
Supervisor Pat Hohl Clerk Mike Dolan Treasurer Jason Negri Trustees Bill Hahn, Patricia Hughes, Chuck Menzies, Cindy Michniewicz

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, June 04, 2024 at 2:30 PM
Hamburg Township Hall Board Room

AGENDA

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

CONSENT AGENDA

1. 5-7-24 130 Township Board Work-Study Session Minutes
2. 5-21-24 700 Board of Trustees Regular Meeting Minutes
3. DPW Monthly Report - March-April 2024
4. Approved MUC Minutes - March 13, 2024
5. Parks and Recreation - Approved Minutes - May 2024
6. Township Coordinator - Monthly Report - May 2024
7. Senior Center - Monthly Report - May 2024
8. Bills List 06.04.2024

CALL TO THE PUBLIC

APPROVAL OF THE AGENDA

UNFINISHED BUSINESS

9. Employee Evaluation Review form changes
10. Utilities & Special Projects Coordinator job description update
11. Accounting & Benefits Coordinator job description update
12. ARPA Update - May 22, 2024

CURRENT BUSINESS

13. Deputy Clerk & Elections Coordinator Recognition
14. Updated Public Safety SOP
15. Preliminary Site Plan Review (GPUD24-0001) - The Crossing at Lakelands Trail
16. Treasury Department Personnel
17. Community Drive SAD - Road Maintenance Bid Results
18. Purchase Policy Update
19. PTA waiver of penalties resolution
20. Township Complex Survey
21. Grinder Pump Station Purchase Request
22. Township Board 2024-2025 Fiscal Year Meeting Dates

[23.](#) DPW Technician - On call

CALL TO THE PUBLIC

BOARD COMMENTS

ADJOURNMENT



10405 Merrill Road
P.O. Box 157
Hamburg, MI 48139
(810) 231-1000
www.hamburg.mi.us

Supervisor Pat Hohl Clerk Mike Dolan Treasurer Jason Negri Trustees Bill Hahn, Patricia Hughes, Chuck Menzies, Cindy Michniewicz

BOARD OF TRUSTEES WORK STUDY SESSION

Tuesday, May 07, 2024 at 1:30 PM
Hamburg Township Hall Board Room

MINUTES

CALL TO ORDER

Supervisor Hohl called the meeting to order at 1:30 pm.

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

PRESENT

Pat Hohl
Mike Dolan
Bill Hahn
Chuck Menzies
Cindy Michniewicz
Patricia Hughes

ABSENT

Jason Negri

CALL TO THE PUBLIC

A call was made with no response.

APPROVAL OF THE AGENDA

Motion by Dolan, Seconded by Menzies, to approve the agenda.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

CURRENT BUSINESS

1. DPW Ten Hour Workday

Tony Randazzo shared his memo with the Board relating to DPW staff switching to a 4 – 10 hour work day. General Board discussing.

No Action Taken – To be voted on at 2:30 Regular Meeting

2. Township Hall 4-day work week

Michelle DeLancey discussed with the Board two final proposals regarding possible Friday township hall building closer. General Board discussion.

No Action Taken - Michelle DeLancey to add final plan to May 21, 2024 regular meeting

CALL TO THE PUBLIC

A call was made with no response.

BOARD COMMENTS

None.

ADJOURNMENT

Motion by Menzies, Seconded by Dolan, to adjourn the meeting.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

The meeting was adjourned at 2:30 pm.

Respectfully submitted,



Mike Dolan
Township Clerk



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Supervisor Pat Hohl **Clerk** Mike Dolan **Treasurer** Jason Negri **Trustees** Bill Hahn, Patricia Hughes, Chuck Menzies, Cindy Michniewicz

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, May 21, 2024 at 7:00 PM
Hamburg Township Hall Board Room

MINUTES

CALL TO ORDER

Supervisor Hohl called the meeting to order at 7:00 pm.

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

PRESENT

Pat Hohl
Mike Dolan
Bill Hahn
Chuck Menzies
Cindy Michniewicz
Jason Negri
Patricia Hughes

CALL TO THE PUBLIC

A call was made to the public.

Residents addressed the board with concerns about short term/AirBnB rental homes in their neighborhood causing issues such as noise, traffic congestion, road maintenance, trespassing, public urination, stolen property and over-occupancy. Several of these rentals may not have proper permitting.

Waddington, 2785 Indian Trail

Jeff Bordon, 2785 Indian Trail

Devin Hoover, 2786 Hill Crest

CONSENT AGENDA

Motion by Menzies, Seconded by Hahn, to approve the Consent Agenda as presented.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes

1. 4-25-24 11:00 Board of Trustees Special Meeting Minutes - Attorney Opinion - Closed Session
2. 5-7-24 230 Board of Trustees Regular Meeting Minutes
3. 5-7-24 330 Margaret Drive Area Canal Dredging SAD 2nd Public Hearing Minutes
4. 5-7-24 345 Board of Trustees Special Meeting - Margaret Dr Area Dredging Resolution Minutes
5. Public Safety Monthly Report April 2024
6. Bills Lists 05.21.24
7. Boomers Invoice from February Election Cycle
8. Payment for Senior Center Schematic Drawings

APPROVAL OF THE AGENDA

Motion by Dolan, Seconded by Negri, to approve the agenda as presented, adding SAD update and the scheduling of the public hearing for the budget.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes

UNFINISHED BUSINESS

9. Parks & Rec - Story Walks in Hamburg - Great Start Livingston – Proposal

Story Walks in Hamburg - Great Start Livingston – Presentation

10. Employee Handbook Changes - DPW

Motion by Hohl, Seconded by Michniewicz, to approve the changes made to the employee handbook concerning the DPW department, adding that the township hours may need to be amended.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes

11. Employee Handbook Changes

Motion by Negri, Seconded by Menzies, to approve the changes proposed in the packet to the township policies and procedures, and make this effective July 1, 2024.

Voting Yea: Dolan, Menzies, Michniewicz, Negri

Voting Nay: Hohl, Hahn, Hughes

New Township Hall hours will be Monday -Thursday, 7:30am - 5:30pm beginning July 1, 2024.

12. Draft Budget FY 24/25
Motion by Hughes, Seconded by Menzies to receive and file the Draft Budget for fiscal year 2024/2025.
Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes

CURRENT BUSINESS

13. Audit Agreements FY 23/24
Motion by Negri, Seconded by Michniewicz, to direct the supervisor to sign, agree and accept the audit engagement letter as presented in the packet.
Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes
14. Buildings and Grounds Seasonal Hire
Motion by Hohl, Seconded by Hahn, to authorize Tony Randazzo to work with HR and upon completion of all pre-employment requirements, to proceed with the employment of a seasonal Buildings and Grounds worker for the rest of this calendar year.
Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes
15. Sale of Vehicle - MiBid
Motion by Dolan, Seconded by Menzies, to approve the sale of the 2007 Dodge Caravan that was donated to the Township, through the MiBid process.
Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes
16. SAD Update
Aquatic Weed SAD – Some of the canals have been treated according to EGLE regulation. Zukey, Strawberry and Gallagher lakes are not able to be treated until after June 1, per the EGLE permit.
17. Draft Budget FY 24-25
Motion by Hohl, Seconded by Dolan, to set the Budget Public Hearing for June 4, 2024 at 2:00 pm.
Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes

CALL TO THE PUBLIC

A call was made with no response.

BOARD COMMENTS

None.

May 21, 2024

Item 2.

ADJOURNMENT

Motion by Negri, Seconded by Menzies, to adjourn the meeting.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes

The meeting was adjourned at 7:17 pm.

Respectfully submitted,



Jennifer Daniels
Recording Secretary



Mike Dolan
Township Clerk

DRAFT



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Item 3.

EXCERPT FROM HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE MEETING MINUTES

To the attention of: Patrick J. Hohl, Supervisor
Hamburg Township Board of Trustees

Re: **DPW Monthly Report – March-April 2024 Statistics**

Please be apprised of this excerpt from the ☒ Unapproved ☐ Approved Minutes of the Meeting of the Hamburg Township Sewer Committee:

Date of Meeting: May 8th, 2024

Sewer Committee Members Present: Hohl, Hahn, Michniewicz

Sewer Committee Members Absent: None


Text of Motion: MOTION BY HOHL, SUPPORTED BY HAHN TO NOTE THE DPW MONTHLY REPORT AS RECEIVED AND TO BE FILED AND TO ALSO FORWARD A COPY TO THE TOWNSHIP BOARD AS AN AGENDA ITEM FOR THEIR REVIEW.

Ayes: Hohl, Hahn, Michniewicz Absent: None Nays: None

MOTION CARRIED.

State of Michigan }
County of Livingston }
Township of Hamburg }

I, BRITTANY K. CAMPBELL, Hamburg Township Utilities Coordinator and recording secretary to the Municipal Utilities Committee, do hereby certify that the foregoing is a true and correct excerpt of the Minutes of the aforementioned Regular/~~Special~~ Meeting of the Hamburg Township Municipal Utilities Committee.


Date: May 8th, 2024
BRITTANY K. CAMPBELL
HAMBURG TOWNSHIP UTILITIES COORDINATOR



10405 Merrill Road ♦ P.O. Box 157
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To: Municipal Utilities Committee
From: Tony Randazzo
Date: 05-02-2024
Re: DPW Monthly Report

1. The wastewater treatment plant was in compliance for the months of March & April.
2. EGLE reached out to us and said they would like us to perform additional testing and install four new monitoring wells as part of our PFAS grant. We then amended our application to include the expanded work scope and are now on track to receive a greater amount of money to accomplish it. We should hear the final results by the end of the month.
3. We are nearing the end of our trial period for a new odor eliminating device at the Kress Rd. pump station. So far, we believe that it has reduced the odor and completely removed the grease mat that used to be prevalent in the station.

Hamburg Township Monthly Field Report

April 2024

Ryan Ward

Grinder Calls: 39 Total / 14 OT

Plant Calls: 0 OT

Station Calls: 1 Hamburg/ 1 Portage

Pump Rebuilds: 39 Hamburg / 3 Portage / 0 Highland / 1 Northfield

Miss Digs: 185 Hamburg / 39 Portage

Startups: 2

Deactivations/Reactivations: 1

Replacements: 4

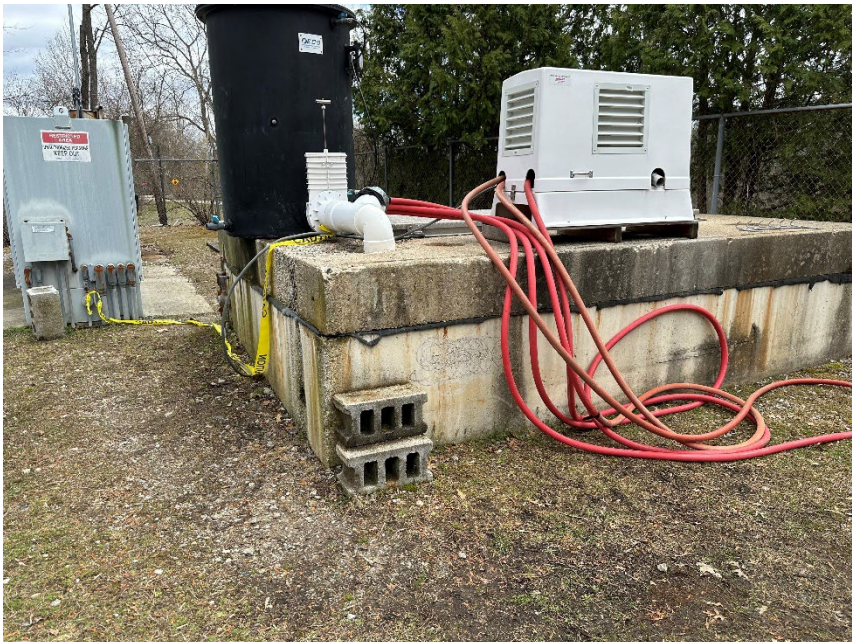
Grinder Stations in Stock: 34 simplex / 1 duplex

Grinder Locations: 0

Grinder Pump Cores in Stock: 38 + 2 for Duplex

Field Jobs for the Month: This month we have completed our normal monthly checks. The Well Wizard has been installed at Kress station and has been running since April 3rd. The mat material that builds on top of the wastewater is gone and the smell is slightly better, with this station there is Rustic station that pumps into it and at those

times I believe since it is untreated by the Well Wizard, its hitting Kress station with a lot of septic sewage which is throwing our results off. Green Oak has let us take their scrap 2000 series pumps to scavenge parts off that we feel would be beneficial to have a surplus of. We received a load of Alum on the 23rd.



Hamburg Township Monthly Field Report

March 2024

Ryan Ward

Grinder Calls: 40 Total / 22 OT

Plant Calls: 1 OT

Station Calls: 3 Hamburg/ 0 Portage

Pump Rebuilds: 37 Hamburg / 0 Portage / 4 Highland

Miss Digs: 130 Hamburg / 28 Portage

Startups: 2

Deactivations/Reactivations: 0

Replacements: 8

Grinder Stations in Stock: 41 simplex / 1 duplex

Grinder Locations: 1

Grinder Pump Cores in Stock: 39 + 2 for Duplex

Field Jobs for the Month: This month we have completed our normal monthly checks along with the water meter readings and grease trap inspections. Our new utility truck was delivered this month and stocked with its own tools to tackle most jobs. C&E Construction has been making good progress on the 200-replacement project. We

received a demo for the “Well Wizard” that is used to eliminate FOG and odor for sanitary sewer lift stations. This will be online the first week of April for a month trial period.





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EXCERPT FROM HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE MEETING MINUTES

To the attention of: Patrick J. Hohl, Supervisor
 Hamburg Township Board of Trustees

Re: **Approved Municipal Utilities Committee Minutes**

Please be apprised of this excerpt from the ☒Unapproved ☐Approved Minutes of the Meeting of the Hamburg Township Sewer Committee:

Date of Meeting: May 8th, 2024

Sewer Committee Members Present: Hohl, Michniewicz

Sewer Committee Members Absent: Hahn

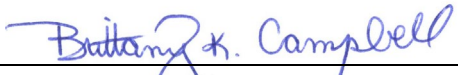
Text of Motion: MOTION BY MICHNIEWICZ, SUPPORTED BY HAHN TO APPROVE THE MINUTES OF THE MARCH 13th, 2024 MUNICIPAL UTILITIES COMMITTEE MEETING AS PRESENTED.

Ayes: Hohl, Hahn, Michniewicz Absent: None Nays: None

MOTION CARRIED.

State of Michigan }
 County of Livingston }
 Township of Hamburg }

I, BRITTANY K. CAMPBELL, Hamburg Township Utilities Coordinator and recording secretary to the Municipal Utilities Committee, do hereby certify that the foregoing is a true and correct excerpt of the Minutes of the aforementioned Regular/~~Special~~ Meeting of the Hamburg Township Municipal Utilities Committee.

 Date: May 8th, 2024
 BRITTANY K. CAMPBELL
 HAMBURG TOWNSHIP UTILITIES COORDINATOR

**HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE
WEDNESDAY, MARCH 13th, 2024 – 2:30 P.M.
10405 MERRILL ROAD, HAMBURG, MI 48139**

1. CALL TO ORDER

The meeting was called to order by Hohl at 2:35 p.m.

Roll Call of the Committee:

Present: Hohl, Michniewicz

Absent: Hahn, Campbell

Also Present: Tony Randazzo and Ryan Ward

2. CALL TO THE PUBLIC

Hohl opened the call to the public and seeing no response, closed the call to the public.

3. CORRESPONDENCE

There was no correspondence to be addressed at this meeting.

4. APPROVAL OF THE AGENDA

MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO APPROVE THE AGENDA AS PRESENTED.

Ayes: Hohl, Michniewicz

Absent: Hahn

Nays: None

Motion passed.

Unfinished Business:

A. PFAS/PFOS Discussion

B. Manhole Inspection Program

C. 200 Series Grinder Pump Replacements

Current Business:

A. DPW Monthly Report – February 2024 Statistics

B. Engineering Fee Refund Request – East Lane & Cornwell Acres Sub. SAD

C. RDH Properties Sewer Extension & Connection Agreement – Phase 1

D. Purdy Direct Sewer Connection Agreement – 9155 Riverside Dr.

5. APPROVAL OF THE MINUTES

MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO APPROVE THE MINUTES OF THE FEBRUARY 14th, 2024 MUNICIPAL UTILITIES COMMITTEE MEETING AS PRESENTED.

Ayes: Hohl, Michniewicz

Absent: Hahn

Nays: None

Motion passed.

6. UNFINISHED BUSINESS

A. PFAS/PFOS Discussion.

MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO TABLE ALL UNFINISHED BUSINESS UNTIL NEW INFORMATION IS AVAILABLE.

Ayes: Hohl, Michniewicz

Absent: Hahn

Nays: None

Motion passed.

B. Manhole Inspection Program.

MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO TABLE ALL UNFINISHED BUSINESS UNTIL NEW INFORMATION IS AVAILABLE.

Ayes: Hohl, Michniewicz

Absent: Hahn

Nays: None

Motion passed.

C. 200 Series Grinder Pump Replacements.

MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO TABLE ALL UNFINISHED BUSINESS UNTIL NEW INFORMATION IS AVAILABLE.

Ayes: Hohl, Michniewicz

Absent: Hahn

Nays: None

Motion passed.

7. CURRENT BUSINESS

A. DPW Monthly Report – February 2024 Statistics. Randazzo noted that the wastewater treatment plant was compliant for the month of February. The Township grant application requesting \$50,000.00 from EGLE for PFAS testing has been submitted and grant monies will be awarded in June. Randazzo stated there were applications for more than will be awarded but feels Hamburg should get the requested amount as there were no extras added to our request. Lastly Randazzo stated that he and Ward met with the Township Engineer to discuss preliminary designs for an expansion of the waste water treatment plant (WWTP). There are about 500 – 600 REUs worth of space remaining at the WWTP and with the potential addition of the apartments and townhomes planned in the village that we will need to consider an expansion in the few years. Randazzo noted that they wish to have a rough idea of the costs involved and to not have to start from square one when the time comes for the plant expansion.

Ward reported that the DPW staff is working on the manhole inspections. Ward also stated that the Township Contractor has been completing a number of grinder pump replacements. Tony explained that 45 of the old 200 series grinder pump stations have been replaced this fiscal year, mostly arounds Winans Lake. There are about 87 more to be replaced.

Tony noted that the Township will likely need to order a truckload of grinder pump stations soon as we are down to 54 simplex units and 1 duplex unit in our current inventory. Hohl suggested finding out if there is a pricing increase coming from the manufacturer anytime soon in case the Township should order the new grinder pump stations now. Ward stated that he would ask about the pricing increase.

MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO NOTE THE DPW MONTHLY REPORT AS RECEIVED AND TO BE FILED AND TO ALSO FORWARD A COPY TO THE TOWNSHIP BOARD AS AN AGENDA ITEM FOR THEIR REVIEW.

Ayes: Hohl, Michniewicz

Absent: Hahn

Nays: None

Motion passed.

B. Engineering Fee Refund Request – East Lane & Cornwell Acres Sub. SAD. The Committee was provided with documentation showing that the private road SAD engineering review escrow fee of \$1,200.00 was paid on November 20, 2023 by Scott Stalker. Petitions for the proposed road improvements were provided to the residents who planned to collect signatures to establish a road improvement special assessment district. The Township received notice on December 12, 2023 that the residents would no longer be pursuing the SAD. Prior to the notification, the Township Engineer had completed the review of the road improvement bid proposal and had forward his written comments to the Township on December 4, 2023. An invoice was received by the Township totaling \$171.00 for the engineering review service leaving a balance of the escrowed funds in the amount of \$1,029.00 that should be refunded to Scott Stalker who submitted the original escrow fee check.

MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO REQUEST THE ACCOUNTING DEPARTMENT TO REFUND THE BALANCE OF THE ENGINEERING REVIEW FEE ESCROW FOR THE EAST LANE & CORNWELL ACRES SUBDIVISION IN THE AMOUNT OF \$1,029.00 TO SCOTT STALKER AS NOTED IN THE MEMO PROVIDED BY THE UTILITIES COORDINATOR.

Ayes: Hohl, Michniewicz

Absent: Hahn

Nays: None

Motion passed.

C. RDH Properties Sewer Extension & Connection Agreement – Phase 1.

MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO APPROVE THE RDH PROPERTIES SEWER EXTENSION & CONNECTION AGREEMENT FOR PHASE 1, THE HAMBURG FUEL STATION, AS PRESENTED, AS ALL OF THE ESTIMATED ENGINEERING AND SEWER TAP FEES WERE PAID UP-FRONT IN CASH.

Ayes: Hohl, Hahn, Michniewicz

Absent: None

Nays: None

Motion passed.

D. Purdy Direct Sewer Connection Agreement – 9155 Riverside Dr.

MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO APPROVE THE PURDY AGREEMENT FOR SEWER CONNECTION AS PRESENTED, AS ALL OF THE ESTIMATED SEWER FEES WERE PAID UP-FRONT IN CASH.

Ayes: Hohl, Hahn, Michniewicz Absent: None Nays: None
Motion passed.

8. **CALL TO THE PUBLIC**

Seeing no requests to address the Sewer Committee, Hohl closed the call to the public.

9. **INFORMATIONAL/EDUCATIONAL MATERIAL**

There was no information and/or educational material available for this meeting.

10. **ADJOURNMENT**

MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO ADJOURN THE MEETING.

Ayes: Hohl, Michniewicz Absent: Hahn Nays: None
Motion passed.

The meeting was adjourned at 2:45 p.m.

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

Respectfully submitted,



Brittany K. Campbell
Hamburg Township Utilities Coordinator



Hamburg Township Parks & Recreation

Hamburg Township Offices
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www.hamburg.mi.us

Item 5.

Hamburg Township
Parks & Recreation Committee
Regular Meeting
Hamburg Township Hall
Tuesday, April 30, 2024
3:00 p.m.

1. Call to Order

Dolan called the meeting to order at 3:05 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Michniewicz, Dolan, Muck, Auxier, McCabe

Board Members Absent: None

Also present: Deby Henneman, Township Coordinator and Duane Hoeppner, Building & Grounds Superintendent

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

Motion by Auxier, supported by Michniewicz, to approve the agenda as presented.

VOICE VOTE: Ayes: 5

MOTION CARRIED

6. Approval of the Minutes

Motion by Michniewicz, supported by Dolan, to approve the minutes from the March 26, 2024 Regular Meeting, with minor change to the motion to adjourn to replace McCabe with Dolan.

VOICE VOTE: Ayes: 5

MOTION CARRIED

7. Correspondence

Hamburg Historical Museum newsletter and Resident email were received and filed.

Hamburg Flyer's RC Club – Field Regulations Update – Gene Doncea, President addressed the Committee. He stated that the Regulations through the Federal Aviation Administration (FAA) were updated and, in turn, caused Hamburg Flyers RC Club to update theirs. The updated language was adopted by their club and filed with the FAA, a copy of which has been provided in the packet for reference.

Motion by Dolan, supported by Auxier, to recommend approval of the updated regulations as required to remain compliant with the FAA.

VOICE VOTE: Ayes: 5

MOTION CARRIED

8. Current Business

A. Story Walk Trail Project – United Way & Great Start Livingston – Discussion

Committee discussed project proposed for unstallation of up to Two(2) Story Walk Trails to be installed in Hamburg Township. Proposed sites discussed were: Lakelands Trail: Near Country Elementary & Village Trailhead. Concerns were raised with signage along the Lakelands Trail as the trail system is heavily used and young children stopping and reading could be hazardous. The Village Trailhead location is better, but it was recommended that a looping trail stem from the main trail in order for those reading to be out of the flow of traffic.

Holly Hentz, Hamburg Library, expressed support for a project like this, and would like to see Manly Bennett be considered as a location for a reading trail. She said the trails she has been to have been nicely done.

Motion by Muck, supported by Auxier, to support the concept/vision of a Story Walk at the Village Trailhead, and to request that the Park Coordinator speak to the donor to gauge the feasibility of installing the 2nd reading trail in Manly Bennett Park – West, to be incorporated in the “Park within a Park” project and to confirm the Memorandum of Understanding language prior to presenting final proposal to the board.
VOICE VOTE: Ayes: 5 **MOTION CARRIED**

9. Old Business

A. Parks & Recreation Master Plan/Pending Grants/Supervisor Report

1. Iron Belle Trail/Lakelands Trail – Supervisor Update

- Huron River free-span Bridge Project – No update.
- Ralph C. Wilson Jr. – Trail Maintenance Grant – Zukey Lake Footbridge – No update.

2. Park Master Design Plan Concept – No update.

3. Bennett Park & Senior Center

- TF22-0107 Bennett Park & Water Trail Access Improvements – Spicer is finalizing the design. Henneman and Hoepfner attended the Freedom River Board meeting, and discussed the need for volunteers to assist with clean-up at the Kayak Launch site. They are in favor of collaborating with our organization.
- HERO Grant – Intergenerational Play Area Concept – Spoke to group about having smaller areas in multiple locations in lieu of one area. They are in favor of considering pieces in areas such as Manly Bennett West, Near Pickleball, Manly Bennett East, and the Village Trailhead.

B. Township Park Use Policy/Fee/Procedures

1. Park Use Policy updates – No updates

2. Park Use Fees – Updates were provided in the packet as a reference. They have been sent to the Township Board for a first reading. Major change includes the ability to negotiate a seasonal contract with our partnering groups.

C. Administrative Services

1. Township Coordinator’s Report – April 2024 – Report received and filed

2. Senior Center Report – April 2024 – Report received and filed

3. Scholarship Request – None

4. Park Use Requests

A. PYA – Football Season 2024

Motion by Muck, supported by Auxier, to recommend approval of the Park Use Request for PYA as presented, with the contingency that the Clerk Department be provided all requested documents to their satisfaction.

VOICE VOTE: Ayes: 5

MOTION CARRIED

D. **Special Projects**

1. Baseball Dugout Renovation Project – Duane will be getting pricing on the dugout repairs, and will be doing the upgrades to the interior floor of the dugouts with his crew. The roofs on all dugouts will be replaced through the Township-wide claim.

PHBSA is currently making upgrades to the T'Ball fields.

2. Bennett Park & Water Trail Access Improvements – Duane announced improvements to the West Park parking lot are coming.
3. Scheduling Software RFP – Shortlist on hold.

E. **Sponsorships/Volunteerism**

1. Amenities and Beautification Committee – No report

F. **Signage and Community Awareness**

1. Wayfinding & Safety Signage – No update

G. **Risk Management (Insurance/ADA)**

1. ADA Compliance in Parklands – Transition plan was distributed to staff/Township Board.

10. Call to the Public

A call was made with no response.

11. Committee Comments

No comments were made.

12. Adjourn Meeting

Motion by Muck, supported by Michniewicz, to adjourn the meeting.

VOICE VOTE: Ayes: 5

MOTION CARRIED

Meeting adjourned at 4:08 p.m.

Respectfully submitted,

Deby Henneman, ADAC
Township Coordinator
Parks, ADA, Grants, Ordinances



Hamburg Township Parks & Recreation

Hamburg Township Offices
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139
(810)231-1000
www.hamburg.mi.us

To: Township Board of Trustees & Parks Committee

From: Deby Henneman, Township Coordinator, Parks, ADA, Grants, Ordinances

Re: Township Coordinator's Report – May 2024

Parks:

Bennett Park & Water Trail Access Improvements grant TF22-0107: Preliminary Concept has been received and will be presented to the Township Board for approval at their June 4, 2024 meeting.

The Community Clean-Up event report is pending notification of credit from Padnos, after which the report will be provided to the Committee and Township Board.

Community Service Sergeant, Megan Paul, has provided post-event briefs for the spring tournaments which took place in Manly Bennett Park. We have met to discuss concerns as well as possible resolutions for crowd control. It has been recommended that the PowerAde event be increased to a High Hazard level.

A new volleyball net has been installed, and Duane will be added sand when time allows. He and his staff have mulched the nature paths at Winkelhaus Park and 2 new picnic tables have been installed.

The story walks have been proposed, approved, and are planned for the Village Trailhead in the Village of Hamburg, and in the West Park Improvements slated for early 2025 in the "Park within a Park." concept plan.

The Township had a great time hosting the 2nd Grade classes and learning more about what they would like to see in the park. Some ideas were: Movies in the Park, Camping, Splash Pad, and a Rock Wall. The coloring book the staff put together for them can be found here: https://www.hamburg.mi.us/resident/welcome_new_residents/index.php. Just look under the Parks & Recreation – Arts & Culture Section!

ADA

Work has started on the inspections, which will include the 2024 Election Cycle requirements.

Grants:

- The 2022 Trust Fund Grant #TF22-0107 must be completed by August 31, 2025.
- The 2023 Ralph C. Wilson, Jr. – Trail Maintenance Grant #IG-202324346 is still pending.

- MMRMA Cap Grant for the CPSI Certification for Duane Hoeppner has been awarded.

Ordinances

I will be taking the final version of the Administrative Fee Schedule, which includes updates to park and public safety fees, to the Board at the first meeting in July. Any suggested changes or increases should be discussed at our May meeting.

Ordinances can be found at:

[https://library.municode.com/mi/hamburg_township_\(livingston_co.\)/codes/code_of_ordinances](https://library.municode.com/mi/hamburg_township_(livingston_co.)/codes/code_of_ordinances)

Other projects:

- Update Counter “Cheat Sheets” for all Township Coordinator functions
- Organize and Scan all archive files into Docuware System based on Record retention
- Social Media Policy updates have been presented and are awaiting approval
- Ordinance Procedure has been presented and are awaiting input
- Property title clarification and re-zoning of parkland property is pending (with Zoning)
- Pickleball Signage to be Ordered – Rules and Regulations
- Flyer’s Field Signage to be Ordered – Rules and Regulations
- Flyer’s Field Safety Signage will need new Kiosk
- Flyer’s Field Safety Fencing is needed
- Donation capability/QR codes is pending with Treasury/Accounting
- Scheduling Software shortlist is being developed, and further demos will be scheduled
- Tear-down and possible replacement of Shed in West Park (for field supplies)
- Goal/Net Inventory project
- I will be working on brochure updates and a “Welcome” page for new residents

May 6, 2024

To: Senior Advisory Board
From: Julie Eddings
Re: Senior Center Director's Report

April Statistics:

- Monthly Attendance: 2624
- Daily Average: 119
- Number of New Members: 46

Upcoming Closures:

- Monday, May 27 for Memorial Day

Building Report:

- Water heater in women's bathroom
- New ADA coat rack/shelf installed

New Programming:

- Summer Patio BBQ Kickoff on May 31
- Pampered Chef Cooking Demonstration on June 7
- Final Expenses Presentation on June 12
- Senior Spelling Bee at Hartland on June 13
- BBQ Elder Abuse Luncheon on June 14
- Walker and Assisted Devices Fittings with Plymouth Physical Therapy Specialists on June 18
- AARP Smart Tek Class on June 19
- Recycled Rockettes Dancing Divas at Hartland Senior Center on June 20
- Hudson Mills Metropark trip for Bird Identification on June 21
- Cooper & Riesterer Myths of Medicaid Lunch and Learn on June 26
- BBQ Luncheon on June 28



MICHIGAN MUNICIPAL LEAGUE WORKERS' COMPENSATION FUND

1675 Green Road, Ann Arbor, MI 48105

INVOICE

GL CODE Multiple
APPROVED MLB PSH

Hamburg Township
Accounts Payable
P.O. Box 157
Hamburg, MI 48139

MAY 29 2024

ENTERED 5.29.24 mm
DUE DATE _____

Invoice #: 2347207
Policy #: 5550240-24
Installment #: _____
Invoice Date: 05/21/2024
Due Date: 06/15/2024

POLICY#	DESCRIPTION	AMOUNT
5550240-24	Policy Premium 7/1/2024 to 7/1/2025	\$71,424.00
AMOUNT DUE:		\$71,424.00

MAKE CHECK PAYABLE TO: MML Workers' Compensation Fund

PAYMENT MAILING ADDRESS

MML Workers' Compensation Fund
PO BOX 712087
CINCINNATI, OH 45271-2087

OR:

ACH PAYMENT OPTION

Bank: Key Bank, N.A.
Routing #: 041001039
Account #: 6000694481

For questions about remittance details, call Insurance Accounting at (734) 669-6373.
For policy or invoice questions, call Underwriting at (248) 204-8530.

FOR PROPER CREDIT, PLEASE DETACH THIS STUB AND RETURN WITH YOUR PAYMENT



MICHIGAN MUNICIPAL LEAGUE WORKERS' COMPENSATION FUND

Member Name:
Hamburg Township

Mail to:

MML Workers' Compensation Fund
PO BOX 712087
CINCINNATI, OH 45271-2087

Invoice #: 2347207
Policy #: 5550240-24
Installment #: _____
Invoice Date: 05/21/2024
Payment Due : 06/15/2024
Amount Due: \$71,424.00

Payment Enclosed: _____

Michigan Municipal League Workers' Compensation Fund

Item 8.

05/21/2024

Declaration Page

5550240-24

Hamburg Township
 Attn: Michelle DeLancey
 10405 Merrill Road
 P.O. Box 157
 Hamburg, MI 48139

Coverage Period 7/1/2024 to 6/30/2025

RENEWAL

Class Code	Class Description	Estimated Annual Payroll	Rate per \$100 of Payroll	Estimated Annual Premium
7580-00	Sewer Operations	512,528	1.28	6,560
7610-00	Radio/TV	1,361	0.45	6
7704-01	Firefighters	332,880	4.45	14,813
7704-02	Volunteer/On-Call Firefighters	565,705	6.14	34,734
7720-01	Police Officers	1,777,422	2.45	43,547
7720-02	Volunteer Police Officers	2,263	2.24	51
8810-01	Clerical-Office	905,126	0.35	3,168
8810-02	Elected Officials	142,557	0.19	271
8810-03	Libraries & Museums: Prof/Clerical	477,093	0.26	1,240
9015-00	Building Operations	184,419	3.84	7,082
9063-00	YMCA	79,200	1.07	847
9102-00	Parks & Recreation	51,114	2.80	1,431
9220-00	Cemetery Operations	28,286	2.81	795
9410-00	Municipal Employee	395,993	0.56	2,218
	Totals:	\$5,455,947		\$116,763

Coverage Amount

Employers Liability: \$2,000,000
 Workers' Compensation: STATUTORY

Annual Premium Due By June 15th: \$71,424

Total Standard Premium	\$116,763
Experience Modifier: 1.06	\$7,006
Modified Premium	= \$123,769
Size of Premium Credit	(\$7,408)
Expense Constant	\$150
Total Estimated Premium	= \$116,511
(Dividend Credit)	(\$45,087)
NET ESTIMATED ANNUAL PREMIUM	= \$71,424

Workers Compensation Estimated Premium Distribution

Fiscal Year 2024-25

Fund	Class Code	Class	Estimated Payroll¹	Rate	Estimated Premium	Experience Modifier	Modified Premium	Share	Annual Bill	Fund Total
General	5509-00	Street Operations			\$ -	1.06	\$ -	0.00%	\$ -	
	7610-00	Radio-TV	1,361	0.45%	6	1.06	6.36	0.01%	3.67	
	8810-01	Clerical - Office	767,885	0.35%	2,687	1.06	2,848.22	2.30%	1,643.63	
	8810-02	Elected Officials	142,557	0.19%	271	1.06	287.26	0.23%	165.77	
	9015-00	Building Operations	184,419	3.84%	7,082	1.06	7,506.92	6.07%	4,332.03	
	9063-00	YMCA	79,200	1.07%	847	1.06	897.82	0.73%	518.11	
	9220-00	Cemetery Operations	28,286	2.81%	795	1.06	842.70	0.68%	486.30	
	9410-00	Municipal Employees	395,993	0.56%	2,218	1.06	2,351.08	1.90%	1,356.74	
	8810-03	Library - Clerical/Prof	477,093	0.26%	1,240	1.06	1,314.40	1.06%	758.50	\$ 9,264.74
	9102-00	Parks & Recreation	51,114	2.80%	1,431	1.06	1,516.86	1.23%	875.34	\$ 875.34
Fire	7704-01	Firefighters	332,880	4.45%	14,813	1.06	15,701.78	12.69%	9,061.04	
	7704-02	Volunteer Firefighters	565,705	6.14%	34,734	1.06	36,818.04	29.75%	21,246.63	
	8810-01	Clerical - Office	64,582	0.35%	226	1.06	239.56	0.19%	138.24	30,445.91
Police	7720-01	Police	1,777,422	2.45%	43,547	1.06	46,159.82	37.29%	26,637.50	
	7720-02	Volunteer Police	2,263	2.24%	51	1.06	54.06	0.04%	31.20	
	8810-01	Clerical - Office	72,659	0.35%	255	1.06	270.30	0.22%	155.98	26,824.68
Enterprise	7580-00	Sewer Operations	512,528	1.28%	6,561	1.06	6,954.66	5.62%	4,013.33	4,013.33
			\$ 5,455,947	\$	116,764		\$ 123,770	100.00%	\$ 71,424.00	\$ 71,424.00
		Estimated Premium	\$ 71,424 *						G/L Distribution	
*		Fill this # in from the invoice								
									101-275,000-727,000	\$9,264.74
									206-000,000-727,000	30,445.91
									207-000,000-727,000	26,824.68
									208-751,000-727,000	875.34
									590-527,000-727,000	4,013.33
										\$71,424.00

* Fill this # in from the invoice

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
ADVANCED02 77266	ADVANCED WATER TREATMENT, INC. PO BOX 339 HAMBURG MI, 48139	05/21/2024 06/04/2024 / / 06/04/2024	24499153 0.0000	GEN N N N	B&G RENTAL	 7.00 0.00 7.00

Open

GL NUMBER
101-275.000-752.000

DESCRIPTION
SUPPLIES & SMALL EQUIPMENT

AMOUNT
7.00

ADVANCED02 77264	ADVANCED WATER TREATMENT, INC. PO BOX 339 HAMBURG MI, 48139	05/21/2024 06/04/2024 / / 06/04/2024	24499683 0.0000	GEN N N N	TWP RENTAL	 7.00 0.00 7.00
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Open

GL NUMBER
101-275.000-752.000

DESCRIPTION
SUPPLIES & SMALL EQUIPMENT

AMOUNT
7.00

ADVANCED02 77265	ADVANCED WATER TREATMENT, INC. PO BOX 339 HAMBURG MI, 48139	05/21/2024 06/04/2024 / / 06/04/2024	24500041 0.0000	GEN N N N	DPW RENTAL	 7.00 0.00 7.00
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Open

GL NUMBER
590-527.000-752.000

DESCRIPTION
SUPPLIES & SMALL EQUIPMENT

AMOUNT
7.00

ADVANCED02 77362	ADVANCED WATER TREATMENT, INC. PO BOX 339 HAMBURG MI, 48139	05/29/2024 06/04/2024 / / 06/04/2024	24628702 0.0000	GEN N N N	B&G BOTTLED WATER (3)	 17.97 0.00 17.97
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Open

GL NUMBER
101-275.000-752.000

DESCRIPTION
SUPPLIES & SMALL EQUIPMENT

AMOUNT
17.97

ADVANCED02 77361	ADVANCED WATER TREATMENT, INC. PO BOX 339 HAMBURG MI, 48139	05/29/2024 06/04/2024 / / 06/04/2024	24631155 0.0000	GEN N N N	FD#12 BOTTLED WATER (7)	 41.93 0.00 41.93
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Open

GL NUMBER
206-000.000-752.000

DESCRIPTION
SUPPLIES & SMALL EQUIPMENT

AMOUNT
41.93

05/30/2024 11:48 AM		INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES				Page: 2/31		Item 8.
User: MarcyM		INVOICE DUE DATES 06/04/2024 - 06/04/2024						
DB: Hamburg		UNJOURNALIZED OPEN						
		BANK CODE: GEN - CHECK TYPE: PAPER CHECK						
Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description			
Ref #	Address	CK Run Date	PO	Hold		Gross Amount		
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Discount		
		Due Date		1099		Net Amount		
ADVANCED02	ADVANCED WATER TREATMENT, INC.	05/30/2024	24632267	GEN	WWTP BOTTLED WATER (4)			
77376	PO BOX 339	06/04/2024		N		23.96		
	HAMBURG MI, 48139	/ /	0.0000	N		0.00		
		06/04/2024		N		23.96		
Open								
GL NUMBER		DESCRIPTION			AMOUNT			
590-527.000-752.000		SUPPLIES & SMALL EQUIPMENT			23.96			
ADVANCED02	ADVANCED WATER TREATMENT, INC.	05/30/2024	24705465	GEN	TWP BOTTLED WATER (8)			
77377	PO BOX 339	06/04/2024		N		47.92		
	HAMBURG MI, 48139	/ /	0.0000	N		0.00		
		06/04/2024		N		47.92		
Open								
GL NUMBER		DESCRIPTION			AMOUNT			
101-275.000-752.000		SUPPLIES & SMALL EQUIPMENT			47.92			
VENDOR TOTAL:						152.78		
AFLACAME01	AFLAC - AMERICAN FAMILY LIFE	05/28/2024	155160	GEN	MAY 2024			
77304	WORLDWIDE HEADQUARTERS	06/04/2024		N		368.40		
	1932 WYNNTON ROAD	/ /	0.0000	N		0.00		
	COLUMBUS GA, 31999-0001	06/04/2024		N		368.40		
Open								
GL NUMBER		DESCRIPTION			AMOUNT			
101-000.000-231.410		DUE TO AFLAC (BIWEEKLY)			368.40			
VENDOR TOTAL:						368.40		
ALLSTRALR1	ALLSTAR ALARM, LLC	05/21/2024	395740	GEN	ULTRA TECH IM -1272F1			
77267	8345 MAIN ST	06/04/2024		N		45.72		
	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00		
		06/04/2024		Y		45.72		
Open								
GL NUMBER		DESCRIPTION			AMOUNT			
101-265.000-930.000		MAINTENANCE TWP HALL			45.72			
VENDOR TOTAL:						431		

