena or similar places of outdoor assembly.

- c. Shall comply with any restrictions or conditions imposed by the Township Board and/or Zoning Administrator deemed necessary for the health, safety and welfare of the public.

Staff comments: Should the Township Board choose to impose conditions a list of suggested conditions is found in conjunction with a motion for approval.

- d. Signage shall comply with the Hartland Township Zoning Ordinance, Article 9.0 (Section 5.26.3.C.) for Community Special Events.

Staff comments: The applicant's letter states there will be three (3) banner signs (2 signs are 2' by 4'; 1 sign is 4' by 6'); sandwich board signs (3' x 5' in size) to be placed along the driveway; and directional signs within the subject site. Sign drawings were not provided. As a result, staff is unable to determine if the proposed signs comply with the zoning standards.

- e. The Special Event Permit issued by the Township must be posted or available upon request.

Staff comments: The applicant has been informed.

D. Administrative Review and Authorization. (Not Applicable)

- E. Township Board Review and Authorization.** The Township Board shall have the exclusive authority to grant a Special Event Permit for a special event that requires a special event liquor license issued by the State of Michigan.

Staff comments: Alcoholic beverages will be served at the event, and a special event liquor license is required from the State of Michigan Liquor Control Commission. The applicant applied for a liquor license for each day of the event (Special Beer and Wine License). Copies of the liquor licenses shall be provided to the Planning Department by Thursday May 28, 2026.

General Staff Comments and Site History

Historically, the Hartland Polo Classic special event was held at the Detroit Polo Club site, formally at 500 Chukker Cove. In June 2023 and June 2024, the Hartland Polo Classic special event was held at Heritage Park (PSE #23-005 and PSE #24-002). The Hartland Festival of Polo was held in June 2025 at Heritage Park (PSE #25-014).

Attachments:

1. Special Event Application #26-017 Polo Event – PDF version

OFFICE OF THE PLANNING DIRECTOR
Troy Langer

2655 Clark Road
Hartland, Michigan 48353
(810) 632-7498 Office
tlanger@hartlandtwp.com



SUPERVISOR
William Fountain

CLERK
Larry Ciofu

TREASURER
Kathleen Horning

TRUSTEES
Brett Lubeski
Summer L. McMullen
Denise M. O'Connell
Joe Petrucci

APPLICATION FOR SPECIAL EVENT PERMIT														
Event Description: (Please attach a detailed event description on a separate sheet)														
Hartland Polo Classic and Hartland Polo Party														
Date(s) and Hours of Event: <u>June 6, 2026</u> to <u>June 7, 2026</u> of <u>June</u> Time: <u>6/6 4-10pm</u> to <u>6/7 12-5pm</u>														
<table border="0"> <tr> <td style="text-align: center;">Date</td> <td style="text-align: center;">Date</td> <td style="text-align: center;">Month</td> <td style="text-align: center;">AM/PM</td> <td style="text-align: center;">AM/PM</td> </tr> </table>										Date	Date	Month	AM/PM	AM/PM
Date	Date	Month	AM/PM	AM/PM										
Event Location (Address/Boundaries): Heritage Park														
Parcel Identification Number:		4708- <u>23-400-035</u>			4708-									
Subdivision Name:					Zoning of Parcel:									
Application Number: <u>26-017</u> (Assigned by Township) Application Date: <u>5/12/26</u>		<input checked="" type="checkbox"/> Community Organization Special Events (Signage Included)			\$ No Charge									
		<input type="checkbox"/> Special Events, except Outdoor Seasonal Sales (75.00)			\$ _____									
		<input type="checkbox"/> Outdoor Seasonal Sales (\$75.00)			\$ _____									
		<input type="checkbox"/> Temporary Sign Request (\$15.00 per Sign)			\$ _____									
		<input type="checkbox"/> Cash Bond Required by _____			\$ _____									
		Total Application Fee			\$ <u>nil</u>									
		Total Bond Required			\$ _____									
APPLICANT INFORMATION														
Company Name		Hartland Area Chamber of Commerce												
Last Name		Wheaton		First	Emmalyn			M.I.						
Street Address		9525 E. Highland Rd.												
City		Howell		State	Michigan			Zip	48843					
Phone	810-632-9130			E-mail Address	INFO@HARTLANDCHAMBER.ORG									
Do You Own The Event Property?		Community Organization?			Name of Community Organization:									
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			Hartland Area Chamber of Commerce									
PROPERTY OWNER INFORMATION (IF OTHER THAN APPLICANT)														
Company Name														
Last Name				First				M.I.						
Street Address														
City				State				Zip						
Phone				E-mail Address										

