



Board of Trustees

William J. Fountain, Supervisor	Joseph W. Colaianne, Trustee
Larry N. Ciofu, Clerk	Matthew J. Germane, Trustee
Kathleen A. Horning, Treasurer	Glenn E. Harper, Trustee
	Joseph M. Petrucci, Trustee

Board of Trustees Regular Meeting Agenda Hartland Township Hall Tuesday, October 06, 2020 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 Post Audit of Disbursements Between Board Meetings
 - [b.](#) Approve Payment of Bills
 - [c.](#) Approve 09/15/20 Regular Meeting Minutes
 - [d.](#) Approve 09/15/20 Special Meeting Minutes
 - [e.](#) HAYAA 2021-2022 Memorandum of Agreement
 - [f.](#) HERO Center Amended Agreement 2021-2023
 - [g.](#) CRLGG Grant Acceptance from State (\$13,438)
 - [h.](#) Resolution – Hartland Robotics Boosters Charitable Gaming License
 7. Applicant
 - [a.](#) Site Plan with Special Land Use Application #20-009 (Undercoating business)
 - [b.](#) Site Plan with Special Land Use Application #20-010 (Drive-through service for Biggby Coffee)
 8. Pending & New Business
 - [a.](#) Transfer 590 to 595 (\$1,560,000)
 - [b.](#) Replacement of Digital Signage System (\$11,650)
 - [c.](#) Resolution - Authorizing a Temporary Amendment to the Township's Fee Schedule for Certain Site Plan Applications
 9. Board Reports
- [BRIEF RECESS]
10. Information / Discussion
 - [a.](#) Manager's Report
 - [b.](#) Water System Update
 11. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: September 29, 2020

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 – \$21,650.50

September 30, 2020 Payroll - \$74,596.00

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY21 budget.

Attachments

Post Audit Bills List 09.16.2020

Post Audit Bills List 09.24.2020

Payroll for 09.30.2020

09/23/2020 09:32 AM
User: SUSANC
DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK NUMBER 40687 - 40693

Page 1/1

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/16/2020	FOA	40687	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	33.47
		40687		STREET LIGHTS	101-448-921.000	148.68
		40687		UTILITIES - ELECTRIC	206-000-920.002	43.01
		40687		UTILITIES - GAS	536-000-920.001	16.12
						<hr/> 241.28
09/16/2020	FOA	40688	DTE ENERGY	UTILITIES - ELECTRIC	101-751-920.002	41.81
09/16/2020	FOA	40689	DTE ENERGY-STREET LIGHTS	STREET LIGHTS	101-448-921.000	1,012.25
		40689		MILPOINT STREET LIGHT ESCROW	701-000-290.400	234.67
		40689		FIDDLERS GROVE STREETLIGHT	701-000-290.410	22.29
						<hr/> 1,269.21
09/16/2020	FOA	40690	HARTLAND TOWNSHIP GENERAL FUND	MOBILE HOME FEES ESCROW	701-000-290.300	269.50
09/16/2020	FOA	40691	LIVINGSTON COUNTY TREASURER	MOBILE HOME FEES ESCROW	701-000-290.300	1,347.50
09/16/2020	FOA	40692	LIVINGSTON DAILY PRESS & ARGUS	PRINTING & PUBLICATIONS	101-215-900.000	50.00
		40692		PRINTING & PUBLICATIONS	101-400-900.000	215.00
						<hr/> 265.00
09/16/2020	FOA	40693	STAPLES CREDIT PLAN	SUPPLIES & POSTAGE	101-253-727.000	16.45
			TOTAL - ALL FUNDS	TOTAL OF 7 CHECKS		3,450.75

--- GL TOTALS ---

101-215-900.000	PRINTING & PUBLICATIONS	50.00
101-253-727.000	SUPPLIES & POSTAGE	16.45
101-265-920.001	UTILITIES - GAS	33.47
101-400-900.000	PRINTING & PUBLICATIONS	215.00
101-448-921.000	STREET LIGHTS	1,160.93
101-751-920.002	UTILITIES - ELECTRIC	41.81
206-000-920.002	UTILITIES - ELECTRIC	43.01
536-000-920.001	UTILITIES - GAS	16.12
701-000-290.300	MOBILE HOME FEES ESCROW	1,617.00
701-000-290.400	MILLPOINT STREETLIGHTS ESCROW	234.67
701-000-290.410	FIDDLERS GROVE STREETLIGHT	22.29
	TOTAL	3,450.75

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/24/2020	FOA	40694	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,534.82
		40694		STREET LIGHTS	101-448-921.000	41.86
		40694		UTILITIES - ELECTRIC	101-751-920.002	261.90
		40694		UTILITIES - ELECTRIC	206-000-920.002	54.34
		40694		UTILITIES	209-000-920.000	14.24
		40694		UTILITIES - ELECTRIC	536-000-920.002	4,535.26
						<hr/> 6,442.42
09/24/2020	FOA	40695	MUTUAL OF OMAHA	ACCRUED STD/LTD BENEFITS	001-000-257.103	131.27
		40695		EMPLOYMENT EXPENSE	101-172-716.000	37.11
		40695		EMPLOYMENT EXPENSE	101-192-716.000	89.03
		40695		EMPLOYMENT EXPENSE	101-209-716.000	92.20
		40695		EMPLOYMENT EXPENSE	101-215-716.000	60.10
		40695		EMPLOYMENT EXPENSE	101-253-716.000	62.26
		40695		EMPLOYMENT EXPENSE	101-400-716.000	107.85
		40695		EMPLOYMENT EXPENSE	536-000-716.000	76.50
						<hr/> 656.32
09/24/2020	FOA	40696	PITNEY BOWES, INC.	REPAIRS & MAINTENANCE	101-299-930.000	271.02
09/24/2020	FOA	40697	POSTMASTER	SUPPLIES & POSTAGE	101-191-727.000	1,731.05
09/24/2020	FOA	40698	PRINCIPAL LIFE INSURANCE COMPANY	ACCRUED DENTAL BENEFITS	001-000-257.101	102.29
		40698		ACCRUED VISION BENEFITS	001-000-257.102	44.83
		40698		EMPLOYMENT EXPENSE	101-172-716.000	37.28
		40698		EMPLOYMENT EXPENSE	101-192-716.000	74.56
		40698		EMPLOYMENT EXPENSE	101-209-716.000	72.04
		40698		EMPLOYMENT EXPENSE	101-215-716.000	120.17
		40698		EMPLOYMENT EXPENSE	101-253-716.000	144.08
		40698		EMPLOYMENT EXPENSE	101-400-716.000	102.98
		40698		EMPLOYMENT EXPENSE	536-000-716.000	37.28
						<hr/> 735.51
09/24/2020	FOA	40699	PRIORITY HEALTH	ACCRUED MEDICAL BENEFITS	001-000-257.100	1,672.66
		40699		EMPLOYMENT EXPENSE	101-172-716.000	527.69
		40699		EMPLOYMENT EXPENSE	101-192-716.000	1,055.38
		40699		EMPLOYMENT EXPENSE	101-209-716.000	1,160.93
		40699		EMPLOYMENT EXPENSE	101-215-716.000	1,392.92
		40699		EMPLOYMENT EXPENSE	101-253-716.000	2,026.16
		40699		EMPLOYMENT EXPENSE	536-000-716.000	527.69
						<hr/> 8,363.43
TOTAL - ALL FUNDS				TOTAL OF 6 CHECKS		18,199.75

--- GL TOTALS ---

001-000-257.100	ACCRUED MEDICAL BENEFITS	1,672.66
001-000-257.101	ACCRUED DENTAL BENEFITS	102.29
001-000-257.102	ACCRUED VISION BENEFITS	44.83
001-000-257.103	ACCRUED STD/LTD BENEFITS	131.27
101-172-716.000	EMPLOYMENT EXPENSE	602.08

09/29/2020 11:22 AM
User: SUSANC
DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 09/24/2020 - 09/24/2020

Page 2/2

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-191-727.000				SUPPLIES & POSTAGE		1,731.05
101-192-716.000				EMPLOYMENT EXPENSE		1,218.97
101-209-716.000				EMPLOYMENT EXPENSE		1,325.17
101-215-716.000				EMPLOYMENT EXPENSE		1,573.19
101-253-716.000				EMPLOYMENT EXPENSE		2,232.50
101-265-920.002				UTILITIES - ELECTRIC		1,534.82
101-299-930.000				REPAIRS & MAINTENANCE		271.02
101-400-716.000				EMPLOYMENT EXPENSE		210.83
101-448-921.000				STREET LIGHTS		41.86
101-751-920.002				UTILITIES - ELECTRIC		261.90
206-000-920.002				UTILITIES - ELECTRIC		54.34
209-000-920.000				UTILITIES		14.24
536-000-716.000				EMPLOYMENT EXPENSE		641.47
536-000-920.002				UTILITIES - ELECTRIC		4,535.26
				TOTAL		18,199.75

Check Register Report For Hartland Township
For Check Dates 09/30/2020 to 09/30/2020

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
09/30/2020	FOA	16829	GOODWIN, DENNIS R	163.02	125.08	0.00	Open
09/30/2020	FOA	16830	LAROSE, MICHELLE M	142.50	125.54	0.00	Open
09/30/2020	FOA	16831	PETRUCCI, JOSEPH M	600.00	504.66	0.00	Open
09/30/2020	FOA	16832	VOIGHT, KEITH R	163.00	143.61	0.00	Open
09/30/2020	FOA	16833	ICMA VANTAGEPOINT TRANSFER AGENT	1,328.01	1,328.01	0.00	Open
09/30/2020	FOA	16834	ICMA VANTAGEPOINT TRANSFER AGENT	4,101.36	4,101.36	0.00	Open
09/30/2020	FOA	16835	ICMA VANTAGEPOINT TRANSFER AGENT	1,137.25	1,137.25	0.00	Open
09/30/2020	FOA	DD6739	BAGDON, KELLY M	2,022.83	0.00	1,434.97	Cleared
09/30/2020	FOA	DD6740	BEAUDOIN, DIANA K	1,504.40	0.00	1,277.19	Cleared
09/30/2020	FOA	DD6741	BERNARDI, MELYNDA A	1,325.43	0.00	1,021.49	Cleared
09/30/2020	FOA	DD6742	BROOKS, TYLER J	1,706.55	0.00	1,211.28	Cleared
09/30/2020	FOA	DD6743	CASE, SUSAN E	1,748.49	0.00	1,154.96	Cleared
09/30/2020	FOA	DD6744	CIOFU, LARRY N	2,583.33	0.00	1,881.22	Cleared
09/30/2020	FOA	DD6745	COLAIANNE, JOSEPH W	690.00	0.00	549.13	Cleared
09/30/2020	FOA	DD6746	DRYDEN-HOGAN, SUSAN A	3,291.57	0.00	2,342.66	Cleared
09/30/2020	FOA	DD6747	FOUNTAIN, WILLIAM J	3,333.33	0.00	2,743.50	Cleared
09/30/2020	FOA	DD6748	FOX, LAWRENCE E	428.25	0.00	377.29	Cleared
09/30/2020	FOA	DD6749	GERMANE, MATTHEW J	600.00	0.00	529.10	Cleared
09/30/2020	FOA	DD6750	GRISSIM, SUSAN L	180.00	0.00	166.23	Cleared
09/30/2020	FOA	DD6751	HARPER, GLENN E	600.00	0.00	504.66	Cleared
09/30/2020	FOA	DD6752	HEASLIP, JAMES B	2,938.79	0.00	1,724.15	Cleared
09/30/2020	FOA	DD6753	HENDRIX, PETER J	71.36	0.00	62.86	Cleared
09/30/2020	FOA	DD6754	HORNING, KATHLEEN A	2,583.33	0.00	1,768.93	Cleared
09/30/2020	FOA	DD6755	JOHNSON, LISA	2,305.84	0.00	1,632.76	Cleared
09/30/2020	FOA	DD6756	KENDALL, ANTHONY S	28.66	0.00	26.47	Cleared
09/30/2020	FOA	DD6757	KLINE, CORI L	626.55	0.00	538.92	Cleared
09/30/2020	FOA	DD6758	KUMAR, ANDREW M	1,860.20	0.00	1,336.81	Cleared
09/30/2020	FOA	DD6759	LANGER, TROY D	3,533.12	0.00	2,506.02	Cleared
09/30/2020	FOA	DD6760	LENAGHAN, WILLIAM J	148.70	0.00	137.33	Cleared
09/30/2020	FOA	DD6761	LOUIS, CASEY	850.92	0.00	540.47	Cleared
09/30/2020	FOA	DD6762	MITCHELL, KYLE J	2,694.18	0.00	2,070.83	Cleared
09/30/2020	FOA	DD6763	MITCHELL, MICHAEL E	180.00	0.00	166.23	Cleared
09/30/2020	FOA	DD6764	MORGANROTH, CAROL L	2,171.77	0.00	1,666.70	Cleared
09/30/2020	FOA	DD6765	SHOLLACK, DONNA M	1,945.69	0.00	1,396.42	Cleared

Check Register Report For Hartland Township
For Check Dates 09/30/2020 to 09/30/2020

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
09/30/2020	FOA	DD6766	VERMILLION, KAREN L	1,802.56	0.00	1,325.26	Cleared
09/30/2020	FOA	DD6767	VETTRAINO, ALEXANDER D	764.75	0.00	639.11	Cleared
09/30/2020	FOA	DD6768	WEST, ROBERT M	3,632.36	0.00	2,393.53	Cleared
09/30/2020	FOA	DD6769	WYATT, MARTHA K	3,088.33	0.00	2,234.18	Cleared
09/30/2020	FOA	EFT557	FEDERAL TAX DEPOSIT	12,194.89	12,194.89	0.00	Cleared
09/30/2020	FOA	EFT558	MI DEPT OF TREASURY	3,524.68	3,524.68	0.00	Cleared
Totals:			Number of Checks: 040	74,596.00	23,185.08	37,360.66	
Total Physical Checks:			7				
Total Check Stubs:			33				

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: September 29, 2020

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$739,166.54. The bills are available in the Finance office for review.

Notable invoices include:

\$131,075.00 – Bank of New York Mellon Trust Co. – (Sanitary Sewer Project Refunding Bonds)

\$12,898.20 – Foster, Swift, Collins & Smith – (August 2020 legal invoices)

\$300,009.50 – Hartland Deerfield Fire Authority – (3rd Quarterly payment due 10/8/20)

\$43,937.73 – Hartland Township General Fund – (Oct – Dec 2020 Salary Allocations & Cable Studio rent)

\$15,326.00 – Hubbell, Roth & Clark, Inc. – (Various engineering invoices)

\$170,535.98 – Livingston County Drain Commission – (Sept. 2020 Sewer System O&M)

\$34,835.00 – The Huntington National Bank – (Refunding Bond Interest, Series 2019 & 2017)

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY21 budget.

Attachments

Bills for 10.06.2020

10/01/2020 11:51 AM
User: SUSANC
DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 10/06/2020 - 10/06/2020
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 1/14

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

AMAZON.COM	AMAZON.COM	09/02/2020	114-2081138-3813	FOA	HAND DRYERS, RESTROOM MIRRORS, FACE	
44124		10/06/2020		N		542.41
09/02/2020	,	/ /	0.0000	N		0.00
		10/06/2020		N		542.41

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-751-970.006	SPRANGER FIELD	293.91
401-751-970.006	SPRANGER FIELD	162.26
101-265-740.000	OPERATING SUPPLIES	86.24
		<hr/> 542.41

AMAZON.COM	AMAZON.COM	08/25/2020	114-2652028-2533	FOA	DISINFECTING WIPES	
44127		10/06/2020		N		35.96
08/25/2020	,	/ /	0.0000	N		0.00
		10/06/2020		N		35.96

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	35.96

AMAZON.COM	AMAZON.COM	08/20/2020	114-7494507-5979	FOA	FACE MASKS	
44126		10/06/2020		N		86.24
08/20/2020	,	/ /	0.0000	N		0.00
		10/06/2020		N		86.24

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	86.24

VENDOR TOTAL:

664.61

AVI	AUDIO VISUAL INNOVATIONS INC	09/15/2020	1451751	FOA	BOARD ROOM UPGRADES	
44106	P.O. BOX 844612	10/06/2020		N		6,447.93
09/15/2020	BOSTON MA, 02284-4612	/ /	0.0000	N		0.00
		10/06/2020		N		6,447.93

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-970.000	CAPITAL OUTLAY	6,447.93

VENDOR TOTAL:

6,447.93

BNYMELLON	BANK OF NEW YORK MELLON TRUST CO	09/02/2020	090220	FOA	SANITARY SEWER PRJ REFUNDING BONDS S	
44044	DEBT SERVICE BILLING-DIRECT PAYS	10/06/2020		N		131,075.00
	PO BOX 392005					
09/02/2020	PITTSBURGH PA, 15251	/ /	0.0000	N		0.00
		10/06/2020		N		131,075.00

Open

10/01/2020 11:51 AM
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DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 10/06/2020 - 10/06/2020
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 2/14

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
595-000-997.006	BOND INTEREST 2011 REFUNDING	131,075.00

VENDOR TOTAL: 131,075.00

CINTAS	CINTAS CORPORATION	09/15/2020	4060685652	FOA	MATS	
44045	P.O. BOX 630910	10/06/2020		N		50.84
09/15/2020	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		10/06/2020		N		50.84

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	50.84

CINTAS	CINTAS CORPORATION	09/21/2020	4062134824	FOA	MATS	
44104	P.O. BOX 630910	10/06/2020		N		40.29
09/21/2020	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		10/06/2020		N		40.29

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	40.29

VENDOR TOTAL: 91.13

CISCO	CISCO SYSTEMS, INC	09/15/2020	161-00040452	FOA	9/15/20 - 10/14/20 WEBEX	
44128		10/06/2020		N		15.85
09/15/2020	,	/ /	0.0000	N		0.00
		10/06/2020		N		15.85

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	15.85

VENDOR TOTAL: 15.85

CITYOFFENT	CITY OF FENTON	09/11/2020	3746	FOA	BACTERIOLOGICAL SAMPLES	
44065	301 S LEROY ST	10/06/2020		N		16.00
09/11/2020	FENTON MI, 48430	/ /	0.0000	N		0.00
		10/06/2020		Y		16.00

Open

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

VENDOR TOTAL: 16.00

COLDSRING	COLDSRING MEMORIAL	09/30/2020	250520	FOA	ROSE NICHE FRONT - KAREN A KORMOS	
44169	17482 GRANITE WEST ROAD	10/06/2020		N		262.00
07/23/2020	COLD SPRING MN, 56320-4578	/ /	0.0000	N		0.00

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DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 10/06/2020 - 10/06/2020
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 3/14

Vendor Code	Vendor name	BOTH OPEN AND PAID	Bank	Invoice Description	Gross Amount
Ref #	Address	Post Date	Hold		Discount
Invoice Date	City/State/Zip	CK Run Date	Sep CK		Net Amount
		Disc. Date	1099		
		Disc. %			
		Due Date			

Open		10/06/2020	N		262.00
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GL NUMBER	DESCRIPTION	AMOUNT
209-000-727.000	SUPPLIES & POSTAGE	262.00

VENDOR TOTAL: 262.00

DIEHL	DIEHL, JULIE	09/15/2020	091520	FOA	RELEASE OF DEVELOPER PERFORMANCE BON	
44072	5210 FENTON RD	10/06/2020		N		1,182.50
09/15/2020	FENTON MI, 48430	/ /	0.0000	N		0.00
		10/06/2020		N		1,182.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0005	DIEHL SHARED DRIVEWAY	1,182.50

VENDOR TOTAL: 1,182.50

5888	FOSTER, SWIFT, COLLINS & SMITH	08/31/2020	793501	FOA	AUGUST 2020	
44099	313 S. WASHINGTON SQUARE	10/06/2020		N		12,898.20
09/18/2020	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		10/06/2020		Y		12,898.20

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-826.000	LEGAL FEES	7,230.00
401-444-826.000	LEGAL FEES	1,775.70
539-000-826.000	LEGAL FEES	1,867.50
590-595-826.000	LEGAL FEES	1,417.50
101-101-826.000	LEGAL FEES	607.50
		12,898.20

VENDOR TOTAL: 12,898.20

GUNNERS	GUNNERS METERS & PARTS, INC.	07/08/2020	96568	FOA	1" WATER METER TEST	
44078	454 NORTH CASS AVE	10/06/2020		N		50.00
07/08/2020	PONTIAC MI, 48342	/ /	0.0000	N		0.00
		10/06/2020		N		50.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-741.000	METER COSTS	50.00

VENDOR TOTAL: 50.00

6325	HARTLAND AREA CHAMBER OF COM.	09/08/2020	090820	FOA	2020 HACC GOLF OUTING	
44125	9525 E HIGHLAND RD	10/06/2020		N		500.00
09/08/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00

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User: SUSANC
DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 10/06/2020 - 10/06/2020
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 4/14

Vendor Code	Vendor name	BOTH OPEN AND PAID	Bank	Invoice Description	Gross Amount
Ref #	Address	Post Date	Hold		Discount
Invoice Date	City/State/Zip	CK Run Date	Sep CK		Net Amount
		Disc. Date	1099		
		Due Date			

Open		10/06/2020	N		500.00
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GL NUMBER	DESCRIPTION	AMOUNT
101-577-801.000	CONTRACTED SERVICES	500.00

VENDOR TOTAL: 500.00

HAYAA-F	HARTLAND AREA YOUTH ATHLETIC ASSOC	10/06/2020	100620	FOA	PAYMENT DUE 10/15/20 PER AGREEMENT	
44068	HAYAA - FOOTBALL	10/06/2020		N		361.43
	P.O. BOX 359					
10/06/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		10/06/2020		N		361.43

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	361.43

VENDOR TOTAL: 361.43

HCSA	HARTLAND COMMUNITY SOCCER ASSN	10/06/2020	100620	FOA	PAYMENT DUE 10/15/20 PER AGREEMENT	
44070	HARTLAND COMMUNITY EDUCATION	10/06/2020		N		770.24
	9525 HIGHLAND RD					
10/06/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		10/06/2020		N		770.24

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	770.24

VENDOR TOTAL: 770.24

0150	HARTLAND CONSOLIDATED SCHOOLS	08/31/2020	172579	FOA	AUGUST 2020 FUEL	
44053	9525 E HIGHLAND ROAD	10/06/2020		N		426.79
09/01/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		10/06/2020		N		426.79

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-239-860.000	GASOLINE	47.69
536-000-860.000	GASOLINE	379.10
		426.79

