



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

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

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, July 02, 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. 6.18.24 Regular Meeting Minutes
2. Bills List 7.2.24

APPROVAL OF THE AGENDA

UNFINISHED BUSINESS

3. Administrative Fee Schedule 2nd Reading & Adoption – 24.25 FY Update

CURRENT BUSINESS

4. Police Officer Hiring Process
5. Purchase of Fire MCTs
6. Purchase of Fire UTV Skids
7. Fire Station 11 Parking Lot
8. Parking Lot Replacement Project
9. Independent Contractor Agreement
10. Re-purpose of Cemetery Niche
11. Road Millage Reduction

CALL TO THE PUBLIC

BOARD COMMENTS

ADJOURNMENT



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P.O. Box 157
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Supervisor Pat Hohl **Clerk** Mike Dolan **Treasurer** Jason Negri **Trustees** Bill Hahn, Patricia Hughes, Chuck Menzies, Cindy Michniewicz

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, June 18, 2024 at 7:00 PM
Hamburg Township Hall Board Room

MINUTES

CALL TO ORDER

The meeting was called to order at 7:00 pm.

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

PRESENT

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

CALL TO THE PUBLIC

A call was made to the public.

Brandy Harvey, 6541 Woodland Grove, spoke concerning the variance of dock length extending into the Huron River in Hiawatha Beach Subdivision. ZBA 22-0006

Thomas Harper, 6510 Riverdale, would like the docks removed from the park.

Patricia Bragg, 6397 Riverdale, is concerned with how much of the river is blocked with dock and boats.

CONSENT AGENDA

Motion by Menzies, seconded by Hughes, to approve the consent agenda as presented.

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

1. Township Coordinator - Community Clean Up - 2024 Event Final Report
2. 2-5-24 10:00 Election Commission Committee Minutes
3. 6-4-24 1:30 Township Board Work-Study Session Minutes
4. 6-4-24 2:00 Board of Trustees Special Meeting - Budget Public Hearing Minutes
5. 6-4-24 2:30 Board of Trustees Regular Meeting Minutes
6. 6-7-24 9:00 Board of Trustees Special Meeting - Accounting & Benefits Coordinator Position Hiring Minutes
7. Approved MUC Minutes - May 8, 2024
8. DPW Monthly Report - May 2024
9. Public Safety Monthly Report May 2024
10. Bills List 06.18.24

APPROVAL OF THE AGENDA

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

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

UNFINISHED BUSINESS

11. Employee Evaluation Review form changes
Motion by Hohl, Seconded by Negri, to accept and direct all department heads, other than Public Safety, to use the form submitted in the packet to perform all future reviews.
Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes
Voting Nay: Hahn
12. Compensation resolutions FY 24/25
Motion by Negri, Seconded by Michniewicz, to approve the Clerk's salary resolution, with an amendment to the resolution stating salary includes statutory and board assigned duties.
Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes
Motion by Dolan, Seconded by Negri, to approve the Supervisor's salary resolution, with an amendment to the resolution stating salary includes statutory and board assigned duties.
Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes
Motion by Hohl, Seconded by Michniewicz, to approve the Treasurer's salary resolution.
Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes
Motion by Hohl, Seconded by Negri, to approve the Trustee's salary resolution.
Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes
Motion by Hohl, Seconded by Negri, to approve the Staff and Board Member's salary resolution.
Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes
13. Sewer rate adjustment and allocation FY 24/25
Motion by Hohl, Seconded by Hahn, to make the adjustment to the sewer O&M rate to \$167.00 with a \$5.00 late fee for the upcoming fiscal year.

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

14. Adoption of FY 24/25 Budget

Motion by Hughes, Seconded by Hahn, to move the resolution to adopt the upcoming fiscal year 2024/2025 budget.

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

CURRENT BUSINESS

15. Budget Amendments FY 23/24

Motion by Dolan, Seconded by Menzies, to approve the budget amendments as presented with the correction to the special projects fire fund to reflect a positive number instead of a negative.

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

16. Public Safety Department Update

Motion by Hohl, Seconded by Menzies, to receive and file the Public Safety Department Update.

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

17. Finance Control Book - Jan 2024

Motion by Negri, Seconded by Hughes, to receive, file and publish the January 2024 Finance Control Book.

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

18. Finance Control Book - Feb 2024

Motion by Negri, Seconded by Hahn, to receive, file and publish the February 2024 Finance Control Book.

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

19. Opioid litigation - Kroger Settlement Agreement

Motion by Negri, Seconded by Hohl, to move the resolution for Hamburg Township to participate in the Opioid Settlement Agreement with the Kroger Corporation.

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

20. Park & Recreation Bylaw Change – Recommended 6/4/24

Motion by Dolan, Seconded by Hohl, approve the updated version of the Hamburg Township's Parks and Recreation Committee by-laws, rules and procedures.

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

21. Parks & Rec - Village Trailhead Improvement Project - Story Walk MOU & Parking Lot Extension/Path

Motion by Dolan, Seconded by Michniewicz, to approve the gravel expansion of the parking lot and trail system to make it ADA compliant, not to exceed \$20,000.00 with Pinckney Excavating and to authorize the Supervisor to sign the Great Start collaborative for the Story Walk MOU.

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

22. MMRMA Coverage Proposal FY 2024/2025
Motion by Dolan, Seconded by Hughes, to approve the insurance renewal with MMRMA for the 2024/2025 fiscal year.
Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes
23. 2024 MERS HCSP contribution
Motion by Hohl, Seconded by Hughes, to direct Michelle Delancey to process and forward to MERS, the payment of \$104,000.00 for the retiree health care section 115 savings trust, per the Police Department contract.
Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes
24. Pump Station Air Injection System
Motion by Dolan, Seconded by Hohl, to approve the purchase from Link Utility Technologies for 2 wet well injection systems, at a cost up to \$29,000.00, to be purchased with 2024/2025 funds.
Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes
25. Roof Replacements
Motion by Hohl, Seconded by Michniewicz, to authorize WeatherSeal Home Improvements as outlined in Tony Randazzo's memo dated 6-12-24, to proceed with the storm damage repair at a cost of \$296,695.00, considering all but approximately \$40,000.00 of that will be paid for through our insurance, MMRMA. This includes using the Landmark Pro shingles.
Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes
26. EGLE PFAS Grant Award
Motion by Michniewicz, Seconded by Menzies, to accept the EGLE PFAS Grant Award of \$115,131.00 to conduct PFAS ground water testing and direct the agreement to be signed with EGLE.
Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes
27. Mower Request
Motion by Hohl, Seconded by Negri, to approve the recommendation by Tony Randazzo to purchase the Land Pride AFM4216-1531 bat-wing mower from Boullion Sales at a net price of \$14,536.00, which includes the trade-in of \$9,100.00.
Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes
28. Grinder Pump Station Price Increase Recommendation
Motion by Hohl, Seconded by Hahn, for the board to adopt the new price for Simplex grinder pumps of \$5,790.00 and \$9,465.00 for duplex grinder pumps on all inventory in stock.
Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes
29. Murie Glen Development – Request for Pre-Paid Sewer Tap Refund
Motion by Hohl, Seconded by Hahn, to direct Accounting to provide the refund of \$127,500.00 to Big Sky Development as requested and documented in tonight's board packet.
Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes

30. ZBA & Planning Commission Appointments

Motion by Hohl, Seconded by Michniewicz, recommending the reappointment of Ron Muir and John Hamlin to a 3 year term on the Planning Commission, beginning July 1, 2024 and ending June 30, 2027. Supervisor Hohl also recommends Bill Russell, Bill Rill and Brian Ignatowski for reappointment to a 3 year term on the ZBA, beginning July 1, 2024 and ending June 30, 2027.

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

CALL TO THE PUBLIC

Patricia Bragg, 6397 Riverdale, wanted to add that the docks projecting out into the river pose a safety hazard and liability.

BOARD COMMENTS

Supervisor Hohl commented on the Board's work over the past year.

ADJOURNMENT

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

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

The meeting was adjourned at 8:20 pm.

Respectfully submitted,



Jennifer Daniels
Recording Secretary



Mike Dolan
Township Clerk

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
A2ZLWNSERV 77606	A2Z LAWN SERVICES, LLC 2531 JACKSON AVE SUITE 336 ANN ARBOR MI, 48103	06/28/2024 07/03/2024 / / 07/03/2024	2323 0.0000	GEN N N Y	CEMETERY MOWING/TRIMMING BLOWING JUN	 4,020.00 0.00 4,020.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-567.000-801.000	CONTRACTUAL SERVICES	4,020.00
VENDOR TOTAL:		4,020.00

ADVANCAUTO 77607	ADVANCE AUTO PARTS P.O. BOX 404875 ATLANTA GA, 30384-4875	06/28/2024 07/03/2024 / / 07/03/2024	2749-510313 0.0000	GEN N N Y	DPW BATTERY	 158.03 0.00 158.03
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-931.000	EQUIPMENT MAINT/REPAIR	158.03
VENDOR TOTAL:		158.03

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 77615	ADVANCED WATER TREATMENT, INC. PO BOX 339 HAMBURG MI, 48139	06/28/2024 07/03/2024 / / 07/03/2024	19306990 0.0000	GEN N N N	FD/DPW/TWP BOTTLED WATER 06/30/2023	 47.92 0.00 47.92

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	5.99
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	11.98
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	29.95
		47.92

ADVANCED02 77616	ADVANCED WATER TREATMENT, INC. PO BOX 339 HAMBURG MI, 48139	06/28/2024 07/03/2024 / / 07/03/2024	19965938 0.0000	GEN N N N	DPW/B&G/TWP/WWTP COOLER RENTAL 08/30	 28.00 0.00 28.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	14.00
101-265.000-752.000	SUPPLIES & SMALL EQUIPMENT	7.00
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	7.00
		28.00

ADVANCED02 77617	ADVANCED WATER TREATMENT, INC. PO BOX 339 HAMBURG MI, 48139	06/28/2024 07/03/2024 / / 07/03/2024	20919263 0.0000	GEN N N N	B&G/FD COOLER RENTAL 11/20/2023	 7.00 0.00 7.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-752.000	SUPPLIES & SMALL EQUIPMENT	7.00
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	7.00
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	(7.00)
		7.00

ADVANCED02 77618	ADVANCED WATER TREATMENT, INC. PO BOX 339 HAMBURG MI, 48139	06/28/2024 07/03/2024 / / 07/03/2024	21816745 0.0000	GEN N N N	TWP COOLER RENTAL 02/20/2024	 7.00 0.00 7.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
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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		

101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT				7.00	
ADVANCED02	ADVANCED WATER TREATMENT, INC.	06/28/2024	23961194	GEN	B&G BOTTLED WATER (3) 04/24/2024	
77619	PO BOX 339	07/03/2024		N		17.97
	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		07/03/2024		N		17.97

Open

GL NUMBER		DESCRIPTION		AMOUNT	
101-265.000-752.000		SUPPLIES & SMALL EQUIPMENT		17.97	
ADVANCED02	ADVANCED WATER TREATMENT, INC.	06/28/2024	24729017	GEN	PD BOTTLED WATER (10) 05/30/24
77621	PO BOX 339	07/03/2024		N	59.90
	HAMBURG MI, 48139	/ /	0.0000	N	0.00
		07/03/2024		N	59.90

Open

GL NUMBER		DESCRIPTION		AMOUNT	
207-000.000-752.000		SUPPLIES & SMALL EQUIPMENT		59.90	
ADVANCED02	ADVANCED WATER TREATMENT, INC.	06/28/2024	25002406	GEN	FD#11 BOTTLED WATER(3)
77614	PO BOX 339	07/03/2024		N	17.97
	HAMBURG MI, 48139	/ /	0.0000	N	0.00
		07/03/2024		N	17.97

Open

GL NUMBER		DESCRIPTION		AMOUNT	
206-000.000-752.000		SUPPLIES & SMALL EQUIPMENT		17.97	
ADVANCED02	ADVANCED WATER TREATMENT, INC.	06/28/2024	25009465	GEN	FD#12 BOTTLED WATER (7)
77613	PO BOX 339	07/03/2024		N	41.93
	HAMBURG MI, 48139	/ /	0.0000	N	0.00
		07/03/2024		N	41.93

Open

GL NUMBER		DESCRIPTION		AMOUNT	
206-000.000-752.000		SUPPLIES & SMALL EQUIPMENT		41.93	
ADVANCED02	ADVANCED WATER TREATMENT, INC.	06/28/2024	25010229	GEN	PD BOTTLED WATER (1)
77611	PO BOX 339	07/03/2024		N	5.99
	HAMBURG MI, 48139	/ /	0.0000	N	0.00
		07/03/2024		N	5.99

Open

DB: Hamburg

UNJOURNALIZED OPEN

Page: 4/21

Item 2.

Vendor Code	Vendor name
Ref #	Address
	City/State/Zip

Post Date	Invoice
CK Run Date	PO
Disc. Date	Disc. %
Due Date	

Bank	Invoice	Description
Hold		
Sep CK		
1099		

Gross Amount
Discount
Net Amount

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	5.99

ADVANCED02	ADVANCED WATER TREATMENT, INC.	06/28/2024	25010482	GEN	TWP BOTTLED WATER (6)	
77612	PO BOX 339	07/03/2024		N		35.94
	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		07/03/2024		N		35.94

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	35.94

ADVANCED02	ADVANCED WATER TREATMENT, INC.	06/28/2024	25076653	GEN	DPW COOLER RENTAL	
77610	PO BOX 339	07/03/2024		N		7.00
	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		07/03/2024		N		7.00

Open

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

ADVANCED02	ADVANCED WATER TREATMENT, INC.	06/28/2024	25077477	GEN	TWP COOLER RENTAL	
77608	PO BOX 339	07/03/2024		N		7.00
	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		07/03/2024		N		7.00

Open

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

ADVANCED02	ADVANCED WATER TREATMENT, INC.	06/28/2024	25083860	GEN	B&G COOLER RENTAL	
77609	PO BOX 339	07/03/2024		N		7.00
	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		07/03/2024		N		7.00

Open

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

VENDOR TOTAL:

290.62

07/02/2024 08:33 AM
User: MarcyM
DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES
EXP CHECK RUN DATES 07/02/2024 - 07/03/2024
UNJOURNALIZED OPEN
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Item 2.

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		
AFLACAME01	AFLAC - AMERICAN FAMILY LIFE	06/28/2024	497591	GEN	BN423 JUNE	
77622	WORLDWIDE HEADQUARTERS	07/03/2024		N		368.40
	1932 WYNNTON ROAD					
	COLUMBUS GA, 31999-0001	/ /	0.0000	N		0.00
		07/03/2024		N		368.40

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-231.410	DUE TO AFLAC (BIWEEKLY)	368.40

VENDOR TOTAL: 368.40

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 77624	AMERICAN UNITED LIFE INSURANCE AMERICAN UNITED LIFE INSURANCE 5870 RELIABLE PARKWAY CHICAGO IL, 60686-0058	06/28/2024 07/03/2024 / / 07/03/2024	07012024 0.0000	GEN N N N	G 00617291-0001-000 07/01/24-07/31/	 2,253.00 0.00 2,253.00

Open

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

VENDOR TOTAL:

2,253.00

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
AMERICANVO 77623	AMERICAN UNITED LIFE INSURANCE COMP 5870 RELIABLE PARKWAY CHICAGO IL, 60686-0058	06/28/2024 07/03/2024 / / 07/03/2024	07012024 0.0000	GEN N N N	G 00617291-0002-000 07/01/24-07/31/2	 670.76 0.00 670.76

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-231.420	VOL. LIFE INSURANCE	670.76

VENDOR TOTAL:

670.76

ANNARBORTW 77625	ANN ARBOR TOWNSHIP FIRE DEPARTMENT 4319 GOSS RD ANN ARBOR MI, 48105	06/28/2024 07/03/2024 / / 07/03/2024	24-010 20240278 0.0000	GEN N N N	FD - FIRE INSTRUCTOR TRAINING, ACUFF	 400.00 0.00 400.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-916.000	FIRE INSTRUCTOR TRAINING 06.02 - 16.24	400.00	400.00

VENDOR TOTAL:

400.00

BLUEWATERA 77626	BLUE WATER AQUATICS 1944 HOWLAND BLVD. WHITE LAKE MI, 48386	06/28/2024 07/03/2024 / / 07/03/2024	231126 0.0000	GEN N N Y	SHAN-GRI-LA LAKE TREAMENT SAD-2023/2	 3,910.00 0.00 3,910.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
286-000.000-803.000	AQUATIC WEED CONTROL	3,910.00

VENDOR TOTAL:

3,910.00

C&ECONTR01 77627	C & E CONSTRUCTION CO., INC. P.O. BOX 1359 HIGHLAND MI, 48357	06/28/2024 07/03/2024 / / 07/03/2024	2964 0.0000	GEN N N N	DPW GRINDER PUMPR REPLACEMENT 8243 H	 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:

5,139.75

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
CARQUEST01 77584	CARQUEST AUTO PARTS P.O. BOX 404875 ATLANTA GA, 30384-4875	06/21/2024 07/02/2024 / / 07/02/2024	217131 0.0000	GEN N N Y	03/14/24-05/17/24	 485.77 0.00 485.77

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-932.000	VEHICLE MAINTENANCE	266.81
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	128.67
590-537.000-931.000	EQUIPMENT MAINT/REPAIR	14.71
590-527.000-931.000	EQUIPMENT MAINT/REPAIR	75.58
		485.77

VENDOR TOTAL: 485.77

CHARTERC01 77646	CHARTER COMMUNICATIONS PO BOX 94188 PALATINE IL, 60094-4188	06/28/2024 07/03/2024 / / 07/03/2024	0103913062224 0.0000	GEN N N N	SEN CTR 06/22-07/21/24	 291.48 0.00 291.48
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Open

GL NUMBER	DESCRIPTION	AMOUNT
208-820.000-853.000	PHONE/COMM/INTERNET	291.48

VENDOR TOTAL: 291.48

CHLORIDESO 77628	CHLORIDE SOLUTIONS, LLC 672 N. M-52 WEBBERVILLE MI, 48892	06/28/2024 07/03/2024 / / 07/03/2024	MI100643 0.0000	GEN N N Y	DUST CONTROL 06/17-06/18-06/19	 7,434.26 0.00 7,434.26
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Open

GL NUMBER	DESCRIPTION	AMOUNT
204-000.000-805.000	CHLORIDING	7,434.26

VENDOR TOTAL: 7,434.26

07/02/2024 08:33 AM		INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES				Page: 9/21		Item 2.
User: MarcyM		EXP CHECK RUN DATES 07/02/2024 - 07/03/2024						
DB: Hamburg		UNJOURNALIZED OPEN						
		BANK CODE: GEN - CHECK TYPE: PAPER CHECK						
Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description			
Ref #	Address	CK Run Date	PO	Hold				
	City/State/Zip	Disc. Date	Disc. %	Sep CK				
		Due Date		1099				
COLONIALIF	COLONIAL LIFE	06/28/2024	43620670606158	GEN	E4362067 JUNE 6,20			
77629	PREMIUM PROCESSING	07/03/2024		N		329.84		
	P.O. BOX 903							
	COLUMBIA SC, 29202-0903	/ /	0.0000	N		0.00		
		07/03/2024		N		329.84		
Open								
GL NUMBER		DESCRIPTION			AMOUNT			
101-000.000-231.400		DUE TO COLONIAL LIFE			329.84			
						VENDOR TOTAL:		329.84
CORRIGAN01	CORRIGAN TOWING	06/28/2024	8101212-IN	GEN	DYED ULTRA LOW SULFER #2 168.60 GAL			
77630	775 N. SECOND STREET	07/03/2024		N		456.40		
	BRIGHTON MI, 48116	/ /	0.0000	N		0.00		
		07/03/2024		N		456.40		
Open								
GL NUMBER		DESCRIPTION			AMOUNT			
101-265.000-758.000		DIESEL FUEL			228.20			
208-751.000-758.000		DIESEL FUEL			228.20			
						456.40		
						VENDOR TOTAL:		456.40
CUSTTOOL01	CUSTOM TOOL & MACHINE	06/21/2024	3069	GEN	E-ONE CASTINGS(9) MOTOR WINDINGS(6)			
77585	603 E. WALNUT STREET	07/02/2024		N		4,185.00		
	OAKWOOD OH, 45873	/ /	0.0000	N		0.00		
		07/02/2024		Y		4,185.00		
Open								
GL NUMBER		DESCRIPTION			AMOUNT			
590-527.000-751.100		GRINDER PUMP PARTS			4,185.00			
						VENDOR TOTAL:		4,185.00

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
KNEPLEYDAN 77593	DANIEL KNEPLEY 11763 REBECCA LANE WHITMORE LAKE MI, 48189	06/21/2024 07/02/2024 / / 07/02/2024	06172024 0.0000	GEN N N N	FD REIMBURSE BOOT PURCHASE	 116.60 0.00 116.60

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-768.000	UNIFORMS/ACCESSORIES	116.60
VENDOR TOTAL:		116.60

JUNGCHRS01 77632	FIREWRENCH OF MICHIGAN 25840 JOHNS ROAD SOUTH LYON MI, 48178	06/28/2024 07/03/2024 / / 07/03/2024	1126 20240279 0.0000	GEN N N Y	FD - VEH MAINTENANCE FOR ENGINE 1	 1,217.40 0.00 1,217.40
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	ENGINE 1 REPAIRS & TRAVEL MILES	1,217.40	1,217.40
VENDOR TOTAL:		1,217.40	

PETTYSRC01 77640	HAMBURG TWP-SC-PETTY CASH ,	06/28/2024 07/03/2024 / / 07/03/2024	06/2724 0.0000	GEN N N N	SC REPLENISH ETTY CASH	 263.85 0.00 263.85
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Open

GL NUMBER	DESCRIPTION	AMOUNT
208-000.000-239.000	SENIOR CENTER DONATIONS	263.85
VENDOR TOTAL:		263.85

PETTYPOL01 77641	HAMBURG-PD PETTY CASH ,	06/28/2024 07/03/2024 / / 07/03/2024	06282024 0.0000	GEN N N N	PD REPLENISH PETTY CASH	 5.80 0.00 5.80
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Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-851.000	POSTAGE	5.80
VENDOR TOTAL:		5.80

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
HRNVLLYGUN 77587	HURON VALLEY GUNS, LLC 56477 GRAND RIVER AVE. NEW HUDSON MI, 48165	06/21/2024 07/02/2024 / / 07/02/2024	208946 20240273 0.0000	GEN N N Y	PD- UNIFORMS SGT PAUL	 27.99 0.00 27.99

