



Board of Trustees

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

Board of Trustees Regular Meeting Agenda Hartland Township Hall Tuesday, May 03, 2022 7:00 PM

1. Call to Order
 2. Pledge of Allegiance
 3. Roll Call
 4. Approval of the Agenda
 5. Call to the Public
 6. Approval of the Consent Agenda
 - [a.](#) Approve Payment of Bills
 - [b.](#) Approve Post Audit of Disbursements Between Board Meetings
 - [c.](#) 04-05-2022 Hartland Township Board Regular Meeting Minutes
 7. Pending & New Business
 - [a.](#) Special Event Permit #22-010 Hartland Polo Classic
 - [b.](#) Site Plan Application #22-005 – Amend the 7th Amendment to Hartland Towne Square Planned Development Agreement
 - [c.](#) Site Plan/PD Application #22-004, Planned Development Concept Plan – Hartland Senior Community, a Single-Family Residential Planned Development (PD)
 - [d.](#) 2022 Chloride Purchase
 - [e.](#) Township Hall Landscape Improvements
 8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
 - [a.](#) Manager's Report
 - [b.](#) Hartland Roads Update
 - [c.](#) Fire Station Needs Assessment
 10. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: April 26, 2022

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$28,384.95. The bills are available in the Finance office for review.

No notable invoices.

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

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

Attachments

Bills for 05.03.2022

04/26/2022 11:37 AM
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DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 05/03/2022 - 05/03/2022
BOTH JOURNALIZED AND UNJOURNALIZED

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OPEN						
Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
59EAST	59 EAST \$5 CAR WASH	03/31/2022	1128	FOA	2 CAR WASHES	
47378	P.O. BOX 356	05/03/2022		N		10.00
04/13/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		05/03/2022		N		10.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-239-930.000	REPAIRS & MAINTENANCE	10.00

VENDOR TOTAL: 10.00

ALLSTAR	ALLSTAR ALARM LLC	04/21/2022	336935	FOA	SEALED LEAD ACID BATTERY	
47392	8345 MAIN STREET	05/03/2022		N		66.84
04/21/2022	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		05/03/2022		Y		66.84

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	66.84

VENDOR TOTAL: 66.84

BISHOP	BISHOP CONSTRUCTION INC	04/12/2022	041222	FOA	RELEASE OF DEVELOPER PERFORMANCE BON	
47354	3374 S CENTER RD	05/03/2022		N		7,000.00
04/12/2022	BURTON MI, 48519	/ /	0.0000	N		0.00
		05/03/2022		N		7,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-283.000-0016	BISHOP CONSTRUC PERF BOND	7,000.00

VENDOR TOTAL: 7,000.00

1400	BS&A SOFTWARE	05/01/2022	140334	FOA	5/1/22 - 5/1/23 - SPEC ASSMT/ ONLINE	
47367	14965 ABBEY LANE	05/03/2022		N		5,713.00
05/01/2022	BATH MI, 48808	/ /	0.0000	N		0.00
		05/03/2022		N		5,713.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-930.000	REPAIRS & MAINTENANCE	2,460.50
101-253-930.000	REPAIRS & MAINTENANCE	3,252.50
		5,713.00

VENDOR TOTAL: 5,713.00

CINTAS	CINTAS CORPORATION	04/18/2022	4116718557	FOA	MATS	
47381	P.O. BOX 630910	05/03/2022		N		57.47
04/18/2022	CINCINNATI OH, 45263	/ /	0.0000	N		0.00

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

Open		05/03/2022		N		57.47
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GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	57.47

VENDOR TOTAL: 57.47

CITYOFFENT	CITY OF FENTON	04/19/2022	3944	FOA	BACTERIOLOGICAL SAMPLES	
47385	301 S LEROY ST	05/03/2022		N		16.00
04/19/2022	FENTON MI, 48430	/ /	0.0000	N		0.00
		05/03/2022		Y		16.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	16.00

VENDOR TOTAL: 16.00

ETNA	ETNA SUPPLY COMPANY	04/25/2022	S104347261.005	FOA	SENSUS METER TRANSCEIVER UNIT	
47402	P.O. BOX 772107	05/03/2022		N		4,995.00
04/25/2022	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		05/03/2022		N		4,995.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-741.000	METER COSTS	4,995.00

VENDOR TOTAL: 4,995.00

REFUNDUB	HAMMOND, LEONARD	04/25/2022	04/25/2022	FOA	UB refund for account: MAXF-011900-0	
47401	11900 MAXFIELD BLVD	05/03/2022		N		0.00
04/25/2022	HARTLAND MI, 48353	04/25/2022	0.0000	N		0.00
		05/03/2022		N		95.05

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-601.002	SEWER FLAT RATE	95.05

VENDOR TOTAL: 95.05

HAYAA-F	HARTLAND AREA YOUTH ATHLETIC ASSOC	05/15/2022	051522	FOA	MAY 2022 PMT PER AGREEMENT	
47230	HAYAA - FOOTBALL	05/03/2022		N		372.62
	P.O. BOX 359					
05/15/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		05/03/2022		N		372.62

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	372.62

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

VENDOR TOTAL: 372.62

HAYAA-B	HARTLAND AREA YOUTH ATHLETIC ASSOC.	05/03/2022	051522	FOA	PMT DUE 5/15/22 PER AGREEMENT	
47208	HAYAA - BASEBALL	05/03/2022		N		1,285.72
	P.O. BOX 110					
05/03/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		05/03/2022		N		1,285.72

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	1,285.72

VENDOR TOTAL: 1,285.72

HCSA	HARTLAND COMMUNITY SOCCER ASSN	05/15/2022	051522	FOA	MAY 2022 PMT PER AGREEMENT	
47216	HARTLAND COMMUNITY EDUCATION	05/03/2022		N		785.16
	9525 HIGHLAND RD					
05/15/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/03/2022		N		785.16

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	785.16

VENDOR TOTAL: 785.16

0150	HARTLAND CONSOLIDATED SCHOOLS	03/31/2022	173197	FOA	MARCH 2022 FUEL	
47368	9525 E HIGHLAND ROAD	05/03/2022		N		194.36
04/11/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/03/2022		N		194.36

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-860.000	GASOLINE	135.70
101-239-860.000	GASOLINE	58.66
		194.36

VENDOR TOTAL: 194.36

HYL	HARTLAND YOUTH LACROSSE	05/15/2022	051522	FOA	MAY 2022 PMT PER AGREEMENT	
47223	P.O. BOX 56	05/03/2022		N		372.62
05/15/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		05/03/2022		N		372.62

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	372.62

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

VENDOR TOTAL: 372.62

HOMEDepOT	HOME DEPOT CREDIT SERVICES	04/06/2022	102 3291	FOA	STAKES FOR PARK		
47399	DEPT 32-2006361202	05/03/2022		N		14.90	
	P.O. BOX 9001030						
04/06/2022	LOUISVILLE KY, 40290	/ /	0.0000	N		0.00	
		05/03/2022		N		14.90	

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	14.90

HOMEDepOT	HOME DEPOT CREDIT SERVICES	04/06/2022	1023291	FOA	WATER PLANT SUPPLIES		
47398	DEPT 32-2006361202	05/03/2022		N		18.85	
	P.O. BOX 9001030						
04/06/2022	LOUISVILLE KY, 40290	/ /	0.0000	N		0.00	
		05/03/2022		N		18.85	

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	18.85

HOMEDepOT	HOME DEPOT CREDIT SERVICES	03/28/2022	20438	FOA	WINTER FEST STORAGE		
47397	DEPT 32-2006361202	05/03/2022		N		124.90	
	P.O. BOX 9001030						
03/28/2022	LOUISVILLE KY, 40290	/ /	0.0000	N		0.00	
		05/03/2022		N		124.90	

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	124.90

VENDOR TOTAL: 158.65

1548	HORIZON LANDSCAPE INC.	03/31/2022	16164	FOA	MARCH 2022 - WALKS SHOVELED/SALTED		
47348	11765 HIBNER RD	05/03/2022		N		2,295.00	
		/ /	0.0000	N		0.00	
04/04/2022	HARTLAND MI, 48353	05/03/2022		Y		2,295.00	

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-802.000	LAWN/SNOW MAINTENANCE	2,295.00

VENDOR TOTAL: 2,295.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	03/31/2022	195497	FOA	YATOOMA FUEL STATION CPR THRU 3/31/2		
47363	PO BOX 824	05/03/2022		N		280.00	
		/ /	0.0000	N		0.00	
04/08/2022	BLOOMFIELD HILLS MI, 48303-0824	05/03/2022		Y		280.00	

Open

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		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.000	CONTRACTED SERVICES	280.00

VENDOR TOTAL: 280.00

LOREARENTS	LOREA RENTS	03/29/2022	1170	FOA	SIDEWALK SWEEPING	
47404	120 LUCY RD	05/03/2022		N		115.00
03/29/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/03/2022		N		115.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-444-969.005	SIDEWALKS	115.00

VENDOR TOTAL: 115.00

LOWES	LOWES BUSINESS ACCT/SYNCB	04/14/2022	25098	FOA	CONCRETE FOR FIRESTATION	
47396	P.O. BOX 530970	05/03/2022		N		27.54
04/14/2022	ATLANTA GA, 30353-0970	/ /	0.0000	N		0.00
		05/03/2022		N		27.54

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	27.54

LOWES	LOWES BUSINESS ACCT/SYNCB	03/22/2022	27872	FOA	WTP OPER SUPPLIES	
47395	P.O. BOX 530970	05/03/2022		N		26.05
03/22/2022	ATLANTA GA, 30353-0970	/ /	0.0000	N		0.00
		05/03/2022		N		26.05

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	26.05

VENDOR TOTAL: 53.59

JOHNSON	ROSATI,SCHULTZ,JOPPICH&AMTSBUECHLER	03/31/2022	1077315	FOA	ORDINANCE ENFORCEMENT THRU 3/31/22	
47380	27555 EXECUTIVE DRIVE, SUITE 250	05/03/2022		N		13.50
04/14/2022	FARMINGTON HILLS MI, 48331	/ /	0.0000	N		0.00
		05/03/2022		Y		13.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-722-826.000	LEGAL FEES	13.50

VENDOR TOTAL: 13.50

SANMARINO	SAN MARINO EXCAVATING, INC.	04/22/2022	145788	FOA	20 YARD DUMPSTER RENTAL AT WTP	
47394	5550 MITCHEL WAY	05/03/2022		N		115.00

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

04/22/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/03/2022		Y		115.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	115.00

VENDOR TOTAL: 115.00

SPALDING	SPALDING DEDECKER	03/14/2022	89991	FOA	HARTLAND PLAZA CPR THRU 2/27/22	
47272	905 SOUTH BLVD EAST	05/03/2022		N		2,418.00
03/14/2022	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		05/03/2022		N		2,418.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
702-000-290.096	DAIRY QUEEN HARTLAND PLAZA ESCROW	125.00
101-400-801.100-0028	HARTLAND PLAZA - DAIRY QUEEN	2,293.00
		2,418.00

SPALDING	SPALDING DEDECKER	04/18/2022	90272	FOA	M59 WATER MAIN CE THROUGH 4/3/22	
47390	905 SOUTH BLVD EAST	05/03/2022		N		1,380.00
04/18/2022	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		05/03/2022		N		1,380.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-816.000	ENGINEERING FEES	1,380.00

VENDOR TOTAL: 3,798.00

STAPLES	STAPLES	04/16/2022	8065945171	FOA	MISC SUPPLIES	
47379	PO BOX 660409	05/03/2022		N		101.73
04/16/2022	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		05/03/2022		N		101.73

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	101.73

STAPLES	STAPLES	04/23/2022	8066016817	FOA	MISC SUPPLIES	
47388	PO BOX 660409	05/03/2022		N		177.35
04/23/2022	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		05/03/2022		N		177.35

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	162.19
101-172-727.000	SUPPLIES & POSTAGE	10.67
101-400-727.000	SUPPLIES & POSTAGE	4.49

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		Due Date		1099		

177.35

VENDOR TOTAL: 279.08

SZOTTDODGE	SZOTT DODGE	04/25/2022	236389	FOA	SERVICE ON CHRYSLER PACIFICA	
47391	2565 HIGHLAND RD	05/03/2022		N		284.83
04/25/2022	HIGHLAND MI, 48356	/ /	0.0000	N		0.00
		05/03/2022		N		284.83

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-239-930.000	REPAIRS & MAINTENANCE	284.83

VENDOR TOTAL: 284.83

TOSHIBA	TOSHIBA AMERICA BUSINESS SOLUTIONS	03/31/2022	5762443	FOA	2/25/22 - 3/24/22 ESTUDIO2830C	
47403	PO BOX 927	05/03/2022		N		19.26
04/21/2022	BUFFALO NY, 14240-0927	/ /	0.0000	N		0.00
		05/03/2022		N		19.26

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	19.26

TOSHIBA	TOSHIBA AMERICA BUSINESS SOLUTIONS	04/21/2022	5762446	FOA	3/25/22 - 4/24/22 - ESTUDIO2830C COL	
47393	PO BOX 927	05/03/2022		N		9.20
04/21/2022	BUFFALO NY, 14240-0927	/ /	0.0000	N		0.00
		05/03/2022		N		9.20

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	9.20

VENDOR TOTAL: 28.46

TOTAL - ALL VENDORS: 28,384.95

FUND TOTALS:

Fund 101 - GENERAL FUND	21,335.76
Fund 206 - FIRE OPERATING	27.54
Fund 401 - CAPITAL PROJECTS FUND	115.00
Fund 536 - WATER SYSTEM FUND	5,306.60
Fund 539 - WATER REPLACEMENT FUND	1,380.00
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	95.05
Fund 702 - TRUST & AGENCY - NEW	125.00

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: April 26, 2022

Recommended Action

Move to approve the presented disbursements under the post-audit resolution.

Discussion

The following disbursements have been made since the last board meeting:

Accounts Payable - \$617,194.31

April 15, 2022 Payroll - \$69,753.47

April 28, 2022 Payroll - \$77,863.64

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

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

Attachments

Post Audit Bills List 04.14.2022

Post Audit Bills List 04.19.2022

Post Audit Bills List 04.20.2022

Post Audit Bills List 04.28.2022

Payroll for 04.15.2022

Payroll for 04.28.2022

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 04/14/2022 - 04/14/2022

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/14/2022	FOA	42641	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	195.06
		42641		STREET LIGHTS	101-448-921.000	210.87
		42641		UTILITIES - ELECTRIC	206-000-920.002	43.73
		42641		UTILITIES - GAS	536-000-920.001	343.87
						<hr/> 793.53
04/14/2022	FOA	42642	CROMAINE DISTRICT LIBRARY	DPPT ESCROW	701-000-290.200	410.94
04/14/2022	FOA	42643	DTE ENERGY	UTILITIES - ELECTRIC	101-751-920.002	59.08
04/14/2022	FOA	42644	HARTLAND CONSOLIDATED SCHOOLS	DPPT ESCROW	701-000-290.200	2,665.91
04/14/2022	FOA	42645	HARTLAND CONSOLIDATED SCHOOLS	DPPT ESCROW	701-000-290.200	135.50
04/14/2022	FOA	42646	HARTLAND CONSOLIDATED SCHOOLS	DPPT ESCROW	701-000-290.200	798.64
04/14/2022	FOA	42647	HARTLAND ROAD FUND	DPPT ESCROW	701-000-290.200	402.85
04/14/2022	FOA	42648	HARTLAND TOWNSHIP FIRE OPER	DPPT ESCROW	701-000-290.200	568.40
04/14/2022	FOA	42649	HARTLAND TOWNSHIP GENERAL FUND	DPPT ESCROW	701-000-290.200	466.45
		42649		DOG LICENSES ESCROW	701-000-290.250	36.00
		42649		MOBILE HOME FEES ESCROW	701-000-290.300	278.00
						<hr/> 780.45
04/14/2022	FOA	42650	LIV. EDUCATIONAL SERVICE AGENC	DPPT ESCROW	701-000-290.200	439.44
04/14/2022	FOA	42651	LIVINGSTON COUNTY TREASURER	DPPT ESCROW	701-000-290.200	1,415.98
		42651		DOG LICENSES ESCROW	701-000-290.250	469.00
		42651		MOBILE HOME FEES ESCROW	701-000-290.300	1,390.00
						<hr/> 3,274.98
04/14/2022	FOA	42652	PITNEY BOWES BANK INC RESERVE	SUPPLIES & POSTAGE	101-172-727.000	2.65
		42652		SUPPLIES & POSTAGE	101-191-727.000	33.85
		42652		SUPPLIES & POSTAGE	101-209-727.000	2.65
		42652		SUPPLIES & POSTAGE	101-215-727.000	72.13
		42652		SUPPLIES & POSTAGE	101-247-727.000	12.19
		42652		SUPPLIES & POSTAGE	101-253-727.000	2.12
		42652		TAX COLLECTION	101-253-811.100	16.96
		42652		SUPPLIES & POSTAGE	101-400-727.000	1.59
		42652		SUPPLIES/POSTAGE	536-000-727.000	0.27
		42652		SUPPLIES & POSTAGE	590-000-727.000	0.26
						<hr/> 144.67
TOTAL - ALL FUNDS				TOTAL OF 12 CHECKS		10,474.39

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CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 04/14/2022 - 04/14/2022

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
--- GL TOTALS ---						
101-172-727.000				SUPPLIES & POSTAGE		2.65
101-191-727.000				SUPPLIES & POSTAGE		33.85
101-209-727.000				SUPPLIES & POSTAGE		2.65
101-215-727.000				SUPPLIES & POSTAGE		72.13
101-247-727.000				SUPPLIES & POSTAGE		12.19
101-253-727.000				SUPPLIES & POSTAGE		2.12
101-253-811.100				TAX COLLECTION		16.96
101-265-920.001				UTILITIES - GAS		195.06
101-400-727.000				SUPPLIES & POSTAGE		1.59
101-448-921.000				STREET LIGHTS		210.87
101-751-920.002				UTILITIES - ELECTRIC		59.08
206-000-920.002				UTILITIES - ELECTRIC		43.73
536-000-727.000				SUPPLIES/POSTAGE		0.27
536-000-920.001				UTILITIES - GAS		343.87
590-000-727.000				SUPPLIES & POSTAGE		0.26
701-000-290.200				DPPT ESCROW		7,304.11
701-000-290.250				DOG LICENSES ESCROW		505.00
701-000-290.300				MOBILE HOME FEES ESCROW		1,668.00
				TOTAL		10,474.39

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
 CHECK DATE FROM 04/19/2022 - 04/19/2022

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/19/2022	FOA	42653	ALLSTAR ALARM LLC	CONTRACTED SERVICES	101-265-801.000	820.65
		42653		CONTRACTED SERVICES	206-000-801.000	246.00
						<hr/> 1,066.65
04/19/2022	FOA	42654	AMERICAN WATER WORKS ASSOCIATION	MEMBERSHIP & DUES	101-441-804.000	372.00
04/19/2022	FOA	42655	APEX SOFTWARE	REPAIRS & MAINTENANCE	101-209-930.000	810.00
04/19/2022	FOA	42656	APPLIED IMAGING	REPAIRS & MAINTENANCE	101-299-930.000	32.85
04/19/2022	FOA	42657	CHASE BANK	CAPITAL OUTLAY	101-191-970.000	1,623.72
		42657		EDUCATION/TRAINING/CONVENTION	101-192-957.000	27.00
		42657		MEMBERSHIP & DUES	101-209-804.000	201.00
		42657		EDUCATION/TRAINING/CONVENTION	101-209-957.000	200.00
		42657		SUPPLIES & POSTAGE	101-247-727.000	126.78
		42657		OPERATING SUPPLIES	101-265-740.000	129.23
		42657		TELEPHONE	101-265-851.000	567.77
		42657		SUPPLIES & POSTAGE	101-400-727.000	(10.79)
		42657		CONTRACTED SERVICES	101-577-801.000	623.12
		42657		UNIFORMS/CLOTHING ALLOWANCE	536-000-719.100	69.99
		42657		INTERNET	536-000-805.000	308.82
		42657		TELEPHONE	536-000-851.000	70.85
		42657		PRINTING & PUBLICATIONS	536-000-900.000	26.99
		42657		EDUCATION/TRAINING/CONVENTION	536-000-957.000	910.00
		42657		OPERATING SUPPLIES	577-000-740.000	242.97
		42657		CONTRACTED SERVICES & RENTALS	577-000-801.000	745.87
		42657		INTERNET	577-000-805.000	853.65
		42657		CABLE TV FEES	577-000-806.000	118.47
		42657		PEG SERVER & SOFTWARE RENTAL	577-000-946.000	15.90
						<hr/> 6,851.34
04/19/2022	FOA	42658	CINTAS CORPORATION	CONTRACTED SERVICES	101-265-801.000	61.41
04/19/2022	FOA	42659	DELTA DENTAL	ACCRUED DENTAL BENEFITS	001-000-257.101	174.30
		42659		EMPLOYMENT EXPENSE	101-192-716.000	58.56
		42659		EMPLOYMENT EXPENSE	101-209-716.000	55.30
		42659		EMPLOYMENT EXPENSE	101-215-716.000	84.58
		42659		EMPLOYMENT EXPENSE	101-253-716.000	110.60
		42659		EMPLOYMENT EXPENSE	101-400-716.000	156.47
		42659		EMPLOYMENT EXPENSE	101-441-716.000	101.17
		42659		EMPLOYMENT EXPENSE	536-000-716.000	130.45
						<hr/> 871.43
04/19/2022	FOA	42660	DOUGIE'S DISPOSAL & RECYCLING	CONTRACTED SERVICES	101-265-801.000	184.00

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
 CHECK DATE FROM 04/19/2022 - 04/19/2022

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		42660		CONTRACTED SERVICES	101-751-801.000	300.00
						<u>484.00</u>
04/19/2022	FOA	42661	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,371.59
		42661		STREET LIGHTS	101-448-921.000	40.47
		42661		UTILITIES	101-567-920.000	14.76
		42661		UTILITIES - ELECTRIC	101-751-920.002	224.60
		42661		UTILITIES - ELECTRIC	536-000-920.002	3,005.25
						<u>4,656.67</u>
04/19/2022	FOA	42662	DTE ENERGY-STREET LIGHTS	MILLPOINTE STREETLIGHTS DEPOSIT	101-000-282.001	253.75
		42662		FIDDLAR GROVE STREETLIGHT DEPOSIT	101-000-282.002	22.29
		42662		WALNUT RIDGE STREETLIGHTS DEPOSIT	101-000-282.003	23.87
		42662		STREET LIGHTS	101-448-921.000	1,101.15
						<u>1,401.06</u>
04/19/2022	FOA	42663	FIVE STAR SIGNS, INC.	OPERATING SUPPLIES	536-000-740.000	15.68
04/19/2022	FOA	42664	HARTLAND TOWNSHIP TREASURER	UTILITIES - SEWER	101-265-920.004	154.03
		42664		UTILITIES - WATER	101-265-920.005	657.38
		42664		REU SURCHARGE FEES	101-265-920.006	1,939.19
		42664		UTILITIES - WATER	101-463-920.005	757.34
		42664		REU SURCHARGE FEES	101-463-920.006	33.05
		42664		UTILITIES - SEWER	101-751-920.004	132.88
		42664		REU SURCHARGE FEES	101-751-920.006	3.94
		42664		UTILITIES - SEWER	536-000-920.004	511.05
						<u>4,188.86</u>
04/19/2022	FOA	42665	HUNTINGTON NATIONAL BANK	BOND FEES	354-000-996.000	500.00
04/19/2022	FOA	42666	HUTSON, INC.	LAWN/SNOW MAINTENANCE	536-000-802.000	98.46
04/19/2022	FOA	42667	LIVINGSTON CTY.DRAIN COMMISSIO	LCDC CONTRACT SERVICES	590-000-801.008	180,891.83
04/19/2022	FOA	42668	LIVINGSTON DAILY PRESS & ARGUS	PRINTING & PUBLICATIONS	101-215-900.000	165.00
04/19/2022	FOA	42669	LOREA RENTS	SIDEWALKS	401-444-969.005	557.25
04/19/2022	FOA	42670	MICHIGAN TOWNSHIPS ASSOCIATION	EDUCATION/TRAINING/CONVENTION	101-247-957.000	62.00
04/19/2022	FOA	42671	MUTUAL OF OMAHA	ACCRUED STD/LTD BENEFITS	001-000-257.103	147.13
		42671		EMPLOYMENT EXPENSE	101-192-716.000	94.06
		42671		EMPLOYMENT EXPENSE	101-209-716.000	91.50
		42671		EMPLOYMENT EXPENSE	101-215-716.000	62.89

