



## Board of Trustees

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

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

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### Board of Trustees Regular Meeting Agenda Hartland Township Hall Tuesday, May 06, 2025 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. 04-22-25 Hartland Township Board Meeting Regular Minutes
  7. Pending & New Business
    - a. 2025 Clyde Road Limestone Resurfacing Project
    - b. Township Server Replacement
    - c. 2025 M-59 Median and Station 61 Maintenance Agreement
  8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
    - a. HERO Center and HAPRA Agreement
    - b. Parks Rules / Events Workshop
    - c. Manager's Report
  10. Adjournment

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Susan Case, Finance Clerk

**Subject:** Approve Payment of Bills

**Date:** April 29, 2025

## Recommended Action

Move to approve the bills as presented for payment.

## Discussion

Bills presented total \$603,675.05. The bills are available in the Finance office for review.

Notable invoices include:

Hartland Township General Fund - \$107,932.58 – (Apr – June 2025 Salary Allocations)

Livingston County Drain Commission - \$202,222.79 – (April 2025 Sewer System O&M)

Preiss Companies - \$115,100.00 – (PRV Project)

Spalding Dedecker - \$34,489.50 – (Various engineering invoices)

The Huntington National Bank - \$104,793.75 – (Millpointe Sub Road Special Assmt Bonds)

## Financial Impact

Is a Budget Amendment Required?  Yes  No

All expenses are covered under either the amended FY25 budget or the FY26 adopted budget as determined by the posting date.

## Attachments

Bills for 05.06.2025

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
1400	BS&A SOFTWARE	04/16/2025	160174	FOA	5/1/25 - 5/1/26 - SPEC ASSMT/ONLINE	
52469	14965 ABBEY LANE	05/06/2025		N		6,681.00
04/16/2025	BATH MI, 48808	/ /	0.0000	N		0.00
		05/06/2025		N		6,681.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-930.000	REPAIRS & MAINTENANCE	2,877.00
101-253-930.000	REPAIRS & MAINTENANCE	3,804.00
		<u>6,681.00</u>

VENDOR TOTAL: 6,681.00

CINTAS	CINTAS CORPORATION	04/28/2025	4228701624	FOA	MATS	
52513	P.O. BOX 630910	05/06/2025		N		46.80
04/28/2025	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		05/06/2025		N		46.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	46.80

CINTAS	CINTAS CORPORATION	04/22/2025	5265699801	FOA	FIRST AID SUPPLIES	
52500	P.O. BOX 630910	05/06/2025		N		34.33
04/22/2025	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		05/06/2025		N		34.33

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	34.33

VENDOR TOTAL: 81.13

5888	FOSTER, SWIFT, COLLINS & SMITH	03/31/2025	0911830	FOA	MARCH 2025	
52530	313 S. WASHINGTON SQUARE	05/06/2025		N		1,606.50
04/18/2025	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		05/06/2025		Y		1,606.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-826.000	LEGAL FEES	1,020.00
101-253-826.000	LEGAL FEES	408.00
101-101-826.000	LEGAL FEES	178.50
		<u>1,606.50</u>

VENDOR TOTAL: 1,606.50

GIFFELS	GIFFELS WEBSTER	03/31/2025	134468	FOA	SERVICES THRU 3/29/25	
52478	28 W ADAMS, STE 1200	05/06/2025		N		2,990.00

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

04/14/2025	DETROIT MI, 48226	/ /	0.0000	N		0.00
		05/06/2025		N		2,990.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.000	CONTRACTED SERVICES	2,990.00

VENDOR TOTAL: 2,990.00

GRISSIM	GRISSIM METZ ANDRIESE ASSOCIATES	04/23/2025	11713	FOA	M-59 GATEWAY PROJECT	
52506	15000 EDWARD N HINES DRIVE, STE A	05/06/2025		N		6,400.62
04/23/2025	PLYMOUTH MI, 48170	/ /	0.0000	N		0.00
		05/06/2025		N		6,400.62

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-463-969.012	M59 IMPROVEMENTS	6,400.62

VENDOR TOTAL: 6,400.62

HAMBURG	HAMBURG TOWNSHIP	04/21/2025	2783	FOA	FILING FEE FOR PETITION	
52511	10405 MERRILL RD	05/06/2025		N		58.33
	P.O. BOX 157					
04/21/2025	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		05/06/2025		N		58.33

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-826.000	LEGAL FEES	58.33

VENDOR TOTAL: 58.33

HAYAA-F	HARTLAND AREA YOUTH ATHLETIC ASSOC	05/01/2025	MAY 2025	FOA	MAY 2025 PAYMENT PER AGREEMENT	
51886	HAYAA - FOOTBALL	05/06/2025		N		389.54
	P.O. BOX 359					
05/01/2025	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		05/06/2025		N		389.54

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-703-883.200	HERITAGE PARK: HARTLAND PARTNERS	389.54

VENDOR TOTAL: 389.54

HAYAA-B	HARTLAND AREA YOUTH ATHLETIC ASSOC.	05/01/2025	MAY 2025	FOA	MAY 2025 - PAYMENT PER AGREEMENT	
51865	HAYAA - BASEBALL	05/06/2025		N		1,285.72
	P.O. BOX 110					
05/01/2025	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		05/06/2025		N		1,285.72

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
101-703-883.100	HAYAA: SPRANGER FIELD CONTRACT	1,285.72
VENDOR TOTAL:		1,285.72

HCSA	HARTLAND COMMUNITY SOCCER ASSN	05/01/2025	MAY 2025	FOA	MAY 2025 PAYMENT PER AGREEMENT	
51872	HARTLAND COMMUNITY EDUCATION	05/06/2025		N		807.72
	9525 HIGHLAND RD					
05/01/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/06/2025		N		807.72

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-703-883.200	HERITAGE PARK: HARTLAND PARTNERS	807.72
VENDOR TOTAL:		807.72

0150	HARTLAND CONSOLIDATED SCHOOLS	03/31/2025	175153	FOA	SIDEWALK MAINTENANCE	
52479	9525 E HIGHLAND ROAD	05/06/2025		N		4,000.00
04/16/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/06/2025		N		4,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-444-969.005	SIDEWALKS	4,000.00
VENDOR TOTAL:		4,000.00

HARTLANDPL	HARTLAND PLUMBING LLC	04/18/2025	1204	FOA	FAUCET REBUILD	
52499	1340 MCCULLY LANE	05/06/2025		N		2,016.00
04/18/2025	FENTON MI, 48430	/ /	0.0000	N		0.00
		05/06/2025		N		2,016.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	2,016.00
VENDOR TOTAL:		2,016.00

0001	HARTLAND TOWNSHIP GENERAL FUND	04/30/2025	APR - JUNE 2025	FOA	SALARY ALLOCATIONS	
52526		05/06/2025		N		107,932.58
04/30/2025		/ /	0.0000	N		0.00
		05/06/2025		N		107,932.58

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-720.000	ADMINISTRATIVE FEES	56,584.25
590-000-720.000	ADMINISTRATIVE FEES	51,348.33

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

107,932.58

VENDOR TOTAL: 107,932.58

WATERO&M	HARTLAND TOWNSHIP WATER O & M	04/16/2025	2025-03	FOA	RED BARN LLC (SAROKIS)	
52468	2655 CLARK RD	05/06/2025		N		1,450.00
04/16/2025	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		05/06/2025		N		1,450.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0033	YATOOMA OIL	1,450.00

VENDOR TOTAL: 1,450.00

HTVMF	HARTLAND TWP VETERANS MEMORIAL FUND	04/21/2025	3/31/25	FOA	PURCHASES VIA CC 4/1 - 4/15/25	
52480		05/06/2025		N		200.00
04/21/2025	,	/ /	0.0000	N		0.00
		05/06/2025		N		200.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-003.030	VETERANS MEMORIAL	200.00

VENDOR TOTAL: 200.00

HYL	HARTLAND YOUTH LACROSSE	05/01/2025	MAY 2025	FOA	MAY 2025 PAYMENT PER AGREEMENT	
51879	P.O. BOX 56	05/06/2025		N		389.54
05/01/2025	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		05/06/2025		N		389.54

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-703-883.200	HERITAGE PARK: HARTLAND PARTNERS	389.54

VENDOR TOTAL: 389.54

2909	LIVINGSTON CTY.DRAIN COMMISSIO	04/25/2025	3969	FOA	APRIL 2025 SEWER SYSTEM O&M	
52510	2300 E. GRAND RIVER	05/06/2025		N		202,222.79
04/25/2025	STE. 105	/ /	0.0000	N		0.00
	HOWELL MI, 48843	05/06/2025		N		202,222.79

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-801.008	LCDC CONTRACT SERVICES	202,222.79

VENDOR TOTAL: 202,222.79

LOREARENTS	LOREA RENTS	04/08/2025	R1317-1	FOA	RENTAL OF LAND LEVELER, TRAILER, SKI	
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
52465	120 LUCY RD	05/06/2025		N		672.75
04/08/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/06/2025		N		672.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-444-930.000	REPAIRS & MAINTENANCE	372.75
536-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	300.00
		<u>672.75</u>

VENDOR TOTAL: 672.75

LUCE	LUCE, MIKE	04/16/2025	041625	FOA	DUE TO EMPLOYEE FOR PHONE	
52464		05/06/2025		N		141.30
04/16/2025	,	/ /	0.0000	N		0.00
		05/06/2025		N		141.30

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-232.000	DUE TO EMPLOYEES	141.30

VENDOR TOTAL: 141.30

MAP	MICHIGAN ASSOC OF PLANNING	04/29/2025	042125	FOA	ANNUAL GROUP MEMBERSHIP 2025-2026	
52528	1919 WEST STADIUM BLVD, STE 4	05/06/2025		N		775.00
04/29/2025	ANN ARBOR MI, 48103	/ /	0.0000	N		0.00
		05/06/2025		N		775.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-804.000	MEMBERSHIP & DUES	775.00

