



Board of Trustees

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

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

**Board of Trustees Regular Meeting Agenda
Hartland Township Hall
Tuesday, May 20, 2025
7:00 PM**

1. Call to Order
 2. Pledge of Allegiance
 3. Roll Call
 4. Approval of the Agenda
 5. Call to the Public
 6. Approval of the Consent Agenda
 - a. Approve Payment of Bills
 - b. Approve Post Audit of Disbursements Between Board Meetings
 - c. 05-06-25 Hartland Township Board Regular Meeting Minutes
 7. Pending & New Business
 - a. Site Plan/PD Application #25-001 Redwood Living Planned Development (PD) Phase II –Final Plan
 - b. Special Event Permit #25-014 Hartland Festival of Polo
 - c. 2025 Old 23 rehabilitation project
 - d. 2025 M-59 Median and Station 61 Maintenance Agreement
 8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
 - a. Manager's Report
 10. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: May 13, 2025

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$103,691.45. The bills are available in the Finance office for review.

Notable invoices include:

\$44,883.00 – Allied Construction Company – (Damage repair paving at Settlers Park)

\$11,592.30 – Hartland Township Water O&M – (Out of department costs & equipment reimbursement)

\$14,583.80 – Pampalona Companies – (Release developer account funds)

Financial Impact

Is a Budget Amendment Required? Yes No

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

Attachments

Bills for 05.20.2025

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
ADOBE	ADOBE INC	04/05/2025	3063706322	FOA	APRIL 2025	
52414		05/20/2025		N		19.99
04/05/2025	,	/ /	0.0000	N		0.00
		05/20/2025		N		19.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	19.99

VENDOR TOTAL: 19.99

ALLIED	ALLIED CONSTRUCTION COMPANY, INC	05/02/2025	25-007	FOA	SETTLERS PARK PAVING (DAMAGE REPAIR)	
52554	P.O. BOX 1290	05/20/2025		N		44,883.00
05/02/2025	CLARKSTON MI, 48347-1290	/ /	0.0000	N		0.00
		05/20/2025		N		44,883.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-751-970.000	CAPITAL OUTLAY	44,883.00

VENDOR TOTAL: 44,883.00

ALLSTAR	ALLSTAR ALARM LLC	05/01/2025	422434	FOA	6/1/25 - 5/31/26 - WTP MONITORING	
52541	8345 MAIN STREET	05/20/2025		N		486.72
05/01/2025	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		05/20/2025		Y		486.72

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	486.72

VENDOR TOTAL: 486.72

AMAZON.COM	AMAZON CAPITAL SERVICES	04/02/2025	114-3365672-7509	FOA	POST IT TABS	
52417	P.O. BOX 035184	05/20/2025		N		3.52
04/02/2025	SEATTLE WA, 98124-5184	/ /	0.0000	N		0.00
		05/20/2025		N		3.52

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-727.000	SUPPLIES & POSTAGE	3.52

AMAZON.COM	AMAZON CAPITAL SERVICES	04/01/2025	114-3463457-6929	FOA	HANGING FILE FOLDERS	
52416	P.O. BOX 035184	05/20/2025		N		28.88
04/01/2025	SEATTLE WA, 98124-5184	/ /	0.0000	N		0.00
		05/20/2025		N		28.88

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-727.000	SUPPLIES & POSTAGE	28.88

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

AMAZON.COM	AMAZON CAPITAL SERVICES	04/10/2025	114-4307789-7853	FOA	STACKABLE PLASTIC STORAGE BINS	
52487	P.O. BOX 035184	05/20/2025		N		29.74
04/10/2025	SEATTLE WA, 98124-5184	/ /	0.0000	N		0.00
		05/20/2025		N		29.74

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-727.000	SUPPLIES & POSTAGE	29.74

AMAZON.COM	AMAZON CAPITAL SERVICES	04/16/2025	1145177410-08866	FOA	A-Z TAB DIVIDERS & INDEX CARD DIVIDE	
52486	P.O. BOX 035184	05/20/2025		N		32.54
04/16/2025	SEATTLE WA, 98124-5184	/ /	0.0000	N		0.00
		05/20/2025		N		32.54

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-727.000	SUPPLIES & POSTAGE	32.54

AMAZON.COM	AMAZON CAPITAL SERVICES	04/01/2025	114-9570041-9977	FOA	ADAPTER FOR LOBBY TV	
52415	P.O. BOX 035184	05/20/2025		N		8.99
04/01/2025	SEATTLE WA, 98124-5184	/ /	0.0000	N		0.00
		05/20/2025		N		8.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	8.99

VENDOR TOTAL: 103.67

AWWA	AMERICAN WATER WORKS ASSOCIATION	04/17/2025	SO221146	FOA	MEMBERSHIP DUES	
52488	PO BOX 972997	05/20/2025		N		431.00
02/17/2025	DALLAS TX, 75397	/ /	0.0000	N		0.00
		05/20/2025		N		431.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-804.000	MEMBERSHIP & DUES	431.00

VENDOR TOTAL: 431.00

APPLIEDCAP	APPLIED CAPITAL, LLC	04/25/2025	39090068	FOA	4/20/25 - 5/19/25 RICOH/HP COPIERS/P	
52542	P.O. BOX 660831	05/20/2025		N		503.63
04/25/2025	DALLAS TX, 75266-0831	/ /	0.0000	N		0.00
		05/20/2025		N		503.63

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-960.000	LEASES - COPIER	503.63

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

VENDOR TOTAL: 503.63

APPLIED	APPLIED INNOVATION	04/30/2025	2812795	FOA	RICOH MPC5503 - 1/21/25 - 4/20/25	
52536	7718 SOLUTION CENTER	05/20/2025		N		568.72
04/30/2025	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		05/20/2025		N		568.72

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	568.72

VENDOR TOTAL: 568.72

AUTOZONE	AUTOZONE , INC	04/10/2025	02257635789	FOA	ARMORAL, WINDSHIELD FLUID, MEGUIAR D	
52418	PO BOX 116067	05/20/2025		N		42.68
04/10/2025	ATLANTA GA, 30368-6067	/ /	0.0000	N		0.00
		05/20/2025		N		42.68

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	42.68

AUTOZONE	AUTOZONE , INC	04/09/2025	040925	FOA	SUPPLIES	
52588	PO BOX 116067	05/20/2025		N		49.94
04/09/2025	ATLANTA GA, 30368-6067	/ /	0.0000	N		0.00
		05/20/2025		N		49.94

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	49.94

VENDOR TOTAL: 92.62

BAUGH	BAUGH, TRACY	05/12/2025	051225	FOA	REBATE FOR P.R.E.	
52581	13601 HARRISBURG CT	05/20/2025		N		300.11
05/12/2025	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		05/20/2025		N		300.11

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-084.002	DUE FROM HARTLAND SCHOOLS	297.15
101-000-609.000	PROPERTY TAX ADMINISTRATION	2.96

300.11

VENDOR TOTAL: 300.11

BENDER	BENDER PHD, LEWIS	04/01/2025	04/02/25	FOA	ADMIN SUPPORT TRAINING - ASSESSING	
52420	P.O. BOX 330	05/20/2025		N		425.00
04/01/2025	LEROY MI, 49655	/ /	0.0000	N		0.00
		05/20/2025		Y		425.00

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

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-957.000	EDUCATION/TRAINING/CONVENTION	425.00
BENDER 52421 04/01/2025	BENDER PHD, LEWIS P.O. BOX 330 LEROY MI, 49655	04/01/2025 05/20/2025 / / 0.0000 05/20/2025
		FOA N N Y
		ADMIN TRAINING FOR DPW ASST 425.00 0.00 425.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-957.000	EDUCATION/TRAINING/CONVENTION	425.00
BENDER 52550 04/01/2025	BENDER PHD, LEWIS P.O. BOX 330 LEROY MI, 49655	04/01/2025 05/20/2025 / / 0.0000 05/20/2025
		FOA N N Y
		ADMIN SUPPORT TRAINING - C. LOUIS 425.00 0.00 425.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-957.000	EDUCATION/TRAINING/CONVENTION	425.00

VENDOR TOTAL: 1,275.00

BESTBUY 52489 04/15/2025	BEST BUY 8487 W GRAND RIVER AVE BRIGHTON MI, 48116	04/15/2025 05/20/2025 / / 0.0000 05/20/2025	FOA N N N	REPLACEMENT PRINTER FOR WTP 369.99 0.00 369.99
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Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	369.99

VENDOR TOTAL: 369.99

CINTAS 52578 05/12/2025	CINTAS CORPORATION P.O. BOX 630910 CINCINNATI OH, 45263	05/12/2025 05/20/2025 / / 0.0000 05/20/2025	FOA N N N	MATS 46.80 0.00 46.80
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Open

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

CINTAS 52543 04/30/2025	CINTAS CORPORATION P.O. BOX 630910 CINCINNATI OH, 45263	04/30/2025 05/20/2025 / / 0.0000 05/20/2025	FOA N N N	EYEWASH AGREEMENT 99.18 0.00 99.18
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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

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	99.18

VENDOR TOTAL: 145.98

COMCAST	COMCAST	04/06/2025	042325	FOA	APRIL 2025 INTERNET AT WTP	
52491	P.O. BOX 70219	05/20/2025		N		282.35
04/06/2025	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		05/20/2025		N		282.35

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-805.000	INTERNET	282.35

COMCAST	COMCAST	04/01/2025	237898267	FOA	APRIL 2025 INTERNET AT TWP HALL	
52492	P.O. BOX 70219	05/20/2025		N		713.75
04/01/2025	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		05/20/2025		N		713.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-805.000	INTERNET	713.75

COMCAST	COMCAST	04/21/2025	APRIL 2025	FOA	PHONE/INTERNET AT WTP	
52358	P.O. BOX 70219	05/20/2025		N		225.01
04/21/2025	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		05/20/2025		N		225.01

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-851.000	TELEPHONE	83.54
536-000-805.000	INTERNET	141.47
		225.01

COMCAST	COMCAST	04/26/2025	APRIL 25	FOA	CABLE/INTERNET AT TWP HALL	
52359	P.O. BOX 70219	05/20/2025		N		445.84
04/26/2025	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		05/20/2025		N		445.84

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-806.000	CABLE TV FEES	168.96
577-000-805.000	INTERNET	276.88
		445.84

VENDOR TOTAL: 1,666.95

2154	COMFORT INN	04/11/2025	041125	FOA	MPSI HOTEL LODGING	
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
52490	2424 S. MISSION	05/20/2025		N		551.25
04/11/2025	MT. PLESANT MI, 48858	/ /	0.0000	N		0.00
		05/20/2025		Y		551.25

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-957.000	EDUCATION/TRAINING/CONVENTION	551.25
VENDOR TOTAL:		551.25

CONNECTED	CONNECTED SOLUTIONS GROUP LLC	04/10/2025	041025	FOA	ANTENNA FOR WIFI SYSTEM	
52521	8529 MEADOWBRIDGE RD, STE 300	05/20/2025		N		325.57
04/10/2025	MECHANICSVILLE VA, 23116	/ /	0.0000	N		0.00
		05/20/2025		N		325.57

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	325.57
VENDOR TOTAL:		325.57

CONSUMER	CONSUMERS ENERGY	05/06/2025	204390679207	FOA	MAY 2025 WTP	
52572	PO BOX 740309	05/20/2025		N		162.55
05/06/2025	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		05/20/2025		N		162.55

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-920.001	UTILITIES - GAS	162.55

CONSUMER	CONSUMERS ENERGY	05/07/2025	204657624529	FOA	MAY 2025 HERO TEEN CENTER	
52571	PO BOX 740309	05/20/2025		N		114.15
05/07/2025	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		05/20/2025		N		114.15

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-920.001	UTILITIES - GAS	114.15

CONSUMER	CONSUMERS ENERGY	05/07/2025	205102539645	FOA	MAY 2025 TOWNSHIP HALL	
52570	PO BOX 740309	05/20/2025		N		341.94
05/07/2025	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		05/20/2025		N		341.94

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-920.001	UTILITIES - GAS	341.94

VENDOR TOTAL: 618.64

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
DELUXE	DELUXE	03/28/2025	9007440958	FOA	DUAL POCKET BAG	
52373		05/20/2025		N		113.87
03/28/2025	,	/ /	0.0000	N		0.00
		05/20/2025		N		113.87

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-727.000	SUPPLIES & POSTAGE	113.87

VENDOR TOTAL: 113.87

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
DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	05/01/2025	189715	FOA	MAY 2025 - PARKS TRASH	
52547	PO BOX 241	05/20/2025		N		300.00
05/01/2025	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		05/20/2025		Y		300.00

Open

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

VENDOR TOTAL: 300.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
0070	DTE ENERGY	04/30/2025	200395566236	FOA	APRIL 2025 - MILLPOINTE, FIDDLERS GR	
52548	P.O BOX 740786	05/20/2025		N		1,759.34
04/30/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		05/20/2025		N		1,759.34

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-282.001	MILLPOINTE STREETLIGHTS DEPOSIT	286.02
101-000-282.002	FIDDLAR GROVE STREETLIGHT DEPOSIT	23.23
101-000-282.003	WALNUT RIDGE STREETLIGHTS DEPOSIT	25.40
101-448-921.000	STREET LIGHTS	1,424.69
		1,759.34

VENDOR TOTAL: 1,759.34

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
ECOSHIELD	ECOSHIELD PEST SOLUTIONS DET WEST	04/17/2025	041725	FOA	APRIL 2025 PEST CONTROL AT WTP	
52493	P.O. BOX 92180	05/20/2025		N		99.00
04/17/2025	LAS VEGAS NV, 89193-2180	/ /	0.0000	N		0.00
		05/20/2025		Y		99.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	99.00

VENDOR TOTAL: 99.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
FIVESTAR	FIVE STAR SIGNS, INC.	05/09/2025	19599	FOA	SIGN FOR VETERANS MEMORIAL	
52585	10099 BERGIN RD, BLDG D	05/20/2025		N		115.00
05/09/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/20/2025		N		115.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-751-970.009	SETTLERS PARK	115.00
VENDOR TOTAL:		115.00

GODADDY	GO DADDY	04/09/2025	3697539002	FOA	DOMAIN YEARLY RENEWAL	
52419		05/20/2025		N		22.17
04/09/2025	,	/ /	0.0000	N		0.00
		05/20/2025		N		22.17

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-900.000	PRINTING & PUBLICATIONS	22.17

GODADDY	GO DADDY	04/11/2025	3701598347	FOA	APRIL 2025	
52556		05/20/2025		N		39.99
04/11/2025	,	/ /	0.0000	N		0.00
		05/20/2025		N		39.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-900.000	PRINTING & PUBLICATIONS	39.99
VENDOR TOTAL:		62.16

HAASETH	HAASETH, GWYN	05/07/2025	050725	FOA	MMTA CONFERENCE MILEAGE/PER DIEMS	
52566		05/20/2025		N		237.40
05/07/2025	,	/ /	0.0000	N		0.00
		05/20/2025		N		237.40

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-957.000	EDUCATION/TRAINING/CONVENTION	237.40
VENDOR TOTAL:		237.40

0150	HARTLAND CONSOLIDATED SCHOOLS	04/30/2025	175181	FOA	APRIL 2025 FUEL	
52539	9525 E HIGHLAND ROAD	05/20/2025		N		527.82
05/01/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/20/2025		N		527.82

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-239-860.000	GASOLINE	62.69

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

536-000-860.000	GASOLINE					465.13
						527.82

VENDOR TOTAL: 527.82

0001	HARTLAND TOWNSHIP GENERAL FUND	04/30/2025	050625	FOA	APRIL 2025 MOBILE HOME TAX DISBURSEM	
52561		05/20/2025		N		294.50
05/06/2025	,	/ /	0.0000	N		0.00
		05/20/2025		N		294.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	294.50

0001	HARTLAND TOWNSHIP GENERAL FUND	04/30/2025	050825	FOA	APRIL 2025 DOG LICENSE PMTS	
52573		05/20/2025		N		24.00
05/08/2025	,	/ /	0.0000	N		0.00
		05/20/2025		N		24.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	24.00

VENDOR TOTAL: 318.50

WATERO&M	HARTLAND TOWNSHIP WATER O & M	04/30/2025	APR 2025	FOA	OUT OF DEPT COSTS	
52553	2655 CLARK RD	05/20/2025		N		10,709.06
04/30/2025	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		05/20/2025		N		10,709.06

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.009	CONTRACT SERVICES - WATER SYSTEM	4,969.93
101-265-801.009	CONTRACT SERVICES - WATER SYSTEM	4,649.00
101-567-801.009	CONTRACT SERVICES - WATER SYSTEM	1,010.53
206-000-801.009	CONTRACT SERVICES - WATER SYSTEM	79.60
		10,709.06

WATERO&M	HARTLAND TOWNSHIP WATER O & M	04/30/2025	APRIL 2025	FOA	EQUIPMENT REIMBURSEMENT	
52552	2655 CLARK RD	05/20/2025		N		883.24
04/30/2025	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		05/20/2025		N		883.24

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.010	CONTRACT EQUIPMENT - WATER SYS	358.53
101-265-801.010	CONTRACT EQUIPMENT - WATER SYS	395.78
101-567-801.010	CONTRACT EQUIPMENT - WATER SYS	114.17
206-000-801.010	CONTRACT EQUIPMENT - WATER SYS	14.76

