



Board of Trustees

William J. Fountain, Supervisor	Matthew J. Germane, Trustee
Larry N. Ciofu, Clerk	Summer L. McMullen, Trustee
Kathleen A. Horning, Treasurer	Denise M. O'Connell, Trustee
	Joseph M. Petrucci, Trustee

Board of Trustees Regular Meeting Agenda
Hartland Township Hall
Tuesday, May 17, 2022
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.](#) 05-03-2022 Hartland Township Board Regular Meeting Minutes
 - [d.](#) Long Lake Fireworks Display Permit – 7-9-22
 7. Pending & New Business
 - [a.](#) Special Event Permit #22-010 Hartland Polo Classic
 - [b.](#) Fire Station Analysis Study
 - [c.](#) 2022 Gravel Road Improvements
 - [d.](#) Road Improvement Special Assessment District Policy
 - [e.](#) Winegarner Field Maintenance Agreement
 - [f.](#) FY23 Benefit Renewals
 8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
 - a. Manager's Report
 - [b.](#) Fire Station 61 site visit follow up
 10. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: May 10, 2022

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$297,372.62. The bills are available in the Finance office for review.

Notable invoices include:

\$171,017.37 – Livingston County Drain Commission – (April 2022 Sewer O&M)

\$99,068.75 – The Huntington National Bank – (Millpointe Rd Special Assessment Bond, Series 2018)

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY22 budget and adopted FY23 budget.

Attachments

Bills for 05.17.2022

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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 05/17/2022 - 05/17/2022
BOTH JOURNALIZED AND UNJOURNALIZED

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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		

ADOBE	ADOBE INC	04/05/2022	2144141508	FOA	APRIL 2022	
47436		05/17/2022		N		15.89
04/05/2022	,	/ /	0.0000	N		0.00
		05/17/2022		N		15.89

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	15.89

VENDOR TOTAL: 15.89

ALLSTAR	ALLSTAR ALARM LLC	05/01/2022	337312	FOA	6/1/22 - 5/31/23 - MONITORING AT WTP	
47416	8345 MAIN STREET	05/17/2022		N		444.00
05/01/2022	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		05/17/2022		Y		444.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	444.00

VENDOR TOTAL: 444.00

AMAZON.COM	AMAZON.COM	04/05/2022	040522	FOA	REFUND FOR FILE ORGANIZER	
47463		05/17/2022		N		(27.21)
04/05/2022	,	/ /	0.0000	N		0.00
		05/17/2022		N		(27.21)

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	(27.21)

AMAZON.COM	AMAZON.COM	04/04/2022	111-7706559-6476	FOA	COMPUTER MONITOR & POLO SHIRTS	
47453		05/17/2022		N		325.55
04/04/2022	,	/ /	0.0000	N		0.00
		05/17/2022		N		325.55

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-740.000	OPERATING SUPPLIES	264.20
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	61.35
		325.55

AMAZON.COM	AMAZON.COM	04/11/2022	113-2280186-9843	FOA	DESK AT WTP	
47445		05/17/2022		N		399.99
04/11/2022	,	/ /	0.0000	N		0.00
		05/17/2022		N		399.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	399.99

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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

AMAZON.COM	AMAZON.COM	03/30/2022	114-2087912-2859	FOA	COLORED PAPER	
47442		05/17/2022		N		17.04
03/30/2022	,	/ /	0.0000	N		0.00
		05/17/2022		N		17.04

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	17.04

AMAZON.COM	AMAZON.COM	03/30/2022	114-2380039-1096	FOA	FILE ORGANIZER	
47443		05/17/2022		N		27.21
03/30/2022	,	/ /	0.0000	N		0.00
		05/17/2022		N		27.21

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	27.21

AMAZON.COM	AMAZON.COM	04/13/2022	114-2874270-4733	FOA	DOG WASTE BAGS FOR PARK	
47447		05/17/2022		N		34.97
04/13/2022	,	/ /	0.0000	N		0.00
		05/17/2022		N		34.97

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	34.97

AMAZON.COM	AMAZON.COM	04/13/2022	114-5716805-8425	FOA	DPW PHONE CASES, WEBCAMS	
47449		05/17/2022		N		261.08
04/13/2022	,	/ /	0.0000	N		0.00
		05/17/2022		N		261.08

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-727.000	SUPPLIES & POSTAGE	18.95
101-265-740.000	OPERATING SUPPLIES	2.17
577-000-740.000	OPERATING SUPPLIES	239.96

261.08

AMAZON.COM	AMAZON.COM	04/21/2022	114-6188162-5052	FOA	MISC FILE FOLDERS FOR PLANNING DEPT	
47426		05/17/2022		N		93.67
04/21/2022	,	/ /	0.0000	N		0.00
		05/17/2022		N		93.67

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-727.000	SUPPLIES & POSTAGE	93.67

AMAZON.COM	AMAZON.COM	04/12/2022	114-6474717-9409	FOA	BASEBALL HATS	
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		OPEN				
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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
47446		05/17/2022		N		86.85
04/12/2022	,	/ /	0.0000	N		0.00
		05/17/2022		N		86.85

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	86.85

VENDOR TOTAL: 1,219.15

APPLIED	APPLIED IMAGING	03/31/2022	1947330	FOA	1/21/22 - 4/20/22 - RICOH MPC5503	
47407	7718 SOLUTION CENTER	05/17/2022		N		431.68
04/25/2022	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		05/17/2022		N		431.68

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	431.68

APPLIED	APPLIED IMAGING	04/26/2022	1948312	FOA	3/23/22 - 4/22/22 - RICOH MP6055SP	
47406	7718 SOLUTION CENTER	05/17/2022		N		7.06
04/26/2022	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		05/17/2022		N		7.06

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	7.06

VENDOR TOTAL: 438.74

AVI	AVI-SPL LLC	03/30/2022	033022	FOA	BOARD ROOM COMPUTER CONTROLS	
47435	P.O. BOX 844612	05/17/2022		N		282.72
03/30/2022	BOSTON MA, 02284-4612	/ /	0.0000	N		0.00
		05/17/2022		N		282.72

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-740.000	OPERATING SUPPLIES	282.72

AVI	AVI-SPL LLC	03/31/2022	1658068	FOA	BOARD ROOM REPROGRAMING	
47454	P.O. BOX 844612	05/17/2022		N		3,453.55
01/25/2022	BOSTON MA, 02284-4612	/ /	0.0000	N		0.00
		05/17/2022		N		3,453.55

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-740.000	OPERATING SUPPLIES	3,453.55

VENDOR TOTAL: 3,736.27

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		Due Date		1099		

BENCHCRAFT	BENCH CRAFT COMPANY	03/29/2022	032922	FOA	FARMERS MKT ADVERTISING	
47452		05/17/2022		N		395.00
03/29/2022	,	/ /	0.0000	N		0.00
		05/17/2022		N		395.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-956.000	FARMERS MARKET	395.00

VENDOR TOTAL: 395.00

CINTAS	CINTAS CORPORATION	05/02/2022	4118088265	FOA	MATS	
47419	P.O. BOX 630910	05/17/2022		N		46.34
05/02/2022	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		05/17/2022		N		46.34

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	46.34

VENDOR TOTAL: 46.34

CISCO	CISCO SYSTEMS, INC	04/03/2022	161-00633328	FOA	APRIL 2022 WEBEX	
47456		05/17/2022		N		15.90
04/03/2022	,	/ /	0.0000	N		0.00
		05/17/2022		N		15.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	15.90

VENDOR TOTAL: 15.90

CLEVERBRID	CLEVERBRIDGE	04/18/2022	330286547	FOA	NITRO PDF PRO	
47448		05/17/2022		N		179.99
04/18/2022	,	/ /	0.0000	N		0.00
		05/17/2022		N		179.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	190.79
101-172-727.000	SUPPLIES & POSTAGE	(10.80)
		179.99

VENDOR TOTAL: 179.99

COMCAST	COMCAST	04/03/2022	040322	FOA	APRIL 2022 PHONE/INTERNET AT WTP	
47444	P.O. BOX 70219	05/17/2022		N		213.22
04/03/2022	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00

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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

Open		05/17/2022		N		213.22
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GL NUMBER	DESCRIPTION	AMOUNT
536-000-851.000	TELEPHONE	71.85
536-000-805.000	INTERNET	141.37
		<hr/> 213.22

COMCAST	COMCAST	04/06/2022	040622	FOA	APRIL 2022 CABLE/INTERNET AT TOWNSHI	
47429	P.O. BOX 70219	05/17/2022		N		413.32
04/06/2022	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		05/17/2022		N		413.32

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-805.000	INTERNET	294.85
577-000-806.000	CABLE TV FEES	118.47
		<hr/> 413.32

COMCAST	COMCAST	04/21/2022	042122	FOA	APRIL 2022 INTERNET	
47451	P.O. BOX 70219	05/17/2022		N		673.80
04/21/2022	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		05/17/2022		N		673.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-805.000	INTERNET	673.80

COMCAST	COMCAST	04/25/2022	042522	FOA	APRIL 2022 INTERNET AT WTP	
47450	P.O. BOX 70219	05/17/2022		N		168.45
04/25/2022	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		05/17/2022		N		168.45

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-805.000	INTERNET	168.45

VENDOR TOTAL:

1,468.79

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	05/01/2022	108593	FOA	MAY 2022 TRASH PICKUP AT PARKS	
47417	PO BOX 241	05/17/2022		N		300.00
05/01/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		05/17/2022		Y		300.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	300.00

VENDOR TOTAL:

300.00

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Ref #	Address	CK Run Date	PO	Hold		Discount	
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount	
		Due Date		1099			

0071	DTE ENERGY-STREET LIGHTS	04/30/2022	200253549644	FOA	APRIL 2022 - MILLPOINTE, FIDDLERS GR		
47477		05/17/2022		N		1,335.27	
	P.O. BOX 630795						
04/30/2022	CINCINNATI OH, 45263-0795	/ /	0.0000	N		0.00	
		05/17/2022		N		1,335.27	

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-448-921.000	STREET LIGHTS	1,040.11
101-000-282.001	MILLPOINTE STREETLIGHTS DEPOSIT	249.00
101-000-282.002	FIDDLAR GROVE STREETLIGHT DEPOSIT	22.29
101-000-282.003	WALNUT RIDGE STREETLIGHTS DEPOSIT	23.87
		1,335.27

VENDOR TOTAL: 1,335.27

ETNA	ETNA SUPPLY COMPANY	05/02/2022	S104501719.001	FOA	8 - IPERL 3/4" METERS		
47423	P.O. BOX 772107	05/17/2022		N		1,360.00	
05/02/2022	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00	
		05/17/2022		N		1,360.00	

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-741.000	METER COSTS	1,360.00

VENDOR TOTAL: 1,360.00

FIVERR	FIVERR	04/06/2022	040622	FOA	1 DRAWING		
47439		05/17/2022		N		12.55	
04/06/2022	,	/ /	0.0000	N		0.00	
		05/17/2022		N		12.55	

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-801.000	CONTRACTED SERVICES	12.55

VENDOR TOTAL: 12.55

5888	FOSTER, SWIFT, COLLINS & SMITH	03/31/2022	831709	FOA	MARCH 2022		
47409	313 S. WASHINGTON SQUARE	05/17/2022		N		2,115.00	
04/25/2022	LANSING MI, 48933-2193	/ /	0.0000	N		0.00	
		05/17/2022		Y		2,115.00	

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0026	REDWOOD USA LLC	634.50
101-400-826.000	LEGAL FEES	775.50
101-400-801.100-0027	PIRHL	94.00
101-400-826.000	LEGAL FEES	117.50

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		Due Date		1099		

590-000-826.000	LEGAL FEES				493.50	
					2,115.00	

VENDOR TOTAL: 2,115.00

MARKETEER	GEORGE MOSES CO	05/01/2022	050122	FOA	MAY 2022	
47422	P.O. BOX 686	05/17/2022		N		175.00
05/01/2022	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		05/17/2022		N		175.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-956.000	FARMERS MARKET	175.00

VENDOR TOTAL: 175.00

GODADDY	GO DADDY	04/09/2022	2083735310	FOA	APRIL 2022 HARTLANDWATER.COM DOMAIN	
47437		05/17/2022		N		20.17
04/09/2022	,	/ /	0.0000	N		0.00
		05/17/2022		N		20.17

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-900.000	PRINTING & PUBLICATIONS	20.17

GODADDY	GO DADDY	04/11/2022	2085255044	FOA	HARTLANDWATER.COM WEBSITE RENEWAL	
47438		05/17/2022		N		26.99
04/11/2022	,	/ /	0.0000	N		0.00
		05/17/2022		N		26.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-900.000	PRINTING & PUBLICATIONS	26.99

VENDOR TOTAL: 47.16

0150	HARTLAND CONSOLIDATED SCHOOLS	04/30/2022	173240	FOA	APRIL 2022 FUEL	
47471	9525 E HIGHLAND ROAD	05/17/2022		N		322.83
05/03/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/17/2022		N		322.83

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-860.000	GASOLINE	259.60
101-239-860.000	GASOLINE	63.23
		322.83

VENDOR TOTAL: 322.83

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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount	
		Due Date		1099			
0001	HARTLAND TOWNSHIP GENERAL FUND	04/30/2022	050422	FOA	APRIL 2022 DOG LICENSE PMTS		
47458		05/17/2022		N		16.50	
05/04/2022	,	/ /	0.0000	N		0.00	
		05/17/2022		N		16.50	

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	16.50

VENDOR TOTAL: 16.50

WATERO&M	HARTLAND TOWNSHIP WATER O & M	03/31/2022	050522	FOA	4TH FQ 2022 WATER STAFF OUT OF DEPT	
47466	2655 CLARK RD	05/17/2022		N		3,472.95
05/05/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		05/17/2022		N		3,472.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.009	CONTRACT SERVICES - WATER SYSTEM	1,405.65
101-265-801.009	CONTRACT SERVICES - WATER SYSTEM	1,272.40
101-751-955.000	PARKS - SPECIAL EVENTS	794.90
		3,472.95

VENDOR TOTAL: 3,472.95

HITECH	HI-TECH SAFE & LOCK INC.	04/07/2022	040722	FOA	PARK KEYS	
47432	122 W CLINTON ST	05/17/2022		N		16.50
04/07/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/17/2022		N		16.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-740.000	OPERATING SUPPLIES	16.50

VENDOR TOTAL: 16.50

1548	HORIZON LANDSCAPE INC.	04/27/2022	16195	FOA	ADD'L IRRIGATION ADDED FOR GARDEN CL	
47468	11765 HIBNER RD	05/17/2022		N		2,139.00
04/27/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		05/17/2022		Y		2,139.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-802.100	IRRIGATION REPAIRS	2,139.00

VENDOR TOTAL: 2,139.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	03/31/2022	195493	FOA	WALNUT RIDGE THRU 3/31/22	
47480	PO BOX 824	05/17/2022		N		630.00

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Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

04/08/2022	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		05/17/2022		Y		630.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0023	JACK LANSING - WALNUT RIDGE	630.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	03/31/2022	195494	FOA	HARTLAND SENIOR LIVING THRU 3/31/22	
47481	PO BOX 824	05/17/2022		N		280.00
04/08/2022	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		05/17/2022		Y		280.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0027	PIRHL	280.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	03/31/2022	195495	FOA	REDWOOD DEV THRU 3/31/22	
47482	PO BOX 824	05/17/2022		N		1,410.10
04/08/2022	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		05/17/2022		Y		1,410.10

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0026	REDWOOD USA LLC	1,410.10

VENDOR TOTAL: 2,320.10

0220	LIVINGSTON COUNTY TREASURER	04/30/2022	050422	FOA	APRIL 2022 DOG LICENSE PMTS	
47459	200 E. GRAND RIVER	05/17/2022		N		198.50
05/04/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/17/2022		N		198.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	198.50

VENDOR TOTAL: 198.50

2909	LIVINGSTON CTY.DRAIN COMMISSIO	04/28/2022	3485	FOA	APRIL 2022 SEWER SYSTEM O&M	
47415	2300 E. GRAND RIVER	05/17/2022		N		171,017.37
	STE. 105					
04/28/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/17/2022		N		171,017.37

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-801.008	LCDC CONTRACT SERVICES	171,017.37

VENDOR TOTAL: 171,017.37

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Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

LDPA	LIVINGSTON DAILY PRESS & ARGUS	04/11/2022	041122	FOA	APRIL 2022	
47440		05/17/2022		N		9.99
	3964 SOLUTIONS CENTER					
04/11/2022	CHICAGO IL, 60677-3009	/ /	0.0000	Y		0.00
		05/17/2022		N		9.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-801.000	CONTRACTED SERVICES	9.99

VENDOR TOTAL: 9.99

MASTERS	MASTERS TELECOM LLC	03/28/2022	4193	FOA	MARCH 2022	
47428		05/17/2022		N		19.25
03/28/2022	,	/ /	0.0000	N		0.00
		05/17/2022		N		19.25

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-851.000	TELEPHONE	19.25

MASTERS	MASTERS TELECOM LLC	04/25/2022	4850	FOA	APRIL 2022	
47430		05/17/2022		N		19.18
04/25/2022	,	/ /	0.0000	N		0.00
		05/17/2022		N		19.18

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-851.000	TELEPHONE	19.18

VENDOR TOTAL: 38.43

MEIJER	MEIJER	04/21/2022	042122	FOA	CABLE/BATTERY FOR WTP, GLUE/CABLE FO	
47434	2160 HARTLAND RD	05/17/2022		N		61.26
04/21/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		05/17/2022		N		61.26

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	37.98
101-265-740.000	OPERATING SUPPLIES	23.28
		61.26

VENDOR TOTAL: 61.26

MAED	MI ASSOC OF EQUALIZATION DIRECTORS	05/05/2022	050522	FOA	VIRTUAL ABC'S OF RESIDENTIAL RECORD	
47464	MECOSTA COUNTY EQUALIZATION DEPT	05/17/2022		N		35.00
	400 ELM ST, ROOM 135					
05/05/2022	BIG RAPIDS MI, 49307	/ /	0.0000	N		0.00

