



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, October 05, 2021 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.](#) Public Works Staffing Budget Amendment
 7. Pending & New Business
 - [a.](#) Site Plan #21-012 Hartland Crossing Planned Development (PD) Concept Plan
 - [b.](#) Transfer of funds from 590 Sewer to 595 Bond (\$1,239,800)
 - [c.](#) Water Extension Agreement - M-59 East Corridor
 - [d.](#) Hartland Deerfield Fire Authority Fire Engine Loan Agreement
 8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
 - a. Manager's Report
 - [b.](#) Hartland Township Pathways Plan Discussion
 - [c.](#) General Fund Capital Projects Update
 10. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: September 28, 2021

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$1,690,794.73. The bills are available in the Finance office for review.

Notable invoices include:

\$23,766.37 – Chloride Solutions, LLC – (August/September 2021 Dust Control)
\$26,600.00 – ETNA Supply Company – (AMI Water Metering System)
\$309,336.00 – Hartland Deerfield Fire Authority – (3rd Quarterly Payment due 10/8/21)
\$45,744.91 – Hartland Township General Fund – (3rd Fiscal Quarter 2021 Salary Allocations & Cable Studio Rent for period of 10/1 – 12/31/21)
\$1,239,800.00 – Jennifer M. Nash – (Livingston County Sewer System Refunding Bond Series 2016)
\$32,525.00 – The Huntington National Bank – (Special Assessment Refunding Bond Series 2019 Interest)

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the adopted FY22 budget.

Attachments

Bills for 10.05.2021

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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 10/05/2021 - 10/05/2021
BOTH JOURNALIZED AND UNJOURNALIZED

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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
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		Due Date		1099		

APPLIED	APPLIED IMAGING	09/21/2021	1813252	FOA	8/23/21 - 9/22/21 RICOH/MP6055SP	
45649	7718 SOLUTION CENTER	10/05/2021		N		26.25
09/21/2021	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		10/05/2021		N		26.25

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	26.25

VENDOR TOTAL: 26.25

2900	BROWN DRILLING	09/11/2021	31531	FOA	NO WATER SERVICE CALL	
45616	7215 HIGHLAND ROAD	10/05/2021		N		1,615.50
09/11/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		10/05/2021		Y		1,615.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	1,615.50

VENDOR TOTAL: 1,615.50

CHLORIDESO	CHLORIDE SOLUTIONS, LLC	08/28/2021	935	FOA	AUGUST 2021 DUST CONTROL	
45621	672 NORTH M-52	10/05/2021		N		3,890.87
08/28/2021	WEBBERVILLE MI, 48892	/ /	0.0000	N		0.00
		10/05/2021		Y		3,890.87

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-969.002	ROAD CHLORIDE	3,890.87

CHLORIDESO	CHLORIDE SOLUTIONS, LLC	09/04/2021	938	FOA	SEPTEMBER 2021 DUST CONTROL	
45622	672 NORTH M-52	10/05/2021		N		15,566.18
09/04/2021	WEBBERVILLE MI, 48892	/ /	0.0000	N		0.00
		10/05/2021		Y		15,566.18

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-969.002	ROAD CHLORIDE	15,566.18

CHLORIDESO	CHLORIDE SOLUTIONS, LLC	09/11/2021	945	FOA	SEPTEMBER 2021 DUST CONTROL	
45623	672 NORTH M-52	10/05/2021		N		4,309.32
09/11/2021	WEBBERVILLE MI, 48892	/ /	0.0000	N		0.00
		10/05/2021		Y		4,309.32

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-969.002	ROAD CHLORIDE	4,309.32

VENDOR TOTAL: 23,766.37

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CINTAS	CINTAS CORPORATION	09/20/2021	4096334926	FOA	MATS	
45638	P.O. BOX 630910	10/05/2021		N		43.56
09/20/2021	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		10/05/2021		N		43.56

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	43.56

VENDOR TOTAL: 43.56

CMP	CONSTANT MOTION PRODUCTIONS	09/20/2021	24	FOA	STATE OF THE COMMUNITY 2021 VIDEO	
45650	1016 BALDWIN AVE	10/05/2021		N		4,000.00
09/20/2021	ANN ARBOR MI, 48104	/ /	0.0000	N		0.00
		10/05/2021		Y		4,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-801.000	CONTRACTED SERVICES & RENTALS	4,000.00

VENDOR TOTAL: 4,000.00

ETNA	ETNA SUPPLY COMPANY	09/15/2021	091521	FOA	AMI WATER METERING SYSTEM	
45619	P.O. BOX 772107	10/05/2021		N		26,600.00
09/15/2021	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		10/05/2021		N		26,600.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-140.000	WATER SYSTEM	26,600.00

VENDOR TOTAL: 26,600.00

HAYAA-F	HARTLAND AREA YOUTH ATHLETIC ASSOC	10/01/2021	101521	FOA	OCTOBER 2021 - PMT PER AGREEMENT	
45466	HAYAA - FOOTBALL	10/05/2021		N		378.15
	P.O. BOX 359					
10/01/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		10/05/2021		N		378.15

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	378.15

VENDOR TOTAL: 378.15

HCSA	HARTLAND COMMUNITY SOCCER ASSN	10/01/2021	100121	FOA	OCTOBER 2021 - PMT PER AGREEMENT	
45467	HARTLAND COMMUNITY EDUCATION	10/05/2021		N		792.53
	9525 HIGHLAND RD					
10/01/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00

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		Due Date		1099		

Open		10/05/2021		N		792.53
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GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	792.53

VENDOR TOTAL: 792.53

HDFA	HARTLAND DEERFIELD FIRE	10/05/2021	21-22 3RDQ:H	FOA	3RD QTRLY PMT DUE 10/8/21	
45625	3205 HARTLAND RD	10/05/2021		N		309,336.00
09/16/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		10/05/2021		N		309,336.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-999.336	CONTRIBUTION TO FIRE AUTHORITY	309,336.00

VENDOR TOTAL: 309,336.00

0001	HARTLAND TOWNSHIP GENERAL FUND	10/01/2021	100121	FOA	3RD FISCAL QTR 2021 SALARY ALLOCATIO	
45090		10/05/2021		N		42,498.91
10/01/2021	,	/ /	0.0000	N		0.00
		10/05/2021		N		42,498.91

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-720.000	ADMINISTRATIVE FEES	22,595.81
590-000-720.000	ADMINISTRATIVE FEES	19,903.10
		42,498.91

0001	HARTLAND TOWNSHIP GENERAL FUND	10/05/2021	10052021	FOA	10/1 - 12/31/21 CABLE STUDIO RENT	
44076		10/05/2021		N		3,246.00
10/05/2021	,	/ /	0.0000	N		0.00
		10/05/2021		N		3,246.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-941.000	RENT	3,246.00

VENDOR TOTAL: 45,744.91

HYL	HARTLAND YOUTH LACROSSE	10/01/2021	100121	FOA	OCTOBER 2021 - PMT PER AGREEMENT	
45468	P.O. BOX 56	10/05/2021		N		378.15
10/01/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		10/05/2021		N		378.15

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	378.15

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

VENDOR TOTAL: 378.15

4589	HORNING, KATHLEEN A	09/22/2021	092221	FOA	FALL CONFERENCE PER DIEM	
45652	1665 HARTLAND WOODS DR	10/05/2021		N		61.00
09/22/2021	HOWELL MI, 48843-9044	/ /	0.0000	N		0.00
		10/05/2021		N		61.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-957.000	EDUCATION/TRAINING/CONVENTION	61.00

VENDOR TOTAL: 61.00

LIVINGCO	JENNIFER M. NASH	09/15/2021	091521	FOA	LIV CNTY SEWER SYSTEM REFUNDING BOND	
45617	C/O BRIAN JONCKHEERE, LCDC	10/05/2021		N		1,239,800.00
	2300 E. GRAND RIVER, STE 105	/ /	0.0000	N		0.00
09/15/2021	HOWELL MI, 48843-7581	10/05/2021		N		1,239,800.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
595-000-997.007	SERIES 2016 REFUNDING BOND INTEREST	89,800.00
595-000-205.008	BONDS PAYABLE 2016 REFUNDING	1,150,000.00
		1,239,800.00

VENDOR TOTAL: 1,239,800.00

1120	KIZCAM	08/25/2021	17575	FOA	WINDOW ENVELOPES	
45644	3280 W GRAND RIVER	10/05/2021		N		153.63
08/25/2021	HOWELL MI, 48855	/ /	0.0000	N		0.00
		10/05/2021		N		153.63

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-727.000	SUPPLIES & POSTAGE	153.63

1120	KIZCAM	09/09/2021	17583	FOA	PASSPORT RECEIPTS	
45645	3280 W GRAND RIVER	10/05/2021		N		197.44
09/09/2021	HOWELL MI, 48855	/ /	0.0000	N		0.00
		10/05/2021		N		197.44

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-727.000	SUPPLIES & POSTAGE	197.44

VENDOR TOTAL: 351.07

LOWES	LOWES BUSINESS ACCT/SYNCR	08/31/2021	20858	FOA	15 BAGS OF BROWN MULCH	
45655	P.O. BOX 530970	10/05/2021		N		28.50

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		Due Date		1099		

08/31/2021	ATLANTA GA, 30353-0970	/ /	0.0000	N		0.00
		10/05/2021		N		28.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	28.50

VENDOR TOTAL: 28.50

ORKIN	ORKIN	09/15/2021	217210027	FOA	PEST CONTROL AT HERO TEEN CENTER	
45620	21068 BRIDGE ST.	10/05/2021		N		65.88
09/15/2021	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		10/05/2021		N		65.88

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	65.88

ORKIN	ORKIN	09/17/2021	217211625	FOA	PEST CONTROL AT WTP	
45636	21068 BRIDGE ST.	10/05/2021		N		68.00
09/17/2021	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		10/05/2021		N		68.00

Open

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

VENDOR TOTAL: 133.88

JOHNSON	ROSATI,SCHULTZ,JOPPICH&AMTSBUECHLER	09/10/2021	1076182	FOA	ORDINANCE ENFORCEMENT MATTERS 5682 B	
45642	27555 EXECUTIVE DRIVE, SUITE 250	10/05/2021		N		162.00
09/10/2021	FARMINGTON HILLS MI, 48331	/ /	0.0000	N		0.00
		10/05/2021		Y		162.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-722-826.000	LEGAL FEES	162.00

VENDOR TOTAL: 162.00

SWALTER	S. WALTER PACKAGING CORP.	09/29/2021	765399-00	FOA	PLASTIC T-SHIRT BAGS	
45660	P.O. BOX 71225	10/05/2021		N		1,844.50
07/30/2021	PHILADELPHIA PA, 19176-6225	/ /	0.0000	N		0.00
		10/05/2021		N		1,844.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-956.000	FARMERS MARKET	1,844.50

VENDOR TOTAL: 1,844.50

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SERVICEPRO	SERVICEPRO	08/31/2021	AUGUST 2021	FOA	AUGUST 2021 OFFICE CLEANING SERVICE	
45648	7510 PARKWOOD DRIVE	10/05/2021		N		880.00
09/21/2021	FENTON MI, 48430	/ /	0.0000	N		0.00
		10/05/2021		Y		880.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	880.00

SERVICEPRO	SERVICEPRO	08/01/2021	JULY 2021	FOA	JULY 2021 OFFICE CLEANING SERVICES	
45647	7510 PARKWOOD DRIVE	10/05/2021		N		880.00
09/21/2021	FENTON MI, 48430	/ /	0.0000	N		0.00
		10/05/2021		Y		880.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	880.00

VENDOR TOTAL: 1,760.00

STAPLES	STAPLES	09/25/2021	8063702208	FOA	MISC SUPPLIES	
45656	PO BOX 660409	10/05/2021		N		85.80
09/25/2021	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		10/05/2021		N		85.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-727.000	SUPPLIES & POSTAGE	85.80

VENDOR TOTAL: 85.80

377	STATE OF MICHIGAN	09/15/2021	761-10630273	FOA	8/24/21 SAMPLE REC'D T. BROOKS	
45643	EGL	10/05/2021		N		290.00
	CASHIERS OFFICE					
09/15/2021	LANSING MI, 48909-8157	/ /	0.0000	N		0.00
		10/05/2021		N		290.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-956.000	MISCELLANEOUS	290.00

VENDOR TOTAL: 290.00

HUNTINGBAN	THE HUNTINGTON NATIONAL BANK	09/20/2021	092021	FOA	SPEC ASSMT REFUNDING BONDS SERIES 20	
45657	PO BOX 1558-GW4E64	10/05/2021		N		32,525.00
09/20/2021	COLUMBUS OH, 43216	/ /	0.0000	N		0.00
		10/05/2021		N		32,525.00

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
354-000-997.010	2019 REFUNDING BOND INTEREST	32,525.00

VENDOR TOTAL: 32,525.00

SPIRITOFLLI	THE SPIRIT OF LIVINGSTON	09/14/2021	52882	FOA	BUSINESS CARDS	
45633	3280 W GRAND RIVER	10/05/2021		N		25.00
09/14/2021	HOWELL MI, 48855	/ /	0.0000	N		0.00
		10/05/2021		N		25.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-956.000	FARMERS MARKET	25.00

VENDOR TOTAL: 25.00

TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	09/20/2021	5616580	FOA	8/25/21 - 9/24/21 - ESTUDIO2830C - C	
45658	PO BOX 927	10/05/2021		N		8.56
09/20/2021	BUFFALO NY, 14240	/ /	0.0000	N		0.00
		10/05/2021		N		8.56

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	8.56

VENDOR TOTAL: 8.56

WATERTECH	WATER TECH	08/31/2021	51445	FOA	AUGUST 2021	
45651	718 S MICHIGAN	10/05/2021		N		1,038.00
08/31/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		10/05/2021		N		1,038.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	1,038.00

VENDOR TOTAL: 1,038.00

TOTAL - ALL VENDORS: 1,690,794.73

FUND TOTALS:

Fund 101 - GENERAL FUND	29,777.32
Fund 206 - FIRE OPERATING	309,336.00
Fund 354 - 2009 M-59 ROAD IMPROVEMENTS BOND	32,525.00
Fund 536 - WATER SYSTEM FUND	25,607.31
Fund 539 - WATER REPLACEMENT FUND	26,600.00
Fund 577 - CABLE TV FUND	7,246.00
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	19,903.10
Fund 595 - 2005 SEWER EXP BONDS	1,239,800.00

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: September 28, 2021

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 – \$25,584.11

September 30, 2021 Payroll - \$78,308.17

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the adopted FY22 budget.