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
AMERICAN09 77307	AMERICAN UNITED LIFE INSURANCE AMERICAN UNITED LIFE INSURANCE 5870 RELIABLE PARKWAY CHICAGO IL, 60686-0058	05/28/2024 06/04/2024 / / 06/04/2024	5172024 0.0000	GEN N N N	G 00617291-0001-000 06/01-06/30/24	 2,253.00 0.00 2,253.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-073.002	DISABILITY - LIBRARY	139.32
101-171.000-725.100	LONG/SHORT TERM DISABILITY	45.75
101-201.000-725.100	LONG/SHORT TERM DISABILITY	63.96
101-215.000-725.100	LONG/SHORT TERM DISABILITY	83.98
101-228.000-725.100	LONG/SHORT TERM DISABILITY	54.75
101-253.000-725.100	LONG/SHORT TERM DISABILITY	34.77
101-262.000-725.100	LONG/SHORT TERM DISABILITY	62.60
101-265.000-725.100	LONG/SHORT TERM DISABILITY	85.24
101-702.000-725.100	LONG/SHORT TERM DISABILITY	68.91
206-000.000-725.100	LONG/SHORT TERM DISABILITY	336.30
207-000.000-725.100	LONG/SHORT TERM DISABILITY	647.15
208-751.000-725.100	LONG/SHORT TERM DISABILITY	22.24
208-820.000-725.100	LONG/SHORT TERM DISABILITY	28.24
590-527.000-725.100	LONG/SHORT TERM DISABILITY	248.54
101-000.000-073.004	LIFE INSURANCE - LIBRARY	25.00
101-171.000-725.200	LIFE INSURANCE	7.03
101-201.000-725.200	LIFE INSURANCE	12.50
101-215.000-725.200	LIFE INSURANCE	14.37
101-228.000-725.200	LIFE INSURANCE	8.75
101-253.000-725.200	LIFE INSURANCE	6.25
101-262.000-725.200	LIFE INSURANCE	12.50
101-265.000-725.200	LIFE INSURANCE	18.60
101-702.000-725.200	LIFE INSURANCE	12.50
206-000.000-725.200	LIFE INSURANCE	55.00
207-000.000-725.200	LIFE INSURANCE	102.81
208-751.000-725.200	LIFE INSURANCE	4.38
208-820.000-725.200	LIFE INSURANCE	6.25
590-527.000-725.200	LIFE INSURANCE	45.31
		2,253.00

VENDOR TOTAL:

2,253.00

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
AMERICANVO 77308	AMERICAN UNITED LIFE INSURANCE COMP 5870 RELIABLE PARKWAY CHICAGO IL, 60686-0058	05/28/2024 06/04/2024 / / 06/04/2024	5172024 0.0000	GEN N N N	G 00617291-0002-00006/01-06/30/24	 662.26 0.00 662.26

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-231.420	VOL. LIFE INSURANCE	662.26

VENDOR TOTAL:

662.26

AMERICAN02 77305	APPLIED INNOVATION 7718 SOLUTION CENTER CHICAGO IL, 60677-7007	05/28/2024 06/04/2024 / / 06/04/2024	2517670 0.0000	GEN N N N	LAG461BASE RATE 05/12-06/11/24	 551.22 0.00 551.22
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	551.22

AMERICAN02 77363	APPLIED INNOVATION 7718 SOLUTION CENTER CHICAGO IL, 60677-7007	05/29/2024 06/04/2024 / / 06/04/2024	2519736 0.0000	GEN N N N	SEN CTR 05/21-06/20/24	 163.32 0.00 163.32
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Open

GL NUMBER	DESCRIPTION	AMOUNT
208-820.000-752.000	SUPPLIES & SMALL EQUIPMENT	163.32

VENDOR TOTAL:

714.54

AQUAWEEDCT 77306	AQUA-WEED CONTROL INC. 414 HADLEY ST HOLLY MI, 48442	05/28/2024 06/04/2024 / / 06/04/2024	21036 0.0000	GEN N N N	05/06/24 13.25 TREATED CHELATED COPP	 3,428.75 0.00 3,428.75
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Open

GL NUMBER	DESCRIPTION	AMOUNT
252-000.000-803.000	AQUATIC WEED CONTROL	3,428.75

VENDOR TOTAL:

3,428.75

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
MYERSEXC01 77317	BOB MYERS EXCAVATING INC 8111 HAMMEL ROAD BRIGHTON MI, 48116	05/28/2024 06/04/2024 / / 06/04/2024	2022/861 0.0000	GEN N N N	CAMPBELL DR 05/21/24 GRADE	 300.00 0.00 300.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
281-000.000-802.000	ROAD IMPROVEMENT	300.00

MYERSEXC01 77318	BOB MYERS EXCAVATING INC 8111 HAMMEL ROAD BRIGHTON MI, 48116	05/28/2024 06/04/2024 / / 06/04/2024	2022-862 0.0000	GEN N N N	RIVERSIDE/CENTURY/LAGOON/RADIAL DR 0	 2,690.00 0.00 2,690.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
279-000.000-802.000	ROAD IMPROVEMENT	2,690.00

MYERSEXC01 77320	BOB MYERS EXCAVATING INC 8111 HAMMEL ROAD BRIGHTON MI, 48116	05/28/2024 06/04/2024 / / 06/04/2024	2022-863 0.0000	GEN N N N	SCOTT DR GRADE 05/21/24	 350.00 0.00 350.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
273-000.000-802.000	ROAD IMPROVEMENT	350.00

MYERSEXC01 77319	BOB MYERS EXCAVATING INC 8111 HAMMEL ROAD BRIGHTON MI, 48116	05/28/2024 06/04/2024 / / 06/04/2024	2022-864 0.0000	GEN N N N	RUSTIC RD/LAKE POINTE DR GRADE 05/21	 2,350.00 0.00 2,350.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
272-000.000-802.000	ROAD IMPROVEMENT	2,350.00

MYERSEXC01 77357	BOB MYERS EXCAVATING INC 8111 HAMMEL ROAD BRIGHTON MI, 48116	05/29/2024 06/04/2024 / / 06/04/2024	2022-865 0.0000	GEN N N N	WINANS DR GRADE 05/20/24-30 YD 21AA/	 2,170.00 0.00 2,170.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
284-000.000-802.000	ROAD IMPROVEMENT	2,170.00

05/30/2024 11:48 AM		INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES				Page: 7/31		Item 8.
User: MarcyM		INVOICE DUE DATES 06/04/2024 - 06/04/2024						
DB: Hamburg		UNJOURNALIZED OPEN						
		BANK CODE: GEN - CHECK TYPE: PAPER CHECK						
Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description			
Ref #	Address	CK Run Date	PO	Hold		Gross Amount		
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Discount		
		Due Date		1099		Net Amount		
MYERSEXC01	BOB MYERS EXCAVATING INC	05/29/2024	2022-866	GEN	COMMUNITY DR GRADE 05/20/24-40 YD 22			
77358	8111 HAMMEL ROAD	06/04/2024		N		1,715.00		
	BRIGHTON MI, 48116	/ /	0.0000	N		0.00		
		06/04/2024		N		1,715.00		
Open								
GL NUMBER		DESCRIPTION		AMOUNT				
276-000.000-802.000		ROAD IMPROVEMENT		1,715.00				
MYERSEXC01	BOB MYERS EXCAVATING INC	05/29/2024	2022-867	GEN	KINGSTON DR GRADE 05/23/24/50YD 21 A			
77355	8111 HAMMEL ROAD	06/04/2024		N		2,650.00		
	BRIGHTON MI, 48116	/ /	0.0000	N		0.00		
		06/04/2024		N		2,650.00		
Open								
GL NUMBER		DESCRIPTION		AMOUNT				
283-000.000-802.000		ROAD IMPROVEMENT		2,650.00				
MYERSEXC01	BOB MYERS EXCAVATING INC	05/29/2024	2022-868	GEN	ISLAND SHORE./SCHLENKER RD GRADE 05/			
77356	8111 HAMMEL ROAD	06/04/2024		N		700.00		
	BRIGHTON MI, 48116	/ /	0.0000	N		0.00		
		06/04/2024		N		700.00		
Open								
GL NUMBER		DESCRIPTION		AMOUNT				
280-000.000-802.000		ROAD IMPROVEMENT		700.00				
VENDOR TOTAL:						12,925.00		

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
BRIGHTON04 77324	BRIGHTON ANALYTICAL, LLC 2105 PLESS DRIVE BRIGHTON MI, 48114	05/28/2024 06/04/2024 / / 06/04/2024	0524-136149 0.0000	GEN N N Y	PETTYSVILLE LAKELAND TRAIL PUMP DRIN	 65.00 0.00 65.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
208-800.000-938.000	LAKELAND TRAIL MAINTENANCE	65.00

BRIGHTON04 77323	BRIGHTON ANALYTICAL, LLC 2105 PLESS DRIVE BRIGHTON MI, 48114	05/28/2024 06/04/2024 / / 06/04/2024	0524-136150 0.0000	GEN N N Y	SEN CTR DRINKING WATER	 65.00 0.00 65.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
208-820.000-930.001	MAINTENANCE COMM CENTER	65.00

BRIGHTON04 77322	BRIGHTON ANALYTICAL, LLC 2105 PLESS DRIVE BRIGHTON MI, 48114	05/28/2024 06/04/2024 / / 06/04/2024	0524-136151 0.0000	GEN N N Y	PD/TWP/LIBRARY DRINKING WATER 05/09/	 65.00 0.00 65.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-930.000	MAINTENANCE TWP HALL	65.00

BRIGHTON04 77321	BRIGHTON ANALYTICAL, LLC 2105 PLESS DRIVE BRIGHTON MI, 48114	05/28/2024 06/04/2024 / / 06/04/2024	0524-136152 0.0000	GEN N N Y	EAST PARK DRINKING WATER 05/14/24	 70.00 0.00 70.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
208-751.000-930.005	MAINTENANCE PARK FACILITIES	70.00

BRIGHTON04 77368	BRIGHTON ANALYTICAL, LLC 2105 PLESS DRIVE BRIGHTON MI, 48114	05/29/2024 06/04/2024 / / 06/04/2024	0524-136305 0.0000	GEN N N Y	P&R EAST PARK CONCESSION DRINKING WA	 70.00 0.00 70.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
208-751.000-930.005	MAINTENANCE PARK FACILITIES	70.00

05/30/2024 11:48 AM		INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES				Page: 9/31		Item 8.
User: MarcyM		INVOICE DUE DATES 06/04/2024 - 06/04/2024						
DB: Hamburg		UNJOURNALIZED OPEN						
		BANK CODE: GEN - CHECK TYPE: PAPER CHECK						
Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description			
Ref #	Address	CK Run Date	PO	Hold		Gross Amount		
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Discount		
		Due Date		1099		Net Amount		
						VENDOR TOTAL:		335.00
C&ECONTR01	C & E CONSTRUCTION CO., INC.	05/21/2024	2947	GEN	GRINDER PUMP REPLACEMENT	6150 COWELL		
77269	P.O. BOX 1359	06/04/2024		N			5,139.75	
	HIGHLAND MI, 48357	/ /	0.0000	N			0.00	
		06/04/2024		N			5,139.75	
Open								
GL NUMBER		DESCRIPTION			AMOUNT			
590-527.000-934.200		GRINDER PUMP REPLACEMENT			5,139.75			
C&ECONTR01	C & E CONSTRUCTION CO., INC.	05/21/2024	2948	GEN	GRINDER PUMP REPLACEMENT	8249 HAMBUR		
77268	P.O. BOX 1359	06/04/2024		N			6,539.75	
	HIGHLAND MI, 48357	/ /	0.0000	N			0.00	
		06/04/2024		N			6,539.75	
Open								
GL NUMBER		DESCRIPTION			AMOUNT			
590-527.000-934.200		GRINDER PUMP REPLACEMENT			6,539.75			
						VENDOR TOTAL:		11,679.50
YOSTCASEY1	CASEY YOST	05/28/2024	051824	GEN	FD REIMBURSE MILEAGE			
77349	117 FAWN DRIVE	06/04/2024		N			155.44	
	WHITMORE LAKE MI, 48189	/ /	0.0000	N			0.00	
		06/04/2024		N			155.44	
Open								
GL NUMBER		DESCRIPTION			AMOUNT			
206-000.000-916.000		TRAINING			155.44			
						VENDOR TOTAL:		155.44

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
CDWGOVER01 77325	CDW GOVERNMENT, INC. 75 REMITTANCE DR SUITE 1515 CHICAGO IL, 60675-1515	05/28/2024 06/04/2024 / / 06/04/2024	RH44489 0.0000	GEN N N N	VRT BE AGT 1SVR OP STD ESS 1Y 05/18/	960.00 0.00 960.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-229.000-933.000	SOFTWARE MAINTENANCE	595.00
207-000.000-933.000	SOFTWARE MAINTENANCE	365.00
		960.00

VENDOR TOTAL: 960.00

COLONIALIF 77352	COLONIAL LIFE PREMIUM PROCESSING P.O. BOX 903 COLUMBIA SC, 29202-0903	05/29/2024 06/04/2024 / / 06/04/2024	5292024 0.0000	GEN N N N	MAY 9,23 2024	329.84 0.00 329.84
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-231.400	DUE TO COLONIAL LIFE	329.84

VENDOR TOTAL: 329.84

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User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

INVOICE DUE DATES 06/04/2024 - 06/04/2024

UNJOURNALIZED OPEN

BANK CODE: GEN - CHECK TYPE: PAPER CHECK

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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
CORRIGAN01	CORRIGAN TOWING	05/28/2024	8083303-IN	GEN	DYED ULTRA LOW SULFUR #2 (208.10)	
777326	775 N. SECOND STREET	06/04/2024		N		604.83
	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		06/04/2024		N		604.83
Open						
GGL NUMBER		DESCRIPTION		AMOUNT		
208-751.000-758.000		DIESEL FUEL		302.41		
101-265.000-758.000		DIESEL FUEL		302.42		
				604.83		
CORRIGAN01	CORRIGAN TOWING	05/29/2024	CM7974587-IN	GEN	CREDIT FOR OVERPAYMENT ON DIESEL FUE	
777350	775 N. SECOND STREET	06/04/2024		N		(211.53)
	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		06/04/2024		N		(211.53)
Open						
GGL NUMBER		DESCRIPTION		AMOUNT		
590-527.000-758.000		DIESEL FUEL		(211.53)		
VENDOR TOTAL:						393.30
GIRARDDAVI	DAVID GIRARD	05/21/2024	052124	GEN	REIMBURSE MILEAGE TRAINING	
777271	7953 HOWARD ST.	06/04/2024		N		155.44
	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		06/04/2024		N		155.44
Open						
GGL NUMBER		DESCRIPTION		AMOUNT		
206-000.000-916.000		TRAINING		155.44		
VENDOR TOTAL:						155.44
DOGWASTEDE	DOG WASTE DEPOT	05/29/2024	709496	GEN	P&R DOG WASTE ROLL BAG 30 ROLL CASE/	
777369	12316 WORLD TRADE DRIVE #102	06/04/2024		N		317.74
	SAN DIEGO CA, 92128	/ /	0.0000	N		0.00
		06/04/2024		N		317.74
Open						
GGL NUMBER		DESCRIPTION		AMOUNT		
208-751.000-752.000		SUPPLIES & SMALL EQUIPMENT		317.74		
VENDOR TOTAL:						317.74

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40

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User: MarcyM
DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES
INVOICE DUE DATES 06/04/2024 - 06/04/2024
UNJOURNALIZED OPEN
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Item 8.

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
DUBOISCO01	DUBOIS-COOPER & ASSOCIATES	05/28/2024	282279	GEN	GRINDER PUMP REPAIR PARTS	
77327		06/04/2024		N		20,617.00
	PO BOX 6161	/ /	0.0000	N		0.00
	PLYMOUTH MI, 48170	06/04/2024		Y		20,617.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-751.100	GRINDER PUMP PARTS	20,617.00

VENDOR TOTAL: 20,617.00

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
BIGBARNE01 77313	DUST CONTROL LLC D/B/A BIG BARNEY'S PO BOX 483 HOWELL MI, 48844-0483	05/28/2024 06/04/2024 / / 06/04/2024	1654 0.0000	GEN N N Y	CAMPBELL DR 05/21/24	225.00 0.00 225.00
Open						
GL NUMBER 281-000.000-802.000	DESCRIPTION ROAD IMPROVEMENT	AMOUNT 225.00				
BIGBARNE01 77312	DUST CONTROL LLC D/B/A BIG BARNEY'S PO BOX 483 HOWELL MI, 48844-0483	05/28/2024 06/04/2024 / / 06/04/2024	1655 0.0000	GEN N N Y	COMMUNITY DR 05/21/24	300.00 0.00 300.00
Open						
GL NUMBER 276-000.000-802.000	DESCRIPTION ROAD IMPROVEMENT	AMOUNT 300.00				
BIGBARNE01 77314	DUST CONTROL LLC D/B/A BIG BARNEY'S PO BOX 483 HOWELL MI, 48844-0483	05/28/2024 06/04/2024 / / 06/04/2024	1656 0.0000	GEN N N Y	RIVERSIDE/CENTURY/LAGOON/RADIAL 05/2	2,400.00 0.00 2,400.00
Open						
GL NUMBER 279-000.000-802.000	DESCRIPTION ROAD IMPROVEMENT	AMOUNT 2,400.00				
BIGBARNE01 77315	DUST CONTROL LLC D/B/A BIG BARNEY'S PO BOX 483 HOWELL MI, 48844-0483	05/28/2024 06/04/2024 / / 06/04/2024	1657 0.0000	GEN N N Y	SCOTT DR 05/21/24	300.00 0.00 300.00
Open						
GL NUMBER 273-000.000-802.000	DESCRIPTION ROAD IMPROVEMENT	AMOUNT 300.00				
BIGBARNE01 77316	DUST CONTROL LLC D/B/A BIG BARNEY'S PO BOX 483 HOWELL MI, 48844-0483	05/28/2024 06/04/2024 / / 06/04/2024	1658 0.0000	GEN N N	WINANS DR 05/21/24	550.00

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

		06/04/2024		Y		550.00
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GL NUMBER	DESCRIPTION	AMOUNT
284-000.000-802.000	ROAD IMPROVEMENT	550.00

BIGBARNE01	DUST CONTROL LLC	05/29/2024	1733	GEN	RUSTIC & LAKEPOINTE DR 5/23/24	
77360	D/B/A BIG BARNEY'S	06/04/2024		N		575.00
	PO BOX 483					
	HOWELL MI, 48844-0483	/ /	0.0000	N		0.00
		06/04/2024		Y		575.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
272-000.000-802.000	ROAD IMPROVEMENT	575.00

BIGBARNE01	DUST CONTROL LLC	05/29/2024	1734	GEN	ISLAND SHORE & SCHLENKER RD 05/23/24	
77359	D/B/A BIG BARNEY'S	06/04/2024		N		1,000.00
	PO BOX 483					
	HOWELL MI, 48844-0483	/ /	0.0000	N		0.00
		06/04/2024		Y		1,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
280-000.000-802.000	ROAD IMPROVEMENT	1,000.00

BIGBARNE01	DUST CONTROL LLC	05/29/2024	1749	GEN	KINGSTON DR AREA ALL ROADS/COMPTON/S	
77354	D/B/A BIG BARNEY'S	06/04/2024		N		1,100.00
	PO BOX 483					
	HOWELL MI, 48844-0483	/ /	0.0000	N		0.00
		06/04/2024		Y		1,100.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
283-000.000-802.000	ROAD IMPROVEMENT	1,100.00

VENDOR TOTAL:					6,450.00
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
ELECTROCYC	ELECTROCYCLE, INC.	05/29/2024	49545	GEN	ONSITE DESTRUCTION (2) 95 GAL TOTERS	
77353	23953 RESEARCH DR.	06/04/2024		N		53.00
	FARMINGTON HILLS MI, 48335	/ /	0.0000	N		0.00
		06/04/2024		N		53.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-955.000	SUNDRY	53.00
VENDOR TOTAL:		53.00

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
GRNPASTURE 77275	GREEN PASTURES PO BOX 441 CHELSEA MI, 48118	05/21/2024 06/04/2024 / / 06/04/2024	7000 0.0000	GEN N N Y	TWP LAWN FERTILIZATION & WEED CONTRO	 3,653.25 0.00 3,653.25

Open

GL NUMBER	DESCRIPTION	AMOUNT
208-751.000-930.020	SPORTS FIELD MAINTENANCE	3,109.50
207-000.000-930.020	MAINTENANCE - FERTILIZER	135.93
208-820.000-930.020	MAINTENANCE - FERTILIZER	135.93
101-265.000-930.020	MAINTENANCE - FERTILIZER	271.89
		3,653.25

GRNPASTURE 77274	GREEN PASTURES PO BOX 441 CHELSEA MI, 48118	05/21/2024 06/04/2024 / / 06/04/2024	7001 0.0000	GEN N N Y	FD #11 LAWN FERTILIZATION & WEED CON	 107.00 0.00 107.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-930.020	MAINTENANCE - FERTILIZER	107.00

GRNPASTURE 77273	GREEN PASTURES PO BOX 441 CHELSEA MI, 48118	05/21/2024 06/04/2024 / / 06/04/2024	7002 0.0000	GEN N N Y	FD #12 LAWN FERTILIZATION & WEED CON	 313.00 0.00 313.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-930.020	MAINTENANCE - FERTILIZER	313.00

GRNPASTURE 77272	GREEN PASTURES PO BOX 441 CHELSEA MI, 48118	05/21/2024 06/04/2024 / / 06/04/2024	7003 0.0000	GEN N N Y	P&R LAWN FERTILIZATION & WEED CONTRO	 57.00 0.00 57.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
208-751.000-930.020	SPORTS FIELD MAINTENANCE	57.00

VENDOR TOTAL: 4,130.25

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
HACHCOMP01 77276	HACH COMPANY, AMERICAN SIGMA & 2207 COLLECTIONS CENTER DRIVE CHICAGO IL, 60693	05/21/2024 06/04/2024 / / 06/04/2024	14035078 0.0000	GEN N N Y	WWTP AMONIA TNT (5)	433.95 0.00 433.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-752.000	SUPPLIES & SMALL EQUIPMENT	433.95
VENDOR TOTAL:		433.95

USABLUEB01 77364	HD SUPPLY, INC. PO BOX 9004 GURNEE IL, 60031	05/29/2024 06/04/2024 / / 06/04/2024	INV00376937 0.0000	GEN N N N	DPW ROD END BOX WRENCH	318.41 0.00 318.41
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	318.41
VENDOR TOTAL:		318.41

HIAWATHABE 77328	HIAWATHA BEACH INC. P.O. BOX 276 HAMBURG MI, 48139	05/28/2024 06/04/2024 / / 06/04/2024	001-1971 0.0000	GEN N N N	2024/2025 ANNUAL HOA DUES	235.00 0.00 235.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	235.00
VENDOR TOTAL:		235.00

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
EMERGENC06 77373	HOLLAND MOTOR HOMES & BUS CO DBA EMERGENCY VEHICLES PLUS 670 E. 16TH STREET HOLLAND MI, 49423	05/29/2024 06/04/2024 / / 06/04/2024	020286 20240240 0.0000	GEN N N Y	FD - HOSE ASSY, DEF PRESSURE	301.97 0.00 301.97

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	PARTS - HOSE ASSY, DEF PRESSURE	268.40	268.40
206-000.000-932.000	FREIGHT	33.57	33.57
		301.97	301.97

VENDOR TOTAL:

301.97

JENDANIELS 77375	JENNIFER DANIELS ,	05/30/2024 06/04/2024 / / 06/04/2024	53024 0.0000	GEN N N N	CLERK REIMBURSE MILEAGE POST OFFICE	53.07 0.00 53.07
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215.000-861.000	MILEAGE	53.07

VENDOR TOTAL:

53.07

STEWARTJES 77289	JESS L. STEWART 2201 SOSNA DR. PINCKNEY MI, 48169	05/21/2024 06/04/2024 / / 06/04/2024	052124 0.0000	GEN N N N	REIMBURSE MILEAGE TRAINING	155.44 0.00 155.44
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-916.000	TRAINING	155.44

VENDOR TOTAL:

155.44

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
LAKELAND01 77330	LAKELAND ACE HARDWARE, INC. PO BOX 1000 PINCKNEY MI, 48169	05/28/2024 06/04/2024 / / 06/04/2024	11036/1 20240236 0.0000	GEN N N N	FD - STA 11 TOOLS	 10.99 0.00 10.99

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-752.000	STATION 11 TOOLS	10.99	10.99

LAKELAND01 77329	LAKELAND ACE HARDWARE, INC. PO BOX 1000 PINCKNEY MI, 48169	05/28/2024 06/04/2024 / / 06/04/2024	11045/1 20240237 0.0000	GEN N N N	FD - INV#11045/1 STATION MAINTENANCE	 59.00 0.00 59.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-930.003	STATION MAINTENANCE ITEMS	59.00	59.00

VENDOR TOTAL:					69.99
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LEWBENDER1 77311	LEWIS G. BENDER P.O. BOX 330 LEROY MI, 49655	05/28/2024 06/04/2024 / / 06/04/2024	52424 20240235 0.0000	GEN N N Y	PD-FD PUBLIC SAFETY DEPT TRAINING PD	 3,000.00 0.00 3,000.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
211-000.000-916.000	PD	2,250.00	2,250.00
206-000.000-916.000	FD	750.00	750.00
		3,000.00	

VENDOR TOTAL:					3,000.00
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Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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LIVINGST12 77277	LIVINGSTON COUNTY REGISTER OF DEEDS 200 E. GRAND RIVER AVE. SUITE 3 HOWELL MI, 48843	05/21/2024 06/04/2024 / / 06/04/2024	051324 0.0000	GEN N N N	EASEMENT GRANT BRACH/PERRIN	60.00 0.00 60.00
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Open

GL NUMBER 590-527.000-955.000	DESCRIPTION SUNDRY	AMOUNT 60.00
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LIVINGST12 77279	LIVINGSTON COUNTY REGISTER OF DEEDS 200 E. GRAND RIVER AVE. SUITE 3 HOWELL MI, 48843	05/21/2024 06/04/2024 / / 06/04/2024	051524 0.0000	GEN N N N	EASEMENT GRANT DENZER/BIRNDORF-FELST	60.00 0.00 60.00
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Open

GL NUMBER 590-527.000-955.000	DESCRIPTION SUNDRY	AMOUNT 60.00
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LIVINGST12 77278	LIVINGSTON COUNTY REGISTER OF DEEDS 200 E. GRAND RIVER AVE. SUITE 3 HOWELL MI, 48843	05/21/2024 06/04/2024 / / 06/04/2024	051724 0.0000	GEN N N N	EASEMENT GRANT TOCCO/ZHULI/JOHNSON T	90.00 0.00 90.00
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Open

GL NUMBER 590-527.000-955.000	DESCRIPTION SUNDRY	AMOUNT 90.00
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LIVINGST12 77280	LIVINGSTON COUNTY REGISTER OF DEEDS 200 E. GRAND RIVER AVE. SUITE 3 HOWELL MI, 48843	05/21/2024 06/04/2024 / / 06/04/2024	052124 0.0000	GEN N N N	EASEMENT GRANT LEGGAT	30.00 0.00 30.00
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Open

GL NUMBER 590-527.000-955.000	DESCRIPTION SUNDRY	AMOUNT 30.00
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LIVINGST12 77332	LIVINGSTON COUNTY REGISTER OF DEEDS 200 E. GRAND RIVER AVE. SUITE 3 HOWELL MI, 48843	05/28/2024 06/04/2024 / / 06/04/2024	052424 0.0000	GEN N N	EASEMENT GRANT FORM SHEAHAN	30.00
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

Open		06/04/2024		N		30.00
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GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-955.000	SUNDRY	30.00

LIVINGST12	LIVINGSTON COUNTY REGISTER OF DEEDS	05/28/2024	52424	GEN	EASEMENT GRANT FORM DZIUBA	
77331	200 E. GRAND RIVER AVE.	06/04/2024		N		30.00
	SUITE 3					
	HOWELL MI, 48843	/ /	0.0000	N		0.00
		06/04/2024		N		30.00

Open		
GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-955.000	SUNDRY	30.00

VENDOR TOTAL:					300.00
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LIVINGST02	LIVINGSTON COUNTY TREASURER	05/30/2024	13278	GEN	LIV ESSENTIAL TRANS SERV/HAMBURG SEN	
77382	LIVINGSTON COUNTY COURT HOUSE	06/04/2024		N		1,880.00
	200 E. GRAND RIVER					
	HOWELL MI, 48843-2398	/ /	0.0000	N		0.00
		06/04/2024		N		1,880.00

Open		
GL NUMBER	DESCRIPTION	AMOUNT
208-820.000-801.000	CONTRACTUAL SERVICES	1,880.00

VENDOR TOTAL:					1,880.00
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URBANOWICZ	MATTHEW E. URBANOWICZ	05/21/2024	052124	GEN	REIMBURSE MILEAGE TRAINING	
77291	7399 CENTERHILL	06/04/2024		N		155.44
	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		06/04/2024		N		155.44

Open		
GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-916.000	TRAINING	155.44

VENDOR TOTAL:					155.44
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05/30/2024 11:48 AM		INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES				Page: 22/31		Item 8.	
User: MarcyM		INVOICE DUE DATES 06/04/2024 - 06/04/2024							
DB: Hamburg		UNJOURNALIZED OPEN							
		BANK CODE: GEN - CHECK TYPE: PAPER CHECK							
Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description				
Ref #	Address	CK Run Date	PO	Hold			Gross Amount		
	City/State/Zip	Disc. Date	Disc. %	Sep CK			Discount		
		Due Date		1099			Net Amount		
MECC	MICHIGAN ENGINEERED COMFORT	05/28/2024	21969316	GEN	FD - INV #21969316, PLANNED MAINTENA				
77333	2532 PEPPER CT	06/04/2024	20240230	N			882.75		
	HARTLAND MI, 48353	/ /	0.0000	N			0.00		
		06/04/2024		N			882.75		
Open									
GL NUMBER	DESCRIPTION		AMOUNT	AMT RELIEVED					
206-000.000-930.003	PLANNED MAINTENANCE BILLING STA 11		882.75	882.75					
MECC	MICHIGAN ENGINEERED COMFORT	05/28/2024	21972127	GEN	FD - INV #21972127 PLANNED MAINTENAN				
77335	2532 PEPPER CT	06/04/2024	20240231	N			1,011.75		
	HARTLAND MI, 48353	/ /	0.0000	N			0.00		
		06/04/2024		N			1,011.75		
Open									
GL NUMBER	DESCRIPTION		AMOUNT	AMT RELIEVED					
206-000.000-930.003	PLANNED MAINTENANCE STA 12		1,011.75	1,011.75					
MECC	MICHIGAN ENGINEERED COMFORT	05/28/2024	83627	GEN	FD - INV #83627B, AC SERVICE STA 12				
77336	2532 PEPPER CT	06/04/2024	20240232	N			485.00		
	HARTLAND MI, 48353	/ /	0.0000	N			0.00		
		06/04/2024		N			485.00		
Open									
GL NUMBER	DESCRIPTION		AMOUNT	AMT RELIEVED					
206-000.000-930.003	STA 12 AC SERVICE		485.00	485.00					
MECC	MICHIGAN ENGINEERED COMFORT	05/28/2024	83745B	GEN	FD - LABOR CHARGES INV #83745B				
77334	2532 PEPPER CT	06/04/2024	20240238	N			1,000.00		
	HARTLAND MI, 48353	/ /	0.0000	N			0.00		
		06/04/2024		N			1,000.00		
Open									
GL NUMBER	DESCRIPTION		AMOUNT	AMT RELIEVED					
206-000.000-930.003	LABOR CHARGES FOR STA 11 & 12		1,000.00	1,000.00					
VENDOR TOTAL:							3,379.50		

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
MICHIGANST 77340	MICHIGAN STATE DISBURSEMENT UNIT P.O. BOX 30350 LANSING MI, 48909-7850	05/28/2024 06/04/2024 / / 06/04/2024	052224 0.0000	GEN N N N	CASE# 913255499 PAYROLL 05/06-05/19/	139.54 0.00 139.54

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-228.010	MI CHILD SUPPORT WITHHOLDING	139.54

MICHIGANST 77341	MICHIGAN STATE DISBURSEMENT UNIT P.O. BOX 30350 LANSING MI, 48909-7850	05/28/2024 06/04/2024 / / 06/04/2024	052224 0.0000	GEN N N N	CASE# 912854739 PAYROLL 05/06-05/19/	380.46 0.00 380.46
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-228.010	MI CHILD SUPPORT WITHHOLDING	380.46

MICHIGANST 77339	MICHIGAN STATE DISBURSEMENT UNIT P.O. BOX 30350 LANSING MI, 48909-7850	05/28/2024 06/04/2024 / / 06/04/2024	05232024 0.0000	GEN N N N	CASE# 810013564 PAYROLL 05/06-05/19/	450.34 0.00 450.34
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-228.010	MI CHILD SUPPORT WITHHOLDING	450.34

					VENDOR TOTAL:	970.34
MITOWNSH01	MICHIGAN TOWNSHIPS ASSOCIATION	05/28/2024	52224	GEN	AANNUAL DUES 07/01/24-06/30/25	
77337	P.O. BOX 80078	06/04/2024		N		8,776.63
	LANSING MI, 48908-0078	/ /	0.0000	N		0.00
		06/04/2024		N		8,776.63

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	8,776.63

VENDOR TOTAL:					8,776.63
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Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
MIRECOPRK1 77381	MPARKS MICHIGAN RECREATION & PARK ASSN. PO BOX 27609 LANSING MI, 48909	05/30/2024 06/04/2024 / / 06/04/2024	300002552 0.0000	GEN N N Y	P& R AGENCY MEMBERSHIP-2-4 MEMBERS	 775.00 0.00 775.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
208-751.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	775.00
VENDOR TOTAL:		775.00

MES, INC. 77338	MUNICIPAL EMERGENCY SERVICES INC. PO BOX 856892 MINNEAPOLIS MN, 55485-6892	05/28/2024 06/04/2024 / / 06/04/2024	IN2051830 20240228 0.0000	GEN N N N	FD - SCBA TESTS AND REPAIRS INV #IN2	 2,535.09 0.00 2,535.09
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-931.000	SCBA FLOW TESTING AND REPAIRS	2,535.09	2,535.09
VENDOR TOTAL:		2,535.09	

PESPRSEPTC 77344	PATRICK ESPER SEPTIC 5700 EMMONS ROAD FOWLERVILLE MI, 48836	05/28/2024 06/04/2024 / / 06/04/2024	2403 0.0000	GEN N N Y	DPW ORE STATION	 1,000.00 0.00 1,000.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE	1,000.00
VENDOR TOTAL:		1,000.00

PICKLEBALL 77379	PICKLEBALL HOLDINGS LLC 6250 S 196TH STREET BLDG 8 KENT WA, 98032-1167	05/30/2024 06/04/2024 / / 06/04/2024	1007979 0.0000	GEN N N Y	SEN CTR PICKLEBALLS	 371.94 0.00 371.94
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Open

GL NUMBER	DESCRIPTION	AMOUNT
208-000.000-239.300	SENIOR CENTER ACTIVITY FUND	371.94
VENDOR TOTAL:		371.94

05/30/2024 11:48 AM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

INVOICE DUE DATES 06/04/2024 - 06/04/2024

UNJOURNALIZED OPEN

BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 25/31

Item 8.

