



10405 Merrill Road  
P.O. Box 157  
Hamburg, MI 48139  
(810) 231-1000  
[www.hamburg.mi.us](http://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 REGULAR MEETING

Tuesday, March 05, 2024 at 2:30 PM  
Hamburg Township Hall Board Room

### AGENDA

#### CALL TO ORDER

#### PLEDGE TO THE FLAG

#### ROLL CALL OF THE BOARD

#### CALL TO THE PUBLIC

#### CONSENT AGENDA

- [1.](#) Township Coordinator's Report - February 2024
- [2.](#) Parks & Rec - Senior Center Report - February 2024
- [3.](#) Parks & Rec - 2024 Blackout Dates - Updated 2/7/24
- [4.](#) 2024 Community Clean Up Event Flyer
- [5.](#) Parks & Rec - Park Use App - PHBSA Baseball Season - 2024
- [6.](#) Parks & Rec - Park Use App - Hamburg Flyers Annual Season - 2024/2025
- [7.](#) Parks & Rec - Park Use App - Liv Christian Schools Soccer - 2024 Season
- [8.](#) Bills List 03.05.24 Board Meeting
- [9.](#) 02-20-2024 Margaret Drive SAD 1st Public Hearing
- [10.](#) 02-20-2024 Board of Trustees Regular Meeting

#### APPROVAL OF THE AGENDA

#### UNFINISHED BUSINESS

#### CURRENT BUSINESS

- [11.](#) Emergency Management Resolution
- [12.](#) Amended Public Safety SOP
- [13.](#) Park Ranger Hirings
- [14.](#) Accounting department vacancy
- [15.](#) Budget Amendments
- [16.](#) Preliminary site plan review - GPUD23-001
- [17.](#) Margaret Drive Area - Canal Dredging Special Assessment District Request
- [18.](#) 2024 County Road Improvement Agreements
- [19.](#) Parks & Rec - Park Use App - Smartwater Tournament - May 3-5, 2024
- [20.](#) Parks & Rec - Park Use App - No Minds Left Behind 5K - May 4, 2024
- [21.](#) Parks & Rec - Park Use App - Jaguar Tournament - May 10-12, 2024
- [22.](#) Parks & Rec - Park Use App - Hamburg RC Flyers Swap Meet - May 18, 2024

- [23.](#) Parks & Rec - Park Use App - Hamburg RC Flyers Airshow - August 10, 2024
- [24.](#) Parks & Rec - Park Use App - PowerAde Tournament - August 16-18, 2024
- [25.](#) Parks & Rec - Park Use App - PHS CC vs Brighton HS - August 23, 2024
- [26.](#) Parks & Rec - Park Use App - Jogging for Jakey 5K - August 24, 2024
- [27.](#) Parks & Rec - Park Use App - Heritage Vintage Market - September 29, 2024

**CALL TO THE PUBLIC**

**BOARD COMMENTS**

**ADJOURNMENT**





## Hamburg Township Parks & Recreation

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

To: Township Board of Trustees

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

Re: Township Coordinator's Report – February 2024

### **Parks:**

I will be attending the MParks Conference February 27, 2024 through March 1, 2024 in Kalamazoo, MI and will be out of the office during those dates.

The Park Policy and Fee Schedule will be finalized and sent to the Township Board for a first reading in March.

The Bennett Park & Water Trail Access Improvements deadline for grant TF22-0107 is August 31, 2025. I have reached out to Spicer Group to request a joint meeting date and will report back once the date has been established. This joint meeting will be to finalize ideas for the project plan that will need to be drafted and approved by the MDNR.

Many of my projects have been delayed due to ADA Coordinator Training and Testing, as well as the number of Park Use requests that I have had to process this month. I hope to be back on track after the seasons start.

### **ADA**

I have completed the required credits in the ADA Coordinator Training Certification Program and have passed my final exam which covers both Title I and Title II requirements. I am excited to announce I have received my ACTCP certification effective 1/31/24.

Wayfinding signage and compliant entries/parking spaces are top priority for the upcoming fiscal year. Not only should we make it easier for people to find our facilities, but it is also one of the key elements I have heard come up when the MDNR speaks about scoring in their grant application process.

Transition Plan inspections are forthcoming.

I will continue to seek out online training opportunities to obtain continuing education credits along with helpful resources for staff and our residents.

### **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 pending.
- The 2023 LEO/MI Community Center Grant is pending.

### **Ordinances**

Internal Policy & Procedure for Zoning & General Ordinance updates have been submitted and are awaiting approval.

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:**

- Create 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
- Property title clarification and re-zoning of parkland property is pending (with Zoning)
- Pickleball Signage to be Ordered – Rules and Regulations
- Wayfinding Signage to be planned for and ordered
- Donation capability/QR codes is pending with Treasury/Accounting



February 14, 2024

To: Parks and Recreation Committee  
From: Julie Eddings, Senior Program Director  
Re: Senior Center Director's Report

**January Statistics:**

- Monthly Attendance: 1748
- Daily Average: 97
- Number of New Members: 25

**Upcoming Closures:**

- February 19 for President's Day
- February 27 for Election Day

**New Programming:**

- AARP Guided Tax Preparation February 6 through April 9
- Casino Day Luncheon on March 1
- Home Chore Program with Livingston County Catholic Charities on March 13
- St. Patrick's Day Luncheon on March 15
- Plymouth Physical Therapy Healthy Body Series: Knee on March 19
- Hamburg Township Police Department AI Scams with Officer Kim Leeds on March 20
- Acrylic Pour and Flow Class on March 22
- Senior Center Bus Trip to Firekeepers Casino on March 27

**Other Information:**

- The Senior Center purchased new lobby furniture and a conversation seating area with an electric fireplace with memorial contributions in the names of Sylvia West and Ann Staub.
- The Senior Center's new oven and stove top installation is underway.



## Hamburg Township Parks & Recreation

Item 3.

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

### Blackout (Bold)/Event activity dates for 2024

Hi-lite has event two areas - No other uses allowed on Blackout Dates unless approved by Township. List is over and above regular use.

#### East Park

May 11, 2024	PHBSA Opening Day Event
June 8-18, 2024	Hamburg Family Fun Fest (HERO) – Setup/Teardown
June 12-16, 2024	Hamburg Family Fun Fest (HERO) – Carnival Dates – 5,000 avg
August 23, 2024	CC Meet vs Brighton (PHS) - 100
September 7-18, 2024	Vietnam Memorial Wall (HERO) – Setup/Teardown
September 12-16, 2024	Vietnam Memorial Wall (HERO) – Event Dates – 1,000 avg
September 27-28	CC Legends Invitational (PHS) – 1,000 avg (WP may be used for parking)
September 28-29, 2024	Heritage Vintage Market – 10AM-4PM (on 29th) - 1,500 Total Participants

#### West Park

April 20, 2024	Hamburg Community Clean Up – 9AM-3PM Partial Blackout
May 3-5, 2024	Smartwater Tournament – 750 Total Participants
May 10-12, 2024	MI Jaguar FC Soccer Tournament – 1,000 Total Participants
June 12-18, 2024	Hamburg Family Fun Fest (HERO) – Setup/Teardown
June 14-15, 2024	Hamburg Family Fun Fest (HERO) – Fireworks 5,000 avg
August 16-18, 2024	PowerAde Tournament – 2,500 Total Participants
August 24, 2024	Jogging for Jakey 5K – 7AM-1PM - 75 Total Participants (See trail)
September 7-18, 2024	Vietnam Memorial Wall (HERO) – Setup/Teardown
September 12-16, 2024	Vietnam Memorial Wall (HERO) – Event Dates – 1,000 avg

#### Lakelands Trail

May 4, 2024	Possible 5K (Inquired)
June 8-9, 2024	Possible 100 Mile Race (Inquired – Roadways & partial trail)
August 24, 2024	Jogging for Jakey 5K – 7AM-1PM - 75 Total Participants (See WP)

#### Winkelhaus Park

Memorial Day Annually	Parade in Village of Hamburg
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#### Projects

- West Park Grant Improvements – Trails around WP, Playground area and H8 will be under construction
- Huron River Water Access Improvements – Possible temp closure of parts of Merrill Trailhead
- Parking Lot Improvements – Possible temp closure of parts of Merrill Trailhead and WP parking lots

#### For Complete Park Use Schedule go to:

[https://www.hamburg.mi.us/departments/parks\\_and\\_recreation/event\\_calendar\\_info/parks\\_events\\_calendar.php](https://www.hamburg.mi.us/departments/parks_and_recreation/event_calendar_info/parks_events_calendar.php)

Got stuff to get rid of? Want to Volunteer? - Join us!

# Hamburg Township Clean-up Event

Hamburg Township invites residents to RECYCLE, REDUCE and REUSE!

**Saturday, April 20, 2024**

**9 a.m. to 3 p.m.**

Staging location: **Manly Bennett Park West (Disc Golf Entrance)**

**Across from: 10405 Merrill Road, Whitmore Lake, MI 48189**



**PADNOS Recycling:** Accepting scrap metal/appliances without freon – **No plastic/glass, No sealed tanks (propane, gas, sealed barrels), No lead acid batteries, TVs or Monitors.**



**Monroe's Rubbish:** **No construction materials, hazardous or household waste allowed. No liquids or paints.** We will be taking tires, but must be limited to 4 per household.



Compost bin will be available for small branches, yard waste and leaves bagged in paper.



**Electr Cycle:** On-site Shredding from Noon to 3 p.m. ONLY

Location: Township Hall, 10405 Merrill Rd., Whitmore Lake, MI (Municipal Entrance) -  
Drive thru service provided *\*See attached vendor flyer for shredding service details*

**Park/Sports Fields/Trail Clean-up also!**

**Volunteers Needed! Sign up today!**

*Brochures for Livingston County Hazardous Waste will be available  
outlining their collection dates for hazardous waste and electronics.*



**Hamburg Township  
Parks & Recreation**



Follow us on Facebook, look for Hamburg Parks and Recreation!

Twitter @hamburg\_parks for Schedule updates!

Organized by: Hamburg Township Parks & Recreation

For more information: clerk@hamburg.mi.us or (810)222-1



# ELECTROCYCLE

COMPUTER RECYCLING AND DOCUMENT DESTRUCTION

## SHREDDING EVENTS:

Documents should be in boxes or paper bags in the trunk of your vehicle for easier access.  
All boxes are returned after we dump documents in the container for shredding.

### Accepted:

- Documents in Binders, file folders, and hanging files. Paperclips, binder clips, and staples can stay intact and go through the shredder.
- Accordion style file folders
- Manila Folders/Envelopes
- Thin cardboard envelopes
- Checkbooks
- Spiral-bound notebooks
- Paperback books

### Not Accepted:

- Wet, damp, or dried moldy paper
- CDs/DVDs
- Bullets
- Lighters
- Glass
- Any flammable items
- Steel
- Plastic
- Hardcoverd books

**TO:** Hamburg Township Board of Trustees

**FROM:** Deby Henneman, Township Coordinator

**DATE:** February 22, 2024

**AGENDA ITEM TOPIC:** Park Use Application – PHBSA 2024 Season (Baseball)

Number of Supporting Documents: **1 Park Use Application**

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**Requested Action**

To recommend approval of the Park Use Application dated February 5, 2024 for PHBSA's Baseball/Softball Seasonal Use for 2024, for dates/diamonds to be scheduled with the Park Coordinator between April 1 and July 31, 2024, contingent that the Clerk Department be provided all requested documents to their satisfaction, that use will not be allowed during Blackout Dates, and that fees be charged based on current fee schedule.

**Background**

Application has been received and includes seasonal use for all activities such as Softball, Baseball, and T-Ball, including tryouts. Opening Day activities are considered an event use, and are covered under a separate application.

This application contemplates use of the concession stand for storage purposes only, as concessions require a separate approval process and Health Department Certificate. Any outside vendors brought on site must be approved by way of a Tent Permit Application and Fire Inspection.

The club's use will need to be scheduled around the approved Blackout dates, which have been distributed and are on the digital calendar found on our website.

This club is considered a Recognized Sports Group under the current fee schedule, and will be charged \$5.00 per resident, and \$10.00 per non-resident as a flat rate for their seasonal use. 2023 Roster included 162 Residents, 135 Non-Residents, for a total of \$2,160.00.

Non-recognized users are charged \$25.00/2hr rate per use.

**Parks and Recreation Committee approved this use at their February 20, 2024 meeting.**





Hamburg Township Manly Bennett Park

P.O. Box 157  
10405 Merrill Road  
Hamburg, Michigan 48139-015  
(810) 231-1000 Office X-218  
(810) 231-4295 Fax

## Park Use Application

## And Release of Liability &amp; Indemnification Agreement

(Application must be submitted 60 days before requested use)

## Applicant Information:

Event Sponsor (or name if family or individual use): \_\_\_\_\_

Name of Event: Pinkney Hamburg Baseball and Softball AssociationType of Event: Youth baseball/softball season Park Use Category #: Select One Youth useApplicant Name: PHBSADate(s) of Event: April 1st - July 31st Time(s) of Event: 8pm - 8pm Will need actual scheduleApplicant Address: PO Box 813 Suite or Apt #: \_\_\_\_\_Applicant City: Hamburg State: MI Zip: 48139Contact Person (present during use): Chris SchellContact's Affiliation with Applicant: President PHBSAContact's Phone: 989-954-9928 Contact's E-Mail: cschell111sm@gmail.com

Event Co-applicant, if any: \_\_\_\_\_

All Co-applicants must also sign all applications and waivers.

Co-applicant relationship to Applicant: \_\_\_\_\_

Co-applicant's phone: \_\_\_\_\_

## Insurance Information:

Insurance Carrier: United States Liability Insurance CompanyCertificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy.Policy #: NPP1627114 Expiration Date: 1-19-25 Need copy ASAPLimit of General Liability: 2,000,000 Occurrence 1,000,000 Aggregate

Umbrella Coverage Limit (if any): \_\_\_\_\_ Occurrence \_\_\_\_\_ Aggregate



**Event Description:** *(any information that doesn't pertain to your event please indicate not applicable)*

Please describe the event you propose to host: We run a local youth  
baseball and softball league

Total Number of participants/spectators/guests anticipated during event: 350

Average of participants/spectators/guests anticipated at any given time: 200

Site of Proposed Event; include all areas of the parklands that will be used: Barkhill Complex

Field 2-B with scheduled use of BI  
or a set schedule so we know when we

*Include site plan drawing reflecting all areas of the Township Park and recreational facilities the event will effect*

Will there be camping and trailer facilities? If so, are overnight stays anticipated: no

can  
plug use  
in.

Number of Volunteers: 20 Are Volunteers trained?: yes

*Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: no If so, please indicate locations: \_\_\_\_\_

*Under no circumstances are tent stakes to be driven into asphalt surfaces. Tent locations must be pre-approved.*

Will admission be charged? If so, how much: no

Parking fee charged? If so, how much: no Valet service available? no

Will Food/Beverages be served? If so, types of food and name of persons serving: no

*For anything other than pre-packaged foods, Concession Application, Health Department License and Products Liability coverage is required.*

Will there be Fireworks or any other pyrotechnic display? If so, describe: no

*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*

Will there be any animals present? If so, describe: no

*Pets are not allowed in Parkland during events. Service Dogs are allowed with proper certification.*

Will there be Amusement rides or games? If so, describe: no

*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*



Will there be a need for vehicles to be used on Township grounds? If so, describe: yes, we  
use utility vehicles to prep the fields  
*Personal vehicles require proof of Auto Liability based on the description of use and areas needing to be accessed during event.*

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, describe: no

*Hamburg Township reserves the right to require private security and/or emergency responders be present during any event.*

Specific services required from the Township, if any: no - Gravel?  
Weed control & lawn care. Garbage  
removal. Portable toilets

Other information regarding your event that you feel may be helpful: \_\_\_\_\_

### Organized Sports and/or Sporting Events:

Please indicate type of sports event: ☒ Regular Season (Games/Practices) ☐ Sports Tournament ☐ Other

If Tournament or other event, complete Event Description on Page 2 and provide additional details, if any:

### Release of Liability & Indemnification Agreement

*The approval of this park use request is contingent upon receipt of all requested information, review process of the Hamburg Township Parks & Recreation Committee, and approval of the Hamburg Township Board. The applicant may be required to provide additional information as is deemed necessary by the Parks & Recreation Committee and/or Township Board, and may be required to meet with the Parks Administrator and/or Parks Coordinator to supply additional information or to answer questions. If the Park Use Application is received less than 60 days prior to the requested event date, the Parks & recreation Committee and Township Board may process the application, however, the application fee may be increased in an amount to be determined by the Parks & Recreation Committee and/or the Township Board.*

The undersigned acknowledges that he/she/they are authorized to sign this application on behalf of the applicant and that he/she/they have received a copy of all documents relating to the use of the park and recreational facilities including the Hamburg Township Park Facility Use Policy Rules and Regulations.



In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay on behalf of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract.

The Applicant covenants and agrees that it will have a representative on the premises at all times to monitor the set-up, use and tear-down of the use and all activities related to thereto and under no circumstances shall the use of the park be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees.

Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition.

**Personal Property Damage Claims:** The applicant hereby releases Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant by way of subrogation or otherwise, for any loss or damage to applicant's property resulting from any incident, except damages resulting from the gross negligence of the Township, as it relates to the activities and uses contemplated by the application. It is understood by the applicant that all private property kept, stored or maintained in and on the Hamburg Township Park and recreational facilities shall be so kept, stored or maintained at the risk of the Applicant.

Initials: CS

**Public Health & Safety:** The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: CS

Applicant's Signature: Chris Seel Date: 2-5-24

Co-applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parks Coordinator: [Signature] Date: 2/12/24

### For office use only

Comments: \_\_\_\_\_

Meeting Approval Dates: 2/20/24 Parks & Recreation W/A Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one)



Approved



Denied

Hamburg Township Representative: \_\_\_\_\_





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD) **Item 5.**  
02/06/2023

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

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

<b>PRODUCER</b> STERLING INSURANCE GROUP 7100 Jackson Rd. Ste 300 Ann Arbor MI 48103		<b>CONTACT NAME:</b> Jessica Calvin <b>PHONE (A/C, No, Ext):</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> jessica@sterlingagency.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Michigan Millers	
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** 22-23 Master **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y		C0540350	09/01/2022	09/01/2023	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS ONLY						\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> OCCUR						\$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED \$						\$
	RETENTION \$						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						PER STATUTE
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

Certificate Holder is added as additional insured with respects to the general liability arising out of the acts of the named insured.

<b>CERTIFICATE HOLDER</b> Hamburg Township Parks & Recreation PO Box 157 Hamburg MI 48139	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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**TO:** Hamburg Township Board of Trustees

**FROM:** Deby Henneman, Township Coordinator

**DATE:** February 22, 2024

**AGENDA ITEM TOPIC:** Park Use Application – Hamburg Flyer’s RC Club - 2024 Season (Annual)

Number of Supporting Documents: **1 Park Use Application**

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**Requested Action**

**To recommend approval of the Park Use Application dated February 8, 2024 for Hamburg Flyer’s RC Club’s Use for 2024, from April 1, 2024 to April 1, 2025, contingent that the Clerk Department be provided all requested documents to their satisfaction, that use will not be allowed during Blackout Dates, and that fees be charged based on current fee schedule.**

**Background**

Application has been received and includes seasonal use for all RC activities such as Buddy Box, educational seminars, and community education. Swap Meet and Airshow Events are covered under separate applications.

This application contemplates shared use of the Hamburg Flyer’s Field, which also supports other flying activities such as model planes, and kites. All RC activity is monitored by this group on behalf of the Township and Liability for this activity is covered by their provided Insurance.

Any outside vendors brought on site must be approved by way of a Tent Permit Application and Fire Inspection.

The club’s use will need to be scheduled around the approved Blackout dates, which have been distributed and are on the digital calendar found on our website.

This club is considered a Recognized Sports Group under the current fee schedule, and will be charged \$5.00 per resident, and \$10.00 per non-resident as a flat rate for their seasonal use. 2023 Roster included 20 Residents, 26 Non-Residents, for a total of \$360.00.

**Parks and Recreation Committee approved this use at their February 20, 2024 meeting.**





Hamburg Township Manly Bennett Park  
Park Use Application

P.O. Box 157  
10405 Merrill Road  
Hamburg, Michigan 48139-0157  
(810) 231-1000 Office X-218  
(810) 231-4295 Fax

Item 6.

And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

Applicant Information:

Event Sponsor (or name if family or individual use): Hamburg Flyers RC Club, Inc.

Name of Event: Hamburg Flyers RC Club, Inc.

Type of Event: Aeronautics

Park Use Category #: 2 - Qualified User

Applicant Name: Hamburg Flyers RC Club, Inc.

Date(s) of Event: April 16, 2024 thru April 14, 2025

Time(s) of Event:

Applicant Address: Manly Bennett Airport 10405 Merrill Rd.

Suite or Apt #:

Applicant City: Hamburg

State: MI

Zip: 48139

Contact Person (present during use): Eugene Doncea

Contact's Affiliation with Applicant: President

Contact's Phone: 734-637-3571

Contact's E-Mail: E8D68@aol.com

Event Co-applicant, if any:

All Co-applicants must also sign all applications and waivers.

Co-applicant relationship to Applicant:

Co-applicant's phone:

Insurance Information:

Insurance Carrier: To be sent ASAP

Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy.

Policy #: TBD See attached

Expiration Date:

TBD

3/31/24

Limit of General Liability: TBD

Occurrence

Aggregate

Umbrella Coverage Limit (if any):

Occurrence

Aggregate



**Event Description:** *(any information that doesn't pertain to your event please indicate not applicable)*

501(c)3 nonprofit activities. The purpose is to develop, educate,

Please describe the event you propose to host: \_\_\_\_\_

advance and safeguard modeling and aeronautical activities. This is to include, but not limited too, Buddy Box,

educational seminars, community education an awareness \_\_\_\_\_

Total Number of participants/spectators/guests anticipated during event: 1-200 +/-

Average of participants/spectators/guests anticipated at any given time: 1-200 +/-

Site of Proposed Event; include all areas of the parklands that will be used: \_\_\_\_\_

Manley Bennett Airport

*Include site plan drawing reflecting all areas of the Township Park and recreational facilities the event will effect*

Will there be camping and trailer facilities? If so, are overnight stays anticipated: N/A

Number of Volunteers: 1-100 +/-

Are Volunteers trained?: yes

*Please attach copy of Volunteer Handbook if applicable*

Yes

Will tents be used?:

If so, please indicate locations: \_\_\_\_\_

Manley Bennett Airport

*Under no circumstances are tent stakes to be driven into asphalt surfaces. Tent locations must be pre-approved.*

No

Will admission be charged? If so, how much: \_\_\_\_\_

No

Parking fee charged? If so, how much: \_\_\_\_\_

Valet service available? \_\_\_\_\_

No

TBD

Will Food/Beverages be served? If so, types of food and name of persons serving: \_\_\_\_\_

*For anything other than pre-packaged foods, Concession Application, Health Department License and Products Liability coverage is required.*

TBD

Will there be Fireworks or any other pyrotechnic display? If so, describe: \_\_\_\_\_

*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*Will there be any animals present? If so, describe: Personal pets - Seasonal only  
not at events*Pets are not allowed in Parkland during events. Service Dogs are allowed with proper certification.*

No

Will there be Amusement rides or games? If so, describe: \_\_\_\_\_

*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*



Will there be a need for vehicles to be used on Township grounds? If so, describe: Yes. Member and guest

personal vehicles driven to and from the site.

*Personal vehicles require proof of Auto Liability based on the description of use and areas needing to be accessed during event.*

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, describe: No

*Hamburg Township reserves the right to require private security and/or emergency responders be present during any event.*

Specific services required from the Township, if any: Yes. Lawn and maintenance service.

Other information regarding your event that you feel may be helpful: \_\_\_\_\_

## Organized Sports and/or Sporting Events:

Please indicate type of sports event: ☐ Regular Season (Games/Practices) ☐ Sports Tournament ☐ Other

If Tournament or other event, complete Event Description on Page 2 and provide additional details, if any:

N/A

## Release of Liability & Indemnification Agreement

*The approval of this park use request is contingent upon receipt of all requested information, review process of the Hamburg Township Parks & Recreation Committee, and approval of the Hamburg Township Board. The applicant may be required to provide additional information as is deemed necessary by the Parks & Recreation Committee and/or Township Board, and may be required to meet with the Parks Administrator and/or Parks Coordinator to supply additional information or to answer questions. If the Park Use Application is received less than 60 days prior to the requested event date, the Parks & recreation Committee and Township Board may process the application, however, the application fee may be increased in an amount to be determined by the Parks & Recreation Committee and/or the Township Board.*

The undersigned acknowledges that he/she/they are authorized to sign this application on behalf of the applicant and that he/she/they have received a copy of all documents relating to the use of the park and recreational facilities including the Hamburg Township Park Facility Use Policy Rules and Regulations.



In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay on of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract.

The Applicant covenants and agrees that it will have a representative on the premises at all times to monitor the set-up, use and tear-down of the use and all activities related to thereto and under no circumstances shall the use of the park be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees.

Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition.

**Personal Property Damage Claims:** The applicant hereby releases Hamburg Township, Its elected and appointed officials, employees and volunteers, and others working behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant by way of subrogation or otherwise, for any loss or damage to applicant's property resulting from any incident, except damages resulting from the gross negligence of the Township, as it relates to the activities and uses contemplated by the application. It is understood by the applicant that all private property kept, stored or maintained in and on the Hamburg Township Park and recreational facilities shall be so kept, stored or maintained at the risk of the Applicant.

Initials: SR

**Public Health & Safety:** The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: SR

Applicant's Signature: Eugene Donner Date: 2/8/24

Co- applicant's Signature: [Signature] Date: 2/13/24

Parks Coordinator: [Signature] Date: 2/13/24

### For office use only

Comments: \_\_\_\_\_

Meeting Approval Dates: 2/20/24 Parks & Recreation NA Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one)



Approved



Denied

Hamburg Township Representative: \_\_\_\_\_





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD) **4/19/2023** Item 6.

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

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

<b>PRODUCER</b> FNIC P.O. Box 45279 Omaha NE 68145	<b>CONTACT NAME:</b>	
	<b>PHONE</b> (A/C, No, Ext): 402-861-7000	<b>FAX</b> (A/C, No):
<b>INSURED</b> Academy of Model Aeronautics, Inc. &/or Affiliated &/or Associated Chartered Clubs, Chapters & Members Thereof 5161 E. Memorial Drive Muncie IN 47302	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Illinois Union Insurance Company	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
<b>INSURER E:</b>		
<b>INSURER F:</b>		

## COVERAGES

CERTIFICATE NUMBER: 1145832157

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y	Y	G22011534018	3/31/2023	3/31/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Excess Liability	Y	Y	G22011546018	3/31/2023	3/31/2024	Limits per Occ General Aggregate \$1,500,000 \$4,000,000

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

Hamburg Township is an additional insured, primary and non-contributing as respects to any additional insured site owner. Location: Manley W. Bennett Park 10405 Merrill Rd. Club: 1454 Hamburg Flyers R/C Club Inc.

## CERTIFICATE HOLDER

## CANCELLATION

Hamburg Township  
PO Box 157  
Hamburg MI 48139

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**TO:** Hamburg Township Board of Trustees

**FROM:** Deby Henneman, Township Coordinator

**DATE:** February 22, 2024

**AGENDA ITEM TOPIC:** Park Use Application – Livingston Christian Schools - 2024 Season

Number of Supporting Documents: **1 Park Use Application**

---

**Requested Action**

To recommend approval of the Park Use Application dated February 14, 2024 for Livingston Christian Schools (Soccer) use for dates/fields to be scheduled with the Park Coordinator between March 1, 2024 and October 31, 2024, contingent upon the Clerk's Department be provided all requested documents to their satisfaction, that use will not be allowed during Blackout Dates, and that fees be charged based on current fee schedule.

**Background**

Application has been received and includes seasonal use for all soccer games and practices, with primary requested use of field H6.

This application contemplates no use of the concession stand, and outside vendors, if any, must be approved by way of a Tent Permit Application and Fire Inspection. The club's use will need to be scheduled around the approved Blackout dates, which have already been given to the group and which have been posted to the digital calendar found on our website.

This club is considered a Non-Recognized Sports Group under the current fee schedule, and will be charged \$25.00/2hr, per field. Use fees in 2023 totaled \$1,450.00.

**Parks and Recreation Committee approved this use at their February 20, 2024 meeting.**





Hamburg Township Manly Bennett Park  
Park Use Application

P.O. Box 157  
10405 Merrill Road  
Hamburg, Michigan 48139-0157  
(810) 231-1000 Office X-218  
(810) 231-4295 Fax

Item 7.

And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

Applicant Information:

Event Sponsor (or name if family or individual use): Livingston Christian Schools

Name of Event: LCS Soccer

Type of Event: Boys/Girls Soccer Practices & Games Park Use Category #: Select One

Applicant Name: Livingston Christian Schools

Date(s) of Event: March to May 2024, August to Oct 2024 Time(s) of Event: 4:00-6:00pm

Applicant Address: 7669 Brighton Rd. Suite or Apt #: \_\_\_\_\_

Applicant City: Brighton State: MI Zip: 48116

Contact Person (present during use): Jason Stiles

Contact's Affiliation with Applicant: Athletic Director

Contact's Phone: 517.861.6431 Contact's E-Mail: jstiles@livingstonchristianschools.org

Event Co-applicant, if any: \_\_\_\_\_

*All Co-applicants must also sign all applications and waivers.*

Co-applicant relationship to Applicant: \_\_\_\_\_

Co-applicant's phone: \_\_\_\_\_

Insurance Information:

Insurance Carrier: Certificate on file with Township To provide renewal

*Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy.*

Policy #: \_\_\_\_\_ Expiration Date: 6/1/24

Limit of General Liability: \_\_\_\_\_ Occurrence \_\_\_\_\_ Aggregate \_\_\_\_\_

Umbrella Coverage Limit (if any): \_\_\_\_\_ Occurrence \_\_\_\_\_ Aggregate \_\_\_\_\_

**Event Description:** *(any information that doesn't pertain to your event please indicate not applicable)*Please describe the event you propose to host: Boys/Girls Soccer Practices & GamesTotal Number of participants/spectators/guests anticipated during event: 20-100Average of participants/spectators/guests anticipated at any given time: 20-100

Site of Proposed Event; include all areas of the parklands that will be used: \_\_\_\_\_

Soccer Fields (primary use on Field H6)*Include site plan drawing reflecting all areas of the Township Park and recreational facilities the event will effect*Will there be camping and trailer facilities? If so, are overnight stays anticipated: NoNumber of Volunteers: 2 Are Volunteers trained?: Yes*Please attach copy of Volunteer Handbook if applicable*Will tents be used?: Sports team tent If so, please indicate locations: \_\_\_\_\_*Under no circumstances are tent stakes to be driven into asphalt surfaces. Tent locations must be pre-approved.*Will admission be charged? If so, how much: NoParking fee charged? If so, how much: No Valet service available? \_\_\_\_\_Will Food/Beverages be served? If so, types of food and name of persons serving: No*For anything other than pre-packaged foods, Concession Application, Health Department License and Products Liability coverage is required.*Will there be Fireworks or any other pyrotechnic display? If so, describe: No*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*Will there be any animals present? If so, describe: No*Pets are not allowed in Parkland during events. Service Dogs are allowed with proper certification.*Will there be Amusement rides or games? If so, describe: No*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*



Will there be a need for vehicles to be used on Township grounds? If so, describe: No

*Personal vehicles require proof of Auto Liability based on the description of use and areas needing to be accessed during event.*

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, describe: No

*Hamburg Township reserves the right to require private security and/or emergency responders be present during any event.*

Specific services required from the Township, if any: N/A

Other information regarding your event that you feel may be helpful: \_\_\_\_\_

### Organized Sports and/or Sporting Events:

Please indicate type of sports event: ☒ Regular Season (Games/Practices) ☐ Sports Tournament ☐ Other

If Tournament or other event, complete Event Description on Page 2 and provide additional details, if any:

### Release of Liability & Indemnification Agreement

*The approval of this park use request is contingent upon receipt of all requested information, review process of the Hamburg Township Parks & Recreation Committee, and approval of the Hamburg Township Board. The applicant may be required to provide additional information as is deemed necessary by the Parks & Recreation Committee and/or Township Board, and may be required to meet with the Parks Administrator and/or Parks Coordinator to supply additional information or to answer questions. If the Park Use Application is received less than 60 days prior to the requested event date, the Parks & recreation Committee and Township Board may process the application, however, the application fee may be increased in an amount to be determined by the Parks & Recreation Committee and/or the Township Board.*

The undersigned acknowledges that he/she/they are authorized to sign this application on behalf of the applicant and that he/she/they have received a copy of all documents relating to the use of the park and recreational facilities including the Hamburg Township Park Facility Use Policy Rules and Regulations.



In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay on behalf of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract.

The Applicant covenants and agrees that it will have a representative on the premises at all times to monitor the set-up, use and tear-down of the use and all activities related to thereto and under no circumstances shall the use of the park be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees.

Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition.

**Personal Property Damage Claims:** The applicant hereby releases Hamburg Township, Its elected and appointed officials, employees and volunteers, and others working behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant by way of subrogation or otherwise, for any loss or damage to applicant's property resulting from any incident, except damages resulting from the gross negligence of the Township, as it relates to the activities and uses contemplated by the application. It is understood by the applicant that all private property kept, stored or maintained in and on the Hamburg Township Park and recreational facilities shall be so kept, stored or maintained at the risk of the Applicant.

Initials: JS

**Public Health & Safety:** The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance<sup>3</sup> with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: JS

Applicant's Signature: [Signature]

Date: 2/14/24

Co- applicant's Signature: [Signature]

Date: 2/14/24

Parks Coordinator: [Signature]

Date: 2/14/24

### For office use only

Comments: \_\_\_\_\_

Meeting Approval Dates: 2/20/24 Parks & Recreation N/A Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one)



Approved



Denied

Hamburg Township Representative: \_\_\_\_\_





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD) **Item 7.**  
11/14/2023

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

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

<b>PRODUCER</b> Trust Shield Insurance Group 452 N. Grand PO Box 699 Schoolcraft MI 49087	<b>CONTACT NAME:</b> Wendy Alley	
	<b>PHONE (A/C, No, Ext):</b> (269) 649-1914	<b>FAX (A/C, No):</b> (269) 649-1942
	<b>E-MAIL ADDRESS:</b> walley@trustshieldins.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Livingston Christian Schools 7669 Brighton Road Brighton MI 48116	<b>INSURER A:</b> Citizens Insurance Co of Ameri	<b>NAIC #</b> 31534
	<b>INSURER B:</b> Hartford Fire Insurance Co	19682
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** 23/24 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR VWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>	Y		ZDI576706914	06/01/2023	06/01/2024	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 15,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b>			U7I576906214	06/01/2023	06/01/2024	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$ 1,000,000
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						\$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	N/A		81WECBY9477	06/01/2023	06/01/2024	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input type="checkbox"/> N						E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000


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

RE: Use of Soccer Field @ Manley-Bennett Park

Hamburg Township is listed as additional insured as it pertains to General Liability and the use of the soccer field.

## CERTIFICATE HOLDER

## CANCELLATION

Hamburg Township 10405 Merrill Road PO Box 157 Hamburg MI 48139	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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02/29/2024 01:47 PM		INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES				Page: 1/29		Item 8.
User: MarcyM		EXP CHECK RUN DATES 03/05/2024 - 03/05/2024						
DB: Hamburg		UNJOURNALIZED OPEN						
		BANK CODE: GEN - CHECK TYPE: PAPER CHECK						
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				
ADVANCAUTO	ADVANCE AUTO PARTS	02/26/2024	2749-505481	GEN	FD AUTO PARTS FOR BRUSH 11			
76310	P.O. BOX 404875	03/05/2024	20230128	N		19.00		
	ATLANTA GA, 30384-4875	/ /	0.0000	N		0.00		
		03/05/2024		Y		19.00		
Open								
GL NUMBER	DESCRIPTION			AMOUNT	AMT RELIEVED			
206-000.000-932.000	HHC G60110-0808, 8MP-8MP			3.35	3.35			
206-000.000-932.000	HHC G25105-0608, 6G-8MPX			15.65	15.65			
				19.00	19.00			
VENDOR TOTAL:						19.00		
AFLACAME01	AFLAC - AMERICAN FAMILY LIFE	02/27/2024	125438	GEN	BN423 FEBRUARY 24			
76379	WORLDWIDE HEADQUARTERS	03/05/2024		N		552.60		
	1932 WYNNTON ROAD	/ /	0.0000	N		0.00		
	COLUMBUS GA, 31999-0001	03/05/2024		N		552.60		
Open								
GL NUMBER	DESCRIPTION			AMOUNT				
101-000.000-231.410	DUE TO AFLAC (BIWEEKLY)			552.60				
VENDOR TOTAL:						552.60		
ALEXANDE01	ALEXANDER CHEMICAL CORPORATION	02/26/2024	77719	GEN	WWTP POLYALUMINIUM CHLORIDE DELPAC			
76312	A CARUS COMPANY	03/05/2024		N		8,659.14		
	16932 COLLECTION CENTER DR.	/ /	0.0000	N		0.00		
	CHICAGO IL, 60693	03/05/2024		N		8,659.14		
Open								
GL NUMBER	DESCRIPTION			AMOUNT				
590-537.000-753.000	CHEMICALS			8,659.14				
VENDOR TOTAL:						8,659.14		

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		
ALPHAPSYCH	ALPHA PSYCHOLOGICAL SERVICES, P.C.	02/26/2024	020924	GEN	FD PSYCH ASSESSMENT & EVAL	
76313	41820 SIX MILE RD., #104	03/05/2024	20230107	N		3,200.00
	NORTHVILLE MI, 48168	/ /	0.0000	N		0.00
		03/05/2024		N		3,200.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-843.100	PSYCH ASSESSMENT - OTREMBA	3,200.00	3,200.00
VENDOR TOTAL:			3,200.00

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
AMERICAN09 76324	AMERICAN UNITED LIFE INSURANCE AMERICAN UNITED LIFE INSURANCE 5870 RELIABLE PARKWAY CHICAGO IL, 60686-0058	02/26/2024 03/05/2024  / / 03/05/2024	022624   0.0000	GEN N  N N	G 00617291-0001-000 03/01/24-03/31/2	    331.25  0.00 331.25

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-702.000-725.200	LIFE INSURANCE	12.50
101-228.000-725.200	LIFE INSURANCE	8.75
101-215.000-725.200	LIFE INSURANCE	14.37
101-201.000-725.200	LIFE INSURANCE	18.75
590-527.000-725.200	LIFE INSURANCE	45.31
206-000.000-725.200	LIFE INSURANCE	55.00
101-000.000-073.004	LIFE INSURANCE - LIBRARY	25.00
101-171.000-725.200	LIFE INSURANCE	7.03
207-000.000-725.200	LIFE INSURANCE	96.56
208-820.000-725.200	LIFE INSURANCE	4.38
101-265.000-725.200	LIFE INSURANCE	18.60
101-253.000-725.200	LIFE INSURANCE	6.25
208-751.000-725.200	LIFE INSURANCE	6.25
101-262.000-725.200	LIFE INSURANCE	12.50
		331.25

AMERICAN09 76325	AMERICAN UNITED LIFE INSURANCE AMERICAN UNITED LIFE INSURANCE 5870 RELIABLE PARKWAY CHICAGO IL, 60686-0058	02/26/2024 03/05/2024  / / 03/05/2024	2172024   0.0000	GEN N  N N	G 00617291-0001-000	    1,915.80  0.00 1,915.80
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-702.000-725.100	LONG/SHORT TERM DISABILITY	68.91
101-228.000-725.100	LONG/SHORT TERM DISABILITY	54.75
101-215.000-725.100	LONG/SHORT TERM DISABILITY	82.96
101-201.000-725.100	LONG/SHORT TERM DISABILITY	97.91
590-527.000-725.100	LONG/SHORT TERM DISABILITY	243.93
206-000.000-725.100	LONG/SHORT TERM DISABILITY	336.30
101-000.000-073.002	DISABILITY - LIBRARY	139.32
101-171.000-725.100	LONG/SHORT TERM DISABILITY	45.75
207-000.000-725.100	LONG/SHORT TERM DISABILITY	615.93
208-820.000-725.100	LONG/SHORT TERM DISABILITY	22.24
101-265.000-725.100	LONG/SHORT TERM DISABILITY	85.24
101-253.000-725.100	LONG/SHORT TERM DISABILITY	34.77

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		
208-751.000-725.100	LONG/SHORT TERM DISABILITY				28.24	
101-262.000-725.100	LONG/SHORT TERM DISABILITY				59.55	
					1,915.80	

VENDOR TOTAL: 2,247.05

AMERICANVO	AMERICAN UNITED LIFE INSURANCE COMP	02/26/2024	2172024	GEN	G 00617291 0002 000 03/01/24-03/31/2	
76326	5870 RELIABLE PARKWAY	03/05/2024		N		654.56
	CHICAGO IL, 60686-0058	/ /	0.0000	N		0.00
		03/05/2024		N		654.56

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-231.420	VOL. LIFE INSURANCE	654.56

VENDOR TOTAL: 654.56

AQUAWEEDCT	AQUA-WEED CONTROL INC.	02/26/2024	20430	GEN	GALLAGHER/STRAWBERRY/ZUKEY/LOON	
76314	414 HADLEY ST	03/05/2024		N		3,075.00
	HOLLY MI, 48442	/ /	0.0000	N		0.00
		03/05/2024		N		3,075.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
252-000.000-803.000	AQUATIC WEED CONTROL	3,075.00

VENDOR TOTAL: 3,075.00

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
ATTMOBILIT 76278	AT&T MOBILITY P.O. BOX 6463 CAROL STREAM IL, 60197-6463	02/26/2024 03/05/2024 / / 03/05/2024	287318496818X011 20230121 0.0000	GEN N N N	MONTHLY PHONE CHARGES	518.72 0.00 518.72

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-853.000	MONTHLY PHONE CHARGES FOR PD	518.72	518.72

ATTMOBILIT 76279	AT&T MOBILITY P.O. BOX 6463 CAROL STREAM IL, 60197-6463	02/26/2024 03/05/2024 / / 03/05/2024	287318496818X011 20230118 0.0000	GEN N N N	MONTHLY PHONE CHARGES	177.44 0.00 177.44
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-853.000	MONTHLY PHONE CHARGES FOR FD	177.44	177.44

VENDOR TOTAL:					696.16
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BUSINESS02 76315	BIG PDQ BUSINESS IMAGING GROUP - BIG PDQ 7475 GRAND RIVER RD BRIGHTON MI, 48114-9383	02/26/2024 03/05/2024 / / 03/05/2024	273487 0.0000	GEN N N Y	ENVELOPES (UTILITY)	155.53 0.00 155.53
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	155.53

BUSINESS02 76424	BIG PDQ BUSINESS IMAGING GROUP - BIG PDQ 7475 GRAND RIVER RD BRIGHTON MI, 48114-9383	02/29/2024 03/05/2024 / / 03/05/2024	283688 0.0000	GEN N N Y	BLUEPRINTS/SCAN PDF	76.63 0.00 76.63
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-960.000	FOIA EXPENSES	76.63

VENDOR TOTAL:					232.16
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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
BOBMAXFORD 76317	BOB MAXEY FORD OF HOWELL, INC. 2798 E. GRAND RIVER AVE. HOWELL MI, 48843-8545	02/26/2024 03/05/2024 / / 03/05/2024	271014 20230120 0.0000	GEN N N	VEHICLE MAINT 21 FORD EXPLORER WATER	1,626.92  0.00 1,626.92

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-932.000	VEHICLE REPAIRS	1,626.92	1,626.92

BOBMAXFORD 76316	BOB MAXEY FORD OF HOWELL, INC. 2798 E. GRAND RIVER AVE. HOWELL MI, 48843-8545	02/26/2024 03/05/2024 / / 03/05/2024	273135 20230119 0.0000	GEN N N	VEHICLE MAINT 21 FORD EXPLORER 04593	72.54 0.00 72.54
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-932.000	VEHICLE REPAIRS	72.54	72.54

BOBMAXFORD 76386	BOB MAXEY FORD OF HOWELL, INC. 2798 E. GRAND RIVER AVE. HOWELL MI, 48843-8545	02/28/2024 03/05/2024 / / 03/05/2024	273378 02024008 0.0000	GEN N N	FD 2022 FORD F150 53314 MAINTENANCE	134.29 0.00 134.29
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	CAP 10 2022 FORD F150 MAINTENANCE	134.29	134.29

BOBMAXFORD 76387	BOB MAXEY FORD OF HOWELL, INC. 2798 E. GRAND RIVER AVE. HOWELL MI, 48843-8545	02/28/2024 03/05/2024 / / 03/05/2024	273845 02024006 0.0000	GEN N N	FD 2011 FORD F350 80131 MAINTENANCE	417.12 0.00 417.12
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	BRUSH 11 2011 FORD F350 MAINTENANCE	417.12	417.12

BOBMAXFORD 76383	BOB MAXEY FORD OF HOWELL, INC. 2798 E. GRAND RIVER AVE. HOWELL MI, 48843-8545	02/27/2024 03/05/2024 / / 0.0000	274155 02024007	GEN N N	FD 2020 FORD EXPEDITION MAINTENANCE	76.38
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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		
		03/05/2024		N		76.38

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	C102 2020 FORD EXPEDITION MAINTENANCE	76.38	76.38
		VENDOR TOTAL:	2,327.25

RIDGE	BRIAN RIDGE	02/26/2024	022324	GEN	DPW REIMBURSE FUEL	
76295		03/05/2024		N		66.41
	,	/ /	0.0000	N		0.00
		03/05/2024		N		66.41

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-759.000	VEHICLE FUEL	66.41
		VENDOR TOTAL:
		66.41

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
C&ECONTR01 76319	C & E CONSTRUCTION CO., INC. P.O. BOX 1359 HIGHLAND MI, 48357	02/26/2024 03/05/2024 / / 03/05/2024	2915  0.0000	GEN N N N	DPW GRINDER PUMP REPAIR 8827 PLEASAN	 5,139.75 0.00 5,139.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-934.200	GRINDER PUMP REPLACEMENT	5,139.75

C&ECONTR01 76321	C & E CONSTRUCTION CO., INC. P.O. BOX 1359 HIGHLAND MI, 48357	02/26/2024 03/05/2024 / / 03/05/2024	2916  0.0000	GEN N N N	DPW GRINDER PUMP REPL 8754 PLEASANT	 5,139.75 0.00 5,139.75
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-934.200	GRINDER PUMP REPLACEMENT	5,139.75

C&ECONTR01 76320	C & E CONSTRUCTION CO., INC. P.O. BOX 1359 HIGHLAND MI, 48357	02/26/2024 03/05/2024 / / 03/05/2024	2917  0.0000	GEN N N N	DPW GRINDER PUM REPL 8848 HENDRICKS	 5,139.75 0.00 5,139.75
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-934.200	GRINDER PUMP REPLACEMENT	5,139.75

VENDOR TOTAL:						15,419.25
CARQUEST01 76318	CARQUEST AUTO PARTS P.O. BOX 404875 ATLANTA GA, 30384-4875	02/26/2024 03/05/2024 / / 03/05/2024	2749-ID-504434  0.0000	GEN N N Y	DPW BATTERY	 119.25 0.00 119.25

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	119.25

VENDOR TOTAL:						119.25
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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		
COLONIALIF	COLONIAL LIFE	02/28/2024	43620670201227	GEN	E4362067 PAY DATES FEB 1,15,29	
76384	PREMIUM PROCESSING	03/05/2024		N		494.76
	P.O. BOX 903					
	COLUMBIA SC, 29202-0903	/ /	0.0000	N		0.00
		03/05/2024		N		494.76

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-231.400	DUE TO COLONIAL LIFE	494.76
VENDOR TOTAL:		494.76

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
CUMMINSBD1 76299	CUMMINS SALES AND SERVICE P.O. BOX 772639 DETROIT MI, 48277-2639	02/26/2024 03/05/2024 / / 03/05/2024	S6-21000  0.0000	GEN N N Y	FD PLANNED INSPECTION EQUIPMENT P080	 269.86 0.00 269.86

Open

GL NUMBER  
206-000.000-931.000

DESCRIPTION  
EQUIPMENT MAINT/REPAIR

AMOUNT  
269.86

CUMMINSBD1 76298	CUMMINS SALES AND SERVICE P.O. BOX 772639 DETROIT MI, 48277-2639	02/26/2024 03/05/2024 / / 03/05/2024	S6-21017  0.0000	GEN N N Y	WWTP PLANNED INSPECTION EQUIPMENT 39	 337.32 0.00 337.32
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Open

GL NUMBER  
590-537.000-931.000

DESCRIPTION  
EQUIPMENT MAINT/REPAIR

AMOUNT  
337.32

CUMMINSBD1 76297	CUMMINS SALES AND SERVICE P.O. BOX 772639 DETROIT MI, 48277-2639	02/26/2024 03/05/2024 / / 03/05/2024	S6-21027  0.0000	GEN N N Y	FD PLANNED INSPECTION OF EQUIPMENT L	 375.57 0.00 375.57
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Open

GL NUMBER  
206-000.000-931.000

DESCRIPTION  
EQUIPMENT MAINT/REPAIR

AMOUNT  
375.57

CUMMINSBD1 76296	CUMMINS SALES AND SERVICE P.O. BOX 772639 DETROIT MI, 48277-2639	02/26/2024 03/05/2024 / / 03/05/2024	S6-21028  0.0000	GEN N N Y	PD PLANNED INSPECTION EQUIPMENT LM23	 357.58 0.00 357.58
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Open

GL NUMBER  
207-000.000-931.000

DESCRIPTION  
EQUIPMENT MAINT/REPAIR

AMOUNT  
357.58

CUMMINSBD1 76300	CUMMINS SALES AND SERVICE P.O. BOX 772639 DETROIT MI, 48277-2639	02/26/2024 03/05/2024 / / 03/05/2024	S6-21085  0.0000	GEN N N Y	DPW SCHEDULED INSPECTION 364513	 269.86 0.00 269.86
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Open

GL NUMBER  
590-527.000-931.000

DESCRIPTION  
EQUIPMENT MAINT/REPAIR

AMOUNT  
269.86

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:						1,610.19
DOGWASTEDE	DOG WASTE DEPOT	02/26/2024	593439	GEN	DOG WASTE ROLL BAS (6000)	
76275	12316 WORLD TRADE DRIVE #102	03/05/2024		N		555.51
	SAN DIEGO CA, 92128	/ /	0.0000	N		0.00
		03/05/2024		N		555.51

Open

GL NUMBER	DESCRIPTION	AMOUNT
208-800.000-938.000	LAKELAND TRAIL MAINTENANCE	555.51
VENDOR TOTAL:		555.51

DREAMSEATS	DREAMSEATS LLC	02/26/2024	4763417	GEN	STATION FURNITURE	
76276	150 MOTOR PARKWAY	03/05/2024	20220966	N		5,871.20
	SUITE 204	/ /	0.0000	N		0.00
	HAUPPAUGE NY, 11788	03/05/2024		Y		5,871.20

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-967.000	XZIPIT ROCKER RECLINER	3,196.00	3,196.00
206-000.000-967.000	XZIPIT CREW SOFA RECLINER	1,699.00	1,699.00
206-000.000-967.000	FREIGHT CHARGE	976.20	976.20
		5,871.20	5,871.20
VENDOR TOTAL:		5,871.20	

DUBOISCO01	DUBOIS-COOPER & ASSOCIATES	02/26/2024	279499	GEN	DPW ACCESSWAY EXT/(2)-REPLACEMENT DO	
76277		03/05/2024		N		1,300.00
	PO BOX 6161	/ /	0.0000	N		0.00
	PLYMOUTH MI, 48170	03/05/2024		Y		1,300.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-751.100	GRINDER PUMP PARTS	1,300.00
VENDOR TOTAL:		1,300.00

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
MISC REFUN 76322	FREEDOM RIVER INC. , 	02/26/2024 03/05/2024 / / 03/05/2024	022324  0.0000	GEN N Y N	RELEASE OF FUNDS FOR SITE PLAN REVIE	 28,736.00 0.00 28,736.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-279.971	FREEDOM RIVER SITE PLAN	28,736.00
VENDOR TOTAL:		28,736.00

GAUTZENT01 76294	GAUTZ ENTERPRISES LLC 10823 PLAZA DRIVE WHITMORE LAKE MI, 48189	02/26/2024 03/05/2024 / / 03/05/2024	8310 20230122 0.0000	GEN N N Y	BRACKETS FOR MOUNTING HEADSETS ON EN	 150.00 0.00 150.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	BRACKETS FOR MOUNTING HEADSETS ON ENGINE	150.00	150.00
VENDOR TOTAL:		150.00	

HACHCOMP01 76280	HACH COMPANY, AMERICAN SIGMA & 2207 COLLECTIONS CENTER DRIVE CHICAGO IL, 60693	02/26/2024 03/05/2024 / / 03/05/2024	13924374  0.0000	GEN N N Y	WWTP NITRITE/AMMONIA TNT ULR/AMMONIA	 1,199.65 0.00 1,199.65
Open						

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-752.000	SUPPLIES & SMALL EQUIPMENT	1,199.65

HACHCOMP01 76281	HACH COMPANY, AMERICAN SIGMA & 2207 COLLECTIONS CENTER DRIVE CHICAGO IL, 60693	02/26/2024 03/05/2024 / / 03/05/2024	13927330  0.0000	GEN N N Y	WWTP NITRITE TNT LR	 351.00 0.00 351.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-752.000	SUPPLIES & SMALL EQUIPMENT	351.00
VENDOR TOTAL:		1,550.65

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
USABLUEB01 76344	HD SUPPLY, INC. PO BOX 9004 GURNEE IL, 60031	02/27/2024 03/05/2024 / / 03/05/2024	INV00268754  0.0000	GEN N N N	DPW PIPE DESCALER	 184.23 0.00 184.23

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	184.23

USABLUEB01 76425	HD SUPPLY, INC. PO BOX 9004 GURNEE IL, 60031	02/29/2024 03/05/2024 / / 03/05/2024	INV00278403  0.0000	GEN N N N	DPW PERISTATIC PUMP TUBE (5)	 203.95 0.00 203.95
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	203.95

					VENDOR TOTAL:	388.18
HPELECTR01	HP ELECTRIC	02/26/2024	2877	GEN	B&G CLOCK TOWER CONTROLLER	
76282	7853 THUNDER BAY DR	03/05/2024		N		2,195.00
	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		03/05/2024		Y		2,195.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-930.000	MAINTENANCE TWP HALL	2,195.00

HPELECTR01 76327	HP ELECTRIC 7853 THUNDER BAY DR PINCKNEY MI, 48169	02/26/2024 03/05/2024 / / 03/05/2024	2885  0.0000	GEN N N Y	PD WATER SYSTEM TROUBLE SHOOT-GROUND	 300.00 0.00 300.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-930.002	MAINTENANCE POLICE BUILDING	300.00

VENDOR TOTAL:					2,495.00
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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		
HRNVLLYGUN	HURON VALLEY GUNS, LLC	02/26/2024	1125-0	GEN	ALTERATIONS AND UNIFORM SHIRT	
76283	56477 GRAND RIVER AVE.	03/05/2024	20230094	N		73.49
	NEW HUDSON MI, 48165	/ /	0.0000	N		0.00
		03/05/2024		Y		73.49

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-768.000	UNIFORM SHIRT AND ALTERATIONS	73.49	73.49
		VENDOR TOTAL:	73.49

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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IMEGCORP#1 76343	IMEG CORP. ATTN: ACCOUNTS RECEIVABLE 623 26TH AVE. ROCK ISLAND IL, 61201	02/27/2024 03/05/2024  / / 03/05/2024	23000378.00-2   0.0000	GEN N  N Y	PROF SERV 07/01/23-01/31/24 FREEDOM	285.00   0.00 285.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-279.971	FREEDOM RIVER SITE PLAN	285.00

IMEGCORP#1 76342	IMEG CORP. ATTN: ACCOUNTS RECEIVABLE 623 26TH AVE. ROCK ISLAND IL, 61201	02/27/2024 03/05/2024  / / 03/05/2024	23001935.00-8   0.0000	GEN N  N Y	PROF SERV 01/01-01/31/24 ZANDER FLEX	460.54   0.00 460.54
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-279.970	ZANDER SITE PLAN	460.54

IMEGCORP#1 76331	IMEG CORP. ATTN: ACCOUNTS RECEIVABLE 623 26TH AVE. ROCK ISLAND IL, 61201	02/26/2024 03/05/2024  / / 03/05/2024	23008696.05-1   0.0000	GEN N  N Y	PROF SERV 12/01/23-01/31/24 CRYSTAL	152.00   0.00 152.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-279.983	CRYSTAL DRIVE & BEACH SUB RD IM SAD	152.00

IMEGCORP#1 76335	IMEG CORP. ATTN: ACCOUNTS RECEIVABLE 623 26TH AVE. ROCK ISLAND IL, 61201	02/26/2024 03/05/2024  / / 03/05/2024	23008696.06-1   0.0000	GEN N  N Y	PROF SERV 01/01-01/31/24 ZUKEY DR/RE	149.00   0.00 149.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-279.985	ZUKEY & REDDING DRIVE RD IM SAD	149.00

IMEGCORP#1 76334	IMEG CORP. ATTN: ACCOUNTS RECEIVABLE 623 26TH AVE. ROCK ISLAND IL, 61201	02/26/2024 03/05/2024  / / 03/05/2024	23008696.07-1   0.0000	GEN N  N	PROF SERV 01/01-01/31/24 RIVER RUN S	149.00   0.00 149.00
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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
		03/05/2024		Y		149.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-279.986	RIVER RUN SUBDIVISION RD IM SAD	149.00

IMEGCRP#1	IMEG CORP.	02/26/2024	23008696.08-1	GEN	PROF SERV 01/01-01/31/24 TEAHAN MEAD	
76332	ATTN: ACCOUNTS RECEIVABLE	03/05/2024		N		149.00
	623 26TH AVE.					
	ROCK ISLAND IL, 61201	/ /	0.0000	N		0.00
		03/05/2024		Y		149.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-279.984	TEAHEN MEADOW RD SAD	149.00

VENDOR TOTAL:					1,344.54
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JJJINKLE01	J. J. JINKLEHEIMER & CO. INC.	02/27/2024	89215	GEN	PD UNIFORMS FOR LEEDS, DUHAIME, PAUL	
76375	2705 E. GRAND RIVER AVE.	03/05/2024	20230084	N		685.00
	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/05/2024		N		685.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-768.000	DIGITIZE LOGO	40.00	40.00
207-000.000-768.000	EMBROIDER SUPPLIED ITEMS	36.00	36.00
207-000.000-768.000	MENS POLO CORNERSTONE	55.00	55.00
207-000.000-768.000	WOMENS POLO (2 LG, 4 XL)	165.00	165.00
207-000.000-768.000	WOMENS POLO (2 M, 2 LG)	132.00	132.00
207-000.000-768.000	MENS PORT AUTHORITY JACKET	175.00	175.00
207-000.000-768.000	MENS LONG SLEEVE TACTICAL	82.00	82.00
		685.00	685.00

VENDOR TOTAL:		685.00
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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
JONESBARTL 76284	JONES & BARTLETT LEARNING, LLC P.O. BOX 417289 BOSTON MA, 02241-7289	02/26/2024 03/05/2024 / / 03/05/2024	869908 20230111 0.0000	GEN N N Y	FD OFFICER TRAINING BOOK 4TH EDITION	89.97 0.00 89.97

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-916.000	NVA:FIRE OFFICER 4E ADVANTAGE 17239-3	77.96	77.96
206-000.000-916.000	SHIPPING	12.01	12.01
		89.97	89.97

VENDOR TOTAL:

89.97

KENNEDYI01 76391	KENNEDY INDUSTRIES, INC. P.O. BOX 930079 WIXOM MI, 48393	02/28/2024 03/05/2024 / / 03/05/2024	636229 0.0000	GEN N N N	DPW KRESS RD STATION-04/26/23	393.50 0.00 393.50
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE	393.50
		VENDOR TOTAL: 393.50

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
LAKELAND01 76285	LAKELAND ACE HARDWARE, INC. PO BOX 1000 PINCKNEY MI, 48169	02/26/2024 03/05/2024 / / 03/05/2024	10374/1 20230117 0.0000	GEN N N N	UPDATE STA 11 SUPPLIES	 78.82 0.00 78.82

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-752.000	UPDATES FOR STA 11 - SUPPLIES	78.82	78.82

LAKELAND01 76323	LAKELAND ACE HARDWARE, INC. PO BOX 1000 PINCKNEY MI, 48169	02/26/2024 03/05/2024 / / 03/05/2024	10402/1 02024001 0.0000	GEN N N N	SUPPLIES FOR STA 11 UPDATES	 36.35 0.00 36.35
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-752.000	TAPE RULE GRP 1"X25	11.99	11.99
206-000.000-752.000	LIQUID NAIL GLUE	6.59	6.59
206-000.000-752.000	1 1/2" ENT 1H STRAP	2.78	2.78
206-000.000-752.000	1-3EAM LEVEL HD ALUM 24"	14.99	14.99
		36.35	36.35

VENDOR TOTAL:					115.17
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LIVINGST28 76376	LCGIS 304 E. GRAND RIVER, STE. 101 HOWELL MI, 48843	02/27/2024 03/05/2024 / / 03/05/2024	12944 20230123 0.0000	GEN N N N	PD 1ST QUARTER OSSI 2024 CONNECTION	 900.00 0.00 900.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-933.000	OSSI CONNECTION FEES	900.00	900.00

VENDOR TOTAL:					900.00
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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		
LIVINGST04	LIVINGSTON COMMUNITY WATER	02/26/2024	022324	GEN	2023 TAX DISTRIBUTION 02/01-02/15/24	
76311	AUTHORITY	03/05/2024		N		148.65
	10001 SILVER LAKE RD	/ /	0.0000	N		0.00
	BRIGHTON MI, 48116	03/05/2024		N		148.65

Open

GL NUMBER	DESCRIPTION	AMOUNT
703-000.000-230.002	DUE TO LCWA	148.65
VENDOR TOTAL:		148.65

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 76287	LIVINGSTON COUNTY REGISTER OF DEEDS 200 E. GRAND RIVER AVE. SUITE 3 HOWELL MI, 48843	02/26/2024 03/05/2024 / / 03/05/2024	022024  0.0000	GEN N Y N	EASEMENT GRANT MAZZEO/PRIEMER	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 76286	LIVINGSTON COUNTY REGISTER OF DEEDS 200 E. GRAND RIVER AVE. SUITE 3 HOWELL MI, 48843	02/26/2024 03/05/2024 / / 03/05/2024	022224  0.0000	GEN N Y N	EASEMENT GRANT FORM GALLUP/MOSKAL	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 76333	LIVINGSTON COUNTY REGISTER OF DEEDS 200 E. GRAND RIVER AVE. SUITE 3 HOWELL MI, 48843	02/26/2024 03/05/2024 / / 03/05/2024	022624  0.0000	GEN N Y N	EASEMENT GRANT KRISHER/LAKE	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 76452	LIVINGSTON COUNTY REGISTER OF DEEDS 200 E. GRAND RIVER AVE. SUITE 3 HOWELL MI, 48843	02/29/2024 03/05/2024 / / 03/05/2024	02282024  0.0000	GEN N Y N	EASEMENT GRANT HECKMAN/RAU/CLASSON	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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VENDOR TOTAL: 270.00

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
LIVINGST02 76291	LIVINGSTON COUNTY TREASURER LIVINGSTON COUNTY COURT HOUSE 200 E. GRAND RIVER HOWELL MI, 48843-2398	02/26/2024 03/05/2024  / / 03/05/2024	13028   0.0000	GEN N  N N	SEN CTR TRANSPORTATION CONTRACT SERV	    1,539.00  0.00 1,539.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
208-820.000-804.000	SENIOR PROGRAMS	1,539.00
VENDOR TOTAL:		1,539.00

LIVTROPHY1 76288	LIVONIA TROPHY & SCREENPRINTING INC 38065 ANN ARBOR ROAD LIVONIA MI, 48150-3499	02/26/2024 03/05/2024  / / 03/05/2024	7076 20230069 0.0000	GEN N N Y	PD VALUES STATEMENT PLAQUE	 197.50 0.00 197.50
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-756.000	12"X15" AMERICAN WALNUT PLAQUE	197.50	197.50
VENDOR TOTAL:		197.50	

MALLORY SA 76289	MALLORY SAFETY AND SUPPLY PO BOX 2068 LONGVIEW WA, 98632	02/26/2024 03/05/2024  / / 03/05/2024	5828689 20230124 0.0000	GEN N N Y	CBRN ADAPTOR - TURN OUT GEAR	 100.00 0.00 100.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.100	SCOTT-20042301 CBRN ADAPTOR	100.00	100.00
VENDOR TOTAL:		100.00	

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
MICHIGANST 76341	MICHIGAN STATE DISBURSEMENT UNIT P.O. BOX 30350 LANSING MI, 48909-7850	02/27/2024 03/05/2024 / / 03/05/2024	02262024  0.0000	GEN N Y N	CASE #912854739 EMPLOYEE #9692JH PAY	380.46 0.00 380.46

Open

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

MICHIGANST 76340	MICHIGAN STATE DISBURSEMENT UNIT P.O. BOX 30350 LANSING MI, 48909-7850	02/27/2024 03/05/2024 / / 03/05/2024	022624  0.0000	GEN N Y N	CASE #913255499 EMPLOYEE #10327JF PA	139.54 0.00 139.54
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Open

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

					VENDOR TOTAL:	520.00
MITOWNSH01	MICHIGAN TOWNSHIPS ASSOCIATION	02/27/2024	290070	GEN	TWP CLASSIFIED AD	
76337	P.O. BOX 80078	03/05/2024		N		19.00
	LANSING MI, 48908-0078	/ /	0.0000	N		0.00
		03/05/2024		N		19.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-201.000-955.000	SUNDRY	19.00

					VENDOR TOTAL:	19.00
MONRORUB1	MONROE'S RUBBISH REMOVAL, INC.	02/26/2024	2212024	GEN	B&G LOAD PICK UP	
76292	10025 INDUSTRIAL DR.	03/05/2024		N		30.00
	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		03/05/2024		N		30.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-919.000	TRASH DISPOSAL	30.00

VENDOR TOTAL:					30.00
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02/29/2024 01:47 PM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

EXP CHECK RUN DATES 03/05/2024 - 03/05/2024

UNJOURNALIZED OPEN

BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 23/29

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		
MES, INC.	MUNICIPAL EMERGENCY SERVICES INC.	02/27/2024	IN2005348	GEN	FD MES TURN OUT GEAR REPAIR INV IN20	
76382	PO BOX 856892	03/05/2024	02024005	N		107.98
	MINNEAPOLIS MN, 55485-6892	/ /	0.0000	N		0.00
		03/05/2024		N		107.98
Open						
GL NUMBER	DESCRIPTION			AMOUNT	AMT RELIEVED	
206-000.000-768.100	VELCRO HEM PATCH GEAR REPAIR - DER HILL			85.00	85.00	
206-000.000-768.100	SHIPPING			22.98	22.98	
				107.98	107.98	
MES, INC.	MUNICIPAL EMERGENCY SERVICES INC.	02/27/2024	IN2006436	GEN	FD MES INV IN2006436 SCBA REPAIR	
76380	PO BOX 856892	03/05/2024	02024003	N		762.67
	MINNEAPOLIS MN, 55485-6892	/ /	0.0000	N		0.00
		03/05/2024		N		762.67
Open						
GL NUMBER	DESCRIPTION			AMOUNT	AMT RELIEVED	
206-000.000-931.000	SCBA GAUGELINE OR HOSE REPAIR			56.57	56.57	
206-000.000-931.000	HOSE ASSY, QD, HUD, X3, SNAP FIT			706.10	706.10	
				762.67	762.67	
MES, INC.	MUNICIPAL EMERGENCY SERVICES INC.	02/27/2024	IN2008037	GEN	FD MES INV IN2008037 GASKET	
76381	PO BOX 856892	03/05/2024	02024004	N		29.06
	MINNEAPOLIS MN, 55485-6892	/ /	0.0000	N		0.00
		03/05/2024		N		29.06
Open						
GL NUMBER	DESCRIPTION			AMOUNT	AMT RELIEVED	
206-000.000-931.000	GASKET 6 INCH SWL NST			13.76	13.76	
206-000.000-931.000	SHIPPING			15.30	15.30	
				29.06	29.06	
VENDOR TOTAL:						899.71

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		

MWEA01	MWEA	02/29/2024	23314	GEN	AFFILIATE MEMBERSHIP DUES D HOEPPNER	
76455	MICHIGAN WATER ENVIRONMENT ASSOC.	03/05/2024		N		95.00
	5815 EXECUTIVE DRIVE	/ /	0.0000	N		0.00
	LANSING MI, 48911	03/05/2024		N		95.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
208-751.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	95.00

MWEA01	MWEA	02/26/2024	E34054	GEN	DPW SPRING 2024 EXAM PREP COURSE-J S	
76290	MICHIGAN WATER ENVIRONMENT ASSOC.	03/05/2024		N		360.00
	5815 EXECUTIVE DRIVE	/ /	0.0000	N		0.00
	LANSING MI, 48911	03/05/2024		N		360.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-910.000	PROFESSIONAL DEVELOPMENT	360.00

VENDOR TOTAL:					455.00
NORTHMILAW	NORTHERN MICHIGAN LAW ENFORCEMENT	02/27/2024	021624	GEN	PD 2024 ANNUAL NMLETG MEMBERSHIP FEE
76377	TRAINING GROUP	03/05/2024	02024010	N	
	BUILDING 117	/ /	0.0000	N	
	CAMP GRAYLING MI, 49739	03/05/2024		Y	

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-958.000	ANNUAL MEMBERSHIP FEE	150.00	150.00

VENDOR TOTAL:				150.00
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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
PROTECHSAL 76378	PRO-TECH SALES 1313 WEST BAGLEY ROAD BEREA OH, 44017	02/27/2024 03/05/2024 / / 03/05/2024	INV3180 20240011 0.0000	GEN N N N	PD UNIFORM ACCESSORIES	639.00 0.00 639.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-768.000	UNIFORM POCKET	480.00	480.00
207-000.000-768.000	HOOK LOOP RADIO POUCH	48.00	48.00
207-000.000-768.000	HOOK LOOP HANDCUFF POUCH	36.00	36.00
207-000.000-768.000	TASER HOLSTER STRAP	50.00	50.00
207-000.000-768.000	SHIPPING AND HANDLING	25.00	25.00
		639.00	639.00
VENDOR TOTAL:			639.00

QUALITYA01 76345	QUALITY ASSURANCE SERVICES LLC PO BOX 517 DEERFIELD MI, 49238	02/27/2024 03/05/2024 / / 03/05/2024	2232401 0.0000	GEN N N Y	WWTP CLEAN, SERVICE AND ADJUST WITH	210.00 0.00 210.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-931.000	EQUIPMENT MAINT/REPAIR	210.00
VENDOR TOTAL:		210.00

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		

JOHNSNRO01	ROSATI, SCHULTZ, JOPPICH &	02/26/2024	1080737	GEN	GENERAL MATTERS THROUGH DEC 2023	
76293	AMTSBUECHLER, P.C.	03/05/2024		N		765.00
	27555 EXECUTIVE DRIVE, SUITE 250					
	FARMINGTON HILLS MI, 48331	/ /	0.0000	N		0.00
		03/05/2024		Y		765.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101.000-826.000	LEGAL FEES	527.00
206-000.000-826.000	LEGAL FEES	238.00
		<hr/>
		765.00
		0.00

JOHNSNRO01	ROSATI, SCHULTZ, JOPPICH &	02/26/2024	1080738	GEN	LABOR AND EMPLOYEMNT LAW THROUGH DEC	
76301	AMTSBUECHLER, P.C.	03/05/2024		N		36.00
	27555 EXECUTIVE DRIVE, SUITE 250					
	FARMINGTON HILLS MI, 48331	/ /	0.0000	N		0.00
		03/05/2024		Y		36.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-826.000	LEGAL FEES	36.00

JOHNSNRO01	ROSATI, SCHULTZ, JOPPICH &	02/26/2024	1080739	GEN	MICHIGAN TAX TRIBUNAL MATTERS THROUG	
76302	AMTSBUECHLER, P.C.	03/05/2024		N		2,326.80
	27555 EXECUTIVE DRIVE, SUITE 250					
	FARMINGTON HILLS MI, 48331	/ /	0.0000	N		0.00
		03/05/2024		Y		2,326.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101.000-826.000	LEGAL FEES	2,326.80

JOHNSNRO01	ROSATI, SCHULTZ, JOPPICH &	02/26/2024	1080842	GEN	GENERAL MATTERS THROUGH JAN 24	
76304	AMTSBUECHLER, P.C.	03/05/2024		N		204.00
	27555 EXECUTIVE DRIVE, SUITE 250					
	FARMINGTON HILLS MI, 48331	/ /	0.0000	N		0.00
		03/05/2024		Y		204.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-826.000	LEGAL FEES	136.00
101-101.000-826.000	LEGAL FEES	68.00
		<hr/>
		204.00
		0.00

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		

JOHNSNRO01	ROSATI, SCHULTZ, JOPPICH &	02/26/2024	1080843	GEN	LABOR AND EMPLOYMENT LAW THROUGH JAN	
76303	AMTSBUECHLER, P.C.	03/05/2024		N		306.00
	27555 EXECUTIVE DRIVE, SUITE 250	/ /	0.0000	N		0.00
	FARMINGTON HILLS MI, 48331	03/05/2024		Y		306.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-826.000	LEGAL FEES	306.00

JOHNSNRO01	ROSATI, SCHULTZ, JOPPICH &	02/26/2024	1080844	GEN	MICHIGAN TAX TRIBUNAL MATTERS THROUG	
76307	AMTSBUECHLER, P.C.	03/05/2024		N		1,097.07
	27555 EXECUTIVE DRIVE, SUITE 250	/ /	0.0000	N		0.00
	FARMINGTON HILLS MI, 48331	03/05/2024		Y		1,097.07

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101.000-826.000	LEGAL FEES	1,097.07

JOHNSNRO01	ROSATI, SCHULTZ, JOPPICH &	02/26/2024	1080845	GEN	ORDINANCE ENFORCEMENT MATTERS THREOU	
76306	AMTSBUECHLER, P.C.	03/05/2024		N		56.00
	27555 EXECUTIVE DRIVE, SUITE 250	/ /	0.0000	N		0.00
	FARMINGTON HILLS MI, 48331	03/05/2024		Y		56.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-826.000	LEGAL FEES	56.00

JOHNSNRO01	ROSATI, SCHULTZ, JOPPICH &	02/26/2024	1080846	GEN	DISTRICT COURT PROSECUTIONS THROUGH	
76305	AMTSBUECHLER, P.C.	03/05/2024		N		168.00
	27555 EXECUTIVE DRIVE, SUITE 250	/ /	0.0000	N		0.00
	FARMINGTON HILLS MI, 48331	03/05/2024		Y		168.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-826.000	LEGAL FEES	168.00

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
TRICOUNT01 76308	TRI-COUNTY SUPPLY, INC. 7109 DAN MCGUIRE DRIVE BRIGHTON MI, 48116	02/26/2024 03/05/2024 / / 03/05/2024	323319 20230102 0.0000	GEN N N N	FD - JANITORIAL SUPPLIES FOR STA 12	 380.03 0.00 380.03

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-752.000	CLOROX DISINF WIPES	60.16	60.16
206-000.000-752.000	GEN BATH TISSUE	71.95	71.95
206-000.000-752.000	BOUNTY PAPER TOWEL	112.99	112.99
206-000.000-752.000	SCOTT MULTI FOLD PAPER TOWELS	124.98	124.98
206-000.000-752.000	FUEL SURCHARGE	9.95	9.95
		380.03	380.03
VENDOR TOTAL:			380.03

TRUSTHEATN 76309	TRUSTED HEATING & COOLING SOLUTIONS, INC. 4730 E. M-36 PINCKNEY MI, 48169	02/26/2024 03/05/2024 / / 03/05/2024	5588728 0.0000	GEN N N Y	SEN CTR FUEL DELIVERY AND CODE UPGRA	 437.00 0.00 437.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
208-000.000-239.000	SENIOR CENTER DONATIONS	437.00
VENDOR TOTAL:		437.00

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
MISC REFUN 76329	VINCENT POLLICELLA 16 MAJESTIC VIEW RD ALLADIN WY, 82710	02/21/2024 03/05/2024 / / 03/05/2024	02212024  0.0000	GEN N Y N	PRE ADJUSTMENT REFUND 2023 WINTER TA	 36.61 0.00 36.61

Open

GL NUMBER	DESCRIPTION	AMOUNT
703-000.000-225.101	DUE TO PINCKNEY SCH OPER TAX	36.25
703-000.000-214.300	DUE TO GENERAL ADMIN FEES	0.36
		<hr/>
		36.61
		0.00

MISC REFUN 76328	VINCENT POLLICELLA 16 MAJESTIC VIEW RD ALLADIN WY, 82710	02/21/2024 03/05/2024 / / 03/05/2024	2212024  0.0000	GEN N Y N	PRE ADJUSTMENT-REFUND 2023 WINTER TA	 3,605.77 0.00 3,605.77
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Open

GL NUMBER	DESCRIPTION	AMOUNT
703-000.000-225.101	DUE TO PINCKNEY SCH OPER TAX	3,570.06
703-000.000-214.300	DUE TO GENERAL ADMIN FEES	35.71
		<hr/>
		3,605.77
		0.00

					VENDOR TOTAL:	<hr/> 3,642.38
					TOTAL - ALL VENDORS:	<hr/> 98,617.13

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 76262	ADVANCED WATER TREATMENT, INC. PO BOX 339 HAMBURG MI, 48139	02/21/2024 02/20/2024 / / 02/20/2024	21815060  0.0000	GEN N N N	DPW COOLER RENTAL	 7.00 0.00 7.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	7.00

ADVANCED02 76263	ADVANCED WATER TREATMENT, INC. PO BOX 339 HAMBURG MI, 48139	02/21/2024 02/20/2024 / / 02/20/2024	21817137  0.0000	GEN N N N	B&G COOLER RENTAL	 7.00 0.00 7.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	7.00

					VENDOR TOTAL:	14.00
AUTOZONE	AUTOZONE INC	02/21/2024	4320301570	GEN	BOSCH SNOW DRIVER 22" WINTER BLADE	
76264	P.O. BOX 116067	02/20/2024	20230105	N		35.98
	ATLANTA GA, 30368-6067	/ /	0.0000	N		0.00
		02/20/2024		N		35.98

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-932.000	WIPER BLADES	35.98	35.98

AUTOZONE 76265	AUTOZONE INC P.O. BOX 116067 ATLANTA GA, 30368-6067	02/21/2024 02/20/2024 / / 02/20/2024	4320302320 20230106 0.0000	GEN N N N	WINDSHIELD WIPER FLUID	 8.54 0.00 8.54
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-932.000	WINDSHIELD WASHER FLUIS	8.54	8.54

VENDOR TOTAL:					44.52
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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
CEIMICHIGA 76267	CEI MICHIGAN LLC PO BOX 310 HAMBURG MI, 48139	02/21/2024 02/20/2024 / / 02/20/2024	776570 20230108 0.0000	GEN N N Y	STATION 11 REPAIR OF ROOF MEMBRANE T	797.00 0.00 797.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-930.003	REPAIR OF ROOF MEMBRANE 1/10/24	797.00	797.00
		VENDOR TOTAL:	797.00

KINGKLEA01 76268	KING KLEANERS 5589 E. M-36 SUITE B3 PINCKNEY MI, 48169	02/21/2024 02/20/2024 / / 02/20/2024	30124 20230108 0.0000	GEN N N Y	SEN CTR LAUNDRY JANUARY 24	67.50 0.00 67.50
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Open

GL NUMBER	DESCRIPTION	AMOUNT
208-820.000-804.000	SENIOR PROGRAMS	67.50

KINGKLEA01 76269	KING KLEANERS 5589 E. M-36 SUITE B3 PINCKNEY MI, 48169	02/21/2024 02/20/2024 / / 02/20/2024	3124 20230095 0.0000	GEN N N Y	PD DRY CLEANING	503.25 0.00 503.25
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-768.500	DRY CLEANING CHARGES	503.25	503.25
		VENDOR TOTAL:	570.75

LAKELAND01 76270	LAKELAND ACE HARDWARE, INC. PO BOX 1000 PINCKNEY MI, 48169	02/21/2024 02/20/2024 / / 02/20/2024	1036671 20230113 0.0000	GEN N N N	FD STATION SUPPLIES	215.41 0.00 215.41
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-752.000	VARIOUS SUPPLIES FOR FD STATION	215.41	215.41
		VENDOR TOTAL:	215.41

02/21/2024 09:50 AM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

EXP CHECK RUN DATES 02/20/2024 - 02/20/2024

UNJOURNALIZED OPEN

Page: 3/4

Item 8.