Attachments

Post Audit Bills List 09.16.2021

Post Audit Bills List 09.23.2021

Payroll for 09.30.2021

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/16/2021	FOA	41488	CHASE BANK	SUPPLIES & POSTAGE	101-172-727.000	50.98
		41488		MEMBERSHIP & DUES	101-192-804.000	120.00
		41488		EDUCATION/TRAINING/CONVENTION	101-192-957.000	506.51
		41488		SUPPLIES & POSTAGE	101-209-727.000	309.98
		41488		EDUCATION/TRAINING/CONVENTION	101-209-957.000	110.00
		41488		SUPPLIES & POSTAGE	101-253-727.000	15.89
		41488		OPERATING SUPPLIES	101-265-740.000	108.85
		41488		LAWN/SNOW MAINTENANCE	101-265-802.000	97.90
		41488		TELEPHONE	101-265-851.000	17.95
		41488		MEMBERSHIP & DUES	101-441-804.000	231.00
		41488		CONTRACTED SERVICES	101-577-801.000	38.99
		41488		SPECIAL EVENTS	101-577-956.000	40.00
		41488		LAWN/SNOW MAINTENANCE	101-751-802.000	97.90
		41488		REPAIRS & MAINTENANCE	101-751-930.000	667.04
		41488		SETTLERS PARK	401-751-970.009	545.90
		41488		OPERATING SUPPLIES	536-000-740.000	856.32
		41488		INTERNET	536-000-805.000	286.71
		41488		TELEPHONE	536-000-851.000	66.80
		41488		GASOLINE	536-000-860.000	107.55
		41488		PRINTING & PUBLICATIONS	536-000-900.000	24.99
		41488		REPAIRS & MAINTENANCE TRUCKS	536-000-930.002	129.99
		41488		EDUCATION/TRAINING/CONVENTION	536-000-957.000	140.00
		41488		INTERNET	577-000-805.000	2,209.86
		41488		CABLE TV FEES	577-000-806.000	117.56
		41488		PEG SERVER & SOFTWARE RENTAL	577-000-946.000	15.85
						<hr/> 6,914.52
09/16/2021	FOA	41489	CONSUMERS ENERGY	STREET LIGHTS	101-448-921.000	137.85
		41489		UTILITIES - ELECTRIC	206-000-920.002	43.68
						<hr/> 181.53
09/16/2021	FOA	41490	DTE ENERGY	UTILITIES - ELECTRIC	101-751-920.002	45.96
09/16/2021	FOA	41491	HARTLAND TOWNSHIP GENERAL FUND	MOBILE HOME FEES ESCROW	701-000-290.300	276.50
09/16/2021	FOA	41492	LIVINGSTON COUNTY TREASURER	MOBILE HOME FEES ESCROW	701-000-290.300	1,382.50
TOTAL - ALL FUNDS				TOTAL OF 5 CHECKS		8,801.01

--- GL TOTALS ---

101-172-727.000	SUPPLIES & POSTAGE	50.98
101-192-804.000	MEMBERSHIP & DUES	120.00
101-192-957.000	EDUCATION/TRAINING/CONVENTION	506.51
101-209-727.000	SUPPLIES & POSTAGE	309.98
101-209-957.000	EDUCATION/TRAINING/CONVENTION	110.00
101-253-727.000	SUPPLIES & POSTAGE	15.89
101-265-740.000	OPERATING SUPPLIES	108.85
101-265-802.000	LAWN/SNOW MAINTENANCE	97.90
101-265-851.000	TELEPHONE	17.95
101-441-804.000	MEMBERSHIP & DUES	231.00

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CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 09/16/2021 - 09/16/2021

Page 2/2

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-448-921.000				STREET LIGHTS		137.85
101-577-801.000				CONTRACTED SERVICES		38.99
101-577-956.000				SPECIAL EVENTS		40.00
101-751-802.000				LAWN/SNOW MAINTENANCE		97.90
101-751-920.002				UTILITIES - ELECTRIC		45.96
101-751-930.000				REPAIRS & MAINTENANCE		667.04
206-000-920.002				UTILITIES - ELECTRIC		43.68
401-751-970.009				SETTLERS PARK		545.90
536-000-740.000				OPERATING SUPPLIES		856.32
536-000-805.000				INTERNET		286.71
536-000-851.000				TELEPHONE		66.80
536-000-860.000				GASOLINE		107.55
536-000-900.000				PRINTING & PUBLICATIONS		24.99
536-000-930.002				REPAIRS & MAINTENANCE TRUCKS		129.99
536-000-957.000				EDUCATION/TRAINING/CONVENTION		140.00
577-000-805.000				INTERNET		2,209.86
577-000-806.000				CABLE TV FEES		117.56
577-000-946.000				PEG SERVER & SOFTWARE RENTAL		15.85
701-000-290.300				MOBILE HOME FEES ESCROW		1,659.00
				TOTAL		8,801.01

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
 CHECK DATE FROM 09/23/2021 - 09/23/2021

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/23/2021	FOA	41515	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	23.42
09/23/2021	FOA	41516	DELTA DENTAL	ACCRUED DENTAL BENEFITS	001-000-257.101	149.01
		41516		EMPLOYMENT EXPENSE	101-192-716.000	58.56
		41516		EMPLOYMENT EXPENSE	101-209-716.000	55.30
		41516		EMPLOYMENT EXPENSE	101-215-716.000	84.58
		41516		EMPLOYMENT EXPENSE	101-253-716.000	110.60
		41516		EMPLOYMENT EXPENSE	101-400-716.000	156.47
		41516		EMPLOYMENT EXPENSE	101-441-716.000	101.17
		41516		EMPLOYMENT EXPENSE	536-000-716.000	29.28
						<hr/> 744.97
09/23/2021	FOA	41517	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,695.42
		41517		STREET LIGHTS	101-448-921.000	19.46
		41517		UTILITIES	101-567-920.000	15.66
		41517		UTILITIES - ELECTRIC	101-751-920.002	206.17
		41517		UTILITIES - ELECTRIC	206-000-920.002	61.98
		41517		UTILITIES - ELECTRIC	536-000-920.002	4,547.37
						<hr/> 6,546.06
09/23/2021	FOA	41518	LIVINGSTON DAILY PRESS & ARGUS	PRINTING & PUBLICATIONS	101-215-900.000	50.00
		41518		PRINTING & PUBLICATIONS	101-400-900.000	80.00
						<hr/> 130.00
09/23/2021	FOA	41519	MUTUAL OF OMAHA	ACCRUED STD/LTD BENEFITS	001-000-257.103	134.31
		41519		EMPLOYMENT EXPENSE	101-192-716.000	91.59
		41519		EMPLOYMENT EXPENSE	101-209-716.000	88.95
		41519		EMPLOYMENT EXPENSE	101-215-716.000	60.77
		41519		EMPLOYMENT EXPENSE	101-253-716.000	66.99
		41519		EMPLOYMENT EXPENSE	101-400-716.000	107.35
		41519		EMPLOYMENT EXPENSE	101-441-716.000	41.36
		41519		EMPLOYMENT EXPENSE	536-000-716.000	80.22
						<hr/> 671.54
09/23/2021	FOA	41520	PITNEY BOWES, INC.	REPAIRS & MAINTENANCE	101-299-930.000	271.02
09/23/2021	FOA	41521	PRIORITY HEALTH	ACCRUED MEDICAL BENEFITS	001-000-257.100	1,642.94
		41521		EMPLOYMENT EXPENSE	101-192-716.000	1,081.76
		41521		EMPLOYMENT EXPENSE	101-209-716.000	1,189.95
		41521		EMPLOYMENT EXPENSE	101-215-716.000	1,730.83
		41521		EMPLOYMENT EXPENSE	101-253-716.000	540.88
		41521		EMPLOYMENT EXPENSE	101-441-716.000	1,487.46
		41521		EMPLOYMENT EXPENSE	536-000-716.000	540.88
						<hr/> 8,214.70
09/23/2021	FOA	41522	VSP INSURANCE CO. (CT)	ACCRUED VISION BENEFITS	001-000-257.102	36.26
		41522		EMPLOYMENT EXPENSE	101-192-716.000	15.54
		41522		EMPLOYMENT EXPENSE	101-209-716.000	13.08
		41522		EMPLOYMENT EXPENSE	101-215-716.000	26.44
		41522		EMPLOYMENT EXPENSE	101-253-716.000	26.16

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		41522		EMPLOYMENT EXPENSE	101-400-716.000	34.61
		41522		EMPLOYMENT EXPENSE	101-441-716.000	21.53
		41522		EMPLOYMENT EXPENSE	536-000-716.000	7.77
						<hr/>
						181.39
TOTAL - ALL FUNDS				TOTAL OF 8 CHECKS		16,783.10

--- GL TOTALS ---

001-000-257.100	ACCRUED MEDICAL BENEFITS	1,642.94
001-000-257.101	ACCRUED DENTAL BENEFITS	149.01
001-000-257.102	ACCRUED VISION BENEFITS	36.26
001-000-257.103	ACCRUED STD/LTD BENEFITS	134.31
101-192-716.000	EMPLOYMENT EXPENSE	1,247.45
101-209-716.000	EMPLOYMENT EXPENSE	1,347.28
101-215-716.000	EMPLOYMENT EXPENSE	1,902.62
101-215-900.000	PRINTING & PUBLICATIONS	50.00
101-253-716.000	EMPLOYMENT EXPENSE	744.63
101-265-920.001	UTILITIES - GAS	23.42
101-265-920.002	UTILITIES - ELECTRIC	1,695.42
101-299-930.000	REPAIRS & MAINTENANCE	271.02
101-400-716.000	EMPLOYMENT EXPENSE	298.43
101-400-900.000	PRINTING & PUBLICATIONS	80.00
101-441-716.000	EMPLOYMENT EXPENSE	1,651.52
101-448-921.000	STREET LIGHTS	19.46
101-567-920.000	UTILITIES	15.66
101-751-920.002	UTILITIES - ELECTRIC	206.17
206-000-920.002	UTILITIES - ELECTRIC	61.98
536-000-716.000	EMPLOYMENT EXPENSE	658.15
536-000-920.002	UTILITIES - ELECTRIC	4,547.37
	TOTAL	16,783.10

Check Register Report For Hartland Township
For Check Dates 09/16/2021 to 09/30/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
09/30/2021	FOA	DD7400	BAGDON, KELLY M	2,116.88	0.00	1,498.31	Cleared
09/30/2021	FOA	DD7401	BEAUDOIN, DIANA K	956.18	0.00	850.81	Cleared
09/30/2021	FOA	DD7402	BERNARDI, MELYNDA A	1,645.18	0.00	1,272.48	Cleared
09/30/2021	FOA	DD7403	BROOKS, TYLER J	2,023.07	0.00	1,449.13	Cleared
09/30/2021	FOA	DD7404	CASE, SUSAN E	1,846.80	0.00	1,224.01	Cleared
09/30/2021	FOA	DD7405	CIOFU, LARRY N	2,583.33	0.00	1,865.46	Cleared
09/30/2021	FOA	DD7406	COBB, SUSAN M	213.75	0.00	188.32	Cleared
09/30/2021	FOA	DD7407	DRYDEN-HOGAN, SUSAN A	3,388.82	0.00	2,414.12	Cleared
09/30/2021	FOA	EFT605	FEDERAL TAX DEPOSIT	12,521.85	12,521.85	0.00	Cleared
09/30/2021	FOA	DD7408	FOUNTAIN, WILLIAM J	2,583.33	0.00	2,161.31	Cleared
09/30/2021	FOA	DD7409	FOX, LAWRENCE E	360.00	0.00	317.16	Cleared
09/30/2021	FOA	DD7410	GERMANE, MATTHEW J	800.00	0.00	713.80	Cleared
09/30/2021	FOA	DD7411	HEASLIP, JAMES B	2,979.50	0.00	1,771.62	Cleared
09/30/2021	FOA	DD7412	HORNING, KATHLEEN A	2,833.33	0.00	2,056.61	Cleared
09/30/2021	FOA	17057	ICMA VANTAGEPOINT TRANSFER AGENT	1,757.87	1,757.87	0.00	Open
09/30/2021	FOA	17058	ICMA VANTAGEPOINT TRANSFER AGENT	4,084.64	4,084.64	0.00	Open
09/30/2021	FOA	17059	ICMA VANTAGEPOINT TRANSFER AGENT	1,367.92	1,367.92	0.00	Open
09/30/2021	FOA	17060	ICMA VANTAGEPOINT TRANSFER AGENT	200.00	200.00	0.00	Open
09/30/2021	FOA	DD7413	JOHNSON, LISA	2,315.36	0.00	1,599.51	Cleared
09/30/2021	FOA	DD7414	KENDALL, ANTHONY S	29.20	0.00	26.96	Cleared
09/30/2021	FOA	DD7415	KOPCZYK, MARY ANN	482.63	0.00	425.20	Cleared
09/30/2021	FOA	DD7416	LANGER, TROY D	3,630.26	0.00	2,563.82	Cleared
09/30/2021	FOA	DD7417	LOFTUS, DANIEL M	480.00	0.00	422.88	Cleared
09/30/2021	FOA	DD7418	LUCE, MICHAEL T	3,250.00	0.00	2,386.36	Cleared
09/30/2021	FOA	17055	MCMULLEN, SUMMER L	700.00	592.76	0.00	Open
09/30/2021	FOA	EFT606	MI DEPT OF TREASURY	3,890.12	3,890.12	0.00	Cleared
09/30/2021	FOA	DD7419	MITCHELL, KYLE J	2,962.28	0.00	2,270.79	Cleared
09/30/2021	FOA	DD7420	MOCERI, VINCENT	320.00	0.00	295.52	Cleared
09/30/2021	FOA	DD7421	MORGANROTH, CAROL L	2,178.24	0.00	1,673.34	Cleared
09/30/2021	FOA	DD7422	O'CONNELL, DENISE	700.00	0.00	498.26	Cleared
09/30/2021	FOA	17056	PETRUCCI, JOSEPH M	600.00	504.66	0.00	Open
09/30/2021	FOA	DD7423	SALMON, ROBERT L	1,020.00	0.00	847.26	Cleared
09/30/2021	FOA	DD7424	SHOLLACK, DONNA M	2,247.12	0.00	1,699.90	Cleared
09/30/2021	FOA	DD7425	VERMILLION, KAREN L	1,837.99	0.00	1,357.62	Cleared

Check Register Report For Hartland Township
For Check Dates 09/16/2021 to 09/30/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
09/30/2021	FOA	DD7426	WEST, ROBERT M	4,258.33	0.00	2,554.83	Cleared
09/30/2021	FOA	DD7427	WYATT, MARTHA K	3,144.19	0.00	2,278.13	Cleared
Totals:				78,308.17	24,919.82	38,683.52	
Total Physical Checks:			6				
Total Check Stubs:			30				

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Michael Luce, Director of Public Works

Subject: Public Works Staff

Date: September 14, 2021

Recommended Action

Move to approve the budget amendment as presented for the Public Works Staff in the amount of \$12,527.00.00 for the remainder of the 2021 fiscal year.

Discussion

This fiscal year Public Works has seen many anomalies impacting the day-to-day operations of Public Works which affect staff time performing daily tasks. Township Parks use has increased, as well as the amount of people transitioning to working from home causing a increase in water use.

A few factors have contributed to the increased hours for the part time employees including parks, facility maintenance and an increased workload in assisting recreation partners. Historically, part time employees have left for school at the beginning of August leaving Township staff with mowing and maintenance duties. 2021 was different as one part time employee returned to school earlier causing remaining seasonal employee to supplement with maintenance items with additional hours.

Additionally, full time Public Works employees have experienced a significant increase in afterhours water calls requiring a full-time employee's response. In addition to the increased water related calls, full time staff has supplemented garbage and facility maintenance in all the township parks. The increase in pavilion rentals compounded by general park use is requiring staff to manage garbage restroom cleaning daily throughout the weekend as opposed to once a weekend in prior years

Staff is recommending the budget amendments as presented to cover the costs of increased services for the remainder of the 2021 fiscal year.

