

BOARD OF TRUSTEES REGULAR MEETING

**Tuesday, May 02, 2023 at 2:30 PM
Hamburg Township Hall Board Room**

AGENDA

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

CALL TO THE PUBLIC

CONSENT AGENDA

1. April 18, 2023 Strategic Planning/Regular Meeting Minutes
2. 2023 Holiday Schedule
3. Bills List 05-02-2023

APPROVAL OF THE AGENDA

UNFINISHED BUSINESS

CURRENT BUSINESS

4. Pine Creed Bluffs, Wyndam Lane
5. 2023/2024 Subdivision Road Improvements
6. Updated Public Safety SOPs
7. Park Rangers Hiring
8. MERS HCSP 115 Savings Trust
9. Special Assignment Selection
10. Clerks Department Hiring
11. Final site plan (22-003) approval for 9704 Kress Road (15-21-405-016)
12. Public Roads - Dust Control Spraying Bid Results
13. Zoning Board of Appeals and Planning Commission Appointments
14. 2023 Huron River Weed Harvest
15. Consumers Franchise Agreement
16. Buildings and Grounds - Steel Building Insulation

CALL TO THE PUBLIC

BOARD COMMENTS

ADJOURNMENT



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

SUPERVISOR PAT HOHL CLERK MIKE DOLAN TREASURER JASON NEGRI TRUSTEES BILL HAHN, PATRICIA HUGHES, CHUCK MENZIES, CINDY MICHNIEWICZ

BOARD OF TRUSTEES STRATEGIC PLANNING MEETING

Tuesday, April 18, 2023 at 10:00 AM
Hamburg Township Hall Board Room

MINUTES

CALL TO ORDER

Hohl called the meeting to order at 10:00 AM

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

PRESENT

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

CALL TO THE PUBLIC

A call was made with no response.

APPROVAL OF THE AGENDA

1. FEMA Grant
Amber Bismark reviewed what we would need to do in order to pursue the FEMA Grant.
Motion by Negri, seconded by Hahn, to move forward and appoint the Supervisor and Clerk to make sure that the appropriate staffing is made available to work with Amber on these Grant Projects and to alert the Board when the 100 hours is being approached.
Voting Yea: Hahn, Menzies, Michniewicz, Negri, Dolan, Hohl, Hughes
2. General Discussion

3. Road Millage Discussion
Motion by Hohl, seconded by Dolan, that the Board will with the filing of the tax collection for the 2023 December 1, tax bill will reduce the Road Millage from the voter approved 1 mil that has been rolled back to .9761 mils to levy .5 mils.
Voting Yea: Hahn, Menzies, Michniewicz, Negri, Dolan, Hohl, Hughes
4. Public Safety Goals & Objectives - Chief Duffany
Chief Duffany went over the goals and objectives for Public Safety.
Motion by Hohl, seconded by Hughes, to direct Public Safety Director Duffany to move forward and incorporate in his budget all goals and objectives as discussed here today.
Voting Yea: Hahn, Menzies, Michniewicz, Negri, Dolan, Hohl, Hughes
5. DPW, Buildings & Grounds, & IT - Ryan Ward, Duane Hoepfner, Mike Delancey
Ryan Ward reviewed the goals and objectives for the DPW.
Duane Hoepfner reviewed the goals and objectives for Buildings & Grounds.
Mike Delancey reviewed the goals and objectives for Tech services, Cable TV and Computer.
6. Treasury Goals & Objectives - Jason Negri
Treasurer Negri reviewed the goals and objectives for the Treasury Department.
7. Break
8. Planning Commission, ZBA, & Zoning Department Goals & Objectives - Amy Steffens
Amy Steffens went over the Planning Commission, Zoning Board of Appeals and Zoning Departments goals and objectives.
9. Parks, ADA, Grants, & Ordinance Goals & Objectives - Deby Henneman
Deby Henneman reviewed the goals and objectives for Parks, ADA, Grants, and Ordinances.
Motion by Hohl, seconded by Menzies, move forward with the goals and objectives as proposed here today by Parks & Recreation and the Board acknowledges the contemplated costs of those projects and requests that Deby interact with Tony in regards to the door closure issues.
Voting Yea: Hahn, Menzies, Michniewicz, Negri, Dolan, Hohl, Hughes
10. Supervisor's Goals & Objectives - Pat Hohl
Hohl reviewed the goals and objectives for the Supervisor.
11. Senior Center Goals & Objectives - Julie Eddings
Julie Eddings reviewed the goals and objectives for the Senior Center.
Motion by Hohl, seconded by Menzies, to direct Mike and Julie to bring forward budgetary proposals as outlined here in the presentation to accommodate the improvements and expenses discussed here.

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

12. Clerk's Department Goals & Objectives - Mike Dolan

Mike Dolan reviewed the Clerk's Department goals and objectives.

Motion by Hohl, seconded by Dolan, to request that the Clerk's Department bring forward budget proposals as necessary to achieve the contemplated activities, expenses and to budget extra in terms of the election to ensure that monies are available for 2 elections in the next fiscal year.

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

13. Accounting Department Goals & Objectives - Michelle Delancey

Michelle Delancey reviewed the goals and objectives for the Accounting Department.

Motion by Hohl, Seconded by Michniewicz, to request that Supervisor and the Director of Accounting amend the Budget process for fiscal year 24/25 to include preliminary budget items at Strategic Planning.

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

Motion by Hohl, Seconded by Michniewicz, to request the Director of Accounting bring forward a proposal to the Board of Trustees to incorporate the harassment training process for all new hires in a formal process either video or one on one.

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

Motion by Hohl, seconded by Dolan, to direct the HR/Accounting Director to bring forward a budget for her department that incorporates all expenses and costs as discussed here today.

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

14. Open Discussion

CONSENT AGENDA

Motion by Menzies, Seconded by Hohl, to approve as presented.

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

15. Township Board Meeting Minutes April 4, 2023

16. Approved MUC Minutes - March 8, 2023

17. Bills List 4-18-23

18. DPW Monthly Report - March 2023

19. Public Safety Monthly Report March, 2023

20. Parks & Rec - Ribbon Cutting Events - Little Library & East Park Playground - April 2023

21. Community Information

APPROVAL OF THE AGENDA

Approved above and adding the 7:00 pm regular meeting to the end of the Strategic Planning Meeting.

UNFINISHED BUSINESS

CURRENT BUSINESS

22. Parks & Rec - Park and Community Center Fee Waiver - Hamburg Library
Motion by Dolan, seconded by Menzies, to authorize the fee waiver for the Hamburg Township Library's use of the community center for the 3 days requested.
Voting Yea: Hahn, Menzies, Michniewicz, Negri, Dolan, Hohl, Hughes
23. Fence Pro's Payments - presented at the Board Table
Motion by Dolan, Seconded by Michniewicz, to approve the payment to Fence Pro's in the amount of \$900 for meter mount installation and \$400 for pickleball fence repairs.
Voting Yea: Hahn, Menzies, Michniewicz, Negri, Dolan, Hohl, Hughes

CALL TO THE PUBLIC

A call was made with no response.

BOARD COMMENTS

Michniewicz reminded that the Hamburg Township Clean-up Day is this Saturday April 22, 2023 from 9:00 am to 3:00 pm

ADJOURNMENT

Motion by Dolan, seconded by Hughes, to adjourn.

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

Meeting adjourned at 1:23 p.m.

Respectfully submitted,



Courtney L. Paton

Recording Secretary



Mike Dolan

Township Clerk

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

TO: Board of Trustees
FROM: Pat Hohl, Supervisor
Michelle DeLancey, Director of Accounting & HR
DATE: April 27, 2023
SUBJECT: 2023 holiday schedule

Below is the 2023 holiday schedule that was approved on Tuesday, December 6, 2022.
We would like to amend the schedule as follows in red:

Monday January 2, 2023 New Year's Day
Monday January 16, 2023 Martin Luther King Jr. Day
Monday February 20, 2023 President's Day
Friday April 7, 2023 Good Friday
Monday May 29, 2023 Memorial Day
Tuesday July 4, 2023 Independence Day
Monday September 4, 2023 Labor Day
Friday November 10, 2023 Veteran's Day
Thursday November 23, 2023 Thanksgiving Day
Friday November 24, 2023 Day after Thanksgiving
Friday December 22, 2023 Christmas Eve
Monday December 25, 2023 Christmas Eve Day
~~**Tuesday December 26, 2023 Christmas Day**~~
Friday December 29, 2023 New Year's Eve
Monday January 1, 2024 New Year's Eve Day
~~**Tuesday January 2, 2024 New Year's Day**~~

The previously approved 2023 holiday schedule grants our full-time employees 12 holidays for the calendar year of 2023. With the requested changes the amended schedule will grant our full-time employees 13 holidays for the calendar year of 2023, and will align with the Employee Handbook 4.1 Holidays.

JOURNALIZED OPEN

BANK CODE: GEN

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 000.000					
101-000.000-073.004	LIFE INSURANCE - LIBRARY	AMERICAN UNITED LIFE INSURANCE	00617291-0001-000 05/01-05/31/2023 ST	137.32	
101-000.000-073.004	LIFE INSURANCE - LIBRARY	AMERICAN UNITED LIFE INSURANCE	00617291-0001-000 5/1-5/31/23 LIFE	27.00	
101-000.000-231.200	DUE TO CHARITY CHARITABLE DEDUCT	DART TEAM	CONTRIBUTIONS APRIL 23	165.00	
101-000.000-231.400	DUE TO COLONIAL LIFE	COLONIAL LIFE	E4362067 DEDUCTION DATES APR 13 & APR 2	339.20	
101-000.000-231.410	DUE TO AFLAC (BIWEEKLY)	AFLAC - AMERICAN FAMILY LJB423	APRIL 2023	298.68	
101-000.000-231.420	VOL. LIFE INSURANCE	AMERICAN UNITED LIFE INSURANCE	00617291-0002-000 5/1-5/31/2023 VOL C	541.58	
101-000.000-279.963	SECLUDED LANE PRIVATE ROAD	ROSATI, SCHULTZ, JOPPICH &	PLANNING AND ZONING MATTER 3/1-3/31/23	315.00	
101-000.000-279.969	9704 KRESS ROAD	IMEG CORP.	PROF SERV 3/1-3/31/23 9704 KRESS SITE E	183.00	
101-000.000-279.970	ZANDAR SITE PLAN	IMEG CORP.	PROF SERV 3/1-3/31/23 ZANDER FLEX SITE	1,094.50	
101-000.000-415.000	CHARGE BACKS/MTT/BOARD OF REVIEW	LIVINGSTON COUNTY TREASURER	BOR 2021 ADJ WALKER 15-30-201-021	7.40	
Total For Dept 000.000				3,108.68	
Dept 101.000 Township Board					
101-101.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH &	PLANNING AND ZONING MATTER 3/1-3/31/23	210.00	
101-101.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH &	GENERALS MATTERS 3/1-3/31/23	1,513.00	
101-101.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH &	MARY ANN LAMKIN 3/1-3/31/23	255.00	
Total For Dept 101.000 Township Board				1,978.00	
Dept 171.000 Township Supervisor					
101-171.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INSURANCE	00617291-0001-000 05/01-05/31/2023 ST	45.19	
101-171.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INSURANCE	00617291-0001-000 5/1-5/31/23 LIFE	7.59	
Total For Dept 171.000 Township Supervisor				52.78	
Dept 201.000 ACCOUNTING					
101-201.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INSURANCE	00617291-0001-000 05/01-05/31/2023 ST	85.81	
101-201.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INSURANCE	00617291-0001-000 5/1-5/31/23 LIFE	17.76	
101-201.000-955.000	SUNDRY	SPRINGFIELD URGENT CARE	PIEMPLOYEE PHYSICAL HOLMES	120.00	
Total For Dept 201.000 ACCOUNTING				223.57	
Dept 215.000 CLERK'S OFFICE					
101-215.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INSURANCE	00617291-0001-000 05/01-05/31/2023 ST	48.92	
101-215.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INSURANCE	00617291-0001-000 5/1-5/31/23 LIFE	13.85	
Total For Dept 215.000 CLERK'S OFFICE				62.77	
Dept 228.000 TECHNICAL/UTILITIES SERVICES					
101-228.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INSURANCE	00617291-0001-000 05/01-05/31/2023 ST	67.60	
101-228.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INSURANCE	00617291-0001-000 5/1-5/31/23 LIFE	11.47	
101-228.000-861.000	MILEAGE	MICHAEL DELANCEY	IT REIMBURSEMENT MILEAGE MMRMA TRAINING	145.41	
Total For Dept 228.000 TECHNICAL/UTILITIES SERVICES				224.48	
Dept 229.000 COMPUTER/CABLE					
101-229.000-933.000	SOFTWARE MAINTENANCE	BS&A SOFTWARE INC.	ANNUAL SUPPORT /CEMETARY MGMT 5/1/23-5/	7,523.00	
Total For Dept 229.000 COMPUTER/CABLE				7,523.00	
Dept 253.000 Treasurer					
101-253.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INSURANCE	00617291-0001-000 05/01-05/31/2023 ST	37.90	
101-253.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INSURANCE	00617291-0001-000 5/1-5/31/23 LIFE	6.75	
Total For Dept 253.000 Treasurer				44.65	
Dept 257.000 Assessing					
101-257.000-801.000	CONTRACTUAL SERVICES	WCA ASSESSING LLC	MAY 23 SERVICES-ASSESSMENT	27,255.75	
Total For Dept 257.000 Assessing				27,255.75	
Dept 262.000 Elections					