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-768.000	LOGO EMBROIDERY	15.00	15.00
207-000.000-768.000	FLEXFIT CAP	12.99	12.99
		27.99	27.99
VENDOR TOTAL:			27.99

HUTSONINC1 77588	HUTSON, INC. 3915 TRACTOR DRIVE HOWELL MI, 48855	06/21/2024 07/02/2024 / / 07/02/2024	10472776 0.0000	GEN N N N	JOHN DEERE 2015 1575 SHAFT SEAL	 518.12 0.00 518.12
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-931.000	EQUIPMENT MAINT/REPAIR	518.12
VENDOR TOTAL:		518.12

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		

IMEG	IMEG CORP.	06/21/2024	23001935.00-10	GEN	PROF SERV THROUGH 05/21/24	ZANDER FL
77591	ATTN: ACCOUNTS RECEIVABLE	07/02/2024		N		500.86
	623 26TH AVE.					
	ROCK ISLAND IL, 61201	/ /	0.0000	N		0.00
		07/02/2024		Y		500.86

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-279.970	ZANDER SITE PLAN	500.86

IMEG	IMEG CORP.	06/21/2024	23007096.00-5	GEN	PROF SERV THROUGH 05/05/24	HAMBURG V
77589	ATTN: ACCOUNTS RECEIVABLE	07/02/2024		N		665.00
	623 26TH AVE.					
	ROCK ISLAND IL, 61201	/ /	0.0000	N		0.00
		07/02/2024		Y		665.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-279.978	HAMBURG VILLAGE TOWNHOMES	665.00

IMEG	IMEG CORP.	06/21/2024	24002543.00-1	GEN	PROF SERV THROUGH 05/05/24	LAKELAND
77590	ATTN: ACCOUNTS RECEIVABLE	07/02/2024		N		285.00
	623 26TH AVE.					
	ROCK ISLAND IL, 61201	/ /	0.0000	N		0.00
		07/02/2024		Y		285.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-279.987	THE CROSSINGS AT LAKELANDS TRAIL	285.00

VENDOR TOTAL:						1,450.86
INCLUSIONS	INCLUSION SOLUTIONS, LLC	06/21/2024	3926	GEN	4 STATION VOTING BOOTH	
77592	2000 GREENLEAF, SUITE 3	07/02/2024		N		5,308.25
	EVANSTON IL, 60202	/ /	0.0000	N		0.00
		07/02/2024		N		5,308.25

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-262.000-955.000	SUNDRY	5,308.25

07/02/2024 08:33 AM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

EXP CHECK RUN DATES 07/02/2024 - 07/03/2024

UNJOURNALIZED OPEN

BANK CODE: GEN - CHECK TYPE: PAPER CHECK

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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
STEWARTJES	JESS L. STEWART	06/28/2024	062524	GEN	FD REIMBURSE BOOTS	
77647	2201 SOSNA DR.	07/03/2024		N		150.00
	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		07/03/2024		N		150.00
Open						
GL NUMBER		DESCRIPTION			AMOUNT	
206-000.000-768.000		UNIFORMS/ACCESSORIES			150.00	
VENDOR TOTAL:						150.00
LAKELAND01	LAKELAND ACE HARDWARE, INC.	06/28/2024	05312024	GEN	MAY 2024	
77635	PO BOX 1000	07/03/2024		N		38.09
	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		07/03/2024		N		38.09
Open						
GL NUMBER		DESCRIPTION			AMOUNT	
590-527.000-752.000		SUPPLIES & SMALL EQUIPMENT			3.45	
590-527.000-752.000		SUPPLIES & SMALL EQUIPMENT			7.60	
590-527.000-752.000		SUPPLIES & SMALL EQUIPMENT			27.04	
						38.09
VENDOR TOTAL:						38.09
LIVINGST24	LIV. CO. MUNICIPAL CLERKS ASSOC.	06/28/2024	062624	GEN	ELECTIONS POLL WORKER PINS (120)	
77636	C/O JULIE DAILEY(OR CLERK)	07/03/2024		N		252.00
	2050 BRADLEY RD	/ /	0.0000	N		0.00
	WEBBERVILLE MI, 48892	07/03/2024		N		252.00
Open						
GL NUMBER		DESCRIPTION			AMOUNT	
101-262.000-955.000		SUNDRY			252.00	
VENDOR TOTAL:						252.00

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
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LIVINGST12 77596	LIVINGSTON COUNTY REGISTER OF DEEDS 200 E. GRAND RIVER AVE. SUITE 3 HOWELL MI, 48843	06/21/2024 07/02/2024 / / 07/02/2024	06192024 0.0000	GEN N Y N	EASEMENT GRANT BEHR	30.00 0.00 30.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-955.000	SUNDRY	30.00

LIVINGST12 77637	LIVINGSTON COUNTY REGISTER OF DEEDS 200 E. GRAND RIVER AVE. SUITE 3 HOWELL MI, 48843	06/28/2024 07/03/2024 / / 07/03/2024	062424 0.0000	GEN N Y N	EASEMENT GRANT RAU	30.00 0.00 30.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-955.000	SUNDRY	30.00

VENDOR TOTAL:

60.00

MALLORY SA 77597	MALLORY SAFETY AND SUPPLY PO BOX 2068 LONGVIEW WA, 98632	06/21/2024 07/02/2024 / / 07/02/2024	5924369 20240274 0.0000	GEN N N Y	FD - UNIFORM SHORTS	77.98 0.00 77.98
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	FD UNIFORM SHORTS	77.98	77.98

MALLORY SA 77638	MALLORY SAFETY AND SUPPLY PO BOX 2068 LONGVIEW WA, 98632	06/28/2024 07/03/2024 / / 07/03/2024	5927088 20240277 0.0000	GEN N N Y	FD - UNIFORM NAMEPLATES	50.00 0.00 50.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	UNIFORM NAMEPLATES	50.00	50.00

VENDOR TOTAL:

127.98

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
KUZNERM01 77594	MARY C. KUZNER P.O. BOX 1635 BRIGHTON MI, 48116	06/21/2024 07/02/2024 / / 07/02/2024	06202024 0.0000	GEN N N N	CLERK REIMBURSE MILEAGE MTA TRAINING	91.79 0.00 91.79

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215.000-861.000	MILEAGE	91.79
VENDOR TOTAL:		91.79

MIDTWN COLL	MID-TOWNE COLLISION, INC.	06/21/2024	2350-2401780	GEN	PD VEH REPAIR 2020 RAM 1500 DEDUCTIB	
77598	1870 DORR RD	07/02/2024	20240272	N		250.00
	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/02/2024		N		250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-932.000	2020 RAM 1500 VEH DEDUCTIBLE	250.00	250.00
VENDOR TOTAL:		250.00	

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
KIMBMDWEST 77602	MIDWEST MOTOR SUPPLY CO., INC. 4800 ROBERTS ROAD COLUMBUS OH, 43228	06/21/2024 07/02/2024 / / 07/02/2024	102314435 0.0000	GEN N N Y	DPW WIRE NUTE AND CONNECTORS	 370.54 0.00 370.54

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	130.69
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	239.85
		370.54

KIMBMDWEST 77603	MIDWEST MOTOR SUPPLY CO., INC. 4800 ROBERTS ROAD COLUMBUS OH, 43228	06/21/2024 07/02/2024 / / 07/02/2024	102323341 0.0000	GEN N N Y	DPW COMM GRADE TERM ASST	 239.85 0.00 239.85
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	239.85

KIMBMDWEST 77634	MIDWEST MOTOR SUPPLY CO., INC. 4800 ROBERTS ROAD COLUMBUS OH, 43228	06/28/2024 07/03/2024 / / 07/03/2024	102337868 0.0000	GEN N N Y	DPW ULTRA PROMAX BLACK (12) GRAY (12)	 317.60 0.00 317.60
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	317.60

KIMBMDWEST 77604	MIDWEST MOTOR SUPPLY CO., INC. 4800 ROBERTS ROAD COLUMBUS OH, 43228	06/21/2024 07/02/2024 / / 07/02/2024	102339645 0.0000	GEN N N Y	DPW CM RETURNED ITEM	 (130.69) 0.00 (130.69)
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	(130.69)

VENDOR TOTAL:					797.30
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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
PETTYFIR01 77639	PETTY CASH - FIRE FUND ,	06/28/2024 07/03/2024 / / 07/03/2024	062624 0.0000	GEN N N N	FD PETTY CASH-REPLENISH	 19.68 0.00 19.68

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-916.000	TRAINING	19.68
VENDOR TOTAL:		19.68

PINCAUTO01 77642	PINCKNEY AUTO WASH, LLC PO BOX 881 1090 E M-36 PINCKNEY MI, 48169	06/28/2024 07/03/2024 / / 07/03/2024	06262024 0.0000	GEN N N Y	AUTO WASH 05/01-05/31/24	 402.00 0.00 402.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-932.000	VEHICLE MAINTENANCE	330.00
206-000.000-932.000	VEHICLE MAINTENANCE	42.00
590-527.000-932.000	VEHICLE MAINTENANCE	30.00
		402.00
VENDOR TOTAL:		402.00

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		

PINCKNEY01	PINCKNEY CHRYSLER DODGE JEEP RAM	06/28/2024	CHCS380510	GEN	PD - OIL CHANGE 2020 DODGE TRUCK 150	
77643	PO BOX 109	07/03/2024	20240275	N		24.95
	1295 E-M6					
	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		07/03/2024		Y		24.95

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-932.000	VEHICLE MAINT	24.95	24.95

PINCKNEY01	PINCKNEY CHRYSLER DODGE JEEP RAM	06/28/2024	CHCS380571	GEN	PD - OIL CHANGE 2020 DODGE CHARGER 4	
77644	PO BOX 109	07/03/2024	20240276	N		24.95
	1295 E-M6					
	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		07/03/2024		Y		24.95

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-932.000	VEHICLE MAINT	24.95	24.95

VENDOR TOTAL:					49.90
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DUFFANYRIC	RICHARD DUFFANY	06/21/2024	06202024	GEN	REIMBURSE MEALS MACP SUMMER CONF	
77586		07/02/2024		N		70.60
	,	/ /	0.0000	N		0.00
		07/02/2024		N		70.60

Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-756.000	ACCREDITATION EXPENSES	70.60

VENDOR TOTAL:					70.60
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SIGNSTUFF1	SIGN STUFF, INC.	06/28/2024	24530	GEN	SIGNS FOR CHANGE OF HOURS	
77645	13604 MERRIMAN RD.	07/03/2024		N		1,438.00
	LIVONIA MI, 48150	/ /	0.0000	N		0.00
		07/03/2024		N		1,438.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-955.000	SUNDRY	1,438.00

VENDOR TOTAL:					1,438.00
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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
SPRINGFIEL 77599	SPRINGFIELD URGENT CARE PLLC 320 TOWN CENTER BLVD. STE. C-101 WHITE LAKE MI, 48386-2183	06/21/2024 07/02/2024 / / 07/02/2024	26449 0.0000	GEN N N N	ACCT 1374 MULTIPLE	 921.00 0.00 921.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215.000-955.000	GENEVIEVE NEGRI	144.00
101-215.000-955.000	CHERRI SCHULTZ	144.00
101-265.000-955.000	AUTIN AMES	144.00
590-527.000-843.000	MATTHEW PAVLIK	489.00
		921.00

VENDOR TOTAL:

921.00

LOCKESTEPH 77595	STEPHEN LOCKE ,	06/21/2024 07/02/2024 / / 07/02/2024	06182024 0.0000	GEN N N N	PD REIMBURSE MEALS/TRAVEL EXP TRAIN	 115.25 0.00 115.25
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Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-916.000	TRAINING	115.25

VENDOR TOTAL:

115.25

DEADMANSUE 77631	SUSAN DEADMAN 263 RED MAPLE LN. BRIGHTON MI, 48116	06/28/2024 07/03/2024 / / 07/03/2024	06252024 0.0000	GEN N N N	TREASURY REIMBURSE MILEAGE	 138.94 0.00 138.94
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253.000-861.000	MILEAGE	138.94

VENDOR TOTAL:

138.94

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INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

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EXP CHECK RUN DATES 07/02/2024 - 07/03/2024

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UNJOURNALIZED OPEN

Item 2.

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		
WALLACET01	TONY WALLACE	06/28/2024	06242024	GEN	PD REIMBURSE MEALS/FEES OTOA CONF	
77648		07/03/2024		N		90.68
	,	/ /	0.0000	N		0.00
		07/03/2024		N		90.68
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
207-000.000-916.000	TRAINING				90.68	
VENDOR TOTAL:						90.68
TRICOUNT01	TRI-COUNTY SUPPLY, INC.	06/21/2024	33482	GEN	B&G MOTOR INTAKE/HEPA FILTER/BELT DR	
77600	7109 DAN MCGUIRE DRIVE	07/02/2024		N		91.04
	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		07/02/2024		N		91.04
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
101-265.000-931.000	EQUIPMENT MAINT/REPAIR				91.04	
VENDOR TOTAL:						91.04
WCAASSESSG	WCA ASSESSING LLC	06/21/2024	61724	GEN	ASSESSING SERVICES JULY 2024	
77601	38110 N. EXECUTIVE #100	07/02/2024		N		28,346.00
	WESTLAND MI, 48185	/ /	0.0000	N		0.00
		07/02/2024		Y		28,346.00
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
101-257.000-801.000	CONTRACTUAL SERVICES				28,346.00	
VENDOR TOTAL:						28,346.00

07/02/2024 08:33 AM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

EXP CHECK RUN DATES 07/02/2024 - 07/03/2024

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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		
WONDERMARN	WONDERLAND MARINE WEST, INC.	06/28/2024	062324	GEN	PD GAS FOR BOAT 06.23.24	
77651	8789 MCGREGOR RD	07/03/2024	20240283	N		33.62
	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		07/03/2024		N		33.62
Open						
GL NUMBER		DESCRIPTION		AMOUNT	AMT RELIEVED	
207-000.000-759.000		BOAT FUEL		33.62	33.62	
WONDERMARN	WONDERLAND MARINE WEST, INC.	06/28/2024	IN018468	GEN	PD GAS FOR BOAT 06.21.24	
77649	8789 MCGREGOR RD	07/03/2024	20240282	N		32.27
	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		07/03/2024		N		32.27
Open						
GL NUMBER		DESCRIPTION		AMOUNT	AMT RELIEVED	
207-000.000-759.000		BOAT FUEL		32.27	32.27	
WONDERMARN	WONDERLAND MARINE WEST, INC.	06/28/2024	IN018542	GEN	PD GAS FOR BOAT 06.22.24	
77650	8789 MCGREGOR RD	07/03/2024	20240281	N		25.40
	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		07/03/2024		N		25.40
Open						
GL NUMBER		DESCRIPTION		AMOUNT	AMT RELIEVED	
207-000.000-759.000		BOAT FUEL		25.40	25.40	
VENDOR TOTAL:						91.29
TOTAL - ALL VENDORS:						72,843.72

TO: Township Board of Trustees

FROM: Deby Henneman, ADAC – Township Coordinator

DATE: June 19, 2024

AGENDA ITEM TOPIC: Administrative Fee Schedule 2nd Reading & Adoption – 24.25 FY Update

Number of Supporting Documents: **1 redline, 1 final version of schedule**

Requested Action

Second reading and adoption by Resolution of proposed updates/changes to Administrative Fee Schedule as part of the budgetary approval process for the 24/25 FY, effective immediately.

Background

All comments and recent fee changes have been incorporated into the final version of this document, which was reviewed by the Township Board at its first reading on April 16, 2024. This document will replace the current Part II, Township Appendices in its entirety which is located in the Hamburg Township Code of Ordinances.

Once adopted, these revisions will be sent to Municode for inclusion in Supplement #3 which is scheduled to be completed fall 2024.

Future updates will be submitted to the Accounting Director and Supervisor for inclusion in future budgetary processes.

Motion excerpt from 4/16/24 Township Board meeting:

Ordinances - Administrative Fee Schedule - First Reading of 24.25 FY Updates

Motion by Dolan, Seconded by Michniewicz, to acknowledge the first reading of the administrative fees schedule contained in our township ordinance.

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

Hamburg Township, (Livingston Co.), Michigan, Code of Ordinances
PART II TOWNSHIP APPENDICES

**PART II
TOWNSHIP APPENDICES**

Appendix A

HAMBURG TOWNSHIP ADMINISTRATIVE FEE SCHEDULE

ARTICLE I. IN GENERAL

Fees are ~~established~~approved by a resolution passed by the Hamburg Township Board of Trustees as part of their annual budgeting process. Fees for services regulated by State or Federal entities are charged according to their policies, ~~and are~~ included herein by reference. Fees may be changed at any time administratively, please confirm costs for services with referenced Department.

Secs. 1-1—1-19. Reserved.

ARTICLE II. SPECIFIC FEES

Sec. 1-20. Department of parks and recreation.

Prohibited activities: Alcoholic beverages, un-permitted fireworks, professional sporting events, pets during large events, or use of areas for dates and times listed as a "Blackout." All events/special uses must be proposed and permitted through a special approval process through the Hamburg Township Board. This process may require further permits and the submittal of specialty insurance naming Hamburg Township as Additional Insured.

Fee Type	Amount	Frequency	Comments
<i>Negotiated Contract</i>			
Parkland Sports—Partner Group <u>(list of partners pre-approved by Board)</u>	Seasonal Flat rate negotiated at time of application based on type of fields and maintenance required	Negotiated Contract will be on a per season basis and shall include maintenance specific to the requested covered area. <u>Schedule</u>	Spring use must be scheduled by 3/31 each year. After 4/1 calendar is open to the public. Fall <u>season</u> use schedule <u>is</u> due by 7/1.
<i>Sports - Hourly Rates</i>			

Parkland Sports— Hourly 2- Hour Rate – Resident	\$35.00	2-hour block/ /per field	Use must be scheduled. No pro-rating.
Event - Daily Rates			
Park Fees – Low Hazard – Partner/Resident	\$ 375.00	Per day/per area	Less than 1,000 people
Event Use—Low Hazard – Non-Partner/Resident	\$750.00	Per day/per area	Less than 1,000 people
Event Use—Medium Hazard – Partner/Resident	\$750.00	Per day/per area	1,000 – 2,500 people See Sec. 1-21. Public Safety for required additional charges
Event Use—Medium Hazard – Non-Partner/Resident	\$1,500.00	Per day/per area	1,000 – 2,500 people See Sec. 1-21. Public Safety for required additional charges
Event Use—High Hazard – Partner/Resident	\$1,250.00	Per day/per area	2,501 - 5,000 people See Sec. 1-21. Public Safety for required additional charges
Event Use—High Hazard – Non-Partner/Resident	\$2,500.00	Per day/per area	2,501 - 5,000 people See Sec. 1-21. Public Safety for required additional charges
Special Use – Event Proposal	TBD Rate established by motion of the Township Board.	Flat Rate negotiated or waived by the Township Board and which may be placed on the event calendar a BLACKOUT DATE, which prohibits regular users from fields in the area	Negotiated by the Township Board and may May warrant a special contract and insurance requirements based on exposure/hazard. Also may prohibit other users from using parklands.
Other Fees			
Merrill Field Disc Golf Course/Pickleball/Adult Workout/Volleyball	\$2.00	Per use	Suggested cash donation, welcome but not required
Restoration/Clean-up/Damage Bond—Winkelhaus Gazebo	\$250.00	Per use	Refunded after damage inspection
Restoration/Clean-up/Damage Bond—Manly Bennett Park	\$1,000.00	Per field/area	Refunded after damage inspection

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Sec. 1-21. Public safety (Police/Fire/Park Rangers during events).

Department	Fee	Frequency	Comments
Public Safety—Low Hazard	—No extra charge	Per application/event	No charge Public Safety personnel will be charged for, but their presence is up to discretion discretionary based on Park Use Request the type of use
Public Safety—Medium Hazard	\$800.00	Full day/2 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—Medium Hazard	\$400.00	Half day/2 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—High Hazard	\$1,600.00	Full day/4 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—High Hazard	\$800.00	Half day/4 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—Special Use Category	Actual salary costs of staff who aren't working a regularly scheduled shift	Use will be rounded for calculations to the nearest ½ hour increment	To be calculated by public safety director in consultation with Parks & Recreation Director staff and event organizers

See public safety fee chart as referenced by parklands and community center fee schedule—App. 1.

Sec. 1-22. Senior Center (scheduled by Senior Center – Membership required to participate).

Department	Fee	Frequency
Membership fee—55 and up	\$5.00	Annual
Membership newsletter (mailed physical copy only)	\$15.00	Annual
Other fees		
Euchre/pinocle games	\$1.00	Per table of 4
Bingo	\$2.50	Flat Rate to Play
Trips	Charges vary – Details provided at time of registration	Regularly scheduled, must register to participate
Lunch Program	\$5.00 per lunch	3 days a week, register to participate – walk-ins limited

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Sec. 1-23. Community Center (scheduled by Parks and Recreation – RESIDENTS ONLY).

Department	Fee	Frequency	Comments
Monthly Meetings – Regular date and time booked for year for Non-profit/Homeowner Associations – Flat Rate	\$120.00	Non-refundable	Use must be scheduled, reschedules are allowed as available
Resident/Non-Profit Meetings – Hourly Room Rental Rate	\$10.00 flat first 3 hours, \$10.00 per hour thereafter (same day)	Invoiced through Parks, fees are non-refundable	Uses are scheduled with Parks and Recreation
Business Use – Hourly Room Rental Rate	\$25.00 flat first 3 hours, \$15.00 per hour thereafter (same day)	Invoiced through Parks, fees are non-refundable	Uses are scheduled with Parks and Recreation
Event Use – Hourly Room Rental Rate	\$50.00 each hour for first 4 hours, then \$35.00 per hour thereafter (same day)	Invoiced through Parks – requires a \$250.00 refundable damage/key deposit	Use must be scheduled with Parks & Recreation, must be minimum of 4 hours
Key Replacement—Key Fob	\$100.00	When misplaced	May warrant Re-key charge
Re-key of facility	\$400.00	When misplaced	
Unsecured or Damaged Building/Contents charge	\$75.00	First incident	—
Unsecured or Damaged Building/Contents charge	\$150.00	Second incident	—
Unsecured or Damaged Building/Contents charge	—	Use is revoked	—

See parklands and community center use fee schedule for details—App. 1.

Sec. 1-24. Fire department.

Fees for cost recovery are calculated and charged on a case-by-case basis as outlined in the International Fire Code Ordinance No. 76A and Public Safety Cost Recovery Ordinance No. 98.