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		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	
		Due Date		1099			

		05/17/2022		N		35.00	
Open							

GL NUMBER	DESCRIPTION	AMOUNT
101-209-957.000	EDUCATION/TRAINING/CONVENTION	35.00

VENDOR TOTAL: 35.00

0284	MICHIGAN ASSESSORS ASSOCIATION	03/30/2022	MAA-775	FOA	PT APPRAISER PUBLICATION	
47424	P.O. BOX 1126	05/17/2022		N		150.00
03/30/2022	MOUNT PLEASANT MI, 48804	/ /	0.0000	N		0.00
		05/17/2022		Y		150.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-900.000	PRINTING & PUBLICATIONS	150.00

VENDOR TOTAL: 150.00

MAP	MICHIGAN ASSOC OF PLANNING	04/30/2022	050322	FOA	7/1/22 - 6/30/23 ANNUAL GROUP MEMBER	
47425	1919 WEST STADIUM BLVD, STE 4	05/17/2022		N		675.00
04/30/2022	ANN ARBOR MI, 48103	/ /	0.0000	N		0.00
		05/17/2022		N		675.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-804.000	MEMBERSHIP & DUES	675.00

VENDOR TOTAL: 675.00

0400	MICHIGAN TOWNSHIPS ASSOCIATION	04/21/2022	131310	FOA	2022 ANNUAL CONFERENCE/EXPO	
47431	512 WESTSHIRE DR	05/17/2022		N		350.00
04/21/2022	LANSING MI, 48917-9757	/ /	0.0000	N		0.00
		05/17/2022		N		350.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-957.000	EDUCATION/TRAINING/CONVENTION	350.00

VENDOR TOTAL: 350.00

LCDPA	MICHIGAN.COM	05/10/2022	051022	FOA	5/1/22 - 6/30/22 SERVICE - ACCT PA87	
47478	PO BOX 742520	05/17/2022		N		16.23
05/10/2022	CINCINNATI OH, 45274-2520	/ /	0.0000	N		0.00
		05/17/2022		N		16.23

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-804.000	MEMBERSHIP & DUES	16.23

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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

VENDOR TOTAL: 16.23

NORTHWEST	NORTHWEST PIPE AND SUPPLY INC	04/04/2022	44182	FOA	VALVE FOR PARK	
47421	6430 GRAND RIVER	05/17/2022		N		49.20
04/04/2022	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		05/17/2022		N		49.20

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	49.20

VENDOR TOTAL: 49.20

ORKIN	ORKIN	04/27/2022	226485812	FOA	PEST CONTROL AT TOWNSHIP HALL	
47414	21068 BRIDGE ST.	05/17/2022		N		71.85
04/27/2022	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		05/17/2022		N		71.85

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	71.85

ORKIN	ORKIN	04/02/2022	226487420	FOA	PEST CONTROL AT WTP	
47457	21068 BRIDGE ST.	05/17/2022		N		68.00
04/02/2022	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		05/17/2022		N		68.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	68.00

ORKIN	ORKIN	05/10/2022	227613914	FOA	PEST CONTROL AT HARTLAND TOWNSHIP HA	
47474	21068 BRIDGE ST.	05/17/2022		N		71.85
05/10/2022	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		05/17/2022		N		71.85

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	71.85

ORKIN	ORKIN	05/10/2022	227614466	FOA	PEST CONROL AT HERO TEEN CENTER	
47475	21068 BRIDGE ST.	05/17/2022		N		70.88
05/10/2022	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		05/17/2022		N		70.88

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	70.88

ORKIN	ORKIN	05/09/2022	227616897	FOA	PEST CONTROL AT WTP	
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		Due Date		1099		
47473	21068 BRIDGE ST.	05/17/2022		N		68.00
05/09/2022	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		05/17/2022		N		68.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	68.00

VENDOR TOTAL: 350.58

PB PLUMBIN	PETE BLACK PLUMBING	04/27/2022	15217660	FOA	HERITAGE PARK PAVILION	
47411	2440 W HIGHLAND RD, STE 104	05/17/2022		N		322.00
04/27/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/17/2022		Y		322.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	322.00

VENDOR TOTAL: 322.00

PETEBLACK	PETE BLACK PLUMBING & WATER COND	05/05/2022	15391996	FOA	TWP HALL MENS TOILET REPAIR	
47467	198 S HUGHES ROAD	05/17/2022		N		592.00
05/05/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/17/2022		N		592.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	592.00

VENDOR TOTAL: 592.00

1180	PETER'S TRUE VALUE HARDWARE	05/10/2022	62484	FOA	CRIMPER, BATTERY	
47483	3455 W. HIGHLAND ROAD	05/17/2022		N		93.96
05/10/2022	MILFORD MI, 48380	/ /	0.0000	N		0.00
		05/17/2022		N		93.96

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	93.96

1180	PETER'S TRUE VALUE HARDWARE	04/27/2022	K62324	FOA	MOUSE TRAP/TIE DOWN	
47408	3455 W. HIGHLAND ROAD	05/17/2022		N		56.96
04/27/2022	MILFORD MI, 48380	/ /	0.0000	N		0.00
		05/17/2022		N		56.96

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	56.96

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		Due Date		1099		

1180	PETER'S TRUE VALUE HARDWARE	04/28/2022	K62333	FOA	GASKET	
47412	3455 W. HIGHLAND ROAD	05/17/2022		N		4.58
04/28/2022	MILFORD MI, 48380	/ /	0.0000	N		0.00
		05/17/2022		N		4.58

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	4.58

1180	PETER'S TRUE VALUE HARDWARE	05/05/2022	K62421	FOA	TIRE REPAIR KIT	
47460	3455 W. HIGHLAND ROAD	05/17/2022		N		25.77
05/05/2022	MILFORD MI, 48380	/ /	0.0000	N		0.00
		05/17/2022		N		25.77

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	25.77

VENDOR TOTAL: 181.27

RESERVE	PITNEY BOWES BANK INC RESERVE ACCT	04/30/2022	050222	FOA	REPLENISH POSTAGE FOR APRIL 2022	
47420	P.O. BOX 981023	05/17/2022		N		354.25
05/02/2022	BOSTON MA, 02298-1023	/ /	0.0000	N		0.00
		05/17/2022		N		354.25

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	64.40
101-209-727.000	SUPPLIES & POSTAGE	3.71
101-215-727.000	SUPPLIES & POSTAGE	125.30
101-191-727.000	SUPPLIES & POSTAGE	46.40
101-400-727.000	SUPPLIES & POSTAGE	9.54
101-253-727.000	SUPPLIES & POSTAGE	5.83
101-253-811.100	TAX COLLECTION	16.43
536-000-727.000	SUPPLIES/POSTAGE	37.76
590-000-727.000	SUPPLIES & POSTAGE	37.75
101-192-727.000	SUPPLIES & POSTAGE	4.28
101-751-956.000	FARMERS MARKET	0.53
101-567-727.000	SUPPLIES & POSTAGE	2.32
		354.25

VENDOR TOTAL: 354.25

RBL	REALITY-BASED LEADERSHIP	03/28/2022	032822	FOA	MARCH 2022	
47427		05/17/2022		N		27.00
03/28/2022	,	/ /	0.0000	N		0.00
		05/17/2022		N		27.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

101-192-957.000	EDUCATION/TRAINING/CONVENTION				27.00	
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VENDOR TOTAL:	27.00
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SHUTTERSTO	SHUTTERSTOCK.COM	04/17/2022	041722	FOA	APRIL 2022	
47441		05/17/2022		N		29.00
04/17/2022	,	/ /	0.0000	N		0.00
		05/17/2022		N		29.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-801.000	CONTRACTED SERVICES	29.00

VENDOR TOTAL:	29.00
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SITEONE	SITEONE LANDSCAPE SUPPLY	04/20/2022	118182099-001	FOA	FERTILIZER FOR TWP HALL	
47455		05/17/2022		N		726.47
04/20/2022	,	/ /	0.0000	N		0.00
		05/17/2022		N		726.47

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	726.47

VENDOR TOTAL:	726.47
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STAPLES	STAPLES	04/06/2022	040622	FOA	PLANNERS	
47433	PO BOX 660409	05/17/2022		N		54.98
04/06/2022	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		05/17/2022		N		54.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	54.98

STAPLES	STAPLES	04/30/2022	8066100586	FOA	MISC SUPPLIES	
47418	PO BOX 660409	05/17/2022		N		252.44
04/30/2022	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		05/17/2022		N		252.44

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	41.20
101-172-727.000	SUPPLIES & POSTAGE	(18.87)
101-172-727.000	SUPPLIES & POSTAGE	192.01
101-191-727.000	SUPPLIES & POSTAGE	30.87
101-215-727.000	SUPPLIES & POSTAGE	7.23
		252.44

STAPLES	STAPLES	05/07/2022	8066184422	FOA	MISC SUPPLIES	
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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
47476	PO BOX 660409	05/17/2022		N		129.54
05/07/2022	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		05/17/2022		N		129.54

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-727.000	SUPPLIES & POSTAGE	22.45
101-265-740.000	OPERATING SUPPLIES	4.48
101-172-727.000	SUPPLIES & POSTAGE	102.61
		<u>129.54</u>

VENDOR TOTAL: 436.96

STERICYCLE	STERICYCLE, INC.	03/25/2022	8001229015	FOA	SHREDDING	
47465	28883 NETWORK PLACE	05/17/2022		N		266.63
03/25/2022	CHICAGO IL, 60673-1288	/ /	0.0000	N		0.00
		05/17/2022		N		266.63

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.000	CONTRACTED SERVICES	266.63

VENDOR TOTAL: 266.63

HUNTINGBAN	THE HUNTINGTON NATIONAL BANK	04/18/2022	041822	FOA	MILLPOINTE RD SPEC ASSMT BOND, SERIE	
47410	PO BOX 1558-GW4E64	05/17/2022		N		99,068.75
04/18/2022	COLUMBUS OH, 43216	/ /	0.0000	N		0.00
		05/17/2022		N		99,068.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
358-000-997.000	BOND INTEREST PAYMENT	9,068.75
358-000-991.000	BOND - PRINCIPAL	90,000.00
		<u>99,068.75</u>

VENDOR TOTAL: 99,068.75

TIMELY	TIMELY NETWORKS INC.	04/20/2022	89608	FOA	COMMUNITY CALENDAR	
47462		05/17/2022		N		43.83
04/20/2022	,	/ /	0.0000	N		0.00
		05/17/2022		N		43.83

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-801.000	CONTRACTED SERVICES & RENTALS	43.83

VENDOR TOTAL: 43.83

VC3, INC.	VC3, INC.	04/30/2022	76104	FOA	INSTALL PRINTER	
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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

47479	P.O. BOX 746804	05/17/2022		N		62.83
04/30/2022	ATLANTA GA, 30374-6804	/ /	0.0000	N		0.00
		05/17/2022		N		62.83

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-930.000	REPAIRS & MAINTENANCE	62.83

VENDOR TOTAL: 62.83

1250	WEST SHORE SERVICES, INC.	04/19/2022	29899	FOA	SERVICE AT SIREN SITE #25 BENNETT LK	
47484	6620 LAKE MICHIGAN DR	05/17/2022		N		215.00
04/19/2022	ALLENDAL MI, 49401	/ /	0.0000	N		0.00
		05/17/2022		N		215.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-930.001	REPAIRS & MAINT. EQUIPMENT	215.00

VENDOR TOTAL: 215.00

WOOD	WOOD ENVIRONMENT & INFRASTRUCTURE	04/28/2022	H19220162	FOA	WWTP REPORTING THRU 4/15/22	
47413	P.O. BOX 74008618	05/17/2022		N		502.14
04/27/2022	CHICAGO IL, 60674-8618	/ /	0.0000	N		0.00
		05/17/2022		N		502.14

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.007	TREATMENT PLANT SAMPLING	502.14

VENDOR TOTAL: 502.14

TOTAL - ALL VENDORS: 297,372.62

FUND TOTALS:

Fund 101 - GENERAL FUND	17,696.52
Fund 206 - FIRE OPERATING	215.00
Fund 358 - MILLPOINTE ROAD DEBT SERVICE FUND	99,068.75
Fund 536 - WATER SYSTEM FUND	3,505.65
Fund 577 - CABLE TV FUND	5,123.08
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	171,548.62
Fund 701 - TRUST AND AGENCY	215.00

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 10, 2022

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 – \$14,498.83 (includes reissuing of Water SAD surplus refunds for stale dated checks)

May 12, 2022 Payroll - \$64,183.14

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY22 budget and adopted FY23 budget.

Attachments

Post Audit Bills List 05.11.2022

Post Audit Bills List 05.12.2022

Payroll for 05.12.2022

05/11/2022 10:21 AM
 User: SUSANC
 DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
 CHECK DATE FROM 05/11/2022 - 05/11/2022

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/11/2022	FOA	42722	AUSTIN HOLLY & SHAWN	4708-29-104-123 SADREFUND	537-000-404.100	87.59
05/11/2022	FOA	42723	MAZUR DANIEL T & MAELOUISE M	4708-19-401-026 SADREFUND	537-000-404.100	158.46
05/11/2022	FOA	42724	NORDSTROM MIRIAM L	4708-21-101-043 SADREFUND	537-000-404.100	11.55
05/11/2022	FOA	42725	RAMCO HARTLAND TRS LLC	4708-21-300-017 SADREFUND	537-000-404.100	1,177.64
		42725		4708-21-300-018 SADREFUND	537-000-404.100	368.01
		42725		4708-21-300-019 SADREFUND	537-000-404.100	368.01
						<u>1,913.66</u>
05/11/2022	FOA	42726	RAMCO RM HARTLAND DISPOSITION	4708-21-400-052 SADREFUND	537-000-404.100	168.23
05/11/2022	FOA	42727	RAMCO RM HARTLAND DISPOSITION	4708-21-400-067 SADREFUND	537-000-404.100	224.31
		42727		4708-21-400-071 SADREFUND	537-000-404.100	3,792.92
						<u>4,017.23</u>
05/11/2022	FOA	42728	RAMCO RM HARTLAND SC LLC	4708-21-400-054 SADREFUND	537-000-404.100	809.63
		42728		4708-21-400-065 SADREFUND	537-000-404.100	1,079.50
		42728		4708-21-400-073 SADREFUND	537-000-404.100	3,193.90
		42728		4708-21-400-074 SADREFUND	537-000-404.100	1,405.14
						<u>6,488.17</u>
05/11/2022	FOA	42729	RAMCO RM HARTLAND SC LLC	4708-21-400-076 SADREFUND	537-000-404.100	1,342.69
05/11/2022	FOA	42730	TURNER MICHAEL & MICHELLE	4708-21-101-017 SADREFUND	537-000-404.100	11.55
			TOTAL - ALL FUNDS	TOTAL OF 9 CHECKS		14,199.13
--- GL TOTALS ---						
537-000-404.100			SPECIAL ASSESSMENT REFUNDS			14,199.13
			TOTAL			14,199.13

05/11/2022 10:59 AM
User: SUSANC
DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 05/12/2022 - 05/12/2022

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/12/2022	FOA	42731	CONSUMERS ENERGY	STREET LIGHTS	101-448-921.000	210.63
		42731		UTILITIES - ELECTRIC	206-000-920.002	45.29
						<hr/> 255.92
05/12/2022	FOA	42732	DTE ENERGY	UTILITIES - ELECTRIC	101-751-920.002	43.78
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS		299.70
--- GL TOTALS ---						
101-448-921.000			STREET LIGHTS	210.63		
101-751-920.002			UTILITIES - ELECTRIC	43.78		
206-000-920.002			UTILITIES - ELECTRIC	45.29		
			TOTAL	299.70		

Check Register Report For Hartland Township
For Check Dates 05/01/2022 to 05/12/2022

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
05/12/2022	FOA	17139	ICMA VANTAGEPOINT TRANSFER AGENT	2,125.89	2,125.89	0.00	Open
05/12/2022	FOA	17140	ICMA VANTAGEPOINT TRANSFER AGENT	3,537.69	3,537.69	0.00	Open
05/12/2022	FOA	17141	ICMA VANTAGEPOINT TRANSFER AGENT	1,596.82	1,596.82	0.00	Open
05/11/2022	FOA	17142	AMERICAN FAMILY LIFE ASSURANCE CO	133.09	133.09	0.00	Open
05/12/2022	FOA	DD7795	BEAUDOIN, DIANA K	1,183.50	0.00	1,032.03	Cleared
05/12/2022	FOA	DD7796	BEDHUN, TIMOTHY L.A.	1,634.00	0.00	1,244.51	Cleared
05/12/2022	FOA	DD7797	BERNARDI, MELYNDA A	1,692.90	0.00	1,313.08	Cleared
05/12/2022	FOA	DD7798	BROOKS, TYLER J	2,384.85	0.00	1,689.43	Cleared
05/12/2022	FOA	DD7799	CASE, SUSAN E	1,744.96	0.00	1,135.27	Cleared
05/12/2022	FOA	DD7800	CIOFU, LARRY N	2,746.24	0.00	1,990.55	Cleared
05/12/2022	FOA	DD7801	DRYDEN-HOGAN, SUSAN A	3,601.41	0.00	2,559.84	Cleared
05/12/2022	FOA	DD7802	HEASLIP, JAMES B	3,211.94	0.00	1,822.71	Cleared
05/12/2022	FOA	DD7803	HORNING, KATHLEEN A	2,746.24	0.00	1,991.45	Cleared
05/12/2022	FOA	DD7804	HUBBARD, TONYA S	1,634.00	0.00	1,344.27	Cleared
05/12/2022	FOA	DD7805	JOHNSON, LISA	1,915.20	0.00	1,171.48	Cleared
05/12/2022	FOA	DD7806	KOPCZYK, MARY ANN	513.60	0.00	452.48	Cleared
05/12/2022	FOA	DD7807	LANGER, TROY D	3,592.16	0.00	2,521.88	Cleared
05/12/2022	FOA	DD7808	LOFTUS, DANIEL M	687.89	0.00	591.20	Cleared
05/12/2022	FOA	DD7809	LOUIS, CASEY	820.51	0.00	519.02	Cleared
05/12/2022	FOA	DD7810	LUCE, MICHAEL T	3,446.80	0.00	2,536.54	Cleared
05/12/2022	FOA	DD7811	MORGANROTH, CAROL L	1,764.43	0.00	1,365.49	Cleared
05/12/2022	FOA	DD7812	SHOLLACK, DONNA M	2,005.83	0.00	1,522.99	Cleared
05/12/2022	FOA	DD7813	VERMILLION, KAREN L	1,759.68	0.00	1,271.47	Cleared
05/12/2022	FOA	DD7814	WEST, ROBERT M	4,266.67	0.00	2,561.35	Cleared
05/12/2022	FOA	DD7815	WYATT, MARTHA K	2,721.56	0.00	1,731.46	Cleared
05/12/2022	FOA	EFT634	FEDERAL TAX DEPOSIT	10,715.28	10,715.28	0.00	Cleared

Totals:	Number of Checks: 026	64,183.14	18,108.77	32,368.50
Total Physical Checks:	4			
Total Check Stubs:	22			

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 05-03-2022 Hartland Township Board Regular Meeting Minutes

Date: May 11, 2022

Recommended Action

Move to approve the Hartland Township Board Regular Meeting Minutes for May 3, 2022

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

5-3-22 HTB Minutes - DRAFT

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

May 03, 2022 – 7:00 PM

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 Germane, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

ABSENT: None

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

4. Approval of the Agenda

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

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

Motion made by Treasurer Horning, Seconded by Trustee McMullen.