BANK CODE: GEN - CHECK TYPE: PAPER CHECK

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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LIVINGST02 76271	LIVINGSTON COUNTY TREASURER LIVINGSTON COUNTY COURT HOUSE 200 E. GRAND RIVER HOWELL MI, 48843-2398	02/21/2024 02/20/2024 / / 02/20/2024	12903  0.0000	GEN N N	SEN CTR LETS DEC 23	1,557.00  0.00 1,557.00
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Open

GL NUMBER 208-820.000-801.000	DESCRIPTION CONTRACTUAL SERVICES	AMOUNT 1,557.00
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VENDOR TOTAL: 1,557.00

MITOWNSH01 76273	MICHIGAN TOWNSHIPS ASSOCIATION P.O. BOX 80078 LANSING MI, 48908-0078	02/21/2024 02/20/2024 / / 02/20/2024	256631  0.0000	GEN N N N	2024 MTA BOR TRAINING	5.00 0.00 5.00
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Open

GL NUMBER 101-247.000-955.000	DESCRIPTION SUNDRY	AMOUNT 5.00
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VENDOR TOTAL: 5.00

MISSDIGS01 76272	MISS DIG SYSTEM, INC. 3212 SJOQUIST DRIVE GLADSTONE MI, 48326	02/21/2024 02/20/2024 / / 02/20/2024	20240805  0.0000	GEN N N N	DPW 2024 MEMBERSHIP/ANNUAL MAINT/ANN	3,013.47 0.00 3,013.47
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Open

GL NUMBER 590-527.000-958.000	DESCRIPTION DUES/SUBSCRIP/RECERTIFICATION	AMOUNT 3,013.47
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VENDOR TOTAL: 3,013.47

BOOMERSRJV 76266	RJV ENTERPRISES, INC. DBA BOOMERS PARTY STORE & PIZZA 8999 HAMBURG ROAD BRIGHTON MI, 48116	02/21/2024 02/20/2024 / / 02/20/2024	1312024  0.0000	GEN N N N	SEN CTR NOV, DEC 2023 & JAN 2024	1,170.00  0.00 1,170.00
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Open

GL NUMBER 208-000.000-239.700	DESCRIPTION SENIOR CENTER LUNCH PROGRAM	AMOUNT 1,170.00
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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		

VENDOR TOTAL:

1,170.00

SNIPERCRAF	SNIPERCRAFT, INC/AMERICAN SNIPER AS	02/21/2024	022024	GEN	POLICE SNIPER TRAINING & OPERATIONS	
76274	6232 APPLE RD	02/20/2024	20230109	N		52.00
	SRBRING FL, 33875-6167	/ /	0.0000	N		0.00
		02/20/2024		N		52.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-916.000	BOOK	52.00	52.00

VENDOR TOTAL:

52.00

TOTAL - ALL VENDORS:

7,439.15



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

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

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## **MARGARET DRIVE SAD 1ST PUBLIC HEARING**

**Tuesday, February 20, 2024 at 6:30 PM**  
**Hamburg Township Hall Board Room**

### **MINUTES**

#### **CALL TO ORDER**

Hohl called the meeting to order at 6:30 pm.

#### **PLEDGE TO THE FLAG**

#### **ROLL CALL OF THE BOARD**

##### **PRESENT**

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

##### **ABSENT**

Bill Hahn

#### **CALL TO THE PUBLIC**

A call was made with no response.

#### **CONSENT AGENDA**

None.

#### **APPROVAL OF THE AGENDA**

Motion by Negri, Seconded by Michniewicz to approve the agenda as presented.

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

### UNFINISHED BUSINESS

None.

### CURRENT BUSINESS

1. Margaret Drive Road Improvement SAD - 1st Public Hearing  
Approval rate of 92.57% support of SAD.  
Hohl opened to the public at 6:34 pm.  
No public response.  
Hohl closed the public hearing at 6:36 pm.

### CALL TO THE PUBLIC

A call was made with no response.

### BOARD COMMENTS

### ADJOURNMENT

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

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

Meeting was adjourned at 6:35 pm.

Respectfully submitted,



---

Jenna Daniels  
Recording Secretary



---

Mike Dolan  
Township Clerk



10405 Merrill Road  
P.O. Box 157  
Hamburg, MI 48139  
(810) 231-1000  
[www.hamburg.mi.us](http://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 REGULAR MEETING**

**Tuesday, February 20, 2024 at 7:00 PM**  
**Hamburg Township Hall Board Room**

### **MINUTES**

#### **CALL TO ORDER**

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

#### **PLEDGE TO THE FLAG**

#### **ROLL CALL OF THE BOARD**

##### **PRESENT**

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

##### **ABSENT**

Bill Hahn

#### **CALL TO THE PUBLIC**

A call was made with no response.

#### **CONSENT AGENDA**

Motion by Dolan, Seconded by Menzies, to approve the consent agenda as presented.

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

1. Cemetery Committee Meeting Minutes December 12, 2023
2. Approved MUC Minutes - January 10, 2024



3. 2-6-2024 Board of Trustees Regular Meeting
4. 1-29-2024 Board of Trustees Special Meeting
5. 12-18-2024 Elections Commission Minutes
6. DPW Monthly Report - January 2024
7. Public Safety Monthly Report January, 2024
8. DuBois Cooper Invoice
9. Biotech Invoice 3605
10. Bills List 02-20-24

#### **APPROVAL OF THE AGENDA**

Motion by Negri, Seconded by Dolan, to approve the agenda with the tabling of Agenda #22, Budget Amendments.

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

#### **UNFINISHED BUSINESS**

11. Margaret Drive - Road Improvement SAD Resolutions #3 & #4  
Motion by Negri, Seconded by Menzies, to approve Margaret Drive - Road Improvement SAD Resolution #3.  
Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes  
Motion by Negri, Seconded by Michniewicz, to approve Margaret Drive - Road Improvement SAD Resolution #4.  
Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes

#### **CURRENT BUSINESS**

12. Shoreline Woody Structures  
Presentation by Craig Kivi.
13. Downing Drive - Road Maintenance Bid Results & Recommendation  
Motion by Hohl, Seconded by Menzies, to award a two year service agreement with Alan's Asphalt, for Downing Drive road maintenance.  
  
Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes
14. Washtenaw Mutual Aid  
Motion by Dolan, Seconded by Hohl to authorize the Supervisor and the Clerk to enter into the inter-local agreement for the Washtenaw Mutual Aid Council, as presented in the meeting packet.  
  
Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Hughes  
Voting Nay: Negri

15. River Run Subdivision - Request to Establish Road Improvement SAD  
Motion by Negri, Seconded by Menzies, to approve Road Improvement SAD Resolution #1, River Run Subdivision.

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

Motion by Negri, Seconded by Michniewicz, to approve Road Improvement SAD Resolution #2, River Run Subdivision.

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

16. Zukey & Redding Drive - Request to Establish Road Improvement SAD  
Motion by Negri, Seconded by Hughes, to approve Road Improvement SAD Resolution #1, Zukey & Redding Drive.

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

Motion by Negri, Seconded by Menzies, to approve Road Improvement SAD Resolution #2, Zukey & Redding Drive.

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

17. Crystal Drive & Crystal Beach Subdivision - Request to Establish Road Improvement SAD  
Motion by Negri, Seconded by Michniewicz, to approve Road Improvement SAD Resolution #1, Crystal Drive & Crystal Beach Subdivision.

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

Motion by Negri, Seconded by Hughes, to approve Road Improvement SAD Resolution #2, Crystal Drive & Crystal Beach Subdivision.

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

18. Teahen Meadows Subdivision - Request to Establish Road Improvement SAD  
Motion by Negri, Seconded by Michniewicz, to approve Road Improvement SAD Resolution #1, Teahen Meadows Subdivision.

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

Motion by Negri, Seconded by Hughes, to approve Road Improvement SAD Resolution #2, Teahen Meadows Subdivision.

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

19. River Run Subdivision - Road Improvement SAD Updated Petition Support  
Motion by Dolan, Seconded by Negri, to receive, file & update River Run Subdivision - Road Improvement SAD, and to include it with the rest of the original SAD documents.

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

20. Municipal Water Tap Fee Pricing Recommendation - 2024  
Motion by Hohl, Seconded by Michniewicz, to adopt the document on packet page 317 as our adopted municipal water fee charges based on the amount of taps.

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

21. Finance Control Book - November 2023  
Motion by Negri, Seconded by Menzies, receive, file and publish the Finance Control Book - November 2023.

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

22. Budget Amendments  
Tabled to next Board Meeting.

23. ARPA Update  
Motion by Hohl, Seconded by Negri, receive, file & retain the ARPA Grant summary ledger as presented.

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

24. AED Purchase Request  
Motion by Hohl, Seconded by Negri to approve the purchase of nine additional AED, cost not to exceed \$17,025.00.

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

25. Elections Coordinator Grade  
Motion by Dolan, Seconded by Menzies, to change the Elections Coordinator position to a grade 5 and for the changes be effective the next pay period, and for the current Elections Coordinator to be placed at that grade 5, Step 4. And also recognize eligibility for ECI increase that the board sets in July 2024.

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

26. DPW Field Superintendent  
Motion by Hohl, Seconded by Michniewicz, to approve both of Tony Randazzo's requests as presented in his outline and memo, to be implemented in the next payroll.

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

27. Cemetery Clean Up Proposal  
Motion by Hohl, Seconded by Negri, to authorize Myers Excavating, at a cost not to exceed \$9700.00 to perform clean up work in the Strawberry Lake Road Cemetery, as outlined in their proposal, 2024-238.

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

28. A to Z Landscaping Contract  
Motion by Dolan, Seconded by Negri, to enter into the three year contract with A2Z Lawn Maintenance for the North Hamburg, South Hamburg and Placeway Cemeteries.

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

#### CALL TO THE PUBLIC

A call was made with no response.

#### BOARD COMMENTS

None.

#### ADJOURNMENT

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

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

Meeting was adjourned at 8:44 pm.

Respectfully submitted,



---

Jenna Daniels  
Recording Secretary



---

Mike Dolan  
Township Clerk





# Hamburg Township Public Safety Department

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

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 11.

---

**TO:** Hamburg Township Board  
**FROM:** Chief Richard Duffany  
**DATE:** February 29, 2024  
**RE:** Agenda Item Topic: **Emergency Management Resolution**  
General Ledger #:  
Number of Supporting Documents: N/A  
NEW/OLD BUSINESS: **XXX** New Business

---

## **Requested Action**

- Motion to approve the updated Hamburg Township Emergency Management Resolution.

## **Background**

On December 6, 2016 the Hamburg Township Board of Trustees adopted a document entitled Emergency Management Resolution. This document includes the Township Board Resolution electing to have Hamburg Township incorporated into the Livingston County Emergency Management Program, a Support Emergency Operations Plan, General Emergency Management Guidelines, Emergency Management Response Procedures and Emergency Action Guidelines. Subsequently, the Townships Flood Response Action Plan (FRAP) was also incorporated into the Emergency Management Resolution. A review of this document is required annually during the budget preparation process.

I have reviewed the current Emergency Management Resolution and I am requesting that the Board adopt the attached amended resolution. There is only one substantive change to the previous document (on p. 31) and it changes the language regarding convening the Township Board to request an emergency “No Wake” resolution. The current language states: *“After gage height reaches 7.00 feet with an NWS/USGS forecast to reach 7.50 feet, the Township Supervisor will convene an emergency meeting of the Hamburg Township Board of Trustees and request a resolution pursuant to MCL 324.80146.”*

The recommended new language would state: *“After gage height reaches 7.00 feet with an NWS/USGS forecast to reach 7.50 feet, the Township Supervisor shall consult with the Public Safety Director and make a determination, based upon known environmental factors and the Public Safety Director’s recommendation, whether to convene an emergency meeting of the Hamburg Township Board of Trustees and request a resolution pursuant to MCL 324.80146.”*



## Hamburg Township Public Safety Department

PO BOX 157 • HAMBURG, MICHIGAN 48139  
PHONE: (810) 231-9391 • FAX: (810) 231-9401

EMAIL: [HATP@hamburg.mi.us](mailto:HATP@hamburg.mi.us)

*RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY*



Item 11.

This new language would permit the Township Supervisor more discretion in requesting the emergency meeting in order to take into account a number of variables (i.e., weather forecast, time of year, etc.) which may affect the need for a “No Wake” resolution.

There was a change in available temporary emergency shelters (on p. 56). Hamburg Township Fire Station 11 was removed as a shelter (as it now functions as the Township’s Emergency Operations Center) and replaced with the Hamburg Township Senior Center.

All other changes involve contact information.

Respectfully,

A handwritten signature in black ink, appearing to read "Richard Duffany".

Chief Richard Duffany  
Director of Public Safety



# EMERGENCY MANAGEMENT RESOLUTION

**Support Emergency Operations Plan  
General Emergency Management Guidelines  
Emergency Management Response Procedures  
Flood Response Action Plan  
Emergency Action Guidelines**

**Adopted Date: March 5, 2024**

**Effective Date: March 5, 2024**

---

Hamburg Township  
10405 Merrill Road ♦ P.O. Box 157 ♦ Hamburg, Michigan USA  
Phone: 810-231-1000 ♦ Fax: 810-231-4295  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

## Emergency Management Resolution

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## TOWNSHIP OF HAMBURG – EMERGENCY MANAGEMENT RESOLUTION

**WHEREAS**, Hamburg Township has elected to be incorporated into the Livingston County Emergency Management Program; and

**WHEREAS**, by becoming part of the county emergency management program, Hamburg Township and Livingston County have certain responsibilities to each other; and

**WHEREAS**, this Support Emergency Operations Plan has been developed to identify the responsibilities between Hamburg Township and Livingston County in regards to pre-disaster emergency management activities and it also providing for Hamburg Township government agencies to respond to various types of emergencies or disasters that affect the community.

**WHEREAS**, this support plan is to be used in concurrence with the County Emergency Operations Plan as it is a supporting document; and

**WHEREAS**, the support plan will be maintained in accordance with the up-to-date standards of the Livingston County Emergency Operations Plan and review of this support plan shall be accomplished concurrently with the county plan,

**NOW THEREFORE, BE IT RESOLVED**, that Hamburg Township adopts and approves this Resolution to provide for the mitigation, preparedness, response and recovery from natural and human-made disasters within Hamburg Township by being part of the Livingston County emergency management program; to appoint the County Emergency Management Coordinator as the Hamburg Township Emergency Management Coordinator; to provide for a means for coordinating the resources of the municipality with those of the county; and to provide a means through which the township Board may exercise the authority and discharge the responsibilities vested in them by this resolution and Act No. 390 of the Public Acts of 1976, as amended; said Resolution is as follows:

**A RESOLUTION** to provide for the mitigation, preparedness, response and recovery from natural and human-made disasters within Hamburg Township by being part of the Livingston County Emergency Management Program; to appoint the County Emergency Management Coordinator as the Hamburg Township Emergency Management Coordinator; to provide for a means for coordinating the resources of the municipality with those of the county; and to provide a means through which the township board may exercise the authority and discharge the responsibilities vested in them by this resolution and Act No. 390 of the Public Acts of 1976, as amended.

### Article 1 - Short Title

**Section 101.** This resolution shall be known as the “Emergency Management Resolution.”

### Article 2 – Definitions

**Section 201.** For the purpose of this resolution, certain words used herein are defined as follows:

- (a) “Act” means the Michigan Emergency Management Act, Act No. 390 of the Public Acts of 1976, as amended.
- (b) “Disaster” means an occurrence or threat of widespread or severe damage, injury or loss of life or property resulting from a natural or human-made cause, including but not limited to, fire, flood, snowstorm, ice storm, tornado, windstorm, wave action, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous materials incident, epidemic, air contamination, blight, drought, infestation, explosion, or hostile military action or paramilitary action, or similar occurrences resulting from terrorist activities, riots, or civil disorders.
- (c) “Disaster relief force” means all agencies of county and municipal government, private and volunteer personnel, public officers and employees, and all other persons or groups of persons identified in the Livingston County Emergency Operations Plan as having duties to perform or those called into duty or working at the direction of a party identified in the plan to perform a specific disaster or emergency related task during a local state of emergency.
- (d) “District Coordinator” means the Michigan Department of State Police District Emergency Management Coordinator. The District Coordinator serves as liaison between local emergency management programs and the Michigan State Police, Emergency Management Division in all matters pertaining to the mitigation, preparedness, response and recovery of emergency and disaster situations.
- (e) “Emergency management coordinator” means the person appointed to coordinate all matters pertaining to emergency management within the municipality. The emergency management coordinator for Hamburg Township is the Livingston County emergency management coordinator.
- (f) “Emergency management program” means a program established to coordinate mitigation, preparedness, response and recovery activities for all emergency or disaster situations within a given geographic area made up of one or several political subdivisions. Such a program has an appointed emergency management coordinator and meets the program standards and requirements established by the Department of State Police, Emergency Management Division. Hamburg Township has elected to be part of the Livingston County emergency management program.
- (g) “Emergency operations plan” means the plan developed and maintained by county and political subdivisions included in the emergency management program area for the purpose of responding to all emergency or disaster situations by identifying and organizing the disaster relief force.
- (h) “Governor’s state of disaster” means an executive order or proclamation by the Governor that implements the disaster response and recovery aspects of the Michigan Emergency Management Plan and applicable local plans of the county or municipal programs affected.
- (i) “Governor’s state of emergency” means an executive order or proclamation by the Governor that implements the emergency response and recovery aspects of the Michigan Emergency Management Plan and applicable local plans of the county or municipal programs affected.



- (j) “Local state of emergency” means a declaration by the Township Supervisor pursuant to the act and this resolution which implements the response and recovery aspects of the Livingston County Emergency Operations Plan and authorizes certain actions as described in this resolution.
- (k) “Vital records” means those records that contain information needed to continue the effective functioning of a government entity jurisdiction and for the protection of the rights and interests of persons under emergency conditions in the event of an emergency or disaster situation.

### **Article 3 - Emergency Management Coordinator; Appointment**

**Section 301.** By the authority of this resolution the Township Supervisor hereby appoints the Livingston County Emergency Management Coordinator as the emergency management coordinator for Hamburg Township. In addition to acting for, and at the direction of, the County Administrator, the Emergency Management Coordinator will also act for, and at the direction of, the Township Supervisor.

**Section 302.** A line of succession for the Livingston County Emergency Management Coordinator has been established and is listed in the Hamburg Township Emergency Operations Plan.

### **Article 4 - Emergency Management Coordinator; Duties**

**Section 401.** The Emergency Management Coordinator shall comply with standards and requirements established by the Department of State Police, Emergency Management Division, under the authority of the act, in accomplishing the following<sup>1</sup>:

- (a) Direct and coordinate the development of the Livingston County Emergency Operations Plan, which shall be consistent in content with the Michigan Emergency Management Plan.
- (b) Specify departments or agencies which must provide an annex to the plan or otherwise cooperate in its development.
- (c) Identify departments and agencies to be included in the Emergency Operations Plan as disaster relief force.
- (d) Develop and maintain a county Resource Manual.
- (e) Coordinate the recruitment, appointment, and utilization of volunteer personnel.
- (f) Assure the emergency management program meets eligibility requirements for state and federal aid.
- (g) Coordinate and/or conduct training and exercise programs for the disaster relief force within the county and to test the adequacy of the Emergency Operations Plan.

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<sup>1</sup> Act 390, as amended, sec. 7a (4) gives the Emergency Management Division the authority to promulgate several standards and requirements.

- (h) Through public information programs, educate the population as to actions necessary for the protection of life and property in an emergency or disaster.
- (i) Assist in the development of mutual aid agreements.
- (j) Assist the Hamburg Township municipal liaison with the development of municipal standard operating procedures which are consistent with the county Emergency Operations Plan.
- (k) Oversee the implementation of all functions necessary during an emergency or disaster in accordance with the Emergency Operations Plan.
- (l) Coordinate county emergency management activities with those municipalities included in the county emergency management program, other municipalities, the state, and adjacent counties.
- (m) Coordinate all preparedness activities, including maintaining primary and alternate Emergency Operations Centers.
- (n) Identify mitigation opportunities within the county and encourage departments/agencies

#### **Article 5 - Emergency Management Liaison; Duties**

**Section 501.** By the authority of this resolution the Township Supervisor has appointed a liaison, as defined in Section IV of the Support Emergency Operations Plan Introduction, for the purpose of assisting the county Emergency Management Coordinator in coordinating the emergency management activities within the municipality. The duties of the liaison are as follows:

- (a) Coordinate municipal emergency management activities with those of the county jurisdictions.
- (b) Assist the county Emergency Management Coordinator with the development of the county Emergency Operations Plan and the incorporation of municipal resources into the plan.
- (c) Identify municipal departments and agencies to be included in the Emergency Operations Plan as part of the disaster relief force.
- (d) Identify municipal resources and forward information to the county Emergency Management Coordinator for inclusion in the county Resource Manual.
- (e) Coordinate the recruitment, appointment, and utilization of volunteer resources.
- (f) Assist the county Emergency Management Coordinator with administering training programs.
- (g) Coordinate municipal participation in exercises conducted by the county.
- (h) Assist in the development of mutual aid agreements.

- (i) Assist in educating the population as to actions necessary for the protection of life and property in an emergency or disaster.
- (j) Encourage departments/agencies within the municipality to identify and implement procedures to mitigate the effects of potential disasters.
- (k) Assist in the assessment of the nature and scope of the emergency or disaster and collect damage assessment information and forward to the county.
- (l) Coordinate the vital records protection program.
- (m) Develop municipal standard operating procedures for disaster response which are consistent with the county Emergency Operations Plan.

**Section 502.** The Township Supervisor shall appoint a minimum of two persons as successors to the position of the municipal liaison. The line of succession shall be supplied to the county Emergency Management Coordinator: Primary liaison is the Director of Public Safety, first alternate is the Deputy Director – Fire, and Second Alternate is the Deputy Director – Police.

#### **Article 6 – Township Supervisor: Powers; Duties**

**Section 601.** On an annual basis, the Township Supervisor shall review the eligibility and performance of the Emergency Management Coordinator and provide a written recommendation to the Township in conjunction with the Budget approval process.

**Section 602.** The Township Supervisor shall, review the effectiveness of the Livingston County Emergency Operations Plan as the plan relates to the municipality every year. With the assistance of the municipal liaison, he\she shall make recommendations to the county Emergency Management Coordinator of any changes which may be needed. After this review and incorporation of necessary changes, the township supervisor shall certify the plan to be current and adequate for Hamburg Township.<sup>2</sup>

**Section 603.** When circumstances within the township indicate that the occurrence or threat of occurrence of widespread or severe damage, injury or loss of life or property from natural or human-made cause exists the Township Supervisor may declare a local state of emergency. Such a declaration shall be promptly filed with the Livingston County Emergency Management Office, who shall forward it to the Department of State Police, Emergency Management Division. This declaration shall not be continued or renewed for a period in excess of 7 days except with the consent of the Township Board.

**Section 604.** If the Township Supervisor invokes such power and authority, he/she shall, as soon as reasonably expedient, convene the Township Board for one or more emergency meetings in accordance with the Open Meetings Act to perform its normal legislative and administrative duties as the situation demands, and will

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<sup>2</sup> Rule 4 (c) (d-q) of the administrative rules promulgated for Act 390, sec. 19 states that the plan shall be considered official upon bearing the signature of the chief executive official of the municipality. The plan must be current and adequate (see rule) within two years.

report to that body relative to emergency activities. Nothing in this resolution shall be construed as abridging or curtailing the powers of the Township Board unless specifically provided herein.

**Section 605.** The Township Supervisor may do one or more of the following under a local state of emergency:

- (a) Direct the Emergency Management Coordinator to implement the Emergency Operations Plan.
- (b) Issue directives as to travel restrictions on local roads within the municipality.
- (c) Relieve township employees of normal duties and temporarily reassign them to other duties.
- (d) Activate mutual aid agreements.
- (e) Direct the municipal disaster relief effort in accordance with the county Emergency Operations Plan and municipal standard operating procedures.
- (f) Notify the public and recommend in-place or evacuation or other protective measures.
- (g) Request a state of disaster or emergency declaration from the Governor as described in Article 7.
- (h) When obtaining normal approvals would result in further injury or damage, or is not possible due to the nature of the disaster, the Township Supervisor may, until the Township Board convenes, waive procedures and formalities otherwise required pertaining to the following:
  - (1) For a period of up to 7 days, send the disaster relief force and resources to the aid of other communities as provided by mutual aid agreements.
  - (2) For a period of up to 7 days, appropriate and expend funds from the disaster contingency fund created in Article 9 up to \$250,000.
  - (3) For a period of up to 7 days, make contracts, obtain and distribute equipment, materials, and supplies for disaster purposed.
  - (4) Employ temporary workers.
  - (5) Purchase and distribute supplies, materials, and equipment.
  - (6) Make, amend, or rescind ordinances or rules necessary for emergency management purposes which supplement a rule, order, or directive issued by the Governor or a state agency. Such an ordinance or rule shall be temporary and, upon the Governor's declaration that a state of disaster or state of emergency is terminated, shall no long be in effect.<sup>3</sup>

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<sup>3</sup> Act 390, as amended, sec.12 (2) provides this authority.

**Section 606.** If a state of disaster or emergency is declared by the Governor, assign and make available for duty the employees, property, or equipment of the township within or without the physical limits of the township as ordered by the Governor or the Director of the Department of State Police in accordance with the act.<sup>4</sup>

#### **Article 7 - Governor Declaration Request**

**Section 701.** If a disaster or emergency occurs that has not yet been declared to be a state of disaster or a state of emergency by the Governor, and the Township Supervisor determines that the situation is beyond control of the municipality, he/she may request the Governor to declare that a state of disaster or state of emergency exists in the municipality in accordance with the act. This shall be done by immediately contacting the Livingston County Emergency Management Coordinator. The Emergency Management Coordinator shall immediately contact the District Coordinator. The District Coordinator, in conjunction with the Emergency Management Coordinator, shall assess the nature and scope of the disaster or emergency, and they shall recommend the state personnel, services, and equipment that will be required for its prevention, mitigation, or relief.<sup>5</sup>

#### **Article 8- Volunteers; Appointment; Reimbursement**

**Section 801.** Each municipal department, commission, board, or other agency of municipal government is authorized to appoint volunteers to augment its personnel in time of emergency to implement emergency functions assigned in the county Emergency Operations Plan. Such individuals are part of the disaster relief force and shall be subject to the rules and operational control set forth by the respective department, commission, board, or agency through which the appointment was made, and shall be reimbursed for all actual and necessary travel and subsistence expenses.<sup>6</sup>

#### **Article 9 - Disaster Contingency Fund**

**Section 901.** A disaster contingency fund is hereby created in the budget of not less than \$250,000. Money may be expended from the fund when a local state of emergency has been declared for the purpose of paying the disaster relief force, purchase of supplies and services, repair costs, or other needs required specifically for the mitigation of the effects of, or in response to, the emergency or disaster.

#### **Article 10 - Rights of Disaster Relief Force**

**Section 1001.** In accordance with the act, personnel of the disaster relief force while on duty shall have the following rights:

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<sup>4</sup> Act 390, as amended, sec. 10 (1) (h) provides this authority.

<sup>5</sup> Act 390, as amended, sec.12 states that the “chief executive official” (see definitions in act) of a county or any municipality may make this request. However, he/she must do this utilizing the procedures set forth in sec. 14 of the act which states that the appointed emergency management coordinator and the district coordinator must jointly assess the situation and make recommendations.

<sup>6</sup> Act 390, as amended, sec. 11 (1) (a-c) discusses disaster relief force rights and duties.



(a) If they are employees of the municipality, or other governmental agency regardless of where serving, have the powers, duties, rights, privileges, and immunities and receive the compensation incidental to their employment.

(b) If they are not employees of the municipality, or other governmental agency be entitled to the same rights and immunities as are provided for by law.

## **Article 11 - Temporary Seat of Government**

**Section 1101.** The Township Board shall provide for the temporary movement and reestablishment of essential government offices in the event that existing facilities cannot be used.

## **Article 12 – Liability**

**Section 1201.** As provided for in the act and this resolution, the municipality, or the agents or representatives of the municipality, shall not be liable for personal injury or property damage sustained by the disaster relief force. In addition, any member of the disaster relief force engaged in disaster relief activity shall not be liable in a civil action for damages resulting from an act of omission arising out of and in the course of the person's good faith rendering of that activity, unless the person's act or omission was the result of that person's gross negligence or willful misconduct. The right of a person to receive benefits or compensation to which he or she may otherwise be entitled to under the worker's compensation law, any pension law, or act of congress will not be affected as a result of said activity.<sup>7</sup>

**Section 1202.** As provided for in the act, any person owning or controlling real estate or other premises who voluntarily and without compensation grants the municipality the right to inspect, designate and use the whole or any part of such real estate or premises for the purpose of sheltering persons or for any other disaster related function during a declared local state of emergency or during an authorized practice disaster exercise, shall not be civilly liable for the death of, or injury to, any person on or about such real estate or premises under such license, privilege or other permission, or for loss of, or damage to, the property of such person.

## **Article 13 – Sovereignty**

**Section 1301.** Should any section, clause, or provision of this resolution be declared by the courts invalid for any reason, such declaration shall not affect the validity of this resolution as a whole or any part thereof, other than the section, clause, or provision so declared to be invalid.

## **Article 14 – Repeals**

**Section 1401.** All resolutions or parts of resolutions inconsistent herewith are hereby repealed.

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<sup>7</sup> Act 390, as amended, sec. 11 (2-8) discusses liability.

## **Article 15 - Annual Review**

**Section 1501.** This resolution shall be reviewed annually by the Township Board in conjunction with the adoption of the Budget and changes shall be made if necessary.

## Article 16 - Effective Date

**Section 1601.** This resolution shall have immediate effect.

### [End Resolution Text]

#### ROLL CALL VOTE:

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

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**RESOLUTION DECLARED:** \_\_\_\_\_

#### CERTIFICATION

I, Michael H. 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 March 5, 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) The 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:** \_\_\_\_\_

\_\_\_\_\_  
**Michael H. Dolan, Hamburg Township Clerk**

# **Hamburg Township**

## **Support Emergency Operations Plan**

### **A Support Plan to County Emergency Operations Plan/ Emergency Action Guidelines**

**Date: March 5, 2024**

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**Signature page**

Date:

To all Recipients:

Transmitted herewith is the Support Emergency Operations Plan for the Hamburg Township in support to the Livingston County Emergency Operations Plan.

The plan provides a framework for the Township to use in performing emergency functions before, during, and after a natural disaster, technological incident or a hostile attack.

This plan was adopted by the Board under Resolution dated March 5, 2024. It supersedes all previous plans.

---

PATRICK J. HOHL, Hamburg Township Supervisor

Date

## Hamburg Township

# Introduction to the Plan

### I. Purpose

Hamburg Township has elected to be incorporated into the Livingston County Emergency Management Program. By becoming part of the county emergency management program, Hamburg Township and Livingston County have certain responsibilities to each other. This Support Emergency Operations Plan has been developed to identify the responsibilities between Hamburg Township and Livingston County in regards to pre-disaster emergency management activities. It also provides for Hamburg Township government agencies to respond to various types of emergencies or disasters that affect the community. This support plan is to be used in concurrence with the County Emergency Operations Plan as it is a supporting document. The support plan will be maintained in accordance with the up-to-date standards of the Livingston County Emergency Operations Plan. Review of this support plan shall be accomplished concurrently with the county plan.

### II. Scope

This plan is a flexible document in which changes from the content of the plan may occur due to unique nature of emergencies.

Each agency that has a supported role in this plan or its elements has developed Standard Operating Procedures (SOPs) which provides systematic instructions for accomplishing assigned functions.

In addition, to support emergency preparedness and response efforts, the local government also conducts other activities such as personnel training, participating in exercises, encouraging chronic disease prevention techniques; educate the public on awareness activities, and use of appropriate land use planning decisions for mitigation and prevention purposes as well.

Through this plan, Hamburg Township continues to implement the National Incident Management System, participating in efforts to provide an effective and efficient incident management operation.

### III. Plan Maintenance and Implementation

The plan has been developed together with local community, and county officials to ensure consistency within the county emergency management program documents. The plan is required to be approved by the Hamburg Township Board every year in conjunction with the Budget, or whenever the Elected Officials change, and is to be forwarded to the County Emergency Management Office. Upon approval, it will be implemented, tested through exercises in concurrence with County officials, and review/updated to maintain its current with the County Emergency Operations Plan.

This plan has been provided to all municipal agencies, elected officials, the county emergency management office and the MSP/EMHSD district coordinator.



#### **IV. Emergency Management Program Oversight**

Hamburg Township has appointed its Director of Public Safety to serve as the Municipal Emergency Management Liaison responsible for working with the County Emergency Management Coordinator in matters pertaining to emergency management for the municipality. Pursuant to the requirements in P.A. 390, of 1976, as amended, Section 19, Livingston County has adopted a resolution that incorporates Hamburg Township into its emergency management program, necessary for disaster assistance.

## Hamburg Township

# Basic Information

### Community Profile

**Location.** Hamburg Township is situated in Town 1 North, Range 5 East of Livingston County.

**Geographical Area.** Hamburg Township has a total area of 36.0 square miles, of which 32.2 square miles are land and 3.8 square miles, or 10.49%, are water.

**Population.** As of the 2020 census, Hamburg Township has a population of 21,259 residents.

**Major Industries.** The township has very limited industrial and commercial development. The Hamburg Township Fire Department has on file, and will update annually in conjunction with the annual facilities inspection, a record of each industrial and commercial industry in the township.

**Flooding Risks.** Hamburg Township has over 6 miles of the Huron River traversing through it as well as 32 named lakes. Flooding events occur frequently and present an on-going issue for the township. Information specific to the township's response to flood events can be found in Hamburg Township's Flooding Response Action Plan which is included in this Resolution. Hamburg Township is NFIP Community #260118 and is included in the FEMA Flood Insurance Study for Livingston County, Michigan dated September 17, 2008.

**Railway Risks.** We also have approximately 8 miles of rail running through our township that may or may not have unknown hazardous materials aboard.

**General Hazard Vulnerabilities.** More information regarding hazard vulnerability can be found in the County's Hazard Mitigation Plan/Analysis.

**Extremely Hazardous Materials Locations.** Within the community, there are no sites that contain extremely hazardous materials. Pursuant to SARA Title III, off-site emergency response plans have been developed by the LEPC to prepare the fire department(s) to respond to the specific hazardous materials on the sites. In addition, the owners of the site(s) have reported the types of hazardous material that is housed on-site, as required by the Emergency Planning and Community Right-To-Know Act.

### Emergency Management Authority

Pursuant to P.A. 390 of 1976, as amended, the Hamburg Township Supervisor may declare a local state of emergency for Hamburg Township. In the Township Supervisor's absence, pursuant to local legislation, the Deputy Supervisor is authorized to declare the local state of emergency as well. Upon a declaration, PA 390 of 1976 also authorizes the Township Supervisor to issue directives, such as restrictions to travel on local roads. The local declaration activates this emergency plan as well as the emergency operations center to conduct activities to ensure the safety of people, property, and the environment.

Hamburg Township has been a recipient of federal preparedness assistance; a resolution has been adopted by the local government for establishing the National Incident Management System as the standard for incident management for all-hazards. Through the adoption, the township continues to implement the concepts of the

NIMS through training, planning, exercising activities and adoption of ancillary policies which incorporate NIMS.

### Response Resources

Hamburg Township maintains a full-time Public Safety Department responsible for providing public safety and welfare to the community. The Public Safety Department is comprised of two divisions (Police and Fire) consisting of well-qualified and well-trained emergency personnel and the department maintains equipment capable of effectively responding to emergencies. A list of resources that the Public Safety Department uses for emergency situations can be requested through the municipal emergency management liaison (Director of Public Safety). Under circumstances, if the incident requires additional resources beyond the capability of Hamburg Township, the Township Supervisor may enact mutual aid, or it may be necessary to request county assistance through proper procedures.

### Emergency Management Organization

The Hamburg Township emergency management organization consists of five departments responsible for conducting activities in response to emergencies within the community. These five departments have been assigned specific emergency functions the municipality has identified necessary in order to provide an effective response to secure the safety of people, property, and the environment. Each agency is responsible for implementing pre-disaster activities to help prevent and/or prepare for various hazards that the community is vulnerable to such as: chronic diseases, flooding, hazardous material spills, inclement weather, tornadoes, and public disturbance to name a few; a more profound list can be found in the County's Hazard Mitigation Plan/Analysis. Prevention and preparedness activities include: awareness training, exercising, hygienic practices to prevent spreading of infectious diseases, stockpiling equipment, and educating people to self-care for themselves in an emergency.

The Township Supervisor serves as the incident manager for municipal coordination. At his/her side is the emergency management liaison, a planning chief, finance chief, operations chief, and logistics chief. The operations chief is responsible for coordinating the individual emergency functions assigned by agencies.

The table lists the functions, assigned township departments, primary point of contact, and phone number.

Function	Department	Primary Contact	Phone
Direction and Control	Supervisor	Pat Hohl	
Fire Services	Public Safety – Fire	Jeffrey Newton	
Law Enforcement	Public Safety – Police	Richard Duffany	
Warning and Communications	Public Safety – Fire	Jeffrey Newton	
Public Information	Supervisor	Pat Hohl	
Damage Assessment	Assessing	Holly Cozza	
Public Works	Technical Services / Utilities	Tony Randazzo	
Emergency Medical Services	Public Safety – Fire	Jordan Zernick	
Human Services	Township Clerk	Michael H. Dolan	

## Line of Succession

The following is a list of the 2nd and 3rd alternates for each department identified in the plan to maintain the emergency tasks assigned:

Department	2nd Alternate	3rd Alternate
PUBLIC SAFETY – FIRE	DC Zernick [REDACTED]	Capt. Jase Lawver [REDACTED]
PUBLIC SAFETY - POLICE	DC Nisenbaum [REDACTED]	Sgt. Megan Paul [REDACTED]
SUPERVISOR	Tony Randazzo [REDACTED]	Michael Dolan [REDACTED]
ASSESSING	Alex Wilkinson [REDACTED]	Emily Pizzo [REDACTED]
TECHNICAL SERVICE/UTILITIES	Ryan Ward [REDACTED]	Duane Hoepfner [REDACTED]
CLERK	Mary Kuzner [REDACTED]	Courtney Paton [REDACTED]

## Hamburg Township

# General Emergency Management Guidelines

The following guidelines are general to the municipality, all agencies, and individuals who have a role in responding to an emergency within the Hamburg Township. Being that emergency planning is a work in progress guidelines are continuously reviewed and modified due to the situation and complexity of incidents.

1. Report to the local Emergency Operations Center when activated for scheduled exercises or disasters, or delegate another individual to staff the EOC and implement the plan.
2. Implement mutual aid agreements or contracts with other organizations to supplement local resources that have been exhausted.
3. Ensure compliance with this plan and the County Emergency Plan, and any pertinent procedures and documents issued, which impact the provision of emergency services in the municipality.
4. Train department emergency personnel in emergency management functions and NIMS/ICS concepts.
5. Assists in the development, review and maintenance of the plan and of the County EOP.
6. Develop and maintain standard operating procedures for specific functions or actions identified in the plan.
7. Maintain a list of resources available by the departments/agencies.
8. Protect records and other resources deemed essential for continuing government functions and each agency's emergency operations in accordance to procedures and policies.
9. Establish mutual aid agreements and/or contracts with other jurisdictions/entities to supplement municipal resources.
10. Establish a system of coordination, such as the incident command system, within the EOC. Field operations, however, are required to use the incident command system.
11. Participate in the review and update of this emergency operations plan, in accordance to a schedule identified by the Municipal Emergency Management Liaison and the County Emergency Management Coordinator.
12. Adapt and provide printed emergency management materials and verbal messages to those who are vision impaired, hearing impaired or non-English speaking.

13. Conduct pre-disaster public awareness activities including education classes, self-care guidelines, communications plans, and protocols.
14. Make recommendations to the Township Supervisor regarding protective actions.
15. Utilize MI CIMS to record and log significant events throughout the duration of the emergency, as well as the decisions made by the Incident Commander and Township Supervisor.
16. Continuously conduct emergency planning activities as it is a work-in-progress, periodically being reviewed and updated.

All emergency response agencies are considered to be available to respond.



## Hamburg Township

# Emergency Management Response Procedures

The following are procedures that Hamburg Township conducts and coordinates with the county in response to a local state of emergency.

1. Assure that the municipal emergency response agencies, elected officials and the County Emergency Management Coordinator are notified of the situation.
2. Municipal agencies assess the nature and scope of the emergency or disaster.
3. If the situation can be handled locally, do so, using the following sequenced guidelines:
  - The Emergency Management Liaison advises the Township Supervisor and coordinates all emergency response actions.
  - The Township Supervisor declares a local state of emergency and notifies the County Emergency Management Coordinator of this action.
  - A local state of emergency declaration is forwarded to the county office.
  - **The emergency management liaison activates the emergency operations center (EOC). The EOC is located at 3666 East M-36, Pinckney, MI 48169 (HTFD Station #11). If this location is unavailable an alternate location is at 10100 Veterans Memorial Drive, Hamburg, MI 48139-0157 (HTFD Station #12).**
  - Emergency response agencies are notified through telephone, smart messaging, Livingston County Central Dispatch by the Municipal Emergency Management Liaison to report to the EOC.
  - The Township Supervisor directs departments/agencies to respond to the emergency situation in accordance to each agency's functional guidelines indicated in the attachments to this plan.
  - The Township Supervisor issues directives as to travel restrictions on local roads and recommends protective actions from the commanding agency. Protective action recommendations will be based on weather forecasting and if the incident complexity increases due to inability to respond rapidly and with a "ready" supply of resources to mitigate the incident.
  - Notify the public of the situation, through the Public Information Official, and take appropriate actions.
  - Keep the County Emergency Management Coordinator informed of the situation and actions taken.
  - If municipal resources become exhausted or if special resources are needed, request county assistance through the County Emergency Management Coordinator.
4. If assistance is requested, the county emergency management coordinator assesses the situation and makes recommendations on the type/level of assistance. The County will also take the following steps:
  - Activate the County Emergency Operations Center.
  - Activate the County Emergency Operations Plan/Emergency Action Guidelines.

- Respond with county resources as requested.
- Activate mutual aid agreements.
- Coordinate county resources with municipal resources.
- Notify MSP/EMHSD District Coordinator.
- Develop a jurisdiction situation report and a damage and injury assessment report via and submit to the MSP/EMHSD.
- Assist the municipality with prioritizing and allocating resources.
- If county resources are exhausted, the county makes a request to the Governor to declare a state of emergency or state of disaster in accordance with procedures set forth in PA 390, as amended. The county shall not request state assistance or a declaration of a state of disaster or a state of emergency unless requested to do so by the Township Supervisor of Hamburg Township if the situation occurs solely within the confines of the municipality.
- If state assistance is requested, the MSP/EMHSD District Coordinator, in conjunction with the County Emergency Management Coordinator and Municipal Emergency Management Liaison, assess the disaster or emergency situation and recommends the necessary resources that are required for its prevention, mitigation, or relief efforts.
- After completing the assessment, the MSP/EMHSD District Coordinator immediately notifies the State Director of Emergency Management and Homeland Security of the situation.
- The State Director of Emergency Management and Homeland Security notifies the Governor and makes recommendations.
- If state assistance is granted, procedures are followed in accordance to the Michigan Emergency Management Plan and the County Emergency Operations Plan.

## Hamburg Township

# Flood Response Action Plan (FRAP)

The following are guidelines and procedures specific to the municipality, all agencies, and individuals who have a role in responding to flooding emergencies within the Hamburg Township.

### Article 1 – Short Title

Section 101. This document shall be known as the “Hamburg Township Flood Response Action Plan” (FRAP).

### Article 2 – Goals

Section 200. To identify the overall goal and objectives shared between the Livingston County Emergency Response Plan, the Hamburg Township Emergency Operations Plan, and this FRAP including any and all recommended actions related to flood hazard reduction and cost-effective and efficient high water/flooding event response actions.

Section 201. To minimize losses associated with flooding by timely and appropriate responses that will result in the reduction of the possibility of damage and losses to existing assets, including people, critical facilities and/or infrastructure, and public facilities due to high water events.

Section 202. The identification of and implementation of the most cost - effective marshaling and deployment of Township resources and funding in handling high water events in the flood prone areas of Hamburg Township and the properties on Riverside Drive in Green Oak Township which are accessed through Riverside Drive from Hamburg Township, and any other flood-prone areas throughout Hamburg Township.

Section 203. To provide a lasting policy framework for high water event management responses that survives changes in township administrations and staff over time.

Section 204. To provide property-by-property documentation for properties located within the assessment area for Hamburg and Green Oak Townships contained in the [December 2019 USACE Project, “Huron River Nonstructural Flood Mitigation Assessment for Hamburg and Green Oak Townships,” \(Appendix A\)](#) with a view towards promoting strategies to decrease potential homeowner losses due to high water events.

Section 205. Increase public understanding and support for effective high-water event hazard monitoring via [NWS, NOAA AND USGS web-based stream gage station monitoring graphs](#) and the on-line [USGS Flood Inundation Mapper](#).

Section 206. Promote disaster-resistant future development in the Hamburg Township and other areas of the [Huron River Watershed](#) through the pertinent regulations of the Hamburg Township Zoning Ordinance and all other Township ordinances and plans in effect, which are incorporated herein by reference.

### Article 3 – Flooding History

Section 301. A separate document, **Flooding History of Hamburg Township**, contains important information on past high water and flooding events in Hamburg Township and related flood plain management activities.

Section 302. Flooding events in Hamburg Township that reached “Major Flood Stage” category:

- (1) 8.46 ft on 06/30/1968
- (2) 8.35 ft on 05/15/1956
- (3) 8.13 ft on 05/27/2004
- (4) 8.05 ft on 08/16/2021

#### Article 4 – Michigan Emergency Management Plan Definitions – Degrees of Damage

The following sections set forth the general nature of levels of high water/flooding events, the types of damages to be expected, and the responses by various levels of government.

The State of Michigan Emergency Management Plan delineates different “Degrees of Damage” categories for severe damage events. The same definitions are also consistent with FEMA PDA guidelines. See the [Michigan Damage Assessment Handbook](#).

The following definitions are from the [Michigan Emergency Management Plan \(MEMP\)](#):

CATEGORY NUMBER	DAMAGE LEVEL	CHARACTERISTICS	FOR FLOODING	APPROXIMATE % OF DAMAGE
0	Affected	Structure is habitable/usable and requires mostly cosmetic repairs to return it to pre-disaster condition	Structure with basement: less than one foot of water; minor access problems	Minimal damage; mostly cosmetic
1	Minor Damage	Generally, has less than 50% damage to structure, is not currently habitable/useable but can be repaired within 30 days	Structure with basement: 1 foot or more water or sewer backup in basement and no structural damage. Structures with no basement – 1 foot or less of water covering first floor	<50% damaged; involves structural features affecting strength/safety. Water in place more than 1 day may have Major Damage
2	Major Damage	Structure has sustained structural or significant damage, is not habitable/useable, and requires extensive repairs before it can be used again	Structures with no basement that have in range of 2 to 4 feet of water covering first floor. Structures with basement 1 foot or more water on first floor.	> 50% damaged; involves structural features affecting strength/safety. Water in place more than 1 day may have advanced to the Destroyed Damage level due to water having caused substantial foundational or structural damages, collapsed wall, etc.
3	Destroyed Damage	Structure is a total loss because the cost of repairs would likely exceed the replacement cost. Could be a) permanently uninhabitable; b) complete failures to major components; c) only foundation remains; d) two or more walls destroyed and roof substantially damaged; e) structure pushed off foundation; f) structure in imminent danger due to impending landslides, mudslides, sinkholes, etc. What is left will have to be bulldozed off or dismantled for new construction	The depth, velocity and duration of water in and around the structure will have a significant impact of the level of damage. Structures that are not economically repairable can be considered destroyed.	100% damaged; repair costs exceed structure’s value. If water duration 1 day or less, may be consider Major Damage classification

## Article 5 – Definitions of Water Levels

Section 501. NOAA high water level terminology and definitions can be found at:

<https://www.weather.gov/aprfc/terminology>

Section 502. Flood stages for the Huron River at Hamburg gage:

Major Flood Stage:	8.00
Moderate Flood Stage:	7.50
Minor Flood Stage:	7.00
Action Stage:	6.50

## Article 6 – HAMBURG TOWNSHIP RESPONSES AT VARIOUS FLOOD STAGE LEVELS

Gage Height	Category	Description of Flood Impacts	Responses
<b>Up to 6.50 Feet</b> (856.50 feet above sea level)	Bankfull	(None)	<ul style="list-style-type: none"> <li>Routine monitoring of NWS/USGS forecasts.</li> </ul>
<b>6.50 Feet</b> (856.50 feet above sea level)	Action Stage	<ul style="list-style-type: none"> <li>Water begins to spill over bank</li> <li>Boat docks begin to become submerged.</li> </ul>	<ul style="list-style-type: none"> <li>NWS begins issuing flood forecasts.</li> <li>Daily monitoring of NWS/USGS reports, data and forecasts.</li> <li>Fire and Police personnel begin physical monitoring of affected areas.</li> </ul>
<b>7.00 Feet</b> (857.00 feet above sea level)	Minor flood Stage	<p><u>Damage Level:</u> Affected Damage.</p> <ul style="list-style-type: none"> <li>Yards of homes along the Huron River, Little Ore Lake and Ore Lake become flooded.</li> </ul>	<ul style="list-style-type: none"> <li>NWS issues Flood Warning over local media (radio, TV, newspapers) when actual gage height is 7.00 feet.</li> <li>Continue monitoring of NWS/USGS reports, data or forecasts.</li> <li>After reaching 7.00 feet with a forecast of 7.50 feet the Township Supervisor convenes an emergency meeting of the Township Board of Trustees and requests a resolution pursuant to MCL 324.80146 (“No Wake” restrictions for affected areas).</li> <li>Fire and Police personnel continue physical monitoring of affected areas.</li> </ul>
<b>7.50 Feet</b> (857.50 feet above sea level)	Moderate Flooding	<p><u>Damage Level:</u> Transitions From Affected Damage to Minor Damage.</p> <ul style="list-style-type: none"> <li>Water reaching foundations and crawl spaces of many homes along the Huron River, Little Ore Lake and Ore Lake as homes are surrounded by flood water</li> <li>Roads in flood prone areas are being covered by flood waters</li> </ul>	<ul style="list-style-type: none"> <li>NWS continues issuing Flood Warnings over local media (radio, TV, newspapers) cross-indexed to precipitation forecasts and NOAA Advanced Hydrologic Prediction Service modeling.</li> <li>Township Supervisor closely monitors NWS flooding forecast and has daily consultations with Director of Public Safety and Public Safety command officers (multiple times daily if necessary)</li> <li>Fire and Police personnel continue physical monitoring of affected areas and conduct needs assessment based upon conditions and forecast.</li> <li>Township Supervisor formally requests “No Wake” restrictions from Livingston County Sheriff and/or Livingston County Emergency Management Coordinator.</li> <li>If a “No Wake” order is issued, the Action Plan outlined in Article 12 of the FRAP is implemented.</li> <li>Police Department begins enforcing “No Wake” restrictions in affected areas.</li> <li>Shut off utilities such as grinder pumps, electrical service and natural gas service as needed.</li> </ul>

<b>8.00 Feet</b> (858.00 feet above sea level)	Major Flooding	<p><u>Damage Level:</u> Transitions From Minor to Major Damage as some homes begin suffering Major Damage.</p> <p>Flood Events on Record reaching 858.00 feet (8.00):</p> <p>(1) 8.46 ft on 06/30/1968 (2) 8.35 ft on 05/15/1956 (3) 8.13 ft on 05/27/2004 (4) 8.05 ft on 08/16/2021</p>	<ul style="list-style-type: none"> <li>• All of the above responses continue to occur.</li> <li>• Township Supervisor implements <i>Emergency Response Procedures</i> as outlined in the Hamburg Township Support Emergency Operation Plan. This includes deciding whether and when to declare a Local State of Emergency and whether and when to activate the local Emergency Operations Center.</li> <li>• Police Department deploys additional officers to affected areas to carry out Law Enforcement responsibilities as outlined in the Hamburg Township <i>Emergency Action Guidelines</i> (requests mutual aid if necessary).</li> <li>• Fire Department deploys additional personnel to affected areas to carry out Fire and Emergency Medical Service responsibilities as outlined in the Hamburg Township <i>Emergency Action Guidelines</i> (requests mutual aid if necessary).</li> <li>• Continue shutting off utilities such as grinder pumps, electrical service and natural gas service as needed.</li> <li>• Township decides whether and when to advise residents to evacuate flooded areas</li> <li>• Incident Command decides whether local resources are enough to continue to handle event. If not, Township Supervisor prepares and executes Disaster Declaration to request additional resource support from County, State and Federal sources.</li> <li>• Livingston Emergency Management Plan protocols followed.</li> </ul>
<b>8.50 Feet</b> (858.50 feet above sea level)	Record Flooding	<p><u>Damage Level:</u> Major Damage.</p> <ul style="list-style-type: none"> <li>• NOTE: No documentation for flooding at this level on record.</li> </ul>	<ul style="list-style-type: none"> <li>• All of above responses would occur.</li> <li>• Disaster Declaration would be updated to reflect requests for additional resources as required.</li> <li>• State protocols for Damage Assessments would be followed under Michigan Emergency Management Plan</li> <li>• Federal protocols for Damage Assessments would be followed under FEMA/NFIP plans and Homeland Security plans</li> </ul>
<b>9.0+ Feet</b> (859.00 feet above sea level)	Flood Disaster	<p><u>Damage Level:</u> Destroyed.</p>	<ul style="list-style-type: none"> <li>• All of above responses would occur.</li> <li>• Disaster Declaration would be updated to reflect requests for additional resources as required.</li> <li>• State protocols for Damage Assessments would be followed under Michigan Emergency Management Plan</li> <li>• Federal protocols for Damage Assessments would be followed under FEMA/NFIP plans and Homeland Security plans</li> </ul>



## Article 7 – Data Analysis – Property by Property Mapping

As a part of the 2020 USACE study results an online tool, the Flood Inundation Mapper (link: <https://fim.wim.usgs.gov/fim/>), can be used to reveal where water levels will cover land in the Ore Lake/Huron River Areas of Hamburg Township/Green Oak Township.

**Mapping Locations of Property Elevations have been indexed to Gage Heights in Flood Prone Areas**

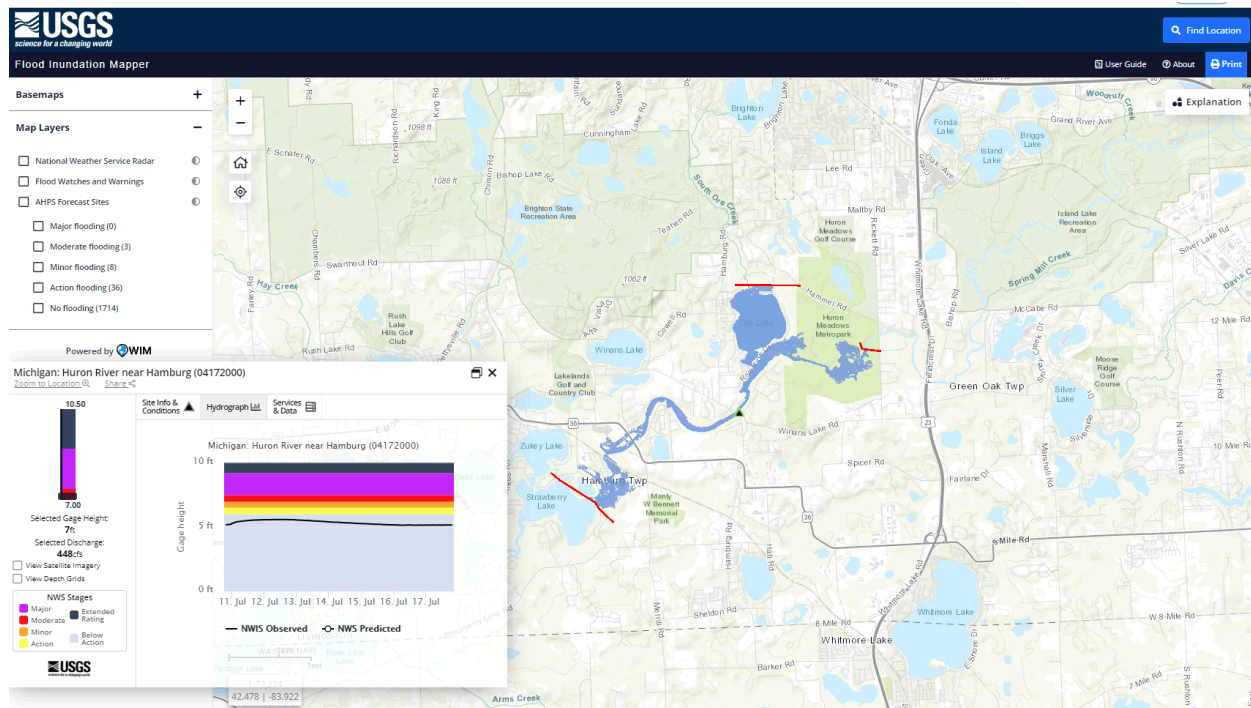
**The grinder pump data table pages have been excerpted and are available in Appendix A.**

### Action Plan:

During a high-water event, Emergency Management Staff will use the USGS Flood Inundation Mapper web tool in conjunction with the grinder pump data table pages in Appendix A-3 and NWS/NOAA flood event data to assist in determining:

- Which properties will need utilities suspended (electrical, gas, and water/sewer).
- Which properties will need grinder pumps removed.
- Which properties will likely need grinder pumps reconditioned/replaced.
- Which properties will likely need water wells re-chlorinated.

## SCREENSHOT – USGS FLOOD INUNDATION ONLINE MAPPER TOOL



## Article 8 – Property by Property Water Levels Cross Indexed to Grinder Pump Elevations

The USGS has prepared an interactive map, the **Flood Inundation Mapper**, located at [https://fim.wim.usgs.gov/fim/?site\\_no=04172000](https://fim.wim.usgs.gov/fim/?site_no=04172000), to show what levels the water will rise to during a flood event relative to each home's elevation and the location of the grinder pump.

The plan would be to shut down/power back up grinder pumps as appropriate based on water height and location of grinder pump vs. elevation at each location.

This data is set forth in the USACE/USGS document “Huron River Nonstructural Flood Mitigation Assessment for Hamburg and Green Oak Townships,” available at the following link:

[http://cms5.revize.com/revize/hamburgtownship/Huron\\_River/USGS-USACE%20STUDIES%20AND%20REPORTS/Hamburg\\_GreenOak\\_Nonstructural\\_Report.pdf](http://cms5.revize.com/revize/hamburgtownship/Huron_River/USGS-USACE%20STUDIES%20AND%20REPORTS/Hamburg_GreenOak_Nonstructural_Report.pdf)

For ease of reference these tables are incorporated as Appendix A.

## **Article 9 – Uses and Locations for the Installation of Sand Bags**

In several of the earlier high-water events since 2004, sand bags were supplied through the Livingston County Drain Commission or via individual property owner purchases through private vendors. Hamburg Fire Department has no empty sand bags for the public; it had approximately 2,000 empty bags for use by the Township. The effectiveness of the use of sand bagging in Hamburg Township during flood events is very limited, costly and labor intensive, due to the larger area of impact caused by flooding versus the small areas that can be adequately protected by the use of sand bags.

A significant factor in the use of sand bagging for flood control is that of the involvement of community nongovernmental labor volunteers to fill and position the sand bags. Historically in Hamburg, this level has not reached the levels of community involvement in other flood-prone communities that practice the extensive use of sandbagging in flooding events (example: the Minot, North Dakota flooding of 2011).

A large number of sand bags are needed for a single property (typically in the 3,000 to 6,000 bag level); frequently, it is next to impossible on short notice to procure that many sand bags for a community, let alone a single property. Many individual property owners would not have adequate storage space for that many empty bags nor the amount of sand required to fill them.

In addition to high levels of community volunteer involvement, for the use of sand bagging to be most effective, it needs to be accompanied by the continual use of sump pumps to pump out seeping waters from the sandbagged areas. Some property owners have and do use sump pumps in a flooding event; however, many property owners do not have or use sump pumps. The Township is not in a position to provide adequate levels of supplemental pumping to individual property owners.

Also, the Township incurs additional costs for sand and staff when sand bagging is used. It was determined to be most beneficial during the 2004 flood to use sand bags to keep roads such as Riverside Drive open for traffic, rather than attempting to protect individual structures. Adequate Township staff and resources are not available to engage in sand bagging to assist property owners with protecting individual privately owned structures.

For these reasons, if used, government sand bagging efforts would focus on the keeping roads in flooded areas open to traffic and any Township owned/operated utility equipment safe in flooded areas as much as possible. These operations would be handled by the Emergency Management Command staff, Fire/Police Departments, Dept. of Public Works and in cooperation with local citizen volunteers and community service workers as needed. Such workers would not be available to help sand bag individual privately owned properties.

Property owners are responsible to assemble and manage their own volunteer labor to handle sand bagging operations they desire on their private properties, and should expect no assistance from Township staff to deliver or to position the sandbags on their property.

### **Action Plan:**

- Identify on a map the priority areas to be sand-bagged on Riverside Drive to keep the road open during a high water event

- Procure and store adequate numbers of sand bags
- Conduct public information campaign on sand bagging, sand bagging methods, limits of Township response to be expected regarding sand bagging during high water events
- Provide sand bag vendor information to homeowners that desire it.

#### **Article 10 - Conditions Triggering Implementation and Placement of Water Pumps/Fueling of Pumps**

##### Action Plan:

- The Hamburg DPW Department, working in conjunction with the Hamburg Township Fire and Police Departments (Public Safety Administration), will work with the Emergency Command structure to determine whether, when, and where the placement of water pumps in flooding areas will occur. The three departments will coordinate supervision, security and fueling of any pumps so employed.

#### **Article 11 - Respective Involvement/Responsibilities of High-Water Events Requiring Coordinated Responses from Both Hamburg/Green Oak Townships**

The Livingston County Emergency Plan details the mutual aid relationships and procedures for coordinated responses to emergencies for communities located in Livingston County. Both Hamburg and Green Oak Townships are signatories and participants in the County Plan.

##### Action Plan:

- The County Plan's provisions are incorporated herein to this FRAP by reference.

#### **Article 12 - Implementation of "No Wake" Requirements for Watercraft on all Affected Hamburg Township Bodies of Water during High-Water Events**

High-water events frequently occur in warmer weather when boaters want to use lakes for full-sports activities. The wakes caused by these vessels exacerbate water wave action on already flooded waterfront yards and homes leading to increased damage to shoreline properties.

Current Michigan law (MCL 324.80158) holds operators of watercraft responsible for any damage to shoreline properties resulting from a wake or swell created by the negligent operation of their vessels.

While Hamburg Township Ordinances regulate speeds and wakes on several Township lakes, not all lakes that could be affected by high-water events have speed/wake regulations in place.

Michigan law (MCL 324.80146) authorizes the County Sheriff and/or the County Emergency Management Coordinator, after receiving a resolution from the governing body of a municipality, to enact temporary vessel speed limits on waterways within their jurisdiction during emergency conditions.

##### Action Plan:

- After gage height reaches 7.00 feet with an NWS/USGS forecast to reach 7.50 feet, the Township Supervisor shall consult with the Public Safety Director and make a determination, based upon known environmental factors and the Public Safety Director's recommendation, whether to convene an emergency meeting of the Hamburg Township Board of Trustees and request a resolution pursuant to MCL 324.80146.
- Formally present resolution to the Livingston County Sheriff and/or Livingston County Emergency Management Coordinator.

- Upon issuance of an order for the temporary reductions in speeds (or “No Wake”) in the affected areas, the Township will take steps to publicize the order, including posting on Township website, posting on Township social media sites, issuing a press release, and requesting local media to make regular announcements.
- The Police Department will be responsible for placing the required buoys in the waterways covered by the order in order to provide notice to vessel operators of the reduction in speed/no wake.
- Police Department will deploy additional officers to the affected areas to enforce the speed reduction/no wake order.

### **Article 13 - Damage Assessment Procedures to Be Completed by Hamburg/Green Oak Assessing Departments for High Water Events**

After a high-water event causing damages which trigger a level of township, county or state level responses, Hamburg and Green Oak Township Assessors will work to complete damage assessments according to the requirements set forth in the [State of Michigan Damage Assessment Handbook](#).

#### **Action Plan:**

- Refer to and follow the procedures in the [State of Michigan Damage Assessment Handbook](#).

### **Article 14 - Livingston County Health Department Re-certifications of Private Wells/Septic Fields Following High Water Events**

Occupied properties along the Huron River in Hamburg Township and Green Oak Township are served by private water wells, which may be subjected to flooding during high water events.

#### **Action Plan:**

- The Hamburg Township DPW Department will notify the Livingston County Health Department (LCHD) staff when wells in Hamburg Township have been compromised by high water events. The Townships will conduct this work through their DPW department whose staff will prepare a list of affected wells by address and turn the list over to the Livingston County Health Department. Each property owner will then be responsible to have their well tested and brought into compliance with Health Department requirements.
- The LCHD will distribute brochures about maintaining a healthy well to property owners as necessary.
- The LCHD will make appropriate public notifications through radio station WHMI 93.5 FM, web sites, the Livingston County Daily Press & Argus newspaper, and other appropriate mass media.

### **Article 15 – Post Event Review & Reports/Plan Monitoring**

Flooding mitigation programs can help reach attainment of a level of sustainability, ensure long-term economic vitality and promote the environmental health for the community as a whole in the floodplain prone areas of the Huron River and Hamburg/Green Oak Townships. Monitoring and evaluating how successfully the FRAP is being implemented is important.

- Flood Event Review: For every flood event with an 8.0+ foot gage height, an Event Review and Recommendations Report will be made by township staff, under the direction of the Township Supervisor, and presented to the Township Boards of Trustees. Elements of the report will be:
  - Data analysis of gage heights, stream flows, participation events, etc.
  - Maps of areas of damage with damaged properties highlighted
  - Photographic/video graphic records of flooding damages
  - Printouts of local news media reports about the event
  - Assessor’s list of damaged homes prepared using the State of Michigan Damage Assessment forms

- List of all grinder pumps/water well damages, repairs and replacements
- Accounting report of all Township incurred expenses for the event prepared using the State of Michigan Damage Report forms
- Analysis page from all Township department heads as to what went well and what needs to be done differently for dealing with future events
- The Flood Event Review Report is to be presented within 60 days (2 months) after the water level falls below 7.0 feet gage height.
- The Flood Event Review Report will be retained in perpetuity by the Clerk's Department for a historical record of the event.

## FRAP APPENDIX A:

### Property by Property Water Levels Cross Indexed to Grinder Pump Elevations

The information in Tables 4 through 8 include the house's street address, and elevations in feet NAVD88 datum. This includes the lowest adjacent ground elevation, first floor elevation, water depth above lowest adjacent grade using FEMA FIS, water depth above lowest adjacent grade using USGS model high flow flood elevations, FEMA FIS 1% water surface elevations, water depth above first floor using FEMA FIS, USGS FIM maximum water surface elevations, water depth above first floor (with respect to USGS flood elevations), grinder pump elevation (where available), water depth above grinder pumps using FEMA FIS, and water depth above grinder pumps using the USGS flood elevations.

This data is set forth in the USACE/USGS document "Huron River Nonstructural Flood Mitigation Assessment for Hamburg and Green Oak Townships," available at the following link:

[http://cms5.revize.com/revize/hamburgtownship/Huron\\_River/USGS-USACE%20STUDIES%20AND%20REPORTS/Hamburg\\_GreenOak\\_Nonstructural\\_Report.pdf](http://cms5.revize.com/revize/hamburgtownship/Huron_River/USGS-USACE%20STUDIES%20AND%20REPORTS/Hamburg_GreenOak_Nonstructural_Report.pdf)

Street Address	Lowest Adjacent Ground Elevation ft	First Floor Elev. ft	Water Depth above Lowest Adj Grade ft (FEMA)	Water Depth above Lowest Adj Grade ft (USGS)	FEMA FIS 1% Water Surface Elevation ft	Water Depth above First Floor ft (FEMA)	USGS FIM Max Water Surface Elevation	Water Depth above First Floor ft (USGS)	Grinder Elev. ft	Water Depth above Grinder ft (FEMA)	Water Depth above Grinder ft (USGS)
7930 Branch Dr	856.8	859.4	2.5	4.05	859.3	-0.1	860.85	1.45	857.8	1.5	3.05
7938 Branch Dr	857.7	859.5	1.6	3.15	859.3	-0.2	860.85	1.35	858.7	0.6	2.15
7946 Branch Dr	857.5	859.1	1.8	3.35	859.3	0.2	860.85	1.75	858.3	1	2.55
7954 Branch Dr	857.4	859.1	1.9	3.45	859.3	0.2	860.85	1.75	857.9	1.4	2.95
7958 Branch Dr	857.3	860.8	2	3.55	859.3	-1.5	860.85	0.05	858.2	1.1	2.65
7962 Branch Dr	857.6	859.5	1.7	3.25	859.3	-0.2	860.85	1.35	858.1	1.2	2.75
7976 Branch Dr	857.9	859.4	1.4	2.95	859.3	-0.1	860.85	1.45	857.4	1.9	3.45
7984 Branch Dr	857.8	860.9	1.5	3.05	859.3	-1.6	860.85	-0.05	858.2	1.1	2.65
7992 Branch Dr	856.7	858.6	2.6	4.15	859.3	0.7	860.85	2.25	857.4	1.9	3.45
8000 Branch Dr	857.2	860.9	2.1	3.65	859.3	-1.6	860.85	-0.05	857.7	1.6	3.15
8008 Branch Dr	856.6	858.6	2.7	4.25	859.3	0.7	860.85	2.25	857.5	1.8	3.35
8024 Branch Dr	856.9	861	2.4	3.95	859.3	-1.7	860.85	-0.15	857.8	1.5	3.05
8032 Branch Dr	856.6	860	2.7	4.25	859.3	-0.7	860.85	0.85	857.7	1.6	3.15
8040 Branch Dr	856.8	858.6	2.5	4.05	859.3	0.7	860.85	2.25	857.7	1.6	3.15
8050 Kildeer Dr	860.05	862.34	-0.75	0.8	859.3	-3.04	860.85	-1.49	859.57	-0.27	1.28
8051 Kildeer Dr	858	858.99	1.3	2.85	859.3	0.31	860.85	1.86			
8061 Kildeer Dr	857.66	859.63	1.64	3.19	859.3	-0.33	860.85	1.22	859.84	-0.54	1.01
8064 Branch Dr	856.9	860.7	2.4	3.95	859.3	-1.4	860.85	0.15	857.4	1.9	3.45
8064 Kildeer Dr	859.466	859.796	-0.166	1.384	859.3	-0.496	860.85	1.054	859.726	-0.426	1.124
8067 Kildeer Dr	858.176	859.506	1.124	2.674	859.3	-0.206	860.85	1.344	859.356	-0.056	1.494
8072 Branch Dr	856.9	858.9	2.4	3.95	859.3	0.4	860.85	1.95			
8073 Kildeer Dr	857.945	859.226	1.355	2.905	859.3	0.074	860.85	1.624	859.316	-0.016	1.534
8079 Kildeer Dr					859.3		860.85				
8080 Branch Dr	857	858.9	2.3	3.85	859.3	0.4	860.85	1.95	857.8	1.5	3.05
8080 Kildeer Dr		860.37			859.3	-1.07	860.85	0.48	859.416	-0.116	1.434
8085 Kildeer Dr	857.968	858.568	1.332	2.882	859.3	0.732	860.85	2.282			
8086 Kildeer Dr					859.3		860.85				
8088 Branch Dr	857.9	857.9	1.4	2.95	859.3	1.4	860.85	2.95	858.5	0.8	2.35
8092 Kildeer Dr	858.95	860.67	0.35	1.9	859.3	-1.37	860.85	0.18			
8098 Kildeer Dr	858.79	860.47	0.51	2.06	859.3	-1.17	860.85	0.38	860.23	-0.93	0.62



8100 Branch Dr	858.1	859.6	1.2	2.75	859.3	-0.3	860.85	1.25	858.7	0.6	2.15
8106 Halfway Dr		860.794			859.3	-1.494	860.85	0.056	863.054	-3.754	-2.204
8112 Branch Dr	858.8	861.7	0.5	2.05	859.3	-2.4	860.85	-0.85	859	0.3	1.85
8120 Branch Dr	858.2	861.4	1.1	2.65	859.3	-2.1	860.85	-0.55	859.5	-0.2	1.35
8128 Branch Dr	858	860.4	1.3	2.85	859.3	-1.1	860.85	0.45	859.3	0	1.55
8134 Riverside Dr	859.5	862.1	-0.2	1.35	859.3	-2.8	860.85	-1.25	860.6	-1.3	0.25
8156 Riverside Dr	860.3	862.6	-1	0.55	859.3	-3.3	860.85	-1.75	860.8	-1.5	0.05
8175 Halfway Dr	858.012	858.632	1.288	2.838	859.3	0.668	860.85	2.218			
8182 Riverside Dr	859	861.1	0.3	1.85	859.3	-1.8	860.85	-0.25			
8195 Halfway Dr		862.392			859.3	-3.092	860.85	-1.542			
8202 Riverside Dr	859	861.7	0.3	1.85	859.3	-2.4	860.85	-0.85	860.8	-1.5	0.05
8211 Halfway Dr	859.666	861.846	-0.366	1.184	859.3	-2.546	860.85	-0.996			
8224 Hillpoint Dr	858.672	860.532	0.628	2.178	859.3	-1.232	860.85	0.318			
8230 Hillpoint Dr	859.172	861.862	0.128	1.678	859.3	-2.562	860.85	-1.012			
8234 Riverside Dr	860	862.2	-0.7	0.85	859.3	-2.9	860.85	-1.35	859.7	-0.4	1.15
8235 Hillpoint Dr	858.212	860.302	1.088	2.638	859.3	-1.002	860.85	0.548	858.932	0.368	1.918
8243 Hillpoint Dr	859.397	859.727	-0.097	1.453	859.3	-0.427	860.85	1.123			
8244 Hillpoint Dr	860.957	861.587	-1.657	-0.107	859.3	-2.287	860.85	-0.737			
8260 Riverside Dr	859.2	862.4	0.1	1.65	859.3	-3.1	860.85	-1.55	860.4	-1.1	0.45
8286 Riverside Dr	857.5	862.3	1.8	3.35	859.3	-3	860.85	-1.45	859.6	-0.3	1.25
8312 Riverside Dr	858.1	859.8	1.2	2.75	859.3	-0.5	860.85	1.05	858.3	1	2.55
8338 Riverside Dr	858.7	860.1	0.6	2.15	859.3	-0.8	860.85	0.75	859.2	0.1	1.65
8363 Riverside Dr	858.2	861.2	1.1	2.65	859.3	-1.9	860.85	-0.35			
8364 Riverside Dr	858.3	860.3	1	2.55	859.3	-1	860.85	0.55	858.4	0.9	2.45
8370 Riverside Dr	858.4	860	0.9	2.45	859.3	-0.7	860.85	0.85	859	0.3	1.85
8384 Riverside Dr	858.1	859.8	1.2	2.75	859.3	-0.5	860.85	1.05			

Table 4 – Residential Structure Detailed Data (All positive numbers are water depths above item referenced)

Street Address	Lowest Adjacent Ground Elevation ft	First Floor Elev. ft	Water Depth above Lowest Adj Grade ft (FEMA)	Water Depth above Lowest Adj Grade ft (USGS)	FEMA FIS 1% Water Surface Elevation ft	Water Depth above First Floor ft (FEMA)	USGS FIM Max Water Surface Elevation	Water Depth above First Floor ft (USGS)	Grinder Elev. ft	Water Depth above Grinder ft (FEMA)	Water Depth above Grinder ft (USGS)
8388 Riverside Dr	858.4	860.1	0.9	2.45	859.3	-0.8	860.85	0.75			
8399 Riverside Dr	858.9	860.3	0.4	1.95	859.3	-1	860.85	0.55	859.3	0	1.55
8407 Riverside Dr	858.2	860.3	1.1	2.65	859.3	-1	860.85	0.55	858.8	0.5	2.05
8412 Riverside Dr	859.3	861.1	0	1.55	859.3	-1.8	860.85	-0.25	860.4	-1.1	0.45
8419 Riverside Dr	860	862	-0.7	0.85	859.3	-2.7	860.85	-1.15			
8426 Riverside Dr	857.5	860	1.8	3.35	859.3	-0.7	860.85	0.85	858.5	0.8	2.35
8443 Riverside Dr	858.9	861.7	0.4	1.95	859.3	-2.4	860.85	-0.85			
8444 Riverside Dr	857.6	858.5	1.7	3.25	859.3	0.8	860.85	2.35	858.2	1.1	2.65
8450 Riverside Dr	857.5	859.8	1.8	3.35	859.3	-0.5	860.85	1.05	857.7	1.6	3.15
8462 Riverside Dr	857.6	859.5	1.7	3.25	859.3	-0.2	860.85	1.35			
8474 Riverside Dr	858	859.8	1.3	2.85	859.3	-0.5	860.85	1.05			
8500 Riverside Dr	857	861	2.3	3.85	859.3	-1.7	860.85	-0.15			
8509 Oreview Ave	858.3	858.5	1	2.55	859.3	0.8	860.85	2.35	858.9	0.4	1.95
8513 Oreview Ave	858.4	860.7	0.9	2.45	859.3	-1.4	860.85	0.15	859.1	0.2	1.75
8518 Oreview Ave	859.4	861.8	-0.1	1.45	859.3	-2.5	860.85	-0.95			
8525 Oreview Ave	858.7	859.5	0.6	2.15	859.3	-0.2	860.85	1.35	859.7	-0.4	1.15
8526 Riverside Dr	857.6	861.1	1.7	3.25	859.3	-1.8	860.85	-0.25			
8532 Riverside Dr	858.6	861.2	0.7	2.25	859.3	-1.9	860.85	-0.35	858.9	0.4	1.95
8533 Oreview Ave	858.3	859.9	1	2.55	859.3	-0.6	860.85	0.95	858.7	0.6	2.15
8538 Riverside Dr	857.9	858.5	1.4	2.95	859.3	0.8	860.85	2.35	858.8	0.5	2.05
8550 Riverside Dr	858.5	862	0.8	2.35	859.3	-2.7	860.85	-1.15	859.1	0.2	1.75
8555 Oreview Ave	859.2	861.7	0.1	1.65	859.3	-2.4	860.85	-0.85	858.5	0.8	2.35
8560 Riverside Dr	857.5	859.4	1.8	3.35	859.3	-0.1	860.85	1.45	858.6	0.7	2.25
8570 Riverside Dr	858.7	860.5	0.6	2.15	859.3	-1.2	860.85	0.35	859.4	-0.1	1.45
8571 Oreview Ave	859.6	860	-0.3	1.25	859.3	-0.7	860.85	0.85			
8579 Oreview Ave	857.5	859.9	1.8	3.35	859.3	-0.6	860.85	0.95			
8580 Riverside Dr	859.6	860.9	-0.3	1.25	859.3	-1.6	860.85	-0.05	859.7	-0.4	1.15
8585 Oreview Ave	858.2	860.4	1.1	2.65	859.3	-1.1	860.85	0.45	858.7	0.6	2.15
8591 Ardmore Ave	858.6	860.5	0.7	2.25	859.3	-1.2	860.85	0.35			
8594 Riverside Dr.	858.1	858.6	1.2	2.75	859.3	0.7	860.85	2.25	859.2	0.1	1.65
8599 Ardmore Ave	857.66	859.4	1.64	3.19	859.3	-0.1	860.85	1.45	858.9	0.4	1.95
8600 Riverside Dr	858.3	860.7	1	2.55	859.3	-1.4	860.85	0.15	858.2	1.1	2.65
8602 Ardmore Ave	858.1	859.8	1.1	2.75	859.2	-0.6	860.85	1.05	858	1.2	2.85
8604 Riverside Dr	858.6	862	0.7	2.25	859.3	-2.7	860.85	-1.15	858.5	0.8	2.35
8606 Riverside Dr	858	858.7	1.3	2.85	859.3	0.6	860.85	2.15	858.7	0.6	2.15
8610 Riverside Dr	858	859.7	1.3	2.85	859.3	-0.4	860.85	1.15	858.8	0.5	2.05
8614 Riverside Dr	858.1	859.4	1.2	2.75	859.3	-0.1	860.85	1.45			
8618 Ardmore Ave	858.5	859	0.7	2.35	859.2	0.2	860.85	1.85			
8618 Riverside Dr	858.7	860.9	0.6	2.15	859.3	-1.6	860.85	-0.05	859.8	-0.5	1.05
8621 Ardmore Ave	857.3	859	1.9	3.55	859.2	0.2	860.85	1.85	857.5	1.7	3.35
8622 Riverside Dr	858.8	860.2	0.5	2.05	859.3	-0.9	860.85	0.65	858.9	0.4	1.95
8626 Riverside Dr	858.3	860.4	1	2.55	859.3	-1.1	860.85	0.45	859.1	0.2	1.75
8629 Ardmore Ave	857.3	857.6	1.9	3.55	859.2	1.6	860.85	3.25	857.4	1.8	3.45
8630 Riverside Dr	858.3	858.8	1	2.55	859.3	0.5	860.85	2.05	859.4	-0.1	1.45
8636 Ardmore Ave	857.9	860.2	1.3	2.95	859.2	-1	860.85	0.65	858.7	0.5	2.15
8637 Ardmore Ave	858	859.9	1.2	2.85	859.2	-0.7	860.85	0.95	858.5	0.7	2.35
8644 Ardmore Ave	857.8	859.4	1.4	3.05	859.2	-0.2	860.85	1.45	858.35	0.85	2.5
8645 Ardmore Ave	857.4	859.7	1.8	3.45	859.2	-0.5	860.85	1.15	858	1.2	2.85
8646 Riverside Dr	858.1	859.9	1.2	2.75	859.3	-0.6	860.85	0.95	858.3	1	2.55
8653 Ardmore Ave	857.8	860.1	1.4	3.05	859.2	-0.9	860.85	0.75	857.8	1.4	3.05
8656 Riverside Dr	857.4	858.6	1.9	3.45	859.3	0.7	860.85	2.25	857.8	1.5	3.05
8660 Ardmore Ave	858.5	858.5	0.7	2.35	859.2	0.7	860.85	2.35	859.4	-0.2	1.45
8661 Ardmore Ave	857.2	859.4	2	3.65	859.2	-0.2	860.85	1.45	857.8	1.4	3.05
8670 Ardmore Ave	859.2	861	0	1.65	859.2	-1.8	860.85	-0.15	858.8	0.4	2.05