Department	Fee	Frequency	Comments
Tent Permit—Event vendors	\$50.00	Per application/event	Parks and recreation invoices for events held on Township grounds
Permit Fees—Hazardous Materials	\$100.00	0-1,000 lbs; 0-100 cu. ft; 0-330 gal.	Fire department invoices for charges

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Permit Fees— Hazardous Materials	\$250.00	1,001-20,000 lbs; 101- 6,000 cu. ft; 331-990 gal.	Fire department invoices for charges
Permit Fees— Hazardous Materials	\$500.00	20,000+ lbs.; 6,001+ cu. ft; 991+ gal.	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$80.00	1-20 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$90.00	21-50 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$100.00	51-100 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$120.00	101-200 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$140.00	201-300 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$160.00	301-400 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$180.00	401-500 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$200.00	501-1,000 heads	Fire department invoices for charges
Permit Fees— Standpipes	\$45.00	Per standpipe	Fire department invoices for charges
Permit Fees—Fire Pump	\$50.00	Per pump	Fire department invoices for charges
Permit Fees—Dry or Wet Chemical Fire Suppression Systems	\$90.00	1st system, all subsequent in same location \$45.00	Fire department invoices for charges
Permit Fees—Dry or Wet Chemical Fire Suppression Systems— Alterations	\$35.00	—	Fire department invoices for charges
Permit Fees—Total Flooding agent extinguishing systems	\$90.00	Per system plus appropriate system fee	Fire department invoices for charges
Permit Fees— Devices—Control Panel	\$20.00	Per panel	Fire department invoices for charges
Permit Fees— Devices—First initiating control device	\$10.00	1st device, all subsequent in same loc \$0.50 ea.	Fire department invoices for charges
Permit Fees— Devices—First audio communications device	\$10.00	1st device, all subsequent in same loc \$0.50 ea.	Fire department invoices for charges

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Permit Fees—Re-inspection - Normal Working Hours	\$30.00	Per inspection	Fire department invoices for charges
Permit Fees—Re-inspection - Nonworking Hours	\$75.00	Per inspection	Fire department invoices for charges
Cancellation fees for all issued permits	35% or \$10.00	Per cancellation, whichever is greater	Fire department invoices for charges
Prohibited Parking Fee—Civil Infraction	\$25.00	Per violation, if paid within 10 days	Fire department invoices for charges
Prohibited Parking Fee—Civil Infraction	\$50.00	Per violation, if paid after 10 days	Fire department invoices for charges

Sec. 1-25. Police department.

Department	Fee	Frequency	Comments
Salvage Vehicle Inspections	\$100.00		
Gun Permit Notary Fees—Resident	—Free of charge	Free of charge Per resident permit	
Gun Permit Notary Fees—Non-Resident	\$10.00	Per permit	
Copies for Police Reports	\$5.00	Per report	
Fingerprinting	\$10.00	Per card	
Local Records Checks	\$5.00	Per record	i.e., adoption/employment/visa
Solicitor Permits—Daily	\$ 10.00	Per day	
Solicitor Permits—Annual (Hamburg Resident Only)	\$ 50.00	Annual	
Preliminary Breath Tests (PBT)—Resident	\$ 5.00	Per test	
Preliminary Breath Tests (PBT)—Non-Resident	\$ 10.00	Per test	
Video Tapes/CDs/DVD's plus labor	\$ 0.50	Per DVD	with \$4.76 per 15 min. increment/labor
Audio CD Plus Labor	\$0.50	Per DVD	with \$4.76 per 15 min. increment/labor

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Civil infraction penalties as listed in Section 1-45 (b) – Sanctions for Violations

Class A Municipal Civil Infraction	\$1,000.00	Per offense	
Class B Municipal Civil Infraction	\$500.00	Per offense	
Class C Municipal Civil Infraction	\$250.00	Per offense	
Class D Municipal Civil Infraction	\$125.00	Per offense	
Class E Municipal Civil Infraction	\$75.00	Per offense	

Sec. 1-26. Utility department.

Charges for sewer taps and pumps are calculated and charged on a case-by-case basis as outlined in Article III. - Wastewater Treatment and Administration

Sewer Application Fee—Residential	\$200.00 per application
Sewer Application Fee—Commercial	\$1,000.00 per application
Operations and Maintenance (O&M)	\$163.30 \$167.00 per REU/per quarter
REU Review Application	\$200.00 per application

To determine the sewer and/or water Residential Equivalent Units (REUs) please see Appendix 1 under the Code of General Ordinances, Chapter 14 – Environment; Article III. – Wastewater Treatment and Administration Sec.14-53. – Table Unit of Factors. Sewer connection tap fees, usage rates (O&M), and water connection fees (where applicable) are adopted annually by Township Board resolution.

Sec. 1-27. Township Clerk.

Notary Services – <u>Hamburg Residents/Businesses only</u>	Free of charge	<u>No services provided for non-Township residents/businesses</u>
Voter Information on Electronic Media	Free of charge <u>Charges calculated under FOIA process</u>	<u>FOIA Procedures and Guidelines can be found on the Township website from the Clerk Department Home page.</u>
Copy of Available Meeting Minutes Via Email	Free of charge	Available on our website
<u>Paper Copies—Black and White or Color</u> Paper Copies	<u>\$0.10 per page</u> \$0.25 per page	<u>Cannot exceed \$0.10 per FOIA</u> See Township Treasurer

Sec. 1-28. Freedom of Information Act (FOIA).

Requests for items such as file copies, blueprints, police reports, etc. are processed under the Freedom of Information (FOIA) process. Fees for FOIA requests are calculated and charged on a case-by-case basis as outlined in the Freedom of Information Act (FOIA) FOIA Procedures and Guidelines, a summary of which is available on the Township website. Information about this procedure can be found on the Clerk Department home page.

Fee Deposit (for requests totaling over \$50.00)	½ the calculated fee per request	
Paper Copies—Black and White <u>or Color</u>	\$0.02-10 per page	Cannot exceed \$0.10 per FOIA

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Sec. 1-29. Township treasurer.

Township Board reserves the right to waive late fees for charges incurred Feb 15th- Feb 28/29th by Board resolution.

Credit/Debit Card Online Payment Fees—at Township Hall or Online	2.80% <u>of payment amount</u>	Point-n-pay
E-checks	\$1.50 point-n-pay	Point-n-pay
Return Check Fees/NSF	\$12.00	—
Complete List of Tax Records	—	—
Copies:	—	—
Paper Copies—Black and White <u>or Color</u> Photocopies	\$0.10 per page \$0.25	Cannot exceed \$0.10 per FOIA Per page
Taxes Printscreen Per Page	<u>No Charge for Resident</u>	<u>No Charge for Resident</u>
Duplicate Tax Bill	—	—
Printing Fee for Duplicate Tax Bill at Counter	—	—
Copy of Maps—Township, Precinct	\$7.50	Large
Copy of Maps—Township, Precinct	\$5.00	Small
<u>Animal licenses (pricing is set by County, may be updated at any time)</u>		
Non-Spayed/ or Non -Neutered	\$60.00	Three year per county
Puppies/Dogs	\$10.00	One year per county
With 3-year rabies vaccine with spayed or neutered	\$25.00	Three years per county consistent with rabies vaccine expiration
<u>Administrative Fees</u>		
Late fee Taxes—Winter	1%—Added Feb. 15—28 (may be waived at discretion of Township Board)	Delinquent taxes go to Livingston County March 1

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Late fee Taxes—Summer	1%—Added each month after Sept 15 through Feb 28/29	Delinquent taxes go to Livingston County March 1
Delinquent Personal Property Fees	3%—Then 1% starting March 1	—

Sec. 1-30. Accounting department.

Copies of Adopted/Proposed Budgets	\$20.00
Copy of Township Audit Financial Statements	\$20.00

Sec. 1-31. Assessing department.

Fees for FOIA requests are calculated and charged on a case-by-case basis as outlined in the Freedom of Information Act (FOIA) Procedures and Guideline.

Sec. 1-32. Planning and zoning department.

See fee schedule—approved by Township Board January 4, 2011—article III of this appendix.

Sec. 1-33. Cemetery and mausoleum.

See fee schedule – approved by Township Board article IV of this appendix.

Sec. 1-34. All other departments.

All other fees that are not listed here, or by reference in the appendix, shall be calculated for actual cost incurred by the Township.

ARTICLE ~~IV~~. LAND USE

DIVISION 1. GENERALLY

Secs. 1-99—1-124. Reserved.

PART II - TOWNSHIP APPENDICES
Appendix A - HAMBURG TOWNSHIP ADMINISTRATIVE FEE SCHEDULE 2021—2022
ARTICLE IV. - LAND USE
DIVISION 2. PERMITS

DIVISION 2. PERMIT FEES

Sec. 1-125. Land use permits—Residential.

New Home	\$100.00
Additions-Addition of Square Footage (i.e., garage, family/bedroom, second story, sunroom, pole barn)	\$70.00
Remodeling/Repairs-No Addition of Square Footage (i.e., moving interior walls, renovations, finishing basement, or second story)	\$40.00
Repairs-Re-Roofing, Windows, Siding, Electrical, Plumbing, Heating/Air Conditioning	\$15.00
Peripherals-Amenities (i.e., decks, pools, porches, gazebos, boathouses, sheds, fences, etc.)	\$40.00
Electrical, Plumbing, and Heating/Air Conditioning Work—No Structural Changes	\$15.00
Satellite Dishes, TV/Radio Antennas—Residential Only—No Structural Changes	\$15.00
Reinspection Fee	\$25.00
Addressing	\$25.00/address
Temporary Trailers	\$100.00 for 6 months plus \$2,000.00 cash bond
Demolitions	\$45.00
Change in Use	\$40.00
Signs	\$40.00
Home Occupation	\$35.00
Seasonal Sales	\$40.00
Minor Agricultural Commercial/Tourism Business	\$150.00
After the Fact Permits Additional Processing Fee	\$100.00
After the Fact Permit Additional Processing Fee—No Charge Permit	\$1.00
Review Escrow	Based on estimated cost of review

Note: Upon the issuance of an address, a reflective address sign will be provided.

Sec. 1-126. Land use permits—Multiple-family (duplexes, apartments buildings, hotels, motels, inns).

For each residential unit within a single unified structure:

New Construction	\$100.00
Additions	\$70.00
Remodeling-No Addition of Square Footage (i.e., moving interior walls, re-doing bathroom, and kitchens finishing basement or second story)	\$60.00
Repairs (i.e., re-roofing, windows, siding, electrical, plumbing, heating, air conditioning)	\$15.00
New Facades	\$60.00
Peripherals-Amenities (i.e., decks, pools, porches, gazebos, boathouses, sheds, fences, etc.)	\$60.00
Site Improvements (i.e., paving, parking, grading, curbs, sidewalks, landscaping)	\$80.00
Electrical, Plumbing and Heating/Air Conditioning Work-No Structural Changes	\$15.00
Satellite Dishes, TV/Radio Antennas-Residential Only—No Structural Changes	\$15.00
Addressing	\$25.00/address
Reinspection Fee	\$25.00
After the Fact Permit Additional Processing Fee	\$100.00
After the Fact Permit Additional Processing Fee—No Charge Permit	\$1.00
Review Escrow	Based on estimated cost of review

Note: Upon the issuance of an address, a reflective address sign will be provided.

Land use permit fees are in addition to any and all fees for site plan application reviews, variances, public hearings, and private roads/driveway variances.

Sec. 1-127. Land use permits—Commercial/industrial (in addition to site plan review fees as applicable).

New Building	\$250.00
Remodeling—No Addition of Square Footage (i.e., facades, re-roofing, interior walls, bathrooms, electrical, plumbing, heating mechanical, factory machinery, upgrades requiring building permits)	\$105.00
Additions—Additions of Square Footage (i.e., pole barn, extra wing/story)	\$105.00
New Facades	\$60.00
Peripherals (sheds, decks, porches, fences)	\$75.00
Temporary Trailers	\$100.00 for 6 months plus \$2,000.00 cash bond
Demolitions	\$60.00

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Site Improvements (paving, parking, grading, curbs, sidewalks, landscaping, C onsumers E nergy rectifiers)	\$75.00
Change in Use	\$40.00
Seasonal Sales	\$40.00
Signs	\$60.00
Wireless Communication Facilities	\$250.00
Addressing	\$25.00/address
Reinspection Fee	\$25.00
After the Fact Permit Additional Processing Fee	\$100.00
Review Escrow	Based on estimated cost of review

Note: Upon the issuance of an address, a reflective address sign will be provided.

Sec. 1-128. Land use permits—Multiple commercial/industrial units (buildings with multiple offices/retail/manufacturing suites) for each unit within a single unified structure.

New Construction	\$100.00
Remodeling/Repairs—No Addition of Square Footage (i.e., moving interior walls, re-doing bathrooms, kitchens, finishing basement or second story, re-roofing, windows, siding, etc.)	\$70.00
Building Facades	\$70.00
Peripherals-Amenities (i.e., decks, pools, porches, gazebos, boathouses, sheds, fences etc.)	\$60.00
Site Improvements (paving, parking, grading, curbs, sidewalks, landscaping)	\$90.00
Electrical, Plumbing and Heating/Air Conditioning Work—No Structural Changes	\$15.00
Satellite Dishes, TV/Radio Antennas/Wireless Communication Facilities	\$100.00
Reinspection Fee	\$30.00
Addressing	\$25.00/address
After the Fact Permit Additional Processing Fee	\$100.00
After the Fact Permit Additional Processing Fee—No Charge Permit	\$1.00
Review Escrow	Based on estimated cost of review

Sec. 1-129. Temporary land use and special events.

Temporary Land Use-Special Events (section 36-75)—For-Profit Organizations	\$75.00
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Temporary Land Use-Special Events (section 36-75)—Non-Profit Organizations	\$25.00
Review Escrow	Based on estimated cost of review

Sec. 1-130. ADU permit fees (in addition to all other fees).

Application fee:

Zoning Administrator Review	\$75.00
Planning Commission Review	\$300.00
Special Use Permit Review	\$750.00
Review Escrow	Based on estimated cost of review

Sec. 1-131. Nonconforming use fees (in addition to all other fees).

Application fee:

Class A Review	\$300.00
Review Escrow	Based on estimated cost of review

Sec. 1-132. Planning review fees (in addition to all other fees).

Sign Review, and Sign and Agricultural Tourism Waivers	\$300.00
Review Escrow	Based on estimated cost of review

Sec. 1-133. Special use permit fees (in addition to all other fees).

Application fee:

Special Use Permit (section 36-36)—For Both Residential, Commercial/Industrial	\$750.00
Review Escrow	\$1,500.00

Sec. 1-134. Rezoning fees (in addition to all other fees).

Application fee:

Rezoning of Property—for Both Residential, Commercial, and Industrial	\$1,000.00
Review Escrow	\$2,500.00

(Please note: Open Space Community Overlay Districts under article XII of the Hamburg Township Zoning Ordinance are not rezonings.)

Sec. 1-135. Zoning text amendments (in addition to all other fees).

Application fee:

Proposed Text Amendments to the Hamburg Township Zoning Ordinance	\$900.00
Review Escrow	\$1,500.00

Sec. 1-136. For all projects; pre-application conferences.

Optional pre-application conference—For 1½-hour conference period (to be paid prior to the conference):

Zoning Administrator	\$50.00
Township Planner	\$350.00
Township Engineer	\$350.00

Secs. 1-137—1-155. Reserved.

DIVISION 3. SITE PLAN REVIEW FEES (IN ADDITION TO ALL OTHER FEES)

Sec. 1-156. Residential planned unit development and condominiums projects.

Application fee:

New Subdivisions of All Types	\$2,000.00
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Sec. 1-157. Review escrow fees.

Preliminary Site Plan	\$2,000.00 plus \$50.00/unit
Final Site Plan	\$2,000.00 plus \$50.00/unit
Combined Preliminary/Final Site	\$4,000.00 plus \$50.00/unit

Sec. 1-158. Amendments to site plans.

Application fee:

Minor Modification—Administrative	\$150.00
Minor Modification—Planning Commission	\$700.00 plus review fees
Site Plan Amendment—Significant Changes	\$2,000.00 plus review fees

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Sec. 1-159. Review escrow fees for amendments.

Minor Modification—Planning Commission	\$1,400.00
Site Plan Amendment—Significant Changes	\$2,000.00

Secs. 1-160—1-186. Reserved.*DIVISION 4. PLATS/SUBDIVISIONS***Sec. 1-187. Application fee.**

Tentative/Preliminary Plat	\$1,000.00 plus \$50.00/lot
Preliminary Final Plat	\$1,000.00 plus \$50.00/lot
Final Plat	\$1,000.00 plus \$50.00/lot

Sec. 1-188. Review escrow.

Tentative/Preliminary Plat	\$2,500.00 plus \$50.00/lot
Preliminary Final Plat	\$2,500.00 plus \$50.00/lot
Final Plat	\$2,500.00 plus \$50.00/lot

Secs. 1-189—1-214. Reserved.*DIVISION 5. SITE PLAN REVIEW FOR COMMERCIAL AND INDUSTRIAL PROJECTS OF ALL TYPES***Sec. 1-215. Application fee.**

New projects of all types:

Preliminary Site Plan	\$1000.00 plus \$200.00/acre over one acre
Final Site Plan	\$1,000.00 plus \$200.00/acre over one acre
Combination Preliminary/Final	\$2,000.00 plus \$400.00/acre over one acre

Sec. 1-216. Review escrow.

Preliminary Site Plan	\$2,500.00 plus \$250.00/acre over one acre
Final Site Plan	\$2,500.00 plus \$250.00/acre over one acre
Combined Preliminary/Final Site	\$5,000.00 plus \$500.00/acre over one acre

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Sec. 1-217. Amendments to site plans.

Minor Modification—Administrative	\$150.00
Minor Modification—Planning Commission	\$700.00 plus review fees
Site Plan Amendment—Significant Changes	\$2,000.00 plus review fees

Sec. 1-218. Review escrow fees for amendments.

Minor Modification-Planning Commission	\$1,500.00 + \$100.00/acre over one acre
Site Plan Amendment-Significant Changes	\$3,500.00 + \$100.00/acre over one acre.

Sec. 1-219. Commercial/mixed-use planned unit development.

- (a) Application fee: \$4,500.00 plus \$100.00/acre over one acre.
- (b) Review escrow fees:

Preliminary Site Plan	\$3,500.00 plus \$250.00/acre over one acre
Final Site Plan	\$3,500.00 plus \$250.00/acre over one acre
Combination Preliminary/Final	\$7,000.00 plus \$500.00/acre over one acre

Note: Acreage calculations based upon the acreage being developed or utilized for the project (parking, buildings, walks, stormwater retention etc.).

Sec. 1-220. Private road and drainage fees.

- (a) Private road-regular approval request (please note that these fees are in addition to any variance/wavier request fees that may be applicable): Zoning administrative fee: \$400.00.
- (b) Engineer review escrow: (includes original and one revised submittal):

1—2,000 Linear Footage	\$2,500.00
2,000—4,000 Linear Footage	\$3,500.00
4,000 + Linear Footage	Multiply above increments
Road Surface, Drainage Inspection and Certification Review Fee	\$300.00
Reinspection Fee	\$300.00
Bond to Construct Road	As set by Zoning Administrator

- (c) Assistance due to non-compliance:

Township Administration	\$400.00
Engineering and Site Visit Escrow	\$3,000.00

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(d) Private road variance/waiver request:

Application Fee	\$500.00
Engineer Review/Inspection Fee	\$1,000.00
If Special Meeting—Fee for Township Board	\$800.00

Secs. 1-221—1-345. Reserved.

DIVISION 6. OTHER FEES

Sec. 1-346. Site walks.

Planning commission\$750.00

Sec. 1-347. Special meetings.

Planning commission and Township Board:

Meetings that Do Not Require Consultant Review	\$800.00
Meetings that Require Consultant Review	\$800.00 plus \$700.00 consultant fee

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Sec. 1-348. Sewer feasibility.

Cost Estimate Commercial	\$1,000.00
Cost Estimate Single-Family Home	\$200.00
Final Inspection and Review of Certification Documents	\$500.00 plus review fees
Creation/alteration of Water Bodies (section 36-275) (setbacks need to be met if pond is entirely within parcel)	\$50.00
Permit for Grading, Drainage, Fill, Excavation, Etc. (plus engineering review and site visit fees)	\$50.00

Sec. 1-349. Land divisions/combinations/lot splits/redescriptions.

Per Parcel/Lot Being Created	\$100.00
Boundary Adjustments (fee charged for each resulting parcel or new description) (outlots/parks/open space areas each count as 1 lot)	\$100.00
Review Escrow	Based on estimated cost of review (no charge for combination or separation of platted lots of record or other parcels of record for tax code purposes only)

Sec. 1-350. Zoning Board of Appeals fees (in addition to all other fees).

Per Case	\$500.00 plus \$50.00 per additional variance
Rehearing Meeting	\$200.00
Review Escrow	Based on estimated cost of review

Sec. 1-353. Ordinances.

Ordinances and the master plan can be viewed on our website at www.hamburg.mi.us. From the main page, go to the Lawroom (add \$5.00 if mailed).

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Master Plan	\$30.00
General Ordinance	\$35.00
Zoning Ordinance	\$35.00
Large Zoning District Map	\$15.00
Small Zoning District Map	\$7.50
Copies of Full-Size Sectional Maps	\$10.00/sheet

Sec. 1-354. Copies.

Photocopies (plus postage if mailed): \$0.25/page.

Sec. 1-355. Fees.

Fees listed in this schedule are intended to cover staff time and other costs for standard processing. 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.

Sec. 1-356. Exemptions.

All permitting fees will be waived by Hamburg Township for non-profit private and public service projects.

Sec. 1-357. Review escrows.

- (a) Review escrow fees are reasonably related to the amount of costs and expenses estimated by the Township and its consultants to complete the respective review of a project by the Township's consultants. If there is not an estimate for the initial cost of the review escrow and instead the review fee states it is based on an estimate of cost of review the Zoning Administrator will contact the party that is needed for review and the cost of the review escrow fee will be based on the projected cost of the review. Review escrow fees shall be placed into a non-interest-bearing escrow account. Upon final review, the remaining review escrow fee balances shall be returned to the applicant upon receipt of final billing. If the excess fees are sent by mail to the applicant at the address specified on the escrow receipt, and is returned undelivered, it shall be held by the Township and returned to the applicant on demand; however, if such demand is not made within one year after it was returned undeliverable, the remaining escrow shall be deemed forfeited and shall be deposited in the general fund of the Township. The applicant shall be responsible for all costs incurred for review in excess of the original submitted escrow amount. If the review escrow fee amount held by the Township is determined to be less than the amount needed to review the project additional escrow fund shall be requested. Final certificates of occupancy shall not be issued until such time as all outstanding fees are paid.
- (b) Review escrows fees can be required for any work or process either covered or not covered in this Schedule based on the cost of the review to be determined by the Zoning Administrator and the party reviewing the project.

