

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

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



Supervisor: Pat Hohl
Clerk: Mike Dolan
Treasurer: Jason Negri
Trustees: Bill Hahn
Annette Koeble
Chuck Menzies
Jim Neilson

**HAMBURG TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING**

**Hamburg Township Hall Board Room
Tuesday, March 6, 2018
2:30 p.m.**

AGENDA

1. Call to Order
2. Pledge to the Flag
3. Roll Call of the Board
4. Call to the Public
5. Correspondence
6. Consent Agenda
7. Approval of the Agenda
8. Unfinished Business:
 - A. None
9. Current Business:
 - A. Parks & Recreation - Community Investment Awards
 - Eagle Scout Griffin Roisen – East Park Picnic Table Project
 - Eagle Scout Dakota Szalony – Senior Center Community Garden Project
 - B. Treasurer - Finance Control Book Update
 - C. Planning and Zoning – Zoning Text Amendment 17-006 Streamline Site Plan Review Requirements
 - D. Police Operations Procedures
 - E. Parks & Recreation – ADA Transition Plan Audit
 - F. Parks & Recreation – ADA Grievance Procedure & Accommodation Request Form
 - G. Parks & Recreation – USA Ultimate Frisbee Tournament Park Use Request
 - H. Parks & Recreation – Smartwater Tournament Park Use Request
 - I. Parks & Recreation – Powerade Tournament Park Use Request
 - J. Parks & Recreation – Township Clean-up Event Proposal
 - K. Payment Approval – Motorola Solutions – Invoice #13197535 - \$8,426.50
 - L. Payment Approval – DuBois Cooper- Invoice #209378 - \$11,134.20
10. Call to the Public
11. Board Comments
12. Adjournment

Pledge to the Flag



NO CORRESPONDENCE

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**HAMBURG TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING**

Hamburg Township Hall Board Room

Tuesday, March 6, 2018

2:30 p.m.

CONSENT AGENDA

1. Approval of the Minutes
 - A. Township Board Regular Meeting Minutes – February 20, 2018
2. Bills/Vendor Payable List
3. Department/Committee Reports
 - A. Cemetery Committee minutes Jan. 24, 2018
 - B. Public Safety Meeting Minutes – February 7, 2018
 - C. Planning & Zoning Monthly Report – February 2018
 - D. Fire Department Monthly Report – January 2018

HAMBURG TOWNSHIP BOARD OF TRUSTEES
Regular Meeting
Hamburg Township Hall Board Room
Tuesday, February 20, 2017
7:00 p.m.

1. Call to Order

Supervisor Hohl called the meeting to order at 7:00 p.m.

2. Pledge to the Flag

3. Roll Call of the Board

Present: Dolan, Koeble, Hohl, Neilson, Negri, Menzies

Absent: Hahn

Also Present: John Drury, Township Counsel; Patricia Hughes, Deputy Clerk,

4. Call to the Public

A call was made with no response.

5. Correspondence

None.

6. Approval of the Consent Agenda

Motion by Menzies, supported by Negri, to approve the Consent Agenda as presented.

Voice Vote: AYES: 6, ABSENT: 1 MOTION CARRIED

7. Approval of the Agenda

Motion by Negri, supported by Dolan, to approve the Agenda as published.

Voice Vote: AYES: 6, ABSENT: 1 MOTION CARRIED

8. Unfinished Business

A. None.

9. Current Business

A. Senior Housing Market Study

Motion by Hohl, supported by Neilson, to receive and file the Senior Housing Market Study memo and add the topic to the Agenda for the Strategic Planning Meeting.

Voice Vote: AYES: 6, ABSENT: 1 MOTION CARRIED

B. Job Description Changes – Treasurer’s Clerk & Assistant

Motion by Negri, supported by Koeble, to approve the updated Job Descriptions for the Treasurer’s Clerk & the Treasurer’s Assistant positions.

Voice Vote: AYES: 6, ABSENT: 1 MOTION CARRIED

C. Hiring – Treasurer’s Clerk & Assistant

Motion by Negri, supported by Koeble, to approve the hiring of Susan Deadman for the Treasurer’s Clerk Position and Rachel Henneman for the position of Treasurer’s Assistant, contingent upon standard pre-hiring requirements.

Voice Vote: AYES: 6, ABSENT: 1 MOTION CARRIED

D. Hiring – Zoning Coordinator

Motion by Hohl, supported by Neilson, to approve the hiring of Brittany Jacobs for the position of Zoning Coordinator, contingent upon standard pre-hiring requirements.

Voice Vote: AYES: 6, ABSENT: 1 MOTION CARRIED

E. Hiring – Fire Department Trainees

Motion by Neilson, supported by Hohl, to approve the hiring of Dylan Benefield & Chris McGlothlin as Fire Fighter Trainees.

Voice Vote: AYES: 6, ABSENT: 1 MOTION CARRIED

F. Portable Toilet Contract

Motion by Dolan, supported by Menzies, to approve the 3 year contract agreement with D & J Septic Service.

Voice Vote: AYES: 6, ABSENT: 1 MOTION CARRIED

G. Pirate Classic Baseball Tournament

Motion by Hohl, supported by Dolan, to approve the Park Use Application for the 2018 Pirate Classic Baseball Tournament.

Voice Vote: AYES: 6, ABSENT: 1 MOTION CARRIED

H. Payment – Biotech – Invoice #1883 - \$22,145.50

Motion by Hohl, supported by Negri, to approve the payment of \$22, 145.50 for Invoice #1883 to Biotech Agronomics.

Voice Vote: AYES: 6, ABSENT: 1 MOTION CARRIED

I. Payment – BS & A – Invoice #115879 - \$14,338.00

Motion by Negri, supported by Neilson, to approve the payment of BS & A Invoice #115879 in the amount of #14,338.00.

Voice Vote: AYES: 6, ABSENT: 1 MOTION CARRIED

10. Public Information

None.

11. Call to the Public

A call was made with no response.

12. Closed Session

No Closed Session.

13. Board Comments

Next Wednesday 2/28/2018 at 7:00 p.m. is the Annual Joint Meeting of The Township Board, Planning Commission, Zoning Board of Appeals, and Parks & Recreation Committee.

14. Adjourn Meeting

Motion by Menzies, supported by Negri, to adjourn meeting.

Voice Vote: AYES: 6, ABSENT: 1

MOTION CARRIED

Meeting adjourned at 7:26 p.m.

Respectfully submitted,



Courtney L. Meade
Recording Secretary



Mike Dolan
Township Clerk

UNJOURNALIZED

OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 000.000					
101-000.000-073.001	HEALTH INSURANCE - LIBRARY	BLUE CROSS BLUE SHIELD O	03-01-18 THROUGH 03-31-18	2,345.04	
		Total For Dept 000.000		2,345.04	
Dept 171.000 Township Supervisor					
101-171.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	03-01-18 THROUGH 03-31-18	1,172.52	
		Total For Dept 171.000 Township Supervisor		1,172.52	
Dept 191.000 Elections					
101-191.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	03-01-18 THROUGH 03-31-18	1,515.02	
		Total For Dept 191.000 Elections		1,515.02	
Dept 201.000 ACCOUNTING					
101-201.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	03-01-18 THROUGH 03-31-18	(395.06)	
		Total For Dept 201.000 ACCOUNTING		(395.06)	
Dept 209.000 Assessing					
101-209.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	03-01-18 THROUGH 03-31-18	4,557.02	
101-209.000-864.000	WORKSHOPS/SEMINARS	CHASE CARD SERVICES	ASSESSING SUMMIT - 2 HOTEL ROOMS 1/24	220.42	
101-209.000-864.000	WORKSHOPS/SEMINARS	CHASE CARD SERVICES	ASSESSING SUMMIT - 1 HOTEL ROOM 1/24/	110.21	
		Total For Dept 209.000 Assessing		4,887.65	
Dept 215.000 CLERK'S OFFICE					
101-215.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	03-01-18 THROUGH 03-31-18	2,584.46	
101-215.000-726.000	SUPPLIES & SMALL EQUIPMENT	STAPLES CREDIT PLAN	INK CARTRIDGES FOR CLERK'S PRINTER	52.98	
		Total For Dept 215.000 CLERK'S OFFICE		2,637.44	
Dept 245.000 TECHNICAL/UTILITIES SERVICES					
101-245.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	03-01-18 THROUGH 03-31-18	3,328.64	
		Total For Dept 245.000 TECHNICAL/UTILITIES SERVICES		3,328.64	
Dept 253.000 Treasurer					
101-253.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	03-01-18 THROUGH 03-31-18	3,564.76	
101-253.000-864.000	WORKSHOPS/SEMINARS	CHASE CARD SERVICES	HOTEL ROOM FOR MMTA WINTER WORKSHOP J	130.38	
101-253.000-864.000	WORKSHOPS/SEMINARS	CHASE CARD SERVICES	HOTEL FOR WINTER WORKSHOP 2018	139.92	
101-253.000-864.000	WORKSHOPS/SEMINARS	CHASE CARD SERVICES	WINTER WORKSHOP REFUND	(24.00)	
		Total For Dept 253.000 Treasurer		3,811.06	
Dept 258.000 COMPUTER/CABLE					
101-258.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	ORDER FROM NEWEGG. REPLACEMENT HARD D	269.98	
101-258.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	ORDER FROM NEWEGG.COM. SSD MOUNTING B	11.98	
101-258.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	CHASE CARD SERVICES	ORDER FROM NEWEGG. PROCESSOR FOR NEW	200.98	
		Total For Dept 258.000 COMPUTER/CABLE		482.94	
Dept 265.000 Township Buildings					
101-265.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	03-01-18 THROUGH 03-31-18	586.26	
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER & COOLER	11.00	
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - BLDGS. & G	63.50	
101-265.000-932.000	MAINTENANCE TWP HALL	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - BLDGS. & G	13.73	
		Total For Dept 265.000 Township Buildings		674.49	
Dept 299.000 Other Expenses					
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	KROGER - ITEMS FOR KITCHEN & MEDICAL	64.20	
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	STAPLES CREDIT PLAN	SUPPLIES TO RE-STOCK CENTRAL STORES	56.60	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 299.000 Other Expenses					
Total For Dept 299.000 Other Expenses				120.80	
Total For Fund 101 General Fund				20,580.54	
Fund 206 Fire Fund					
Dept 000.000					
206-000.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	03-01-18 THROUGH 03-31-18	4,151.02	
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	WWW.AMAZON.COM - MISC HTFD SUPPLIE	78.72	
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - FIRE DEPT	62.76	
206-000.000-758.000	UNIFORMS/ACCESSORIES	CHASE CARD SERVICES	WWW.WORKBOOTSUSA.COM ZERNICK - WO	351.45	
206-000.000-758.000	UNIFORMS/ACCESSORIES	CHASE CARD SERVICES	UNIFORM GLOVE / BOOTS - HOGREBE	205.98	
206-000.000-758.000	UNIFORMS/ACCESSORIES	CHASE CARD SERVICES	WWW.WORKBOOTSUSA.COM HTFD - ZERNICK	332.95	
206-000.000-853.000	PHONE/COMM/INTERNET	AT&T	ALARM - 1/8-2/7/18	147.74	
206-000.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	WWW.SUPERBRIGHTLEDS.COM - EN 11 RE	207.74	
206-000.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	WWW.AMAZON.COM - MISC HTFD SUPPLIE	95.67	
206-000.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	WWW.MAGNETICMIC.COM MOBILE RADIO M	632.79	
206-000.000-965.000	TRAINING	CHASE CARD SERVICES	WWW.MFIS.ORG WINTER EDUC SEMINAR J	230.00	
206-000.000-965.000	TRAINING	CHASE CARD SERVICES	WWW.AMAZON.COM MARKERS FOR TRAININ	25.94	
Total For Dept 000.000				6,522.76	
Total For Fund 206 Fire Fund				6,522.76	
Fund 207 Police Fund					
Dept 000.000					
207-000.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	03-01-18 THROUGH 03-31-18	20,766.04	
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - POLICE DE	25.65	
207-000.000-801.000	CONTRACTUAL SERVICES	ADVANCED DISPOSAL	GARBAGE REMOVAL-1/1-1/31/18	84.69	
207-000.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - POLICE DE	13.49	
207-000.000-965.000	TRAINING	CHASE CARD SERVICES	TRAINING - HOTEL ACCOMMODATIONS - DOU	236.25	
207-000.000-965.000	TRAINING	CHASE CARD SERVICES	TRAINING LEEDS- NATIONAL HOSPITALITY	195.00	
207-000.000-965.000	TRAINING	CHASE CARD SERVICES	TRAINING NISENBAUM, WALLACE, DUHAIME,	900.00	
Total For Dept 000.000				22,221.12	
Total For Fund 207 Police Fund				22,221.12	
Fund 208 SENIORS, PARKS, LL TRAIL					
Dept 000.000					
208-000.000-276.200	SENIOR CENTER ACTIVITY FUND	CHASE CARD SERVICES	ULINE.COM - PROTECTIVE FLOOR MATS & V	936.70	
Total For Dept 000.000				936.70	
Dept 750.000 Recreation Board					
208-750.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	03-01-18 THROUGH 03-31-18	1,247.66	
Total For Dept 750.000 Recreation Board				1,247.66	
Dept 805.000 SENIOR CENTER					
208-805.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	03-01-18 THROUGH 03-31-18	1,387.32	
208-805.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	ORDER FROM NEWEGG. 50 FT NETWORK CABL	9.48	
208-805.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	CLEANING & OFFICE SUPPLIES FOR SENIOR	32.28	
208-805.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	CLEANING & OFFICE SUPPLIES FOR SENIOR	18.64	
Total For Dept 805.000 SENIOR CENTER				1,447.72	
Total For Fund 208 SENIORS, PARKS, LL TRAIL				3,632.08	
Fund 590 SEWER FUND					

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 SEWER FUND					
Dept 001.000					
590-001.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	03-01-18 THROUGH 03-31-18	7,939.24	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER FOR DPW	16.50	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - SEWER MISC	44.50	
590-001.000-921.000	ELECTRIC	DTE ENERGY	9300 018 1587 5 - 12/20-12/31/17 - ST	1,088.31	
590-001.000-932.010	SEWER MAINTENANCE GARAGE	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - SEWER MISC	4.28	
Total For Dept 001.000				9,092.83	
Dept 002.000					
590-002.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - SEWER MISC	49.99	
590-002.000-921.000	ELECTRIC	DTE ENERGY	9100 086 3078 2 - 12/20/17-1/23/18 -W	7,702.81	
Total For Dept 002.000				7,752.80	
Total For Fund 590 SEWER FUND				16,845.63	
Fund 701 Trust & Agency Fund					
Dept 000.000					
701-000.000-222.000	DUE TO COUNTY TRAILER FEES	LIVINGSTON COUNTY TREASU	TRAILER FEES REC'D 2/14/18 - CTY - DE	164.00	
701-000.000-222.000	DUE TO COUNTY TRAILER FEES	LIVINGSTON COUNTY TREASU	TRAILER FEES REC'D 2/14/18 - SET - DE	656.00	
Total For Dept 000.000				820.00	
Total For Fund 701 Trust & Agency Fund				820.00	

INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES
INVOICE ENTRY DATES 02/15/2018 - 02/20/2018
UNJOURNALIZED
OPEN

GL Number GL Desc Vendor Invoice Description Amount Check #

Fund Totals:

Fund 101 General Fund	20,580.54
Fund 206 Fire Fund	6,522.76
Fund 207 Police Fund	22,221.12
Fund 208 SENIORS, PARK	3,632.08
Fund 590 SEWER FUND	16,845.63
Fund 701 Trust & Agenc	820.00
Total For All Funds:	70,622.13

02/22/2018 03:04 PM
User: KarenJ
DB: Hamburg

INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES
EXP CHECK RUN DATES 02/22/2018 - 02/22/2018
JOURNALIZED
PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund Dept 209.000 Assessing 101-209.000-823.100	ASSESSMENT ROLL PREP	ECONOPRINT INC.	2018 ASSESSMENT NOTICES - POSTAGE & P	4,493.38	15983
		Total For Dept 209.000 Assessing		<u>4,493.38</u>	
		Total For Fund 101 General Fund		<u><u>4,493.38</u></u>	

02/22/2018 03:04 PM
User: KarenJ
DB: Hamburg

INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES
EXP CHECK RUN DATES 02/22/2018 - 02/22/2018
JOURNALIZED
PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 101 General Fund	4,493.38
Total For All Funds:	<u>4,493.38</u>

User: KarenJ

EXP CHECK RUN DATES 03/06/2018 - 03/06/2018

DB: Hamburg

UNJOURNALIZED

OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 000.000					
101-000.000-073.003	RETIREMENT - LIBRARY	JOHN HANCOCK	PAY DATE 2/22/18	871.12	
101-000.000-279.738	2036 COPPER COVE DR ENG REVIEW	PROCESS RESULTS, INC.	HAMBURG TWP-COPPER COVE SITE PLAN REV	400.00	
Total For Dept 000.000				1,271.12	
Dept 101.000 Township Board					
101-101.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 2/22/18	259.76	
101-101.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	RUSH LAKE PROPERTY OWNER	ASSOCIATION DUES FOR VACANT LOT ON JU	250.00	
Total For Dept 101.000 Township Board				509.76	
Dept 171.000 Township Supervisor					
101-171.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 2/22/18	320.09	
101-171.000-861.000	MILEAGE	PAT HOHL	MILEGAE - 7/6-12/5/17	123.59	
Total For Dept 171.000 Township Supervisor				443.68	
Dept 191.000 Elections					
101-191.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 2/22/18	180.82	
Total For Dept 191.000 Elections				180.82	
Dept 201.000 ACCOUNTING					
101-201.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 2/22/18	606.85	
101-201.000-726.000	SUPPLIES & SMALL EQUIPMENT	BIG PDQ	BUSINESS CARDS FOR NEW DIRECTOR OF AC	67.51	
101-201.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	GOVERNMENT FINANCE OFFIC	RENEWAL MEMBERSHIP/NOTICE # 0132739	225.00	
101-201.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	KEIDER PAINTING COMPANY	PAINTING ACCNTNG OFFICES TREAS OFFIC	1,600.00	
Total For Dept 201.000 ACCOUNTING				2,499.36	
Dept 209.000 Assessing					
101-209.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 2/22/18	944.37	
Total For Dept 209.000 Assessing				944.37	
Dept 215.000 CLERK'S OFFICE					
101-215.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 2/22/18	625.75	
Total For Dept 215.000 CLERK'S OFFICE				625.75	
Dept 245.000 TECHNICAL/UTILITIES SERVICES					
101-245.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 2/22/18	581.99	
101-245.000-726.000	SUPPLIES & SMALL EQUIPMENT	BIG PDQ	COPIES OF LANCASTER/LANGLEY DRIVE SEW	12.85	
Total For Dept 245.000 TECHNICAL/UTILITIES SERVICES				594.84	
Dept 253.000 Treasurer					
101-253.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 2/22/18	380.32	
101-253.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	KEIDER PAINTING COMPANY	PAINTING ACCNTNG OFFICES TREAS OFFIC	1,650.00	
Total For Dept 253.000 Treasurer				2,030.32	
Dept 258.000 COMPUTER/CABLE					
101-258.000-853.000	PHONE/COMM/INTERNET	CHARTER COMMUNICATIONS	8245 12 483 0092058 - 3/1-3/31/18 -TW	223.91	
Total For Dept 258.000 COMPUTER/CABLE				223.91	
Dept 265.000 Township Buildings					
101-265.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 2/22/18	335.53	
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER & COOLER	7.00	
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER FOR BLDG	7.00	
101-265.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS FOR BLDG. & GROUNDS STAFF	81.45	
101-265.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS FOR BLDG. & GROUNDS STAFF	81.45	
101-265.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS FOR BLDG. & GROUNDS STAFF	81.45	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 265.000 Township Buildings					
101-265.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	KEIDER PAINTING COMPANY	PAINTING ACCNTNG OFFICES TREAS OFFIC	1,430.00	
Total For Dept 265.000 Township Buildings				2,023.88	
Dept 299.000 Other Expenses					
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	APPLIED IMAGING	OVERCHARGE FOR COPIES ON ASSESSING DE	27.06	
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	VERITIV OPERATING COMPAN	WHITE COPY PAPER - RUNNING LOW ON SUP	680.00	
101-299.000-806.000	FOIA EXPENSES	BIG PDQ	FOIA COPIES OF HOUSE & PLANS - 11773	5.14	
101-299.000-853.000	PHONE/COMM/INTERNET	GREAT LAKES TELECOM	SUPPORT CALL FOR PHONE SYSTEM	160.00	
Total For Dept 299.000 Other Expenses				872.20	
Dept 410.000 Zoning					
101-410.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	MICHIGAN ASSOCIATION OF	BRITTANY JACOBS MI ASSOC OF PLANNING	60.00	
101-410.000-962.000	SUNDRY	OCCUPATIONAL HEALTH CENT	PHYSICAL FOR BRITTANY JACOBS	133.00	
Total For Dept 410.000 Zoning				193.00	
Dept 415.000 LAKES, RIVERS & STREAMS					
101-415.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	PORTAGE, BASE & WHITEWOO	MI RIPARIAN MAGAZINE-WINTER 2018 ISSU	15.00	
Total For Dept 415.000 LAKES, RIVERS & STREAMS				15.00	
Total For Fund 101 General Fund				12,428.01	
Fund 206 Fire Fund					
Dept 000.000					
206-000.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 2/22/18	1,192.45	
206-000.000-727.000	MEDICAL AND SCENE SUPPLIES	COMPLETE BATTERY SOURCE,	SCENE SUPPLIES BATTERIES - SCBA	132.00	
206-000.000-727.000	MEDICAL AND SCENE SUPPLIES	WITMER PUBLIC SAFETY GRO	HTFD - ON SCENE SEARCH LINE KIT (ROPE	389.26	
206-000.000-758.000	UNIFORMS/ACCESSORIES	GALLS, LLC	HTFD - UNIFORM SHOES - LADOUCEUR	56.00	
206-000.000-801.000	CONTRACTUAL SERVICES	ACTIVE911, INC.	ACTIVE 911 YEARLY RENEWAL THRU FEB 20	528.75	
206-000.000-853.000	PHONE/COMM/INTERNET	CHARTER COMMUNICATIONS	HTFD ST. 11 & ST. 12 FEBRUARY CABLE	177.44	
206-000.000-932.003	MAINTENANCE FIRE HALL	HOME DEPOT CREDIT SERVIC	BUILDING/VEHICLE SUPPLIES	159.94	
206-000.000-932.003	MAINTENANCE FIRE HALL	HOME DEPOT CREDIT SERVIC	BUILDING/VEHICLE SUPPLIES	99.00	
206-000.000-932.003	MAINTENANCE FIRE HALL	LAKELAND ACE HARDWARE, I	HTFD - CLEANER - SIMPLE GREEN INV# 7	23.69	
206-000.000-932.003	MAINTENANCE FIRE HALL	PINCKNEY DOOR	HTFD - ST. 12 DOOR #4 REPAIR	180.00	
206-000.000-932.003	MAINTENANCE FIRE HALL	TRI-COUNTY SUPPLY, INC.	HTFD - CLEANING SUPPLIES	273.33	
206-000.000-939.000	VEHICLE MAINTENANCE	HOLLAND MOTOR HOMES & BU	BLANKET P.O. FOR VEHICLE MAINTENANCE	49.11	
206-000.000-939.000	VEHICLE MAINTENANCE	HOLLAND MOTOR HOMES & BU	BLANKET P.O. FOR VEHICLE MAINTENANCE	893.60	
206-000.000-939.000	VEHICLE MAINTENANCE	TRI-COUNTY SUPPLY, INC.	HTFD - TRUCK CLEANING SUPPLIES	787.08	
206-000.000-962.000	SUNDRY	DETROIT SHIELDS, LLC	LENGTH OF SERVICE SHIELD - LEIRSTEIN	30.00	
206-000.000-965.000	TRAINING	MICHIGAN STATE FIREMEN'S	FIRE INSTRUCTIONAL BOOKS/WORKBOOKS	238.30	
206-000.000-975.000	SPECIAL PROJECTS	JW2 FIRE CONSULTANTS	HTFD LADDER TRUCK AFG GRANT WRITING	2,500.00	
206-000.000-981.000	CAPITAL EXPENSE - VEHICLE	MOTOROLA SOLUTIONS INC.	BR 11, UT 12 & CHF 102 RADIO EQUIPM	8,426.50	
206-000.000-981.000	CAPITAL EXPENSE - VEHICLE	TRACTOR SUPPLY CREDIT PL	UT 12 STORAGE/TOOL BOX	399.99	
Total For Dept 000.000				16,536.44	
Total For Fund 206 Fire Fund				16,536.44	
Fund 207 Police Fund					
Dept 000.000					
207-000.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 2/22/18	870.18	
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	OFFICE EXPRESS, INC.	BLANKET P.O. FOR OFFICE SUPPLIES	180.59	
207-000.000-730.000	POSTAGE	GARANT'S OFFICE SUPPLIES	POLICE MEMO BOOKS	14.16	
207-000.000-758.000	UNIFORMS/ACCESSORIES	ALLIE BROTHERS UNIFORMS,	BLANKET P.O. FOR UNIFORMS & ACCESSORI	239.51	
207-000.000-758.000	UNIFORMS/ACCESSORIES	ALLIE BROTHERS UNIFORMS,	BLANKET P.O. FOR UNIFORMS & ACCESSORI	162.93	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 207 Police Fund					
Dept 000.000					
207-000.000-758.000	UNIFORMS/ACCESSORIES	ALLIE BROTHERS UNIFORMS,	BLANKET P.O. FOR UNIFORMS & ACCESSORI	284.00	
207-000.000-871.000	LAW ENFORCEMENT INFO NETWORK	STATE OF MICHIGAN	LEIN & VPN CONNECTION-1/1/18-3/31/18	387.00	
207-000.000-932.002	MAINTENANCE POLICE BUILDING	WARD'S RENTAL CENTER	EQUIPMENT RENTAL TO REPAIR PD 4" BUIL	35.10	
207-000.000-933.000	EQUIPMENT MAINT/REPAIR	APPLIED IMAGING	SERVICE, LABOR & COPIES-1/1-1/31/18	174.95	
207-000.000-933.000	EQUIPMENT MAINT/REPAIR	STATE OF MICHIGAN	CALIBRATION OF SCALES 2018	145.00	
207-000.000-939.000	VEHICLE MAINTENANCE	BOB MAXEY FORD OF HOWELL	BLANKET P.O. FOR VEHICLE MAINTENANCE	1,182.40	
207-000.000-939.000	VEHICLE MAINTENANCE	CRUISERS, INC.	BLANKET P.O. FOR VEHICLE MAINTENANCE	243.84	
207-000.000-939.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	BLANKET P.O. FOR VEHICLE MAINTENANCE	353.23	
207-000.000-962.000	SUNDRY	GARANT'S OFFICE SUPPLIES	POLICE MEMO BOOKS	109.00	
207-000.000-965.000	TRAINING	CASHIER'S OFFICE	TRAINING FOR RESERVE OFFICER RAYMOR	500.00	
207-000.000-965.000	TRAINING	DANIELLE PRICE	REIMBURSEMENT -MILEAGE & FOOD	62.05	
207-000.000-965.000	TRAINING	DARIUSZ NISENBAUM	REINBURSEMENT - PARKING & FOOD	66.00	
207-000.000-965.000	TRAINING	SEAN HOGAN	REIMBURSEMENT - FOOD	64.20	
207-000.000-965.000	TRAINING	TONY WALLACE	REIMBURSEMENT - FOOD(CMV SEMINAR)	106.98	
Total For Dept 000.000				5,181.12	
Total For Fund 207 Police Fund				5,181.12	
Fund 208 SENIORS, PARKS, LL TRAIL					
Dept 000.000					
208-000.000-276.200	SENIOR CENTER ACTIVITY FUND	ERIC MICHAEL SHORE	ENTERTAINMENT POT LUCK	120.00	
Total For Dept 000.000				120.00	
Dept 750.000 Recreation Board					
208-750.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 2/22/18	138.23	
Total For Dept 750.000 Recreation Board				138.23	
Dept 805.000 SENIOR CENTER					
208-805.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 2/22/18	228.53	
208-805.000-861.000	MILEAGE	CHRISTINE HOSKINS	REIMBURSEMENT - 10/10/17-2/12/18(FOOD	136.73	
208-805.000-932.001	MAINTENANCE COMM CENTER	REESE'S COMMERCIAL CLEAN	BLANKET P.O. - BI-WEEKLY CLEANING OF	281.00	
208-805.000-962.000	SUNDRY	CHRISTINE HOSKINS	REIMBURSEMENT - 10/10/17-2/12/18(FOOD	31.14	
Total For Dept 805.000 SENIOR CENTER				677.40	
Total For Fund 208 SENIORS, PARKS, LL TRAIL				935.63	
Fund 590 SEWER FUND					
Dept 001.000					
590-001.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 2/22/18	2,026.26	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER FOR DPW	7.00	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	BIG PDQ	COPIES OF LANCASTER/LANGLEY DRIVE SEW	12.85	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	CINTAS CORPORATION	BLANKET P.O. FOR SEWER/DPW MEDICAL SU	29.11	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	FASTENAL COMPANY	MISC. SUPPLIES FOR DPW	84.04	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	LAKELAND ACE HARDWARE, I	18V DRILL FOR DPW GRINDER REPAIR TRUC	119.99	
590-001.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	BLANKET P.O. - UNIFORMS FOR DPW/SEWER	105.71	
590-001.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	BLANKET P.O. - UNIFORMS FOR DPW/SEWER	105.71	
590-001.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	BLANKET P.O. - UNIFORMS FOR DPW/SEWER	105.71	
590-001.000-850.000	PUMP & MAIN REPAIR/MAINTENANCE	KENNEDY INDUSTRIES, INC.	OIL CHANGE, CUTTER WHEEL, ROUTINE MAI	718.50	
590-001.000-850.100	GRINDER PUMP PARTS	DUBOIS-COOPER & ASSOCIAT	GRINDER PARTS	11,134.20	
590-001.000-850.300	GRINDER PUMP REPLACEMENT	C & E CONSTRUCTION CO.,	2018 GRINDER PUMP REPLACEMENTS	4,450.00	
590-001.000-850.300	GRINDER PUMP REPLACEMENT	C & E CONSTRUCTION CO.,	2018 GRINDER PUMP REPLACEMENTS	4,450.00	
590-001.000-853.000	PHONE/COMM/INTERNET	CHARTER COMMUNICATIONS	8245 12 483 0083263 - 3/1-3/31/18 -WW	55.45	
590-001.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	MWEA	MWEA DUES FOR KYLE SITAREK - 04/15/18	70.00	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 SEWER FUND					
Dept 001.000					
590-001.000-962.000	SUNDRY	LIVINGSTON COUNTY REGIST	FILING/RECORDING FEES - GRINDER PUMP	30.00	
590-001.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	NORTHWEST PIPE & SUPPLY,	NEW TOILET FOR DPW MAINTENANCE GARAGE	137.61	
		Total For Dept 001.000		23,642.14	
Dept 002.000					
590-002.000-726.000	SUPPLIES & SMALL EQUIPMENT	CINTAS CORPORATION	BLANKET P.O. FOR WWTP MEDICAL SUPPLIE	18.90	
590-002.000-726.000	SUPPLIES & SMALL EQUIPMENT	HACH COMPANY, AMERICAN S	BLANKET P.O. FOR WWTP SUPPLIES	532.33	
590-002.000-726.000	SUPPLIES & SMALL EQUIPMENT	HACH COMPANY, AMERICAN S	BLANKET P.O. FOR WWTP SUPPLIES	272.05	
590-002.000-726.000	SUPPLIES & SMALL EQUIPMENT	HACH COMPANY, AMERICAN S	BLANKET P.O. FOR WWTP SUPPLIES	139.70	
590-002.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	FONTANESI AND KANN CO.	CEILING FAN FOR BLOWER ROOM AT WWTP	1,075.00	
		Total For Dept 002.000		2,037.98	
Dept 004.000					
590-004.000-995.000	INTEREST EXPENSE	THE BANK OF NEW YORK MEL	2842-MFA - WWTP IMPROVEMENT & ORE	38,802.53	
		Total For Dept 004.000		38,802.53	
		Total For Fund 590 SEWER FUND		64,482.65	
Fund 701 Trust & Agency Fund					
Dept 000.000					
701-000.000-231.200	DUE TO CHARITY CHARITABLE DEDUC	DART TEAM	FEBRUARY 2018 CONTRIBUTIONS	275.00	
701-000.000-231.410	DUE TO AFLAC (BIWEEKLY)	AFLAC - AMERICAN FAMILY	BN423 FEBRUARY	846.68	
		Total For Dept 000.000		1,121.68	
		Total For Fund 701 Trust & Agency Fund		1,121.68	
Fund 703 Winter Tax Collection Fund					
Dept 000.000					
703-000.000-230.002	DUE TO LCWA	LIVINGSTON COMMUNITY WAT	TAXES COLLECTED 2/1-2/15/18	65.00	
703-000.000-275.000	OVER/UNDER PAYMENTS	BRENDON T. & PAIGE A. RO	REFUND-OVERPAYMENT ON 2017 WINTER TAX	713.77	
703-000.000-275.000	OVER/UNDER PAYMENTS	JOHN CALVERT & LESLIE ZA	REFUND-OVERPAYMENT OF 2017 WINTER TAX	1,216.30	
703-000.000-275.000	OVER/UNDER PAYMENTS	JOHN TESSMER	REFUND-OVERPAYMENT OF 2017 WINTER TAX	392.65	
703-000.000-275.000	OVER/UNDER PAYMENTS	ROBERT P. RASCH III	REFUND-OVERPAYMENT ON 2017 WINTER TAX	7.43	
		Total For Dept 000.000		2,395.15	
		Total For Fund 703 Winter Tax Collection Fund		2,395.15	

INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES
EXP CHECK RUN DATES 03/06/2018 - 03/06/2018
UNJOURNALIZED
OPEN

GL Number GL Desc Vendor Invoice Description Amount Check #

Fund Totals:	
Fund 101 General Fund	12,428.01
Fund 206 Fire Fund	16,536.44
Fund 207 Police Fund	5,181.12
Fund 208 SENIORS, PARK	935.63
Fund 590 SEWER FUND	64,482.65
Fund 701 Trust & Agenc	1,121.68
Fund 703 Winter Tax Co	2,395.15
Total For All Funds:	<u>103,080.68</u>

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

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



Supervisor: Pat Hohl
Clerk: Mike Dolan
Treasurer: Jason Negri
Trustees: Bill Hahn
Annette Koeble
Chuck Menzies
Jim Neilson

**HAMBURG TOWNSHIP
CEMETERY COMMITTEE MEETING
10405 MERRILL ROAD, HAMBURG, MI 48139
WEDNESDAY, JANUARY 24, 2018**

1. Call to Order

The meeting was called to order by Chairman Negri at 11:09 a.m.

2. Roll Call of the Committee

Present: Chairman/Treasurer Jason Negri, Clerk Mike Dolan and Supervisor Pat Hohl

Absent: None

Also Present: Kevin Mondloch and Patricia Hughes

3. Call to the Public

No comments.

4. Correspondence

None.

5. Approval of the Agenda

Motion by Hohl, second by Negri, to approve the agenda as presented.

Voice Vote: Ayes: Hohl, Dolan & Negri Nays: None Motion Carried

6. Approval of the Minutes

Motion by Hohl, second by Negri, to approve the December 18, 2017 minutes as presented.

Voice Vote: Ayes: Hohl, Dolan & Negri Nays: None Motion Carried

7. Current Business

A. Mausoleum Marketing

Kevin Mondloch reported that there would be a Lunch & Learn event on February 23 and he would like to have the Mausoleum flier printed by then so it could be handed out to attendees. The quantity and cost of printing was discussed, and Mondloch asked if the

Township would authorize \$1930 plus shipping for 20,000 copies. Dolan asked Mondloch to send Brittany Campbell, the Township purchasing agent, the specs for the flier, and she could get printing quotes. Mondloch plans to give any early sales leads generated to Eric Everett for follow-up because of Everett's experience with marketing mausoleum spaces. Mondloch envisions a web page and Face Book page for the Mausoleum. He has also taken steps to have hospice and other organizations include the Mausoleum marketing flier in their information packets.

B. Grounds Improvement for South Hamburg Cemetery

Dolan reported that the first meeting of the Amenities & Beautification Committee had occurred at a 7 p.m. meeting January 18, 2018, and that cemeteries could be on their project list. He also said that because the area of cement walkway around the Mausoleum that needs leveling had been covered by snow he hadn't obtained cost estimates yet.

C. Sexton Planning

There was no update.

D. Ordinance Review

There was no update.

E. Veteran Medallions for the Mausoleum

Dolan recommend that there be no fee to affix veteran medallions to the mausoleum granite face plates because it could be easily done with an adhesive.

E. Lighting for the Mausoleum

Negri asked for an update on Kevin Mondloch's request to light the Mausoleum.

Motion by Hohl, second by Dolan, to authorize Dolan to spend up to \$500 to light the mausoleum.

Voice Vote: Ayes: Hohl, Dolan & Negri Nays: None Motion Carried

8. Next meeting

The next meeting is scheduled for 11 a.m., Wednesday, February 14, 2018.
[Post meeting note: The February 14 meeting was canceled.]

9. Call to the Public

No comments.

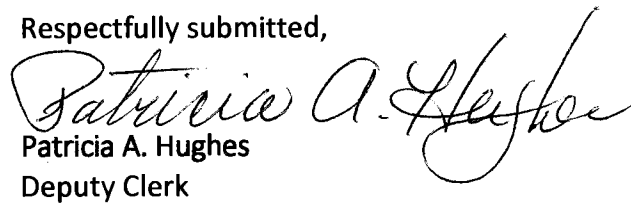
10. Adjournment

Motion by Negri, second by Dolan, to adjourn.

Voice Vote: Ayes: Hohl, Dolan & Negri Nays: None Motion Carried

Meeting adjourned at 11:34 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Patricia A. Hughes". The signature is written in black ink and is positioned to the right of the typed name.

Patricia A. Hughes
Deputy Clerk

Minutes approved as presented at the February 27, 2018 Cemetery Committee meeting.

PUBLIC SAFETY MEETING MINUTES

WEDNESDAY FEBRUARY 7TH 2018

PERSONS PRESENT: KOEBLE, NEGRI, ZERNICK, MILLER, HENNEMAN, DUFFANY, HOGREBE

CALL TO ORDER AT 15:14 HRS.

CALL TO PUBLIC: NONE

APPROVAL OF AGENDA: MOTION TO APPROVE BY HOGREBE SECOND BY ZERNICK MOTION APPROVED

APPROVAL OF MINUTES: MOTION TO APPROVE BY HOGREBE SECOND BY KOEBLE

1. GENERAL TOPICS

a. PERSONNEL/REASSIGNMENT:

- i. NEW PD OFFICER STARTED HIS FIRST PHASE OF HIS FTO.
- ii. KNEPLEY HAD KNEE SURGERY AND WILL BE BACK ON LIGHT DUTY SOON.

b. POLICE DEPARTMENT – EXPLORER PROGRAM- NOTHING TO REPORT

c. PARKS AND REC- ADA TRANSITION-

- i. DEB IS GOING TO SEND THE NEEDED ITEMS OVER TO THE DEPARTMENT HEADS TO GET THINGS TAKEN CARE OF.

2. NEW BUSINESS

a. POLICE DEPT. – CONDUCT TRAINING SEMINAR

- i. DE-ESCALATION OF AGGRESSIVE/VIOLENT INTERACTS ARMED SHOOTER RESPONSE
- ii. DARIUSZ, NEGRI, AND ZERNICK WILL GET IN CONTACT AND FIGURE OUT A DAY OR TWO THAT WORKS BEST TO GET THE EMPLOYEE TRAINED.

b. FIRE DEPT.

- i. THEY HAVE POSTED FOR PROMOTIONS TO SERGEANT, LIEUTENANT, AND CAPTAIN. THIS IS TO FORMULATE A LIST AT THIS POINT AND PROMOTIONS WILL BE BROUGHT FORTH AT A LATER DATE.
- ii. HIRING POLICY- THE PROCESS IS BEING REVAMPED TO ENSURE THAT WE ARE COMPLIANT WITH ALL FACETS OF THE LEGAL SYSTEM WITH AN INDIVIDUAL BECOMING AN EMPLOYEE WITH THE HAMBURG TOWNSHIP FIRE DEPARTMENT.

3. OLD BUSINESS

a. PARKS AND REC 2017-2018 PLAYING SESSION-

- i. LIST OF EVENTS SUPPLIED BY DEBBIE. A SOCCER TOURNAMENT REQUEST WAS RECEIVED TODAY.

b. POLICE DEPARTMENT- MILLAGE

- i. MILLAGE PRESENTATION WILL BE GOING TO THE BOARD ON MARCH 20TH. CHIEF DUFFANY IS GOING TO BRING THE PRESENTATION TO THE PUBLIC SAFETY MEETING ON MARCH 7TH.

- c. **POLICE DEPARTMENT- BODY CAMERA**
 - i. **THEY STILL HAVEN'T COME IN. THEY DON'T HAVE AN EXPECTED DELIVERY DATE AS OF YET.**
 - d. **FIRE DEPARTMENT- HAZARD MITIGATION**
 - i. **THE BOARD HAS APPROVED IT AND IT'S AT FEMA RIGHT NOW. THIS ITEM CAN BE REMOVED.**
 - e. **FIRE DEPARTMENT – NEW TRUCKS**
 - i. **BOTH TRUCKS SHOULD BE IN NEXT WEEK. THEY ARE CURRENTLY GETTING EMERGENCY LIGHTS INSTALLED AT CRUISERS.**
 - f. **FIRE DEPARTMENT – SCBA**
 - i. **THEY WERE OFFICIALLY PUT IN SERVICE AS OF MONDAY FEBRUARY 5TH 2018. THEY WERE USED ON A FIRE THIS MORNING.**
 - g. **FIRE DEPARTMENT – HEP A**
 - i. **STILL NEEDS FOLLOW UP. NICK WILL BE MORE INFORMATION AS IT IS RECEIVED.**
4. **FUTURE TOPICS**
- a. **TORNADO SAFETY**

MOTION TO ADJOURN BY MILLER SECOND BY DUFFANY MOTION CARRIED. AT 1545

MINUTES TAKEN BY JORDAN ZERNICK

Jordan C. Zernick

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



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

To: Township Board
From: Amy Steffens, AICP
Date: February 28, 2018
RE: February 2018 Planning and Zoning Department Report

LAND USE PERMITS

In February 2018, the Planning and Zoning Department approved 30 land use permits (LUP), the same number of permits as was issued in February, 2017.

2018 Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Issued
													0
Accessory Dwelling Unit													0
Addition	2	2											4
Alteration	2	6											8
Bed and Breakfast													0
Commercial New Construction													0
Commercial Parking													0
Commercial Tenant Improvement	1												1
Deck	1	2											3
Demolition		1											1
Fence		1											1
Firewood Sales													0
Garage													0
Home		1											1
Home Occupation													0
Mechanical equipment	1	1											2
Mobile Home													0
Other													0
Pole Barn													0
Pool, above-ground		1											1
Pool, inground													0
Repair, Reroof	7	13											20
Repair, windows													0
Seasonal Sales													0
Seawall	1	2											3
Shed													0
Sign													0
Temporary Use	1												1
Wireless Communication Facilities													0
TOTAL:	16	30											46

ZONING BOARD OF APPEALS

On February 14, 2018, the ZBA considered the following variance applications:

1. ZBA 2018-0001

Owner: Michael Mulvihill
Location: 3686 Colonial Drive
Parcel ID: 15-29-403-021
Request: Variance application to permit construction of a second-story addition to a non-conforming dwelling. The second-story addition will have a 4-foot east side yard setback (10-foot side yard setback required, Sections 7.6.1. and 11.3.2.) to match the non-conforming east side yard setback of the existing dwelling.

The ZBA approved this variance request.

2. ZBA 2018-0002

Owner: Timothy Hutchins
Location: 11272 Algonquin Drive
Parcel ID: 15-31-102-011
Request: Variance application to permit the construction of a 426-square foot addition to the east façade of an existing dwelling. The addition to the principal building will have a 4-foot separation from an existing accessory building (10-foot separation required between principal building and accessory building, Section 8.3.4.).

The ZBA approved this variance request.

On March 14, the ZBA will consider the following variance application:

3. ZBA 2018-003

Agent: None
Owner: Michael and Karen Basile
Location: 8606 Riverside Drive
Brighton, Michigan 48116
Parcel ID: 15-13-403-003
Request: Variance application to allow for the construction of a 2,208-square foot dwelling with a 13.5-foot rear yard setback (30-foot rear yard setback required, Section 7.6.1.) and a 31.1-foot setback from the ordinary high water mark of Ore Lake (50-foot setback from the ordinary high water mark required, Section 7.6.1.).

The ZBA's decision will be presented in the March administrator's report.

PLANNING COMMISSION

The Planning Commission held a public hearing on February 21, 2018 to consider Public Hearing for the Zoning Text Amendment (ZTA) 18-001 to Article 9, Section 9.2.4., "Standards for Agricultural, Scenic or Recreational Ponds" to remove Planning Commission approval for the creation of ponds.

The Planning Commission voted to recommend approval of the zoning text amendment. The amendment will be forwarded to Livingston County Planning; upon their anticipated approval, the amendment will be forwarded to the Township Board for final approval.

JOINT MEETING

A joint meeting with the Township Board, ZBA, Planning Commission, and the Parks and Recreation Committee was held on February 28, 2018. Kathleen Kline-Hudson, Livingston County Planning, did a brief presentation of the Livingston County Master Plan update; Elizabeth Saarela, Johnson, Rosati, Schultz & Joppich, P.C., did a brief presentation on the Michigan Medical Marijuana Program. Presentations were made by staff on The Parks and Recreation Committee, the General Ordinance project update, ADA transition plan, Planning and Zoning Department 2017 year-in-review, Zoning code enforcement 2017 year-in-review, Zoning text amendment, Zoning Department General Ordinances, and zoning ordinance codification, and 2020 Master Plan Update Timeline and Process.

Hamburg Township
Fire Department

Memo

Date: February 16, 2018
To: Hamburg Township Board
From: Fire Chief Mark Hoglebe
Re: Agenda Item Topic: Fire Department Monthly Board Packet

General Ledger #: _____

Number of Supporting Docs: 25 including cover page.

(Including FYI, Minutes of prior board action, plans, etc. Digital copies of all documents shall be placed in the V-drive by 5:00 p.m. the Wednesday of the week prior to the scheduled meeting.)

New or New Business

Old

Business: _____ Old Business – Previous Agenda # _____

Describe requested Board motion.....*Please see attached memo / documentation*

Include:

- Background Information
- Financial Impact & Transfer Request, if any



HAMBURG TOWNSHIP FIRE DEPARTMENT

10100 VETERANS MEMORIAL DRIVE
 P.O. Box 157 ♦ HAMBURG, MI 48139-0157
 PHONE: 810-222-1100 ♦ FAX: 810-231-1974
 E-MAIL: HTFD@HAMBURG.MI.US

FIRE CHIEF MARK HOGREBE

TO: Hamburg Township Board of Trustees
 FROM: Chief Mark Hoglebe
 DATE: February 16, 2018
 RE: Monthly Fire Department Report, January 2018

Incident Totals

Incident Type		Response per District		
Fire	3	North West	14	12%
Medical	89	North East	21	18%
Hazardous Condition	2	South West	39	34%
Service/Good Intent	19	South East	35	30%
False Alarm/Cancel	3	OUT (mutual aid)	7	6%
Other	0			
Total Responses	116			

Comparative Statistics – Monthly

	January 2017	January 2018	Change	
Total Responses	116	116	No Change	
Fire	5	3	Decrease	40%
Medical	71	89	Increase	25%
Hazardous Condition	11	2	Decrease	81%
Service/Good Intent	28	19	Decrease	32%
False Alarm/Cancel	1	3	Increase	200%
Other	0	0	No Change	

Comparative Statistics – Yearly

	01/01/17 – 01/31/17	01/01/18 – 01/31/18	Change	
Total Responses	116	116	No Change	
Fire	5	3	Decrease	40%
Medical	71	89	Increase	25%
Hazardous Condition	11	2	Decrease	81%
Service/Good Intent	28	19	Decrease	32%
False Alarm/Cancel	1	3	Increase	200%
Other	0	0	No Change	

Information Technology

Incident Type Report (Summary)

Alarm Date Between {01/01/2018} And {01/31/2018}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	3	2.58%	\$0	0.00%
	3	2.58%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
321 EMS call, excluding vehicle accident with	80	68.96%	\$0	0.00%
322 Motor vehicle accident with injuries	2	1.72%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	7	6.03%	\$0	0.00%
	89	76.72%	\$0	0.00%
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	1	0.86%	\$0	0.00%
463 Vehicle accident, general cleanup	1	0.86%	\$0	0.00%
	2	1.72%	\$0	0.00%
5 Service Call				
522 Water or steam leak	1	0.86%	\$0	0.00%
551 Assist police or other governmental agency	1	0.86%	\$0	0.00%
552 Police matter	2	1.72%	\$0	0.00%
553 Public service	2	1.72%	\$0	0.00%
554 Assist invalid	3	2.58%	\$0	0.00%
571 Cover assignment, standby, moveup	2	1.72%	\$0	0.00%
	11	9.48%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	6	5.17%	\$0	0.00%
622 No Incident found on arrival at dispatch	2	1.72%	\$0	0.00%
	8	6.89%	\$0	0.00%
7 False Alarm & False Call				
735 Alarm system sounded due to malfunction	1	0.86%	\$0	0.00%
736 CO detector activation due to malfunction	1	0.86%	\$0	0.00%
745 Alarm system activation, no fire -	1	0.86%	\$0	0.00%
	3	2.58%	\$0	0.00%

Total Incident Count: 116

Total Est Loss: \$0

Information Technology

Incident Type Report (Summary)

Alarm Date Between {01/01/2017} And {01/31/2017}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
100 Fire, Other	1	0.86%	\$2,500	26.31%
111 Building fire	4	3.44%	\$7,000	73.68%
	5	4.31%	\$9,500	100.00%
3 Rescue & Emergency Medical Service Incident				
321 EMS call, excluding vehicle accident with	63	54.31%	\$0	0.00%
322 Motor vehicle accident with injuries	1	0.86%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	6	5.17%	\$0	0.00%
352 Extrication of victim(s) from vehicle	1	0.86%	\$0	0.00%
	71	61.20%	\$0	0.00%
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	3	2.58%	\$0	0.00%
440 Electrical wiring/equipment problem, Other	1	0.86%	\$0	0.00%
442 Overheated motor	1	0.86%	\$0	0.00%
444 Power line down	3	2.58%	\$0	0.00%
463 Vehicle accident, general cleanup	3	2.58%	\$0	0.00%
	11	9.48%	\$0	0.00%
5 Service Call				
500 Service Call, other	1	0.86%	\$0	0.00%
551 Assist police or other governmental agency	2	1.72%	\$0	0.00%
553 Public service	2	1.72%	\$0	0.00%
554 Assist invalid	7	6.03%	\$0	0.00%
	12	10.34%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	10	8.62%	\$0	0.00%
622 No Incident found on arrival at dispatch	4	3.44%	\$0	0.00%
631 Authorized controlled burning	1	0.86%	\$0	0.00%
651 Smoke scare, odor of smoke	1	0.86%	\$0	0.00%
	16	13.79%	\$0	0.00%
7 False Alarm & False Call				
744 Detector activation, no fire -	1	0.86%	\$0	0.00%
	1	0.86%	\$0	0.00%

Total Incident Count: 116

Total Est Loss:

\$9,500

Information Technology

Incident Type Report (Summary)

Alarm Date Between {01/01/2018} And {01/31/2018}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	3	2.58%	\$0	0.00%
	3	2.58%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
321 EMS call, excluding vehicle accident with	80	68.96%	\$0	0.00%
322 Motor vehicle accident with injuries	2	1.72%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	7	6.03%	\$0	0.00%
	89	76.72%	\$0	0.00%
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	1	0.86%	\$0	0.00%
463 Vehicle accident, general cleanup	1	0.86%	\$0	0.00%
	2	1.72%	\$0	0.00%
5 Service Call				
522 Water or steam leak	1	0.86%	\$0	0.00%
551 Assist police or other governmental agency	1	0.86%	\$0	0.00%
552 Police matter	2	1.72%	\$0	0.00%
553 Public service	2	1.72%	\$0	0.00%
554 Assist invalid	3	2.58%	\$0	0.00%
571 Cover assignment, standby, moveup	2	1.72%	\$0	0.00%
	11	9.48%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	6	5.17%	\$0	0.00%
622 No Incident found on arrival at dispatch	2	1.72%	\$0	0.00%
	8	6.89%	\$0	0.00%
7 False Alarm & False Call				
735 Alarm system sounded due to malfunction	1	0.86%	\$0	0.00%
736 CO detector activation due to malfunction	1	0.86%	\$0	0.00%
745 Alarm system activation, no fire -	1	0.86%	\$0	0.00%
	3	2.58%	\$0	0.00%

Total Incident Count: 116

Total Est Loss: \$0

Information Technology

Incident Type Report (Summary)

Alarm Date Between {01/01/2017} And {01/31/2017}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
100 Fire, Other	1	0.86%	\$2,500	26.31%
111 Building fire	4	3.44%	\$7,000	73.68%
	5	4.31%	\$9,500	100.00%
3 Rescue & Emergency Medical Service Incident				
321 EMS call, excluding vehicle accident with	63	54.31%	\$0	0.00%
322 Motor vehicle accident with injuries	1	0.86%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	6	5.17%	\$0	0.00%
352 Extrication of victim(s) from vehicle	1	0.86%	\$0	0.00%
	71	61.20%	\$0	0.00%
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	3	2.58%	\$0	0.00%
440 Electrical wiring/equipment problem, Other	1	0.86%	\$0	0.00%
442 Overheated motor	1	0.86%	\$0	0.00%
444 Power line down	3	2.58%	\$0	0.00%
463 Vehicle accident, general cleanup	3	2.58%	\$0	0.00%
	11	9.48%	\$0	0.00%
5 Service Call				
500 Service Call, other	1	0.86%	\$0	0.00%
551 Assist police or other governmental agency	2	1.72%	\$0	0.00%
553 Public service	2	1.72%	\$0	0.00%
554 Assist invalid	7	6.03%	\$0	0.00%
	12	10.34%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	10	8.62%	\$0	0.00%
622 No Incident found on arrival at dispatch	4	3.44%	\$0	0.00%
631 Authorized controlled burning	1	0.86%	\$0	0.00%
651 Smoke scare, odor of smoke	1	0.86%	\$0	0.00%
	16	13.79%	\$0	0.00%
7 False Alarm & False Call				
744 Detector activation, no fire -	1	0.86%	\$0	0.00%
	1	0.86%	\$0	0.00%

Total Incident Count: 116

Total Est Loss:

\$9,500

Information Technology

Incidents by District (Summary)

Alarm Date Between {01/01/2018} And {01/31/2018}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
01 North West	14	12.06 %	\$0	0.00 %
02 North East	21	18.10 %	\$0	0.00 %
03 South West	39	33.62 %	\$0	0.00 %
04 South East	35	30.17 %	\$0	0.00 %
OUT Out Of District	7	6.03 %	\$0	0.00 %
Total Incident Count:	116		Total Est Losses:	\$0

Information Technology

Incidents by Day of Week/Shift

Alarm Date Between {01/01/2018} And {01/31/2018}

Day/Shift	Count	Pct
Sunday		
3 Weekends Friday 1800 to	12	10.34 %
4 Sunday 18:00 - Monday	4	3.44 %
	16	13.79 %
Monday		
1 Weekdays 06:00 to 18:00	9	7.75 %
4 Sunday 18:00 - Monday	3	2.58 %
5 Monday 18:00 - Tuesday	5	4.31 %
	17	14.65 %
Tuesday		
1 Weekdays 06:00 to 18:00	9	7.75 %
5 Monday 18:00 - Tuesday	1	0.86 %
6 Tuesday 18:00 -Wednesday	4	3.44 %
	14	12.06 %
Wednesday		
1 Weekdays 06:00 to 18:00	17	14.65 %
6 Tuesday 18:00 - Wednesday	1	0.86 %
7 Wednesday 18:00 -	2	1.72 %
	20	17.24 %
Thursday		
1 Weekdays 06:00 to 18:00	6	5.17 %
7 Wednesday 18:00 -	2	1.72 %
8 Thursday 18:00 - Friday	6	5.17 %
	14	12.06 %
Friday		
1 Weekdays 06:00 to 18:00	15	12.93 %
3 Weekends Friday 1800 to	5	4.31 %
8 Thursday 18:00 - Friday	1	0.86 %
	21	18.10 %
Saturday		
3 Weekends Friday 1800 to	14	12.06 %
	14	12.06 %

Start Date	1-Jan-2018
Finish Date	31-Jan-2018

LIGHTS & SIRENS (PRIORITY 1 - HAMBURG TOWNSHIP ONLY)

OVERALL AVERAGES

RESPONSE TIME	0:06:41
SCRAMBLE TIME	0:01:25
DRIVE TIME	0:05:17

DAYTIME

0:05:39
0:01:11
0:04:27

NIGHTS / WEEKENDS

0:07:49
0:01:38
0:06:11

DIFFERENTIAL

0:02:10
0:00:27
0:01:43

GEOGRAPHICS

STATION 11	26
STATION 12	35
MUTUAL AID	4

TOTAL 65

DAYTIME CALLS

14
17
1

Daytime
Totals 32 49.23%

NIGHTS / WEEKENDS CALLS

12
18
3

Nights &
Wknd
Totals 33 50.77%

DIFFERENTIAL

2
1
2

NO LIGHTS & NO SIRENS (PRIORITY 3 - HAMBURG TOWNSHIP ONLY)

