



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, January 17, 2023 at 7:00 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. Public Safety Monthly Report December, 2022
2. Bills List January 17, 2023
3. The Fence Pros Invoice

APPROVAL OF THE AGENDA

UNFINISHED BUSINESS

CURRENT BUSINESS

4. Police Station Expansion
5. New Police Officer Hiring Process
6. New Public Safety SOPs
7. Poverty Hardship Resolution
8. 2023/2024 Budget Process
9. Accounting Department
10. PFAS Support Resolution
11. PFAS Moratorium Resolution
12. Library Shared Maintenance Agreement
13. Parks & Recreation - Committee Re-Appointment - Cliff Auxier - Term to 1/1/25

CALL TO THE PUBLIC

BOARD COMMENTS

ADJOURNMENT



Hamburg Township Public Safety Department *MONTHLY REPORT*



Item 1.

December, 2022

COMMUNITY INVOLVEMENT

- Deputy Director Dariusz Nisenbaum, Officer Dahne DeBottis and Reserve Officer Kyle Raymoor participated in the annual Livingston County “Shop with a Cop” event on December 3, 2022.
- Director Richard Duffany, Deputy Director Jeffrey Newton, Deputy Fire Chief Jordan Zernick, FF Annabelle Sharp, FF Owen Weinburger, and FF Tim Mackenzie participated in the annual Senior Center Christmas Luncheon on December 6, 2022.

PERSONNEL

- Fire Lt. Sam Vultaggio was promoted to the rank of full-time Captain effective December 6, 2022.
- Apprentice Firefighters Jake Mougrabi, Jeremy Nordstrand, Annabelle Sharp and Owen Weinberger were promoted to the rank of fully-trained Firefighter on December 20, 2022.

TRAINING

POLICE

- Officer Jason Grim attended LOCK-UP (self-defense) training on December 1, 2022.
- Officer Daniel Bromley participated in Dive Team training on December 4, 2022.
- Officer Sean Hogan and Officer Jason Grim attended Field Training Officer school December 12, 2022 – December 16, 2022.
- Officer Adam Fischhaber, Officer Dahne DeBottis and Officer Josh Pedersen participated in Drone Team training on December 13, 2022.
- Sgt. Anthony Wallace and Officer Steve Locke participated in SWAT training on December 14, 2022.

FIRE

- Sgt. Matt Urbanowicz and FF Daniel Hill participated in Dive Team training on December 4, 2022.
- Department-wide Weekly Training (Week of December 5th) Airway Management.
- Department-wide Weekly Training (Week of December 12th): Self-Contained Breathing Apparatus (SCBA)



Hamburg Township Public Safety Department **MONTHLY REPORT**



Item 1.

- Lt. Jeffrey Young participated in Drone Team training on December 13, 2022.
- Department-wide Weekly Training (Week of December 19th): SCBA.

POLICE OPERATIONS

MONTHLY ARREST SUMMARY

12/02/22- 2:52 pm:

An 18-year-old male Howell resident was arrested at M-36 & Chilson Road for *Weapons Offense-Concealed* and *Operating without Insurance*. His vehicle was impounded and he was cited and released.

12/07/22- 6:09 am:

A 59-year-old male Howell resident was arrested at M-36 & Fairfax Drive on a misdemeanor warrant out of Flint Township for *Failure to Appear-Operating While Intoxicated*. His vehicle was impounded and he was turned over to the Flint Township Police Department on the warrant.

12/13/22- 12:38 am:

A 34-year-old female Jackson resident was arrested at Chambers Road & M-36 for *Operating While Intoxicated* and *Open Alcohol in a Motor Vehicle*. Her vehicle was impounded and she was admitted to St. Joseph Livingston Hospital.

12/17/22- 8:20 pm:

A 48-year-old male Township resident was arrested at M-36 & Chilson Road for *Driving with No License-Never Acquired*. His vehicle was impounded and he was cited and released.

12/22/22- 3:31 pm:

A 55-year-old male Township resident was arrested at M-36 & Hamburg Road for *Operating While Intoxicated*, *Driving While License Revoked* and *Operating without Insurance*. His vehicle was impounded and he was lodged in the Livingston County Jail.

12/23/22- 8:02 pm:

A 32-year-old male Detroit resident was arrested at M-36 & Merrill Road for *Driving While License Suspended*. His vehicle was impounded and he was cited and released.

12/26/22- 8:27 pm:

A 33-year-old female Township resident was arrested at her residence for *Aggravated Assault*. She was lodged in the Livingston County Jail.



Hamburg Township Public Safety Department *MONTHLY REPORT*



Item 1.

12/28/22- 12:06 pm:

A 60-year-old male Township resident was arrested at his residence for *Aggravated Assault, Malicious Damage of Property and Operating While Intoxicated*. He was lodged in the Livingston County Jail.

GENERAL POLICE INFORMATION:

- Marine Patrol:** Regular marine patrols have ceased for the season. There were no reported incidents on the waterways this month.
- Lakelands Trail Patrol:** Regular patrols on the Lakelands Trail ceased for the season. There were no reported incidents on the Trail this month.
- Red Barrel:** 24 pounds of prescription drugs were removed from the red barrel in front of the police station during on December 15, 2022.

FIRE OPERATIONS

MONTHLY INCIDENT SUMMARY:

INCIDENT COUNT	
INCIDENT TYPE	# INCIDENTS
EMS	102
FIRE	39
TOTAL	141

MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	2.84%
Rescue & Emergency Medical Service	102	72.34%
Hazardous Condition (No Fire)	5	3.55%
Service Call	15	10.64%
Good Intent Call	6	4.25%
False Alarm & False Call	9	6.38%
TOTAL	141	100%



Hamburg Township Public Safety Department MONTHLY REPORT



Item 1.

November, 2022 Total Runs by District

North West	19	13.48%
North East	20	14.18%
South West	43	30.50%
Southeast	53	37.59%
Mutual Aid	6	4.25%
Totals	141	100.00%
Multiple Calls	35	24.82%

Comparative Statistics - 2021 vs 2022 by Month

	December, 2021	December, 2022	% Change
Fire	3	4	25.0% Increase
Medical	104	102	1.9% Decrease
Hazardous Condition	14	5	64.3% Decrease
Service	26	15	42.3% Decrease
Good Intent	4	6	50.0% Increase
False Alarm / Cancel	20	9	55.0% Decrease
Totals	171	141	17.5% Decrease
Mutual Aid	6	6	No Change
Yearly Run Totals	1870 (2021)	1922 (2022)	2.8% Increase

FIRE PREVENTION INFORMATION:

Inspections: 10 annual inspections of commercial buildings were conducted during the month of December, 2022.

Site Plan Reviews: 2 site plan reviews were completed during the month of December, 2022.



Hamburg Township Public Safety Department *MONTHLY REPORT*



Item 1.

PUBLIC SAFETY DRONE TEAM MONTHLY ACTIVITY REPORT

Highlighted Monthly Activity:

- Officer Joshua Pedersen assisted the Livingston County Sheriff's Office on a search for a suspect who fled from a traffic stop on December 8, 2022.
- Officer Adam Fischhaber flew a mapping mission for the fire department at a fire scene on December 12, 2022.
- Officer Adam Fischhaber assisted the Michigan State Police in the search for a missing person on December 16, 2022.
- Officer Joshua Pedersen assisted the Livingston County Sheriff's Office in the search for a missing juvenile on December 19, 2022.
- Fire Lt. Jeff Young flew an overwatch mission for the police department on a suicidal person call.

GL Number GL Desc Vendor Invoice Description Amount Check #

Fund 101 General Fund					
Dept 000.000	DISABILITY - LIBRARY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 1/1-1/31/2023	137.32	
101-000.000-073.002	LIFE INSURANCE - LIBRARY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 1/1-1/31/2023	27.00	
101-000.000-073.004	DUE TO COUNTY DOG LICENSE FEE	LIVINGSTON COUNTY TREASU	DOG TAG DISTRIBUTION 12/1-12/31/22	222.00	
101-000.000-222.204	CHARGE BACKS/MTT/BOARD OF REVIE	ERIC HARTMAN	REFUND - INTEREST ON MTT JUDGEMENT	11.04	
101-000.000-415.000				397.36	
Total For Dept 000.000					
Dept 101.000 Township Board	ENGINEERING/PROFESSIONAL SERV	RESOURCE RECYCLING SYSTEM	SINGLE HAULER PROCUREMENT SUPPORT	1,500.00	
101-101.000-946.000				1,500.00	
Total For Dept 101.000 Township Board					
Dept 171.000 Township Supervisor	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 1/1-1/31/2023	45.19	
101-171.000-725.100	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 1/1-1/31/2023	7.59	
101-171.000-725.200				52.78	
Total For Dept 171.000 Township Supervisor					
Dept 201.000 ACCOUNTING	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 1/1-1/31/2023	113.98	
101-201.000-725.100	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 1/1-1/31/2023	20.25	
101-201.000-725.200				134.23	
Total For Dept 201.000 ACCOUNTING					
Dept 215.000 CLERK'S OFFICE	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 1/1-1/31/2023	81.50	
101-215.000-725.100	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 1/1-1/31/2023	15.54	
101-215.000-725.200				97.04	
Total For Dept 215.000 CLERK'S OFFICE					
Dept 228.000 TECHNICAL/UTILITIES SERVICES	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 1/1-1/31/2023	67.60	
101-228.000-725.100	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 1/1-1/31/2023	11.47	
101-228.000-725.200				79.07	
Total For Dept 228.000 TECHNICAL/UTILITIES SERVICES					
Dept 253.000 Treasurer	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 1/1-1/31/2023	37.90	
101-253.000-725.100	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 1/1-1/31/2023	6.75	
101-253.000-725.200				44.65	
Total For Dept 253.000 Treasurer					
Dept 262.000 Elections	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 1/1-1/31/2023	57.61	
101-262.000-725.100	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 1/1-1/31/2023	13.49	
101-262.000-725.200				71.10	
Total For Dept 262.000 Elections					
Dept 265.000 Township Buildings	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 1/1-1/31/2023	57.88	
101-265.000-725.100	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 1/1-1/31/2023	14.34	
101-265.000-725.200	SUPPLIES & SMALL EQUIPMENT	PETER'S HARDWARE HAMBURG	500013 CLOSING DATE 12/31/2022	1,161.87	
101-265.000-752.000	CONTRACTUAL SERVICES	ASSURED PEST CONTROL	PEST CONTROL - TWP DECEMBER	60.00	
101-265.000-801.000	ELECTRIC	DTE ENERGY	9100 139 0346 3 - OLD PACKER/NEW DPW	562.39	
101-265.000-920.000	ELECTRIC	DTE ENERGY	9100 086 3167 3 - TWP - 11/24-12/22/2	1,421.37	
101-265.000-920.000	ELECTRIC	DTE ENERGY	9100 086 3118 6 - CEMETERY - 11/24-12	14.79	
101-265.000-920.000				3,292.64	
Total For Dept 265.000 Township Buildings					
Dept 275.000 OTHER EXPENSES	CONTRACTUAL SERVICES	IRON MOUNTAIN INFORMATIO	11/22-12/20/2022	181.17	
101-275.000-801.000				181.17	
Total For Dept 275.000 OTHER EXPENSES					

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 208 SENIORS, PARKS, LL TRAIL					
Dept 800.000 LAKELAND TRAIL	ELECTRIC			23.44	
208-800.000-920.000			9100 160 2734 4 - TUNNEL LIGHTING - 1	23.44	
Total For Dept 800.000 LAKELAND TRAIL					
Dept 820.000 SENIOR CENTER					
208-820.000-725.100	LONG/SHORT TERM DISABILITY			27.74	
208-820.000-725.200	LIFE INSURANCE		G 00617291-0001-000 - 1/1-1/31/2023	6.75	
208-820.000-752.000	SUPPLIES & SMALL EQUIPMENT		G 00617291-0001-000 - 1/1/-1/31/2023	517.46	
208-820.000-853.000	PHONE/COMM/INTERNET		11/4-12/3/2022	258.52	
208-820.000-920.000	ELECTRIC		8245 12 483 0156556 - S.C. - 12/22/22	383.35	
			9100 095 9768 3 - SENIOR CEN - 11/24-		
Total For Dept 820.000 SENIOR CENTER				1,193.82	
Total For Fund 208 SENIORS, PARKS, LL TRAIL				1,370.91	
Fund 282 Mumford Park Lighting SAD					
Dept 000.000				127.49	
282-000.000-926.000	STREET LIGHTING		9100 086 3102 0 - MUMFORD PK LIGHTING	127.49	
Total For Dept 000.000				127.49	
Total For Fund 282 Mumford Park Lighting SAD				127.49	
Fund 590 SEWER FUND					
Dept 527.000 SEWER OPERATING				261.75	
590-527.000-725.100	LONG/SHORT TERM DISABILITY		G 00617291-0001-000 - 1/1-1/31/2023	54.35	
590-527.000-725.200	LIFE INSURANCE		G 00617291-0001-000 - 1/1/-1/31/2023	50.50	
590-527.000-853.000	PHONE/COMM/INTERNET		11/23-12/22/22	27,309.98	
590-527.000-917.500	TREATMENT EXPENSE		SEWER - 10/1-12/31/2022	195.79	
590-527.000-920.000	ELECTRIC		9100 141 9399 9 - WINANS PUMP STN - 1	498.47	
590-527.000-920.000	ELECTRIC		9100 086 3063 4 - ORE LK PUMP STN - 1	561.15	
590-527.000-920.000	ELECTRIC		9100 081 1657 6 - HAMB RD PUMP STN -	614.02	
590-527.000-920.000	ELECTRIC		9200 190 0961 1 - STRAWBERRY PUMP STN	14.79	
590-527.000-920.000	ELECTRIC		9100 146 5433 9 - BIOXIDE STN (EDGE LA		
Total For Dept 527.000 SEWER OPERATING				29,560.80	
Dept 537.000				7,809.20	
590-537.000-920.000	ELECTRIC		9100 086 3078 2 - WWTP - 11/24-12/22/	7,809.20	
Total For Dept 537.000				7,809.20	
Dept 540.000				8,886.00	
590-540.000-917.900	WATER PURCHASE CITY OF BRIGHTON		WATER - HAMB PC BLUFF - 10/1-12/31/22	8,886.00	
Total For Dept 540.000				8,886.00	
Total For Fund 590 SEWER FUND				46,256.00	

OPEN - CHECK TYPE: PAPER CHECK

Vendor Invoice Description

Amount Check #

GL Desc

GL Number

Fund Totals:

Fund 101 General Fund	5,926.58
Fund 206 Fire Fund	2,726.34
Fund 207 Police Fund	2,102.28
Fund 208 SENIORS, PARK	1,370.91
Fund 282 Mumford Park	127.49
Fund 590 SEWER FUND	46,256.00

Total For All Funds:

58,509.60

GL Number GL Desc Vendor OPEN - CHECK TYPE: PAPER CHECK Invoice Description Amount Check #

Fund 101 General Fund					
Dept 000.000					
101-000.000-073.000	DUE FROM LIBRARY	PAYCOR PAYROLL SERVICES	PAY DATE 11/23/2022	51.50	
101-000.000-073.000	DUE FROM LIBRARY	PAYCOR PAYROLL SERVICES	PAY DATE 12/8/22	72.60	
101-000.000-073.000	DUE FROM LIBRARY	PAYCOR PAYROLL SERVICES	PAY DATE 12/22/2022	51.84	
101-000.000-073.001	HEALTH INSURANCE - LIBRARY	BLUE CROSS BLUE SHIELD O	01/01/2023 THROUGH 1/31/23	3,087.10	
101-000.000-073.003	RETIREMENT - LIBRARY	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 11/23/	1,088.24	
101-000.000-073.003	RETIREMENT - LIBRARY	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 12/8/2	1,110.12	
101-000.000-073.003	RETIREMENT - LIBRARY	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAYDATE 12/22/2022	1,087.90	
101-000.000-231.500	DEFERRED COMPENSATION/457	ALERUS RETIREMENT SOLUTI	457 CONTRIBUTION FOR PAYDATE 11/23/22	12,781.09	
101-000.000-231.500	DEFERRED COMPENSATION/457	ALERUS RETIREMENT SOLUTI	457 CONTRIBUTION FOR PAYDATE 12/8/22	16,996.10	
101-000.000-231.500	DEFERRED COMPENSATION/457	ALERUS RETIREMENT SOLUTI	457 CONTRIBUTION PAY DATE 12/22/2022	15,278.70	
101-000.000-231.800	MUNICIPAL EMPLOYEES RETIREMENT	MUNICIPAL EMPLOYEE'S RET	2022-11	9,968.37	
Total For Dept 000.000				61,573.56	
Dept 101.000 Township Board					
101-101.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 11/23/	336.74	
101-101.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAYDATE 12/22/2022	318.24	
Total For Dept 101.000 Township Board				654.98	
Dept 171.000 Township Supervisor					
101-171.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 11/23/	450.02	
101-171.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 12/8/2	450.02	
101-171.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAYDATE 12/22/2022	450.02	
101-171.000-718.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	01/01/2023 THROUGH 1/31/23	1,651.02	
Total For Dept 171.000 Township Supervisor				3,001.08	
Dept 201.000 ACCOUNTING					
101-201.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 11/23/	1,112.88	
101-201.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 12/8/2	1,112.88	
101-201.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAYDATE 12/22/2022	1,112.88	
101-201.000-718.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	01/01/2023 THROUGH 1/31/23	1,869.23	
101-201.000-910.000	PROFESSIONAL DEVELOPMENT	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	60.00	
Total For Dept 201.000 ACCOUNTING				5,267.87	
Dept 215.000 CLERK'S OFFICE					
101-215.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 11/23/	884.20	
101-215.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 12/8/2	779.69	
101-215.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAYDATE 12/22/2022	779.69	
101-215.000-718.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	01/01/2023 THROUGH 1/31/23	4,299.21	
101-215.000-910.000	PROFESSIONAL DEVELOPMENT	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	1,049.50	
101-215.000-955.000	SUNDRY	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	250.00	
101-215.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	425.00	
Total For Dept 215.000 CLERK'S OFFICE				8,467.29	
Dept 228.000 TECHNICAL/UTILITIES SERVICES					
101-228.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 11/23/	589.66	
101-228.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 12/8/2	589.66	
101-228.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAYDATE 12/22/2022	589.66	
101-228.000-718.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	01/01/2023 THROUGH 1/31/23	1,308.47	
Total For Dept 228.000 TECHNICAL/UTILITIES SERVICES				3,077.45	
Dept 253.000 Treasurer					
101-000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 11/23/	502.44	
101-000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 12/8/2	502.44	

