



10405 Merrill Road  
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Supervisor Pat Hohl Clerk Mike Dolan Treasurer Jason Negri Trustees Bill Hahn, Patricia Hughes, Chuck Menzies, Cindy Michniewicz

## BOARD OF TRUSTEES REGULAR MEETING

Tuesday, September 19, 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 - August 2023
2. Board of Trustees Regular Meeting Minutes - September 9, 2023
3. Approved MUC Minutes - August 9, 2023
4. DPW Monthly Report - August 2023
5. Bills List - September 19, 2023

#### APPROVAL OF THE AGENDA

#### UNFINISHED BUSINESS

#### CURRENT BUSINESS

6. Firefighter Hiring
7. Fire Sergeant Promotions
8. Presentation of Badges (Fire)
9. Park Use Fee Waiver Request - Cross Country
10. Early Voting Location

#### CALL TO THE PUBLIC

#### BOARD COMMENTS

#### ADJOURNMENT



# Hamburg Township Public Safety Department *MONTHLY REPORT*



Item 1.

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## *August, 2023*

### **COMMUNITY INVOLVEMENT**

- Officer Kim Leeds conducted a presentation on fraud at the Hamburg Township Senior Center on August 9, 2023.
- FF Thomas Pawley conducted a smoke detector installation for a resident on August 11, 2023.
- FF Thomas Pawley conducted a smoke detector installation for a resident on August 16, 2023
- Sgt. Matthew Duhaime, Officer Kim Leeds and Officer Sean Hogan were present at Pathfinder and Navigator schools for the first day of school on August 28, 2023.

### **PERSONNEL**

- No personnel movement this month.

### **COMMUNICATIONS**

- The department received a thank you letter for our assistance with the “Run for the Bear” 5K event supporting University of Michigan Mott’s Children Hospital held in the Township on August 5, 2023.
- Director Richard Duffany received a memorandum from the City of Brighton Police Department regarding a full audit of our property room performed on August 23, 2023 by detectives from the Brighton Police Department. Our property room was found to be in order with no issues or discrepancies needed to be addressed.
- Chief Richard Duffany received a thank you letter from U.S. Representative Elissa Slotkin on August 25, 2023 for the department’s assistance in a missing person case.

### **TRAINING**

#### **POLICE**

- Officer Adam Fischhaber, Officer Dahne DeBottis, Officer Sean Hogan and Officer Josh Pedersen participated in Drone Team training on August 8, 2023.
- Sgt. Anthony Wallace and Sgt. Steve Locke participated in SWAT training on August 9, 2023.



# Hamburg Township Public Safety Department *MONTHLY REPORT*



Item 1.

- Sgt. Alysha Garbacik, Sgt. Steve Locke, Officer Jeffrey Finke, Officer Dahne DeBottis, Officer Spencer Flavin and Officer Josh Pedersen attended Defensive Tactics training in Green Oak Twp on August 22, 2023.
- Sgt. Alysha Garbacik and Officer Justin Harvey participated in Negotiators training on August 23, 2023.
- Sgt. Anthony Wallace, Sgt. Daniel Bromley and Officer Steve Boussie attended Defensive Tactics training in Green Oak Twp on August 29, 2023.
- Sgt. Anthony Wallace and Sgt. Steve Locke completed a firearms instructor course on August 31, 2023.
- Sgt. Megan Paul, Officer Justin Harvey and Officer Sean Hogan attended Defensive Tactics training in Green Oak Twp on August 31, 2023.
- All sworn officers completed Michigan State Police Hazardous Materials (HazMat) training this month.

## **FIRE**

- AFF Jared Kaminski participated in OJT training on August 3, 2023 and August 11, 2023.
- Department-wide Weekly Training (Week of August 14<sup>th</sup>): Pump Operations: Turbo Drafting.
- Sgt. Matt Urbanowicz participated in Dive Team training on August 17, 2023.
- FF Daniel Knepley, FF Christopher Birk, and FF Daniel Hill participated in the Apparatus Certification program on August 20, 2023.
- FF Daniel Hill participated in Dive Team training on August 21, 2023.
- Sgt. Timothy Begnoche, FF Jeremy Nordstrand, FF Jonathan Lusk, FF Izik Rosen, and FF Daniel Knepley participated in the Apparatus Certification program on August 22, 2023.
- Department-wide Weekly Training (Week of August 21<sup>st</sup>): Pump Operations: Drafting.
- Sgt. Timothy Begnoche, FF Jonathan Lusk, FF Izik Rosen and FF Daniel Knepley participated in the Apparatus Certification program on August 24, 2023.
- Sgt. Timothy Begnoche participated in Tech Rescue training on August 28, 2023.
- Capt. Sam Vultaggio, Sgt. Timothy Begnoche, FF Jonathan Lusk and FF Daniel Knepley participated in the Apparatus Certification program on August 31, 2023.



# Hamburg Township Public Safety Department **MONTHLY REPORT**



Item 1.

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## POLICE OPERATIONS

### MONTHLY ARREST SUMMARY

#### **08/01/23 – 1:28 pm:**

A 23-year-old male Stockbridge resident was arrested at M-36 & Chilson Road for *Failure to Report an Accident, Operating without Insurance and Operating an Unregistered Vehicle*. His vehicle was impounded and he was cited and released.

#### **08/03/23 – 1:14 pm:**

A 54-year-old male Milford resident was arrested at M-36 & Professional Center Drive for *Driving While License Suspended*. His vehicle was turned over to a licensed driver and he was cited and released.

#### **08/08/23 – 5:45 pm:**

A 27-year-old male Township resident was arrested at Girard Drive & M-36 on two warrants for *Probation Violations*. He was lodged in the Livingston County Jail.

#### **08/09/23 – 11:45 pm:**

A 31-year-old male Lincoln Park resident was arrested at M-36 & Hamburg Road for *Driving While License Suspended*. His vehicle was impounded and he was cited and released.

#### **08/09/23 – 11:45 pm:**

A 43-year-old female Ypsilanti resident was arrested at M-36 & Hamburg Road on an outstanding felony warrant out of Macomb County for *Violation of Probation*. She was lodged in the Livingston County Jail pending pick up by the Macomb County Sheriff's Office.

#### **08/10/23 – 1:32 pm:**

A 42-year-old male Brighton resident was arrested at Bishop Lake Road & Chilson Road on a felony warrant for *Dangerous Drugs* and a felony warrant for *Fraud by False Pretenses* out of Livingston County. He was lodged in the Livingston County Jail.

#### **08/12/23 – 10:12 pm:**

A 24-year-old male Township resident was arrested at Chilson Road & Bishop Lake Road for *Carrying a Concealed Weapon (firearm)*. He was lodged in the Livingston County Jail.

#### **08/16/23 – 7:39 am:**

A 52-year-old male Ypsilanti resident was arrested at Swarthout Road & Chilson Road for *Driving While License Suspended*. His vehicle was impounded and he was cited and released.





# Hamburg Township Public Safety Department *MONTHLY REPORT*



Item 1.

## 08/23/23 – 7:14 pm:

A 53-year-old male Township resident was arrested at his residence for *Assault & Battery*. He was lodged in the Livingston County Jail.

## 08/26/23 – 9:48 pm:

A 66-year-old male Township resident was arrested at M-36 & Chilson Road for *Operating While Intoxicated, Operating without Insurance & Possession of Open Intoxicants in a Motor Vehicle*. His vehicle was impounded and he was lodged in the Livingston County Jail.

## GENERAL POLICE INFORMATION:

### Marine Patrol:

Regular marine patrols continued during the month of August. On August 26, 2023 (at 5:15pm) the Huron River reached flood stage causing flooding to adjacent properties. A press release was issued on August 29, 2023 requesting that boaters observe “No Wake” rules and additional marine patrols, involving both police officers and firefighters, were maintained to encourage responsible boating during the high-water levels. The river fell below flood stage on September 2, 2023 at 11:45am.

### Lakelands Trail Patrol:

Regular patrols on the Lakelands Trail continued during the month of August. There were no reported incidents on the Trail this month.

### Red Barrel:

39 pounds of prescription drugs were removed from the red barrel in front of the police station on August 23, 2023.

## FIRE OPERATIONS

### MONTHLY INCIDENT SUMMARY:

INCIDENT COUNT	
INCIDENT TYPE	# INCIDENTS
EMS	108
FIRE	137
<b>TOTAL</b>	<b>245</b>



# Hamburg Township Public Safety Department *MONTHLY REPORT*



Item 1.

MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	1.63%
Rescue & Emergency Medical Service	108	44.08%
Hazardous Condition (No Fire)	38	15.51%
Service Call	61	24.90%
Good Intent Call	11	4.49%
False Alarm & False Call	23	9.39%
<b>TOTAL</b>	<b>245</b>	<b>100%</b>

## *August, 2023 Total Runs by District*

North West	29	11.84%
North East	50	20.41%
South West	68	27.76%
Southeast	89	36.33%
Mutual Aid	9	3.67%
<b>Totals</b>	<b>245</b>	<b>100.00%</b>
Multiple Calls	113	46.12%

## *Comparative Statistics - 2022 vs 2023 by Month*

	August, 2022	August, 2023	% Change	
Fire	3	4	33.3%	Increase
Medical	109	108	0.9%	Decrease
Hazardous Condition	40	38	5.0%	Decrease
Service	41	61	48.8%	Increase
Good Intent	4	11	175.0%	Increase
False Alarm / Cancel	14	23	64.3%	Increase
<b>Totals</b>	<b>211</b>	<b>245</b>	<b>16.1%</b>	<b>Increase</b>
Mutual Aid	3	9	200.0%	Increase



# Hamburg Township Public Safety Department *MONTHLY REPORT*



Item 1.

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## FIRE PREVENTION INFORMATION:

- |                           |   |
|---------------------------|---|
| <b>Inspections:</b>       | 15 annual commercial building inspections were completed during the month of August, 2023. 73 total inspections have been completed through August. |
| <b>Site Plan Reviews:</b> | 2 site plan reviews were completed during the month of August, 2023.  |

September 5, 2023



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

## BOARD OF TRUSTEES REGULAR MEETING

Tuesday, September 05, 2023 at 2:30 PM  
Hamburg Township Hall Board Room

### MINUTES

#### CALL TO ORDER

Supervisor Hohl called the meeting to order at 2:30 p.m.

#### PLEDGE TO THE FLAG

#### ROLL CALL OF THE BOARD

##### PRESENT

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

#### CALL TO THE PUBLIC

A call was made with no response.

#### CONSENT AGENDA

Motion by Menzies, Second by Michniewicz, to approve the Consent Agenda as presented.

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

1. Board of Trustees Regular Meeting Minutes - August 15, 2023
2. Board of Trustees Special Meeting Minutes - August 15, 2023
3. Approved MUC Minutes - July 12, 2023
4. Parks & Rec - Approved Minutes - June 2023
5. Senior Center - Monthly Report - August 2023

6. DPW Monthly Report - July 2023
7. Bills List - September 5, 2023
8. Invoice A2Z Mowing

#### APPROVAL OF THE AGENDA

Motion made by Negri, Seconded by Michniewicz, with the additional documents to be added to item #19 Hilltop Securities.

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

#### UNFINISHED BUSINESS

9. SPA 23-001 Freedom River Final Site Plan

Motion made by Hughes, seconded by Hahn, to move the final site plan SPA 23-001 at 6716 Winans Lake Road with conditions 1 through 17 listed in the August 16, 2023 draft meeting minutes. The project does meet the site plan review standards A through L of Section 36-73(7) of the Zoning Ordinance as discussed at the July 6, 2023 Township Board meeting, at the August 16, 2023 Planning Commission meeting, and as presented in the staff report.

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

10. Grant - TF#22-0107 - Project Agreement & Resolution - Bennett Park & Water Trail Access Improvements

Motion made by Michniewicz, Seconded by Negri, to move the Resolution to appropriate the funds necessary to complete the Bennett Park Renovations and Huron River Trail Access Project, in the amount of \$202,500 to match the grant authorized by the MDNR in the amount of \$300,000, and to authorize the Township Supervisor to execute the agreement which will be signed and returned to the MDNR by 10/6/23 along with the requested attachments.

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

Motion made by Dolan, Seconded by Michniewicz, to move that Hamburg Township enters into the agreement with the Michigan Natural Resource Trust Fund Project Agreement as prepared in todays packet.

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

11. Grant - Senior/Community Center Upgrade and Expansion - Resolution to Submit

Motion made by Dolan, Seconded by Menzies, to approve the two resolutions #230804 & #230805 both related to Community Center Upgrade Grants.

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

12. Grant - Senior/Community Center Upgrade and Expansion Project - Authorization for Coordinator to Prepare and File

Motion made by Dolan, seconded by Menzies, to approve the two resolutions #230804 & #230805 both related to Community Center Upgrade Grants.

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

13. Parks & Rec - Spicer Group Agreement - Prime Professional - Grant #TF22-0107

Motion made by Dolan, Seconded by Michniewicz, to contract with the Spicer Group to be our Prime Professional for the Bennet Park and Water Trail Access Improvement Grant in the amount not to exceed \$74,400.

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

## CURRENT BUSINESS

14. Over-the-Road-Banner Request - Freedom River - Fundraising Event

Motion made by Dolan, Seconded by Hahn, to move the Resolution #230807 and direct staff to facilitate a permit from the Livingston County Road Commission, on behalf of Freedom River, to place an event banner across Merrill Rd., from September 20, 2023 through October 30, 2023 announcing the Freedom River Halloween event scheduled for October 20, 2023.

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

15. Purchase of Police Station Furnishings/Accessories

Motion made by Hohl, Seconded by Negri, to approve the requested purchases outlined in Director Duffany's memo Dated August 31, 2023 and that this approval here is given with the flexibility of 10% increase to be approved in writing by the Supervisor before the purchase is finalized.

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

Voting Nay: Michniewicz

16. Purchase of Fire Station Furnishings

Motion made by Dolan, Seconded by Menzies, to approve the purchase of the Fire Station 11 training room furnishings from Smart Business Source of Troy, MI, as outlined in their quote, in today's packet, for the total cost of \$39,470.00.

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

17. ARPA Update

Motion made by Hohl, Seconded by Hughes, to receive and file with a note that there will be updates to this for the next Board Meeting.