Secs. 1-358—1-387. Reserved.

ARTICLE ~~IV~~. HAMBURG CEMETERY AND MAUSOLEUM PRICING

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PART II - TOWNSHIP APPENDICES
Appendix A - HAMBURG TOWNSHIP ADMINISTRATIVE FEE SCHEDULE 2021—2022
ARTICLE V. - HAMBURG CEMETERY AND MAUSOLEUM PRICING
DIVISION 1. GENERALLY

DIVISION 1. GENERALLY

Secs. 1-388—1-417. Reserved.

DIVISION 2. CRYPT PRICING

Sec. 1-418. South wall, side by side.

Cost: \$3,000 (single)

(Ord. of 7-1-2021)

Sec. 1-419. South wall, end to end.

Cost: \$6,000 (double)

(Ord. of 7-1-2021)

Sec. 1-420. Reserved.

Editor's note(s)—An ordinance adopted July 1, 2021 , repealed § 1-420, which pertained to south wall singles.

Sec. 1-421. North wall, side by side.

Cost: \$2,500 (single)

(Ord. of 7-1-2021)

Sec. 1-422. North wall, end to end.

Cost: \$5,000 (double)

(Ord. of 7-1-2021)

Sec. 1-423. Reserved.

Editor's note(s)—An ordinance adopted July 1, 2021 , repealed § 1-423, which pertained to north wall singles.

Secs. 1-424—1-444. Reserved.

PART II - TOWNSHIP APPENDICES
Appendix A - HAMBURG TOWNSHIP ADMINISTRATIVE FEE SCHEDULE 2021—2022
ARTICLE V. - HAMBURG CEMETERY AND MAUSOLEUM PRICING
DIVISION 3. NICHE PRICING

DIVISION 3. NICHE PRICING¹

Sec. 1-445. West wall (mural).

<i>Tier</i>	<i>Cost</i>
I	\$677.00
H	\$903.00
G	\$1,083.00
F	\$1,083.00
E	\$1,083.00
D	\$1,083.00
C	\$1,083.00
B	\$903.00
A	\$903.00

(Ord. of 7-1-2021)

Sec. 1-446. East wall.

<i>Tier</i>	<i>Cost</i>
I	\$451.00
H	\$677.00
G	\$903.00
F	\$903.00
E	\$903.00
D	\$903.00
C	\$903.00
B	\$677.00
A	\$587.00

(Ord. of 7-1-2021)

Sec. 1-447. Cemetery plots.

(a) Resident pricing, per plot \$500.00

¹Editor's note(s)—Interment of more than one cremation at the same time is charged at 1.5 times the rate.

(b) Nonresident pricing, per plot \$750.00

(Ord. of 7-1-2021)

Sec. 1-448. Opening/closing.

CASKET BURIAL

Adult - M—F before 3:30 p.m. \$1,000.00

Adult - after 3:30 p.m. & Saturday \$1,200.00

Child/Infant - M—F before 3:30 p.m. \$500.00

Child/Infant - after 3:30 p.m. & Saturday \$700.00

BURIAL/INTERMENT OF CREMAINS

M—F before 3:30 p.m. \$300.00

After 3:30 p.m. & Saturday \$400.00

WINTER GROUND BURIALS

When the frost depth is two (2) inches or greater, these charges are added to the calculated burial costs.

Full Casket Burial - \$250.00

Urn Internment - \$125.00

(Ord. of 7-1-2021)

Sec. 1-449. Monument foundations.

Monument foundations will be charged at a rate of \$0.~~31~~55 per square inch and must ~~be extend~~ a minimum of two (2) inches ~~on~~beyond all sides of the base of the monument.

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RESOLUTION

HAMBURG TOWNSHIP BOARD OF TRUSTEES
ADOPTION OF
ADMINISTRATIVE FEE SCHEDULE – APPENDIX A

At a regular meeting of the Board of Trustees of the Township of Hamburg, Livingston County, State of Michigan, held at the Hamburg Township Hall on _____, 2024, beginning at _____ p.m., there were:

ABSENT:

PRESENT: _____

and the following preamble and resolution were moved for adoption by _____ supported by _____

WHEREAS, The Administrative Fee Schedule for Hamburg Township is listed in the Hamburg Township Code of Ordinances, Appendix A; and

WHEREAS, the fees for all Departments are reviewed during the budgetary process each fiscal year end; and

WHEREAS, Departmental fee and rate changes have been recommended to and approved by the Township Board; and

WHEREAS, the Township Board approved the 24/25 FY Budget at their meeting held on June 18, 2024 at 7:00 p.m.; and

WHEREAS, language updates for clarification purposes and service fee changes have been included in a revised version of the Fee Schedule, as attached, and will be uploaded to Municode for inclusion in Supplement #3.

NOW, THEREFORE BE IT RESOLVED, that the Hamburg Township Board of Trustees hereby adopts the Hamburg Township Administrative Fee Schedule, as presented and as an appendix to this resolution, to replace the existing Appendix A in the Hamburg Township Code of Ordinances in its entirety.

Upon a roll call vote of the Board, the following voted:

AYES: _____

NAYS: _____

ABSENT: _____

Resolution Declared: _____.

CERTIFICATION

I, Mike 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 a resolution duly adopted by the Township Board, and the vote taken thereon, at the meeting described in the introductory paragraph, at which time a quorum was present and remained throughout; (2) the original of such resolution is on file in the Clerk's office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and have been or will be made available as required thereby.

Mike Dolan
Hamburg Township Clerk

PART II TOWNSHIP APPENDICES

Appendix A

HAMBURG TOWNSHIP ADMINISTRATIVE FEE SCHEDULE

ARTICLE I. IN GENERAL

Fees are approved by resolution passed by the Hamburg Township Board of Trustees as part of their annual budgeting process. Fees for services regulated by State or Federal entities are charged according to their policies, are included herein by reference. Fees may be changed at any time administratively, please confirm costs for services with referenced Department.

Secs. 1-1—1-19. Reserved.

ARTICLE II. SPECIFIC FEES

Sec. 1-20. Department of parks and recreation.

Prohibited activities: Alcoholic beverages, un-permitted fireworks, professional sporting events, pets during large events, or use of areas for dates and times listed as a “Blackout.” All events/special uses must be proposed and permitted through a special approval process through the Hamburg Township Board. This process may require further permits and the submittal of specialty insurance naming Hamburg Township as Additional Insured.

Fee Type	Amount	Frequency	Comments
<i>Negotiated Contract</i>			
Parkland Sports—Partner Group (list of partners pre-approved by Board)	Seasonal Flat rate negotiated at time of application based on type of fields and maintenance required	Negotiated Contract will be on a per season basis and shall include maintenance specific to the requested area. Schedule	Spring use must be scheduled by 3/31 each year. After 4/1 calendar is open to the public. Fall season use schedule is due by 7/1.

Sports - Hourly Rates			
Parkland Sports—2-Hour Rate – Resident	\$35.00	2-hour block/per field	Use must be scheduled. No pro-rating.
Event - Daily Rates			
Park Fees – Low Hazard – Partner/Resident	\$ 375.00	Per day/per area	Less than 1,000 people
Event Use—Low Hazard – Non-Partner/Resident	\$750.00	Per day/per area	Less than 1,000 people
Event Use—Medium Hazard – Partner/Resident	\$750.00	Per day/per area	1,000 – 2,500 people See Sec. 1-21. Public Safety for required additional charges
Event Use—Medium Hazard – Non-Partner/Resident	\$1,500.00	Per day/per area	1,000 – 2,500 people See Sec. 1-21. Public Safety for required additional charges
Event Use—High Hazard – Partner/Resident	\$1,250.00	Per day/per area	2,501 - 5,000 people See Sec. 1-21. Public Safety for required additional charges
Event Use—High Hazard – Non-Partner/Resident	\$2,500.00	Per day/per area	2,501 - 5,000 people See Sec. 1-21. Public Safety for required additional charges
Special Use – Event Proposal	Rate established by motion of the Township Board.	Flat Rate negotiated or waived by the Township Board which may be placed on the event calendar a BLACKOUT DATE	May warrant a special contract and insurance requirements based on exposure/hazard. Also may prohibit other users from using parklands.
Other Fees			
Merrill Field Disc Golf Course/Pickleball/Adult Workout/Volleyball	\$2.00	Per use	Suggested cash donation, welcome but not required
Restoration/Clean-up/Damage Bond—Winkelhaus Gazebo	\$250.00	Per use	Refunded after damage inspection
Restoration/Clean-up/Damage Bond—Manly Bennett Park	\$1,000.00	Per field/area	Refunded after damage inspection

Sec. 1-21. Public safety (Police/Fire/Park Rangers during events).

Department	Fee	Frequency	Comments
Public Safety—Low Hazard	No extra charge	Per application/event	No charge Public Safety personnel will be charged for, but their presence is discretionary based on the type of use
Public Safety—Medium Hazard	\$800.00	Full day/2 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—Medium Hazard	\$400.00	Half day/2 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—High Hazard	\$1,600.00	Full day/4 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—High Hazard	\$800.00	Half day/4 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—Special Use Category	Actual salary costs of staff who aren't working a regularly scheduled shift	Use will be rounded for calculations to the nearest ½ hour increment	To be calculated by public safety director in consultation with Parks & Recreation staff and event organizers

Sec. 1-22. Senior Center (scheduled by Senior Center – Membership required to participate).

Department	Fee	Frequency
Membership fee—55 and up	\$5.00	Annual
Membership newsletter (mailed physical copy only)	\$15.00	Annual
Other fees		
Euchre/pinocle games	\$1.00	Per table of 4
Bingo	\$2.50	Flat Rate to Play
Trips	Charges vary – Details provided at time of registration	Regularly scheduled, must register to participate
Lunch Program	\$5.00 per lunch	3 days a week, register to participate – walk-ins limited

Sec. 1-23. Community Center (scheduled by Parks and Recreation – RESIDENTS ONLY).

Department	Fee	Frequency	Comments
Monthly Meetings – Regular date and time booked for year for Non-profit/Homeowner Associations – Flat Rate	\$120.00	Non-refundable	Use must be scheduled, reschedules are allowed as available
Resident/Non-Profit Meetings – Hourly Room Rental Rate	\$10.00 flat first 3 hours, \$10.00 per hour thereafter (same day)	Invoiced through Parks, fees are non-refundable	Uses are scheduled with Parks and Recreation
Business Use – Hourly Room Rental Rate	\$25.00 flat first 3 hours, \$15.00 per hour thereafter (same day)	Invoiced through Parks, fees are non-refundable	Uses are scheduled with Parks and Recreation
Event Use – Hourly Room Rental Rate	\$50.00 each hour for first 4 hours, then \$35.00 per hour thereafter (same day)	Invoiced through Parks – requires a \$250.00 refundable damage/key deposit	Use must be scheduled with Parks & Recreation, must be minimum of 4 hours
Key Replacement—Key Fob	\$100.00	When misplaced	May warrant Re-key charge
Re-key of facility	\$400.00	When misplaced	
Unsecured or Damaged Building/Contents charge	\$75.00	First incident	—
Unsecured or Damaged Building/Contents charge	\$150.00	Second incident	—
Unsecured or Damaged Building/Contents charge	—	Use is revoked	—

Sec. 1-24. Fire department.

Fees for cost recovery are calculated and charged on a case-by-case basis as outlined in the International Fire Code Ordinance No. 76A and Public Safety Cost Recovery Ordinance No. 98.

<i>Department</i>	<i>Fee</i>	<i>Frequency</i>	<i>Comments</i>
Tent Permit—Event vendors	\$50.00	Per application/event	Parks and recreation invoices for events held on Township grounds
Permit Fees—Hazardous Materials	\$100.00	0-1,000 lbs; 0-100 cu. ft; 0-330 gal.	Fire department invoices for charges
Permit Fees—Hazardous Materials	\$250.00	1,001-20,000 lbs; 101-6,000 cu. ft; 331-990 gal.	Fire department invoices for charges

Permit Fees— Hazardous Materials	\$500.00	20,000+ lbs.; 6,001+ cu. ft; 991+ gal.	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$80.00	1-20 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$90.00	21-50 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$100.00	51-100 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$120.00	101-200 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$140.00	201-300 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$160.00	301-400 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$180.00	401-500 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$200.00	501-1,000 heads	Fire department invoices for charges
Permit Fees— Standpipes	\$45.00	Per standpipe	Fire department invoices for charges
Permit Fees—Fire Pump	\$50.00	Per pump	Fire department invoices for charges
Permit Fees—Dry or Wet Chemical Fire Suppression Systems	\$90.00	1st system, all subsequent in same location \$45.00	Fire department invoices for charges
Permit Fees—Dry or Wet Chemical Fire Suppression Systems— Alterations	\$35.00		Fire department invoices for charges
Permit Fees—Total Flooding agent extinguishing systems	\$90.00	Per system plus appropriate system fee	Fire department invoices for charges
Permit Fees— Devices—Control Panel	\$20.00	Per panel	Fire department invoices for charges
Permit Fees— Devices—First initiating control device	\$10.00	1st device, all subsequent in same loc \$0.50 ea.	Fire department invoices for charges
Permit Fees— Devices—First audio communications device	\$10.00	1st device, all subsequent in same loc \$0.50 ea.	Fire department invoices for charges
Permit Fees—Re- inspection - Normal Working Hours	\$30.00	Per inspection	Fire department invoices for charges

Permit Fees—Re-inspection - Nonworking Hours	\$75.00	Per inspection	Fire department invoices for charges
Cancellation fees for all issued permits	35% or \$10.00	Per cancellation, whichever is greater	Fire department invoices for charges
Prohibited Parking Fee—Civil Infraction	\$25.00	Per violation, if paid within 10 days	Fire department invoices for charges
Prohibited Parking Fee—Civil Infraction	\$50.00	Per violation, if paid after 10 days	Fire department invoices for charges

Sec. 1-25. Police department.

<i>Department</i>	<i>Fee</i>	<i>Frequency</i>	<i>Comments</i>
Salvage Vehicle Inspections	\$100.00		
Gun Permit Notary Fees—Resident	Free of charge	Per resident permit	
Gun Permit Notary Fees—Non-Resident	\$10.00	Per permit	
Copies for Police Reports	\$5.00	Per report	
Fingerprinting	\$10.00	Per card	
Local Records Checks	\$5.00	Per record	i.e., adoption/employment/visa
Solicitor Permits—Daily	\$ 10.00	Per day	
Solicitor Permits—Annual (Hamburg Resident Only)	\$ 50.00	Annual	
Preliminary Breath Tests (PBT)—Resident	\$ 5.00	Per test	
Preliminary Breath Tests (PBT)—Non-Resident	\$ 10.00	Per test	
Video Tapes/CDs/DVD's plus labor	\$ 0.50	Per DVD	with \$4.76 per 15 min. increment/labor
Audio CD Plus Labor	\$0.50	Per DVD	with \$4.76 per 15 min. increment/labor

<i>Civil infraction penalties as listed in Section 1-45 (b) – Sanctions for Violations</i>			
Class A Municipal Civil Infraction	\$1,000.00	Per offense	
Class B Municipal Civil Infraction	\$500.00	Per offense	
Class C Municipal Civil Infraction	\$250.00	Per offense	
Class D Municipal Civil Infraction	\$125.00	Per offense	
Class E Municipal Civil Infraction	\$75.00	Per offense	

Sec. 1-26. Utility department.

Charges for sewer taps and pumps are calculated and charged on a case-by-case basis as outlined in Article III. - Wastewater Treatment and Administration

Sewer Application Fee—Residential	\$200.00 per application
Sewer Application Fee—Commercial	\$1,000.00 per application
Operations and Maintenance (O&M)	\$167.00 per REU/per quarter
REU Review Application	\$200.00 per application

To determine the sewer and/or water Residential Equivalent Units (REUs) please see Appendix 1 under the Code of General Ordinances, Chapter 14 – Environment; Article III. – Wastewater Treatment and Administration Sec.14-53. – Table Unit of Factors. Sewer connection tap fees, usage rates (O&M), and water connection fees (where applicable) are adopted annually by Township Board resolution.

Sec. 1-27. Township Clerk.

Notary Services – Hamburg Residents/Businesses only	Free of charge	No services provided for non-Township residents/businesses
Voter Information on Electronic Media	Charges calculated under FOIA process	FOIA Procedures and Guidelines can be found on the Township website from the Clerk Department Home page.
Copy of Available Meeting Minutes Via Email	Free of charge	Available on our website
Paper Copies—Black and White or Color	\$0.10 per page	Cannot exceed \$0.10 per FOIA

Sec. 1-28. Freedom of Information Act (FOIA).

Requests for items such as file copies, blueprints, police reports, etc. are processed under the Freedom of Information (FOIA) process. Fees for FOIA requests are calculated and charged on a case-by-case basis as outlined in the FOIA Procedures and Guidelines, a summary of which is available on the Township website. Information about this procedure can be found on the Clerk Department home page.

Fee Deposit (for requests totaling over \$50.00)	½ the calculated fee per request	
Paper Copies—Black and White or Color	\$0.10 per page	Cannot exceed \$0.10 per FOIA

Sec. 1-29. Township treasurer.

Township Board reserves the right to waive late fees for charges incurred Feb 15th- Feb 28/29th by Board resolution.

Credit/Debit Card Online Payment Fees—at Township Hall or Online	2.80% of payment amount	Point-n-pay
E-checks	\$1.50 point-n-pay	Point-n-pay
Return Check Fees/NSF	\$12.00	—
Copies:	—	—
Paper Copies—Black and White or Color	\$0.10 per page	Cannot exceed \$0.10 per FOIA
Taxes Printscreen Per Page	No Charge for Resident	No Charge for Resident
Copy of Maps—Township, Precinct	\$7.50	Large
Copy of Maps—Township, Precinct	\$5.00	Small
<i>Animal licenses (pricing is set by County, may be updated at any time)</i>		
Non-Spayed/Non-Neutered	\$60.00	Three year per county
Puppies/Dogs	\$10.00	One year per county
With 3-year rabies vaccine with spayed or neutered	\$25.00	Three years per county consistent with rabies vaccine expiration
<i>Administrative Fees</i>		
Late fee Taxes—Winter	1%—Added Feb. 15—28 (may be waived at discretion of Township Board)	Delinquent taxes go to Livingston County March 1
Late fee Taxes—Summer	1%—Added each month after Sept 15 through Feb 28/29	Delinquent taxes go to Livingston County March 1
Delinquent Personal Property Fees	3%—Then 1% starting March 1	—

Sec. 1-30. Accounting department.

Copies of Adopted/Proposed Budgets	\$20.00
Copy of Township Audit Financial Statements	\$20.00

Sec. 1-31. Assessing department.

Fees for FOIA requests are calculated and charged on a case-by-case basis as outlined in the Freedom of Information Act (FOIA) Procedures and Guideline.

Sec. 1-32. Planning and zoning department.

See fee schedule—approved by Township Board January 4, 2011—article III of this appendix.

Sec. 1-33. Cemetery and mausoleum.

See fee schedule – approved by Township Board article IV of this appendix.

Sec. 1-34. All other departments.

All other fees that are not listed here, or by reference in the appendix, shall be calculated for actual cost incurred by the Township.

ARTICLE III. LAND USE***DIVISION 1. GENERALLY*****Secs. 1-99—1-124. Reserved.**

PART II - TOWNSHIP APPENDICES
Appendix A - HAMBURG TOWNSHIP ADMINISTRATIVE FEE SCHEDULE
ARTICLE IV. - LAND USE
DIVISION 2. PERMITS

Item 3.

DIVISION 2. PERMIT FEES

Sec. 1-125. Land use permits—Residential.

New Home	\$100.00
Additions-Addition of Square Footage (i.e., garage, family/bedroom, second story, sunroom, pole barn)	\$70.00
Remodeling/Repairs-No Addition of Square Footage (i.e., moving interior walls, renovations, finishing basement, or second story)	\$40.00
Repairs-Re-Roofing, Windows, Siding, Electrical, Plumbing, Heating/Air Conditioning	\$15.00
Peripherals-Amenities (i.e., decks, pools, porches, gazebos, boathouses, sheds, fences, etc.)	\$40.00
Electrical, Plumbing, and Heating/Air Conditioning Work—No Structural Changes	\$15.00
Satellite Dishes, TV/Radio Antennas—Residential Only—No Structural Changes	\$15.00
Reinspection Fee	\$25.00
Temporary Trailers	\$100.00 for 6 months plus \$2,000.00 cash bond
Demolitions	\$45.00
Change in Use	\$40.00
Signs	\$40.00
Home Occupation	\$35.00
Seasonal Sales	\$40.00
Minor Agricultural Commercial/Tourism Business	\$150.00
After the Fact Permits Additional Processing Fee	\$100.00
After the Fact Permit Additional Processing Fee—No Charge Permit	\$1.00
Review Escrow	Based on estimated cost of review

Note: Upon the issuance of an address, a reflective address sign will be provided.

Sec. 1-126. Land use permits—Multiple-family (duplexes, apartments buildings, hotels, motels, inns).

For each residential unit within a single unified structure:

New Construction	\$100.00
Additions	\$70.00
Remodeling-No Addition of Square Footage (i.e., moving interior walls, re-doing bathroom, and kitchens finishing basement or second story)	\$60.00
Repairs (i.e., re-roofing, windows, siding, electrical, plumbing, heating, air conditioning)	\$15.00
New Facades	\$60.00
Peripherals-Amenities (i.e., decks, pools, porches, gazebos, boathouses, sheds, fences, etc.)	\$60.00
Site Improvements (i.e., paving, parking, grading, curbs, sidewalks, landscaping)	\$80.00
Electrical, Plumbing and Heating/Air Conditioning Work-No Structural Changes	\$15.00
Satellite Dishes, TV/Radio Antennas-Residential Only—No Structural Changes	\$15.00
Reinspection Fee	\$25.00
After the Fact Permit Additional Processing Fee	\$100.00
After the Fact Permit Additional Processing Fee—No Charge Permit	\$1.00
Review Escrow	Based on estimated cost of review

Note: Upon the issuance of an address, a reflective address sign will be provided.