OPEN - CHECK TYPE: PAPER CHECK

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
-----------	---------	--------	---------------------	--------	---------

Fund 101 General Fund					
Dept 253.000 Treasurer	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 12/22/2022	510.89	
101-253.000-716.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	01/01/2023 THROUGH 1/31/23	3,738.46	
101-253.000-718.000		Total For Dept 253.000 Treasurer		5,254.23	
Dept 262.000 Elections					
101-262.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 11/23/	662.40	
101-262.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 12/8/2	524.14	
101-262.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAYDATE 12/22/2022	524.14	
101-262.000-718.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	01/01/2023 THROUGH 1/31/23	3,738.47	
101-262.000-752.001	SUPPLIES FOR ELECTIONS	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	60.70	
101-262.000-955.000	SUNDY	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	2,263.82	
		Total For Dept 262.000 Elections		7,773.67	
Dept 265.000 Township Buildings					
101-265.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 11/23/	464.20	
101-265.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 12/8/2	525.44	
101-265.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAYDATE 12/22/2022	480.58	
101-265.000-718.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	01/01/2023 THROUGH 1/31/23	2,670.10	
101-265.000-759.000	VEHICLE FUEL	WEX BANK	TWP - 11/4-12/05/22	940.22	
101-265.000-930.000	MAINTENANCE TWP HALL	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	26.49	
101-265.000-931.000	EQUIPMENT MAINT/REPAIR	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	430.36	
101-265.000-955.000	SUNDY	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	298.28	
101-265.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	231.75	
101-265.000-980.100	ARPA FUNDS STORAGE FACILITY	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	283.25	
		Total For Dept 265.000 Township Buildings		6,350.67	
Dept 275.000 OTHER EXPENSES					
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	419.17	
101-275.000-931.000	EQUIPMENT MAINT/REPAIR	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	13.97	
101-275.000-953.000	PAYROLL PROCESSING	PAYCOR PAYROLL SERVICES	PAY DATE 11/23/2022	708.72	
101-275.000-953.000	PAYROLL PROCESSING	PAYCOR PAYROLL SERVICES	PAY DATE 12/8/22	788.84	
101-275.000-953.000	PAYROLL PROCESSING	PAYCOR PAYROLL SERVICES	PAY DATE 12/22/2022	380.16	
101-275.000-955.000	SUNDY	HAMBURG TOWNSHIP TREASUR	2022 WINTER TAX BILL	450.94	
		Total For Dept 275.000 OTHER EXPENSES		2,761.80	
Dept 702.000 PLANNING AND ZONING					
101-702.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 11/23/	237.73	
101-702.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 12/8/2	225.06	
101-702.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAYDATE 12/22/2022	225.06	
101-702.000-718.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	01/01/2023 THROUGH 1/31/23	401.65	
101-702.000-910.000	PROFESSIONAL DEVELOPMENT	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	650.80	
		Total For Dept 702.000 PLANNING AND ZONING		1,740.30	
		Total For Fund 101 General Fund		105,922.90	
Fund 206 Fire Fund					
Dept 000.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 11/23/	2,188.77	
206-000.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 12/8/2	3,064.03	
206-000.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAYDATE 12/22/2022	2,608.69	
206-000.000-718.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	01/01/2023 THROUGH 1/31/23	7,662.30	
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	109.99	
206-000.000-759.000	VEHICLE FUEL	WEX BANK	F.D. - NOV	3,304.19	

OPEN - CHECK TYPE: PAPER CHECK

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
-----------	---------	--------	---------------------	--------	---------

Fund 206 Fire Fund

Dept 000.000	UNIFORMS/ACCESSORIES	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	348.87	
206-000.000-768.000	PHONE/COMM/INTERNET	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	129.98	
206-000.000-853.000	MAINTENANCE FIRE HALL	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	622.00	
206-000.000-930.003	VEHICLE MAINTENANCE	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	22.25	
206-000.000-932.000	CAPITAL EQUIPMENT/CAPITAL IMP	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	279.98	

Total For Dept 000.000

20,341.05

Total For Fund 206 Fire Fund

20,341.05

Fund 207 Police Fund

Dept 000.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 11/23/2022-11	1,008.24	
207-000.000-716.000	DEFINED CONTRIBUTION	MUNICIPAL EMPLOYEE'S RET		26,578.20	
207-000.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 12/8/2022	1,008.24	
207-000.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAYDATE 12/22/2022	1,008.24	
207-000.000-718.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	01/01/2023 THROUGH 1/31/23	24,360.27	
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	731.58	
207-000.000-759.000	VEHICLE FUEL	WEX FLEET UNIVERSAL	P.D. - NOVEMBER	5,765.47	
207-000.000-768.000	UNIFORMS/ACCESSORIES	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	56.54	
207-000.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	215.84	

Total For Dept 000.000

60,732.62

Total For Fund 207 Police Fund

60,732.62

Fund 208 SENIORS, PARKS, LL TRAIL

Dept 000.000	RENOVATION COMM CTR KITCHEN	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	822.41	
208-000.000-239.000	SENIOR CENTER ACTIVITY FUND	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	125.00	

Total For Dept 000.000

947.41

Dept 751.000 Recreation Board

208-751.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 11/23/2022	196.05	
208-751.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 12/8/2022	196.05	
208-751.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAYDATE 12/22/2022	196.05	
208-751.000-718.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	01/01/2023 THROUGH 1/31/23	1,308.47	
208-751.000-752.000	SUPPLIES & SMALL EQUIPMENT	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	361.37	
208-751.000-930.005	MAINTENANCE PARK BUILDINGS	HAMBURG TOWNSHIP TREASUR	2022 WINTER TAX BILL	486.70	
208-751.000-967.962	SPECIAL PROJECTS - MISC IMPROVE	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	58.89	

Total For Dept 751.000 Recreation Board

2,803.58

Dept 820.000 SENIOR CENTER

208-820.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 11/23/2022	285.72	
208-820.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 12/8/2022	248.46	
208-820.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAYDATE 12/22/2022	248.46	
208-820.000-718.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	01/01/2023 THROUGH 1/31/23	1,869.23	
208-820.000-804.000	SENIOR PROGRAMS	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	472.61	

Total For Dept 820.000 SENIOR CENTER

3,124.48

Total For Fund 208 SENIORS, PARKS, LL TRAIL

6,875.47

Fund 590 SEWER FUND

Dept 000.000	SEWER OPERATING	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 11/23/2022	2,323.56	
590-000.000-716.000	DEFINED CONTRIBUTION				

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
-----------	---------	--------	---------------------	--------	---------

Fund 590 SEWER FUND

Dept 527.000 SEWER OPERATING					
590-527.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION FOR PAYDATE 12/8/2	2,309.35	
590-527.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAYDATE 12/22/2022	2,495.31	
590-527.000-718.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	01/01/2023 THROUGH 1/31/23	8,085.36	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	169.50	
590-527.000-759.000	VEHICLE FUEL	WEX BANK	TWP - 11/4-12/05/22	886.89	
590-527.000-910.000	PROFESSIONAL DEVELOPMENT	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	164.00	

Total For Dept 527.000 SEWER OPERATING

16,433.97

Dept 537.000

590-537.000-752.000	SUPPLIES & SMALL EQUIPMENT	FLAGSTAR BANK, FSB	11/03/2022 - 12/2/2022	191.00	
---------------------	----------------------------	--------------------	------------------------	--------	--

Total For Dept 537.000

191.00

Dept 539.000

590-539.000-992.000	INTEREST EXPENSE	THE BANK OF NEW YORK MEL	IMMS 6779168400 HAMTWPWTP07R	24,218.75	
---------------------	------------------	--------------------------	------------------------------	-----------	--

Total For Dept 539.000

24,218.75

Total For Fund 590 SEWER FUND

40,843.72

Fund 703 Winter Tax Collection Fund

Dept 000.000					
703-000.000-222.101	DUE TO COUNTY TAXES	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 11/16-11/30/2022	7,319.80	
703-000.000-222.101	DUE TO COUNTY TAXES	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 12/1-12/15/22	5,641.50	
703-000.000-222.115	DRAIN PORTAGE BASELINE	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 12/1-12/15/22	1,145.83	
703-000.000-222.201	DUE TO COUNTY AMBULANCE	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 12/1-12/15/22	29,230.06	
703-000.000-222.203	DUE TO COUNTY PARKS	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 12/1-12/15/22	21,333.80	
703-000.000-222.205	DUE TO COUNTY VETS RELIEF	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 12/1-12/15/22	5,809.50	
703-000.000-222.225	PINE CREEK RIDGE DRAIN (22050)	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 12/1-12/15/22	216.66	
703-000.000-222.228	VALLEY FORGE 202 DRAIN(2006)	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 12/1-12/15/22	4,776.41	
703-000.000-222.500	DUE TO COUNTY SET	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 11/16-11/30/2022	13,686.73	
703-000.000-222.500	DUE TO COUNTY SET	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 12/1-12/15/22	10,548.57	
703-000.000-222.600	DUE TO WASHTENAW COUNTY LAKE IM	WASHTENAW COUNTY TREASUR	TAXES COLLECTED 12/1-12/15/22	9,849.00	
703-000.000-223.000	DUE TO LIBRARY	HAMBURG TOWNSHIP LIBRARY	TAXES COLLECTED 12/01-12/15/22	92,771.29	
703-000.000-223.401	DUE TO DEXTER LIBRARY/TAX	DEXTER DISTRICT LIBRARY	TAXES COLLECTED 12/1-12/15/22	8,365.69	
703-000.000-223.402	DUE TO DEXTER LIBRARY BOND DEBT	DEXTER DISTRICT LIBRARY	TAXES COLLECTED 12/1-12/15/22	2,791.47	
703-000.000-225.101	DUE TO PINCKNEY SCH OPER TAX	PINCKNEY COMMUNITY SCHOO	TAXES COLLECTED 12/1-12/15/22	244,036.27	
703-000.000-225.103	DUE TO PINCKNEY SCH DEBT TAX	PINCKNEY COMMUNITY SCHOO	TAXES COLLECTED 12/1-12/15/22	608,609.18	
703-000.000-225.201	DUE TO BRIGHTON SCH OPERATING T	BRIGHTON AREA SCHOOLS	TAXES COLLECTED 12/1-12/15/22	75.19	
703-000.000-225.203	DUE TO BRIGHTON SCH DEBT TAX	BRIGHTON AREA SCHOOLS	TAXES COLLECTED 12/1-12/15/22	105,823.38	
703-000.000-225.401	DUE TO DEXTER SCHOOL-OPER TAX	DEXTER COMMUNITY SCHOOLS	TAXES COLLECTED 12/1-12/15/22	18,436.09	
703-000.000-225.403	DUE TO DEXTER SCHOOL-DEBT TAX	DEXTER COMMUNITY SCHOOLS	TAXES COLLECTED 12/1-12/15/22	65,916.15	
703-000.000-227.223	LIVINGSTON NO (22071) DRAIN	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 12/1-12/15/22	6.14	
703-000.000-234.101	DUE TO LISD TAX	LIVINGSTON COUNTY EDUCAT	TAXES COLLECTED 11/16-11/30/2022	2,046.31	
703-000.000-234.101	DUE TO LISD TAX	LIVINGSTON COUNTY EDUCAT	TAXES COLLECTED 12/1-12/15/22	260,600.51	
703-000.000-234.201	DUE TO WISD TAX	WASHTENAW INTERMEDIATE S	TAXES COLLECTED 12/1-12/15/22	43,418.44	

Total For Dept 000.000

1,562,453.97

Total For Fund 703 Winter Tax Collection Fund

1,562,453.97

JOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

Vendor Invoice Description

Amount Check #

GL Desc

GL Number

Fund Totals:

Fund 101 General Fund	105,922.90
Fund 206 Fire Fund	20,341.05
Fund 207 Police Fund	60,732.62
Fund 208 SENIORS, PARK	6,875.47
Fund 590 SEWER FUND	40,843.72
Fund 703 Winter Tax Co	1,562,453.97

Total For All Funds:

1,797,169.73

Fund 101 General Fund					
Dept 000.000					
101-000.000-222.100	DUE TO COUNTY TRAILER FEES	LIVINGSTON COUNTY TREASU	TRAILER FEES REC'D 1/10/23 FOR DECEMB	167.00	
101-000.000-222.100	DUE TO COUNTY TRAILER FEES	LIVINGSTON COUNTY TREASU	TRAILER FEES REC'D 1/10/23 FOR DECEMB	668.00	
101-000.000-231.100	DUE TO COUNTY DUES	POLICE OFFICER LABOR COU	JANUARY 2023 DUES	804.00	
101-000.000-231.450	DUE TO UNUM (BIWEEKLY)	PROVIDENT LIFE AND ACCID	E0120220 - 12/8/22 -1/5/23	67.50	
101-000.000-415.000	CHARGE BACKS/MTT/BOARD OF REVIE	LIVINGSTON COUNTY TREASU	BOR	19.03	
Total For Dept 000.000				1,725.53	
Dept 101.000 Township Board					
101-101.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	MARY ANN & STEVEN LAMKIN VS HAMB TWP	350.00	
101-101.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	MARY ANN LAMKIN VS HAMB TWP BD OF TRU	671.06	
101-101.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	GENERAL MATTERS THROUGH 11/30/22	969.00	
101-101.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	RUSH LAKE PROPERTY OWNER	ANNUAL DUES - 2023	329.00	
Total For Dept 101.000 Township Board				2,319.06	
Dept 229.000 COMPUTER/CABLE					
101-229.000-933.000	SOFTWARE MAINTENANCE	BS&A SOFTWARE INC.	PAYROLL CONVERSION	17,185.00	
Total For Dept 229.000 COMPUTER/CABLE				17,185.00	
Dept 253.000 Treasurer					
101-253.000-916.000	TRAINING	MICHIGAN MUNICIPAL TREAS	TRESSURER-TO-TREASURER - 2023	99.00	
Total For Dept 253.000 Treasurer				99.00	
Dept 257.000 Assessing					
101-257.000-902.200	ASSESSMENT ROLL PREP	KCI	FINAL - PRINTING & MAILING OF PERSONA	16.66	
Total For Dept 257.000 Assessing				16.66	
Dept 262.000 Elections					
101-262.000-980.000	OFFICE EQUIP & FURNITURE	NATIONAL BUSINESS FURNIT	2 LATERAL FILE CABINETS & STORAGE CRE	3,531.30	
Total For Dept 262.000 Elections				3,531.30	
Dept 265.000 Township Buildings					
101-265.000-768.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS 12/29/22	30.74	
101-265.000-768.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS 12/21/2022	30.74	
101-265.000-768.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS 1/5/223	30.74	
101-265.000-768.000	UNIFORMS/ACCESSORIES	TRACTOR SUPPLY CREDIT PL	COAT	116.99	
101-265.000-932.000	VEHICLE MAINTENANCE	PINCKNEY AUTO WASH, LLC	DECEMBER 2022 CAR WASHES	6.00	
101-265.000-980.100	ARPA FUNDS STORAGE FACILITY	BRUCE DONOVAN CONSTRUCTI	ENGINEERING FROM 12/5-12/18/22	2,081.50	
101-265.000-980.100	ARPA FUNDS STORAGE FACILITY	BRUCE DONOVAN CONSTRUCTI	INTERIOR CONCRETE & TRENCH DRAINS	46,715.00	
101-265.000-980.100	ARPA FUNDS STORAGE FACILITY	HP ELECTRIC	NEW MAINTENANCE BUILDING - ELECTRICAL	11,700.00	
Total For Dept 265.000 Township Buildings				60,711.71	
Dept 275.000 OTHER EXPENSES					
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	TWP HALL - 5 GALLON WATER 1/4/23	17.97	
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	APPLIED INNOVATION	TWP - 12/12/22 - 1/11/23	562.18	
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	APPLIED INNOVATION	TWP - 1/5-2/4/23	67.67	
101-275.000-853.000	PHONE/COMM/INTERNET	CHARTER COMMUNICATIONS	8245 12 483 0092058 - TWP - 1/1-1/31/	315.36	
101-275.000-954.000	AUDIT	BENDZINSKI & CO.	PROFESSIONAL SERVICES	1,000.00	
101-275.000-955.000	SUNDRY	BIG PDQ	BUSINESS CARDS (EMILY)	41.36	
Total For Dept 275.000 OTHER EXPENSES				2,004.54	
Dept 448.000 Street Lighting					
101-448.000-926.000	STREET LIGHTING	DTE ENERGY - STREET LIGH	STREET LIGHTS & TRAFFIC SIGNAL - 12/	1,464.71	
Total For Dept 448.000 Street Lighting				1,464.71	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 702.000 PLANNING AND ZONING					
101-702.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	PLANNING & ZONING MATTERS THROUGH 11/	735.00	
101-702.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	ORDINANCE ENFORCEMENT MATTERS THROUGH	714.00	
101-702.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	GENERAL MATTERS THROUGH 11/30/22	68.00	
101-702.000-910.000	PROFESSIONAL DEVELOPMENT	LISA PERSCHKE	REIMBURSEMENT - CITIZEN PLANNER BOOK	50.00	
Total For Dept 702.000 PLANNING AND ZONING				1,567.00	
Total For Fund 101 General Fund				90,624.51	
Fund 206 Fire Fund					
Dept 000.000					
206-000.000-677.000	SUNDRY	MONROE'S RUBBISH REMOVAL	FURNITURE & FRIDGE	100.00	
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	F.D. #11 - 5 GALLON WATER	23.96	
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	F.D. #12 - 5 GALLONS WATER	33.96	
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	LAKELAND ACE HARDWARE, I	SUPPLIES	12.99	
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	MALLORY SAFETY AND SUPPL	TOILET TISSUE	96.00	
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	MALLORY SAFETY AND SUPPL	LADDER PLATFORM	911.00	
206-000.000-768.000	UNIFORMS/ACCESSORIES	HURON VALLEY GUNS, LLC	D.C. HILL	126.49	
206-000.000-768.000	UNIFORMS/ACCESSORIES	HURON VALLEY GUNS, LLC	ZERNICK	249.96	
206-000.000-768.000	UNIFORMS/ACCESSORIES	HURON VALLEY GUNS, LLC	VULTAGGIO	373.94	
206-000.000-768.000	UNIFORMS/ACCESSORIES	HURON VALLEY GUNS, LLC	YOUNG	15.00	
206-000.000-768.000	UNIFORMS/ACCESSORIES	HURON VALLEY GUNS, LLC	VULTAGGIO	293.96	
206-000.000-768.100	TURN OUT GEAR	KING KLEANERS	F.D. - DECEMBER CLEANING	23.25	
206-000.000-768.100	TURN OUT GEAR	DETROIT SHIELDS, LLC	9 FIRE HELMET SHIELDS	315.00	
206-000.000-826.000	LEGAL FEES	MUNICIPAL EMERGENCY SERV	9 TAIL COATS & TAIL PANTS	28,080.00	
206-000.000-843.100	EMPLOYEE PHYSICALS/VACCINATION TRAINING	ROSATI, SCHULTZ, JOPPICH	GENERAL MATTERS THROUGH 11/30/22	187.00	
206-000.000-916.000	WATER USAGE	ALPHA PSYCHOLOGICAL SERV	ASSESSMENT & EVALUATION FOR (2) PAID	700.00	
206-000.000-918.000	MAINTENANCE FIRE HALL	IZIK ROSEN	REIMBURSEMENT - FEES & NYE UNIFORM	272.00	
206-000.000-930.003	MAINTENANCE FIRE HALL	LIVINGSTON COMMUNITY WAT	10/1-12/31/2023	368.25	
206-000.000-930.003	MAINTENANCE FIRE HALL	MICHIGAN ELECTRICAL SERV	ADDITIONAL ELECTRICAL WORK @ STATION	1,567.20	
206-000.000-930.003	MAINTENANCE FIRE HALL	TRUSTED HEATING & COOLIN	F.D. #12 - PEAK PERFORMANCE AGREEMENT	447.75	
206-000.000-930.003	MAINTENANCE FIRE HALL	TRUSTED HEATING & COOLIN	F.D. #12 - PRESSURE SWITCH REPLACEMEN	278.54	
206-000.000-930.003	MAINTENANCE FIRE HALL	TRUSTED HEATING & COOLIN	F.D. #12 - SERVICE CHARGE & RESET EQU	199.50	
206-000.000-932.000	VEHICLE MAINTENANCE	AUTOZONE INC	DURALAST GOLD BATTERY	164.99	
206-000.000-932.000	VEHICLE MAINTENANCE	AUTOZONE INC	CORE RETURN	(22.00)	
206-000.000-932.000	VEHICLE MAINTENANCE	BOB MAXEY FORD OF HOWELL	2022 FORD F -150 - WORKS PACKAGE	40.02	
206-000.000-932.000	VEHICLE MAINTENANCE	CRUISERS, INC.	CODE 3 MR6MC-RA	157.10	
206-000.000-932.000	VEHICLE MAINTENANCE	PINKNEY AUTO WASH, LLC	DECEMBR 2022 CAR WASHES	12.00	
206-000.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	S.S.P. INC	3 LOCKERS	4,900.86	
Total For Dept 000.000				39,928.72	
Total For Fund 206 Fire Fund				39,928.72	
Fund 207 Police Fund					
Dept 000.000					
207-000.000-768.500	UNIFORM CLEANING	KING KLEANERS	DECEMBER 2022 CLEANING	402.00	
207-000.000-801.000	CONTRACTUAL SERVICES	CRH OHIO LTD	1/1-1/31/23	50.00	
207-000.000-801.000	CONTRACTUAL SERVICES	WM CORPORATE SERVICES, I	12/1-12/31/22	166.87	
207-000.000-809.000	JANITORIAL SERVICES	TRI-COUNTY SUPPLY, INC.	P.D.	947.42	
207-000.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	DISTRICT COURT PROSECUTIONS THROUGH 1	1,274.00	
207-000.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	LABOR & EMPLOYMENT LAW THROUGH 11/30/	162.00	
207-000.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	GENERAL MATTERS THROUGH 11/30/22	272.00	
207-000.000-853.000	PHONE/COMM/INTERNET	CHARTER COMMUNICATIONS	8245 12 483 0092074 - P.D. - 1/1-1/31	138.06	
207-000.000-914.000	TUITION REIMBURSEMENT	JOSHUA PEDERSEN	TUITION REIMBURSEMENT - 8/29/22 THRU	1,712.00	

JOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

Vendor Invoice Description

Amount Check #

GL Number GL Desc

Fund 207 Police Fund

Dept 000.000
207-000.000-916.000 TRAINING
207-000.000-916.000 TRAINING
207-000.000-930.002 MAINTENANCE POLICE BUILDING
207-000.000-932.000 VEHICLE MAINTENANCE
207-000.000-932.000 VEHICLE MAINTENANCE
207-000.000-932.000 VEHICLE MAINTENANCE
207-000.000-932.000 VEHICLE MAINTENANCE
207-000.000-932.000 VEHICLE MAINTENANCE
207-000.000-933.000 SOFTWARE MAINTENANCE
207-000.000-933.000 DUES/SUBSCRIP/RECEITIFICATION
207-000.000-958.000 CAPITAL EQUIPMENT/CAPITAL IMP
207-000.000-980.000

PUBLIC AGENCY TRAINING C CLASS - RESPONDING TO VETERANS & POLI
PUBLIC AGENCY TRAINING C CLASS - NEGOTIATING TEAM LEADERSHIP
ULINE, INC. 2 PRIVACY SCREEN - GREEN
CAPITAL TIRE INC. 8 TIRES 255/60R18 GOO EAGLE ENFORCER
DEDUCTIBLE
MID-TOWNE COLLISION
PINCKNEY AUTO WASH, LLC DECEMBER 2022 CAR WASHES
PINCKNEY CHRYSLER DODGE 2021 FORD TRUCK POLICE INTERCEP
WONDERLAND MARINE WEST, BOAT SLIP RENTAL AGREEMENT
APPLIED INNOVATION P.D. - 1/1-1/31/23
TRANSONION RISK AND ALTE 12/1-12/31/22
DIGICOM GLOBAL INC. SMART BATTERY

425.00
350.00
362.19
1,284.96
1,000.00
174.00
125.96
2,100.00
332.23
75.00
576.00

Total For Dept 000.000

11,929.69

Total For Fund 207 Police Fund

11,929.69

Fund 208 SENIORS, PARKS, LL TRAIL

Dept 000.000
208-000.000-239.000 RENOVATION COMM CTR KITCHEN
208-000.000-239.300 SENIOR CENTER ACTIVITY FUND

WORTHINGTON DIRECT HOLDI SENIOR/COMMUNITY CENTER ROLLING TABLE
ANYONE CAN PAINT LLC ACRYLIC LANDSCAPE PAINTING CLASS (11)

4,274.35

220.00

Total For Dept 000.000

4,494.35

Dept 751.000 Recreation Board
208-751.000-910.000 PROFESSIONAL DEVELOPMENT
208-751.000-942.000 PORTABLE TOILETS
208-751.000-980.500 RESERVE FOR EQUIPMENT PURCHASE

MEMBERSHIP
PORTABLE TOILET SERVICES 12/9-12/26/22 AND 12/27/22 - 1/23/23
WORTHINGTON DIRECT HOLDI SENIOR/COMMUNITY CENTER ROLLING TABLE

125.00

866.31

4,274.35

Total For Dept 751.000 Recreation Board

5,265.66

Dept 800.000 LAKELAND TRAIL
208-800.000-938.500 LL TRAIL RAILROAD MAINT FEE
208-800.000-942.000 PORTABLE TOILETS

GREAT LAKES CENTRAL RAIL 2023 PRIVATE CROSSING FEE
PORTABLE TOILET SERVICES 12/9-12/26/22 AND 12/27/22 - 1/23/23

1,000.00

834.00

Total For Dept 800.000 LAKELAND TRAIL

1,834.00

Dept 820.000 SENIOR CENTER
208-820.000-801.000 CONTRACTUAL SERVICES
208-820.000-804.000 SENIOR PROGRAMS
208-820.000-930.001 MAINTENANCE COMM CENTER

LIVINGSTON COUNTY TREASU NOVEMBER
KING KLEANERS SENIOR CENTER
TRI-COUNTY SUPPLY, INC. S.C.

1,675.00

147.25

789.65

Total For Dept 820.000 SENIOR CENTER

2,611.90

Total For Fund 208 SENIORS, PARKS, LL TRAIL

14,205.91

Fund 272 Rustic/Lake Pointe Road SAD

Dept 000.000
272-000.000-802.000 ROAD IMPROVEMENT

MYERS GROUP ENTERPRISES RUSTIC RD & LK POINTE DR PLOW RDS ON

230.00

Total For Dept 000.000

230.00

Total For Fund 272 Rustic/Lake Pointe Road SAD

230.00

Fund 273 Scott Drive ROAD SAD

Dept 000.000
273-000.000-802.000 ROAD IMPROVEMENT

MYERS GROUP ENTERPRISES SCOTT DR PLOW RD ON 12/25

160.00

Total For Dept 000.000

160.00

Total For Fund 273 Scott Drive ROAD SAD

160.00

Item 2.

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 284 Winans Drive SAD					
Dept 000.000	ROAD IMPROVEMENT	MYERS GROUP ENTERPRISES	WINANS DR PLOW RD ON 12/25	220.00	
284-000.000-802.000		Total For Dept 000.000		220.00	
		Total For Fund 284 Winans Drive SAD		220.00	
Fund 590 SEWER FUND					
Dept 527.000 SEWER OPERATING		DUBOIS-COOPER & ASSOCIAT	GRINDER PARTS	14,775.00	
590-527.000-751.100	GRINDER PUMP PARTS	ADVANCE AUTO PARTS	ROLOC DISC	40.25	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	CINTAS CORPORATION # 31	UNIFORMS 12/29/22	79.83	
590-527.000-768.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS 12/21/2022	79.83	
590-527.000-768.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS 1/5/223	79.83	
590-527.000-768.000	UNIFORMS/ACCESSORIES	LABOR & EMPLOYMENT LAW THROUGH 11/30/		504.00	
590-527.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	GENERAL MATTERS THROUGH 11/30/22	1,292.00	
590-527.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	OTHER - OCT NOV DEC MAILED OUT ON 12/	1,374.26	
590-527.000-851.000	POSTAGE	KCI	1 YEAR 24 HR REPORTING SERVICE	9,095.00	
590-527.000-853.000	PHONE/COMM/INTERNET	OMNISITE	3 MONTH (JAN FEB MAR 23) SERVICE	831.00	
590-527.000-853.000	PHONE/COMM/INTERNET	OMNISITE	9100 160 2723 7 - RUSTIC DR PUMP STN	386.21	
590-527.000-920.000	ELECTRIC	DTE ENERGY	9100 114 4947 7 - BIOXIDE STN (CORDLE	28.18	
590-527.000-920.000	ELECTRIC	DTE ENERGY	POLE BARN	1,471.34	
590-527.000-930.011	ENTERPRISE POLE BARN(ORIGINAL)	TRUSTED HEATING & COOLIN	KRESS RD FIELD SERVICE	2,689.50	
590-527.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE	KENNEDY INDUSTRIES, INC.	2 CURB STOP FIPT	1,020.50	
590-527.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE	MICHIGAN PIPE & VALVE, I	REFUND - PLUMBING BILL	410.00	
590-527.000-955.000	SUNDRY	JENNIFER PAYNE	HALLSTROM	30.00	
590-527.000-955.000	SUNDRY	LIVINGSTON COUNTY REGIST	TWP M-36 FORCE MAIN PROJECT	138,348.00	
590-527.000-980.017	CAPITAL IMPROVEMENTS-SEWER LOOP	C & E CONSTRUCTION CO.,		172,534.73	
		Total For Dept 527.000 SEWER OPERATING			
Dept 537.000					
590-537.000-752.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	WWTP	5.99	
590-537.000-752.000	SUPPLIES & SMALL EQUIPMENT	HACH COMPANY, AMERICAN S	PHOSPHORUS TNT + UHR	684.40	
590-537.000-753.000	CHEMICALS	KEMIRA WATER SOLUTIONS,	KEMIRA PAX-14 BULK	13,830.60	
590-537.000-952.000	LAB ANALYSIS - WWTP	MERIT LABORATORIES	HAMBURG - TEST	1,988.00	
590-537.000-952.100	LAB ANALYSIS FEES - PORTAGE	MERIT LABORATORIES	PORTAGE - TEST	420.00	
		Total For Dept 537.000		16,928.99	
Dept 538.000					
590-538.000-955.000	SUNDRY	LIVINGSTON COUNTY REGIST	BLAKE HOMES	180.00	
		Total For Dept 538.000		180.00	
		Total For Fund 590 SEWER FUND		189,643.72	
Fund 703 Winter Tax Collection Fund					
Dept 000.000		ROBERT NAJDUK	REFUND FOR AN OVERPAYMENT DUE TO A PR	22.35	
703-000.000-214.300	DUE TO GENERAL ADMIN FEES	ROBERT NAJDUK	REFUND FOR AN OVERPAYMENT DUE TO A PR	2,234.52	
703-000.000-225.101	DUE TO PINCKNEY SCH OPER TAX	Total For Dept 000.000		2,256.87	
		Total For Fund 703 Winter Tax Collection Fund		2,256.87	

OPEN - CHECK TYPE: PAPER CHECK

Vendor Invoice Description

GL Desc

GL Number

Amount Check #

Fund Totals:

Fund 101 General Fund	90,624.51
Fund 206 Fire Fund	39,928.72
Fund 207 Police Fund	11,929.69
Fund 208 SENIORS, PARK	14,205.91
Fund 272 Rustic/Lake P	230.00
Fund 273 Scott Drive R	160.00
Fund 274 Crystal Drive	355.00
Fund 275 Norene Ct/Pea	150.00
Fund 276 Community Dr	150.00
Fund 277 Edgelake/Burt	370.00
Fund 278 Downing Drive	95.00
Fund 279 Riverside/Cen	750.00
Fund 280 Island Shore/	275.00
Fund 281 Campbell Drive	140.00
Fund 284 Winans Drive	220.00
Fund 590 SEWER FUND	189,643.72
Fund 703 Winter Tax Co	2,256.87

Total For All Funds:

351,484.42

The Fence Pros

1665 Edgewood, Caro MI
 989-891-6603
 TheFencePros_2023@yahoo.com

GL Code

Approved

208-000,751-000.674 - \$6500.-
 101.265, 230.004 - \$5,800.00

INVOICE

INV0001

DATE

01/13/2023

DUE

On Receipt

BALANCE DUE

USD \$12,300.00

JAN 13 2023

Entered

Due Date

BILL TO**Hamburg Township**

10405 Merrill Road
 ☐ 810-231-1000
 mdolan@hamburg.mi.us

DESCRIPTION	RATE	QTY	AMOUNT
Pickle Ball Court	\$6,500.00	1	\$6,500.00
Price Includes- Labor			
Township Building-Pole Barn	\$5,000.00	1	\$5,000.00
Price includes- Labor			
DTE meter mountings install	\$800.00	1	\$800.00
Price includes- Material Labor			

TOTAL**\$12,300.00****BALANCE DUE****USD \$12,300.00**

TO: Hamburg Township Board of Trustees

FROM: Pat Hohl

DATE: January 10, 2023

AGENDA ITEM TOPIC: Police Station Expansion

Number of Supporting Documents: **1**

Requested Action

Request that the Hamburg Township Board of Trustees form a Police Station Construction Committee (PSCC) comprised of; Pat Hohl, Rick Duffany, Dariusz Nisenbaum, Thelma Kubitskey and Tony Randazzo.