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

Voting Nay: None

Absent: None

5. Call to the Public

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

6. Approval of the Consent Agenda

Move to approve the consent agenda for the May 3, 2022, Hartland Township Board Meeting as presented.

Motion made by Trustee Petrucci, Seconded by Trustee Germane.

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

Voting Nay: None

Absent: None

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

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

May 03, 2022 – 7:00 PM

7. Pending & New Business

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

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

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

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

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

Motion made by Treasurer Horning, Seconded by Clerk Ciofu.

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

Voting Nay: None

Absent: None

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

Informational

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

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

May 03, 2022 – 7:00 PM

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

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

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

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

d. 2022 Chloride Purchase

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

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

Motion made by Clerk Ciofu, Seconded by Trustee Petrucci.

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

Voting Nay: None

Absent: None

e. Township Hall Landscape Improvements

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

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

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

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

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

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

Voting Nay: None

Absent: None

8. Board Reports

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

Trustee O'Connell - No report

Trustee McMullen - No report

Trustee Petrucci - No report

Clerk Ciofu - No report

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

Supervisor Fountain - No report

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

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

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

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

May 03, 2022 – 7:00 PM

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

b. Hartland Roads Update

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

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

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

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

c. Fire Station Needs Assessment

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

10. Adjournment

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

Motion made by Trustee Petrucci, Seconded by Trustee Germane.

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

Voting Nay: None

Absent: None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: Long Lake Fireworks Display Permit – 7-9-22

Date: May 11, 2022

Recommended Action

Move to approve the Permit for Fireworks Display on Long Lake on July 9, 2022.

Discussion

Long Lake has applied to perform fireworks on Long Lake on July 9, 2022. Gen-X Pyrotechnics will perform the fireworks and intends to launch the fireworks from a barge on Long Lake

The Hartland-Deerfield Fire Authority Fire Marshal's letter recommending approval, with condition, is attached for review

Financial Impact

None

Attachments

Long Lake 7-9-22 Fireworks Permit

2022 Long Lake Hartland

GEN-X PYROTECHNICS

Gen-X Pyrotechnics offers the highest quality custom pyrotechnics designed specifically to meet the needs of our clients. We are a local company that markets on word of mouth advertising and now on the web. We specialize in one of a kind shows.

In this constantly changing world of pyrotechnics we strive to learn the most up-to-date innovations so we can continue to hone our craft.

We take pride in being trained in all the local and federal safety regulations and guidelines.

Jason Trudeau



248.252.0029



genxpyro@comcast.net
info@genxpyrotechnics.com



www.genxpyrotechnics.com

2022 Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY
OF CITY, VILLAGE OR TOWNSHIP
BOARD ONLY

DATE PERMIT(S) EXPIRE:

Authority: 2011 PA 256

The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.

TYPE OF PERMIT(S) (Select all applicable boxes)

- ☐ Agricultural or Wildlife Fireworks ☐ Articles Pyrotechnic ☒ Display Fireworks
- ☐ Public Display ☐ Private Display
- ☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

NAME OF APPLICANT Long Lake Fireworks		ADDRESS OF APPLICANT	AGE OF APPLICANT 18 YEARS OR OLDER <input type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER James		ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER	
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)		ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)	TELEPHONE NUMBER
NAME OF PYROTECHNIC OPERATOR Gen-X Pyrotechnics		ADDRESS OF PYROTECHNIC OPERATOR 2906 Pine Needle Dr, White Lake, MI 48383	AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO.
NO. YEARS EXPERIENCE 25+	NO. DISPLAYS 300+	WHERE Various Locations in Michigan	
NAME OF ASSISTANT See Attached		ADDRESS OF ASSISTANT See Attached	AGE OF ASSISTANT 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF OTHER ASSISTANT See Attached		ADDRESS OF OTHER ASSISTANT See Attached	AGE OF OTHER ASSISTANT 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
EXACT LOCATION OF PROPOSED DISPLAY Long Lake (Barge)			
DATE OF PROPOSED DISPLAY 7/9/22. RD (TBD)		TIME OF PROPOSED DISPLAY Dusk	
MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT ATF Approved Storage Magazines			
AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT) See Attached		NAME OF BONDING CORPORATION OR INSURANCE COMPANY See Attached	
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY See Attached			
NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)		
	See Attached		
SIGNATURE OF APPLICANT			DATE



HARTLAND DEERFIELD FIRE AUTHORITY
FIRE MARSHALS OFFICE

Hartland Area Fire Dept.
3205 Hartland Road
Hartland, MI. 48353-1825

Voice: (810) 632-7676
Fax: (810) 632-2176
E-Mail: jwhitbeck@hartlandareafire.com

May 11, 2022

Hartland Township
2655 Clark Rd.
Hartland, MI 48353

Re: Long Lake Fireworks Committee Application for fireworks display.

Upon review of the application named above and inspection of the proposed site for the fireworks display scheduled for Saturday July 9th, 2022, rain date TBD, located in the middle of Long Lake, we recommend approval of the request contingent upon the following:

- 1) Gen-X Fireworks Display Inc. is responsible for ensuring that NFPA 1123 is followed.
- 2) **No one will be allowed within 100' (feet) of the launch site/work area while crews are setting up the display.**
- 3) No one will be allowed within 100 yards (300') of the launch site during the display.
- 4) Smoking and open flame will not be permitted within 50' of the launch site. Exception: Items required for the ignition of the displays.
- 5) The display will not begin until all persons are clear of the no boating zone of Long Lake. The display will be stopped in the event anyone ventures onto that portion of the lake, and the display will not be resumed until that zoned area of the lake is cleared of people and watercraft of any type.
- 6) It is understood that the Fire Marshal or Fire Chief (AHJ) can revoke or restrict any approval to conduct an outdoor display whenever conditions such as site location, weather, traffic, communication, security procedures, available public protection, or other safety precautions make such action necessary to safeguard the health, safety, or welfare of the public.
- 7) Wherever any condition deemed hazardous by the Fire Marshal, Fire Chief, or the Operator arises; before, or during an outdoor display, the display should be interrupted or postponed until the condition is corrected or the hazard is abated. Such conditions might include adverse weather conditions or crowd behavior.
- 8) Insurance as agreed upon by the Township of Hartland.
- 9) Final approval and permitting by the Hartland Township Board.

The Long Lake display continues to be a spectacular event while keeping the safety and welfare of all spectators, workers, and buildings first on their agenda. Should you have any questions, or we can be of further assistance, please call us at your convenience.

Yours In Fire Safety,

Jennifer Whitbeck
Fire Inspector

**MARINE SPECIAL EVENT APPLICATION AND PERMIT**

Issued under authority of Part 801, Marine, Part 811 ORV and Part 821 Snowmobile, of the Natural Resource and Environmental Protection Act, Act 451, P. A. of 1994, as amended. Failure to comply with the provisions of this Act is a misdemeanor and may result in fines and/or imprisonment.

DNR USE ONLY

Permit Number

APPLICANT: This completed and signed application must be received by the appropriate DNR office at least 30 days prior to the event, or the permit may not be authorized. Locations and addresses on next page.

Name of Applicant Gen-X Pyrotechnics		Sponsoring Organization/Individual/Group Long Lake Firework Assoc.		Name of Person in Charge of Event Jason Trudeau	
Street Address 2906 Pine Needle Dr		Street Address		Street Address	
City, State, ZIP White Lake, MI 48383		City, State, ZIP		City, State, ZIP	
Email Address genxpyro@comcast.net		Email Address		Email Address	
Business Telephone (248) 252-0029	Home Telephone ()	Business Telephone ()	Business Telephone ()	Home Telephone ()	Home Telephone ()
Event Date(s) (mm/dd/yyyy) If seasonal, attach proposed schedule 7-9-2022				Where will "Person In Charge" be during the event? Onsite	
Event Starting and Finishing Times Dusk 10:00-11:00pm				How can "Person In Charge" be contacted during the event? 248-252-0029	
Type of Event (Check appropriate boxes) <input checked="" type="checkbox"/> Marine - Pursuant to Section 80164 of Act 451, P.A. of 1994, as amended. <input type="checkbox"/> Canoe Race <input type="checkbox"/> Parade <input type="checkbox"/> Hydroplane Race <input type="checkbox"/> Offshore Race <input type="checkbox"/> Sailboat Race <input type="checkbox"/> Motorboat Race <input type="checkbox"/> Water Skiing <input checked="" type="checkbox"/> Fireworks* <input type="checkbox"/> Swimming <input type="checkbox"/> Raft Race <input type="checkbox"/> Sailboard <input type="checkbox"/> Other (Specify) _____ *Applicant must include copy of Fireworks Display Permit issued by local unit of government. <input type="checkbox"/> Off-Road Vehicle (ORV) - Pursuant to Section 81122 of Act 451, P.A. of 1994, as amended. <input type="checkbox"/> Bike <input type="checkbox"/> ORV <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> Snowmobile - Pursuant to Section 82119 of Act 451, P.A. of 1994, as amended.					
Location of Event - Body of Water Long Lake (Barge) <input checked="" type="checkbox"/> Inland Water <input type="checkbox"/> Great Lakes/Navigable Waters			Township Hartland	County Livingston	Section(s)
Estimated Number of Vehicles	Number of spectators (if applicable)	Number of Event Participants 3	Sponsor of Patrol Vessels 1		
Do conditions require special law enforcement patrols? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Types of Medical Support Units (if any)		Number of Medical Support Units	

APPLICANT: Read all pages and attachments before certification and signature.

CERTIFICATION

I hereby certify that I have read, understand, and agree to abide by the conditions contained on page 2, governing this permit in the conduct of the operations under this permit, and that the information provided is true and accurate to the best of my knowledge.

Applicant Signature

Date

APPLICANT: Submit completed and signed application to appropriate DNR office at least 30 days prior to event or permit may not be authorized. Locations and addresses on next page.

FOR DNR USE ONLY

Investigation Findings & Recommendations State any problems this event may cause, special equipment the event may require, special enforcement effort that may be required, special use permits, and where they may be obtained.

Investigating Officer (please print)

Badge Number

Signature

Date of Investigation (mm/dd/yyyy)

AUTHORIZATION

☐ **EVENT IS AUTHORIZED** for the date(s) and time(s) specified as long as conditions are complied with prior to and/or during stated event(s). Failure to meet all specified conditions automatically invalidates this permit and may subject permittee to prosecution.

Number of Law Enforcement Patrol Boats Vehicles

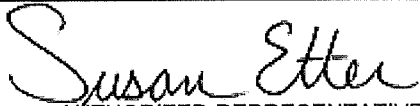
Type

Special Conditions - See Page 2: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐14 ☐ 15 ☐ 16 ☐ Other: _____☐ **EVENT IS NOT AUTHORIZED**

District Law/Permit Supervisor (Please print)

Signature

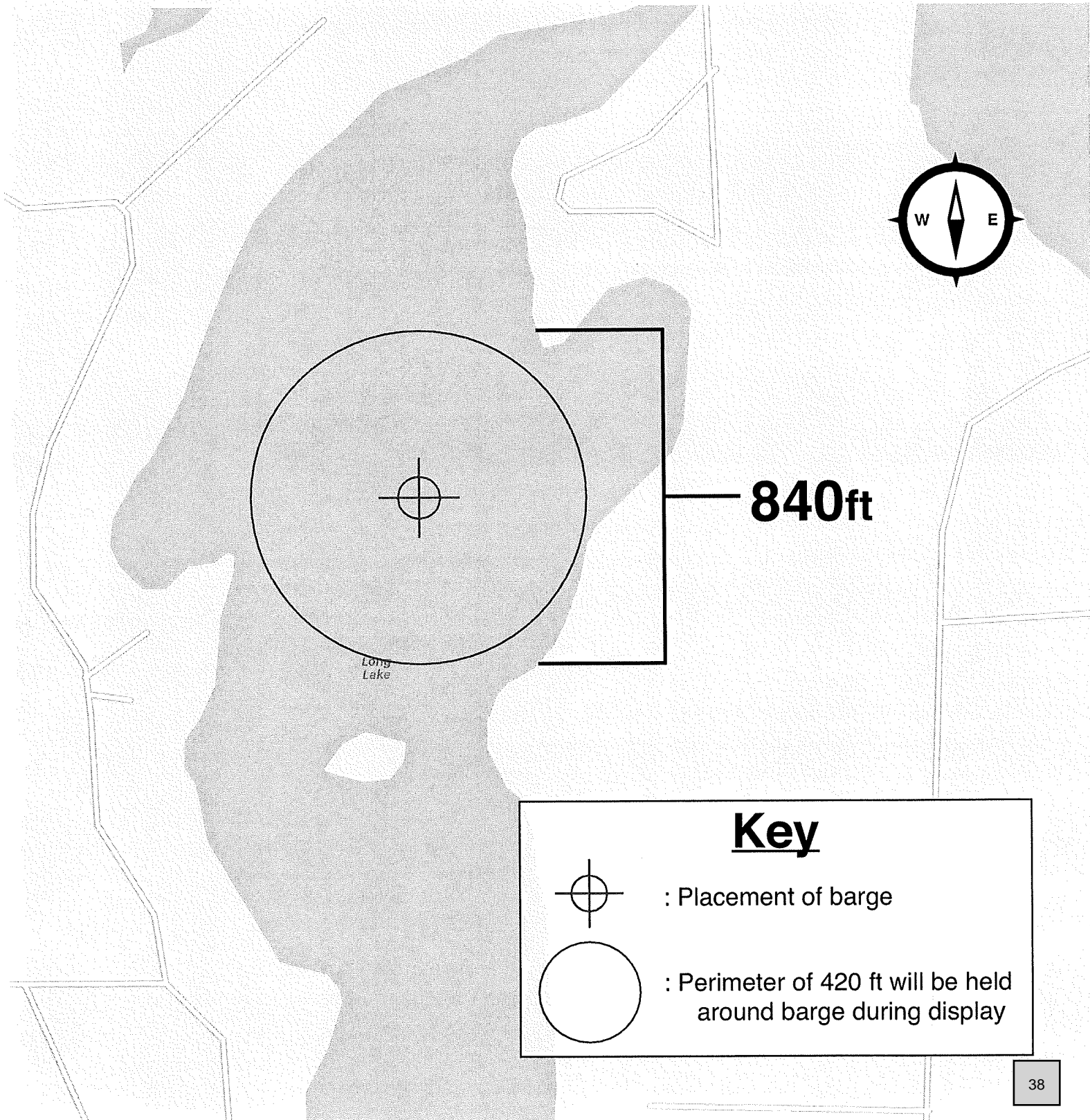
Date

Certificate of Insurance 32120 Issue Date: 5/11/2022							
PRODUCER Professional Program Insurance Brokerage 1304 Southpoint Blvd., Suite 101 Petaluma, CA 94954				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED Gen-X Pyrotechnics, Inc. 2906 Pine Needle Dr White Lake, MI 48383				INSURERS AFFORDING COVERAGE			
				INSURER A: Underwriter's at Lloyd's, London			
				INSURER B:			
				INSURER C:			
INSURER D:		COVERAGES: THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE NAMED INSURED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.					
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (DD/MM/YY)	POLICY EXPIRATION DATE (DD/MM/YY)	LIMITS		
A	GENERAL LIABILITY CLAIMS MADE	PY/22-0084	4/28/2022	4/28/2023	EACH ACCIDENT	\$5,000,000	
					MEDICAL EXP (any one person)		
					FIRE LEGAL LIABILITY	\$50,000	
					GENERAL AGGREGATE	\$5,000,000	
					PRODUCTS-COMP/ OPS AGG		
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Certificate holder is additional insured as respects the following:							
Date(s) of Display:	7/9/2022						
Location:	Long Lake (Barge(s))						
Additional Insured:	Long Lake firework Assoc, City of Hartland, Hartland Shores estates and as property owner Jim Goudie, Ann Goudie and Clark Justin						
Rain Date(s):							
Type of Display:	Aerial Fireworks Display						
CERTIFICATE HOLDER Long Lake fireworks Assoc 1075 Maxfield Road Hartland MI 48353				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.			
				 Susan Etter AUTHORIZED REPRESENTATIVE			

Long Lake Hartland

Exhibit A

Distance- 840 ft diameter (NFPA regulation)



4-MI-125-54-4F-01210

June 1, 2024

39



U.S. Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives
Federal Explosives Licensing Center
244 Needy Road
Martinsburg, West Virginia 25405

901090: MH/FLS
5400
File Number: 4MI01210

05/19/2021

SUBJECT: RESPONSIBLE PERSON LETTER OF CLEARANCE for:

JASON ANTHONY TRUDEAU

PRESIDENT
(248)252-0029

2906 PINE NEEDLE DR
WHITE LAKE, MI 48383

and is ONLY valid under the following Federal explosives license/permit:

4-MI-125-54-4F-01210

GEN X PYROTECHNICS
2906 PINE NEEDLE DR
WHITE LAKE, MI 48383

Dear JASON TRUDEAU:

You have been approved as a responsible person under the above-listed Federal explosive license or permit. You may lawfully direct the management or policies of the business or operations as they pertain to explosives. You may also lawfully transport, ship, receive or possess explosive materials incident to your duties as a responsible person. **This clearance is only valid under the license or permit referenced above.**

Sincerely,

Marna Howard
Chief, Federal Explosives Licensing Center (FELC)

FELC Customer Service. If you believe that information on your "Letter of Clearance" is incorrect, please return a COPY of the letter to the Chief, Federal Explosives Licensing Center (FELC), with a statement showing the nature of the error. The Chief, FELC, shall correct the error, and return an amended letter to you.