VENDOR TOTAL: 775.00

6645	MICHIGAN MUNICIPAL LEAGUE	04/01/2025	6372	FOA	MEMBERSHIP RENEWAL FOR FY 26	
52507	P.O. BOX 7409	05/06/2025		N		4,982.00
02/01/2025	ANN ARBOR MI, 48107-7409	/ /	0.0000	N		0.00
		05/06/2025		N		4,982.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-804.000	MEMBERSHIP & DUES	4,982.00

VENDOR TOTAL: 4,982.00

LCDPA	MICHIGAN.COM	05/01/2025	MAY 2025	FOA	ACCOUNT # PA8741424	
52512	PO BOX 742520	05/06/2025		N		63.00
05/01/2025	CINCINNATI OH, 45274-2520	/ /	0.0000	N		0.00
		05/06/2025		N		63.00

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

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-804.000	MEMBERSHIP & DUES	63.00
VENDOR TOTAL:		63.00

PREISS	PREISS COMPANIES LLC	03/10/2025	15509	FOA	PRV PROJECT	
52505	8211 CLYDE ROAD	05/06/2025		N		115,100.00
03/10/2025	FENTON MI, 48430	/ /	0.0000	N		0.00
		05/06/2025		N		115,100.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	115,100.00
VENDOR TOTAL:		115,100.00

7532	PRINTING SYSTEMS, INC.	04/23/2025	237697	FOA	ELECTION SUPPLIES	
52504	12005 BEECH DALY	05/06/2025		N		195.63
04/23/2025	TAYLOR MI, 48180	/ /	0.0000	N		0.00
		05/06/2025		N		195.63

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	195.63
VENDOR TOTAL:		195.63

JOHNSON	ROSATI, SCHULTZ, JOPPICH&AMTSBUECHLER	03/31/2025	1083266	FOA	ORDINANCE ENFORCEMENT MATTERS THRU 3	
52463	27555 EXECUTIVE DRIVE, SUITE 250	05/06/2025		N		1,056.00
04/11/2025	FARMINGTON HILLS MI, 48331	/ /	0.0000	N		0.00
		05/06/2025		Y		1,056.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-722-826.000	LEGAL FEES	1,056.00
VENDOR TOTAL:		1,056.00

SANMARINO	SAN MARINO EXCAVATING, INC.	04/11/2025	159077	FOA	DUMPSTER RENTAL	
52481	5550 MITCHEL WAY	05/06/2025		N		990.00
04/11/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/06/2025		N		990.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	990.00

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

VENDOR TOTAL: 990.00

SECURITYLO	SECURITY LOCK SERVICE INC	04/28/2025	1738	FOA	SWA[ LEVERS FILE ROOM FROM HALLWAY	
52514	401 WASHINGTON ST	05/06/2025		N		223.00
04/28/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		05/06/2025		N		223.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	223.00

VENDOR TOTAL: 223.00

SOSNOWSKI	SOSNOWSKI, SHERI	04/28/2025	042825	FOA	REIMBURSE FOR BASIC INCOME APPROACH	
52524	3485 PINERIDGE LN	05/06/2025		N		250.00
04/28/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		05/06/2025		N		250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-957.000	EDUCATION/TRAINING/CONVENTION	250.00

VENDOR TOTAL: 250.00

SPALDING	SPALDING DEDECKER	03/31/2025	00102920	FOA	LEXINGTON HOMES THRU 3/31/25	
52529	905 SOUTH BLVD EAST	05/06/2025		N		650.00
04/15/2025	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		05/06/2025		N		650.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.002	CONSULTING - SITE REVIEWS	650.00

SPALDING	SPALDING DEDECKER	03/31/2025	102933	FOA	M-59 PRV	
52445	905 SOUTH BLVD EAST	05/06/2025		N		3,500.00
04/15/2025	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		05/06/2025		N		3,500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	3,500.00

SPALDING	SPALDING DEDECKER	03/31/2025	102950	FOA	GIS THRU 3/31/25	
52467	905 SOUTH BLVD EAST	05/06/2025		N		2,942.50
04/16/2025	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		05/06/2025		N		2,942.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-801.000	CONTRACTED SERVICES & RENTALS	2,942.50

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
SPALDING	SPALDING DEDECKER	03/31/2025	102951	FOA	WTR PLT FILTR MEDIA THRU 3/31/25	
52466	905 SOUTH BLVD EAST	05/06/2025		N		27,397.00
04/16/2025	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		05/06/2025		N		27,397.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	27,397.00

VENDOR TOTAL: 34,489.50

STAPLES	STAPLES	04/19/2025	6029670935	FOA	MISC SUPPLIES	
52482	PO BOX 660409	05/06/2025		N		312.66
04/19/2025	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		05/06/2025		N		312.66

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	89.62
101-172-727.000	SUPPLIES & POSTAGE	223.04
		312.66

VENDOR TOTAL: 312.66

HUNTINGBAN	THE HUNTINGTON NATIONAL BANK	04/17/2025	041725	FOA	MILLPOINTE SUB RD SPEC ASSMT BONDS S	
52508	PO BOX 1558-GW4E64	05/06/2025		N		104,793.75
04/17/2025	COLUMBUS OH, 43216	/ /	0.0000	N		0.00
		05/06/2025		N		104,793.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
358-000-997.000	BOND INTEREST PAYMENT	4,793.75
358-000-991.000	BOND - PRINCIPAL	100,000.00
		104,793.75

VENDOR TOTAL: 104,793.75

VC3, INC.	VC3, INC.	04/17/2025	197385	FOA	APRIL 2025 - MS 365 BUSINESS STANDAR	
52501	C/O PNC BANK	05/06/2025		N		525.00
04/17/2025	P.O. BOX 746804	/ /	0.0000	N		0.00
	ATLANTA GA, 30374-6804	05/06/2025		N		525.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	525.00

VC3, INC.	VC3, INC.	04/17/2025	197386	FOA	APRIL 2025 - CLOUD PROTECTION	
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
52502	C/O PNC BANK	05/06/2025		N		309.00
	P.O. BOX 746804					
04/17/2025	ATLANTA GA, 30374-6804	/ /	0.0000	N		0.00
		05/06/2025		N		309.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-258-801.000	CONTRACTED SERVICES	309.00

  

VC3, INC.	VC3, INC.	04/24/2025	JC009032	FOA	SERVER HARD DRIVE	
52525	C/O PNC BANK	05/06/2025		N		123.99
04/24/2025	P.O. BOX 746804	/ /	0.0000	N		0.00
	ATLANTA GA, 30374-6804	05/06/2025		N		123.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-258-930.000	REPAIRS & MAINTENANCE	123.99

VENDOR TOTAL: 957.99

WATERTECH	WATER TECH	03/31/2025	63780	FOA	MARCH 2025	
52483	718 S MICHIGAN	05/06/2025		N		161.00
03/31/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/06/2025		N		161.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	161.00

VENDOR TOTAL: 161.00

TOTAL - ALL VENDORS: 603,675.05

FUND TOTALS:

Fund 101 - GENERAL FUND	31,375.48
Fund 358 - MILLPOINTE ROAD DEBT SERVICE FUND	104,793.75
Fund 401 - CAPITAL PROJECTS FUND	6,400.62
Fund 536 - WATER SYSTEM FUND	58,069.58
Fund 539 - WATER REPLACEMENT FUND	145,997.00
Fund 577 - CABLE TV FUND	3,467.50
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	253,571.12

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Susan Case, Finance Clerk

**Subject:** Approve Post Audit of Disbursements Between Board Meetings

**Date:** April 29, 2025

## 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 - \$449,788.11

April 30, 2025 Payroll - \$100,284.85

April 30, 2025 PTO Buyout - \$3,275.45

## Financial Impact

Is a Budget Amendment Required?  Yes  No

All expenses are covered under either the amended FY25 budget or the FY26 adopted budget as determined by the posting date.

## Attachments

Post Audit Bills List 04.16.2025 – replacement check

Post Audit Bills List 04.17.2025

Post Audit Bills List 04.24.2025

Post Audit Bills List 04.29.25

Payroll for 04.30.2025

PTO Buyout Payroll 04.30.2025

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/16/2025	FOA	45372	HARTLAND DEERFIELD FIRE	CONTRIBUTION TO FIRE AUTHORITY	206-000-999.336	422,343.75
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		422,343.75
--- GL TOTALS ---						
206-000-999.336			CONTRIBUTION TO FIRE AUTHORITY			422,343.75
			TOTAL			422,343.75

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/17/2025	FOA	45373	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	644.15
		45373		UTILITIES - GAS	536-000-920.001	194.14
						838.29
04/17/2025	FOA	45374	GANNETT MICHIGAN LOCALIQ	PRINTING & PUBLICATIONS	101-101-900.000	90.89
		45374		PRINTING & PUBLICATIONS	101-215-900.000	235.69
		45374		PRINTING & PUBLICATIONS	101-247-900.000	240.64
		45374		PRINTING & PUBLICATIONS	101-400-900.000	132.82
						700.04
TOTAL - ALL FUNDS				TOTAL OF 2 CHECKS		1,538.33

--- GL TOTALS ---

101-101-900.000	PRINTING & PUBLICATIONS	90.89
101-215-900.000	PRINTING & PUBLICATIONS	235.69
101-247-900.000	PRINTING & PUBLICATIONS	240.64
101-265-920.001	UTILITIES - GAS	644.15
101-400-900.000	PRINTING & PUBLICATIONS	132.82
536-000-920.001	UTILITIES - GAS	194.14
	TOTAL	1,538.33