Land use permit fees are in addition to any and all fees for site plan application reviews, variances, public hearings, and private roads/driveway variances.

Sec. 1-127. Land use permits—Commercial/industrial (in addition to site plan review fees as applicable).

New Building	\$250.00
Remodeling—No Addition of Square Footage (i.e., facades, re-roofing, interior walls, bathrooms, electrical, plumbing, heating mechanical, factory machinery, upgrades requiring building permits)	\$105.00
Additions—Additions of Square Footage (i.e., pole barn, extra wing/story)	\$105.00
New Facades	\$60.00
Peripherals (sheds, decks, porches, fences)	\$75.00
Temporary Trailers	\$100.00 for 6 months plus \$2,000.00 cash bond
Demolitions	\$60.00

Site Improvements (paving, parking, grading, curbs, sidewalks, landscaping, Consumers Energy rectifiers)	\$75.00
Change in Use	\$40.00
Seasonal Sales	\$40.00
Signs	\$60.00
Wireless Communication Facilities	\$250.00
Reinspection Fee	\$25.00
After the Fact Permit Additional Processing Fee	\$100.00
Review Escrow	Based on estimated cost of review

Sec. 1-128. Land use permits—Multiple commercial/industrial units (buildings with multiple offices/retail/manufacturing suites) for each unit within a single unified structure.

New Construction	\$100.00
Remodeling/Repairs—No Addition of Square Footage (i.e., moving interior walls, re-doing bathrooms, kitchens, finishing basement or second story, re-roofing, windows, siding, etc.)	\$70.00
Building Facades	\$70.00
Peripherals-Amenities (i.e., decks, pools, porches, gazebos, boathouses, sheds, fences etc.)	\$60.00
Site Improvements (paving, parking, grading, curbs, sidewalks, landscaping)	\$90.00
Electrical, Plumbing and Heating/Air Conditioning Work—No Structural Changes	\$15.00
Satellite Dishes, TV/Radio Antennas/Wireless Communication Facilities	\$100.00
Reinspection Fee	\$30.00
After the Fact Permit Additional Processing Fee	\$100.00
After the Fact Permit Additional Processing Fee—No Charge Permit	\$1.00
Review Escrow	Based on estimated cost of review

Sec. 1-129. Temporary land use and special events.

Temporary Land Use-Special Events (section 36-75)—For-Profit Organizations	\$75.00
Temporary Land Use-Special Events (section 36-75)—Non-Profit Organizations	\$25.00

Review Escrow	Based on estimated cost of review
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Sec. 1-130. ADU permit fees (in addition to all other fees).

Application fee:

Zoning Administrator Review	\$75.00
Planning Commission Review	\$300.00
Special Use Permit Review	\$750.00
Review Escrow	Based on estimated cost of review

Sec. 1-131. Nonconforming use fees (in addition to all other fees).

Application fee:

Class A Review	\$300.00
Review Escrow	Based on estimated cost of review

Sec. 1-132. Planning review fees (in addition to all other fees).

Sign Review, and Sign and Agricultural Tourism Waivers	\$300.00
Review Escrow	Based on estimated cost of review

Sec. 1-133. Special use permit fees (in addition to all other fees).

Application fee:

Special Use Permit (section 36-36)—For Both Residential, Commercial/Industrial	\$750.00
Review Escrow	\$1,500.00

Sec. 1-134. Rezoning fees (in addition to all other fees).

Application fee:

Rezoning of Property—for Both Residential, Commercial, and Industrial	\$1,000.00
Review Escrow	\$2,500.00

(Please note: Open Space Community Overlay Districts under article XII of the Hamburg Township Zoning Ordinance are not rezonings.)

Sec. 1-135. Zoning text amendments (in addition to all other fees).

Application fee:

Proposed Text Amendments to the Hamburg Township Zoning Ordinance	\$900.00
Review Escrow	\$1,500.00

Sec. 1-136. For all projects; pre-application conferences.

Optional pre-application conference—For 1½-hour conference period (to be paid prior to the conference):

Zoning Administrator	\$50.00
Township Planner	\$350.00
Township Engineer	\$350.00

Secs. 1-137—1-155. Reserved.*DIVISION 3. SITE PLAN REVIEW FEES (IN ADDITION TO ALL OTHER FEES)***Sec. 1-156. Residential planned unit development and condominiums projects.**

Application fee:

New Subdivisions of All Types	\$2,000.00
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Sec. 1-157. Review escrow fees.

Preliminary Site Plan	\$2,000.00 plus \$50.00/unit
Final Site Plan	\$2,000.00 plus \$50.00/unit
Combined Preliminary/Final Site	\$4,000.00 plus \$50.00/unit

Sec. 1-158. Amendments to site plans.

Application fee:

Minor Modification—Administrative	\$150.00
Minor Modification—Planning Commission	\$700.00 plus review fees
Site Plan Amendment—Significate Changes	\$2,000.00 plus review fees

Sec. 1-159. Review escrow fees for amendments.

Minor Modification—Planning Commission	\$1,400.00
Site Plan Amendment—Significant Changes	\$2,000.00

Secs. 1-160—1-186. Reserved.*DIVISION 4. PLATS/SUBDIVISIONS***Sec. 1-187. Application fee.**

Tentative/Preliminary Plat	\$1,000.00 plus \$50.00/lot
Preliminary Final Plat	\$1,000.00 plus \$50.00/lot
Final Plat	\$1,000.00 plus \$50.00/lot

Sec. 1-188. Review escrow.

Tentative/Preliminary Plat	\$2,500.00 plus \$50.00/lot
Preliminary Final Plat	\$2,500.00 plus \$50.00/lot
Final Plat	\$2,500.00 plus \$50.00/lot

Secs. 1-189—1-214. Reserved.*DIVISION 5. SITE PLAN REVIEW FOR COMMERCIAL AND INDUSTRIAL PROJECTS OF ALL TYPES***Sec. 1-215. Application fee.**

New projects of all types:

Preliminary Site Plan	\$1000.00 plus \$200.00/acre over one acre
Final Site Plan	\$1,000.00 plus \$200.00/acre over one acre
Combination Preliminary/Final	\$2,000.00 plus \$400.00/acre over one acre

Sec. 1-216. Review escrow.

Preliminary Site Plan	\$2,500.00 plus \$250.00/acre over one acre
Final Site Plan	\$2,500.00 plus \$250.00/acre over one acre

Combined Preliminary/Final Site	\$5,000.00 plus \$500.00/acre over one acre
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Sec. 1-217. Amendments to site plans.

Minor Modification—Administrative	\$150.00
Minor Modification—Planning Commission	\$700.00 plus review fees
Site Plan Amendment—Significant Changes	\$2,000.00 plus review fees

Sec. 1-218. Review escrow fees for amendments.

Minor Modification-Planning Commission	\$1,500.00 + \$100.00/acre over one acre
Site Plan Amendment-Significant Changes	\$3,500.00 + \$100.00/acre over one acre.

Sec. 1-219. Commercial/mixed-use planned unit development.

- (a) Application fee: \$4,500.00 plus \$100.00/acre over one acre.
- (b) Review escrow fees:

Preliminary Site Plan	\$3,500.00 plus \$250.00/acre over one acre
Final Site Plan	\$3,500.00 plus \$250.00/acre over one acre
Combination Preliminary/Final	\$7,000.00 plus \$500.00/acre over one acre

Note: Acreage calculations based upon the acreage being developed or utilized for the project (parking, buildings, walks, stormwater retention etc.).

Sec. 1-220. Private road and drainage fees.

- (a) Private road-regular approval request (please note that these fees are in addition to any variance/wavier request fees that may be applicable): Zoning administrative fee: \$400.00.
- (b) Engineer review escrow: (includes original and one revised submittal):

1—2,000 Linear Footage	\$2,500.00
2,000—4,000 Linear Footage	\$3,500.00
4,000 + Linear Footage	Multiply above increments
Road Surface, Drainage Inspection and Certification Review Fee	\$300.00
Reinspection Fee	\$300.00
Bond to Construct Road	As set by Zoning Administrator

- (c) Assistance due to non-compliance:

Township Administration	\$400.00
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Engineering and Site Visit Escrow	\$3,000.00
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(d) Private road variance/waiver request:

Application Fee	\$500.00
Engineer Review/Inspection Fee	\$1,000.00
If Special Meeting—Fee for Township Board	\$800.00

Secs. 1-221—1-345. Reserved.

DIVISION 6. OTHER FEES

Sec. 1-346. Site walks.

Planning commission \$750.00

Sec. 1-347. Special meetings.

Planning commission and Township Board:

Meetings that Do Not Require Consultant Review	\$800.00
Meetings that Require Consultant Review	\$800.00 plus \$700.00 consultant fee

Sec. 1-348. Sewer feasibility.

Cost Estimate Commercial	\$1,000.00
Cost Estimate Single-Family Home	\$200.00
Final Inspection and Review of Certification Documents	\$500.00 plus review fees
Creation/alteration of Water Bodies (section 36-275) (setbacks need to be met if pond is entirely within parcel)	\$50.00
Permit for Grading, Drainage, Fill, Excavation, Etc. (plus engineering review and site visit fees)	\$50.00

Sec. 1-349. Land divisions/combinations/lot splits/redescriptions.

Per Parcel/Lot Being Created	\$100.00
Boundary Adjustments (fee charged for each resulting parcel or new description)	\$100.00

(outlots/parks/open space areas each count as 1 lot)	
Review Escrow	Based on estimated cost of review (no charge for combination or separation of platted lots of record or other parcels of record for tax code purposes only)

Sec. 1-350. Zoning Board of Appeals fees (in addition to all other fees).

Per Case	\$500.00 plus \$50.00 per additional variance
Rehearing Meeting	\$200.00
Review Escrow	Based on estimated cost of review

Sec. 1-353. Ordinances.

Ordinances and the master plan can be viewed on our website at www.hamburg.mi.us. From the main page, go to the Lawroom (add \$5.00 if mailed).

Master Plan	\$30.00
General Ordinance	\$35.00
Zoning Ordinance	\$35.00
Large Zoning District Map	\$15.00
Small Zoning District Map	\$7.50
Copies of Full-Size Sectional Maps	\$10.00/sheet

Sec. 1-354. Copies.

Photocopies (plus postage if mailed): \$0.25/page.

Sec. 1-355. Fees.

Fees listed in this schedule are intended to cover staff time and other costs for standard processing. 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.

Sec. 1-356. Exemptions.

All permitting fees will be waived by Hamburg Township for non-profit private and public service projects.

Sec. 1-357. Review escrows.

- (a) Review escrow fees are reasonably related to the amount of costs and expenses estimated by the Township and its consultants to complete the respective review of a project by the Township's consultants. If there is not an estimate for the initial cost of the review escrow and instead the review fee states it is based on an

estimate of cost of review the Zoning Administrator will contact the party that is needed for review and the cost of the review escrow fee will be based on the projected cost of the review. Review escrow fees shall be placed into a non-interest-bearing escrow account. Upon final review, the remaining review escrow fee balances shall be returned to the applicant upon receipt of final billing. If the excess fees are sent by mail to the applicant at the address specified on the escrow receipt, and is returned undelivered, it shall be held by the Township and returned to the applicant on demand; however, if such demand is not made within one year after it was returned undeliverable, the remaining escrow shall be deemed forfeited and shall be deposited in the general fund of the Township. The applicant shall be responsible for all costs incurred for review in excess of the original submitted escrow amount. If the review escrow fee amount held by the Township is determined to be less than the amount needed to review the project additional escrow fund shall be requested. Final certificates of occupancy shall not be issued until such time as all outstanding fees are paid.

- (b) Review escrows fees can be required for any work or process either covered or not covered in this Schedule based on the cost of the review to be determined by the Zoning Administrator and the party reviewing the project.

Secs. 1-358—1-387. Reserved.

ARTICLE IV. HAMBURG CEMETERY AND MAUSOLEUM PRICING

DIVISION 1. GENERALLY

Secs. 1-388—1-417. Reserved.

DIVISION 2. CRYPT PRICING

Sec. 1-418. South wall, side by side.

Cost: \$3,000 (single)

(Ord. of 7-1-2021)

Sec. 1-419. South wall, end to end.

Cost: \$6,000 (double)

(Ord. of 7-1-2021)

Sec. 1-420. Reserved.

Editor's note(s)—An ordinance adopted July 1, 2021 , repealed § 1-420, which pertained to south wall singles.

Sec. 1-421. North wall, side by side.

Cost: \$2,500 (single)

(Ord. of 7-1-2021)

Sec. 1-422. North wall, end to end.

Cost: \$5,000 (double)

(Ord. of 7-1-2021)

Sec. 1-423. Reserved.

Editor's note(s)—An ordinance adopted July 1, 2021 , repealed § 1-423, which pertained to north wall singles.

Secs. 1-424—1-444. Reserved.*DIVISION 3. NICHE PRICING¹***Sec. 1-445. West wall (mural).**

<i>Tier</i>	<i>Cost</i>
I	\$677.00
H	\$903.00
G	\$1,083.00
F	\$1,083.00
E	\$1,083.00
D	\$1,083.00
C	\$1,083.00
B	\$903.00
A	\$903.00

(Ord. of 7-1-2021)

Sec. 1-446. East wall.

<i>Tier</i>	<i>Cost</i>
I	\$451.00
H	\$677.00
G	\$903.00
F	\$903.00

¹Editor's note(s)—Interment of more than one cremation at the same time is charged at 1.5 times the rate.

E	\$903.00
D	\$903.00
C	\$903.00
B	\$677.00
A	\$587.00

(Ord. of 7-1-2021)

Sec. 1-447. Cemetery plots.

- (a) Resident pricing, per plot \$500.00
- (b) Nonresident pricing, per plot \$750.00

(Ord. of 7-1-2021)

Sec. 1-448. Opening/closing.

CASKET BURIAL

Adult - M—F before 3:30 p.m. \$1,000.00

Adult - after 3:30 p.m. & Saturday \$1,200.00

Child/Infant - M—F before 3:30 p.m. \$500.00

Child/Infant - after 3:30 p.m. & Saturday \$700.00

BURIAL/INTERMENT OF CREMAINS

M—F before 3:30 p.m. \$300.00

After 3:30 p.m. & Saturday \$400.00

WINTER GROUND BURIALS

When the frost depth is two (2) inches or greater, these charges are added to the calculated burial costs.

Full Casket Burial - \$250.00

Urn Internment - \$125.00

(Ord. of 7-1-2021)

Sec. 1-449. Monument foundations.

Monument foundations will be charged at a rate of \$0.55 per square inch and must extend a minimum of two (2) inches beyond all sides of the base of the monument.

(Supp. No. 3)



Hamburg Township Public Safety Department

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

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 4.

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: June 26, 2024
RE: Agenda Item Topic: **Police Officer Hiring Process**
General Ledger #: N/A
Number of Supporting Documents: N/A
NEW/OLD BUSINESS: **XXX** New Business
_____ Old Business – Previous Agenda #:

Requested Action

- Motion to approve the establishment of a police officer hiring eligibility list.

Background

In the FY 24/25 Public Safety Goals & Objectives presented to the Township Board at the Strategic Planning session held on April 16, 2024, I requested the addition of two full-time police officer positions. The adopted FY 24/25 budget includes funding for these two additional positions. During budget discussions, the tentative plan was to hire these two new officers in January, 2025.

On May 23, 2024, I received written notice from one of our current officers, who is a member of the U.S. Army Reserves, that his unit has been scheduled for a one-year deployment beginning in October of 2024. As such, I am requesting that the Board authorize me to immediately commence the process of establishing a police officer hiring eligibility list to fill these two positions. This would allow us to hire the two new officers in November in order to help alleviate the staffing shortage caused by the deployment. On June 5, 2024, the Public Safety Committee unanimously voted in favor of recommending that the Board approve moving forward with the hiring process

Respectfully,

Chief Richard Duffany
Director of Public Safety



Hamburg Township Public Safety Department

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

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 5.

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: June 26, 2024
RE: Agenda Item Topic: **Purchase of Fire MCTs**
General Ledger #: **206-000.000-980.000**

Number of Supporting Documents: **1**

NEW/OLD BUSINESS: **XXX** New Business

_____ Old Business – Previous Agenda #:

Requested Board Action

- Motion to approve the purchase of four (4) Panasonic F2-40AC Toughbook Mobile Computer Terminals (MCTs), with extended warranty, from Mobile Communications America of Plymouth, MI for a total cost of \$24,287.00.

Background Information

Hamburg Township Fire currently utilizes 13 Mobile Computer Terminals (MCTs) in its vehicles and apparatus. Several of these MCTs are at or nearing their end-of-life cycle. This fiscal year the department is scheduled to replace 4 of these MCTs. Several models of MCTs were reviewed by the Fire command staff and it was determined that the Panasonic F2-40AC Toughbook MCT was best suited to meet the needs of the department.

We can obtain the MCTs directly from Panasonic through their regional supplier, Mobile Communications America, at a cost of \$5,376.75 each plus \$645 each for a 5-year warranty.

Budget Impact

The cost of the purchase of these MCTs has been included in the adopted FY 24/25 budget and this purchase will not adversely impact the budget

Respectfully,

Chief Richard Duffany
Director of Public Safety

QUOTATION

Page 1

880000445

Bill To:

Hamburg Township Fire Department
10100 Veterans Memorial Dr
Hamburg, MI 48139

Ship To:

Hamburg Township Fire Department
10100 Veterans Memorial Dr
Hamburg, MI 48139

Contact: Jeffrey Newton

Contact #:

Contact: Jeffrey Newton

Contact #:

Date: 04/22/2024		Customer #: 132703		Terms: NET 30 DAYS		
Qty	Item	Description	U/M	Unit Price	Extended	
4	PANASONIC-SERIALIZED	PAN-F2-40AC-02AM WIN 11 Pro, Intel Core i5-114567, 14.0 FHD Gloved Touchscreen 16GB, 512GB OPAL SSD, WIFI 6, Bluetooth, 4G EM7960, GPS, Quad Pass Through, MIC Infared WebCam, Standard Battery, TPM 2.0, Backlit Keyboard, 3 Yr. Protection Plus Warranty, 3 Yr. Premier Deployment, 3 Yr. No return of Defective Drive, Field Engineering Support.	EA	5,376.75	21,507.00	
4	PANASONIC-NONSERIAL	PAN-CF-SVCPSY5 Panasonic Public Safety Years 4 and 5 Warranty. Must be purchased with Bundle Package above.	EA	645.00	2,580.00	
4	S&H	SHIPPING/HANDLING	EA	50.00	200.00	

Accepted By: _____ **Date:** _____

Please contact customer representative by phone or email with any questions:

Customer Rep: Mike Wriggelsworth

Phone #:

Email: MikeWriggelsworth@callmc.com

Subtotal : \$24,287.00

Tax :

Total Quote : \$24,287.00

Effective August 1, 2018, all credit card payments are subject to a 2% convenience fee

Quote Valid for 30 Days.

All orders are subject to partial shipment and partial invoice

Tax calculations provided are estimates and are subject to change.



MOBILE COMMUNICATIONS AMERICA, INC. TERMS AND CONDITIONS

"MCA" shall mean Mobile Communications America, Inc. and "Buyer" shall mean the customer named in the applicable Order (defined below). "Parties" shall mean MCA and Buyer, collectively, and "Party" shall mean MCA or Buyer, individually. "Products," "Equipment" or "Services" shall individually or collectively mean the equipment and parts (with respect to Products and Equipment) and services (with respect to Services) referred to in the applicable Order. These Terms and Conditions ("T&Cs") shall apply to and form a part of all orders for Services and, if applicable, Products, issued by Buyer and expressly accepted by MCA (each, an "Order" and together with the T&Cs, the "Agreement"). The Agreement, together with any documents incorporated herein by reference, constitutes the sole and entire agreement of the Parties, and supersedes all prior or contemporaneous understandings, agreements, negotiations, representations and warranties, and communications, both written and oral. In the event of any conflict between these T&Cs and the Order, these T&Cs shall govern, unless the Order expressly states that the terms and conditions of the Order shall control. Neither the transactions contemplated hereby and/or the Agreement, nor any Order consummated between the Parties, are intended to constitute or create a joint venture, pooling arrangement, partnership, or formal business organization of any kind. The Parties shall act as independent contractors at all times and neither Party shall act as an agent for the other, and the employees of one Party shall not be deemed employees of the other Party. Buyer shall place an Order with MCA in compliance with these T&Cs.

MCA reserves the right, without notice to Buyer, to provide any Product through, or cause any of its obligations under these T&Cs to be performed by, any of its Affiliates. In such case, the work shall be treated as a separate agreement between the Buyer and Affiliate, governed by these T&Cs with the Affiliate taking the place of MCA for all purposes herein. Buyer is to make payment directly to the Affiliate for such Orders. For the purposes of these T&Cs, "Affiliate" shall mean, with respect to a Party, any entity which owns or controls, is owned or controlled by, or is under common ownership or control with, such Party. In addition, MCA may subcontract the Services provided to Buyer to a third party without Buyer's consent, provided that such subcontracting will not release MCA from any of its obligations under the Agreement.

MCA's acceptance of an Order is expressly conditioned upon Buyer's consent to these T&Cs. These T&Cs prevail over any other terms and conditions or other provisions contained in Buyer's documentation whether pre-printed or attached to any Order or any other documentation exchanged by the Parties. If these T&Cs are not acceptable to Buyer, Buyer must so notify MCA prior to Order placement by specific written objection. Buyer's consent to these T&Cs will be conclusively established by Buyer's acceptance of a quote from MCA, unless written objections are received prior to Order placement. No waiver, alteration or modification of these T&Cs shall be binding on MCA unless in writing and signed by an Executive Officer of MCA. The quantity, quality and description of the Equipment shall be as specified in an applicable Order and/or any applicable specification agreed to in writing by the Parties. Solely with respect to Services, MCA's acceptance of an Order is also expressly subject to MCA's inspection of the site where the Services will be performed and its suitability for the Services in MCA's sole and absolute discretion.

QUOTATION DETAILS: All quotations reflect U.S. Dollars. All payments must be made in U.S. Dollars. If Buyer makes payment by check, the check must be drawn on a US bank. Payment shall not be deemed received by MCA for any purpose hereunder, including MCA's security interest in the Products, until such time as MCA receives cleared available funds. The price for the Services and, if applicable, the Products, or the manner or method by which such prices shall be set or finally determined, shall be set forth in the Order. Buyer acknowledges that Product prices may fluctuate due to manufacturer costs, supply chain variances or Force Majeure Events (hereinafter defined). As such, MCA reserves the right to adjust Services and/or Product prices accordingly and/or cancel Orders at any time. MCA will make reasonable effort to provide Buyer timely notice of such changes. The right to refuse to accept any Orders for any reason is reserved by MCA even if a previous quotation has been made.