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

18. Township Hall Building Improvement

Motion made by Hohl, Seconded by Hughes, to table this agenda item to the first meeting in October. (October 3, 2023)

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

19. Hilltop Securities – approval sought

Motion made by Negri, Seconded by Hahn, to move the Resolution in the packet that Hilltop Securities be designated depository of the Township and that the funds of the Township may be deposited subject to the rules and regulations of the fund and demand time or savings deposit account at the fund.

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

Voting Nay: Hughes

20. Resolution Approving Opting-In to the National Opioid Litigation Settlement with Walgreens

Motion by Negri, Seconded by Hohl, to move the Resolution for discussion purposes, amended to apply for the settlement and to put together a program to utilize this money.

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

21. Restroom Project - Final Invoice

Motion made by Hohl, Seconded by Hughes, to approve the payment of Invoice to Ventage Construction in the amount of \$114,530 for the restroom upgrade to come out of General Fund - Building Reserves.

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

22. Parks & Rec – Policy & Procedure Update – Park/Trail Use Sign Policy/Procedure

Motion made by Dolan, Seconded by Michniewicz, to authorize the updated Policies & Procedures for Parks and Recreation as published in today's packet.

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

23. Parks & Rec - Spicer Group Agreement - Master Design Plan Concept Development

Motion made by Hohl, Seconded by Dolan, to table item #23, to be brought back at the discretion of the Clerk and the Parks Coordinator.

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

24. ZTA 21-003 Permitted Use Tables



September 5, 2023

Motion made by Hohl, Seconded by Hahn, to approve ZTA 21-003 Permitted Use Tables, these ordinance amendments received prior recommendation and approval from the Planning Commission and The Livingston County Planning Commission.

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

25. ZTA 22-001 Short Term Rental Ordinance

Motion made by Hohl, Seconded by Hughes, to approve ZTA 22-001 Short Term Rental Ordinance this received prior approval from the Board, Planning Commission and The Livingston County Planning Commission, and direct the Director of Planning and Zoning to coordinate this new ZTA with Municode and to appropriately publish in the local paper to allow for full enforcement of ZTA 22-001.

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

**CALL TO THE PUBLIC**

A call was made with no response.

**BOARD COMMENTS**

**ADJOURNMENT**

Motion made by Negri, Seconded by Michniewicz, to adjourn.

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

Meeting Adjourned at 3:53 pm

Respectfully submitted,



Courtney L. Paton  
Recording Secretary



Mike Dolan  
Township Clerk



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## EXCERPT FROM HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE MEETING MINUTES

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

Re: **Approved Municipal Utilities Committee Minutes**

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

Date of Meeting: September 13<sup>th</sup>, 2023

Sewer Committee Members Present: Hohl, Hahn, Michniewicz

Sewer Committee Members Absent: None

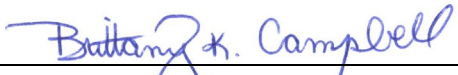
Text of Motion: MOTION BY HOHL, SUPPORTED BY HAHN TO APPROVE THE MINUTES OF THE AUGUST 9<sup>th</sup>, 2023 MUNICIPAL UTILITIES COMMITTEE MEETING AS PRESENTED.

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

MOTION CARRIED.

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

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

  
 \_\_\_\_\_ Date: September 14<sup>th</sup>, 2023  
 BRITTANY K. CAMPBELL  
 HAMBURG TOWNSHIP UTILITIES COORDINATOR

**HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE  
WEDNESDAY, AUGUST 9<sup>th</sup>, 2023 – 2:30 P.M.  
10405 MERRILL ROAD, HAMBURG, MI 48139**

**1. CALL TO ORDER**

The meeting was called to order by Hohl at 2:30 p.m.

**Roll Call of the Committee:**

**Present:** Hohl, Hahn, Michniewicz

**Absent:** Randazzo

**Also Present:** Brittany Campbell and Ryan Ward

**2. CALL TO THE PUBLIC**

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

**3. CORRESPONDENCE**

There was no correspondence to be addressed at this meeting.

**4. APPROVAL OF THE AGENDA**

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

Ayes: Hohl, Hahn, Michniewicz

Absent: None

Nays: None

Motion passed.

**Unfinished Business:**

A. PFAS/PFOS Discussion

B. Manhole Inspection Program

C. 200 Series Grinder Pump Replacements

**Current Business:**

A. DPW Monthly Report – July 2023 Statistics

B. Norfolk Development Corp. Sewer Connection Agreement – Harbor Trail

C. Luxton Direct Sewer Connection Agreement – 10414 Langley Dr.

D. Luxton Sewer Connection Cost Review – 10414 Langley Dr.

**5. APPROVAL OF THE MINUTES**

MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO APPROVE THE MINUTES OF THE JULY 12<sup>th</sup>, 2023 MUNICIPAL UTILITIES COMMITTEE MEETING AS PRESENTED.

Ayes: Hohl, Hahn, Michniewicz

Absent: None

Nays: None

Motion passed.

## 6. UNFINISHED BUSINESS

### A. PFAS/PFOS Discussion.

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

Ayes: Hohl, Hahn, Michniewicz

Absent: None

Nays: None

Motion passed.

### B. Manhole Inspection Program.

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

Ayes: Hohl, Hahn, Michniewicz

Absent: None

Nays: None

Motion passed.

### C. 200 Series Grinder Pump Replacements.

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

Ayes: Hohl, Hahn, Michniewicz

Absent: None

Nays: None

Motion passed.

## 7. CURRENT BUSINESS

A. DPW Monthly Report – July 2023 Statistics. DPW Foreman, Ryan Ward explained that there have been a couple of piping breaks in the pump stations and that the Rustic Drive station is down to one pump. The Winans station is also experiencing the same issue. The new piping to be installed will be stainless steel versus the ductile iron pipe which does not stand up to the corrosive gases from the sewage. The cost is \$36,500.00 and will take six weeks to complete once the pipe arrives. Ward noted that the only pump station that still has the ductile iron piping is the Hamburg Road station that was updated in 2019 so it should be awhile before it is necessary to replace. Ward noted that the piping for the Rustic station should be here in August but that it will be at least another month to get the piping in for the Winans station.

Ward stated that he and Tony Randazzo met with W.J. O'Neil for the pre-construction meeting to discuss the new boiler and heat exchanger to be installed at the wastewater treatment plant (WWTP). The heat exchanger should ship out by the end of October and should be installed in time for the start of winter barring any further setbacks. Hohl mentioned that the Township has contacted Consumers Energy to have the gas meters checked to ensure we have the correct size available for the new boiler and heat exchanger.

Ward reported that the WWTP was in compliance for the entire month of July.

Lastly, Ward noted that Biotech is planning on performing a late summer sludge haul. Michniewicz asked if the farms where the sludge is dumped is tested for PFAS. Hohl indicated that part of Biotech's contract includes testing for each of the disposal sites. Ward noted that the disposal sites are also rotated.

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

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

Motion passed.

B. Norfolk Development Corporation Sewer Connection Agreement – Harbor Trail.

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

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

Motion passed.

C. Luxton Direct Sewer Connection Agreement – 10414 Langley Dr.

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

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

Motion passed.

D. Luxton Sewer Connection Cost Review – 10414 Langley Dr. Campbell reported that the estimated construction charges under the blanket contract pricing were \$9,128.47. The actual construction charges were \$8,599.27, a difference of \$529.20. The Contractor noted that the existing 4-inch pipe was sch40 PVC so they didn't need to replace it. The difference in the pricing, resulting from the installation of only 10 feet of 4" PVC pipe needed from the 30 feet allowed under the Agreement, leaves an excess balance of \$529.20. As result, a refund of \$529.20 should be issued to the property owner.

MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO DIRECT THE ACCOUNTING DEPARTMENT TO REFUND THE OVERPAYMENT FROM THE SEWER FEE DEPOSIT IN THE AMOUNT OF \$529.20 TO THE PROPERTY OWNERS AS NOTED IN THE UTILITIES COORDINATOR'S COST REVIEW MEMO.

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

Motion carried.

**8. CALL TO THE PUBLIC**

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

**9. INFORMATIONAL/EDUCATIONAL MATERIAL**

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

**10. ADJOURNMENT**

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

Ayes: Hohl, Hahn, Michniewicz

Absent: None

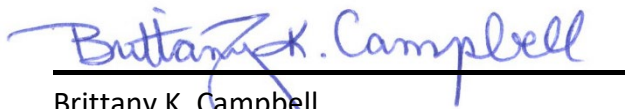
Nays: None

Motion passed.

The meeting was adjourned at 2:41 p.m.

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

Respectfully submitted,



Brittany K. Campbell  
Hamburg Township Utilities Coordinator



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Item 4.

## EXCERPT FROM HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE MEETING MINUTES

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

Re: **DPW Monthly Report – August 2023 Statistics**

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

Date of Meeting: September 13<sup>th</sup>, 2023

Sewer Committee Members Present: Hohl, Hahn, Michniewicz

Sewer Committee Members Absent: None


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

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

MOTION CARRIED.

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

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

  
BRITTANY K. CAMPBELL  
HAMBURG TOWNSHIP UTILITIES COORDINATOR

Date: September 14<sup>th</sup>, 2023





10405 Merrill Road ♦ P.O. Box 157  
Hamburg, MI 48139  
Phone: 810.231.1000 ♦ Fax: 810.231.4295  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

To: Municipal Utilities Committee  
From: Tony Randazzo  
Date: 09-07-2023  
Re: DPW Monthly Report

1. The wastewater treatment plant was in compliance for the entire month of August.
2. The flooding event on Ore Lake at the end of the month only resulted in two grinder pumps being turned off. However, all of the severe weather in August resulted in more grinder calls and pump repairs than normal.
3. E-One will be implementing an across-the-board price increase on parts in October. We will place a large order at the end of this month to lock in the lower price while we can.
4. Biotech is planning on performing the fall sludge haul between September 13<sup>th</sup>-15<sup>th</sup>.

## **Hamburg Township Monthly Field Report**

**August 2023**

**Ryan Ward**

**Grinder Calls: 89 Total / 31 OT**

**Plant Calls: 1 OT**

**Station Calls: 3**

**Pump Rebuilds: 63 Hamburg / 3 Portage / 3 Highland**

**Miss Digs: 186 Hamburg / 34 Portage**

**Startups: 4**

**Deactivations/Reactivations: 0**

**Replacements: 3**

**Grinder Stations in Stock: 100**

**Grinder Locations: 1**

**Grinder Pump Cores in Stock: 31**

**Field Jobs for the Month:** This month we have completed our normal monthly checks along with the monitoring well sampling. This month we received our Alum chemical delivery which should hold us until the winter months. Kerr pump pulled 1 pump from Ore and 1 pump from Navigator, The Ore pump is being repaired and the Navigator

**pump is being replaced with a new FLYGT pump. Our staff has been removing the foam in SBR 1 by using the built-in skimmers in the tank, this should help us prepare for winter since most of the M. Parvecilla is in the foam. Metro cleaned out our main 3 lift stations in Hamburg. Branch Dr was impacted by all the rain this month, 2 homes had to have their sewer turned off temporarily, all the risers installed this year have saved many homes from having their grinder pump turned off.**



Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
1CLSCRPTCL 74579	1ST CLASS CARPET CLEANING AND RESTORATION SERVICES, INC. 57351 TWELVE MILE ROAD NEW HUDSON MI, 48165	09/13/2023 09/19/2023  / / 09/19/2023	2549   0.0000	GEN N  N N	FD #12 CARPET CLEANING	175.00  0.00 175.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-930.003	MAINTENANCE FIRE HALL	175.00
VENDOR TOTAL:		175.00

09/14/2023 12:00 PM

User: MarcyM

DB: Hamburg

## INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

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BANK CODE: GEN

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ADVANCED02 74684	ADVANCED WATER TREATMENT, INC. PO BOX 339 HAMBURG MI, 48139	09/14/2023 09/19/2023 / / 09/19/2023	19980050  0.0000	GEN N N N	WWTP BOTTLED WATER (1)	 5.99 0.00 5.99
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-752.000	SUPPLIES & SMALL EQUIPMENT	5.99

ADVANCED02 74681	ADVANCED WATER TREATMENT, INC. PO BOX 339 HAMBURG MI, 48139	09/14/2023 09/19/2023 / / 09/19/2023	19982816  0.0000	GEN N N N	TWP BOTTLED WATER (4)	 23.96 0.00 23.96
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	23.96

ADVANCED02 74683	ADVANCED WATER TREATMENT, INC. PO BOX 339 HAMBURG MI, 48139	09/14/2023 09/19/2023 / / 09/19/2023	19983071  0.0000	GEN N N N	FD#12 BOTTLED WATER (1)	 15.99 0.00 15.99
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	15.99

ADVANCED02 74682	ADVANCED WATER TREATMENT, INC. PO BOX 339 HAMBURG MI, 48139	09/14/2023 09/19/2023 / / 09/19/2023	19985119  0.0000	GEN N N N	DPW BOTTLED WATER (2)	 11.98 0.00 11.98
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	11.98

VENDOR TOTAL:	57.92
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09/14/2023 12:00 PM

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DB: Hamburg

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GARBACIK01 74616	ALYSHA M. GARBACIK ,	09/13/2023 09/19/2023 / / 09/19/2023	91023 0.0000	GEN N N N	REIMBURSE MEALS -CONFERENCE	73.68 0.00 73.68
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Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-916.000	TRAINING	73.68

VENDOR TOTAL:	73.68
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AMAZONCO01 74580	AMAZON CAPITAL SERVICES P.O BOX 035184 SEATTLE WA, 98124-5184	09/13/2023 09/19/2023 / / 09/19/2023	11M4-PT1C-3NKL 0.0000	GEN N N N	PURCHASES 8/1-8/31/23	4,261.14 0.00 4,261.14
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-702.000-955.000	SUNDRY	59.78
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	540.47
206-000.000-916.500	FIRE PREVENTION	487.35
206-000.000-930.003	MAINTENANCE FIRE HALL	388.75
206-000.000-967.000	SPECIAL PROJECTS	272.00
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	500.44
207-000.000-967.000	SPECIAL PROJECTS	721.47
208-000.000-239.000	SENIOR CENTER DONATIONS	133.86
208-000.000-239.300	SENIOR CENTER ACTIVITY FUND	429.32
208-820.000-752.000	SUPPLIES & SMALL EQUIPMENT	244.77
208-820.000-804.000	SENIOR PROGRAMS	48.99
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	433.94
		4,261.14