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/24/2025	FOA	45410	DELTA DENTAL	ACCRUED DENTAL BENEFITS	001-000-257.101	303.62
		45410		EMPLOYMENT EXPENSE	101-172-716.000	127.86
		45410		EMPLOYMENT EXPENSE	101-192-716.000	74.52
		45410		EMPLOYMENT EXPENSE	101-209-716.000	37.26
		45410		EMPLOYMENT EXPENSE	101-215-716.000	198.16
		45410		EMPLOYMENT EXPENSE	101-253-716.000	140.60
		45410		EMPLOYMENT EXPENSE	101-400-716.000	268.46
		45410		EMPLOYMENT EXPENSE	101-441-716.000	255.72
		45410		EMPLOYMENT EXPENSE	536-000-716.000	111.78
						1,517.98
04/24/2025	FOA	45411	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,063.90
		45411		STREET LIGHTS	101-448-921.000	27.99
		45411		UTILITIES	101-567-920.000	17.65
		45411		UTILITIES - ELECTRIC	101-751-920.002	418.19
		45411		UTILITIES - ELECTRIC	536-000-920.002	3,603.18
						5,130.91
04/24/2025	FOA	45412	PRIORITY HEALTH	ACCRUED MEDICAL BENEFITS	001-000-257.100	3,611.05
		45412		EMPLOYMENT EXPENSE	101-172-716.000	1,873.66
		45412		EMPLOYMENT EXPENSE	101-192-716.000	1,362.62
		45412		EMPLOYMENT EXPENSE	101-209-716.000	681.31
		45412		EMPLOYMENT EXPENSE	101-215-716.000	3,372.56
		45412		EMPLOYMENT EXPENSE	101-253-716.000	681.31
		45412		EMPLOYMENT EXPENSE	101-400-716.000	681.31
		45412		EMPLOYMENT EXPENSE	101-441-716.000	3,747.32
		45412		EMPLOYMENT EXPENSE	536-000-716.000	2,043.93
						18,055.07
04/24/2025	FOA	45413	VSP INSURANCE CO. (CT)	ACCRUED VISION BENEFITS	001-000-257.102	50.17
		45413		EMPLOYMENT EXPENSE	101-172-716.000	19.67
		45413		EMPLOYMENT EXPENSE	101-192-716.000	14.20
		45413		EMPLOYMENT EXPENSE	101-209-716.000	7.10
		45413		EMPLOYMENT EXPENSE	101-215-716.000	31.62
		45413		EMPLOYMENT EXPENSE	101-253-716.000	23.90
		45413		EMPLOYMENT EXPENSE	101-400-716.000	43.57
		45413		EMPLOYMENT EXPENSE	101-441-716.000	39.34
		45413		EMPLOYMENT EXPENSE	536-000-716.000	21.30
						250.87
TOTAL - ALL FUNDS				TOTAL OF 4 CHECKS		24,954.83

--- GL TOTALS ---

001-000-257.100	ACCRUED MEDICAL BENEFITS	3,611.05
001-000-257.101	ACCRUED DENTAL BENEFITS	303.62
001-000-257.102	ACCRUED VISION BENEFITS	50.17
101-172-716.000	EMPLOYMENT EXPENSE	2,021.19
101-192-716.000	EMPLOYMENT EXPENSE	1,451.34
101-209-716.000	EMPLOYMENT EXPENSE	725.67
101-215-716.000	EMPLOYMENT EXPENSE	3,602.34

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-253-716.000				EMPLOYMENT EXPENSE		845.81
101-265-920.002				UTILITIES - ELECTRIC		1,063.90
101-400-716.000				EMPLOYMENT EXPENSE		993.34
101-441-716.000				EMPLOYMENT EXPENSE		4,042.38
101-448-921.000				STREET LIGHTS		27.99
101-567-920.000				UTILITIES		17.65
101-751-920.002				UTILITIES - ELECTRIC		418.19
536-000-716.000				EMPLOYMENT EXPENSE		2,177.01
536-000-920.002				UTILITIES - ELECTRIC		3,603.18
				TOTAL		24,954.83

04/29/2025 09:57 AM  
User: SUSANC  
DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP  
CHECK DATE FROM 04/29/2025 - 04/29/2025

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/29/2025	FOA	45414	POSTMASTER	PRINTING & PUBLICATIONS	101-577-900.000	951.20
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		951.20
--- GL TOTALS ---						
101-577-900.000			PRINTING & PUBLICATIONS		951.20	
			TOTAL		951.20	

Check Register Report For Hartland Township  
For Check Dates 04/30/2025 to 04/30/2025

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
04/30/2025	FOA	17815	MISSION SQUARE	1,581.10	1,581.10	0.00	Open
04/30/2025	FOA	17816	MISSION SQUARE	3,535.66	3,535.66	0.00	Open
04/30/2025	FOA	17817	MISSION SQUARE	4,108.50	4,108.50	0.00	Open
04/30/2025	FOA	17818	MISSION SQUARE	300.00	300.00	0.00	Open
04/30/2025	FOA	DD9892	BERNARDI, MELYNDA A	2,303.13	0.00	1,805.57	Cleared
04/30/2025	FOA	DD9893	BROOKS, TYLER J	3,477.00	0.00	2,425.79	Cleared
04/30/2025	FOA	DD9894	CARRIGAN, AMANDA K	3,830.25	0.00	2,947.35	Cleared
04/30/2025	FOA	DD9895	CASE, SUSAN E	2,697.52	0.00	1,453.71	Cleared
04/30/2025	FOA	DD9896	CIOFU, LARRY N	3,604.17	0.00	2,448.65	Cleared
04/30/2025	FOA	DD9897	COSGROVE, HEATHER H	2,157.35	0.00	1,556.49	Cleared
04/30/2025	FOA	DD9898	DRYDEN-HOGAN, SUSAN A	4,204.33	0.00	2,981.23	Cleared
04/30/2025	FOA	DD9899	ECKMAN, MATTHEW A	90.00	0.00	79.28	Cleared
04/30/2025	FOA	DD9900	FOUNTAIN, WILLIAM J	3,354.17	0.00	2,810.54	Cleared
04/30/2025	FOA	DD9901	FOX, LAWRENCE E	496.50	0.00	437.41	Cleared
04/30/2025	FOA	DD9902	GRISSIM, SUSAN L	90.00	0.00	83.12	Cleared
04/30/2025	FOA	DD9903	HAASETH, GWYN M	978.69	0.00	872.49	Cleared
04/30/2025	FOA	DD9904	HABLE, SCOTT R	3,777.88	0.00	2,606.38	Cleared
04/30/2025	FOA	DD9905	HORNING, KATHLEEN A	3,604.17	0.00	2,516.14	Cleared
04/30/2025	FOA	DD9906	HUBBARD, TONYA S	2,229.03	0.00	1,489.35	Cleared
04/30/2025	FOA	DD9907	JOHNSON, LISA	2,893.31	0.00	1,819.24	Cleared
04/30/2025	FOA	DD9908	KENDALL, ANTHONY S	120.76	0.00	111.53	Cleared
04/30/2025	FOA	DD9909	LANGER, TROY D	4,393.29	0.00	3,107.79	Cleared
04/30/2025	FOA	DD9910	LOUIS, CASEY	1,443.15	0.00	1,118.95	Cleared
04/30/2025	FOA	DD9911	LUBESKI, BRETT J	683.33	0.00	606.06	Cleared
04/30/2025	FOA	DD9912	LUCE, MICHAEL T	5,745.83	0.00	4,211.71	Cleared
04/30/2025	FOA	DD9913	MAYER, JAMES L	195.00	0.00	171.79	Cleared
04/30/2025	FOA	DD9914	MCMULLEN, SUMMER L	773.33	0.00	657.38	Cleared
04/30/2025	FOA	DD9915	MITCHELL, MICHAEL E	142.50	0.00	131.61	Cleared
04/30/2025	FOA	DD9916	MORGANROTH, CAROL L	2,387.00	0.00	1,775.15	Cleared
04/30/2025	FOA	DD9917	MURPHY, THOMAS A	100.00	0.00	88.10	Cleared
04/30/2025	FOA	DD9918	NIXON, MITCHELL A	3,633.75	0.00	2,616.06	Cleared
04/30/2025	FOA	DD9919	O'CONNELL, DENISE	683.33	0.00	485.92	Cleared
04/30/2025	FOA	DD9920	PETRUCCI, JOSEPH M	683.33	0.00	578.08	Cleared
04/30/2025	FOA	DD9921	RADLEY, JAMES W	3,021.75	0.00	2,223.58	Cleared

Check Register Report For Hartland Township  
 For Check Dates 04/30/2025 to 04/30/2025

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
04/30/2025	FOA	DD9922	SHOLLACK, DONNA M	2,837.00	0.00	2,071.26	Cleared
04/30/2025	FOA	DD9923	SOSNOWSKI, SHERI R	2,701.70	0.00	2,044.23	Cleared
04/30/2025	FOA	DD9924	VETTRAINO, ALEXANDER D	310.00	0.00	273.10	Cleared
04/30/2025	FOA	DD9925	WYATT, MARTHA K	3,832.76	0.00	2,579.33	Cleared
04/30/2025	FOA	EFT760	FEDERAL TAX DEPOSIT	17,284.28	17,284.28	0.00	Cleared
<b>Totals:</b>							
			Number of Checks:	039	100,284.85	26,809.54	53,184.37
			Total Physical Checks:	4			
			Total Check Stubs:	35			

For Payroll ID: 519 Check Date: 04/30/2025 Pay Period End Date: 04/23/2025

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
04/30/2025	FOA	DD9926	LUCE, MICHAEL T	3,275.45	0.00	2,593.91	Cleared
Totals:			Number of Checks: 001	3,275.45	0.00	2,593.91	
Total Physical Checks:							
Total Check Stubs:			1				

## **Hartland Township Board of Trustees Meeting Agenda Memorandum**

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 04-22-25 Hartland Township Board Regular Meeting Minutes

**Date:** May 1, 2025

### **Recommended Action**

Move to approve the Hartland Township Board Regular Meeting Minutes for April 22, 2025

### **Discussion**

Draft minutes are attached for review.