Financial Impact

Is a Budget Amendment Required? ☒ Yes ☐ No

Increase in Water:

536-000-707.000 (Seasonal Wages)	- \$6,000.00
536-000-709.000 (Overtime Wages)	- \$5,000.00
536-000-715.000 (FICA)	- \$1,527.00

The budget amendment will be covered from the Water Fund Contingency.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director

Subject: Site Plan #21-012 Hartland Crossing Planned Development (PD) Concept Plan

Date: September 29, 2021

Recommended Action

No formal action shall be taken by the Planning Commission or the Township Board as part of a Planned Development Concept Plan review. The Planning Commission should provide comments to the applicant about the proposed Hartland Crossing PD Concept Plan and whether it is indicative of a plan that can and will meet the intent, design standards, and eligibility criteria of the Planned Development process.

Discussion

Applicant: Christopher Kojanian, K.I. Properties Holdings, LLC

Site Description

The proposed planned development (PD) property is located at the southwest corner of Highland Road and Old US-23. The approximate 29.85-acre parcel is undeveloped (Parcel ID #4708-28-100-014) and zoned GC (General Commercial).

The subject parcel was previously designated as Commercial on the 2015 Future Land Use Map (FLUM); however, in 2020-2021 several amendments were made to the 2015 FLUM and Comprehensive Development Plan. The amendments were approved by the Township Board on May 18, 2021. One of the areas that was amended is the subject property, which is now designated as Special Planning Area (SPA).

The parcel south of the subject site is the location of the Tag Sports Center (1535 Old US-23) consisting of ball fields with batting cage, concession stand, clubhouse and locker rooms, putt-putt golf course, restroom facilities, and parking. The parcel is zoned GC (Parcel ID #4708-28-100-018). Per the 2021 amendment to the FLUM and Comprehensive Plan, this parcel is now designated as SPA (formerly designated as Commercial on the 2015 FLUM).

Land to the west includes CARite used car dealership at 9990 Highland Road (Parcel ID #4708-29-200-017) and Charyl Stockwell Academy at 9758 Highland Road (Parcel ID #4708-29-200-015). Both parcels are zoned GC and designated as Commercial on the 2015 FLUM and the 2021 FLUM Amendment.

North of the site, on the north side of Highland Road is the Shops at Waldenwoods complex which includes Kroger Grocery, Huntington Bank (formerly TCF Bank), CVS Pharmacy, and a mix of smaller commercial establishments. This commercial complex is zoned Planned Development (PD) and designated as Commercial on the 2021 FLUM Amendment.

To the east, across Old US-23, are Fountain Square Shopping Center, Hartland Town Center, and Speedway Fuel Station. All said properties are zoned GC and designated as Commercial on the 2021 FLUM Amendment.

Public access to the development is via Highland Road with one (1) proposed entrance and two (2) proposed entrances on Old US-23. An internal access drive is shown on the plan, south of the commercial portion of the site, that runs east-west, from the most northern development entrance on Old US-23 to the internal drive associated with Cheryl Stockwell Academy and CARite on the west. Additional internal drives provide access within the PD site.

Municipal water and sanitary sewer will be required for this development.

An environmental analysis was not provided by the applicant however it appears there are several wetland areas on the site based on air photos. In particular, a wetland area exists on the south which generally runs east to west, with an upland area in the middle. This may be a regulated wetland under the State of Michigan/EGLE (Michigan Department of Environment, Great Lakes and Energy). An environmental analysis of the land, including a hydrology study, analysis of the soil conditions, and analysis of other significant environmental features, such as wetland areas, water drainage areas, and tree stands is required as part of the Preliminary Site Plan application.

Site History

Historically it appears that the property has been used for agricultural purposes.

Planned Development Procedure

Section 3.1.18 of the Township's Zoning Ordinance provides standards and approval procedures for a Planned Development (PD). Approval of a Planned Development is a three-step process. A Concept Plan, Preliminary Plan, and Final Plan are all reviewed by the Planning Commission and the Township Board, with the Planning Commission making a recommendation and the Board having final approval at each step. The process usually requires a rezoning from the existing zoning district to the Planned Development (PD) zoning district. As part of the rezoning, a public hearing is held before the Planning Commission consistent with the Michigan Zoning Enabling Act; this public hearing is held at the same meeting during which the Planning Commission reviews and makes a recommendation on the Preliminary Plan. Approval of the Final Plan by the Township Board usually constitutes a rezoning of the subject property to PD.

Proposed Concept Plan

A. General

Planning Commission August 12, 2021 and September 23, 2021, meetings

At the August 12, 2021 Planning Commission meeting, the Planning Commission reviewed a Concept Plan for a mixed use planned development with commercial and residential uses, for the development known as Hartland Crossing. At that meeting, the Planning Commission requested additional information on other developments that had a similar density. The applicant indicated they would provide that information. At the September 23, 2021 Planning Commission meeting, the discussion was primarily focused on the density that was proposed.

The applicant has submitted a Concept Plan for a mixed use planned development with commercial and residential uses. The site plan is not drawn to scale. The commercial uses are grouped along the northern portion of the site, with access provided from the Highland Road entrance. The entrance drive from Highland Road travels south and connects to the east-west internal road. Once one enters the site, internal drives provide circulation to each business and associated parking, as well as access to the residential portion of the site to the south.

The plan shows five (5) conceptual outlots which are meant to be place holders for future businesses. The plan does not state the overall size of the commercial area or for any outlot. The plan is not intended to be

the final site plan for the commercial portion of the site. The following businesses/uses are shown, as possible options: two (2) fast food restaurants each with drive-through service; one (1) dine-in restaurant; one (1) multi-tenant building (restaurant and retail); and one (1) automobile fueling station. Other uses may be proposed once the project is further along in the PD process.

The multi-family/residential component of the PD occupies approximately the southern two-thirds of the PD site. A total of seventeen (17) residential buildings are shown, with fifteen (15) buildings located between the east-west internal access road and the wetland area on the south.

Two (2) buildings are located south of the wetland area, which appear to be similar in design to the multiple-family structures to the north. The two (2) buildings on the south can only be accessed via the most southern development entrance on Old US-23. An internal vehicular connection between the north and south residential areas is not provided however two (2) pedestrian bridges over the wetland area are shown. The applicant has noted that alternate uses could be considered for these two buildings such as a daycare facility, medical offices, or a hotel. All proposed uses in the commercial or residential areas of the PD must be compliant with those permitted under the GC-General Commercial zoning standards.

Conceptual building elevations of the residential buildings are provided as well as a conceptual depiction of a common recreation area, presumably for the residents in the PD. The architectural renderings show two-story residential buildings comprised with a mix of building materials (siding and stone products). The number of apartment/residential units is not stated. Building elevations were not provided for the commercial buildings.

Section 3.1.18.E has specific requirements for information to be included within a planned development Concept Plan submittal. Given the size of the subject property (29.85 acres) and the scale of the proposed development (retail and residential buildings), the Planning Department feels the information provided in the submittal is sufficient to consider complete.

B. Proposed Density

Section 3.1.18.C. of the Zoning Ordinance states the residential density in a planned development shall be consistent with the density designation within the Township's Comprehensive Plan. The subject property is designated Special Planning Area (SPA) on the recently adopted 2021 Comprehensive Plan and FLUM Amendment.

The SPA designation for this site envisions a base density of up to four (4) dwellings per acres. Using the project area of 29.85 acres for density calculations and allowing a maximum density of four (4) dwellings per acre, a maximum of 120 dwelling units could be permitted. The Concept Plan does not provide information on the number of dwelling units or the proposed density; however, the applicant's summary states the market for this type of development requires a minimum of fifteen (15) units per acre.

Per Section 3.1.18.C.iv., the Planning Commission may agree to recommend up to a forty (40%) percent increase in dwellings on a site in recognition of outstanding attributes as listed in this section. The Township Board in its sole discretion shall have the ability to approve such density increase up to forty percent (40%) subsequent to an affirmative recommendation from the Planning Commission.

In this case if the planned development land area could accommodate up to 120 dwellings (29.85 total acres x 4 units per acre), in accordance with the Comprehensive Plan, the planned development plan could include up to 168 dwellings (120 + 48 additional dwellings) if a maximum bonus of 40% was awarded by the Planning Commission and Township Board.

The applicant has indicated that they anticipate a density of approximately fifteen (15) dwelling units per acre. Based on the land area of 29.85 acres, staff calculated that fifteen (15) dwelling units per acre would amount to 448 dwelling units, which would exceed the number of dwelling units allowed even if a 40% density bonus should be awarded. During the Planning Commission meetings, the applicant indicated that they would need approximately 300 dwelling units and indicated that the fifteen (15) dwelling units per acre is not based on the entire 29.85 acres but is based on approximately twenty (20) acres, with approximately ten (10) acres being used for commercial. The applicant provided some information on other projects, and the chart below outlines those projects.

Following is a table outlining density information for Hartland Crossing PD and six (6) projects as provided in the latest plan set.

Project	Acres	# of Units	Density (DU/AC)
Hartland Crossing*	29.85 AC	300 units +/-	TBD
The Crossroads, Lyon Twp., MI	19.63 AC	304 units	15.48 DU/AC
Watermark on Walnut Creek, Rogers, AR	14.5 AC	220 units	15.2 DU/AC
Watermark at Southlands, Aurora, CO	20.11 AC	300 units	15 DU/AC
Watermark at Tiffany Springs, Kansas, MO	20 AC	292 units	14.6 DU/AC
Springs at South Elgin, South Elgin, IL	18.75 AC	300 units	16 DU/AC
Springs at Lakeville, Lakeville, MN	16.3 AC	260 units	16 DU/AC

*Number of units is based on the information presented by the applicant.

The 2020-2021 Amended FLUM provides the following designations for properties adjacent to the subject site:

North: Commercial (north side of Highland Road)
South: Special Planning Area
East: Commercial (east side of Old US-23)
West: Commercial

C. Public Road Access

As noted previously, public access to the development is via Highland Road and Old US-23 which are public roads. Two (2) access points are provided from Old US-23 and one (1) access point from Highland Road. Approvals from the Michigan Department of Transportation (MDOT) and Livingston County Road Commission (LCRC) will be required as part of the Preliminary Site Plan review.

D. Traffic Generation

The applicant has not submitted a traffic impact analysis as part of the Concept Plan submittal; this is one of the requirements for Preliminary Site Plan submittal.

E. Internal Vehicular/Pedestrian Circulation

Internally the development is served by a system of access drives, providing circulation to the commercial and residential buildings. An east-west access drive runs through the site from Old US-23 to the private drive associated with the CARite used car dealership and Cheryl Stockwell Academy. The northern

entrance on Old US-23 connects to the east-west internal drive and allows for access for the fifteen (15) residential buildings. The southern entrance from Old US-23 provides access to the two (2) residential buildings that are south of the wetland area. As noted, a vehicular connection between the two residential areas is not provided.

Internal sidewalks throughout the development or along Highland Road and Old US-23 are not shown. Two (2) pedestrian access bridges are shown on the southern portion of the site. These bridges provide pedestrian connectivity between the two (2) residential areas.

F. Utilities

The applicant will need to work with the Livingston County Drain Commissioner's office on public water and sanitary sewer. They will also need to work with the Hartland Township Public Works Department to acquire the necessary Residential Equivalent Units (REU)'s for this development.

G. Design Details

A Pattern Book with specific design details was not submitted with the Concept Plan, although a booklet was provided with a concept site plan and conceptual elevation drawings for the residential buildings. For a project such as this, additional design details should be provided as part of the Preliminary Site Plan application, such as detailed plans for all commercial and residential buildings, building material options (products, colors, percentage of materials), landscaping, streetlights (if proposed), entry feature, common space amenities, etc.

Minimum design details are outlined in Section 3.1.18.C. and include minimum yard requirements and distance between buildings.

H. Open Space

Section 3.1.18.C requires a Planned Development to include open space; at a minimum that open space should meet the requirements of the site's previous zoning district. Historically in other mixed use or residential planned developments, the following formula was applied: a minimum of 25% (of total area of site) should be provided as open space, and of that 25%, 10% must be usable open space. An Open Space plan was not provided but will be required as part of the Preliminary Site Plan submittal.

The Open Space plan should show open space areas (open space and usable open space) and provide information on the size of each category of open space, percentage of open space (for each category), and a summary of what amenities are offered.

I. Landscaping

A landscape plan was not submitted. The Preliminary Site Plan will be reviewed for compliance with the landscaping/screening requirements of a planned development and applicable sections of the Landscaping Ordinance (Section 5.11).

J. Exterior Lighting

No exterior lighting plan was provided as part of the Concept Plan. The Preliminary Site Plan and/or pattern book should include the design and location of streetlights if proposed.

Recognizable Benefits

One of the eligibility criteria for a planned development is that it "shall result in a recognizable and substantial benefit to the ultimate users of the project and to the community and shall result in a higher quality of development than could be achieved under conventional zoning". It is not clear based on the Concept Plan whether the proposed development satisfies these criteria. It will be ultimately up to the

applicant, Planning Commission, and Township Board to come to an agreement on the extent to which a recognizable benefit shall be provided for the proposed development.

Other

The Preliminary Site Plan will include significantly more detail with respect to design and engineering, landscaping, lighting, traffic impacts, wetland determinations, common space features, etc. It would be in the Applicant's best interest to provide a summary of design details (entryway feature, landscaping, amenities, common area features, etc.) as part of the Preliminary Site Plan.

Hartland Township DPW Review

No comments at this time.

Hartland Township Engineer's Review (HRC)

The Township Engineer (HRC) noted that the next set of plans should show sidewalks along Highland Road and Old US-23, as well as stormwater detention areas.

Hartland Deerfield Fire Authority Review

The Hartland Deerfield Fire Authority has provided a site plan review checklist for the applicant to review regarding concerns to be addressed on the next set of plans.

Attachments:

1. Hartland Deerfield Fire Authority Site Plan Review Checklist – *PDF version provided*
2. Applicant's Summary – *PDF version provided*
3. Aerial photograph of project area – *PDF version provided*
4. Hartland Crossing PD Concept Plan submitted 08.30.2021 – *PDF version provided*
5. Hartland Crossing PD Concept Plan submitted 06.22.2021 – *PDF version provided*
6. Draft Planning Commission Meeting Minutes of 09.23.2021– *PDF version provided*

T:\PLANNING DEPARTMENT\PLANNING COMMISSION\2021 Planning Commission Activity\Site Plan Applications\SP PD #21-012 Hartland Crossing PD Concept Plan\Staff reports\Hartland Crossing PD Concept Plan PC staff report 07.29.2021.docx



HARTLAND DEERFIELD FIRE AUTHORITY

SITE PLAN REVIEW CHECKLIST

PROPERTY INFORMATION

Building/Project Name: _____

Address/Location: _____

Contact Person: _____ Phone #: _____

Email Address: _____

BUILDING

Occupancy Type: _____ Anticipated Occupant Load: _____

Square Footage: _____ No. of Stories: _____ Construction Type: _____

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Sprinkler System
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standpipe System
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Alarm System
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Commercial Kitchen Hood Suppression System
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Underground or Aboveground Storage Tanks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hazardous Materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

The items on the list below are the minimum requirements and must be addressed during site design.