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BANK CODE: GEN

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 262.000 Elections					
101-262.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INSURANCE	00617291-0001-000 05/01-05/31/2023 ST	20.76	
101-262.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INSURANCE	00617291-0001-000 5/1-5/31/23 LIFE	6.74	
Total For Dept 262.000 Elections				27.50	
Dept 265.000 Township Buildings					
101-265.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INSURANCE	00617291-0001-000 05/01-05/31/2023 ST	57.88	
101-265.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INSURANCE	00617291-0001-000 5/1-5/31/23 LIFE	14.34	
101-265.000-752.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT,	COOLER RENTAL	14.00	
101-265.000-752.000	SUPPLIES & SMALL EQUIPMENT	AMAZON CAPITAL SERVICES	AMAZON PURCH 3/1-3/31/2023	131.76	
101-265.000-752.000	SUPPLIES & SMALL EQUIPMENT	HOME DEPOT CREDIT SERVICES	B&G PLYWOOD/CASTER/SCREWS	265.81	
101-265.000-752.000	SUPPLIES & SMALL EQUIPMENT	HOME DEPOT CREDIT SERVICES	B & G SAFETY HELMET/HEARING PROTECTION	54.60	
101-265.000-752.000	SUPPLIES & SMALL EQUIPMENT	HOME DEPOT CREDIT SERVICES	B & G CHAINSAWS (2)	199.98	
101-265.000-752.000	SUPPLIES & SMALL EQUIPMENT	HOME DEPOT CREDIT SERVICES	REBAR/LUMBER/CONCRETE/BLACKTOP PATCH	99.81	
101-265.000-768.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	DPW/B & G UNIFORMS	30.74	
101-265.000-921.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000-1237-5166 TWP 3/15-4/12/23	570.10	
101-265.000-930.000	MAINTENANCE TWP HALL	BOB MYERS EXCAVATING INC	TWP HALL 10 YD EGG ROCK	620.00	
101-265.000-930.000	MAINTENANCE TWP HALL	BOB MYERS EXCAVATING INC	LIMESTONE/TOP SOIL DISC GOLF PARKING LC	700.00	
101-265.000-930.000	MAINTENANCE TWP HALL	HOME DEPOT CREDIT SERVICES	CEMETARY/BG/PDCONCRETE/SAWHORSE/WOOD	197.79	
101-265.000-930.000	MAINTENANCE TWP HALL	TRI-COUNTY SUPPLY, INC.	TWP CLEANING SUPPLIED	739.53	
101-265.000-931.000	EQUIPMENT MAINT/REPAIR	HUTSON, INC.	TRACTOR PARTS	1,057.82	
101-265.000-955.000	SUNDRY	SPRINGFIELD URGENT CARE PC	DPW EMPLOYEE PHYSICAL TUCKER	127.48	
101-265.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	360 LIFE SAFETY	PRIVACY TINT ALL EXTERIOR WINDOWS AND I	3,524.44	
101-265.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	BOB MYERS EXCAVATING INC	ASPHALT GRAVEL MAINT BLDG	2,220.00	
101-265.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	CALIFORNIA SALES ORGANIZATION	ZONING SHELES/CABINETS	17,500.00	
101-265.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	HOME DEPOT CREDIT SERVICES	REBAR/LUMBER/CONCRETE/BLACKTOP PATCH	691.36	
101-265.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	HOME DEPOT CREDIT SERVICES	LUMBER/TIMBERS	865.52	
Total For Dept 265.000 Township Buildings				29,682.96	
Dept 275.000 OTHER EXPENSES					
101-275.000-718.500	HEALTH CARE REIMBURSEMENT	BURNHAM & FLOWER INSURANCE	2/1-2/28/23 & 3/1-3/31/23	380.00	
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT,	TWP BOTTLED WATER (10)	29.95	
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	AMAZON CAPITAL SERVICES	AMAZON PURCH 3/1-3/31/2023	254.94	
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	CDW GOVERNMENT, INC.	APC REPLACEMENT BATTERY CARTRIDGE#7	168.67	
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	STAPLES	ASSESSING MISC OFFICE SUPPLIES	45.09	
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	STAPLES	ACCOUNTING OFFICE SUPPLIES	37.58	
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	STAPLES	ADMIN PRINTER	129.99	
101-275.000-851.000	POSTAGE	POSTMASTER	PERMIT-FIRST CLASS PRESORT	290.00	
101-275.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	AMAZON CAPITAL SERVICES	AMAZON PURCH 3/1-3/31/2023	602.21	
Total For Dept 275.000 OTHER EXPENSES				1,938.43	
Dept 567.000 CEMETERY					
101-567.000-801.000	CONTRACTUAL SERVICES	A2Z LAWN SERVICES, LLC	CEMETARY SPRING YARD CLEAN UP	2,700.00	
101-567.000-955.000	SUNDRY	COLDSPRING	NICHE PLAQUE JASINA	338.00	
101-567.000-955.000	SUNDRY	HOME DEPOT CREDIT SERVICES	CEMETARY/BG/PDCONCRETE/SAWHORSE/WOOD	34.82	
101-567.000-955.000	SUNDRY	MICHIGAN TOWNSHIPS ASSOCIATION	CEMETARY MGMT & ADMIN MKUZNER-K VERMILI	234.50	
Total For Dept 567.000 CEMETERY				3,307.32	
Dept 702.000 PLANNING AND ZONING					
101-702.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INSURANCE	00617291-0001-000 05/01-05/31/2023 ST	68.51	
101-702.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INSURANCE	00617291-0001-000 5/1-5/31/23 LIFE	13.50	
101-702.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH &	PROF LEGAL SERV. 3/1-3/31/23 ORD ENF	588.00	
101-702.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH &	PLANNING AND ZONING MATTER 3/1-3/31/23	1,592.50	
101-702.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH &	DISTRICT COURT PRESECUTIONS	42.00	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 702.000 PLANNING AND ZONING					
101-702.000-914.000	TUITION REIMBURSEMENT	LISA PERSCHKE	PERSCHKE REIMBURSEMENT EMU	3,000.50	
		Total For Dept 702.000 PLANNING AND ZONING		5,305.01	
		Total For Fund 101 General Fund		80,734.90	
Fund 206 Fire Fund					
Dept 000.000					
206-000.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INSURANCE	00617291-0001-000 05/01-05/31/2023 S	247.97	
206-000.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INSURANCE	00617291-0001-000 5/1-5/31/23 LIFE	45.90	
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	STAPLES	FD BINDER/MULTI FOLD TOWELL	77.34	
206-000.000-768.000	UNIFORMS/ACCESSORIES	DAVID GIRARD	REIMBURSEMENT FS BOOTS	129.88	
206-000.000-768.000	UNIFORMS/ACCESSORIES	HURON VALLEY GUNS, LLC	FD UNIFORMS-YOUNG	173.98	
206-000.000-768.000	UNIFORMS/ACCESSORIES	IZIK ROSEN	REIMBURSEMENT FD BOOTS	129.95	
206-000.000-843.100	EMPLOYEE PHYSICALS/VACCINATION	SPRINGFIELD URGENT CARE PC	FD FIREFIGHTER PHYSICAL VONTROBA	1,365.00	
206-000.000-853.000	PHONE/COMM/INTERNET	AT&T MOBILITY	PD/FD 237318496818 3/12-4/11/2023	189.70	
206-000.000-916.000	TRAINING	MICHIGAN FIRE INSPECTORS ASSOCIATION	NFPA CLASSES (VULTAGGIO)	1,025.00	
206-000.000-920.000	ELECTRIC	CONSUMERS ENERGY	1000 3979 7285 FD#12	1,180.15	
206-000.000-920.000	ELECTRIC	CONSUMERS ENERGY	1000 1698 7719 FD#11 3/14-4/14/23	770.18	
206-000.000-920.000	ELECTRIC	DTE ENERGY	9200 279 0884 6 3/23-4/21/23 SIREN 7201	18.48	
206-000.000-920.000	ELECTRIC	DTE ENERGY	9200 279 0885 3 SIREN(SHEHAN RD BLDG) 3	18.48	
206-000.000-930.003	MAINTENANCE FIRE HALL	SECURITY LOCK SERVICE, INC	FD #11 DOOR REPAIR INSTALLED L BRACKET	239.00	
206-000.000-930.003	MAINTENANCE FIRE HALL	TRUSTED HEATING & COOLING	FD #12 PEAK PERF AGREEMENT	224.00	
206-000.000-931.000	EQUIPMENT MAINT/REPAIR	AMAZON CAPITAL SERVICES	AMAZON PURCH 3/1-3/31/2023	1,181.18	
206-000.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	ESO	FD-ER-HISTORICAL DATA ACCESS 5/3/23-5/2	500.00	
206-000.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	DATANET SYSTEMS, INC.	FD #12 SECURITY CAMERA INSTALLATION	128.84	
		Total For Dept 000.000		7,645.03	
		Total For Fund 206 Fire Fund		7,645.03	
Fund 207 Police Fund					
Dept 000.000					
207-000.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INSURANCE	00617291-0001-000 05/01-05/31/2023 S	796.35	
207-000.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INSURANCE	00617291-0001-000 5/1-5/31/23 LIFE	120.28	
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	AMAZON CAPITAL SERVICES	AMAZON PURCH 3/1-3/31/2023	108.43	
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	BOUND TREE MEDICAL, LLC	PD INTELLISENSE BAT	385.99	
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	STAPLES	PD OFFICE CHAIR	179.99	
207-000.000-756.000	ACCREDITATION EXPENSES	AMAZON CAPITAL SERVICES	AMAZON PURCH 3/1-3/31/2023	23.98	
207-000.000-768.000	UNIFORMS/ACCESSORIES	HURON VALLEY GUNS, LLC	PD ALTERATION/PATCH (8)	60.00	
207-000.000-768.000	UNIFORMS/ACCESSORIES	HURON VALLEY GUNS, LLC	PD ALTERATION/PATCH (4)	30.00	
207-000.000-768.000	UNIFORMS/ACCESSORIES	HURON VALLEY GUNS, LLC	ALTERATION/REP PATCH/DEBOTTIS	30.00	
207-000.000-768.000	UNIFORMS/ACCESSORIES	HURON VALLEY GUNS, LLC	ALTERATION/REPL PATCH/LEEDS	60.00	
207-000.000-768.000	UNIFORMS/ACCESSORIES	HURON VALLEY GUNS, LLC	PD UNIFORMS LEEDS	248.97	
207-000.000-768.000	UNIFORMS/ACCESSORIES	HURON VALLEY GUNS, LLC	PD/UNIFORMS/GRIM	109.98	
207-000.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH & ASSOCIATES	GENERALS MATTERS 3/1-3/31/23	629.00	
207-000.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH & ASSOCIATES	DISTRICT COURT PRESECUTIONS	126.00	
207-000.000-853.000	PHONE/COMM/INTERNET	AT&T MOBILITY	PD/FD 237318496818 3/12-4/11/2023	505.03	
207-000.000-921.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000-1237-5224 PD 3/15-0/12/23	278.87	
207-000.000-930.002	MAINTENANCE POLICE BUILDING	HOME DEPOT CREDIT SERVICES	CEMETARY/BG/PDCONCRETE/SAWHORSE/WOOD	76.35	
207-000.000-930.002	MAINTENANCE POLICE BUILDING	SECURITY LOCK SERVICE, INC	PD MAN DOOR/OVERHEAD DOOR REPAIRS	3,467.54	
207-000.000-931.000	EQUIPMENT MAINT/REPAIR	360 LIFE SAFETY	PD SAFETY AND SECURITY FILM INSTALLED (1,200.00	
207-000.000-932.000	VEHICLE MAINTENANCE	AMAZON CAPITAL SERVICES	AMAZON PURCH 3/1-3/31/2023	312.81	
207-000.000-932.000	VEHICLE MAINTENANCE	BOB MAXEY FORD OF HOWELL,	PD 21 EXPLORER 04593	1,060.92	
207-000.000-932.000	VEHICLE MAINTENANCE	CAPITAL TIRE INC.	PD 225/60R18(4)	576.00	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 207 Police Fund					
Dept 000.000					
207-000.000-932.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE JF PD 17	DODGE CHARGER 66184	881.81	
207-000.000-932.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE JF PD 20	DODGE 1500 59223	104.56	
207-000.000-967.000	SPECIAL PROJECTS	UNMANNED VEHICLE TECHNOLOG PD	LANDING GEAR MODULE	278.00	
		Total For Dept 000.000		11,650.86	
		Total For Fund 207 Police Fund		11,650.86	
Fund 208 SENIORS, PARKS, LL TRAIL					
Dept 000.000					
208-000.000-239.300	SENIOR CENTER ACTIVITY FUND	AMAZON CAPITAL SERVICES	AMAZON PURCH 3/1-3/31/2023	332.02	
		Total For Dept 000.000		332.02	
Dept 751.000 Recreation Board					
208-751.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INSURF	G 00617291-0001-000 05/01-05/31/2023 SI	21.88	
208-751.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INSURF	G 00617291-0001-000 5/1-5/31/23 LIFE	4.72	
208-751.000-930.005	MAINTENANCE PARK BUILDINGS	BOB MYERS EXCAVATING INC	LIMESTONE/TOP SOIL DISC GOLF PARKING LC	450.00	
208-751.000-942.000	PORTABLE TOILETS	PORTABLE TOILET SERVICES I	3/31-4/16/23-4/18-5/15/23-4/18-5/15/23	1,971.22	
208-751.000-943.000	EVENT COMMITTEE EXPENSE	ELECTROCYCLE, INC.	ONSITE DOC DESTRUCTION TWP CLEANUP 04/2	850.00	
		Total For Dept 751.000 Recreation Board		3,297.82	
Dept 800.000 LAKELAND TRAIL					
208-800.000-938.000	LAKELAND TRAIL MAINTENANCE	HOME DEPOT CREDIT SERVICES	LUMBER/TIMBERS	360.28	
208-800.000-942.000	PORTABLE TOILETS	PORTABLE TOILET SERVICES I	3/31-4/16/23-4/18-5/15/23-4/18-5/15/23	1,327.80	
		Total For Dept 800.000 LAKELAND TRAIL		1,688.08	
Dept 820.000 SENIOR CENTER					
208-820.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INSURF	G 00617291-0001-000 05/01-05/31/2023 SI	27.74	
208-820.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INSURF	G 00617291-0001-000 5/1-5/31/23 LIFE	6.75	
208-820.000-921.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1237 5075 SENIOR CTR 3/15-4/12/23	298.29	
208-820.000-930.001	MAINTENANCE COMM CENTER	HOME DEPOT CREDIT SERVICES	REBAR/LUMBER/CONCRETE/BLACKTOP PATCH	35.88	
208-820.000-930.001	MAINTENANCE COMM CENTER	PINCKNEY PLUMBING, LLC	SC HOSE BIB REPLACED	220.00	
208-820.000-930.001	MAINTENANCE COMM CENTER	TRI-COUNTY SUPPLY, INC.	SEN CTR CLEANING SPPLIES/ PAPER PRODUCT	534.39	
		Total For Dept 820.000 SENIOR CENTER		1,123.05	
		Total For Fund 208 SENIORS, PARKS, LL TRAIL		6,440.97	
Fund 252 HAMBURG TWP AQUATIC WEED CONTROL SAD					
Dept 000.000					
252-000.000-803.000	AQUATIC WEED CONTROL	PROGRESSIVE AE, INC.	PRO.94140001.0 Q-THRU 3-31-23 ZUKEY/STF	3,687.50	
		Total For Dept 000.000		3,687.50	
		Total For Fund 252 HAMBURG TWP AQUATIC WEED CONTROL SAI		3,687.50	
Fund 272 Rustic/Lake Pointe Road SAD					
Dept 000.000					
272-000.000-802.000	ROAD IMPROVEMENT	BOB MYERS EXCAVATING INC	RUSTIC RD/LAKE PT GRADE-STONE 4/12/23	1,175.00	
		Total For Dept 000.000		1,175.00	
		Total For Fund 272 Rustic/Lake Pointe Road SAD		1,175.00	
Fund 279 Riverside/Century/Lagoon SAD					
Dept 000.000					
279-000.000-802.000	ROAD IMPROVEMENT	BOB MYERS EXCAVATING INC	RIVERSIDE/CENTURY/LAGOON/RADIAL GRADE/S	4,290.00	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 279 Riverside/Century/Lagoon SAD					
Dept 000.000					
		Total For Dept 000.000		4,290.00	
		Total For Fund 279 Riverside/Century/Lagoon SAD		4,290.00	
Fund 280 Island Shore/Schlenker SAD					
Dept 000.000					
280-000.000-802.000	ROAD IMPROVEMENT	BOB MYERS EXCAVATING INC	ISLAND SHORE/SCHLENKER GRADE/STONE 04/1	1,440.00	
		Total For Dept 000.000		1,440.00	
		Total For Fund 280 Island Shore/Schlenker SAD		1,440.00	
Fund 283 KINGSTON DRIVE MAINTENANCE SAD					
Dept 000.000					
283-000.000-802.000	ROAD IMPROVEMENT	BOB MYERS EXCAVATING INC	KINGSTON GRADE/STONE 04/18/23	5,530.00	
		Total For Dept 000.000		5,530.00	
		Total For Fund 283 KINGSTON DRIVE MAINTENANCE SAD		5,530.00	
Fund 284 Winans Drive SAD					
Dept 000.000					
284-000.000-802.000	ROAD IMPROVEMENT	BOB MYERS EXCAVATING INC	WINANS RD GRADE /STONE/GRAVEL 4/19/23	2,115.00	
		Total For Dept 000.000		2,115.00	
		Total For Fund 284 Winans Drive SAD		2,115.00	
Fund 590 SEWER FUND					
Dept 527.000 SEWER OPERATING					
590-527.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INSUR	00617291-0001-000 05/01-05/31/2023 S1	179.21	
590-527.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INSUR	00617291-0001-000 5/1-5/31/23 LIFE	47.60	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT,	COOLER RENTAL	7.00	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	AMAZON CAPITAL SERVICES	AMAZON PURCH 3/1-3/31/2023	397.59	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	BOB MYERS EXCAVATING INC	LIMESTONE/TOP SOIL DISC GOLF PARKING LC	450.00	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	ED BOCK FEEDS & STUFF, L.I	STRAW WHEAT	7.00	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	ED BOCK FEEDS & STUFF, L.I	STRAW WHEAT/SHADY MIX	34.99	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	ED BOCK FEEDS & STUFF, L.I	ROCK SHADY MIX	191.99	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	HOME DEPOT CREDIT SERVICES	DPW 6 POINT IMPACT	164.89	
590-527.000-768.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	DPW/B & G UNIFORMS	42.89	
590-527.000-768.000	UNIFORMS/ACCESSORIES	TRACTOR SUPPLY CREDIT PLAN	DPW UNIFORMS (ADAMS)	227.94	
590-527.000-921.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 6018 7471 WINANS PUMP STA	20.83	
590-527.000-921.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 0019 5535 RUSTIC DR 3/14-4/12/23	21.30	
590-527.000-921.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1266 6192 ENTERPRISE 3/15-4/12/23	220.67	
590-527.000-921.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1030 3773 9556 9251 REGENCY 3/14-4/12/2	17.76	
590-527.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE	C & E CONSTRUCTION CO.,	INKRESS LIFT STA FUSING 8" PIPE	3,000.00	
590-527.000-980.017	CAPITAL IMPROVEMENTS-SEWER LOOP	C & E CONSTRUCTION CO.,	IM36 FORCE MAIN/SEWER LOOP (ARPA)	10,689.00	
		Total For Dept 527.000 SEWER OPERATING		15,720.66	
Dept 537.000					
590-537.000-752.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT,	COOLER RENTAL	7.00	
590-537.000-752.000	SUPPLIES & SMALL EQUIPMENT	HACH COMPANY, AMERICAN SI	DPW-PIPET TIP	252.00	
590-537.000-752.000	SUPPLIES & SMALL EQUIPMENT	HACH COMPANY, AMERICAN SI	DPW-NITRITE/AMONIA TNT	1,539.44	
590-537.000-752.000	SUPPLIES & SMALL EQUIPMENT	HACH COMPANY, AMERICAN SI	STIR BAR/ SODIUM/SODIUM POTASSIUM/FILTE	423.81	
590-537.000-921.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1266 6259 WWTP 3/15-4/12/23	5,711.16	
590-537.000-931.000	EQUIPMENT MAINT/REPAIR	ADVANCE AUTO PARTS	DPW DEEP CYCLE BATTERIES	129.75	
590-537.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE	STANDARD ELECTRIC COMPANY	DPW BUSS FUSE (10)	128.28	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 SEWER FUND					
Dept 537.000					
590-537.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE	STANDARD ELECTRIC COMPANY	DPW BUSS FUSE (4)	51.31	
590-537.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE	STANDARD ELECTRIC COMPANY	DPW SMALL DIN FUSE(10)-LOW PEAK CC TD F	526.92	
Total For Dept 537.000				8,769.67	
Dept 538.000					
590-538.000-955.000	SUNDRY	LIVINGSTON COUNTY REGISTE	FORE LAKE DEV LLC SEWER AGREEMENT/EASEME	60.00	
590-538.000-955.000	SUNDRY	LIVINGSTON COUNTY REGISTE	NORFOLK HOMES LOT 128&130 SEWER CONNECI	120.00	
Total For Dept 538.000				180.00	
Total For Fund 590 SEWER FUND				24,670.33	

Fund Totals:					
			Fund 101 General Fund	80,734.90	
			Fund 206 Fire Fund	7,645.03	
			Fund 207 Police Fund	11,650.86	
			Fund 208 SENIORS, PARKS,	6,440.97	
			Fund 252 HAMBURG TWP AQU	3,687.50	
			Fund 272 Rustic/Lake Poi	1,175.00	
			Fund 279 Riverside/Cent	4,290.00	
			Fund 280 Island Shore/Sc	1,440.00	
			Fund 283 KINGSTON DRIVE	5,530.00	
			Fund 284 Winans Drive S	2,115.00	
			Fund 590 SEWER FUND	24,670.33	
			Total For All Funds:	149,379.59	

Post Date	Journal	Description	GL Number	Account #	Section	DR Amount	CR Amount
04/05/2023	UB	Billing		Account #	0402400040	Section: ''	
		ACCOUNTS RECEIVABLE	101-000-040.000			90.00	90.00
		SEWER SERVICE CHARGES	101-000-600.000				90.00
04/05/2023	UB	Billing		Account #	1425401002	Section: ''	
		ACCOUNTS RECEIVABLE	101-000-040.000			90.00	90.00
		SEWER SERVICE CHARGES	101-000-600.000				90.00
04/05/2023	UB	Billing		Account #	0402153002	Section: ''	
		ACCOUNTS RECEIVABLE	101-000-040.000			90.00	90.00
		SEWER SERVICE CHARGES	101-000-600.000				90.00
04/05/2023	UB	Billing		Account #	1425400006	Section: ''	
		ACCOUNTS RECEIVABLE	101-000-040.000			90.00	90.00
		SEWER SERVICE CHARGES	101-000-600.000				90.00
04/05/2023	UB	Billing		Account #	1436300004	Section: ''	
		ACCOUNTS RECEIVABLE	101-000-040.000			90.00	90.00
		SEWER SERVICE CHARGES	101-000-600.000				90.00
04/05/2023	UB	Billing		Account #	1531102049	Section: ''	
		ACCOUNTS RECEIVABLE	101-000-040.000			90.00	90.00
		SEWER SERVICE CHARGES	101-000-600.000				90.00
TOTALS:							
		ACCOUNTS RECEIVABLE	101-000-040.000			114,495.00	114,495.00
		SEWER SERVICE CHARGES	101-000-600.000				114,120.375
		MISC FEES	101-000-603.000				

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
GRAND TOTAL:				114,495.00	114,495.00

Post Date GL Number	Journal	Summ/Det	Ref #	Description	SUMMARY UB 04/05/2023 Bill Calculated	DR Amount	CR Amount
04/05/2023	UB	S	14730	ACCOUNTS RECEIVABLE	114,495.00		
101-000-040.000				SEWER SERVICE CHARGES			114,120.00
101-000-600.000				MISC FEES			375.00
101-000-603.000							
					<hr/>	<hr/>	<hr/>
					114,495.00	114,495.00	114,495.00
					<hr/>	<hr/>	<hr/>
					114,495.00	114,495.00	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 101 General Fund	1,379.33	
			Fund 206 Fire Fund	25,914.62	
			Fund 207 Police Fund	354.00	
			Fund 208 SENIORS, PARK	400.00	
			Total For All Funds:	28,047.95	

TO: Hamburg Township Board of Trustees

FROM: Pat Hohl

DATE: April 26, 2023

AGENDA ITEM TOPIC: Pine Creed Bluffs, Wyndam Lane

Number of Supporting Documents: 5

Background

In August 2022 I was approached by representatives from the Pine Creek Bluffs HOA and Genoa Township regarding a Road Improvement SAD in Hamburg and Genoa Townships. I then attended meetings at Genoa Township with township officials and bond counsel; and Brittany Campbell and I held meetings with members of the Pine Creek Bluffs HOA. I then attended a meeting with Pine Creek Bluffs residents followed by the circulation of petitions for the establishment of a Road Improvement SAD for Wyndam Lane in Pine Creek Bluffs. That SAD petition process failed with only 29.32 % support for the improvement. After the failure of the SAD petition process, members of the Pine Creek Bluffs HOA asked to submit a request to the Hamburg Township Board of Trustees to reconsider the Township's 2016 Policy to not fund road improvements in subdivisions.

Please review the following request from the Pine Creek Bluffs HOA Board of Directors. I have attempted to provide all pertinent information related to this matter for your review and consideration.

Managing Director of the Livingston County Road Commission, Steve Wasyk told me the Livingston County Road Commission will not fund improvements to Wyndam Lane in Hamburg Township.