OVERALL AVERAGES

RESPONSE TIME	0:07:38
SCRAMBLE TIME	0:01:20
DRIVE TIME	0:06:20

DAYTIME

0:07:10
0:01:02
0:06:11

NIGHTS / WEEKENDS

0:07:59
0:01:32
0:06:28

DIFFERENTIAL

0:00:49
0:00:30
0:00:17

GEOGRAPHICS

STATION 11	26
STATION 12	22
MUTUAL AID	3

TOTAL 51

DAYTIME CALLS

12
8
2

Daytime
Totals 22 43.14%

NIGHTS / WEEKENDS CALLS

14
14
1

Nights &
Wknd
Totals 29 56.86%

DIFFERENTIAL

2
6
1

Information Technology

Average Response Time by Incident Type

Alarm Date Between {01/01/2018} And {01/31/2018}

Incident	Alarm Date & Time		Arrival Date & Time		District		Stn	Shift	Response
111 Building fire									
18-0000019	01/04/2018	22:31:51	01/04/2018	22:38:00	OUT	Out Of	8		00:06:09
18-0000021	01/05/2018	08:43:07	01/05/2018	08:46:31	OUT	Out Of	1		00:03:24
18-0000042	01/12/2018	05:31:10	01/12/2018	05:55:01	OUT	Out Of	1		00:23:51
Subtotal Count 3					Average Response Time for Incident Type 00:11:08				
321 EMS call, excluding vehicle accident with injury									
18-0000001	01/01/2018	01:47:31	01/01/2018	01:58:23	04	South East	12	4	00:10:52
18-0000002	01/01/2018	03:05:11	01/01/2018	03:08:19	03	South West	11	4	00:03:08
18-0000003	01/01/2018	10:12:39	01/01/2018	10:18:14	02	North East	12	1	00:05:35
18-0000004	01/01/2018	17:05:56	01/01/2018	17:12:35	01	North West	11	1	00:06:39
18-0000005	01/01/2018	18:39:59	01/01/2018	18:45:33	01	North West	11	5	00:05:34
18-0000006	01/01/2018	19:41:26	01/01/2018	19:53:23	03	South West	12	5	00:11:57
18-0000007	01/02/2018	00:14:11	01/02/2018	00:18:07	01	North West	11	5	00:03:56
18-0000008	01/02/2018	10:36:10	01/02/2018	10:40:33	02	North East	11	1	00:04:23
18-0000009	01/02/2018	12:24:45	01/02/2018	12:36:17	03	South West	11	1	00:11:32
18-0000011	01/03/2018	07:26:57	01/03/2018	07:34:08	01	North West	11	1	00:07:11
18-0000012	01/03/2018	10:37:49	01/03/2018	10:43:59	03	South West	11	1	00:06:10
18-0000013	01/03/2018	12:39:42	01/03/2018	12:54:40	02	North East	12	1	00:14:58
18-0000015	01/04/2018	13:52:39	01/04/2018	13:55:38	02	North East	12	1	00:02:59
18-0000016	01/04/2018	14:13:59	01/04/2018	14:24:18	01	North West	11	1	00:10:19
18-0000023	01/05/2018	19:24:06	01/05/2018	19:35:18	04	South East	12	3	00:11:12
18-0000025	01/06/2018	21:18:41	01/06/2018	21:23:57	04	South East	12	3	00:05:16
18-0000026	01/07/2018	06:01:58	01/07/2018	06:15:23	02	North East	12	3	00:13:25
18-0000027	01/07/2018	15:59:21	01/07/2018	16:03:44	04	South East	11	3	00:04:23
18-0000028	01/07/2018	18:16:32	01/07/2018	18:22:17	03	South West	11	4	00:05:45
18-0000029	01/08/2018	15:43:19	01/08/2018	15:44:49	04	South East	12	1	00:01:30
18-0000030	01/08/2018	19:23:27	01/08/2018	19:35:54	02	North East	12	1	00:12:27
18-0000032	01/09/2018	09:07:40	01/09/2018	09:15:53	04	South East	12	1	00:08:13
18-0000033	01/09/2018	16:51:25	01/09/2018	17:02:15	02	North East	12	1	00:10:50
18-0000034	01/09/2018	23:00:27	01/09/2018	23:07:29	02	North East	11	6	00:07:02
18-0000036	01/10/2018	16:31:12	01/10/2018	16:39:06	03	South West	12	1	00:07:54
18-0000037	01/10/2018	22:09:42	01/10/2018	22:19:24	03	South West	11	7	00:09:42
18-0000038	01/11/2018	01:05:43	01/11/2018	01:22:12	04	South East	12	7	00:16:29
18-0000039	01/11/2018	09:22:50	01/11/2018	09:27:21	03	South West	11	1	00:04:31
18-0000040	01/11/2018	19:19:58	01/11/2018	19:27:05	01	North West	11	8	00:07:07
18-0000043	01/12/2018	06:25:00	01/12/2018	06:33:22	03	South West	11	1	00:08:22
18-0000044	01/12/2018	14:29:56	01/12/2018	14:35:00	01	North West	11	1	00:05:04
18-0000046	01/13/2018	09:42:42	01/13/2018	09:49:40	03	South West	11	3	00:06:58
18-0000048	01/13/2018	16:38:42	01/13/2018	16:45:27	03	South West	11	3	00:06:45
18-0000049	01/14/2018	02:28:30	01/14/2018	02:37:12	03	South West	11	3	00:08:42
18-0000050	01/14/2018	07:43:36	01/14/2018	07:51:59	03	South West	11	3	00:08:23
18-0000051	01/14/2018	10:43:26	01/14/2018	10:48:43	03	South West	11	3	00:05:17
18-0000052	01/14/2018	12:18:16	01/14/2018	12:21:28	04	South East	12	3	00:03:12

Information Technology

Average Response Time by Incident Type

Alarm Date Between {01/01/2018} And {01/31/2018}

Incident	Alarm Date & Time		Arrival Date & Time		District		Stn	Shift	Response
321 EMS call, excluding vehicle accident with injury									
18-0000054	01/14/2018	13:54:44	01/14/2018	13:59:53	04	South East	12	3	00:05:09
18-0000055	01/14/2018	14:55:52	01/14/2018	15:00:24	02	North East	12	3	00:04:32
18-0000057	01/14/2018	23:49:50	01/15/2018	00:00:41	04	South East	12	4	00:10:51
18-0000058	01/15/2018	06:23:28	01/15/2018	06:29:02	03	South West	11	1	00:05:34
18-0000059	01/15/2018	18:10:34	01/15/2018	18:18:06	04	South East	11	5	00:07:32
18-0000061	01/16/2018	17:42:54	01/16/2018	17:48:24	01	North West	11	1	00:05:30
18-0000066	01/18/2018	06:53:47	01/18/2018	07:02:24	02	North East	12	1	00:08:37
18-0000067	01/18/2018	09:06:24	01/18/2018	09:11:07	04	South East	12	1	00:04:43
18-0000068	01/18/2018	09:13:13	01/18/2018	09:17:54	04	South East	12	1	00:04:41
18-0000070	01/19/2018	09:02:37	01/19/2018	09:05:09	04	South East	12	1	00:02:32
18-0000071	01/19/2018	10:03:38	01/19/2018	10:06:33	04	South East	12	1	00:02:55
18-0000075	01/19/2018	22:33:09	01/19/2018	22:44:36	04	South East	12	3	00:11:27
18-0000076	01/20/2018	06:29:38	01/20/2018	06:41:39	02	North East	12	3	00:12:01
18-0000077	01/20/2018	08:38:46	01/20/2018	08:44:20	03	South West	12	3	00:05:34
18-0000078	01/20/2018	11:41:51	01/20/2018	11:50:39	03	South West	11	3	00:08:48
18-0000079	01/20/2018	14:31:40	01/20/2018	14:37:04	03	South West	11	3	00:05:24
18-0000080	01/20/2018	18:09:29	01/20/2018	18:15:17	04	South East	12	3	00:05:48
18-0000082	01/21/2018	11:40:20	01/21/2018	11:44:37	04	South East	12	3	00:04:17
18-0000083	01/21/2018	14:53:42	01/21/2018	15:00:54	04	South East	12	3	00:07:12
18-0000084	01/21/2018	20:28:39	01/21/2018	20:36:13	04	South East	12	4	00:07:34
18-0000085	01/23/2018	10:47:11	01/23/2018	10:54:28	OUT	Out Of		1	00:07:17
18-0000088	01/24/2018	10:35:06	01/24/2018	10:43:21	02	North East	12	1	00:08:15
18-0000089	01/24/2018	13:06:03	01/24/2018	13:09:10	04	South East	12	1	00:03:07
18-0000090	01/24/2018	14:34:54	01/24/2018	14:40:37	03	South West	11	1	00:05:43
18-0000091	01/24/2018	16:08:05	01/24/2018	16:17:22	03	South West	11	1	00:09:17
18-0000092	01/24/2018	16:23:08	01/24/2018	16:25:00	03	South West	11	1	00:01:52
18-0000093	01/24/2018	21:56:32	01/24/2018	22:01:00	03	South West	11	7	00:04:28
18-0000094	01/25/2018	21:42:12	01/25/2018	21:46:32	03	South West	11	8	00:04:20
18-0000095	01/26/2018	09:10:32	01/26/2018	09:15:22	03	South West	11	1	00:04:50
18-0000096	01/26/2018	10:15:16	01/26/2018	10:28:20	04	South East	12	1	00:13:04
18-0000097	01/26/2018	14:44:08	01/26/2018	14:52:57	01	North West	11	1	00:08:49
18-0000098	01/26/2018	17:36:35	01/26/2018	17:45:24	04	South East	12	1	00:08:49
18-0000099	01/26/2018	18:02:36	01/26/2018	18:07:48	04	South East	11	3	00:05:12
18-0000101	01/27/2018	13:38:29	01/27/2018	13:44:59	03	South West	11	3	00:06:30
18-0000106	01/29/2018	10:31:50	01/29/2018	10:34:45	04	South East	12	1	00:02:55
18-0000107	01/29/2018	12:44:51	01/29/2018	12:50:55	02	North East	11	1	00:06:04
18-0000108	01/29/2018	14:56:25	01/29/2018	15:01:17	03	South West	11	1	00:04:52
18-0000110	01/29/2018	19:46:32	01/29/2018	19:55:46	04	South East	12	5	00:09:14
18-0000111	01/30/2018	12:38:52	01/30/2018	12:42:16	02	North East	11	1	00:03:24
18-0000112	01/30/2018	13:34:53	01/30/2018	13:41:33	03	South West	11	1	00:06:40
18-0000113	01/30/2018	18:34:43	01/30/2018	18:40:37	01	North West	11	6	00:05:54
18-0000115	01/31/2018	13:32:34	01/31/2018	13:42:00	03	South West	11	1	00:09:26
18-0000116	01/31/2018	16:01:15	01/31/2018	16:06:23	04	South East	12	1	00:05:08

Information Technology

Average Response Time by Incident Type

Alarm Date Between {01/01/2018} And {01/31/2018}

Incident	Alarm Date & Time		Arrival Date & Time		District		Stn	Shift	Response
321 EMS call, excluding vehicle accident with injury									
Subtotal Count 80					Average Response Time for Incident Type 00:06:60				
322 Motor vehicle accident with injuries									
18-0000045	01/12/2018	21:00:23	01/12/2018	21:09:19	01	North West	11	3	00:08:56
18-0000056	01/14/2018	17:11:13	01/14/2018	17:20:44	04	South East	12	3	00:09:31
Subtotal Count 2					Average Response Time for Incident Type 00:09:14				
324 Motor Vehicle Accident with no injuries									
18-0000010	01/02/2018	21:28:24	01/02/2018	21:34:00	02	North East	12	6	00:05:36
18-0000035	01/10/2018	08:49:46	01/10/2018	08:51:41	03	South West	11	1	00:01:55
18-0000047	01/13/2018	14:53:05	01/13/2018	15:03:22	OUT	Out Of		3	00:10:17
18-0000060	01/16/2018	08:47:05	01/16/2018	08:56:20	02	North East	12	1	00:09:15
18-0000065	01/17/2018	17:20:10	01/17/2018	17:25:09	03	South West	11	1	00:04:59
18-0000086	01/24/2018	07:18:21	01/24/2018	07:27:27	04	South East	12	1	00:09:06
18-0000114	01/31/2018	02:45:52	01/31/2018	02:51:00	03	South West	12	6	00:05:08
Subtotal Count 7					Average Response Time for Incident Type 00:06:37				
412 Gas leak (natural gas or LPG)									
18-0000041	01/12/2018	02:58:47	01/12/2018	03:10:10	04	South East	11	8	00:11:23
Subtotal Count 1					Average Response Time for Incident Type 00:11:23				
463 Vehicle accident, general cleanup									
18-0000063	01/17/2018	10:27:47	01/17/2018	10:27:47	02	North East	12	1	00:00:00
Subtotal Count 1					Average Response Time for Incident Type 00:00:00				
522 Water or steam leak									
18-0000022	01/05/2018	16:25:05	01/05/2018	16:28:53	04	South East	11	1	00:03:48
Subtotal Count 1					Average Response Time for Incident Type 00:03:48				
551 Assist police or other governmental agency									
18-0000074	01/19/2018	15:54:09	01/19/2018	15:59:23	03	South West	11	1	00:05:14
Subtotal Count 1					Average Response Time for Incident Type 00:05:14				
552 Police matter									
18-0000017	01/04/2018	20:24:23	01/04/2018	20:31:25	01	North West	11	8	00:07:02
18-0000018	01/04/2018	21:47:44	01/04/2018	21:55:54	01	North West	11	8	00:08:10

Information Technology

Average Response Time by Incident Type

Alarm Date Between {01/01/2018} And {01/31/2018}

Incident	Alarm Date & Time		Arrival Date & Time		District		Stn	Shift	Response
552 Police matter									
Subtotal Count 2			Average Response Time for Incident Type 00:07:36						
553 Public service									
18-0000024	01/05/2018	22:41:02	01/05/2018	22:57:05	02	North East	12	3	00:16:03
18-0000105	01/29/2018	05:47:54	01/29/2018	05:52:43	03	South West	11	4	00:04:49
Subtotal Count 2			Average Response Time for Incident Type 00:10:26						
554 Assist invalid									
18-0000014	01/04/2018	03:37:19	01/04/2018	03:47:14	04	South East	12	7	00:09:55
18-0000072	01/19/2018	11:28:03	01/19/2018	11:38:33	03	South West	11	1	00:10:30
18-0000073	01/19/2018	11:37:13	01/19/2018	11:41:27	03	South West	11	1	00:04:14
Subtotal Count 3			Average Response Time for Incident Type 00:08:13						
571 Cover assignment, standby, moveup									
18-0000081	01/20/2018	19:06:24	01/20/2018	19:22:06	OUT	Out Of		3	00:15:42
18-0000087	01/24/2018	08:08:14	01/24/2018	08:10:47	OUT	Out Of		1	00:02:33
Subtotal Count 2			Average Response Time for Incident Type 00:09:08						
611 Dispatched & cancelled en route									
18-0000100	01/27/2018	12:13:33	01/27/2018	12:17:00	02	North East	12	3	00:03:27
Subtotal Count 1			Average Response Time for Incident Type 00:03:27						
622 No Incident found on arrival at dispatch address									
18-0000102	01/27/2018	19:36:42	01/27/2018	19:46:17	04	South East	11	3	00:09:35
18-0000109	01/29/2018	17:00:40	01/29/2018	17:02:00	04	South East	12	1	00:01:20
Subtotal Count 2			Average Response Time for Incident Type 00:05:28						
735 Alarm system sounded due to malfunction									
18-0000104	01/28/2018	19:21:09	01/28/2018	19:24:19	04	South East	12	4	00:03:10
Subtotal Count 1			Average Response Time for Incident Type 00:03:10						
736 CO detector activation due to malfunction									
18-0000020	01/05/2018	08:32:37	01/05/2018	08:36:00	03	South West	11	1	00:03:23
Subtotal Count 1			Average Response Time for Incident Type 00:03:23						
745 Alarm system activation, no fire - unintentional									

Information Technology

Average Response Time by Incident Type

Alarm Date Between {01/01/2018} And {01/31/2018}

Incident	Alarm Date & Time	Arrival Date & Time	District	Stn	Shift	Response
745 Alarm system activation, no fire - unintentional						
18-0000053	01/14/2018	13:33:31	03 South West	11	3	00:10:21
Subtotal Count 1			Average Response Time for Incident Type 00:10:21			

Total Incident Count: 111

Overall Average Response Time: 00:07:06

Information Technology

Avg Resp Time of the First Arriving Unit

**Alarm Date Between {01/01/2018} And {01/31/2018}
and Response Code = "1"**

Incident#	Unit	Date	Alm Time	Arr Time	Response Code	Response
18-0000002	RE11 Rescue / BLS Unit	01/01/2018	03:05:11	03:08:19	Arrived/Emergency	00:03:08
18-0000003	RE11 Rescue / BLS Unit	01/01/2018	10:12:39	10:18:14	Arrived/Emergency	00:05:35
18-0000004	RE11 Rescue / BLS Unit	01/01/2018	17:05:56	17:12:35	Arrived/Emergency	00:06:39
18-0000005	RE11 Rescue / BLS Unit	01/01/2018	18:39:59	18:45:33	Arrived/Emergency	00:05:34
18-0000006	RE11 Rescue / BLS Unit	01/01/2018	19:41:26	19:53:23	Arrived/Emergency	00:11:57
18-0000008	CHF102 Chief 102 Command Vehicle	01/02/2018	10:36:10	10:40:33	Arrived/Emergency	00:04:23
18-0000009	CHF102 Chief 102 Command Vehicle	01/02/2018	12:24:45	12:36:17	Arrived/Emergency	00:11:32
18-0000011	RE11 Rescue / BLS Unit	01/03/2018	07:26:57	07:34:08	Arrived/Emergency	00:07:11
18-0000012	RE11 Rescue / BLS Unit	01/03/2018	10:37:49	10:43:59	Arrived/Emergency	00:06:10
18-0000019	FM1 Fire Marshal 1 Command Vehicle	01/04/2018	22:31:51	22:38:00	Arrived/Emergency	00:06:09
18-0000022	FM1 Fire Marshal 1 Command Vehicle	01/05/2018	16:25:05	16:28:53	Arrived/Emergency	00:03:48
18-0000023	RE11 Rescue / BLS Unit	01/05/2018	19:24:06	19:35:18	Arrived/Emergency	00:11:12
18-0000025	RE11 Rescue / BLS Unit	01/06/2018	21:18:41	21:23:57	Arrived/Emergency	00:05:16
18-0000027	RE11 Rescue / BLS Unit	01/07/2018	15:59:21	16:03:44	Arrived/Emergency	00:04:23
18-0000028	RE11 Rescue / BLS Unit	01/07/2018	18:16:32	18:22:17	Arrived/Emergency	00:05:45
18-0000029	FM1 Fire Marshal 1 Command Vehicle	01/08/2018	15:43:19	15:44:49	Arrived/Emergency	00:01:30
18-0000030	FM1 Fire Marshal 1 Command Vehicle	01/08/2018	19:23:27	19:35:54	Arrived/Emergency	00:12:27
18-0000032	CHF102 Chief 102 Command Vehicle	01/09/2018	09:07:40	09:15:53	Arrived/Emergency	00:08:13
18-0000033	FM1 Fire Marshal 1 Command Vehicle	01/09/2018	16:51:25	17:02:15	Arrived/Emergency	00:10:50
18-0000034	RE11 Rescue / BLS Unit	01/09/2018	23:00:27	23:07:29	Arrived/Emergency	00:07:02

Information Technology

Avg Resp Time of the First Arriving Unit

**Alarm Date Between {01/01/2018} And {01/31/2018}
and Response Code = "1"**

Incident#	Unit	Date	Alm Time	Arr Time	Response Code	Response
18-0000035	FM1 Fire Marshal 1 Command Vehicle	01/10/2018	08:49:46	08:51:41	Arrived/Emergency	00:01:55
18-0000037	RE11 Rescue / BLS Unit	01/10/2018	22:09:42	22:19:24	Arrived/Emergency	00:09:42
18-0000038	RE11 Rescue / BLS Unit	01/11/2018	01:05:43	01:22:12	Arrived/Emergency	00:16:29
18-0000039	CHF102 Chief 102 Command Vehicle	01/11/2018	09:22:50	09:27:21	Arrived/Emergency	00:04:31
18-0000042	CHF102 Chief 102 Command Vehicle	01/12/2018	05:31:10	05:55:01	Arrived/Emergency	00:23:51
18-0000043	RE11 Rescue / BLS Unit	01/12/2018	06:25:00	06:33:22	Arrived/Emergency	00:08:22
18-0000044	CHF102 Chief 102 Command Vehicle	01/12/2018	14:29:56	14:35:00	Arrived/Emergency	00:05:04
18-0000045	RE11 Rescue / BLS Unit	01/12/2018	21:00:23	21:09:19	Arrived/Emergency	00:08:56
18-0000046	RE11 Rescue / BLS Unit	01/13/2018	09:42:42	09:49:40	Arrived/Emergency	00:06:58
18-0000047	RE11 Rescue / BLS Unit	01/13/2018	14:53:05	15:03:22	Arrived/Emergency	00:10:17
18-0000050	RE11 Rescue / BLS Unit	01/14/2018	07:43:36	07:51:59	Arrived/Emergency	00:08:23
18-0000051	RE11 Rescue / BLS Unit	01/14/2018	10:43:26	10:48:43	Arrived/Emergency	00:05:17
18-0000053	EN11 Pumper/Tanker	01/14/2018	13:33:31	13:43:52	Arrived/Emergency	00:10:21
18-0000054	TK12 Tanker / Pumper	01/14/2018	13:54:44	13:59:53	Arrived/Emergency	00:05:09
18-0000055	RE11 Rescue / BLS Unit	01/14/2018	14:55:52	15:00:24	Arrived/Emergency	00:04:32
18-0000056	RE11 Rescue / BLS Unit	01/14/2018	17:11:13	17:20:44	Arrived/Emergency	00:09:31
18-0000058	RE11 Rescue / BLS Unit	01/15/2018	06:23:28	06:29:02	Arrived/Emergency	00:05:34
18-0000059	MD12 Rescue Squad / BLS Unit	01/15/2018	18:10:34	18:18:06	Arrived/Emergency	00:07:32
18-0000061	RE11 Rescue / BLS Unit	01/16/2018	17:42:54	17:48:24	Arrived/Emergency	00:05:30
18-0000066	BR12 Brush Truck	01/18/2018	06:53:47	07:02:24	Arrived/Emergency	00:08:37

Information Technology

Avg Resp Time of the First Arriving Unit

**Alarm Date Between {01/01/2018} And {01/31/2018}
and Response Code = "1"**

Incident#	Unit	Date	Alm Time	Arr Time	Response Code	Response
18-0000068	FM1 Fire Marshal 1 Command Vehicle	01/18/2018	09:13:13	09:17:54	Arrived/Emergency	00:04:41
18-0000071	FM1 Fire Marshal 1 Command Vehicle	01/19/2018	10:03:38	10:06:33	Arrived/Emergency	00:02:55
18-0000077	BR12 Brush Truck	01/20/2018	08:38:46	08:44:20	Arrived/Emergency	00:05:34
18-0000078	RE11 Rescue / BLS Unit	01/20/2018	11:41:51	11:50:39	Arrived/Emergency	00:08:48
18-0000080	RE11 Rescue / BLS Unit	01/20/2018	18:09:29	18:15:17	Arrived/Emergency	00:05:48
18-0000083	EN12 Pumper/Tanker	01/21/2018	14:53:42	15:00:54	Arrived/Emergency	00:07:12
18-0000084	RE11 Rescue / BLS Unit	01/21/2018	20:28:39	20:36:13	Arrived/Emergency	00:07:34
18-0000085	CHF102 Chief 102 Command Vehicle	01/23/2018	10:47:11	10:54:28	Arrived/Emergency	00:07:17
18-0000088	FM1 Fire Marshal 1 Command Vehicle	01/24/2018	10:35:06	10:43:21	Arrived/Emergency	00:08:15
18-0000089	FM1 Fire Marshal 1 Command Vehicle	01/24/2018	13:06:03	13:09:10	Arrived/Emergency	00:03:07
18-0000092	FM1 Fire Marshal 1 Command Vehicle	01/24/2018	16:23:08	16:25:00	Arrived/Emergency	00:01:52
18-0000094	RE11 Rescue / BLS Unit	01/25/2018	21:42:12	21:46:32	Arrived/Emergency	00:04:20
18-0000096	RE11 Rescue / BLS Unit	01/26/2018	10:15:16	10:28:20	Arrived/Emergency	00:13:04
18-0000099	MD11 Rescue Squad / BLS Unit	01/26/2018	18:02:36	18:07:48	Arrived/Emergency	00:05:12
18-0000101	RE11 Rescue / BLS Unit	01/27/2018	13:38:29	13:44:59	Arrived/Emergency	00:06:30
18-0000102	EN11 Pumper/Tanker	01/27/2018	19:36:42	19:46:17	Arrived/Emergency	00:09:35
18-0000104	RE11 Rescue / BLS Unit	01/28/2018	19:21:09	19:24:19	Arrived/Emergency	00:03:10
18-0000106	CHF102 Chief 102 Command Vehicle	01/29/2018	10:31:50	10:34:45	Arrived/Emergency	00:02:55
18-0000107	FM1 Fire Marshal 1 Command Vehicle	01/29/2018	12:44:51	12:50:55	Arrived/Emergency	00:06:04
18-0000109	CHF102 Chief 102 Command Vehicle	01/29/2018	17:00:40	17:02:00	Arrived/Emergency	00:01:20

Information Technology

Avg Resp Time of the First Arriving Unit

Alarm Date Between {01/01/2018} And {01/31/2018}
and Response Code = "1"

Incident#	Unit	Date	Alm Time	Arr Time	Response Code	Response
18-0000110	FM1 Fire Marshal 1 Command Vehicle	01/29/2018	19:46:32	19:55:48	Arrived/Emergency	00:09:16
18-0000111	CHF102 Chief 102 Command Vehicle	01/30/2018	12:38:52	12:42:16	Arrived/Emergency	00:03:24
18-0000112	FM1 Fire Marshal 1 Command Vehicle	01/30/2018	13:34:53	13:41:33	Arrived/Emergency	00:06:40
18-0000115	FM1 Fire Marshal 1 Command Vehicle	01/31/2018	13:32:34	13:42:00	Arrived/Emergency	00:09:26
Overall Average Response Time:						00:07:01

Information Technology

Avg Resp Time of the First Arriving Unit

**Alarm Date Between {01/01/2018} And {01/31/2018}
and Response Code = "2"**

Incident#	Unit	Date	Alm Time	Arr Time	Response Code	Response
18-0000001	RE11 Rescue / BLS Unit	01/01/2018	01:47:31	01:58:23	Arrived/Non Emergency	00:10:52
18-0000007	RE11 Rescue / BLS Unit	01/02/2018	00:14:11	00:18:07	Arrived/Non Emergency	00:03:56
18-0000013	RE11 Rescue / BLS Unit	01/03/2018	12:39:42	12:54:40	Arrived/Non Emergency	00:14:58
18-0000014	RE11 Rescue / BLS Unit	01/04/2018	03:37:19	03:47:14	Arrived/Non Emergency	00:09:55
18-0000015	CHF102 Chief 102 Command Vehicle	01/04/2018	13:52:39	13:55:38	Arrived/Non Emergency	00:02:59
18-0000016	FM1 Fire Marshal 1 Command Vehicle	01/04/2018	14:13:59	14:24:18	Arrived/Non Emergency	00:10:19
18-0000017	RE11 Rescue / BLS Unit	01/04/2018	20:24:23	20:31:25	Arrived/Non Emergency	00:07:02
18-0000018	RE11 Rescue / BLS Unit	01/04/2018	21:47:44	21:55:54	Arrived/Non Emergency	00:08:10
18-0000020	CHF102 Chief 102 Command Vehicle	01/05/2018	08:32:37	08:36:00	Arrived/Non Emergency	00:03:23
18-0000021	CHF102 Chief 102 Command Vehicle	01/05/2018	08:43:07	08:46:31	Arrived/Non Emergency	00:03:24
18-0000022	RE11 Rescue / BLS Unit	01/05/2018	16:25:05	16:55:01	Arrived/Non Emergency	00:29:56
18-0000024	RE11 Rescue / BLS Unit	01/05/2018	22:41:02	22:57:05	Arrived/Non Emergency	00:16:03
18-0000026	RE11 Rescue / BLS Unit	01/07/2018	06:01:58	06:15:23	Arrived/Non Emergency	00:13:25
18-0000028	MD11 Rescue Squad / BLS Unit	01/07/2018	18:16:32	18:29:27	Arrived/Non Emergency	00:12:55
18-0000035	RE11 Rescue / BLS Unit	01/10/2018	08:49:46	08:51:52	Arrived/Non Emergency	00:02:06
18-0000036	CHF102 Chief 102 Command Vehicle	01/10/2018	16:31:12	16:39:06	Arrived/Non Emergency	00:07:54
18-0000040	RE11 Rescue / BLS Unit	01/11/2018	19:19:58	19:27:05	Arrived/Non Emergency	00:07:07
18-0000041	EN11 Pumper/Tanker	01/12/2018	02:58:47	03:10:10	Arrived/Non Emergency	00:11:23
18-0000048	RE11 Rescue / BLS Unit	01/13/2018	16:38:42	16:45:27	Arrived/Non Emergency	00:06:45
18-0000049	RE11 Rescue / BLS Unit	01/14/2018	02:28:30	02:37:12	Arrived/Non Emergency	00:08:42

Information Technology

Avg Resp Time of the First Arriving Unit

**Alarm Date Between {01/01/2018} And {01/31/2018}
and Response Code = "2"**

Incident#	Unit	Date	Alm Time	Arr Time	Response Code	Response
18-000052	MD11 Rescue Squad / BLS Unit	01/14/2018	12:18:16	12:21:28	Arrived/Non Emergency	00:03:12
18-000057	RE11 Rescue / BLS Unit	01/14/2018	23:49:50	00:00:41	Arrived/Non Emergency	00:10:51
18-000063	009 Personal Vehicle	01/17/2018	10:27:47	10:27:47	Arrived/Non Emergency	00:00:00
18-000065	RE11 Rescue / BLS Unit	01/17/2018	17:20:10	17:25:09	Arrived/Non Emergency	00:04:59
18-000067	RE11 Rescue / BLS Unit	01/18/2018	09:06:24	09:11:07	Arrived/Non Emergency	00:04:43
18-000070	CHF1 Chief 1 Command Car	01/19/2018	09:02:37	09:10:00	Arrived/Non Emergency	00:07:23
18-000072	FM1 Fire Marshal 1 Command Vehicle	01/19/2018	11:28:03	11:38:33	Arrived/Non Emergency	00:10:30
18-000073	RE11 Rescue / BLS Unit	01/19/2018	11:37:13	11:41:27	Arrived/Non Emergency	00:04:14
18-000074	RE11 Rescue / BLS Unit	01/19/2018	15:54:09	15:59:23	Arrived/Non Emergency	00:05:14
18-000075	RE11 Rescue / BLS Unit	01/19/2018	22:33:09	22:44:36	Arrived/Non Emergency	00:11:27
18-000076	RE11 Rescue / BLS Unit	01/20/2018	06:29:38	06:41:39	Arrived/Non Emergency	00:12:01
18-000077	RE11 Rescue / BLS Unit	01/20/2018	08:38:46	08:48:25	Arrived/Non Emergency	00:09:39
18-000078	MD11 Rescue Squad / BLS Unit	01/20/2018	11:41:51	11:55:00	Arrived/Non Emergency	00:13:09
18-000079	RE11 Rescue / BLS Unit	01/20/2018	14:31:40	14:37:04	Arrived/Non Emergency	00:05:24
18-000082	RE11 Rescue / BLS Unit	01/21/2018	11:40:20	11:44:37	Arrived/Non Emergency	00:04:17
18-000086	RE11 Rescue / BLS Unit	01/24/2018	07:18:21	07:27:27	Arrived/Non Emergency	00:09:06
18-000087	FM1 Fire Marshal 1 Command Vehicle	01/24/2018	08:08:14	08:10:47	Arrived/Non Emergency	00:02:33
18-000090	FM1 Fire Marshal 1 Command Vehicle	01/24/2018	14:34:54	14:40:37	Arrived/Non Emergency	00:05:43
18-000091	FM1 Fire Marshal 1 Command Vehicle	01/24/2018	16:08:05	16:17:22	Arrived/Non Emergency	00:09:17
18-000093	RE11 Rescue / BLS Unit	01/24/2018	21:56:32	22:01:00	Arrived/Non Emergency	00:04:28

Information Technology

Avg Resp Time of the First Arriving Unit

Alarm Date Between {01/01/2018} And {01/31/2018}
and Response Code = "2"

Incident#	Unit	Date	Alm Time	Arr Time	Response Code	Response
18-000097	FM1 Fire Marshal 1 Command Vehicle	01/26/2018	14:44:08	14:52:57	Arrived/Non Emergency	00:08:49
18-000098	CHF102 Chief 102 Command Vehicle	01/26/2018	17:36:35	17:45:24	Arrived/Non Emergency	00:08:49
18-000100	CHF102 Chief 102 Command Vehicle	01/27/2018	12:13:33	12:17:00	Arrived/Non Emergency	00:03:27
18-000102	TK11 Tanker / Pumper	01/27/2018	19:36:42	19:51:21	Arrived/Non Emergency	00:14:39
18-000105	009 Personal Vehicle	01/29/2018	05:47:54	05:52:43	Arrived/Non Emergency	00:04:49
18-000108	BR12 Brush Truck	01/29/2018	14:56:25	15:01:17	Arrived/Non Emergency	00:04:52
18-000113	RE11 Rescue / BLS Unit	01/30/2018	18:34:43	18:40:37	Arrived/Non Emergency	00:05:54
18-000116	FM1 Fire Marshal 1 Command Vehicle	01/31/2018	16:01:15	16:06:23	Arrived/Non Emergency	00:05:08
Overall Average Response Time:						00:08:02

JAN '18	SHIFT 1 MON - FRI 0600 - 1800			SHIFT 4 SUN 1800 - MON 0600			SHIFT 5 MON 1800 - TUE 0600			SHIFT 6 TUE 1800 - WED 0600			SHIFT 7 WED 1800 - THU 0600			SHIFT 8 THU 1800 - FRI 0600			SHIFT 3 WEEKEND			TOTAL # OF RUNS	TOTAL RUNS MADE	OVERALL MONTHLY %
	# OF RUNS	RUNS MADE	%	# OF RUNS	RUNS MADE	%	# OF RUNS	RUNS MADE	%	# OF RUNS	RUNS MADE	%	# OF RUNS	RUNS MADE	%	# OF RUNS	RUNS MADE	%	# OF RUNS	RUNS MADE	%			
Begnoche, Tim	56	5	9%	7	1	14%	6	6	100%	5	0	0%	4	0	0%	7	1	14%	31	3	10%	116	16	13.79%
Benefield, Dylan	56	3	5%	7	0	0%	6	0	0%	5	0	0%	4	0	0%	7	0	0%	31	0		116	3	2.59%
Birk, Chris	56	0	0%	7	0	0%	6	1	17%	5	0	0%	4	0	0%	7	0	0%	31	2	6%	116	3	2.59%
Blue, Rodney	56	4	7%	7	1	14%	6	2	33%	5	1	20%	4	0	0%	7	0	0%	31	7	23%	116	15	12.93%
Clement, Dan	56	1	2%	7	0	0%	6	1	17%	5	0	0%	4	3	75%	7	0	0%	31	3	10%	116	8	6.90%
Girard, David	56	19	34%	7	3	43%	6	2	33%	5	1	20%	4	0	0%	7	7	100%	31	10	32%	116	42	36.21%
Haskell, Tim	56	4	7%	7	0	0%	6	1	17%	5	2	40%	4	0	0%	7	1	14%	31	0	0%	116	8	6.90%
Hill, Derrick	56	1	2%	7	0	0%	6	1	17%	5	5	100%	4	0	0%	7	0	0%	31	4	13%	116	11	9.48%
Hurst, Daniel	56	0	0%	7	0	0%	6	0	0%	5	0	0%	4	0	0%	7	0	0%	31	0	0%	116	0	0.00%
Knepley, Dan	56	0	0%	7	0	0%	6	1	17%	5	0	0%	4	0	0%	7	0	0%	31	0	0%	116	1	0.86%
Lawver, Jase	56	5	9%	7	0	0%	6	1	17%	5	2	40%	4	0	0%	7	1	14%	31	1	3%	116	10	8.62%
London, Clinton	56	16	29%	7	1	14%	6	1	17%	5	1	20%	4	0	0%	7	7	100%	31	3	10%	116	29	25.00%
Mardeusz, Matt	56	2	4%	7	4	57%	6	1	17%	5	1	20%	4	0	0%	7	0	0%	31	10	32%	116	18	15.52%
Marek, Gerald	56	4	7%	7	0	0%	6	6	100%	5	0	0%	4	0	0%	7	0	0%	31	5	16%	116	15	12.93%
McGlothlin, Chris	56	3	5%	7	0	0%	6	0	0%	5	0	0%	4	0	0%	7	0	0%	31	0	0%	116	3	2.59%
McMullen, Mike	56	2	4%	7	0	0%	6	2	33%	5	5	100%	4	0	0%	7	0	0%	31	8	26%	116	17	14.66%
Merna, Caleb	56	9	16%	7	0	0%	6	4	67%	5	0	0%	4	0	0%	7	0	0%	31	1	3%	116	14	12.07%
Morris, Carlie	56	5	9%	7	0	0%	6	1	17%	5	5	100%	4	0	0%	7	0	0%	31	0	0%	116	11	9.48%
Muscat, Steve	56	9	16%	7	0	0%	6	1	17%	5	0	0%	4	0	0%	7	5	71%	31	4	13%	116	19	16.38%
Otremba, Don	56	2	4%	7	7	100%	6	0	0%	5	0	0%	4	0	0%	7	0	0%	31	2	6%	116	11	9.48%
Pawley, Thomas	56	1	2%	7	6	86%	6	1	17%	5	0	0%	4	0	0%	7	0	0%	31	1	3%	116	9	7.76%
Peer, Devon	56	3	5%	7	6	86%	6	2	33%	5	0	0%	4	0	0%	7	0	0%	31	8	26%	116	19	16.38%
Piekarz, Jerry	56	1	2%	7	6	86%	6	1	17%	5	0	0%	4	0	0%	7	0	0%	31	1	3%	116	9	7.76%
Sacco, Marty	56	14	25%	7	1	14%	6	4	67%	5	0	0%	4	1	25%	7	0	0%	31	0	0%	116	20	17.24%
Sadowski, Dan	56	9	16%	7	0	0%	6	2	33%	5	4	80%	4	0	0%	7	0	0%	31	12	39%	116	27	23.28%
Steinaway, Mike	56	11	20%	7	0	0%	6	5	83%	5	3	60%	4	2	50%	7	1	14%	31	16	52%	116	38	32.76%
Stewart, Jess	56	3	5%	7	1	14%	6	5	83%	5	1	20%	4	0	0%	7	6	86%	31	7	23%	116	23	19.83%
Traiforos, Dave	56	0	0%	7	0	0%	6	0	0%	5	0	0%	4	0	0%	7	0	0%	31	0	0%	116	0	0.00%
Urbanowicz, Matt	56	1	2%	7	1	14%	6	1	17%	5	5	100%	4	1	25%	7	0	0%	31	4	13%	116	13	11.21%
Vultaggio, Sam	56	3	5%	7	0	0%	6	1	17%	5	1	20%	4	3	75%	7	0	0%	31	4	13%	116	12	10.34%
Willis, Dan	56	2	4%	7	0	0%	6	2	33%	5	1	20%	4	1	25%	7	0	0%	31	9	29%	116	15	12.93%
Yost, Casey	56	6	11%	7	0	0%	6	1	17%	5	1	20%	4	0	0%	7	3	43%	31	5	16%	116	16	13.79%
Young, Jeff	56	1	2%	7	0	0%	6	2	33%	5	1	20%	4	0	0%	7	0	0%	31	0	0%	116	4	3.45%
Zaleski, Andrew	56	0	0%	7	0	0%	6	0	0%	5	0	0%	4	0	0%	7	0	0%	31	0	0%	116	0	0.00%

Information Technology

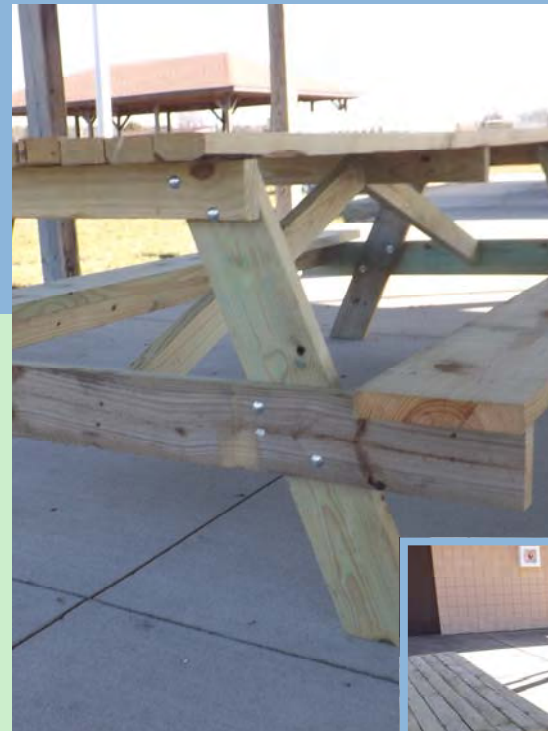
Training Analysis by Category

Class Date Between {01/01/2018} And {01/31/2018}

Category	Classes	Pct of Classes	Attendees	Pct of Attendees	Hours	Pct of Hours
EMT EMT Class	7	46.66%	19	17.59%	68.00	20.11%
HZ01 Hazardous Materials Overview	1	6.66%	31	28.70%	108.50	32.10%
HZ40 Hazmat Equipment and Clothing	1	6.66%	31	28.70%	93.00	27.51%
ICE Ice Rescue Training	2	13.33%	18	16.66%	29.50	8.72%
LCA RIDE ALONGS	1	6.66%	1	0.92%	12.00	3.55%
OJT OJT	2	13.33%	6	5.55%	19.50	5.76%
TRAIN TRAIN THE TRAINER	1	6.66%	2	1.85%	7.50	2.21%
Totals	15		108		338.00	

Community Investment Award

Eagle Scout Project 2017-2018
Picnic Tables for
Manly Bennett Park
East Concession Pavilion



This certificate is awarded to

Griffin Roisen



In recognition of his valuable contribution to the Hamburg Township Community and parklands with his building and installation of three wooden picnic tables at the East Park Concession pavilion.

A handwritten signature in blue ink, appearing to read "Mike Dolan".

Mike Dolan, Clerk

1/2/18

Date

A handwritten signature in blue ink, appearing to read "Debra A. Henneman".

Debra A. Henneman, Parks Coordinator

1/2/18

Date

Community Investment Award

Eagle Scout Project 2017
Community Garden Project
Hamburg Senior Center
Raised Bed Garden Boxes



This certificate is awarded to

Dakota Austin Szalony



In recognition of his valuable contribution to the Hamburg Township Community and parklands with his building and installation of raised bed gardens at the Hamburg Senior Center.

Mike Dolan, Clerk

Debra A. Henneman, Parks Coordinator

1/2/18

Date

1/2/18

Date



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

TAB 1

BUDGET AND FINANCIAL STATUS SUMMARY:

Fiscal Year 2017/18:

The Budget v. Actual report reflects transactions through January 31, 2018 and includes General, Roads, Fire, Police, Parks and Sewer Funds. All departments and funds are at or under budget as of January 31, 2018, taking into account the timing issues related to the Township's revenues and expenditures.

Timing of Revenues: Township tax collections for general fund, police fund and fire fund start on December 1, 2017 and run through February 28, 2018. **Revenues are posted to the general ledger in December when they are billed.** State shared revenue payments are bi-monthly and start on October 31, 2017. The last revenue sharing payment for FY 17/18 will be paid on December 31, 2018.

This tab also includes a Cash Summary by Account report which states the balance in each general ledger cash account at January 31, 2018.

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP
 PERIOD ENDING 01/31/2018
 % Fiscal Year Completed: 58.90

ACCOUNT	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 01/31/2018	ACTIVITY FOR MONTH 01/31/18	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
676.000	REIMBURSEMENTS & COST RECOVERY	0.00	0.00	2,973.84	300.00	0.00	(2,973.84)	100.00
678.600	ZONING TRAINING REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
692.000	SUNDRY	0.00	0.00	48.63	0.00	0.00	(48.63)	100.00
698.245	TRANSFER IN CAPITAL RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue:		3,336,414.00	3,336,414.00	2,045,919.30	24,212.28	0.00	1,290,494.70	61.32
Account Type: Transfers-In								
699.204	TRANS IN FROM FUND 204	0.00	0.00	0.00	0.00	0.00	0.00	0.00
699.206	TRANSFER IN 206-OPERATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
699.207	TRANSFER IN 207-OPERATIONS	6,000.00	6,000.00	4,277.35	613.60	0.00	1,722.65	71.29
699.208	TRANSFER IN RECREATION FUND	0.00	0.00	664.96	0.00	0.00	(664.96)	100.00
699.366	TRANS IN FROM TAMARACK	0.00	0.00	50.81	0.00	0.00	(50.81)	100.00
699.478	TRANSFER FROM APPLETREE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
699.480	TRANSFER IN FROM SCOTT DRIVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
699.482	TRANS IN FROM CRYSTAL SAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
699.483	TRANS IN FROM NORENE/PEARY SAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
699.485	TRANSFER IN FROM EDGE/BURTON	0.00	0.00	0.00	0.00	0.00	0.00	0.00
699.487	TRANS IN FROM RI/CE/LA SAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
699.489	TRANS IN FROM ISLAND SHORE SAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
699.491	TRANS FROM CAMPBELL SAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
699.492	TRANS IN FROM MUMFORD LIGHT SAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
699.494	TRANSFER IN FROM WINANS DRIVE ROAD MAINT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
699.498	TRANSFER IN FROM SHANGRILA WEED CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
699.590	TRANSFER IN FROM SEWER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
699.711	TRANS FROM CEMETERY (MAUSOLEUM)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
699.999	APPROPRIATION FROM SURPLUS	360,714.00	531,198.00	0.00	0.00	(1,885.86)	533,083.86	(0.36)
Total Transfers-In:		366,714.00	537,198.00	4,993.12	613.60	(1,885.86)	534,090.74	0.58
TOTAL REVENUES		3,703,128.00	3,873,612.00	2,050,912.42	24,825.88	(1,885.86)	1,824,585.44	52.90

Expenditures

Dept 000.000

Account Type: Transfers-Out

999.204	TRANS OUT TO ROAD FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers-Out:		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Dept 101.000 - Township Board

Account Type: Expenditure

702.000	PER DIEM	8,840.00	8,840.00	4,875.00	1,105.00	0.00	3,965.00	55.15
703.000	ELECTED OFFICIALS SALARIES	26,490.00	26,490.00	15,453.76	2,207.68	0.00	11,036.24	58.34
706.000	PART-TIME EMPLOYEE SALARIES	4,279.00	4,279.00	2,050.00	375.00	0.00	2,229.00	47.91
715.000	TOWNSHIP FICA	3,030.00	3,030.00	1,712.10	282.13	0.00	1,317.90	56.50
719.000	LONG/SHORT TERM DISABILITY	60.00	60.00	0.00	0.00	0.00	60.00	0.00
720.000	RETIREMENT	3,961.00	3,961.00	2,300.82	364.76	0.00	1,660.18	58.09
721.000	LIFE INSURANCE	11.00	11.00	0.00	0.00	0.00	11.00	0.00

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP
 PERIOD ENDING 01/31/2018
 % Fiscal Year Completed: 58.90

ACCOUNT	DESCRIPTION	2017-18	2017-18	YTD BALANCE	ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	01/31/2018	MONTH 01/31/18	YEAR-TO-DATE	BALANCE	USED
722.000	HEALTH/DENTAL/VISION INSURANCE	2,153.00	2,153.00	0.00	0.00	0.00	2,153.00	0.00
726.000	SUPPLIES & SMALL EQUIPMENT	300.00	300.00	0.00	0.00	0.00	300.00	0.00
801.500	ECONOMIC DEVELOPMENT CONSULTANT	21,500.00	21,500.00	0.00	0.00	0.00	21,500.00	0.00
821.000	ENG/CONSULTANT/PROFESS FEES	500.00	500.00	0.00	0.00	0.00	500.00	0.00
826.000	LEGAL FEES	58,000.00	58,000.00	48,191.43	7,541.40	0.00	9,808.57	83.09
861.000	MILEAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
864.000	WORKSHOPS/SEMINARS	500.00	500.00	0.00	0.00	0.00	500.00	0.00
900.000	LEGAL NOTICES/ADVERTISING	3,200.00	3,200.00	4,610.00	620.00	0.00	(1,410.00)	144.06
958.000	DUES/SUBSCRIP/RECERTIFICATION	11,500.00	11,500.00	9,746.37	227.33	0.00	1,753.63	84.75
962.000	SUNDRY	250.00	250.00	122.21	0.00	0.00	127.79	48.88
980.000	CAPITAL EQUIPMENT/CAPITAL IMP	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
Total Dept 101.000 - Township Board		146,074.00	146,074.00	89,061.69	12,723.30	0.00	57,012.31	60.97
Dept 171.000 - Township Supervisor								
Account Type: Expenditure								
703.000	ELECTED OFFICIALS SALARIES	64,018.00	64,018.00	35,702.55	4,924.46	0.00	28,315.45	55.77
715.000	TOWNSHIP FICA	4,943.00	4,943.00	2,758.05	380.55	0.00	2,184.95	55.80
719.000	LONG/SHORT TERM DISABILITY	948.00	948.00	550.49	78.40	0.00	397.51	58.07
720.000	RETIREMENT	6,402.00	6,402.00	3,570.21	492.44	0.00	2,831.79	55.77
721.000	LIFE INSURANCE	247.00	247.00	140.00	20.00	0.00	107.00	56.68
722.000	HEALTH/DENTAL/VISION INSURANCE	7,080.00	7,080.00	4,671.98	1,426.57	0.00	2,408.02	65.99
726.000	SUPPLIES & SMALL EQUIPMENT	50.00	50.00	36.84	0.00	0.00	13.16	73.68
853.000	PHONE/COMM/INTERNET	600.00	600.00	350.00	50.00	0.00	250.00	58.33
861.000	MILEAGE	200.00	200.00	0.00	0.00	0.00	200.00	0.00
864.000	WORKSHOPS/SEMINARS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900.000	LEGAL NOTICES/ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
933.000	EQUIPMENT MAINT/REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
962.000	SUNDRY	200.00	200.00	0.00	0.00	0.00	200.00	0.00
980.000	CAPITAL EQUIPMENT/CAPITAL IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 171.000 - Township Supervisor		84,688.00	84,688.00	47,780.12	7,372.42	0.00	36,907.88	56.42
Dept 191.000 - Elections								
Account Type: Expenditure								
705.000	FULL-TIME EMPLOYEE SALARIES	30,050.00	30,050.00	710.37	0.00	0.00	29,339.63	2.36
706.000	PART-TIME EMPLOYEE SALARIES	22,478.00	22,478.00	0.00	0.00	0.00	22,478.00	0.00
707.000	TEMPORARY EMPLOYEES	22,000.00	22,000.00	2,371.42	123.42	0.00	19,628.58	10.78
709.000	OVERTIME	1,000.00	1,000.00	263.29	0.00	0.00	736.71	26.33
715.000	TOWNSHIP FICA	5,595.00	5,595.00	83.93	9.44	0.00	5,511.07	1.50
719.000	LONG/SHORT TERM DISABILITY	435.00	435.00	314.64	44.69	0.00	120.36	72.33
720.000	RETIREMENT	3,105.00	3,105.00	2,122.31	280.72	0.00	982.69	68.35
721.000	LIFE INSURANCE	54.00	54.00	37.03	5.29	0.00	16.97	68.57
722.000	HEALTH/DENTAL/VISION INSURANCE	15,073.00	15,073.00	10,515.24	1,515.02	0.00	4,557.76	69.76
726.000	SUPPLIES & SMALL EQUIPMENT	10,000.00	10,000.00	3,288.33	28.00	71.50	6,640.17	33.60
751.000	VEHICLE FUEL	100.00	100.00	10.00	0.00	0.00	90.00	10.00
861.000	MILEAGE	100.00	100.00	0.00	0.00	0.00	100.00	0.00
900.000	LEGAL NOTICES/ADVERTISING	100.00	100.00	80.00	0.00	0.00	20.00	80.00

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 01/31/2018

% Fiscal Year Completed: 58.90

ACCOUNT	DESCRIPTION	2017-18	2017-18	YTD BALANCE	ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	01/31/2018	MONTH 01/31/18	YEAR-TO-DATE	BALANCE	USED
933.000	EQUIPMENT MAINT/REPAIR	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
962.000	SUNDRY	4,000.00	4,000.00	105.65	0.00	0.00	3,894.35	2.64
980.000	CAPITAL EQUIPMENT/CAPITAL IMP	14,000.00	85,000.00	70,797.97	0.00	0.00	14,202.03	83.29
980.500	RESERVE FOR EQUIPMENT PURCHASE	10,000.00	10,000.00	10,000.00	0.00	0.00	0.00	100.00
Total Dept 191.000 - Elections		139,590.00	210,590.00	100,700.18	2,006.58	71.50	109,818.32	47.85
Dept 201.000 - ACCOUNTING								
Account Type: Expenditure								
705.000	FULL-TIME EMPLOYEE SALARIES	176,376.00	176,376.00	102,842.22	18,045.78	0.00	73,533.78	58.31
707.000	TEMPORARY EMPLOYEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
709.000	OVERTIME	500.00	500.00	0.00	0.00	0.00	500.00	0.00
710.000	PAY IN LIEU OF MEDICAL INS	3,000.00	3,000.00	1,750.00	250.00	0.00	1,250.00	58.33
715.000	TOWNSHIP FICA	13,761.00	13,761.00	7,870.18	1,386.50	0.00	5,890.82	57.19
719.000	LONG/SHORT TERM DISABILITY	2,458.00	2,458.00	1,351.07	115.79	0.00	1,106.93	54.97
720.000	RETIREMENT	17,688.00	17,688.00	10,184.20	1,704.58	0.00	7,503.80	57.58
721.000	LIFE INSURANCE	398.00	398.00	293.51	41.93	0.00	104.49	73.75
721.500	TUITION REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
722.000	HEALTH/DENTAL/VISION INSURANCE	43,064.00	43,064.00	23,951.68	2,774.64	0.00	19,112.32	55.62
726.000	SUPPLIES & SMALL EQUIPMENT	2,000.00	2,000.00	173.75	62.72	0.00	1,826.25	8.69
729.000	SOFTWARE MAINTENANCE	6,600.00	6,600.00	0.00	0.00	0.00	6,600.00	0.00
861.000	MILEAGE	500.00	500.00	326.46	0.00	0.00	173.54	65.29
864.000	WORKSHOPS/SEMINARS	8,000.00	8,000.00	1,705.76	0.00	0.00	6,294.24	21.32
958.000	DUES/SUBSCRIP/RECERTIFICATION	1,200.00	1,200.00	579.25	0.00	0.00	620.75	48.27
962.000	SUNDRY	1,000.00	1,000.00	528.00	483.00	0.00	472.00	52.80
980.000	CAPITAL EQUIPMENT/CAPITAL IMP	10,200.00	10,200.00	0.00	0.00	1,600.00	8,600.00	15.69
980.600	RESERVE FOR SOFTWARE REPLACEMENT	10,000.00	10,000.00	10,000.00	0.00	0.00	0.00	100.00
Total Dept 201.000 - ACCOUNTING		296,745.00	296,745.00	161,556.08	24,864.94	1,600.00	133,588.92	54.98
Dept 209.000 - Assessing								
Account Type: Expenditure								
705.000	FULL-TIME EMPLOYEE SALARIES	244,151.00	244,151.00	127,153.72	14,528.70	0.00	116,997.28	52.08
706.000	PART-TIME EMPLOYEE SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
707.000	TEMPORARY EMPLOYEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
709.000	OVERTIME	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
710.000	PAY IN LIEU OF MEDICAL INS	3,000.00	3,000.00	1,750.00	250.00	0.00	1,250.00	58.33
715.000	TOWNSHIP FICA	19,078.00	19,078.00	9,813.94	1,124.38	0.00	9,264.06	51.44
719.000	LONG/SHORT TERM DISABILITY	3,422.00	3,422.00	1,819.74	219.78	0.00	1,602.26	53.18
720.000	RETIREMENT	24,615.00	24,615.00	12,715.44	1,452.88	0.00	11,899.56	51.66
721.000	LIFE INSURANCE	789.00	789.00	435.94	23.20	0.00	353.06	55.25
721.500	TUITION REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
722.000	HEALTH/DENTAL/VISION INSURANCE	55,023.00	55,023.00	28,849.58	4,557.02	0.00	26,173.42	52.43
726.000	SUPPLIES & SMALL EQUIPMENT	1,500.00	1,500.00	276.40	33.29	0.00	1,223.60	18.43
729.000	SOFTWARE MAINTENANCE	4,000.00	4,000.00	3,515.00	0.00	0.00	485.00	87.88
751.000	VEHICLE FUEL	800.00	800.00	263.94	22.01	0.00	536.06	32.99
823.100	ASSESSMENT ROLL PREP	6,500.00	6,500.00	0.00	0.00	0.00	6,500.00	0.00
853.000	PHONE/COMM/INTERNET	240.00	240.00	140.00	20.00	0.00	100.00	58.33