SITE ACCESS

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire access roads shall be designed to support the imposed load of a fire apparatus weighing 84,000 lbs. gross vehicle weight. All-weather access roads shall be installed and maintained throughout construction and shall be installed prior to combustible materials arriving on site. (503.2.3)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Access roads shall have a minimum unobstructed width of 26 ft. (FOC). Access roads that travel through parking stalls, stacking lanes, loading areas or other designated use areas require special approval from the fire authority. (503.2.1)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Aerial access roads with a minimum width of 26 ft. (FOC) and located not less than 15 ft. and not greater than 30 ft. from the exterior face of the longest wall of the structure shall be provided for all buildings exceeding 30' in height. (Appendix D105)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Access roads shall have a minimum of 13ft. 6in. vertical clearance including the future canopy growth of landscaping trees. (503.2.1)

YES	NO	N/A	
			Access roads shall be constructed of an approved all-weather driving surface. (Grass pavers are not permitted as emergency access road materials.) (503.2.3)
			Additional access roads shall be provided for commercial and multi-family developments. Single family home developments with more than 30 units shall be provided additional access. (503.1.2)
			Required secondary/emergency vehicle access gates and security gates shall be submitted to and approved by the fire authority. (503.5 & 503.6) All gates shall be secured utilizing Rapid Entry Box, Padlock or Keyswitch.
			Secondary/emergency vehicle access shall be constructed similarly to primary access at a minimum width of 20 ft. (503.1.2)
			Fire access road grade shall not exceed a maximum of 10 percent. (503.2.7)
			Fire access road approach angles shall not exceed 8 degrees. (503.2.8)
			Approved turnarounds shall be provided for all dead-end access roads exceeding 150 ft. (503.2.5) Dead-ends exceeding 150 ft. resulting from a phased development shall be provided with a temporary or permanent approved turnaround. (503.2.5)
			Fire access roads shall not be located more than 100 ft. from the building(s) or structure(s).
			Fire access roads shall extend to within 150 ft. of all portions of the building or structure. (503.1.1)
			Traffic calming devices (speed bumps, humps) are prohibited unless approved by the fire code official. (503.4.1)
			The turning radii used for fire access roads shall be a 30 ft. inside and a 50 ft. outside. (503.2.4) An emergency vehicle circulation plan shall be provided showing both ingress and egress travel routes. The plan must be approved and will be verified at the time of construction.
			Buildings of four or more stories shall be provided with stairway access to the roof. (504.3) Exterior doors shall be labeled as roof access stairs.
			Address numbers shall be provided on the street side of each building. Numbers shall be a minimum of 6 in. tall and 1 in. wide. They shall be visible from the street and of contrasting colors to their background. (505.1)
			Rear access doors shall be labeled with the address and name of the occupant. Numbers shall be a minimum 4 in. tall and 1 in. wide. (505.1)
			Location of "No Parking Fire Lane" signage shall be shown. Provide a detail of the proposed signage. Signs shall be spaced an average of every 50 ft. (503.3)

BUILDING ACCESS

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exterior doors and openings required by the Building Code shall be maintained accessible for emergency access. Walkways from access roads to exterior openings may be required. (504.1)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Obstructed doors or openings, or those for areas not accessible from the interior of the structure shall be labeled as such. (504.2)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A minimum of a single Rapid Entry box shall be installed on all multi-family and commercial occupancies. The number and location(s) shall be determined by the fire code official at the time of review. (506.1) The boxes shall be installed at a height of 60-66 in.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire protection equipment, utilities and access doors shall be labeled and identified. Access shall be maintained at all times. (509)

SITE WATER AND FIRE PROTECTION

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire flow shall be determined through the use of Appendix B of the adopted fire code. (507.3)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire flow shall be provided for all developments. Water supply for fire flow shall consist of water mains, reservoirs, ponds, tanks, or other approved methods. (507.1 & 507.2) All existing hydrants, mains and fire protection water supplies shall be shown on the drawings.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A minimum of one Fire Hydrant shall be provided within 400 ft. of all parts of facilities whether alteration or newly constructed. Additional on-site fire hydrant(s) and main(s) shall be provided for facilities exceeding 400 ft. coverage measured as fire hose lays. (507.5.1)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All proposed fire hydrants or alternate water supply sources shall be identified on drawings. This includes proposed flow rates. (507.2)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire department connections (FDC) shall be located on the front (street side) of the building, and shall be located within 100 ft. of a fire hydrant. (912.2.1)

*All requirements are retrieved and interpreted from the 2018 Edition of the International Fire Code, as adopted by ordinance. **Note:** Alternative materials and methods for fire flow and site access shall be proposed in writing to the fire authority for review and approval.*

STAFF CONTACT INFORMATION

Hartland Deerfield Fire Authority
 3205 Hartland Road
 Hartland, MI 48353
www.hartlandareafire.com
 Jenn Whitbeck - Fire Inspector
 Phone: 810-632-7676
 Email: jwhitbeck@hartlandareafire.com

General Description of Planned Development

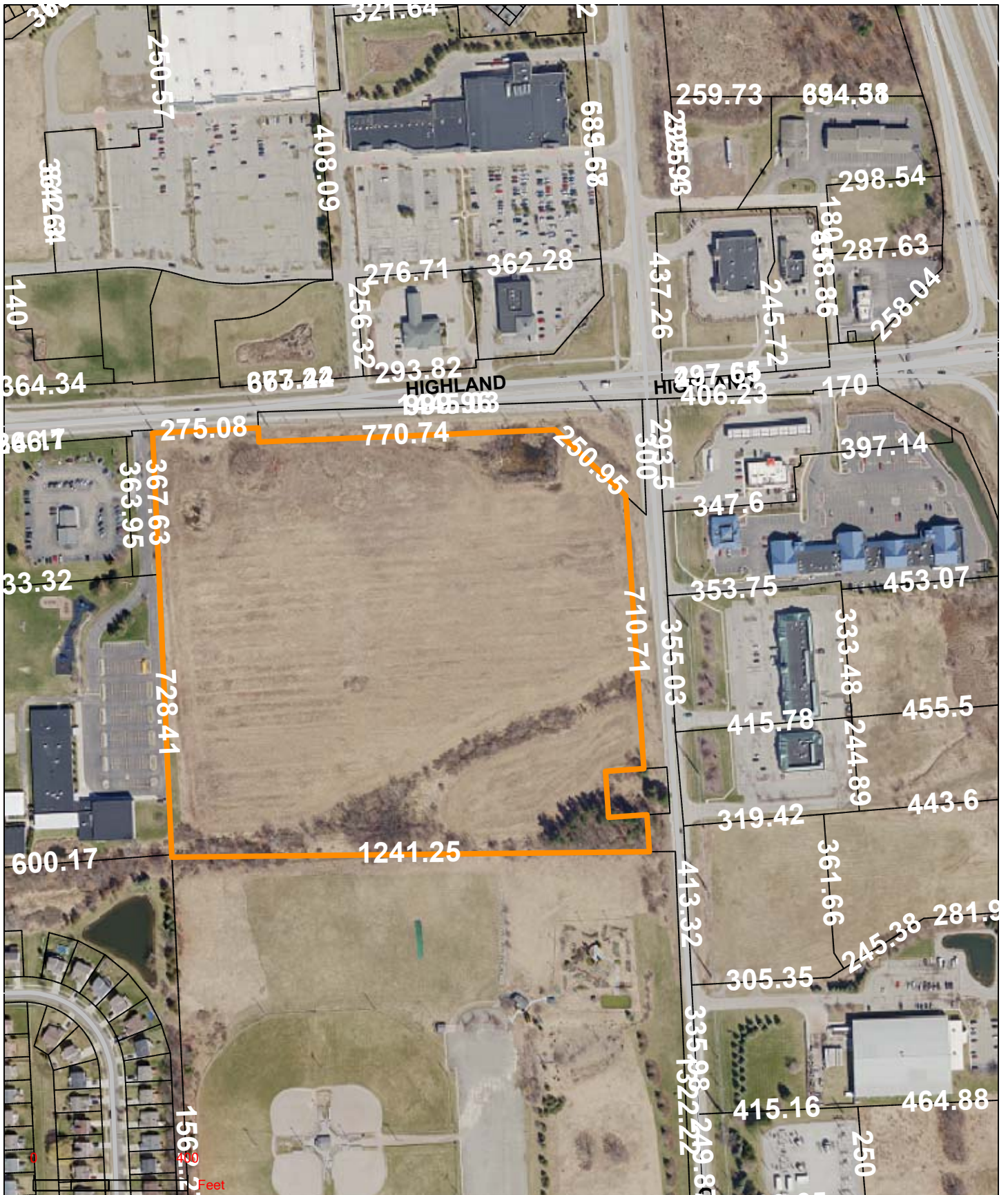
The proposed Hartland Crossing development would feature multiple uses, including the potential for commercial and multi-family residential. On the north end of the property, we anticipate five to six commercial out-lots with the multi-family development to the south. We envision a variety of uses for the out-lots from restaurants and retail to fuel and convenience facilities.

While we do not have a developer selected for the multi-family portion, we imagine this as a high-end product with on-site amenities and well landscaped exterior walkways and leisure spaces. In order to secure such a development, the market requires a minimum of fifteen units per acre. As you will see in the included prospective renderings, we intend on selecting a developer with beautiful architecture that will become the benchmark for the community.

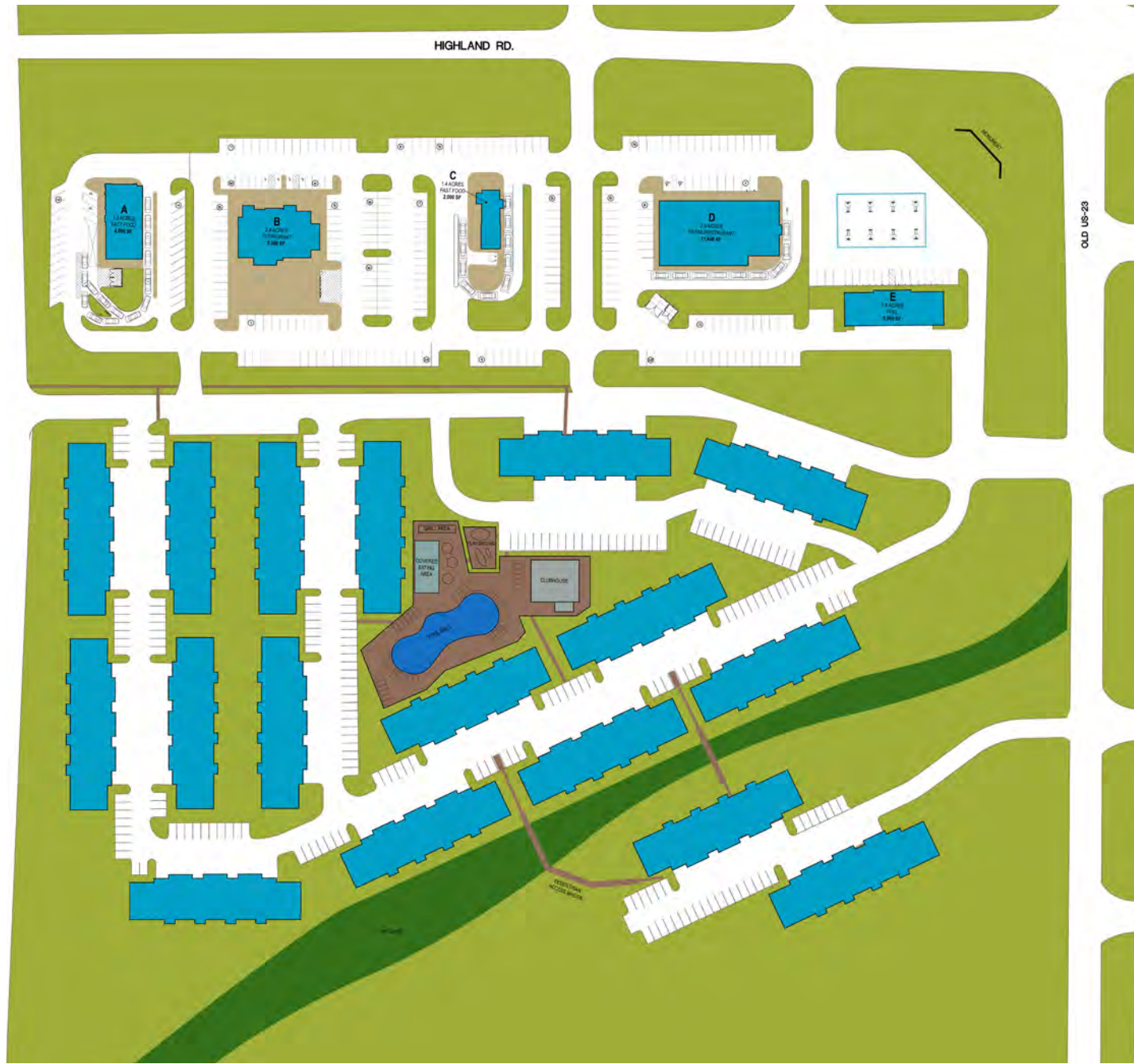
The south-east corner of the property is divided by a wetland area that could impact the prospective uses. We see the potential for this piece being included in the multi-family portion, depending on the feasibility of connecting with the larger development. If this were not included, we believe there are a variety of alternatives including commercial (daycare, medical office, hotel, etc.).

Our desire is for a cohesive development that allows for both the commercial and residential portions to support each other. The proposed plan accomplishes this by creating walkability throughout the site, allowing residents easy access to the commercial offerings and area amenities. Additionally, we have included a new road behind the commercial out-lots that would help relieve traffic to / from the neighboring school while providing additional access to the retail facilities. Hartland Crossing offers the community a well-balanced development with thoughtful design and strategic planning.