March 31, 2023

Pat Hohl
Hamburg Township Supervisor
10405 Merrill Rd.
P.O Box 157
Hamburg, MI 48139

Dear Pat:

Thank you for the opportunity to be heard before the Hamburg Township Board of Trustees. Dave Lineberry, Director-at-Large for the Pine Creek Bluffs Condominium Association, will be present at the May 2nd Board meeting to make our case. To be clear, this presentation is not intended to reestablish justification for the resurfacing of Wyndam Lane but rather to present our thoughts regarding the failure of the SAD petition drive and a proposal for an alternative solution to get it completed. We will assume the Board is familiar enough with the background of the projects in both the Bluffs and the Ridge so as to not take any more time than necessary. Please let us know if that is not the case.

Failure of the SAD

We do not have any tabulated record of the reasons it failed, but anecdotally, the following comments have been heard:

- There will be increased traffic and increased speeding.
- I live on one of the courts. Why should I have to pay for Wyndam when someday if an SAD is utilized to improve our courts Wyndam owners won't have to help pay for them in turn?
- It's a public road, the township or county should pay.

We understand that an improved road may result in some drivers going faster, but remedies are available for this potential situation, and the fact is, at some point all roads need improved. The concern of increased traffic seems irrational as those who use Wyndam as a cut-through between Brighton Rd. and Brighton Lake Rd./Hamburg Rd. do so because either it's their most direct route or because they don't want to use the unpaved Bauer Rd. Repaving will not have an effect on those decisions.

We realize the township is only following the rules set forth by the state, but we do understand the "fairness" issue when it appears some owners are benefitted more than others. The Bluffs is a community accustomed to equally shared expenses so it's difficult for some to accept the logic of the SAD rules.

The following addresses the third bullet point regarding public funding.

Alternative Solution for the Improvement of Wyndam Lane

We believe for the following reasons Wyndam Lane should be considered an exception to the Hamburg Township policy of not funding subdivision street improvements:

- It's our understanding Hamburg Township worked with Brighton and Green Oak Township to repave the western end of Lee Rd. through the West Ridge subdivision. If accurate, this project seems very similar to the Wyndam Lane improvement.
- It's also our understanding that there are funds available from a previous road millage that could be applied to this project.
- Genoa Township contributed approximately \$400,000 to the Pine Creek Ridge Road Improvement Project which includes the two sections of Wyndam Lane in Genoa.

- We believe Wyndam Lane is not a "typical" subdivision street. It is a much more heavily traveled route with a significant volume of non-resident cut-through traffic including commercial vehicles. A previous study by Beaubien Engineering commissioned by Pine Creek Ridge indicated 38% of traffic in Pine Creek is cut-through, either entering or exiting at Wyndam Lane/Brighton Lake Rd.
- Given the circuitous nature of Wyndam Lane, it enters Hamburg Township from Genoa Township, then re-enters Genoa, then back into Hamburg before terminating at Brighton Lake Rd. If Genoa gives final approval to the Pine Creek Ridge project, Wyndam will go from good road to bad road to good road to bad road. This will present a very unfavorable impression not only of the Bluffs but of Hamburg Township as well.
- The Livingston County Road Commission has stated they would like to see the entire length of Wyndam resurfaced and has considered looking for funds to put toward its completion.

Summary

The Township has made it clear its policy is to not fund subdivision street improvements and we understand and appreciate that. We are not looking for assistance for our private courts. However, we do believe Wyndam presents circumstances for an exception to this policy and which could justify creating a precedent, particularly given the volume of non-resident cut-through traffic. Furthermore, between the funds we understand the Township may have at its disposal and those the county may be able to provide, we believe the completion of the resurfacing of Wyndam Lane may be financially viable from public fund sources.

So, respectfully, we ask that the Board take our case under consideration for approval so that Wyndam Lane can become a newly improved roadway from beginning to end for the benefit of all Pine Creek residents and for those who use it to pass through.

Sincerely, on behalf of the Pine Creek Bluffs Board of Directors,

Rick Kunkle, President

Livingston County Road Commission

3535 Grand Oaks Drive • Howell, Michigan 48843-8575
 Telephone: (517) 546-4250 • Facsimile: (517) 546-9628
 Internet Address: www.livingstonroads.org

August 10, 2022

Mr. Michael Archinal, AICP MPA
 2911 Dorr Road
 Brighton, MI 48116

Re: Pine Creek Ridge Subdivision Rehabilitation Estimate

Dear Mr. Archinal,

Per your request, I have updated the estimate to rehabilitate the streets in the Pine Creek Ridge Development. The asphalt lanes average between 25 and 26 feet wide. The combined street length of both the Genoa Twp and Hamburg Twp is 5.86 miles (Genoa Townships mileage is 93% of the total miles, 5.45 miles). The pavement has signs of alligator and block cracking throughout, there are many patches, along with longitudinal and transverse cracks.

Staff recommends minor curb repairs in areas that impede drainage only. The drainage system should be cleaned and video-taped prior to road rehabilitation to determine repair needs prior to placing new hot mix asphalt pavement. All drainage structures in the curb lines should be resealed from the inside and any loose or missing brick replaced.

The existing asphalt pavement should be removed, and the roads proof rolled to identify any soft and yielding areas to be addressed prior to placing the asphalt pavement. Two lifts of hot mix asphalt shall be placed slightly above the existing curb and gutter to allow for proper drainage.

The estimate for the above work in the Genoa Township portion of Pine Creek Ridge is \$4,210,000, (Hamburg portion is \$294,630).

The above estimate is based on visual inspection. If the project is to go forward a more detailed soils and drainage investigation is required to verify estimate and constructability. The above price is based on estimated contract prices for our 2023 Pavement Preservation Program (PPP) and is subject to change.

If you have any questions or concerns, please contact me.

Sincerely,

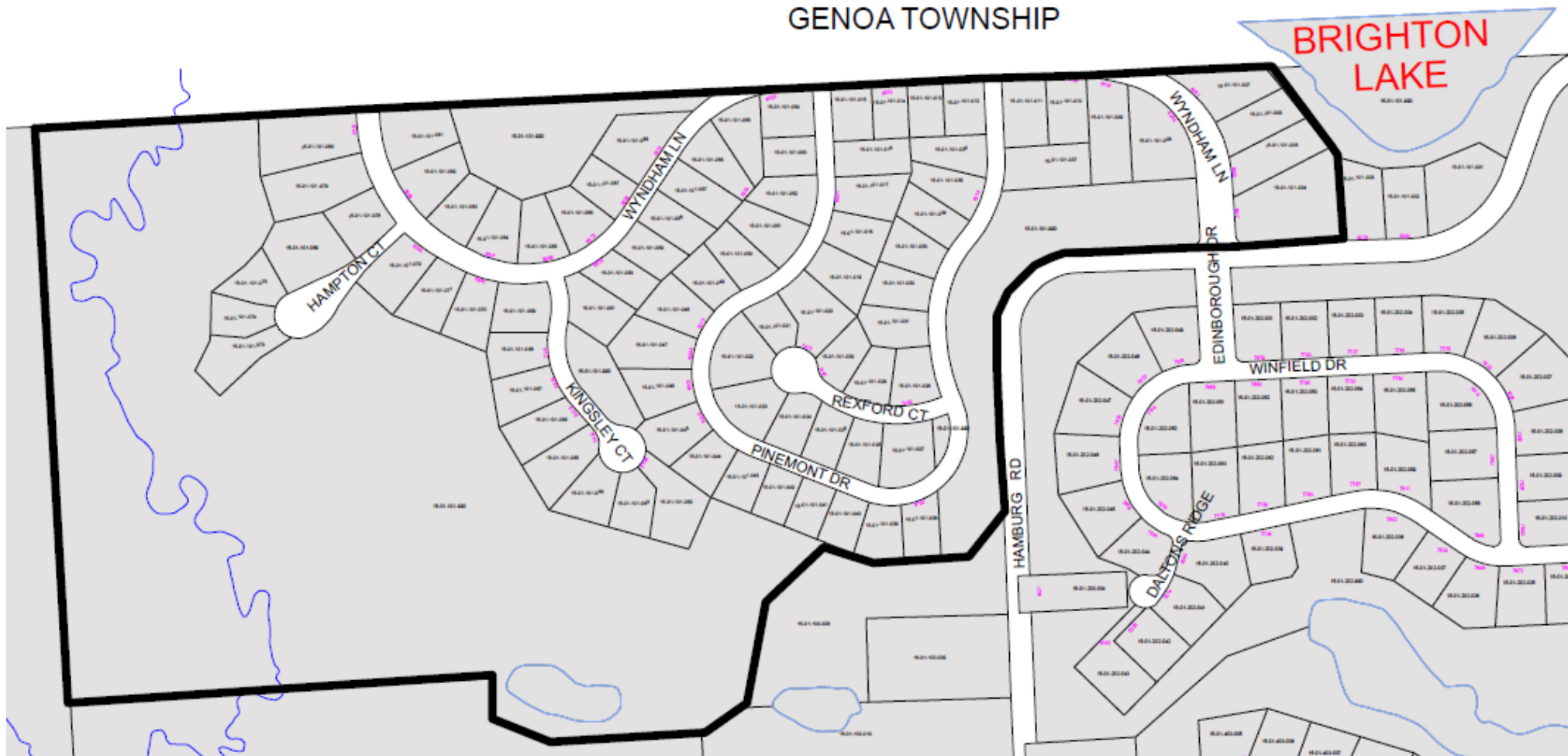


Robert Daavettila, PE
 Construction Engineer

APPENDIX B**PETITION FOR THE PROPOSED PINE CREEK BLUFFS SUBDIVISION
– ROAD IMPROVEMENT SPECIAL ASSESSMENT DISTRICT**

Hamburg Township, Livingston County, Michigan

The general service area in which a proposed special assessment district is to be designated. The Hamburg Township Board of Trustees may adjust the district boundaries based upon property owner response in support of creating a road improvement special assessment district.



General service area establishing the Pine Creek Bluffs Subdivision – Road Improvement Special Assessment District. **Proposed special assessment district boundary shown within thick black-lined area.**



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

Estimate of Cost to Establish the Pine Creek Bluffs Subdivision

Road Improvement Special Assessment District

Administration Expenses:

Postage (correspondence w/ property owners)	\$ 100.00
Publications (4 @ \$500.00 each)	2,000.00
Public Hearings (2 @ \$150.00 each)	300.00
Township Administration Charge – 15 year SAD	<u>3,150.00</u>
	\$ 5,550.00

Road Improvements Include:

Minor curb repair, drainage system cleaning and repair as necessary, removal of existing asphalt, base repair as needed, and paving of 4.5 inches of 13A hot mix asphalt installed in two lifts on Wyndam Lane. \$ 294,630.00

Hamburg Township portion of Estimated SAD Bonding Fees \$ 33,696.60
*(\$140,000.00/349 parcels total = \$401.15 per parcel)

10% Contingency Fee \$ 33,387.66

Total Project Cost \$ 367,264.26

\$ 367,264.26 divided by 84 Parcels = **\$4,372.20 per parcel.**

NOTE:

The cost of the road improvements will be financed through special assessment bonds. Annual principal payments will be equally assessed per parcel plus interest on the unpaid balance. The interest amount will be determined by the market interest rate for the sale of the Bonds at the time the project is financed.

*Genoa Township has 265 parcels while Hamburg Township has only 84 parcels in SAD.

Genoa Charter Township
 Road Improvement Special Assessment Districts
Estimate of Costs of Issuance for Bonds Issued Pursuant to 1954 PA 188

Assumptions:

- Estimated principal amount of bonds: \$6,000,000
- Timing for issuance of the bonds: Spring of 2023
- Bonds issued under 1954 Public Act 188
- Portion of the Pine Creek Road Project located in Hamburg Township initially funded by Genoa Township's revolving fund with payments made by Hamburg to Genoa over the life of the bonds pursuant to an interlocal agreement between Hamburg and Genoa

Bond Issuance Costs:

Township Costs for Special Assessment		
Proceedings and Related Publication Costs	TBD	
Bond Counsel Fees	\$32,500	
Bond Attorney Fees for Interlocal Agreement/Resolutions	5,000	
Financial Advisor	18,000	
Rating Agency Fee	15,000	
Official Statement Printing & Mailing	2,500	
Notice of Sale Publication	1,500	
MAC Fee	600	
Parity Bid Fee	500	
Michigan Department of Treasury	1,000	
Paying Agent Initial Fee	500	
Contingency	<u>2,900</u>	
Township's Direct Bond Issuance Costs		\$80,000
Underwriter's Bond Discount (fee deducted from the bond proceeds)		60,000
Capitalized Interest		<u>-0-</u>
Total Costs of Issuance		<u>\$140,000</u>

TO: Hamburg Township Board of Trustees

FROM: Pat Hohl

DATE: April 26, 2023

AGENDA ITEM TOPIC: 2023/2024 Subdivision Road Improvements

Number of Supporting Documents: **1**

Requested Action

I request that the Board of Trustees authorize me to move forward with a 2023/2024 subdivision road improvement program like the 2019 Road Improvement Program under which roads were resurfaced in 13 subdivisions.

Background

Residents on the following roads, or in the following subdivisions have contacted Brittany or I to express their interest in establishing a Road Improvement Special Assessment District:

- Orchard Village
- Mill Creek
- Old Mill Hills
- Pearson Road
- Zukey Drive
- Bob White Beach Road North
- Pine Creek Bluffs private roads
- Mill Crest Moors
- Pheasant Brook
- Silver Drive
- Crystal Beach
- Teahen Meadows
- Margaret Drive
- Canal Dredging on Bass Lake

I request the Board agree to pay the administrative costs and bonding costs for these SADs as it did in the 2019 program.

If approved, Brittany and I intend to divide the projects into two groups. The first group will move through the petition approval process beginning in the October of 2023 and ending in February of 2024. The second group will begin in March of 2024 and end in July of 2024.



Hamburg Township Public Safety Department

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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 6.

TO: Hamburg Township Board

FROM: Chief Richard Duffany

DATE: April 27, 2023

RE: Agenda Item Topic: **Updated Pubic Safety SOPs**

General Ledger #: N/A

Number of Supporting Documents: 3

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

Requested Action

- Motion to approve Hamburg Township Public Safety SOPs #100-07: *UAS Team*, #300-10: *Interviews & Interrogations* and #300-80: *Use of Naloxone (Narcan)*.

Background

Three Public Safety SOPs are being submitted to the Township Board for review and approval. SOP #100-07: *UAS Team* is being updated following a review by the UAS Team Coordinator. Changes in the policy are highlighted.

SOP #300-10: *Interviews & Interrogations* and SOP #300-80: *Use of Naloxone (Narcan)* are new policies which are required as part of the Accreditation process.

Respectfully,

Chief Richard Duffany
Director of Public Safety

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Unmanned Aerial Systems (UAS) Team			No. 100-07
Distribution: All Personnel	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: 100-07 (8/8/22)	MLEAC Standard(s): N/A
Effective Date: DRAFT			

I. PURPOSE

The purpose of this policy is to establish guidelines for the use of Unmanned Aerial Systems (UAS) by members of the Hamburg Township UAS Team and for the storage, retrieval and dissemination of images and data captured by UAS Team members.

II. POLICY

It is the policy of the Hamburg Township Public Safety Department to utilize Unmanned Aerial Systems to aid police officers and firefighters in the course of their duties. UAS can be essential in documenting fire and crime scenes, assisting in search and rescue missions, managing armed barricaded subject scenes, locating fleeing suspects, documenting crash scenes and providing real time video of active scenes for the purpose of enhancing situational awareness and tactics.

III. APPLICATION

- A. This operational procedure constitutes Township policy and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law.

IV. DEFINITIONS:

- A. **Air Boss** – Refers to an on-scene licensed pilot, who is not in control of a UAS, responsible for coordination of multiple UAS flights occurring during an incident.
- B. **Flight Register** – A document used for each UAS deployment which contains flight log information, pre-flight checklist and post-flight checklist.
- C. **Hamburg Township Unmanned Aerial System Team** - A group of Hamburg Township police officers and firefighters, specifically trained in the use and

deployment of UAS, operating as a joint team.

- D. **Part 107** – Refers to Title 14, Chapter 1, Part 107 of the Code of Federal Regulations. 14 CFR 107: Small Unmanned Aircraft Systems (sUAS).
- E. **Remote Pilot in Command (RPIC)** - A member who holds a remote pilot certificate with a sUAS rating and has the final authority and responsibility for the operation and safety of a sUAS operation conducted under Part 107.
- F. **Small Unmanned Aircraft** - An unmanned aircraft weighing less than 55 pounds on takeoff, including everything that is on board or otherwise attached to the aircraft.
- G. **Small Unmanned Aircraft System (sUAS)** - A small unmanned aircraft, as defined herein, and its associated elements (including communication links and the components that control the small unmanned aircraft) that are required for the safe and efficient operation of the small unmanned aircraft in the national airspace system.
- H. **Unmanned Aerial System (UAS)** - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (UAS) and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means.
- I. **Visual Observer (VO)** - A person who assists the remote pilot in command and the person manipulating the flight controls of the small UAS (if that person is not the remote pilot in command) to see and avoid other air traffic or objects aloft or on the ground.

V. **PRIVACY**

- A. Township-owned UAS may be utilized to enhance the mission of the department in protecting lives and property. Any use of an UAS will be in strict accordance with constitutional and privacy rights as well as all Federal Aviation Administration (FAA) rules and regulations.
- B. The use of UAS systems can involve privacy considerations. Without a warrant or exigent circumstances, operators and observers shall adhere to FAA regulations and shall never intentionally record or transmit images of any location, person or property where there is a reasonable expectation of privacy (e.g. residence, yard enclosures). Operators and observers shall take all necessary and responsible actions and precautions to avoid recording or transmitting images of areas where a reasonable expectation of privacy exists.

- C. Under no circumstances shall any Township-owned UAS be used to conduct random, arbitrary or general surveillance of the public at large. All UAS deployments shall be documented in accordance with this policy and be strictly tailored to meet a specific legitimate law enforcement or fire service purpose.

VI. UAS TEAM

The Hamburg Township UAS Team is a joint venture between Hamburg Township police officers and firefighters. It is one team with one mission working under a unified set of rules and philosophy under the direction of the Director of Public Safety.

- A. UAS Team Mission Statement – The mission of the Hamburg UAS Team is to provide airborne support to police and fire operations in a safe, professional and transparent manner in order to enhance the protection of life and property, increase situational awareness and increase the overall quality of life in Hamburg Township.

B. UAS Team Coordinator

The Director of Public Safety shall appoint a Team Coordinator and Assistant Team Coordinator from among the UAS Team members, one person from each division of the department (police and fire). The Team Coordinator shall report to the Director of Public Safety and shall be responsible for the administrative management of the UAS Team. The Team Coordinator will have the following responsibilities:

1. Serving as the primary point of contact for UAS Team members from their respective department related to all UAS Team matters.
2. Working in conjunction with the Assistant Team Coordinator to ensure open communication and consistency among team members.
3. Ensuring UAS Team policies and procedures conform to current laws, regulations and best practices of UAS operation.
4. Coordinating FAA Certificate of Waiver or Authorization (COA) application process, ensuring COAs are current and informing all members of current COA status.
5. Ensuring all authorized operators have completed all required FAA and department training and have reviewed applicable laws, policies and procedures applicable to the UAS Team.
6. Ensuring maintenance of all UAS equipment.
7. Providing recommendations for the procurement of UAS equipment.
8. Ensuring inspections and airworthiness of Township-owned UAS are completed and documented.
9. Ensuring all Township-owned aircraft are properly registered and maintaining documentation of the registrations.
10. Ensuring that all UAS Team flight registers are properly maintained.
11. Working in conjunction with the training officers of the police and fire departments to schedule UAS Team training events.

12. Overseeing and documenting training activities of UAS Team members.
13. Ensuring that all photographs/videos captured by UAS Team members are properly uploaded to the designated server in accordance with this policy.

C. UAS Team Assistant Coordinator

The Assistant Team Coordinator shall work closely with the Team Coordinator to ensure that the mission, goals and objectives of the UAS Team are successfully implemented and carried out. The Assistant Team Coordinator shall serve as the primary point of contact for UAS Team members from their respective department related to all UAS Team matters and shall assume the role/responsibilities of Team Coordinator in the absence of the Team Coordinator.