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 01/31/2018

% Fiscal Year Completed: 58.90

ACCOUNT	DESCRIPTION	2017-18	2017-18	YTD BALANCE	ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	01/31/2018	MONTH 01/31/18	YEAR-TO-DATE	BALANCE	USED
861.000	MILEAGE	200.00	200.00	96.60	0.00	0.00	103.40	48.30
864.000	WORKSHOPS/SEMINARS	2,500.00	2,500.00	24.01	0.00	330.63	2,145.36	14.19
900.000	LEGAL NOTICES/ADVERTISING	100.00	100.00	125.00	0.00	0.00	(25.00)	125.00
933.000	EQUIPMENT MAINT/REPAIR	600.00	600.00	0.00	0.00	0.00	600.00	0.00
939.000	VEHICLE MAINTENANCE	1,500.00	1,500.00	464.55	0.00	0.00	1,035.45	30.97
958.000	DUES/SUBSCRIP/RECERTIFICATION	1,200.00	1,200.00	805.00	0.00	0.00	395.00	67.08
962.000	SUNDRY	400.00	400.00	0.00	0.00	0.00	400.00	0.00
980.000	CAPITAL EQUIPMENT/CAPITAL IMP	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
980.500	RESERVE FOR EQUIPMENT PURCHASE	2,500.00	2,500.00	2,500.00	0.00	0.00	0.00	100.00
981.000	CAPITAL EXPENSE - VEHICLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
981.500	RESERVE FOR VEHICLE PURCHASE	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00	100.00
Total Dept 209.000 - Assessing		377,118.00	377,118.00	192,748.86	22,231.26	330.63	184,038.51	51.20
Dept 215.000 - CLERK'S OFFICE								
Account Type: Expenditure								
703.000	ELECTED OFFICIALS SALARIES	64,018.00	64,018.00	36,907.15	4,924.46	0.00	27,110.85	57.65
705.000	FULL-TIME EMPLOYEE SALARIES	83,009.00	83,009.00	61,831.39	8,573.40	0.00	21,177.61	74.49
705.500	LEAVE TIME PAYOUT	1,101.00	1,101.00	0.00	0.00	0.00	1,101.00	0.00
706.000	PART-TIME EMPLOYEE SALARIES	9,990.00	39,990.00	24,471.32	3,129.96	0.00	15,518.68	61.19
709.000	OVERTIME	500.00	500.00	0.00	0.00	0.00	500.00	0.00
710.000	PAY IN LIEU OF MEDICAL INS	3,000.00	3,000.00	1,750.00	250.00	0.00	1,250.00	58.33
715.000	TOWNSHIP FICA	12,410.00	14,705.00	9,542.00	1,289.23	0.00	5,163.00	64.89
719.000	LONG/SHORT TERM DISABILITY	2,170.00	2,170.00	1,209.40	172.18	0.00	960.60	55.73
720.000	RETIREMENT	14,863.00	14,863.00	7,940.77	1,098.90	0.00	6,922.23	53.43
721.000	LIFE INSURANCE	383.00	383.00	222.39	31.77	0.00	160.61	58.07
721.500	TUITION REIMBURSEMENT	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00
722.000	HEALTH/DENTAL/VISION INSURANCE	34,452.00	34,452.00	17,937.86	2,584.46	0.00	16,514.14	52.07
726.000	SUPPLIES & SMALL EQUIPMENT	3,000.00	3,000.00	1,129.39	64.98	52.98	1,817.63	39.41
853.000	PHONE/COMM/INTERNET	600.00	600.00	350.00	50.00	0.00	250.00	58.33
861.000	MILEAGE	600.00	600.00	283.32	0.00	0.00	316.68	47.22
864.000	WORKSHOPS/SEMINARS	2,000.00	2,000.00	1,068.38	0.00	0.00	931.62	53.42
933.000	EQUIPMENT MAINT/REPAIR	200.00	200.00	0.00	0.00	0.00	200.00	0.00
958.000	DUES/SUBSCRIP/RECERTIFICATION	400.00	400.00	340.00	0.00	0.00	60.00	85.00
962.000	SUNDRY	700.00	700.00	175.81	51.37	0.00	524.19	25.12
980.000	CAPITAL EQUIPMENT/CAPITAL IMP	5,000.00	5,000.00	835.00	0.00	0.00	4,165.00	16.70
Total Dept 215.000 - CLERK'S OFFICE		244,396.00	276,691.00	165,994.18	22,220.71	52.98	110,643.84	60.01
Dept 245.000 - TECHNICAL/UTILITIES SERVICES								
Account Type: Expenditure								
705.000	FULL-TIME EMPLOYEE SALARIES	140,119.00	140,119.00	79,994.30	10,777.74	0.00	60,124.70	57.09
705.500	LEAVE TIME PAYOUT	1,680.00	1,680.00	0.00	0.00	0.00	1,680.00	0.00
707.000	TEMPORARY EMPLOYEES	7,665.00	7,665.00	1,534.07	587.50	0.00	6,130.93	20.01
709.000	OVERTIME	250.00	250.00	39.25	0.00	0.00	210.75	15.70
715.000	TOWNSHIP FICA	11,409.00	11,409.00	6,162.24	859.09	0.00	5,246.76	54.01
719.000	LONG/SHORT TERM DISABILITY	1,967.00	1,967.00	1,146.00	163.14	0.00	821.00	58.26
720.000	RETIREMENT	14,205.00	14,205.00	8,003.38	1,077.78	0.00	6,201.62	56.34

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 01/31/2018

% Fiscal Year Completed: 58.90

ACCOUNT	DESCRIPTION	2017-18	2017-18	YTD BALANCE	ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	01/31/2018	MONTH 01/31/18	YEAR-TO-DATE	BALANCE	USED
721.000	LIFE INSURANCE	309.00	309.00	181.02	25.86	0.00	127.98	58.58
722.000	HEALTH/DENTAL/VISION INSURANCE	40,191.00	40,191.00	23,099.58	3,328.64	0.00	17,091.42	57.47
726.000	SUPPLIES & SMALL EQUIPMENT	1,200.00	1,200.00	846.72	278.50	0.00	353.28	70.56
729.000	SOFTWARE MAINTENANCE	500.00	500.00	337.50	0.00	0.00	162.50	67.50
801.000	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
861.000	MILEAGE	100.00	100.00	6.42	0.00	0.00	93.58	6.42
864.000	WORKSHOPS/SEMINARS	500.00	500.00	0.00	0.00	0.00	500.00	0.00
958.000	DUES/SUBSCRIP/RECERTIFICATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
962.000	SUNDRY	100.00	100.00	20.00	0.00	0.00	80.00	20.00
965.100	CONTRACTED SUPPORT	7,000.00	7,000.00	6,800.00	0.00	0.00	200.00	97.14
980.000	CAPITAL EQUIPMENT/CAPITAL IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
980.500	RESERVE FOR EQUIPMENT PURCHASE	1,500.00	1,500.00	1,500.00	0.00	0.00	0.00	100.00
Total Dept 245.000 - TECHNICAL/UTILITIES SERVICES		228,695.00	228,695.00	129,670.48	17,098.25	0.00	99,024.52	56.70
Dept 247.000 - Board of Review								
Account Type: Expenditure								
702.000	PER DIEM	2,800.00	2,800.00	460.00	0.00	0.00	2,340.00	16.43
715.000	TOWNSHIP FICA	214.00	214.00	35.19	0.00	0.00	178.81	16.44
900.000	LEGAL NOTICES/ADVERTISING	400.00	400.00	135.00	75.00	0.00	265.00	33.75
962.000	SUNDRY	200.00	200.00	0.00	0.00	0.00	200.00	0.00
Total Dept 247.000 - Board of Review		3,614.00	3,614.00	630.19	75.00	0.00	2,983.81	17.44
Dept 253.000 - Treasurer								
Account Type: Expenditure								
703.000	ELECTED OFFICIALS SALARIES	32,009.00	32,009.00	17,851.25	2,462.24	0.00	14,157.75	55.77
705.000	FULL-TIME EMPLOYEE SALARIES	57,271.00	57,271.00	31,939.60	4,405.46	0.00	25,331.40	55.77
706.000	PART-TIME EMPLOYEE SALARIES	45,797.00	45,797.00	21,935.01	3,191.93	0.00	23,861.99	47.90
709.000	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
710.000	PAY IN LIEU OF MEDICAL INS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
715.000	TOWNSHIP FICA	10,411.00	10,411.00	5,510.38	773.11	0.00	4,900.62	52.93
719.000	LONG/SHORT TERM DISABILITY	848.00	848.00	492.48	70.14	0.00	355.52	58.08
720.000	RETIREMENT	8,928.00	8,928.00	4,979.04	686.76	0.00	3,948.96	55.77
721.000	LIFE INSURANCE	52.00	52.00	29.26	4.18	0.00	22.74	56.27
721.500	TUITION REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
722.000	HEALTH/DENTAL/VISION INSURANCE	43,064.00	43,064.00	24,741.80	3,564.76	0.00	18,322.20	57.45
726.000	SUPPLIES & SMALL EQUIPMENT	1,800.00	1,800.00	981.07	30.29	0.00	818.93	54.50
729.000	SOFTWARE MAINTENANCE	4,500.00	4,500.00	110.00	0.00	0.00	4,390.00	2.44
730.000	POSTAGE	8,800.00	8,800.00	4,202.00	0.00	0.00	4,598.00	47.75
823.000	TAX ROLL PREP/TAX BILL PREP	6,500.00	6,500.00	3,339.92	0.00	0.00	3,160.08	51.38
826.000	LEGAL FEES	200.00	200.00	0.00	0.00	0.00	200.00	0.00
853.000	PHONE/COMM/INTERNET	1,020.00	1,020.00	595.00	85.00	0.00	425.00	58.33
861.000	MILEAGE	800.00	800.00	407.15	292.12	0.00	392.85	50.89
864.000	WORKSHOPS/SEMINARS	4,500.00	4,500.00	1,741.97	296.00	270.30	2,487.73	44.72
933.000	EQUIPMENT MAINT/REPAIR	200.00	200.00	0.00	0.00	0.00	200.00	0.00
958.000	DUES/SUBSCRIP/RECERTIFICATION	700.00	700.00	388.75	0.00	0.00	311.25	55.54
962.000	SUNDRY	200.00	200.00	30.15	0.00	0.00	169.85	15.08

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 01/31/2018

% Fiscal Year Completed: 58.90

ACCOUNT	DESCRIPTION	2017-18	2017-18	YTD BALANCE	ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	01/31/2018	MONTH 01/31/18	YEAR-TO-DATE	BALANCE	USED
980.000	CAPITAL EQUIPMENT/CAPITAL IMP	2,700.00	2,700.00	0.00	0.00	1,650.00	1,050.00	61.11
980.500	RESERVE FOR EQUIPMENT PURCHASE	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	100.00
Total Dept 253.000 - Treasurer		231,300.00	231,300.00	120,274.83	15,861.99	1,920.30	109,104.87	52.83
Dept 258.000 - COMPUTER/CABLE								
Account Type: Expenditure								
706.000	PART-TIME EMPLOYEE SALARIES	1,800.00	1,800.00	473.94	99.00	0.00	1,326.06	26.33
715.000	TOWNSHIP FICA	138.00	138.00	36.27	7.58	0.00	101.73	26.28
726.000	SUPPLIES & SMALL EQUIPMENT	5,000.00	5,000.00	351.60	37.27	298.90	4,349.50	13.01
729.000	SOFTWARE MAINTENANCE	10,000.00	10,000.00	5,825.55	1,298.80	821.58	3,352.87	66.47
821.000	ENG/CONSULTANT/PROFESS FEES	1,500.00	1,500.00	190.00	190.00	0.00	1,310.00	12.67
853.000	PHONE/COMM/INTERNET	1,920.00	1,920.00	1,306.57	396.19	0.00	613.43	68.05
864.000	WORKSHOPS/SEMINARS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
933.000	EQUIPMENT MAINT/REPAIR	500.00	500.00	466.67	0.00	0.00	33.33	93.33
962.000	SUNDRY	250.00	250.00	128.00	0.00	0.00	122.00	51.20
965.000	TRAINING	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
980.000	CAPITAL EQUIPMENT/CAPITAL IMP	20,000.00	20,000.00	2,490.21	430.86	4,663.98	12,845.81	35.77
983.600	RESERVE FOR CABLE TV EQUIP PURCHASE	2,500.00	2,500.00	2,500.00	0.00	0.00	0.00	100.00
Total Dept 258.000 - COMPUTER/CABLE		45,108.00	45,108.00	13,768.81	2,459.70	5,784.46	25,554.73	43.35
Dept 265.000 - Township Buildings								
Account Type: Expenditure								
705.000	FULL-TIME EMPLOYEE SALARIES	44,769.00	44,769.00	30,125.16	3,594.80	0.00	14,643.84	67.29
705.500	LEAVE TIME PAYOUT	861.00	861.00	0.00	0.00	0.00	861.00	0.00
706.000	PART-TIME EMPLOYEE SALARIES	106,288.00	106,288.00	53,762.32	4,937.24	0.00	52,525.68	50.58
709.000	OVERTIME	3,500.00	3,500.00	1,193.34	886.53	0.00	2,306.66	34.10
715.000	TOWNSHIP FICA	11,922.00	11,922.00	6,526.89	722.91	0.00	5,395.11	54.75
719.000	LONG/SHORT TERM DISABILITY	663.00	663.00	385.19	54.85	0.00	277.81	58.10
720.000	RETIREMENT	4,913.00	4,913.00	2,617.94	426.76	0.00	2,295.06	53.29
721.000	LIFE INSURANCE	185.00	185.00	158.62	22.66	0.00	26.38	85.74
722.000	HEALTH/DENTAL/VISION INSURANCE	7,080.00	7,080.00	4,068.58	586.26	0.00	3,011.42	57.47
726.000	SUPPLIES & SMALL EQUIPMENT	3,500.00	3,500.00	1,637.69	247.38	1,102.72	759.59	78.30
751.000	VEHICLE FUEL	4,000.00	4,000.00	1,598.00	301.61	0.00	2,402.00	39.95
758.000	UNIFORMS/ACCESSORIES	3,000.00	3,000.00	2,643.40	325.80	0.00	356.60	88.11
801.000	CONTRACTUAL SERVICES	900.00	900.00	483.00	63.00	0.00	417.00	53.67
813.000	TRASH DISPOSAL	1,000.00	1,000.00	530.40	77.20	0.00	469.60	53.04
822.000	PERMIT FEES	200.00	200.00	0.00	0.00	0.00	200.00	0.00
853.000	PHONE/COMM/INTERNET	420.00	420.00	245.00	35.00	0.00	175.00	58.33
861.000	MILEAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
864.000	WORKSHOPS/SEMINARS	500.00	500.00	0.00	0.00	0.00	500.00	0.00
921.000	ELECTRIC	20,000.00	20,000.00	9,264.75	1,702.75	0.00	10,735.25	46.32
922.000	SEWER USAGE	3,900.00	3,900.00	1,928.20	964.10	0.00	1,971.80	49.44
923.000	NATURAL GAS/HEAT	4,000.00	4,000.00	1,000.44	527.31	0.00	2,999.56	25.01
923.500	DIESEL FUEL	1,000.00	1,000.00	1,243.54	565.96	0.00	(243.54)	124.35
931.000	MAINTENANCE LIGHTING	500.00	500.00	0.00	0.00	0.00	500.00	0.00
932.000	MAINTENANCE TWP HALL	7,500.00	7,500.00	4,085.34	427.54	1,389.77	2,024.89	73.00

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP
 PERIOD ENDING 01/31/2018
 % Fiscal Year Completed: 58.90

ACCOUNT	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 01/31/2018	ACTIVITY FOR MONTH 01/31/18	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
932.002	MAINTENANCE POLICE BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
932.004	MAINTENANCE DPW GARAGE/OLD PACKR	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
932.005	MAINTENANCE PARK BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
932.008	MAINTENANCE LIBRARY	1,000.00	1,000.00	280.00	175.00	0.00	720.00	28.00
932.012	MAINTENANCE OLD LIBRARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
932.014	RESERVE FOR TWP BLDGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
932.020	MAINTENANCE - FERTILIZER	1,000.00	1,000.00	666.67	0.00	333.33	0.00	100.00
933.000	EQUIPMENT MAINT/REPAIR	4,000.00	4,000.00	1,685.04	251.13	1,850.90	464.06	88.40
939.000	VEHICLE MAINTENANCE	4,000.00	4,000.00	2,899.62	41.54	100.20	1,000.18	75.00
962.000	SUNDRY	500.00	500.00	0.00	0.00	0.00	500.00	0.00
980.000	CAPITAL EQUIPMENT/CAPITAL IMP	26,000.00	35,000.00	33,058.78	0.00	2,567.00	(625.78)	101.79
980.500	RESERVE FOR EQUIPMENT PURCHASE	1,500.00	1,500.00	1,500.00	0.00	0.00	0.00	100.00
981.000	CAPITAL EXPENSE - VEHICLE	0.00	0.00	26,741.38	0.00	0.00	(26,741.38)	100.00
981.500	RESERVE FOR VEHICLE PURCHASE	5,000.00	5,000.00	5,000.00	0.00	0.00	0.00	100.00
998.590	Transfer Out - Enterprise Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditure:		275,101.00	284,101.00	195,329.29	16,937.33	7,343.92	81,427.79	71.34
Account Type: Transfers-Out								
999.206	TRANSFER OUT FIRE DEPT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999.208	TRANSFER OUT PARKS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers-Out:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 265.000 - Township Buildings		275,101.00	284,101.00	195,329.29	16,937.33	7,343.92	81,427.79	71.34
Dept 276.000 - CEMETERY								
Account Type: Expenditure								
702.000	PER DIEM	780.00	780.00	0.00	0.00	0.00	780.00	0.00
706.000	PART-TIME EMPLOYEE SALARIES	43,277.00	43,277.00	11,174.57	853.25	0.00	32,102.43	25.82
709.000	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
715.000	TOWNSHIP FICA	3,370.00	3,370.00	854.83	65.27	0.00	2,515.17	25.37
726.000	SUPPLIES & SMALL EQUIPMENT	1,000.00	1,000.00	579.82	24.90	0.00	420.18	57.98
729.000	SOFTWARE MAINTENANCE	400.00	400.00	0.00	0.00	0.00	400.00	0.00
751.000	VEHICLE FUEL	400.00	400.00	181.16	0.00	0.00	218.84	45.29
861.000	MILEAGE	250.00	250.00	0.00	0.00	0.00	250.00	0.00
933.000	EQUIPMENT MAINT/REPAIR	500.00	500.00	189.33	0.00	0.00	310.67	37.87
939.000	VEHICLE MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
959.000	MAUS COMMISSION EXP	200.00	200.00	0.00	0.00	0.00	200.00	0.00
960.000	MAUSOLEUM MARKETING EXPENSE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
962.000	SUNDRY	500.00	2,000.00	2,273.00	1,195.00	0.00	(273.00)	113.65
980.000	CAPITAL EQUIPMENT/CAPITAL IMP	0.00	3,500.00	3,500.00	0.00	0.00	0.00	100.00
991.000	DEBT SERVICE PRINCIPAL	17,484.00	17,484.00	17,484.18	0.00	0.00	(0.18)	100.00
995.000	INTEREST EXPENSE	4,422.00	4,422.00	4,422.30	0.00	0.00	(0.30)	100.01
Total Dept 276.000 - CEMETERY		73,583.00	78,583.00	40,659.19	2,138.42	0.00	37,923.81	51.74
Dept 299.000 - Other Expenses								
Account Type: Expenditure								

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP
 PERIOD ENDING 01/31/2018
 % Fiscal Year Completed: 58.90

ACCOUNT	DESCRIPTION	2017-18	2017-18	YTD BALANCE	ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	01/31/2018	MONTH 01/31/18	YEAR-TO-DATE	BALANCE	USED
708.000	PORTAGE/BASE LAKES GROSS WAGES	1,000.00	1,000.00	844.40	175.00	0.00	155.60	84.44
715.000	TOWNSHIP FICA	77.00	77.00	97.27	13.20	0.00	(20.27)	126.32
717.000	WORKERS' COMPENSATION	14,449.00	14,449.00	10,732.22	0.00	0.00	3,716.78	74.28
722.500	HEALTH CARE REIMBURSEMENT	50,000.00	50,000.00	32,826.53	7,063.71	0.00	17,173.47	65.65
724.000	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
725.000	LIABILITY/CASUALTY INSURANCE	32,340.00	32,340.00	14,926.58	0.00	0.00	17,413.42	46.16
726.000	SUPPLIES & SMALL EQUIPMENT	15,000.00	15,000.00	4,166.74	508.70	1,153.16	9,680.10	35.47
730.000	POSTAGE	25,000.00	25,000.00	4,147.96	0.00	0.00	20,852.04	16.59
733.000	BANK FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
734.000	ADDRESS SIGNS	500.00	500.00	180.00	0.00	0.00	320.00	36.00
760.000	FLOOD RESPONSE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
806.000	FOIA EXPENSES	200.00	200.00	9.75	0.00	0.00	190.25	4.88
808.100	MISC MEDICAL EXPENSES	500.00	500.00	0.00	0.00	0.00	500.00	0.00
820.000	AUDIT	43,000.00	43,000.00	38,800.00	1,000.00	0.00	4,200.00	90.23
821.000	ENG/CONSULTANT/PROFESS FEES	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.00
853.000	PHONE/COMM/INTERNET	5,000.00	5,000.00	1,630.59	233.47	0.00	3,369.41	32.61
901.000	BAD DEBT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
933.000	EQUIPMENT MAINT/REPAIR	3,800.00	3,800.00	2,680.34	0.00	0.00	1,119.66	70.54
956.000	PAYROLL PROCESSING	10,000.00	10,000.00	6,091.44	1,695.24	0.00	3,908.56	60.91
958.000	DUES/SUBSCRIP/RECERTIFICATION	225.00	225.00	210.46	0.00	0.00	14.54	93.54
962.000	SUNDRY	5,000.00	5,000.00	1,186.73	0.00	0.00	3,813.27	23.73
975.000	SPECIAL PROJECTS	50,000.00	50,000.00	17,250.09	0.00	0.00	32,749.91	34.50
975.200	RECORD RETENTION PROJECT	3,000.00	3,000.00	1,567.50	0.00	0.00	1,432.50	52.25
975.400	LARGE ITEM RECYCLING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
975.800	ADA COMPLIANCE PROJECTS	35,000.00	35,000.00	0.00	0.00	0.00	35,000.00	0.00
980.000	CAPITAL EQUIPMENT/CAPITAL IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
980.591	LCWA WELL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
998.206	TRANSFER OUT CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
998.208	TRANSFER OUT RECREATION FUND	120,000.00	120,000.00	80,000.00	20,000.00	0.00	40,000.00	66.67
998.479	TRANSFER OUT TO RUSTIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
998.482	TRANS OUT TO CRYSTAL/BEACH	0.00	0.00	(758.74)	0.00	0.00	758.74	100.00
998.484	TRANS OUT TO COMMUNITY DR SAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
998.489	TRANS OUT TO ISLANDSHORE/SCHLENKER	0.00	0.00	(3,271.00)	0.00	0.00	3,271.00	100.00
998.491	TRANS OUT TO CAMPBELL DR	0.00	0.00	(70.00)	0.00	0.00	70.00	100.00
998.492	TRANS OUT TO MUMFORD LIGHTING	0.00	0.00	(1,208.00)	0.00	0.00	1,208.00	100.00
998.591	TRANSFER OUT WATER FUND	130,000.00	154,132.00	131,832.00	0.00	0.00	22,300.00	85.53
Total Expenditure:		547,591.00	571,723.00	343,872.86	30,689.32	1,153.16	226,696.98	60.35
Account Type: Transfers-Out								
999.206	TRANSFER OUT FIRE DEPT	50,000.00	50,000.00	33,333.29	8,333.32	0.00	16,666.71	66.67
999.480	TRANSFER OUT TO SCOTT DRIVE SAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999.485	TRANSFER OUT TO EDGELAKE/BURTON ROAD SAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999.494	TRANSFER OUT TO WINANS ROAD SAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999.498	TRANS OUT TO SHANGRILA AQUATIC WEED CONT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers-Out:		50,000.00	50,000.00	33,333.29	8,333.32	0.00	16,666.71	66.67

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP
 PERIOD ENDING 01/31/2018
 % Fiscal Year Completed: 58.90

ACCOUNT	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 01/31/2018	ACTIVITY FOR MONTH 01/31/18	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Total Dept 299.000 - Other Expenses		597,591.00	621,723.00	377,206.15	39,022.64	1,153.16	243,363.69	60.86
Dept 345.000 - Public Safety (Police & Fire)								
Account Type: Expenditure								
702.000	PER DIEM	1,040.00	1,040.00	455.00	65.00	0.00	585.00	43.75
706.000	PART-TIME EMPLOYEE SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
715.000	TOWNSHIP FICA	80.00	80.00	34.79	4.97	0.00	45.21	43.49
Total Expenditure:		1,120.00	1,120.00	489.79	69.97	0.00	630.21	43.73
Account Type: Transfers-Out								
999.207	TRANSFER OUT POLICE OPERATIONS	685,000.00	685,000.00	456,666.64	114,166.66	0.00	228,333.36	66.67
Total Transfers-Out:		685,000.00	685,000.00	456,666.64	114,166.66	0.00	228,333.36	66.67
Total Dept 345.000 - Public Safety (Police & Fire)		686,120.00	686,120.00	457,156.43	114,236.63	0.00	228,963.57	66.63
Dept 400.000 - Planning Commission								
Account Type: Expenditure								
702.000	PER DIEM	5,640.00	5,640.00	2,185.00	680.00	0.00	3,455.00	38.74
706.000	PART-TIME EMPLOYEE SALARIES	1,200.00	1,200.00	575.00	100.00	0.00	625.00	47.92
715.000	TOWNSHIP FICA	523.00	523.00	211.10	59.68	0.00	311.90	40.36
726.000	SUPPLIES & SMALL EQUIPMENT	150.00	150.00	0.00	0.00	0.00	150.00	0.00
821.000	ENG/CONSULTANT/PROFESS FEES	9,000.00	9,000.00	148.75	148.75	0.00	8,851.25	1.65
826.000	LEGAL FEES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
864.000	WORKSHOPS/SEMINARS	4,500.00	4,500.00	295.00	0.00	0.00	4,205.00	6.56
900.000	LEGAL NOTICES/ADVERTISING	3,500.00	3,500.00	630.00	0.00	0.00	2,870.00	18.00
958.000	DUES/SUBSCRIP/RECERTIFICATION	800.00	800.00	354.55	354.55	0.00	445.45	44.32
962.000	SUNDRY	100.00	100.00	0.00	0.00	0.00	100.00	0.00
Total Dept 400.000 - Planning Commission		26,413.00	26,413.00	4,399.40	1,342.98	0.00	22,013.60	16.66
Dept 410.000 - Zoning								
Account Type: Expenditure								
705.000	FULL-TIME EMPLOYEE SALARIES	72,569.00	34,514.00	9,165.50	3,680.00	0.00	25,348.50	26.56
706.000	PART-TIME EMPLOYEE SALARIES	38,584.00	104,967.00	57,304.77	5,678.23	0.00	47,662.23	54.59
707.000	TEMPORARY EMPLOYEES	1,750.00	1,750.00	0.00	0.00	0.00	1,750.00	0.00
709.000	OVERTIME	0.00	2,075.00	138.00	0.00	0.00	1,937.00	6.65
710.000	PAY IN LIEU OF MEDICAL INS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
715.000	TOWNSHIP FICA	8,683.00	8,683.00	5,145.34	725.47	0.00	3,537.66	59.26
719.000	LONG/SHORT TERM DISABILITY	998.00	998.00	234.28	58.57	0.00	763.72	23.47
720.000	RETIREMENT	7,257.00	3,451.00	1,338.84	368.00	0.00	2,112.16	38.80
721.000	LIFE INSURANCE	52.00	52.00	27.83	5.88	0.00	24.17	53.52
722.000	HEALTH/DENTAL/VISION INSURANCE	7,080.00	7,080.00	2,774.96	586.26	0.00	4,305.04	39.19
726.000	SUPPLIES & SMALL EQUIPMENT	1,500.00	1,500.00	761.41	476.07	(9.32)	747.91	50.14
729.000	SOFTWARE MAINTENANCE	0.00	1,915.00	1,913.31	0.00	0.00	1.69	99.91
736.000	STORM WATER DISCHARGE	750.00	750.00	0.00	0.00	0.00	750.00	0.00
751.000	VEHICLE FUEL	1,000.00	1,000.00	153.96	21.23	0.00	846.04	15.40
821.000	ENG/CONSULTANT/PROFESS FEES	10,000.00	10,000.00	1,027.80	0.00	0.00	8,972.20	10.28

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP
 PERIOD ENDING 01/31/2018
 % Fiscal Year Completed: 58.90

ACCOUNT	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 01/31/2018	ACTIVITY FOR MONTH 01/31/18	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
853.000	PHONE/COMM/INTERNET	600.00	1,145.00	650.00	125.00	0.00	495.00	56.77
861.000	MILEAGE	1,200.00	1,200.00	297.46	0.00	0.00	902.54	24.79
864.000	WORKSHOPS/SEMINARS	2,500.00	2,500.00	1,394.48	70.00	0.00	1,105.52	55.78
904.000	CODIFICATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
939.000	VEHICLE MAINTENANCE	1,000.00	1,000.00	1,078.67	878.67	250.00	(328.67)	132.87
958.000	DUES/SUBSCRIP/RECERTIFICATION	2,500.00	2,500.00	281.50	60.00	0.00	2,218.50	11.26
962.000	SUNDRY	1,500.00	1,500.00	105.00	75.00	0.00	1,395.00	7.00
980.000	CAPITAL EQUIPMENT/CAPITAL IMP	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.00
981.500	RESERVE FOR VEHICLE PURCHASE	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	100.00
Total Dept 410.000 - Zoning		164,023.00	193,080.00	84,793.11	12,808.38	240.68	108,046.21	44.04
Dept 412.000 - Zoning Board of Appeals								
Account Type: Expenditure								
702.000	PER DIEM	4,020.00	4,020.00	1,745.00	0.00	0.00	2,275.00	43.41
706.000	PART-TIME EMPLOYEE SALARIES	1,200.00	1,200.00	300.00	0.00	0.00	900.00	25.00
715.000	TOWNSHIP FICA	399.00	399.00	156.43	0.00	0.00	242.57	39.21
826.000	LEGAL FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
864.000	WORKSHOPS/SEMINARS	1,250.00	1,250.00	295.45	295.45	0.00	954.55	23.64
900.000	LEGAL NOTICES/ADVERTISING	2,000.00	2,000.00	620.00	110.00	0.00	1,380.00	31.00
962.000	SUNDRY	100.00	100.00	0.00	0.00	0.00	100.00	0.00
965.000	TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 412.000 - Zoning Board of Appeals		8,969.00	8,969.00	3,116.88	405.45	0.00	5,852.12	34.75
Dept 413.000 - Environmental Rev Board (HERB)								
Account Type: Expenditure								
702.000	PER DIEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
715.000	TOWNSHIP FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
962.000	SUNDRY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
975.000	SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 413.000 - Environmental Rev Board (HERB)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 415.000 - LAKES, RIVERS & STREAMS								
Account Type: Expenditure								
958.000	DUES/SUBSCRIP/RECERTIFICATION	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
975.000	SPECIAL PROJECTS	35,000.00	35,000.00	17,435.01	0.00	0.00	17,564.99	49.81
975.500	RESERVE FOR RIVER WEED HARVESTING	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00	100.00
Total Dept 415.000 - LAKES, RIVERS & STREAMS		39,000.00	39,000.00	19,435.01	0.00	0.00	19,564.99	49.83
Dept 450.000 - Street Lighting								
Account Type: Expenditure								
926.000	STREET LIGHTING	15,000.00	15,000.00	8,692.10	1,513.41	0.00	6,307.90	57.95
Total Dept 450.000 - Street Lighting		15,000.00	15,000.00	8,692.10	1,513.41	0.00	6,307.90	57.95
TOTAL EXPENDITURES		3,683,128.00	3,853,612.00	2,212,972.98	315,319.39	18,497.63	1,622,141.39	57.91

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 01/31/2018

% Fiscal Year Completed: 58.90

ACCOUNT DESCRIPTION	2017-18	2017-18	YTD BALANCE	ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	% BDGT
	ORIGINAL			MONTH			
	BUDGET	AMENDED BUDGET	01/31/2018	01/31/18			
TOTAL REVENUES	3,703,128.00	3,873,612.00	2,050,912.42	24,825.88	(1,885.86)	1,824,585.44	52.90
TOTAL EXPENDITURES	3,683,128.00	3,853,612.00	2,212,972.98	315,319.39	18,497.63	1,622,141.39	57.91
NET OF REVENUES & EXPENDITURES	20,000.00	20,000.00	(162,060.56)	(290,493.51)	(20,383.49)	202,444.05	912.22

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 01/31/2018

% Fiscal Year Completed: 58.90

ACCOUNT	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 01/31/2018	ACTIVITY FOR MONTH 01/31/18	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 204 - Road Fund								
Revenues								
Dept 000.000								
Account Type: Revenue								
402.000	CURRENT PROPERTY TAX	976,821.00	994,173.98	994,173.98	0.00	0.00	0.00	100.00
414.000	DELINQUENT PP TAX	0.00	0.00	273.77	0.00	0.00	(273.77)	100.00
422.000	CHARGE BACKS/MTT/BOARD OF REVIEW	0.00	0.00	(24.80)	0.00	0.00	24.80	100.00
664.000	INTEREST REVENUE	500.00	500.00	1,305.67	0.00	0.00	(805.67)	261.13
Total Revenue:		977,321.00	994,673.98	995,728.62	0.00	0.00	(1,054.64)	100.11
Account Type: Transfers-In								
699.101	TRANSFER IN 101-OPERATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
699.373	TRANS IN FROM HURON RIVER	0.00	0.00	2,442.34	0.00	0.00	(2,442.34)	100.00
699.999	APPROPRIATION FROM SURPLUS	0.00	1,521,708.57	0.00	0.00	0.00	1,521,708.57	0.00
Total Transfers-In:		0.00	1,521,708.57	2,442.34	0.00	0.00	1,519,266.23	0.16
TOTAL REVENUES		977,321.00	2,516,382.55	998,170.96	0.00	0.00	1,518,211.59	39.67
Expenditures								
Dept 000.000								
Account Type: Expenditure								
802.100	ROAD IMPROVEMENTS	0.00	1,539,061.55	1,539,061.55	0.00	0.00	0.00	100.00
Total Expenditure:		0.00	1,539,061.55	1,539,061.55	0.00	0.00	0.00	100.00
Fund 204 - Road Fund:								
TOTAL REVENUES		977,321.00	2,516,382.55	998,170.96	0.00	0.00	1,518,211.59	39.67
TOTAL EXPENDITURES		0.00	1,539,061.55	1,539,061.55	0.00	0.00	0.00	100.00
NET OF REVENUES & EXPENDITURES		977,321.00	977,321.00	(540,890.59)	0.00	0.00	1,518,211.59	55.34

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 01/31/2018

% Fiscal Year Completed: 58.90

ACCOUNT	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 01/31/2018	ACTIVITY FOR MONTH 01/31/18	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 206 - Fire Fund								
Revenues								
Dept 000.000								
Account Type: Revenue								
402.000	CURRENT PROPERTY TAX	1,709,459.00	1,709,459.00	1,739,814.06	0.00	0.00	(30,355.06)	101.78
402.100	PERS PROPERTY TAX REIMB - STATE OF MI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
414.000	DELINQUENT PP TAX	0.00	0.00	618.30	0.00	0.00	(618.30)	100.00
422.000	CHARGE BACKS/MTT/BOARD OF REVIEW	0.00	0.00	(43.41)	0.00	0.00	43.41	100.00
476.000	FIRE INSPECTION FEES	0.00	0.00	50.00	0.00	0.00	(50.00)	100.00
501.000	FEDERAL GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
566.000	STATE GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
664.000	INTEREST REVENUE	500.00	500.00	2,703.55	0.00	0.00	(2,203.55)	540.71
673.000	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
675.000	CONTRIBUTIONS/DONATIONS/GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
676.000	REIMBURSEMENTS & COST RECOVERY	0.00	0.00	(91.78)	0.00	0.00	91.78	100.00
678.500	FIRE TRAINING REVENUE	0.00	0.00	3,000.00	0.00	0.00	(3,000.00)	100.00
692.000	SUNDRY	0.00	0.00	360.00	350.00	0.00	(360.00)	100.00
Total Revenue:		1,709,959.00	1,709,959.00	1,746,410.72	350.00	0.00	(36,451.72)	102.13
Account Type: Transfers-In								
699.101	TRANSFER IN 101-OPERATIONS	50,000.00	50,000.00	33,333.29	8,333.32	0.00	16,666.71	66.67
699.999	APPROPRIATION FROM SURPLUS	6,700.00	452,751.00	0.00	0.00	(505.30)	453,256.30	(0.11)
Total Transfers-In:		56,700.00	502,751.00	33,333.29	8,333.32	(505.30)	469,923.01	6.53
TOTAL REVENUES		1,766,659.00	2,212,710.00	1,779,744.01	8,683.32	(505.30)	433,471.29	80.41
Expenditures								
Dept 000.000								
Account Type: Expenditure								
705.000	FULL-TIME EMPLOYEE SALARIES	283,052.00	283,052.00	149,526.74	20,619.36	0.00	133,525.26	52.83
705.500	LEAVE TIME PAYOUT	2,096.00	2,096.00	0.00	0.00	0.00	2,096.00	0.00
707.500	PAID ON CALL FIRE	480,000.00	480,000.00	180,782.23	20,122.64	0.00	299,217.77	37.66
709.000	OVERTIME	0.00	25,000.00	20,488.28	7,999.30	0.00	4,511.72	81.95
710.000	PAY IN LIEU OF MEDICAL INS	3,000.00	3,000.00	1,750.00	250.00	0.00	1,250.00	58.33
715.000	TOWNSHIP FICA	59,020.00	59,020.00	27,063.33	3,761.73	0.00	31,956.67	45.85
717.000	WORKERS' COMPENSATION	31,598.00	31,598.00	26,608.06	0.00	0.00	4,989.94	84.21
719.000	LONG/SHORT TERM DISABILITY	8,043.00	8,043.00	6,510.86	306.65	0.00	1,532.14	80.95
720.000	RETIREMENT	28,515.00	28,515.00	14,968.14	2,067.39	0.00	13,546.86	52.49
721.000	LIFE INSURANCE	300.00	300.00	170.17	24.31	0.00	129.83	56.72
721.500	TUITION REIMBURSEMENT	12,000.00	12,000.00	0.00	0.00	0.00	12,000.00	0.00
722.000	HEALTH/DENTAL/VISION INSURANCE	50,144.00	50,144.00	28,810.38	4,151.02	0.00	21,333.62	57.46
725.000	LIABILITY/CASUALTY INSURANCE	52,500.00	52,500.00	23,016.02	0.00	0.00	29,483.98	43.84
726.000	SUPPLIES & SMALL EQUIPMENT	7,000.00	7,000.00	3,844.77	878.13	1,157.61	1,997.62	71.46
727.000	MEDICAL AND SCENE SUPPLIES	7,000.00	7,000.00	4,566.93	1,130.32	598.93	1,834.14	73.80
729.000	SOFTWARE MAINTENANCE	500.00	500.00	195.00	0.00	0.00	305.00	39.00
737.000	FIRE FIGHTERS INCENTIVIZATION	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 01/31/2018

% Fiscal Year Completed: 58.90

ACCOUNT	DESCRIPTION	2017-18	2017-18	YTD BALANCE	ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	01/31/2018	MONTH 01/31/18	YEAR-TO-DATE	BALANCE	USED
751.000	VEHICLE FUEL	30,000.00	30,000.00	8,896.29	1,268.96	9,878.71	11,225.00	62.58
758.000	UNIFORMS/ACCESSORIES	15,000.00	15,000.00	566.38	142.27	4,740.16	9,693.46	35.38
759.000	TURN OUT GEAR	25,000.00	25,000.00	6,596.25	0.00	339.00	18,064.75	27.74
801.000	CONTRACTUAL SERVICES	4,500.00	4,500.00	1,234.50	0.00	0.00	3,265.50	27.43
808.000	EMPLOYEE PHYSICALS/VACCINATION	25,000.00	25,000.00	5,433.50	1,643.00	0.00	19,566.50	21.73
813.000	TRASH DISPOSAL	1,750.00	1,750.00	887.37	140.39	0.00	862.63	50.71
826.000	LEGAL FEES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
853.000	PHONE/COMM/INTERNET	8,500.00	8,500.00	5,717.59	853.46	0.00	2,782.41	67.27
870.000	HAZMAT YEARLY DUES	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.00
899.000	WATER USAGE	1,600.00	1,600.00	883.76	493.12	0.00	716.24	55.24
900.000	LEGAL NOTICES/ADVERTISING	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
901.000	BAD DEBT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
921.000	ELECTRIC	30,000.00	30,000.00	14,366.65	3,800.05	0.00	15,633.35	47.89
921.100	SIREN ELECTRIC USAGE	1,500.00	1,500.00	613.06	96.27	0.00	886.94	40.87
922.000	SEWER USAGE	2,500.00	2,500.00	1,244.00	622.00	0.00	1,256.00	49.76
923.500	DIESEL FUEL	500.00	500.00	0.00	0.00	0.00	500.00	0.00
932.003	MAINTENANCE FIRE HALL	25,000.00	25,000.00	8,856.51	1,550.01	1,120.80	15,022.69	39.91
932.017	RESERVE FOR BLDG MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
932.020	MAINTENANCE - FERTILIZER	0.00	0.00	855.00	0.00	5.00	(860.00)	100.00
933.000	EQUIPMENT MAINT/REPAIR	15,000.00	15,000.00	8,313.98	117.21	229.00	6,457.02	56.95
933.100	EMERGENCY SIREN MAINTENANCE/REPAIRS	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00
939.000	VEHICLE MAINTENANCE	40,000.00	40,000.00	20,805.52	4,273.26	14,178.40	5,016.08	87.46
958.000	DUES/SUBSCRIP/RECERTIFICATION	4,500.00	4,500.00	1,297.97	379.00	0.00	3,202.03	28.84
962.000	SUNDRY	2,500.00	2,500.00	574.47	0.00	(470.30)	2,395.83	4.17
965.000	TRAINING	30,000.00	30,000.00	12,203.85	1,344.61	540.24	17,255.91	42.48
966.500	FIRE PREVENTION	6,000.00	6,000.00	1,403.47	0.00	0.00	4,596.53	23.39
970.759	TURN OUT GEAR - CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
970.760	RESERVE FOR FUTURE SCBA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
975.000	SPECIAL PROJECTS	10,000.00	10,000.00	719.98	100.00	800.00	8,480.02	15.20
980.000	CAPITAL EQUIPMENT/CAPITAL IMP	0.00	308,051.00	307,595.95	279,016.20	3,500.00	(3,044.95)	100.99
980.010	CAPITAL EQUIPMENT - EMERGENCY SIRENS	45,000.00	45,000.00	44,970.00	0.00	0.00	30.00	99.93
980.500	RESERVE FOR EQUIPMENT PURCHASE	120,041.00	120,041.00	120,041.00	0.00	0.00	0.00	100.00
981.000	CAPITAL EXPENSE - VEHICLE	0.00	113,000.00	81,378.55	7,911.85	29,617.17	2,004.28	98.23
981.500	RESERVE FOR VEHICLE PURCHASE	275,000.00	275,000.00	275,000.00	0.00	0.00	0.00	100.00
Total Expenditure:		1,766,659.00	2,212,710.00	1,418,756.51	365,062.51	66,234.72	727,718.77	67.11
Fund 206 - Fire Fund:								
TOTAL REVENUES		1,766,659.00	2,212,710.00	1,779,744.01	8,683.32	(505.30)	433,471.29	80.41
TOTAL EXPENDITURES		1,766,659.00	2,212,710.00	1,418,756.51	365,062.51	66,234.72	727,718.77	67.11
NET OF REVENUES & EXPENDITURES		0.00	0.00	360,987.50	(356,379.19)	(66,740.02)	(294,247.48)	100.00

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 01/31/2018

% Fiscal Year Completed: 58.90

ACCOUNT	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 01/31/2018	ACTIVITY FOR MONTH 01/31/18	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 207 - Police Fund								
Revenues								
Dept 000.000								
Account Type: Revenue								
402.000	CURRENT PROPERTY TAX	1,449,220.00	1,449,220.00	1,474,934.04	0.00	0.00	(25,714.04)	101.77
402.100	PERS PROPERTY TAX REIMB - STATE OF MI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
414.000	DELINQUENT PP TAX	0.00	0.00	611.32	0.00	0.00	(611.32)	100.00
422.000	CHARGE BACKS/MTT/BOARD OF REVIEW	0.00	0.00	(36.80)	0.00	0.00	36.80	100.00
452.000	LIQUOR LICENSE FEES	8,400.00	8,400.00	8,536.55	0.00	0.00	(136.55)	101.63
481.000	SOLICITATION FEES	200.00	200.00	0.00	0.00	0.00	200.00	0.00
501.000	FEDERAL GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
602.000	BREATHALIZER TEST REQUIRED	1,000.00	1,000.00	520.00	0.00	0.00	480.00	52.00
602.100	SEX OFFENDER REGISTRATION FEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603.000	SALVAGE VEHICLE INSPECTION	1,500.00	1,500.00	800.00	0.00	0.00	700.00	53.33
604.000	BOND ADMINISTRATION FEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
609.000	WITNESS FEES/DEPOSITIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
629.000	GUN PERM/FINGERPRINTS/VIN INSP	250.00	250.00	100.00	0.00	0.00	150.00	40.00
636.000	COPIES/MAPS	750.00	750.00	558.50	0.00	0.00	191.50	74.47
657.000	ORDINANCE FINES	36,000.00	36,000.00	10,904.25	1,210.23	0.00	25,095.75	30.29
664.000	INTEREST REVENUE	300.00	300.00	0.00	0.00	0.00	300.00	0.00
673.000	SALE OF FIXED ASSETS	4,000.00	4,000.00	552.00	0.00	0.00	3,448.00	13.80
675.000	CONTRIBUTIONS/DONATIONS/GRANTS	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00
676.000	REIMBURSEMENTS & COST RECOVERY	15,000.00	15,000.00	5.00	0.00	0.00	14,995.00	0.03
676.150	OVERTIME REIMB - FED DRUNK DRIVING	10,000.00	10,000.00	2,711.56	0.00	0.00	7,288.44	27.12
676.200	OVERTIME REIMB - OTHER	500.00	500.00	725.92	1,035.90	0.00	(225.92)	145.18
678.000	PA302 TRAINING REIMB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
692.000	SUNDRY	500.00	500.00	106.60	0.00	0.00	393.40	21.32
Total Revenue:		1,533,620.00	1,533,620.00	1,501,028.94	2,246.13	0.00	32,591.06	97.87
Account Type: Transfers-In								
699.101	TRANSFER IN 101-OPERATIONS	685,000.00	685,000.00	456,666.64	114,166.66	0.00	228,333.36	66.67
699.265	TRANSFER IN 265-OPERATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
699.932	APPROPRIATION FROM BLDG RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
699.999	APPROPRIATION FROM SURPLUS	215,213.00	291,213.00	0.00	0.00	0.00	291,213.00	0.00
Total Transfers-In:		900,213.00	976,213.00	456,666.64	114,166.66	0.00	519,546.36	46.78
TOTAL REVENUES		2,433,833.00	2,509,833.00	1,957,695.58	116,412.79	0.00	552,137.42	78.00
Expenditures								
Dept 000.000								
Account Type: Expenditure								
705.000	FULL-TIME EMPLOYEE SALARIES	1,250,733.00	1,250,733.00	684,371.19	96,868.91	0.00	566,361.81	54.72
705.500	LEAVE TIME PAYOUT	21,396.00	21,396.00	0.00	0.00	0.00	21,396.00	0.00
705.550	RESERVE FOR RET LEAVE TIME PA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
706.000	PART-TIME EMPLOYEE SALARIES	0.00	0.00	703.20	703.20	0.00	(703.20)	100.00
709.000	OVERTIME	70,000.00	123,000.00	71,046.56	5,468.60	0.00	51,953.44	57.76

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 01/31/2018

% Fiscal Year Completed: 58.90

ACCOUNT	DESCRIPTION	2017-18	2017-18	YTD BALANCE	ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	01/31/2018	MONTH 01/31/18	YEAR-TO-DATE	BALANCE	USED
709.100	OVERTIME - DRUNK DRIVING (FED REIMB)	0.00	0.00	1,340.04	0.00	0.00	(1,340.04)	100.00
709.500	HOLIDAY PAY	70,000.00	70,000.00	55,152.00	21,319.49	0.00	14,848.00	78.79
710.000	PAY IN LIEU OF MEDICAL INS	6,000.00	6,000.00	3,500.00	500.00	0.00	2,500.00	58.33
715.000	TOWNSHIP FICA	108,693.00	108,693.00	62,274.82	9,515.06	0.00	46,418.18	57.29
717.000	WORKERS' COMPENSATION	38,813.00	38,813.00	25,935.66	0.00	0.00	12,877.34	66.82
719.000	LONG/SHORT TERM DISABILITY	16,357.00	16,357.00	8,975.74	1,327.94	0.00	7,381.26	54.87
720.000	RETIREMENT	195,660.00	195,660.00	92,860.25	1,585.70	0.00	102,799.75	47.46
721.000	LIFE INSURANCE	693.00	693.00	394.27	56.14	0.00	298.73	56.89
721.500	TUITION REIMBURSEMENT	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00
722.000	HEALTH/DENTAL/VISION INSURANCE	251,588.00	251,588.00	132,694.98	21,851.49	0.00	118,893.02	52.74
723.000	RETIREE HEALTH INSURANCE	70,000.00	70,000.00	1,348.69	1,348.69	0.00	68,651.31	1.93
725.000	LIABILITY/CASUALTY INSURANCE	130,000.00	130,000.00	59,462.30	0.00	0.00	70,537.70	45.74
726.000	SUPPLIES & SMALL EQUIPMENT	7,000.00	10,000.00	7,637.47	698.19	2,263.69	98.84	99.01
726.100	AMMUNITION	0.00	0.00	63.00	0.00	0.00	(63.00)	100.00
726.500	EQUIPMENT ALLOWANCE	3,750.00	3,750.00	500.00	500.00	0.00	3,250.00	13.33
729.000	SOFTWARE MAINTENANCE	15,000.00	15,000.00	7,336.38	900.00	11,200.00	(3,536.38)	123.58
730.000	POSTAGE	200.00	200.00	446.86	389.90	25.11	(271.97)	235.99
751.000	VEHICLE FUEL	40,000.00	40,000.00	20,291.44	3,245.90	29,728.63	(10,020.07)	125.05
758.000	UNIFORMS/ACCESSORIES	8,000.00	8,000.00	5,453.56	1,025.87	2,842.41	(295.97)	103.70
758.500	UNIFORM CLEANING	3,500.00	3,500.00	1,631.30	245.10	1,868.70	0.00	100.00
801.000	CONTRACTUAL SERVICES	1,000.00	1,000.00	497.16	84.69	502.84	0.00	100.00
826.000	LEGAL FEES	10,000.00	10,000.00	4,081.61	135.00	0.00	5,918.39	40.82
853.000	PHONE/COMM/INTERNET	9,000.00	9,000.00	6,322.31	862.45	1,697.91	979.78	89.11
871.000	LAW ENFORCEMENT INFO NETWORK	3,000.00	3,000.00	2,208.90	93.20	821.10	(30.00)	101.00
921.000	ELECTRIC	15,000.00	15,000.00	7,508.91	963.24	0.00	7,491.09	50.06
922.000	SEWER USAGE	3,500.00	3,500.00	1,741.60	870.80	0.00	1,758.40	49.76
923.000	NATURAL GAS/HEAT	1,500.00	1,500.00	496.38	196.73	0.00	1,003.62	33.09
923.500	DIESEL FUEL	500.00	500.00	0.00	0.00	0.00	500.00	0.00
932.002	MAINTENANCE POLICE BUILDING	8,000.00	8,000.00	7,975.97	2,005.26	(1,364.33)	1,388.36	82.65
932.017	RESERVE FOR BLDG MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
932.020	MAINTENANCE - FERTILIZER	500.00	500.00	416.67	0.00	83.33	0.00	100.00
933.000	EQUIPMENT MAINT/REPAIR	2,000.00	2,000.00	904.37	97.07	438.88	656.75	67.16
939.000	VEHICLE MAINTENANCE	32,000.00	32,000.00	18,517.90	2,620.72	13,297.45	184.65	99.42
958.000	DUES/SUBSCRIP/RECERTIFICATION	1,200.00	1,200.00	530.00	300.00	0.00	670.00	44.17
962.000	SUNDRY	2,000.00	2,000.00	2,183.61	1,744.09	153.00	(336.61)	116.83
965.000	TRAINING	8,000.00	8,000.00	7,979.79	550.00	4,241.21	(4,221.00)	152.76
975.000	SPECIAL PROJECTS	7,000.00	7,000.00	4,740.45	0.00	1,310.56	948.99	86.44
975.100	FEDERAL GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
980.000	CAPITAL EQUIPMENT/CAPITAL IMP	10,250.00	10,250.00	3,473.93	492.31	1,302.50	5,473.57	46.60
981.000	CAPITAL EXPENSE - VEHICLE	0.00	20,000.00	16,713.40	0.00	0.00	3,286.60	83.57
981.500	RESERVE FOR VEHICLE PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditure:		2,427,833.00	2,503,833.00	1,329,712.67	178,565.74	70,412.99	1,103,707.34	55.92
Account Type: Transfers-Out								
999.101	TRANSFER OUT GENERAL FUND	6,000.00	6,000.00	4,277.35	613.60	0.00	1,722.65	71.29
Total Transfers-Out:		6,000.00	6,000.00	4,277.35	613.60	0.00	1,722.65	71.29

2/21/2018

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP
 PERIOD ENDING 01/31/2018
 % Fiscal Year Completed: 58.90

ACCOUNT	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 01/31/2018	ACTIVITY FOR MONTH 01/31/18	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
TOTAL EXPENDITURES		2,433,833.00	2,509,833.00	1,333,990.02	179,179.34	70,412.99	1,105,429.99	55.96
Fund 207 - Police Fund:								
TOTAL REVENUES		2,433,833.00	2,509,833.00	1,957,695.58	116,412.79	0.00	552,137.42	78.00
TOTAL EXPENDITURES		2,433,833.00	2,509,833.00	1,333,990.02	179,179.34	70,412.99	1,105,429.99	55.96
NET OF REVENUES & EXPENDITURES		0.00	0.00	623,705.56	(62,766.55)	(70,412.99)	(553,292.57)	100.00

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 01/31/2018

% Fiscal Year Completed: 58.90

ACCOUNT	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 01/31/2018	ACTIVITY FOR MONTH 01/31/18	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
975.600	WINKELHAUS PARK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
975.700	SPECIAL PROJECTS - BASEBALL FENCING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
975.701	SPECIAL PROJECTS - KIOSKS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
975.702	SPECIAL PROJECTS - BLEACHERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
975.703	SPECIAL PROJECTS - CROSSWALK IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
975.962	SPECIAL PROJECTS - MISC IMPROVEMENT	40,000.00	40,000.00	0.00	0.00	0.00	40,000.00	0.00
980.000	CAPITAL EQUIPMENT/CAPITAL IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
980.500	RESERVE FOR EQUIPMENT PURCHASE	20,000.00	20,000.00	20,000.00	0.00	0.00	0.00	100.00
Total Expenditure:		161,430.00	171,430.00	90,077.66	5,048.10	5,057.50	76,294.84	55.50
Account Type: Transfers-Out								
999.101	TRANSFER OUT GENERAL FUND	1,000.00	1,000.00	664.96	0.00	0.00	335.04	66.50
999.590	TRANSFER OUT ENTERPRISE FUND	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
Total Transfers-Out:		2,000.00	2,000.00	664.96	0.00	0.00	1,335.04	33.25
Total Dept 750.000 - Recreation Board		163,430.00	173,430.00	90,742.62	5,048.10	5,057.50	77,629.88	55.24
Dept 800.000 - LAKELAND TRAIL								
Account Type: Expenditure								
725.000	LIABILITY/CASUALTY INSURANCE	400.00	400.00	235.00	0.00	0.00	165.00	58.75
813.000	TRASH DISPOSAL	100.00	100.00	0.00	0.00	0.00	100.00	0.00
821.000	ENG/CONSULTANT/PROFESS FEES	2,000.00	2,000.00	1,116.43	0.00	0.00	883.57	55.82
826.000	LEGAL FEES	100.00	100.00	0.00	0.00	0.00	100.00	0.00
902.100	PRINTING	500.00	500.00	234.00	234.00	0.00	266.00	46.80
921.000	ELECTRIC	500.00	500.00	189.11	33.05	0.00	310.89	37.82
932.018	RESERVE FOR LL TRAIL MAINTENANCE	30,000.00	30,000.00	30,000.00	0.00	0.00	0.00	100.00
933.000	EQUIPMENT MAINT/REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
938.000	LAKELAND TRAIL MAINTENANCE	15,000.00	15,000.00	691.92	0.00	154.00	14,154.08	5.64
938.500	LL TRAIL RAILROAD MAINT FEE	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00	100.00
941.000	PORTABLE TOILETS	3,000.00	7,000.00	2,857.50	0.00	3,712.50	430.00	93.86
962.000	SUNDRY	3,000.00	3,000.00	294.71	0.00	0.00	2,705.29	9.82
975.300	GRANT MATCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
980.000	CAPITAL EQUIPMENT/CAPITAL IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditure:		55,600.00	59,600.00	36,618.67	1,267.05	3,866.50	19,114.83	67.93
Account Type: Transfers-Out								
999.101	TRANSFER OUT GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999.590	TRANSFER OUT ENTERPRISE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers-Out:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 800.000 - LAKELAND TRAIL		55,600.00	59,600.00	36,618.67	1,267.05	3,866.50	19,114.83	67.93
Dept 805.000 - SENIOR CENTER								
Account Type: Expenditure								
705.000	FULL-TIME EMPLOYEE SALARIES	41,792.00	41,792.00	23,314.47	3,214.41	0.00	18,477.53	55.79
706.000	PART-TIME EMPLOYEE SALARIES	29,561.00	29,561.00	16,118.86	1,980.48	0.00	13,442.14	54.53