Table 5 – Residential Structure Detailed Data - (All positive numbers are water depths above item referenced)

Street Address	Lowest Adjacent Ground Elevation ft	First Floor Elev. ft	Water Depth above Lowest Adj Grade ft (FEMA)	Water Depth above Lowest Adj Grade ft (USGS)	FEMA FIS 1% Water Surface Elevation ft	Water Depth above First Floor ft (FEMA)	USGS FIM Max Water Surface Elevation	Water Depth above First Floor ft (USGS)	Grinder Elev. ft	Water Depth above Grinder ft (FEMA)	Water Depth above Grinder ft (USGS)
8677 Beach Dr	858	860.2	1.2	2.85	859.2	-1	860.85	0.65	858.1	1.1	2.75
8687 Beach Dr	857.6	858	1.6	3.25	859.2	1.2	860.85	2.85			
8695 Beach Dr	858	859.5	1.2	2.85	859.2	-0.3	860.85	1.35	859	0.2	1.85
8634 Riverside Dr	858	858.9	1.3	2.85	859.3	0.4	860.85	1.95	859.4	-0.1	1.45
8700 Richmond D	859.1	861	0.1	1.75	859.2	-1.8	860.85	-0.15	859.6	-0.4	1.25
8701 Lagoon Dr	858.3	858.9	0.9	2.55	859.2	0.3	860.85	1.95	859.5	-0.3	1.35
8703 Lagoon Dr	858.2	858.2	1	2.65	859.2	1	860.85	2.65	859.1	0.1	1.75
8704 Ardmore Ave	859.7	861.1	-0.5	1.15	859.2	-1.9	860.85	-0.25			
8707 Ardmore Ave	857.3	859	1.9	3.55	859.2	0.2	860.85	1.85			
8710 Richmond D	859.7	861.7	-0.5	1.15	859.2	-2.5	860.85	-0.85	860	-0.8	0.85
8711 Lagoon Dr	858.4	859.6	0.8	2.45	859.2	-0.4	860.85	1.25			
8712 Ardmore Ave	860.9	862.7	-1.7	-0.05	859.2	-3.5	860.85	-1.85			
8719 Ardmore Ave	862	858.2	-2.8	-1.15	859.2	1	860.85	2.65			
8719 Lagoon Dr	858.1	859.5	1.1	2.75	859.2	-0.3	860.85	1.35			
8720 Lagoon Dr	860.4	862.7	-1.2	0.45	859.2	-3.5	860.85	-1.85	860.5	-1.3	0.35
8722 Riverside Dr	858.2	860.6	1.1	2.65	859.3	-1.3	860.85	0.25	858.4	0.9	2.45
8723 Lagoon Dr	857.6	858.5	1.6	3.25	859.2	0.7	860.85	2.35	858.9	0.3	1.95
8724 Century Dr	859.5	860.8	-0.3	1.35	859.2	-1.6	860.85	0.05			
8726 Riverside Dr	858.1	860.1	1.2	2.75	859.3	-0.8	860.85	0.75	858.8	0.5	2.05
8728 Century Dr	859.5	861.2	-0.3	1.35	859.2	-2	860.85	-0.35			
8728 Garland Ave	860.7	862.3	-1.5	0.15	859.2	-3.1	860.85	-1.45	859.6	-0.4	1.25
8730 Riverside Dr	857.6	859.2	1.7	3.25	859.3	0.1	860.85	1.65	858.5	0.8	2.35
8731 Lagoon Dr	859.3	861.5	-0.1	1.55	859.2	-2.3	860.85	-0.65	859.8	-0.6	1.05
8734 Riverside Dr	857.9	859.1	1.4	2.95	859.3	0.2	860.85	1.75	858.7	0.6	2.15
8735 Lagoon Dr	858.1	859.9	1.1	2.75	859.2	-0.7	860.85	0.95	859.7	-0.5	1.15
8738 Riverside Dr	858	860.4	1.3	2.85	859.3	-1.1	860.85	0.45			
8739 Lagoon Dr	858.4	859.7	0.8	2.45	859.2	-0.5	860.85	1.15	858.8	0.4	2.05
8740 Century Dr	859.4	861.3	-0.2	1.45	859.2	-2.1	860.85	-0.45			
8742 Riverside Dr	858.1	860.2	1.2	2.75	859.3	-0.9	860.85	0.65	859.1	0.2	1.75
8743 Century Dr	859.6	863.8	-0.4	1.25	859.2	-4.6	860.85	-2.95	860.3	-1.1	0.55
8746 Century Dr	859	860.1	0.2	1.85	859.2	-0.9	860.85	0.75			
8746 Riverside Dr	858.6	860.8	0.7	2.25	859.3	-1.5	860.85	0.05	859.5	-0.2	1.35
8747 Lagoon Dr	858.2	860.8	1	2.65	859.2	-1.6	860.85	0.05	858.2	1	2.65
8750 Riverside Dr	859.2	861.1	0.1	1.65	859.3	-1.8	860.85	-0.25	859.8	-0.5	1.05
8751 Lagoon Dr	857.7	859.4	1.5	3.15	859.2	-0.2	860.85	1.45	857.9	1.3	2.95
8754 Riverside Dr	858.7	860.3	0.6	2.15	859.3	-1	860.85	0.55			
8755 Lagoon Dr	858.9	860.7	0.3	1.95	859.2	-1.5	860.85	0.15	858	1.2	2.85
8756 Lagoon Dr	859.6	861.23	-0.4	1.25	859.2	-2.03	860.85	-0.38	859.8	-0.6	1.05
8758 Riverside Dr	858.1	859.8	1.2	2.75	859.3	-0.5	860.85	1.05	859.1	0.2	1.75
8761 Riverside Dr	859.2	861.3	0.1	1.65	859.3	-2	860.85	-0.45	859.5	-0.2	1.35
8762 Riverside Dr	858	860.5	1.3	2.85	859.3	-1.2	860.85	0.35	859.1	0.2	1.75
8763 Lagoon Dr	857.6	859.5	1.6	3.25	859.2	-0.3	860.85	1.35	858.8	0.4	2.05
8766 Lagoon Dr	859.2	861.1	0	1.65	859.2	-1.9	860.85	-0.25			
8766 Riverside Dr	858.9	861	0.4	1.95	859.3	-1.7	860.85	-0.15	859.4	-0.1	1.45
8767 Lagoon Dr	858	860.3	1.2	2.85	859.2	-1.1	860.85	0.55	858.4	0.8	2.45
8770 Riverside Dr	858.8	861.7	0.5	2.05	859.3	-2.4	860.85	-0.85	859.5	-0.2	1.35
8771 Lagoon Dr	857.4	859.2	1.8	3.45	859.2	0	860.85	1.65	858.8	0.4	2.05
8772 Riverside Dr	858.3	860.1	1	2.55	859.3	-0.8	860.85	0.75			
8773 Century Dr	859.7	861.2	-0.5	1.15	859.2	-2	860.85	-0.35	860	-0.8	0.85
8774 Lagoon Dr	858.9	860.3	0.3	1.95	859.2	-1.1	860.85	0.55	859.1	0.1	1.75
8776 Riverside Dr	858.5	860	0.8	2.35	859.3	-0.7	860.85	0.85	859.2	0.1	1.65

Table 6 – Residential Structure Detailed Data - (All positive numbers are water depths above item referenced)

Street Address	Lowest Adjacent Ground Elevation ft	First Floor Elev. ft	Water Depth above Lowest Adj Grade ft (FEMA)	Water Depth above Lowest Adj Grade ft (USGS)	FEMA FIS 1% Water Surface Elevation ft	Water Depth above First Floor ft (FEMA)	USGS FIM Max Water Surface Elevation	Water Depth above First Floor ft (USGS)	Grinder Elev. ft	Water Depth above Grinder ft (FEMA)	Water Depth above Grinder ft (USGS)
8779 Lagoon Dr	857.7	859	1.5	3.15	859.2	0.2	860.85	1.85	858.8	0.4	2.05
8783 Lagoon Dr	857.8	859.4	1.4	3.05	859.2	-0.2	860.85	1.45	858.8	0.4	2.05
8784 Lagoon Dr	858.9	860.7	0.3	1.95	859.2	-1.5	860.85	0.15			
8784 Riverside Dr	858	859.1	1.3	2.85	859.3	0.2	860.85	1.75	859	0.3	1.85
8786 Century Dr	859.3	860.6	-0.1	1.55	859.2	-1.4	860.85	0.25			
8790 Riverside Dr	857.3	857.8	2	3.55	859.3	1.5	860.85	3.05	858.7	0.6	2.15
8791 Riverside Dr	858.3	860.6	1	2.55	859.3	-1.3	860.85	0.25	858.5	0.8	2.35
8794 Riverside Dr	856.9	860	2.4	3.95	859.3	-0.7	860.85	0.85	858	1.3	2.85
8795 Lagoon Dr	858.1	859.8	1.1	2.75	859.2	-0.6	860.85	1.05	859	0.2	1.85
8796 Century Dr	858.9	860.3	0.3	1.95	859.2	-1.1	860.85	0.55			
8796 Riverside Dr	856.7	858.5	2.6	4.15	859.3	0.8	860.85	2.35	858.2	1.1	2.65
8798 Riverside Dr	857.2	860	2.1	3.65	859.3	-0.7	860.85	0.85	858.2	1.1	2.65
8802 Riverside Dr	857.3	858	2	3.55	859.3	1.3	860.85	2.85			
8805 Lagoon Dr	858	859.1	1.2	2.85	859.2	0.1	860.85	1.75	859	0.2	1.85
8806 Riverside Dr	857.4	859.4	1.9	3.45	859.3	-0.1	860.85	1.45	858.4	0.9	2.45
8810 Riverside Dr	858.2	859.6	1.1	2.65	859.3	-0.3	860.85	1.25	858.2	1.1	2.65
8811 Lagoon Dr	857.9	859.5	1.3	2.95	859.2	-0.3	860.85	1.35	858.8	0.4	2.05
8813 Riverside Dr	858.1	860.3	1.2	2.75	859.3	-1	860.85	0.55	859.1	0.2	1.75
8814 Riverside Dr	857.5	859.8	1.8	3.35	859.3	-0.5	860.85	1.05	858.3	1	2.55
8815 Riverside Dr	858.4	862.4	0.9	2.45	859.3	-3.1	860.85	-1.55	858.6	0.7	2.25
8818 Riverside Dr	856.9	859.8	2.4	3.95	859.3	-0.5	860.85	1.05	858.7	0.6	2.15
8819 Century Dr	857.6	859.9	1.6	3.25	859.2	-0.7	860.85	0.95	858.6	0.6	2.25
8819 Riverside Dr	856.5	858.9	2.8	4.35	859.3	0.4	860.85	1.95	858.4	0.9	2.45
8823 Century Dr	856.9	859.4	2.3	3.95	859.2	-0.2	860.85	1.45			
8826 Riverside Dr	857.2	859	2.1	3.65	859.3	0.3	860.85	1.85	859	0.3	1.85
8827 Century Dr	856.9	858.5	2.3	3.95	859.2	0.7	860.85	2.35	857.9	1.3	2.95
8830 Riverside Dr	857.7	860.1	1.5	3.15	859.2	-0.9	860.85	0.75	859.1	0.1	1.75
8831 Century Dr	856.9	858.3	2.3	3.95	859.2	0.9	860.85	2.55	858	1.2	2.85
8833 Riverside Dr	858	860.7	1.2	2.85	859.2	-1.5	860.85	0.15	858.8	0.4	2.05
8834 Riverside Dr	857.4	859.1	1.8	3.45	859.2	0.1	860.85	1.75	858.6	0.6	2.25
8835 Lagoon Dr	857.2	859.6	2	3.65	859.2	-0.4	860.85	1.25	858.3	0.9	2.55
8837 Riverside Dr	857.5	860.9	1.7	3.35	859.2	-1.7	860.85	-0.05	859	0.2	1.85
8838 Riverside Dr	857	858.4	2.2	3.85	859.2	0.8	860.85	2.45	857.6	1.6	3.25
8841 Riverside Dr	856.8	859.1	2.4	4.05	859.2	0.1	860.85	1.75	857.6	1.6	3.25
8843 Lagoon Dr	857.3	861.2	1.9	3.55	859.2	-2	860.85	-0.35	858.7	0.5	2.15
8844 Lagoon Dr	859.1	860.6	0.1	1.75	859.2	-1.4	860.85	0.25			
8844 Riverside Dr	857.7	861	1.5	3.15	859.2	-1.8	860.85	-0.15			
8845 Lagoon Dr	857	860.2	2.2	3.85	859.2	-1	860.85	0.65	858.7	0.5	2.15
8845 Riverside Dr	858.2	859.7	1	2.65	859.2	-0.5	860.85	1.15	858.5	0.7	2.35
8846 Lagoon Dr	858.7	861	0.5	2.15	859.2	-1.8	860.85	-0.15			
8854 Lagoon Dr	858.7	861.3	0.5	2.15	859.2	-2.1	860.85	-0.45	860.3	-1.1	0.55
8855 Lagoon Dr	857.1	859.4	2.1	3.75	859.2	-0.2	860.85	1.45	858.8	0.4	2.05
8860 Lagoon Dr	858.7	859.2	0.5	2.15	859.2	0	860.85	1.65			
8861 Lagoon Dr	858.9	861.1	0.3	1.95	859.2	-1.9	860.85	-0.25			
8865 Lagoon Dr	857.8	858.8	1.4	3.05	859.2	0.4	860.85	2.05			
8869 Lagoon Dr	857.7	860.2	1.5	3.15	859.2	-1	860.85	0.65	858.7	0.5	2.15
8870 Lagoon Dr	858.9	861.4	0.3	1.95	859.2	-2.2	860.85	-0.55	859.3	-0.1	1.55
8872 Lagoon Dr	859.8	862.7	-0.6	1.05	859.2	-3.5	860.85	-1.85	860.3	-1.1	0.55
8873 Lagoon Dr	858.1	860.9	1.1	2.75	859.2	-1.7	860.85	-0.05	858.4	0.8	2.45
8874 Lagoon Dr	860.2	862	-1	0.65	859.2	-2.8	860.85	-1.15	859.9	-0.7	0.95
8877 Lagoon Dr	857.7	859	1.5	3.15	859.2	0.2	860.85	1.85	858.3	0.9	2.55

Table 7 – Residential Structure Detailed Data - (All positive numbers are water depths above item referenced)

Street Address	Lowest Adjacent Ground Elevation ft	First Floor Elev. ft	Water Depth above Lowest Adj Grade ft (FEMA)	Water Depth above Lowest Adj Grade ft (USGS)	FEMA FIS 1% Water Surface Elevation ft	Water Depth above First Floor ft (FEMA)	USGS FIM Max Water Surface Elevation	Water Depth above First Floor ft (USGS)	Grinder Elev. ft	Water Depth above Grinder ft (FEMA)	Water Depth above Grinder ft (USGS)
8881 Lagoon Dr	857.2	859.8	2	3.65	859.2	-0.6	860.85	1.05	859.3	-0.1	1.55
8885 Lagoon Dr	857.1	862.9	2.1	3.75	859.2	-3.7	860.85	-2.05			
8886 Lagoon Dr	859.4	862.7	-0.2	1.45	859.2	-3.5	860.85	-1.85	860	-0.8	0.85
8889 Lagoon Dr	859.5	860.5	-0.3	1.35	859.2	-1.3	860.85	0.35			
8892 Lagoon Dr					859.2		860.85		860.1	-0.9	0.75
8893 Lagoon Dr	859.1	861.6	0.1	1.75	859.2	-2.4	860.85	-0.75	860.3	-1.1	0.55
8897 Riverside Dr	858.7	858.7	0.5	2.15	859.2	0.5	860.85	2.15	858.8	0.4	2.05
8905 Riverside Dr	859	860	0.2	1.85	859.2	-0.8	860.85	0.85	860.8	-1.6	0.05
8908 Century Dr	860.5	861.5	-1.3	0.35	859.2	-2.3	860.85	-0.65	861.6	-2.4	-0.75
8913 Riverside Dr	860.7	863.4	-1.5	0.15	859.2	-4.2	860.85	-2.55	859.6	-0.4	1.25
8937 Riverside Dr	858.9	860	0.3	1.95	859.2	-0.8	860.85	0.85	860	-0.8	0.85
8945 Riverside Dr	855.8	859.5	3.4	5.05	859.2	-0.3	860.85	1.35	859.4	-0.2	1.45
8975 Riverside Dr	858.5	859.7	0.7	2.35	859.2	-0.5	860.85	1.15			
8487 Hillpoint Dr	860.4	860.6	-1.1	0.45	859.3	-1.3	860.85	0.25			
8463 Hillpoint Dr	860.3	860.3	-1	0.55	859.3	-1	860.85	0.55	859.6	-0.3	1.25

Table 8 – Residential Structure Detailed Data - (All positive numbers are water depths above item referenced)

## EMERGENCY ACTION GUIDELINES

The following attachments provide guidelines for each function that has been assigned to a particular township department in response to an emergency or disaster situation.

Attachment A: Direction and Control  
Attachment B: Fire Services  
Attachment C: Law Enforcement  
Attachment D: Warning and Communications  
Attachment E: Public Information  
Attachment F: Damage Assessment  
Attachment G: Public Works  
Attachment H: Emergency Medical Services  
Attachment I: Human Services

Each department assigned is responsible for maintaining the guidelines, as well as approving any changes to the guidelines or changes to the official responsible for implementation.



## **ATTACHMENT A: Direction and Control**

The Township Supervisor, with support from the Emergency Management Liaison, is responsible for directing and controlling emergency management operations.

The following guidelines represent a checklist of actions that the Township Supervisor and Liaison must consider for providing an effective response to an emergency or disaster situation.

### **Functional Guidelines:**

1. Issue orders and directives, i.e., travel restrictions, and recommend protective actions to be taken by the general public.
2. Declare a local state of emergency or disaster and notify the County Emergency Management Office.
3. Generate and disseminate information to the public via the Public Information Officer.
4. Provide for continuity of operations.
5. Activates and maintains the local emergency operations center.
6. Seek federal post-disaster funds, as available, as well as pre-disaster assistance.
7. Maintain record of activity regarding decisions on emergency actions.
8. Review and evaluate assessment data.
9. Maintain liaison with state and federal officials.
10. Coordinate with County officials in response and recovery efforts.
11. Coordinate and conduct information sharing activities to identify potential and enacted WMD or terrorism activities, and mobilize and direct resources in response to such incidents.
12. Prepares and maintains an emergency plan for the municipality subject to the direction of the elected officials; reviews and updates as required.
13. Develops and maintains a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community.
14. Coordinate with State and federal officials in collecting and sharing terrorism related information.

The Township Supervisor has reviewed and approves the assigned guidelines. These will be maintained in accordance to the current standards of the county’s emergency plan.

PATRICK J. HOHL, Hamburg Township Supervisor Date

## **ATTACHMENT B: Fire Services**

The Fire Department is responsible for fire service activities.

The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

### **Functional Guidelines:**

1. Provide command level representatives to the EOC and Unified Incident Command Post, when activated.
2. Coordinates fire and search and rescue services with appropriate personnel at the County Emergency Management Agency; including assistance to regional specialty teams such as, but not limited to the Regional Response Team, MUSAR, and BOMB Squad.
3. Coordinates with County EMC and the State of Michigan in the decontamination and monitoring of affected citizens and emergency workers after exposure to CBRNE hazards.
4. Assumes primary responsibility for emergency alerting of the public.
5. Assists with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured.
6. Provides resources for fire services response and rescue operations.
7. Assists in salvage operations and debris clearance.
8. Advises elected officials about fire and rescue activities.
9. Conduct safety analysis of the emergency, inform and recommend corrections to the Township Supervisor.
10. Respond to hazardous materials spills in accordance to the procedures in Appendix 1.
11. Assist in search and rescue operations.
12. Assist in searching for bombs and/or explosive devices in connection with WMD events.

The Director of Public Safety and Deputy Director – Fire Operations have reviewed and approved the assigned guidelines. These will be maintained in accordance to the current standards of the county’s emergency plan.

JEFFREY NEWTON, Hamburg Township Deputy Director – Fire Operations

Date

## ATTACHMENT B: APPENDIX 1: Fire Services

### HAZMAT RESPONSE Guidelines

The Fire Department is responsible for the response to hazardous materials spills. Response will be in accordance to the following procedures.

1. Assume incident command upon arrival at the scene.
2. Establish scene security or coordinate with other available agencies to establish scene security.
3. Monitor and evaluate environmental health risks or hazards from hazardous materials releases.
4. Inspect possible sources of contamination.
5. Provide technical assistance and liaison with other appropriate agencies or organizations for the remediation of hazardous waste releases and other contamination sources.
6. Disseminate information to the Emergency Operations Center Public Information Officer on hazardous material releases issues.
7. Makes protective action recommendations based on severity and complexity of incident type.
8. Ensure PPE is fit tested to responders.
9. Prior to proceeding with cleanup, analyze and evaluate the safety of the spill by a certified Safety Officer/technician.
10. Decontaminate equipment and gear.

The Director of Public Safety and Deputy Director – Fire Operations have reviewed and approved the assigned guidelines. These will be maintained in accordance to the current standards of the county's emergency plan.

JEFFREY NEWTON, Hamburg Township Deputy Director – Fire Operations

Date

## **ATTACHMENT C: Law Enforcement**

The Police Department is responsible for law enforcement activities.

The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

### **Functional Guidelines:**

1. Develops and maintains procedures for the Public Safety Department.
2. Coordinates security and law enforcement services; with appropriate personnel at the County Emergency Operations Center.
3. Establishes security and protection of critical facilities.
4. Provides traffic and access control in and around affected areas.
5. Assists with emergency alerting and notification of threatened population.
6. Assists with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured.
7. In cooperation with the Fire personnel, performs search and rescue operations.
8. Implement any curfews ordered by the Township Supervisor.
9. Provides access control to affected areas.
10. Provide emergency assistance to persons with special/functional needs.
11. Assists the medical examiner with mortuary services.
12. Coordinate urban search and rescue activities.
13. Investigate incident and provide intelligence information to state and federal officials.

The Director of Public Safety has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

RICHARD DUFFANY, Hamburg Township Director of Public Safety/Police Chief

Date

## **ATTACHMENT D: Warning and Communications**

The Hamburg Township Public Safety Department is responsible for warning and communications activities.

The following guidelines represent a checklist of actions that department officials must use for providing an effective response to an emergency or disaster situation.

### **Emergency Guidelines:**

1. Warn the following individuals via telephone, pager, smart messaging, sirens, etc.:
  - a. Township Supervisor.
  - b. Municipal Emergency Management Liaison.
  - c. County Emergency Management Coordinator.
  - d. Municipal Emergency Operations Center representatives.
2. Ensure all agencies represented in the municipal Emergency Operations Center have communications both to their staff at their department offices and their staff at the incident site. This equipment consists of radios, telephones, cell phones, pagers, sirens, etc.
3. Establish communications with the county Emergency Operations Center if activated. The communications equipment available for this link is i.e., LEIN, telephone, fax, pagers, sirens, etc.
4. Establish communications with the Incident Command Post, if established.
5. Activate the public warning system in accordance to the procedures listed in Appendix D-1.
6. Ensure the public warning system provides notification to special needs populations identified in the community, i.e., elderly, hearing impaired, non-English speaking, and others. The system consists of sirens, door-to-door, telephone fan out, 211 system, etc.
7. Contact and warn special facilities and locations, such as schools, hospitals, nursing homes, major industries, institutions, and place of public assembly. The methods of warning and contacting these locations consist of sirens, personal contact, telephone, etc.

The Director of Public Safety has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

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RICHARD DUFFANY, Hamburg Township Director of Public Safety

Date



## ATTACHMENT E: Public information

The Township Supervisor is responsible for public information activities.

The following guidelines represent a checklist of actions that the Public Information Official must consider for providing an effective response to an emergency or disaster situation.

### Emergency Guidelines:

1. Function as the sole point of contact for the news media and public officials.
2. Collect information from municipal emergency response agencies located in the emergency operations center and other locations.
3. Prepare news releases to be disseminated to the local media.
4. Conduct press tours of disaster area(s) within the community.
5. Establish a **Public Information Center at Fire Station 11, 3666 East M-36, Pinckney, Michigan 48169** to become the central point from which news releases are issued.
6. Establish and maintain contact with the County Public Information Official if the County's Emergency Operations Plan is activated.
7. Coordinate public information activities with the county Public Information Officer if the County Emergency Operations Center is activated.
8. Assist the county in establishing a Joint Information Center (JIC).
9. Assist the county with establishing a Rumor Control Center.
10. Assist the Municipal Emergency Management Liaison in developing and distributing education material on the hazards that face the municipality.
11. Develop and maintain Emergency/Public Information procedures.
12. Maintain a log and file of all information released to the media.

The Township Supervisor has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

PATRICK J. HOHL, Hamburg Township Supervisor

Date

## **ATTACHMENT F: Damage Assessment**

The Assessing Department is responsible for damage assessment activities.

The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

### **Emergency Guidelines:**

1. Record initial information from first responders such as law enforcement, fire services, and public works.
2. If necessary, activate the damage assessment team which consists of the following agencies:
  - Assessing Department - responsible for public damage assessment.
  - Assessing Department - responsible for individual damage assessment.
3. Provide information to the Municipal Emergency Management Liaison. The Liaison will then provide assessment data to the county for preparation of a jurisdictional situation report via E-Team.
4. If the situation warrants, assist the Township Supervisor with the preparation of a local state of emergency declaration and forward to the County Emergency Management Coordinator.
5. Prepare a request for county assistance in conjunction with the Municipal Emergency Management Liaison.
6. Plot damage assessment information on status boards in the Municipal Emergency Operations Center.
7. Record all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.
8. Prepare reports for the municipal public information official.
9. Collect information and forward to the County so that the county can complete the Damage and Injury Assessment information through the jurisdiction's situational report via MI CIMS.

The Assessing Department official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

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HOLLY COZZA, MAAO, Hamburg Township Assessor

Date

## **ATTACHMENT G: Public Works**

The Fire Department with the support of the Public Works Department is responsible for providing general emergency response and damage assessment support.

The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

### **Emergency Guidelines:**

1. Maintain transportation routes.
2. If necessary, coordinate activities designed to control the flow of flood water, including sandbagging, emergency diking, and pumping operations.
3. Coordinate travel restrictions/road closures within the municipality.
4. Identify evacuation routes.
5. Provide emergency generators and lighting.
6. Assist with traffic control.
7. Assist with access control.
8. Assist with urban search and rescue activities, i.e., persons trapped in damaged buildings or under heavy debris/objects, etc.
9. Assist private utilities with the shutdown and restoration of gas and electric services.
10. Assist with transportation of essential goods, i.e., food, medical supplies, etc.
11. As necessary, establish a staging area for public works.
12. Report damage information to the Damage Assessment Team.
13. If necessary, assist with damage surveys for the federal public assistance grant program.
14. If the county Emergency Operations Center is activated, establish and maintain contact with the person representing public works.
15. Notify Law Enforcement of the location(s) of disabled vehicles.

16. Inspect critical infrastructure and other public utilities for safety.

The Director of Public Safety and Deputy Director – Fire Operations have reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county’s emergency plan.

JEFFREY NEWTON, Hamburg Township Deputy Director – Fire Operations

Date

## **ATTACHMENT G: APPENDIX 1: Public Works**

### **Hazmat Response Guidelines**

1. The Public Works Department will support the Fire Department in response efforts according to the following:
2. Assist the Fire Department in the cleanup of contaminated soils and transport to appropriate dump sites.
3. Evaluates inland waters conditions and makes recommendations to Fire Chief on response actions.
4. Provides heavy equipment and diking materials to support the Fire Department's response hazardous materials incidents.
5. Advise the incident commander of any safety concerns.
6. Ensure personnel use adequate personal protection equipment.
7. Decontaminate equipment and gear.
8. Operation, and deactivation if necessary, of residential grinder pumps and all waste water collection and treatment systems.
9. Function as the liaison with the operators of the Livingston Community Water Authority to ensure safety of the water provided.
10. Facilitate and provide for the services of private equipment/excavation contractors as needed.
11. The Director of Technical Services and Utilities has reviewed and approves these guidelines. These will be maintained in accordance to the current standards of the county's emergency plan.

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TONY RANDAZZO, Hamburg Township Director of Technical Services

Date

## **ATTACHMENT H: Emergency Medical Services**

The Fire Department is responsible for emergency medical service activities.

The following guidelines represent a checklist of actions that agency officials must consider for providing an effective response to an emergency or disaster situation.

### **Emergency Guidelines:**

1. Evacuate nursing homes, hospitals, and other medical facilities.
2. Assist with animal and pet control.
3. Assist with decontamination.
4. Coordinate emergency medical care to victims.
5. Establish a staging area for emergency medical equipment.
6. Identify a facility to be used as a temporary morgue if necessary.
7. Coordinate with hospitals and shelter managers to staff medical teams at shelters.
8. When appropriate, coordinate field units' participation in damage assessment activities.
9. Ensure that emergency medical teams responding on-scene have established an on-scene medical command post and a medical commander.
10. Maintain a list and the addresses of individuals with special/functional needs and other individuals needing assistance.

The emergency medical official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

JORDAN ZERNICK, Hamburg Township Deputy Fire Chief

Date

## ATTACHMENT I: Human Services

The Township Clerk will serve as the Human Services Liaison and is responsible for human services activities. The liaison will coordinate and/or keep informed human services activities occurring within the municipality, with the County Human Services Department.

The following guidelines represent a checklist of actions that the liaison must consider for providing an effective response to an emergency or disaster situation.

### Emergency Guidelines:

1. Coordinate activities of municipal agencies/departments which provide human service type services.
2. Coordinate the provision of transportation for evacuation.
3. Open and manage shelters in the municipality.
4. Set up canteen to feed emergency workers in the municipality.
5. Provide food and clothing to municipality workers and victims of disaster residing in the municipality.
6. Assist the county with establishing a Rumor Control Center.
7. Arrange for provision of Crisis Counseling or Critical Incident Stress Debriefing (CISD) for both victims and identified disaster workers.
8. If the County Emergency Operations Center is activated, establish and maintain contact with the person representing Human Services. If the county Emergency Operations Center is not activated, establish and maintain contact with the county Human Services Official directly at the county Department of Human Services.
9. Coordinate with ARC and other pertinent organizations for the distribution of emergency clothing for disaster victims.
10. Coordinate efforts to provide transportation for disaster victims. (Consider local school buses, council on aging, canoe liveries, USFS, volunteers, etc.)

The Township Clerk has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

MICHAEL H. DOLAN, Hamburg Township Clerk

Date



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## Attachment I

**APPENDIX 1: HUMAN SERVICES:  
Resources and Support Services**

<b>TRANSPORTATION RESOURCES</b>	<b>Type</b>
<b>Brighton Area Schools</b> Transportation Department Office Phone: 810-299-3890 Fax: 810-299-3898 5800 Borderline, Brighton, MI 48116 (Located behind Busch's Shopping Center in Brighton) Web Site: <a href="https://www.brightonk12.com/transportation">https://www.brightonk12.com/transportation</a>	School Busses
<b>Pinckney Community Schools</b> Transportation Department Office – Phone: 810-225-3960 (Board of Education/Central Offices – Phone: 810-225-3900) 2020 East M-36, Pinckney, Michigan 481169 Web Site: <a href="https://www.pinckneypirates.org/page/transportation">https://www.pinckneypirates.org/page/transportation</a>	School Busses
<b>Livingston Essential Transportation Service (L.E.T.S.)</b> 3950 West Grand River, Howell, Michigan 48855 Phone: 517-546-6600 / Fax: 517-546-5088 Web Site: <a href="https://www.livgov.com/lets">https://www.livgov.com/lets</a>	Public Transportation Services - Dial-A-Ride Service to Any Destination Countywide and Regional Medical Service to Ingham, Oakland, Genesee, and Washtenaw Counties. See further information on the web site regarding service hours, trip scheduling, fares and tokens.

<b>SHELTERS</b>	<b>Maximum occupancy</b>
<b>Hamburg Township Senior Center</b> Mailing Address: 10407 Merrill Road, P.O. Box 157, Hamburg, Michigan 48139  Physical Address: 10407 Merrill Road, Whitmore Lake, Michigan 48189 (Located in Hamburg Township Municipal Complex)  Phone: 810-222-1140 Fax: 810-231-3877	<ul style="list-style-type: none"> <li>Has a kitchen certified for and used for serving Meals on Wheels by the Livingston County Health Department</li> <li>Has a large open area room which can seat up to 134 people at round tables/chairs for meal service</li> <li>Large open area room could be used as sleeping area – could temporarily house 41 people</li> <li>Public restrooms for men and women</li> <li>No shower facilities</li> <li>No generator at location</li> </ul>

<p><b>Hamburg Township Hall</b>  Mailing Address: 10405 Merrill Road, P.O. Box 157, Hamburg, Michigan 48139  Physical Address: 10405 Merrill Road, Whitmore Lake, Michigan 48189  Phone: 810-231-1000  Fax: 810-231-4295  Web site: <a href="http://www.hamburg.mi.us/">http://www.hamburg.mi.us/</a></p>	<ul style="list-style-type: none"> <li>• Board room could be used as sleeping area – could temporarily house 50 people</li> <li>• Public restrooms for men and women</li> <li>• No shower facilities</li> <li>• <b>Has generator back up</b></li> </ul>
<p><b>Hamburg Township Senior Center</b>  Mailing Address: P.O. Box 157, Hamburg, Michigan 48139  Physical Location: 10405 Merrill Road, Whitmore Lake, Michigan 48189  Phone: 810-222-1142</p>	<ul style="list-style-type: none"> <li>• Can seat up to 150 people for meal service</li> <li>• Could be used as sleeping area for up to 50 people</li> <li>• Public restrooms for men and women</li> <li>• No generator at location</li> </ul>
<p><b>St. Paul's Lutheran Church</b>  Phone: 810-231-1033  Physical Location: 7701 E M-36, Whitmore Lake, MI 48189  Web site: <a href="https://stpaulhamburg.com/">https://stpaulhamburg.com/</a></p>	<ul style="list-style-type: none"> <li>• Restrooms for men and women</li> <li>• No shower facilities</li> <li>• Can seat up to 169 people at round tables/chairs for meal service</li> <li>• Upstairs open room and basement could be used for sleeping area for up to 74 people</li> <li>• No generator at location</li> </ul>
<p><b>Pinckney Community Schools</b>   Web Site: <a href="https://www.pinckneypirates.org/">https://www.pinckneypirates.org/</a></p> <ul style="list-style-type: none"> <li>• <b>Pathfinder School</b> – 2100 East M-36, Pinckney, MI 48169.  Phone: 810-225-5200  Fax: 810-225-5205</li> <li>• <b>Navigator School</b> – 2150 East M-36, Pinckney, MI 48169.  Phone: 810-225-5300</li> </ul>	<ul style="list-style-type: none"> <li>• County Health Dept. Certified Cafeterias/Kitchens/Lunch Rooms  Restrooms for men and women  Has shower facilities  Gymnasiums could provide Shelter and food service for</li> <li>• Gymnasiums could be used as sleeping area – could temporarily house people</li> <li>• No generator at locations</li> </ul>

FOOD/FAMILY CARE RESOURCES	Type of service
<b>Kroger Grocery Store</b> 9700 Chilson Commons Pinckney, Michigan 48169 Phone: 734-213-7970 Hours: Daily 6:00 am to 10:00pm Web Site: <a href="https://www.kroger.com/">https://www.kroger.com/</a>	<ul style="list-style-type: none"> <li>• General Food Services</li> <li>• Bottled water</li> <li>• Cleaning items and supplies</li> <li>• Pharmacy</li> <li>• Baby supplies</li> </ul>
<b>Meijer Grocery Store</b> 8650 W Grand River Ave Brighton, MI 48116 Phone: 810-227-3404 Hours: Daily 6:00am to Midnight Web Site: <a href="https://meijer.com">https://meijer.com</a>	<ul style="list-style-type: none"> <li>• General Food Services</li> <li>• Bottled water</li> <li>• Cleaning items and supplies</li> <li>• Pharmacy</li> <li>• Baby supplies</li> <li>• Clothing</li> </ul>
<b>Boomers Party Store &amp; Pizza</b> 8999 Hamburg Road Brighton, Michigan 48116 Phone: 810-231-4200 Hours: Daily 10:00 am to 8:00 pm	<ul style="list-style-type: none"> <li>• Party Store &amp; Pizzeria</li> </ul>
<b>Mimi's Diner</b> 5589 East M-36 Pinckney, Michigan 48169 Phone: 810-231-9800 Hours: Daily 7:00 am to 9:00 pm	<ul style="list-style-type: none"> <li>• Full Service/Coney Island Diner</li> </ul>
<b>The Salvation Army Thrift Store/Livingston County, Michigan</b> 503 Lake Street Howell, Michigan 48843 Phone: 517-546-4750	<ul style="list-style-type: none"> <li>• Recycling of Used Clothing and Household Goods, Furniture, and Appliances for minimal cost</li> </ul>
<b>St. Vincent DePaul Thrift Store – Ann Arbor, Michigan</b> 1001 Broadway St., Ann Arbor, Michigan 48105 Phone: 734-761-1400	<ul style="list-style-type: none"> <li>• Gently Used Clothing, Household and Vintage</li> </ul>
SPECIAL/FUNCTIONAL NEEDS CARE SERVICES	Type of service
<b>Hamburg Township Fire Station 12</b> Physical Location: 10100 Veterans Memorial Drive, Whitmore Lake, Michigan 48189 Mailing Address: P.O. Box 157, Hamburg, Michigan 48139 Phone: 810-222-1100 Fax: 810-231-1974	<ul style="list-style-type: none"> <li>• Medical Alert Information Program - Working to identify and maintain a list of all Township residents that may need special assistance in the event of any emergency evacuation through used of attached form</li> </ul>

**APPENDIX 2**  
**AREA GENERAL COMMUNITY EMERGENCY SERVICES**

COMPANY/ORGANIZATION	Type of service
<p><i>Note: Hamburg Township is approximately half-way between the Red Cross offices in Howell, Michigan and Ann Arbor, Michigan.</i></p> <p><b>American Red Cross – Mid-Michigan Chapter</b>  1800 East Grand River Ave., Lansing, MI 48909 Phone:  517-484-7461/Fax: 517-484-3799  Serving Clare, Clinton, Eaton, Gratiot, Hillsdale, Ingham, Jackson,  Livingston &amp; Shiawassee Counties Web Site for Emergency  Services:  <a href="http://www.redcross.org/local/mi/emergency-services">http://www.redcross.org/local/mi/emergency-services</a></p> <p><b>Livingston County Office:</b>  1372 West Grand River Ave., Howell, Michigan 48843 Phone:  517-546-0326/Fax: 517-546-0886</p> <p><b>American Red Cross – Southeastern Michigan Chapter</b>  100 Mack Avenue, Detroit, Michigan 48201 Phone:  313-833-4440/Fax: 313-833- 4461  Serving Washtenaw, Oakland, Other SE Michigan Counties</p> <p><b>Ann Arbor Offices</b>  4624 Packard Road, Ann Arbor, Michigan 48108  Phone: 734-971-5300</p>	<ul style="list-style-type: none"> <li>• Emergency food, clothing, temporary shelter and personal care items to disaster victims as needed.</li> <li>• Facilitate inquiries from concerned family members outside the disaster area</li> <li>• Referrals to agencies for long-term needs</li> <li>• Emergency services outside of Michigan</li> <li>• Trained volunteers from Michigan are regularly called upon to provide emergency relief throughout</li> </ul>
<p><b>F.E.M.A. – LIVINGSTON COUNTY C.E.R.T. PROGRAM  (LIVINGSTON COUNTY COMMUNITY EMERGENCY RESPONSE TEAM)</b></p> <p><b>Point of Contact:</b>  Bruce Pollock  Livingston County CERT Coordinator  Livingston County Community Emergency Response Team  300 S. Highlander Way  Howell, MI 48843</p> <p><b>*Request for C.E.R.T. response is made through Livingston County Central Dispatch.</b></p>	<ul style="list-style-type: none"> <li>• Local FEMA/CERT Team Services</li> </ul>

**DISASTER ASSISTANCE RESPONSE TEAM (D.A.R.T.)**

Mailing Address:

DART, Inc.

1211 W. Grand River Ave., Howell, Michigan 48843

Web Site:

<http://dartliv.org/>

**\*Request for DART response is made through Livingston County Central Dispatch.**

- The Livingston County DART is made up of dedicated men and women looking to serve their community. DART provides services by responding to larger incidents and taking care of our first responders. This service provides proper nutrition, warm gloves, and other resources to first responders.

**APPENDIX 3**  
**EMERGENCY RESTORATION DAMAGE SERVICES**  
**(EQUIPMENT CONTRACTORS)**

COMPANY/ORGANIZATION	Type of service
<b>BOB MYERS EXCAVATING, INC.</b> 8111 Hammel Road, Brighton, Michigan 48116 Office: 810-231-2044 Fax: 810-231-9790 Contact Persons: Mike Myers – Mobile Phone: 810-217-6350 Bob Myers – Mobile Phone: 810-217-6359	<ul style="list-style-type: none"> <li>Excavating Services</li> </ul>
<b>BELFOR PROPERTY RESTORATION SERVICES – Michigan</b>  <b>Ann Arbor Area Offices:</b> 2643 East Michigan Avenue, Ypsilanti, Michigan 48198. Phone: 734-994-7790 24-hour emergency hotline: 800-421-4141  <b>Fenton Area Offices:</b> 3041 Thompson Road, Fenton, MI 48430 Phone: 810-714-6262 24-hour emergency hotline: 800-856-3333	<ul style="list-style-type: none"> <li>Water Damage</li> <li>Fire Damage</li> <li>Storm Damage</li> <li>Mold Damage</li> <li>Recovery Services</li> </ul>
<b>C &amp; E CONSTRUCTION COMPANY, INC.</b> P.O. Box 1359 Highland, Michigan 48357 Office Phone: 248-889-1716 Fax: 248-889-4677 Contact Persons: Greg Harris/April Harris Mobile Phone: 248-568-9801	<ul style="list-style-type: none"> <li>Excavating Contractor</li> </ul>
<b>KNIGHT’S GRADING &amp; EXCAVATING</b> 8930 Dexter Pinckney Road, Pinckney, MI 48169 Contact Person: Robert Knight Phone: 734-426-3948 Fax: 734-426-5009	<ul style="list-style-type: none"> <li>Grading &amp; Excavating Services</li> </ul>
<b>TERRA CONTRACTING SERVICES, LLC</b> 6760 Metroplex, Romulus, Michigan 48174 Office Phone: 734-895-1292	<ul style="list-style-type: none"> <li>Environmental Services</li> </ul>





# Hamburg Township Public Safety Department

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

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 12.

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

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## **Requested Action**

- Motion to approve amended Hamburg Township Public Safety SOP #100-01: *Chain of Command*.

## **Background**

As part of the police accreditation requirements, the position in charge of the accreditation management functions (for our department that would be the Administrative Sergeant) has to have direct access to the Chief Executive Officer of the department. Language has been added (in green font) to address this requirement.

Additionally, the chain of command for Fire has been amended to accurately reflect the position of company officers (Lieutenants/Sergeants) within the department's chain of command.

Respectfully,

Chief Richard Duffany  
Director of Public Safety

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: <b>Chain of Command</b>			<b>No. 100-01</b>
Distribution: <b>All Personnel</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: <b>700-08</b> (07/22/2022)	MLEAC Standard(s): <b>1.5.3</b>
Effective Date: DRAFT			

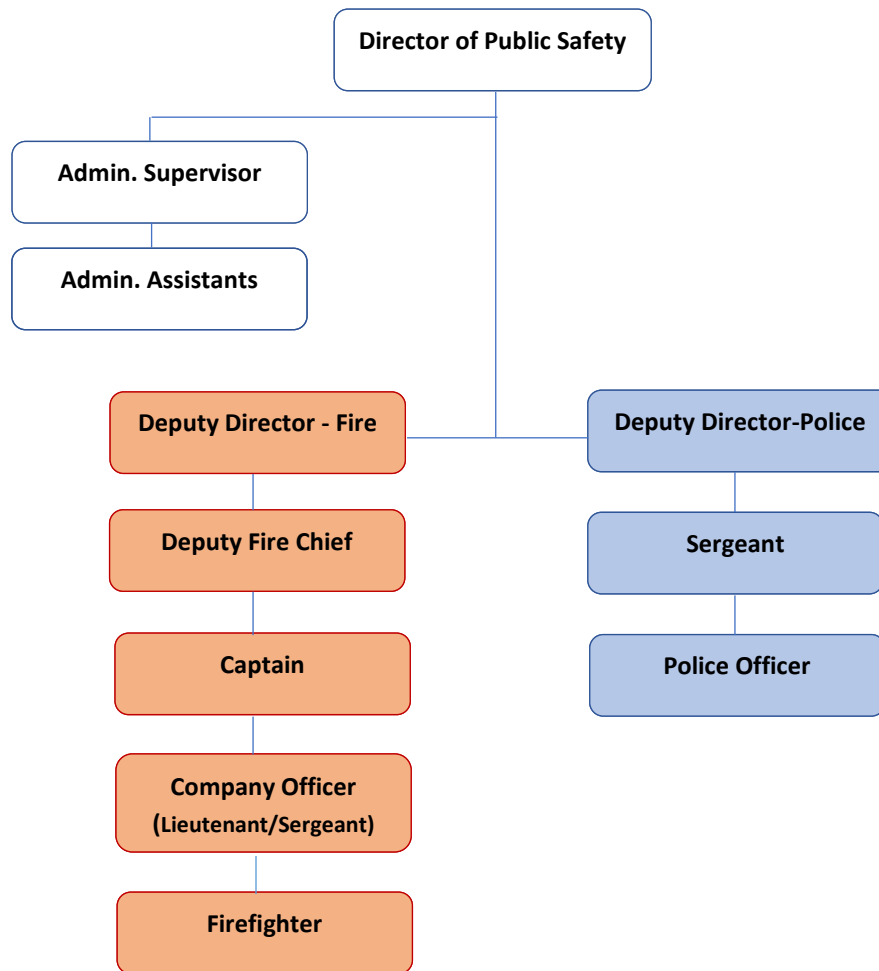
## I. PURPOSE

The purpose of this policy is to establish the chain of command within the Hamburg Township Public Safety Department in order to provide for the efficient and effective delivery of public safety services.

## II. PROCEDURES

- A. A well-defined chain of command promotes operational efficiency by allowing information and communications to flow up and down the ranks in an orderly manner.
- B. The chain of command shall be followed at all times in all occurrences both operationally and administratively except as otherwise provided by this policy.
- C. Personnel failing to follow the chain of command, except as authorized by this policy, may be subject to disciplinary action up to and including termination from the department.
- D. Personnel may by-pass the chain of command:
  1. In emergency situations for the preservation of life.
  2. When a member wishes to make a complaint of harassment or discrimination as outlined in Public Safety SOP #100-04: *Anti-Harassment / Discrimination*.
  3. When a member is assigned to a specialized team, unit or program and there is a policy or order in place directing that person to report to a specific command officer.
  4. The police supervisor in charge of accreditation management functions reports directly to the Director of Public Safety and may by-pass chain of command on accreditation-related matters.

E. The chain of command is as follows:



- F. Final departmental authority on all administrative actions is vested in the Director of Public Safety.
- G. Final operational authority for fire personnel at all fire and EMS scenes shall be vested in the highest ranking Hamburg Township fire officer on scene.
- H. The Director of Public Safety, who also serves as the Township's Police Chief, has final departmental authority on all law enforcement matters.
- I. When circumstances warrant, the Director of Public Safety may designate a

command officer from the other division to conduct an internal administrative investigation. As a designee of the Director, all personnel involved in the investigation shall adhere to all orders or directives of the investigating command officer.

- F. During any short-term absence of the Deputy Director – Fire, the Deputy Fire Chief shall assume the responsibilities for day-to-day administration and oversight of the fire department.
- G. The Director of Public Safety may temporarily appoint the Deputy Fire Chief or a Captain to assume the full authority and responsibilities of the Deputy Director-Fire (i.e., “Acting Chief”) in the chain of command in the event that the Deputy Director – Fire is unavailable for duty indefinitely or for an extended period of time.
- H. During any short-term absence of the Director of Public Safety, the Deputy Director - Police shall assume the responsibilities for day-to-day administration and oversight of the police department.
- I. The Township Board shall temporarily appoint one of the two Deputy Directors to the position of “Acting” Director of Public Safety in the chain of command if the Director is unavailable for duty indefinitely or for an extended period of time.

Issued by:



Richard Duffany  
Director of Public Safety

Approved by the Hamburg Board of Trustees: DRAFT.



# Hamburg Township Public Safety Department

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PHONE: (810) 231-9391 • FAX: (810) 231-9401  
EMAIL: [HATP@hamburg.mi.us](mailto:HATP@hamburg.mi.us)

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 13.

**TO:** Hamburg Township Board  
**FROM:** Chief Richard Duffany  
**DATE:** February 29, 2024  
**RE:** Agenda Item Topic: **Park Ranger Hirings**  
General Ledger #: N/A  
Number of Supporting Documents: N/A  
NEW/OLD BUSINESS: **XXX** New Business

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## **Requested Action**

- Motion to approve the hiring of Emma Mossing as a part-time Park Ranger (up to 30 hours per week) at a starting salary of \$19.24 per hour (Grade 2, Step 3) effective April 1, 2024 contingent upon her successfully completing all pre-employment requirements.
- Motion to approve the hiring of Emma Arnot and Abigail Huck as part-time Park Rangers (up to 30 hours per week) at a starting salary of \$18.77 per hour (Grade 2, Step 2) effective April 1, 2024 contingent upon them successfully completing all pre-employment requirements.

## **Background**

The Hamburg Township Public Safety Park Ranger program was instituted during the 2022 summer season and was a success as the two Park Rangers met all our objectives for starting the program and we received significant positive feedback from the community regarding their presence in the parks and Township facilities. The seasonal Park Ranger program continued during the 2023 summer season with three Park Rangers. Once again, the program was a success.

As you are aware, the program has been a seasonal program operating from May through Labor Day. In reassessing the program after the 2023 season, it was the consensus of the program administrator and the Public Safety management staff that it would be beneficial to the Township to have the Park Rangers available to work year-round as Township parks and facilities are utilized by the public throughout the year.

A proposal was presented to the Public Safety Committee on February 7, 2024 which recommended that the position of Park Ranger be a regular part-time position, as opposed to a seasonal position, as we move forward with the program. The Public Safety Committee approved this recommendation.



## Hamburg Township Public Safety Department

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*RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY*



Item 13.

The three Park Rangers who worked last summer have all indicated their desire to be hired as part-time Park Rangers. As such, I am requesting approval to hire Emma Mossing, Emma Arnot and Abigail Huck as part-time Park Rangers (up to 30 hours per week) contingent upon them successfully completing all pre-employment requirements.

As this would be Emma Mossing's third year with the program, I am requesting that she be hired with a starting salary of \$19.24 (Grade, 2 Step 3). As this would be the second year with the program for Emma Arnot and Abigail Huck, I am requesting that they be hired with a starting salary of \$18.77 (Grade 2, Step 2).

Respectfully,

A handwritten signature in black ink, appearing to read "Richard Duffany".

Chief Richard Duffany  
Director of Public Safety

**TO:** Board of Trustees

**FROM:** Michelle DeLancey, Director of Accounting & HR

**DATE:** March 5, 2024

**AGENDA ITEM TOPIC:** Accounting department vacancy

Number of Supporting Documents: **0**

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**Requested Action**

- Motion to approve the hiring of two part-time applicants to fill the Accounting & Benefits Coordinator position. The applicants shall be selected by the Director of Accounting & HR, Supervisor and Clerk.

**Background**

- The Accounting & Benefits Coordinator position has been vacant since February 5, 2024.
- We have not received any applications for the full-time position.
- We have received interest from two potential applicants for part-time positions.



**TO:** Board of Trustees

**FROM:** Michelle DeLancey, Director of Accounting

**DATE:** March 5, 2024

**AGENDA ITEM TOPIC:** Budget Amendments

Number of Supporting Documents: **01**

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**Requested Action**

- Motion to approve the first and second quarter budget amendments as presented.

**Background**

**HAMBURG TOWNSHIP GENERAL FUND**  
**BUDGET AMENDMENTS**  
**February 9, 2024**  
**1st and 2nd Quarter**

Item 15.

	LINE ITEM NUMBER	LINE ITEM DESCRIPTION	INCREASE (DECREASE)
<b>Revenues</b>			
	101-000.000-402.000	Current Property Tax	1,980.00
	101-000.000-447.000	Property Tax Admin Fee	13,480.00
	101-000.000-479.000	Land Use Permits	1,100.00
	101-000.000-528.000	Other Federal Grants	1,278,000.00
	101-000.000-540.000	State Grants	12,000.00
	101-000.000-643.000	Sale of Cemetery Lots	8,000.00
	101-000.000-667.000	Rental Income	2,100.00
	101-000.000-676.000	Reimbursements & Cost Recovery	66,000.00
	101-000.000-685.003	Opioid Settlement	4,900.00
	101-702.000-613.000	Land Division/Combination Fees	300.00
	101-702.000-615.000	Rezoning Fees	500.00
	<b>NET REVENUES</b>		<b>1,388,360.00</b>
<b>Expenditures</b>			
<b>Township Board</b>			
	101-101.000-958.000	Dues/Subscrip/Recertification	3,500.00
	101-101.000-980.000	Capital Equipment/Capital Imp	1,278,000.00
			<b>1,281,500.00</b>
<b>Supervisor</b>			
	101-171.000-861.000	Mileage	300.00
			<b>300.00</b>
<b>Clerk</b>			
	101-215.000-713.000	Overtime	1,500.00
			<b>1,500.00</b>
<b>Computer/Cable</b>			
	101-229.000-933.000	Software Maintenance	10,000.00
			<b>10,000.00</b>
<b>Board of Review</b>			
	101-247.000-955.000	Sundry	250.00
			<b>250.00</b>
<b>Treasurer</b>			
	101-253.000-712.000	Pay In Lieu of Medical Ins	3,000.00
	101-253.000-713.000	Overtime	5,000.00
	101-253.000-718.000	Health/Dental/Vision Insurance	(24,500.00)
	101-253.000-910.000	Professional Development	1,100.00
			<b>(15,400.00)</b>
<b>Elections</b>			
	101-262.000-910.000	Professional Development	7,800.00
			<b>7,800.00</b>
<b>Township Buildings</b>			
	101-265.000-930.000	Maintenance Twp Hall	3,000.00
	101-265.000-931.000	Equipment Maint/Repair	3,000.00
	101-265.000-980.000	Capital Equipment/Capital Imp	80,000.00
			<b>86,000.00</b>
<b>Other Expenses</b>			
	101-275.000-708.000	Unemployment Compensation	1,000.00
	101-275.000-759.000	Vehicle Fuel	1,800.00
	101-275.000-802.100	Road Maintenance	(5,000.00)
	101-275.000-853.000	Phone/Comm/Internet	1,500.00
	101-275.000-931.000	Equipment Maint/Repair	1,500.00
	101-275.000-954.000	Audit	12,700.00
	101-275.000-955.000	Sundry	3,500.00
			<b>17,000.00</b>
	<b>NET EXPENDITURES</b>		<b>1,388,950.00</b>
	<b>NET INCREASE/(DECREASE) IN FUND BALANCE</b>		<b>(590.00)</b>

**HAMBURG TOWNSHIP ROAD FUND  
BUDGET AMENDMENTS  
February 9, 2024  
1st and 2nd Quarter**

	<b>LINE ITEM NUMBER</b>	<b>LINE ITEM DESCRIPTION</b>	<b>INCREASE (DECREASE)</b>
<b><u>Revenues</u></b>			
	204-000.000-664.000	Interest	7,000.00
			<u>7,000.00</u>
<b><u>Expenditures</u></b>			
	204-000.000-801.000	Contractual Services	440.00
	204-000.000-805.000	Chloriding	90,000.00
			<u>90,440.00</u>
	<b>NET INCREASE/(DECREASE) IN FUND BALANCE</b>		<b>(83,440.00)</b>

**HAMBURG TOWNSHIP FIRE FUND**  
**BUDGET AMENDMENTS**  
**February 9, 2024**  
**1st and 2nd Quarter**

	LINE ITEM NUMBER	LINE ITEM DESCRIPTION	INCREASE (DECREASE)
<b>Revenues</b>			
	206-000.000-402.000	Current Property Tax	4,200.00
	206-000.000-677.000	Sundry	1,000.00
	<b>NET REVENUES</b>		<b>5,200.00</b>
<b>Expenditures</b>			
	206-000.000-714.000	Longevity Pay	6,600.00
	206-000.000-727.000	Workers' Compensation	20,700.00
	206-000.000-840.000	Liability/Casulty Insurance	11,200.00
	206-000.000-917.000	Sewer Usage	600.00
	206-000.000-918.000	Water Usage	2,200.00
	206-000.000-921.000	Natural Gas/Heat	10,000.00
	206-000.000-930.003	Maintenace Fire Hall	60,000.00
	206-000.000-967.000	Special Projects	91,000.00
	<b>NET EXPENDITURES</b>		<b>202,300.00</b>
	<b>NET INCREASE/(DECREASE) IN FUND BALANCE</b>		<b>(197,100.00)</b>

**HAMBURG TOWNSHIP POLICE FUND**  
**BUDGET AMENDMENTS**  
**February 9, 2024**  
**1st and 2nd Quarter**

	LINE ITEM NUMBER	LINE ITEM DESCRIPTION	INCREASE (DECREASE)
<b>Revenues</b>			
	207-000.000-629.100	Breathalyzer Test Required	110.00
	207-000.000-630.200	Salvage Vehicle Inspection	200.00
	207-000.000-676.000	Reimbursements & Cost Recovery	8,000.00
	207-000.000-693.000	Sale of Fixed Assets	18,100.00
	<b>NET REVENUES</b>		<b>26,410.00</b>
<b>Expenditures</b>			
	207-000.000-727.000	Workers' Compensation	9,000.00
	207-000.000-752.000	Supplies & Small Equipment	3,000.00
	207-000.000-768.000	Uniforms/Accessproes	3,000.00
	207-000.000-807.000	SWAT Team Expenses	1,000.00
	207-000.000-916.000	Training	1,500.00
	207-000.000-917.000	Sewer Usage	700.00
	207-000.000-932.000	Vehicle Maintenance	5,000.00
	207-000.000-933.000	Software Maintenance	4,000.00
	207-000.000-958.000	Dues/Subscrip/Recertification	3,200.00
	<b>NET EXPENDITURES</b>		<b>30,400.00</b>
	<b>NET INCREASE/(DECREASE) IN FUND BALANCE</b>		<b>(3,990.00)</b>

**HAMBURG TOWNSHIP PARKS & REC FUND**  
**BUDGET AMENDMENTS**  
**February 9, 2024**  
**1st and 2nd Quarter**

	<b>LINE ITEM NUMBER</b>	<b>LINE ITEM DESCRIPTION</b>	<b>INCREASE (DECREASE)</b>
<b>Revenues</b>			
	208-000.000-664.000	Interest	5,000.00
	208-820.000-674.000	Contributions/Donations/Grants	69,000.00
	<b>NET REVENUES</b>		<u>74,000.00</u>
<b>Expenditures</b>			
<b>Recreation Board</b>			
	208-751.000-704.000	Part-time Employee Salaries	2,500.00
	208-751.000-727.000	Workers' Compensation	470.00
	208-751.000-840.000	Liability/Casualty Insurance	400.00
	208-751.000-917.000	Sewer Usage	150.00
	208-751.000-919.000	Trash Disposal	700.00
	208-751.000-930.015	Reserve for Parks Maintenance	4,500.00
			<u>8,720.00</u>
<b>Lakeland Trail</b>			
	208-800.000-942.000	Portable Toilets	13,000.00
			<u>13,000.00</u>
<b>Senior Center</b>			
	208-820.000-752.000	Supplies & Small Equipment	1,500.00
	208-820.000-853.000	Phone/Comm/Internet	3,500.00
	208-820.000-930.001	Maintenance Comm Center	45,000.00
	208-820.000-931.000	Equipment Maint/Repair	5,000.00
	208-820.000-975.300	Grant Match	7,000.00
	208-820.000-980.000	Capital Equipment/Capital Imp	13,500.00
			<u>75,500.00</u>
	<b>NET EXPENDITURES</b>		<u>97,220.00</u>
	<b>NET INCREASE/(DECREASE) IN FUND BALANCE</b>		<u><u>(23,220.00)</u></u>

**HAMBURG TOWNSHIP DPW FUND**  
**BUDGET AMENDMENTS**  
**February 9, 2024**  
**1st and 2nd Quarter**

LINE ITEM NUMBER	LINE ITEM DESCRIPTION	INCREASE (DECREASE)
<b>Revenues</b>		
590-527.000-653.002	Admin Fee for Delinq on Taxes	2,700.00
590-527.000-664.001	Interest Revenue	9,000.00
590-527.000-676.000	Reimbursement & Cost Recovery	12,000.00
590-538.000-644.100	Main Line Extension	48,000.00
<b>NET REVENUES</b>		<b>71,700.00</b>
<b>Expenditures</b>		
590-527.000-712.000	Pay In Lieu Of Medical Ins	3,000.00
590-527.000-727.000	Workers' Compensation	800.00
590-527.000-801.000	Contractual Services	2,500.00
590-527.000-840.000	Liability/Casualty Insurance	8,500.00
590-527.000-930.006	Bldg Maint-Ent @ Lrg (rental home)	12,400.00
590-527.000-930.010	Sewer Maintenance Garage	500.00
590-527.000-932.000	Vehicle Maintenance	2,000.00
590-527.000-934.100	Pump & Main Repair/Maintenance	50,000.00
590-527.000-934.200	Grinder Pump Replacement	82,000.00
590-527.000-955.000	Sundry	2,300.00
590-537.000-930.007	Building Maintenance - WWTP	1,300.00
590-537.000-931.000	Equipment Maint/Repair	3,000.00
590-537000-934.100	Pump & Main Repair/Maintenance	4,500.00
590-537.000-955.100	Annual Grndwater Discharge Fee	3,500.00
590-537.000-980.000	Capital Equipment/Capital Imp	245,000.00
590-538.000-946.000	Engineering Services	700.00
<b>NET EXPENDITURES</b>		<b>422,000.00</b>
<b>NET INCREASE/(DECREASE) IN FUND BALANCE</b>		<b>(350,300.00)</b>



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: February 23, 2024

**RE: Preliminary Site Plan Application for General Planned Unit Development (GPUD23-001)** The proposed project will be built in two phases. Phase one will include a gas station building (5,475sqft) attached to a mixed-use retail/residential building, as well as a gas station canopy with twelve stalls (Parcel B). Phase two will include 40 for-rent Townhomes in eight buildings with between 4-7 units in each building and a 1,400 square foot community center/office management building. (Parcel A)

#### **PROJECT LOCATION:**

The project is located on two sites at the south side of the Hamburg Road and M-36 intersection: parcel 15-25-101-078 at 7620 East M-36 and parcel 15-25-200-025 at 10303 Hamburg Road.

A parcel combination of four parcels and land division to create two parcels has been processed by the Township (PLD23-007). The boundary adjustment will allow the proposed townhome project to be on one site (Parcel A, 4.47) and the mobile gas station to be on a separate site (Parcel B, 1.42 acres)

#### **PROJECT HISTORY:**

Project GPUD23-001, Site Plan Application for General Planned Unit Development was heard at the December 20, 2023, Planning Commission meeting. No formal action was taken at the meeting and the project was tabled to a later date.

**February 21, 2024**, Planning Commission Meeting: The applicant has worked to address the issues raised and the December meeting, including new architectural facades of the apartment buildings and commercial buildings on M-36 and an increased landscape buffer on the east side of the development.

One change of note is the increase in the project is the increase in the size of the drainage pond. The increased size of the pond was necessary because of the engineering review that found the size needed to be increased. (see attached email).

After taking comments from both the applicant and staff, the Commission recommended preliminary site plan approval with the following conditions:

**Condition 1:** A more detailed landscaping plan that meets all the requirements. The 20-foot buffer on the east and west side will be reduced to permit a 6-foot buffer.

**Condition 2:** A lighting plan that meets all the requirements 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.

**Condition 3:** Prior to the review of a final site plan or 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 (EGLE), and Transportation shall be reviewed.

**Condition 4:** A development agreement including master deeds and bylaws will be submitted for this project. This agreement will be reviewed by the Township Attorney. This agreement shall include a cross access agreement that allows public use of the private roadways, sidewalks, and parks within the project.

### **RECOMMENDATION:**

Staff suggests that the Township Board discuss and review the February 21, 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 (GPUD23-001)** for the proposed two phased project. Phase one will include a gas station building (5,475sqft) attached to a mixed-use retail/residential building, as well as a gas station canopy with twelve stalls (Parcel B). Phase two will include 40 for-rent Townhomes in eight buildings with between 4-7 units in each building and a 1,400 square foot community center/office management building. (Parcel A), with conditions one through four, 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 February 21, 2024, Planning Commission meeting, and as presented in the staff report.

### **ATTACHMENTS:**

**Attachment A:** Draft February 21, 2024, Planning Commission meeting minutes

**Attachment B:** February 21, 2024, Planning Commission Staff Report and Exhibits



10405 Merrill Road  
P.O. Box 157  
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(810) 231-1000  
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Supervisor Pat Hohl Clerk Mike Dolan Treasurer Jason Negri Trustees Bill Hahn, Patricia Hughes, Chuck Menzies, Cindy Michniewicz

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**PLANNING COMMISSION MEETING**  
**Wednesday, February 21, 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  
Deborah Mariani  
Ron Muir  
Jeff Muck, Chair  
Joyce Priebe

**2) ABSENT:**

**APPROVAL OF MEETING AGENDA for tonight.**

**Approval Motion** made by Commissioner Mariani, seconded by Commissioner Priebe, to approve the February 21, 2024, agenda as presented.

**VOTE: MOTION CARRIED UNANIMOUSLY**

## APPROVAL OF THE MEETING MINUTES

**Approval Motion** made by Commissioner Hughes, seconded by Commissioner Muir, to approve December 20, 2023, Planning Commission Meeting Minutes with correction to the spelling of Ronnie Hamama's name as noted by Commissioner Hughes.

**VOTE: MOTION CARRIED UNANIMOUSLY**

### CALL TO THE PUBLIC- for Apartments

1. **Sara Bennett** – 10582 Livingston St. who mentioned that this new version of these apartments involved 3-story structures, where the past proposal did not. She said that these buildings should fit in with the existing architecture, and there currently are not any 3-story buildings. She was concerned about the entry into the community off M-36, with no left-hand turn lane. As a result, she felt it would help to increase traffic onto Livingston Rd because it would make it difficult to turn left out of the community. She felt there was not enough width to Livingston Rd to allow for 2 car passage while allowing for pedestrian walking along the road too. Traffic count studies stated that there will be increased traffic due to this community. She mentioned that traffic volumes from the new developments should not have negative impacts on the surrounding residential character. The location of the sewer lift station is not favorable being on the edge of someone's back yard.
2. **Dustin Hutchings**- 10530 Hall Rd. stated the has concerns with how the new apartment complex is being proposed behind Lucy's house, north of Hall Rd. They originally were proposed as 2-story buildings and now they are 3-story buildings. Trees were clear cut last year so it is obvious there will not be any tree coverage between the residents and these complexes. We see no improvements to traffic patterns and volumes onto M-36 from this complex. No traffic light, left-turn lane or yield signs are being implemented here. He also is concerned that there is no proposed fencing, and screening barriers between these new proposed communities and the existing single-family homes in the area. He stated that he feels these communities will change the aesthetics of Hamburg Township.
3. **Nicole Fanzine McClusky**- Old Hamburg Rd. stated she appeared before the PC seven years ago when this project was first proposed. She stated that she had sold her home nearby to avoid living next to this proposed complex. Now it is being repropoed at a higher density and it is nonconforming to the surrounding character of the single-family homes. There are affordable units here in Hamburg in the mobile home parks and nearby apartments in Whitmore Lake. She feels that the environmental impact is not being addressed in this proposal. Also, the increased cost of fire & police services is not being considered. She said she just wanted to remind the PC members that we love the community and please consider its value when reviewing such dense projects in this area.
4. **Christine Linsey**- 7750 E. M-36 called Genoa Group -CEI. She is concerned with the new proposed 3-story buildings that are directly behind their property. She said they have done a great deal to their properties, making them aesthetically pleasing to fit their surrounding community. The view of the existing residents will be impacted greatly by these 3-story buildings. Also, traffic volumes as well as the traffic patterns will become negatively averse to residents who live in this community, as they come and go, with an additional 208-unit community and retail gas station. Tree screening should be considered here as well.

### OLD BUSINESS

1. **Preliminary Site Plan Application for General Planned Unit Development (PCPUD23-0001) -Hamburg Townhouses and Gas Station**

Project located at 10303 Hamburg Road (Parcel A) and 7620 M-36 (Parcel B). Parcel A will consist of 40 attached two-story multi-family units (38,800 SF) and a community center (1,400 SF). Parcel B will include a gas station building (2-story, 5,475 SF) attached to a mixed-use retail/residential building (2-story, 2,400 SF), as well as a gas station canopy with 12 stalls and a height of 17'. The Retail building will be used as offices for the apartment use.

### CALL TO THE PUBLIC- Public Hearing

1. **Edward Nighswonger** -10484 Campbell Ct. Lives on the west side so his property abuts this new proposed complex and retail gas station. Originally purchased in this area because of its quiet and peaceful neighborhood, that abutted the woods. He discussed his displeasure that the woods would be removed, and a great deal of traffic flow would increase in their neighborhood. He requested that the PC members uphold the Zoning Ordinance requirements to protect the interests of the residents in this neighborhood.

The chair, Jeff Muck invited the applicant Ronnie Hamama to the podium who introduced his team to the members. He invited Hunter, the architect, to the podium next. Hunter did a site plan presentation on the proposed community and gas station. He explained that this new project is denser, but it also has more acquired land to work with. He shared in this new proposal the townhomes would be 50+ feet set back on the east side and 60+ feet on the west side. In the original proposal, the townhomes did not have as much setback distance as this newer project does. A solid cedar wood fence and landscaping are being proposed in this new plan to block noise and light pollution from the neighboring properties. Past meeting stormwater management and flooding concerns will be addressed by the detention pond that will be built behind the units. There is a MDOT permit that was submitted for a 4-way stop at the community entrance off M-36.

Chair Muck invited David to present his staff report. He debriefed the members about the past with the project. Chair Muck then opened the meeting up to the Planning Committee members, Commissioner Leabu being the first to speak. He said that the architect has come a long way in his design, having an entrance way facing the community. He mentioned that he would still like to see a roof line theme carried around the whole community complex.

Commissioner Hamlin expressed that he was concerned with the lack of the east and west buffers for this community, not just the east side. He read the township ordinance that states the natural resources such as woodlands are to be preserved to the maximum extent possible in the design. The Planning Commission shall require a 20-foot vegetative buffer and a masonry screen wall between multifamily developments and single-family homes. The PC may waive or modify if certain conditions are met. During the review of the previous proposed project the PC followed the recommendations of the township's planning consultant to only require a wooden fence without the 20-foot buffer. Commissioner Hamlin said that he thought this was a mistake. They did not grant a waiver because the consultant said one was not needed. The buffer requirement had not been met. These requirements are for the betterment of the township and the protection of the citizens. Also, a 20-foot buffer of planted trees will help mitigate the elimination of existing woodlands. These developments will result in extreme changes in this neighborhood. We need to ensure that rules are followed to ensure that these required protections are provided. The maturing buffers around these complexes will be an added benefit and value to the community and project.

Commissioner Leabu responded to Commissioner Hamlin's comments about this project needing a variance. Commissioner Leabu said in place of the buffer, there is the distance of a road between the two uses. He said the architect has moved the community units further from the single-family homes surrounding the proposed project. Hamlin responded that this still does not meet the ordinance requirements for granting a waiver. Commissioner Muir said that this project is a GPUD which allows them to do different things. David responded that there are

certain waivers that are permitted to the builder since this is a GPUD. Commissioner Muir stated that everything that the PC members had provided at the last meeting had been addressed. He said he appreciated the side-by-side picture comparisons of the previous and current proposals, and how they differed.

Chair Muck said he appreciated the changes that had been made since the last meeting as well, especially regarding the rear patios. He felt that it was important to provide these units with ample outdoor space in the rear. Commissioner Leabu clarified that there is a trail being proposed as a walking aesthetic around the retention pond. Commissioner Muir also clarified that there is no exit going out to Livingston Street now, but it had been turned into a path with trees.

Commissioner Leabu stated for the record that the PC members do not decide about the intersection off of M-36; that is in MDOT's jurisdiction. He said that they need to do something with this intersection since it is so dangerous.

Commissioner Hughes referred to when the Master Plan charettes were held and the residents who attended those meetings spoke of the type of look that you see in these proposed units. She said that trying to match the Master Plan, that there would be a park and trails for the surrounding residential owners to utilize. That connectivity would allow any new community development to become part of the whole Village area. She said that she didn't think that going from 24 to 48 units would allow for this transition and connectivity with the surrounding neighborhood. The detention open space and trails could only be accessed and used by the community's members and not connected with the surrounding homeowners.

Chair Muck asked how the builder would deal with the periods of stagnation and drought regarding the detention pond. Hunter stated that this pond was depicted incorrectly in the designs and is supposed to be a dry pond. It will only retain water with heavy rain events but over time the water will not stay there. There will be no fountain.

Commissioner Priebe read through the conditions issued at the last PC meeting regarding the specificity of the landscaping requirements that the architect wishes to have waived. She stated that this would be the 20-foot front landscape buffer. She had asked if they wanted to waive the east or west side buffer, or both. Hunter responded that they would look for a waiver from both east and west side buffers. Hunter stated that despite this waiver request, there would still be a 6-foot buffer. She asked if they should include the fence, but Commissioner Muir stated there were sections with blocks for the wall. Hunter said that the current proposal fence was all wood, and the block had been removed. He also stated they would be willing to work with the PC decisions on this aspect. Muir said that the blocks were proposed to block headlights from onsite vehicles at the community from surrounding homes. Hunter said that wood would look more natural and aesthetically pleasing than block. Ronnie stated from his seat that there would be blocks between the gas station convenience store and the townhomes. The cedar fence would be around the rest of the complex. Commissioner Mariani asked Hunter how tall the fence would be. He said 6 feet.

Commissioner Priebe asked David for some more clarification regarding the final conditions that needed to be removed for a motion, then she made a motion.

**Approval motion** made by Commissioner Priebe, seconded by Commissioner Leabu, to approve 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 conditions of approval:

**Condition 1:** A more detailed landscaping plan that meets all the requirements. The 20-foot buffer on the east and west side will be reduced to permit a 6-foot buffer.

**Condition 2:** A lighting plan that meets all the requirements 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.

**Condition 3:** Prior to the review of a final site plan or 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 (EGLE), and Transportation shall be reviewed.

**Condition 4:** A development agreement including master deeds and bylaws will be submitted for this project. This agreement will be reviewed by the Township Attorney. This agreement shall include a cross access agreement that allows public use of the private roadways, sidewalks, and parks within the project.

**Roll Call Vote:**    **Ayes (6)** Hughes, Muir, Muck, Priebe, Mariani, Leabu            **Nayes (1)** Hamlin

**Motion carried.**

## **NEW BUSINESS**

1. **PPAM 24-001 Conceptual Site Plan** -GPUD Conceptual Site Plan review for a 208-unit apartment complex with a club house.

Chair Muck invited the applicant up to the podium to address the Planning Commission members. Cliff Seaber, the Elevate project engineer introduced Mat Lyons and Kim Thompson who are partners of this proposed conceptual plan. Cliff continued to state that this project was last proposed back on December 17, 2016. They found many problems with this 2016 approved plan such as parking distributions, configurations, and the compactness of the community. He then went on to show the approved plan on the presentation slide while explaining the parking was not located according to each building's needs. The club house has no parking on the past site plan rendering. There are parallel and 90-degree parking configurations located within the same space with is considered unsafe. Some dumpster corrals are positioned in locations where the large truck would not be able to get lines up to empty the dumpster safely. The open space behind the club house does not provide direct access to the community's buildings. There were only a few buildings that abut that park area and have easy access to the park. The remaining buildings are remote from this park area. We wanted to design something that would allow more open space. They installed some calming islands to slow traffic entering the community. They are proposing a dog park, two pickle ball courts, electrical vehicle charging stations, barbeque picnic areas as well as a continuous sidewalk network that connects all the buildings to each other. The two northern buildings would be 3-stories high, which is not compliant with the township zoning ordinance. This project proposes a left turn passing lane. The old, proposed plan only planned for 37% open space, but this new proposed plan is a little over 50% open space. There is also a secondary emergency exit being proposed to the south side, where a breakaway chain or gate would be provided, dependent on the fire marshal's approval. There is a proposed sidewalk extension off Washington St. that they would like to connect to the trails across a neighboring property. They are still in the process of working with that owner to make this connection.

Chair Muck invited David to speak to the PC members. He reminded the members this is only a conceptional site plan, and no formal actions will be taken tonight on this proposal. It is only to give the developer a chance to present his renderings to the community and PC members, so he can get some feedback.

Chair Muck then opened the meeting to the Planning Committee members. Commissioner Leabu began by asking Cliff why the 2 three story buildings to the north side. Cliff said they just built a 72-unit apartment complex in South Lyon that was 3- stories high and they rent out as soon as they are built. Cliff said that if that location of where they were proposing that 3-story building was undesirable in that spot, they could place it elsewhere in the complex. Commissioner Leabu agreed that moving these two buildings elsewhere in this proposed community would be more favorable moving forward for the commercial entities along the M-36 corridor.

Commissioner Priebe said she liked the layout much better than the previous project. Commissioner Hamlin asked David if this apartment project needs to go back through all the approvals again. David said yes, the original final site plan had expired. Hamlin asked David if our most dense zoning district was 10 units per acre, why is this project which is 25% greater than this being proposed here? David said maybe a waiver had been granted for the past project. Hamlin asked David if there was still a need for such a waiver here? David said yes, just like the landscaping buffer requirement from the previous project, they would need to get that from the PC. Hamlin mentioned that the required screening landscape where existing single-family homes exist should be required to buffer the different uses. Cliff mentioned that buffering was being proposed along the entry way where many single-family home garages are abutting their property. Cliff also mentioned that there were 17 storage buildings being proposed with this project for individual renters to use for the storage of extra stuff. He said they seem well received by the tenants. Hamlin asked Cliff if the pickle ball courts would be lit and hopefully, they wouldn't be close to the residents since they are so loud. Cliff said the courts would be near the retention pond to the south of the community. Hamlin asked Cliff if the sewage lift station was located by the residents. He said yes, it was located where it had been originally proposed in the earlier plan. Hamlin asked if they could investigate relocating it so it wouldn't impact too many residents. Cliff said he didn't think that these lift stations created much noise.

Chair Muck said he liked that the proposal for the connection at Washington to be an emergency exit only. He supported Commissioner Hamlin in his recommendation of the location of the pickle ball courts in relation to the nearest residents. Muck let him know that he should be at least 400 feet away from residents and recommended that he check his calculations with nearby single-family homes and building #12 in the community. Muck said that he really liked the amount of open space being proposed with this project, as well as the possible trail connection.

Chair Muck said that the applicant should take the provided feedback from the commissioners and utilize this information on further development of this proposal, so they could bring this back for a preliminary site plan review.