TERMS AND METHODS OF PAYMENT: Payment shall be due and payable thirty (30) days from the date of invoice. Payment shall not be withheld on account of any claim by Buyer against MCA. If Buyer disputes any portion of a MCA invoice, Buyer shall pay the undisputed portion when due and MCA and Buyer shall work to resolve the dispute within thirty (30) days. Nonpayment or delay in payment by Buyer shall be considered a breach of the Agreement.

Each Order, assuming due fulfillment thereof, shall be considered a separate and independent transaction and payment therefor shall be made accordingly. If services, installation and/or shipments (as applicable to a particular Order) are delayed by the Buyer, payments shall be due on the date when MCA is prepared to perform (or cause a third party to perform). Products held for the Buyer shall be at the risk and expense of the Buyer. Products shipped as exchanges will be invoiced for full value until the exchange is complete and Product has been returned to MCA in good and working condition, at which point a credit for the full value will be given to Buyer. If the financial condition of the Buyer at any time does not, in MCA's sole and absolute discretion, justify continuance of performance or shipment on the terms of payment specified, MCA may require full or partial payment from the Buyer in advance in MCA's sole and absolute discretion. In the event of bankruptcy or insolvency of the Buyer, or in the event any proceedings are brought by or against the Buyer under any bankruptcy or insolvency laws, MCA shall be entitled to cancel any Order then outstanding and shall receive reimbursement for any expenses incurred by it in connection with such cancellation and any applicable cancellation charges.

Buyer grants to MCA a purchase money security interest in the Products, including any software provided hereunder, and to the proceeds thereof until the full price and all other liabilities due to MCA are satisfied. Upon payment in full to MCA, title to the Products shall pass to Buyer free of such security interest. Buyer hereby authorizes MCA to take any and all steps it determines are necessary to cause its security interest to be maintained and perfected, including, without limitation, the filing of any financing statements, and any amendments and/or renewals thereof. Any invoiced amount which is not paid in accordance with these T&Cs shall be considered overdue. MCA shall be entitled, without prejudice to any of its other rights or remedies, after a seven (7) day grace period to charge Buyer with interest at the rate of 1.5% of total past due amount. Buyer shall not deduct from any invoice any amounts, except such amounts as are set forth in any written credit memorandum (or equivalent) issued by MCA to Buyer prior to the due date of the outstanding invoice. Upon any default or breach by Buyer hereunder and to the extent applicable, MCA shall have all of the rights and remedies of a secured party under the Uniform Commercial Code or other applicable law, which rights shall be cumulative. MCA shall have the right to enter Buyer's premises and repossess and remove any Products if full payment has not been timely received by MCA.



Buyer shall not and acknowledges that it will have no right, under these T&Cs or any other agreement, document, or law to withhold, offset or debit any amounts owed or due to MCA or any of its Affiliates, whether under these T&Cs or any other agreement between the Parties against any other amount owed or due to MCA or any of its Affiliates under any other document or agreement between MCA and/or any of its Affiliates, on the one hand, and Buyer and/or any of its Affiliates, on the other.

STANDARD TERMS WITHOUT CREDIT: If Buyer has not established preliminary credit with MCA, prepayment of full amount under the Agreement is required, unless such requirement is waived by MCA in its sole and absolute discretion.

STANDARD TERMS WITH CREDIT:

- A. Up to \$50,000.00 - Net within thirty (30) days after date of invoice submitted by MCA.
- B. Over \$50,000.00 require the below milestone payments:
 - 40% down once an Order is accepted by MCA
 - 50% once materials shipped for Buyer's use
 - 10% within thirty (30) days of the earlier of invoice or completion of installation, if applicable.

NON-STANDARD CREDIT TERMS: Negotiable prior to Order acceptance.

NON-STANDARD PAYMENT TERMS:

- A. Cash
- B. Credit card payments by customers with credit terms with MCA

Non-standard payment terms may be subject to convenience fees, in MCA's sole and absolute discretion.

LATE FEES: Without prejudice to any other rights or remedies of MCA, if payment is outstanding after a seven (7) day grace period, 1.5% of the total past due amount will be added to the balance.

TAXES: The prices stated in any quote or Order may not include any provision for sales, use, excise, or similar taxes. The amount of any and all such present or future taxes or other government charges applicable to the Services and, if applicable, the Products will be added by MCA to the sales price and shall be paid by the Buyer, unless Buyer provides MCA with a tax-exemption certificate acceptable to the taxing authority. If MCA is required to pay or bear the burden of any excluded tax, the prices set forth herein shall be increased by the amount of such tax and any interest or penalty assessed, and Buyer shall pay to MCA the full payment of any such increase no later than ten (10) days after receipt of invoiced charges.

DELIVERY: Unless otherwise specifically stated in an agreement between the Parties, delivery of all Products shall be FOB MCA's shipping facility or at MCA's option, FOB point of manufacture. Ground shipment charges through carrier chosen by MCA, unless carrier agreed upon by Buyer and MCA, will be prepaid and added to invoice. Title and risk of loss or damage shall pass to Buyer upon MCA's delivery of the goods to a common carrier or other delivery agency for shipment to Buyer. MCA assumes no liability in connection with shipment nor shall the carrier in any way be construed to be an agent of MCA. MCA shall not be liable for any damages or penalty for delay caused by transportation or failure to give notice of such delay. The Equipment shall be marked in accordance with the Buyer's instructions and any applicable regulations or requirements of the carrier, if applicable, and properly packed and secured so as to reach their destination in an undamaged condition in the ordinary course. The Equipment shall be delivered to the delivery address stated in the order on the date or within the period stated in the order, in either case during the Buyer's usual business hours. If MCA is unable to make deliveries as specified by Buyer, MCA shall notify Buyer immediately. Insurance is not included in the price unless requested by Buyer at the time of order placement. It shall be the responsibility of the Buyer to file claims with the carrier for loss or damage to goods while in transit.

INSPECTION: MCA shall take any steps necessary to comply with any reasonable request by the Buyer to inspect or test the Products prior to installation. If as a result of inspection or testing the Buyer is not satisfied that such Products will perform as anticipated per the written guidelines of the applicable manufacturer of a particular Product (each, a "Manufacturer"), and if the Buyer so informs MCA within seven (7) days of inspection or testing, MCA shall take commercially reasonable steps as are necessary to ensure compliance. Failure to so inform MCA within such seven (7)-day period shall constitute Buyer's irrevocable waiver of its rights under this Section.

LIMITED WARRANTY:

- A. **MANUFACTURER'S WARRANTIES.** Manufacturers of the Products provide warranties, including, a software warranty and a license warranty, of varying periods and coverage (collectively, "Manufacturer Warranties"). Written copies of Manufacturer Warranties are available upon request. Buyer acknowledges and agrees that MCA shall have no obligation whatsoever in respect of Manufacturer Warranties and makes no warranty with respect to any goods or supplies supplied by any third party.
- B. **LIMITED SERVICES WARRANTY.** MCA warrants to Buyer that it shall perform the Services using personnel of required skill, experience, and qualifications and in a professional and workmanlike manner in accordance with generally recognized industry standards for similar services and shall devote adequate resources to meet its obligations under the Agreement ("Limited Services Warranty"). The Limited Services Warranty shall survive for a period of twelve (12) months following the date Services commences (the "Warranty Period"). The Limited Services Warranty is not assignable or transferrable to any third party (including any Affiliate of Buyer).
- C. **WARRANTY DISCLAIMER, EXCEPT FOR THE LIMITED SERVICES WARRANTY, MCA MAKES NO WARRANTY WHATSOEVER WITH RESPECT TO SERVICES AND/OR ANY PRODUCT, INCLUDING ANY (A) WARRANTY OF MERCHANTABILITY; (B) WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE; (C) WARRANTY OF TITLE; (D) WARRANTY AGAINST INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS OF A THIRD PARTY; OR (E) OTHER WARRANTY WHETHER EXPRESS OR IMPLIED BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE, OR OTHERWISE.**
- D. **WARRANTY CONDITIONS.** MCA shall not be liable for a breach of the Limited Services Warranty unless: (A) Buyer gives written notice of breach thereof, reasonably described, to MCA within twenty (20) days of the time when Buyer discovers or ought to have discovered the breach and such notice is given during the Warranty Period and (B) MCA reasonably verifies Buyer's claim that the Services was defective. MCA shall not be liable for a breach of the Limited Services Warranty if (i) Buyer makes any further use of such Products after giving such notice; (ii) the defect arises because Buyer failed to follow MCA's oral or written instructions as to the storage, installation,



commissioning, use or maintenance of the Products; or (iii) Buyer alters or repairs such Products without the prior written consent of MCA.

- E. **EXCLUSIVE REMEDIES.** Subject to Buyer's compliance with the paragraph titled "Warranty Conditions" above, Buyer's sole and exclusive remedy for breach of the Limited Services Warranty shall be, in MCA's sole discretion, (i) to repair or re-perform the applicable Services or (ii) to credit or refund the price of such Services at the pro rata contract rate. **SUCH REMEDY SHALL BE THE BUYER'S SOLE AND EXCLUSIVE REMEDY AND MCA'S ENTIRE LIABILITY FOR ANY BREACH OF THE LIMITED SERVICES WARRANTY.**

SHORTAGES AND DEFECTS OF PRODUCTS: Buyer will be deemed to have accepted the Products upon shipment unless MCA is notified in writing of the rejection of any unit of the Product. Any claim of shortages or defects must be made within three (3) days of delivery to Buyer. Claims must be provided to MCA in writing and must detail for MCA the specific reason(s) for rejection. Buyer shall afford MCA prompt and reasonable opportunity to inspect all Products against which any claim is made. Buyer shall not return any Equipment to MCA without prior authorization. After MCA has reviewed the rejection notice and authorized the return, Buyer will return the unit to MCA (or MCA's designee) in the same condition as when it was received. All returns must be in the original container and packaging along with all accessories and instructions included must be shipped freight prepaid. Notwithstanding the foregoing, (a) in the event MCA reasonably determines that the basis for rejection relates to a matter covered by a Manufacturer Warranty, MCA shall have no liability under this Section other than to inform Buyer of such determination.

FORCE MAJEURE: MCA shall not be responsible for any failure to perform due to causes beyond its reasonable control, such as, but not limited to, acts of God, flood, fire, earthquake, explosion, acts of the Buyer, acts of civil or military authority, war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest, embargoes or blockades, national or regional emergency, judicial action, pandemic, epidemic, default of subcontractors or vendors, labor disputes, accident, failure or delays on transportation, and inability to obtain necessary power, labor or materials (each, a "Force Majeure Event"). In the event of any delay due to such causes, or other difficulties, (whether or not similar in nature to any of those specified) the date of delivery shall be extended in writing for a period equal to the time lost.

CANCELLATION: Special order items are not cancelable due to restrictions in third party vendor terms and conditions. Orders of (i) Products regularly stocked by MCA and (ii) Services may be cancelled, subject to the following terms. If Buyer provides written notice of cancellation prior to shipment of Products or commencement of the Services (whichever occurs first), the Order may be cancelled without charge. If Buyer provides written notice of cancellation once shipment of Products has occurred or Services have commenced, but prior to delivery and installation (with respect to Products) or completion (with respect to Services), Equipment may be returned at Buyer's expense and may be subject to restocking charges and Buyer will be charged and agrees to pay for all Services (or portion thereof) rendered to Buyer. Programmed Equipment may be returned at MCA's discretion and will be subject to a reprogramming fee. Orders may not be cancelled once Products are delivered and installed. Orders may not be cancelled, and Buyer will be charged for and agrees to pay for all Equipment actually delivered or Services rendered, upon the earlier of (x) the completion of the Services and (y) the delivery and installation of the Products.

ASSIGNMENT: The Buyer shall not assign in whole or in part these T&Cs or any interest therein or any rights hereunder without the written consent of MCA, which shall not be unreasonably withheld or delayed. Any such assignment without consent shall be void. Notwithstanding the foregoing, MCA may assign these T&Cs or any other agreement between the Parties, without consent in whole or in part, for the purposes of corporate reconstruction, reorganization, or analogous proceeding, or to (a) any Affiliate; or (b) a third party in the event of a merger, recapitalization, conversion, consolidation, other business combination or sale of all or substantially all of the assets of MCA to such third party.

TERMINATION FOR DEFAULT: In the event that a Party (the "Breaching Party") is in breach of a material provision of the Agreement, the other Party (the "Non-Breaching Party") shall submit a written cure notice to the Breaching Party advising of such breach. Except in the case of amounts due to MCA from Buyer, which shall be paid immediately upon Buyer's receipt of the notice, the Breaching Party shall have thirty (30) days from receipt of such notice to cure the breach. If the Breaching Party does not cure the breach within the thirty (30) day cure period, the Non-Breaching Party may terminate the Order.

SEVERABILITY: If any provision or part-provision of these T&Cs is or becomes invalid, illegal, or unenforceable, it shall be deemed modified to the minimum extent necessary to make it valid, legal and enforceable. If such modification is not possible, the relevant provision or part-provision shall be deemed deleted. Any modification to or deletion of a provision or part-provision under this clause shall not affect the validity and enforceability of the rest of these T&Cs.

DISPUTES: MCA and Buyer shall attempt in good faith to resolve any dispute, controversy, or claim arising under or relating to an Order or these T&Cs by negotiation between the representatives of each Party who have the authority to settle the dispute. If the Parties are unable to resolve such dispute, either Party may refer the dispute to arbitration. The arbitration shall be conducted in English and in accordance with the Commercial Rules of the American Arbitration Association, which shall administer the arbitration and act as appointing authority. The arbitration, including the rendering of the decision and/or award, shall take place in Spartanburg County South Carolina, United States of America, and shall be the exclusive forum for resolving the dispute, controversy, or claim. The arbitrator shall make the final determination as to any discovery disputes between the Parties. Examination of witnesses by the Parties and by the arbitrator shall be permitted. A written transcript of the hearing shall be made and furnished to the Parties. The cost of this transcript shall be borne equally by the Parties. The award or decision of the arbitrator shall state the reasons upon which the award or decision is based and shall be final and binding upon the Parties. The prevailing Party shall be entitled to compensation for the expense of the arbitration, including, but not limited to, the award of attorneys' fees, at the discretion of the arbitrator. The award shall be enforceable before any court of competent jurisdiction upon the application to such court by either Party. Each Party irrevocably and unconditionally waives any right to a trial by jury in respect to any legal action arising from these T&Cs or any other agreement between the Parties.

GENERAL: Both Parties will comply with all applicable federal, state and local laws. These T&Cs shall be governed by the laws of the State of South Carolina, without regard for conflict of laws provisions thereof. If any term or provision of these T&Cs shall to any extent be held by a court or other tribunal to be invalid, void or unenforceable, then that term or provision shall be inoperative and void insofar as it is



conflict with the law, but the remaining terms and provisions shall nevertheless continue in full force and effect and the rights and obligations of the Parties shall be construed and enforced as if these T&Cs did not contain the particular term or provision held to be invalid, void or unenforceable. The failure of MCA to insist, in any one or more instances, upon the performance of any such term, covenant or conditions of these T&Cs or to exercise any right herein, shall not be construed as a waiver or relinquishment of the future performance of any such term, covenant or condition or the future exercise of such right, but the obligation of the Buyer with respect to such future performance shall continue in full force and effect.

GOVERNMENT CONTRACTS: In the event that the Buyer's customer is the United States Government, the Services and, if applicable, Products are purchased as Commercial Services or Commercial Products, respectively, under the Federal Acquisition Regulation ("FAR"), and MCA will agree to comply with, if applicable, FAR 52.212-5 (Contract Terms and Conditions Required to Implement Statutes or Executive Orders—Commercial Products and Commercial Services). Any other Government flow downs shall be negotiated by the Parties and agreed upon between the Parties in writing prior to acceptance of an Order by MCA.

FCC AND OTHER GOVERNMENT MATTERS: Although MCA may assist in the preparation of FCC License Applications as a courtesy, Buyer is solely responsible for obtaining any licenses dictated under the FCC's rules and regulations or required by any other Federal, State or Local government agency. Neither MCA nor any of its employees is an agent of the Buyer in FCC or other governmental matters.

LIMITATIONS:

- A. **LIMITATIONS OF MCA LIABILITY.** IN NO EVENT SHALL MCA BE LIABLE TO BUYER OR ANY THIRD PARTY FOR ANY MATTER ARISING OUT OF OR RELATED TO THESE T&Cs IN RESPECT OF ANY LOSS OF USE, REVENUE OR PROFIT OR LOSS OF DATA OR DIMINUTION IN VALUE, OR FOR ANY CONSEQUENTIAL, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGES WERE FORESEEABLE AND WHETHER OR NOT MCA HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE.
- B. **MAXIMUM LIABILITY.** IN NO EVENT SHALL MCA'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THESE T&Cs, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, EXCEED THE PURCHASE PRICE OF THE PARTICULAR PRODUCTS SOLD AND/OR SERVICES RENDERED HEREUNDER WITH RESPECT TO WHICH LOSSES OR DAMAGES ARE CLAIMED.
- C. **EXCLUSIONS.** Notwithstanding the foregoing, the limitations of MCA's liability set forth herein shall not apply to (i) liability resulting from MCA's willful misconduct and (ii) death or bodily injury resulting exclusively from MCA's acts or omissions.
- D. **INSURANCE:** It is further understood that MCA is not an insurer, and that Buyer shall obtain and maintain all necessary and appropriate policies of insurance in respect of its obligations under these T&Cs. MCA does not represent or warrant, and MCA hereby expressly disclaims any responsibility for, that Products will avert or prevent occurrences, or the consequences therefrom, which are monitored, detected, or controlled with the use of the Equipment sold herein.
- E. **NO REPRESENTATIONS.** MCA's representatives are only authorized to fill in the blanks on any agreement, sales order or quote form governed by these T&Cs. The issuance of information, advice, approvals, instructions or cost projections by MCA sales or service personnel or other representatives shall be deemed expressions of personal opinion only and shall not affect MCA and Buyer's rights and obligations hereunder, unless that same is in writing and signed by an officer of MCA with the explicit statement that it constitutes an amendment to this Agreement.

INDEMNIFICATION: Each Party (the "**Indemnifying Party**") agrees to indemnify, defend, and hold harmless the other Party, its officers, directors, and employees (the "**Indemnified Party**") from and against any and all liabilities, losses, damages, expenses, liens, claims, demands, actions, judgments, settlements, interest, awards, penalties, fines costs and expenses, including, without limitation, reasonable attorneys' fees, costs of collection, costs of recovering insurance, and costs of enforcing this indemnification provision ("**Claims**") for death, personal injury, or property damage arising out of any negligent act or omission of the Indemnifying Party in the performance of an Order, except to the extent such Claims are contributed to by (i) the negligence or willful misconduct of the Indemnified Party or (ii) the negligence or willful misconduct of any third parties. Buyer agrees to indemnify, defend, and hold harmless MCA, its officers, directors, and employees for any and all claims, including claims asserted by third parties, related to any Equipment or Services performed in whole or in part by MCA. The Indemnified Party agrees to (i) notify the Indemnifying Party in writing of any Claims as soon as reasonably practicable; (ii) allow the Indemnifying Party to control the defense of any such Claim and related settlement negotiations; and (iii) reasonably cooperate with the Indemnifying Party in any defense actions.

PATENT, COPYRIGHT AND TRADEMARKS:

- A. **COPYRIGHT AND MASK WORKS:** Laws in the United States and other countries preserve for manufacturers certain exclusive rights, in the manufacturer's software incorporated into any Product ("**Manufacturer's Software**") or included in Services, mask works and other works of authorship furnished hereunder, including, without limitation, the exclusive rights to prepare work derived from same, reproduce copies in same and distribute copies of same. Such Manufacturer's Software, mask works and other works of authorship may be used in, and redistributed with, only the equipment which incorporates the same. No other use, including without limitation, the reproduction, modification, or disassembly of such Manufacturer's Software, mask works and other works of authorship or exclusive rights in same is permitted.
- B. **REVERSE ENGINEERING:** Buyer acknowledges manufacturer's claim that the Manufacturer's Software and Equipment furnished hereunder contain valuable trade secrets of manufacturer and therefore agrees that it will not translate, reverse engineer, decompile, or disassemble, or make any other unauthorized use of such manufacturer's software and equipment. Since unauthorized use of such Manufacturer's Software and equipment will greatly diminish the value of such trade secrets.
- C. **LOGOS AND TRADEMARKS:** Buyer shall not have a right to use any trademarks, names, slogans, or designations of MCA or any manufacturer of products incorporated into or included in any Products and/Services.



TOUGHBOOK Product Portfolio

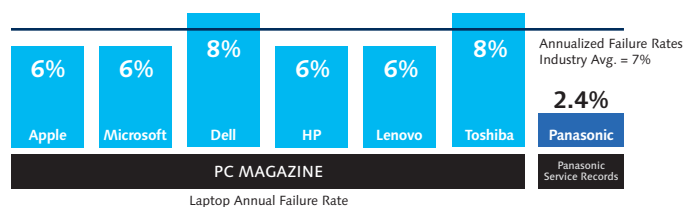
From military bases to patrol cars, on the shop floor or in a lab, on the road or in the field, Panasonic is helping to keep organizations moving forward.

Engineered to withstand drips, drops, dust and grime TOUGHBOOK® computers thrive and survive in the hardest of environments. Panasonic is committed to delivering mobile computing solutions that help you get the job done, wherever it takes you.

- Select TOUGHBOOK mobile devices go beyond the standard safety testing to achieve Hazardous Locations Class 1 Div 2 certification, TPM 2.0 and are TAA-compliant, approved for government deployment.
- Panasonic and its partners design a wide assortment of heavy-duty docks, mounts and other peripherals including barcode readers, printers and magstripe readers—to expand and enhance the TOUGHBOOK capabilities.
- Panasonic values keeping backward compatibility to allow customers to save the expense and hassle of replacing vehicle docks every time a new model is introduced.
- Panasonic is the only major manufacturer that designs, builds and tests its mobile devices in its own factory—allowing quality control, consistency and parts availability to be monitored every step of the way.