Background

Please review the Architects Estimate of Cost for the Expansion of the Police Station. It appears that this estimate is within the amount of ARPA funds set aside for this project by the Board of Trustees. Once the Board has established the PSCC the committee will provide the Board with a preliminary process, timeline and budget at the February 7th, 2023 Board meeting.

CONSTRUCTION COST ESTIMATE BREAKDOWN						TOTAL MATERIAL COST				Item 4.				
						TOTAL LABOR COST								
						SUBTOTAL								
						SALES TAX		6.00%	\$	14,217				
						LABOR BURDEN		10.00%	\$	25,237				
						OVERHEAD & PROFIT		25.00%	\$	122,330				
						BONDING		2.00%	\$	13,022				
						CONTINGENCY / WASTAGE		5.00%	\$	24,466				
						PROPOSED PROJECT AMOUNT				\$ 688,594				
						TOTAL MANHOURS				4225.74				
DATE		PROJECT NAME		SCOPE OF WORK			PROJECT LOCATION							
1/9/2023		HAMBURG TOWNSHIP POLICE DEPARTMENT GROSS AREA: 2412 SF		COMPLETE SCOPE OF WORK			10409 MERRILL ROAD HAMBURG TOWNSHIP, MICHIGAN							
LINE NO.	DWG REF./ CSI SEC.	ITEM DESCRIPTION	UNIT OF MEASURE	QUANTITY	MATERIAL		LABOR					LINE TOTAL	TRADE TOTAL W/ S.TAX, O&P	
					UNIT PRICE	TOTAL COST	UNIT LABOR HOUR	LABOR HOURS	LABOR RATE	UNIT PRICE	TOTAL COST			
	DIV. 01	GENERAL REQUIREMENTS	SUBTOTAL MATERIAL		\$ -		SUBTOTAL LABOR		\$ 36,500			\$ 36,500	\$ 52,086	
1		PERMITS, SITE SUPERVISION, FINAL CLEANUP & DUMPSTER	LS	1						\$36,500.00	\$36,500.00	\$36,500.00		
	DIV. 02	EXISTING CONDITIONS	SUBTOTAL MATERIAL		\$ -		SUBTOTAL LABOR		\$ 6,472			\$ 6,472	\$ 9,235	
		DEMOLITION												
2	D1	REMOVE EXISTING DOUBLE DOOR, FRAME, TRIM, AND HARDWARE COMPLETE	EA	2			2.758	5.52	\$42.02	\$115.88	\$231.76	\$231.76		
3		REMOVE EXISTING SINGLE DOOR, FRAME, TRIM, AND HARDWARE COMPLETE	EA	2			2.275	4.55	\$42.02	\$95.59	\$191.17	\$191.17		
4		REMOVE EXISTING PLUMBING FIXTURES	EA	2			3.500	7.00	\$42.02	\$147.06	\$294.11	\$294.11		
5		REMOVE EXISTING GRAB BARS	EA	2			0.265	0.53	\$42.02	\$11.13	\$22.27	\$22.27		
6		REMOVE EXISTING SECURITY WALL COLUMNS NO. OF COLUMNS @ 6'-0"HT: 2 EA	LF	12			0.185	2.22	\$42.02	\$7.77	\$93.28	\$93.28		
7		REMOVE EXISTING TOILET PARTITION W/ DOOR AT 6'-0"HT	LF	10			0.312	3.12	\$42.02	\$13.11	\$131.22	\$131.22		
8		REMOVE EXISTING SECURITY SCREEN WALL	SF	225			0.051	11.46	\$42.02	\$2.14	\$481.49	\$481.49		
9		REMOVE EXISTING FACE BRICK, SPLIT-FACED CONCRETE BLOCK AND RIGID INSULATION AT EXTERIOR	SF	707			0.062	43.84	\$42.02	\$2.60	\$1,841.77	\$1,841.77		
10		REMOVE EXISTING COUNTER TOP	SF	7			0.055	0.36	\$42.02	\$2.31	\$15.04	\$15.04		
11		REMOVE EXISTING FLOOR FINISHES COMPLETE	SF	491			0.042	20.62	\$42.02	\$1.76	\$866.45	\$866.45		
12		REMOVE EXISTING STUD WALLS W/FINISHES	SF	505			0.052	26.24	\$42.02	\$2.18	\$1,102.40	\$1,102.40		
13		REMOVE EXISTING CEILING FINISHES	SF	302			0.048	14.47	\$42.02	\$2.02	\$608.11	\$608.11		
14		REMOVE EXISTING OVERHANG ROOFING	SF	210			0.054	11.35	\$42.02	\$2.27	\$476.73	\$476.73		
		SALVAGE AND REUSE												
15	D1	REMOVE EXISTING LOCKERS. SALVAGE FOR RE-USE	LF	7			0.425	2.76	\$42.02	\$17.86	\$116.07	\$116.07		
	DIV. 03	CONCRETE	SUBTOTAL MATERIAL		\$ 17,984		SUBTOTAL LABOR		\$ 19,717			\$ 37,702	\$ 53,066	
		SLAB ON GRADE												
16	A1	4" CONCRETE SLAB ON GRADE	SF	2264	\$2.51	\$5,693.99	0.073	165.28	\$47.26	\$3.45	\$7,810.36	\$13,504.34		
		FOOTING												
17	A1	2'-0" x 3'-0"HT CONTINUOUS FOOTING W/ REINFORCEMENT	CY	34.8	\$301.01	\$10,467.12	5.730	199.25	\$50.51	\$289.42	\$10,064.10	\$20,531.22		
		FORMWORK												
18	A1	FORMWORK REQUIRED	SF	939	\$1.94	\$1,823.30	0.037	34.74	\$53.04	\$1.96	\$1,842.66	\$3,665.97		

CONSTRUCTION COST ESTIMATE BREAKDOWN						TOTAL MATERIAL COST			Item 4.						
						TOTAL LABOR COST									
						SUBTOTAL									
						SALES TAX		6.00%	\$	14,217					
						LABOR BURDEN		10.00%	\$	25,237					
						OVERHEAD & PROFIT		25.00%	\$	122,330					
						BONDING		2.00%	\$	13,022					
						CONTINGENCY / WASTAGE		5.00%	\$	24,466					
PROPOSED PROJECT AMOUNT							\$	688,594							
TOTAL MANHOURS									4225.74						
DATE		PROJECT NAME		SCOPE OF WORK			PROJECT LOCATION								
1/9/2023		HAMBURG TOWNSHIP POLICE DEPARTMENT GROSS AREA: 2412 SF		COMPLETE SCOPE OF WORK			10409 MERRILL ROAD HAMBURG TOWNSHIP, MICHIGAN								
LINE NO.	DWG REF./CSI SEC.	ITEM DESCRIPTION	UNIT OF MEASURE	QUANTITY	MATERIAL		LABOR			LINE TOTAL	TRADE TOTAL W/ S.TAX, O&P				
	DIV. 04	MASONRY	SUBTOTAL MATERIAL		\$	33,052		SUBTOTAL LABOR				\$	54,131		
										\$	87,183	\$	123,061		
		WALLS													
19	A1, A5	6"THK. CMU WALL W/ REINFORCEMENT	SF	188	\$4.38	\$822.90	0.207	38.90	\$46.81	\$9.69	\$1,820.64	\$2,643.54			
20		GROUT PROVIDED FOR 8"THK. CMU WALL	CY	1.7	\$140.26	\$245.11	2.194	3.83	\$52.92	\$116.12	\$202.92	\$448.03			
21		MORTAR PROVIDED FOR 8"THK. CMU WALL	CY	0.9	\$162.55	\$141.41	1.191	1.04	\$52.92	\$63.03	\$54.84	\$196.24			
22		8"THK. CMU WALL W/ REINFORCEMENT	SF	1361	\$4.41	\$6,001.21	0.215	292.69	\$46.81	\$10.06	\$13,699.53	\$19,700.74			
23		GROUT PROVIDED FOR 8"THK. CMU WALL	CY	15.2	\$140.26	\$2,138.55	2.194	33.45	\$52.92	\$116.12	\$1,770.40	\$3,908.94			
24		MORTAR PROVIDED FOR 8"THK. CMU WALL	CY	8.4	\$162.55	\$1,372.74	1.191	10.06	\$52.92	\$63.03	\$532.33	\$1,905.07			
		BOND BEAM													
25		8"THK. CMU BOND BEAM W/2#5 CONTINUOUS BARS	LF	126	\$6.26	\$787.25	0.177	22.25	\$47.83	\$8.47	\$1,064.26	\$1,851.51			
		EXTERIOR FINISH													
26	A4	VENEER BRICK VENEER NOTE: TO MATCH EXISTING	SF	1420	\$6.44	\$9,141.58	0.335	475.70	\$47.83	\$16.02	\$22,754.70	\$31,896.28			
27		CONCRETE BLOCK SPLIT FACED CONCRETE BLOCK NOTE: TO MATCH EXISTING	SF	444	\$13.85	\$6,149.98	0.285	126.54	\$46.81	\$13.34	\$5,922.86	\$12,072.84			
28		STONE SILL CAST STONE SILL NOTE: TO MATCH EXISTING	LF	149	\$31.56	\$4,702.07	0.346	51.55	\$46.81	\$16.19	\$2,413.05	\$7,115.11			
29		BRICK COURSE 8" BRICK SOLDIER COURSE NOTE: TO MATCH EXISTING	LF	357	\$4.34	\$1,549.13	0.228	81.44	\$47.83	\$10.91	\$3,895.45	\$5,444.59			
	DIV. 05	METALS	SUBTOTAL MATERIAL		\$	6,138		SUBTOTAL LABOR		\$	3,520	\$	9,658	\$	13,531
		STEEL COLUMNS													
30	A1	HSS 4x4 STEEL COLUMNS NO. OF COLUMNS @ 19'-6"HT: 10 EA	LF	195	\$19.18	\$3,739.56	0.085	16.58	\$87.26	\$7.42	\$1,446.25	\$5,185.82			
		JOISTS													
31	A1	STEEL BAR JOISTS @ 16" O.C.	LF	337	\$4.67	\$1,573.22	0.067	22.47	\$82.15	\$5.48	\$1,845.56	\$3,418.79			
		LADDER													
32	A2	2'-0"W x 12'-0"HT ROOF LADDER	EA	1	\$825.35	\$825.35	3.625	3.63	\$62.85	\$227.85	\$227.85	\$1,053.20			

CONSTRUCTION COST ESTIMATE BREAKDOWN						TOTAL MATERIAL COST				Item 4.				
						TOTAL LABOR COST								
						SUBTOTAL								
						SALES TAX		6.00%	\$	14,217				
						LABOR BURDEN		10.00%	\$	25,237				
						OVERHEAD & PROFIT		25.00%	\$	122,330				
						BONDING		2.00%	\$	13,022				
						CONTINGENCY / WASTAGE		5.00%	\$	24,466				
						PROPOSED PROJECT AMOUNT				\$ 688,594				
						TOTAL MANHOURS				4225.74				
DATE		PROJECT NAME			SCOPE OF WORK			PROJECT LOCATION						
1/9/2023		HAMBURG TOWNSHIP POLICE DEPARTMENT GROSS AREA: 2412 SF			COMPLETE SCOPE OF WORK			10409 MERRILL ROAD HAMBURG TOWNSHIP, MICHIGAN						
LINE NO.	DWG REF./ CSI SEC.	ITEM DESCRIPTION	UNIT OF MEASURE	QUANTITY	MATERIAL		LABOR				LINE TOTAL	TRADE TOTAL W/ S.TAX, O&P		
	DIV. 06	WOOD, PLASTICS AND COMPOSITES	SUBTOTAL MATERIAL		\$ 24,824		SUBTOTAL LABOR		\$ 9,124		\$ 33,948	\$ 47,431		
		INTERIOR TRIM												
33	A1	INTERIOR TRIM AT DOORS	LF	404	\$2.86	\$1,157.24	0.032	12.92	\$53.04	\$1.70	\$685.43	\$1,842.66		
34		INTERIOR TRIM AT WINDOWS	LF	202	\$2.86	\$579.28	0.032	6.47	\$53.04	\$1.70	\$343.10	\$922.38		
		FINISH CARPENTRY & MILLWORK												
		BASE CABINET												
35	A1, A5	2'-0"D BASE CABINET	LF	13	\$315.58	\$4,241.33	0.649	8.72	\$53.04	\$34.43	\$462.68	\$4,704.00		
		UPPER CABINET												
36		1'-0"D UPPER CABINETS W/ADJUSTABLE SHELVES	LF	13	\$161.19	\$2,166.34	0.275	3.70	\$53.04	\$14.59	\$196.05	\$2,362.39		
		BENCH												
37		1'-10"D x 2'-0" H SEAT W/ CUBBIES	EA	2	\$320.43	\$640.86	2.625	5.25	\$53.04	\$139.24	\$278.48	\$919.34		
		TRUSSES												
38		PRE-ENGINEERED WOOD TRUSSES AT ROOF @ 24" O.C.	LF	1043	\$7.22	\$7,531.27	0.069	71.93	\$47.95	\$3.31	\$3,449.44	\$10,980.71		
		SHEATHING												
39		5/8" OSB PLYWOOD SHEATHING AT ROOF	SF	2645	\$2.33	\$6,162.83	0.021	55.54	\$46.79	\$0.98	\$2,598.29	\$8,761.11		
40		3/4" EXTERIOR GRADE PLYWOOD SHEATHING AT WALLS	SF	1032	\$2.27	\$2,344.71	0.023	23.73	\$46.79	\$1.08	\$1,110.45	\$3,455.17		
	DIV. 07	THERMAL AND MOISTURE PROTECTION	SUBTOTAL MATERIAL		\$ 15,651		SUBTOTAL LABOR		\$ 16,055		\$ 31,706	\$ 44,605		
		SEALANT												
41	A1	CONTINUOUS SEALANT AT WALLS	LF	764	\$1.26	\$964.73	0.040	30.57	\$51.95	\$2.08	\$1,588.01	\$2,552.73		
42		CONTINUOUS SEALANT AT DOORS	LF	444	\$0.42	\$185.38	0.029	12.88	\$51.95	\$1.51	\$668.86	\$854.24		
43		CONTINUOUS SEALANT AT WINDOWS	LF	404	\$0.42	\$168.68	0.029	11.72	\$51.95	\$1.51	\$608.60	\$777.28		
		INSULATION												
44	A1	BATT INSULATION AT CEILING	SF	1146	\$1.13	\$1,290.81	0.009	10.31	\$53.04	\$0.48	\$547.09	\$1,837.90		
45		BATT INSULATION AT EXTERIOR WALLS	SF	1415	\$1.13	\$1,594.06	0.007	9.91	\$53.04	\$0.37	\$525.49	\$2,119.55		
		WHEATER BARRIER												
46	A1	WHEATER BARRIER	SF	1146	\$0.18	\$211.43	0.010	11.46	\$53.04	\$0.53	\$607.88	\$819.31		
		EXTERIOR TRIM												
47		EXTERIOR TRIM AT DOORS	LF	40	\$3.98	\$159.24	0.032	1.28	\$53.04	\$1.70	\$67.86	\$227.11		
48		EXTERIOR TRIM AT WINDOWS	LF	202	\$3.98	\$805.10	0.032	6.47	\$53.04	\$1.70	\$343.10	\$1,148.20		

CONSTRUCTION COST ESTIMATE BREAKDOWN						TOTAL MATERIAL COST				Item 4.				
						TOTAL LABOR COST								
						SUBTOTAL								
						SALES TAX		6.00%	\$	14,217				
						LABOR BURDEN		10.00%	\$	25,237				
						OVERHEAD & PROFIT		25.00%	\$	122,330				
						BONDING		2.00%	\$	13,022				
						CONTINGENCY / WASTAGE		5.00%	\$	24,466				
PROPOSED PROJECT AMOUNT								\$		688,594				
TOTAL MANHOURS										4225.74				
DATE		PROJECT NAME			SCOPE OF WORK			PROJECT LOCATION						
1/9/2023		HAMBURG TOWNSHIP POLICE DEPARTMENT GROSS AREA: 2412 SF			COMPLETE SCOPE OF WORK			10409 MERRILL ROAD HAMBURG TOWNSHIP, MICHIGAN						
LINE NO.	DWG REF./ CSI SEC.	ITEM DESCRIPTION	UNIT OF MEASURE	QUANTITY	MATERIAL		LABOR					LINE TOTAL	TRADE TOTAL W/ S.TAX, O&P	
		ROOFING ASSEMBLY												
49	A2	ASPHALT SHINGLES TO EXISTING ROOFING	SF	2197	\$1.64	\$3,605.84	0.041	90.09	\$62.18	\$2.55	\$5,601.49	\$9,207.33		
50		SINGLE PLY MEMBRANE ROOFING	SF	447	\$2.66	\$1,190.19	0.018	8.05	\$46.69	\$0.84	\$375.93	\$1,566.13		
		UNDERLAYMENT												
51		30# ASPHALT UNDERLAYMENT	SF	2197	\$0.10	\$217.60	0.001	3.01	\$46.11	\$0.06	\$138.78	\$356.37		
52		1/2" COVER BOARD	SF	447	\$1.28	\$572.93	0.025	11.18	\$46.69	\$1.17	\$521.72	\$1,094.65		
		ROOF LINES												
53		RIDGE LINE	LF	141	\$1.60	\$226.42	0.035	4.95	\$35.73	\$1.25	\$176.72	\$403.14		
54		VALLEY LINE	LF	19	\$1.60	\$30.22	0.035	0.66	\$35.73	\$1.25	\$23.58	\$53.80		
55		HIP LINE	LF	29	\$1.60	\$47.21	0.035	1.03	\$35.73	\$1.25	\$36.85	\$84.06		
		SOFFIT & FASCIA												
56		VINYL VENTED SOFFIT	SF	310	\$7.01	\$2,171.54	0.055	17.04	\$62.18	\$3.42	\$1,059.24	\$3,230.78		
57		2X6 FASCIA BOARD (ASSUMED)	LF	207	\$4.15	\$856.18	0.038	7.85	\$53.04	\$2.02	\$416.23	\$1,272.42		
58		2X6 SUB FASCIA BOARD (ASSUMED)	LF	207	\$2.09	\$431.10	0.018	3.72	\$53.04	\$0.95	\$197.16	\$628.26		
		GUTTER & DOWNSPOUT												
59		PRE-FINISHED METAL GUTTER	LF	169	\$2.39	\$403.68	0.097	16.39	\$62.18	\$6.03	\$1,019.24	\$1,422.92		
60		PRE-FINISHED METAL DOWNSPOUT	LF	82	\$2.32	\$189.14	0.067	5.46	\$62.18	\$4.17	\$339.51	\$528.65		
		FLASHING												
61		DRIP EDGE FLASHING	LF	169	\$0.99	\$167.38	0.091	15.38	\$46.11	\$4.20	\$709.09	\$876.47		
62		METAL FLASHING	LF	51	\$1.41	\$71.78	0.091	4.64	\$46.11	\$4.20	\$213.90	\$285.68		
63		STEP FLASHING	LF	64	\$1.41	\$90.11	0.091	5.82	\$46.11	\$4.20	\$268.53	\$358.64		