### **Financial Impact**

None

### **Attachments**

4-22-25 HTB Minutes - DRAFT

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

April 22, 2025 – 7:00 PM

## **DRAFT**

### **1. Call to Order**

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

### **2. Pledge of Allegiance**

### **3. Roll Call**

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

Also present were Township Manager Mike Luce, Planning Director Troy Langer, and Public Works Director Scott Hable

### **4. Approval of the Agenda**

**Move to approve the agenda for the April 22, 2025 Hartland Township Board meeting as presented.**

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

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

Voting Nay: None

Absent: None

### **5. Call to the Public**

Supervisor Fountain gave a brief overview of the Call to the Public process and procedures and invited the public to come forward with any comments they may have.

Jason Fowler came forward and stated he has been a resident for seven years and stated that he is not here to stand in the way of progress, nor wanting to keep a dilapidated building up, or to keep Chick-Fil-A (CFA) from building in Hartland. He pointed out the traffic in the CFA location is bad now, M-59 traffic is getting worse, and the light timing strategy in that area is insufficient for this area. He stated there must be a reason that MDOT does not want an entrance off of M-59 in this location and stated that M-59 has reached its capacity at a much faster than anticipated and stated that MDOT did verify this. He stated the Planning Commission (PC) admitted the traffic was bad and he was displeased with a solution offered by one of the PC members. He questioned why we would be looking at approving something that would make a bad situation worse. He stated that in getting the Blaine Rd. speed limit changed to 35 mph they were told that Blaine Rd. was considered an emergency route since there are limited ways to get south of M-59 other than Blaine Rd. He inquired as to why we would risk congesting this route further and risk the safety of residents if emergency vehicles can't get down Blaine Rd. to the southern neighborhoods. He asked for due diligence and thought, as he stated our schools were not consulted and this would result in chaos for our students and currently have excessive bus rides and increased bus routes and times. He inquired as to whether the Sheriff was consulted regarding increased resources to deal with traffic accidents and backups. He stated the Fishbeck traffic study indicated that intersection will be increased from 1800 cars with Burger King to 2400 cars. He stated he thought the study should have had zero cars from Burger King and 2400 to 3400 additional cars for CFA. He stated CFA stated they did 1700 transactions a day which would be 3400 additional trips through that intersection and this needs to be reviewed to determine if the intersection can handle this. He gave some references as to traffic issues and decisions from the Hartland Comprehensive Plan, and the Michigan Municipal League. He took issue with the e-mails indicating the correspondence the Township provided in the package regarding responses from Mike Goryl of the Livingston County Road Commission (LCRC) and Craig Heidelberg from MDOT. He stated both engineers he spoke to at MDOT welcome a traffic study and encouraged as study as the last traffic study done at that intersection was done over

## HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

April 22, 2025 – 7:00 PM

15 years ago. He stated Hartland residents are not against growth, progress, or building our community, but would offer proper growth, due diligence, research, and application of common sense in doing so. He stated since they know their community they are asking for support from our elected officials, to hear their voices and address their concerns. He stated they are not saying no, just not now, as he felt we do not have enough information to make an informed decision on the impact that traffic will have. He asked the Board to pass a resolution to have an independent traffic study done on that intersection on what the increased traffic will do to M-59 and Blaine Rd.

Michelle Blondeel came forward and stated she is a 25-year Hartland resident, supported local businesses during the COVID shutdown, and was on the Hartland School Board, so she understands the difficulty of having constituents ask the Board to do difficult things. She stated she was disappointed with some of the developments in the Hartland community and in doing her research of these various items that there have been numerous instances of people being concerned about traffic even before CFA. She stated we want a traffic study done. She cited the short turnaround to go west on M-59 coming out of Burger King, additional cars added due to CFA, campers and trailers in this area, additional traffic from the Hartland Glen development and future plans for residences on M-59 and Fenton road, and gravel train trucks from a proposed gravel pit in the area to support a traffic study. She stated she knows this is a difficult decision and asked the Board to consider the constituents concerns, and implored the Board to do the right thing and do a traffic study.

Lorna Coury came forward and stated she wrote the Board on April 13th to ask for a delay in the vote for a new CFA restaurant until a thorough, complete, and independent traffic impact study could be done to ensure the safety of the community. She asked that the memo be included in the Board package tonight and was disappointed that it was not included in the package. She stated nearly 500 individuals have signed a petition asking for the same thing. She stated we need the right data to make informed decisions and felt the PC did not do their due diligence on this. She stated that MDOT and LCRC cannot require a traffic study as it is an existing site, but they stated to her that they would love one done, but could not require it. She stated we need a detailed traffic study that takes into account the school year and northbound and southbound traffic on Fridays, Saturdays and Sunday when people are going up north. She also stated we need behavioral studies to be done on Blaine Rd. as she felt the light is dangerous, and is poorly designed with cars turning into each other literally every five minutes. She also stated that when she talked to the LCRC Director, the plan that they approved was not the plan that was presented by CFA. She stated the LCRC approved a plan that would not allow for a left turn off of Blaine onto the CFA property. She stated this was a concern to her that what was approved was not what was submitted in the plan. She also stated they contacted Senator Lana Theis who was also concerned about this and that her office is trying to set up a meeting with the County Commissioner, the Township Supervisor, MDOT, and LCRC to discuss the issues. She stated she would be concerned if the Board does not listen to the Senator and have a meeting to address the issues correctly. She also inquired as to why we are in such a hurry to do this when all we want is a safety traffic study to talk about congestion and to minimize it, and design it right so we could enjoy the restaurant but not be negatively impacted.

Brian Madden came forward to further discuss traffic stating there have been many calls for a traffic study tonight and he supports that. He stated he though CFA should also support that because what if all the people that have told you how bad the traffic is now and how bad it is going to be are right. He stated what if children can't get to school if the busses can't get through, if traffic starts backing up onto M-59, if there is a huge spike in traffic accidents at that intersection. If those things happen MDOT will have to get involved and there will be a traffic study at that point. He stated he thinks we will all know that you cannot have CFA traffic on Blaine Rd. At that point CFA would only have Glen Meadows Drive to utilize as an entrance and the problem is that this is not a public road, but a private drive and the property that CFA wants to build on does not have access to that road. He stated if CFA builds here and MDOT eventually closes the Blaine Rd. entrance, CFA's only option is Glen Meadows

## HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

April 22, 2025 – 7:00 PM

Drive, which is owned by a private corporation after they have already invested millions of dollars into building this franchise and would be subject to whatever the private corporation wants to charge for the use of Glen Meadows Drive. He inquired as to whether anyone at CFA has done a risk assessment on this scenario as he felt there is a reasonably high probability that this could happen. He stated that CFA may find the risk and the cost of this scenario is so high that they may not want to build in this location after all.

Terrance Armstrong came forward stating he has been a resident of Hartland since 2004 and that they live at the end of Blaine and stated his daughter was in an accident at this intersection when someone ran a red light. He stated that when you come out of Blaine Rd. to go to Meijer's, half of the people want to turn back onto westbound M-59 and they don't understand the rules around this area. He felt that those coming off US-23 to go to CFA would probably be doing the same thing which would create a gridlock right there. He stated he likes CFA and proposed another location for CFA to be considered. He stated this area isn't really a safe intersection and in a discussion with some Novi and South Lyon residents regarding the proposed CFA in Hartland, even they said this was a terrible intersection for a CFA. He did thank the Board for all of their time and effort in the work that they do for the community.

Jerrad Beauchamp came forward to discuss proposed CFA signage discussed at the PC meeting to help manage the traffic flow. He asked the Board to consider that if CFA feels the signage will work so well, which he stated we know it does not because everybody makes u-turns on M-59 and they don't follow the signs right now, then CFA could put that signage to direct the traffic to go to the next entrance on Blaine Rd. and not pull into CFA at the entrance nearest to M-59. He stated this would loosen up the traffic here and avoid having cars pulling out of Wendy's at the same time as cars are pulling in and out of CFA. He stated that he is in favor of CFA, but it is a safety issue that we need to be concerned with.

Lori Siczkowski came forward and inquired as to how residents get their voices heard. She stated this is the third meeting she has come to regarding CFA and traffic. She stated at the first two meetings at the Call to Action everyone expressed concern about the traffic. After the last meeting she called MDOT, as she is sure many others in this room have done, and was basically told that Blaine Rd. is not their concern as it is a County road so call the County and we then get that it is an established driveway and they can't close it off. She stated the the Board is the voice of the residents and needs to help us coordinate with these government agencies. She stated she called one of our Representatives to try and get their voices heard. She stated she would like to see the Burger King redeveloped due to issues at this site and she is excited for CFA as well. She stated that the Board are the elected officials to be their voice to these agencies where they cannot make headway with them, and she stated she feels they have been unheard. She was upset that only one Board member responded to her e-mail she sent to all Board members. She just wanted to know how their voices could be heard as this is the third meeting on this topic, and at last meeting the PC approved the plan. She stated she was upset with the PC and a response of a PC member regarding a proposed solution to the traffic issues traffic. She stated that after three meetings where many people have expressed their safety concerns over the amount of traffic, citing an accident today in front of McDonalds and frequent accidents at M-59 and Hartland Road. She asked the Board to be their voice and help them with this traffic issue.