VENDOR TOTAL: 426.79

HDFA	HARTLAND DEERFIELD FIRE	10/01/2020	20-21 3RD Q:H	FOA	3RD QTRLY PMT DUE 10/8/20	
44054	3205 HARTLAND RD	10/06/2020		N		300,009.50
09/11/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		10/06/2020		N		300,009.50

10/01/2020 11:51 AM
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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 10/06/2020 - 10/06/2020
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 5/14

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-999.336	CONTRIBUTION TO FIRE AUTHORITY	300,009.50
VENDOR TOTAL:		300,009.50

0001	HARTLAND TOWNSHIP GENERAL FUND	10/01/2020	10/1/20	FOA	OCT - DEC 2020 SALARY ALLOCATIONS	
43617		10/06/2020		N		40,691.73
10/01/2020	,	/ /	0.0000	N		0.00
		10/06/2020		N		40,691.73

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-720.000	ADMINISTRATIVE FEES	20,785.10
590-000-720.000	ADMINISTRATIVE FEES	19,906.63
		40,691.73

0001	HARTLAND TOWNSHIP GENERAL FUND	10/01/2020	100120	FOA	10/1 - 12/31/20 CABLE STUDIO RENT	
43614		10/06/2020		N		3,246.00
10/01/2020	,	/ /	0.0000	N		0.00
		10/06/2020		N		3,246.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-941.000	RENT	3,246.00
VENDOR TOTAL:		43,937.73

HYL	HARTLAND YOUTH LACROSSE	10/06/2020	100620	FOA	PAYMENT DUE 10/15/20 PER AGREEMENT	
44069	P.O. BOX 56	10/06/2020		N		361.43
10/06/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		10/06/2020		N		361.43

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	361.43
VENDOR TOTAL:		361.43

1548	HORIZON LANDSCAPE INC.	09/22/2020	15201	FOA	LARGE ITEM CLEANUP DAY - 10 MEN @ \$1	
44112	11765 HIBNER RD	10/06/2020		N		1,000.00
09/22/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		10/06/2020		Y		1,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.000	CONTRACTED SERVICES	1,000.00

10/01/2020 11:51 AM
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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 10/06/2020 - 10/06/2020
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 6/14

Vendor Code	Vendor name	BOTH OPEN AND PAID	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address		CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip		Disc. Date	Disc. %	Sep CK		Net Amount
			Due Date		1099		

VENDOR TOTAL: 1,000.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	08/28/2020	181558	FOA	BEN FRANKLIN PLUMBING CONSTR	OBSERV	
44159	PO BOX 824	10/06/2020		N			385.00
08/28/2020	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N			0.00
		10/06/2020		Y			385.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
702-000-290.089	WOODSTREAM BLDG CO/BEN FRANKLIN PLUMBING	385.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	09/25/2020	182210	FOA	M59 EAST WATER MAIN EXT PLANS/SPECS		
44130	PO BOX 824	10/06/2020		N			8,790.00
09/25/2020	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N			0.00
		10/06/2020		Y			8,790.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	8,790.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	09/25/2020	182211	FOA	M59 SAFETY PATH PLANS/SPECS THRU 9/5		
44132	PO BOX 824	10/06/2020		N			4,776.00
09/25/2020	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N			0.00
		10/06/2020		Y			4,776.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-444-969.005	SIDEWALKS	4,776.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	09/25/2020	182212	FOA	M59 SAFETY PATH WETLAND DELINEATION		
44131	PO BOX 824	10/06/2020		N			1,375.00
09/25/2020	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N			0.00
		10/06/2020		Y			1,375.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-444-969.005	SIDEWALKS	1,375.00

VENDOR TOTAL: 15,326.00

JDBEAVERS	J D BEAVERS CO	09/18/2020	4478	FOA	CLEAN UP DAY EVENT		
44105	7676 RUSHTON RD	10/06/2020		N			750.00
09/18/2020	BRIGHTON MI, 48116	/ /	0.0000	N			0.00
		10/06/2020		N			750.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.000	CONTRACTED SERVICES	750.00

VENDOR TOTAL: 750.00

10/01/2020 11:51 AM
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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 10/06/2020 - 10/06/2020
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 7/14

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

LASHBROOK	LASHBROOK SEPTIC SERVICE	09/14/2020	A-51630	FOA	LARGE ITEM CLEAN UP DAY	
44073	4895 CURDY RD	10/06/2020		N		85.00
09/14/2020	HOWELL MI, 48855	/ /	0.0000	N		0.00
		10/06/2020		Y		85.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.000	CONTRACTED SERVICES	85.00

VENDOR TOTAL: 85.00

2909	LIVINGSTON CTY.DRAIN COMMISSIO	09/24/2020	3234	FOA	SEPT 2020 - SEWER SYSTEM O & M	
44129	2300 E. GRAND RIVER	10/06/2020		N		170,535.98
	STE. 105					
09/24/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		10/06/2020		N		170,535.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-801.008	LCDC CONTRACT SERVICES	170,535.98

VENDOR TOTAL: 170,535.98

MASTERS	MASTERS TELECOM LLC	08/19/2020	6207	FOA	REFURBISHED T46S - 6	
44119		10/06/2020		N		299.95
08/19/2020	,	/ /	0.0000	N		0.00
		10/06/2020		N		299.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-970.000	CAPITAL OUTLAY	299.95

VENDOR TOTAL: 299.95

METROENVIR	METRO ENVIRONMENTAL SERVICES, INC.	09/20/2020	70121	FOA	SWEEPING SERVICE AFTER LARGE ITEM CL	
44113	P.O. BOX 725	10/06/2020		N		995.00
09/20/2020	WALLED LAKE MI, 48390	/ /	0.0000	N		0.00
		10/06/2020		N		995.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.000	CONTRACTED SERVICES	995.00

VENDOR TOTAL: 995.00

MRWA	MICHIGAN RURAL WATER ASSOCIATION	09/17/2020	R8700	FOA	10/20 - WATER REVIEW S3 S4 GRAYLING	
44120	2127 UNIVERSITY PARK DR, STE 340	10/06/2020		N		410.00
09/17/2020	OKEMOS MI, 48864	/ /	0.0000	N		0.00
		10/06/2020		N		410.00

Open

10/01/2020 11:51 AM
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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 10/06/2020 - 10/06/2020
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 8/14

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
536-000-957.000	EDUCATION/TRAINING/CONVENTION	410.00

VENDOR TOTAL: 410.00

ORKIN	ORKIN	08/19/2020	200845456	FOA	PEST CONTROL AT TOWNSHIP HALL	
44097	21068 BRIDGE ST.	10/06/2020		N		66.85
08/19/2020	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		10/06/2020		Y		66.85

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	66.85

ORKIN	ORKIN	08/19/2020	200846326	FOA	PEST CONTROL AT HERO TEEN CENTER	
44096	21068 BRIDGE ST.	10/06/2020		N		65.88
08/19/2020	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		10/06/2020		Y		65.88

Open

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

ORKIN	ORKIN	09/08/2020	202073928	FOA	PEST CONTROL @ HERO TEEN CENTER	
44057	21068 BRIDGE ST.	10/06/2020		N		65.88
09/08/2020	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		10/06/2020		Y		65.88

Open

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

VENDOR TOTAL: 198.61

OVERHEADDO	OVERHEAD DOOR WEST COMMERCIAL, INC.	09/10/2020	32728	FOA	CABLE OFF CENTER DOOR	
44067	4680 HATCHERY RD	10/06/2020		N		352.50
09/10/2020	WATERFORD MI, 48329	/ /	0.0000	N		0.00
		10/06/2020		N		352.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	352.50

VENDOR TOTAL: 352.50

1180	PETER'S TRUE VALUE HARDWARE	09/14/2020	54705	FOA	TRASH BAGS	
44058	3455 W. HIGHLAND ROAD	10/06/2020		N		29.98
09/14/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		10/06/2020		N		29.98

10/01/2020 11:51 AM
User: SUSANC
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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 10/06/2020 - 10/06/2020
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 9/14

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	29.98
1180	PETER'S TRUE VALUE HARDWARE	09/29/2020 54899 FOA GE BULB
44167	3455 W. HIGHLAND ROAD	10/06/2020 N 13.99
09/29/2020	MILFORD MI, 48380	/ / 0.0000 N 0.00
		10/06/2020 N 13.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	13.99
1180	PETER'S TRUE VALUE HARDWARE	09/22/2020 K54797 FOA REPAIRS AT TOWNSHIP HALL
44107	3455 W. HIGHLAND ROAD	10/06/2020 N 19.97
09/22/2020	MILFORD MI, 48380	/ / 0.0000 N 0.00
		10/06/2020 N 19.97

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	19.97
1180	PETER'S TRUE VALUE HARDWARE	09/29/2020 K54891 FOA TRASH BAGS
44161	3455 W. HIGHLAND ROAD	10/06/2020 N 29.98
09/29/2020	MILFORD MI, 48380	/ / 0.0000 N 0.00
		10/06/2020 N 29.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	29.98

VENDOR TOTAL: 93.92

RESERVE	RESERVE ACCOUNT	10/01/2020 100120	FOA	REPLENISH POSTAGE IN MACHINE FOR ALL
44172	ACCT #24969628	10/06/2020	N	1,378.10
	PO BOX 223648			
10/01/2020	PITTSBURGH PA, 15250-2648	/ / 0.0000	N	0.00
		10/06/2020	N	1,378.10

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-727.000	SUPPLIES & POSTAGE	85.65
101-215-727.000	SUPPLIES & POSTAGE	4.00
101-253-811.100	TAX COLLECTION	152.50
101-253-727.000	SUPPLIES & POSTAGE	5.50
101-299-727.000	SUPPLIES & POSTAGE	159.75
101-400-727.000	SUPPLIES & POSTAGE	99.40
590-000-727.000	SUPPLIES & POSTAGE	14.75
101-191-727.000	SUPPLIES & POSTAGE	826.65

10/01/2020 11:51 AM
User: SUSANC
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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 10/06/2020 - 10/06/2020
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 10/14

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

101-192-727.000	SUPPLIES & POSTAGE				7.40	
101-441-727.000	SUPPLIES & POSTAGE				6.50	
536-000-727.000	SUPPLIES/POSTAGE				2.00	
101-247-727.000	SUPPLIES & POSTAGE				14.00	
					<u>1,378.10</u>	

VENDOR TOTAL: 1,378.10

SANMARINO	SAN MARINO EXCAVATING, INC.	09/24/2020	139050	FOA	LARGE ITEM CLEAN UP DAY EVENT	
44153	5550 MITCHEL WAY	10/06/2020		N		2,200.00
09/24/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		10/06/2020		N		2,200.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.000	CONTRACTED SERVICES	2,200.00

VENDOR TOTAL: 2,200.00

SHRED-IT	SHRED-IT, C/O STERICYCLE, INC	09/25/2020	8180546648	FOA	LARGE ITEM CLEAN UP DAY EVENT - SHRE	
44154	28883 NETWORK PLACE	10/06/2020		N		1,407.60
09/25/2020	CHICAGO IL, 60673-1288	/ /	0.0000	N		0.00
		10/06/2020		N		1,407.60

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.000	CONTRACTED SERVICES	1,407.60

VENDOR TOTAL: 1,407.60

STAPLES	STAPLES	09/05/2020	8059589827	FOA	TRASH BAGS	
44060	PO BOX 660409	10/06/2020		N		27.38
09/05/2020	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		10/06/2020		N		27.38

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	27.38

STAPLES	STAPLES	09/12/2020	8059650770	FOA	AIR DUSTER, INK PADS	
44061	PO BOX 660409	10/06/2020		N		62.40
09/12/2020	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		10/06/2020		N		62.40

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-727.000	SUPPLIES & POSTAGE	62.40

STAPLES	STAPLES	09/19/2020	8059723123	FOA	MISC SUPPLIES	
44098	PO BOX 660409	10/06/2020		N		136.90

10/01/2020 11:51 AM
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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 10/06/2020 - 10/06/2020
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 11/14

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

09/19/2020	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		10/06/2020		N		136.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-740.000	OPERATING SUPPLIES	45.99
101-265-740.000	OPERATING SUPPLIES	13.96
101-299-727.000	SUPPLIES & POSTAGE	3.80
101-191-727.000	SUPPLIES & POSTAGE	73.15
		<hr/> 136.90

STAPLES	STAPLES	09/26/2020	8059796231	FOA	MISC SUPPLIES	
44123	PO BOX 660409	10/06/2020		N		83.08
09/26/2020	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		10/06/2020		N		83.08

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	12.99
101-299-727.000	SUPPLIES & POSTAGE	70.09
		<hr/> 83.08

VENDOR TOTAL: 309.76

HUNTINGBAN	THE HUNTINGTON NATIONAL BANK	09/18/2020	09/18/2020	FOA	SPEC ASSMT REFUNDING BONDS SERIES 20	
44122	PO BOX 1558-GW4E64	10/06/2020		N		32,585.00
09/18/2020	COLUMBUS OH, 43216	/ /	0.0000	N		0.00
		10/06/2020		N		32,585.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
354-000-997.010	2019 REFUNDING BOND INTEREST	32,585.00

HUNTINGBAN	THE HUNTINGTON NATIONAL BANK	09/18/2020	091820	FOA	WTR SYSTEM SPEC ASSMT REFUNDING BOND	
44121	PO BOX 1558-GW4E64	10/06/2020		N		2,250.00
09/18/2020	COLUMBUS OH, 43216	/ /	0.0000	N		0.00
		10/06/2020		N		2,250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
537-000-997.001	2017 REFUNDING BOND INTEREST	2,250.00

VENDOR TOTAL: 34,835.00

SPIRITOFLLI	THE SPIRIT OF LIVINGSTON	09/03/2020	51780	FOA	ID BADGE - HEASLIP	
44059	3280 W GRAND RIVER	10/06/2020		N		12.00
09/03/2020	HOWELL MI, 48855	/ /	0.0000	N		0.00
		10/06/2020		Y		12.00

Open

10/01/2020 11:51 AM
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DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 10/06/2020 - 10/06/2020
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 12/14

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
101-209-727.000	SUPPLIES & POSTAGE	12.00

SPIRITOFLLI	THE SPIRIT OF LIVINGSTON	09/28/2020	51853	FOA	2 JACKETS EMBROIDERED	
44160	3280 W GRAND RIVER	10/06/2020		N		31.00
09/28/2020	HOWELL MI, 48855	/ /	0.0000	N		0.00
		10/06/2020		Y		31.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	31.00

VENDOR TOTAL: 43.00

TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	09/14/2020	5352341	FOA	6/11 - 9/10/20 - ESTUDIO556 BLK COPI	
44108	PO BOX 927	10/06/2020		N		471.25
09/14/2020	BUFFALO NY, 14240	/ /	0.0000	N		0.00
		10/06/2020		N		471.25

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	471.25

TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	09/23/2020	5361762	FOA	SEPT 2020 - ESTUDIO2830C - BLACK COP	
44166	PO BOX 927	10/06/2020		N		2.55
09/23/2020	BUFFALO NY, 14240	/ /	0.0000	N		0.00
		10/06/2020		N		2.55

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	2.55

TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	09/23/2020	5361819	FOA	SEPT 2020 - ESTUDIO2830C - COLOR COP	
44165	PO BOX 927	10/06/2020		N		19.26
09/23/2020	BUFFALO NY, 14240	/ /	0.0000	N		0.00
		10/06/2020		N		19.26

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	19.26

VENDOR TOTAL: 493.06

USA	USA BLUE BOOK	09/09/2020	353194	FOA	TUBE ASSEMBLY	
44063	P.O. BOX 9004	10/06/2020		N		327.89
09/09/2020	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		10/06/2020		N		327.89

Open

10/01/2020 11:51 AM
User: SUSANC
DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 10/06/2020 - 10/06/2020
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 13/14

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	327.89
USA	USA BLUE BOOK	09/14/2020 357409 FOA PUMP WITH EXTERNAL SPEED CONTROL
44071	P.O. BOX 9004	10/06/2020 N 4,426.93
09/14/2020	GURNEE IL, 60031-9004	/ / 0.0000 N 0.00
		10/06/2020 N 4,426.93

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	4,426.93

VENDOR TOTAL: 4,754.82

WALSH	WALSH MUNICIPAL SERVICES, LLC	09/29/2020 092920 FOA FINAL SEARCH PMT
44168	2637 ELDERBERRY DRIVE	10/06/2020 N 5,800.00
09/29/2020	OKEMOS MI, 48864	/ / 0.0000 N 0.00
		10/06/2020 Y 5,800.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-801.000	CONTRACTED SERVICES	5,800.00

VENDOR TOTAL: 5,800.00

WATERTECH	WATER TECH	09/13/2020 48400 FOA AUGUST 2020
44084	718 S MICHIGAN	10/06/2020 N 206.00
09/13/2020	HOWELL MI, 48843	/ / 0.0000 N 0.00
		10/06/2020 Y 206.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	206.00

VENDOR TOTAL: 206.00

TOTAL - ALL VENDORS: 740,544.64

FUND TOTALS:

Fund 101 - GENERAL FUND	25,976.70
Fund 206 - FIRE OPERATING	300,362.00
Fund 209 - CEMETERY	262.00
Fund 354 - 2009 M-59 ROAD IMPROVEMENTS BOND	32,585.00
Fund 401 - CAPITAL PROJECTS FUND	8,382.87
Fund 536 - WATER SYSTEM FUND	26,677.99
Fund 537 - WATER DEBT SERVICE FUND	2,250.00
Fund 539 - WATER REPLACEMENT FUND	10,657.50
Fund 577 - CABLE TV FUND	10,055.72
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	191,874.86

10/01/2020 11:51 AM
User: SUSANC
DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 10/06/2020 - 10/06/2020
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Page: 14/14

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
Fund 595 - 2005 SEWER EXP BONDS						131,075.00
Fund 702 - TRUST & AGENCY - NEW						385.00

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 09-15-2020 Hartland Township Board Regular Meeting Minutes

Date: October 1, 2020

Recommended Action

Move to approve the Hartland Township Board Regular Meeting minutes for September 15, 2020.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

09-15-2020 HTB Minutes - DRAFT

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES
September 15, 2020 – 7:00 PM

DRAFT

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

PRESENT: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne (7:05 p.m.), Trustee Germane, Trustee Harper, Trustee Petrucci

ABSENT: None

Also present were Public Works Director Robert West, Finance Director Susan Dryden-Hogan, and Planning Director Troy Langer.

4. Approval of the Agenda

Clerk Ciofu requested to add Item 9. a. Manager's Committee Update.

Move to approve the agenda for the September 15, 2020, Hartland Township Board meeting as amended.

Motion made by Treasurer Horning, Seconded by Trustee Harper

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne, Trustee Germane, Trustee Harper, Trustee Petrucci

Voting Nay: None

5. Call to the Public

Frank Crouse came forward and questioned why we have only one Call to the Public at Township Board meetings and questioned the policy of not responding to comments at the Call to the Public which he stated is very non-transparent. He also stated that the newly elected Trustees have not been welcomed to the Board in respect to their comments regarding the deferring the hiring of a new Township Manager at previous Calls to the Public. He also was concerned with the business climate in Hartland citing the overall basic Republican issues of trying to reduce regulations and improve the environment for businesses. He stated that this is a nationwide problem and it is a problem for Hartland. He stated that our surveys and regulation of the business environment has caused two very large and successful companies to give up on Hartland. He also stated that nationwide 65% of restaurants will close permanently because of the environment that exists. He stated the this Board does not seem to recognize this and has not issued any instructions to the Planning Commission to make Hartland any more business friendly.

Supervisor Fountain responded that the two candidates for Trustee he referred to have not yet been elected to the Board as the election is in November, and he pointed out that we were one of the first communities in the State of Michigan to go out and do whatever we could to expand and allow businesses to increase their outdoor square footage back in May.

6. Approval of the Consent Agenda

Trustee Germane requested that 6 f. be moved to Pending and New Business as item 9 b.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

September 15, 2020 – 7:00 PM

Move to approve the consent agenda for the September 15, 2020, Hartland Township Board meeting as amended.

Motion made by Trustee Harper, Seconded by Treasurer Horning.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne, Trustee Germane, Trustee Harper, Trustee Petrucci

Voting Nay: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. Approve 08/28/20 Special Meeting Minutes
- d. Approve 09/01/20 Regular Meeting Minutes
- e. Seasonal Wage Budget Amendment - Water Fund
- f. Public Works Director Job Description Revisions

7. Presentation

- f. Fiscal Year 2019 – 2020 Audit Presentation

John Pfeffer from Pfeffer, Hanniford & Palka, CPA gave an audit presentation for the fiscal year ending on March 31, 2020. He commended the Hartland Township staff for the hard work in the audit this year given the remote audit due to COVID-19 allowing them to finish the audit timely and on budget. He further commended Finance Director Susan Dryden-Hogan in that there were very few adjustments, which indicates that the information provided to the auditors was very accurate. He stated they issued Hartland Township an Unmodified Opinion which is the highest level of opinion that an independent auditor can issue and that the financial statements are presented fairly. This is important for continued State Shared Revenue and for Bonding. Mr. Pfeffer reviewed the fund balance of \$2.8 million which is a very healthy balance that allowed us to withstand the effects of the first wave of COVID issues, and puts us in a good position for any uncertainties that may occur in the future. He stated this was due to staying within budget and not overspending. He stated that we did put money into the Pathways, Spranger Field and the Capital Improvement Fund during this period while maintain a steady and safe overall fund balance. He cited the payoff of the loan on the Township Hall back in 2012 that saved significant amounts of interest over the years and he commended the Township on their past work on the Sewer issues during the downturn of the economy a few years back. He reviewed the Township overall debt which was reduced from \$25 million to around \$21 million of which \$16 million is related to the sewers and utilities. He also discussed the Fire budget and the fire millage which is an important issue that needs to be addressed. Mr. Pfeffer also reviewed the overall Township investments which were in very good shape. We have over \$19 million in investments spread over various strong institutions in Michigan. He commended the work of the Treasurer department regarding the investment practices. Mr. Pfeffer reviewed the Township revenues for the fiscal year of \$2.752 million of which State Shared Revenue accounts for \$1.365 million and property taxes accounting for another \$.545 million. He feels that many businesses are coming back strongly, and he feels that state shared revenue will not be affected much, as indicated by Finance Director Dryden-Hogan's extensive analysis on this issue. He also wanted to reiterate that we are well positioned to handle any further issues regarding COVID-19. He then responded to questions from the Board. Finance Director Dryden-Hogan indicated that the General Fund balance decrease slightly due to financing the Bullard Lake Road project at 3.3%, rather than bonding for this project. This money will be paid back from a special assessment district. She also made mention of the refunding of the M59/Hartland Road Bond which saved area businesses over \$1.5 million in interest charges.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES
September 15, 2020 – 7:00 PM

Move to accept the Audit Report from Pfeffer, Hanniford & Palka, CPA for the Fiscal Year 2019-2020.