Fire

NEIGHBORHOOD ASSOCIATION (IF APPLICABLE)				
Neighborhood Association (Name)				
Last Name		First	M.I	
Street Address				
City		State	Zip	
Phone	E-mail Address			
<p>The applicant and owner acknowledge that he/she has the sole responsibility of complying with the requirements of any applicable Hartland Township Ordinance notwithstanding the signature or approval of any employee(s) or official(s) of Hartland Township and that Hartland Township is not bound to recognize the approval of other action of any such employee(s) or official(s) which is not in compliance with any applicable Hartland Township Ordinance. The applicant and owner acknowledge information on this form may be shared with other agencies.</p> <p>We the undersigned, give permission for representatives of the Township of Hartland to enter the property to inspect the set-up, activity and clean-up for compliance with the Special Event Permit.</p>				
Applicant Signature		<i>Emmalyn Wheaton</i>		Date May 1, 2026
Owners Signature				Date

Department of Public Works
Impact on existing Infrastructure and Utility Use is within an Acceptable Range as Proposed.
DPW Director: _____ Date: _____
Fire Department (if applicable)
Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/>
Reason/Conditions: <u>Any food trucks require prior Fire Department approval to the event.</u>
Fire Marshall: <u>Jon Dehanks</u> Date: <u>5-14-26</u>
Sheriff (if applicable)
Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Reason/Conditions: _____
Sheriff: _____ Date: _____

Planning & Zoning	Yes	No
Special Event Inspection Complete Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
Access Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>
Sign Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Indemnification Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Checklist Items Provided/Completed	<input type="checkbox"/>	<input type="checkbox"/>
Planning: _____ Date: _____		
Treasurer		
This application is valid when signed by the cashier at the Treasurer's Office confirming payment of fees as noted.		
Account Number: 101-000-622.000 (Application) \$ _____		
Receipt Number: _____		
Treasurer: _____ Date: _____		

Code Enforcement Action: YES NO

Resolved: YES NO

Comment: _____

NEIGHBORHOOD ASSOCIATION (IF APPLICABLE)

Neighborhood Association (Name)			
Last Name	First	M.I.	
Street Address			
City	State	Zip	
Phone	E-mail Address		

The applicant and owner acknowledge that he/she has the sole responsibility of complying with the requirements of any applicable Hartland Township Ordinance notwithstanding the signature or approval of any employee(s) or official(s) of Hartland Township and that Hartland Township is not bound to recognize the approval of other action of any such employee(s) or official(s) which is not in compliance with any applicable Hartland Township Ordinance. The applicant and owner acknowledge information on this form may be shared with other agencies.

We the undersigned, give permission for representatives of the Township of Hartland to enter the property to inspect the set-up, activity and clean-up for compliance with the Special Event Permit.

Applicant Signature	<i>Emmalyn Wheaton</i>	Date	May 1, 2026
Owners Signature	<i>[Signature]</i>	Date	5/13/2026

Department of Public Works

Impact on existing Infrastructure and Utility Use is within an Acceptable Range as Proposed.