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

PINCKNEY01

PINCKNEY CHRYSLER DODGE JEEP RAM

05/29/2024

CHCS377698

GEN

PD 21 DODGE 25747 OIL CHANGE FOR 701

29.95

77351

PO BOX 109

06/04/2024

20240034

N

1295 E-M6

PINCKNEY MI, 48169

/ /

0.0000

N

0.00

06/04/2024

Y

29.95

Open

GL NUMBER

DESCRIPTION

AMOUNT

AMT RELIEVED

207-000.000-932.000

OIL CHANGE

29.95

29.95

PINCKNEY01

PINCKNEY CHRYSLER DODGE JEEP RAM

05/21/2024

CHCS379673

GEN

PD OIL CHANGE FOR 19 DODGE CHARGER 7

24.95

77282

PO BOX 109

06/04/2024

20240225

N

1295 E-M6

PINCKNEY MI, 48169

/ /

0.0000

N

0.00

06/04/2024

Y

24.95

Open

GL NUMBER

DESCRIPTION

AMOUNT

AMT RELIEVED

207-000.000-932.000

OIL CHANGE

24.95

24.95

VENDOR TOTAL:

54.90

PORTTOILTS

PORTABLE TOILET SERVICES LLC

05/21/2024

100229

GEN

HANDICAP EVENT OPENING DAY BBALL

350.00

77283

4900 MCCARTHY DRIVE

06/04/2024

N

MILFORD MI, 48381

/ /

0.0000

N

0.00

06/04/2024

Y

350.00

Open

GL NUMBER

DESCRIPTION

AMOUNT

208-751.000-942.000

PORTABLE TOILETS

350.00

PORTTOILTS

PORTABLE TOILET SERVICES LLC

05/21/2024

100368

GEN

05/13-0609/24

3,913.14

77284

4900 MCCARTHY DRIVE

06/04/2024

N

MILFORD MI, 48381

/ /

0.0000

N

0.00

06/04/2024

Y

3,913.14

Open

GL NUMBER

DESCRIPTION

AMOUNT

208-800.000-942.000

PORTABLE TOILETS

1,722.90

208-751.000-942.000

PORTABLE TOILETS

2,190.24

3,913.14

VENDOR TOTAL:

4,265.14

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

POWERDMS1	POWER DMS, INC.	05/21/2024	INV-51561	GEN	PD POWERTIME SUBSCRIPTION	07/07/24 -
77286	P.O. BOX 749609	06/04/2024	20240222	N		3,180.00
	ATALNTA GA, 30374	/ /	0.0000	N		0.00
		06/04/2024		N		3,180.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-756.000	POWERTIME ANNUAL SUBSCRIPTION FEE	3,180.00	3,180.00

POWERDMS1	POWER DMS, INC.	05/21/2024	INV-51644	GEN	PD POWERDMS SUBSCRIPTION RENEWALS	
77285	P.O. BOX 749609	06/04/2024	20240221	N		6,011.35
	ATALNTA GA, 30374	/ /	0.0000	N		0.00
		06/04/2024		N		6,011.35
Open						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-756.000	PDMS STANDARD FOR MACP MI EMPLOYEES	550.00	550.00
207-000.000-756.000	29 POWER POLICY PROFESSIONAL SUBSCRIP	5,139.66	5,139.66
207-000.000-756.000	29 POWER TRAINING	321.69	321.69
		6,011.35	

VENDOR TOTAL:					9,191.35
ROBERTSC01	ROBERTS WELL DRILLING	05/28/2024	0320	GEN	EAST PARK CONCESSION STAND-45 GALLON
77343	800 REASON RD.	06/04/2024		N	1,925.00
	PINCKNEY MI, 48169	/ /	0.0000	N	0.00
		06/04/2024		Y	1,925.00
Open					

GL NUMBER	DESCRIPTION	AMOUNT
208-751.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	1,925.00
VENDOR TOTAL:		1,925.00

SCOTTFLOHR	SCOTT FLOHR	05/21/2024	52124	GEN	REIMBURSE MILEAGE	
77270		06/04/2024		N		155.44
	,	/ /	0.0000	N		0.00
		06/04/2024		N		155.44
Open						

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-916.000	TRAINING	155.44

55

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

VENDOR TOTAL:

155.44

SUPCOLLISI	SERRA SUPERIOR COLLISION CENTER	05/29/2024	72223	GEN	FD - DEDUCTIBLE FOR INV 72223 2012 R	
77374	3533 S. OLD US HIGHWAY 23	06/04/2024	20240239	N		1,000.00
	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		06/04/2024		N		1,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	DEDUCTIBLE, INV 72223, 2012 ROSENBAUER	1,000.00	1,000.00

VENDOR TOTAL:

1,000.00

SIRCHEFI01	SIRCHE	05/21/2024	0645242-IN	GEN	PD BUCCAL SWAB COLLECTION KITS	
77287	100 HUNTER PLACE	06/04/2024	20240217	N		29.70
	YOUNGSVILLE NC, 27596	/ /	0.0000	N		0.00
		06/04/2024		Y		29.70

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-752.000	BUCCAL SWAB COLLECTION KITS	20.20	20.20
207-000.000-752.000	SHIPPING	9.50	9.50
		29.70	

VENDOR TOTAL:

29.70

SITEONELAN	SITEONE LANDSCAPE SUPPLY, LLC	05/29/2024	141810174-001	GEN	RAIN BIRD FALCON CHECK VALVE	
77367	24110 NETWORK PLACE	06/04/2024		N		986.78
	CHICAGO IL, 60673-1241	/ /	0.0000	N		0.00
		06/04/2024		Y		986.78

Open

GL NUMBER	DESCRIPTION	AMOUNT
208-751.000-930.005	MAINTENANCE PARK FACILITIES	986.78

SITEONELAN	SITEONE LANDSCAPE SUPPLY, LLC	05/29/2024	141948639-001	GEN	SEN CTR GARDEN	
77366	24110 NETWORK PLACE	06/04/2024		N		76.69
	CHICAGO IL, 60673-1241	/ /	0.0000	N		0.00
		06/04/2024		Y		76.69

Open

GL NUMBER	DESCRIPTION	AMOUNT
208-820.000-930.001	MAINTENANCE COMM CENTER	76.69

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

VENDOR TOTAL:

1,063.47

SPICERGRUP	SPICER GROUP, INC.	05/30/2024	229329	GEN	P&R GRANT TF#22-0107 BENNETT PARK AN	
77378	230 SOUTH WASHINGTON AVENUE	06/04/2024		N		2,473.00
	SAGINAW MI, 48607	/ /	0.0000	N		0.00
		06/04/2024		N		2,473.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
208-751.000-975.300	GRANT MATCH	2,473.00

VENDOR TOTAL:

2,473.00

SPRINGFIELD	SPRINGFIELD URGENT CARE PLLC	05/21/2024	25565	GEN	ZEGARZEWSKI/DEADMAN	
77288	320 TOWN CENTER BLVD.	06/04/2024		N		246.77
	STE. C-101	/ /	0.0000	N		0.00
	WHITE LAKE MI, 48386-2183	06/04/2024		N		246.77

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-843.100	EMPLOYEE PHYSICALS/VACCINATION	102.77
101-265.000-955.000	SUNDRY	144.00
		246.77

VENDOR TOTAL:

246.77

TIMMCKENZI	TIMOTHY MACKENZIE	05/21/2024	052124	GEN	REIMBURSE MILEAGE TRAINING	
77281	9122 ONEIDA WAY	06/04/2024		N		155.44
	,	/ /	0.0000	N		0.00
		06/04/2024		N		155.44

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-916.000	TRAINING	155.44

VENDOR TOTAL:

155.44

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
TODD'S 77290	TODD'S SERVICES INC 7975 M-36 PO BOX 608 HAMBURG MI, 48139	05/21/2024 06/04/2024 / / 06/04/2024	1-261453-W 0.0000	GEN N N	P&R 16 YDS MULCH DELIVERED	 763.20 0.00 763.20

Open

GL NUMBER	DESCRIPTION	AMOUNT
208-751.000-967.600	WINKELHAUS PARK	763.20

TODD'S 77345	TODD'S SERVICES INC 7975 M-36 PO BOX 608 HAMBURG MI, 48139	05/28/2024 06/04/2024 / / 06/04/2024	1-261556-W 0.0000	GEN N N	P/R SPRINKLER SERVICE START UP AND R	 715.00 0.00 715.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
208-751.000-930.005	MAINTENANCE PARK FACILITIES	715.00

VENDOR TOTAL:

1,478.20

TRICOUNT01 77346	TRI-COUNTY SUPPLY, INC. 7109 DAN MCGUIRE DRIVE BRIGHTON MI, 48116	05/28/2024 06/04/2024 / / 06/04/2024	32883 20240215 0.0000	GEN N N N	FD - SUPPLIES FOR 11 & 12 (PARTIAL)	 459.76 0.00 459.76
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-752.000	33X39 TRASH LINERS (11)	51.52	51.52
206-000.000-752.000	PAPER TOWELS (11&12)	163.00	163.00
206-000.000-752.000	MULTI FOLD TOWELS (12)	62.49	62.49
206-000.000-752.000	TOILET BOWL CLEANER (11)	34.89	34.89
206-000.000-752.000	LYSOL SPRAY (11)	137.91	137.91
206-000.000-752.000	FUEL CHARGE	9.95	9.95
		459.76	459.76

VENDOR TOTAL:

459.76

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
TRUSTHEATN 77347	TRUSTED HEATING & COOLING SOLUTIONS, INC. 4730 E. M-36 PINCKNEY MI, 48169	05/28/2024 06/04/2024 / / 06/04/2024	5979797 0.0000	GEN N N Y	SEN CTR AIT IONIZATION SYSTEM	713.00 0.00 713.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
208-820.000-930.001	MAINTENANCE COMM CENTER	713.00

TRUSTHEATN 77365	TRUSTED HEATING & COOLING SOLUTIONS, INC. 4730 E. M-36 PINCKNEY MI, 48169	05/29/2024 06/04/2024 / / 06/04/2024	6018589 0.0000	GEN N N Y	DPW SERV CHG/DIAG FEE	221.00 0.00 221.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-930.011	ENTERPRISE POLE BARN (ORIGINAL)	221.00

					VENDOR TOTAL:	934.00
UNMANNED	UNMANNED VEHICLE TECHNOLOGIES LLC	05/21/2024	INV2024/000729	GEN	PD/FD - DRONE SYSTEM SERVICES, ACCES	
77292	1722 N COLLEGE AVE, SUITE D	06/04/2024	20240092	N		1,664.90
	FAYETTEVILLE AR, 72703	/ /	0.0000	N		0.00
		06/04/2024		Y		1,664.90

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-967.000	PD - DRONE SYSTEM	832.45	832.45
206-000.000-967.000	FD - DRONE SYSTEM	832.45	832.45
		1,664.90	1,664.90

VENDOR TOTAL:					1,664.90
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Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
VERIZONW02 77348	VERIZON WIRELESS - LERT B 180 WASHINGTON VALLEY ROAD RW 3503 BEDMINSTER NJ, 07921	05/28/2024 06/04/2024 / / 06/04/2024	9022356293 20240229 0.0000	GEN N N N	PD CELL TOWER DUMPS	 95.00 0.00 95.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-853.000	TOWER DUMPTS	95.00	95.00
VENDOR TOTAL:			95.00

WCAASSESSG 77293	WCA ASSESSING LLC 38110 N. EXECUTIVE #100 WESTLAND MI, 48185	05/21/2024 06/04/2024 / / 06/04/2024	5152024 0.0000	GEN N N Y	ASSESSMENT SERVICES JUNE 2024	 28,346.00 0.00 28,346.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-257.000-801.000	CONTRACTUAL SERVICES	28,346.00
VENDOR TOTAL:		28,346.00

TOTAL - ALL VENDORS:

146,253.67

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

CONSUMER01	CONSUMERS ENERGY	05/21/2024	203856196481	GEN	1030 4914 0694 10407 MERRILL	04/10-0
77255	PO BOX 740309	06/04/2024		N		107.49
	PAYMENT CENTER					
	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		06/04/2024		N		107.49

Open

GL NUMBER	DESCRIPTION	AMOUNT
208-820.000-921.000	NATURAL GAS/HEAT	107.49

CONSUMER01	CONSUMERS ENERGY	05/21/2024	203856196482	GEN	1030 4914 1122 10675 MERRILL	RD SHOP
77263	PO BOX 740309	06/04/2024		N		28.80
	PAYMENT CENTER					
	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		06/04/2024		N		28.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-921.000	NATURAL GAS/HEAT	28.80

CONSUMER01	CONSUMERS ENERGY	05/21/2024	203856196483	GEN	1030 4914 1148 9251 REGENCY	04/10-05
77259	PO BOX 740309	06/04/2024		N		18.66
	PAYMENT CENTER					
	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		06/04/2024		N		18.66

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-921.000	NATURAL GAS/HEAT	18.66

CONSUMER01	CONSUMERS ENERGY	05/21/2024	203856196484	GEN	1030 4914 1155 10675 MERRILL	04/10-0
77258	PO BOX 740309	06/04/2024		N		56.72
	PAYMENT CENTER					
	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		06/04/2024		N		56.72

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-921.000	NATURAL GAS/HEAT	56.72

CONSUMER01	CONSUMERS ENERGY	05/21/2024	203856196485	GEN	1030 4914 1213 6400 E M-36	04/10-05/
77257	PO BOX 740309	06/04/2024		N		33.89
	PAYMENT CENTER					
	CINCINNATI OH, 45274-0309	/ /	0.0000	N		

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

		06/04/2024		N		33.89
Open						

GL NUMBER		DESCRIPTION			AMOUNT	
590-527.000-921.000		NATURAL GAS/HEAT			33.89	
CONSUMER01	CONSUMERS ENERGY	05/21/2024	203856196487	GEN	1030 4914 3862 10405 MERRILL STE 2 0	
77262	PO BOX 740309	06/04/2024		N		146.42
	PAYMENT CENTER					
	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		06/04/2024		N		146.42
Open						

GL NUMBER		DESCRIPTION		AMOUNT	
101-265.000-921.000		NATURAL GAS/HEAT		146.42	
CONSUMER01	CONSUMERS ENERGY	05/21/2024	203856196488	GEN	1030 4914 5248 4320 CORDLEY LK 04/10
77260	PO BOX 740309	06/04/2024		N	17.81
	PAYMENT CENTER				
	CINCINNATI OH, 45274-0309	/ /	0.0000	N	0.00
		06/04/2024		N	17.81
Open					

GL NUMBER		DESCRIPTION		AMOUNT	
590-527.000-921.000		NATURAL GAS/HEAT		17.81	
CONSUMER01	CONSUMERS ENERGY	05/21/2024	203856196489	GEN	1030 4914 7939 6400 M36 04/10-05/09/
77261	PO BOX 740309	06/04/2024		N	3,275.42
	PAYMENT CENTER				
	CINCINNATI OH, 45274-0309	/ /	0.0000	N	0.00
		06/04/2024		N	3,275.42

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-921.000	NATURAL GAS/HEAT	3,275.42

VENDOR TOTAL:						3,685.21
TOTAL - ALL VENDORS:						3,685.21

TO: Board of Trustees

FROM: Michelle DeLancey, Director of Accounting & HR

DATE: May 29, 2024

AGENDA ITEM TOPIC: Employee Evaluation Review form changes

Number of Supporting Documents: **02**

Requested Action

- Motion to approve the Employee Evaluation Review form and to update the Administration Policy and Procedures manual section 3.8(a).

Background

- Attached is the current and proposed Employee Evaluation Review form that was presented at Strategic Planning. The changes that are being recommended are to the 'Performance Rating' section, 'Step Plan Recommendation' section, the footer, and to add the 'Job Description' section.

HAMBURG TOWNSHIP EMPLOYEE EVALUATION REVIEW

Item 9.

Employee Name:

Job Title:

Department:

Review Period Date:

Last Review Date:

Reviewer Name:

Reviewer Title:

The employee & Supervisor are to identify, discuss, and agree on specific tasks, responsibilities, and career goals to accomplish, as well as employee characteristics and/or behaviors to improve to meet department goals.

Tasks & Responsibilities

Manager's Summary

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)
- 11)
- 12)
- 13)
- 14)

HAMBURG TOWNSHIP EMPLOYEE EVALUATION REVIEW

Item 9.

Employee's Goals for Upcoming Year

Goals Achieved

1)	1)
2)	2)
3)	3)
4)	4)
5)	5)

Strengths

Areas that Need Improvement

1)	1)
2)	2)
3)	3)
4)	4)
5)	5)

Employee's Overall Performance Rating:

Exceeds Expectations	Meets Expectations	Needs Improvement

Department Head Salary Step Plan Recommendation:

Change	Implement	Department Head initials	Supervisor initials (A-Approve D-Deny)
Remain at current step			
Step increase			

Evaluating Supervisor

Date

Employee

Date

Board Approved 2/7/2023

Page 2

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HAMBURG TOWNSHIP EMPLOYEE EVALUATION REVIEW

Item 9.

Employee Name:

Job Title:

Department:

Review Period Date:

Last Review Date:

Reviewer Name:

Reviewer Title:

The employee & Supervisor are to identify, discuss, and agree on specific tasks, responsibilities, and career goals to accomplish, as well as employee characteristics and/or behaviors to improve to meet department goals.

Tasks & Responsibilities

Manager's Summary

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)
- 11)
- 12)
- 13)
- 14)

HAMBURG TOWNSHIP EMPLOYEE EVALUATION REVIEW

Item 9.

Employee's Goals for Upcoming Year

Goals Achieved

1)	1)
2)	2)
3)	3)
4)	4)
5)	5)

Strengths

Areas that Need Improvement

1)	1)
2)	2)
3)	3)
4)	4)
5)	5)

Employee's Overall Performance Rating:

Department Head Salary Step Plan Recommendation:

Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable

Change	Implement	Department Head initials	Supervisor initials (A-Approve D-Deny)
No change*			
Remain at current step			
Step increase			
Wage Increase**			

Job Description:

Accurate	Revised**

Evaluating Supervisor _____ Date _____

Employee _____ Date _____

*Employee will be placed within their current grade at the step closest to their current wage amount, but not below their current wage amount.

**Department Head to present to the Board of Trustees at Strategic Planning the revised job description and/or wage increase request. Denied requests will receive a step increase.
Board Approved XX/XX/XXXX

TO: Board of Trustees

FROM: Michelle DeLancey, Director of Accounting & HR
Tony Randazzo, Director of Technical & Utility Services

DATE: May 29, 2024

AGENDA ITEM TOPIC: Utilities and Special Projects Coordinator job description update

Number of Supporting Documents: **01**

Requested Action

- Motion to approve the Utilities and Special Projects Coordinator job description as presented.

Background

- Attached is the proposed Utilities and Special Projects Coordinator job description that was presented at Strategic Planning.

Hamburg Township Job Description

JOB TITLE: **Utilities and Special Projects Coordinator**
(Full-time, Hourly, Non-exempt)

REPORTS TO: Director of Technical & Utility Services

JOB SUMMARY:

Assumes responsibility for coordinating sanitary sewer and water service special assessment districts, road improvement/maintenance districts, and all other special assessment districts administered by the Township. Provides administrative support to the Township Supervisor, Director of Technical and Utility Services, Municipal Utilities Committee, as well as the Department of Public Works as a whole.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Coordinates administration of the Township's sanitary sewer and water service special assessment districts. Duties include assisting the Township Board with setting-up and establishment of special assessment districts, more particularly drafting of petition forms, district maps, determination of district support, drafting Board resolutions, meeting notices, mailing affidavits and other legal documentation as required under State Law. Attends all informational meetings and public hearings during the establishment of the special assessment districts as directed by the Township Board. Once construction of the sewer district is complete, duties include, but are not limited to, issuing and processing of connection applications, scheduling sewer hook-ups with Township-approved contractors, coordinating inspection of the sewer connection by the County, providing information regarding special assessment districts, monitoring compliance with Township requirements, determining related assessment fees, and maintaining related documentation.
2. Assumes responsibility for coordinating administration of the Township's road improvement/maintenance and other special assessment districts. Special assessment districts can include street lighting, canal dredging, and other neighborhood improvements. Duties include, but are not limited to coordinating contractor bid and selection process, scheduling services with Township approved contractors, providing information regarding maintenance services, and maintaining related documentation. Respond to property owner complaints regarding maintenance issues and follow-up with contractor for resolution to correct issue. Responsible for calculating the annual assessment fee charges for each special assessment district and reporting to Clerk for adoption of tax levies. Enter assessment charges for districts into Special Assessments Program for tax roll.
3. Works with the Township Engineers, Attorney, and/or Bond Counsel in the preparation of various documents related to special assessment projects, bond sales, ordinances, and litigations. Prepares and files documents to be recorded with Register of Deeds office.
4. Provides administrative assistance to the Supervisor, Director of Technical & Utility Services, and DPW staff. Acts as the point of contact for the Township Supervisor and Director of Technical & Utility Services in their absence. Duties include, but are not limited to, typing various documents, preparing reports, coordinating assignment of work requests, responding to resident questions and/or complaints and coordinating a resolution with Township Contractors. Responsible for management of development sewer projects; including

participation in pre-application meetings, preparation of sewer and/or water agreements, coordination of permits, bids, securing "as-built" drawings as well as the dedications and bills of sale for on-site sewer collection systems.

5. Performs ZBA reviews on behalf of the DPW/Utilities Department to ensure there are no sewer or water related issues when granting a variance. Reviews and signs-off on all Land Use Permits to verify that any and all sewer issues are resolved by the builder and/or property owner before the permit is issued. Coordinate on-site inspections with DPW staff and builder to confirm all issues are resolved.
6. Completes final cost analysis for cash up-front and Contract S.A.D. sewer connections and extensions to determine if property owner is due a refund for overpayment of estimated sewer fees or an invoice for cost overruns. Reviews and invoice/refund summaries are forwarded to Municipal Utilities Committee for sign-off prior to presentation to the Township Board for review and approval.
7. Performs a variety of administrative tasks in support of the Municipal Utilities Committee. Duties include, but are not limited to, preparing meeting agendas, compiling necessary data for and preparing the digital information packets, preparing and distributing public hearing notices, making necessary meeting arrangements, recording meeting minutes, maintaining meeting minute books and other administrative records, and performing related meeting follow-up activities as directed. Prepare Township Board agenda information from items reviewed by Committee and forward to Township Clerk for insertion in Board meeting packets.
8. Provides information and assistance to the general public.
9. Works on special projects as assigned by the Township Supervisor and/or Director of Technical Services.
10. Handles purchasing for the DPW and Building & Grounds Departments.

OTHER DUTIES & RESPONSIBILITIES:

1. Performs other duties as assigned.

JOB QUALIFICATIONS:

1. Associate's degree in office management, business or related fields.
2. Two to four years of related administrative experience including preparation of legal documentation.
3. Written, typing and computer skills necessary for the creation and compilation of various documents, communications and reports.
4. Interpersonal skills necessary to provide courteous and accurate information to all levels of staff, the general public, contractors, developers, and others. The incumbent is also required to handle problems situations in a tactful, courteous and respectful manner.
5. Physical ability to properly operate required office equipment, retrieve documents from office files, transport items weighing up to 10 pounds, and periodically sit in one position for extended periods of time.
6. Mental ability to handle pressures related to meeting deadlines and working on tasks requiring accuracy and attention to detail.

WORKING CONDITIONS:

1. Normal office environment with little, if any, discomfort due to heat, dust, noise and the like.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

I have reviewed this job description and find it to be an accurate summary of the position.

Employee

Date

APPROVED BY TOWNSHIP BOARD _____

TO: Board of Trustees

FROM: Michelle DeLancey, Director of Accounting & HR

DATE: May 29, 2024

AGENDA ITEM TOPIC: Accounting & Benefits Coordinator job description update

Number of Supporting Documents: **01**

Requested Action

- Motion to approve the Accounting & Benefits Coordinator job description as presented.

Background

- Attached is the proposed Accounting & Benefits Coordinator job description that was presented at Strategic Planning.

Hamburg Township

Job Description

JOB TITLE: ACCOUNTING and BENEFITS COORDINATOR

(Full-time, Hourly, Non-exempt) Grade 7

REPORTS TO: Director of Accounting

JOB SUMMARY:

Performs a variety of accounting tasks including reconciling cash accounts, processing payroll, preparing financial reports, and preparing for the annual audit. Human Resource responsibilities include interfacing with benefit providers and employees, and processing administrative changes for employee benefit accounts.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Reconciles all Township bank and general ledger cash accounts in a timely manner and conducts research necessary to resolve discrepancies.
2. Processes the Township's bi-weekly payroll. Duties include, but are not limited to, ~~reviewing timesheets for accuracy/completeness, submitting payroll information to outside payroll service provider,~~ reviewing payroll reports for accuracy/completeness, ~~preparing/posting payroll journal entries,~~ completes withholding filing requirements and other related tasks.
3. ~~Assists the Accounting Director with yearly budget preparations and review of monthly, quarterly, and annual financial reports.~~
4. ~~Assists the Accounting Director with the recording of the Fixed Assets.~~
5. Works with the Accounting Director on the preparation for the annual audit. Duties include preparation of schedules, journal entries, research, preparation of work papers etc.
6. Journalizes and posts cash receipts and utility bill payments and verifies that the Daily Cash Reports balance with the general ledger.
7. Reconciles Portage bank accounts, maintains Portage accounting records, prepares reports necessary for the Portage Audit, and creates and posts necessary general ledger journal entries
8. Administers employee benefits including health, dental, vision, life, accident, and disability insurances, health reimbursement account, defined contribution and defined benefit pensions, and employee leave time.
9. Process Unemployment Insurance Agency, Friend of the Court, disability and workers compensation claims.
10. Reporting, researching and implementation of the Affordable Cares Act requirements.
11. Monitors hours worked and prepares annual reports to meet MIOSHA requirements, and reports injuries to OSHA.
12. Responds to external employee verification requests.
13. Maintain communication, resolve account issues, submit documentation, and schedule appointments with the Townships medical provider (Springfield Urgent Care).
14. Complete external payroll and Human Resources Freedom of Information Act and census requests.
15. Maintain the required record retention for Human Resources, Accounting, and payroll documentation.
16. ~~Receive, review, and submit employee benefit invoices to Accounts Payable.~~
17. Complete the annual estimate and annual audit for the Township's workers compensation provider.

18. Complete the State of Michigan Occupational Employment and Wage Statistics report.
19. Complete and submit the Patient-Centered Outcomes Research Institute Fee (PCORI) documentation to the IRS.
20. Complete and submit the annual Unemployment Insurance Agency reimbursement form.
21. Complete the annual renewal of the accident insurance policy provided by Provident.
22. Complete the reporting of taxable sick pay for accurate Township tax liability reporting.
23. Complete the filing or notification of Medicare Part D, W-2's and MERS HCSP documents.
24. Updates department procedures and the Personnel Policies and Procedures Manual-Employee Handbook as necessary.

OTHER DUTIES & RESPONSIBILITIES:

1. Oversees the accounts payable process. Duties include, but are not limited to, assuring inclusion of necessary documentation, reviewing all postings to the general ledger and the accounts payable aging (bills list) for presentation to the Township Board, and ensures compliance with the Township purchasing policy.
2. Supports the Accounting Director with the review process of quarterly sewer bills and other monthly accounts receivables. Duties include, but are not limited to, monthly balancing to general ledgers and any other necessary reviews.
3. Supports the Accounting Director with balancing of the special assessment accounts. Duties include, but are not limited to, verifying districts, calculating assessment fees, generating tax levies/bills, recording payments received, reconciling related accounts, calculating customer payoffs, and maintaining related documentation.
4. Provides information and assistance to customers with utility billing and special assessment questions/issues, and directs customers to the appropriate staff member as needed.
5. Assists in conducting research necessary to resolve billing discrepancies and delinquent account issues.
6. Performs other duties as assigned.

JOB QUALIFICATIONS:

1. Bachelor's degree preferred in accounting with a minimum of two years of experience (see #2) or an Associate's degree in accounting with a minimum of four years of experience (see #2).
2. Related accounting experience including accounts payable and accounts receivable responsibilities, payroll processing responsibilities, cash reconciliation, updating general ledger, benefits administration. Governmental accounting experience is preferred.
3. Ability to act with integrity, professionalism and confidentiality
4. A knowledge in Human Resources, employee benefits, and employment related laws and regulations.
5. Extensive knowledge of the payroll functions including preparation, balancing, internal control, and payroll taxes. Proficient with BS&A payroll software and Microsoft office.
6. Interpersonal skills necessary to communicate effectively with all levels of Township staff, outside service providers, and others in the exchange of information.
7. Analytical ability and mathematical aptitude necessary to perform accounting functions of moderate difficulty and conduct research necessary to resolve accounting discrepancies.
8. Computer skills necessary to maintain accounting records and generate related reports and schedules.

9. Physical ability to occasionally sit in one position for extended periods when working on the computer. The incumbent is also required to search and transport boxes of financial records weighing up to 40 pounds.
10. Mental ability to handle pressures related to meeting deadlines and working on tasks requiring accuracy and attention to detail.
11. 10-Key proficiency desirable.

WORKING CONDITIONS:

1. Normal office environment with little, if any, discomfort due to heat, dust, noise and the like.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

I have reviewed this job description and find it to be an accurate summary of the position.

Employee

Date

TO: Board of Trustees

FROM: Michelle DeLancey, Director of Accounting & HR

DATE: May 29, 2024

AGENDA ITEM TOPIC: ARPA Update

Number of Supporting Documents: **01**

Requested Action

- Motion to accept and file the ARPA Update as of May 22, 2024 as presented.

Background

HAMBURG TOWNSHIP - ARPA GRANT SUMMARY

AS OF: May 22, 2024

Money Received in 2021:	\$2,285,711.74	Expenses To Date	Balance of Amended Cost Remaining
Board Approval:	12/4/2022		
Project Name:	Pole Barn/Carport B&G		
Original Estimated Project Cost:	\$145,000		
Amended Estimated Project Cost:	\$150,877		
Year to Date Expenses :		\$162,997.64	(\$12,120.64)
Board Approval:	4/4/2022		
Project Name:	M-36 sewer Loop		
Original Estimated Project Cost:	\$800,000		
Amended Estimated Project Cost:	\$600,000		
Year to Date Expenses:		\$635,429.05	(\$35,429.05)
Board Approval:	4/4/2022		
Project Name:	Police Department Addition		
Original Estimated Project Cost:	\$800,000		
Amended Estimated Project Cost:	\$1,150,000		
Year to Date Expenses:		\$1,382,300.71	(\$232,300.71)
Board Approval:	4/4/2022		
Project Name:	Clerk's High Speed Tabulator		
Original Estimated Project Cost:	\$100,000		
Amended Estimated Project Cost:	\$98,875		
Year to Date Expenses:		\$98,875.00	\$0.00
Board Approval:	1/18/2022		
Project Name:	Parks & Rec Grant Match		
Original Estimated Project Cost:	\$200,000		
Amended Estimated Project Cost:			
Year to Date Expenses:		\$0.00	\$200,000.00
YEAR TO DATE EXPENSES:		\$2,279,602.40	(\$79,850.40)
RECEIVED LESS EXPENSES:		\$6,109.34	
BALANCE LESS REMAINING:		\$85,959.74	
ALLOCATED ARPA MONEY TO DATE:		\$2,199,752.00	
RECEIVED LESS ALLOCATED:		\$85,959.74	



Hamburg Township Public Safety Department

PO BOX 157 • HAMBURG, MICHIGAN 48139
PHONE: (810) 231-9391 • FAX: (810) 231-9401
EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 14.

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: May 29, 2024
RE: Agenda Item Topic: **Updated Public Safety SOP**
General Ledger #: N/A
Number of Supporting Documents: 1
NEW/OLD BUSINESS: **XXX** New Business
_____ Old Business – Previous Agenda #:

Requested Action

- Motion to approve Hamburg Township Public Safety SOP #300-16: *Crash Investigations*.

Background

The attached amended Public Safety SOP is being submitted to the Board for review and approval. The substantive language change is found on p.2 of the policy. In short, we are eliminating the separate Private Property Accident form. The separate form is redundant as officers already have to write an incident report along with the accident form. We have replaced the Private Property Accident form in Appendix A with a checklist to be utilized by officers when completing their incident reports. The checklist ensures that all information previously contained in the Private Property Accident form is contained in the officer's incident report.

Respectfully,

Chief Richard Duffany
Director of Public Safety

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Crash Investigations			No. 300-16
Distribution: POLICE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: 300-16 (10/12/22)	MLEAC Standard(s): N/A
Effective Date: DRAFT			

I. PURPOSE

The purpose of this procedure is to establish guidelines for the investigation of various types of crashes.

II. DEFINITIONS

- A. A traffic crash is defined as unintentional damage and/or injury resulting from the motion of a motor vehicle or its load. This includes collision and non-collision crashes.
 - 1. A collision crash is a crash in which a vehicle collides with another vehicle, fixed object, pedestrian, bicycle, or animal.
 - 2. A non-collision crash includes all crashes other than collision crashes which result in damage to a vehicle and/or injury. Examples of non-collision crashes include: rollovers, undercarriage damage due to potholes or missing utility access covers, occupants thrown from a vehicle, objects thrown by a vehicle, or an occupant hit by an object in or thrown against some part of a vehicle, and damage or injury from unsecured or shifting loads.
- B. In the case of a deliberate collision, a *UD-10 Crash Report* is not required. An officer should still complete an appropriate department incident report (i.e., MDOP or Felonious Assault) for the incident.
- C. A *UD-10 Crash Report* does not need to be completed when an officer makes contact with a fleeing vehicle while employing the Precision Immobilization Technique (PIT) maneuver.

III. RESPONDING TO MOTOR VEHICLE CRASH SCENES

- A. Department officers have initial investigative responsibility for all property damage (PDA), personal injury (PI), serious and fatal crashes which occur within Hamburg Township.

- B. A police officer shall be dispatched to locations within Hamburg Township to investigate and complete a *UD-10 Crash Report* in the following instances:
1. PI crashes occurring inside Township limits.
 2. PDA crashes occurring on public streets, including structures and the fixtures adjacent to them (i.e., mailboxes, fences, and buildings), when total damage is to an apparent extent of \$1,000.00 or more.
 3. PDA crashes involving any Township vehicle, or any Township-owned structures, or Township-owned fixtures which are legally upon or adjacent to the roadway (i.e., signs, light poles, and trees); regardless of the amount of damage.
 4. PDA crashes which occur as a result of a defect or condition in the roadway (i.e., potholes and missing manhole covers), regardless of the amount of damage.
 5. Hit and run crashes occurring on public streets and alleys, on any township owned property, and on private property open to the public.
 6. Any crash where one or more drivers refuse or are unable to provide a driver's license, registration information, and proof of insurance to all other drivers.
 7. A crash where a deer has been killed and the driver or other person wants to claim the deer; even if no crash report will be taken (see Section VII., CRASHES INVOLVING DEER, below).
- C. It is the policy of this department that when a PDA crash occurs on private property (including shopping centers and school parking lots) ~~where both drivers are present, an officer will respond and provide a *Private Property Crash Report Form* (see APPENDIX I, below) if a report is requested by at least one of the involved drivers.~~ to have an officer respond and complete a detailed incident report if a report is requested by at least one of the involved drivers. When completing the incident report, officers shall include all relevant information using the department's Private Property Crash Report Checklist as a reference (see APPENDIX A).
- D. When a PDA crash occurs on public streets or on Township-owned property other than streets and the damage does not exceed an apparent extent of \$1,000.00 and where both drivers are present officers will still respond and complete a *UD-10 Crash Report* if a report is requested by at least one of the involved drivers.
- E. If a crash occurs wherein a defect in the roadway or engineering is a contributing factor (i.e., shrubs causing a vision obstruction, a missing sign, a malfunctioning

traffic signal, or potholes); the appropriate agency having responsibility for the defect shall be contacted.

- F. Drivers who have temporarily left the crash scene shall be instructed to return to a safe location at the scene to await the arrival of the officer. If a driver refuses to return to the crash scene, an officer will be dispatched to their current location. If the location is outside of Hamburg Township, a supervisor will determine if an officer will respond.
- G. Officers will be dispatched to locations within the Township for late PDA crash reports, which would have required a response under Section III., B., 1-7. If the location is outside of Hamburg Township, a supervisor will determine if an officer will respond.

NOTE: If the quantity of PDA crashes occurring during a snow/ice event or other circumstances are beyond the capabilities of the on-duty personnel to conduct a timely on-scene investigation, the vehicles are drivable, and the crash would require a response under Section III., B., 1-7, the drivers should be advised to exchange information and call the police department after the event is over so the crash investigation can be handled as a late crash report.

- H. Officers will be dispatched to locations within the Township for late PI crash reports anywhere within Hamburg Township. If the location is outside of the township, a supervisor will determine if an officer will respond.

IV. **DUTIES OF POLICE PERSONNEL AT THE SCENE OF A CRASH INVOLVING INJURIES**

- A. The *UD-10* injury code is to be based on the apparent injury at the time of the crash report. The investigating officer shall contact injured parties to determine the extent of the injuries received and the need for emergency medical attention.

NOTE: If a minor child (below 18 years of age) requires medical attention or is transported to a hospital, the officer will make a reasonable effort to notify a parent or guardian.

- B. If a person involved in a PI crash refuses medical attention when, in the opinion of the officer, the person will jeopardize his/her own life by delaying or refusing medical treatment, the officer shall follow guidelines established in Public Safety SOP #300-06: *Response to Incapacitated Persons*.
- C. Unless extenuating circumstances exist, officers shall issue the appropriate traffic violation(s) to the at-fault driver in all crashes involving injuries, except as outlined in section V(b)(4) below.

V. DUTIES OF POLICE PERSONNEL AT A FATAL/SERIOUS PI CRASH SCENE

A. INITIAL RESPONDING OFFICERS

1. The initial responding officer at the scene of a fatal or serious PI crash shall assist in attending to any injured persons.
2. The initial responding officer shall be responsible for securing the crash scene including directing traffic flow around the scene.
3. Initial responding officers shall not move vehicles involved in a fatal or serious PI unless directed to do so by a supervisor or an Accident Reconstruction Investigator (ARI).
4. The initial officer at the scene of a fatal or serious PI crash shall notify a supervisor of the incident and request that the department Accident Reconstruction Investigator (ARI) and the Livingston County Major Crash Team respond.
5. The initial officer shall be responsible for ensuring that all available witnesses, including drivers and passengers, are interviewed. If there are an extensive number of witnesses, the investigating officer may ask assistance from another officer in obtaining statements from the witnesses.
6. The initial responding officer shall obtain a complaint number and complete the original report outlining their actions and involvement at the scene including the following:
 - a. How call received
 - b. Officer's actions (his/her own)
 - c. Statements of witnesses
 - d. List of crash victims
 - d. Injuries observed
 - f. Evidence collected and disposition of evidence
 - g. Any other pertinent information related to the crash
7. All assisting officers shall complete a supplemental report outlining their actions and involvement at the scene.
8. It shall be the responsibility of the responding ARI to complete the *UD-10 Crash Report* on all fatal/serious PI crashes.

9. The initial responding officer shall submit for review all forms/paperwork to a supervisor before the end of the officer's tour-of-duty.

B. ACCIDENT RECONSTRUCTION INVESTIGATOR (ARI)

1. Upon arrival at the scene of a fatal/serious PI, the ARI shall assume command of the scene and shall become the OIC of the crash investigation and any subsequent criminal case arising out of the crash.
2. The ARI shall provide direction to officers assisting at the scene and shall ensure all of the following:
 - a. The crash scene is properly secured and processed.
 - b. All relevant evidence is collected and stored in accordance with department policy.
 - c. All involved vehicles are impounded and properly stored
3. The ARI shall be responsible for completing the *UD-10 Crash Report* and conducting any necessary follow-up investigation.
4. The ARI shall be responsible for preparing the warrant request packet for review by the prosecutor's office and/or issuing any traffic citations.
5. The ARI shall be responsible for releasing vehicles impounded and held for investigation. The ARI shall only release a vehicle impounded in connection with a fatal/serious PI crash after receiving authorization to do so from the Livingston County Prosecutor's Office.

C. SUPERVISOR

1. A supervisor shall be responsible for authorizing the response of an ARI if needed. This shall be coordinated through Central Dispatch who send out an alert to the Livingston County Major Crash Team which is available 24 hours a day.
2. If the crash involves a department vehicle or other Hamburg Township emergency response vehicle, and the crash involves the response of an ARI, the supervisor shall be responsible for contacting the Director of Public Safety or designee.
3. Supervisors shall work in conjunction with the ARI and provide direction to all department personnel at the scene.

4. A supervisor shall collect and review all forms/paperwork from the initial responding officer and all assisting officers.
 - a. If an arrest is made relating to a crash for which no follow-up is initially required and no ARI is involved, the forms/paperwork shall be forwarded to the Livingston County Prosecutors Office for purpose of seeking a warrant.

D. VEHICLES INVOLVED IN FATAL/SERIOUS PI CRASH

1. All vehicles involved in a fatal/serious PI shall be impounded and held for investigation until released by the ARI.
2. All impounded vehicles shall be inventoried, towed and stored in accordance with Public Safety SOP #300-17: *Motor Vehicle Towing*.
3. At no time shall any personnel remove or release any property or vehicle part from any vehicle involved in a fatal/serious PI without notifying and receiving permission from the ARI.

VI. CRASHES OCCURRING OUTSIDE HAMBURG TOWNSHIP

- A. Upon arrival at crash scenes determined to be outside the Township, the responding officer shall advise if an ambulance or other emergency equipment is needed and request Central Dispatch to notify the police agency having jurisdiction of the need for police response.
- B. Depending on circumstances, department officers shall protect the scene or move the vehicle to a safe area and remain at the scene until relieved by the responding agency or until advised to clear the scene by a supervisor.

VII. CRASHES INVOLVING DEER

A deer which is killed by a motor vehicle collision or injured to the extent that it must be terminated may be taken possession of by a person. The person taking possession of the deer must submit a *Michigan Road Kill Salvage Application* to the Michigan DNR and attach the permit to the carcass within 24 hours. The *Michigan Road Kill Salvage Application* can be found on the Michigan DNR website. The driver of the vehicle that killed the deer has first priority to the carcass.

NOTE: Non-residents of Michigan wanting to claim a killed deer should be cautioned that adjacent state laws may prohibit bringing a killed deer into that state during a non-hunting season.

- A. If the car/deer crash meets the crash report criteria set forth in Section III., B., 1-6, a *UD-10 Report* shall be completed.
- B. If a deer carcass is going to be taken when no *UD-10 Report* is being completed, officers shall document the following information in the call for service notes:
 - 1. Date and time of possession.
 - 2. Location of where possession occurred.
 - 3. Identify if antlered, number of antler points, or if antlerless.
 - 4. If a salvage tag was requested.
 - 5. Full name including middle initial, date of birth, mailing address, phone number, and driver license number.
 - 6. Intended purpose for obtaining possession.
- C. A permit will not be issued to possess a spotted fawn.
- D. If more than one deer is killed in a single incident, the person permitted to claim the deer may claim all deer involved. A separate permit application should be completed for each deer carcass.

VIII. BOATING ACCIDENT REPORTS

- A. A boating accident includes, but is not limited to: capsizing, collision, flood, fire, explosion, and the disappearance of a vessel other than by theft.
- B. A State of Michigan *Official Boating Accident Report* form (Form PR9257) shall be completed when a boating accident results in: damage by or to the vessel or its equipment in the apparent amount of \$2,000.00 or more, injury to any person, loss of life, or the disappearance of any person from on board under circumstances which indicate the possibility of death or injury.
- C. All water skiing accidents will be submitted on the *Official Boating Accident Report* form.

NOTE: The investigation officer shall open a non-criminal investigation report for any incident in which a person falls from or is ejected from a watercraft; with the exception of falling off a jet ski or while engaged in water skiing, tubing, wake boarding, etc. This type of incident does not qualify for reporting on the *Official Boating Accident Report* but a description of the circumstances of the incident, identity of the individual(s) involved, and details of the watercraft involved.

[*Official Boating Accident Report Form \(michigan.gov\)](http://michigan.gov)

IX. ICE SURFACE ACCIDENTS

- A. Accidents involving motorized vehicle(s) (i.e., snowmobiles, automobiles, all-terrain vehicle (ATVs), etc.) used on frozen waterway surfaces should be submitted on a *UD-10 Report*. This includes all deaths, personal injury, and property damage accidents exceeding the applicable dollar amount.

NOTE: The applicable dollar amount for a crash involving automobiles is \$1,000.00; for snowmobiles and ATVs the amount is \$100.00.

- B. Accidents involving vehicles which are not motorized and which are used on ice surfaces should be submitted on an *Official Boating Accident Report*.

X. SNOWMOBILE AND OFF ROAD RECREATION VEHICLE (ORV) ACCIDENT REPORTS

- A. Accidents involving snowmobiles and ORVs (including ATVs) resulting in injuries to or death of a person, or resulting in property damage in the apparent amount of \$100.00 or more, shall be submitted on a *UD-10 Crash Report*.
- B. In addition to a *UD-10 Crash Report*, a *Fatal Snowmobile Accident Report* (Form PR9170) shall also be completed when there is a fatal crash involving a snowmobile.

XI. TRAIN ACCIDENTS

- A. When an accident occurs involving a train within the Township, Hamburg Township Public Safety personnel (police and fire) will be dispatched to the scene of the accident.
- B. Responding officers will render aid to the injured and secure the scene.
- C. Officers shall advise Central Dispatch to contact the appropriate railroad agency in order to notify them of the crash and of any possible obstruction on the tracks.
- D. A *UD-10 Crash Report* shall be completed on all train accidents listing the train as one of the units.

Issued by:



Richard Duffany
Director of Public Safety

Approved by Hamburg Township Board of Trustees: DRAFT

(APPENDIX A)
**HAMBURG TOWNSHIP
PUBLIC SAFETY DEPARTMENT**

**PRIVATE PROPERTY CRASH REPORT
CHECKLIST**

This checklist is intended to assist officers in completing incident reports for private property crash incidents. The information contained on this checklist shall be contained in the officer's incident report unless clearly not applicable.

Driver(s) Information:

- Name, address, date of birth, and driver's license number.
- Phone number.
- Insurance company and policy number.
- Statement of what occurred.

Passenger(s) Information:

- Name, address and date of birth.
- Phone number.
- Statement of what occurred.

Vehicle Information:

- Make
- Model
- Color
- Year
- License plate number.
- Vehicle Identification Number.
- The location of damage to the vehicle and to what extent.

Supervisor Pat Hohl Clerk Mike Dolan Treasurer Jason Negri Trustees Bill Hahn, Patricia Hughes, Chuck Menzies, Cindy Michniewicz

To: Township Board

From: David Rohr

Date: June 4, 2024

RE: Preliminary Site Plan Application for General Planned Unit Development (GPUD24-0001) The proposed project will utilize the General Planned Unit Development (GPUD) regulations (Section 36-439). The proposed project proposes a 208-unit apartment complex with a club house. The complex will be located on old Hamburg Elementary Site. The subject property consists of five existing parcels (15-25-200-056 (VC), 15-25-200-062(GI), 15-25-400-013 (VC), 15-25-400-042 (VC), and 15-25-101-084 (VR)) totaling 15.4 acres. The apartment complex will consist of 22 residential structures, 14 structures with 8 residential units and 15 structures with between 8-16 residential units: a community club house with offices, a gym, a community recreational room, and a pool.

PROJECT LOCATION:

The project is located on a 15-acre site south of E. M-36. The site is accessed by Learning Lane. The site is currently vacant.

PROJECT HISTORY:

Project **PCPUD24-0001**, Site Plan Application for General Planned Unit Development received conceptual site plan review from the Planning Commission on February 21, 2024. No formal action was taken at the meeting and the project was scheduled to be returned to the Planning Commission for formal preliminary site plan review.