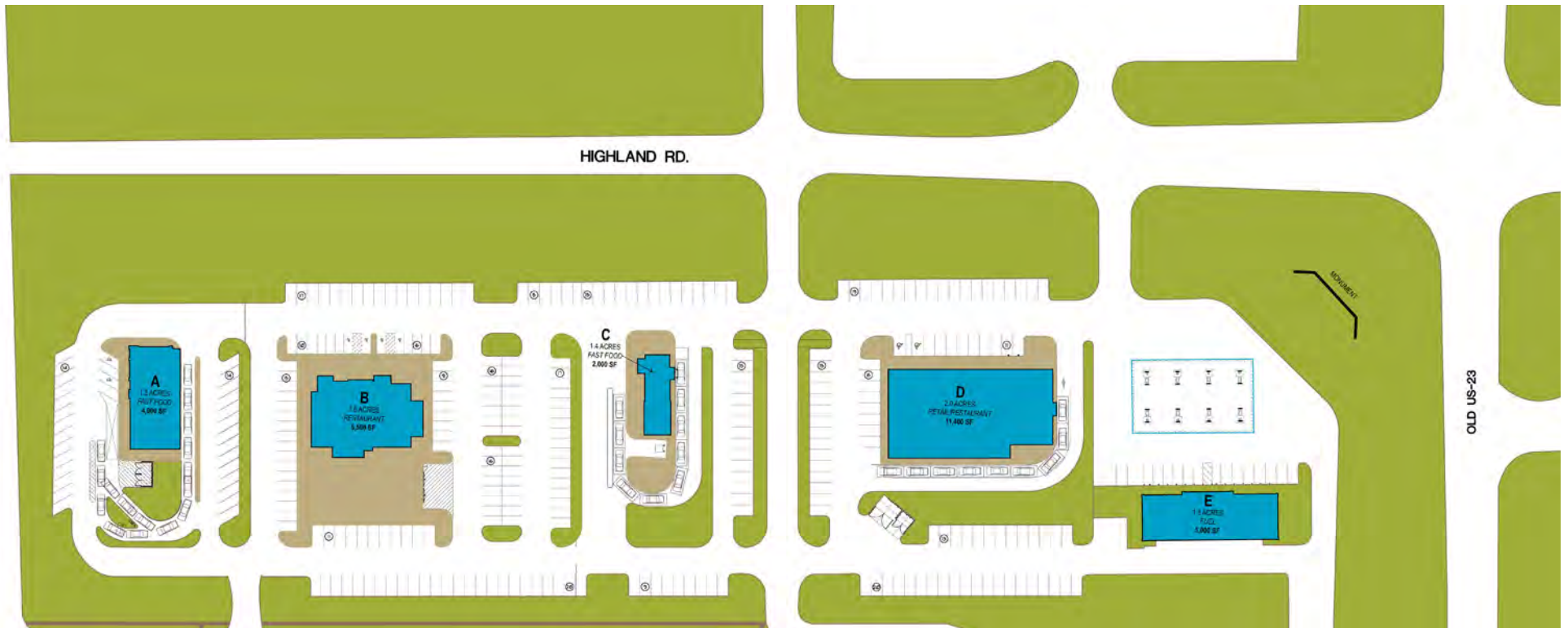
HARTLAND TWP







CONCEPTUAL OUTLOT & MULTI-FAMILY PLAN



CONCEPTUAL OUTLOT PLAN



CONCEPTUAL MULTI-FAMILY PLAN



CONCEPTUAL RENDERINGS



CONCEPTUAL RENDERINGS



CONCEPTUAL RENDERINGS

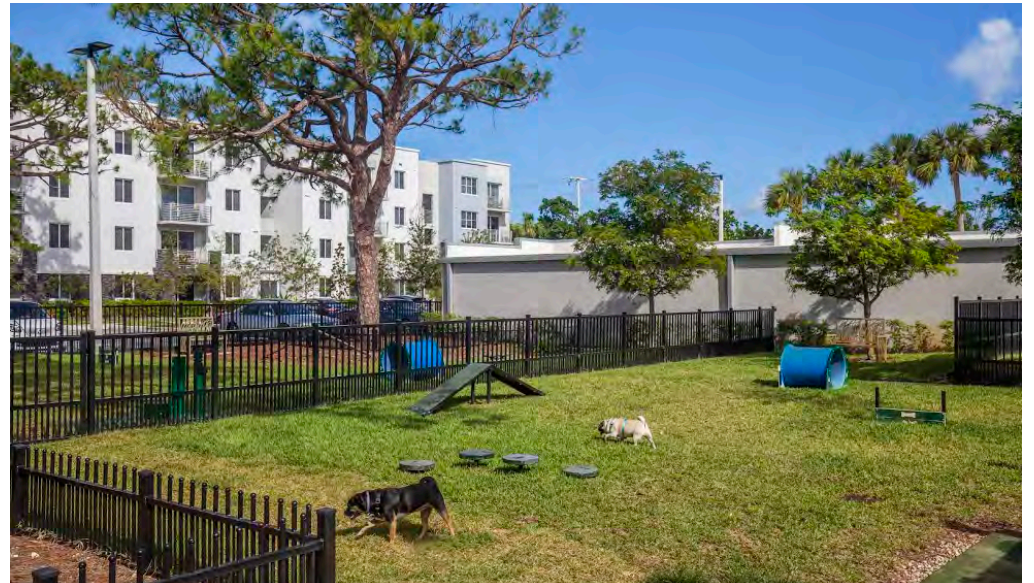
POTENTIAL AMENITIES



- Professionally decorated clubhouse with TVs, kitchens, conference rooms, technology centers, coffee bars, gaming dents, movie lounge and wi-fi hotspots throughout
- Resort-style swimming pool
- Outdoor barbecue area
- Playground
- 24-hour fitness center
- Attached and detached garage options
- On-site car care center
- 24-hour emergency maintenance response
- On-site pet playground and a pet spa area
- Valet trash and recycling
- Select units with private yards



POTENTIAL AMENITIES



POTENTIAL AMENITIES



POTENTIAL AMENITIES

POTENTIAL FLOOR PLANS



POTENTIAL FLOOR PLANS
1 BEDROOM
Estimated Rent: \$1,300 - \$2,500



POTENTIAL FLOOR PLANS
2 BEDROOM
Estimated Rent: \$1,800 - \$3,300



POTENTIAL FLOOR PLANS
3 BEDROOM
Estimated Rent: \$2,400 - \$3,700

COMPARATIVE DEVELOPMENTS

SIMILAR ACREAGE / DENSITY



THE CROSSROADS | LYON TOWNSHIP , MI
SITE PLAN RENDERING
15.48 U/AC; 304 UNITS; 19.63 AC



WATERMARK ON WALNUT CREEK | ROGERS, AR
 SITE PLAN OVERVIEW
 15.2 U/AC; 220 UNITS ; 14.5 AC



WATERMARK AT SOUTHLANDS | AURORA, CO
SITE PLAN OVERVIEW
15 U/AC; 300 UNITS; 20.11 AC





WATERMARK AT TIFFANY SPRINGS | KANSAS, MO
 SITE PLAN OVERVIEW
 14.6 U/AC; 292 UNITS; 20 AC



SPRINGS AT SOUTH ELGIN | SOUTH ELGIN, IL
 SITE PLAN OVERVIEW
 16 U/AC; 300 UNITS ; 18.75 AC



SPRINGS AT LAKEVILLE | LAKEVILLE, MN
 SITE PLAN OVERVIEW
 16 U/AC; 260 UNITS ; 16.3 AC

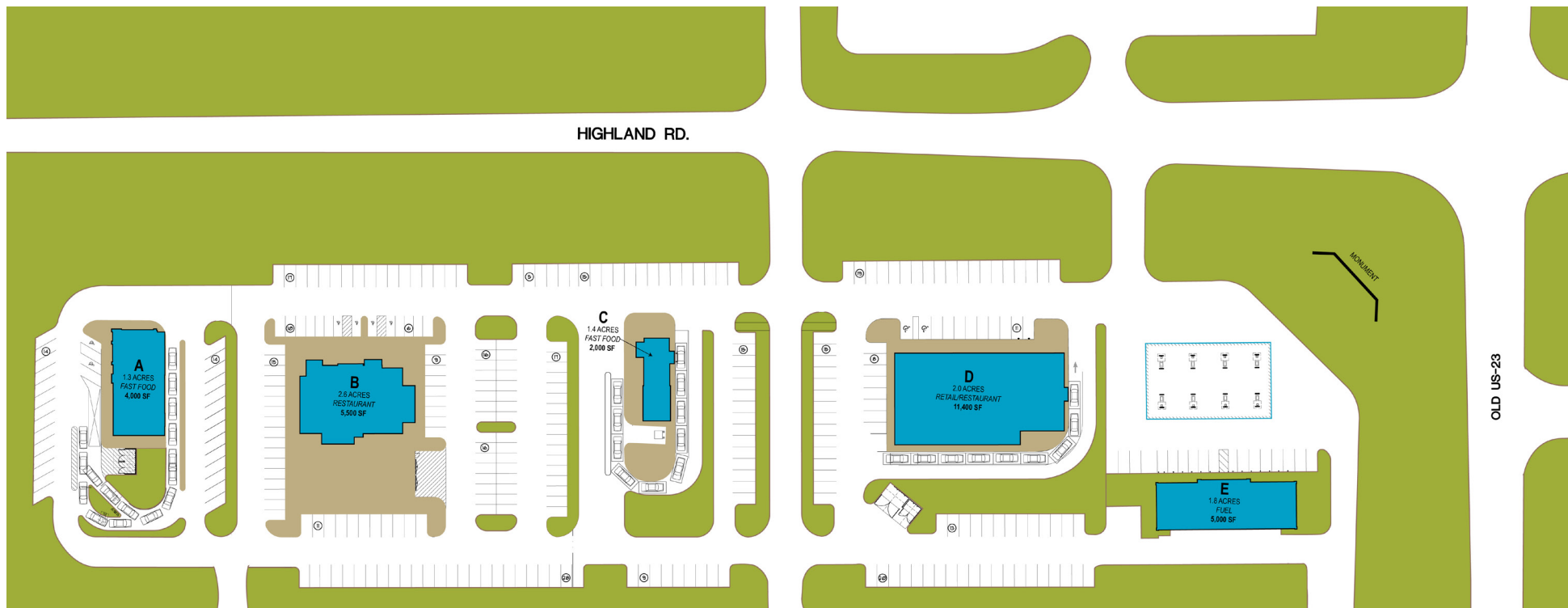




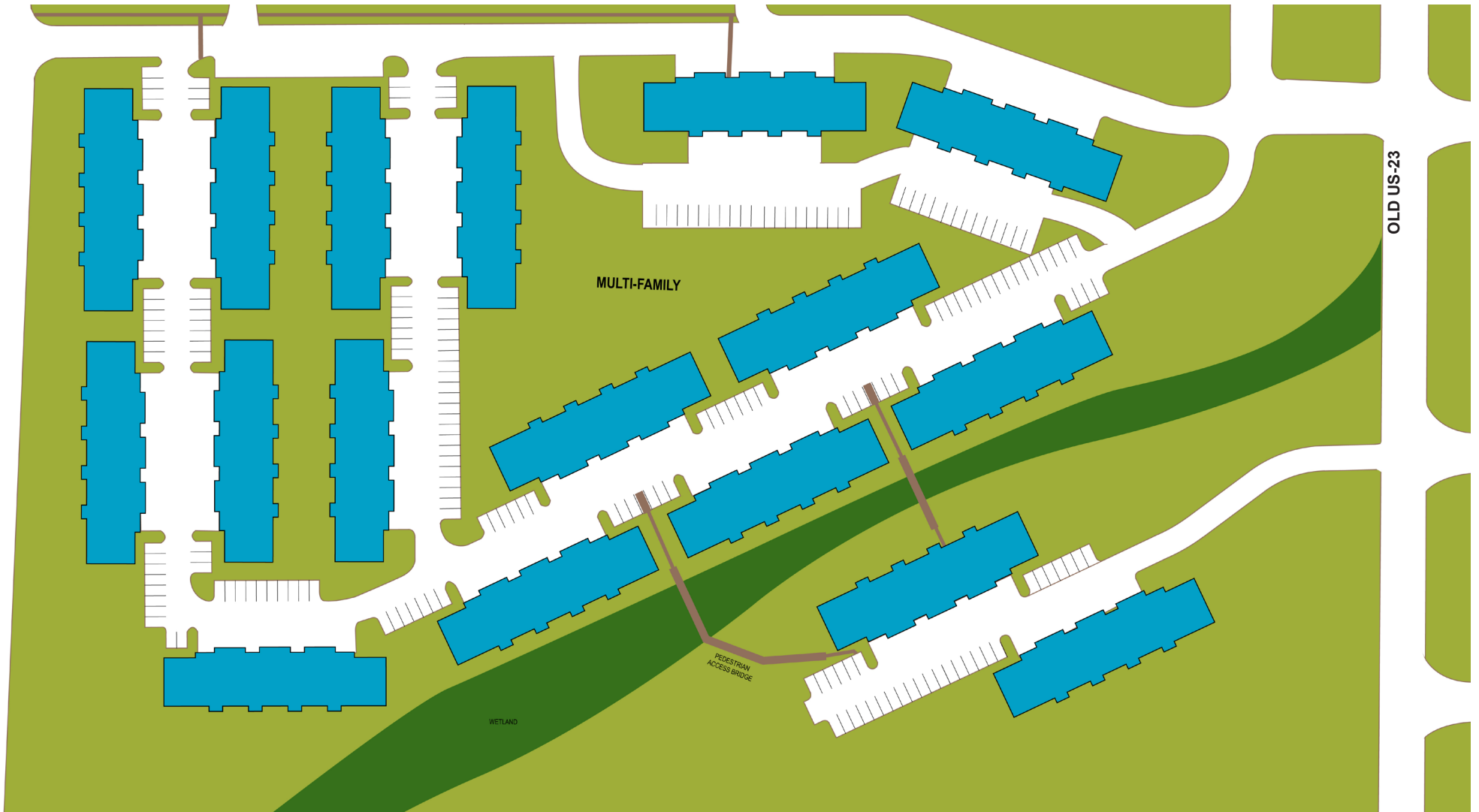
CONCEPTUAL OUTLOT & MULTI-FAMILY PLAN



HIGHLAND RD.



CONCEPTUAL OUTLOT PLAN



CONCEPTUAL MULTI-FAMILY PLAN



CONCEPTUAL RENDERINGS



CONCEPTUAL RENDERINGS



CONCEPTUAL RENDERINGS

Lyon Crossing

Lyon Towne Center



SITE PLAN OVERVIEW - LYON TOWNSHIP DEVELOPMENT

HARTLAND TOWNSHIP PLANNING COMMISSION **DRAFT** REGULAR MEETING MINUTES

September 23, 2021 – 7:00 p.m.

1. **Call to Order:** Chair Fox called the meeting to order at approximately 7:00 p.m.
2. **Pledge of Allegiance:**
3. **Roll Call and Recognition of Visitors:**
Present – Commissioners Fox, McMullen, Mitchell, Murphy
Absent – Commissioners Grissim, LaRose, Voight
5. **Approval of Meeting Minutes:**
 - a. **Planning Commission Minutes of June 24, 2021**
A Motion to approve the June 24, 2021 Planning Commission Regular Meeting Minutes was made by Commissioner Mitchell and seconded by Commissioner Murphy. Motion carried unanimously.
6. **Call to Public:**
None
7. **Old and New Business:**
 - a. **Site Plan #21-012 Hartland Crossing Planned Development (PD) Concept Plan** – Request for Concept Review of a mixed use planned development with commercial and residential uses, known as Hartland Crossing.

Director Langer described the location of the project and stated the following:
 - Proposed Planned Development Concept Review.
 - Ten acres to the north could be commercial with multi-family residential use in the southern 20 acres.
 - Possibility of another lesser commercial use in the southern portion.
 - Reviewed at the August 12, 2021 Planning Commission meeting where the density was discussed; original submittal did not include the number of units being requested.
 - Future Land Use Map (FLUM) designation allows up to four units per acre with a bonus density of 40% or 168 units.
 - The Applicants indicated they are looking at 15 units per acre to support this project on the southern 20-acre portion only; approximately 300 units.
 - Planning Commission desired to see examples of other developments the Applicant has constructed with this density and asked for that information to be provided.
 - The Applicant has provided the density information and some additional details about amenities.