VENDOR TOTAL:	4,261.14
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Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
AMERICAN02 74581	APPLIED INNOVATION 7718 SOLUTION CENTER CHICAGO IL, 60677-7007	09/13/2023 09/19/2023 / / 09/19/2023	2292453  0.0000	GEN N N N	PD CONTRACT 9/1-9/30/23-ADDL CHG 8/1	 346.32 0.00 346.32

Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	346.32

AMERICAN02 74582	APPLIED INNOVATION 7718 SOLUTION CENTER CHICAGO IL, 60677-7007	09/13/2023 09/19/2023 / / 09/19/2023	2293537  0.0000	GEN N N N	TWP CONTRACT 9/5-10/4/23-ADDL CHG 8/	 109.19 0.00 109.19
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	109.19

VENDOR TOTAL:

455.51



09/14/2023 12:00 PM

User: MarcyM

DB: Hamburg

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AUTOZONE 74658	AUTOZONE INC P.O. BOX 116067 ATLANTA GA, 30368-6067	09/14/2023 09/19/2023 / / 09/19/2023	4320236604  0.0000	GEN N N N	DPW RETURN AIR FILTERS	 (32.97) 0.00 (32.97)
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	(32.97)

AUTOZONE 74659	AUTOZONE INC P.O. BOX 116067 ATLANTA GA, 30368-6067	09/14/2023 09/19/2023 / / 09/19/2023	4320236605  0.0000	GEN N N N	DPW AIR FILTER 6PK	 29.37 0.00 29.37
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	29.37

AUTOZONE 74584	AUTOZONE INC P.O. BOX 116067 ATLANTA GA, 30368-6067	09/13/2023 09/19/2023 / / 09/19/2023	4320237751  0.0000	GEN N N N	FD PARTS	 19.98 0.00 19.98
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-932.000	VEHICLE MAINTENANCE	19.98

AUTOZONE 74583	AUTOZONE INC P.O. BOX 116067 ATLANTA GA, 30368-6067	09/13/2023 09/19/2023 / / 09/19/2023	4320242720  0.0000	GEN N N N	FD AUTO PARTS	 19.98 0.00 19.98
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-932.000	VEHICLE MAINTENANCE	19.98

VENDOR TOTAL:	36.36
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Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
BIGDAYPROD 74585	BIG DAY PRODUCTIONS 3334 ARROW PASS PINCKNEY MI, 48169	09/13/2023 09/19/2023 / / 09/19/2023	104315-000027  0.0000	GEN N N N	FD RECRUITING VIDEO	 6,200.00 0.00 6,200.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-967.000	SPECIAL PROJECTS	6,200.00
VENDOR TOTAL:		6,200.00

BUSINESS02 74586	BIG PDQ BUSINESS IMAGING GROUP - BIG PDQ 7475 GRAND RIVER RD BRIGHTON MI, 48114-9383	09/13/2023 09/19/2023 / / 09/19/2023	281070  0.0000	GEN N N Y	PD OT AUTH FORMS	 512.29 0.00 512.29
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Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	512.29
VENDOR TOTAL:		512.29

09/14/2023 12:00 PM

User: MarcyM

DB: Hamburg

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Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
MYERSEXC01 74654	BOB MYERS EXCAVATING INC 8111 HAMMEL ROAD BRIGHTON MI, 48116	09/14/2023 09/19/2023 / / 09/19/2023	2023-794  0.0000	GEN N N N	RIVERSIDE, CENTURY, LAGOON, RADIAL ROAD	 4,490.00 0.00 4,490.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
279-000.000-802.000	ROAD IMPROVEMENT	4,490.00

MYERSEXC01 74656	BOB MYERS EXCAVATING INC 8111 HAMMEL ROAD BRIGHTON MI, 48116	09/14/2023 09/19/2023 / / 09/19/2023	2023-795  0.0000	GEN N N N	CAMPBELL ROAD GRADE 8/30/23	 300.00 0.00 300.00
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Open

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

MYERSEXC01 74657	BOB MYERS EXCAVATING INC 8111 HAMMEL ROAD BRIGHTON MI, 48116	09/14/2023 09/19/2023 / / 09/19/2023	2023-796  0.0000	GEN N N N	COMMUNITY DR GRADE 8/29/23	 275.00 0.00 275.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
276-000.000-802.000	ROAD IMPROVEMENT	275.00

MYERSEXC01 74652	BOB MYERS EXCAVATING INC 8111 HAMMEL ROAD BRIGHTON MI, 48116	09/14/2023 09/19/2023 / / 09/19/2023	2023-797  0.0000	GEN N N N	WINANS ROAD GRADE 8/29/23	 2,020.00 0.00 2,020.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
284-000.000-802.000	ROAD IMPROVEMENT	2,020.00

MYERSEXC01 74653	BOB MYERS EXCAVATING INC 8111 HAMMEL ROAD BRIGHTON MI, 48116	09/14/2023 09/19/2023 / / 09/19/2023	2023-798  0.0000	GEN N N N	RUSTIC RD, LAKEPOINTE DR ROAD GRADE	 425.00 0.00 425.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
272-000.000-802.000	ROAD IMPROVEMENT	425.00

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User: MarcyM

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MYERSEXC01 74655	BOB MYERS EXCAVATING INC 8111 HAMMEL ROAD BRIGHTON MI, 48116	09/14/2023 09/19/2023 / / 09/19/2023	2023-799  0.0000	GEN N N N	ISLAND SHORE, SCHLENKER GRADE 9-11	700.00 0.00 700.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
280-000.000-802.000	ROAD IMPROVEMENT	700.00

VENDOR TOTAL:	8,210.00
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BOULLION01 74587	BOULLION SALES, INC. 8530 N. TERRITORIAL RD DEXTER MI, 48130	09/13/2023 09/19/2023 / / 09/19/2023	423344  0.0000	GEN N N N	FD CHAIN	37.99 0.00 37.99
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-931.000	EQUIPMENT MAINT/REPAIR	37.99

BOULLION01 74589	BOULLION SALES, INC. 8530 N. TERRITORIAL RD DEXTER MI, 48130	09/13/2023 09/19/2023 / / 09/19/2023	423657  0.0000	GEN N N N	B&G CHAINSAW(2)	767.99 0.00 767.99
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-752.000	SUPPLIES & SMALL EQUIPMENT	767.99

VENDOR TOTAL:	805.98
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09/14/2023 12:00 PM

User: MarcyM

DB: Hamburg

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C&ECONTR01 74590	C & E CONSTRUCTION CO., INC. P.O. BOX 1359 HIGHLAND MI, 48357	09/13/2023 09/19/2023 / / 09/19/2023	2847  0.0000	GEN N N N	WWTP VACTOR WITH CARBON FILTER	 1,800.00 0.00 1,800.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE	1,800.00

C&ECONTR01 74594	C & E CONSTRUCTION CO., INC. P.O. BOX 1359 HIGHLAND MI, 48357	09/13/2023 09/19/2023 / / 09/19/2023	2848  0.0000	GEN N N N	GRINDER PUMP REPL 5833 COMMUNITY DR	 5,139.75 0.00 5,139.75
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Open

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

C&ECONTR01 74592	C & E CONSTRUCTION CO., INC. P.O. BOX 1359 HIGHLAND MI, 48357	09/13/2023 09/19/2023 / / 09/19/2023	2849  0.0000	GEN N N N	GRINDER PUMP REPL 5817 COMMUNITY DR	 5,139.75 0.00 5,139.75
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Open

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

C&ECONTR01 74593	C & E CONSTRUCTION CO., INC. P.O. BOX 1359 HIGHLAND MI, 48357	09/13/2023 09/19/2023 / / 09/19/2023	2850  0.0000	GEN N N N	GRINDER PUMP REPL 5809 COMMUNITY DR	 5,139.75 0.00 5,139.75
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Open

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

C&ECONTR01 74591	C & E CONSTRUCTION CO., INC. P.O. BOX 1359 HIGHLAND MI, 48357	09/13/2023 09/19/2023 / / 09/19/2023	2851  0.0000	GEN N N N	GRINDER PUMPR REPL 7351 COWELL RD	 5,139.75 0.00 5,139.75
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Open

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

30

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User: MarcyM

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VENDOR TOTAL: 22,359.00

CHARTERC01 74688	CHARTER COMMUNICATIONS PO BOX 223085 PITTSBURGH PA, 15251-2085	09/14/2023 09/19/2023 / / 09/19/2023	005447401090123 0.0000	GEN N N N	TWPTV 9/1-9/30/23	323.96 0.00 323.96
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-853.000	PHONE/COMM/INTERNET	323.96

CHARTERC01 74668	CHARTER COMMUNICATIONS PO BOX 223085 PITTSBURGH PA, 15251-2085	09/14/2023 09/19/2023 / / 09/19/2023	005447501090123 0.0000	GEN N N N	PD TV 9/1-9/30/23	138.07 0.00 138.07
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Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-853.000	PHONE/COMM/INTERNET	138.07

VENDOR TOTAL: 462.03

CHLORIDESO 74596	CHLORIDE SOLUTIONS, LLC 672 N. M-52 WEBBERVILLE MI, 48892	09/13/2023 09/19/2023 / / 09/19/2023	CS100456 0.0000	GEN N N Y	ROAD MAINT	2,831.58 0.00 2,831.58
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Open

GL NUMBER	DESCRIPTION	AMOUNT
204-000.000-805.000	CHLORIDING	2,831.58

CHLORIDESO 74595	CHLORIDE SOLUTIONS, LLC 672 N. M-52 WEBBERVILLE MI, 48892	09/13/2023 09/19/2023 / / 09/19/2023	CS100462 0.0000	GEN N N Y	ROAD MAINT	6,443.15 0.00 6,443.15
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Open

GL NUMBER	DESCRIPTION	AMOUNT
204-000.000-805.000	CHLORIDING	6,443.15

VENDOR TOTAL: 9,271.58

31

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
BRIGHTON01 74588	CITY OF BRIGHTON DEPT #3060 P.O. BOX 30516 LANSING MI, 48909-8016	09/13/2023 09/19/2023 / / 09/19/2023	9823  0.0000	GEN N N N	WATER TAP FEE 7444 REXFORD CT	 2,802.00  0.00 2,802.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000.000-221.000	DUE TO BRIGHTON WATER TAP FEES	2,802.00
VENDOR TOTAL:		2,802.00

COMPLETE01 74598	COMPLETE BATTERY SOURCE, INC. 6480 GRAND RIVER AVE. BRIGHTON MI, 48114	09/13/2023 09/19/2023 / / 09/19/2023	419912BRI  0.0000	GEN N N N	FD 1.5 V ALKALINE BAT	 149.76 0.00 149.76
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	149.76
VENDOR TOTAL:		149.76



09/14/2023 12:00 PM

User: MarcyM

DB: Hamburg

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CONSUMER01 74677	CONSUMERS ENERGY PO BOX 740309 PAYMENT CENTER CINCINNATI OH, 45274-0309	09/14/2023 09/19/2023 / / 09/19/2023	201630998971  0.0000	GEN N N	1000 9830 2357 7/19-8/14/23 POLE BAR	14.48  0.00 14.48
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-921.000	NATURAL GAS/HEAT	14.48

CONSUMER01 74676	CONSUMERS ENERGY PO BOX 740309 PAYMENT CENTER CINCINNATI OH, 45274-0309	09/14/2023 09/19/2023 / / 09/19/2023	201630998972  0.0000	GEN N N	1000 9830 2365 7/19-8/14/23 SHOP	14.48  0.00 14.48
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-921.000	NATURAL GAS/HEAT	14.48

CONSUMER01 74675	CONSUMERS ENERGY PO BOX 740309 PAYMENT CENTER CINCINNATI OH, 45274-0309	09/14/2023 09/19/2023 / / 09/19/2023	202164980046  0.0000	GEN N N	1000 6018 1938 8/2-8/30/23 HAMBURG R	5.53  0.00 5.53
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-921.000	NATURAL GAS/HEAT	5.53

CONSUMER01 74600	CONSUMERS ENERGY PO BOX 740309 PAYMENT CENTER CINCINNATI OH, 45274-0309	09/13/2023 09/19/2023 / / 09/19/2023	203766775685  0.0000	GEN N N	1000 1237 5075 7/14-8/14/23 SEN CTR	21.08  0.00 21.08
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Open

GL NUMBER	DESCRIPTION	AMOUNT
208-820.000-921.000	NATURAL GAS/HEAT	21.08

CONSUMER01 74604	CONSUMERS ENERGY PO BOX 740309 PAYMENT CENTER CINCINNATI OH, 45274-0309	09/13/2023 09/19/2023 / / 09/19/2023	203766775686  0.0000	GEN N N	1000 1237 5166 TWP 7/14-8/14/23	21.08  0.00 21.08
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09/14/2023 12:00 PM

User: MarcyM

DB: Hamburg

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

		09/19/2023		N		100.28
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-921.000	NATURAL GAS/HEAT	100.28

CONSUMER01	CONSUMERS ENERGY	09/13/2023	203855787654	GEN	1000 1266 6192 POLE BARN 7/14-8/14/2	
74601	PO BOX 740309	09/19/2023		N		14.48
	PAYMENT CENTER					
	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		09/19/2023		N		14.48

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-921.000	NATURAL GAS/HEAT	14.48

CONSUMER01	CONSUMERS ENERGY	09/13/2023	203855787655	GEN	1000 1266 6259 WWTP 7/14-8/14/23	
74603	PO BOX 740309	09/19/2023		N		14.48
	PAYMENT CENTER					
	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		09/19/2023		N		14.48

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-921.000	NATURAL GAS/HEAT	14.48

CONSUMER01	CONSUMERS ENERGY	09/13/2023	204656682120	GEN	1000 3979 7285 FD#12 7/13-8/09/23	
74607	PO BOX 740309	09/19/2023		N		175.48
	PAYMENT CENTER					
	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		09/19/2023		N		175.48

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.000	ELECTRIC	175.48

CONSUMER01	CONSUMERS ENERGY	09/13/2023	206436193615	GEN	1000 1698 7719 FD#11 7/15-8/10/23	
74605	PO BOX 740309	09/19/2023		N		123.18
	PAYMENT CENTER					
	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		09/19/2023		N		123.18

Open

GL NUMBER	DESCRIPTION	AMOUNT
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BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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206-000.000-920.000	ELECTRIC					123.18
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CONSUMER01 74606	CONSUMERS ENERGY PO BOX 740309 PAYMENT CENTER CINCINNATI OH, 45274-0309	09/13/2023 09/19/2023 / / 09/19/2023	206525161255 0.0000	GEN N N	1000 6018 7471 WINANS PUMP STA 7/12-	31.82 0.00 31.82
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-921.000	NATURAL GAS/HEAT	31.82

