



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 21, 2024 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.](#) 05-07-24 Hartland Township Board Regular Meeting Minutes
 - [d.](#) Release of Performance Bond for Affinity 11 Investments Acct 101-000-283.000-0029
 - [e.](#) Hiring of Abigail Carrigan as Landscape Enforcement Assistant
 7. Pending & New Business
 - [a.](#) Special Event Permit #24-002 Hartland Polo Classic
 8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
 - a. Manager's Report
 - [b.](#) Closed Session: to consider a periodic personnel evaluation of the Township Manager, at his request under MCL 15.268(a)
 10. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: May 14, 2024

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$70,761.07. The bills are available in the Finance office for review.

Notable invoices include:

\$48,330.77 – Affinity II Investments LLC – (Release of cash performance bond & developer account funds)

Financial Impact

Is a Budget Amendment Required? Yes No

All expenses are covered under the amended FY24 budget or the approved FY25 budget.

Attachments

Bills for 05.21.2024

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		
AFFINITY	AFFINITY II INVESTMENTS LLC	05/07/2024	05072024	FOA	RELEASE OF CASH PERFORMANCE BOND	
50775	4512 SOUTH SHORE ST	05/21/2024		N		31,250.00
05/07/2024	WATERFORD MI, 48328	/ /	0.0000	N		0.00
		05/21/2024		N		31,250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-283.000-0029	PERF DEP AFFINITY II INVEST	31,250.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
AFFINITY	AFFINITY II INVESTMENTS LLC	05/07/2024	050724	FOA	RELEASE OF DEVELOPER ACCT FUNDS	
50776	4512 SOUTH SHORE ST	05/21/2024		N		17,080.77
05/07/2024	WATERFORD MI, 48328	/ /	0.0000	N		0.00
		05/21/2024		N		17,080.77

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0030	AFFINITY II INVEST DEVELOP EXP	17,080.77

VENDOR TOTAL: 48,330.77

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
ALLSTAR	ALLSTAR ALARM LLC	05/01/2024	393981	FOA	WTP AGREEMENT/MONITORING	
50754	8345 MAIN STREET	05/21/2024		N		468.00
05/01/2024	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		05/21/2024		Y		468.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	468.00

VENDOR TOTAL: 468.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
ASLA	AMERICAN SOC OF LANDSCAPE ARCHITECT	05/06/2024	7536166/1/2024	FOA	MEMBERSHIP RENEWAL	
50769	DEPARTMENT 0039	05/21/2024		N		520.00
05/06/2024	WASHINGTON DC, 20073-0039	/ /	0.0000	N		0.00
		05/21/2024		N		520.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-804.000	MEMBERSHIP & DUES	520.00

VENDOR TOTAL: 520.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
CINTAS	CINTAS CORPORATION	05/13/2024	4192463588	FOA	MATS	
50812	P.O. BOX 630910	05/21/2024		N		51.51
05/13/2024	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		05/21/2024		N		51.51

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	51.51

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		

CINTAS	CINTAS CORPORATION	05/01/2024	9270071884	FOA	EYEWASH SERVICE AGREEMENT	
50753	P.O. BOX 630910	05/21/2024		N		100.00
05/01/2024	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		05/21/2024		N		100.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	100.00

VENDOR TOTAL: 151.51

DAGHER	DAGHER SIGNS & GRAPHICS	05/06/2024	050624	FOA	REFUND OVERPAYMENT SIGN PERMIT FEE	
50768	22476 TELEGRAPH RD	05/21/2024		N		50.00
05/06/2024	SOUTHFIELD MI, 48033	/ /	0.0000	N		0.00
		05/21/2024		N		50.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-622.000	ZONING FEES	50.00

VENDOR TOTAL: 50.00

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	05/05/2024	161312	FOA	MAY 2024 - PARKS TRASH	
50759	PO BOX 241	05/21/2024		N		300.00
05/05/2024	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		05/21/2024		Y		300.00

Open

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

VENDOR TOTAL: 300.00

0070	DTE ENERGY	04/30/2024	200354907564	FOA	APRIL 2024 - MILLPOINTE, WALNUT RIDG	
50765	P.O BOX 740786	05/21/2024		N		1,719.56
04/30/2024	CINCINNATI	/ /	0.0000	N		0.00
	OH, 45274-0786	05/21/2024		N		1,719.56

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-282.001	MILLPOINTE STREETLIGHTS DEPOSIT	290.92
101-000-282.002	FIDDLAR GROVE STREETLIGHT DEPOSIT	23.27
101-000-282.003	WALNUT RIDGE STREETLIGHTS DEPOSIT	25.46
101-448-921.000	STREET LIGHTS	1,379.91
		<u>1,719.56</u>

VENDOR TOTAL: 1,719.56

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		

ETNA	ETNA SUPPLY COMPANY	04/30/2024	S105651754.001	FOA	4" METER FLG SET	
50747	P.O. BOX 772107	05/21/2024		N		545.00
04/30/2024	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		05/21/2024		N		545.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-741.000	METER COSTS	545.00

ETNA	ETNA SUPPLY COMPANY	05/07/2024	S105663117.001	FOA	4" METER	
50778	P.O. BOX 772107	05/21/2024		N		545.00
05/07/2024	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		05/21/2024		N		545.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-741.000	METER COSTS	545.00

VENDOR TOTAL: 1,090.00

0150	HARTLAND CONSOLIDATED SCHOOLS	04/30/2024	174490	FOA	APRIL 2024 FUEL	
50803	9525 E HIGHLAND ROAD	05/21/2024		N		453.30
05/07/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/21/2024		N		453.30

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-239-860.000	GASOLINE	60.36
536-000-860.000	GASOLINE	392.94
		453.30

VENDOR TOTAL: 453.30

WATERO&M	HARTLAND TOWNSHIP WATER O & M	04/30/2024	APRIL 2024	FOA	OUT OF DEPT COSTS FOR APRIL 2024	
50752	2655 CLARK RD	05/21/2024		N		5,247.12
04/30/2024	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		05/21/2024		N		5,247.12

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.009	CONTRACT SERVICES - WATER SYSTEM	2,632.75
101-265-801.009	CONTRACT SERVICES - WATER SYSTEM	2,137.92
101-567-801.009	CONTRACT SERVICES - WATER SYSTEM	476.45
		5,247.12

VENDOR TOTAL: 5,247.12

KARLL	KARLL, MICHELLE	05/08/2024	050824	FOA	REFUND PD PARK RESERVATION	
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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
50789	5229 GREENFIELD	05/21/2024		N		250.00
05/08/2024	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		05/21/2024		N		250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-651.000	PARKS & REC USE FEES	250.00
VENDOR TOTAL:		250.00

1120	KIZCAM	04/27/2024	17880	FOA	ENVELOPES	
50755	3280 W GRAND RIVER	05/21/2024		N		74.83
04/27/2024	HOWELL MI, 48855	/ /	0.0000	N		0.00
		05/21/2024		N		74.83

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-727.000	SUPPLIES & POSTAGE	74.83
VENDOR TOTAL:		74.83

LASHBROOK	LASHBROOK SEPTIC SERVICE	05/08/2024	A-69488	FOA	PORTAJOHNS RENTAL FOR 5/8/24 EVENT	
50788	4895 CURDY RD	05/21/2024		N		250.00
04/11/2024	HOWELL MI, 48855	/ /	0.0000	N		0.00
		05/21/2024		N		250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	250.00
VENDOR TOTAL:		250.00