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

883.24

VENDOR TOTAL: 11,592.30

HTVMF	HARTLAND TWP VETERANS MEMORIAL FUND	05/06/2025	050625	FOA	BRICK PURCHASES VIA CREDIT CARD FROM	
52562		05/20/2025		N		750.00
05/06/2025	,	/ /	0.0000	N		0.00
		05/20/2025		N		750.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-003.030	VETERANS MEMORIAL	750.00

VENDOR TOTAL: 750.00

JW MARRIOT	JW MARRIOTT	04/03/2025	040325	FOA	LODGING FOR MTA - MGR LUCE	
52557		05/20/2025		N		863.04
04/03/2025	,	/ /	0.0000	N		0.00
		05/20/2025		N		863.04

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-957.000	EDUCATION/TRAINING/CONVENTION	906.06
101-172-957.000	EDUCATION/TRAINING/CONVENTION	(43.02)
		863.04

VENDOR TOTAL: 863.04

1120	KIZCAM	03/31/2025	17968	FOA	ENVELOPES	
52563	3280 W GRAND RIVER	05/20/2025		N		282.50
02/14/2025	HOWELL MI, 48855	/ /	0.0000	N		0.00
		05/20/2025		N		282.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	282.50

VENDOR TOTAL: 282.50

0220	LIVINGSTON COUNTY TREASURER	04/30/2025	050625	FOA	APRIL 2025 MOBILE HOME TAX DISBURSEM	
52560	200 E. GRAND RIVER	05/20/2025		N		1,472.50
05/06/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/20/2025		N		1,472.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	1,472.50

0220	LIVINGSTON COUNTY TREASURER	05/08/2025	050825	FOA	APRIL 2025 DOG LICENSE PMTS	
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
52575	200 E. GRAND RIVER	05/20/2025		N		286.00
05/08/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/20/2025		N		286.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	286.00

VENDOR TOTAL: 1,758.50

LDPA	LIVINGSTON DAILY PRESS & ARGUS	04/10/2025	APRIL 2025	FOA	APRIL 2025	
52517	3964 SOLUTIONS CENTER	05/20/2025		N		16.99
04/10/2025	CHICAGO IL, 60677-3009	/ /	0.0000	Y		0.00
		05/20/2025		N		16.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-740.000	OPERATING SUPPLIES	16.99

VENDOR TOTAL: 16.99

LOREARENTS	LOREA RENTS	04/09/2025	R1317-2	FOA	FUEL FOR RENTAL EQUIPMENT	
52422	120 LUCY RD	05/20/2025		N		33.60
04/09/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/20/2025		N		33.60

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-444-930.000	REPAIRS & MAINTENANCE	33.60

VENDOR TOTAL: 33.60

LOREA	LOREA TOPSOIL & AGGREGATE	04/28/2025	32770	FOA	MULCH AT HERO TEEN CENTER	
52532	4812 S. OLD US23	05/20/2025		N		222.50
04/28/2025	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		05/20/2025		Y		222.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	222.50

LOREA	LOREA TOPSOIL & AGGREGATE	04/28/2025	32792	FOA	MULCH AT TOWNSHIP HALL	
52533	4812 S. OLD US23	05/20/2025		N		222.48
04/28/2025	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		05/20/2025		Y		222.48

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	222.48

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

VENDOR TOTAL: 444.98

MRWA	MICHIGAN RURAL WATER ASSOCIATION	04/10/2025	2020-14089	FOA	ZOOM TRAINING CLASS FOR M. NIXON	
52423	2127 UNIVERSITY PARK DR, STE 340	05/20/2025		N		380.00
04/10/2025	OKEMOS MI, 48864	/ /	0.0000	N		0.00
		05/20/2025		N		380.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-957.000	EDUCATION/TRAINING/CONVENTION	380.00

VENDOR TOTAL: 380.00

MSCA	MICHIGAN SCHOLASTIC CYCLING ASSOC	04/30/2025	043025	FOA	REFUND FOR SETTLERS PARK PAVILION	
52535	P.O. BOX 1133	05/20/2025		N		250.00
04/30/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		05/20/2025		N		250.00

Open

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

VENDOR TOTAL: 250.00

LCDPA	MICHIGAN.COM	05/12/2025	JUNE 2025	FOA	ACCOUNT PA8741424	
52574	PO BOX 742520	05/20/2025		N		58.00
05/12/2025	CINCINNATI OH, 45274-2520	/ /	0.0000	N		0.00
		05/20/2025		N		58.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-804.000	MEMBERSHIP & DUES	58.00

VENDOR TOTAL: 58.00

PAMPALONA	PAMPALONA COMPANIES	04/29/2025	042825	FOA	RELEASE DEVELOPER ACCT FUNDS	
52531	850 W UNIVERSITY, STE D	05/20/2025		N		14,583.80
04/28/2025	ROCHESTER MI, 48307	/ /	0.0000	N		0.00
		05/20/2025		N		14,583.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0033	YATOOMA OIL	14,583.80

VENDOR TOTAL: 14,583.80

1180	PETER'S TRUE VALUE HARDWARE	05/06/2025	K77220	FOA	TRIMMER & THERMOSTAT	
52559	3455 W. HIGHLAND ROAD	05/20/2025		N		488.92
05/06/2025	MILFORD MI, 48380	/ /	0.0000	N		0.00

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

		05/20/2025		N		488.92
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Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	37.96
101-751-740.000	OPERATING SUPPLIES	17.98
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	32.99
101-751-740.000	OPERATING SUPPLIES	199.99
536-000-740.000	OPERATING SUPPLIES	200.00
		<u>488.92</u>

1180	PETER'S TRUE VALUE HARDWARE	05/12/2025	K77309	FOA	KNIFE BLADE	
52583	3455 W. HIGHLAND ROAD	05/20/2025		N		21.99
05/12/2025	MILFORD MI, 48380	/ /	0.0000	N		0.00
		05/20/2025		N		21.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	21.99

VENDOR TOTAL: 510.91

RESERVE	PITNEY BOWES BANK INC RESERVE ACCT	04/30/2025	050125	FOA	APRIL 2025 POSTAGE ACCT 24969628	
52538	P.O. BOX 981023	05/20/2025		N		422.48
05/01/2025	BOSTON MA, 02298-1023	/ /	0.0000	N		0.00
		05/20/2025		N		422.48

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	41.27
101-209-727.000	SUPPLIES & POSTAGE	51.06
101-215-727.000	SUPPLIES & POSTAGE	132.96
101-191-727.000	SUPPLIES & POSTAGE	70.32
101-400-727.000	SUPPLIES & POSTAGE	5.07
101-253-727.000	SUPPLIES & POSTAGE	7.59
101-253-811.100	TAX COLLECTION	7.33
536-000-727.000	SUPPLIES/POSTAGE	50.33
590-000-727.000	SUPPLIES & POSTAGE	50.32
101-567-727.000	SUPPLIES & POSTAGE	0.69
101-192-727.000	SUPPLIES & POSTAGE	5.54
		<u>422.48</u>

VENDOR TOTAL: 422.48

REDWING	RED WING BUSINESS ADVANTAGE ACCT	04/16/2025	041625	FOA	BOOTS FOR M. NIXON	
52494	P.O. BOX 844329	05/20/2025		N		242.99
04/16/2025	DALLAS TX, 75284-4329	/ /	0.0000	N		0.00
		05/20/2025		N		242.99

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	242.99
REDWING 52579 05/10/2025	RED WING BUSINESS ADVANTAGE ACCT P.O. BOX 844329 DALLAS TX, 75284-4329	05/10/2025 05/20/2025 / / 05/20/2025
		20250510015955
		FOA WORK BOOTS FOR T. BROOKS
		N 224.99
		N 0.00
		N 224.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	224.99
REDWING 52495 04/16/2025	RED WING BUSINESS ADVANTAGE ACCT P.O. BOX 844329 DALLAS TX, 75284-4329	04/16/2025 05/20/2025 / / 05/20/2025
		4/16/25
		FOA CLOTHING FOR M. NIXON
		N 65.47
		N 0.00
		N 65.47

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	65.47
		VENDOR TOTAL: 533.45

ROMANS 52586 05/14/2025	ROMAN'S POOL SUPPLIES & SERVICE INC 910 E GRAND RIVER AVE HOWELL MI, 48843	05/14/2025 05/20/2025 / / 05/20/2025	051425	FOA OVERPAYMENT FOR LAND USE PERMIT 25-0	N 25.00	N 0.00	N 25.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-622.000	ZONING FEES	25.00
		VENDOR TOTAL: 25.00

ROOFINGPD 52582 05/08/2025	ROOFING PD 5073 CANTERBURY DR BRIGHTON MI, 48114	05/08/2025 05/20/2025 / / 05/20/2025	1463-1	FOA STATION 61 ROOF REPAIR	N 1,593.39	N 0.00	N 1,593.39
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	1,593.39
		VENDOR TOTAL: 1,593.39

RURALKING 52496 04/15/2025	RURAL KING 4216 DEWITT AVE MATTOON IL, 61938	04/15/2025 05/20/2025 / / 05/20/2025	041525	FOA MISC SUPPLIES	N 58.94	N 0.00	N 58.94
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	58.94
RURALKING 52520 04/21/2025	RURAL KING 4216 DEWITT AVE MATTOON IL, 61938	04/21/2025 05/20/2025 / / 0.0000 05/20/2025
		FOA N N N
		BACKPACK SPRAYER & REPLACEMENT LOCK 129.98 0.00 129.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-740.000	OPERATING SUPPLIES	29.99
101-265-740.000	OPERATING SUPPLIES	30.00
101-751-930.000	REPAIRS & MAINTENANCE	69.99
		<u>129.98</u>

VENDOR TOTAL: 188.92

SERVICEPRO 52558 05/05/2025	SERVICEPRO 7510 PARKWOOD DRIVE FENTON MI, 48430	04/30/2025 05/20/2025 / / 0.0000 05/20/2025	APRIL 2025	FOA N N Y	CLEANING TWP HALL 880.00 0.00 880.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT			
101-265-801.000	CONTRACTED SERVICES	880.00			
SERVICEPRO 52537 04/30/2025	SERVICEPRO 7510 PARKWOOD DRIVE FENTON MI, 48430	03/31/2025 05/20/2025 / / 0.0000 05/20/2025	MARCH 2025	FOA N N Y	MARCH 2025 880.00 0.00 880.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	880.00
		<u>1,760.00</u>

VENDOR TOTAL: 1,760.00

SMARTSOURC 52549 04/30/2025	SMART SOURCE, LLC MICHIGAN DIVISION P.O. BOX 106068 ATLANTA GA, 30348-6068	04/30/2025 05/20/2025 / / 0.0000 05/20/2025	1841518	FOA N N Y	WATER/SEWER UTILITY BILL STOCK 644.36 0.00 644.36
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Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-727.000	SUPPLIES/POSTAGE	322.18
590-000-727.000	SUPPLIES & POSTAGE	322.18
		<u>644.36</u>

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

VENDOR TOTAL: 644.36

STAPLES	STAPLES	05/10/2025	6031744219	FOA	MISC SUPPLIES	
52576	PO BOX 660409	05/20/2025		N		114.99
05/10/2025	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		05/20/2025		N		114.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	114.99

VENDOR TOTAL: 114.99

UNIVAR	UNIVAR SOLUTIONS	03/26/2025	52889519	FOA	LIQUID CHLORINE	
52372	62190 COLLECTIONS CENTER DRIVE	05/20/2025		N		2,939.99
03/26/2025	CHICAGO IL, 60693-0621	/ /	0.0000	N		0.00
		05/20/2025		N		2,939.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.001	WATER TREAT. CHEMICALS	2,939.99

VENDOR TOTAL: 2,939.99

ULITHO	UNIVERSITY LITHOPRINTERS	04/30/2025	77290	FOA	EVENT POSTCARDS	
52580	4150 VARSITY DRIVE	05/20/2025		N		1,300.00
04/30/2025	ANN ARBOR MI, 48108	/ /	0.0000	N		0.00
		05/20/2025		N		1,300.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-900.000	PRINTING & PUBLICATIONS	1,300.00

VENDOR TOTAL: 1,300.00

USA	USA BLUE BOOK	05/06/2025	702453	FOA	COTTER PIN ASSORTMENT, PUMICE HAND C	
52567	P.O. BOX 9004	05/20/2025		N		180.69
05/06/2025	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		05/20/2025		N		180.69

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	180.69

USA	USA BLUE BOOK	05/06/2025	702569	FOA	COTTER PIN ASSORTMENT, LUBRICANT	
52568	P.O. BOX 9004	05/20/2025		N		128.75
05/06/2025	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		05/20/2025		N		128.75

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	128.75

VENDOR TOTAL: 309.44

VC3, INC. 52587	VC3, INC. C/O PNC BANK P.O. BOX 746804 ATLANTA GA, 30374-6804	05/13/2025 05/20/2025	3561670VC3	FOA N	WORKSTATION FOR DEPUTY CLERK	1,002.99
05/13/2025		/ /	0.0000	N		0.00
Open		05/20/2025		N		1,002.99

GL NUMBER	DESCRIPTION	AMOUNT
401-258-970.000	CAPITAL OUTLAY EQUIPMENT	1,002.99

VENDOR TOTAL: 1,002.99

WEINGARTZ 52498	WEINGARTZ 39050 GRAND RIVER AVE FARMINGTON HILLS MI, 48335	04/16/2025 05/20/2025	20576835-00	FOA N	MOWERS	4,588.00
04/16/2025		/ /	0.0000	N		0.00
Open		05/20/2025		N		4,588.00

GL NUMBER	DESCRIPTION	AMOUNT
101-567-970.000	CAPITAL OUTLAY	2,294.00
101-751-970.000	CAPITAL OUTLAY	2,294.00
		4,588.00

WEINGARTZ 52497	WEINGARTZ 39050 GRAND RIVER AVE FARMINGTON HILLS MI, 48335	04/16/2025 05/20/2025	20587019-00	FOA N	OIL, GASKET, TRIMMER LINE	817.89
04/16/2025		/ /	0.0000	N		0.00
Open		05/20/2025		N		817.89

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	817.89

VENDOR TOTAL: 5,405.89

WICKEDCHIC 52519	WICKED CHICKEN DESIGNS ,	04/21/2025 05/20/2025	0184	FOA N	HARTLAND POSTCARD	50.00
04/21/2025		/ /	0.0000	N		0.00
Open		05/20/2025		N		50.00

GL NUMBER	DESCRIPTION	AMOUNT
101-577-801.000	CONTRACTED SERVICES	50.00

05/14/2025 04:42 PM
 User: SUSANC
 DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
 EXP CHECK RUN DATES 05/20/2025 - 05/20/2025
 BOTH JOURNALIZED AND UNJOURNALIZED
 OPEN - CHECK TYPE: PAPER CHECK

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

VENDOR TOTAL: 50.00

TOTAL - ALL VENDORS: 103,691.45

FUND TOTALS:

Fund 101 - GENERAL FUND	43,825.49
Fund 206 - FIRE OPERATING	1,687.75
Fund 401 - CAPITAL PROJECTS FUND	46,000.99
Fund 536 - WATER SYSTEM FUND	8,568.13
Fund 577 - CABLE TV FUND	1,159.59
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	372.50
Fund 701 - TRUST AND AGENCY	2,077.00

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: May 13, 2025

Recommended Action

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

Discussion

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

Accounts Payable – \$1,761.18

May 15, 2025 Payroll - \$93,944.14

Financial Impact

Is a Budget Amendment Required? Yes No

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

Attachments

Post Audit Bills List 05.06.2025

Payroll for 05.15.2025

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/06/2025	FOA	45447	CONSUMERS ENERGY	STREET LIGHTS	101-448-921.000	221.08
		45447		UTILITIES - ELECTRIC	206-000-920.002	47.24
						268.32
05/06/2025	FOA	45448	LOWES BUSINESS ACCT/SYNCB	OPERATING SUPPLIES	101-751-740.000	381.32
05/06/2025	FOA	45449	MUTUAL OF OMAHA	ACCRUED STD/LTD BENEFITS	001-000-257.103	222.30
		45449		EMPLOYMENT EXPENSE	101-172-716.000	47.42
		45449		EMPLOYMENT EXPENSE	101-192-716.000	117.27
		45449		EMPLOYMENT EXPENSE	101-209-716.000	167.07
		45449		EMPLOYMENT EXPENSE	101-215-716.000	82.51
		45449		EMPLOYMENT EXPENSE	101-253-716.000	82.80
		45449		EMPLOYMENT EXPENSE	101-400-716.000	130.06
		45449		EMPLOYMENT EXPENSE	101-441-716.000	112.75
		45449		EMPLOYMENT EXPENSE	536-000-716.000	149.36
						1,111.54
TOTAL - ALL FUNDS				TOTAL OF 3 CHECKS		1,761.18

--- GL TOTALS ---

001-000-257.103	ACCRUED STD/LTD BENEFITS	222.30
101-172-716.000	EMPLOYMENT EXPENSE	47.42
101-192-716.000	EMPLOYMENT EXPENSE	117.27
101-209-716.000	EMPLOYMENT EXPENSE	167.07
101-215-716.000	EMPLOYMENT EXPENSE	82.51
101-253-716.000	EMPLOYMENT EXPENSE	82.80
101-400-716.000	EMPLOYMENT EXPENSE	130.06
101-441-716.000	EMPLOYMENT EXPENSE	112.75
101-448-921.000	STREET LIGHTS	221.08
101-751-740.000	OPERATING SUPPLIES	381.32
206-000-920.002	UTILITIES - ELECTRIC	47.24
536-000-716.000	EMPLOYMENT EXPENSE	149.36
	TOTAL	1,761.18

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 05-06-25 Hartland Township Board Regular Meeting Minutes

Date: May 15, 2025

Recommended Action

Move to approve the Hartland Township Board Regular Meeting Minutes for May 6, 2025.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

5-6-25 HTB Minutes - DRAFT

DRAFT

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

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

ABSENT: None

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

4. Approval of the Agenda

Trustee Petrucci requested we move Item 7.c. from Pending and New Business to 9.d. Information/Discussion.