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 01/31/2018

% Fiscal Year Completed: 58.90

ACCOUNT	DESCRIPTION	2017-18	2017-18	YTD BALANCE	ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	01/31/2018	MONTH 01/31/18	YEAR-TO-DATE	BALANCE	USED
709.000	OVERTIME	2,600.00	2,600.00	994.48	30.14	0.00	1,605.52	38.25
710.000	PAY IN LIEU OF MEDICAL INS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
715.000	TOWNSHIP FICA	5,657.00	5,657.00	3,092.74	399.71	0.00	2,564.26	54.67
717.000	WORKERS' COMPENSATION	967.00	967.00	0.00	0.00	0.00	967.00	0.00
719.000	LONG/SHORT TERM DISABILITY	619.00	619.00	359.13	51.15	0.00	259.87	58.02
720.000	RETIREMENT	4,439.00	4,439.00	2,450.39	324.45	0.00	1,988.61	55.20
721.000	LIFE INSURANCE	247.00	247.00	140.00	20.00	0.00	107.00	56.68
722.000	HEALTH/DENTAL/VISION INSURANCE	16,746.00	16,746.00	9,626.66	1,387.32	0.00	7,119.34	57.49
725.000	LIABILITY/CASUALTY INSURANCE	2,435.00	2,435.00	1,377.00	0.00	0.00	1,058.00	56.55
726.000	SUPPLIES & SMALL EQUIPMENT	2,500.00	2,500.00	2,418.30	504.42	511.22	(429.52)	117.18
801.000	CONTRACTUAL SERVICES	250.00	250.00	189.00	63.00	0.00	61.00	75.60
813.000	TRASH DISPOSAL	850.00	850.00	458.24	77.20	0.00	391.76	53.91
853.000	PHONE/COMM/INTERNET	2,400.00	2,400.00	1,657.05	238.34	0.00	742.95	69.04
861.000	MILEAGE	800.00	800.00	150.11	0.00	0.00	649.89	18.76
864.000	WORKSHOPS/SEMINARS	800.00	800.00	0.00	0.00	0.00	800.00	0.00
902.000	NEWSLETTER/PUBLICATIONS	6,000.00	6,000.00	4,461.26	774.07	807.25	731.49	87.81
921.000	ELECTRIC	5,000.00	5,000.00	2,694.78	382.95	0.00	2,305.22	53.90
922.000	SEWER USAGE	1,725.00	1,725.00	877.02	438.51	0.00	847.98	50.84
923.000	NATURAL GAS/HEAT	2,000.00	2,000.00	573.85	300.52	0.00	1,426.15	28.69
932.001	MAINTENANCE COMM CENTER	4,500.00	7,500.00	5,184.35	991.89	2,735.75	(420.10)	105.60
932.016	RESERVE FOR COMM CTR MAINTENANCE	10,000.00	10,000.00	10,000.00	0.00	0.00	0.00	100.00
932.020	MAINTENANCE - FERTILIZER	500.00	500.00	416.66	0.00	83.34	0.00	100.00
933.000	EQUIPMENT MAINT/REPAIR	2,000.00	2,000.00	236.80	28.48	174.82	1,588.38	20.58
937.000	IMPROVEMENTS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
958.000	DUES/SUBSCRIP/RECERTIFICATION	400.00	400.00	429.17	0.00	0.00	(29.17)	107.29
962.000	SUNDRY	2,000.00	2,000.00	99.79	0.00	0.00	1,900.21	4.99
980.000	CAPITAL EQUIPMENT/CAPITAL IMP	4,000.00	6,000.00	5,775.44	0.00	0.00	224.56	96.26
Total Expenditure:		152,788.00	157,788.00	93,095.55	11,207.04	4,312.38	60,380.07	61.73
Account Type: Transfers-Out								
999.101	TRANSFER OUT GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999.590	TRANSFER OUT ENTERPRISE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers-Out:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 805.000 - SENIOR CENTER		152,788.00	157,788.00	93,095.55	11,207.04	4,312.38	60,380.07	61.73
TOTAL EXPENDITURES		371,818.00	390,818.00	220,456.84	17,522.19	13,236.38	157,124.78	59.80
Fund 208 - SENIORS, PARKS, LL TRAIL:								
TOTAL REVENUES		376,679.00	395,679.00	346,889.85	20,000.00	0.00	48,789.15	87.67
TOTAL EXPENDITURES		371,818.00	390,818.00	220,456.84	17,522.19	13,236.38	157,124.78	59.80
NET OF REVENUES & EXPENDITURES		4,861.00	4,861.00	126,433.01	2,477.81	(13,236.38)	(108,335.63)	2,328.67

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP
 PERIOD ENDING 01/31/2018
 % Fiscal Year Completed: 58.90

ACCOUNT	DESCRIPTION	2017-18	2017-18	YTD BALANCE	ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	01/31/2018	MONTH 01/31/18	YEAR-TO-DATE	BALANCE	USED
650.000	CONTRIBUTED CAPITAL FROM OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
664.002	INTEREST REVENUE - CAPITAL ACCTS	1,600.00	1,600.00	7,819.18	0.00	0.00	(6,219.18)	488.70
664.004	INTEREST REVENUE - MYSTIC RIDGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
676.000	REIMBURSEMENTS & COST RECOVERY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
692.000	SUNDRY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue:		165,350.00	165,350.00	193,688.14	2,581.25	0.00	(28,338.14)	117.14
Dept 004.000								
Account Type: Revenue								
617.000	DIRECT TAP FEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
624.000	WWTP DEBT FEE	671,017.00	671,017.00	360,223.52	70,108.34	0.00	310,793.48	53.68
624.001	WWTP DEBT LATE PENALTY	15,000.00	15,000.00	8,325.16	1,708.50	0.00	6,674.84	55.50
664.003	INTEREST REVENUE SAD'S & OTHER	1,500.00	1,500.00	5,650.35	0.00	0.00	(4,150.35)	376.69
672.000	SPECIAL ASSESSMENTS REVENUE	79,694.00	79,694.00	79,151.52	16.45	0.00	542.48	99.32
692.000	SUNDRY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue:		767,211.00	767,211.00	453,350.55	71,833.29	0.00	313,860.45	59.09
Dept 005.000								
Account Type: Revenue								
607.100	WATER CONNECTION ADM FEE	0.00	0.00	700.00	0.00	0.00	(700.00)	100.00
617.000	DIRECT TAP FEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
620.100	WATER METER INSTALLATION	0.00	0.00	100.00	0.00	0.00	(100.00)	100.00
625.000	WATER CHARGE O&M	27,000.00	27,000.00	22,085.03	(186.29)	0.00	4,914.97	81.80
625.001	WATER CHARGE PENALTY (10%)	100.00	100.00	190.01	55.41	0.00	(90.01)	190.01
625.002	WATER CHARGE ADMIN FEE (10%)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
664.001	INTEREST REVENUE - O&M ACCOUNTS	0.00	0.00	56.25	0.00	0.00	(56.25)	100.00
Total Revenue:		27,100.00	27,100.00	23,131.29	(130.88)	0.00	3,968.71	85.36
TOTAL REVENUES		3,791,743.00	3,791,743.00	1,538,820.97	229,426.79	0.00	2,252,922.03	40.58
Expenditures								
Dept 001.000								
Account Type: Expenditure								
702.000	PER DIEM	1,560.00	1,560.00	780.00	130.00	0.00	780.00	50.00
705.000	FULL-TIME EMPLOYEE SALARIES	421,912.00	421,912.00	244,484.04	33,472.36	0.00	177,427.96	57.95
705.500	LEAVE TIME PAYOUT	1,052.00	1,052.00	0.00	0.00	0.00	1,052.00	0.00
706.000	PART-TIME EMPLOYEE SALARIES	2,854.00	2,854.00	6,738.98	1,057.36	0.00	(3,884.98)	236.12
709.000	OVERTIME	40,250.00	40,250.00	24,432.34	5,055.59	0.00	15,817.66	60.70
710.000	PAY IN LIEU OF MEDICAL INS	3,000.00	3,000.00	1,750.00	250.00	0.00	1,250.00	58.33
715.000	TOWNSHIP FICA	36,090.00	36,090.00	21,362.36	3,070.14	0.00	14,727.64	59.19
717.000	WORKERS' COMPENSATION	9,929.00	9,929.00	6,264.51	0.00	0.00	3,664.49	63.09
719.000	LONG/SHORT TERM DISABILITY	5,962.00	5,962.00	3,502.34	498.88	0.00	2,459.66	58.74
720.000	RETIREMENT	46,477.00	46,477.00	26,947.01	3,877.75	0.00	19,529.99	57.98
721.000	LIFE INSURANCE	524.00	524.00	302.89	43.27	0.00	221.11	57.80
722.000	HEALTH/DENTAL/VISION INSURANCE	86,216.00	86,216.00	53,934.26	7,939.24	0.00	32,281.74	62.56
725.000	LIABILITY/CASUALTY INSURANCE	32,000.00	32,000.00	22,319.92	0.00	0.00	9,680.08	69.75

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 01/31/2018

% Fiscal Year Completed: 58.90

ACCOUNT	DESCRIPTION	2017-18	2017-18	YTD BALANCE	ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	01/31/2018	MONTH 01/31/18	YEAR-TO-DATE	BALANCE	USED
813.000	TRASH DISPOSAL	800.00	800.00	555.36	82.31	0.00	244.64	69.42
821.000	ENG/CONSULTANT/PROFESS FEES	1,000.00	1,000.00	2,940.00	0.00	0.00	(1,940.00)	294.00
830.000	LAB ANALYSIS - WWTP	12,000.00	12,000.00	5,150.00	705.00	0.00	6,850.00	42.92
830.100	LAB ANALYSIS FEES - PORTAGE	10,000.00	10,000.00	5,950.00	1,620.00	0.00	4,050.00	59.50
831.000	SLUDGE REMOVAL EXPENSE WWTP	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.00
850.000	PUMP & MAIN REPAIR/MAINTENANCE	12,000.00	12,000.00	2,328.80	0.00	7,722.78	1,948.42	83.76
853.000	PHONE/COMM/INTERNET	600.00	600.00	97.39	14.01	0.00	502.61	16.23
864.000	WORKSHOPS/SEMINARS	1,500.00	1,500.00	205.00	205.00	0.00	1,295.00	13.67
921.000	ELECTRIC	75,000.00	75,000.00	32,227.06	6,044.95	0.00	42,772.94	42.97
923.000	NATURAL GAS/HEAT	15,000.00	15,000.00	1,438.61	1,118.64	0.00	13,561.39	9.59
932.007	BUILDING MAINTENANCE - WWTP	2,500.00	2,500.00	228.62	0.00	0.00	2,271.38	9.14
933.000	EQUIPMENT MAINT/REPAIR	4,000.00	4,000.00	516.03	0.00	155.00	3,328.97	16.78
958.000	DUES/SUBSCRIP/RECERTIFICATION	500.00	500.00	0.00	0.00	0.00	500.00	0.00
962.000	SUNDRY	500.00	500.00	0.00	0.00	0.00	500.00	0.00
980.000	CAPITAL EQUIPMENT/CAPITAL IMP	10,000.00	10,000.00	0.00	0.00	1,075.00	8,925.00	10.75
Total Expenditure:		216,600.00	216,600.00	77,139.19	13,772.37	11,575.54	127,885.27	40.96
Dept 003.000								
Account Type: Expenditure								
817.000	GRINDER PUMP METER COST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
818.000	MAIN LINE SEWER EXTENSION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
819.000	GRINDER SYSTEM INSTALLATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
821.000	ENG/CONSULTANT/PROFESS FEES	0.00	0.00	925.00	200.00	0.00	(925.00)	100.00
826.000	LEGAL FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
903.000	ARIAL/TOPOGRAPHICAL MAPPING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
962.000	SUNDRY	0.00	0.00	180.00	0.00	0.00	(180.00)	100.00
Total Expenditure:		57,500.00	57,500.00	39,438.35	9,783.34	0.00	18,061.65	68.59
Dept 004.000								
Account Type: Expenditure								
962.000	SUNDRY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
991.000	DEBT SERVICE - PRINCIPAL	941,719.00	941,719.00	60,000.00	0.00	0.00	881,719.00	6.37
995.000	INTEREST EXPENSE	263,098.00	263,098.00	129,285.97	0.00	0.00	133,812.03	49.14
996.000	AGENT FEES	2,450.00	2,450.00	0.00	0.00	0.00	2,450.00	0.00
Total Expenditure:		1,207,267.00	1,207,267.00	189,285.97	0.00	0.00	1,017,981.03	15.68
Dept 005.000								
Account Type: Expenditure								
817.000	GRINDER PUMP METER COST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
828.000	WATER PURCHASE CITY OF BRIGHTON	25,000.00	25,000.00	20,171.16	6,573.24	0.00	4,828.84	80.68
Total Expenditure:		25,000.00	25,000.00	20,171.16	6,573.24	0.00	4,828.84	80.68
TOTAL EXPENDITURES		3,791,743.00	3,791,743.00	1,180,970.65	166,314.77	30,179.04	2,580,593.31	31.94
Fund 590 - SEWER FUND:								
TOTAL REVENUES		3,791,743.00	3,791,743.00	1,538,820.97	229,426.79	0.00	2,252,922.03	40.58

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP
 PERIOD ENDING 01/31/2018
 % Fiscal Year Completed: 58.90

ACCOUNT DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 01/31/2018	ACTIVITY FOR MONTH 01/31/18	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
TOTAL EXPENDITURES	3,791,743.00	3,791,743.00	1,180,970.65	166,314.77	30,179.04	2,580,593.31	31.94
NET OF REVENUES & EXPENDITURES	0.00	0.00	357,850.32	63,112.02	(30,179.04)	(327,671.28)	100.00
TOTAL REVENUES - ALL FUNDS	13,049,363.00	15,299,959.55	8,672,233.79	399,348.78	(2,391.16)	6,630,116.92	56.67
TOTAL EXPENDITURES - ALL FUNDS	12,047,181.00	14,297,777.55	7,906,208.55	1,043,398.20	198,560.76	6,193,008.24	56.69
NET OF REVENUES & EXPENDITURES	1,002,182.00	1,002,182.00	766,025.24	(644,049.42)	(200,951.92)	437,108.68	56.38

2/22/2018

CASH SUMMARY BY ACCOUNT FOR HAMBURG TWP
FROM 01/01/2018 TO 01/31/2018
FUND: ALL FUNDS
CASH ACCOUNTS

Fund Account	Description	Beginning Balance 01/01/2018	Total Debits	Total Credits	Ending Balance 01/31/2018
Fund 101 General Fund					
002.000	CASH/SAVINGS	4,484,132.14	126,910.48	330,354.07	4,280,688.55
002.179	TPA HEALTH CARE REIMB	9,903.71	7,000.00	7,063.71	9,840.00
003.001	ZONING REVIEW ESCROW	2,912.81	750.00	0.00	3,662.81
004.000	PETTY CASH	200.00	0.00	0.00	200.00
004.100	SENIOR CENTER PETTY CASH	300.00	0.00	0.00	300.00
007.000	CHANGE ACCOUNT	250.00	0.00	0.00	250.00
008.003	HAYCRK/CHAMBERSRDCONSTESCROW	39,347.15	0.00	0.00	39,347.15
008.004	HAYCRK/CHAMBERSRDENGESCROW	26,230.86	0.00	0.00	26,230.86
	General Fund	<u>4,563,276.67</u>	<u>134,660.48</u>	<u>337,417.78</u>	<u>4,360,519.37</u>
Fund 204 Road Fund					
002.000	CASH/SAVINGS	179,138.93	43,945.86	96,136.50	126,948.29
Fund 206 Fire Fund					
002.000	CASH/SAVINGS	1,754,285.30	86,585.05	80,225.86	1,760,644.49
004.000	PETTY CASH	300.00	0.00	0.00	300.00
	Fire Fund	<u>1,754,585.30</u>	<u>86,585.05</u>	<u>80,225.86</u>	<u>1,760,944.49</u>
Fund 207 Police Fund					
002.000	CASH/SAVINGS	398,683.39	182,109.95	187,207.84	393,585.50
004.000	PETTY CASH	200.00	0.00	0.00	200.00
	Police Fund	<u>398,883.39</u>	<u>182,109.95</u>	<u>187,207.84</u>	<u>393,785.50</u>
Fund 208 SENIORS, PARKS, LL TRAIL					
002.000	CASH/SAVINGS	497,714.07	36,434.20	40,289.85	493,858.42
Fund 211 Act 302 Training Fund					
002.000	CASH/SAVINGS	3,448.37	0.00	0.00	3,448.37
Fund 245 Public/Capital Improvements					
002.000	CASH/SAVINGS	11,160.21	0.00	0.00	11,160.21
Fund 265 Drug Enforcement Fund					
002.000	CASH/SAVINGS	0.00	1,149.99	1,149.99	0.00
002.003	FEDERAL FORFEITURE FUNDS	17,808.94	0.00	1,149.99	16,658.95
002.005	STATE FORFEITURE FUNDS	142.23	0.00	0.00	142.23
	Drug Enforcement Fund	<u>17,951.17</u>	<u>1,149.99</u>	<u>2,299.98</u>	<u>16,801.18</u>
Fund 302 Twp FIRE STN Cap Imp Debt Ser					
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
003.000	CASH	110,821.74	0.00	0.00	110,821.74
	Twp FIRE STN Cap Imp Debt Ser	<u>110,821.74</u>	<u>0.00</u>	<u>0.00</u>	<u>110,821.74</u>
Fund 366 Tamarack Lake Sewer SAD					
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
003.466	RESTRICTED SAFETY NET/DEBT	0.00	0.00	0.00	0.00
	Tamarack Lake Sewer SAD	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund 373 Huron Highlands Rd IMP DebtSer					
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00

2/22/2018

CASH SUMMARY BY ACCOUNT FOR HAMBURG TWP
 FROM 01/01/2018 TO 01/31/2018
 FUND: ALL FUNDS
 CASH ACCOUNTS

Fund Account	Description	Beginning Balance 01/01/2018	Total Debits	Total Credits	Ending Balance 01/31/2018
003.000	CASH	0.00	0.00	0.00	0.00
	Huron Highlands Rd IMP DebtSer	0.00	0.00	0.00	0.00
Fund 375 Mumford Dredging Debt Retiremt					
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
003.908	2004 BOND DEBT	8,408.84	239.24	0.00	8,648.08
	Mumford Dredging Debt Retiremt	8,408.84	239.24	0.00	8,648.08
Fund 376 Buhl Rd Improve. Debt Retiremt					
002.000	CASH/SAVINGS	11,128.47	0.00	0.00	11,128.47
Fund 466 TAMARACK ROAD IMP SAD					
002.000	CASH/SAVINGS	7,856.24	5,826.53	0.00	13,682.77
Fund 472 PETTYS ROAD REHAB DISTRICT					
002.000	CASH/SAVINGS	18,877.50	0.00	0.00	18,877.50
Fund 479 Rustic/Lake Pointe Road SAD					
002.000	CASH/SAVINGS	3,195.15	281.48	400.00	3,076.63
Fund 480 Scott Drive ROAD SAD					
002.000	CASH/SAVINGS	2,560.56	0.00	250.00	2,310.56
Fund 482 Crystal Drive/Beach Rd Maint					
002.000	CASH/SAVINGS	4,391.34	427.01	2,000.00	2,818.35
Fund 483 Norene Ct/Peary Dr SAD - Rd Mn					
002.000	CASH/SAVINGS	4,984.67	347.33	140.00	5,192.00
Fund 484 Community Dr SAD - Road Maint					
002.000	CASH/SAVINGS	2,274.09	0.00	780.00	1,494.09
Fund 485 Edgelake/Burton Drive SAD					
002.000	CASH/SAVINGS	1,178.83	10.37	740.00	449.20
Fund 486 Downing Drive SAD					
002.000	CASH/SAVINGS	1,465.54	342.56	375.00	1,433.10
Fund 487 Riverside/Century/Lagoon SAD					
002.000	CASH/SAVINGS	9,719.17	3,195.94	2,800.00	10,115.11
Fund 489 Island Shore/Schlenker SAD					
002.000	CASH/SAVINGS	(302.98)	795.57	500.00	(7.41)
Fund 491 Campbell Drive SAD					
002.000	CASH/SAVINGS	3,320.75	0.00	540.00	2,780.75
Fund 492 Mumford Park Lighting SAD					
002.000	CASH/SAVINGS	1,034.83	360.21	111.04	1,284.00
Fund 493 KINGSTON DRIVE MAINTENANCE SAD					

2/22/2018

CASH SUMMARY BY ACCOUNT FOR HAMBURG TWP
 FROM 01/01/2018 TO 01/31/2018
 FUND: ALL FUNDS
 CASH ACCOUNTS

Fund Account	Description	Beginning Balance 01/01/2018	Total Debits	Total Credits	Ending Balance 01/31/2018
002.000	CASH/SAVINGS	52,042.89	0.00	0.00	52,042.89
Fund 494 Winans Drive SAD					
002.000	CASH/SAVINGS	2,164.04	513.54	450.00	2,227.58
Fund 497 STRAWBERRY INDIANOLA IMP SAD					
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
003.497	S'BERRY INDIANOLA DEBT CASH	130,341.36	598.32	0.00	130,939.68
	STRAWBERRY INDIANOLA IMP SAD	130,341.36	598.32	0.00	130,939.68
Fund 498 SHAN-GRI-LA AQUATIC WEED CONTROL					
002.000	CASH/SAVINGS	2,077.35	131.74	0.00	2,209.09
Fund 499 DOWNING DR ROAD IMP SAD					
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
003.499	DOWNING DEBT CASH	39,237.37	673.73	0.00	39,911.10
	DOWNING DR ROAD IMP SAD	39,237.37	673.73	0.00	39,911.10
Fund 590 SEWER FUND					
001.908	WWTP IMPROVEMENTS-'03	0.00	0.00	0.00	0.00
002.000	CASH/SAVINGS	0.00	95,599.84	95,599.84	0.00
002.002	WATER RECEIPTS FROM BILLS	19,789.06	7,150.81	83.10	26,856.77
002.590	SAVINGS - O&M	689,632.33	195,131.47	146,574.22	738,189.58
002.908	2004 BOND SERIES CONSTRUCTION	701,036.67	0.00	0.00	701,036.67
003.590	SAVINGS - CAP ACTIVITY-ENTERPRS	463,569.13	451.00	9,583.34	454,436.79
003.903	STRWBERRY RESTRICTED DEBT	0.00	0.00	0.00	0.00
003.905	98 CONTRACT SAD'S RESTRICTED	112,890.56	0.00	0.00	112,890.56
003.906	01 CSAD'S/MA/TOW/GALL-WHT/BCK	921,812.18	19,485.11	0.00	941,297.29
003.908	2004 BOND DEBT	378,455.29	14,884.36	0.00	393,339.65
003.912	MIDLAND SEWER CONTRACT SAD DEBT	8,884.26	0.00	0.00	8,884.26
005.465	WWTP BOND RESERVE	449,055.67	0.00	0.00	449,055.67
006.465	WWTP PRINCIPAL/INTER REDEMPTN	472,768.45	93,297.23	1,768.37	564,297.31
006.590	EQUIPMENT RESERVE - ENTERPRISE	1,432,058.37	0.00	0.00	1,432,058.37
008.000	CASH - INFRASTRUCTURE DEPOSIT	51,692.83	0.00	0.00	51,692.83
	SEWER FUND	5,701,644.80	425,999.82	253,608.87	5,874,035.75
Fund 591 WATER DEBT SERVICE FUND					
002.000	CASH/SAVINGS	0.00	48,070.00	48,070.00	0.00
003.907	WATER SYSTEM DEBT (Well)	1,102.27	0.00	0.00	1,102.27
003.910	M36 CORRIDOR WATER DISTRICT DEBT	445,798.60	0.00	0.00	445,798.60
	WATER DEBT SERVICE FUND	446,900.87	48,070.00	48,070.00	446,900.87
Fund 701 Trust & Agency Fund					
002.000	CASH/SAVINGS	11,134.99	130,956.66	130,122.95	11,968.70
003.100	Escrow Bank Accounts	35,375.00	2,000.00	0.00	37,375.00
	Trust & Agency Fund	46,509.99	132,956.66	130,122.95	49,343.70
Fund 703 Winter Tax Collection Fund					
002.000	CASH/SAVINGS	7,064,946.05	2,166,624.86	8,084,649.64	1,146,921.27

2/22/2018

CASH SUMMARY BY ACCOUNT FOR HAMBURG TWP
FROM 01/01/2018 TO 01/31/2018
FUND: ALL FUNDS
CASH ACCOUNTS

Fund Account	Description	Beginning Balance 01/01/2018	Total Debits	Total Credits	Ending Balance 01/31/2018
<hr/>					
Fund 711 Cemetery Trust Fund					
003.005	RESTRICTED CEMETERY TRUST	7,379.42	0.00	0.00	7,379.42
Fund 750 Imprest Payroll Fund					
001.000	CASH/CHECKING	0.00	257,027.45	257,027.45	0.00
TOTAL - ALL FUNDS		<u>21,110,316.99</u>	<u>3,529,307.89</u>	<u>9,526,142.76</u>	<u>15,113,482.12</u>



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TAB 2

CASH FLOW ANALYSIS/DEBT PAYMENT SCHEDULES

The cash flow analysis is included in tab 2. The cash flow analysis has actual cash flows for July-January, 2018 and estimated cash flows for January 2018-June 2018.

The funds included in the pooled cash flow are general, fire, police, parks, public capital improvements and sewer operations and maintenance, WWTP debt accounts, cemetery, sewer equipment reserve, road maintenance SADs, performance bonds, SAD debt and escrows.

Tab 2 also includes a debt payment schedules for fiscal year 2017-18 and 2018-19.

The cash flow analysis and the debt payment schedules assist the Treasurer's staff in determining maturity dates on future investments by determining cash needs for each month.

HAMBURG TOWNSHIP

Name: POOLED CASH Total Time Period: FY 17/18

CASH INFLOWS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
PROPERTY TAXES						\$3,406,910	\$233,595	\$1,298,115			\$207,698	\$0
STATE REVENUE SHARING		303,064		323,391		312,547		299,923		287,924	0	275,835
CABLE FRANCHISE FEES		81,405			82,811			\$86,200			86,200	
PROPERTY TAX ADMIN FEES	11,048	20,569	65,888	808		128,213	10,013	63,000				
OTHER CASH RECEIPTS	47,673	16,907	63,012	55,651	103,505	48,604	32,473	28,240	28,240	28,240	28,240	28,240
UTILITY BILL RECEIPTS	293,342	192,419	15,661	279,428	\$180,173	18,024	284,484	290,000	21,000	280,000	205,000	20,000
NEW SEWER HOOKUPS	86,476	34,500	12,900	22,500	12,543	38,329		4,437	4,437	4,437	4,437	4,437
MMRMA LIAB INS EXCESS DIST (ONE TIME PER YEAR)		0	0	136,230							0	
FROM FORFEITURE - BUDGETED												
SAD PAYOFFS	5,494	12,863	11,436	7,518		1,999	1,839					
ANNUAL SAD ON TAX BILLS						608,084	50,008	131,890			72,540	
Total Cash Inflows	\$444,034	\$661,728	\$168,897	\$825,526	\$379,033	\$4,562,710	\$612,413	\$2,201,805	\$53,677	\$600,601	\$604,115	\$328,512

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CASH OUTFLOWS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
MONTHLY PAYROLL	\$332,490	\$336,743	\$336,272	\$326,990	\$502,428	\$325,906	\$347,901	\$342,364	\$342,364	\$342,364	\$513,546	\$342,364
					0							
BENEFITS	102,112	154,840	88,854	91,589	104,785	96,572	85,998	110,395	110,395	110,395	110,395	110,395
AUDIT				34,050	3,750	0	0					
LIABILITY/CASUALTY INSURANCE		0	120,698	0		120,815						
UTILITIES	16,043	18,322	16,689	20,501	13,377	14,310	19,710	23,000	22,000	18,000	17,000	14,000
DUST CONTROL	582	0	21,108	1,828	0	1,190	4,120				9,000	25,000
TREATMENT/SLUDGE HAUL EXP	24,579			29,754		0	15,092	0		16,000	23,760	23,760
OTHER EXPENDITURES	144,153	44,055	104,752	84,587	88,776	44,903	154,956	86,490	86,490	86,490	86,490	86,490
FUEL	6,339	5,720	5,931	5,953	6,500	5,866	5,585	6,000	9,000	10,000	10,000	10,000
VEHICLE PURCHASE		5,180	26,405	3,112	94,804	17,303						
GRINDER PARTS/PUMP MAINT	12,165	26,398	37,494	64,375	57,802	38,099	47,876	25,282	17,661	14,092	13,678	39,771
CAPITAL EQUIPMENT	59,922	76,397	108,182	343,033	1,046,747	233,485	8,835	11,685	11,685	11,685	11,685	11,685
MAUSOLEUM DEBT						21,906						
1997 TAMARACK SEWER DEBT			0	62,069					0			
2010 STRAWBERRY/DOWNING DEBT			7,644						32,644			
1998 CONTRACT SEWER SAD DEBT			500						21,250			
2011 SAD REFUNDING DEBT			18,700						258,525			
2012 WATER WELL REFUNDING DEBT			107,500						22,400			
2012 SAD (2004) REFUNDING DEBT			17,775						258,525			
2008 WATER SAD DEBT			25,500						101,250			
HURON RIVER HIGHLANDS SAD DEBT												
2007 SEWER PLANT DEBT						50,947						318,097
WWTP IMP EXP/DEBT			180,625						28,750			
ORE LAKE DEBT			70,803						10,053			
Total Cash Outflows	\$698,385	\$667,655	\$1,295,431	\$1,067,841	\$1,918,969	\$971,302	\$690,073	\$605,216	\$1,332,992	\$609,026	\$795,554	\$981,562

Individual Time Periods

SUMMARY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Net Cash Flow	(\$254,351)	(\$5,927)	(\$1,126,534)	(\$242,316)	(\$1,539,936)	\$3,591,408	(\$77,660)	\$1,596,589	(\$1,279,315)	(\$8,425)	(\$191,438)	(\$653,050)
Beginning cash balance	\$12,837,211	12,582,860	12,576,933	11,450,400	11,208,084	9,668,147	13,259,555	13,181,895	14,778,484	13,499,169	13,490,745	13,299,306
Cumulative Net Cash Flow	\$12,582,860	\$12,576,933	\$11,450,400	\$11,208,084	\$9,668,147	\$13,259,555	\$13,181,895	\$14,778,484	\$13,499,169	\$13,490,745	\$13,299,306	\$12,646,256
	12,582,860.07	12,576,933.22	11,450,399.64	11,208,083.72	9,668,147.40	13,259,555.09	13,181,894.99	14,778,483.85	13,499,169.34	13,490,744.54	13,299,306.28	12,646,256.09
	(0.00)	0.00	0.00	0.00	0.00	0.00	0.00					

POOLED CASH:
GENERAL(101), FIRE(206), POLICE(207), REC(208), ACT 302(211), PUBLIC CAP IMP(245), SEWER O&M, ROAD MAINT SAD, CEMETERY, EQUIPMENT RESERVE, ESCROW,
DEBT ACCOUNTS



Total for All Periods
\$5,146,319
\$1,802,684
\$336,616
\$299,539
\$509,027
\$2,079,531
\$229,433
\$0
\$0
\$136,230
\$0
\$0
\$0
\$41,150
\$862,522
\$11,443,051

Total for All Periods
\$4,391,734
\$0
\$0
\$1,276,724
\$37,800
\$241,513
\$212,951
\$62,829
\$132,945
\$1,098,632
\$86,895
\$146,804
\$394,693
\$1,935,026
\$21,906
\$62,069
\$40,288
\$21,750
\$277,225
\$129,900
\$276,300
\$126,750
\$0
\$369,044
\$209,375
\$80,855
\$11,634,006

Total for All Periods
(\$190,955)
\$12,837,211
\$12,646,256

HAMBURG TOWNSHIP							
DEBT PAYMENT SCHEDULE							
FY 17/18							
BANK	DEBT	INTEREST	PRIN &	ADMIN FEE	INVOICE	ANTICIPATED	
ACCOUNT	ISSUE	DUE DATE	INTEREST	DUE DATE	ANTICIPATED	TRANSFER/	AMOUNT
INFO	ISSUE	DUE DATE	DUE DATE	DUE DATE	DATE	LIQUIDATION DATE	DUE
	98 CONTRACT SADs	10/1/2017			8/20/2017	9/7/2017	500.00
	11 SAD	10/1/2017			8/20/2017	9/7/2017	18,700.00
	12 REFUNDING (04 SAD)	10/1/2017			8/20/2017	9/7/2017	17,775.00
	12 REFUNDING (2002 WATER)		10/1/2017		8/20/2017	9/7/2017	107,500.00
	1997 TAMARACK	PAID OFF IN 16/17					
	FIRE STATION DEBT	PAID OFF IN 15/16					
	2008 WATER SYS PROJ	10/1/2017			8/20/2017	9/7/2017	25,500.00
	2009 ORE LAKE SRF		10/1/2017		8/20/2017	9/7/2017	70,802.53
	2010 IND/DOWNING	10/1/2017			8/20/2017	9/7/2017	7,643.75
	2010 WWTP IMP		10/1/2017		8/20/2017	9/7/2017	180,625.00
	MAUSOLEUM		12/19/2017		11/19/2017	11/19/2017	21,906.48
	2007 WWTP REFUNDING	1/1/2018			11/19/2017	12/21/2017	50,946.88
	FIRE STATION DEBT	PAID OFF IN 15/16					
	98 CONTRACT SADs		4/1/2018		2/20/2018	3/15/2018	20,500.00
	11 SAD		4/1/2018		2/20/2018	3/15/2018	233,700.00
	12 REFUNDING (04 SAD)		4/1/2018		2/20/2018	3/15/2018	257,775.00
	12 REFUNDING (2002 WATER)	4/1/2018			2/20/2018	3/15/2018	21,650.00
	1997 TAMARACK	PAID OFF IN 16/17					
	FIRE STATION DEBT	PAID OFF IN 15/16					
	2008 WATER SYS PROJ		4/1/2018		2/20/2018	3/15/2018	100,500.00
	98 CONTRACT SADs			4/1/2018	4/1/2018	3/15/2018	750.00
	11 SAD			4/1/2018	4/1/2018	3/15/2018	750.00
	1997 TAMARACK	PAID OFF IN 16/17					
	2008 WATER SYS PROJ			4/1/2018	4/1/2018	3/15/2018	750.00
	12 REFUNDING (04 SAD)			4/1/2018	4/1/2018	3/15/2018	750.00
	12 REFUNDING (2002 WATER)			4/1/2018	4/1/2018	3/15/2018	750.00
	2009 ORE LAKE SRF	4/1/2018			2/20/2018	3/15/2018	10,052.53
	2010 IND/DOWNING	4/1/2018			2/20/2018	3/15/2018	32,643.75
	2010 WWTP IMP	4/1/2018			2/20/2018	3/15/2018	28,750.00



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TAB 7

FIVE-YEAR FORECAST

Tab 7 is the five-year forecast for the Township, which was updated in May 2017. Also, included is the capital reserve schedule.

**HAMBURG TOWNSHIP
POLICE FUND FINANCIAL PROJECTION
ASSUMPTIONS USED IN FORECASTED NUMBERS (DOLLAR AMOUNTS IN 000'S)**

	BASE FY 2016-17 PROJECTED	FY 2017-18	FY 2018/19	FY 2019-20	FY 2020-21	FY 2021-22
PROPERTY TAXES - TAXABLE VALUE	\$ 997,810	0.98%	1.0%	1.0%	1.0%	2.0%
TRANSFER FROM GENERAL FUND	\$ 660	\$ 685	\$ 645	\$ 645	\$ 645	\$ 645
TRANSFER FROM FORFEITURE	\$ -	-	-	-	-	-
OTHER REVENUES		0.0%	0.0%	0.0%	0.0%	0.0%
SALARY INCREASES	\$ 1,389	3.0%	3.0%	3.0%	3.0%	3.0%
HEALTH INSURANCE	\$ 246	5.0%	5.0%	5.0%	5.0%	5.0%
OTHER OPERATING COSTS		2.0%	2.0%	2.0%	2.0%	2.0%

Memorandum

To: Township Board of Trustees
From: Scott Pacheco
Date: March 6, 2018
Re: Proposed Zoning Text Amendment (ZTA17-006)

Project Description:

There are three significant changes proposed to the zoning regulations as a part of ZTA 17-006; First it streamlines the review process for minor projects under the site plan review requirements in Article 4 Site Plans; secondly it streamlines the review process and clarifies the regulations regarding temporary uses and temporary buildings in Article 8 Supplementary Provisions; and third it revises the enforcement of the entire zoning ordinance to comply with general ordinance 71A Civil Infractions. In creating these amendments to the zoning regulations some new definitions needed to be added to and some definitions needed to be revised in Article 2 Definitions.

Article 4 Site Plan

The proposed zoning text amendment will make three major revisions to the site plan review regulations in Article 4:

- Preliminary Site Plan Review will be made an optional process.

This proposed revision will allow developers the option of going through the Preliminary Site Plan Review process prior to the Final Site Plan Review process or just going straight to the Final Site Plan Review process. It is likely that developers of smaller projects will opt out of preliminary site plan review because of the time required to go through this process; however, developers of the larger projects will still utilize the preliminary site plan review process because of the cost of the required documents for final site plan review. Preliminary site plan review allows the developer to verify the likelihood of Township approvals on a project prior to spending the money necessary to prepare all the required documents.

- The regulations for site plan review of minor projects and modifications will be revised to streamline the approval process.

The minor projects listed in section 4.9.5 are allowed to be approved by the Zoning Administrator with the application of a Land Use Permit, submittal of a plot plan and review of the site plan review standards. While the minor projects listed in 4.9.7 are allowed to be approved by the Township Supervisor and the Planning Commission Chair with the application of a minor site plan application, submittal of a plot plan and review of the site plan review standards. If the

Page 2

Zoning Administrator is uncomfortable making a decision on projects he/she may forward the project either to the Township Supervisor and Planning Chair for administrative review or to the Planning Commission and Township Board for site plan review. If the Township Supervisor and Planning Chair are uncomfortable making a decision on a project they can forward it to the Planning Commission and Township Board for review.

- Temporary uses will no longer require minor site plan review.

The removal of temporary uses from the site plan review of minor project will help to streamline their approval process and will make the regulations for these uses more clear and concise. The approval of the temporary uses listed in section 8.10.1 will be approved by the Zoning Administrator as long as they comply with regulations and standards of section 8.10.2(B).

Article 5 Enforcement

The revisions to the enforcement regulations in Article 5 will revise the penalties required in section 5.2 from a misdemeanor to a civil infraction. This revision makes the enforcement of the zoning regulations comply with the new Civil Infraction Ordinance 71A

Article 8, Temporary Buildings, Structures, Uses and Seasonal Sales

The proposed zoning text amendment will have the following major changes to Section 8.9 Temporary Buildings, Structures, Uses and 8.21 Seasonal Sales:

- The definitions of Temporary Buildings, Temporary Structures will be revised and the definition of Temporary Shelters will be added to Article 2 of the Zoning Ordinance.

Changing and adding these definitions will help clarify the zoning regulations on temporary structures.

- The regulations for Temporary Building and Structure and Temporary Uses will be separated into two section (Section 8.9 and 8.10)

Separating the regulations for temporary building and structure from the regulations for temporary uses will help clarify how the regulations apply.

- The Temporary Building and Structures regulations will address regulations regarding Temporary Shelters.

The Township Zoning Ordinance currently does not have any regulations for temporary structures like a plastic building used to cover a car in the winter, or a greenhouse that is only up in the winter, or a temporary snow fence. Adding the wording on Temporary Structure and Shelters will better regulate these types of structures.

- The Seasonal Sales regulations will be combined with the Temporary Uses regulation in Section 8.10 and Section 8.21 Seasonal Sales will be removed, and

This will help to streamline the review process by combining the standards under the Temporary use section 8.10 and the Seasonal Sales section 8.21 and will also illuminate the wording requiring that temporary uses require site plan approval.

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- The review process for a Special Event, Temporary Use, and Seasonal Sales Permit will be under section 8.10.2 and will be performed by the Zoning Administrator.

This change will streamline the review process. Currently the code requires that a seasonal sales permit be reviewed under the Seasonal Sales standards in Section 8.21 and under the Temporary Use section 8.9.2 (D) and under the site plan review in Article 4.

Project History:

The zoning text amendments to streamline the site plan review for minor project and to clarify the wording for Temporary Uses and Seasonal Sales permits were originally discussed at the February 22, 2017 Joint Township Board Meeting. The Township Board agreed that they would like to streamline the zoning regulations for smaller projects to make working with the Township more friendly. It was discussed and recommended at this meeting that staff work on an amendment to the regulations in Article 4 to allow for a more expedient approval process of some minor projects. During this conversation it was also discussed that the process to approve Temporary Buildings, Structures and Uses and Seasonal Sales Permits in Article 8 should also be streamlined and the wording of these sections should be revised to make the regulations regarding temporary uses and temporary building and structures more clear. Staff has reviewed the zoning ordinance regulations regarding these issues.

In addition to the above mentioned amendments, ZTA 17-006 also proposes an amendment to Section 5 enforcement which revises the penalties section 5.2 of the Zoning Regulations changing the process from a misdemeanor penalty to a Civil Infraction. This revision makes the zoning regulations compatible with the revised Civil Infraction Ordinance 71A which were approved by the Township Board in November of 2017.

On December 21, 2017 the Planning Commission held a meeting to review the draft revision to the zoning ordinance at this meeting the Planning Commission has some minor suggested changes to the draft ordinance revisions. The Planning Commission suggested changes were made and on January 17, 2018 The Planning Commission held the public hearing regarding the Draft revisions and made a recommendation to the Township Board to approve the draft zoning text amendment 17-006 (Attachment B).

The draft zoning text amendment was than forwarded to the Livingston County Planning Commission (LCPC) for review at the February 21, 2018 meeting. The LCPC had some minor recommended changes to the draft text amendment. The LCPC broke the Zoning Text Amendment up into to staff reports one on the amendment to Article 4 and the other on the amendments to Article 2, 5, and 8 (Attachment C). The following are the LCPC's recommended changes in bold followed by Township Staff comment on how this proposed change was addressed in the ZTA 17-006 that is presented tonight (Attachment A):

Article 2

- **The last sentence of the definition for Shed is an incomplete sentence.**

The Shed definition has been changed as follows:

SHED: A type of accessory structure as defined herein which is not greater than two hundred (200) square feet in floor area and with a maximum height of ten (10) feet. Sheds must be constructed of solid materials.

- **There are some misspellings in the definition of Temporary Shelter.**

The Temporary Shelter definition has been changed as follows:

TEMPORARY SHELTER: A temporary structure such as a tent or similar structure made of canvas, tarp or plastic or a similar material.

Article 4

- **The first paragraph in section 4.9.3 Plan Requirements (the existing text) is redundant to other sections. For instance, the opening sentence states when a plot plan can be submitted, but the first sentence of the new language in (A.) already states that The Zoning Administrator may accept a “plot plan” upon determining a complete site plan is not required for review of the project for compliance with this ordinance. The second sentence of the first paragraph is the exact same description of a “a minor project or modification” that was contained in 4.9.1 Intent. County Planning Staff would recommend deleting this paragraph so that 4.9.3 Plan Requirements only contains the newly proposed language.**

This paragraph has been removed from the Draft ZTA 17-006.

- **In the list of information required in a plot plan, the last sentence of item 16. “General description of existing uses within one hundred feet (100’) of the subject parcel” appears to be a separate item that should be numbered 17.**

Section 4.9.3 has been revised as follows:

A. The Zoning Administrator may accept a "plot plan" upon determining a complete site plan is not required for review of the project for compliance with this ordinance. Any of the items required for a plot plan can be waived by the Zoning Administrator if they are believed not to be necessary for review. Plot plans should include the following information:

1. Application form and review fee.
2. Name, address and telephone number of the applicant.
3. North arrow.
4. Legal description of the property.
5. The "plot plan" shall be drawn at an engineers scale. Any building expansion over five hundred (500) square feet within a five (5) year period shall require a professional seal of an architect, landscape architect or engineer.
6. Property lines and dimensions
7. Existing and proposed buildings with dimensions and setbacks.
8. Existing and proposed parking including number of spaces provided and the number required according to Article 10. If changes are made to the parking area, a detail of pavement, storm water runoff calculations and description of detention methods shall be provided.
9. Details on any new driveways or changes to existing driveways.
10. Location of existing signs and details on any proposed changes or new signs.
11. General illustration of existing landscaping; locations, size and species of any new landscaping.

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12. Layout of any proposed changes to utilities.
13. Description of any proposed changes to drainage.
14. Floor plan of any new building area or building elevations, if applicable.
15. **General description of existing uses within one hundred feet (100') of the subject parcel.**
156. Any other items requested by Township Staff.

~~16B.~~ The Zoning Administrator may request the advice of the Township Engineer and Planning Consultant when considering proposed minor projects.

C. The Zoning Administrator may determine that the proposed project require a complete site plan review, particularly for sites which do not comply with previously approved site plans, sites with existing or potential drainage problems, sites abutting residential uses, sites with parking deficiencies and uses where there are general health and safety issues. If a full site plan is required, the Zoning Administrator shall inform the applicant to submit a set of plans in accordance with Section 4.4 of this Ordinance. ~~General description of existing uses within one hundred feet (100') of the subject parcel.~~

- **County Planning Staff Comments: County Planning Staff recommends that the title of Section 4.9.6. be modified to delete the final words “with a plot plan” because the requirement for a plot plan is listed in Section 4.9.7 Process for Administrative Approval.**

“With a plot plan” has been removed from the title of Section 4.9.6.

- **Staff also recommends that a visual or table is included in Article 4.00 that outlines the differences between review processes for:**
 - **Minor Projects and Modifications – Zoning Administrator**
 - **Minor Projects and Modifications – Administrative would be very helpful and it would add greater understanding about whom the responsible entities are, and the steps involved in each type of review.**

It does not appear to Township Staff that this recommendation would add any clarification to the ordinance. The two processes in question are in Section 4.9.5 Process for Zoning Administrator Approval and 4.9.7 Process for Administrative Approval. Section 4.9.5 requires submittal of a plot plan and land use permit application and the review for compliance of the with the site plan standards is reviewed and approved by the Zoning Administrator and Section 4.9.7 requires submittal of a plot plan and application of a minor site plan application and the review for compliance of the with the site plan standards is reviewed and approved by Township Supervisor and the Planning Commission Chairperson.

It is suggested by Township Staff that this comment from the LCPC is not enacted.

Article 5

- **The proposed amendments are consistent with Hamburg Township’s General Law Ordinance. The second paragraph of Section 5.2.1 references this ordinance; however, County Planning Staff recommends that the full and formal title of this ordinance be referenced: Hamburg Township Ordinance 71-A, Municipal Civil Infraction Ordinance.**

The full formal title ordinance 71-A was added to section 5.2.1

Article 8

- **County Planning Staff Comments: Subsection 8.10.3 Performance Guarantee relates to both temporary buildings and uses, however, this subsection has been placed at the end of Section 8.10 Special Events, Seasonal Sales and other Temporary Uses so the language should really only apply to these temporary uses and a different Performance Guarantee subsection relevant to temporary buildings should be put in Section 8.9.2 Permitted Temporary Buildings, Structures and Shelters.**

The language regarding temporary buildings has been removed from 8.10.3 and a Performance Guarantee Subsection (8.9.3) has been added to 8.9 Temporary Buildings and Structures.

The Township Attorney has also reviewed the Draft Zoning Text amendments. The attorney had some minor changes and those changes have been made to the draft zoning text amendment 17-006 (Attachment A).

None of the proposed change are substantive in nature and therefore these changes to the proposed zoning text amendment do not need to be review by the Planning Commission.

Recommendation:

The Township Board should review the recommendations from the Hamburg Township and Livingston County Planning Commissions and the draft ordinance amendment and either approve or deny the draft zoning text amendment. If the Hamburg Township Board wishes to make any changes to the ordinance as recommended by the Hamburg Township Planning Commission those changes shall be referred back to the Hamburg Township Planning Commission for review and comment prior to approval. If the Township Board wishes to approve the Zoning Text Amendment they should approve the zoning text amendment through a motion on a roll call vote. If the amendment is approved staff will prepare a notice of adoption and will post it in the paper within 15 day after the board hearing.

Attachments:

Attachment A: Final Draft Zoning Text Amendment 17-006 Article 2, 4, 5, and 8

Attachment B: January 17, 2018 Planning Commission Staff Report w/ exhibits and Minutes

Attachment C: February 21, 2018 LCPC Staff Reports

Attachment D: February 21, 2018 LCPC Findings and Minutes (will be sent at a later time)

EXHIBIT C

ARTICLE 2.00 DEFINITIONS

SHED: A type of accessory structure as defined herein which is not greater than two hundred (200) square feet in floor area and with a maximum height of ten (10) feet. Sheds must be constructed of solid materials.

TEMPORARY BUILDING: A building that will only be in place for a temporary time frame and is not permanently attached to the ground.

TEMPORARY STRUCTURE: A structure that will only be in place for a temporary time frame and is not permanently attached to the ground.

TEMPORARY SHELTER: A temporary structure such as a tent or similar structure made of canvas, tarp, plastic or a similar material.

**ARTICLE 4.00
SITE PLAN REVIEW**

Section 4.1. Purpose

The purpose of this Article is to require the submittal of site plans for the review and recommendation of the Planning Commission and to require the final approval of the Township Board of Trustees for certain buildings and structures that may have an impact on natural resources, traffic circulation, surrounding land uses, and the character of the community. (As Amended 6/28/88) (As Amended: May 23, 2000 Published; June 7, 2000 Effective: Upon Publication) provide a consistent and uniform method of reviewing proposed development plans, to ensure full compliance with the regulations in this Ordinance and other applicable ordinances and state and Federal laws, to achieve efficient use of the land, to protect natural resources, and to prevent adverse impact on adjoining or nearby properties. It is the purpose of these provisions to encourage cooperation and consultation between the Township and the applicant to facilitate development in accordance with the Township's land use objectives. (Amended: July 15,2003. Published: August 13, 2003, Effective: Upon Publication).

Section 4.2. Overview of Procedures.

4.2.1. Optional Pre-Application Conference is intended to offer the applicant the opportunity to meet with the Township staff to discuss development concept relative to the Township's policies and regulations and for the Township staff to provide preliminary assistance in preparing preliminary site plans.

4.2.2 Optional Conceptual Site Plan Review by Planning Commission is intended to offer the applicant the opportunity to present a conceptual development proposal to the Planning Commission for early feedback on the appropriateness of a development proposal from the perspective of the Township's Master Plan and other policies. Land use, density, development character, and general layout are issues that will be discussed. No formal action is taken by the Planning Commission at this stage.

4.2.3. Optional Preliminary Site Plan Review is intended to offer the applicant the opportunity to present more detailed plans for the project to the Planning Commission and Township Board and receive preliminary approvals. This process is used on larger projects so that prior to creating a complete working set of the engineering and architectural drawing the applicant has a better idea on how the Township views the project. Preliminary site plan review is a two-step process whereby the applicant submits the required site plan information for preliminary review relative to land use, density, compliance with Township Master Plan and other policies and standards. The Planning Commission then makes a recommendation to the Township Board which makes the final determination on preliminary site plans.

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4.2.4. Final Site Plan Review is also a two-step process where a conformance with the preliminary site plan is verified and more detailed information is provided by the applicant for review relative to engineering, landscaping, and architecture. Or if preliminary site plan review is not undertaken, an initial set of detailed plan, meeting all the requirements of section 4.5.5 is submitted for an initial two –step review and approval. The Planning Commission reviews the application and makes a recommendation to the Township Board which makes the final determination on final site plans.

4.2.5. Site Plan Amendments Significant changes to a previously approved site plan are required to go through the site plan review process.

4.2.6. Minor Projects and Modifications – Zoning Administrator. Minor projects and modification as described in Section 4.9.4 may be reviewed and approved by the Zoning Administrator. The Zoning Administrator may refer any proposed project or modification to the Planning Commission if there are site plan related issues that merit Planning Commission review.

4.2.7. Minor Project and Modifications – Administrative Minor projects and modifications as described in section 4.9.6 may be approved administratively as described in Section 4.9.7.

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Section 4.3. Applicability

A site plan approval shall be required prior to the issuance of a land use permit within all Districts for the construction or expansion of any permitted or special use with the exception of individual single family and two-family dwellings and general and specialized farming activities. A site plan approval shall also be required for all condominium projects as regulated under the Condominium Act.

Site plan review shall be required for any of the following activities:

- ❑ Erection, moving, relocation, conversion or structural alteration to a building or structure to create additional floor space, other than a single-family dwelling.
- ❑ Any development which would, if approved, provide for the establishment of more than one principal use on a parcel, such as, for example, a single family site condominium or similar project where a parcel is developed to include two (2) or more sites for detached single family dwellings.
- ❑ Development of non-single family residential uses in single-family districts.
- ❑ Any change in use that could affect compliance with the standards set forth in this Ordinance.
- ❑ Expansion or paving of off-street parking and/or a change in circulation or access for other than a single family dwelling.
- ❑ Any excavation, filling, soil removal, mining or landfill, or creation of ponds except as otherwise specified.
- ❑ The development or construction of any accessory uses or structures, except for uses or structures that are accessory to a single family dwelling.

Any use or development for which submission of a site plan is required by the provisions of this Ordinance.

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Section 4.4. Fees

The Township Board shall establish by resolution, a schedule of fees, charges and expenses, for site plan review including planning review, engineering review, attorney, inspection and other matters pertaining to this Ordinance; the schedule shall be available in the Township Office and may be amended only by the Township Board.

Any special meeting of the Planning Commission requested by the developer shall be paid for by the developer prior to said meeting at the rate of a regularly scheduled meeting.

Until all applicable fees, charges and expenses have been paid in full, no action shall be taken on any application.

Section 4.5. Procedures and Requirements

The Township has established a range of site plan review procedures intended to allow the appropriate level of review relative to the scope of the proposed project (*Hamburg Township Review Procedures*). The more complex the project, the more detailed the review process. The Township has also established two optional review procedures with staff and with the Planning Commission intended to provide applicants an opportunity to discuss projects on a conceptual level with minimal upfront expenditure.

4.5.1 Optional Pre-Application Conference. In order to facilitate processing of a site plan in a timely manner, the applicant may request a pre-application site plan conference with the Township Planner. The purpose of such a conference is to provide information and guidance to the applicant that will assist in preparation of the site plan. The applicant is encouraged to provide even rough conceptual drawings or site plans at a pre-application conference indicating the location and boundaries of the subject property. No formal action shall be taken on a site plan at a pre-application conference. The Township Planner's fee for any such pre-application conference shall be paid by the applicant if such charges are not covered by the Township's monthly retainer.

4.5.2. Optional Conceptual Site Plan Review by the Planning Commission. An applicant may file a written request for conceptual review of a preliminary site plan by the Planning Commission, prior to submission of a preliminary site plan for formal review. A preliminary site plan submitted for conceptual review shall be drawn to scale, and shall show site development features in sufficient detail to permit the Planning Commission to evaluate the following:

- Relationship of the site to nearby properties;

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- ❑ Density;
- ❑ Adequacy of landscaping, open space, vehicular drives, parking areas, drainage, and proposed utilities; and,
- ❑ Conformance with Township development policies and standards.

Conceptual review fees shall be paid according to the fee schedule established by the Township Board.

No formal action shall be taken on a preliminary site plan submitted for conceptual review, and neither the applicant nor the Planning Commission shall be bound by any comments or suggestions made during the course of the conceptual review.

A. Filing and Review Procedures. The proprietor shall file ten (10) copies of the site plan accompanying an application for Conceptual Site Plan Review with the Zoning Administrator. The Zoning Administrator shall review the submittal for completeness as to form only. If complete, the Zoning Administrator shall forward the materials to the Township Planner and Township Engineer for their review. If the submittal is not complete, the Zoning Administrator shall notify the developer in writing of the deficiencies. Any plan deemed by the Zoning Administrator to be incomplete shall not be forwarded to the Township Planner and the Township Engineer until all required information is furnished.

4.5.3. Review by an Environmental Consultant. The Zoning Administrator or the Planning Commission, or the Township Board of Trustees may request a review by an environmental consultant, under the provisions of section 3.7.1, Environmental Consultant Review, of the environmental concerns with any site plan application and the site plan's compliance with all Township, County, State and/or Federal environmental regulations.

If the site plan application reflects a facility that will result in a point source discharge of liquid into any lake, stream, river, creek, wetland or other open body of water within the Township prior to final site plan approval by the Township Board of Trustees, the applicant shall have obtained from the Township Board of Trustees a Point Source Discharge Permit pursuant to the provisions of Ordinance 69.

If the site plan application reflects a facility that will supply essential services, prior to final site plan approval by the Township Board of Trustees, the applicant shall have entered into a franchise agreement with the Township.