CONSTRUCTION COST ESTIMATE BREAKDOWN						TOTAL MATERIAL COST			Item 4.							
						TOTAL LABOR COST										
						SUBTOTAL										
						SALES TAX		6.00%	\$	14,217						
						LABOR BURDEN		10.00%	\$	25,237						
						OVERHEAD & PROFIT		25.00%	\$	122,330						
						BONDING		2.00%	\$	13,022						
						CONTINGENCY / WASTAGE		5.00%	\$	24,466						
PROPOSED PROJECT AMOUNT						\$		688,594								
TOTAL MANHOURS								4225.74								
DATE		PROJECT NAME		SCOPE OF WORK			PROJECT LOCATION									
1/9/2023		HAMBURG TOWNSHIP POLICE DEPARTMENT GROSS AREA: 2412 SF		COMPLETE SCOPE OF WORK			10409 MERRILL ROAD HAMBURG TOWNSHIP, MICHIGAN									
LINE NO.	DWG REF./ CSI SEC.	ITEM DESCRIPTION	UNIT OF MEASURE	QUANTITY	MATERIAL		LABOR					LINE TOTAL	TRADE TOTAL W/ S.TAX, O&P			
	DIV. 08	OPENINGS	SUBTOTAL MATERIAL		\$	37,607		SUBTOTAL LABOR			\$	13,755	\$	51,362	\$	71,759
		DOORS														
		INTERIOR DOORS														
64	A1, A3	1: 3'-0"W x 7'-0"HT x 1-3/4"THK 20 MIN FIRE RATED TYPE-D1 HOLLOW METAL SINGLE DOOR FRAME: TYPE-F1 HOLLOW METAL FRAME	EA	1	\$859.34	\$859.34	7.244	7.24	\$53.04	\$384.25	\$384.25	\$1,243.58				
65		2: 3'-0"W x 7'-0"HT x 1-3/4"THK 20 MIN FIRE RATED TYPE-D3 SOLID CORE WOOD SINGLE DOOR FRAME: TYPE-F1 HOLLOW METAL FRAME	EA	1	\$859.34	\$859.34	7.244	7.24	\$53.04	\$384.25	\$384.25	\$1,243.58				
66		3: 6'-0"W x 7'-0"HT x 1-3/4"THK 20 MIN FIRE RATED TYPE-D3 SOLID CORE WOOD DOUBLE DOOR FRAME: TYPE-F1 HOLLOW METAL FRAME	EA	1	\$1,718.67	\$1,718.67	14.488	14.49	\$53.04	\$768.50	\$768.50	\$2,487.17				
67		4: 6'-0"W x 7'-0"HT x 1-3/4"THK 20 MIN FIRE RATED TYPE-D3 SOLID CORE WOOD DOUBLE DOOR FRAME: TYPE-F1 HOLLOW METAL FRAME	EA	1	\$1,718.67	\$1,718.67	14.488	14.49	\$53.04	\$768.50	\$768.50	\$2,487.17				
68		5: 6'-0"W x 7'-0"HT x 1-3/4"THK 20 MIN FIRE RATED TYPE-D3 SOLID CORE WOOD DOUBLE DOOR FRAME: TYPE-F1 HOLLOW METAL FRAME	EA	1	\$1,718.67	\$1,718.67	14.488	14.49	\$53.04	\$768.50	\$768.50	\$2,487.17				
69		6: 6'-0"W x 7'-0"HT x 1-3/4"THK TYPE-D3 SOLID CORE WOOD DOUBLE DOOR FRAME: TYPE-F1 HOLLOW METAL FRAME	EA	1	\$1,718.67	\$1,718.67	14.488	14.49	\$53.04	\$768.50	\$768.50	\$2,487.17				
70		8: 3'-0"W x 7'-0"HT x 1-3/4"THK 20 MIN FIRE RATED TYPE-D3 SOLID CORE WOOD SINGLE DOOR FRAME: TYPE-F1 HOLLOW METAL FRAME	EA	1	\$859.34	\$859.34	7.244	7.24	\$53.04	\$384.25	\$384.25	\$1,243.58				
71		9: 3'-0"W x 7'-0"HT x 1-3/4"THK 20 MIN FIRE RATED TYPE-D3 SOLID CORE WOOD SINGLE DOOR FRAME: TYPE-F1 HOLLOW METAL FRAME	EA	1	\$859.34	\$859.34	7.244	7.24	\$53.04	\$384.25	\$384.25	\$1,243.58				
72		11: 3'-0"W x 7'-0"HT x 1-3/4"THK 20 MIN RATED TYPE-D1 HOLLOW METAL SINGLE DOOR FRAME: TYPE-F1 HOLLOW METAL FRAME	EA	1	\$859.34	\$859.34	7.244	7.24	\$53.04	\$384.25	\$384.25	\$1,243.58				
73		12: 3'-0"W x 7'-0"HT x 1-3/4"THK 20 MIN FIRE RATED TYPE-D3 SOLID CORE WOOD SINGLE DOOR FRAME: TYPE-F1 HOLLOW METAL FRAME	EA	1	\$859.34	\$859.34	7.244	7.24	\$53.04	\$384.25	\$384.25	\$1,243.58				
		EXTERIOR DOORS														
74	A1, A3	7: 6'-0"W x 7'-0"HT x 1-3/4"THK TYPE-D2 INSULATED HOLLOW METAL DOUBLE DOOR FRAME: TYPE-F2 INSULATED HOLLOW METAL FRAME	EA	1	\$4,806.45	\$4,806.45	16.368	16.37	\$53.04	\$868.22	\$868.22	\$5,674.67				
75		10: 6'-0"W x 7'-0"HT x 1-3/4"THK TYPE-D2 INSULATED HOLLOW METAL SINGLE DOOR FRAME: TYPE-F2 INSULATED HOLLOW METAL FRAME	EA	1	\$4,806.45	\$4,806.45	16.368	16.37	\$53.04	\$868.22	\$868.22	\$5,674.67				

CONSTRUCTION COST ESTIMATE BREAKDOWN							TOTAL MATERIAL COST							Item 4.		
							TOTAL LABOR COST									
							SUBTOTAL									
							SALES TAX					6.00%	\$	14,217		
							LABOR BURDEN					10.00%	\$	25,237		
							OVERHEAD & PROFIT					25.00%	\$	122,330		
							BONDING					2.00%	\$	13,022		
							CONTINGENCY / WASTAGE					5.00%	\$	24,466		
PROPOSED PROJECT AMOUNT												\$	688,594			
TOTAL MANHOURS													4225.74			
DATE		PROJECT NAME			SCOPE OF WORK			PROJECT LOCATION								
1/9/2023		HAMBURG TOWNSHIP POLICE DEPARTMENT GROSS AREA: 2412 SF			COMPLETE SCOPE OF WORK			10409 MERRILL ROAD HAMBURG TOWNSHIP, MICHIGAN								
LINE NO.	DWG REF./ CSI SEC.	ITEM DESCRIPTION	UNIT OF MEASURE	QUANTITY	MATERIAL		LABOR					LINE TOTAL	TRADE TOTAL W/ S.TAX, O&P			
					UNIT PRICE	TOTAL COST	UNIT LABOR HOUR	LABOR HOURS	LABOR RATE	UNIT PRICE	TOTAL COST					
		HARDWARE														
76	A1, A3	H1 3-HINGES (PER DOOR) H2 PUSH-PULL COMBO (PER DOOR) H3 CLOSER (PER DOOR) H4 KICK PLATE H6 WALL STOP (PER DOOR)	EA	1	\$1,330.27	\$1,330.27	2.000	2.00	\$53.04	\$106.09	\$106.09	\$1,436.36				
77		H1 3-HINGES (PER DOOR) H2 PUSH-PULL COMBO (PER DOOR) H6 WALL STOP (PER DOOR)	EA	2	\$990.42	\$1,980.84	1.800	3.60	\$53.04	\$95.48	\$190.96	\$2,171.80				
78		H1 3-HINGES (PER DOOR) H5 LOCK SET (PER DOOR)	EA	2	\$126.23	\$252.46	1.650	3.30	\$53.04	\$87.52	\$175.04	\$427.50				
79		H1 3-HINGES (PER DOOR) H6 WALL STOP (PER DOOR) H12 LATCH SET (PER DOOR)	EA	1	\$145.65	\$145.65	1.800	1.80	\$53.04	\$95.48	\$95.48	\$241.13				
80		H1 3-HINGES (PER DOOR) H7 EXIT DEVICE (PER DOOR) H8 NO EXTERIOR HARDWARE H9 WEATHERSTRIPING H10 METAL THRESHOLD H11 REMOVABLE MULLION	EA	1	\$912.74	\$912.74	1.950	1.95	\$53.04	\$103.44	\$103.44	\$1,016.18				
81		H1 3-HINGES (PER DOOR) H5 LOCK SET (PER DOOR) H6 WALL STOP (PER DOOR)	EA	2	\$165.07	\$330.14	1.650	3.30	\$53.04	\$87.52	\$175.04	\$505.18				
82		H1 3-HINGES (PER DOOR) H3 CLOSER (PER DOOR) H4 KICK PLATE H7 EXIT DEVICE (PER DOOR) H9 WEATHERSTRIPING H10 METAL THRESHOLD H13 ELECTRIC STRIKE H14 CARD READER	EA	1	\$631.15	\$631.15	2.125	2.13	\$53.04	\$112.72	\$112.72	\$743.87				
83		H1 3-HINGES (PER DOOR) H3 CLOSER (PER DOOR) H4 KICK PLATE H5 LOCK SET (PER DOOR) H6 WALL STOP (PER DOOR) H13 ELECTRIC STRIKE H14 CARD READER	EA	1	\$621.44	\$621.44	2.125	2.13	\$53.04	\$112.72	\$112.72	\$734.16				
84		H1 3-HINGES (PER DOOR) H5 LOCK SET (PER DOOR) H6 WALL STOP (PER DOOR)	EA	1	\$174.78	\$174.78	1.650	1.65	\$53.04	\$87.52	\$87.52	\$262.30				
		WINDOWS														
85	A1	A: 3'-0" W x 4'-0" HT ALUMINUM OPERABLE INSULATED GLASS WINDOW W/ FRAME	EA	3	\$606.88	\$1,820.63	4.379	13.14	\$57.53	\$251.94	\$755.83	\$2,576.46				
86		B: 8'-7 1/8" W x 4'-0"HT ALUMINUM CLEAR INSULATED GLASS WINDOW W/ FRAME	EA	3	\$1,189.48	\$3,568.43	12.590	37.77	\$57.53	\$724.34	\$2,173.02	\$5,741.45				
87		C: 10'-1 1/2" W x 4'-0"HT ALUMINUM CLEAR INSULATED GLASS WINDOW W/ FRAME	EA	3	\$1,398.24	\$4,194.72	14.779	44.34	\$57.53	\$850.31	\$2,550.94	\$6,745.66				

CONSTRUCTION COST ESTIMATE BREAKDOWN						TOTAL MATERIAL COST			Item 4.							
						TOTAL LABOR COST										
						SUBTOTAL										
						SALES TAX		6.00%	\$	14,217						
						LABOR BURDEN		10.00%	\$	25,237						
						OVERHEAD & PROFIT		25.00%	\$	122,330						
						BONDING		2.00%	\$	13,022						
						CONTINGENCY / WASTAGE		5.00%	\$	24,466						
PROPOSED PROJECT AMOUNT							\$	688,594								
TOTAL MANHOURS								4225.74								
DATE		PROJECT NAME		SCOPE OF WORK		PROJECT LOCATION										
1/9/2023		HAMBURG TOWNSHIP POLICE DEPARTMENT GROSS AREA: 2412 SF		COMPLETE SCOPE OF WORK		10409 MERRILL ROAD HAMBURG TOWNSHIP, MICHIGAN										
LINE NO.	DWG REF./ CSI SEC.	ITEM DESCRIPTION	UNIT OF MEASURE	QUANTITY	MATERIAL		LABOR				LINE TOTAL	TRADE TOTAL W/ S.TAX, O&P				
	DIV. 09	FINISHES	SUBTOTAL MATERIAL		\$	35,884		SUBTOTAL LABOR		\$	46,731	\$	82,615	\$	116,428	
		FLOORING														
88	A1	F1: CERAMIC TILE FLOORING	SF	705	\$6.31	\$4,452.64	0.114	80.42	\$49.40	\$5.63	\$3,973.06	\$8,425.70				
89		F2: PATCH AND REPAIR EXISTING VINYL TILE	SF	63	\$2.09	\$131.34	0.022	1.38	\$49.40	\$1.09	\$68.37	\$199.71				
90		F3: LUXURY VINYL TILE FLOORING	SF	707	\$3.98	\$2,816.19	0.067	47.40	\$49.40	\$3.31	\$2,341.37	\$5,157.56				
91		F4: CARPET TILES FLOORING	SF	1425	\$4.73	\$6,738.40	0.025	35.62	\$49.40	\$1.24	\$1,759.89	\$8,498.29				
			BASE													
92		B1: 6" CERAMIC TILE BASE	LF	236	\$3.16	\$744.22	0.041	9.67	\$49.40	\$2.03	\$477.66	\$1,221.88				
93		B2: 4" SOLID VINYL BASE	LF	535	\$2.43	\$1,299.44	0.037	19.90	\$49.40	\$1.84	\$982.98	\$2,282.42				
			TRANSITION													
94		CARPET TO LUXURY VINYL TILE TRANSITION	LF	19	\$2.18	\$42.47	0.021	0.41	\$49.40	\$1.04	\$20.17	\$62.64				
95		CERAMIC TILE TO LUXURY VINYL TILE TRANSITION	LF	3	\$2.18	\$7.32	0.021	0.07	\$49.40	\$1.04	\$3.48	\$10.79				
		ACOUSTICAL CEILING TILE														
96	A1	C2: 2X2 SUSPENDED ACOUSTICAL CEILING TILE	SF	2115	\$3.54	\$7,495.88	0.044	93.06	\$53.04	\$2.33	\$4,936.25	\$12,432.12				
97		C3: PATCH AND REPAIR EXISTING SUSPENDED ACOUSTICAL CEILING TILE	SF	57	\$2.90	\$166.07	0.040	2.29	\$53.04	\$2.12	\$121.36	\$287.43				
		GYPSUM BOARD														
		WALLS														
98	A1, A3.1	5/8" THK. GYPSUM BOARD AT WALLS	SF	6309	\$0.64	\$4,043.11	0.037	233.43	\$53.04	\$1.96	\$12,381.90	\$16,425.01				
99		NO. OF SHEETS	EA	197												
100		ADHESIVE	TUBES	196												
101		TAPING	ROLLS	5												
102		DRYWALL SCREWS	LBS	34												
103		MUD PLASTER	LBS	3344												
			CEILING													
104		5/8" THK. GYPSUM BOARD AT CEILING	SF	706	\$1.27	\$898.04	0.065	45.89	\$53.04	\$3.45	\$2,434.18	\$3,332.21				
105		NO. OF SHEETS	EA	22												
106		ADHESIVE	TUBES	22												
107		TAPING	ROLLS	1												
108		DRYWALL SCREWS	LBS	4												
109		MUD PLASTER	LBS	374												
110			C4: PATCH AND REPAIR EXISTING GYPSUM BOARD CEILING	SF	25	\$0.44	\$10.92	0.025	0.63	\$53.04	\$1.33	\$33.15	\$44.08			
111			NO. OF SHEETS	EA	1											
112			ADHESIVE	TUBES	1											
113			TAPING	ROLLS	0.02											
114			DRYWALL SCREWS	LBS	0.1											
115		MUD PLASTER	LBS	13												