Jessica Brooks came forward and stated she sent an e-mail that was acknowledged and she appreciated it. She stated that she, like others, do not want the dilapidated building at the corner, but they do not want to trade one pain point for another pain point that we can't undo. She stated her concerns from the beginning are safety and traffic, but this is not just a Blaine Rd. issue, it is an M-59 issue. She stated this would be a moot point if CFA was located in the Hartland Towne Square Mall which was specifically designed for this type of establishment and the traffic flow it would bring. She stated that the PC concern was the high volume that they would experience in the "honeymoon" phase, as they called it. She stated this was not the residents concern, it was the long term concern as CFA will be a popular establishment after the "honeymoon" phase is gone. She stated she did not think the PC did their due diligence to establish whether or not this would be an issue for our roadways. She stated the

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

April 22, 2025 – 7:00 PM

current design that we have today was done in 2008 and we have not had a traffic study since then. She stated she is not sure at this point, with the amount growth that Hartland has seen, how anyone could make a decision at this time of how this won't negatively impact our area. She stated they are not looking for anyone on the Board to be reactive on how to solve a problem, we want the Board to be proactive in investigating and avoiding potential issues that could arise in the near future as a result of this development, or ones in the future. She stated that the community that is here today is being proactive in addressing this issue from the very beginning, and are trying to ensure they don't have these concerns after it is done. It is important that the bureaucracy nonsense does not outweigh the common sense here. She stated if a bank was proposed for this site they wouldn't be here as there would not be the in and out traffic, and it is not specific to CFA, but would be for any type of establishment that has that type of draw, would be an issue at that corner. She encouraged the Board to reach out to other communities that have an established CFA to see if what they were told to be the experience prior to the development versus the reality of what they have been experiencing since it has been developed. She also stated that Hartland is not a destination spot, but more of a pass through town and people that come in are not familiar with our roadways and between Hartland Rd. and M-59, and Blaine Rd. and M-59, it is confusing and signs are not obeyed and this would increase the flow of people in the area and would be a safety concern. MDOT has not been helpful in addressing their concerns as they have asked for a yellow flashing light at Blaine Rd to ease the confusion when someone is turning left and someone is turning right. She stated the desire of the corporation to not supersede the will of our community should be taken into consideration. When she last looked at the petition today at 5:00 p.m. there were 468 signatures and while they are all not here tonight, their thoughts are with those in attendance expressing their concerns and asked that we do not take this petition lightly. She asked that if the Board cannot say with confidence that this development will not have a negative impact on our roadways, she urged the Board to wait and make the decision until you have all of the data that you can obtain to feel comfortable and confident that this is the best for community. She offered a copy of the petition for the Board.

Chuck Hilger came forward and stated that after one of the early PC meetings where it was stated they do not need a traffic study, he went and looked up the Institute of Traffic Engineers (ITE) guidelines. He stated all these guidelines are published and he has read through the guidelines and inquired if any of the Board has studied these guidelines for volume traffic impact. He stated his interpretation of the guidelines indicates that even the residential on all the apartments that the Board has approved is pushing that, and this does not even include any of the additional commercial traffic. He inquired as to how we cannot insist, as everyone here is demanding, on a traffic study. He stated that Mr. Fowler and another lady have a lot of key points and he applauded them for the detail that they put into this. He asked the Board to take those points and go through them and respond to them as that's the feedback you're hearing from your community.

## 6. Approval of the Consent Agenda

### **Move to approve the consent agenda for the April 22, 2025 Hartland Township Board meeting as presented.**

Motion made by Trustee Petrucci, Seconded by Treasurer Horning.

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

Voting Nay: None

Absent: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 04-08-25 Hartland Township Board Regular Meeting Minutes

**7. Pending & New Business**

- a. Site Plan/Planned Development Application #25-002 – Proposed restaurant with drive-through service (Chick-fil-A) at 10382 Highland Road Preliminary PD Site Plan

Supervisor Fountain gave a short introduction of the agenda item and inquired of Planning Director Troy Langer to provide a brief overview of the Planned Development (PD) process and where we are at in the process. Director Langer gave a brief overview of the PD process which is essentially a three step process, the first step being the Conceptual Review where the applicant presents a concept idea to see if the Township has any interest in going forward with the concept idea. There is no formal action or recommendations on the Conceptual Plan as it is where the applicant just receives feedback from the Township. He stated Chick-Fil-A (CFA) presented their conceptual plan to the Planning Commission (PC) in October of 2024 and to the Board in November of 2024. The next step in the PD process is the Preliminary Plan review. At this stage the plans are more detailed, with building elevations, photometric plans, landscaping plans, and so forth. At this stage the PC holds a public hearing, and this was held on April 10, 2025. The PC only makes a recommendation on the plan and they did recommend approval of the plan. The next step is the Board review of the Preliminary Plan, and they would make a determination on the plan, and this is where we are tonight. The third step of the PD process is the Final PD where we are basically done with the site plan and we would be more focused on the PD Agreement, easements, condominium documents, if applicable, and other legal instruments. The PC would make a recommendation, and it would come to the Board for final approval and rezoning of the property to Planned Development. Subsequent to this would be this Construction Plan review where the applicant submits even more detailed construction plans that are reviewed administratively with our Township engineers, Livingston County Drain Commission (LCDC), Livingston County Road Commission (LCRC) and the Livingston County Building Department (LCBD), and staff would issue a Land Use Permit if the project met the provisions of the PD and the Township engineering standards.

Supervisor Fountain invited CFA representatives Justin Lurk and Leslie Accardo to come forward. Director Langer reviewed a screen display of the Site Plan and described the location and stated that the Applicant is proposing to tear down the existing Burger King building and re-develop the site, closing off the access drive to M-59. They are proposing an approximately 5200 sq. ft. building with drive through lanes that are two lanes side-by-side that allows for stacking of 44 vehicles and another 52 off-street parking spaces. Director Langer stated they have the existing access to Blaine Rd. and the connection to the south that exists to the Rural King/Noble Appliance property. He stated that comments were made that the LCRC had approved a plan was different from tonight's plan and he stated that we have had numerous conversations with the LCRC about altering the Blaine Rd. access and numerous plans were sent to the LCRC to discuss various scenarios and modifications. At this point nothing has been approved. He stated that there are no changes to this plan, but the PC did put a condition on the recommendation to approve, to temporarily close the first Blaine Rd. entrance closest to M-59 for the first 30 days this project would be open. The goal is to get enough stacking to make sure it is completely on-site. He stated the other CFA restaurants they looked at in the states were in Okemos, the west side of Lansing, Kalamazoo, a suburb of Grand Rapids and in Flint. He stated they looked at the CFA in Novi, but this was a difficult comparison due to their large population base, the proximity to a huge regional shopping mall, additional traffic from Interstate 96, and other commercial development outside of the enclosed shopping mall. Trustee Lubeski inquired as to the site plan map as to the lower directional arrow on the Blaine Rd. entrance indicated that you can only turn right off of Blaine into Rural King. Director Langer stated he believes that arrow indicates that this would be an entrance into the site

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and the other two arrows indicate exits from the site to northbound and southbound Blaine Rd. Supervisor Fountain inquired of the Applicant whether they have access to the Glen Meadows Drive private road and Mr. Lurk stated they do not have the right to connect to that road through another property, but indicated there were multiple ways to get into and out of the development and Glen Meadows is one of them. Clerk Ciofu inquired whether access or easement to use this private road would be included in the final documents and Mr. Lurk indicated they do have an access agreement. Director Langer stated that when the property to the south was developed as a Walmart the connections documents would have been created at that time to allow Burger King, and any future use on the Burger King property, to use this entrance to the development. He stated there would be no requirement to modify these agreements at this time. Trustee Lubeski inquired as to having all of these access points to the property, who would be responsible for the maintenance of the access points. Mr. Lurk stated it was his understanding that there is a common area maintenance agreement for the development to share the cost of maintenance and that they would pay their share for the maintenance. Trustee O'Connell inquired of Director Langer as to what the average stacking level is for similar establishments in our community as it was stated that CFA stacking would be 44 cars. Director Langer stated our Ordinance requires ten parking spaces and most of the restaurants would provide the ten or slightly more, but from memory he does not recall anyone in the 15-20 range. Trustee Petrucci inquired of Director Langer if his understanding that both LCRC and MDOT have said that no further traffic study is correct. Director Langer stated that is correct and Trustee Petrucci inquired as to why he thought they would need no further traffic study. Director Langer stated he is not a spokesperson for MDOT, or the LCRC, so his response would be a bit of presumption on his part and he would try to answer the question generally. He stated he has no authority to speak on behalf of those entities. In general, when looking at traffic of a developed site versus the traffic of an undeveloped site, there is often a comparison of the prior use to the new use as to the increase in trip ends that would occur. He stated the traffic engineers would not rely on the total weekday or average, but would focus on the AM and PM peak hour time periods and the increase use at those AM or PM peak times. He stated they would have a threshold for the Blaine Rd. and M-59 intersection and each intersection would be given a grade as to how they are functioning. Grades are assigned A through F, with A being the best. He stated what MDOT has as a policy, as he understands it, is that when a development occurs, the development cannot lower the grade of that intersection, it must keep the intersection operating at the same level. Director Langer stated he does not know the grade of this intersection, but it is MDOT's responsibility to make sure this project would not decrease the grade. He stated they rely on the ITE manual to provide some preliminary data as to what the development is likely to do to traffic and they reach their conclusion as to whether a traffic study is needed or not, and he is guessing this is what they may have done. Trustee Petrucci stated he understand the traffic issues as he encounters it, but his decision must be made for what is the best for the Township. He stated fifteen years ago a traffic study was needed due to three major developments coming into the community. Two of the developments were approved for just under a million square feet of retail business and we are not anywhere near that now. He stated the traffic study incorporated all of the retail we were suppose to get a traffic and that M-59 could not hold the traffic that would be produced from two of the developments. He stated we met with the developers regarding improvements that would need to be made to M-59 to be able to approve the developments. Seven engineers were involved and came up with the design for M-59 that you see today that would incorporate all of the proposed retail from these developments, and the improvements for M-59 were paid for by the developers. He stated that this property we are discussing tonight was a fast food restaurant then, and it is a fast food restaurant being proposed now. He stated the issue is that CFA is a premium fast-food restaurant that is replacing an existing fast-food restaurant. Director Langer stated the ITE Manual outlines different land uses, such as fast-food restaurants. and it does not discriminate on businesses within a category as they treat all businesses in a category the same. As both CFA and Burger King are fast food restaurants, both are treated the same. Trustee O'Connell cited the Fishbeck study in