#### **ZONING ADMINISTRATOR'S REPORT:**

1. Future items:
  - i) March there will be a rezoning for a property on 9300 Hamburg Road, going from Residential to Neighborhood Service which meets the Master Plans goals. It is near the Hamburg Fitness Center.
  - ii) April 2 at 7pm - Year end review with all the boards.



**ADJOURNMENT**

**Approval motion** made by Commissioner Priebe, seconded by Commissioner Muir, to adjourn at 8:15pm.

**VOTE: MOTION CARRIED UNANIMOUSLY**

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



PHONE 810-231-1000  
planning@hamburg.mi.us

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

## SITE PLAN APPROVAL APPLICATION

*Please note: All required information, copies, fees, and other materials as appropriate must be submitted and complete before the Township Planning Commission will set a public hearing date on the Site Plan Approval Application.*

*Application fees and review fees are required at the time of application.*

*In the case of separate applications for Preliminary and Final reviews, separate application and review fees shall be collected. Review fees shall be placed into a non-interest bearing escrow account. Upon final review, review fee balances shall be returned upon receipt of final billing. The applicant shall be responsible for all costs incurred.*

*Note: Acreage calculations based upon the acreage being developed or utilized for the project (parking, buildings, walks, storm water retention etc.)*

The undersigned hereby makes application for a Site Plan Approval for: (Check all that apply)

1. **TYPE OF PROJECT:** ☐ Open Space ☐ Echo ☐ Residential ☐ Condominium  
☐ Apartments ☐ Commercial ☐ Industrial ☒ PUD ☐ Hardship PUD
2. **TYPE OF APPLICATION:** ☒ Preliminary Site Plan ☐ Optional Conceptual Site Plan Review by Planning Commission  
☐ Final Site Plan ☐ Combined - Preliminary/Final Site Plan  
☐ Minor Site Plan ☐ Site Plan Amendment (less than 25% area of site being changed) ☐ Site Plan Amendment (26% or more or site being changed)

3. **PROJECT NAME:** Hamburg Village Townhomes

Submittal Date: 8-14-23

4. **PROJECT ADDRESS:** 7620 E. M-36 & 10303 Hamburg Rd. Hamburg Twp, MI

Tax Code Numbers: 15 - #4715-25-101-078 15 - #4715-25-200-025 15 - #4715-25-200-024  
 15 - #4715-25-200-023 15 - \_\_\_\_\_ 15 - \_\_\_\_\_

☐ Metes & Bounds Parcel ☐ Subdivision \_\_\_\_\_ Lot Numbers: \_\_\_\_\_

Zoning District Classification: VR/VC

Floodplain Classification: \_\_\_\_\_

Number of Lots Proposed: \_\_\_\_\_

Acreage of Project: 5.88 Acres

5. **PROJECT DESCRIPTION:** \_\_\_\_\_

RE: Attachment -1 PROJECT DESCRIPTION

**6. OWNER/PROPRIETOR INFORMATION:**

Name: Ronny Hamama Phone Number(s): 248.207.5066  
 Email: ronnyhamama@gmail.com Address: 380 Kendry Ave  
 City: Bloomfield Hills State: MI Zip: 48302

**7. APPLICANT:**

Name: Ronny Hamama Phone Number(s): 248.207.5066  
 Email: ronnyhamama@gmail.com Address: 3700 Telegraph Rd  
 City: Bloomfield Hills State: MI Zip: 48302

**8. DESIGNER INFORMATION:**

Name: Designhaus Architecture Phone Number(s): (248) 601 4422  
 Email: nabood@designhaus.com/ hgalbraith@designhaus.com Address: 3300 Auburn Rd Suite 300  
 City: Auburn Hills State: MI Zip: 48326

**9. SPECIAL USE PERMIT:**

Is a Special Use Permit required for this project? ☒ No ☐ Yes

IF YES, Attach Special Use Permit Application Form with this site plan review application form

**APPLICANT CERTIFICATION:**

I hereby certify that all structures and uses for which this application is made shall conform to the Ordinances of Hamburg Township, Livingston County and the State of Michigan. All information submitted as a part of the site plan application is to my knowledge accurate. If the information is determined either now or in the future to be inaccurate any permits granted for the incorrect information shall be void and any structures built or uses approved may be in violation of the required ordinances and must otherwise be brought into compliance with all regulations.

I further agree that any deviation from the plans submitted or the breach of any additional safeguards, conditions or requirements the Hamburg Township may impose in granting this application shall constitute a violation of the Ordinance and invalidate the permit granted.

PROPERTY OWNERS SIGNATURE: 

DATE: 8-14-23

\*If an agent submits the project to the Township for the property owner a letter authorizing must be submitted.

## **PRELIMINARY & FINAL SITE PLAN**

### **CHECKLIST**

Each preliminary & Final Site Plan submitted for review shall provide the following information at the time of application.

#### **\_\_\_\_\_ A. General Information**

- ☒ 1. Name and address of the proprietor and proof of ownership, developer, and registered engineer, registered surveyor, registered architect, registered landscape architect, or registered community planner who prepared the site plan. Re: Sheet G001& Attachement-2 Development Team, & Attachemnt-3 development agreement including master deeds
- ☒ 2. Date of plan preparation, north arrow, and scale of plan, which shall not be greater than one inch equals twenty feet (1" = 20') nor less than one inch equals two hundred feet (1" = 200'). Provided
- ☒ 3. Full legal description of parcel and dimensions of all lot and property lines showing the relationship to abutting properties, and in which district the subject property and abutting properties are located.
- ☒ 4. Area map showing the relationship of the parcel to the surrounding area within one-half mile. Provided
- ☒ 5. The location and description of all existing structures within one hundred feet (100') of the parcel.

#### **\_\_\_\_\_ B. Physical Information**

- ☒ 1. Proposed plans for site grading, surface drainage, water supply and sewage disposal.  
Re: Civil Drawings
- ☒ 2. The location of existing and proposed landscaping, buffer areas, fences, or walls on the parcel.  
Re: Sheet AS1.00
- ☒ 3. Existing and proposed structure information including the following:
  - a. Footprint location, dimensions and setbacks. Re: Sheet AS1.00
  - b. Finished floor and grade line elevations. Provided, re: Architecture Drawings
  - c. Elevations drawings that illustrate building design, size, height, windows and doors, and describe construction materials. Elevations shall be provided for all sides visible from an existing or proposed public street or a residential zoning district. Provided, re: Architecture Drawings
  - d. The Planning Commission may require a color rendering of the building elevation required in paragraph c. Re: sheets G001 & G002
  - e. Proposed materials and colors shall be specified on the site plan. Color chips or samples shall also be submitted at or prior to the Planning Commission meeting to review the site plan. These elevations, colors and materials shall be considered part of the approved site plan.  
Material Board had been provided
- ☒ 4. The location and dimensions of all existing and proposed streets, driveways, sidewalks, service lanes and other vehicular and pedestrian circulation features within and adjacent to the parcel. Re: Drawings
- ☒ 5. The location, dimensions, and numbers of off-street parking and loading spaces. Re: Sheet AS1.00

- ☒ 6. Location of existing and proposed service facilities above and below ground, including:  
**Re: Topographic survey sheet**
- a. Well sites.
  - b. Septic systems and other wastewater treatment systems. The location of the septic tank and drain field (soil absorption system) should be clearly distinguished.
  - c. Chemical and fuel storage tanks and containers.
  - d. Storage, loading, and disposal areas for chemicals, hazardous substances, salt and fuels.
  - e. Water mains, hydrants, pump houses, standpipes, and building services and sizes.
  - f. Sanitary sewers and pumping stations.
  - g. Stormwater control facilities and structures including storm sewers, swales, retention and detention basins, drainage ways and other facilities, including calculations for sizes.
  - h. Location of all easements.

- ☒ 7. Any other pertinent physical features.

#### C. Natural Features

- ☒ 1. Map of existing topography at two-foot (2') contour intervals with existing surface drainage indicated.  
**Re: Topographic survey sheet**
- ☒ 2. Soil characteristics of the parcel to at least the detail provided by the U.S. Soil Conservation Service "Soil Survey of Livingston County, Michigan."  
**Re: Attachment -4 Soil survey**
- ☒ 3. On parcels of more than one acre, existing topography with a maximum contour interval of two feet indicated. Topography on the site and beyond the site for a distance of 100 feet in all directions should be indicated. Grading plan, showing finished contours at a maximum interval of two feet, correlated with existing contours so as to clearly indicate required cutting, filling and grading.  
**Re: Topographic survey sheet**
- ☒ 4. Location of existing drainage courses, including lakes, ponds, rivers and streams, and all elevations.  
**Re: Topographic survey sheet**
- ☒ 5. Location of existing wetlands, delineated under the requirements of section 3.6, Wetland Determination. A Michigan Department of Natural Resources (MDNR) permit shall be required for activities in a regulated wetland or an inland lake or stream. A copy of any correspondence with and applications to the MDNR shall be submitted with the site plan application. The Planning Commission shall not grant final site plan approval until all necessary permits have been obtained.  
 N/A
- ☒ 6. Location of natural resource features, including woodlands and areas with slopes greater than 10 percent (one foot of vertical elevation for every 10 feet of horizontal distance).  
 N/A
- ☒ 7. Location of the required 50 foot natural features setback.  
 N/A
- ☒ 8. Storm water management systems and facilities will preserve the natural drainage characteristics and enhance the aesthetics of the site to the maximum extent feasible, with the development not substantially reducing the natural retention of storage capacity of any wetland, water body, or water course, or cause alterations which could increase flooding or water pollution on or off site. N/A

- ☒ 9. Wastewater treatment systems, including on-site septic systems will be located to minimize any potential degradation of surface water or ground quality. N/A
- ☒ 10. Sites which include storage of hazardous materials or waste, fuels, salt, or chemicals will be designed to prevent spills and discharges or polluting materials to the surface of the ground, groundwater, or nearby water bodies. N/A

**D. Natural Features Impact Statement.** The purpose of a Natural Features Impact Statement (NFIS) is to provide the Township with information regarding the impact of a proposed project on the physical, natural, social, and economic environment of the community. A complete report shall be required with all site plan applications. The Zoning Administrator (ZA) has the discretion to modify this requirement based on the specific application. When required the report will be reviewed by the ZA and Hamburg Environmental Review Board (HERB). The HERB may issue an Advisory Report to the Zoning Administrator for review by the Planning Commission. Contained in the Advisory Report will be a summary of the NFIS and appropriate comments and recommendations. The Advisory Report and the required site walk will be used to assist Zoning Ordinance Hamburg Township, Livingston County, Michigan, the Township Board and Planning Commission. The written NFIS will include the following information:

- ☒ 1. Name (s) and address (es) of person(s) responsible for preparation of the impact assessment and a brief statement of any relevant qualifications. The HERB may recommend a qualified individual to prepare the NFIS if deemed appropriate.
- *Alison McClear, Environmental Scientist - BS, Fisheries and Wildlife, Michigan State University, 2020*
  - *Woody Held, Senior Environmental Scientist - MLA, Landscape Architecture, University of Michigan, 1986; BS, Natural Resources, University of Michigan, 1981*
- Barr Engineering Co.  
3005 Boardwalk Drive, Suite 100  
Ann Arbor, MI 48108*
- ☒ 2. An impact assessment checklist on a form provided by the Township shall be completed and placed at the beginning of the document. *Attached*
- ☒ 3. Map (s) and a written description/analysis of the project site including all existing structures, manmade facilities, and natural features. The analysis shall also include information for areas within 50 feet of the property. An aerial photograph or drawing may be used to delineate these areas.
- The project site consists of four parcels comprising approximately 6.07 acres. The current use of the properties includes single family residential, commercial use, and a woodlot. The areas within 50 feet of the project site include single-family residences, a road right-of-way, two businesses and vacant land. See KEM-TEC Boundary/Topographic Survey drawing, and the Map attached with this application.*
- ☒ 4. Description of existing natural features: A description of the environmental characteristics of the site prior to development shall be provide in the form of written documentation and a site inventory map identifying the location of natural features consistent with subparagraph C of this section. In addition, dominant tree species shall be listed and all species greater than 16 inches caliper or greater. As defined in Article 2.00, natural features include but are not limited to: topography, soils, geology, ground water, wetlands, watercourses, plants and animals (including aquatic species), habitat, and scenery.

*The topography of the project site ranges from approximately 912 to 925 feet in elevation. The soils within the project area consist of well-drained Wawasee loam. The slopes within the project area for this soil type range from nearly level to gently sloping. The geology of the project site is primarily comprised of Coldwater Shale which consists of gray to bluish gray shale with clay minerals that are predominately illite and kaolinite with minor amounts of chlorite (reference). According to the Michigan Department of Environment, Great Lakes, and Energy Wetlands Map Viewer, no mapped wetlands or wetland soils exist within the project area. On site surveys indicate that there is a small pond/storm water basin south of the existing gas station on site. A tributary of the Huron River is located approximately 1,000 feet south of the project site. Land cover within the project area consists of deciduous forest which provides wildlife habitat as well as visual screening for adjoining land uses. According to the Michigan Natural Features Inventory, the community associated with the site is a dry-mesic southern forest. This community is fire-dependent and is generally dominated by oaks or oaks and hickories. Trees associated with dry-mesic southern forests include oak (*Quercus* spp.), hickories (*Carya* spp.), ash (*Fraxinus* spp.), cherry (*Prunus* spp.), and basswood (*Tilia americana*). Understory trees and shrubs may consist of dogwoods (*Cornus* spp.), serviceberry (*Amelanchier* spp.), and ironwood (*Ostrya virginiana*). Herbaceous cover may include doll's eyes (*Actaea pachypoda*), jack-in-the-pulpit (*Arisaema triphyllum*), and hairy woodland brome grass (*Bromus pubescens*). The wildlife community within the project area consists of primarily terrestrial species that utilize forested habitats as well as forage in developed areas of the urban/rural interface. Mammals that may frequent the project site could include white tailed deer (*Odocoileus virginianus*), raccoons (*Procyon lotor*), opossum (*Didelphis virginiana*), eastern cottontail rabbit (*Sylvilagus floridanus*), tree squirrels (*Sciurus* spp.), and evening bats (*Vespertilionidae* spp.).*

- ☒ 5. Impact on natural features: A written description of the impact on the identified existing natural features shall be provided. The report shall also provide a natural features protection plan, which identifies on a map the natural features potentially affected. Where disturbance of natural features both during and after construction is proposed, a written analysis of alternative plans, which were considered, shall be provided to justify the proposed plan. The HERB may recommend a mitigation plan be required which will describe how disturbed natural features were relocated or replaced. (See Article 2.00 for complete definition of terms)

*The development of the project site would modify the existing habitat on site. The effects of the development of the project would be minor on the northern portion of the site, as the area is previously developed. The southern portion of the project site would see changes in the woodland area consistent with commercial and residential development. These changes would include tree removal, grading, and construction of new structures, along with the associated infrastructure and landscaping. The Tree Removal and Preservation Plan proposes the removal of 425 trees and the preservation of 73 trees. The applicant intends to preserve trees along the perimeter of the project parcels and select trees within the project area. As outlined in the Landscape Plan, the applicant intends to plant a mix of deciduous and coniferous trees in addition to shrubs and perennials to provide screening between the proposed project and the adjacent properties, the new units, and the roadways. No alternative site plans are being considered.*

- ☒ 6. Impact on storm water management: Description of natural drainage patterns and soil infiltration and unsaturated soil capacity. A description of changes to site drainage and storm water management facilities to be installed in compliance with the Township Storm Water Ordinance. Description of measures to control soil erosion and sedimentation during grading and construction operations and until a permanent ground cover is established. Recommendations for such measures may be obtained from the County Soil Conservation Service.

*Storm water movement on the existing site has been partially modified due to previous site development of impervious surfaces along Hamburg Road (M-36). The highest area of the site is along M-36 at the north end. Moving south from there, there is a lower area behind the existing commercial development where the existing storm water basin is located. No point of discharge for this basin is identified on the topographic survey.*

*Continuing south, the topography rises to a low ridge running east-west which continues downhill to the south. Overall, the topography generally falls to the southwest. Given the well-drained nature of the soils, infiltration of precipitation is occurring and surface water runoff from undeveloped areas under existing conditions is likely limited.*

*The proposed project intends to eliminate the existing storm water basin and create a larger stormwater basin in the south-central portion of the property to accommodate the proposed commercial and residential development. The proposed drainage basin will be 32,000 cubic feet in size to accommodate additional runoff from proposed impervious surfaces and will discharge storm water at the southern boundary of the property. The addition of the proposed drainage basin will allow storm water runoff to be released slowly to allow for water storage and treatment. The infiltration of precipitation and storm water may continue to occur in open space areas and in the proposed storm water basin, respectively.*

*Soil Erosion and Sediment Control (SESC) measures will be utilized during grading and construction as required by Livingston County. Temporary control measures that may be utilized include silt fencing that consists of fence posts with geotextile filter fabric trenched into the ground that prevents soil and debris from leaving the project site. Coarse aggregate tracking mats may be used where construction vehicles may enter and exit a paved road to limit mud and other debris from leaving the site.*

☒ 7. Special Provisions: Provide a general description of any existing deed restrictions, protective covenants, master deed or association bylaws as they relate to the protection of natural features. Zoning Ordinance Hamburg Township, Livingston County, Michigan *No legal encumbrances related to the protection of natural features are anticipated.*

☒ 8. Information Sources: A list of all sources of information contained in the NFIS, if any shall be provided.

- *Michigan Department of Environment, Great Lakes, and Energy. Wetlands Map Viewer. [Online] [Cited: July 27, 2023.] <https://www.mcgi.state.mi.us/wetlands/mcgiMap.html>*
- *Michigan Department of Natural Resources. Michigan Geology 10. [Online] [Cited: July 23, 2023.] <https://storymaps.arcgis.com/stories/c641d01483d7435bb5ee3470345ce0cd>*
- *Michigan State University Extension. Michigan Natural Features Inventory. Dry-Mesic Southern Forest. [Online] [Cited: July 23, 2023.] <https://mnfi.anr.msu.edu/communities/description/10685/Dry-mesic-Southern-Forest#:~:text=Dry-mesic%20southern%20forest%20is%20a%20fire-dependent%2C%20oak%20or,oak%20regeneration%20and%20ground%20and%20shrub%20layer%20diversity.>*
- *Natural Resources Conservation Service, U.S. Department of Agriculture. National Cooperative Soil Survey, Wawasee Series. [Online] [Cited: July 27, 2023] [https://soilseries.sc.egov.usda.gov/OSD\\_Docs/W/WAWASEE.html](https://soilseries.sc.egov.usda.gov/OSD_Docs/W/WAWASEE.html)*
- *Natural Resources Conservation Service, U.S. Department of Agriculture. Web Soil Survey. [Online] [Cited: July 27, 2023.] <https://websoilsurvey.nrcs.usda.gov/app/WebSoilSurvey.aspx>*
- *Soil Erosion and Sedimentation Control (SESC) Division, Livingston County Drain Commissioners Office. Guide to Soil Erosion and Sedimentation Control (SESC) with Technical Specifications. [Online] [Cited: July 27, 2023.] <https://milivcounty.gov/wp-content/uploads/Guide-to-SESC-and-Technical-Specifications.pdf>*



- ☒ 9. Previous Submittals: Any impact assessment previously submitted relative to the site and proposed development, which fulfills the above requirements (and contains accurate information of the site) may be submitted as the required Impact Statement. *No previous submittal.*

Figures:

Figure 1 – Hamburg Village Townhomes Boundary Map Attachments.

Attachments:

Attachment 1- PROJECT DESCRIPTION

Attachment 2- Development Team

Attachment 3- Development Agreement including Master Deeds

Attachment 4-Soil Survey /Livingston County, Michigan

Attachment 5 – Natural Features Impact Statement Outline

## **Attachment 1- PROJECT DESCRIPTION**



Date August 3, 2023

**PROJECT: Hamburg Village Townhomes project  
7620 and 10303 Hamburg Rd, MI**

## **SITE PLAN APPROVAL APPLICATION**

### **5. Project Description/Page 1**

The proposed project will consist of two parcels, Parcel A and Parcel B. It will require the approval of a boundary adjustment between the existing two parcels, with the boundary adjustment making parcel 15-25-101-078 (Parcel A) larger and parcel 15-25-200-025 (Parcel B) smaller.

Parcel A is currently 1.57 acres and will be 4.46 acres with 194,357 square feet once the boundary adjustment is completed. An existing house on this parcel will be removed as part of the proposed project. Parcel B is currently 3 acres and will be 1.4 acres with 61,961 square feet once the boundary adjustment is completed. Parcel B is now being developed with an existing gas station.

Parcel A will consist of 40 attached two-story multi-family units (38,800 SF) and a community center (1,400 SF). The 40 units will be owned under common ownership and will be rented as apartments. Parcel B will include a gas station building (2-story, 5,475 SF) attached to a mixed-use retail/residential building (2-story, 2,400 SF), as well as a gas station canopy with 12 stalls and a height of 17'. The Retail building will be used as offices for the apartment use.

Parcel A will also have an 81,447 SF shared open space area as well as 21 parking spaces along the alley that are not immediately adjacent to the individual units. Parcel B will have a 7,843 SF shared open space area and 37 lot parking spaces, four of which will be accessible.

The project will have four entrances: two from M-36 and two from Campbell Street. All 40 units will face the looping alley, and 15 parallel guest parking spaces will be placed along the alley from west, 2 to the south, and 4 to the east (Total 21 guest parking). The 40 dwellings will have front door access from the community green space and a garage access. The gas station will have two entrances, one at the South Elevation and the other at the West Elevation. There are 15 parking spaces in front of those entrances. The Retail building will have an entrance at the South Elevation and another one for the residential units at the East Elevation facing Campbell Street. There will be 9 parking spaces facing the residential entrance.

The project will be served by public water and sewer. We will work with the Township Utilities department and the Livingston County Water Authority to get all the approvals required prior to construction of this project.

The drainage basin for the existing gas station is currently immediately south of the gas station building. This existing drainage basin will be expanded and will be utilized as shared drainage for the existing gas station and the new project. An additional drainage basin will also be created at the southeast corner of the site.

The site is currently covered with many existing trees and other native vegetation. Much of the existing vegetation will need to be removed as a part of this project, however; some of these existing trees will be preserved when possible and additional landscaping as required by the Township Zoning regulations will be replanted as a part of this project to provide screening between the proposed project and the adjacent properties, the new units, and the roadways.

## **Attachment 2- Development Team**

## **DEVELOPMENT TEAM**

**PROJECT: Hamburg Village Townhomes project 7620 and 10303 Hamburg Rd, MI**

**Property owner:**  
**RDH properties LLC**

**Developer/Owner:**  
**Ronny D. Hamama**  
MI builder license No. 242000284

**Civil Engineering:**  
**Kem-tec**  
22556 Gratiot Ave  
Eastpointe, MI 48021  
586-772-2222

**Architects:**  
**Designhaus**  
3200 Auburn rd  
Suite 300  
Auburn Hills, MI 48326  
248-601-4422

**Environmental impact assessment:**  
**BARR environmental consultants**  
Woody L. Held  
Senior Environmental Consultant  
Ann Arbor, MI office: 734.922.4422  
cell: 734.558.9288

**The development team that has been assembled and are all in agreement to work together to achieve a common goal of which a new retail and residential community be built in the Village Center district of Hamburg township, Michigan.**

**7/17/2023**

## **Attachment 3- Development Agreement including Master Deeds**

# MEMORANDUM OF LAND CONTRACT



File Number: LIB181503

This MEMORANDUM OF LAND CONTRACT, dated 9th day of March, 2023.

Notice is hereby given that Louis H. Spanberger, as to an undivided three-quarters interest therein and The Gismondi Living Trust, dated April 6, 2016 and any amendments thereto, as to an undivided one-quarter interest therein.

Whose address is: 3857 Cove Circle Commerce Township, MI 48382, as Seller(s).

and

R.D.H. Properties, LLC, a Michigan limited liability

Whose address is: PO Box 599 Hamburg, MI 48139, as Purchaser(s),

Entered into a LAND CONTRACT dated 9th day of March, 2023, covering the following described premises in the Township of Hamburg, County of Livingston, State of Michigan, to-wit:

## EXHIBIT A/LEGAL DESCRIPTION RIDER

## MEMORANDUM OF LAND CONTRACT (Continued)

## EXHIBIT A/LEGAL DESCRIPTION RIDER

Land is located in the Township of Hamburg, County of Livingston, State of Michigan, and described as follows:

### PARCEL 1:

A part of the Southwest 1/4 of the Northeast 1/4 of Section 25, Town 1 North, Range 5 East, Michigan, described as follows: Commencing at the center of said Section 25; thence East 193 feet along the East and West 1/4 line; thence North 0 degrees 06' East 458 feet for a POINT OF BEGINNING of the land to be described; running thence North 0 degrees 06' East 70 feet; thence North 89 degrees 33' East 98 feet; thence North 0 degrees 06' East 210 feet; thence North 89 degrees 33' East 88.7 feet; thence South 0 degrees 17' West 280.3 feet; thence South 89 degrees 39' West 184.05 feet to the POINT OF BEGINNING.

### PARCEL 2:

A part of the Southwest 1/4 of the Northeast 1/4 of Section 25, Town 1 North, Range 5 East, Michigan, described as follows: Commencing at the center of said Section 25; thence East 193 feet along the East and West 1/4 line; thence North 0 degrees 06' East 528 feet for a POINT OF BEGINNING of the land to be described; running thence East 96 feet; thence North 0 degrees 06' East 10 feet; thence South 89 degrees 33' West to a point which is North 0 degrees 08' East 6.2 feet from the POINT OF BEGINNING; thence South 0 degrees 06' West 6.2 feet to the POINT OF BEGINNING.

### PARCEL 3:

Commencing at a point 772 feet North of the center of Section 25 and 198 feet East, the same being in the center of the East and West highway; thence East 98 feet; thence South 227 feet; thence West 96 feet; thence North 227 feet to the PLACE OF BEGINNING, the same being on the Southwest 1/4 of the Northwest 1/4 of Section 25, Town 1 North, Range 7 East.

Commonly known as: 7628 E M-36, Hamburg, MI 48139  
VL E M-36, Hamburg, MI 48139

Parcel ID: 4715-25-200-024, as to Parcel 3, 4715-25-200-023, as to Parcel 1 and 2

WARRANTY DEED-(Statutory Form)  
C.L. 1948, 565.152 M.S.A 26.571

Furnished by SELECT TITLE COMPANY

KNOW ALL MEN BY THESE PRESENTS: That Thomas B. Jones and Anita M. Jones, husband and wife

Convey(s) and Warrant(s) to R.D.H. Properties, LLC, a Michigan Limited Liability Company

whose address is 380 Kendry, Bloomfield Hills, MI 48302

the following described premises

See Exhibit A attached hereto and made a part hereof.

Commonly known as: 10303 Hamburg Rd  
Tax No.: 15-25-101-078

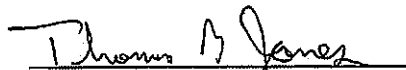
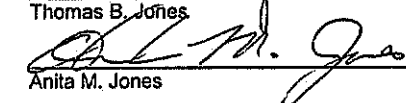
For the full consideration of One Hundred Eighty Thousand and 00/100 Dollars (\$180,000.00)

subject to easements, restrictions or reservations of record.

The property may be located within the vicinity of farmland or farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan right to farm act. The grantor grants to the grantee the right to make \_\_\_\_\_ division(s) under section 108 of the land division act, Act No 288 of the Public Acts of 1967. (If no number is inserted, then all division rights are granted.)

Dated this 21<sup>st</sup> day of October, 2016.

Signed and Sealed:

  
Thomas B. Jones  
  
Anita M. Jones

STATE OF MICHIGAN  
COUNTY OF Livingston SS.

On this 21<sup>st</sup> day of October, 2016 before me personally appeared Thomas B. Jones and Anita M. Jones, to me known to be the person(s) described in and who executed the foregoing instrument and acknowledged that he/she/they executed the same as his/her/their free act and deed.

My commission expires  
**SHARI L. MELENOSKY**  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF WAYNE  
My Commission Expires May 23, 2022  
Acting in the County of Livingston

  
Notary Public

Instrument  
Drafted by Joseph C. DeKroub, Jr.

Business  
Address 6870 Grand River Ave, Suite 300, Brighton, MI  
48114

Recording Fee: \_\_\_\_\_

When recorded return to GRANTEE

State Transfer Tax: \_\_\_\_\_

PNTI Ins. No.: 47-162328-B

Send Subsequent tax bills to \_\_\_\_\_

Tax Parcel No.: 15-25-101-078



3

LIVINGSTON COUNTY TREASURER'S CERTIFICATE  
I hereby certify that there are no TAX  
LIENS or TITLES held by the state or any  
individual against the within description,  
and all TAXES are same as paid for five  
years previous to the date of this instrument  
or appear on the records in this  
office except as stated.

11/14/06 *Dianna H. Hardy* #12469  
Dianna H. Hardy, Treasurer  
Sec. 185 Act 266, 1893 as Amended  
06SS Taxes not examined  
HOMESTEAD DENIALS NOT EXAMINED

Item 16.

\* 2 0 0 6 R - 0 2 7 8 1 7 \*

2006R-027817

RECORDED ON  
11/15/2006 09:03:46AM  
SALLY REYNOLDS  
REGISTER OF DEEDS  
LIVINGSTON COUNTY, MI 48843  
RECORDING: 16.00  
REMO: 4.00  
PAGES: 3

#1239

#1239

**WARRANTY DEED**

Gallup Properties, L.L.C., a Michigan limited liability company conveys and warrants to R.D.H. Properties, L.L.C., a Michigan limited liability company, whose address is P.O. Box 599, Hamburg, Michigan 48139 the following described premises situated in the Township of Hamburg, County of Livingston and State of Michigan, to-wit:

THE ATTACHED LEGAL DESCRIPTION IS  
INCORPORATED HEREIN BY THIS REFERENCE

Known as: 7620 M-36  
Tax ID No: 4715-25-200-025

together with all and singular the improvements, fixtures, tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining, for the sum of One Million Dollars (\$1,000,000).

The grantor grants to the grantee the right to make the maximum number of, divisions under section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967, as amended (Act). The grantor intends to transfer to the grantee the right to make all divisions and redivisions of the premises under the Act.

The premises may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

October 23, 2006

Gallup Properties, L.L.C.

*Charles A. Gallup*

By: Charles Gallup  
Its: Manager

STATE OF MICHIGAN )  
COUNTY OF OAKLAND ) }SS

The foregoing instrument was acknowledged before me October 23, 2006, by

STATE OF MICHIGAN  
REAL ESTATE TRANSFER TAX  
LIVINGSTON COUNTY, MI  
2006R-027817 15 Nov 2006  
00071659  
\$ 1100.00 C \$ 7500.00 S



OCT 31 2006

167

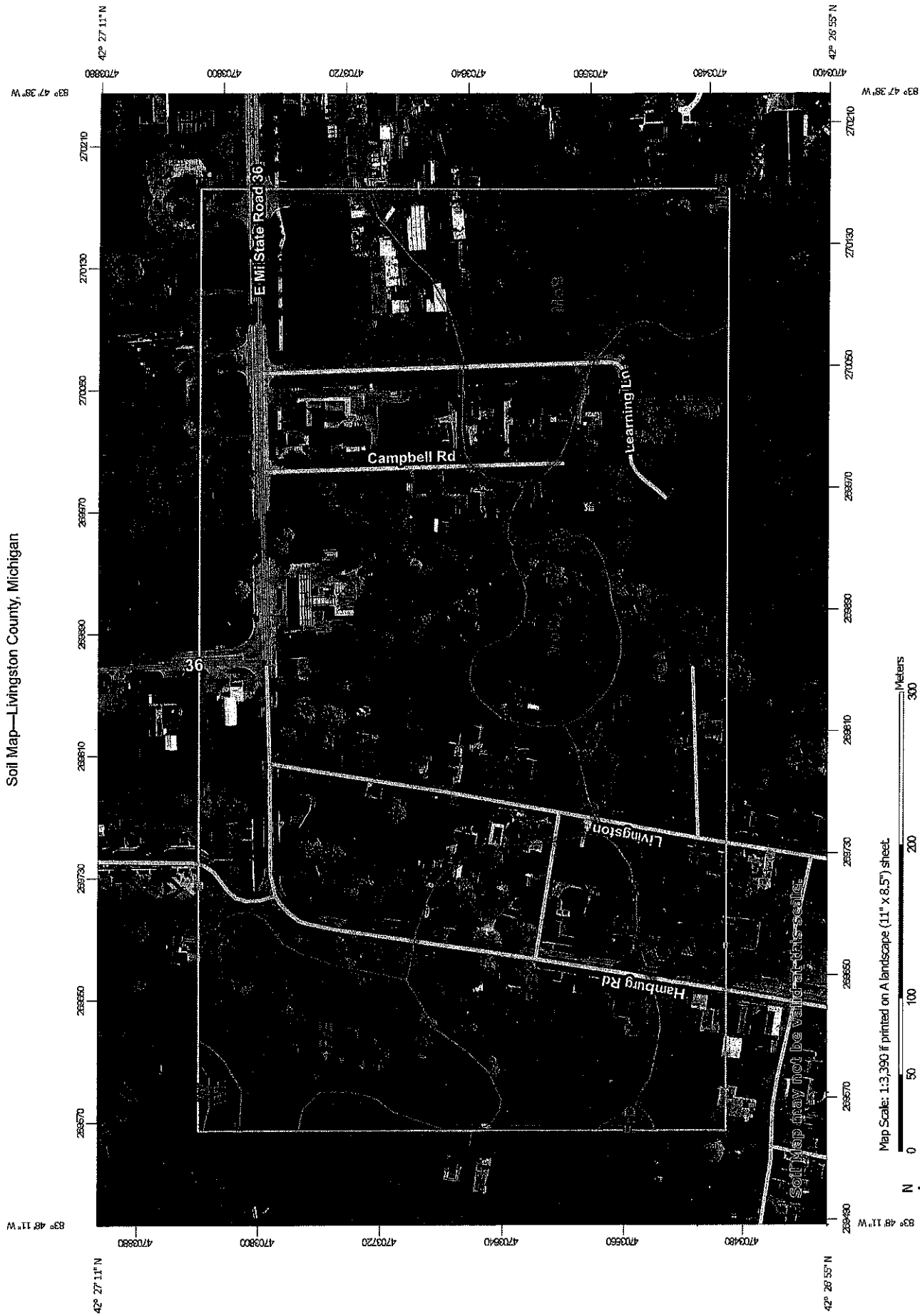
DELIVERED NOV 1 6 48AM

**Figure 1-  
Hamburg Village Townhomes Boundary Map**



**Attachment 4-  
Soil Survey  
Livingston County, Michigan**

Soil Map—Livingston County, Michigan



Map Scale: 1:3,390 if printed on A landscape (11" x 8.5") sheet.



Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 17N WGS84

Natural Resources  
Conservation Service

Web Soil Survey  
National Cooperative Soil Survey

Item 16.

6/23/2023  
Page 1 of 3

## MAP LEGEND

## MAP INFORMATION

**Area of Interest (AOI)**  
Area of Interest (AOI)

**Soils**

- Soil Map Unit Polygons
- Soil Map Unit Lines
- Soil Map Unit Points

**Special Point Features**

- Blowout
- Borrow Pit
- Clay Spot
- Closed Depression
- Gravel Pit
- Gravelly Spot
- Landfill
- Lava Flow
- Marsh or swamp
- Mine or Quarry
- Miscellaneous Water
- Perennial Water
- Rock Outcrop
- Saline Spot
- Sandy Spot
- Severely Eroded Spot
- Sinkhole
- Slide or Slip
- Sodic Spot

- Water Features
  - Streams and Canals
- Transportation
  - Rails
  - Interstate Highways
  - US Routes
  - Major Roads
  - Local Roads
- Background
  - Aerial Photography

The soil surveys that comprise your AOI were mapped at 1:20,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service  
Web Soil Survey URL:  
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Livingston County, Michigan  
Survey Area Data: Version 20, Aug 26, 2022

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Oct 9, 2022—Oct 21, 2022

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

## Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
FoA	Fox sandy loam, 0 to 2 percent slopes	10.6	20.0%
FrB	Fox-Boyer complex, 2 to 6 percent slopes	6.4	12.0%
FrD	Fox-Boyer complex, 12 to 18 percent slopes	0.1	0.2%
FrE	Fox-Boyer complex, 18 to 25 percent slopes	4.2	7.9%
MoA	Wawasee loam, 0 to 2 percent slopes	22.9	42.9%
MoB	Wawasee loam, 2 to 6 percent slopes	6.7	12.5%
MoC	Wawasee loam, 6 to 12 percent slopes	2.1	3.9%
MoE	Miami loam, 18 to 25 percent slopes	0.0	0.0%
W	Water	0.1	0.1%
Wh	Washtenaw silt loam	0.3	0.5%
<b>Totals for Area of Interest</b>		<b>53.4</b>	<b>100.0%</b>

## **Attachment 5 – Natural Features Impact Statement Outline**



# Hamburg Township

## Natural Features Impact Statement Outline

### **PROPOSED DEVELOPMENT NAME: Hamburg Village Townhomes**

**Developer:** RDH Properties, LLC

**Prepared by:** Barr Engineering Co.

**References:** See Natural Features Impact Statement

**Additional Information:** See Natural Features Impact Statement

#### **SITE IMPACT ASSESSMENT CHECKLIST:**

(Please find attached descriptions, maps, list, plans, or other documentation provided by the developer)

- I. Description / Analysis of Site (included are all existing structures, manmade structures): X
- II. Description / Analysis of surrounding properties within 50 feet of Site (included are all existing structures, manmade structures): X
- III. Description of existing Natural Features (i.e. topography, soils, slopes, geology, ground water, wetlands, watercourses, plants and animals, habitat, wildlife corridors, and other unique natural features that may exist on the Site): X
- IV. Recommendations regarding dominant tree species, any rare or unique specimen trees, and all tree species greater than 16 inches in diameter or greater: X
- V. Potential Impact on Identified Existing Natural Features: X
- VI. Recommendations regarding any disruption of existing natural features on Site: X
- VII. Recommendations and concerns regarding storm water drainage and detention/retention systems for the Site: X
- VIII. Recommendations and concerns regarding sedimentation control during grading and construction of Site: X

I. Description / Analysis of Site (included are all existing structures, manmade structures): X

II. Description / Analysis of surrounding properties within 50 feet of Site (included are all existing structures, manmade structures): X

III. Description of existing Natural Features (i.e. topography, soils, slopes, geology, ground water, wetlands, watercourses, plants and animals, habitat, wildlife corridors, and other unique natural features that may exist on the Site): X

IV. Recommendations regarding dominant tree species, any rare or unique specimen trees, and all tree species greater than 16 inches in diameter or greater: X

V. Potential Impact on Identified Existing Natural Features: X

VI. Recommendations regarding any disruption of existing natural features on Site: X

VII. Recommendations and concerns regarding storm water drainage and detention/retention systems for the Site: X

VIII. Recommendations and concerns regarding sedimentation control during grading and construction of Site: X

Submitted by: Alison McClear Dated: 8/4/2023

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

**To:** Planning Commissioners

**From:** David Rohr  
Hamburg Township  
Township Planner

**Date:** February 21, 2024

**Agenda Item:**

**Project Number:** Preliminary Site Plan Application for General Planned Unit Development (GPUD23-001)

**Project Location:** 76200 M-36 and 10303 Hamburg Road

**Owner:** Ronny Hamama

**Applicant:** Ronny Hamama

**LOCATION:**

The project is located on two sites at the south side of the Hamburg Road and M-36 intersection: parcel 15-25-101-078 at 7620 East M-36 and parcel 15-25-200-025 at 10303 Hamburg Road.

A parcel combination of four parcels and land division to create two parcels has been processed by the Township (PLD23-007). The boundary adjustment will allow the proposed townhome project to be on one site (Parcel A, 4.47) and the mobile gas station to be on a separate site (Parcel B, 1.42 acres)

**PROJECT HISTORY:**

Project GPUD23-001, Site Plan Application for General Planned Unit Development was heard at the December 20, 2023, Planning Commission meeting. No formal action was taken at the meeting and the project was tabled to a later date.

The applicant has worked to address the issues raised and the December meeting, including new architectural facades of the apartment buildings and commercial buildings on M-36 and an increased landscape buffer on the east side of the development.

One change of note is the increase in the project is the increase in the size of the drainage pond. The increased size of the pond was necessary because of the engineering review that found the size needed to be increased. (see attached email).

## Location Map



### **PROJECT DESCRIPTION:**

The proposed project will utilize the General Planned Unit Development (GPUD) regulations (Section 36-439). The proposed project includes 40 for-rent Townhomes in eight buildings with between 4-7 units in each building and a 1,400 square foot community center/office management building. The project will extend the utilities and pedestrian trails/sidewalk systems from the M-36 intersection with Hamburg Road to Livingston Street to the south and Campbell Ct. to the east. The project also includes a 81,447 shared open space area (Parcel A).

The project is proposed as a General Planned Unit Development to allow more flexibility with the zoning code requirements. Please see the Zoning Regulations section below for a list of the zoning code requirements.

#### **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 May 31, 2022, for preliminary site plan review for the GPUD. The original submittal was for two sites, one site with 28 for-rent townhomes and the second site with a gas station.
2. Applicant received preliminary approval from the Planning Commission on July 20, 2022., and preliminary approval from the Township Board on August 4, 2022. No final site plan review was done.
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 submitted 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 December 20, 2023, 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 sites are located within the Village Center (VC) and Village Residential (VR) 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** (Sheet AS1.00 Site Plan)

## SITE DATA

Regulation	Information
Parcel I.D.	#4715-25-101-078 / #4715-25-200-025 / #4715-25-200-024 / #4715-25-200-023
Address	7620 E. M-36 & 10303 Hamburg Rd. Hamburg Twp, MI
Zoning	VC - Village Center/ VR- Village Residential
Lot Area	Parcel A -194,357 Sq. Ft. / Parcel B - 61,961 Sq. Ft.
Lot Area Combined:	256,501 Sq. Ft. (5.88 Acres)

## ZONING SCHEDULE OF REGULATIONS

Regulation	Required	Provided - Parcel A (Townhomes)		Provided - Parcel B (Service Station)	
Setbacks	VR Zoning Front: 20' Side: 10' Rear: 25'	BUILDING A : COMMUNITY CENTER  Front: n/a Side: 15'-0" 90'-3" Rear: 15'-1"			SERVICE STATION  Front: 193'-8" Side: 25'-6" 51'-1" Rear: 88'-6"
	VC Zoning Front: 20' Side:10' Rear: 15'	BUILDING B, C, D & E  Front: 62'-0 Side: 64'-6" 11'-7" Rear: 133'-10"		BUILDING F  Front: 491'-10" Side: 68'-0" 28'-8" Rear: 15'-0"	RETAIL MIXED USE  Front: 58'-0" Side: 20'-0" 58'-8" Rear: 276'-1"
	Garage: 5' From Building Line	BUILDING G  Front: 72'-5" Side: 93'-4" 133'-2" Rear: 385'-1"	BUILDING H&I Front:50'-0" Side: 33'-7" 178'-3" Rear:157'-9"	BUILDING J  Front: 64'-1" Side: 11'-7" 16'-11" Rear: 15'-1"	CANOPY  Front: 65'-8" Side: 34'-2" 30'-9" Rear: 227'-9"
	10' Between each building				
Min. Lot Area	VR: 80 SF VC: 65 SF	4.46 Acre - 194,357 Sq. Ft.			1.4 Acre - 61,961 Sq. Ft.
Max. Dwelling unit per Acre	VR: 8 / Acre VC: 10 / Acre	40 Dwelling units /4.46 Acre 10 unit/Acre			2 Dwelling units /1.4 Acre 2 unit/Acre
Building Height	VR / VC : 35' / 2.5 Stories	2 Stories / 23'-9" 22'-6" Townhome 1 Story/13'-3" Community center			2 Story - 24' Height Canopy - 17' Height
Maximum Lot Coverage building/parking	VR: 35/40 VC: 50/80	21% Building (40,201 SF) 58 % Total Impervious (112,910 SF)			24% (15,145 SF) 87% (54,118 SF)
		PARCEL A& B COMBINED TOTAL BUILDING COVERAGE 65%			
Open Space	1,500 SF/ PER UNIT 60,000 SF REQ. OPEN SPACE	2,036 SF / Unit Provided (81,447 SF)			7,843 SF
		PARCEL A& B COMBINED OPEN SPACE 77,776 SF			

## PARKING SUMMARY - Parcel A (Townhomes)

Regulation	Required	Provided
Site Requirement	1.5 Spaces /Unit: 1.5/40 units= 60 Spaces + Community Center 1 Space / 400 SF = 3.5 Spaces	21 Street Parking Spaces (Guest) + 40 Garage Parking Spaces 4 Spaces by Community Center
Total	63.5 Spaces Required	65 Spaces Provided

## PARKING SUMMARY - Parcel B (Service Station)

Regulation	Required	Provided
Site Requirement	Service Station: 1 Space / Stall + 1 Employee = 13 Spaces Retail: Retail: 1 Space / 150 SF = 16 Spaces	37 Lot Parking Spaces +
Total	29 Spaces Required Including 2 Accessible Space	37 Spaces Provided Including 4 Accessible Parking Spaces

**Landscaping:**

The preliminary plan provides a tree removal plan and shows that many trees will need to be removed with a few existing trees to be preserved within the proposed open space park.

Plan Page L101: Landscape Plan shows conceptual landscaping including the existing trees to remain and proposed new trees.

The landscaping plan details two buffer areas: west and south. Both proposed buffers provide more landscaping than is required. The entire site (sans M-36) is wrapped in a 6' wooden fence.

Little detail is provided for the M-36 or Campbell Ct. frontages. A more detailed plan would be useful for the final site plan review.

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.

**Suggested Condition 1:**

A more detailed landscaping plan that meets all the requirements. Applicant may also specify which landscaping requirements they wish to have waived.

**Lighting:**

The lighting plan of the project shows 21 lights along the main roadway all between M-36 and Campbell Rd.

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 2:**

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:**

Signs details were submitted for the VR and VC districts. The submitted sign details appear to conform to the ordinance requirements. Any additional signage proposed for the project will be provided as a part of the final site plan review and shall meet the requirements of the zoning regulations.

General. The overall design and mixture of uses shall be consistent with the intent of this district. Compatibility of uses shall be determined by the following:

- |  |   |
|--|---|
| 1. The uses shall not create noise, dust, odors, fumes or other nuisances that will have an obnoxious effect on surrounding residences.  | ✓ |
| 2. Traffic volumes generated by the use shall not have a negative impact on surrounding residential character.   | ✓ |
| 3. Architecture shall meet the requirements of section 36-73(7).   | ✓ |
| 4. Location and use of yards shall contribute to the continuation of open space areas within the immediate vicinity.   | ✓ |
| 5. Location and design of landscaping and pedestrian areas shall be compatible with and enhance the area pedestrian and open space network.  | ✓ |
| 6. Location, size and types of architectural projections such as porches or awnings shall be compatible with other structures along the same block.                                  | ✓ |
| 7. Location, scale and design of signs shall be consistent with the character of other signs, street elements structures and uses located along the same street.                     | ✓ |
| 8. Residential development shall be designed to be compatible with surrounding land uses, while providing a mixture of housing types to meet the varied needs of Township residents. | ✓ |

**Staff Analysis:**

The project has been designed to be compatible with the surrounding area and to have a downtown village appearance, creating a design to help foster community interaction. MDOT and the LCRC will require the developer to prepare a traffic study for this project and MDOT and LCRC approvals will be required as a part of the 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.



<p><b>Sidewalks/pedestrian circulation.</b></p> <ol style="list-style-type: none"> <li>1. Site design shall demonstrate a special sensitivity to pedestrian circulation and safety.</li> <li>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.</li> <li>3. All developments shall provide pedestrian linkages between public sidewalks and the building entrances.</li> </ol> <p>Staff Analysis: The sidewalk system within the development has been designed to provide good pedestrian access within the site and to the surrounding areas both along M-36, Pearl Street, and Campbell St. The developer may wish to consider creating a pedestrian access route from the area off the sidewalk on Campbell Ct. in the development that is closest to the retail store at the gas station to allow easy access to this use.</p> <p><b>Suggested Condition 4:</b> As a part of the final site plans a pedestrian access route shall be created to the retail store building from the sidewalk on the east side (Campbell Ct.) of the development.</p>	<p>✓</p> <p>✓</p> <p>✓</p>
<p><b>Architecture.</b></p> <ol style="list-style-type: none"> <li>1. Buildings shall possess architectural variety but enhance the overall cohesive and historic village character.</li> <li>2. Building architecture shall meet the standards of section 36-73(7).</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol> <p>Staff Analysis: The proposed designs have utilized large front porches and with garages access along the roadways. The fronts of the nine proposed units will be accessed off a park area providing a unique feature to this tight community. The main street</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>



layout and the on-street parking is also utilized to provide a downtown village feel when entering this development.	
<p><b>GPUD Requirements:</b></p> <p>A. <b>Location.</b> 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 Development (MD), Village Residential (VR), or Village Center (VC) zoning districts.</p> <p>B. <b>Size.</b> A GPUD shall only be created on development sites one (1) acre in area or greater.</p> <p>C. <b>Permitted Uses.</b></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>	<p>✓</p> <p>✓</p> <p>✓</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 and Village Residential-10 everywhere else on the property. The Community Center/Office building was intentionally located on the site closer to M-36 and the residential component of the project has been proposed south of community center/ office building and the existing gas station. The project architecture of the structures and layout of the project has been created to meet the requirements in the Village Center Master Plan, Village Residential areas.*

(2)

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

*The centralized park area and the connections provided through the site 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.

*Because of the long roadway extension to access Campbell Street to the east and in creating the centralized public park area on the site some regulatory flexibility is required for the development of the site.*

(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. However, because of the layout of the project, the size of the landscape buffer has been reduced from 20 feet to 15 feet and in certain areas of the site and along the east property line and along the pearl street connection the project is not able to meet the requirements for the number of trees. Also, to soften the design of the project and to lessen the impact on the adjacent properties a continuous wall along the perimeter of the entire site has not been proposed as a part of the project.*

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 is not increased over what would be allowed under the underlying zoning district.*

(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, a centralized park area, on street parking, and high-quality design features. The proposed for-rent townhomes will also provide the Village area with a much-needed housing alternative to the existing single-family housing within the Village.*

### **Suggested Condition 5**

A development agreement including master deeds and bylaws will be submitted for this project. This agreement will be reviewed by the Township Attorney. This agreement shall include a cross access agreement that allows public use of the private roadways, sidewalks and parks within the project.

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

Compliance with the standards of this section are required as a part of the Final 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. See the development compliance review table on pages 3 to 7 of this report for information about how the proposed project would conform to all the provisions of the Zoning Ordinance regulations.

**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. The project has been designed to access both M-36 and Campbell Ct. providing two forms ingress/egress for the development. with one main roadway. The sidewalk system that is proposed will provide pedestrian connection to the units and pedestrian access through the site from the multiuse trail and commercial along M-36 to the Village Area and the Lakelands trail via Pearl Street. The site has been designed to provide safe and convenient streets and sidewalks.

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 wooded and most of the trees will be removed as a part of the project. The project does propose to preserve 60 existing trees.

- 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 (Exhibit A, Page L101). This plan was reviewed on pages 5-6 of this report, the

landscaping will help screen the project from the surrounding homes and help to restore the aesthetic quality of the site.

**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. Some of the design elements that help to achieve this are usable front porches, the first floors of the homes are set at an elevation slightly higher than the public sidewalks, where garage face the street they are set back 4 feet from the front façade of the home and 9 feet from the front façade of the covered porch, nine of the home front the park and are accessed off an alley, on street parallel parking spaces are provided along the main roadway, and quality materials and trim will be utilized to build these units.

The proposed streetlights shall match the required street lighting in the Village Center Master plan and shall be appropriately spaced along the entirety of the main roadway and lower level pedestrian lighting shall be used in the park to allow safe access to the fronts of the nine houses that front this park area.

### **RECOMMENDATIONS:**

Staff believe that as conditioned and with final review of the project under the final site plan review requirement the proposes 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 more detailed landscaping plan that meets all the requirements. Applicant may also specify which landscaping requirements they wish to have waived.

**Suggested Condition 2:** 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.

**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.

**Suggested Condition 4:** As a part of the final site plans a pedestrian access route shall be created to the retail store building from the sidewalk on the east side (Campbell Ct.) of the development.

**Suggested Condition 5**

A development agreement including master deeds and bylaws will be submitted for this project. This agreement will be reviewed by the Township Attorney. This agreement shall include a cross access agreement that allows public use of the private roadways, sidewalks and parks within the project.

**Suggested Condition 6:** Prior to the review of the final site plan or the issuance of a land use permit as needed all appropriate 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 C: Village Center Master Plan: Village Residential pages 47-50

Exhibit D: Hamburg Township Fire Department Initial Review

Exhibit E: Hamburg Township Engineering Consultant Initial Review



# Hamburg Village Townhomes

7620 and 10303 Hamburg Rd.  
Hamburg Twp., MI  
PUD Preliminary Site Plan



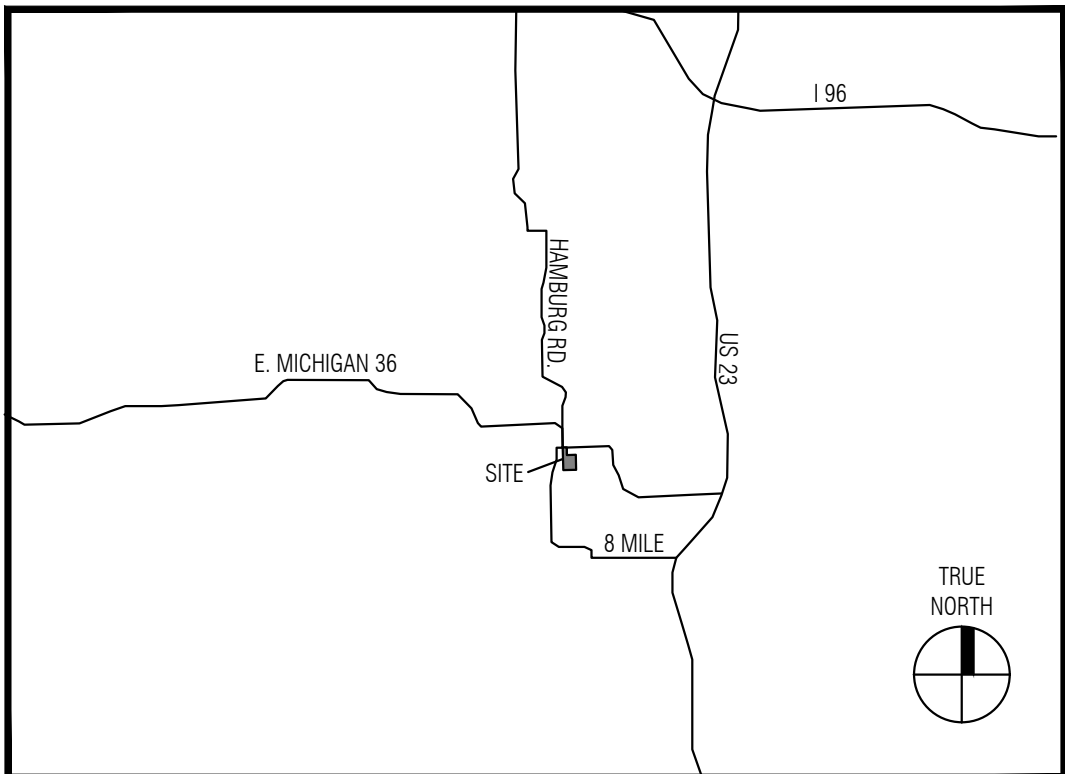
PROJECT TEAM

<b>OWNER</b> RON HAMAMA 3700 TELEGRAPH RD. BLOOMFIELD HILLS, MI 48302 T: 248.207.5066 CONTACT: ronnyhamama@gmail.com	<b>ARCHITECT</b> DESIGNHAUS ARCHITECTURE 3300 AUBURN AUBURN HILLS, MI 48326 T: 248.601.4422 F: 248.453.5854 PROJECT MANAGER: JOE LATOZAS CHIEF LANDSCAPE ARCHITECT : MICHAEL PIZZOLA PROJECT ARCHITECT: PETER STUHLREYER, A.I.A
<b>CIVIL</b> SM ENGINEERING 1939 LINCOLNSHIRE DRIVE ROCHESTER HILLS, MI 48309 T: 248.655.8553 CONTACT: GREG EZZO	<b>SURVEYOR</b> KEM TEC 22556 Gratiot Ave, Eastpointe, MI 48021 T: (586) 772-2222 CONTACT: info@kemtecsurvey.com

STATEMENT OF SELECTED DESIGN PROFESSIONAL

THESE CONSTRUCTION DOCUMENTS WERE PREPARED FOR COMPLIANCE WITH THE MICHIGAN CONSTRUCTION CODES IN EFFECT AT THE TIME OF PERMIT SUBMITTAL. ALL ENGINEERS, CONTRACTORS AND SUPPLIERS INVOLVED WITH THIS PROJECT SHALL COMPLY WITH THE SAME CODES ISSUED AND APPROVED CODE MODIFICATIONS AND/OR MUNICIPAL CONSTRUCTION BOARDS OF APPEALS RULINGS AND WHENEVER REQUIRED SHALL PROVIDE SHOP DRAWINGS AND SUBMITTALS CLEARLY DESCRIBING COMPLIANCE TO THE REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE FOR REVIEW AND APPROVAL.
REGISTERED DESIGN PROFESSIONAL IN CHARGE: PETER STUHLREYER, A.I.A. MICHIGAN IDENTIFICATION # 44668 DESIGNHAUS ARCHITECTURE
MICHAEL PIZZOLA, CHIEF LANDSCAPE ARCHITECT MICHIGAN IDENTIFICATION #3901001656 DESIGNHAUS ARCHITECTURE

LOCATION MAP



INDEX OF DRAWINGS

SHEET NO:	DRAWING NAME
GENERAL	
G001	Title Sheet and Index
G002	Renderings
CIVIL	
1 of 2	Topographic Survey
2 of 2	Topographic Survey
1 of 2	Exhibit Proposed Parcels
2 of 2	Exhibit Existing Parcels
C3.0	Site Layout & Paving Plan
C4.0	Grading Plan
C5.0	Utility Plan
LANDSCAPE	
AS1.00	Architectural Site Plan
AS1.01	Sign Master Plan
AS1.02	Fire Truck Access Plan
AS1.03	Photometric Plan
L100	Tree Removal and Preservation Plan
L101	Landscape Plan
ARCHITECTURAL	
A010	First Floor Plan - Service Station
A011	Second Floor Plan - Service Station
A012	Building Elevations - Service Station
A013	Gas Station Plan & Elevations
A100	Building A Community Center Floor Plan
A101	Building B C D E F & G Floor Plans
A103	Building H Floor Plans
A104	Building I Floor Plans
A105	Building J Floor Plans
A106	Typical Overall Plans - Buildings B, C, D, E, F & G
A107	Typical Unit B Plans - Buildings H & I
A200	Building A Elevations
A201	Building B C D E F & G Elevations
A203	Building H Elevations
A204	Building I Elevations
A205	Building J Elevations

DESIGNHAUS ARCHITECTURE

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PETER M. STUHLREYER  
ARCHITECT  
No. 44668  
MICHIGAN ARCHITECTS ASSOCIATION

REV Preliminary PUD

01.19.24

REV Preliminary PUD

11.17.23

PUD Preliminary SP

7.24.23

PUD Preliminary Rev

5.27.22

Revision/Issue

Date

Hamburg Village Townhomes  
7620 and 10303 Hamburg Rd.  
Hamburg Twp., MI

Title Sheet and Index

022065

G001





4 North View From E-Michigan 36 (Main Entrance)

No Scale



3 East Entrance View From Campbell Ct.

No Scale



2 Community Center View

No Scale



1 Townhomes View

No scale

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Hamburg Village Townhomes  
7620 and 10303 Hamburg Rd.  
Hamburg Twp., MI

Renderings

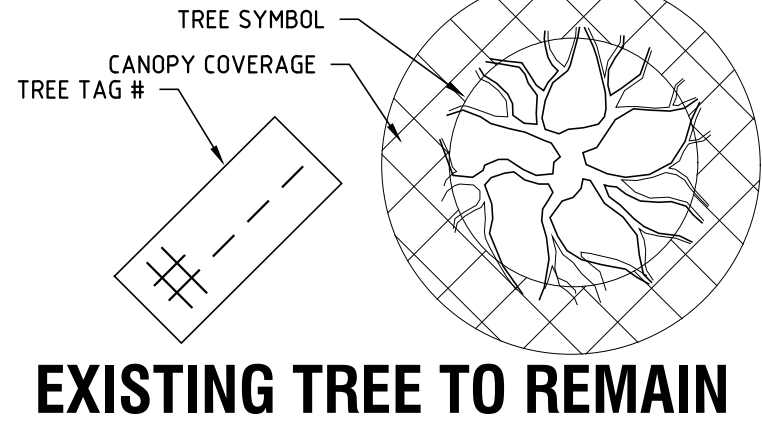
022065

GOO2

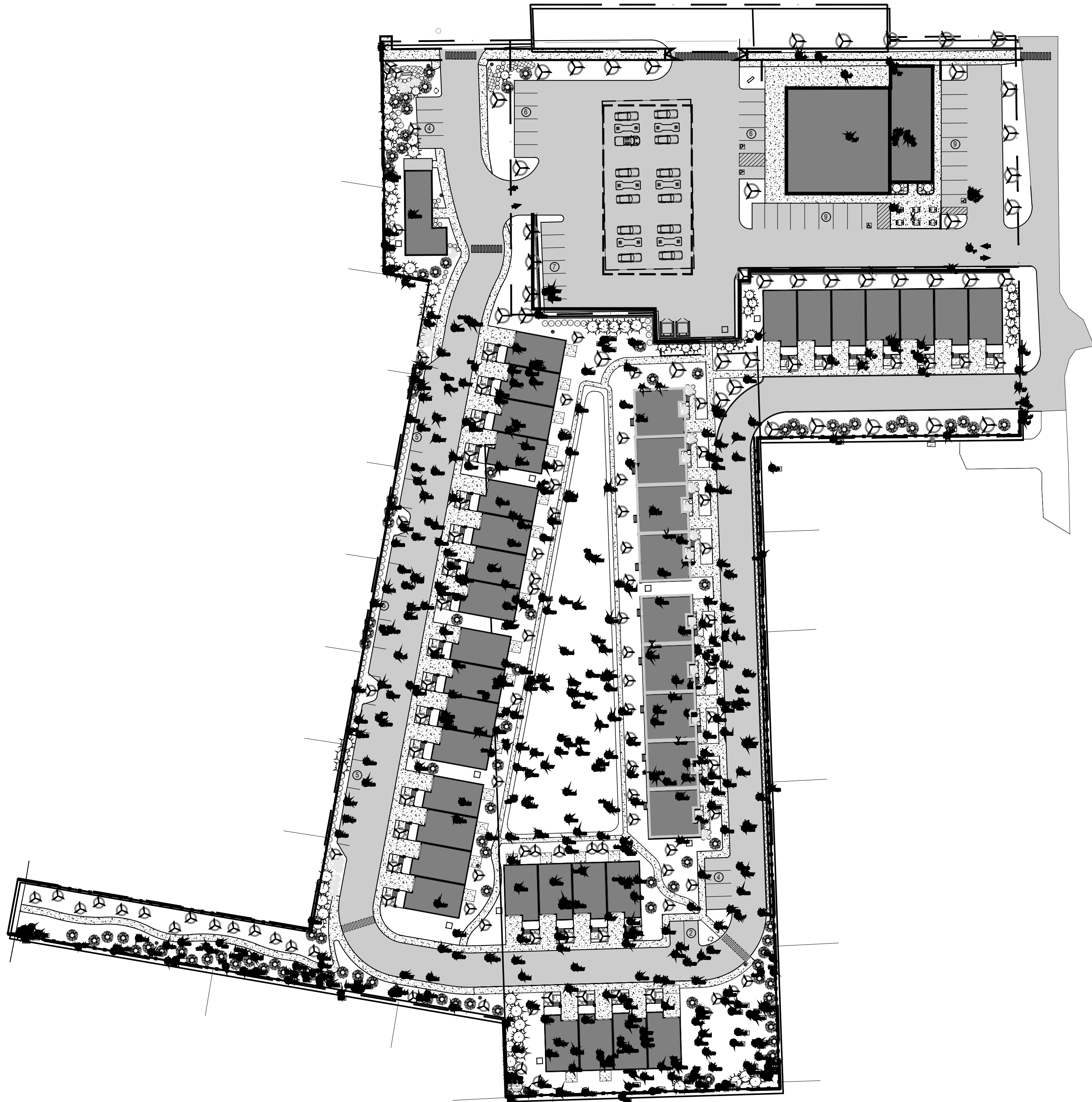
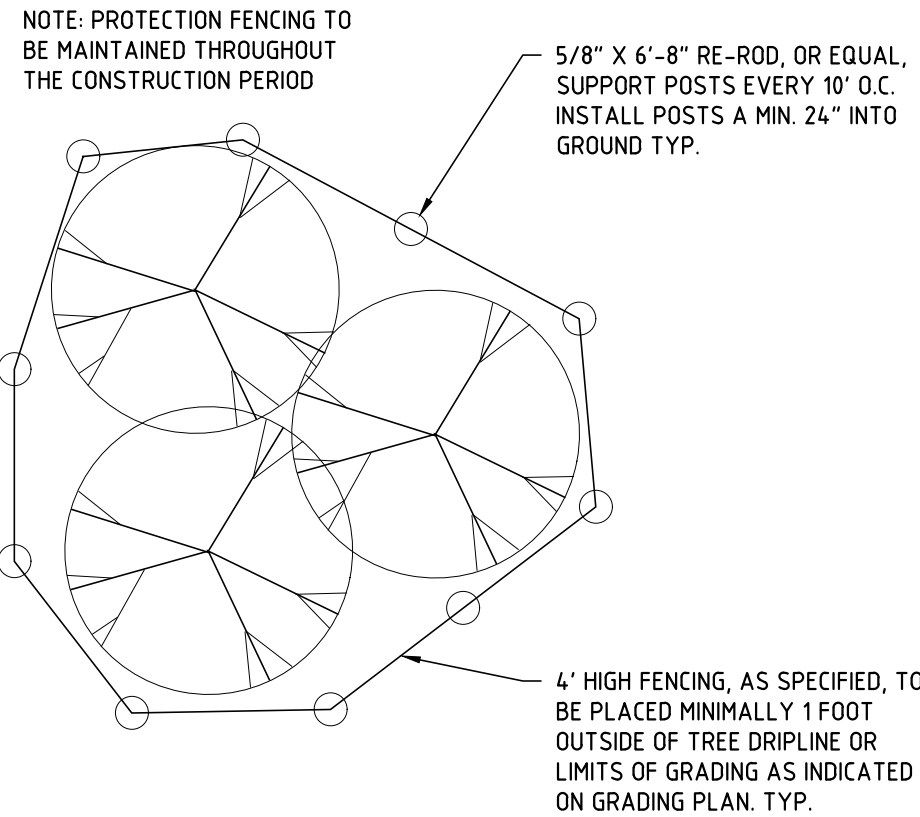


GENERAL NOTES

TREES REMOVED PROVIDE NO LANDSCAPE VALUE TO THE SITE  
SEE LANDSCAPE PLAN REPLACEMENT TREES



TREE PROTECTION DETAIL



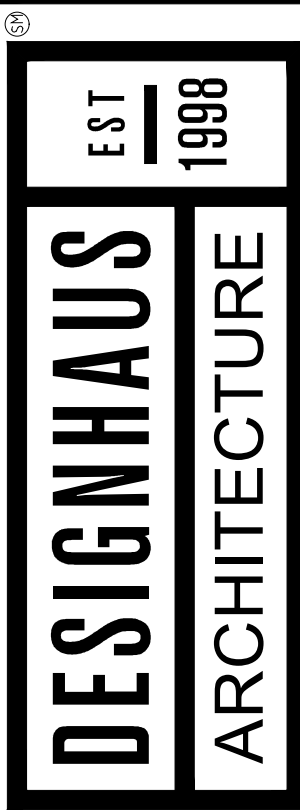
1 Tree Removal and Preservation Plan  
SCALE: 5/256" = 1'

EXISTING TREES TO REMAIN

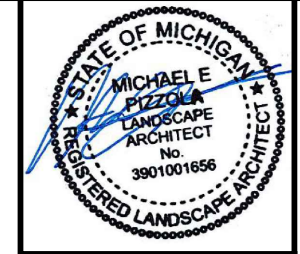
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3	1181	64	1462
4	1182	65	1463
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7	1189	67	12"
8	1196	68	17"
9	1197	69	22"
10	1270	70	
11	1315	71	
12	1330	72	
13	1331	73	
14	1333	74	
15	1334	75	
16	1335	76	
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58	1457	118	
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60	1331	120	
61	1459	121	

TREES TO BE REMOVED

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5	1155	65	1223	125	1284	185	1365	245	1437	314	1509	414	1569	474	-
6	1156	66	1224	126	1285	186	1366	246	1441	315	1510	415	1570	475	24"
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REV Preliminary PUD	01.19.24
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Hamburg Village Townhomes  
7620 and 10303 Hamburg Rd.  
Hamburg Twp., MI

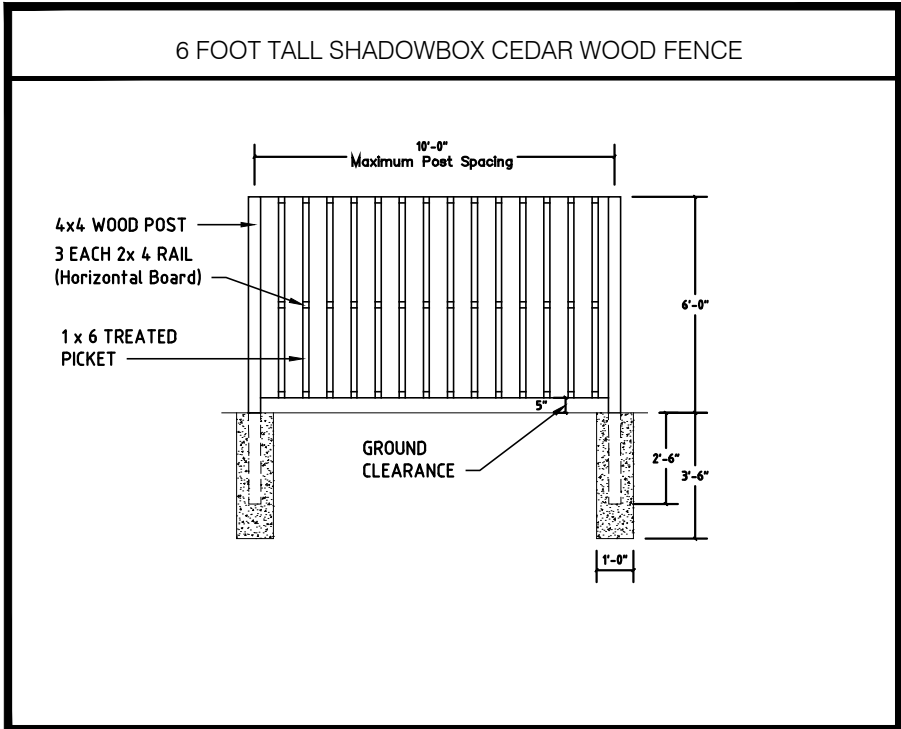
Tree Removal and  
Preservation Plan

022065

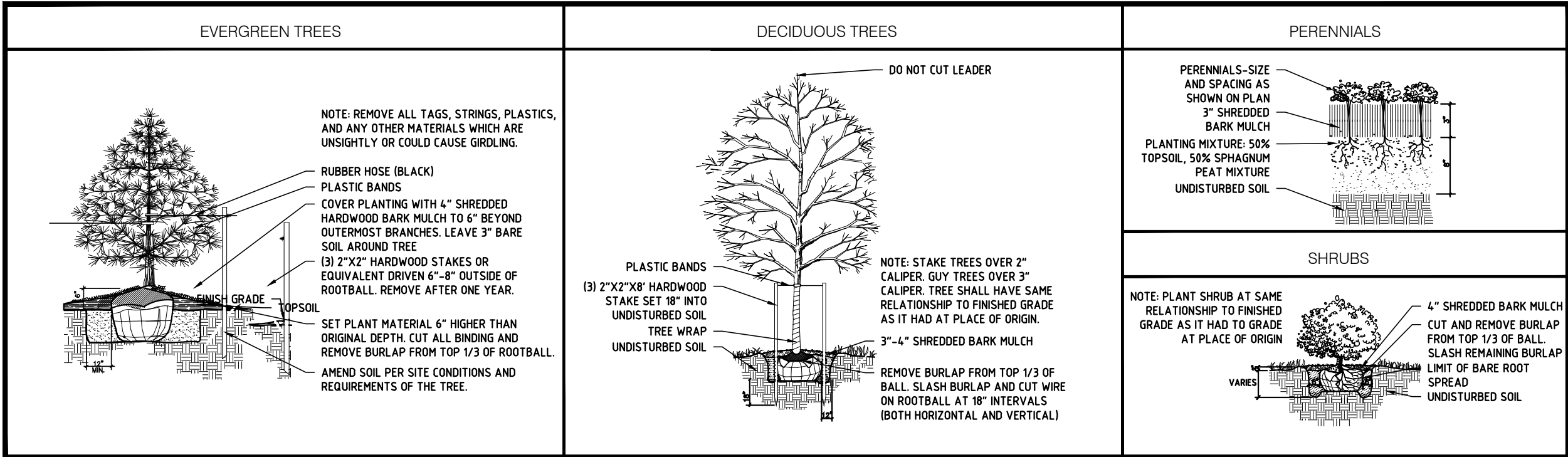
L100



WOOD SCREENING FENCE



PLANTING DETAILS



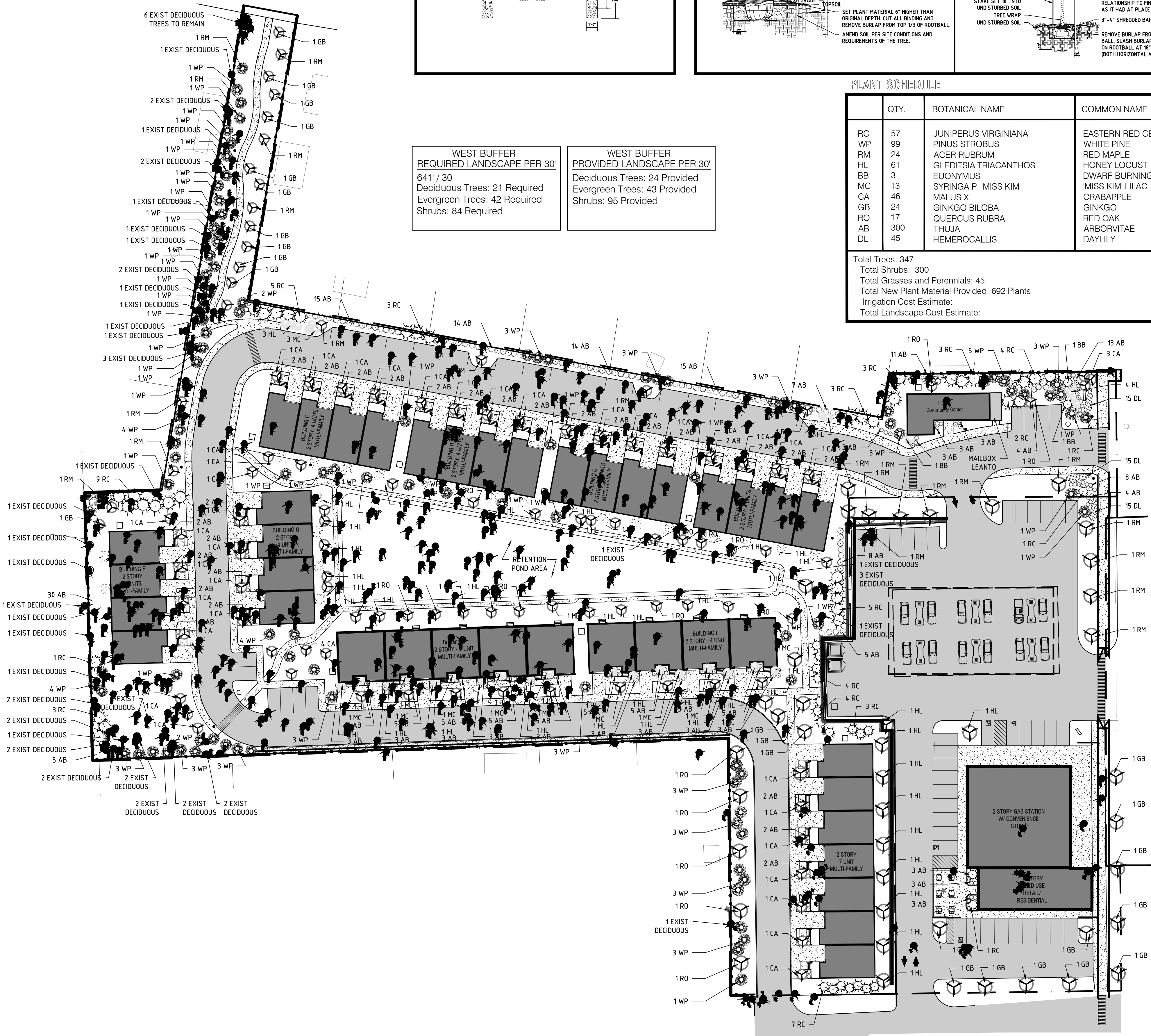
PLANT SCHEDULE

	QTY.	BOTANICAL NAME	COMMON NAME	TREE TYPE	SIZE/ROOT	UNIT COST / TOTAL
RC	57	JUNIPERUS VIRGINIANA	EASTERN RED CEDAR	EVERGREEN	3' B+B	
WP	99	PINUS STROBUS	WHITE PINE	EVERGREEN	7'-8'	
RM	24	ACER RUBRUM	RED MAPLE	DECIDUOUS	2 1/2'	
HL	61	GLEDITSIA TRIACANTHOS	HONEY LOCUST	DECIDUOUS	2 1/2'	
BB	3	EUONYMUS	DWARF BURNING BUSH	DECIDUOUS	7'-8'	
MC	13	SYRINGA P. 'MISS KIM'	'MISS KIM' LILAC	DECIDUOUS	24" B+B	
CA	46	MALUS X	CRABAPPLE	DECIDUOUS	3' B+B	
GB	24	GINKGO BILOBA	GINKGO	DECIDUOUS	3' B+B	
RO	17	QUERCUS RUBRA	RED OAK	DECIDUOUS	3' B+B	
AB	300	THUJA	ARBORVITAE	SHRUB		
DL	45	HEMEROCALLIS	DAYLILY	PERENNIALS		

Total Trees: 347  
Total Shrubs: 300  
Total Grasses and Perennials: 45  
Total New Plant Material Provided: 692 Plants  
Irrigation Cost Estimate:  
Total Landscape Cost Estimate:

SOUTH BUFFER  
REQUIRED LANDSCAPE PER 30'  
192' / 30 =  
Deciduous Trees: 7 Required  
Evergreen Trees: 14 Required  
Shrubs: 28 Required

SOUTH BUFFER  
PROVIDED LANDSCAPE PER 30'  
Deciduous Trees: 15 Provided  
Evergreen Trees: 17 Provided  
Shrubs: 35 Provided



1 Landscape Plan  
SCALE: 1" = 40'



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Hamburg Village Townhomes  
7620 and 10303 Hamburg Rd.  
Hamburg Twp., MI