D. UAS Team Eligibility

In order to maintain their eligibility on the UAS Team members shall:

1. Complete and maintain all necessary FAA Part 107 training, including holding a current, valid Federal Aviation Administration “Small Unmanned Aircraft System (sUAS)” rating.
2. Be familiar with all Township-owned aircraft and their functions.
3. Complete all training and proficiency requirements as established by the Team Coordinator.
4. Be in good standing with their respective department.

VII. USE/DEPLOYMENT

- A. Only Hamburg Township UAS Team members with an active sUAS Rating or Temporary Certificate shall be permitted to operate any sUAS owned by Hamburg Township. This does not include prospective members in the course of training, however, a FAA licensed UAS Team member will be physically present and readily available to manipulate the sUAS controls in case of an emergency.
- B. Hamburg Township UAS may be deployed when the system is necessary to protect life or property or when deemed necessary to aid police officers or firefighters in the course of their duties.
- C. As a general policy, the use of privately-owned UAS systems by members of the UAS Team for official job-related deployments is prohibited. An exception to this prohibition is authorized when no Township-owned UAS is readily available and the circumstances are such that they necessitate an immediate UAS deployment in order to avoid the imminent loss of life.

NOTE: The term “privately-owned” as used in this policy does not include UAS from

other government agencies or UAS which are on loan from the manufacturer or supplier.

- D. The use of vision enhancement technology (e.g. thermal imaging and other equipment not generally available to the public) is permissible only during the course of duty when there is no reasonable expectation of privacy or when in compliance with a lawful search warrant or court order.
- E. Unless an appropriate waiver has been obtained from the FAA, Township-owned UAS shall not be flown over populated areas of unprotected people (14 CFR 107.39 - Operation over human beings).

This prohibition does not include any non-civilian personnel related to the current mission of the UAS.

- ~~F. UAS Team members shall work in conjunction with and under the direction of the on-scene Incident Commander at all times during a deployment. While UAS Team pilots are responsible for the actions taken by the UAS during flight, the Incident Commander has final authority and responsibility on all other operational matters including the following:~~

- ~~1. Approving deployment of Township-owned UAS.~~
- ~~2. Approving the number of UAS aircraft to be deployed.~~
- ~~3. Approving which UAS Team members shall be utilized.~~
- ~~4. Approving and coordinating requests for mutual aid from outside agencies for additional UAS at Hamburg Township incidents.~~
- ~~5. Terminating use of UAS at an incident.~~

- F. UAS Team members shall work under the direction of the on-scene Incident Commander at all times during a deployment to ensure unity of command. However, it is essential for the success of the mission and the safety of public safety personnel and the public that the Incident Commander and UAS Team members work in conjunction with each other. In order to facilitate this collaborative effort, the following shall be adhered to:

- 1. The Incident Commander has the authority and responsibility for approving the initial deployment of the UAS Team as well as the final authority for terminating use of the UAS Team at a scene.
- 2. Due to their training and expertise, the Team coordinators or RPIC on scene, if no coordinators are available, have the final authority to make the following UAS Team operational determinations:
 - a. If weather or other conditions make it unsafe to deploy UAS.
 - b. Type and number of Township-owned UAS to be deployed.
 - c. Number of UAS Team members to be deployed.
 - d. Which UAS Team members shall be utilized for the deployment.
 - e. Operational capabilities and adherence to this policy and all local and federal laws during flight operations.

- G. Prior to deployment of the UAS, pilots shall discuss the operation objectives with the Incident Commander or Officer in Charge of the event. During flight operation the RPIC or VO will have radio communications on a designated frequency with the Incident Commander/Officer in Charge to provide updates of the operation and hazards. In the event that multiple UAS's are part of the operation, the designated Air Boss shall assume responsibility of communications between the multiple pilots and Incident Command.
- H. Prior to deployment of the UAS, a pre-flight check of the UAS shall be completed by the RPIC in accordance with the manufacturer's recommendations and applicable FAA regulations utilizing the Hamburg Township UAS Team Flight Register form (see Appendix).
- I. UAS Team members may often be in a position where they are utilizing the UAS at a scene under the command of the other division (i.e., police officer may be operating the UAS at a fire scene or a firefighter may be operating the UAS at a police incident). In these situations, UAS Team members shall follow the directions of the Incident Commander regardless of the division (police or fire) of the Incident Commander. Failure to follow the directions of any Incident Commander, regardless of whether they are police or fire, shall be deemed a violation of this policy.
- J. UAS Team members may deploy Hamburg Township UAS systems in a mutual aid capacity at the request of another agency after receiving approval from a supervisory officer from their department. It is the RPIC's responsibility to ensure adherence to this policy and all local and federal laws during any operation in a mutual aid capacity.
 - ~~1. The Deputy Director — Fire is authorized to establish procedures for the automatic mutual aid response of fire personnel (UAS Team members) pursuant to duly executed mutual aid agreements.~~
- K. UAS team members shall remain constantly mindful of current and forecasted weather conditions in relation to the capabilities of the UAS and the capabilities of the RPIC when deploying UAS. Weather conditions (e.g. wind, precipitation and cloud cover) can change rapidly and degrade the performance of the UAS. Weather reports shall be gathered from a reputable source (e.g. local airport or drone related weather mobile applications or websites). The source and most current conditions will be documented on the Hamburg Township UAS Flight Log.
- L. Although not required, UAS team members should utilize a Visual Observer (VO) whenever practical. The VO should be a licensed sUAS Part 107 Pilot. VOs can be important on large scenes and during rapidly or adverse weather conditions.

- M. The RPIC will not under any circumstances leave an unauthorized person in charge of the UAS controls while the propeller motors are running. If it is necessary for the pilot to leave the UAS the propellers will be shut down and the controls deactivated.
- N. Pilots will strictly adhere to this policy and to applicable Federal Aviation Administration (FAA) rules and regulations at all times when operating a UAS unless exigent circumstances exist requiring deviation to avoid potential loss of life or serious bodily injury.
- O. A post-flight inspection of the UAS shall be completed by the RPIC at the conclusion of every deployment. The post-flight inspection is to verify that the aircraft and Ground Control Station are undamaged and ready for the next flight.

VIII. PROHIBITED USE

No member of the Hamburg Township UAS Team shall use any UAS under any circumstances:

- A. To conduct random, arbitrary or general surveillance of the public at large.
- B. To target a person based solely on individual characteristics, such as but not limited to, race, ethnicity, national origin, religion, disability, gender or sexual orientation.
- C. To harass, intimidate or discriminate against any individual or group.
- D. To deploy any type of projectile, chemical agent or weapon.
- E. For personal business or other non-Township use of any type while on duty.

IX. ACCIDENT REPORTING

- A. The RPIC shall as soon as practical notify the Incident Commander and Team Coordinator of any UAS operation that results in any bodily injury, property damage or damage to the UAS.

Note: For incidents occurring where there is no Incident Commander (such as training), the RPIC shall assume the responsibilities of the on-scene Incident Commander until relieved by a higher-ranking officer.

- B. The Team Coordinator shall ensure that the Director of Public Safety is notified as soon as practical of any reported bodily injury, property damage or damage to the UAS resulting from a Township-owned UAS deployment.
- C. Within 10 calendar days of a deployment resulting in serious bodily injury (hospitalization), loss of consciousness or property damage exceeding \$500.00

(not including the UAS) the RPIC shall file the required report with the FAA (14 CFR 107.9).

- D. In any UAS deployment resulting in death,
1. The Incident Commander shall ensure that the Director of Public Safety and Team Coordinator are immediately notified.
 2. The Incident Commander shall secure the crash scene site and any involved UAS.
 3. The RPIC shall immediately file a report with the FAA.
 4. The Director of Public Safety shall request an investigation of the incident by an outside law enforcement agency.

X. RETENTION OF DATA

- A. All photographs and/or videos obtained by UAS Team members shall be uploaded to a Township server in a location accessible to ~~both police and fire department personnel~~ public safety personnel as authorized by the Director of Public Safety.
- B. Photographs and/or videos having potential evidentiary value in any criminal proceeding shall be uploaded to a secure police server by the Officer in Charge of the case in accordance with department policy concerning collection and retention of evidence.
- C. Photographs and video collected by UAS Team members having potential evidentiary value shall be retained in accordance with departmental policy and the State of Michigan Records Retention Schedules.
- D. Photographs and video collected by UAS Team members having no apparent evidentiary value (such as photographs/videos acquired during training) shall be retained for thirty (30) days and then purged from the server.

XI. TRAINING AND PROFICIENCY

- A. UAS Team members must maintain currency in all UAS systems in order to be readily available for deployments. Team members shall demonstrate proficiency operating each UAS system in flight including but not limited to:
1. Emergency procedures
 2. Crew resource management
 3. Night-time flying
 4. All stages of flight continuum
 5. Pre-flight inspections

- 6. Flight operations
- 7. Post-flight procedures.

- B. ~~It is the responsibility of the Team Coordinator to develop a training program encompassing the required areas of proficiency and to develop a testing program and schedule. Team members must demonstrate proficiency in all areas of the UAS at least twice annually in order to maintain their currency.~~
- B. It is the responsibility of the Team Coordinator to develop a training program encompassing required areas of proficiency. Team members must demonstrate proficiency in all areas of the UAS at least twice annually in order to maintain their currency.
- C. Proficiency demonstrations will be determined by pilot's experience level and overall flight time. New members will be tested within six (6) months of their official start date on the team.
- D. Team members are required to regularly attend team training sessions developed and scheduled by the Team Coordinator. Team members unable to attend a scheduled training session shall notify the Team Coordinator in advance of the training day of their unavailability.

XII. DOCUMENTATION/INSPECTIONS

- A. All UAS Team members will complete a Hamburg Township UAS Team Flight Register for every flight including training. This information will be used for flight time tracking. ~~Flight registers shall be completed within a reasonable time after each flight, generally by the end of the member's next regularly-scheduled shift, This form will be~~ and be turned over to the UAS Team Coordinator for retention.
- B. The UAS Team Coordinator, or designee, shall ensure quarterly inspections of all UAS and completion the Hamburg Township UAS Team Inspection sheet. These documents shall be maintained on a shared drive on a Township Server accessible to both the police and fire departments. Any issues or damage with an UAS observed by any member at any time will be reported to the Team Coordinator or Assistant Team Coordinator as soon as possible and the UAS shall be immediately taken out of service by the member to ensure the safe operation and longevity of the UAS.

XIII. MAINTENANCE

- A. UAS Team members must successfully complete a manufacturer's maintenance training course, or Team Coordinator approved equivalent, in order to perform

any maintenance, including preventative maintenance, on any Township-owned UAS.

- B. All maintenance, preventative maintenance, servicing and repairs of Township-owned UAS shall only be performed by qualified UAS Team members, the manufacturer or an approved facility.
- C. The UAS Team Coordinator, or designee, shall ensure that all maintenance records are properly completed and retained. At a minimum maintenance records shall include a description of the work performed, the date of completion of the work performed and the name of the person performing the work. These documents shall be maintained on a shared drive on a Township Server accessible to both the police and fire departments.

XIV. ASSISTING OUTSIDE AGENCIES

Members assigned to an outside agency/team or providing mutual aid to any outside agency/team shall adhere to this policy.

XV. VIOLATIONS

Any member found to be in violation of this policy shall be subject to strict discipline, up to and including termination of employment.

Issued by:



Richard Duffany
Director of Public Safety

Approved by Hamburg Township Board of Trustees: DRAFT.

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Interviews & Interrogations			No. 300-10
Distribution: POLICE	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended	Rescinds: 200-5 (01/22/14) 200-6 (01/22/14)	MLEAC Standard(s): 3.2.1, 3.2.2
Effective Date: DRAFT			

I. PURPOSE

The purpose of this procedure is to establish guidelines for conducting interviews and interrogations.

II. POLICY

It is the policy of the Hamburg Township Public Safety Department to conduct all interviews and interrogations in a professional and lawful manner to ensure that all information obtained is accurate and credible. It is also the policy of the department that all interrogations and interviews be audio/video recorded on department recording systems.

III. DEFINITIONS

- A. **Custody** – When an officer informs a suspect that they are under arrest or when a reasonable person in the suspect’s position would believe that their movement is restrained to a degree associated with a formal arrest and that they are not free to leave.
- B. **Department Recording System** – Township-owned devices or systems capable of capturing audio and/or video of persons being interrogated or interviewed including, but not limited to, in-car camera systems, body-worn cameras, station camera systems and department-issued cell phones.
- C. **Interrogation** – The direct questioning of a suspect in custody about a crime or suspected crime, as well as any words, statements, or actions by officers that the officers should know are reasonably likely to elicit an incriminating response from the suspect.
- D. **Interview** – A purposeful and non-accusatory conversation with a victim, complainant, witness, or possible criminal suspect. The atmosphere is non-custodial and the interviewee should feel that they are free to end or terminate the interview and leave at any time.

- E. **Investigative Detention** – A temporary seizure of a suspect based upon reasonable suspicion for the purpose of determining, (1) whether there is probable cause to arrest them, (2) whether further investigation is necessary, or (3) whether the officer's suspicions were unfounded.
- F. **Major Felony** – A felony punishable by imprisonment for life, for life or any term of years, or for a statutory maximum of 20 years or more, or a violation of MCL 750.520d (Criminal Sexual Conduct – 3rd Degree).

IV. **PROCEDURES**

A. Recording Policy

1. All interviews and interrogations shall be recorded utilizing an authorized department recording system.
2. No personal devices, including cell phones, shall be used to record interviews or interrogations.
3. Pursuant to Public Act 479 of 2012 (MCL 763.7, et. seq), all interrogations of suspects for a major felony shall be conducted and recorded in compliance with the Audio Visual Recording Standard as promulgated by the Michigan Commission on Law Enforcement Standards (Appendix I).

B. Interviews

1. An interview is the non-custodial questioning of a person who may possess information regarding a crime and can include a victim, complainant, witness, or possible criminal suspect.
2. Interviews are non-accusatory in nature and officers shall conduct all interviews in a neutral, unbiased and professionally manner.
3. Officers must realize that being a victim of a crime or witnessing a crime can be a traumatic experience for a person and shall demonstrate empathy and concern when interviewing victims or witnesses. Officers shall also provide any needed assistance upon conclusion of the interview to ensure the welfare of the victim/witness.
4. All interviews shall be recorded in their entirety on the officer's body-worn camera.

C. Interrogations

1. All interrogations shall be recorded in their entirety, including breaks, utilizing an authorized department recording system.
2. All suspects subject to an interrogation shall be given their Miranda warnings by the interrogating officer prior to questioning. The officer shall read the Miranda warnings from the department's *Advice of Rights* form (Appendix II).
3. A copy of the *Advice of Rights* form shall be given to the suspect.
 - a. The suspect shall be requested to sign the *Advice of Rights* form. If the suspect signs the *Advice of Rights* form, their signature shall be witnessed.
 - b. If the suspect does not sign the *Advice of Rights* form, such refusal shall be indicated by the officer conducting the interrogation in the space provided for the suspect's signature.
 - c. If the suspect refuses to sign the *Advice of Rights* form, but is willing to give a statement, the interrogating officer may take the statement. This fact shall be noted on the *Advice of Rights* form by the interrogating officer.
 - d. If the suspect refuses to make a statement or requests to talk to an attorney, such fact shall be indicated on the *Advice of Rights* form and in the officer's incident report. The interrogation shall cease immediately.
4. Officers shall ensure suspects understand their right to remain silent and their right to an attorney. Suspects shall be interrogated only when they have knowingly and intelligently waived their rights.
5. If at any stage of the custodial questioning, the suspect indicates that they want to stop talking or to consult with an attorney before continuing, the questioning shall stop immediately.
6. Whenever possible, interrogations shall be conducted with two officers present. Prior to the interrogation each officer should have a clear understanding of the respective roles each will perform.
7. Under no circumstances during an interrogation shall officers:
 - a. Utilize physical force (except in self-defense) or threaten the suspect with physical violence.

- b. Threaten the suspect's family with physical violence or other police harassment or intimidation.
 - c. Take any other physically or psychologically inhumane or abusive action against the suspect to make them provide incriminating information.
 - d. Unreasonably deprive the suspect of food, sleep or restroom breaks.
 - e. Make any statements or suggestions that silence will be punished or make any statements or suggestions that the judge will be informed that the subject did not cooperate.
 - f. Offer promises of leniency or special consideration to the suspect as inducements for admissions or cooperation.
8. Interrogations shall be of a reasonable duration based upon the totality of the circumstances. Officer should keep in mind that the longer the period of interrogation before a confession or incriminating statement is obtained, the less likely it will be found to be voluntary.

D. Interrogations of Juveniles

- 1. A juvenile has the same Miranda rights as an adult and interrogations shall be conducted in the same manner except as otherwise outlined herein.
- 2. A juvenile suspect may waive Miranda and make a voluntary statement during a custodial interrogation, but whether the statement is voluntary depends on factors such as age, experience, education, background, intelligence, capacity to understand his or her rights and the consequences of waiving them, and presence of a parent/legal guardian during the interrogation.
- 3. As a general rule, a juvenile in custody should not be questioned without the presence of their parent or legal guardian. The officer conducting the interrogation shall make a reasonable effort to contact the juvenile's parent/legal guardian and give the parent/legal guardian a reasonable amount of time to attend the interrogation.
- 4. If reasonable attempts to secure the presence of a parent/legal guardian at the interrogation are unsuccessful, a juvenile may be questioned and may provide statements if reasonable assurances can be made that the juvenile fully understands their rights and that the

statements are voluntarily given. The absence of a parent/legal guardian does not automatically invalidate the statement.

5. Although officers are not specifically required by law to tell a juvenile that they have a right to speak to their parent/legal guardian, it is department policy to inform juveniles that they may speak to a parent/legal guardian before questioning.
6. The juvenile and the adult, if available, shall be read Miranda warnings utilizing the *Advice of Rights* form prior to the interrogation.
7. If prior to or during questioning the juvenile or the parent/legal guardian expresses the desire to speak with an attorney, all questioning shall cease immediately.
8. An interrogation of a juvenile should not extend over periods of time that could be considered unreasonable or harassing and there should be opportunities given for periodic rest or bathroom breaks.

E. Investigative Detentions

1. Officers may temporarily stop or detain a person for questioning when the officer has reasonable suspicion that the person has committed a crime or is about to commit a crime.
2. The officer's reasonable suspicion must be based upon specific and articulable facts which, taken together within rational inferences, reasonably warrants the conclusion that the stop was necessary.
3. The purpose of the stop is to determine whether there is probable cause to arrest the person, whether further investigation is necessary, or whether the officer's suspicions were unfounded.
4. Investigative detentions are *temporary* seizures of a person and officers are required to diligently pursue a means of investigation that is likely to confirm or dispel their suspicions quickly and in a reasonable amount of time.
5. All investigative detentions in the field shall be recorded in their entirety on the officer's body-worn camera.

F. Interview Room Use and Security

The department utilizes two interview rooms within the police building, the secured interview room and the unsecured interview room.