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the packet as to the increase in trips. Director Langer stated that the study showed that both CFA and Burger King were in the same classification and would be subject to the same trip ends per 1000 square feet of gross floor area. It is the square feet of the building that determines the comparison of trip ends. Burger King was 3940 square feet and CFA is at 5200 square feet and using the 1000 trip end per square foot and they would focus on the AM peak hours and PM peak hours. He briefly explained how the ITE Manual comes up with the averages for each classification by taking traffic counts at various fast-food restaurants throughout the country and physically measuring the number of trip ends. Trustee Lubeski inquired as to whether an independent traffic study would have more accurate numbers. Director Langer, in trying to define "independent", stated in general, when an applicant comes with a proposed project the applicant would hire a traffic engineer and the applicant would submit their traffic report to the Township, or MDOT or to the LCRC. The company that provides the traffic study, being an independent traffic engineering company, licensed by the State of Michigan, would have their reputation for providing solid verifiable information and we would presume that the information provided is sound, accurate and can be verified. Mr. Lurk stated there would be scoping meeting between the jurisdictions to determine what intersections to look at before doing the traffic study. He stated the scope of the traffic study is as important as the study itself. He stated that there are a lot of assumptions made in a traffic study and he is not saying they are not useful and they did not deny to do one, but as mentioned, both MDOT or LCRC did not require one. He stated they heard the residents, and he spoke to both Craig Heidelberg at MDOT and Mike Goryl at LCRC to see what could be done as to the timing here. He stated Craig would look into the timing at the light at Blaine Rd. as residents stated only 3-4 cars can turn right onto M-59 off of Blaine at a light. He stated this is the first CFA in Livingston County but they are looking at several more sites in and around the County and he stated they understand that they will be busier than Burger King due to the pent up demand for a local CFA, as the closest CFA is in Novi. He stated two points of ingress and egress to their site is vitally important to them and their customers. Clerk Ciofu inquired as to the discussion with MDOT and the LCRC as to whose idea was it to close off the entrance from M-59 and Mr. Luck stated it was not a recommendation from MDOT, but a CFA design. He stated this design allowed them to get circulation around the site and separate the drive through traffic from the dine-in customers so that the dining guest are not crossing the drive through traffic on the way in and out of the restaurant for safety purposes.

Supervisor Fountain inquired of Director Langer if he could address the comment from an e-mail that stated every group is pointing to each in a situation no one is willing to address pertaining to the roads, by explaining the process when it comes to traffic studies. Director Langer stated he presumed this question is directed to Hartland Township taking a position of we don't have jurisdiction over the MDOT and County Roads, and MDOT saying it is the Townships position to require this or that and the LCRC saying something similar. Director Langer again mentioned that he is not a spokesman for MDOT or the LCRC so he cannot speak as to what their legal authority is regarding what they can and cannot do, however he stated at the early conceptual stages of the project, the Township, not the Applicant, reached out to MDOT and the LCRC and had discussions on what they can do, what they need, and what we can do to help them in this project. We have other developments in the community that are redevelopments, but have a change in use and we are getting traffic studies because of what MDOT has requested. We are too small of a township to have traffic engineers, and we rely heavily on them and if they have advice, we take that. If they tell us at the very early stage that they want this, or they think this is needed, we are more than happy to explore that. He stated that CFA did their due diligence and reached out to the Township regarding questions for planning, engineering, and public works regarding the process and fees and it was a very lengthy process, and it was not a common due diligence process in looking at this property and the Township assisted in this. What happed was that someone else expressed an interest in this property and it was unavailable for a period of time. That project did not work out

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and the property became available and talks started again with CFA. Mr. Lurk stated that due diligence process started in March of 2024, and they are not rushing this process.

Trustee McMullen had a concern regarding excess planting around the site as to clear lines of site for safety reasons and would recommend reducing the plantings by two-thirds to seventy-five percent. She stated that they were going to clear out some of the other ones as they couldn't place all of the 47 trees on the site. She stated it is not only a safety issue, but a longer term maintenance issue for landscape. Clerk Ciofu inquired as to the timing from order to pick-up in the drive-through lane and Mr. Lurk explained it will vary by location and their suggestions for the franchisees to have a goal of 90 to 120 seconds from order to pick-up. He stated they design their sites with face-to-face ordering with iPads further upstream to give the kitchen time to prepare the order so it will be ready when you get to the pick-up door and would have a steady release of cars during peak hours. He stated each CFA is individually owned and operated by a franchisee who is guaranteed only one location. He gave a brief overview of CFA franchise model in that they are not looking for investors, they are looking for owner operators.

Trustee Lubeski inquired as to directional signing on the site. Director Langer stated that through the PD process we have some ability to vary from the sign ordinance and we recognized going into the conceptual review that traffic to Blaine Rd. was a concern. He stated we explored a number of things to address this situation. He stated one of the goals was to have some off-site signs onto the Rural King/Noble appliance property which are intended as traffic directional signs to have the traffic go south from CFA to the inner ring road and go east where there are a number of outlets to go north to M-59. Another goal was the placement of the monument sign on M-59 set as far east as reasonably practicable so it did not block an existing monument sign. This was to encourage drivers to drive past that sign and come into CFA on the private road east of CFA. Mr. Lurk gave a brief overview of the purpose of the signs on the Directional Signage chart to try and divert traffic off of Blaine Rd. Trustee Lubeski inquired of the possibility of placing a no left turn sign from Blaine Rd. at the Blaine Rd. entrance just south of the proposed dumpster and the Applicant responded that they would not want to limit left turns into their property and cited delivery truck access at this point. Trustee Petrucci inquired of Manager Luce that if after the first 30 days and the traffic settles down to a more reasonable level and we see that traffic is still an issue, would it be possible to work with the LCRC to possibly widen Blaine Rd. and make another exit on to M-59 to alleviate some of that traffic. Manager Luce stated it is possible, but would have challenges to it because of the length there from the sweeping right turn to the entrance/exit from CFA. Manager Luce pointed out the MDOT property at the corner of Blaine Rd. and M-59 and adding an additional right turn lane would probably require a easement on Blaine Rd. for a deceleration lane. Director Langer reviewed the open space plan with regards to speculation on the potential widening of M-59 on the west side of the property near the proposed dumpster. Manager Luce stated that this would be a possibility, but he cannot say it is something MDOT would do. Director Langer commented that he appreciates the chance to explain things that the Board does not always hear or see and that he appreciates when residents come out and he gets the opportunity to hear from them. He stated they are trying their best to balance their concerns, property rights concerns, and traffic issues. He knows that expectations are that if you don't do this you may feel you are not being heard and he is not sure they can always meet these expectation but he can honestly say those comments are being heard and are being looked at. Supervisor Fountain thanked those present for their attendance and politeness during the meeting and that it means a lot to have a meaningful dialogue.

**Move to approve Site Plan/PD #25-002, the Preliminary Planned Development Site Plan for Chick-fil-A Planned Development, as outlined in the staff memorandum dated April 15, 2025**

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**with a recommendation to the Planning Commission to look at reducing the amount of landscaping for better visibility of the building.**

Motion made by Trustee O’Connell, Seconded by Clerk Ciofu

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

Voting Nay: Trustee Lubeski

Absent: None

Trustee Petrucci stated that he will bring up doing something on Blaine Rd. if traffic continues to be bad. Supervisor Fountain addressed a residents concerns regard traffic studies and the process of working with MDOT and the LCRC. Clerk Ciofu stated that Manager Luce has met with our State Representative regarding the M-59 corridor and the completion of the boulevard from Hartland to Howell and he took this seriously and is trying to get some people together to pursue this issue.

b. Resolution - Hartland High School Parent Action Committee

Clerk Ciofu stated the Hartland High School Parent Action Committee is requesting the Township approval as a charitable organization to obtain a Charitable Gaming License to hold a raffle at the Hartland High School graduation ceremony. He stated they are Non-Profit Organization, and they have contacted the appropriate authorities at the State of Michigan, and they just need our approval as a charitable organization.

**Move to approve the Resolution recognizing the Hartland High School Parent Action Committee as a charitable non-profit in the community for the purpose of obtaining a Charitable Gaming License.**

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

Roll call vote taken.

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

Voting Nay: None

Absent: None

Motion passes: 7 – 0 – 0.

c. 2025 PRV Project Budget Amendment

Manager Luce gave a brief overview of the Pressure Reducing Valve (PRV) budgeted for \$350,000. He stated when we received the bids, the lowest bid was \$399,980. Manager Luce stated that in an effort to conserve funds we had this project engineered using our staff to oversee the construction engineering on-site. He stated there were multiple entities that came together to complete this project. One of the last entities was for the SCADA system, which gives the public works staff the ability to monitor the flow, the rate, and the pressure from a monitor at the Water Treatment Plant or their phone. He stated as we went through the project it was determined that we needed a bypass around the PRV so that if one of the PRVs goes off-line for some reason we would still be able to provide water so we added this to the project. The additional cost is for the the addition of SCADA and some DTE work and the funds would come from the Water Fund. Trustee McMullen enquired as to the timeframe to complete the project. Manager Luce stated the PRV is installed and we only need the SCADA system to bring it online. Director Hable stated this should be done within the next two weeks.