Landscape Plan

022065

L101

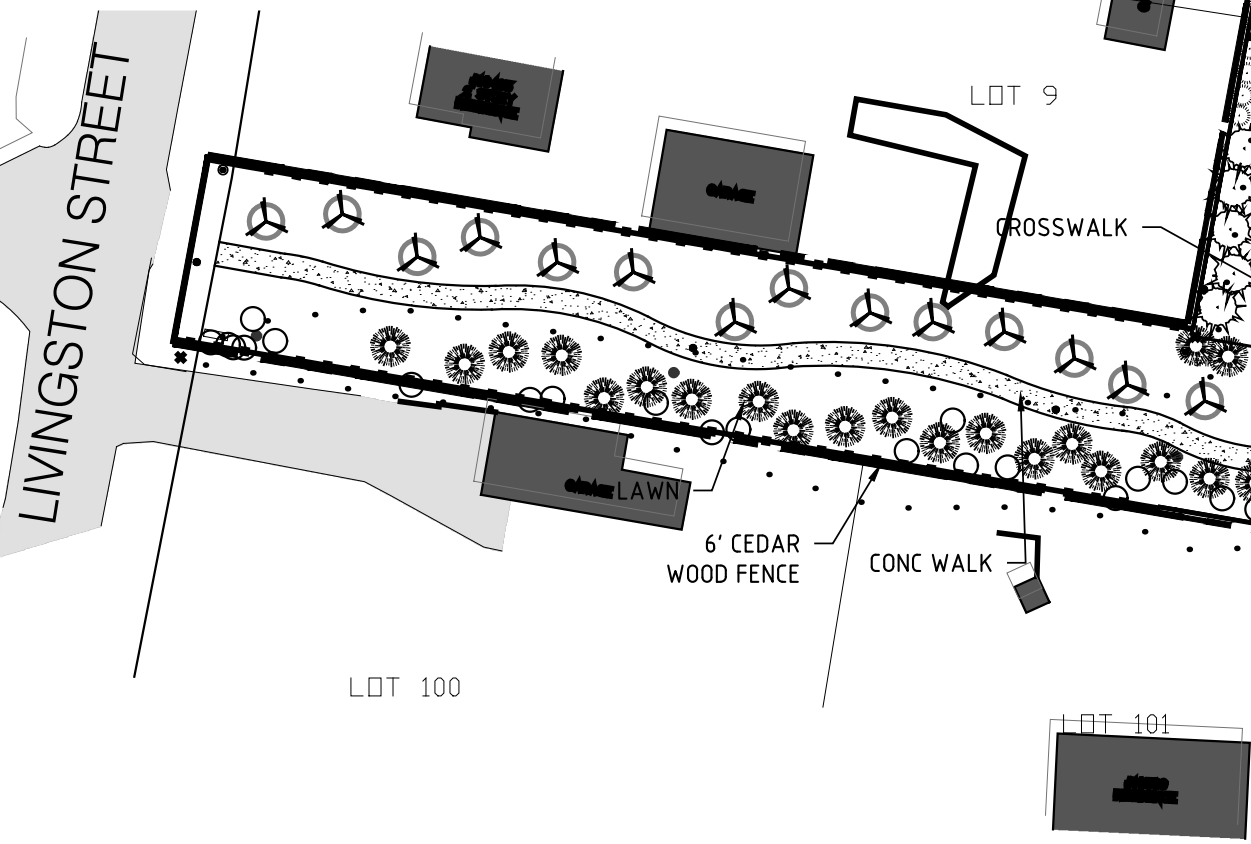




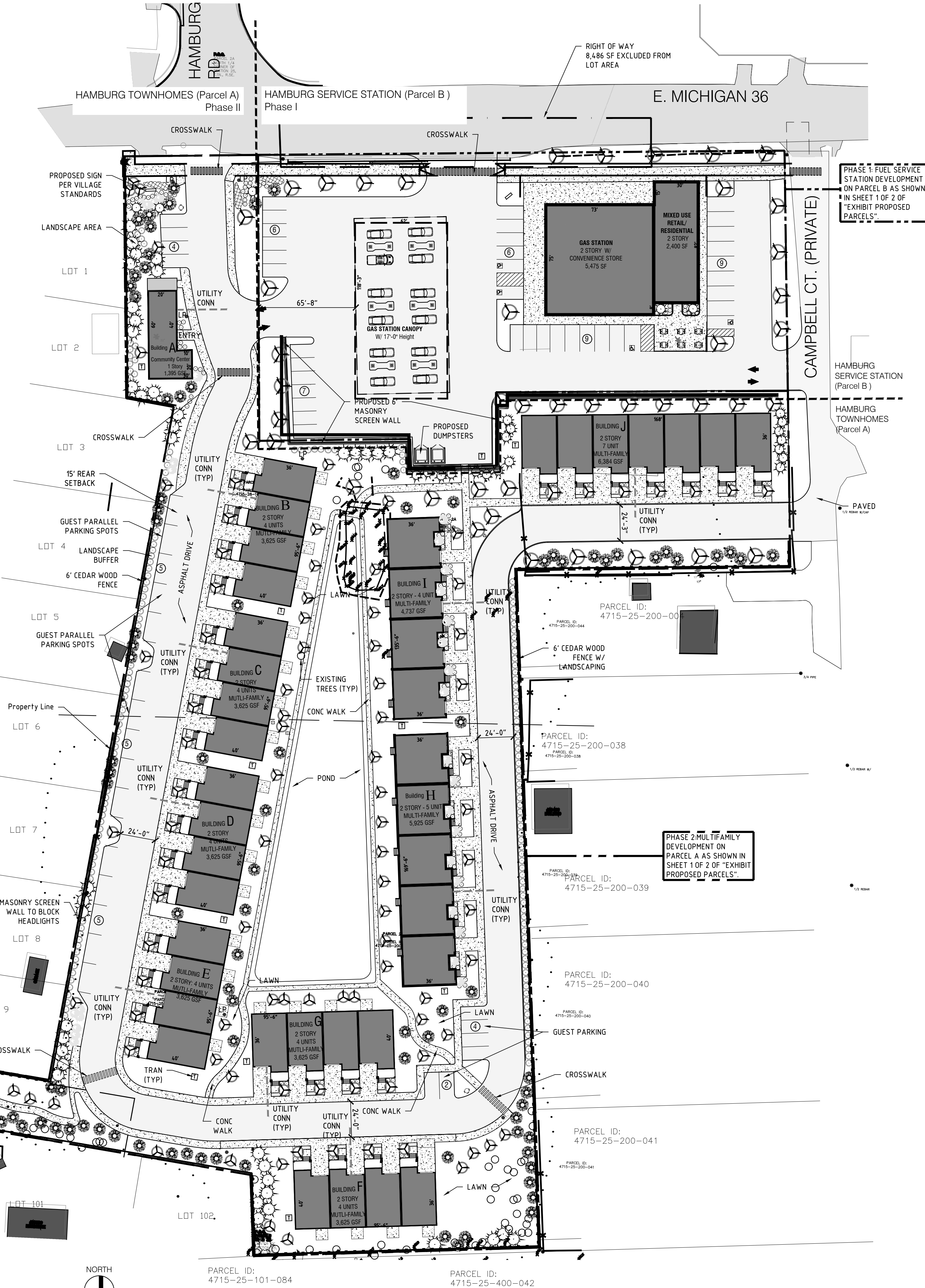
2 Zoning Map  
SCALE: 1/128"=1'-0"



3 Proposed Zoning Map  
SCALE: 1/128"=1'-0"



1 Site Plan  
SCALE: 1"=40'



SITE DATA

Regulation	Information
Parcel I.D.	#4715-25-101-078 / #4715-25-200-025 / #4715-25-200-024 / #4715-25-200-023
Address	7620 E. M-36 & 10303 Hamburg Rd. Hamburg Twp, MI
Zoning	VC - Village Center/ VR- Village Residential
Lot Area	Parcel A -194,357 Sq. Ft. / Parcel B - 61,961 Sq. Ft.
Lot Area Combined:	256,501 Sq. Ft. (5.88 Acres)

ZONING SCHEDULE OF REGULATIONS

Regulation	Required	Provided - Parcel A (Townhomes)		Provided - Parcel B (Service Station)
Setbacks	VR Zoning Front: 20' Side: 10' Rear: 25'	BUILDING A : COMMUNITY CENTER  Front: n/a Side: 15'-0" 90'-3" Rear: 15'-1"		SERVICE STATION  Front: 193'-8" Side: 25'-6" 51'-1" Rear: 88'-6"
	VC Zoning Front: 20' Side: 10' Rear: 15'	BUILDING B, C, D & E  Front: 62'-0" Side: 64'-6" 11'-7" Rear: 133'-10"		BUILDING F  Front: 491'-10" Side: 68'-0" 28'-8" Rear: 15'-0"
	Garage: 5' From Building Line	BUILDING G  Front: 72'-5" Side: 93'-4" 133'-2" Rear: 385'-1"	BUILDING H & I  Front: 50'-0" Side: 33'-7" 178'-3" Rear: 157'-9"	BUILDING J  Front: 64'-1" Side: 11'-7" 16'-11" Rear: 15'-1"
	10' Between each building			CANOPY  Front: 65'-8" Side: 34'-2" 30'-9" Rear: 227'-9"
Min. Lot Area	VR: 80 SF VC: 65 SF	4.46 Acre - 194,357 Sq. Ft.		1.4 Acre - 61,961 Sq. Ft.
Max. Dwelling unit per Acre	VR: 8 / Acre VC: 10 / Acre	40 Dwelling units /4.46 Acre 10 unit/Acre		2 Dwelling units /1.4 Acre 2 unit/Acre
Building Height	VR / VC : 35' / 2.5 Stories	2 Stories / 23'-9" 22'-6" Townhome 1 Story/13'-3" Community center		2 Story - 24' Height Canopy - 17' Height
Maximum Lot Coverage building/parking	VR: 35/40 VC: 50/80	21% Building (40,201 SF) 58 % Total Impervious (112,910 SF)		24% (15,145 SF) 87% (54,118 SF)
Open Space	1,500 SF/ PER UNIT 60,000 SF REQ. OPEN SPACE	2,036 SF / Unit Provided (81,447 SF)		7,843 SF
		PARCEL A & B COMBINED TOTAL BUILDING COVERAGE 65%		
		PARCEL A & B COMBINED OPEN SPACE 77,776 SF		

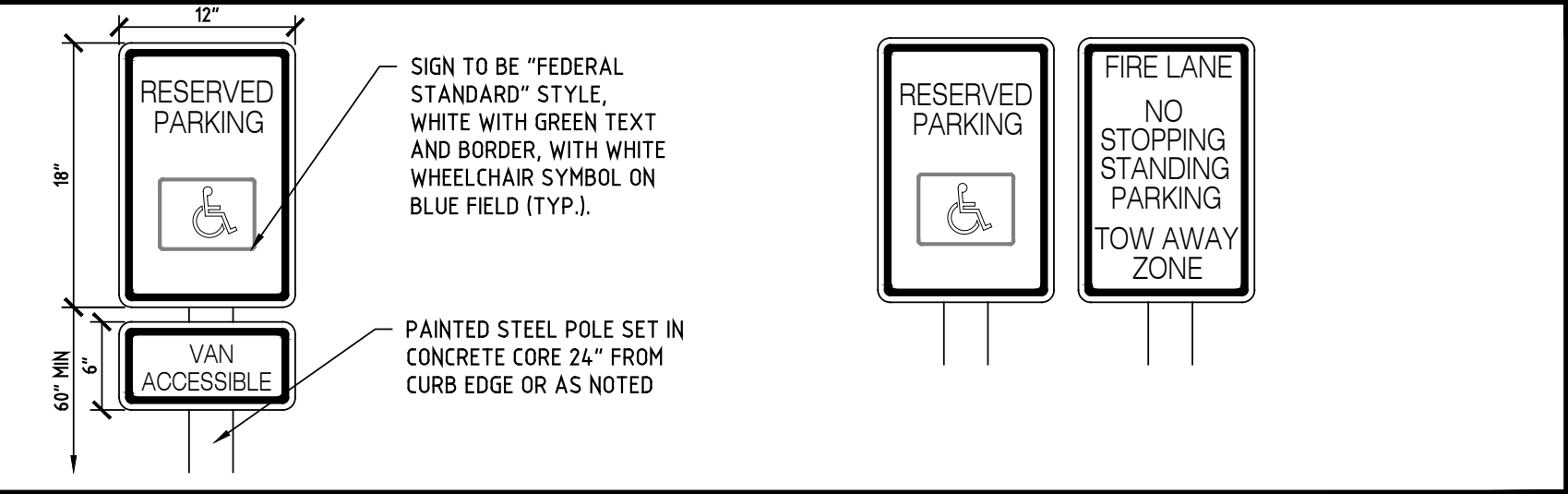
PARKING SUMMARY - Parcel A (Townhomes)

Regulation	Required	Provided
Site Requirement	1.5 Spaces /Unit: 1.5/40 units= 60 Spaces + Community Center 1 Space / 400 SF = 3.5 Spaces	21 Street Parking Spaces (Guest) + 40 Garage Parking Spaces 4 Spaces by Community Center
Total	63.5 Spaces Required	65 Spaces Provided

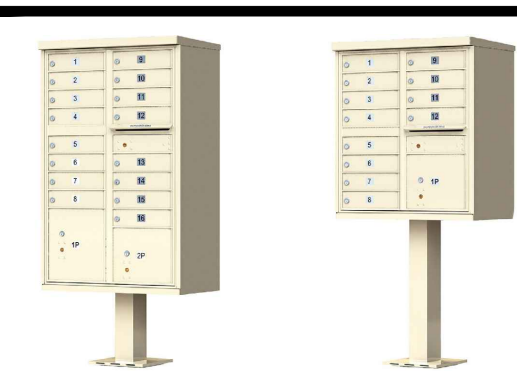
PARKING SUMMARY - Parcel B (Service Station)

Regulation	Required	Provided
Site Requirement	Service Station: 1 Space / Stall + 1 Employee = 13 Spaces Retail: Retail: 1 Space / 150 SF = 16 Spaces	37 Lot Parking Spaces +
Total	29 Spaces Required Including 2 Accessible Space	37 Spaces Provided Including 4 Accessible Parking Spaces

ADA SIGN DETAILS



COMMUNITY MAIL BOX



REQUIRED STREET LIGHTING

VC Standard Fixtures to be  
Provided @ 50' O.C.  
RE: Photometric Plan sheet AS.03



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Revision/Issue	Date
REV Preliminary PUD	01.19.24
REV Preliminary PUD	11.17.23
PUD Preliminary SP	7.24.23
PUD Preliminary Rev	5.27.22

Hamburg Village Townhomes  
7620 and 10303 Hamburg Rd.  
Hamburg Twp., MI

Architectural  
Site Plan

022085

AS1.00



SIGNS- Parcel A (Townhomes)

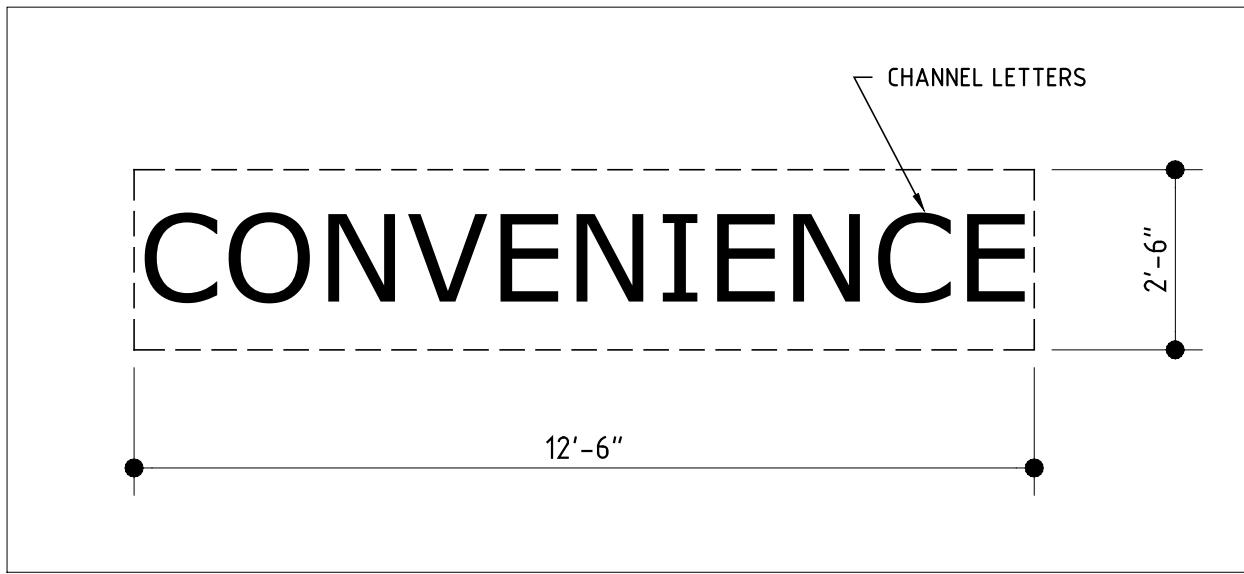
Regulation	Required	Provided
RESIDENTIAL DISTRICT VR	Sec. 36-476 a. Residential Development sign. one Freestanding Monument or wall sign to be located within 50' of entrance, not to exceed 32 SF in area	1 Freestanding Monument 32 SF

SIGNS- Parcel B (Gas Station)

Regulation	Required	Provided
NONRESIDENTIAL DISTRICT VR	Sec. 36-476 b. Nonresidential sign: one Freestanding Monument and one wall sign. Freestanding sign not to exceed 20 SF in area.	1 Freestanding Monument 20 SF

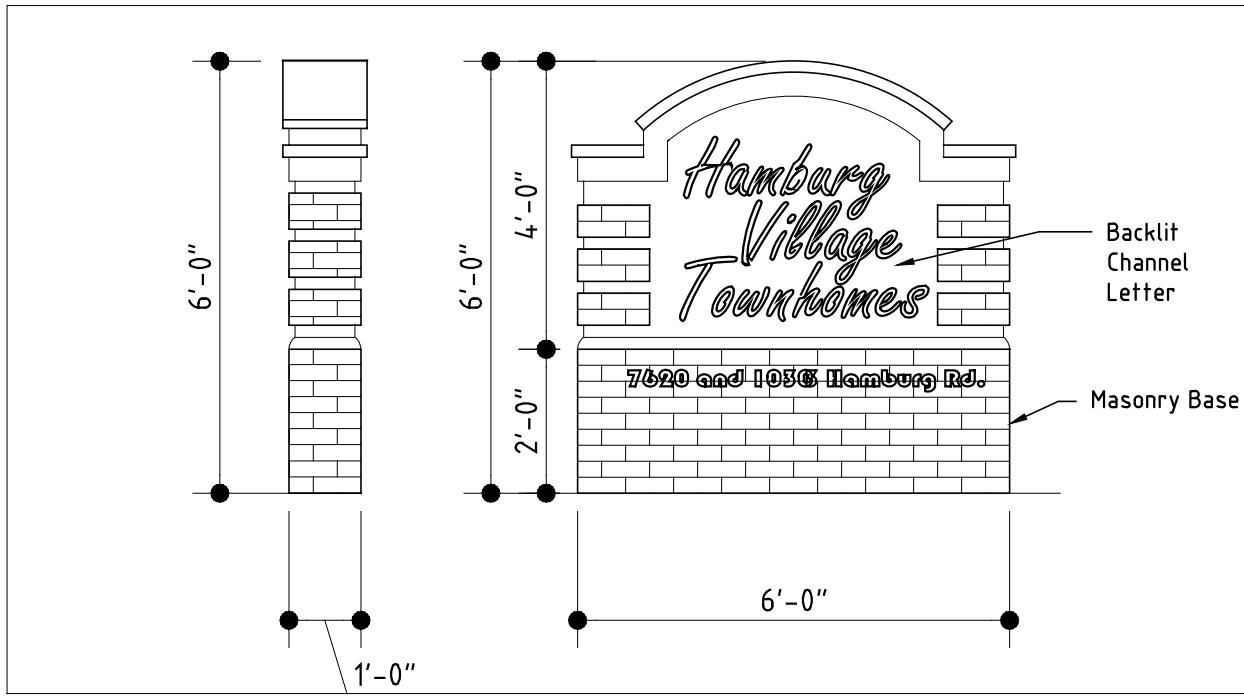
SIGNS- Parcel B (Wall Sign)

Regulation	Required	Provided
NONRESIDENTIAL DISTRICT VR	Sec. 36-476 b. The wall sign not to exceed 1SF for every two linear feet of building frontage, or 100 square feet, whichever is less.	5 Wall-Sign (1SF Each)



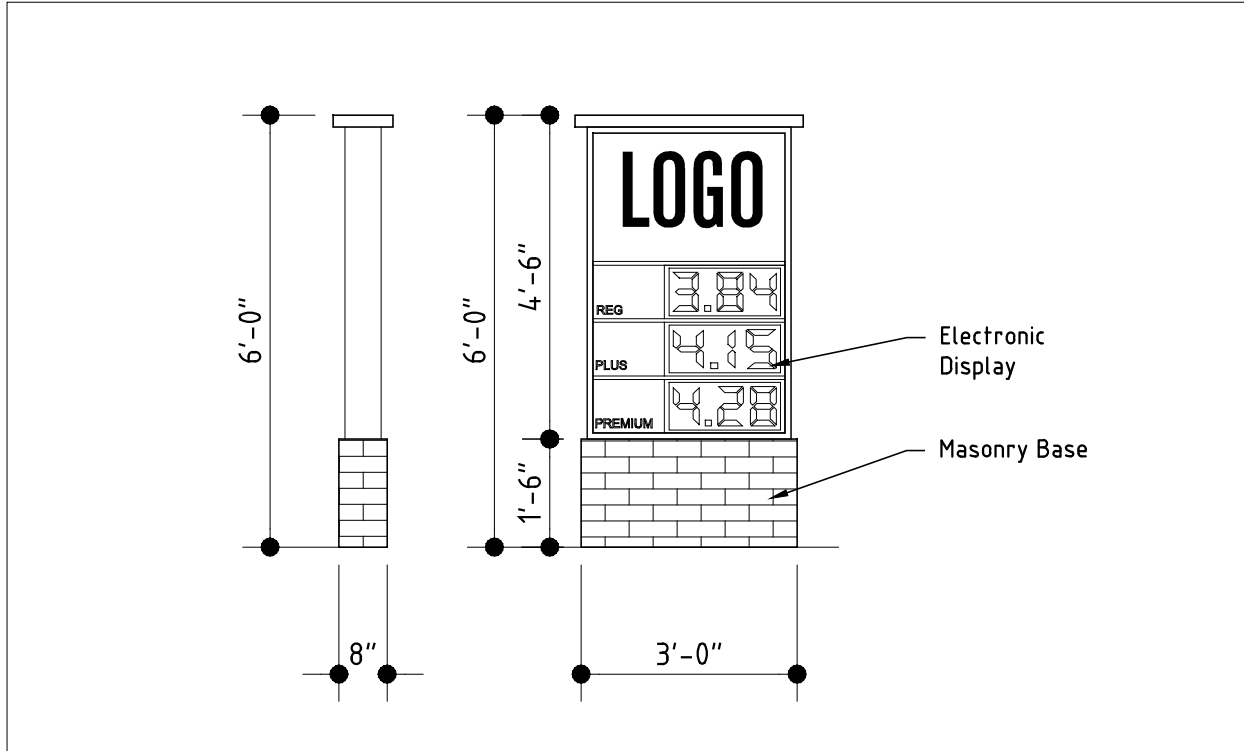
1 Wall Sign

SCALE: 1"= FULL



2 Monument Sign Residential Sign

SCALE: 1"= FULL



3 Monument Sign Gas Station

SCALE: 1"= FULL



1 Sign Master Plan

SCALE: 1"= 40'



EST 1998

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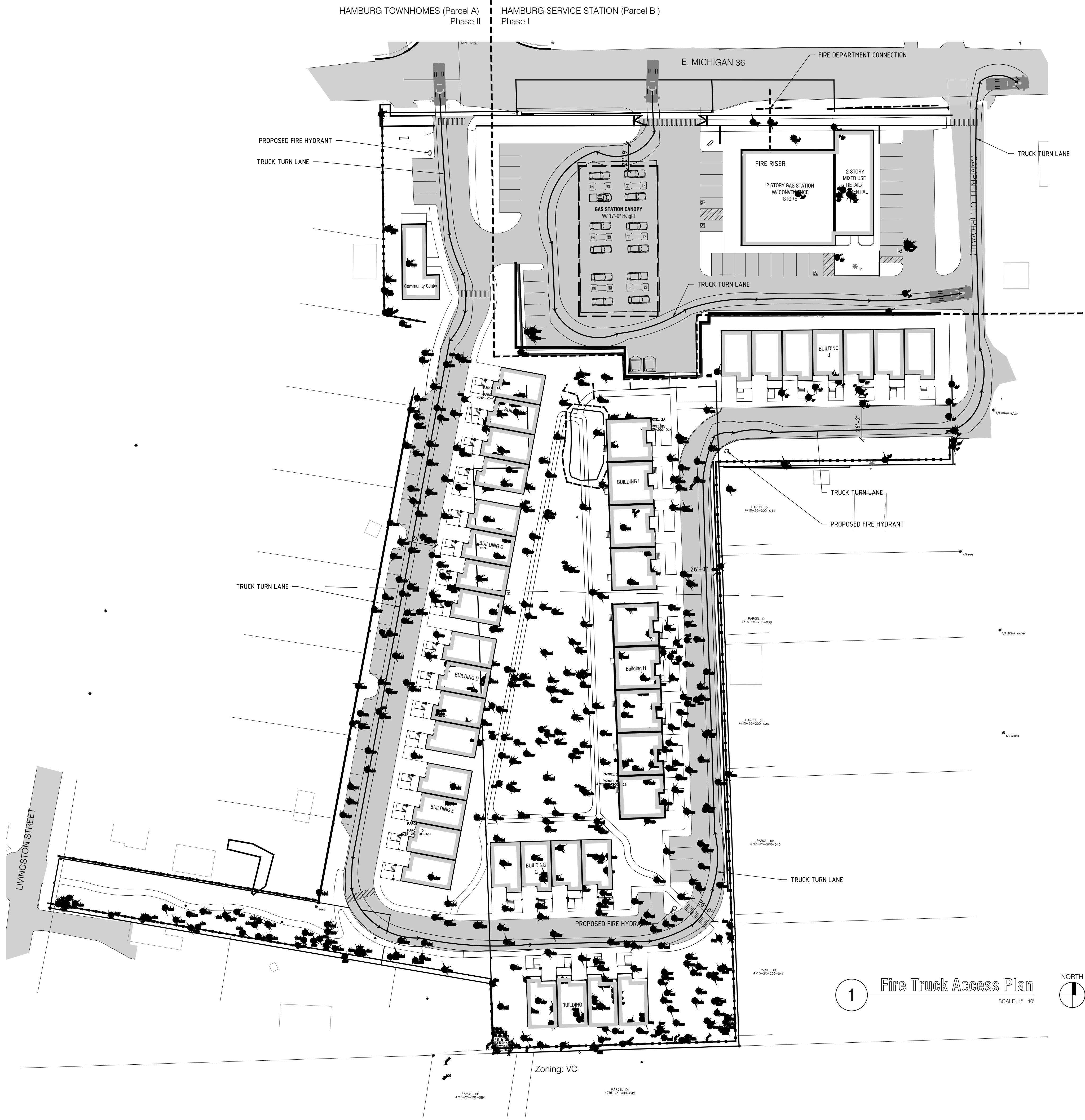
Revision/Issue	Date
REV Preliminary PUD	01.19.24
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Hamburg Village Townhomes  
7620 and 10303 Hamburg Rd.  
Hamburg Twp., MI

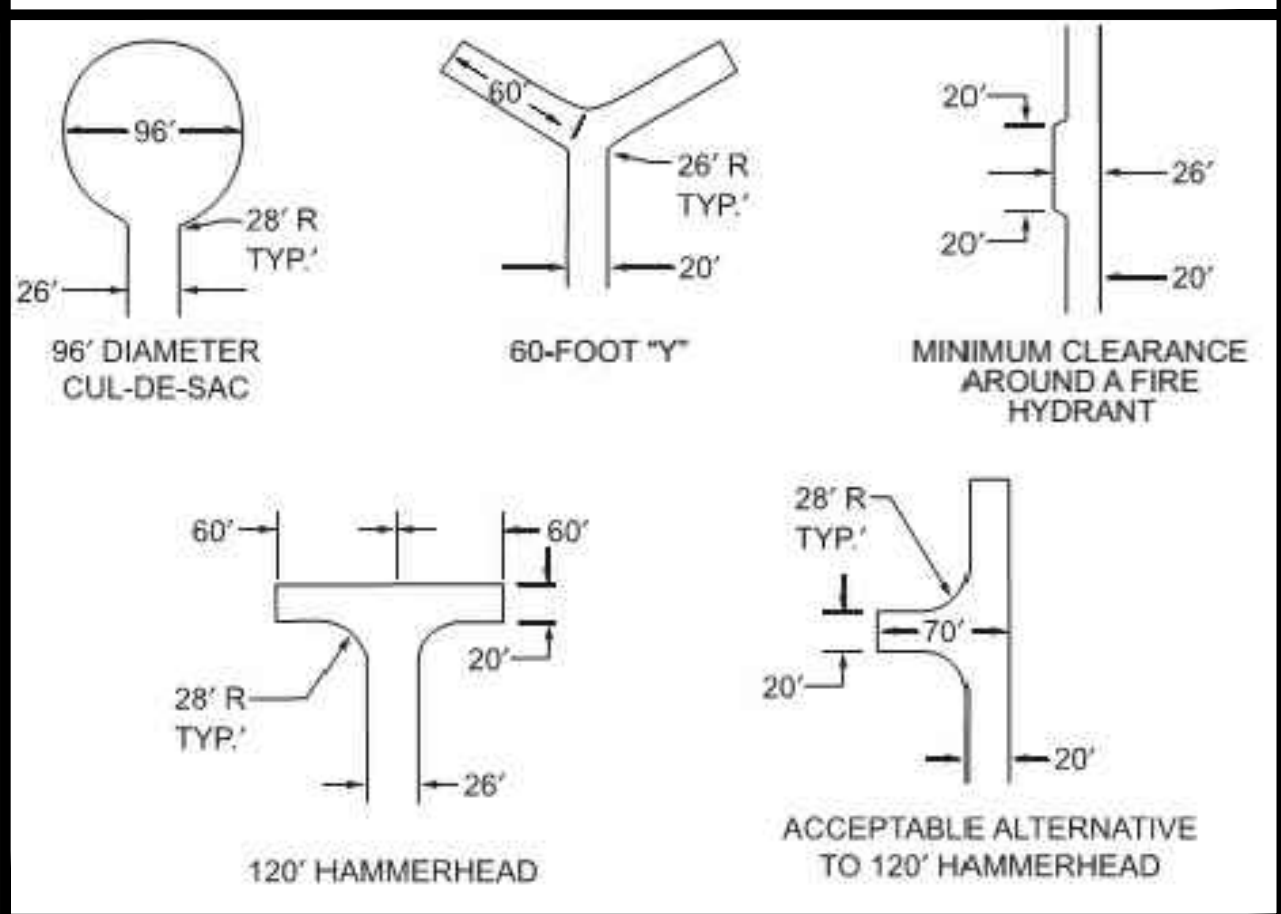
Sign Master Plan

022065  
AS1.01

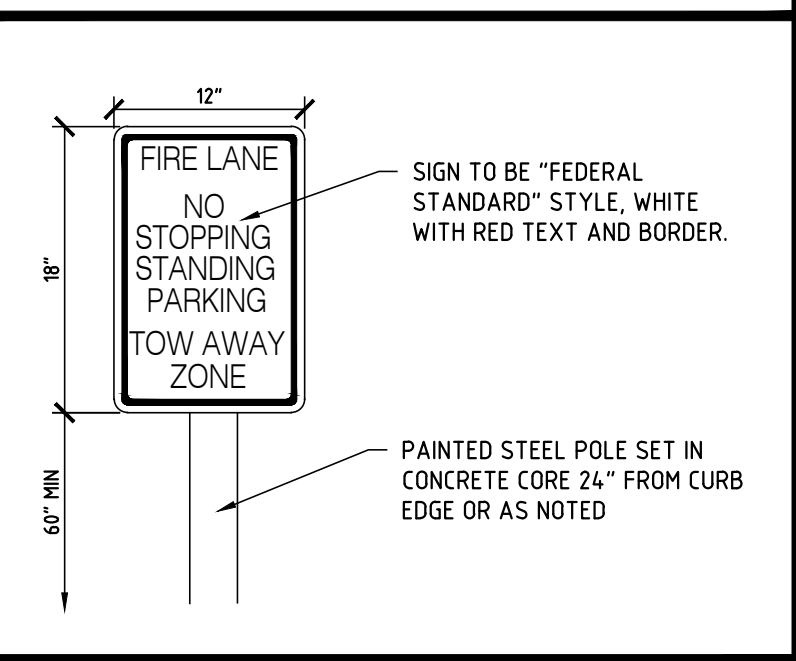




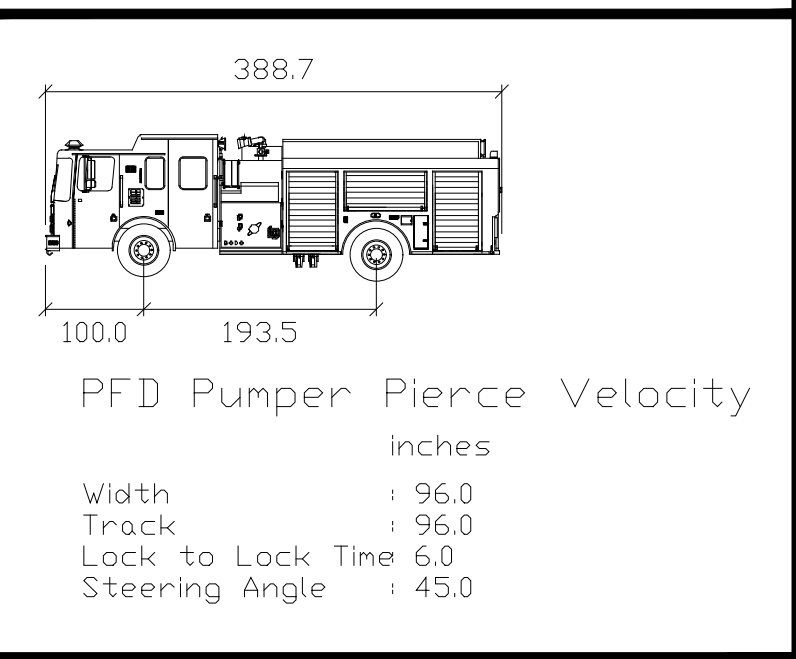
MINIMUM SPECIFICATIONS SECTION D103.1



FIRE LANE SIGN DETAIL



FIRE TRUCK



1 Fire Truck Access Plan

SCALE: 1"=40'



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PUD Preliminary Rev	5.27.22

Hamburg Village Townhomes  
7620 and 10303 Hamburg Rd.  
Hamburg Twp., MI

Fire Truck  
Access Plan

022065

AS1.02



Schedule

Symbol	Label	Image	QTY	Manufacturer	Catalog	Description	Number Lamps	Lamp Output	LLF	Input Power
	A		8	Lithonia Lighting	DSXW1 LED 10C 1000 40K T3S MVOLT	DSXW1 LED WITH (1) 10 LED LIGHT ENGINES, TYPE T3S OPTIC, 4000K, @ 1000mA.	1	3912	1	38.8
	B		21	Lithonia Lighting	DSXW1 LED 10C 1000 40K T3S MVOLT	DSXW1 LED WITH (1) 10 LED LIGHT ENGINES, TYPE T3S OPTIC, 4000K, @ 1000mA.	1	3912	1	38.8
	C		14	Lithonia Lighting	DSXB LED 12C 350 50K ASY	D-SERIES BOLLARD WITH 12 5000K LEDS OPERATED AT 350mA AND ASYMMETRIC DISTRIBUTION	1	1291	1	16
	D		16	Lithonia Lighting	CNY LED P0 40K MVOLT	CNY LED Canopy P0=3,500lm	108	3669	1	26.35

Statistics

Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Calc Zone #1	+	0.6 fc	6.2 fc	0.0 fc	N/A	N/A

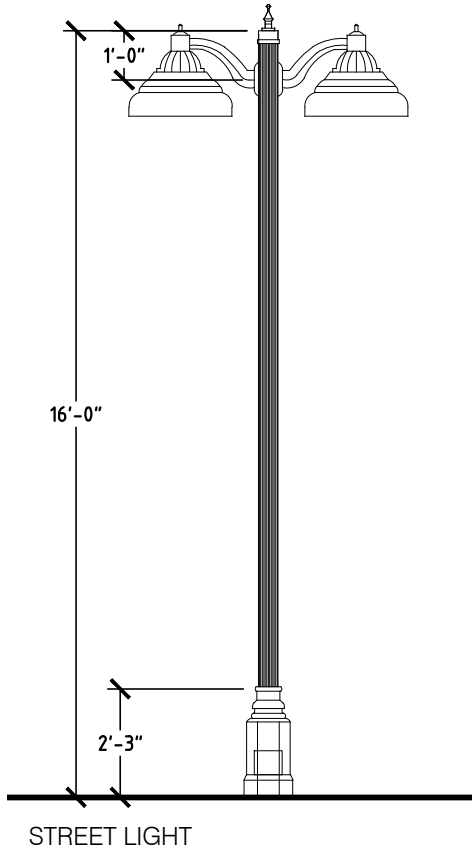
Note  
1. TYPICAL LIGHT PLES STANDARDS TO CONFIRM WITH VILLAGE STANDARDS  
2.SPACING OF POLES AT 50'-0" ON CENTER  
3.

REQUIRED STREET LIGHTING

STREETLIGHTS WITHIN THE VC/VG DISTRICT MUST BE AS SPACED 50' O.C.

PARKING LIGHTING MAY BE A SHOEBOX DESIGN WITH MAXIMUM HEIGHT OF 20 FEET AND PAINTED BLACK.

ADDITIONAL LIGHTING IS RECOMMENDED AND MAY INCLUDE BUILDING AND SIGNAGE LIGHTING AS WELL AS ACCENT UP-LIGHTS ON BUILDING OR AT LANDSCAPING.



Current View



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Revision/Issue	Date

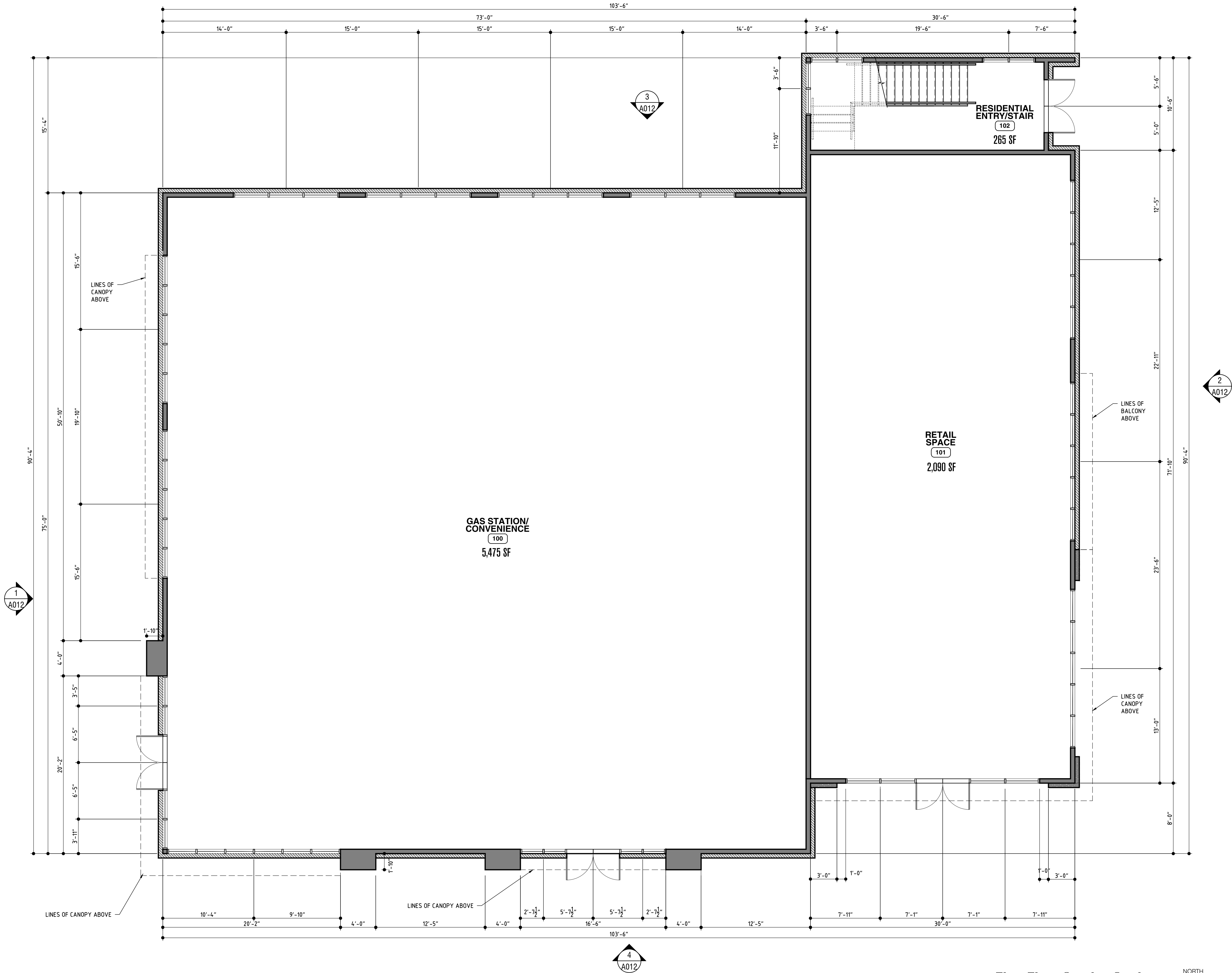
Hamburg Village Townhomes  
7620 and 10303 Hamburg Rd.  
Hamburg Twp., MI

Photometric Plan

022065

AS1.03





1 First Floor Service Station  
SCALE: 3/16" = 1'

PLAN LEGEND	
MARK	DESCRIPTION
	EXISTING DOOR & FRAME - TO REMAIN SEE DOOR SCHEDULE
	NEW DOOR SEE DOOR SCHEDULE
	EXISTING WALL
	INTERIOR WALL
	CONSTRUCTION ABOVE
	GAS METER
	WATER METER
	ELECTRICAL METER
	ELECTRICAL PANEL
	EXISTING TO REMAIN
	WATER HEATER
	SERVICE SINK
	SUMP
	DOOR TAG
	LAY-IN CEILING TILE SEE FINISH SCHEDULE
	NEW 2x4 SUSPENDED CEILING GRID LAY-IN LIGHT FIXTURE
	WALL MOUNTED EMERGENCY LIGHT FIXTURE
	EXIT SIGN WITH EMERGENCY LIGHT
	EXIT LIGHT
	EXISTING FIXTURE - TO REMAIN
	RECESSED CAN LIGHTS
	LED TRACK LIGHTS
	NIGHT LIGHT

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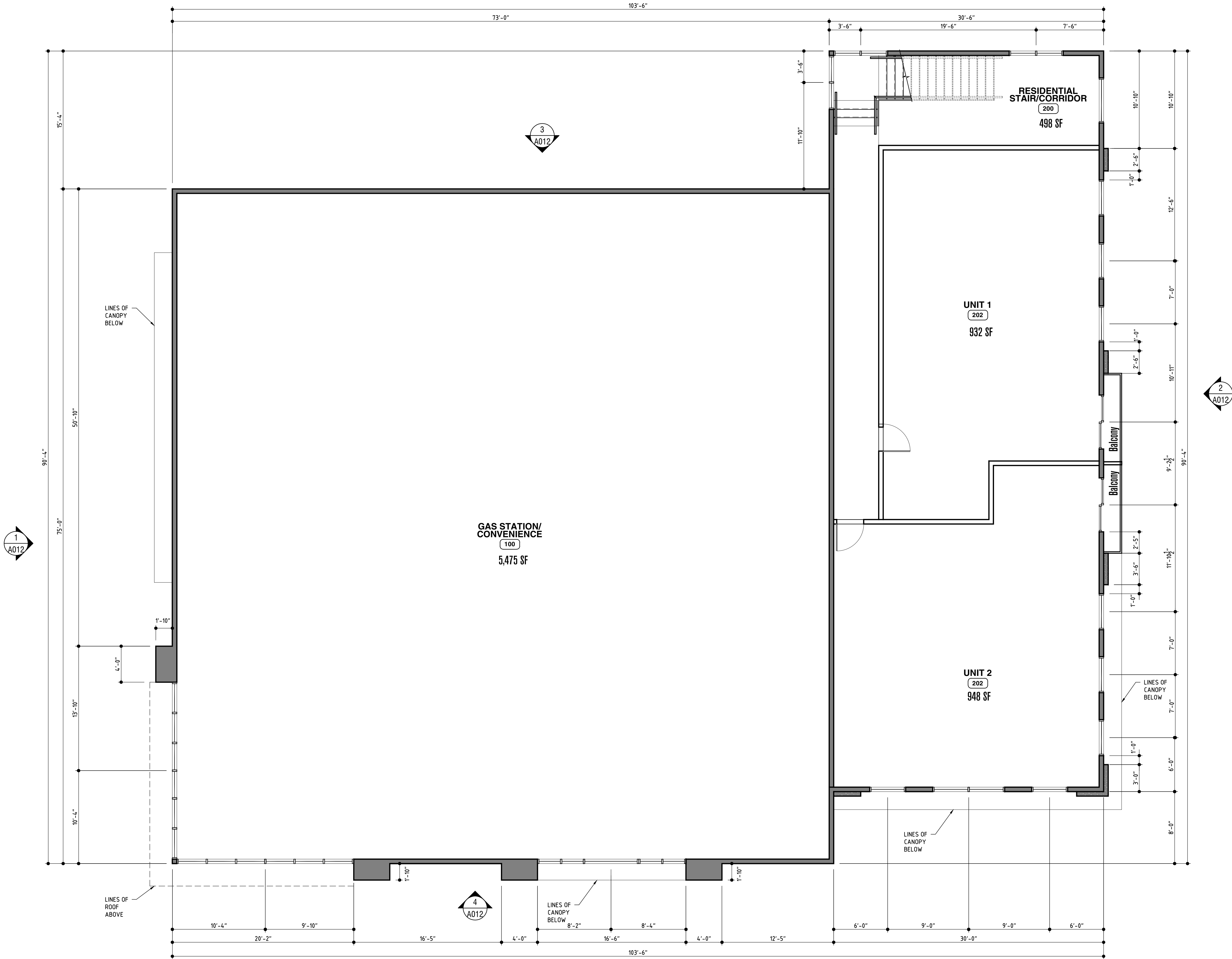
REV Preliminary PUD	01.19.24
REV Preliminary PUD	11.17.23
PUD Preliminary SP	7.24.23
PUD Preliminary Rev	5.27.22
Revision/Issue	Date

Hamburg Village Townhomes  
7620 and 10303 Hamburg Rd.  
Hamburg Twp., MI

First Floor Plan -  
Service Station

022065

A010



1 First Floor Service Station  
SCALE: 3/16" = 1'



PLAN LEGEND	
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	CONSTRUCTION ABOVE
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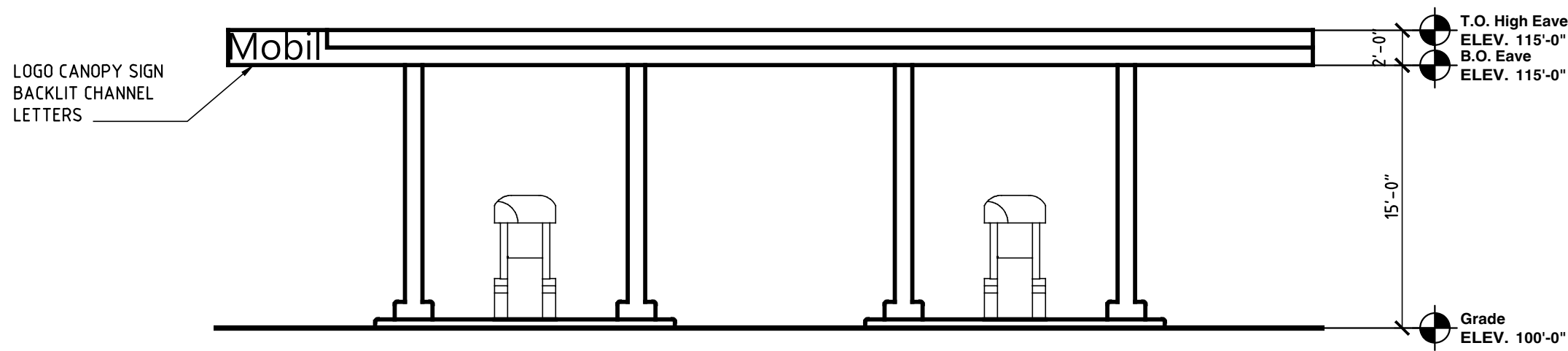
REV Preliminary PUD	01.19.24
REV Preliminary PUD	11.17.23
PUD Preliminary SP	7.24.23
PUD Preliminary Rev	5.27.22
Revision/Issue	Date

Hamburg Village Townhomes  
7620 and 10303 Hamburg Rd.  
Hamburg Twp., MI

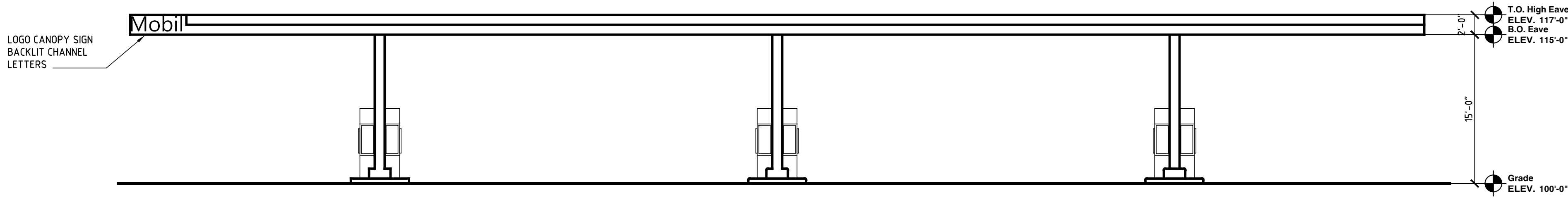
Second Floor Plan -  
Service Station

022065

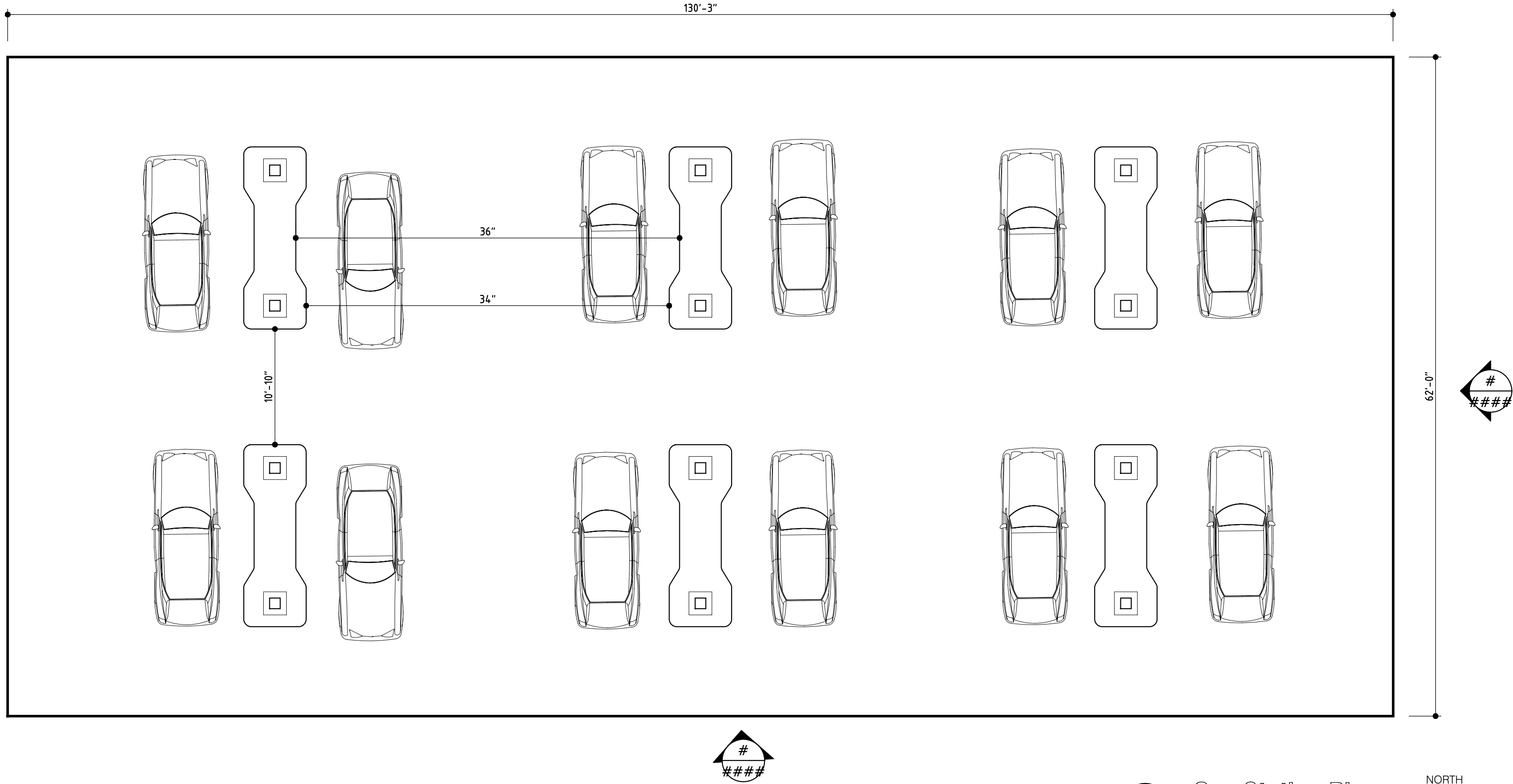
A011



3 South Elevation  
SCALE: 1/8" = 1'



2 West Elevation  
SCALE: 1/8" = 1'



1 Gas Station Plan  
SCALE: 1/8" = 1'

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1998

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Revision/Issue	Date
REV Preliminary PUD	01.19.24
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PUD Preliminary SP	7.24.23
PUD Preliminary Rev	5.27.22

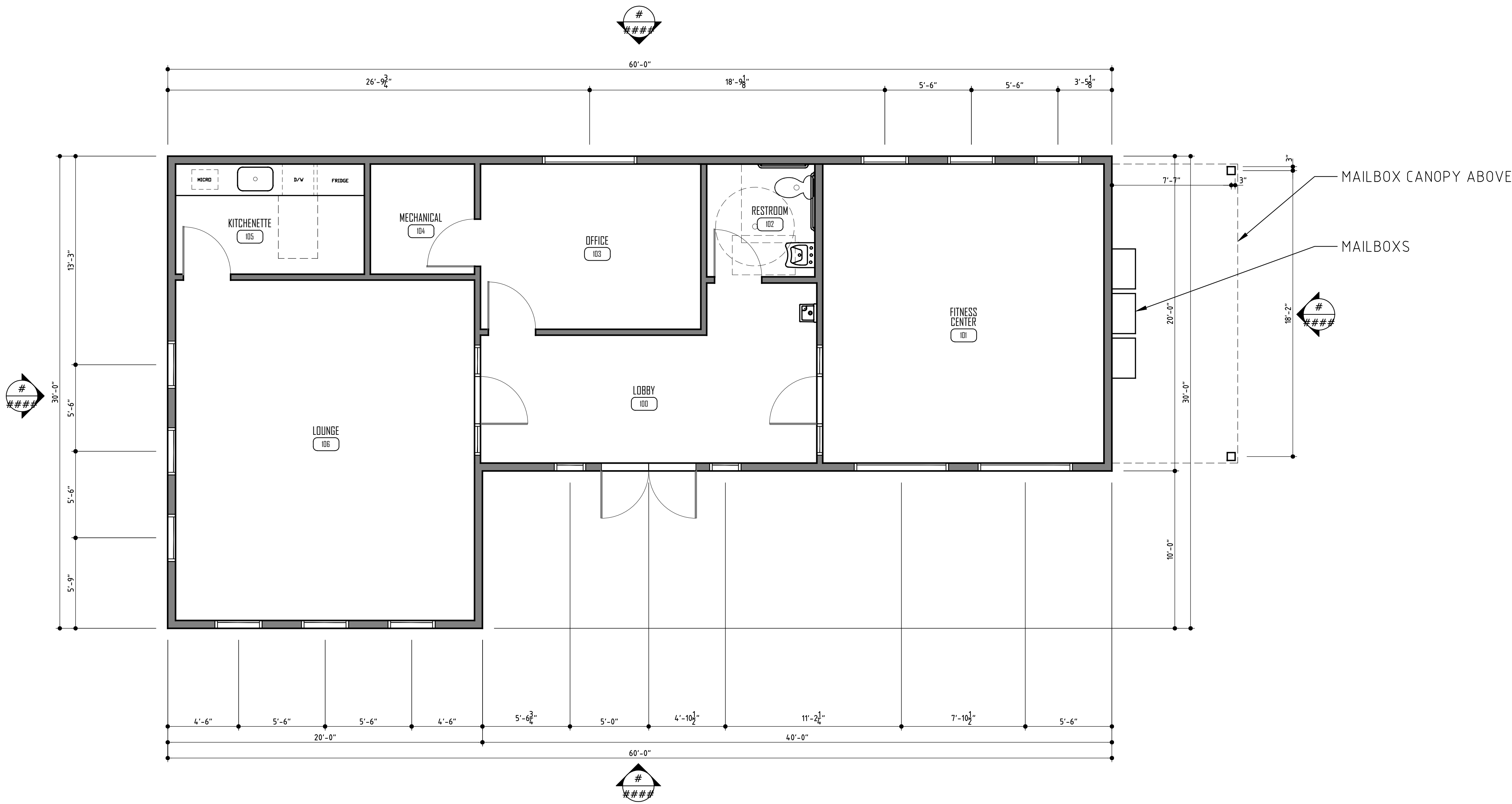
Gas Station Plan &  
Elevations

022065

A013

Hamburg Village Townhomes

7620 and 10303 Hamburg Rd.  
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1 Building A - Community Center Fl

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Revision/Issue	Date

Building A Community Center Floor Plan

022065

A100

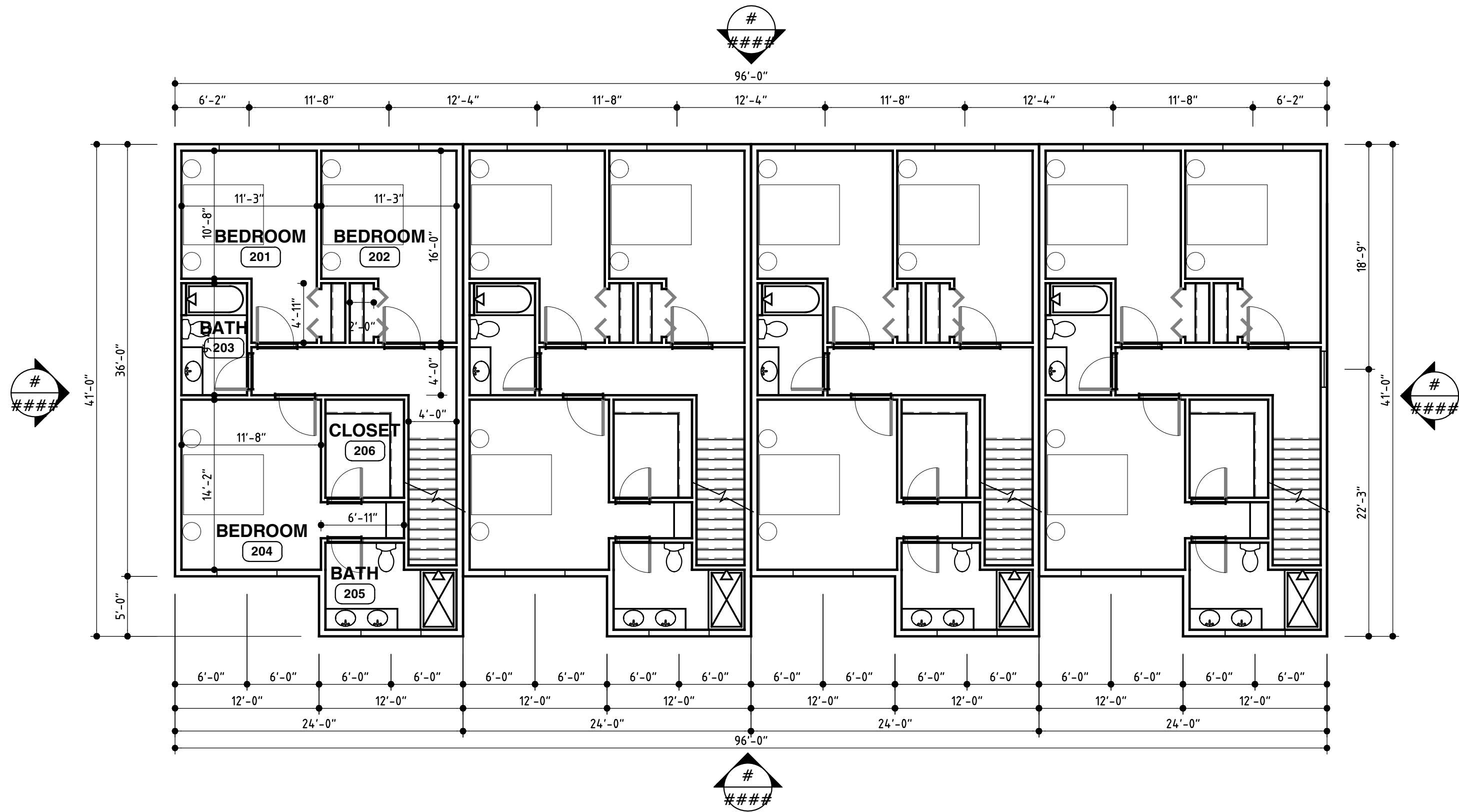
Hamburg Village Townhomes  
7620 and 10303 Hamburg Rd.  
Hamburg Twp., MI

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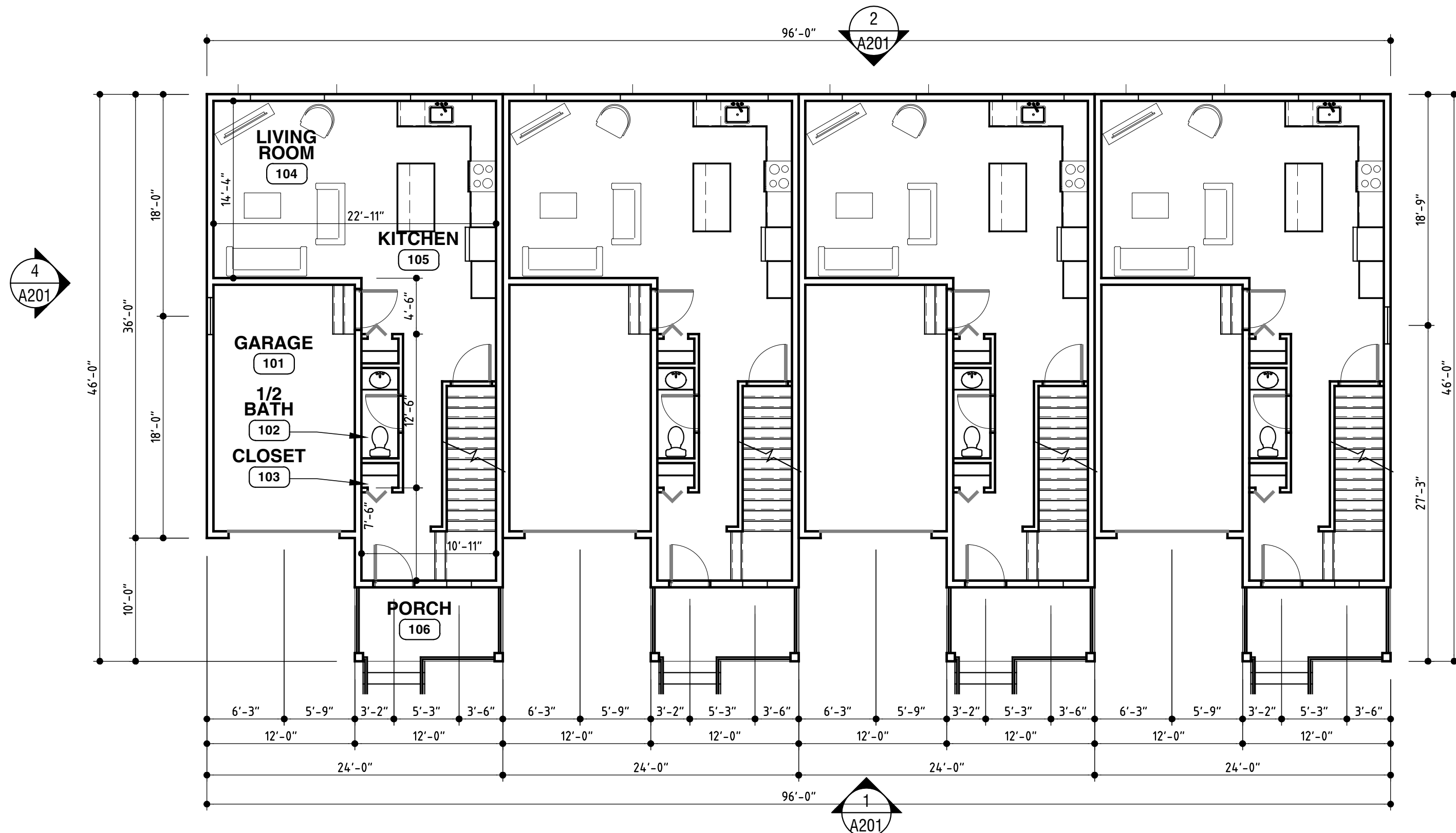
ARCHITECTURE

EST 1998

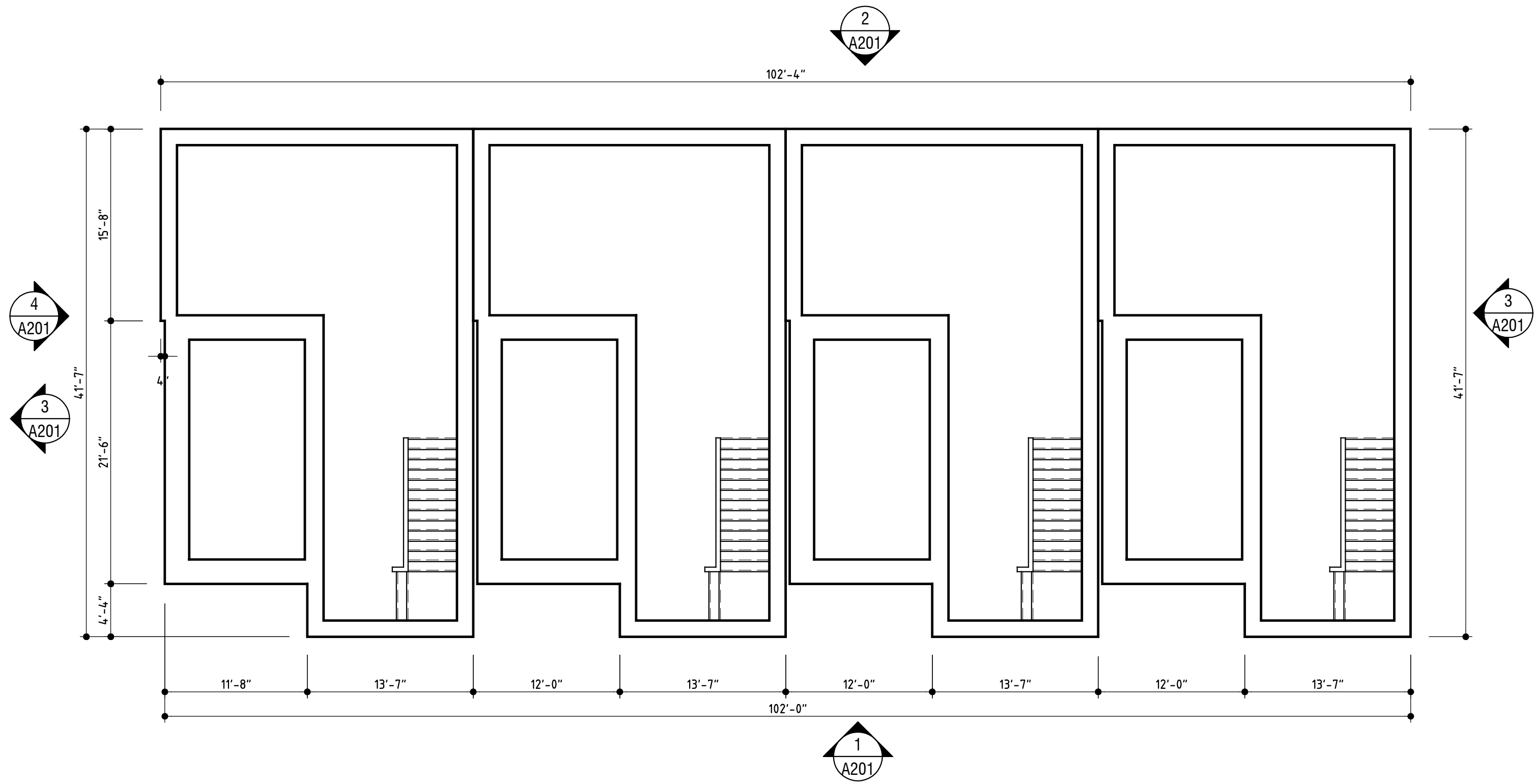




3 Building B C D E F & G Second Floor Plan  
SCALE: 1/8" = 1'



2 Building B C D E F & G First Floor Plan  
SCALE: 1/8" = 1'



1 Building B C D E F & G Basement Plan  
SCALE: 1/8" = 1'

PLAN LEGEND	
MARK	DESCRIPTION
	EXISTING DOOR & FRAME - TO REMAIN SEE DOOR SCHEDULE
	NEW DOOR SEE DOOR SCHEDULE
	EXISTING WALL
	INTERIOR WALL
	CONSTRUCTION ABOVE
	GAS METER
	WATER METER
	ELECTRICAL METER
	ELECTRICAL PANEL
	EXISTING TO REMAIN
	WATER HEATER
	SERVICE SINK
	SUMP
	DOOR TAG
	LAY-IN CEILING TILE SEE FINISH SCHEDULE
	NEW 2x4 SUSPENDED CEILING GRID LAY-IN LIGHT FIXTURE
	WALL MOUNTED EMERGENCY LIGHT FIXTURE
	EXIT SIGN WITH EMERGENCY LIGHT
	EXIT LIGHT
	EXISTING FIXTURE - TO REMAIN
	RECESSED CAN LIGHTS
	LED TRACK LIGHTS
	NIGHT LIGHT

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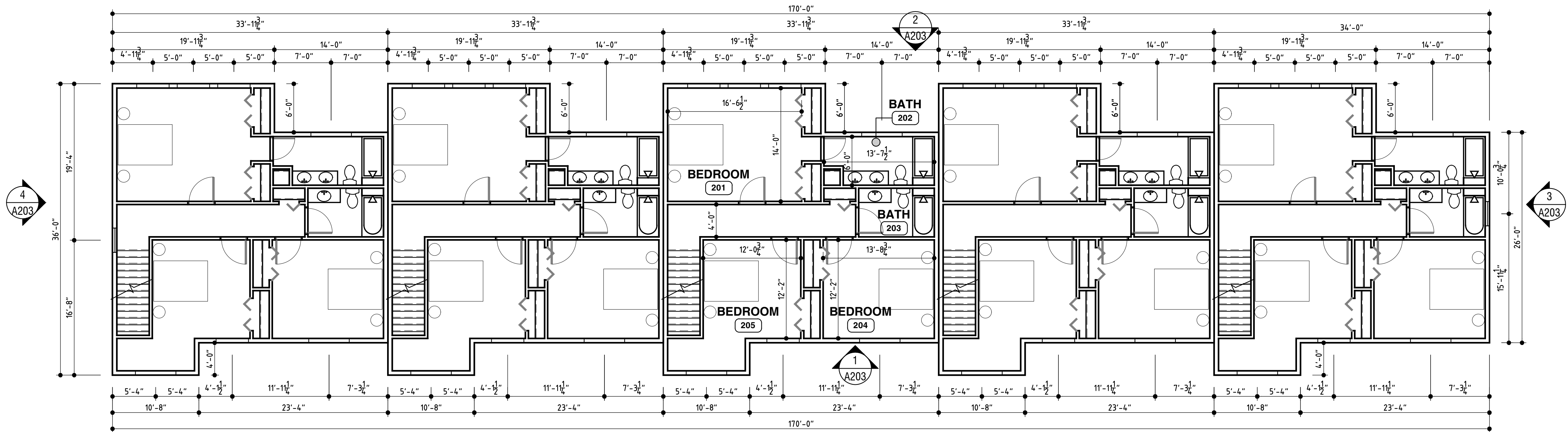
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REV	Preliminary PUD	11.17.23
PUD	Preliminary SP	7.24.23
PUD	Preliminary Rev	5.27.22
Revision/Issue	Date	

Hamburg Village Townhomes  
7620 and 10303 Hamburg Rd.  
Hamburg Twp., MI

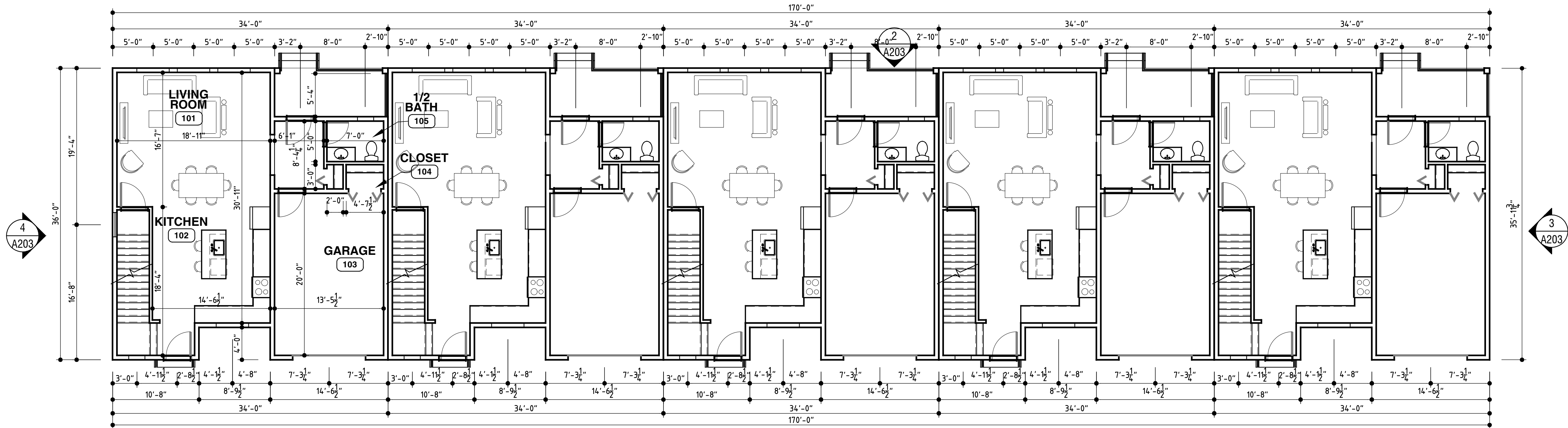
Building B C D E  
F & G Floor Plans

022065

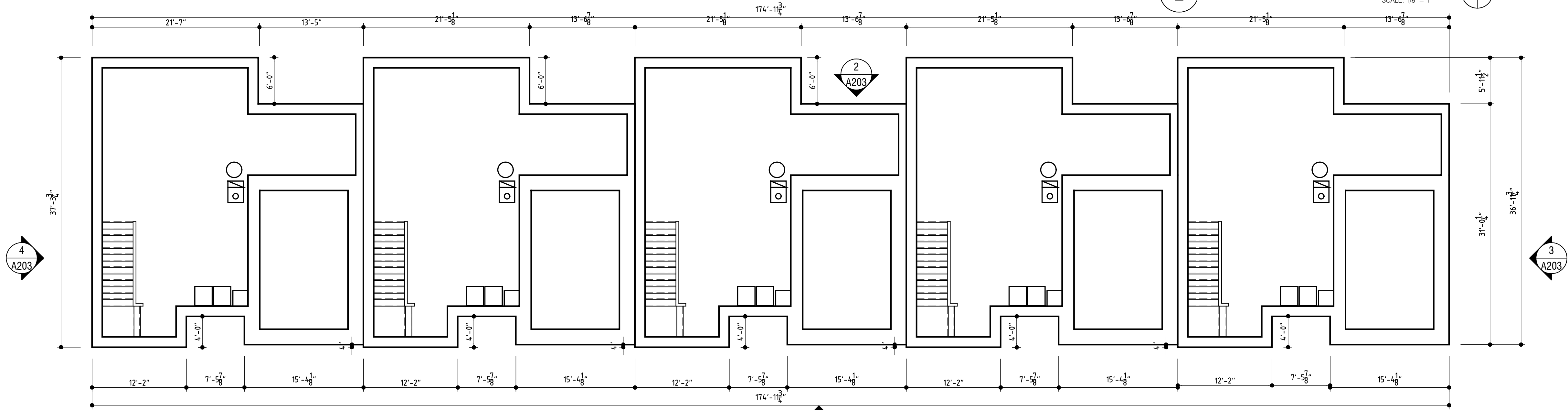
A101



3 Building H Second Floor Plan  
SCALE: 1/8" = 1'



2 Building H First Floor Plan  
SCALE: 1/8" = 1'



1 Building H Basement Plan  
SCALE: 1/8" = 1'

PLAN LEGEND	
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	EXISTING DOOR & FRAME - TO REMAIN SEE DOOR SCHEDULE
	NEW DOOR SEE DOOR SCHEDULE
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	RECESSED CAN LIGHTS
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PUD Preliminary SP 7.24.23  
PUD Preliminary Rev 5.27.22

Revision/Issue Date

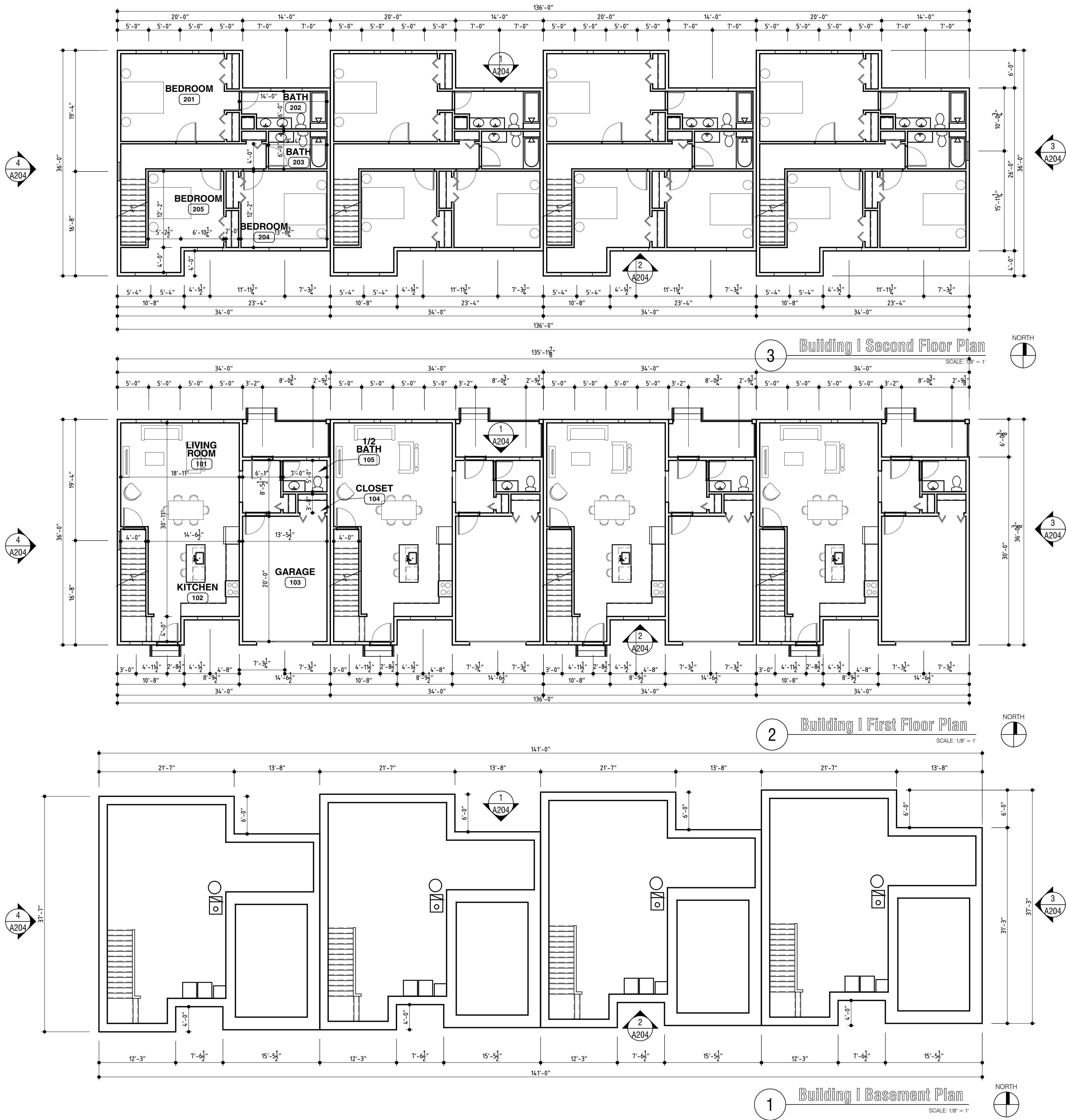
Hamburg Village Townhomes  
7620 and 10303 Hamburg Rd.  
Hamburg Twp., MI