CONSUMER01 74599	CONSUMERS ENERGY PO BOX 740309 PAYMENT CENTER CINCINNATI OH, 45274-0309	09/13/2023 09/19/2023 / / 09/19/2023	206703094724 0.0000	GEN N N	1030 3773 9556 REGENCY 7/13-8/10/23	22.74 0.00 22.74
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-921.000	NATURAL GAS/HEAT	22.74

CONSUMER01 74602	CONSUMERS ENERGY PO BOX 740309 PAYMENT CENTER CINCINNATI OH, 45274-0309	09/13/2023 09/19/2023 / / 09/19/2023	207147222086 0.0000	GEN N N	1000 0019 5535 7/14-8/10/23 4320 COR	17.78 0.00 17.78
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-921.000	NATURAL GAS/HEAT	17.78

VENDOR TOTAL:	555.81
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PATON 74647	COURTNEY PATON ,	09/13/2023 09/19/2023 / / 09/19/2023	9823 0.0000	GEN N N N	REIMBURSE MEALS/EXP ORLANDO	203.77 0.00 203.77
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215.000-955.000	SUNDRY	203.77

VENDOR TOTAL:	205.77
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Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

CYNTHISCAR	CYNTHIA CARRIER C/O ANNETTE MCHUGH	09/13/2023	91223	GEN	SEN CTR RENTAL DAMAGE DEP REFUND	
74597	6027 SAN LURAY RD	09/19/2023		N		250.00
	GREGORY MI, 48137	/ /	0.0000	N		0.00
		09/19/2023		N		250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
208-820.000-651.001	SENIOR CENTER RENTALS	250.00

VENDOR TOTAL: 250.00

DIVERSIFID	DIVERSIFIED CREATIONS, INC.	09/13/2023	63651	GEN	FD WINCH/FR BUMPER/SIDE STEPS/FLOOR	
74610	7207 GRAND RIVER RD. STE 100	09/19/2023		N		7,405.94
	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		09/19/2023		N		7,405.94

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-981.000	CAPITAL EXPENSE - VEHICLE	7,405.94

VENDOR TOTAL: 7,405.94

DTEENRGY01	DTE ENERGY	09/14/2023	91123	GEN	9200 189 1753 3 REGENCY PUMP STA 8/3	
74674	PO BOX 740786	09/19/2023		N		35.09
	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/19/2023		N		35.09

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-920.000	ELECTRIC	35.09

VENDOR TOTAL: 35.09

DUBOISCO01	DUBOIS-COOPER & ASSOCIATES	09/14/2023	274974	GEN	DPW EONE PARTS	
74690	905 PENNIMAN	09/19/2023		N		25,669.00
	PO BOX 6161	/ /	0.0000	N		0.00
	PLYMOUTH MI, 48170	09/19/2023		Y		25,669.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-751.100	GRINDER PUMP PARTS	25,669.00

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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
VENDOR TOTAL:						25,669.00

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BIGBARNE01 74611	DUST CONTROL LLC D/B/A BIG BARNEY'S PO BOX 483 HOWELL MI, 48844-0483	09/13/2023 09/19/2023 / / 09/19/2023	12055  0.0000	GEN N N Y	SUMMER BLEND RIVERSIDE,CENTURY, LAGO	 2,400.00  0.00 2,400.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
279-000.000-802.000	ROAD IMPROVEMENT	2,400.00

BIGBARNE01 74613	DUST CONTROL LLC D/B/A BIG BARNEY'S PO BOX 483 HOWELL MI, 48844-0483	09/13/2023 09/19/2023 / / 09/19/2023	12056  0.0000	GEN N N Y	SUMMER BLEND WINANS DR	 550.00  0.00 550.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
284-000.000-802.000	ROAD IMPROVEMENT	550.00

BIGBARNE01 74612	DUST CONTROL LLC D/B/A BIG BARNEY'S PO BOX 483 HOWELL MI, 48844-0483	09/13/2023 09/19/2023 / / 09/19/2023	12057  0.0000	GEN N N Y	SUMMER BLEND COMMUNITY DR	 300.00  0.00 300.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
276-000.000-802.000	ROAD IMPROVEMENT	300.00

BIGBARNE01 74614	DUST CONTROL LLC D/B/A BIG BARNEY'S PO BOX 483 HOWELL MI, 48844-0483	09/13/2023 09/19/2023 / / 09/19/2023	12058  0.0000	GEN N N Y	SUMMER BLEND RUSTIC & LAKE POINTE	 549.00  0.00 549.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
272-000.000-802.000	ROAD IMPROVEMENT	549.00

BIGBARNE01 74650	DUST CONTROL LLC D/B/A BIG BARNEY'S PO BOX 483 HOWELL MI, 48844-0483	09/14/2023 09/19/2023 / / 09/19/2023	12146  0.0000	GEN N N	SUMMER BLEND CAMPBELL DR	 225.00  0.00 225.00
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		09/19/2023		Y		225.00
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GL NUMBER	DESCRIPTION	AMOUNT
281-000.000-802.000	ROAD IMPROVEMENT	225.00

BIGBARNE01	DUST CONTROL LLC	09/14/2023	12147	GEN	SUMMER BLEND ISLAND SHORE, SCHLENKER	
74651	D/B/A BIG BARNEY'S	09/19/2023		N		1,000.00
	PO BOX 483	/ /	0.0000	N		0.00
	HOWELL MI, 48844-0483	09/19/2023		Y		1,000.00

Open

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

VENDOR TOTAL:	5,024.00
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ELECTROCYC	ELECTROCYCLE, INC.	09/13/2023	43628	GEN	SHRED ONSITE 95 GAL CONTAINER(2)	
74615	23953 RESEARCH DR.	09/19/2023		N		53.00
	FARMINGTON HILLS MI, 48335	/ /	0.0000	N		0.00
		09/19/2023		N		53.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-955.000	SUNDRY	53.00

VENDOR TOTAL:	53.00
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GAUTZENT01	GAUTZ ENTERPRISES LLC	09/13/2023	8148	GEN	FD REMOVE FLATBED, ADD TAIL GATEMEDI	
74617	10823 PLAZA DRIVE	09/19/2023		N		9,222.00
	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		09/19/2023		Y		9,222.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-981.000	CAPITAL EXPENSE - VEHICLE	9,222.00

VENDOR TOTAL:	9,222.00
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Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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GORDTREE01 74618	GORDON'S LAWN & TREE SERVICE 9945 SPICER ROAD BRIGHTON MI, 48116	09/13/2023 09/19/2023 / / 09/19/2023	81423  0.0000	GEN N N Y	ELM TREE REMOVAL HAMBURG RD PUMP STA	 1,500.00 0.00 1,500.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-955.000	SUNDRY	1,500.00

GORDTREE01 74620	GORDON'S LAWN & TREE SERVICE 9945 SPICER ROAD BRIGHTON MI, 48116	09/13/2023 09/19/2023 / / 09/19/2023	81423  0.0000	GEN N N Y	MULBERRY TREE LIMB CEMETARY	 750.00 0.00 750.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-567.000-955.000	SUNDRY	750.00

GORDTREE01 74619	GORDON'S LAWN & TREE SERVICE 9945 SPICER ROAD BRIGHTON MI, 48116	09/13/2023 09/19/2023 / / 09/19/2023	91223  0.0000	GEN N N Y	ELM TREE LAKELAND TRL/SYCAMORE CEMET	 1,850.00 0.00 1,850.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
208-800.000-938.000	LAKELAND TRAIL MAINTENANCE	400.00
101-567.000-955.000	SUNDRY	1,450.00
		1,850.00

VENDOR TOTAL: 4,100.00

GRAINGER01 74621	GRAINGER DEPT. 826849010 PALATINE IL, 60038-0001	09/13/2023 09/19/2023 / / 09/19/2023	9827139826  0.0000	GEN N N Y	DPW-LEVEL GAUGE	 49.24 0.00 49.24
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	49.24

VENDOR TOTAL: 49.24



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HASTINGS 74623	HASTINGS AIR ENERGY CONTROL, INC. 5555 S. WESTRIDGE DRIVE NEW BERLIN WI, 53151-7900	09/13/2023 09/19/2023 / / 09/19/2023	PS-10000240  0.0000	GEN N N N	FD TAILPIPE ADAPTOR/REDUCER/CLAMP	 510.31 0.00 510.31
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Open

GL NUMBER 206-000.000-930.003	DESCRIPTION MAINTENANCE FIRE HALL	AMOUNT 510.31
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HASTINGS 74624	HASTINGS AIR ENERGY CONTROL, INC. 5555 S. WESTRIDGE DRIVE NEW BERLIN WI, 53151-7900	09/13/2023 09/19/2023 / / 09/19/2023	PS-10003279  0.0000	GEN N N N	FD SENSOR/TRANSMITTER/COIN CELL/OPER	 2,864.71 0.00 2,864.71
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Open

GL NUMBER 206-000.000-930.003	DESCRIPTION MAINTENANCE FIRE HALL	AMOUNT 2,864.71
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VENDOR TOTAL:	3,375.02
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HDAUTODETL 74622	HD AUTOMOTIVE DETAILING LLC 9455 COMMON TRAIL PINCKNEY MI, 48169	09/13/2023 09/19/2023 / / 09/19/2023	211  0.0000	GEN N N Y	FD BRUSH TRUCK #12 REMOVE DECAL	 800.00 0.00 800.00
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Open

GL NUMBER 206-000.000-981.000	DESCRIPTION CAPITAL EXPENSE - VEHICLE	AMOUNT 800.00
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VENDOR TOTAL:	800.00
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USABLUEB01 74662	HD SUPPLY, INC. PO BOX 9004 GURNEE IL, 60031	09/14/2023 09/19/2023 / / 09/19/2023	INV00121216  0.0000	GEN N N N	ACTIVATED CHARCOAL (55LB)	866.55 0.00 866.55
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE	866.55

USABLUEB01 74661	HD SUPPLY, INC. PO BOX 9004 GURNEE IL, 60031	09/14/2023 09/19/2023 / / 09/19/2023	INV00122067  0.0000	GEN N N N	DPW LEATHER PROTECTOR GLOVES (2)	81.65 0.00 81.65
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	81.65

VENDOR TOTAL: 948.20

HOMEDEPO01 74625	HOME DEPOT CREDIT SERVICES DEPT 32-2501873644 P.O. BOX 78047 PHOENIX AZ, 85062-8047	09/13/2023 09/19/2023 / / 09/19/2023	81323  0.0000	GEN N N Y	PURCHASES 7/27-8/01	1,226.45 0.00 1,226.45
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	688.28
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	12.77
206-000.000-768.100	TURN OUT GEAR	299.00
206-000.000-967.000	SPECIAL PROJECTS	226.40
		1,226.45

VENDOR TOTAL: 1,226.45

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HRNVLLYGUN 74627	HURON VALLEY GUNS, LLC 56477 GRAND RIVER AVE. NEW HUDSON MI, 48165	09/13/2023 09/19/2023 / / 09/19/2023	262249  0.0000	GEN N N Y	FD UNIFORMS NORDSTRAND	245.47 0.00 245.47
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-768.000	UNIFORMS/ACCESSORIES	245.47

HRNVLLYGUN 74626	HURON VALLEY GUNS, LLC 56477 GRAND RIVER AVE. NEW HUDSON MI, 48165	09/13/2023 09/19/2023 / / 09/19/2023	262614  0.0000	GEN N N Y	FD UNIFORMS STEINAWAY	47.50 0.00 47.50
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-768.000	UNIFORMS/ACCESSORIES	47.50

VENDOR TOTAL: 292.97

INTLCODE01 74628	INTERNATIONAL CODE COUNCIL ATTN: MEMBERSHIP 900 MONTCLAIR RD BIRMINGHAM AL, 35213	09/13/2023 09/19/2023 / / 09/19/2023	Q15.000013509  0.0000	GEN N N N	FD GOV MEMBER THROUGH 8/22/23	160.00 0.00 160.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	160.00

VENDOR TOTAL: 160.00

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ASSURED01 74686	JAYS ASSURED PEST CONTROL LLC P.O. BOX 591 BRIGHTON MI, 48116-0591	09/14/2023 09/19/2023 / / 09/19/2023	5029  0.0000	GEN N N Y	TWP/FD#11/FD#12/PPD MONTHLY MAINT. A	 244.00 0.00 244.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-801.000	CONTRACTUAL SERVICES	60.00
206-000.000-801.000	CONTRACTUAL SERVICES	67.00
206-000.000-801.000	CONTRACTUAL SERVICES	72.00
207-000.000-801.000	CONTRACTUAL SERVICES	45.00
		<hr/> 244.00

ASSURED01 74685	JAYS ASSURED PEST CONTROL LLC P.O. BOX 591 BRIGHTON MI, 48116-0591	09/14/2023 09/19/2023 / / 09/19/2023	5107  0.0000	GEN N N Y	MONTHLY SERVICE 9/1-9/30/23	 244.00 0.00 244.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-801.000	CONTRACTUAL SERVICES	60.00
206-000.000-801.000	CONTRACTUAL SERVICES	67.00
206-000.000-801.000	CONTRACTUAL SERVICES	72.00
207-000.000-801.000	CONTRACTUAL SERVICES	45.00
		<hr/> 244.00

VENDOR TOTAL:	<hr/> 488.00
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User: MarcyM

DB: Hamburg

## INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

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KINGKLEA01 74629	KING KLEANERS 5589 E. M-36 SUITE B3 PINCKNEY MI, 48169	09/13/2023 09/19/2023 / / 09/19/2023	952023 0.0000	GEN N N Y	SEN CTR LAUNDRY	8.75 0.00 8.75
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Open

GL NUMBER	DESCRIPTION	AMOUNT
208-820.000-804.000	SENIOR PROGRAMS	8.75

KINGKLEA01 74631	KING KLEANERS 5589 E. M-36 SUITE B3 PINCKNEY MI, 48169	09/13/2023 09/19/2023 / / 09/19/2023	9523 0.0000	GEN N N Y	PD LAUNDRY	456.50 0.00 456.50
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Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-768.500	UNIFORM CLEANING	456.50

KINGKLEA01 74630	KING KLEANERS 5589 E. M-36 SUITE B3 PINCKNEY MI, 48169	09/13/2023 09/19/2023 / / 09/19/2023	KK-08-000053 0.0000	GEN N N Y	FD LAUNDRY	10.00 0.00 10.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-768.000	UNIFORMS/ACCESSORIES	10.00