0220	LIVINGSTON COUNTY TREASURER	05/10/2024	05/10/2024	FOA	B.O.R ADJUSTMENT	
50810	200 E. GRAND RIVER	05/21/2024		N		38.48
05/10/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/21/2024		N		38.48

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-850.000	TAX CHARGEBACKS	38.48
VENDOR TOTAL:		38.48

2909	LIVINGSTON CTY.DRAIN COMMISSIO	03/31/2024	3800	FOA	LIV CNTY WATERSHED GRP SHARED COST T	
50772	2300 E. GRAND RIVER	05/21/2024		N		601.76
	STE. 105					
04/30/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/21/2024		N		601.76

Open

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount

GL NUMBER	DESCRIPTION	AMOUNT
101-465-956.000	MISCELLANEOUS	601.76
2909	LIVINGSTON CTY.DRAIN COMMISSIO	03/31/2024 3808
50773	2300 E. GRAND RIVER	05/21/2024
	STE. 105	
04/30/2024	HOWELL MI, 48843	/ / 0.0000
		05/21/2024

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-465-956.000	MISCELLANEOUS	754.45

VENDOR TOTAL: 1,356.21

GL NUMBER	DESCRIPTION	AMOUNT
LCDPA	MICHIGAN.COM	06/01/2024 JUNE 2024
50804	PO BOX 742520	05/21/2024
06/01/2024	CINCINNATI OH, 45274-2520	/ / 0.0000
		05/21/2024

Open

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

VENDOR TOTAL: 63.00

GL NUMBER	DESCRIPTION	AMOUNT
1180	PETER'S TRUE VALUE HARDWARE	05/02/2024 K72198
50758	3455 W. HIGHLAND ROAD	05/21/2024
05/02/2024	MILFORD MI, 48380	/ / 0.0000
		05/21/2024

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	8.99

GL NUMBER	DESCRIPTION	AMOUNT
1180	PETER'S TRUE VALUE HARDWARE	05/13/2024 K72324
50806	3455 W. HIGHLAND ROAD	05/21/2024
05/13/2024	MILFORD MI, 48380	/ / 0.0000
		05/21/2024

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	48.99

VENDOR TOTAL: 57.98

GL NUMBER	DESCRIPTION	AMOUNT
PREISS	PREISS COMPANIES LLC	05/06/2024 15327
50770	8211 CLYDE ROAD	05/21/2024
05/06/2024	FENTON MI, 48430	/ / 0.0000
		05/21/2024

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	1,500.00

VENDOR TOTAL: 1,500.00

JOHNSON	ROSATI, SCHULTZ, JOPPICH&AMTSBUECHLER	04/30/2024	1081401	FOA	APRIL 2024	
50811	27555 EXECUTIVE DRIVE, SUITE 250	05/21/2024		N		2,808.00
05/09/2024	FARMINGTON HILLS MI, 48331	/ /	0.0000	N		0.00
		05/21/2024		Y		2,808.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-722-826.000	LEGAL FEES	2,808.00

VENDOR TOTAL: 2,808.00

STAPLES	STAPLES	05/04/2024	6002149692	FOA	MISC SUPPLIES	
50766	PO BOX 660409	05/21/2024		N		126.95
05/04/2024	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		05/21/2024		N		126.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	116.36
101-172-727.000	SUPPLIES & POSTAGE	10.59

126.95

STAPLES	STAPLES	05/11/2024	6002300783	FOA	MISC SUPPLIES	
50805	PO BOX 660409	05/21/2024		N		111.14
05/11/2024	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		05/21/2024		N		111.14

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	11.72
101-265-740.000	OPERATING SUPPLIES	65.74
101-215-727.000	SUPPLIES & POSTAGE	33.68

111.14

VENDOR TOTAL: 238.09

SPIRITOFLLI	THE SPIRIT OF LIVINGSTON	04/25/2024	4888	FOA	SHIRT LOGOS FOR T. BEDUHN	
50771	3280 W GRAND RIVER	05/21/2024		N		64.00
04/25/2024	HOWELL MI, 48855	/ /	0.0000	N		0.00
		05/21/2024		N		64.00

Open

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount

GL NUMBER	DESCRIPTION	AMOUNT
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	64.00
VENDOR TOTAL:		64.00

USA	USA BLUE BOOK	04/29/2024	350153	FOA	SAFETY SUPPLIES	
50748	P.O. BOX 9004	05/21/2024		N		437.10
04/29/2024	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		05/21/2024		N		437.10
Open						

GL NUMBER	DESCRIPTION	AMOUNT				
536-000-740.000	OPERATING SUPPLIES	437.10				
USA	USA BLUE BOOK	04/30/2024	350772	FOA	CHLORINE ANALYZERS	
50749	P.O. BOX 9004	05/21/2024		N		687.12
04/30/2024	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		05/21/2024		N		687.12
Open						

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	687.12
VENDOR TOTAL:		1,124.22

VC3, INC.	VC3, INC.	05/06/2024	148931	FOA	MAY 2024 - MS OFFICE 365	
50767	C/O PNC BANK	05/21/2024		N		575.00
	P.O. BOX 746804	/ /	0.0000	N		0.00
05/06/2024	ATLANTA GA, 30374-6804	05/21/2024		N		575.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	575.00
VENDOR TOTAL:		575.00

1250	WEST SHORE SERVICES, INC.	03/31/2024	31316	FOA	SIREN MAINTENANCE 7/27 - 7/28/23	
50777	6620 LAKE MICHIGAN DR	05/21/2024		N		2,965.00
08/03/2023	ALLENDALE MI, 49401	/ /	0.0000	N		0.00
		05/21/2024		N		2,965.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
206-000-930.000	SOFTWARE MAINTENANCE	2,965.00
VENDOR TOTAL:		2,965.00

WOLVERINE	WOLVERINE POWER SYSTEMS	04/30/2024	0270421-IN	FOA	GENERATOR REPAIR	
50763	3229 80TH AVENUE	05/21/2024		N		1,066.00

05/14/2024 12:40 PM
 User: SUSANC
 DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
 EXP CHECK RUN DATES 05/21/2024 - 05/21/2024
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

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		
04/30/2024	ZEELAND MI, 49464	/ /	0.0000	N		0.00
		05/21/2024		Y		1,066.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	1,066.00

VENDOR TOTAL: 1,066.00

TOTAL - ALL VENDORS: 70,761.07

FUND TOTALS:

Fund 101 - GENERAL FUND	62,866.92
Fund 206 - FIRE OPERATING	2,965.00
Fund 536 - WATER SYSTEM FUND	4,354.15
Fund 577 - CABLE TV FUND	575.00

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 14, 2024

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 – \$38,790.51

May 15, 2024 Payroll - \$88,331.57

Financial Impact

Is a Budget Amendment Required? Yes No

All expenses are covered under the amended FY24 budget or the approved FY25 budget.