Move to approve the agenda for the May 6, 2025 Hartland Township Board meeting as amended.

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

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

Voting Nay: None

Absent: None

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the May 6, 2025 Hartland Township Board meeting as presented.

Motion made by Trustee Petrucci, Seconded by Treasurer Horning.

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

Voting Nay: None

Absent: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 04-22-25 Hartland Township Board Meeting Regular Minutes

7. Pending & New Business

- a. 2025 Clyde Road Limestone Resurfacing Project

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

May 06, 2025 – 7:00 PM

Public Works Director Scott Hable gave a brief overview of the Clyde Road Limestone Resurfacing Project stating that the Livingston County Road Commission (LCRC) brought up some issues with a section of Clyde Road from Hartland Rd. to Bullard Rd. He stated we did a limestone cap for a good portion of Clyde Rd. last year and this was a section they did not get to during that project. Director Hable stated this was around 6,650 feet, will take around 2000 tons of limestone, and will take one to two days to complete. The price quoted was not to exceed \$79,000.

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

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

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

Voting Nay: None

Absent: None

b. Township Server Replacement

Manager Luce stated this issue has been previously discussed during the budgeting process and is an approved budgeted item for 2025. This is the replacement of our 2012 server which hosts all of our BS&A programs, e-mail, websites, and other programs. He stated the quote from VC3 is not to exceed \$43,672. Trustee O'Connell inquired as to the timing of the migration to the new server and Manager Luce stated that the server replacement will occur on a Friday or Saturday when the Township is not open and will only take the server down for a short period of time. He stated this will be funded out of the Capital Improvements Fund using PEG funds. Supervisor Fountain inquired as to whether the new server will upgrade our local cable broadcast and Manager Luce stated that this will be slightly faster, but the quality of the broadcast is basically dependent on platform that Comcast is broadcasting on for the public.

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

Motion made by Treasurer Horning, Seconded by Clerk Ciofu.

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

Voting Nay: None

Absent: None

8. Board Reports

Trustee Lubeski - No report.

Trustee McMullen - No report.

Trustee Petrucci - No report.

Clerk Ciofu - No report.

Treasurer Horning - No report.

Trustee O'Connell - Stated she attended the Brown Bag Lunch seminar of the Livingston County Planning Commission on what Townships can do regarding Mining operations in their Township. She stated the seminar was outstanding and Board Members should take a look at these seminars.

Supervisor Fountain - No report.

[BRIEF RECESS]

9. Information / Discussion

a. HERO Center and HAPRA Agreement

Manager Luce gave a brief overview of the potential agreement between the Hartland Enrichment and Recreation Organization (HERO) and the Howell Area Parks and Recreation Authority (HAPRA) regarding management services for the HERO Teen Center. He stated the HERO Center Board was looking for an Executive Director and they reached out to him for any insight he may have on such a position. He recommended talking to other local teen center entities regarding this position and the responsibilities of this position. One of the entities they talked to was HAPRA and discussions led to asking the Howell Teen Center director to also manage the Hartland Teen Center. Manager Luce stated on a peak day the HERO Teen Center accommodates 44 students, which is significantly higher than other entities in the area. A brief discussion was held on the list of Management Services specific to the Hartland Teen Center outlined in the potential Agreement, compensation, and current staff retention. Manager Luce recommended that this Director should report to the HERO Board regarding the Hartland Teen Center. Trustee Petrucci was concerned with the financial aspects of adding an Executive Director for the HERO Center. A brief discussion was held on the finances of the HERO Center regarding, grants, fundraisers, and donations. Manager Luce stated that this Agreement has no implications to Hartland Township as the HERO Center Board has just requested the Township's review. Trustee McMullen stated that bringing in a new Director may bring in new ideas for potential grants and fundraising activities. Manager Luce stated he thought this position was included in this year's HERO budget. He also stated that grants for this type of activity typically do not come to Livingston County due to the generalized income level of Livingston County residents. He did state that you would have a better chance at receiving grants by combining the two entities in a grant request. Writing grants is included in the Management Services, along with other reporting responsibilities. It was the consensus of the Board to have the HERO Center move forward with the Agreement.

b. Parks Rules / Events Workshop

Manager Luce gave a brief overview of our current Parks Rules and Regulations and led a discussion on potential changes to portions of the document. He distributed the Options For Park Rules & Regulation checklist for discussion, and stated the two biggest issues we have to address are food trucks and event sizes. Discussion was held on types of events, size of events, open vs. closed to the public events, and food and entertainment trucks. With regards to Heritage Park, discussion was held on large events as it relates to parking, attendee complaints, potential upfront deposits, food trucks, and general clean up. Further discussion was held on a potential list of inspected and pre-approved food trucks maintained by the Fire Marshal. The Board discussed food trucks at Settler's Park as it relates to a total ban, except for Community Sponsored Events, effect of a ban/no ban on the local food truck business or area restaurants respectively, size of events, and open vs. closed to the public events. The park fee structure as it relates to residents, non-residents, community events or organizations, open to the public event versus private events, and additional fees for large events, was also discussed. A brief discussion was held on alcohol which is not allowed at our parks. The issues discussed tonight will be vetted by the Admin Committee which will bring back recommendations to the Board for further discussion.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

May 06, 2025 – 7:00 PM

c. Manager's Report

Manager Luce stated the all partners Partners in Progress meeting will be held on Wednesday, August 20, 2025, at 7:30 a.m. at the Old High School. He stated he is working on this summers work sessions, including the Park Rules discussed tonight, revisiting the Comprehensive Plan, revamping the Parks Master Plan, and a September or October Strategic Planning session with Lew Bender. Manager Luce stated he had in-depth conversations on traffic at M-59 and Blaine Rd. with most of the individuals that spoke at Call to Public at the Chick-Fil-A Board meeting and prefaced the meetings with they may not like everything he had to say but when they leave the meeting they would understand. He stated that everyone that he spoke with was appreciative, and he still has one meeting left with a resident and the County. Manager Luce also stated we have received a concept plan for a property behind Mackle's for a family-oriented indoor adventure park. Trustee McMullen stated she has been receiving e-mails on Sheetz Gas Station, and others indicated they have also received them. Manager Luce stated that because the proposed Sheetz Gas Station at the Walgreen's site is a change of use, MDOT requires a traffic study, and they are still discussing this. He indicated it may still be a couple of months before we see it at the Planning Commission.

d. 2025 M-59 Median and Station 61 Maintenance Agreement

This item was moved from Pending & New Business in the amended Agenda.

Trustee Petrucci inquired as to whether we obtained other bids on this maintenance and recommended taking this list of services and sending it out to two other landscape firms for bid. Trustee Lubeski stated that he is familiar with Horizon and in his opinion, they are a high end, higher priced, top tier premium professional company and their work reflects this. He stated the mowing out there is very difficult. Supervisor Fountain stated that landscapers have to be certified by MDOT to work on these medians. Manager Luce stated that Horizon has already started this year's work, and it was agreed that it is late in the process for this year and that we should possibly look at this for next year's contract. Trustee Petrucci also stated we are spending a lot on MDOT property in this area and though he stated it does look nice we may want to consider cutting back on some items. Supervisor Fountain stated if we left it up to MDOT it would probably be all cement, for low maintenance purposes, and he felt the landscaping does help with traffic speeds in this area. Clerk Ciofu stated we also need to consider the overall relationships with our contractors on other issues before making decisions to cut services for minor cost savings. The consensus of the Board was to go out for bids on the services for next year.

10. Adjournment

Move to adjourn the meeting at 8:45 p.m.

Motion made by Trustee McMullen, Seconded by Treasurer Horning.

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

Voting Nay: None

Absent: None

Submitted by.

Larry N. Ciofu, Clerk

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director

Subject: Site Plan/PD Application #25-001
Redwood Living Planned Development (PD) Phase II –Final Plan

Date: May 14, 2025

Recommended Action

Move to approve Site Plan/PD #25-001, Final Plan for Redwood Living Planned Development Phase II, as outlined in the staff memorandum dated May 14, 2025, and resolution.

Approval is subject to the following conditions:

1. Final approval of the Redwood Planned Development Phase II (SP/PD Application #25-001), shall require an amendment to the Zoning Ordinance to revise the zoning map and designate the subject property as PD (Planned Development). The subject property, which constitutes the planned development project area (29.89 acres total), and is to be rezoned to PD, is as follows:
 - a. Tax Parcel ID #4708-26-100-023 (29.89 acres in size); currently zoned HDR (High Density Residential) and CA (Conservation Agriculture).
2. The applicant shall adequately address the outstanding items noted in the Planning Department’s memorandum, dated May 14, 2025, on the Construction Plan set, subject to an administrative review by Planning staff prior to the issuance of a land use permit.
3. The Planned Development Agreement and any easements shall comply with the requirements of the Township Attorney.
4. As part of the Final Plan Review, the applicant, and/or any future owners shall agree to not interfere or object to any future roadway and/or pedestrian connections to the east. Any future ingress-egress easement agreement shall comply with the requirements of the Township Attorney.
5. Applicant complies with any requirements of the Township Engineering Consultant, Department of Public Works Director, Hartland Deerfield Fire Authority, Michigan Department of Environment, Great Lakes, and Energy (EGLE), and all other government agencies, as applicable.
6. The applicant shall obtain approval of a land division for the parcel associated with the proposed project.
7. (Any other conditions the Township Board deems necessary).

Discussion

Applicant: Redwood Living

Site Description

The proposed planned development (PD) is shown in the northwest portion of Hartland Glen Golf Club. Currently the golf course property is primarily zoned CA (Conservation Agricultural), and other portions are zoned HDR (High Density Residential). The golf course property, addressed as 12400 Highland Road, is west of Pleasant Valley Road, south of Cundy Road, and west of Hartland Glen Lane. The golf course property is approximately 352.69 acres (Parcel ID # 4708-26-100-023).

In 2017, the northern portion of the golf course property and two adjacent properties on Cundy Road, were rezoned to HDR under Rezoning Application #361; however, the zoning lines are not defined on the current zoning map. The HDR portion is approximately 73 acres.

Redwood Living PD Phase I occupies approximately 27.14 acres (Parcel ID #4708-26-100-020), in the northeast portion of the former golf course property. This phase consists of thirty (30) single-story, multi-unit apartment buildings, with a total of 148 apartment units. Phase I is currently under construction.

The proposed project, Redwood Living Planned Development Phase II, occupies approximately 29.89 acres of the golf course property, in the northwest part of the golf course (Parcel ID #4708-26-100-023). The two (2) residential developments (Phase I and II) are connected via internal private roadways. Phase II has twenty-eight (28) single-story, multi-unit apartment buildings and a total of 130 apartment units.

The proposed site development plan shows proposed parcel/property lines that delineate the project area. A land division request and application will be reviewed separately.

Existing wetland areas/ponds are shown on the submitted plans.

West of the proposed Redwood Living PD Phase II project area, properties are zoned SR (Suburban Residential) and are part of the Handy Maxfield Shores subdivision, with single-family residences on each lot. Properties to the north are zoned CA and are occupied by single-family residences. Three (3) adjacent properties to the south are zoned CA and are occupied by single-family residences (by southwest corner of the subject site). The golf course property to the south is zoned CA or HDR.

Public access to the proposed development is via two (2) private roadways that are part of Redwood Living PD Phase 1. An emergency access road is shown on the south side of the development, for a future connection. An ingress/egress access agreement will be provided as part of the Final Plan Review.

Hartland Glen Golf Course was previously designated as Medium Suburban Density Residential on the 2015 Future Land Use Map (FLUM); however, in 2020-2021, several amendments were made to the FLUM and Comprehensive Development Plan. The amendments were approved by the Township Board on May 18, 2021. One of the areas that was amended is the Hartland Glen Golf Course property, which is now designated as a Special Planning Area (SPA), thus the proposed Redwood Living PD Phase 2 project area is designated as SPA on the amended FLUM.

The 2020-2021 Amended Future Land Use Map designations for properties adjacent to the subject site (29.89-acre site) are as follows:

North: Medium Suburban Density Residential

South: Medium Suburban Density Residential and Special Planning Area

East: Special Planning Area

West: Medium Urban Density Residential

The Planning Commission recommended approval of the Final Planned Development (PD) at their April 24, 2025, regular meeting.

Site History

REZ #361 (2017)

In 2017, approximately 73 acres were rezoned from CA (Conservation Agricultural) to HDR (High Density Residential), under Rezoning Application #361. The property associated with the rezoning request included approximately 71 acres of the golf course property (the northern nine (9) holes of the golf course) and two (2) parcels on Cundy Road, with single-family residences, equating to an additional two (2) acres of land, for a total of 73 acres. The properties on Cundy Road are addressed as 12396 and 12398 Cundy Road. The remaining portion of Hartland Golf Club property was zoned CA at that time.

Site Plan/PD Application #20-008 Redwood Living Planned Development (Phase I) – Concept Plan

The Concept Plan for Redwood Living PD was discussed under Site Plan Application #20-008. The Planning Commission reviewed the project on August 20, 2020, followed up by the Township Board's review at their September 15, 2020, meeting.

Site Plan/PD Application #21-005 Redwood Living Planned Development (Phase I) – Preliminary Planned Development Site Plan

The Preliminary Planned Development Site Plan for Redwood Living PD was reviewed by the Planning Commission under Site Plan Application #21-005. On June 24, 2021, the Planning Commission held a public hearing for the project. Upon review of the project, the Planning Commission requested the applicant revise the plans to address several items that were discussed at the public hearing, prior to the Planning Commission making a recommendation on the project. The Planning Commission reviewed the revised plans at their regular meeting on Thursday, July 22, 2021, and recommended approval of Site Plan/PD Application #21-005.

The Township Board approved Site Plan/PD Application #21-005 at their regular meeting on August 17, 2021. The approved plan for SP PD #21-005 shows thirty (30) single-story, multi-unit apartment buildings, with a total of 148 apartment units and a project area of approximately 27.14 acres. The proposed density is 5.42 dwelling units per acre, and a density bonus was recommended by the Planning Commission.

Site Plan/PD Application #22-003 Redwood Living Planned Development (Phase I) – Final PD Site Plan

At their regular meeting on March 17, 2022, the Planning Commission recommended approval of SP/PD #22-003. The Township Board approved SP PD #22-003 at their regular meeting held on April 5, 2022, and included approval of a density bonus. Approval of SP/PD #22-003 constituted a rezoning of the subject properties associated with Redwood Living PD, from CA and HDR to PD (Planned Development). This also constituted an amendment to the Township zoning map.

Site Plan/PD Application #23-007 Redwood Living Planned Development Phase II – Concept Plan

The Concept Plan for Redwood Living PD Phase II was discussed under SP/PD #23-007. The Concept Plan was reviewed by the Planning Commission on July 27, 2023, and the Township Board on August 15, 2023. The Phase II Concept Plan, approximately 28.71 acres, consists of twenty-seven (27) single story apartment buildings, with a total of 130 dwelling units. Public access to the development is via two (2) private roadways associated with Redwood Living PD Phase I. Emergency access is shown on the south side of the site, as a future connection.

Site Plan/PD Application #24-003 Redwood Living Planned Development Phase II – Preliminary Plan

On April 25, 2024, the Planning Commission held a public hearing at their regular meeting, to review Redwood Living PD Phase, Preliminary Plan. Upon review of the project the Planning Commission requested the applicant revise the plans to address various comments raised at the public hearing, prior to the Planning Commission making a recommendation on the project. Revised plans (dated June 4, 2024) were submitted and reviewed by the Planning Commission at their regular meeting on June 27, 2024. On that date the Planning Commission recommended approval of SP/PD #24-003.