Mail: ATF
Chief, FELC
Attn.: LOC Correction
244 Needy Road
Martinsburg, West Virginia 25405

Fax: 1-304-616-4401
Chief, FELC
Attn.: LOC Correction

Call toll-free: 1-877-283-3352

WWW.ATF.GOV



NOTICE OF CLEARANCE

for individuals transporting, shipping, receiving, or possessing explosive materials.

ISSUED TO: GEN X PYROTECHNICS

Federal Explosives license/permit no.: 4-MI-125-54-4F-01210

NOTICE DATE: 05/19/2021

Expiration Date: **June 1, 2024**

Explosives License/Permit Type: 54-USER OF EXPLOSIVES

EXPIRATION DATE: This Notice expires when superseded by a newer Notice which will list all current responsible persons and employee possessors, or when the license or permit expires - whichever comes first.

- 1 WARNING.** Only those individuals listed below as **RESPONSIBLE PERSONS** and **EMPLOYEE POSSESSORS** with a background clearance status of "CLEARED" or "PENDING" are authorized to transport, ship, receive, or possess explosive materials in the course of employment with you.
- 2 "DENIED" STATUS.** If an employee possessor has a background clearance status of "DENIED", you **MUST** take immediate steps to remove the employee from a position requiring the transporting, shipping, receiving, or possessing of explosive materials. Also, if the employee has been listed as a person authorized to accept delivery of explosive materials, you **MUST** remove the employee from such list and immediately, and in no event later than the second business day after such change, notify distributors of such change, as stated in 27 CFR 555.33(a).
- 3 CHANGE IN RESPONSIBLE PERSONS.** You **MUST** report any change in responsible persons to the Chief, Federal Explosives Licensing Center, within 30 days of the change and new responsible persons **MUST** include "appropriate identifying information" as defined in 27 CFR 555.11. Fingerprints and photos are **NOT** required, however they will be required upon renewal of the license or permit.
- 4 CHANGE OF EMPLOYEES.** You **MUST** report any change of employee/possessors to the Chief, FELC, within 30 days. Reports relating to newly hired employees must be submitted on ATF Form 5400.28 for **EACH** employee.

Premises Address: 2906 PINE NEEDLE DR
WHITE LAKE, MI 48383

Mailing Address:

GEN X PYROTECHNICS
2906 PINE NEEDLE DR
WHITE LAKE, MI 48383

This 'Notice of Clearance' is provided to you as required by 18 U.S.C. 843(h) and **MUST** be retained as part of your permanent records and be made available for examination or inspection by ATF officers as required by 27 CFR 555.121. If you receive a Notice subsequent to this Notice, this Notice will no longer be valid.

In accordance with 27 CFR 555.33, Background Checks and Clearances, and 27 CFR 555.57, Change of Control, Change in Responsible Persons, and Change of Employees, ATF's Federal Explosives Licensing Center (FELC) has conducted background checks on the individual(s) you identified as a responsible person(s) and an employee/possessor(s) on your application, or reported after the issuance of your license/permit.

The following is a **SUMMARY** of the results of the background checks conducted on the individuals you reported as responsible persons and employee/possessors. ATF will be notifying **ALL** individuals listed on this document of their respective status by separate letter mailed to their residence address.

PLEASE BE ADVISED THAT IT IS UNLAWFUL FOR ANY PERSON REFLECTING A STATUS OF "DENIED" TO TRANSPORT, SHIP, RECEIVE, OR POSSESS EXPLOSIVE MATERIALS.

Please carefully review this Notice to ensure that all the information is accurate. If this Notice is incorrect, please return the Notice to the Chief, FELC, with a statement showing the nature of the error(s). The Chief, FELC, shall correct the error, and return a corrected Notice.

Number of **RESPONSIBLE PERSON(S)** : 1
Number of **EMPLOYEE POSSESSOR(S)**: 7

continued

LAST NAME, First Name, Middle Name	Clearance Status
RESPONSIBLE PERSONS:	
	1
0001 TRUDEAU, JASON ANTHONY	Cleared
EMPLOYEE POSSESSORS:	
	7
0001 CARRIGER, JEREMY ROBERT	Cleared
0002 CARRIGER, JOSHUA ROY	Cleared
0003 DOBRIN, DAVID JASON	Cleared
0004 HOFELICH, GREGORY DAVID	Cleared

LAST NAME, First Name, Middle Name	Clearance Status
0005 MORGAN, DRAKE LANTZ	Cleared
0006 RAGNOLI, ADAM MICHAEL	Cleared
0007 KENNEDY, JAMES MICHAEL	Pending



MSDS - *Material Safety Data Sheet*
UN0335, FIREWORKS 1.3G, PGII

Emergency Call Info Trac (800) 535-5053 ACE Pyro Contract #100630

Section II – Hazardous Ingredients / Identity Information

Contains **Pyrotechnic Compositions** that are mixtures of solid oxidizers and fuels that contained in paper and cardboard containers. No Hazard exists during normal handling and storage.

OSHA PEL – N/A

ACGIH TLV – N/A

OTHER LIMITS – N/A

Section III – Physical / Chemical Characteristics

Boiling Point: - N/A

Specific Gravity: - N/A

Vapor Pressure: - N/A

Melting Point: - N/A

Vapor Density: - N/A

Evaporation Rate: - N/A

Solubility in Water: - N/A

Appearance and Odor: - Pyrotechnic Composition is contained in paper or cardboard casings that may be shaped as cylinders, balls or tubes. Odor is not apparent.

Section IV – Fire and Explosion Hazard Data

Flash Point: - N/A

Flammable Limits: - N/A

LEL: - N/A

UEL: - N/A

Extinguishing Media: Deluge with large quantities of water as quickly as possible by FIRE HOSE from a PROTECTED location. Materials are self-oxidizing.

Special Fire Fighting Procedures: Do not attempt to fight a fire in the immediate area of 1.3G Fireworks- EVACUATE THE AREA.

Section IV – Fire and Explosion Hazard Data- Continued

Unusual Fire and Explosion Hazards: Fireworks 1.3G MAY MASS EXPLODE IN A FIRE. DO NOT ALLOW FIREWORKS TO GET WET- Hazardous Decomposition May Result in a FIRE or EXPLOSION. EXPLOSION MAY OCCUR IF EXPOSED TO SPARKS OR FLAME.

Section V – Reactivity Data

Stability: - Stable

Conditions to Avoid: - Open Flames, Sparks, High Temperatures, Friction or Impact.

Incompatibility (Materials to Avoid): - Do Not Allow Fireworks to Get Wet.

Hazardous Decomposition or Byproducts: - Decomposition does not occur under normal circumstances. Smoke Generated by Fireworks may contain gasses that are irritating to the eyes or mucous membranes. Prolonged Exposure and Inhalation of smoke may cause shortness of breath or more serious problems when a chronic respiratory condition exists.

Hazardous Polymerization: Will Not Occur

Conditions to Avoid: - Storage in High Temperatures, Moist or Wet Conditions, Keep away From Open Flame or Sparks.

Section VI – Health Hazard Data

Route(s) of Entry: - N/A Inhalation: -N/A Skin: - N/A Ingestion: - N/A

Health Hazards (Acute and Chronic): - N/A

Carcinogenicity: N/A NTP?: - N/A IARC Monographs?: -N/A

OSHA Regulated: - NO

Signs and Symptoms of Exposure: - Prolonged Exposure to smoke that is Generated during Normal use of Fireworks may cause Irritation to Eyes and to Mucous Membranes.

Medical Conditions Generally Aggravated by Exposure: - Eye Sensitivity, Respiratory Conditions.

Emergency and First Aid Procedure: - EYES should be flushed with water. Move to Fresh Air and avoid additional Inhalation of Smoke.

Section VII – Precautions for Safe Handling and Use

Steps to Be Taken in Case Material is Released or Spilled: - If Fireworks are spilled, carefully pick up the material and place in a Cardboard Carton. Keep OPEN FLAMES and Sparks AWAY and NO SMOKING.

Waste Disposal Method: - Fireworks that fail to go off should be soaked in a bucket of water and returned to the source where it was obtained. Dry components or powder should be carefully swept up and placed in a cardboard container then soaked with water. Burning of Fireworks Waste must be performed in compliance with local and state laws.

Precautions in Handling and Storing: - Keep from OPEN FLAMES, NO SMOKING, AVOID IMPACT of MATERIALS and CONTAINERS of MATERIALS, STORE FIREWORKS IN A COOL AND DRY ENVIRONMENT. FIREWORKS 1.3G MUST BE STORED AND TRANSPORTED IN COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS.

Other Precautions: - UN0335 Fireworks 1.3G can cause SERIOUS INJURY or DEATH. They should only be Handled by Properly Trained and Qualified Personnel. When Shooting these Fireworks; PERSONNEL SHOULD WEAR PROPER EYE PROTECTION, HEAD PROTECTION AND NON-SYNTHETIC CLOTHING.

Section VIII – Control Measures

Respiratory Protection: N/A

Ventilation: - N/A

Local Exhaust: - N/A Special: - N/A

Mechanical: -N/A

Other: - N/A

Protective Gloves:- N/A

Eye Protection: - When Shooting Fireworks 1.3G

Other Protective Clothing or Equipment: - Protective Head Gear and Non-Synthetic Clothing when Shooting Fireworks 1.3G.

Work / Hygienic Practices: - Store Fireworks in a Cool Dry and Well Ventilated area. Protect Against Physical Damage and Moisture. Fireworks should be Isolated from all Heat Sources, Sparks and Open Flame. No Smoking.



Firework Disposal Procedure

Please follow the two simple guidelines below for the proper disposal of any unused display fireworks

1. If any display fireworks are found, submerge the firework in a five-gallon bucket of water.
2. Contact Jason Trudeau with Gen-X Pyrotechnics for proper pickup.

Gen-X Pyrotechnics will pick up any unused display fireworks and take them to an authorized facility for a proper disposal.



248.252.0029



genxpyro@comcast.net
info@genxpyrotechnics.com



www.genxpyrotechnics.com

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director

Subject: Special Event Permit #22-010 Hartland Polo Classic

Date: May 11, 2022

Recommended Action

Move to Approve Special Event Permit #22-010, as outlined in the Staff Memorandum, dated April 27, 2022.

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. A copy of the applicable Liquor License shall be provided to the Township Planning Department, prior to the event.
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. The applicant shall obtain written approval from the property owner, or other written authorization for the lawful use the property, subject to the approval of the Township Attorney. Otherwise, the special event permit shall be null and void.
8. (Any other conditions determined by the Township Board.)

Discussion

Special Event Application #22-010 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.

Recently, the Township became aware of dispute on the owner granting permission to use the subject property. In 2019, the Detroit Polo Club entered into a lease agreement with a prior property owner, to use the subject property. In 2021, the subject property was sold to MI Family Farm II, LLC, a Michigan limited liability company. There is on-going litigation between the parties regarding the validity of the lease, as well as the Order Regarding Preliminary Injunction that was issued by the court on this matter. It appears this Order is in dispute as to whether this granted permission for the Detroit Polo Club to continue to use the subject property. A copy of the lease agreement, deed and Order have been included.

Summary of Special Event:

Name of event:	Hartland Polo Classic Benefitting Warrior Path Home	
Date:	Saturday, June 18, 2022; Rain date Sunday, June 19, 2022	
Time:	4:00 p.m. until 10:00 p.m.	
Location:	500 Chukker Cove Hartland, MI 48343	
Estimated Attendance:	600 people	
Event Schedule:	4:00 p.m.	Gates open
	4:30 p.m. - 5:30 p.m.	Catered dinner, raffle & entertainment
	5:30 p.m.	Parade of ponies & 1 st polo match
	6:45 p.m.	Half-time with hat contest, divot stomp, entertainment (music)
	7:30 p.m. – 8:00 p.m.	2 nd event/polo match
	7:00 p.m. - 10:00 p.m.	Social hour with music/entertainment, beverages & meet polo teams

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. *Provided as part of Application.*
- 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 as part of Application.*

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. *Site plan indicates a managed parking area (lawn area) north of the polo field which is intended to accommodate up to 680 parking spaces. West of the polo field, a separate parking*

area is shown and is estimated to accommodate 200 additional parking spaces (VIP and vendor parking); thus, total parking is approximately 880 spaces. 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 600 people. Based on that standard, 200 parking spaces shall be provided ($600 \div 3$). As noted, the applicant indicates there is sufficient parking for 880 spaces. Because this parking is grass field, staff cannot confirm the number of parking and/or the parking spaces comply with the size requirements. Nonetheless, it appears the grass fields are large enough to accommodate the proposed event. Parking attendants will assist with directing traffic to parking spaces. Cones and markings on the lawn will define the parking area. 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 the proposed location on private property, the Planning Department has not requested a cash bond. In the application materials, the applicant states volunteers and an employee from Environmental Waste Services will be collecting trash from cans during the event. An on-site dumpster will be also used. Garbage receptacles and rolling carts will be delivered by Environmental Waste Services on June 16th and picked up by June 20th.*
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.*

Three (3) “port-o-johns” (includes 2 handicap); and two (2) hand washing stations are proposed.

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

Food vendors will be offering food that is prepared ahead of time at their licensed facilities. 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. Each vendor will be required to submit their certificates of liability to the Hartland Area Chamber of Commerce.

- 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 and string lighting is provided throughout the tent area and restroom trailer. Due to natural sunlight and the time of year, there is ample light to provide a clear walk to guests’ vehicles until the closing time of the event, 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 submitted site plan shows a parking area on the lawn, north of the polo field. The applicant estimates it will accommodate up to 680 vehicles. Another parking area west of the polo field is dedicated for VIP and vendor vehicles that can accommodate 200 vehicles. It is estimated there will be approximately 600 attendees at the event. Staff cannot confirm the number of parking spaces from the plan. 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.*

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 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 private property which is accessed from Chukker Cove. Chukker Cove is a paved, private street located south of Bergin Road, between Hacker Road and Old US-23. Access to the event will occur off of Bergin Road to Chukker Cove. The entrance to the property is located at the southern end of the Chukker Cove.*

Parking is provided on-site, with the main parking area north of the polo field. An additional parking area (VIP and vendor parking) is located west of the polo field. Traffic control measures include signage to be provided on Bergin Road at Chukker Cove using two (2) sandwich board signs with the event name and arrows. One (1) sandwich board

sign will be placed at the entrance of the subject site. Internally on the site, directional signage will be provided for food vendors, parking areas, entrance/exit points, walking trails, restrooms, etc.

The applicant has stated traffic will be controlled by the Hartland/Deerfield Fire Fighters Association within the site. Orange cones and directional signs will be provided to direct traffic to designated parking areas.

- 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 from 4:00 p.m. to 10:00 p.m. that includes announcements related to the event's schedule and music during the event. The location of the event is bordered by residential uses on the north, south, and west. The applicant has stated the amplification will be at a level that is courteous to the neighboring residential areas and aimed towards the east. The Township's regulations pertaining to noise will be honored.*

No information was provided regarding dust mitigation. The event is taking place on lawn areas (parking, food and VIP tents, and polo event). 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:** Signage to be provided on Bergin Road at Chukker Cove using two (2) sandwich board signs (3' x 5') with the event name and arrows. One (1) sandwich board (3' x 5') will be placed at the entrance of the subject site. Internally on the site, directional yard signs will be provided for food vendors, parking areas, entrance/exit points, walking trails, restrooms, etc.*

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 18, 2022, from approximately 4:00 p.m. to 10:00 p.m., with a rain date on Sunday, June 19, 2022, from approximately 4:00 p.m. to 10:00 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 proposed parking accommodates approximately 880 vehicles, and approximately 600 attendees are expected. Parking appears to be adequate based on the information submitted.*

- 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) sandwich board signs (3' x 5' in size) and several directional signs within the subject site; however, 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.