VENDOR TOTAL:	475.25
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## INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

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LAFONTAINE 74634	LAFONTAINE CDJR OF LANSING 6131 S. PENNSYLVANIA LANSING MI, 48911	09/13/2023 09/19/2023 / / 09/19/2023	25796-4157  0.0000	GEN N N Y	PD 23 DODGE CHARGER 2C3CDXKG9PH64056	 35,877.00 0.00 35,877.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-981.000	CAPITAL EXPENSE - VEHICLE	35,877.00

LAFONTAINE 74633	LAFONTAINE CDJR OF LANSING 6131 S. PENNSYLVANIA LANSING MI, 48911	09/13/2023 09/19/2023 / / 09/19/2023	25843-4157  0.0000	GEN N N Y	PD 23 DODGE CHARGER-2C3CDXKG0PH64056	 35,877.00 0.00 35,877.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-981.000	CAPITAL EXPENSE - VEHICLE	35,877.00

VENDOR TOTAL: 71,754.00

LIVINGST12 74635	LIVINGSTON COUNTY REGISTER OF DEEDS 200 E. GRAND RIVER AVE. SUITE 3 HOWELL MI, 48843	09/13/2023 09/19/2023 / / 09/19/2023	9823  0.0000	GEN N Y N	SEWER AGREEMENT /EASEMENT GRANTKANAA	 60.00 0.00 60.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-538.000-955.000	SUNDRY	60.00

VENDOR TOTAL: 60.00

LIVINGST02 74636	LIVINGSTON COUNTY TREASURER LIVINGSTON COUNTY COURT HOUSE 200 E. GRAND RIVER HOWELL MI, 48843-2398	09/13/2023 09/19/2023 / / 09/19/2023	12167  0.0000	GEN N N N	SEN CTR LIV ESSENTIAL TRANS JULY 23	 1,729.00 0.00 1,729.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
208-820.000-801.000	CONTRACTUAL SERVICES	1,729.00

VENDOR TOTAL: 1,729.00

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LUNGHAMERF 74663	LUNGHAMER FORD 1960 E. MAIN ST. OWOSSO MI, 48867	09/14/2023 09/19/2023 / / 09/19/2023	BC489  0.0000	GEN N N N	2024 EXPEDITION 4 X 4 1FMJU1G81REA07	 55,487.00 0.00 55,487.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-981.000	CAPITAL EXPENSE - VEHICLE	55,487.00

VENDOR TOTAL: 55,487.00

MACQUEENEM 74687	MACQUEEN EMERGENCY GROUP 1125 7TH STREET EAST ST PAUL MN, 55106	09/14/2023 09/19/2023 / / 09/19/2023	P19688  0.0000	GEN N N Y	FD BOOTS STEINAWAY	 652.46 0.00 652.46
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-768.100	TURN OUT GEAR	652.46

VENDOR TOTAL: 652.46

MALLORY SA 74637	MALLORY SAFETY AND SUPPLY PO BOX 2068 LONGVIEW WA, 98632	09/13/2023 09/19/2023 / / 09/19/2023	5712058  0.0000	GEN N N Y	FD STRYKE PANT NEWTON	 58.78 0.00 58.78
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-967.000	SPECIAL PROJECTS	58.78

VENDOR TOTAL: 58.78

KUZNERM01 74632	MARY C. KUZNER P.O. BOX 1635 BRIGHTON MI, 48116	09/13/2023 09/19/2023 / / 09/19/2023	9823  0.0000	GEN N N N	REIMBURSE MEALS/EXPENSE ORLANDO	 355.29 0.00 355.29
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215.000-955.000	SUNDRY	355.29

VENDOR TOTAL: 355.29

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MASTERCRAFT 74639	MASTERCRAFT PLUMBING INC. 7879 E. M-36 WHITMORE LAKE MI, 48189	09/13/2023 09/19/2023 / / 09/19/2023	29406  0.0000	GEN N N N	FD REPL BROKEN WATER LINE	564.00 0.00 564.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-930.003	MAINTENANCE FIRE HALL	564.00

VENDOR TOTAL: 564.00

MERITLAB01 74641	MERIT LABORATORIES 2680 EAST LANSING DRIVE EAST LANSING MI, 48823	09/13/2023 09/19/2023 / / 09/19/2023	51434  0.0000	GEN N N Y	WWTP PORTAGE TESTING	496.00 0.00 496.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-952.100	LAB ANALYSIS FEES - PORTAGE	496.00

MERITLAB01 74640	MERIT LABORATORIES 2680 EAST LANSING DRIVE EAST LANSING MI, 48823	09/13/2023 09/19/2023 / / 09/19/2023	51435  0.0000	GEN N N Y	WWTP TESTING HAMBURG	1,870.00 0.00 1,870.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-952.000	LAB ANALYSIS - WWTP	1,870.00

VENDOR TOTAL: 2,366.00

MAS 74638	MICHIGAN AIR SOLUTIONS 4439 S BUTTERMILK SUITE 400 HUDSONVILLE MI, 49426	09/13/2023 09/19/2023 / / 09/19/2023	520-24000780  0.0000	GEN N N N	FD ALUMINIUM TUBE/UNION ELBOW/CONNEC	739.44 0.00 739.44
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-930.003	MAINTENANCE FIRE HALL	739.44

VENDOR TOTAL: 739.44

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Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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MIFIRCHIEF 74645	MICHIGAN ASSOCIATION OF FIRE CHIEFS 5967 BEDFORD PL ANN ARBOR MI, 48105	09/13/2023 09/19/2023 / / 09/19/2023	06880  0.0000	GEN N N Y	FD NEWTON MEMBERSHIP	 85.00 0.00 85.00
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Open

GL NUMBER 206-000.000-958.000	DESCRIPTION DUES/SUBSCRIP/RECERTIFICATION	AMOUNT 85.00
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VENDOR TOTAL: 85.00

MIMUNICI01 74642	MICHIGAN MUNICIPAL LEAGUE 1675 GREEN ROAD ANN ARBOR MI, 48105-2530	09/13/2023 09/19/2023 / / 09/19/2023	2237-923  0.0000	GEN N N N	LIMITED ASSOCIATE MEMBER 7/1/23-6/30	 200.00 0.00 200.00
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Open

GL NUMBER 101-101.000-958.000	DESCRIPTION DUES/SUBSCRIP/RECERTIFICATION	AMOUNT 200.00
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VENDOR TOTAL: 200.00

MITOWNSH01 74643	MICHIGAN TOWNSHIPS ASSOCIATION PO BOX 80078 LANSING MI, 48908-0078	09/13/2023 09/19/2023 / / 09/19/2023	253260  0.0000	GEN N N N	KNOW YOU KNOW SEMINAR (LIVE) M KUZNE	 25.00 0.00 25.00
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Open

GL NUMBER 101-215.000-910.000	DESCRIPTION PROFESSIONAL DEVELOPMENT	AMOUNT 25.00
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VENDOR TOTAL: 25.00

NHTS 74644	NATIONAL HOSE TESTING SPECIALTIES P.O. BOX 1024 DALLAS OR, 97338	09/13/2023 09/19/2023 / / 09/19/2023	01289  0.0000	GEN N N N	FD 23 GROUND LADDER TESTING/HEAT SEN	 1,321.00 0.00 1,321.00
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Open

GL NUMBER 206-000.000-931.000	DESCRIPTION EQUIPMENT MAINT/REPAIR	AMOUNT 1,321.00
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VENDOR TOTAL: 1,321.00

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NORTHWES02 74646	NORTHWEST PIPE & SUPPLY, INC. 6430 GRAND RIVER BRIGHTON MI, 48114	09/13/2023 09/19/2023 / / 09/19/2023	50070  0.0000	GEN N N N	DPW 6" FLEXCOUP	 18.76 0.00 18.76
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Open

GL NUMBER 590-527.000-752.000	DESCRIPTION SUPPLIES & SMALL EQUIPMENT	AMOUNT 18.76
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NORTHWES02 74691	NORTHWEST PIPE & SUPPLY, INC. 6430 GRAND RIVER BRIGHTON MI, 48114	09/14/2023 09/19/2023 / / 09/19/2023	50625  0.0000	GEN N N N	PD QUICKFILL SIDE	 69.28 0.00 69.28
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Open

GL NUMBER 207-000.000-930.002	DESCRIPTION MAINTENANCE POLICE BUILDING	AMOUNT 69.28
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VENDOR TOTAL:	88.04
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CONWAYPA01 74608	PAUL CONWAY SHIELDS, INC 14100 CLEVELAND AVE. NEW BERLIN WI, 53151	09/13/2023 09/19/2023 / / 09/19/2023	0511292  0.0000	GEN N N Y	FD PMI ROPE LABEL/ PMI WHIP END	 62.80 0.00 62.80
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Open

GL NUMBER 206-000.000-752.000	DESCRIPTION SUPPLIES & SMALL EQUIPMENT	AMOUNT 62.80
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VENDOR TOTAL:	62.80
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PINCKNEY01 74666	PINCKNEY CHRYSLER DODGE JEEP RAM PO BOX 109 1295 E-M6 PINCKNEY MI, 48169	09/14/2023 09/19/2023 / / 09/19/2023	CHCS372812  0.0000	GEN N N Y	20 DODGE TRUCK 59223	   56.34  0.00 56.34
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Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-932.000	VEHICLE MAINTENANCE	56.34

PINCKNEY01 74665	PINCKNEY CHRYSLER DODGE JEEP RAM PO BOX 109 1295 E-M6 PINCKNEY MI, 48169	09/14/2023 09/19/2023 / / 09/19/2023	CHCS372873  0.0000	GEN N N Y	21 DURANGO 25748	   29.95  0.00 29.95
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Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-932.000	VEHICLE MAINTENANCE	29.95

VENDOR TOTAL:	86.29
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PITNEYBOWE 74667	PITNEY BOWES INC. PO BOX 981039 BOSTON MA, 02298-1039	09/14/2023 09/19/2023 / / 09/19/2023	3317925431  0.0000	GEN N N N	LEASE 6/28-9/27/23	 473.67 0.00 473.67
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-851.000	POSTAGE	473.67

VENDOR TOTAL:	473.67
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POLABORCOU 74664	POLICE OFFICER LABOR COUNCIL EXECUTIVE OFFICES 667 E. BIG BEAVER, SUITE 205 TROY MI, 48083	09/14/2023 09/19/2023 / / 09/19/2023	91223  0.0000	GEN N N N	AUGUST DUES	 804.00 0.00 804.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-231.100	DUE TO UNION DUES	804.00

VENDOR TOTAL:	804.00
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

PORTTOILTS	PORTABLE TOILET SERVICES LLC	09/14/2023	96605	GEN	8/1-8/8/23	
74648	4900 MCCARTHY DRIVE	09/19/2023		N		4,146.30
	MILFORD MI, 48381	/ /	0.0000	N		0.00
		09/19/2023		Y		4,146.30

Open

GL NUMBER	DESCRIPTION	AMOUNT
208-800.000-942.000	PORTABLE TOILETS	1,652.40
208-751.000-942.000	PORTABLE TOILETS	2,493.90
		4,146.30

PORTTOILTS	PORTABLE TOILET SERVICES LLC	09/14/2023	96997	GEN	9/1-9/5/23	
74649	4900 MCCARTHY DRIVE	09/19/2023		N		3,992.30
	MILFORD MI, 48381	/ /	0.0000	N		0.00
		09/19/2023		Y		3,992.30

Open

GL NUMBER	DESCRIPTION	AMOUNT
208-800.000-942.000	PORTABLE TOILETS	1,673.40
208-751.000-942.000	PORTABLE TOILETS	2,318.90
		3,992.30

VENDOR TOTAL:					8,138.60
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TOSHIBA 74679	TOSHIBA BUSINESS SOLUTIONS PO BOX 927 BUFFALO NY, 14240-0927	09/14/2023 09/19/2023 / / 09/19/2023	6099295  0.0000	GEN N N Y	FD CPC BILLING 8/6-9/5/23	 10.95 0.00 10.95
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Open

GL NUMBER 206-000.000-752.000	DESCRIPTION SUPPLIES & SMALL EQUIPMENT	AMOUNT 10.95
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TOSHIBA 74678	TOSHIBA BUSINESS SOLUTIONS PO BOX 927 BUFFALO NY, 14240-0927	09/14/2023 09/19/2023 / / 09/19/2023	6099692  0.0000	GEN N N Y	TWP CPC BILLING 8/6-9/5/23	 73.57 0.00 73.57
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Open

GL NUMBER 101-275.000-752.000	DESCRIPTION SUPPLIES & SMALL EQUIPMENT	AMOUNT 73.57
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TOSHIBA 74680	TOSHIBA BUSINESS SOLUTIONS PO BOX 927 BUFFALO NY, 14240-0927	09/14/2023 09/19/2023 / / 09/19/2023	6099781  0.0000	GEN N N Y	FD BILLING 8/1-8/31/23	 31.82 0.00 31.82
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Open

GL NUMBER 206-000.000-752.000	DESCRIPTION SUPPLIES & SMALL EQUIPMENT	AMOUNT 31.82
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VENDOR TOTAL:	116.34
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TLOLLC 74669	TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC. P.O. BOX 209047 DALLAS TX, 75320-9047	09/14/2023 09/19/2023 / / 09/19/2023	378853-202308-1  0.0000	GEN N N N	8/1-8/31-23	 111.60 0.00 111.60
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Open

GL NUMBER 207-000.000-958.000	DESCRIPTION DUES/SUBSCRIP/RECERTIFICATION	AMOUNT 111.60
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VENDOR TOTAL:	111.60
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TRICOUNT01 74689	TRI-COUNTY SUPPLY, INC. 7109 DAN MCGUIRE DRIVE BRIGHTON MI, 48116	09/14/2023 09/19/2023 / / 09/19/2023	319885  0.0000	GEN N N N	SEN CTR SUPPLIES	428.07 0.00 428.07
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Open

GL NUMBER	DESCRIPTION	AMOUNT
208-820.000-930.001	MAINTENANCE COMM CENTER	428.07

VENDOR TOTAL: 428.07

TRUSTHEATN 74670	TRUSTED HEATING & COOLING SOLUTIONS, INC. 4730 E. M-36 PINCKNEY MI, 48169	09/14/2023 09/19/2023 / / 09/19/2023	I11663  0.0000	GEN N N Y	FD BRYANT RTU REP	127.00 0.00 127.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-930.003	MAINTENANCE FIRE HALL	127.00