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**Move to approve the budget amendment for overages incurred during the 2025 PRV project for an amount not to exceed \$55,000.**

Motion made by Trustee Petrucci, Seconded by Trustee Lubeski

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

Voting Nay: None

Absent: None

**8. Board Reports**

Treasurer Horning - Stated that we have sold 35 bricks for the Veteran's Memorial for \$4,450 so far and had outright contributions of \$1,800.

Trustee O’Connell - No report

Trustee Lubeski - No report

Trustee McMullen - No report

Trustee Petrucci - Stated he has letters to be mailed out to area businesses regarding the Veterans Memorial.

Clerk Ciofu - No report

Supervisor Fountain - He inquired of Director Hable if he could provide the details for Large Item Clean Up Day and Director Hable stated that we are all set at a new location at the Hartland High School on the large lot on the west side of the High School referred to as the Bus Lot. It will be held on Saturday, May 17th from 9:00 a.m. to 1:00 pm. He stated there will be sporting events during the day and we are taking that into account regards the flow of traffic for Large Item Clean-Up Day.

[BRIEF RECESS]

**9. Information / Discussion**

a. Manager's Report

Manager Luce stated next Wednesday, Allied Construction will be here to fix the Settler's Park parking lot. They stated it will be a two day job in cutting out the repair area and repaving it on day one, and will re-stripe the lot the next day.

**10. Adjournment**

**Move to adjourn the meeting at 9:20 p.m.**

Motion made by Clerk Ciofu, Seconded by Trustee McMullen.

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

Voting Nay: None

Absent: None

Submitted by:

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Larry N. Ciofu, Clerk

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Scott Hable, Director of Public Works

**Subject:** 2025 Clyde Road Limestone Resurfacing Project

**Date:** May 6, 2025

## Recommended Action

Move to approve the contract for the 2025 Clyde Road Limestone Resurfacing Project and allow the Public Works Director to act on behalf of the Township for decisions relating to the project.

## Discussion

Hartland Township was approached by Livingston County Road Commission concerning a 6700-foot stretch of Clyde Road between Hartland and Bullard Roads, which showed increased signs of surface deterioration. It was suggested by them that a limestone resurfacing would improve this area's maintenance and driving conditions. This project will include limestone resurfacing altogether with necessary related work, for a cost not to exceed \$79,000.00.

## Financial Impact

Is a Budget Amendment Required?  Yes  No

No gravel road projects were budgeted for Fiscal Year 2025-2026, therefore the entire amount of \$79,000.00 will be budgeted for from the Road Fund surplus balance.

204-000-969.100 Gravel Road Improvements - \$79,0000.00

## Attachments

LCRC Contract

# PROJECT AGREEMENT

JOB NUMBER: 459.0105AV

This Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025 by and between the TOWNSHIP of HARTLAND, Livingston County, Michigan, hereinafter referred to as "TOWNSHIP" and the BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF LIVINGSTON, hereinafter referred to as "ROAD COMMISSION."

## WITNESSETH

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

**CLYDE ROAD  
(FROM BULLARD ROAD TO HARTLAND ROAD)  
APPROXIMATELY 6,650 FEET  
LIMESTONE RESURFACING  
ALTOGETHER WITH THE NECESSARY RELATED WORK**

The parties agree as follows:

1. The Township shall pay the Road Commission 100% of the cost of the project, as follows: \$79,000.
  - A. The balance shall be paid promptly as invoiced.
  - B. The Road Commission shall furnish the Township with a final breakdown of its actual expenses upon completion of the project.
  - C. The Township will not withhold payments because of any set-off, counterclaim, or any other claim which it may have against the Road Commission arising out of this or any other matter. If there is a dispute over the balance due upon completion, the Township will pay the amount claimed by the Road Commission, and such payment shall not be a waiver by the Township of any claims it may have arising from this contract and the completion of the project.
2. All work shall be performed in a good workmanlike manner and in accordance with plans and specifications adopted by the Road Commission.
3. The work will be completed within the current contract year, unless the parties otherwise so agree.
4. In the event the project cannot be completed due to circumstances beyond the control of the Road Commission, and through no fault of the Road Commission, the contract price for later completion will be subject to renegotiation.

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

**TOWNSHIP OF HARTLAND**

**BY:** \_\_\_\_\_  
**WILLIAM J. FOUNTAIN, SUPERVISOR**

\_\_\_\_\_  
**LARRY CIOFU, CLERK**

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

**BY:** \_\_\_\_\_  
**STEVEN J. WASYLK, MANAGING DIRECTOR**

\_\_\_\_\_  
**SARAH R. NEWTON, DIRECTOR OF FINANCE**

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Michael Luce, Township Manager

**Subject:** Township Server Replacement

**Date:** April 30, 2025

## Recommended Action

Move to approve the replacement of the Township Hall server for an amount not to exceed \$43,672.42 and allow the Township Manager to act on behalf of the Township for decisions relating to the project.

## Discussion

All Township operations are run on a server housed at Township Hall. Currently this server was installed in 2012 and has become outdated and will soon be no longer supported by our IT firm VC3. During this fiscal year budget, the Township has slated to replace the server using PEG funds as part of our CIP projects for the year. This project will require the internal server at Township Hall to be down for a few hours while it is being replaced, and staff has asked VC3 to perform the changeout on a Friday as to not disrupt Township business.

## Financial Impact

Is a Budget Amendment Required?     Yes     No

## Attachments

2025 Server Replacement



## Quote Information:

**Ticket #2298615 - 2024.05 - PFF - Win Server 2012  
upgrade**

Quote # 006389  
Version 1

## Prepared for:

**Township of Hartland, MI**

Mike Luce  
mluce@hartlandtwp.com

## - Scope of Work

Description
<b>IN-SCOPE SERVICES</b>
<b>Project Management</b>
VC3 will assign a project manager for the duration of the project to work closely with an assigned Client representative to ensure proper project coordination and planning.
These activities will include:
<ul style="list-style-type: none"><li>• Project kickoff meeting to define project resources and timeline</li><li>• Documentation of scheduled project activities</li><li>• Weekly Project Status meetings and documented updates as needed</li><li>• Coordination of VC3 and Township of Hartland, MI schedules to ensure successful implementation</li><li>• Project closure documentation to formalize end of project</li></ul>
<b>Initiation &amp; Planning Phase</b>
<b>Implementation: Planning, Communication &amp; Coordination</b>
<ul style="list-style-type: none"><li>• Planning, Communication &amp; Coordination</li><li>• Vendor Coordination/Consulting<ul style="list-style-type: none"><li>◦ BS&amp;A and timeclockplus</li></ul></li></ul>
<b>Execution, Monitoring &amp; Controlling Phase</b>
<b>Server Build: Physical Server Assembly</b>
<ul style="list-style-type: none"><li>• Receive, Unbox Server and components</li><li>• BIOS, Storage Controller &amp; OOB Firmware Updates &amp; Configure OOB and RAID<ul style="list-style-type: none"><li>◦ Raid 10 4 x 3.84 SSD</li></ul></li><li>• Onsite Unbox server and Install</li></ul>
<b>Host Server Build: Install and Configure Windows Server w/ Hyper-V</b>
<ul style="list-style-type: none"><li>• Download &amp; Install Windows 2022<ul style="list-style-type: none"><li>◦ Install OS on BOSS controller card + with 2 M.2 Sticks 240G (RAID 1)</li></ul></li><li>• Configure network, time zone and Windows update settings</li><li>• Complete all Windows Updates / Install EDR / Enable RDP</li><li>• Install and Configure Hyper-V</li></ul>
<b>Create New Virtual Machine Server</b>
<ul style="list-style-type: none"><li>• Create virtual machine Windows 2022 APP01<ul style="list-style-type: none"><li>◦ C:\ 125 GB E:\1TB ( See Current Specs on HTSVR Host</li></ul></li></ul>

## - Scope of Work

### Description

- Download & Install Windows 2022 or Required Version
- Configure network, time zone and Windows update settings
- Complete all Windows Updates / Enable RDP
- Install SQL Server ( See BS&A software) recommendations
  - Before Installing SQL connect with BS&A software they might want to install it / If not get the specs

### Applications And DB install

Migrate 1 and 2 from HTSVR to APP01

#### 1- BS&A

#### 2-HTSVR\timeclockplus

- Install BS&A Client on 50 WKS
  - Assist with WKS Client install
- BS&A - Handoff to BS&A for install and migration (After Hours)
  - Handoff to Vendor to install and migration Data
- Assist with timeclockplus databases.- Install/Migrate Application & Configuration Settings
  - Handoff to Vendor to install and migration
  - Use same SQL DB Server

### Closure Phase

#### General: Equipment Removal & Recycle

- Unrack & Recycle Old Equipment

### Out of Scope

Specific examples from this project may be listed below.

- There are no specific Out of Scope for this project.