1. Secured Interview Room

- a. The secured interview room is located in the holding cell area across from the holding cells and is equipped with an audio/video recording system that complies with the standards promulgated by the Michigan Commission on Law Enforcement Standards pursuant to Public Act 479 of 2012.
- b. When the secured interview room is in use, the interviewing officer shall ensure that the two doors leading to/from the holding cell area are closed/secured.
- c. The door to the secured interview room shall also be closed during all interrogations.
- d. Officers shall not bring weapons into the secured interview room except when responding to emergency situations in self-defense.
- e. Prior to entering the secured interview room, officers shall conduct a thorough search of the suspect for weapons.
- f. When conducting interrogations, officers shall ensure that their and the suspect's safety and security is of paramount importance. Officers shall remain cognizant of the movements or actions of the person being questioned no matter what role they may be involved in regarding the investigation especially watching for verbal/non-verbal cues from the suspect which may indicate an impending physical attack on the officer.
- g. No more than two officers shall be present during an interrogation unless a supervisor deems more are necessary and approves the request. One of the officers shall have a portable radio with them.
- h. If only one officer is conducting the interrogation in the secured interview room then a second officer shall monitor the interrogation in its entirety from a monitor in the squad room or other nearby office.
- i. If only one officer is conducting the interrogation then that officer shall have a portable radio with them in the interview room.
- j. In the event that assistance is needed for safety or medical purposes in the secured interview room, the questioning officer shall summons assistance via their portable radio or by calling out

to the observing officer, as appropriate. The monitoring officer may also intercede if circumstances warrant intervention.

- k. The officer conducting the interrogation or the suspect being questioned can request a comfort break as needed and reasonable accommodations for the comfort breaks should be afforded. All suspects shall be escorted by an officer and placed in a holding cell during comfort breaks.

2. Unsecured Interview Room

- a. The unsecured interview room is located off the common area of the front lobby and is equipped with an audio/visual recording system.
- b. The unsecured interview room is unable to be secured/locked from the inside.
- c. All complainants, witnesses, victims and status offender juveniles shall be interviewed in the unsecured interview room.
- d. No custodial interrogations shall be conducted in the unsecured interview room.
- e. When in the unsecured interview room officers shall have their firearms secured in a department-authorized holster at all times and shall practice measures to ensure weapon security (i.e., keeping firearms securely holstered, placing weapon side away from the persons being interviewed, wearing jacket to cover firearm).
- f. Officers conducting interviews in the unsecured interview room shall have a portable radio with them.

Issued by:



Richard Duffany
Director of Public Safety

Approved by Hamburg Township Board of Trustees: DRAFT.

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Use of Intranasal Naloxone (Narcan)			No. 300-80
Distribution: POLICE	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended	Rescinds:	MLEAC Standard(s):
Effective Date:			

I. PURPOSE

The purpose of this policy is to establish guidelines for police officers of the Hamburg Township Public Safety Department when utilizing intranasal naloxone (Narcan).

II. OBJECTIVE

Drug overdoses from prescription opioids and illegal opiate drugs are a major cause of preventable death. The objective in utilizing Narcan is to reduce fatal opioid/opiate overdoses.

III. POLICY

It is the policy of the Hamburg Township Public Safety Department for trained police officers to provide aid to any persons(s) who may be suffering from an apparent opiate/opioid overdose. Officers trained in accordance with this policy shall make a reasonable effort to use Narcan to revive victims of any apparent drug overdose.

IV. DEFINITIONS

- A. **Naloxone (Narcan):** an opioid receptor antagonist and antidote for opioid overdose produced in intramuscular, intranasal and intravenous forms. Narcan is the brand name for Naloxone.
- B. **Opiate:** Naturally derived from the poppy plant, such as heroin and opium.
- C. **Opioid:** Synthetic opiate drugs such as fentanyl, morphine, buprenorphine, codeine, hydromorphone, hydrocodone, oxycodone, methadone and oxycodone.
- D. **Opioid Overdose:** An acute condition including but not limited to extreme physical illness, decreased level of consciousness, respiratory depression coma, or death resulting from the consumption or use of an opioid, or another substance with which an opioid was combined, or that a layperson would reasonably believe to be an opioid-related drug overdose that requires medical assistance.

V. Signs of Overdose:

Indications that a subject is suffering from an opioid overdose includes, but is not limited to:

1. Pinpoint pupils, even in a darkened environment;
2. Depressed or slow respirations;
3. Difficulty breathing (labored breathing, shallow breaths);
4. Blue skin, lips or fingernails;
5. Decreased pulse rate;
6. Low blood pressure;
7. Loss of alertness (drowsiness);
8. Unresponsiveness;
9. Evidence of ingestions, inhalation, and injection (needles, spoons, tourniquets, needle tracks, bloody nose, etc.)
10. Blood-shot eyes; and,
11. Past history of opioid use/abuse.

VI. LEGAL AUTHORITY

- A. [Michigan Compiled Law 28.543](#) states that a peace officer may possess any opioid antagonist and may administer that opioid antagonist to an individual if both of the following apply:
 1. The peace officer has been trained in the proper administration of that opioid antagonist, and
 2. The peace officer has reason to believe that the individual is experiencing an opioid-related overdose.
- B. A police officer who in good faith believes that another individual is suffering the immediate effects of an opioid-related overdose and who administers an opioid antagonist to the other individual is not liable in a civil action for damages resulting from the administration [MCL 691.1503](#).

VII. PROCEDURES

- A. The Deputy Director of Police Operations or designee shall:
 - 1. Ensure that the Naloxone kits are current and not past expiration date.
 - 2. Ensure proper and efficient deployment of Naloxone for field use.
 - 3. Ensure that authorized officers are adequately trained in use and storage of Naloxone.
 - 4. Ensure that any use of Naloxone on a subject is documented in an incident report.
 - 5. Replace Naloxone kits that are damaged, unusable, expired or used.
- B. Only police officers trained in the use of Naloxone are authorized to administer Naloxone in the field.
- C. Officers shall follow protocols outlined in their Naloxone training. See [the First responder response](#) video for a short refresher as well as the quick start guide (Appendix A).
- D. When using Naloxone, police officers will maintain universal precautions against pathogens, perform patient assessment, and determine unresponsiveness, absence of breathing and/or pulse.
- E. Officer(s) will notify Central if Naloxone was administered so Central can inform responding Fire and EMS personnel.

VIII. Maintenance /Replacement

- A. Police Officers authorized to use Naloxone are responsible for assuring the medical bag they are using contains unexpired Naloxone.
- B. Missing or damaged Naloxone kits will be reported directly to the duty supervisor as well as written notification made to the Deputy Director of Police Operations.

IX. APPLICATION

This order constitutes department policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard or safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law.

Issued by:

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

Chief Richard Duffany
Director of Public Safety

Approved by Hamburg Township Board of Trustees: DRAFT

Appendix A

NARCAN[®] (naloxone HCl) **NASAL SPRAY**

QUICK START GUIDE

Opioid Overdose Response Instructions

Use NARCAN Nasal Spray (naloxone hydrochloride) for known or suspected opioid overdose in adults and children.

Important: For use in the nose only.

Do not remove or test the NARCAN Nasal Spray until ready to use.

1 Identify Opioid Overdose and Check for Response

Ask person if he or she is okay and shout name.

Shake shoulders and firmly rub the middle of their chest.

Check for signs of Opioid overdose:

- Will not wake up or respond to your voice or touch
- Breathing is very slow, irregular, or has stopped
- Center part of their eye is very small, sometimes called “pinpoint pupils”

Lay the person on their back to receive a dose of NARCAN Nasal Spray.



2 Give NARCAN Nasal Spray

Remove NARCAN Nasal Spray from the box.

Peel back the tab with the circle to open the NARCAN Nasal Spray.

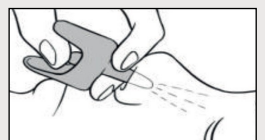
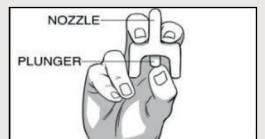
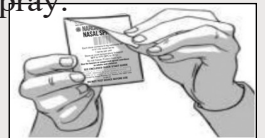
Hold the NARCAN nasal spray with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle.

Gently insert the tip of the nozzle into either nostril.

- Tilt the person's head back and provide support under the neck with your hand. Gently insert the tip of the nozzle into **one nostril**, until your fingers on either side of the nozzle are against the bottom of the person's nose.

Press the plunger firmly to give the dose of NARCAN Nasal Spray.

- Remove the NARCAN Nasal Spray from the nostril after giving the dose.



Appendix A

3

Call for emergency medical help, Evaluate and Support.

Get emergency medical help right away.

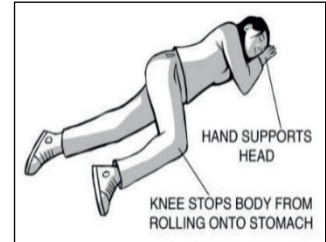
Move the person on their side (recovery position)

after giving NARCAN Nasal Spray.

Watch the person closely.

If the person does not respond by waking up, to voice or touch, or breathing normally another dose may be given. NARCAN Nasal Spray may be dosed every 2 to 3 minutes, if available.

Repeat Step 2 using a new NARCAN Nasal Spray to give another dose in the other nostril. If additional NARCAN Nasal Sprays are available, repeat step 2 every 2 to 3 minutes until the person responds or emergency medical help is received.



For more information about NARCAN Nasal Spray, go to www.narcannasalspray.com, or call 1-844-4NARCAN (1-844-462-7226).

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Hamburg Township Public Safety Department

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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 7.

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: April 27, 2023
RE: Agenda Item Topic: **Park Rangers Hiring**
General Ledger #: N/A
Number of Supporting Documents: N/A
NEW/OLD BUSINESS: **XXX** New Business

Requested Action

- Motion to approve the hiring of Emma Mossing as a seasonal part-time Park Ranger (up to 30 hours per week) at a starting salary of \$17.88 per hour (Grade 2, Step 2) effective May 22, 2023 and ending September 4, 2023.
- Motion to approve the hiring of Emma Arnot as seasonal part-time Park Ranger (up to 30 hours per week) at a starting salary of \$17.45 per hour (Grade 2, Step 1) effective May 22, 2023 and ending September 4, 2023.

Background

The Hamburg Township Public Safety Park Ranger program was instituted during the 2022 summer season and was a success as the two Park Rangers met all our objectives for starting the program and we received significant positive feedback from the community regarding their presence in the parks and Township facilities. The Board previously authorized me to begin the hiring process for up to three seasonal part-time Park Rangers for the 2023 summer season.

At this time, I am requesting that the Board approve the hiring of two Park Rangers, Emma Mossing and Emma Arnot, as seasonal part-time employees beginning May 22, 2023 and ending September 4, 2023. Emma Mossing was employed last year as a Park Ranger and I requesting that her starting salary this year be \$17.88 per hour (Grade 2, Step 2). This is Emma Arnot's first year as a Park Ranger and I am requesting that her starting salary be \$17.45 per hour (Grade 2, Step 1).

Respectfully,

Chief Richard Duffany
Director of Public Safety

MERS Health Care Savings Program Participation Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707

www.mersofmich.com

I. PARTICIPATING EMPLOYER

Employer Name: _____
(Name of municipality or court)

Municipality Number: _____ Division Number: _____

II. EFFECTIVE DATE

1. If this is the initial Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of the program here adopted shall be:

(Date)

2. If this is an amendment and restatement of an existing Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of this amendment and restatement shall be effective: _____

(Date)

Note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

III. COVERED EMPLOYEE GROUPS

A participating Employer may cover all of its employee groups, bargaining units, or personnel/employee classifications ("Covered Group") in the same Health Care Savings Program plan.

Contributions shall be made on the same basis within each Covered Group according to the associated [HCSP Contribution Addendum](#), remitted as directed by the Program Administrator.

This agreement encompasses the following group(s):

(Name/s of HCSP covered group/s)

Note: To maintain the tax-favored status of the employer's Health Care Savings Program and to comply with federal law, the Employer may not provide coverage or benefit levels to highly-compensated employees that are not provided to non highly-compensated employees.

IV. ELIGIBLE EMPLOYEES

Only Employees of a "municipality" may be covered by the Health Care Savings Program Participation Agreement. Independent contractors may not participate in the Health Care Savings Program.

The Employer shall provide MERS with the name, address, Social Security Number, and date of birth for each Eligible Employee, as defined by the Participation Agreement.

V. EMPLOYER CONTRIBUTIONS TO THE HEALTH CARE SAVINGS PROGRAM

The Participating Employer hereby elects to make contributions to the Trust. Contributions shall be made on the same basis within each Covered Group specified in this agreement, and remitted to MERS as directed by the employer, to be credited to the individual accounts of Eligible Employees according to the associated [Contribution Addendum](#).

Vesting Cycle For Basic Employer Contributions Only. The employer contributions identified in this Participation Agreement are subject to the following vesting cycle (where vesting is different, separate participation agreement must be completed).

- ☐ Immediate Vesting upon Participation
- ☐ Cliff Vesting: The participant is 100% vested upon _____ year(s).
(Stated years)
- ☐ Graded Vesting Percentage per year of service: Employers can select the percentage of vesting with the corresponding years of service:

Years of Service	Percent Vested
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	100%

FORFEITURE PROVISION. Upon separation from service with the Employer prior to meeting the required vesting schedule set out above or in the event a Participant dies without Dependent(s) and/or a named Beneficiary, a Participant's account assets shall (where forfeiture is different, separate participation agreement must be completed):

Check only one:

- ☐ Remain in the HCSP sub-trust to be reallocated among all Plan participants equally
- ☐ Remain in the HCSP sub-trust to be used to offset future Employer Contributions
- ☐ Be transferred to the Retiree Health Funding Vehicle ("RHFV")

VI. MODIFICATION OF THE TERMS OF THE PARTICIPATION AGREEMENT

If a Participating Employer desires to amend any of its previous elections contained in this Participation Agreement, including attachments, the Governing Body by official action must adopt a new Participation Agreement and forward it to the Board for approval. The amendment of the new Participation Agreement is not effective until approved by the Board and other procedures required by the Trust Agreement and Plan Document have been implemented.

VII. APPOINTING MERS AS THE PROGRAM ADMINISTRATOR

The Employer hereby agrees to the provisions of the MERS Health Care Savings Program Plan Document ("Plan Document") and Trust Agreement and appoints MERS as the Program Administrator pursuant to the terms and conditions of the Plan Document and Trust Agreement. The Employer also agrees that in the event of any conflict between the Plan Document or the Trust Agreement and this Participation Agreement, the Plan Document and Trust Agreement control.

VIII. FEES AND EXPENSES

Employer acknowledges that investment selection and associated participant fees and operating expenses are established and charged by MERS as set forth in the Investment Fund and Fee Summary sheets available at www.mersofmich.com and may be amended by MERS.

IX. STATE LAW

To the extent not preempted by federal law, this agreement shall be interpreted in accordance with Michigan law.

X. TERMINATION OF THE PARTICIPATION AGREEMENT

This Participation Agreement may be terminated only in accordance with the Trust Agreement.

XI. EXECUTION BY GOVERNING BODY OF MUNICIPALITY

The foregoing Participation Agreement is hereby adopted and approved on
the ____ day of _____, 20____ at the official meeting held
by _____
(Name of approving employer)

Authorized Signature: _____

Name: _____

Title: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____

(Authorized MERS signatory)



Hamburg Township Public Safety Department

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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 9.

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: April 27, 2023
RE: Agenda Item Topic: **Special Assignment Selection**
General Ledger #: N/A
Number of Supporting Documents: N/A
NEW/OLD BUSINESS: **XXX** New Business

Requested Action

- Motion to approve the selection of Officer Kim Leeds to the vacant Detective position.

Background

The recent retirement of an officer has created a vacancy in the officer-level Detective position. This open special assignment was posted and there were three officers who submitted letters of interest for the position. Interviews of the three officers were conducted by myself and Deputy Director Dariusz Nisenbaum with the goal of selecting the most qualified officer to fill the position based upon training/education, experience and work history.

After the interviews, it was determined that Officer Kim Leeds was the most qualified officer for the position. Officer Leeds has 10 years' experience with the department including having 3 years of experience as a Detective. In her time as a Detective she received many departmental awards for her investigations and she was also recognized by the Livingston County Prosecutor's Office for her exceptional work with crime victims.

Officer Leeds has attended numerous investigative training classes including Cell Phone Investigations, Social Media Investigations, Elder Abuse Investigations, Investigating Crimes against Children, Computer Crime Investigations, Dark Web Investigations, Fraud Investigations, Title IX Investigations and Child Forensic Interviewing. She also will be completing her Master's Degree in Psychology this year.

Pursuant to Article 8 of the Collective Bargaining Agreement, I presented my recommendation that Officer Leeds be selected for the Detective position to the Township's Personnel Committee who unanimously agreed with my recommendation.



Hamburg Township Public Safety Department

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PHONE: (810) 231-9391 • FAX: (810) 231-9401

EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 9.

Respectfully,

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

Chief Richard Duffany
Director of Public Safety

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

To: Township Board

From: Amy Steffens, AICP

Date: May 2, 2023

RE: Final site plan application 22-003 9704 Kress Road

PROJECT HISTORY:

At their April 19, 2023 meeting, the Planning Commission recommended final site plan approval for the construction of two 1,152-square foot residential units in a proposed second-story addition on an existing commercial structure. The Commission approved the special use permit application for the residential use on March 15, 2023 and considered the site plan review. The Township Board granted preliminary site plan approval as conditioned by the Commission. Attached is the April 19, 2023 Commission staff report.

One of the conditions of final site plan approval was that the applicant would work with staff to provide landscaping along the north and east facades, staying out of the intersection visibility triangle of both the Kress Road and Shan Gri La Drive intersection and the curb cut and Kress Road intersection. Staff proposed barberry and day lilly along the east front façade, burning bush along the north façade, and a canopy tree in the west rear yard. The Commission asked that the proposed shrubs be replaced with an evergreen shrub. Staff proposes boxwoods in lieu of the barberry and burning bush along both the north and east building facades, planted to comply with the Ordinance's spacing requirements. Twelve and 6 shrubs would be required along the east and north facades, respectively, outside of the intersection visibility triangle. A six-foot tall fence will be installed along the south and west property boundaries.

The Commission recommended approval of the final site plan (22-003) to the Township Board with the following conditions:

1. Prior to issuance of a land use permit the applicant shall submit a photometric plan that shows that the intensity of light within a site does not exceed ten (10) footcandles or one (1) footcandle at any property line, except where it abuts a residentially used or zoned site whereby a maximum of 0.5 footcandles is permitted.
2. All lighting shall be turned off between 11:00 PM and Sunrise except when used for commercial and industrial uses, such as in sales, assembly and repair areas, where such use is open for business after 11:00 p.m. but only for so long as such use open for business. Lighting used for security between 11:00 pm and sunrise shall be controlled by a motion sensor.
3. Four parking spaces shall be delineated on the site plan and on-site using permanent signage as dedicated to the residents of the second-story dwelling units prior to the issuance of a land use permit.

4. Prior to issuance of a land use permit *for either site improvements or construction of the residential units* the applicant shall receive approval from all required agencies including, but not limited to, Hamburg Township Fire, Engineering and Public Works Departments, Livingston County Drain Commissioner, Livingston County Road Commission, and Health Department.
5. All signage shall conform to Article XIII, Signs, and land use permits shall be issued prior to installation of signage.
6. Trash bin enclosure details shall be submitted prior to issuance of a land use permit.
7. Landscaping shall conform to the plan presented at the April 19, 2023 Commission meeting.

RECOMMENDATION:

Staff suggests that the Township Board discuss and review the April 19, 2023 Planning Commission Staff report, the recommendations by the Hamburg Township Planning Commission and the proposed project plans and application materials. The Board should make a determination on the final site plan in terms of its own judgment on particular factors related to the individual proposal. They should make a determination if the project meets the site plan review standards A-L in section 36-73 (7).

Example Approval Motion

The Township Board approves the final site plan (SPA22-003) at 9704 Kress Road with conditions one through 7 in the April 19, 2023 staff memo recommended by the Township Planning Commission, because as conditioned, and with the waiver to the parking space requirements the project does meet the site plan review standards A through L of Section 36-73(7) of the Zoning Ordinance as discussed at the May 2, 2023 Township Board meeting, at the April 19, 2023 Planning Commission meeting, and as presented in the staff report.