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4.5.4. Optional Preliminary Site Plan Review. The applicant shall submit the following information prior to being scheduled for Planning Commission review:

- A. Township review fee;
- B. The name and address of the owner and any designated representative of the owner;
- C. Written description of the proposed use;
- D. Ten (10) copies of preliminary site plan, illustrating existing site features, lot dimensions, general footprints for proposed buildings and parking, and relationship to adjacent land uses; and,
- E. A location map.

Upon review, the Planning Commission may recommend approval or denial of the proposed preliminary site plan. Upon a recommendation of approval for a preliminary site plan, the applicant has no more than three (3) months to transmit all copies of the site plan along with certification of approval to the Zoning Administrator. The Zoning Administrator shall provide all such copies to the Township Clerk for submittal to the Township Board of Trustees for their consideration. The Township Board of Trustees upon consideration of the site plan shall either approve or deny the site plan. If the site plan is denied, the Township Board of Trustees shall state the reasons for such denial. If the site plan is not recommended for approval by the Planning Commission, the proprietor shall be notified by the Zoning Administrator of the reasons for disapproval.

4.5.5 Final Site Plan Review. If site plan or plot plan review is required, for final site plan review, the applicant shall submit ten (10) copies of the following to the Zoning Administrator. If Zoning Administrator or Administrative review is required per Section 4.9.3, the Zoning Administrator shall determine the number of copies necessary for distribution to the appropriate review bodies.

- A. A complete application form supplied by the Township;
- B. A written description of the proposed project or use;
- C. Any additional information the Planning Commission finds necessary to make the determinations required herein; and,
- D. A complete site plan or sketch plan that includes the information listed in Section 4.5.6 "Required Information". The proprietor shall file ten (10) copies of the site plan addressing all review comments accompanying an application for a Land Use Permit with the Zoning Administrator at least ten (10) business days prior to the Planning Commission meeting at which the site plan is to be considered. The Zoning Administrator shall review the site plan for completeness and for conformance with this Ordinance and the Master Plan.

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If the site plan is recommended for approval by the Planning Commission, it shall transmit all copies of the site plan along with certification of approval to the Zoning Administrator. The Zoning Administrator shall provide all such copies to the Township Board of Trustees for their consideration. The Township Board of Trustees upon consideration of the final site plan shall either approve or deny the site plan. If the site plan is denied, the Township Board of Trustees shall state the reasons for such denial. If the site plan is not recommended for approval by the Planning Commission, the proprietor shall be notified by the Zoning Administrator of the reasons for disapproval.

4.5.6. Required Information.

A. General Information

1. Name and address of the proprietor and proof of ownership, developer, and registered engineer, registered surveyor, registered architect, registered landscape architect, or registered community planner who prepared the site plan.
2. Date of plan preparation, north arrow, and scale of plan, which shall not be greater than one inch equals twenty feet (1" = 20') nor less than one inch equals two hundred feet (1" = 200').
3. Full legal description of parcel and dimensions of all lot and property lines showing the relationship to abutting properties, and in which district the subject property and abutting properties are located.
4. Area map showing the relationship of the parcel to the surrounding area within one-half mile.
5. The location and description of all existing structures within one hundred feet (100') of the parcel.

B. Physical Information

1. Proposed plans for site grading, surface drainage, water supply and sewage disposal.
2. The location of existing and proposed landscaping, buffer areas, fences, or walls on the parcel.
3. Existing and proposed structure information including the following:
 - a. Footprint location, dimensions and setbacks.

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- b. Finished floor and grade line elevations.
 - c. Elevations drawings that illustrate building design, size, height, windows and doors, and describe construction materials. Elevations shall be provided for all sides visible from an existing or proposed public street or a residential zoning district.
 - d. The Planning Commission may require a color rendering of the building elevations required in paragraph c.
 - e. Proposed materials and colors shall be specified on the site plan. Color chips or samples shall also be submitted at or prior to the Planning Commission meeting to review the site plan. These elevations, colors and materials shall be considered part of the approved site plan.
4. The location and dimensions of all existing and proposed streets, driveways, sidewalks, service lanes and other vehicular and pedestrian circulation features within and adjacent to the parcel.
 5. The location, dimensions, and numbers of off-street parking and loading spaces.
 6. Location of existing and proposed service facilities above and below ground, including:
 - Well sites.
 - Septic systems and other wastewater treatment systems. The location of the septic tank and drainfield (soil absorption system) should be clearly distinguished.
 - Chemical and fuel storage tanks and containers.
 - Storage, loading, and disposal areas for chemicals, hazardous substances, salt and fuels.
 - Water mains, hydrants, pump houses, standpipes, and building services and sizes.
 - Sanitary sewers and pumping stations.
 - Stormwater control facilities and structures including storm sewers, swales, retention and detention basins, drainage ways and other facilities, including calculations for sizes.

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- Location of all easements.
- 7. Any other pertinent physical features.

C. Natural Features

1. Map of existing topography at two-foot (2') contour intervals with existing surface drainage indicated.
2. Soil characteristics of the parcel to at least the detail provided by the U.S. Soil Conservation Service "Soil Survey of Livingston County, Michigan."
3. On parcels of more than one acre, existing topography with a maximum contour interval of two feet indicated. Topography on the site and beyond the site for a distance of 100 feet in all directions should be indicated. Grading plan, showing finished contours at a maximum interval of two feet, correlated with existing contours so as to clearly indicate required cutting, filling and grading.
4. Location of existing drainage courses, including lakes, ponds, rivers and streams, and all elevations.
5. Location of existing wetlands, delineated under the requirements of section 3.6, Wetland Determination. A State of Michigan permit shall be required for activities in a regulated wetland or an inland lake or stream. A copy of any correspondence with and applications to the State of Michigan shall be submitted with the site plan application. The Planning Commission shall not grant final site plan approval until all necessary permits have been obtained.
6. Location of natural resource features, including woodlands and areas with slopes greater than 10 percent (one foot of vertical elevation for every 10 feet of horizontal distance).
7. Location of the required 50 foot natural features setback.
8. Storm water management systems and facilities will preserve the natural drainage characteristics and enhance the aesthetics of the site to the maximum extent feasible, with the development not substantially reducing the natural retention of storage capacity of any wetland, water body, or water course, or cause alterations which could increase flooding or water pollution on or off site.
9. Wastewater treatment systems, including on-site septic systems will be located to minimize any potential degradation of surface water or groundwater quality.

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10. Sites which include storage of hazardous materials or waste, fuels, salt, or chemicals will be designed to prevent spills and discharges or polluting materials to the surface of the ground, groundwater, or nearby water bodies.

D. **Natural Features Impact Statement.** The purpose of a Natural Features Impact Statement (NFIS) is to provide the Township with information regarding the impact of a proposed project on the physical, natural, social, and economic environment of the community. A complete report shall be required with all site plan applications. The Zoning Administrator (ZA) has the discretion to modify this requirement based on the specific application. When required the report will be reviewed by the ZA and the environmental consultant. The environmental consultant may issue an Advisory Report to the Zoning Administrator for review by the Planning Commission. Contained in the Advisory Report will be a summary of the NFIS and appropriate comments and recommendations. The Advisory Report and the required site walk will be used to assist the Township Board and Planning Commission. The written NFIS will include the following information:

1. Name (s) and address(es) of person(s) responsible for preparation of the impact assessment and a brief statement of any relevant qualifications. The Zoning Administrator or environmental consultant may recommend a qualified individual to prepare the NFIS if deemed appropriate.
2. An impact assessment checklist on a form provided by the Township shall be completed and placed at the beginning of the document.
3. Map (s) and a written description/analysis of the project site including all existing structures, manmade facilities, and natural features. The analysis shall also include information for areas within 50 feet of the property. An aerial photograph or drawing may be used to delineate these areas.
4. Description of existing natural features: A description of the environmental characteristics of the site prior to development shall be provided in the form of written documentation and a site inventory map identifying the location of natural features consistent with subparagraph C of this section. In addition, dominant tree species shall be listed and all species greater than 16 inches caliper or greater. As defined in Article 2.00, natural features include but are not limited to: topography, soils, geology, ground water, wetlands, watercourses, plants and animals (including aquatic species), habitat, and scenery.
5. Impact on natural features: A written description of the impact on the identified existing natural features shall be provided. The report shall also provide a natural

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features protection plan, which identifies on a map the natural features potentially affected. Where disturbance of natural features both during and after construction is proposed, a written analysis of alternative plans, which were considered, shall be provided to justify the proposed plan. The environmental consultant may recommend a mitigation plan be required which will describe how disturbed natural features were relocated or replaced. (See Article 2.00 for complete definition of terms)

6. Impact on storm water management: Description of natural drainage patterns and soil infiltration and unsaturated soil capacity. A description of changes to site drainage and storm water management facilities to be installed in compliance with the Township Storm Water Ordinance. Description of measures to control soil erosion and sedimentation during grading and construction operations and until a permanent ground cover is established. Recommendations for such measures may be obtained from the County Soil Conservation Service.
7. Special Provisions: Provide a general description of any existing deed restrictions, protective covenants, master deed or association bylaws as they relate to the protection of natural features.
8. Information Sources: A list of all sources of information contained in the NFIS, if any shall be provided.
9. Previous Submittals: Any impact assessment previously submitted relative to the site and proposed development, which fulfills the above requirements (and contains accurate information of the site) may be submitted as the required Impact Assessment.

4.5.7. Standards for Site Plan Review. In the review of all site plans, the Zoning Administrator and the Planning Commission shall endeavor to assure the following:

- A. The proposed development conforms to all provisions of the Zoning Ordinance.
- B. All required information has been provided.
- C. The movement of vehicular and pedestrian traffic within the site and in relation to access streets and sidewalks will be safe and convenient.
- D. The proposed development will be harmonious with existing and future uses in the immediate area and the community.

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- 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.
- 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.
- 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.
- H. The proposed development shall respect the natural topography to the maximum extent possible by minimizing the amount of cutting, filling, and grading required.
- I. The proposed development will not cause soil erosion or sedimentation.
- J. Landscaping, including trees, shrubs and other vegetative material is provided to maintain, improve and/or restore the aesthetic quality of the site.
- K. Conformance to the adopted Hamburg Township Engineering and Design Standards.
- L. All proposed commercial, office, industrial, institutional and multiple family development shall utilize quality architecture to ensure that buildings are compatible with surrounding uses, protect the investment of adjacent landowners, blend harmoniously into the streetscape and meet the objectives the Township Master Plan. New buildings, additions and renovations shall be designed to preserve or complement the design character of existing development, provide visual harmony between old and new buildings, and create a positive image for the Township's various commercial shopping nodes. Commercial, office, industrial, institutional and multiple family architecture shall be reviewed by the Planning Commission under the following criteria:
 - 1. Buildings shall front towards and relate to the public street. Buildings shall be located to create a defined streetscape through uniform setbacks and proper relationship to adjacent structures. Proper relationship to existing structures in the area shall be maintained through building mass, proportion, scale, 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."

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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;
 - e. Glass; or,
 - f. 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.

4.5.8 Effect of Approval. Upon final approval of the site plan, construction or expansion of any permitted or special use shall conform to the site plan. The approval by the Planning Commission and Township Board of a site plan shall expire within one (1) year after the date of such approval, unless a Land Use Permit has been issued and construction has commenced. The Zoning Administrator shall not issue a Land Use Permit for any type of construction on the basis of the approved site plan after such approval has expired. Approval shall also confer upon the Zoning Administrator to approve minor projects and modifications, as described in Section 4.9

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The Township Board may grant an extension of the final site plan approval of up to twelve (12) months upon demonstration by the applicant that commencement of the plan is eminent and upon a positive recommendation by the Planning Commission. Such request shall be accompanied by a schedule for commencement of the project.

Section 4.6. Amendment of Site Plan

A previously approved site plan may be amended by the Planning Commission upon application by the applicant in accordance with procedures provided in Section 4.5. Minor changes during construction or for expansion or certain changes in use may be approved by the Zoning Administrator or administratively, as described in Section 4.9 and below.

Section 4.7. Performance Guarantees

As a condition of approval of the site plan, the Planning Commission may require a deposit by the applicant with the Township Clerk in the form of a certified check, cash, or a surety bond to insure performance of any obligations of the applicant to make improvements shown upon the site plan. Such bond, cash, or check shall be in such an amount as the Zoning Administrator shall estimate to be a sufficiently adequate sum to cover the cost to construct or to complete construction of the required improvements. The Township shall rebate to the developer, as work progresses, amounts of such deposits equal to the ratio of work satisfactorily completed to the entire project. Such rebate shall be based upon the report and recommendation of the Zoning Administrator. The Zoning Administrator may refer the site plan to the Township Engineer for review of the proposed improvements and recommendations of performance guarantees.

Section 4.8. Appeals

The decision of the Planning Commission with respect to a site plan is appealable to the Township Zoning Board of Appeals upon written request of the applicant and payment of the appropriate fee. In the absence of such request being filed within sixty (60) days after the decision is rendered by the Planning Commission, such decision remains final.

Section 4.9. Site Plan Review for Minor Projects and Modifications

EXHIBIT A

4.9.1 Intent. The intent of this Section is to facilitate improvements to existing buildings or sites that have approved site plans or that bring an existing non-conforming building or site closer to compliance with the provisions of the Township's codes and ordinances. Minor projects and modifications shall include alterations to a building or site that do not result in expansion or substantially affect the character or intensity of the use, vehicular or pedestrian circulation, drainage patterns, the demand for public infrastructure or services, significant environmental impacts or increased potential for hazards. Minor projects and modifications shall be reviewed either by the Zoning Administrator or administratively as described in Section 4.9.5 and 4.9.7 or, if determined by the Zoning Administrator, Township Supervisor, or Planning Commission Chair, the site plan review process described in Section 4.5.

4.9.2 Determination. The Zoning Administrator shall make a determination on a minor project or modification based on the situations and criteria listed in the sections below. The Zoning Administrator may request the advice of the Township Engineer and Planning Consultant when considering proposed minor projects and modifications. The Zoning Administrator may determine that the proposed project or modification requires a complete site plan review, particularly for sites which do not comply with previously approved site plans, sites with existing or potential drainage problems, sites abutting residential uses, sites with parking deficiencies and uses where there are general health and safety issues. If a full site plan is required, the Zoning Administrator shall inform the applicant to submit a set of plans in accordance with Section 4.5 of this Ordinance.

4.9.3 Plan Requirements.

A. The Zoning Administrator may accept a "plot plan" upon determining a complete site plan is not required for review of the project for compliance with this ordinance. Any of the items required for a plot plan can be waived by the Zoning Administrator if they are believed not to be necessary for review. Plot plans should include the following information:

1. Application form and review fee.
2. Name, address and telephone number of the applicant.
3. North arrow.
4. Legal description of the property.
5. The "plot plan" shall be drawn at an engineer's scale. Any building expansion over five hundred (500) square feet within a five (5) year period shall require a professional seal of an architect, landscape architect or engineer.
6. Property lines and dimensions.
7. Existing and proposed buildings with dimensions and setbacks.

EXHIBIT A

8. Existing and proposed parking including number of spaces provided and the number required according to Article 10. If changes are made to the parking area, a detail of pavement, storm water runoff calculations and description of detention methods shall be provided.
9. Details on any new driveways or changes to existing driveways.
10. Location of existing signs and details on any proposed changes or new signs.
11. General illustration of existing landscaping; locations, size and species of any new landscaping.
12. Layout of any proposed changes to utilities.
13. Description of any proposed changes to drainage.
14. Floor plan of any new building area or building elevations, if applicable.
15. General description of existing uses within one hundred feet (100') of the subject parcel.
16. Any other items requested by Township Staff.

B. The Zoning Administrator may request the advice of the Township Engineer and Planning Consultant when considering proposed minor projects.

C. The Zoning Administrator may determine that the proposed project requires a complete site plan review, particularly for sites which do not comply with previously approved site plans, sites with existing or potential drainage problems, sites abutting residential uses, sites with parking deficiencies and uses where there are general health and safety issues. If a full site plan is required, the Zoning Administrator shall inform the applicant to submit a set of plans in accordance with Section 4.4 of this Ordinance.

4.9.4 Minor Projects and Modifications, which can be approved by the Zoning Administrator.

A. **Projects with or without existing site plan approval:** The following minor projects and modifications may be approved with or without approval of an existing site plan review, as described in Section 4.9.5. Zoning Administrator approval of a land use permit may be permitted when the following are proposed:

1. A change in internal floor plan which does not increase the intensity of use or parking requirements.
2. An increase or decrease road width by up to three (3) feet to improve safety or preserve natural features. The design shall remain consistent with the standards of the Township.
3. An existing building and site are to be re-occupied by a use permitted in the subject zoning district and the new use will not require any significant changes in the existing site facilities.

EXHIBIT A

4. Expansion, replanting or alterations of landscaping areas consistent with the other requirements of the zoning ordinance.
5. Alterations to the off-street parking layout or installation of pavement or curbing improvements provided the total number of spaces shall remain constant and meets, or if necessary has been modified to meet, the ordinance requirements for the building and/or use, and the construction plans and lot construction are approved by the Township Engineer if necessary.
6. Relocation of a trash dumpster to a more inconspicuous location or installation of screening around the dumpster.
7. Relocation or replacement of a sign meeting the dimensional and locational standards of the zoning ordinance.
8. Fences improved or installed consistent with the other requirements of this Ordinance.
9. Sidewalks, bike paths or pathways are being constructed or relocated with the intent of improving public convenience and safety.
10. Changes to well and septic systems.
11. Modifications to upgrade a building to state barrier free design, the Americans with Disabilities Act or other federal, state or county regulations as long as all other regulation are met.
12. Changes to lighting consistent with zoning ordinance standards.
13. The following when permitted in the zoning district:
 - a. A group care home
 - b. A two family dwelling
 - c. An essential service
 - d. A home occupations
 - e. An accessory open air business

B. Projects and Modifications with existing site plan approval: Granting approval of a final site plan grants authority to the Zoning Administrator to approve the following minor projects and modifications as described in Section 4.9.6. Zoning Administrator approval of a land use permit may be permitted when the following are proposed:

1. An increase in the floor area on the site by up to two thousand (2,000) square feet or ten percent (10%) of the existing floor area, whichever is less, with no required increase in parking area. Administrative approval is not permitted if the cumulative total of the proposed expansion and any expansion within the last five (5) years, as determined by the Zoning Administrator, exceeds this amount. This includes accessory structures.

EXHIBIT A

2. Movement of a building, drive, road or parking during construction due to an unanticipated and documented constraint, to improve safety or to preserve natural features. The site plan shall still meet all required setbacks and other standards of this ordinance.
3. An increase in open space or alteration of the open space boundary with no decrease in overall open space.
4. Proposed changes to building height, facade or architectural features (an elevation plan describing changes and construction materials is required) consistent with zoning ordinance standards and compatible with the approved design.

4.9.5 Process for Zoning Administrator Approval

- A. Applicant submits a plot plan and required land use permit application form and fee.
- B. Prior to granting the land use permit approval the Zoning Administrator shall review the project for compliance with the site plan standards (Section 4.5.7) and determine if the project meets or does not meet these standards.
- C. The Zoning Administrator may request the advice of the Township Engineer and Planning Consultant when considering proposed minor projects and modifications subject to Zoning Administrator review. The Zoning Administrator may determine that the proposed project or modification requires an administrative or complete site plan review, particularly for sites which do not comply with previously approved site plans, sites with existing or potential drainage problems, sites abutting residential uses, sites with parking deficiencies and uses where there are general health and safety issues. If a full site plan is required, the Zoning Administrator shall inform the applicant to submit a set of plans in accordance with Section 4.5 of this Ordinance.

4.9.6. Minor Projects and Modifications that can be approved Administratively

- A. **Projects without existing site plan approval:** The following minor projects may be approved administratively without approval of an existing site plan review, as described in Section 4.9.7.
 1. Any of the items listed in section 4.9.4 (B).
- B. **Projects with or without existing site plan approval:** The following minor projects may be approved administratively with or without approval of an existing site plan review, as described in Section 4.9.7.
 1. An existing building and site are to be re-occupied by a Special Land Use in the subject zoning district and the new use will not require any significant changes in the existing site facilities.

EXHIBIT A

2. Situations similar to the items listed in Section 4.9 A and B, above,, as determined by the Township Supervisor and the Planning Commission Chairperson.

4.9.7 Process for Administrative Approval

- A. Applicant submits a plot plan and required application form and fee.
- B. The Zoning Administrator shall obtain a review and written approval from the Township Supervisor and Planning Commission Chairperson prior to granting administrative approval.
- C. The Zoning Administrator shall make a report of such administrative approvals to the Planning Commission.
- D. The Zoning Administrator may request the advice of the Township Engineer and Planning Consultant when considering proposed minor projects subject to Zoning Administrator review. The Zoning Administrator, Planning Commission Chairperson or Township supervisor may determine that the proposed project requires a complete site plan review, particularly for sites which do not comply with previously approved site plans, sites with existing or potential drainage problems, sites abutting residential uses, sites with parking deficiencies and uses where there are general health and safety issues. If a full site plan is required, the Zoning Administrator shall inform the applicant to submit a set of plans in accordance with Section 4.5 of this Ordinance.
- E. The Zoning Administrator, Planning Commission Chairperson or Township Supervisor may elect to require Planning Commission review and approval.

Section 4.10 Phasing

4.10.1 Intent.

The intent of this Section is to allow the Township to review projects in phases to ensure the logical and orderly development of projects in compliance with the provisions of this and other codes and ordinances of the Township. The phasing option is not intended to allow the deferral of compliance with the provisions of this ordinance.

A phase may consist of all or a portion of a proposed project or an element of a project such as building(s) design, uses, parking, landscaping, or infrastructure, provided that each proposed phase of a development shall be self sufficient or shall be supported by previously approved phases or elements of a master planned project.

EXHIBIT A

4.10.2. Master Site Plan.

Any development proposed to be constructed in phases must include an overall master site plan for the proposed development. The master plan shall be subject to the requirements for preliminary site plan review and each individual phase/element shall be subject to the requirements for final site plan review. In addition to the information required for preliminary site plan review identified in Section 4.5.2, an application for a master planned development must also include the following information:

A. General Information

1. Name and address of the proprietor and proof of ownership, developer, and registered engineer, registered surveyor, registered architect, registered landscape architect, or registered community planner who prepared the site plan.
2. Date of plan preparation, north arrow, and scale of plan, which shall not be less than one inch equals twenty feet (1" = 20') nor greater than one inch equals two hundred feet (1" = 200').
3. Full legal description of parcel and dimensions of all lot and property lines showing the relationship to abutting properties, and in which district the subject property and abutting properties are located.
4. Area map showing the relationship of the parcel to the surrounding area within one-half mile.
5. The location and description of all existing structures within one hundred feet (100') of the parcel.
6. The phasing plan must include clearly delineated phasing lines that illustrate compliance with Section 4.10.1, and a complete phasing schedule.

B. Natural Features

1. Map of existing topography at two-foot (2') contour intervals with existing surface drainage indicated.
2. Soil characteristics of the parcel to at least the detail provided by the U.S. Soil Conservation Service "Soil Survey of Livingston County, Michigan."
3. On parcels of more than one acre, existing topography with a maximum contour interval of two feet indicated. Topography on the site and beyond the site for a distance of 100 feet in all directions should be indicated. Grading plan, showing finished contours at a maximum interval of two feet, correlated with existing contours so as to clearly indicate required cutting, filling and grading.
4. Location of existing drainage courses, including lakes, ponds, rivers and streams, and all elevations.

5. Location of existing wetlands, delineated under the requirements of section 3.6, Wetland Determination. A Michigan Department of Natural Resources (MDNR) permit shall be required for activities in a regulated wetland or an inland lake or stream. A copy of any correspondence with and applications to the MDNR shall be submitted with the site plan application. The Planning Commission shall not grant final site plan approval until all necessary permits have been obtained. (As Amended 7/25/95)
6. Location of natural resource features, including woodlands and areas with slopes greater than 10 percent (one foot of vertical elevation for every 10 feet of horizontal distance).
7. Location of the required 50-foot natural features setback.
8. Storm water management systems and facilities will preserve the natural drainage characteristics and enhance the aesthetics of the site to the maximum extent feasible, with the development not substantially reducing the natural retention of storage capacity of any wetland, water body, or water course, or cause alterations which could increase flooding or water pollution on or off site.
9. Wastewater treatment systems, including on-site septic systems will be located to minimize any potential degradation of surface water or groundwater quality.
10. Sites which include storage of hazardous materials or waste, fuels, salt, or chemicals will be designed to prevent spills and discharges or polluting materials to the surface of the ground, groundwater, or nearby water bodies.

C. **Physical Information**

1. Proposed plans for site grading, surface drainage, water supply and sewage disposal.
2. The location of existing and proposed landscaping, buffer areas, fences, or walls on the parcel.
3. A preliminary site plan for the entire parcel carried out in such detail as to indicate the functional uses being requested, the densities and dwelling types being proposed, the traffic circulation plan, and sites being reserved for public facilities and open space (Map Scale: 1" = 200').
4. The location and dimensions of all existing and proposed streets, driveways, sidewalks, service lanes and other vehicular and pedestrian circulation features within and adjacent to the parcel.
5. The location, dimensions, and numbers of off-street parking and loading spaces.
6. Location of existing and proposed service facilities above and below ground, including.
 - Well sites.
 - Septic systems and other wastewater treatment systems.
 - The location of the septic tank and drainfield (soil absorption system) should be clearly distinguished.
 - Chemical and fuel storage tanks and containers.

- Storage, loading, and disposal areas for chemicals, hazardous substances, salt and fuels.
 - Water mains, hydrants, pump houses, standpipes, and building services and sizes.
 - Sanitary sewers and pumping stations.
 - Stormwater control facilities and structures including storm sewers, swales, retention and detention basins, drainage ways and other facilities, including calculations for sizes.
 - Location of all easements.
7. Detailed plan for the maintenance of areas designated for future development. The natural features on these areas should be maintained. If grading occurs in these areas the ground should be planted with a low maintenance ground cover. The area must be maintained in a finished condition free of any junk, debris, or storage.

EXHIBIT A

8. Any other pertinent physical features.

4.10.3. Final Site Plan Approval For Each Subsequent Phase.

Each subsequent phase of a master planned development shall comply with the requirements for final site plan review

The plot plan review process may be utilized for each subsequent phase of the proposed phased project provided the Planning Commission determines that the development of the subsequent phase is consistent with the originally approved master plan in terms of use, density, and physical character.

4.10.4 Scheduled Phasing When proposed construction is to be phased, the project shall be designed in a manner that allows each phase to fully function on its own regarding services, utilities, circulation, facilities, and open space.

4.10.5 Timing of Phases. Each phase of the project shall be commenced within twenty-four (24) months of the schedule set forth on the approved site plan. If construction of any phase is not commenced within the approved time period, approval of the plan shall become null and void, subject to the requirements of Section 4.0.

EXHIBIT B

ARTICLE 5.00 ENFORCEMENT

Section 5.1. Violations

5.1.1. Violation A Nuisance. Buildings erected, altered, moved, razed, or converted, or any use of land or premises carried on in violation of any provision of this Ordinance are declared to be a nuisance per-se. Any and all building or land use activities considered possible violations of the provisions of this Ordinance shall be reported to the Zoning Administrator.

5.1.2. Inspection of Violation. The Zoning Administrator shall inspect each alleged violation of this Ordinance, order the violator in writing of required actions to correct any violation, and inform the violator in writing of rights to appeal a decision of the Zoning Administrator.

5.1.3. Correction Period. All violations shall be corrected within a period of thirty (30) days after the order to correct is issued by the Zoning Administrator or as such longer period of time, not to exceed six (6) months, as this period shall be reported to the Township Attorney who shall initiate prosecution procedures.

Section 5.2. Penalties and Remedies

5.2.1. Penalties. Every person, corporation, or firm who violates, disobeys, omits, neglects, or refuses to comply with any provision of this Ordinance or any permit, license, or exceptions granted hereunder, or any lawful order of the Zoning Administrator, Zoning Board of Appeals, Planning Commission or the Township Board issued in pursuance of this Ordinance shall be responsible for a municipal civil infraction.

The fines and penalties as set forth in Section 6.0 entitled "Sanctions for Violations" of the Hamburg Township Ordinance 71-A Civil Infractions Ordinance, as it may be amended from time, to time are incorporated herein by reference.

For purposes of assessing fines and penalties only, a violation under this Ordinance shall be classified as a Class B municipal civil infraction.

5.2.2. Scope of Remedies. The rights and remedies provided in this Ordinance are cumulative and are in addition to all other remedies provided by law. All monies received from penalties assessed shall be paid into the Township treasury on or before the first Monday of the month next following receipt thereof by any judicial officer of the Township. All fines collected shall belong to the Township and shall be deposited in the general fund.

Section 5.3. Performance Guarantee (As Amended 7/02/97)

EXHIBIT B

To ensure compliance with the provisions of this Ordinance and any conditions imposed thereunder, the Planning Commission, Township Board or Zoning Administrator may require that a performance guarantee be deposited with the Township to ensure faithful completion of improvements and/or the project, in accordance with Section 16f of the Township Rural Zoning Act, Public Act 184 of 1943, as amended.

Improvements for which the Township may require a performance guarantee include, but are not limited to, landscaping, berms, walls, lighting, driveways and parking, acceleration/deceleration lanes, traffic control devices, sidewalks, and land reclamation activities.

A. The performance guarantee shall meet the following requirements:

1. The performance guarantee shall be in the form of an irrevocable letter of credit or cash escrow for a term specified by the Zoning Administrator or someone acting in his or her place. If the applicant posts a letter of credit, it shall require only that the Township present it with a sight draft and an affidavit signed by the Township Attorney or the Zoning Administrator attesting to the Township's right to draw funds under it. If the applicant posts a cash escrow, the escrow instructions shall provide that the escrow agent shall have the legal duty to deliver the funds to the Township whenever the Township Attorney or Zoning Administrator presents an affidavit to the agent attesting to the Township's right to receive funds whether or not the applicant protests that right.
2. The performance guarantee shall be submitted at the time of issuance of the permit authorizing the activity or project. If appropriate based on the type of performance guarantee submitted, the Township shall deposit the funds in a non interest-bearing account in a financial institution with which the Township regularly conducts business.
3. The amount of the performance guarantee shall be two and one-half (2 ½) times the estimated cost of the improvements or project as submitted by the applicant. The applicant shall provide an itemized schedule of estimated costs to complete all such improvements or the project. In the event the applicant disagrees with the amount of the performance guarantee, application may be made with the Township Board to review the amount. The Township Board shall have the discretion to reduce this amount upon proper showing by the applicant that the amount was excessive or unreasonable.
4. The entire performance guarantee shall be returned to the applicant following inspection by the Zoning Administrator and a determination that the required improvements have been completed satisfactorily. The performance guarantee may be released to the applicant in proportion to the work completed on various elements, provided that a minimum of ten percent (10%) shall be held back on each element until satisfactory completion of the entire project.

EXHIBIT B

5. An amount not less than ten percent (10%) of the total performance guarantee may be retained for a period of at least one (1) year after installation of landscape materials to ensure proper maintenance and replacement, if necessary. This amount shall be released to the applicant upon certification by the Zoning Administrator that all landscape materials are being maintained in good condition.

B. Whenever required improvements are not installed or maintained within the time stipulated or in accordance with the standards set forth in this Ordinance, the Township may complete the necessary improvements itself or by contract to an independent contractor, and assess all costs of completing said improvements against the performance bond or other surety. The Township shall notify the owner, site plan review applicant, or other firm or individual responsible for completion of the required improvements thirty (30) days prior to the commencement of said completion.

ARTICLE 8
SUPPLEMENTARY PROVISIONS
SECTIONS 4.9 TEMPORARY STRUCTURES AND 4.21 SEASONAL SALES

(Proposed revisions require renumbering of existing sections 8.10-8.20) (section 8.21 removed)

Section 8.9 Temporary Buildings, Structures, and Shelters

8.9.1 General Provisions. No temporary structure shall be used for dwelling purposes that does not comply with the requirements of this Ordinance or applicable building codes, except as provided in this section. All Temporary Buildings and Structures not discussed in this ordinance section shall meet the zoning ordinance requirements for the type of building or structure and for the zoning district it is located in.

8.9.2 Permitted Temporary Buildings, ~~and~~ Structures, and Shelters. The following are permitted subject to meeting all of the following requirements of this section:

- A. **Temporary Dwellings.** No temporary dwelling shall be erected or moved onto a lot and used for dwelling purposes except during construction of a permanent dwelling on the premises which has been issued a building permit. The reasonable date for removal of the temporary dwelling, established on the permit issued by the Zoning Administrator, shall not exceed one (1) year from the date of occupancy of the permanent structure. The temporary dwelling shall be connected to private water supply and sewage disposal systems approved by the County Health Department or to public water supply and sewage disposal systems. No temporary dwelling shall be erected in any lot which is a part of a platted subdivision.
- B. **Temporary Construction Structures.** Temporary buildings and/or structures used for storage of equipment and construction offices may be used only during construction of a permanent structure which has been issued a building permit. The temporary building and/or structure shall be removed from the site prior to issuance of a certificate of occupancy.
- C. **Temporary Shelters.** Temporary shelters shall only be allowed for storage. These structures are only permitted in the rear yard area on lots that do not abut a waterbody and are only allowed between the main structure and the road right-of-way on lots that do abut a waterbody in the CE, RAA, RA, WFR, and NR zoning districts. These structures shall be maintained at all times. These structures are also allowed when part of a Special Event, Temporary Use or Seasonal Sale permit.
- D. **Permits.** A temporary building or structure shall require issuance of a land use permit from the Zoning Administrator under Section 3.3 of the Zoning Ordinance. The permit shall be renewed annually if needed. Any temporary building or structures shall be placed so as to conform to all yard requirements of the zoning district in which it is located.

8.9.3 Performance Guarantee. The Township may require a deposit by the applicant with the Township Clerk in the form of a certified check, cash, or a surety bond in an amount sufficient

to hold the Township free of all liabilities incident to the operation of a temporary building, to indemnify any adjoining land owner for any damages resulting from the operation of such activity and to ensure proper and complete clean-up and removal of all temporary buildings. The amount of such bond, cash, or check shall be estimated by the Zoning Administrator. The Township shall rebate to the applicant upon satisfactory removal of all temporary buildings. Such rebate shall be based upon the report and recommendation of the Zoning Administrator. The Zoning Administrator may refer the application to the Township Engineer for review of the proposed improvements and recommendations of performance guarantees.

Section 8.10 Special Events, Seasonal Sales and other Temporary Uses

8.10.1 Approval Requirements. The Township Zoning Administrator may grant a temporary land use permit renewable on an annual basis for a temporary use of land and structures for special events, seasonal sales (Fireworks Stands, Farmers Markets, Farm Stands in areas where they are not a permitted use, Christmas tree sales, and other sales or seasonal items) and other temporary uses under this section. The Zoning Administrator may request the advice of the Township Engineer and Planning Consultant when considering the proposed projects. The Zoning Administrator may determine that the proposed project requires review and approval by the Planning Commission. The following conditions apply to specific temporary uses:

- A. Carnival, Circus and Musical Concert or Other Transient Entertainment or Recreational Enterprise**
 - 1. Maximum duration: 10 days.
 - 2. Operator or sponsor: Non-profit entity
 - 3. Location: Shall not be located in or adjacent to any developed residential area except on church, school or park property.
- B. Sidewalk or Tent Sale or Other Similar Outdoor Sale**
 - 1. Maximum duration: 7 days.
 - 2. Location: In commercial districts only.
 - 3. Sidewalk Coverage: Shall not cover more than 50 percent of the width of the sidewalk. ADA compliance must still be met
 - 4. Parking Lot Coverage: Sufficient number of parking spaces shall remain to meet the existing zoning requirements for that district.
- C. Sporting or Outdoor Recreational Event and any overnight camping associated with these events.**
 - 1. Maximum duration: 10 days.
- D. Search light or other apparatus used for the projection of a high intensity light beam.**
 - 1. Maximum duration: 3 Days
 - 2. Light must not be directed towards other properties.

8.10.2 Permit Requirements. The Township Zoning Administrator shall make a determination that the location of any special event, seasonal sale or temporary uses will not adversely affect adjoining properties, nor adversely affect public health, safety, and the general welfare of the Township by using the following standards. The permit shall establish a reasonable date for

removal of the temporary structure and/or use, and shall set forth other conditions of permission as deemed necessary by the Zoning Administrator.

- A. Plot Plan. A plot plan shall be submitted with all the information required under Section 4.9.3 along with a detailed description of the use or event. The description should include but not be limited to: description of use or event, dates and hours of operation, number of employees, projected number of people that will attend the use or event, any amplified noise uses, how the site will be secured, the plan for proposed cleanup of the site, etc..
- B. Standards. In order to protect the adjacent property owners and citizens of the Township, the Zoning Administrator shall review all special events, seasonal sales and temporary uses to insure they meet the following standards:
 - 1. Adequate off-street parking and ingress and egress shall be provided.
 - 2. All uses shall be conducted in a manner so as not to create a traffic hazard or a nuisance to neighboring properties.
 - 3. The applicant shall specify the exact duration of the temporary use.
 - 4. Electrical and utility connections shall be approved by the Building Official.
 - 5. Adequate site and surrounding area clean up shall be done during and following the use. All improvements shall be removed from the site at the conclusion of the project.
 - 6. Adequate restroom facilities shall be provided. A general guide for this requirement is one toilet for each 50 persons estimated to attend.
 - 7. Closure of commercial or similar activity shall be from midnight to 9:00 a.m.
 - 8. Any signage shall conform to the provisions of the District in which the use is located.
 - 9. There will be no gambling or use of alcohol or controlled substances contrary to law.
 - 10. There will be no generation of bright lights, loud noises, or strong odors at a level or intensity sufficient to create a nuisance to adjacent properties.

8.10.2 Performance Guarantee. The Township may require a deposit by the applicant with the Township Clerk in the form of a certified check, cash, or a surety bond in an amount sufficient to hold the Township free of all liabilities incident to the operation of a temporary use, to indemnify any adjoining land owner for any damages resulting from the operation of such activity and to ensure proper and complete clean-up after temporary use and removal of all temporary buildings. The amount of such bond, cash, or check shall be estimated by the Zoning Administrator. The Township shall rebate to the applicant upon satisfactory removal of all temporary uses. Such rebate shall be based upon the report and recommendation of the Zoning Administrator. The Zoning Administrator may refer the application to the Township Engineer for review of the proposed improvements and recommendations of performance guarantees.

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Supervisor: Pat Hohl
Clerk: Jim Neilson
Treasurer: Al Carlson
Trustees: Mike Dolan
Bill Hahn
Chuck Menzies
Jason Negri

MEMORANDUM

To: Planning Commission
From: Scott Pacheco, Planning and Zoning Director
Date: January 17, 2018
Item: 7
Subject: Zoning Text Amendment (ZTA) 17-006 to streamline the Site Plan Review requirements for Minor Projects (Article 4), streamline the review regulations regarding Temporary Buildings, Structures and Uses (Section 8.9) and Seasonal Sales Permits (Section 8.21), and revise the enforcement section of the zoning ordinance (Article 5) to comply with the new Civil Infractions Ordinance 71A.

ANALYSIS:

On December 20, 2017 the Planning Commission held a public meeting to discuss this zoning text amendment. At this meeting the Planning Commission had recommended only minor changes to the proposed revisions to the Ordinance. Those changes have been made to the attached Text Amendment (Attachment A) and the Public Notice was published in the Livingston County Press and Argus for tonight's hearing.

Please see the attached December 20, 2017 Staff Report and Minutes for a full account of the review for this Zoning Text Amendment.

In addition to the minor changes proposed by the Planning Commission another minor change was made to the amendment by staff. This proposed change would amend section 4.5.8. to increase the allowed extension of the site plan review approvals from 6 months to 12 months. This will allow the Township more flexibility when working with developers on possible extensions of the approvals. There are many times when a developer will need additional time when working on getting all the required financing or the state and federal governmental approval for construction of a project.

RECOMMENDATION

Staff suggests that the Planning Commission consider the proposed amendment in terms of its own judgment on particular factors related to the individual proposal, the most likely effect on the community's physical development, and conformance with the Township Master Plan. The Planning Commission may recommend any additions or modifications to the proposed amendment. The Planning Commission should then make a recommendation to approve/deny the proposed Zoning Text Amendment to the Township Board.

Staff will forward the proposed zoning text amendment along with the Commission's recommendation to the Livingston County Planning Commission for review. Staff will then forward both the Township Planning Commission and the Livingston County Planning

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Commission recommendations to the Township Board for a final decision on the proposed amendment.

EXHIBITS

Attachment A- Draft clean copy of the amendments to Article 2, Article 4, Article 5, and Article 8

Attachment B- December 20, 2017 Staff Report and Minutes.

Attachment C- October 18, 2017 Minutes

ATTACHMENT A

ARTICLE 2.00 DEFINITIONS

SHED: A type of accessory structure as defined herein which is not greater than two hundred (200) square feet in floor area and with a maximum height of ten (10) feet. Must be constructed of solid materials.

TEMPORARY BUILDING: A building that will only be in place for a temporary time frame and is not permanently attached to the ground.

TEMPORARY STRUCTURE: A structure that will only be in place for a temporary time frame and is not permanently attached to the ground.

TEMPORARY SHELTER: A temporary structure such as a tent or similar structure made of canvas, tarp or plastic or a similar material.

ATTACHMENT A

ARTICLE 4.00 SITE PLAN REVIEW

Section 4.1. Purpose

The purpose of this Article is to require the submittal of site plans for the review and recommendation of the Planning Commission and to require the final approval of the Township board of Trustees for certain buildings and structures that may have an impact on natural resources, traffic circulation, surrounding land uses, and the character of the community. (As Amended 6/28/88) (As Amended: May 23, 2000 Published; June 7, 2000 Effective: Upon Publication) provide a consistent and uniform method of reviewing proposed development plans, to ensure full compliance with the regulations in this Ordinance and other applicable ordinances and state and Federal laws, to achieve efficient use of the land, to protect natural resources, and to prevent adverse impact on adjoining or nearby properties. It is the purpose of these provisions to encourage cooperation and consultation between the Township and the applicant to facilitate development in accordance with the Township's land use objectives. (Amended: July 15,2003. Published: August 13, 2003, Effective: Upon Publication).

Section 4.2. Overview of Procedures.

4.2.1. Optional Pre-Application Conference is intended to offer the applicant the opportunity to meet with the Township staff to discuss development concept relative to the Township's policies and regulations and for the Township staff to provide preliminary assistance in preparing preliminary site plans.

4.2.2 Optional Conceptual Site Plan Review by Planning Commission is intended to offer the applicant the opportunity to present a conceptual development proposal to the Planning Commission for early feedback on the appropriateness of a development proposal from the perspective of the Township's Master Plan and other policies. Land use, density, development character, and general layout are issues that will be discussed. No formal action is taken by the Planning Commission at this stage.

4.2.3. Optional Preliminary Site Plan Review is intended to offer the applicant the opportunity to present the project to the Planning Commission and Township Board and receive preliminary approvals. This process is used on larger projects so that prior to creating a complete working set of the engineering and architectural drawing the applicant has a better idea on how the Township views the project. Preliminary site plan review is a two-step process whereby the applicant submits the required site plan information for preliminary review relative to land use, density, compliance with Township Master Plan and other policies and standards. The Planning Commission then makes a recommendation to the Township Board which makes the final determination on preliminary site plans.

ATTACHMENT A

4.2.4. Final Site Plan Review is also a two-step process where a conformance with the preliminary site plan is verified and more detailed information is provided by the applicant for review relative to engineering, landscaping, and architecture. The Planning Commission reviews the application and makes a recommendation to the Township Board which makes the final determination on final site plans.

4.2.5. Site Plan Amendments Significant changes to a previously approved site plan are required to go through the site plan review process.

4.2.6. Minor Projects and Modifications— Zoning Administrator. Minor projects and modification as described in Section 4.9.4 may be reviewed and approved by the Zoning Administrator. The Zoning Administrator may refer any proposed project or modification to the Planning Commission if there are site plan related issues that merit Planning Commission review.

4.2.7. Minor Project and Modifications – Administrative Minor projects and modifications as described in section 4.9.6 may be approved administratively as described in Section 4.9.7.

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ATTACHMENT A

Section 4.3. Applicability

A site plan approval shall be required prior to the issuance of a land use permit within all Districts for the construction or expansion of any permitted or special use with the exception of individual single family and two-family dwellings and general and specialized farming activities. A site plan approval shall also be required for all condominium projects as regulated under the Condominium Act.

Site plan review shall be required for any of the following activities:

- ❑ Erection, moving, relocation, conversion or structural alteration to a building or structure to create additional floor space, other than a single-family dwelling.
- ❑ Any development which would, if approved, provide for the establishment of more than one principal use on a parcel, such as, for example, a single family site condominium or similar project where a parcel is developed to include two (2) or more sites for detached single family dwellings.
- ❑ Development of non-single family residential uses in single-family districts.
- ❑ Any change in use that could affect compliance with the standards set forth in this Ordinance.
- ❑ Expansion or paving of off-street parking and/or a change in circulation or access for other than a single family dwelling.
- ❑ Any excavation, filling, soil removal, mining or landfill, or creation of ponds, except as otherwise specified ~~in sub-section B~~, following.
- ❑ The development or construction of any accessory uses or structures, except for uses or structures that are accessory to a single family dwelling.

Any use or development for which submission of a site plan is required by the provisions of this Ordinance.

Section 4.4. Fees

The Township Board shall establish by resolution, a schedule of fees, charges and expenses, for site plan review including planning review, engineering review, attorney, inspection and other matters pertaining to this Ordinance; the schedule shall be available in the Township Office and may be amended only by the Township Board.

Any special meeting of the Planning Commission requested by the developer shall be paid for by the developer prior to said meeting at the rate of a regularly scheduled meeting.

Until all applicable fees, charges and expenses have been paid in full, no action shall be taken on any application.

Section 4.5. Procedures and Requirements

The Township has established a range of site plan review procedures indented to allow the appropriate level of review relative to the scope of the proposed project (*Hamburg Township Review Procedures*). The more complex the project, the more detailed the review process. The Township has also established two optional review procedures with staff and with the Planning Commission intended to provide applicants an opportunity to discuss projects on a conceptual level with minimal upfront expenditure.

4.5.1 Optional Pre-Application Conference. In order to facilitate processing of a site plan in a timely manner, the applicant may request a pre-application site plan conference with the Township Planner. The purpose of such a conference is to provide information and guidance to the applicant that will assist in preparation of the site plan. The applicant is encouraged to provide even rough conceptual drawings or site plans at a pre-application conference indicating the location and boundaries of the subject property. No formal action shall be taken on a site plan at a pre-application conference. The Township Planner's fee for any such pre-application conference shall be paid by the applicant if such charges are not covered by the Township's monthly retainer.

4.5.2. Optional Conceptual Site Plan Review by the Planning Commission. An applicant may file a written request for conceptual review of a preliminary site plan by the Planning Commission, prior to submission of a preliminary site plan for formal review. A preliminary site plan submitted for conceptual review shall be drawn to scale, and shall show site development features in sufficient detail to permit the Planning Commission to evaluate the following:

- ❑ Relationship of the site to nearby properties;
- ❑ Density;
- ❑ Adequacy of landscaping, open space, vehicular drives, parking areas, drainage, and proposed utilities; and,

- Conformance with Township development policies and standards.

Conceptual review fees shall be paid according to the fee schedule established by the Township Board.

No formal action shall be taken on a preliminary site plan submitted for conceptual review, and neither the applicant nor the Planning Commission shall be bound by any comments or suggestions made during the course of the conceptual review.

- A. Filing and Review Procedures.** The proprietor shall file ten (10) copies of the site plan accompanying an application for Conceptual Site Plan Review with the Zoning Administrator. The Zoning Administrator shall review the submittal for completeness as to form only. If complete, the Zoning Administrator shall forward the materials to the Township Planner and Township Engineer for their review. If the submittal is not complete, the Zoning Administrator shall notify the developer in writing of the deficiencies. Any plan deemed by the Zoning Administrator to be incomplete shall not be forwarded to the Township Planner and the Township Engineer until all required information is furnished.

4.5.3. Review by an Environmental Consultant. The Zoning Administrator or the Planning Commission, or the Township Board of Trustees may request a review by an environmental consultant, under the provisions of section 3.7.1, Environmental Consultant Review, of the environmental concerns with any site plan application and the site plan's compliance with all Township, County, State and/or Federal environmental regulations.

If the site plan application reflects a facility that will result in a point source discharge of liquid into any lake, stream, river, creek, wetland or other open body of water within the Township prior to final site plan approval by the Township Board of Trustees, the applicant shall have obtained from the Township Board of Trustees a Point Source Discharge Permit pursuant to the provisions of Ordinance 69. If the site plan application reflects a facility that will supply essential services, prior to final site plan approval by the Township Board of Trustees, the applicant shall have entered into a franchise agreement with the Township.)

If the site plan application reflects a facility that will supply essential services, prior to final site plan approval by the Township Board of Trustees, the applicant shall have entered into a franchise agreement with the Township.

4.5.4. Optional Preliminary Site Plan Review. The applicant shall submit the following information prior to being scheduled for Planning Commission review:

- A. Township review fee;
- B. The name and address of the owner and any designated representative of the owner;

- C. Written description of the proposed use;
- D. Ten (10) copies of preliminary site plan, illustrating existing site features, lot dimensions, general footprints for proposed buildings and parking, and relationship to adjacent land uses; and,
- E. A location map.

Upon review, the Planning Commission may recommend approval or denial of the proposed preliminary site plan. Upon a recommendation of approval for a preliminary site plan, the applicant has no more than three (3) months to transmit all copies of the site plan along with certification of approval to the Zoning Administrator. The Zoning Administrator shall provide all such copies to the Township Clerk for submittal to the Township Board of Trustees for their consideration. The Township Board of Trustees upon consideration of the site plan shall either approve or deny the site plan. If the site plan is denied, the Township Board of Trustees shall state the reasons for such denial. If the site plan is not recommended for approval by the Planning Commission, the proprietor shall be notified by the Zoning Administrator of the reasons for disapproval.

4.5.5 Final Site Plan Review. If site plan or plot plan review is required, for final site plan review, the applicant shall submit ten (10) copies of the following to the Zoning Administrator. If administrative review is required per Section 4.8, the Zoning Administrator shall determine the number of copies necessary for distribution to the appropriate review bodies.

- A. A complete application form supplied by the Township;
- B. A written description of the proposed project or use;
- C. Any additional information the Planning Commission finds necessary to make the determinations required herein; and,
- D. A complete site plan or sketch plan that includes the information listed in Section 4.4.6 "Required Information". The proprietor shall file ten (10) copies of the site plan addressing all review comments accompanying an application for a Land Use Permit with the Zoning Administrator at least ten (10) business days prior to the Planning Commission meeting at which the site plan is to be considered. The Zoning Administrator shall review the site plan for completeness and for conformance with this Ordinance and the Master Plan.

If the site plan is recommended for approval by the Planning Commission, it shall transmit all copies of the site plan along with certification of approval to the Zoning Administrator. The Zoning Administrator shall provide all such copies to the Township Board of Trustees for their consideration. The Township Board of Trustees upon consideration of the final site plan shall either approve or deny the site plan. If the site plan is denied, the Township Board of Trustees shall state the reasons for such denial. If

the site plan is not recommended for approval by the Planning Commission, the proprietor shall be notified by the Zoning Administrator of the reasons for disapproval.

4.5.6. Required Information.

A. General Information

1. Name and address of the proprietor and proof of ownership, developer, and registered engineer, registered surveyor, registered architect, registered landscape architect, or registered community planner who prepared the site plan.
2. Date of plan preparation, north arrow, and scale of plan, which shall not be greater than one inch equals twenty feet (1" = 20') nor less than one inch equals two hundred feet (1" = 200').
3. Full legal description of parcel and dimensions of all lot and property lines showing the relationship to abutting properties, and in which district the subject property and abutting properties are located.
4. Area map showing the relationship of the parcel to the surrounding area within one-half mile.
5. The location and description of all existing structures within one hundred feet (100') of the parcel.

B. Physical Information

1. Proposed plans for site grading, surface drainage, water supply and sewage disposal.
2. The location of existing and proposed landscaping, buffer areas, fences, or walls on the parcel.
3. Existing and proposed structure information including the following:
 - a. Footprint location, dimensions and setbacks.
 - b. Finished floor and grade line elevations.
 - c. Elevations drawings that illustrate building design, size, height, windows and doors, and describe construction materials. Elevations shall be provided for all sides visible from an existing or proposed public street or a residential zoning district.
 - d. The Planning Commission may require a color rendering of the building elevation required in paragraph c.
 - e. Proposed materials and colors shall be specified on the site plan. Color chips or samples shall also be submitted at or prior to the Planning

Commission meeting to review the site plan. These elevations, colors and materials shall be considered part of the approved site plan.

4. The location and dimensions of all existing and proposed streets, driveways, sidewalks, service lanes and other vehicular and pedestrian circulation features within and adjacent to the parcel.
5. The location, dimensions, and numbers of off-street parking and loading spaces.
6. Location of existing and proposed service facilities above and below ground, including:
 - Well sites.
 - Septic systems and other wastewater treatment systems. The location of the septic tank and drainfield (soil absorption system) should be clearly distinguished.
 - Chemical and fuel storage tanks and containers.
 - Storage, loading, and disposal areas for chemicals, hazardous substances, salt and fuels.
 - Water mains, hydrants, pump houses, standpipes, and building services and sizes.
 - Sanitary sewers and pumping stations.
 - Stormwater control facilities and structures including storm sewers, swales, retention and detention basins, drainageways and other facilities, including calculations for sizes.
 - Location of all easements.
7. Any other pertinent physical features.

C. Natural Features

1. Map of existing topography at two-foot (2') contour intervals with existing surface drainage indicated.
2. Soil characteristics of the parcel to at least the detail provided by the U.S. Soil Conservation Service "Soil Survey of Livingston County, Michigan."
3. On parcels of more than one acre, existing topography with a maximum contour interval of two feet indicated. Topography on the site and beyond the site for a distance of 100 feet in all directions should be indicated. Grading plan, showing finished contours at a maximum interval of two feet, correlated with existing contours so as to clearly indicate required cutting, filling and grading.

4. Location of existing drainage courses, including lakes, ponds, rivers and streams, and all elevations.
5. Location of existing wetlands, delineated under the requirements of section 3.6, Wetland Determination. A State of Michigan permit shall be required for activities in a regulated wetland or an inland lake or stream. A copy of any correspondence with and applications to the State of Michigan shall be submitted with the site plan application. The Planning Commission shall not grant final site plan approval until all necessary permits have been obtained.
6. Location of natural resource features, including woodlands and areas with slopes greater than 10 percent (one foot of vertical elevation for every 10 feet of horizontal distance).
7. Location of the required 50 foot natural features setback.
8. Storm water management systems and facilities will preserve the natural drainage characteristics and enhance the aesthetics of the site to the maximum extent feasible, with the development not substantially reducing the natural retention of storage capacity of any wetland, water body, or water course, or cause alterations which could increase flooding or water pollution on or off site.
9. Wastewater treatment systems, including on-site septic systems will be located to minimize any potential degradation of surface water or groundwater quality.
10. Sites which include storage of hazardous materials or waste, fuels, salt, or chemicals will be designed to prevent spills and discharges or polluting materials to the surface of the ground, groundwater, or nearby water bodies.

D. **Natural Features Impact Statement.** The purpose of a Natural Features Impact Statement (NFIS) is to provide the Township with information regarding the impact of a proposed project on the physical, natural, social, and economic environment of the community. A complete report shall be required with all site plan applications. The Zoning Administrator (ZA) has the discretion to modify this requirement based on the specific application. When required the report will be reviewed by the ZA and the environmental consultant. The environmental consultant may issue an Advisory Report to the Zoning Administrator for review by the Planning Commission. Contained in the Advisory Report will be a summary of the NFIS and appropriate comments and recommendations. The Advisory Report and the required site walk will be used to assist the Township Board and Planning Commission. The written NFIS will include the following information:

1. Name (s) and address(es) of person(s) responsible for preparation of the impact assessment and a brief statement of any relevant qualifications. The HERB may recommend a qualified individual to prepare the NFIS if deemed appropriate.
2. An impact assessment checklist on a form provided by the Township shall be completed and placed at the beginning of the document.
3. Map (s) and a written description/analysis of the project site including all existing structures, manmade facilities, and natural features. The analysis shall also include information for areas within 50 feet of the property. An aerial photograph or drawing may be used to delineate these areas.
4. Description of existing natural features: A description of the environmental characteristics of the site prior to development shall be provide in the form of written documentation and a site inventory map identifying the location of natural features consistent with subparagraph C of this section. In addition, dominant tree species shall be listed and all species greater than 16 inches caliper or greater. As defined in Article 2.00, natural features include but are not limited to: topography, soils, geology, ground water, wetlands, watercourses, plants and animals (including aquatic species), habitat, and scenery.
5. Impact on natural features: A written description of the impact on the identified existing natural features shall be provided. The report shall also provide a natural features protection plan, which identifies on a map the natural features potentially affected. Where disturbance of natural features both during and after construction is proposed, a written analysis of alternative plans, which were considered, shall be provided to justify the proposed plan. The HERB may recommend a mitigation plan be required which will describe how disturbed natural features were relocated or replace. (See Article 2.00 for complete definition of terms)
6. Impact on storm water management: Description of natural drainage patterns and soil infiltration and unsaturated soil capacity. A description of changes to site drainage and storm water management facilities to be installed in compliance with the Township Storm Water Ordinance. Description of measures to control soil erosion and sedimentation during grading and construction operations and until a permanent ground cover is established. Recommendations for such measures may be obtained from the County Soil Conservation Service.
7. Special Provisions: Provide a general description of any existing deed restrictions, protective covenants, master deed or association bylaws as they relate to the protection of natural features.