The applicant has worked to address the issues raised and the February meeting, including eliminating any three-story building, removing the sports court, expanding the land scaping buffer, and relocating the site pump station.

PCPUD24-0001 received preliminary site plan approval at the May 15, 2024, Planning Commission meeting, with the following conditions:

Condition 1: A lighting plan that meets all the regulations for the village center area shall be submitted as a part of the final site plan review. This plan should include pedestrian scale lighting in the park to allow safe pedestrian access.

Condition 2: A detailed sign plan should be submitted for final site plan review.

Condition 3: Prior to the review of the final site plan or the issuance of a land use permit as needed all appropriate approvals from local, county, state and federal agencies, including, but not

limited to, Hamburg Township Fire, Accessor, and Public Works Departments, the Livingston County Road Commission, Drain Commissioner, and Health Department; and the Michigan Department of Environment, Great Lakes, and Energy, and the Michigan Dept. of Transportation shall be received.

Item 15.

Condition 4: Fencing and buffering will be required along all residential properties as required by the ordinance.

Condition 5: Emergency gate and Knox box will be required at the Washington Street Emergency Exit.

Condition 6: A dedicated access to the Lakeland Trail shall be established.

RECOMMENDATION:

Staff suggests that the Township Board discuss and review the May 15, 2024, Planning Commission Staff report, the recommendations by the Hamburg Township Planning Commission and the proposed project plans and application materials. The Board should make a determination on the preliminary site plan in terms of its own judgment on particular factors related to the individual proposal. The Board should make a determination if the project meets the site plan review standards A-L in section 36-73 (7).

Example Approval Motion

The Township Board approves the **Preliminary Site Plan Application for General Planned Unit Development (GPUD24-0001)** for the proposed project proposes a 208-unit apartment complex with a club house, with conditions one through six, inclusive, the project does meet the site plan review standards A through L of Section 36-73(7) of the Zoning Ordinance as discussed at the May 15, 2024, Planning Commission meeting, and as presented in the staff report.

a great place to grow

ATTACHMENTS:

Attachment A: Draft May 15, 2024, Planning Commission meeting minutes

Attachment B: May 15, 2024, Planning Commission Staff Report and Exhibits

PHONE: 810-231-1000
FAX: 810-231-4295



P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139-0157

To: Planning Commissioners
From: David Rohr
Hamburg Township
Township Planner
Date: May 15, 2024
Agenda Item:
Project Number: Preliminary Site Plan Application for General Planned Unit Development (PCPUD24-0001)
Project Location: Learning Ln. (15-25-400-048)
Owner: Michael Parliament/Alan Gottlieb
Applicant: Elevate Land Holdings, LLC

LOCATION:

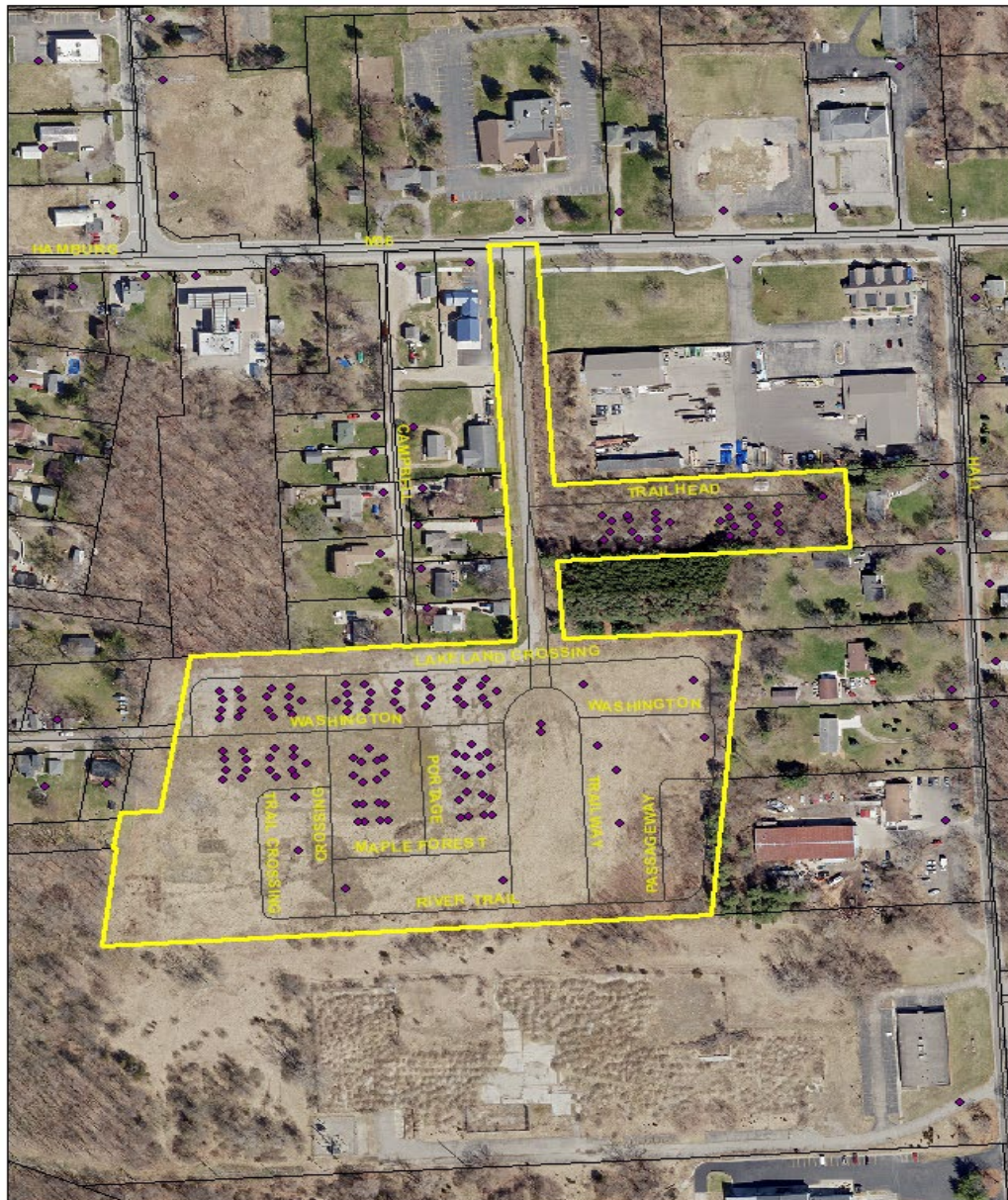
The project is located on a 15-acre site south of E. M-36. The site is accessed by Learning Lane. The site is currently vacant.

PROJECT HISTORY:

Project PCPUD24-0001, Site Plan Application for General Planned Unit Development received conceptual site plan review from the Planning Commission on February 21, 2024. No formal action was taken at the meeting and the project was scheduled to be returned to the Planning Commission for formal preliminary site plan review.

The applicant has worked to address the issues raised and the February meeting, including eliminating any three-story building, removing the sports court, expanding the land scaping buffer, and relocating the site pump station.

Location Map



PROJECT DESCRIPTION:

The proposed project will utilize the General Planned Unit Development (GPUD) regulations (Section 36-439). The proposed project proposes a 208-unit apartment complex with a club house. The complex will be located on old Hamburg Elementary Site. The subject property

consist of five existing parcels (15-25-200-056 (VC), 15-25-200-062(GI), 15-25-400-013 (VC), 15-25-400-042 (VC), and 15-25-101-084 (VR)) totaling 15.4 acres. The apartment complex will consist of 22 residential structures, 14 structures with 8 residential units and 15 structures with between 8-16 residential units; a community club house with offices, a gym, a community recreational room, and a pool.

GENERAL PLANNED UNIT DEVELOPMENT REVIEW PROCESS:

The Preliminary GPUD site plan shall contain enough detail to explain the proposed uses, relationship to adjoining parcels, vehicular and pedestrian circulation patterns, open spaces and landscape areas, and building density or intensity.

1. Applicant originally submitted on January 10, 2024, for conceptual site plan review for the GPUD.
2. Applicant received comments from the Planning Commission at their February 14, 2024, meeting. No formal action was taken.
3. Planning Staff sent the submitted information and plans to the Hamburg Township Public Works and Fire Departments, the Hamburg Township Engineer and the Hamburg Township Utilities Department for review and comment. Applicant shall submit information and plans to the Livingston County Public Health Department (LCHD) and Road Commission (LCRC) and the Michigan Department of Environment Great Lakes and Energy (EGLE) and Transpiration (MDOT) for comments.
4. At tonight's meeting on May 15, 2024, the Planning Commission will conduct the public hearing for this project. At this hearing the Planning Commission will act and recommend approval or denial of the preliminary site plan for the GPUD to the Township Board or table the project if the Planning Commission determines more information is required to make a recommendation. A recommendation of approval can include recommended conditions of project approval.
5. Following the public hearing, the Planning Commission recommendation is forwarded to the Township Board for a final determination on the preliminary site plan for GPUD.
6. If the preliminary site plan for the GPUD is approved by the Township Board the applicant will then start working on the submittal of a final site plan for the GPUD.

ZONING ORDINACE REGULATIONS:

The subject site is located within the **Village Center (VC)** Zoning District. The zoning district regulations are listed below with the GPUD process allows flexibility to the required regulations. Table 1 summarizes the zoning regulations that apply for the proposed project:

Table 1 (Page 3 Site Plan)

SITE DATA			
EXISTING ZONING: GENERAL PLANNED UNIT DEVELOPMENT (GPUD)			
SITE AREA = 15.478 ACRES			
MAX. DWELLING UNITS PER ACRE (VC): 10 DU/CCRE			
NO. OF BUILDING ON SITE: 16			
NO. OF UNITS PROPOSED: 208			
DWELLING UNITS PER ACRE: 13.44 DU/CCRE (AMEND TO PUD AGREEMENT)			
BUILDING SETBACKS:	REQUIRED	PREVIOUSLY APPROVED	PROPOSED
FRONT (FROM PAVEMENT):	20'	15'	N/A
SIDE:	10'	15'	20' MIN.
REAR: TO PROPERTY LINE	25'	30'	20' MIN.
BUILDING TO BUILDING:	35'	N/A	N/A
BUILDING FRONT TO SIDE:	N/A	25'	N/A
BUILDING SIDE TO SIDE:	N/A	15'	N/A
MAXIMUM BUILDING HEIGHT:	35'	35'	35'
MAXIMUM BUILDING STORIES:	2.5 STORIES	2 STORIES	2 STORIES
MINIMUM FLOOR AREA:			
1 BEDROOM	550 S.F.	875 S.F.	600 S.F.
2 BEDROOMS	650 S.F.	1100 S.F.	898 S.F.
3 BEDROOMS		N/A	936 S.F.
BUILDING COVERAGE:	50% MAX.	16%	15.83%
IMPERVIOUS AREA CALCULATION:	N/A	32%	37.85%
OPEN SPACE REQUIRED: 1,500 S.F./ UNIT=1,500 x 208 312,000 S.F. (7.16 AC.)	44%	37%	42.56%
OPEN SPACE PROVIDED:		6.03 AC.	6.59 AC.
PARKING REQUIRED: (1.5 SPACE/UNIT) 1.5 x 208 = 312 SPACES			
PARKING PROPOSED: 407 SPACES (INCLUDING 10 B.F. SPACES) (1.957 SPACES/UNIT)			
	PREVIOUSLY APPROVED PLANS	CURRENT PLANS	
SITE AREA	16.1 AC.	15.478 AC.	
NO. OF BUILDING ON SITE:	23	16	
NO. OF UNITS PROPOSED:	208	208	
DWELLING UNITS PER ACRE:	12.91 DU/CCRE	13.44 DU/CCRE	
BUILDING COVERAGE:	16%	15.8%	
PAVED SURFACE PARKING AND ROADS CIRCULATION	32%	37.85%	
OPEN SPACE:	37%	42.96%	
PARKING PROVIDED:	406 SPACES (1.952 SPACES/UNIT)	407 SPACES (1.957 SPACES/UNIT)	

Landscaping:

The preliminary plan provides a tree planting plan. L-1, L-2, L-3, and L-4 provide detailed landscaping details for different sections of the development.

The land scaping plan does not note a 20foot buffer and proposes a six-foot vinyl fence on the southern parcel line (L-3).

In the Zoning Regulations the Planning Commission may waive or reduce the buffer zone landscaping requirement if equivalent screening is provided by existing or planned parks, parkways, recreation areas, or by existing woodlands on the lot, and topographic or other natural conditions. Existing quality trees (hickory, oak, maple, ash) with a caliper at least eight inches shall count as two trees toward the above requirements.

1. Where a six-foot-high continuous wall is required, such wall shall be a masonry wall, except that the planning commission may allow the substitution of a six-foot-high pressure-treated wood fence.

Because this project is a General Planned Unit Development the landscape requirements can be set by the Development Agreement as part of the Planned Unit Development process and the Planning Commission does not need to officially waive the landscaping requirements.

Lighting:

The preliminary site plan does not include a lighting plan.

In the Village Center area, A consistent type of pedestrian scale ornamental lighting shall be provided along all sidewalks, within any off-street parking lots and along road frontages.

Suggested Condition 1:

A lighting plan that meets all the regulations for the village center area shall be submitted as a part of the final site plan review. This plan should include pedestrian scale lighting in the park to allow safe pedestrian access to the front doors of the units facing this park.

Signs:

No Sign details were submitted. Proposed signage should be provided as a part of the final site plan review and shall meet the requirements of the zoning regulations.

Suggested Condition 2:

A detailed sign plan should be submitted for final site plan review.

<p>Sidewalks/pedestrian circulation.</p> <ol style="list-style-type: none"> 1. Site design shall demonstrate a special sensitivity to pedestrian circulation and safety. 2. Sidewalks at least five feet wide and at least seven feet wide where abutting parking shall be provided along public streets and private roads; bike paths shall be required in locations designated in the Hamburg Village master plan or to provide linkages with existing or planned bikepaths. 3. All developments shall provide pedestrian linkages between public sidewalks and the building entrances. <p>Staff Analysis: The sidewalk system within the development has been designed to provide good pedestrian access within the site and to Hamburg Rd.</p>	<p>✓</p> <p>✓</p> <p>✓</p>
<p>Architecture.</p> <ol style="list-style-type: none"> 1. Buildings shall possess architectural variety but enhance the overall cohesive and historic village character. 2. Building architecture shall meet the standards of section 36-73(7). 3. The first floor of front facades shall include at least 30 percent windows. The approximate size, shape, orientation and spacing shall match that of buildings on adjacent lots. 4. The mass and proportion of structures shall be similar to structures on adjacent lots and on the opposite side of the street. Larger buildings may be broken-up with varying building lines and rooflines to provide a series of smaller scale sections which are individually similar in mass and proportion to surrounding structures. 5. Buildings located on corner lots shall provide distinct and prominent architectural features or site elements which reflect the importance of the building's corner location and creates a positive visual landmark. An entry feature or site landmark shall be required at corners designated for such a feature in the Hamburg Village master plan. The architectural feature or site element shall be subject to planning commission approval. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p>GPUD Requirements:</p> <p>A. Location. A GPUD shall only be created on development sites within the Township which have a portion of the property located within the Neighborhood Service (NS), Community Service (CS), Mixed Use</p>	<p>✓</p>

<p>Development (MD), Village Residential (VR), or Village Center (VC) zoning districts.</p> <p>B. Size. A GPUD shall only be created on development sites one (1) acre in area or greater.</p> <p>C. Permitted Uses.</p> <p>1. Uses that are listed as Permitted Uses or Special Uses in the underlying zoning district or uses identified in the underlying future land use category of the Township Master Plans may be permitted in a GPUD development.</p>	✓

DISCRETIONARY REVIEW CRITERIA

The following are the applicable discretionary standards for preliminary GPUD site plan review within the Township's Zoning Ordinance in **bold**, followed by staff analysis of the project as it applies to each standard. Because this project is a GPUD it requires compliance to the Planned Unit Development Standards (Section 36-442) and the Site Plan Review Standards (Section 36-73). When the Planning Commission is reviewing the project for compliance to Section 36-442 and 36-73 it should remember that tonight's meeting is for the preliminary site plan review and that additional information may need to be submitted with the final site plan application for the Planning Commission to verify that the project meet the standards in section 36-442 and 36-73(7). The Planning Commission should review the project and determine if the project meet each of the following standards:

Planned Unit Development Project Standards (Section 36-442)

In considering any application for approval of any Planned Unit Development community site plan, the Planning Commission shall make their determinations on the basis of the standards for site plan approval set forth in Article 3 of this chapter, as well as the following standards and requirements:

(1)

A GPUD shall promote the goals and objectives of the Township master plan, and village center master plan. Including the intent and guidelines related to site design as stated in the transportation section of the master plan, and the village design chapter of the Hamburg Township village center master plan, where applicable. Along with other appropriate site design standards, guidelines, and principles, the following site development elements shall also be reviewed for consistency with the applicable guidelines of the master plan and the village center master plan:

- a. Sidewalks/pedestrian circulation.
- b. Parking/loading areas.
- c. Architecture.
- d. Signs.
- e. Street and access design.
- f. Lighting.
- g. Landscaping.

This project has been designed to comply with the Village Center Master Plan. The future land use designation of the subject site is Village Core along M-36.

(2)

A GPUD shall result in a higher quality of development than could be achieved under conventional zoning.

The common open space areas, private amenities and the extensive sidewalk connections will make this development a very desirable location for area residents and will result in a higher quality of development than could be achieved otherwise.

(3)

A GPUD shall not be created in situations where the same land use objectives can be accomplished by the application of conventional zoning provisions or standards without the need for variances.

The developer is requesting an increase in density.

(4)

A GPUD may be created only when the proposed land use will not add public service and facility loads beyond those contemplated in the master plan or other applicable plans or policies of the Township unless the applicant can demonstrate to the sole satisfaction of the Township Board that such added loads will be accommodated or mitigated by the proponent as part of the GPUD or by some other means deemed acceptable to the Township Board.

The proposed GPUD will add additional public service and facility loads envisioned by the Village center master plan. The Township Board should confirm this in the final site plan review.

(5)

Creation of a GPUD shall establish land use patterns which are compatible with and protect existing or planned use. The use of the GPUD option shall not be for the purpose of avoiding applicable zoning requirements of the underlying zoning district.

The proposed project is a General Planned Unit Development (GPUD). The proposed project meets most of the regulations of the zoning district.

The Hamburg Township zoning ordinance states that the intent of the GPUD is to

- Permit private development which is substantially in accordance with the goals and objectives of the Township Master Plan which and the Township Village Center Master Plan.

- Permit regulatory flexibility to achieve development that comply with the Township's Master Plans in order to achieve economy and efficiency in the use of land, natural resources, energy and in the provision of public services and utilities; to encourage the creation of useful open space particularly suited to the proposed development and parcel on which it is located; and to provide appropriate housing, employment, services and shopping opportunities to satisfy the needs of residents of the Township of Hamburg.

The GPUD should be laid out so that proposed uses, buildings, and site improvements relate to each other and to adjoining existing and planned uses in such a way that they will be compatible, with no material adverse impact of one use on another.

It appears that the proposed project will meet the intent of the GPUD. By allowing this project some slight regulatory flexibility, the proposed development will be compatible with the Master Plan, provided needed multi-unit housing within the village area, achieve the efficient use of the land, and will provide important pedestrian connections and amenities in the village area.

(6)

A GPUD shall not be allowed solely as a means of increasing the density or intensity of development.

The density of the project will increase slightly.

(7)

A GPUD shall improve the appearance of the Township through quality building design and site development, the provision of trees and landscaping consistent with or beyond minimum requirements; the preservation of unique and/or historic sites or structures; and the provision of open space or other desirable features of a site beyond minimum requirements.

The design of this project will improve the appearance of the Township and will provide needed connection through the site to the surrounding community., The proposed for-rent apartments will provide the Village area with a much-needed housing alternative to the existing single-family housing within the Village.

Standards for Site Plan Review (Section 36-73).

Compliance with the standards of this section are required as a part of the preliminary Site Plan review. Staff has included these standards into the review of the preliminary site plan to make sure that if the preliminary site plan review is approved the applicant is aware that the project will need to meet the requirement of this section once all the required information is submitted for final site plan review. In the review of all site plans, the Zoning Administrator and the Planning Commission shall endeavor to assure the following:

a. The proposed development conforms to all provisions of this chapter.

The proposed development has been designed to meet all the required site plan review requirements.

b. All required information has been provided.

The application is for the preliminary site plan for the GPUD. It appears that the applicant has submitted adequate information for the planning commission review of the preliminary site plan for the proposed GPUD project. All required information under section 36-73 and as to address the initial comments from the different agencies and reviewing bodies will be required prior to final site plan review.

c. The movement of vehicular and pedestrian traffic within the site and in relation to access streets and sidewalks will be safe and convenient.

The Township fire district and township engineer has reviewed the roadway and sidewalk layout of the project.

MDOT approvals will also be required prior to issuance of a zoning permit for this project.

d. The proposed development will be harmonious with existing and future uses in the immediate area and the community.

The development will be harmonious with existing and future uses.

e. The proposed development provides the necessary infrastructure improvements, such as roads, drainage, pedestrian facilities and utilities, to serve the site, and be adequately coordinated with the current and future use of adjacent properties.

The preliminary project plans do not provide enough detail for the Township Engineer to do a full review of the infrastructure proposed. However, an initial review was prepared by the Township Engineer and these comments will need to be addressed as a part of the final site plan review of the project. Attached. The plans submitted for final site plan review will provide greater details on the drainage, roadway construction, and other improvements.

f. The applicable requirements of Township, county and state agencies are met regarding grading and surface drainage and for the design and construction of storm sewers, stormwater holding facilities, water mains, and sanitary sewers.

See comments in item e above. The plans submitted as a part of the final site plan review will address the Township Engineers initial comments and will provide greater details on the drainage, the design and construction of storm sewers, stormwater holding facilities, water mains, and sanitary sewers.

g. Natural resources will be preserved to the maximum extent possible in the site design by developing in a manner which will not detrimentally affect or destroy natural features such as lakes, ponds, streams, wetlands, steep slopes, and woodlands.

There are not any lakes, ponds, streams, wetlands, or steep slopes on the site. The site is vacant cleared land.

h. The proposed development shall respect the natural topography to the maximum extent possible by minimizing the amount of cutting, filling, and grading required.

A detailed grading plan has been submitted. The subject property is relatively flat and the location of the improvements on the site have been placed on the areas with the least slope. The grading plan will be reviewed by the Township engineer.

i. The proposed development will not cause soil erosion or sedimentation.

Prior to issuance of a building permit for this project the Livingston County Drainage Commission will require approval of a soil erosion and sedimentation plan that meets the local and state requirements.

j. Landscaping, including trees, shrubs and other vegetative material is provided to maintain, improve and/or restore the aesthetic quality of the site.

A detailed landscape plan has been provided as a part of the GPUD preliminary site plan review.

k. Conformance to the adopted Hamburg Township Engineering and design standards.

Detailed engineering plans are not required to be submitted as a part of the preliminary site plan review process. The township engineer has done a cursory review of the preliminary plans and project layout. The engineering comments are attached. If the GPUD preliminary site plan is approved the application will address the engineering comments and will be required to comply with all Hamburg Township Engineering and design standards prior to the issuance of a land use permit.

l. All proposed commercial, office, industrial, institutional and multiple-family development shall utilize quality architecture to ensure that buildings are compatible with surrounding uses, protect the investment of adjacent landowners, blend harmoniously into the streetscape and meet the objectives the Township master plan. New buildings, additions and renovations shall be designed to preserve or complement the design character of existing development, provide visual harmony between old and new buildings, and create a positive image for the Township's various commercial shopping nodes. Commercial, office, industrial, institutional and multiple-family architecture shall be reviewed by the planning commission under the following criteria:

1. Buildings shall front towards and relate to the public street. Buildings shall be located to create a defined streetscape through uniform setbacks and proper relationship to adjacent structures. Proper relationship to existing structures in the area shall be maintained through building mass, proportion, scale, roofline shapes and rhythm. Buildings within the area designated on the master plan and Village Center master plan as the "Hamburg Village" shall be compatible with the historic character of the unincorporated place commonly referred to as the "Old Hamburg Village."

2. Building materials and colors shall relate well and be harmonious with the surrounding area. Roof shape and materials shall be architecturally compatible with adjacent buildings and enhance the predominant streetscape. For any side of a principal building facing a public or private street, at least 50 percent of the facade shall be constructed of, or covered with, the following materials:

- 1. Brick;**
- 2. Fluted or scored concrete block;**
- 3. Cut stone;**
- 4. Vinyl siding;**
- 5. Wood siding;**
- 6. Glass; or**

7. Other materials similar to the above as determined by the planning commission.

3. Buildings shall possess architectural variety, but enhance the overall cohesive community character. Buildings shall provide architectural features, details and ornaments such as archways, colonnades, towers, cornices or peaked rooflines.

4. Building walls over 100 feet in length shall be broken up with a combination of the following: varying building lines, windows, architectural accents and trees.

5. Building entrances shall utilize windows, canopies and awnings; provide unity of scale, texture, and color; and provide a sense of place.

6. Where the rear facade of a building will be visible from a residential zoning district, or the rear of the site will be used for public access or parking, such rear facade shall be constructed to a finished quality comparable to the front facade.

7. Signs, landscaping, lighting and other site elements shall be coordinated and compatible with the building design, as well as harmonious with other nearby developments. Developments shall provide site features such as decorative entry signs, ornamental lighting, pedestrian plazas and/or pedestrian furniture.

The proposed layout and structures on the site have been designed to be compatible with the village character of the ‘Old Hamburg Village’ and to comply with the Village Center Master Plan.

RECOMMENDATIONS:

Staff believe that as conditioned and with final review of the project under the final site plan review requirement the proposed preliminary site plan for the GPUD project is substantially compliance with the required standards under sections 36-442 and 36-73.

The Planning Commission should review and discuss the preliminary GPUD site plan application, the submitted materials including the project plans, the staff report, and any information presented at the public meeting; and either recommend approval or denial of the preliminary site plan for the GPUD to the Township Board.

Example Approval Motion:

The Planning Commission recommends approval of the preliminary GPUD site plan, as shown on project plan (Exhibit A) , to the Township Board because the project as conditioned it is consistent with the requirements of the General Planned Unit Development regulations and will be able to meet site plan review standards of the zoning ordinance as discussed at the meeting tonight and presented in the staff report with the following conditioned of approval:

Suggested Condition 1:

A lighting plan that meets all the regulations for the village center area shall be submitted as a part of the final site plan review. This plan should include pedestrian scale lighting in the park to allow safe pedestrian access.

Suggested Condition 2:

A detailed sign plan should be submitted for final site plan review.

Suggested Condition 3: Prior to the review of the final site plan or the issuance of a land use permit as needed all appropriate approvals from local, county, state, and federal agencies, including, but not limited to, Hamburg Township Fire, Accessor, and Public Works Departments, the Livingston County Road Commission, Drain Commissioner, and Health Department; and the Michigan Department of Environment, Great Lakes and Energy and Transportation shall be received.

Next Steps:

If the Planning Commission recommends approval of the preliminary GPUD site plan, the Township Board shall consider the Planning Commission recommendation and public hearing comments and shall take action to approve, deny or remand the site plan back to the Planning Commission for further review.

If the Township Board approves preliminary GPUD site plan the applicant shall submit a final GPUD site plan which contains all information required by Article 3 of the Township Zoning Ordinance.

The Planning Commission shall review the submitted Final GPUD site plan to insure compliance with all standards and criteria of Article 3 Site Plan Review and Article 12, Planned Unit Development. The Planning Commission then takes action to recommend approval or denial of the Final GPUD site plan to the Township Board based upon compliance with the above referenced standards.

Upon receipt of the report and recommendation of the Planning Commission, the Township Board shall review all findings. If the Township Board determines that approval would be appropriate, it shall instruct the Applicant to work with the Township Attorney to prepare a development agreement setting forth the conditions upon which such approval is based. Such conditions shall include, where appropriate, identification of the phases and timetable for development, and an estimate of the costs of implementing each phase.

After approval by resolution of the Township Board, the Development Agreement shall be executed by the Township and the applicant and recorded in the County records. Approval shall be granted only upon the Township Board determining that all qualification requirements, conditions of approval, and provisions of this and other Township Ordinances have been met, and that the proposed development will not adversely affect the public health, welfare and safety. Approval shall further be subjected to the condition that the contract will be properly recorded.

Exhibits:

Exhibit A: Project Application.

Exhibit B: Preliminary GPUD site plan and other project plans.

Exhibit D: Hamburg Township Fire Department Initial Review

Exhibit E: Hamburg Township Engineering Consultant Initial Review

Supervisor Pat Hohl Clerk Mike Dolan Treasurer Jason Negri Trustees Bill Hahn, Patricia Hughes, Chuck Menzies, Cindy Michniewicz

PLANNING COMMISSION MEETING

Wednesday, May 15, 2024 at 7:00 PM
Hamburg Township Hall Board Room

MINUTES

CALL TO ORDER

Commissioner Muck called the meeting to order at 7:00 pm.

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD:

1) **PRESENT:**

John Hamlin
Patricia Hughes
Victor Leabu Jr
Ron Muir
Jeff Muck, Chair
Joyce Priebe

2) **ABSENT:**

Deborah Mariani

APPROVAL OF MEETING AGENDA for tonight.

Approval Motion made by Commissioner Leabu, seconded by Commissioner Priebe, to approve the agenda as presented.

VOTE: MOTION CARRIED

APPROVAL OF THE MEETING MINUTES

Approval Motion made by Commissioner Hughes, seconded by Commissioner Priebe, to approve April 17, 2024, Planning Commission Meeting Minutes with recommendation from Commissioner Hughes for staff to review the verbiage regarding age and income level from the recording.

VOTE: MOTION CARRIED

CALL TO THE PUBLIC- No public response.

OLD BUSINESS

None

NEW BUSINESS**1) Preliminary Site Plan Review (PPAM24-001): The Crossing at Lakelands Trail**

Chair Muck opened the public hearing to the public.

- 1) Brenda Vibbart- 10564 Hall Rd is requesting a fence to separate her property from the development that wouldn't kill her trees. She would like it to be put up before the development begins. Requesting that the pool is indoor to buffer the residential noise from development. Traffic will also be a concern to the neighborhood.
- 2) Sarah Bennett- 10582 Livingston St is pleased with the emergency only gate at the Washington St. entrance and the lift station has been moved from the existing residents. Her current concerns is the density request over by 26% of the master plan. Providing a 26-foot road would be possible with less buildings. A bigger setback could be provided if more landscaping were required between this development and the existing residential homes. The engineer said that the pool can't drain into the sanitary sewer so she is concerned that they will drain it to the nearby detention basin. The house at 7452 Washington St. which is in line with the proposed detention pond is on a well. Will this pond impact the water quality of their well water? The elevation drawings presented to the boards will not resemble the largest buildings onsite, the club house and the apartment building with a 16-unit design. These buildings are going to be very huge, about 150 feet in length. This architecture will not blend in with the surrounding residential neighborhoods.
- 3) McKenzie Johnson- 10603 Livingston St is appreciative that the applicant is willing to utilizing the feedback of surrounding residents. She stated that a GPUD shouldn't be used to increase the density or intensity of the development in the ordinance, in section 36-442 (6). She is worried that this will change the character of Hamburg Township in this neighborhood.
- 4) Dustin Hitchings-10530 Hall Rd is concerned with the 34% increase of the number of units that will be built on this site. He also referenced Section 36-442 (6) in Hamburg Township's ordinance. He said they are under the required amount of open space requirement by a quarter acre. Many Hamburg residential properties are about a quarter of an acre. They have proposed 407 parking spaces compared to the 312 required. This additional parking will consist of 5.85 acres of paved asphalt in the field. The GPUD should not allow any development that add public service & utility loads beyond those contemplated in the master plan. The village core consists of 7 acres in the master plan, but this development is twice this amount. The required lighting for 5.85 acres of pavement will impact adjacent residents from enjoying the ability to see the stars at night. We will have many new additional people who will be starting up their cars at odd hours of the day and will impact on residents' enjoyment of their land.
- 5) Erin Gottbreht- 7930 Forest Creek Ct moved her 20 years ago from Grand Rapids to raise their children in a country feel township. This proposal for 208 apartments is concerning since we need to grow, but this doesn't seem to be the best way to go about it. This density proposal seems overwhelming to our community here.

- 6) Loretta Brighton- 7869 Howard St moved from Grass Lake to Hamburg. She has lived in this community for many years to raise her five children. She is concerned with the possibility of increasing crime in the community by having these apartments.
- 7) Lisa Johnson - 6683 Alta Dr has moved to the township because of the open space community that exists here. She is concerned about what the future will look like if we allow this dense development in the community, for her children. She is hoping that the committee will consider any possible increase in crime, and over demand of roads and infrastructure.

No one else commented so Chair Muck closed the public meeting. He invited the applicant to the podium to speak to the commissioners. **Bob Langet** showed the overview site plan, stating that they eliminated the 3 story buildings proposed at an earlier meeting, replacing them with 2 story buildings. They eliminated the sport court due to noise. They moved the pump station to a remote location on the side. Washington St entrance will only be utilized for emergency access. The plan that was approved 7 years ago was utilized in this development. Open space has been added to the center of the development. They added a dog park, EV charging stations and bike racks. Located parking in close approximation to the front doors of units without parallel and angled parking. The exterior of the buildings has been modernized, utilizing stone and siding in the architecture. This development will attract individuals who want to live in Livingston County off the highway. We believe these individuals will be young medical professionals who have younger children who don't wish to own their own place but want to live in Hamburg Township. Being in close approximation to the Lakeland Trail is important to this development.

Chair Muck opened the meeting to David Rohr for his staff report. He briefly went over the report and asked if the Commissioners had any questions. Chair Muck then opened the meeting to the commissioners for their questions and comments.

Commissioner Hughes said she did not have any questions at this time. Commissioner Muir asked for clarification of the safety concerns for Hall Rd from the applicant. The applicant stated that the development will increase traffic flow onto Hall Rd and M-36. There is an old traffic study. Bob asked Cliff to speak about this concern. He said that there was a center left turn lane will be provided off Hall Road for residents turning left off Hall Rd into the community. Commissioner Muir asked about the fence being along only one boundary. The applicant had the landscape plan pulled out to discuss with the commissioners. Commissioner Muir mentioned there was no buffering between the gravel road and the local residential neighbors. Bob said he believed that the fence was only required along that one location, and there is landscape buffering along the remainder of the site. Bob explained that the gravel will only be used as a maintenance pathway for retention pond overflow only. Muir repeated that there is no buffering landscape between the gravel road along the boundary line and the local community. The applicant said that the gravel is adjacent to vacant land and is not a road. Commissioner Muir explained that the PC usually requires landscape buffering around the whole GPUD community to buffer it from the rest of the community. The applicant said he will be sure to add such landscape to this area if the PC agrees that this is required.

Commissioner Hamlin stated that this GPUD is in the Village Center District zone, where apartments are a permitted use. One review standard in our ordinance is that a GPUD shall not be created where the same land objectives can be accomplished with conventional zoning provisions. The only reason for the GPUD on this project is to get 54 more apartments added, which is a 35% density increase over the allowable 154 apartments. He said that this development is not eligible to be submitted as a GPUD. It is not a village, mixed use, or exemplary. This should be submitted as an apartment complex with an apartment density of 154 units. Commissioner Hamlin stated his concern that if this project is approved as a GPUD, what precedence will they be setting up for the future development of more apartment and multifamily unit projects in Hamburg to the east and north. Hamlin discussed a few things that he would like to see added as a condition to this project, if approved. The fencing needs to be discussed. Our ordinance requires a 20-foot buffer in which a 6-foot masonry wall is required. We can allow a wooden fence. He said we don't want a vinyl fence. There are numerous single-family homes that are

adjacent to this development that require a fencing buffer. A second request, he wants to see the Washington St. entrance only be used as an emergency access point with a locked gate and a Knox box for the police and fire to have access to, as a condition for approval or in the GPUD agreement. The final request, Commissioner Hamlin requested that the access path to the Lakeland Trail should have safety bollards to keep the trail to bike and pedestrian traffic.

Commissioner Leabu stated that he was on the PC when this was approved the first time, and he wished he had been built so there were more housing available to people to rent. McKenna had stated ten years ago that we were 300 apartment units short of a normal mixed community. He stated he has two daughters who are aged 26 and 32 years old. Today homes are selling for over \$400,000. Having these apartments built could provide them with a safe place to live. Leabu said he felt that this newer design is much better than the old plan.

Commissioner Priebe was in support of Leabu's comments. She was on the PC when it was approved over seven years ago. She appreciates the newer design and that they eliminated the 3 story unit buildings. She stated that no one likes to change, and she moved here over 50 years ago when it was a lot more rural. She has seen many changes over the years. When people own property they have a vested interest in developing that parcel. She said that she supports this project.

Commissioner Hughes asked for clarification regarding the apartment buildings, asking if there will be indoor stairwells to get the renters from level to level or will each apartment unit exist on the whole level. Bob stated that a three-bedroom apartment will exist at one level. If the unit is upstairs, then that renter will access their apartment on that second story level, and each apartment unit will have their own private entrance. Their building company works hard to soundproof each unit, floors and walls, from each other. They do wall separation and light creek floors to deaden the sound between units. Hughes stated that she grew up in a rural community on 10 acres and it seems that living in Hamburg Township requires us to work with our connection with M-36 whether for the good or the bad.

Chair Muck stated that he moved to Livingston County over 25 years ago as a single man. He took a job in Brighton while he tried to find an apartment on that income level was very difficult 25 years ago. Fast forward to today, I have a co-worker who grew up in Pinckney Township, her parents still live in Hamburg Township, and she is a single mom. She can't afford to live out here. She is very hopeful at what these new townhouses and apartments could bring to the community, allowing her to move here near her parents. Currently she must make the trip every day from Livonia to go to work and see her parents. I think of her when I vote yes on this project. We will want to ensure that we create some stipulations regarding the fencing, screening, and green buffering around the development. There will not be any expansion of this development. What you see is what is being reviewed.

Commissioner Hamlin stated that the fencing should be a 20-foot buffer and a masonry wooden fence should be required everywhere there is a single-family home. Then an emergency gate and a Knox box will be required at Washington Street (west entrance) and used only for emergencies. Hamlin had mentioned connecting a pedestrian path to Lakeland Trail. Chair Muck stated that he had brought this up at the last meeting. Muck asked Bob if he had talked with the neighbors to the north and south to see if they showed any interest in connecting the pedestrian path to the Lakeland Trail. Bob said yes, they are willing to assist in this effort. Bob was in support of making this a condition as well. Hamlin and Muck stated they wanted it as a condition, so it is controlled.

Approval motion made by Commissioner Priebe, seconded by Commissioner Muir, to recommend approval of the **Preliminary GPUD Site Plan (PPAM24-001)** as shown on the project plans, in Exhibit A, to the Hamburg Township Board because the project as conditioned is consistent with requirements of the

GPUD regulations and will be able to meet site plan review standards of the zoning ordinance as discussed at the meeting tonight and presented in the staff report with the following conditions for approval:

Condition 1: A lighting plan that meets all the regulations for the village center area shall be submitted as a part of the final site plan review. This plan should include pedestrian scale lighting in the park to allow safe pedestrian access.

Condition 2: A detailed sign plan should be submitted for final site plan review.

Condition 3: Prior to the review of the final site plan or the issuance of a land use permit as needed all appropriate approvals from local, county, state and federal agencies, including, but not limited to, Hamburg Township Fire, Assessor, and Public Works Departments, the Livingston County Road Commission, Drain Commissioner, and Health Department; and the Michigan Department of Environment, Great Lakes, and Energy, and the Michigan Dept. of Transportation shall be received.

Condition 4: Fencing and buffering will be required along all residential properties as required by the ordinance.

Condition 5: Emergency gate and Knox box will be required at the Washington Street Emergency Exit.

Condition 6: A dedicated access to the Lakeland Trail shall be established.

Roll Call Vote: Ayes (5); Hughes, Muir, Muck, Leabu, Priebe Nays (1); Hamlin.
Absent (1) Commissioner Mariani

VOTE: MOTION CARRIED

2) Elderly Cottage Housing Opportunity (ECHO) Discussion. Consider changes to the ECHO Zoning Ordinance Amendment.

Chair Muck opened the meeting to David Rohr. He said that he met with Commissioners Leabu and Hamlin three weeks ago. They spoke about how, why, and when we should amend our current ECHO regulations to allow for smaller residents on Chilson Road in Hamburg. There is a red lined version of these regulations. They agreed that amending the ECHO regulations was the most straightforward and timely way of changing this ordinance. They agreed that the name should change from ECHO to just CHO Planned Unit Development. They added in Section 36-432 the Neighborhood Service (NS) as a permitted district for potential housing types for the CHO. We wanted to bring it to the PC for their comments, concerns, and changes. The Planning Commission discussed many aspects of this CHO amendment to allow attainable housing in our community. David Rohr took notes on this discussion so he will share his final version with the PC before it is sent to the Hamburg Township Board for approval.

ADJOURNMENT

Approval motion made by Commissioner Muir, seconded by Hughes for adjournment at 8:40pm.