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
 CHECK DATE FROM 04/19/2022 - 04/19/2022

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		42671		EMPLOYMENT EXPENSE	101-253-716.000	68.84
		42671		EMPLOYMENT EXPENSE	101-400-716.000	108.78
		42671		EMPLOYMENT EXPENSE	101-441-716.000	79.40
		42671		EMPLOYMENT EXPENSE	536-000-716.000	83.03
						<hr/> 735.63
04/19/2022	FOA	42672	ORKIN	CONTRACTED SERVICES	101-265-801.000	70.88
04/19/2022	FOA	42673	PETER'S TRUE VALUE HARDWARE	REPAIRS & MAINTENANCE	101-265-930.000	15.99
04/19/2022	FOA	42674	PRIORITY HEALTH	ACCRUED MEDICAL BENEFITS	001-000-257.100	2,014.80
		42674		EMPLOYMENT EXPENSE	101-192-716.000	1,081.76
		42674		EMPLOYMENT EXPENSE	101-209-716.000	1,189.95
		42674		EMPLOYMENT EXPENSE	101-215-716.000	1,730.83
		42674		EMPLOYMENT EXPENSE	101-253-716.000	540.88
		42674		EMPLOYMENT EXPENSE	101-441-716.000	1,487.46
		42674		EMPLOYMENT EXPENSE	536-000-716.000	2,028.34
						<hr/> 10,074.02
04/19/2022	FOA	42675	RESCOM DOOR LLC	REPAIRS & MAINTENANCE BLD&GRDS	206-000-930.003	1,425.00
04/19/2022	FOA	42676	SELECTION.COM	CONTRACTED SERVICES	101-441-801.000	56.00
04/19/2022	FOA	42677	SERVICEPRO	CONTRACTED SERVICES	101-265-801.000	880.00
04/19/2022	FOA	42678	SPALDING DEDECKER	SIDEWALKS	401-444-969.005	11,543.50
04/19/2022	FOA	42679	STAPLES	SUPPLIES & POSTAGE	101-172-727.000	68.37
		42679		SUPPLIES & POSTAGE	101-192-727.000	6.36
		42679		OPERATING SUPPLIES	101-265-740.000	161.80
						<hr/> 236.53
04/19/2022	FOA	42680	STATE OF MICH UNEMPLOYMENT	UNEMPLOYMENT INSURANCE	101-172-716.004	1,112.45
		42680		UNEMPLOYMENT INSURANCE	536-000-716.004	139.25
						<hr/> 1,251.70
04/19/2022	FOA	42681	THE HUNTINGTON NATIONAL BANK	2019 M59/HTLND BOND PRINCIPAL	354-000-991.001	230,000.00
		42681		2019 REFUNDING BOND INTEREST	354-000-997.010	32,525.00
		42681		2021 SEWER REFUNDING INTEREST	595-000-997.011	105,764.44
						<hr/> 368,289.44
04/19/2022	FOA	42682	TOSHIBA AMERICA BUSINESS	REPAIRS & MAINTENANCE	101-299-930.000	21.19
04/19/2022	FOA	42683	UTILITIES INSTRUMENTATION	WATER SYSTEM	539-000-140.000	817.63

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/19/2022	FOA	42684	WATER TECH	OPERATING SUPPLIES	536-000-740.000	176.00
04/19/2022	FOA	42685	WOOD ENVIRONMENT &	TREATMENT PLANT SAMPLING	101-441-801.007	1,273.00
			TOTAL - ALL FUNDS	TOTAL OF 33 CHECKS		599,953.00

--- GL TOTALS ---

001-000-257.100	ACCRUED MEDICAL BENEFITS	2,014.80
001-000-257.101	ACCRUED DENTAL BENEFITS	174.30
001-000-257.103	ACCRUED STD/LTD BENEFITS	147.13
101-000-282.001	MILLPOINTE STREETLIGHTS DEPOSIT	253.75
101-000-282.002	FIDDLAR GROVE STREETLIGHT DEPOSIT	22.29
101-000-282.003	WALNUT RIDGE STREETLIGHTS DEPOSIT	23.87
101-172-716.004	UNEMPLOYMENT INSURANCE	1,112.45
101-172-727.000	SUPPLIES & POSTAGE	68.37
101-191-970.000	CAPITAL OUTLAY	1,623.72
101-192-716.000	EMPLOYMENT EXPENSE	1,234.38
101-192-727.000	SUPPLIES & POSTAGE	6.36
101-192-957.000	EDUCATION/TRAINING/CONVENTION	27.00
101-209-716.000	EMPLOYMENT EXPENSE	1,336.75
101-209-804.000	MEMBERSHIP & DUES	201.00
101-209-930.000	REPAIRS & MAINTENANCE	810.00
101-209-957.000	EDUCATION/TRAINING/CONVENTION	200.00
101-215-716.000	EMPLOYMENT EXPENSE	1,878.30
101-215-900.000	PRINTING & PUBLICATIONS	165.00
101-247-727.000	SUPPLIES & POSTAGE	126.78
101-247-957.000	EDUCATION/TRAINING/CONVENTION	62.00
101-253-716.000	EMPLOYMENT EXPENSE	720.32
101-265-740.000	OPERATING SUPPLIES	291.03
101-265-801.000	CONTRACTED SERVICES	2,016.94
101-265-851.000	TELEPHONE	567.77
101-265-920.002	UTILITIES - ELECTRIC	1,371.59
101-265-920.004	UTILITIES - SEWER	154.03
101-265-920.005	UTILITIES - WATER	657.38
101-265-920.006	REU SURCHARGE FEES	1,939.19
101-265-930.000	REPAIRS & MAINTENANCE	15.99
101-299-930.000	REPAIRS & MAINTENANCE	54.04
101-400-716.000	EMPLOYMENT EXPENSE	265.25
101-400-727.000	SUPPLIES & POSTAGE	(10.79)
101-441-716.000	EMPLOYMENT EXPENSE	1,668.03
101-441-801.000	CONTRACTED SERVICES	56.00
101-441-801.007	TREATMENT PLANT SAMPLING	1,273.00
101-441-804.000	MEMBERSHIP & DUES	372.00
101-448-921.000	STREET LIGHTS	1,141.62
101-463-920.005	UTILITIES - WATER	757.34
101-463-920.006	REU SURCHARGE FEES	33.05
101-567-920.000	UTILITIES	14.76
101-577-801.000	CONTRACTED SERVICES	623.12
101-751-801.000	CONTRACTED SERVICES	300.00
101-751-920.002	UTILITIES - ELECTRIC	224.60
101-751-920.004	UTILITIES - SEWER	132.88
101-751-920.006	REU SURCHARGE FEES	3.94
206-000-801.000	CONTRACTED SERVICES	246.00

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CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 04/19/2022 - 04/19/2022

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
206-000-930.003				REPAIRS & MAINTENANCE BLD&GRDS		1,425.00
354-000-991.001				2019 M59/HTLND BOND PRINCIPAL		230,000.00
354-000-996.000				BOND FEES		500.00
354-000-997.010				2019 REFUNDING BOND INTEREST		32,525.00
401-444-969.005				SIDEWALKS		12,100.75
536-000-716.000				EMPLOYMENT EXPENSE		2,241.82
536-000-716.004				UNEMPLOYMENT INSURANCE		139.25
536-000-719.100				UNIFORMS/CLOTHING ALLOWANCE		69.99
536-000-740.000				OPERATING SUPPLIES		191.68
536-000-802.000				LAWN/SNOW MAINTENANCE		98.46
536-000-805.000				INTERNET		308.82
536-000-851.000				TELEPHONE		70.85
536-000-900.000				PRINTING & PUBLICATIONS		26.99
536-000-920.002				UTILITIES - ELECTRIC		3,005.25
536-000-920.004				UTILITIES - SEWER		511.05
536-000-957.000				EDUCATION/TRAINING/CONVENTION		910.00
539-000-140.000				WATER SYSTEM		817.63
577-000-740.000				OPERATING SUPPLIES		242.97
577-000-801.000				CONTRACTED SERVICES & RENTALS		745.87
577-000-805.000				INTERNET		853.65
577-000-806.000				CABLE TV FEES		118.47
577-000-946.000				PEG SERVER & SOFTWARE RENTAL		15.90
590-000-801.008				LCDC CONTRACT SERVICES		180,891.83
595-000-997.011				2021 SEWER REFUNDING INTEREST		105,764.44
				TOTAL		599,953.00

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CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 04/20/2022 - 04/20/2022

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/20/2022	FOA	42686	ARLENE QUIN/MICHAEL QUIN TRUST	SPECIAL ASSESSMENT REFUNDS	537-000-404.100	11.55
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		11.55

GL TOTALS ---						
537-000-404.100			SPECIAL ASSESSMENT REFUNDS		11.55	
			TOTAL		11.55	

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/28/2022	FOA	42687	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	499.23
04/28/2022	FOA	42688	VERIZON WIRELESS	TELEPHONE	101-265-851.000	392.67
		42688		TELEPHONE	536-000-851.000	258.90
		42688		CONTRACTED SERVICES & RENTALS	577-000-801.000	567.77
						<hr/> 1,219.34
04/28/2022	FOA	42689	VSP INSURANCE CO. (CT)	ACCRUED VISION BENEFITS	001-000-257.102	41.65
		42689		EMPLOYMENT EXPENSE	101-192-716.000	15.54
		42689		EMPLOYMENT EXPENSE	101-209-716.000	13.08
		42689		EMPLOYMENT EXPENSE	101-215-716.000	26.43
		42689		EMPLOYMENT EXPENSE	101-253-716.000	26.16
		42689		EMPLOYMENT EXPENSE	101-400-716.000	34.61
		42689		EMPLOYMENT EXPENSE	101-441-716.000	21.53
		42689		EMPLOYMENT EXPENSE	536-000-716.000	29.30
						<hr/> 208.30
04/28/2022	FOA	42690	TRI COUNTY EQUIPMENT, INC.	PARKS CAPITAL OUTLAY	285-751-970.000	4,828.50
TOTAL - ALL FUNDS				TOTAL OF 4 CHECKS		6,755.37

--- GL TOTALS ---

001-000-257.102	ACCRUED VISION BENEFITS	41.65
101-192-716.000	EMPLOYMENT EXPENSE	15.54
101-209-716.000	EMPLOYMENT EXPENSE	13.08
101-215-716.000	EMPLOYMENT EXPENSE	26.43
101-253-716.000	EMPLOYMENT EXPENSE	26.16
101-265-851.000	TELEPHONE	392.67
101-265-920.001	UTILITIES - GAS	499.23
101-400-716.000	EMPLOYMENT EXPENSE	34.61
101-441-716.000	EMPLOYMENT EXPENSE	21.53
285-751-970.000	PARKS CAPITAL OUTLAY	4,828.50
536-000-716.000	EMPLOYMENT EXPENSE	29.30
536-000-851.000	TELEPHONE	258.90
577-000-801.000	CONTRACTED SERVICES & RENTALS	567.77
	TOTAL	6,755.37

Check Register Report For Hartland Township
For Check Dates 04/12/2022 to 04/14/2022

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
04/14/2022	FOA	17129	ICMA VANTAGEPOINT TRANSFER AGENT	2,120.89	2,120.89	0.00	Open
04/14/2022	FOA	17130	ICMA VANTAGEPOINT TRANSFER AGENT	3,719.08	3,719.08	0.00	Open
04/14/2022	FOA	17131	ICMA VANTAGEPOINT TRANSFER AGENT	1,507.56	1,507.56	0.00	Open
04/12/2022	FOA	17132	AMERICAN FAMILY LIFE ASSURANCE CO	133.09	133.09	0.00	Open
04/14/2022	FOA	DD7743	BEAUDOIN, DIANA K	800.17	0.00	722.66	Cleared
04/14/2022	FOA	DD7744	BEDHUN, TIMOTHY L.A.	2,042.50	0.00	1,594.62	Cleared
04/14/2022	FOA	DD7745	BERNARDI, MELYNDA A	1,130.61	0.00	873.93	Cleared
04/14/2022	FOA	DD7746	BROOKS, TYLER J	2,627.70	0.00	1,846.76	Cleared
04/14/2022	FOA	DD7747	CASE, SUSAN E	2,141.10	0.00	1,390.11	Cleared
04/14/2022	FOA	DD7748	CIOFU, LARRY N	2,746.24	0.00	1,990.55	Cleared
04/14/2022	FOA	DD7749	COBB, SUSAN M	55.58	0.00	48.97	Cleared
04/14/2022	FOA	DD7750	DRYDEN-HOGAN, SUSAN A	3,601.41	0.00	2,559.84	Cleared
04/14/2022	FOA	DD7751	HEASLIP, JAMES B	3,211.94	0.00	1,697.08	Cleared
04/14/2022	FOA	DD7752	HORNING, KATHLEEN A	2,746.24	0.00	1,991.44	Cleared
04/14/2022	FOA	DD7753	JOHNSON, LISA	1,908.35	0.00	1,296.55	Cleared
04/14/2022	FOA	DD7754	KOPCZYK, MARY ANN	528.00	0.00	465.18	Cleared
04/14/2022	FOA	DD7755	LANGER, TROY D	3,592.16	0.00	2,521.89	Cleared
04/14/2022	FOA	DD7756	LOFTUS, DANIEL M	640.00	0.00	553.80	Cleared
04/14/2022	FOA	DD7757	LOUIS, CASEY	1,095.00	0.00	730.84	Cleared
04/14/2022	FOA	DD7758	LUCE, MICHAEL T	3,446.80	0.00	2,536.53	Cleared
04/14/2022	FOA	DD7759	MORGANROTH, CAROL L	2,047.50	0.00	1,575.02	Cleared
04/14/2022	FOA	DD7760	SHOLLACK, DONNA M	2,283.45	0.00	1,728.65	Cleared
04/14/2022	FOA	DD7761	VERMILLION, KAREN L	2,035.11	0.00	1,475.58	Cleared
04/14/2022	FOA	DD7762	WEST, ROBERT M	4,266.67	0.00	2,561.34	Cleared
04/14/2022	FOA	DD7763	WYATT, MARTHA K	3,215.76	0.00	2,097.32	Cleared
04/14/2022	FOA	EFT630	HSA EMPLOYER CONTRIBUTIONS	5,200.00	5,200.00	0.00	Cleared
04/14/2022	FOA	EFT631	FEDERAL TAX DEPOSIT	10,910.56	10,910.56	0.00	Cleared

Totals:	Number of Checks: 027	69,753.47	23,591.18	32,258.66
Total Physical Checks:	4			
Total Check Stubs:	23			

Check Register Report For Hartland Township
For Check Dates 04/28/2022 to 04/28/2022

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
04/28/2022	FOA	17133	LAROSE, MICHELLE M	100.00	88.10	0.00	Open
04/28/2022	FOA	17134	PETRUCCI, JOSEPH M	525.00	438.59	0.00	Open
04/28/2022	FOA	17135	ICMA VANTAGEPOINT TRANSFER AGENT	2,020.89	2,020.89	0.00	Open
04/28/2022	FOA	17136	ICMA VANTAGEPOINT TRANSFER AGENT	3,836.97	3,836.97	0.00	Open
04/28/2022	FOA	17137	ICMA VANTAGEPOINT TRANSFER AGENT	1,581.64	1,581.64	0.00	Open
04/28/2022	FOA	17138	ICMA VANTAGEPOINT TRANSFER AGENT	200.00	200.00	0.00	Open
04/28/2022	FOA	DD7764	BEAUDOIN, DIANA K	1,351.82	0.00	1,163.47	Cleared
04/28/2022	FOA	DD7765	BEDHUN, TIMOTHY L.A.	1,577.00	0.00	1,195.67	Cleared
04/28/2022	FOA	DD7766	BERNARDI, MELYNDA A	1,777.55	0.00	1,379.17	Cleared
04/28/2022	FOA	DD7767	BROOKS, TYLER J	2,335.93	0.00	1,655.26	Cleared
04/28/2022	FOA	DD7768	CASE, SUSAN E	1,744.96	0.00	1,134.98	Cleared
04/28/2022	FOA	DD7769	CIOFU, LARRY N	2,746.24	0.00	1,990.54	Cleared
04/28/2022	FOA	DD7770	DRYDEN-HOGAN, SUSAN A	3,601.41	0.00	2,559.87	Cleared
04/28/2022	FOA	DD7771	FOUNTAIN, WILLIAM J	2,746.24	0.00	2,295.91	Cleared
04/28/2022	FOA	DD7772	FOX, LAWRENCE E	360.00	0.00	317.16	Cleared
04/28/2022	FOA	DD7773	GERMANE, MATTHEW J	525.00	0.00	459.84	Cleared
04/28/2022	FOA	DD7774	GRISSIM, SUSAN L	180.00	0.00	166.23	Cleared
04/28/2022	FOA	DD7775	HEASLIP, JAMES B	3,211.94	0.00	1,822.72	Cleared
04/28/2022	FOA	DD7776	HORNING, KATHLEEN A	2,996.24	0.00	2,181.71	Cleared
04/28/2022	FOA	DD7777	HUBBARD, TONYA S	1,934.00	0.00	1,583.34	Cleared
04/28/2022	FOA	DD7778	JOHNSON, LISA	2,227.80	0.00	1,538.62	Cleared
04/28/2022	FOA	DD7779	KENDALL, ANTHONY S	65.15	0.00	60.16	Cleared
04/28/2022	FOA	DD7780	KOPCZYK, MARY ANN	435.25	0.00	383.45	Cleared
04/28/2022	FOA	DD7781	LANGER, TROY D	3,842.16	0.00	2,712.13	Cleared
04/28/2022	FOA	DD7782	LOFTUS, DANIEL M	682.56	0.00	587.03	Cleared
04/28/2022	FOA	DD7783	LOUIS, CASEY	700.44	0.00	425.23	Cleared
04/28/2022	FOA	DD7784	LUCE, MICHAEL T	3,446.80	0.00	2,536.56	Cleared
04/28/2022	FOA	DD7785	MAYER, JAMES L	180.00	0.00	158.58	Cleared
04/28/2022	FOA	DD7786	MCMULLEN, SUMMER L	705.00	0.00	597.17	Cleared
04/28/2022	FOA	DD7787	MITCHELL, MICHAEL E	180.00	0.00	166.23	Cleared
04/28/2022	FOA	DD7788	MORGANROTH, CAROL L	2,058.64	0.00	1,589.42	Cleared
04/28/2022	FOA	DD7789	MURPHY, THOMAS A	180.00	0.00	158.58	Cleared
04/28/2022	FOA	DD7790	O'CONNELL, DENISE	525.00	0.00	368.59	Cleared
04/28/2022	FOA	DD7791	SHOLLACK, DONNA M	2,130.83	0.00	1,617.88	Cleared

Check Register Report For Hartland Township
For Check Dates 04/28/2022 to 04/28/2022

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
04/28/2022	FOA	DD7792	VERMILLION, KAREN L	1,731.48	0.00	1,250.36	Cleared
04/28/2022	FOA	DD7793	WEST, ROBERT M	4,466.67	0.00	2,713.53	Cleared
04/28/2022	FOA	DD7794	WYATT, MARTHA K	2,971.57	0.00	1,921.61	Cleared
04/28/2022	FOA	EFT632	FEDERAL TAX DEPOSIT	12,351.64	12,351.64	0.00	Cleared
04/28/2022	FOA	EFT633	MI DEPT OF TREASURY	3,629.82	3,629.82	0.00	Cleared
Totals:			Number of Checks: 039	77,863.64	24,147.65	38,691.00	
Total Physical Checks:			6				
Total Check Stubs:			33				

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 04-05-2022 Hartland Township Board Regular Meeting Minutes

Date: April 26, 2022

Recommended Action

Move to approve the Hartland Township Board Regular Meeting Minutes for April 5, 2022.

Discussion

Draft minutes are attached for review

Financial Impact

None

Attachments

4-5-2022 HTB Minutes - DRAFT

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

April 05, 2022 – 7:00 PM

DRAFT

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

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

ABSENT: None

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

4. Approval of the Agenda

Move to approve the agenda for the April 5, 2022, Hartland Township Board meeting as presented.

Motion made by Clerk Ciofu, Seconded by Trustee O'Connell.

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

Voting Nay: None

Absent: None

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the April 5, 2022, Hartland Township Board Meeting as presented.

Motion made by Treasurer Horning, Seconded by Trustee Germane.

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

Voting Nay: None

Absent: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 03-15-2022 Hartland Township Board Regular Meeting Minutes
- d. FY2023 Budget Amendments
- e. SLFRF Terms and Conditions

7. Pending & New Business

- a. Rezoning Application #22-001 (Buti - 2473 Clark Road)

Planning Director Troy Langer stated that this is regarding a property at 2473 Clark Road that is 3.9 acres. Director Langer met with the property owner as the property owner had desired to divide this property. With the property being 3.9 acres in the current zoning of CA (Conservation Agricultural) and that current zoning requiring a minimum lot size of two acres, we could not approve administratively a land division to divide the property. The applicant has

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

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now requested to rezone this property to an SR (Suburban Residential) which has a smaller lot size requirements. The applicant submitted that rezoning request to our Planning Commission (PC) who recommended approval. The rezoning request then went to the Livingston County Planning Commission where they also recommended approval. Tonight, before the Board is a request to rezone CA to SR, along with the resolution to approve the rezoning to SR as requested. Supervisor Fountain inquired as to the applicant if there was anything he would like to add and the applicant stated he had nothing to add to the discussion.

Move to approve the rezoning as outlined in the Staff Memorandum and Resolution for 2473 Clark Road.

Motion made by Treasurer Horning, Seconded by Clerk Ciofu. Roll call vote taken.

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

Voting Nay: None

Absent: None

Motion passed: 7-0-0

b. Site Plan Application #22-003 – Redwood Living Planned Development Final Plan

Supervisor Fountain stated that this is for the Redwood Living Planned Development (PD) Final Plan. Ian Graham from Bergman, Redwood's Civil Engineer came forward on behalf of the applicant. Planning Director Troy Langer gave a brief overview of the Redwood Living application process. Redwood has a proposed PD on approximately 27 acres of the 380 acres of the Hartland Glen Golf Course property. The PD process is a 3-step process, the first step is the conceptual review where the applicant submits a concept plan that goes to the PC and to the Township Board for comments. No formal decision is made, and no formal recommendations are made at that time, just comments are provided back to the applicant. Redwood has done that both to the PC, as well as the Board, for their development proposal. The next phase is called the preliminary phase which involves much more detailed plans showing their street layout, landscaping, grading, building elevation, building materials, and lighting. It is much more detailed and there is quite a bit of cost to develop those plans. Redwood has submitted that and has gone through the preliminary process at the PC, as well as the Board. The last phase of a PD is called the Final PD. This is commonly referred to as the legal phase of the PD. We are no longer looking at site plans but, are looking at the instruments that get recorded for this development. In this case, we are looking at a PD agreement with some easements. They have submitted their PD Agreement and the Hartland Township Attorney has reviewed the agreement and made some suggested changes. The PC reviewed these changes and approved the PD subject to those changes. Most of the changes were technical issues. There were two issues that did come up at the PC for this PD. The first, is the PD Agreement incorporates an easement which would permit an offsite sign that is north of Cundy Rd, south of M-59 on land that is owned by Hartland Glen but is actually not within the Redwood property. The PC had concerns with other signs for potential future development in Hartland Glen. There was some discussion at the PC meeting and ultimately Redwood simply said that they would just remove the easement for now and put the sign on their own property. If they elect at a future date to reach an agreement with the Hartland Glen property to have a unified single sign, they will come back to do an amendment. Director Langer stated that it is difficult to work on limiting one sign when we do not know what is going to happen to the rest of the Hartland Glen property. He also stated that the owner of the property was at that discussion meeting and is also at this meeting tonight. The second issue that came up was in reference to an easement for a lift station which would be immediately south of the Redwood property. One of the items that came up at the PC meeting was in the event that there needs to be some modifications to that easement area for the lift station, per the Livingston County Drain

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

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Commission (LCDC) requirements, they did not want to have to have the applicant come back and apply to amend this PD agreement. The PC built in to their recommendation that if the LCDC is going to require changes to that easement area, that those would be included in the approval. In front of the Board tonight is a resolution to effectively approve and rezone this 27-acre Redwood property to PD. Supervisor Fountain inquired of Mr. Graham if he had anything to add and Mr. Graham stated he did not. Supervisor Fountain inquired as to whether any future development in this area that wanted to go through the PD process, would have to follow this same process and Director Langer stated they would have to do so. Trustee Germane inquired as to whether municipal sewer is provided to this site. Township Manager Robert West stated that sewer is available, and that water will be available as soon as the current construction project is complete. Director Langer stated the approval of the preliminary plan stated that in the event that municipal water was not available, the applicant would have to come back to the PC to show an alternate source of water that would be acceptable to both the PC and the Board.