INDUSTRY AVERAGE FAILURE RATE

Panasonic devices are over five times more reliable than the average laptop used by businesses across America.*



*Comparing 2019 Panasonic actual data for TOUGHBOOK family of devices to PC Magazine reader-reported data for competitors in the same time period.

Not only is a TOUGHBOOK purpose-built to withstand extreme mobile environments, but it has the exclusive Panasonic ProServices support team standing behind it. To help ensure uninterrupted worker productivity and efficiency, Panasonic offers support and services throughout the lifecycle of your mobile computing device.

Panasonic ProServices for TOUGHBOOK include:

- Pre-deployment consulting
- Engineering design and field engineering expertise
- Deployment services (imaging, asset tagging, etc.)
- Warranty coverage and maintenance services
- Hard drive replacement
- End of life recycling

MOBILITY SOLUTIONS





TOUGHBOOK 55

14" Semi-rugged Win 11 | 810H | 3' Drop | IP53

- Optional 1000 nit gloved multi touch model
- Innovative modular design & user-removable accessory expansion packs (xPAK's)
- 16–64GB RAM (user-upgradeable)
- Optional Intel® Iris® Xe Graphics
- Infrared 2MP webcam w/dual-array microphones & privacy cover
- Optional FirstNet Ready™ 4G modem (up to 600Mbps)
- 10-hour battery life (20 w/optional 2nd battery)



TOUGHBOOK 40

14" Fully-rugged Win 11 | 810H | 6' Drop | IP66 | C1D2

- 1200 nit gloved multi touch display
- Innovative modular design & user-removable accessory expansion packs (xPAK's)
- 16–64GB RAM (user-upgradeable)
- Optional AMD dGPU or Intel® Iris® Xe Graphics
- Infrared 5MP webcam w/tetra-array microphones & privacy cover
- Optional FirstNet Ready™ 5G (Sub6+C+mmWave) modem or 4G modem (up to 2000 Mbps)
- 10-hour battery life (20 w/optional 2nd battery)



Keyboard sold separately

TOUGHBOOK 33

12" Fully-rugged Win 11 | 810H | 4-5' Drop | IP65 | C1D2

- 1200 nit gloved multi touch + digitizer display
- 16–32GB RAM (onboard)
- Intel® Iris® Xe Graphics
- 2-in-1 with optional keyboard (emissive or rubber)
- Optional quick-release SSD
- Optional FirstNet Ready™ 4G modem (up to 1000 Mbps)
- 6.5-hour battery life (14 w/optional long life battery)



Keyboard sold separately

TOUGHBOOK G2

10.1" Fully-rugged Win 11 | 810H | 6' Drop | IP65 | C1D2

- 1000 nit gloved multi touch + digitizer display
- Innovative modular design & user-removable accessory expansion packs (xPAK's)
- 16-32GB RAM (onboard); Intel® Iris® Xe Graphics¹
- 2-in-1 with optional keyboard (emissive or rubber)
- Quick-release SSD
- Optional FirstNet Ready™ 5G (Sub6+C+mmWave) modem or 4G modem (up to 600Mbps)
- 12-hour battery life

TOUGHBOOK.com | 1-888-245-6344

¹ Available on 12th Gen CPU models.

Battery test results have been updated to now use MobileMark 25 (250 nit, Windows 11, connected to Wi-Fi, Office Productivity and Creativity scenarios). Previous battery lives were tested using MobileMark 2014 (150 nit, Windows 10, Office Productivity only). For example, the TOUGHBOOK 33 Mk3 battery life using MobileMark 2014 was 10 hours (20 w/optional long life batteries).

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MOBILITY SOLUTIONS





Hamburg Township Public Safety Department

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



Item 6.

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: June 26, 2024
RE: Agenda Item Topic: **Purchase of Fire Utility Vehicle Skids**

General Ledger #: **206-000.000-981.000**

Number of Supporting Documents: **3**

NEW/OLD BUSINESS: **XXX** New Business

_____ Old Business – Previous Agenda #:

Requested Board Action

- Motion to approve the purchase of two QTAC skids from Mallory Safety & Supply, as outlined in the attached specifications, to outfit a 2007 Kawasaki Mule and a 2010 Polaris at a cost of \$17,944.05.

Background Information

Hamburg Township Fire has two utility vehicles (UTV) in their fleet. One is a 2007 Kawasaki Mule that seats 4 with a rear bed and the other is a 2009 Polaris. The Polaris was obtained by the Police division through the 1033 program in 2021 and was recently transferred to the possession of HTFD as it no longer is needed by the police. It is the goal of HTFD to outfit each of these vehicles for a specific purpose as outlined below.

The Mule has been utilized as a brush fire/rescue combination vehicle for many years. The Mule is a low-speed vehicle, well-equipped for off-road driving and is best suited as a rescue vehicle. It is our intention to purchase a specially built rescue skid that will fit in the bed and over the folded down rear seat of the Mule allowing it to transport injured persons from hard-to-reach locations. The skid will have a place for a Stokes stretcher/basket, attendant seating, medical equipment storage and oxygen bottle storage.

The Polaris is a more versatile and rugged vehicle than the Mule. It has more power, can travel at higher speeds and can carry a heavier payload. It is our intent to outfit the Polaris with a brush fire fighting skid. This skid has an 85-gallon water tank and an ultra-high-pressure Honda motor and pump that will allow firefighters to go directly to the brush fire and fight it from a mobile platform. The skid is designed to fit inside the current dump bed of the Polaris, eliminating the need to retrofit the vehicle for the skid. This provides the advantage of not having to alter the vehicle by eliminating the rear seats thereby allowing us to transport firefighters to the brush fire.



Hamburg Township Public Safety Department

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

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 6.

The adopted FY 24/25 budget has a Capital Vehicle Expense allocation of \$25,000 towards the purchase and outfitting of a Tech Rescue trailer. After obtaining the Polaris, the fire command staff reconsidered this allocation and decided that the funds would be better spent on outfitting the Mule and the Polaris. This a proposal is for the purchase of two (2) skids from Mallory Safety & Supply. The following quote is via the OMNIA pricing system and therefore, the lowest price available:

- One (1) QTAC 75UHP Fire Skid Unit (For Polaris) -	\$13,230.34
- One (1) QTAC EMS- R Rescue Skid (For Mule) -	\$ 4,269.72
- Freight	\$ 443.99
- Total:	\$17,944.05

Budget Impact

As indicated, the cost of the purchase of these two skids can be covered by reallocating funds that were initially budgeted for a Tech Rescue trailer. As such, there is no adverse effect on the FY 24/25 budget.

Respectfully,

Chief Richard Duffany
Director of Public Safety



MALLORY

SAFETY AND SUPPLY LLC

645 Wilson St ■ Eugene, OR 97402
Ph: 541-683-9333 ■ Fax: 541-683-8107

QUOTATION Item 6.

Purchase Order Address:

PO Box 2068
Longview, WA 98632

Order Number	
3567646	
Order Date	Page
6/18/2024 10:16:08	1 of 2
ESTIMATED DATE	
8/30/2024 00:00:00	

Quote Expires On 8/17/2024

Bill To:

HAMBURG TOWNSHIP- PUBLIC SAFETY (gov)
ATTN: ACCOUNTS PAYABLE
10100 VETERANS MEMORIAL DRIVE
HAMBURG, MI 48139

Ship To:

HAMBURG TOWNSHIP- PUBLIC SAFETY (gov)
10100 VETERANS MEMORIAL DR
HAMBURG, MI 48139
US

810-222-1100

Customer ID: 161818

Job Name:

PO Number						Carrier		Ship Route		Taker	
UTV SKIDS/EMS-R /DIRECTOR NEWTON						SEE NOTES				MCASSIDY	
Line No	Quantities					Item ID		Pricing UOM		Unit Price	Extended Price
	Ordered	Allocated	Remaining	UOM Unit Size	Disp.	Item Description					

Order Note: OMNIA #159498 THIS PRICING IS FOR
HAMBURG TOWNSHIP AND IS NOT
ELIGIBLE FOR OTHER PUBLIC OR
NON-PROFIT AGENCIES.

Delivery Instructions: This quote includes liftgate, delivery appt
notification and government site delivery
accessorials at destination.
KBX-17758214-24

1	1.0000	0.0000	1.0000	EA		MTECH-230001301	EA	13,230.34	13,230.34
				1.0		SKID FIRE UTV QTAC 75UHP MANUAL HANNAY REEL	1.0		
Order Line Notes: QTAC 75UHP, Manual Hose Reel, Includes: - 75-gallon tank - Honda GX270 8HP engine, electric start engine - CAT UHP displace-type pump, 6.7 GPM @ 1,200 PSI - 1-1/2" drain - 4" fill tower - Hannay manual hose reel with 100-feet of 1/2" UHP hose - CAT UHP dual-pattern (fog/stream) nozzle with hand grip - 2.5-gallon foam cell with direct injection foam kit									
2	1.0000	0.0000	1.0000	EA		MTECH-230000910	EA	4,269.72	4,269.72
				1.0		SKID UTV RESCUE QTAC EMS-R	1.0		



MALLORY
SAFETY AND SUPPLY LLC

645 Wilson St ■ Eugene, OR 97402
Ph: 541-683-9333 ■ Fax: 541-683-8107

QUOTATION Item 6.

Purchase Order Address:
PO Box 2068
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Order Number	
3567646	
Order Date	Page
6/18/2024 10:16:08	2 of 2
ESTIMATED DATE	
8/30/2024 00:00:00	

Quote Expires On 8/17/2024

Line No	Quantities					Item ID Item Description	Pricing UOM	Unit Price	Extended Price
	Ordered	Allocated	Remaining	UOM Unit Size	Disp.		Unit Size		

WITH 02 BOTTLE HOLDER AND IV POLE

Total Lines: 2

SUB-TOTAL: 17,500.06
TAX: 0.00
FIXFREIGHT: 443.99
AMOUNT DUE: 17,944.05

U.S. Dollars



Model 75UHP UTV Fire Skid Specification



A Division of MTECH, Inc.
1072 Marauder, Suite 210
Chico, CA 95973
1.888.797.5100
www.qtacfire.com
www.mtechincorporated.com



TANK

The tank shall have the following characteristics:

- MTECH PolyTough™ extrusion-welded Copolymer Polypropylene construction
- Capacity of 75 gallons of water
- 3/8" internal baffles with interlocking design to meet NFPA standards
- Pump suction plumbed to the center of the tank with anti-cavitation device
- 1-1/2" tank drain
- Threaded 6" fill well, flush mounted at top of tank
- Tank vent
- Water level sight tube
- Flange-mounted anchor points to secure the skid unit to the bed
- Mounting pad for hose reel

PUMP & ENGINE

The pump system shall have the following characteristics:

- Honda GX270 8.0 hp engine with electric start (recoil start backup) with CAT 6.7 GPM triplex, gearbox driven high-pressure pump (1200 PSI @ 6.7 GPM)
- Primary and secondary pressure relief
- Discharge pressure gauge
- Inlet filter
- Purging system
- All plumbing to be of high pressure brass or stainless steel

FOAM

The foam system shall have the following characteristics:

- Foam induction system, includes:
 - MTECH PolyTough™ 2-1/2 gallon external foam reservoir
 - CAT foam induction system



HOSE & ASSOCIATED COMPONENTS

The hose and associated hardware shall have the following characteristics:

- 1/2" X 100' of UHP hose
- CAT variable stream UHP foam gun
- Hannay manual rewind hose reel
 - OPTION: Hannay electric rewind hose reel

WEIGHT*

Dry weight: 294 lbs.

Wet weight: 920 lbs.

Additional weight per component:

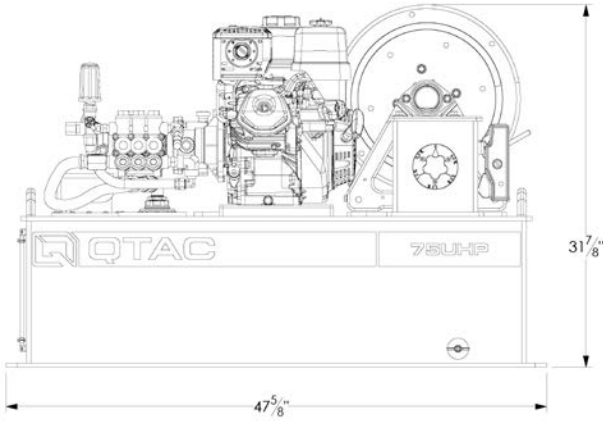
- Electric hose reel: 30 lbs.

**All weights are approximate*

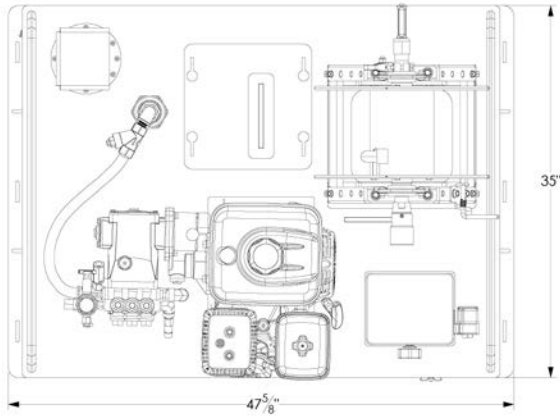


DIMENSIONS

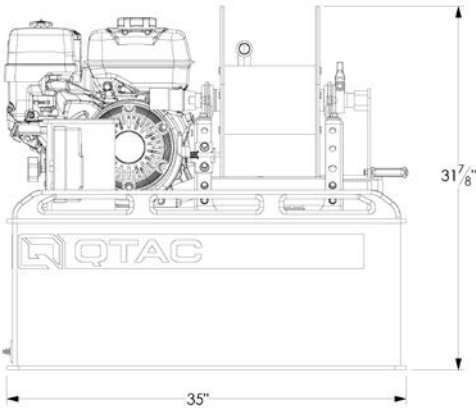
END VIEW



TOP VIEW



SIDE VIEW





Model EMS-R UTV Skid Specification



A Division of MTECH, Inc.
1072 Marauder, Suite 210
Chico, CA 95973
1.888.797.5100
www.qtacfire.com
www.mtechincorporated.com



STRUCTURE

The structure shall have the following characteristics:

- MTECH PolyTough™ extrusion-welded Copolymer Polypropylene construction
- Flange-mounted anchor points to secure the skid unit to the UTV bed
- Enclosed storage area with latching door
- Adjustable (fore and aft) padded attendant seat with safety belt
- Rescue area for stokes basket or long board
- Integral grab rails at rescue area and aside the attendant area for easy skid removal and for tie-down of patient and stowage

OPTIONS

The associated options shall have the following characteristics:

- MTECH PolyTough™ Sliding Storage
 - OPTION: Copolymer sliding storage tray with built-in stops
- MTECH PolyTough™ Oxygen Bottle Holder
 - OPTION: Removable Copolymer oxygen bottle holder for two “D” Sized bottles, with bottle retaining devices
- Stainless Steel IV Pole
 - OPTION: Removable Stainless Steel IV Pole with accommodations for two IV bags and storage when not in use.

EMPTY WEIGHT

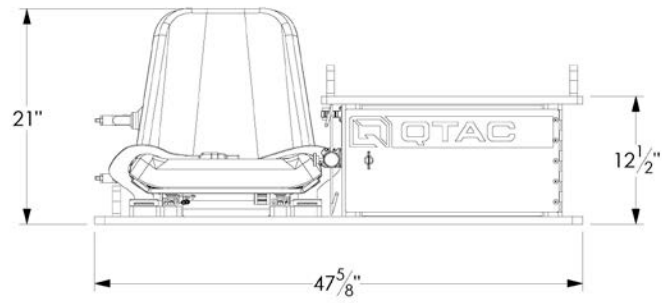
- Base Model: Approx. 145 lbs.
- With Sliding Storage: Approx. 182 lbs.

**All weights are approximate*

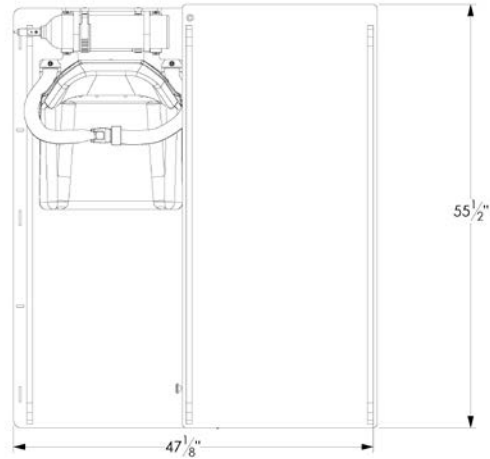


DIMENSIONS

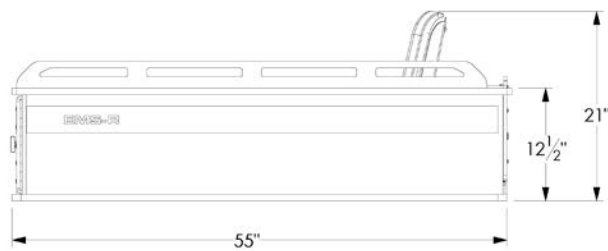
END VIEW



TOP VIEW



SIDE VIEW





Hamburg Township Public Safety Department

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

EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 7.

TO: Hamburg Township Board

FROM: Chief Richard Duffany

DATE: June 26, 2024

RE: Agenda Item Topic: **Fire Station 11 Parking Lot**

General Ledger #: **206-000.000-967.000**

Number of Supporting Documents: **2**

NEW/OLD BUSINESS: **XXX** New Business

_____ Old Business – Previous Agenda #:

Requested Board Action

- Motion to approve the hiring of Bailey Construction of Gregory, MI to repave the parking lot of Fire Station 11 in accordance with the specifications of the request for proposal at a total cost of \$111,500.00.

Background Information

The parking lots on the west and south sides of Station 11 have been in a deteriorated condition for the past several years and need to be replaced. On May 21, 2024 a Request for Proposal (RFP) for Station 11's parking lot repaving project was published with a submittal deadline of June 20, 2024. On June 20, 2024 Supervisor Hohl, Deputy Director Newton and Deputy Clerk Mary Kuzner opened two submitted bids. One bid was from Bailey Construction and the other was from Grover Construction. The bid proposals were as follows:

- | | | |
|-----------------------|------------------------------------|---------------------|
| • Bailey Construction | \$108,500 | (Concrete) |
| 4023 S Gregory Rd | \$ 3,000 | (Striping) |
| Gregory, MI 48137 | <u>\$111,500</u> | <u>Total</u> |
| 734-323-8889 | | |
| • Grover Construction | <u>\$109,250 (Concrete)</u> | |
| PO Box 540 | Striping cost not included | |
| Webberville, MI 48892 | | |
| 517-861-1379 | | |

The project scope includes the removal of all the current asphalt on the west and south sides of station 11, replacement with 6" of concrete and the addition of an extra 10' to the south of the lot to improve the turning radius for fire apparatus. Total square footage is approximately 11,500 SF. The RFP also required the repainting of any/all parking lines.



Hamburg Township Public Safety Department

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

EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 7.

Bailey Construction's bid for the concrete work is \$108,500 and \$3,000 for the striping, for a total of \$111,500. Grover Construction bid \$109,250 for the concrete work and failed to submit a cost for the striping. Bailey Construction's bid for the concrete work portion of the RFP was the lowest and their overall bid contained the required cost for the striping (which Grover Construction failed to do). As such, it is my recommendation that we accept Bailey Construction's bid.

Budget Impact

The cost of this project is included in the adopted FY 24/25 budget and will not adversely impact the budget.

Respectfully,

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

Chief Richard Duffany
Director of Public Safety

PROPOSAL

Page # _____ of _____ pages

Item 7.



Bailey Concrete
All Your Masonry Needs

Jay Bailey
734-323-8889

Brick Work ■ Flat Work ■ Block & Stone Work ■ Decorative & Stamped Concrete ■ Insured

Proposal Submitted To: <u>Hamburg Fire Hall</u>	Job Name: <u>PARKING LOT</u>	Job #
Address: <u>M-36</u>	Job Location: <u>SAME STATION VI 3666 M-36 E</u>	Date of Plans
<u>10100 Veterans Memorial Dr</u>	Date: <u>6-08-2024</u>	
Phone #	Fax #: <u>Whitmore IR 48189</u>	Architect

We hereby submit specifications and estimates for: TEAR OUT APPROX 11,500 SQFT OF ASPHALT
REPLACE WITH 6 SACK EXTERIOR Limestone mix. WITH 6"x6" WELDED WIRE AS WELL. 6" THICKNESS OF NEW CONCRETE.
ALL MATERIAL TAKEN OFF SITE AND DISPOSED OF PROPERLY.
PAINT PARKING LINES AS WELL ALSO THE 10' TO THE BACK.
TAKE OUT GRASS PUT GOOD FILL BACK IN POUR APPROX 11,000 SQFT BACK THERE TOO.

Concrete and TEAR OUT \$108,500.00
 Paint Lines 3,000.00
TOTAL \$111,500.00

We propose hereby to furnish material and labor—complete in accordance with the above specifications for the sum of:

\$ PAY UPON COMPLETION Dollars

with payments to be made as follows: _____

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted:

Note—this proposal may be withdrawn by us if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature: Darold E Bailey

Date of Acceptance: 6-08-2024

Signature _____

ESTIMATE

Grover Construction, L.L.C.
PO Box 540
Webberville, MI 48892

dustin@groverconstruction.net
(517) 861-1379

**GROVER
CONSTRUCTION**

Hamburg Township Fire Department**Bill to**

Hamburg Township Fire Department
10100 Veterans Memorial Drive
Whitmore Lake, MI 48189

Ship to

Hamburg Township Fire Department
3666 E M36
Pinckney, MI 48169

Estimate details

Estimate no.: 1097

Estimate date: 06/05/2024

Expiration date: 12/31/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		1007	Asphalt Breakout & Removal	1007	11500	\$3.25 \$37,375.00
2.		1001	Standard 6" concrete for parking lot **all concrete will be 6 sack 4000 psi straight cement mix and will include commercial fiber & 6x6, 6 gauge wire mesh** **Excludes parking lot striping**	1001	11500	\$6.25 \$71,875.00
3.		Material	21 a crushed concrete - 25 ton will be provided, any additional material will be charged as \$30 per ton	1	\$0.00	\$0.00

Total**\$109,250.00****Note to customer**

Job should be completed in a weeks time.
Thank you for the opportunity to bid this job!