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 has applied for a liquor license for the event (Special Beer and Wine License). Staff presumes that the liquor license will be valid June 18, 2022, from 4:00 p.m. to 10:00 p.m., and June 19, 2022, from 4:00 p.m. to 10:00 p.m., for the rain date if necessary. A copy of the applicable Liquor License is required to be submitted to the Township Planning Department, prior to the event.*

General Staff Comments and Site History

Historically, the Detroit Polo Club's season runs from May to October. Typically, there was one polo event a year. In 2017, the 1st Hartland Polo Classic was held on June 10, 2017, under Special Event Permit Application (PSE) #17-001. A second polo event occurred on September 16, 2017 under Special Event Application #17-016 (Detroit Polo Club Gold Cup). On June 9, 2018, the Hartland Polo Classic was held and was approved under Special Event Permit Application #18-006. The 2019 Hartland Polo Classic was held on June 8, 2019, under Special Event #19-007. The 2020 Polo, Picnic, and Ponies event was held on August 8, 2020 (PSE #20-012) and a similar event was held on August 7, 2021 (PSE #21-010). Under PSE #21-007, the Polo Spectator event occurred on June 5, 2021. The 2021 Hartland Polo Classic was held on June 12, 2021 (PSE #21-003).

Other types of special events have taken place at the Detroit Polo Club such as an Ultimate Frisbee Tournament (2010); Polo Match and Family Picnic (2010); and a Lacrosse Tournament (2011).

Attachments:

1. Submittals from Applicant for Special Event Application #22-010 – PDF only
2. 2022 Event Layout Aerial Map – PDF only
3. Certificate of Insurance – PDF only
4. Farm Land Lease 01.01.2019 – PDF only
5. Warranty Deed MI Family Farm II LLC 06.10.2021 – PDF only
6. Order Preliminary Injunction 03.24.2022 – PDF only

T:\PLANNING DEPARTMENT\Special Events\2022\Special Event #22-010 Hartland Polo Classic\Staff Reports\2022 Hartland Polo Classic TB 05.11.2022.docx

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
Matthew Germane
Summer L. McMullen
Denise M. O'Connell
Joe Petrucci

RECEIVED

APR 11 2022

HARTLAND TOWNSHIP

APPLICATION FOR SPECIAL EVENT PERMIT

Event Description: (Please attach a detailed event description on a separate sheet)

Hartland Polo Classic

Date(s) and Hours of Event: 6/18/22 to 6/18/22 of (Rain date 6/19/22) 4 to 10
Date Date Month Time: AM/PM AM/PM

Event Location (Address/Boundaries): Detroit Polo Club
500 Chukker Cove, Howell, MI 48843

Parcel Identification Number:	4708- <u>31-400-013</u>	4708-
Subdivision Name:		Zoning of Parcel: <u>CA</u>
Application Number: <u>22-010</u> (Assigned by Township) Application Date: <u>4/11/22</u>	<input checked="" type="checkbox"/> Community Organization Special Events (Signage Included)	<u>\$ No Charge</u>
	<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		\$ _____
Total Bond Required		\$ _____

APPLICANT INFORMATION

Company Name	<u>Hartland Area Chamber of Commerce</u>		
Last Name	<u>Chuba</u>	First	<u>Katie</u>
Street Address	<u>9525 E. Highland Rd.</u>		
City	<u>Howell</u>	State	<u>MI</u>
Phone	<u>810-632-9130</u>	E-mail Address	<u>info@hartlandchamber.org</u>
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"/>	<u>Hartland Chamber</u>	

PROPERTY OWNER INFORMATION (IF OTHER THAN APPLICANT)

Company Name	<u>Detroit Polo Club - Emmalyn Wheaton</u>		
Last Name	<u>Wheaton</u>	First	<u>Emmalyn</u>
Street Address	<u>17 Liddy Ln.</u>		
City	<u>Brighton</u>	State	<u>MI</u>
Phone	<u>(517) 303-1606</u>	E-mail Address	<u>detroitpoloschool@gmail.com</u>

NEIGHBORHOOD ASSOCIATION (IF APPLICABLE)					
Neighborhood Association (Name)		Chukker Cove Home Owners Association			
Last Name		Dunbar	First	Steve	M.I.
Street Address		833 Chukker Cove			
City Howell			State	MI	Zip 48843
Phone	248-789-6118	E-mail Address	dunbarsp@yahoo.com		
<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.</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>Katie Chuba</i>		Date	4/15/22
Owners Signature		<i>Emmalyn M. Shaw</i>		Date	3/26/22

Department of Public Works
Impact on existing Infrastructure and Utility Use is within an Acceptable Range as Proposed
DPW Director: <i>[Signature]</i> Date: 4/12/2022
Fire Department (if applicable)
Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Reason/Conditions: _____
Fire Marshal: _____ Date: _____
Sheriff (if applicable)
Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/>
Reason/Conditions: _____
Sheriff: <i>[Signature]</i> Date: 4/15/22

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) \$ <i>0</i>		
Receipt Number: <i>NA</i>		
Treasurer: <i>K. Horvath</i> Date: 4/11/22		

Code Enforcement Action: YES ☐ NO ☐

Resolved: YES ☐ NO ☐

Comment:

Fire

NEIGHBORHOOD ASSOCIATION (IF APPLICABLE)					
Neighborhood Association (Name)		Chukker Cove Home Owners Association			
Last Name	Dunbar	First	Steve	M.I.	
Street Address		833 Chukker Cove			
City	Howell	State	MI	Zip	48843
Phone	248-789-6118	E-mail Address	dunbarsp@yahoo.com		
<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.</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	Hatie Chuba			Date	4/15/22
Owners Signature	Emmalyn M. White			Date	3/26/22

Department of Public Works	
Impact on existing Infrastructure and Utility Use is within an Acceptable Range as Proposed	
DPW Director: _____	Date: 4/12/2022
Fire Department (if applicable)	
Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/>
Reason/Conditions: _____	
Fire Marshall: <u>Jeff White</u>	April 12, 2022 Date: _____
Sheriff (if applicable)	
Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/>
Reason/Conditions: _____	
Sheriff: <u>Michael F. Murphy</u>	Date: 4/15/22

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) \$ <u>0</u>		
Receipt Number: <u>N/A</u>		
Treasurer: <u>K. Horvath</u> Date: 4/11/22		

Code Enforcement Action: YES ☐ NO ☐

Resolved: YES ☐ NO ☐

Comment: _____

Hartland Township - Special Event Permit Checklist
Information pertaining to a special event permit request

□ Description of Event:

The **Hartland Polo Classic** will take place on June 18, 2022 (rain date: June 19, 2022) at the Detroit Polo Club located at 500 Chukker Cove, Howell, MI 48843

4:00pm - 10:00pm

4:00 pm ~ Gates Open

4:30 pm – 5:30 pm ~ Catered Dinner, raffle & entertainment

5:30 pm ~ Parade of Ponies & Polo Match

6:45 pm ~ Halftime with hat contest, divot stomp & music

7:30 pm - 8pm ~ 2nd event/ polo game

7:00 pm - 10 pm ~ Social hour with music/entertainment, beverages and Meet the polo teams.

- Social Distancing guidelines encouraged for all guests to have a safe and fun experience

The annual Hartland Polo Classic (HPC) will be held at the Detroit Polo Club in Howell, Michigan. Nestled in Hartland's backyard, the Detroit Polo Club sports 160 acres for live polo and is the perfect location to bring this unique and fun event to the Hartland Community.

This event supports the Hartland Area Chamber of Commerce and this year will benefit: Warrior Path Home - A non profit organization that saves lives and inspires hope for ALL Veterans. Serving veterans of Livingston County and Michigan - providing life coaching, education and equine guided learning.

Polo attire: Garden Party theme kindly requesting gentlemen to wear a summer suit and ladies to wear their most daring hats. Join us for the hat contest at half time for chance to win some fabulous prizes/baskets.

Details:

- Witness the thundering excitement of a live polo game.
- 140' x 40' main tent anchored with a 40' custom built bar featuring local wineries and microbreweries and VIP Areas w/ spacious seating.
- Catered dinner provided by Enzo'o catering.
- White picket fence sideline with rows of 10' x 10' VIP boxes, tents, and seating spaced apart encouraging 6' social distancing.
- Half time entertainment includes music and announcements, Best Hat Contest, and the traditional stomping of the divots.
- Jewelry and TV Auction
- Music following the polo match

Ticket Information

- \$75 per person and includes dinner and general seating.
- Drink tickets will be available for purchase.
- 21 years or older

Tickets are sold online at www.hartlandchamber.org, or at the Hartland Chamber - 9525 E. Highland Rd., Howell, MI 48843. For information: email info@hartlandchamber.org or call 810.632.9130

Sponsorship, VIP Boxes, VIP Tents, & VIP Tables - available for purchase. Please visit www.hartlandchamber.org for details.

- ☐ Number of People expected: 600
- ☐ Insurance policies - New policy will be provided upon renewal and sent automatically from Hartland Insurance Agency to Hartland Township.
- ☐ Indemnification Certificate - Attached
- ☐ Advertising - YES. through the Hartland Area Chamber of Commerce's website, social media, events, print advertisement, word of mouth, and mailers.
- ☐ Additional Signage - YES. Same as years prior. Three 3'x5' wood sandwich boards will be used for the event. Two signs will be placed near Chukker Road and Bergin Road and will not impede traffic view. One sandwich board used at entrance of Detroit Polo Club. Other signs (24" x 18" yard signs) will be used with directional arrows for direction to event and for parking. To be placed at entrance and inside the event. Directional yard signs will be placed with in the Club's property indicating parking areas, social distancing, entrance and exit points, food, restrooms, walking paths, etc... Other signage include sponsorship signage and VIP Tent and table signage.
- ☐ Tent - Yes. See attached diagram. Tent will also have labeled entrance and exit along with fire 3 certified fire extinguishers mounted accessible on main tent poles. Tents provided by Classic Tent & Event - Brighton, MI. 3' high White picket fencing will separate game/ polo match from guests. Entire event will be enclosed by white fence and snow fencing.
- ☐ Utility Connections - No. Generator will be rented to provide electricity for sound system.
- ☐ Roads, streets, pedestrian sidewalks or walkways used for event - Please see attached diagram. Chukker Cove will be used for incoming and outgoing traffic. Several speed limit yard signs will be posted along Chukker Cove. Private parking and walkway to tent area is located on the property of the Detroit Polo Club.
- ☐ Traffic - Traffic will be controlled by Hartland/Deerfield Fire Fighters Association. Many orange cones and directional signage guiding vehicles to designated parking areas.
- ☐ On-site parking will be provided - Same as years prior. The main parking area will be just northwest of the polo field. The size of the field will accommodate up to 680 vehicles. VIP and vendor parking will be available Northwest of the event. This will accommodate approximately 200 vehicles.
- ☐ Food Vendors - Enzo's catering will safely serve food in dedicated food tent and Jonna's Market will deliver pizza at approximately 8:30pm. Volunteers will use gloves and place pizza on plates to hand out to guests. handing them to guests in designated area after the polo match. 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. 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 to Hartland Township once it is received.
- ☐ 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 aiming towards the East away from residential area.
- ☐ Restrooms - 3 portable toilets, 2 handicap, and 2 handwashing stations will be made available at the event.

- **Lighting** - The main tent will be well lit with 3-4 chandelier type lighting provided by the tent company, Classic Tent and Events. There will also be white string lighting throughout the tent area and restroom trailer. Parking area- Due to the lighting experience from years prior, lighting is not necessary. A parking lot light was rented, placed in the parking area and was never used. Most guests will leave before the 10pm end time/dusk. Due to natural sunlight and the time of year there is ample light to provide a clear walk to guests vehicles until the 10pm hour.
- **Garbage and Litter** - Adequate garbage receptacles and rolling carts will be distributed throughout the event and provided by and picked up by Environmental Waste Services. They will also provide a 6 yard bin attached to a truck to manage the garbage during the event. Garbage will be handled on an on-going basis throughout the duration of the event. Garbage receptibles and carts will be delivered June 16 and picked up June 20th. Volunteers will be assigned in emptying garbage throughout the time of the event.

April 15, 2022
Hartland Township
2655 Clark Road
Hartland, MI 48353

HOLD HARMLESS

FOR GOOD AND VALUABLE CONSIDERATION (the receipt and sufficiency of which is hereby irrevocably acknowledged) the undersigned hereby indemnifies and saves harmless the 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 whatsoever which the Indemnatee may pay, sustain, suffer or incur by reason of or in connection with the Hartland Polo Classic Event June 18, 2022 or June 19, 2022. Including, without limiting the generality of the foregoing, all costs and expenses (including legal expenses) incurred in connection with any such loss or damage.

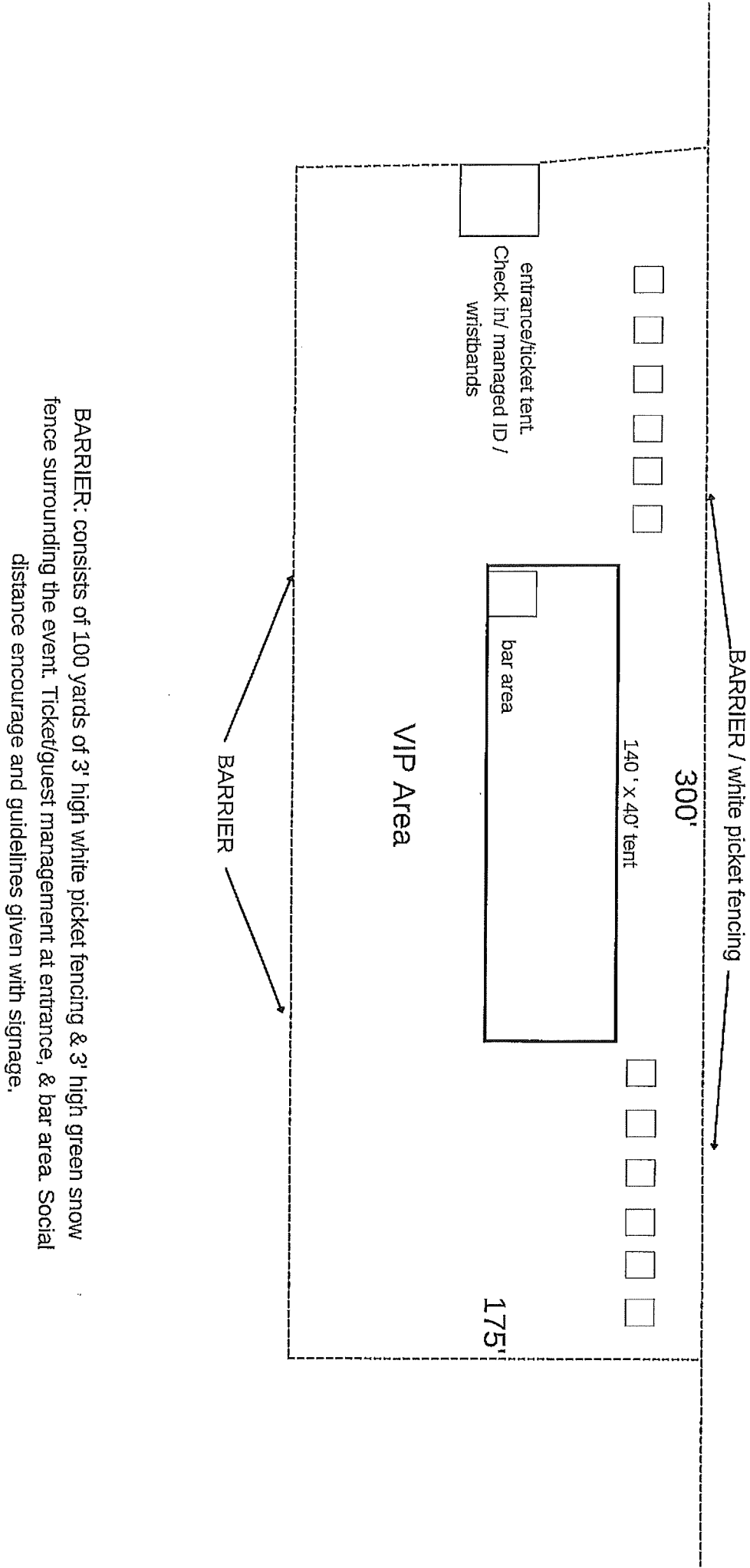
Signed: _____



Katie Chuba
Executive Director
Hartland Area Chamber of Commerce

*2022 Hartland Polo Classic Event Layout
(Outdoor event: 6/18/2022)*

POLO Field



BARRIER: consists of 100 yards of 3' high white picket fencing & 3' high green snow fence surrounding the event. Ticket/guest management at entrance, & bar area. Social distance encourage and guidelines given with signage.

2022 Hartland Polo Classic
June 18, 2022 (rain date 6/19/22)
Event Layout

All areas will be marked with yard signs (entrance, exit, and 2-3'x5' sandwich boards on the corner of Bergin and Chukker Cove).





HARTARE-02

HJOSEPH

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/14/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hartland Insurance Agency, Inc. PO Box 129 Hartland, MI 48353	CONTACT NAME: Barbara Walker	
	PHONE (A/C, No, Ext): (810) 632-5161 210 FAX (A/C, No): (810) 632-6775	
	E-MAIL ADDRESS: barbarawalker@hartlandinsurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : National Specialty Ins a Division of West Bend Mutual Ins Company	15350
INSURED Hartland Area Chamber 9525 E Highland Rd Howell, MI 48843	INSURER B : Auto-Owners Insurance Company	18988
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			1736361	3/7/2022	3/7/2023	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000	
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below			14011806	12/1/2021	12/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
							E.L. EACH ACCIDENT \$ 100,000
							E.L. DISEASE - EA EMPLOYEE \$ 100,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Directors & Officers			1736362	3/7/2022	3/7/2023	Liability 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Hartland Township 2655 Clark Road Hartland, MI 48353	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

FARM LAND LEASE

This lease (the "Lease") is made to be effective as of January 1, 2019 DPC Detroit Polo, A Michigan Corporation, having an address of 1155 S. Hickory Ridge Trail, Milford, MI 48380 and JACK LANSING PROPERTIES, LLC, a Michigan limited liability company ("Lessor"), having an address of 1295 Maxfield Road, Brighton, Michigan 48114, on the terms and conditions set forth below.