VENDOR TOTAL: 127.00

DATANETSYS 74609	VEL INC PO BOX 700744 PLYMOUTH MI, 48170	09/13/2023 09/19/2023 / / 09/19/2023	29831  0.0000	GEN N N N	FD LCD MONITORW/8 CH DECODER	737.70 0.00 737.70
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-930.003	MAINTENANCE FIRE HALL	737.70

VENDOR TOTAL: 737.70

WARDSDOI01 74671	WARD'S DO-IT CENTER PO BOX 338 HAMBURG MI, 48139	09/14/2023 09/19/2023 / / 09/19/2023	91114  0.0000	GEN N N Y	B&G CEMENT MIXER (CEMETARY)	134.55 0.00 134.55
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-752.000	SUPPLIES & SMALL EQUIPMENT	134.55

VENDOR TOTAL: 134.55

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## INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

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WASTMANAGM 74672	WM CORPORATE SERVICES, INC. AS PAY AGENT P.O. BOX 4648 CAROL STREAM IL, 60197-4648	09/14/2023 09/19/2023 / / 09/19/2023	0084010-1389-4  0.0000	GEN N N N	PD 4YD DUMSTER	179.93  0.00 179.93
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Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-801.000	CONTRACTUAL SERVICES	179.93

WASTMANAGM 74660	WM CORPORATE SERVICES, INC. AS PAY AGENT P.O. BOX 4648 CAROL STREAM IL, 60197-4648	09/14/2023 09/19/2023 / / 09/19/2023	0084350-1389-4  0.0000	GEN N N N	8/1-8/31/23	912.59  0.00 912.59
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-919.000	TRASH DISPOSAL	133.50
208-751.000-919.000	TRASH DISPOSAL	183.20
590-537.000-919.000	TRASH DISPOSAL	129.40
208-820.000-919.000	TRASH DISPOSAL	176.00
206-000.000-919.000	TRASH DISPOSAL	159.86
101-265.000-919.000	TRASH DISPOSAL	122.13
207-000.000-801.000	CONTRACTUAL SERVICES	8.50
		912.59

VENDOR TOTAL: 1,092.52

WONDERMARN 74673	WONDERLAND MARINE WEST, INC. 8789 MCGREGOR RD PINCKNEY MI, 48169	09/14/2023 09/19/2023 / / 09/19/2023	IN015448  0.0000	GEN N N N	PD FUEL	28.83  0.00 28.83
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Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-759.000	VEHICLE FUEL	28.83

VENDOR TOTAL: 28.83

TOTAL - ALL VENDORS: 263,996.48

55



# Hamburg Township Public Safety Department

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

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

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 6.

**TO:** Hamburg Township Board  
**FROM:** Chief Richard Duffany  
**DATE:** September 13, 2023  
**RE:** Agenda Item Topic: **Firefighter Hiring**  
General Ledger #:  
Number of Supporting Documents: N/A

NEW/OLD BUSINESS: **XXX** New Business  
\_\_\_\_\_ Old Business – Previous Agenda #:

## Requested Board Action

- Motion to approve the hiring of Daniel Clement, Andrew Turner and Mason Allen as part-time Firefighter/EMTs effective immediately at the corresponding rate of pay.

## Background Information

The department is continuing its hiring process for part-time firefighters who are already fully-trained. Daniel Clement of Hamburg Township, Andrew Turner of Fowlerville and Mason Allen of Hamburg Township have all completed Firefighter 1 & 2 and EMT training. Additionally, they have completed their pre-employment requirements. As such, I am requesting that they all three be hired as part-time firefighters at the ray of pay corresponding to their training level.

## Budget Impact

These part-time firefighter positions have been included in the adopted FY 23/24 budget and these hirings will not adversely impact the FY 23/24 budget.

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

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 7.

**TO:** Hamburg Township Board

**FROM:** Chief Richard Duffany

**DATE:** September 13, 2023

**RE:** Agenda Item Topic: **Fire Sergeant Promotions**

General Ledger #:

Number of Supporting Documents: N/A

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

\_\_\_\_\_ Old Business – Previous Agenda #:

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## **Requested Board Action**

- Motion to approve the promotion of Firefighters Timothy Mackenzie, Jess Stewart and Devon Peer to the rank of Sergeant effective immediately.

## **Background Information**

The department currently has three vacancies for the position of Fire Sergeant. A promotional examination process was held pursuant to Public Safety SOP# 200-15: *Part-Time Firefighter Promotional Process*. Firefighters Timothy Mackenzie, Jess Stewart and Devon Peer successfully completed the process and are eligible for the promotion to the rank of Sergeant.

## **Budget Impact**

These Sergeant positions are included in the adopted FY 23/24 budget and these promotions will not adversely impact the FY 23/24 budget

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

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 8.

**TO:** Hamburg Township Board  
**FROM:** Chief Richard Duffany  
**DATE:** September 13, 2023  
**RE:** Agenda Item Topic: **Presentation of Badges (Fire)**

General Ledger #:

Number of Supporting Documents: N/A

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

\_\_\_\_\_ Old Business – Previous Agenda #:

Firefighters Dennis Bakka, Joseph Acuff and Jared Kaminski have successfully completed their OJT requirements as outlined in Public Safety SOP# 200-02: *Probationary On-the-Job (OJT) Training Program* making them eligible to receive their badges as fully-trained Hamburg Township Firefighter/EMTs.

I respectfully request that the Township Board allow for these three firefighters to be publicly presented with their firefighter badges at the Township Board meeting on September 19, 2023.

Respectfully,

Chief Richard Duffany  
Director of Public Safety

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**TO:** Hamburg Board of Trustees

**FROM:** Mike Dolan, Clerk

**DATE:** September 15, 2023

**AGENDA ITEM TOPIC:** Park Use Fee Waiver Request - Cross Country

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**Requested Action**

- Board needs to action if they want to approve any fee waivers.

**Background**

2<sup>nd</sup> attachment is the complete packet that originally went to the Board on Jul 18, 2023.

3<sup>rd</sup> attachment is a letter sent to the Pinckney High School Athletic Director and the cross-country coach last October after last year's event.

4<sup>th</sup> attachment is the packet sent to the school after the Board approved the event on July 18, 2023.

The Board approved this park use application on July 18, 2023, without fee waivers. After the school received the park use packet and estimated costs from Deby, the cross-country coach has reached out asking for fees to be waived. Only the Board of trustees can waive the fees.

---

**TO:** Township Board

**FROM:** Deby Henneman, Township Coordinator

**DATE:** July 14, 2023

**AGENDA ITEM TOPIC:** Park Approval – Coaches Legions Cross Country Invitational – 2-day event  
September 29 & 30, 2023 – BLACKOUT FOR EAST PARK  
Number of Supporting Documents: **1 Application Packet**

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### **Requested Action**

Approve Park Use Application as submitted, with the contingency that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, and that fees for Parks & Public Safety be set based on a Medium Hazard level being assigned by Public Safety at their July 7, 2023 meeting.

### **Background**

Based on the participant numbers reflected on the application, the fees for a Blackout Event in East Park for a recognized group is \$500 per day with the Public Safety fees at \$600 per day. Parking is planned in the West Park parking lot. The Township Board's motion will need to address fees, either waiver or reduction, including the fees for Vendor Inspections through the Fire Department. It has been the Parks and Recreation Committee's suggestion that in the future, all extra portable toilets and dumpsters be arranged by the Park Coordinator, and that costs for those services be recouped from the applicant. Changes to the policy and procedures are forthcoming.

This event is similar in size to the 2022 Fall event that raised some concerns regarding the lack of adequate sanitary facilities, dumpsters, and crowd/traffic control. It is highly recommended that these concerns be addressed to the satisfaction of the Clerk and the Public Safety Committee. Also, the food vendors will be required to provide Certificate of Insurance as well as their food licenses, and the list of expected vendors will need to be provided to the Fire Department for inspection. There is a \$50 inspection fee for the Tent Permit Application, so it is up to the Board if this fee will be waived.

**The applicant has stated there will be a \$10 per vehicle fee charged to enter this event.**

This event will be considered a Blackout, during which no other users will be allowed to use the facilities.

**Parks Committee Approved Motion – April 25, 2023:**

Motion by Dolan, supported by Muck, to recommend approval of the event to the Township Board with a Blackout, contingent on the applicant providing adequate sanitary conditions, a rubbish dumpster, and traffic control solutions satisfactory to the Township, and that all food vendors provide a Certificate of Insurance and be properly licensed and that a Tent Permit application list all vendors who will be present and subject to inspection. A hazard level shall be set after review by Public Safety, and all other requirements must be met to the satisfaction of the Clerk's office.

VOICE VOTE: Ayes: 4 Absent: 1 (Auxier)

MOTION CARRIED

**Public Safety Committee Unapproved Motion – July 7, 2023:**

Motion by Hohl, second by Hughes with discussion, to accept the Director's recommendation of a medium intensity level for the Cross-Country Event 29<sup>th</sup> and 30<sup>th</sup> Coaches Legion Cross-Country Invitational.

Further discussion was had.

Passed Unanimously



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

## **Memorandum**

Date: October 4, 2022

To: Brian Wardlow & James Wicker – PCS Cross Country

Cc: Public Safety Committee & Township Board

From: Deby Henneman, Township Coordinator, as directed by Parks & Rec Committee

Re: SEC MSXC Jamboree #1 – Held Wednesday, September 21, 2022

It has come to my attention that your captioned event exceeded the scope of use recommended by the Parks Committee, and approved by the Township Board, on your application (attached). Based on our policy and on the application you submitted, the following concerns were raised by the Parks Committee at their September 27, 2022 meeting:

- Safety concerns regarding lack of volunteers for crowd control, traffic control, and the allowance of pets which is against the ordinance during large events.
- The collecting of fees was not something that was described in the park use application, and must be approved ahead of time by the Township Board.
- Lack of adequate sanitary facilities, and overuse of the ones provided by the Township without additional cleaning.
- A Vendor application must be submitted describing all vendors at an approved event in order to be scheduled for inspection by the HTFD, and should provide insurance certificates and food licenses for the Clerk records. All insurance certificates must name Hamburg Township as an Additional Insured.

For events of this size, it is also required, in addition to providing extra portable toilets and servicing of the Township units, that the applicant also

provide a garbage dumpster and empty all of the smaller Township containers into them before vacating the premises. All portable toilets and dumpsters must be removed from the premises no later than 2 days after the event.

The crowd numbers present warranted an event fee, which is currently \$250 for a recognized user group and includes a Fire Inspection permit fee if there are vendors present. In addition, a public safety review would be required for crowds that exceed 1,000. Since we have accommodated this use under your park use in the past, there will be no charge for this year's event, however, a separate application will be required effective immediately for events of this nature and must go before the board separately to decide on fees, if any.

I would like to thank you for your attention, and hope that if you have any questions or concerns you will not hesitate to contact our office.

Regards,



Deby Henneman  
Township Coordinator  
Parks, ADA, Grants, Ordinances



**Hamburg Township  
Parks & Recreation**

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

August 8, 2023

Pinckney Cross Country  
c/o James Wicker  
2130 E. M-36  
Pinckney, MI 48169

Re: Coaches Legions CC Invitational – Use of Manly Bennett Park – East  
West/for parking only – Friday, 9/29/23 – 11AM-7PM & Saturday, 9/30/23 – 7AM-4PM

Please be advised that your request for the captioned event has been approved by the Township Board at their July 18, 2023 meeting. Please sign and return the enclosed Land Use, and return it to me at your earliest convenience.

Please be advised that your event has been approved with a Medium Hazard Level, and as a recognized user group your park fees will be \$500 per day. You will also be assigned a minimum of 2 public safety personnel, and will be charged \$600 per day for their presence. I am enclosing your invoice, of which only the Hold the Date deposit is due now.

Based on the motion, a plan for portable toilets and a dumpster must be submitted. The estimated number of units based on your estimated crowd is 12 (min) in addition to the units we have on site. With a service late Friday or early Saturday, the total cost would be around \$2,000. Our vendor does dumpsters as well, and has quoted a price of around \$475. Should you need us to arrange the units, please let me know right away. The charges would be added to your final bill should you decide for us to arrange for these services.

We also need a Tent Permit completed for the Fire Department listing all vendors you plan to have at the event. We will need Certificates of Insurance for each of them, which they can email me directly if you prefer. Certificates can be emailed to me at [dhenneman@hamburg.mi.us](mailto:dhenneman@hamburg.mi.us). The fee for this permit will be taken out of your park fees.

Should you have any questions or concerns, or require anything further, please do not hesitate to contact me.

Best,

Deby Henneman  
Township Coordinator  
Parks, ADA, Grants & Ordinances



# INVOICE

Hamburg Township  
Parks & Recreation

Item 9.

## DATE

August 8, 2023

## AREA OF USE

East Park Cross Country  
Course, and all common  
areas of Manly Bennett  
including W.Park Parking

## Hamburg Township

P.O. Box 157  
Hamburg, MI 48139  
(810) 222-1124  
Fax (810) 231-4295  
dhenneman@hamburg.mi.us

## INVOICE TO

Coaches Legions Cross Country  
- Pinckney High School  
10255 Dexter Pinckney Rd.  
Pinckney, MI 48169

MONTH OF USE	FREQUENCY OF USE	PAYMENT TERMS	RENTAL TYPE
Sept 29 & 30, 2023	Two Day Event	Due on Receipt	Park Rentals

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
EP - BLACKOUT	Full day - 9/29 & 9/30, 2023 East Park, with West Parking	\$500.00 x2	\$1,000
Public Safety	Full day - 2 personnel	\$600.00 x2	\$1,200

Subtotal	\$2,200.00
Hold the Date (due now)	\$500.00
Balance Due after deposit	\$1,700.00

All payments are non-refundable.

**Treasury Note for DEPOSIT:**

Park Fees apply to Revenue GL #208-751-000-651-000 - \$450.00

Fire Department Inspections apply to Revenue GL 206-000-000-628-000 - \$50.00

Public Safety Fees apply to Revenue GL #207-000-000-476-000 - \$0



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

(810) 231-1000 Office  
(810) 231-4295 Fax  
www.hamburg.mi.us

Item 9.