Move to approve Site Plan Application #22-003, as outlined in the Staff Memorandum and Resolution, as attached.

Motion made by Trustee Germane, Seconded by Trustee Petrucci. Roll call vote taken.
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane, Trustee Petrucci, Trustee O'Connell, Trustee McMullen
Voting Nay: None
Absent: None Motion passed: 7-0-0

c. Resolution: Water and Sewer Surcharge Amendment

Manager West stated that this is a proposed amendment with regards to the water and sewer surcharge policy that currently exists. The Township Board adopted a policy many years ago that indicated a surcharge fee be charged on a daily basis for every nonresidential water connection that goes over their purchased capacity. There is an algorithm used to determine that cost and it is 1/20th of an REU and then that figure divided by 365 for going over one day of the year. Basically, every day that a business goes over their purchased capacity there would be a fee based on that allocation. The daily fees are then added up at the end of the year and the users are issued an invoice for this fee. The Township takes that money that they pay us and we turnaround and buy that specific business additional capacity, so it is actually helping the business to buy the purchased capacity they need over time instead requiring them to purchase this upfront. This amendment being proposed is to cap what an annual surcharge fee would be at one-half of a water and/or one-half of a sewer REU for each business. This will help a few struggling businesses, and historically we have purchased three to five REU's on an annual basis under this program. The proposed amendment will keep this around three REU's. There is minimal impact on the water and sewer fund as this goes back to the businesses to help them come whole on their purchased capacity. Trustee Germane inquired as to when this would take effect if we were to approve this tonight and Manager West stated it would take effect tomorrow, April 6, 2022. The 2021 surcharges have been completed and this policy would provide immediate relief for two major customers. He reminded the board that in 2020 during the COVID pandemic where many businesses were closed, we waived the surcharge fee in an effort to be more business friendly and help our area businesses. Manager West stated that the water meter reads for the surcharge fee is done on a calendar basis and this amendment would be retroactive to January 1, 2021.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

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Move to adopt the Water and Sewer Surcharge resolution amending the current policy as presented.

Motion made by Treasurer Horning, Seconded by Trustee O'Connell. Roll call vote taken.

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

Voting Nay: None

Absent: None

Motion passed: 7-0-0

d. 2022 Gator UTV

Public Works Director Michael Luce gave a brief overview of the proposed purchase of a Gator UTV for use of the Department of Public Works. He stated there were multiple different uses for this vehicle and that this is turnkey unit for Hartland Township that will be used for the maintenance and cleaning of the parks along with water system use. The UTV will be equipped with a plow should we decide to plow park pathways which would allow us to keep trucks off the pathways that we have strived to maintain at the parks. This would also be used at township events such as Winterfest and for Cemetery maintenance that would minimize damage to turf caused by larger vehicles. Manager West stated this purchased would be through the State of Michigan MI Deal pricing and it is ARPA eligible. Trustee McMullen inquired if the vehicle is street legal or would we require a trailer with this purchase. Director Luce stated that as long as these types of equipment are considered farm equipment they can be driven on roads with the proper lights, signals and mirrors. Manager West stated that it will have all of the requirements regarding lights and mirrors to be road worthy. Director Luce stated he would not recommend they be used on major roads but they can be used on back roads to traverse to the various parks. Treasurer Horning inquired as to where the vehicle would be stored and Director Luce stated it would housed inside the water treatment plant or the Township Hall garage.

Move to approve the purchase of a John Deere Gator UTV for a purchase price not to exceed \$31,000 and to direct the Finance Director to initiate a budget amendment, as necessary, to the appropriate fund.

Motion made by Clerk Ciofu, Seconded by Trustee McMullen.

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

Voting Nay: None

Absent: None

e. Type 1 Water Supply Well

Director Luce gave a brief overview of the proposal to install a new 12-inch community supply well. This process is very extensive, and we have been discussing it for over the past year. This is essentially the test well that will go in and eventually become the 12-inch community well. This process will be drawn out for over a year as numerous different things will have to be tested in the water supply to ensure that we will get the volume of water needed. This will be the largest of our wells and would provide the volume of water needed should one of our other wells go down and will provide the water capacity for our water expansion project. Manager West stated as outlined in our Water Reliability Studies the two biggest deficiencies are your filtration and water supply. The filtration is basically iron removal. Our primary focus was to get our additional supply well. In the last Water Reliability Study the State of Michigan flagged this as an item as we were proposing additional development in the township, and they wanted to see a plan for water capacity. The well has been included in the Water Capital Improvement

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Plan (CIP) for some time and has been delayed until development started which is now the case. The test well is the big component of installation of the new well. This has been a four-step process and this is the final step. Once testing is satisfactorily completed it will be approved by the State of Michigan and we will be able to turn on the well. Trustee Germane inquired as to the timetable to complete the well and Manager West stated it would depend on the aquifer analysis and test results, and if all goes well this could be potentially on-line in four to six months. Trustee Germane inquired as to the status of the observation wells after the well is on-line and Manager West stated he understood one of the observation wells will remain, but would require State testing with associated fees that would have an affect on the finances of the township and it may be abandoned at a later date. Trustee Germane also inquired as to signage identifying well head protection areas and Manager West stated we are limited by the State in what we can do with regards to this type of signage.

Move to Approve the proposal from Brown Well Drilling to install a 12-inch community supply well as presented at a cost not to exceed \$230,000.00.

Motion made by Trustee O'Connell, Seconded by Treasurer Horning. Roll call vote taken.

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

Voting Nay: None

Absent: None

Motion passed: 7-0-0

8. Board Reports

Clerk Ciofu – No report.

Treasurer Horning – The Farmers Market is gearing up and only three spots are left in the main market. People are signing up for the whole year because last year they wanted to pay weekly, and they could not get a spot. It starts on May 7, 2022, in the Rural King parking lot at 9:00 a.m. which is the day before Mother's Day so there will be plenty of hanging plants and flowers and things for mom. The Township staff held their 10th annual staff chili cookoff after missing out in 2020 and 2021 due to COVID. We had a 3-way tie for first place until our DPW guys came in late and broke the tie and we had a winner. Dan our Ordinance Enforcement Officer won.

Trustee Germane – No report.

Trustee O'Connell – No report.

Trustee McMullen – No report

Trustee Petrucci – No report.

Supervisor Fountain – Stated that May 6, 2022, is the Hartland Township Cemetery Cleanup Day. If anyone is interested in assisting, please contact the Public Works Department. Large Item Cleanup Day has also been scheduled and if anyone needs information on that please contact the Public Works Department.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager West reported that the pipe for the water main extension should be delivered to the site this Friday. Manager West stated that at our next work session we would be discussing roads as we have road construction starting on M-59, and work will be done on US-23 from

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

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Spencer Road to Clyde Road. MDOT has released little information on the timing of the US-23 construction, but traffic will be diverted onto old US-23 during this time. We have reached out to LCRC regarding gravel roads to get around this construction and what it would cost to limestone these roads. We are trying to get out press releases to the public, but we are not getting much information from MDOT. These issues will be discussed at the next Board work session along with a potential road millage renewal, and an SAD road policy. The Admin Committee discussed SAD costs and we may want to develop a signature policy requirement based on SAD costs. Other future work session items will be held on M-59 landscaping and Township Hall landscaping. Manager West stated he will not be at the next Board meeting.

b. 2022 Police Protection Discussion

Manager West gave a brief overview of a police coverage cost share proposal with the schools. He stated that the schools were looking for 8-hour police coverage during the school year, but the Livingston County Sheriff (LCS) would only entertain year-round coverage due to staffing issues. We approached the schools on a year-round 12-hour cost share police coverage which would provide township coverage before and after school and during the summer months. This is not a resource officer for the schools, but a physical police presence in the Township. This officer would be roaming the township and would respond to direct calls from the township and the schools. The approach would be to get the officer involved in the community and schools on a daily basis. Manager West presented cost structures for 8 hours/day and 12 hours/day and a cost allocation between Hartland Township, Hartland Consolidated Schools and Charyl Stockwell Academy, who were also interested in this proposal. Police coverage cost would be a fixed fee based on a prorated cost of a full-time officer. We would get all of the resources of the LCS, generate ticket revenue to help offset costs, and we could use liquor inspection fees to also offset these expenses. The LCS only wants to deal with one entity, so the Township will pay the full amount of the contract and bill the schools for their appropriate portion. Manager West stated in the last Citizens Survey the residents overwhelmingly supported additional police protection, up until we asked if they would support a police millage. This proposal would allow us to get 12 hour/day coverage that would be under what we were paying for 8 hour/day coverage in the past. There will be a physical location for this officer in the township and will have a dedicated car assigned to the township. If all parties can reach an agreement, we would like to start this in August with the new school year. Supervisor Fountain gave a brief overview of discussion with the LCS regarding having this officer being part of the schools and community. After further discussion it was consensus of the Board to have Supervisor Fountain and Manager West go forward with pursuing a cost sharing 12-hour/day police coverage program with Hartland Schools and Charyl Stockwell Academy.

c. Hartland Deerfield Fire Authority CIP Discussion

Manager West gave a brief overview of the current 2021-2025 Township Fire Capital Improvement Plan. Hartland Deerfield Fire Chief Adam Carroll gave a brief overview of the addition/remodel of Station 61. He stated that he ballparked the amount to be \$3.8 million but felt this was high estimate to be on the safe side. Manager West stated if we are considering the Station 61 expansion, we would want to delay various project on the CIP plan. Discussion was held on the building improvement needs/requirements, scheduled CIP projects, a potential new substation, cash flow funding options, a ballot proposal for a millage for the expansion, and possibly having a survey done and/or holding a public hearing on the issue. The Board discussed the pros and cons of each of the issues and after the discussion the Board indicated

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that a potential site visit by the Board should be considered and that Manager West should continue discussions with Chief Carol with regards to firming up cost estimates, laying out the various funding options, and determining the best method to ensure the public supports this proposal.

10. Adjournment

Move to adjourn the meeting at 8:40 p.m.

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

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

Voting Nay: None

Absent: None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director

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

Date: April 27, 2022

Recommended Action

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

Approval Conditions

1. Compliance with requirements of the Hartland-Deerfield Fire Authority.
2. Compliance with applicable Livingston County Department of Public Health regulations and requirements.
3. Compliance with applicable requirements of the State of Michigan Liquor Control Commission. A copy of the applicable Liquor License shall be provided to the Township Planning Department, prior to the event.
4. Compliance with the signage regulations outlined in Section 5.26.3.C. of the Hartland Township Zoning Ordinance, which regulates signs for Special Events.
5. Compliance with any request by Hartland Township for dust mitigation, noise mitigation, or additional site lighting when determined to be a health, safety or welfare concern.
6. Compliance of any other regulation from another governmental agency having jurisdiction.
7. (Any other conditions determined by the Township Board.)

Discussion

Special Event Application #22-010 was reviewed in accordance with the Hartland Township Special Events Permit Ordinance (Ord. No. 69) and the Township's Zoning Ordinance (Ord. No. 76). Key provisions of those ordinances, Staff's review, and reviews of other municipal agencies are summarized as follows (with Staff comments in *italics*, where warranted). Per the Special Events Permit Ordinance Sec. 3.E, the Township Board has the exclusive authority to approve Special Events that involve a liquor license issued by the State of Michigan.

Summary of Special Event:

Name of event:	Hartland Polo Classic	
	Benefitting Warrior Path Home	
Date:	Saturday, June 18, 2022; Rain date Sunday, June 19, 2022	
Time:	4:00 p.m. until 10:00 p.m.	
Location:	500 Chukker Cove Hartland, MI 48343	
Estimated Attendance:	600 people	
Event Schedule:	4:00 p.m.	Gates open
	4:30 p.m. - 5:30 p.m.	Catered dinner, raffle & entertainment
	5:30 p.m.	Parade of ponies & 1 st polo match

6:45 p.m.	Half-time with hat contest, divot stomp, entertainment (music)
7:30 p.m. – 8:00 p.m.	2 nd event/polo match
7:00 p.m. - 10:00 p.m.	Social hour with music/entertainment, beverages & meet polo teams

Application Requirements

- A. Complete Application with name, address and phone numbers of Owner of property where Special Event will be held, together with the name, address and phone numbers of the Operator of the Special Event. *Provided in Application.*
- B. Name, address, and phone numbers of persons sponsoring the Special Event. *Provided in Application*
- C. Description of Special Event and proposed locations. *Provided as part of the Application.*
- D. Dates of the Special Event, including starting and ending times and any additional time for set-up and clean up. *Provided in Application*
- E. Copy of insurance policy naming the Township, property owners, and owners of properties abutting the event. *Provided as part of Application.*
- F. Copy of indemnification, which holds harmless and defends the Township from any and all claims, lawsuits or other liability arising from or as a result of the Special Event. *Provided as part of Application.*

A. General Provisions

1. It is unlawful for any Owner or Operator to hold or conduct any Special Event in the Township unless the Zoning Administrator has first issued a Special Event Permit in compliance with this Ordinance. *In this instance, the Zoning Administrator lacks the authority to issue this Special Event and instead Township Board approval is required.*
2. The Special Event shall comply with all applicable zoning regulations for the district in which it is to be located including requirements pertaining to lot size, height, visibility, setbacks and off-street parking. Deviations from the zoning regulations for the Special Event may be permitted when the Zoning Administrator determines that public health, safety and welfare will not be adversely affected, and the spirit and intent of the applicable zoning regulations have been met. *Site plan indicates a managed parking area (lawn area) north of the polo field which is intended to accommodate up to 680 parking spaces. West of the polo field, a separate parking area is shown and is estimated to accommodate 200 additional parking spaces (VIP and vendor parking); thus, total parking is approximately 880 spaces. Parking standards for a polo event are not specifically provided in the Zoning Ordinance. However, in the event a specific use is not identified, the requirements for a similar use shall apply. In that case, the standards for a Stadium, Sports Arena, or similar places of outdoor assembly are the most similar use. That use is required to provide one (1) parking space for each three (3) seats or ten (10) feet of bench.*

In this case, there are no dedicated seats, so the Township would use the anticipated number of people to attend, which is 600 people. Based on that standard, 200 parking spaces shall be provided ($600 \div 3$). As noted, the applicant indicates there is sufficient parking for 880 spaces. Because this parking is grass field, staff cannot confirm the number of parking and/or the parking spaces comply with the size requirements. Nonetheless, it appears the grass fields are

large enough to accommodate the proposed event. Parking attendants will assist with directing traffic to parking spaces. Cones and markings on the lawn will define the parking area. The subject site is next to residential zoning, as such, event lighting and sound systems shall meet required standards in the Code of Ordinances or Nuisance Ordinance.

3. The Township Board or Zoning Administrator may require the Owner and/or Operator to post a cash bond with the Township in an amount that will guarantee the restoration of any public property or private roads at the conclusion of the event. This may include, but is not limited to, costs associated with dust control, repair of landscaping material, removal of tents, buildings or structures, sign removal and litter and garbage disposal. *Given the proposed location on private property, the Planning Department has not requested a cash bond. In the application materials, the applicant states volunteers and an employee from Environmental Waste Services will be collecting trash from cans during the event. An on-site dumpster will be also used. Garbage receptacles and rolling carts will be delivered by Environmental Waste Services on June 16th and picked up by June 20th.*
4. All tents, buildings or structures erected or used for a Special Event shall (i) not have a negative impact on surrounding properties related to visibility, accessibility, traffic flow, parking and other site related issues, (ii) be installed constructed, used, occupied and maintained in compliance with the provisions of any applicable federal, state or local, rules or regulations, and (iii) be immediately removed at the conclusion of the Special Event Permit, whichever occurs sooner. *All tents/structures shall be compliant with any requirements of the Hartland-Deerfield Fire Authority.*
5. Owners and Operators shall comply with all conditions specified in the Special Event Permit and shall, for any Special Event as applicable, provide the following:
 - a. **Environmental Health.** An adequate and safe supply of potable water, restroom facilities, food and beverage storage, handling and serving, and sanitary method for disposing of solid waste that meets federal, state and local requirements, including the Livingston County Department of Public Health.

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

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

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

Food vendors will be offering food that is prepared ahead of time at their licensed facilities. No additional approvals or licenses are required from the Livingston County Department of Public Health as long as the food is prepared in the vendor’s licensed facility. Each vendor will be required to submit their certificates of liability to the Hartland Area Chamber of Commerce.

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

***Staff Comments:** Lighting is provided inside the main tent and string lighting is provided throughout the tent area and restroom trailer. Due to natural sunlight and the time of year, there is ample light to provide a clear walk to guests' vehicles until the closing time of the event, per the applicant.*

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

***Staff Comments:** The submitted site plan shows a parking area on the lawn, north of the polo field. The applicant estimates it will accommodate up to 680 vehicles. Another parking area west of the polo field is dedicated for VIP and vendor vehicles that can accommodate 200 vehicles. It is estimated there will be approximately 600 attendees at the event. Staff cannot confirm the number of parking spaces from the plan. Parking standards for a polo event are not specifically provided in the Zoning Ordinance. However, in the event a specific use is not identified, the requirements for a similar use shall apply.*

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

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

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

Parking is provided on-site, with the main parking area north of the polo field. An additional parking area (VIP and vendor parking) is located west of the polo field. Traffic control measures include signage to be provided on Bergin Road at Chukker Cove using two (2) sandwich board signs with the event name and arrows. One (1) sandwich board sign will be placed at the entrance of the subject site. Internally on the site, directional signage will be provided for food vendors, parking areas, entrance/exit points, walking trails, restrooms, etc.

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

- e. **Emergency Services.** Adequate security measures and fire systems shall be provided at the direction of the Livingston County Sheriff and/or the Hartland-Deerfield Fire Authority

Marshal, including adequate facilities for communication with emergency service providers.

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

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

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

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

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

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

***Staff comments:** Signage to be provided on Bergin Road at Chukker Cove using two (2) sandwich board signs (3' x 5') with the event name and arrows. One (1) sandwich board (3' x 5') will be placed at the entrance of the subject site. Internally on the site, directional yard signs will be provided for food vendors, parking areas, entrance/exit points, walking trails, restrooms, etc.*

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

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

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

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

B. Exemptions. (Not Applicable)

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

1. Private and Community Special Events:

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

Staff comments: The event proposed would occur on one day, Saturday, June 18, 2022, from approximately 4:00 p.m. to 10:00 p.m., with a rain date on Sunday, June 19, 2022, from approximately 4:00 p.m. to 10:00 p.m.

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

Staff comments: The proposed parking accommodates approximately 880 vehicles, and approximately 600 attendees are expected. Parking appears to be adequate based on the information submitted.

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

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

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

Staff comments: The applicant's letter states there will be three (3) sandwich board signs (3' x 5' in size) and several directional signs within the subject site; however, sign drawings were not provided. As a result, staff is unable to determine if the proposed signs comply with the zoning standards.

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

D. Administrative Review and Authorization. (Not Applicable)

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

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

General Staff Comments and Site History

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

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

Attachments:

1. Submittals from Applicant for Special Event Application #22-010 – PDF only
2. 2022 Event Layout Aerial Map – PDF only
3. Certificate of Insurance – PDF only

T:\PLANNING DEPARTMENT\Special Events\2022\Special Event #22-010 Hartland Polo Classic\Staff Reports\2022 Hartland Polo Classic TB 04.27.2022.docx

OFFICE OF THE PLANNING DIRECTOR
Troy Langer

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



SUPERVISOR
William Fountain

CLERK
Larry Ciofu

TREASURER
Kathleen Horning

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

RECEIVED

APR 11 2022

HARTLAND TOWNSHIP

APPLICATION FOR SPECIAL EVENT PERMIT

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

Hartland Polo Classic

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

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

Parcel Identification Number: 4708- 31-40-013 4708-

Subdivision Name: Zoning of Parcel: CA

Application Number: 22-010
(Assigned by Township)
Application Date: 4/11/22

<input checked="" type="checkbox"/> Community Organization Special Events (Signage Included)	\$ No Charge
<input type="checkbox"/> Special Events, except Outdoor Seasonal Sales (75.00)	\$
<input type="checkbox"/> Outdoor Seasonal Sales (\$75.00)	\$
<input type="checkbox"/> Temporary Sign Request (\$15.00 per Sign)	\$
<input type="checkbox"/> Cash Bond Required by	\$
Total Application Fee	\$
Total Bond Required	\$

APPLICANT INFORMATION

Company Name: Hartland Area Chamber of Commerce

Last Name: Chuba First: Katie M.I.

Street Address: 9525 E. Highland Rd.

City: Howell State: MI Zip: 48843

Phone: 810-632-9130 E-mail Address: info@hartlandchamber.org

Do You Own The Event Property? YES ☐ NO ☒ Community Organization? YES ☒ NO ☐ Name of Community Organization: Hartland Chamber

PROPERTY OWNER INFORMATION (IF OTHER THAN APPLICANT)

Company Name: Detroit Polo Club - Emmalyn Wheaton

Last Name: Wheaton First: Emmalyn M.I.

Street Address: 17 Liddy Ln.