8. Information Sources: A list of all sources of information contained in the NFIS, if any shall be provided.
9. Previous Submittals: Any impact assessment previously submitted relative to the site and proposed development, which fulfills the above requirements (and contains accurate information of the site) may be submitted as the required Impact Assessment.

4.5.7. Standards for Site Plan Review. In the review of all site plans, the Zoning Administrator and the Planning Commission shall endeavor to assure the following:

- A. The proposed development conforms to all provisions of the Zoning Ordinances.
- B. All required information has been provided.
- C. The movement of vehicular and pedestrian traffic within the site and in relation to access streets and sidewalks will be safe and convenient.
- D. The proposed development will be harmonious with 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.
- 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.
- 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.
- H. The proposed development shall respect the natural topography to the maximum extent possible by minimizing the amount of cutting, filling, and grading required.
- I. The proposed development will not cause soil erosion or sedimentation.
- J. Landscaping, including trees, shrubs and other vegetative material is provided to maintain, improve and/or restore the aesthetic quality of the site.
- K. Conformance to the adopted Hamburg Township Engineering and Design Standards.
- 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;
 - e. Glass; or,
 - f. 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.

4.5.8 Effect of Approval. Upon final approval of the site plan, construction or expansion of any permitted or special use shall conform to the site plan. The approval by the Planning Commission Township Board of a site plan shall expire within one (1) year after the date of such approval, unless a Land Use Permit has been issued and construction has commenced. The Zoning Administrator shall not issue a Land Use Permit for any type of construction on the basis of the approved site plan after such approval has expired. Approval shall also confer upon the Zoning Administrator to approve minor projects and modifications, as described in Section 4.9

The Township Board may grant an extension of the final site plan approval of up to twelve (12) months upon demonstration by the applicant that commencement of the plan is eminent and upon a positive recommendation by the Planning Commission. Such request shall be accompanied by a schedule for commencement of the project.

Section 4.6. Amendment of Site Plan

A previously approved site plan may be amended by the Planning Commission upon application by the applicant in accordance with procedures provided in Section 4.5. Minor changes during construction or for expansion or certain changes in use may be approved by the zoning administrator or administratively, as described in Section 4.9 and below.

Section 4.7. Performance Guarantees

As a condition of approval of the site plan, the Planning Commission may require a deposit by the applicant with the Township Clerk in the form of a certified check, cash, or a surety bond to insure performance of any obligations of the applicant to make improvements shown upon the site plan. Such bond, cash, or check shall be in such an amount as the Zoning Administrator shall estimate to be a sufficiently adequate sum to cover the cost to construct or to complete construction of the required improvements. The Township shall rebate to the developer, as work progresses, amounts of such deposits equal to the ratio of work satisfactorily completed

to the entire project. Such rebate shall be based upon the report and recommendation of the Zoning Administrator. The Zoning Administrator may refer the site plan to the Township Engineer for review of the proposed improvements and recommendations of performance guarantees.

Section 4.8. Appeals

The decision of the Planning Commission with respect to a site plan is appealable to the Township Zoning Board of Appeals upon written request of the applicant and payment of the appropriate fee. In the absence of such request being filed within sixty (60) days after the decision is rendered by the Planning Commission, such decision remains final.

Section 4.9. Site Plan Review for Minor Projects and Modifications

4.9.1 Intent. The intent of this Section is to facilitate improvements to existing buildings or sites that have approved site plans or that bring a building or site closer to compliance with the provisions of the Township's codes and ordinances. Minor projects and modifications shall include alterations to a building or site that do not result in expansion or substantially affect the character or intensity of the use, vehicular or pedestrian circulation, drainage patterns, the demand for public infrastructure or services, significant environmental impacts or increased potential for hazards. Minor project and modifications shall be reviewed either by the zoning administrator or administratively as described in Section 4.9.5, through the plot plan review process as described in Section 4.10, or, if determined by the Zoning Administrator, the site plan review process described in Section 4.5.

4.9.2 Determination. The Zoning Administrator shall make a determination on a minor project or modification based on the situations and criteria listed in the sections below. The Zoning Administrator may request the advice of the Township Engineer and Planning Consultant when considering proposed minor projects and modifications. The Zoning Administrator may determine that the proposed project or modification require a complete site plan review, particularly for sites which do not comply with previously approved site plans, sites with existing or potential drainage problems, sites abutting residential uses, sites with parking deficiencies and uses where there are general health and safety issues. If a full site plan is required, the Zoning Administrator shall inform the applicant to submit a set of plans in accordance with Section 4.5 of this Ordinance.

4.9.3 Plan Requirements. A plot plan, rather than a complete site plan, may be submitted for minor projects and modifications to a legally existing conforming use and building. A minor project or modification shall include alterations to a building or site that do not result in expansion or substantially affect the character or intensity of the use, vehicular or pedestrian circulation, drainage patterns, the demand for public infrastructure or services, significant environmental impacts or increased potential for hazards.

A. The Zoning Administrator may accept a "plot plan" upon determining a complete site plan is not required for review of the project for compliance with this ordinance. Any of the items required for a plot plan can be waived by the Zoning Administrator if they are believed not to be necessary for review. Plot plans should include the following information:

1. Application form and review fee.
2. Name, address and telephone number of the applicant.
3. North arrow.
4. Legal description of the property.
5. The "plot plan" shall be drawn at an engineers scale. Any building expansion over five hundred (500) square feet within a five (5) year period shall require a professional seal of an architect, landscape architect or engineer.
6. Property lines and dimensions
7. Existing and proposed buildings with dimensions and setbacks.
8. Existing and proposed parking including number of spaces provided and the number required according to Article 10. If changes are made to the parking area, a detail of pavement, storm water runoff calculations and description of detention methods shall be provided.
9. Details on any new driveways or changes to existing driveways.
10. Location of existing signs and details on any proposed changes or new signs.
11. General illustration of existing landscaping; locations, size and species of any new landscaping.
12. Layout of any proposed changes to utilities.
13. Description of any proposed changes to drainage.
14. Floor plan of any new building area or building elevations, if applicable.
15. Any other items requested by Township Staff.
16. The Zoning Administrator may request the advice of the Township Engineer and Planning Consultant when considering proposed minor projects. The Zoning Administrator may determine that the proposed project require a complete site plan review, particularly for sites which do not comply with previously approved site plans, sites with existing or potential drainage problems, sites abutting residential uses, sites with parking deficiencies and uses where there are general health and safety issues. If a full site plan is required, the Zoning Administrator shall inform the applicant to submit a set of plans in accordance with Section 4.4 of this Ordinance. General description of existing uses within one hundred feet (100') of the subject parcel.

4.9.4 Minor Projects and Modifications, which can be approved by the Zoning Administrator.

A. **Projects with or without existing site plan approval:** The following minor projects and modifications may be approved with or without approval of an existing site plan review, as

described in Section 4.9.5. Zoning Administrator approval of a land use permit may be permitted when the following are proposed:

1. A change in internal floor plan which does not increase the intensity of use or parking requirements.
2. An increase or decrease road width by up to three (3) feet to improve safety or preserve natural features. The design shall remain consistent with the standards of the Township.
3. An existing building and site are to be re-occupied by a use permitted in the subject zoning district and the new use will not require any significant changes in the existing site facilities.
4. Expansion, replanting or alterations of landscaping areas consistent with the other requirements of this Ordinance.
5. Alterations to the off-street parking layout or installation of pavement or curbing improvements provided the total number of spaces shall remain constant and meets, or if necessary has been modified to meet, the ordinance requirements for the building and/or use, and the construction plans and lot construction are approved by the Township Engineer if necessary.
6. Relocation of a trash dumpster to a more inconspicuous location or installation of screening around the dumpster.
7. Relocation or replacement of a sign meeting the dimensional and locational standards of this zoning ordinance.
8. Fences improved or installed consistent with the other requirements of this Ordinance.
9. Sidewalks, bike paths or pathways are being constructed or relocated with the intent of improving public convenience and safety.
10. Changes to well and septic systems.
11. Modifications to upgrade a building to state barrier free design, the Americans with Disabilities Act or other federal, state or county regulations as long as all other regulation are met.
12. Changes to lighting consistent with zoning ordinance standards.
13. The following when permitted in the zoning district
 - a. A group care home ,
 - b. A Two Family Dwelling,
 - c. An Essential service,
 - d. A Home occupations,
 - e. An Accessory open air business,

B. Projects and Modifications with existing site plan approval: The granting approval of a final site plan grants authority to the Zoning Administrator to approve the following minor projects

and modifications as described in Section 4.9.6. Zoning Administrator approval of a land use permit may be permitted when the following are proposed:

1. An increase in the floor area on the site by up to two thousand (2,000) square feet or ten percent (10%) of the existing floor area, whichever is less, with no required increase in parking area. Administrative approval is not permitted if the cumulative total of the proposed expansion and any expansion within the last five (5) years, as determined by the Zoning Administrator, exceeds this amount. This includes accessory structures.
2. Movement of a building, drive, road or parking during construction due to an unanticipated and documented constraint, to improve safety or to preserve natural features. The site plan shall still meet all required setbacks and other standards of this ordinance.
3. An increase in open space or alteration of the open space boundary with no decrease in overall open space.
4. Proposed changes to building height, facade or architectural features are being changed (an elevation plan describing changes and construction materials is required) consistent with zoning ordinance standards and with the approved design.

4.9.5 Process for Zoning Administrator Approval

- A. Applicant submits a plot plan and required land use permit application form and fee.
- B. Prior to granting the land use permit approval the Zoning Administrator shall review the project for compliance with the site plan standards (Section 4.5.7) and determine if the project meets or does not meet these standards.
- C. The Zoning Administrator may request the advice of the Township Engineer and Planning Consultant when considering proposed minor projects and modifications subject to Zoning Administrator review. The Zoning Administrator may determine that the proposed project or modification require an administrative or complete site plan review, particularly for sites which do not comply with previously approved site plans, sites with existing or potential drainage problems, sites abutting residential uses, sites with parking deficiencies and uses where there are general health and safety issues. If a full site plan is required, the Zoning Administrator shall inform the applicant to submit a set of plans in accordance with Section 4.5 of this Ordinance.

4.9.6. Minor Projects and Modifications that can be approved Administratively with a plot plan.

- A. **Projects without existing site plan approval:** The following minor projects may be approved administratively without approval of an existing site plan review, as described in Section 4.9.7.

1. Any of the items listed in section 4.9.4 (B).

B. **Projects with or without existing site plan approval:** The following minor projects may be approved administratively with or without approval of an existing site plan review, as described in Section 4.9.7.

1. An existing building and site are to be re-occupied by a Special Land Use in the subject zoning district and the new use will not require any significant changes in the existing site facilities.
2. Situations similar to the items listed above, as determined by the Township Supervision and the Planning Commission Chair Person.

4.9.7 Process for Administrative Approval

- A. Applicant submits a plot plan and required application form and fee.
- B. The Zoning Administrator shall obtain a review and written approval from the Township Supervisor and Planning Commission Chairperson prior to granting administrative approval.
- C. The Zoning Administrator shall make a report of such administrative approvals to the Planning Commission.
- D. The Zoning Administrator may request the advice of the Township Engineer and Planning Consultant when considering proposed minor projects subject to zoning Administrator review. The Zoning Administrator may determine that the proposed project require a complete site plan review, particularly for sites which do not comply with previously approved site plans, sites with existing or potential drainage problems, sites abutting residential uses, sites with parking deficiencies and uses where there are general health and safety issues. If a full site plan is required, the Zoning Administrator shall inform the applicant to submit a set of plans in accordance with Section 4.5 of this Ordinance.
- E. The Zoning Administrator may elect to require Planning Commission review and approval.

Section 4.10 Phasing

4.10.1 Intent.

The intent of this Section is to allow the Township to review projects in phases to ensure the logical and orderly development of projects in compliance with the provisions of this and other codes and ordinances of the Township. The phasing option is not intended to allow the deferral of compliance with the provisions of this ordinance.

A phase may consist of all or a portion of a proposed project or an element of a project such as building(s) design, uses, parking, landscaping, or infrastructure, provided that each proposed

phase of a development shall be self sufficient or shall be supported by previously approved phases or elements of a master planned project.

4.10.2. Master Site Plan.

Any development proposed to be constructed in phases must include an overall master site plan for the proposed development. The master plan shall be subject to the requirements for preliminary site plan review and each individual phase/element shall be subject to the requirements for final site plan review. In addition to the information required for preliminary site plan review identified in Section 4.4.5, an application for a master planned development must also include the following information:

A. General Information

1. Name and address of the proprietor and proof of ownership, developer, and registered engineer, registered surveyor, registered architect, registered landscape architect, or registered community planner who prepared the site plan.
2. Date of plan preparation, north arrow, and scale of plan, which shall not be less than one inch equals twenty feet (1" = 20') nor greater than one inch equals two hundred feet (1" = 200').
3. Full legal description of parcel and dimensions of all lot and property lines showing the relationship to abutting properties, and in which district the subject property and abutting properties are located.
4. Area map showing the relationship of the parcel to the surrounding area within one-half mile.
5. The location and description of all existing structures within one hundred feet (100') of the parcel.
6. The phasing plan must include clearly delineated phasing lines that illustrate compliance with Section 4.10.2, and a complete phasing schedule.

B. Natural Features

1. Map of existing topography at two-foot (2') contour intervals with existing surface drainage indicated.
2. Soil characteristics of the parcel to at least the detail provided by the U.S. Soil Conservation Service "Soil Survey of Livingston County, Michigan."
3. On parcels of more than one acre, existing topography with a maximum contour interval of two feet indicated. Topography on the site and beyond the site for a distance of 100 feet in all directions should be indicated. Grading plan, showing finished contours at a maximum interval of two feet, correlated with existing contours so as to clearly indicate required cutting, filling and grading.

-
4. Location of existing drainage courses, including lakes, ponds, rivers and streams, and all elevations.
 5. Location of existing wetlands, delineated under the requirements of section 3.6, Wetland Determination. A Michigan Department of Natural Resources (MDNR) permit shall be required for activities in a regulated wetland or an inland lake or stream. A copy of any correspondence with and applications to the MDNR shall be submitted with the site plan application. The Planning Commission shall not grant final site plan approval until all necessary permits have been obtained. (As Amended 7/25/95)
 6. Location of natural resource features, including woodlands and areas with slopes greater than 10 percent (one foot of vertical elevation for every 10 feet of horizontal distance).
 7. Location of the required 50-foot natural features setback.
 8. Storm water management systems and facilities will preserve the natural drainage characteristics and enhance the aesthetics of the site to the maximum extent feasible, with the development not substantially reducing the natural retention of storage capacity of any wetland, water body, or water course, or cause alterations which could increase flooding or water pollution on or off site.
 9. Wastewater treatment systems, including on-site septic systems will be located to minimize any potential degradation of surface water or groundwater quality.
 10. Sites which include storage of hazardous materials or waste, fuels, salt, or chemicals will be designed to prevent spills and discharges or polluting materials to the surface of the ground, groundwater, or nearby water bodies.

C. Physical Information

1. Proposed plans for site grading, surface drainage, water supply and sewage disposal.
2. The location of existing and proposed landscaping, buffer areas, fences, or walls on the parcel.
3. A preliminary site plan for the entire parcel carried out in such detail as to indicate the functional uses being requested, the densities and dwelling types being proposed, the traffic circulation plan, and sites being reserved for public facilities and open space (Map Scale: 1" = 200').
4. The location and dimensions of all existing and proposed streets, driveways, sidewalks, service lanes and other vehicular and pedestrian circulation features within and adjacent to the parcel.
5. The location, dimensions, and numbers of off-street parking and loading spaces.
6. Location of existing and proposed service facilities above and below ground, including.
 - Well sites.
 - Septic systems and other wastewater treatment systems.

- The location of the septic tank and drainfield (soil absorption system) should be clearly distinguished.
 - Chemical and fuel storage tanks and containers.
 - Storage, loading, and disposal areas for chemicals, hazardous substances, salt and fuels.
 - Water mains, hydrants, pump houses, standpipes, and building services and sizes.
 - Sanitary sewers and pumping stations.
 - Stormwater control facilities and structures including storm sewers, swales, retention and detention basins, drainage ways and other facilities, including calculations for sizes.
 - Location of all easements.
7. Detailed plan for the maintenance of areas designated for future development. The natural features on these areas should be maintained. If grading occurs in these areas the ground should be planted with a low maintenance ground cover. The area must be maintained in a finished condition free of any junk, debris, or storage.

8. Any other pertinent physical features.

4.10.3. Final Site Plan Approval For Each Subsequent Phase.

Each subsequent phase of a master planned development shall comply with the requirements for final site plan review

The plot plan review process may be utilized for each subsequent phase of the proposed phased project provided the Planning Commission determines that the development of the subsequent phase is consistent with the originally approved master plan in terms of use, density, and physical character.

4.10.4 Scheduled Phasing When proposed construction is to be phased, the project shall be designed in a manner that allows each phase to fully function on its own regarding services, utilities, circulation, facilities, and open space.

4.10.5 Timing of Phases. Each phase of the project shall be commenced within twenty-four (24) months of the schedule set forth on the approved site plan. If construction of any phase is not commenced within the approved time period, approval of the plan shall become null and void, subject to the requirements of Section 4.0.

ARTICLE 5.00 ENFORCEMENT

Section 5.1. Violations

5.1.1. Violation A Nuisance. Buildings erected, altered, moved, razed, or converted, or any use of land or premises carried on in violation of any provision of this Ordinance are declared to be a nuisance per-se. Any and all building or land use activities considered possible violations of the provisions of this Ordinance shall be reported to the Zoning Administrator.

5.1.2. Inspection of Violation. The Zoning Administrator shall inspect each alleged violation of this Ordinance, order the violator in writing of required actions to correct any violation, and inform the violator in writing of rights to appeal a decision of the Zoning Administrator.

5.1.3. Correction Period. All violations shall be corrected within a period of thirty (30) days after the order to correct is issued by the Zoning Administrator or as such longer period of time, not to exceed six (6) months, as this period shall be reported to the Township Attorney who shall initiate prosecution procedures.

Section 5.2. Penalties and Remedies

5.2.1. Penalties. Every person, corporation, or firm who violates, disobeys, omits, neglects, or refuses to comply with any provision of this Ordinance or any permit, license, or exceptions granted hereunder, or any lawful order of the Zoning Administrator, Zoning Board of Appeals, Planning Commission or the Township Board issued in pursuance of this Ordinance shall be responsible for a municipal civil infraction.

The fines and penalties as set forth in Section 6.0 entitled "Sanctions for Violations" of the Hamburg Township Civil Infractions Ordinance, as it may be amended from time to time are incorporated herein by reference.

For purposes of assessing fines and penalties only, a violation under this Ordinance shall be classified as a Class C municipal civil infraction.

5.2.23. Scope of Remedies. The rights and remedies provided in this Ordinance are cumulative and are in addition to all other remedies provided by law. All monies received from penalties assessed shall be paid into the Township treasury on or before the first Monday of the month next following receipt thereof by any judicial officer of the Township. All fines collected shall belong to the Township and shall be deposited in the general fund.

Section 5.3. Performance Guarantee (As Amended 7/02/97)

To ensure compliance with the provisions of this Ordinance and any conditions imposed thereunder, the Planning Commission, Township Board or Zoning Administrator may require that a performance guarantee be deposited with the Township to ensure faithful completion of improvements and/or the project, in accordance with Section 16f of the Township Rural Zoning Act, Public Act 184 of 1943, as amended.

Improvements for which the Township may require a performance guarantee include, but are not limited to, landscaping, berms, walls, lighting, driveways and parking, acceleration/deceleration lanes, traffic control devices, sidewalks, and land reclamation activities.

A. The performance guarantee shall meet the following requirements:

1. The performance guarantee shall be in the form of an irrevocable letter of credit or cash escrow for a term specified by the Zoning Administrator or someone acting in his or her place. If the applicant posts a letter of credit, it shall require only that the Township present it with a sight draft and an affidavit signed by the Township Attorney or the Zoning Administrator attesting to the Township's right to draw funds under it. If the applicant posts a cash escrow, the escrow instructions shall provide that the escrow agent shall have the legal duty to deliver the funds to the Township whenever the Township Attorney or Zoning Administrator presents an affidavit to the agent attesting to the Township's right to receive funds whether or not the applicant protests that right.
2. The performance guarantee shall be submitted at the time of issuance of the permit authorizing the activity or project. If appropriate based on the type of performance guarantee submitted, the Township shall deposit the funds in a non interest-bearing account in a financial institution with which the Township regularly conducts business.
3. The amount of the performance guarantee shall be two and one-half (2 ½) times the estimated cost of the improvements or project as submitted by the applicant. The applicant shall provide an itemized schedule of estimated costs to complete all such improvements or the project. In the event the applicant disagrees with the amount of the performance guarantee, application may be made with the Township Board to review the amount. The Township Board shall have the discretion to reduce this amount upon proper showing by the applicant that the amount was excessive or unreasonable.
4. The entire performance guarantee shall be returned to the applicant following inspection by the Zoning Administrator and a determination that the required improvements have been completed satisfactorily. The performance guarantee may be released to the applicant in proportion to the work completed on various elements,

provided that a minimum of ten percent (10%) shall be held back on each element until satisfactory completion of the entire project.

5. An amount not less than ten percent (10%) of the total performance guarantee may be retained for a period of at least one (1) year after installation of landscape materials to ensure proper maintenance and replacement, if necessary. This amount shall be released to the applicant upon certification by the Zoning Administrator that all landscape materials are being maintained in good condition.

B. Whenever required improvements are not installed or maintained within the time stipulated or in accordance with the standards set forth in this Ordinance, the Township may complete the necessary improvements itself or by contract to an independent contractor, and assess all costs of completing said improvements against the performance bond or other surety, including any interest accrued on said guarantee. The Township shall notify the owner, site plan review applicant, or other firm or individual responsible for completion of the required improvements thirty (30) days prior to the commencement of said completion.

ARTICLE 8
SUPPLEMENTARY PROVISIONS
SECTIONS 4.9 TEMPORARY STRUCTURES AND 4.21 SEASONAL SALES

(Proposed revisions require renumbering of existing sections 8.10-8.20) (section 8.21 removed)

Section 8.9 Temporary Buildings, Structures, and Shelters

8.9.1 General Provisions. No temporary structure shall be used for dwelling purposes that does not comply with the requirements of this Ordinance or applicable building codes, except as provided in this section. All Temporary Building and Structures not discussed in this ordinance section shall meet the zoning ordinance requirements for the type of building or structure and for the zoning district it is located in.

Section 8.9.2 Permitted Temporary Buildings, ~~and~~ Structures, and Shelters. The following are permitted subject to meeting all of the following requirements of this section:

- A. **Temporary Dwellings.** No temporary dwelling shall be erected or moved onto a lot and used for dwelling purposes except during construction of a permanent dwelling on the premises which has been issued a building permit. The reasonable date for removal of the temporary dwelling, established on the permit issued by the Zoning Administrator, shall not to exceed one (1) year from the date of occupancy of the permanent structure. The temporary dwelling shall be connected to private water supply and sewage disposal systems approved by the County Health Department or to public water supply and sewage disposal systems. No temporary dwelling shall be erected in any lot which is a part of a platted subdivision.
- B. **Temporary Construction Structures.** Temporary buildings and/or structures used for storage of equipment and construction offices may be used only during construction of a permanent structure which has been issued a building permit. The temporary building and/or structure shall be removed from the site prior to issuance of a certificate of occupancy.
- C. **Temporary Shelters.** Temporary shelters shall only be allowed for storage. These structures are only permitted in the rear yard area on lots that do not abut a waterbody and are only allowed between the main structure and the road right-of-way on lots that do abut a waterbody in the CE, RAA, RA, WFR, and NR zoning districts. These structures shall be maintained at all times. These structures are also allowed when part of a Special Event, Temporary Use or Seasonal Sale permit.
- D. **Permits.** A temporary building or structure or shall require issuance of a land use permit from the Zoning Administrator under Section 3.3 of the Zoning Ordinance. Any temporary building or structures shall be placed so as to conform to all yard requirements of the zoning district in which it is located.

Section 8.10 Special Events, Seasonal Sales and other Temporary Uses

8.10.1 .Approval Requirements. The Township Zoning Administrator may grant a temporary land use permit renewable on an annual basis for a temporary use of land and structures for special events, seasonal sales and other temporary uses under this section. The following conditions apply to specific temporary uses:

- A.** Carnival, Circus and Musical Concert or Other Transient Entertainment or Recreational Enterprise
 - 1. Maximum duration: 10 days.
 - 2. Operator or sponsor: Non-profit entity
 - 3. Location: Shall not be located in or adjacent to any developed residential area except on church, school or park property.
- B.** Sidewalk or Tent Sale or Other Similar Outdoor Sale
 - 1. Maximum duration: 7 days.
 - 2. Location: In commercial districts only.
 - 3. Sidewalk Coverage: Shall not cover more than 50 percent of the width of the sidewalk.
 - 4. Parking Lot Coverage: Sufficient number of parking spaces shall remain to meet the existing zoning requirements for that district.
- C.** Sporting or Outdoor Recreational Event and any overnight camping associated with these events.
 - 1. Maximum duration: 10 days.
- D.** Search light or other apparatus used for the projection of a high intensity light beam.
- E.** Seasonal Sales Establishments: Fireworks Sales, Farmers Markets, Farm Stands not in an area where they are permitted by right, Christmas trees lots and other sales of seasonal items.

8.10.2 Permit Requirements. The Township Zoning Administrator shall make a determination that the location of any special event, seasonal sale or temporary uses will not adversely affect adjoining properties, nor adversely affect public health, safety, and the general welfare of the Township by using the following standards. The permit shall establish a reasonable date for removal of the temporary structure and/or use, and shall set forth other conditions of permission as deemed necessary by the Zoning Administrator

- A.** Plot Plan. A plot plan shall be submitted with all the information required under section 4.9.3 along with a detailed description of the use or event. The description should including but not be limited to; description of use or event, dates and hours or operation, number of employees, projected number of people that will attend the use or event, any amplified noises uses, how the site will secured, the plan for proposed cleanup of the site, ect..
- B.** Standards. In order to protect the adjacent property owners and citizens of the Township, the Zoning Administrator shall review all special events, seasonal sales and temporary uses to insure they meet the following standards:
 - 1. Adequate off-street parking and ingress and egress shall be provided.

2. All uses shall be conducted in a manner so as not to create a traffic hazard or a nuisance to neighboring properties.
3. The applicant shall specify the exact duration of the temporary use.
4. Electrical and utility connections shall be approved by the Building Official.
5. Adequate site and surrounding area clean up shall be done during and following the use. All Improvements shall be removed from the site at the conclusion of the project.
6. Adequate restroom facilities shall be provided. A general guide for this requirement is one toilet for each 50 persons estimated to attend.
7. Closure of commercial or similar activity shall be from midnight to 9:00 a.m.
8. Any Signage shall conform to the provisions of the District in which the use is located.
9. There will be no gambling or use of alcohol or controlled substances contrary to law.
10. There will be no generation of bright lights, loud noises, or strong odors at a level or intensity sufficient to create a nuisance to adjacent properties.

8.10.3 Performance Guarantee. The Township may require a deposit by the applicant with the Township Clerk in the form of a certified check, cash, or a surety bond in an amount sufficient to hold the Township free of all liabilities incident to the operation of a temporary building or use, to indemnify any adjoining land owner for any damages resulting from the operation of such activity and to ensure proper and complete clean-up after temporary use and removal of all temporary buildings. The amount of such bond, cash, or check shall be estimated by the Zoning Administrator. The Township shall rebate to the applicant upon satisfactory removal of all temporary buildings and uses. Such rebate shall be based upon the report and recommendation of the Zoning Administrator. The Zoning Administrator may refer the application to the Township Engineer for review of the proposed improvements and recommendations of performance guarantees.

ATTACHMENT B

P.O. Box 157
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(810) 231-1000 Office
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Supervisor: Pat Hohl
Clerk: Jim Neilson
Treasurer: Al Carlson
Trustees: Mike Dolan
Bill Hahn
Chuck Menzies
Jason Negri

MEMORANDUM

To: Planning Commission
From: Scott Pacheco, Planning and Zoning Director
Date: December 20, 2017
Item: 7
Subject: Zoning Text Amendment (ZTA) 17-006 to streamline the Site Plan Review requirements for Minor Projects (Article 4), streamline the review regulations regarding Temporary Buildings, Structures and Uses (Section 8.9) and Seasonal Sales Permits (Section 8.21), and revise the enforcement section of the zoning ordinance (Article 5) to comply with the new Civil Infractions Ordinance 71A.

HISTORY AND DISCRIPTION:

The zoning text amendments to streamline the site plan review for minor project and to clarify the wording for Temporary Uses and Seasonal Sales permits were originally discussed at the February 22, 2017 Joint Township Board Meeting. The Township Board agreed that they would like to streamline the zoning regulations for smaller projects to make working with the Township more friendly. It was discussed and recommended at this meeting that staff work on an amendment to the regulations in Article 4 to allow for a more expedient approval process of some minor projects. During this conversation it was also discussed that the process to approve Temporary Buildings, Structures and Uses and Seasonal Sales Permit in Article 8 should also be streamlined and the wording of these sections should be revised to make the regulations more clear. Staff has reviewed the zoning ordinance regulations regarding these issues.

In addition to the above mentioned amendments, ZTA 17-006 also proposes an amendment to Section 5 enforcement which revises the penalties section 5.2 of the Zoning Regulations changing the process from a misdemeanor penalty to a Civil Infraction. The new wording complies with the revised Civil Infraction Ordinance 71A.

The Staff Report is broke into three sections; Article 4 Site Plan Review; Article 8 Supplementary Provisions, Section 8.9 and 8.21 Temporary Buildings, Structures, Uses and Seasonal Sales; and Article 5 Enforcement. Each of these sections will summarize and discuss the specific proposed amendments to the each ordinance section.

ANALYSIS:

Attached to this report are redlined copies of the draft revision that show with the changes and additional wording in red and the removed wording is ~~stricken-out~~ followed by the revised copies

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of the amendments without the redlines for each Articles amended. Article 4 (Exhibit A), Article 5 (Exhibit B) and Articles 2 and 8; Section 8.9 and 8.21 (Exhibit C)

Article 4 Site Plan Review

The major revisions to the Site Plan Review regulations in Article 4 are as follows:

- 1) Revised the Preliminary Site Plan Review to an Optional Process.
- 2) Revised the review process for Minor Projects and Modifications under section 4.9. The revises streamline the approval process for these Minor Projects and Modifications.
- 3) Removed temporary uses from minor site plan review and regulate them under the revised article 8.10.

The Planning Commission should review the draft revisions (Exhibit A) to the ordinance and discuss the revision at the December 20, 2017 Planning Commission meeting.

Article 5 Enforcement

The major revisions to the Enforcement regulations in Article 5 are as follows:

- 1) Revised the penalties section 5.2 to comply with the new Civil Infraction Ordinance 71A

The Planning Commission should review the draft revisions (Exhibit B) to the ordinance and discuss the revision at the December 20, 2017 Planning Commission meeting.

Article 8, Section 8.9 and 8.21 Temporary Buildings, Structures, Uses and Seasonal Sales

The major revisions to section 8.9 and 8.21 tTemporary Building Structures and Uses and Seasonal Sales regulations are as follows:

- 1) Added definitions of Temporary Buildings, Temporary Structures and Temporary Shelters to Article 2 of the Zoning Ordinance.
- 2) Separated the Regulations for Temporary Building and Structure and Temporary Uses into two section (Section 8.9 and 8.10)
- 3) Under Temporary Building and Structures added regulations regarding the allowed location of Temporary Shelters.
- 4) Combined Seasonal Sales into the Temporary Uses Section 8.10 and removed Section 8.21, and
- 5) Clarify the process for review of a Temporary Use under section 8.10.2

The Planning Commission should review the draft revisions (Attachment C) to the ordinance and discuss the revision at the December 20, 2017 Planning Commission meeting.

RECOMMENDATION

This Planning Commission meeting is the first review of the draft ordinance revisions in ZTA17-006. The Planning Commission should review the proposed amendments to the regulations and make sure these changes are in line with what is appropriate for the Township and its citizens. The Planning Commission should than direct staff to make any changes required and bring the draft amendments back to the Planning Commission at the next meeting for a Public Hearing.

EXHIBITS

Exhibit A- Draft redlined and clean copy of the amendments to Article 4

Exhibit B- Draft redlined and clean copy of the amendments to Article 5

Exhibit C- Draft redlined and clean copy of the amendments to Articles 2 and 8

ATTACHMENT B



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P.O. Box 157
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**Planning Commission
Hamburg Township
10405 Merrill Rd., P.O. Box 157
Hamburg Township, Michigan 48139
December 20, 2017
7:00p.m.**

1. CALL TO ORDER:

Present: Goetz, Leabu, Muir and Priebe,

Absent: Cyphert, Menzies, Vlcko

Also Present: Amy Steffans, Zoning and Planning Administrator and Scott Pacheco,
Planning/Zoning Consultant

2. PLEDGE TO THE FLAG:

3. APPROVAL OF THE AGENDA:

Motion by Priebe, supported by Leabu

To approve the agenda as presented

Voice vote: Ayes: 4 Nays: 0 Absent: 3 MOTION CARRIED

4. APPROVAL OF MINUTES:

a. October 18, 2017 Planning Commission Minutes

Chairman Goetz stated that they have the minutes, but not the set of conditions for Regency Village. Pacheco stated that the minutes could be tabled or you can approve the minutes and ask that staff attach the set of conditions to the minutes. He further stated that Regency Village has already been forwarded to the Township Board who has approved the Planned Unit Development. The only thing left to do is to approve the Planned Unit Development Agreement and then the Land Use Permit for improvements to the property.

Motion by Priebe, supported by Muir

To table the October 18, 2017 minutes until the January meeting to allow staff to add the conditions for the Regency Village Planned Unit Development to the minutes.

Voice vote: Ayes: 4 Nays: 0 Absent: 3 MOTION CARRIED

5. CALL TO THE PUBLIC:

A call was made to the Public by Chairman Goetz. Hearing no response, he closed the call to the public.

6. OLD BUSINESS: None

7. NEW BUSINESS:

Zoning Text Amendment (ZTA) 17-006 to streamline the Site Plan Review requirements for Minor Projects (Article 4), streamline the review regulations regarding Temporary Buildings, Structures and Uses (Section 8.9) and Seasonal Sales Permits (Section 8.21), and revise the enforcement section of the zoning ordinance (Article 5) to comply with the new Civil Infractions Ordinance 71A.

Pacheco stated that this subject was discussed at the February 22, 2017 joint meeting with the Township Board. There are three sections to this zoning text amendment. The first is amendments to the Site Plan Review, Article 4. What was talked about was streamlining the site plan review process. This section had three significant changes. 1) To make the preliminary site plan review optional. It was never truly mandatory as the Zoning Administrator could waive the preliminary. They would still be required to meet all the required standards and to have all the required information for final site plan review. Most of the larger projects will still come through preliminary as an option. The reason they do that is because they don't want to invest a large amount of money for plans unless they have some sort of certainty that the Planning Commission and Township Board are on board with the type of project they are proposing. 2) Section 4.9 - The minor modifications to site plan review. Originally, the Zoning Administrator, Supervisor and the Planning Commission Chair would have to come together to review the project and approve it based on the review standards. We have changed that so that process could be done by the Zoning Administrator. It would be more like the Land Use review process. Zoning Administrator always has the option to push the project to Administrative Review or Planning Commission review. They also have the right to require an engineering consultant or planning consultant review. 3) We took the other minor Planning Commission modification and made that Administrative review. The Zoning Administrator, the Supervisor and Planning Commission Chair would review the project without it coming to the Planning Commission.

Pacheco stated that the second amendment was to Article 5, the enforcement article. Recently, General Ordinance 71, which is our Civil Infraction Ordinance, was revised by the Police Chief. We have been going through all our ordinances and making them comply with that ordinance. We had made changes to in our enforcement to make them civil infractions, however it got missed in our Zoning Ordinance. By making it a civil infraction, it will make it much cleaner and much more enforceable.

Pacheco stated the next amendments are to Article 2 and 8 which is Seasonal Uses, Seasonal Sales and Temporary Structures. He stated that we have added some definitions into Article 2. It had been very confusing when a temporary building could be allowed on a site and when it couldn't because of the definitions. We have tried to clear that up with this amendment. Also in Article 8.9, this section used to be called Temporary Structures and it had some provisions for temporary structures and some for temporary uses which made it very confusing. We have broken that down into two sections, Temporary Building Structures and Shelters and then a section on Temporary Uses to make it clearer. In doing so, we have deleted section 8.21 which was Seasonal Sales. We have incorporated seasonal sales into the temporary use section. Also in Article 4, which is the site plan review, we got rid of temporary uses that would require a site plan. He reviewed the previous review process for a fireworks stand. Now, they have to meet the standards in the temporary use section. And they would have to do that every year.

Pacheco further reviewed the changes to Article 4. He discussed the State's "Redevelopment Ready Community" program. He stated that he does not see us being a "Redevelopment Ready Community" because one thing they want eliminated is the two board approval process. However, the optional preliminary review is good because it gives the applicant more certainty what the process is.

Discussion was held on the open space process. Pacheco stated that the open space process will not change. Further discussion was held on the parallel plan that is required. It was stated that the risk is on the applicant if they choose to not go through the preliminary review.

Discussion was held on approval by the Township Board. Pacheco stated that he did not remove that process because he didn't feel there would be support. It was stated that it used to be that the Planning Commission gave the final approval. It was stated that the Planning Commission is the board that does the hard work to get a site plan to a point to be approved by the Township Board. The Board members are the elected officials.

Pacheco reviewed the details of the revisions to Article 4.

Discussion was held on handicap parking for the dollar store at Chilson Commons. Pacheco stated that he will look at it. Discussion was held on the Bigby Coffee changes and the review process.

Further discussion was held on the uses and changes for Zoning Administrator Review.

Discussion was held on changes to well and septic. Pacheco stated that the reason why we want to reference that is if we had water and sewer available, we would want to catch that before they drilled a new well or put in a new septic field. Pacheco stated that we could eliminate that because the County is going to catch that regardless. Pacheco stated that if you say "changes to well and septic" then we have to approve it through the site plan review process. If we keep this language, the Zoning Administrator would have to approve it as a land use permit and not just go to the county for approval.

Pacheco reviewed five uses such as group care homes, two-family dwellings, essential service buildings, accessory open-air buildings and home occupations. He stated that these were left in so that we can review such things as parking. The question was asked if we check licensing. Pacheco stated that is covered in a different section where there are certain requirements they have to meet. There is a need for this type of use, but the State has taken away a lot of our rights governing them. He stated that he feels that essential service buildings should go through site plan review and could be removed from this section if the Commission wishes. Discussion was held on the difference between essential services and essential service buildings. If we required minor site plan approval for essential services, we could eliminate buildings.

Pacheco reviewed details in section (b) Projects or modifications with an existing site plan that the Zoning Administrator can approve with the required standards and criteria. Again, it's the hearing body that is being changed. Discussion was held on minor modifications to an existing site plan as long as it meets the design review standards and significantly meets what the Planning Commission approved. Lebau stated that he would still like to add "consistent with the approved design". Pacheco reviewed the approval process. Discussion was held on the Zoning Administrator's right to push requests up to the site plan review process.

Pacheco reviewed Section 4.9.6, which is the Administrative Approval process. This is the review by the Zoning Administrator, Supervisor and Planning Commission Chair. This is for those projects without exiting site plan approval. Discussion was held on Special Uses. It was stated that a new Special Use would require Planning Commission approval.

Pacheco stated that 4.9.7 is just the original 4.9.4 with no changes. This is the Administrative Review process. 4.9.10 is eliminated and added into 4.9.3.

Pacheco stated that if the Planning Commission has concerns, they could always shift certain aspects into another hearing body.

Discussion was held on the enforcement aspect and the change from misdemeanor to civil infraction. It was stated that a violation to the Zoning Ordinance can be cited and fined without involving the Township's attorney and spending thousands of dollars. Pacheco stated that it would go through the Civil Infraction ordinance, General Ordinance 71. This would be for all code enforcement.

Discussion was held on Section 8, Temporary and Seasonal Uses. Pacheco stated that this gets these uses out of the site plan review section. The second thing this amendment deals with is the temporary shelters, which are structures built out of tarps or plastic. You can see these as carports or green houses. They become dilapidated or blow over. We did not want to get rid of them because a lot of people use them, but we wanted to regulate where you can use them. We have also changed the definition of sheds to meet the Building Department's requirement and added that it must be constructed out of solid material. Discussion was held on the definitions. Pacheco stated that all buildings are structures, but not all structures are buildings. Temporary shelters are structures, however there is a definition of them as well as a temporary building. The enforcement on these is difficult. We want to allow sheds, and sheds are temporary because they are on skids. You don't take them down for periods of time or move them around your property so they're not temporary.

The new Section 8.9 Temporary Buildings, Structures and Shelters breaks it down and provides general provisions for all of these. He reviewed these provisions and requirements. He stated that we are not allowing them in our VC district because this is supposed to be our downtown area. The Commission can change that if they choose. He stated that these structures need to be maintained at all times. These can also be allowed in conjunction with a special event, seasonal or temporary uses. He discussed the permissible location and permits.

Pacheco discussed Section 8.10 which use to be called Special Events and other Special Uses. This stays significantly the same. We got rid of the Christmas Tree sales section and added a Seasonal Sales Establishment, and now there are permit requirements. He reviewed the requirements and standards which are a hybrid of the Temporary Use section, the Site Plan Review Section, and Seasonal Sales section. He reviewed the process. We have a performance guarantee section which allows us to take a deposit if we believe the person might not do what they are supposed to do. He does not think that we have ever requested one. If someone violates the first year, we might require one the next year or we could deny them another permit based on violations..

Discussion was held on Power's Flowers. It was stated that there is parking at that location and the space to build a building. It was stated that this is a draw for people to come to our community and helps other businesses in the area. It was stated that there has also been talk of a Farmer's market in the parking area of that site.

Pacheco stated that the next step with these revisions is to put it on the agenda for a public hearing in January. If there are any suggested changes or comments they should be sent to them prior to that hearing.

8. ZONING ADMINISTRATOR'S REPORT:

Pacheco stated that there is a training podcast tomorrow evening put on by Brad Newman from 6:30-7:30 p.m.

Joint meeting with Township Board, Zoning Board of Appeals, Planning Commission, and Parks and Recreation Board will be on February 28, 2018 at 7:00 pm.

Steffans stated that the Livingston County Planning will be here talking about the Livingston County Master Plan update. They have been going around to all their communities. We will also be introducing our own Master Plan Update process at that meeting. It is going to be a lot of work with a lot of changes coming. They recently attended a training session in Lansing and picked up some good tips on some of the outreach they want to do for the Master Plan. If the Commission has any ideas for public participation or training they would like to see, please let her know. We have been looking at ideas for educating not only ourselves but also how we keep our citizens informed.

Pacheco stated that if the Commission has any items they would like to see on the February 28th meeting, let them know so that we can get them on the agenda. We will have our list of amendments that we have done as well as those we have yet to accomplish. One of the things that is coming up a lot is solar farms because the cost is now cheap enough to do. We don't have a good process for that. We have a lot of other things we will be talking about.

Discussion was held on the changes in State Law regarding medical marijuana. Pacheco stated that Hamburg has remained silent, which means we opt out.

Discussion was held on traffic in the township. Pacheco stated that our roads are actually under-utilized. We don't have a lot of traffic even though the perception is that we do. Discussion was held on the traffic standards.

Further discussion was held on renewable energy and solar developments.

Discussion was held on the Bed and Breakfast legislation. Pacheco stated that the last time he took it to the Township Board, they said they did not want to make a determination on it at that time. A lot of people who were complaining about it went to that Board meeting. It was stated that the proposed bill was withdrawn but may be brought up again. Further discussion was held on homes and rooms for rent in our lake community. Pacheco stated that currently we are saying that if you are renting for less than seven days at a time, then it is a commercial use because then you have a motel. We only do enforcement if someone complains. It is difficult when you do not have a zoning ordinance in place to regulate it. We are relying on court cases, and the court cases go different ways. We can bring it up again at the joint meeting.

The question was asked regarding the status of the Lakeland Apartments. Pacheco stated that they went to the Board to request a revision to the phasing plan to do the two units on the Lucy property as the first phase. They received some sort of preliminary approval to be determined at the next meeting. The PUD agreement can be approved by the Board while the site plan will have to be approved by the Zoning Administrator, Planning Chair and Supervisor. They are saying they can't move forward without changing the phasing plan. Further discussion was held on their plan.

9. ADJOURNMENT:

Motion by Priebe, supported by Muir

To adjourn the meeting

Voice vote: Ayes: 4 Nays: 0 Absent: 3 MOTION CARRIED

The Regular Meeting of the Planning Commission was adjourned at 9:05 p.m.

Respectfully submitted,

Julie C. Durkin
Recording Secretary

The minutes were approved
As presented/Corrected: _____

Fred Goetz, Chairperson



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

**Planning Commission
Hamburg Township
10405 Merrill Rd., P.O. Box 157
Hamburg Township, Michigan 48139
October 18, 2017
7:00p.m.**

1. CALL TO ORDER:

Present: Cyphert, Goetz, Leabu, Menzies, Muir and Priebe,
Absent: Vlcko

Also Present: Scott Pacheco, Zoning and Planning Administrator and John Jackson, Planning Consultant,
McKenna Associates

2. PLEDGE TO THE FLAG:

3. APPROVAL OF THE AGENDA:

Motion by Menzies, supported by Cyphert

To approve the agenda as presented

Voice vote: Ayes: 6 Nays: 0 Absent: 1 MOTION CARRIED

4. APPROVAL OF MINUTES:

a. September 20, 2017 Planning Commission Minutes

Motion by Priebe, supported by Menzies

To approve the September 20, 2017 minutes as presented

Voice vote: Ayes: 5 Nays: 0 Absent: 1 Abstain: 1 MOTION CARRIED

5. CALL TO THE PUBLIC:

Chairman Goetz opened the call to the public. Hearing no public comment, the call was closed.

6. OLD BUSINESS: None

7. NEW BUSINESS:

A. Final site plan review of Regency Village Open Space Project: OSPUD 17-001: Open Space Planned Unit Development to allow a 70 unit single family housing development on the properties at 4715-16-400-001 (27.7 Acres) and 4715-21-200- 019 (24 Acres)..

Marshall Blau of Progressive Properties, Inc. stated that Regency Village is on the north side of M-36 in sections 16 & 21. The property is a total of 52 acres. They will only be putting homes on the southerly 14 acres with 70% of the property being open space. They recently agreed to dedicate that open space as a Conservation easement. The last time they were in front of the Planning Commission was July 11th when they received a favorable recommendation. The plan went before the Township Board on July 25th and they received approval of their preliminary site plan. He stated that an Architectural Review Committee was formed and a set of Architectural standards and plans for Regency Village have been established.

Mr. Jim Epping stated that they are very excited and appreciative of the amount of community participation and staff time given. They know that there is still a lot of hard work ahead of them if they are approved to move forward. They have submitted for their Final Site Plan approval and site plan PUD. They are proud that this will be a terrific neighborhood because of the architecture and detail that the committee has put in. He gave an overview of the site. He stated that they have not changed the plans a great deal since the preliminary site plan approval. They have not changed road alignment, density or orientation of homes. They have however looked at each and every lot to make sure that the building envelope, etc. fits. Livingston Engineering has gone through and done the calculations and provided the detail engineering and have been working with the MDEQ and MDOT. He discussed some of the studies such as the environmental factors, vegetation on the property, etc. Again, they are not going to impact the wetlands, but rather preserve them.

Mr. Epping discussed the architecture review. He stated that they were true to their intent to create 4-5 different housing types. He discussed those types as well as the locations and sizes. What they tried to focus on was the quality of architecture, and four-sided architecture. He discussed the variety and predictability. They have created a “rule book” called Architecture and Site Standards that sets the minimum standards for gables, overhangs, windows, doors, size of porches, etc. They do intend on building all of the homes, but if a new builder came in, the Township could be assured that this is the rule book that carries with the PUD, and the PUD carries with the land. They have created 19 different floor plans and 43 different elevations on five different size or style homes. That is going to ensure that this is not a “cookie-cutter” neighborhood. Every home will be different, and there is a stipulation in the plan that two homes next to each other cannot be the same. This will be reminiscent of the older, traditional neighborhood. Their goal is to go over the plans, answer any questions, and then ask for the Commission’s recommendation to the Township Board. He stated that the Planner’s letter indicates a number of conditions with a number of those issues being “housekeeping” issues and 50% of them would be site plan adjustments that they are in agreement with. He discussed the requirement of a tree survey. He stated that this is a beautiful site with 70-71% being preserved with the trees intact. They are concentrating the development to the southern end of the site. There will be grading necessary, but it is a little different than they typical .5-1 acre lot where you can maintain trees down the property line. They are proposing to take out most of the trees within that southern zone but anticipate that the trees along the perimeter can be maintained. Given DEQ will be mandating what they must do with the wetlands and the preservation, etc. they request that a tree survey not be required. He stated that one of the requirements is an 18” beam above the garage door so there would not be a big expanse of house above the garage door. He does not remember that being brought up in the Architecture Review meeting. He does understand the intent, but the plans as presented and recommended by the Committee cover that. To make that a

sweeping, architectural mandate would handicap some of those homes. Some of the plans submitted do have that element, but some do not. Another issue is the picnic tables. If the Commission wants a couple picnic tables, they will put them in. But, the intent of the open space on these types of developments tend to be very flexible. The park itself is a large park with approximately ten homes around it. Those will have fences and their own interior yard, but the intent is that this would be an extension of their front yard. They will have benches, but picnic tables, trash cans, etc. are better left to the homeowner's association once that is up and going. The other issue is that all of their elevations show front porches. The Architecture Committee agreed that all porches would be 6 feet and up depending on the setback. The memo came across today indicating that all of the porches would be a minimum of 7 feet. 50% of the homes already show 7 foot, and adding a foot to some of those plans would change roof pitches and may impact setbacks. They would like to keep it a minimum of 6 foot. The last issue was the home elevations. Article C indicates 18 inches, however he believes that the Committee agreed to 16 inches, which is what they would like. That would allow them to have two steps into the house instead of three. As soon as you get into three, you trigger hand rail requirements and may impact the front walk way. Some of them may sit up that high, but they don't want to mandate that. If any of these homes have to become ADA accessible, they would like to minimize the ramp height.

Mr. John Jackson, Planner, stated that since the Board approved the preliminary plan on July 25th, they have been working with the developer to work out as many details as possible. This is an unusual project. It is not a straight forward open-space project. It incorporates a lot of detail on allies, home orientation, site improvements, etc. all in exchange for a handsome density increase. That is why they went through with a fine-tooth comb to make sure that at the end of the day, if all these conditions are met, that the Township ends up with a project that is sustainable and you can point to it with pride long after it is completed. From this point forward, once the Planning Commission approves the final site plan with the conditional information, it will go to the Township Board and they will make the final approval. If they approve the project, there is still a lot of review that has to take place administratively which will be the responsibility of the Zoning Administrator or their designee to make sure that it is done according to the plan. The final plan was generally in keeping with the preliminary plan. They did get into a lot more detail. His recommendation is to approve the plan subject to a number of conditions. He reviewed the three proposed waivers. With regard to the minimum porch width for all units, the Architect Committee did discuss the difference between the 6 and 7 foot minimum, and believes that they did agree to the 7 foot minimum. He would leave that up to the Commission. They are asking for a waiver to the previously approved parking conditions which said that there would be no perpendicular parking. They are asking a waiver to allow two, perpendicular parking bays (7 parking spaces max) along Jack's Alley. Discussion was held on the waiver to the 19-foot front yard setback for the front loaded garage along Regency Boulevard. Leabu stated that they wanted enough space from the sidewalk to the garage to fit two cars. This is only on Regency Boulevard. Leabu stated that the waivers came about as they worked out the detail. Mr. Epping added that it actually increased the amount of house that came forward, and they recessed the garage slightly more. Mr. Jackson stated that a lot of these details may be added to the next round of plans prior to going to the Township Board. A lot of these will be added into the PUD agreement.

Mr. Jackson discussed the tree survey. Clearly a large portion of the site will be untouched, but there is value in trying to preserve mature, quality trees, etc. as opposed to clear-cutting the entire area where there will be development. While we may not need a detail tree survey, he feels that we should have some mechanism to identifying certain trees and opportunities for saving trees even within the developable area. He would like to see some type of effort to preserve trees.

Mr. Jackson discussed condition #4. He stated that we have learned our lesson over the years. We don't want all of the lots except the small lots to be built. We came up with the condition that for every 10 units built, two will be required to be small, cottage style units or 1200 square feet or less. He would like to add to that a minimum of 19 homes that would be 1200 square feet or less.

Mr. Jackson stated that as far as the picnic tables, he believes that the intent of the open space would be more than just a passive path within the common area. He would be open to hearing other suggestions, but the idea was to have more amenities within the common area.

Mr. Jackson stated that in terms of the 18 inch maximum area above the garage, he would agree that they worked long and hard to get a variety of housing styles and variations that would serve this project well. He further suggested that we provide for an appeal provision so that if something comes up such as a site constraint, etc. that would prevent the applicant in complying with one of these conditions, that they don't have to go through the whole process of amending the PUD. We do have a provision within the architectural standards that says "the applicant shall have a right to appeal to the Planning Commission for review and approval in the event of a disagreement with the Township Zoning Administrator." He would recommend that the same provision for these conditions be included as well.

Zoning Administrator Pacheco addressed condition #4 and asked that we further amend that to read a 1200 square foot home with a smaller attached or detached accessory dwelling unit. That gives another type of dwelling unit. Pacheco stated that they worked extensively with the applicant to develop the architectural guidelines. He stated that in a normal development, you would not necessarily see any difference between a house on a corner lot and a house on a regular lot. In this case, they have designed a house for the corner lot with more architectural detail on the side elevations. He also pointed out the bungalow, cottage style home. They have worked hard on the architecture and we have tried to memorialize it as much as possible. He further stated that he could go either way on the request by the developer as it relates to both the 6' vs. 7' wide deck and the 16" vs. 18" elevation. The Architectural Review Committee is recommending approval of the Architect Standards with the conditions in the review letter and any changes the Commission would like to make.

Mr. Epping stated that they are in agreement with value of trees. They will strive to save as many trees as they can within the building area if for no other reason, it helps them sell homes. However, a tree survey of this size would cost over \$10,000 and take several months.

Mr. Epping discussed the phasing. He stated that their intention is to have one phase and build it quickly and as it is proposed. He agrees with the intent that every 10 homes should be a small home, however he would like the flexibility that the market will determine that. The reality is that every lot cannot support a larger home. There is nothing that would preclude them from building smaller homes on the bigger lots, but it is driven by the market. They do know for certain that they will build 19, they just cannot guarantee what order they will be built. He addressed the amenities in the common areas. He stated that he feels that should be a homeowner decision. They know that they're going to have benches, pet areas, etc. It is not a cost issue, he just does not want to put something in that people don't want. He further agreed with and thanked Scott for suggesting the appeal process. They don't anticipate a need for that. They are looking at these as approved plans with an approved rule book, but things do come up, and that is a nice process.

Commissioner Cyphert stated that in terms of the architecture plans, she is thankful for the improvements and the diversity. She asked if someone was coming in to purchase a lot, would they know which units would be permitted on which lot. Mr. Epping stated some people find a particular lot they like and will decide which home they like that would fit on a lot while others will find a home to fit their needs then find the lot where it will fit. They don't all fit on every lot.

Commissioner Cyphert asked if they foresee any issues with the street trees interfering with the electrical transformers, etc. Mr. Epping stated that he does not. The street trees are placed between the curb and the sidewalk. Typically the transformers are placed on the unit side.

Commissioner Menzies discussed the lake and asked if the spoils would be made part of the property of the units around the lake. Mr. Blau stated that it would be hauled away or dispersed within the common areas.

Commissioner Menzies asked if the conditions would be reviewed administratively prior to Township Board approval. Commissioner Menzies stated that this is an unusual number of conditions and would like to see some of them addressed prior to going before the Board. Planner Jackson stated that some of these conditions will be included in the PUD agreement because the PUD agreement will not be done until after the Township Board approves the final site plan. As indicated, some of these are simply housekeeping items that will be included in the plan to be submitted to the Board. Mr. Epping stated that some of the items can be made very quickly. He is not sure what the target date is to go before the Board. Pacheco stated that it would be taken to the Board November 9th. Mr. Epping stated that he would commit to the Commission that they could update SP1 & SP2 and address the sidewalk extensions. Livingston Engineering can update their plans for various things. There will be a whole layer of engineering that has to look at grading, etc. that may not be complete by that time.

Commissioner Muir asked if they are approving the architecture as well as the site plan. He discussed certain aspects such as number of columns. Pacheco stated that this is the recommendation of the review committee. As a commissioner you can suggest changes to the Commission to see if they agree. Commissioner Leabu stated that the committee has worked hard and the developer has done a great job responding. He does not have a problem with a 6 foot porch. He discussed the number of columns from a building standpoint. He discussed the elevation height. They did discuss the 16 inch height. He likes the plans and he is proud of the work everyone has done. He discussed the number of lots with smaller houses and stated that they will end up with 19 smaller homes. He does not have a problem with the waivers, and based on experience, he would like a lot of the conditions met before going to the Township Board. He is all for a tree survey, but any developer would save a tree if they could because it helps to sell a lot. If we are giving them 70 units on 14 acres, it is pretty much clear cutting so he cannot see requiring a tree survey. Mr. Jackson stated that a note on the plan indicating that a certain line of trees would not be disturbed may be sufficient. Mr. Epping stated that this would essentially be "a limits of construction" line. Mr. Blau stated that he would like to point out that they recently agreed with the MDEQ to establish a Conservation Easement on all of the open space so they are going to try and save as many trees as they can. But, in the buildable area, unless we have some trees on the edge of the property, he does not know if we can save any at all. The site plan shows over 200 trees that will be added back to the site.