Building H Floor Plans

022065

A103

205



PLAN LEGEND	
MARK	DESCRIPTION
	EXISTING DOOR & FRAME - TO REMAIN SEE DOOR SCHEDULE
	NEW DOOR SEE DOOR SCHEDULE
	EXISTING WALL
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Revision/Issue	Date

Building I Floor Plans

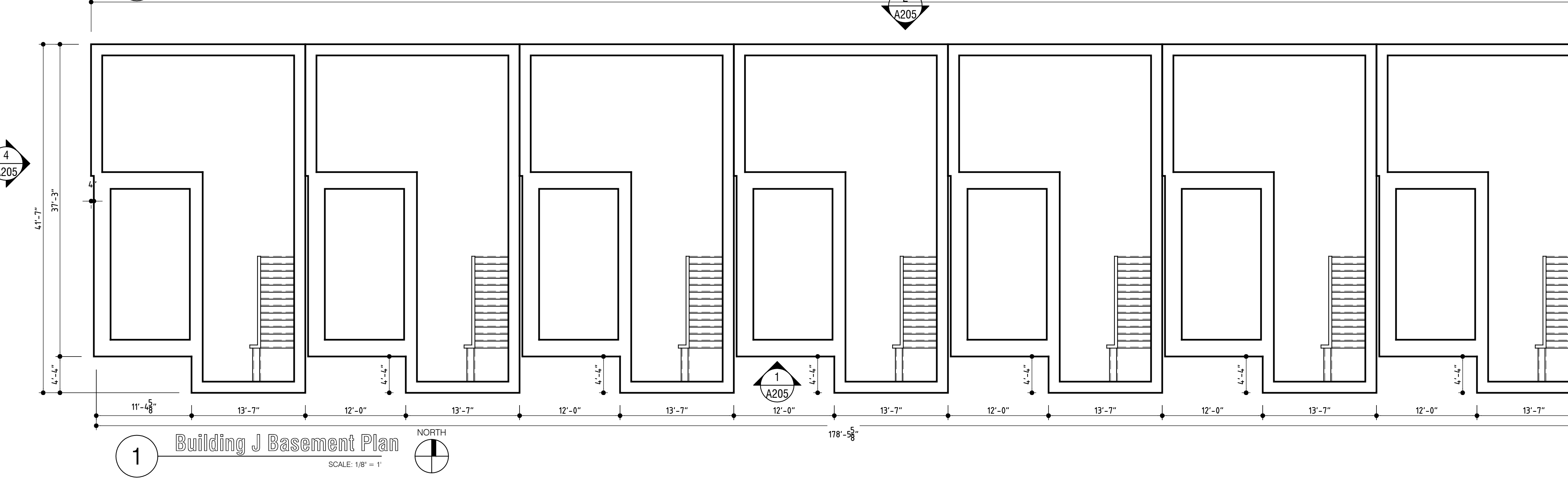
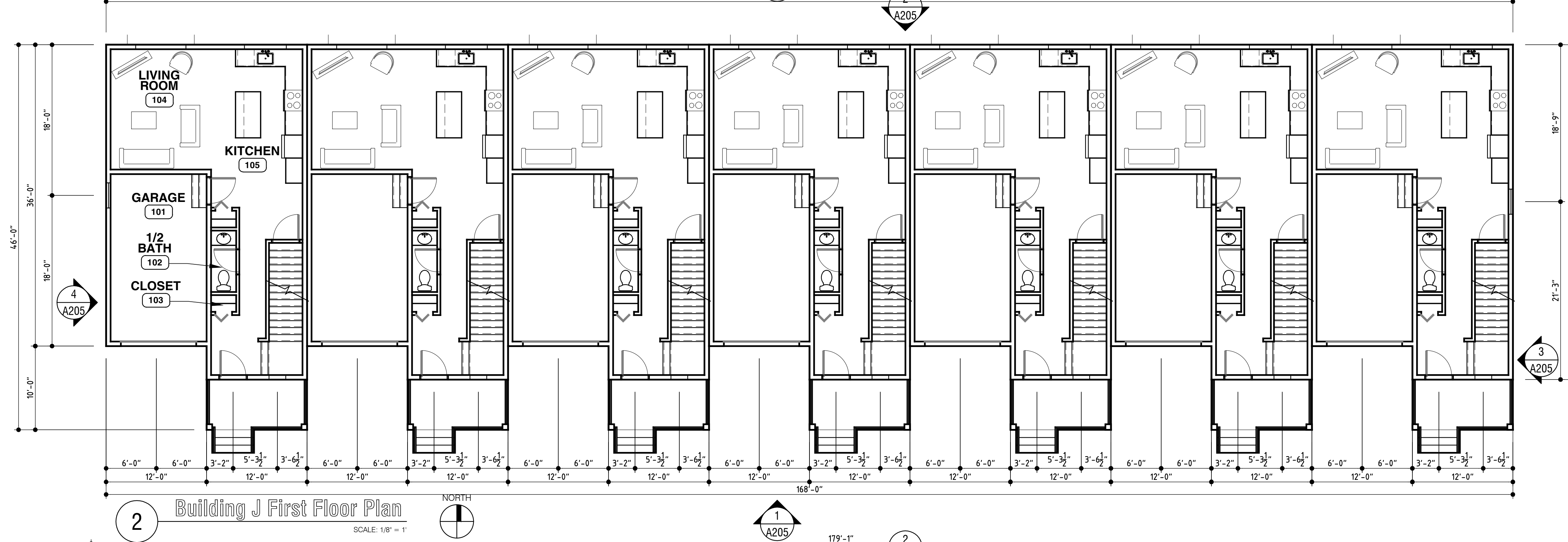
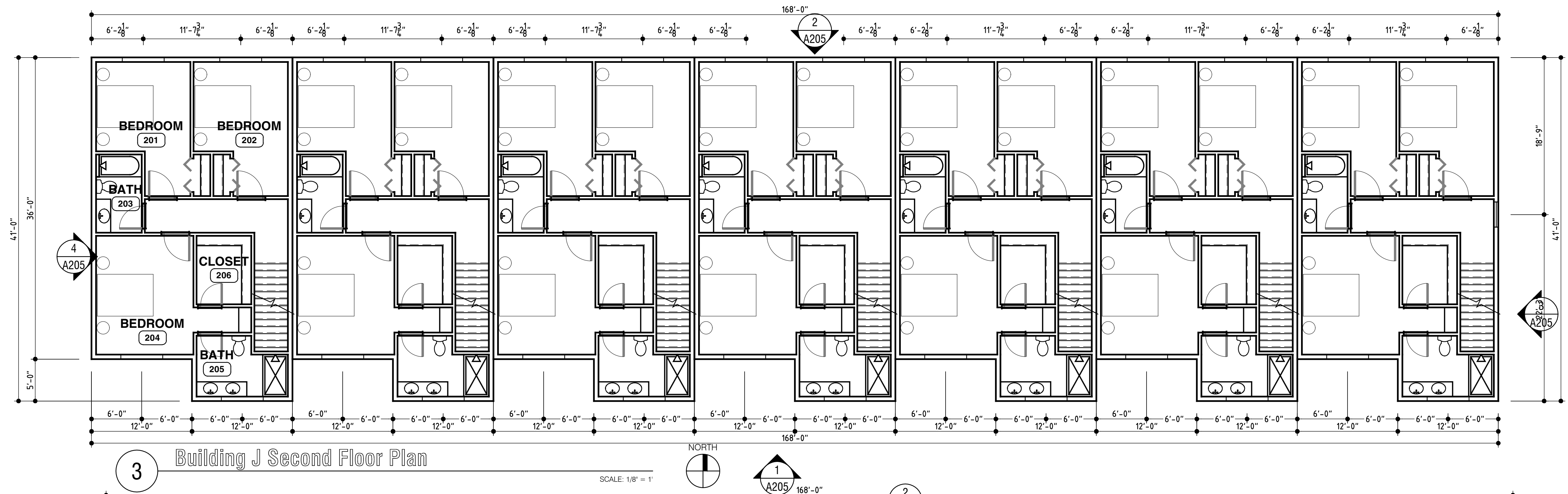
Hamburg Village Townhomes

7620 and 10303 Hamburg Rd.  
Hamburg Twp., MI

022065

A104





PLAN LEGEND	
MARK	DESCRIPTION
	EXISTING DOOR & FRAME - TO REMAIN SEE DOOR SCHEDULE
	NEW DOOR SEE DOOR SCHEDULE
	EXISTING WALL
	INTERIOR WALL
	CONSTRUCTION ABOVE
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	WATER METER
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	NIGHT LIGHT

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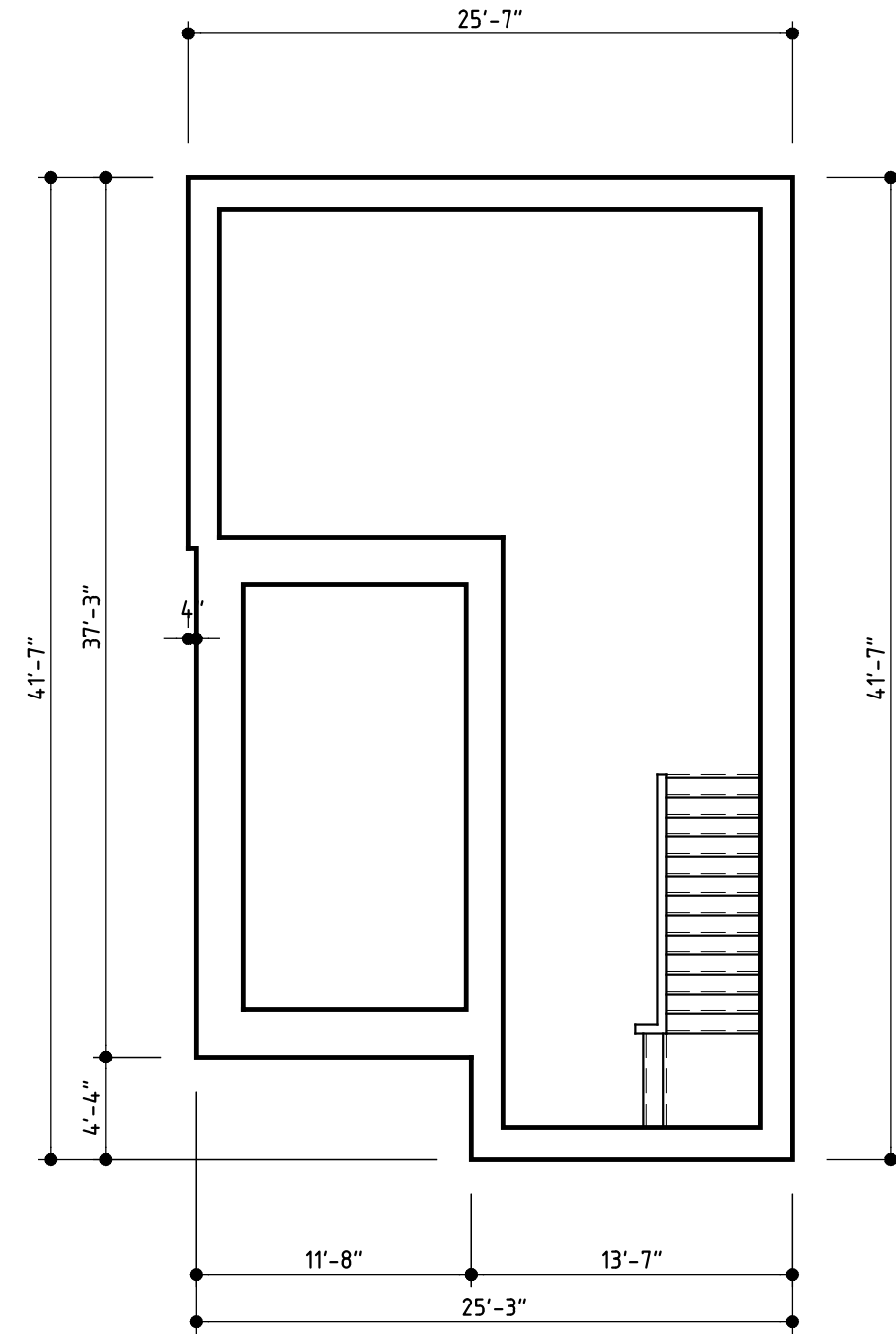
REV Preliminary PUD	01.19.24
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Hamburg Village Townhomes  
7620 and 10303 Hamburg Rd.  
Hamburg Twp., MI

Building J Floor Plans

022065

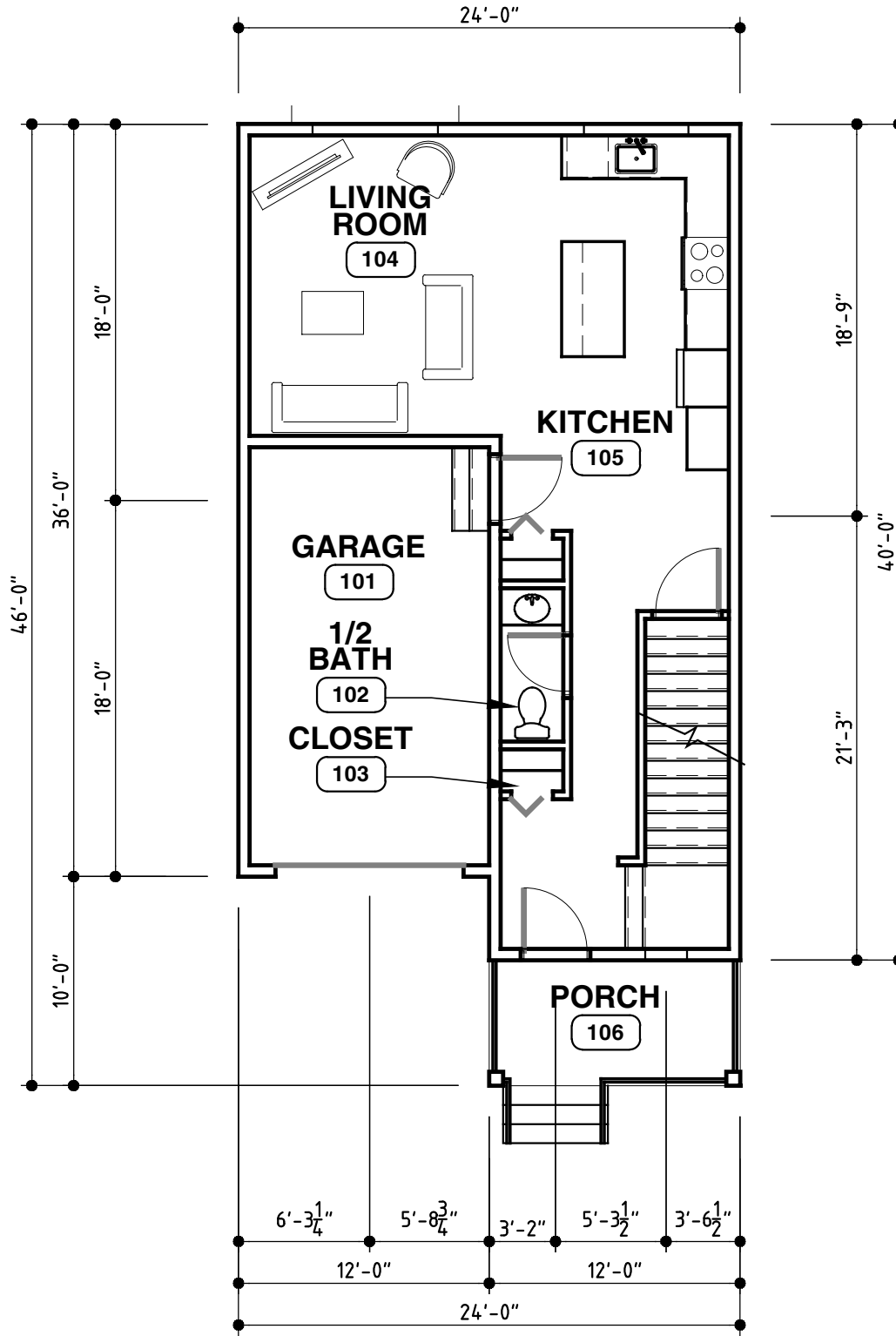
A105



1 Typical Unit A - Building B,C,D,E,F,G - Basement Plan



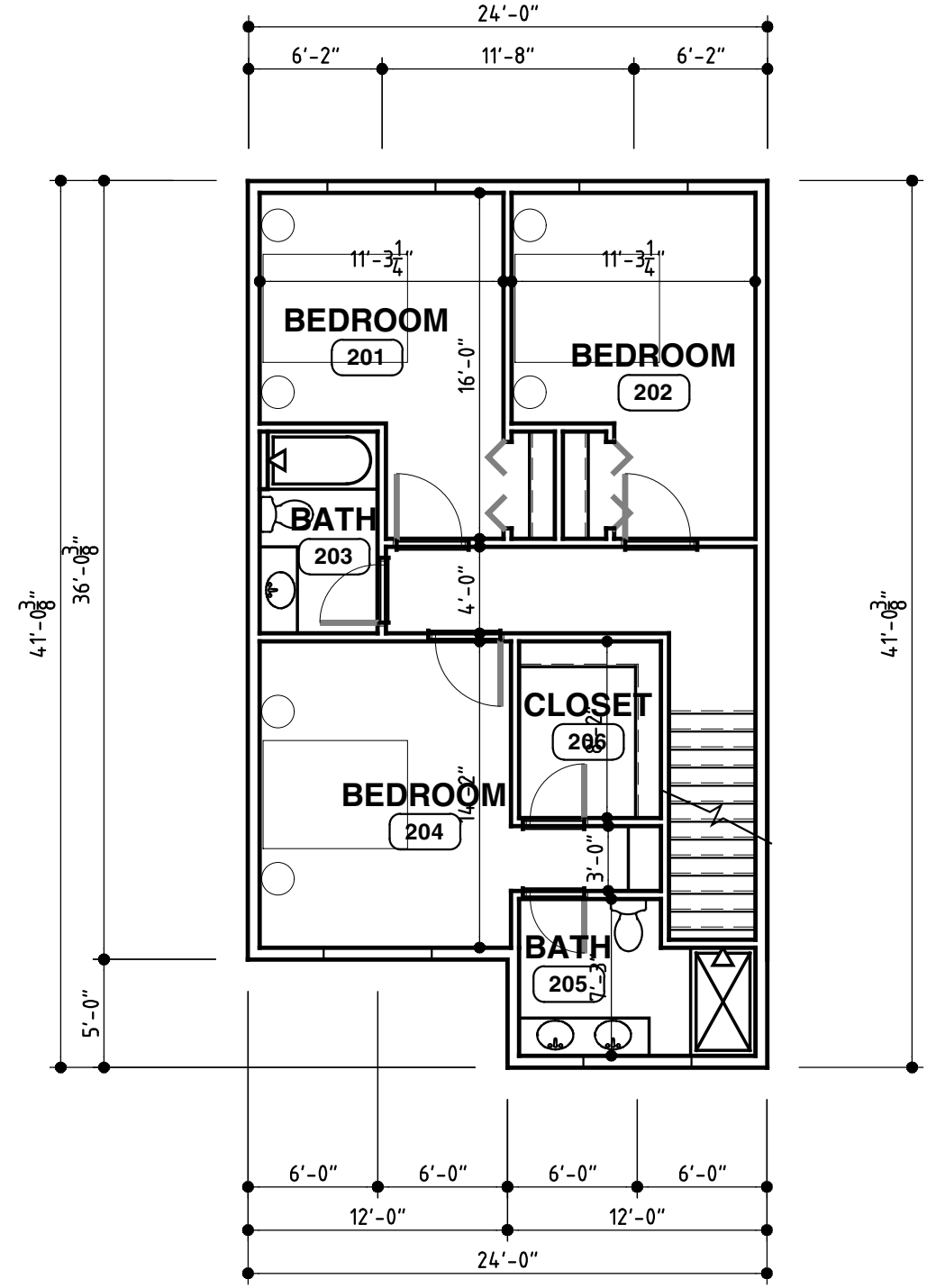
1/8" = 1'-0"



1 Typical Unit A - Building B,C,D,E,F,G - 1ST Floor



1/8" = 1'-0"



3 Typical Unit A - Building B,C,D,E,F,G - 2ND Floor



1/8" = 1'-0"

PLAN LEGEND	
MARK	DESCRIPTION
	EXISTING DOOR & FRAME - TO REMAIN SEE DOOR SCHEDULE
	NEW DOOR SEE DOOR SCHEDULE
	EXISTING WALL
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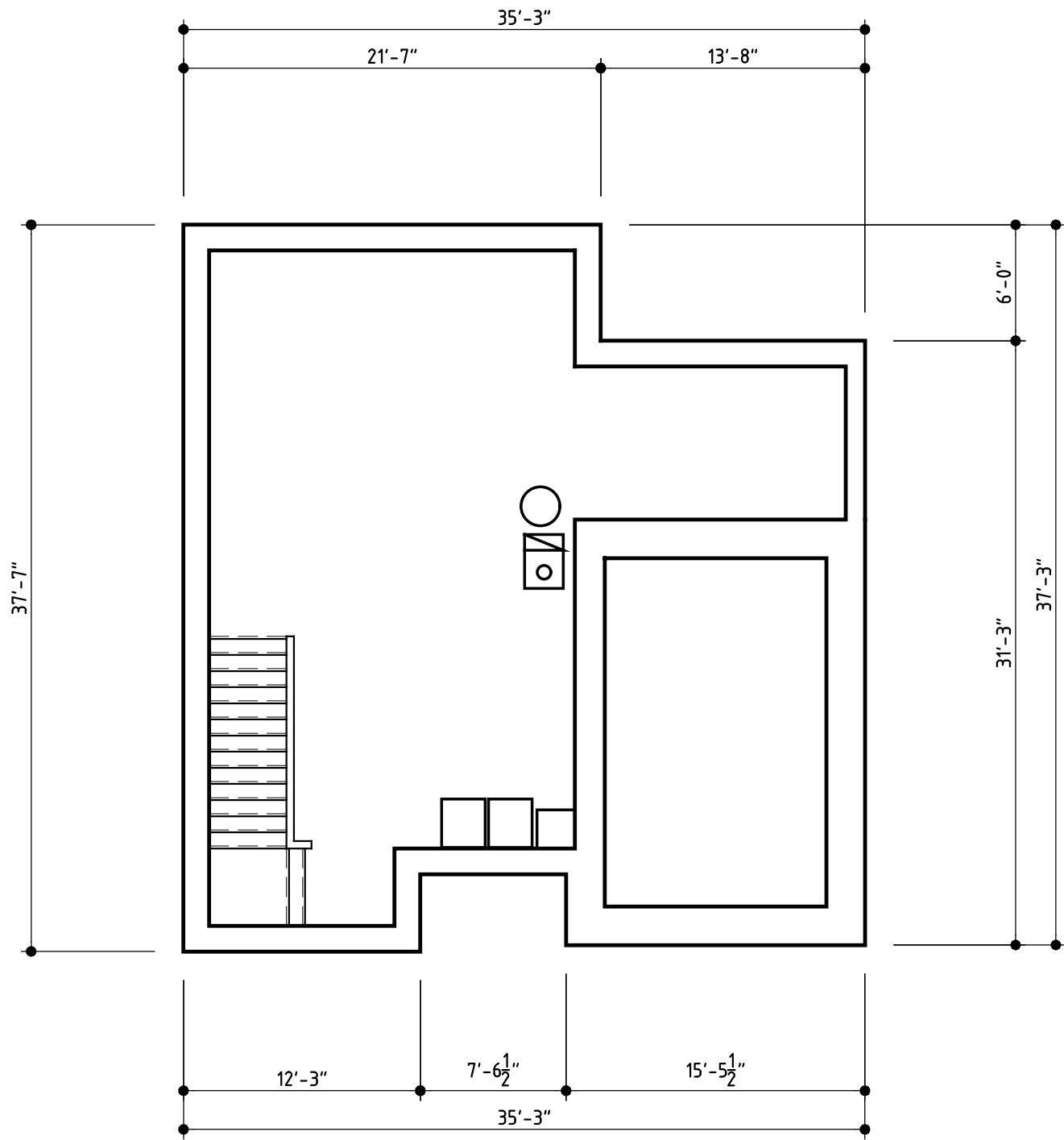
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Typical Overall Plans -  
Buildings B, C, D, E, F  
& G

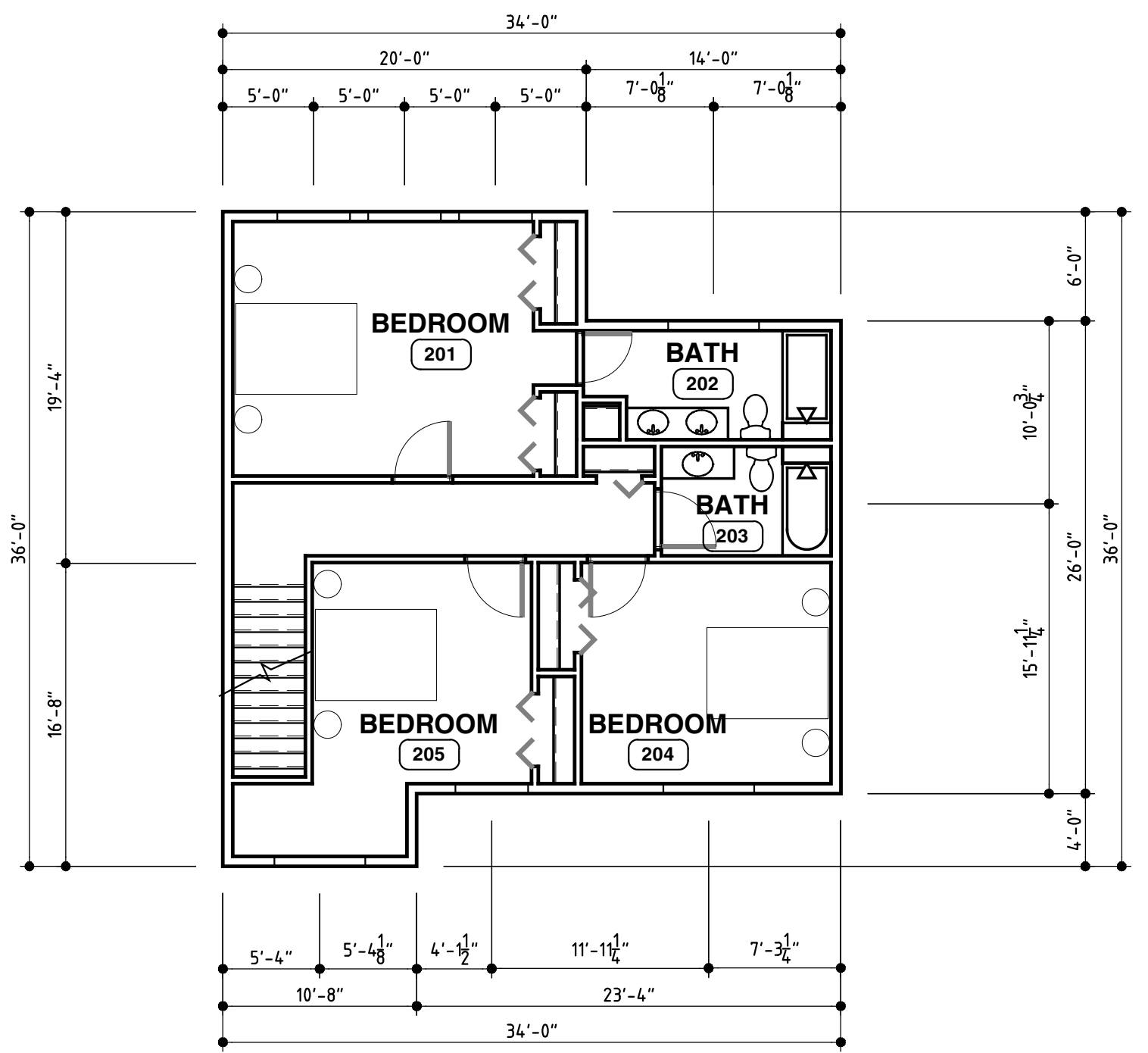
Hamburg Village Townhomes  
7620 and 10303 Hamburg Rd.  
Hamburg Twp., MI  
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022065

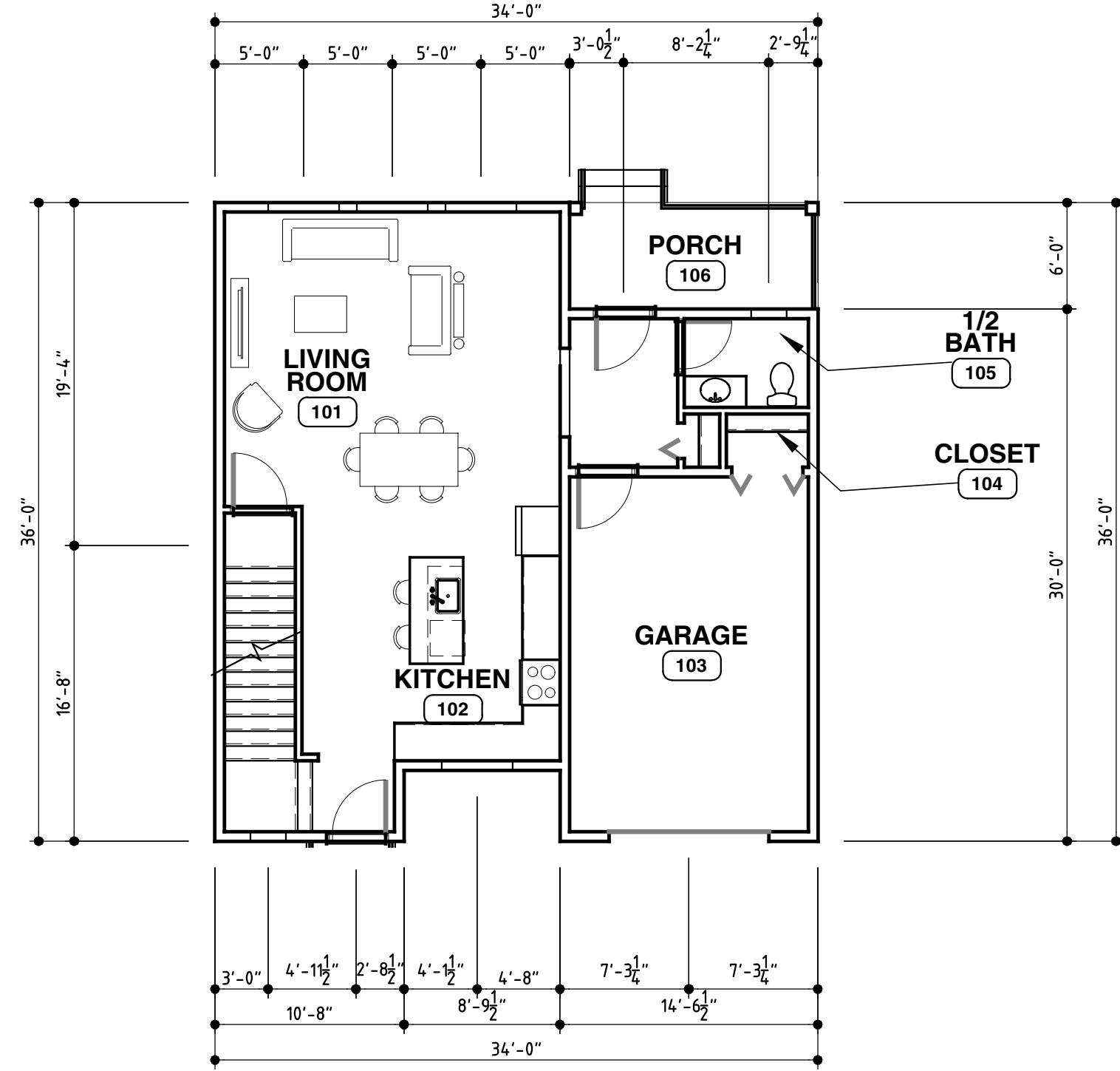
A106



1 Typical Unit B - Building I, H - Basement Plan  
SCALE: 1/8" = 1'  
NORTH



3 Typical Unit B - Building I, H - 2ND Floor  
SCALE: 1/8" = 1'  
NORTH



2 Typical Unit B - Building I, H - 1ST Floor  
SCALE: 1/8" = 1'  
NORTH

PLAN LEGEND	
MARK	DESCRIPTION
	EXISTING DOOR & FRAME - TO REMAIN SEE DOOR SCHEDULE
	NEW DOOR SEE DOOR SCHEDULE
	EXISTING WALL
	INTERIOR WALL
	CONSTRUCTION ABOVE
	GAS METER
	WATER METER
	ELECTRICAL METER
	ELECTRICAL PANEL
	EXISTING TO REMAIN
	WATER HEATER
	SERVICE SINK
	SUMP
	DOOR TAG
	LAY-IN CEILING TILE SEE FINISH SCHEDULE
	NEW 2x4 SUSPENDED CEILING GRID
	LAY-IN LIGHT FIXTURE
	WALL MOUNTED EMERGENCY LIGHT FIXTURE
	EXIT SIGN WITH EMERGENCY LIGHT
	EXIT LIGHT
	EXISTING FIXTURE - TO REMAIN
	RECESSED CAN LIGHTS
	LED TRACK LIGHTS
	NIGHT LIGHT

EST 1998

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ARCHITECTURE

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REV Preliminary PUD	01.19.24
REV Preliminary PUD	11.17.23
PUD Preliminary SP	7.24.23
PUD Preliminary Rev	5.27.22
Revision/Issue	Date

Hamburg Village Townhomes  
7620 and 10303 Hamburg Rd.  
Hamburg Twp., MI  
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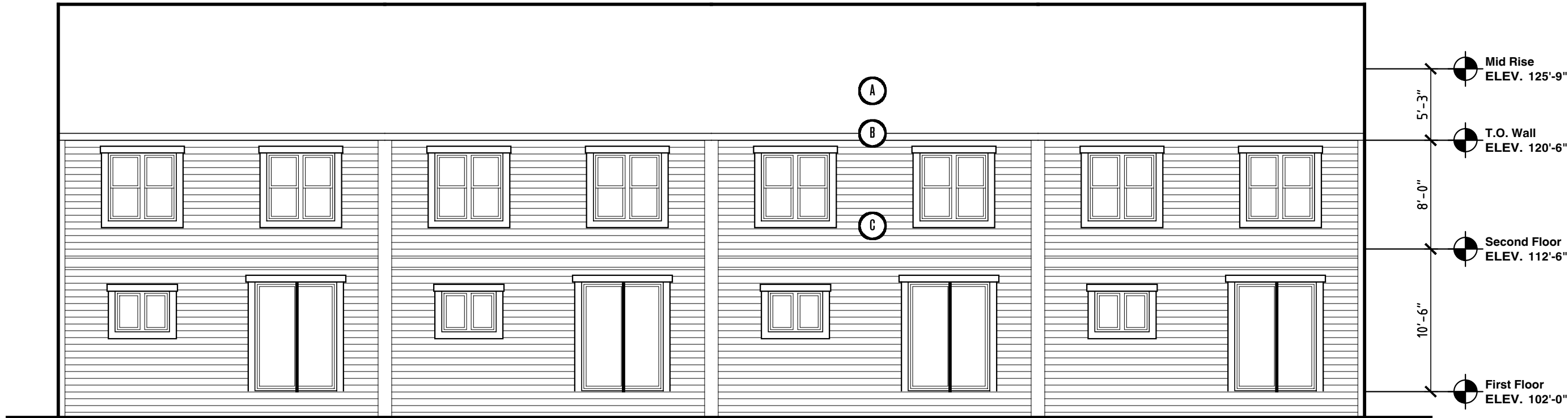
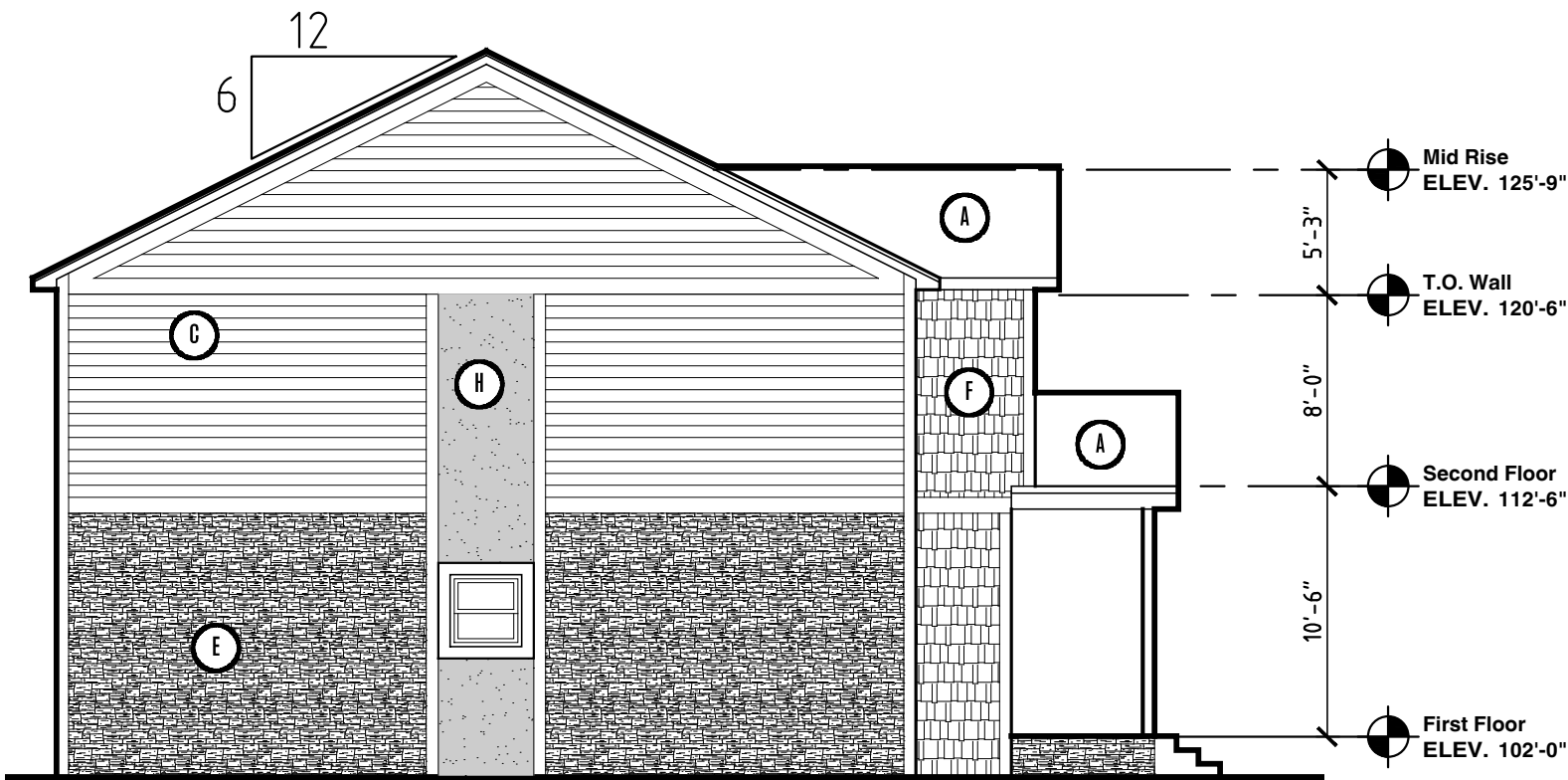
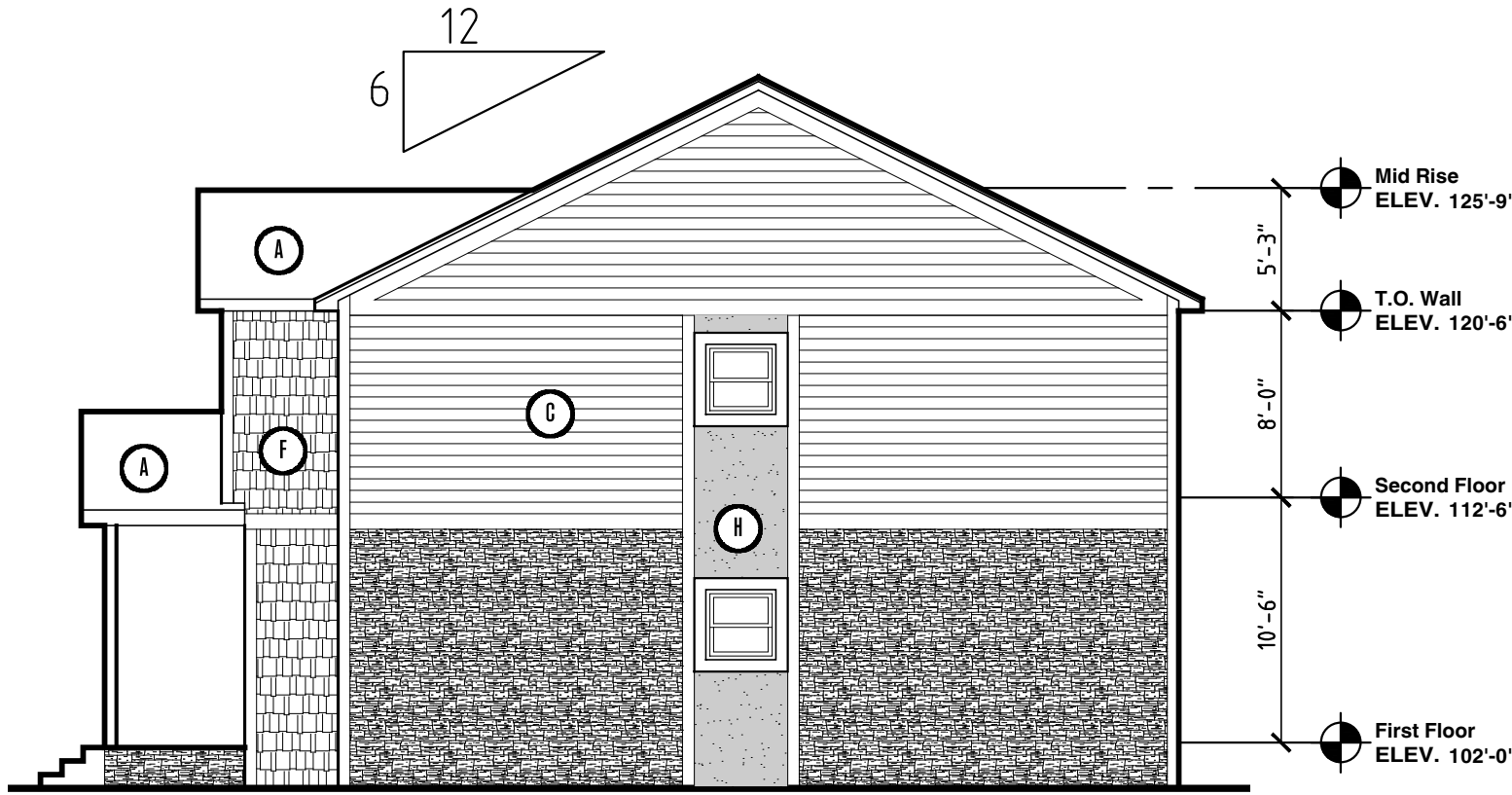
Typical Unit B Plans -  
Buildings H & I

022065

A107



MATERIALS	
SYMBOL	SPECIFICATIONS
(A)	DIMENSIONAL ASPHALT SHINGLES
(B)	FASCIA
(C)	LAP SIDING
(D)	STONE WATERTABLE W/ DRIP EDGE
(E)	STONE VENEER
(F)	SHAKE SIDING
(G)	METAL CANOPY
(H)	STUCCO



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PUD Preliminary Rev 5.27.22

Revision/Issue	Date

Hamburg Village Townhomes  
7620 and 10303 Hamburg Rd.  
Hamburg Twp., MI

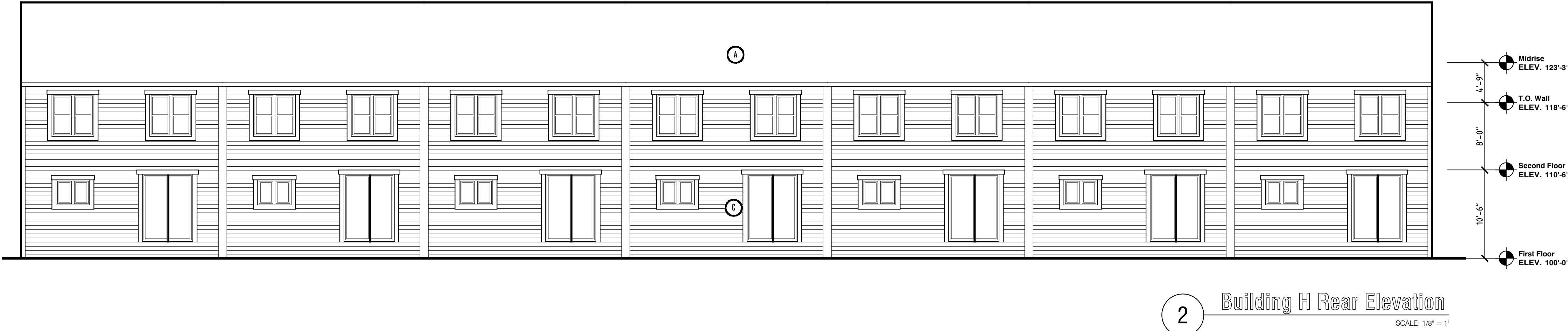
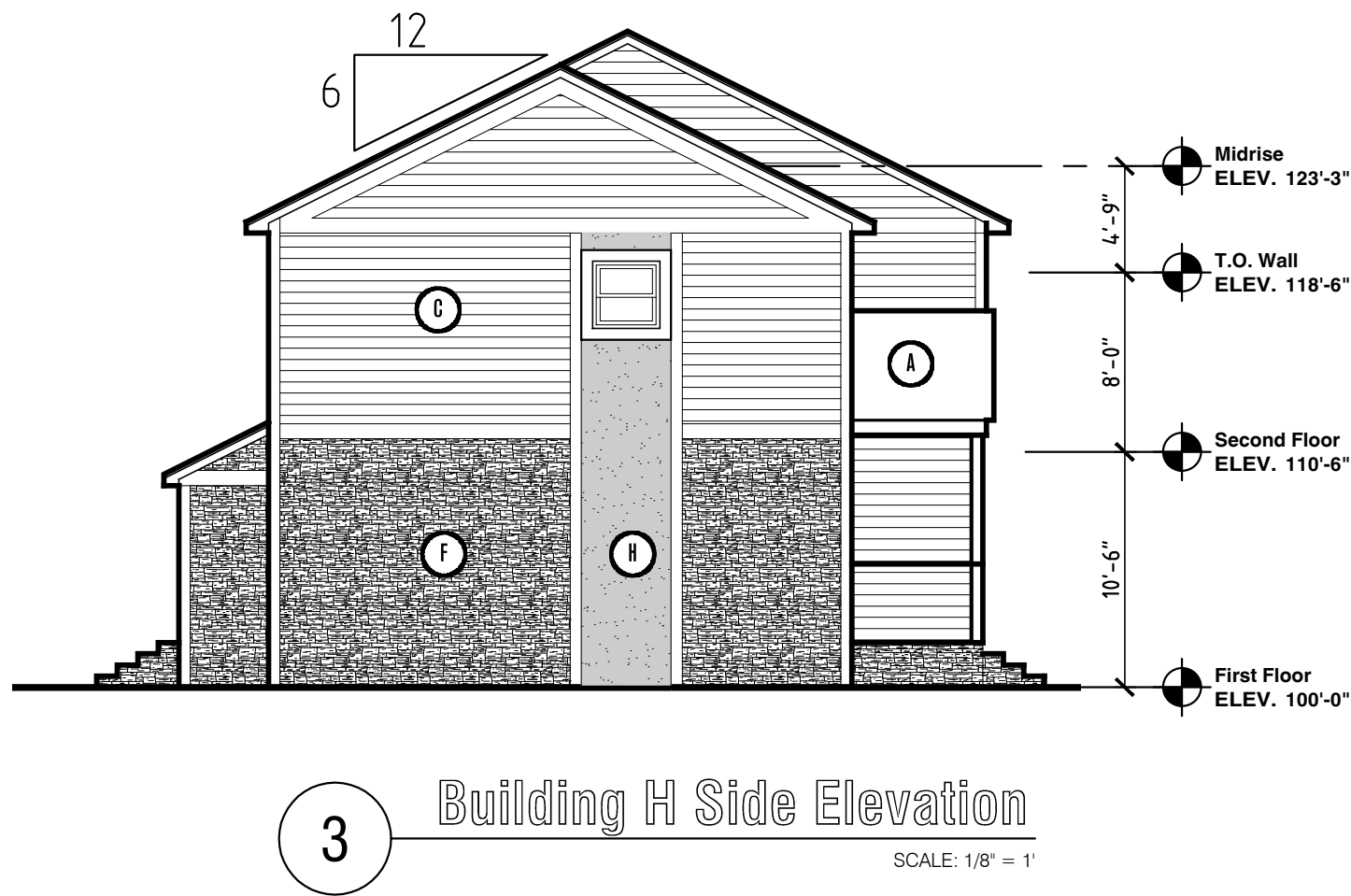
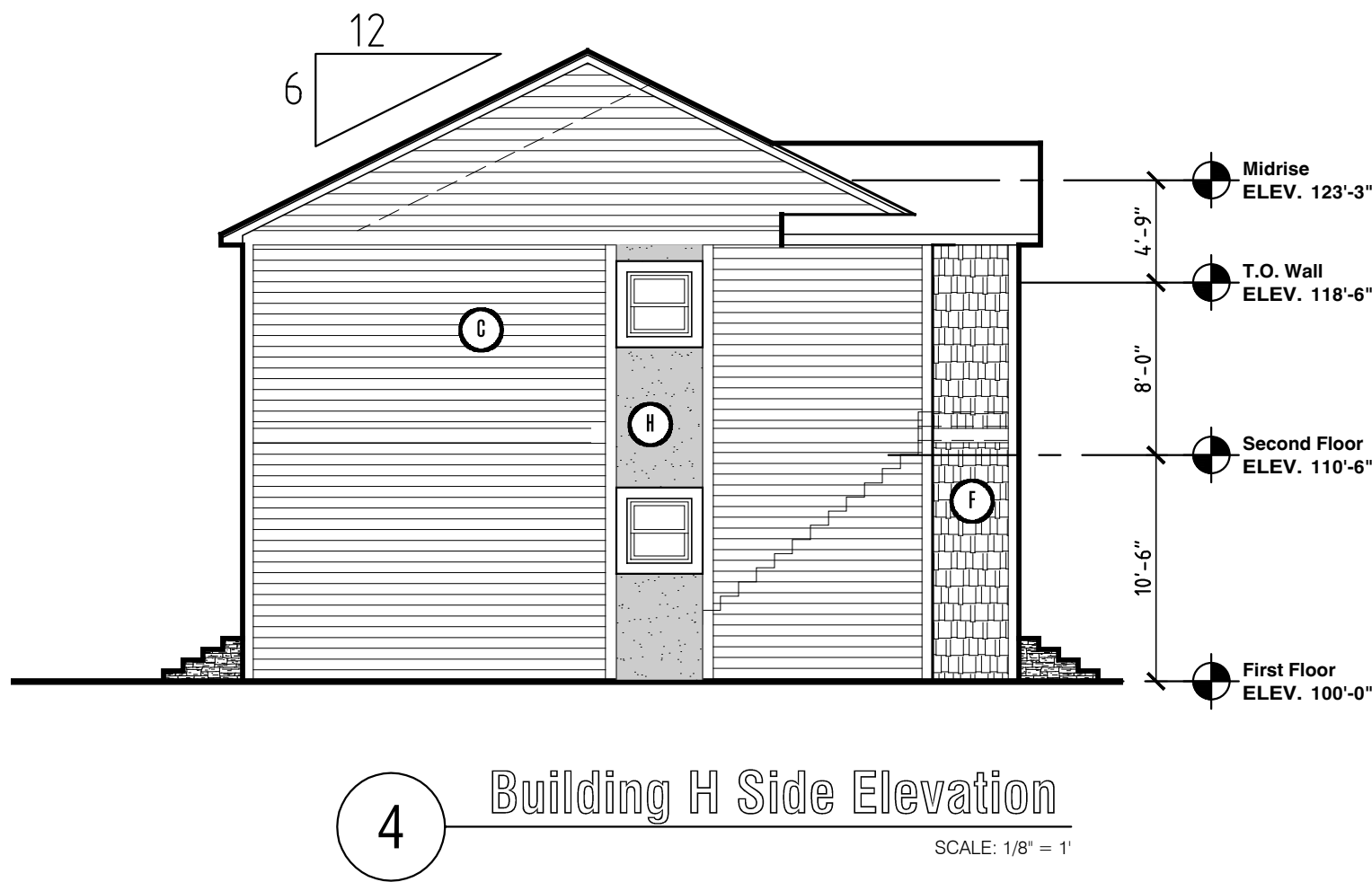
Building B C D E F  
& G Elevations

022065

A201

210

MATERIALS	
SYMBOL	SPECIFICATIONS
(A)	DIMENSIONAL ASPHALT SHINGLES
(B)	FASCIA
(C)	LAP SIDING
(D)	STONE WATERTABLE W/ DRIP EDGE
(E)	STONE VENEER
(F)	SHAKE SIDING
(G)	METAL CANOPY
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REV Preliminary PUD	01.19.24
REV Preliminary PUD	11.17.23
PUD Preliminary SP	7.24.23
PUD Preliminary Rev	5.27.22
Revision/Issue	Date

Hamburg Village Townhomes  
7620 and 10303 Hamburg Rd.  
Hamburg Twp., MI

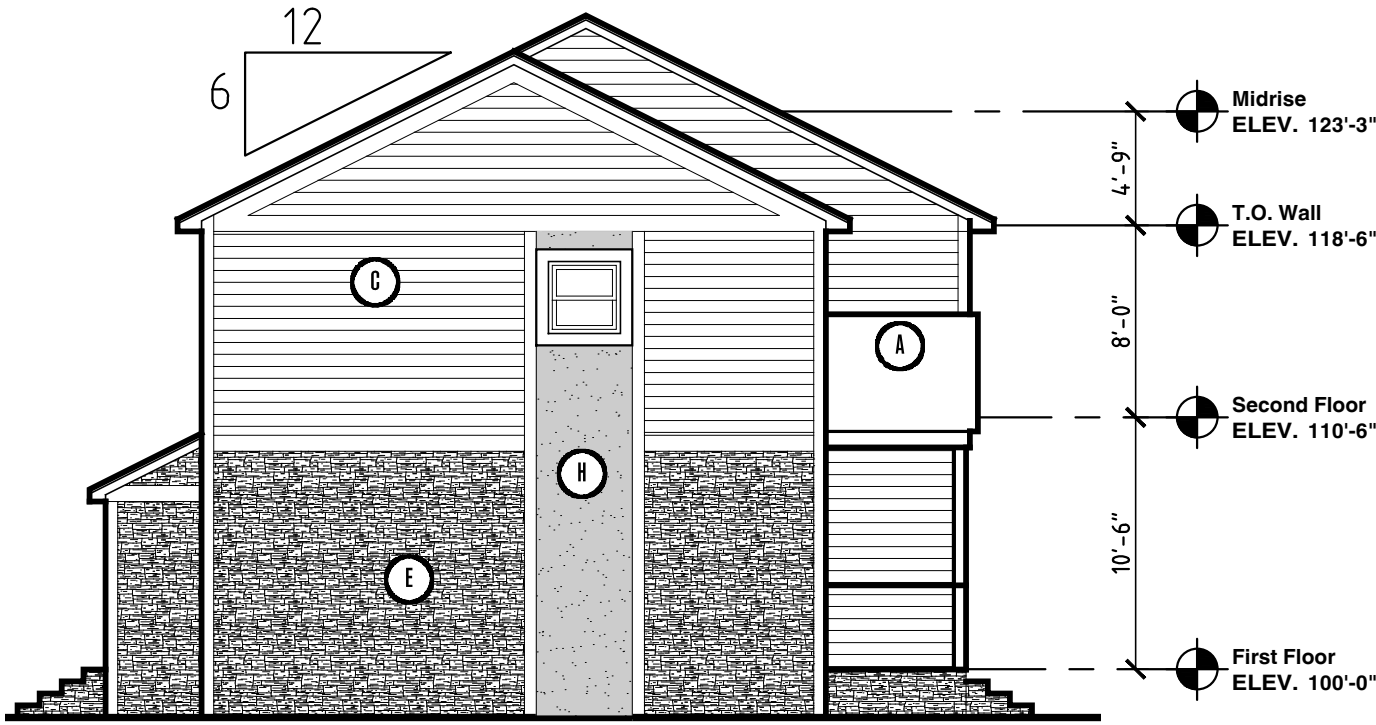
Building H Elevations

022065

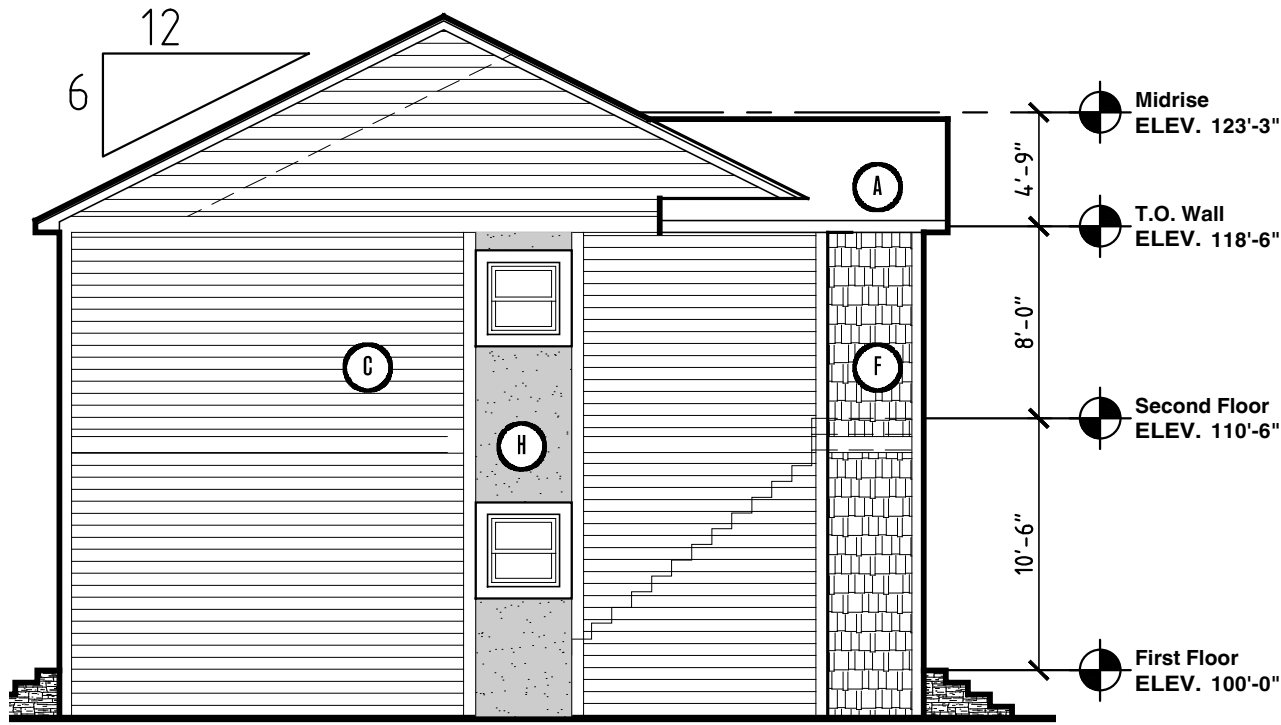
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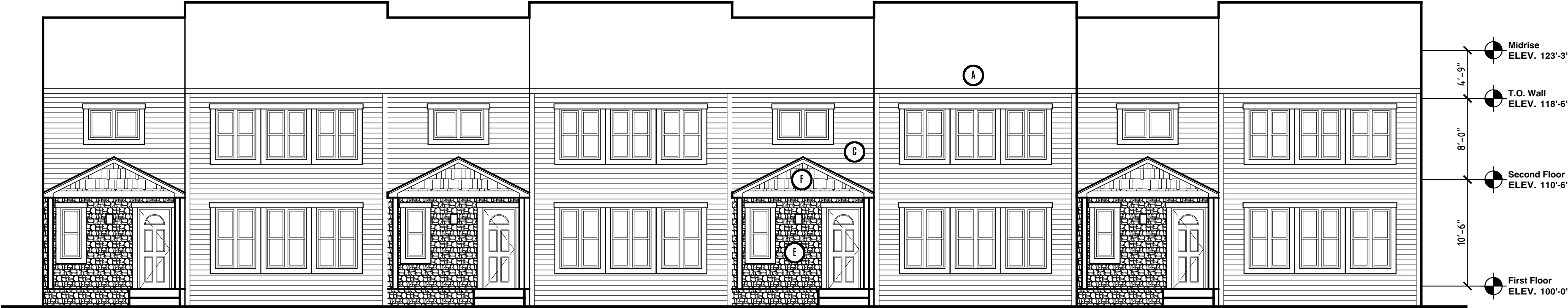
MATERIALS	
SYMBOL	SPECIFICATIONS
(A)	DIMENSIONAL ASPHALT SHINGLES
(B)	FASCIA
(C)	LAP SIDING
(D)	STONE WATERTABLE W/ DRIP EDGE
(E)	STONE VENEER
(F)	SHAKE SIDING
(G)	METAL CANOPY
(H)	STUCCO



4 Building I Side Elevation  
SCALE: 1/8" = 1'



3 Building I Side Elevation  
SCALE: 1/8" = 1'



2 Building I Rear Elevation  
SCALE: 1/8" = 1'



1 Building I Front Elevation  
SCALE: 1/8" = 1'

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REV Preliminary PUD	01.19.24
REV Preliminary PUD	11.17.23
PUD Preliminary SP	7.24.23
PUD Preliminary Rev	5.27.22
Revision/Issue	Date

Hamburg Village Townhomes  
7620 and 10303 Hamburg Rd.  
Hamburg Twp., MI

Building I Elevations

022065

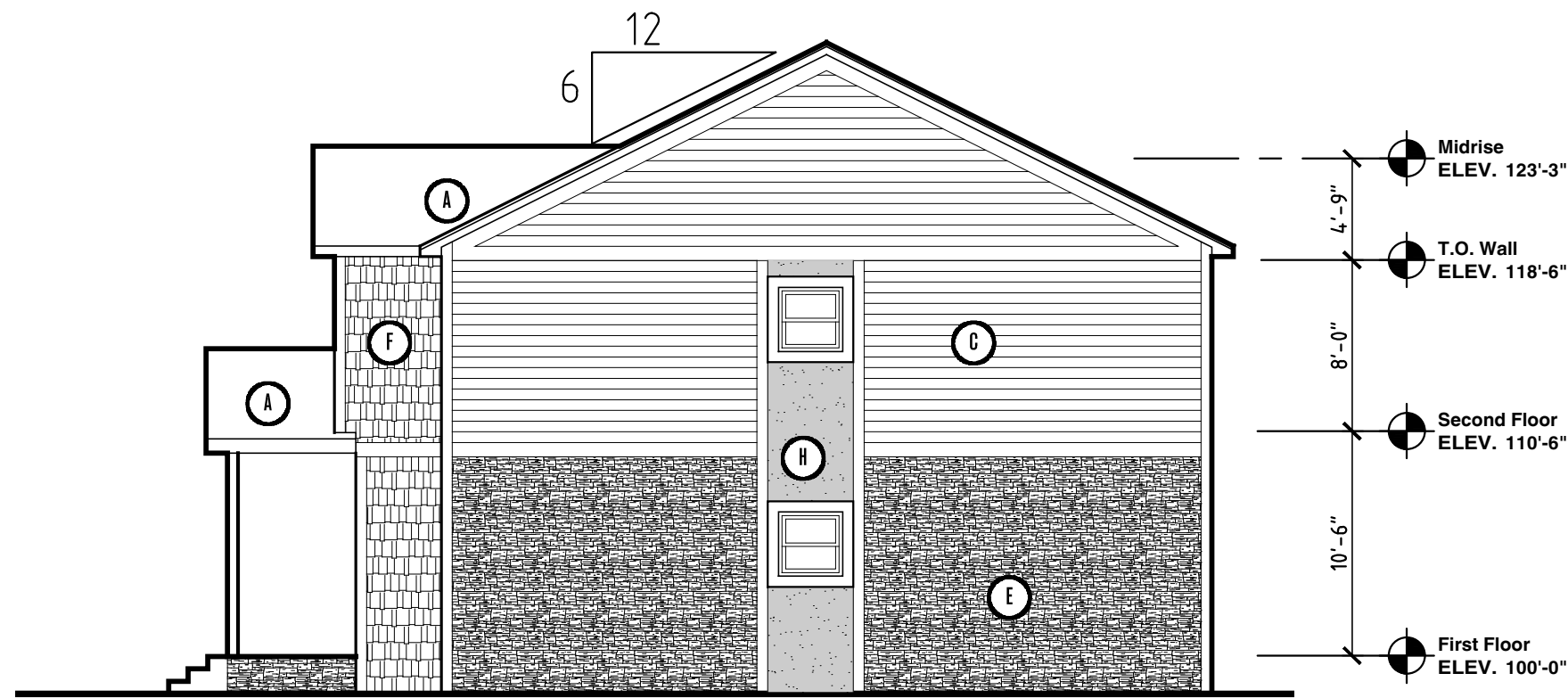
A204

1/18/2024  
A205 Building J Elevations.dwg  
DH User 01

MATERIALS	
SYMBOL	SPECIFICATIONS
(A)	DIMENSIONAL ASPHALT SHINGLES
(B)	FASCIA
(C)	LAP SIDING
(D)	STONE WATERTABLE W/ DRIP EDGE
(E)	STONE VENEER
(F)	SHAKE SIDING
(G)	METAL CANOPY
(H)	STUCCO



4 Building J Side Elevation  
SCALE: 1/8" = 1'



3 Building J Side Elevation  
SCALE: 1/8" = 1'



2 Building J Rear Elevation  
SCALE: 1/8" = 1'



1 Building J Front Elevation  
SCALE: 1/8" = 1'

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NOV 11 2023  
44809

REV Preliminary PUD 01.19.24  
REV Preliminary PUD 11.17.23  
PUD Preliminary SP 7.24.23  
PUD Preliminary Rev 5.27.22

Revision/Issue	Date

Hamburg Village Townhomes  
7620 and 10303 Hamburg Rd.  
Hamburg Twp., MI

Building J Elevations

022065

A205

213

Nov 30, 2023

Paul Modi, PE  
S.M. Engineers, LLC  
1939 Lincolnshire Drive  
Rochester Hills, MI 48309

**RE: Intersection Analysis, M-36 at Hamburg Rd, Hamburg Twp, Michigan**

Dear Mr. Modi:

Per your request Atkins Michigan, Inc. has updated the traffic study, dated May 2022, completed for evaluating impact of a proposed residential development south of M-36/Hamburg Road intersection in Hamburg Township. This update covers the changes in the site plan developed since the previous version of the study was completed and submitted to MDOT for review.

The junction is a three-leg stop sign-controlled intersection, located on M-36 approximately 2.75 miles west of US-23 in Hamburg Township, a part of the MDOT University Region. Figure 1 shows the intersection location.



Figure 1- Site Location

As a part of the original study, Atkins collected peak hour traffic volume data, prepared trip generation estimates and distributed traffic to the roadway network. Subsequently we conducted capacity analysis for the existing and proposed conditions. The development has expanded from the original concept and the revised site plan has the following details:

- Single-family housing 40 units (seven 4 unit buildings, one 5 unit building, and one 7 unit building)
- Proposed 1,395 ft<sup>2</sup> office area
- Two additional fuel pump stations added to the existing gas station



- Additional 2,000 ft<sup>2</sup> retail area added to existing gas station

### Existing Conditions

M-36 is a state trunkline that runs in the east-west direction providing a key connection between US-23 and the US-127. At the project location, it has a three-leg intersection with M-36 on the east leg with a 2-lane cross section with a posted speed limit of 45 mph. The north leg is also M-36 with a 3-lane cross section with a posted speed limit of 40 mph. Hamburg Road is the westerly leg with a 2-lane cross section and a posted speed limit of 25 mph.

The M-36 southbound approach and the Hamburg Road eastbound approach have Stop sign control. The westbound M-36 approach has a free flow movement with a continuous green arrow for the right turning movement, see Figure 2 below.

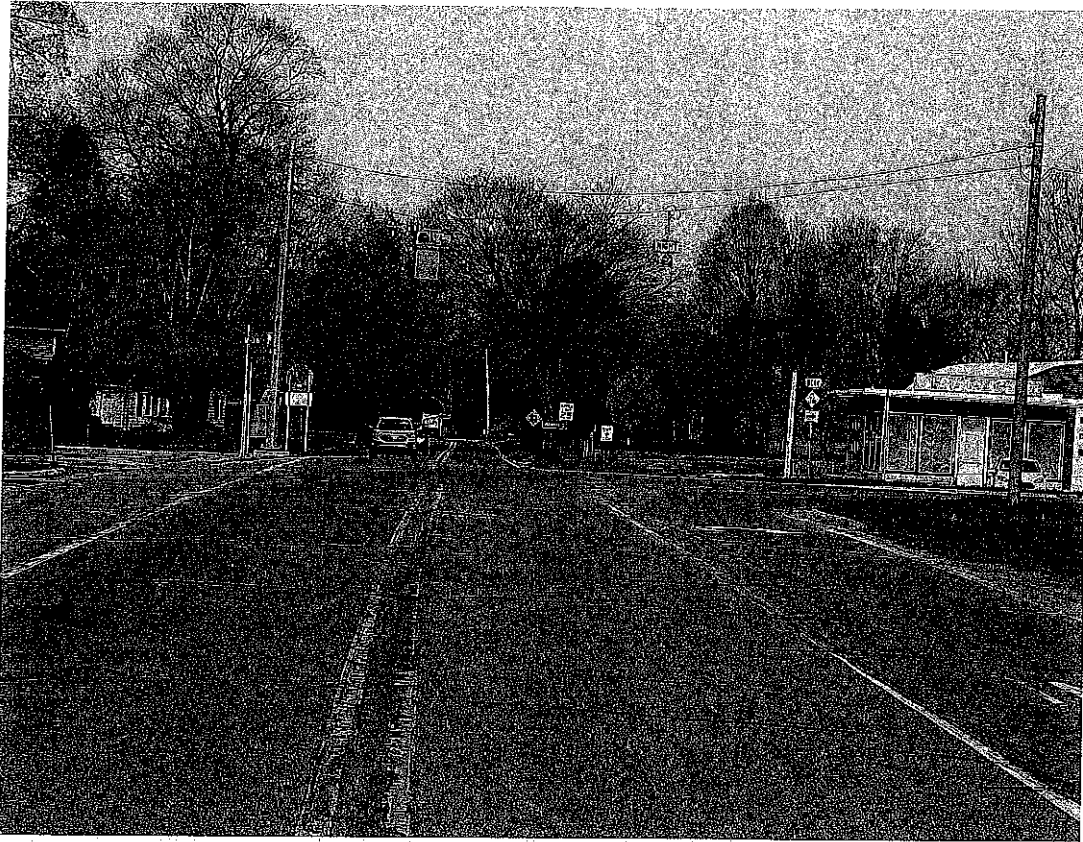


Figure 2- Westbound M-36 Approach at Hamburg Rd Intersection

### Data Collection

Atkins collected existing weekday intersection turning movement counts on Wednesday May 11, 2022, during the morning (7:00-9:00 am) and afternoon (3:45-5:45 pm) peak hours. The highest hour period of traffic was observed to be 7:15-8:15 am for morning and 4:30-5:30 pm for the afternoon. The traffic count data is provided in the Attachment A.

### Development Details

The existing location is an undeveloped site. The proposed residential development is comprised of 38 units of single-family homes and a community office with an area of 1,395 ft<sup>2</sup>. The proposed site plan is included as Attachment B. The development will be connected to the existing M-36/Hamburg Rd intersection on the south side as a fourth leg, see Figure 3 below.

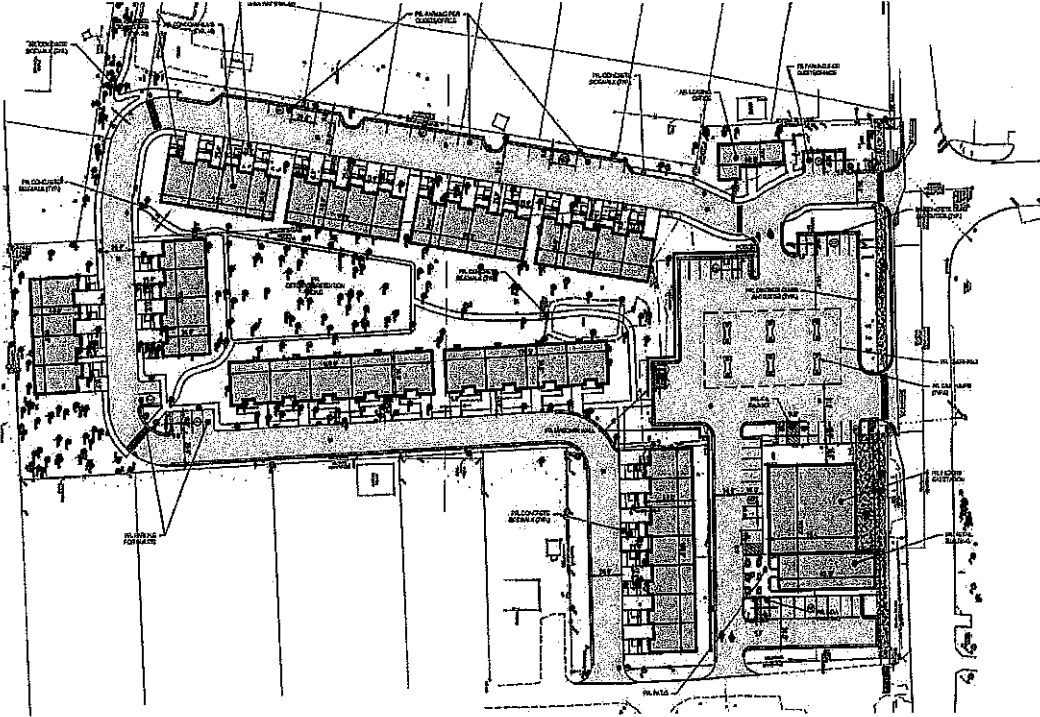


Figure 3- Proposed Site Plan and Access Layout

### Trip Generation Estimate for the Proposed Development

To evaluate the trip generation potential for a proposed development, an estimate of number of trips to be generated using variables such as land use type, area, number of employees etc. is conducted. A trip is a single or one-directional vehicle movement with either the origin or the destination as the study site. Thus a vehicle entering and leaving a site would be recorded as generating two trips.

The most widely used source for estimating future trips is the *Trip Generation Manual* published by the Institute of Transportation Engineers (ITE). Trips are estimated by rates or equations provided in the *Trip Generation Manual* for the applicable type of land use. The average trip generation rates in the *Trip Generation Manual* represent weighted averages from studies conducted throughout the United States and Canada.

The number of trips that would be generated by the proposed residential development was estimated based on ITE Land Use type **Single-Family Detached Housing (Code 210)** using the number of dwelling units (38). The number of trips that would be generated by the proposed office area manufacturing development was estimated based on ITE Land Use type **General Office (Code 710)** using the gross floor area (1,395 ft<sup>2</sup>). The number of trips that would be generated by the additional fuel pumps and retail area was estimated based on ITE Land Use **Convenience Store/Gas Station (Code 945)**.



Table 1 – ITE Site Generated Peak Hour Traffic Volumes Rates

Land Use	Trips	Rate	In	Out
210 Single-Family Housing	AM Peak Hour	$\ln(T)=0.91 \ln(X)+0.20$	26%	74%
	PM Peak Hour	$\ln(T)=0.94 \ln(X)+0.34$	64%	36%
710 Office	AM Peak Hour	1.16/1,000 ft <sup>2</sup> GFA	83%	17%
	PM Peak Hour	1.15/1,000 ft <sup>2</sup> GFA	17%	83%
945 Convenience Store	AM Peak Hour	10.98/Veh Fueling Stn	50%	50%
	PM Peak Hour	4.34/Veh Fueling Stn	50%	50%

Based on the rates and equations provided in Table 1, future site trips were estimated. These estimates are based on peak hour of the adjacent street traffic, typically 7-9 am in the morning and 4-6 pm in the afternoon and are provided in Table 2

Table 2 – Estimated Site Generated Peak Hour Traffic Volumes

Land Use	Trips	Total	In	Out
210 Single-Family Housing	AM Peak Hour	34	9	25
	PM Peak Hour	39	25	14
710 Office	AM Peak Hour	4	4	0
	PM Peak Hour	5	1	4
945 Convenience Store/Gas Stn	AM Peak Hour	22	11	11
	PM Peak Hour	9	4	5
Total AM peak hour		60	24	36
Total PM Peak Hour		53	30	23

The trip estimate for the Convenience store and gas station was estimated based on the difference in the trip rate for the Convenience Store/Gas Station (GFA 2-4K) with 8 fueling pumps and 945 Convenience Store/Gas Station (GFA 4-5.5K) with 10 fueling pumps.

### Trip Distribution

The directions from which vehicles will approach and depart a site is a function of several variables, including the population and employment distribution within the development's area of influence, the operational characteristics of the street system, and the ease with which drivers can travel over various sections of the roadway network without encountering congestion.

The directional distribution of new trips generated by the proposed development was based on the existing traffic pattern and is summarized in Table 3.

Table 3 – Trip Distribution Percentage AM/PM Peak Hours

Trips	In			Out		
	From East M-36	From North M-36	From West Hamburg Rd	To East M-36	To North M-36	To West Hamburg Rd
AM Peak Hour	32%	56%	12%	59%	34%	7%
PM Peak Hour	60%	33%	7%	28%	60%	12%

The estimate of directional distribution of new trips generated by the proposed development based on the existing traffic pattern is provided in Table 4.

Table 4 – Trip Distribution Estimate AM/PM Peak Hours

Trips	In			Out		
	From East M-36	From North M-36	From West Hamburg Rd	To East M-36	To North M-36	To West Hamburg Rd
AM Peak Hour	8	13	3	21	12	3
PM Peak Hour	18	10	2	6	14	3

### Existing Condition -Level of Service Analysis

Existing peak hour vehicle delays and Levels of Service (LOS) were performed for the un-signalized three-legged intersection of M-36 and Hamburg Rd using Synchro (Version 11) traffic analysis software. This analysis was based on the existing, traffic volumes, lane use and traffic control. The Highway Capacity Manual grade intersections in terms of Level of Service (LOS) from A to F with F being the worst traffic operation condition.

The directional distribution of new trips generated by the proposed development was based on the existing traffic pattern.

Table 5 – Existing Peak Hour Traffic Volumes

Condition	SB M-36		WB-36		EB Hamburg Rd	
	Left	Right	Thru	Right	Left	Thru
Existing AM	377	28	25	204	41	45
Existing PM	260	74	47	566	50	25

The existing traffic control, stop sign for southbound and eastbound movements, in Synchro doesn't produce correct delay results. Therefore, minor modifications were introduced by making the east-west legs free and kept the southbound approach Stop sign controlled. The LOS based on existing conditions is provided in Table 6.

Table 6 – Existing Peak Hour LOS (Delay) Results

Condition	SB M-36		WB-36		EB Hamburg Rd
	Left	Right	Thru	Right	Left/Thru
Existing AM	B (14.2)	A (8.5)	Free	Free	A (7.8)
Existing PM	B (12.6)	A (8.8)	Free	Free	A (9.1)

### Future Condition – Level of Service Analysis

Future peak hour vehicle delays and Levels of Service (LOS) were performed for the new 4-legged intersection of M-36 and Hamburg Rd using Synchro (Version 11) traffic analysis software. This analysis was based on the future projected traffic volumes, new intersection geometry and traffic control. The future volumes at the intersection are provided in Table 7.

Table 7 – Future Projected Peak Hour Traffic Volumes

Volumes	SB M-36			NB Driveway			EB Hamburg Rd			WB M-36		
	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Existing AM	377	n/a	28	n/a	n/a	n/a	41	45	n/a	n/a	25	204
New Trips	0	13	0	3	12	21	0	0	3	18	0	0
Total	377	13	28	3	12	21	41	45	3	18	25	204
Existing PM	260	n/a	74	n/a	n/a	n/a	50	25	n/a	n/a	47	566
New Trips	0	10	0	3	14	6	0	0	2	18	0	0
Total	260	10	74	3	14	6	50	25	2	18	47	566

The traffic control used in the existing conditions, two-way stop sign control for east and west legs, was retained with the new south leg added as stop sign controlled approach. The LOS based on future geometry and projected traffic volumes is provided in Table 8.