Expiry
date

12/31/2024

TO: Board of Trustees

FROM: Mike Dolan, Township Clerk

DATE: June 27, 2024

AGENDA ITEM TOPIC: Parking Lot Replacement Project

Requested Action

- Tony Randazzo will be attending the board meeting with his recommendation.

Background

This is a budgeted project for improvements in both the east and west park that was included in the recent budgeting process. The west park will include parking area that is part of our DNR Trust fund grant awarded last year.

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

(810) 231-1000 Office
(810) 231-4295 Fax



Supervisor: Pat H
Clerk: Mike Dolan
Treasurer: Jason Negri
Trustees: Bill Hahn
Cindy Michniewicz
Chuck Menzies
Pat Hughes

Item 8.

**REQUEST FOR PROPOSAL
FOR
PARKING LOT REPLACEMENT IN EAST BENNETT
PARK AND ASPHALT PARKING LOT IN WEST
BENNETT PARK**

Bid Tabulation Sheet 06/25/2024 – 2:00pm

1. Company	Amount
ALLIED	EAST 158,570 WEST 33,210
2. Company	Amount
ALANS ASPHALT	EAST 196,250 WEST 45,000
3. Company	Amount
D&H ASPHALT	EAST 144,803 WEST 38,123
4. Company	Amount
N/A	

Tony Randazzo
 Director of Technical & Utility Services
 10405 Merrill Road, P.O. Box 157
 Hamburg, MI 48139
 Email: trandazzo@hamburg.mi.us

Proposals must be submitted in sealed envelopes or packages with the following information clearly printed on the outside:

1. Name and address of Bidder
2. Due date and time
3. Envelope contents (cost proposal)
4. Project name

Questions about the project should be directed to Tony Randazzo, Director of Technical & Utility Services at (810) 222-1191 or trandazzo@hamburg.mi.us

8.0 PROPOSAL TERMS

Bidders are hereby advised that Hamburg Township is a public body and its records, including statements submitted in response to this request are considered public records. Hamburg Township reserves the right to retain all submitted materials; to withdraw this request, or any part of this request; to reject any and all responses to the request, to waive any requirements of this request, to waive any minor informalities in a statement, to modify or amend, with the consent of the respective bidder, any statement, if otherwise permitted by law; and to effect any agreement deemed by Hamburg Township to be in its best interest. Hamburg Township also reserves the right to seek additional information from any and all bidders. Hamburg Township shall not be responsible for any costs incurred by bidders in the preparation, submission or presentation of their proposals.

The proposal submitted to Hamburg Township must indicate a not-to-exceed project cost.

PARKING LOT REPLACEMENT IN EAST BENNETT PARK AND ASPHALT PARKING LOT IN WEST BENNETT PARK

Bidder shall provide equipment, materials and labor as follows:

Bidder exclusions (please list): Does not include bonds, inspections, material testing
or site restoration.

Not To Exceed Project Cost:

Amount Per Area:

- | | |
|----------------------------------|--------------|
| • East Bennett Park Replacement | \$144,803.00 |
| • West Bennett Park Asphalt Work | \$ 38,123.00 |

Estimated time frame for completion of work: Please provide the length of time (i.e., days, weeks, etc.) for the work schedule.

The undersigned agrees that if the foregoing Proposal shall be accepted by the Owner, he will commence work, within thirty (90) days (legal holidays excepted) after received notice of such acceptance, and will complete the Project, ready for use, at the price and within the time stated in this Proposal.

The Bidder shall acknowledge that he/she is an equal opportunity employer and that they do not discriminate against other firms due to race, age, gender or physical conditions.

In submitting this bid, it is understood that the right is reserved by the OWNER to accept any bid, to reject any or all bids, and to waive irregularities in bidding in the interest of the OWNER.

Dated and signed this the 24 day of June, 2024.

OFFICIAL ADDRESS

D & H Asphalt Company

PO Box 729 Hamburg, MI 48139

810-231-3501

Telephone

BIDDER'S NAME

Matthew Holmes

Signature

Matthew Holmes

Printed Name

President

Title

Proposal Accepted and Notice to Proceed given:

By: Patrick J. Hohl,
Supervisor, Hamburg Township

Date:

D & H ASPHALT COMPANY

P.O. BOX 729
HAMBURG, MI 48139

Item 8.

Estimate

Date	Estimate #
6/21/2024	24-680

Name / Address
HAMBURG TOWNSHIP ATTN: TONY RANDAZZO 10405 MERRILL ROAD PO BOX 157 HAMBURG, MI 48139

Customer Fax	Rep	Project	
	MH	EAST/WEST BENNETT PARK	
Description			Total
<ul style="list-style-type: none">- EAST BENNETT PARK: APPROXIMATELY 41,850 SQUARE FEET- SAWCUT- MILL OFF 4-INCHES OF EXISTING ASPHALT- HAUL AWAY SPOILS- FINE GRADE- PAVE WITH 2-INCHES COMPACTED BITUMINOUS 13A ASPHALT- APPLICATION OF SS1H TACKCOAT- PAVE WITH 2-INCHES COMPACTED BITUMINOUS 36A ASPHALT- STRIPE			144,803.00
WEST BENNETT PARK: 3,000-SQUARE FEET REMOVAL 9,600-SQUARE FEET ASPHALT PAVING <ul style="list-style-type: none">- ON 3,000 SQUARE FEET- SAWCUT- REMOVE EXISTING ASPHALT- INSTALL 30-YARDS 21AA AGGREGATE- FINE GRADE AND COMPACT <ul style="list-style-type: none">- ON 9,600 SQUARE FEET- FINE GRADE- PAVE WITH 2-INCHES COMPACTED BITUMINOUS 13A ASPHALT- PAVE WITH 2-INCHES COMPACTED BITUMINOUS 36A ASPHALT- STRIPE			38,123.00
Price is subject to change.		Total	\$182,926.00

Signature


Phone #	Fax #	E-mail
810-231-3501	810-231-3393	dandhasphalt@sbcglobal.net

**ADDENDUM TO
REQUEST FOR PROPOSAL
FOR
PARKING LOT REPLACEMENT IN EAST BENNETT
PARK AND ASPHALT PARKING LOT IN WEST
BENNETT PARK**

Issued Date: June 21st, 2024

The following is hereby amended:

1.0 OVERVIEW: Hamburg Township is seeking proposals to pulverize or remove the existing parking lot (approximately 42,000 sq. ft.) in East Bennett Park, install 21AA gravel base, if not pulverized, and compact to 95%. Install 4" of new asphalt in two lifts. The bottom lift shall be 2 inches of MDOT 13A HMA and the top lift shall be 2 inches of MDOT 36A HMA. Additionally, the project includes pulverizing roughly 3,000 sq. ft. of asphalt in West Bennett Park and covering with 21AA gravel as needed. Finally, the addition of a new 9,600 sq. ft. (480 ft. X 20 ft.) section of 4" asphalt in two lifts with the same mix mentioned above. The base should be compacted to 95% with 21AA gravel added as needed. Both parking lots to be striped upon completion. See Appendix A for layout.

Acknowledged: 
KENNETH A. FRENGLER, JR.
RESIDENT ENGINEER
ALLIED CONSTRUCTION

REQUEST FOR PROPOSAL FOR PARKING LOT REPLACEMENT IN EAST BENNETT PARK AND ASPHALT PARKING LOT IN WEST BENNETT PARK

Issue Date: June 17th, 2024

Proposal Deadline: **June 25th, 2024, at 2:00 p.m., Eastern Time**

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

Project Contact: Tony Randazzo
Phone: (810) 222-1191
Email: trandazzo@hamburg.mi.us

1.0 OVERVIEW: Hamburg Township is seeking proposals to pulverize or remove the existing parking lot (approximately 42,000 sq. ft.) in East Bennett Park, install the appropriate base and install 4" of new asphalt. Also, the removal of roughly 3,000 sq. ft. of asphalt in West Bennett Park and the addition of a new 9,000 sq. ft. section of 4" asphalt parking with the appropriate base. Both parking lots to be striped upon completion. See Appendix A for more detail.

2.0 Scope of Work

- It shall be the contractors responsibility to site verify actual conditions prior to submitting a bid.
- Contractor shall purchase and provide all required permits.
- Contractor shall follow all trade safety requirement and shall take extra precautions to ensure public safety.

3.0 Site Restrictions

Contractors shall take steps to assure a safe work environment including the entrances to the parking lots. The contractor shall be mindful that the public may be enjoying the parks

when the work is taking place. Contractor employees shall act in a professional manner and without foul language when on the jobsite.

4.0 Site Visit

A site visit is strongly encouraged. To schedule an on-site walk-through prior to submitting a bid, please contact Tony Randazzo at 810-222-1191 or trandazzo@hamburg.mi.us.

5.0 Contract Time Period

RFP released 06/17/2024

Proposals due 2:00 pm on 06/25/2024

Planned Award Date on or around 07/02/2024

Project Completion Date 08/12/2024

This solicitation, along with any attachments and/or addenda may be downloaded from the Hamburg Township Purchasing Department website at <http://www.hamburg.mi.us>. Copies of this solicitation document and any issued addenda may also be obtained from the Hamburg Township office.

Proposals must be time stamped by the exact date and time indicated above. Late proposals will not be accepted.

6.0 Terms, Conditions and Proposed Agreement

The selected bidder shall be asked to enter into an Agreement with Hamburg Township that may include, but is not limited to, the following contract provisions:

- The Contractor will provide the required services personally and will not subcontract or assign the services without the Township's written approval.
- The Contractor will not hire any Township employee to provide any of the required services.
- The Contractor will maintain, at its own expense during the term of the Contract, Liability Insurance in an amount acceptable to Hamburg Township and naming Hamburg Township as an additional insured on the policy. In addition, the Contractor shall also maintain workman's comp insurance for the duration of the contract.
- The Contractor awarded the job shall also be required to submit their W-9 form.

7.0 Submission

Bidders wishing to be considered for this project should submit two (2) written copies of their proposal to:

Tony Randazzo
 Director of Technical & Utility Services
 10405 Merrill Road, P.O. Box 157
 Hamburg, MI 48139
 Email: trandazzo@hamburg.mi.us

Proposals must be submitted in sealed envelopes or packages with the following information clearly printed on the outside:

1. Name and address of Bidder
2. Due date and time
3. Envelope contents (cost proposal)
4. Project name

Questions about the project should be directed to Tony Randazzo, Director of Technical & Utility Services at (810) 222-1191 or trandazzo@hamburg.mi.us

8.0 PROPOSAL TERMS

Bidders are hereby advised that Hamburg Township is a public body and its records, including statements submitted in response to this request are considered public records. Hamburg Township reserves the right to retain all submitted materials; to withdraw this request, or any part of this request; to reject any and all responses to the request, to waive any requirements of this request, to waive any minor informalities in a statement, to modify or amend, with the consent of the respective bidder, any statement, if otherwise permitted by law; and to effect any agreement deemed by Hamburg Township to be in its best interest. Hamburg Township also reserves the right to seek additional information from any and all bidders. Hamburg Township shall not be responsible for any costs incurred by bidders in the preparation, submission or presentation of their proposals.

The proposal submitted to Hamburg Township must indicate a not-to-exceed project cost.

PARKING LOT REPLACEMENT IN EAST BENNETT PARK AND ASPHALT PARKING LOT IN WEST BENNETT PARK

Bidder shall provide equipment, materials and labor as follows:

Bidder exclusions (please list): PERMITS, TREE CLEARING OR STUMPING,
UNDERCUTTING ANY EXISTING UNSTABLE GRAVEL BASE, LANDSCAPE RESTORATION

Not To Exceed Project Cost: \$ 191,780.00

Amount Per Area:

- East Bennett Park Replacement
- West Bennett Park Asphalt Work

\$ 158,570.00

\$ 33,210.00

Estimated time frame for completion of work: Please provide the length of time (i.e., days, weeks, etc.) for the work schedule.

7 WORKING DAYS

The undersigned agrees that if the foregoing Proposal shall be accepted by the Owner, he will commence work, within thirty (90) days (legal holidays excepted) after received notice of such acceptance, and will complete the Project, ready for use, at the price and within the time stated in this Proposal.

The Bidder shall acknowledge that he/she is an equal opportunity employer and that they do not discriminate against other firms due to race, age, gender or physical conditions.

In submitting this bid, it is understood that the right is reserved by the OWNER to accept any bid, to reject any or all bids, and to waive irregularities in bidding in the interest of the OWNER.

Dated and signed this the 25TH day of JUNE, 2024.

OFFICIAL ADDRESS

F. ALBERT CONSTRUCTION CO., INC.

9633 NORTHWEST CT., P.O. BOX 1290

CLARKSTON, MI 48347-1290

Telephone

BIDDER'S NAME

Kenneth A. Freuler, Jr.
Signature

KENNETH A. FREULER, JR.

Printed Name

RESIDENT ENGINEER

Title

Proposal Accepted and Notice to Proceed given:

By: Patrick J. Hohl,
Supervisor, Hamburg Township

Date:

APPENDIX A





Tony Randazzo
 Director of Technical & Utility Services
 10405 Merrill Road, P.O. Box 157
 Hamburg, MI 48139
 Email: trandazzo@hamburg.mi.us

Proposals must be submitted in sealed envelopes or packages with the following information clearly printed on the outside:

1. Name and address of Bidder
2. Due date and time
3. Envelope contents (cost proposal)
4. Project name

Questions about the project should be directed to Tony Randazzo, Director of Technical & Utility Services at (810) 222-1191 or trandazzo@hamburg.mi.us

8.0 PROPOSAL TERMS

Bidders are hereby advised that Hamburg Township is a public body and its records, including statements submitted in response to this request are considered public records. Hamburg Township reserves the right to retain all submitted materials; to withdraw this request, or any part of this request; to reject any and all responses to the request, to waive any requirements of this request, to waive any minor informalities in a statement, to modify or amend, with the consent of the respective bidder, any statement, if otherwise permitted by law; and to effect any agreement deemed by Hamburg Township to be in its best interest. Hamburg Township also reserves the right to seek additional information from any and all bidders. Hamburg Township shall not be responsible for any costs incurred by bidders in the preparation, submission or presentation of their proposals.

The proposal submitted to Hamburg Township must indicate a not-to-exceed project cost.

PARKING LOT REPLACEMENT IN EAST BENNETT PARK AND ASPHALT PARKING LOT IN WEST BENNETT PARK

Bidder shall provide equipment, materials and labor as follows:

Bidder exclusions (please list): _____

Not To Exceed Project Cost:

Amount Per Area:

- East Bennett Park Replacement
- West Bennett Park Asphalt Work

\$ 196,250⁰⁰ per attached bid specs
 \$ 45,000⁰⁰ per attached bid specs

Estimated time frame for completion of work: Please provide the length of time (i.e., days, weeks, etc.) for the work schedule.

1 WEEK

The undersigned agrees that if the foregoing Proposal shall be accepted by the Owner, he will commence work, within thirty (90) days (legal holidays excepted) after received notice of such acceptance, and will complete the Project, ready for use, at the price and within the time stated in this Proposal.

The Bidder shall acknowledge that he/she is an equal opportunity employer and that they do not discriminate against other firms due to race, age, gender or physical conditions.

In submitting this bid, it is understood that the right is reserved by the OWNER to accept any bid, to reject any or all bids, and to waive irregularities in bidding in the interest of the OWNER.

Dated and signed this the 20 day of June, 2024.

OFFICIAL ADDRESS

Alan's Asphalt Maintenance Inc

Po Box 354 Hamburg 48139

(810)231-1867

Telephone

BIDDER'S NAME


Signature

Chuck Chambers
Printed Name

President

Title

Proposal Accepted and Notice to Proceed given:

By: Patrick J. Hohl,
Supervisor, Hamburg Township

Date:

PROPOSAL**ALAN'S ASPHALT
MAINTENANCE, INC.**P.O. Box 354
Hamburg, MI 48139

(810) 231-1867

Fax (810) 220-2825

E-mail: info@alansasphalt.com
Website: www.alansasphalt.comSERVICE **BEYOND** the SURFACEDATE 6/20/24 EST. BY checkNAME Hamburg TwpC/O Tony RANDAZZOADDRESS P.O. Box 157Hamburg MI 48139 (C) 810.222-1191 (W) _____EMAIL T.RANDAZZO@Hamburg.Mi.USDIRECTIONS EAST BENNETT PARK**We hereby submit specifications and estimates for:**Parking lot Replacement

- PULVERIZE EXISTING ASPHALT PARKING LOTS
- GRADE & COMPACT PULVERIZED MATERIAL
- HAUL OFF ANY EXCESS PULVERIZED MATERIAL
- PAVE 2" COMPACTED **13A** ASPHALT
- APPLY BOND COAT
- PAVE 2" COMPACTED **36A** ASPHALT (4" total)
- STRIPE LOT
- APPROX 42,000 sq. ft.

\$196,250.⁰⁰*If required, additional crushed concrete to be installed at \$ 40.⁰⁰ / ton;To remove unstable soil and replace with crushed concrete at \$ 60.⁰⁰ / ton.**Irrigation, invisible fence, concrete, or brick paver repairs, landscape restoration and permits to be done by others.****Payment to be made as follows:** 1/2 DOWN & BALANCE UPON COMPLETION**Estimator's Signature:** CAR

Note: This proposal may be withdrawn by Alan's Asphalt Maintenance, Inc. if not accepted within 30 days. Unless otherwise stated, proposals are valid for 30 days. After 30 days, pricing may be subject to material and fuel increases.

Acceptance of Proposal

Date _____

The price and specifications are hereby accepted. Alan's Asphalt Maintenance is authorized to perform the work as specified. Payment for services rendered will be completion of work. 1.5% per month (18% per annum) will be charged on all over due invoices. I have read and accept the general conditions on the back side of this

PROPOSAL**ALAN'S ASPHALT
MAINTENANCE, INC.**P.O. Box 354
Hamburg, MI 48139

(810) 231-1867

Fax (810) 220-2825

E-mail: info@alansasphalt.com
Website: www.alansasphalt.comSERVICE **BEYOND** the SURFACEDATE 6/26/24 EST. BY checkNAME Hamburg TwpC/O Tony RANAZZOADDRESS P.O. Box 157Hamburg MI 48139 (C) 810-222-1191 (W) _____EMAIL TRANAZZO@Hamburg.Mi.usDIRECTIONS WEST Bennett Park**We hereby submit specifications and estimates for:**Paving + Removal

- PULVERIZE APPROX 3000 SQ. FT.
- SPREAD PULVERIZED MATERIAL AROUND LOT THEN GRADE + COMPACT
- GRADE + COMPACT EXISTING GRAVEL BASE IN 9000 SQ FT AREA
- PAVE 2" COMPACTED 13A ASPHALT
- APPLY BOND COAT
- PAVE 2" COMPACTED 3EA ASPHALT (4" TOTAL)
- STRIPE LOT
- REMOVE 3000 SQ. FT.
- PAVE 9000 SQ. FT.

\$45,800.⁰⁰*If required, additional crushed concrete to be installed at \$ 40.⁰⁰ / ton;To remove unstable soil and replace with crushed concrete at \$ 60.⁰⁰ / ton.**Irrigation, invisible fence, concrete, or brick paver repairs, landscape restoration and permits to be done by others.****Payment to be made as follows:** 1/2 DOWN BALANCE UPON COMPLETION**Estimator's Signature:** Chef

Note: This proposal may be withdrawn by Alan's Asphalt Maintenance, Inc. if not accepted within 30 days. Unless otherwise stated, proposals are valid for 30 days. After 30 days, pricing may be subject to material and fuel increases.

Acceptance of Proposal

Date _____

The price and specifications are hereby accepted. Alan's Asphalt Maintenance is authorized to perform the work as specified. Payment for services rendered will be completion of work. 1.5% per month (18% per annum) will be charged on all over due invoices. I have read and accept the general conditions on the back side of this

TO: Hamburg Township Board of Trustees

FROM: Pat Hohl

DATE: June 27, 2024

AGENDA ITEM TOPIC: Independent Contractor Agreement

Number of Supporting Documents: 1

Requested Action

Approve the Independent Contractor Agreement between Hamburg Township and Residents Working Against Huron River Flooding (RWAHRF).

Background

As you know, the Ore Lake area in Hamburg Township frequently floods. We have worked for years with a group of residents on Ore Lake on grant submittals for various flood prevention and mitigation grants. Brenda Richardson worked with this group and FEMA/MSP to coordinate information and submit grant applications for the township. In Brenda's absence I request the Board of Trustees approve the no cost Independent Contractor Agreement with RWAHRF.

Most of the FEMA flood repetitive loss records are restricted and only available to local government. Andrea Stone, Financial Analyst, Emergency Management and Homeland Security Division of the Michigan State Police requires a contractual relationship between Hamburg Township and RWAHRF for the release of the repetitive loss flood information necessary for the grant submittal. This will allow MSP/FEMA to release the repetitive flood loss data to the township and allow us to share it with the group as we work together to apply for these grants. Ms. Amber Bismack is the head of the RWAHRF group. We have had an excellent working relationship for years.

In past submittals this work has both been performed by a consultant that the township had to pay in conjunction with many hours of Brenda Richardson's time. This group is now willing to perform the work necessary to submit the grant applications at no cost to Hamburg Township. We will review and approve all data before the grants are submitted.

The simple two-page agreement is being reviewed by our attorney and will be forwarded to board members as soon as approved.

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

Item 10.

TO: Hamburg Township Board of Trustees

FROM: Duane Hoeppner, Cemetery Administrator

DATE: June 25, 2024

AGENDA ITEM TOPIC: Re-purchase of Niche

Requested Action

- Motion to approve the buyback of Niche 31D in the amount of \$903.00 from Mr. Christopher Sauer.

Background

Mr. Sauer is moving to Florida and will taking his wife's cremated remains with him thus negating the need for the Niche.

Duane Hoeppner, Hamburg Township Cemetery Administrator

TO: Hamburg Township Board of Trustees

FROM: Pat Hohl

DATE: June 24, 2024

AGENDA ITEM TOPIC: Road Millage Reduction

Number of Supporting Documents: **1**

Requested Action

A request that the Board of Trustees levy only 0.5 of the rolled back 1 mill road millage authorized by the voters.

Background

Account 204, Road Fund, has a beginning fund balance of \$1,180,068 on July 1, 2024. Appropriations for road improvements in fiscal year 2024/2025 are \$637,950. If the full millage is levied, it will generate \$1,362,350 and result in an ending fund balance of \$1,818,017. Levying 50% of the road millage will generate \$681,175 in revenue and result in an ending fund balance of \$1,380,850 after accounting for the expenditure of \$637,950 in fiscal year 24/25.