Commissioner Leabu stated that he would like to see some accessory buildings. The State is trying to decide who gets to control renting. He discussed the language in the PUD relating to renting and the need for flexibility.

Mr. Jackson discussed the phasing schedule. He stated that he is inclined to remove that provision that states that two for every ten units to be small as long as we have the 19 units with the language regarding the accessory dwelling units. He does however feel that we need a phasing schedule to show when the trails and other amenities will be installed.

Commissioner Priebe stated page 25 does not reflect the second story so it needs a note to refer back to the appropriate page. She stated that one of the things that came up several times in the public hearing is the traffic and asked if a traffic study has been done. Mr. Blau stated that they have been working with MDOT for their approach and acceleration/deceleration lanes. Initially they thought they would have to put in a passing lane, however MDOT would like a center turn lane. They have been keeping their neighbors across the street informed. At this point, they don't know for sure, but given the asphalt that is already there, they may not have to add any additional asphalt, just some re-striping. They will have to have their engineer talk to MDOT. Priebe asked if there was anything in the study that would indicate the amount of time it will take to make a left-turn onto M-36. Mr. Blau stated that he is not sure that has come up, but they have been discussing the length on the lane and they do have all of the counts at peak times. He can ask that question.

Commissioner Priebe discussed the report from McKenna Associates as well as the Fire Department. She stated that there are comments indicating certain items such as the pump station that have not yet been addressed. Zoning Administrator Pacheco stated that those are addressed in his letter and addressed in Contingency 37 & 38. They are working with the engineer and Fire Department to finalize these items. As long as it does not change the layout on the plan, it does not affect what is before the Planning Commission. As long as they can meet the non-discretionary standards that the Township has for engineering, they can build the project as long as the plan does not change from what we approve. Mr. Blau further discussed the sewer design and pump station and working with the Fire Marshall.

Discussion was held on the number of posts installed on the porches. Mr. Epping stated that he does not feel that it should be a mandate, but rather dictated where they need to limit the span. Further discussion was held on the overhang on the garage. Commissioner Leabu stated that we are talking about those that have a roof pitch coming toward the street. We are saying that you need two feet of siding. We are not talking about those that have a gable over the garage.

The Commission reviewed each item on the list of conditions including the items that they would like to see accomplished prior to the plan going before the Township Board.

Mr. Epping stated that they are in agreement with the discussions tonight and appreciate the conversation. They are fully prepared to provide an updated set of drawings with the changes to be submitted to the Board

Motion by Muir, supported by Cyphert

Recommend approval of the Final Site Plan for the Regency Village Open Space Project with the waivers from the preliminary site plan and the conditions based on the discussion at tonight's

meeting and direct staff to prepare the list of conditions to be included with the recommendation to the Township Board and those conditions identified to be done prior to submittal (see attached list of waivers and conditions)

Voice vote: Ayes: 6 Nays: 0 Absent: 1 MOTION CARRIED

8. **ZONING ADMINISTRATOR'S REPORT:** None

9. **ADJOURNMENT:**

Motion by Leabu, supported by Cyphert

To adjourn the meeting

Voice vote: Ayes: 6 Nays: 0 Absent: 1 MOTION CARRIED

The Regular Meeting of the Planning Commission was adjourned at 9:58 p.m.

Respectfully submitted,

Julie C. Durkin
Recording Secretary

The minutes were approved
As presented/Corrected: _____

Fred Goetz, Chairperson



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P.O. Box 157
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Hamburg, Michigan 48139

**Planning Commission
Hamburg Township
10405 Merrill Rd., P.O. Box 157
Hamburg Township, Michigan 48139
January 17, 2018
7:00p.m.**

1. CALL TO ORDER:

Present: Cyphert, Goetz, Leabu, Menzies, Muir and Priebe,
Absent: Vlcko

Also Present: Amy Steffens, Zoning and Planning Administrator and Scott Pacheco, Township Planner

2. PLEDGE TO THE FLAG:

3. APPROVAL OF THE AGENDA:

Motion by Menzies, supported by Priebe

To approve the agenda as presented

Voice vote: Ayes: 6 Nays: 0 Absent: 1 MOTION CARRIED

4. APPROVAL OF MINUTES:

a. October 18, 2017 Planning Commission Minutes

Chairman Goetz stated these minutes were tabled at the last meeting because they did not include the contingencies. They have now been included.

Motion by Priebe, supported by Cyphert

To approve the October 18, 2017 minutes as presented

Voice vote: Ayes: 6 Nays: 0 Absent: 1 MOTION CARRIED

b. December 20, 2017 Planning Commission Minutes

Motion by Priebe, supported by Menzies

To approve the December 20, 2017 minutes as presented

Voice vote: Ayes: 4 Nays: 0 Absent: 1 Abstain: 2 MOTION CARRIED

5. CALL TO THE PUBLIC:

Chairman Goetz opened the call to the public. Hearing no public comment, the call was closed.

6. OLD BUSINESS: None

7. NEW BUSINESS:

Public Hearing for the Zoning Text Amendment (ZTA) 17-006 to streamline the Site Plan Review requirements for Minor Projects (Article 4), streamline the review regulations regarding Temporary Buildings, Structures and Uses (Section 8.9) and Seasonal Sales Permits (Section 8.21), and revise the enforcement section of the zoning ordinance (Article 5) to comply with the new Civil Infractions Ordinance 71A. This amendment also includes new definitions in Article 2.

Pacheco stated that we reviewed this Zoning Text Amendment at our December meeting. This amendment makes the Preliminary Review optional and streamlines the minor site plan review process. Article 5 changes the enforcement from a misdemeanor to a civil infraction to match with the Civil Infraction Ordinance which was recently adopted. The third thing is that it cleans up the temporary structures and uses section as well as seasonal sales sections of the ordinance. At the last meeting we went into detail and he has made the changes that were suggested at that time as well as some minor clean-up items. Another change that has been made was the creation of ponds as a site plan review. This was done because ponds are looked at by the State and we do have some specific requirements in Article 9. He reviewed the text changes to Article 4 and 9 as it relates to ponds. It will be brought back to the Commission at the next meeting. He stated that after the Commission makes their recommendation on tonight's amendments, it will have to go to the County and then to the Township Board for their final approval. This is the public hearing for those amendments that have been noticed. Article 9 will be noticed for the next meeting so that will be handled separate.

Chairman Goetz opened the public hearing. Hearing no public comment, the public hearing was closed.

It was stated that at the December meeting, the Commission went through the detail.

Motion by Priebe, supported by Menzies

To recommend approval to the Township Board the Text Amendment (ZTA) 17-006 to streamline the Site Plan Review requirements for Minor Projects (Article 4), streamline the review regulations regarding Temporary Buildings, Structures and Uses (Section 8.9) and Seasonal Sales Permits (Section 8.21), and revise the enforcement section of the zoning ordinance (Article 5) to comply with the new Civil Infractions Ordinance 71A. This amendment also includes new definitions in Article 2. The Commission requests that the amendments be forwarded to the County for their review

Voice vote: Ayes: 6 Nays: 0 Absent: 1 MOTION CARRIED

8. ZONING ADMINISTRATOR'S REPORT:

Pacheco reviewed the proposed revisions to Article 9. He stated that this changes the review body from the Planning Commission to the Zoning Administrator. Currently, the creation of a pond would have to go through site plan review, therefore come before the Planning Commission. We are proposing that it be changed to the Zoning Administrator and the State of Michigan. This would be done as a Land Use Permit. He reviewed the specific language changes.

Leabu asked if we have to mention the Drain Commission requirements. This often comes before MDEQ review. Steffans stated that once the Land Use Permit is issued, they still have to go to the Drain Commission for permission. They will look at it after we issue the permit. They want to see that we have done the review first. Pacheco stated that we can reference it. Steffans stated that we also stipulate on the permit that they have to go to the Livingston County Drain Commission. We also give the Drain Commission notice that a project is coming through. Pacheco stated that he will bring this back as a public hearing at the next meeting with these revisions.

Reminder of the Joint meeting with Township Board, Zoning Board of Appeals, Planning Commission, and Parks and Recreation Board that will be held on February 28, 2018 at 7:00 pm.

The question was asked if the Commission will be meeting separate from the joint meeting. Steffens stated that it will be separate because the Livingston County Planning would like to come in to update the Township on the Livingston County Master Plan. We are also going to be talking about our own Master Plan update. We want a lot of participation from the Commissions and Board Members as well as the public. The Parks and Recreation is going to be updating us on their ADA transition plan. If there is anything specific the Commission would like to talk about, please let her know and she can put it on the agenda.

Steffens stated that Transportation Bonanza is being held on February 8th in Lansing. If anyone would like to attend she can make those arrangements. Also, there is training being offered through the MSU Extension January 25th regarding Tourism and Short-term rentals.

Leabu discussed solar and wind farms. Pacheco stated that this is a hot topic. He discussed the cost of solar panels and sun exposure and the ability to make money on them now. It might be something we want to get ahead of the topic. We can talk about that with our future text amendments discussion. We have not had any inquiries in this Township yet, however they have in other surrounding townships. Further discussion was held on these uses.

Discussion was held on possible joint meetings with surrounding townships. It was stated that we have had them before with not much turn-out. Steffens stated that this year would be a good year to do that. We have to notify them about our Master Plan update anyway. Further discussion was held on the opportunity to share ideas and the possibility of the County orchestrating everything.

9. ADJOURNMENT:

Motion by Menzies, supported by Priebe

To adjourn the meeting

Voice vote: Ayes: 6 Nays: 0 Absent: 1 MOTION CARRIED

The Regular Meeting of the Planning Commission was adjourned at 7:34 p.m.

Respectfully submitted,

Julie C. Durkin
Recording Secretary

The minutes were approved
As presented/Corrected: _____

Fred Goetz, Chairperson



Livingston County Department of Planning

MEMORANDUM

TO: Livingston County Planning Commissioners and the
Hamburg Township Board of Trustees

FROM: Kathleen Kline-Hudson, Director

DATE: February 13, 2018

SUBJECT: Z-06-18
Article 2.00 Definitions, Article 5.00 Enforcement, and Article 8.00
Supplementary Provisions.

Kathleen J. Kline-Hudson
AICP, PEM
Director

Robert A. Stanford
AICP, PEM
Principal Planner

Scott Barb
AICP, PEM
Principal Planner

In memorandums to the Hamburg Township Planning Commission, the Hamburg Township Planning and Zoning Director states that these proposed amendments will streamline the review regulations for temporary buildings, structures, uses and seasonal sales permits. The Planning Commission desires to amend these processes to make it easier for applicants to work with the Township. In addition to these procedural amendments, it is proposed that Article 5.00 Enforcement be amended to revise the penalties section of the zoning regulations, in order to change the process from a misdemeanor penalty to a civil infraction. The new wording complies with the revised Hamburg Township Civil Infraction Ordinance 71A.

A summary of the proposed amendments are contained in this review. Proposed additions to existing text are noted in **bold red underline**, deletions in ~~strikethrough~~, and staff comments are noted in **bold, italic underline**.

Article 2.00 Definitions

It is proposed that the following definitions in the Hamburg Township Zoning Ordinance be revised or included as new definitions.

SHED: A type of accessory structure as defined herein which is not greater than **two** one hundred (~~4~~**200**) square feet in floor area. Additionally, the maximum width between two walls of a shed shall not exceed twelve (12) feet and the **with a** maximum height of any part of the shed roof will not exceed ten (10) feet. **Must be constructed of solid materials.**

TEMPORARY BUILDING: A building that will only be in place for a temporary time frame and is not permanently attached to the ground.

TEMPORARY STRUCTURE: A structure that will only be in place for a temporary time frame and is not permanently attached to the ground.

TEMPORARY SHERLTER: A temporary structure such as a tent or similar structure made of canvas, tarp or plastic or a similar material.

Department Information

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County Planning Staff Comments: The proposed definitions support the proposed text amendments to Articles 4.00, 5.00 and 8.00, however, the last sentence of the definition for Shed is an incomplete sentence and there are some misspellings in the definition of Temporary Shelter.

Article 5.00 Enforcement

Following are the proposed amendments to **Section 5.2 Penalties and Remedies**, which change the penalties process from a misdemeanor penalty to a civil infraction.

5.2.1 Penalties. Every person, corporation, or firm who violates, disobeys, omits, neglects or refuses to comply with any provision of this Ordinance or any permit, license, or exceptions granted hereunder, or any lawful order of the Zoning Administrator, Zoning Board of Appeals, Planning Commission or the Township Board issued in pursuance of this Ordinance ~~shall be guilty of a misdemeanor~~ **shall be responsible for a municipal civil infraction.**

The fines and penalties as set forth in Section 6.0 entitles “Sanctions for Violations” of the Hamburg Township Civil Infractions Ordinance, as it may be amended from time to time are incorporated herein by reference.

For purposes or assessing fines and penalties only, a violation under this Ordinance shall be classified as a Class C municipal civil infraction. ~~Upon conviction thereof before any court of competent jurisdiction, he shall be punishable by a fine of not to exceed \$500.00, or by imprisonment for not to exceed 90 days, or both. Each day during which a violation continues shall be deemed separate offense. The imposition of any sentence shall not exempt the offender from compliance with the provisions of this Ordinance.~~

5.2.2 Remedies. ~~The Zoning Administrator, the Township Board, the Planning Commission; the Zoning Board of Appeals or the attorney of Hamburg Township and any interested party, may institute injunction, mandamus, abatement or other appropriate proceedings to prevent, enjoin, abate or remove any unlawful erection, alteration, maintenance, or use. The rights and remedies herein provided are civil in nature and in addition to criminal remedies.~~

5.2.2 3. Scope of Remedies. The rights and remedies provided in this Ordinance are cumulative and are in addition to all other remedies provided by law. All monies received from penalties assessed shall be paid into the Township treasury on or before the first Monday of the month next following receipt thereof by any judicial officer of the Township. All fines collected shall belong to the Township and shall be deposited in the general fund.

County Planning Staff Comments: The proposed amendments are consistent with Hamburg Township’s General Law Ordinance. The second paragraph of Section 5.2.1 references this ordinance; however, County Planning Staff recommends that the full and formal title of this ordinance be referenced: Hamburg Township Ordinance 71-A, Municipal Civil Infraction Ordinance.



Article 8.00 Supplementary Provisions

8.9. Temporary Buildings, Structures, and Shelters

Section 8.9.1 **General Provisions.** No **temporary** structure shall be used for dwelling purposes that does not comply with the requirements of this Ordinance or applicable building codes, except as provided in this section. **All Temporary Buildings and Structures not discussed in this ordinance section shall meet the zoning ordinance requirements for the type of building or structure and for the zoning district it is located in.**

Section 8.9.2 Permitted Temporary Buildings, and Uses Structures, and Shelters.

~~A. The following Permitted Temporary Buildings, Structures and Shelters uses are permitted subject to meeting all of the following requirements of this section:~~

~~1. A. Temporary Dwellings.~~ (no changes)

~~2. B. Temporary Construction Structures.~~ (no changes)

~~3. C. Special Events and Other Temporary Uses.~~ (moved to Section 8.10)

C. Temporary Shelters. Temporary shelters shall only be allowed for storage. These structures are only permitted in the rear yard area on lots that do not abut a waterbody and are only allowed between the main structure and road right-of-way on lots that do abut a waterbody in the CE, RAA, RA, WFR, and NR districts. These structures shall be maintained at all times. These structures are also allowed when part of a Special event, Temporary Use or Seasonal Sale permit.

D. Permits. A temporary building or structure shall require issuance of a land use permit from the Zoning Administrator under Section 3.3 of the Zoning Ordinance. Any temporary building or structures shall be placed so as to conform to all yard requirements of the zoning district in which it is located.

8.10. Special Events, Seasonal Sales and other Temporary Uses

~~3.8.10.1. Approval Requirements Special Events and Other Temporary Uses.~~ The Township Zoning Administrator may grant **a temporary land use permit renewable on an annual basis for** a temporary use of land and structure for special events, **seasonal sales** and other temporary uses **under this section.** The following conditions apply to specific temporary uses:

- ~~a. A.~~ Carnival, Circus and Musical Concert or Other Transient Entertainment or Recreational Enterprise
1. Maximum duration: 10 days
 2. Operator or sponsor: Non-profit entity
 3. Location: Shall not be located in or adjacent to any developed residential area except on church, school or park property.



bB. Sidewalk or Tent Sale or Other Similar Outdoor Sale

1. Maximum duration: 7 days
2. Location: In commercial districts only.
3. Sidewalk Coverage: Shall not cover more than 50 percent of the width of the sidewalk.
4. Parking Lot Coverage: Sufficient number of parking spaces shall remain to meet the existing zoning requirement for that district.

~~c.~~ Christmas Tree Sales

dC. Sporting or Outdoor Recreational Event and any overnight camping associated with these events.

1. Maximum duration: 10 days

eD. Search light or other apparatus used for the projection of a high intensity light beam.

E. Seasonal Sales Establishments: Fireworks Sales, Farmers Markets, Farm Stands not in an area where they are permitted by right, Christmas tree lots and other sales of seasonal items.

~~C. 8.10.2 Temporary Building or Use Permit. Permit Requirements.~~ A temporary use shall require the issuance of land use permit from the Zoning Administrator under Section 3.3. of the Zoning Ordinance. The Township Zoning Administrator may also require the applicant to submit a minor site plan under Section 4.8 of the Zoning Ordinance. Applications shall be accompanied by payment of a fee in accordance with the duly adopted schedule of fees, to cover costs of processing application. The Township Zoning Administrator shall make a determination that the location of any **special event, seasonal sale or** temporary buildings or uses will not adversely affect adjoining properties, nor adversely affect public health, safety, and the general welfare of the Township **by using the following standards**. The permit shall establish a reasonable date for removal of the temporary structure and/or use, and shall set forth other conditions of permission as deemed necessary by the Zoning Administrator. ~~Any temporary buildings shall be placed so as to conform to all yard requirements of the zoning district in which it is located.~~

A. Plot Plan. A plot plan shall be submitted with all the information required under section 4.9.3 along with a detailed description of the use or event. The description should include but not to be limited to: description of use or event; dates and hours of operation; number of employees; projected number of people that will attend the use or event; any amplified noise uses; how the site will be secured; and the plan for proposed cleanup of the site.

~~D.B. Conditions.~~ **Standards.** In order to protect the adjacent property owners and citizens of the Township, the Township **Zoning Administrator** shall impose conditions and restrictions on **review** all **special events, seasonal sales and** temporary buildings and uses to insure **they meet** the following **standards**:

1. Adequate off-street parking **and ingress and egress** shall be provided.
2. **All uses shall be conducted in a manner so as not to create a traffic hazard or a nuisance to neighboring properties.**
3. The applicant shall specify the exact duration of the temporary use.
4. Electrical and utility connections shall be approved by the Building Official.



5. Adequate site and surrounding area clean up shall be done **during and** following **the use event**. **All improvements shall be removed from the site at the conclusion of the project.**
6. **Adequate restroom facilities shall be provided.** ~~A minimum of~~ **A general guide for this requirement is** one toilet shall be provided for each 50 persons estimated to attend.
7. Closure of commercial or similar activity shall be from midnight to 9:00 a.m.
8. ~~One security person shall be provided for each 50 persons estimated to attend.~~
8. **Any signage shall conform to the provisions of the District in which the use is located.**
9. There will be no gambling or use of alcohol or controlled substances contrary to law.
10. There will be no generation of bright lights, loud noises, or strong odors at a level of intensity sufficient to create a nuisance to adjacent properties.

~~D.~~ **8.10.3 Performance Guarantee.** The Township may require a deposit by the applicant with the Township Clerk in the form of a certified check, cash, or a surety bond in an amount sufficient to hold the Township free of all liabilities incident to the operation of a temporary building or use, to indemnify any adjoining land owner for any damages resulting from the operation of such activity and to ensure proper and complete clean-up after temporary use and removal of all temporary buildings. The amount of such bond, cash, or check shall be estimated by the Zoning Administrator. The Township shall rebate to the applicant upon satisfactory removal of all temporary buildings and uses. Such rebate shall be based upon the report and recommendation of the Zoning Administrator. The Zoning Administrator may refer the application to the Township Engineer for review of the proposed improvements and recommendations of performance guarantees.

~~Section 8.21 Seasonal Sales~~ (it is proposed that this section be deleted in its entirety. The language of this section was blended into the B. Standards section.

County Planning Staff Comments: Subsection 8.10.3 Performance Guarantee relates to both temporary buildings and uses, however, this subsection has been placed at the end of Section 8.10 Special Events, Seasonal Sales and other Temporary Uses so the language should really only apply to these temporary uses and a different Performance Guarantee subsection relevant to temporary buildings should be put in Section 8.9.2 Permitted Temporary Buildings, Structures and Shelters.

Township Planning Commission Recommendation: Approval. The Hamburg Township Planning Commission recommended Approval of the amendments to Article 2.00, 5.00 and 8.00 at their January 17, 2018 meeting. Minutes of the meeting and public hearing were not available at the time of review, however, minutes of the December 20, 2017 Planning Commission meeting were reviewed.

Staff Recommendation: Approval. The Hamburg Township Planning Commission and Planning and Zoning Staff did a good job of restructuring the Supplementary Provisions regarding Temporary Buildings, Structures, and Shelters and Special Events, Seasonal Sales and other Temporary Uses. County Planning Staff urge Hamburg Township to re-examine the proper intent and location of subsection 8.10.3 Performance Guarantee, and to consider the additional revisions discussed in this County Planning Staff Review.



Livingston County Department of Planning

MEMORANDUM

TO: Livingston County Planning Commissioners and the
Hamburg Township Board of Trustees

FROM: Kathleen Kline-Hudson, Director

DATE: February 12, 2018

SUBJECT: Z-07-18
Article 4.00 Site Plan Review

Kathleen J. Kline-Hudson
AICP, PEM
Director

Robert A. Stanford
AICP, PEM
Principal Planner

Scott Barb
AICP, PEM
Principal Planner

In memorandums to the Hamburg Township Planning Commission, the Hamburg Township Planning and Zoning Director states that these proposed amendments will streamline the site plan review process for minor projects. The Planning Commission desires to amend this process to make it easier for applicants to work with the Township.

A summary of the proposed amendments are contained in this review. Proposed additions to existing text are noted in **bold red underline**, deletions in ~~strikethrough~~, and staff comments are noted in ***bold, italic underline***.

Article 4.00 Site Plan Review

Following are most substantive changes to Article 4.00

Section 4.2 Overview of Procedures

4.2.3 Optional Preliminary Site Plan Review is intended to offer the applicant the opportunity to present the project to the Planning Commission and Township Board and receive preliminary approvals. This process is used on larger projects so that prior to creating a complete working set of the engineering and architectural drawing the applicant has a better idea on how the Township views the project. Preliminary site plan review is a two-step process whereby the applicant submits the required site plan information for preliminary review relative to land use, density, compliance with Township Master Plan and other policies and standards. The Planning Commission then makes a recommendation to the Township Board which makes the final determination on preliminary site plans.

4.2.5 Site Plan Amendments Significant changes to a previously approved site plan are required to go through the site plan review process. ~~The Zoning Administrator may allow the preliminary and final site plan review process to occur concurrently for site plan amendments.~~

4.2.6 Minor Projects and Modifications - Administrative: Zoning Administrator ~~Minor modifications to existing developments~~ **projects as described in section 4.9.4** may be reviewed and approved by the Zoning Administrator ~~provided they do not exceed 1,000 square feet, or 5% of the existing floor area whichever is less.~~ The Zoning Administrator may refer any proposed **project** ~~modification~~ to the Planning Commission if there are site plan related issues that merit Planning Commission review.

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County Planning Staff Comments: See relevant amendments to section 4.9.4. below.

4.2.7 Minor Projects and Modifications – Planning Commission ~~Administrative~~ Minor modifications projects **as described in section 4.9.6 may be approved administratively as described in Section 4.9.7.** that do not exceed 2,000 square feet or 10% of the existing building area, whichever is greater, may be reviewed by the Planning commission for projects that do not have a previously approved site plan on file with the Township.

County Planning Staff Comments: See relevant amendments to sections 4.9.6. and 4.9.7 below.

Section 4.5. Procedures and Requirements

4.5.4 Optional Preliminary Site Plan Review

In this section the applicant is told what information they must submit prior to being scheduled for Planning Commission review. The remainder of this section describes the process of Preliminary Site Plan Review. The last paragraph of this section no longer correctly describes the process and it is recommended that it be deleted:

~~The Zoning Administrator may waive the preliminary site plan review step upon written request by the applicant provided all information required for final site plan review is provided by the applicant and further provided that the project has been through the conceptual review process and there are no outstanding issues remaining from the conceptual site plan review.~~

4.5.8 Effect of Approval.

The substantive change in this section is this sentence:

The Township Board may grant an extension of the final site plan approval of up to **twelve** ~~six~~ (**12** ~~6~~) months upon demonstration by the applicant that commencement of the plan is eminent and upon a positive recommendation by the Planning Commission.

Section 4.9. Site Plan Review for Minor **Projects and Modifications and ~~Certain Uses~~**

4.9.3 Plan Requirements. A plot plan, rather than a complete site plan, may be submitted for minor **projects and** modifications to a legally existing conforming use and building. A minor **project or** modification shall include alterations to a building or site that do not result in expansion or substantially affect the character or intensity of the use, vehicular or pedestrian circulation, drainage patterns, the demand for public infrastructure or services, significant environmental impacts or increased potential for hazards.

- A. The Zoning Administrator may accept a “plot plan” upon determining a complete site plan is not required for review of the project for compliance with this ordinance. Any of the items required for a plot plan can be waived by the Zoning Administrator if they are believed not to be necessary for review. Plot plans should include the following information:**



County Planning Staff Comments: example items shown from the list of 16

- The “plot plan” shall be drawn at an engineers scale. Any building expansion over five hundred (500) square feet within a five (5) year period shall require a professional seal of an architect, landscape architect or engineer.
- Existing and proposed buildings with dimensions and setbacks
- Layout of any proposed changes to utilities.
- Description of any proposed changes to drainage.
- Floor plan of any new building area or building elevations, if applicable.
- Any other items requested by Township Staff.
- The Zoning Administrator may request the advice of the Township Engineer and Planning Consultant when considering proposed minor projects. The Zoning Administrator may determine that the proposed project require a complete site plan review, particularly for sites which do not comply with previously approved site plans, sites with existing or potential drainage problems, sites abutting residential uses, sites with parking deficiencies and uses where there are general health and safety issues. If a full site plan is required, the Zoning Administrator shall inform the applicant to submit a set of plans in accordance with Section 4.4. of this Ordinance. General description of existing uses within one hundred feet (100’) of the subject parcel.

County Planning Staff Comments: The first paragraph of section 4.9.3 Plan Requirements (the existing text) is redundant to other sections.

For instance, the opening sentence states when a plot plan can be submitted, but the first sentence of the new language in (A.) already states that The Zoning Administrator may accept a “plot plan” upon determining a complete site plan is not required for review of the project for compliance with this ordinance.

The second sentence of the first paragraph is the exact same description of a “a minor project or modification” that was contained in 4.9.1 Intent. County Planning Staff would recommend deleting this paragraph so that 4.9.3 Plan Requirements only contains the newly proposed language.

Lastly, in the list of information required in a plot plan, the last sentence of item 16. “General description of existing uses within one hundred feet (100’) of the subject parcel” appears to be a separate item that should be numbered 17.

4.9.4. The Zoning Administrator shall make a determination of a minor modification based on the situations and criteria listed in the sections below.

4.9.5 4 Minor Projects and Modifications, which can be approved by the Zoning Administrator administratively.

- A. Projects with or without existing site plan approval: the following minor projects and modifications may be approved with or without approval of an existing site plan review, as described in Section 4.9.5. Zoning Administrator approval of a land use permit may be permitted when the following are proposed:**



County Planning Staff Comments: example items shown from the list of 13.

- **A change in internal floor plan which does not increase the intensity of use or parking requirements.**
 - **An increase or decrease road width by up to three (3) feet to improve safety or preserve natural features. The design shall remain consistent with the standards of the Township.**
 - **Changes to well and septic systems**
 - **Modifications to upgrade a building to state barrier free design, the Americans with Disabilities Act or other federal, state or county regulations as long as all other regulation are met.**
 - **Changes to lighting consistent with zoning ordinance standards.**
- B. Projects and Modifications with existing site plan approval:** The granting approval of a final site plan grants authority to the Zoning Administrator to approve **the following** minor modifications **projects and modifications** administratively during construction, or subsequent changes to approved site plans, as described in section 4.9.6. Administrative **Zoning Administrator** approval **of a land use permit** may be permitted when the following are proposed:

County Planning Staff Comments: Through proposed deletion, the current list of 14 has been reduced to the following 4 items:

1. An increase in the floor area on the site by up to ~~one~~ **two** thousand (**24,000**) square feet or five ~~ten~~ percent (**105%**) of the existing floor area, whichever is less, with no required increase in parking area. **Zoning Administrator** Administrative approval is not permitted if the cumulative total of the proposed expansion and any expansion within the last five (5) years, as determined by the Zoning Administrator, exceeds this amount. **This includes accessory structures.**
2. Movement of a building, drive, road or parking ~~by up to ten (10) feet~~ during construction due to an unanticipated and documented constraint, to improve safety or to preserve natural features. The site plan shall still meet all required setbacks and other standards of this ordinance.
3. An increase in open space or alteration of the open space boundary ~~by up to ten (10) feet~~ with no decrease in overall open space.
4. **Proposed changes to building height, façade or architectural features are being changed (an elevation plan describing changes and construction materials is required) consistent with zoning ordinance standards and with the approved design.**

4.9.6 5 Process for Zoning Administrator Administrative Approval

- A. Applicant submits a plot plan and required **land use permit** application form and fee.
- B. Prior to granting the land use permit approval** the Zoning Administrator shall obtain a review and written approval from the Township Supervisor and Planning Commission Chairperson ~~prior to granting administrative approval.~~ **the project for compliance with the site plan standards (Section 4.5.7) and determine if the project meets or does not meet these standards.**
- ~~C. The Zoning Administrator shall make a report of such administrative approvals to the Planning Commission.~~



- C. The Zoning Administrator may request the advice of the Township Engineer and Planning Consultant when considering proposed minor projects and modifications subject to Zoning Administrator administrative review. The Zoning Administrator may determine that the proposed project or modification requires an administrative or complete site plan review, particularly for sites which do not comply with previously approved site plans, sites with existing or potential drainage problems, sites abutting residential uses, sites with parking deficiencies and uses where there are general health and safety issues. If a full site plan is required, the Zoning Administrator shall inform the applicant to submit a set of plans in accordance with Section 4.5 of this Ordinance.
- D. ~~The Zoning Administrator may elect to require Administrative or Planning Commission site plan review and approval.~~

4.9.6 7 Minor Projects and modifications that can be approved by the Administratively Planning Commission with a plot plan.

- A. An increase in the floor area on the site by up to two thousand (2,000) square feet or ten percent (10%) of the existing floor area, whichever is less, with no required increase in parking area. A full site plan review shall be required if the cumulative total of the proposed expansion and any other expansions within the last five (5) years, as determined by the Zoning Administrator, exceeds this amount.
- Projects without existing site plan approval: The following minor projects and modifications may be approved administratively without approval of an existing site plan review, as described in Section 4.9.7.**
- ~~1. For project that do not have a current site plan approval, administrative approvals as described in section 4.9.8 may be permitted for any of the items listed in section 4.9.4 (B.)~~
- B. **Projects with or without existing site plan approval. The following minor projects may be approved administratively with or with approval of an existing site plan review, as described in Section 4.9.7.**
- An existing building and site are to be re-occupied by a Special Land Use in the subject zoning district and the new use will not require any significant changes in the existing site facilities.
 - Situations similar to the items listed above, as determined by the Township Supervision and the Planning Commission Chair Person. ~~Planning Commission~~
- ~~C. Changes to lighting consistent with zoning ordinance standards.~~
- ~~D. Proposed changes to building height, façade or architectural features are being changed (and elevation plan describing changes and construction materials is required) consistent with zoning ordinance standards~~

(Note: See Section 11.12 addressing nonconforming sites)



4.9.7 Process for Administrative Approval

- A. Applicant submits a plot plan and required application form and fee.**
- B. The Zoning Administrator shall obtain a review and written approval from the Township Supervisor and Planning Commission Chairperson prior to granting administrative approval.**
- C. The Zoning Administrator shall make a report of such administrative approvals to the Planning Commission.**
- D. The Zoning Administrator may request the advice of the Township Engineer and Planning Consultant when considering proposed minor projects subject to administrative review. The Zoning Administrator may determine that the proposed project require a complete site plan review, particularly for sites which do not comply with previously approved site plans, sites with existing or potential drainage problems, sites abutting residential uses, sites with parking deficiencies and uses where there are general health and safety issues. If a full site plan is required, the Zoning Administrator shall inform the applicant to submit a set of plans in accordance with Section 4.5 of this Ordinance.**
- E. The Zoning Administrator may elect to require Planning Commission review and approval.**

It is recommended that the remaining sections of Article 4.00 be amended in the following ways:

Section 4.10 Site Plot Plan Review for Minor Modifications and Certain Uses – deleted in its entirety, subsections 4.10.1 – 4.10.6

Section 4.11 Phasing – renumbered throughout, no language changes.

County Planning Staff Comments: County Planning Staff recommends that the title of Section 4.9.6. be modified to delete the final words “with a plot plan” because the requirement for a plot plan is listed in Section 4.9.7 Process for Administrative Approval. Staff also recommends that a visual or table is included in Article 4.00 that outlines the differences between review processes for:

- Minor Projects and Modifications – Zoning Administrator**
- Minor Projects and Modifications – Administrative**

would be very helpful and it would add greater understanding about whom the responsible entities are, and the steps involved in each type of review.

Township Planning Commission Recommendation: Approval. The Hamburg Township Planning Commission recommended Approval of the Article 4.00 text amendment at their January 17, 2018 meeting. Minutes of the meeting and public hearing were not available at the time of review, however, minutes of the December 20, 2017 Planning Commission meeting were reviewed.

Staff Recommendation: Approval. Although County Planning Staff finds Article 4.00 to remain rather complex, staff commends Hamburg Township Planning Commission and Planning and Zoning staff, for finding solutions to streamline the site plan review process.



Hamburg Township Police Department Memorandum

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: February 23, 2018
RE: Agenda Item Topic: **Operational Procedures**
General Ledger #: N/A
Number of Supporting Documents: **4**
NEW/OLD BUSINESS: **XXX** New Business
_____ Old Business – Previous Agenda #:

Requested Board Action

- Motion to approve amended Hamburg Township Police Department Operational Procedure #300-22: *Response to Domestic Violence* as outlined in this memo.
- Motion to approve new Hamburg Township Police Department Operational Procedure #300-40: *Response to Sexual Assault* as outlined in this memo.

Background Information

Under the direction of the Livingston County Prosecutor's Office, standardized protocols were established for all law enforcement agencies in Livingston County with regard to the handling of domestic violence and sexual assault investigations. All agencies signed onto these protocols. HTPD became a signatory on 09/16/2015 for the *Livingston County Law Enforcement Response to Sexual Assault Protocol* and became a signatory on 01/08/2018 for the *Livingston County Law Enforcement Response to Domestic Violence Protocol*.

Amended HTPD Operational Procedure #300-22: *Response to Domestic Violence* adopts and incorporates *The Livingston County Law Enforcement Response to Domestic Violence Protocol* as the official policy of the Hamburg Township Police Department in the handling of domestic violence investigations.

New HTPD Operational Procedure #300-40: *Response to Sexual Assault* adopts and incorporates *The Livingston County Law Enforcement Response to Sexual Assault Protocol* as the official policy of the Hamburg Township Police Department in the handling of sexual assault investigations.



Hamburg Township Police Department Memorandum

Accompanying this memo is a draft copy of the proposed new/amended Operational Procedures as well as the signature copies of the two protocols.

Respectfully,

Chief Richard Duffany

HAMBURG TOWNSHIP POLICE DEPARTMENT

OPERATIONAL PROCEDURE



Effective Date: **DRAFT**

Title: **RESPONSE TO DOMESTIC VIOLENCE**

Rescinds:
300-22 (09/01/07)

No: **300-22**

I. Adoption of Livingston County Domestic Violence Protocol

- A. The *Livingston County Law Enforcement Response to Domestic Violence Protocol*, agreed to and approved by the Hamburg Township Police Department on 01/08/2018, is hereby adopted in its entirety as the official policy and procedures for the handling of domestic violence calls/investigations by members of the Hamburg Township Police Department.
- B. Any officer found in violation of any provision of the *Livingston County Law Enforcement Response to Domestic Violence Protocol* shall be deemed to be in violation of department policy and shall be subject to discipline, up to and including termination of employment

II. Livingston County Law Enforcement Response to Domestic Violence Protocol

PURPOSE

The intent of this policy is to establish procedures for the handling of domestic violence.

GENERAL POLICY

It is the policy of Livingston County police agencies to respond to all reports of Domestic Violence and to conduct a thorough investigation of such reports with a goal to prosecute offenders and support victims of Domestic Violence. Domestic violence will be treated as a criminal incident. Officers are expected to investigate these complaints thoroughly and follow the appropriate procedure based on their findings.

GOALS

- A. The goals of the domestic violence policy are:
 - 1. Protect victims and their children;
 - 2. Hold assailants accountable;
 - 3. Reduce domestic homicides;
 - 4. Reduce domestic assaults;
 - 5. Establish arrest as the preferred response to domestic violence
 - 6. Reduce police callbacks;
 - 7. Reduce injuries to officers;
 - 8. Reduce liability risks for the department;
 - 9. Help break the cycle of violence.

DEFINITIONS

A. **Domestic Violence** is an assault and/or battery committed by an individual in a domestic relationship. MCL 750.81

1. Domestic violence may result in various crimes, certainly more than what is typically thought of. This includes, but is not limited to:
 - Bodily injury or fear of imminent bodily injury;
 - Sexual assault;
 - Stalking;
 - Strangulation; (See attached suggested questions);
 - Unlawful imprisonment;
 - Interfering with a telephone or 911 communication;
 - Interfering with the report of a crime;
 - Child abuse;
 - Parental kidnapping;
 - Cruelty to animals;
 - Property crimes;
 - Criminal trespass;
 - Violating a bond condition or Personal Protection Order.

B. **Domestic Relationships** include persons who are: MCL 750.81

1. Spouses;
2. Former spouses;
3. Have a child in common;
4. Living together or have lived together-this includes parents and children;
5. Dating or have had a dating relationship-defined as frequent, intimate associations primary characterized by the expectation of affectional involvement. It does not include a causal relationship or an ordinary fraternization between two individuals in a business or social context.

C. **Probable cause** is the combination of facts which leads a police officer to believe a crime has been committed. The standard applied to domestic violence crimes is no different from the standard applied to other crimes. A police officer should not consider the following factors when determining probable cause:

1. The marital relationship of the parties;
2. The existence of a protective order, except if the violation of such order constitutes a crime;
3. The dispositions of previous police calls involving the same victim and offender;
4. The victim's unwillingness to participate in the prosecution of the case;
5. The police officer's belief that there will be no prosecution;
6. Verbal assurances by either party that the violence will stop;
7. Denial by either party that the violence occurred when there is evidence of domestic violence;
8. The police officer's concern about reprisals against the victim by the offender;

9. The race, ethnicity, sexual orientation, social class, or occupation of the victim and/or offender.
- D. **Victim/complainant** is any person who is the victim of domestic violence. This includes victims who do not want charges filed or cannot participate in the prosecution of the case.
- E. **Self-defense** is a person's justifiable use of physical force upon another person when the person believes such force is necessary to defend themselves or a third party from what he/she reasonably believes to be the use, or imminent use, of unlawful physical force by such other person.
- F. **Primary Aggressor** is the person determined to be the most significant, rather than the first, aggressor.

PROCEDURE

I. OFFICERS' RESPONSE

- A. Use appropriate security procedures when approaching and entering the residence;
- B. Immediately upon arrival, make contact with and separate the parties involved and secure any weapons. If an arrest is made, the offender's firearms should be removed and stored in property;
- C. Determine if anyone is in need of immediate medical attention. If medical attention is required, appropriate arrangements should be made;
- D. If the victim or assailant of a domestic dispute involves a member of the responding officer's department, another agency with jurisdiction shall be requested to respond and to handle the complete investigation. The first responding agency will secure the scene and ensure the safety of all persons involved.

II. CONDUCT A COMPLETE INVESTIGATION

- A. Officers should conduct the investigation as though the victim will not or cannot testify.
- B. Police officers shall make reasonable efforts to identify the primary aggressor in any incident.
 1. Please reference "Procedures for Determining Primary Aggressor" attachment.
 2. Any revisions and updates to this procedure will be made as necessary by the Livingston County Prosecutors Office.
- C. Oral statements that are made, especially those considered to be spontaneous statements, should be documented. All witnesses need to be interviewed, including the victim, the accused, their children, other family members and neighbors, if possible. Witnesses should **NEVER** be interviewed in the presence of the accused.
- D. Written (or recorded) statements should be obtained from all the witnesses. Remember, the victim could be illiterate or traumatized to the point that a written statement could be difficult to obtain.

- E. Collect and preserve any physical evidence. Immediate evidence of injury should be described with detail and photographed at the scene. Arrangements should be made for photographs to be taken after 48 hours as bruising often will not appear until that time.
- F. Note and document the condition of the scene, such as; overturned furniture, broken phones, and/or any other indications that an altercation took place.
- G. Provide the witness with the Victims' Rights Information Card.
- H. Obtain phone number(s) or other contact information where it is safe to call the victim. Obtain name(s) and contact information for persons or family members that can reliably reach the victim in the future.
- I. Document if a child or children were present in the home and/or if they witnessed the incident. Complete the required 3200 Form and report the matter where appropriate.

III. GATHER RELEVANT HISTORICAL INFORMATION

- A. Has this type of incident occurred before? How many times? How often?
- B. What was the worst incident?
- C. Has a weapon ever been used?
- D. Has the suspect ever been arrested before for assaulting you or a family member? Where?
- E. Have you ever been treated or hospitalized for injuries inflicted by the suspect? Where?
- F. Are there any witnesses to prior incidents or injuries? If so, secure their names and addresses.
- G. Officers should assess the lethality of the situation by considering indicators of a life threatening attack such as:
 - 1. Threatened to kill,
 - 2. Threatened to take the victim or children hostage,
 - 3. Threatened the children,
 - 4. Used or threatened to use a weapon,
 - 5. Killed or mutilated a pet,
 - 6. Knowledge that the victim is leaving or filing for divorce,
 - 7. Access to weapons, or a history of weapons use,
 - 8. A history of domestic violence or assaultive behavior,
 - 9. Engaged in stalking behavior,
 - 10. Access to the victim and/or the victim's family,
 - 11. Threatened suicide, or
 - 12. Alcohol or drug addiction.
- H. When an arrest is made, documentation of lethality factors can provide critical information later when the court is determining bond and conditions of bond.

IV. ARREST PROCEDURES

- A. A police officer may make a warrantless arrest based upon probable cause in the following circumstances:
 - 1. A felony is being or has been committed;
 - 2. A misdemeanor assault, assault and battery, aggravated assault, or a violation of a substantially corresponding local ordinance occurred or is occurring, and a domestic relationship exists; MCL 764.15a

3. A misdemeanor, punishable by more than 92 days imprisonment, has been committed; MCL 764.15
 4. Any misdemeanor was committed in the officer's presence; MCL 764.15
 5. The person is violating or has violated a personal protection order (PPO) or a valid foreign protection order; MCL 764.15b
 6. The person is violating or has violated a condition of release (bond); MCL 764.15e or
 7. The person has violated one or more conditions of a probation or parole order imposed by a court.
- B. An arrest should be made in cases where all of the following conditions exist:
1. There is probable cause to believe that any felony or misdemeanor assault has taken place;
 2. A domestic relationship exists ;
 3. The suspect is on the scene or the suspect's whereabouts can be readily determined.
- C. A police officer's decision to arrest an individual should not be based upon the willingness of the victim to prosecute or on the relationship of the individual involved in the incident. Nor should it be based solely upon the absence of visible indications of injury or impairment.
- D. Officers should emphasize to the victim and the assailant that the arrest action is being initiated by the officers, not the victim.
- E. Written reports and warrant requests for in-custody suspects shall be forwarded to the prosecutor's office by the end of the officer's shift.
- F. Intellectual and developmental disabilities should be taken into consideration when determining arrest. Officers should recommend additional resources to the assailant such as:
1. Community Mental Health..... 517-546-4126
 2. The ARC of Livingston.....517-546-1228
 3. Livingston Family Center517-376-6459
 4. Department of Health and Human Services.....517-548-0200
 5. Families or the individual should contact a personal psychiatrist or physician in an instance where domestic violence has occurred. If contact with law enforcement is after office hours, the Family or individual should contact their local ER for an evaluation.

V. SELF DEFENSE

- A. Officers should not arrest an individual if the officer has probable cause to believe the individual was acting in lawful self-defense or in the lawful defense of another person. MCL 776.22(3)(b)(ii). A person may lawfully use:
1. Whatever force the person reasonably believes is necessary for self-protection or to protect another person from danger; or
 2. Deadly force, when the person reasonably believes oneself or another person is in imminent danger of being killed, seriously injured or forcibly sexually penetrated.
- B. A person has no duty to retreat from an assault in one's home or a forcible entry of one's home.
- C. Where there is a claim of self-defense, the officer should determine if there is probable cause to believe that the party was acting in lawful self-defense or in lawful defense of

another by considering:

1. The size, strength and bulk of the parties;
2. The apparent ability of each party to do what was alleged;
3. Witness statements;
4. Offensive and defensive wounds;
5. Any history of domestic violence between the individuals; and
6. Other evidence (e.g., physical, circumstantial, etc.)

VI. **DUAL ARRESTS**

- A. Dual arrests should be avoided. A determination by the Officer that each party has committed assault against the other and neither was acting in self-defense does not automatically lead to no arrest or dual arrests.
- B. Conduct a thorough investigation to determine the primary aggressor. Consider the following factors: MCL 776.22(3)(b)(ii)
 1. The intent of the law to protect victims of domestic violence;
 2. Degree of injury inflicted on the individuals involved;
 3. The extent to which the individuals have been put in fear of physical injury to themselves or other members of the household;
 4. Any history of domestic violence between the individuals;
 5. Try to determine if the wounds suffered coincide with the explanation.
- C. Officers will review with the shift supervisor, if available, the facts of the case prior to making a dual arrest.

VII. **REQUESTS FOR ARREST WARRANTS**

- A. Officers shall prepare a written report and seek a warrant when a warrantless arrest is not made and **all** of following conditions exist:
 1. There is probable cause to believe a crime has been committed;
 2. A domestic relationship exists;
 3. The suspect has left the scene and his/her whereabouts cannot be readily determined;

-OR-

 4. The officer is uncertain of the existence of probable cause or whether a domestic relationship exists.
- B. A written report is mandatory even if the domestic incident does not involve a crime being committed. Written reports will lay the foundation for future prosecution, should future domestic violence occur. These reports shall be forwarded to the prosecutor's office within 48 hours after the incident is reported.
- C. If it is determined that no crime was committed at the scene, it is still possible that a crime was committed in the past. Should this be the case, officers shall pursue an investigation of alleged prior crimes against the victim.

VIII. **WRITTEN REPORTS MCL 764.1Sc (2)(3)**

- A. An officer shall prepare a domestic violence report after investigating a domestic

violence incident. Officers shall use the standard domestic violence incident report form or a form substantially similar to that standard form. (See attached State of Michigan Standard Domestic Relationship Incident Report)

- B. The report shall contain, but is not limited to:
1. The address, date, and time of the incident being investigated;
 2. The victim's name, address, home and work telephone numbers, race, sex, and date of birth;
 3. The suspect's name, address, home and work telephone numbers, race, sex, date of birth, and information describing the suspect and whether an injunction or restraining order covering the suspect exists;
 4. The name, address, home and work telephone numbers, race, sex, and date of birth of any witness, including a child of the victim or suspect, and the relationship of the witness to the suspect or victim;
 5. The following information about the incident being investigated:
 - The name of the person who called the law enforcement agency; The relationship of the victim and suspect;
 - Whether alcohol or controlled substance use was involved in the incident, and by whom it was used;
 - A brief narrative describing the incident and the circumstances that led to it;
 - Whether and how many times the suspect physically assaulted the victim and a description of any weapon or object used;
 - A description of all injuries sustained by the victim and an explanation of how the injuries were sustained;
 - If the victim sought medical attention, information concerning where and how the victim was transported, whether the victim was admitted to a hospital or clinic for treatment, and the name and telephone number of the attending physician;
 - A description of any property damage reported by the victim or evident at the scene.
 6. A description of any previous domestic violence incidents between the victim and the suspect;
 7. The date and time of the report and the name, badge number, and signature of the peace officer completing the report.
 8. Where probable cause exists but no arrest is made, the report shall describe the reasons for no arrest.
 9. The law enforcement agency shall retain the completed domestic violence report in its files. The law enforcement agency shall also file a copy of the completed domestic violence report with the prosecuting attorney within 48 hours after the domestic violence incident is reported to the law enforcement agency.

IX. VICTIM ASSISTANCE

- A. When an arrest is made, Officers should provide or arrange for emergency assistance to victims including, but not limited to, medical care, transportation to a shelter, facilitate the placement of children if the victim is hospitalized. MCL 776.22(3)(g)
- B. If the assailant is gone or no arrest is made, Officers should remain at the scene of an

alleged incident of domestic violence for a reasonable time until, in the reasonable judgment of the police officer, the likelihood of further imminent violence has been eliminated. MCL 776.22(3)(g)

- C. Officers shall provide all victims of domestic violence with notice of rights information. MCL 780.753; MCL 764.15c (See attached copy of Victim's Rights Card.) The officer must provide his/her name, badge number and department phone number. Advise the victim he/she may also contact the Prosecutor's Office for additional information. This information must be provided whether or not an arrest was made.
- D. Officers shall contact LACASA's on-call response team before leaving the scene or as soon as practicable. They can be reached directly 24 hours a day by calling 877-522-2723. If the line is unanswered or you do not receive a call back, please contact LACASA's Help-Line 866-522- 2725. LACASA advocate(s) will provide assistance to the victim by:
 - 1. Responding directly to the scene if an arrest has been made and it is safe to do so; **OR**
 - 2. If no arrest is made, the on-call team will attempt to make contact by phone and may meet the victim in a safe location; **AND**
 - 3. Can assist the victim in creating a preliminary safety plan.
- E. Officers should recommend additional precautions for the victim's protection such as:
 - 1. Dialing 911
 - 2. Livingston County Sheriff.....517-546-2440
 - 3. LACASA Center 24 hour helpline.....866-522-2725
 - 4. Medical facilities such as:
 - St. Joseph Mercy Livingston.....517-545-6100
 - St. Joseph Mercy Brighton810-844-7511
 - St. Joseph in Ann Arbor 734-712-3456
 - U of M Hospital in Ann Arbor734-936-6641
 - 5. Livingston County Prosecutor517-546-1850
 - 6. Department of Health and Human Services.....517-548-0200
 - 7. 53rd District Court Probation517-546-5950
 - 8. Circuit Court Probation517-546-4212
 - 9. Circuit Court Parole.....517-546-7088

X. ARRESTS FOR VIOLATING BOND CONDITIONS

- A. Officers should arrest an individual when the officer has probable cause to believe that the person is violating or has violated a condition of release. MCL 764.15e
- B. Prior to arresting a subject for violation of bond conditions, the officer shall:
 - 1. Determine that the order is in LEIN and what bond conditions are in place; or
 - 2. Be in receipt of a certified or true copy of the order; or
 - 3. Have verification from a police agency that the order is valid but not entered into LEIN.
- C. If an officer makes a warrantless arrest, the following shall be done:
 - 1. Prepare a complaint of violation of conditional release. This may be accomplished by using the attached "Complaint of Violation of Conditional Release." Attach any police or narrative reports to the complaint.
 - 2. If the arrest occurs **within** the judicial district of the court that imposed the conditions

of release, the officer shall provide a copy of the "Complaint of Violation of Conditional Release" to the following:

- To the defendant (copy of the form only);
 - Original and one copy of the complaint to the court;
 - One copy of the complaint and police report to the prosecuting attorney in the jurisdiction where the conditional release was granted; and
 - One copy retained by the officer.
3. The defendant shall be brought before the court in which the violation occurred within one (1) business day following the arrest.
 4. If the arrest occurred **outside** the judicial district of the court that imposed the conditions of release, the officer shall provide copies of the "Complaint of Violation of Conditional Release" to the following:
 - To the defendant;
 - Provide the original and a copy of the complaint to the court in which the violation occurred; and
 - One copy retained by the officer.
 5. The defendant shall be brought before the court in which the violation occurred within one (1) business day following the arrest.
 6. The court shall determine the conditions of release and promptly transfer the case to the court that released the defendant.

XI. ENFORCEMENT OF PERSONAL PROTECTION ORDERS

- A. A Personal Protection Order (PPO) is a court order requiring enforcement. Violation of a PPO by the individual restrained or enjoined is criminal contempt of court and shall be enforced.
- B. A Police officer may arrest a person without a warrant if the officer has probable cause to believe all of the following apply: MCL 764.15b(1)
 1. A domestic violence PPO, MCL 600.2950; **OR** A stalking PPO, MCL 600.2950a; **OR** A valid foreign protection order has been issued;
-AND-
 2. The individual named in the PPO is violating or has violated one or more of the acts that the order specifically restrains or enjoins the individual from committing; **AND**
 3. That the PPO states on its face that a violation of its terms subjects the individual to immediate arrest and, if the person is 17 years of age or older, subject to criminal contempt of court and, if found guilty of criminal contempt, that the individual shall be imprisoned for not more than 93 days and may be fined not more than \$500.00.
- C. Prior to arresting a subject for a violation of a PPO, the officer shall:
 1. Verify that the order is in LEIN, what conditions of the PPO are in place and that the individual has been **SERVED**, and
 2. Conduct an investigation to establish probable cause that a violation of the PPO or a criminal statute has occurred.
- D. A PPO takes precedence over any existing custody or parenting time order. MCL 3.706(C)(3). Officers should enforce the PPO and let the courts resolve the conflicts with other orders.
- E. A petitioner cannot violate the PPO. The PPO prohibits conduct by the respondent, thus

only the respondent can violate the PPO. Enforce the PPO even if the respondent claims that petitioner "invited" respondent to violate the PPO.

- F. Where an officer responds to a call where the individual has NOT been served with the PPO, the Officer shall: MCL 600.2950(22) or MCL 600.2950a(22)
 - 1. Serve the individual restrained or enjoined with a true copy of the PPO, or
 - 2. Advise the individual of the existence of the PPO, the specific conditions enjoined, the penalties for violating the order, and where the individual may obtain a copy of the order.
 - 3. Enforce the PPO. The individual must be given an opportunity to comply after service or notice at the scene before law enforcement makes a custodial arrest for violation of the order. Failure to immediately comply shall be grounds for an immediate custodial arrest. MCL 600.2950(22) and MCL 600.2950a(22)
 - 4. **Enter**, or cause the immediate entry into the LEIN, confirmation that the individual has received actual notice of the PPO.
 - 5. **File** a Proof of Service or Proof of Oral Notification with the Clerk of the court that issued the PPO.
- G. If the suspect has left the scene, a reasonable attempt to locate and arrest the suspect should be made. The officer must tell the petitioner that he/she has a legal right to go to the court and file a motion for an order to show cause and a hearing if the respondent is violating or has violated a PPO and has not been arrested.
- H. If an officer makes a warrantless arrest, the following shall be done:
 - 1. Prepare a complaint of violation of PPO. This may be accomplished by using the attached, "Complaint of Violation of Personal Protection Order." Attach any police or narrative reports to the complaint.
 - 2. An individual arrested shall be brought before the court within 24 hours after arrest.
- I. Enforcement of PPOs involving juvenile assailants
 - 1. Please reference "Procedures for Handling Juvenile Assailants" attachment.
 - 2. Any revisions and updates to this procedure will be made as necessary by the Livingston County Prosecutors Office.

XII. **ENFORCEMENT OF FOREIGN PERSONAL PROTECTION ORDERS**

- A. A Foreign PPO is a PPO issued by a court of another state, U.S. territory, or tribal court. MCL 600.2950h A valid Foreign PPO shall be accorded full faith and credit in Michigan courts and is subject to the same enforcement procedures and penalties as if it were issued by a Michigan court. MCL 600.2950j
- B. Officers are required to enforce foreign protection orders in a manner consistent as if they had been issued by a court of this state. MCL 600.2950L(1)
- C. Officers can determine that a Foreign PPO is valid by:
 - 1. Face Validity MCL 600.2950L(3);
 - Officers may rely upon a copy of any PPO that appears to be a Foreign PPO that is provided to the Officer.
 - From any source if the Order appears to contain all of the following:
 - The names of the parties;
 - The date the PPO was issued

- The terms and conditions against the respondent;
 - The name of the issuing court
 - The signature of or on behalf of a judicial officer;
 - No obvious indication that the order is invalid.
2. Where an Officer has been shown a Foreign PPO, but it cannot be verified in LEIN or NCIC, that fact is not grounds for an Officer to refuse to enforce the Foreign PPO unless it is apparent to the Officer that the Foreign PPO is invalid. MCL 600.2950L(4)
 3. Where a copy of the Foreign PPO is not available, the Officer should attempt to verify the existence of the PPO through LEIN, NCIC, contacting the issuing Court, contact the law enforcement agency in the issuing jurisdiction, contacting the issuing jurisdiction's protective order registry, or any other method the officer believes to be reliable. MCL 600.2950L(5)
- D. If the Officer is able to verify the existence of the Foreign PPO, and the individual enjoined or restrained by the Foreign PPO has been served with or received notice of the PPO, the Officer should arrest the individual for the crimes or violations for which probable cause was established. MCL 600.2950L(6)
- E. If there is no evidence the individual has been served or received notice of the Foreign PPO, the Officer shall: MLC 600.2950L(9)
1. Serve the individual with a copy of the Foreign PPO; or
 2. Advise the individual about the existence of the Foreign PPO, the name of the issuing court, the specific conduct enjoined, the penalties for violating the order in Michigan; **and**
 3. Enforce the Foreign PPO. The individual must be given an opportunity to comply after service or notice at the scene before law enforcement makes a custodial arrest for violation of the order. Failure to immediately comply is grounds for an immediate custodial arrest. MCL 600.2950L(9)
 4. Provide the Petitioner with proof of service or proof of oral notice;
 5. Provide the issuing court with a proof of service or proof of oral notice if that information is readily available to the Officer;
 6. If the Foreign PPO is in LEIN or NCIC, provide LEIN or NCIC with proof of service or proof of oral notice.
- F. An individual arrested for a violation of a Foreign PPO shall not be released on Bond. The individual shall be brought before the court where the violation occurred within 24 hours after arrest. MCL 764.15b.