1. Premises. Lessor leases to Lessee and Lessee leases from Lessor 161.3 acres of real property located in the Township of Hartland, County of Michigan, legally described as:

SEC. 31 T3N, R6E, COMM AT NE CORNER SEC 31; TH S2*14'53" E 2669.16' ALG E LN OF SEC TO E 1/4 COR SEC 31; TH S2*38'06" E 163.83' TO POB; TH ALG E LN S2*38'06" E 2515.5' TO SE COR SEC 31; TH S88*07'04" W 2647.02' ALG S LN TO S 1/4 COR SEC 31; TH N2*45'29"W 2671.6' ALG N/S 1/4 LN TO CTR OF SEC; TH N87*56'57" E 1828.91' ALG E/W1/4 LN; TH N32*35'52" E 167.53'; TH S43*13'22" E 377.82'; TH N90*0'0"E 481.77' TO POB
PARCEL 9 161.15 AC Tax ID# 4707-20-300-008, together with all improvements, appurtenances, tenements, and hereditaments (the "Premises"), but subject to easements and restrictions of record and zoning laws and ordinances affecting the Premises.

2. Term. This Lease shall be for an initial term of one year commencing on January 1, 2019, and shall be automatically renewed for two succeeding periods of one year unless the Lease is terminated due to the default of the Lessee or in the event the Lessee provides notice at least ninety (90) days prior to the end of a term of its intention to terminate the Lease. Each renewal shall be on the same terms and conditions as set forth in this Lease.

3. Rent. Annual rent for the Premises shall be Twelve Thousand Dollars (\$12,000). Lessee shall pay Eight Thousand Dollars \$8,000 of the annual rent on or before December 31st for the next calendar year. The remaining Four Thousand Dollars (\$4,000) of rent for each year shall be held in escrow by the Lessee, and either (i) paid to Lessor at the termination of this Lease (with no proration for any partial year); or (ii) used by the Lessee as a down payment on a purchase of a portion of the Premises either through a traditional purchase agreement or a land contract, as agreed and negotiated by the Lessor and Lessee at the termination of the Lease as described in further detail in Section 16 below.

4. Use and Possession. Lessee is entitled to possession upon execution hereof, which Lessor acknowledges is prior to the start of the initial term, provided Lessee complies with the provisions of paragraphs, 4, 7, 8, and 9 of this Lease. The Premises may be used for agricultural purposes, including equestrian purposes, and specifically polo events. No improvements may be constructed on the Property for Lessee's use without Lessor's permission. No uses shall be permitted that will violate any law, municipal ordinance, or regulation. Lessee shall be responsible for all local laws and ordinances. No hunting rights are granted to Lessee under this lease, and Lessee shall not allow hunting activities on the Premises.

5. Covenant of quiet enjoyment. As long as Lessee is not in default under this Lease, Lessee shall be entitled to quiet possession of the Premises during the term of this Lease.

6. Taxes. During the term of this Lease, Lessor shall pay all real estate taxes and special assessments levied against the Premises, including installment payments for special assessments extending beyond the term of this Lease.

7. Casualty insurance. During the term of this Lease, Lessee shall procure and extended coverage insurance insuring the Premises, including all leasehold improvements, for their full replacement value. The insurance policy shall show Lessor, any mortgagee of Lessor or Lessee, regarding the Premises, and Lessee as named insureds. The insurance policy shall carry an endorsement requiring that Lessor shall be given 10 days written notice before any change in or any cancellation of the policy. Certificates of all insurance policies shall be delivered to Lessor. Lessor and Lessee and all parties claiming under them mutually waive any right of recovery against each other for any loss occurring to the Premises or as a result of activities conducted on the Premises, which is covered by insurance, regardless of the cause of the damage or loss. Each insurance policy covering the Premises shall contain an endorsement recognizing this mutual release by Lessor and Lessee and waiving all rights of subrogation by their respective insurers.

8. Liability insurance. Throughout the term of this Lease, Lessee shall hold harmless and indemnify Lessor against any injury or damage to third parties arising as a result of any act or neglect of Lessee in or about the Premises. Lessee shall, at Lessee's cost, procure liability insurance covering Lessor with public liability insurance and property damage insurance with insurance companies licensed to do business in the state of Michigan, in amounts that are recommended in writing by a qualified and experienced insurance agent in the area as optimum coverage for the uses made of the Premises. The insurance policy shall show Lessor, any mortgagee of the Lessor and/or Lessee, regarding the Premises, and Lessee as named insureds. The insurance policy shall carry an endorsement requiring that Lessor shall be given 10 days written notice before any change in or any cancellation of the policy. Certificates of all insurance policies shall be delivered to Lessor. Lessor and Lessee and all parties claiming under them mutually waive any right of recovery against each other for any loss occurring to the Premises or as a result of activities conducted on the Premises, which is covered by insurance, regardless of the cause of the damage or loss. Each insurance policy covering the Premises shall contain an endorsement recognizing this mutual release by Lessor and Lessee and waiving all rights of subrogation by their respective insurers.

9. Acts of Lessee and Indemnity: Any damage to the Premises or any personal property stored on the Premises, including but not limited other Lessees' property, caused by the negligence or misconduct of Lessee shall be the sole responsibility of Lessee. Lessee shall indemnify, defend and hold harmless, Lessor, and its employees, agents, successors and assigns (collectively "Indemnitee(s)") from and against all claims, damages, losses and expenses, including, but not limited to, attorney's fees and costs, arising out of or resulting from the performance of the lease and/or any activities related to the lease, or occurring on the Premises in connection with activities of the Lessee, regardless whether or not such claim, damage, loss or expense is caused in part by any Indemnitee.

10. Maintenance by Lessee. Lessee shall, at its expense, keep the Premises in good condition and repair. Lessee agrees to operate and keep the Premises in a clean condition, in compliance with applicable laws and ordinances.

11. Condemnation. If the whole or any part of the Premises shall be taken by any public authority under the power of eminent domain, Lessee shall have the right up to the date of the taking to elect to terminate the Lease by giving notice of the termination to Lessor. If notice has not been received by Lessor as of the date of the taking, the Lease shall be deemed to continue regarding the portion of the Premises not taken by eminent domain. If Lessee does elect to terminate the Lease, Lessee's obligation to pay rent shall end as of the date of the taking and any amount of rent paid in excess of the amount due shall be returned to Lessee. If Lessee does not elect to terminate the Lease, the Lease shall continue in effect on the terms as stated in this document with the exception that the rent shall be reduced in proportion to the nature, value, and extent that the part of the Premises taken by eminent domain bears to the entire Premises. To the extent of any renovation required to the Premises to restore it to use after the taking, Lessor shall be responsible for undertaking and completing that renovation and paying the cost of the renovation. Each party shall seek its own award for damages for the taking.

12. Default. This Lease is granted on the condition that if an event of default (Event of Default) shall occur and then a default (Default) occurs, this Lease may be terminated. An Event of Default shall occur if there has been (a) a failure by Lessee to pay, when due, any rent to be paid to Lessor, or to make payment when due of any taxes, assessments, or charges required by the terms of this Lease; (b) a failure by Lessee to obtain any policy of insurance or to pay any insurance premiums required by the terms of this Lease to be paid by Lessee; or (c) a failure by Lessee to comply with any other obligations or provisions of this Lease. Following an Event of Default Lessor may send to Lessee notice of the Event of Default. The notice shall give Lessee 30 days to cure the default. If the Event of Default is not cured during the notice period, on the expiration of that notice period of 30 days a Default shall exist.

13. Lessor's remedies. If a Default as defined above occurs, Lessor shall at its election, on or concurrent with the giving of notice to Lessee, have the right to

a. as Lessee's legal representative, without terminating this Lease, enter on and rent the Premises at the best rate obtainable by reasonable effort and for any term and on conditions as Lessor deems proper. Lessee shall be liable to Lessor for the deficiency, if any, between Lessee's rent under this Lease and the price obtained by Lessor on re-letting; or

b. terminate this Lease and take possession of the Premises, and Lessor may hold and retain the Premises.

14. Mortgage. Lessor shall have the right to encumber the Premises by mortgage. In the event of a default under the mortgage that results in a foreclosure, Lessee shall be relieved of its remaining Rent obligations as described in Section 3 above, effective the date of such foreclosure.

15. Assignment and subletting. Lessee may not assign or sublet this lease without the prior written consent of the Lessor.

16. Option to Purchase.

a. So long as Lessee is not in default of any of the terms and conditions of this Lease, and subject to the terms and conditions stated hereafter, Lessor hereby grants an irrevocable option to Lessee to purchase a portion of the Premises through a traditional purchase agreement or a land contract (the "Option").

b. The Option shall consist of no less than such portion of the Premises as is sufficient and suitable to support one regulation polo field along with supporting areas. At Lessor's discretion, additional polo fields and/or supporting areas within the Premises may also become subject to the Option.

c. Lessee shall have the right to exercise its option to purchase the Premises at any time prior to the end of the lease Term, inclusive renewals, as described in Section 2 above (the "Option Period").

c. Lessee shall have the right to purchase the portion of the Premises as described above, with the Twelve-Thousand Dollars (\$12,000.00) escrowed under this Lease to serve as the down payment or initial land contract payment, as the case may be. Notwithstanding this down payment, Lessor agrees to negotiate with Lessee in good faith as to the remainder of the balance to be paid to Lessor for such portion of the Premises (the "Purchase Price").

c. If Lessee exercises the Option during the Option Period through a traditional purchase agreement, in exchange for payment of the Purchase Price, Lessor shall convey to Lessee, good, marketable and indefeasible fee simple title to the Premises by quit claim deed, subject to any and all easements and restrictions of record. If Lessee exercises the Option during the Option Period through a land contract, in exchange for payment of the entire Purchase Price under such land contract, Lessor agrees to record a memorandum of land contract thereto, and upon Lessee's payment of the land contract balloon thereunder, to convey to Lessee, good, marketable and indefeasible fee simple title to the Premises by quit claim deed, subject to any and all easements and restrictions of record..

17. Notices. All notices under this Lease shall be in writing and be sent by first class or certified mail addressed to the respective party at the address indicated above or at such other address as Lessee shall designate in writing, including an email address designated by a party for notice purposes. A change in address may be effected by a certified letter sent by either party to the other. Unless Lessor gives notice to the contrary, all payments to Lessor under the terms of this Lease shall be made to Lessor at the address for Lessor first set forth above.

18. Modifications. No modification, alteration, or amendment to this Lease shall be binding unless in writing and signed by both parties to the Lease.

19. Whole agreement. This agreement constitutes the entire agreement between the parties and shall be deemed to supersede and cancel any other agreement between the parties relating to the transaction contemplated in this agreement. None of the prior and contemporaneous negotiations, preliminary drafts, or prior versions of the agreement leading up to its signing and not set forth in this agreement shall be used by any of the parties to construe or affect the validity of this agreement. Each party acknowledges that no representations, inducement, or condition not set forth in this agreement has been made or relied on by either party.

20. Governing law. This agreement shall be governed by and interpreted in accordance with the laws of the state of Michigan. If any provision of this agreement is in conflict with any statute or rule of any law in the state of Michigan or is otherwise unenforceable for any reason whatsoever, that provision shall be deemed severable from or enforceable to the maximum extent permitted by law, as the case may be, and that provision shall not invalidate any other provision of this agreement. Venue for any action brought under this agreement shall lie in Livingston Michigan.

21. Effective date. The parties have signed this agreement in duplicate, and it shall be effective as of the day and year first above written.

LESEEE:

DPC DETROIT POLO CORP,
a Michigan Corporation

By: Sandra L. Weiler

Name: SANDRA L. WEILER

Its: TREASURER

LESSOR:

JACK LANSING PROPERTIES, LLC,
a Michigan Limited liability company, by
Capital Construction Group, LLC, its Sole
Member

By: [Signature]
Name: Jack Lansing, II
Its: Sole Member and Manager

LIVINGSTON COUNTY TREASURER'S CERTIFICATE

I hereby certify that there are no TAX LIENS OR TITLES held by the State or any individual against the within description, and all TAXES on same are paid for five years previous to the date of this instrument or appear on the records in this office, except as stated.

Jun 09, 2021 Jennifer M. Nash, Treasurer By TB 28410

2021 TAX NOT AVAILABLE FOR EXAMINATION

2021R-025101
RECORDED ON
06/10/2021 08:31:12 AM
BRANDON DENBY
REGISTER OF DEEDS
LIVINGSTON COUNTY, MI 48843
RECORDING: 26.00
REMON: 4.00
PAGES: 4

WARRANTY DEED

Received eRecord 6/3/2021 at 04:14 PM
LivCo, MI ROD by

Corporate
(Unplatted Land)

Drafted By:

Jack Lansing, Sole Member
Jack Lansing Properties, LLC
1295 Maxfield Road
Brighton, MI 48114

Return To:

MI Family Farm II LLC
9250 Bergin Rd.
Howell, MI 48843

Send Tax Bills To:

MI Family Farm II LLC
9250 Bergin Rd.
Howell, MI 48843

Recording Fee: \$35.00
File Number: 925803

State Transfer Tax: \$3,037.50
County Transfer Tax: \$445.50

Tax Parcel No.: 4708-31-400-013

Know All Persons by These Presents: That **Jack Lansing Properties, LLC**, a Michigan limited liability company whose address is 1295 Maxfield Road, Brighton, MI 48114

Convey(s) and Warrant(s) to **MI Family Farm II LLC**, a Michigan limited liability company whose address is 9250 Bergin Rd., Howell, MI 48843

the following described premises situated in the Township of **Hartland**, County of **Livingston**, State of Michigan, to wit:

(SEE ATTACHED EXHIBIT A)

More commonly known as: **500 Chukker Cove, Howell, MI 48843**

For the full consideration of: **four hundred five thousand Dollars (\$405,000.00)**

Notice of Private Road Attached Hereto.

Subject To:

Existing building and use restrictions, easements of record, and zoning ordinances, if any.

STATE OF MICHIGAN
LIVINGSTON COUNTY
06/10/2021
2021R-025101



REAL ESTATE ★
TRANSFER TAX ★
445.50 CO ★
3,037.50 ST ★
TTX # 6333815 ★



First American Title Insurance Company

First American Title

(Attached to and becoming a part of Warranty Deed dated: May 21, 2021 between Jack Lansing Properties, LLC, a Michigan limited liability company, as Seller(s) and MI Family Farm II LLC, a Michigan limited liability company, as Purchaser(s).)

If the property conveyed is unplatted, the following applies:

The grantor grants to the grantee the right to make all division(s) under section 108 of the land division act, Act No. 288 of the Public Acts of 1967. **(If no number is inserted, the right to make divisions stays with the portion of the parent tract retained by the grantor; if all of the parent tract is conveyed, then all division rights are granted.)** This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

Dated this May 21, 2021.

Seller(s):

Jack Lansing Properties, LLC, a Michigan limited liability company

By: _____

Name: Jack Lansing
Title: Sole Member

State of Michigan
County of Livingston

PAUL F. ANDERSON
NOTARY PUBLIC, STATE OF MI
COUNTY OF LIVINGSTON
MY COMMISSION EXPIRES Apr 18, 2023
ACTING IN COUNTY OF *Livingston*

The foregoing instrument was acknowledged before me this May 21, 2021 by Jack Lansing, Sole Member of Jack Lansing Properties, LLC, a Michigan limited liability company

Notary Public: _____

Notary County/State: /
County Acting In:
Commission Expires:

(Attached to and becoming a part of Warranty Deed dated: May 21, 2021 between Jack Lansing Properties, LLC, a Michigan limited liability company, as Seller(s) and MI Family Farm II LLC, a Michigan limited liability company, as Purchaser(s).)

EXHIBIT A

Land situated in the Township of Hartland, County of Livingston, State of Michigan, described as follows:

Commencing at the Northeast corner of Section 31, Town 3 North, Range 6 East, Hartland Township, Livingston County, Michigan; thence South 02 degrees 14 minutes 53 seconds East 2669.16 feet along the East line of said Section to the East 1/4 corner of Section 31; thence continuing along said East line of Section 31 South 02 degrees 38 minutes 06 seconds East 163.83 feet to the place of beginning; thence continuing along said East line South 02 degrees 38 minutes 06 seconds East 2515.50 feet to the Southeast corner of said Section 31; thence South 88 degrees 07 minutes 04 seconds West 2647.02 feet along the South line of Town 3 North, Range 6 East to the South 1/4 corner of said Section 31; thence North 02 degrees 45 minutes 29 seconds West 2671.60 feet along the North-South 1/4 line of said Section to the center of said Section 31; thence North 87 degrees 56 minutes 57 seconds East 1828.91 feet along the East-West 1/4 line of said Section; thence North 32 degrees 35 minutes 52 seconds East 167.53 feet; thence South 43 degrees 13 minutes 22 seconds East 377.82 feet; thence North 90 degrees 00 minutes 00 seconds East 481.77 feet to the place of beginning.

EXCEPTING THEREFROM:

Part of the East 1/2 of Section 31, Town 3 North, Range 6 East, Township of Hartland, Livingston County, Michigan, more particularly described as follows: Commencing at the Northeast corner of said Section 31; thence along the East line of said Section, South 02 degrees 14 minutes 53 seconds East 2669.16 feet to the East 1/4 corner of Section 31; thence continuing along said East line of Section 31, South 02 degrees 38 minutes 06 seconds East, 163.83 feet to the point of beginning of the parcel to be described; thence continuing along said East line of Section 31, South 02 degrees 38 minutes 06 seconds East, 155.26 feet; thence North 90 degrees 00 minute 00 second West, 555.98 feet; thence North 43 degrees 13 minutes 22 seconds West 377.82 feet; thence North 32 degrees 35 minutes 52 seconds East, 159.97 feet to the center of a 75 foot radius cul-de-sac; thence South 43 degrees 13 minutes 22 seconds East 309.74 feet; thence South 90 degrees 00 minute 00 second East, 481.76 feet to the point of beginning.