DPW Director: *[Signature]* Date: *5-12-26*

Fire Department (if applicable)

Approved Denied

Reason/Conditions: _____

Fire Marshall: _____ Date: _____

Sheriff (if applicable)

Approved Denied

Reason/Conditions: _____

Sheriff: _____ Date: _____

Planning & Zoning

	Yes	No
Special Event Inspection Complete Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
Access Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>
Sign Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Indemnification Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Checklist Items Provided/Completed	<input type="checkbox"/>	<input type="checkbox"/>
Planning: _____ Date: _____		

Treasurer *Exempt Parcel*

This application is valid when signed by the cashier at the Treasurer's Office confirming payment of fees as noted.

Account Number: 101-000-622.000 (Application) \$ *N/A*

Receipt Number: *N/A*

Treasurer: *[Signature]* Date: *5/13/26*

Code Enforcement Action: YES NO Resolved: YES NO

Comment: A \$ 5,000 Escrow Deposit Required Before Approval of Event.
 (*) Township & Polo Staff to walk fields prior to event to ensure field & surface is dry enough to play match on.

May 1, 2026
Hartland Township
2655 Clark Road
Hartland, MI 48353

Hold Harmless

FOR GOOD AND VALUABLE CONSIDERATION (the receipt of which is hereby acknowledged) the undersigned hereby indemnifies and holds harmless Hartland Township against any and all claims, demands, actions, suits, losses, costs, charges, expenses, damages and liabilities including property damage, personal injury, or death, caused by their agents, employees, officers or any third party which the Indemnatee may pay, sustain, suffer or incur by reason of or in connection with the Hartland Polo Classic Festival of Polo event June 6 and 7, 2026. Including, without limiting the generality of the foregoing, all costs and expenses incurred in connection with any such, loss or damage.

Sign: Emmalyn Wheaton

Emmalyn Wheaton
Executive Director
Hartland Area Chamber of Commerce

Hartland Area Chamber of Commerce
9525 E. Highland Rd. Howell, MI 48843
(810) 632-9130
Info@hartlandchamber.org
Hartlandchamber.org

Hartland Township - Special Event Permit Checklist

Description Of Event:

- **June 6-7, 2026 The Hartland Festival of Polo presented by Hartland Insurance Agency**
 - **Saturday, June 6 4-10pm:** Hartland Polo Classic 21 and over event with amazing food, drinks, great entertainment and polo match.
 - **Sunday, June 7 12-5pm** The Hartland Polo Picnic, is a family friendly tailgate style event with food trucks, beer tent, live entertainment and plenty for the kids to do in the "Kids Corral".
- **Location: Heritage Park in Hartland on M-59 east of US23**

Chamber and community members have the opportunity to purchase tickets , VIP access and Sponsorship opportunities. This event brings out the best of Livingston County's businesses, leaders and community members. The continued success of this signature event and this event has made it possible for the Hartland Chamber to expand our community giveback and scholarship programs, allowing us to give back to and support the community we love.

Saturday Hartland Polo Classic features:

- Live Polo Match
- 100 yards of VIP tents
- Strolling Catered Dinner
- Local beer, seltzer, wine and bourbon
- Fun retro sweets and treats
- Half-time divot stomp
- Hat contest and best dressed couple
- Raffle Tent
- After party with live band and DJ
- Late night snack
- Entertainment and so much more!
- Tickets: \$75/person

Sunday Hartland Polo Picnic Family Tailgate features:

- Live Polo Match
- Sideline seating
- Kids Corral with fun games and activities
- Beer tent with local breweries - fenced tent area with gate ID check and wristbands identifying 21 and over
- Local Food Trucks
- Live music
- Half-time divot stomp
- Fun for the whole family!
- **FREE to the public, no admission charge**

Number of people expected:

- Saturday 500
- Sunday 700

Insurance Policy: A new policy will be provided 60 days prior to the event and sent automatically from Hartland Insurance Agency the Hartland Township

Indemnification: Attached

Advertising: Yes, through Hartland Chamber website, social media, print advertisement, mailers, word of mouth and radio.