City: Brighton State: MI Zip: 48116

Phone: (517) 303-1606 E-mail Address: detroitpoloschool@gmail.com

NEIGHBORHOOD ASSOCIATION (IF APPLICABLE)					
Neighborhood Association (Name)		Chukker Cove Home Owners Association			
Last Name		Dunbar	First	Steve	M.I.
Street Address		833 Chukker Cove			
City Howell			State	MI	Zip 48843
Phone	248-789-6118	E-mail Address	dunbarsp@yahoo.com		
<p>The applicant and owner acknowledge that he/she has the sole responsibility of complying with the requirements of any applicable Hartland Township Ordinance notwithstanding the signature or approval of any employee(s) or official(s) of Hartland Township and that Hartland Township is not bound to recognize the approval of other action of any such employee(s) or official(s) which is not in compliance with any applicable Hartland Township Ordinance.</p> <p>We the undersigned, give permission for representatives of the Township of Hartland to enter the property to inspect the set-up, activity and clean-up for compliance with the Special Event Permit.</p>					
Applicant Signature		Hati Chuba		Date	4/15/22
Owners Signature		Emmalyn M. Shaw		Date	3/26/22

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

Planning & Zoning																											
<table border="0"> <tr> <td></td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Special Event Inspection Complete</td> <td></td> <td></td> </tr> <tr> <td>Date: _____</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Access Requirements Met</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Sign Requirements Met</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Certificate of Insurance</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Indemnification Certificate</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Checklist Items Provided/Completed</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="3">Planning: _____ Date: _____</td> </tr> </table>		Yes	No	Special Event Inspection Complete			Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	Access Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>	Sign Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>	Indemnification Certificate	<input type="checkbox"/>	<input type="checkbox"/>	Checklist Items Provided/Completed	<input type="checkbox"/>	<input type="checkbox"/>	Planning: _____ Date: _____		
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Checklist Items Provided/Completed	<input type="checkbox"/>	<input type="checkbox"/>																									
Planning: _____ Date: _____																											
Treasurer																											
<p>This application is valid when signed by the cashier at the Treasurer's Office confirming payment of fees as noted.</p> <p>Account Number: 101-000-622.000 (Application) \$ <u>0</u></p> <p>Receipt Number: <u>NA</u></p> <p>Treasurer: <u>K. Horvath</u> Date: <u>4/11/22</u></p>																											

Code Enforcement Action: YES ☐ NO ☐

Resolved: YES ☐ NO ☐

Comment:

Fire

NEIGHBORHOOD ASSOCIATION (IF APPLICABLE)					
Neighborhood Association (Name)		Chukker Cove Home Owners Association			
Last Name	Dunbar	First	Steve	M.I.	
Street Address		833 Chukker Cove			
City	Howell	State	MI	Zip	48843
Phone	248-789-6118	E-mail Address	dunbarsp@yahoo.com		
<p>The applicant and owner acknowledge that he/she has the sole responsibility of complying with the requirements of any applicable Hartland Township Ordinance notwithstanding the signature or approval of any employee(s) or official(s) of Hartland Township and that Hartland Township is not bound to recognize the approval of other action of any such employee(s) or official(s) which is not in compliance with any applicable Hartland Township Ordinance.</p> <p>We the undersigned, give permission for representatives of the Township of Hartland to enter the property to inspect the set-up, activity and clean-up for compliance with the Special Event Permit.</p>					
Applicant Signature	Hatie Chuba			Date	4/15/22
Owners Signature	Emmalyn M. White			Date	3/26/22

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

Planning & Zoning		
	Yes	No
Special Event Inspection Complete		
Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
Access Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>
Sign Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Indemnification Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Checklist Items Provided/Completed	<input type="checkbox"/>	<input type="checkbox"/>
Planning: _____	Date: _____	
Treasurer		
This application is valid when signed by the cashier at the Treasurer's Office confirming payment of fees as noted.		
Account Number: 101-000-622.000 (Application)	\$ <u>0</u>	
Receipt Number: <u>N/A</u>		
Treasurer: <u>K. Horvath</u>	Date: <u>4/11/22</u>	

Code Enforcement Action: YES ☐ NO ☐

Resolved: YES ☐ NO ☐

Comment: _____

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

□ Description of Event:

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

4:00pm - 10:00pm

4:00 pm ~ Gates Open

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

5:30 pm ~ Parade of Ponies & Polo Match

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

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

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

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

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

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

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

Details:

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

Ticket Information

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

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

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

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

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

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

HOLD HARMLESS

FOR GOOD AND VALUABLE CONSIDERATION (the receipt and sufficiency of which is hereby irrevocably acknowledged) the undersigned hereby indemnifies and saves harmless the Hartland Township against any and all claims, demands, actions, suits, losses, costs, charges, expenses, damages and liabilities including property damage, personal injury, or death, caused by their agents, employees, officers, or any third party whatsoever which the Indemnatee may pay, sustain, suffer or incur by reason of or in connection with the Hartland Polo Classic Event June 18, 2022 or June 19, 2022. Including, without limiting the generality of the foregoing, all costs and expenses (including legal expenses) incurred in connection with any such loss or damage.

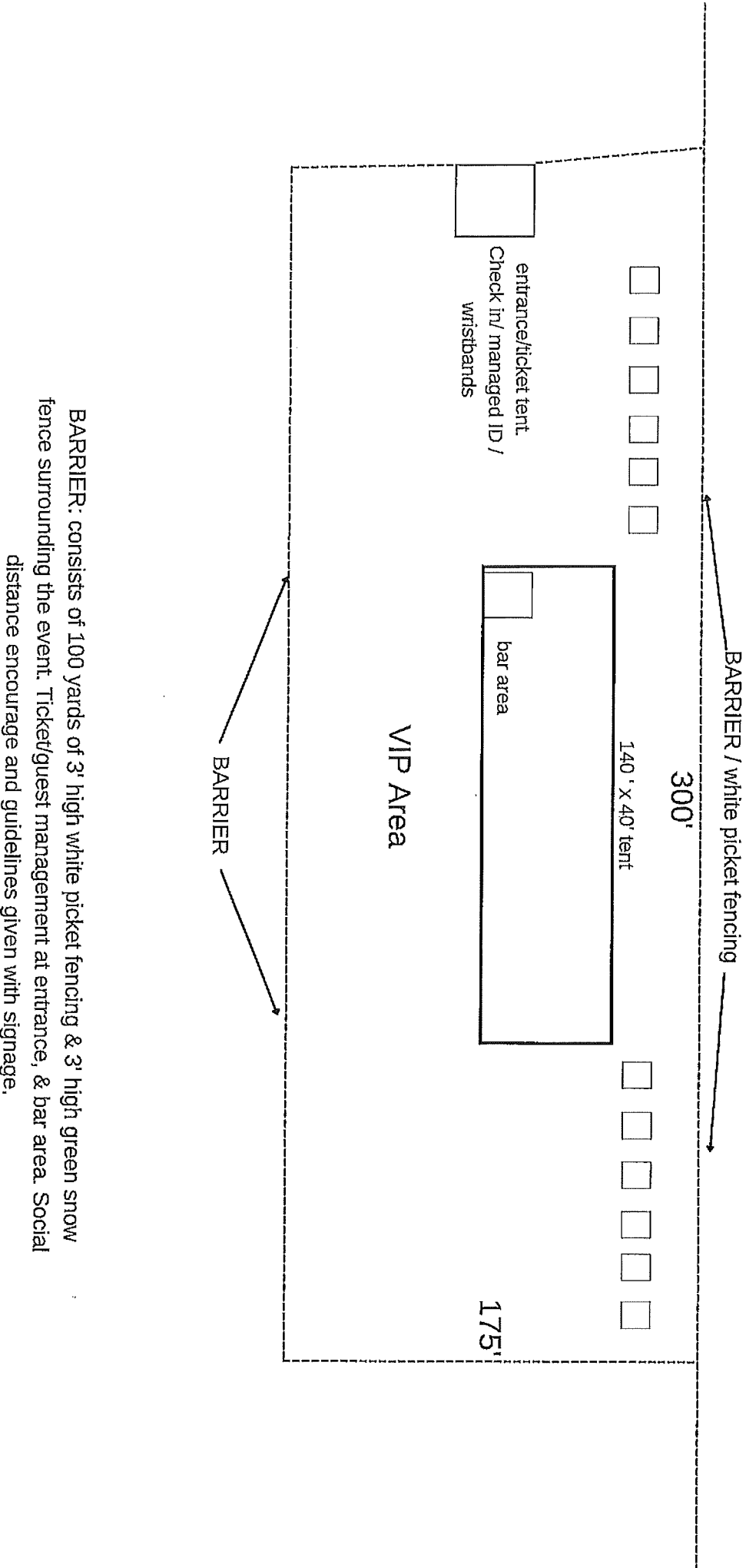
Signed: _____



Katie Chuba
Executive Director
Hartland Area Chamber of Commerce

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

POLO Field



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

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

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





HARTARE-02

HJOSEPH

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/14/2022

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

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

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

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

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

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

CERTIFICATE HOLDER

CANCELLATION

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

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director

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

Date: April 27, 2022

Recommended Action

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

Discussion

Applicant: Hartland Township

Site Description

The Hartland Towne Square Planned Development (PD) is located north of Highland Road (M-59) and west of Clark Road in Section 21 of Hartland Township. The entire planned development is approximately 81.34 acres in size and is comprised of multiple parcels. Hartland Towne Square PD is zoned PD (Planned Development) and was approved in 2008 under SP #429F.

Request

The Planning Department has been made aware that the 7th Amendment to the Planned Development Agreement for Hartland Towne Square PD was revised recently without notification to the Township. The request is to modify the 7th Amendment, which was originally approved by the Township in 2019, as part of SP #19-002 (Panda Express). The Planning Department presented this document to the Planning Commission for their consideration at the April 14, 2022 regular meeting. The Planning Commission recommended approval of this amendment.

Overview and Background Information

The Hartland Towne Square Planned Development was approved by the Township on March 18, 2008, under SP #429F. The approved plans for PD include the Planned Development Agreement (the “Agreement”), the Pattern Book for Hartland Towne Square (site design standards), and the Final Plan (detailed site and landscape plans). Together these documents, and applicable zoning standards, provide the development standards for Hartland Towne Square PD. Eight amendments to the PD have occurred between 2008 and 2019 as outlined below:

1st Amendment

The first amendment to the PD was approved on July 1, 2008. The Agreement, Final Plan (Amended Final Plan, dated June 18, 2008), and Pattern Book (Rev. NO. 3 dated June 18, 2008) were updated in conjunction with the construction of Meijer’s.

2nd Amendment

The second amendment to the PD was approved on August 6, 2008 which facilitated the granting of certain alternate access easements within the PD site. The second amendment did not require changes to the previously approved site plans (Amended Final Plan) or Pattern Book.

3rd Amendment

On January 20, 2009, the third amendment to the PD Agreement was approved. The text of Paragraph 21 of the PD Agreement (Integration) was amended to establish the required signatories of any amendment to the PD Agreement. Changes to the Amended Final Plan and Pattern Book were not required.

4th Amendment

The fourth amendment was approved on March 30, 2009, which amended the text of Paragraph 14.3 of the Agreement as it related to the newly configured Hartland Road and the granting of the Highway Easement to the Livingston County Road Commission. Changes to the Amended Final Plan and Pattern Book were not required.

5th Amendment

On August 4, 2010, the fifth amendment was approved. The text of Paragraphs 2 (Intent) and Section 6.6.4 (Signs) were amended to provide for the incorporation of approved amendments to the Agreement into the Final Plan and to provide for the relocation of and replacement of a directional sign to direct traffic to businesses on Rovey Drive. Drawings of the directional sign and revised site plans showing the location of the sign are incorporated into the fifth amendment document and as part of Sign Application #715. The Amended Final Plan and Pattern Book were not formally amended.

6th Amendment

On February 7, 2017, the Township Board approved the sixth amendment, which amended the wall sign standards as outlined in the Hartland RAMCO Planned Development Agreement (Section 6.6.3) and Hartland Towne Square Pattern Book (Page 28), under Site Plan Application #439A.

7th Amendment

On March 5, 2019, the Township Board approved Site Plan #19-002, a request to construct Panda Express which has one (1) drive through window and is located on Outlot #8. Under that same request, an amendment to the Planned Development (PD) Agreement for the Hartland Township Square PD, was approved, specifically Paragraph 3.1.16., to permit up to three (3) drive-through restaurants and a total of eight (8) drive-through businesses. This was considered the 7th Amendment to the PD Agreement.

Previously, the PD Agreement permitted drive-through service for up to seven (7) establishments, with two (2) allotted for restaurants. The language in the original PD Agreement allowed for one (1) drive through for a bagel, donut, or coffee shop, however this language was not amended in 2019. As background information, Tim Horton's is considered a drive-through donut/coffee shop.

The approval of the 7th Amendment allowed for Panda Express, as the third drive-through restaurant in the Planned Development, with Culver's and Taco Bell being the other drive-through restaurants. However, the 7th Amendment was never executed because Meijer and RAMCO, now known as RPT, were having some disagreement on this development. The Planning Director reached out to Meijer to learn more about that disagreement and whether it would impact the proposed restaurant with a drive-through. After learning that Meijer did not have any material concerns with the proposed restaurant, and being of the opinion that the disagreement would be amicably resolved in the near future, the Planning Department proceeded with the restaurant project.

8th Amendment

On September 19, 2019, the Township Board approved the request to amend the Planned Development (PD) Agreement and Pattern Book for the Hartland Towne Square PD as the 8th Amendment. This request was initiated by the Planning Department to address several concerns in the planned development, that had come to staff's attention via several parties.

The 8th Amendment established guidelines for the on-going maintenance of private roads withing the development; allowed for improvements to the existing development monument sign at the northwest corner of Hartland Road and Highland Road; allowed for two (2) additional ground signs along Highland Road; allowed selective tree removals along the berm on Highland Road (near Culver's restaurant); adjusted the lighting standards for parking lot lighting (light pole style); and eliminated the restriction on the number of drive-through establishments. In particular, Section 3.1.16 was amended to read as follows:

“Drive through service shall be permitted within the Development upon approval thereof by the Township Planning Commission.”

The document further states:

Any drive through service currently existing in the Development and/or previously approved by the Township (prior to the date of this Eighth Amendment) shall be permitted (along with any restoration, repair and/or replacement thereof).

The intent of the 8th Amendment, regarding drive-through service establishments, was to eliminate the restriction on the number of drive-through services and thus avoid future amendments to the PD Agreement when new drive-through businesses want to locate in Hartland Towne Square. The 8th Amendment has not been executed, for the same reasons that the 7th Amendment has not been executed.

Other History

Currently, Hartland Towne Square includes the following businesses: Meijer's, Taco Bell, Belle Tire, Tim Horton's/Cold Stone Creamery, Culver's, Emagine Theatre, and Panda Express. On January 25, 2018, the Planning Commission approved Site Plan Application #17-019, a request to construct an approximate 2,900 square foot Flagstar Bank, with three (3) drive-through windows, to be located at the northwest corner of Hartland Road and Highland Road (M-59), on Outlot #10. The project did not move forward.

On Thursday, October 14, 2021, the Township Planning Commission approved Site Plan #21-014, a request to amend the previously approved plans for Hartland Towne Square Planned Development (PD), to construct an approximate 7,980 square foot multi-tenant building with one (1) drive-through window for a coffee shop, on Outlots #10 and #11. The project is in the process of moving toward the construction stage. Under the 8th Amendment to the PD Agreement, the restriction on the number of drive-through establishments was eliminated, thus adding another drive-through establishment in the development was not a concern.

The applicant's attorney for Site Plan #21-014 was not happy with the disagreement between Meijer and RPT (formerly RAMCO) and wanted to get the 7th and 8th Amendment executed before the project moved any further. The Planning Director established a meeting with Meijer and the applicant's attorney. Ultimately, Meijer would only agree to execute a modified 7th Amendment, which explains why the Township is processing a revised 7th Amendment.

Approval Procedure

The amendment to the PD Agreement requires the Planning Commission to make a recommendation to the Township Board. The Township Board has the final approval.

Summary of the Request

The request is to amend the original language of the 7th Amendment, as approved in 2019, to modify the number of drive-through service establishments. The document has been signed but has not been recorded at the County Register of Deeds. As background information, drive-through service is a Permitted Use in the Hartland Towne Square PD, as outlined in the original PD Agreement under Paragraph 3.1.16.

For comparison purposes, the 7th Amendment, as approved under SP #19-002, and the proposed 7th Amendment, are provided, using the relevant sections of each version. The number of drive-through services are noted in **bold** in each document in order to highlight the differences.

A summary chart is provided at the end of this section, that compares drive-through establishments under the original PD Agreement and subsequent amendments.

Seventh Amendment to Planned Development Agreement (language as approved under SP #19-002)

- D. *The purpose of this Seventh Amendment is to amend the text of paragraph 3.1.16 to permit **one additional drive through for a restaurant**, to amend and supplement the Final Plan for the Development to allow for such and incorporate each of the site plan attached hereto as Exhibit B and the plan sheet page attached hereto as Exhibit C into the Pattern Book and the Final Plan.*

NOW, THEREFORE, it is hereby agreed as follows:

1. *Capitalized terms used in this Seventh Amendment that are not defined herein shall have the meanings given to them in the Agreement.*
2. *Paragraph 3.1.16 of the Agreement provides as follows:*

*“Drive through service shall be permitted for up to **seven** establishments within the Development including one drive through for Major A, one for Major B, two for non-restaurant uses, **two for restaurants and one drive through for a bagel, donut or coffee shop.**”*
3. *Upon execution and recording of this Seventh Amendment of the Agreement, the original Paragraph 3.1.16 will be superseded and amended as follows:*

*“Drive through service shall be permitted for up to **eight** establishments within the Development including one drive through for Major A, one for Major B, two for non-restaurant uses, **three for restaurants and one drive through for a bagel, donut or coffee shop.**”*
4. *In the event of any conflict between the terms of the Agreement and this Amendment, the terms of this Amendment shall govern and control. This Seventh Amendment to the Agreement shall be recorded with the Livingston County Register of Deeds.*

Proposed Seventh Amendment to Planned Development Agreement (SP #22-005)

- D. *The purpose of this Seventh Amendment is to amend the text of paragraph 3.1.16 to permit **one additional drive through for a bagel, donut, or coffee shop for that portion of the Development***

commonly known as Outlots 10 and 11, to amend and supplement the Final Plan for the Development as necessary to allow for such.

NOW, THEREFORE, it is hereby agreed as follows:

1. *Capitalized terms used in this Seventh Amendment that are not defined herein shall have the meanings given to them in the Agreement.*

2. *Paragraph 3.1.16 of the Agreement provides as follows:*

*“Drive through service shall be permitted for up to **seven** establishments within the Development including one drive through for Major A, one for Major B, two for non-restaurant uses, **two for restaurants and one drive through for a bagel, donut or coffee shop.**”*

3. *Upon execution and recording of this Seventh Amendment of the Agreement, the original Paragraph 3.1.16 will be deleted in its entirety and superseded and replaces as follows:*

*“Drive through service shall be permitted for up to **eight** establishments within the Development including one drive through for Major A, one for Major B, two for non-restaurant uses, **two for restaurants and two drive through(s) for bagel, donut or coffee shops, with one reserved for the development of Outlots 10 and 11.**”*

4. *In the event of any conflict between the terms of the Agreement and this Amendment, the terms of this Amendment shall govern and control. This Seventh Amendment to the Agreement shall be recorded with the Livingston County Register of Deeds.*

Following is chart that summarizes the drive-through service allotments as provided in the original PD Agreement and subsequent amendments:

PD Agreement	Total number of drive-through services	Number of drive-through for restaurants	Number of drive-through for bagel, donut of coffee shop
Original PD Agreement	7	2	1
7 th Amendment (2019) - appr'd under SP #19-002	8	3	1
Proposed 7 th Amendment (2022)	8	2	2 – with one reserved for Outlots #10 and #11
8 th Amendment (Approved in 2019)	Drive-through service subject to approval of the Planning Commission	NA	NA

In summary, the proposed 7th Amendment, as written, permits up to eight (8) drive-through service establishments; has decreased the number of drive-through restaurants from three (3) to two (2); and has increased the number of drive-through establishments for a bagel, donut, or coffee shop from one (1) to (2) establishments, in comparison with the 7th Amendment approved in 2019. The proposed 7th Amendment further states that one (1) drive-through service for a bagel, donut, or coffee shop is reserved for the development on Outlots #10 and #11. Tim Horton's is the other coffee shop establishment with a drive-through service.

Of note, the proposed 7th Amendment only allows for two (2) restaurants with drive-through service establishments and currently there are three (3) restaurants with drive-through service: Culver's, Taco Bell, and Panda Express. The 8th Amendment eliminates the restriction on the number of drive-through establishments and requires drive-through service to be approved by the Planning Commission. This document has not been signed nor recorded; however, elements of that document have already been implemented within the PD. One could argue that the 8th Amendment is applicable regarding future drive-through establishments, specifically that the former limitations have been removed.

Hartland Township DPW Review

No comments at this time.

Township Engineer's Review

No comments at this time.

Hartland Deerfield Fire Authority Review

No comments at this time.

Attachments:

1. 7th Amendment to Planned Development Agreement (SP #19-002) – PDF version
2. Proposed 7th Amendment to Planned Development Agreement (SP #22-005) – PDF version
3. 8th Amendment to the Planned Development Agreement (2019)– PDF version

T:\PLANNING DEPARTMENT\PLANNING COMMISSION\2022 Planning Commission Activity\Site Plan Applications\SP #22-005 Hartland Towne Sq PD amend 7th Amendment\Staff reports\Township Board\SP #22-005 staff report TB 04.27.2022.docx

SEVENTH AMENDMENT TO PLANNED DEVELOPMENT AGREEMENT

RAMCO HARTLAND

THIS SEVENTH AMENDMENT ("Seventh Amendment") is made this ____ day of _____, 20__, by and among **TOWNSHIP OF HARTLAND**, a Michigan municipal corporation ("Township"), 2655 Clark Road, Hartland, Michigan 48353, **RAMCO RM HARTLAND SC LLC, and RAMCO RM HARTLAND DISPOSITION LLC**, Delaware limited liability companies (the two latter entities are collectively referred to as "Ramco"), with offices at 31500 Northwestern Highway, Suite 300, Farmington Hills, Michigan 48334, and **MEIJER REALTY COMPANY**, a Michigan corporation ("Meijer"), whose mailing address is 2929 Walker Avenue, N.W., Grand Rapids, Michigan 49544.

RECITALS:

- A. On March 28, 2008, the Township and Ramco's predecessor in interest RAMCO HARTLAND, LLC ("Ramco Hartland") entered into a Planned Development Agreement (the "Agreement") for the development of real property located in Hartland Township, Livingston County, Michigan (the "Land"), known as the Hartland Towne Square Shopping Center (the "Development"). The Land is further described in Exhibit A attached hereto and made a part of this Seventh Amendment.
- B. The Agreement was recorded as Instrument No. 2008R-011710, Livingston County Records, on April 10, 2008, and the Agreement has since been amended by six (6) separate amendments, all of which have been recorded in the Livingston County Records (as used herein, the term Agreement shall include all such six (6) amendments).
- C. Ramco, Township and Meijer are the current parties to the Agreement.
- D. The purpose of this Seventh Amendment is to amend the text of paragraph 3.1.16 to permit one additional drive through for a restaurant, to amend and supplement the Final Plan for the Development to allow for such and incorporate each of the site plan attached hereto as Exhibit B and the plan sheet page attached hereto as Exhibit C into the Pattern Book and the Final Plan.

NOW, THEREFORE, it is hereby agreed as follows:

1. Capitalized terms used in this Seventh Amendment that are not defined herein shall have the meanings given to them in the Agreement.

2. Paragraph 3.1.16 of the Agreement provides as follows:

“Drive through service shall be permitted for up to seven establishments within the Development including one drive through for Major A, one for Major B, two for non-restaurant uses, two for restaurants and one drive through for a bagel, donut or coffee shop.”

3. Upon execution and recording of this Seventh Amendment of the Agreement, the original Paragraph 3.1.16 will be superseded and amended as follows:

“Drive through service shall be permitted for up to eight establishments within the Development including one drive through for Major A, one for Major B, two for non-restaurant uses, three for restaurants and one drive through for a bagel, donut or coffee shop.”

4. In the event of any conflict between the terms of the Agreement and this Amendment, the terms of this Amendment shall govern and control. This Seventh Amendment to the Agreement shall be recorded with the Livingston County Register of Deeds.

IN WITNESS WHEREOF, the parties have caused this Seventh Amendment to be executed and delivered on the day and year first above written.

[SIGNATURES ON THE FOLLOWING PAGES]

TOWNSHIP OF HARTLAND

By: _____
William J. Fountain
Its: Supervisor

STATE OF MICHIGAN)
) ss.
COUNTY OF LIVINGSTON)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by William J. Fountain the Supervisor of the Township of Hartland, on behalf of the Township.

Print Name: _____
Notary Public, State of _____,
County of _____
My Commission Expires: _____
Acting in the County of _____

RAMCO RM HARTLAND DISPOSITION LLC,
a Delaware limited liability company

By: _____
Name: _____
Its: _____

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

The foregoing instrument was acknowledged before me this ____ day of _____,
20__, by _____ the _____ of Ramco RM
Hartland Disposition LLC, a Delaware limited liability company, on behalf of the company.

Print Name: _____
Notary Public, State of _____,
County of _____
My Commission Expires: _____
Acting in the County of _____

RAMCO RM HARTLAND SC LLC,
a Delaware limited liability company

By: _____
Name: _____
Its: _____

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

The foregoing instrument was acknowledged before me this ____ day of _____,
20__, by _____ the _____ of Ramco RM
Hartland SC LLC, a Delaware limited liability company, on behalf of the company.

Print Name: _____
Notary Public, State of _____,
County of _____
My Commission Expires: _____
Acting in the County of _____

MEIJER REALTY COMPANY,
a Michigan corporation

By: _____
Name: _____
Its: _____

"Meijer"

STATE OF MICHIGAN)
) SS
COUNTY OF _____)

The foregoing was acknowledged before me this ____ day of _____, 20__, by
_____, the _____ of Meijer Realty Company, a Michigan
corporation, on behalf of the corporation.

Print Name: _____
Notary Public, State of _____
County of _____
My Commission Expires: _____
Acting in the County of _____

Prepared by and when recorded return to:

EXHIBIT A

Land Description

LEGAL DESCRIPTION:

HARTLAND TOWNE SQUARE
Combined Properties
As surveyed by Professional Engineering Associates, Inc.