Attachments

Post Audit Bills List 05.09.2024

Payroll for 05.15.2024

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/09/2024	FOA	44589	CHASE BANK	DUE FROM HERO CENTER	101-000-082.001	195.59
		44589		SUPPLIES & POSTAGE	101-209-727.000	19.00
		44589		EDUCATION/TRAINING/CONVENTION	101-215-957.000	820.00
		44589		EDUCATION/TRAINING/CONVENTION	101-253-957.000	504.00
		44589		OPERATING SUPPLIES	101-265-740.000	41.98
		44589		CONTRACTED SERVICES	101-265-801.000	198.00
		44589		TELEPHONE	101-265-851.000	18.84
		44589		REPAIRS & MAINTENANCE	101-265-930.000	64.99
		44589		PRINTING & PUBLICATIONS	101-400-900.000	150.00
		44589		OPERATING SUPPLIES	101-441-740.000	37.98
		44589		MEMBERSHIP & DUES	101-441-804.000	412.00
		44589		REPAIRS & MAINTENANCE	101-567-930.000	203.03
		44589		OPERATING SUPPLIES	101-577-740.000	43.99
		44589		OPERATING SUPPLIES	101-751-740.000	26.76
		44589		REPAIRS & MAINTENANCE	101-751-930.000	195.75
		44589		CAPITAL OUTLAY	401-265-970.000	3,863.76
		44589		UNIFORMS/CLOTHING ALLOWANCE	536-000-719.100	670.87
		44589		OPERATING SUPPLIES	536-000-740.000	727.63
		44589		CONTRACTED SERVICES	536-000-801.000	99.00
		44589		INTERNET	536-000-805.000	414.53
		44589		TELEPHONE	536-000-851.000	84.40
		44589		PRINTING & PUBLICATIONS	536-000-900.000	52.16
		44589		REPAIRS & MAINT VEHICLE/EQUIP	536-000-930.002	1,316.19
		44589		EDUCATION/TRAINING/CONVENTION	536-000-957.000	504.00
		44589		INTERNET	577-000-805.000	2,269.67
		44589		CABLE TV FEES	577-000-806.000	155.06
						13,089.18
05/09/2024	FOA	44590	CONSUMERS ENERGY	STREET LIGHTS	101-448-921.000	254.67
		44590		UTILITIES - ELECTRIC	206-000-920.002	45.10
						299.77
05/09/2024	FOA	44591	CROMAINE DISTRICT LIBRARY	DPPT ESCROW	701-000-290.200	943.82
05/09/2024	FOA	44592	HARTLAND CONSOLIDATED SCHOOLS	DPPT ESCROW	701-000-290.200	6,258.56
05/09/2024	FOA	44593	HARTLAND CONSOLIDATED SCHOOLS	DPPT ESCROW	701-000-290.200	78.31
05/09/2024	FOA	44594	HARTLAND CONSOLIDATED SCHOOLS	DPPT ESCROW	701-000-290.200	317.97
05/09/2024	FOA	44595	HARTLAND ROAD FUND	DPPT ESCROW	701-000-290.200	937.82
05/09/2024	FOA	44596	HARTLAND TOWNSHIP FIRE OPER	DPPT ESCROW	701-000-290.200	1,338.80
05/09/2024	FOA	44597	HARTLAND TOWNSHIP GENERAL FUND	DPPT ESCROW	701-000-290.200	1,036.56
05/09/2024	FOA	44598	LIV. EDUCATIONAL SERVICE AGENC	DPPT ESCROW	701-000-290.200	53.58
05/09/2024	FOA	44599	LIVINGSTON COUNTY TREASURER	DPPT ESCROW	701-000-290.200	530.14

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/09/2024	FOA	44600	WEINGARTZ	EQUIPMENT	539-000-142.000	13,906.00
TOTAL - ALL FUNDS				TOTAL OF 12 CHECKS		38,790.51

--- GL TOTALS ---

101-000-082.001	DUE FROM HERO CENTER	195.59
101-209-727.000	SUPPLIES & POSTAGE	19.00
101-215-957.000	EDUCATION/TRAINING/CONVENTION	820.00
101-253-957.000	EDUCATION/TRAINING/CONVENTION	504.00
101-265-740.000	OPERATING SUPPLIES	41.98
101-265-801.000	CONTRACTED SERVICES	198.00
101-265-851.000	TELEPHONE	18.84
101-265-930.000	REPAIRS & MAINTENANCE	64.99
101-400-900.000	PRINTING & PUBLICATIONS	150.00
101-441-740.000	OPERATING SUPPLIES	37.98
101-441-804.000	MEMBERSHIP & DUES	412.00
101-448-921.000	STREET LIGHTS	254.67
101-567-930.000	REPAIRS & MAINTENANCE	203.03
101-577-740.000	OPERATING SUPPLIES	43.99
101-751-740.000	OPERATING SUPPLIES	26.76
101-751-930.000	REPAIRS & MAINTENANCE	195.75
206-000-920.002	UTILITIES - ELECTRIC	45.10
401-265-970.000	CAPITAL OUTLAY	3,863.76
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	670.87
536-000-740.000	OPERATING SUPPLIES	727.63
536-000-801.000	CONTRACTED SERVICES	99.00
536-000-805.000	INTERNET	414.53
536-000-851.000	TELEPHONE	84.40
536-000-900.000	PRINTING & PUBLICATIONS	52.16
536-000-930.002	REPAIRS & MAINT VEHICLE/EQUIP	1,316.19
536-000-957.000	EDUCATION/TRAINING/CONVENTION	504.00
539-000-142.000	EQUIPMENT	13,906.00
577-000-805.000	INTERNET	2,269.67
577-000-806.000	CABLE TV FEES	155.06
701-000-290.200	DPPT ESCROW	11,495.56
	TOTAL	38,790.51