Motion made by Treasurer Horning, Seconded by Trustee Colaianne.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne,
Trustee Germane, Trustee Harper, Trustee Petrucci

Voting Nay: None

8. Applicant

g. Site Plan #20-008 Redwood Planned Development (PD) Concept Plan

Planning Director Troy Langer gave a brief overview of the project and the three phases of the approval process, the concept plan, the preliminary plan and the final plan. Representatives from Redwood Living were present to discuss their project and answer any questions regarding the Concept Plan. They indicated they met with the Planning Commission (PC) to present their Concept Plan and to understand the process. They had a lengthy and detailed discussion on what the PC would be looking for regarding their project. They are here before the Board to get comments so that they can move forward on the project. Items discussed were other Redwood locations, types and designs of various units, roof line issues discussed at the PC, clubhouse provision which are not included in this project, target market for sales, and the long term commitment of Redwood homes to their projects. A brief discussion was held on the density issue and Director Langer stated density looks to the Future Land Use Map. This project exceeds the Future Land Use Map designation for this location, but proposed changes to the Future Land Use Map would amend the map for this location that would allow for this density. This is not there yet, and the applicant is aware of this issue. A brief discussion was held on the water utility issues and the Applicant is aware of the issues and the water expansion timeline. They also address landscaping issues and stated that Redwood does a very good job on landscaping and they will have a detailed landscape plan in the future.

9. Pending & New Business

h. Township Manager Employment Agreement

Clerk Ciofu gave an update from the Manager Committee. The contract for the Township Manager is not finalized. There are several minor legal language issue that need clarification.

Motion to name Robert West the Interim Manager effective immediately until the final contract details are finalized.

Motion made by Clerk Ciofu, Seconded by Treasurer Horning.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne,
Trustee Germane, Trustee Harper, Trustee Petrucci

Voting Nay: None

i. Public Works Director Job Description Revisions

Trustee Germane inquired of Public Works Director West about the revisions made to the Public Works Director job description. Director Robert West reported that there were some terms that were a little too general and he added items number 6 and number 7 under

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

September 15, 2020 – 7:00 PM

requirements. These were to let an applicant know what the job entails on the administrative side of things. A couple of items were added regarding building relationships, effective communication as well as project management which were not clear in the previous job description. He mentioned a couple of software systems that would benefit an applicant, just so they get a better sense of what we are looking for in this position.

Move to approve the Hartland Township Public Works Director job description as presented.

Motion made by Treasurer Horning, Seconded by Trustee Germane.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne, Trustee Germane, Trustee Harper, Trustee Petrucci

Voting Nay: None

10. Board Reports

Trustee Petrucci - The Golf Outing for the HERO Teen Center went very well. They raised a little over \$8000. He thanked all of the participants and sponsors of the event.

Clerk Ciofu – Provided a brief update on Absentee Ballots. We have received over 5000 Absentee Ballot Applications. The ballots just arrived so we will be doing testing next week and the first set of Absentee Ballots will be mailed out around September 24.

Treasurer Horning – Thanked the Treasury Department staff for their awesome effort this past week. On Monday, the last day of tax collection, they processed \$2 million of tax payments out of a total tax roll of \$12 million and balanced to the penny.

Trustee Colaianne - No report other than to concur with Trustee Petrucci on the very successful Teen Center Golf Outing.

Trustee Germane – Provided an update on the sulfolane issue on Lone Tree Road a few years ago where there was some fairly extensive ground water and soil contamination. The latest quarterly report has been received from the consultant through EGLE and they just completed their second consecutive quarter of no detections of contaminations that were reported. The project needs to continue for at least one year with no hits before it would be considered clean. Additional testing will still be happening for the third and fourth quarters of this year. The third quarter sampling was supposed to have happened last week. The report will get posted on the Township website as we have done in the past for the community. The HERO Board did have a meeting at the Teen Center about two weeks ago, and it was noticed that the sidewalk in front of the building is deteriorating to the point where it could be a trip hazard. He reported this to the DPW Director and inquired if there were any updates. Director West reported that the field staff purchased some materials to patch it temporarily to fix it. It may not look good, but it will be safe until we can examine the sidewalk in more detail for a more permanent fix. This should be completed this week.

Trustee Harper - No report.

Supervisor Fountain – Deferred to Director West for an update on the Saturday's September 19, Large Item Clean Up Day. Director West stated this will be held from 9 a.m. until 1 p.m. this Saturday at the Hartland High School student parking lot. We will not accept any hazardous materials at this event. Any appliance with freon will be accepted but there will be a \$25 fee for removing the freon and properly disposing of it.

Treasurer Horning was excused from the meeting.

[BRIEF RECESS]

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

September 15, 2020 – 7:00 PM

11. Information / Discussion

j. Manager's Report

Supervisor Fountain stated they were working on the State of the Community with the Partners in Progress. Videos will take place next week at the Township Hall and this will be paid for with PEG funds. The Automotive Undercoating business will be coming to the Planning Commission soon. Chief Carroll of the Hartland Deerfield Fire Department (HDFA) is working on Fire Millage language to communicate to the public.

Director West gave a brief update on the water system expansion project. A meeting is scheduled for tomorrow with one of the larger developers to discuss their requirements and provide assistance to get their project moving forward as far as the water issues are concerned. Director West also informed the Board that our water meter reading system is being discontinued by the manufacturer and they are exiting the meter reading business. He has been exploring new systems and this will be reflected in the Water System Capital Improvement Plan by the end of the year. The Code Enforcement Officer position has been posted. He provided an update on the Blaine Rd speed limit issue which is a non-enforceable limit of 25 mph. A speed study will be required in the future and this limit is likely to increase. Director West has been working with the HDFA to get information we can provide in an unbiased format for residents. He also thanked Lafontaine for providing a sidewalk easement at no cost for the Car Rite site on M-59 as they saw the benefit of having a sidewalk in this area.

k. Spranger Field - Project Scope Change

Director West provided an update on the Spranger Field project. He reviewed the overall budgeted costs and actual costs for the project. As to the fence portion, HAYAA requested changes to meet tournament regulations and we added a third tier to the backstops, dugout protection fencing, and fence caps. This additional cost was to be covered by savings on the field materials from the original budget. As to the restroom and concession stands, once we started work on this, we found many significant issues and basically had to update all of the well, electrical, lighting, and plumbing in the building. We are 95% complete with the building and if we move the remaining field materials to the building, we would be \$14,100 over budget. HAYAA requested changes to the materials for the fields and we could not absorb the additional cost for these changes. Director West is recommending that the field maintenance be the sole responsibility of HAYAA, and we will revert back to the old contract. HAYAA understands this and they have started fundraising for the fields. A brief discussion was held on restroom improvements, increased concession area space, and electrical supply issues related to the HDFA.

12. Adjournment

Move to adjourn the meeting at 8:30 p.m.

Motion made by Trustee Harper, Seconded by Trustee Colaianne

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne,
Trustee Germane, Trustee Harper, Trustee Petrucci

Voting Nay: None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 09-15-2020 Hartland Township Board Special Meeting Minutes

Date: October 1, 2020

Recommended Action

Move to approve the Hartland Township Board Special Meeting minutes for September 15, 2020.

Discussion

Draft Minutes are attached for review

Financial Impact

None

Attachments

9-15-2020 HTB Special Minutes - DRAFT

HARTLAND TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING MINUTES

September 15, 2020 – 6:00 PM

DRAFT

1. Call to Order

The meeting was called to order by Supervisor Fountain at 6:00 p.m.

2. Roll Call

PRESENT: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane, Trustee Harper, Trustee Petrucci

ABSENT: Trustee Colaianne

Also present were Public Works Director Bob West and Finance Director Susan Dryden-Hogan.

3. Approval of the Agenda

Move to approve the agenda for the September 15, 2020, Hartland Township Board Special Meeting as presented.

Motion made by Treasurer Horning, Seconded by Trustee Petrucci

Yeas: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane, Trustee Harper, Trustee Petrucci

Nays: None

Absent: Trustee Colaianne

4. Call to the Public

No one came forward.

5. Presentation

a. Fiscal Year 2019-20 Audit Presentation

John Pfeffer of Pfeffer, Hanniford & Palka summarized the financial statement audit for the Board and responded to questions from the Board.

6. Adjournment

Move to adjourn the meeting at 6:40 p.m.

Motion made by Trustee Harper, Seconded by Trustee Petrucci

Yeas: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane, Trustee Harper, Trustee Petrucci

Nays: None

Absent: Trustee Colaianne

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert West, Director of Public Works

Subject: HAYAA 2021-2022 Memorandum of Agreement

Date: September 28, 2020

Recommended Action

Move to approve the proposed Memorandum of Agreement with HAYAA for the use of Spranger Field for the 2021-2022 season as presented.

Discussion

The 2020 Memorandum of Agreement between the Township and HAYAA for the use of Spranger Field included in reimbursement clause for the proposed field improvements planned as part of the 2020 park improvements.

The Spranger Field project has resulted in a change of scope for the field improvements. The revised scope exceeds the financial allocation set forth in the Township's original proposal, which has resulted in HAYAA moving forward with the field improvements independent of the Township.

The proposed Memorandum of Agreement with HAYAA for the 2021-2022 season reflects the revised financial obligation for the annual services performed by HAYAA. The financial commitment by the Township will equate to \$9,000 annually.

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

Subsequent budget years will reflect the \$9,000 allocation for annual services performed.

Attachments

2021 HAYAA Contract - Spranger.pdf

**Memorandum of Agreement
Between Hartland Township and the Hartland Area Youth Athletic Association**

WHEREAS, Hartland Township (the Township) owns Spranger Field, a park site on Hartland Road and north of Dunham Road, used for general community park uses and provides facilities for the Hartland Area Youth Athletic Association (HAYAA);

WHEREAS, HAYAA has a long tradition of positively serving children in the Township by providing recreational opportunities of baseball and softball activities through the use of volunteers at little cost to the Township;

WHEREAS, the Township and HAYAA desire to enter into an agreement regarding the use, maintenance and preservation of the fields, rest rooms, concession stand, pavilion and parking lot (the Facilities) at Spranger Field; and

WHEREAS, the Township has determined that this Agreement is in the public interest and serves and advances the public purpose,

NOW, THEREFORE, the Township and HAYAA agree as follows:

- I. The term of this Agreement shall commence immediately and shall expire December 31, 2022. The parties agree to meet in November 2022 to discuss renewal of this Agreement.
- II. The Township agrees to provide use of the Facilities to HAYAA under the following conditions:
 - a. Only for the purpose of HAYAA sanctioned baseball and softball activities for children between the ages of five (5) and sixteen (16).
 - b. HAYAA shall submit a "requested" schedule to the Township every year of this agreement, by March 31, which shall be reviewed to confirm the availability of the Facilities and to protect the best interest of the Township. After approval by the Township, the schedule shall become "final", and no changes shall be made without written approval of the Township (not to be unreasonably withheld).
 - c. HAYAA shall provide a detailed game and practice schedule prior to each season that includes identification and contact information for each team scheduled.
 - d. HAYAA agrees to use and occupy the Facilities in accordance with all applicable ordinances, statutes, codes, laws, rules and regulations.
 - e. HAYAA shall maintain adequate books and records in accordance with generally accepted accounting principles consistently applied, and permit the Township, upon request, to inspect, audit and examine such books and records within five (5) business days.
- III. The Township shall pay to HAYAA every year of this agreement, the sum of Nine Thousand Dollars (\$9,000), payable in seven (7) equal monthly installments of one thousand, two hundred eighty-five dollars and seventy-two cents (\$1,285.72) each, beginning March 15, 2021, in consideration of the following services for the Facilities to be provided by HAYAA:

- a. Facilities shall be maintained in good condition, recognizing they are part of a park serving the general public.
- b. Grass turf areas shall be mowed once every two weeks between the months of April and October, including the abutting Hartland Road right of way to the north side of the Ore Creek bridge (including weed trimming along sidewalk cracks and edges, from the curb to the fence).
- c. Picnic pavilion, restroom facilities, all toilets and fixtures shall be:
 - i. Unlocked, open and operational during all HAYAA sanctioned activities;
 - ii. Secured and locked at the conclusion of each day's activities (except pavilion);
 - iii. Cleaned, serviced and maintained in good and safe working order as a clean, useable facility, with all necessary supplies (including, but not limited to, paper towels, toilet paper, and cleaning supplies).
- d. The concession stand shall also be cleaned, serviced and maintained in good and safe working order as a clean, useable facility.
- e. Proper parking of spectator cars and proper crowd control to allow access for emergency vehicles and personnel shall be maintained.
- f. Litter control shall be provided to the Facilities daily during HAYAA sanctioned activities and trash receptacles shall be emptied when more than half full, but at least weekly. All refuse shall be properly disposed in a dumpster to be provided by HAYAA in an area approved by the Township. The dumpster shall remain locked, to deter illegal dumping, and it shall be emptied at least bi-weekly.
- g. When deemed by the Township to have occurred during HAYAA sanctioned activities, prominent graffiti in common areas shall be painted out within one week of discovery. Other incidental graffiti shall be painted out annually.
- h. Additional asphalt millings shall be applied, and the graveled parking lot shall be graded by April 30, of every year of this agreement.
- i. HAYAA may provide maintenance or services to a higher or more frequent standard than identified above, providing HAYAA assumes all related costs resulting from the higher standard and complies with any present or future federal, state, or local laws and policies.
- j. If the Township determines that any of this required maintenance is not being done effectively, the Township will provide 24 hours notice to HAYAA to correct the condition. If it is not completed satisfactorily, the Township will provide the service and bill HAYAA for the cost of service plus an additional 10% administrative fee. HAYAA will pay all costs related to this service.

IV. The Township shall maintain the well, sewer and electrical services at its own cost, including the winterization of the facilities and restoration of utilities based on the seasonal demand.

V. The Township shall retain the right to allow and approve rental of the Facilities by others during those times when HAYAA is not scheduled, provided the Facilities are returned to HAYAA in good, clean, playable condition. In consideration of the payment for services above, HAYAA agrees to provide dumpster access and clean the restroom facilities, to the same standard described, for up to ten (10) additional days for rental of the Facilities by others. For any other services HAYAA may provide to other renters of the Facilities (i.e. lining/markings fields, concessions, equipment rental, etc.), they shall be permitted to charge a reasonable fee to recover any costs HAYAA may incur. HAYAA shall submit a

schedule of permissible fees and charges to the Township by March 31, every year of this agreement

- VI. Any other maintenance, safety or liability concerns not provided for in this Agreement should be reported to the Township by HAYAA within 24 hours for review and correction, if necessary.
- VII. HAYAA shall make no modifications to the Facilities without the permission of the Township.
- VIII. Any and all news releases, signs, or other types of publicity pertaining to the activities of HAYAA at Spranger Field shall recognize the Township as a participating entity and represent the Township in a positive and favorable light.
- IX. HAYAA agrees that it will indemnify, hold and save the Township and its officers, agents, contractors and employees whole and harmless and defend same from and against all claims from any an act, omission, negligence or misconduct on the part of HAYAA or any of its agents, servants, employees, contractors, guests or invitees resulting from its use of the Facilities.
- X. HAYAA shall furnish a copy of a liability insurance policy naming the Township as insured in the amount of \$1,000,000 together with a signed copy of this agreement and a copy of the approved schedule before using the facilities for any purpose. Such liability insurance will also be required of any sub-contractors hired by HAYAA prior to working on park property.
- XI. The Township shall be entitled to revoke this Agreement by 10 days written notice to HAYAA for violating any terms contained herein.

IN WITNESS WHEREOF, the duly authorized officers of the parties hereto have executed this agreement on the dates shown with their respective signatures.

Hartland Area Youth Athletic Association

Hartland Township

By: _____
President

By: _____
Supervisor

Date: _____

Date: _____

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert West, Director of Public Works

Subject: Hartland Enrichment and Recreation Organization Amended Agreement 2021-2023

Date: September 29, 2020

Recommended Action

Move to approve the Hartland Enrichment and Recreation Organization (HERO) amended agreement for 2021-2023 reflecting a 10% annual increase in Township contributions as presented.

Discussion

The Hartland Enrichment and Recreation Organization (HERO) Agreement was renewed in June of 2020 for a duration of three years (2021-2023). Approval as presented will formalize the agreement for a duration of three fiscal years, with a 10% proposed increase in the Township's financial contribution in FY2022 and FY2023.

Public Works is recommending the proposed increase based upon other Township partnerships within the community receiving similar increases within the last two years. The increase aligns the Township contributions towards the Hartland Senior Center as well as Hartland's recreation partners organizations. The Hartland Enrichment and Recreation Organization (HERO) has not received an increase in Township contributions since inception in 2013.

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

A budget amendment is not required at this time, yet the proposed increase would be reflected in subsequent proposed budgets.

Attachments

HERO Agreement - 2021-2023.pdf

HERO Agreement - 2021-2023 amended.pdf

Memorandum of Agreement
Between Hartland Township and the Hartland Enrichment and Recreation Organization
(HERO) 2021-2023

WHEREAS, Hartland Township (the "Township") owns the old township hall property (the "Property") at 3191 Hartland Road, and providing use of the Property for the Hartland Enrichment and Recreation Organization ("HERO");

WHEREAS, HERO was founded on the long-standing community tradition and shared values of investing positively into the lives of children in the Township;

WHEREAS, the Township and HERO (the "Parties") desire to enter into an agreement regarding the use, maintenance and preservation of the Property; and

WHEREAS, the Township has determined that this Agreement is in the public interest and serves and advances a public purpose;

NOW, THEREFORE, the Parties agree as follows:

- I. The term of this Agreement shall commence immediately and shall expire June 30, 2023. The parties agree to meet in April 2023 to discuss renewal of this Agreement.

<i>*First payment was approved on June 2, 2020 ahead of schedule</i>		
FY2020-2021	Payment due by July 15, 2020	Term ends June 30, 2021
FY2021-2022	Payment due by July 15, 2021	Term ends June 30, 2022
FY2022-2023	Payment due by July 15, 2022	Term ends June 30, 2023

- II. The Township agrees to provide use of the Property to HERO under the following conditions:
- Only for the purpose of operating the Next Door Hartland Teen Center ("Next Door HTC") for pre-registered students that are enrolled in Hartland Consolidated Schools, grades 7-12.
 - HERO shall submit a monthly schedule of activities to be held at the Property to the Township by the first day of each month.
 - HERO agrees to use and occupy the Property in accordance with all applicable ordinances, statutes, codes, laws, rules and regulations.
- III. The Township shall pay Twenty Thousand and 00/100 Dollars (\$20,000.00) to HERO by July 15, 2020, and Twenty-Two Thousand and 00/100 Dollars (\$22,000.00) each year after for the payments due in 2021 and 2022 of this contract, in consideration of the following services for the Property to be provided by HERO:
- The Next Door HTC will be open from August 28 through June 30 each year, 2:30 PM to 6:00 PM, Monday through Friday, except holidays or other days as determined by HERO's Executive Director. The NEXT Door HTC is permitted to provide activities from July 1 through August 28 with Township approval. The NEXT Door HTC and all activities will be administered by at least one adult ("Director") who shall be employed at HERO's sole cost.
 - HERO will provide recreational and educational programs to participating students.
 - HERO will provide participating students use of computers on the Property. All computer use will comply with HERO policies and regulations pertaining to computer use.
 - At the conclusion of each school year, HERO will provide the Township with a summary report of the attendance, list of activities, and other pertinent information to document for the Township proper use of the provided funding in the public interest.

- e. The building interior shall be maintained in good condition, recognizing it is part of a community center serving the general public.
 - f. The building interior, offices, lobby, hallways, kitchen, restroom facilities, other common areas, all toilets and fixtures shall be:
 - 1. Secured and locked at the conclusion of each day's activities;
 - 2. Cleaned, serviced and maintained in good and safe working order as a clean, useable facility, with all necessary supplies (including, but not limited to, paper towels, toilet paper, and cleaning supplies).
 - g. Litter control shall be provided to the Property daily during HERO sanctioned activities.
 - h. When deemed by the Township to have occurred during HERO activities, prominent graffiti shall be cleaned and/or painted out within one week of discovery. Other incidental graffiti shall be cleaned and/or painted out annually.
 - i. HERO may provide maintenance or services to a higher or more frequent standard than identified above, providing HERO assumes all related costs resulting from the higher standard and complies with any present or future federal, state, or local laws and policies.
 - j. If the Township determines that any of this required maintenance is not being done effectively, the Township will provide one (1) business day notice to HERO to correct the condition. If it is not completed satisfactorily, the Township will provide the service and bill HERO for the cost of service and HERO will pay all costs related to this service.
- IV. The Township shall pay all utility bills (electric, gas, sewer and water), alarm monitoring, monthly interior cleaning and other routine maintenance costs for the Property not provided by HERO (as listed in Section III above). HERO shall alert the Township Public Works Director directly of defective or dangerous conditions at the HERO Center. The Township shall not be responsible for repairs to the Property, its fixtures or appurtenances, when the damage is deemed by the Township to have occurred by cause of vandalism, negligence, misconduct or carelessness during HERO activities. The Township shall establish an annual maintenance cap limited to the amount of \$1,200.00 to offset repairs and maintenance. Requests for additional funding require Township Board approval.
- V. The Township shall retain the right to allow and approve rental or use of the Property by non-profit organizations or other governmental agencies during those times when HERO is not scheduled, provided the Property is returned in good, clean, useable condition. In consideration of the payment for services above, HERO agrees to coordinate and schedule hourly rental of the Facilities by others, including:
- a. Acting as the primary point of contact for all requests for hourly rental.
 - b. Maintaining a schedule of all building uses and scheduled rentals.
 - c. Providing a building monitor during the entire time of the hourly rental.
 - d. Subsequently cleaning & securing the building to the same standard described above.
 - e. For these and any other services HERO may provide to other renters of the building (i.e. hourly monitoring, equipment use, cleaning, etc.), they shall be permitted to charge reasonable deposits and/or fees to recover any costs HERO may incur. HERO shall submit a schedule of permissible fees to the Township annually no later than September 30th.
- VI. Any other maintenance, safety or liability concerns not provided for in this Agreement should be reported to the Township by HERO within one business day for review and correction, if needed.
- VII. HERO shall make no modifications to the Property without the permission of the Township.