CONSTRUCTION COST ESTIMATE BREAKDOWN						TOTAL MATERIAL COST				Item 4.				
						TOTAL LABOR COST								
						SUBTOTAL								
						SALES TAX		6.00%	\$	14,217				
						LABOR BURDEN		10.00%	\$	25,237				
						OVERHEAD & PROFIT		25.00%	\$	122,330				
						BONDING		2.00%	\$	13,022				
						CONTINGENCY / WASTAGE		5.00%	\$	24,466				
PROPOSED PROJECT AMOUNT						\$		688,594						
TOTAL MANHOURS										4225.74				
DATE		PROJECT NAME		SCOPE OF WORK			PROJECT LOCATION							
1/9/2023		HAMBURG TOWNSHIP POLICE DEPARTMENT GROSS AREA: 2412 SF		COMPLETE SCOPE OF WORK			10409 MERRILL ROAD HAMBURG TOWNSHIP, MICHIGAN							
LINE NO.	DWG REF./ CSI SEC.	ITEM DESCRIPTION	UNIT OF MEASURE	QUANTITY	MATERIAL		LABOR				LINE TOTAL	TRADE TOTAL W/ S.TAX, O&P		
		PAINT			UNIT PRICE	TOTAL COST	UNIT LABOR HOUR	LABOR HOURS	LABOR RATE	UNIT PRICE	TOTAL COST			
	A1	PAINT AT WALLS												
116		W1: ONE COAT OF LATEX BLOCK FILLER/ SEALER WITH ONE COAT OF INTERIOR LATEX EPOXY MASONARY PAINT AT CONCRETE BLOCK WALLS	SF	2200	\$0.40	\$875.76	0.036	79.19	\$44.31	\$1.60	\$3,509.11	\$4,384.86		
117		W2: ONE COAT OF LATEX BLOCK FILLER/ SEALER WITH ONE COAT OF INTERIOR LATEX MASONARY PAINT AT CONCRETE BLOCK WALLS	SF	860	\$0.40	\$342.24	0.036	30.95	\$44.31	\$1.60	\$1,371.33	\$1,713.56		
118		W3: ONE COAT OF LATEX BLOCK FILLER/ SEALER WITH ONE COAT OF INTERIOR LATEX PAINT AT GYPSUM BOARD WALLS	SF	4431	\$0.22	\$989.65	0.024	106.35	\$44.31	\$1.06	\$4,712.59	\$5,702.24		
		PAINT AT CEILING												
119		C1: ONE COAT OF PRIMER WITH TWO COATS OF PAINT AT GYPSUM BOARD CEILING	SF	731	\$0.22	\$163.25	0.030	21.93	\$44.31	\$1.33	\$971.74	\$1,135.00		
		NOTE: ALL COLORS TO BE SELECTED BY OWNER												
		COLD FORMED METAL FRAMING												
		STUDS												
120	A1, A5	3-5/8" FURRING METAL STUDS @ 16" O.C. NO. OF STUDS @ 11'-6" HT: 25	SF	383	\$1.01	\$387.07	0.032	12.12	\$53.04	\$1.68	\$642.65	\$1,029.71		
121		3-5/8" METAL STUDS @ 16" O.C. NO. OF STUDS @ 11'-6" HT: 41 NO. OF STUDS @ 19'-6" HT: 23	SF	1221	\$1.01	\$1,233.03	0.032	38.59	\$53.04	\$1.68	\$2,047.20	\$3,280.23		
122		6" METAL STUDS @ 16" O.C. NO. OF STUDS @ 19'-6" HT: 87	SF	2258	\$1.35	\$3,046.95	0.033	74.33	\$53.04	\$1.75	\$3,942.75	\$6,989.70		
		TOP RUNNERS												
123		3-5/8" TOP METAL RUNNERS	LF	118										
124		6" TOP METAL RUNNERS	LF	116										
		BOTTOM RUNNERS												
125		3-5/8" BOTTOM METAL RUNNERS	LF	118										
126	6" BOTTOM METAL RUNNERS	LF	116											
	DIV. 10	SPECIALTIES	SUBTOTAL MATERIAL		\$	10,061	SUBTOTAL LABOR		\$	2,672		\$ 12,732	\$ 17,759	
	A1	TOILET ACCESSORIES												
127		WALL MOUNTED MIRROR	EA	1	\$100.98	\$100.98	0.536	0.54	\$53.04	\$28.43	\$28.43	\$129.42		
128		36" GRAB BAR	EA	1	\$38.35	\$38.35	0.372	0.37	\$53.04	\$19.73	\$19.73	\$58.09		
129		48" GRAB BAR	EA	1	\$49.04	\$49.04	0.395	0.40	\$53.04	\$20.95	\$20.95	\$69.99		
130		1'-3" x 2'-6" "L" SHAPE GRAB BAR	EA	1	\$53.41	\$53.41	0.415	0.42	\$53.04	\$22.01	\$22.01	\$75.42		
131		TISSUE DISPENSER	EA	1	\$22.33	\$22.33	0.333	0.33	\$53.04	\$17.66	\$17.66	\$40.00		
132		TOWEL HOOK	EA	1	\$10.20	\$10.20	0.125	0.13	\$53.04	\$6.63	\$6.63	\$16.83		
133		TISSUE HOLDER	EA	1	\$15.54	\$15.54	0.266	0.27	\$53.04	\$14.11	\$14.11	\$29.65		
134		SOAP DISPENSER	EA	1	\$56.80	\$56.80	0.405	0.41	\$53.04	\$21.48	\$21.48	\$78.29		
135		TOILET PARTITION AT 6'-0"HT	LF	10	\$142.74	\$1,434.51	0.480	4.82	\$53.04	\$25.46	\$255.88	\$1,690.39		
		NOTE: ABOVE ITEMS ARE ASSUMED TO BE FURNISHED AND INSTALLED BY G.C.												
		SIGNAGES												
136	A1	HANDICAP SIGNAGES	EA	8	\$145.65	\$1,165.20	3.569	28.55	\$44.31	\$158.15	\$1,265.17	\$2,430.37		

31

CONSTRUCTION COST ESTIMATE BREAKDOWN						TOTAL MATERIAL COST			Item 4.						
						TOTAL LABOR COST									
						SUBTOTAL									
						SALES TAX		6.00%	\$	14,217					
						LABOR BURDEN		10.00%	\$	25,237					
						OVERHEAD & PROFIT		25.00%	\$	122,330					
						BONDING		2.00%	\$	13,022					
						CONTINGENCY / WASTAGE		5.00%	\$	24,466					
PROPOSED PROJECT AMOUNT						\$		688,594							
TOTAL MANHOURS								4225.74							
DATE		PROJECT NAME		SCOPE OF WORK		PROJECT LOCATION									
1/9/2023		HAMBURG TOWNSHIP POLICE DEPARTMENT GROSS AREA: 2412 SF		COMPLETE SCOPE OF WORK		10409 MERRILL ROAD HAMBURG TOWNSHIP, MICHIGAN									
LINE NO.	DWG REF./ CSI SEC.	ITEM DESCRIPTION	UNIT OF MEASURE	QUANTITY	MATERIAL		LABOR					LINE TOTAL	TRADE TOTAL W/ S.TAX, O&P		
		LOCKERS													
137	A1	2'-0" x 2'-0" x 6'-0"HT LOCKERS	EA	23	\$290.33	\$6,677.57	0.470	10.81	\$53.04	\$24.93	\$573.40	\$7,250.97			
		SHOWER SEAT													
138	A1	2'-6" x 1'-6" "L" SHAPE SHOWER SEAT	EA	1	\$436.95	\$436.95	6.625	6.63	\$64.32	\$426.13	\$426.13	\$863.08			
	DIV. 12	FURNISHINGS	SUBTOTAL MATERIAL		\$	1,985	SUBTOTAL LABOR		\$	723		\$	2,707	\$	3,782
		COUNTERTOP													
139	A1	SOLID SURFACE COUNTERTOP	SF	35	\$42.72	\$1,473.98	0.287	9.90	\$53.04	\$15.22	\$525.21	\$1,999.19			
140		SOLID SURFACE COUNTERTOP AT BATH	SF	7	\$42.72	\$307.61	0.287	2.07	\$53.04	\$15.22	\$109.61	\$417.22			
		BACKSPLASH													
141	A1	4"H SOLID SURFACE BACKSPLASH	LF	17	\$11.65	\$203.09	0.095	1.66	\$53.04	\$5.04	\$87.83	\$290.93			
	DIV. 22	PLUMBING	SUBTOTAL MATERIAL		\$	4,889	SUBTOTAL LABOR		\$	2,593		\$	7,482	\$	10,477
		PLUMBING FIXTURES													
142	A1	WATER CLOSET	EA	1	\$446.66	\$446.66	4.517	4.52	\$57.88	\$261.48	\$261.48	\$708.14			
143		TRAINING ROOM SINK	EA	1	\$330.14	\$330.14	4.276	4.28	\$57.88	\$247.50	\$247.50	\$577.64			
144		BATH LAVATORY	EA	1	\$349.56	\$349.56	5.466	5.47	\$57.88	\$316.37	\$316.37	\$665.93			
145		3'-0" x 3'-0" SHOWER W/ ENCLOSURE	EA	1	\$1,238.03	\$1,238.03	6.265	6.27	\$57.88	\$362.64	\$362.64	\$1,600.67			
		FITTINGS													
146	A1	ALLOWANCE PROVIDED FOR PLUMBING WORKS AREA: 2220 SF NO. OF BATHS: 1 EA	LS	1	\$2,524.60	\$2,524.60	24.265	24.27	\$57.88	\$1,404.56	\$1,404.56	\$3,929.16			
	DIV. 23	HEATING, VENTILATION AND AIR CONDITIONING (HVAC)	SUBTOTAL MATERIAL		\$	13,885	SUBTOTAL LABOR		\$	8,288		\$	22,174	\$	31,075
		ROOF TOP UNIT													
147	A1	RTU-1: ROOF TOP UNIT	EA	1	\$2,815.90	\$2,815.90	22.881	22.88	\$58.88	\$1,347.28	\$1,347.28	\$4,163.18			
148		RTU-2: ROOF TOP UNIT	EA	1	\$2,815.90	\$2,815.90	22.881	22.88	\$58.88	\$1,347.28	\$1,347.28	\$4,163.18			
		DUCTS & DIFFUSERS													
149	A1	ALLOWANCE PROVIDED FOR DUCTS & DIFFUSERS,FITTING AND VALVES AREA: 2220 SF	LS	1	\$8,253.50	\$8,253.50	95.000	95.00	\$58.88	\$5,593.79	\$5,593.79	\$13,847.29			
	DIV. 26	ELECTRICAL	SUBTOTAL MATERIAL		\$	24,761	SUBTOTAL LABOR		\$	14,845		\$	39,605	\$	55,506
		WIRING													
150	A1	ALLOWANCE PROVIDED FOR ELECTRICAL LIGHTING, RECEPTACLES, SWITCHES WIRING AND COUNDUITS AREA: 2220 SF	LS	1	\$24,760.50	\$24,760.50	242.650	242.65	\$61.18	\$14,844.70	\$14,844.70	\$39,605.20			

CONSTRUCTION COST ESTIMATE BREAKDOWN						TOTAL MATERIAL COST							Item 4.				
						TOTAL LABOR COST											
						SUBTOTAL											
						SALES TAX					6.00%		\$		14,217		
						LABOR BURDEN					10.00%		\$		25,237		
						OVERHEAD & PROFIT					25.00%		\$		122,330		
						BONDING					2.00%		\$		13,022		
						CONTINGENCY / WASTAGE					5.00%		\$		24,466		
PROPOSED PROJECT AMOUNT											\$		688,594				
TOTAL MANHOURS													4225.74				
DATE		PROJECT NAME			SCOPE OF WORK			PROJECT LOCATION									
1/9/2023		HAMBURG TOWNSHIP POLICE DEPARTMENT GROSS AREA: 2412 SF			COMPLETE SCOPE OF WORK			10409 MERRILL ROAD HAMBURG TOWNSHIP, MICHIGAN									
LINE NO.	DWG REF./ CSI SEC.	ITEM DESCRIPTION	UNIT OF MEASURE	QUANTITY	MATERIAL		LABOR					LINE TOTAL	TRADE TOTAL W/ S.TAX, O&P				
					UNIT PRICE	TOTAL COST	UNIT LABOR HOUR	LABOR HOURS	LABOR RATE	UNIT PRICE	TOTAL COST						
	DIV. 31	EARTHWORK	SUBTOTAL MATERIAL		\$	-			SUBTOTAL LABOR		\$	9,172		\$	9,172	\$	13,089
		EXCAVATION															
151	A1	EXCAVATION PROVIDED FOR FOOTINGS	CY	69.5				2.280	158.57	\$42.02	\$95.80	\$6,662.29	\$6,662.29				
		BACKFILL															
152	A1	BACKFILL PROVIDED FOR FOOTINGS	CY	34.8				1.093	38.01	\$42.02	\$45.92	\$1,596.91	\$1,596.91				
		HAULOFF/IMPORT															
153	A1	HAULING OFF EXTRA MATERIAL	CY	34.8				0.625	21.73	\$42.02	\$26.26	\$913.14	\$913.14				
	DIV. 32	EXTERIOR IMPROVEMENTS	SUBTOTAL MATERIAL		\$	7,964			SUBTOTAL LABOR		\$	6,675		\$	14,639	\$	20,565
		DEMOLITION															
154	EX	REMOVE EXISTING FENCE	LF	40				0.125	4.94	\$42.02	\$5.25	\$207.66	\$207.66				
155		REMOVE EXISTING PORCH	SF	53				0.085	4.52	\$42.02	\$3.57	\$189.89	\$189.89				
156		REMOVE EXISTING WATER LINE	LF	136				0.095	12.96	\$42.02	\$3.99	\$544.48	\$544.48				
		PAVEMENT															
157	SP	PROPOSED BITUMINOUS PAVEMENT	SF	1960	\$3.40	\$6,660.96	0.024	47.04	\$104.10	\$2.50	\$4,896.85	\$11,557.81					
158		PROPOSED 5' WIDE CONCRET PAVEMENT/SIDEWALK	SF	91	\$2.72	\$246.92	0.095	8.63	\$48.30	\$4.59	\$416.76	\$663.68					
		FENCE															
159	SP	INSTALL TEMPORARY SECURITY FENCE	LF	61	\$11.89	\$722.37	0.085	5.16	\$54.12	\$4.60	\$279.38	\$1,001.75					
160		PROPOSED FENCE TO MATCH EXISTING	LF	12	\$27.82	\$333.83	0.215	2.58	\$54.12	\$11.64	\$139.63	\$473.46					
	DIV. 33	UTILITIES	SUBTOTAL MATERIAL		\$	2,272			SUBTOTAL LABOR		\$	1,394		\$	3,666	\$	5,138
		WATER LINE															
161	SP	HDPE WATER LINE CONNECT TO EXISTING WATERLINE	LF	171	\$13.30	\$2,271.57	0.174	29.71	\$46.93	\$8.17	\$1,394.28	\$3,665.84					



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: January 12, 2023
RE: Agenda Item Topic: **New Police Officer Hiring Process**
General Ledger #: N/A
Number of Supporting Documents: N/A
NEW/OLD BUSINESS: **XXX** New Business

Requested Action

- Motion to extend a conditional offer of employment to Steven Boussie for the position of full-time police officer pending successful completion of his background investigation.

Background

The police department is anticipating one to two police officer vacancies in the beginning of 2023. One officer (a sergeant) is eligible to retire as of April 13, 2023 and has provided verbal notice of his intent to retire effective July 1, 2023. In order to be prepared for these anticipated openings I submitted a proposal to the Public Safety Committee to begin the process to establish a police officer eligibility list to fill these probable vacancies. The Public Safety Committee, at their meeting held October 12, 2022, agreed that I should move forward with establishing the list.

The job posting for the police officer position was publicly posted on November 1, 2022 with a closing date for applications of November 23, 2022. After reviewing/rating all applications and holding two sets of interviews, an eligibility list of the top candidates was established on December 12, 2022. The top candidate, Steven Boussie, is currently in the background phase of the hiring process and I am requesting that the Township Board authorize me to extend a conditional offer of employment to Mr. Boussie upon successful completion of his background investigation. This offer of employment will allow Mr. Boussie to move onto the psychological evaluation, medical examination and drug screening portion of the hiring process.

Once Mr. Boussie has successfully completed all his pre-employment requirements, I am requesting that he be sworn in as a police officer with the Township at the Township Board meeting being held on February 21, 2022.

As I indicated to the Board at the Township Board study session held on January 3, 2023, the sergeant intending to retire effective July 1, 2023 has also informed me that he is planning to use



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.

184 hours of his accrued vacation time (i.e., the amount of vacation time that he “uses or loses” per the Collective Bargaining Agreement). By utilizing this time, the sergeant’s vacation would begin May 31, 2023 and carry through July 1, 2023. In other words, we will be short an officer (and a supervisor) during the entire month of June which is the busiest month of the year for our department with the commencement of the boating season, the Hamburg Family Fun Fest event and the large influx of people utilizing the Township’s lakes and Brighton State Recreation Area facilities for their summer recreational activities.

New officers are required by department policy to complete a 3 to 4 month Field Training program before they are permitted to engage in patrol activities on their own. Hiring the new officer in February would alleviate the staffing shortage in June as the new officer would be out of the Field Training program by that time.

An additional concern is that the longer we wait to hire a new officer off the eligibility list the greater the chance that these officers will be hired by another police department. We had a very strong pool of candidates all of whom will be highly sought after by other agencies looking to hire police officers. It is doubtful that if we wait until July (after the sergeant retires) to make an offer of employment that our top candidates will still be available.