Table 8 – Future Peak Hour LOS (Delay) Results – Two Way Stop Control

Approach	NB Driveway	SB M-36		EB Hamburg Rd	WB M-36
Control	Stop Sign	Stop Sign		Free	Free
Movement	Left/Thru/Right	Left/Thru	Right	Left	Left
AM Peak	B (10.5)	C (22.9)	A (8.6)	A (7.9)	A (7.4)
PM Peak	C (17.3)	B (17.3)	A (8.9)	A (9.4)	A (7.3)

In addition to the 2-way stop control, a 4-way stop control scenario was also evaluated. A channelized island was assumed to be in place for the westbound right turn movement. The LOS based on a 4-Way Stop control is provided in Table 9.

Table 9 – Future Peak Hour LOS (Delay) Results – Four Way Stop Control

Approach	NB Driveway	SB M-36		EB Hamburg Rd	WB M-36	
Control	Stop Sign	Stop Sign		Stop Sign	Stop Sign	Free
Movement	Left/Thru/Right	Left/Thru	Right	Left	Left/Thru	Right
AM Peak	A (9.9)	D (30.5)	A (8.1)	B (11.6)	B (10.1)	B (12.1)
PM Peak	B (11.2)	C (22.8)	A (10.0)	B (12.0)	B (10.1)	F (66.6)

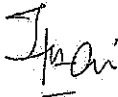
### Summary

The proposed development will add 60 new trips in the AM peak and 53 new trips in the PM peak. It is recommended to update the existing traffic control for the intersection to a Two-Way Stop sign control with the north and south legs operating with a Stop sign control and east and west legs operating as free movements.

Based on the overall intersection analysis the intersection will continue to operate at LOS B or better with the reconfigured geometry, 2-way traffic control and addition of the new south leg. The critical movement, southbound left-turns, will experience a minor degradation from LOS B to LOS C during the AM Peak hour.

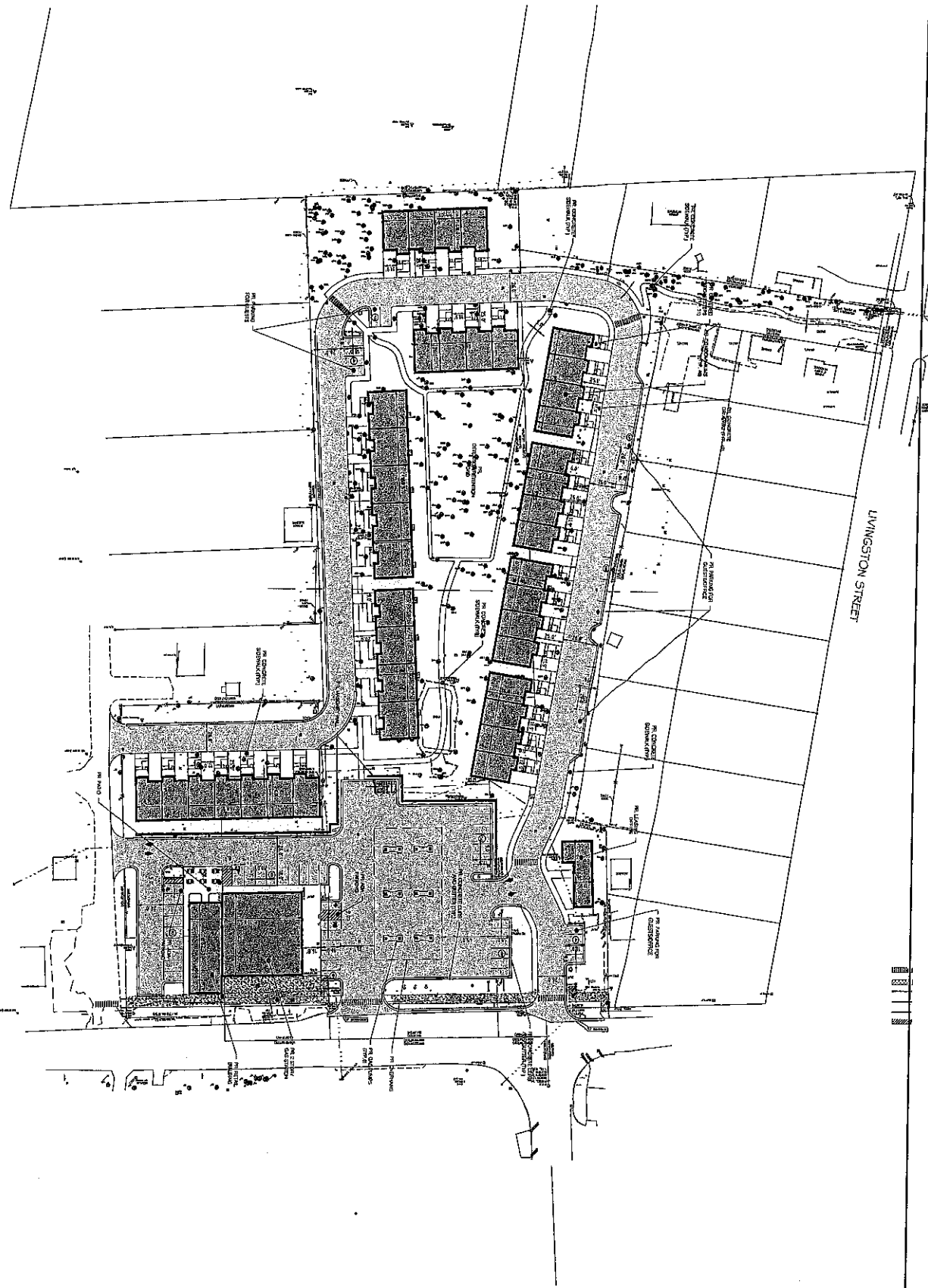
Should you have any questions or need additional information, please contact me at (248) 250 4843 or by email [Tanveer.khan@atkinsrealis.com](mailto:Tanveer.khan@atkinsrealis.com).

Sincerely,



Tanveer Khan, PE, PTOE  
Senior Project Manager

## Attachment A: Proposed Development Site Plan



**SITE LEGEND**

- PROPERTY LINE
- PROPOSED CONCRETE PAVING
- PROPOSED ASPHALT PAVING
- PROPOSED GRAVEL PAVING
- PROPOSED STORMWATER MANAGEMENT
- PROPOSED LANDSCAPE PLANTING
- PROPOSED UTILITY LINES
- PROPOSED ACCESS DRIVEWAY
- PROPOSED PARKING SPACE
- PROPOSED WALKWAY

**SITE NOTES**

1. ALL LIGHTING SHALL BE SIZED AND SPACED ACCORDING TO THE ILLUMINANCE REQUIREMENTS OF THE IESNA HANDBOOK, 10TH EDITION, 2008.
2. ALL LIGHTING SHALL BE SIZED AND SPACED ACCORDING TO THE ILLUMINANCE REQUIREMENTS OF THE IESNA HANDBOOK, 10TH EDITION, 2008.
3. ALL LIGHTING SHALL BE SIZED AND SPACED ACCORDING TO THE ILLUMINANCE REQUIREMENTS OF THE IESNA HANDBOOK, 10TH EDITION, 2008.
4. ALL LIGHTING SHALL BE SIZED AND SPACED ACCORDING TO THE ILLUMINANCE REQUIREMENTS OF THE IESNA HANDBOOK, 10TH EDITION, 2008.
5. ALL LIGHTING SHALL BE SIZED AND SPACED ACCORDING TO THE ILLUMINANCE REQUIREMENTS OF THE IESNA HANDBOOK, 10TH EDITION, 2008.
6. THE SITE IS NOT SUBJECT TO ANY NEIGHBORLY ZONING.

THE LOCATION OF ALL UNDERGROUND UTILITIES IS SHOWN ON THE ATTACHED UTILITY MAP. THE LOCATION OF ALL UNDERGROUND UTILITIES IS SHOWN ON THE ATTACHED UTILITY MAP. THE LOCATION OF ALL UNDERGROUND UTILITIES IS SHOWN ON THE ATTACHED UTILITY MAP.



**SITE LAYOUT & PAVING PLAN**  
SCALE: 1" = 40'

**SITE LAYOUT & PAVING PLAN**

PREPARED FOR: RONNY HAMANA  
7620 AND 10303 HAMBURG ROAD

**KEM-TEC** PROFESSIONAL ENGINEERING, SURVEYING & ENVIRONMENTAL SERVICES  
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FAX: (214) 343-1101  
WWW.KEMTECENGINEERING.COM



## Attachment B: Traffic Volumes

Project: 100079442

Municipality: Hamburg Twp, MI

Weather: Clear

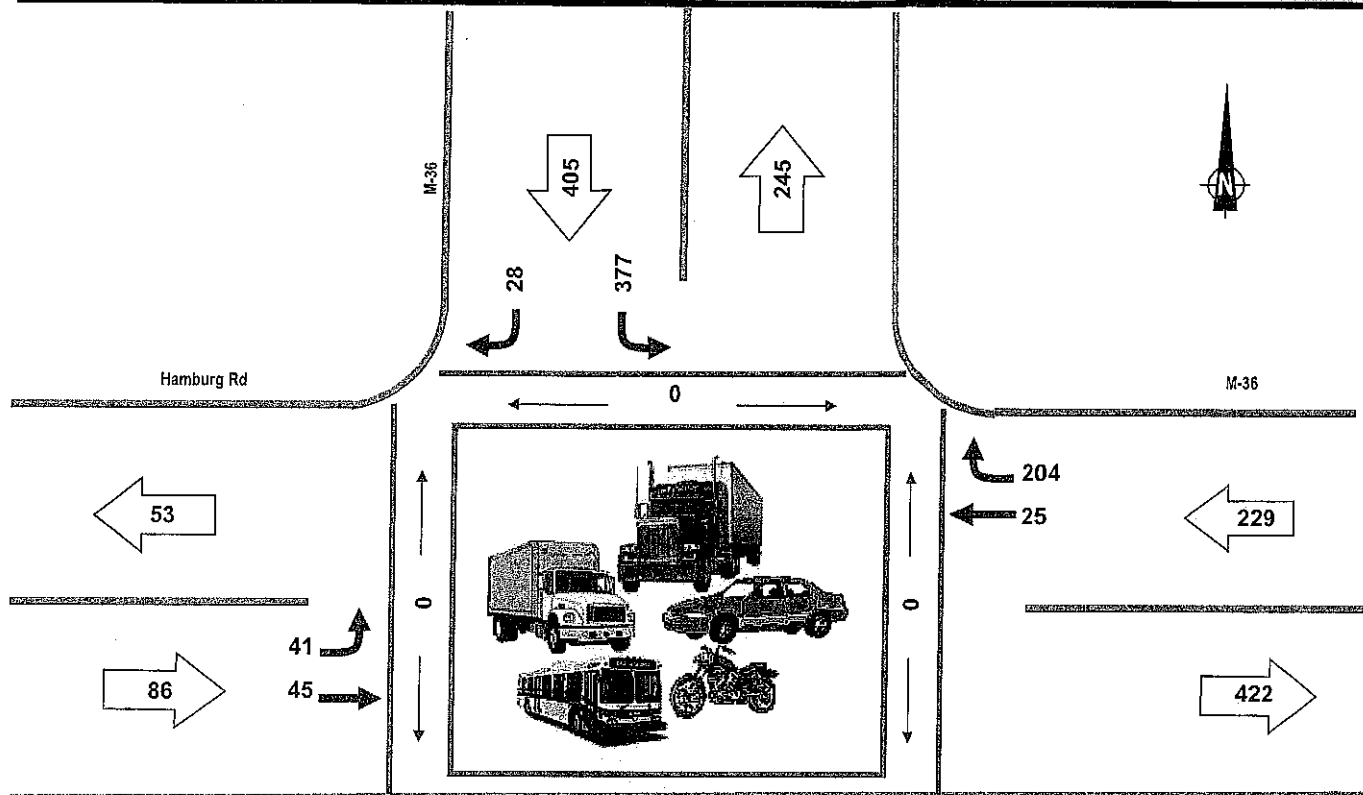
Vehicle Class: All Motorized Vehicles

Notes: Peak Hour Traffic Counts

Morning Peak Period

### Peak Hour Traffic by Movement

7:15 AM to 8:15 AM



Intersection Peak Hour  
is Highlighted in **YELLOW**

Time	SOUTHBOUND			NORTHBOUND			EASTBOUND			WESTBOUND			PEDESTRIANS				Total Volumes
	left	thru	right	left	thru	right	left	thru	right	left	thru	right	N	S	W	E	
Peak Hour	377		28				41	45			25	204					720
PHF	1.19		1.75				0.09	1.13			1.25	0.85					0.96
Peak 15 X 4	316		16				436	40			20	240					2,108
Average Hour																	
07:15 AM	88		7				10	9			6	52					172
07:30 AM	101		9				10	11			7	41					179
07:45 AM	109		8				9	12			6	45					189
08:00 AM	79		4				12	13			6	66					180
08:15 AM	83		3				13	10			1	52					162
08:30 AM	84		7				9	10			9	46					165
08:45 AM	69		12				7	10			5	60					163
09:00 AM																	

Project: 100079442

Municipality: Hamburg Twp, MI

Weather: Clear

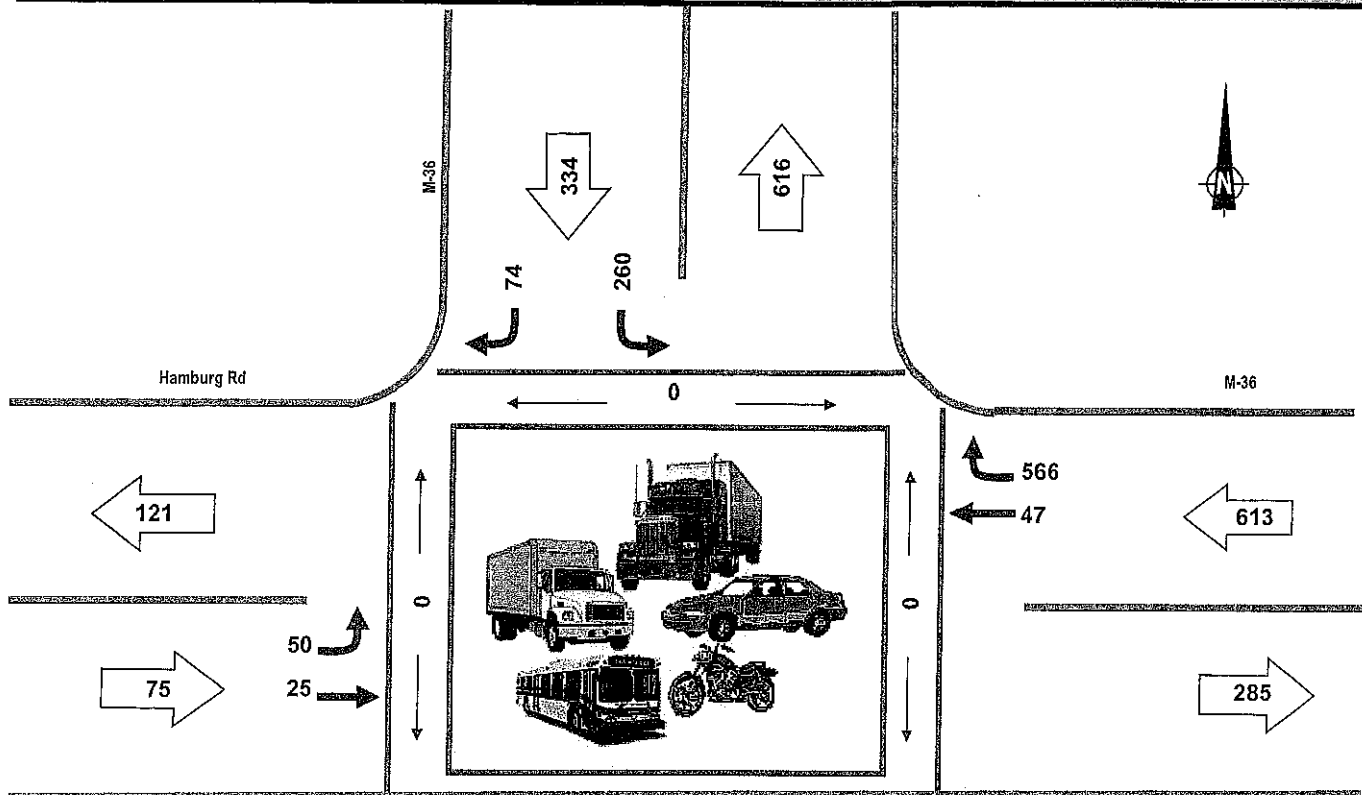
Vehicle Class: All Motorized Vehicles

Notes: Peak Hour Traffic Counts

Afternoon Peak Period

### Peak Hour Traffic by Movement

7:15 AM to 8:15 AM



Intersection Peak Hour  
is Highlighted in **YELLOW**

Time	SOUTHBOUND			NORTHBOUND			EASTBOUND			WESTBOUND			PEDESTRIANS				Total Volumes
	left	thru	right	left	thru	right	left	thru	right	left	thru	right	N	S	W	E	
Peak Hour	260		74				50	25			47	566					1,022
PHF	1.00		0.97				0.11	0.69			0.98	1.10					0.96
Peak 15 X 4	260		76				436	36			48	516					2,108
Average Hour																	
03:45 PM	65		10				17	10			7	108					217
04:00 PM	64		15				11	10			10	135					245
04:15 PM	66		17				14	11			11	112					231
04:30 PM	65		19				11	8			14	151					266
04:45 PM	55		19				18	4			7	136					239
05:00 PM	71		19				10	6			14	150					270
05:15 PM	69		17				11	9			12	129					247
05:30 PM	66		15				11	7			11	109					219

## Attachment B: Synchro Analysis Reports

Intersection						
Int Delay, s/veh	8.2					
Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↑	↑	↑	↑	↑
Traffic Vol, veh/h	41	45	25	204	377	28
Future Vol, veh/h	41	45	25	204	377	28
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	225	250	0
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	45	49	27	222	410	30

Major/Minor	Major1	Major2	Minor2
Conflicting Flow All	249	0	166
Stage 1	-	-	27
Stage 2	-	-	139
Critical Hdwy	4.12	-	6.42
Critical Hdwy Stg 1	-	-	5.42
Critical Hdwy Stg 2	-	-	5.42
Follow-up Hdwy	2.218	-	3.518
Pot Cap-1 Maneuver	1317	-	824
Stage 1	-	-	996
Stage 2	-	-	888
Platoon blocked, %	-	-	-
Mov Cap-1 Maneuver	1317	-	795
Mov Cap-2 Maneuver	-	-	795
Stage 1	-	-	961
Stage 2	-	-	888

Approach	EB	WB	SB
HCM Control Delay, s	3.7	0	13.8
HCM LOS	B		

Minor Lane/Major Mvmt	EBL	EBT	WBT	WBR	SBLn1	SBLn2
Capacity (veh/h)	1317	-	-	-	795	1048
HCM Lane V/C Ratio	0.034	-	-	-	0.515	0.029
HCM Control Delay (s)	7.8	-	-	-	14.2	8.5
HCM Lane LOS	A	-	-	-	B	A
HCM 95th %tile Q(veh)	0.1	-	-	-	3	0.1



Intersection						
Int Delay, s/veh	4.3					
Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↑	↑	↑	↑	↑
Traffic Vol, veh/h	50	25	47	566	260	74
Future Vol, veh/h	50	25	47	566	260	74
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	225	250	0
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	54	27	51	615	283	80
Major/Minor	Major1	Major2		Minor2		
Conflicting Flow All	666	0	-	0	186	51
Stage 1	-	-	-	-	51	-
Stage 2	-	-	-	-	135	-
Critical Hdwy	4.12	-	-	-	6.42	6.22
Critical Hdwy Stg 1	-	-	-	-	5.42	-
Critical Hdwy Stg 2	-	-	-	-	5.42	-
Follow-up Hdwy	2.218	-	-	-	3.518	3.318
Pot Cap-1 Maneuver	923	-	-	-	803	1017
Stage 1	-	-	-	-	971	-
Stage 2	-	-	-	-	891	-
Platoon blocked, %		-	-	-		
Mov Cap-1 Maneuver	923	-	-	-	756	1017
Mov Cap-2 Maneuver	-	-	-	-	756	-
Stage 1	-	-	-	-	914	-
Stage 2	-	-	-	-	891	-
Approach	EB	WB		SB		
HCM Control Delay, s	6.1	0		11.8		
HCM LOS	B					
Minor Lane/Major Mvmt	EBL	EBT	WBT	WBR	SBLn1	SBLn2
Capacity (veh/h)	923	-	-	-	756	1017
HCM Lane V/C Ratio	0.059	-	-	-	0.374	0.079
HCM Control Delay (s)	9.1	-	-	-	12.6	8.8
HCM Lane LOS	A	-	-	-	B	A
HCM 95th %ile Q(veh)	0.2	-	-	-	1.7	0.3

Intersection												
Int Delay, s/veh	12.7											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↑			↑	↑		↑			↑	↑
Traffic Vol, veh/h	41	45	3	18	24	204	3	12	21	377	13	28
Future Vol, veh/h	41	45	3	18	24	204	3	12	21	377	13	28
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	225	-	-	-	-	-	0
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	92	92	92	92	92	92	92	92	92	92	92	92
Heavy Vehicles, %	2	2	2	2	2	2	2	2	2	2	2	2
Mvmt Flow	49	54	3	20	29	244	3	13	23	451	14	33
Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	273	0	0	57	0	0	369	467	56	241	224	29
Stage 1	-	-	-	-	-	-	154	154	-	69	69	-
Stage 2	-	-	-	-	-	-	215	313	-	172	155	-
Critical Hdwy	4.12	-	-	4.12	-	-	7.12	6.52	6.22	7.12	6.52	6.22
Critical Hdwy Stg 1	-	-	-	-	-	-	6.12	5.52	-	6.12	5.52	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.12	5.52	-	6.12	5.52	-
Follow-up Hdwy	2.218	-	-	2.218	-	-	3.518	4.018	3.318	3.518	4.018	3.318
Pot Cap-1 Maneuver	1290	-	-	1547	-	-	588	493	1011	713	675	1046
Stage 1	-	-	-	-	-	-	848	770	-	941	837	-
Stage 2	-	-	-	-	-	-	787	657	-	830	769	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1290	-	-	1547	-	-	536	466	1011	654	639	1046
Mov Cap-2 Maneuver	-	-	-	-	-	-	536	466	-	654	639	-
Stage 1	-	-	-	-	-	-	815	740	-	904	824	-
Stage 2	-	-	-	-	-	-	737	646	-	766	739	-
Approach	EB			WB			NB			SB		
HCM Control Delay, s	3.7			0.5			10.5			21.9		
HCM LOS							B			C		
Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1	SBLn2			
Capacity (veh/h)	691	1290	-	-	1547	-	-	654	1046			
HCM Lane V/C Ratio	0.057	0.038	-	-	0.013	-	-	0.711	0.032			
HCM Control Delay (s)	10.5	7.9	-	-	7.4	-	-	22.9	8.6			
HCM Lane LOS	B	A	-	-	A	-	-	C	A			
HCM 95th %ile Q(veh)	0.2	0.1	-	-	0	-	-	5.9	0.1			

Intersection												
Int Delay, s/veh	5.9											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↑			↑	↑		↑			↑	↑
Traffic Vol, veh/h	50	25	2	18	47	566	3	14	6	260	10	74
Future Vol, veh/h	50	25	2	18	47	566	3	14	6	260	10	74
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	225	-	-	-	-	-	0
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	92	92	92	92	92	92	92	92	92	92	92	92
Heavy Vehicles, %	2	2	2	2	2	2	2	2	2	2	2	2
Mvmt Flow	60	30	2	20	56	677	3	15	7	311	11	88

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	733	0	0	32	0	0	635	924	31	258	248	56
Stage 1	-	-	-	-	-	-	151	151	-	96	96	-
Stage 2	-	-	-	-	-	-	484	773	-	162	152	-
Critical Hdwy	4.12	-	-	4.12	-	-	7.12	6.52	6.22	7.12	6.52	6.22
Critical Hdwy Stg 1	-	-	-	-	-	-	6.12	5.52	-	6.12	5.52	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.12	5.52	-	6.12	5.52	-
Follow-up Hdwy	2.218	-	-	2.218	-	-	3.518	4.018	3.318	3.518	4.018	3.318
Pot Cap-1 Maneuver	872	-	-	1580	-	-	391	269	1043	695	655	1011
Stage 1	-	-	-	-	-	-	851	772	-	911	815	-
Stage 2	-	-	-	-	-	-	564	409	-	840	772	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	872	-	-	1580	-	-	327	244	1043	612	595	1011
Mov Cap-2 Maneuver	-	-	-	-	-	-	327	244	-	612	595	-
Stage 1	-	-	-	-	-	-	791	718	-	847	795	-
Stage 2	-	-	-	-	-	-	495	399	-	760	718	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	6.1	0.2	17.3	15.5
HCM LOS	C		C	

Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1	SBLn2
Capacity (veh/h)	318	872	-	-	1580	-	-	611	1011
HCM Lane V/C Ratio	0.079	0.069	-	-	0.012	-	-	0.527	0.088
HCM Control Delay (s)	17.3	9.4	-	-	7.3	-	-	17.3	8.9
HCM Lane LOS	C	A	-	-	A	-	-	C	A
HCM 95th %ile Q(veh)	0.3	0.2	-	-	0	-	-	3.1	0.3

Intersection	
Intersection Delay, s/veh	20.9
Intersection LOS	C

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↑			↑	↑		↑			↑	↑
Traffic Vol, veh/h	41	45	3	18	24	204	3	12	21	377	13	28
Future Vol, veh/h	41	45	3	18	24	204	3	12	21	377	13	28
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Heavy Vehicles, %	2	2	2	2	2	2	2	2	2	2	2	2
Mvmt Flow	49	54	3	20	29	244	3	13	23	451	14	33
Number of Lanes	0	1	0	0	1	1	0	1	0	0	1	1

Approach	EB	WB	NB	SB
Opposing Approach	WB	EB	SB	NB
Opposing Lanes	2	1	2	1
Conflicting Approach Left	SB	NB	EB	WB
Conflicting Lanes Left	2	1	1	2
Conflicting Approach Right	NB	SB	WB	EB
Conflicting Lanes Right	1	2	2	1
HCM Control Delay	11.6	11.8	9.9	29
HCM LOS	B	B	A	D

Lane	NBLn1	EBLn1	WBLn1	WBLn2	SBLn1	SBLn2
Vol Left, %	8%	46%	43%	0%	97%	0%
Vol Thru, %	33%	51%	57%	0%	3%	0%
Vol Right, %	58%	3%	0%	100%	0%	100%
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop
Traffic Vol by Lane	36	89	42	204	390	28
LT Vol	3	41	18	0	377	0
Through Vol	12	45	24	0	13	0
RT Vol	21	3	0	204	0	28
Lane Flow Rate	39	106	48	244	465	33
Geometry Grp	6	6	7	7	7	7
Degree of Util (X)	0.069	0.201	0.089	0.388	0.81	0.047
Departure Headway (Hd)	6.324	6.821	6.658	5.73	6.275	5.08
Convergence, Y/N	Yes	Yes	Yes	Yes	Yes	Yes
Cap	564	525	537	627	576	704
Service Time	4.386	4.882	4.41	3.482	4.009	2.814
HCM Lane V/C Ratio	0.069	0.202	0.089	0.389	0.807	0.047
HCM Control Delay	9.9	11.6	10.1	12.1	30.5	8.1
HCM Lane LOS	A	B	B	B	D	A
HCM 95th-ile Q	0.2	0.7	0.3	1.8	8	0.1



Intersection	
Intersection Delay, s/veh	43.3
Intersection LOS	E

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↑			↑	↑		↑			↑	↑
Traffic Vol, veh/h	50	25	2	18	47	566	3	14	6	260	10	74
Future Vol, veh/h	50	25	2	18	47	566	3	14	6	260	10	74
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Heavy Vehicles, %	2	2	2	2	2	2	2	2	2	2	2	2
Mvmt Flow	60	30	2	20	56	677	3	15	7	311	11	88
Number of Lanes	0	1	0	0	1	1	0	1	0	0	1	1

Approach	EB	WB	NB	SB
Opposing Approach	WB	EB	SB	NB
Opposing Lanes	2	1	2	1
Conflicting Approach Left	SB	NB	EB	WB
Conflicting Lanes Left	2	1	1	2
Conflicting Approach Right	NB	SB	WB	EB
Conflicting Lanes Right	1	2	2	1
HCM Control Delay	12	60.9	11.2	20
HCM LOS	B	F	B	C

Lane	NBLn1	EBLn1	WBLn1	WBLn2	SBLn1	SBLn2
Vol Left, %	13%	65%	28%	0%	96%	0%
Vol Thru, %	61%	32%	72%	0%	4%	0%
Vol Right, %	26%	3%	0%	100%	0%	100%
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop
Traffic Vol by Lane	23	77	65	566	270	74
LT Vol	3	50	18	0	260	0
Through Vol	14	25	47	0	10	0
RT Vol	6	2	0	566	0	74
Lane Flow Rate	25	92	76	677	322	88
Geometry Grp	6	6	7	7	7	7
Degree of Util (X)	0.052	0.182	0.133	1.032	0.649	0.149
Departure Headway (Hd)	7.746	7.349	6.337	5.488	7.422	6.219
Convergence, Y/N	Yes	Yes	Yes	Yes	Yes	Yes
Cap	465	491	565	663	489	580
Service Time	5.746	5.349	4.081	3.232	5.122	3.919
HCM Lane V/C Ratio	0.054	0.187	0.135	1.021	0.658	0.152
HCM Control Delay	11.2	12	10.1	66.6	22.8	10
HCM Lane LOS	B	B	B	F	C	A
HCM 95th-tile Q	0.2	0.7	0.5	17.2	4.6	0.5





December 14, 2023

Mr. David Rohr  
Hamburg Township  
10405 Merrill Road  
Hamburg, Michigan 48139

Re: Hamburg Village  
Preliminary Site Plan Review #2

Dear David:

We have reviewed the preliminary site plan for the above referenced project as prepared by SM Engineering, dated November 10, 2023, along with supplemental information provided on December 4, 2023. The petitioner is proposing 40 multifamily units along with an office and gas station. We offer the following comments for your consideration:

**Grading**

1. At this point, we have no concerns with the grading, however, as previously requested, the grading plan should include proposed contours for the final site plan submittal.

**Paving**

2. MDOT approval is required for the driveways on M-36.
3. All ramps shall be ADA compliant.
4. No pavement or sidewalk details were included. These should be included in future submittals along with proposed cross sections, curb types, and other appropriate details.
5. ADA parking spaces shall be minimum of 8'-0" wide. Space north of the gas station is dimensioned as 7'-6".

**Utilities, Generally**

6. Incorrect municipalities are referenced in the General Notes on Sheet C.5.
7. The utilities in general should be laid out parallel to the proposed roadways, most notably on the north/ south roadways.
8. The scale on Sheet C5.0 is incorrectly listed.

**Storm Drainage**

9. The preliminary storm calculations are acceptable. The final site plan submittal shall include:
  - a. Drainage areas should be shown, and any offsite input should be considered.
  - b. An outlet detail and calculations should be included.

- c. Conveyance calculations for the storm sewer should be included.
  - d. Details of manholes, catch basins, etc as required.
10. The applicant is proposing to discharge the site stormwater to the Livingston Street outlet. The applicant should demonstrate that there is adequate conveyance available so that no ponding is caused by this discharge. Approval from the Livingston County Road commission for this discharge is also required.

#### Sewer

11. The sewage from the development is collected in a gravity sewer and fed into a pump station that will lift the sewage to the existing sewer on M-36. Review of the sewer system will occur with the final site plan submittal.
12. An existing sanitary sewer runs along the south side of M-36. While the depth is not likely adequate to serve the entire development, the petitioner should consider connecting buildings as elevation allows.
13. The development is shown being constructed in phases with Phase 1 consisting of the northern commercial properties and Phase 2 consisting of the southern residential. The pump station is currently shown in Phase 2. Accommodations for the construction of the pump station should be included in Phase 1 or the Phase 1 buildings could be connected to the existing sanitary sewer as noted above.

#### Water

14. The applicant should submit the water main to the Livingston County Water Authority (LCWA) for review and Act 399 permitting. Preliminary comments are included below.
15. Only one connection is proposed to service the 40 plus units. The petitioner should consider a second water connection. LCWA will have final authority on this.

In summary, we offer no objection to the approval of the preliminary site plan contingent upon these comments.

Please contact me at (734) 657-4925 with any questions.

Sincerely,

Ted L. Erickson, P.E.  
Principal





# Hamburg Township Public Safety – Fire Division

Item 16.

10100 VETERANS MEMORIAL DRIVE  
P.O. BOX 157 ♦ HAMBURG, MI 48139-0157  
PHONE: 810-222-1100 ♦ FAX: 810-231-9401  
E-MAIL: [HTFD@HAMBURG.MI.US](mailto:HTFD@HAMBURG.MI.US)

## *DEPUTY FIRE CHIEF JORDAN ZERNICK* **PLAN REVIEW RESULTS**

**To:** Hamburg Twp. Zoning

**From:** Deputy Fire Chief, Jordan Zernick

**Subject:** Site Plan Review – Hamburg Village Townhomes 10303 Hamburg Rd.

**Date:** October 16, 2023

I have completed the plan review of the Final Site Plan submittal for the proposed Hamburg Village Townhomes Development in Hamburg Township. The review was based on the applicable Fire Code and Hamburg Township Ordinance Requirements.

The plans are approved as submitted with the following requirements, revisions and clarification:

1. All road shall maintain a clear width of a minimum of 20 ft. and a vertical clearance of 13 ft. 6 inches at all times.
2. Plans to be submitted showing the placement of the water main as well as hydrants within the development.
3. Interior floor plans and building plans to be submitted for any and all of the commercial spaces.
4. Office building shall be required to have a 3200 series Knox Box placed on the building. Location to be approved by the Fire Code official.  
Gas Station shall be required to have a 3200 series Knox Box placed on the building. Location to be approved by the Fire Code official.
5. Any alterations to these submitted plans shall required the submittal of As Built plans. Plans shall be submitted directly to the Hamburg Township Fire Department.
6. Streets that are narrower than 26ft shall be posted no parking on both sides of the street.
7. Turning radius for the entire development shall be based on the turning radius of a tandem axel ariel platform apparatus.

This approval is subject to field inspection. This approval shall be valid for one year. If construction has not begun within 12 months of the date on this letter the plans must be resubmitted for approval. This approval does not exempt the project from complying with all applicable codes. Additional submittals and approvals may be required.

A handwritten signature in blue ink, appearing to read 'J Zernick'.

Deputy Chief Jordan Zernick

## Township Board Cover Sheet

### Margaret Drive Area – Canal Dredging S.A.D.

#### **Information Packet:**

Hamburg Township has been approached by residents living on Margaret Drive and Kress Road requesting the establishment of a canal dredging special assessment district. The proposed waterway improvements will consist of dredging Area #1; approx. 35'x 125' of the canal with a Floating Dredge as far as can be reached from shore with removal of approx. 3-ft. of muck. Dredging of Area #2; Contractor shall dredge approx. 75' x 50' of the canal with a Floating Dredge as far as can be reached by shore including removal of approx. 3' of muck. All spoils shall be pumped into a dewatering bag. Homeowners shall be responsible to move/grade spoils when dry from Area #1 and #2. Based upon property owner response, there are enough petitions to proceed with establishing the S.A.D. The proposed S.A.D. will be financed through a bond sale with the assessment costs included on the resident's winter tax bills for a 10-year period beginning on December 1, 2024.

The following items have been included for the Board's review:

1. **Property Owner Petitions:**
  - A. Petition results Memorandum dated February 28<sup>th</sup>, 2024
  - B. Copies of the petition forms submitted by property owners
  - C. Supervisor's petition certification
  - D. Spreadsheet showing support by total land area (per Public Act 188)
  - E. Project Review Letter from Township Engineer
2. **Resolution to Acknowledge Petitions and Re-Establish S.A.D.:**
  - A. Resolution No. 1 – Resolution to Proceed with the Project and Directing Preparation of the Plans and Cost Estimates.
  - B. Resolution No. 2 - Resolution to Approve the Project, Scheduling the First Hearing and Directing the Issuance of the Statutory Notices.

The Board must adopt the Resolution to tentatively declare its intent to establish the Margaret Drive Area waterway improvement special assessment district for the purpose of financing the proposed canal dredging project through a bond sale.

The Resolution will also set the date and time for the first public hearing to be held to establish the district. The Board typically schedules the public hearings to be held prior to or after a regularly scheduled Board meeting. Therefore, I am recommending that the 1<sup>st</sup> public hearing be scheduled for Tuesday, April 2<sup>nd</sup>, 2024 beginning at 3:30 p.m. to allow enough time for notice to be published in the newspaper as well as mailing individual notices to property owners.



10405 Merrill Road ♦ P.O. Box 157  
 Hamburg, MI 48139  
 Phone: 810.231.1000 ♦ Fax: 810.231.4295  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

## MEMORANDUM

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

FROM: Brittany K. Campbell, Utilities Coordinator

DATE: February 26<sup>th</sup>, 2024

RE: **MARGARET DRIVE AREA – CANAL DREDGING PROJECT**  
 Proposed Special Assessment District

I am writing to provide the Board of Trustees with the petitions to create the Margaret Drive area canal dredging Special Assessment District (SAD). **At this time there are enough property owners in favor of creating the district.** The facts are as follows:

DISTRICT NAME	<b>Margaret Drive Area Canal Dredging District</b>
TYPE OF DISTRICT	Waterway Maintenance Program
NUMBER OF PARCELS	16
NUMBER OF RETURNED “YES” PETITIONS	14
TOTAL LAND AREA (ACREAGE) OF PROPOSED DISTRICT	4.88 acres
TOTAL “YES” LAND AREA FOR CANAL DREDGING PROJECT	4.18 acres
PERCENTAGE OF “YES” LAND AREA TO TOTAL LAND AREA	4.18 acres divided by 4.88 acres equals = <b>85.60%</b>
PERCENTAGE OF RETURNED “YES” PETITIONS TO TOTAL NUMBER OF PARCELS	14 divided by 16 = 87.50%

**NOTE:** The proposed S.A.D. will be financed through the upcoming bond sale with the assessment costs included on the resident’s winter tax bills for a 10-year period beginning on December 1, 2024.



Petition No. 1

---

READ THIS PETITION CAREFULLY BEFORE YOU SIGN IT.  
DO NOT SIGN THIS PETITION UNLESS YOU UNDERSTAND IT.  
CONSULT YOUR OWN ATTORNEY OR OTHER ADVISER IF YOU HAVE QUESTIONS.

---

**PETITION FOR THE MARGARET DRIVE  
CANAL DREDGING PROJECT**  
Hamburg Township, Livingston County, Michigan

We the undersigned, as the record owners of land constituting more than 50% of the total land area in a proposed special assessment district described in the attached *Appendix B*, hereby respectively **PETITION THE HAMBURG TOWNSHIP BOARD** for certain waterway improvements as described below (the "Project") under authority of the Township Public Improvements Act (Act No. 188, Public Acts of Michigan, 1954, as amended), for the **Margaret Drive** area located in Hamburg Township. The property owners request that method of assessment assigned for the costs associated with the proposed improvement project be assessed on a per parcel basis.

**Project Description:** The project consists of establishing a canal dredging special assessment district to benefit those property owners having use of the canal to access their properties located between Margaret Drive and Kress Road.

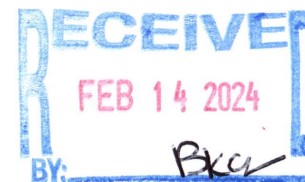
Waterway improvements shall consist of:

- 1.) Homeowners shall be responsible to request and obtain all necessary permits from Michigan Department of Environment, Great Lakes and Energy (EGLE). Permits are required for dredging submerged areas pursuant to Parts 301, Inland Lakes and Streams, Part 303, Wetlands Protection, and/or Part 325, Great Lakes Submerged Lands, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended;
- 2.) The Contractor shall dredge Area #1- approx. 35'x 125' of the canal with a Floating Dredge as far as can be reached from shore. Removal of approx. 3-ft. of muck. Spoils will be pumped into dewatering bag. Area #2 – Contractor shall dredge approx. 75' x 50' of the canal with a Floating Dredge as far as can be reached by shore. Removal of approx. 3' of muck. Spoils shall be pumped into a dewatering bag. Homeowners shall be responsible to move/grade spoils when dry from Area #1 and Area #2. Homeowners shall be responsible for all costs for any soil erosion control measures required by permits. Contractor is to provide a dewatering bag (903 cubic yards) as well as a turbidity curtain during dredging activities;

- 3.) The canal dredging spoils shall be transported and graded by a second Contractor selected by the Homeowners. The Contractor shall load and remove approx. 550 yards of somewhat dry spoils off site to a nearby area not more than 15 miles, the location to be determined at the time of the canal dredging. Contractor will re-grade the disturbed area where dewatering bag sits for project, and will seed and mulch the complete area.
- 4.) Property owners understand that the proposed canal dredging project will be designed, scheduled and completed by their designated Contractor(s). The Township shall not be liable for nor insure, warrant or guarantee the quality or longevity of the proposed waterway improvements. Hamburg Township shall act only in the capacity of collecting funds from the property owners within the designated special assessment district (SAD) to pay for the proposed canal dredging.
- 5.) Property owners understand and agree to the conditions contained within the bid provided by their designated Contractor(s). The Township will not intervene in disputes between the property owners and the Contractor(s).
- 6.) Property owners request that the canal dredging project be established for a ten (10) year period with the initial payment of the special assessment district to be collected on the December 1<sup>st</sup>, 2024 winter tax bill.

We, the petitioners, further understand that the costs of the Project (including any related engineering and legal costs) may be assessed against all lands in the proposed district. In the event that the Special Assessment District (S.A.D.) is not created, the undersigned agree to reimburse the Township for all such costs that the Township may reasonably assess against our property. Such assessed costs may be divided in equal annual installments payable over a period to be determined by the Township Board in accordance with such Act.



Petition No. 1APPENDIX A

**PETITION FOR THE PROPOSED MARGARET DRIVE  
- CANAL DREDGING SPECIAL ASSESSMENT DISTRICT**  
Hamburg Township, Livingston County Michigan

**WARNING - A PERSON WHO KNOWINGLY SIGNS THIS PETITION MORE THAN ONCE, SIGNS A NAME OTHER THAN HIS OR HER OWN, OR SETS OPPOSITE HIS OR HER SIGNATURE ON A PETITION, A DATE OTHER THAN THE ACTUAL DATE THE SIGNATURE WAS AFFIXED, SHALL BE IN VIOLATION OF CERTAIN PROVISIONS OF MICHIGAN LAW.**

Parcel# 15-28-201-

	SIGNATURE	PRINTED NAME	STREET ADDRESS OR RURAL ROUTE	POST OFFICE (CITY)	DATE OF SIGNING		
					MONTH	DATE	YEAR
1.	<i>Dennis Wysocki</i>	DENNIS WYSOCKI	10027 MARGARET DR	LAKELAND	02	05	2024
2.	<i>Christine L Wysocki</i>	CHRISTINE L. WYSOCKI	10027 MARGARET DR	LAKELAND	02	05	2024
3.	<i>Burke Johnson</i>	Burke Johnson	10094 Kress Rd	Pinckney	02	05	2024
4.	<i>Julie Johnson</i>	Julie Johnson	10094 Kress Rd	Pinckney	02	05	2024
5.	<i>Raymond Roch</i>	RAYMOND ROCH	10015 MARGARET DR	PINCKNEY	02	05	2024
6.	<i>Richard Zelen</i>	RICHARD ZELAN	10201 Canton Center, MI	Plymouth	02	11	2024
7.	<i>Shannon Zelen</i>	Shannon Zelen	10201 Canton Center	Plymouth	02	11	2024
8.	<i>Robert S. Wysocki</i>	ROBERT S. WYSOCKI	10024 KRESS RD	ROCKNEY	02	12	2024
9.	<i>Robert S. Wysocki</i>	ROBERT S. WYSOCKI	4454 GOLF VIEW DR.	BRIGHTON	02	12	2024
10.	<i>Carolyn M. Wysocki</i>	CAROLYN M. WYSOCKI	4454 GOLF VIEW DR	BRIGHTON	02	12	2024
11.	<i>Randy L. Shodley</i>	Randy L. Shodley	4454 GOLF VIEW DR	BRIGHTON	02	12	2024
12.							
13.							
14.							
15.							

**CERTIFICATE OF CIRCULATOR**

The undersigned circulator of the above petition asserts that he or she is qualified to circulate this petition and that each signature on the petition was signed in his or her presence; and that, to his or her best knowledge and belief, each signature is the genuine signature of the person purporting to sign the petition, the person signing the petition was at the time of signing a qualified property owner of the City, Township or Village listed in the heading of the petition, and that the person was qualified to sign the petition.

**WARNING - A CIRCULATOR KNOWINGLY MAKING A FALSE STATEMENT IN THE ABOVE CERTIFICATE, A PERSON NOT A CIRCULATOR WHO SIGNS AS A CIRCULATOR, OR A PERSON WHO SIGNS A NAME OTHER THAN HIS OR HER OWN AS CIRCULATOR IS GUILTY OF A MISDEMEANOR.**

**CIRCULATOR - DO NOT SIGN OR DATE  
CERTIFICATE UNTIL AFTER CIRCULATING PETITION**

*Dennis Wysocki* 2/13/2024  
(Signature of Circulator) (Date)

*DENNIS WYSOCKI*  
(Printed Name of Circulator)

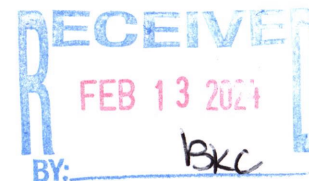
*HAMBURG TWP*  
(City, Township or Village Where Registered)

*10027 MARGARET DR* *LAKELAND*  
(Complete Address (Street and Number or Rural Route)) (Post Office)



Petition No. 2APPENDIX A

**PETITION FOR THE PROPOSED MARGARET DRIVE  
– CANAL DREDGING SPECIAL ASSESSMENT DISTRICT**  
Hamburg Township, Livingston County Michigan



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Parcel # 15-28-201-

	SIGNATURE	PRINTED NAME	STREET ADDRESS OR RURAL ROUTE	POST OFFICE (CITY)	DATE OF SIGNING		
					MONTH	DATE	YEAR
1.		MAUREENA WILLIAMS	10008 KRESS RD.	PINCKNEY	02	03	2024-009
2.		Lynn Saint-Onge	10075 Margaret Dr.	PINCKNEY	2	13	2024-019
3.		John G. Brace	10055 Margaret Dr.	PINCKNEY	02	05	2024-017
4.		Kathy A. Brace	10055 Margaret Dr.	PINCKNEY	02	05	2024-039
5.		KISHA Figg	10012 KRESS ROAD	PINCKNEY	02	09	2024-043
6.		Renee Thompson	10101 MARGARET ROAD	PINCKNEY	02	09	2024
7.		Jody Thompson	10101 Margaret Dr	PINCKNEY	02	09	2024
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

**CERTIFICATE OF CIRCULATOR**

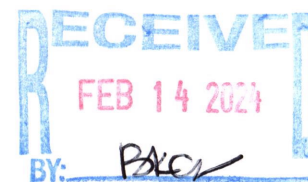
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**CIRCULATOR – DO NOT SIGN OR DATE****CERTIFICATE UNTIL AFTER CIRCULATING PETITION**

(Signature of Circulator) 2/13/24  
(Date)  
Lynn Saint-Onge  
(Printed Name of Circulator)  
Hamburg Township  
(City, Township or Village Where Registered)  
10075 Margaret Dr. PINCKNEY  
(Complete Address (Street and Number or Rural Route)) (Post Office)

BKC

Petition No. 3APPENDIX A

**PETITION FOR THE PROPOSED MARGARET DRIVE  
– CANAL DREDGING SPECIAL ASSESSMENT DISTRICT**

Hamburg Township, Livingston County Michigan

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*Parcel # 15-28-201-*

SIGNATURE	PRINTED NAME	STREET ADDRESS OR RURAL ROUTE	POST OFFICE (CITY)	DATE OF SIGNING		
				MONTH	DATE	YEAR
1. <i>Robert S. Wysocki</i>	ROBERT S. WYROSSEIS	10024 KRESS RD	PINCKNEY	02	13	2024-003
2. <i>Landy L. Montroy</i>	LANDY L. MONTROY	10024 KRESS RD	PINCKNEY	02	13	2024-003
3. <i>Carolyn M. Wysocki</i>	CAROLYN M. WYROBEK	10024 KRESS RD	PINCKNEY	02	13	2024-003
4. <i>Richard Zdun</i>	RICHARD ZDUN	10022 KRESS RD	PINCKNEY	02	13	2024-003
5. <i>Shannon Zdun</i>	Shannon Zdun	10022 Kress Rd	PINCKNEY	02	13	2024-003
6.						
7.						
8.						
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15.						

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CERTIFICATE UNTIL AFTER CIRCULATING PETITION**

*Dennis Wysocki*  
(Signature of Circulator)

*2/14/2024*  
(Date)

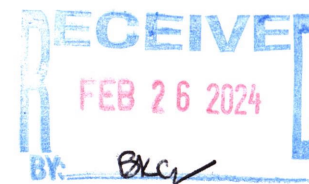
DENNIS WYSOCKI  
(Printed Name of Circulator)

HAMBURG  
(City, Township or Village Where Registered)

10027 MARGARET DR.  
(Complete Address (Street and Number or Rural Route))

LAKE LAND  
(Post Office)



Petition No. 5APPENDIX A

**PETITION FOR THE PROPOSED MARGARET DRIVE  
– CANAL DREDGING SPECIAL ASSESSMENT DISTRICT**  
Hamburg Township, Livingston County Michigan

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Parcel # 15-28-200

	SIGNATURE	PRINTED NAME	STREET ADDRESS OR RURAL ROUTE	POST OFFICE (CITY)	DATE OF SIGNING		
					MONTH	DATE	YEAR
1.		Francisco J. Alencas	10116 Kress Rd.	Pinehney	FEB	25	2024-054
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
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**CIRCULATOR – DO NOT SIGN OR DATE  
CERTIFICATE UNTIL AFTER CIRCULATING PETITION**

(Signature of Circulator)

02/26/2024  
(Date)

DENNIS WYSOCKI  
(Printed Name of Circulator)

HAMBURG TOWNSHIP  
(City, Township or Village Where Registered)

10027 MARGARET DR. LAKELAND  
(Complete Address (Street and Number or Rural Route) (Post Office))

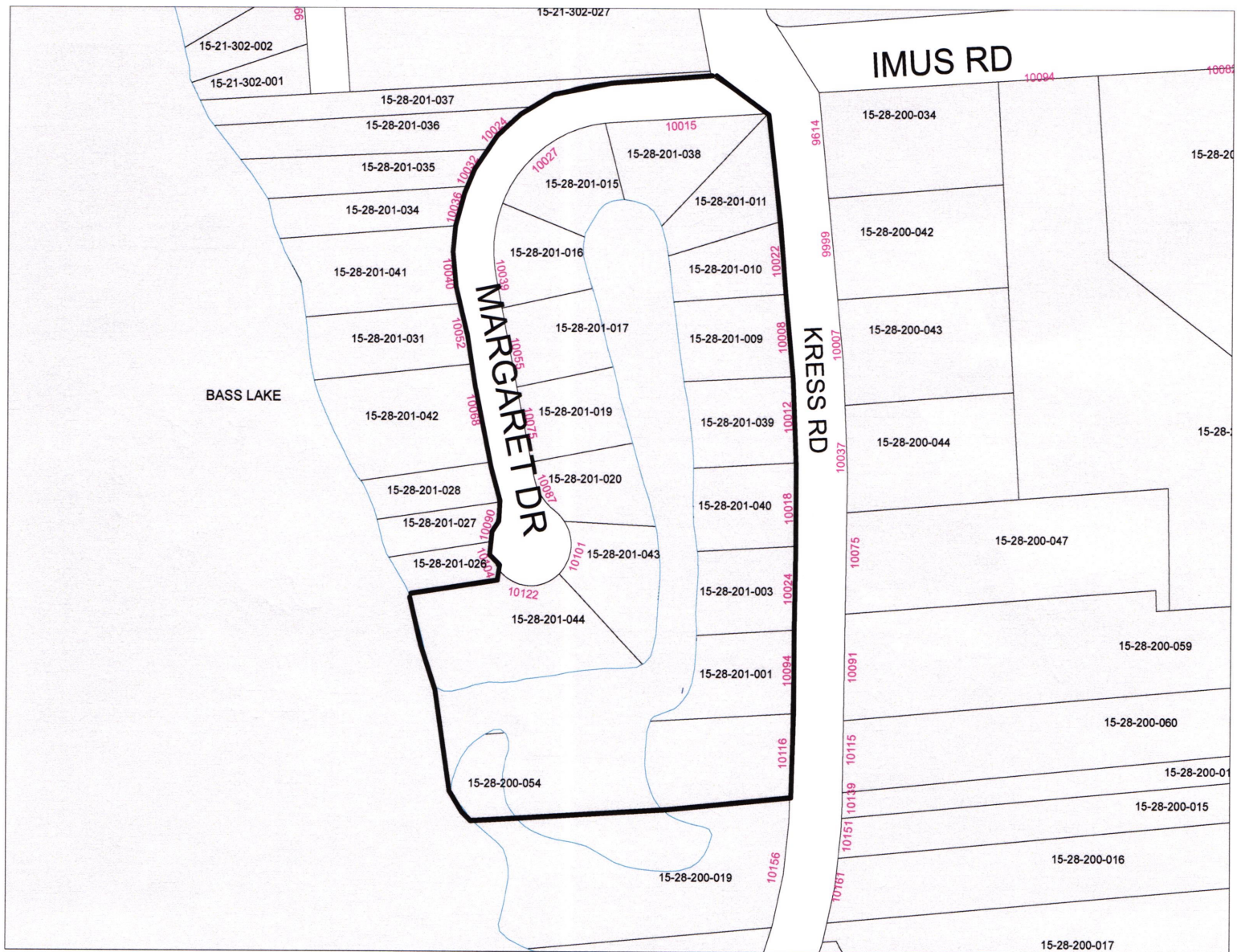


## **APPENDIX B**

## PETITION FOR THE PROPOSED MARGARET DRIVE – CANAL DREDGING SPECIAL ASSESSMENT DISTRICT

# Hamburg Township, Livingston County, Michigan

The general service area in which a proposed special assessment district is to be designated. The Hamburg Township Board of Trustees may adjust the district boundaries based upon property owner response in support of creating a canal dredging special assessment district.



General service area establishing the Margaret Drive – Canal Dredging Special Assessment District.  
**Proposed special assessment district boundary shown within thick black-lined area.**



Individual Petition No. 1

READ THIS PETITION CAREFULLY BEFORE YOU SIGN IT.  
DO NOT SIGN THIS PETITION UNLESS YOU UNDERSTAND IT.  
CONSULT YOUR OWN ATTORNEY OR OTHER ADVISER IF YOU HAVE QUESTIONS.

**PETITION FOR THE MARGARET DRIVE  
CANAL DREDGING PROJECT**  
Hamburg Township, Livingston County, Michigan

We the undersigned, as the record owners of land constituting more than 50% of the total land area in a proposed special assessment district described in the attached *Appendix B*, hereby respectively **PETITION THE HAMBURG TOWNSHIP BOARD** for certain waterway improvements as described below (the "Project") under authority of the Township Public Improvements Act (Act No. 188, Public Acts of Michigan, 1954, as amended), for the **Margaret Drive** area located in Hamburg Township. The property owners request that method of assessment assigned for the costs associated with the proposed improvement project be assessed on a per parcel basis.

**Project Description:** The project consists of establishing a canal dredging special assessment district to benefit those property owners having use of the canal to access their properties located between Margaret Drive and Kress Road.

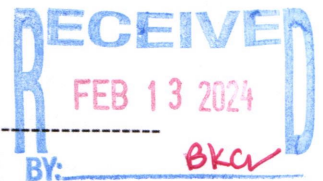
Waterway improvements shall consist of:

- 1.) Homeowners shall be responsible to request and obtain all necessary permits from Michigan Department of Environment, Great Lakes and Energy (EGLE). Permits are required for dredging submerged areas pursuant to Parts 301, Inland Lakes and Streams, Part 303, Wetlands Protection, and/or Part 325, Great Lakes Submerged Lands, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended;
- 2.) The Contractor shall dredge Area #1- approx. 35'x 125' of the canal with a Floating Dredge as far as can be reached from shore. Removal of approx. 3-ft. of muck. Spoils will be pumped into dewatering bag. Area #2 – Contractor shall dredge approx. 75' x 50' of the canal with a Floating Dredge as far as can be reached by shore. Removal of approx. 3' of muck. Spoils shall be pumped into a dewatering bag. Homeowners shall be responsible to move/grade spoils when dry from Area #1 and Area #2. Homeowners shall be responsible for all costs for any soil erosion control measures required by permits. Contractor is to provide a dewatering bag (903 cubic yards) as well as a turbidity curtain during dredging activities;
- 3.) The canal dredging spoils shall be transported and graded by a second Contractor selected by the Homeowners. The Contractor shall load and remove approx. 550 yards of somewhat dry spoils off site to a nearby area not more than 15 miles, the location to be determined at the time of the canal dredging. Contractor will re-grade the disturbed area where dewatering bag sits for project, and will seed and mulch the complete area.

- 4.) Property owners understand that the proposed canal dredging project will be designed, scheduled and completed by their designated Contractor(s). The Township shall not be liable for nor insure, warrant or guarantee the quality or longevity of the proposed waterway improvements. Hamburg Township shall act only in the capacity of collecting funds from the property owners within the designated special assessment district (SAD) to pay for the proposed canal dredging.
- 5.) Property owners understand and agree to the conditions contained within the bid provided by their designated Contractor(s). The Township will not intervene in disputes between the property owners and the Contractor(s).
- 6.) Property owners request that the canal dredging project be established for a ten (10) year period with the initial payment of the special assessment district to be collected on the December 1<sup>st</sup>, 2024 winter tax bill.

We, the petitioners, further understand that the costs of the Project (including any related engineering and legal costs) may be assessed against all lands in the proposed district. In the event that the Special Assessment District (S.A.D.) is not created, the undersigned agree to reimburse the Township for all such costs that the Township may reasonably assess against our property. Such assessed costs may be divided in equal annual installments payable over a period to be determined by the Township Board in accordance with such Act.

**Signature Section: Please do not detach from page.**



TAX CODE NUMBER: 15-28-201-040

Name(s) of Property Owners(s): REX LARKIN

Property Address: 10018 KRESS RD. PINCKNEY, MI. 48169

MAILING ADDRESS –  
of property owner if different  
than property address: 38B CAMINO CERRADO  
SANTA FE, NM. 87506

**ALL RECORD PROEPRTY OWNERS MUST SIGN**

X Rj Larkin Date: 2/5/24

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

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









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

**SUPERVISOR'S CERTIFICATE**  
**Margaret Drive Area Canal Dredging**

To the Clerk and Township Board  
 Hamburg Township  
 Livingston County, Michigan

Dear Board of Trustees,

This is to certify that I, Patrick J. Hohl, the Supervisor and acting assessing officer of Hamburg Township, Livingston County, Michigan, being the person having charge of the assessment roll of said Township have checked the attached petitions requesting financing through a bond sale for the proposed canal dredging along the Margaret Drive and Kress Road area of Bass Lake. I do hereby certify that said petitions have been signed by the record owners of **85.60** percent of the total land area of the parcels within the boundaries as described upon the Petition.

I further certify that the total land area of the acreage located within the proposed special assessment district equals 4.88 acres. The total acreage signed for by records owners within the proposed district boundary equals 4.18 acres based on a total land area of 4.88 acres.

I do hereby certify that the assessment roll and all assessment records have been verified within the records of the Register of Deeds for Livingston County, as to the record owners of all property within the Township of Hamburg and within the area set forth in said Petition on the day of filing the petition(s).

Respectfully submitted,

Patrick J. Hohl, Supervisor  
 Township of Hamburg

Dated: 2-26-2024

**Margaret Drive Area - Canal Dredging S.A.D. Project**

<b>MARGARGET DRIVE AREA - CANAL DREDGING PROJECT</b>			
<b>Parcel #</b>	<b>Property Address</b>	<b>Total Land Area (acres)</b>	<b>Acreage in Support</b>
15-28-200-054	10116 Kress Rd.	0.37	0.37
15-28-201-001	10094 Kress Rd.	0.31	0.31
15-28-201-003	10024 Kress Rd.	0.29	0.29
15-28-201-009	10008 Kress Rd.	0.32	0.32
15-28-201-010	10022 Kress Rd.	0.25	0.25
15-28-201-011	Vacant - Kress Rd.	0.24	0.24
15-28-201-015	10027 Margaret Drive	0.23	0.23
15-28-201-016	10039 Margaret Drive	0.24	0.24
15-28-201-017	10055 Margaret Drive	0.28	0.28
15-28-201-019	10075 Margaret Drive	0.30	0.30
15-28-201-020	10087 Margaret Drive	0.31	
15-28-201-038	10015 Margaret Drive	0.39	0.39
15-28-201-039	10012 Kress Rd.	0.31	0.31
15-28-201-040	10018 Kress Rd.	0.31	0.31
15-28-201-043	10101 Margaret Drive	0.34	0.34
15-28-201-044	10122 Margaret Drive	0.40	
	<b>TOTAL LAND AREA (ACREAGE):</b>	<b>4.88</b>	<b>4.18</b>
<b>% in Favor of S.A.D.: 85.60</b>			



February 23, 2024

Mr. Pat Hohl, Supervisor  
Hamburg Township  
10405 Merrill Road  
Hamburg, Michigan 48189

Re: Margaret Drive Area Canal Dredging SAD  
Engineering Review

Dear Mr. Hohl:

We have reviewed the following information regarding the referenced project:

Bob Myers Excavating Inc, Proposal for spoils removal  
Schlitt Ponds Contract for dredging  
EGLE Permit Number WRP029433 v. 1 (provided by Bill Laurain)

We offer no objection to the materials contingent upon the following:

1. The applicant apply and secure a Land Use Permit in accordance with Section 36-275 of the Hamburg Zoning Ordinance prior to beginning the project.
2. All requirements of the EGLE permit be followed.
3. The applicant procure a soil erosion control and sedimentation permit from the Livingston County Drain Commissioner (LCDR), or provide verification from the LCDR that the permit is not required.
4. Provide confirmation of the land owner permission for the location of dewatering bags, spoils storage or spoils disposal.

If you have any questions, please contact me at (734) 657-4925.

Sincerely,

Ted L. Erickson, P.E.  
Principal

## Resolution #1 – Margaret Drive Area Canal Dredging Project

### TOWNSHIP OF HAMBURG

At a regular meeting of the Township Board of the Township of Hamburg (the “Township”), Livingston County, State of Michigan, held at the Hamburg Township Hall Meeting Room on Tuesday, March 5<sup>th</sup>, 2024, beginning at 2:30 p.m. Eastern Time, there were:

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution were offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

### **RESOLUTION TO PROCEED WITH THE PROJECT AND DIRECTING PREPARATION OF THE PLANS AND COST ESTIMATES**

WHEREAS, the Board of Trustees of the Township has received petitions signed by property owners in a proposed special assessment district requesting that certain waterway improvements be made as described in Exhibit A (the “Project”);

WHEREAS, in response to such petitions, the Board of Trustees of the Township desires to act favorably upon the request of the property owners to finance and conduct certain waterway improvements within the Township as described in Exhibit A;

WHEREAS, the Board of Trustees of the Township has tentatively determined to proceed with the Project and to finance the Project by issuing bonds (the “Bonds”) in accordance with Act No. 188, Michigan Public Acts of 1954, as amended; and

WHEREAS, the Board of Trustees of the Township has tentatively determined to use Special Assessments levied under Act 188 to raise the funds to pay the Township’s obligations on the Bonds.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. In accordance with Act No. 188, Michigan Public Acts of 1954, as amended, and the laws of the State of Michigan, the Township Supervisor is directed to have plans prepared illustrating the Project, the location of the Project, and an estimate of the cost of the Project subject to quarterly periodic redetermination of costs, pursuant to MCL 41.724(4).

2. The plans and estimates identified in paragraph 1, when prepared, shall be filed with the Township Clerk.

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

YES: \_\_\_\_\_

NO: \_\_\_\_\_

ABSENT: \_\_\_\_\_

Resolution declared \_\_\_\_\_.



CLERK'S CERTIFICATE

The undersigned, being the Clerk of the Township, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a meeting of the Township Board on March 5, 2024, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my 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, 1967, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

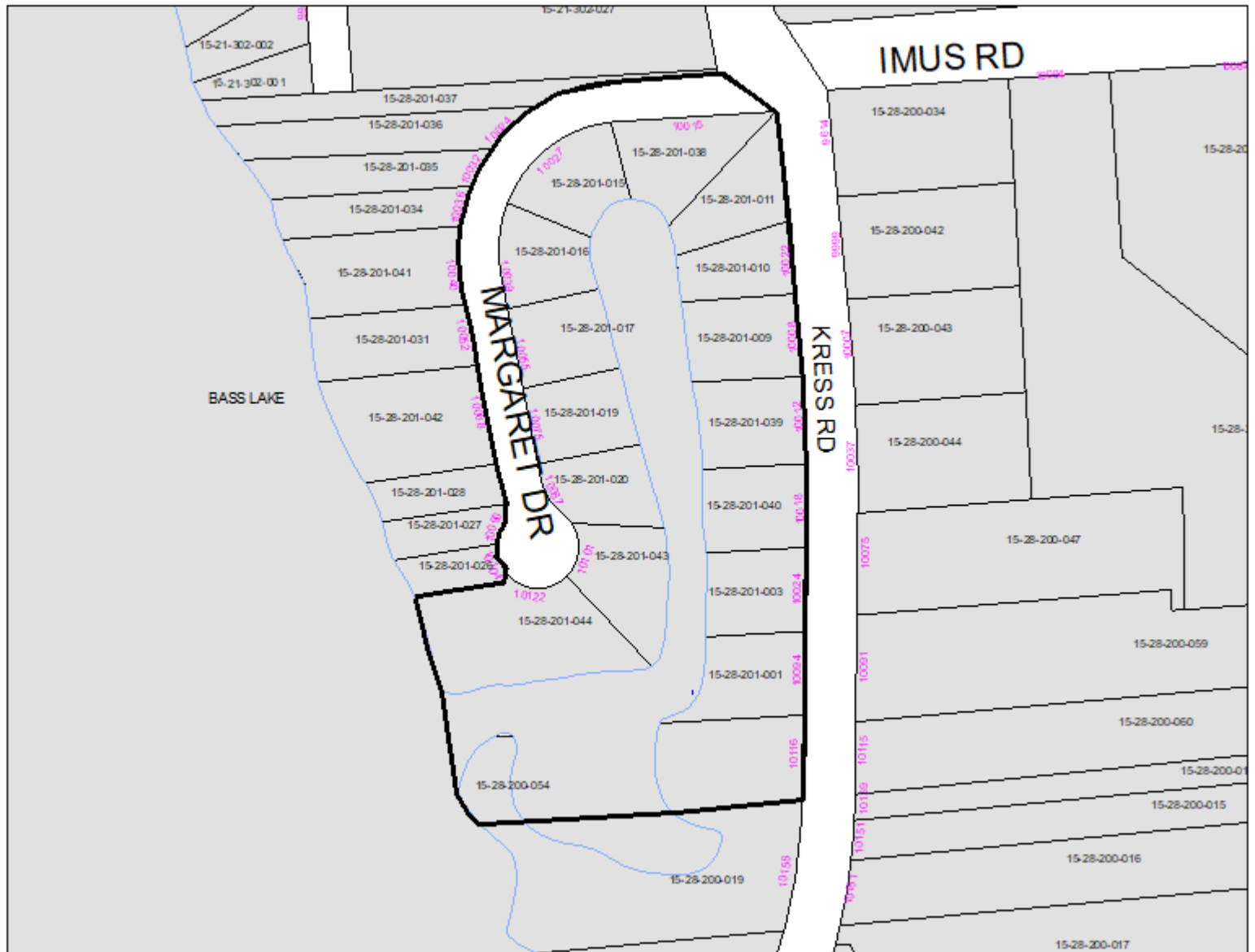
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Michael Dolan  
Hamburg Township Clerk

**EXHIBIT A****DESCRIPTION OF PROJECT**

The project will consist of dredging Area #1; approx. 35' x 125' of the canal with a Floating Dredge as far as can be reached from shore with removal of approx. 3-ft. of muck. Dredging of Area #2; Contractor shall dredge approx. 75' x 50' of the canal with a Floating Dredge as far as can be reached by shore including removal of approx. 3' of muck. All spoils from the dredging shall be pumped into a dewatering bag. Homeowners shall be responsible to move/grade spoils when dry from Area #1 and #2. Homeowners shall also be responsible for all costs for any soil erosion control measures required by permits. Contractor is to provide a dewatering bag (903 cubic yards) as well as a turbidity curtain during dredging activities. The waterway rehabilitation shall serve the properties in the Margaret Drive and Kress Road area of the Township that are within the boundaries indicated on the attached map.

# EXHIBIT A



Proposed special assessment district boundary shown within thick black-lined area.

## Resolution #2 – Margaret Drive Area Canal Dredging Project

### TOWNSHIP OF HAMBURG

At a regular meeting of the Township Board of the Township of Hamburg (the “Township”), Livingston County, State of Michigan, held at the Hamburg Township Hall Meeting Room on Tuesday, March 5<sup>th</sup>, 2024, beginning at 2:30 p.m. Eastern Time, there were:

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution were offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

### **RESOLUTION TO APPROVE THE PROJECT, SCHEDULING THE FIRST HEARING AND DIRECTING THE ISSUANCE OF THE STATUTORY NOTICES**

WHEREAS, the Board of Trustees of the Township has received petitions signed by property owners in a proposed special assessment district requesting that certain waterway improvements be made as described in Exhibit A (the “Project”);

WHEREAS, in response to such petitions, the Board of Trustees of the Township desires to act favorably upon the request of the property owners to finance and conduct certain waterway improvements within the Township as described in Exhibit A;

WHEREAS, the preliminary plans and cost estimates for the Project have been be filed with the Township Clerk;

WHEREAS, the Board of Trustees of the Township has tentatively determined to proceed with the Project and to finance the cost of the Project by issuing bonds (the “Bonds”) in accordance with Act No. 188, Michigan Public Acts of 1954, as amended;

WHEREAS, the Board of Trustees of the Township has tentatively determined to use Special Assessments levied under Act 188 to raise the funds to pay the Township’s obligations on the Bonds; and

WHEREAS, the Special Assessment District for the Project has been tentatively determined by the Township as is described in Exhibit B.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees of the Township hereby tentatively declares its intent to proceed with the Project.

2. In accordance with Act No. 188, Michigan Public Acts of 1954, as amended, and the laws of the State of Michigan, there shall be a public hearing on the Project, the petitions requesting the Project, and the proposed Special Assessment District for the Project which is known as the "Hamburg Township Margaret Drive Area Canal Dredging Project – Special Assessment District."

3. The public hearing will be held on Tuesday, April 2<sup>nd</sup>, 2024 at 3:30 p.m. in the Hamburg Township Hall Meeting Room, Hamburg Township, Livingston County, Michigan.

4. The Township Clerk is directed to mail, by first class mail, a notice of the public hearing to each owner of or property in interest in property to be assessed, whose name appears upon the last Township tax assessment records. The last Township tax assessment records means the last assessment roll for ad valorem tax purposes which has been reviewed by the Township Board of Review, as supplemented by any subsequent changes in the names or addresses of such owners or parties listed thereon. The notice to be mailed by the Township Clerk shall be similar to the notice attached as Exhibit B and shall be mailed by first class mail on or before March 20, 2024. Following the mailing of the notices, the Township Clerk shall complete an affidavit of mailing similar to the affidavit set forth in Exhibit C.

5. The Township Clerk is directed to publish a notice of the public hearing in the Livingston County Press & Argus a newspaper of general circulation within the Township. The notice shall be published twice, once on or before March 20, 2024, and once on or before March 27, 2024. The notice shall be in form substantially similar to the notice attached in Exhibit B.

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

YES: \_\_\_\_\_

NO: \_\_\_\_\_

ABSENT: \_\_\_\_\_

Resolution declared \_\_\_\_\_.



CLERK'S CERTIFICATE

The undersigned, being the Clerk of the Township, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a meeting of the Township Board on March 5, 2024, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my 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, 1967, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

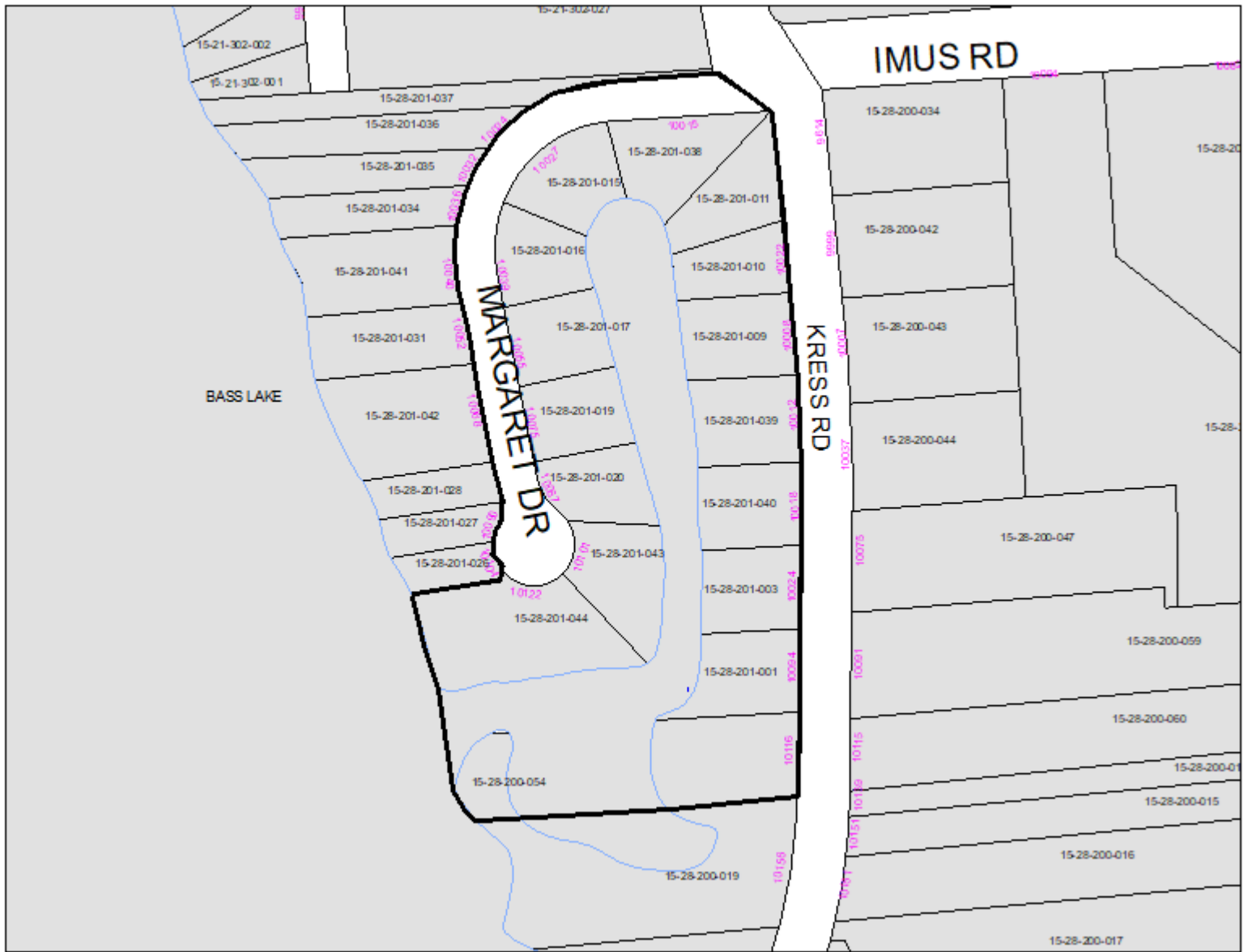
---

Michael Dolan  
Hamburg Township Clerk

**EXHIBIT A****DESCRIPTION OF PROJECT**

The project will consist of dredging Area #1; approx. 35'x 125' of the canal with a Floating Dredge as far as can be reached from shore with removal of approx. 3-ft. of muck. Dredging of Area #2; Contractor shall dredge approx. 75' x 50' of the canal with a Floating Dredge as far as can be reached by shore including removal of approx. 3' of muck. All spoils from the dredging shall be pumped into a dewatering bag. Homeowners shall be responsible to move/grade spoils when dry from Area #1 and #2. Homeowners shall also be responsible for all costs for any soil erosion control measures required by permits. Contractor is to provide a dewatering bag (903 cubic yards) as well as a turbidity curtain during dredging activities. The waterway rehabilitation shall serve the properties in the Margaret Drive and Kress Road area of the Township that are within the boundaries indicated on the attached map.

## EXHIBIT A



**Proposed special assessment district boundary shown within thick black-lined area.**

**EXHIBIT B****NOTICE OF PUBLIC HEARING**

Hamburg Township  
Livingston County, Michigan

NOTICE OF PUBLIC HEARING  
UPON A PROPOSED WATERWAYT IMPROVEMENT PROJECT  
AND SPECIAL ASSESSMENT DISTRICT FOR THE  
MARGARET DRIVE AREA

NOTICE IS HEREBY GIVEN:

(1) The Township Board of Hamburg Township, Livingston County, Michigan, in accordance with the laws of the State of Michigan, will hold a public hearing on Tuesday, **April 2, 2024** at **3:30 p.m.**, at the Hamburg Township Hall, 10405 Merrill Road, Hamburg, Michigan 48139, to review the following proposed special assessment district:

HAMBURG TOWNSHIP MARGARET DRIVE AREA  
CANAL DREDGING SPECIAL ASSESSMENT DISTRICT

and to hear any objections thereto and to the proposed Project and to the petitions filed with the Township Board requesting the Project.

(2) The project will consist of dredging Area #1; approx. 35'x 125' of the canal with a Floating Dredge as far as can be reached from shore with removal of approx. 3-ft. of muck. Dredging of Area #2; Contractor shall dredge approx. 75' x 50' of the canal with a Floating Dredge as far as can be reached by shore including removal of approx. 3' of muck. All spoils from the dredging shall be pumped into a dewatering bag. Homeowners shall be responsible to move/grade spoils when dry from Area #1 and #2. Homeowners shall also be responsible for all costs for any soil erosion control measures required by permits. Contractor is to provide a dewatering bag (903 cubic yards) as well as a turbidity curtain during dredging activities. The waterway rehabilitation shall serve the properties in the Margaret Drive and Kress Road area of the Township, and which properties are identified by the following permanent parcel numbers:

15-28-200-054	15-28-201-001	15-28-201-003	15-28-201-009
15-28-201-010	15-28-201-011	15-28-201-015	15-28-201-016
15-28-201-017	15-28-201-019	15-28-201-020	15-28-201-038
15-28-201-039	15-28-201-040	15-28-201-043	15-28-201-044

(3) The Township plans on imposing special assessments on the properties located in the Special Assessment District to pay for the costs of the Project.

(4) The plans and cost estimates for the proposed Project, the boundaries of the Special Assessment District and the petitions filed in support of the Project are now on file in the office of the Township Clerk for public inspection. Periodic redeterminations of the cost of the Project may be made, and subsequent hearings shall not be required if such cost redeterminations do not increase the estimated cost of the Project by more than 10%. Any person objecting to the proposed Project, the petitions for the Project or the proposed Special Assessment District shall file an objection in writing with the Township Clerk before the close of the April 2<sup>nd</sup>, 2024, hearing or within such further time the Township Board may grant.

This notice is given by order of the Hamburg Township Board.

Dated: \_\_\_\_\_

Michael Dolan  
Hamburg Township Clerk  
10405 Merrill Rd. P.O. Box 157  
Hamburg, MI 48139



**EXHIBIT C****AFFIDAVIT OF MAILING**

STATE OF MICHIGAN        )  
   )ss  
 COUNTY OF LIVINGSTON)

MICHAEL DOLAN, being first duly sworn, deposes, and says that he personally prepared for mailing, and did on March 20, 2024, send by first-class mail, the notice of hearing, a true copy of which is attached hereto, to each record owner of or party in interest in all property to be assessed for the improvement described therein, as shown on the last local tax assessment records of the Township of Hamburg; that he personally compared the address on each envelope against the list of property owners as shown on the current tax assessment rolls of the Township; that each envelope contained therein such notice and was securely sealed with postage fully prepaid for first-class mail delivery and plainly addressed; and that he personally placed all of such envelopes in a United States Post Office receptacle on the above date.

---

Michael Dolan  
 Hamburg Township Clerk

Subscribed and sworn to before me  
 this \_\_\_\_ day of \_\_\_\_\_, 2024.