Additional Signage: Banner signage will be used on the road frontage of Heritage Park along m-59. The banner signs will be 2x4 (x2) and 4x6 (1) feet in size. 3x5 feet Sandwich board signs will be used along the driveway into Heritage Park. Directional yard signs will be used for parking within the park, restroom signage, check in, entrance and exit signage as well. Other signage will include VIP tent and table signage.

Tent: Yes, Please see attached diagram. Tent will have labeled entrance and exit along with 3 certified fire extinguishers mounted and accessible on main tent poles. Tents are provided by Classic Tent and Events. 3' high white picket fencing will separate the polo match from the spectator area. The entire event will be enclosed by white picket fencing and green snow fencing.

Utility Connections: None. A generator will be rented to provide electricity for the sound system.

Roads, streets, pedestrian sidewalks and walkways: The road into the park will be used as well as the parking lot.

Traffic: Traffic will be controlled by volunteers. Orange cones and directional signage will guide vehicles to designated parking areas.

Onsite Parking: We will be utilizing the parking lot at the park.

Food Vendors: We will be using a catering service and food trucks. No additional approvals or licenses are required from the Livingston County Department of Public Health as long as the food is prepared in the vendors licensed facility or vehicle. All vendors are required to submit their certificates of liability to the Hartland Area Chamber of Commerce. Vendors to provide proper food storage, potable water and sanitation.

Alcohol: Beer, wine and spirits will be served at the event. State of Michigan Special Liquor License application has been submitted. Will provide a copy of the license to the Township once it is approved.

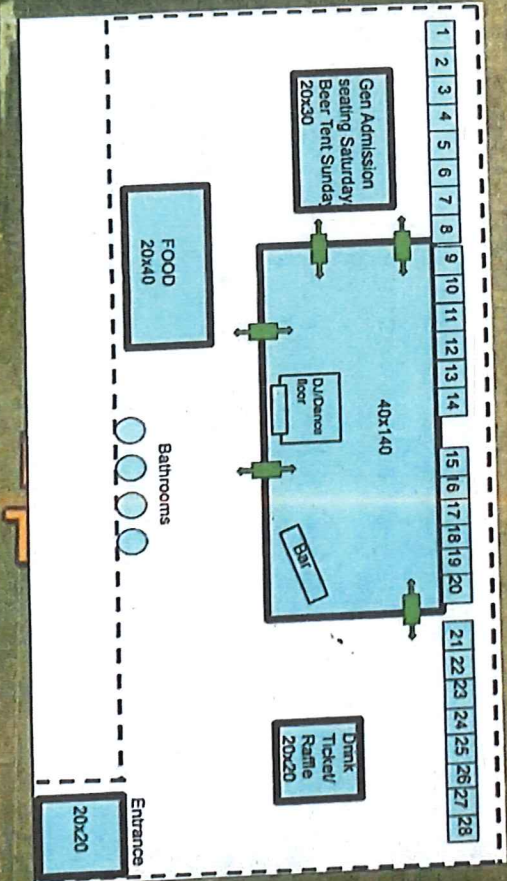
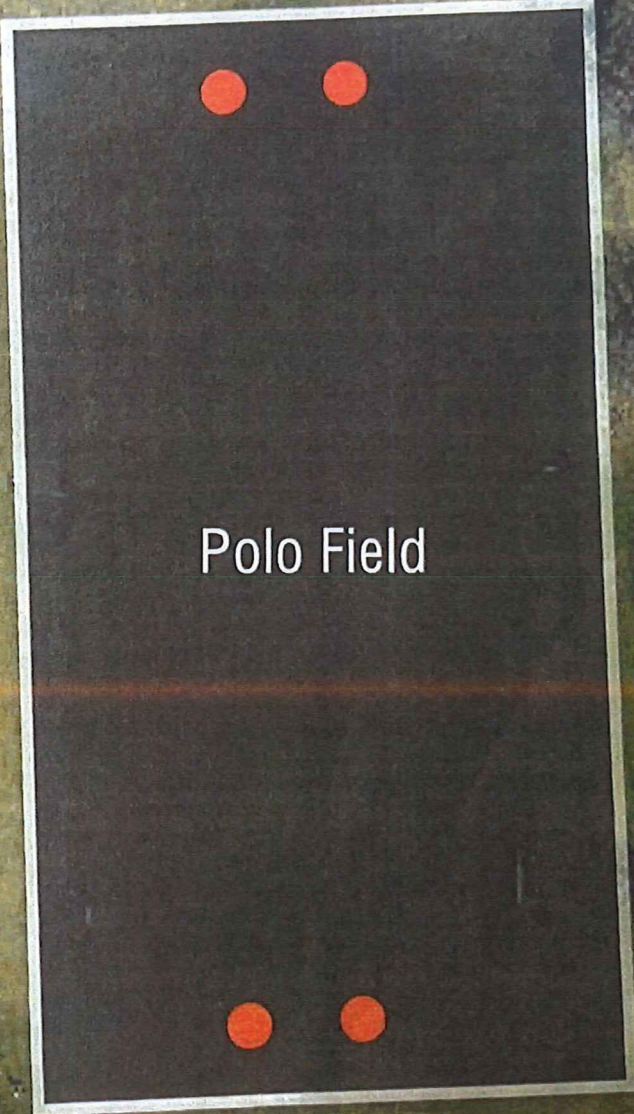
Sound Amplification: Sound system will be used during the event that include announcements and music. The amplification will be at a courteous level to the neighboring residential areas.