- VIII. Any and all news releases, websites, or other types of publicity pertaining to the activities of HERO shall recognize the Township as a participating sponsor and represent the Township in a positive and favorable light.
- IX. HERO agrees that it will indemnify, hold and save the Township and its officers, agents, contractors and employees whole and harmless and defend same from and against all claims from any an act, omission, negligence or misconduct on the part of HERO or any of its agents, servants, employees, contractors, guests or invitees resulting from its use of the Property.
- X. HERO shall furnish a copy of a liability insurance policy naming the Township as insured in the amount of \$1,000,000, together with a signed copy of this agreement and a copy of the approved schedule before using the facilities for any purpose. Such liability insurance will also be required of any sub-contractors hired by HERO prior to working on Property.
- XI. The Township may terminate and/or cancel this Agreement upon default or breach of any obligation or material terms contained herein by HERO and only if said default or breach is not remedied within a reasonable time after notice of the default or breach is given by the Township in writing to HERO. Reasonable time for remedying the default or breach shall be specified by the Township in its notice and shall be based on the circumstances given rise to the default or breach.

IN WITNESS WHEREOF, the duly authorized officers of the parties hereto have executed this agreement on the dates shown with their respective signatures.

Hartland Enrichment &
Recreation Organization

Hartland Township

By: _____

Larry Ciofu
Clerk
Hartland Township

Its: _____

Date: _____

Date: _____

Memorandum of Agreement
Between Hartland Township and the Hartland Enrichment and Recreation Organization
(HERO) 2021-2023

WHEREAS, Hartland Township (the "Township") owns the old township hall property (the "Property") at 3191 Hartland Road, and providing use of the Property for the Hartland Enrichment and Recreation Organization ("HERO");

WHEREAS, HERO was founded on the long-standing community tradition and shared values of investing positively into the lives of children in the Township;

WHEREAS, the Township and HERO (the "Parties") desire to enter into an agreement regarding the use, maintenance and preservation of the Property; and

WHEREAS, the Township has determined that this Agreement is in the public interest and serves and advances a public purpose;

NOW, THEREFORE, the Parties agree as follows:

- I. The term of this Agreement shall commence immediately and shall expire June 30, 2023. The parties agree to meet in April 2023 to discuss renewal of this Agreement.

<i>*First payment was approved on June 2, 2020 ahead of schedule</i>		
FY2020-2021	Payment due by July 15, 2020	Term ends June 30, 2021
FY2021-2022	Payment due by July 15, 2021	Term ends June 30, 2022
FY2022-2023	Payment due by July 15, 2022	Term ends June 30, 2023

- II. The Township agrees to provide use of the Property to HERO under the following conditions:
- Only for the purpose of operating the Next Door Hartland Teen Center ("Next Door HTC") for pre-registered students that are enrolled in Hartland Consolidated Schools, grades 7-12.
 - HERO shall submit a monthly schedule of activities to be held at the Property to the Township by the first day of each month.
 - HERO agrees to use and occupy the Property in accordance with all applicable ordinances, statutes, codes, laws, rules and regulations.
- III. The Township shall pay Twenty Thousand and 00/100 Dollars (\$20,000.00) to HERO by June 1, each year of this contract, in consideration of the following services for the Property to be provided by HERO:
- The Next Door HTC will be open from August 28 through June 30 each year, 2:30 PM to 6:00 PM, Monday through Friday, except holidays or other days as determined by HERO's Executive Director. The NEXT Door HTC is permitted to provide activities from July 1 through August 28 with Township approval. The NEXT Door HTC and all activities will be administered by at least one adult ("Director") who shall be employed at HERO's sole cost.
 - HERO will provide recreational and educational programs to participating students.
 - HERO will provide participating students use of computers on the Property. All computer use will comply with HERO policies and regulations pertaining to computer use.
 - At the conclusion of each school year, HERO will provide the Township with a summary report of the attendance, list of activities, and other pertinent information to document for the Township proper use of the provided funding in the public interest.
 - The building interior shall be maintained in good condition, recognizing it is part of a community center serving the general public.

- f. The building interior, offices, lobby, hallways, kitchen, restroom facilities, other common areas, all toilets and fixtures shall be:
 - 1. Secured and locked at the conclusion of each day's activities;
 - 2. Cleaned, serviced and maintained in good and safe working order as a clean, useable facility, with all necessary supplies (including, but not limited to, paper towels, toilet paper, and cleaning supplies).
 - g. Litter control shall be provided to the Property daily during HERO sanctioned activities.
 - h. When deemed by the Township to have occurred during HERO activities, prominent graffiti shall be cleaned and/or painted out within one week of discovery. Other incidental graffiti shall be cleaned and/or painted out annually.
 - i. HERO may provide maintenance or services to a higher or more frequent standard than identified above, providing HERO assumes all related costs resulting from the higher standard and complies with any present or future federal, state, or local laws and policies.
 - j. If the Township determines that any of this required maintenance is not being done effectively, the Township will provide one (1) business day notice to HERO to correct the condition. If it is not completed satisfactorily, the Township will provide the service and bill HERO for the cost of service and HERO will pay all costs related to this service.
- IV. The Township shall pay all utility bills (electric, gas, sewer and water), alarm monitoring, monthly interior cleaning and other routine maintenance costs for the Property not provided by HERO (as listed in Section III above). HERO shall alert the Township Public Works Director directly of defective or dangerous conditions at the HERO Center. The Township shall not be responsible for repairs to the Property, its fixtures or appurtenances, when the damage is deemed by the Township to have occurred by cause of vandalism, negligence, misconduct or carelessness during HERO activities. The Township shall establish an annual maintenance cap limited to the amount of \$1,200.00 to offset repairs and maintenance. Requests for additional funding require Township Board approval.
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 - a. Acting as the primary point of contact for all requests for hourly rental.
 - b. Maintaining a schedule of all building uses and scheduled rentals.
 - c. Providing a building monitor during the entire time of the hourly rental.
 - d. Subsequently cleaning & securing the building to the same standard described above.
 - e. For these and any other services HERO may provide to other renters of the building (i.e. hourly monitoring, equipment use, cleaning, etc.), they shall be permitted to charge reasonable deposits and/or fees to recover any costs HERO may incur. HERO shall submit a schedule of permissible fees to the Township annually no later than September 30th.
- VI. Any other maintenance, safety or liability concerns not provided for in this Agreement should be reported to the Township by HERO within one business day for review and correction, if needed.
- VII. HERO shall make no modifications to the Property without the permission of the Township.

- VIII. Any and all news releases, websites, or other types of publicity pertaining to the activities of HERO shall recognize the Township as a participating sponsor and represent the Township in a positive and favorable light.
- IX. HERO agrees that it will indemnify, hold and save the Township and its officers, agents, contractors and employees whole and harmless and defend same from and against all claims from any an act, omission, negligence or misconduct on the part of HERO or any of its agents, servants, employees, contractors, guests or invitees resulting from its use of the Property.
- X. HERO shall furnish a copy of a liability insurance policy naming the Township as insured in the amount of \$1,000,000, together with a signed copy of this agreement and a copy of the approved schedule before using the facilities for any purpose. Such liability insurance will also be required of any sub-contractors hired by HERO prior to working on Property.
- XI. The Township may terminate and/or cancel this Agreement upon default or breach of any obligation or material terms contained herein by HERO and only if said default or breach is not remedied within a reasonable time after notice of the default or breach is given by the Township in writing to HERO. Reasonable time for remedying the default or breach shall be specified by the Township in its notice and shall be based on the circumstances given rise to the default or breach.

IN WITNESS WHEREOF, the duly authorized officers of the parties hereto have executed this agreement on the dates shown with their respective signatures.

Hartland Enrichment &
Recreation Organization

Hartland Township

By: _____

Larry Ciofu

Clerk

Hartland Township

Its: _____

Date: _____

Date: _____

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: CRLGG Grant Acceptance from State (\$13,438)

Date: October 1, 2020

Recommended Action

No action needed. Notification only.

Discussion

At the end of August, the State of Michigan provided a grant to the Township of \$13,438, under the Coronavirus Relief Local Government Grants (CRLGG) Program, which is funded under the Federal CARES Act. The first step in accepting the funds was to complete the CRLGG Program Grant Opening Certification. This form was submitted to the State on Tuesday, September 22, 2020.

This agenda item serves as notification of the submission of the certification.

Early expenditures for PPE and COVID-19 related protections within the hall (counter screens, etc) will be covered by these funds.

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

Attachments

CRLGG Grant Opening Certification

**Michigan Department of Treasury
Coronavirus Relief Local Government Grants (CRLGG) Program
Grant Opening Certification**

PART 1: LOCAL UNIT INFORMATION			
Local Unit Name Hartland Township		Local Unit County Name Livingston County	
Local Unit Code 47-1090	Contact Name Susan Dryden	SAM DUNS Number 179310198	
Contact E-Mail Address sdryden@hartlandtwp.com	Contact Title Finance Director	Contact Telephone Number 810632-7498	Extension 261
PART 2: OUTCOME METRICS (Enter at least one program outcome metric relating to what the local unit hopes to achieve utilizing the CRLGG funding. Attach additional pages if necessary.)			
Protect the health and safety of residents and staff through the purchase of PPE and installation of counter screens.			
Improve Telework capabilities for Township staff in order to provide services remotely to residents and businesses.			
Expediate expansion of outdoor seating options for local restaurants within the State's executive order limits with administrative approvals and no fees.			
PART 3: CERTIFICATION			
I, <u>William J. Fountain</u> , am the chief administrative officer of <u>Hartland Township</u> (subrecipient's legal name), and I certify that:			
<ol style="list-style-type: none"> 1. I have the authority on behalf of <u>Hartland Township</u> (subrecipient's legal name) to accept the Coronavirus Relief Local Government Grants (CRLGG) Program payment received from the State of Michigan. The grantee understands that the CRLGG Program is funded by the allocation of funds to the State of Michigan from the Coronavirus Relief Fund as created in the CARES Act. 2. I understand the State of Michigan will rely on this certification as a material representation that <u>Hartland Township</u> (subrecipient's legal name) has accepted the CRLGG Program payment and will expend the funds in accordance with the CARES Act. 3. <u>Hartland Township</u> (subrecipient's legal name), is receiving CRLGG Program funds to be used for eligible expenditures under the CARES Act and will be used only to cover those eligible costs under the CARES Act. 4. All subrecipients receiving funds under the CRLGG Program shall retain documentation of all uses of the funds, including but not limited to invoices and/or receipts, supporting the reports submitted in accordance with this document. Such documentation shall be provided to the State of Michigan upon request and maintained by the grantee for five (5) years. 5. CRLGG Program funds accepted pursuant to this certification cannot be used as a revenue replacement for lower than expected tax or other revenue collections. 			

Local Unit Name
Hartland Township

Local Unit Code
47-1090

PART 3: CERTIFICATION (continued)

6. CRLGG Program funds accepted pursuant to this certification cannot be used for expenditures for which the subrecipient has received any other federal funds or emergency COVID-19 supplemental funding (whether state, federal, or private in nature) for the same expense. If an expenditure is reimbursed by any other federal funds or emergency COVID-19 funding, the subrecipient will return said funds to the State of Michigan.
7. CRLGG Program funds accepted pursuant to this certification cannot be used to reimburse or subaward another subrecipient or local unit of government.
8. Any CRLGG Program funds not incurred on or before December 30, 2020 must be returned to the Michigan Department of Treasury by January 30, 2021. Repayments must be submitted using the "CRLGG Return of Funds Received Form" (Form 5733).
9. I have read and agree on behalf of Hartland Township (subrecipient's legal name) to comply with all applicable provisions and requirements corresponding to the receipt of funds required in the Coronavirus Aid, Relief, and Economic Securities (CARES) Act, Public Law 116-136 and Uniform Guidance 2 CFR 200.
10. Further, I understand and agree on behalf of Hartland Township (subrecipient's legal name) that any funds received under the CRLGG Program and incurred in any manner that does not comply with the Coronavirus Aid, Relief, and Economic Securities Act, Public Law 116-136 and Uniform Guidance 2 CFR 200, as applicable shall be returned to the State of Michigan. Any funds that are provided by the State of Michigan under the CRLGG Program that are found to be based on inaccurate, nonqualifying, or fraudulent information will be returned to the State of Michigan. Funds provided under the CRLGG Program must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure as described in the guidance for the U.S. Treasury Coronavirus Relief Fund at <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>. I reviewed the guidance prior to completing this acceptance certification.
11. The governing body has been notified of the submission of this certification, and are aware of the Federal statutes, regulations and terms and conditions of the grant award.

I certify under the penalties of perjury set forth in Michigan Penal Code, MCL 750.423, that I have read the above certification and my statements contained herein are true and correct to the best of my knowledge.

By: William Fountain

Signature: [Signature]

Title: Township Supervisor

Date: 9-22-2020

Subscribed and sworn before me this 22nd day of SEPTEMBER, 2020.

Notary Public

[Signature]
LARRY N. CIOFY

My commission expires 9-19-2024

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Andrew Kumar, Project Coordinator

Subject: Resolution – Hartland Robotics Boosters Charitable Gaming License

Date: September 30, 2020

Recommended Action

Move to approve the resolution recognizing Hartland Robotics Boosters, Inc as a charitable nonprofit in the community, for the purpose of obtaining a charitable gaming license.

Discussion

The organization Hartland Robotics Boosters, Inc is seeking recognition as a nonprofit organization in the Hartland community for the purpose of obtaining a charitable gaming license from the State of Michigan. This allows the nonprofit to take part in non-profit “gaming” such as raffles. The organization is seeking the gaming license to for such reason. There is no event date set yet, rather Hartland Robotics Boosters Inc is being proactive in securing this recognition from the Township. Approval from the State of Michigan will give the organization 18 months to hold its event.

Hartland Robotics Boosters, Inc. is a recognized 501c3 organization.

Attachments

Draft Resolution – Hartland Robotics Boosters, Inc. Charitable Gaming License
Hartland Robotics Boosters, Inc. Letter of Non-Profit Status and Intent



Board of Trustees

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

Joseph W. Colaianne, Trustee
Matthew J. Germane, Trustee
Glenn E. Harper, Trustee
Joseph M. Petrucci, Trustee

RESOLUTION NO. 20-_____

LOCAL GOVERNING BODY RESOLUTION
FOR CHARITABLE GAMING LICENSES

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 _____.

BE IT RESOLVED that the request from The Hartland Robotics Boosters Inc., asking that they be recognized as a nonprofit organization operating in the community for the purpose of obtaining a charitable gaming licenses, be considered for approval.

BE IT FURTHER RESOLVED that the Hartland Township Board authorizes and directs the Clerk to complete the State of Michigan “LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES” form (BSL-CG-1153) for the approval.

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 _____, 2020.

Larry N. Ciofu, Hartland Township Clerk



LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL.432.103(K)(ii))

At a _____ meeting of the _____
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from _____ of _____,
NAME OF ORGANIZATION CITY

county of _____, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____.
APPROVAL/DISAPPROVAL

APPROVAL

Yeas: _____

Nays: _____

Absent: _____

DISAPPROVAL

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on _____.
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
PENALTY: Possible denial of application.

BSL-CG-1153(R6/09)

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director

Subject: Site Plan with Special Land Use Application #20-009 (Undercoating business)

Date: September 29, 2020

Recommended Action

Move to Approved as outlined in the Staff Memorandum, dated September 29, 2020.

Move to recommend approval of Site Plan with Special Land Use Application #20-009, a request to establish an undercoating business as a special land use, at 10055 Bergin Road, in Hartland Commerce Center. The recommendation for approval is based on the following findings:

1. The proposed special land use, undercoating, meets the intent and purposes of the Ordinance as well as the specific Special Use standards outlined in Section 6.6 (Special Uses) and Section 4.59 (Automobile Repair-Major), as undercoating is permitted as a special land use in the LI-Light Industrial zoning district.
2. The proposed use is compatible with the existing and future land uses in the vicinity and is consistent with the plans previously approved by the Township for Hartland Commerce Center.
3. The proposed use is compatible with the Hartland Township Comprehensive Plan, which designates this area as Planned Industrial Research and Development (PIRD). The intent of this designation is to accommodate light industrial land uses which are similar in nature to those currently permitted in LI-Light Industrial zoning.
4. The proposed undercoating business is located in an established development, the Hartland Commerce Center, which is currently served by public sewer and private well. The proposed use will be adequately served by existing essential facilities and public services, and the Fire Department has no objection.
5. The proposed use will not be detrimental, hazardous, or disturbing to the existing or future neighboring uses, persons, or the public welfare. The undercoating process takes place in a fully enclosed building, and the applicant has provided a Pollution Incident Prevention Plan (PIPP) to the Fire Department.
6. The proposed use will not create additional requirements at public cost for public facilities as the commerce center, where the proposed business is located, is currently served by public sewer and private well.

Approval is subject to the following conditions

1. The proposed Special Land Use, undercoating, is subject to approval by the Township Board.
2. The applicant shall adequately address the outstanding items noted in the Planning Department's memorandum, dated September 3, 2020. Revised plans if necessary, shall be subject to an administrative review by the Planning staff prior to the issuance of a land use permit.

3. A land use permit is required for the proposed special land use.
4. Applicant complies with any requirements of the Department of Public Works Director, Township Engineering Consultant (HRC), Hartland Deerfield Fire Authority, and all other government agencies, as applicable.
5. (Any other conditions the Planning Commission deems necessary)

Discussion

Applicant: John Partyka

Site Description

The applicant intends to establish an undercoating business for vehicles in an existing condominium unit (Unit 11), addressed as 10055 Bergin Road, in the Hartland Commerce Center. The commerce center is comprised of twelve (12) buildings, each with six (6) condominium units, and is located west of Old US-23 and north of Bergin Road, in Section 28 of Hartland Township. The proposed business (Unit 11) is in the first row of buildings, in the middle building, facing Bergin Road (Parcel ID #4708-28-303-011). The property associated with Hartland Commerce Center is zoned LI-Light Industrial.

Adjoining properties to the north and east are zoned LI and are vacant with the exception of the property addressed as 1031 Old US-23 (Parcel ID #47080-28-300-033), which is a building supply company. Cobblestone Preserve Planned Development, a single-family subdivision, adjoins Hartland Commerce Center on the west and is zoned PDSR (Planned Development). South of Bergin Road, the zoning is CA-Conservation Agricultural, and the use is agricultural.

The 2015 Future Land Use Map designates Hartland Commerce Center as Planned Industrial Research and Development (PIRD).

The Planning Commission discussed this project at their September 10, 2020. The Planning Commission made a recommendation to approve the request. At the public hearing, there were some people in opposition to the request. They have submitted comments, which are included as an attachment to this memorandum.

Overview and Background Information

Following is a summary of the history of the property.

Site Plan Application #290 (Phase I of Hartland Commerce Center)

On July 27, 2000, the Planning Commission recommended approval of SP #290 with conditions, for Phase 1 of Hartland Commerce Center. The request was to establish a commerce complex and construct six (6) office and warehousing/manufacturing buildings, each building being 8,640 square feet in area. Each building has six (6) units. The buildings in Phase 1 are arranged in two (2) rows, with three (3) buildings in each row, and located near Bergin Road. The Township Board approved SP #290 on August 15, 2000. Construction of the complex began in 2001 under Land Use Permit #5724.

In 2002 the developer submitted a proposal to the Township for the conversion of the light industrial complex to a condominium development. On June 13, 2002, the Planning Commission recommended approval of the request. The Township Board approved the request on July 2, 2002 as a modification of SP #290, to convert the complex to a condominium development.

Site Plan Application #355 (Phase II of Hartland Commerce Center)

In 2003 the developer submitted a request to the Township for Phase II of Hartland Commerce Center under Site Plan Application #355. The proposed plan for Phase II essentially replicated the layout approved under SP #290, adding six (6) buildings, in two rows, north of Phase I. Each building has six (6) condominium units, and each building is 8,604 square feet in size.

On November 13, 2003, the Planning Commission recommended approval of SP #355. The proposal was approved by the Township Board on September 21, 2004. Construction of Phase II commenced in October 2004 under Land Use Permit #7055.

Site Plan Application #435 (Major Change to SP #355)

During the construction of Phase II, the developer constructed a gravel access drive from Old US-23 and through the length of his property, as a service drive to provide access to the Phase II construction area. Additionally, a portion of an on-site wetland was filled, and a retaining wall was constructed along the south side of the internal gravel service drive. The site improvements were not previously approved under SP #355 and were deemed as a Major Change to SP #355. In 2007 the developer submitted a site plan application to the Township to address those modifications, which was reviewed under SP #435.

The Planning Commission recommended approval of SP #435 on June 28, 2007, with final approval by the Township Board on August 21, 2007.

Land Use Permit #17-041

The construction of the last three (3) buildings of Phase II was delayed until 2017 (Buildings J, K, and L). On April 12, 2017 Land Use Permit #17-042 was approved for the construction of the three (3) buildings based on the plans approved under SP #355/SP #435, with no modifications. Approval of Land Use Permit #17-042 was extended until October 2019. The buildings are in various stages of construction as of the date of this memorandum.

Proposed Use

Based on the applicant's explanation, the proposed business is undercoating cars and trucks using NH Oil as the rust-proofing product. NH Oil undercoating is a toxic-free, non-flammable, environmentally safe lanolin-based product, per the applicant

The proposed undercoating process is similar to rust-proofing which is listed as an activity associated with Automobile Repair-Major.

The Definitions section of the Zoning Ordinance (Section 2.19.) defines **Automobile Repair-Major** as the following:

Any activity involving the general repair, rebuilding, or reconditioning of motor vehicles, engines, or trailers; collision services, such as body frame, or fender straightening and repair; overall painting and vehicle rust-proofing.

Per Section 3.1.16.D.xi, Automobile Repair-Major is deemed a Special Land Use in the LI-Light Industrial zoning district and is thereby subject to the criteria and standards contained within Section 6.6 (Special Uses) and Section 4.59 (Automobile Repair-Major) of the Township Zoning Ordinance.

The proposed project also requires site plan approval thus there are two application elements: special land use and site plan approval for the proposed undercoating business. Although there are technically two elements, all are incorporated into one, combined site plan which will be reviewed and approved

concurrently. Modifications to the site layout and building façade are not proposed but parking calculations will be reviewed as part of the site plan review.

Per the Hartland Township Zoning Ordinance and the State Enabling Act, a public hearing is required for the special land use application. Given the requirements for publishing a notice for the special land use, the public hearing has been scheduled for the September 10, 2020 Planning Commission meeting.