A final concern is that a second officer, who recently became vested in his pension, has informed the department that he is probably leaving employment with the department as early as this spring. If this possibility comes to fruition that will only exacerbate the staffing shortage this summer if we delay hiring the sergeant’s replacement in February (as we will be short two officers during the busiest time of the year).

I have spoken to Director of Accounting Thelma Kubitskey, who also addressed the Board on January 3, 2023, and she has related that the police budget can absorb the costs of the additional officer for the 4-month period (from February 21, 2023 – July 1, 2023) without significant adverse effects to the police fund.

As such, it is my recommendation that the Township Board be proactive and authorize a conditional offer of employment at this time to our top candidate, Steven Boussie, to ensure proper police staffing levels are maintained in order to allow us to continue to provide quality service to our residents.

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 6.

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: January 12, 2023
RE: Agenda Item Topic: **New Pubic Safety SOPs**
General Ledger #: N/A
Number of Supporting Documents: N/A
NEW/OLD BUSINESS: **XXX** New Business

Requested Action

- Motion to approve Hamburg Township Public Safety SOPs #200-46: *Community Risk Reduction Firefighter Program* and #400-13: *Community Risk Reduction Firefighter Job Description*.

Background

The Township spends a significant amount of time, money and effort in training, equipping and employing firefighters. After years of service, there are instances where experienced fully-trained Hamburg Township firefighters are no longer able to meet all of the operational requirements of the position and/or are unable to fully engage in fire suppression activities but still may provide a valuable service to the community due to their extensive fire training and experience with the department.

The idea of utilizing these firefighters to perform non-operational functions came about as a result of the department attempting to address specific issues as we strive to provide better service to our community. Specifically, since we have transformed from having paid-on-call firefighters to scheduled part-time firefighters there has been a significant reduction in the number of firefighters who volunteer on their off time to participate in public relation/community events. Additionally, we currently use the duty crew to participate in fire drills, classroom presentations and other events at our schools, Township Library and daycare centers. However, the duty crews are often required to miss these scheduled events or are pulled away from them due to emergency calls. Finally, we have been exploring ways to expand the department's involvement in the community such as establishing educational programs especially in our Senior Center.



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.

As such, the department has developed a program, the *Community Risk Reduction Firefighter Program*, where these experienced firefighters can still spend additional years contributing to the fire department and their community in a less than fully-operational capacity. This program benefits the department as the Township continues to receive return on its substantial investment in these firefighters while they help address specific needs of the department and support the carrying out of duties by the duty crews and full-time staff. In short, the department has a need and a resource available to meet this need without effecting operational staffing levels.

Initially, the program would be limited to no more than 3 of these positions while we implement it and evaluate the effectiveness of the program. It is our intent that this part-time position would be scheduled to work approximately 10-15 hours per week.

Attached are two policies which outline this program: Public Safety SOP# 200-46: *Community Risk Reduction Firefighter* and Public Safety SOP #400-13: *Community Risk Reduction Firefighter Job Description*.

Respectfully,

Chief Richard Duffany
Director of Public Safety

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Community Risk Reduction Firefighter Program			No. 200-46
Distribution: FIRE	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended	Rescinds: N/A	MLEAC Standard(s): N/A
Effective Date: DRAFT			

I. PURPOSE

The purpose of this policy is to establish guidelines for the administration of the department's Community Risk Reduction Firefighter Program.

II. POLICY

The Hamburg Township Public Safety Department recognizes that there are instances when experienced fully-trained Hamburg Township firefighters are no longer able to meet all of the operational requirements of the position and/or are unable to fully engage in fire suppression activities but still may provide a valuable service to the community due to their extensive fire training and experience with the department.

As such, it is the policy of the department to utilize these fully-trained and experienced Hamburg Township firefighters, where appropriate, to perform the functions of a Community Risk Reduction Firefighter as defined in this policy and Hamburg Township Public Safety SOP# 400-13: *Community Risk Reduction Firefighter Job Description*.

III. PERSONNEL REQUIREMENTS

- A. Minimum qualifications for the position of Community Risk Reduction Firefighter:
1. Must be a citizen of the United States.
 2. Must possess a valid driver's license with an acceptable driving record as prescribed by the department.
 3. Must have certification as a Firefighter I&II with Hazmat Operations.
 4. Must maintain certification in CPR/AED (EMT-B certification preferred)
 5. Must have successfully completed the Hamburg Township Fire's On-the-Job (OJT) training program.
 6. Must have a minimum of five (5) years of experience as a firefighter with Hamburg Township.
 7. Must be in good-standing with the department or have separated service from the department in good standing within three (3) years of application.

- B. Applicants for the position who have left employment of the Township shall be required to satisfactorily pass a background investigation, psychological evaluation, physical examination and drug screening test prior to being re-hired.

IV. **PROGRAM PROCEDURES**

- A. Selection of an applicant to the position of Community Risk Reduction Firefighter shall be at the sole discretion of the Director of Public Safety, in consultation with Deputy Director (Fire), consistent with the needs and best interests of the department.
- B. The Director shall determine the manner and process by which applicants for the Community Risk Reduction Firefighter program are screened and selected for vacant positions provided that the Township Board shall approve all appointments.
- C. The number of Community Risk Reduction Firefighter positions shall be determined by the Director in consultation with the Deputy Director (Fire).
- D. Each Community Risk Reduction Firefighter shall work a schedule as determined by the Deputy Director (Fire), or designee, consistent with the needs of the department and availability of the firefighter.
- E. Community Risk Reduction Firefighters shall not be assigned to duty crew shift work and shall not be counted in determining scheduled operational staffing levels.
- F. The Director of Public Safety shall have the authority to terminate any Community Risk Reduction Firefighter, with or without cause, from the program at any time.
- G. The Director of Public Safety shall have the authority to suspend or terminate the department's Community Risk Reduction Firefighter program in its entirety at any time.
- H. The program is intended as a permanent part-time position within the department and is not a substitute for firefighters temporarily assigned to light duty, administrative duty/leave or medical leave.
- I. This program is intended for firefighters who no longer can meet the department's requirements (i.e., physical agility test) to maintain their full-duty status with the department but who are able to meet the essential job functions of this position.
- J. Personnel in the Community Risk Reduction Firefighter program shall hold the

rank of Firefighter and are not eligible for promotion.

V. DUTIES OF COMMUNITY RISK REDUCTION FIREFIGHTER

A. The Community Risk Reduction Firefighter position is intended to be a non-operational position which assists in the carrying out of the fire prevention activities of the department as well as acting as a liaison between the community and the department supporting various community outreach programs. The duties of this position may include:

1. Performing smoke detector inspections and installations.
2. Assisting with the Safe at Home program.
3. Assisting with fire drills at educational facilities.
4. Assisting with fire safety presentations at educational facilities, daycare facilities and community groups.
5. Having a presence in the Senior Center to promote home inspections and safety for elderly residents.
6. Representing the department at various public relation events.
7. Assisting with various inspections as directed by the Deputy Fire Chief.
8. Assisting with fire investigations at the direction of the Deputy Fire Chief.
9. Providing a presence and assisting with traffic control at large-scale community events.
10. Assisting with maintenance of equipment, apparatus and fire buildings as directed.
11. Assisting with weekly department-wide training.

B. While the Community Risk Reduction Firefighter position is intended to be a non-operational position, this position may assist at emergency scenes, outside of the hot zone, consistent with their training, experience and physical abilities. The following are examples of permitted supportive activities:

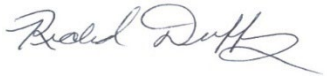
1. Assisting with traffic control at traffic crashes or other emergencies.
2. Providing safety presence at hazardous conditions such as downed power lines, downed trees or flooding.
3. Assisting in searches for missing/lost persons.
4. Assisting with staging operations at large scale incidents within Hamburg Township.
5. Transporting personnel and equipment to/from emergency scenes.

C. While the Community Risk Reduction Firefighter position is generally exempt from the fire suppression/operational requirements contained in Hamburg Township Public Safety SOP # 200-07: *Training Standards*, certain training necessary to the carrying out of the functions of the position will be required. The Deputy Director shall determine all training which shall be attended by the Community Risk Reduction Firefighter and each CCR Firefighter shall complete

all required training in order to maintain their position in the program.

- D. Community Risk Reduction Firefighters must demonstrate a working knowledge of all department Standard Operating Procedures and conduct themselves in accordance with the department's SOPs and code of conduct.

Issued by:



Chief Richard Duffany
Director of Public Safety

Approved by Hamburg Township Board of Trustees: DRAFT.

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Community Risk Reduction Firefighter			No. 400-13
Job Description			
Distribution: FIRE	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended	Rescinds:	MLEAC Standard(s): N/A
Effective Date: DRAFT			

JOB TITLE: **Community Risk Reduction Firefighter**
(Part-time, At-will, Hourly, Non-exempt)

REPORTS TO: Deputy Fire Chief

I. JOB SUMMARY

Working under the general supervision of the Deputy Fire Chief, the Community Risk Reduction Firefighter assists in the carrying out of the fire prevention activities of the department. This position also functions as a liaison between the community and the department supporting various community outreach programs and public relation events. While this position is intended to be a non-operational position, firefighters in this position may be asked to perform functions in support of fire suppression activities consistent with their training, experience and physical ability.

II. IMPORTANT AND ESSENTIAL DUTIES/RESPONSIBILITIES

1. Performing smoke detector inspections and installations.
2. Assisting with the Safe at Home program.
3. Assisting with fire drills at educational facilities.
4. Assisting with fire safety presentations at educational facilities, daycare facilities and community groups.
5. Having a presence in the Senior Center to promote home inspections and safety for elderly residents.
6. Representing the department at various public relation events.
7. Assisting with various inspections as directed by the Deputy Fire Chief.
8. Assisting with fire investigations at the direction of the Deputy Fire Chief.
9. Providing a presence and assisting with traffic control at large-scale community events.
10. Assisting with maintenance of equipment, apparatus and fire buildings as directed.

11. Assisting with weekly department-wide training.
12. Assisting at emergency scenes, outside of the hot zone, consistent with training, experience and physical abilities.

III. ESSENTIAL JOB REQUIREMENTS

A. Knowledge of:

1. General department operations, policies/procedures and Standard Operating Procedures (SOPs), employment policies, and all department directives.
2. Basic skills of firefighting, methods and techniques used in modern firefighting, commensurate with the Michigan State Firefighter's Training Council Firefighter I&II certification, for protection of life and property.
3. Fire codes, Township ordinances and state laws pertaining to fire prevention and safety.
4. Township streets, parks, schools, commercial businesses and other key locations.

B. Ability to:

1. Demonstrate physical endurance, agility, dexterity, and strength necessary to perform required duties of the position.
2. Complete all CEUs required to maintain Firefighter certification.
3. Understand and act in accordance with department rules, policies and standard operating procedures and demonstrate skill in applying these toward specific situations.
4. Understand, interpret and effectively explain fire-related laws, ordinances, codes and regulations.
5. Analyze complex problems, including driving situations, and select/apply effective courses of action for addressing them.
6. Establish and maintain effective working relationships with co-workers, supervisors and other Township personnel.
7. Establish and maintain cooperative relationships with members of the community.
8. Communicate effectively and deliver presentations to members of the community in an effective manner.
9. Understand and carry out both verbal and written directions in emergency and non-emergency situations.
10. Demonstrate the ability to perform in a manner that protects the interests of the community and department.
11. Retain presence of mind and work as an effective team member during high-stress situations.
12. Apply knowledge of the streets, water supply points and building complexes within the Township.
13. Maintain normal hearing and vision, or correctable to a normal level.

14. Maintain physical and psychological ability to carry out the essential job duties of the position.

C. Licensing, Training and Experience

1. Possession of a Michigan driver's license with an acceptable driving record as prescribed by this department.
2. State certification as a Firefighter I&II with Hazmat Operations.
3. CPR/AED certification (EMT-B preferred).
4. Successful completion of Hamburg Township Fire's On-the-Job (OJT) training program.
5. Minimum of five (5) years of experience as a firefighter with Hamburg Township.
6. Must be in good-standing with the department or have separated service from the department in good standing within three (3) years of application.

IV. COMPENSATION

This position shall receive compensation as outlined for part-time firefighters and shall receive an hourly rate on the part-time firefighter wage scale commensurate with members having Firefighter I & II certification.

V. WORKING CONDITIONS:

Work involves travel to various locations throughout the Township with exposure to bodily injury, hazardous materials, adverse weather, fumes, odors and the like at emergency scenes.

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

Issued by:



Richard Duffany
Director of Public Safety

Approved by the Hamburg Township Board of Trustees: DRAFT.

TO: Board of Trustees

FROM: Pat Hohl

DATE: January 10, 2023

AGENDA ITEM TOPIC: Poverty Hardship Resolution

Number of Supporting Documents: 2

Requested Action

Board approval of the updated Hardship Resolution.

Background

Here is the recommendation for our Assessor, Holly Cozza.

Currently, Hamburg Township's Poverty Guidelines allow for a 25%, 50% or 100% reduction for qualifying applicants based on the income guidelines. However, to use all three percentages, the State Tax Commission recommends that local assessing units include within their guidelines language and criteria for granting partial exemptions and/or minimum or maximum exemptions.

Hamburg Township currently has only three Poverty Exemptions. Therefore, it is recommended to change the criteria for any qualifying applicant to receive a 100% reduction in Taxable value for the tax year in which the exemption is granted. This will help in not allowing the review of the applicant be subjective and create a uniformed method for all applicants who qualify based on their income.

I have attached the following:

1. An updated unsigned Resolution to change the Reduction in Taxable Value for any qualified applicant a 100% reduction for the tax year in which the exemption is granted.
2. A copy of the new 2023 Federal Poverty Income Guidelines issued under State Tax Commission Bulletin 19, Procedural Changes for 2023.

Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2023

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels **shall not be set lower** by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. This means, for example, that the income level for a household of 3 persons shall not be set lower than \$23,030 which is the amount shown on the following chart for a family of 3 persons. The income level for a family of 3 persons may be set higher than \$23,030. Following are the federal poverty Guidelines for use in setting poverty exemption guidelines for 2023 assessments:

Size of Family Unit	Poverty Guidelines
1	\$13,590
2	\$18,310
3	\$23,030
4	\$27,750
5	\$32,470
6	\$37,190
7	\$41,910
8	\$46,630
For each additional person	\$4,720

HAMBURG TOWNSHIP

RESOLUTION TO ESTABLISH POLICY RELATIVE TO THE REVIEW AND GRANTING OF FINANCIAL (POVERTY) HARDSHIP EXEMPTIONS BY THE HAMBURG TOWNSHIP BOARD OF REVIEW

PRESENT:

ABSENT:

The following preamble and resolution was moved by _____ and supported by _____ to adopt the following resolution.

RESOLUTION

WHEREAS, P.A. 390 of 1994, which amended Section 7u of Act No. 206 of the Public Act of 1893, as amended by Act No. 313 of the Public Acts of 1993, being sections 211.7u of the Michigan Compiled Laws, requires the governing body of the local assessing unit determine and make available to the public the policy and guidelines used by the Board of Review in granting reductions in property assessments due to limited income and assets, referred to as "poverty exemptions."

AND WHEREAS, P.A. 253 of 2020 also amended Section 7u of Act No. 206 of the Public Act of 1893, as amended by Act No. 313 of the Public Acts of 1993, being sections 211.7u of the Michigan Compiled Laws, and required the use of state prescribed forms and limited to certain percentages the exemption amount which could be granted.

THEREFORE, BE IT RESOLVED to be eligible for a poverty exemption in Hamburg Township

- An applicant(s) must physically occupy and be the "sole" owner(s) of the property for which the exemption is requested.
- The subject property must be classified as an "improved single family residential" or "residential condominium" property with a valid Homeowner's Principal Residence Exemption currently in effect.
- The applicant or applicants must complete and timely file the Michigan Department of Treasury Form 5737, Application for MCL 211.7u Poverty Exemption. The application with all supporting documentation must be received by the township after January 1st but before the day prior to the last day of the March Board of Review session and the day prior to the July and December Board of Review sessions at which the property owner is requesting consideration.
- The applicant must include with the application a copy of all documents required by Form 5737.
- The applicant must include form 5739 Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty
- The applicant must supply a copy of a current driver's license or other form of identification.
- The applicant must provide proof of income

BE IT FURTHER RESOLVED the applicant's total household income, cannot exceed the poverty income figure, as reported by household size, in the "Federal Poverty Guidelines" updated

annually in the Federal Register by the U.S. Department of Health and Human Services. The annual allowable income includes the income for all persons residing in the principal residence.

BE IT FURTHER RESOLVED the value of the applicant's total assets, excluding the property for which the exemption is requested and one automobile, but including all savings, retirement accounts, stocks and bonds and other real estate, cannot exceed the Total Household Resources (THR). An ownership interest in any real estate other than the applicant's principal residence automatically disqualifies the applicant from consideration for a hardship exemption under normal circumstances.

BE IT FURTHER RESOLVED any reduction in the Taxable Value of a property is granted for one year only and must be applied for and reviewed annually based on the applicant's current situation.

BE IT FURTHER RESOLVED in reviewing the application and all supporting documentation, the Board of Review will consider income, assets, and all other matters as permitted by statute.

BE IT FURTHER RESOLVED the Board of Review will grant a 100% reduction in taxable value for the tax year in which the exemption is granted.

BE IT FURTHER RESOLVED to conform with the provisions of P.A. 390 of 1994, this resolution is hereby given immediate effect and will stay in effect for subsequent years until amended or voided.