VOTE: MOTION CARRIED

Respectfully submitted,

Lisa Perschke

Planning/Zoning Coordinator & Recording Secretary

David Rohr

Planning & Zoning Director

The minutes were approved as presented/corrected: _____

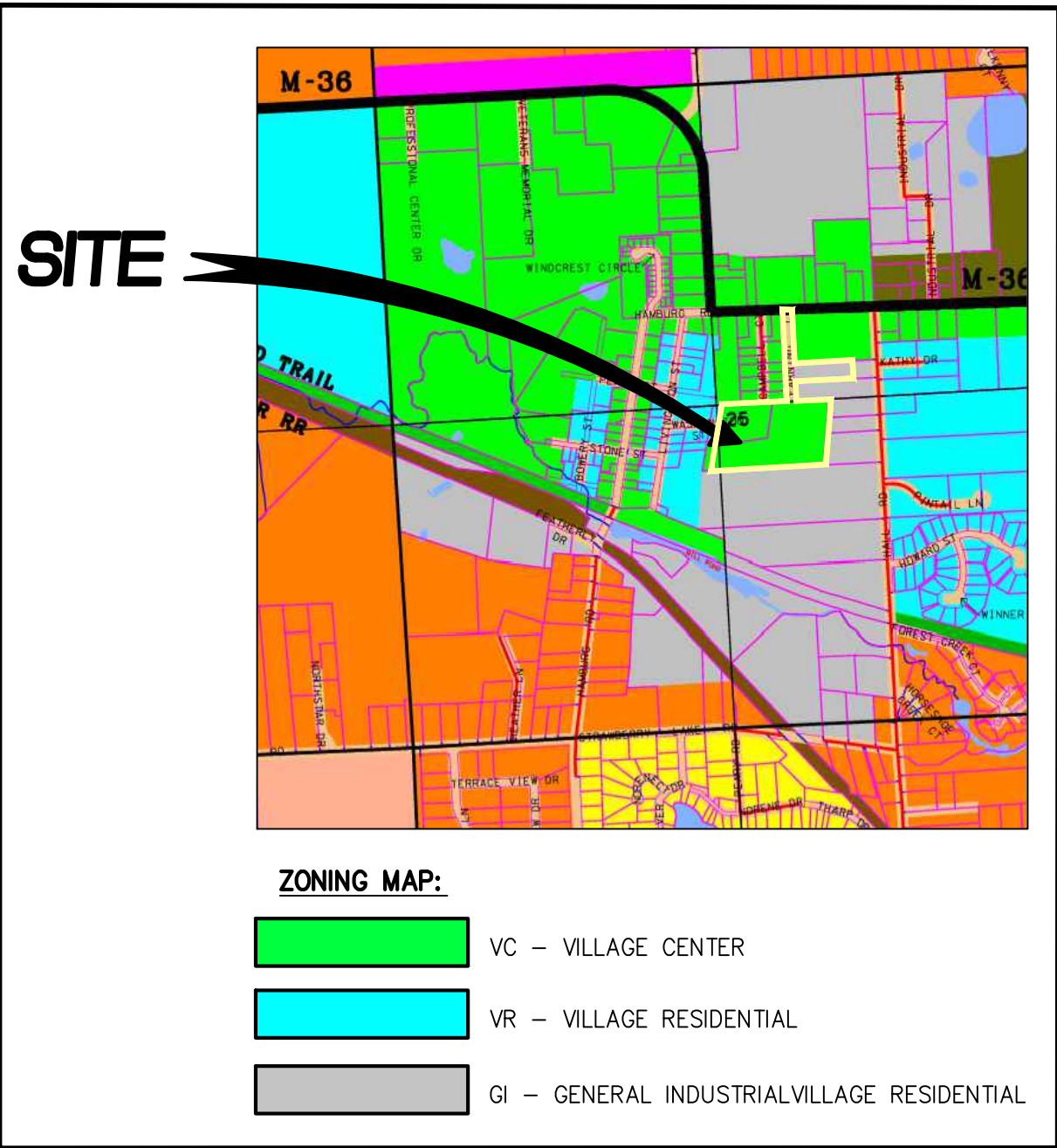
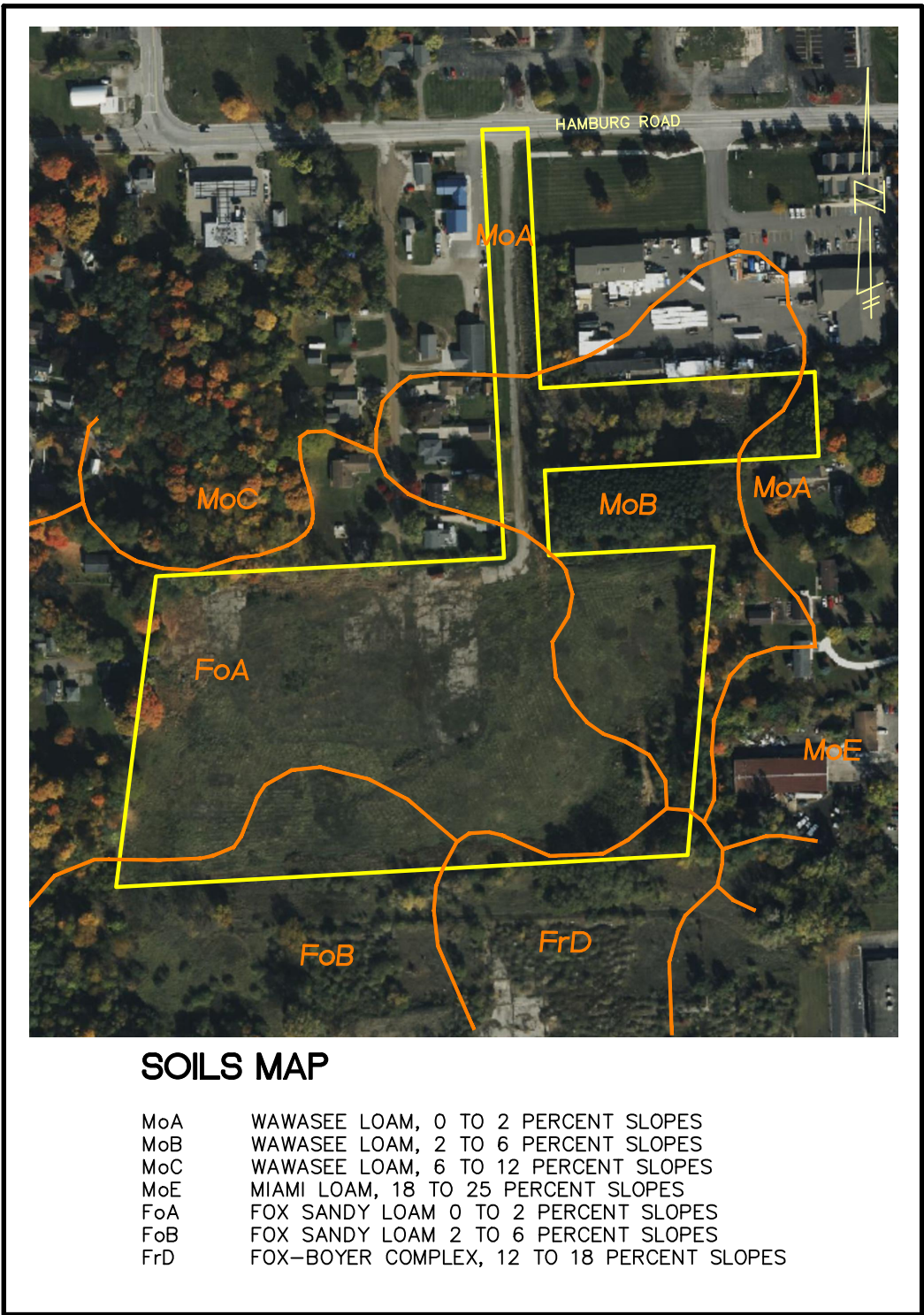
Commissioner Jeff Muck, Chairperson

PRELIMINARY SITE PLANS FOR:

THE CROSSING AT LAKELANDS TRAIL

PART OF E. 1/2 OF SECTION 25, TOWN 1 NORTH, RANGE 5 EAST
HAMBURG TWP., LIVINGSTON COUNTY, MICHIGAN

PREPARED FOR:
ELEVATE LAND HOLDINGS - THE CROSSING
128 N. CENTER STREET
NORTHVILLE, MICHIGAN 48167
248.344.1885



SHEET INDEX

ENGINEERING PLANS:

1. COVER SHEET
2. PREVIOUSLY APPROVED OPEN SPACE PLAN
3. OVERALL PLAN AND OPEN SPACE PLAN
4. UTILITIES PLAN
5. GRADING PLAN
6. GRADING PLAN
7. GRADING PLAN
8. STORM WATER MANAGEMENT PLAN

LANDSCAPE PLANS:

1. LANDSCAPE PLAN
2. LANDSCAPE PLAN
3. LANDSCAPE PLAN
4. LANDSCAPE DETAILS

ARCHITECTURAL PLANS PREPARED BY:
TK DESIGN & ASSOCIATES
26030 PONTIAC TRAIL
SOUTH LYON, MICHIGAN, 48178
PHONE: 248.446.1960

LANDSCAPE PLANS PROVIDED BY:
ALLEN DESIGN
557 CARPENTER
NORTHVILLE, MICHIGAN 48167
PHONE: 248.467.4668

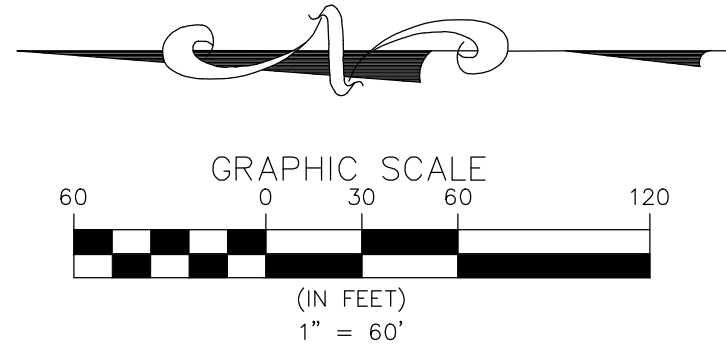
TOPOGRAPHIC SURVEY PREPARED BY:
M. E. G. A.
298 VETERANS DRIVE
FOWLERVILLE, MICHIGAN, 48836
PHONE: 517.223.3512

SKL SEIBER KEAST LEHNER
ENGINEERING | SURVEYING

CLINTON TOWNSHIP OFFICE
17001 NINETEEN MILE ROAD, SUITE 3
CLINTON TOWNSHIP, MI 48038
586.412.7050

FARMINGTON HILLS OFFICE
39205 COUNTRY CLUB DRIVE, SUITE C8
FARMINGTON HILLS, MI 48331
248.308.3331

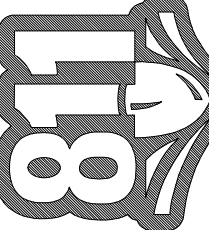
REVISIONS			ENGINEER'S SEAL
NO.	ITEM	DATE	
1.	PRE-APP SUBMITTAL	4-22-24	
DATE: 1-5-2024		DESIGNED BY: A.A. CHECKED BY: C.S.	JOB NUMBER: 23-239 DRAWING FILE: 1-23239-CV.dwg



PER PREVIOUSLY APPROVED PLANS
PREPAED BY M.E.G.A. ENGINEERING
DATED: 8-30-2022

OPEN SPACE REQUIRED:
1,500 S.F./ UNIT=1,500 x 208
312,000 S.F. (7.16 AC.) 44% OF SITE AREA (16.1 AC.)

OPEN SPACE PROVIDED:
262,684 S.F. (6.03 AC.) 37% OF SITE AREA (16.1 AC.)

PROJECT NAME: THE CROSSING AT LAKELANDS TRAIL PART OF E 1/2 OF SEC. 25, T.1N., R.5E., HAMBURG TWP., LIVINGSTON COUNTY, MI	CLIENT INFO: ELEVATE LAND HOLDINGS- THE CROSSING 128 N. CENTER STREET NORTHVILLE, MI 48167 248.344.1885	 3 WORKING DAYS BEFORE YOU DIG CALL MISS DIG 1-800-482-7171 TOLL FREE FOR THE LOCATION OF UNDERGROUND FACILITIES
PAGE No.: 2		



SITE DATA
EXISTING ZONING: GENERAL PLANNED UNIT DEVELOPMENT (GPUD)
SITE AREA = 15.478 ACRES
MAX. DWELLING UNITS PER ACRE (VC): 10 DU/CCRE
NO. OF BUILDING ON SITE: 16
NO. OF UNITS PROPOSED: 208
DWELLING UNITS PER ACRE: 13.44 DU/CCRE
(AMEND TO PUD AGREEMENT)

BUILDING SETBACKS:	REQUIRED	PREVIOUSLY APPROVED	PROPOSED
FRONT (FROM PAVEMENT):	20'	15'	N/A
SIDE:	10'	15'	20' MIN.
REAR: TO PROPERTY LINE	25'	30'	20' MIN.
BUILDING TO BUILDING:	35'	N/A	N/A
BUILDING FRONT TO SIDE:	N/A	25'	N/A
BUILDING SIDE TO SIDE:	N/A	15'	N/A
MAXIMUM BUILDING HEIGHT:	35'	35'	35'
MAXIMUM BUILDING STORIES:	2.5 STORIES	2 STORIES	2 STORIES
MINIMUM FLOOR AREA:			
1 BEDROOM	550 S.F.	875 S.F.	600 S.F.
2 BEDROOMS	650 S.F.	1100 S.F.	898 S.F.
3 BEDROOMS		N/A	936 S.F.
BUILDING COVERAGE:	50% MAX.	16%	15.83%
IMPERVIOUS AREA CALCULATION:	N/A	32%	37.85%
OPEN SPACE REQUIRED: 1,500 S.F./ UNIT=1,500 x 208 312,000 S.F. (7.16 AC.)	44%	37%	42.56%
OPEN SPACE PROVIDED:		6.03 AC.	6.59 AC.

PARKING REQUIRED: (1.5 SPACE/UNIT)
1.5 x 208 = 312 SPACES
PARKING PROVIDED: 407 SPACES
(INCLUDING 10 B.F. SPACES)
(1.957 SPACES/UNIT)

	PREVIOUSLY APPROVED PLANS	CURRENT PLANS
SITE AREA	16.1 AC.	15.478 AC.
NO. OF BUILDING ON SITE:	23	16
NO. OF UNITS PROPOSED:	208	208
DWELLING UNITS PER ACRE:	12.91 DU/CCRE	13.44 DU/CCRE
BUILDING COVERAGE:	16%	15.8%
PAVED SURFACE PARKING AND ROADS CIRCULATION	32%	37.85%
OPEN SPACE:	37%	42.96%
PARKING PROVIDED:	406 SPACES (1.952 SPACES/UNIT)	407 SPACES (1.957 SPACES/UNIT)

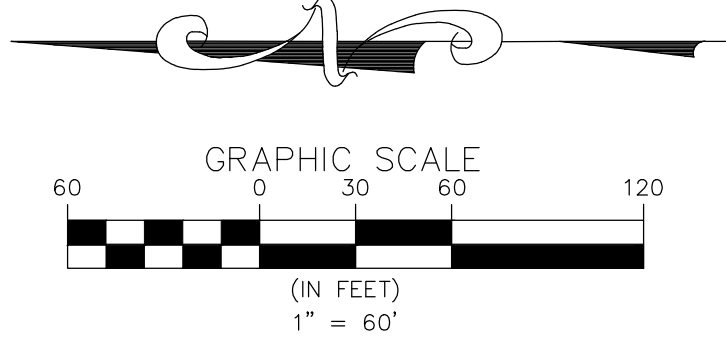
NO.	REVISIONS	DESCRIPTION	DATE
1.	REV. LAYOUT PER HAMBURG TWP. REVIEW		4-22-24

3 WORKING DAYS
BEFORE YOU DIG
CALL MISS DIG
1-800-482-7171
TOLL FREE FOR THE LOCATION
OF UNDERGROUND UTILITIES

PROJECT NUMBER:
23-239
PROJECT MANAGER:
B. EMERINE
DRAWN BY:
C. J. JONES
CHECKED BY:
C. J. JONES
DATE:
1/10/24
OFFICE:
FARMINGTON HILLS

CLIENT INFO:
ELEVATE LAND HOLDINGS-
THE CROSSING
128 N. CENTER STREET
NORTHVILLE, MI 48167
248.344.1885

PROJECT NAME:
THE CROSSING AT
LAKELANDS TRAIL
PART OF E. 1/2 OF SEC. 25, T.1N., R.1E.,
HAMBURG TWP., LIVINGSTON COUNTY, MI
SHEET TITLE:
OVERALL PLAN
PAGE No.:
3



PROPOSED LEGEND	
	SANITARY SEWER
	WATER MAIN
	STORM SEWER
	DITCH/SWALE
	TREE PROTECTION FENCE
	SILT FENCE
	FLOODPLAIN
	WETLANDS
	CONTOUR
	CURB AND GUTTER
	SANITARY MANHOLE
	SANITARY CLEANOUT
	STORM MANHOLE
	YARD CATCH BASIN
	ROAD CATCH BASIN W/SILT SAC
	END SECTION
	FIRE HYDRANT
	GATE VALVE AND WELL
	PAVEMENT (ASPHALT)
	PAVEMENT (CONCRETE SIDEWALK)
	DIRECTION SURFACE WATER FLOW
	OVERFLOW ROUTE
	GRADE

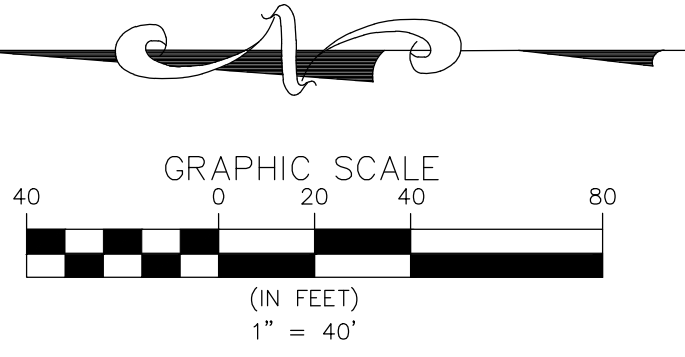
REVISIONS	
NO.	DESCRIPTION
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PROJECT NUMBER: 23-239	PROJECT MANAGER: B. EMERINE
DRAWN BY: C.S.	CHECKED BY: C.S.
DATE: 1/10/24	OFFICE: FARMINGTON HILLS

CLIENT INFO:
ELEVATE LAND HOLDINGS-
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248.344.1885

PROJECT NAME: THE CROSSING AT LAKELANDS TRAIL PART OF E. 1/2 OF SEC. 25, T.1N., R.9E., HAMBURG TWP., LIVINGSTON COUNTY, MI	SHEET TITLE: UTILITIES PLAN
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PROPOSED LEGEND	
	SANITARY SEWER
	WATER MAIN
	STORM SEWER
	DITCH/SWALE
	TREE PROTECTION FENCE
	SILT FENCE
	FLOODPLAIN
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	PAVEMENT (ASPHALT)
	PAVEMENT (CONCRETE SIDEWALK)
	DIRECTION SURFACE WATER FLOW
	OVERFLOW ROUTE
	GRADE

(SEE SHEET 6)

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NO.	REVISIONS	DESCRIPTION	DATE
1.	REV. LAYOUT PER HAMBURG TWP.	REVIEW	4-22-24

3 WORKING DAYS
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PROJECT NUMBER:
23-239

PROJECT MANAGER:
B. EMERINE

DRAWN BY:
C.S.

CHECKED BY:
C.S.

DATE:
1/10/24

OFFICE:
FARMINGTON HILLS

CLIENT INFO:

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PROJECT NAME:

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PART OF E. 1/2 OF SEC. 25, T.1N., R.9E.,
HAMBURG TWP., LIVINGSTON COUNTY, MI

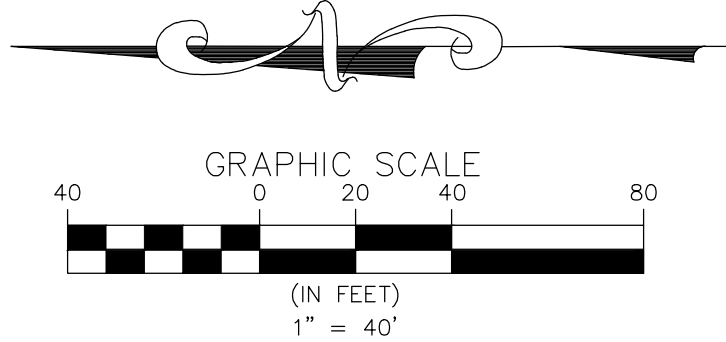
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SHEET TITLE:
GRADING PLAN

(SEE SHEET 5)



(SEE SHEET 7)



PROPOSED LEGEND	
	SANITARY SEWER
	WATER MAIN
	STORM SEWER
	DITCH/SWALE
	TREE PROTECTION FENCE
	SILTY FENCE
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	CONTOUR
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	YARD CATCH BASIN
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THE CROSSING AT
LAKELANDS TRAIL
PART OF E. 1/2 OF SEC. 25, T.1N., R.5E.,
HAMBURG TWP., LIVINGSTON COUNTY, MI

PAGE No.:
6
SHEET TITLE:
GRADING PLAN

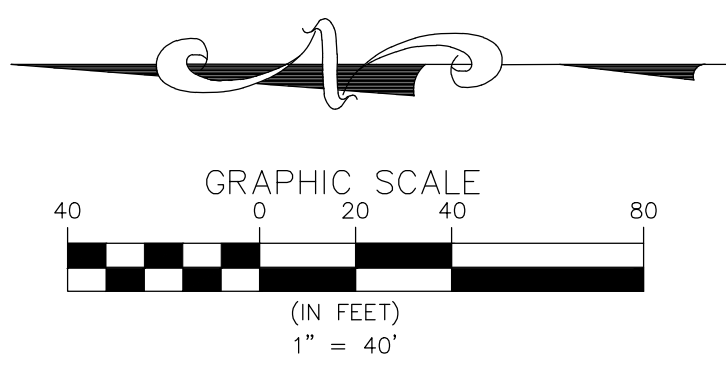
3 WORKING DAYS
BEFORE YOU DIG
CALL MISS DIG
1-800-482-7171
TOLL FREE FOR THE LOCATION
OF UNDERGROUND UTILITIES

PROJECT NUMBER:
23-239
PROJECT MANAGER:
B. EMERINE
DRAWN BY:
C.S.
CHECKED BY:
C.S.
DATE:
1/10/24
OFFICE:
FARMINGTON HILLS

NO.	REVISIONS	DESCRIPTION	DATE
1.	REV. LAYOUT PER HAMBURG TWP. REVIEW		4-22-24

SEIBER KEAST LEHNER
ENGINEERING | SURVEYING
SKL
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(SEE SHEET 6)



PROPOSED LEGEND	
	SANITARY SEWER
	WATER MAIN
	STORM SEWER
	DITCH/SWALE
	TREE PROTECTION FENCE
	SILT FENCE
	FLOODPLAIN
	WETLANDS
	CONTOUR
	CURB AND GUTTER
	SANITARY MANHOLE
	SANITARY CLEANOUT
	STORM MANHOLE
	YARD CATCH BASIN
	ROAD CATCH BASIN W/SILT SAC
	END SECTION
	FIRE HYDRANT
	GATE VALVE AND WELL
	PAVEMENT (ASPHALT)
	PAVEMENT (CONCRETE SIDEWALK)
	DIRECTION SURFACE WATER FLOW
	OVERFLOW ROUTE
	GRADE

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ENGINEERING | SURVEYING

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811

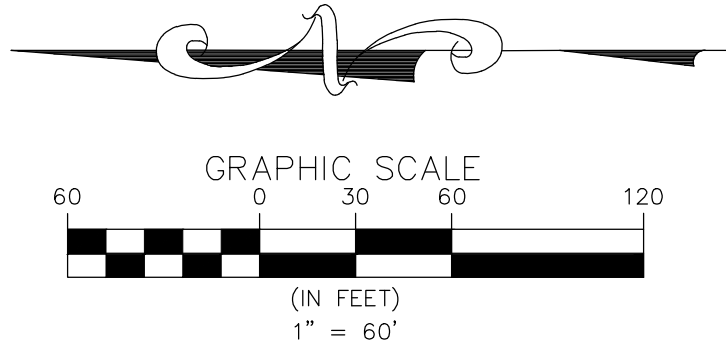
PROJECT NUMBER:	23-239
PROJECT MANAGER:	B. EMERINE
DRAWN BY:	
CHECKED BY:	
DATE:	1/10/24
OFFICE:	FARMINGTON HILLS

CLIENT INFO:
ELEVATE LAND HOLDINGS-
THE CROSSING
128 N. CENTER STREET
NORTHVILLE, MI 48167
248.344.1885

PROJECT NAME:
THE CROSSING AT
LAKELANDS TRAIL
PART OF E. 1/2 OF SEC. 25, T.1N., R.9E.,
HAMBURG TWP., LIVINGSTON COUNTY, MI

SHEET TITLE:
GRADING PLAN

PAGE No.:
7



WATER QUALITY VOLUME REQUIRED			
A =	15.11	Ac	
C =	0.65		
Vw-q = 3,630 x C x A =		35,652 ft ³ required < Vr-a	
<u>DETERMINE DETENTION REQUIREMENTS (100-YEAR STORM)</u>			
Ac =	15.11	Ac	(Onsite Area Tributary to Basin)
Ac _{off} =	0.00	Ac	(Offsite Area Tributary to Basin)
Q ₁₀₀ =	3.02	cfs	(0.2 CFS/ACRE)
C =	0.65		
<u>CALCULATE VARIABLE RELEASE RATE</u>			
Qvrr = 1.1055-0.206 ln(A)		Qvrr = Allowable release rate in cfs/acre	
Qvrr =		0.55 cfs/acre	
Q100p=Qvrr x A		Q100p= Allowable 100-year post-development peak flow rate in cfs	
Q100p =		3.02 cfs	
<u>CALCULATE 100-YEAR DETENTION VOLUME (V100D)</u>			
Ac =	15.11	Ac	(Onsite Area Tributary to Basin)
Ac _{off} =	0.00	Ac	(Offsite Area Tributary to Basin)
V100D=18985 x C x A		V100D= POST-DEVELOPMENT 100-YEAR RUNOFF VOLUME in cf	
V100D=		186461 cf	
<u>CALCULATE 100-YEAR PEAK INFLOW RATE (Q100IN)</u>			
Ac =	15.11	Ac	(Onsite Area Tributary to Basin)
Ac _{off} =	0.00	Ac	(Offsite Area Tributary to Basin)
Q100IN = C x I100 x A		Q100IN= 100-YEAR POST-DEVELOPMENT PEAK INFLOW RATE IN cfs	
I100=83.3/((Tc+9.17)^0.81		I100 = 100-year peak rainfall intensity in inches/hour	
I100 =		4.658 in/hr	
Q100IN=		45.75 cfs	
<u>CALCULATE STORAGE CURVE FACTOR FOR THE 100-YEAR DETENTION VOLUME (R)</u>			
R= [0.206-0.15IN (Q100P/Q100IN)]			
R =		0.614	
<u>CALCULATE 100-YEAR REQUIRED DETENTION BASIN VOLUME</u>			
V100D= (V100R x R) - VCP-P		V100D = Required 100-year detention volume in cf	
		V100R = 100-year runoff volume in cf	
		R= Storage curve factor	
		Vcp-p = Provided CVPC VOLUME in cf	
		V100D>=VED	
V100D =	114413 C.F.	<u>REQUIRED DETENTION VOLUME</u>	
	117041 C.F.	<u>PROVIDED DETENTION VOLUME</u>	

DETERMINE STORAGE IN SEDIMENT BASIN		
Elevation	Area	Volume (c.f.)
904	6864	0
905	8526	7695
906	10321	17119
907	12214	28386
HW EL = 907.0		Volume at HW = 28386

DETERMINE STORAGE IN DETENTION BASIN		
Elevation	Area	Volume (c.f.)
904	24897	0
905	27939	26418
906	31098	55937
907	34338	88655
HW EL = 907.0		Volume at HW = 88655

C-Factor Determination			
Tributary Area =		15.11 Acres	
<u>Impervious Areas</u>			
Bldgs, Roads and S/W =	8.83	Ac.	at C = 0.90
<u>Pervious Areas</u>			
Lawn Areas =	5.60	Ac.	at C = 0.20
Low Water	0.68	Ac.	at C = 1.00
C Avg. =		0.65	

NO.	REVISIONS	DESCRIPTION	DATE
1.	REV. LAYOUT PER HAMBURG TWP. REVIEW		4-22-24

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TOLL FREE FOR THE LOCATION
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811

PROJECT NUMBER: 23-239	PROJECT MANAGER: B. EMERINE
DRAWN BY: C.S.	CHECKED BY: C.S.
DATE: 1/10/24	OFFICE: FARMINGTON HILLS

CLIENT INFO:
ELEVATE LAND HOLDINGS-
THE CROSSING
128 N. CENTER STREET
NORTHVILLE, MI 48167
248.344.1885

PROJECT NAME:
THE CROSSING AT
LAKELANDS TRAIL
PART OF E. 1/2 OF SEC. 25, T.1N., R.9E.,
HAMBURG TWP., LIVINGSTON COUNTY, MI

SHEET TITLE:
STORM WATER
MANAGEMENT PLAN

STATE OF MICHIGAN
 JAMES C. ALLEN
 Landscape Architect
 No. 166
 REGISTERED LANDSCAPE ARCHITECT

Project: _____

Lakeland Trails
Hamburg Township, Michigan

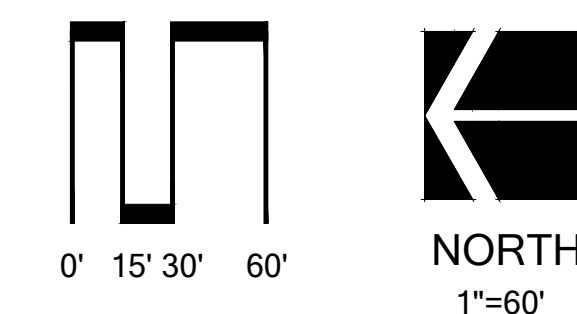
Prepared for:

Elevate Property Partners, LLC
128 North Center
Northville, Michigan 48167

Revision:	Issued:
Review	April 11, 2024
Revised	April 22, 2024

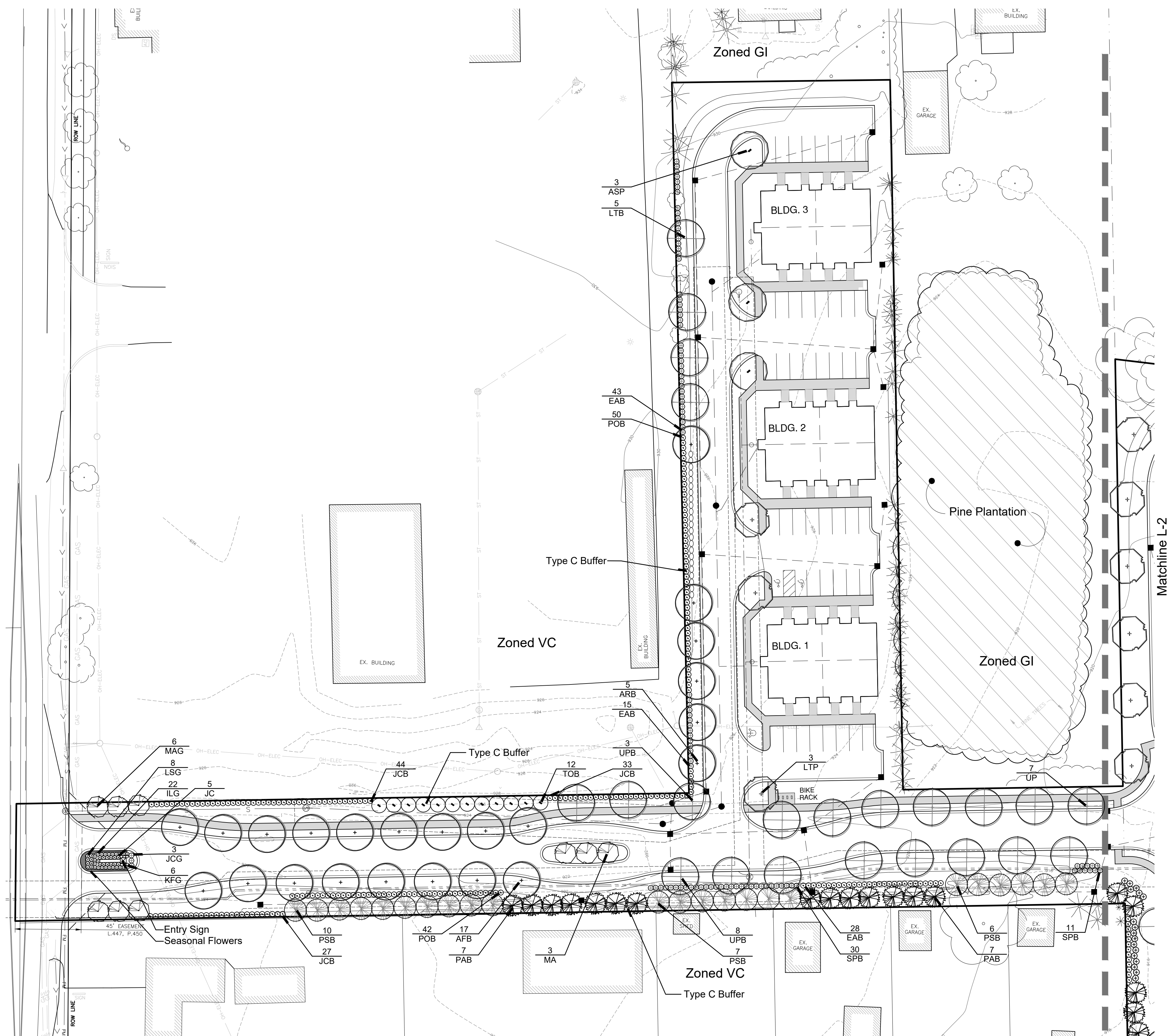
Job Number: _____
24-019

Drawn By: _____ Checked By: _____
jca jca



Sheet No.

L-1



Existing Zoning	GPUD
Greenbelt	
Street Frontage	80 l.f.
Trees Required	2 Trees (80 / 40)
Trees Provided	6 Trees
Shrubs Required	8 Shrubs (80 / 40) x 4
Shrubs Provided	25 Shrubs

sym.	qty.	botanical name	common name	caliper	spacing	root	height
Greenbelt							
ILG	22	Ilex glabra 'Nordic'	Nordic Inkberry		as shown	cont	24"
JCG	3	Juniperus chin. 'keteleeri'	Keteleeri Juniper		as shown	B&B	6'
CSB	86	Calamagrostis x. 'Karl Forester'	Karl Forester Grass		as shown	cont	#3
LSG	8	Leucanthemum 'Snow Lady'	Snow Shasta Daisies		as shown	cont	#2
MAG	6	Malus 'Adirondack'	Adirondack Crab Apple	2.0"	as shown	B&B	
ROG	13	Rosa 'Knockout'	Knockout Rose		spacing	cont	#3
	6	Trees Provided					
	25	Shrubs Provided					
sym.	qty.	botanical name	common name	caliper	spacing	root	height
Land Use Surfers							
AFB	17	Acer x. 'freemanii' Autumn Blaze'	Autumn Blaze Maple	2.5"	as shown	B&B	
ARB	5	Acer rubrum 'Redpoint'	Redpoint Maple	2.5"	as shown	B&B	
ARB	86	Eurytmus alata 'Compacts'	Burning Bush		as shown	cont	24"
ICB	104	Juniperus chin. 'keteleeri'	Keteleeri Juniper		as shown	B&B	6', Hedge to 5'
LTB	5	Liriodendron tulipifera	Tulip Tree	2.5"	as shown	B&B	
PAB	14	Picea abies	Norway Spruce		as shown	B&B	6'
POB	92	Physocarpus opulifolius 'Diablo'	Diablo Ninebark		as shown	cont	24"
POT	17	Pinus strobus	White Pine		as shown	B&B	6'
SPB	41	Spirea j. 'Little Princess'	Little Princess Spirea		as shown	cont	24"
TOB	12	Thuja p. 'Green Giant'	Green Giant Arborvitae		as shown	B&B	6'
UPB	11	Ulmus americana 'Princeton'	Princeton Elm	2.5"	as shown	B&B	
	81	Trees Provided					
	323	Shrubs Provided					
sym.	qty.	botanical name	common name	caliper	spacing	root	height
Parking Lot Trees							
ASP	3	Acer saccharum 'Legacy'	Sugar Maple	2.5"	as shown	B&B	
LTP	3	Liriodendron tulipifera	Tulip Tree	2.5"	as shown	B&B	
	6	Trees Provided					
sym.	qty.	botanical name	common name	caliper	spacing	root	height
General Plantings							
MA	3	Malus 'Adirondack'	Adirondack Crab Apple	2.0"	as shown	B&B	
UP	7	Ulmus americana 'Princeton'	Princeton Elm	2.5"	as shown	B&B	

STATE OF MICHIGAN
 JAMES C. ALLEN
 Landscape Architect
 No. 166
 REGISTERED LANDSCAPE ARCHITECT

Landscape Plan

Lakeland Trails
Hamburg Township, Michigan

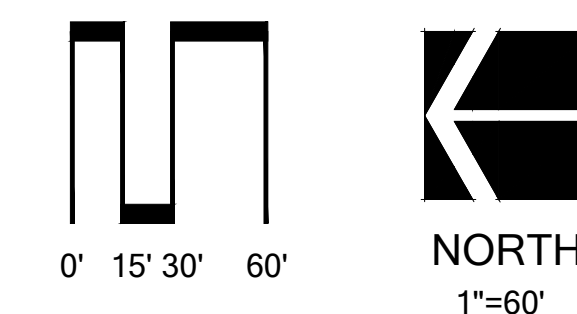
Elevate Property Partners, LLC
128 North Center
Northville, Michigan 48167

Review	April 11, 2024
Revised	April 22, 2024

24-019

jca

jca



L-2

Existing Zoning	GPUD
Land Use Buffers	
Buffer Length	554 l.f. (Type B)
Deciduous Trees Required	18.5 Trees (554 / 30)
Deciduous Trees Provided	19 Trees
Evergreen Trees Required	18.5 Trees (554 / 30)
Evergreen Trees Provided	19 Trees
Shrubs Required	73.8 Shrubs (554 / 30) x 4
Shrubs Provided	74 Shrubs
Buffer Length	742 l.f. (Type C)
Trees Required	37.1 Trees (742 / 20)
Trees Provided	38 Trees
Shrubs Required	148.4 Shrubs (742 / 20) x 4
Shrubs Provided	149 Shrubs
Parking Lot Landscaping	
Parking Lot Area	
Trees Required	24.8 Trees (49,738 / 2,000)
Trees Provided	25 Trees

sym.	qty.	botanical name	common name	caliper	spacing	root	height
Land Use Buffers							
AFB	16	Acer x. freemanii 'Autumn Blaze'	Autumn Blaze Maple	2.5"	as shown	B&B	
ARB	5	Acer rubrum 'Redpoint'	Redpoint Maple	2.5"	as shown	B&B	
ASB	6	Acer saccharum 'Legacy'	Sugar Maple	2.5"	as shown	B&B	
EAB	56	Eucornus alata 'Compacta'	Burning Bush		as shown	B&B	24"
JCB	59	Juniperus ch. keteleeri	Keteleeri Juniper		as shown	B&B	6', Hedge to 5'
LTB	5	Liriodendron tulipifera	Tulip Tree	2.5"	as shown	B&B	
PAB	20	Picea abies	Norway Spruce		as shown	B&B	6'
PBB	5	Platanus x acerifolia 'Exclamation'	Exclamation London Planetree	2.5"	as shown	B&B	
POB	38	Physocarpus opulifolius 'Diablo'	Diablo Ninebark		as shown	cont	24"
PSB	15	Pinus strobus	White Pine		as shown	B&B	6'
SPB	66	Spiraea j. 'Little Princess'	Little Princess Spiraea		as shown	cont	24"
TAB	3	Tilia americana 'Redmond'	Redmond Linden	2.5"	as shown	B&B	
UPB	5	Ulmus americana 'Princeton'	Princeton Elm	2.5"	as shown	B&B	
	76	Trees Provided					
	223	Shrubs Provided					
Parking Lot Trees							
AFB	7	Acer x. freemanii 'Autumn Blaze'	Autumn Blaze Maple	2.5"	as shown	B&B	
ARB	7	Acer rubrum 'Redpoint'	Redpoint Maple	2.5"	as shown	B&B	
ASP	6	Acer saccharum 'Legacy'	Sugar Maple	2.5"	as shown	B&B	
LTP	2	Liriodendron tulipifera	Tulip Tree	2.5"	as shown	B&B	
TAP	3	Tilia americana 'Redmond'	Redmond Linden	2.5"	as shown	B&B	
	25	Trees Provided					
General Plantings							
AR	2	Acer rubrum 'Redpoint'	Redpoint Maple	2.5"	as shown	B&B	
AS	2	Acer saccharum 'Legacy'	Sugar Maple	2.5"	as shown	B&B	
LT	3	Liriodendron tulipifera	Tulip Tree	2.5"	as shown	B&B	
MP	3	Malus 'Profusion'	Profusion Crab Apple	2.0"	as shown	B&B	
PA	5	Picea abies	Norway Spruce		as shown	B&B	6'
PE	4	Platanus x acerifolia 'Exclamation'	Exclamation London Planetree	2.5"	as shown	B&B	
PS	5	Pinus strobus	White Pine		as shown	B&B	6'
QR	2	Quercus rubra	Red Oak	2.5"	as shown	B&B	
TA	3	Tilia americana 'Redmond'	Redmond Linden	2.5"	as shown	B&B	
UP	4	Ulmus americana 'Princeton'	Princeton Elm	2.5"	as shown	B&B	

A white vinyl fence with a lattice top rail, set against a backdrop of green trees and grass. The fence features a solid white base with vertical fluting and a decorative lattice top rail. It is supported by white posts, one of which is visible in the foreground. The fence is installed on a green lawn with trees in the background.