Check Register Report For Hartland Township
 For Check Dates 05/15/2024 to 05/15/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
05/15/2024	FOA	3	MISSION SQUARE	1,193.17	1,193.17	0.00	Void
05/15/2024	FOA	4	MISSION SQUARE	2,787.80	2,787.80	0.00	Void
05/15/2024	FOA	5	MISSION SQUARE	3,687.84	3,687.84	0.00	Void
05/15/2024	FOA	17562	MISSION SQUARE	1,193.17	1,193.17	0.00	Open
05/15/2024	FOA	17563	MISSION SQUARE	2,787.80	2,787.80	0.00	Open
05/15/2024	FOA	17564	MISSION SQUARE	3,687.84	3,687.84	0.00	Open
05/15/2024	FOA	DD9205	BEDUHN, TIMOTHY L.A.	2,840.63	0.00	2,248.41	Cleared
05/15/2024	FOA	DD9206	BERNARDI, MELYNDA A	2,113.96	0.00	1,655.68	Cleared
05/15/2024	FOA	DD9207	BROOKS, TYLER J	3,257.10	0.00	2,279.18	Cleared
05/15/2024	FOA	DD9208	CARRIGAN, AMANDA K	3,556.34	0.00	2,810.66	Cleared
05/15/2024	FOA	DD9209	CASE, SUSAN E	2,565.00	0.00	1,519.04	Cleared
05/15/2024	FOA	DD9210	CIOFU, LARRY N	2,856.09	0.00	1,968.17	Cleared
05/15/2024	FOA	DD9211	COSGROVE, HEATHER H	1,931.25	0.00	1,582.75	Cleared
05/15/2024	FOA	DD9212	DRYDEN-HOGAN, SUSAN A	4,025.69	0.00	2,861.26	Cleared
05/15/2024	FOA	DD9213	HAASETH, GWYN M	1,800.94	0.00	1,538.12	Cleared
05/15/2024	FOA	DD9214	HABLE, SCOTT R	3,458.33	0.00	2,403.10	Cleared
05/15/2024	FOA	DD9215	HORNING, KATHLEEN A	2,856.09	0.00	2,011.23	Cleared
05/15/2024	FOA	DD9216	HUBBARD, TONYA S	2,033.16	0.00	1,350.81	Cleared
05/15/2024	FOA	DD9217	JOHNSON, LISA	2,491.47	0.00	1,615.70	Cleared
05/15/2024	FOA	DD9218	KENDALL, ANTHONY S	122.01	0.00	112.68	Cleared
05/15/2024	FOA	DD9219	LANGER, TROY D	3,976.36	0.00	2,799.81	Cleared
05/15/2024	FOA	DD9220	LOFTUS, DANIEL M	1,027.13	0.00	863.01	Cleared
05/15/2024	FOA	DD9221	LOUIS, CASEY	1,170.70	0.00	909.35	Cleared
05/15/2024	FOA	DD9222	LUCE, MICHAEL T	5,091.67	0.00	3,750.42	Cleared
05/15/2024	FOA	DD9223	MORGANROTH, CAROL L	2,322.03	0.00	1,797.26	Cleared
05/15/2024	FOA	DD9224	NIXON, MITCHELL A	2,625.06	0.00	2,013.63	Cleared
05/15/2024	FOA	DD9225	RADLEY, JAMES W	840.00	0.00	716.87	Cleared
05/15/2024	FOA	DD9226	SHOLLACK, DONNA M	105.60	0.00	4.28	Cleared
05/15/2024	FOA	DD9227	SOSNOWSKI, SHERI R	2,517.50	0.00	1,897.07	Cleared
05/15/2024	FOA	DD9228	WYATT, MARTHA K	3,595.51	0.00	2,394.41	Cleared
05/15/2024	FOA	EFT724	FEDERAL TAX DEPOSIT	13,814.33	13,814.33	0.00	Cleared

Totals: Number of Checks: 031 88,331.57 29,151.95 43,102.90

Total Physical Checks: 6
 Total Check Stubs: 25

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 05-07-24 Hartland Township Board Regular Meeting Minutes

Date: May 15, 2024

Recommended Action

Move to approve the Hartland Township Board Regular Meeting Minutes for May 7, 2024

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

5-7-24 HTB Minutes - DRAFT

DRAFT

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

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

ABSENT: None

Also present were Township Manager Mike Luce and Public Works Director Scott Hable.

4. Approval of the Agenda

Move to approve the agenda for the May 7, 2024 Hartland Township Board meeting as presented.

Motion made by Trustee Petrucci, 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

5. Call to the Public

Dominic Restuccia came forward and introduced himself as a candidate for the Michigan's 50th District in the upcoming Republican primary on August 6, 2024. He provided a brief update of his background and was here to see what is going on in Hartland Township and to see what he can do if elected to serve Hartland Township.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the May 7, 2024 Hartland Township Board meeting as presented.

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

- a. Approve Payment of Bills
- b. Post Audit of Disbursements Between Board Meetings
- c. 4-16-24 Hartland Township Board Regular Meeting Minutes
- d. Release of Performance Bond for RDJ Enterprises Acct 101-000-283.000-0046
- e. Waldenwoods Fireworks Display Permit – 7-6-24

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

May 07, 2024 – 7:00 PM

7. Pending & New Business

a. 2024 Parshall Rd. Gravel Road Improvement

Public Works Director Scott Hable gave a brief overview of the gravel road improvements being recommended for Parshall Road. He stated that we were approached by the Livingston County Road Commission (LCRC) and Tyrone Township, as this is a border road for Hartland and Tyrone Townships, regarding some basic resurfacing of around 3200 feet of Parshall Road. The project cost will be split equally between Hartland and Tyrone Townships at \$45,000 each. Supervisor Fountain inquired as to the portion of the road that will be improved and the timetable for completing the project. Director Hable stated the resurfacing will be between Bullard Road and Hartland Road and we do not have a firm timetable at this time but he expects it to be very soon as the LCRC has already been working on our projects including getting an early start on the road chloriding. Manager Luce stated that Tyrone Township has approved their portion of the project and the LCRC has approved the project pending Hartland Township's approval tonight and he agreed with Director Hable's assessment that it would probably be done within the next month.

Move to approve the contract for the 2024 Parshall Rd. Gravel Road Improvement and allow the Public Works Director to act on behalf of the Township for decisions relating to the project.

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 - No report.

Trustee O'Connell - Stated that she attended the Hartland Deerfield Fire Authority (HDFA) CHASE Event this past weekend and she wanted everyone to know that our community is so blessed to have such dedicated, compassionate, and caring personnel at the HDFA and the EMS.

Trustee McMullen - No report.

Trustee Petrucci - No report

Clerk Ciofu - No report

Treasurer Horning - Stated she sent the Board the end of the fiscal year Treasurer's Report and she distributed the Hartland Township Tax Revenue Pie Chart she created for the Hartland/Chamber Coffee and Conversation meeting tomorrow. She stated that it provides an easily understandable picture of where residents and businesses tax dollars go. Supervisor Fountain stated that this will be provided to the Chamber at our community collaboration meeting with them tomorrow morning. He stated that he and Manager Luce meet with the Chamber every three months to discuss topics of their choice and tomorrow we will be discussing "Where your tax dollars go" and our sign ordinance. Treasurer Horning also stated the Farmer's Market starts this Saturday, March 11th at Rural King.

Supervisor Fountain - Reminded the community that the Large Item Clean Up Day will be on Saturday May 18th, from 9:00 am and 1:00 pm at the Hartland High School parking lot.

[BRIEF RECESS]

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

May 07, 2024 – 7:00 PM

9. Information / Discussion

a. Manager's Report

Manager Luce distributed the 2024-2025 Budget Book to the Board and stated copies are available for the public at the Township Hall. Manager Luce gave a brief overview of the Blaine Road paving project stating we received the contract from the Livingston County Road Commission (LCRC) as part of the Pavement Preservation Project that is a 50/50 match by the LCRC, and our portion of the project would be approximately \$540,000. He stated that in the Road Millage portion of the budget there we allocated \$500,000 to Crouse Rd. in the Village for repaving and drainage. In discussions with the LCRC and their engineering firm they have stated this is not a viable project for this year due to the extensive design work that may need to be done for drainage in this area. To reallocate these funds, the County is recommending Blaine Rd., which is in need of repair. He stated if the Road Millage is renewed we would allocate funds for Crouse Road next year. Trustee Germane inquired if a whole new subbase will be installed on Blaine Rd. and Manager Luce stated a portion of it will be a mill and repave, and a portion will be a mill, crush and shape, and repave, but it will go from M-59 to the end of the pavement. Trustee Germane inquired as to whether this plan was due to financial considerations versus a full buildout of the road. Manager Luce stated that the LCRC regards this as a fix for the road and they do not feel the subgrade in this area is in need of repair. Manager Luce stated that Blaine Road was closed today as the County was doing culvert improvements as part of this project and financially this plan is advantageous to both the County and Hartland Township. A brief discussion was held on the speed limit of Blaine Rd. and through the subdivision area of the road. Manager Luce stated that after the repaving they will post 35 mph signs for this road. They do not recognize the homes in this area as a subdivision and will not post that area at 25 mph. Manager Luce gave a brief overview of some Township Hall improvements, such as adding an exit door in the Treasurer's office into the file room and replacing the exterior door in the file room. We have also received painting quotes for the main hallway and the Board Room which were very favorable. Manager Luce also stated we were trying to set up our Board/Planning Commission joint meeting in June or July. He gave an update on the Settler's Park paving project stating that two large pre-scheduled events at the pavilion and some recent vandalism had slightly altered the projected schedule. He did state they will be adding some cement bollards around the existing pole in that parking lot. Manager Luce stated the LPR cameras have assisted the police in solving another ten incidents.