Tax Parcel Number: 4708-31-400-013

**STATE OF MICHIGAN
IN THE 44TH COURT FOR THE COUNTY OF LIVINGSTON**

DPC DETROIT POLO d/b/a DETROIT
POLO CLUB,
a domestic nonprofit corporation

Case No. 21-31356-CH

Hon. Michael P. Hatty

Plaintiffs,

-vs-

MI FAMILY FARM II, LLC, a domestic
limited liability company, TROY R. BIDDIX,
an individual, and JACK LANSING
PROPERTIES, LLC, a domestic limited
liability company, and JACK LANSING, an
individual.

Defendants.

And

MI Family Farm II, LLC, a domestic
limited liability company,
Counter – Plaintiffs/Third
Party Plaintiff

-vs-

DPC DETROIT POLO
a domestic nonprofit corporation
Counter-Defendants
and

CHUKKER COVE PROPERTY OWNERS
ASSOCIATION, INC.
a domestic nonprofit corporation, Stephen
Dunbar, an individual, Duane Markell, an
individual, Heather Kreiner, an individual, and
Robert A. Maxey, an individual.
Third-Party Defendants.

**ORDER REGARDING MARCH 24,
2022, MOTION FOR PRELIMINARY
INJUNCTION**

MATECUN, THOMAS & OLSON, PLC
MICHAEL J. OLSON (P56453)
DANIEL W. MABIS (P58281)
Attorneys for Plaintiff
915 N. Michigan Ave., Suite 6
Howell, MI 48843
(517) 548-7400

CATHERINE A. RIESTERER (P40914)
ZACHARY E. STEWART (P82982)
COOPER & RIESTERER, PLC
Attorneys for Defendants Jack Lansing Properties,
LLC, Jack Lansing, individually, MI FAMILY
FARM II, LLC, and Troy R. Biddix, individually
7900 Grand River Road
Brighton, MI 48114-7332
(810) 227-3103

ORDER REGARDING PRELIMINARY INJUNCTION

At a session of said Court held in the Courthouse
in the City of Howell, County of Livingston
State of Michigan, this 24th day of March, 2022.

PRESENT: HONORABLE MICHAEL P. HATTY
Circuit Court Judge

This matter having come before the Court on the Plaintiff's Motion for Preliminary
Injunction; this Court having heard oral arguments on the matter; and the Court otherwise being

fully advised on the premises;

Parties stipulate to the following:
The Court hereby makes the following findings: *Defendant MI Family Farm, LLC will lease to OPC Detroit Polo the area that encompasses*
Potfield 1 + 2, to be defined by a walk through within ten
days for \$12,000 with \$4,000 credited to a purchase of
NOW, THEREFORE IT IS ORDERED: *field #2. The lease shall run*
through 12/31/2022.

IT IS FURTHER ORDERED: *The parties shall facilitate*
with John Harris within 30 days in good faith to
negotiate the sale of Potfield #2 and resolve all other claims.
The motion for Preliminary Injunction is dismissed.
THIS IS NOT A FINAL ORDER AND DOES NOT CLOSE THE CASE. *without prejudice.*

Michael P. Hatty
HON. MICHAEL P. HATTY
Circuit Court Judge

APPROVED AS TO FORM FOR ENTRY:

Michael J. Olson
MICHAEL J. OLSON (P-56453)
Attorney for Plaintiff

Catherine A. Riesterer
CATHERINE A. RIESTERER (P-40914)
Attorney for Defendants

2 *Copied by MICHAEL OLSON (P-56453)*
Attorney for MI Family Farm, LLC

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Fire Station Analysis Study

Date: May 9, 2022

Recommended Action

Approve the Fire Station Assessment Study in a cost sharing initiative with Deerfield Township in the proportional amount not to exceed \$22,900 as presented.

Discussion

In response to the prior Board Works sessions regarding proposed Fire Station 61 capital projects for 2022, Manager West is recommending a Fire Station Location Study proposal from Emergency Consulting Services International in a proportional amount (76.3%) of the \$30,000 project total equating to approximately \$22,900.

The Station Location Study will provide the Hartland Deerfield Fire Authority (HDFA) with a detailed analysis of current resource deployment as it applies to fixed facilities, including apparatus and personnel allocated to fire stations. It is designed to assist the HDFA with quantifying current service delivery, evaluating services and response performance, while developing strategies with which to make facility location decisions that will meet anticipated needs and resultant future service demand.

The project consists of three components, beginning with an Evaluation of Current Conditions. In this step, ESCI reviews existing facilities and conducts a detailed analysis of current service delivery and response performance. These observations and findings are compared with industry standards and best practices, accompanied by recommendations for changes where needed.

The next step is the development of Future Service Demand Forecasts. ESCI uses a combination of historical population data, census information, comprehensive plans, and past incident history to project anticipated future workload and identify community risk.

Finally, the report uses the information gathered to identify and evaluate Future Strategies with which to meet long range needs. The approaches may include modification of existing facilities, relocation of current stations and potential locations of future stations, if appropriate.

Funding Source

The proposed study is ARPA eligible and will be funded accordingly.

STATION LOCATION STUDY

PROJECT DESCRIPTION AND SCOPE OF WORK



25030 SW Parkway Avenue, Suite 330
Wilsonville, OR 97070

Station Location Study

The Station Location Study provides the agency with a detailed analysis of current resource deployment as it applies to fixed facilities, including apparatus and personnel assigned to a fire or EMS station. It is designed to assist communities with quantifying current service delivery, evaluating service delivery and response performance, and developing strategies with which to make facility location decisions that will meet anticipated needs and resultant future service demand.

The project consists of three components, beginning with an *Evaluation of Current Conditions*. In this step, ESCI reviews existing facilities and conducts a detailed analysis of current service delivery and response performance. These observations and findings are compared with industry standards and best practices, accompanied by recommendations for changes where needed.

The next step is the development of *Future Service Demand Forecasts*. ESCI uses a combination of historical population data, census information, comprehensive plans, and past incident history to project anticipated future workload and identify community risk.

Finally, the report uses the information gathered to identify and evaluate *Future Strategies* with which to meet long range needs. The approaches may include modification of existing facilities, relocation of current stations and potential locations of future stations, if appropriate.

The Station Location Study Scope of Work is as follows:

Scope of Work – Emergency Services Facility Location Study

PHASE I: PROJECT INITIATION

Task 1-A: Project Initiation & Development of Work Plan

ESCI will develop a project work plan based on the scope of work and converse with the community's project team to gain a comprehensive understanding of the organization's background, goals, and expectations for the project. This work plan will be developed identifying:

- Primary tasks to be performed
- Person(s) responsible for each task
- Time table for each task to be completed
- Method of evaluating results
- Resources to be utilized
- Possible obstacles or problem areas associated with the accomplishment of each task

This exchange will also help to establish working relationships, make logistical arrangements, determine an appropriate line of communications, and finalize contractual arrangements.

Task 1-B: Acquisition & Review of Background Information

ESCI will request pertinent information and data from the organization's assigned project manager. This data will be used extensively in the analysis and development of the master plan document. The documents and information relevant to this project will include, but not be limited to, the following:

- Community Comprehensive Plan documents, including current and future land use information
- Local census and demographics data
- Zoning maps and zoning code
- Current service delivery objectives and targets
- Facilities and apparatus inventories
- Automatic and mutual aid agreements
- Records management data, including National Fire Incident Reporting System (NFIRS) incident data
- Computer-Aided Dispatch (CAD) incident records
- Local Geographic Information Systems (GIS) data, where available

PHASE II: EVALUATION OF CURRENT CONDITIONS

The initial phases of the study focus on a baseline assessment of the current conditions and current service performance. The purpose of this evaluation is to create a benchmark against which the options for future service delivery can be measured.

Task 2-A: Current Facilities

ESCI will review status of current facilities and analyze needs relative to the existing condition of capital assets and their viability for continued use in future service delivery, including:

Facilities – Tour and make observations in areas related to station efficiency and functionality. Items to be contained in the report include:

- Design
- Construction
- Safety
- Environmental issues
- Code compliance
- Staff facilities
- Efficiency
- Future viability

Task 2-B: Service Delivery and Performance

ESCI will review and make observations in areas specifically involved in, or affecting, service levels and performance. Areas to be reviewed shall include, but not necessarily be limited to:

- Service Demand Study –
 - Analysis and geographic display of current service demand by incident type and temporal variation
- Resource Distribution Study –
 - Overview of the current facility and apparatus deployment strategy, analyzed through Geographical Information Systems software, with identification of service gaps and redundancies
- Response Performance Summary –
 - Analysis of actual system reflex time performance, analyzed by individual companies (to the extent data is available)

PHASE III: FUTURE SYSTEM DEMAND PROJECTIONS

The project moves forward with an assessment of the future community conditions, service demand, and fire protection risks that the organization can be expected to serve. ESCI will conduct an analysis of community growth projections and interpret their impact on emergency service planning and delivery.

Task 3-A: Population Growth Projections

An interpretation of available census and community development data will be provided indicating:

- Population history
- Census-based population growth projections
- Community planning-based population growth projections

Task 3-B: Service Demand Projections

Population growth projections, along with historical and forecast incident rates, will be utilized to develop projections for future service demand.

Task 3-C: Community Risk Analysis

Land use and zoning classifications will be used, along with specific target hazard information, to analyze and classify community fire protection risk by geography. This process will be completed with GIS software and will consider:

- Population and population density
- Demographics
- Community land use regulations
- Occupancy types by land use designation
- Hazardous substances and processes

PHASE IV: FUTURE DELIVERY SYSTEM MODELS

The project concludes with strategies intended to place the organization in a position to successfully serve its future demand and risk. ESCI will develop and analyze various facility location models for providing emergency services with the specific intent of identifying those options that can deliver the desired levels of service identified in the previous task at the most efficient cost. Recommendations will be provided identifying the best long-range strategy for service delivery and the impact of initiating such a strategy.

Task 4-A: Development of Response Standards and Targets

An appropriate response performance goal for first unit arrival time will be developed (or existing targets confirmed) matching the nature and type of risks identified in the previous report sections. The performance goal will be used in the development of, and the projection of performance for, subsequent facility location strategies.

Task 4-B: Recommended Long-Term Strategy

ESCI will develop a recommended long-term option for facility location that will improve the department's level of service towards the identified performance objectives and targets. This may include, but is not necessarily limited to, specific recommendations regarding:

- Any relocations of existing facilities.
- General locations of future necessary fire stations.

ESCI will evaluate and present in graphical and descriptive format for each of the deployment option(s):

- Degree of benefit to be gained through its implementation
- Extent to which it achieves established performance targets
- Potential negative consequences

PHASE V: DEVELOPMENT, REVIEW, AND DELIVERY OF STUDY REPORT

Task 5-A: Development and Review of Draft Project Report

ESCI will develop and produce an electronic version of the draft written report for review by the client and client representatives. Client feedback is a critical part of this project and adequate opportunity will be provided for review and discussion of the draft report prior to finalization. The report will include:

- Detailed narrative analysis of each report component structured in easy-to-read sections and accompanied by explanatory support to encourage understanding by both staff and civilian readers
- Clearly designated recommendations highlighted for easy reference and cataloged as necessary in a report appendix
- Supportive charts, graphs, and diagrams, where appropriate
- Supportive maps, utilizing GIS analysis as necessary

Task 5-B: Delivery and Presentation of Final Project Report

ESCI will complete any necessary revisions of the draft and produce five publication-quality bound, final versions of the written report along with an electronic copy in PDF file format. A formal presentation of the project report will be made by ESCI project team member(s) to staff, elected officials, and/or the general public as necessary and will include the following:

- A summary of the nature of the report, the methods of analysis, the primary findings, and critical recommendations
- Supportive audio-visual presentation
- Review and explanation of primary supportive charts, graphs, diagrams, and maps, where appropriate
- Opportunity for questions and answers, as needed
- All presentation materials, files, graphics, and written material will be provided to the client at the conclusion of the presentation(s)



Product Specifics

Emergency Services Consulting International (ESCI) is a consulting firm providing specialized, professional Fire EMS, Law Enforcement and Communications consulting services throughout the United States and Internationally. Some services on contract include:

- Strategic Planning and Long-Range Master Planning
- Feasibility Studies for Cooperative Efforts
- ISO Benchmarking/Pre-evaluation Studies
- Executive Recruitment for Fire Chiefs, Police Chiefs, and Other Public Safety Professionals
- Selection Testing for Entry-level Firefighter and Police Officers
- Promotional Testing/Assessment for Fire and Law Enforcement
- Physical Abilities Tests/CPAT Validation
- Supervisory and Leadership Training

Pricing Details

Members receive discounted pricing on these products. For pricing and product details, log in to nppgov.com.

Contract Details

- Log into nppgov.com
- Forms, legal documentation, price lists and other information can be found on the ESCI vendor page
- Sign the Intergovernmental Agreement (IGA) and keep for your records
- Provide your NPPGov member number on the purchase order



Lead Public Agency: Public
Procurement Authority

RFP #1715

CONTRACT TERM

Effective Date: 06/05/18

Initial expiration: 06/05/21

Possible extensions through: 06/05/24

NPPGov

NPPGov is a national cooperative procurement organization based in Seattle, WA offering publicly solicited contracts to government entities nationwide. Our contracts are created through a public solicitation by a Lead Public Agency. Access to our cooperative contracts is free and there are no purchasing obligations.

Benefits of cooperative contracts:

- Competitively bid, no additional RFP necessary
- Saves time and money in your procurement process
- Live contract support



FREQUENTLY ASKED QUESTIONS



Q What is NPPGov?

A NPPGov is a national cooperative procurement organization based in Seattle, WA offering publicly solicited contracts to government entities nationwide. Our contracts are created through a public solicitation and award process by a Lead Public Agency. Membership is free and there are no minimum purchasing obligations. NPPGov provides live contract support five days a week with a team dedicated to assisting members through all stages of the procurement process.

Q How does the program work?

A NPPGov uses a Lead Public Agency to publicly solicit and award contracts through a Request for Proposal (RFP) process. Our members are eligible to access these contracts by signing an intergovernmental agreement (IGA) with the Lead Public Agency, thereby eliminating the need to complete their own RFP process. NPPGov staff and legal counsel facilitate this process and provide necessary documentation and support.

Q Do I have to be a member?

A Yes, membership is required. As a cooperative procurement organization we rely on the strength of our membership to develop competitive contracts. Membership is free and joining is easy.

Eligible organizations include:

- **Government:** State and local, tax districts, K-12 public schools, higher education, etc
- **FireRescue GPO:** Fire agencies, districts, and departments, volunteer, EMS/Ambulance, etc
- **Law Enforcement GPO:** Police/sheriff departments, correctional facilities, emergency management.
- **Non-Profit:** All 501(c) 1-28 organizations that do not receive Medicaid funding.

To become an NPPGov Member:

1. Visit our website: nppgov.com
2. Click "Join Now"
3. Complete the registration form and submit.
4. You will receive a welcome call and e-mail confirming your membership within 24-48 hours (usually the same day). The welcome email will include your username, password, and NPPGov member number. Vendor discount information can be accessed using your login credentials to log into nppgov.com.

Q Can my entity purchase through NPPGov?

A Your state and local procurement laws and policies dictate the ability to use contracts available through NPPGov. In the vast majority of jurisdictions the answer is "yes!" NPPGov staff are available to answer questions about how our contracts are established to help determine eligibility. Virtually all 50 states have statutes in place that specifically allow the use of publicly solicited contracts even if the contract was created in another state. More information about state statutes can be found on our website (www.nppgov.com/procurement-solutions/state-legal-statutes). The only other requirement is you must be a member of NPPGov.

Q What contracts are available through NPPGov?

A We have an extensive portfolio including contracts for office supplies and equipment, firefighting and rescue equipment, wireless and data communications, playground equipment, furniture, fire apparatus, tires, agricultural and construction equipment, law enforcement equipment, electric and lighting equipment, medical supplies, unmanned vehicles, safety equipment, MRO products, and more. A complete list of contracts and pricing is available on nppgov.com. After registering and logging into the website, click on the "Our Vendors" tab.

Q I have to conduct an RFP process or at least have three quotes. How does NPPGov satisfy this requirement?

A NPPGov contracts were created through an RFP process meeting the requirements of all lower and upper purchasing threshold requirements. The process includes local and national print advertising as well as online internet services to post RFP solicitations. By piggybacking off the contract you are eliminating the need to conduct your own solicitation or collect three quotes. It is still your responsibility to verify our contracts meet your state and local requirements but our legal counsel is available for consultation during your analysis.

Q Where do I find information on the products and price quotes offered through NPPGov contracts?

A Our website has a full list of all vendors/contracts as well as products and pricing. Vendors will provide quotes for the items of interest. Some information is only available to members who have logged in to the website: www.nppgov.com

Q What is the difference between NPPGov and other cooperatives?

A We can't speak to how other cooperatives conduct business but we know our members appreciate:

- Responsive customer service, including communications with our legal counsel.
- Our use of separate Lead Public Agencies to conduct RFPs on behalf of our members, which keeps the process fair and unbiased.
- Readily available access to all necessary RFP and contract documentation.
- Our revenue supports our non-profit hospital owners, funding critical healthcare initiatives such as autoimmune disease research.
- Fire/Rescue specific revenue supports the fire service through a revenue sharing program with fire chiefs associations nationwide.

Q What process validated the product and services offered?

A NPPGov serves as a nationwide channel providing publicly awarded agreements to government entities. Our publicly solicited agreements have been awarded through an RFP issued by a Lead Public Agency. The agency is an independent government entity that carries out the advertising and solicitation procedures required by public contracting law.