ATTACHMENTS:

Attachment A: Draft April 19, 2023 Planning Commission meeting minutes (excerpt)

Attachment B: April 19, 2023 Planning Commission staff report

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



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

To: Planning Commissioners

From: Amy Steffens, AICP
Planning and Zoning Director

Date: April 19, 2023

Agenda Item: 7a

Project address and Description: **Preliminary Site Plan Review (SPA 22-0006)** for a second-story addition over an existing commercial building to accommodate two residential units at 9704 Kress Road (TID 15-21-405-016). Project will include exterior renovations to commercial building, removal of asphalt parking areas to north and west, and installation of new parking lot to the south. Applicant has requested waivers to the landscaping and parking requirements.

Owner: D&G Real Estate

Applicant: David Woolley

Agent: Momus Inc.

PROJECT HISTORY:

On December 15, 2022, the applicant submitted a special use permit application to consider a request to construct two 1, 152-square foot residential units in a proposed second-story addition on an existing commercial structure, and the companion site review application. On January 18, 2023 the Commission held a public hearing for the special use permit. A motion to approve the special use permit application failed on a 3-1 vote, thereby tabling the special use application and the site plan review.

At their March 15, 2023 meeting, the Commission approved the special use permit application and subsequently reviewed and considered the site plan review application. The applicant requested waivers to the landscaping standards (Sections 36-281 and 36-283), parking space requirements (Section 36-334), and paving requirement for off-street parking areas (Section 36-330(h)).

The two residents immediately adjacent to the subject site spoke in favor of the project but raised questions about the height of the proposed fence along the south and west property boundaries and run-off from the parking lot. The township engineer recommended approval of the site plan.

The Planning Commission did not grant the waiver to the paving requirement for off-street parking areas, thereby requiring the entire parking area to be hard surfaced, but did grant the waiver to the parking space requirement to permit 20 parking spaces to be provided instead of the required 24 parking spaces.

The waivers to the landscaping were not granted but rather the Commission directed the applicant to work with staff to create a landscaping plan for consideration at final site plan approval.

The Commission recommended approval of the preliminary site plan (22-003) to the Township Board with the following conditions because as conditioned and with approval

1. Prior to issuance of a land use permit the applicant shall submit a photometric plan that shows that the intensity of light within a site does not exceed ten (10) footcandles or one (1) footcandle at any property line, except where it abuts a residentially used or zoned site whereby a maximum of 0.5 footcandles is permitted.
2. All lighting shall be turned off between 11:00 PM and Sunrise except when used for commercial and industrial uses, such as in sales, assembly and repair areas, where such use is open for business after 11:00 p.m. but only for so long as such use open for business. Lighting used for security between 11:00 pm and sunrise shall be controlled by a motion sensor.
3. Four parking spaces shall be delineated on the site plan and on-site using permanent signage as dedicated to the residents of the second-story dwelling units.
4. Prior to issuance of a land use permit *for either site improvements or construction of the residential units* the applicant shall receive approval from all required agencies including, but not limited to, Hamburg Township Fire, Engineering and Public Works Departments, Livingston County Drain Commissioner, Livingston County Road Commission, and Health Department.
5. All signage shall conform to Article XIII, Signs, and land use permits shall be issued prior to installation of signage.
6. Trash bin enclosure details shall be submitted prior to final site plan approval.

At the April 4, 2023 meeting, the Township Board of Trustees approved the preliminary site plan as conditioned above and with a landscaping plan being submitted.

At the March 15, 2023 Commission meeting, landscaping was suggested to be provided on the site but there was concern that landscaping would impede visibility along both Kress and Shan Gri La. Staff suggested that no landscaping be installed within the 30-foot intersection visibility triangle at the right-of-way intersection of Shan Gri La and Kress, as well as the intersection of the driveway curbcut and Kress. The exhibit presented is staff's suggested landscaping plan, with one canopy tree in the rear yard, a row of dwarf burning bushes along the north building façade, and a row of pygmy barberry and daylilly along the front Kress right-of-way. The species shown are typical and could be changed depending on availability.

Spacing and size shall follow Section 36-284 of the Ordinance, below.

- (1) Size. The following table specifies the minimum required plant sizes at planting:

<i>Minimum Plant Material Size</i>			
Plant Type	Minimum Caliper ¹	Minimum Height	Minimum Spread
Deciduous Canopy Trees	2½ inches	4 feet ² first branch	—
Deciduous Ornamental Trees	2 inches	4 feet ³	—
Evergreen Trees	—	6 feet	2½ feet
Shrubs	—	2 feet	2 feet

Footnotes:

1. Measured 12 inches above grade.
2. Trees planted along pedestrian routes (i.e., sidewalks, plazas, etc.) shall not have branches lower than six feet. Trees planted within the street line and sidewalk or along bikeways shall maintain a vertical clearance to obstructions of a minimum of ten feet.
3. Clumped trees (i.e., birch) shall have a minimum height of six feet above grade.

- (2) *Spacing.* Planting in informal groupings to create a naturalistic appearance is desirable. Wherever possible, plant materials shall not be placed closer than four feet from the fence line or property line. The following guidelines are for on-center spacing of plant materials used together in informal groupings:

<i>Plant Material Types</i>	<i>Evergreen</i>	<i>Narrow Evergreen Trees</i>	<i>Large Deciduous Trees</i>	<i>Deciduous Ornamental Trees</i>	<i>Large Shrubs</i>	<i>Small Shrubs</i>
Evergreen Trees	Min. 10' Max. 20'	Min. 12'	Min. 20'	Min. 12'	Min. 12'	Min. 5'
Narrow Evergreen Trees	Min. 12'	Min. 5' Max. 10'	Min. 15'	Min. 10'	Min. 5'	Min. 4'
Deciduous Canopy Trees	Min. 20'	Min. 15'	Min. 20' Max. 30'	Min. 15'	Min. 5'	Min. 3'
Deciduous Ornamental Trees	Min. 12'	Min. 10'	Min. 15'	Min. 8' Max. 15'	Min. 6'	Min. 3'
Large Shrubs	Min. 12'	Min. 5'	Min. 5'	Min. 6'	Min. 4' Max. 6'	Min. 5'
Small Shrubs	Min. 5'	Min. 4'	Min. 3'	Min. 3'	Min. 5'	Min. 3' Max. 4'

- (3) Mixing of species. The overall landscape plan shall not contain more than 33 percent of any one plant species. The use of trees native to the area and Southeast Michigan, and mixture of trees from the same species associates, is encouraged. Botanical genera containing trees native to southeast Michigan are identified with an asterisk (*) in the table of recommended plant materials.

The applicant has agreed to the suggested plan. Landscaping will need to be installed prior to issuance of final zoning compliance for occupancy of the building.

RECOMMENDATIONS:

Staff recommend the Planning Commission review, discuss and make a recommendation to the Township Board of either approval or denial of the Final Site Plan Application (PSPA22-0006) or table the application and request any additional information deemed necessary for review.

March 15, 2023 Staff report:

On January 18, 2023, the Planning Commission held a public hearing to consider a special use permit to allow the addition of two residential units above a commercial structure. After taking testimony from the public, applicant, and staff, a motion to approve the special use permit failed 3 to 1. The meeting minutes are attached as Exhibit I.

Because the motion to approve the special use permit failed, the Planning Commission tabled the site plan review for the same project. The Commissioners did, however, offer comments on the proposed site plan. Particularly, Commissioners suggested that the applicant address the deficient landscaping and parking, as well as address the township engineer's drainage comments.

LOCATION



The subject site (15-21-405-016) is a 0.44-acre site located at the corner of Kress Road to the east and Shan-Gri-La Drive to the north. The subject property is zoned Neighborhood Service (NS) and has most recently been used as a convenience and liquor store. In the 2020 Master Plan the subject site has a Future Land Use Designation of Neighborhood Commercial.

	Current Zoning Classification	Current Use of Property	Future Land Use Designation
Subject Site	Neighborhood Service	Vacant retail	Neighborhood Commercial

North	Neighborhood Service	Post office	Neighborhood Commercial
South	Waterfront Residential	single-family residential	Waterfront Residential
East	Waterfront Residential	single-family residential	Medium Density Residential
West	Waterfront Residential	single-family residential	Waterfront Residential

PROJECT DESCRIPTION

Site plan review application to allow a second-story addition to the existing commercial building to accommodate two residential units. Existing asphalt parking areas along the west and north will be removed and replaced with grass. In addition, the applicant is requesting a waiver of the paved parking standards and landscaping standards.

The project plans, building elevations, floorplans and sign plans are attached to this report for the Planning Commissions review.

Table 1
Development Review Compliance Table

Criteria/Regulation	Required by Regulations	Proposed Project	Status
NS SETBACKS: Front Yard: Rear Yard: Minimum Side:	25' 25' 20'	17'4" (Kress) 18'6" (Shan-Gri-La) 44'9" 79'4"	Variance granted* Variance granted* Conforms Conforms
* On December 14, 2022, the Zoning Board of Appeals granted two dimensional variances for construction of the second story: addition and deck will be 17 feet, 4 inches from the front (east) property line, where 25 feet is required. The roof top deck will be 18 feet, 5 inches from the side (north) property line, where 19 feet is required (Section 36-187 and 36-230).			
NUMBER OF STORIES/ HEIGHT	2.5 story/ 35 feet	2 story/ 26 feet	Conforms
LOT SIZE:	10,000 square feet	19,166 square feet	Conforms
LOT COVERAGE: Building: Total Impermeable:	40% of Lot Size 75% of Lot Size	16.0% (existing) 54%	Conforms Conforms

Criteria/Regulation	Required by Regulations	Proposed Project	Status
LANDSCAPING:			
20' Wide Greenbelt East and North 1 canopy tree and 4 shrubs, for 40 linear feet of frontage	East: 5 canopy trees and 18 shrubs North: 3 canopy trees and 16 shrubs	None 2 existing canopy trees	Waiver requested Waiver requested
20' Wide Buffer Com:Res (B) South and West: 6 foot high continuous wall or berm, and 1 canopy tree, 1 evergreen tree and 4 shrubs per each 30 linear feet along the property line	West: 7 canopy, 7 evergreen, and 28 shrubs; berm or wall South: 4 canopy, 4 evergreen trees, and 16 shrubs; berm or wall	Existing tree line None	Waiver requested Waiver requested
Parking Lot 1 canopy tree for each (2,000) square feet of paved driveway and parking lot surface, with no less than 2 trees provided	8 canopy trees	None	Waiver requested

Sec. 36-280. Existing plant material.

- (a) *Consideration of existing elements in the landscape design.* In instances where healthy plant material exists on a site prior to its development, the planning commission may permit substitution of such plant material in place of the requirements set forth in this section.

Waivers and Modifications. The Planning Commission may waive or modify the fencing or landscape buffering requirements upon a determination that a solid fence or landscaping buffer will not be necessary or effective for screening. In making such a determination, the following shall be considered.

1. Need for security;
2. Abutting district or existing use;
3. Extent that existing natural vegetation provides the desired screening;
4. Topography which would eliminate the benefits of required landscaping;
5. Building heights and views in relation to existing topography and vegetation as well as views from adjacent uses;
6. Similar conditions existing such that no good purpose would be served by providing the required landscaping plan.

Staff Analysis:

South Side: The existing lot to the south is currently developed with a single-family home sited at the southwest corner of the subject site. The applicant proposes a gravel parking area along the side of the site, with a 16.7-foot bioswale, with no proposed required berm or wall and no landscaping. Staff has concerns about the impact of headlight flicker and vehicular sounds becoming a nuisance to the single-family dwelling to the south.

Staff Suggestion Conditions 1:

The Planning Commission should consider requiring the applicant, at a minimum, to add a 6-foot-tall solid fence near the south side of the parking lot to lessen the impact from this project on the property to the south, with the required shrubs on the outside of the fence to soften the aesthetic appearance of the fence.

Staff comment: a six-foot tall fence is proposed per the revised plans along the south property boundary.

West Side:

The existing home is approximately 58 feet from the west property line and the proposed paved and gravel parking areas will abut the shared property boundary. There is adequate room immediately west of the commercial building to provide the required landscaping.

Staff Suggestion Condition 2:

The Planning Commission should consider requiring the applicant, at a minimum, to add a 6-foot-tall solid fence along the west property boundary to lessen the impact from this project on the property to the west, and to install the required landscaping material on the west side of the fence. Trees and shrubs should be installed in the existing grassed yard.

Staff comment: a six-foot tall fence is proposed per the revised plans along the west property boundary.

Criteria/Regulation	Required by Regulations	Proposed Project	Status
<p>East and North right-of-way greenbelt: There is no landscaping, nor the required 20-foot wide greenbelt, proposed along the west front or north front property boundaries. The existing asphalt parking areas will be removed and replaced with grass. While the removal of the hard surface along the street right-of-ways would be an improvement to the aesthetics of the site, staff finds that the request to provide no landscaping in these areas is not supportable due to a unusual characteristics of the site.</p> <p>Staff Suggestion Condition 3: At a minimum, the required landscaping for the portion of the west yard that will be grassed should be landscaped to the township requirements. Required landscaping should be installed along the north property boundary.</p> <p>Parking lot: The proposed asphalt and gravel parking lot does not provide adequate space in order to meet required parking and maneuverability. However, there is a bioswale proposed along the south gravel parking lot and additional landscaping may be appropriate.</p> <p>Staff Suggestion Condition 4: Applicant shall provide additional landscaping materials along the bioswale.</p>			
LIGHTING:			
<p>Section 36-295:</p> <ol style="list-style-type: none"> Exterior lighting shall be fully shielded and directed downward toward the Earths surface, away from residential uses, roads, glass, water or other reflective materials which would create excessive off-site glare or incident rays. The lighting plan provided is not adequate to determine the conformance to the zoning ordinance requirements. The building elevations show that three wall mounted lights will be installed, but the photometric plan indicates four lights will be installed. Additionally, two different types of spec sheets were provided but it is not clear from the plans which light is proposed to go in which location. It appears that the light labeled as WP2FA60 would not comply with the zoning requirements for being fully shielded. Staff Suggestion Condition 5: Prior to issuance of a land use permit the applicant shall submit a photometric plan that shows that the intensity of light within a site does not exceed ten (10) footcandles or one (1) footcandle at any property line, except where it abuts a residentially used or zoned site whereby a maximum of 0.5 footcandles is permitted. The Zoning Administrator and/or Planning Commission may approve decorative light fixtures as an alternative to shielded fixtures when it can be proven that there will be no off-site glare and the proposed fixtures will improve the appearance of the site. The proposed lights are not decorative light fixtures. Lights on poles shall not be taller than the building whose area they illuminate nor taller than fifteen (15) feet whichever is shorter. Lights on poles may exceed fifteen (15) feet up to twenty (20) feet if the fixtures are located a minimum of seventy-five (75) feet from any planned, zoned 			

Criteria/Regulation	Required by Regulations	Proposed Project	Status
<p>or used residential areas. No light poles are proposed.</p> <p>4. Lighting shall not be of a flashing, moving or intermittent type. No flashing lighting is proposed.</p> <p>5. Except where used for security purposes, all outdoor lighting fixtures, existing or hereafter installed and maintained shall be turned off between 11:00 p.m. and sunrise, except when used for commercial and industrial uses, such as in sales, assembly and repair areas, where such use is open for business after 11:00 p.m. but only for so long as such use open for business. Businesses with light fixtures used for security purposes are encouraged to use a motion detection device which is directed to detect motion within the property.</p> <p>Staff Suggested Condition 6: All lighting shall be turned off between 11:00 PM and Sunrise except when used for commercial and industrial uses, such as in sales, assembly and repair areas, where such use is open for business after 11:00 p.m. but only for so long as such use open for business. Lighting used for security between 11:00 pm and sunrise shall be controlled by a motion sensor.</p> <p>6. Any light fixture must be placed in such a manner that no light emitting surface is visible from any residential area or public/private roadway, walkway, trail or other public way when viewed at ground level. See above.</p> <p>7. The intensity of light within a site shall not exceed ten (10) footcandles or one (1) footcandle at any property line, except where it abuts a residentially used or zoned site whereby a maximum of 0.5 footcandles is permitted. The only exception is with gas station canopy and automobile dealership lighting, where a maximum of twenty (20) footcandles is permitted within the site but the above standards shall apply to intensity at the property line. The photometric plan that was submitted in the project plans does not include the residential porch lights.</p>			
<p>PARKING: Regular Parking Stalls</p> <p>Retail store requirement: 1 parking space for each 150 square feet of floor area</p>	<p>20</p> <p>4</p>	<p>20</p>	<p>Conforms</p>

Criteria/Regulation	Required by Regulations	Proposed Project	Status
Apartment unit in NS district Two spaces for each dwelling unit Loading Spaces Not required for use under 5,000 square feet	0	No dedicated apartment spaces	Waiver required
<p>Staff analysis: The requested parking waiver would be appropriate given the small footprint of the commercial building, if the four required apartment spaces were permanently delineated on the site plan and on-site.</p> <p>Staff Suggested Condition 7: Four parking spaces shall be delineated on the site plan and on-site using permanent signage as dedicated to the residents of the second-story dwelling units.</p>			
General Parking Requirements: <ol style="list-style-type: none"> Off-street parking for non-residential uses shall be located on the same lot or parcel or within three hundred (300) feet of the building it is intended to serve provided the provisions of Section 10.2.2., Collective Parking, are met. A minimum area of 200 square feet shall be provided for each vehicle parking space and each space shall be designated and reserved for parking. A suitable means of ingress and egress shall be provided and located to minimize traffic congestion and interference with pedestrian movement. The location of all entrances and exits and directional signs, shall be approved by the Planning Commission, and where required by the Livingston County Road Commission and the Michigan Department of Transportation. Parking areas with a capacity of four or more vehicles shall be hard surfaced (either concrete, bituminous asphalt or other stabilized engineered surface) prior to occupancy and shall provide adequate drainage facilities to dispose of all collected surface water. The requirement for paving may be waived by the Planning Commission through paragraph 10.2.1.I. Except for single-family residential lots, lighting shall be provided for use when a parking area is in operation. The installation of such lighting shall be so hooded or shielded as to reflect the light away from abutting or neighboring property. When required off-street parking in a non-residential district abuts a residential district, there shall be located a landscaped buffer strip fifteen (15) feet wide and parallel to the mutual boundary. 			Conforms See engineer comments *See Suggested Condition 8 Waiver requested See suggested conditions 5 and 6 See suggested conditions 1, 2, and 3

Criteria/Regulation	Required by Regulations	Proposed Project	Status
<p>The buffer strip shall be composed of trees and/or foliage. In lieu of a buffer strip, the Planning Commission may permit or require a solid fence or wall between six (6) and eight (8) feet in height shall be located along the mutual boundary.</p> <p>7. Federal and State requirements regarding handicapped parking and access shall apply.</p>			No accessible space is indicated on the plans. See suggested condition 8
<p>Staff analysis of hard surface requirement: The Planning Commission may grant a waiver to the paving requirement for off-street parking areas per Section 36-330(h):</p> <p>Federal and state requirements regarding handicapped parking and access shall apply. Where the planning commission determines that a gravel off-street parking lot or loading area would be preferable to hard surface paving for environmental and drainage reasons, a gravel parking lot and/or loading area may be permitted. This determination will be based upon the following criteria:</p> <p>(1) The types of uses to be conducted in the storage area;</p> <p>(2) The types and amounts of hazardous materials to be used at the site;</p> <p>(3) The extent of natural vegetation to filter dust generated by a gravel parking or loading area;</p> <p>(4) The existence of adjacent uses which may be impacted by dust generated by a gravel parking or loading area;</p> <p>(5) Existing hydrologic and ecologic features such as adjacent wetland complexes which may be better protected by the reduced runoff resulting from gravel parking or loading area;</p> <p>(6) Existing soil permeability sufficient to provide desired infiltration;</p> <p>(7) The potential for, or ability to minimize, erosion and sedimentation from a gravel parking or loading area.</p> <p>The applicant has indicated that the gravel parking area will “significantly reduced storm runoff given the gravelly sand formation as described by the observed soil test pits.” As a practical matter, staff would have concerns about the location of a gravel parking area within proximity to the single family residential use to the south. Currently, the area where the proposed gravel parking lot is shown is grassed yard and is not used in conjunction with a commercial business. Per the township engineer’s letter dated January 10, 2023, stormwater calculations have not been provided for the bioswale. Staff suggested that the applicant provide the requested information to the township engineer on which the engineer can provide a response to the storm runoff and the necessity for the gravel parking lot prior to a decision on the waiver.</p>			
DRIVEWAYS: COMMERCIAL Section 36-335			
General Standards			
A. Driveways shall be located so as to minimize interference with the free movement of traffic, to provide adequate sight distance, and to		See suggested condition 8	