Manager Luce briefly discussed a possible grant for a Fire Authority project, and he has been working with Elissa Slotkin's office, but due to the fact that we do not have an actual plan for the use of grant funds we would not be eligible this year. This grant is available every year so we would be able to apply for it in 2025 for funding in 2026. We would need to firm up a plan for a Fire Authority project that we could submit for grant funding. Manager Luce stated there was a Lake Tyrone Improvement Board meeting last week to discuss a new three-year assessment to fund treatment measures for the lake and to hire a consultant to monitor the process. There was support for dredging the lake and Manager Luce reached out to the consultant to get a price for a feasibility study to get a cost for dredging the lake and between the feasibility study and the potential cost of dredging the lake, it was deemed cost prohibitive. The overall cost for the consultant and treatment of the lake did go up but the residents approved this, and it will go to the County Clerk's office and be placed on their summer taxes. Manager Luce stated there was a consent judgement for building on the Old US-23 Bergin Rd. corner with one option being a proposed LGBO sanitary system, which only one community in the state is considering at this time, which did not seem feasible. Basically, they came back a plan to allow Light Industrial and Research & Development along Old US-23 with single family residential in the back. Trustee O'Connell inquired as to whether we would be providing water and sewer to this site and Manager Luce stated the consent judgement will include a provision that if water and sewer becomes available in this area, they can

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

May 07, 2024 – 7:00 PM

connect to it. Manager Luce requested a six-month performance review for the next Board meeting. Supervisor Fountain gave a brief overview of the review process. Manager Luce also stated he is available should the Compensation Committee need any assistance regarding the evaluation of the Elected Officials compensation. Trustee Germane and Trustee O'Connell inquired as to measures that can be taken at the parks regarding the recent vandalism at Settler's Park. Manager Luce stated we will be looking at split rail fencing, gating, and camera upgrades.

10. Adjournment

Move to adjourn the meeting at 7:45 p.m.

Motion made by Trustee Germane, 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

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director

Subject: Release of Performance Bond for Affinity 11 Investments Acct 101-000-283.000-0029

Date: May 15, 2024

Recommended Action

Approve the release of the performance cash bond of \$31,250.00 for the purpose of ensuring the completion of multi-tenant 4-unit commercial new construction on Lots 10 & 11 Hartland Towne Square.

Discussion

Applicant: Thomas Hannawa

Site Description

The multi-tenant 4-unit commercial new construction on Lots 10 & 11 of Hartland Towne Square was permitted under Site Plan 21-014 approved on October 14, 2021 by the Planning Commission and PLU 22-025 issued on April 6, 2022. C of Os have been issued by Livingston County Building Department for all of the businesses. The township has determined the project is complete. The applicant sent a written request asking for the funds to be returned on April 10, 2024.

As a result, Hartland Township has confirmed the completion of the project, and the \$31,250.00 cash performance guarantee can be refunded to the applicant.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director

Subject: Hiring of Abigail Carrigan as Landscape Enforcement Assistant

Date: May 16, 2024

Recommended Action

Move to ratify the hiring of Abigail Carrigan as Landscape Enforcement Assistant, starting on May 29, 2024, or after at an hourly rate of \$18.00 for 19 hours per week.

Discussion

The Township Board elected to perform inspections on landscaping at various businesses in the community. As part of that discussion, the Board elected to hire a part time seasonal employee to perform this work. With the expectation of the person hired to be something equivalent to an intern or other part time seasonal employee, the Township noticed this position at various universities and other job boards.

Ultimately, Abigail Carrigan has been selected as the best candidate to fight into this position. She is currently a student and has landscape experience. She brings a wealth of knowledge and an overall demeanor that will be an excellent fit in the Township.

Financial Impact All funds for this fiscal year are covered, as the position has been budgeted.

Financial Impact

Is a Budget Amendment Required? Yes No

19 hours per week at \$18.00 per hour through the summer

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director
Subject: Special Event Permit #24-002 Hartland Polo Classic
Date: May 14, 2024

Recommended Action

Move to Approve Special Event Permit #24-002 as outlined in the Staff Memorandum, dated May 14, 2024.

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, by June 3, 2024.
4. Compliance with the signage regulations outlined in Section 5.26.3.C. of the Hartland Township Zoning Ordinance, which regulates signs for Special Events.
5. Compliance with any request by Hartland Township for dust mitigation, noise mitigation, or additional site lighting when determined to be a health, safety or welfare concern.
6. Compliance of any other regulation from another governmental agency having jurisdiction.
7. Submittal of a cash bond to the Township prior to the event in the amount deemed necessary by the Township Manager.
8. (Any other conditions determined by the Township Board.)

Discussion

Special Event Application #24-002 was reviewed in accordance with the Hartland Township Special Events Permit Ordinance (Ord. No. 69) and the Township's Zoning Ordinance (Ord. No. 76). Key provisions of those ordinances, Staff's review, and reviews of other municipal agencies, are summarized as follows (with Staff comments in *italics*, where warranted). Per the Special Events Permit Ordinance Sec. 3.E, the Township Board has the exclusive authority to approve Special Events that involve a liquor license issued by the State of Michigan.

Summary of Special Event:

Name of event: **Hartland Polo Classic**
Benefitting Hartland Chamber Scholarships and Community Givebacks

Date & Time: Saturday, June 8, 2024, 4:00 p.m. to 10:00 p.m.
Sunday, June 9, 2024; 12:00 p.m. to 4:00 p.m.

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

Estimated Attendance: 600 people (Saturday)
400 people (Sunday)

Application Requirements

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

A. General Provisions

1. It is unlawful for any Owner or Operator to hold or conduct any Special Event in the Township unless the Zoning Administrator has first issued a Special Event Permit in compliance with this Ordinance. *In this instance, the Zoning Administrator lacks the authority to issue this Special Event and instead Township Board approval is required.*
2. The Special Event shall comply with all applicable zoning regulations for the district in which it is to be located including requirements pertaining to lot size, height, visibility, setbacks and off-street parking. Deviations from the zoning regulations for the Special Event may be permitted when the Zoning Administrator determines that public health, safety and welfare will not be adversely affected, and the spirit and intent of the applicable zoning regulations have been met. *The Special Event is being held on Township-owned property, at Heritage Park. The site plan indicates the existing parking lot of Heritage Park will be utilized and includes a designated handicap/VIP parking area within the northeast area of said parking lot. Dimensions of this area are not stated on the plan. The gravel parking lot associated with Heritage Park has approximately 300 parking spaces, with each parking space defined by a bumper block. Four (4) paved barrier-free parking spaces are adjacent to the concessions building, bringing the total number of designated parking spaces to 304 spaces. An additional parking area is shown on a lawn area north of the polo field. This area is labeled as "Trailer Parking/Horse Staging Area". It is assumed patron parking will not be allowed in this area.*

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

In this case, there are no dedicated seats, so the Township would use the anticipated number of people to attend, which is 600 people on Saturday and 400 people on Sunday of the event. Based on that standard, 200 parking spaces shall be provided on Saturday ($600 \div 3$) and 134 parking spaces on Sunday ($400 \div 3$). The applicant indicates the existing parking lot will be utilized for the event. The subject site is next to residential zoning, as such, event lighting and sound systems shall meet required standards in the Code of Ordinances or Nuisance Ordinance.