Size: 6' High, 8' Long Panels with Lattice Top
Color: Neutral Color

A circular professional seal for James C. Allen, a Registered Landscape Architect in the State of Michigan. The seal features the text "STATE OF MICHIGAN" at the top, "REGISTERED LANDSCAPE ARCHITECT" around the bottom, and "JAMES C. ALLEN Landscape Architect No. 166" in the center. The seal is crossed out with several diagonal lines.

Landscape Plan

Lakeland Trails
Hamburg Township, Michigan

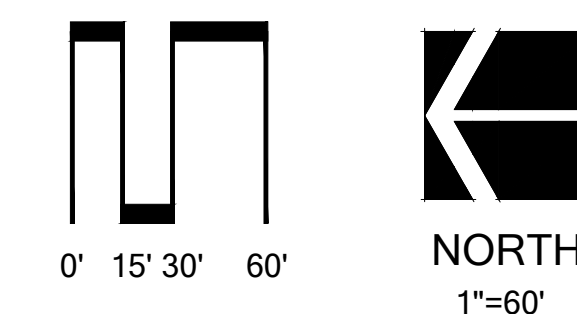
Elevate Property Partners, LLC
128 North Center
Northville, Michigan 48167

Review	April 11, 2024
Revised	April 22, 2024

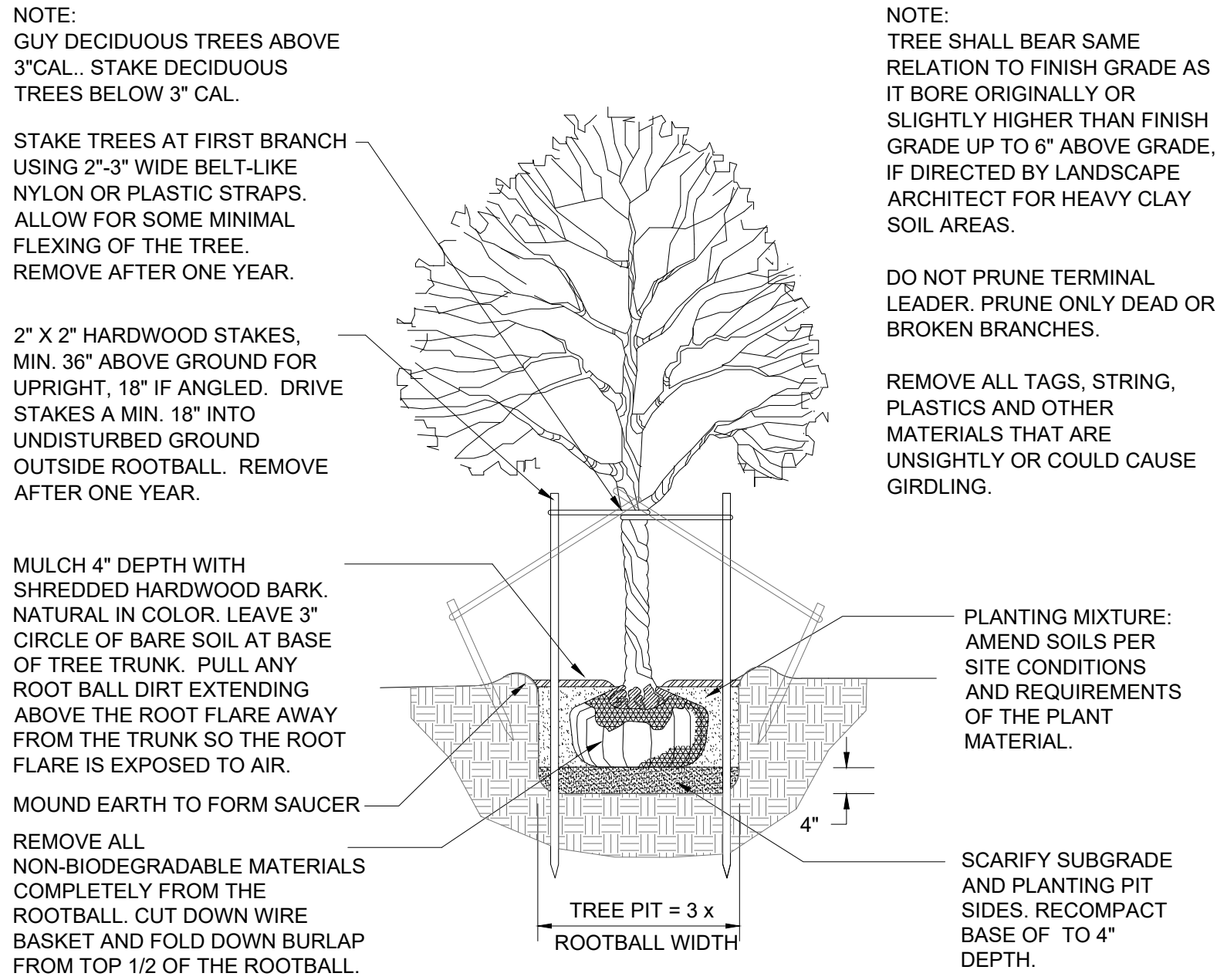
24-019

jca

jca

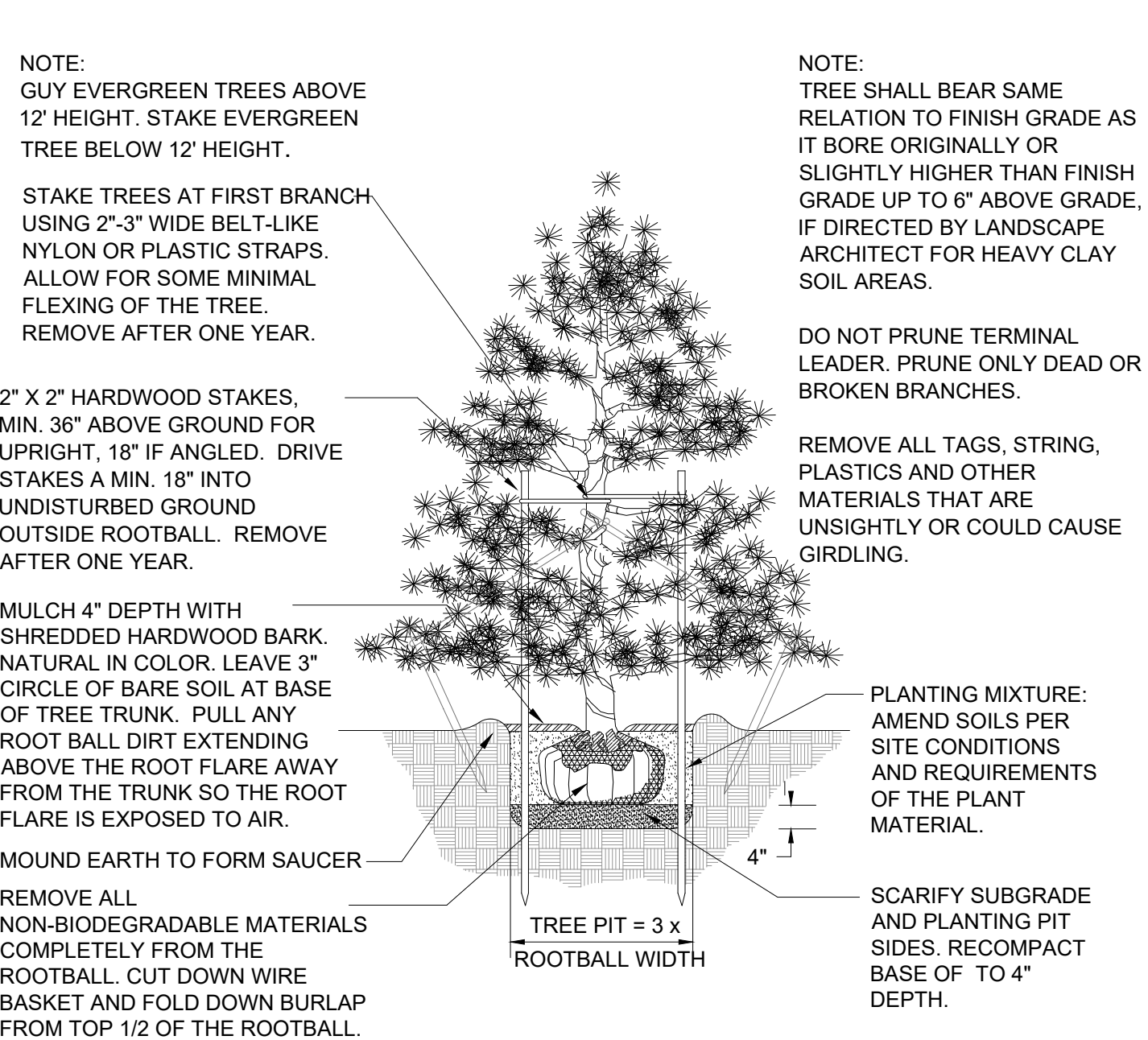


L-3



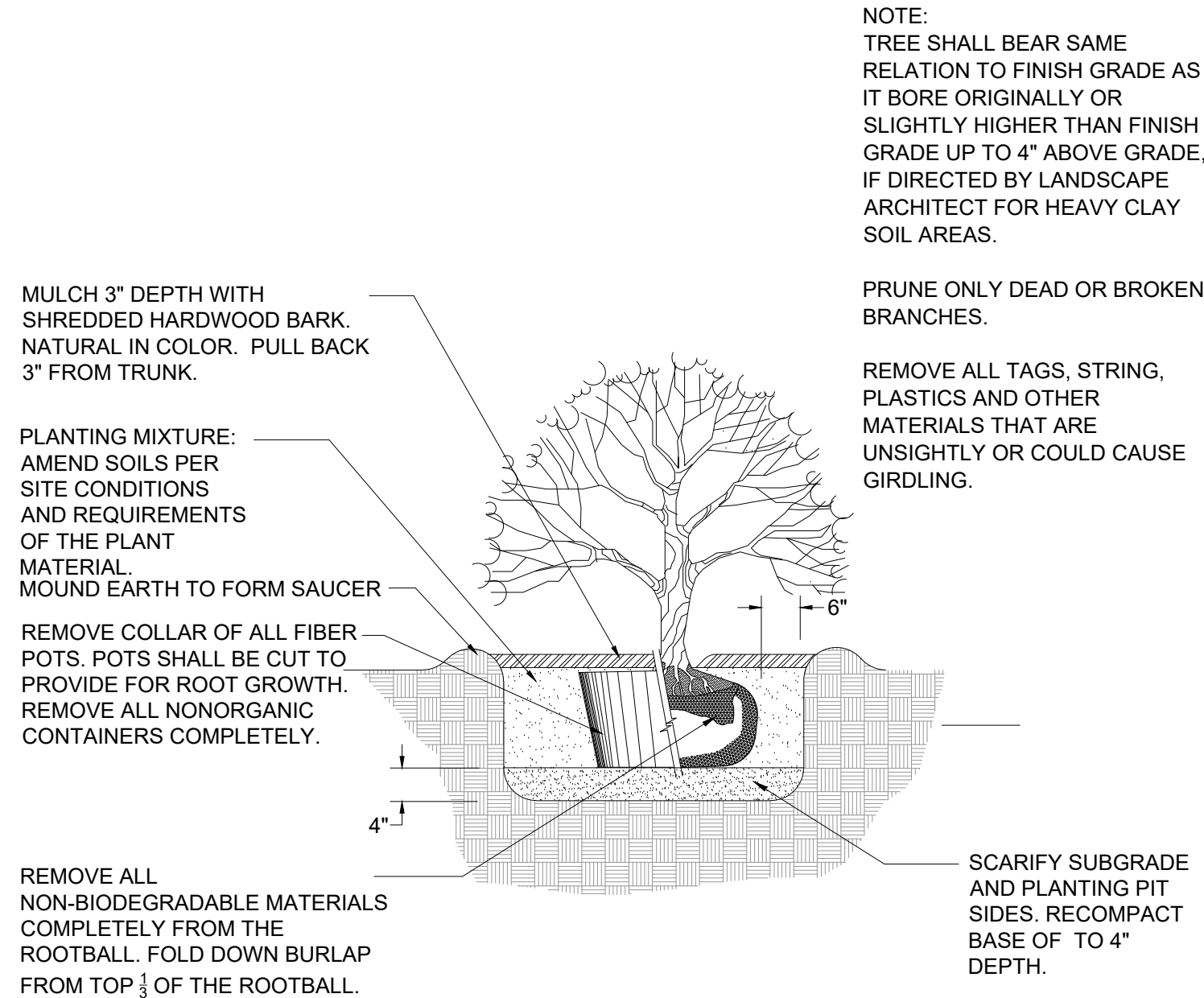
DECIDUOUS TREE PLANTING DETAIL

Not to scale



EVERGREEN TREE PLANTING DETAIL

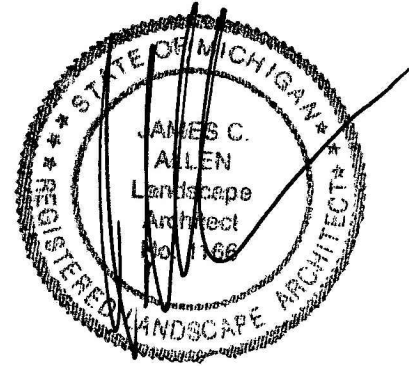
Not to scale



SHRUB PLANTING DETAIL

NOT TO SCALE

Seal:



Title:

Landscape Details

Project:

Lakeland Trails
Hamburg Township, Michigan

Prepared for:

Elevate Property Partners, LLC
128 North Center
Northville, Michigan 48167

Revision:

Review
Revised

Issued:

April 11, 2024
April 22, 2024

Job Number:

24-019

Drawn By:

jca

Checked By:

jca

Sheet No.



L-4

The Crossing at Lakelands Trail

Hamburg Township
Planning Commission
Preliminary Site Review
Wednesday, May 15 @ 7pm



PREVIOUSLY SUBMITTED
EXTERIOR ELEVATION



MAINTENANCE
BUILDING

ONE-WAY TRAFFIC

DUMPSTER CONFLICTS
OR TIGHT ACCESS

PARKING IMBALANCE
▪ PROXIMITY TO FRONT DOOR

NO CLUBHOUSE PARKING

PARKING / TRAFFIC CONFLICT

EXCESSIVE PARALLEL PARKING

PARKING IMBALANCE
▪ TOO FEW SPOTS

- FEW AMENITIES
- MINIMAL & NON-FUNCTIONAL GREEN SPACE
- HIGH PERCENTAGE OF IMPERMEABLE SURFACES

PREVIOUSLY APPROVED SITE PLAN

PER PREVIOUSLY APPROVED PLANS
PREPARED BY M.E.G.A. ENGINEERING
DATED: 8-30-2022

OPEN SPACE REQUIRED:
1,500 S.F./ UNIT=1,500 x 208
312,000 S.F. (7.16 AC.) 44% OF SITE AREA (16.1 AC.)

OPEN SPACE PROVIDED:
262,684 S.F. (6.03 AC.) 37% OF SITE AREA (16.1 AC.)

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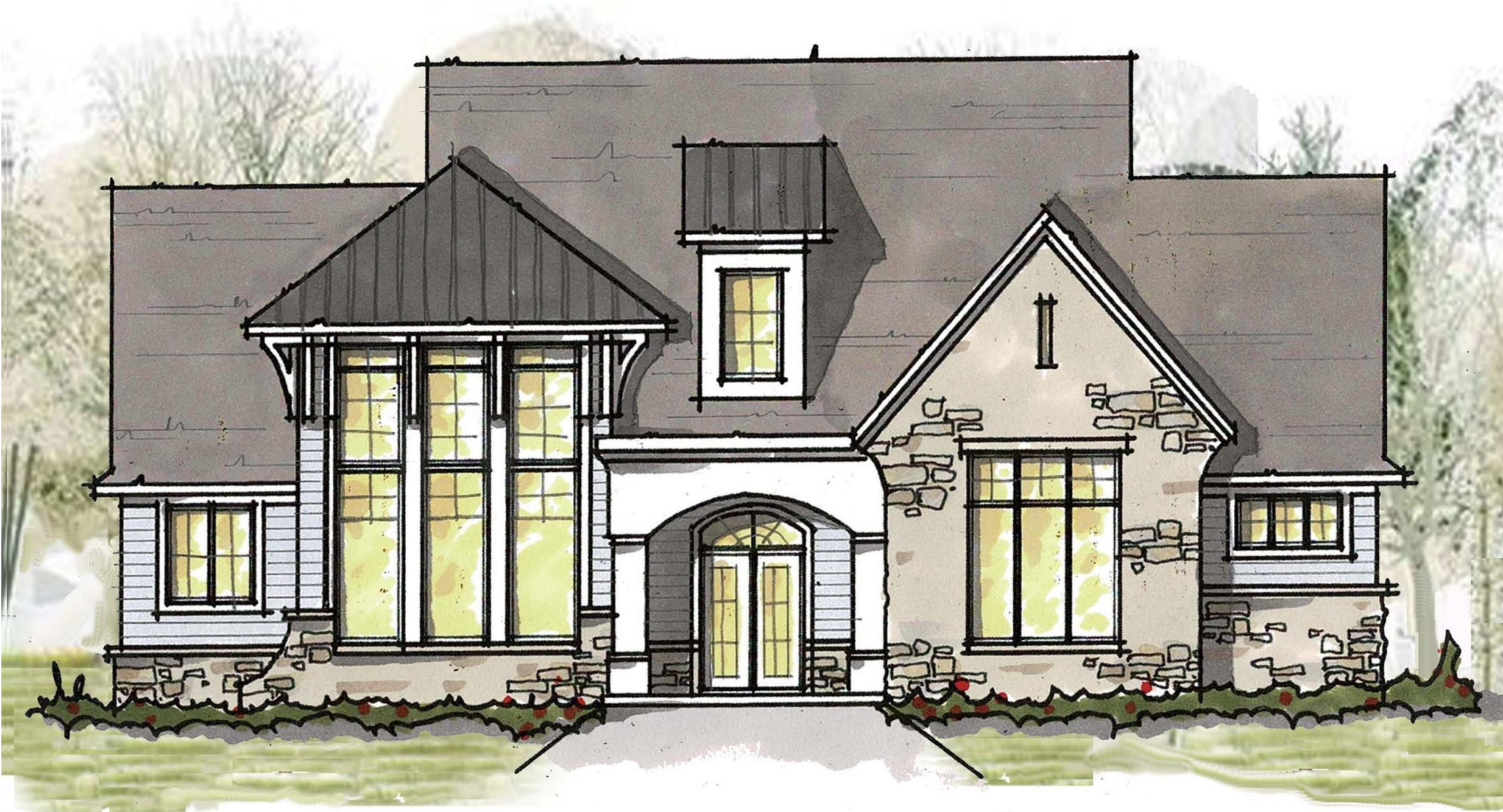
PROJECT NAME:
THE CROSSING AT
LAKELANDS TRAIL
PART OF E 1/2 OF SEC. 24, T.1N., R.1E.,
HAMBURG TWP., LIVINGSTON COUNTY, MI

SHEET TITLE:
PREVIOUSLY APPROVED
SITE PLAN - OPEN SPACE

PAGE No.:
2



PROPOSED EXTERIOR ELEVATION



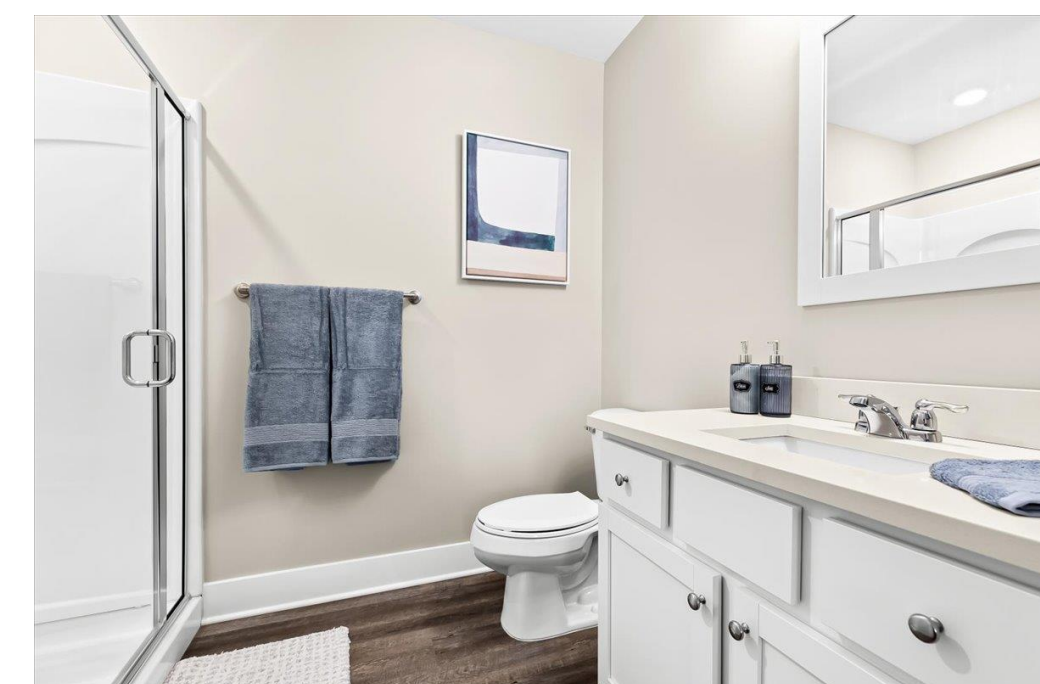
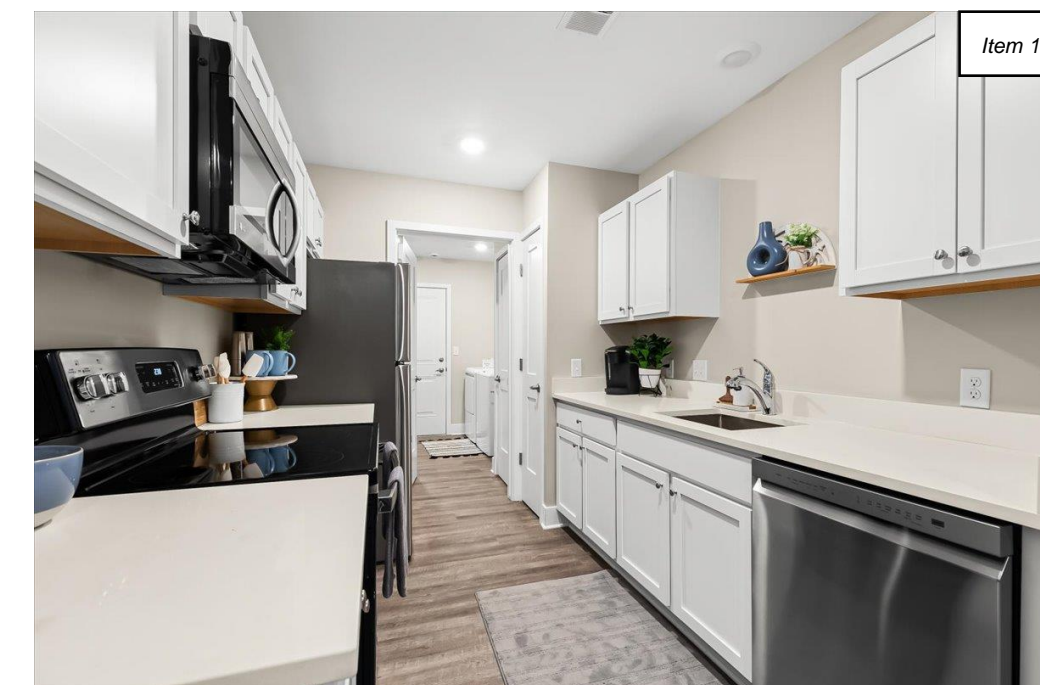
PROPOSED CLUB HOUSE



WESTLAKE PLACE
APARTMENTS
South Lyon, MI
72 Units
Completed 2022



THE KENSLEY
 Howell, MI
 136 Units
 Now Leasing



TO: Hamburg Township Board of Trustees

FROM: Deborah Mariani, Deputy Treasurer

DATE: May 9, 2024

AGENDA ITEM TOPIC: Treasury Department Personnel

Number of Supporting Documents: **0**

Requested Action

- Motion to approve the promotion of Susan Deadman, Senior Treasurer's Assistant grade 4, to the Assistant to the Deputy Treasurer position, grade 5 step 8, effective July 1, 2024.
- Motion to approve the monetary recognition in the amount of \$1,400 for Susan Deadman, processed on payroll Monday, June 10, 2024.

MEMORANDUM

To: Patrick J. Hohl, Supervisor
Hamburg Township Board of Trustees

From: Brittany K. Campbell, Utilities Coordinator

Date: May 24th, 2024

Re: **Bid Results for Community Drive - Road Maintenance S.A.D.
ROAD MAINTENANCE CONTRACT**

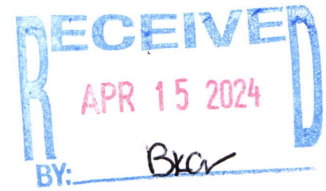
The current road maintenance contract for this special assessment district will expire on June 21st, 2024. In anticipation of this date, twelve (12) requests for bid were mailed out to qualified road maintenance contractors. I received a total of two (2) responses from Contractors wishing to bid on providing road maintenance services for the Community Drive road maintenance special assessment district. The results are as follows:

Annual Pricing for Services to be Rendered	Bob Myers Excavating, Inc.
Gradings – up to four (4) times per year.	\$ 1,200.00
Gravel – Up to 50 cubic yards of 22A gravel annually as necessary.	\$ 1,900.00
Snow Removal – up to six (6) times per year @ 4" or more of accumulation.	\$ 900.00
Sandings – up to three (3) times per year as icy conditions require.	\$ 600.00
Subtotal:	\$ 4,600.00
Dust Control – Annual application of dust control spray – 4 times per year to coincide with holidays.	*Provided by Big Barney's \$ 1,300.00
Total Annual Cost:	\$ 5,900.00

Based upon the bids received for this SAD I would recommend that the Board award a new two (2) year road maintenance contract to **Bob Myers Excavating** and the dust abatement contract to **Big Barney's** beginning on June 22nd, 2024 and ending on June 21st, 2026 to for the Community Drive road maintenance district.



10405 Merrill Road ♦ P.O. Box 157
Hamburg, MI 48139
Phone: 810.231.1000 ♦ Fax: 810.231.4295
www.hamburg.mi.us



**BID SPECIFICATION FORM
PRIVATE ROAD MAINTENANCE DISTRICT
HAMBURG TOWNSHIP, MICHIGAN**

COMPANY NAME: Bob Myers Excavating, Inc.

CONTACT PERSON: Mike Myers

ADDRESS: 8111 Hammel Road

Brighton, MI 48116

PHONE: 810-231-2044

EMAIL: _____

Signature of Bidder's Authorized Agent: *Michael E. Myers*

Project Location Community Drive
North of Winans Dr./East off Chilson

- 1.) **Gradings** – Up to Four (4) gradings per year as necessary, and with prior approval of the Township.

Per Grading Charge \$ 300.00
Total \$ 1,200.00

- 2.) **Gravel** – Up to Fifty (50) cubic yards of road quality (22A) gravel to be applied as necessary on an annual basis.

Material Charge (Per cubic yard) \$ 25.00
Labor Charge \$ 13.00
Total \$ 1,900.00

- 3.) **Snow Removal** – Up to Six (6) per year, as necessary, for the removal of four (4) inches or more of snow accumulation.

Charge per Plowing \$ 150.00
Total \$ 900.00

- 4.) **Sandings** – Up to three (3) times per year when icy conditions make necessary for road safety.

Charge per Application \$	<u>200.00</u>
Total \$	<u>600.00</u>

CONTRACT INFORMATION:

The Contract will run for a period of approximately two (2) years beginning on June 22nd, 2024 and continuing through June 21st, 2026. Incremental increases in the cost of gravel may be negotiated between the Contractor and Hamburg Township on an annual review basis. Contractor shall remain an independent agent and does not become an employee of the Township. As such, the Contractor shall purchase and maintain worker's comp, personal injury and liability insurance in a minimum amount of \$1,000,000.00 as required by the Township.

AWARDING OF CONTRACTS: On February 15, 2011 the Township Board of Trustees adopted the new Administrative Policies and Procedures for Expenditures Control regarding all Township Purchasing, Contracts and Sales. As a result, the Township will now consider the following in the awarding of road maintenance contracts:

- (1) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
 - (a) The Township shall require the bidder to provide proof that they are responsible in paying their property taxes; both real and personal; whether it be in this township or other municipalities.

NOTE: Bid amounts must reflect costs as outlined above. Bid proposals shall also include all attachments or submittals confirming that Contractor is current in the payment of any personal and/or property taxes owed by the Contractor. Any proposed additional services may be recommended on a separate sheet and attached to the bid form.

All bids are due by **2:00 p.m. on Friday, May 24th, 2024** to:

Brittany K. Campbell
 Hamburg Township Utilities Coordinator
 10405 Merrill Road
 P.O. Box 157
 Hamburg, Michigan 48139
 (810) 231-1000 Ext. 210
 (810) 231-4295 – Fax
 E-mail: bcampbell@hamburg.mi.us

Hamburg Township reserves the right to reject any and all bid proposals and/or waive and irregularities, requirements or conditions in any or all bid proposals.

FAX (810) 231-4295
TELEPHONE: (810) 231-1000

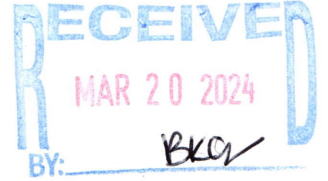


Item 17.

P.O. Box 157
10405 Merrill Road
Hamburg, MI 48139

DUST CONTROL BID SPECIFICATION FORM

PRIVATE ROAD MAINTENANCE DISTRICT
HAMBURG TOWNSHIP, MICHIGAN



COMPANY NAME: BIG BARNEY'S ROAD MAINTENANCE

CONTACT PERSON: BYRON MYER

ADDRESS: P.O. BOX 483

HAWELL, MI 48844-0483

PHONE: 517-546-8755

EMAIL: BYRON@BIGBARNEYS.COM

Signature of Bidder's Authorized Agent: [Signature]

Project Location

Community Drive

East off of Chilson Road

- 1.) **Dust Control** – Application of brine spray for the purpose of dust control at the following schedule – One week prior to or after the Memorial Day holiday, one week prior to or after the 4th of July holiday, the first week of August, and one week prior to or after the Labor Day holiday not to exceed four (4) times per year.

Material Charge (per Spray) \$ 325⁰⁰

Labor Charge (per Spray) \$ —

Total Annual Cost \$ 325⁰⁰ x 4 = \$1,300⁰⁰

\$1,300⁰⁰ annual cost - BKC

The Township recommends that any Contractor interested in submitting a bid to provide road maintenance should make an on-site inspection of the road(s) prior to submitting a bid for services. A map of the location is enclosed with this bid request.

TO: Board of Trustees

FROM: Mike Dolan, Township Clerk

DATE: May 30, 2024

AGENDA ITEM TOPIC: Purchase Policy Update

Requested Action

- Motion to approve the updated purchase policy as present in the packet

Background

The current policy doesn't address the dollar amount threshold for requiring a seal bid process. One sentence was added to page 11 of the policy to address this.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL



Effective Date:

Rescinds:

Title: **FINANCIAL ADMINISTRATION**No: **4.0**

4.0 FINANCIAL ADMINISTRATION

4.1 Accounts Payable

4.1(a) Department Head Authorization.

All requests for payments, i.e., invoices or expense vouchers, shall be processed in accordance with Section 4.8(d) of this manual, and shall be approved by the department head responsible for the cost center to which the expense shall be posted. The department head shall indicate that the expense is authorized and correct by affixing the account number and his or her initials to the invoice. All approved bills must be submitted to the accounting department at least 5 days prior to the Board meeting at which claims will be audited for approval.

4.1(b) Warrant Reports.

The Clerk shall prepare an account payable listing-report to the Board showing the vendor name, nature of the expense, invoice number and account number. Any items paid prior to board audit, as discussed in Section 4.8(e), shall be noted on the warrant report.

The Clerk shall sign the accounts payable checks for all claims approved by the Board

4.2 Payroll

4.2(a) Time Sheets.

All completed time sheets shall be submitted to the payroll department on the Friday before the next payroll date. Time sheets will be signed by both the employee and the employee's department head. Time sheets are also required for per diem requests.

4.2(b) Deductions and Withholdings.

The Human Resource Department shall be notified at least 5 days prior to the end of the pay period of any changes in voluntary deductions or withholding allowances desired by an employee. All voluntary deductions shall be authorized in writing.

4.2(c) Pay Advances.

Pay advances shall not be authorized under any circumstances.

4.2(d) Payroll Problems.

Employees will immediately notify the Human Resource Department of any problems or errors on their paychecks. A written account of the problem and its resolution shall be prepared by the Human Resource Department.

4.3 Cash Receipts

4.3(a) Fiduciary Bonds.

All employees authorized to receive funds shall be bonded through our liability insurance provide

4.3(b) Receipts.

A Township receipt shall be issued for all cash, including checks, received by the Treasurer's office. The receipt shall include the date and amount received, name of the payer, and purpose.

4.3(c) Deposits.

Total cash collected shall be reconciled to the sum of the receipts and shall be deposited in the appropriate Township bank account. The following positions are authorized to make bank deposits: All Treasury Department employees.

4.3(d) Bank Reconciliations.

The cash balances of the various fund ledgers shall be reconciled to the bank statements monthly. The cash balances should be the result of the cash receipts and disbursement activities and shall be derived from the same accounting records used in preparing the financial reports discussed in Section 4.5(a).

The bank reconciliation shall be prepared by the Accounting Specialist and approved by the Director of Accounting.

4.4 Accounts Receivable

4.4(a) Invoice Preparation.

The Billing Clerk shall prepare invoices for revenues due to the Township. All invoices shall include a remittance advice to be returned to the Township with payment. The remittance advice shall include the name, amount invoiced, and purpose. A copy of the invoice shall be supplied to the department responsible for generating the invoice.

4.4(b) Posting and Distribution.

A copy of all invoices or bills for moneys received by the Township shall be given daily to the Billing Clerk who shall supply the information to the Accounting Department for posting receivables to the general ledger.

The Billing Clerk shall maintain a detailed subsidiary record by individual which shall be reconciled to the general ledger control on a monthly basis.

4.4(c) Method of Accounting.

For all remittance advices received in accordance with Section 4.3(c), the accounting department shall credit the receivable. A monthly listing of all amounts invoiced but not yet received shall be prepared and reconciled to the general ledger as discussed in Section 4.4(b).

4.4(d) Utility Billing

Hamburg Township bills residents quarterly for flat rate sewer. When the residents receive their utility bill they have thirty (30) days to pay without a penalty. On the thirty first (31) day a 10% penalty will be added. The residents can pay their bill at the township or through the township's web site. Removal of these penalties must be approved by the Accounting Director or the DPW Director.

For any utility bill outstanding as of August 31, the outstanding amount will be rolled over to the tax bills for payment, with a ten percent (10%) fee added to the balance.

4.4(e) Portage-Base Lakes Area Water and Sewer Authority

Hamburg Township has entered into an agreement with Portage-Base Lakes Area Water and Sewer Authority to provide operations, maintenance, testing and monitoring, repairs, financial record keeping, and emergencies. This contract covers the cost of these tasks and that Portage-Base Lakes Area Water and Sewer Authority agrees to pay.

4.5 Financial Reporting

4.5(a) Finance Control Book.

The Treasurer and the Accounting Director shall prepare a monthly financial report (Finance Control Book) to the Board of Trustees each month. The Finance Control Book shall include the following:

1. 5-year Financial Projections
2. 10-year taxable values
3. Cash Summary for Month
4. Consolidated Cash Flow Statement
5. Yearly Debt Schedule
6. Fund Balance History
7. Millage Rate History
8. Monthly Banking Report
9. Monthly Revenue and Expenditure Reports
10. Approved Financial Institution Report

4.6 Inventory of Fixed Assets

4.6(a) Responsibility.

The Accounting Department shall maintain an inventory of the Township's fixed assets that are tangible, have an expected useful life of at least one year and have a value of at least \$2,500.00.

4.6(b) Updating.

The Accounting Department shall add or remove fixed assets from the inventory at the time of acquisition or disposal.

4.6(c) Disposal of Fixed Assets.

The Department heads shall prepare a list of all such equipment recommended for disposal and shall submit the recommended disposal of fixed assets list to the Board for approval. The Board shall determine the method of disposal, which may include MIBid, sealed bids, auction, negotiated sale, gift or disposal. Township officials and employees are not eligible to purchase Township fixed assets by negotiated sale without the approval of the Board. An elected official shall refrain from voting on any negotiated sale involving the elected official.

4.7 Budgeting

4.7(a) Designation of Budget Officer.

The Supervisor or their designee shall be responsible for the development and administration of the Township budget.

4.7(b) Timetable.

The proposed budget schedule shall be developed by the Supervisor and Accounting Director each year and approved by the Board.

4.7(c) Adoption.

Unless noted in the General Appropriations Act, all Township funds are adopted on a department of function basis.

4.7(d) Transfer Authority.

The Accounting Director shall have authority to make transfers among the various line items within departments. Transfers between departments may be done by Board approval only. The Board shall be notified at its next meeting of any such transfers made, and the Board may modify, amend or nullify any such transfers made. Under no circumstance may the total amount of appropriations be changed without prior Board approval.

4.8 Purchasing Policy

4.8(a) Purpose

The purchasing policy is used to initiate and control purchases. The purpose of the purchasing policy procedure is to facilitate a more complete accounting control and the preparation of accurate, up-to-date, financial reports. The program allows the issuance of purchases with pre-defined terms. This will assist in making purchases at the best price possible and the best terms.

4.8(b) Purchasing Procedure

For all purchases, the Department Head must ensure that budgeted funds are available before the purchase can be ordered. Once the item is received by the department the shipping receipt along with the invoice should be approved by the Department Head and the expense account listed. Then the invoice will be forwarded to the Accounting Department for processing. Purchases up to \$7,501.00 (provided that the funds are

available pursuant to the approved department budget) are approved by the Department Heads. Purchases between \$7,501.00 and \$10,000.00 will require the additional approval of either the Supervisor, Clerk, or Treasurer. Purchases exceeding \$10,000.00 must receive Township Board approval except in cases where the expense is considered an emergency – to protect the health, welfare, safety and wellbeing of the community. In this case, the purchase may be authorized by the Supervisor, Clerk and Treasurer, collectively. If the Supervisor, Clerk and/or Treasurer are unavailable, then consent must be obtained from one or more Trustees for a total of four (4) Board of Trustees members. Expenditures necessary to perform the daily operation functions, i.e.—monthly utilities, membership, yearly maintenance agreements, software renewals and professional services previously approved will not require any additional Board approval.

4.8(c) Vendor List

A W9 form must be obtained from all vendors before the vendor information can be entered into the Accounts Payable program. Where applicable, vendors must also provide proof of liability/casualty insurance and workers comp insurance with the Township to be named as an additional insured on the vendor's insurance policy. If the vendor has no employees they may provide the Township with a copy of a completed Sole Proprietor form, however; if the vendor company is licensed as an LLC they must obtain a Certificate of Liability from their insurance company for workers compensation even if they do not have any employees. Upon collection of the necessary documentation by the Department, the vendor information shall be forwarded to the Purchasing Agent to enter new vendors into the Accounts Payable program.

4.8(d) Receiving Goods Ordered

In most cases the goods ordered will be delivered directly to the Department from the source. Immediately check the goods for condition and quantity. If there are any issues with the shipment, contact the vendor. After examining the goods, sign and date the shipper and return it to the Accounts Payable who will log it as it is received.

4.8(e) Invoice Approval

Once the invoice is received, it must be approved by the Department Head and forwarded to the Accounting Department for payment.

4.8(f) Petty Cash & Petty Cash Purchases

The Treasurer shall maintain petty cash for small emergency purchases, reimbursements to employees, or to pay for a service where payment is demanded prior to delivery.

Petty cash will not be used for purchases that exceed \$100.00. A copy of each receipt and a receipt signed by the recipient of a petty cash disbursement shall accompany all disbursements.

Petty cash accounts are maintained at \$200 for General Fund, \$200 for Police Department, \$300 for Senior Center, and \$300 for Fire Department and may be used by Departments for small purchases, reimbursements and other transactions for which the use of Township checking accounts would be inefficient or impractical.

1. Petty cash funds are "impress" accounts. This means that a specific amount of cash is provided to a Department to be used for departmental business. The petty cash amount is established by the Township Board. One departmental employee must be designated as the "Petty Cash Custodian". This person will be responsible for the Department's petty cash balance.
2. Original requests for petty cash funds must be submitted to the Department Head for approval using the "Petty Cash Request/Replenishment Form".
3. There are two methods of withdrawing funds from petty cash:
 - A. The reimbursement method: Petty cash may be used to reimburse an individual for a purchase that was made using his/her personal funds. Upon presentation of an original receipt, vendor invoice, or other adequate documentation to support the expenditure, the petty cash custodian will reimburse the individual for the exact amount of the purchase.
 - B. The petty cash custodian may advance petty cash to an individual in anticipation of a purchase. Since the purchase has not yet been made at the time of the petty cash withdrawal, the amount withdrawn may vary from the amount of the actual purchase. Documentation must be submitted to the petty cash custodian within three days of purchase. If the actual expenditure is less than the amount advanced, the individual must return the excess cash together with valid documentation of the expenditure. If the actual expenditure was more than the amount advanced, the individual may be reimbursed for the excess amount after submitting adequate documentation to support the expenditure.
4. When the fund needs replenishing, the petty cash custodian will summarize all expenditures on the "Petty Cash Request/ Replenishment Form". The total of all invoices and petty cash vouchers must equal the total of the summarized expenditures. The completed "Petty Cash Request/Replenishment Form" must be signed by the petty cash custodian and approved by the Department Head and submitted to the Accounting Department.