Criteria/Regulation	Required by Regulations	Proposed Project	Status
<p>provide the most favorable driveway grade.</p> <p>B. Driveways, including the radii but not including right turn lanes, passing lanes and tapers, shall be located entirely within the right-of-way frontage, unless otherwise approved by Livingston County or the Michigan Department of Transportation and upon written certification from the adjacent property owner agreeing to such encroachment.</p> <p>Spacing of Driveways: Posted speed limit 35 to 39 MPH has minimum commercial driveway spacing of 185 feet.</p> <p>Spacing at Intersections: Along local streets from intersection with a non-arterial intersection the minimum spacing for a full movement driveway is 75 feet</p>			
<p>Staff Suggested Condition 8: Prior to issuance of a land use permit the applicant shall receive approval from all required agencies including, but not limited to, Hamburg Township Fire, Engineering and Public Works Departments, Livingston County Drain Commissioner, Livingston County Road Commission, and Health Department.</p>			
<p>SIGNS Section 36-477:</p>			
<p>Freestanding Sign: Monument:</p> <p>OR</p> <p>Pole</p> <p>Wall Sign: One square foot for every two linear feet of building frontage, or 100 square feet, which is less.</p> <p>Projecting or Hanging: One projecting or hanging sign permitted; shall not exceed 10 square feet.</p>	<p>One maximum 32 square feet, 6-foot height, 2-foot base, and 10-foot setback.</p> <p>One maximum 25 square feet, 15-foot height, and 10-foot setback</p> <p>One square foot of wall sign per two lineal feet of tenant space frontage</p> <p>One awning sign may be used in lieu of a wall signs</p>	<p>No freestanding sign proposed</p> <p>No freestanding sign proposed</p> <p>Two wall signs of 20-square feet are shown on the elevations.</p> <p>Awning sign shown on elevations, along with two wall signs.</p>	

Criteria/Regulation	Required by Regulations	Proposed Project	Status
<p>Staff Suggested Condition 9: All signage shall conform to Article XIII, Signs, and land use permits shall be issued prior to installation of signage.</p>			

SITE PLAN REVIEW STANDARDS

In the review of all site plans, the Zoning Administrator and the Planning Commission shall endeavor to assure the following:

A. The proposed development conforms to all provisions of the Zoning Ordinances.

Please see the “Table 1 Development Review Compliance Table” on pages 3-14 for analysis on the project compliance and consistency with the intent and purpose of the Township’s Zoning Ordinance.

Variances have been granted for reduced north and west yard setbacks for the second-story addition.

With suggested Conditions 1-10 staff believe the proposed development will conform to all the provisions of the Zoning Ordinance.

B. All required information has been provided.

The information submitted appears to be adequate to allow the Planning Commission to review the preliminary site plan for the subject site. However, the township engineer has indicated that the plans do not meet engineering and design standards and should be revised.

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

The Livingston County Road Commission has indicated that a commercial driveway could be installed in the south corner of the property. A driveway permit will be a requirement of the land use permit.

Removal of the asphalt parking area along the right-of-ways of Kress and Shang-Gri-La make ingress and egress safer for customers, as well as motorists and pedestrians traversing either street.

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

The proposed development will provide for interior improvements, site work, and a second-story addition to an existing commercial building. This site has been used historically as a retail establishment and will continue to be used for retail purposes, or could be used for any permitted use in the NS district. The addition of the two proposed dwelling units will be harmonious with the existing residential uses to the

east, west, and south. Additionally, this area is a small neighborhood-oriented commercial center with the post office to the north.

Please review staff analysis of the landscaping and lighting requirements. The landscaping requirements could partly be waived given the site constraints. However, to offer no greenbelt along either right-of-way is not appropriate, particularly since there is adequate room in the area along both streets. Additionally, this site does abut residential uses to the west and south and some additional protections should be afforded those residential uses from the commercial use.

It appears that the design of the proposed development as conditioned will be harmonious with the existing and future uses in the immediate area and the community.

- E. The proposed development provides the necessary infrastructure improvements, such as roads, drainage, pedestrian facilities and utilities, to serve the site, and be adequately coordinated with the current and future use of adjacent properties.**
Per the township engineer's review letter, the necessary drainage requirements cannot be evaluated. The engineer has requested stormwater calculations be provided.
- F. The applicable requirements of Township, County and State agencies are met regarding grading and surface drainage and for the design and construction of storm sewers, storm water holding facilities, water mains, and sanitary sewers.**
Prior to issuance of a land use permit the applicant will need approvals from all the required local, state, and federal agencies.
- G. Natural resources will be preserved to the maximum extent possible in the site design by developing in a manner which will not detrimentally affect or destroy natural features such as lakes, ponds, streams, wetlands, steep slopes, and woodlands.**
The lot is relatively flat and there is an existing commercial structure on the site. There are no natural features present on the site.
- H. The proposed development shall respect the natural topography to the maximum extent possible by minimizing the amount of cutting, filling, and grading required.**
The subject property is mostly flat and minimal grading will be required as a part of this project in order to remove the existing asphalt and install a new parking area.
- I. The proposed development will not cause soil erosion or sedimentation.**
The LCDC will need to issuance a soil erosion or sedimentation control permit prior to issuance of a building permit.
- J. Landscaping, including trees, shrubs and other vegetative material is provided to maintain, improve and/or restore the aesthetic quality of the site.**

As proposed, the landscaping plan is deficient to improve the aesthetic quality of the site, particularly with the adjacent residential use and the proposed residential use. With the suggested landscaping conditions this requirement would be met.

K. Conformance to the adopted Hamburg Township Engineering and Design Standards.

The engineer has reviewed the plans for compliance with the Engineering and Design Standard and provided comments (Exhibit H). It appears that there is a question as to whether the provided storm water management is adequate.

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

- 1. Buildings shall front towards and relate to the public street. Buildings shall be located to create a define streetscape through uniform setbacks and proper relationship to adjacent structures. Proper relationship to existing structures in the area shall be maintained through building mass, proportion, scale, roof line shapes and rhythm. Buildings within the area designated on the M-36 Corridor Plan/Master Plan as the "Hamburg Village" shall be compatible with the historic character of the unincorporated place commonly referred to as the "Old Hamburg Village."**
- 2. Building materials and colors shall relate well and be harmonious with the surrounding area. Roof shape and materials shall be architecturally compatible with adjacent buildings and enhance the predominant streetscape. For any side of a principal building facing a public or private street, at least fifty percent (50%) of the facade shall be constructed of, or covered with, the following materials:**
 - a. Brick;**
 - b. Fluted or scored concrete block;**
 - c. Cut stone;**
 - d. Vinyl siding;**
 - e. Wood siding;**
 - f. Glass; or,**
 - g. Other materials similar to the above as determined by the Planning Commission.**
- 3. Buildings shall possess architectural variety, but enhance the overall cohesive community character. Buildings shall provide architectural features, details and ornaments such as archways, colonnades, towers, cornices or peaked roof lines.**

4. **Building walls over 100 feet in length shall be broken up with a combination of the following: varying building lines, windows, architectural accents and trees.**
5. **Building entrances shall utilize windows, canopies and awnings; provide unity of scale, texture, and color; and provide a sense of place.**
6. **Where the rear facade of a building will be visible from a residential zoning district, or the rear of the site will be used for public access or parking, such rear facade shall be constructed to a finished quality comparable to the front facade.**
7. **Signs, landscaping, lighting and other site elements shall be coordinated and compatible with the building design, as well as harmonious with other nearby developments. Developments shall provide site features such as decorative entry signs, ornamental lighting, pedestrian plazas and/or pedestrian furniture.**

Staff Analysis:

The proposed use will utilize the existing structure on the site. The changes proposed to the existing structure will provide much needed upgrades to the exterior aesthetic. The design is compatible with adjacent uses. However, the Commission should consider the exterior finishes and whether they are compatible with the use and adjacent properties.

36-187(d) NS Neighborhood Service and CS Community Service District Standards

The following criteria shall be used, in addition to the standards contained in article III of this chapter or the subdivision control ordinance, as a basis upon which site plans or subdivision plats shall be reviewed and approved by the Township:

- (1) All uses permitted in these districts including storage shall be conducted entirely within an enclosed structure unless otherwise specified herein.

Staff analysis: There is no proposed outdoor use of this site.

Staff suggested condition: The second story decks are for private residential use only and shall not be used in conjunction with a commercial use of the site unless granted Township approval.

- (2) Where these districts abut a residential district, there shall be provided either a landscape buffer strip designed in accordance with the provisions of Section 36-278 or a fence between six and eight feet in height as determined and approved by the Planning Commission.

Staff analysis: see landscape waiver discussion

RECOMMENDATIONS:

Staff recommend the Planning Commission review, discuss and make a recommendation to the Township Board to either approval or denial of the Preliminary Site Plan Application (PSPA22-

0006) or table the application and request any additional information deemed necessary for review.

Site Plan Review 22-0006 Draft Approval Motion:

The Planning Commission recommends approval of the preliminary site plan (SPA22-002) to the Township Board with the following conditions; because as conditioned the project meets the site plan review standards A-L in section 36-73 (7) and the additional approval standards of the Neighborhood Service District under section 36-187 as discussed at tonight's meeting and as presented in the Staff Report.

The Planning Commission approves the landscaping waiver for _____ (please state the specific landscaping requirements for which a waiver is granted) because it meets the standards set forth in Section 36-281(f). The Commission directs the applicant to work with the planning staff on submittal of a landscaping plan that conforms to site plan approval.

The Planning Commission approves the parking requirement waiver for _____ (please state the number of parking spaces the waiver allows) because as conditioned it meets the standards of Section 36-330 (h).

Condition 1: A 6-foot-tall solid fence along the south side of the parking lot to lessen the impact from this project on the residential use south shall be installed, with the required shrubs planted on the south side of the fence. Fence details should be submitted prior to final site plan approval.

Staff comment: A six-foot tall wooden fence is proposed along the west and south property boundary. However, no additional landscaping is provided.

Condition 2: A 6-foot-tall solid fence along the west property boundary to lessen the impact from this project on the residential use to the west shall be installed, with the required shrubs planted on the west side of the fence. Trees and shrubs shall be installed in the west yard adjacent to the building. Fence details should be submitted prior to final site plan approval.

Staff comment: While a six-foot tall wooden fence is proposed along the west property boundary, no additional landscaping is proposed along the fence nor in the west rear yard.

Condition 3: The required landscaping for the portion of the east front yard shall be landscaped to township requirements. Required landscaping shall be installed along the north property boundary.

Staff comment: No landscaping is proposed in the east front yard or the north front yard.

Condition 4: Applicant shall provide additional landscaping material along the bioswale.

Staff comment: No landscaping is proposed along the bioswale.

Condition 5: Prior to issuance of a land use permit the applicant shall submit a photometric plan that shows that the intensity of light within a site does not exceed ten (10) footcandles or one (1) footcandle at any property line, except where it abuts a residentially used or zoned site whereby a

maximum of 0.5 footcandles is permitted.

Staff comment: No photometric plan has been submitted that shows the second-story residential porch lighting.

Condition 6: All lighting shall be turned off between 11:00 PM and Sunrise except when used for commercial and industrial uses, such as in sales, assembly and repair areas, where such use is open for business after 11:00 p.m. but only for so long as such use open for business. Lighting used for security between 11:00 pm and sunrise shall be controlled by a motion sensor.

Condition 7: Four parking spaces shall be delineated on the site plan and on-site using permanent signage as dedicated to the residents of the second-story dwelling units.

Condition 8: Prior to issuance of a land use permit *for either site improvements or construction of the residential units* the applicant shall receive approval from all required agencies including, but not limited to, Hamburg Township Fire, Engineering and Public Works Departments, Livingston County Drain Commissioner, Livingston County Road Commission, and Health Department.

Condition 9: All signage shall conform to Article XIII, Signs, and land use permits shall be issued prior to installation of signage.

Staff comment: The plans submitted for the January 18, 2023 Commission meeting did not indicate that the first-floor commercial space would be subdivided to allow two tenants but the elevation plans showed signage that would not have been permitted for one tenant space. Each tenant space may have a sign, not to exceed one square foot per two lineal feet of tenant space frontage; wall signs may be up to 20 square feet regardless of frontage.

Condition 10: Trash bin enclosure details shall be submitted prior to final site plan approval.

EXHIBITS:

Exhibit A: Site Plan Project Plans (dated March 1, 2023)

Exhibit B: Project plans

Exhibit C: Elevations (fire dated January 27, 2023)

Exhibit D: Landscaping plans

Exhibit E: Lighting plans

Exhibit F: Applications

Exhibit G: Livingston County Road Commission sight distance review

Exhibit H: Township engineer review letter

Exhibit I: January 18, 2023 draft Planning Commission meeting minutes



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

PLANNING COMMISSION MEETING

Wednesday, April 19 at 7:00 PM
Hamburg Township Hall Board Room

MINUTES

CALL TO ORDER

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

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD:

1) **PRESENT:**

John Hamlin
Patricia Hughes
Deborah Mariani
Ron Muir
Jeff Muck, Chair
Joyce Priebe

2) **ABSENT:**

Victor Leabu Jr

APPROVAL OF MEETING AGENDA for tonight.

Motion made by Commissioner Mariani, seconded by Commissioner Hamlin to approve the agenda as presented.

VOTE: MOTION CARRIED UNANIMOUSLY

APPROVAL OF THE MEETING MINUTES

Motion made by Commissioner Hamlin, seconded by Commissioner Muir to approve the March 15, 2023, Planning Commission Meeting Minutes, with corrections.

VOTE: MOTION CARRIED UNANIMOUSLY

CALL TO THE PUBLIC (For old business)

None

OLD BUSINESS

1. **Final Site Plan Review (SPA 22-0006)** for a second-story addition over an existing commercial building to accommodate two residential units at 9704 Kress Road (TID 15-21- 405-016).

Chair Commissioner Muck opened the public meeting to Amy Steffens. On December 15, 2022, the applicant submitted a Special Use Permit (SUP) Application to consider the construction 2, 1,152 square foot residential units as a second story addition to an existing commercial building on the corner of Kress Rd and Sha Gri La. On January 18, 2023, the Planning Commission held a hearing for this SUP application, and a motion to approve this SUP failed on a 3 to 1 vote, thereby tabling the SUP hearing and the site plan review. At the March 15, 2023, PC meeting, the PC approved the SUP permit and reviewed the site plan review application. The PC required the applicant to pave the parking area and to work with staff to create a landscaping plan for consideration at the final site plan approval. The PC approved the preliminary site plan with 6 conditions. The application was then forwarded on April 4, 2023, to the Hamburg Township Board as conditioned by the PC. The staff and applicant's landscape plan presented here will provide some of the landscape that was stipulated by the PC at the March 15 meeting.

Chair Commissioner Muck opened the meeting to the commissioners for comments and questions. Commissioner Muir asked about the photometric plan. Amy said the applicant can submit that with the land use permit later. He asked about the delineation of the four guest parking spots. Amy said he can submit that at the time of his site improvement permit. Some discussion about what shrubbery could be used on the front, that would survive cold winters and road salt. Boxwood shrubs were mentioned.

Commissioner Hamlin asked for clarification regarding the fencing on the property. Amy said those conditions had already been approved.

Approval motion by Commissioner Hamlin, seconded by Commissioner Priebe, that the Planning Commission recommends approval of the final site plan SPA 22-002 to the Township Board with the following conditions; because as conditioned the project meets the site plan review standards A-L in Section 36-73 (7) and the additional approval standards of the Neighborhood Service District under Section 36-187 as discussed at tonight's meeting and as presented in the staff report.

Condition 1: Prior to issuance of a land use permit that applicant shall submit a photometric plan that shows that the intensity of light within a site does not exceed ten (10) footcandles or one 91) footcandle at any property line, except where it abuts a residential used or zoned site whereby a maximum of 0.5 footcandles is permitted.

Condition 2: All lighting shall be turned off between 11:00PM and Sunrise except when used for commercial and industrial uses, such as in sales, assembly, and repair areas, where such use is open for business after 11 p.m. but only for so long as such use open for business. Lighting used for security between 11:00 p.m. and sunrise shall be controlled by a motion sensor.

Condition 3: Four parking spaces shall be delineated on the site plan and on-site using permanent signage as dedicated to the residents of the second-story dwelling units.

Condition 4: Prior to issuance of a land use permit for either site improvements or construction of the residential units the applicant shall receive approval from all required agencies including but not limited

to, Hamburg Township Fire, Engineering and Public Work Departments, Livingston County Drain Commissioner, Livingston County Road Commission, and Health Department.

Condition 5: All signage shall conform to Article XIII, Signs, and land use permits shall be issued prior to installation of signage.

Roll Call Vote: **Ayes: 6** **Nays: 0**

VOTE: MOTION CARRIED UNANIMOUSLY

CURRENT BUSINESS

1. **ZMA #23-001 -Zoning Map Amendment** to change the zoning of the parcel commonly known as 6716 Winans Lake Rd (TID#4715-14-400-008 and 4715-23-100-002) from Water Front Residential (WFR) to Public and Private Recreation Facilities (PPRF) in (Zoning Ordinance Section 36-185).

Chair Commissioner Muck opened the public hearing to Amy Steffens to present her staff report. Applicant submitted a request to change the zoning district on this site from WFR to PPRF district on March 13, 2023. The portion along the Huron River that is in the Natural Rivers District (NR) will remain as NR zoning. The 2020 Master Plan identifies this parcel as medium density residential for future use plan. Each zoning district has a list of permitted uses that are permitted by right, that only requires a land use permit without Planning Commission Approval. Also, each zoning district has a list of special uses that are permitted, subject to PC approval and companion site plan review and approval. The Zoning Ordinance does not provide standards by which a map amendment needs to be considered. Staff offer the following for consideration by the PC.

- (1) The Zoning map amendment should be compatible with the goals, policies, and future land use map of the Master Plan. The 2020 master plan envisions this area as medium-density residential and natural river to the south by the Huron River. This rezoning would support goals 2, 7, and 8 of the Master Plan. The change in zoning district would allow for the permitted uses in the PPRF district and allow for the special use application for the special uses listed for this district. Section 36-71 specifies that the PC would have site plan review responsibility over permitted uses except for general and specialized farming activities.
- (2) Compatibility of the site's physical, hydrological, and other environmental features all uses permitted in the proposed zoning district compared to uses permitted under current zoning. The uses permitted in the PPRF district would be less impactful than single-family residential uses permitted in the WFR district. Single-family residential would require greater infrastructure where as PPRF would keep a larger portion of this site undeveloped.
- (3) If the request is for a specific use, rezoning the land is considered to be more appropriate than amending the list of permitted or special land uses in the current zoning district to allow the use. The applicant has indicated that the zoning map amendment is in support of a proposed "recreational facility dedicated and designed for veterans and their families as a place of relaxation and reflection." Approval of the zoning map amendment does not imply that every special use in the PPRF district would be appropriate at this site, as the

Commission would have discretion to approve or disapprove a special use that does not comply with Section 36-36 of the Ordinance.