The Township Board approved Site Plan/PD Application #24-003 at their regular meeting on July 23, 2024. Approval of the Preliminary PD Site Plan included the following conditions:

1. The Preliminary Planned Development Site Plan for Redwood Living Planned Development Phase II, SP/PD #24-003, is subject to the approval of the Township Board.
2. Waiver request for the development monument sign to be located off-site is approved.
3. Waiver request for an interim sign to be located off-site is approved.
4. The applicant shall adequately address the outstanding items noted in the Planning Department's memorandums, dated April 18, 2024, and June 20, 2024, on the Construction Plan Set, subject to an administrative review by Planning staff prior to the issuance of a land use permit.
5. As part of the Final Plan Review, the applicant shall provide a Planned Development (PD) Agreement that includes any applicable ingress-egress access easements and agreements between all applicable parties. The applicant, and/or any future owners shall agree to not interfere with or object to any future roadway connection to the south. All applicable easements and documentation for the off-site signage shall be submitted with the Final PD submittals. The documents shall be in a recordable format and shall comply with the requirements of the Township Attorney.
6. The applicant shall obtain approval of a land division for the parcel associated with the proposed project.
7. Applicant complies with any requirements of the Township Engineering Consultant, Department of Public Works Director, Hartland Deerfield Fire Authority, Michigan Department of Environment, Great Lakes, and Energy (EGLE), and all other government agencies, as applicable.

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. The public hearing was for the Preliminary Plan was held at the April 25, 2024, Planning Commission regular meeting. Approval of the Final Plan by the Township Board usually constitutes a rezoning of the subject property to PD.

For all intents and purposes, the Preliminary Plan step is essentially the same as a preliminary site plan review for a conventional project in the Township. All the information and details required for a preliminary site plan approval must be provided for the Preliminary PD review and approval. Final PD review will involve detailed plans for those phases for which construction is intended to begin immediately, review of the Planned Development Agreement, and other written documents as applicable.

Proposed Use and Project Summary

Redwood PD Phase II is a residential planned development and essentially is a continuation of Redwood Living Phase I. Similar to Redwood Living PD Phase I, the target market for this residential development includes empty nesters, seniors, and young professionals; however, the development is not age restricted. The building styles, building materials, and interior layout options are similar to those found in Phase I.

Phase II of the proposed residential planned development consists of twenty-eight (28), single-story, multi-unit apartment buildings. The project area is approximately 29.89 acres in size. The Final Plan shows the footprint of each of the twenty-eight (28) apartment buildings and with a total of 130 apartment units.

Following is a summary of Phase I and Phase II:

Phase	Development Area (Acres)	#Apartment Units
Phase I	27.14 acres	148 units
Phase II	29.89 acres	130 units
TOTAL	57.03 acres	278 units

There are two (2) types of apartment buildings in Phase II: 4-unit and 6-unit. Nineteen (19) buildings are 4-unit buildings. Nine (9) buildings are 6-unit buildings.

Public access to the development is via two (2) private roadways associated with Phase I. Internally the residential units are served by several private roadways. The roadway design is the same as in Phase I, with a concrete travel lane having a width of twenty-two (22) feet plus an integral 5-foot-wide, accessible sidewalk, on one side of the roadway, that is scored and stained to delineate it from the travel lane. The total width is twenty-seven (27) feet.

A mail kiosk and associated parking are located at the northeast corner of Phase II.

Minor modifications to overall plan on the Final Plan

Minor modifications are proposed on the Final Plan as summarized below:

- The plans approved under SP/PD #24-003, Preliminary Site Plan, showed three (3) of the 6-unit buildings having extended garages (18 units total). The extended garage has an extra four (4) feet of garage length to accommodate larger vehicles.

The plans submitted for the Final Plan, SP/PD #25-001, show additional extended garages, for a total of fifty (50) units with extended garages. Each unit with an extended garage is marked with an “EX” on the site plan. Extended garages are proposed for five (5) of the 4-unit buildings and five (5) of the 6-unit buildings. The buildings with the extended garages are summarized below.

Extended Garages

Building Designation	# of Units in Building
HH	4
JJ	4
MM	6
PP	6
RR	6
UU	4
WW	4
BBB	6
HHH	4
JJJ	6
TOTAL Extended Garages	50

The plans indicate driveways are a minimum 25 feet in length for the units with extended garages, as measured along the driveway from the leading edge of the unit to the back of the street or to the leading edge of the sidewalk pavement.

- Minor revisions occurred to the stormwater detention basin including adding landscaped berms on the east and south sides of the basin to screen the view of the basin, specifically from Buildings LL and MM. A landscape plan was not provided but will be required as part of the Construction Plan set and reviewed under a land use permit application.
- Two (2) proposed landscaped berms are shown on the west side of the development as were discussed previously under the Preliminary Site Plan application (SP/PD #24-003). A landscape plan will be required as part of the Construction Plan set and will be reviewed under a land use permit application.

Legal Documents and Submittals

As noted previously the primary focus of the Final Site Plan stage of the planned development review process is the legal documentation, particularly the Planned Development Agreement. This document memorializes the developer’s obligations and sets forth the terms and conditions negotiated and to be agreed to by the applicant and the Township. Approval of the planned development proposal is based on the Final Plan and the planned development agreement. Additionally, approval of the Final Plan by the Township Board constitutes a rezoning of the subject properties to PD (planned Development), and an amendment to the Township zoning map.

Following is a brief discussion of the PD Agreement and the exhibits submitted.

Redwood Living Planned Development Agreement – Draft Version

The PD Agreement outlines the terms and conditions to be agreed to by the applicant and the Township. The draft version of the PD Agreement has been reviewed by the Township Attorney and the Planning Department. Comments were provided to the applicant, but the applicant has not had time to make the

changes to the document. Additional comments may arise at the Planning Commission and Township Board when this application is being reviewed, thus the draft version has been provided at this time. The final document shall be subject to the approval of the Township Attorney.

Of note in the draft document, is a list of Permitted Uses (page 2) and Prohibited Uses, as follows:

Permitted Uses. All of the uses set forth herein or identified on the Final Plans are permitted and lawful (“Permitted Uses”). The Final Plans depict the proposed residential planned development consisting of twenty-eight (28) single-story, multi-unit apartment buildings. There are two (2) types of apartment buildings: 4-unit and 6-unit. In total there are 30 apartment buildings and 148 units. Ten (10) different building models are offered, with varying architectural designs and interior layout options. Each apartment unit has 2 bedrooms, 2 bathrooms, and an attached 2-stall garage. The unit size ranges from 1,300 to 1,600 square feet. The driveway for each unit is a minimum 25 feet long, as measured from the leading edge of the unit to the back of the street or to the leading edge of the sidewalk pavement, to accommodate residents parking two (2) vehicles and so as not to impede with the accessible sidewalk along the road. A leasing office/maintenance building is shown in the northeast portion Redwood Phase I. The residential units are served by several private roadways. All uses and structures accessory to the above uses are also considered Permitted Uses, such as temporary construction trailers, recreation trailers, and maintenance.

Prohibited Uses.

Any use not referenced in this Agreement or in the Final Plan shall be prohibited; unless the Planning Commission determines that such use is similar to any one of the Permitted Uses.

Exhibits

Legal Description of Property (Exhibit A)

This exhibit will be provided at a later date and is subject to the approval of the Township Attorney.

Final Plan (Exhibit B)

The Final Plan (Exhibit B) dated February 19, 2025, was submitted and includes the cover sheet and overall site plan (Sheet C200). Sheet C200 is meant to be used as a reference for this staff memorandum and is not to be considered as the Final Plan to be recorded with the PD agreement.

Staff anticipates a complete set of plans will be submitted for the Construction Plan set. A detailed review will occur during the review of the construction set of plans. The Construction Set of plans serves as the approved Final Plan and is not recorded with the Register of Deeds.

Access Easement (Exhibit C) and Applicant Documents (Exhibit D)

These exhibits will be provided at a later date and are subject to the approval of the Township Attorney.

Exhibit A, C, and D could be recorded as part of the Redwood Living Planned Development Agreement.

Rezoning of the subject properties

Per Section 3.1.18.D.vii.b., *Effect of Approval. Approval by the Township Board of a planned development proposal shall constitute an amendment to the Zoning Ordinance. All improvements and use of the site shall be in conformity with the planned development amendment and any conditions imposed. Notice of the adoption of the amendment shall be published in accordance with the requirements set forth in this Ordinance. The applicant shall record an affidavit with the register of deeds containing the legal description of the entire project, specifying the date of approval, and declaring that all future improvements will be carried out in accordance with the approved planned development unless an amendment thereto is adopted by the Township upon request of the applicant or his successors.*

In this case the current zoning of the subject property is HDR (High Density Residential) and CA (Conservation Agriculture). Once approved the property will be zoned PD (Planned Development) and will remain with the property as the zoning designation.

Hartland Township DPW Review

No comments at this time.

Hartland Township Engineer's Review (SDA)

Comments from the Township Engineer (SDA) are summarized in the letter dated March 24, 2025.

Hartland Deerfield Fire Authority Review

No comments at this time.

Attachments:

1. Resolution to Approve – PDF Version
2. Township Engineer (SDA) review letter dated 03.24.2025 – PDF version
3. Redwood Planned Development Agreement (Phase 2) – PDF version
4. Reciprocal Easement Agreement Exhibit C – PDF version
5. SP PD #24-003 Approval letter dated 07.24.2024 – PDF version
6. Redwood Phase II Site Plans dated 02.19.2025 – PDF version

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Board of Trustees

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

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

RESOLUTION NO. 25-__

RESOLUTION TO ADOPT ORDINANCE NO. _____,
ORDINANCE TO AMEND THE HARTLAND TOWNSHIP ZONING MAP

At a regular meeting of the Township Board of Hartland Township, Livingston County, Michigan, held at the Township Hall in said Township on _____, at 7:00 pm.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by _____ and seconded by _____.

WHEREAS, the Michigan Zoning Enabling Act, as amended, authorizes a Township Board to adopt, amend, and repeal a Zoning Ordinance and/or sections within the Zoning Ordinance, and/or amend the Zoning Map, which regulate the public health, safety, and general welfare of persons and property; and

WHEREAS, the subject property currently undeveloped and consists of approximately 29.89 acres of one (1) tax parcel, being tax parcel 4708-26-200-002 (352.69 acres); and

WHEREAS, the current zoning of the property indicates the parcel is currently zoned in the HDR (High Density Residential) category; and

WHEREAS, the Hartland Township Future Land Use Map depicts the property in the Special Planning Area category; and

WHEREAS, amending the Zoning Map, for the subject property, to the PD (Planned Development) category, based on the proposed development, as approved in Planned Development Site Plan #25-001, would be consistent with the Future Land Use Map designation; and

WHEREAS, the Township has determined that it is in the best interests of the public health, safety, and welfare to change the zoning of the subject property; and

WHEREAS, the Township Planning Commission reviewed the conceptual plan, under Site Plan Application #23-007 on July 27, 2023; and

WHEREAS, the Township Board reviewed the conceptual plan, under Site Plan Application #23-007, on August 15, 2023; and

WHEREAS, the Township Planning Commission held a public hearing for comments on the proposed Preliminary Planned Development (PD) Site Plan #24-003 on April 25, 2024; and recommended approval to the Township Board at the June 27, 2024, regular meeting; and

WHEREAS, the Township Board approved the Site Plan #24-003 Preliminary PD on July 23, 2024; and

WHEREAS, the Planning Commission recommended approval of the Site Plan #25-001 Final PD, which will amend the Zoning Map from HDR to PD at its April 24, 2025, regular meeting; and

WHEREAS, the Township approves Site Plan #25-001 Planned Development, subject to the following conditions:

1. Final approval of the Redwood Planned Development Phase II (SP/PD Application #25-001), shall require an amendment to the Zoning Ordinance to revise the zoning map and designate the subject property as PD (Planned Development). The subject property, which constitutes the planned development project area (29.89 acres total), and is to be rezoned to PD, is as follows:
 - a. Tax Parcel ID #4708-26-100-023 (29.89 acres in size); currently zoned HDR (High Density Residential) and CA (Conservation Agriculture).
2. The applicant shall adequately address the outstanding items noted in the Planning Department's memorandum, dated May 14, 2025, on the Construction Plan set, subject to an administrative review by Planning staff prior to the issuance of a land use permit.
3. The Planned Development Agreement and any easements shall comply with the requirements of the Township Attorney.
4. As part of the Final Plan Review, the applicant, and/or any future owners shall agree to not interfere or object to any future roadway and/or pedestrian connections to the east. Any future ingress-egress easement agreement shall comply with the requirements of the Township Attorney.
5. Applicant complies with any requirements of the Township Engineering Consultant, Department of Public Works Director, Hartland Deerfield Fire Authority, Michigan Department of Environment, Great Lakes, and Energy (EGLE), and all other government agencies, as applicable.

6. The applicant shall obtain approval of a land division for the parcel associated with the proposed project.

WHEREAS, the Township Board has determined that amending the Zoning Map, as presented, is in the best interest of the public health, safety, and welfare of the Township residents.

NOW THEREFORE, be it resolved by the Board of Trustees of the Township of Hartland, Livingston County, Michigan, as follows:

1. The Ordinance attached at Exhibit A, (“Ordinance”), Ordinance No. _____, Ordinance to Amend the Township Zoning Map, as outlined in Ordinance ____.
2. The Ordinance shall be filed with the Township Clerk.
3. The Township Clerk shall publish the Ordinance, or a summary of the Ordinance, in a newspaper of general circulation in the Township as required by law.
4. Any resolution inconsistent with this Resolution is repealed, but only to the extent necessary to give this Resolution full force and effect.

A vote on the foregoing resolution was taken and was as follows:

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
)
COUNTY OF LIVINGSTON)

I, the undersigned, the duly qualified and acting Township Clerk of the Township of Hartland, Livingston County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by Board of said Township at a regular meeting held on the ___ day of May 2025.

Larry N. Ciofu, Hartland Township Clerk

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) to PD (Planned Development) for approximately 29.89 acres of Tax Parcel Number 4708-26-100-023, which consists of approximately 352.69 acres, located south of Highland Road (M-59) and east 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.

March 24, 2025

Ian Graham
7050 West Saginaw
Highway Ste. 200
Lansing, MI 48917

Re: Hartland Redwood Living Phase 2 – Engineering Review #3
SDA Review No. HL23-105 – **APPROVED AS NOTED**

Dear Ian:

We have reviewed the engineering plans for the above referenced project prepared by Colliers Engineering and Design dated February 19, 2025 and received by our office on March 4, 2025. We offer the following comments.

Recommendation

Approval of the Engineering Final Site Plan is recommended with the following items to be addressed before the NEXT step.

Project Summary

- Construction of a multiple-family condominiums at 12400 Highland Road, south of Cundy Road and west of Hartland Glen Lane. The site is proposed to rezone from conservation agricultural (CA) to planned development (PD). Phase 2 is an extension from Phase 1 with 130 rental units. Site access would be provided via private roadways through Phase 1 of Redwood Living. The site is approximately 29.90 acres.
- Water service would be provided by an extension of the 8-inch diameter water main and 12-inch diameter water main serving Redwood Hartland Phase 1 apartments. 12 additional hydrants are proposed on-site.
- Sanitary sewer service would be provided by an extension from the existing 8-inch sanitary sewer serving Phase 1.
- Storm water would be collected by a single storm sewer collection system and discharged to an on-site detention basin, out letting to regulated wetlands.

General

1. Provide a copy of Lot Split when completed and include Parcel ID with description on drawing X100.
2. Add Soil Erosion and Sedimentation Control sheets to the plan set.

Sanitary Sewer

1. LCDC's current standards shall govern all sanitary sewer improvements within the Township. Provide correspondence of coordination with this department along with any design changes to the current design once approval is obtained.

Water Main

1. The Township is in the process of installing a pressure-reducing valve to help supply more flow around the Township and it is anticipated that this will assist the Redwood development. An additional flow test will be performed after the PRV is installed and operational to verify flows and to confirm that a 12" water main is not required instead of the proposed 8" water main. The Act

399 permit will not be processed until the flows have been verified. Provide a fill out application, contamination checklist, and water main only sheets once the fire flow test has been completed.

Permits Required

Based on those improvements depicted on the plans, the following permits may be required and will need to be provided to the Township once available. Any changes to the approved site plan from the following agencies that impact the design may require reapproval. **Fill out the attached form to provide you with the easement and storm drain agreement drafts.**

Hartland Township:

1. All necessary easements including water main and sanitary sewer. Easements must be on Hartland Township Standard Easement document and include a sketch. A current title policy for ownership verification shall be provided with all executed easement submittals.
 - a) A draft copy of the 20-foot-wide easement for water main construction.
 - b) Sanitary sewer easement. **(Done with the County) Provide record when available.**
2. Off-site grading easement. If required.
3. A Land Use Permit will be granted after the pre-construction meeting. **(No Action Required until pre-con)**
4. Storm Water Agreement (for the storm water improvements on the site).
5. Maintenance bond and insurance for the water main to be dedicated to the township. **(No Action Required until pre-con)**

Genesee County:

1. Copy of the Genesee County Drain Commissioner water and waste services approval and permit.

Livingston County:

1. Copy of Livingston County Drain Commissioner approval and permit.
2. Copy of a Soil Erosion and Sedimentation permit from Livingston County Drain Commissioner.

Michigan Department of Environment, Great Lakes, and Energy (EGLE):

1. EGLE Permit for all public water main installation.
2. EGLE Permit for all public sanitary sewer installation. **(Done with the County) Provide record when available.**
3. EGLE Permit for all proposed work near the state-regulated wetlands. **WRP043572 V.1 (12/16/24)**
4. NPDES Notice of Coverage Documentation.

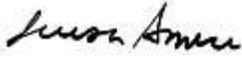
Please be aware that additional comments may arise with the submittal of the requested revisions and/or additional information.