5. Once the Accounting Department has reconciled the activity, they will process the replenishment of the petty cash balance.
6. Petty cash should be secured at all times.
7. A petty cash expenditure is no different from any other expenditure in that all withdrawals from petty cash must be supported by adequate vendor documentation and budgeted funds must be available for the purchase. The employee making the purchase must write on the receipt what was purchased and for what purpose.

4.8(g) Credit and Purchasing Card Usage

This policy is in accordance with Michigan Public Act 266 of 1995, which requires that all municipalities have a written policy when authorizing the use of credit cards to purchase goods and services for official business of the municipalities.

This policy applies to all employees, officials, and departments of Hamburg Township.

1. The Accounting Director with the approval of the Township Supervisor, Clerk and Treasurer, is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the Township's Credit Card Policy.
2. The Accounting Director shall maintain a list of all credit cards owned by the Township, along with the name of the officials or employee who have been issued the credit card, the credit limit established, the date issued and the date returned.
3. An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Accounting Director shall be notified immediately. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card. The officials or employee must immediately surrender the card upon termination from employment.
4. The official or employee using the credit card must submit documentation detailing the goods or services purchased, cost, date of purchase, and the official business.
5. The Accounting Director shall monitor the use of credit cards and shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Transactions that do not comply with this policy shall be reported to the Township Supervisor.
6. Employees who use a Township credit card in a manner contrary to this policy shall be subject to disciplinary action and/or termination of employment, as well as to legal action to recover losses incurred by such use.

Authorized use of Township credit cards may be used only by an official or employee of the Township under the following conditions.

1. The purchased goods and/or services are for the official business of the Township.
2. The types of goods and/or services to be purchased are those established by the department heads and the Township's purchasing policy and procedures.
3. The cost of the proposed purchase does not exceed the purchasing policy and procedures.

Payment of Credit Cards charges:

1. The department head will ensure that sufficient funds are available to pay for each purchase and must approve credit card invoices prior to payment.
2. The balance including any interest due on an extension of credit shall be paid for within not more than 60 days of the initial statement.

CREDIT CARD USER AGREEMENT

Requirements of the use of Township-issued credit card:

1. The credit card is to be used only to make legal purchases for the legitimate business of Hamburg Township.
2. The credit card must be used in accordance with the provisions of the adopted credit card use policy established by Hamburg Township.

Violation of these requirements will result in disciplinary measures up to and including dismissal, appropriate criminal and/or civil action.

I have read and understand the Hamburg Township Credit Card Policy and Procedures and I agree to adhere to them.

Signature

Date

4.9 PURCHASE CONTROL

Any purchase in excess of \$10,000 requires Township Board approval, and shall provide proof of solicitation of a minimum of three (3) bids.

Any purchase in excess of \$75,000 requires Township Board approval, following the sealed bid policy.

(a) **Exceptions.** MIBid, sole source vendors, emergency repairs or replacements; routine and operational services; small purchases; and when such procedures are deemed unnecessary and burdensome and not in the best interests of the Township by the Township Board of Trustees are exceptions to the sealed bid and sealed proposal requirements of this Section.

(b) **Purchases of \$10,000 or Less.** All supplies and contractual services not exceeding ten thousand dollars (\$10,000) in cost may be made in accordance with purchase procedures established by the Township Board.

4.9(a) INVITATION FOR BIDS.

- (a) The Invitation for bids is used to initiate the competitive bid process.
- (b) The Invitation for Bids should generally include:
 - 1. Instructions to bidders (time and date set for receipt of bids, address where bids are to be delivered, other special information).
 - 2. Description of proposed purchase.
 - 3. Contract terms and conditions.
- (c) The Invitation for Bids should always reserve the municipality's right to reject any and all bidders.
- (d) The bidding time (the period of time between the date of distribution of the Invitation for Bids and the time and date set for receipt of bids) should be set to provide bidders a reasonable time to prepare their bids.
- (e) The Invitation for Bids may provide a form that includes a space in which the bid price may be inserted and which the bidder must sign and submit along with all other necessary submissions.
- (f) Invitations for Bids or notices of the availability of Invitations for Bids should be furnished to sufficient number of bidders for the purpose of securing competition.

In the case of larger purchases, notices shall be placed in newspapers or applicable trade publications.

4.9(b) NOTICE SOLICITING BIDS OR PROPOSALS.

- (a) **Publication.** A notice inviting bids or requesting proposals shall be published as least once in the most appropriate medium or media, as determined by the Department, at least seven days before the last day set for receiving proposals or bids by the Township. This seven-day time period may be reduced if a written determination is made by the Department that the acquisition is urgent and sufficient vendors have been notified directly. The notice shall include a general description of the articles or services to be acquired and shall state where the complete solicitation package may be secured. The notice shall also include the time and place for submitting and opening bids.
- (b) **Posting.** The Department shall also advertise all pending invitations for bid and requests for proposals by posting a notice on the Township's website.
- (c) **Definitions.** As used in this Section:
 - (1) **"Medium or media"** means and includes, but is not limited to, website postings, Cable TV postings, advertisement in trade magazines, direct mailings, and advertisement in a newspaper of general circulation in The Township.
 - (2) **"Most appropriate medium or media"** means notification in a medium or combination of media which, in the best judgment of the Department, will result in the greatest number of responsible vendors.

4.9(c) PRE-BID CONFERENCES.

- (a) Pre-bid conferences may be conducted to explain the procurement requirements. If used, they should be announced to all prospective bidders known to have received an Invitation for Bids.
- (b) The conference should be held long enough after the Invitation for Bids has been issued to allow bidders to become familiar with it, but sufficiently before bid opening to allow consideration of the conference results in preparing their bids.
- (c) Nothing stated at the pre-bid conference should change the Invitation for Bids unless a change is made by written amendment.

4.9(d) PRE-OPENING MODIFICATION OR WITHDRAWAL OF BIDS.

- (a) Bids may be modified or withdrawn by written notice received in the office designated in the Invitation for Bids prior to the time and date set for bid opening.
- (b) **Disposition of Bid Security.** If a bid is withdrawn prior to the time and date set for bid opening, the bid security, if any, should be returned to the bidder.
- (c) **Records.** All documents relating to the modification or withdrawal of bids should be made a part of the appropriate procurement file.

4.9(e) LATE BIDS, LATE WITHDRAWALS AND LATE MODIFICATIONS

- (a) **General Discussion.** Any bid received after the time and date set for receipt of bids is late. Any withdrawal or modification of a bid received after the time and date set for opening of bids at the place designated for opening is late.
- (b) **Treatment.** No late bid, late modification or late withdrawal shall be considered unless received before contract award, and the bid modification or withdrawal would have been timely but for the action or inaction of municipal personnel directly serving the procurement activity.
- (c) **Records/Notice.** Bidders submitting late bids that will not be considered for award should be so notified as soon as practicable. Records shall be made and kept for each late bid, late modification, or late withdrawal.

4.9(f) MISTAKES IN BIDS.

- (a) **General Discussion.** Correction or withdrawal of a bid because of an inadvertent, non-judgmental mistake in the bid requires careful consideration to protect the integrity of the competitive bidding system, and to assure fairness.
 1. If the mistake is attributable to an error in judgment, the bid may not be corrected.
 2. Bid correction or withdrawal by reasons of a non-judgmental mistake is permissible, but only to the extent that it is not contrary to the interest of the Township or the fair treatment of other bidders.
- (b) **Mistakes discovered before opening.** A bidder may correct mistakes discovered before the time and date set for bid opening by withdrawing or correcting the bid.
- (c) **Confirmation of Bid.** When the Department knows or has reason to conclude that a mistake has been made, the Department should request a bidder to confirm the bid. Examples:

1. Obvious apparent errors on the face of the bid, or
2. Bid unreasonably lower than the other bids submitted.

- (d) **Mistakes discovered after Award.** Mistakes may not be corrected after award of the contract, except where the Township Board of Trustees makes the determination that it would be unconscionable not to allow the mistake to be corrected.

4.9(g) BID DEPOSITS.

Under certain circumstances, bid security (cash deposits, bonds, etc.) may be advisable.

When deemed necessary by the Department, bid deposits shall be required and shall be prescribed in any published notice inviting bids, as well as in the bidding documents. Unsuccessful bidders shall be entitled to return of such deposit or surety. A successful bidder shall forfeit any surety or deposit required by the Township if he fails to enter into the contract within the time required in the specifications or bidding documents, unless such forfeiture is waived or the time limit extended by the Township Supervisor or Board of Trustees.

4.9(h) RECEIPT, OPENING, AND RECORDING OF BIDS.

- (a) **Receipt.** Sealed bids shall be submitted only to the office of the Clerk's Office on the prescribed forms, or another Township official as designated in the solicitation for bids, on or before the date and time specified for the receipt of bids or proposals in the invitations to bid and bidding instructions. Upon its receipt, each bid and modification should be time-stamped but not opened and should be stored in a secure place by the Purchasing Agent until the time and date set for bid opening.

(b) Opening and Recording.

1. Bids shall be publicly opened by the Department or the designee of the Department, in the presence of 1 or more witnesses, at the time, day and place specified in the invitation to bid and bidding instructions. All persons interested shall be allowed to be present at the bid opening. The names and addresses of witnesses shall be recorded at the opening.
2. The name of each bidder and the total amount of each bid shall be read aloud by the Department representation or their assistants, as well as, in appropriate cases, the unit cost of each substantial item making up the total amount of each bid.
3. All bids and specifications and invitations to bid shall be preserved and available for public inspection at the office of the Department for a period of not less than

one year from the date the bids are submitted, with respect to any specific commodity or proposal.

- (a) Exceptions shall be limited to the extent that trade secrets or other proprietary data may be confidential under the Freedom of Information Act. Confidential material that accompanies the bids must be readily separable from the bid in order to facilitate public inspection of the non-confidential portion of the bid.
- (c) **Tabulation.** A tabulation of all bids shall be made by the Department and be available for public inspection. Tabulations may be posted on the Township's website.
- (d) **Analysis.** The Township Board of Trustees or designee of the Board shall examine all bid tabulations and recommendations from the Department to select the lowest responsible bidder.
- (e) **Substantially Low Bid Review.** In the event the amount of the lowest bidder's bid appears disproportionately low when compared with estimates undertaken by or on behalf of the Township and/or compared to other bids submitted, the Department reserves the right to inquire further of the apparent lowest bidder to determine whether the bid contains mathematical errors, omissions, or erroneous assumptions and whether the apparent lowest bidder has the capacity to perform a complete contract for the bid amount.

4.9(i) REQUESTS FOR PROPOSAL (RFP) OPENING PROCEDURE.

Requests for proposals (RFP) are often used to solicit professional services, i.e. Engineers, Auditors, Attorneys, Planners, and other professional consultants; this process is referred to as Qualifications-Based Selection ("QBS").

An RFP should include as much detail about the proposed project or requested services as possible. More information will allow more complete and relevant proposals. Successful RFP's should include the following:

1. The RFP should solicit relevant information about the firm's personnel, their particular qualifications, and experience with similar engagements.
2. The Township may consider publishing the notice of RFP in relevant trade publications to increase the response rate.
3. Send the RFP to firms recommended by other municipalities (call around to other municipal officials or the applicable municipal association).

- (a) **Receipt of Sealed Proposals.** Sealed proposals shall be submitted only to the office of the Department on the prescribed forms, or another Township official as designated in the solicitation for proposals on or before the date and time specified in the request for proposals and related instructions. Sealed proposals shall be marked as to the time and date received at the office of the Department or other designated Township official by someone in that office.
- (b) **Opening.** Proposals shall not be considered fully received for the purpose of Freedom of Information Act requests until the Township has determined that no additional clarifications or revisions of offers shall be accepted; therefore, no details of proposals shall be released until contract award. After contract award, all proposals shall be preserved and available for public inspection at the office of the Department for a period of not less than one year from the date the proposals are submitted.
- (c) **Analysis.** The Township Board of Trustees or designee of the Board shall examine all proposal recommendations from the Department to select the proposal of best value or to select those firms they wish to further review prior to awarding a contract. If the Board wishes to interview those selected firms, the following should be completed:
 - 1. Interview each firm, meet the professionals who will actually do the work.
 - 2. Contact references and past clients.
 - 3. Visit the firms' offices and specific projects they have handled (if applicable).
 - 4. Rank the firms based upon Board consensus.
- (d) **Rejection of Proposals.** The Township Supervisor, Department Head, or the Township Board of Trustees has the authority to waive any irregularity of informality in any proposal and reject any or all proposals, in whole or in part.

4.9(j) AWARDING OF CONTRACTS.

- (a) **Authority.** Except as provided by subsection (b) of this section, the Township Board shall award all contracts after receiving the recommendation of the Department or other designated Township official.
- (b) **Exceptions.** A Township Administrator (Supervisor, Clerk and Treasurer) is authorized to enter:

- (1) All contracts that do not exceed ten thousand dollars (\$10,000);
 - (2) All contracts for expenditures necessary to perform statutory functions, i.e. assessment notices, tax bills, etc. do not require prior Board approval provided that the goods or services are within budget, and if the contract adheres to current purchasing policies; and
 - (3) All sole-source contracts not more than ten thousand dollars (\$10,000).
- (c) **Bid Selection.** Contracts, except as otherwise provided in this chapter, shall be awarded by the Township Board giving consideration to the following;
- (1) The ability, capacity and skill of the bidder to perform the contract or provide the service required;
 - (2) Whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference;
 - (3) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
 - a) The Township shall require the bidder to provide proof that they are responsible in paying their property taxes; both real and personal; whether it be in this township or other municipalities.
 - (4) The quality of performance of previous contracts or services;
 - (5) The previous and existing compliance by the bidder with laws and ordinances relating to any contract or service;
 - (6) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
 - (7) The quality, availability and adaptability of the supplies or contractual services to the particular use required;
 - (8) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract; and
 - (9) The number and scope of conditions attached to the bid.
- a) **Tie Bids.** If two or more low bids are received for the same total amount or unit price, and the quality and service are equal, the contract shall be

awarded to one of the tie bidders by drawing lots in public, unless one of the bidders is a taxpayer or resident of the Township, in which case such taxpayer or resident shall be awarded the contract.

- b) **Default.** The Department shall not accept the bid or proposal of a vendor or Contractor who is in default to the Township.

4.9(k) AWARDING OF CONSTRUCTION PROJECT CONTRACTS.

- (a) **Bid Selection.** The Township Board of Trustees shall award Municipal building construction project contracts in the amount of five thousand dollars (\$5,000) or more to the lowest responsive, responsible bidder as determined by this section.

(b) **Definitions. As used in this section:**

- (1) "Township" means the Township Board of Trustees, Township Supervisor, Purchasing Agent or their designees.
- (2) "Construction project" means the labor and material necessary for the construction, renovation, repair or improvements of a Township-owned building, except repair in emergency situations.
- (3) "Lowest responsive, responsible bidder" means the responsible contractor with the lowest bid which satisfies the requirements of all local, State and Federal laws, this section, any bid documents used to solicit bids, and any other guidelines and specifications required for the construction project.
- (4) "Responsible contractor" means any contractor or sub-contractor who is sufficiently qualified to satisfactorily perform the construction project, or any relevant part of the construction project as determined by the Township, based on the following:
 - A. An overall review of the contractor or subcontractor's evidence of compliance or lack of compliance with the responsibility criteria, as described in this section;
 - B. The contractor or sub-contractors' compliance with all applicable local, State and Federal laws; and
 - C. Input from the Township's architect and/or construction manager, if applicable.

- (c) **Responsibility Criteria.** The Township Supervisor and Board of Trustees shall consider at least each of the criteria listed in this section in determining whether a contractor is a responsible contractor. The list set forth in this section does not

preclude any additional criteria that the Township may deem relevant for making a determination of contractor responsibility. Any criteria deemed relevant by the Township that is in addition to the items listed in this section shall be specified in the documents soliciting bids together with the requirements of this section.

- (d) **Bid Documents.** This bid documents for a construction project shall require any contractor or subcontractor bidding on the construction project, or any part of the construction project, to submit with its bid, written responses and other supporting or explanatory information demonstrating its compliance, or non-compliance and the reason for such non-compliance, with the listed responsibility criteria and any other criteria declared pertinent by the Township and included in the bid documents. For each separate bid package of a construction project, the Township may accord such weight as it deems appropriate to the responsibility criteria and any other criteria included in the bid documents for purposes of determining whether a contractor is a responsible contractor.
- (e) **Criteria.** The Township will consider the following information in determining whether or not a contractor is a responsible contractor. As used in this section, "contractor" includes any subcontractor holding a subcontract of five thousand dollars (\$5,000) or more. This list is not intended to be all inclusive or exhaustive:
 - (1) General information about the contractor's company, its principles and its history, including the State and date of incorporation;
 - (2) Trade categories of contractor's employees and information regarding the State and local licenses and license numbers held by the contractor;
 - (3) A confirmation that all subcontractors, employees and other individuals working on the construction project will maintain current applicable licenses with the Michigan Bureau of Construction, Codes and Fire Safety, and as may otherwise be required by law for all licensed occupations and professions;
 - (4) The ratio of masters or journey persons to apprentices proposed to be used on the construction project job site;
 - (5) Documentation that the contractor maintains, participates in and contributes to a bona fide apprentice training program in which less than full journey-persons utilized on the project will be participants; as used in this section "bona fide apprentice training program" means a training program registered and approved by the United States Department of Labor, Bureau of Apprenticeship and Training Programs;

- (6) Documentation of a completed Michigan Occupational Safety and Health Administration approved safety training program for employees used on the proposed job site;
- (7) Evidence of the contractor's Workers' Compensation Experience Modification Rating (EMR). A bidder with a current EMR greater than 1.1 will not be considered a responsible contractor under this section;
- (8) A list of similar or comparable projects completed within the past five years, including dates of work and each project's approximate dollar value and size. Documentation from these previous projects of comparable size or complexity, including but not limited to all costs related to the bidder's timeliness, performance, quality of work, extension requests, contractual fines and penalties imposed, including proof of such fines and penalties, and liens filed, history of claims for extra work and any contract defaults with an explanation of the reason for the default and how the default was resolved;
- (9) Evidence of contractor's experience with construction techniques, trade standards, quality workmanship, project scheduling, cost control, management of projects of comparable size or complexity, and building codes by documenting the bidder's ability and capacity to perform the project. The bidder must identify those portions of the project it reasonably believes will be subcontracted and the names of the subcontractors;
- (10) A list of individuals or contact persons for entities that have received in the past five years, or are currently receiving, the contractor's services from which references may be obtained, which shall include contacts for any similar or comparable projects; and include information regarding the records of performance and job site cooperation;
- (11) Audited financial information current within the past twelve months, such as a balance sheet, statement of operations, and bonding capacity. Evidence that the applicant has financial resources to start up and follow through on the project and to respond to damages in case of default, as shown by written verification of bonding capacity equal to or exceeding the amount of the project. The written verification must be submitted by a licensed surety company rated B+ or better in the current A.M. Best Guide and qualified to do business within the State of Michigan.
- (12) A warranty statement regarding labor and materials;
- (13) A list of all litigation and arbitrations currently pending and within the past five years, including an explanation of each. Evidence of satisfactory resolution of claims filed by or against the contractor asserted on projects of the same or

similar size within the past five years. Any claim against the contractor shall be deemed to have been satisfactorily resolved if final judgment is rendered in favor of the contractor or any final judgment rendered against the contractor is satisfied within ninety days of the date the judgment became final;

- (14) Proof of insurance, including certificates of insurance naming the Township as an additional insured, confirming existence and the amount of coverage for liability, property damages, workers' compensation and any other insurances required by the proposed contract documents;
 - (15) Evidence of compliance with the Fair Labor Standards Act, and with regulatory agencies such as the Environmental Protection Agency; the Michigan Department of Labor and Economic Growth, including the Occupational Safety and Health Administration, Workers' Compensation Agency, the Wage and Hour Division; and all other applicable State and Federal laws or agencies;
 - (16) Evidence of any quality assurance program used by the contractor and the results of any such program on the contractor's previous projects;
 - (17) Contractor's policy addressing drugs and alcohol use for employees working on the project site;
 - (18) Documentation of whether the contractor provides health insurance and pension benefits to its employees;
 - (19) Assurance that all construction work for this project shall proceed economically, efficiently, continuously and without interruption.
- (f) Effective Date. This section is effective for any solicitation of bids or proposals for construction projects issued by the Township on or after July 1, 2022.

4.9(I) PURCHASE ORDERS.

Where required the purchase order is the legal document used by the Township to initiate and control purchases. A purchase order shall be deemed a sufficient written contract within the meaning of this Section when the interests of the Township are protected by its use.

4.9(m) RESPONSIBILITY FOR INSPECTION AND ACCEPTANCE.

The responsibility for the inspection and acceptance of all materials, supplies or services purchased by the Township shall rest with the Department or other Administrative officer

as may be designated by the Township Board, with respect to the particular commodity or service purchased.

4.9(n) PREVAILING WAGES ON TOWNSHIP PROJECTS.

(a) If, and to the extent required by state or federal law, or by a voluntary agreement between an employer and the Township in connection with the provision of services directly to the Township or in connection with the receipt of a grant, tax abatement, or tax credit from the Township, no project, in an initial amount of two thousand dollars (\$2,000.00) or more for the performance of services or work for and on behalf of the Township, involving craftsmen, mechanics and laborers employed directly upon the site of the work, shall be entered into, approved or executed unless a contract, agreement, understanding or arrangement provides and requires that all craftsmen, mechanics and laborers so employed are to be paid not less than the wages and fringe benefits prevailing in the locality of the building trades industry for corresponding classes of craftsmen, mechanics and laborers, as published as of the time of execution of the contract by the Michigan Department of Labor and Economic Growth, Wage and Hour Division. In addition, such contract, agreement, understanding or arrangement, shall provide that all subcontracts entered into by the contractor shall contain the provisions set forth in this subsection with respect to the contractor, and all such contracts, agreements, understandings or arrangements shall provide that all contractors and subcontractors engaged in the performance of services or work for the Township, to which this section applies, shall as required by this section, furnish payrolls to the Township if applicable.

(b) As used in this section:

- (1) "Craftsmen, mechanics and laborers" means all skilled and unskilled craftsmen, mechanics, laborers, workers, and apprentices, but not executive, administrative, professional, supervisory, office or custodial employees.
- (2) "Construction work" means new construction, alterations, repair, installation, completion, demolition, or improvement of a Township-owned or Township-occupied building or other public works.
- (3) "Fringe benefits" means compensation due an employee pursuant to a written contract or written policy for holiday, time off for sickness or injury, time off for personal reasons or vacation, bonuses, authorized expenses incurred during the course of employment, and contributions made on behalf of an employee.

- (4) "Locality" means the Township of Hamburg or Livingston County.
- (5) "Project" means construction work to be contracted by the Township by one or more contracts for which the Township establishes a single budget; or construction work to be contracted by the Township when the Township Board declares a contract or group of contracts to be a project. The Township Board shall make this declaration at the time of establishing the budget for the work or later, but before bidding the contracts for the construction work to be declared a project.
- (6) "Wages" means all earnings of an employee whether determined on the basis of time, task, piece, commission, or other method of calculation for labor or services except those defined as fringe benefits.
- (c) All solicitations for construction projects shall contain the prevailing wages and fringe benefits in effect at the time the solicitation is issued. The wage scales to be paid shall be posted by the contractor in a prominent and easily accessible place at the work site. The Township Supervisor is hereby directed to see that the provisions of this section are contained in and complied with in all contracts, agreements, understandings or arrangements for work or services to be performed for the Township in accordance with this section.
- (d) If applicable, certified weekly payrolls covering the project contractor's and each subcontractor's work force shall be submitted to the Township Director of Accounting or the Township's designee. All payrolls submitted shall identify by name all employees working on the project contract during the weekly reporting period, their place of residency, their trade, their classification within that trade, and all wages and fringe benefits paid. Supervisory personnel must be reported as well as craftsmen, mechanics and laborers to ensure full Township income tax compliance. Failure to make any such report can result in the Township withholding payments on the contract until such reports are filed, at the Township's option. In addition, each failure to file such payroll within seven (7) business days of the receipt of a notice from the Township of such failure, or any deliberate misrepresentation or false statement contained in such report, shall be deemed a violation of this section, punishable pursuant to guidelines established by the Township Board.
- (e) The Township Supervisor or his or her designee is hereby authorized to withhold payment to such project contractors or subcontractors who fail to pay prevailing wages and fringe benefits as required in subsection (a) hereof in such amounts as may be required to compensate such craftsmen, mechanics and laborers with the amount of money they should have received under subsection hereof.

4.9(o) EQUAL OPPORTUNITY AND FELONY RE-ENTRY EMPLOYMENT

- (a) The Township shall accept bids for goods and/or services in the amount of ten thousand dollars (\$10,000) or more from only those persons, partnerships or corporations that are committed to equal opportunity employment of all persons, consistent with Article I, Section 26 of the Michigan Constitution and which has adopted a hiring policy which does not preclude a person with a felony conviction from being considered for employment unless otherwise precluded by State or Federal law.
- (b) This section shall apply to all subcontractors holding subcontracts of ten thousand dollars (\$10,000) or more when such subcontractors are a direct and inclusive result of a Township purchase or contract of ten thousand dollars (\$10,000) or more.
- (c) Any contractor, subcontractor, supplier or vendor which is subject to this section and who employs fifteen or more employees, shall submit equal opportunity employment compliance documentation with their bid or proposal.
- (d) Any contractor, subcontractor, supplier or vendor which is subject to this section and who employs fifteen or more employees, shall submit in writing with its bid or proposal, its hiring policy which shall provide that a felony conviction is not an absolute bar to, or otherwise preclude, possible employment with the contractor, subcontractor, supplier or vendor.
- (e) Failure to submit the equal opportunity employment and felony conviction re-entry to employment policy documentation required by this section shall render the bid or proposal non-responsive.

4.9(p) DISPOSITION OF UNCLAIMED PROPERTY

All unclaimed, abandoned or other property of any description which comes into the possession of the Hamburg Township Police Department shall be disposed of in compliance with state law and pursuant to Hamburg Township Police Department SOP# 300-3: *Evidence and Property*.

4.9(q) DISPOSAL OF SURPLUS MATERIAL OR EQUIPMENT, SALVAGE AND UNCLAIMED PROPERTY

Shall be auctioned on MIbid for not less than 10 days.

4.10 Expense Reimbursements

4.10(a) Request Form. The Township shall reimburse all officials and employees for necessary expenses incurred in performing their duties. All requests for expense reimbursement shall be made on the proper expense reimbursement form.

4.10(b) Reimbursement Rates. Travel shall be reimbursed at the current IRS approved mileage rate. Personal use of vehicles is restricted to when Township vehicles are not available. Reasonable meal and lodging expenses will be reimbursed.

4.10(c) Personal Expenses. Receipts shall accompany any reimbursement requests. Commuting from residence to the Township hall or the employee's official work station shall not be eligible for reimbursement. Board and committee members shall not receive mileage to attend Board meetings that are a statutory duty of their office. Personal expenses that are unnecessary in conducting Township business, such as entertainment and alcohol consumed, shall not be eligible for reimbursement.

4.11 Investment Policy

(CREATED: November 5, 2009; REVISED: May 15, 2018; REVISED July 3, 2019)

4.11(a) Purpose

It is the policy of Hamburg Township to invest public funds in a manner, which will provide maximum security with the highest investment return while meeting the daily cash flow demands of the Township and conforming to all State statutes and local Ordinances governing the investment of funds.

4.11(b) Scope

This investment policy applies to all transactions involving the financial assets and related activity of the Township except for its employee pension/retirement funds and employee deferred compensation funds that are organized and administered separately. These funds are accounted for in the audit report and include the following funds:

1. General Fund
2. Enterprise Fund
3. Capital Improvement Fund
4. Trust and Agency Fund
5. Road Fund
6. Police Fund
7. Fire Fund
8. Park Land Purchase Fund
9. Drug Enforcement Fund
10. Special Assessment Funds

11. Any new funds created by the Township Board, unless specifically exempted by the Township board

4.11(c) Investment Objectives

Funds of the Township will be invested in accordance with Michigan Public Act 20 of the Public Acts of 1943, as amended, and in accordance with the following objectives in order of priority.

1. Safety – Safety of principal is the foremost objective of the investment program.
The primary objective of the Hamburg Township investment activities is the preservation of capital in the overall portfolio and the protection of investment principal.

2. Diversification – The investments shall be diversified or restricted by specific maturity dates, individual financial institution(s) or a specific class of securities as may be set forth by Board amendment to this policy and in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

3. Liquidity – The investment portfolio will remain sufficiently liquid to enable Hamburg Township to meet operating requirements that might be reasonably anticipated. Further, it is specifically intended that an investment strategy that ensures short term (two years or less) versus longer term be followed.

4. Return on Investment – Subject to the foregoing constraints, Hamburg Township will strive to maximize the return on the investment portfolio. The portfolio shall be designed with the objective of obtaining a rate of return appropriate to existing budgetary and economic cycles, taking into account the investment risk constraints and cash flow characteristics of the portfolio.

4.11(d) Investment Procedures

The Treasurer shall establish written administrative procedures for the operation of the Township's investment program as well as internal controls which shall include clear delegation of authority to personnel responsible for investment transactions. The procedure shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties or imprudent actions by employees and officers of the Township.

4.11(e) Delegation of Authority

Responsibility for the establishment of the Township's Investment Policy rests solely with the Township Board of Trustees.

Authority to manage the investment program related to implementation of the Township Investment Policy is derived from MCL 41.75, as amended. Management responsibility for the investment program is hereby delegated to the Township Treasurer (Investment Officer), who shall establish written procedures and internal controls for the operation of the investment program, consistent with this investment policy. No person may engage in investment transactions except as provided under the terms of this policy and the procedures established by the Investment Officer.

The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

An Investment Committee may meet on an as-needed basis, whose sole purpose shall be to advise the Treasurer on overall Banking, Depository and Investment strategy, Primary banking structure and relationship and specific investment selection and evaluation of the Township's Investment portfolio. The committee shall consist of the Director of Accounting, the Deputy Treasurer and two members of the Township's Board of Trustees.

4.11(f) Ethics and Conflict of Interest

Officers and employees, including any officials appointed to an Investment Committee by the Township Board, shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees, Investment Committee members, and investment officials shall disclose to the Township Board any material financial interest in financial institutions that conduct business with this Township and they shall disclose any large personal financial/investment positions that could be related to the performance of the Township's portfolio. Employees, Investment Committee members, and officials shall subordinate their personal investment transactions to those of the Township particularly with regard to the timing of purchases and sales.

4.11(g) Qualified Financial Dealers and Institutions

The Township shall maintain a listing of depositories and financial institutions, which are approved for depository and investment services by the Board of Trustees. In addition, the list will include approved security broker/dealers, who maintain an office in the State of Michigan or who are "primary" dealers or regional dealers that qualify under Security & Exchange Commission Rule 15C3-1. No public deposit shall be made except in a qualified public depository as established by State statute.

All financial Institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply to the Treasurer and the Board, at minimum, their quarterly and annual audited financial statements for the most recent fiscal year,

certification of having read the Hamburg Township investment policy and the pertinent State statutes, proof of National Association of Security Dealers certification if appropriate and proof of State registration, where applicable. In addition, they must provide schedules of rates and fees for all transaction types and investment products.

Changes in the financial condition of "Approved Financial Institutions" shall be immediately brought to the attention of the Board of Trustees with an associated recommended action for the Boards consideration.

It shall be the responsibility of the Board, Investment Committee or the Treasurer to ensure compliance with these provisions.

4.11(h) Authorized and Suitable Instruments

All investments shall be made in strict accordance with Public Act 20 of the Public Acts of 1943, as amended, (see attachment "Investment of Surplus Funds of Political Subdivisions") and Public Act 7 of the Public Acts of 1967, as amended (see attachment "Urban Cooperation Act of 1967"). The State of Michigan does not require collateralization of all public funds, but the Township will seek collateralization of its investments that exceed the FDIC insured amount, and require collateralization of any repurchase agreements (see below).

The following investment types are specifically authorized:

- Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- Certificates of deposit, savings accounts, or depository receipts of a financial institution, but only if the financial institution complies with MCL 129.91(2); certificates of deposit obtained through a financial institution as provided in MCL 129.91(5); or deposit accounts of a financial institution as provided in MCL 129.91(6).
- Commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase.
- Repurchase agreements consisting of bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States. In such cases, a Master Purchase Agreement shall be entered into only with **primary dealers** reporting to the Federal Reserve Bank of New York (or with firms that have a primary dealer within their holding company structure), or with **approved depository banks** that have executed an approved Master Repurchase Agreement with the Township. The Treasurer shall maintain a copy of the Township's approved Master Repurchase Agreement along with a list of the counterparties who have executed a Master Repurchase Agreement with the Township. All repurchase agreement investments must be collateralized.

- Bankers' acceptances of United States banks.
- Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.
- Mutual funds registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of any of the following:
 - (i) The purchase of securities on a when-issued or delayed delivery basis.
 - (ii) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
 - (iii) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
- Obligations described herein if purchased through an interlocal agreement under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
- Investment pools organized under the Michigan Surplus Funds Investment Pool Act, 1982 PA 367, MCL 129.111 to 129.118.
- The investment pools organized under the Local Government Investment Pool Act, 1985 PA 121, MCL 129.141 to 129.150.

Prior to investing in any governmental-sponsored investment pools or money market mutual funds, the Treasurer must review the potential investments for fiscal soundness and reputation and compliance with this Policy.

Except as may be determined by Board Action, all deposits and investments shall be strictly segregated by Fund type. It is understood that there are times when deposits are transferred to our accounts from an external source in a comingled form with allocation instructions. These funds should be segregated as soon as possible upon receipt.

4.11(i) Competitive Selection of Investment Instruments

1. Before the Township invests any funds, competitive proposals from qualified financial institutions shall be sought. If a specific maturity date is required, whether for cash flow purposes or for conformance to maturity guidelines, proposals shall be requested for instruments that meet the maturity required. If no specific maturity is required, an analysis will be conducted to determine which maturates would be most advantageous.
2. Quotes will be requested from financial institutions for various options with regard to terms and instruments. The Township will accept the quotes, which provide the highest rate of return that is within the maturity term

required and that comply with the parameters of the Investment Policy and particularly with regards to the safety of the investment.

3. Records indicating the quotes offered, the quotes accepted and brief explanation of the decision which was made regarding the investment, shall be kept for future review.

4.11(j) Short-Term versus Long-Term Portfolio

1. The Township shall attempt to match its investment maturities as closely as possible to its anticipated cash flow requirements. With the exception of Debt Service Funds, Capital Funds and Special Assessment Funds, it is strongly advised that all funds be invested in instruments whose maturities do not exceed two years at the time of purchase unless specifically agreed to by the Investment Committee and reported to the Board.
2. Debt Service Funds, Capital Funds, and Special Assessment Funds, may be invested in securities exceeding two years provided the maturity dates match anticipated need for the funds.

4.11(k) Investment Performance and Reporting

1. Information indicating a loss or prospective loss of capital on existing instruments and material deviations from projected investment strategies shall be reported immediately to the Board of Trustees.
2. All Township investments are benchmarked to both US Treasury Bills and market CD rates and are reviewed at least monthly for performance and new investment opportunities that comply with this Policy and compare favorably with existing investments.
3. A Comprehensive Financial Condition Report shall be developed cooperatively by the Treasurer, Director of Accounting, Chief Budget Officer and Assessor and presented to the Board of Trustees at its second Board meeting each month. The report will address each of the following in summary and in detail:
 - A. Tab 1—Revenue & Expenditure Report; Cash Summary by Account
 - B. Tab 2—Cash Flow Analysis; Debt Payment Schedule
 - C. Tab 3—10-yr tax Collection Comparison; Property Tax Roll 10-year graph; Roll Distribution Chart
 - D. Tab 4—Monthly Bank and Investment Report; Approved Financial Institutions List
 - E. Tab 5—Five Year Forecast and Capital Reserve
4. The Township's investment operations will be reviewed as part of the annual audit.

4.11(l) Access to Financial Information

1. By resolution the Hamburg Board of Trustees has determined that the following Officers shall have the right to all financial and investment information (including on line "read only" access) from all depositories and financial institutions with whom the Township does business:
 - A. Township Supervisor
 - B. Township Clerk
 - C. Township Treasurer and Deputy Treasurer
 - D. Township Trustees (4)
 - E. Township Director of Accounting
 - F. Township Attorney
2. Additionally, by resolution the Hamburg Board of Trustees has determined that the following employees shall have the right to all financial and investment information (including on line "read only" access) from all depositories and financial institutions with whom the Township does business for Library Accounts:
 - A. Director of the Library
 - B. Library Accountant

4.11(m) Safekeeping and Custody

1. All security transactions including collateral for repurchase agreements and institution deposits entered into by the Township shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third-party custodian designated by the Treasurer and evidenced by safekeeping receipts as determined by the Treasurer.
2. A Trust Receipt from the contra-party and proof of SIPC and other insurance will be required when the transaction is covered by insurance. Non-negotiable, non-collateralized Certificates of Deposit, as in the law in the State of Michigan shall be evidenced by safekeeping receipt from the issuing bank.

4.11(n) Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment,

considering the probable safety of their capital as well as the probable income to be derived.

4.11(o) Amendment

This Investment Policy and its associated Investment Procedures may be amended from time to time by a majority vote of the Hamburg Township Board of Trustees.

4.11(p) Glossary

Bankers' Acceptance (BA): A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

Broker: A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides.

Callable Bond: A bond issue in which all or part of its outstanding principal amount may be redeemed before maturity by the issuer under specified conditions.

Certificate of Deposit: A time deposit with a specific maturity evidenced by a certificate. Large denomination CDs are typically negotiable.

Collateral: Securities or property pledged by a borrower to secure payment.

Commercial Paper: An unsecured promissory note with a fixed maturity of no more than 270 days. Commercial paper is normally sold at a discount from face value.

Dealer: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his/her own account.

Debenture: A bond secured only by the general credit of the issuer.

Delivery Versus Payment: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt (also called free). Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

Discount Securities: Non-interest-bearing money market instruments that are issued at a discount and redeemed at maturity for full face value.

Diversification: Dividing investment funds among a variety of securities offering independent returns.

Federal Deposit Insurance Corporation (FDIC): A federal agency that insures bank and savings bank deposits.

Federal Funds Rate: The rate of interest at which Fed funds are traded. The Federal Reserve currently pegs this rate through open-market operations.

Fed Wire: A computer system linking member banks and other financial institutions to the Fed, used for making inter-bank payments of Fed funds and for making deliveries of and payments for Treasury, agency and book-entry mortgage backed securities. Page 11

Investment Adviser's Act: Legislation passed by Congress in 1940 that requires all investment advisers to register with the Securities and Exchange Commission. The Act is designed to protect the public from fraud or misrepresentation by investment advisers.

Liquidity: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value.

Local Government Investment Pool: A pool of funds authorized under the laws of the State that receives deposits from one or more local units and pays returns based upon each local unit's share of investment in the pool.

Mark-to-market: The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

Market Value: Current market price of a security.

Master Repurchase Agreement: A written contract covering all future transactions between the parties to repurchase or reverse repurchase agreements that establish each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

Maturity: The date upon which the principal or stated value of an investment becomes due and payable.

Money Market Mutual Fund: A mutual fund that limits its investments to some or all types of money market instruments.

Net Asset Value: The market value of one share of an investment company, such as a mutual fund.

No Load Fund: A mutual fund that does not levy a sales charge on the purchase or sale of its shares.

NRSRO: Nationally Recognized Statistical Rating Organizations - organizations that issue credit ratings for securities.

Portfolio: Collection of securities held by an investor.

Primary Dealer: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker/dealers, banks, and a few unregulated firms. Page 12

Prudent Person Rule: Standard of investing which states that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Rate of Return: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

Ratings: An evaluation of an issuer of securities by Moody's, Standard & Poor's, Fitch, or other rating services of a security's credit worthiness.

Repurchase Agreements: A transaction whereby a holder of securities sells securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate the buyer. Dealers use repurchase agreements extensively to finance their positions.

Rule 2a-7 of the Investment Company Act of 1940: Applies to all money market mutual funds and mandates such funds to maintain certain standards, including a 13-month maturity limit a 90-day average maturity on investments and maintenance of a constant net asset value of one dollar (\$1.00).

Safekeeping: Holding of assets (e.g., securities) by a financial institution.

Treasury Bills: A non-interest-bearing discount security issued by the U.S. Treasury to finance the national debt. Treasury Bills are issued with maturities ranging from a few days to 26 weeks.

Treasury Bonds: Long-term U.S. Treasury securities having initial maturities of more than ten years.

Treasury Notes: Intermediate term coupon bearing U.S. Treasury securities having initial maturities of from one to ten years.

Yield: The rate of annual income returns on an investment, expressed as a percentage.

CERTIFICATION

I, hereby certify that I have received a copy of the Investment Policy of Hamburg Township. I have read and fully understand the State of Michigan Public Act 20 of Public Acts of 1943, as amended. I have personally read the Investment Policy, and agree to comply with the terms of the Investment Policy, and Public Act 20, regarding the investment of the Township funds. Any investment not conforming to your Investment Policy will be disclosed promptly. We also pledge to exercise due diligence in informing you of all foreseeable risks associated with financial transactions conducted with your Township.

By: _____

Date

Its: _____

Institution

Address

City/State/Zip

4.12 Notary Public

Hamburg Township will support any employee that needs to become a Michigan notary public to fulfill the job requirements. The State of Michigan requires a surety bond of \$10,000 for the notary. The Township will secure that bond through the township's insurance company Michigan Municipal Risk Management (MMRMA). With the Township providing the surety bond through MMRMA, the employees are only allowed to use their notary for township business, or township residents, during Township business hours.