## LAND/FACILITY USE AGREEMENT

This agreement is made and entered into this 8th day of August 2023  
by and between Hamburg Township, the owner of the "Premises", hereafter referred to as  
"Licensor", and Pinckney Community Schools (Cross Country) (applicant),  
hereafter referred to as "Licensee".

The Premises covered by the terms of this agreement is described as: Blackout of all EP  
Cross Country Trails for Invitational - September 29 & 30, 2023. Medium Hazard  
Level for Fees and Public Safety, plan for portable toilets & dumpster to be submitted.

Licensor desires to grant a license for the use of the Premises to the Licensee, and Licensee desires  
to secure a license to use the Premises as set forth below. For mutual considerations acknowledged  
by the parties and as set forth below, the parties agree as follows:

1. Subject to the terms and conditions of this Agreement, the Licensor grants to and  
Licensee accepts from the Licensor the right and privilege to use the premises in  
the manner set forth below.
2. The term of this Agreement shall be for the dates and times as set forth  
in Park Use Application & Release of Liability dated 3/30/23 signed by the  
Licensee (applicant), the terms and conditions of which are incorporated herein and  
made a part of this Agreement (Exhibit A).
3. The licensee's use of the premises is subject to the payment of a fee of: Park Fees  
are \$500 per day x2 days and public safety fees are \$600 per day x2  
days. Portable toilets & dumpster will be charged at cost, if needed.
4. Licensee has inspected the Premises and accepts the same in its existing  
condition.



5. The Premises shall be used for the purpose stated in the Application (Exhibit A) and no other use is allowed. The Licensee agrees to comply with all terms and conditions set forth in Exhibit A and all other rules and regulations as have been and may be established by the Township relating to the use of the Premises.
6. The Licensee shall furnish and install at its expense any and all additional equipment or fixtures as may be necessary for its intended use. At the conclusion of its use, Licensee shall forthwith remove any and all such fixtures and equipment at its own expense.
7. The Licensee, at its expense, shall leave the premises clean and free of all trash and litter and all fixtures in good working condition. No alterations or additions shall be made to the premises without the prior written consent of the Licensor. All approved alterations and additions to the premises shall become the property of the Licensor upon the termination of this agreement.
8. The Licensee shall not charge admission or fee to the public without the prior written consent of the Licensor.
9. Persons engaged by the Licensee to provide labor and service shall not be deemed or considered employees, agents or independent contractors of the Licensor.
10. The Licensee shall maintain insurance for bodily injury, death, or property damage resulting from the Licensee's use of the premises with minimum limits of liability in the amount of \$1,000,000 per occurrence or in such amounts as may be established by Licensor. The Licensor shall be named as an additional insured on any such policy. Licensee shall provide Licensor with written verification of any such insurance coverage prior to its use of the premises.
11. The Licensee shall hold the Licensor, its agents, officers, employees, contractors and board members harmless from and shall defend and indemnify them from and against any and all liability for injuries to, or death of persons or damage to property arising from the activities of the licensee, its agents, officers, employees, contractors or assigns.
12. Upon any breach of this agreement by Licensee, Licensor may immediately cancel this Agreement. In such event any rights or privileges of Licensee resulting from this Agreement shall immediately be terminated.
13. The Licensee may not assign any right, privilege or license conferred by this Agreement.
14. The person signing this agreement on behalf of the Licensee is fully empowered by appropriate action if necessary, to execute this agreement on its behalf.

In witness whereof the parties have executed this agreement at:

Township/City Hamburg County Livingston

State MI On August 8, 2023  
Month, Day, Year

\_\_\_\_\_  
 Licensee signature (Applicant)

\_\_\_\_\_  
 Licenser signature (Township Representative)

\_\_\_\_\_  
 Licensee signature (Applicant)

\_\_\_\_\_  
 Licenser signature (Township Representative)

Licensee Print Name James Wicker/Brian Wardlow

Address c/o Pinckney Community Schools

City \_\_\_\_\_ State \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_



# Hamburg Twp. Fire Dept.

10100 Veterans Memorial Dr. PO BOX 157 Hamburg, MI 48139

Ph: 810.222.1100 Fax: 810.231.1974

Permit Fee: \$50.00

Payable to Hamburg Township Fire Dept.  
10 days prior to event

Item 9.

Permit No: \_\_\_\_\_

Date Issued: \_\_\_\_\_

## TENT PERMIT APPLICATION

Event Name/Type:

Address of Tent Location:

Date(s) of Event:

Start Time:

End Time:

## OWNER/OCCUPANT

Owner/Occupant Name:

Address:

Phone Number:

## TENT INSTALLER

Tent Installer Name:

Address:

Phone Number:

## EVENT COORDINATOR

Name of Event Coordinator:

Address:

Phone Number:

## TENT INFORMATION

Size of Tent:

Number of Attendees:

Entertainment Type:

Dance Floor:

Stage/Platform:

Special Effects:

Describe Use in Tent:

Cooking in Tent?

☐ YES

☐ NO

Source of Heat:

Source of Power:

Heater Provided with Tent?

☐ YES

☐ NO

Source of Heat:

Source of Power:

Desired Date &  
Time for  
Inspection?

Date:

Time:

Inspector Approval:

Date:

## VENDOR LIST (For Large Events)

**Name of Vendor:**

Address:

Phone Number:

Product Sold:

Number Of Employee:

**Name of Vendor:**

Address:

Phone Number:

Product Sold:

Number Of Employee:

**Name of Vendor:**

Address:

Phone Number:

Product Sold:

Number Of Employee:

**Name of Vendor:**

Address:

Phone Number:

Product Sold:

Number Of Employee:

## VENDOR LIST (For Large Events)

**Name of Vendor:**

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Phone Number:

Product Sold:

Number Of Employee:

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## VENDOR LIST (For Large Events)

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Address:

Phone Number:

Product Sold:

Number Of Employee:

**Name of Vendor:**

Address:

Phone Number:

Product Sold:

Number Of Employee:

**Name of Vendor:**

Address:

Phone Number:

Product Sold:

Number Of Employee:





## Hamburg Township Manly Bennett Park

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

### Park Use Application

### And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

#### Applicant Information:

Event Sponsor (or name if family or individual use): Pinckney Cross Country

Name of Event: Coaches Legions Cross Country Invitational

Type of Event: Cross Country races Park Use Category #: Select One

Applicant Name: James Wicker

Date(s) of Event: September 29th and 30th Time(s) of Event: Friday 29th 11 am - 7 pm, Saturda

Applicant Address: Pinckney High School, 10255 Dester/Pinckne Suite or Apt #:

Applicant City: Pinckney State: MI Zip: 48169

Contact Person (present during use): James Wicker

Contact's Affiliation with Applicant: Pinckney Cross Country Coach

Contact's Phone: 810 599 9543 Contact's E-Mail: jwicker@pinckneypirates.org

Event Co-applicant, if any: Brian Wardlow

All Co-applicants must also sign all applications and waivers.  
Co-applicant relationship to Applicant: Pinckney Athletic Director

Co-applicant's phone: 810 623 9851

#### Insurance Information:

Insurance Carrier: You have proof of insurance and will be renewed this summer MASB-SEG

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

Policy #: PC-00003559 Expiration Date: 11-1-23

Limit of General Liability: 1,000,000 Occurrence 1,000,000 Aggregate

Umbrella Coverage Limit (if any):  Occurrence  Aggregate

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

Please describe the event you propose to host: Friday will be a middle school cross country races and Saturday will be High School races. Both boys and girls participation

Total Number of participants/spectators/guests anticipated during event: 2,000 each day

Average of participants/spectators/guests anticipated at any given time: depends on how many races we have

Site of Proposed Event; include all areas of the parklands that will be used: All of East Bennett will be used and Bus Parking will be take place in West Bennett Parking lots.

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

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

Number of Volunteers: 15 Are Volunteers trained?: yes  
*Please attach copy of Volunteer Handbook if applicable*

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

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

Will admission be charged? If so, how much: yes \$10 per car/person

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

Will Food/Beverages be served? If so, types of food and name of persons serving: Good Sense Coffee Truck  
Maybe Can Kona ice truck- serves flavored shaved ice.

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

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

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

Will there be any animals present? If so, describe: No MHSAA rules prohibit pets at sponsored athletic events

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

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

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

Will there be a need for vehicles to be used on Township grounds? If so, describe: Yes, Timing system will need to park by finish.

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

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, describe: We will provide an athletic trainer on site.

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

Specific services required from the Township, if any: Only to have XC course mowed

Other information regarding your event that you feel may be helpful: none

### Organized Sports and/or Sporting Events:

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

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

Cross Country multi team races

### Release of Liability & Indemnification Agreement

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


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

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


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

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

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

 Initials: \_\_\_\_\_

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

 Initials: \_\_\_\_\_

Applicant's Signature: James S. Wicker Date: 3/30/23

Co- applicant's Signature: Brian Wardlow Date: 3/30/23

Parks Coordinator:  Date: 8/8/23

**For office use only**

Comments: Fees waived, also due to size of event extra portable toilets & dumpsters needed.

Meeting Approval Dates: 4/25/23 Parks & Recreation 7/7/23 Public Safety 7/18/23 Township Board

Application has been (Circle one)



Approved




Denied

Hamburg Township Representative: 



# **CERTIFICATE OF INSURANCE**

<b>Producer</b> <b>SET SEG</b> 1520 Earl Ave East Lansing, MI 48823		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
		<b>COMPANIES AFFORDING COVERAGE</b>				
<b>Insured</b> <b>Pinckney Community Schools</b> 2130 E M-36 Pinckney, MI 48169		<b>A</b> MASB-SEG Property/Casualty Pool, Inc.				
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.						
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS	
<b>A</b>	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> Comprehensive Form <input checked="" type="checkbox"/> Premises/Operations <input checked="" type="checkbox"/> Products/Completed Operations <input checked="" type="checkbox"/> Broad Form Property Damage <input checked="" type="checkbox"/> Personal Injury	PC-0000359	7/1/22	11/1/23	BI & PD COMBINED OCCURRENCE  BI & PD COMBINED AGGREGATE  PERSONAL INJURY OCCURRENCE  PERSONAL INJURY AGGREGATE	\$1,000,000   N/A  \$1,000,000  N/A
<b>DESCRIPTION</b> Varsity Cross Country Races and Practices						
<b>CERTIFICATE HOLDER</b> Hamburg Township P.O. Box 157 Hamburg, MI 48139			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL <b>30</b> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.			
<b>AUTHORIZED REPRESENTATIVE</b>   Janet Thelen PROPERTY/CASUALTY DEPARTMENT						
						Date March 30, 2023



25. Parks and Rec - Park Use Request - PCS Cross Country - Coaches Legions Cross Country Invitational - Sept 29 & 30, 2023

Motion by Dolan, Seconded by Michniewicz, to approve Park Use Application as submitted, with the contingency that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, and that fees for Parks & Public Safety be set based on a Medium Hazard level being assigned by the Public Safety Committee at their July 7, 2023 meeting.

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

### CALL TO THE PUBLIC

A call was made with no response.

### BOARD COMMENTS

Trustee Hahn states that they did a great job on the fireworks on Gallagher Lake, and there has not been any negative feedback. The Board appreciated the wonderful display. Clerk Dolan states that the Board appreciated the Public Safety Officers being out there and working in the heat.

Supervisor Hohl states that they completed the first 2 weed treatments on the lake and there were complaints in the first few days and then those quickly turned to appreciation for a job well done once the herbicides kicked in. The next treatments are on the website, and will take place July 25, 2023. This round will be a combination of herbicide treatment and mechanical harvesting. August 1, 2023 is the target date for the mechanical harvesting of the weeds in the Huron River up by Hamburg Road. People do wonder why money is spent on the river, and the reason is that there is a tremendous savings to public safety because if the river floods and the weeds are not cut there can be a shift in the river and hold the water back to create a dam.

Clerk Dolan talks about the American Recovery Plan and how it shows itself in many forms. The Township has Applied for the Spark Grant which is administered through the Department of Natural Resources which is \$1,000,000 we are asking for there. The Township has ARPA funds. We got some money for the Senior Center from the County ARPA funds. Another opportunity presents itself through the State ARPA funds. The Governor has designated \$60,000,000 for community centers. Hamburg's Senior Center is considered a community center so any improvement to the community center is an improvement to the Senior Center. The grant application deadline is August 31, 2023. It is a \$60,000,000 pot with \$30,000,000 designated for impoverished communities and \$30,000,000 for non-impoverished communities. The minimal request is for \$150,000 and maximum is \$2,500,000. Clerk Dolan participated in a webinar. Julie Eddings suggests we ask for money to add the new wing to the Senior Center as part of this application. Part of the Webinar suggests that they will be doing partial awards so Clerk Dolan also suggests adding on some of the other building improvements such as the windows and other things that they are aware of. Clerk Dolan will be meeting with Supervisor Hohl and Treasurer Negri on this. The intent is to do a presentation to the Township Board the first meeting in August. This does not require any matching funds. As usual, it is suggested that you offer some matching funds.



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

**TO:** Township Board

**FROM:** Deby Henneman, Township Coordinator

**DATE:** July 14, 2023

**AGENDA ITEM TOPIC:** Park Approval – Coaches Legions Cross Country Invitational – 2-day event  
September 29 & 30, 2023 – BLACKOUT FOR EAST PARK  
Number of Supporting Documents: **1 Application Packet**

### Requested Action

Approve Park Use Application as submitted, with the contingency that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, and that fees for Parks & Public Safety be set based on a Medium Hazard level being assigned by Public Safety at their July 7, 2023 meeting.

### Background

Based on the participant numbers reflected on the application, the fees for a Blackout Event in East Park for a recognized group is \$500 per day with the Public Safety fees at \$600 per day. Parking is planned in the West Park parking lot. The Township Board's motion will need to address fees, either waiver or reduction, including the fees for Vendor Inspections through the Fire Department. It has been the Parks and Recreation Committee's suggestion that in the future, all extra portable toilets and dumpsters be arranged by the Park Coordinator, and that costs for those services be recouped from the applicant. Changes to the policy and procedures are forthcoming.

This event is similar in size to the 2022 Fall event that raised some concerns regarding the lack of adequate sanitary facilities, dumpsters, and crowd/traffic control. It is highly recommended that these concerns be addressed to the satisfaction of the Clerk and the Public Safety Committee. Also, the food vendors will be required to provide Certificate of Insurance as well as their food licenses, and the list of expected vendors will need to be provided to the Fire Department for inspection. There is a \$50 inspection fee for the Tent Permit Application, so it is up to the Board if this fee will be waived.