The comments are not to be construed as approvals and are not necessarily conclusive. The final engineering plans for this development are to be prepared in accordance with the Hartland Township Engineering Design Standards and 2023 Hartland Township Standard Details. Sanitary sewer and water benefit fees may be applicable for this project.

If you have any questions regarding this matter, please contact our office at your convenience.

Sincerely,

SPALDING DEDECKER



Luisa Amici
Engineer



Mark Collins, PE
Project Manager

cc: Troy Langer, Hartland Township Planning Director (via email)
Martha Wyatt, Hartland Township Planning Planner - Landscape Architect (via email)
Scott Hable, Hartland Township Public Works Director (via email)
Michael Luce, Hartland Township Manager (via email)

Encl: Information Request Form

**REDWOOD
PLANNED DEVELOPMENT AGREEMENT**

This Agreement ("the Agreement") made this ___ day of _____, 2025, by and between the **TOWNSHIP OF HARTLAND**, a Michigan municipal corporation (the "Township"), whose address is 2655 Clark Rd., Hartland Michigan 48353, and **REDWOOD HARTLAND HIGHLAND ROAD MI P1 LLC**, an Ohio limited liability company (the "Applicant"), whose address is 7007 E. Pleasant Valley Rd. Independence, OH 44131.

RECITALS

A. The Property (the "Property") is located at 12400 Highland Road, Hartland Township, Livingston County, MI 48353, as more fully and legally described in **Exhibit "A"**. The Property is approximately 30 acres of land located west of Hartland Glen Lane, south of Cundy Road in Section 26 of the Township. The Property is a portion of the overall 353-acre parcel currently used as the Hartland Glen Golf Course. The overall parcel (Parcel ID #4708-26-100- 019) is zoned CA-Conservation Agricultural. The Applicant has the right to acquire title to the Property and has properly applied for a rezoning of the Property from CA-Conservation Agricultural to the PD Planned Development ("PD") District.

B. The Applicant and the Township entered into a Planned Unit Development Agreement on September 16, 2022, recorded in the Livingston County Register of Deeds (2022-026578) relating to a 27-acre property commonly known as Redwood Phase I. The Property identified in this Agreement will be the location of the development known as Redwood Phase II, is a continuation of Redwood Phase I, and will be connected to Redwood Phase I via internal private roadways. The Township acknowledges that the Applicant may, after the date of this Agreement, convey the Property or assign its interests therein to an affiliate, including but not limited to a yet-to-be-formed entity, Redwood Hartland Highland Road MI P2 LLC, an Ohio limited liability company.

B. On _____, 2025, by Resolution No. 25-_____ after compliance with all applicable provisions of the Township's Zoning Ordinance (the "Ordinance") and applicable law, the Township Board adopted Ordinance No. _____ approving the rezoning of the Property to the PD District pursuant to Article 3.1.18 of the Ordinance and approval of the Final Plans ("Final Plans") attached hereto as **Exhibit "B"**, subject to the execution

and recording of this Agreement setting forth the conditions upon which the approvals were based.

C. The Township desires to ensure that the Property is developed and used in accordance with this Agreement, the Final Plans, and applicable laws and regulations.

D. The PD District provides the Applicant with certain development uses for the Property not applicable or clearly defined under the existing zoning classification and which would be a distinct and material benefit and advantage to the Applicant and to the Township.

E. As used in this Agreement, "Owners of the Property" means the Applicant and all current and future owners of legal and/or equitable title to all or any part of the Property.

NOW, THEREFORE, it is hereby agreed as follows:

1. **Intent.** The Property may be developed in accordance with this Agreement and the Final Plans. However, this Agreement is not a commitment by the Applicant or any future owner that it will commence development of the Property, but if development does occur on the Property, it will be in compliance with this Agreement and the Final Plans unless and until this Agreement and/or the Final Plans are revised. It is recognized that there may be modifications required to the Final Plans due to various reasons, including but not limited to engineering requirements, unforeseen conditions, and other governmental requirements. Therefore, modifications to the Final Plans not materially inconsistent with this Agreement and the Final Plans may be permitted in accordance with Article 3.1.18, Section H, of the Ordinance.
2. **Permitted Uses.** All of the uses set forth herein or identified on the Final Plans are permitted and are lawful ("Permitted Uses"). The Final Plans depict the proposed residential planned development consisting of twenty-eight (28) single-story, multi-unit apartment buildings consisting of one hundred thirty (130) residential units. There are two (2) types of apartment buildings: 4-unit and 6-unit. Nine (9) different building models are proposed, with varying architectural designs and interior layout options. Each apartment unit has 2 bedrooms, 2 bathrooms, and an attached 2-stall garage. The unit sizes range from 1,300 to 1,600 square feet. The driveway for each unit is a minimum 25 feet long, as measured from the leading edge of the unit to the back of the street or to the leading edge of the sidewalk pavement, to accommodate residents parking two (2) vehicles and so as not to impede with the accessible sidewalk along the road. A leasing office/maintenance building will be on the northeast portion of Redwood Phase I. Public access to the development will occur through two (2) access points from Redwood Phase I. The residential units are served by several private roadways. All uses and structures accessory to the above uses are also considered Permitted Uses, such as temporary construction trailers, recreation uses, and maintenance.

3. **Prohibited Uses.** Any use not referenced in this Agreement or in the Final Plans shall be prohibited; unless the Planning Commission determines that such use is similar to any one of the Permitted Uses.

4. **Site and Architectural Standards.**

- a. Residential Density. One hundred thirty (130) dwelling units are proposed and allowed on the Property. Any requested increase in residential density must be approved by the Planning Commission and Hartland Township Board, in its sole discretion.
- b. Setbacks. The approved setbacks are noted in the chart below per Article 3.1.18.C.vi.a. of the Ordinance and all deviations are approved.

Setbacks	Proposed Setback (As measured from property line to closest point of building)
Along perimeter adjacent to public road	NA (PD is not adjacent to a public road)
Along perimeter, but not adjacent to a road (north, south, east, and west property lines)	58 ft. (north) 40 ft. (south) 17 ft. (east) 253 ft. (west)
Along an internal collector or local road	25 ft. measured from bldg. to edge of roadway or integral sidewalk

- c. Separation Standards. The approved allowable distance between individual buildings is stated below.

Building Orientation	Minimum Allowable ft.
Front to Front	15 ft.
Rear to Rear	25 ft.
Side to Side	15 ft.
Side to Rear	15 ft.

- d. Building Height. Building height of the proposed buildings are depicted and described in the Final Plans are approved.
- e. Façade. Façade materials and design shall be developed in accordance with those depicted and described in the Final Plans.

- f. Parking. A minimum of two (2) parking spaces per dwelling unit, plus one (1) additional space for each four (4) dwelling units are required.
 - g. Monument Signs. The Township grants waivers for 2 off-site monument signs. One sign is an interim/construction sign, and the other is a permanent sign with two panels: one for Hartland Glen Golf Course and the other for Redwood Apartment Neighborhoods. The interim/construction sign was approved by the Township, is installed, and will be removed and replaced when the permanent sign is installed. The signs shall be no larger than 7 feet in height and 64 square feet for the sign area above the masonry base. The signs shall be designed in accordance with the Article 5.26 of the Ordinance. The Applicant shall be required to obtain a permit from the Township prior to erection of the monument signs. The Township has reviewed and approved all easements and supporting documents for off-site signage.
 - h. Landscaping. The landscaping depicted and described in the attached Final Plans is approved. In recognition that landscaping features are subject to commercial availability and market forces, changes to the landscaping features requested by the Applicant shall be approved administratively by the Township Zoning Administrator if: (a) made before planting; (b) the requested changes to the species of vegetation are similar in type and equal to or greater in size than the approved vegetation; and (c) the requested changes to location of landscaping are not materially different than shown on the Final Plans. Applicant shall provide a new landscaping plan to reflect the agreed upon changes prior to substantial completion of Redwood Phase II.
 - i. Open Space. The open space depicted and described in the Final Plans attached hereto is approved. The Applicant shall provide open space quantity per the Final Plans attached hereto. The proposed and approved amount of open space area is approximately 15.74 acres, or 52.7% of the Property, with approximately 8.16 acres designated as usable open space, or 27.3% of the Property.
 - j. Sidewalks. Per the attached Final Plans, all sidewalks must be a minimum of five (5) feet wide.
5. **Access Easements**. An access easement for ingress and egress, in substantially similar form to **Exhibit "C"** attached hereto, shall be recorded against the Property and against the property known as Redwood Phase I. This easement is to provide vehicular and pedestrian access from and to Redwood Phase I and Redwood Phase II. The Township acknowledges that Redwood Hartland Highland Road MI P1 LLC has access to the private road, Hartland Glen Lane, through an access easement.

6. **Applicant Documents.** A list of all plans, documents, and other materials submitted by the Applicant supporting the Final Plans is attached as **Exhibit "D"**.
7. **Rezoning.** By granting its final approval and upon execution and recording of this Agreement, the Township Board has and shall be deemed to have granted the petition to rezone the Property to the PD District, as the PD District exists within the Ordinance as of the date of this Agreement, in accordance with the procedures set forth in the Ordinance. Future amendments or modifications to the PD District requirements and conditions shall not be binding on the Applicant or on the Property until this Agreement is modified and/or terminated.
8. **Amendment.** The terms of this Agreement may be amended, changed, or modified only in writing in the same manner as required to obtain the review and approval of a new rezoning. The Township shall not unreasonably condition, deny, or delay any amendment to this Agreement reasonably required by the Applicant.
9. **Recognizable Benefits.** This Agreement will result in a recognizable and substantial benefit to the ultimate uses of the project and to the community and will result in a higher quality of development than could be achieved under conventional zoning.
10. **Burdens and Benefits Appurtenant.** This Agreement shall run with the Property and bind and benefit the parties, their heirs, successors, and assigns. The Applicant shall record this Agreement in the office of the Livingston County Register of Deeds at its sole cost and expense and shall deliver a recorded copy to the Township Immediately upon recording. It is understood that the Property is subject to changes in ownership and/or control at any time, but that successors shall take their interest subject to the terms of this Agreement. If the Owners of the Property shall sell, lease, ground lease, transfer, assign, mortgage, divide and/or subdivide all or any portion of the Property, the terms and conditions of this Agreement shall benefit, be enforceable by, and shall be binding on the successors in title, vendees, lessee, transferees, assignees, mortgages, and beneficiaries of divisions or subdivisions.
11. **Zoning Regulations and Obligation to Receive Other Approvals.** Except as otherwise provided herein, the Property shall remain subject to and shall be developed in compliance with all applicable regulations of the Ordinance and all other applicable state and local requirement for land development. The Applicant agrees to comply with any lawful requirements of the Township Engineering Consultant, Department of Public Works Director, Hartland Deerfield Fire Authority, and all other government agencies, as applicable. Notwithstanding anything to the contrary contained herein and except as otherwise provided herein, all features, dimensions and conditions identified on the Final Plans or referenced in this Agreement are authorized by the Township and no further approvals are required. The Township shall grant to the Applicant, and to its contractors and subcontractors, all Township permits and authorizations necessary to bring all utilities including electricity, telephone, gas, cable television, water, storm sewer,

and sanitary sewer to the Property and to otherwise develop and Improve the Property in accordance with the Final Plans, provided the Applicant has first made all requisite applications for permits, complied with the requirements for said permits, and paid all required fees. Any applications for permits from the Township will be processed in the customary manner. The Township will cooperate with the Applicant In connection with the Applicant's applications for any necessary county, state, federal or utility company approvals, permits or authorizations to the extent that such applications and/or discussions are consistent with the Final Plans or this Agreement. The Township shall not unreasonably deny, withhold, or delay approvals. Unless referenced in this Agreement, the Township shall not require the Applicant to construct any offsite improvements.

12. **Performance Guarantees.** The Township may require performance guarantees from Applicant only in the same manner and scope as were required by the Township for Redwood Phase I. Applicant may, in its discretion, provide separate performance guarantees to the Township for each improvement which is the subject of a performance guarantee. If and to the extent any other governmental entity having jurisdiction requires a performance guarantee to secure the completion of any of the improvements, and to avoid imposing on the Applicant the obligation of providing such performance guarantee twice for the same improvement, the amount of the performance guarantee required by this Agreement shall be reduced by the amount of the performance guarantee required by the other governmental entity. The Township will rebate or release to Applicant any performance guarantee, as may be applicable, equal to the ratio or actual amount of the work completed on the applicable improvements. The Township shall not unreasonably deny, delay, or withhold such rebate or release of the performance guarantee for such completed work.
13. **Stubbed Roadway.** Applicant shall construct a roadway and stub it to the south Property line as depicted to on the Final Plans. The Township may allow that the residential developer of the contiguous property to the south connect to said stubbed roadway for reasonable access to and from the Property when and if the contiguous property to the south is developed, subject to execution of an easement agreement which is satisfactory to Applicant. However, the Township shall not allow the residential developer of the contiguous property to the south to utilize such roadway as a required access point to public roads for that developer's development. Applicant shall be permitted to install signage and striping along such stubbed roadway identifying that it is for emergency access only and the Township shall cooperate with Applicant to install any other reasonable feature within such area to limit access accordingly.
14. **Engineering Review and Fees.** Engineering and other required plans submitted by Applicant shall be reviewed and written comments provided to Applicant by the Township or its engineers in a reasonable time. Approval of such plans shall not be unreasonably denied, delayed, or withheld. All fees in connection with such plan reviews and approvals shall be paid by the Applicant as required under the

Ordinance, provided that a detailed itemization of such fees is first submitted to the Applicant.

15. **Commencement of Construction.** The Township acknowledges that construction has commenced on Redwood Phase I, the first phase of the Applicant's development, and that the required time within which to commence construction of a phase of a project under Article 3.1.18.ix of the Ordinance is satisfied.
16. **Assignment.** The Applicant may assign all its right, title, and interest in this Agreement to a successor-in-title it shall be binding and insure to the benefit of any successors-in-title.
17. **Entire Agreement.** This Agreement, including its recitals, together with any Exhibits referenced herein, constitutes the entire agreement between the parties with respect to the subject of this Agreement.
18. **Conflicts.** In the event of conflict between the provisions of this Agreement and the provisions of another applicable ordinance, code, regulations, requirement, standard, or policy, the provisions of this Agreement shall prevail.
19. **Governing Law.** This Agreement shall be governed by, construed, and enforced in accordance with Michigan law.
20. **Joint Drafting.** No provision of this Agreement shall be construed against or interpreted to the disadvantage of one party against another party by any court or other governmental authority by reason of any determination or assertion that one party was chiefly or primarily responsible for having drafted this Agreement.
21. **Unified Control.** The Property shall be under single ownership or control such that there is a single person or entity having responsibility for completing the project, or assuring completion of the project, in conformity with the Ordinance.
22. **Severability.** The invalidity of any provision of this Agreement shall not affect the validity of the remaining provisions, which shall remain valid and enforceable to the fullest extent permitted by law.
23. **Counterparts.** This Agreement and any amendments to it may be executed in multiple counterparts, each of which shall be deemed an original and all of which shall constitute one Agreement. The signature of any party to any counterpart shall be deemed to be a signature to. and may be appended to, any other counterpart.
24. **Authority to Execute.** The parties each represent and state that the individuals signing this Agreement are fully authorized to execute this document and bind their respective parties to the terms and conditions contained herein.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the day and year recited above.

PAGE INTENTIONALLY ENDS HERE
SIGNATURES FOLLOW

SIGNATURE PAGE OF THE APPLICANT

**REDWOOD HARTLAND HIGHLAND
ROAD MI P1 LLC,**
an Ohio limited liability company

By: Redwood USA, LLC
an Ohio limited liability company
Its: Manager & Member

By: _____
Name: David M. Conwill
Its: Authorized Manager

STATE OF OHIO)
) ss
COUNTY OF CUYAHOGA)

ACKNOWLEDGEMENT

The foregoing instrument was acknowledged before me this ____ day of _____, 2025, by David M. Conwill, Authorized Manager of Redwood Hartland Highland Road MI P1 LLC, an Ohio limited liability company, on behalf of the company.

Notary Public
Acting in Cuyahoga County, Ohio
My Commission Expires: _____

EXHIBIT "A"

PROPERTY DESCRIPTION

EXHIBIT "B"

FINAL PLANS

EXHIBIT "C"

ACCESS EASMENT WITH REDWOOD PHASE I

EXHIBIT "D"

**LIST OF ALL PLANS, DOCUMENTS, AND OTHER MATERIALS SUBMITTED BY
THE APPLICANT SUPPORTING THE FINAL PLANS**

RECIPROCAL EASEMENT AGREEMENT

THIS RECIPROCAL EASEMENT AGREEMENT (this "Agreement") is entered into as of the ____ day of _____, 2025 (the "Effective Date") by and between **REDWOOD HARTLAND HIGHLAND ROAD MI P1 LLC**, an Ohio limited liability company, with an address of 7007 E. Pleasant Valley Road, Independence, Ohio 44131 ("Hartland One"), and **REDWOOD HARTLAND HIGHLAND ROAD MI P2 LLC**, an Ohio limited liability company, with an address of 7007 E. Pleasant Valley Road, Independence, Ohio 44131 ("Hartland Two") (each of the foregoing is a "Party" and together they are the "Parties").