Part of the South 1/2 of Section 21, T3N, R6E, Hartland Township, Livingston County, Michigan, being more particularly described as:

Commencing at the South 1/4 corner of Section 21, T3N, R6E, Hartland Township, Livingston County, Michigan; thence N 02°55'00" W 214.93 feet along the North-South 1/4 line of Section 21 (as monumented); thence N 80°05'11" E 529.37 feet along the Northerly Right-of-Way of Highland Road (M-59) to the POINT OF BEGINNING; thence along the easterly line of US-23 the following five courses: 1) N 66°13'25" W 108.17 feet; 2) S 80°05'11" W 158.31 feet; (3) 136.40 feet along the arc of a curve to the left, said curve having a radius of 346.97 feet, a central angle of 22°31'25", a chord bearing of N 29°06'21" W, 135.52 feet; (4) N 40°22'05" W 692.64 feet; (5) 604.40 feet along the arc of a curve to the right, said curve having a radius of 1944.86 feet, a central angle of 17°48'21", a chord bearing of N 31°27'55" W, 601.97 feet; thence 189.31 feet along the arc of a curve to the left being along the southerly line of the proposed relocated Hartland Road, said curve having a radius of 235.50 feet, a central angle of 46°03'32", a chord bearing of S 47°25'28" E, 184.26 feet; thence 304.65 feet along the arc of a curve to the right, said curve having a radius of 1874.86 feet, a central angle of 09°18'36", with a chord bearing of N 23°01'23" W, 304.31 feet, being along the east line of the existing Hartland Road (70' wide); thence continuing along said easterly line of Hartland Road N 18°22'05" W 647.71 feet; thence N 89°09'29" E 1103.52 feet; thence N 44°09'29" E 30.85 feet; thence N 89°09'29" E 817.53 feet to the West line of the Northeast 1/4 of the Southeast 1/4 of Section 21; thence along said West line N 02°54'15" W 27.13 feet to the South line of the North 363 feet of the Northeast 1/4 of the Southeast 1/4 of Section 21; thence along said South line, N 88°38'34" E 500.24 feet; thence S 42°14'57" W 473.50 feet; thence S 02°45'03" E 219.15 feet; thence S 19°29'17" E 215.48 feet; thence S 34°19'18" E 247.80 feet to the North line of the South 1/2 of the Southeast 1/4 of Section 21; thence S 88°50'36" W 191.66 feet; thence S 02°44'28" E 422.76 feet; thence N 80°04'36" E 450.00 feet; thence S 61°23'57" E 172.19 feet; thence N 75°35'36" E 553.03 feet to the East line of Section 21 and the centerline of Clark Road (66 ft. wide); thence S 02°53'39" E 297.56 feet along the East line of said Section 21 to the north line of Highland Road (M-59); thence along the North line of said M-59 S 80°04'54" W 12.10 feet; thence 440.14 feet along a curve to the left, said curve having a radius of 3879.72 feet, a central angle of 06°30'00", a chord bearing of S 76°49'54" W, 439.90 feet; thence S 73°34'54" W 252.78 feet; thence 151.87 feet along a curve to the right, said curve having a radius of 5669.58 feet, a central angle of 01°32'05", a chord bearing of S 74°20'56" W, 151.87 feet; thence N 02°44'28" W 360.82 feet; thence S 80°04'36" W 300.00 feet to the East line of the West 5 acres of the Southeast 1/4 of the Southeast 1/4 of Section 21; thence S 88°56'11" W 145.63 feet; thence S 42°15'32" W 76.95 feet; thence S 02°44'28" E 375.42 feet to the northerly line of Highland Road (M-59); thence S 80°05'11" W 737.24 feet to the POINT OF BEGINNING. Containing 84.59 acres.

1. Capitalized terms used in this Seventh Amendment that are not defined herein shall have the meanings given to them in the Agreement.

2. Paragraph 3.1.16 of the Agreement currently provides as follows:

“Drive through service shall be permitted for up to seven establishments within the Development including one drive through for Major A, one for Major B, two for non-restaurant uses, two for restaurants and one drive through for a bagel, donut or coffee shop.”

3. Upon execution and recording of this Seventh Amendment of the Agreement, the original Paragraph 3.1.16 will be deleted in its entirety and superseded and replaced as follows:

“Drive through service shall be permitted for up to eight establishments within the Development including one drive through for Major A, one for Major B, two for non-restaurant uses, two for restaurants and two drive through(s) for bagel, donut or coffee shops, with one reserved for the development of Outlots 10 and 11.”

4. In the event of any conflict between the terms of the Agreement and this Seventh Amendment, the terms of this Seventh Amendment shall govern and control. This Seventh Amendment to the Agreement shall be recorded with the Livingston County Register of Deeds.

IN WITNESS WHEREOF, the parties have caused this Seventh Amendment to be executed and delivered on the day and year first above written.

[SIGNATURES ON THE FOLLOWING PAGES]

SEVENTH AMENDMENT TO PLANNED DEVELOPMENT AGREEMENT

RAMCO HARTLAND

THIS SEVENTH AMENDMENT ("Seventh Amendment") is made this 15th day of March, 2022, by and among **TOWNSHIP OF HARTLAND**, a Michigan municipal corporation ("Township"), 2655 Clark Road, Hartland, Michigan 48353, **RAMCO RM HARTLAND SC LLC**, and **RAMCO RM HARTLAND DISPOSITION LLC**, Delaware limited liability companies (the two latter entities are collectively referred to as "Ramco"), with offices at 31500 Northwestern Highway, Suite 300, Farmington Hills, Michigan 48334, and **MEIJER REALTY COMPANY**, a Michigan corporation ("Meijer"), whose mailing address is 2929 Walker Avenue, N.W., Grand Rapids, Michigan 49544.

RECITALS:

- A. On March 28, 2008, the Township and Ramco's predecessor in interest **RAMCO HARTLAND, LLC** ("Ramco Hartland") entered into a Planned Development Agreement (the "Agreement") for the development of real property located in Hartland Township, Livingston County, Michigan (the "Land"), known as the Hartland Towne Square Shopping Center (the "Development"). The Land is further described in Exhibit A attached hereto and made a part of this Seventh Amendment.
- B. The Agreement was recorded as Instrument No. 2008R-011710, Livingston County Records, on April 10, 2008, and the Agreement has since been amended by six (6) separate amendments, all of which have been recorded in the Livingston County Records (as used herein, the term "Agreement" shall include all such six (6) amendments).
- C. Ramco, Township and Meijer are the current parties to the Agreement.
- D. The purpose of this Seventh Amendment is to amend the text of paragraph 3.1.16 to permit one additional drive through for a bagel, donut or coffee shop for that portion of the Development commonly known as Outlots 10 and 11, to amend and supplement the Final Plan for the Development as necessary to allow for such.

NOW, THEREFORE, it is hereby agreed as follows:

TOWNSHIP OF HARTLAND

By: [Signature]
William J. Fountain
Its: Supervisor

STATE OF MICHIGAN)
) ss.
COUNTY OF LIVINGSTON)

The foregoing instrument was acknowledged before me this 21st day of March, 2022, by William J. Fountain the Supervisor of the Township of Hartland, on behalf of the Township.

[Signature]
Print Name: LARRY N. CIOEK
Notary Public, State of MICHIGAN,
County of LIVINGSTON
My Commission Expires: 09-19-2024
Acting in the County of LIVINGSTON



RAMCO RM HARTLAND DISPOSITION LLC,
a Delaware limited liability company

By: _____
Name: _____
Its: _____

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

The foregoing instrument was acknowledged before me this ____ day of March,
2022, by _____ the _____ of Ramco RM
Hartland Disposition LLC, a Delaware limited liability company, on behalf of the company.

Print Name: _____
Notary Public, State of _____,
County of _____
My Commission Expires: _____
Acting in the County of _____

MEIJER REALTY COMPANY,
a Michigan corporation

By: [Signature]
Name: Michael Flickinger
Its: Vice President-Real Estate

"Meijer"

Legal AM
Bus. ML
Bus. KA

STATE OF MICHIGAN)
) SS
COUNTY OF KENT)

The foregoing was acknowledged before me this 16th day of March, 2022, by
Michael Flickinger, the Vice President-Real Estate of Meijer Realty Company, a Michigan
corporation, on behalf of the corporation.

[Signature]
Print Name: _____
Notary Public, State of _____
County of _____
My Commission Expires: _____
Acting in the County of _____

LARAE B STEIGENGA -NOTARY PUBLIC - STATE OF MICHIGAN COUNTY OF OTTAWA My Commission Expires February 17, 2023 Acting in Kent County, MI

Prepared by and when recorded return to:

18461:00085:4050372-1

{01690688.DOCX;2 }

RAMCO RM HARTLAND SC LLC,
a Delaware limited liability company

By:
Name:
Its: _____

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

The foregoing instrument was acknowledged before me this ____ day of March,
2022, by _____ the _____ of Ramco RM
Hartland SC LLC, a Delaware limited liability company, on behalf of the company.

Print Name: _____
Notary Public, State of _____,
County of _____
My Commission Expires: _____
Acting in the County of _____

EXHIBIT A

HARTLAND TOWNSHIP BOARD OF TRUSTEES LIVINGSTON COUNTY, MICHIGAN ZONING MAP AMENDMENT NO. _____

THE TOWNSHIP OF HARTLAND ORDAINS:

Section 1. Amendment of Township Zoning Map. Amend the Zoning Map from HDR (High Density Residential) and CA (Conservation Agricultural) to PD (Planned Development for Tax Parcel Number 4708-26-100-020, which consists of approximately 27.14 acres, located south of Cundy Road, west of Pleasant Valley Road, and west of Hartland Glen Lane, in Section 26 of Hartland Township.

Section 2. Validity and Severability. Should any portion of this Ordinance be found invalid for any reason, such holding shall not be construed as affecting the validity of the remaining portions of this Ordinance.

Section 3. Repealer Clause. Any ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 4: Effective Date. This Ordinance shall become effective immediately following publication.

EIGHTH AMENDMENT TO PLANNED DEVELOPMENT AGREEMENT

RAMCO HARTLAND

THIS EIGHTH AMENDMENT ("Eighth Amendment") is made this ____ day of _____, 20__, by and among **TOWNSHIP OF HARTLAND**, a Michigan municipal corporation ("Township"), 2655 Clark Road, Hartland, Michigan 48353, **RAMCO RM HARTLAND SC LLC**, and **RAMCO TRS LLC** (as successor-by-merger with RAMCO RM HARTLAND DISPOSITION LLC), Delaware limited liability companies (the two latter entities are collectively referred to as "Ramco"), with offices at 31500 Northwestern Highway, Suite 300, Farmington Hills, Michigan 48334, and **MEIJER REALTY COMPANY**, a Michigan corporation ("Meijer"), whose mailing address is 2929 Walker Avenue, N.W., Grand Rapids, Michigan 49544.

RECITALS:

- A. On March 28, 2008, the Township and Ramco's predecessor in interest RAMCO HARTLAND, LLC ("Ramco Hartland") entered into a Planned Development Agreement (the "Agreement") for the development of real property located in Hartland Township, Livingston County, Michigan (the "Land"), known as the Hartland Towne Square Shopping Center (the "Development"). The Land is further described in Exhibit A attached hereto and made a part of this Eighth Amendment.
- B. The Agreement was recorded as Instrument No. 2008R-011710, Livingston County Records, on April 10, 2008, and the Agreement has since been amended by seven (7) separate amendments, all of which have been recorded in the Livingston County Records (as used herein, the term Agreement shall include all such seven (7) amendments).
- C. Ramco, Township and Meijer are the current parties to the Agreement.
- D. The purpose of this Eighth Amendment is to amend the text of Paragraph 6.2 to provide for the ongoing maintenance of private roads within the Development by Ramco, and to provide for the additional amendments set forth herein.

NOW, THEREFORE, it is hereby agreed as follows:

1. Capitalized terms used in this Eighth Amendment that are not defined herein shall have the meanings given to them in the Agreement.

2. Paragraph 6.2 of the Agreement provides as follows:

“Internal Traffic Circulation. The Development shall be served by an internal integrated drive, aisle, parking, and pedestrian network. The general alignment for the internal traffic system is specified in the Final Plan, but may be revised pursuant to Section 29.08, as amended, of the Hartland Township Zoning Ordinance depending upon the needs and timing of the uses developed at the time of final site plan approvals.”

3. Upon execution and recording of this Eighth Amendment of the Agreement, the original Paragraph 6.2 will be superseded and amended as follows:

“Internal Traffic Circulation. The Development shall be served by an internal integrated drive, aisle, parking, and pedestrian network. The general alignment for the internal traffic system is specified in the Final Plan, but may be revised pursuant to Section 3.1.18.H., as amended, of the Hartland Township Zoning Ordinance depending upon the needs and timing of the uses developed at the time of final site plan approvals. Ramco shall be responsible for ongoing maintenance, repair and replacement, including snow removal, of the portions of Rovey Drive and Hartland Towne Square Drive that are located within the Land, as shown on the Final Plan as it may be amended from time to time in accordance with the terms hereof (to the extent the same are not or do not become public roads). Such ongoing maintenance, repair and replacement, and snow removal shall be generally consistent with the applicable public road requirements of the Livingston County Road Commission, as set forth in its “Specifications for Plat Development” adopted by the Board of County Road Commissioner on May 23, 1991, effective May 24, 1991, and last revised September 23, 2010.”

4. Paragraph 3.1.16 of the Agreement provides as follows:

“Drive through service shall be permitted for up to seven establishments within the Development including one drive through for Major A, one for Major B, two for non-restaurant uses, two for restaurants and one drive through for bagel, donut or coffee shop.”

5. Upon execution and recording of this Eighth Amendment of the Agreement, original Paragraph 3.1.16 of the Agreement will be superseded and amended as follows:

“Drive through service shall be permitted within the Development upon approval thereof by the Township’s Planning Department, or other Township department or official with authority to approve building plans, such approval not to be unreasonably conditioned, withheld or delayed.”

Any drive through service currently existing in the Development and/or previously approved by the Township (prior to the date of this Eighth Amendment) shall be permitted (along with any restoration, repair and/or replacement thereof).

6. Ramco or Meijer, or either party's designee, shall have the right to remodel/reconstruct the Monument Sign located proximate to the intersection of Highland Road (M-59) and (relocated) Hartland Road in the location shown on the Final Plan, consistent with the design attached hereto as Exhibit B and made a part hereof. The party that elects to perform such remodel/reconstruction shall do so at its sole cost and expense (subject to any reimbursement and/or other terms and conditions set forth in any separate agreement binding on such party) and in compliance with the Agreement (as amended) and all applicable laws, and such party shall coordinate such work with any other party who has the right to maintain a panel on such sign.

7. The Township approves two (2) new ground signs along Highland Road (M-59), generally located at each of the entrances to the land known as Hartland Rovey Drive Four Condominium, Livingston County Condominium Subdivision Plan No. 382, as established that certain Master Deed dated May 11, 2009 and recorded with the Register of Deeds of Livingston County, Michigan, as Instrument Number 2009R-013719, as amended (the "Condominium"), and shown on the Final Plan, consistent with the design attached hereto as Exhibit C and made a part hereof (and which is hereby approved and added to and incorporated into the Pattern Book and the Final Plan). The party that elects to construct either such new ground sign shall do so at its sole cost and expense (subject to any reimbursement and/or other terms and conditions set forth in any separate agreement binding on such party) and in compliance with the Agreement (as amended) and all applicable laws, and such party shall coordinate such work with any other party who has the right to maintain a panel on such sign. Such two (2) new ground signs shall only identify occupants of the Condominium.

8. The Township approves the use of LED light pole heads in the parking lot(s) in the Development consistent with the terms of Exhibit D attached hereto, which is hereby approved and added to and incorporated into the Pattern Book and the Final Plan.

9. The Pattern Book is hereby amended to allow the removal of certain pine trees along Highland Road (M-59) as shown on Exhibit E attached hereto, which is hereby approved and added to and incorporated into the Pattern Book and the Final Plan.

10. The site plan of the Development attached hereto as Exhibit F is hereby approved and added to and incorporated into the Pattern Book and the Final Plan.

11. With the written consent of the Township (not to be unreasonably withheld), Ramco may assign all of its rights and obligations under the Agreement, as amended, to another Owner provided that (i) such assignee assumes all obligations of Ramco under the Agreement, as amended, from and after such assignment, and (ii) Ramco and such assignee execute and record with the Livingston County Register of Deeds a joinder to the Agreement (as amended) or an amendment thereto confirming such assignment and assumption and thereafter deliver a copy thereof to the other parties to the Agreement (as amended). From and after such assignment and assumption, Ramco shall cease to be a party to the Agreement (as amended) and will have no further rights or obligations under the Agreement (as amended), unless, and for so long as, Ramco shall otherwise be an Owner of any portion of the Land (in which case, Ramco's rights and obligations hereunder will be limited to that of an Owner of such portion of the Land for so long as Ramco shall remain an Owner).

12. Each party agrees that, upon written request of any other party, it will deliver to the requesting party (within thirty (30) days of such request) an estoppel certificate certifying the following: (i) that the Agreement, as amended, is in full force and effect and reciting all amendments to the Agreement, (ii) that such party is not aware of any default under the Agreement, as amended, or shall recite any known default, (iii) that the requesting party is not delinquent in the payment of any sums of money under the Agreement, as amended, or shall recite any delinquent sums and the basis therefor, and (iv) such other matters as such party shall reasonably request. Each party agrees that any such estoppel certificate may be relied upon by the requesting party, any prospective buyer or tenant of any portion of the Land owned by such requesting party and/or any lender of any of the foregoing, as well as the successors and assigns of each of the foregoing.

13. In the event of any conflict between the terms of the Agreement (as previously amended) and this Eighth Amendment, the terms of this Eighth Amendment shall govern and control. This Eighth Amendment to the Agreement shall be recorded with the Livingston County Register of Deeds.

IN WITNESS WHEREOF, the parties have caused this Eighth Amendment to be executed and delivered on the day and year first above written.

[SIGNATURES ON THE FOLLOWING PAGES]

TOWNSHIP OF HARTLAND

By: _____
William J. Fountain
Its: Supervisor

STATE OF MICHIGAN)
) ss.
COUNTY OF LIVINGSTON)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by William J. Fountain the Supervisor of the Township of Hartland, on behalf of the Township.

Print Name: _____
Notary Public, State of _____,
County of _____
My Commission Expires: _____
Acting in the County of _____

RAMCO TRS LLC (as successor-by-merger with
RAMCO RM HARTLAND DISPOSITION LLC),
a Delaware limited liability company

By: _____
Name: _____
Its: _____

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

The foregoing instrument was acknowledged before me this ____ day of _____,
20__, by _____ the _____ of RAMCO
RM HARTLAND DISPOSITION LLC (as successor-by-merger with RAMCO RM
HARTLAND DISPOSITION LLC), a Delaware limited liability company, on behalf of the
company.

Print Name: _____
Notary Public, State of _____,
County of _____
My Commission Expires: _____
Acting in the County of _____

RAMCO RM HARTLAND SC LLC,
a Delaware limited liability company

By: _____
Name: _____
Its: _____

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

The foregoing instrument was acknowledged before me this ____ day of _____,
20__, by _____ the _____ of Ramco RM
Hartland SC LLC, a Delaware limited liability company, on behalf of the company.

Print Name: _____
Notary Public, State of _____,
County of _____
My Commission Expires: _____
Acting in the County of _____

MEIJER REALTY COMPANY,
a Michigan corporation

By: _____
Name: _____
Its: _____

"Meijer"

STATE OF MICHIGAN)
) SS
COUNTY OF _____)

The foregoing was acknowledged before me this ____ day of _____, 20__, by
_____, the _____ of Meijer Realty Company, a Michigan
corporation, on behalf of the corporation.

Print Name: _____
Notary Public, State of _____
County of _____
My Commission Expires: _____
Acting in the County of _____

Prepared by and when recorded return to:

Michael D. Homier, Esq.
Foster Swift Collins & Smith PC
1700 East Beltline, N.E., Suite 200
Grand Rapids, MI 49525-7044

Transfer Tax: Exempt from State Transfer Tax under MCL 207.526(a).
Exempt from County Transfer Tax under MCL 207.505(a).

18461:00085:4136461-1

EXHIBIT A

Land Description

LEGAL DESCRIPTION:

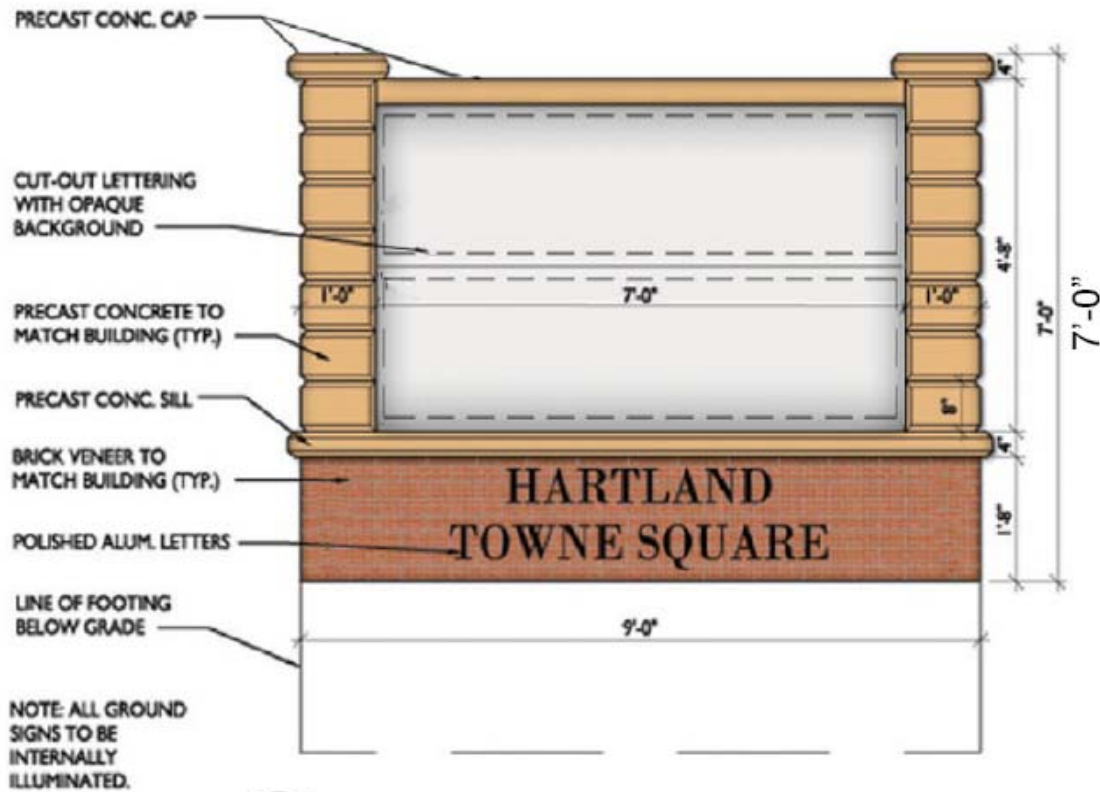
HARTLAND TOWNE SQUARE
Combined Properties
As surveyed by Professional Engineering Associates, Inc.