- (4) The parcel can meet the requirements of the proposed zoning district since it is 92-aces and adequately sized to accommodate site improvements, structures and utility installation that is in compliance with our Zoning Ordinance setback requirements.

Chair Commission Muck opened the public hearing to the applicant. Adorno Piccinini, the project director of Freedom River Retreat and Recover Campground spoke to the commission. This private campground is for veterans to relax, recover and rejuvenate in a natural setting. By-laws for Freedom River stipulate that it will always be under the control of a veteran-related organization if Freedom River ceases to exist. This property will not become a public campground. The boat launches will be permitted and meet the requirements of EGLE and MDNR divisions and will be in full compliance of rules and regulations. There will be no equestrian facility as proposed, but that area has been replaced with a service dog facility. The solar farm field is not a part of the current project scope.

Jeff and Janna Yeakey, residents of Hamburg Township as well as neighbors to this project, 9305 Huron Rapids Dr. Jeff is a U.S. Army veteran and serves as President & Director of Operations for Freedom River's Board. Janna is the Executive Director for Freedom River. Beverly Conatser is the Vice Chair Women of Freedom River. Beverly is an Army veteran and retired chief of Voluntary & Chaplin Services at the V.A. in Ann Arbor. Erich Smith is with Wade Trim Associates, the project civil engineer. Todd Hallett is a resident of Hamburg Township and owns TK Designs, the project architect. Mike Halloran, not present, is Chairman of the Board of Freedom River and will be the contractor of Freedom River.

Chair Commissioner Muck opened the Public Comment to the audience.

- Charles Armour -6641 Winas Lake Rd is a 24-year retired veteran in support of the project.
- Michelle Ormanian- 9497 Huron Rapids Dr has been a Hamburg Township resident for 24 years; spoke in opposition to the project.
- Joshua Muns- is a Marine veteran and is a Hamburg resident. He works as a social worker that stated that 660 veterans die by suicide each month. He is in support of this project.
- Laszlo Szalay- 7867 Kilkenny Dr is a disabled Marine veteran who did 18 ½ deployments in 18 years and served in the CIA. He is in support of this project.
- Kevin Guthrie- 9421 Huron Rapids Dr is against this project due to the RV park.
- Kirt Lanam- is a 34-year Air Force veteran, 22 years of active combat and 38 deployments. He supports this project.
- Terran Frye- Howell resident, Marine veteran with 2 deployments to Iraq. This is a temporary campground not a permanent trailer park. He is in support of the project.
- Rick Beaudin- 9676 Zukey Lake Dr is a local Hamburg resident and a real estate agent. He is a member of the Putnam Pinckney Chamber of Commerce. He spoke about property values, sense of identity. He is supportive of this project.
- Carol Ann Wilson- 9253 Huron Rapids Drive, 45-year resident of Hamburg Township. Her husband who is a Vietnam veteran. She is not opposed to project but wonders if there is a better way to spend resources on helping veterans.

- Michael Bitondo -2020 Darwin Rd has lived in Hamburg Township since 1983 and has been served on government boards and a township Trustee off and on since 1986. He is in support of this project.
- Shawn Fitzgerald -9239 Silver Maple Rd is Carol Ann's neighbor. He is in support of this project. Is asking to relocate the RV park to the others side away from the neighborhood due to diesel fuel smells.
- Dale Brewer- 11548 East Shore Dr, Whitmore Lake is a Green Oaks resident but serves disabled American veterans every day. He is in support of this project.
- Candi Kutey- 7769 Athlone Dr is a caregiver for a veteran. She has witnessed other veteran parks and how the communities support the veterans. She is supportive of this project.
- Joanna Hardesty- 4277 E. M-36 has been a Hamburg resident since 1992. She served as Hamburg Township Clerk for 12 years. She has had many generations of veterans in her family, even two sons who served. She is serving as a director of Freedom River, and everyone working on this project are volunteers and the funding was gained through donations. She is in support of this project.
- Mark Kovach- a resident of Pinckney and serves as the command of the Livingston and Oakland County V.A. He is in support of this project.
- Christa Braun- 9489 Huron Rapids Dr is a concerned local resident. She is concerned by the sheer number of veterans that might show up on a given day. She is concerned by how close the park is to their neighborhood and there might be too many people on the land at one time.
- Anja Mackey- 8760 Tamarack Drive. She understands the concerns about the campground. She does not believe that Freedom River will have events that are loud and out of control. She is in support of this project.
- Ralph Pachinzki- Lake Kress Dr is a neighbor to this project. He raised concerns about setback violations, on-site stormwater, and use the mature trees as a natural sound buffer rather than clearcutting them for more development. He is supportive of this project but wants it done tastefully.
- Commission received six letters from four people not in support of the project. Letters were placed in the file.

Chair Commissioner Muck closed the public meeting and opened it to the Commissioners. Commissioner Priebe thanked all the veterans for their service.

Commissioner Muir reminded the applicant that all site plan approvals need to go through the Planning Commission for review of campsites, stormwater, and engineering. We need to first approve the zoning map amendment to allow Freedom River to proceed.

Commissioner Hamlin felt that this project was much better than a subdivision with 78 homes. He indicated this is a straight rezoning request.

Approval motion by Commissioner Priebe, seconded by Commissioner Hamlin, that the Planning Commission recommend approval of the Zoning Map Amendment 23-001 to change the zoning of the parcel commonly known as 6716 Winans Lake Rd (TID#4715-14-400-008 and 4715-23-100-002) from Water Front Residential (WFR) to Public and Private Recreation Facilities (PPRF) in (Zoning Ordinance

Section 36-185) and directs staff to forward the request to the Livingston County Planning Commission for review and to draft an amendment to the Master Plan.

Roll Call Vote: **Ayes: 6** **Nays: 0**

VOTE: MOTION CARRIED UNANIMOUSLY

2. **Special Use Permit (SUP 23-001)** to permit a public or private campground and lodge with associated private outdoor recreational areas and indoor recreational buildings for military veterans and their families at parcel commonly known as 6716 Winans Lake Road (TID#4715-14-400-008 and 4715-23-100-002).

Chair Commissioner Muck opened the public hearing to Amy Steffens to present her staff report. She addressed the Discretionary Review Standards 1-7 for the Special Use Permit (Section 36-36 (C)). The preliminary engineering review is not back yet. Approval from Livingston County Health Department is needed. Amy spoke with John Wilson of the LCHD on April 18, 2023. John believes that the existing wells will be adequate to serve these uses. There is a sewer line on Winans Lake Road. The site plan shows 5 slips on the Huron River. The Township Ordinance stipulates 4 or more docks is defined as a marina and would not be allowed in this district. Staff have requested this number of docks be reduced in number. Staff has also asked that these docks be reoriented to meet the ordinance for the Natural Rivers District (NR). She also addresses the PPRF district additional regulations from Section 36-185 (b). Staff report notes where zoning requirements are met and not met.

Chair Commission Muck opened the Public Meeting to the audience.

- Kevin Guthrie- 9421 Huron Rapids Dr is against this project due to the RV park.
- Terran Frye – Howell; Marine veteran with two deployments to Iraq. This is a temporary campground not a permanent trailer park.
- Laszlo Szalay- 7867 Kilkenny Dr is a disabled, Marine veteran who did 18 ½ deployments in 18 years and served in the CIA. He is in support of this project.
- Nancy Hubble- 6039 Winans Lake Rd have family and friends that are veterans of Vietnam. Residents that live nearby have concerns with this project, especially traffic and safety. Concerned with the type of boating allowed on Gut Lake. She is supportive of this project.
- Joshua Muns- is a Marine veteran and is a Hamburg resident. He works as a social worker that stated that 660 veterans die by suicide each month. He is in support of this project.
- Joanna Hardesty- 4277 E. M-36. She was on the township Board when the lake was made a no-wake lake; no motors permitted.

Chair Commission Muck closed the public comment and opened the meeting to the Commissioners. Commissioner Muir asked the applicant if the RV spots will have electricity. The applicant said they will have electric hook-up. Muir asked how the RV spots will be rented out through organizational standards. Renters will need a reservation to rent an RV for overnight, and facility users will be vetted prior to arriving.

Commissioner Hamlin asked the applicant who owns the property. The applicant said it was Freedom River. Hamlin asked which veterans will be eligible to use this park. Will it be Livingston County veterans only or all veterans? Target is toward Livingston County veterans, but available to any veteran. Hamlin asked if manager will be onsite and Janna said there will be someone there all the time to supervise. This is a 501 c 3 organization. It has been funded by private donations. Hamlin stated that the special land use permit should reflect the ideals of this is a recreational facility that is dedicated and designed for the veterans and their families as a place of relaxation and reflection, and the approval goes with the land. Glad to hear there is no light and amplifications onsite and would like to keep this in the conditions for approval.

Commissioner Mariani asked about the solar farm. Janna indicated that DTE approached Freedom River about installing solar farm. The solar farm would require special use and is not a part of this application. The applicant said that the RV renters will have to fill up at the well, because each site will not have water hookup. The capacity of the site for campers, once built out, would be approximately 212.

Commissioner Hamlin mentioned that there are 169 parking spaces and asked if there would be a curfew for visitors to leave by if they were not staying overnight. Phase one is sun-up to sun-down since there is no lighting on the sports fields.

Chair Commissioner Muck asked Amy what process Freedom River would be required to follow to have large events on their site. Amy said she will have to review the Zoning Ordinance to see what that process would require. We would make it a condition of the site plan, to be reviewed for public safety and Livingston Road Commission. Muck said we need to include this requirement in the conditions of the Site Plan Review.

Approval motion by Commissioner Priebe, seconded by Commissioner Muir to approve Special Use permit (SUP23-003) to permit a private campground and lodge with associated private outdoor recreational areas and indoor recreational buildings for military veterans and their families dedicated and designed for veterans and their families for relaxation and reflection at parcel commonly known as 6716 Winans Lake Road (TID 4715-14-400-008 and 4715-23-100-002) (Zoning Ordinance Section 36-185) because as conditioned the project would comply with the standards of Sections 36-36 and 36-187 as presented at the April 19, 2023 hearing and in the staff report.

Condition 1: The Special Use Permit for the private camp use is only valid with approval of a final site plan from Hamburg Township.

Condition 2: Prior to issuance of a land use permit a driveway permit from the Livingston County Road Commission will be required.

Condition 3: Prior to issuance of a land use permit all approvals from the Livingston County Health Department will be required.

Condition 4: A landscaping buffer, which may include a berm, shall be provided along the north, east, and west property boundaries.

Condition 5: The docks on the Huron River shall be reoriented, sized, and reduced in number to meet the Ordinance requirements.

Condition 6: No public use of the docks shall be permitted.

Condition 7: All required state permits shall be obtained prior to the installation of any docks in the Huron River.

Condition 8: The special land use permit for the private camp use shall be null and void unless a land use permit for the private camp use on the site is granted within one year from the date of this approval.

Condition 9: No lighting or amplification will be permitted on this site.

Condition 10: Special event usage to be coordinated with Township public safety committee.

Roll Call Vote: **Ayes: 6** **Nays: 0**

VOTE: MOTION CARRIED UNANIMOUSLY

Zoning Administrator's Report

The Zoning Map Amendment will be forwarded to Livingston County Planning for consideration at their May 17, 2023 meeting, which is the same night as the next township Commission meeting. Staff will change the Township Commission meeting. Map amendment will go to Township Board of Trustees for consideration at their June 6, 2023 meeting.

ADJOURNMENT

Motion by Hamlin, support by Hughes to adjourn.

VOTE: MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Lisa Perschke

Planning/Zoning Coordinator & Recording Secretary

Amy Steffens

Planning & Zoning Director

The minutes were approved as presented/corrected: _____

Commissioner **Jeff Muck**, Chairperson

MEMORANDUM

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

From: Brittany K. Campbell, Utilities Coordinator

Date: April 25th, 2023

Re: **2023 Dust Control Spraying Bid Proposals**

Bid requests were sent out to four (4) dust control providers. I have received one (1) bid from those Contractors interested in performing dust control services for the 2023 season (May to September). We currently spray three times per year, in conjunction with the Livingston County Road Commission road grading, one week prior to or after Memorial Day, the 4th of July, and Labor Day. The bids are as follows:

Dust Control Spraying Services	Chloride Solutions, LLC Mineral Well Brine
Continuous Application	\$ 0.229/gallon*
Spot Spraying	\$ 0.229/gallon*
Special Projects	\$ 0.229/gallon*
	Delivered and applied in 9500-gallon truckloads.

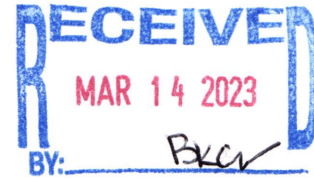
Discount Periods or Offers for 2023 Season:	Chloride Solutions, LLC
	N/A
Terms:	Net 30 Days

NOTE: The 2023 dust control season bid pricing from Chloride Solutions, LLC reflects a price increase of \$0.005/gallon ($\$0.005 \times 1000 = \$5.00/1,000$ gallons) over the amount paid by Hamburg Township in 2022. *Be advised, due to unforeseen changes, the price quoted by Chloride Sales may be amended as necessary. Vendor will notify the township 15 days prior to any additional price surcharge effective date.

RECOMMENDATION: Chloride Solutions, LLC has been the Township's dust control provider since 2012. The service from Chloride Solutions has been very good and spraying is done in a timely manner coordinated by the County. The Livingston County Road Commission will be hiring Chloride Solutions, LLC this year for their dust control spraying services as well. Therefore, I recommend that the Township Board of Trustees award the 2023 dust control contract to Chloride Solutions, LLC.



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



**BID SPECIFICATION FORM
PUBLIC ROAD DUST CONTROL SPRAYING SERVICES
HAMBURG TOWNSHIP, MICHIGAN**

COMPANY NAME: Chloride Solutions, LLC
CONTACT PERSON: Brian Hitchcock
ADDRESS: 672 N. M-52
Webberville, MI. 48892
PHONE: 517-719-1557

Signature of Bidder's Authorized Agent: [Signature]

Project Location: Hamburg Township
Livingston County, Michigan

Dust Control Spraying Services	Price per Gallon
Continuous Application	\$ <u>.229</u> /gallon
Spot Spraying	\$ <u>.229</u> /gallon
Special Projects	\$ <u>.229</u> /gallon

Type of product to be used: Mineral Well Brine
(i.e., mineral well brine or calcium chloride brine)

Product to be delivered and applied in what sized truckload? 9,500 gal per load

* Due to unforeseen changes occurring in our industry, the price quoted may be amended as necessary. Chloride Solutions will notify you 15 days prior to any additional price surcharge that will take effect. *

Discount Periods Offered for 2023 Season (if any):	Price per Gallon
Dates: _____	\$ _____ /gallon
Dates: _____	\$ _____ /gallon
Dates: _____	\$ _____ /gallon
Dates: _____	\$ _____ /gallon

CONTRACT INFORMATION:

The new Contract will run for the 2023 dust control season beginning on **May 1st, 2023 and continuing through October 31st, 2023.** The Contractor shall remain an independent agent and does not become an employee of the Township. As such, the Contractor shall purchase and maintain worker's comp, personal injury and liability insurance in a minimum amount of \$1,000,000.00 as required by the Township.

The Township recommends that any Contractor interested in submitting a bid to provide dust control services should make an on-site inspection of the roads prior to submitting a bid for services. A map of the Township is enclosed with this bid request.

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

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

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

All bids are due by **2:00 p.m. on Wednesday, April 12th, 2023** to:

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

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

TO: Hamburg Township Board of Trustees

FROM: Pat Hohl

DATE: April 26, 2023

AGENDA ITEM TOPIC: Zoning Board of Appeals and Planning Commission Appointments

Number of Supporting Documents: **1**

Requested Action

I request the Board appoint Brian Ingatowski to the Zoning Board of Appeals to replace Deborah Mariani who was recently appointed to the Planning Commission. Brian's appointment will be through June 30, 2024.

I also request that the Board reappoint Joyce Priebe to a three-year term beginning July 1, 2023 through June 30, 2026 to both the Zoning Board of Appeals and the Planning Commission.

Background

Brian Ingatowski is local business person and resident of Hamburg Township. Brian was interviewed by Amy Steffens and I and we both recommend his appointment to the Zoning Board of Appeals.

Joyce Priebe is the chairperson of the Zoning Board of Appeals and the liaison between the Planning Commission and the Zoning Board of Appeals. Joyce has extensive experience on both the PC and the ZBA and is a valuable member of both bodies.

TO: Hamburg Township Board of Trustees

FROM: Pat Hohl

DATE: April 26, 2023

AGENDA ITEM TOPIC: 2023 Huron River Weed Harvest

Number of Supporting Documents: **2**

Requested Action

I request the Board of Trustees approve the following weed harvesting contract with PLM

Background

PLM has a long history of weed harvesting on the Huron River in Hamburg Township.



April 3, 2023

Hamburg Township
Attn: Bill Hahn
11335 Dunlavy Lane
Whitmore Lake, MI 48189

RE: Huron River Harvesting

PLM Lake & Land Management Corp. will provide a harvesting program for the **Huron River** for the **2023 season**.

We will cut down to a maximum depth of five (5) feet and require a minimum of 18 inches of water depth for harvester flotation. Harvested vegetation will be dumped at a predetermined location designated by the client within a ten (10) mile radius of the lake. Any cost associated with the disposing of vegetation or accessing the river is the responsibility of the client, i.e., landfill disposing costs/towing fees. There will be no set-up or breakdown fees of our equipment if a suitable access site is available. A representative of the client will be required to periodically evaluate workmanship. The representative will also be required to sign a "release form" at the conclusion of each harvest to verify that the harvest has been completed according to expectations.

*Due to potential damage to PLM equipment, harvesting will not take place if Mr. Edward's access site is unavailable for use. It is our understanding that additional access sites have been secured for the 2023 season as well.

*Timeline for cutting: Hamburg Township has requested late July/early August cutting. PLM will make every attempt to comply with this request. PLM requests flexibility on the schedule and will do our utmost to comply with the request. In order to keep unit costs low, flexibility on timelines is required.

Harvesting Cost: \$365.00 per hour based on a minimum of \$5,000.00 per/cutting

Multiple Year Program: As an incentive to establish a multiple year agreement we will harvest your lake or pond at the same price structure as 2023 for 2024! The remaining three years (2025, 2026 and 2027) will have cost increases of (3%) three percent per year or less. If during the life of the contract, EGLE or other regulatory agencies significantly change the approved harvesting procedures, either party may terminate this agreement upon giving ninety (90) days advance written notice thereof. Monies will be due ten days after each harvesting. Interest of 1.25% will be added to you bill for each additional sixty (60) days that payment is not received. PLM Lake & Land Management Corp. may assign this contract at any time.

PLM Lake & Land Management Corp. is responsible for workman's comp. and liability insurance.
Please sign and return one copy of this proposal by May 10th, 2023 as our contract.
For further clarification or modifications, please contact.

BreAnne Grabill, Environmental Scientist
Sr. Regional Manager
PLM Lake & Land Management Corp.

For: Huron River
Multiple Year Program _____
One-Year Program _____

Print Name **Date**

Signature



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

04/28/23

To: Hamburg Township Board
From: Tony Randazzo
Re: Steel Storage Building Insulation

I request approval to hire a contractor to apply spray foam insulation to the new Buildings and Grounds steel storage building. At the strategic planning meeting, this project was listed as a goal for the next fiscal year. However, we have enough money left in this year's capital improvement line item in the current budget to do the work now.

The project consists of applying roughly two inches of closed cell spray foam to the underside of the roof and to the exterior walls, which will give the insulation an R-14 R-value. We have received two quotes for this job so far with a third one expected on Monday. In order to protect the integrity of the bid process, I'll email the quotes to the Board as soon as I receive the last one and of course, I will be at the meeting on Tuesday to discuss.