Request

The applicant is requesting site plan with special land use approval for an undercoating business at 10055 Bergin Road, in the Hartland Commerce Center. Undercoating is similar in nature to rust-proofing of vehicles, which falls into the category of Automobile Repair-Major, and is considered a special land use in LI.

The applicant intends to purchase the condominium unit (Unit #11) for his business. Interior modifications include adding a car lift in the warehouse area of the unit. The remaining space on the first floor includes two (2) offices, pantry, bathroom, and storage areas, which will remain the same. The mezzanine on the second floor will not be remodeled.

Modifications to the exterior of the existing unit or the parking layout are not proposed. Additional standards for an Automobile Repair-Major are outlined in Section 4.59.

Per the applicant the proposed business will operate by appointment only and the business will open part-time until clientele grows. The customer will drop off the vehicle or wait for the car to be completed. Once dropped off, the vehicle will be pulled into the shop from the north side of the unit via the overhead door, put on the lift, and the undercoating will be applied. At the completion of the undercoating process, the vehicle will be pulled out and parked on the north side of the unit. Two (2) to three (3) vehicles may be parked in that area for a short time, until the customer returns to pick up their car.

Approval Procedure

The proposed use, undercoating business, requires approval from the Township Board for the special land use. The Planning Commission will review the special land use and make a recommendation to the Township Board.

The project also requires the site plan to be reviewed by the Planning Commission who will make a final decision on the site plan. The plans will be reviewed using the development standards of the LI-Light Industrial zoning district (Section 3.1.16.), standards associated with uses related to Automobile Repair-Major (Section 4.59), and all applicable zoning standards in the Zoning Ordinance.

SPECIAL LAND USE REVIEW – General Standards

In accordance with Section 6.6, Special Uses, of the Hartland Township Zoning Ordinance, the following standards shall serve the Planning Commission and Township Board as the basis for decisions involving such uses. The standards are provided below, and the applicant has submitted a letter, as a separate attachment, which addresses the special use criteria.

- A. Be harmonious and in accordance with the objectives, intent, and purposes of this Ordinance.
- B. Be compatible with the natural environment and existing and future land uses in the vicinity.
- C. Be compatible with the Hartland Township Comprehensive Plan.
- D. Be served adequately by essential facilities and public services, such as highways, streets, police and fire protection, drainage ways and structures, refuse disposal, or that the persons or agencies

responsible for the establishment of the proposed use shall be able to adequately provide any such service.

- E. Not be detrimental, hazardous, or disturbing to the existing or future neighboring uses, person, property, or the public welfare.
- F. Not create additional requirements at public cost for public facilities and services that will be detrimental to the economic welfare of the community.

The Planning Department believes the proposed use can and will meet the criteria listed above for the special land use request. The applicant has provided responses to the Special Land Use general standards as an attachment. The applicant will be responsible for all applicable approvals and permits from other agencies and departments for the proposed use.

SPECIAL LAND USE REVIEW – Applicable Site Standards

In addition to a finding by the Planning Commission and Township Board that the criteria above have been satisfied, the Use Standards of Section 4.59, Automobile Repair-Major, apply. Those standards are listed below, followed by staff's findings on each standard.

Automobile Repair-Major (Section 4.59)

1. Repair Facility. All repair activities shall be conducted within a completely enclosed building. The facility shall be equipped with all necessary venting, filtration, storage, and containment equipment to avoid any adverse effects on adjacent and neighboring areas. All activities shall be further conducted in such a manner as to minimize adverse impacts on adjacent and neighboring properties.

The applicant has consulted with the Livingston County Building Department (LCBD) about the undercoating product and required ventilation. The LCBD made a recommendation about the required ventilation system which will be reviewed as part of the building permit for the proposed business.

2. Outdoor Storage. Outdoor storage is permitted provided the storage area does not exceed twenty-five percent (25%) of the gross floor area of the building, can be provided in the rear yard, and will not adversely affect the reasonable and proper development of the industrial district in which it is located, as determined by the Township.

All undercoating activities will be conducted within the building. Outdoor storage is not proposed or shown on the submitted plans.

3. Grades. Yards shall be graded in such a manner as to prevent the accumulation of surface water and shall not increase the natural runoff onto adjacent properties.

The proposed business is located within an existing building in the Hartland Commerce Center and site changes such as grading are not proposed.

4. Vehicle Sales and Storage. The storage, sales, or rental of new or used cars, trucks, trailers, or any other vehicles on the premises is prohibited.

The applicant does not intend to store vehicles or engage in the sale or rental of vehicles on the premises. Vehicles that have been undercoated will be parked temporarily in the loading/unloading spaces associated with the applicant's unit, on the rear side of the until the

customer picks up the vehicle.

5. Groundwater Protection. The applicant shall submit a Pollution Incidence Protection Plan (PIPP). The PIPP shall describe measures to prevent groundwater contamination caused by accidental gasoline spills or leakage, such as check valves, drain back catch basins and automatic shut off valves, as approved by the Fire Department.
The applicant submitted the Material Safety Data Sheets (MSDS) to the Hartland Deerfield Fire Department for their review. The MSDS sheets are the shipping papers that accompany a chemical product to show what the hazards are and how to properly use, transport, store and what to do in an emergency with the product. The Fire Department has no concerns at this time with the proposed undercoating product.

SITE PLAN REVIEW – Applicable Site Standards

The applicable site standards include those standards related to the proposed use, undercoating, as outlined in Section 3.1.16 (LI-Light Industrial); Section 4.59 of the Zoning Ordinance, as discussed above; and all applicable zoning standards in the Zoning Ordinance.

In this case the applicant intends to establish the undercoating business in an existing condominium unit, that is part of the Hartland Commercial Center. No site improvements, such as an outdoor storage area are proposed. Thus, a review of the LI standards is not applicable nor is a review of the zoning standards.

A summary of the parking provisions for Hartland Commerce Center is provided. The parking calculations were provided on the approved site plans for Hartland Commerce Center under SP #435. The calculations are based on the sum total of warehouse area and associated office areas related to the warehousing use, for the condominium units in Phase I and II (12 buildings with 6 units per building = 72 units).

Warehousing area: 1,073 sq. ft. per unit; 72 units x 1,073 = 77,256 sq. ft.

Office associated w/ warehouse use: 300 sq. ft. per unit; 72 units x 300 = 21,600 sq. ft.

Off-Street Parking (per the approved plan)

- Required – Warehouse: 1 space per 1,500 sq. ft. of gross floor area = 52 spaces (77,256 sq. ft. ÷ 1,500 = 52 spaces); PLUS Office: 1 space per 350 sq. ft. gross floor area = 62 spaces (21,600 sq. ft. ÷ 350 = 62 spaces), OR 1 employee per office = 72 spaces; whichever is greater for office
EQUATES TO: 124 parking spaces REQUIRED (Warehousing: 52 spaces PLUS Office: 72 spaces)
- Existing: 168 spaces PLUS 72 loading/unloading spaces (located in rear of each unit) = 240 spaces
- Meets Requirement?: Yes
- Comments: Parking is provided for each building on the front side of the building, as shown on the plan. These parking spaces are intended for the tenants and customers for the units in that building. Additional parking is found on the rear side of each building where the overhead door is located for each unit. Generally, these spaces are used for loading/unloading for each business. The applicant will park his customer's vehicle in this area once the undercoating process is completed.

Other Requirements-Zoning Ordinance Standards

Nothing additional at this time.

Hartland Township DPW Review

No comments provided.

Hartland Township Engineer's Review (HRC)

Th Township Engineer reviewed the project and has no concerns.at this time.

Hartland Deerfield Fire Authority Review

Please see the review letter from the Hartland Deerfield Fire Authority dated August 20, 2020. The Fire Authority recommends site plan approval subject to the contingencies noted in the review letter.

Attachments:

1. Hartland Deerfield Fire Authority review letter dated August 20, 2020-*PDF Version only*
2. Applicant's Responses to SUP Criteria-*PDF version only*
3. Summary of Business-*PDF version only*
4. Site and Floor Plans-*PDF version only*
5. Hartland Commerce Center Site Plan-*PDF version only*
6. Communication SUP 09.08.2020
7. Communication SUP

CC:

HRC, Twp Engineer (via email)

R. West, Twp DPW Director (via email)

A. Carroll, Hartland FD Fire Chief (via email)

T:\PLANNING DEPARTMENT\PLANNING COMMISSION\2020 Planning Commission Activity\Site Plan Applications\SUP #20-009 Undercoating Business\Staff Reports\SUP #20-009 staff report 09.03.2020.docx



HARTLAND DEERFIELD FIRE AUTHORITY
FIRE MARSHALS OFFICE

Hartland Area Fire Dept.
3205 Hartland Road
Hartland, MI. 48353-1825

Voice: (810) 632-7676
Fax: (810) 632-2176
E-Mail: jwhitbeck@hartlandareafire.com

August 20, 2020

To: Hartland Township Planning Dept.
2655 Clark Road
Hartland MI 48353

Re: Undercoating Business
Hartland Commerce Center
10055 Bergin Road, Howell MI 48843

All,

I have reviewed the MSD sheets on the product being used as well as the floor plan.
There are no issues or concerns that I have at this time.

After the Special Land Use Permit has been issued and the building department has given a building permit, a fire inspection and some paperwork, will be involved to receive a CO from the Fire Marshal's office.

A rapid entry box, if not already provided on the building, along with a key to the occupancy shall be provided per Hartland Township Ordinance.

Section 506.1.1 Locks and Key switches. *An approved lock or key switch shall be installed on new and existing commercial properties, gates or similar barriers, or when required by the Fire Chief and/or Fire Marshal, and/or Fire Code Official.. Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type and shall contain keys to gain necessary access as required by the fire code official.*

Rapid entry boxes should be installed near the main entrance of the occupancy not to exceed 6ft. This height has proven ideal as it enables members to access the box quickly without deploying a ladder, yet is high enough to discourage tampering.

Any questions or concerns please let me know.

Yours In Fire Safety,

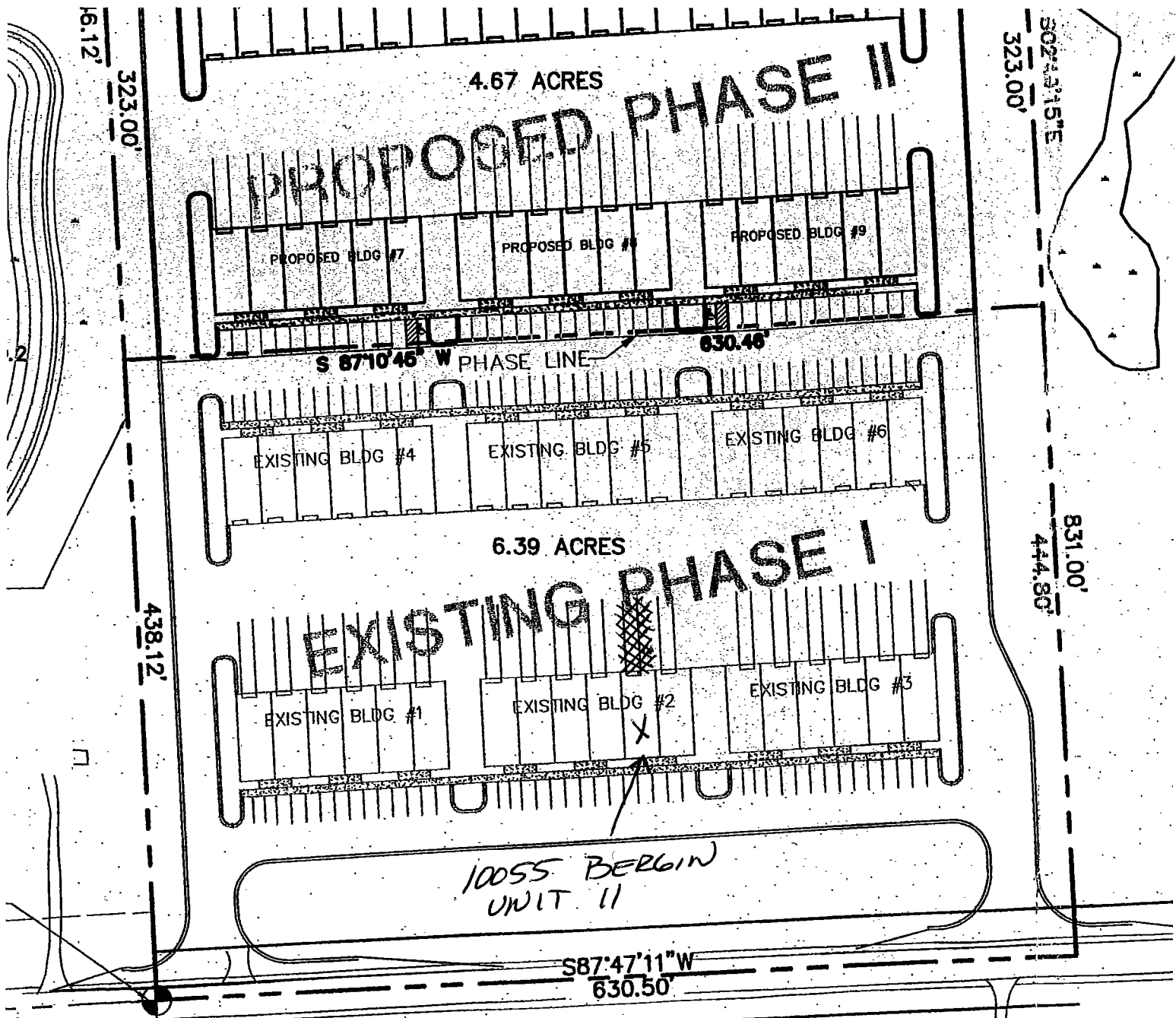
Jenn Whitbeck
Fire Inspector
Hartland Deerfield Fire Authority

6.6.5. SUP. Ordinance criteria for special use permit

Under coating business to be performed in the unit fits land use for the building and zoning ordinances in the district. The building structure is existing. There will be no changes to the building and no increases to public services/cost. The product we will be using is non flammable and non hazardous and meets code for the building. We have been in contact with the Hartland fire department and Livingston county building department about the business and the product being used. Both Departments have no concerns with building and product usage.

Proposed business operations

Under coating business will operate by appointment only. Customer will drop car off or wait for car to be completed. Once car or truck is dropped off it will be pulled into the shop and put on the lift. The car or truck will be undercoated (sprayed) with NH Oil undercoating, which is a toxic free, environmentally safe lanolin based product. The vehicle will be pulled out and parked in back for customer pick up. There may be 2 or 3 cars parked in back for a short time. Hours of business will be part time until clientele grows.



BERGIN RD (66FT WIDE PUBLIC)

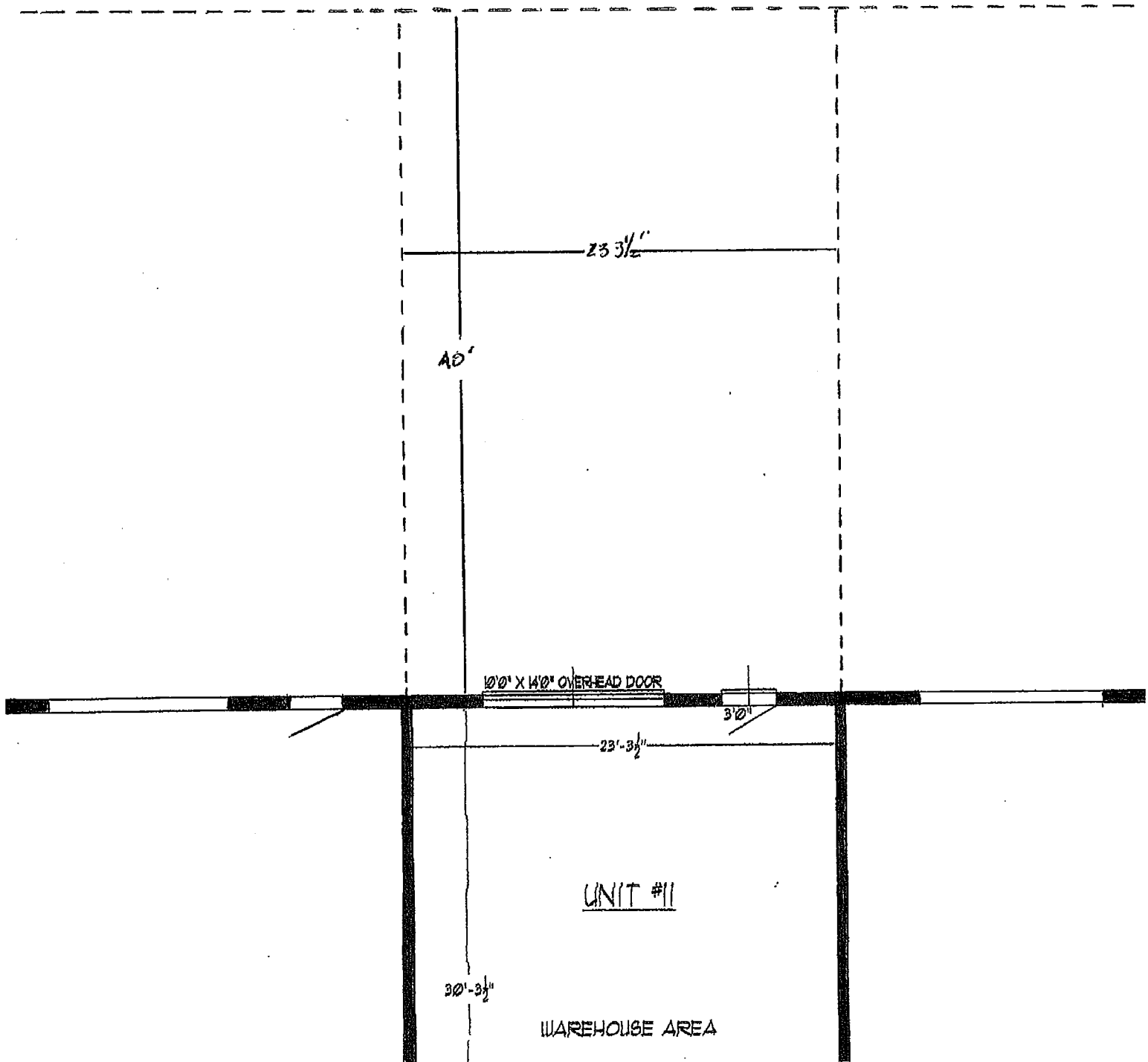
SPACES IN FRONT IS OPEN TO ANYONE
SPACE IN BACK 40' x 23'

COMPOSITE SITE LAYOUT

HARTLAND COMMERCE CENTER

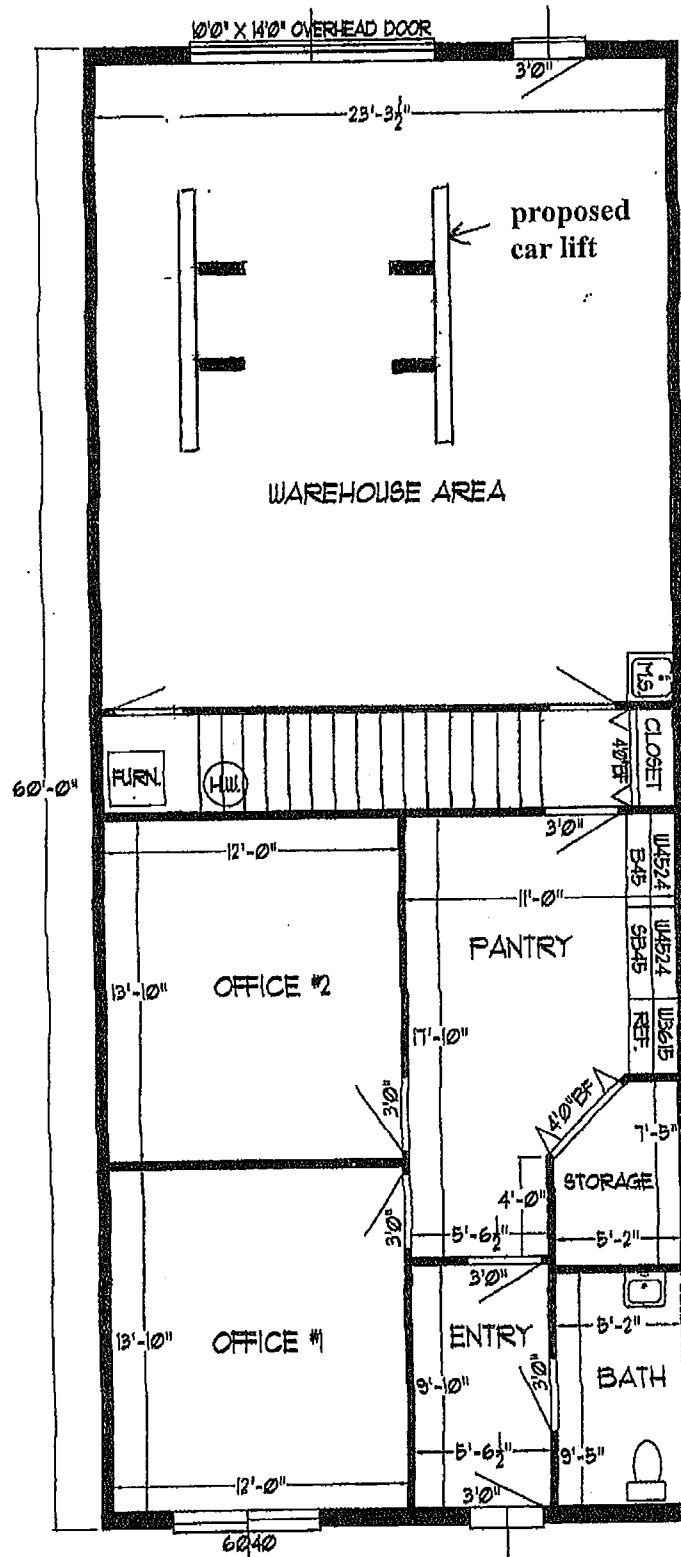
10055 BERGIN ROAD, HOWELL, MICHIGAN 48843