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

In the application materials, the applicant states Environmental Waste Services will provide adequate garbage receptacles and rolling carts which will be distributed throughout the event. Environmental Waste Services will provide a 6-yard dumpster to help manage garbage during the event. Volunteers will be assigned during the event to collect and empty trash receptacles. Environmental Waste Services will pick up the garbage receptacles on Monday, June 10, 2024.

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.

Four (4) "port-o-johns", two (2) handicap toilets, and two (2) hand washing stations are proposed. The concession building will be open during the event and restrooms will be available.

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

Food trucks and a catering service will be offering food. No additional approvals or licenses are required from the Livingston County Department of Public Health as long as

the food is prepared in the vendor's licensed facility or vehicle. All vendors are required to submit their certificates of liability to the Hartland Area Chamber of Commerce. Vendors to provide proper food storage, potable water, and sanitation.

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

Staff Comments: Lighting is provided inside the main tent. String lighting/lantern lights are provided near the general admission tent and restrooms. Due to natural sunlight and the time of year, there is ample natural light at dusk in the parking lot for patrons to walk to their vehicles, per the applicant.

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

Staff Comments: The existing parking lot for Heritage Park will be utilized for the event, which has 304 designated parking spaces (4 spaces are paved for barrier-free parking). Based on the previous section in this report, 200 parking spaces are required for the Saturday event and 134 parking spaces are required for the Sunday event.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Staff comments: Banner signage is to be used on the road frontage of Heritage Park, along Highland Road (2' by 4', and 4' by 6' banner signs). Sandwich boards (3' x 5') will be placed along the driveway into Heritage Park. Internally on the site, directional yard signs will be provided for food vendors, parking areas, entrance/exit points, check-in and VIP tent, etc. Sign drawings were not submitted thus staff could not review for compliance.

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

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

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

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

B. Exemptions. (Not Applicable)

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

1. Private and Community Special Events:

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

Staff comments: The event proposed would occur on one day, Saturday, June 8, 2024, from approximately 4:00 p.m. to 10:00 p.m.; and Sunday, June 9, 2024, from approximately 12:00 p.m. to 4:00 p.m.

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

Staff comments: The existing parking lot accommodates approximately 304 vehicles, and approximately 400-600 attendees are expected for the event (Saturday-600 attendees; Sunday-400 attendees). Parking appears to be adequate based on the information submitted and using the Township parking standard for Stadium, sports arena or similar places of outdoor assembly.

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

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

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

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

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

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 8, 2024, from 4:00 p.m. to 10:00 p.m., and June 9, 2024, from 12:00 p.m. to 4:00 p.m. 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 Hartland Polo Classic special event was held at the Detroit Polo Club site, formally at 500 Chukker Cove. In June 2023, the Hartland Polo Classic special event was held at Heritage Park (PSE #23-005).

Attachments:

1. Special Event Application #24-002 – PDF version

T:\PLANNING DEPARTMENT\Special Events\2024\Special Event #24-002 Hartland Polo Classic\Staff reports\2024 Hartland Polo Classic TB staff report 05.14.2024.docx

OFFICE OF THE PLANNING DIRECTOR
Troy Langer

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



SUPERVISOR
William Fountain

CLERK
Larry Ciofu

TREASURER
Kathleen Horning

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

APPLICATION FOR SPECIAL EVENT PERMIT					
Event Description: (Please attach a detailed event description on a separate sheet) Hartland Polo Classic - Festival of Polo					
Date(s) and Hours of Event: 8 to 9 of June Time: Saturday 4-10pm to Sunday 12-4pm Date Date Month AM/PM AM/PM					
Event Location (Address/Boundaries): Heritage Park 12439 Highland Rd, Hartland MI					
Parcel Identification Number:		4708- 23-400-035		4708-	
Subdivision Name:			Zoning of Parcel:		CA
Application Number: 24-002 (Assigned by Township) Application Date: 1/22/24		<input checked="" type="checkbox"/> Community Organization Special Events (Signage Included)			\$ No Charge
		<input type="checkbox"/> Special Events, except Outdoor Seasonal Sales (75.00)			\$ _____
		<input type="checkbox"/> Outdoor Seasonal Sales (\$75.00)			\$ _____
		<input type="checkbox"/> Temporary Sign Request (\$15.00 per Sign)			\$ _____
		<input type="checkbox"/> Cash Bond Required by _____			\$ _____
Total Application Fee				\$ _____	
Total Bond Required				\$ _____	
APPLICANT INFORMATION					
Company Name Hartland Area Chamber of Commerce					
Last Name		Wheaton	First	Emmalyn	M.I.
Street Address 9525 E. Highland Rd					
City		Howell	State	MI	Zip 48843
Phone 8106329130		E-mail Address		info@hartlandchamber.org	
Do You Own The Event Property?		Community Organization?		Name of Community Organization:	
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		Hartland Area Chamber of Commerce	
PROPERTY OWNER INFORMATION (IF OTHER THAN APPLICANT)					
Company Name Hartland Township					
Last Name		First			M.I.
Street Address					
City		State			Zip
Phone		E-mail Address			

NEIGHBORHOOD ASSOCIATION (IF APPLICABLE)				
Neighborhood Association (Name)				
Last Name		First	M.I.	
Street Address				
City		State	Zip	
Phone	E-mail Address			
<p>The applicant and owner acknowledge that he/she has the sole responsibility of complying with the requirements of any applicable Hartland Township Ordinance notwithstanding the signature or approval of any employee(s) or official(s) of Hartland Township and that Hartland Township is not bound to recognize the approval of other action of any such employee(s) or official(s) which is not in compliance with any applicable Hartland Township Ordinance.</p> <p>We the undersigned, give permission for representatives of the Township of Hartland to enter the property to inspect the set-up, activity and clean-up for compliance with the Special Event Permit.</p>				
Applicant Signature		<i>Emmalyn Wheaton</i>		Date: 11/1/24
Owners Signature		<i>[Signature]</i>		Date: 3/25/24

Department of Public Works
Impact on existing Infrastructure and Utility Use is within an Acceptable Range as Proposed.
DPW Director: _____ Date: _____
Fire Department (if applicable)
Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Reason/Conditions: _____
Fire Marshall: _____ Date: _____
Sheriff (if applicable)
Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Reason/Conditions: _____
Sheriff: _____ Date: _____