Part of the South 1/2 of Section 21, T3N, R6E, Hartland Township, Livingston County, Michigan, being more particularly described as:

Commencing at the South 1/4 corner of Section 21, T3N, R6E, Hartland Township, Livingston County, Michigan; thence N 02°55'00" W 214.93 feet along the North-South 1/4 line of Section 21 (as monumented); thence N 80°05'11" E 529.37 feet along the Northerly Right-of-Way of Highland Road (M-59) to the POINT OF BEGINNING; thence along the easterly line of US-23 the following five courses: 1) N 66°13'25" W 108.17 feet; 2) S 80°05'11" W 158.31 feet; (3) 136.40 feet along the arc of a curve to the left, said curve having a radius of 346.97 feet, a central angle of 22°31'25", a chord bearing of N 29°06'21" W, 135.52 feet; (4) N 40°22'05" W 692.64 feet; (5) 604.40 feet along the arc of a curve to the right, said curve having a radius of 1944.86 feet, a central angle of 17°48'21", a chord bearing of N 31°27'55" W, 601.97 feet; thence 189.31 feet along the arc of a curve to the left being along the southerly line of the proposed relocated Hartland Road, said curve having a radius of 235.50 feet, a central angle of 46°03'32", a chord bearing of S 47°25'28" E, 184.26 feet; thence 304.65 feet along the arc of a curve to the right, said curve having a radius of 1874.86 feet, a central angle of 09°18'36", with a chord bearing of N 23°01'23" W, 304.31 feet, being along the east line of the existing Hartland Road (70' wide); thence continuing along said easterly line of Hartland Road N 18°22'05" W 647.71 feet; thence N 89°09'29" E 1103.52 feet; thence N 44°09'29" E 30.85 feet; thence N 89°09'29" E 817.53 feet to the West line of the Northeast 1/4 of the Southeast 1/4 of Section 21; thence along said West line N 02°54'15" W 27.13 feet to the South line of the North 363 feet of the Northeast 1/4 of the Southeast 1/4 of Section 21; thence along said South line, N 88°38'34" E 500.24 feet; thence S 42°14'57" W 473.50 feet; thence S 02°45'03" E 219.15 feet; thence S 19°29'17" E 215.48 feet; thence S 34°19'18" E 247.80 feet to the North line of the South 1/2 of the Southeast 1/4 of Section 21; thence S 88°50'36" W 191.66 feet; thence S 02°44'28" E 422.76 feet; thence N 80°04'36" E 450.00 feet; thence S 61°23'57" E 172.19 feet; thence N 75°35'36" E 553.03 feet to the East line of Section 21 and the centerline of Clark Road (66 ft. wide); thence S 02°53'39" E 297.56 feet along the East line of said Section 21 to the north line of Highland Road (M-59); thence along the North line of said M-59 S 80°04'54" W 12.10 feet; thence 440.14 feet along a curve to the left, said curve having a radius of 3879.72 feet, a central angle of 06°30'00", a chord bearing of S 76°49'54" W, 439.90 feet; thence S 73°34'54" W 252.78 feet; thence 151.87 feet along a curve to the right, said curve having a radius of 5669.58 feet, a central angle of 01°32'05", a chord bearing of S 74°20'56" W, 151.87 feet; thence N 02°44'28" W 360.82 feet; thence S 80°04'36" W 300.00 feet to the East line of the West 5 acres of the Southeast 1/4 of the Southeast 1/4 of Section 21; thence S 88°56'11" W 145.63 feet; thence S 42°15'32" W 76.95 feet; thence S 02°44'28" E 375.42 feet to the northerly line of Highland Road (M-59); thence S 80°05'11" W 737.24 feet to the POINT OF BEGINNING. Containing 84.59 acres.

EXHIBIT B

New Monument Sign Design



COMBINED GROUND SIGN

FOR OUTLOTS 12 AND 13, 14 AND 15
ON M-59

Note:

12&13 and 14&15 combined ground signs to be located along M-59.

No addresses required on these combined ground signs

EXHIBIT C

New Ground Signs Design

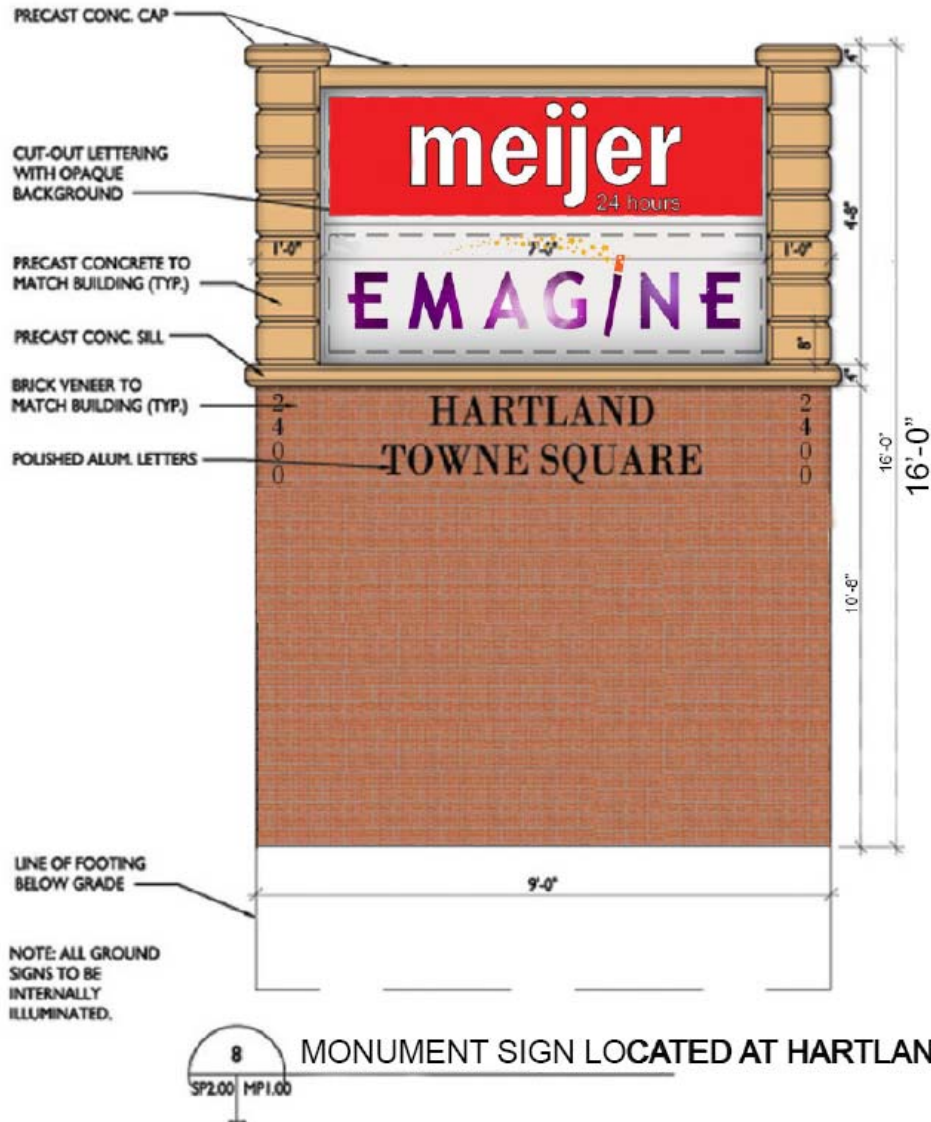



EXHIBIT D

Sheet Plan - LED Parking Lot Lighting

LED AREA LIGHTS - (XGBM)



SMARTTEC™ THERMAL CONTROL - LED drivers feature integral sensor which reduces driver current when ambient temperature exceeds rated temperature.

OCCUPANCY SENSING (IMS) - Optional integral passive infrared motion sensor activates switching of luminaires light levels. High level light is activated and increased to full brightness in 1-2 seconds upon detection of motion. Low light level (20% maximum driver current) is activated when target zone is absent of motion activity for ~2 minutes and ramps down (10-15 seconds) to low level to allow eyes time to adjust. Sensor is located on the front of optical assembly and relates with the optic. Sensor optic has a detection cone of approximately 45°. Examples of detection - occurs 30' out from a 30' mounting height pole; occurs 30' out from a 20' mounting height pole.

ENERGY SAVING CONTROL OPTIONS - DIM - 0-10 volt dimming enabled with controls by others. BLU - 0-10 volt switching responds to external line voltage signal from separate 120-277V controller or sensor (by others), with low light level decreased to 30% maximum driver current.

EXPECTED LIFE - Minimum 60,000 hours to 100,000 hours depending upon the ambient temperature of the installation location. See LSI web site for specific guidance.

LEDs - Select high-lumen LEDs in Cool White (5000K) or Neutral White (4000K) color temperature, 70 CRI.

DISTRIBUTION/PERFORMANCE - Types 3, 5, IT and ITA available - field rotatable reflectors.

HOUSING - Square, die-cast aluminum. Fully enclosed weather-tight housing contains factory pre-wired drivers and field connections.

TOP ACCESS COVER - Gasketed, hinged top-access cover provides ease of installation and allows for easy driver access. Four captive stainless-steel fasteners secure the top-access cover to the housing.

OPTICAL UNIT - Clear tempered optical grade flat glass lens sealed to aluminum housing creates an IP67 rated, sealed optical unit (drill holes pre-drilled/boreholes). Optical unit can be easily field rotated in 90° increments. Directional arrow on optics allows alignment without the unit being overhauled.

MOUNTING - 3-1/2" x 5-5/8" x 12" extruded aluminum arm mounting bracket shipped standard. Use with 5" traditional drilling pattern. Round Pole Plate (RPP2) required for mounting to 3" - 5" round poles. (See Accessory Ordering Information chart.)

ELECTRICAL - Two-stage surge protection (including surge-arrest surge protection built into electronic driver) meets IEEE C62.41 2-2002, Location Category C. Available with universal voltage power supply 120-277VAC (IE - 50/60Hz input), and 347-480VAC.

DRIVERS - Available in Low Watt (LW), Super Driver (SD) and High Output (HO) driver classes (Driver currents are factory pre-programmed). Components are fully enclosed in potting material for moisture resistance. Driver complies with FCC 47 CFR part 15 RF EMISSION standard.

OPERATING TEMPERATURE - -40°C to +50°C (-40°F to +122°F).

FINISH - Fixtures are finished with LSI's DuraCoat® polyester powder coat finishing process. The DuraCoat finish withstands extreme weather changes without cracking or peeling.

DECAL TRIMMING - LED offers optional color-coordinated decal in 6 standard colors to accent the fixture. Decals are guaranteed for five years against peeling, cracking, or fading.

WARRANTY - LSI LED fixtures carry a limited 5-year warranty.

PHOTOMETRICS - Please visit our web site at www.lsi-lighting.com for detailed photometric data.

SHIPPING WEIGHT (IN CARTON) - Fixture - 44.5 lbs (20 kg) Arm - 5 lbs (2 kg) arm

LISTING - UL listed to U.S. and Canadian safety standards. Suitable for wet locations. For a list of the specific products in this series that are ELC listed, please consult the LED Lighting section of our website or the Design Lights Catalog at www.designlights.org.

LED AREA LIGHTS - (XGBM)

LUMINAIRE ORDERING INFORMATION

TYPICAL ORDER SAMPLE: **XGBM 5 LED HQ CW UF WHT PCM**

Profile	Driver Location	Light Source	Driver Current	Color Temperature	Input Voltage	Finish	Optimised Controls	Optional Accessories
RECOR - IT - Forward Throw LED	LED	LED - Low Watt (LW) 100 - Super Driver (SD) - High Output (HO)	100 - Super Driver (SD) - High Output (HO)	5000K - Neutral White (5000K)	120 - Universal Voltage (120-277V)	Black (B), White (W), Grey (G), Silver (S), Bronze (BR), Polished (P), Clear (C), Custom (CU)	Smarttec Thermal Control, Occupancy Sensing (IMS), Energy Saving Control Options (DIM, BLU)	Smarttec Thermal Control, Occupancy Sensing (IMS), Energy Saving Control Options (DIM, BLU)

OPTIONAL ORDER SAMPLE

RECOR - IT - Forward Throw LED

LED - Low Watt (LW) 100 - Super Driver (SD) - High Output (HO)

5000K - Neutral White (5000K)

120 - Universal Voltage (120-277V)

Black (B), White (W), Grey (G), Silver (S), Bronze (BR), Polished (P), Clear (C), Custom (CU)

Smarttec Thermal Control, Occupancy Sensing (IMS), Energy Saving Control Options (DIM, BLU)

ACCESSORY ORDERING INFORMATION

(Accessories are listed separately)

Accessory	Part Number	Description
Smarttec Thermal Control	STC-001	Smarttec Thermal Control (TCC) - 120-277VAC
Occupancy Sensing (IMS)	IMS-001	Occupancy Sensing (IMS) - 120-277VAC
Energy Saving Control Options (DIM, BLU)	ESC-001	Energy Saving Control Options (DIM, BLU) - 120-277VAC

PHOTOMETRICS

1. Use with 5" traditional drilling pattern.

2. For mounting with other accessories, use DuraCoat finish. Not compatible with BLU or DIM options.

3. Requires a 5/8" diameter and standard wrench. Not compatible with BLU or DIM options.

4. Not compatible with 120V or 277V options.

5. Not compatible with occupancy sensing options. Only use with DIM options.

RECOR SIDE DRILLING (RECOR-SIDE)

1. Use with 5" traditional drilling pattern.

2. For mounting with other accessories, use DuraCoat finish. Not compatible with BLU or DIM options.

3. Requires a 5/8" diameter and standard wrench. Not compatible with BLU or DIM options.

4. Not compatible with 120V or 277V options.

5. Not compatible with occupancy sensing options. Only use with DIM options.

Project Name _____ **Fixture Type** _____ **12/21/15**

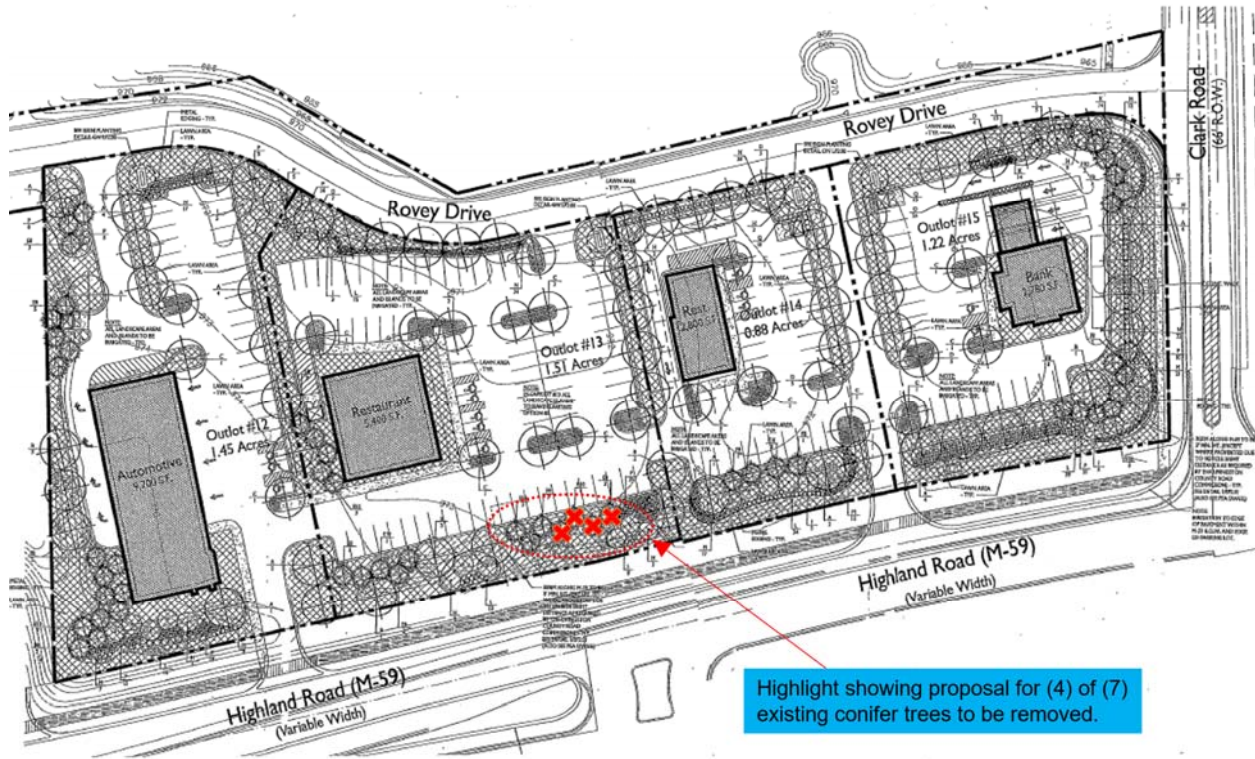
Ordering # _____ **LSI-100-07185-INC**

Project Name _____ **Fixture Type** _____ **12/21/15**

Ordering # _____ **LSI-100-07185-INC**

EXHIBIT E

Sheet Plan - Tree Removal [Culver's]



Site Plan



Hartland Township Board of Trustees Agenda Memorandum

Submitted By: Troy Langer, Planning Director

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

Date: April 27, 2022

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 Planned Development 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.

The Preliminary Plan, which is in the next phase of a PD, 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 Plan.

Discussion

Applicant: Khurram Baig

Site Description

The subject property is located east of Arena Drive, north of Highland Road, and north of Bella Vita Senior Living (2799 Bella Vita Drive), in Section 22 of the Township. The undeveloped parcel (Parcel ID #4708-22-400-028) is approximately 9.58 acres in size and zoned CA (Conservation Agricultural). The 2015 Future Land Use Map (FLUM) designates this parcel as Multiple Family Residential. The 2020-2021 Amendment to the FLUM has this same designation.

Currently the property consists of an open field area in the center of the site, which is surrounded by forested areas on the north, east, and west. The majority of the site is shown as forested on Sheet V-2.0. The plans indicate a wetland area in the northeast corner of the site. Staff would recommend the applicant contact the Department of Environment, Great Lakes and Energy (EGLE) to apply for a Level 3 Wetlands Identification Program (WIP) Review, in order to determine the regulatory status of the wetland area as well as to determine the boundaries of the regulated wetland, as applicable.

To the south, the property adjoins to the property associated with Bella Vita Senior Living facility. This property is zoned CA (Conservation Agricultural). Bella Vita Senior Living Facility, approximately 41,500 square feet in size, is an assisted living center that was approved by the Township in 2017 under Site Plan with Special Use Application #17-016.

The approximate 30.52-acre property to the east is undeveloped and zoned CA (Conservation Agricultural). The adjacent property north of the subject site is currently occupied by a single-family home and is zoned CA (Conservation Agricultural).

Hartland Sports Center is west of the site at 2755 Arena Drive and is zoned GC (General Commercial).

The sole point of access to the proposed residential planned development is from Bella Vita Drive, a private road that commences at Highland Road and provides access for multiple parcels.

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

The applicant has entered into a purchase agreement with the current owner.

The Planning Commission discussed this project at the April 14, 2022, regular meeting. At that meeting, the Planning Commission discussed the proposed project. The Planning Commission also discussed a communication from the Fire Authority that had concerns about how close the structures would be located and the need for an emergency access. The Planning Commission indicated the Planning Staff, Fire Authority, and the applicant should meet to discuss those items. On Thursday, April 21, 2022, the Fire Authority, the applicant, and Planning staff met to discuss those items and explore options for an emergency access.

Site History

Originally the subject parcel was part of an approximate 20.7-acre site that had been occupied by Fairway Golf driving range. In 2017, Bella Vita Senior Living was approved by the Township under Site Plan with Special Use Application #17-016. The assisted living facility was initially located in the center of the 20.7-acre site. A private drive (Bella Vita Drive) was constructed as part of this project to provide access from Highland Road to the Bella Vita parking lot.

Under Site Plan Application #20-004, a request was submitted to construct a private road that would provide access to four (4) parcels, which would be created under a separate land division application. The existing portion of Bella Vita Drive had been constructed per the private road standards. The request under SP #20-004 was to extend the private drive approximately 200 feet to the north and terminate into a cul-de-sac. The dedication of the drive to become a private road required a recommendation by the Planning Commission to the Township Board, with the final decision by the Township Board. SP #20-004 was approved by the Township Board on June 16, 2020.

Upon approval of the private road the applicant intended to divide the approximate 20.7-acre property into four (4) parcels, under a separate land division application. The land division application was approved by the Township in 2020 (LD #20-004) and the subject 9.58-acre parcel was created as a result. Currently the paved portion of the private road ends at the north property line of the Bella Vita site.

Planned Development Procedure

Section 3.1.18 of the Township's Zoning Ordinance provides standards and approval procedures for a PD (Planned Development). 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

The subject parcel is approximately 9.38 acres. Per Section 3.1.18.B.ii, the minimum size for a Planned Development is twenty (20) acres of contiguous land. The Township Board, upon recommendation from

the Planning Commission may permit a smaller Planned Development subject to meeting the requirements in Section 3.1.18.B.ii, such as the project offers unique characteristics and benefits or the parcel in question has unique characteristics that significantly impact development. The applicant is to submit a letter to the Township requesting a waiver of the minimum Planned Development size requirements and explaining the basis for the request. The waiver request is to be submitted as part of the conceptual approval of the Planned Development. A waiver request was submitted by the applicant dated March 25, 2022.

The applicant has submitted a Concept Plan for a single-family residential Planned Development with thirty (30) detached condominium units. The condominium units are to be owner occupied. The only access to the development is via Bella Vita Drive. Internally vehicular circulation is provided by a small network of private roads. The most northern road dead-ends at the west property line and could be utilized as a second means of egress; however, the applicant would have to work with the property owner to the west (Hartland Sports Center at 2755 Arena Drive) to secure an ingress-egress easement. There could be impacts to the existing parking area associated with Hartland Sports Center in order to facilitate a connection. The most southern road terminates approximately twenty-five (25) feet from the west property line. A turn-around is not shown for this road.

The condominium units are shown as well as the footprint of a typical house. The unit dimensions vary in depth and the width is typically 52 feet to 62 feet. The unit area ranges between 5,400 to 7,000 square feet. The proposed building setbacks are as follows:

Front:	15 feet
Corner:	15 feet
Side:	5 feet
Rear:	10 feet

Of note, the leading edge of Unit 14 (west elevation of the building) is approximately five (5) feet from the west property line.

Using the side setback of five (5) feet, this allows for two (2) adjacent buildings to be ten (10) feet apart (exterior wall to exterior wall). The Hartland-Deerfield Fire Authority has provided comments on this topic in their email communication, dated March 9, 2022.

Several housing options are available and include a single-story ranch style house with two (2) bedrooms and an attached two (2) stall garage, up to a three (3) bedroom house with an optional second floor bonus room and a three (3) stall garage. Each unit has a private outdoor courtyard on the side of the house. The unit square footage ranges in size from approximately 1,519 square feet to 4,060 square feet.

On-site stormwater detention is shown in the north to northwest areas of the site. Sheet V-2.1 (Aerial View) generally shows the existing vegetation, with the majority of the site shown as forested, with a meadow area in the center of the site toward the south end. Dots are shown on Sheet V-2.1, each with a unique number, presumably indicating a specific tree; however, a formal tree survey with trees identified and numbered was not provided. Given the proposed layout of the streets, units, and detention areas, it appears a significant number of trees will be removed to accommodate this development. Existing vegetation to be retained or removed should be shown on a plan as part of the Preliminary Site Plan submittal, such as an Existing and Clearing Plan and Tree Inventory Plan.

The property is approximately 9.58 acres, resulting in an estimated density of 3.13 dwelling units per acre. More discussion on density is provided in the next section of this report.

Section 3.1.18.E has specific requirements for information to be included within a Planned Development Concept Plan submittal. Given the information provided by the applicant, the Planning Department feels 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 Multiple Family Residential on the adopted 2015 Future Land Use Map and the 2020-2021 Amendment to the FLUM. This category designation envisions a maximum density of eight (8) units per acre. Using the subject site acreage of 9.58 acres and allowing a maximum of eight (8) units per acre, a maximum 76.64 units could be permitted (8×9.58 acres). The Concept Plan proposes a density of 3.13 dwelling units per acre ($30 \text{ dwellings} \div 9.58 \text{ acres}$), which is consistent with the maximum allowed density for Multiple Family Residential.

Per Section 3.1.18.C.iv., the Planning Commission may agree to recommend up to a forty (40%) percent increase in units 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 (40%) percent subsequent to an affirmative recommendation from the Planning Commission. In this case if the Planned Development land area could accommodate 76.64 units ($9.58 \text{ acres} \times 8 \text{ units per acre}$), in accordance with the Comprehensive Plan, the Planned Development plan could include up to 108 dwellings ($77 + 31$ additional units) if a maximum bonus were awarded by the Planning Commission and Township Board.

Per the adopted 2015 Future Land Use Map (FLUM) and the 2020-2021 Amendment to the FLUM, the surrounding properties on the east, west, and south are designated as Multiple Family Residential. The adjacent property to the north is designated as Low Suburban Density Residential.