Parking in back of warehouse



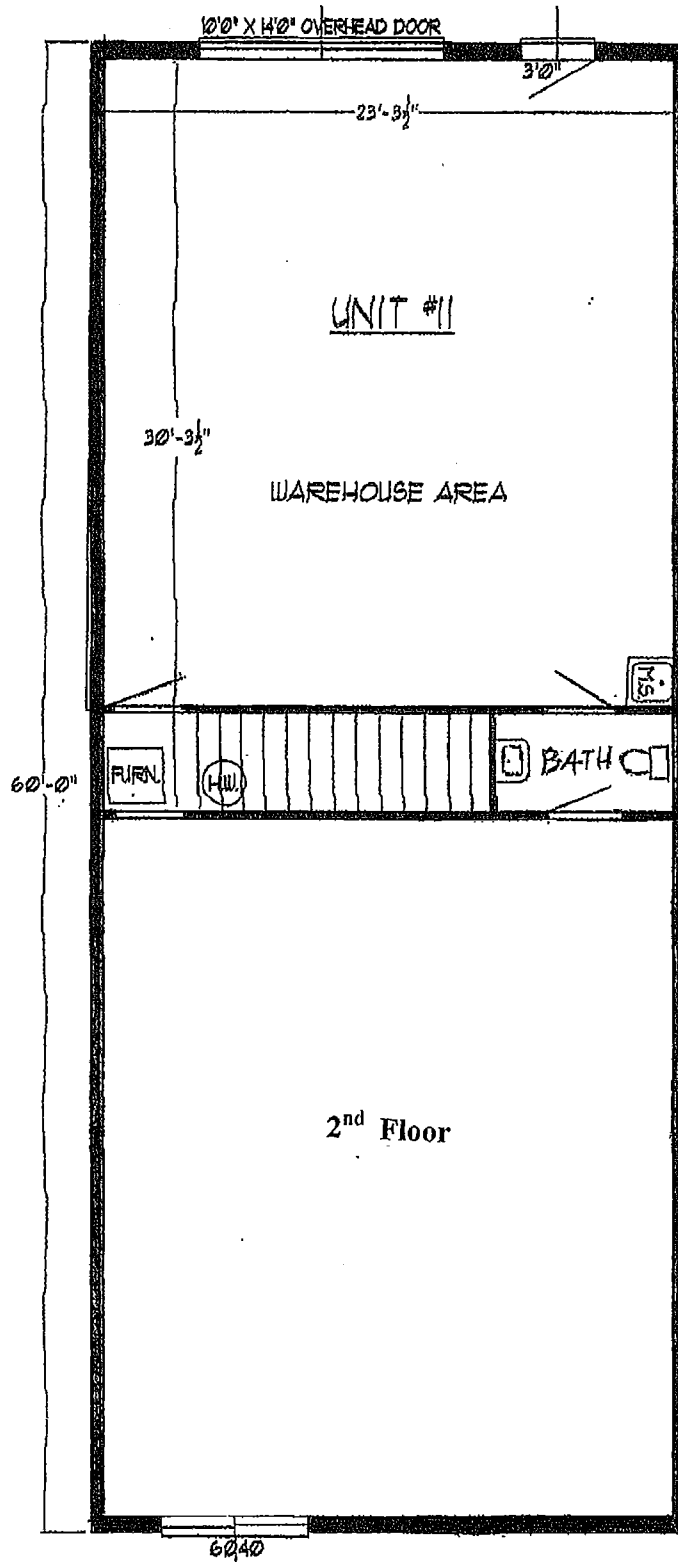
HARTLAND COMMERCE CENTER

10055 BERGIN ROAD, HOWELL, MICHIGAN 48843

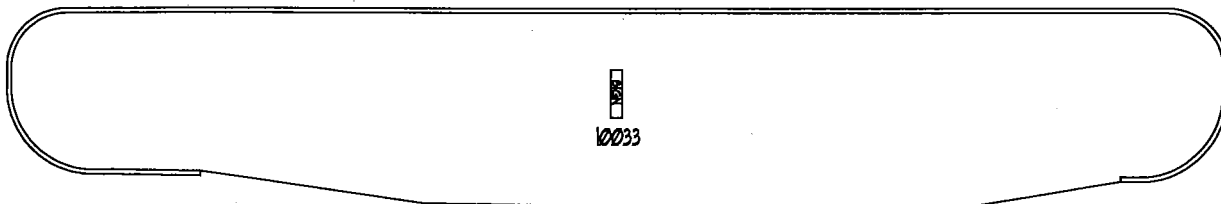
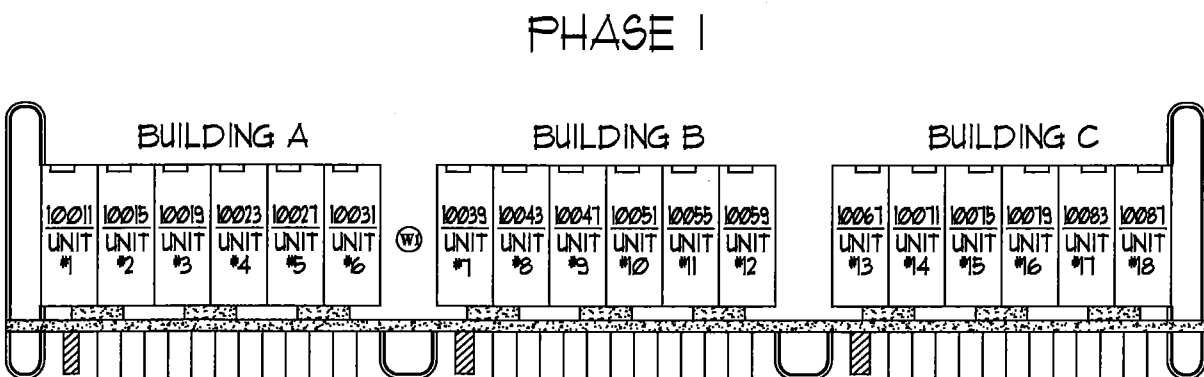
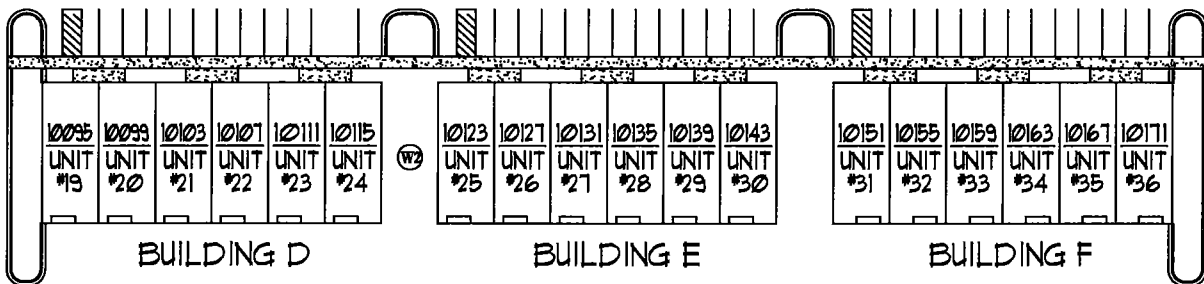
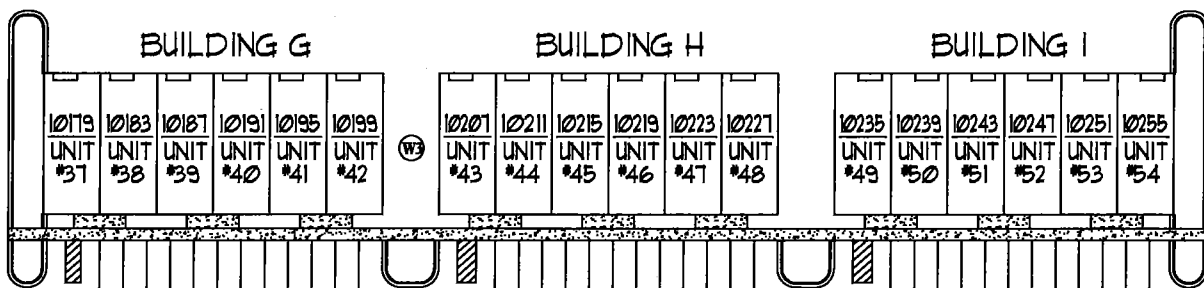
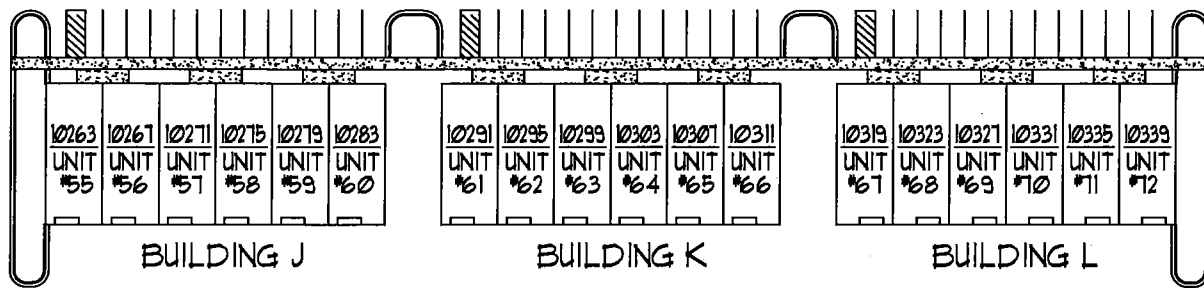


HARTLAND COMMERCE CENTER

10055 BERGIN ROAD, HOWELL, MICHIGAN 48843



HARTLAND COMMERCE CENTER



HALL BOXES

Troy Langer

From: Troy Langer
Sent: Tuesday, September 15, 2020 5:02 PM
To: Troy Langer
Subject: FW: Special Use Permit request 20-009 hearing on Thursday

From: Wally Haley <whaley@haleylawfirm.com>
Sent: Tuesday, September 08, 2020 11:14 AM
To: Troy Langer <TLanger@hartlandtwp.com>
Cc: TJ Garrett <tgarrett@haleylawfirm.com>
Subject: Special Use Permit request 20-009 hearing on Thursday

Hi Troy

Our office shares a common wall with the proposed undercoating business for 10055 Bergin. I have read your report and although I agree with much of your findings, I do believe that you have downplayed the nature of his business and its potential effects on adjoining businesses. Your report describes vacant land to the north and east but does not provide any mention of the adjacent site condo units to the proposed use. The proposed use should be harmonious with those existing uses and not be measured from adjacent vacant land to the parent parcel. I have asked my staff to take an inventory of the existing uses in our condominium and will provide that upon receipt or at the meeting.

Below you will find several links to youtube videos of the proposed undercoating process. In the end, the proposed "eco friendly" oil is applied with spray guns just as in a paint shop. As we all know, paint shops must take extra measures in ventilation, drainage, etc. to prevent issues with adjoining properties. Frankly, the walls in these condominiums are just standard drywall and are not sealed from each business. Odors will easily permeate the walls and potentially the oil itself may contaminate the drywall. It would be an entirely different situation if the common wall was a non permeable surface such as masonry block. In my conversation with the owner, he said he was going to vent an exhaust fan out in the parking lot. That alone raises serious concerns about cars, trucks and people traffic in that rear parking lot. Also, his submittal as far as I can tell, makes no mention of that exhaust system. Below are the links to the New Hampshire Oil videos and FAQ pages:

<https://www.youtube.com/watch?v=c-Kfb6-eD98>

<https://nhoilundercoating.com/workshops/>

<https://nhoilundercoating.com/faq-undercoating/>

My partner in my unit is a stage 4 breast cancer survivor who is currently undergoing chemotherapy. She definitely does not need any unnecessary toxins in her life. I will call you regarding this.

Thanks,

Wallace Haley
Haley Law Firm, PLC
10059 Bergin Road
Howell, MI 48843
517.518.8623

(m)810.423.0911

RECEIVED
SEP 10 2020
HARTLAND TOWNSHIP

Re: Special Land Use Application #20-009

Undercoating Business at 10055 Bergin Rd.

To whom it may concern,

We are the owners of the attached unit directly to the west of proposed undercoating business, and we have several concerns about this proposal.

We have been told that this company will use a wool-based oil for the treatment, and that it is not hazardous. Spraying anything with compressed air over and over will, of course, be in the air and will infiltrate the adjoining units and be irritating, if not harmful, for people working in these adjoining units. At the very least it will affect our enjoyment of our property.

Off the Woolwax website: **Should a mask be worn when applying Woolwax® ?** Absolutely. Woolwax® is non-toxic and non-hazardous. However you should never breath in any fine spray particulate, or any of the dust/salt particulate that comes off the bottom of the vehicle. We recommend any mask that is adequate for any sanding/painting application.

We are also concerned that granting a permit for this type of business will allow the operators to use other types of undercoating if they decide to in the future. We will be powerless to stop them.

This type of business should not be in this setting, where adjoining businesses are in such close proximity. This should be in a free-standing building away from other buildings.

Sincerely,

Susanne Vigliotti

William Winn

10051 Bergin Rd.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director

Subject: Site Plan with Special Land Use Application #20-010 (Drive-through service for Biggby Coffee)

Date: September 29, 2020

Recommended Action

Move to Approved as outlined in the Staff Memorandum, dated September 29, 2020.

Move to recommend approval of Site Plan with Special Land Use Application #20-010, a request to establish a drive-through service (for Biggby Coffee), as a special land use, at 11325 Highland Road, in Hartland Pointe Plaza. The recommendation for approval is based on the following findings:

1. The proposed special land use, restaurant with drive-through service, meets the intent and purposes of the Ordinance as well as the specific Special Use standards outlined in Section 6.6 (Special Uses) and Section 4.28 (Fast Food and Drive-through Restaurants), as a restaurant with drive-in or drive-through service is permitted as a special land use in the GC-General Commercial zoning district.
2. The proposed use is compatible with the existing and future land uses in the vicinity and is consistent with the plans previously approved by the Township for Hartland Pointe Plaza.
3. The proposed use is compatible with the Hartland Township Comprehensive Plan, which designates this area as Commercial. The intent of this designation is to allow for both the sale of convenience goods and personal/business services for the day-to-day needs of the immediate neighborhood and provide for auto-oriented services.
4. The restaurant is located in an established development, the Hartland Pointe Plaza, which is currently served by public sanitary sewer and municipal water. The proposed use will be adequately served by existing essential facilities and public services, and the Fire Department has no objection.
5. The proposed use will not be detrimental, hazardous, or disturbing to the existing or future neighboring uses, persons, or the public welfare.
6. The proposed use will not create additional requirements at public cost for public facilities as the commercial building, where the proposed business is located, is currently served by public sanitary sewer and municipal water.

Approval is subject to the following conditions:

1. The proposed Special Land Use, restaurant with drive-through service, is subject to approval by the Township Board.
2. The applicant shall adequately address the outstanding items noted in the Planning Department's memorandum, dated September 17, 2020. Revised plans if necessary, shall be subject to an administrative review by the Planning staff prior to the issuance of a land use permit.

3. A land use permit is required for the proposed special land use.
4. Applicant complies with any requirements of the Department of Public Works Director, Township Engineering Consultant (HRC), Hartland Deerfield Fire Authority, and all other government agencies, as applicable.
5. (Any other conditions the Planning Commission deems necessary)

Discussion

Applicant: K2 Holding LLC

Site Description

The applicant intends to establish a drive-through service for the existing Biggby Coffee shop located at 11325 Highland Road, in the Hartland Pointe Plaza (Parcel ID #4708-22-300-048). The property is zoned GC-General Commercial. Biggby Coffee has occupied their tenant space since 2010, being the end unit on the west end of the multi-tenant building. The tenant space is approximately 2,050 square feet (gross floor area) in size. One (1) drive-through window is proposed on the west building elevation. A drive-through lane with stacking spaces is shown along the north (rear) side of the building, and wraps around the west side of the building, terminating at the proposed drive-through window. The ordering station /menu board is near the northwest corner of the building.

Adjoining properties to the north are zoned PDMDR-Planned Development Medium Density Residential, which is the Heritage Meadows of Hartland condominium residential development. Properties to the east and west are zoned GC-General Commercial. Properties south of Highland Road are zoned OS-Office Service.

The 2015 Future Land Use Map designates the subject site as Commercial.

The Planning Commission discussed this project at their September 24, 2020. The Planning Commission made a recommendation to approve the request.

Overview and Background Information

Following is a summary of the history of the property.

Site Plan Application #400 (Multi-tenant commercial building-Hartland Pointe Plaza)

On March 3, 2006 the Township Board approved Site Plan Application #400, a request to construct an approximate 14,000 square foot multi-tenant building, with approximately 5,000 square feet dedicated for a Sherwin Williams store and the remaining 9,000 square feet for other retail/commercial tenants. Per the approved site plan, 47 off-street parking spaces were required, and 58 spaces were provided. The building was constructed in 2006.

Site Plan Application #415 (Modification to plans approved under SP #400 regarding the bike path)

On May 26, 2006 the Township approved a site plan modification related to the bike path design (along Highland Road), which was previously approved under SP #400.

Site Plan Application #494 (Modification to SP #400-parking requirements)

In 2010 the Planning Commission reviewed a request to modify the numerical requirements for off-street parking, based on the tenant mix in the building at that time. The number of built parking spaces remained at 58 spaces. The Planning Commission approved SP #494 on December 2, 2010.

Proposed Use

The applicant is requesting to establish a drive-through service for Biggby Coffee, with the drive-through window on the west side of the multi-tenant building. Biggby Coffee occupies the end unit in the building, at the west end of the building. Per Section 3.1.14D.xiv., a restaurant with drive-in or drive-through service is considered a special land use in the GC-General Commercial zoning district. Additional standards for fast-food and drive-through restaurants are provided in Section 4.28 of the Zoning Ordinance.

The proposed project also requires site plan approval thus there are two application elements: special land use and site plan approval for the proposed drive-through window for Biggby Coffee. Although there are technically two elements, all are incorporated into one combined site plan which will be reviewed and approved concurrently. Modifications to the site layout, parking, building façade, and landscaping are proposed and will be reviewed as part of the site plan review.

Per the Hartland Township Zoning Ordinance and the State Enabling Act, a public hearing is required for the special land use application. Given the requirements for publishing a notice for the special land use, the public hearing has been scheduled for the September 24, 2020 Planning Commission meeting.

Request

The applicant is requesting site plan with special land use approval to add drive-through service for an existing coffee shop, Biggby Coffee at 11325 Highland Road.

The applicant has stated on the proposed site plan that the coffee shop has less than six (6) tables or booths, which becomes relevant when reviewing parking requirements in Section 5.8.4.H. of the Zoning Ordinance.

The proposed plan indicates several modifications to the existing parking layout, vehicular circulation as related to the drive-through window, the addition of the service window on the west elevation of the building, and minor changes to the landscaping.

Currently fifty-nine (59) parking spaces are provided on-site, which includes four (4) barrier-free parking spaces; with two (2) barrier-free spaces are on the west side of the building and two (2) barrier-free parking spaces are on the south (front) side of the building. It appears one (1) additional parking space was installed at some point in time, in the northern row of parking, on the north side of the property. This is an increase of one (1) parking space from the plans previously approved under SP #400 and SP #494; thus, there are fifty-nine (59) parking spaces currently.

Per the proposed plan, the drive-through lane and stacking spaces are shown on the north (rear) and west sides of the building, which end at the drive-through window (near the southwest corner of the building). The ordering station and menu board are at the northwest corner of the building in a landscape area. Ten (10) stacking spaces are shown, with seven (7) stacking spaces shown before the ordering station. A bypass lane is provided adjacent to the drive-through lane and stacking spaces on the north side of the building.

Five (5) existing parking spaces on the west side of the building are to be eliminated in order to accommodate the proposed drive-through lane/stacking spaces associated with the drive-through service option. Additionally, the existing endcap/landscaped island at the southwest corner of the building is modified to accommodate the drive-through lane. As a result, one (1) existing canopy tree is to be

relocated in a landscaped area on the west side of the parking lot.

Two (2) new barrier-free parking spaces and an eight (8) foot wide van accessible access aisle are shown in the row of parking along the south side of the front parking area. Staff should note that barrier-free parking spaces are required to be in a location that is most accessible to the building entrance, thus the two (2) proposed barrier-free parking spaces and van-accessible aisle should be relocated to meet this requirement.

Based on the proposed plan, a total of fifty-three (53) parking spaces are provided and 50 parking spaces are required, for the existing and proposed use categories (retail plus carry-out restaurant with less than six (6) tables or booths). Parking calculations are reviewed in a separate section in this memorandum.

The drive-through service window will be installed on the west side of the building and elevations drawings are provided.

New exterior lighting on the building or elsewhere on the site is not proposed.

The hours of operation of Biggby Coffee are Monday through Friday, from 6:00 a.m. to 7:00 p.m.; and Saturday and Sunday from 7:00 a.m. to 7:00 p.m.

Approval Procedure

The proposed use, restaurant with drive-in or drive-through service, requires approval from the Township Board for the special land use. The Planning Commission will review the special land use and make a recommendation to the Township Board.

The project also requires the site plan to be reviewed by the Planning Commission who will make a final decision on the site plan. The plans will be reviewed using the development standards of the GC-General Commercial zoning district (Section 3.1.14.), standards associated with fast-food and drive-through restaurants (Section 4.28), and all applicable zoning standards in the Zoning Ordinance.

SPECIAL LAND USE REVIEW – General Standards

In accordance with Section 6.6, Special Uses, of the Hartland Township Zoning Ordinance, the following standards shall serve the Planning Commission and Township Board as the basis for decisions involving such uses. The standards are provided below, and the applicant has submitted a letter, as a separate attachment, which addresses the special use criteria.

- A. Be harmonious and in accordance with the objectives, intent, and purposes of this Ordinance.
- B. Be compatible with the natural environment and existing and future land uses in the vicinity.
- C. Be compatible with the Hartland Township Comprehensive Plan.
- D. Be served adequately by essential facilities and public services, such as highways, streets, police and fire protection, drainage ways and structures, refuse disposal, or that the persons or agencies responsible for the establishment of the proposed use shall be able to adequately provide any such service.
- E. Not be detrimental, hazardous, or disturbing to the existing or future neighboring uses, person, property, or the public welfare.
- F. Not create additional requirements at public cost for public facilities and services that will be detrimental to the economic welfare of the community.

The Planning Department believes the proposed use can and will meet the criteria listed above for the

special land use request. The applicant has provided responses to the Special Land Use general standards as an attachment. The applicant will be responsible for all applicable approvals and permits from other agencies and departments for the proposed use.

SPECIAL LAND USE REVIEW – Applicable Site Standards

In addition to a finding by the Planning Commission and Township Board that the criteria above have been satisfied, the Use Standards of Section 4.28, Fast-food and Drive-through restaurants, apply. Those standards are listed below, followed by staff's findings on each standard.

Fast-food and Drive-through Restaurants (Section 4.28)

1. Minimum Frontage. The site shall have a minimum of two hundred (200) feet of frontage on a paved major thoroughfare unless accessed via a service drive or marginal access road.

The subject site complies with this standard, having approximately 332 feet of frontage on Highland Road.