The Applicants introduced themselves: Chris Kojaian and Tony Antone of Kojaian Management Corporation; and Mark Szerlag of Thomas Duke Company. The Applicant confirmed the Planning Director's summary of the plan and added some of the examples of the density they are proposing, 15 dwelling units per acre, are not projects they were involved in but do show a visual representation of what they are proposing or companies that have constructed similar developments. He continued many developers are looking for a site this size; it is the sweet spot for this type of development. Also stated they are open to another lesser

commercial use to the south which could be an amenity such as a day care or some other destination business that would not need the M-59 frontage.

Director Langer presented some of the illustrated examples of this level of density reminding the Planning Commission these are not the exact layouts being requested; the actual project may look different.

The Planning Commission had the following comments:

- Same as what was proposed in August with the addition of some possible amenities.
- Higher density than any other project in Hartland to date.
- Housing study recommended higher density developments near existing utilities and access, which fits this site. A project like this belongs in this location if it belongs anywhere in the Township.
- Bonus density is 40%; this proposal is approximately 150% over the existing density allowed. Concerned about setting a precedent allowing this density here.
- Density proposed is not unreasonable, it is just different for Hartland.
- One recognizable benefit is a second access to the Charyl Stockwell Academy which is something that is needed but cannot see other recognizable benefits.
- Unsure how to move forward to allow the requested density; amend the Ordinance or something else.
- Can find nothing wrong with the photo examples of the density request; that type of density is not offensive, it is just not something Hartland is used to.
- Density should be where infrastructure is. There is no more infrastructure possible in Hartland today than this location.
- The Township needs a variety of housing which will support the commercial uses like restaurants and stores residents say they want.
- Good planning is to have more intense development and uses near this very location; it is inevitable.
- Consultants say the market has changed; this development is providing a product that Hartland currently does not offer and the market demands.
- Must think of the whole Township. Residents state they want more amenities, then more residents are needed, and this is the location for such a development.
- This development will look better in 20 years than a less intense product.
- Development of this kind will also draw new business to the area.

The Applicant stated they appreciate the comments; these are things they have thought about as well. With regard to setting a precedent; there is already an option for 40% bonus density, there could be an option for a “super bonus” if desired. There are clearly benefits that can be identified for this location that would not be present in other proposals at another location; this is a unique, higher-end project. A community could not support more than one or two developments of this kind. Believes this will be one of those really special corners that the Township will be proud of for years to come.

Chair Fox stated he believes there is a way forward, whether it is the “super bonus”, or a specific area designated around the M-59/US 23 interchange for more intense development. He believes it is the number, the 15 units per acre, that is tripping us up; should think about it for what it is and what it could do for the existing and future business community.

Commissioner Murphy stated the following:

- Rooftops help drive commercial development.
- Still dealing with the pandemic.

- If it belongs anywhere, it belongs here.
- Traffic is a consideration.
- Not an easy position to be in; trying to consider all aspects.
- This is a walkable development opportunity.
- Could be a springboard project for Hartland Township; something we need to go forward that will bring the desired development.
- It is new but maybe it is what we need here.

Chair Fox stated he supports this concept if the Applicant comes back with the right project, if they decide to come back. The density is not an issue.

The Applicant stated the following:

- Understand this is the Conceptual phase and there are many more steps at two different governing bodies.
- Township Board may not support it at all, but if they do, then they will be back with more detailed plans.
- The density is the gating issue; they are interested in bringing this high-end product to Hartland.
- If all are on the same page, much more will be presented at the Preliminary stage.

Commissioner Mitchell stated the following:

- Most people look at rooftops and not architecture, but we want excellent design. To get 15 units per acre, the design must look exceptional to gain his approval.
- He is still apprehensive.

Director Langer shared that Commissioner Grissim sent an email which stated she too has concerns about the density.

b. Initiate Ordinance Amendment to Section 4.6 (Ponds)

Director Langer stated the following:

- Township received a complaint regarding the construction of a pond without the proper permits.
- The current process involves a costly Site Plan Review application and a requirement to appear before the Planning Commission.
- Admin committee suggested applications for a pond could be reviewed and approved by staff rather than the Planning Commission which requires a Zoning Amendment.
- Zoning Amendments must be initiated by either the Planning Commission or the Township Board.

Chair Fox stated in all of his years on the Planning Commission he can remember one pond, possibly two, that has been approved by the Planning Commission. He suggested surrounding communities pond requirements be examined. He thinks staff could easily handle this.

Commissioner Mitchell concurred.

Chair Fox suggested maybe we could have the Township Engineer, HRC, review the standards as this issue has not been reviewed for many years.

Commissioner Murphy also agreed; staff is capable of reviewing and approving these applications.

Chair Fox stated they should have a Land Use Permit to ensure the slope is safe and the other site elements are taken into consideration such as wetlands, drainage, and septic systems.

The Planning Commission briefly discussed the difference in approval times between being heard at the Planning Commission or a staff approval.

Commissioner McMullen agreed stating she thinks it would be appropriate on properties that are larger than two acres.

Director Langer stated if one is adding a pond in a wetland area, the Michigan Department of Environment, Great Lakes and Energy (EGLE) would be involved. It can get tricky as the pond could potentially become part of a regulated wetland network at some point and the property owners might not be able to fill it in or change it without getting a permit from EGLE formerly known as the Michigan Department of Environmental Quality (MDEQ).

**Commissioner Mitchell offered the following Motion:
Move to initiate an Ordinance Amendment to Section 4.6 of Zoning Ordinance.
Seconded by Commissioner McMullen. Motion carried unanimously.**

9. Planner's Report:

Director Langer stated the Shops at Waldenwoods has an opportunity for another tenant and has requested to modify the development entry sign. The sign was approved as part of the Planned Development (PD). Director Langer stated as long as they maintain the same dimensions, he will allow them to modify or change the inside portion which is the part of the monument sign they want to modify. He wanted to share with the Planning Commission that he is working with the applicant rather than requiring they modify the PD Agreement, which is much longer and more costly process.

The Planning Commission briefly discussed the recent history of the sign and the PD modification.

Director Langer stated they will be required to provide a before and after representation of the sign showing no change in the dimensions of the overall sign.

10. Committee Reports:

None

11. Adjournment:

A Motion to adjourn was made by Commissioner Murphy and seconded by Commissioner McMullen. Motion carried unanimously. The meeting was adjourned at approximately 8:03 p.m.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: Transfer of funds from 590 Sewer to 595 Bond (\$1,239,800)

Date: September 22, 2021

Recommended Action

Move to authorize the Treasurer to transfer \$1,239,800 from the 590 Sewer Fund to 595 Sewer Expansion Fund to cover the Sewer Bond Series 2016 payment due October 15, 2021.

Discussion

The adopted budget relied on the payoff of specific special assessments projected to occur by September 7, 2021, which would have covered the upcoming sewer expansion bond payment. As the payoff has not yet occurred, the Sewer O&M fund will cover the bond payment with a transfer. A budget amendment is noted below.

Financial Impact

Is a Budget Amendment Required? ☒ Yes ☐ No

A budget amendment is required to record the transfers between the two funds.

The Finance Director will record the necessary budget amendment.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Water Extension Agreement - M-59 East Corridor

Date: September 29, 2021

Recommended Action

Approve the proposed water main extension agreement with Hartland Glen Development and Hartland Senior Living Limited Dividend Housing Association LLC and furthermore authorize the Township Clerk and Township Supervisor to consummate the agreement as needed.

Discussion

Hartland Township has developed a agreement with Hartland Glen Development and Hartland Senior Living Limited Dividend Housing Association LLC for a water main extension to the M-59 east area for proposed developments.

The Developers have agreed to fund the construction of the water main extension in conjunction with Hartland Township. The proposed extension will provide benefit to the existing water system users, as the fixed costs of the system will be divided among all users of the system including the proposed new developments.

The Township's financial contribution will be funded from the American Rescue Plan Act funding to be received in the near future. Water infrastructure projects have been recognized as eligible based upon the intent to reduce the overall per household cost of service by reducing the readiness to serve fee portion of the water utility bill.

The agreement will be signed at a forthcoming date pending scheduling of developers upon approval by the Township Board.

Financial Impact

Is a Budget Amendment Required? ☒ Yes ☐ No

The Township Contribution will be funded by the Water Fund balance and will subsequently require a budget amendment to transfer ARPA funds to the Water Fund as reimbursement.

Attachments

Agreement to Fund Water System Extension

AGREEMENT TO FUND WATER SYSTEM EXTENSION

This Agreement to Fund Water System Extension (“Agreement”) is made on the ____ day of _____, 2021, between **Hartland Township**, a Michigan municipal corporation whose address is 2655 Clark Road, Hartland, MI 48353 (the “Township”); **Hartland Glen Development, LLC** (“Hartland Glen”), a Michigan limited liability corporation whose address is 30411 W. 13 Mile Road, Farmington Hills, MI 48334; and **Hartland Senior Living Limited Dividend Housing Association LLC** (“Senior Living”), a Michigan limited liability corporation whose address is c/o PIRHL Developers, LLC, 800 West St. Clair Avenue, 4th Floor, Cleveland, OH 44113.

Background

- a. Hartland Township owns and operates a water treatment plant and related municipal water system (“Water System”).
- b. Hartland Glen owns real property located at 12400 Highland Road, Hartland, MI 48353 (“Hartland Glen Property”), consisting of ____ parcels and legally described on **Exhibit A**.
- c. Senior Living owns real property located on Highland Road/M-59 between Bullard Road and Fenton Road (“Senior Living Property”), consisting of three parcels and legally described on **Exhibit B**.
- d. Hartland Glen and Senior Living desire to connect the Hartland Glen Property and the Senior Living Property to the Water System and fund the Township’s construction of a water main extension along M-59 to allow for that connection, subject to the terms and conditions of this Agreement.

e. The Township desires to facilitate the extension of its Water System to allow the Hartland Glen Property and the Senior Living Property to connect to the Water System, subject to the terms and conditions of this Agreement.

In consideration of their mutual undertakings, the parties mutually agree as follows:

Agreement

1. **Project.** The project generally consists of extending the Water System along M-59 to allow the Hartland Glen Property and the Senior Living Property to connect to the Water System and to facilitate delivery of potable water to the Hartland Glen Property and the Senior Living Property to the extent of the capacity described in Section 3 (“Project”). The Township will design and construct the Project, select all contractors, and approve all bids and plans for the Project in its sole discretion. The plans and specifications for the Project are attached as **Exhibit C**.

2. **Cost.** The cost of the Project includes design, engineering, inspections, materials, construction, legal fees, financial fees, administrative fees, contingencies, rights of way, and all other out-of-pocket and documented expenses (“Actual Total Cost” or “ATC”). The current estimated cost is \$3,260,000, but the Actual Total Cost may exceed this estimated cost.

3. **Assignment of REUs; Allocation of ATC.** Capacity in the Water System is allocated on the basis of residential equivalent units (“REUs”). Upon payment by Hartland Glen and Senior Living, the Township will assign 300 REUs to the Hartland Glen Property and 64 REUs to the Senior Living Property. The ATC is to be shared by Hartland Glen, Senior Living, and the Township as follows:

a. The Township will pay \$1,000,000 of the ATC.

- b. Hartland Glen and Senior Living will share the remainder of the ATC proportionately on the basis of REUs, with each REU representing a cost of \$6,208.79 based on the current estimated cost of \$3,260,000, plus an additional 10% charge per REU (\$620.88 per REU) as a capital contribution for prior improvements to the Water System and as a contribution toward the Township's design and engineering costs, for a total of \$6,829.67 per REU as follows:

Hartland Glen:	300 REUs	\$2,048,901.30	82.4% of ATC
Senior Living:	64 REUs	\$437,098.88	17.6% of ATC
Township:	---	\$1,000,000	Flat Contribution

4. **Timing of Payments.** Hartland Glen and Senior Living each must pay its share of the estimated cost to the Township on or before October 31, 2021, in immediately available funds. If either Hartland Glen or Senior Living fails to timely pay its proportionate share of the estimated cost, then the Township is not obligated to proceed with the Project and may halt the Project without liability to Hartland Glen or Senior Living. If the Project is halted, Hartland Glen and Senior Living shall have the right to purchase the defaulting party's capacity and pay the defaulting party's proportionate share of the estimated cost to the Township in immediately available funds on or before November 30, 2021. If payment for the default amount is not received by the Township in full on or before December 31, 2021, Hartland Glen and Senior Living will remain responsible for their proportionate share of any costs incurred in connection with the Project prior to termination of the Project.

5. **Excess Cost.** If the ATC exceeds \$3,260,000, then the amount exceeding \$3,260,000 ("Excess Cost") will be allocated to Hartland Glen and Senior Living in proportion to the number of REUs assigned above. If the ATC exceeds \$3,260,000 by more than 5%, then Hartland Glen and Senior Living will each be allocated additional REUs based upon the cost

equivalent of \$6,829.67 per REU for all Excess Costs exceeding 5% of the ATC, subject to the availability of capacity. Each party must pay its share of the Excess Cost in immediately available funds within 15 business days after receiving written notice from the Township, which shall include documented evidence of the Project costs (including all Excess Costs). The Excess Costs that Hartland Glen and Senior Living shall be obligated to pay are limited to hard construction costs (direct costs) plus any administrative costs (excluding the Township's legal fees and expenses) up to an amount equal to ten (10%) percent of the hard construction costs. If either Hartland Glen or Senior Living fails to timely pay its proportionate share of any Excess Cost, then the Township may discontinue the Project without further notice until either or both Hartland Glen and Senior Living pays the proportionate share of the Excess Cost. Either Hartland Glenn or Senior Living shall be permitted to pay the share of Excess Costs on behalf of the defaulting party, which shall be treated as a loan to the defaulting party by the paying party at the lesser of the maximum rate permissible by law or fifteen percent (15%) per annum, compounding monthly. Alternatively, the Township may continue to complete the Project but Hartland Glen and Senior Living will remain responsible and obligated to the Township for their proportionate share of any costs incurred in connection with the Project. The Township has no obligation to contribute toward any Excess Cost. The Excess Cost is solely the liability of Hartland Glen and Senior Living.

6. **Surplus.** If the ATC is less than the estimated cost or less than the proportionate amounts paid by the parties, the Township is entitled to retain the surplus to lessen its contribution toward the Project in its sole discretion, and no refunds or return of funds will be paid to Hartland Glen or Senior Living. All payments to the Township under this Agreement are final and nonrefundable unless the Project is terminated by the Township. If the Township

terminates the Project prior to construction, then payments to the Township under this Agreement shall be refunded in a reasonable time to the parties without interest.

7. **Ownership of Water System.** The Water System, any extensions of the Water System, and all improvements that comprise the Project are the sole property of the Township. This Agreement does not grant any property interests whatsoever to Hartland Glen or Senior Living. The sole right of Hartland Glen and Senior Living is limited to connection to the Water System and the delivery of potable water.

8. **Division or Conveyance of Hartland Glen Property.** If the Hartland Glen Property is divided under the Land Division Act, Act 288 of 1967, the Michigan Condominium Act, Act 59 of 1978, or if any portion is sold (with or without an approved division), REU transfers must adhere to the current Township REU transfer policy.