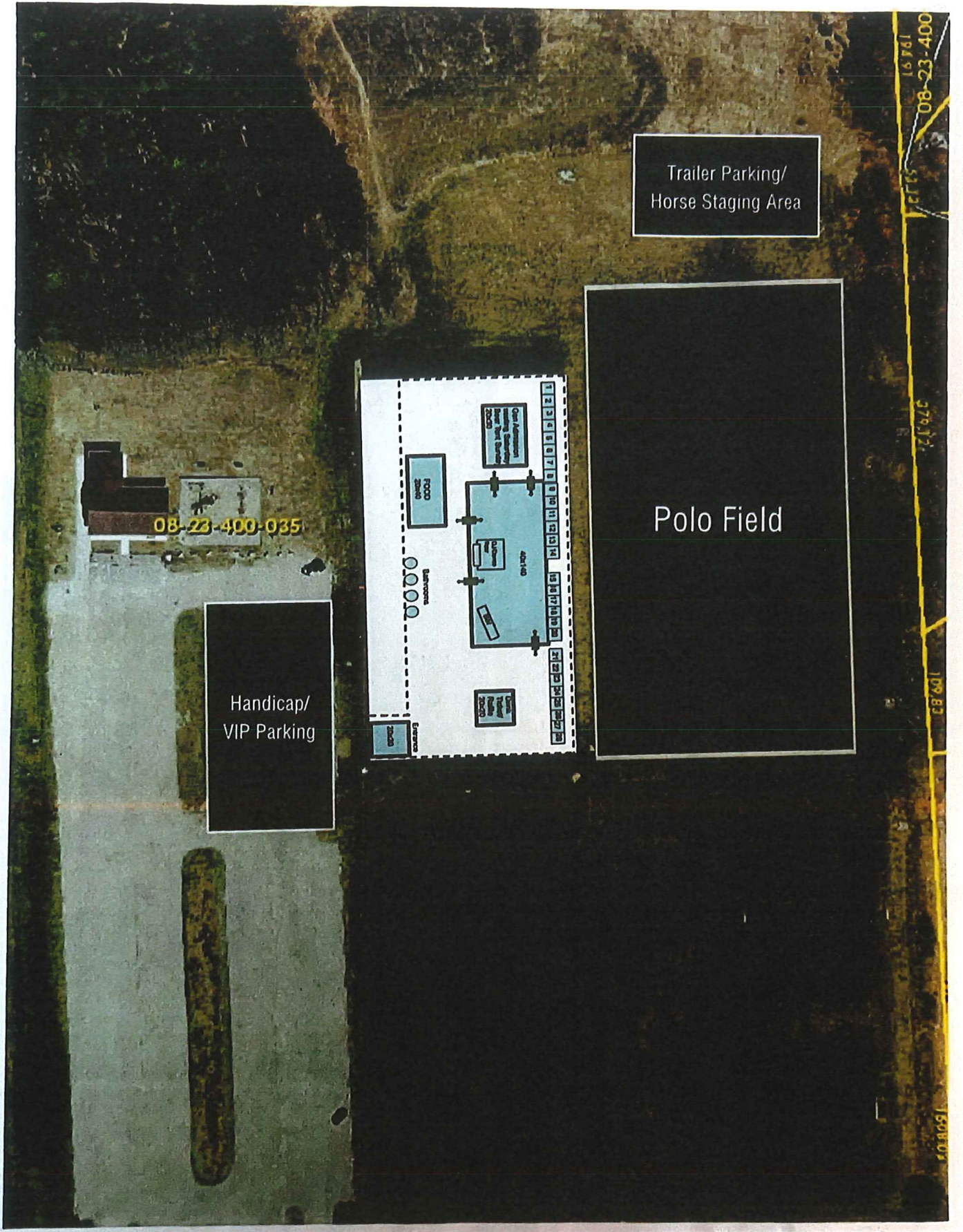
Restrooms: 5 portable toilets, 2 Handicap toilets and 2 handwashing stations will be available at the event.