2. Location of driveways. Ingress and egress points shall be located at least sixty (60) feet from the intersection of any two (2) streets (measured from the nearest right-of-way line). The use of secondary access drives in accordance with Section 5.10.2 is required.

The subject site complies with this standard.

3. Control of Sound Level. Devices for the transmission of voices shall be so directed or muffled as to prevent sound from being audible beyond the boundaries of the site.

The proposed ordering station is approximately 170 feet from the north property line of the subject site, and several lots within the Heritage Meadows of Hartland condominium residential development. A conifer and deciduous tree screen is in place along the north property line of the subject site which should provide buffering of the sound from the ordering station.

4. Stacking space and lanes shall be provided as specified in Section 5.8, Off-Street Parking Requirements. Additionally, the site design must allow for unimpeded circulation around the building outside of the drive-through lanes.

The proposed plan shows the required number of stacking spaces -10 stacking spaces are required, five (5) of which must be in advance of the ordering station. A by-pass lane is provided north of the stacking lane. The drive aisle width in the parking lot west of the stacking lane is adequate (24 feet wide), and circulation is not impeded around the building.

SITE PLAN REVIEW – Applicable Site Standards

The applicable site standards include those standards related to the proposed use, restaurant with drive-in or drive-through service, as outlined in Section 3.1.14 (GC-General Commercial); Section 4.28 of the Zoning Ordinance, as discussed above; and all applicable zoning standards in the Zoning Ordinance.

In this case the applicant intends to establish a drive-through service for an existing restaurant (Biggby Coffee), and the business occupies the end tenant space of Hartland Pointe Plaza. Site modifications to the parking lot are proposed to accommodate the drive-through service. The relocation of a canopy tree is also proposed. A complete review of the landscaping is not required at this time. Review of the GC standards is not applicable, but a review of the parking standards for the drive-through service and the subject site are provided.

Off-Street Parking (Sec. 5.8, parking standards for retail store; plus carry-out restaurant or delicatessen with less than six tables or booths, with drive-through window)

- Required –
Retail store: 1 space per 300 sq. ft. gross floor area

EQUATES TO: 40 spaces (Retail A: 5,000 sq. ft. + Retail B: 6,950 sq. ft. = 11,950 sq. ft; 11,950 sq. ft. ÷ 300 = 40 parking spaces)

Carry-out restaurant (Biggby Coffee with less than 6 tables or booths): 6 spaces + 1 space per employee at peak shift (4 employees); fast-food restaurant with drive-through window: 10 stacking spaces, 5 of which must be in advance of order station and which do not conflict with access to required parking spaces per order pick up station

EQUATES TO: 10 parking spaces + 10 stacking spaces

TOTAL PARKING REQUIRED = 50 parking spaces (40 spaces for retail; + 10 spaces for carry-out use) + 10 stacking spaces

- Proposed parking – 53 parking spaces + 10 stacking spaces; and includes 4 barrier-free parking spaces (2 spaces are van accessible)
- Meets Requirement? – Yes
- Comment – (none)

Barrier-Free Parking (Per ADA guidelines)

- Required – 4 barrier-free spaces in a location most accessible to the building entrance, with at least 1 space van-accessible
- Proposed – 4 spaces total, with 2 van-accessible, and 2 other barrier-free spaces; 2 spaces located near the entrance; 2 (proposed) van accessible spaces not located near the building entrance
- Meets Requirement? – No
- Comments – **All barrier-free parking spaces are required to be in a location that is most accessible to the building entrance. The site plan should be modified to meet this requirement, as part of the construction set of plans.**

Other Requirements-Zoning Ordinance Standards

Nothing additional at this time.

Hartland Township DPW Review

No comments at this time.

Hartland Township Engineer's Review (HRC)

The Township Engineer reviewed the project and has no concerns at this time.

Hartland Deerfield Fire Authority Review

The plans were reviewed by the Hartland Deerfield Fire Authority who has no concerns at this time.

Attachments:

1. Applicant's Letter dated September 16, 2020 – PDF version only
2. Proposed Site Plan dated July 17, 2020
3. Biggby Building Elevations dated September 2, 2020 – PDF version only
4. SP #494 Approved Site Plans dated November 17, 2010 (Hartland Pointe Plaza) – PDF version only

T:\PLANNING DEPARTMENT\PLANNING COMMISSION\2020 Planning Commission Activity\Site Plan Applications\SUP #20-010 Biggby Drive-thru\Staff reports\SUP 20-010 Biggby staff report 09.17.2020.docx

September 16, 2020

RE: Hartland Township Zoning Ordinance for Special Use Permit – Biggby Coffee

In response to your request for responses to the Special Land Use criteria (Section 6.6, under “5. Required Standards and Findings”) I provide the following:

- A) A drive-thru addition is harmonious and in accordance with the objectives, intent, and purposes of this Ordinance.
- B) A drive-thru addition is compatible with the natural environment and existing and future land uses in the vicinity. There are multiple drive-thru permits found within a half mile radius (KFC, Dunkin’, Mugg & Bopps, Culver’s and Tim Hortons just to list a few).
- C) A drive-thru addition is compatible with the Hartland Township Comprehensive Plan as they have clearly approved many previous to this request.
- D) The drive-thru addition will have no additional impact on essential public facilities and services.
- E) The drive-thru addition will as designed, not be detrimental, hazardous, or disturbing to the existing or future neighboring uses, person, property or the public welfare. The site has adequate area and traffic flow to safely add a drive-thru and requires no additional curb cuts, does not impact the walkability of the site or public ways.
- F) The drive-thru addition does not create additional requirements at public cost for public facilities and services. All modifications to allow for the drive-thru addition are on site and at the expense of the applicant/landowner.

Kent Kildea, Applicant

M-59 East of US-23
Hartland Twp. Michigan

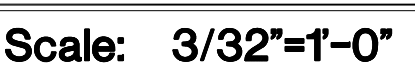


DO NOT SCALE DRAWING

file number: 04043

sheet:

75



Scale: 1/8"=1'-0"
COPYRIGHT 2015: ROGVOY ARCHITECTS, P.C.

OWNER REVIEW: 23 APR. 2020

OWNER REVIEW: 27 APR. 2020

OWNER REVIEW: 07 JUL. 2020

OWNER REVIEW: 17 JUL. 2020

Proposed Drive Thru
Hartland Pointe Plaza
M-59 East of US-23
Hartland Twp., Michigan

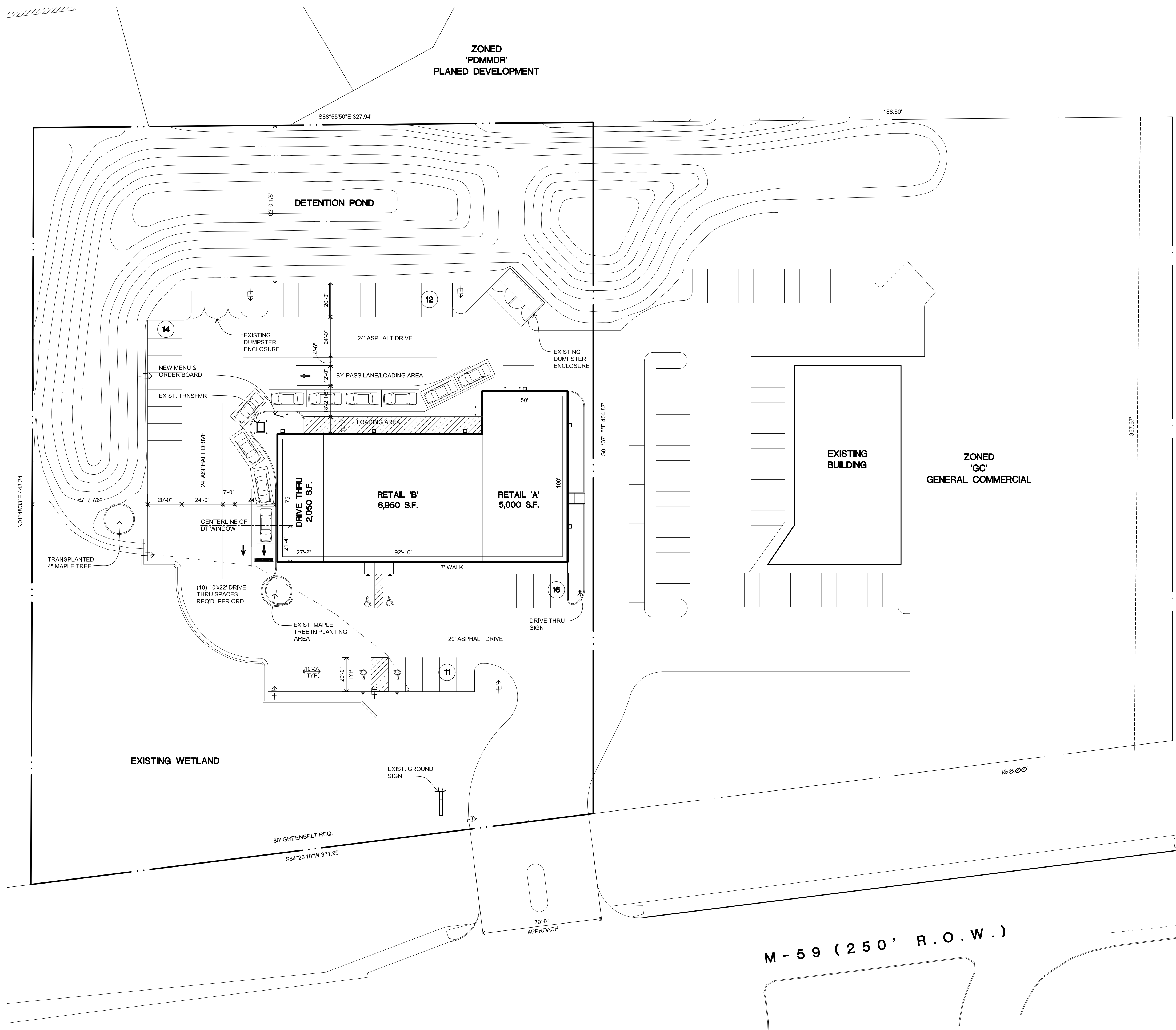


Conceptual Site Plan

issue date:
drawn: KL
checked: MD
approved: MD

sheet

SP-1



LAND / BUILDING / PARKING DATA :

ZONING : 'GC' GENERAL COMMERCIAL

LAND AREA : 3.199 ACRES

BUILDING AREA :

EXISTING COMMERCIAL CENTER: 14,000 S.F.

RETAIL 'A' : 5,000 S.F.

RETAIL 'B' : 6,950 S.F.

COFFEE DRIVE THRU : 2,050 S.F.

TOTAL BUILDING AREA: 14,000 S.F.

PARKING REQUIRED:

RETAIL : 40 SPACES
1 SPACE / 300 GFA
11,950 / 300 = 40 SPACES

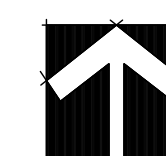
TAKE-OUT/DRIVE THRU:
(MUST HAVE LESS THAN 6 TABLES AND/OR BOOTHS)
6 SPACES + 1 / EMPLOYEE (4 EMPLOYEES)

PLUS (10) 10'x22' DRIVE THRU SPACES

TOTAL PARKING REQUIRED: 50 SPACES

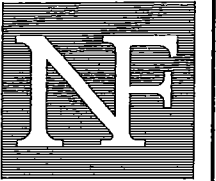
TOTAL PARKING PROVIDED : 53 SPACES
(3.78 SPACES/1000 S.F.)

(10) STACKING SPACES PROVIDED



SITE PLAN

SCALE: 1"=30'-0"



NOWAK & FRAUS

Consulting Engineers
Land Surveyors
Land Planners

1310 N. Stephenson Highway
Royal Oak, MI 48067-1508
Tel. (248) 399-0886
Fax. (248) 399-0805

SEAL



PROJECT
Hartland Pointe Plaza

CLIENT

Colaur - Development
SW Hartland LLC
17400 W. 13 Mile Road
Beverly Hills, MI 48025
Contact: Charles Laurencelle
248.258.6200; Phone
248.258.6213; Fax

PROJECT LOCATION

Part of the S.W. 1/4 of
Section 22, T.3N, R.6E,
Hartland Twp,
Livingston County, MI

SHEET

Landscape Plan



DATE: REVISION:

04/20/06 REVISED PER THP
04/20/06 ISSUED FOR THP APPROVAL
04/20/06 REVISED PER THP REVIEW
04/20/06 REVISED PER THP REVIEW

DRAWN BY:

G. Ostrowski

DESIGNED BY:

G. Ostrowski

APPROVED BY:

G. Ostrowski

DATE:

08-08-08

SCALE:

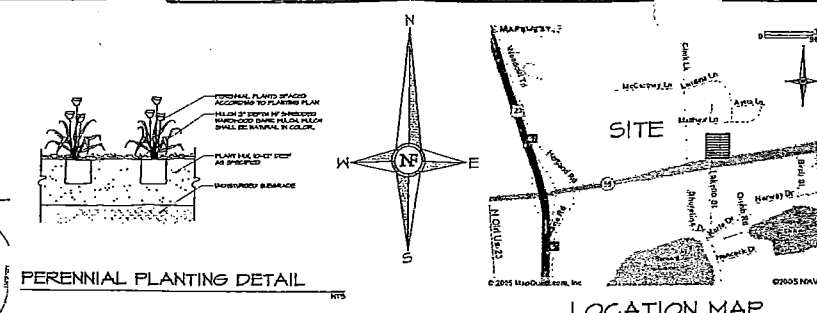
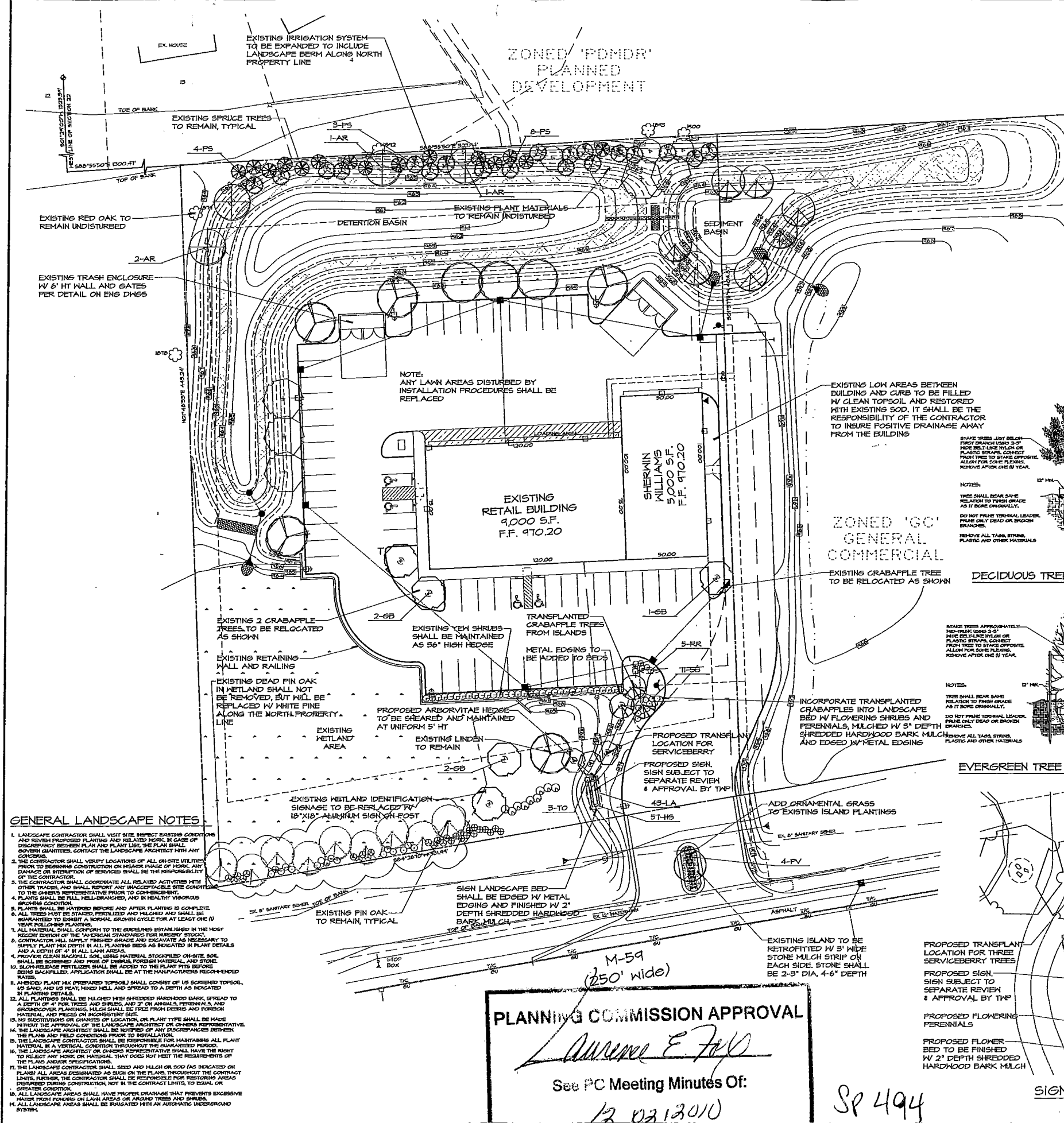
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NF JOB NO.

D552

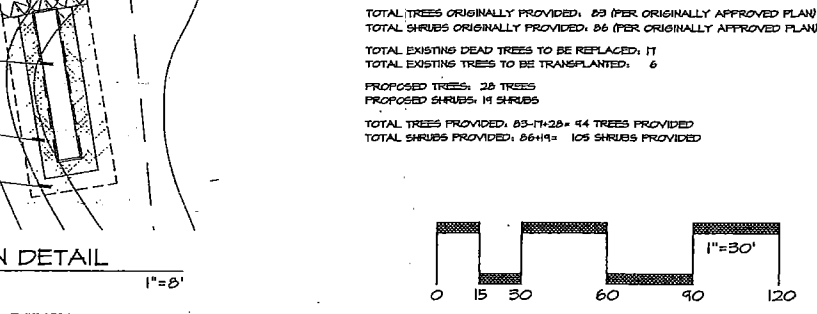
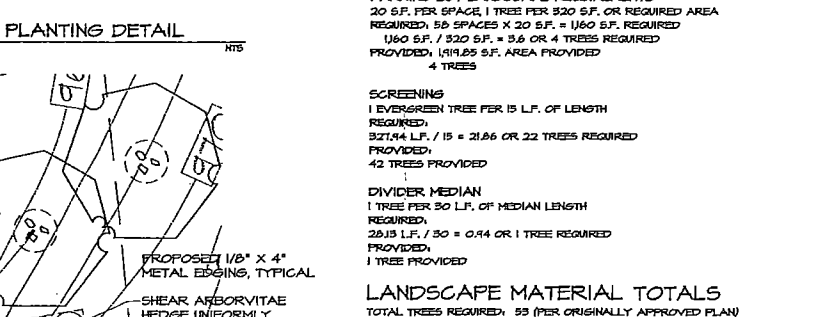
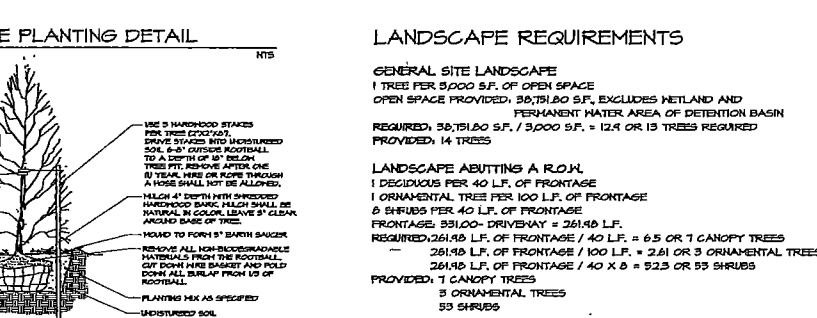
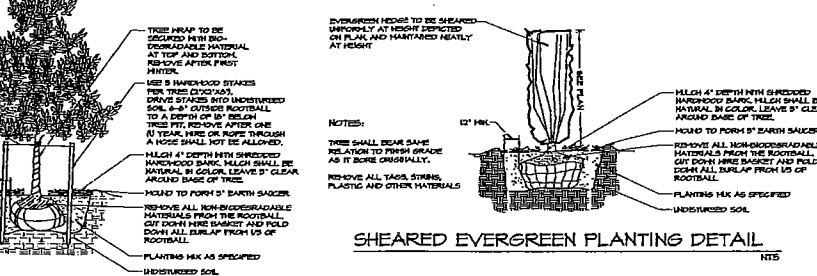
SHEET NO.