---

\_\_\_\_\_, Notary Public  
 Livingston County, MI  
 My commission expires:



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

**TO:** Hamburg Board of Trustees

**FROM:** Pat Hohl

**DATE:** February 27, 2024

**AGENDA ITEM TOPIC:** 2024 County Road Improvement Agreements

Number of Supporting Documents: **06**

**Requested Action**

As you recall, I sent you all a synopsis of the condition of the blacktop county roads in Hamburg Township. Please review and approve the attached Agreements for proposed improvements to county roads in Hamburg Township. Currently there is approximately \$1,090,000 in the road millage fund.

**P R O J E C T   A G R E E M E N T**  
**J O B   N U M B E R: 489.07.5139BW**

This Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by and between the TOWNSHIP of HAMBURG, Livingston County, Michigan, hereinafter referred to as "TOWNSHIP" and the BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF LIVINGSTON, hereinafter referred to as "ROAD COMMISSION."

**W I T N E S S E T H**

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

**PETTY'S ROAD  
M-36 TO BUHL DRIVE  
APPROXIMATELY 0.64 MILES  
DOUBLE CHIP SEAL AND FOG SEAL  
ALTOGETHER WITH THE NECESSARY RELATED WORK**

The parties agree as follows:

1. The Township shall pay the Road Commission 50% of the cost of the project, as follows: \$51,000.
  - A. The balance shall be paid promptly as invoiced.
  - B. The Road Commission shall furnish the Township with a final breakdown of its actual expenses upon completion of the project.
  - C. The Township will not withhold payments because of any set-off, counterclaim, or any other claim which it may have against the Road Commission arising out of this or any other matter. If there is a dispute over the balance due upon completion, the Township will pay the amount claimed by the Road Commission, and such payment shall not be a waiver by the Township of any claims it may have arising from this contract and the completion of the project.
2. All work shall be performed in a good workmanlike manner and in accordance with plans and specifications adopted by the Road Commission.
3. The work will be completed within the current contract year, unless the parties otherwise so agree.
4. In the event the project cannot be completed due to circumstances beyond the control of the Road Commission, and through no fault of the Road Commission, the contract price for later completion will be subject to renegotiation.

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

**TOWNSHIP OF HAMBURG**

BY: \_\_\_\_\_  
PAT HOHL, SUPERVISOR

\_\_\_\_\_  
MIKE DOLAN, CLERK

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

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

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

**P R O J E C T   A G R E E M E N T**  
**J O B   N U M B E R: 459.0081AW**

This Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by and between the TOWNSHIP of HAMBURG, Livingston County, Michigan, hereinafter referred to as "TOWNSHIP" and the BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF LIVINGSTON, hereinafter referred to as "ROAD COMMISSION."

**W I T N E S S E T H**

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

**WHITEWOOD AND SHEHAN ROADS  
M-36 TO McGREGOR ROAD  
APPROXIMATELY 2.65 MILES  
DOUBLE CHIP SEAL AND FOG SEAL  
ALTOGETHER WITH THE NECESSARY RELATED WORK**

The parties agree as follows:

1. The Township shall pay the Road Commission 50% of the cost of the project, as follows: \$201,000.
  - A. The balance shall be paid promptly as invoiced.
  - B. The Road Commission shall furnish the Township with a final breakdown of its actual expenses upon completion of the project.
  - C. The Township will not withhold payments because of any set-off, counterclaim, or any other claim which it may have against the Road Commission arising out of this or any other matter. If there is a dispute over the balance due upon completion, the Township will pay the amount claimed by the Road Commission, and such payment shall not be a waiver by the Township of any claims it may have arising from this contract and the completion of the project.
2. All work shall be performed in a good workmanlike manner and in accordance with plans and specifications adopted by the Road Commission.
3. The work will be completed within the current contract year, unless the parties otherwise so agree.
4. In the event the project cannot be completed due to circumstances beyond the control of the Road Commission, and through no fault of the Road Commission, the contract price for later completion will be subject to renegotiation.



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

**TOWNSHIP OF HAMBURG**

BY: \_\_\_\_\_  
PAT HOHL, SUPERVISOR

\_\_\_\_\_  
MIKE DOLAN, CLERK

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

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

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

# PROJECT AGREEMENT

JOB NUMBER: 459.0080AW

This Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by and between the TOWNSHIP of HAMBURG, Livingston County, Michigan, hereinafter referred to as "TOWNSHIP" and the BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF LIVINGSTON, hereinafter referred to as "ROAD COMMISSION."

## WITNESSETH

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

HAMBURG ROAD  
M-36 TO STRAWBERRY LAKE ROAD  
APPROXIMATELY 0.77 MILES  
DOUBLE CHIP SEAL AND FOG SEAL  
ALTOGETHER WITH THE NECESSARY RELATED WORK

The parties agree as follows:

1. The Township shall pay the Road Commission 50% of the cost of the project, as follows: \$59,000.
  - A. The balance shall be paid promptly as invoiced.
  - B. The Road Commission shall furnish the Township with a final breakdown of its actual expenses upon completion of the project.
  - C. The Township will not withhold payments because of any set-off, counterclaim, or any other claim which it may have against the Road Commission arising out of this or any other matter. If there is a dispute over the balance due upon completion, the Township will pay the amount claimed by the Road Commission, and such payment shall not be a waiver by the Township of any claims it may have arising from this contract and the completion of the project.
2. All work shall be performed in a good workmanlike manner and in accordance with plans and specifications adopted by the Road Commission.
3. The work will be completed within the current contract year, unless the parties otherwise so agree.
4. In the event the project cannot be completed due to circumstances beyond the control of the Road Commission, and through no fault of the Road Commission, the contract price for later completion will be subject to renegotiation.

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

**TOWNSHIP OF HAMBURG**

BY: \_\_\_\_\_  
PAT HOHL, SUPERVISOR

\_\_\_\_\_  
MIKE DOLAN, CLERK

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

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

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

# PROJECT AGREEMENT

## JOB NUMBER: 489.07.5140BW

This Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by and between the TOWNSHIP of HAMBURG, Livingston County, Michigan, hereinafter referred to as "TOWNSHIP" and the BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF LIVINGSTON, hereinafter referred to as "ROAD COMMISSION."

### W I T N E S S E T H

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

HALL ROAD  
M-36 TO END OF PAVEMENT  
APPROXIMATELY 0.70 MILES  
DOUBLE CHIP SEAL AND FOG SEAL  
ALTOGETHER WITH THE NECESSARY RELATED WORK

The parties agree as follows:

1. The Township shall pay the Road Commission 50% of the cost of the project, as follows: \$55,000.
  - A. The balance shall be paid promptly as invoiced.
  - B. The Road Commission shall furnish the Township with a final breakdown of its actual expenses upon completion of the project.
  - C. The Township will not withhold payments because of any set-off, counterclaim, or any other claim which it may have against the Road Commission arising out of this or any other matter. If there is a dispute over the balance due upon completion, the Township will pay the amount claimed by the Road Commission, and such payment shall not be a waiver by the Township of any claims it may have arising from this contract and the completion of the project.
2. All work shall be performed in a good workmanlike manner and in accordance with plans and specifications adopted by the Road Commission.
3. The work will be completed within the current contract year, unless the parties otherwise so agree.
4. In the event the project cannot be completed due to circumstances beyond the control of the Road Commission, and through no fault of the Road Commission, the contract price for later completion will be subject to renegotiation.

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

**TOWNSHIP OF HAMBURG**

BY: \_\_\_\_\_  
PAT HOHL, SUPERVISOR

\_\_\_\_\_  
MIKE DOLAN, CLERK

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

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

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



**P R O J E C T   A G R E E M E N T**  
**J O B   N U M B E R: 459.0082AW**

This Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by and between the TOWNSHIP of HAMBURG, Livingston County, Michigan, hereinafter referred to as "TOWNSHIP" and the BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF LIVINGSTON, hereinafter referred to as "ROAD COMMISSION."

**W I T N E S S E T H**

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

**STRAWBERRY LAKE ROAD  
MERRILL ROAD TO COUNTY LINE  
APPROXIMATELY 2.92 MILES  
DOUBLE CHIP SEAL AND FOG SEAL  
ALTOGETHER WITH THE NECESSARY RELATED WORK**

The parties agree as follows:

1. The Township shall pay the Road Commission 50% of the cost of the project, as follows: \$221,000.
  - A. The balance shall be paid promptly as invoiced.
  - B. The Road Commission shall furnish the Township with a final breakdown of its actual expenses upon completion of the project.
  - C. The Township will not withhold payments because of any set-off, counterclaim, or any other claim which it may have against the Road Commission arising out of this or any other matter. If there is a dispute over the balance due upon completion, the Township will pay the amount claimed by the Road Commission, and such payment shall not be a waiver by the Township of any claims it may have arising from this contract and the completion of the project.
2. All work shall be performed in a good workmanlike manner and in accordance with plans and specifications adopted by the Road Commission.
3. The work will be completed within the current contract year, unless the parties otherwise so agree.
4. In the event the project cannot be completed due to circumstances beyond the control of the Road Commission, and through no fault of the Road Commission, the contract price for later completion will be subject to renegotiation.

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

**TOWNSHIP OF HAMBURG**

BY: \_\_\_\_\_  
PAT HOHL, SUPERVISOR

\_\_\_\_\_  
MIKE DOLAN, CLERK

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

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

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

**TO:** Township Board

**FROM:** Deby Henneman, Township Coordinator

**DATE:** February 21, 2024

**AGENDA ITEM TOPIC:** Park Approval – Legacy Sports Complex/MI Alliance – Smartwater Invitational

Number of Supporting Documents: **1 Park Use Packet**

### **Requested Action**

Approval of the Park Use request for the Smartwater Invitational Tournament to be held on May 3-5, 2024 as recommended by the Parks & Recreation Committee, with a Low Hazard level as set by the Public Safety Committee at their meeting held February 7, 2024.

Approval should be contingent upon the following:

- All required paperwork being submitted to the satisfaction of the Clerk's office
- A pre-event meeting with Public Safety no less than 2 weeks prior to the event
- Installation of informational, directional, and/or safety signage is allowed in areas outlined in the Park Use Policy, and may be administratively approved

### **Background**

Motion by Parks & Recreation Committee was made at their meeting on January 23, 2024 as follows:

**Motion by Dolan, supported by Muck, to recommend the Park Use Application for Legacy Center Sports Complex, for the 2024 Smartwater Invitational for May 3-5, 2024 for approval, as outlined in their application dated 11/22/23, contingent on Public Safety review and setting of a hazard level based on past events and previous history, and that they be required to finalize details of the event with Public Safety at a date no later than what the Committee requires, and that the Clerk's Office be given all required paperwork and documentation to their satisfaction.**

**VOICE VOTE: Ayes: 4 (Auxier Absent)**

**MOTION CARRIED**

Motion by Public Safety Committee was made at their meeting on February 7, 2024 as follows:

**Motion by Hohl, second by Hughes, to accept the Director's recommendation of a low hazard level for the Smartwater Tournament.**

**Passed unanimously**

#### **Additional Details**

- Committee review done – Low Hazard set
- This use will cause the need for BLACKOUT DATES – May 3-5, 2024
- Park Fees for this user will be \$750.00 per day, incl a \$500 non-refundable hold-the-date deposit
- Public Safety Fees for this user will be \$0 per day for 0 public safety personnel Public Safety
- Applicant historically has arranged for dumpster and extra portable toilets with no issues
- Applicant is required to prepare their own fields and may be credited for in-kind donation

#### **Attachments**

- Park Use Application



## Hamburg Township Manly Bennett Park

P.O. Box 157  
10405 Merrill Road  
Hamburg, Michigan 48139-015  
(810) 231-1000 Office X-218  
(810) 231-4295 Fax

Item 19.

### Park Use Application

### And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

#### Applicant Information:

Event Sponsor (or name if family or individual use): Legacy Center Sports Complex

Name of Event: 2024 Smartwater Invitational Blackout

Type of Event: Soccer Tournament Park Use Category #: 4 - Event Use

Applicant Name: Sammi Corcoran Legacy Center

Date(s) of Event: May 3-5, 2024 Time(s) of Event: all day

Applicant Address: 9299 Goble Dr Suite or Apt #: \_\_\_\_\_

Applicant City: Brighton State: MI Zip: 48116

Contact Person (present during use): Sammi Corcoran

Contact's Affiliation with Applicant: Administrator

Contact's Phone: (734) 649-5034 Contact's E-Mail: scorcoran@legacycentermi.com

Event Co-applicant, if any: \_\_\_\_\_

*All Co-applicants must also sign all applications and waivers.*

Co-applicant relationship to Applicant: \_\_\_\_\_

Co-applicant's phone: \_\_\_\_\_

#### Insurance Information:

Insurance Carrier: USI Insurance Services

*Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy.*

Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Limit of General Liability: \$1,000,000 Occurrence \$1,000,000 Aggregate \_\_\_\_\_

Umbrella Coverage Limit (if any): \$5,000,000 Occurrence \$5,000,000 Aggregate \_\_\_\_\_



**Event Description:** *(any information that doesn't pertain to your event please indicate not applicable)*

Please describe the event you propose to host: Youth soccer tournamnet for U8-U15 teams

Total Number of participants/spectators/guests anticipated during event: 750

Average of participants/spectators/guests anticipated at any given time: 250

Site of Proposed Event; include all areas of the parklands that will be used: All of West Bennett Park Fields

*Include site plan drawing reflecting all areas of the Township Park and recreational facilities the event will effect*

Will there be camping and trailer facilities? If so, are overnight stays anticipated: No

Number of Volunteers: 20 Are Volunteers trained?: Yes

*Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: Yes If so, please indicate locations: On grass along path

*Under no circumstances are tent stakes to be driven into asphalt surfaces. Tent locations must be pre-approved.*

Will admission be charged? If so, how much: No

Parking fee charged? If so, how much: No Valet service available? No

Will Food/Beverages be served? If so, types of food and name of persons serving: Licensed vendors selling hotdogs/hamburgers and smoothies

*For anything other than pre-packaged foods, Concession Application, Health Department License and Products Liability coverage is required.*

Will there be Fireworks or any other pyrotechnic display? If so, describe: No

*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*

Will there be any animals present? If so, describe: No

*Pets are not allowed in Parkland during events. Service Dogs are allowed with proper certification.*

Will there be Amusement rides or games? If so, describe: No

*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*



Will there be a need for vehicles to be used on Township grounds? If so, describe: Golf carts only

Item 19.

*Personal vehicles require proof of Auto Liability based on the description of use and areas needing to be accessed during event.*

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, describe: No

*Hamburg Township reserves the right to require private security and/or emergency responders be present during any event.*

Specific services required from the Township, if any: None

Other information regarding your event that you feel may be helpful: Legacy Center Sports Complex will be the main venue for the event. Hamburg Township fields at West Bennett will be used as overflow. Event registration closes 3/25/24. Will will know more specifically what size fields we will need.

*- striping to be done by Legacy In-Kind*

### Organized Sports and/or Sporting Events:

Please indicate type of sports event: ☐ Regular Season (Games/Practices) ☒ Sports Tournament ☐ Other

If Tournament or other event, complete Event Description on Page 2 and provide additional details, if any:

### Release of Liability & Indemnification Agreement

*The approval of this park use request is contingent upon receipt of all requested information, review process of the Hamburg Township Parks & Recreation Committee, and approval of the Hamburg Township Board. The applicant may be required to provide additional information as is deemed necessary by the Parks & Recreation Committee and/or Township Board, and may be required to meet with the Parks Administrator and/or Parks Coordinator to supply additional information or to answer questions. If the Park Use Application is received less than 60 days prior to the requested event date, the Parks & recreation Committee and Township Board may process the application, however, the application fee may be increased in an amount to be determined by the Parks & Recreation Committee and/or the Township Board.*

The undersigned acknowledges that he/she/they are authorized to sign this application on behalf of the applicant and that he/she/they have received a copy of all documents relating to the use of the park and recreational facilities including the Hamburg Township Park Facility Use Policy Rules and Regulations.



In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract.

The Applicant covenants and agrees that it will have a representative on the premises at all times to monitor the set-up, use and tear-down of the use and all activities related to thereto and under no circumstances shall the use of the park be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees.

Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition.

**Personal Property Damage Claims:** The applicant hereby releases Hamburg Township, Its elected and appointed officials, employees and volunteers, and others working behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant by way of subrogation or otherwise, for any loss or damage to applicant's property resulting from any incident, except damages resulting from the gross negligence of the Township, as it relates to the activities and uses contemplated by the application. It is understood by the applicant that all private property kept, stored or maintained in and on the Hamburg Township Park and recreational facilities shall be so kept, stored or maintained at the risk of the Applicant.

Initials: SLC

**Public Health & Safety:** The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance<sup>3</sup> with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: SLC

Applicant's Signature: Sammi Corcoran Date: 11/22/23

Co- applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parks Coordinator: [Signature] Date: 12/4/23

### For office use only

Comments: Public Safety recommends Lawtaz

Meeting Approval Dates: 1/23/24 Parks & Recreation 2/7/24 Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one) ☐ Approved ☐ Denied

Hamburg Township Representative: \_\_\_\_\_

**TO:** Hamburg Township Board of Trustees

**FROM:** Deby Henneman, Township Coordinator

**DATE:** February 23, 2024

**AGENDA ITEM TOPIC:** Park Use Application – The No Minds Left Behind 5K

Number of Supporting Documents: **1 Park Use Application**

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**Requested Action**

To approve the application, submitted by Genesis House/Livingston County Community Mental Health, as provided for the 2024 No Minds Left Behind 5K Run/Walk, contingent on all requested information being provided to the Clerk's Department to their satisfaction, that Park fees, if any, be waived due to the nature of the event and location, and that public safety be made aware of the event.

**Background**

Applicant is requesting use of a portion of the Lakelands Trail, with possible use of the Village Trailhead, for a 5K on May 5, 2024. They are requesting limited use of the Lakelands Trail for this event, which will not warrant a Blackout and the route will circle back to the staging area which is proposed for either Zukey Lake or the Village Trailhead location at this time.

Approval anticipates the plans being finalized with the Parks Coordinator and Community Service Sergeant Paul, with outside vendors, if any, requiring approval by way of a Tent Permit Application and Fire Inspection. Number of participants is low so no public safety personnel will be required.

**This application came after the Parks and Recreation Committee meeting on February 20, 2024, and the timing is as such that it cannot be held until the meeting in March.**





Hamburg Township Manly Bennett Park  
Park Use Application

P.O. Box 157  
10405 Merrill Road  
Hamburg, Michigan 48139-0157  
(810) 231-1000 Office X-218  
(810) 231-4295 Fax

Item 20.

And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

Applicant Information:

Event Sponsor (or name if family or individual use): Genesis House / Livingston County Community Mental Health

Name of Event: The No Minds Left Behind 5K Run/Walk

Type of Event: 5K Park Use Category #: 4 - Event Use

Applicant Name: Mike Leahy

Date(s) of Event: May 4th, 2024 Time(s) of Event: 10:00-12:00

Applicant Address: 1137 E. Grand River Suite or Apt #:

Applicant City: Howell State: MI Zip: 48843

Contact Person (present during use): Mike Leahy

Contact's Affiliation with Applicant: Genesis House Program Director

Contact's Phone: (517) 234-1880 Contact's E-Mail: mleahy@cmhliv.org

Event Co-applicant, if any:

*All Co-applicants must also sign all applications and waivers.*

Co-applicant relationship to Applicant:

Co-applicant's phone:

Insurance Information:

Insurance Carrier:

*Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy.*

Policy #: Expiration Date:

Limit of General Liability: Occurrence Aggregate

Umbrella Coverage Limit (if any): Occurrence Aggregate



**Event Description:** *(any information that doesn't pertain to your event please indicate not applicable)*

Please describe the event you propose to host: This is the 8th year of our annual No Minds Left Behind 5K.

Our hope for this event is to raise awareness of and bring support for people with mental health conditions.

Total Number of participants/spectators/guests anticipated during event: 150

Average of participants/spectators/guests anticipated at any given time: 125

Site of Proposed Event; include all areas of the parklands that will be used: Zukey Lake Tavern or the Village Trailhead  
are possible sites begin and end the run. It will be an out and back route along the Lakeland Trail.

Zukey Lake tavern is pending approval.

*Include site plan drawing reflecting all areas of the Township Park and recreational facilities the event will effect*

Will there be camping and trailer facilities? If so, are overnight stays anticipated: No

Number of Volunteers: \_\_\_\_\_ Are Volunteers trained?: \_\_\_\_\_  
*Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: Likey, yes If so, please indicate locations: Start of route

*Under no circumstances are tent stakes to be driven into asphalt surfaces. Tent locations must be pre-approved.*

Will admission be charged? If so, how much: \$25-\$30 registration fee, depending on date registered

Parking fee charged? If so, how much: No Valet service available? \_\_\_\_\_

Will Food/Beverages be served? If so, types of food and name of persons serving: \_\_\_\_\_

Just water bottles and packaged snacks

*For anything other than pre-packaged foods, Concession Application, Health Department License and Products Liability coverage is required.*

Will there be Fireworks or any other pyrotechnic display? If so, describe: No

*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*

Will there be any animals present? If so, describe: A small number of participants may bring a dog to walk with

*Pets are not allowed in Parkland during events. Service Dogs are allowed with proper certification.*

Will there be Amusement rides or games? If so, describe: No

*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*



Will there be a need for vehicles to be used on Township grounds? If so, describe: No

*Personal vehicles require proof of Auto Liability based on the description of use and areas needing to be accessed during event.*

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, describe: No

*Hamburg Township reserves the right to require private security and/or emergency responders be present during any event.*

Specific services required from the Township, if any: None

Other information regarding your event that you feel may be helpful: We've held this event successfully for many years now, the last several years we utilized the Community park in Fowlerville. Due to renovations, they are not hosting events this year. We have always had a county-wide focus, so we would love to go to Hamburg!

## Organized Sports and/or Sporting Events:

Please indicate type of sports event: ☐ Regular Season (Games/Practices) ☐ Sports Tournament ☐ Other

If Tournament or other event, complete Event Description on Page 2 and provide additional details, if any:

## Release of Liability & Indemnification Agreement

*The approval of this park use request is contingent upon receipt of all requested information, review process of the Hamburg Township Parks & Recreation Committee, and approval of the Hamburg Township Board. The applicant may be required to provide additional information as is deemed necessary by the Parks & Recreation Committee and/or Township Board, and may be required to meet with the Parks Administrator and/or Parks Coordinator to supply additional information or to answer questions. If the Park Use Application is received less than 60 days prior to the requested event date, the Parks & recreation Committee and Township Board may process the application, however, the application fee may be increased in an amount to be determined by the Parks & Recreation Committee and/or the Township Board.*

The undersigned acknowledges that he/she/they are authorized to sign this application on behalf of the applicant and that he/she/they have received a copy of all documents relating to the use of the park and recreational facilities including the Hamburg Township Park Facility Use Policy Rules and Regulations.



In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay on behalf of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract.

The Applicant covenants and agrees that it will have a representative on the premises at all times to monitor the set-up, use and tear-down of the use and all activities related to thereto and under no circumstances shall the use of the park be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees.

Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition.

**Personal Property Damage Claims:** The applicant hereby releases Hamburg Township, Its elected and appointed officials, employees and volunteers, and others working behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant by way of subrogation or otherwise, for any loss or damage to applicant's property resulting from any incident, except damages resulting from the gross negligence of the Township, as it relates to the activities and uses contemplated by the application. It is understood by the applicant that all private property kept, stored or maintained in and on the Hamburg Township Park and recreational facilities shall be so kept, stored or maintained at the risk of the Applicant.

Initials: \_\_\_\_\_

**Public Health & Safety:** The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance<sup>3</sup> with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co- applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parks Coordinator:  \_\_\_\_\_ Date: 2/23/24

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**For office use only**

Comments: \_\_\_\_\_

Meeting Approval Dates: Missed Deadline Parks & Recreation N/A Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one)



Approved



Denied

Hamburg Township Representative: \_\_\_\_\_

**TO:** Hamburg Township Board of Trustees

**FROM:** Deby Henneman, Township Coordinator

**DATE:** February 21, 2024

**AGENDA ITEM TOPIC:** Parks & Rec – MI Jaguar Invitational Tournament – 2024 Event

Number of Supporting Documents: **1 Park Use Packet**

### **Requested Action**

Approval of the Park Use request for the Michigan Jaguar FC Spring Tournament to be held on May 10-12, 2024 as recommended by the Parks & Recreation Committee, with a Low Hazard level as set by the Public Safety Committee at their meeting held February 7, 2024.

Approval should be contingent upon the following:

- All required paperwork being submitted to the satisfaction of the Clerk's office
- A pre-event meeting with Public Safety no less than 2 weeks prior to the event
- Setup shall start no earlier than 3PM on Sept 28, 2024
- Installation of informational, directional, and/or safety signage is allowed in areas outlined in the Park Use Policy, and may be administratively approved

### **Background**

Motion by Parks & Recreation Committee was made at their meeting on January 23, 2024 as follows:

**Motion by Muck, supported by Michniewicz, to recommend the Park Use Application for Michigan Jaguars FC, for the 2024 Michigan Jaguars FC Spring Tournament for May 10-12, 2024 for approval, as outlined in their application dated 1/15/24, contingent on Public Safety review and setting a hazard level, and that the Clerk's Office be given all required paperwork and documentation to their satisfaction.**

**VOICE VOTE: Ayes: 4 (Auxier Absent)**

**MOTION CARRIED**

Motion by Public Safety Committee was made at their meeting on February 7, 2024 as follows:

**Motion by Hohl, second by Hughes, to support the Director's recommendation for a low hazard level as long as the management personnel are approved by Public Safety, and if not, then it must go to a medium hazard.**

Passed unanimously

#### **Additional Details**

- Committee review done – Low Hazard set based on past experience with applicant
- This use will cause the need for BLACKOUT DATES – May 10-12, 2024
- Park Fees for this user will be \$750.00 per day, incl a \$500 non-refundable hold-the-date deposit
- Public Safety Fees for this user will be \$0 per day for 0 public safety personnel Public Safety
- Applicant historically has arranged for dumpster and extra portable toilets with no issues

#### **Attachments**

- Park Use Application





Hamburg Township Manly Bennett Park  
Park Use Application

P.O. Box 157  
10405 Merrill Road  
Hamburg, Michigan 48139-0157  
(810) 231-1000 Office X-218  
(810) 231-4295 Fax

Item 21.

And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

Applicant Information:

Event Sponsor (or name if family or individual use): Michigan Jaguars FC  
Name of Event: 2024 Michigan Jaguars FC Spring Tournament  
Type of Event: Soccer Tournament Park Use Category #: 4 - Event Use  
Applicant Name: Annalisa Van Houten  
Date(s) of Event: May 10-12, 2024 Time(s) of Event: Friday noon til 9pm, Sat 7am til 9p  
Applicant Address: 24404 Catherine Industrial Suite or Apt #: STE 310  
Applicant City: Novi State: MI Zip: 48375  
Contact Person (present during use): Annalisa Van Houten  
Contact's Affiliation with Applicant: Tournament Director  
Contact's Phone: 2486130729 Contact's E-Mail: avanhouten20@gmail.com  
Event Co-applicant, if any: \_\_\_\_\_  
*All Co-applicants must also sign all applications and waivers.*  
Co-applicant relationship to Applicant: \_\_\_\_\_  
Co-applicant's phone: \_\_\_\_\_

Insurance Information:

Insurance Carrier: Will provide once I receive from state soccer office  
*Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy.*  
Policy #: \_\_\_\_\_ Expiration Date: Sept 1  
Limit of General Liability: \_\_\_\_\_ Occurrence \_\_\_\_\_ Aggregate  
Umbrella Coverage Limit (if any): \_\_\_\_\_ Occurrence \_\_\_\_\_ Aggregate

**Event Description:** *(any information that doesn't pertain to your event please indicate not applicable)*Please describe the event you propose to host: Soccer tournamentTotal Number of participants/spectators/guests anticipated during event: 1000Average of participants/spectators/guests anticipated at any given time: 1000-1500Site of Proposed Event; include all areas of the parklands that will be used: West Bennett Park*Include site plan drawing reflecting all areas of the Township Park and recreational facilities the event will effect*

Will there be camping and trailer facilities? If so, are overnight stays anticipated: \_\_\_\_\_

Number of Volunteers: 15-20Are Volunteers trained?: Yes*Please attach copy of Volunteer Handbook if applicable*Will tents be used?: Yes If so, please indicate locations: Field 1 on opposite side of parking lot*Under no circumstances are tent stakes to be driven into asphalt surfaces. Tent locations must be pre-approved.*Will admission be charged? If so, how much: noParking fee charged? If so, how much: no Valet service available? noWill Food/Beverages be served? If so, types of food and name of persons serving: \_\_\_\_\_  
food vendors*For anything other than pre-packaged foods, Concession Application, Health Department License and Products Liability coverage is required.*Will there be Fireworks or any other pyrotechnic display? If so, describe: no*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*Will there be any animals present? If so, describe: no*Pets are not allowed in Parkland during events. Service Dogs are allowed with proper certification.*Will there be Amusement rides or games? If so, describe: no*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*



Will there be a need for vehicles to be used on Township grounds? If so, describe: Golf Carts for medics and site coordinators and parking attendants

*Personal vehicles require proof of Auto Liability based on the description of use and areas needing to be accessed during event.*

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, describe: no

*Hamburg Township reserves the right to require private security and/or emergency responders be present during any event.*

Specific services required from the Township, if any: fields cut and lined - Smartwater

may 3-5, 2024 - suggest coordinating tournament striping with them.

Other information regarding your event that you feel may be helpful: Contact:

Sammi Corcoran (734) 649-5034

scorcoran@legacycentermi.com

They use as "in-kind" to offset fees.

### Organized Sports and/or Sporting Events:

Please indicate type of sports event: ☐ Regular Season (Games/Practices) ☒ Sports Tournament ☐ Other

If Tournament or other event, complete Event Description on Page 2 and provide additional details, if any:

Using 10-12 soccer fields throughout the park. Will have food and clothing vendors onsite

Vendors require a Tent Permit Application & inspection process.

### Release of Liability & Indemnification Agreement

*The approval of this park use request is contingent upon receipt of all requested information, review process of the Hamburg Township Parks & Recreation Committee, and approval of the Hamburg Township Board. The applicant may be required to provide additional information as is deemed necessary by the Parks & Recreation Committee and/or Township Board, and may be required to meet with the Parks Administrator and/or Parks Coordinator to supply additional information or to answer questions. If the Park Use Application is received less than 60 days prior to the requested event date, the Parks & recreation Committee and Township Board may process the application, however, the application fee may be increased in an amount to be determined by the Parks & Recreation Committee and/or the Township Board.*

The undersigned acknowledges that he/she/they are authorized to sign this application on behalf of the applicant and that he/she/they have received a copy of all documents relating to the use of the park and recreational facilities including the Hamburg Township Park Facility Use Policy Rules and Regulations.



In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay on behalf of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract.

The Applicant covenants and agrees that it will have a representative on the premises at all times to monitor the set-up, use and tear-down of the use and all activities related to thereto and under no circumstances shall the use of the park be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees.

Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition.

**Personal Property Damage Claims:** The applicant hereby releases Hamburg Township, Its elected and appointed officials, employees and volunteers, and others working behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant by way of subrogation or otherwise, for any loss or damage to applicant's property resulting from any incident, except damages resulting from the gross negligence of the Township, as it relates to the activities and uses contemplated by the application. It is understood by the applicant that all private property kept, stored or maintained in and on the Hamburg Township Park and recreational facilities shall be so kept, stored or maintained at the risk of the Applicant.

Initials: adv

**Public Health & Safety:** The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: adv

Applicant's Signature: Annalisa Van Houten Date: 1/15/24

Co- applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parks Coordinator: [Signature] Date: 1/19/24

### For office use only

Comments: Public safety assigned Low  
hazard based on old coordinator  
(if changed - event will be medium)

Meeting Approval Dates: 1/23/24 Parks & Recreation 2/7/24 Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one)



Approved



Denied

Hamburg Township Representative: \_\_\_\_\_





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM

Item 21.

1/24/2024

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

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

<b>PRODUCER</b> USI Insurance Services NW 601 Union Street, Suite 1000 Seattle, WA 98101	<b>CONTACT NAME:</b> Heidi Palmer	<b>FAX (A/C, No):</b>	
	<b>PHONE (A/C, No, Ext):</b> 206-577-5985	<b>E-MAIL ADDRESS:</b> Heidi.Palmer@usi.com	
<b>INSURED</b> Michigan State Youth Soccer Association 9401 General Drive, Suite 120 Plymouth MI 48170	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Everest National Insurance Company		10120
	<b>INSURER B:</b> United States Fire Insurance Company		21113
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		

**COVERAGES** **CERTIFICATE NUMBER:** 78340248 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SI8GL01851-231	9/1/2023	9/1/2024	EACH OCCURRENCE \$ \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ \$1,000,000 MED EXP (Any one person) \$ \$1,000 PERSONAL & ADV INJURY \$ \$1,000,000 GENERAL AGGREGATE \$ \$5,000,000 PRODUCTS - COMP/OP AGG \$ \$1,000,000 Participant Legal Liabi \$ \$1,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			SI8GL01851-231	9/1/2023	9/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			SI8EX01724-231	9/1/2023	9/1/2024	EACH OCCURRENCE \$ \$5,000,000 AGGREGATE \$ \$5,000,000
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Accident Medical Expense			US2065966	9/1/2023	9/1/2024	\$100,000 Excess \$500 per Accident Deductible

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

This certificate is issued on behalf of Michigan State Youth Soccer Association & Michigan Jaguars FC  
Certificate holder is Additional Insured as respects the operations of the Named Insured for sanctioned activities of the state association. Waiver of Subrogation applies when required by written contract.  
2024 Michigan Jaguars Spring Tournament (May 10-12, 2024)

**CERTIFICATE HOLDER****CANCELLATION**

Hamburg Township Parks & Rec Soccer Facilities  
10405 Merrill Road  
Hamburg MI 48139

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Gary Patterson

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ACORD 25 (2016/03)

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**TO:** Township Board

**FROM:** Deby Henneman, Township Coordinator

**DATE:** February 23, 2024

**AGENDA ITEM TOPIC:** Park Approval – Hamburg Flyers RC Club – Swap Meet

Number of Supporting Documents: **1 Application Packet**

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**Requested Action**

Approval of application dated February 8, 2024 be approved as submitted for the Hamburg Flyers RC Club Outdoor Swap Meet, with the contingency that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, and that use will be subject to blackout dates. A waiver of fees is requested due to the nature of the event as it is free and open to the public. Use also contemplates signage as allowed by the Park Use Policy.

**Background**

The applicant anticipates up to 200 participants/spectators for this event which is open to the public. Any food vendors hired will provide copy of their insurance and food license. Due to the low numbers a Public Safety review is not required.

All RC activity is monitored by this group on behalf of the Township and Liability for this activity is covered by their provided Insurance.



Hamburg Township Manly Bennett Park  
Park Use Application

P.O. Box 157  
10405 Merrill Road  
Hamburg, Michigan 48139-0157  
(810) 231-1000 Office X-218  
(810) 231-4295 Fax

Item 22.

And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

Applicant Information:

Event Sponsor (or name if family or individual use): Hamburg Flyers RC Club, Inc.

Name of Event: Hamburg Flyers RC Club, Inc. Outdoor Swap Meet

Type of Event: Aeronautics Park Use Category #: 2 - Qualified User

Applicant Name: Hamburg Flyers RC Club, Inc.

Date(s) of Event: MAY 18 2024 Time(s) of Event: 9:00-3:00

Applicant Address: Manly Bennett Airport 10405 Merrill Rd.

Suite or Apt #: \_\_\_\_\_

Applicant City: Hamburg

State: MI

Zip: 48139

Contact Person (present during use): Eugene Doncea

Contact's Affiliation with Applicant: President

Contact's Phone: 734-637-3571

Contact's E-Mail: E8D68@aol.com

Event Co-applicant, if any: \_\_\_\_\_

*All Co-applicants must also sign all applications and waivers.*

Co-applicant relationship to Applicant: \_\_\_\_\_

Co-applicant's phone: \_\_\_\_\_

Insurance Information:

Insurance Carrier: See attached

*Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy.*

Policy #: TBD Renewal needed Expiration Date: TBD 3/31/24

Limit of General Liability: TBD Occurrence \_\_\_\_\_ Aggregate \_\_\_\_\_

Umbrella Coverage Limit (if any): \_\_\_\_\_ Occurrence \_\_\_\_\_ Aggregate \_\_\_\_\_



**Event Description:** *(any information that doesn't pertain to your event please indicate not applicable)*

501(c)3 nonprofit activities. The purpose is to develop, educate, advance and safeguard modeling and aeronautical activities. This is to include, but not limited too, Buddy Box, educational seminars, community education an awreness

Total Number of participants/spectators/guests anticipated during event: 1-200 +/-

Average of participants/spectators/guests anticipated at any given time: 1-200 +/-

Site of Proposed Event; include all areas of the parklands that will be used:  
Manley Bennett Airport

*Include site plan drawing reflecting all areas of the Township Park and recreational facilities the event will effect*

Will there be camping and trailer facilities? If so, are overnight stays anticipated: N/A

Number of Volunteers: 1-100 +/-

Are Volunteers trained?: yes

*Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: Yes

If so, please indicate locations:

Manley Bennett Airport

*Under no circumstances are tent stakes to be driven into asphalt surfaces. Tent locations must be pre-approved.*

Will admission be charged? If so, how much: No

Parking fee charged? If so, how much: No Valet service available? No

Will Food/Beverages be served? If so, types of food and name of persons serving: TBD

*For anything other than pre-packaged foods, Concession Application, Health Department License and Products Liability coverage is required.*

Will there be Fireworks or any other pyrotechnic display? If so, describe: TBD

*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*

Will there be any animals present? If so, describe: No

*Pets are not allowed in Parkland during events. Service Dogs are allowed with proper certification.*

Will there be Amusement rides or games? If so, describe: No

*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*



Will there be a need for vehicles to be used on Township grounds? If so, describe: Yes. Member and guest

personal vehicles driven to and from the site.

*Personal vehicles require proof of Auto Liability based on the description of use and areas needing to be accessed during event.*

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, describe: No

*Hamburg Township reserves the right to require private security and/or emergency responders be present during any event.*

Specific services required from the Township, if any: Yes. Lawn and maintenance service.

Other information regarding your event that you feel may be helpful: \_\_\_\_\_

## Organized Sports and/or Sporting Events:

Please indicate type of sports event: ☐ Regular Season (Games/Practices) ☐ Sports Tournament ☐ Other

If Tournament or other event, complete Event Description on Page 2 and provide additional details, if any:

## Release of Liability & Indemnification Agreement

*The approval of this park use request is contingent upon receipt of all requested information, review process of the Hamburg Township Parks & Recreation Committee, and approval of the Hamburg Township Board. The applicant may be required to provide additional information as is deemed necessary by the Parks & Recreation Committee and/or Township Board, and may be required to meet with the Parks Administrator and/or Parks Coordinator to supply additional information or to answer questions. If the Park Use Application is received less than 60 days prior to the requested event date, the Parks & recreation Committee and Township Board may process the application, however, the application fee may be increased in an amount to be determined by the Parks & Recreation Committee and/or the Township Board.*

The undersigned acknowledges that he/she/they are authorized to sign this application on behalf of the applicant and that he/she/they have received a copy of all documents relating to the use of the park and recreational facilities including the Hamburg Township Park Facility Use Policy Rules and Regulations.



In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay or of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract.

The Applicant covenants and agrees that it will have a representative on the premises at all times to monitor the set-up, use and tear-down of the use and all activities related to thereto and under no circumstances shall the use of the park be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees.

Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition.

**Personal Property Damage Claims:** The applicant hereby releases Hamburg Township, Its elected and appointed officials, employees and volunteers, and others working behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant by way of subrogation or otherwise, for any loss or damage to applicant's property resulting from any incident, except damages resulting from the gross negligence of the Township, as it relates to the activities and uses contemplated by the application. It is understood by the applicant that all private property kept, stored or maintained in and on the Hamburg Township Park and recreational facilities shall be so kept, stored or maintained at the risk of the Applicant.

Initials: ER

**Public Health & Safety:** The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: ER

Applicant's Signature: Eugene Donner Date: 2/8/24

Co- applicant's Signature: [Signature] Date: 2/8/24

Parks Coordinator: [Signature] Date: 2/8/24

### For office use only

Comments: \_\_\_\_\_

Meeting Approval Dates: 2/20/24 Parks & Recreation N/A Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one) ☒ Approved ☐ Denied

Hamburg Township Representative: \_\_\_\_\_





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD) Item 22.  
4/19/2023

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

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

<b>PRODUCER</b> FNIC P.O. Box 45279 Omaha NE 68145	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No, Ext):</b> 402-861-7000	<b>FAX (A/C, No):</b>
<b>INSURED</b> Academy of Model Aeronautics, Inc. &/or Affiliated &/or Associated Chartered Clubs, Chapters & Members Thereof 5161 E. Memorial Drive Muncie IN 47302	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Illinois Union Insurance Company	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**COVERAGES** **CERTIFICATE NUMBER:** 1145832157 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y	Y	G22011534018	3/31/2023	3/31/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <input type="checkbox"/> <b>RETENTION \$</b>						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Excess Liability	Y	Y	G22011546018	3/31/2023	3/31/2024	Limits per Occ \$1,500,000 General Aggregate \$4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Hamburg Township is an additional insured, primary and non-contributing as respects to any additional insured site owner. Location: Manley W. Bennett Park 10405 Merrill Rd. Club: 1454 Hamburg Flyers R/C Club Inc.

## CERTIFICATE HOLDER

## CANCELLATION

Hamburg Township  
PO Box 157  
Hamburg MI 48139

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**TO:** Township Board

**FROM:** Deby Henneman, Township Coordinator

**DATE:** February 23, 2024

**AGENDA ITEM TOPIC:** Park Approval – Hamburg Flyers RC Club – Airshow

Number of Supporting Documents: **1 Application Packet**

---

**Requested Action**

Approval of application dated February 8, 2024 be approved as submitted for the Hamburg Flyers RC Club Airshow Event, with the contingency that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, and that use will be subject to blackout dates. A waiver of fees is requested due to the nature of the event as it is free and open to the public. Use also contemplates signage as allowed by the Park Use Policy.

**Background**

The applicant anticipates up to 200 participants/spectators for this event which is open to the public. Any food vendors hired will provide copy of their insurance and food license. Due to the low numbers a Public Safety review is not required.

All RC activity is monitored by this group on behalf of the Township and Liability for this activity is covered by their provided Insurance.





Hamburg Township Manly Bennett Park  
Park Use Application

P.O. Box 157  
10405 Merrill Road  
Hamburg, Michigan 48139-0157  
(810) 231-1000 Office X-218  
(810) 231-4295 Fax

Item 23.

And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

Applicant Information:

Event Sponsor (or name if family or individual use): Hamburg Flyers RC Club, Inc.

Name of Event: Hamburg Flyers RC Club, Inc. Air Show

Type of Event: Aeronautics Park Use Category #: 2 - Qualified User

Applicant Name: Hamburg Flyers RC Club, Inc.

Date(s) of Event: Aug 10 rain date Aug 11 2024 Time(s) of Event: Noon -5:00

Applicant Address: Manley Bennett Airport 10405 Merrill Rd.

Suite or Apt #: \_\_\_\_\_

Applicant City: Hamburg

State: MI

Zip: 48139

Contact Person (present during use): Eugene Doncea

Contact's Affiliation with Applicant: President

Contact's Phone: 734-637-3571

Contact's E-Mail: E8D68@aol.com

Event Co-applicant, if any: \_\_\_\_\_

All Co-applicants must also sign all applications and waivers.

Co-applicant relationship to Applicant: \_\_\_\_\_

Co-applicant's phone: \_\_\_\_\_

Insurance Information:

Insurance Carrier: See attached

Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy.

Policy #: TBD

Renewal needed

Expiration Date: TBD

3/31/24

Limit of General Liability: TBD

Occurrence \_\_\_\_\_

Aggregate \_\_\_\_\_

Umbrella Coverage Limit (if any): \_\_\_\_\_

Occurrence \_\_\_\_\_

Aggregate \_\_\_\_\_



**Event Description:** *(any information that doesn't pertain to your event please indicate not applicable)*

501(c)3 nonprofit activities. The purpose is to develop, educate,

Please describe the event you propose to host: \_\_\_\_\_

advance and safeguard modeling and aeronautical activities. This is to include, but not limited too, Buddy Box,

educational seminars, community education an awreness

Total Number of participants/spectators/guests anticipated during event: 1-200 +/-

Average of participants/spectators/guests anticipated at any given time: 1-200 +/-

Site of Proposed Event; include all areas of the parklands that will be used: \_\_\_\_\_

Manley Bennett Airport

*Include site plan drawing reflecting all areas of the Township Park and recreational facilities the event will effect*

Will there be camping and trailer facilities? If so, are overnight stays anticipated: N/A

Number of Volunteers: 1-100 +/-

Are Volunteers trained?: yes

*Please attach copy of Volunteer Handbook if applicable*

Yes

Will tents be used?: \_\_\_\_\_ If so, please indicate locations: \_\_\_\_\_

Manley Bennett Airport

*Under no circumstances are tent stakes to be driven into asphalt surfaces. Tent locations must be pre-approved.*

No

Will admission be charged? If so, how much: \_\_\_\_\_

No

Parking fee charged? If so, how much: \_\_\_\_\_ Valet service available? No

TBD

Will Food/Beverages be served? If so, types of food and name of persons serving: \_\_\_\_\_

*For anything other than pre-packaged foods, Concession Application, Health Department License and Products Liability coverage is required.*

TBD

Will there be Fireworks or any other pyrotechnic display? If so, describe: \_\_\_\_\_

*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*

No

Will there be any animals present? If so, describe: \_\_\_\_\_

*Pets are not allowed in Parkland during events. Service Dogs are allowed with proper certification.*

No

Will there be Amusement rides or games? If so, describe: \_\_\_\_\_

*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*



Will there be a need for vehicles to be used on Township grounds? If so, describe: Yes. Member and guest

personal vehicles driven to and from the site.

*Personal vehicles require proof of Auto Liability based on the description of use and areas needing to be accessed during event.*

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, describe: No

*Hamburg Township reserves the right to require private security and/or emergency responders be present during any event.*

Specific services required from the Township, if any: Yes. Lawn and maintenance service.

Other information regarding your event that you feel may be helpful: \_\_\_\_\_

### Organized Sports and/or Sporting Events:

Please indicate type of sports event: ☐ Regular Season (Games/Practices) ☐ Sports Tournament ☐ Other

If Tournament or other event, complete Event Description on Page 2 and provide additional details, if any:

### Release of Liability & Indemnification Agreement

*The approval of this park use request is contingent upon receipt of all requested information, review process of the Hamburg Township Parks & Recreation Committee, and approval of the Hamburg Township Board. The applicant may be required to provide additional information as is deemed necessary by the Parks & Recreation Committee and/or Township Board, and may be required to meet with the Parks Administrator and/or Parks Coordinator to supply additional information or to answer questions. If the Park Use Application is received less than 60 days prior to the requested event date, the Parks & recreation Committee and Township Board may process the application, however, the application fee may be increased in an amount to be determined by the Parks & Recreation Committee and/or the Township Board.*

The undersigned acknowledges that he/she/they are authorized to sign this application on behalf of the applicant and that he/she/they have received a copy of all documents relating to the use of the park and recreational facilities including the Hamburg Township Park Facility Use Policy Rules and Regulations.



In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay or of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract.

The Applicant covenants and agrees that it will have a representative on the premises at all times to monitor the set-up, use and tear-down of the use and all activities related to thereto and under no circumstances shall the use of the park be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees.

Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition.

**Personal Property Damage Claims:** The applicant hereby releases Hamburg Township, Its elected and appointed officials, employees and volunteers, and others working behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant by way of subrogation or otherwise, for any loss or damage to applicant's property resulting from any incident, except damages resulting from the gross negligence of the Township, as it relates to the activities and uses contemplated by the application. It is understood by the applicant that all private property kept, stored or maintained in and on the Hamburg Township Park and recreational facilities shall be so kept, stored or maintained at the risk of the Applicant.

Initials: SR

**Public Health & Safety:** The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance<sup>3</sup> with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: SR

Applicant's Signature: Eugene Donice Date: 2/8/24

Co- applicant's Signature: [Signature] Date: \_\_\_\_\_

Parks Coordinator: [Signature] Date: 2/12/24

### For office use only

Comments: \_\_\_\_\_

Meeting Approval Dates: 2/20/24 Parks & Recreation N/A Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one)



Approved



Denied

Hamburg Township Representative: \_\_\_\_\_





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM)

Item 23.

4/19/2023

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

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

PRODUCER  
FNIC  
P.O. Box 45279  
Omaha NE 68145

## CONTACT

NAME:

PHONE  
(A/C, No, Ext): 402-861-7000FAX  
(A/C, No):E-MAIL  
ADDRESS:

## INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : Illinois Union Insurance Company

27960

INSURER B :

INSURER C :

INSURER D :

INSURER E :

INSURER F :

INSURED  
Academy of Model Aeronautics, Inc.  
&/or Affiliated &/or Associated Chartered  
Clubs, Chapters & Members Thereof  
5161 E. Memorial Drive  
Muncie IN 47302

## COVERAGES

CERTIFICATE NUMBER: 1145832157

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	G22011534018	3/31/2023	3/31/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Excess Liability	Y	Y	G22011546018	3/31/2023	3/31/2024	Limits per Occ General Aggregate \$1,500,000 \$4,000,000

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

Hamburg Township is an additional insured, primary and non-contributing as respects to any additional insured site owner. Location: Manley W. Bennett Park 10405 Merrill Rd. Club: 1454 Hamburg Flyers R/C Club Inc.

## CERTIFICATE HOLDER

Hamburg Township  
PO Box 157  
Hamburg MI 48139

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**TO:** Township Board

**FROM:** Deby Henneman, Township Coordinator

**DATE:** February 21, 2024

**AGENDA ITEM TOPIC:** Park Approval – PowerAde Tournament – August 16-18, 2024  
**West Park Blackout**

Number of Supporting Documents: **1 Park Use Packet**

### **Requested Action**

Approval of the Park Use request for the PowerAde Invitational Tournament to be held on August 16-18, 2024 as recommended by the Parks & Recreation Committee, with a Friday Medium/Saturday High/Sunday Medium Hazard level as set by the Public Safety Committee at their meeting held February 7, 2024.

Approval should be contingent upon the following:

- All required paperwork being submitted to the satisfaction of the Clerk's office
- A pre-event meeting with Public Safety no less than 2 weeks prior to the event, including details of their on-site medical response plan
- Installation of informational, directional, and/or safety signage is allowed in areas outlined in the Park Use Policy, and may be administratively approved
- Medium Hazard Levels on Friday and Sunday, with a High Hazard Level on Saturday

### **Background**

Motion by Parks & Recreation Committee was made at their meeting on January 23, 2024 as follows:

**Motion by Dolan, supported by Muck, to recommend the Park Use Application for Legacy Center Sports Complex for the 2024 PowerAde Invitational for August 16-18, 2024 for approval, as outlined in their application dated 11/29/23, contingent on Public Safety review and setting of a hazard level, with the request that the Public Safety Committee consider the Parks Committee recommendation of a High Hazard level based on past events and previous history, and that they be required to finalize details of the event with Public Safety at a date no later than what the Committee requires including a clarification of their on-site medical response plan for the expected number of participants and**

**spectators, and that the Clerk's Office be given all required paperwork and documentation to their satisfaction.**

**VOICE VOTE: Ayes: 4 (Auxier Absent)**

**MOTION CARRIED**

Motion by Public Safety Committee was made at their meeting on February 7, 2024 as follows:

**Motion by Hohl, second by Hughes, to support the Chief's directive of medium hazard on Friday, high on Saturday night, medium on Sunday, contingent upon their finalizing the details 30 days before the event. The level of the event is contingent upon Director ratifying or approving their onsite medical. If we have to provide any onsite medical then a high-level hazard is recommended.**

**Passed unanimously**

### **Additional Details**

- Committee review done – Medium on Friday and Sunday, High on Saturday
- This use will cause the need for BLACKOUT DATES – August 16-18, 2024
- Park Fees for this user will be \$1,500 per Medium day, \$2,500 per High day, incl a \$500 non-refundable hold-the-date deposit
- Public Safety Fees for this user will be \$600.00 per day for 2 public safety personnel Public Safety for Medium days, and \$1,200 on Saturday with 4 public safety personnel
- Applicant historically has arranged for dumpster and extra portable toilets with no issues
- Applicant is required to prepare their own fields and may be credited for in-kind donation

### **Attachments**

- Park Use Application





## Hamburg Township Manly Bennett Park

### Park Use Application

### And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

P.O. Box 157  
10405 Merrill Road  
Hamburg, Michigan 48139-015  
(810) 231-1000 Office X-218  
(810) 231-4295 Fax

Item 24.

### Applicant Information:

Event Sponsor (or name if family or individual use): \_\_\_\_\_

Name of Event: Powerade Invitational 2024

Type of Event: Soccer Tournament Park Use Category #: 4 - Event Use

Applicant Name: Sammi Corcoran Legacy Center

Date(s) of Event: August 17-19, 2024 16-18 Time(s) of Event: 8:00am-8:00pm

Applicant Address: 9299 Goble Dr. Suite or Apt #: \_\_\_\_\_

Applicant City: Brighton State: MI Zip: 48116

Contact Person (present during use): Sammi Corcoran

Contact's Affiliation with Applicant: Administrator/Tournament Director

Contact's Phone: (734) 649-5034 Contact's E-Mail: scorcoran@legacycentermichigan.com

Event Co-applicant, if any: \_\_\_\_\_

All Co-applicants must also sign all applications and waivers.

Co-applicant relationship to Applicant: \_\_\_\_\_

Co-applicant's phone: \_\_\_\_\_

### Insurance Information:

Insurance Carrier: USI Insurance Services

Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy.

Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Limit of General Liability: \$1,000,000 Occurrence \$5,000,000 Aggregate

Umbrella Coverage Limit (if any): \$1,000,000 Occurrence \$5,000,000 Aggregate



**Event Description:** *(any information that doesn't pertain to your event please indicate not applicable)*

Please describe the event you propose to host: Youth soccer tournament for players 7-18.

Total Number of participants/spectators/guests anticipated during event: 2500

Average of participants/spectators/guests anticipated at any given time: 1500

Site of Proposed Event; include all areas of the parklands that will be used: West Bennett Park

*Include site plan drawing reflecting all areas of the Township Park and recreational facilities the event will effect*

Will there be camping and trailer facilities? If so, are overnight stays anticipated: No

Number of Volunteers: 50 Are Volunteers trained?: Yes

*Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: Yes If so, please indicate locations: Along walkway

*Under no circumstances are tent stakes to be driven into asphalt surfaces. Tent locations must be pre-approved.*

Will admission be charged? If so, how much: No

Parking fee charged? If so, how much: No Valet service available? No

Will Food/Beverages be served? If so, types of food and name of persons serving: Yes, by licensed vendors

*For anything other than pre-packaged foods, Concession Application, Health Department License and Products Liability coverage is required.*

Will there be Fireworks or any other pyrotechnic display? If so, describe: No

*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*

Will there be any animals present? If so, describe: No

*Pets are not allowed in Parkland during events. Service Dogs are allowed with proper certification.*

Will there be Amusement rides or games? If so, describe: No

*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*



Will there be a need for vehicles to be used on Township grounds? If so, describe: Golf carts, for injuries a Item 24.  
transport elderly family members

*Personal vehicles require proof of Auto Liability based on the description of use and areas needing to be accessed during event.*

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, describe: No

*Hamburg Township reserves the right to require private security and/or emergency responders be present during any event.*

Specific services required from the Township, if any: Grass mowing

Other information regarding your event that you feel may be helpful: Legacy to stripe fields "in-kind"

## Organized Sports and/or Sporting Events:

Please indicate type of sports event: ☐ Regular Season (Games/Practices) ☒ Sports Tournament ☐ Other

If Tournament or other event, complete Event Description on Page 2 and provide additional details, if any:

To help with traffic control, one way entrance and exit will be enforced in the park, entering from the north

and exiting to the south. Volunteers will be staffed in the parking lot to help direct families to available parking spots. The parking lot will be striped to help maximize the number of available parking spots.

Also, additional handicapped parking spots will be marked close to the fields.

## Release of Liability & Indemnification Agreement

*The approval of this park use request is contingent upon receipt of all requested information, review process of the Hamburg Township Parks & Recreation Committee, and approval of the Hamburg Township Board. The applicant may be required to provide additional information as is deemed necessary by the Parks & Recreation Committee and/or Township Board, and may be required to meet with the Parks Administrator and/or Parks Coordinator to supply additional information or to answer questions. If the Park Use Application is received less than 60 days prior to the requested event date, the Parks & recreation Committee and Township Board may process the application, however, the application fee may be increased in an amount to be determined by the Parks & Recreation Committee and/or the Township Board.*

The undersigned acknowledges that he/she/they are authorized to sign this application on behalf of the applicant and that he/she/they have received a copy of all documents relating to the use of the park and recreational facilities including the Hamburg Township Park Facility Use Policy Rules and Regulations.



In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract.

The Applicant covenants and agrees that it will have a representative on the premises at all times to monitor the set-up, use and tear-down of the use and all activities related to thereto and under no circumstances shall the use of the park be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees.

Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition.

**Personal Property Damage Claims:** The applicant hereby releases Hamburg Township, Its elected and appointed officials, employees and volunteers, and others working behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant by way of subrogation or otherwise, for any loss or damage to applicant's property resulting from any incident, except damages resulting from the gross negligence of the Township, as it relates to the activities and uses contemplated by the application. It is understood by the applicant that all private property kept, stored or maintained in and on the Hamburg Township Park and recreational facilities shall be so kept, stored or maintained at the risk of the Applicant.

Initials: SLC

**Public Health & Safety:** The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance<sup>3</sup> with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: SLC

Applicant's Signature: Sammi Corcoran Date: 11/29/23

Co- applicant's Signature: [Signature] Date: 12/4/23

Parks Coordinator: [Signature] Date: 12/4/23

### For office use only

Comments: Hazard level rec: med Fri / High Sat / med Sun

Meeting Approval Dates: 1/23/24 Parks & Recreation 2/7/24 Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one)



Approved



Denied

Hamburg Township Representative: \_\_\_\_\_

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**TO:** Hamburg Township Board of Trustees

**FROM:** Deby Henneman, Township Coordinator

**DATE:** February 22, 2024

**AGENDA ITEM TOPIC:** Park Use Application – Pinckney High School Cross Country – Meet vs Brighton

Number of Supporting Documents: **1 Park Use Application**

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**Requested Action**

To approve the application, as submitted by Pinckney High School Cross Country dated 1/24/24, for the XC meet vs Brighton High School, contingent on all requested information being provided to the Clerk's Department to their satisfaction, that the established Park Use fee be waived due to the nature of the event, and that public safety be made aware of the event.

**Background**

Applicant is requesting use of Manly Bennett Park East Cross-Country Course, and parking areas in East Park. The event will take place during the day on a Friday, during school hours, 8:30 am to 11 am. The participant level does not require a Public Safety review, and will not impact other uses in the parklands.

This application contemplates no use of the concession stand, and outside vendors, if any, must be approved by way of a Tent Permit Application and Fire Inspection. This event does prohibit use of the Baseball and Football areas, but only for the morning hours as noted on their application.

**Parks and Recreation Committee approved this use at their February 20, 2024 meeting.**





## Hamburg Township Manly Bennett Park

### Park Use Application

#### And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

Item 25.  
P.O. Box 157  
10405 Merrill Road  
Hamburg, Michigan 48139-0157  
(810) 231-1000 Office X-218  
(810) 231-4295 Fax

#### Applicant Information:

Event Sponsor (or name if family or individual use): Pinckney High School Cross Country

Name of Event: XC meet vs Brighton High School

Type of Event: Cross Country race Park Use Category #: 4 - Event Use

Applicant Name: James Wicker

Date(s) of Event: August 23, 2024 Time(s) of Event: 8:30 -11 am

Applicant Address: 6289 Buckshore Dr. Suite or Apt #: \_\_\_\_\_

Applicant City: Whitmore Lake State: MI Zip: 48189

Contact Person (present during use): James Wicker

Contact's Affiliation with Applicant: Same

Contact's Phone: 810 599 9543 Contact's E-Mail: jwicker@pinckneypirates.org

Event Co-applicant, if any: Brian Wardlow

All Co-applicants must also sign all applications and waivers.  
Co-applicant relationship to Applicant: Pinckney High School Athletic Director

Co-applicant's phone: 810 225 5525

#### Insurance Information:

Insurance Carrier: \_\_\_\_\_

Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy.

Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Limit of General Liability: \_\_\_\_\_ Occurrence \_\_\_\_\_ Aggregate \_\_\_\_\_

Umbrella Coverage Limit (if any): \_\_\_\_\_ Occurrence \_\_\_\_\_ Aggregate \_\_\_\_\_

**Event Description:** *(any information that doesn't pertain to your event please indicate not applicable)*Please describe the event you propose to host: one cross country raceTotal Number of participants/spectators/guests anticipated during event: 100Average of participants/spectators/guests anticipated at any given time: 100Site of Proposed Event; include all areas of the parklands that will be used: Races and spectator parking will take place in East Park.*Include site plan drawing reflecting all areas of the Township Park and recreational facilities the event will effect*Will there be camping and trailer facilities? If so, are overnight stays anticipated: noNumber of Volunteers: 5 Are Volunteers trained?: yes*Please attach copy of Volunteer Handbook if applicable*Will tents be used?: No If so, please indicate locations: \_\_\_\_\_*Under no circumstances are tent stakes to be driven into asphalt surfaces. Tent locations must be pre-approved.*Will admission be charged? If so, how much: noParking fee charged? If so, how much: \_\_\_\_\_ Valet service available? no

Will Food/Beverages be served? If so, types of food and name of persons serving: \_\_\_\_\_

*For anything other than pre-packaged foods, Concession Application, Health Department License and Products Liability coverage is required.*Will there be Fireworks or any other pyrotechnic display? If so, describe: no*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*Will there be any animals present? If so, describe: no MHSAA rules do not allow pets at XC meets unless they are service dogs.*Pets are not allowed in Parkland during events. Service Dogs are allowed with proper certification.*Will there be Amusement rides or games? If so, describe: no*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*



Will there be a need for vehicles to be used on Township grounds? If so, describe: yes, parking and Timer

*Personal vehicles require proof of Auto Liability based on the description of use and areas needing to be accessed during event.*

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, describe: No we will have PHS Athletic trainer on site.

*Hamburg Township reserves the right to require private security and/or emergency responders be present during any event.*

Specific services required from the Township, if any: Grass mowed on course

Other information regarding your event that you feel may be helpful: \_\_\_\_\_

## Organized Sports and/or Sporting Events:

Please indicate type of sports event: ☒ Regular Season (Games/Practices) ☐ Sports Tournament ☐ Other

If Tournament or other event, complete Event Description on Page 2 and provide additional details, if any:

## Release of Liability & Indemnification Agreement

*The approval of this park use request is contingent upon receipt of all requested information, review process of the Hamburg Township Parks & Recreation Committee, and approval of the Hamburg Township Board. The applicant may be required to provide additional information as is deemed necessary by the Parks & Recreation Committee and/or Township Board, and may be required to meet with the Parks Administrator and/or Parks Coordinator to supply additional information or to answer questions. If the Park Use Application is received less than 60 days prior to the requested event date, the Parks & recreation Committee and Township Board may process the application, however, the application fee may be increased in an amount to be determined by the Parks & Recreation Committee and/or the Township Board.*

The undersigned acknowledges that he/she/they are authorized to sign this application on behalf of the applicant and that he/she/they have received a copy of all documents relating to the use of the park and recreational facilities including the Hamburg Township Park Facility Use Policy Rules and Regulations.



In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay on behalf of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract.

The Applicant covenants and agrees that it will have a representative on the premises at all times to monitor the set-up, use and tear-down of the use and all activities related to thereto and under no circumstances shall the use of the park be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees.

Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition.

**Personal Property Damage Claims:** The applicant hereby releases Hamburg Township, Its elected and appointed officials, employees and volunteers, and others working behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant by way of subrogation or otherwise, for any loss or damage to applicant's property resulting from any incident, except damages resulting from the gross negligence of the Township, as it relates to the activities and uses contemplated by the application. It is understood by the applicant that all private property kept, stored or maintained in and on the Hamburg Township Park and recreational facilities shall be so kept, stored or maintained at the risk of the Applicant.

Initials: JSW

**Public Health & Safety:** The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance<sup>3</sup> with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: JSW

Applicant's Signature: James Wicker Date: 1/24/24

Co- applicant's Signature: Brian Wardlow Date: 1/24/24

Parks Coordinator: [Signature] Date: 2/12/24

### For office use only

Comments: \_\_\_\_\_

Meeting Approval Dates 2/20/24 Parks & Recreation N/A Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one)



Approved



Denied

Hamburg Township Representative: \_\_\_\_\_



**TO:** Hamburg Township Board of Trustees

**FROM:** Deby Henneman, Township Coordinator

**DATE:** February 22, 2024

**AGENDA ITEM TOPIC:** Park Use Application – Jogging For Jakey 5K – Event

Number of Supporting Documents: **1 Park Use Application**

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**Requested Action**

To approve the application, submitted by Courtney Smotherman dated 2/2/24, as provided for the 2024 Jogging for Jakey 5K, contingent on all requested information being provided to the Clerk's Department to their satisfaction, that the established Park Use fee be waived due to the nature of the event, and that public safety be made aware of the event.

**Background**

Applicant is requesting use of Manly Bennett Park West Pavilion and access to the Lakelands Trail to hold a 5K Race on August 24, 2024. She is requesting limited use of the Lakelands Trail for this event, and the route will circle back to the staging area at the Manly Bennett Park West. This event is in memory of Jakey Smotherman and all proceeds will be donated to charity. Last year the charity was Three Fires Elementary School, for an ADA swing. This event has been hosted in our park since 2019.

This application contemplates no use of the concession stand, and outside vendors, if any, must be approved by way of a Tent Permit Application and Fire Inspection. This event does not prohibit use of the soccer fields or Lakelands Trail, and number of participants is low so no public safety will be required.

**Parks and Recreation Committee approved this use at their February 20, 2024 meeting.**



## Hamburg Township Manly Bennett Park

P.O. Box 157  
10405 Merrill Road  
Hamburg, Michigan 48139-0157  
(810) 231-1000 Office X-218  
(810) 231-4295 Fax

Item 26.

### Park Use Application

### And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

#### Applicant Information:

Event Sponsor (or name if family or individual use): Courtney Smotherman  
Jogging for Jakey 5k  
Name of Event: 5K Race  
Type of Event: \_\_\_\_\_ Park Use Category #: Select One  
Courtney Smotherman  
Applicant Name: \_\_\_\_\_  
August 24th, 2024 7am-1pm  
Date(s) of Event: \_\_\_\_\_ Time(s) of Event: \_\_\_\_\_  
8182 Alyssa Drive  
Applicant Address: \_\_\_\_\_ Suite or Apt #: \_\_\_\_\_  
Brighton MI 48116  
Applicant City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Courtney Smotherman  
Contact Person (present during use): \_\_\_\_\_  
Applicant  
Contact's Affiliation with Applicant: \_\_\_\_\_  
810-360-5067 courtney.smotherman@hotmail.com  
Contact's Phone: \_\_\_\_\_ Contact's E-Mail: \_\_\_\_\_  
Brenden Smotherman  
Event Co-applicant, if any: \_\_\_\_\_  
All Co-applicants must also sign all applications and waivers. Husband  
Co-applicant relationship to Applicant: \_\_\_\_\_  
248-459-8481  
Co-applicant's phone: \_\_\_\_\_

#### Insurance Information:

will provide insurance through Hemlock Insurance prior to race day ✓  
Insurance Carrier: \_\_\_\_\_  
Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy.  
Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Limit of General Liability: \_\_\_\_\_ Occurrence \_\_\_\_\_ Aggregate \_\_\_\_\_  
Umbrella Coverage Limit (if any): \_\_\_\_\_ Occurrence \_\_\_\_\_ Aggregate \_\_\_\_\_



**Event Description:** *(any information that doesn't pertain to your event please indicate not applicable)*

The event is called Jogging for Jake and it is a 5k (run or walk)

Please describe the event you propose to host:  
with the goal of raising money for charity

Total Number of participants/spectators/guests anticipated during event: 75

Average of participants/spectators/guests anticipated at any given time: 75

Starting from Merrill field to lakeland

Site of Proposed Event; include all areas of the parklands that will be used:

trail, heading west for 1.5 miles and turning around and finishing back at Merrill field.

-Pavilion in  
West Park

The racers will not cross any major roads during this race.

*Include site plan drawing reflecting all areas of the Township Park and recreational facilities the event will effect*

Will there be camping and trailer facilities? If so, are overnight stays anticipated: No

Number of Volunteers: 3 Are Volunteers trained?: No

*Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: Yes

If so, please indicate locations:

Potential for one small tent to be set up next to the picnic shelter for registration

*Under no circumstances are tent stakes to be driven into asphalt surfaces. Tent locations must be pre-approved.*

\$ 30

Will admission be charged? If so, how much:

Parking fee charged? If so, how much: No Valet service available? No

Will Food/Beverages be served? If so, types of food and name of persons serving:

Post race snacks that are pre-packaged will be served (water, bananas, granola bars etc)

*For anything other than pre-packaged foods, Concession Application, Health Department License and Products Liability coverage is required.*

Will there be Fireworks or any other pyrotechnic display? If so, describe: No

*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*

Will there be any animals present? If so, describe: No

*Pets are not allowed in Parkland during events. Service Dogs are allowed with proper certification.*

Will there be Amusement rides or games? If so, describe: No

*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*



Will there be a need for vehicles to be used on Township grounds? If so, describe: \_\_\_\_\_

*Personal vehicles require proof of Auto Liability based on the description of use and areas needing to be accessed during event.*

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so,  
No  
describe: \_\_\_\_\_

*Hamburg Township reserves the right to require private security and/or emergency responders be present during any event.*

None

Specific services required from the Township, if any: \_\_\_\_\_

Other information regarding your event that you feel may be helpful: \_\_\_\_\_

## Organized Sports and/or Sporting Events:

Please indicate type of sports event: ☐ Regular Season (Games/Practices) ☐ Sports Tournament ☒ Other

If Tournament or other event, complete Event Description on Page 2 and provide additional details, if any:

## Release of Liability & Indemnification Agreement

*The approval of this park use request is contingent upon receipt of all requested information, review process of the Hamburg Township Parks & Recreation Committee, and approval of the Hamburg Township Board. The applicant may be required to provide additional information as is deemed necessary by the Parks & Recreation Committee and/or Township Board, and may be required to meet with the Parks Administrator and/or Parks Coordinator to supply additional information or to answer questions. If the Park Use Application is received less than 60 days prior to the requested event date, the Parks & recreation Committee and Township Board may process the application, however, the application fee may be increased in an amount to be determined by the Parks & Recreation Committee and/or the Township Board.*

The undersigned acknowledges that he/she/they are authorized to sign this application on behalf of the applicant and that he/she/they have received a copy of all documents relating to the use of the park and recreational facilities including the Hamburg Township Park Facility Use Policy Rules and Regulations.



In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract.

The Applicant covenants and agrees that it will have a representative on the premises at all times to monitor the set-up, use and tear-down of the use and all activities related to thereto and under no circumstances shall the use of the park be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees.

Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition.

**Personal Property Damage Claims:** The applicant hereby releases Hamburg Township, Its elected and appointed officials, employees and volunteers, and others working behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant by way of subrogation or otherwise, for any loss or damage to applicant's property resulting from any incident, except damages resulting from the gross negligence of the Township, as it relates to the activities and uses contemplated by the application. It is understood by the applicant that all private property kept, stored or maintained in and on the Hamburg Township Park and recreational facilities shall be so kept, stored or maintained at the risk of the Applicant.

Initials: CS

**Public Health & Safety:** The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance<sup>3</sup> with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: CS

Applicant's Signature: Courtney Motherman Date: 2-2-24

Co-applicant's Signature: [Signature] Date: 2/2/24

Parks Coordinator: [Signature] Date: 2/2/24

### For office use only

Comments: Put on Blockout list

Meeting Approval Dates: 2/2/24 Parks & Recreation N/A Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one) ☒ Approved ☐ Denied

Hamburg Township Representative: \_\_\_\_\_

**TO:** Hamburg Township Board of Trustees

**FROM:** Deby Henneman, Township Coordinator

**DATE:** February 21, 2024

**AGENDA ITEM TOPIC:** Parks & Rec – Heritage Vintage Market – September 29, 2024 – 10AM-4PM

Number of Supporting Documents: **1 Park Use Application**

### **Requested Action**

Approval of the Park Use request for the Heritage Vintage Market Event to be held on September 29, 2024 as outlined in their application and as recommended by the Parks & Recreation Committee, with a Low Hazard level as set by the Public Safety Committee at their meeting held February 7, 2024.

Approval should be contingent upon the following:

- All required paperwork being submitted to the satisfaction of the Clerk's office
- A pre-event meeting with Public Safety no less than 2 weeks prior to the event
- Setup shall start no earlier than 3PM on Sept 28, 2024
- Installation of informational, directional, and/or safety signage is allowed in areas outlined in the Park Use Policy, and may be administratively approved

### **Background**

Motion by Parks & Recreation Committee was made at their meeting on January 23, 2024 as follows:

**Motion by Dolan, supported by Michniewicz, to recommend approval of the Park Use Application for Heritage Vintage Market, for the 2024 Heritage Vintage Market, to be held on Sunday, September 29, 2024, with set-up allowed after 3:00 p.m. on Saturday, September 28, 2024, based on the application dated 11/20/23, contingent on Public Safety setting the hazard level with a notation that last year's event was reduced to a Low Hazard and there were no issues, that the Fire Marshal arrange the food truck inspections, and that the Clerk's Office be given all required paperwork and documentation to their satisfaction.**

**VOICE VOTE: Ayes: 4 (Auxier Absent)**

**MOTION CARRIED**

Motion by Public Safety Committee was made at their meeting on February 7, 2024 as follows:

**Motion by Hohl, second by Hughes, for a low hazard level.**

**Passed unanimously**

**Additional Details**

- Public Safety Committee review done – Low Hazard set based on past experience with applicant
- This use will cause the need for BLACKOUT DATES EP – September 29, 2024 (10AM-4PM)
- Park Fees for this user will be \$750.00 per day, incl a \$500 non-refundable hold-the-date deposit
- Public Safety Fees for this user will be \$0 per day for 0 public safety personnel
- Use will not require dumpster, and minimal portable toilet costs TBD

**Attachments**

- Park Use Application with detailed proposal and sign sample





## Hamburg Township Manly Bennett Park

P.O. Box 157  
10405 Merrill Road  
Hamburg, Michigan 48139-015  
(810) 231-1000 Office X-218  
(810) 231-4295 Fax

Item 27.

### Park Use Application

### And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

#### Applicant Information:

Event Sponsor (or name if family or individual use): Heritage Vintage Market

Name of Event: TBD September 2024

Type of Event: Vintage Market Park Use Category #: 4 - Event Use

Applicant Name: Shari Blackburn Joseph Pedrotti

Date(s) of Event: 09/22/2024 29 Time(s) of Event: 10am-4pm

Applicant Address: 9040 Farley Rd Suite or Apt #: \_\_\_\_\_

Applicant City: Pinckney State: Mi Zip: 48169

Contact Person (present during use): Shari Blackburn or Joe Pedrotti

Contact's Affiliation with Applicant: \_\_\_\_\_

Contact's Phone: 8103088398 Contact's E-Mail: heritagehomeaccens@gmail.com

Event Co-applicant, if any: \_\_\_\_\_

All Co-applicants must also sign all applications and waivers.

Co-applicant relationship to Applicant: Husband Joe Pedrotti

Co-applicant's phone: 8108446888

#### Insurance Information:

Insurance Carrier: Heartland Insurance

Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy.

Policy #: B177075 Expiration Date: 12/2/2024

Limit of General Liability: 2.000.000 Occurrence 2.000.000 Aggregate

Umbrella Coverage Limit (if any): 1.000.000 Occurrence 1.000.000 Aggregate



**Event Description:** *(any information that doesn't pertain to your event please indicate not applicable)*Please describe the event you propose to host: Vintage Market hosting 125+ vendors and food trucks\* Signage requested also on site as well as trailheads & merrill corner.Total Number of participants/spectators/guests anticipated during event: 1500Average of participants/spectators/guests anticipated at any given time: 200+-Site of Proposed Event; include all areas of the parklands that will be used: Same areas as our event Sept 10th2023 to include to area with irrigation using tents with weights for hold down only -advised nostakes allowed in this area/also no vehicles*Include site plan drawing reflecting all areas of the Township Park and recreational facilities the event will effect*Will there be camping and trailer facilities? If so, are overnight stays anticipated: noNumber of Volunteers: no

Are Volunteers trained?: \_\_\_\_\_

*Please attach copy of Volunteer Handbook if applicable*Will tents be used?: yesIf so, please indicate locations: Same areas as our event S2023 to include to area with irrigation using tents with weights for hold down only*Under no circumstances are tent stakes to be driven into asphalt surfaces. Tent locations must be pre-approved.*Will admission be charged? If so, how much: 4.00Parking fee charged? If so, how much: 0Valet service available? no but we will haveWill Food/Beverages be served? If so, types of food and name of persons serving: yes Food Trucks*For anything other than pre-packaged foods, Concession Application, Health Department License and Products Liability coverage is required.*Will there be Fireworks or any other pyrotechnic display? If so, describe: no*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*Will there be any animals present? If so, describe: Service Dogs ONLY*Pets are not allowed in Parkland during events. Service Dogs are allowed with proper certification.*Will there be Amusement rides or games? If so, describe: Kids Bounce House*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*



Will there be a need for vehicles to be used on Township grounds? If so, describe: Standard size Trucks at Item 27.  
for unloading and loading of products but not during public open hours.

*Personal vehicles require proof of Auto Liability based on the description of use and areas needing to be accessed during event.*

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, describe: no

*Hamburg Township reserves the right to require private security and/or emergency responders be present during any event.*

Specific services required from the Township, if any: N/A

Other information regarding your event that you feel may be helpful: we would need limited access to the park area on 9/21 for limited setup and layout

## Organized Sports and/or Sporting Events:

Please indicate type of sports event: ☐ Regular Season (Games/Practices) ☐ Sports Tournament ☐ Other

If Tournament or other event, complete Event Description on Page 2 and provide additional details, if any:

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## Release of Liability & Indemnification Agreement

*The approval of this park use request is contingent upon receipt of all requested information, review process of the Hamburg Township Parks & Recreation Committee, and approval of the Hamburg Township Board. The applicant may be required to provide additional information as is deemed necessary by the Parks & Recreation Committee and/or Township Board, and may be required to meet with the Parks Administrator and/or Parks Coordinator to supply additional information or to answer questions. If the Park Use Application is received less than 60 days prior to the requested event date, the Parks & recreation Committee and Township Board may process the application, however, the application fee may be increased in an amount to be determined by the Parks & Recreation Committee and/or the Township Board.*

The undersigned acknowledges that he/she/they are authorized to sign this application on behalf of the applicant and that he/she/they have received a copy of all documents relating to the use of the park and recreational facilities including the Hamburg Township Park Facility Use Policy Rules and Regulations.



In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract.

The Applicant covenants and agrees that it will have a representative on the premises at all times to monitor the set-up, use and tear-down of the use and all activities related to thereto and under no circumstances shall the use of the park be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees.

Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition.

**Personal Property Damage Claims:** The applicant hereby releases Hamburg Township, Its elected and appointed officials, employees and volunteers, and others working behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant by way of subrogation or otherwise, for any loss or damage to applicant's property resulting from any incident, except damages resulting from the gross negligence of the Township, as it relates to the activities and uses contemplated by the application. It is understood by the applicant that all private property kept, stored or maintained in and on the Hamburg Township Park and recreational facilities shall be so kept, stored or maintained at the risk of the Applicant.

Initials: SLB

**Public Health & Safety:** The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance<sup>3</sup> with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: SLB

Applicant's Signature: Shari Blackburn Date: 11/30/23

Co- applicant's Signature: Joe Pedrotti Date: 11/30/23

Parks Coordinator: [Signature] Date: 12-1-23

\*  
See sign sample  
2023 was medium hazard with public safety  
fees waived. Portable toilets 400.00 could  
have used less units or perhaps extra cleaning  
of cars.

For office use only

Comments:

2/7/24 Assigned Low Hazard by Public Safety  
Meeting Approval Dates: 1/23/24 Parks & Recreation 2/7/24 Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one)



Approved



Denied

Hamburg Township Representative: \_\_\_\_\_





# *Good Ol' Days Fall Fest*

*Presented By*

# Heritage Vintage Market

**September 10th 11am-4pm**

100+ Crafters, Vendors and Food

Hay Rides, Kids Bounce House

Dancing Witches

**Manly W. Bennett Park**

**10405 Merrill Rd.**

**Whitmore Lake MI, 48189**



**Vendor Opportunities at [www.oldeheritagemarket.com](http://www.oldeheritagemarket.com)**