C. Public Road Access

As noted previously, the sole point of access to the development is via Bella Vita Drive, which is a private road. Bella Vita Drive connects to Highland Road at the southern end of the private road. Highland Road (M-59) is a public road and is under the jurisdiction of the Michigan Department of Transportation (MDOT). Internally the units are served by a looped system of private roads.

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

The proposed development is accessed from Bella Vita Drive. Private roads provide internal circulation, with two (2) roads running east-to-west, with one (1) road ending at the west property line. The other road ends just short of the west property line. Two (2) additional roads run north-south and connect to the other two (2) roads. A secondary means of access should be considered and is recommended by the Hartland-Deerfield Fire Authority in the email communication dated March 9, 2022.

The private roads in the proposed development will be required to meet the standards of Section 5.23 of the Zoning Ordinance for a road serving twenty-five (25) or more units or parcels, which requires the private road to be constructed consistent with public road requirements of the Livingston County Road Commission. The plans show the private roads to be paved with curb and gutter, 30 feet wide, with a 66-foot right-of-way easement.

A 5-foot wide sidewalk is shown on both sides of each private road within the development.

F. Utilities

Municipal water and sanitary sewer will be required for this project. The applicant will need to work with the Township and Livingston County regarding public water and sanitary sewer. They will also need to work with the Hartland Township Department of Public Works (DPW) 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 brochure was submitted showing typical building elevations and floor plans. For a project such as this, additional design details could include information on price points, 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 residential Planned Developments, such as Walnut Ridge Estates and Fiddler Grove, 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 with the Preliminary PD Plan submittal. The plan should show areas counted as open space and usable open space. Section 3.15 states "open common open space shall be planned, developed, and maintained for appropriate recreational and other open space uses for the anticipated occupants of the housing."

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, including screening/buffering from lower-density residential properties adjacent to the proposed development.

J. Exterior Lighting

No exterior lighting plan was provided as part of the Concept Plan. The Preliminary Site Plan 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.

Hartland Township DPW Review

No comments at this time.

Hartland Township Engineer's Review (Spaulding DeDecker)

No comments at this time.

Hartland Deerfield Fire Authority Review

The Hartland Deerfield Fire Authority has provided comments in outlined in the email communication dated March 9, 2022.

Recommendation

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 Senior Community Development 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.

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.

Attachments:

1. Hartland Deerfield Fire Authority email, dated March 9, 2022 – PDF version
2. Applicant Waiver request dated March 25, 2022 – PDF version
3. Concept PD Project Overview – PDF version
4. Housing Brochure – PDF version
5. Concept PD Site Plans dated March 15, 2022

T:\PLANNING DEPARTMENT\PLANNING COMMISSION\2022 Planning Commission Activity\Site Plan Applications\SP PD #22-004 Hartland Senior Community PD Concept Plan\Staff reports\Township Board\SP PD #22-004 Concept Plan Staff report TB 04.27.2022.docx

Troy Langer

From: Troy Langer
Sent: Wednesday, March 16, 2022 2:09 PM
To: Troy Langer
Subject: FW: Informal meeting for Hartland Senior Community

From: Jennifer Whitbeck <jwhitbeck@hartlandareafire.com>
Sent: Wednesday, March 09, 2022 12:42 PM
To: Troy Langer <TLanger@hartlandtwp.com>
Cc: Michael Luce <mlyce@hartlandtwp.com>; Martha Wyatt <MWyatt@hartlandtwp.com>; Schrot, Jeremy <jschrot@sda-eng.com>
Subject: Re: Informal meeting for Hartland Senior Community

All,

After talking it over with Chief Carroll we are in agreement that there needs to be a second means of egress for this community as well the occupancies need to be sprinkled and have hydrants due to the density of the complex and the proximity of the homes to one another.

We are good with the second means of egress being off of the south end going into the back of the ice arena parking lot. If for some reason there is an issue at Bella Vita there is no way in or out for these residents. The same egress could be used for the ice arena if an issue should arise at the new apartments going in on Arena Drive. This could be gated off so that normal traffic does not use this as a gate way but it will have to be maintained on a year round basis and built to specs for access if it should be needed.

Any questions or concerns please let me know.

Yours In Fire Safety,

Jenn Whitbeck
Fire Inspector
Hartland Deerfield Fire Authority
810-632-7676
jwhitbeck@hartlandareafire.com



Developed by Baig Development LLC
25210 Five Mile Rd Redford MI 48239
Office 248 418 4000 | Fax 866 364 7300

PD Planned Development Waiver Request

March 25, 2022

The Courtyards of Hartland consists of an approximate 10 acre site and as per section 3.1.18 of the Hartland Township Zoning Ordinance the minimum size required for the PD zoning is 20 acres. We would like to request a waiver for this location so that we can utilize the PD zoning on a smaller site for the following reasons.

1. The property is surrounded by commercial properties and environmentally sensitive areas and there is no additional property that could be added to the proposal that makes economic sense.
2. The nature of the product we intend to build for the 55+ buyer rarely fits within base residential zonings as is the case with Hartland Township. Our buyers are looking for detached homes but with smaller yards. Maintenance free living pushes the developer to find a balance of adequate outdoor living space with limiting the amount of maintenance for the Homeowners association.
3. The proposal is well within the densities anticipated in the townships future land use plan.
4. The future plan for this area is of higher density and this project uses R3 spectrum, which means that on 1 acre of land, we will build 3 houses, hence it would use lesser resources like sewage/water/gas.
5. This community will pay the taxes but again it would not put substantial stress on the school system.

Sincerely,

A handwritten signature in black ink, appearing to read 'Khurram Baig', with a stylized flourish at the end.

Khurram Baig



COURTYARDS @ HARTLAND





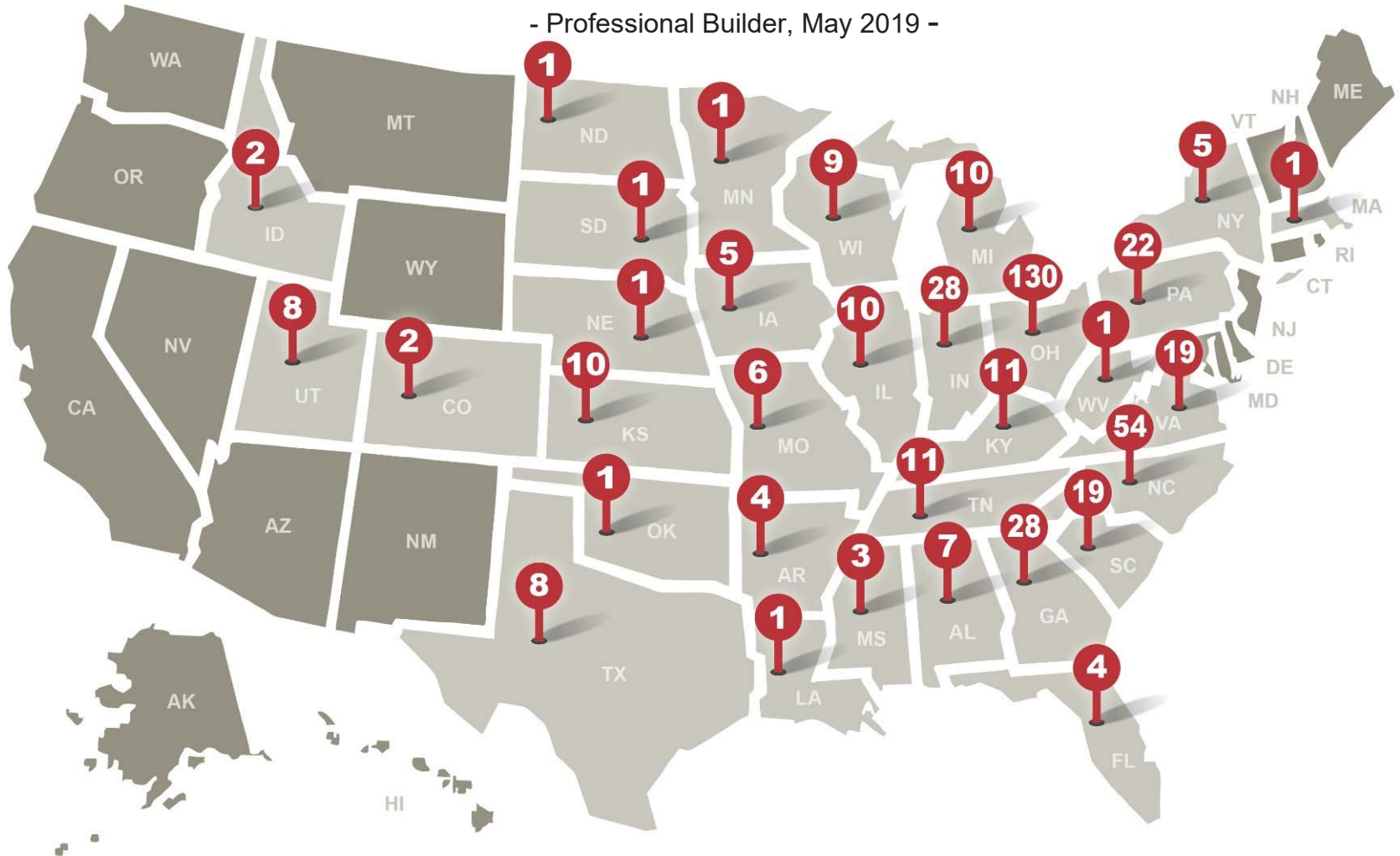
400+



31

2019 Housing Giant

- Professional Builder, May 2019 -





What do we sell? Lifestyle!



**No Rake. No Shovel. No Mower. Lock and Leave.
Community Amenities.**





Courtyards @ Hartland

Large open spaces with preservation of stream setbacks and wooded areas.

Providing a walkable community

Owner occupied upscale housing providing a lifestyle for those in the area that are no longer able to stay in their current homes but do not want to leave the area to find this type of housing.

Single story living that allows residents to age in their new homes. No more steps, all detached homes have two bedrooms and two baths standard on the main floor.

Reduced Traffic and School impacts compared to traditional housing.



Palazzo

2-3 BEDS | 2-3 BATHS | 1,519-2,034 SQ. FT.

The Palazzo features an optional 4-seasons room ideal for a home office or flexible living space. Possibilities abound with a first floor owner's suite, featuring an expansive walk-in closet, and an optional upstairs bonus suite, providing the ideal space for guests. The spacious kitchen opens to the dining and living room so you're never separated from your guests. The Palazzo is a warm and lively home, energized by abundant living space, contemporary amenities and natural light.



- Open, light-filled design with a den
- 1st floor owner's suite
- Spacious kitchen with island
- Optional 4 seasons sunroom
- Private, outdoor courtyard
- Optional sitting room, screened porch or covered porch off owner's suite
- Optional 2nd floor bonus suite available

Portico

2-3 BEDS | 2-3 BATHS | 1,776-2,468 SQ. FT.

The Portico features an expansive kitchen with an angled center island creating a welcoming area connected to the dining and living room. Dramatic transitions like the formal entryway highlight the elegance and quality of the open, light-filled design. With two bedrooms on the first floor, a den and the option for an upstairs bonus suite, you'll have plenty of space for guests. The den can become a home office or flexible living space, and the first floor owner's suite includes a large walk-in closet and views of the private, outdoor courtyard.



- Open, light-filled design with a den
- 1st floor owner's suite
- Spacious kitchen with island
- Private, outdoor courtyard
- Optional sitting room, covered porch or screened porch off owner's suite
- Optional 2nd floor bonus suite available

Promenade III 2-4 BEDS | 2-3.5 BATHS | 2,053-2,826 SQ. FT.

Welcome to the Promenade III, an elegant and spacious home that can accommodate up to four bedrooms. The Promenade III features plenty of space and personalization options. For example, you can upgrade the mudroom to include a half bath, dog wash station or wine bar. If you love to entertain, the den can be converted into an additional bedroom. An optional upstairs bonus suite adds even greater flexibility and comfort for guests. And of course, the center island in the kitchen will be everyone's favorite gathering spot.



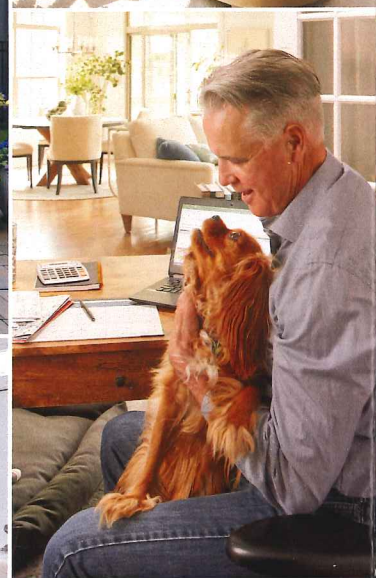
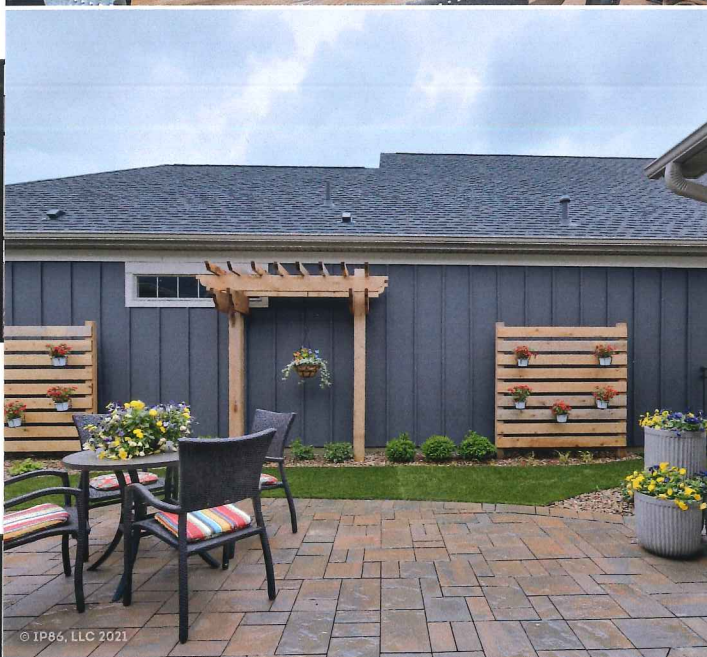
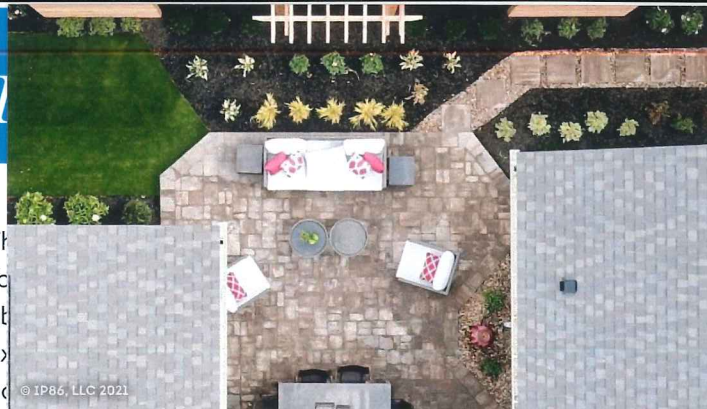
- Open, light-filled design with generous storage space
- 1st floor owner's suite
- Spacious kitchen with island and pantry
- Den (or optional bedroom in lieu of den)
- Private, outdoor courtyard
- Optional sitting room, screened porch or covered porch off owner's suite
- Optional 2nd floor

Provenance 2-3 BEDS | 2.5-3.5 BATHS | 2,847-4,060 SQ. FT.

The Provenance invites you to live larger with features like two first floor owner's suites and a 3-car garage. It offers more space than any other Epcon floorplan, and it's our grandest home yet. Built for entertaining, the luxurious design and highly personalized finishes will make each day more convenient for you. The flexible floorplan options truly bring living well to life.



- 3-Car garage and abundant storage space
- Optional 2nd floor bonus suite with a third bedroom and full bath
- Spacious, light-filled design with a formal dining room or den
- Expansive kitchen with gourmet island and walk-in pantry
- Private, outdoor courtyard
- Optional sitting room, screened or covered porch, or second



Live Well *In an Epcon Community*

LUXURY RANCH HOMES

Our open, modern floor plans include abundant natural light, and are designed for single-level living, everything you need is on one floor – kitchen, living space, bedrooms, laundry and storage.

LOW-MAINTENANCE LIVING

We know what you want and need for a happier, healthier life. Sit back and relax while we handle the mowing, mulching, edging, and raking.

PRIVATE COURTYARDS

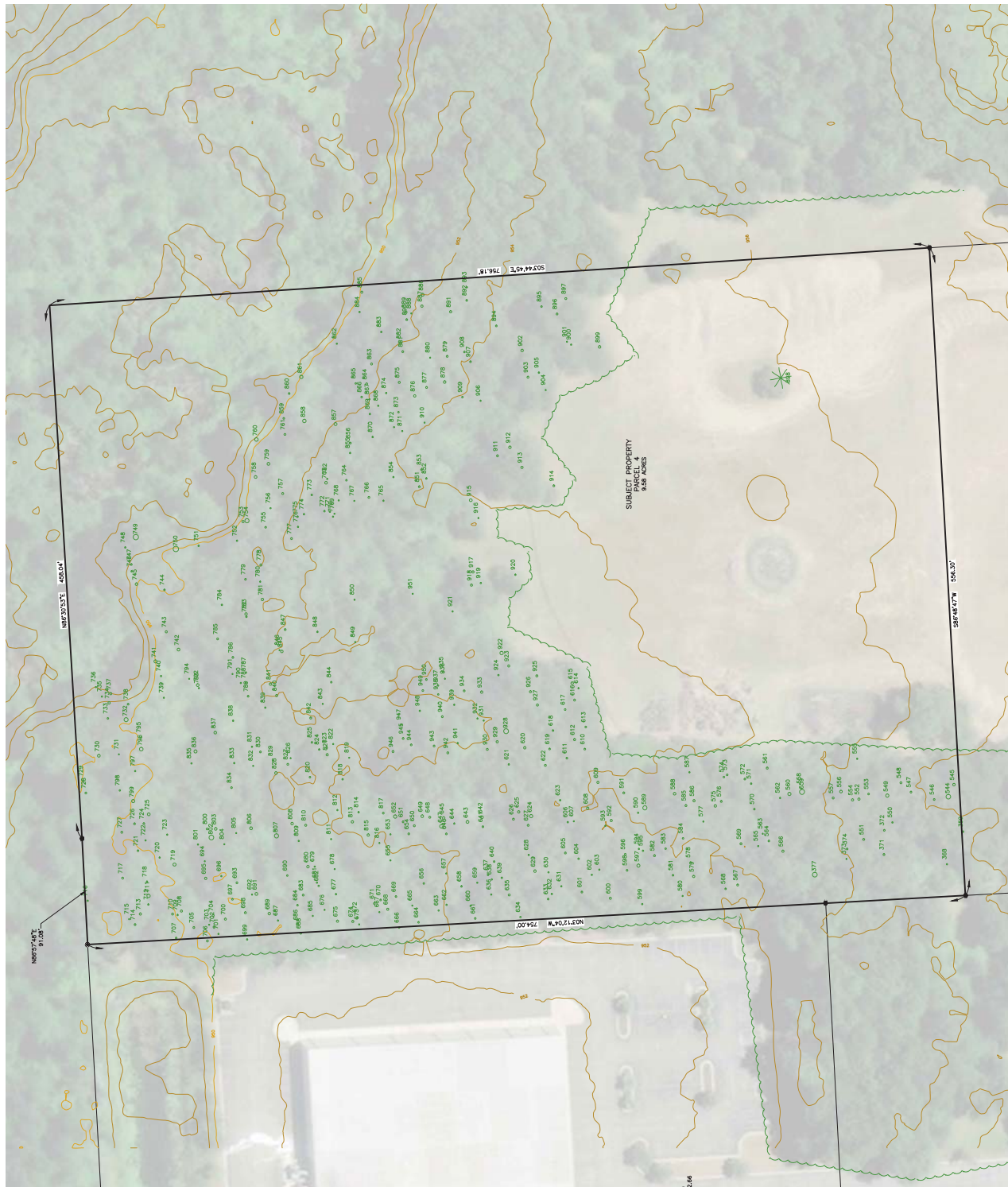
Whether you're enjoying a cocktail under the stars or a quiet moment with your morning coffee, connect with the outside world while maintaining your privacy.

LOCK & LEAVE LIFESTYLE

Our HOA-maintained communities provide you with peace of mind. You have freedom to do what your heart desires knowing that your home is well taken care of.

FEATURES OF UNIVERSAL DESIGN

Epcon homes are designed to support your lifestyle now and in the future, with first floor owner's suites and open floor plans. Features of accessibility



Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Michael Luce, Director of Public Works

Subject: 2022 Chloride Purchase

Date: April 27, 2022

Recommended Action

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

Discussion

Public Works is recommending the purchase of roadway chloride through Chloride Solutions, LLC in a cooperative purchase with the Livingston County Road Commission. As there are many moving pieces in this the contract is forthcoming and will be brought for signatures once it is received from Chloride Solutions.

Chloride Solutions has provided their rate for 2022 and has provided satisfactory results for the past five years. LCRC has used Chloride Solutions for the past five years as well with success.

The approved budget allocation for road chloride for the 2022 season includes \$78,750 from the General Fund for the first three applications and \$21,000 for the fourth application from the Road Millage Fund. The budget is based upon 4,000 gallons per mile, however lesser rates are applied if road moisture content is higher than expected. A cost savings has been recognized in the prior five years based on a climate adjusted application rate.

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

Attachments

LCRC chloride application permit

Livingston County Road Commission

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

March 30, 2022

Hartland Township
Mr. William Fountain, Supervisor
2655 Clark Road
Hartland, MI 48353

Subject: Annual Chloride Application and Permit

Dear Mr. Fountain,


It is that time of the year again to start thinking about who you want to use for your chloride provider this year. LCRC is using Chloride Solutions this year; however you are welcome to use whomever you choose.

Please find enclosed (3) copies of the Application and Permit form.

- 1.) Make sure everything is correct under the applicant, sign and date the forms.
- 2.) Then forward the forms onto your Chloride provider and have them fill out the contractor part, sign and date.
- 3.) We will also need a certificate of insurance from your selected chloride provider. The certificate must include the following language: **"The Board of County Road Commissioners, The Livingston County Road Commission, and their officers, agents, and employees are listed as additional insured parties"**.
- 4.) When all forms are complete, please keep **one** copy and send **two** back to me with a copy of the insurance certificate.

Thank you for your attention in this matter. If you have any questions, please feel free to contact me at 517-546-4250 Ext. 138.

Sincerely,



Cathy Hale
Maintenance Administrative Secretary

Enclosure

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Michael Luce, Director of Public Works
Subject: Township Hall Landscape Improvements
Date: April 27, 2022

Recommended Action

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

Discussion

As this project has been quite some time in the making staff is recommending the improvements as proposed by Horizon Landscape.

Landscaping surrounding Township Hall is in need of update and revamping and has needed so for quite some time. As the plants and such become overgrown and or died, they have not been replaced just merely pulled, leading to vacant and unsightly areas, the proposed plan will eliminate and revitalize these areas. Eliminating the islands in the grass hills on Clark Rd as well as some of the other beds will allow Public Works staff to maintain these areas in a more efficient way. Along with the plantings a privacy wall is proposed to hide the generator area to eliminate the unsightliness of the generator itself and detour any vandalism to the unit. With this work being completed it will revitalize the entrance as well as the appearance of the Township Hall building and property.

Horizon Landscape has worked with the Township in many facets in the past and is a trusted contractor by not only the Township but by the designer Sue Grissim of Grissim Mets as well. As the proposed price for the work is \$24,614.32, Public Works is asking for the 5% contingency to cover any irrigation repairs, and such as needed for the project.