L1



PLANT SCHEDULE

KEY	QTY	BOTANICAL/COMMON NAME	SIZE	SPACING	ROOT	COMMENT
AR	4	Acer rubrum Red Maple	8" CAL	SEE PLAN	B4B	FULL HEADS
ES	5	Salix glauca Frinceton Sentry Fraxinus corymbosa Fraxinus corymbosa Fraxinus corymbosa Fraxinus corymbosa	8" CAL	SEE PLAN	B4B	CLUMP FORM
PS	14	Pinus strobus White Pine	8-10" HT	10' OC	B4B	FULL TO GROUND
RR	5	Rosa x 'Nearly Wild' Nearly Wild Rose	24" HT	SEE PLAN	CONT	
SB	11	Spiraea x b. 'Anthony Motenar' Anthony Motenar Spiraea	24" HT	SEE PLAN	CONT	
TO	5	Thuja occidentalis 'Trophy' Haskon Arborvitae	6" HT	SEE PLAN	B4B	
HS	51	Hemerocallis 'Mini Stella' Mini Stella Hemerocallis	1 GAL	12" OC	CONT	
LA	45	Levander angustifolia 'Baby Blue' Baby Blue Levander	1 GAL	5" OC	CONT	
PV	4	Persea virginiana 'Northwind' Northwind Switch Grass	1 GAL	30" OC	CONT	



- GENERAL LANDSCAPE NOTES**
1. LANDSCAPE CONTRACTOR SHALL VISIT SITE, INSPECT EXISTING CONDITIONS AND REVIEW PROPOSED PLANTING AND RELATED WORK. IN CASE OF DISCREPANCY BETWEEN PLAN AND PLANT LIST, THE PLAN SHALL PREVAIL. CONTACT THE LANDSCAPE ARCHITECT WITH ANY CONCERNS.
 2. THE CONTRACTOR SHALL VERIFY LOCATIONS OF ALL ON-SITE UTILITIES PRIOR TO BEGINNING CONSTRUCTION ON RESUME PHASE OF WORK. ANY DAMAGE OR INTERFERENCE OF SERVICES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
 3. THE CONTRACTOR SHALL COORDINATE ALL RELATED ACTIVITIES WITH OTHER TRADERS AND SHALL REPORT ANY UNACCEPTABLE SITE CONDITIONS TO THE OWNER'S REPRESENTATIVE PRIOR TO COMMENCEMENT.
 4. PLANTS SHALL BE FULLY ESTABLISHED AND IN HEALTHY VIGOROUS GROWING CONDITION.
 5. PLANTS SHALL BE WATERED BEFORE AND AFTER PLANTING IS COMPLETE.
 6. ALL TREES MUST BE STAKED, FERTILIZED AND MULCHED AND SHALL BE GUARANTEED TO EXHIBIT A NORMAL GROWTH CYCLE FOR AT LEAST ONE (1) YEAR FOLLOWING PLANTING.
 7. ALL MATERIAL SHALL CONFORM TO THE GUIDELINES ESTABLISHED IN THE MOST RECENT EDITION OF THE "AMERICAN STANDARDS FOR NURSERY STOCK".
 8. CONTRACTOR SHALL SUPPLY FRESH GRASS AND EXCAVATE AS NECESSARY TO SUPPLY PLANT MIX DEPTH IN ALL PLANTING BEDS AS INDICATED IN PLANT DETAILS AND A DEPTH OF 4" IN ALL LAWN AREAS.
 9. PROVIDE CLEAN BACKFILL SOIL, UNLESS MATERIAL STOCKPILED ON-SITE. SOIL SHALL BE SCREENED AND FREE OF DEBRIS, FOREIGN MATERIAL, AND STONE.
 10. SLOW-RELEASE FERTILIZER SHALL BE ADDED TO THE PLANT MIX BEFORE BEING BACKFILLED. APPLICATION SHALL BE AT THE MANUFACTURER'S RECOMMENDED RATE.
 11. ANCHORED PLANT MIX PREPARED TOPSOIL SHALL CONSIST OF US SCREENED TOPSOIL, 50% SAND, AND 50% PEAT, MIXED WELL AND SPREAD TO A DEPTH AS INDICATED IN PLANTING DETAILS.
 12. ALL PLANTINGS SHALL BE MULCHED WITH SHREDDED HARDWOOD BARK, SPREAD TO A DEPTH OF 4" FOR TREES AND SHRUBS, AND 2" ON ANNUALS, PERENNIALS, AND GRASSCOVER PLANTINGS. MULCH SHALL BE FREE FROM DEBRIS AND FOREIGN MATERIAL, AND PIECES ON INCONSISTENT SIZE.
 13. NO SUBSTITUTIONS OR CHANGES OF LOCATION OR PLANT TYPE SHALL BE MADE WITHOUT THE APPROVAL OF THE LANDSCAPE ARCHITECT OR OWNER'S REPRESENTATIVE.
 14. THE LANDSCAPE ARCHITECT SHALL BE NOTIFIED OF ANY DISCREPANCIES BETWEEN THE PLANS AND FIELD CONDITIONS PRIOR TO INSTALLATION.
 15. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING ALL PLANT MATERIAL IN A VERTICAL POSITION THROUGHOUT THE GUARANTEED PERIOD.
 16. THE LANDSCAPE ARCHITECT OR OWNER'S REPRESENTATIVE SHALL HAVE THE RIGHT TO REMOVE ANY WORK OR MATERIAL THAT DOES NOT MEET THE REQUIREMENTS OF THE PLANS AND/OR SPECIFICATIONS.
 17. THE LANDSCAPE CONTRACTOR SHALL, SOD AND MULCH OR SOO (AS INDICATED ON PLANS) ALL AREAS DESIGNATED AS SUCH ON THE PLANS, THROUGHOUT THE CONTRACT LIMITS. FURTHER, THE CONTRACTOR SHALL BE RESPONSIBLE FOR RESTORING AREAS DISTURBED DURING CONSTRUCTION, NOT IN THE CONTRACT LIMITS, TO EQUAL OR GREATER CONDITION.
 18. ALL LANDSCAPE AREAS SHALL HAVE PROPER DRAINAGE THAT PREVENTS EXCESSIVE WATER FROM PONDING ON LAWN AREAS OR AROUND TREES AND SHRUBS.
 19. ALL LANDSCAPE AREAS SHALL BE IRRIGATED WITH AN AUTOMATIC UNDERGROUND SYSTEM.

PLANNING COMMISSION APPROVAL

Laurence E. Fick

See PC Meeting Minutes Of:
12/02/2010

SP 494

SPA RE-SUBMITTAL	7 APR. 06
GROUND SIGN REVISED	21 AUG. 06
GROUND SIGN REVISED	4 MAY. 09
GROUND SIGN REVISED	20 MAY. 09
11 NOV. 10	

PROPOSED
Hartland Pointe Plaza
Hartland, MI

M1 P--M-01

ROGVOY
ARCHITECTS

PLANNING COMMISSION APPROVAL

See PC Meeting Minutes Of: PH 248.540.7700 PH 248.540.2770
ARCHITECTS@ROGOVOY.COM

12 10212010

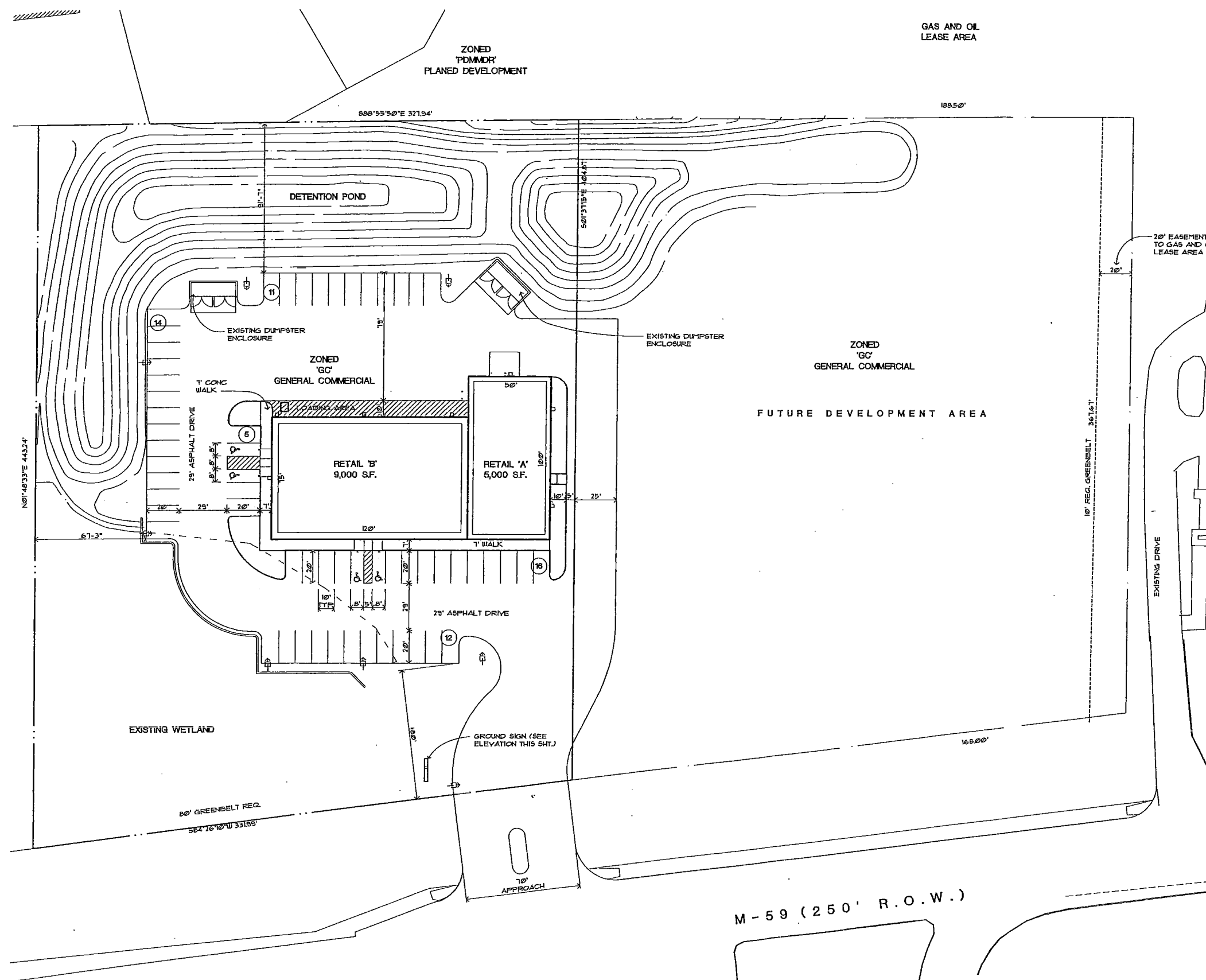
Conceptual Site Plan & Details

Issue date: 21 Aug. 08
drawn: CB.
checked: MD.
approved: MD.

sheat

SPA-1.0
04043 SITE 10-1117

7


**CONCEPTUAL
SITE PLAN**

SCALE : 1" = 30'-0"

Sp. 494

LAND AREA :	3.199 ACRES
BUILDING AREA :	
RETAIL 'A' (PAINT STORE)	5,000 SF.
RETAIL 'B'	9,000 SF.
TOTAL BUILDING AREA:	<u>14,000 SF.</u>

PARKING REQUIRED :

RETAIL 'A' (PAINT STORE) (1 SPACE / 300 SF. OF G.F.A.)	17 SPACES
RETAIL 'B' (1 SPACES / 300 SF. OF G.F.A.)	30 SPACES
TOTAL PARKING REQUIRED:	47 SPACES
PARKING PROVIDED:	58 SPACES

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: Transfer 590 to 595 (\$1,560,000)

Date: October 1, 2020

Recommended Action

Move to approve the transfer of funds from 590 Sewer O&M to 595 Sewer Expansion for bond payments per the adopted FY21 budget.

Discussion

The updated January 2019 long-term sewer financial forecast (Boyle Model) and adopted budget included a transfer of \$1,560,000 in order to cover upcoming bond payments as well as the chargeback payable owed to the County after the eventual purchase of land at scavenger sale in November.

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

No amendment needed. This transfer is included in the FY21 budget.

Attachments

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Andrew Kumar, Project Coordinator

Subject: Replacement of Digital Signage System

Date: September 30, 2020

Recommended Action

Move to approve the budget amendment and proposal from AVI-SPL for the replacement of the Township's digital signage system, not to exceed \$11,650 (5% contingency included in total).

Discussion

The Township's SCALA system has been in use for many years and is no longer functional. This system is used to create digital content to be displayed on our local cable channel 20. With the advancement of current technology and capabilities, a recommendation is being made to upgrade to an entirely new digital signage system. A cloud-based signage system will allow for more efficient and productive content creation, which will air on our cable channel. This new system will allow for significant growth in content production, allowing the Township to stream the same content on its website. This system can grow to produce content on digital signage systems throughout Township Hall in the future.

The contractor that installed recent audio and visual upgrades in the Board room has presented an attractive proposal to complete this project as well. AVI-SPL's bid for the Board room project came in well under its competitors, and this company has diligently worked with staff to determine immediate needs and opportunities for future growth on the new signage project. The attached proposal is intellectual property of AVI-SPL, so a more detailed summary will be sent to the Board under separate cover.

Financial Impact

Is a Budget Amendment Required? ☒ Yes ☐ No

This project will be entirely funded using PEG surplus funds.

Budget Amendment:

Cable Capital Outlay #577-000-970.000 – Increase \$11,650.00

Attachments

AVI-SPL Digital Signage Proposal - Redacted

Hartland Township

Update of Digital Signage and CATV



Audio Visual Innovations, Inc. - A wholly owned subsidiary of AVI-SPL, Inc.

28900 Beck Road
Suite 19A
Wixom, MI 48393
(248) 669-4286
Fax: (248) 669-4541
www.avispl.com

Prepared By: Marshall Copeman
Marshall.Copeman@avispl.com

Proposal No: 343981-3

Hartland Township

Digital Signage upgrade and CATV Digital Ingest upgrade

Digital Signage

The current Digital Signage system that outputs a composite video signal has failed. Replacing it with a new modern system will provide a not only a 16:9 image but an HDMI output and a smaller footprint player that is more reliable than what is currently existing.

The content creation will be moved to a secured cloud location where it can be accessed by the appropriate passworded employees from home offices to update content. The new system will be able to show not only standard signage images (backgrounds with text on top) but webpages, weather widgets, and ingest data from online calendars as well to streamline the content process and keep the information up to date and ever changing. A maximum of 4 zones of information can be shown at one time.

The new player will also have an HDMI input should a video feed be required to be show in a window in the digital signage output. The feed can be any unencrypted HDMI signal.

The software will be on a subscription basis to eliminate the server computer that is currently in place, keep the system at the latest version and lower the hardware maintenance cost of the system over the long term. Since it is subscription based, it will be able to be scaled up to meet future demands and requests.

Training will be provided by the manufacturer of the software and will be held online.

Configuration of the digital signage player will be done by AVI-SPL. An IP address will need to be provided prior to coming out on-site to install.

Specific details of the software are on the following page.

CATV Digital Ingest upgrade

The current signal into the CATV system is a composite video on a standard analog channel. The new signal will convert the high definition HDMI signals to a QAM channel. The encoder being suggested has been forwarded to Comcast for review and approval.

The new design will allow for *either* the new digital signage system or the Council meetings to be sent to both the township's YouTube channel and the township's CATV channel simultaneously. The YouTube channel is a scheduled event so it would not be live all the time.

The selection between the two signals is chosen from a "touch panel" control from the control area PC like the council chamber control panel. There will be two additional open HDMI inputs should a future need arise for other sources to be added.

An existing monitor will be connected to allow a live preview of either source without interrupting the signal to the streaming box or the CATV encoder.

Notes:

The new components in the system will not be routed thru the new Matrix Switch and will be independent of it. The switch will be controlled thru the new control system but there will be a manual override as well using the front panel of the switch.

Clean up of the current equipment rack and removal of the old hardware will be done before installing the new equipment.

The new control panel will seamlessly integrate the new routing controls into a tech panel page.

Audio Visual Innovations Inc. and Signal Perfection Ltd are wholly owned subsidiaries of AVI-SPL, Inc. This Entire Document and all information (including drawings, specifications and designs) presented by any subsidiary are the property of AVI-SPL Inc. Proprietary information provided to potential customers, clients or agents is for the sole purpose of demonstrating solutions delivery capabilities and shall be held in confidence. These Materials may not be copied, distributed or disclosed in any way without the sole written permission of an authorized representative of AVI-SPL. © Copyright AVI-SPL. All Rights Reserved



MVix item details

FLEX-B-ENT

Mvix Flex Cloud Based Digital Signage License for BrightSign Players – provides access to XhibitSignage CMS

License is Subscription-based per month per license

Additional players can be added or removed as needed.

- + Cloud-based digital signage software
- + Compatible with BrightSign Series 3 and newer
- + Support for LANDSCAPE and PORTRAIT Orientation
- + Auto Power On, Auto-Play
- + Number of On-Screen Zones: 4
- + Cloud storage space: Unlimited | Access via standard web-browser
- + Unlimited users per account
- + Support for 900+ Google fonts
- + Support for MSOffice files, Social Media Wall
- + HD Videos, Images, Slideshows, Remote media
- + Fully featured Image editor & Media Animations
- + Scrolling text, RSS feeds, Events listings, Clock
- + Weather forecast widget, Streaming Radio
- + Social Media widgets
- + YouTube, Web-URL, HTML/CSS/JS scripts widget
- + Playback Reports and Logs | 24-hrs
- + Drag-n-drop layout editor
- + Scheduling and Day-parting | Device management
- + Role based user permissions

SERV-EXP-SUPPORT

Express Support Plan – Covers the whole account and up to 10 devices

Billed Annually – optional

- + Level-I Phone Support: 24 / 7
- + Level-II Express Phone Support
 - Callbacks 9am-5pm EST (5hr SLA)
- + Free Personalized Training (1hr slot | \$75 value) each year
- + Includes support for up to 10-devices
- + Support level agreement across the whole account

SERV-IMPL-ASSIST

Implementation Assistance and Initiation

- + Upload media, Setup playlists
- + Setup schedules and Devices
- + Mvix custom design studio and project management team can only accept fonts/font requests from the Google Fonts family (if applicable)
- + 8 hours of design assistance in setting up customized templates
- All service orders must be initiated within 90 days of purchase date.

SERV-TRAIN-XHIBIT

Professional Training on XhibitSignage Content Management Software

Creator, Scheduler and Publisher

Duration: 1-hour Slot

- An additional hour is provided with the Support plan. A follow-up training session should be scheduled about 6 months in to answer additional questions about software.
- + Personalized and Interactive
 - conducted at a pre-scheduled date and time
 - professional trainer
 - detailed explanation of widgets, functionality and workflows
 - training attendees: up to 20 participants
 - Session is web-based



Investment Summary

Prepared For:	Andrew Kumar	Prepared By:	Marshall Copeman
	Hartland Township	Date Prepared:	09/14/2020
	2655 Clark Road	Proposal #:	343981-3
	Hartland Township, MI 48353-	Valid Until:	11/14/2020

Total Equipment Cost \$3,063.59

Includes cable, connectors, hardware, switches, relays, terminal blocks, panels, etc., to ensure complete and operational system

Professional Integration Services \$4,282.50

Includes engineering, project management, CAD, on-site installation and wiring, coordination and supervision, testing, checkout, owner training, etc. performed on the Owner's premises. Also includes all fabrication, modification, assembly, rack wiring, programming, warranties, etc., some performed at AVI-SPL

Direct Costs \$0.00

Includes non equipment or labor costs, such as travel expenses, per diem, lift and vehicle rentals

General & Administrative \$144.94

Includes all G & A expenses: bonds, vehicle mileage, shipping and insurance

Services - Room Support and Maintenance \$1,735.68

Includes post-installation support and maintenance options selected for installed rooms

Services - Device Maintenance \$1,851.00

Includes post-installation maintenance options selected for installed devices

Subtotal	\$11,077.71
Tax	Exempt (*)
Total	\$11,077.71

* Exemption from sales tax will be recognized only after a valid sales tax exemption certificate or other appropriate documentation of exemption has been provided to and approved by AVI-SPL; otherwise all applicable sales taxes will apply.

Purchase orders should be addressed to Audio Visual Innovations, Inc.

Signed _____

Printed _____

Date _____

Audio Visual Innovations, Inc. and Signal Perfection, Ltd. are wholly owned subsidiaries of AVI-SPL, Inc. This entire document and all information (including drawings, specifications and designs) presented by any subsidiary are the property of AVI-SPL, Inc. Proprietary information provided to potential customers, clients or agents is for the sole purpose of demonstrating solutions delivery capabilities and shall be held in confidence, except to the extent this document is being provided in response to a government bid where sunshine laws apply. These materials may not be copied, distributed, or disclosed in any way without the sole written permission of an authorized representative of AVI-SPL. © Copyright AVI-SPL. All Rights Reserved

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Andrew Kumar, Project Coordinator

Subject: Resolution - Authorizing a Temporary Amendment to the Township's Fee Schedule for Certain Site Plan Applications

Date: October 2, 2020

Recommended Action

Move to approve the resolution authorizing a temporary amendment to the Township's fee schedule for certain site plan applications.

Discussion

The Township recently approved Resolution 20-R016, allowing local businesses to apply for temporary outdoor use permits for outdoor dining, sales and displays. Several local businesses applied and received these permits. The State of Michigan's Liquor Control Commission is now allowing certain businesses to apply for permanent outdoor use permits, allowing for the sale and consumption of alcoholic beverages on premises if strict regulation requirements are met.

If passed, this resolution will waive site plan application fees (\$1,200) for all businesses that were granted temporary outdoor use permits under Township Resolution 20-R016. If any of these businesses choose to apply for permanent outdoor use permits through the State, they still must be granted approval from the Township Planning Commission.

Attachments

Draft Resolution Authorizing Temporary Amendment to Township's Fee Schedule for Certain Site Plan Applications



Board of Trustees

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

Joseph W. Colaianne, Trustee
Matthew J. Germane, Trustee
Glenn E. Harper, Trustee
Joseph M. Petrucci, Trustee

RESOLUTION NO. 20-_____

**AUTHORIZING A TEMPORARY AMENDMENT TO THE TOWNSHIP'S FEE
SCHEDULE FOR CERTAIN SITE PLAN REVIEW APPLICATIONS**

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 Township Board is authorized to establish and adjust fees for site plan review applications under adopted Resolution No. 08-01-10; and

WHEREAS, the Township Board has aimed to support local businesses in response to the COVID-19 pandemic by adopting Ordinance No. 94, "Ordinance to Temporarily Suspend Certain Provisions of Hartland Township Ordinance No. 69, 'Special Event Permits', and to implement temporary permits for outdoor dining, sales, and displays"; and

WHEREAS, the Michigan Department of Licensing and Regulatory Affairs Liquor Control Commission (MLLC) has authorized businesses to apply for "Limited Permanent Outdoor Service Area Permission" valid through November 30, 2020; and

WHEREAS, it is in the interest of the Township to continue support for local businesses through the ongoing novel coronavirus (COVID-19) pandemic and beyond;

THEREFORE BE IT RESOLVED by the Board of Trustees of the Township of Hartland, Livingston County, Michigan, as follows:

1. The Township Board temporarily amends the Township's fee schedule to temporarily waive application costs for site plan review applications for applicants meeting the following requirements:
 - A. Applicant has received a 2020 Limited Permanent Outdoor Service Area Permission from the Michigan Liquor Control Commission, and
 - B. Applicant has previously been approved for temporary permitted outdoor dining, sales, and displays through Township resolution No. 20-R016 "Resolution to Adopt Ordinance No. 94, Ordinance to Temporarily Suspend Certain Provisions of Hartland Township Ordinance No. 69, 'Special Event Permits', and to implement temporary permits for outdoor dining, sales, and displays".
2. That this resolution shall take effect immediately upon its passage and shall remain in effect until November 30, 2020. Application costs for site plan review applications will resume on December 1, 2020.
3. Any resolution that conflicts with this Resolution is repealed upon the effective date of the Ordinance.

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 _____, 2020.

Larry N. Ciofu, Hartland Township Clerk

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Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Andrew Kumar, Project Coordinator

Subject: Water System Update

Date: October 1, 2020

Recommended Action

Board discussion and questions

Discussion

Manager West will provide the Board with an update on the Township's water system.

Attachments

None