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

AYES:

NAYS:

ABSENT:

CERTIFICATION

I, Michael Dolan, being the duly elected Clerk of the Township of Hamburg, Livingston County, Michigan hereby certify that (1) the foregoing is a true and complete copy of the Resolution duly adopted by the Township Board on _____; (2) the original of such resolution is on file in the records of the Clerk's office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended); and (4) minutes of such meeting were kept and have been (or will be) made available _____ required by the Open Meetings Act.

Michael Dolan, Hamburg Township Clerk

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

DATE: December 7, 2021
FROM: Thelma Kubitskey
TO: Department Heads and Township Board
RE: 2023/2024 BUDGET PROCESS

Budget adoption schedule for the 2022/2023 budget.

DATE	PROCEDURE
January 17	Township Board approves the Budget Process
February 6	Employee Evaluation with recommendation of step increases to Supervisor
February 13	Goals and Objectives to Supervisor
February 20 to March 6	Meet with Supervisor to review Goals, Objectives and Employee Evaluations
April 18	Strategic Planning
April 24	Budget Requests to Supervisor/Accountant
May 8 thru 10	Discuss budget requests with Supervisor and Accountant
Tuesday, May 16	Draft Budget to the Board – Board meets for Budget Work Session
May 22 to 26	Supervisor and Accountant make final budget revisions – Budget in Board packet
June 6	Budget Public Hearing, 4 pm
June 20	Final Budget to Board for adoption during Regular Board Meeting

TO: Board of Trustees

FROM: Mike Dolan, Township Clerk

DATE: January 13, 2023

AGENDA ITEM TOPIC: Accounting Department

Requested Action

The following motions are requested to complete the suggested succession plan.

- Motion to approval the promotion of Michelle DeLancey to the position of Director or Accounting and Human Resource at Grade 11, Step 1 as of March 31, 2023.
- Motion to approve the posting, interview (Dolan/Kubitskey/DeLancey) and tentative job offer for the position Accounting and Benefit Coordinator's position, with a pay range of \$58,443 to \$64,510 depending on education/experience which is Grade 7, Step 1 to 5.
- Motion to approve the posting, interview (Dolan/Kubitskey/DeLancey) and tentative job offer for the position Accounting Specialist position, with a pay range of \$48,300 to \$53,315 depending on education/experience which is Grade 5, Step 1 to 5.

Background

See attached memo and success plan from Thelma Kubitskey. I'm inclined to agree with the proposed succession plan for the accounting department

January 11, 2023

TO: Board of Trustees

FROM: Thelma Kubitskey, Accounting Director

RE: Succession Plan for Accounting Department

Please find attached my letter of intent for retirement. I would like to thank the Board for all the support during my tenure. You will also see attach the retirement of Karen Jones, the Accounting Specialist. The retirement date for both of us will be March 31, 2023.

Because of these retirements, I would like to get the approval from the Board to move forward with a succession plan. This plan consists of the following.

- Michelle Delancey will become the Director of Accounting and Human Resource Director, Grade 11, Step 1 as of March 31, 2023.
- Post, interview and hire the Accounting and Benefit Coordinator's position, by January 20, 2023 at Grade 7, Step 1
- Post, interview and hire the Accounting Specialist's position, by January 20, 2023 at Grade 5, Step 1

If possible, I would like to have these positions filled by February 13, 2023. I understand that this will be a quick turnaround, but I believe it is in the best interest of the Township to be aggressive in order to maintain little to no interruptions.

Please note that these changes could save the Township up to \$30,000 moving forward.

January 11, 2023

Hamburg Township
Attn: Pat Hohl and Mike Dolan
10405 Merrill Road
P.O. Box 157
Hamburg, MI 48139

Dear Mike & Pat,

I would like to inform you that I am retiring from my positions with Hamburg Township, effective March 31, 2023.

Thank you for the opportunities for professional and personal development that the Township has provided me over the last five years. I have enjoyed working for the Township and appreciate the support provided me during my tenure with the Township.

While I look forward to enjoying my retirement, I will miss working for the Township. I hope that the Township and myself can work through the transition with ease.

Sincerely,

A handwritten signature in black ink that reads "Thelma Kubitskey". The signature is written in a cursive style with a large initial 'T' and 'K'.

Thelma Kubitskey

Karen Jones

2909 Lanier Dr. Apt 203

Howell, Michigan 48843

Hamburg Township

10405 Merrill Road

Whitmore Lake, Michigan 48189

Dear Mike, Pat, Jason and Hamburg Board of Trustees,

I write this letter today with the upmost appreciation to all of you for letting me a part of the growth of Hamburg Township for the last 26 years. After many sleepless nights I have decided its time to retire. I'm looking forward to starting a new chapter in my life in Texas, spending time with my family most importantly my grandchildren.

My last day will be March 31, 2023. I'm going to miss y'all (just practicing for Texas).

Sincerely,

A handwritten signature in cursive script that reads "Karen Jones". The signature is written in dark ink and is positioned below the word "Sincerely,".

1. The first part of the document is a letter from the President of the United States to the Congress, dated September 17, 1787. It is a very important document, as it is the first official communication of the new government.

2. The second part of the document is a letter from the President to the Congress, dated September 17, 1787. It is a very important document, as it is the first official communication of the new government.

3. The third part of the document is a letter from the President to the Congress, dated September 17, 1787. It is a very important document, as it is the first official communication of the new government.

4. The fourth part of the document is a letter from the President to the Congress, dated September 17, 1787. It is a very important document, as it is the first official communication of the new government.

5. The fifth part of the document is a letter from the President to the Congress, dated September 17, 1787. It is a very important document, as it is the first official communication of the new government.



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

Job Posting – Hamburg Township

Job Title: Accounting Specialist
Opening Date: January 20, 2023
Closing Date: open until filled
Department: Finance/Accounting

Employment Status: Full-Time
Work Schedule: Monday – Friday, 8:00 a.m. – 5:00 p.m.
Salary: \$48,300 to \$53,315

Previous Work Experience

- Working in accounting with minimum of two years of experience (five years preferred).
- Some experience in governmental accounting for a municipal organization.

Education

- Associates degree in Accounting or Finance preferred

Special Skills & Training

- Proficient in use of Microsoft Office applications, especially Word and Excel and experience using BS&A software.
- Must demonstrate ability to perform job functions accurately, confidentially, and in an organized manner.
- Must exhibit good oral and written communication skills and be able to work with minimal supervision.

Basic Responsibilities

- Reports to the Director of Accounting
- Performs Accounting duties in the areas of accounts payable, utility billing, accounts receivable, special assessments, support with payroll, and year-end audits. Performs duties of accounts payable utility billing and accounts receivable for the Portage Base Lake Sewer Authority. Complies with Township policies, and completes various other accounting related duties

How to apply

All candidates must complete a Hamburg Township Application and submit a resume. Applications are located at hamburg.mi.us. Please email the completed application and supporting documents to hrhamburgtwp@hamburg.mi.us or mail to

Human Resource Director
Hamburg Township
P.O. Box 157
Hamburg, MI 48139-0157

All applications must be submitted by 4:30 p.m. on Monday February 10, 2023 Equal Opportunity Employer



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

Job Posting – Hamburg Township

Job Title: Accounting/Benefits Coordinator
Opening Date: January 20, 2023
Closing Date: open until filled
Department: Finance/Accounting

Employment Status: Full-Time
Work Schedule: Monday – Friday, 8:00 a.m. – 5:00 p.m.
Salary: \$58,443 to \$64,510

Previous Work Experience

- Experience in Accounting including reconciling bank statements, processing payroll, preparing financial statements.
- Experience in Human Resources.

Education

- Bachelor's Degree in Accounting or Finance Preferred, Associate Degree in accounting with four years of experience.

Special Skills & Training

- Proficient in use of Microsoft Office applications, especially Word and Excel and experience using BS&A software.
- Must demonstrate ability to perform job functions accurately, confidentially, and in an organized manner.
- Must exhibit good oral and written communication skills and be able to work with minimal supervision.

Basic Responsibilities

- Reports to the Director of Accounting
- Performs Accounting duties in the areas of monthly bank and account reconciliations, processes Township payroll, accounts payable, year-end accounting, audit preparation, administers employee benefits, prepares and files various reports timely and accurately, complies with Township policies, and completes various other accounting related duties.

How to apply

All candidates must complete a Hamburg Township Application and submit a resume. Applications are located at www.hamburg.mi.us. Please email the completed application and supporting documents to HRhamburgtwp@hamburg.mi.us or mail to

Human Recourse Director
Hamburg Township
P.O. Box 157
Hamburg, MI 48139-0157

All applications must be submitted by 4:30 p.m. on Monday February 10, 2023 Equal Opportunity Employer

TOWNSHIP OF HAMBURG – PFAS SUPPORT RESOLUTION

WHEREAS, Hamburg Township operates and maintains its own Wastewater Treatment Plant and sewer collection system.

WHEREAS, EGLE regulates the Hamburg Township Wastewater Treatment Plant through issuance of a groundwater discharge permit which sets parameters and thresholds for contaminants.

WHEREAS, Per- and polyfluoroalkyl substances, commonly known as PFAS, are contaminants of emerging concern. PFAS are a large group of human-made chemicals that have been widely used in fire-fighting foams, stain repellents, nonstick cookware, waterproof clothing and shoes, fast food wrappers, personal care products and a host of other consumer goods. PFAS chemicals are very persistent, meaning that they do not easily break down in the environment.

WHEREAS, EGLE has amended current drinking water rules in 2020 by establishing maximum contaminant levels (MCLs) and sampling requirements for seven PFAS compounds and has applied this same standard to wastewater effluent and groundwater discharge monitoring wells at wastewater treatment plants.

WHEREAS, EGLE has categorized wastewater treatment plants that exceed the MCL standards for PFAS as Part 201 sites and “PFAS generators”.

WHEREAS, Hamburg Township states that they are not a PFAS generator, only a pass through, and object to Part 201 status. Hamburg Township also states that polluters should be held liable for all of the sampling, testing, and possible remediation costs that the Township will incur. Furthermore, Hamburg Township has serious concerns about the long-term implications of PFAS limits on biosolids removal from the wastewater treatment plant and the serious financial harm that it may bring.

NOW THEREFORE, BE IT RESOLVED, that Hamburg Township seeks the collaboration of the State Legislature, EGLE, Livingston County, and other local units of government in creating strategies and solutions to address PFAS in wastewater that is fair and equitable to publicly owned treatment works.

A RESOLUTION that Hamburg Township seeks the collaboration of the State Legislature, EGLE, Livingston County, and other local units of government in creating strategies and solutions to address PFAS in wastewater that is fair and equitable to publicly owned treatment works, by this resolution and Act No. 390 of the Public Acts of 1976, as amended.

Pat Hohl
Hamburg Township Supervisor

Mike Dolan
Hamburg Township Clerk

TOWNSHIP OF HAMBURG – PFAS MORATORIUM RESOLUTION

WHEREAS, Hamburg Township operates and maintains its own Wastewater Treatment Plant and sewer collection system.

WHEREAS, EGLE regulates the Hamburg Township Wastewater Treatment Plant through issuance of a groundwater discharge permit which sets parameters and thresholds for contaminants.

WHEREAS, Per- and polyfluoroalkyl substances, commonly known as PFAS, are contaminants of emerging concern. PFAS are a large group of human-made chemicals that have been widely used in fire-fighting foams, stain repellents, nonstick cookware, waterproof clothing and shoes, fast food wrappers, personal care products and a host of other consumer goods. PFAS chemicals are very persistent, meaning that they do not easily break down in the environment.

WHEREAS, EGLE has amended current drinking water rules in 2020 by establishing maximum contaminant levels (MCLs) and sampling requirements for seven PFAS compounds and has applied this same standard to wastewater effluent and groundwater discharge monitoring wells at wastewater treatment plants.

NOW THEREFORE, BE IT RESOLVED, that Hamburg Township places a moratorium on selling sewer taps to known, or future identified PFAS generating businesses until such time definitive direction is given from EGLE, that said Resolution is as follows:

A RESOLUTION that Hamburg Township places a moratorium on selling sewer taps to known, or future identified PFAS generating businesses until such time definitive direction is given from EGLE, by this resolution and Act No. 390 of the Public Acts of 1976, as amended.

Pat Hohl
Hamburg Township Supervisor

Mike Dolan
Hamburg Township Clerk

TO: Hamburg Township Board of Trustees

FROM: Jason Negri

DATE: January 13, 2023

AGENDA ITEM TOPIC: Shared Maintenance Agreement with Hamburg Library

Number of Supporting Documents: **1**

Requested Action

- Approve Shared Maintenance Agreement and direct Clerk Dolan to sign

Background

Hamburg Township provides some services to our Library, including financial and banking, custodial, maintenance and groundskeeping. We negotiated this Agreement to memorialize the terms.

SHARED MAINTENANCE AGREEMENT

THIS SHARED MAINTENANCE AGREEMENT ("Agreement") is made on January 1, 2023, by and between **Hamburg Township Library**, a Township library, whose address is 10411 Merrill Road, P.P. Box 247, Hamburg, Michigan 48139 ("Library"), and **Hamburg Township**, a general law Township, whose address is 10405 Merrill Road, P.O. Box 157, Hamburg, Michigan 48139 ("Township").

RECITALS

- A. In 2000, the voters in the Township approved a bond proposal to construct and operate a Township Library.
- B. Since 2001, the Library has been operating the library located at 10411 Merrill Road, P.O. Box 247, Hamburg, Michigan 48139 (the 'Property'). The definition of Property shall include the library building and surrounding land as depicted on the attached site plan (Exhibit A).
- C. Township received a donation of a serenity garden (the "Garden"). The Garden is located on the Property adjacent to the Library building.
- D. The donation of the Garden caused Library and Township to evaluate the maintenance obligations of the parties with respect to the Property and Garden.
- E. Library and Township desire to enter into this Agreement to provide for the shared maintenance of the Property and Garden.

AGREEMENT

Now therefore, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, it is agreed as follows:

- 1. **Duties of Township.** Township shall perform the following:
 - a. Mow and weed whip the grass on the Property, including the retention ponds.
 - b. Raise and lower flags.
 - c. Assist in replacing old flags with new flags purchased by the library.
 - d. Remove snow and ice in driveway, parking lot and sidewalks and put down salt on those surfaces as weather conditions require.
 - e. Maintain a policy or policies of comprehensive public liability and property damage insurance, which policy or policies shall name Library as an additional insured. The Library and the Township shall annually discuss the insurance.
 - f. Maintain fire and extended coverage insurance on the Property in an amount equal to the replacement value of the Library building and all contents.
 - g. Provide payroll and accounting services.
 - h. Assist with investments, check signing and audit services as required.
 - i. Maintain MMRMA liability insurance for Library.
- 2. **Duties of Library.** Library shall perform the following:
 - a. Hire and pay landscaping company for the care and maintenance of the gardens surrounding the library building.
 - b. Hire and pay for weekly janitorial service for library building.
 - c. Hire and pay a company to maintain HVAC.
 - d. Hire and pay a company to maintain the water softener.
 - e. Hire and pay a company to maintain telephone support.
 - f. Hire and pay a company to maintain technology support, including, but not limited to, computer system, catalog system and 3M system.

- g. Hire and pay a company or companies to provide routine exterior and interior building maintenance, including the roof.
- h. Hire and pay a company to provide security system including fire and burglary.
- i. Hire and pay for an independent auditor and legal counsel.
- j. Purchase flags.
- k. Purchase light bulbs and furnace filters.
- l. Provide for all gas, water, electricity, telephone, sewer and fiber optic service used in or supplied to the Property.
- m. Hire and pay for a company for trash removal.
- n. Make bank deposits.
- o. Manage investment of Library funds.
- p. Pay the sum of \$14,185 to Township to cover Services hereunder, which will increase by 2% annually.

3. **Default.** In the event either party fails to maintain the Property or Garden as provided for herein, the non-defaulting party after five (5) days written notice to the defaulting party shall have the right, but not the obligation, to perform such maintenance as is required of defaulting party in which event the defaulting party shall promptly reimburse the non-defaulting party for its cost in providing such maintenance or repairs together with a ten (10%) percent charge for the non-defaulting party's overhead.
4. **Notices.** Notice shall be deemed to have been given upon actual receipt, if hand delivered, at the day and time that any facsimile is sent (as established by printed confirmation), or on the third business day after any notice is placed in the US Mail, first class postage required.
5. **Entire Agreement.** This Agreement shall constitute the entire agreement between the parties and any prior understanding or representation of any kind shall not be binding upon either party except to the extent incorporated into this Agreement.
6. **Modification of Agreement.** Any modification of this Agreement or additional obligation assumed by either Library or Township in connection with the Agreement, shall be binding only if evidenced in writing signed by authorized representatives of both the Library and Township.
7. **Termination.** Either Party may terminate upon sixty (60) days written notice to the other Party.

IN WITNESS WHEREOF, the Agreement has been executed on the date first indicated above.

Hamburg Township Library

Michaelene Farrell, President

Hamburg Township

Michael Dolan, Clerk



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

Memorandum

Date: January 3, 2023

To: Township Board of Trustees

From: Deby Henneman, Parks Coordinator

Re: Parks and Recreation Committee Member Re-Appointments

The term for one of the At-Large Members expired 1/1/2023 and needs to be re-appointed before the next Parks meeting on January 24, 2023.

Unless any changes are proposed, I recommend re-appointing Cliff Auxier for another 2-year term to expire 1/1/2025.