Planning & Zoning		
Special Event Inspection Complete	Yes	No
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) \$	N/A	
Receipt Number:	N/A	
Treasurer: <i>[Signature]</i>	Date: 11/22/24	

Code Enforcement Action: YES NO

Resolved: YES NO

Comment:

NEIGHBORHOOD ASSOCIATION (IF APPLICABLE)					
Neighborhood Association (Name)					
Last Name		First	M.I.		
Street Address					
City		State	Zip		
Phone	E-mail Address				
<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>Emmalyn Wheaton</i>		Date	<i>11/1/24</i>
Owners Signature		<i>[Signature]</i>		Date	<i>3/25/24</i>

Department of Public Works
Impact on existing Infrastructure and Utility Use is within an Acceptable Range as Proposed.
DPW Director: <i>[Signature]</i> Date: <i>5-1-24</i>
Fire Department (if applicable)
Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/>
Reason/Conditions: <u>Contact Hartland Fire with contact information of food trucks.</u>
Fire Marshall: <i>Jon Dehanke</i> Date: <i>4-17-24</i>
Sheriff (if applicable)
Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Reason/Conditions: _____
Sheriff: _____ Date: _____

Planning & Zoning		
Special Event Inspection Complete	Yes	No
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>N/A</i>	
Receipt Number: _____	<i>N/A</i>	
Treasurer: <i>[Signature]</i>	Date: <i>11/22/24</i>	

Code Enforcement Action: YES NO

Resolved: YES NO

Comment: ** \$5,000.00 Escrow Deposit Required Prior to Event Approval.*

** Township & Polo Staff to walk fields prior to event to determine if surface is dry enough and playable.*

Hartland Township - Special Event Permit Checklist

Description Of Event:

- **June 8 - 9, 2024 The Hartland Festival of Polo presented by Hartland Insurance Agency**
 - **Saturday, June 8 4-10pm:** Hartland Polo Classic 21 and over event with amazing food, drinks, great entertainment and polo match.
 - **Sunday, June 9 12-4pm** The Hartland Polo Picnic, is a family friendly tailgate style event with food trucks, beer tent, live entertainment and plenty for the kids to do in the "Kids Corral".
- **Location: Heritage Park in Hartland on M-59 east of US23**

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

Saturday Hartland Polo Classic features:

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

Sunday Hartland Polo Picnic Family Tailgate features:

- Live Polo Match
- Sideline seating
- Kids Corral with fun games and activities
- Beer tent with local breweries - fenced tent area with gate ID check and wristbands identifying 21 and over
- Local Food Trucks
- Live music
- Half-time divot stomp
- Fun for the whole family!
- Tickets: Individual tickets \$20 \$40/family

Number of people expected:

- Saturday 600
- Sunday 400

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

Indemnification: Attached

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

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

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

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

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

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

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

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

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

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

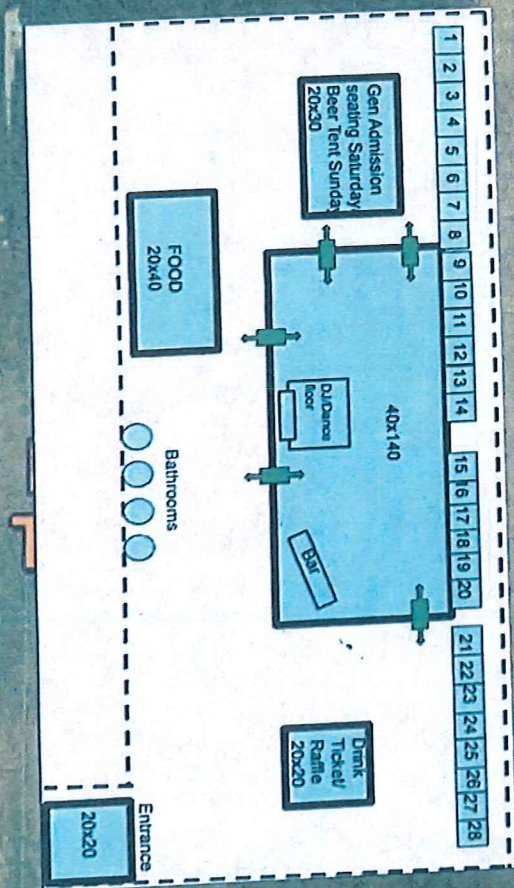
Restrooms: 5 portable toilets, 2 Handicap toilets and 2 handwashing stations will be available at the event.

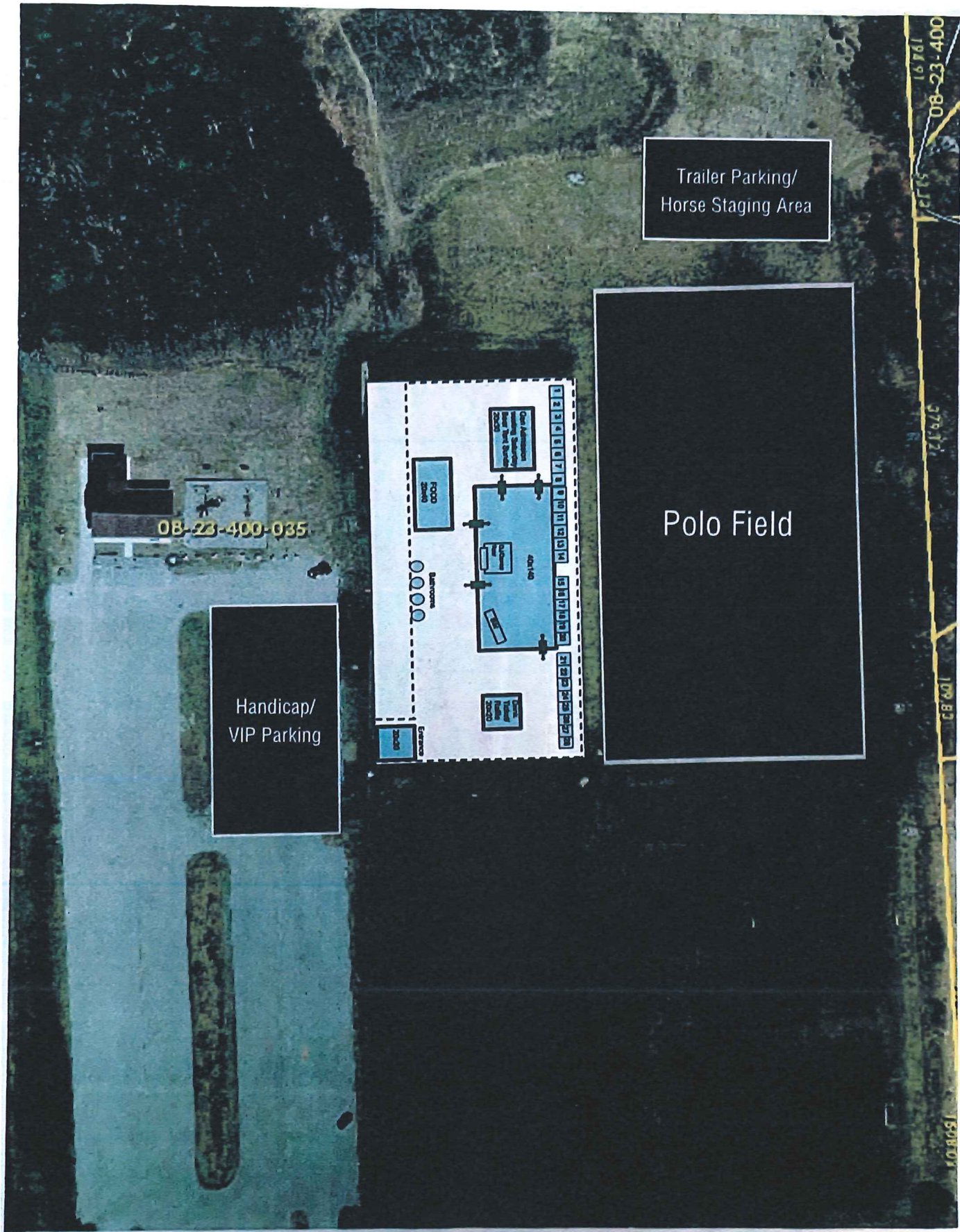
Lighting: The main tent will be well lit with 4 chandelier type light fixtures. There will also be white string lights and lantern lights near the general admission tent and restrooms. Guests will be leaving at 10pm (dusk) lighting for the parking lot will not be necessary due to the natural light available.