Lighting: The main tent will be well lit with 4 chandelier type light fixtures. There will also be white string lights and lantern lights near the general admission tent and restrooms. Guests will be leaving at 10pm (dusk) lighting for the parking lot will not be necessary due to the natural light available.

Garbage/Litter: Adequate garbage receptacles and rolling carts will be distributed throughout the event, provided by Environmental Waste Services. They were also providing a 6yd dumpster to help manage garbage during the event. Garbage receptacles will be picked up on June 9. Volunteers will be assigned during the event to collect and empty trash receptacles.

Trailer Parking/
Horse Staging Area





Handicap/
VIP Parking

Trailer Parking/
Horse Staging Area

Polo Field

Martha Wyatt

From: Troy Langer
Sent: Tuesday, May 12, 2026 3:43 PM
To: Martha Wyatt
Subject: FW: Fwd:
Attachments: special_event_application (1).pdf; 2026 HTwp Indemnification (1).pdf; 2026 Special permit details (1).pdf; Trailer Parking.pdf

Martha,

Can you please get started on this.



Troy Langer
Planning Director
810.632.7498
2655 Clark Road
Hartland, MI 48353
www.hartlandtwp.com

From: Emmalyn Wheaton <emmalyn@hartlandchamber.org>
Sent: Tuesday, May 12, 2026 3:17 PM
To: Troy Langer <TLanger@hartlandtwp.com>; Michael Luce <MLuce@hartlandtwp.com>
Subject: Fwd:

Hello,

I apologize for the delay in sending you the polo permit. Attached below is the special permit and diagrams for June 6 and 7 at Heritage Park.
I have approval from both Soccer and Lacrosse for use of the fields that weekend.
Please let me know if you have any questions or concerns.

Best,
Emmalyn

Emmalyn Wheaton, CTA
Executive Director
Hartland Area Chamber of Commerce
Address: 9525 E. Highland Rd., Howell, MI 48843
Office: 810.632.9130
Mobile: 517.303.1606
Email: emmalyn@hartlandchamber.org
Website: www.hartlandchamber.org
Let's meet: [Schedule a Meeting with me](#)

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