9. **Future REU Purchases.** Nothing in this Agreement prevents the Township from requiring Hartland Glen or Senior Living to purchase additional REUs in the future if the uses of the Hartland Glen Property or Senior Living Property change or expand or if any other conditions result in an increase in the usage of the Water System by the Hartland Glen Property or Senior Living Property. Any other developers who purchase REUs for the use of the Extension of the Water System described in this Agreement must pay a cost per REU that is equal or greater to the cost per REU established by this Agreement.

10. **Additional Connections.** This Agreement does not obligate the Township to authorize any additional connections to the Water System. The Township may approve additional connections, including connections to additional parcels, in its sole discretion. If the Township permits additional connections to any third parties, fees charged for the additional

connection will be retained by the Township and neither Hartland Glen nor Senior Living will be entitled to a credit or refund of any costs paid to construct the Project.

11. **Rates, Charges, and Fees.** After connecting to the Water System, Hartland Glen and Senior Living must pay all rates, charges, and fees for use of the Water System in the same manner and to the same extent as other users of the Water System in the Township.

12. **Township Policies.** The REUs assigned under this Agreement are subject to all Township ordinances and policies, including the Township's REU Transfer Policy.

13. **No Partnership, Joint Venture, or Third-Party Beneficiaries.** Nothing in this Agreement is intended to create a partnership, joint authority, joint venture, or joint enterprise by any of the parties. There are no third-party beneficiaries to this Agreement.

14. **Binding Agreement.** This Agreement is binding on the parties and their heirs, successors in interest, and assignees.

15. **Governing Law.** This Agreement is governed by Michigan law.

16. **Counterparts.** This Agreement may be executed in one or more counterparts, all of which together are deemed to be one complete document.

17. **Severability.** If any portion of this Agreement is deemed unenforceable, the remaining provisions of this Agreement are nevertheless valid and binding.

18. **Amendment; Merger.** This Agreement contains the entire understanding and agreement between the parties with respect to the subject of this Agreement and cannot be amended or modified except by a written agreement signed by all parties. Any prior oral or written agreements between the parties regarding the Project are merged into this Agreement.

Dated: **Hartland Township**

By: _____

Its:

Dated: **Hartland Glen Development, LLC**

By: _____

Its:

Dated: **Hartland Senior Living Limited Dividend
Housing Association, LLC**

By: _____

Its:

18461:00005:5839276-2

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Hartland Deerfield Fire Authority Fire Engine Loan Agreement

Date: October 4, 2021

Recommended Action

Move to approve the proposed loan agreement with the Hartland Deerfield Fire Authority for the purchase of a fire engine and authorize the Township Supervisor and Township Clerk to execute the agreement on behalf of the Township.

Discussion

On September 23, 2021, the Fire Authority authorized Chief Carroll to order a new Engine after reviewing six bids (attached). The proposed engine will replace the 2003 18-year-old Engine 63, and has been planned for four years. The Engine should have been replaced long ago but was delayed due to millage downturn over the past three years. Bids have been attached to demonstrate the work that the Fire Authority has put into this purchase. Once the new Engine is delivered (it takes about 1 year) the old Engine will be sold. The Fire Authority expects to get between \$50k to \$75k for it. The funds from the sale will be used appropriately and are projected towards the outstanding balance on the new loan.

Manager West and Chief Carroll have explored financing opportunities, resulting in the recommendation of Hartland Township loaning the funding for the new engine from the Township General Fund balance. The current General Fund balance is approximately \$3.2M with annual expenditures of approximately \$1.9M. The current balance makes minimal interest of approximately one-half of a percent (0.50%) and financing the fire engine is beneficial to the Township, and Fire Authority and Hartland taxpayers. The proposed rate for the loan is 1.00% with an annual payment due over the next five years, as outlined in the agreement.

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

The funding for the loan will be allocated from the General Fund balance and repaid in five annual payments as outlined in the amortization schedule.

Attachments

Agreement
Payment Schedule

LOAN AGREEMENT AND PROMISSORY NOTE

This Loan Agreement and Promissory Note (Note) being entered into by Hartland Township (Township) as Lender, and Hartland Deerfield Fire Authority (Authority) as Borrower, on the 5th day of October, 2021,

Recitals

WHEREAS, Hartland Deerfield Fire Authority is a public body authorized to borrow funds in order to provide fire protection services to the public;

WHEREAS, the Board of Directors of the Authority have authorized the Authority to borrow moneys in order to finance the purchase of a new fire engine to replace the 18-year-old Engine 63 needed for firefighting purposes and to protect the health, safety and welfare of the firefighters and the general public;

WHEREAS, Township is a public body and a member municipality of the Authority and is authorized to enter into agreements providing for the financing of fire protection for the public;

WHEREAS, the Township Board has authorized the Township to enter into a loan agreement with the Authority to allow the Authority to finance the purchase of a new Fire Engine to replace the 18-year-old Engine 63;

NOW THEREFORE, the parties agree as follows:

1. Township loans to Authority the sum of Six Hundred Fifty Thousand Dollars (\$650,000.00) plus interest on the unpaid principal balance at a rate per annum of 1.00% from the date of this note.
2. Authority agrees to pay Township principal and interest on the amount borrowed beginning on May 1, 2022 and annual thereafter on the 1st day of each succeeding May, until May 1, 2026, at which time the remaining balance of principal and interest shall be paid in full.
3. Each installment shall be equal to an amount including a principal payment of One Hundred Thirty Thousand Dollars (\$130,000.00) plus the amount of unpaid interest accrued to the date of payment of the installment in accordance with the Amortization Schedule attached hereto as Exhibit 1.
4. Notwithstanding the schedule described above and attached hereto as Exhibit 1, the Township may demand full payment of the entire amount due under this Agreement, including the entire principal amount and all interest accrued as of the date of final payment, by delivering a written demand of same to the Authority's Fire Chief. Full payment shall be due ninety (90)

days from the date of delivery of said demand, though the Authority may prepay the entire amount at any time prior to the expiration of ninety days.

5. Notwithstanding the schedule described above and attached hereto as Exhibit 1, the Authority may, at any time, prepay the entire amount owed under this Agreement, which shall include the entire principal amount and all interest accrued as of the date of that payment. There shall be no prepayment penalty and all interest not yet accrued shall be waived.

6. Each payment upon this note shall be made payable to Hartland Township at the Township Treasurer's office located at 2655 Clark Road, Hartland, MI 48353.

7. If default occurs in the payment of any installment of principal or interest or in the payment of any other indebtedness or obligation now or in the future owing by the Authority or its successors or assigns to Township, and the default continues for 30 days with or without notice, or if a voluntary or involuntary case in bankruptcy, receivership, or insolvency is at any time begun by or against the Authority, then the indebtedness evidenced by this note shall, at the option of the holder, become immediately due and payable, without notice or demand.

8. The Authority shall reimburse the Township for all expenses, including actual attorney fees and legal expenses incurred by Township as a result of a default under the terms of this note.

9. The Authority waives demand for payment, presentment, notice of dishonor, and protest of this note.

10. This note shall be governed by and interpreted according to the laws of the State of Michigan.

Borrower:
Hartland Deerfield Fire Authority

Adam Carroll, Fire Chief

Acceptance by Lender:
Hartland Township

Bill Fountain, Township Supervisor

Larry Ciofu, Township Clerk

Amortization Table
Special Assessment: FIRE TRUCK FIRE TRUCK. Year Started: 2022
Info for 4708-16-300-017, Declining Balance Method
Current Principal: 650,000.00, APR Interest: 1.0000000

Period	Payment	Toward Interest	Toward Principal	Outstanding
2022	133,250.00	3,250.00	130,000.00	520,000.00
2023	135,200.00	5,200.00	130,000.00	390,000.00
2024	133,900.00	3,900.00	130,000.00	260,000.00
2025	132,600.00	2,600.00	130,000.00	130,000.00
2026	131,300.00	1,300.00	130,000.00	0.00
	666,250.00	16,250.00	650,000.00	

** THIS AMORTIZATION TABLE DISPLAYS A SCHEDULE OF PAYMENTS BASED ON THE NUMBER OF YEARS,
** STARTING YEAR, AND INTEREST RATE OF SPECIAL ASSESSMENT DISTRICT FIRE TRUCK (FIRE TRUCK).
** IT DOES NOT TAKE INTO CONSIDERATION PAYOFFS OR ADVANCE PAYMENTS



HARTLAND DEERFIELD FIRE AUTHORITY
HARTLAND AREA FIRE DEPT.

3205 Hartland Road
Hartland, MI. 48353-1825

Voice: (810) 632-7676

Fax: (810) 632-2176

E-Mail: mail@hartlandareafire.com

September 21, 2021

TO: Fire Authority Board

RE: Replacement Engine and Recommendation

Six manufacturers responded to our RFP for an engine. Those manufacturers and a summary of their proposals and prices are listed below, in order of improving score. Attached to this letter are the evaluation matrices that were used to evaluate the individual proposals.

Select items were separately and significantly weighted and evaluated due to their importance to the apparatus. The rest of the items were weighted in the matrix based upon whether it was a safety, durability, functionality, certification/test/warranty, or an ergonomics/convenience item with the corresponding decreasing weighted values. Each proposal was compared to the RFP and scored on a 0-3 scale for each item (about 116 of them) with regard to meeting spec (3), intent (2 or 1), alternative (2 or 1), or not (0). This is summarized below. See pages 4-7 for this detail.

<u>Manufacturer</u>	<u>Score</u>	<u>Proposal</u>	<u>Notes</u>
Sutphen	176.0	658,739	No close service center, wrong ladder storage, low compartment storage, missing most corrosion protection, 1 inspection trip, no tools on front bumper, 17-20 month build time, no training, missing half of the itemized specifications.
HME	197.8	679,959	No close service center, low compartment storage, low corrosion protection, no additional air tank, no cab integrity certification, no tools on front bumper, missing many of the itemized specifications.
Alexis	215.1	673,675	Wrong rear vision system, no close service center, missing most corrosion protection, wrong rub rail, low body warranty, missing 10 or more itemized specifications.
Smeal	241.6	707,477	Missing body perimeter lights, wrong tires, missing rear water tank level gauge, unvented compartments, missing 5 or more itemized specifications.
Pierce	265.7	675,959	Missing less than 5 itemized specifications.
Rosenbauer	274.5	664,943	Missing less than 5 itemized specifications.

Using this thorough of an evaluation tool was important in order to grade the proposals in an appropriately weighted manner. We found that two vendors (Pierce and Rosenbauer) substantially met and/or exceed the spec while the other four met varying portions of the spec, took numerous exceptions to other areas, and simply ignored some important areas. As such, we narrowed our focus to the Pierce and Rosenbauer proposals.

Taking just the Pierce and Rosenbauer proposals, we completed a detail review of their matrix scores that differed to ensure we adequately represented their proposal and comparison (scores listed above). Though already reflected in the scoring matrix, here are the primary functional differences of our high-value and/or high-cost items:

- The Rosenbauer proposal provided 300 gallons more in their water tank (1800 vs. 1500).
- The Rosenbauer proposal has a 19.5" shorter wheelbase, 10" shorter length, & 4.6' shorter radius.
- The Rosenbauer proposal has 8.8 cubic feet of additional compartment space (236.3 vs. 227.5).
- The Rosenbauer proposal includes a TRW steering gear (no leaks, no play, adjustable).
- Motors (Detroit Diesel and Cummins) were found to be comparable.
- Serviceability was found to be comparable.
- Suspensions (Independent Front & Parabolic) were found to be comparable.

In writing our own, generic specification, we found some minor areas of difference between the two vendors. We identified these areas to the vendors and requested a reply on how that would affect the proposal. As a category, we are calling them "Adjustments". These Adjustments include an Arrow Stick, Pump Shield, Deck Gun Valve, Hose Bed Lights, 110-V Plugs in the Cab, and an Air Outlet on the Pump Panel. This is also where we recorded the 3,754 credit from Pierce for taking the additional 10" of cab off of their proposal. See page 3 for this detail.

Finally, the following table displays their score on the matrix with the total price, which is the Proposal + Adjustments - the 100% prepay discount:

Manufacturer	Score	Price	Adjustments	100% Pre-Pay	
				Discount	Total
Pierce	265.7	675,959	3,659	24,596	655,022
Rosenbauer	274.5	664,943	5,060	20,600	649,403

Based on our evaluation of the proposals to the RFP and their subsequent comparison to one another, we recommend the Rosenbauer proposal using the 100% pre-pay option through whichever lender we find to have a preferred rate and terms.

Requested Motion:

Motion to award the 2021 Engine purchase to Rosenbauer for the purchase price of \$649,403 which includes the 100% pre-pay discount, and direct the Fire Chief to execute the contract and secure the financing.

Adam L. Carroll

Adam Carroll
Fire Chief

		<u>Pierce</u>	<u>Rosenbauer</u>	
<u>Proposed Price</u>		675,959	664,943	
<u>Adjustments</u>				
Air Outlet on DS Panel		520	0	
Cab Credit		-3,754	0	
3 - 110V Plugs in Cab		975	0	
Hose Bed Lights		0	472	
Deck Gun Valve		1,778	1,000	
Pump Shield		2,150	1,534	
Arrow Stick		1,990	2,054	
Sub-Total of Adjustments:		3,659	5,060	
Total:		679,618	670,003	
<u>Notes:</u>				
Motor	Detroit Diesel*	Cummins	* If ordered by 9/30	
Suspension	IFS	Parabolic		
Steering Gear	Sheppard	TRW		
Water		+ 300 gal.	1500g / 1800g	
Wheelbase	+ 19.5"		209.5" / 190"	
Over All Length	+ 10"		34.1' / 33.3'	
Curb Radius	+ 4.6'		31.1' / 26.5'	
Compartment Space		+ 8.8 cf	227.5' / 236.3'	