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

Attachments

2022 TWP Hall Horizon Quote
Hartland Township Fencing Quote
Hartland Township Hall Plan
Hartland Township Hall Plant List



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

Hartland Township DPW Director
Mike Luce
2655 Clark Rd
Hartland MI 48353

517-294-0056
mluce@hartlandtwp.onmicrosoft.com
Sue Grissim Plan

4/14/22

Proposed Landscape Services:

#1 Remove existing plantings. Deliver and install plants per plan: 3 Black Gum (2.5"), 2 Red Jewel Crab (2.5"), 43 Mini Maroon Barberry (3gal), 47 Densi Yew (18"), 4 Blue Chip Juniper (3gal), 4 Flats Myrtle, 9 Patriot Hosta (1gal), 30 Ornamental Onion (1gal), and 6 Silver Maiden Grass (2gal). Install Powder Coated Black Aluminum edging between new turf and grass area. Where beds are removed or turf is damaged install up to 120yds of new sod. Where new plantings are installed beds to be mulched in with Premium Walnut Envior Mulch.

Total: \$18221.32

Deliver 6'x6' solid stockade PVC white vinyl fencing to screen off generator and utilities per plan. South side to be +/- 18long and 6' returns on east and west sides Total: \$6393.00

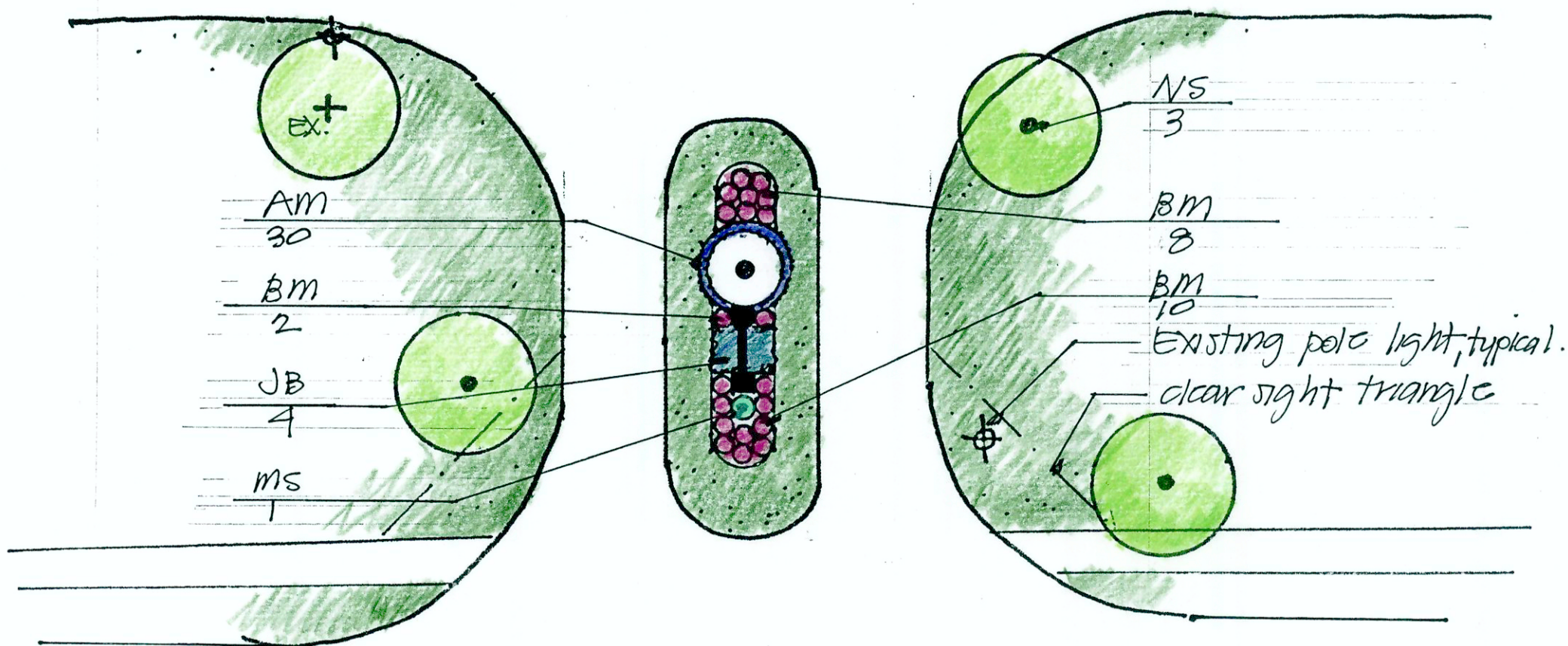
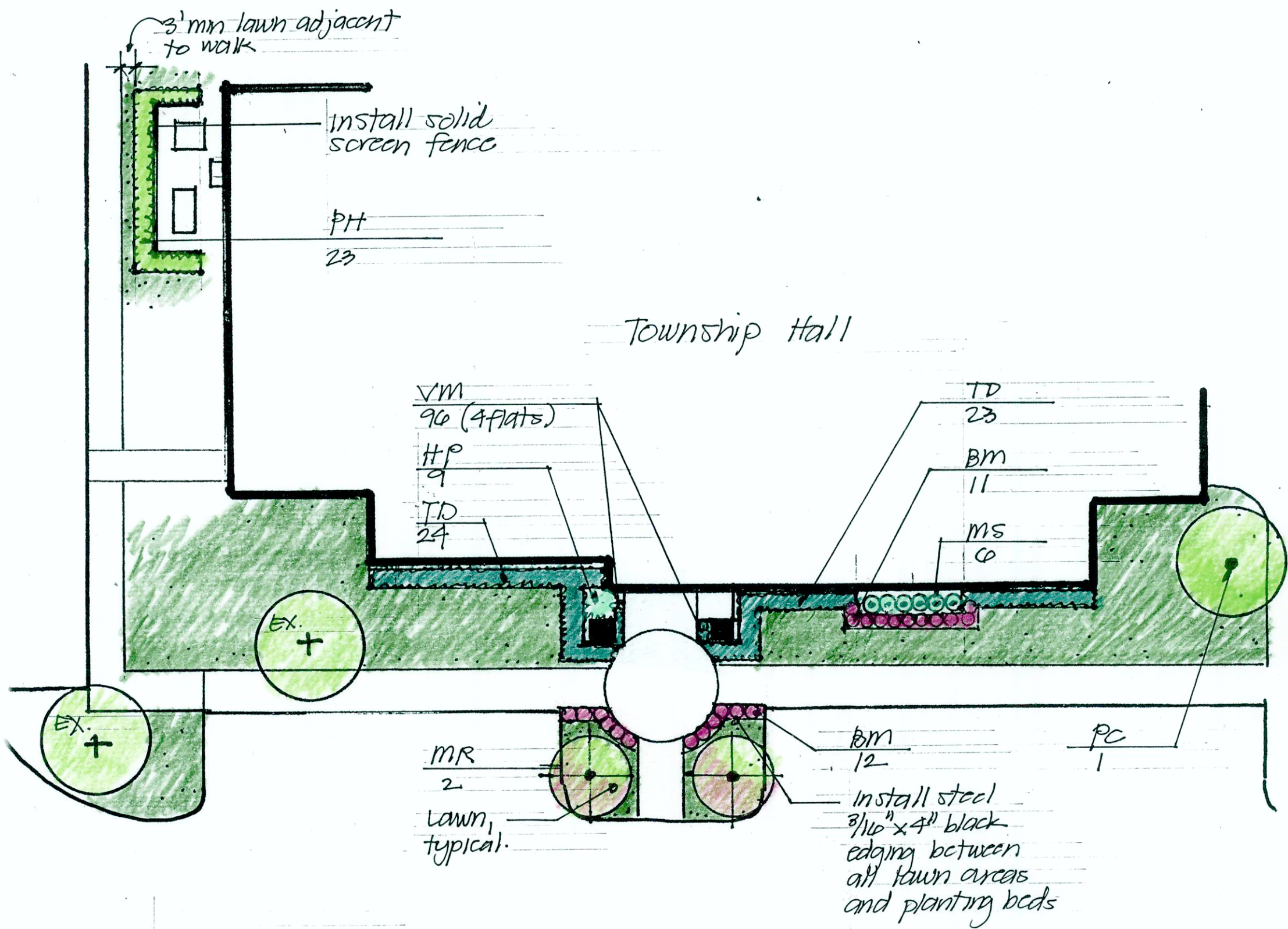
Plantings to have a 1 year one-time replacement guarantee on new vegetation. No guarantee on transplanted vegetation. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

Proposal may be withdrawn if not accepted within 30 days.

Payment to be made as follows: 50% to be paid prior to construction; balance to be paid upon completion.

Signature of Acceptance: _____

Date of Acceptance: _____



Clark Rd



Trees

code	name	size	comments
NS	Nyssa sylvatica Black Gum	3" cal	
MR	Malus 'Red Jewel' Red Jewel Crabapple	2 1/2" cal.	matched specimen

Shrubs

BM	Berberis 'mini Maroon' mini Maroon Barberry	3 gal	plant 2' o.c.
TD	Taxus densiformis Dense yew	24"	plant 30" o.c.

groundcover

JB	Juniperus 'Blue Chip' Blue Chip Juniper	3 gal	plant 36" o.c.
VM	Vinca minor Myrtle	24 ct flat	plant 4/sf

perennials/ornamental grasses

MS Miscanthus s. 'Morning Light' 2
Silver midrib Maiden Grass

AM Allium x Milkenium 1 gal, plant 15" o.c.
Ornamental onion

HP Hosta 'Patriot' 1 gal, plant 24" o.c.
Patriot Hosta

PH Pennisetum 'Hameln' 1 gal plant 24" o.c.
Hameln Fountaingrass

Trees

PC Pyrus 'Cleveland select' 3" cal
Cleveland select pear

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Hartland Roads Update

Date: April 5, 2022

Recommended Action

No formal action requested at this time (informational purposes only)

Discussion

Manager West will provide an update regarding the roadways within Hartland Township. The informational agenda item will include the following highlights:

- 2022 MDOT construction projects within Hartland Township
- 2022 Hartland Township *Road Millage* update with financials
- Projected 2024-2034 Township *Road Millage* renewal plan
- Township Private Road SAD proposed policy updates

No formal decision is being requested at this time, but rather a presentation of Township roadways with the intent of receiving Township Board feedback.



ROAD MILLAGE

2021-2025

Funding Source	<u>Actual</u> FY 20-21	<u>Proposed</u> FY 21-22	<u>Proposed</u> FY 22-23	<u>Proposed</u> FY 23-24	Millage Over
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Road Fund

Maxfield/Blaine Road (with Brighton TWP.)	204					
Crack seal Clyde,Hibner,Read,Bergin	204					
Tree Removal	204	\$ 1,250				
Bergin Road Design Engineering	204	\$ 73,466	\$ 2,842			
Road Chloride - 1 application	204		\$ -	\$ 20,000	\$ 20,000	
2021 construction projects	204		\$ 271,532			
Cundy Road/Maxfield Road	204			\$ 660,000		
Old US-23 Paving cost sharing	204			\$ 1,304,000		
Bergin Limestone (no millage renewal)	204				\$ 96,000	
Pleasant Valley Rd limestone (no millage renewal)	204				\$ 108,000	

Beginning Road Fund Cash Balance	204	\$ 1,587,585	\$ 1,988,970	\$ 2,235,545	\$ 811,443	\$ 1,149,913
Annual Project Totals:	204	\$ 74,716	\$ 274,374	\$ 1,984,000	\$ 224,000	\$ -
Annual Bond Payments (P&I) & Non capital expenses	204	\$ 603,117	\$ 594,200	\$ 608,000	\$ 600,900	
Annual Taxes & Revenues designated for Roads	204	\$ 1,079,218	\$ 1,115,149	\$ 1,167,898	\$ 1,163,370	
EOY Road Fund Project Balance:	204	\$ 1,988,970	\$ 2,235,545	\$ 811,443	\$ 1,149,913	\$ 1,149,913

*FY24 last year of collections

Livingston County Road Commission

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

March 24, 2022

Mr. Bob West, Manager
Hartland Township
2655 Clark Road
Hartland, MI 48353

Re: Potential 2022 Gravel Road Projects

Dear Mr. West:

Per your request, we are providing you with a list of potential gravel road improvement projects for your review. The location and estimate of each project are shown in the following table.

ROAD	LOCATION	TYPE OF WORK	AMOUNT
Brophy Road	Hacker to Cullen (5,400 feet)	Limestone Refurbishing and Tree Work	\$98,000.00
Hacker Road	M59 to Brophy (4,500 feet)	Limestone Refurbishing and Tree Work	\$81,000.00
Cullen Road	M59 to Brophy (3,800 feet)	Limestone Refurbishing and Tree Work	\$71,000.00

Please review the above list and contact me if you wish to have contracts prepared for any of the projects. In order for projects to be included on this year's construction schedule, all contracts must be in place by May 1, 2022.

If you have any questions, please do not hesitate to contact Wayne Moulton or me.

Sincerely,



Trevor Bennett
Director of Operations

Cc: Wayne Moulton, LCRC District 2 Foreman
File



Hartland Township Road Projects

Disclaimer: The following list is a planning document and projects/ budgets identified are subject to change due to funding, budget, and other unforeseen infrastructure issues. Project estimates are for planning purposes only and are approximate

Road Name	From	To	Project Type	Miles	Treatment	Estimated Project Cost	Fed/ State Funding	TWP Funding	LCRC Funding
2022									
Maxfield Rd	End of Pavt	Cundy Rd	PPP	1.15	Heavy rehab	\$ 460,000		\$ 460,000	\$ -
Cundy Rd	Norway Dr	Hartland Glen Dr	Twp	0.86	Heavy rehab	\$ 200,000		\$ 200,000	\$ -
Bullard Rd	M-59	Country Side Dr	PPP	0.33	Light PM	\$ 2,000		\$ -	\$ 2,000
				2.34		\$ 662,000	\$ -	\$ 660,000	\$ 2,000
2023									
Old US 23	Twp Line	M-59	MDOT L.A.P.	2.10	Reconstruction and Widening	\$ 5,000,000	\$ 1,989,539	\$ 1,100,000	\$ 1,910,461
Clyde Rd	Twp Line	Cullen Rd	PPP	0.99	Heavy rehab	\$ 408,000		\$ 204,000	\$ 204,000
Hartland Rd	Crouse Rd	Cook Rd	PPP	0.77	Light PM	\$ 6,000		\$ -	\$ 6,000
				3.86		\$ 5,414,000	\$ 1,989,539	\$ 1,304,000	\$ 2,120,461
2024									
Pleasant Valley Rd	Commerce Rd	M-59	LCRC Bid	2.13	Paving existing Gravel Road	\$ 5,000,000		\$ 2,500,000	\$ 2,500,000
Old US 23	M-59	Crouse Rd	PPP	1.54	Heavy Rehab w/ 3' HMA Shldr	\$ 923,000		\$ 461,500	\$ 461,500
Blaine Rd	End of Pavt	M-59	PPP	2.01	Heavy rehab	\$ 853,000		\$ 853,000	\$ -
Read Rd	Bullard Rd	Fenton Rd	PPP	1.16	Light PM	\$ 9,000		\$ -	\$ 9,000
Hacker Rd	Golf Club Rd	M-59	PPP	2.21	Light PM	\$ 16,000		\$ 9,000	\$ 7,000
Bergin Rd	Rolling Hills	Old US 23	PPP	1.13	Light PM	\$ 8,000		\$ -	\$ 8,000
				10.18		\$ 6,809,000	\$ -	\$ 3,823,500	\$ 2,985,500
2025									
Bergin Rd	Hacker Rd	Rolling Hills Dr	LCRC Bid	1.25	Paving existing Gravel Road	\$ 3,500,000		\$ 2,000,000	\$ 1,500,000
Hibner Rd	Hartland Rd	Bullard Rd	PPP	2.01	Light Rehab	\$ 471,000		\$ 235,500	\$ 235,500
**Various Roads as needed			PPP	2.00	Light PM	\$ 15,000		\$ -	\$ 15,000
				5.26		\$ 3,986,000	\$ -	\$ 2,235,500	\$ 1,750,500
2026									
Hartland Rd	M-59	Crouse Rd	PPP	1.52	Heavy rehab	\$ 853,000		\$ 426,500	\$ 426,500
Bullard Rd	M-59	Dunham Rd	PPP	1.16	Heavy PM	\$ 65,000		\$ 32,500	\$ 32,500
**Various Roads as needed			PPP	2.00	Light PM	\$ 16,000		\$ -	\$ 16,000
				4.69		\$ 934,000	\$ -	\$ 459,000	\$ 475,000
2027									
Clyde Rd	Cullen Rd	US 23	PPP	0.92	Heavy rehab	\$ 425,000		\$ 212,500	\$ 212,500
Clyde Rd	US 23	End of Pavt	PPP	0.73	Light Rehab	\$ 180,000		\$ 90,000	\$ 90,000
**Various Roads as needed			PPP	2.00	Light PM	\$ 16,000		\$ -	\$ 16,000
				3.65		\$ 621,000	\$ -	\$ 302,500	\$ 318,500
2028									
Fenton Rd	Highland Rd	Twp Line	PPP	4.13	Light Rehab	\$ 1,048,000		\$ 628,800	\$ 419,200
Read Rd	Bullard Rd	Fenton Rd	PPP	1.16	Heavy PM	\$ 69,000		\$ 34,500	\$ 34,500
**Various Roads as needed			PPP	2.00	Light PM	\$ 17,000		\$ -	\$ 17,000
				7.29		\$ 1,134,000	\$ -	\$ 663,300	\$ 470,700
2029									
Clark Rd	M-59	Dunham Rd	PPP	0.89	Heavy rehab	\$ 431,000		\$ 215,500	\$ 215,500
Dunham Rd	Hartland Rd	End of Pavt	PPP	0.96	Heavy rehab	\$ 465,000		\$ 232,500	\$ 232,500
**Various Roads as needed			PPP	2.00	Light PM	\$ 17,000		\$ -	\$ 17,000
				3.85		\$ 913,000	\$ -	\$ 448,000	\$ 465,000
2030									
Hacker Rd	Golf Club Rd	M-59	PPP	2.21	Light Rehab	\$ 589,000		\$ 294,500	\$ 294,500
Hartland Rd	Crouse Rd	Cook Rd	PPP	0.77	Light Rehab	\$ 205,000		\$ 102,500	\$ 102,500
**Various Roads as needed			PPP	2.00	Light PM	\$ 17,000		\$ -	\$ 17,000
				4.98		\$ 811,000	\$ -	\$ 397,000	\$ 414,000
2031									
Bergin Rd	Rolling Hills	Old US 23	PPP	1.13	Light Rehab	\$ 309,000		\$ 154,500	\$ 154,500
**Various Roads as needed			PPP	2.00	Light PM	\$ 18,000		\$ -	\$ 18,000
				3.13		\$ 327,000	\$ -	\$ 154,500	\$ 172,500
2032									
Tipsico Lake Rd	M-59	End of Pavt	PPP	1.79	Heavy rehab	\$ 931,000		\$ 558,600	\$ 372,400
Dunham Rd	End of Pavt	Parkway Pl	PPP	0.18	Heavy rehab	\$ 95,000		\$ 47,500	\$ 47,500
**Various Roads as needed			PPP	2.00	Light PM	\$ 18,000		\$ -	\$ 18,000
				3.97		\$ 1,044,000	\$ -	\$ 606,100	\$ 437,900
2033									
Commerce Rd	Pleasant Valley	Twp Line	PPP	1.28	Heavy rehab	\$ 681,000		\$ 340,500	\$ 340,500
**Various Roads as needed			PPP	2.00	Light PM	\$ 19,000		\$ -	\$ 19,000
				3.28		\$ 700,000	\$ -	\$ 340,500	\$ 359,500

LCRC PPP Funds			Township Millage Funds		
Paved:			Paved:		
2022	\$	2,000	2022	\$	660,000
2023	\$	210,000	2023	\$	1,304,000
			Funded from existing Road Millage		
2024	\$	2,985,500	2024	\$	3,823,500
2025	\$	1,750,500	2025	\$	2,235,500
2026	\$	475,000	2026	\$	459,000
2027	\$	318,500	2027	\$	302,500
2028	\$	470,700	2028	\$	663,300
2029	\$	465,000	2029	\$	448,000
2030	\$	414,000	2030	\$	397,000
2031	\$	172,500	2031	\$	154,500
2032	\$	437,900	2032	\$	606,100
2033	\$	359,500	2033	\$	340,500
		\$ 7,849,100			\$ 9,429,900
		45%			55%
			2024-34 Paved Roads Total		\$ 17,279,000

Gravel Roads						
Road Name	From	To	Project Type	TWP Cost(covers cost of material)*LCRC covers all costs for placement, tree removal, and drainage improvements		Prefered Treatment Year
Maxfield Rd	Commerce	End of Pavt	4" Limestone Cap	\$	56,000.00	2023
Dunham Rd	Bridge	Fenton Rd	4" Limestone Cap	\$	93,000.00	2022
Crouse Rd	Cullen	End of Pavt	4" Gravel Cap	\$	39,000.00	2025
Blaine Rd	Maxfield	End of Pavt	4" Limestone Cap	\$	21,000.00	2025
Clyde Rd	End of Pavt	Fenton Rd	4" Gravel Cap	\$	38,000.00	2026
				\$	247,000.00	
Total TWP Mil				\$9,676,900		

Hartland Township

OFFICIAL POLICY & PROCEDURE

TITLE: ROAD IMPROVEMENT SPECIAL ASSESSMENTS	EFFECTIVE DATE: May 3, 2022
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Policy

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

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

<u>Assessment Costs per Parcel</u>			<u>Signatures for Consideration</u>
\$0	to	\$10,000	70%
\$10,000	to	\$15,000	80%
\$15,000	to	\$20,000	90%
over		\$20,000	100%

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

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

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

Road Improvements Special Assessments Policy and Procedures

Page 2 of 4

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

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

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

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

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

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

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

Road Improvements Special Assessments Policy and Procedures

Page 3 of 4

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

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

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

Authority

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

Revisions

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

Revision History

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

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Fire Station Analysis Study

Date: April 27, 2022

Recommended Action

Informational Item Only - No formal action required at this time.

Discussion

In response to the prior Board Works session regarding proposed Fire Station 61 capital projects for 2022, Manager West has been provided a Fire Station Location Study proposal from Emergency Consulting Services International for review.

Township Staff is seeking feedback regarding the proposal and desired next steps.

STATION LOCATION STUDY

PROJECT DESCRIPTION AND SCOPE OF WORK



25030 SW Parkway Avenue, Suite 330
Wilsonville, OR 97070

Station Location Study

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

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

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

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

The Station Location Study Scope of Work is as follows:

Scope of Work – Emergency Services Facility Location Study

PHASE I: PROJECT INITIATION

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

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

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

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

Task 1-B: Acquisition & Review of Background Information

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

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

PHASE II: EVALUATION OF CURRENT CONDITIONS

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

Task 2-A: Current Facilities

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

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

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

Task 2-B: Service Delivery and Performance

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

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

PHASE III: FUTURE SYSTEM DEMAND PROJECTIONS

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

Task 3-A: Population Growth Projections

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

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

Task 3-B: Service Demand Projections

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

Task 3-C: Community Risk Analysis

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

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

PHASE IV: FUTURE DELIVERY SYSTEM MODELS

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

Task 4-A: Development of Response Standards and Targets

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

Task 4-B: Recommended Long-Term Strategy

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

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

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

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

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

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

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

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

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

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

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



Product Specifics

Emergency Services Consulting International (ESCI)

is a consulting firm providing specialized, professional Fire EMS, Law Enforcement and Communications consulting services throughout the United States and Internationally. Some services on contract include:

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

Pricing Details

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

Contract Details

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



Lead Public Agency: Public
Procurement Authority

RFP #1715

CONTRACT TERM

Effective Date: 06/05/18

Initial expiration: 06/05/21

Possible extensions through: 06/05/24

NPPGov

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

Benefits of cooperative contracts:

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



FREQUENTLY ASKED QUESTIONS



Q What is NPPGov?

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

Q How does the program work?

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

Q Do I have to be a member?

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

Eligible organizations include:

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

To become an NPPGov Member:

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

Q Can my entity purchase through NPPGov?

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

Q What contracts are available through NPPGov?

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

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

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

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

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

Q What is the difference between NPPGov and other cooperatives?

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

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

Q What process validated the product and services offered?

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

NPPGov's contracts are established through the following process:

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

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

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

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

Q What are the terms of the contracts?

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

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

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

Q What does it cost to join NPPGov?

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

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

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

Q Where do I send the payments?

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

Q How do I learn more about NPPGov?

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

NPPGov Programs:



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

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

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



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

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