NPPGov's contracts are established through the following process:

1. The Lead Public Agency prepares an RFP, incorporating the required cooperative purchasing (piggybacking) language that allows public entities across the nation to utilize the contract.
2. Suppliers respond to the RFP and the Lead Public Agency evaluates and awards the Master Price Agreement(s).
3. Contract documents are posted on our website under the "Our Vendors" tab. NPPGov members can review all documents online and access contract pricing by signing the Intergovernmental Cooperative Purchasing Agreement (IGA).
4. Our public solicitation process is consistent with FEMA/AFG guidelines.

Please consult your legal counsel for confirmation in your jurisdiction, or contact our legal counsel for further information at 877.329.8847

Q Where can I obtain copies of the legal documentation associated with each publicly solicited contract?

A Contracting documents including the RFP, Master Price Agreement, Intergovernmental Agreement (IGA), and Synopsis are available on our website under the vendor page and may be accessed by logging onto the website, nppgov.com

Q What are the terms of the contracts?

A Contract length varies by the public entity that conducted the solicitation but the initial term is typically between two to four years with the option of multi-year extensions.

Q Do the contracts offer products to meet my organization's specific needs?

A Most contracts offer a full product line and many provide for various options and customized products. Review the specific contract you are interested in for further details. Both the vendor and our staff are available for consultation.

Q What does it cost to join NPPGov?

A There are no membership fees, no purchasing obligations and no minimum purchasing requirements.

Q How is NPPGov funded and where does the revenue go?

A We negotiate a small administrative fee with our vendors, which allows us to provide our service free of charge to our members. Revenue from our program goes to our non-profit hospital owners to fund critical healthcare initiatives such as autoimmune disease research.

Q Where do I send the payments?

A Invoices and payments go directly through the vendor you are working with for the products of interest. NPPGov does not collect any payments from our members for products or services.

Q How do I learn more about NPPGov?

A For more information about our program please visit our website: nppgov.com. If you need more information or would rather speak to someone please call or email: 877.329.8847/customer service@nppgov.com

NPPGov Programs:



FireRescue GPO is a national cooperative purchasing program offering publicly solicited contracts to fire departments nationwide. Our contracts were created through a public RFP process by a Lead Public Agency.

Membership is free with no purchasing obligations. Negotiated contracts are available for below threshold purchases and individual firefighter discounts. In addition to saving you money, the program generates revenue for the fire chiefs association where the purchase was made including the IAFC, IAFC Division Association and State Chief Associations.

Those eligible for this program include: fire/rescue and EMS departments along with their members (including city, county, districts, state and federal).



Law Enforcement GPO was created as a program of NPPGov to meet the procurement needs of the law enforcement community. Members have access to a broad range of publicly solicited contracts with discounted pricing and a customer service department that is dedicated to assist through all stages of the purchasing process.

Those eligible for this program include: law enforcement agencies, sheriff departments, correctional facilities, emergency communications, and emergency management agencies and their employees.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: 2022 Gravel Road Improvements

Date: May 9, 2022

Recommended Action

Move to approve the contracts with Livingston County Road Commission for the proposed 2022 gravel road improvements in an amount not to exceed \$450,000. Furthermore, authorize the Public Works Director to act as the Township agent for additional improvements along Bullard Road in an amount not to exceed \$40,000 throughout the 2022 construction season.

Discussion

Township Staff is recommending the proposed improvements to Hacker Road, Cullen Road, Crouse Road, and Bullard Road in response to the 2022 Hartland traffic impacts projected from various construction projects planned for 2022.

The proposed projects projected to impact traffic flows are as follows:

- *MDOT M-59 mill and overlay*
- *MDOT US-23 rehabilitation*
- *LCRC Hartland Woods SAD*
- *Hartland Township M-59 east watermain extension*

All the proposed projects will impact major roadways within the Township and inherently increase traffic volumes on local roads within the community as drivers seek alternate routes to M-59 and US-23. In response, Township Staff has collectively worked with the Livingston County Road Commission and Oceola Township to improve existing gravel roads that are projected to be alternate routes for traffic during the congestion

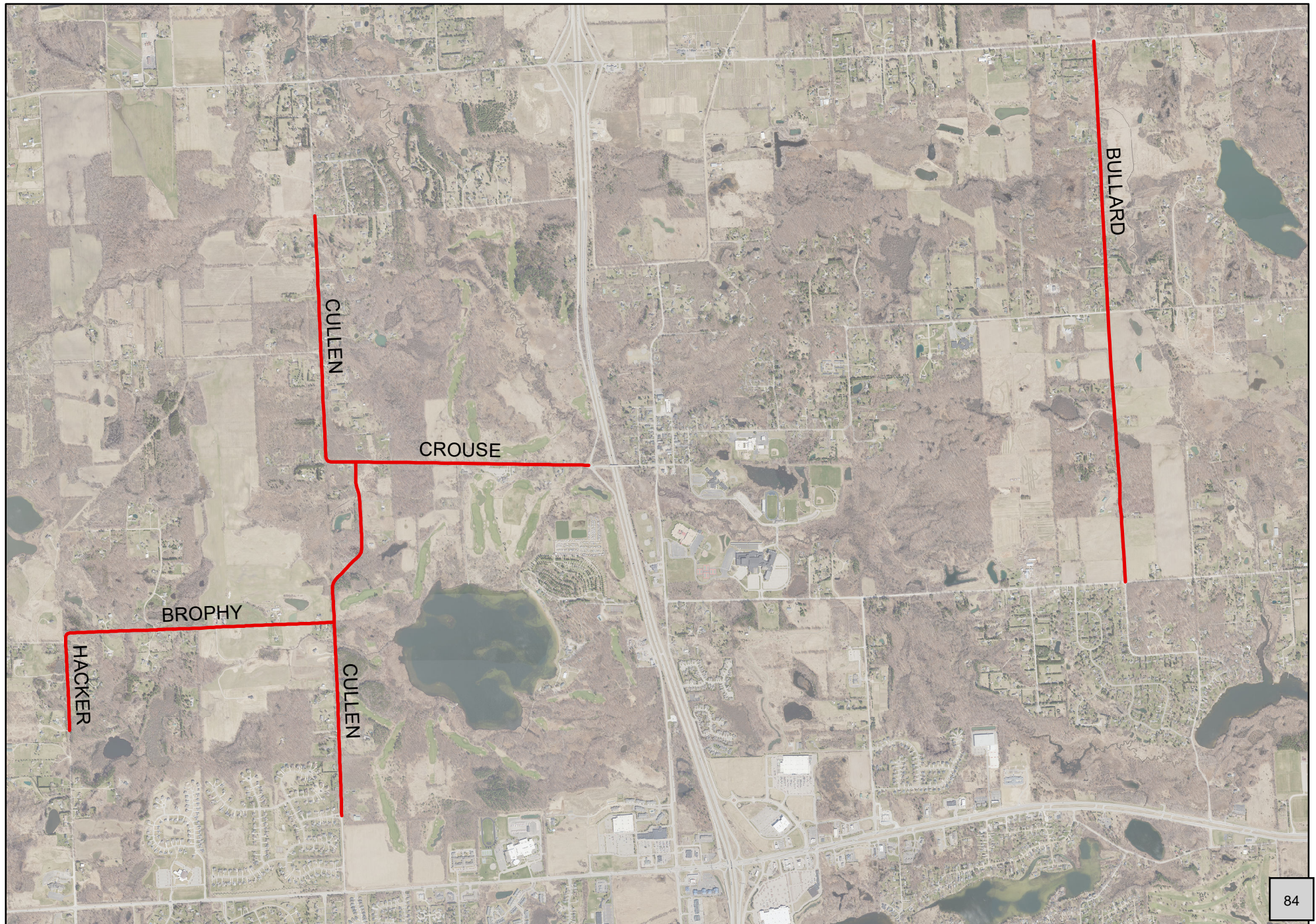
The intended goal is to provide access from M-59 to Clyde Road via Hacker Road, Cullen Road, and Crouse Road. Additionally, Bullard Road will be improved in certain spots as needed depending upon additional traffic flows on an as needed basis. The proposed improvements will include drainage improvements, tree removal as needed, and limestone application to create roadway surfaces capable of supporting additional traffic flows. Projects are projected to be initiated within 30 days of contract approval.

Financial Impact

The proposed improvement projects will be funded from the Township Road Millage Fund. A budget amendment is necessary in the amount of **\$490,000 to Gravel Road Improvements 204-000-969.100.**



2022 Hartland Township Gravel Road Improvements



CONTRACTS PLACEHOLDER

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Road Improvement Special Assessment District Policy

Date: May 9, 2022

Recommended Action

Move to approve the revised Road Improvement Special Assessment Policy as presented.

Discussion

Township Staff is recommending the proposed revisions for the Township Road Improvement Special Assessment District Policy after project costs have increased the risk of tax tribunal challenges. The proposed revisions focus on the percentage of signatures residents must obtain prior to project consideration by the Township Board.

The Township is not required by law to proceed with resident-initiated petitions, yet Hartland Township has historically proceeded with projects based upon the percentage of signatures collected. Project costs continue to increase and the proposed assessments for road improvement projects are increasing the Township's liability for potential tax tribunal challenges. As a result, staff is recommending an increase in the percentage of signatures required through resident-initiated petitions prior to moving forward with consideration for approval. The proposed changes have been included in the revised policy.

Financial Impact

No financial impact

Hartland Township
OFFICIAL POLICY & PROCEDURE

TITLE: ROAD IMPROVEMENT SPECIAL ASSESSMENTS	EFFECTIVE DATE: May 9, 2022
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Policy

A. Before submitting a request for Township involvement in a road improvement project, a property owner (or owners) must meet with the Township Public Works Director (or another Township official or employee designated by the Township Manager) to inform the Township of the proposed improvement, review the Township's Road Improvement Special Assessments Policy and discuss other relevant issues relating to the proposed project and the process to establish the special assessment district (SAD).

B. After meeting with the designated Township official or employee, The Township official and/or employee determines project viability. Once the project has been endorsed by the Township, property owner(s) may proceed to circulate petitions for the improvement project, on a form provided by the Township. The petitions will be valid for 90 days from issuance. The Township Board will only proceed to consider a road improvement special assessment district where petitions are circulated, and the petitions contain the signatures of the owners based upon the following table:

<u>Assessment Costs per Parcel</u>			<u>Signatures for Consideration</u>
\$0	to	\$10,000	75%
\$10,000	to	\$15,000	90%
over		\$15,000	100%

C. Only road improvement and repair projects are eligible for special assessment proceedings. The Township Board will not consider or approve special assessments or establish special assessment districts for road maintenance projects including, but not limited to, snow removal, dust control, or road resealing.

D. Once petitions are filed, the Township Board will determine, in its discretion, whether to proceed with a road improvement project and establish the special assessment district.

E. All private roads must comply with the Township's Zoning Ordinance provisions with respect to private roads design. Existing, non-conforming roads may be considered for an SAD without a maintenance agreement. The Township Board will determine the project scope and design for existing, non-conforming private roads, after consulting Livingston County Road Commission standards, Township's Zoning Ordinance, staff and/or engineers. At a minimum, the road shall be restored to the highest standard and quality to which it was previously constructed, improved or maintained.

Road Improvements Special Assessments Policy and Procedures

Page 2 of 4

F. The Township Board will determine the term of the special assessment district. For road improvement projects that are to be constructed to Livingston County Road Commission standards, the term of the special assessment district shall not exceed ten years. For road improvement projects that are not constructed to Livingston County Road Commission standards, the term of the special assessment district shall not exceed seven years as determined by the Township Board.

G. If the Township Board determines to proceed with the project and the special assessment district, the Township Board will determine the method by which parcels within the special assessment district will be assessed for the costs of the project. The Township Board may assess the costs for the project on a front foot basis, per lot basis or a combination thereof in its sole discretion. The Township shall not be obligated to assess costs according to a specific special assessment methodology which is required by property owners.

H. Project costs include, but are not limited to, the Township's administrative, engineering, legal and financing costs.

Prior to commencing proceedings to establish a road improvement special assessment district, the petitioner(s) or property owner(s) in support of the road project shall deposit with the Township an escrow fund at an amount to be determined by Township Administration based upon the project scope. The Township may draw on the funds as needed to pay the administrative, publication and legal costs associated with the proceedings to establish the special assessment district. The Township may include the costs as a project cost and assess those costs to properties within the district.

If the special assessment district is not established due to objections from property owners within the district or a determination by the Township Board not to proceed with the district or the project, the Township shall, after providing for payment of all incurred costs, return any funds remaining in the escrow to the person(s) who paid such funds. If the proceedings to establish the district and/or impose the special assessment are challenged in court or with the Michigan Tax Tribunal, the Township Board may require that additional funds be deposited with the Township prior to the Township's participation in the action to pay for the Township's court costs and legal fees. At the conclusion of the action, the Township shall, after providing for payment of all incurred costs, return any funds remaining in the escrow to the person(s) who paid such funds.

I. Plans and estimates of cost for a private road improvement project shall be prepared by the Township's engineer. Public road improvement projects shall be engineered by the Livingston County Road Commission and prepared by the Township staff. Petitioners or property owners in support of the project shall deposit funds with the Township to be held in escrow to cover all the estimated engineering costs for the project. The Township may draw on the escrowed funds as needed to pay the engineering costs associated with the project. The Township may include the costs as a project cost and assess those costs to properties within the district.

J. The Township Board may determine, in its sole discretion, to finance the costs of a private road improvement project by issuing special assessment bonds in accordance with Act 188 or such other statute as deemed appropriate by the Township Board or establish and advance funds from another Township fund. If the Township determines to finance a project as described above, the Township Board shall charge interest on unpaid special assessments in accordance with applicable law.

Road Improvements Special Assessments Policy and Procedures

Page 3 of 4

K. All construction costs (e.g., road paving) for private road improvement projects utilizing special assessments and special assessment districts will be bid and awarded by the Township and/or the Township's engineering consultant. Public road improvements will be bid and awarded by the Livingston County Road Commission.

L. The Township Board may determine, in its discretion, whether to conduct any meetings or hearings at special meetings of the Township Board. Any additional costs to conduct special meetings will be included in the cost of the special assessment proceedings and will be assessed to properties within the special assessment district.

M. The Township Board reserves the right to make other determinations, impose interest and penalties, and proceed in accordance with all applicable statutes with respect to road improvements other than as set forth in this policy.

Authority

This policy is enacted immediately upon approval of the Township Board, as reflected in the regular meeting minutes dated _____.

Revisions

Revisions to this policy shall only be enacted when approved by the Township Board and reflected in the applicable meeting minutes. This policy shall be reviewed at least biennially by the Township Manager and updated as appropriate.

Revision History

<u>Date</u>	<u>Revision #</u>	<u>Nature of Revision</u>
05/21/13	00	Original document. Updated a previous Board policy.
02/20/20	01	Differentiate public and private roads: Add 90-day timeline
03/28/22	02	Addition of table indicating percentage for consideration

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Winegarner Field Maintenance Agreement

Date: May 9, 2022

Recommended Action

Move to approve the proposed cooperative management agreement with Hartland Consolidated Schools with regards to the co-owned Winegarner Field parcel as presented.

Discussion

On January 8, 1951, Hartland Township and Hartland Schools were collectively deeded the parcel of land on Hartland Road identified as parcel 4708-16-100-003, best known as Winegarner Field. This parcel is currently utilized as a recreational field for the Hartland Area Youth Athletic Association (HAYAA). HAYAA is currently responsible for maintaining the parcel with Hartland Township and Hartland Schools sharing minor maintenance when needed.

By signing this document, Hartland Township and Hartland Schools agree to maintain the above stated relationship if HAYAA and/or another recreational entity has an agreement to utilize and maintain the parcel. If no entity agrees to use and maintain the parcel, Hartland Township and Hartland Schools will share equally in maintaining the parcel to ensure public health and safety are sustained. Upon no other recreation partners participating in parcel use and maintenance, a meeting between the two entities will be initiated to determine the needs of the parcel.

This maintenance agreement will formalize the mutually understood agreement through a formal agreement.

Management Agreement

Hartland Township and Hartland Consolidated School District

Joint Deeded Parcel 4708-16-100-003 “Winegarner Field”

On January 8, 1951 Hartland Township and Hartland Schools were collectively deeded the parcel of land on Hartland Road identified as parcel 4708-16-100-003, best known as Winegarner Field. This parcel is currently utilized as a recreational field for the Hartland Area Youth Athletic Association (HAYAA). HAYAA is currently responsible for maintaining the parcel with Hartland Township and Hartland Schools sharing minor maintenance when needed.

By signing this document, Hartland Township and Hartland Schools agree to maintain the above stated relationship as long as HAYAA and/or another recreational entity has an agreement to utilize and maintain the parcel. In the event that no entity agrees to use and maintain the parcel, Hartland Township and Hartland Schools will share equally in maintaining the parcel to ensure public health and safety are sustained. Upon no other recreation partners participating in parcel use and maintenance, a meeting between the two entities will be initiated to determine the needs of the parcel.

Hartland Township

Date



5-2-22

Hartland Consolidated School District

Date

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: FY23 Benefit Renewals

Date: May 11, 2022

Recommended Action

Motion to approve the employee benefit renewals as presented.

Discussion

The Township Manager and Finance Director have met with the Township's employer benefits broker, Grace & Porta Benefits. The following premium increases will take effect on July 1, 2022. All coverages are under the budgeted increases for FY23.

- Medical – 7.5% (under budget)
- Dental – 9.6% (under budget)
- Vision – no increase (under budget)
- Supplemental STD/LTD – no increase (under budget)

In addition, a staffing change requires a budget amendment, as noted below.

Finally, the benefits review recommends 100% up front HSA funding of the Township's share (80% of deductible). This change from quarterly funding has no impact on the amended FY23 budget.

Financial Impact

Is a Budget Amendment Required? ☒ Yes ☐ No

Increase: 101-441-716.000 \$18,440.88

Attachments

none

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Fire Station 61 site visit follow up

Date: May 12, 2022

Recommended Action

No formal action required by the Township Board, but rather a follow up discussion regarding the Station 61 site visit.