RECITALS

A. Hartland One is the fee simple owner of a parcel of land situated in the Township of Hartland, County of Livingston, State of Michigan, as more particularly described on attached Exhibit A (the "Phase One Parcel").

B. Hartland Two is the fee simple owner of that certain parcel of which is adjacent to and contiguous with the Phase One Parcel, as more particularly described on attached Exhibit B (the "Phase Two Parcel"). The Phase One Parcel and Phase Two Parcel are sometimes referred to together as the "Parcels."

C. Hartland One desires to grant to Hartland Two, and Hartland Two desires from Hartland One, a perpetual easement for vehicular and pedestrian access and shared utility rights on, over, and across a portion of the Phase One Parcel for the benefit and use of the Phase Two Parcel.

D. Hartland Two desires to grant to Hartland One, and Hartland One desires from Hartland Two, a perpetual easement for vehicular and pedestrian access and shared utility rights on, over, and across a portion of the Phase Two Parcel for the benefit and use of the Phase One Parcel.

E. The Parties hereto desire to set forth the easements to be granted, the rights to be reserved, the terms and conditions of such easements and the maintenance thereof, all in accordance with the terms and conditions of this Agreement.

NOW THEREFORE, in consideration of the above, the following grants, agreements and covenants are made:

AGREEMENT

1. Grant of Access and Utility Easement to Hartland Two. Hartland One hereby grants, for the benefit of the Phase Two Parcel, and for the benefit of Hartland Two, its successors, successors-in-interest, and assigns, a perpetual, non-exclusive easement on, over, through and across all access roads and sidewalks and utility lines which may be located, from time to time, on the Phase One Parcel (the "Phase One Easement Parcel") for vehicular and pedestrian ingress, egress, and access on, over, and across the Phase One Easement Parcel and for shared utilities within the Phase One Parcel. Hartland One also grants to Hartland Two the right to access and use any mailboxes, leasing or maintenance buildings which may be located on the Phase One Parcel, from time to time. No walls, fences, or barriers of any sort or kind shall be constructed or maintained on the Phase One Easement Parcel, Phase One Parcel, or any portions thereof, which shall prevent or impair the use or exercise of the easement and the rights granted herein, or the free access and movement, including, without limitation, pedestrian, and vehicular traffic, to and from the Phase Two Parcel.

2. Grant of Access and Utility Easement to Hartland One. Hartland Two hereby grants, for the benefit of the Phase One Parcel, and for the benefit of Hartland One, its successors, successors-in-interest, and assigns, a perpetual, non-exclusive easement on, over, through and across the Phase Two Easement Parcel for vehicular and pedestrian ingress, egress, and access on, over, and across the Phase Two Easement Parcel and for shared utilities within the Phase Two Parcel. Hartland Two also grants to Hartland One the right to access and use any mailboxes, leasing or maintenance buildings which may be located on the Phase Two Parcel, from time to time. No walls, fences, or barriers of any sort or kind shall be constructed or maintained on the Phase Two Easement Parcel, Phase Two Parcel, or any portions thereof, which shall prevent or impair the use or exercise of the easement and the rights granted herein, or the free access and movement, including, without limitation, pedestrian, and vehicular traffic, to and from the Phase One Parcel.

3. The Phase One Easement Parcel and the Phase Two Easement Parcel are sometimes referred together as the "Easement Parcels."

4. Maintenance and Repair of Easement Parcels.

(a) Hartland One shall maintain and repair, or cause to be maintained and repaired, the Phase One Easement Parcel in good order and condition, and shall maintain, repair, and replace all improvements located within the Phase One Easement Parcel and conduct all necessary snow removal (the "Phase One Easement Parcel Maintenance"). Hartland One shall be responsible for the costs and expenses of the Phase One Easement Parcel Maintenance except if such Maintenance is necessitated by the negligent or wrongful acts of Hartland Two, its successors, successors-in-interest, assigns, agents, tenants, invitees, licensees, employees, or contractors.

(b) Hartland Two shall maintain and repair, or cause to be maintained and repaired, the Phase Two Easement Parcel in good order and condition, and shall maintain, repair, and replace all improvements located within the Hartland Two Parcel and conduct all necessary snow removal (the "Phase Two Easement Parcel Maintenance"). Hartland Two shall be responsible for the costs and expenses of the Phase Two Easement Parcel Maintenance except if such Maintenance is necessitated by the negligent or wrongful acts of Hartland One, its successors, successors-in-interest, assigns, agents, tenants, invitees, licensees, employees, or contractors.

(c) If any Party shall fail to maintain its Easement Parcel, or if any Party shall fail otherwise to comply with the terms hereof or fail to pay any amounts due in accordance with or pursuant to this Agreement, then a non-defaulting Party may serve written notice upon the defaulting Party

specifying in reasonable detail the need for such work or the nature of the default. If the defaulting Party fails within thirty (30) days (unless such action shall be of an emergency nature in which case the thirty (30) day waiting period shall be dispensed) to commence curative action (and thereafter diligently pursue such to completion) or to pay the amount due within thirty (30) days after demand, such non-defaulting Party may (but shall not be required to) perform such work on behalf and at the expense of the defaulting Party or pay the amount due, and the non-defaulting Party thereupon shall be entitled to recover from the defaulting Party the reasonable cost actually expended for such work, together with the reasonable costs of collection from the date of each expenditure until paid in full. The defaulting Party hereby agrees to pay the amount due within thirty (30) days after receipt of a statement for the amount due, however no Party shall have the right to place a lien on another Party's Parcel.

5. Exercise of Rights. Each Party shall have the right of ingress and egress to, from, and over the Easement Parcels as may be reasonably necessary to exercise its rights and obligations under this Agreement, including its maintenance obligations.

6. No Dedication. Nothing contained in this Agreement shall be deemed to be a gift or dedication of the Easement Parcels to the general public or for any public use or purpose whatsoever, it being the intention of the Parties hereto and their successors, successors-in-interest, and assigns that nothing in this Agreement, expressed or implied, shall confer upon any person, other than the Parties hereto and their successors, successors-in-interest, and assigns, any rights or remedies under or by reason of this Agreement.

7. Indemnification. Each Party shall indemnify, defend, protect, and hold harmless all other Parties from and against all third-party demands, claims, causes of action, damages, losses, judgments and expenses, including without limitation reasonable attorney's fees and court costs, arising from or in connection with the use of an Easement Parcel by such Party or its respective successors, successors-in-interest, assigns, tenants, invitees, licensees, employees, or contractors.

8. Binding Effect. All rights, title and privileges granted, including all benefits and burdens, shall run with the land, and shall be binding upon and inure to the benefit of the Parties and their respective successors, successors-in-interest, and assigns.

9. Modification of Agreement. This Agreement may only be modified or amended by a written instrument signed by all of the fee simple owners then having an interest in the Parcels and recorded with the Office of the Register of Deeds of Livingston County, Michigan.

10. Remedies. In the event of any violation or threatened violation of any of the provisions of this Agreement by a Party, then, in addition to any other rights available at law, in equity, or under this Agreement, the other Party shall have the right to apply to a court of competent jurisdiction for an injunction against such violation or threatened violation, or for a decree of specific performance.

11. Notices. All notices and other communications required or permitted to be given hereunder shall be in writing and shall be sent by a nationally recognized overnight carrier, addressed to the Parties at the addresses set forth above or as otherwise directed by a Party.

12. Headings. The headings of the paragraphs contained herein are intended for reference purposes only and shall not be used to interpret the agreements contained herein or the rights granted hereby.

13. Counterparts. This Agreement may be executed in counterparts, all of which shall be deemed an original, and all of which shall collectively constitute one and the same instrument.

14. Miscellaneous.

(a) No breach of this Agreement shall entitle any Party to cancel, rescind or terminate this Agreement, but such limitation shall not affect, in any manner, any other rights or remedies which any Party may have hereunder by reason of any breach of the provisions of this Agreement.

(b) If any provision of this Agreement, or portion thereof, or the application thereof to any person or circumstances, shall, to any extent be held invalid, inoperative or unenforceable, the remainder of this Agreement, or the application of such provision or portion thereof to any other persons or circumstances, shall not be affected thereby; it shall not be deemed that any such invalid provision affects the consideration for this Agreement; and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

(c) This Agreement shall be governed by the laws of the State of Michigan.

(d) Nothing in this Agreement shall be construed to make the Parties hereto partners or joint venturers or render any of said Parties liable for the debts or obligations of the other.

(e) This Agreement sets forth all of the covenants, promises, agreements, conditions and understandings between the Parties hereto. All Recitals and all Exhibits attached to this Agreement are by this reference incorporated herein and made a part hereof.

(f) No waiver of any of the provisions of this Agreement shall be effective unless it is in writing, signed by the Party against whom it is asserted, and any such written waiver shall only be applicable to the specific instance which it relates and shall not be deemed to be a continuing and permanent waiver, unless specifically so stated.

[signature pages follow]

*Signature page to Reciprocal Easement Agreement by and between
Redwood Hartland Highland Road MI P1 LLC and
Redwood Hartland Highland Road MI P2 LLC*

IN WITNESS WHEREOF, the Parties hereto have executed this instrument the day and year first above written.

**REDWOOD HARTLAND HIGHLAND ROAD MI
P1 LLC,**
an Ohio limited liability company

By: _____
Name: _____
Its: _____

STATE OF OHIO)
) ss
COUNTY OF _____)

On this ___ day of _____, 2025, before me, a Notary Public for the State and County aforesaid, personally appeared _____, a _____ of Redwood Hartland Highland Road MI P1 LLC, an Ohio limited liability company and that he, being authorized to do so, executed the foregoing Reciprocal Easement Agreement, on behalf of the company for the purposes therein contained by signing his name. WITNESS my hand and seal the day and year aforesaid.

Notary's Signature: _____
Notary's Name: _____
Notary Public, State of Ohio, County of _____
My Commission Expires _____
Acting in _____ County

[Signatures and notaries continue on the following page]

*Signature page to Reciprocal Easement Agreement by and between
Redwood Hartland Highland Road MI P1 LLC and
Redwood Hartland Highland Road MI P2 LLC*

IN WITNESS WHEREOF, the Parties hereto have executed this instrument the day and year first above written.

**REDWOOD HARTLAND HIGHLAND ROAD MI
P2 LLC,**
an Ohio limited liability company

By: _____
Name: _____
Its: _____

STATE OF OHIO)
) ss
COUNTY OF _____)

On this ___ day of _____, 2025, before me, a Notary Public for the State and County aforesaid, personally appeared _____, a _____ of Redwood Hartland Highland Road MI P2 LLC, an Ohio limited liability company and that he, being authorized to do so, executed the foregoing Reciprocal Easement Agreement, on behalf of the company for the purposes therein contained by signing his name. WITNESS my hand and seal the day and year aforesaid.

Notary's Signature: _____
Notary's Name: _____
Notary Public, State of Ohio, County of _____
My Commission Expires _____
Acting in _____ County

Drafted by and when recorded return to:
Dawda PLC
Dawda Building
39533 Woodward Avenue, Suite 200
Bloomfield Hills, Michigan 48304-5103
Attention: Erin Bowen Welch

Exhibit A

Legal Description of Phase One Parcel

Exhibit B

Legal Description of Phase Two Parcel



Board of Trustees

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

Matthew J. Germane, Trustee
Summer L. McMullen, Trustee
Denise M. O'Connell, Trustee
Joseph M. Petrucci, Trustee

July 24, 2024

Emily Engelhart
Redwood Living
7007 East Pleasant Valley Road
Independence, OH 44131

RE: Site Plan/PD Application #24-003 – Redwood Living Planned Development Phase II Preliminary Planned Development Site Plan

Dear Emily Engelhart:

On Thursday, June 27, 2024, the Planning Commission recommended approval of Site Plan/PD Application #24-003, the Preliminary Planned Development Site Plan for Redwood Living Planned Development Phase II. The Township Board approved Site Plan/PD Application #24-003 at their regular meeting on July 23, 2024.

Approval was subject to the following:

1. Waiver request for the development monument sign to be located off-site is approved.
2. Waiver request for an interim sign to be located off-site is approved.
3. The applicant shall adequately address the outstanding items noted in the Planning Department's memorandums, dated June 20, 2024 and July 16, 2024, on the Construction Plan Set, subject to an administrative review by Planning staff prior to the issuance of a land use permit.
4. As part of the Final Plan Review, the applicant shall provide a Planned Development (PD) Agreement that includes any applicable ingress-egress access easements and agreements between all applicable parties. The applicant, and/or any future owners shall agree to not interfere with or object to any future roadway connection to the south. All applicable easements and documentation for the off-site signage shall be submitted with the Final PD submittals. The documents shall be in a recordable format and shall comply with the requirements of the Township Attorney.
5. The applicant shall obtain approval of a land division for the parcel associated with the proposed project.

6. Applicant complies with any requirements of the Township Engineering Consultant, Department of Public Works Director, Hartland Deerfield Fire Authority, Michigan Department of Environment, Great Lakes, and Energy (EGLE), and all other government agencies, as applicable.

If you have any questions, please contact me at (810) 632-7498.

Sincerely,



Troy Langer
Planning Director

DEVELOPMENT PLANS FOR PROPOSED

REDWOOD LIVING PHASE 2

RESIDENTIAL DEVELOPMENT

HARTLAND GLEN LANE

HARTLAND TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN (T3N, R6E)

PROJECT CONTACTS

OWNER
REDWOOD LIVING
7007 EAST PLEASANT VALLEY ROAD
INDEPENDENCE, OH 44131
EMILY ENGELHART
(216) 401-6885

CIVIL ENGINEER
COLLIERS ENGINEERING AND DESIGN
7050 W SAGINAW HWY
LANSING, MI 48917
IAN GRAHAM, P.E.
(517) 272-9835

UTILITY AND JURISDICTIONAL CONTACTS

PLANNING AND ZONING
HARTLAND TOWNSHIP
2655 CLARK ROAD
HARTLAND, MI 48353
TROY LANGER
(810) 632-7498

WATER
HARTLAND TOWNSHIP
2655 CLARK ROAD
HARTLAND, MI 48353
MICHAEL LUCE
(810) 632-7498

SANITARY SEWER
LIVINGSTON COUNTY DRAIN COMMISSIONER'S OFFICE
2300 EAST GRAND RIVER AVE, SUITE 105
HOWELL, MI 48843
FRANK ERVIN
(517) 546-0040

STORM WATER, AND SOIL EROSION AND SEDIMENTATION CONTROL
LIVINGSTON COUNTY DRAIN COMMISSIONER'S OFFICE
2300 EAST GRAND RIVER AVE, SUITE 105
HOWELL, MI 48843
KEN RECKER
(517) 546-0040

ROADS & ENTRANCE
LIVINGSTON COUNTY ROAD COMMISSION
3535 GRAND OAKS DRIVE
HOWELL, MI 48843
(517) 546-4250

GAS
CONSUMERS ENERGY
1 ENERGY PLAZA
JACKSON, MI 49201
(800) 477-5050

ELECTRIC
DTE
3751 GREENFIELD ROAD
MELVINDALE, MI 48122
SEBASTIAN SARKISSIAN
(313) 235-4420



SITE LOCATION MAP
4" = 1 MILE



**LIVINGSTON COUNTY
DRAIN COMMISSIONER**
ACCEPTED FOR PERMITTING AND CONSTRUCTION
PLANS ACCEPTED FOR CONSTRUCTION BY:

BRIAN JONCKHEERE, DRAIN COMMISSIONER

DATE: _____

LEGAL DESCRIPTION:

A PARCEL OF LAND SITUATED IN THE NORTHWEST ONE-QUARTER OF SECTION 26, TOWN 3 NORTH, RANGE 6 EAST, HARTLAND TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A LIVINGSTON COUNTY PIPE AND CAP AT THE NORTH ONE-QUARTER CORNER OF SAID SECTION 26, AS RECORDED IN DOCUMENT NUMBER 2016CR-0003, LIVINGSTON COUNTY RECORDS,

THENCE S89°52'39"W, 1060.00 FEET ALONG THE NORTH LINE OF SAID SECTION 26,

THENCE S00°01'43"W, 527.15 FEET TO A 1/2" STEEL BAR AT THE POINT OF BEGINNING OF THE FOLLOWING DESCRIBED PARCEL,

THENCE S37°45'41"E, 268.88 FEET,

THENCE S00°00'00"E, 633.59 FEET,

THENCE S88°26'36"W, 1028.38 FEET,

THENCE N00°07'24"W, 50.02 FEET,

THENCE S88°26'36"W, 300.00 FEET,

THENCE N74°56'24"W, 486.75 FEET TO A 1/2" STEEL BAR,

THENCE N00°13'36"E, 520.27 FEET TO A 3/4" IRON PIPE,

THENCE N89°42'55"E, 757.06 FEET,

THENCE N64°09'53"E, 201.21 FEET,

THENCE N64°46'48"E, 220.81 FEET TO A 1/2" STEEL BAR,

THENCE S89°59'49"E, 493.40 FEET TO THE POINT OF BEGINNING.