4.13 Grants

4.13(a) Purpose and Scope

The purpose of this policy is to establish procedures for approval, acceptance, implementation, compliance and reporting of all grant applications submitted on behalf of Hamburg Township. The intent of the Board of Trustees is to ensure fiscal and administrative accountability of all funding sources including: federal government, state government, other local governments, non-profit agencies, and private businesses and citizens, as well as property and other assets awarded to Hamburg Township. For the purposes of this policy, a grant is defined as a financial award that is subject to requirements imposed by the awarding agency.

4.13(b) Application of Policy

The Hamburg Township Grant Policy applies to all Hamburg Township Employees, Departments, and the Elected Officials.

4.13(c) Grant Application

Prior to applying for any grant, a Grant Transmittal form (Appendix A) must be completed and submitted to the Hamburg Township Coordinator, Accounting Director, Supervisor, and Clerk. An exception to this policy is the Michigan Municipal Risk Management Authority's R.A.P. Grant which departments are able to apply for directly with notice to the Township Coordinator.

Once the Accounting Director, Supervisor, and Clerk approve the request, their recommendation will be forwarded to the requestor by the Township Coordinator. Grants over \$10,000 federal grants, or any grant requiring cash or in-kind matching funds, must be pre-approved by the Township Board. Once the submittal is approved, all completed grant applications must be forwarded to the Township Coordinator, who will provide copies to the Supervisor, Clerk and Accounting Director, as needed. No submissions shall be made until approval is received.

(4.13)(c)(1) The Hamburg Township Accounting Director shall be designated as the grant fiscal officer for all grants.

(4.13)(c)(2) The department head, elected official, or division wishing to submit a grant application shall work with the Township Coordinator and Accounting Director on all grants.

(4.13)(c)(3) The Township Coordinator can provide administrative assistance with grant application issuance and submittal, and is in charge of all record retention for grants applied for and received in the Township.

(4.13)(c)(4) Grantor must send grant funds directly to the Hamburg Township Treasury. All financial institution information related to the grant application must be completed by the Accounting Director, Hamburg Township Treasurer or Deputy Treasurer.

(4.13)(c)(5) Grants requiring a cash match must be approved by the Township Board of Trustees. Sources for matching funds must be identified by the Accounting Director.

(4.13)(c)(6) Grants that allow for reimbursement of indirect costs must include the costs in the grant application budget.

(4.13)(c)(7) Grants that allow for reimbursement of administrative time and other costs related to administering the grant shall have those expenses clearly recorded by the Accounting Director.

(4.13)(c)(8) Grants requiring an expenditure budget to be included with the application or annual request, must submit the proposed budget to the Accounting Director for review prior to submission.

(4.13)(c)(9) The department head will provide copies of all correspondence, including copies of the approved and executed grant application, grant award letter, executed grant contract, approved budget, etc. Copies of all motions pertaining to approval will be retained in those records as well.

4.13(d) Grant Management

Each grant must have an individual designated as Grant Coordinator, who is responsible for requesting grant funds, fulfilling the financial reporting requirements of the grant, and ensuring the proper revenue has been received before closing the file. The Township Coordinator may be requested to serve this function for the Department Head and is responsible for all final records and their retention.

The Hamburg Township Accounting Director is responsible for maintaining an inventory of fixed assets purchased with grant funds. The Township Coordinator is responsible for making such fixed assets physically available for inspection during a grant audit, or will complete and file self-certification audits, if applicable with assistance from the grant requestor. The sale or disposal of these assets must follow grant requirements and must be coordinated with the Accounting Director. A list of all parkland and trail assets and property that are required to remain as recreational assets in perpetuity, shall be maintained by the Accounting Director. The Township Coordinator shall be responsible for maintaining proper signage and arranging announcements and ribbon-cutting ceremonies, as may be required by the terms of the Grant.

The Township Coordinator is responsible for fulfilling the program requirements of the grant and promptly submitting the required program monitoring reports to the funding agency. Progress, financial, and final reports must be provided to the Accounting Director who will complete the information on the Grant Transmittal to close the file.

The Grant Coordinator shall work with the Department Head to review financial transactions, such as contract invoices, vouchers, travel reimbursements, purchase documents, and various other documents that obligate Hamburg Township. When reviewing documents, the Grant Coordinator and Director of Accounting are responsible for verifying the following:

4.13(d)(1) Charges to the grant correctly represent materials received or services rendered;

4.13(d)(2) Charges represent activities that are allowable under the grant and comply with the budget that is established for the grant;

4.13(d)(3) Funds are available in the grant to cover authorized charges; and

4.13(d)(4) The transactions comply with all relevant internal or external regulations, policies and procedures, and are applied to the proper GL code.

4.13(e) Grant Accounting

Fiscal control and fund accounting procedures shall be established to assure the proper dispersal of and accounting for grant funds. Such procedures shall ensure that all financial transactions are conducted and records maintained in accordance with generally accepted accounting principles with the following objectives.

4.13(e)(1) Maintain financial records in the shared file system (V-drive) ensuring that the file contains sufficient detailed information to accurately account for grant revenue, expenditures, assets, liabilities and obligated balances.

4.13(e)(2) All grants shall be processed in accordance with GASB-33.

4.13(e)(3) Grant monitoring and budgetary control reports shall be made throughout the life of the grant.

4.13(e)(4) All grants are subject to the rules and procedures as outlined by the agreement the Hamburg Township Board of Trustees enters into with the Grantor.

4.13(e)(5) All records shall be maintained by the Township Coordinator and filed in the Clerk archive based on the Records Retention and Disposal Schedule for Michigan Township Clerks, by the Department of History, Arts and Libraries – Record Management Services. www.michigan.gov/recordsmanagement/

Section 14 - Appendix 1



Grant Transmittal

Date: _____

Project:

Name of Project: _____

Expected Completion: _____ Fund Deadline: _____

Project Description: _____

Project Manager: _____ Email: _____

Department:

Approved by Supervisor/Official: _____ Date: _____

Grant Coordinator: _____ Email: _____

Financial:

Total Estimated Project Cost: _____ Expected Match: _____

Match Funding from GL#: _____ F/Y Impacted: _____

Grant Application:

Grantor Name: _____ Contact: _____

Address: _____

Contact Email: _____ Contact Phone: _____

Grant Amount Requested: _____ Award Date: _____

Admin Use:

Project Completed: _____ Reimbursement Submitted: _____

Grant Funding Received: _____ Coded to GL#: _____

Director of Accounting Signature: _____ To Clerk/Retention: _____

4.14 Cell Phone Usage & Re-Imbursement

4.14(a) PURPOSE

This policy is established for the purpose of establishing guidelines for the acquisition, use, maintenance, and reimbursement of cell phone equipment and services utilized for conducting Township business and services. It is intended to minimize Township expenses while maximizing efficiency and convenience for employees.

4.14(b) POLICY

It will be the policy of Hamburg Township to establish guidelines for the proper use of cell phones owned by the Township for employee use. The Township will also issue a stipend or reimbursement to employees for time and equipment based on the criteria established in this procedure. It is also the policy of Hamburg Township to comply with all Internal Revenue Service guidelines for income tax withholdings for personal use of equipment and services.

4.14(c) DEFINITIONS

Employer-Owned Cell Phone & Equipment - Shall be defined, for purpose of this policy, as any cell phone, charger, holder, mount, wireless service agreement, obtained by and/or paid for by Hamburg Township.

Employee-Owned Cell Phone & Equipment - Shall be defined, for purpose of this policy, as any cell phone, charger, holder, mount, wireless service agreement, obtained by and/or paid for by a employee of Hamburg Township.

Cell Phone Stipend - A monthly payment made to a Township employee based on the established stipend category recommended by an employee's department head and approved by the Township Board.

Cell Phone Reimbursement - A payment made to a Township employee based on a standardized calculation of use or a receipt itemizing business usage of an employee's personal cell phone equipment and services.

4.14(d) CELL PHONE STIPEND LEVELS

- A. Cell phone stipend levels are as listed below. Department heads may make a written request for an employee to receive a cell phone stipend to the Township board. The request will include a stipend level recommendation by the Department head and the employee's position, responsibilities, and need for business related cell phone services. All cell phone stipends will be established by a majority vote of the Township Board. Cash amounts for

each stipend level will be established by the Board and reviewed or adjusted at their discretion.

1. **Administrative Stipend;** an executive level or critical employee that "must have" cellular phone service for emergency contact. This position or work assignment has a high level of responsibility and accountability for delivery of government services. This employee requires an extremely high volume of demand for communication with subordinates, business partners, and citizens.
2. **Supervisory Stipend;** = a management or supervisory level employee who "needs to have" cellular phone service while either on call or in a position to give 24-hour work direction to others. These employee responsibilities require regular and ongoing need for accessibility and communication either throughout the workday and while off duty.
3. **Staff Stipend;** a front-line employee where it is convenient to have cellular services to enhance the productivity and efficiency of Township services.

4.14(e) EMPLOYEE OWNED CELL PHONES

- A. Employee participation in the cell phone stipend program is voluntary and can be canceled by the employer or the employee at any time for any reason.
- B. Employees receiving a cell phone stipend shall do the following:
 1. Provide their cell phone number to their immediate supervisor.
 2. Maintain their cell phone in active service.
 3. Have cell phone turned on and available for contact according to requirements of the stipend level and/or job requirements to which he/she is assigned.
 4. Maintain a sufficient amount of cellular minutes available to conduct the level of business appropriate to the job requirements to which he/she is assigned.
 5. Assume responsibility for all charges for cell phone services and equipment.
- C. Hamburg Township retains the right to determine eligibility and participation in employee owned cell phone stipend program.
- D. Personal use of employee owned cell phones shall be kept to a minimum during business hours or while the employee is on duty.

4.14(f) TOWNSHIP OWNED CELL PHONES

- A. Department heads may make a written request for an employee or work group to be issued either single use or multi use Township owned cell phone to the Township Board. The request will include a type of use, the employee's or work groups position, responsibilities, and need for business-related cell phone services. All Township-owned cell phone levels will be established by a majority vote of the Township Board.
- B. Township-owned cell phones will be designated by the following two types:
 - 1. Multi-user or On-call phone assigned to a work group or division that uses the phone for business only while performing a specified task
 - 2. Single user Township owned phone assigned to a specific person that is utilized for both business and personal use.
- C. Monthly personal use fees for Township-owned phones will be determined by a monthly review of the phone bill. Any personal calls will be totaled and the total will be given to the Accounting Department for inclusion in the employee's taxable income.
- D. Any employee authorized for use of a Township owned single user phone may use the phone for personal use and will be taxed on the personal usage on a monthly basis. Personal calls should be kept at a minimum and should not interfere with Township business.

Employee Owned Cell Phones

Stipend Level	Monthly Stipend Rate
Administrative	\$50.00
Supervisory	\$35.00
Staff	\$20.00

Township Owned Cell Phones

Assignment Type	Monthly Use Rate
Single User Basic	\$15.00
Multi-User	Signed Statement "No Personal Use"

TO: Hamburg Township Board of Trustees

FROM: Jason Negri, Treasurer

DATE: June 4, 2024

AGENDA ITEM TOPIC: PTA Waiver of penalties

Number of Supporting Documents: **1**

Requested Action

Whenever real property is transferred in the Township, state law requires the grantee (recipient of the transfer) to file a Property Transfer Affidavit with the local taxing authority. The law also authorizes the municipality to levy a fine against the grantee if they fail to file this PTA within 45 days after the transfer occurs.

In Hamburg, we have never levied a fee for the failure to file this PTA and I recommend that we continue this practice and that we pass a resolution memorializing this. Please see attached.

**HAMBURG TOWNSHIP
LIVINGSTON COUNTY, MICHIGAN**

Item 19.

RESOLUTION NO. _____

Waiver of Penalties for Failure to File Property Transfer Affidavits

At a regular meeting of the Board of Trustees of the Township of Hamburg, held on Tuesday, June 4, 2024 at 2:30 p.m. at the Hamburg Township Hall, the following information was offered:

WHEREAS: The Township of Hamburg is aware that Michigan statute, MCL 211.27a(10) requires the buyer, grantee or other transferee of a property to notify the appropriate assessing office within 45 days when a transfer of ownership occurs; and,

WHEREAS: MCL 211.27a(10) further requires that such notification be made on a form prescribed by the State Tax commission, commonly known as a Property Transfer Affidavit (form 2766 or K-4260); and,

WHEREAS: The Township is aware the MCL 211.27b(1)(c) and (d) provides for specific penalties to be levied if the appropriate assessing office is not notified within 45 days; and,

WHEREAS: MCL 211.27b(5) allows the governing body to waive, by resolution, the penalty levied under subsection (1)(c) or (d); and,

WHEREAS: The Hamburg Township Assessing Office has procedures in place to notify the buyer, guarantee or transferee of a property when the Property Transfer Affidavit has not been filed; and,

NOW, THEREFORE, BE IT RESOLVED: The Township Board of Trustees of the Township of Hamburg, as provided in MCL 211.27b(5), waives the collection of penalties under subsections (1)(c) or (d); and,

ALSO THEREFORE BE IT RESOLVED: That any resolution, policy or directive in conflict with this Resolution is hereby repealed.

Moved by:

Supported by:

AYES: NAYS:

ABSENT:

CERTIFICATION

I, Michael Dolan, being the duly elected Clerk of the Township of Hamburg, Livingston County, Michigan hereby certify that (1) the foregoing is a true and complete copy of the Resolution duly adopted by the Township Board on _____, 2024; (2) the original of such resolution is on file in the records of the Clerk's office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended); and (4) minutes of such meeting were kept and will be or have been (or will be) made available as required by the Open Meetings Act.

DATE: _____, 2024

Michael Dolan
Hamburg Township Clerk

TO: Hamburg Township Board of Trustees

FROM: Pat Hohl

DATE: 5-30-2024

AGENDA ITEM TOPIC: Township Complex Survey

Number of Supporting Documents: **3**

Requested Action

Approve the proposal from Alpine Land Surveying to survey and provide legal descriptions for four parcels comprising the four municipal buildings on Merrill Road.

Background

DNR grants were used for improvements to East Bennett Park. The buildings constructed on the site were done so in violation of the restrictions placed on the grants. To define the loss of parkland resulting from the construction of the four municipal buildings a drawing and legal description was developed in 2002. In researching the files, and after a search by American Title, it was determined that the original survey was not completed in 2002 and the legal descriptions of the four parcels were not recorded. The loss of parkland was mitigated to the satisfaction of the DNR with the purchase of the Lakelands Trail property between Hamburg and Hall Roads.



Alpine Land Surveying
INC.
Your Flood Zone Expert

376 Beech Farm Circle, Suite 1293, Highland, MI 48357

Phone: 810-207-8050

April 24, 2024

Patrick Hohl
Township Supervisor
10405 Merrill Road
Hamburg, MI 48139

Re: Parcel Split for 6 Parcels / PA 132

Mr. Hohl:

We are sending this letter to confirm the costs associated with completing a Parcel Split resulting in 6 parcels for the property's located at 10405 Merrill Road, Hamburg, MI (Current Parcel #'s 4715-26-100-017, 4715-26-100-016, and 4715-26-100-15).

PROJECT DESCRIPTION / SCOPE OF SERVICES:

STEP 1: We will complete a Preliminary Drawing which will illustrate the 6 newly proposed parcels, together with existing structures. = \$5000

STEP 2: Once the Preliminary Drawing is approved, we will move forward with your final PA132 Parcel Split Drawing. This will include setting irons and writing new legal descriptions for the 6 new parcels = \$5280

Total cost to complete project - \$10,280

FEES / PAYMENT / TIMEFRAME:

The Preliminary Drawing should take approximately 6 – 8 weeks to complete, provided there are no unforeseen problems. If you would like me to proceed with scheduling, please sign and date a copy of this letter and return it to our office, along with a check in the amount of \$5000 (cost of STEP 1). The balance will be due when the final drawing is complete and ready for delivery.

Please feel free to contact me if you have any additional questions or concerns.

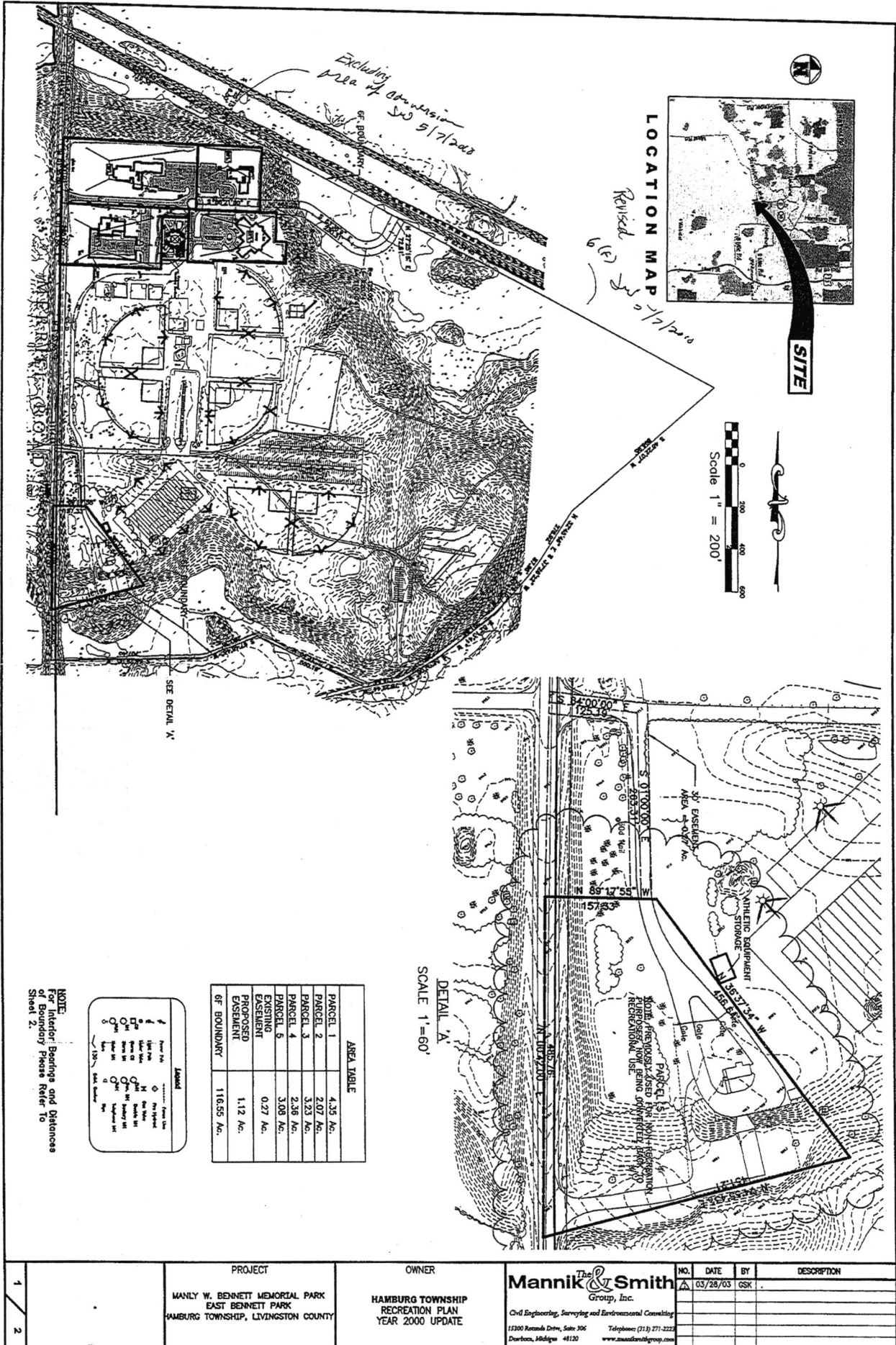
Sincerely,

Karol L. Grove
Professional Land Surveyor #39075

I hereby accept the terms as described above and would like you to proceed with the work as described.

Name

Date



NO.	DATE	BY	DESCRIPTION
1	03/28/03	GSK	
2			
3			
4			
5			
6			
7			
8			
9			
10			

PROJECT	OWNER	Mannik & Smith Group, Inc.
MANLY W. BENNETT MEMORIAL PARK EAST BENNETT PARK HAMBURG TOWNSHIP, LIVINGSTON COUNTY	HAMBURG TOWNSHIP RECREATION PLAN YEAR 2000 UPDATE	Civil Engineering, Surveying and Environmental Consulting 15300 Remond Drive, Suite 206 Durban, Michigan 48120 Telephone: (313) 271-2222 www.manniksmithgroup.com

Parcel 1 (Township Offices) - 4.35 Acres

Commencing At The Southwest Corner Of Section 26, Town 1 North, Range 5 East;
Thence S88°16'14"E, 1759.14 Feet Along The South Line Of Section 26 And The Centerline Of
Strawberry Lake Road (66 Feet Wide) To The Centerline Of Merrill Road;
Thence Along The Centerline Of Merrill Road (66 Feet Wide) The Following 4 Courses:
N09°37'35"E, 1.25 Feet And,
N00°23'01"W, 1171.10 Feet And,
N00°42'05"E, 736.61feet And,
N01°23'55"E, 1399.11 Feet To The Point Of Beginning;
Thence N01°35'08"E, 300.00 Feet;
Thence S88°21'50"E, 631.83 Feet;
Thence S01°38'08"W, 300.00 Feet;
Thence N88°21'50"W, 631.57 Feet To The Centerline Of Merrill Road And The Point Of Beginning;
Containing 4.351 Acres Of Land.

Parcel 2 (Senior Center) - 2.07 Acres

Commencing At The Southwest Corner Of Section 26, Town 1 North, Range 5 East;
Thence S88°16'14"E, 1759.14 Feet Along The South Line Of Section 26 And The Centerline Of
Strawberry Lake Road (66 Feet Wide) To The Centerline Of Merrill Road;
Thence Along The Centerline Of Merrill Road (66 Feet Wide) The Following 5 Courses:
N09°37'35"E, 1.25 Feet And,
N00°23'01"W, 1171.10 Feet And,
N00°42'05"E, 736.61feet And,
N01°23'55"E, 1399.11 Feet And,
N01°35'08"E, 300.00 Feet;
Thence S88°21'50"E, 631.83 Feet To The Point Of Beginning;
Thence Continuing S88°21'50"E, 300.00 Feet;
Thence S01°38'08"W, 300.00 Feet;
Thence N88°21'50"W, 300.00 Feet;
Thence N01°38'08"E, 300.00 Feet;
To The Point Of Beginning;
Containing 2.066 Acres Of Land.

Parcel 3 (Police Station) - 3.23 Acres

Commencing At The Southwest Corner Of Section 26, Town 1 North, Range 5 East;
Thence S88°16'14"E, 1759.14 Feet Along The South Line Of Section 26 And The Centerline Of
Strawberry Lake Road (66 Feet Wide) To The Centerline Of Merrill Road;
Thence Along The Centerline Of Merrill Road (66 Feet Wide) The Following 4 Courses:
N09°37'35"E, 1.25 Feet And,
N00°23'01"W, 1171.10 Feet And,
N00°42'05"E, 736.61feet And,
N01°23'55"E, 1114.11 Feet To The Point Of Beginning;
Thence Continuing N01°23'55"E, 285.00 Feet Along The Centerline Of Merrill Road;
Thence S88°21'50"E, 599.98 Feet;
Thence S01°23'55"W, 39.49 Feet;
Thence N88°36'05"W, 123.00 Feet;
Thence S01°23'55"W, 245.00 Feet;
Thence N88°21'50"W, 476.98 Feet;
To The Point Of Beginning; Containing 3.233 Acres Of Land.

Parcel 4 (Library) - 2.36 Acres

Commencing At The Southwest Corner Of Section 26, Town 1 North, Range 5 East;
Thence S88°16'14"E, 1759.14 Feet Along The South Line Of Section 26 And The Centerline Of
Strawberry Lake Road (66 Feet Wide) To The Centerline Of Merrill Road;
Thence Along The Centerline Of Merrill Road (66 Feet Wide) The Following 4 Courses:
N09°37'35"E, 1.25 Feet And,
N00°23'01"W, 1171.10 Feet And,
N00°42'05"E, 736.61feet And,
N01°23'55"E, 1399.11 Feet
Thence S88°21'50"E, 599.98 Feet To The Point Of Beginning;
Thence Continuing S88°21'50"E, 331.59 Feet;
Thence S88°36'05"E, 78.41 Feet;
Thence S01°23'55"W, 134.54 Feet;
Thence S88°36'05"E, 50.00 Feet;
Thence S01°23'55"W, 100.00 Feet;
Thence N88°36'05"W, 340.00 Feet;
Thence S01°23'55"W, 10.00 Feet;
Thence N88°36'05"W, 120.00 Feet;
Thence N01°23'55"E, 245.91 Feet;
To The Point Of Beginning;
Containing 2.355 Acres Of Land.

Parcel 5 (Reverting Back Recreational Use) - 3.08 Acres

Commencing At The Southwest Corner Of Section 26, Town 1 North, Range 5 East;
Thence S88°16'14"E, 1759.14 Feet Along The South Line Of Section 26 And The Centerline Of
Strawberry Lake Road (66 Feet Wide) To The Centerline Of Merrill Road;
Thence Along The Centerline Of Merrill Road (66 Feet Wide) The Following 3 Courses:
N09°37'35"E, 1.25 Feet And,
N00°23'01"W, 1171.10 Feet And,
N00°42'05"E, 231.92 Feet To The Point Of Beginning;
Thence Continuing N00°42'05"E, 485.76 Feet Along The Centerline Of Merrill Road;
Thence S89°17'55"E, 157.34 Feet;
Thence S36°37'34"E, 456.64 Feet;
Thence S74°55'43"W, 451.21 Feet To The Centerline Of Merrill Road And The Point Of Beginning;
Containing 3.077 Acres Of Land.

Present 6F Boundary (Circa 2003) - 116.55 Acres

Part Of Section 26, Town 1 North, Range 5 East, Hamburg Township, Livingston County, Michigan More Particularly Described As Follows:

Commencing At The Southwest Corner Of Section 26, Town 1 North, Range 5 East;
 Thence S88°16'14"E, 1759.14 Feet Along The South Line Of Section 26 And The Centerline Of Strawberry Lake Road (66 Feet Wide) To The Centerline Of Merrill Road;
 Thence Along The Centerline Of Merrill Road (66 Feet Wide) The Following 2 Courses:
 N09°37'35"E, 1.25 Feet And,
 N00°23'01"W, 1169.44 Feet To The Point Of Beginning;
 Thence Continuing Along Said Centerline Of Merrill Road The Following 2 Courses:
 N00°23'01"W, 1.66 Feet And,
 N00°42'05"E, 736.61feet And,
 N00°42'05"E, 231.92 Feet;
 N01°23'55"E, 1114.11 Feet;
 Thence S88°21'50"E, 476.98 Feet;
 Thence N01°23'55"E, 245.00 Feet;
 Thence S88°36'05"E, 123.00 Feet;
 Thence S01°23'55"W, 206.42 Feet;
 Thence S88°36'05"E, 120.00 Feet;
 Thence N01°23'55"E, 10.00 Feet;
 Thence S88°36'05"E, 340.00 Feet;
 Thence N01°23'55"E, 100.00 Feet;
 Thence N88°36'05"W, 50.00 Feet;
 Thence N01°23'55"E, 134.54 Feet;
 Thence N88°36'05"W, 78.41 Feet;
 Thence N01°38'08"E, 300.00 Feet;
 Thence N88°21'48"W, 931.83 Feet To The Centerline Of Merrill Road;
 Thence N01°44'42"E, 481.47 Feet Along The Centerline Of Merrill Road To The Southerly Right-Of-Way Line Of The Ann Arbor Rail Road (Width Varies);
 Thence Along Said Southerly Right-Of-Way Line The Following 3 Courses:
 S62°34'45"E, 755.98 Feet And,
 S27°25'15"W, 16.50 Feet And,
 S62°34'45"E, 2689.10 Feet;
 Thence S48°22'07"W, 896.95 Feet;
 Thence S32°45'46"W, 278.92 Feet;
 Thence S37°26'22"W, 87.68 Feet;
 Thence S40°41'28"W, 229.15 Feet;
 Thence S52°13'41"W, 291.96 Feet;
 Thence S56°09'08"W, 260.33 Feet;
 Thence S78°22'44"W, 176.56 Feet;
 Thence N64°31'38"W, 560.19 Feet;
 Thence S67°48'46"W, 280.38 Feet;
 Thence S88°29'05"W, 707.45 Feet To The Centerline Of Merrill Road And The Point Of Beginning;
 Containing 117.983 Acres Of Land. Subject To An Existing 30 Foot Wide Easement For Ingress And Egress, (Described On Page 8 Of 8) Having An Area Of 0.269 Acres And Also Subject To A Proposed 66 Foot Wide Easement For Ingress And Egress, (Described On Page 8 Of 8), Having An Area That Effects The 6F Boundary Equal To 1.161 Acres. The Resulting Area Of The 6F Boundary After The Area For Easements Has Been Subtracted Is 116.553 Acres.

Original 6F Boundary - Entire Area Prior To Any Splits (Circa 1980)

Part Of Section 26, Town 1 North, Range 5 East, Hamburg Township, Livingston County, Michigan More Particularly Described As Follows:

Commencing At The Southwest Corner Of Section 26, Town 1 North, Range 5 East;
 Thence S88°16'14"E, 1759.14 Feet Along The South Line Of Section 26 And The Centerline Of Strawberry Lake Road (66 Feet Wide) To The Centerline Of Merrill Road;
 Thence Along The Centerline Of Merrill Road (66 Feet Wide) The Following 2 Courses:
 N09°37'35"E, 1.25 Feet And,
 N00°23'01"W, 1169.44 Feet To The Point Of Beginning;
 Thence Continuing Along Said Centerline Of Merrill Road The Following 5 Courses:
 N00°23'01"W, 1.66 Feet And,
 N00°42'05"E, 736.61 Feet And,
 N01°23'55"E, 1399.11 Feet And,
 N01°35'08"E, 300.00 Feet And,
 N01°44'42"E, 481.47 Feet To The Southerly Right-Of-Way Line Of The Ann Arbor Railroad (Width Varies);
 Thence Along Said Southerly Right-Of-Way Line The The Following 3 Courses:
 S62°34'45"E, 755.98 Feet And,
 S27°25'15"W, 16.50 Feet And,
 S62°34'45"E, 2689.10 Feet;
 Thence S48°22'07"W, 896.95 Feet;
 Thence S32°45'46"W, 278.92 Feet;
 Thence S37°26'22"W, 87.68 Feet;
 Thence S40°41'28"W, 229.15 Feet;
 Thence S52°13'41"W, 291.96 Feet;
 Thence S56°09'08"W, 260.33 Feet;
 Thence S78°22'44"W, 176.56 Feet;
 Thence N64°31'38"W, 560.19 Feet;
 Thence S67°48'46"W, 280.38 Feet;
 Thence S88°29'05"W, 707.45 Feet To The Centerline Of Merrill Road And The Point Of Beginning;
 Containing 129.988 Acres Of Land.

Description Of Centerline Of Existing 30 Foot Wide Easement For Ingress And Egress:

Commencing At The Southwest Corner Of Section 26, Town 1 North, Range 5 East;
 Thence S88°16'14"E, 1759.14 Feet Along The South Line Of Section 26 And The Centerline Of
 Strawberry Lake Road (66 Feet Wide) To The Centerline Of Merrill Road;
 Thence Along The Centerline Of Merrill Road (66 Feet Wide) The Following 4 Courses:
 N09°37'35"E, 1.25 Feet And,
 N00°23'01"W, 1171.10 Feet And,
 N00°42'05"E, 736.61feet And,
 Thence N01°23'55"E, 255.99 Feet To The Point Of Beginning;
 Thence S84°17'21"E, 126.98 Feet;
 Thence S02°03'40"E, 264.12 Feet To The Point Of Ending;

Description Of Centerline Of Proposed 66 Foot Wide Easement For Ingress And Egress:

Commencing At The Southwest Corner Of Section 26, Town 1 North, Range 5 East;
 Thence S88°16'14"E, 1759.14 Feet Along The South Line Of Section 26 And The Centerline Of
 Strawberry Lake Road (66 Feet Wide) To The Centerline Of Merrill Road;
 Thence Along The Centerline Of Merrill Road (66 Feet Wide) The Following 4 Courses:
 N09°37'35"E, 1.25 Feet And,
 N00°23'01"W, 1171.10 Feet And,
 N00°42'05"E, 736.61feet And,
 N01°23'55"E, 1399.11 Feet,
 Thence S88°21'50"E, 631.57 Feet;
 Thence N01°38'08"E, 25.52 Feet To The Point Of Beginning;
 Thence S88°21'50"E, 468.28 Feet To The Beginning Of A Curve To The Right Having A Radius Of
 140.00 Feet, And A Degree Of Curvature Of 40°55'32";
 Thence Along The Arc Of Said Curve 84.86 Feet, Through A Central Angle Of 34°43'41", (The Chord Of
 Said Curve Bears S70°59'59"E, 83.56 Feet);
 Thence S53°38'09"E, 230.31 Feet To The Beginning Of A Curve To The Left Having A Radius Of 125.00
 Feet, And A Degree Of Curvature Of 45°50'12";
 Thence Along The Arc Of Said Curve 220.74 Feet, Through A Central Angle Of 101°10'41", (The Chord
 Of Said Curve Bears N72°19'47"E, 193.15 Feet);
 Thence N27°25'15"E, 72.81 Feet;
 To The Point Of Ending.



10405 Merrill Road ♦ P.O. Box 157
Hamburg, MI 48139
Phone: 810.231.1000 ♦ Fax: 810.231.4295
www.hamburg.mi.us

EXCERPT FROM HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE MEETING MINUTES

To the attention of: Patrick J. Hohl, Supervisor
Hamburg Township Board of Trustees

Re: **Request to Purchase Truckload of Grinder Pump Stations**

Please be apprised of this excerpt from the ☒Unapproved ☐Approved Minutes of the Meeting of the Hamburg Township Sewer Committee:

Date of Meeting: May 8th, 2024

Sewer Committee Members Present: Hohl, Hahn, Michniewicz

Sewer Committee Members Absent: None

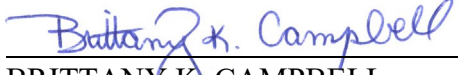
Text of Motion: MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO FORWARD THE REQUEST TO THE BOARD WITH THE RECOMMENDATION TO PURCHASE FIFTY-FIVE (55) SIMPLEX GRINDER PUMP STATION UNITS AND ONE (1) DUPLEX GRINDER PUMP STATION, A FULL TRUCKLOAD TO AVOID FREIGHT CHARGES, IN THE AMOUNT OF \$317,100 TO BE PAID FROM THE ENTERPRISE FUND.

Ayes: Hohl, Hahn, Michniewicz Absent: None Nays: None

MOTION CARRIED.

State of Michigan }
County of Livingston }
Township of Hamburg }

I, BRITTANY K. CAMPBELL, Hamburg Township Utilities Coordinator and recording secretary to the Municipal Utilities Committee, do hereby certify that the foregoing is a true and correct excerpt of the Minutes of the aforementioned Regular/~~Special~~ Meeting of the Hamburg Township Municipal Utilities Committee.

 Date: May 8th, 2024
BRITTANY K. CAMPBELL
HAMBURG TOWNSHIP UTILITIES COORDINATOR

MEMORANDUM

To: Patrick J. Hohl, Supervisor
Hamburg Twp. Municipal Utilities Committee

From: Brittany K. Campbell, Utilities Coordinator

Date: May 8th, 2024

Re: **Grinder Pump Inventory – Purchase Request**

The Township currently has thirty-four (34) Simplex and one (1) Duplex grinder pump station available in our inventory. As of today's date, fifteen (15) Simplex grinder pump stations are already spoken for have been sold to homes under various stages of construction. Although it is not anticipated that all of the grinder pumps will be needed at once, this may lead to a deficit in inventory for the anticipated 200 series grinder pump replacements around Ore and Winans Lakes and any emergency sewer hook-ups for existing homes that may occur.

I have requested a quote from Dubois-Cooper for a full truckload of grinder pump stations to avoid shipping charges. A full truckload would include fifty-five (55) Simplex and one (1) Duplex grinder pump stations, shipped with a 50' power cable and with the cores installed in the station. The quote also includes the upgraded Sentry Panels with the protect package that was included for the grinder pumps ordered in 2022. The breakdown of costs are as follows:

55 Simplex Grinder Pumps plus	
1 Duplex Grinder Pump – pricing:	\$ 317,100.00
- 50-foot power cable	
- Sentry Panel w/ Protect Package (Brownouts, etc.)	
- Two (2) year standard warranty	

NOTE: The current lead time for the order is 2 - 3 weeks.

Recommendation:

The Township purchased the upgraded Sentry Panels with the protect package for our last order. **I would highly recommend purchasing a full truckload of Simplex Grinder Pump stations with the Sentry Panels and 2-year standard warranty.** The total cost would be **\$317,100.00** for a full truckload with no additional charges for freight.



QUOTATION

Quoted To:

Hamburg Township
aphamburgtwp@hamburg.mi.us
P.O. BOX 157
Hamburg, MI 48139

Quote Number: 222078R

Quote Date: Mar 20, 2024

Page: 1

Customer ID	Good Thru	Payment Terms	Sales Rep
HAMBURG	6/3/24	Net 30 Days	E-One

Quantity	Item	Description	Unit Price	Amount
55.00	DH071-93	E/ONE SIMPLEX GRINDER PUMP STATION, INCLUDES:	5,600.00	308,000.00
55.00	D200B14E10BG	DH071-93 TANK, STAINLESS STEEL BAND CLAMP, CORE SHIPPED INSIDE, 1-4" GROM, 50' CABLE		
55.00	SD1A010C3AA	SIMPLEX SENTRY PANEL WITH PROTECT PACKAGE: BROWNOUT, RUN DRY, HIGH SYSTEM PRESSURE, WITH CONTACT GROUP		
55.00	9086	TANK WRENCH ASM, 45" LG, FOR 93" STATION		
1.00	DH152-93	E/ONE DUPLEX GRINDER PUMP STATION, INCLUDES:	9,100.00	9,100.00
1.00	D200L14E11BG	DH152-93 TANK, STAINLESS STEEL BAND CLAMP, CORES SHIPPED INSIDE, 1-4" GROM, 50' CABLE		
1.00	SJ1A210C2AA	SENTRY DUPLEX PANEL WITH PROTECT PLUS PACKAGE		
1.00	9086	TANK WRENCH ASM, 45" LG, FOR 93" STATION		
		INCLUDES FREIGHT. CURRENT LEAD TIME 2-3 WEEKS. PRICING VALID THROUGH JUNE 3, 2024.		
Subtotal				317,100.00
Sales Tax				
TOTAL				317,100.00

Quote Accepted By: _____

Supervisor Pat Hohl **Clerk** Mike Dolan **Treasurer** Jason Negri **Trustees** Bill Hahn, Patricia Hughes, Chuck Menzies, Cindy Michniewicz

HAMBURG TOWNSHIP BOARD OF TRUSTEES

Regular Meeting Dates

2024/2025 Fiscal Year

The regular meetings of the Hamburg Township Board of Trustees for the 2024/2025 fiscal year are scheduled for the following dates and times:

July 2, 2024 @ 2:30 p.m.
Aug. 8, 2024 @ 2:30 p.m. (Thurs)
September 3, 2024 @ 2:30 p.m.
October 1, 2024 @ 2:30 p.m.
Nov. 7, 2024 @ 2:30 p.m. (Thurs)
December 3, 2024 @ 2:30 p.m.
January 7, 2025 @ 2:30 p.m.
February 4, 2025 @ 2:30 p.m.
March 4, 2025 @ 2:30 p.m.
April 1, 2025 @ 2:30 p.m.
May 6, 2025 @ 2:30 p.m.
June 3, 2025 @ 2:30 p.m.

July 16, 2024 @ 7:00 p.m.
August 20, 2024 @ 7:00 p.m.
September 17, 2024 @ 7:00 p.m.
October 15, 2024 @ 7:00 p.m.
November 19, 2024 @ 7:00 p.m.
December 17, 2024 @ 7:00 p.m.
January 21, 2025 @ 7:00 p.m.
February 18, 2025 @ 7:00 p.m.
March 18, 2025 @ 7:00 p.m.
April 15, 2025 @ 7:00 p.m.
May 20, 2025 @ 7:00 p.m.
June 17, 2025 @ 7:00 p.m.

There will be a work study session held at 2:00 pm preceding the first Board Meeting each month, unless cancelled.

All meetings are held at the Hamburg Township Hall Board Room located at 10405 Merrill Road, Hamburg, Michigan 48139.

Changes and/or additions to these dates, times and/or location will be posted at the Hamburg Township Office, located at 10405 Merrill Road, Hamburg, Michigan 48139. The

Township will provide necessary, reasonable auxiliary aids and services to individuals with disabilities upon advance written notice or by calling the Township Hall at 810-231-1000.

Michael H. Dolan, Hamburg Township Clerk
810-231-1000 Ext. 206, clerk@hamburg.mi.us



10405 Merrill Road ♦ P.O. Box 157
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05/30/24

To: Hamburg Township Board
From: Tony Randazzo & Ryan Ward

Re: DPW Technician On-Call Position

We seek approval from the Board to hire a DPW Technician for on-call work only to replace one of our workers who quit earlier this month. We have interviewed a prospective candidate for the position with experience and believe that he will be a good fit. The new employee will be brought in at a rate of \$32.59 per hour, which has been previously established for this position. This hire will be conditional upon successful completion of all pre-employment prerequisites. Once those are met, we would like to start the new employee on or around 06/14/24.