**The applicant has stated there will be a \$10 per vehicle fee charged to enter this event.**

This event will be considered a Blackout, during which no other users will be allowed to use the facilities.

**Parks Committee Approved Motion – April 25, 2023:**

Motion by Dolan, supported by Muck, to recommend approval of the event to the Township Board with a Blackout, contingent on the applicant providing adequate sanitary conditions, a rubbish dumpster, and traffic control solutions satisfactory to the Township, and that all food vendors provide a Certificate of Insurance and be properly licensed and that a Tent Permit application list all vendors who will be present and subject to inspection. A hazard level shall be set after review by Public Safety, and all other requirements must be met to the satisfaction of the Clerk's office.

VOICE VOTE: Ayes: 4 Absent: 1 (Auxier)

MOTION CARRIED

**Public Safety Committee Unapproved Motion – July 7, 2023:**

Motion by Hohl, second by Hughes with discussion, to accept the Director's recommendation of a medium intensity level for the Cross-Country Event 29<sup>th</sup> and 30<sup>th</sup> Coaches Legion Cross-Country Invitational.

Further discussion was had.

Passed Unanimously



b. Pinckney Community Schools – Coaches Legions CC Invitational – Sept 29 & 30, 2023

**Motion by Dolan, supported by Muck, to recommend approval of the event to the Township Board with a Blackout, contingent on the applicant providing adequate sanitary conditions, a rubbish dumpster, and traffic control solutions satisfactory to the Township, and that all food vendors provide a Certificate of Insurance and be properly licensed and that a Tent Permit application list all vendors who will be present and subject to inspection. A hazard level shall be set after review by Public Safety, and all other requirements must be met to the satisfaction of the Clerk's office.**

**VOICE VOTE: Ayes: 4 Absent: 1 (Auxier)**

**MOTION CARRIED**

**D. Special Projects**

1. Baseball Dugout Renovation Project – PHBSA offered to make repairs to damaged roof
2. Pickleball Court #3 – In process
3. RC Car/Truck Track proposal – MOU needs to be signed, then final proposal will come to Parks Committee for recommendation and budget to the Township Board. No further update.
4. Sledding Hill (RC Field) – No update
6. Bennett Park & Water Trail Access Improvements – Pending Design
7. Scheduling Software/Invoicing and Donations – Digital Options – No Update

**E. Sponsorships/Volunteerism**

1. Amenities and Beautification Committee – Have benches in stock. All benches ordered by residents have been installed, and plaques are in. Just waiting for warm weather to complete.
2. Community Clean-Up – Scheduled for Saturday, April 22, 2023, 9 a.m. to 3 p.m.

**F. Signage and Community Awareness**

1. Wayfinding & Safety Signage – Manly Bennett Monument in, Main Entrance on order
2. Winans/Hamburg Historical Marker – Hamburg Cemetery – New Marker Coming Soon. Ribbon Cutting will be arranged with State of MI and Historical Museum.

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

1. ADA Compliance in Parklands – No updates

**10. Call to the Public**

A call was made with no response.

**11. Committee Comments**

None

**TO:** Hamburg Board of Trustees

**FROM:** Michael Dolan, Clerk

**DATE:** September 15, 2023

**AGENDA ITEM TOPIC:** Early Voting Location

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**Requested Action**

- Motion to designate Hamburg Township Hall at 10405 Merrill Rd as the polling location for all precincts to conduct early voting.

**Background**

MCL 168.662 amended requires the Board of Trustees to designate a polling location for early voting. Below is the first section of MCL 168.662 amended.

(1) The legislative body in each municipality shall provide a suitable polling place for each precinct located in the municipality for use on election day and shall provide a suitable early voting site for each precinct in the municipality for each election at which the municipality conducts early voting under section 720e. If at any election a municipality conducts early voting jointly with 1 or more other municipalities located in the same county, early voting sites for that election must be provided in accordance with section 720f. If at any election a county clerk conducts early voting for 1 or more municipalities located in the county, the board of county election commissioners of that county shall provide 1 or more early voting sites for that election as provided under section 720g. A publicly owned or controlled building, including, but not limited to, a municipal building or school building, must be used as a polling place unless it is not possible or convenient to use a publicly owned or controlled building as a polling place.

## Early Voting Plan

No later than 120 days before the first statewide or federal election in each even numbered year, the clerk of the municipality is responsible for ensuring an Early Voting Plan is filed with the county clerk of the county in which the municipality is located.

Not less than 45 days before the first early voting day allowed by statute, the clerk will be responsible for providing the Secretary of State any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each early voting site operated by the municipality. This ensures that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

**Plan Coverage:** Single Municipal

### Municipality Information:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Hamburg Township	Michael Dolan	8	18,589

### Early Voting Information:

	Early voting site #1	Early voting site #2	Early voting site #3
Location of site	Hamburg Twp Hall	N/A	N/A
Number of Election Workers at site	8		
Is this an EV site for all 9 days of Constitutionally-required early voting? (Y/N)	Yes		
Hours for 9 days of Constitutionally-required early voting	8:30 am -4:30 pm		
How many (if any) additional days of early voting will be provided at this site?	None		
Hours for any additional days of early voting	N/A		
Is this site ADA compliant?	Yes		
In selecting this site, did you take into account expected turnout, population density, public transportation, accessibility, travel time, travel patterns, and any other relevant considerations?	Yes		

**Early Voting Equipment Information:**

Early Voting Site #	Number of Tabulators	Number of Early Voting Poll Book Laptops
1		3
2	N/A	N/A
3	N/A	N/A

**Early Voting Site Supervisors:**

		Supervisor at Early Voting site #1	Supervisor at Early Voting site #2	Supervisor at Early Voting site #3
Early Voting Day 1	Election Coord	Courtney Paton	N/A	N/A
Early Voting Day 2	Deputy Clerk	Mary Kuzner		
Early Voting Day 3	Clerk Assistant	Karen Vorase		
Early Voting Day 4	Election Coord	Courtney Paton		
Early Voting Day 5	Clerk Assistant	Karen Vorase		
Early Voting Day 6	Deputy Clerk	Mary Kuzner		
Early Voting Day 7	Clerk Assistant	Karen Vorase		
Early Voting Day 8	Deputy Clerk	Mary Kuzner		
Early Voting Day 9	Election Coord	Courtney Paton		

**Describe the communication strategy for informing electors of their opportunity for early voting:**

Website, mailer, twp newsletter, signage, social media, televised @ meetings

Michael Dolan

Printed name of Clerk

*Michael Dolan*

Signature of Clerk

9/1/2023

Date



## Early Voting Grant Application

The Fiscal Year 2024 budget includes a grant to provide funding for the implementation and execution of early voting as required under Section 4(1)(m) of Article II of the Constitution of Michigan of 1963 and in accordance with Public Acts 81-88 of 2023. The funding will be divided between counties largely based on population and expected early voting turnout. The number of early voting sites may be capped at one site per two jurisdictions, absent good reason to deviate from that number (indicate reason on pg. 5 of this application). For example, a county with 51 jurisdictions may be capped for funding purposes at 26 early voting sites. Based on the materials requested in this application, the Michigan Department of State (MDOS) and Bureau of Elections (BOE) will determine the payment method, which will happen in one of four ways:

- The approved materials will be ordered by the county clerk or local clerk and billed to BOE (will likely be used for tabulators and VATs).
- A grant amount will be approved for the county, specifying the approved materials; the county clerk or local clerk will purchase the approved materials; the county clerk will submit the reimbursement request to BOE and BOE will transmit the grant amount to the county clerk (will likely be used for staffing support reimbursement).
- The approved materials will be ordered through BOE (similarly to drop box procurement; will likely be used for early voting poll book laptops).
- A grant amount will be approved and transmitted to the county, specifying the approved materials, and the county will either pay for the approved materials using that grant amount or transmit it to the requesting municipality within the county to pay for the approved materials.

The county clerk will be responsible for coordinating the implementation of early voting by municipalities within their jurisdiction in the most efficient manner possible. In order to be eligible for funding, submit this application and your early voting plan by **September 1, 2023**.

**NOTE: This grant is a one-time appropriation for the implementation of early voting, and it is unknown what amount, if any, may be available in future years.**

The county clerk must complete this worksheet on behalf of all jurisdictions in the county, filling out the tables below to indicate which materials are available and the materials for which the clerk is requesting funding. Note that an early voting site is a polling place and shall be subject to the same requirements as an Election Day polling place under the Michigan Election Law. Likewise, an early voting site is subject to the same statutory requirements as an Election Day precinct.



Name of City/Township: Hamburg Township
Name of Clerk: Michael Dolan
Total funding requested to purchase materials needed for early voting: \$55,000.00
Total number of early voting sites anticipated: 1
Number of early voting sites to be funded through this grant: 1
Number of registered voters who will be served by the early voting site(s): 23K

**The following materials will be prioritized for the grant:**

**Electronic poll book laptops (EPBs):** These will be ordered by and billed to BOE.

Number of Dell Latitude 5540 laptops (or equivalent model) requested: 3
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**Staffing support for August 2024 and November 2024:** BOE anticipates that staffing support individuals will be reimbursed at \$15 per hour. To calculate the total cost, multiply the number of requested staffing support individuals by the number of hours, by \$15. Reimbursement for 2024 presidential primary early voting staffing will be rolled into the reimbursement for the presidential primary.

Number of staffing support individuals requested: 8 @ \$15/hr x 8 hrs x 9 days x 2 elections
Total cost: 17,280.00

**Tabulators:** These will be ordered by the local or county clerk and billed to BOE. Note that the same tabulator may **not** be used at both an early voting site and an Election Day site.

Number owned and expected to be used for early voting: 0/2
Number requested: 2
Voting system vendor: Hart Intercivic
Cost per item requested: 5,500.00
Total cost: \$11,000.00

**Voter assist terminals (VATs):** These will be ordered by the local or county clerk and billed to BOE. Note that the same VAT **may** be used at an early voting site and an Election Day site.

Number owned and expected to be used for early voting: 0/1
Number requested: 1
Voting system vendor: Hart Intercivic
Cost per item requested: \$4,500.00
Total cost: \$4,500.00

**The following materials may be funded under the grant  
if additional funding remains after the initial allocation.**

**Ballot containers and approved transport cases:** Bureau-approved and used for secure storage of ballots during early voting and until the release of security:

Number owned and expected to be used for early voting: 0/3
Number requested: 3
Requested manufacturer or vendor: Election Source
Requested model or style: Ballot Return, Transfer and RollerBags
Cost per item requested: Ballot Return Bag \$252.00 Ballot Transfer Bag \$155.00 Ballot Roller Bag \$180.00
Total cost: \$587.00

**Ballot on-demand (BOD) systems:**

Number requested: 2
Voting system vendor: Hart
Requested model or style:
Cost per item requested: \$5,875.00
Total cost: \$11,750.00

**Bar code scanners:**

Number owned and expected to be used for early voting: 0/2
Number requested: 2
Requested manufacturer or vendor: Hart
Requested model or style: Barcode scanner kit for automatic Verity access code creation from VR/electronic poll book data
Cost per item requested: \$499.00
Total cost: \$998.00

**Internet connectivity support:**

Item requested to aid in internet connectivity: Ipad for Voter Help Desk
Number requested: 1
Requested manufacturer or vendor: Apple
Requested model or style:
Cost per item requested: \$800.00
Total cost: \$800.00

**Printers:**

Number owned and expected to be used for early voting: 0/1
Number requested: Comes with VAT
Requested manufacturer or vendor: Hart
Requested model or style:
Cost per item requested: Comes with VAT
Total cost: \$0.00

**Secrecy sleeves:**

Number owned and expected to be used for early voting: 0/20 of each length
Number requested: 20 x 3 lengths
Requested manufacturer or vendor: Printing Systems
Requested model or style:
Cost per item requested: \$3.00 each + shipping
Total cost: \$250.00

**Vendor support:** Note: Counties are encouraged to work together to secure vendor support so that two counties using the same vendor can be supported by a single representative.

Portion/cost of vendor support paid for by requesting county:
Requested manufacturer or vendor: Hart Intercivic
Description of support: 9 Days (or First 2 days)
Cost per day: \$2,000.00 min 2 days
Total cost: \$1,000.00 (if all of livingston county splits cost) \$2,000.00 if they don't

**Voting booths:**

Number owned and expected to be used for early voting: 1
Number requested: 2
Requested manufacturer or vendor: Election Source
Requested model or style: Quad voting booth
Cost per item requested: \$1,000.00
Total cost: \$2,000.00

**Other (item not described in this document)**

Description of item: Large security cage	Tables
Number requested: 1	3
Requested manufacturer or vendor: Election Source/Acme Southwire	Costco
Requested model or style: Enclosed metal locking cage	8' Folding
Cost per item requested: \$2,300.00	\$135.00
Total cost: \$2,705.00	

Anything else, indicate the below:

Aprons, Kits, Binders, Training & Mileage, Admin Time, Paperwork, Seals, Tags, White canvas bags, small refrigerator, phone.





# ELIZABETH HUNDLEY LIVINGSTON COUNTY CLERK

County Clerk  
200 E. Grand River Ave.  
Howell, MI 48843  
Phone: (517) 546-0500  
countyclerk@livgov.com

Circuit Court Clerk  
204 S. Highlander Way, Suite 4  
Howell, MI 48843  
Phone: (517) 546-9816  
wclerks@livgov.com

September 12, 2023

Re: Livingston County Early Voting Vendor Support

As you know, Michigan voters adopted Proposal 2022-2 which, among other things, added language to the Michigan Constitution providing for early voting.

At this time Livingston County municipalities have decided to conduct Early Voting as single municipalities with the exception of Putnam and Unadilla. The County Clerk is considering coordinating Early Voting vendor support for the county.

Each Early Voting site (not municipality) would be responsible for reimbursing the County for the total cost of vendor support. We will need your commitment to participate if the County is to provide vendor support for Early Voting.

Each Early Voting site participating would share in the costs, which is \$2,000.00 per day with a two-day minimum. The cost would be \$18,000.00 per election. Currently we have 17 Early Voting sites.

Please indicate below by signing this letter that your Early Voting site will participate and reimburse the County for Early Voting site vendor support.

Please return this form no later than Wednesday, September 20, 2023.

Please include your name and jurisdiction name.

Sincerely,  
Joe Bridgman,  
Elections Coordinator/Deputy Clerk

**Jurisdiction:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_