### Key Assumptions

The key assumptions for this project are:

- All Used APPS must have a Vendor support to migrate the Application

### Key Risks

- Scope of Work

Description
<p>Key risks for this project are:</p> <ul style="list-style-type: none"> <li>• There are no specific Key Risks for this project.</li> </ul>
<p>Deliverables</p> <p>The Company will have completed its responsibilities to this Statement of Work when the following deliverables are complete:</p> <ul style="list-style-type: none"> <li>• There are no specific Deliverables for this project.</li> </ul>

- Hardware

Thumbnail	Product Description	Comment	Price	Qty	Extended Price
	Dell PowerEdge R450 Server Custom Build, 2.5in Drive Chassis, Xeon Processor		\$15,557.58	1	\$15,557.58

Server Build:

- PowerEdge R450 Server
- 2.5 Chassis
- SAS/SATA Backplane
- Trusted Platform Module 2.0 V3
- 8x2.5" (SAS/SATA) 2 CPU
- Intel Xeon Silver 4314 2.4G, 16C/32T, 10.4GT/s, 24M Cache, Turbo, HT (135W) DDR4-2666
- Intel Xeon Silver 4314 2.4G, 16C/32T, 10.4GT/s, 24M Cache, Turbo, HT (135W) DDR4-2666
- Additional Processor Selected
- Heatsink for CPU less or equal 165W
- Heatsink for CPU less or equal 165W
- Performance Optimized
- 3200MT/s RDIMMs
- RAID 5
- PERC H755 SAS Front
- Front PERC Mechanical Parts, front load
- Performance BIOS Settings
- UEFI BIOS Boot Mode with GPT Partition
- Standard Fan x7
- Dual, Redundant(1+1), Hot-Plug Power Supply, 1100W
- MM(100-240Vac) Titanium
- Riser Config 1, 2x16LP
- PowerEdge R450 Motherboard with Broadcom 5720 Dual Port
- 1Gb On-Board LOM, V4
- Broadcom 5720 Quad Port 1GbE BASE-T Adapter, OCP NIC 3.0

- Hardware

Thumbnail	Product Description	Comment	Price	Qty	Extended Price
	<ul style="list-style-type: none"> <li>• Standard Bezel</li> <li>• Dell EMC Lugage Tag (x8)</li> <li>• BOSS Riser for R450/R650xs</li> <li>• BOSS controller card + with 2 M.2 Sticks 240G (RAID 1)</li> <li>• No Operating System</li> <li>• No Media Required</li> <li>• Dell Connectivity Client - Enabled</li> <li>• Dell Connectivity Module</li> <li>• iDRAC9, Enterprise 15G</li> <li>• No Quick Sync</li> <li>• iDRAC,Factory Generated Password</li> <li>• iDRAC Service Module (ISM), NOT Installed</li> <li>• iDRAC Group Manager, Disabled</li> <li>• A11 drop-in/stab-in Combo Rails Without Cable Management Arm (A11)</li> <li>• Cable Management Arm</li> <li>• PowerEdge R450 x8 Short Drive Shipping Material</li> <li>• PowerEdge INMETRO Label</li> <li>• PowerEdge 1U CCC Marking, No CE Marking</li> <li>• Dell Hardware Limited Warranty Plus Onsite Service</li> <li>• ProSupport Next Business Day Onsite Service After Problem Diagnosis 5 Years</li> <li>• ProSupport 7x24 Technical Support and Assistance 5 Years</li> <li>• 16GB RDIMM, 3200MT/s, Dual Rank</li> <li>• 3.84TB SSD SATA Read Intensive 6Gbps 512 2.5in Hot-plug</li> <li>• AG Drive, 1 DWPD</li> <li>• Power Cord - C13, 3M, 125V, 15A (North America)</li> </ul>				

**Subtotal: \$15,557.58**

- Software

Thumbnail	Product Description	Comment	Price	Qty	Extended Price
	Microsoft Windows Server 2025 Standard, 2 Core, Perpetual		\$147.00	16	\$2,352.00
	Microsoft SQL Server 2022 Standard Edition Perpetual License, 1 Server Licenses, Commercial		\$987.00	1	\$987.00
	Microsoft SQL Server 2022 1 User Client Access License		\$229.00	50	\$11,450.00

**Subtotal: \$14,789.00**

- Labor

Thumbnail	Product Description	Comment	Price	Qty	Extended Price
	Labor - Fixed Fee - Project One-Time - Proactive		\$13,311.84	1	\$13,311.84
<b>Subtotal:</b>					<b>\$13,311.84</b>

- Shipping

Thumbnail	Product Description	Comment	Price	Qty	Extended Price
	Shipping and Handling		\$14.00	1	\$14.00
<b>Subtotal:</b>					<b>\$14.00</b>

**Ticket #2298615 - 2024.05 - PFF - Win Server 2012 upgrade**

<p><b>Prepared by:</b>  <b>VC3</b>                  Kipp Brooks                  802-448-9893                  quotes.kipp.brooks@vc3.com</p>	<p><b>Prepared for:</b>  <b>Township of Hartland, MI</b>                  2655 Clark Road                  Hartland, MI 48353                  Mike Luce                  +18106327498                  mluce@hartlandtwp.com</p>	<p><b>Quote Information:</b>  <b>Quote #: 006389</b>                  Version: 1                  Delivery Date: 04/29/2025                  Expiration Date: 05/30/2025</p>
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**Quote Summary**

Description	Amount
- Hardware	\$15,557.58
- Software	\$14,789.00
- Labor	\$13,311.84
- Shipping	\$14.00
<b>Total:</b>	<b>\$43,672.42</b>

- Applicable taxes & Environmental Surcharges will be added.
- All product transfer of ownership and invoicing occurs upon VC3's receipt of the product.
- Pricing & Availability is subject to change without notice.
- Shipping and handling costs may not be included in this quote, as these costs are variable. Adjusted shipping and handling costs may be applied to the final invoice.
- VC3 makes NO WARRANTY either expressed or implied, regarding performance or suitability for any purpose of the above products. The customer assumes responsibility for understanding the warranty, if any, of the manufacturer or VC3.
- If not included in agreement, travel will be billed separately.
- In the case hardware/software total exceed \$100k, VC3 will require a 50% deposit of the hardware/software total to secure the order. Deposit is payable immediately to VC3.
- Returns:
  - No returns will be accepted unless first approved by VC3 Inc.
  - Approved returns are subject to a 20% restocking fee.
  - Approved return of in-stock items will be accepted within 10 business days of purchase, if merchandise is unopened and packaging is undamaged.
  - Open box items are not returnable
  - Approved defective returns must be shipped to VC3 within 10 business days of said approval

VC3

Township of Hartland, MI

Name: Kipp Brooks

Title: Client Solutions Specialist

Date: 04/29/2025

Name: Mike Luce

Date: \_\_\_\_\_

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Scott Hable, Director of Public Works

**Subject:** 2025 M-59 Median and Station 61 Maintenance Agreement

**Date:** May 6, 2025

## **Recommended Action**

Move to approve the Horizon Landscape 2025 M-59 Median and Hartland Fire Dept. Station 61 Maintenance Agreement as presented, not to exceed \$39,746.

## **Discussion**

Public Works is recommending the maintenance agreement provided Horizon Landscape for the M-59 Median and station 61 Maintenance for the 2025 season with a standard contract forthcoming.

Horizon Landscape has submitted their costs to maintain these areas for the 2025 season. This will include all maintenance encompassed in the medians from spring cleanup, mulch, turf treatments to irrigation start up and fall shut down. These medians are a major focal point of the community and business areas, and maintaining them can be cumbersome and hazardous for Public Works staff. Public Works has always been pleased with the work of Horizon as they continue to deliver a great service for the community.

This agreement will also include maintenance for Hartland Fire's Station 61 on Hartland Road. Things such as mowing, mulching, clean up, fertilization and weeding will be part of this agreement for the station.

## **Financial Impact**

This will be funded out of the General Fund in the 463 Roads & M59 Median line item as well as the fire 206 lawn/snow line item.

## **Attachments**

2025 59 Median and Station 61 Maint.pdf



11765 Hibner Road • Hartland, MI 48353 • (810) 632-9292

Hartland Township M-59 Median Maintenance  
2025 season

Pricing	
Spring Clean Up	\$624.00
Trim Shrubs twice per season	\$1158.00
Spade Cut Edges of Beds and Clean up once per season	\$2496.00
Install up to 56yds of Double Shredded Hardwood Mulch once season	\$7560.00
Snapshot Weed Preventer twice per season	\$690.00
Weeding of Beds 13 times per season	\$4056.00
Mowing 26 times per season	\$8112.00
Mowing Triangles 6 times per season	\$1404.00
One time Crabgrass preventer application	\$149.00
Four Weed and Feed Application \$160/application	\$640.00
Irrigation Start Up/System Check	\$155.00
Irrigation Monthly Audits and Average Repairs	\$2660.00
Irrigation Winterization	\$225.00
Fall Clean Up once per season	\$624.00

\$30553.00 Total Billed 6 months at \$5092.17/month

Labor Rate of \$64.00 per man hour for additional services

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



11765 Hibner Road • Hartland, MI 48353 • (810) 632-9292

Hartland Township Fire Station #61 Hartland Rd  
2025 Season

Pricing

Spring Clean Up	\$468.00
Trim Shrubs twice per season	\$920.00
Install up to 13yds of Double Shredded Hardwood Mulch once season	\$1755.00
Snapshot Weed Preventer twice per season	\$495.00
Weeding of Beds 13 times per season	\$1820.00
Mowing 26 times per season	\$2782.00
One time Crabgrass preventer application	\$165.00
Two Weed and Feed Application	\$320.00
Fall Clean Up once per season	\$468.00

\$9193.00 Total Billed 6 months at \$1532.17

Labor Rate of \$64.00 per man hour for additional services

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **Hartland Township Board of Trustees Meeting Agenda Memorandum**

**Submitted By:** Michael Luce, Township Manager

**Subject:** HERO Center and HAPRA Agreement

**Date:** May 1, 2025

### **Recommended Action**

No recommended action at this time.

### **Discussion**

Manager Luce will lead a discussion regarding the potential agreement between the Harland Enrichment and Recreation Organization (HERO) and the Howell Area Parks and Recreation Authority for management services.

## **Hartland Township Board of Trustees Meeting Agenda Memorandum**

**Submitted By:** Michael Luce, Township Manager

**Subject:** Parks Rules / Events Workshop

**Date:** April 30, 2025

### **Recommended Action**

No action is required at this time.

### **Discussion**

Manager Luce will be leading a discussion reviewing the current park rules and regulations. In addition we will be discussing rentals, Township events, private events and how we handle them moving forward.