TOTAL LIMITS OF DISTURBANCE:

22.39 ACRES OF DISTURBANCE. REFERENCE SOIL EROSION AND SEDIMENTATION CONTROL PLAN SHEETS C305 AND C306. A NPDES PERMIT IS REQUIRED.

CONTRACTOR NOTE:

THIS PROJECT HAS BEEN DESIGNED IMPLEMENTING THE LATEST GDCD-WMS DESIGN SPECIFICATIONS. CAREFULLY REVIEW THE NOTES, DETAILS, AND DESIGN PRIOR TO SUBMITTING A BID. FULL COMPLIANCE WITH THE NEW STANDARDS WILL BE REQUIRED.

SHEET INDEX		
INCLUDED	SHEET NUMBER	SHEET TITLE
*	C000	COVER SHEET
*	X100	ALTA-TOPOGRAPHIC SURVEY
*	C200	OVERALL SITE PLAN
*	C201	WEST SITE PLAN
*	C202	EAST SITE PLAN
*	C203	OPEN SPACE PLAN
*	C300	OVERALL GRADING PLAN
*	C301	WEST GRADING PLAN
*	C302	EAST GRADING PLAN
*	C303	DETAIL GRADING PLAN
*	C310	DRAINAGE AREA MAP WEST
*	C311	DRAINAGE AREA MAP EAST
*	C320	PRE-DEVELOPED DRAINAGE CONDITIONS
*	C321	POST-DEVELOPED DRAINAGE CONDITIONS
*	C400	OVERALL UTILITY PLAN
*	C401	WATERMAIN PLAN AND PROFILE
*	C402	WATERMAIN PLAN AND PROFILE
*	C403	WATERMAIN PLAN AND PROFILE
*	C404	WATERMAIN PLAN AND PROFILE
*	C410	SANITARY SEWER PLAN AND PROFILE
*	C411	SANITARY SEWER PLAN AND PROFILE
*	C412	SANITARY SEWER PLAN AND PROFILE
*	C413	SANITARY SEWER PLAN AND PROFILE
*	C420	WEST STORM SEWER PLAN
*	C421	EAST STORM SEWER PLAN
*	C422	STORM SEWER PROFILES
*	C423	STORM SEWER PROFILES
*	C424	STORM SEWER CALCULATIONS
*	C430	STORMWATER DETENTION PLAN
*	C700	SITE DETAILS
*	C701	SITE DETAILS
*	C702	HARTLAND TOWNSHIP WATER DETAILS 1 OF 5
*	C703	HARTLAND TOWNSHIP WATER DETAILS 2 OF 5
*	C704	HARTLAND TOWNSHIP WATER DETAILS 3 OF 5
*	C705	HARTLAND TOWNSHIP WATER DETAILS 4 OF 5
*	C706	HARTLAND TOWNSHIP WATER DETAILS 5 OF 5
*	C707	LIVINGSTON CO SANITARY DETAILS 1 OF 2
*	C708	LIVINGSTON CO SANITARY DETAILS 2 OF 2
*	C709	HARTLAND TOWNSHIP PAVING DETAILS 1 OF 2
*	C710	HARTLAND TOWNSHIP PAVING DETAILS 2 OF 2
*	C711	HARTLAND TOWNSHIP STORM DETAILS 1 OF 2
*	C712	HARTLAND TOWNSHIP STORM DETAILS 2 OF 2
*	C713	STORMWATER QUALITY UNIT DETAILS

LAND USE SUMMARY		
CHARACTERISTIC	EXISTING CONDITIONS	PROPOSED CONDITIONS
TOTAL DEVELOPMENT AREA (ac)	20.39	20.39
IMPERVIOUS AREA (ac)	0.00	10.01
PERVIOUS AREA (ac)	20.39	10.38
UNDISTURBED AREA (ac)	29.90	9.51
MEADOW/FALLOW/NATURAL AREAS (NON-CULTIVATED)	26.58	7.49
PREDOMINANT NRCS SOIL TYPE (A, B, C, or D)	C	C
IMPROVED AREAS (TURF GRASS, LANDSCAPE, ROW CROPS)	0.00	9.31
PREDOMINANT NRCS SOIL TYPE (A, B, C, or D)	C	C
WOODED AREAS	3.32	3.09
PREDOMINANT NRCS SOIL TYPE (A, B, C, or D)	C	C
CALCULATED CPVC VOLUME (CUBIC FEET)		61,064
CPVC VOLUME PROVIDED (CUBIC FEET)		0
CPVC VOLUME PROVIDED (CUBIC FEET)		89,248

THE PROFESSIONAL ENGINEER WHO SIGNS AND SEALS THIS SITE PLAN CERTIFIES THAT THE VALUES IN THIS TABLE REFLECT THE LIVINGSTON COUNTY STORMWATER CALCULATIONS REQUIRED FOR THIS DEVELOPMENT AND THAT THE GEOTECHNICAL INVESTIGATIONS WERE PERFORMED THAT PROVIDE CONCLUSIVE DOCUMENTATION THAT DEMONSTRATES WHETHER INFILTRATION (i.e., CPVC VOLUME CONTROL) IS PRACTICABLE.

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Formerly Known as **BERGMANN**
811 PROTECT YOURSELF
ALL STATES REQUIRE NOTIFICATION OF EXCAVATORS, DESIGNERS, OR ANY PERSON PREPARING TO DISTURB THE EARTH'S SURFACE ANYWHERE IN ANY STATE
FOR STATE SPECIFIC DIRECT PHONE NUMBERS VISIT: WWW.CALL811.COM

REV	DATE	DRAWN BY	DESCRIPTION
1	01/02/24	ICG	PRELIMINARY PLAN REVIEW
2	06/07/24	ICG	PRELIMINARY PLAN REVIEW RESUBMITTAL
3	08/08/24	ICG	ISSUE FOR ENGINEERING REVIEW
4	12/02/24	ICG	ENGINEERING RESUBMITTAL
5	02/19/25	ICG	ISSUE FOR BID

STATE OF MICHIGAN
IAN GRAHAM
ENGINEER
NO. 6201058619
JON GRAHAM
03/21/25

REDWOOD LIVING
7007 EAST PLEASANT VALLEY ROAD
INDEPENDENCE, OH 44131
Redwood
APARTMENT NEIGHBORHOODS

HARTLAND GLEN LANE
HARTLAND, MI 48353

Colliers
Engineering & Design
LANSING (BA)
7050 West Saginaw Hwy., Suite 200
Lansing, MI 48917
Phone: 517.272.9835
COLLIERS ENGINEERING & DESIGN, INC.

SCALE: AS SHOWN DATE: 08/12/24 DRAWN BY: GRAHAM, P.E. CHECKED BY: GRAHAM, P.E.
PROJECT NUMBER: 23008151 DRAWING NAME: C000 COVER SHEET
SHEET TITLE: COVER SHEET
SHEET NUMBER: C000

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director
Subject: Special Event Permit #25-014 Hartland Festival of Polo
Date: May 13, 2025

Recommended Action

Move to Approve Special Event Permit #25-014 as outlined in the Staff Memorandum dated May 13, 2025.

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.
4. Compliance with the signage regulations outlined in Section 5.26.3.C. of the Hartland Township Zoning Ordinance, which regulates signs for Special Events.
5. Compliance with any request by Hartland Township for dust mitigation, noise mitigation, or additional site lighting when determined to be a health, safety or welfare concern.
6. Compliance of any other regulation from another governmental agency having jurisdiction.
7. Submittal of a cash bond to the Township prior to the event in the amount deemed necessary by the Township Manager.
8. Submittal of Proof of Insurance to the Planning Department by May 29, 2025.
9. (Any other conditions determined by the Township Board.)

Discussion

Special Event Application #25-014 was reviewed in accordance with the Hartland Township Special Events Permit Ordinance (Ord. No. 69) and the Township’s Zoning Ordinance (Ord. No. 76). Key provisions of those ordinances, Staff’s review, and reviews of other municipal agencies, are summarized as follows (with Staff comments in *italics*, where warranted). Per the Special Events Permit Ordinance Sec. 3.E, the Township Board has the exclusive authority to approve Special Events that involve a liquor license issued by the State of Michigan.

Summary of Special Event:

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

Date & Time: Saturday, June 7, 2025; 4:00 p.m. to 10:00 p.m.
Sunday, June 8, 2025; 12:00 p.m. to 4:00 p.m.

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

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

Application Requirements

- A. Complete Application with name, address and phone numbers of Owner of property where Special Event will be held, together with the name, address and phone numbers of the Operator of the Special Event. *Provided in Application.*
- B. Name, address, and phone numbers of persons sponsoring the Special Event. *Provided in Application*
- C. Description of Special Event and proposed locations. *Provided as part of the Application.*
- D. Dates of the Special Event, including starting and ending times and any additional time for set-up and clean up. *Provided in Application*
- E. Copy of insurance policy naming the Township, property owners, and owners of properties abutting the event. *To be provided by May 29, 2025.*
- F. Copy of indemnification, which holds harmless and defends the Township from any and all claims, lawsuits or other liability arising from or as a result of the Special Event. *Provided.*
- G. Copy of Liquor License as issued by the State of Michigan Liquor Control Commission. *Provided.*
- H. Cash Bond with the Township in an amount that will guarantee the restoration of any public property or private roads at the conclusion of the event. *Township Manager is working with the applicant regarding this matter.*

A. General Provisions

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

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

In this case, there are no dedicated seats, so the Township would use the anticipated number of people to attend, which is 600 people on Saturday and 500 people on Sunday of the event. Based on that standard, 200 parking spaces shall be provided on Saturday ($600 \div 3$) and 167 parking spaces on Sunday ($500 \div 3$). The applicant indicates the existing parking lot will be utilized for the event. The subject site is next to residential zoning, as such, event lighting and sound systems shall meet required standards in the Code of Ordinances or Nuisance Ordinance.

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

In the application materials, the applicant states Environmental Waste Services will provide adequate garbage receptacles and rolling carts which will be distributed throughout the event. Environmental Waste Services will provide a 6-yard dumpster to help manage garbage during the event. Volunteers will be assigned during the event to collect and empty trash receptacles. Environmental Waste Services will pick up the garbage receptacles on Monday, June 9, 2025.

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.

Five (5) "port-o-johns", two (2) handicap toilets, and two (2) hand washing stations are proposed. The concession building will be open during the event and restrooms will be available.

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

Food trucks and a catering service will be offering food. No additional approvals or licenses are required from the Livingston County Department of Public Health as long as the food is prepared in the vendor's licensed facility or vehicle. All vendors are required

to submit their certificates of liability to the Hartland Area Chamber of Commerce. Vendors to provide proper food storage, potable water, and sanitation.

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

***Staff Comments:** Lighting is provided inside the main tent. String lighting/lantern lights are provided near the general admission tent and restrooms. Due to natural sunlight and the time of year, there is ample natural light at dusk in the parking lot for patrons to walk to their vehicles, per the applicant. Guests will be leaving by 10:00 p.m. (dusk) per the applicant.*

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

***Staff Comments:** The existing parking lot for Heritage Park will be utilized for the event, which has 304 designated parking spaces (4 spaces are paved for barrier-free parking). Based on the previous section in this report, 200 parking spaces are required for the Saturday event and 167 parking spaces are required for the Sunday event.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

B. Exemptions. (Not Applicable)

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

1. Private and Community Special Events:

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

Staff comments: The event proposed would occur on one day, Saturday, June 7, 2025, from approximately 4:00 p.m. to 10:00 p.m.; and Sunday, June 8, 2024, from approximately 12:00 p.m. to 4:00 p.m.

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

Staff comments: The existing parking lot accommodates approximately 304 vehicles, and approximately 400-600 attendees are expected for the event (Saturday-600 attendees; Sunday-500 attendees). Parking appears to be adequate based on the information submitted and using the Township parking standard for Stadium, sports arena or similar places of outdoor assembly.

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

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

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

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

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

D. Administrative Review and Authorization. (Not Applicable)

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

Staff comments: Alcoholic beverages will be served at the event and a special event liquor license is required from the State of Michigan Liquor Control Commission. The applicant applied for a liquor license for each day of the event (Special Beer and Wine License). Copies of the liquor licenses are provided as attachments.

General Staff Comments and Site History

Historically, the Hartland Polo Classic special event was held at the Detroit Polo Club site, formally at 500 Chukker Cove. In June 2023 and June 2024, the Hartland Polo Classic special event was held at Heritage Park (PSE #23-005 and PSE #24-002).

Attachments:

1. Special Event Application #25-014 Polo Event – PDF version

OFFICE OF THE PLANNING DIRECTOR
Troy Langer

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



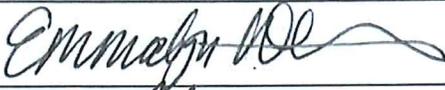
SUPERVISOR
William Fountain

CLERK
Larry Ciofu

TREASURER
Kathleen Horning

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

APPLICATION FOR SPECIAL EVENT PERMIT									
Event Description: (Please attach a detailed event description on a separate sheet) <i>Hartland Festival of Polo</i>									
Date(s) and Hours of Event: <u>7</u> to <u>8</u> of <u>June</u> Time: <u>4-10pm</u> to <u>12-4pm</u> Date Date Month AM/PM AM/PM									
Event Location (Address/Boundaries): <i>Heritage Park 12439 Highland</i>									
Parcel Identification Number:		4708- <i>23-400-035</i>			4708-				
Subdivision Name:					Zoning of Parcel:		<i>CA</i>		
Application Number: <i>25-014</i> (Assigned by Township)		<input checked="" type="checkbox"/> Community Organization Special Events (Signage Included)			\$ <u>No Charge</u>				
Application Date: <i>4/22/25</i>		<input type="checkbox"/> Special Events, except Outdoor Seasonal Sales (75.00)			\$ _____				
		<input type="checkbox"/> Outdoor Seasonal Sales (\$75.00)			\$ _____				
		<input type="checkbox"/> Temporary Sign Request (\$15.00 per Sign)			\$ _____				
		<input type="checkbox"/> Cash Bond Required by _____			\$ _____				
		Total Application Fee			\$ _____				
		Total Bond Required			\$ _____				
APPLICANT INFORMATION									
Company Name		Hartland Area Chamber of Commerce							
Last Name		Wheaton			First	Emmalyn		M.I.	
Street Address		9525 E. Highland Rd							
City		Howell			State	MI		Zip	48843
Phone	810-632-9130			E-mail Address	INFO@HARTLANDCHAMBER.ORG				
Do You Own The Event Property?		Community Organization?			Name of Community Organization:				
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			Hartland Area Chamber of Commerce				
PROPERTY OWNER INFORMATION (IF OTHER THAN APPLICANT)									
Company Name		Hartland Township							
Last Name					First			M.I.	
Street Address									
City					State			Zip	
Phone				E-mail Address					

NEIGHBORHOOD ASSOCIATION (IF APPLICABLE)				
Neighborhood Association (Name)				
Last Name		First	M.I.	
Street Address				
City		State	Zip	
Phone	E-mail Address			
<p>The applicant and owner acknowledge that he/she has the sole responsibility of complying with the requirements of any applicable Hartland Township Ordinance notwithstanding the signature or approval of any employee(s) or official(s) of Hartland Township and that Hartland Township is not bound to recognize the approval of other action of any such employee(s) or official(s) which is not in compliance with any applicable Hartland Township Ordinance.</p> <p>We the undersigned, give permission for representatives of the Township of Hartland to enter the property to inspect the set-up, activity and clean-up for compliance with the Special Event Permit.</p>				
Applicant Signature				Date: 4/15/25
Owners Signature				Date: 4/30/2025

Department of Public Works
Impact on existing Infrastructure and Utility Use is within an Acceptable Range as Proposed.
DPW Director:  Date: 4-23-25
Fire Department (if applicable)
Approved <input type="checkbox"/> Denied <input type="checkbox"/> See attached
Reason/Conditions: _____
Fire Marshall: _____ Date: _____
Sheriff (if applicable)
Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Reason/Conditions: _____
Sheriff: _____ Date: _____

Planning & Zoning		
Special Event Inspection Complete	Yes	No
Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
Access Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>
Sign Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Indemnification Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Checklist Items Provided/Completed	<input type="checkbox"/>	<input type="checkbox"/>
Planning: _____ Date: _____		
Treasurer		
This application is valid when signed by the cashier at the Treasurer's Office confirming payment of fees as noted.		
Account Number: 101-000-622.000 (Application) \$ <u>n/c</u>		
Receipt Number: <u>N/A</u>		
Treasurer:  Date: 4/20/25		

Code Enforcement Action: YES NO Resolved: YES NO

Comment: A \$5,000 Escrow Deposit Required Before Approval of Event.
 ⊕ Township Staff + Polo Staff to walk Fields Prior to Event to ensure Field & surface is dry enough to play a match on.

Fire

NEIGHBORHOOD ASSOCIATION (IF APPLICABLE)

Neighborhood Association (Name)			
Last Name	First	M.I.	
Street Address			
City	State	Zip	
Phone	E-mail Address		

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.

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.

Applicant Signature	<i>Emmelyn De</i>	Date	4/15/25
Owners Signature		Date	

Department of Public Works

Impact on existing Infrastructure and Utility Use is within an Acceptable Range as Proposed.

DPW Director: _____ Date: _____

Fire Department (if applicable)

Approved Denied

Reason/Conditions: Any food trucks must have prior approval from the Fire Department.