RFP EVALUATION COMPOSITE

	Weight (0-5)	Calculated Weight (%)	Alexis		HME		Pierce		Rosenbauer		Smeal		Sutphen	
			Score (0-3)	Weighted Score	Score (0-3)	Weighted Score	Score (0-3)	Weighted Score	Score (0-3)	Weighted Score	Score (0-3)	Weighted Score	Score (0-3)	Weighted Score
GRAND TOTAL SCORE				215.1		197.8		265.7		274.5		241.6		176.0
Apparatus, Components, & Systems	5	50.0%	3.1	155.518	3.0	151.239	4.0	201.172	4.3	215.411	0.5	187.798	2.8	140.537
Exceptions & Alternatives	3	30.0%	2.3	42.000	1.7	30.000	2.4	43.200	2.1	37.800	3.0	33.000	1.5	26.400
Other	2	20.0%	2.2	17.600	2.1	16.533	2.7	21.333	2.7	21.333	2.6	20.800	1.1	9.067
	10	100%		215.1		197.8		265.7		274.5		241.6		176.0
Apparatus, Components, & Systems				3.1		3.0		4.0		4.3		3.8		2.8
Cost of Proposal	5	22.7%	2.0	0.455	1.0	0.227	1.5	0.341	2.5	0.568	0.5	0.114	3.0	0.682
Rear Vision System	5	22.7%	1.0	0.227	3.0	0.682	3.0	0.682	3.0	0.682	3.0	0.682	3.0	0.682
Detailed Requirements (calculated below)	3	13.6%	11.1	1.519	11.2	1.525	14.0	1.910	14.4	1.967	12.7	1.733	8.3	1.129
Maintenance	3	13.6%	1.0	0.136	1.0	0.136	3.0	0.409	3.0	0.409	3.0	0.409	1.0	0.136
Total Compartment Space	3	13.6%	3.0	0.409	1.0	0.136	2.0	0.273	2.0	0.273	3.0	0.409	1.0	0.136
Intent of Specification	1	4.5%	2.0	0.091	1.0	0.045	3.0	0.136	3.0	0.136	3.0	0.136	0.0	0.000
Pike Pole Storage Compartment	1	4.5%	3.0	0.136	3.0	0.136	3.0	0.136	3.0	0.136	3.0	0.136	1.0	0.045
Roof Ladder Storage Compartment	1	4.5%	3.0	0.136	3.0	0.136	3.0	0.136	3.0	0.136	3.0	0.136	0.0	0.000
	22	100%		3.1		3.0		4.0		4.3		3.8		2.8
Exceptions & Alternatives				2.3		1.7		2.4		2.1		1.8		1.5
GAWR, Total F & R	3	20.0%	3	0.600	3	0.600	3	0.600	3	0.500	3	0.500	2	0.400
Hose Bed LED Lighting	3	20.0%	3	0.600	1	0.200	3	0.600	2	0.400	1	0.200	1	0.200
Traffic Directing Light (Arrow Stick)	3	20.0%	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000
Suspension (Front)	2	13.3%	3	0.400	3	0.400	3	0.400	3	0.400	3	0.400	2	0.267
Suspension (Rear)	2	13.3%	3	0.400	2	0.267	3	0.400	3	0.400	3	0.400	3	0.400
Fuel Heater/Water Separator	1	6.7%	3	0.200	3	0.200	3	0.200	3	0.200	3	0.200	3	0.200
Parts Web Page/Digital	1	6.7%	2	0.133	0	0.000	3	0.200	3	0.200	2	0.133	0	0.000
	15	100%		2.3		1.7		2.4		2.1		1.8		1.5
Other				2.2		2.1		2.7		2.7		2.6		1.1
Additional Chassis Components Corrosion Protected	3	20.0%	1	0.200	1	0.200	3	0.600	3	0.600	3	0.600	0	0.000
Inspection Trips(3)	3	20.0%	3	0.600	3	0.600	3	0.600	3	0.600	3	0.600	1	0.200
New Apparatus Training	3	20.0%	3	0.600	3	0.600	3	0.600	3	0.600	3	0.600	0	0.000
Contingency Fund	2	13.3%	3	0.400	3	0.400	3	0.400	3	0.400	3	0.400	3	0.400
Itemized Option (Generator Included)	2	13.3%	2	0.267	2	0.267	2	0.267	2	0.267	2	0.267	3	0.400
Pump Heat Shield/Pan	1	6.7%	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000
Grille	1	6.7%	2	0.133	0	0.000	3	0.200	3	0.200	2	0.133	2	0.133
	15	100%		2.2		2.1		2.7		2.7		2.6		1.1
Detailed Requirements				11.1		11.2		14.0		14.4		12.7		8.3
SAFETY	5	33.3%		4.2		4.0		4.4		4.9		4.4		3.2
Lighting/Shields/Indicators			84%		80%		89%		98%		89%		64%	
Additional Perimeter Lights (8 req. by HDFA)			3		3		3		3		2		0	
Perimeter Lights, Body			3		3		3		3		1		0	
Perimeter Lights, Cab			3		3		3		3		3		3	
Side Scene Lights			3		3		3		3		2		3	
Rear Scene Lights			3		3		3		3		3		0	
Front Scene Light Bar			3		3		3		3		3		3	
Chassis														
Add. Air Tank			3		0		3		3		3		0	
Cab Integrity Certification			3		0		3		3		3		3	
Stability Alarm			2		3		3		3		3		3	
Wheel Base/OAL/OAH			2		3		2		3		2		3	
Electrical Systems														
110v Cab Outlets			0		1		0		3		3		1	
Striping														
Chevron/Inverted "V" Striping on Doors			3		3		3		2		3		3	
Chevron/Inverted "V" Striping on Rear Wall			3		3		2		3		3		3	
Reflective Stripes(go around cab and body)			2		2		3		3		3		1	
7" Jog in Reflective Stripe			2		3		3		3		3		3	
Safety Total:			0.8	84%	0.8	80%	0.9	89%	1.0	98%	0.9	89%	0.6	64%

RFP EVALUATION COMPOSITE

DURABILITY	Weight (0-5)	Calculated Weight (%)	Alexis		HME		Pierce		Rosenbauer		Smeal		Sutphen	
			Score (0-3)	Weighted Score	Score (0-3)	Weighted Score	Score (0-3)	Weighted Score	Score (0-3)	Weighted Score	Score (0-3)	Weighted Score	Score (0-3)	Weighted Score
Chassis/Engine	4	26.7%	43%	1.7	62%	2.5	100%	4.0	95%	3.8	76%	3.0	38%	1.5
Body & Cab Fender Crowns			1		3		3		3		3		0	
Bumper			2		1		3		3		3		0	
Cab Door Scuffplates			0		0		3		2		0		0	
Rub Rail (Poly)			0		3		3		3		3		3	
Stripes, Letters, Graphics			1		1		3		3		3		1	
Tires(Michelin)			3		3		3		3		2		2	
Pump			2		2		3		3		2		2	
Inlet Butterfly Valves (Manual v Electronic, behind panel)			0.4	43%	0.6	62%	1.0	100%	1.0	95%	0.8	76%	0.4	38%
Durability Total:														
	3	20.0%	90%	2.7	78%	2.3	94%	2.8	100%	3.0	94%	2.8	62%	1.8
FUNCTIONALITY														
Lighting			3		3		3		3		3		3	
LED Scene Lighting, Front of Cab			0		1		3		3		3		0	
LED Scene Lighting, Rear			2		1		3		3		2		0	
LED Scene Lighting, Sides of Body			3		3		3		3		3		3	
Compartment Lighting			3		3		3		3		3		3	
Rear Zone Lower Warning Lighting			3		3		3		3		3		3	
Side Zone Lower Warning Lighting			3		3		3		3		3		3	
Chassis/Engine			3		3		3		3		3		3	
Air Horn System			3		3		3		3		3		1	
Air Outlet			3		3		0		3		3		0	
Painted Steel Bumper w/ Hose & Tool Storage (Hinged?)			3		1		3		3		3		0	
Crosslay Hose Bed, (2)1.75"			3		3		3		3		2		0	
Hose Bed			3		1		3		3		3		1	
Hose Bed Cover			3		3		3		3		3		3	
Mirrors			3		3		3		3		3		1	
Pike Poles			3		3		3		3		3		3	
Rear Bumper			3		0		3		3		2		3	
Steps (Rear Access Ladder to Roof)			2		2		2		3		1		1	
Transmission			3		3		3		3		3		2	
Electrical/Warning Systems			3		3		3		3		3		3	
Electronic Siren			2		3		3		3		3		2	
Mechanical Siren (Auxiliary)			3		3		3		3		3		3	
Shoreline			3		3		3		3		3		3	
Speakers			3		3		3		3		3		3	
Pump			2		3		2		2		3		0	
Deluge mount w/Ext. & Control Valve			3		2		3		3		3		1	
Discharge Outlet Rear (4" pipe, 30 deg elbow, 5" storz)			3		3		3		3		3		3	
Primer (Trident)			3		1		3		3		3		3	
Pump Discharge Valves			3		1		3		3		3		3	
Pull-Up Drains			3		3		3		3		3		3	
Tank Refill/Recirculating Line, 2.5"			2		1		3		3		3		0	
Tank To Pump (support rated capacity)			3		3		3		3		3		2	
Water Level Gauges (3)			2		3		2		3		2		3	
Water Tank			2		2		2		3		2		2	
Functionality Total:			0.9	90%	0.8	78%	0.9	94%	1.0	100%	0.9	94%	0.6	62%
	2	13.3%	80%	1.6	82%	1.6	88%	1.8	88%	1.8	76%	1.5	55%	1.1
CERTIFICATIONS/TESTS/WARRANTIES														
Chassis/Engine			2		3		1		1		2		1	
Apparatus Warranty (B-2-B? Years?)			3		2		3		3		3		2	
Approval Drawing			1		3		3		3		3		3	
Body Warranty			2		3		3		3		3		3	
Cab Warranty			3		3		3		3		1		3	
Crosslay Hose Restraint			2		3		3		3		3		0	
Chassismembers Warranty			1		2		3		3		3		3	
Chassis Warranty			2		2		3		3		2		3	
Frame Rail Warranty			2		3		3		3		3		3	

RFP EVALUATION COMPOSITE

	Weight (0-5)	Calculated Weight (%)	Alexis		HME		Pierce		Rosenbauer		Smeal		Sutphen	
			Score (0-3)	Weighted Score	Score (0-3)	Weighted Score	Score (0-3)	Weighted Score	Score (0-3)	Weighted Score	Score (0-3)	Weighted Score	Score (0-3)	Weighted Score
Front Non Drive Axle Warranty			3		3		2		3		2		0	
Graphic/Letter/Stripe Lamination Warranty			2		0		0		0		0		0	
Ground Ladders			2		3		3		2		1		1	
Manual, Fire Apparatus Parts			3		2		3		3		2		0	
Manuals			3		2		3		3		2		3	
Rear Axle Warranty			3		3		3		3		3		0	
Trans. Warranty			3		3		3		3		3		0	
Warranty - Paint and Corrosion			3		2		3		3		3		3	
Wheel Chocks			3		3		3		3		3		3	
		Cert./Test/Warr. Total:	0.8	80%	0.8	82%	0.9	88%	0.9	88%	0.8	76%	0.5	55%
ERGONOMICS/CONVENIENCE														
Chassis/Engine	1	6.7%	90%	0.9	71%	0.7	98%	1.0	98%	1.0	87%	0.9	59%	0.6
Access to Engine Dipsticks			1		0		3		3		3		0	
Air Bottle Storage			2		1		3		3		2		0	
Air Conditioning (Total BTU)			2		1		2		2		2		3	
Air Horn Control			3		3		3		3		3		3	
Cab Floor			2		2		3		2		2		2	
Cab Interior (tunnel covering)			2		0		3		3		3		2	
Cab Interior Upholstery			3		1		3		3		3		3	
Cab/Crew Heater (BTU & Rear)			3		1		3		3		3		1	
Hub Covers (Black)			3		3		3		3		3		3	
Jumper Studs			3		3		3		3		3		3	
Lift and Tow Mounts			3		2		3		3		3		3	
Louvers			3		3		3		3		0		0	
Mud Flaps			3		3		3		3		3		3	
Painted Air Conditioning Cover and Mounts			3		2		2		3		2		2	
Radio Antenna Mounts (4)			3		2		3		3		3		3	
Survivors(Smoked Polycarbonate)			3		0		3		3		3		3	
Top Speed of Vehicle (65)			3		3		3		3		3		0	
Electrical/Lighting														
EMS Cabinet with Lights			3		3		3		3		2		3	
Engine Compartment Light			3		3		3		3		3		2	
Lighting Bezel (Black)			3		2		3		3		1		0	
Pump Compartment Light			3		3		3		3		3		3	
Pump														
Discharge Caps			3		3		3		3		3		2	
Discharge Outlets			3		3		3		3		3		2	
Elbows			3		3		3		3		3		0	
Inlet Bleeder Valve			1		3		3		3		3		3	
		Erg./Conv. Total:	0.9	90%	0.7	71%	1.0	98%	1.0	98%	0.9	87%	0.6	59%
	15	100%												

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Hartland Township Pathways Plan Discussion

Date: September 29, 2021

Recommended Action

No formal action requested or required.

Manager West will provide a brief analysis of the Township's pathway projects, including historical initiation through the Roads Task Force, the annual selection process, and future opportunities.



Hartland Township Pathway Projects Plan



Village Pathway repairs in 2014

Spranger Pathway in 2015

Hartland Rd Pathway in 2016-17

Section A: Hartland Rd.,
Ore Creek Bridge to Dunham Rd.

Section B: Dunham Rd.,
Pathway to Hartland Rd.

Section C: M-59 Community Ed

Section D: M-59 North West in 2021

Section E: M-59 South West Corridor
MDOT completed in 2020

Section F: M-59 San Marino
Connector

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: General Fund Capital Projects Update

Date: September 29, 2021

Recommended Action

No action required at this time.

Manager West will provide the most recent updates to the General Fund CIP for review as the Township prepares for the next construction season.

**GENERAL FUND CIP**

2021-2025

Funding Source	Projected FY 20-21	Proposed FY 21-22	Proposed FY 22-23	Proposed FY 23-24	Proposed FY 24-25	Future TBD
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Pathways

Hartland Road Sidewalks	401	\$ 21,198				
M59 South Pathway Connector	401	\$ 39,381	\$ 354,369			
Dunham Road Crosswalk (Settlers Park)	401		\$ 137,000			
<i>Hartland Schools Connector*</i>	<i>401</i>			\$ 125,000		
<i>San Marino Extension*</i>	<i>401</i>				\$ 225,000	

Township Hall and Grounds

Township Hall HVAC (placeholder)	401		\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500
<i>Township Hall Landscaping*</i>	<i>401</i>		\$ 30,000				
Township Hall Parking Lot Rehab	401			\$ 191,100			
<i>HERO Center Improvements*</i>	<i>401</i>			\$ 50,000			
<i>Township Hall Lobby/Board Room Improvements*</i>	<i>401</i>			\$ 35,000			

Parks

Spranger Field Upgrades	401	\$ 87,672					
Settlers Pathway Sealcoat	401		\$ 48,000				
Settlers Park Plant Management	401			\$ 53,813			
<i>Phragmite Educational Site*</i>	<i>401</i>			\$ 5,000	\$ 20,000	\$ 20,000	
<i>Picnic Tables and Trash Recepticles*</i>	<i>401</i>			\$ 20,000			
<i>Utility Vehicle*</i>	<i>401</i>			\$ 15,000			
<i>Art in the Park*</i>	<i>401</i>						

Miscellaneous Projects

Contingencies	401	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
<i>M-59 Median Improvements*</i>	<i>401</i>		\$ 44,000	\$ 46,200	\$ 121,520	\$ 106,700	
Gateway Signs	401			\$ 35,000			
<i>Election Equipment (projected in year 2027)</i>	<i>401</i>						\$ 100,000

Beginning Capital Project Fund Balance:	401	\$ 672,546	\$ 1,017,443	\$ 932,931	\$ 778,318	\$ 795,798	\$ 1,053,098
Annual Project Totals:	401	\$ 168,251	\$ 641,869	\$ 604,613	\$ 395,020	\$ 155,200	\$ 128,500
Other Misc Revenues	401	\$ 26,604	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500
Annual Capital Fund Transfer Projection:	401	\$ 513,148	\$ 557,357	\$ 450,000	\$ 400,000	\$ 400,000	\$ 400,000
EOY Capital Fund Project Balance:	401	\$ 1,017,443	\$ 932,931	\$ 778,318	\$ 795,798	\$ 1,053,098	\$ 1,324,598