Garbage/Litter: Adequate garbage receptacles and rolling carts will be distributed throughout the event, provided by Environmental Waste Services. They were also providing a 6yd dumpster to help manage garbage during the event. Garbage receptacles will be picked up on June 10. Volunteers will be assigned during the event to collect and empty trash receptacles.

Trailer Parking/
Horse Staging Area

Polo Field



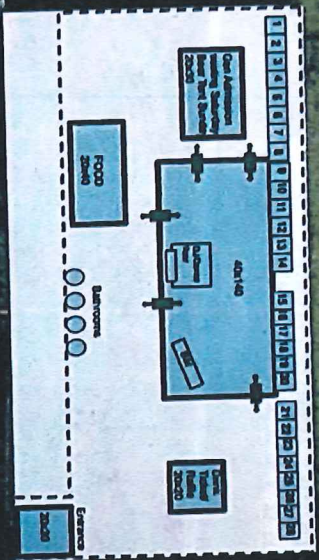


Trailer Parking/
Horse Staging Area

Polo Field

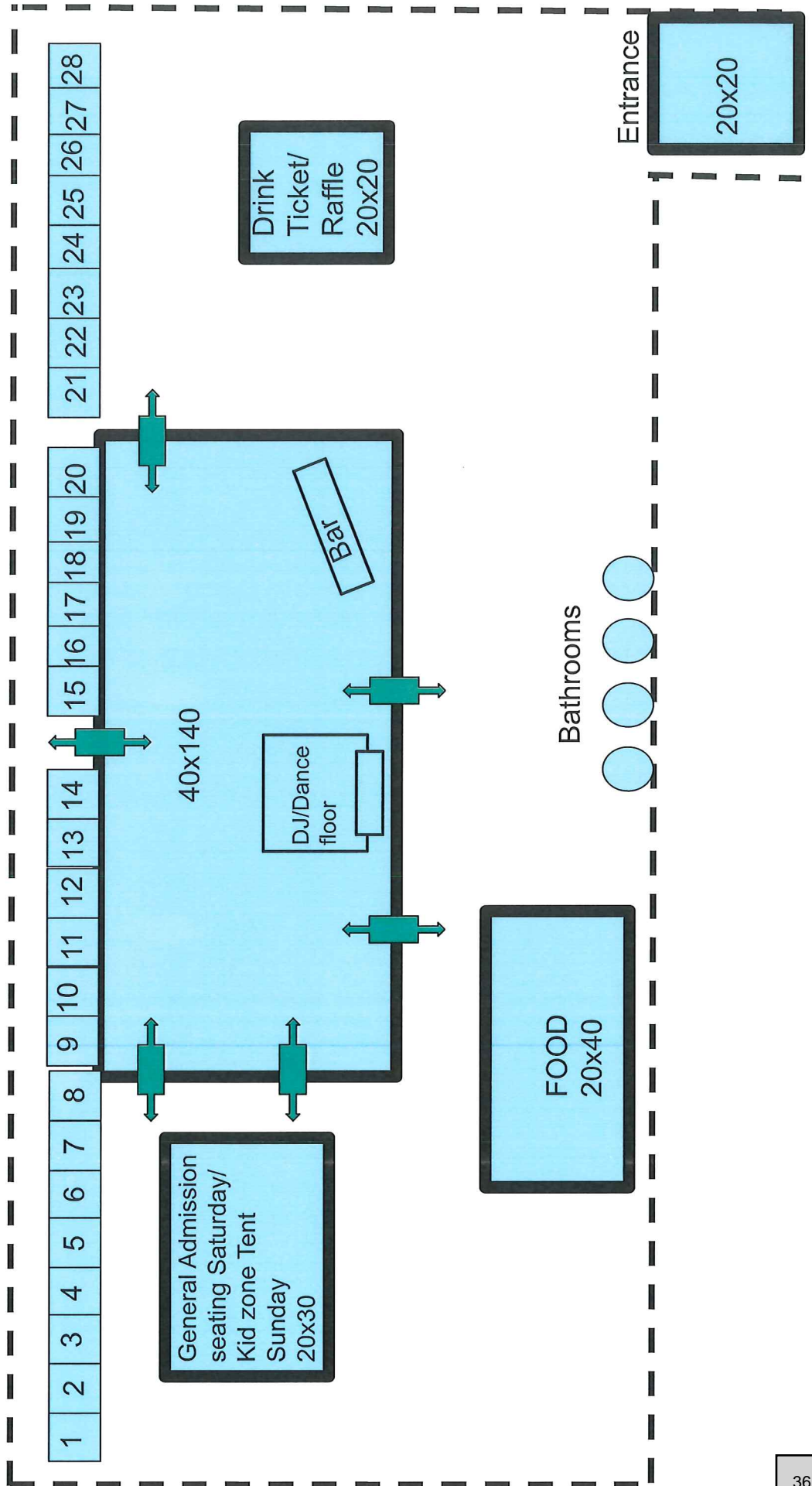
Handicap/
VIP Parking

08-23-400-035



KEY

- - - Fencing (snow fence and white plastic temporary 3' fence)
- ➡ Tent exit/entrance



January 1, 2024
Hartland Township
2655 Clark Road
Hartland, MI 48353

Hold Harmless

FOR GOOD AND VALUABLE CONSIDERATION (the receipt of which is hereby acknowledged) the undersigned hereby indemnifies and holds harmless Hartland Township against any and all claims, demands, actions, suits, losses, costs, charges, expenses, damages and liabilities including property damage, personal injury, or death, caused by their agents, employees, officers or any third party which the Indemnatee may pay, sustain, suffer or incur by reason of or in connection with the Hartland Polo Classic Festival of Polo event June 8 and 9, 2024. Including, without limiting the generality of the foregoing, all costs and expenses incurred in connection with any such, loss or damage.

Sign: *Emmalyn Wheaton* 1/1/24

Emmalyn Wheaton
Executive Director
Hartland Area Chamber of Commerce

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

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Michael Luce, Township Manager

Subject: Closed Session: to consider a periodic personnel evaluation of the Township Manager, at his request under MCL 15.268(a)

Date: May 16, 2024