Fire Marshall: Jon Dehanka Date: 4-24-25

Sheriff (if applicable)

Approved Denied

Reason/Conditions: _____

Sheriff: _____ Date: _____

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) \$ n/c

Receipt Number: N/A

Treasurer: [Signature] Date: 4/20/25

Code Enforcement Action: YES NO

Resolved: YES NO

Comment: _____

Hartland Township - Special Event Permit Checklist

Description Of Event:

- **June 7 - 8, 2025 The Hartland Festival of Polo presented by Hartland Insurance Agency**
 - **Saturday, June 7 4-10pm:** Hartland Polo Classic 21 and over event with amazing food, drinks, great entertainment and polo match.
 - **Sunday, June 8 12-4pm** The Hartland Polo Picnic, is a family friendly tailgate style event with food trucks, beer tent, live entertainment and plenty for the kids to do in the "Kids Corral".
- **Location: Heritage Park in Hartland on M-59 east of US23**

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

Saturday Hartland Polo Classic features:

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

Sunday Hartland Polo Picnic Family Tailgate features:

- Live Polo Match
- Sideline seating
- Kids Corral with fun games and activities
- Beer tent with local breweries - fenced tent area with gate ID check and wristbands identifying 21 and over
- Local Food Trucks
- Live music
- Half-time divot stomp
- Fun for the whole family!
- FREE to the public, no admission charge

Number of people expected:

- Saturday 600
- Sunday 500

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

Indemnification: Attached

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

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

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

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

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

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

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

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

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

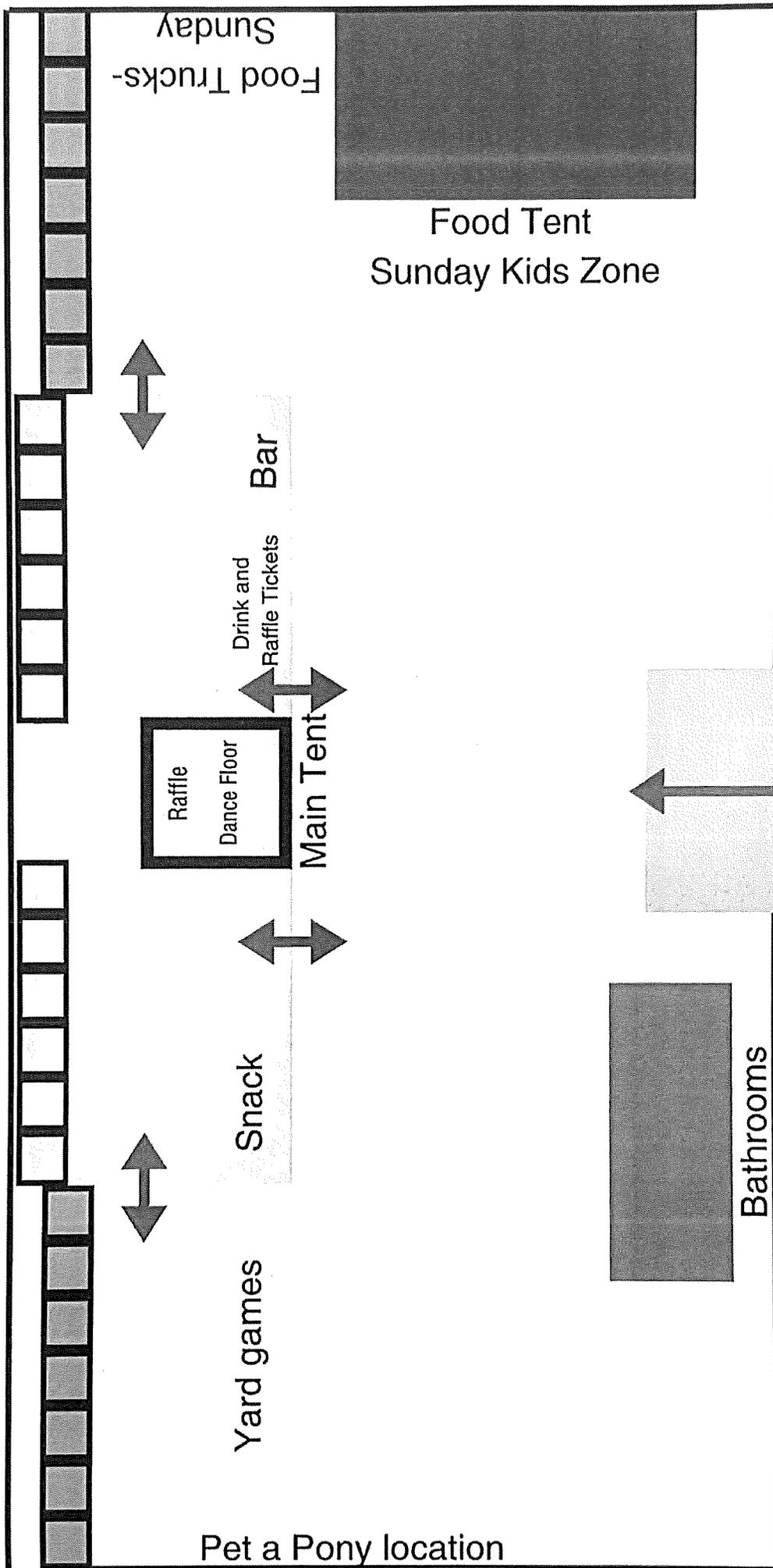
Sound Amplification: Sound system will be used during the event that include announcements and music. The amplification will be at a courteous level to the neighboring residential areas.

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

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

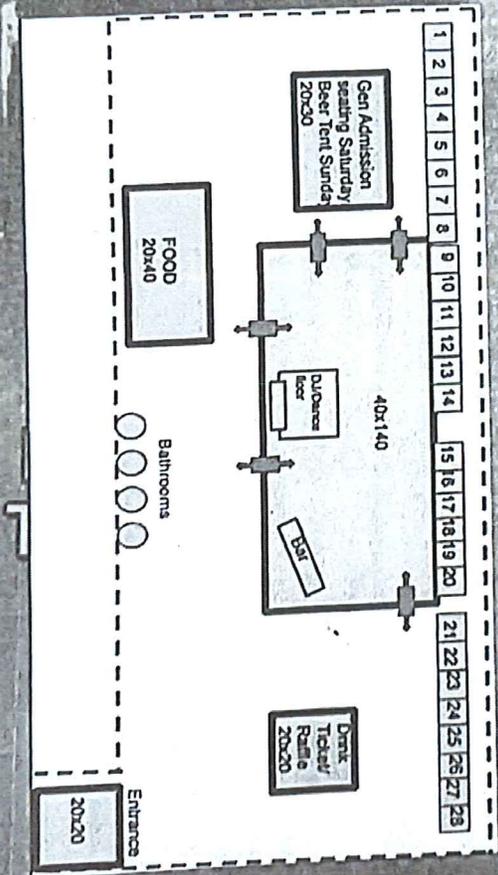
Garbage/Litter: Adequate garbage receptacles and rolling carts will be distributed throughout the event, provided by Environmental Waste Services. They are also providing a 6yd dumpster to help manage garbage during the event. Garbage receptacles will be picked up on June 9. Volunteers will be assigned during the event to collect and empty trash receptacles.

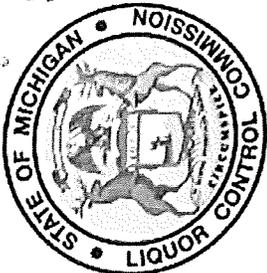
Polo Field



Trailer Parking/
Horse Staging Area

Polo Field





STATE OF MICHIGAN - LIQUOR CONTROL COMMISSION

This is to certify that a License is hereby granted to the person(s) named with the stipulation that the licensee is in compliance with Commission Rule R 436.1003, which states that a licensee shall comply with all state and local building, plumbing, zoning sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcement officials who have jurisdiction over the licensee. Issuance of this license by the Michigan Liquor Control Commission does not waive this requirement. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

This License is granted in accordance with the provisions of Act 58 of the Public Acts of 1998 and shall continue in force for the period designated unless suspended, revoked, or declared null and void by the Michigan Liquor Control Commission. Failure to comply with all laws and rules may result in the revocation of this license.

Under administrative rule R 436.1433, the licensee shall ensure that all profits derived from the sale of alcoholic beverages are retained by the licensee. All alcoholic beverages purchased by the licensee for the event must be purchased from authorized sellers under administrative rule R 436.582. The Commission orders the licensee to take all necessary actions to ensure the health, safety, and welfare of all guests.

IN WITNESS WHEREOF,
this License has been duly signed
and sealed by both the Michigan
Liquor Control Commission and the
Licensee(s).

BUSINESS ID: 10659502
HARTLAND AREA CHAMBER OF COMMERCE

LICENSE SUBTYPE
Beer, Wine & Spirits

LIQUOR CONTROL COMMISSION

PERMITS

EVENT INFORMATION
HARTLAND HERITAGE PARK
12439 HIGHLAND

HARTLAND, MI 48353
LIVINGSTON COUNTY

Justin Berger
LeAnn Baker
John D. [Signature]

LICENSEE(S) SIGNATURE(S)

CONDITIONS / PROVISOS

SALES & CONSUMPTION TO BE CONTAINED IN 300' x 450' AREA ENCLOSED BY FENCING.

THE LICENSEE SHALL NOT PROVIDE ANY ALCOHOLIC BEVERAGES TO INDIVIDUALS BEFORE OR DURING THE DURATION OF THE TIME THEY ARE ACTIVELY ENGAGED IN THE PHYSICAL ACTIVITY OF THE EVENT.

WITH PROVISO THAT APPROPRIATE LOTTERY APPROVAL HAS BEEN OBTAINED FOR RAFFLE.

Valid: Jun 7, 2025 to Jun 7, 2025 - 4:00 PM to 11:00 PM

SPECIAL LICENSE



STATE OF MICHIGAN - LIQUOR CONTROL COMMISSION

This is to certify that a License is hereby granted to the person(s) named with the stipulation that the licensee is in compliance with Commission Rule R 436.1003, which states that a licensee shall comply with all state and local building, plumbing, zoning sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcement officials who have jurisdiction over the licensee. Issuance of this license by the Michigan Liquor Control Commission does not waive this requirement. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

This License is granted in accordance with the provisions of Act 58 of the Public Acts of 1998 and shall continue in force for the period designated unless suspended, revoked, or declared null and void by the Michigan Liquor Control Commission. Failure to comply with all laws and rules may result in the revocation of this license.

Under administrative rule R 436.1433, the licensee shall ensure that all profits derived from the sale of alcoholic beverages are retained by the licensee. All alcoholic beverages purchased by the licensee for the event must be purchased from authorized sellers under administrative rule R 436.582. The Commission orders the licensee to take all necessary actions to ensure the health, safety, and welfare of all guests.

BUSINESS ID: 10659502
HARTLAND AREA CHAMBER OF COMMERCE

LICENSE SUBTYPE
Beer & Wine Only

LICENSE NUMBER
L-000491149

PERMITS

EVENT INFORMATION
HARTLAND HERITAGE PARK
12439 HIGHLAND

HARTLAND, MI 48353
LIVINGSTON County

CONDITIONS / PROVISOS

SALES & CONSUMPTION TO BE CONTAINED IN 300' x 450' AREA ENCLOSED BY FENCING.

THE LICENSEE SHALL NOT PROVIDE ANY ALCOHOLIC BEVERAGES TO INDIVIDUALS BEFORE OR DURING THE DURATION OF THE TIME THEY ARE ACTIVELY ENGAGED IN THE PHYSICAL ACTIVITY OF THE EVENT.

WITH PROVISO THAT APPROPRIATE LOTTERY APPROVAL HAS BEEN OBTAINED FOR RAFFLE.

IN WITNESS WHEREOF,
this License has been duly signed
and sealed by both the Michigan
Liquor Control Commission and the
Licensee(s).

LIQUOR CONTROL COMMISSION





LICENSEE(S) SIGNATURE(S)

Valid: Jun 8, 2025 to Jun 8, 2025 - 12:30 PM to 4:00 PM

SPECIAL LICENSE

April 15, 2025
Hartland Township
2655 Clark Road
Hartland, MI 48353

Hold Harmless

FOR GOOD AND VALUABLE CONSIDERATION (the receipt of which is hereby acknowledged) the undersigned hereby indemnifies and holds harmless Hartland Township against any and all claims, demands, actions, suits, losses, costs, charges, expenses, damages and liabilities including property damage, personal injury, or death, caused by their agents, employees, officers or any third party which the Indemnitee may pay, sustain, suffer or incur by reason of or in connection with the Hartland Polo Classic Festival of Polo event June 7 and 8, 2025. Including, without limiting the generality of the foregoing, all costs and expenses incurred in connection with any such loss or damage.

Sign: 
4/15/25

Emmalyn Wheaton
Executive Director
Hartland Area Chamber of Commerce

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

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Scott Hable, Director of Public Works

Subject: 2025 Old 23 rehabilitation project

Date: May 20, 2025

Recommended Action

Move to approve the Project Agreement with the Livingston County Road Commission as presented in an amount not to exceed \$525,000.

Discussion

The section of road to be rehabilitated is Old 23 from M59 north to Crouse Rd. It is approximately 1.55 miles and has been identified by the Livingston County Road Commission as being in poor condition, rating a 2 out of 10 on the pavement Surface Evaluation and Rating scale (PASER).

The Livingston County Road Commission is recommending the section to be rehabilitated using 4.0” mill and or crush/shape, while also preparing and paving 3’ HMA shoulders and various base repair as necessary. The overall cost for this project is \$1,050,000, but the LCRC has included this in the Pavement Preservation Project (PPP) program and will fund the remaining 50%. This again shows the great partnership we have with the Livingston County Road Commission to maintain our township roads responsibly, not only physically but financially.

Financial Impact

Is a Budget Amendment Required? Yes No

This project was included in the fiscal year Road Millage budget and will not require a budget amendment.

Attachments

Old US23 Contract LCRC
Old US23 LCRC Estimate

PROJECT AGREEMENT

JOB NUMBER: 459.0107AW

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

WITNESSETH

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

**OLD US-23 REHABILITATION
M-59 TO CROUSE ROAD
APPROXIMATELY 1.55 MILES
CRUSH AND SHAPE WITH 4" HMA AND 4' PAVED SHOULDERS
ALTOGETHER WITH THE NECESSARY RELATED WORK**

The parties agree as follows:

1. The cost of the project is \$1,050,000.00. The Township shall pay the Road Commission 50% of the project cost, not to exceed \$525,000.00.
 - A. The balance shall be paid promptly as invoiced.
 - B. The Road Commission shall furnish the Township with a final breakdown of its actual expenses upon completion of the project.
 - C. The Township will not withhold payments because of any set-off, counterclaim, or any other claim which it may have against the Road Commission arising out of this or any other matter. If there is a dispute over the balance due upon completion, the Township will pay the amount claimed by the Road Commission, and such payment shall not be a waiver by the Township of any claims it may have arising from this contract and the completion of the project.
2. All work shall be performed in a good workmanlike manner and in accordance with plans and specifications adopted by the Road Commission.
3. The work will be completed within the current contract year, unless the parties otherwise so agree.
4. In the event the project cannot be completed due to circumstances beyond the control of the Road Commission, and through no fault of the Road Commission, the contract price for later completion will be subject to renegotiation.

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

TOWNSHIP OF HARTLAND

BY: _____
WILLIAM FOUNTAIN, SUPERVISOR

LARRY CIOFU, CLARK

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

BY: _____
STEVEN J. WASYLK, MANAGING DIRECTOR

SARAH R. NEWTON, DIRECTOR OF FINANCE

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

December 6, 2024

Mr. Michael Luce
Hartland Township Manager
2655 Clark Road
Hartland, MI 48353

RE: Old US-23 Rehabilitation – M-59 to Crouse Road

Dear Mr. Luce,

The following is a road rehabilitation estimate for Old US-23, per your request:

The above-mentioned 1.55 mile road appears to be in poor condition, rating a 2 out of 10 on the Pavement Surface Evaluation and Rating scale (PASER). The Livingston County Road Commission engineering staff recommends this road be rehabilitated as follows:

- 4.0" Mill and Resurface
- Prepare and Pave 3' HMA Shoulders
- Base Repair, as necessary

The estimate for this work is **\$1,050,000** altogether with the necessary related work. This is based on visual inspection completed on-site. The above prices are based on estimated contract prices for our 2025 Pavement Preservation Program (PPP) and are subject to change.

If you have any questions or concerns, please contact me.

Sincerely,



Garrett Olson, P.E.
Construction Engineer

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Scott Hable, Director of Public Works

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

Date: May 20, 2025

Recommended Action

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

Discussion

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

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

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

Financial Impact

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

Attachments

2025 59 Median and Station 61 Maint.pdf



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

Hartland Township M-59 Median Maintenance
2025 season

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

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

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

Signed: _____

Date: _____

Signed: _____

Date: _____



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

Hartland Township Fire Station #61 Hartland Rd
2025 Season

Pricing

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

\$9193.00 Total Billed 6 months at \$1532.17

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

Signed: _____

Date: _____

Signed: _____

Date: _____