XIII. TRAINING

The prosecutor will take the lead in updating all law enforcement agencies regarding changes in domestic violence laws and training regarding this protocol.

XIV. SUPERVISORY RESPONSIBILITIES

Department supervisors shall ensure that all cases involving reports of domestic violence or abuse have been investigated and documented in accordance with a departmental policy that conforms to this procedure and that all follow-ups with the Prosecutor are completed in a timely manner.

XV. REPEALER

All directives or parts of directives previously issued by this agency that conflict with this procedure are hereby repealed to the extent necessary to give this procedure full force and effect.

XVI. POLICY REVIEW

This policy and procedure will be reviewed annually **or as deemed necessary** under the direction of the Livingston County Prosecutor's Office. Input from a local domestic violence agency should be incorporated in this review.

Issued by:



Chief of Police Richard Duffany

Approved by Hamburg Township Board of Trustees: **DRAFT**

HAMBURG TOWNSHIP POLICE DEPARTMENT



OPERATIONAL PROCEDURE

Effective Date: **DRAFT**

Rescinds: New

Title: **RESPONSE TO SEXUAL ASSAULT**

No: **300-40**

1. Adoption of Livingston County Sexual Assault Protocol

- A. The *Livingston County Law Enforcement Response to Sexual Assault Protocol*, agreed to and approved by the Hamburg Township Police Department on 09/16/2015, is hereby adopted in its entirety as the official policy and procedures for the handling of sexual assault calls/investigations by members of the Hamburg Township Police Department.
- B. Any officer found in violation of any provision of the *Livingston County Law Enforcement Response to Sexual Assault Protocol* shall be deemed to be in violation of department policy and shall be subject to discipline, up to and including termination of employment

2. Livingston County Law Enforcement Response to Sexual Assault Protocol

POLICY

It is the policy of Livingston County police agencies to respond to all reports of sexual assault and to conduct a thorough investigation of such reports with a goal to prosecute offenders and support victims of sexual assault. The establishment of this procedure is intended to provide guidance for agency personnel responding to reports of sexual assault. This procedure cannot anticipate every situation that may arise involving sexual assault, therefore responding and investigating officers may need to adapt the application of these guidelines in accordance with their training and experience.

PROCEDURE

I. INITIAL RESPONSE

- A. Upon notification, officer(s) shall respond immediately to the location of the victim, which may or may not be the crime scene.
- B. Upon arrival, the officer(s) should promptly evaluate the scene for people, vehicles, or objects involved, as well as immediate threats or safety concerns.
- C. A determination must be made of critical initial information including but not limited to:
 - 1. Does the victim need immediate medical attention?
 - 2. Is the suspect present?
 - 3. Determine the scene of the offense and whether other officers should be

- immediately directed to that location.
4. Determine the need for additional resources such as detectives or evidence technicians.
 - D. Secure the crime scene to ensure that evidence is not lost, changed, or contaminated.
 - E. Begin or direct a search for the suspect when appropriate.

11. **ASSISTING THE VICTIM**

- A. **Direct support person:** Ask if there is anyone that the victim would like to contact.
- B. **Community support services:** Contact an advocate from LACASA (855) 522-2725.
- C. **Convey understanding:** It is essential that the officer convey a demeanor of support and empathy for the victim.
 1. Often a victim may view reporting a sexual assault as a risk. They do not know how they will be treated or if they will be believed. It is critical that the responding officers communicate appreciation to the victim for reporting, regardless of the officer's initial impression of the case.
 2. The first responder should convey and maintain a relaxed, friendly tone. Do not express surprise, disgust or disbelief or other emotional reactions.
 3. Assure the victim that this case is important and it will be thoroughly investigated.
 4. It is important that the victim is given the correct impression that it is the suspect that is under investigation not the victim, even if the victim were under the influence of alcohol or drugs when the assault occurred.
- D. **Medical/forensic examination:** If the victim has been assaulted within the last 120 hours (5 days), encourage the victim to have a Sexual Assault Medical Forensic Examination. See Section XI below for further direction.

III. **UNDERSTANDING SEXUAL ASSAULT AND VICTIM RESPONSE TO TRAUMA**

- A. Individuals respond to trauma in a variety of ways. Victims may display a range of demeanor and emotions from crying and distress, to extremely calm and/or seemingly cheerful.
- B. Trauma can affect a victim's ability to give a detailed or chronological statement. A person experiencing trauma may recall and/or disclose information over a period of time as memories are triggered and as trust is established with responders.
- C. Officers should not make judgments about credibility based on a victim's demeanor or inability to articulate a chronological narrative.
- D. Be aware that offenders sometimes choose victims based on a perceived lack of credibility or perceived vulnerability knowing that this will make others doubt the victim's report of the assault.

IV. **UNDERSTANDING ALCOHOL OR DRUG FACILITATED SEXUAL ASSAULT**

- A. Drug or alcohol facilitated assault occurs when a person is made vulnerable or incapacitated by ingestion of drugs or alcohol. Ingestion can be voluntary or without the victim's knowledge.
- B. A victim's voluntary use of an illegal substance or alcohol should not be a factor in determining whether or not the sexual assault was perpetrated.
- C. Victims for whom alcohol/drugs were a factor in the assault may experience confusion, drowsiness, impaired judgment and/or impaired motor skills, among other symptoms. Following an assault, victims may:
 - 1. Think they have been assaulted, but are not sure.
 - 2. Report that they "feel" like there has been sexual penetration or contact but don't remember it.
 - 3. Report a level of intoxication that does not match the amount of alcohol/drugs they consumed.
 - 4. Have unexplained injuries or rearrangement of clothing.
- D. The offender may have facilitated the victim's intoxication or chosen the victim based on intoxication level hoping it would undermine the victim's ability to resist the assault, remember the assault, that it would reduce the likelihood that the victim would report the assault, and/or hope that others will use the presence of alcohol or other substances as a reason to disregard or disbelieve the report.

V. PREPARING FOR THE INITIAL FACT VICTIM INTERVIEW

- A. Sexual assault investigations typically include both a preliminary victim interview in the first response phase and a subsequent in-depth interview in the investigative phase. The preliminary interview is intended to be an **initial fact interview** to establish location and the elements of the crime. It is best practice to later conduct a **second investigative interview**, even when the first responder and the investigator are the same person. This allows the victim to recover from the initial assault and for memory to begin to consolidate after the trauma.
- B. **Assessment:** Determine whether an initial interview is necessary or appropriate at this time based on the victim's condition, future availability, and the availability of a detective or other specially trained personnel to conduct the initial interview.
- C. **Child Advocacy Center/Child Forensic Interview:** For victims of child sexual abuse or victims with developmental disabilities utilize the child forensic interviewing protocol or child advocacy center.
- D. **Secure a private location:** The location should be safe for the victim and free from distractions. This may include the police department, hospital, or SANE program.
 - 1. Ask the victim if they are comfortable in the proposed interview location.

2. If responding to a hospital, ensure privacy by requesting a private room rather than remaining in a trauma area waiting room; however, do not remain in the examination room during the forensic examination by the health provider.
 3. Interviews should not occur in the presence of unnecessary persons. Use an interview room or similar location to ensure comfort and privacy.
- E. **Support person:** Accommodate the victim's wish to include a support person or advocate from a community-based sexual assault program in the initial interview, if appropriate and available.
- F. **Special accommodations:** Assess any special needs of the victim and accommodate when possible, such as the need for an interpreter (not a friend or family member).
- G. **Polygraph:** It is against the law for an officer to ask a sexual assault victim to take a polygraph examination or to inform the victim of the option of taking a polygraph examination. MCL 776.21
- H. **Written statement:** Do not require the victim to provide a sworn statement. Do not ask the victim to write out their own statement about the incident instead of conducting an interview. However, honor a victim's request to write a statement in addition to the interview.
- I. **Prosecution Inquiry:** Do not ask the victim if they want to pursue prosecution.

VI. CONDUCTING THE INITIAL FACT INTERVIEW

- A. **Explain interview:** Tell the victim that the purpose of the preliminary interview is to gather **basic facts** and that a thorough investigative interview will be completed at a future time. If the interview will be recorded inform the victim.
- B. **Obtain victim contact information:** Obtain phone number(s) or other contact information where it is safe to call the victim. Obtain name and contact information for persons or family members that can reliably reach the victim in the future.
- C. Initial fact interview technique - Basic Approach:
1. Example approach: *"Help me understand what you are able to remember about your experience?"* or *"Tell me what happened; start wherever you think it makes sense to start."*
 2. Allow the victim to describe what occurred without interruption.
 3. DO NOT employ traditional suspect methods used for detecting deception with victims. In the wake of a trauma, the victim should not be subjected to a lengthy or detailed interview, nor should they be "tested" for credibility.
 4. DO NOT ask questions of quantity. Don't ask how many times or how long, instead ask *"you told me ; did that happened once or more than once?"*
 5. DO NOT press the victim if they are unable to provide answers to all of these questions in the preliminary interview.
- D. **Gather information from the victim's narrative:** If the victim's narrative does not provide it, ask follow-up questions such as *"Tell me more about "* or *"Help me understand "* or *"What else are you able to remember about ,"* to gather the below information:
1. The elements of the crime.
 2. The suspect's identity, including remarkable identifying characteristics (i.e., scars, odors, tattoos, birth marks, unusual or distinctive physical features).

3. The crime scene(s), including where the assault started and where it ended.
 4. Information regarding any weapons used.
 5. Any injuries to the victim.
 6. Any injuries to the suspect, specifically any injuries inflicted by the victim.
 7. If indicated by the victim, document whether any drugs or alcohol were involved in the crime including how the suspect may have used or provided drugs or alcohol to facilitate the crime.
 8. Determine existence/location of additional evidence such as:
 - physical evidence related to the assault (i.e., clothing, bedding, condoms, objects, tampons).
 - text messages, electronic postings, photographs or videos that may have been taken that reveal the assault, or pre/post-assault conduct of the suspect.
- E. Be aware during initial interactions with the victim that they may make statements that have evidentiary value as excited utterances:
1. Document observable physical/emotional condition that accompanied the utterance: Document all observations of the victim's appearance and emotional condition, even if the emotions exhibited are inconsistent with officer's expectations such as a flat affect or giggling.
 2. Document excited utterances: Document the excited utterances exactly, using quotes if appropriate.
- F. Some best practices include the following:
1. Include specific observations and details, not judgments or conclusions: "the victim was tearful and trembling" rather than just "upset."
 2. Use active language, such as: "the suspect put his forearm across victim's chest to hold her down" rather than the passive "the victim was held down."
 3. Use objective language to describe actions, such as "the suspect penetrated the victim's anus with his fingers" rather than consensual language such as "had sex," "oral sex," "fondling," or "foreplay."
 4. Describe the incident as "the crime, the offense, the sexual assault, or the reported assault", rather than the "alleged assault."
 5. Capture the exact words used by the victim and suspect to describe the assault. Specify the penetration or contact with specific references to body parts and/or objects used. Use quotation marks to denote direct quotes.
 6. Avoid language of consent ("had sex" "performed/engaged in oral sex" "had intercourse") to describe non-consensual sexual contact. Rather describe the actions of the suspect using objective language which references specific body parts.

VII. CONCLUDING THE INITIAL FACTS INTERVIEW

1. Inform the victim about the next steps in the investigation. If possible, schedule the follow-up interview or let the victim know when they can expect to be contacted.
2. Encourage the victim to contact you or the appropriate investigator if they remember additional information or evidence prior to the investigative interview. Assure the victim that it is not unusual to remember additional information with the passage of time.
3. Inform the victim what to do if they feel unsafe or if they are contacted directly

or indirectly by the suspect, or by the family and friends of the suspect.

4. Obtain primary and alternative contact information for the victim including preferred safe contact methods, if any. Also obtain information on any friends or relatives who will know the victim's whereabouts in the future to assist in contacting the victim if necessary.
5. If an interpreter is used to obtain a statement, document the reason and the interpreter's identity and contact information.
6. Help secure immediate safety after the interview including arranging transportation to a safe place if needed.

VIII. VICTIM'S RIGHTS NOTICE CARD – The officer taking the initial report shall provide the victim with the victim's rights notice card at the time of the initial report or at the latest within 24 hours of initial contact. MCL 752.953 & 780.753

IX. ADDITIONAL RESPONSIBILITIES & CONSIDERATIONS FOR FIRST RESPONDERS

- A. Consider conducting a neighborhood canvass to locate witnesses. Initial interviews should be completed with any on-scene witnesses. In determining whether to conduct initial witness interviews or to postpone to a later date, the officer should consider the circumstances of the assault and a victim's interest in maintaining privacy in the immediate aftermath of the assault.
- B. Follow the appropriate procedure for presenting any audio visual recordings, such as the 911 call or police in-car audio/video.
- C. Presenting other recordings and electronic evidence such as surveillance cameras, cell phone data, or information on social media.
- D. Determine if immediate suspect arrest or contact will be made by considering the circumstances of the case, public safety, loss of critical evidence, and victim safety concerns. Consider consulting with supervisor, detective or prosecutor.

X. WRITTEN REPORT

- A. The initial responding officer shall complete a report, including any referrals provided to the victim.
- B. Any officer who interviews a witness, victim, or suspect, identifies evidence, or processes a crime scene shall write a supplemental report detailing their actions.
- C. All reports shall be completed in accordance with departmental policy.
- D. All standard departmental practices for review of report and delivery to Prosecutor shall be followed.

XI. SEXUAL ASSAULT EVIDENCE KIT AND MEDICAL FORENSIC EXAMINATION

- A. **Understanding and explaining the examination to the victim:** A sexual assault medical forensic examination typically includes a medical history, a physical examination, treatment for injury, and prophylactic treatment for pregnancy or sexually transmitted diseases. If a victim chooses, forensic evidence is also collected through the use of a sexual assault evidence kit (SAEK). Sexual assault medical

forensic examinations are typically performed by a Sexual Assault Nurse Examiner (SANE) Program, if available, or at a local hospital emergency room.

1. **Right to an examination:** Victims have the right to receive a medical forensic examination and have evidence collected, even if they do not want to participate in the criminal justice process. MCL 18.355(10).
 2. **Time for examination:** Health facilities must offer the examination and evidence collection to any person stating that they have been assaulted within the previous 120 hours (5 days). If the victim agrees, the health facility must perform or have performed the examination and evidence collection. MCL 333.21527.
 3. **Examination payment:** Victims cannot be billed for evidence collection and the accompanying medical forensic examination. MCL 18.355(2).
- B. **Referral for examination and SAEK:** If the victim has been assaulted within the last 120 hours (5 days), encourage the victim to have a Sexual Assault Medical Forensic Examination.
1. Contact LACASA's SANE program at (866) 522-2725. LACASA is the preferred examination provider, but all hospitals are required by law to provide an examination or arrange for the provision of the examination for anyone who has been assaulted within the previous 120 hours (5 days). MCL 333.21527
 2. Inform the victim that they cannot be charged for evidence collection.
 3. Provide the victim with transportation to the examination, if necessary or requested.
- C. **Examination:** Law enforcement should not be present when the health provider is conducting the examination. However, if the examination is being conducted on an inmate, take appropriate safety measures including the presence of an officer during the examination, if necessary.

XII. PROCESSING AND SUBMITTING EVIDENCE KIT FOR FORENSIC TESTING

- A. Retrieve/transport Sexual Assault Evidence Kit (SAEK):
1. From the health facility: SAEKs that have been released by the victim to the department must be retrieved from the health provider or SANE program within 14 days of receiving notice that a SAEK has been released. MCL 752.934.
 2. From another jurisdiction: If the department is notified by another law enforcement agency that it is in possession of a SAEK associated with a sexual assault that took place within the department's jurisdiction, the department has 14 days to retrieve the SAEK from that law enforcement agency. MCL 752.934.
- B. **Chain of custody:** The department is responsible for the chain of custody for the SAEK after it has been collected from the healthcare provider or referring jurisdiction. The officer receiving the kit shall obtain documentation of the chain of custody from the healthcare provider or referring jurisdiction when taking possession of the SAEK.
- C. **Assign criminal complaint to SAEK:** If the sexual assault took place within the jurisdiction of the department, the SAEK must be matched to the existing complaint number or assign a new complaint number if an investigation has not already begun (all initial procedures above should then be followed as appropriate).
- D. **Jurisdiction:** If it is determined that the assault took place in a different jurisdiction, the department shall immediately notify that jurisdiction, who must retrieve the

SAEK and copies of related documentation within 14 days of being notified. MCL 752.934.

- E. Crime laboratory testing: The department responsible for investigating the incident must assign a complaint number and submit the SAEK to the Michigan State Police crime laboratory or another accredited laboratory for forensic testing within 14 days of taking possession of it. MCL 752.934.
- F. Storing and preserving SAEK – The department is also responsible for storing/preserving the SAEK after the completion of forensic testing:
 - 1. Conviction/incarceration: The SAEK must be stored and preserved for the period of time that any person is incarcerated in connection with that case. MCL 770.16.
 - 2. All other cases: The SAEK should be stored until the expiration of the statute of limitations. If the SAEK will be destroyed prior to the expiration of the statute of limitations, the victim must be notified 60 days prior to its destruction. MCL 752.935.

XIII. INVESTIGATIVE PHASE - RESPONSIBILITIES OF LEAD INVESTIGATOR

- A. If a Detective or lead investigator responds to the scene, he or she shall coordinate and ensure that the above initial procedures are implemented.
- B. The lead investigator shall ensure that arrangements are made to complete the investigative phase victim interview and shall conduct or coordinate all other aspects of the investigation as described in this procedure.

XIV. PREPARING FOR THE FOLLOW-UP VICTIM INTERVIEW

- A. General procedures: All recommendations described above regarding initial phase approaches with the victim should continue to be followed.
- B. Location: Choose a location that is convenient, accessible, and comfortable for the victim. LACASA may be offered as an interview location, 2895 W. Grand River Avenue, Howell, MI 48843. Additionally, you may request a trained interviewer by calling LACASA at 866-522-2725. LACASA will then activate the multidisciplinary response team. Others requesting to be a part of the interview will be given permission at the discretion of the investigator and prosecuting attorney.
- C. **Transportation** may be provided for the victim, when needed.
- D. **Special accommodations:** The investigator should assess any special needs of the victim and accommodate when possible, such as the need for an interpreter. The use of friends or family members as interpreters should be avoided, if at all possible. Victims may feel uncomfortable disclosing some information in front of friends or family. Additionally, those not trained as an interpreter may summarize or paraphrase instead of interpreting the victim's statement word for word. This should be clarified with the interpreter before the interview begins.
- E. **Recording:** The interview should be conducted in a place and in a manner that allows the officer to listen to the victim and accurately record the incident. If recording the interview, explain the need to record or video tape the interview to the victim.
- F. **Make the victim comfortable:** The investigator should convey understanding of the seriousness of the crime and assure the victim that their case is important and will be

thoroughly investigated. Respect and empathy may help to develop rapport and thus result in a more thorough and accurate statement.

- G. **Explain interview:** Discuss the purpose and scope of the interview.
- H. **Victim contact information update:** Review contact information and information on alternate contact persons who can reliably reach the victim in the future.
- I. **Review case status:** Provide an explanation of the status of the case including arrest status of the suspect.
- J. **Photographs:** Identify any need for additional photographs, including follow-up photos of injuries, which should typically be re-photographed 24-72 hours after the injury.

XV. CONDUCTING A TRAUMA INFORMED FOLLOW-UP VICTIM INTERVIEW –

Best practice recommendations include:

- A. Begin with an open-ended question and allow a free narrative to follow. Opening questions such as the following are the most effective: *"Help me understand what you are able to remember about your experience?" "Tell me what happened, start wherever you think it makes sense to start."*
- B. Allow the victim to describe what occurred without interruption.
- C. Do not suggest feelings or responses. For example, do not say "I know this is hard." Instead, acknowledge their feelings and emotions and say something like *"I talk about these sorts of things all the time; I'm not uncomfortable; anything you say is ok in this room."*
- D. Once the victim has completed their free narrative, continue by investigating the incident(s), using the following prompts when necessary:
 - 1. Avoid asking questions of quantity. For example, do not ask *"how many times did this happen?"* and *"how long did it last?"* Instead say *"You told me ___ [repeat event specified by the victim]____, did that happen one time or more than one time?"*
 - 2. Avoid the impression of an interrogation for the victim, and avoid asking "why" – this can feel like blame to a victim.
 - 3. Continue to use open ended questions and do not suggest answers.
 - 4. Address inconsistencies respectfully. *"You told me ___ [repeat event specified by the victim] and then you told me _____. Can you help me understand?"* Keep in mind not all inconsistencies need to be resolved in the victim interview because the thorough investigation may uncover answers that would be unavailable or unknown to the victim.
 - 5. *You said_ . Tell me more about that.*
 - 6. *What else can you remember/tell me about _____?*
 - 7. *Help me understand_____*
 - 8. *What was your thought process while _____ was happening?*
 - 9. *What are you able to tell me about _____ (5 senses, smelled, heard, etc...)?*
 - 10. *Tell me about deciding to tell about what happened.*
 - 11. *I want to understand how people found out about what happened. Who is the first person you told?*
 - 12. *Is there anything you cannot forget about the experience?*
 - 13. Be particularly interested in determining if the suspect may have exploited or created victim vulnerability and accessibility.

XVI. ANTICIPATING DEFENSE CHALLENGES DURING THE VICTIM INTERVIEW

If the victim's narrative does not provide it, explore the following areas consistent with the anticipated theory of the case and the victim's narrative:

A. The consent defense – "It was consensual."

1. The victim's thoughts and beliefs just prior to and during the assault, for example any fears that the victim may have had about the suspect, environment, or situation.
2. Words, statements, or conversation between the victim and the suspect before, during or after the assault.
3. Whether there was a point when the suspect's behavior changed.
4. Coercive or manipulative behavior by the suspect - implied threats, tone of voice, gestures, looks given, actual threats, or force employed.
5. Any words or actions prior to or during the assault that may have indicated the victim's lack of consent (e.g. victim pushing against suspect, victim turning head away, victim crying, holding legs together).
6. The feelings or reactions experienced by the victim (e.g. pain, sadness, worry, scared, nothing, or something else).
7. Details of the assault and acts; the manner used to complete the crime (e.g. finger, penis, mouth, object, something else).
8. Information about how the assault ended and what caused it to end.
9. What the suspect did after the assault.
10. What the victim did after the assault.
11. Explore ways in which the victim's behaviors and activities may have changed in the days, weeks, and months after the assault (e.g. dramatic physical changes such as weight loss/gain, attendance or performance at work or school, or changes in daily routine). These are potential indicators of the impact of trauma.

B. The denial defense – "It didn't happen." If the suspect claims that sexual penetration or contact didn't happen, corroborating the details of the victim's account are important. The victim interview should include the above information in anticipation that the suspect may eventually claim consent if DNA and trace evidence points to the suspect.

C. The identity defense – "It wasn't me." This typically arises in cases where the victim and the suspect do not know each other. The victim interview should include the following, but also include the above information in anticipation that the suspect may eventually claim consent if DNA and trace evidence point to the suspect:

1. Physical description/identity of the suspect including identifying body marks, tattoos, scars, birth marks, and smells from cigarettes, cologne, body odor, etc.
2. Establish timeline in order to address potential alibi.
3. Obtain as much information as possible about the suspect's method of operation in order to compare it to other available information (i.e., VICAP).

XVII. INTERVIEWING CONSIDERATIONS FOR ALCOHOL/DRUG FACILITATED ASSAULT

- A. Alcohol/drug considerations described above in Section IV apply equally during the investigative interview.
- B. Interview after drug/alcohol facilitated sexual assault should explore:
 - 1. Prescriptions or over the counter medication taken by the victim.
 - 2. Recreational substances voluntarily consumed.
 - 3. Victim's past experience with alcohol or other substances, to assess tolerance and if the reported level of intoxication is consistent with victim's expectations.
 - 4. Amount consumed by victim and by the suspect.
 - 5. Other people with the victim prior to assault.
 - 6. Thoughts, tastes, sounds, feelings, or body sensations experienced by the victim.
 - 7. Timeline of events.

XVIII. EXPLORING SOURCES OF ADDITIONAL EVIDENCE DURING THE VICTIM INTERVIEW

- A. Physical evidence: Identify physical evidence related to the assault (e.g. clothing, bedding, condoms, tampon, toilet tissue or other item used to clean up after the assault).
- B. Electronic evidence: Identify text messages or electronic postings by any person regarding the incident on Twitter, Facebook, or other social media.
- C. Photographs & video: Identify photographs or video that may have been taken prior to, during, or after the assault.
- D. Other witnesses: Identify whether anyone else witnessed the assault, pre-assault, or post-assault conduct by the suspect.

XIX. EXPLORING SERIAL PERPETRATION DURING VICTIM INTERVIEW –

The investigator should ask questions about the offender that may lead to additional victims, whose testimony may be used in trial as "other acts" evidence to support the prosecutor's case-in-chief. If the victim is familiar with the suspect, consider asking questions such as:

- A. *Tell me who the suspect is or has been in a relationship with. Tell me about problems in those relationships.*
- B. *Tell me where the suspect is currently working and if they have had problems at work.*
- C. *Tell me about where the suspect likes to hang out, exercise, go to the bar, go to school.*

XX. CONCLUDING THE FOLLOW-UP VICTIM INTERVIEW –

The investigator should:

- A. Inform the victim about the next steps in the investigation. Let the victim know when they can expect to be contacted again.
- B. Provide the victim with appropriate contact information for the investigator.
- C. Encourage the victim to contact you if they remember any additional information or evidence. Assure the victim that it is common to remember additional information with the passage of time.
- D. Inform the victim what to do if they feel unsafe or if they are contacted directly

or indirectly by the suspect, or by family and friends of the suspect. Suspect contacts should be documented as a supplemental report.

- E. Discuss any safety concerns that the victim may have. Refer the victim to LACASA at (866) 522-2725 to provide the victim with supportive and counseling services.
- F. Ensure that the victim has received the Department's Victim's Rights Card which includes the notices required by the Sexual Assault Victims' Access to Justice Act, MCL 752.953, and information required by the Crime Victims' Rights Act, MCL 780.753.

XXI. COMMUNICATION WITH THE VICTIM

- A. Victim participation enhances the success of the criminal investigation and eventual prosecution. The investigator's ability to maintain trust and encourage victim participation in the criminal process is built on rapport and open communication with the victim.
- B. Proactive ongoing contact: The lead investigator should maintain contact with the victim until the final resolution of the case and proactively notify the victim of significant updates.
- C. Victim consultation: When appropriate, the victim should be consulted about witness interviews or other investigative decisions that may impact victim safety or privacy. This can build trust with the victim and help restore the victim's sense of control.

XXII. INFORMATION REQUESTS UNDER THE SEXUAL ASSAULT VICTIM'S ACCESS TO JUSTICE ACT

- A. Victim requests for case status information, MCL 752.955: The department will respond to victim requests for the following information as long as the disclosure does not impede or compromise the investigation:
 - 1. contact information for the investigating officer;
 - 2. the current status of the case;
 - 3. whether the case has been submitted to the prosecutor for review; and
 - 4. whether the case has been closed and the documented reason for closure.
- B. Victim request for forensic testing results, MCL 753.956: The department will respond to victim requests for the following information about the forensic testing results as long as the disclosure does not impede or compromise the investigation:
 - 1. when the kit was submitted to the forensic laboratory for testing;
 - 2. whether a DNA profile of a suspect was obtained;
 - 3. whether a DNA profile of the suspect was entered into a databank; and
 - 4. whether the DNA profile resulted in a CODIS "hit."
- C. Forensic Information Handout, MCL 753.956: Victims who have requested forensic testing results must be provided with a copy of, or access to, information regarding the meaning of these results.
- D. Responding to requests for information under the act, MCL 752.954: Officers should communicate with the victim in the manner indicated by the victim (e.g. phone, e-mail, etc.). The department can require the victim's first request for

information be in writing, but subsequent requests from the victim do not need to be in writing.

XXIII. CONSIDERATIONS FOR VICTIM MENTAL HEALTH RECORDS - The victim shall not be asked to sign a release for mental health records, which are privileged and protected from discovery under MCR 6.201(C). Any such issues should be referred to the Prosecutor.

XXIV. VICTIM RECANTATION OR VICTIM'S DESIRE TO NOT PARTICIPATE IN CRIMINAL JUSTICE PROCESS

- A. A victim may recant or choose not to participate in the investigation and prosecution for a number of reasons.
- B. Responding to a victim's recantation or to a victim's choice not to participate in the criminal justice process:
 1. The investigator should always conduct the investigation in a manner that anticipates this possibility and facilitates proceeding if/when the victim is ready to participate at a later time or if more information becomes available.
 2. If a victim stops communicating with the investigator, the investigator should document all attempts to contact the victim by phone, email, mail and/or residence check.
 3. The victim should be advised that an inability or decision not to participate in prosecution at this time doesn't mean the case cannot go forward in the future.
 4. Recantation by itself does not mean that the allegations made in the initial disclosure never took place.
 5. A victim's inability to participate in an investigation, or a victim's recantations of their prior statements, without additional factors or circumstances, are not by themselves sufficient reasons to close a case. In such an event the Prosecutor should be consulted and provided the case file to date.

XXV. WITNESS INTERVIEWS

- A. Sexual assault is rarely witnessed by others. However, valuable evidence can be obtained from individuals who witness pre-assault or post-assault conduct or statements of the suspect or the victim.
- B. It is also important to not overlook acquaintances and co-workers of the suspect, who may report similar accusations from other victims, or have witnessed relevant pre- assault or post-assault conduct by the suspect.

XXVI. POTENTIAL WITNESSES

- A. **Conduct witnesses:** Evidence from persons who witnessed the assault, or more likely, persons who witnessed pre-assault or post-assault conduct of the victim or suspect. Evidence from other individuals to gain information about the character of the suspect.
- B. **Other acts witnesses allowed under MRE 404b:** Evidence from victims of similar acts/assaultive conduct committed by the suspect may be admissible,

regardless of whether the similar acts/assaultive conduct was reported, charged or convicted.

- C. **Disclosure witnesses:** The first person to whom the victim disclosed is a key witness, as are any other persons to whom the victim disclosed prior to reporting the crime to law enforcement. Be aware that a victim's disclosures to helping professionals such as a psychologist, clergy, counselor, or advocate from a community-based sexual assault program are confidential and those professionals may not legally be able to share information without the victim's consent.

XXVII. WITNESS INTERVIEW CONSIDERATIONS

- A. The witness's relationship to the victim and/or suspect.
- B. If appropriate, explore:
1. The first person the victim told about the assault. Explore disclosure statements, help-seeking statements, first disclosure statements of the victim to the witness.
 2. If the suspect is unknown, physical description of the suspect including identifying body marks, freckles, tattoos, scars, birth marks, and smells from cigarettes, cologne, body odor, or something else.
 3. The pre-assault conduct or statements of the suspect which might indicate that the suspect targeted or groomed the victim (e.g. supplying alcohol to the victim or isolating the victim).
 4. The condition/intoxication of the victim and the suspect during pre or post assault interactions.
 5. Post-assault conduct and actions of the victim that are consistent with a traumatic experience and inconsistent with consensual sex such as: fleeing the scene, unresponsive affect, heightened emotions, absence from school, work, or other commitments, rejecting social contact, fear, excessive startle response or hyper-vigilance, difficulty sleeping, changes in appearance or routine, increased drug or alcohol use, and/or problems with trust.
- C. Additional evidence from a witness:
1. Any physical evidence related to the assault.
 2. Text messages or electronic posting regarding the incident on social media.
 3. Any photographs that may have been taken prior to, during, or after the assault.
 4. Whether anyone else witnessed the suspect's pre-assault, assault, or post-assault conduct.
 5. Information on the suspect:
 - Other relationships.
 - Employment, including issues at work.
 - Hang out locations, including exercise, bars, or schools.
 - Other assaults known to witness.

XXVIII. SUSPECT INVESTIGATION - BASIC CONSIDERATIONS

- A. The investigator shall attempt to interview the suspect in all cases.
- B. The investigator should generally conduct as much of the investigation as possible before the interview, including familiarity with the suspect's background,

including:

1. Criminal history and history of any interactions with the criminal justice system, such as convictions, arrests, reports of uncharged acts, traffic citations, probation/parole status and records, information available on the SOR, and 0079 file, through an NCIC offline search, and information from other officers who know or have previously investigated the suspect.
 2. Information from family, friends, neighbors and co-workers about the suspect in general, about other reports of sexual assault by the suspect, about behaviors and statements of the suspect before and after the assault that is the subject of the current investigation.
 3. Information from social media sites, e-mail accounts, cell phone records, and other electronic communications, some of which may be publicly available or available through friends or associates of the suspect, and some of which may require subpoenas or search warrants.
- C. Consider whether a pretext phone call or other electronic communication is a viable investigatory tool before contacting the suspect.

XXIX. ARREST DECISION

- A. In making a decision whether to arrest the suspect on probable cause or to request a warrant, the officer should consider:
1. The uncorroborated account by the victim can constitute probable cause.
 2. The safety of the victim and other potential victims. Consider whether the suspect has an ongoing relationship with the victim or continued access to the victim, and whether the suspect knows that a police report has been made.
- B. While the officer should consider the wishes and concerns of the victim, the officer should not pressure the victim about the arrest decision. The officer should make the decisions about the investigation, probable cause and arrest.

XXX. INTERVIEWING / INTERROGATING THE SUSPECT

- A. **Prior to the interview:**
1. **When to interview:** The decision as to when to interview a suspect will be influenced by several factors including:
 - The suspect's relationship to the victim;
 - Whether the suspect is a flight risk;
 - Whether the report is immediately post-assault or a delayed report;
 - Whether the investigator believes the suspect interview can be delayed while the officer conducts a comprehensive investigation;
 - The possibility that the suspect will fabricate a narrative or alibi;
 - The destruction of or loss of evidence.
 2. **The location of the interview:**
 - When the suspect is in custody, Miranda warnings must be given. If the suspect is not in custody, the officer must make it clear to the suspect that they are free to leave at any time during the interview.
 - Conducting the interview at the police station, away from the suspect's

home or place of employment, can provide the investigating officer with the most control over the interview.

- As with the victim interview, the suspect interview should be conducted in a location that is quiet and free from distractions and interruptions.

3. The interview should be recorded. If the interview is conducted in a venue unfamiliar to the investigator, the investigator should discuss the recording and retrieval capabilities with a representative of that venue prior to the interview.

B. Conducting the interview. The interview and interrogation should be conducted in accordance with training received by the investigator. Recommended practices include but are not limited to the following.

1. Interview first, then interrogate as needed. An interview is a non-accusatory question and answer session. The goal of an interview is to gather information and make an assessment of the suspect's credibility. During the interview, the suspect should be talking most of the time.
2. Begin with an introductory statement and initial questions that build rapport and gather background information (e.g., name, employment, marital status, and other basic social history questions in a conversational manner).
3. Transition to the topic at hand (the allegation). Ask the suspect a direct question about the allegation. Introducing the topic in this way helps the officer gauge the suspect's confidence entering into the interview, as it may result in a weak denial by the suspect, and helps ensure that the suspect has a clear understanding of the accusation.
4. After the suspect has responded to this initial direct question, ask an open ended question, like *"Tell me what did happen,"* or *"Tell me everything that happened that night."* Allow the suspect to provide their narrative freely, with as little interruption as possible. Then follow up to clarify ambiguous or unclear information and fill in gaps in the narrative.
5. Elicit as much detail as possible from the suspect. Ask the suspect about his activities for the 24 hours prior to and the hours following the sexual assault. Seemingly unimportant details may provide necessary links to other pieces of evidence or information that can be used to uncover inconsistencies in previous or subsequent statements.
6. Do not immediately challenge lies or inconsistencies offered by the suspect. Let the suspect develop and add details to them. Often, the details can be used later to dismantle the lies and may increase the likelihood of an admission or confession. A well-documented lie can be very powerful evidence for prosecution.
7. Lock-in the suspect's narrative. Have the suspect confirm the accuracy and completeness of the narrative before confronting the suspect with inconsistencies, inaccuracies, admissions, or information from other sources that contradict or conflict with the suspect's account. Follow up on contradictory or inconsistent statements:

"Help me understand when you said ___, because then you said ___. Can you explain that more?"

8. Do not expect the suspect to immediately make a full and complete confession. The suspect may make one or more partial admissions which, when considered in light of all other information, may corroborate the victim's account. For example, the suspect may state that at first the victim said no and pushed him away but then later consented to sexual contact or penetration.
 9. If the suspect is claiming that the victim consented to the sexual contact, find out the basis for that belief; what words or actions indicated that the victim had consented.
 10. Consider offering a polygraph as an interview technique to gauge the suspect's reaction. If the suspect agrees to a polygraph, the interview/interrogation should still be continued before conducting the polygraph.
- C. **Transitioning from the interview to the interrogation.** The purpose of an interrogation is to confront the suspect in an accusatory manner to address discrepancies and inconsistencies in an effort to obtain incriminating statements or a full confession from a person whom the investigator believes has been deceptive during an interview. During an interrogation, the officer will be talking the majority of the time.
1. The investigator will make a determination on whether to proceed to an interrogation based on the facts of the case and the outcome of the interview.
 2. Remember, even if the suspect presents a credible narrative, that does not necessarily discredit the initial report of the crime.
- D. **Conducting the interrogation:**
1. The interrogation should begin with a confident statement by the officer, such as: *"I have reviewed the case file and the facts show that you held down [the complainant]'s arms and put your penis in her vagina. What I want to understand is why this happened."* The interviewer can employ themes that were developed earlier during the interview, such as "This was a one-time mistake."
 2. Select a theme based on the suspect's answers to the interview questions. The theme is used to obtain an admission and should be based on the suspect's statements.
 3. Be persistent. Expect that it may take time to reach admission during the interrogation. Do not end the interrogation early based on the suspect's initial denials.
 4. Validate any confessions by having the suspect recap the incident and provide additional details.

XXXI. **POLYGRAPH CONSIDERATIONS**

- A. A polygraph is not a substitute for a thorough investigation and interview/interrogation.
- B. A polygraph is not admissible in court, but the polygraph interview process can be a useful investigative tool.

- C. Once charged, the suspect has a statutory right to a polygraph. MCL 776.21
- D. Provide the polygraph examiner with a copy of the police report and ensure that the test questions developed cover the relevant topic/crime.
- E. If the suspect is already charged or has invoked their right to an attorney, only conduct a post-polygraph interview or interrogation after consulting with the Prosecutor.
- F. If the suspect is found to be deceptive (fails the polygraph) and has not invoked the right to an attorney, proceed with an interrogation. This interrogation can be conducted by the polygraph examiner or the investigator. While the polygraph itself is not admissible, a post-polygraph admission or confession is.

XXXII. PRETEXT PHONE CALLS/COMMUNICATION

- A. The purpose of a pretext phone call is to solicit and record incriminating statements from the suspect. The suspect may talk to the victim about the assault if they believe that no one else is listening and is not aware the call is being recorded. Statements made by the suspect in an effective pretext call may be used as admissions in later proceedings, and/or give the investigating officer leverage through which to obtain admissions or other incriminating statements during the suspect interview.
- B. When the suspect is represented by an attorney on the allegation at hand, legal principles applicable to contact with represented persons should be followed. No direct or indirect contact should be made with the suspect by law enforcement or by anyone working at the direction or with the guidance of law enforcement without first consulting with the Prosecutor.
- C. When involving the victim in a pretext phone call to the suspect, carefully consider the victim's emotional and physical state. A pretext phone call can result in secondary victimization of the victim, causing additional trauma. Under no circumstances should a victim be required to participate in a pretext phone call.
- D. Discuss potential outcomes for the call with the victim, emphasizing that it is not their fault if the call does not go well or as planned.
- E. The investigator should ask the victim if they want a third-party support person, such as a victim advocate or other appropriate support person to be present. The officer should meet with the support person ahead of the scheduled call to make clear what the role of the support person will be, and to ensure that the support person does not interfere with the process of the call.
- F. The investigating officer should work closely with the victim to determine the most effective time for the call (e.g., when the suspect would be least suspicious of the purpose of the call) and to develop the questions or statements the victim will make during the call. Pretext phone calls can be effective any time after the assault.
- G. The investigating officer should familiarize themselves with the method of conducting a pretext phone call. Pretext calls should be made with appropriate equipment and technology to allow for clear recording of both victim and suspect, for the investigating officer to hear both victim and the suspect as the call is in progress, and to ensure that the suspect is unable to identify that the call is being

placed as part of the law enforcement's investigation. Best practice would be to have the incoming call be identified on the suspect's phone as coming from the victim's phone or some other phone that the suspect would associate with the victim's use.

- H. Consider preparing a list of statements that the investigator can direct the victim to use during the call. The investigator should be with the victim during the call in order to offer support and guidance during the call. The investigator may prompt the victim with next questions or prompt them to be silent for a moment so that the suspect will speak.
- I. Consider using other electronic methods for pretext communications, such as social media or texting. Secure necessary search warrants and subpoenas in advance or shortly after communication to preserve the communication and for authentication purposes.

XXXIII. CRIME SCENE EVIDENCE

- A. Physical evidence can corroborate the victim's statements, demonstrate lack of consent, demonstrate a suspect's use of alcohol, refute the suspect's statements, and demonstrate force or coercion. Small corroborations can often demonstrate victim credibility.
- B. Crime scene preservation is a high priority for any major offense investigation.
- C. Responding officers and investigators should conduct crime scene investigation and evidence gathering in accordance with departmental procedures and training, including search warrant procedures where appropriate, and a thorough search for electronic evidence such as security cameras, social media, mobile phones, and computers.
- D. Based on the complexity of the crime scene or other factors it may be appropriate to request assistance of a specialized crime scene investigation team.

XXXIV. KNOWN SUSPECT DNA SAMPLES

- A. Arrest sample. DNA samples taken at time of arrest in accordance with MCL 28.171 will be sent to CODIS.
- B. Case work sample.
 - 1. If the investigation requires a DNA sample from the suspect, a reference sample, separate from the arrest sample, must be collected from the suspect after consent or search warrant. MCL 28.171.
 - 2. Case work samples should be collected by utilizing a DNA buccal collection kit. The CODIS collection kit must not be used to collect this sample because CODIS is computer read and case work samples are analyzed by scientists.

XXXV. SUSPECT FORENSIC EXAMINATION

- A. A suspect forensic exam entails evidence collection from the body of the suspect.
- B. In some cases, appropriate investigation will include seeking a forensic

- examination of the suspect's body.
- C. Consider the following when making the determination about seeking a suspect exam:
 - 1. What is the length of time since the assault occurred?
 - 2. What was the nature of the assault? (Note that there may be circumstances when a suspect forensic exam is appropriate even though the suspect may have admitted to the sexual contact or confessed.)
 - 3. Does the victim believe they may have injured the suspect?
 - D. Search warrant:
 - 1. A search warrant should be obtained to collect evidence from the body of the suspect if the suspect is in custody or refuses to provide written consent.
 - 2. If the examination is being conducted pursuant to consent rather than a search warrant, the investigator must clearly document the suspect's freedom to decline any part of the examination and to discontinue the exam at any time. Should the subject discontinue the examination, a search warrant should be obtained.
 - E. Conducting the forensic exam:
 - 1. Contact LACASA at (866) 522-2725 and or a local hospital to conduct the suspect exam. Safety should be a consideration in selecting a location.
 - 2. The examination should not be conducted in the same room where the victim was examined.
 - 3. Photograph the suspect including injuries, unusual tattoos, markings, or distinctive features.

XXXVI. SUPERVISORY RESPONSIBILITIES

Department supervisors shall ensure that all cases involving reports of sexual assault or abuse have been investigated and documented in accordance with this procedure and that all follow-ups with the Prosecutor are completed in a timely manner.

XXXVII. REPEALER

All directives or parts of directives previously issued by this agency that conflict with this procedure are hereby repealed to the extent necessary to give this procedure full force and effect.

XXXVIII. POLICY REVIEW

This policy and procedure will be reviewed every five years under the direction of the Livingston County Prosecutor's Office.

3. **Mandatory Prosecutorial Review**

All allegations of sexual assault shall be appropriately documented and investigated in accordance with department policy and the results of every sexual assault investigation shall be forwarded to the Livingston County Prosecutors Office for review.

Issued by:



Chief of Police Richard Duffany

Approved by Hamburg Township Board of Trustees: **DRAFT**

Livingston County Law Enforcement Response to Domestic Violence Protocol

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Attachments:

- Complaint of Violation of Conditional Release
- Complaint of Violation of Personal Protection Order
- Procedures for Determining Primary Aggressor
- Procedures for Handling Juvenile Assailants
- State of Michigan Standard Domestic Relationship Incident Report
- Questions for victims of strangulation
- Victims' Rights Card

Livingston County Law Enforcement Response to Domestic Violence Protocol

PURPOSE

The intent of this policy is to establish procedures for the handling of domestic violence.

GENERAL POLICY

It is the policy of Livingston County police agencies to respond to all reports of Domestic Violence and to conduct a thorough investigation of such reports with a goal to prosecute offenders and support victims of Domestic Violence. Domestic violence will be treated as a criminal incident. Officers are expected to investigate these complaints thoroughly and follow the appropriate procedure based on their findings.

GOALS

- A. The goals of the domestic violence policy are:
1. Protect victims and their children;
 2. Hold assailants accountable;
 3. Reduce domestic homicides;
 4. Reduce domestic assaults;
 5. Establish arrest as the preferred response to domestic violence
 6. Reduce police callbacks;
 7. Reduce injuries to officers;
 8. Reduce liability risks for the department;
 9. Help break the cycle of violence.

DEFINITIONS

- A. **Domestic Violence** is an assault and/or battery committed by an individual in a domestic relationship. MCL 750.81
1. Domestic violence may result in various crimes, certainly more than what is typically thought of. This includes, but is not limited to:
 - Bodily injury or fear of imminent bodily injury;
 - Sexual assault;
 - Stalking;
 - Strangulation; (See attached suggested questions)
 - Unlawful imprisonment;
 - Interfering with a telephone or 911 communication;
 - Interfering with the report of a crime;
 - Child abuse;
 - Parental kidnapping;
 - Cruelty to animals;
 - Property crimes;
 - Criminal trespass;
 - Violating a bond condition or Personal Protection Order
- B. **Domestic Relationships** include persons who are: MCL 750.81
1. Spouses;
 2. Former spouses;
 3. Have a child in common;
 4. Living together or have lived together-this includes parents and children;
 5. Dating or have had a dating relationship-defined as frequent, intimate associations primary characterized by the expectation of affectional involvement. It does not include a causal relationship or an ordinary fraternization between two individuals in a business or social context.

- C. **Probable cause** is the combination of facts which leads a police officer to believe a crime has been committed. The standard applied to domestic violence crimes is no different from the standard applied to other crimes. A police officer **should not consider** the following factors when determining probable cause:
 - 1. The marital relationship of the parties;
 - 2. The existence of a protective order, except if the violation of such order constitutes a crime;
 - 3. The dispositions of previous police calls involving the same victim and offender;
 - 4. The victim's unwillingness to participate in the prosecution of the case;
 - 5. The police officer's belief that there will be no prosecution;
 - 6. Verbal assurances by either party that the violence will stop;
 - 7. Denial by either party that the violence occurred when there is evidence of domestic violence;
 - 8. The police officer's concern about reprisals against the victim by the offender;
 - 9. The race, ethnicity, sexual orientation, social class, or occupation of the victim and/or offender.
- D. **Victim/complainant** is any person who is the victim of domestic violence. This includes victims who do not want charges filed or cannot participate in the prosecution of the case.
- E. **Self-defense** is a person's justifiable use of physical force upon another person when the person believes such force is necessary to defend themselves or a third party from what he/she reasonably believes to be the use, or imminent use, of unlawful physical force by such other person.
- F. **Primary Aggressor** is the person determined to be the most significant, rather than the first, aggressor.

PROCEDURE

I. OFFICERS' RESPONSE

- A. Use appropriate security procedures when approaching and entering the residence;
- B. Immediately upon arrival, make contact with and separate the parties involved and secure any weapons. If an arrest is made, the offender's firearms should be removed and stored in property;
- C. Determine if anyone is in need of immediate medical attention. If medical attention is required, appropriate arrangements should be made;
- D. If the victim or assailant of a domestic dispute involves a member of the responding officer's department, another agency with jurisdiction shall be requested to respond and to handle the complete investigation. The first responding agency will secure the scene and ensure the safety of all persons involved.

II. CONDUCT A COMPLETE INVESTIGATION

- A. Officers should conduct the investigation as though the victim will not or cannot testify.
- B. Police officers shall make reasonable efforts to identify the primary aggressor in any incident.
 - 1. Please reference "Procedures for Determining Primary Aggressor" attachment.
 - 2. Any revisions and updates to this procedure will be made as necessary by the Livingston County Prosecutors Office.
- C. Oral statements that are made, especially those considered to be spontaneous statements, should be documented. All witnesses need to be interviewed, including the victim, the accused, their children, other family members and neighbors, if possible. Witnesses should **NEVER** be interviewed in the presence of the accused.
- D. Written (or recorded) statements should be obtained from all the witnesses. Remember, the victim could be illiterate or traumatized to the point that a written statement could be difficult to obtain.

- E. Collect and preserve any physical evidence. Immediate evidence of injury should be described with detail and photographed at the scene. Arrangements should be made for photographs to be taken after 48 hours as bruising often will not appear until that time.
- F. Note and document the condition of the scene, such as; overturned furniture, broken phones, and/or any other indications that an altercation took place.
- G. Provide the witness with the Victims' Rights Information Card.
- H. Obtain phone number(s) or other contact information where it is safe to call the victim. Obtain name(s) and contact information for persons or family members that can reliably reach the victim in the future.
- I. Document if a child or children were present in the home and/or if they witnessed the incident. Complete the required 3200 Form and report the matter where appropriate.

III. GATHER RELEVANT HISTORICAL INFORMATION

- A. Has this type of incident occurred before? How many times? How often?
- B. What was the worst incident?
- C. Has a weapon ever been used?
- D. Has the suspect ever been arrested before for assaulting you or a family member? Where?
- E. Have you ever been treated or hospitalized for injuries inflicted by the suspect? Where?
- F. Are there any witnesses to prior incidents or injuries? If so, secure their names and addresses.
- G. Officers should assess the lethality of the situation by considering indicators of a life threatening attack such as:
 - 1. Threatened to kill,
 - 2. Threatened to take the victim or children hostage,
 - 3. Threatened the children,
 - 4. Used or threatened to use a weapon,
 - 5. Killed or mutilated a pet,
 - 6. Knowledge that the victim is leaving or filing for divorce,
 - 7. Access to weapons, or a history of weapons use,
 - 8. A history of domestic violence or assaultive behavior,
 - 9. Engaged in stalking behavior,
 - 10. Access to the victim and/or the victim's family,
 - 11. Threatened suicide, or
 - 12. Alcohol or drug addiction.
- H. When an arrest is made, documentation of lethality factors can provide critical information later when the court is determining bond and conditions of bond.

IV. ARREST PROCEDURES

- A. A police officer may make a warrantless arrest based upon probable cause in the following circumstances:
 - 1. A felony is being or has been committed;
 - 2. A misdemeanor assault, assault and battery, aggravated assault, or a violation of a substantially corresponding local ordinance occurred or is occurring, and a domestic relationship exists; MCL 764.15a
 - 3. A misdemeanor, punishable by more than 92 days imprisonment, has been committed; MCL 764.15
 - 4. Any misdemeanor was committed in the officer's presence; MCL 764.15
 - 5. The person is violating or has violated a personal protection order (PPO) or a valid foreign protection order; MCL 764.15b
 - 6. The person is violating or has violated a condition of release (bond); MCL 764.15e or
 - 7. The person has violated one or more conditions of a probation or parole order imposed by a court.
- B. An arrest should be made in cases where all of the following conditions exist:

1. There is probable cause to believe that any felony or misdemeanor assault has taken place;
 2. A domestic relationship exists ;
 3. The suspect is on the scene or the suspect's whereabouts can be readily determined.
- C. A police officer's decision to arrest an individual should not be based upon the willingness of the victim to prosecute or on the relationship of the individual involved in the incident. Nor should it be based solely upon the absence of visible indications of injury or impairment.
- D. Officers should emphasize to the victim and the assailant that the arrest action is being initiated by the officers, not the victim.
- E. Written reports and warrant requests for in-custody suspects shall be forwarded to the prosecutor's office by the end of the officer's shift.
- F. Intellectual and developmental disabilities should be taken into consideration when determining arrest. Officers should recommend additional resources to the assailant such as:
1. Community Mental Health.....517-546-4126
 2. The ARC of Livingston.....517-546-1228
 3. Livingston Family Center.....517-376-6459
 4. Department of Health and Human Services.....517-548-0200
 5. Families or the individual should contact a personal psychiatrist or physician in an instance where domestic violence has occurred. If contact with law enforcement is after office hours, the Family or individual should contact their local ER for an evaluation.

V. SELF DEFENSE

- A. Officers should not arrest an individual if the officer has probable cause to believe the individual was acting in lawful self-defense or in the lawful defense of another person. MCL 776.22(3)(b)(ii). A person may lawfully use:
1. Whatever force the person reasonably believes is necessary for self-protection or to protect another person from danger; or
 2. Deadly force, when the person reasonably believes oneself or another person is in imminent danger of being killed, seriously injured or forcibly sexually penetrated.
- B. A person has no duty to retreat from an assault in one's home or a forcible entry of one's home.
- C. Where there is a claim of self-defense, the officer should determine if there is probable cause to believe that the party was acting in lawful self-defense or in lawful defense of another by considering:
1. The size, strength and bulk of the parties;
 2. The apparent ability of each party to do what was alleged;
 3. Witness statements;
 4. Offensive and defensive wounds;
 5. Any history of domestic violence between the individuals; and
 6. Other evidence (e.g., physical, circumstantial, etc.)

VI. DUAL ARRESTS

- A. Dual arrests should be avoided. A determination by the Officer that each party has committed assault against the other and neither was acting in self-defense does not automatically lead to no arrest or dual arrests.
- B. Conduct a thorough investigation to determine the primary aggressor. Consider the following factors: MCL 776.22(3)(b)(ii)
1. The intent of the law to protect victims of domestic violence;
 2. Degree of injury inflicted on the individuals involved;
 3. The extent to which the individuals have been put in fear of physical injury to themselves or other members of the household;
 4. Any history of domestic violence between the individuals;

5. Try to determine if the wounds suffered coincide with the explanation.
- C. Officers will review with the shift supervisor, if available, the facts of the case prior to making a dual arrest.

VII. REQUESTS FOR ARREST WARRANTS

- A. Officers shall prepare a written report and seek a warrant when a warrantless arrest is not made and **all** of following conditions exist:
 1. There is probable cause to believe a crime has been committed;
 2. A domestic relationship exists;
 3. The suspect has left the scene and his/her whereabouts cannot be readily determined;

-OR-

 4. The officer is uncertain of the existence of probable cause or whether a domestic relationship exists.
- B. A written report is mandatory even if the domestic incident does not involve a crime being committed. Written reports will lay the foundation for future prosecution, should future domestic violence occur. These reports shall be forwarded to the prosecutor's office within 48 hours after the incident is reported.
- C. If it is determined that no crime was committed at the scene, it is still possible that a crime was committed in the past. Should this be the case, officers shall pursue an investigation of alleged prior crimes against the victim.

VIII. WRITTEN REPORTS MCL 764.15c (2)(3)

- A. An officer shall prepare a domestic violence report after investigating a domestic violence incident. Officers shall use the standard domestic violence incident report form or a form substantially similar to that standard form. (See attached State of Michigan Standard Domestic Relationship Incident Report)
- B. The report shall contain, but is not limited to:
 1. The address, date, and time of the incident being investigated;
 2. The victim's name, address, home and work telephone numbers, race, sex, and date of birth;
 3. The suspect's name, address, home and work telephone numbers, race, sex, date of birth, and information describing the suspect and whether an injunction or restraining order covering the suspect exists;
 4. The name, address, home and work telephone numbers, race, sex, and date of birth of any witness, including a child of the victim or suspect, and the relationship of the witness to the suspect or victim;
 5. The following information about the incident being investigated:
 - The name of the person who called the law enforcement agency;
 - The relationship of the victim and suspect;
 - Whether alcohol or controlled substance use was involved in the incident, and by whom it was used;
 - A brief narrative describing the incident and the circumstances that led to it;
 - Whether and how many times the suspect physically assaulted the victim and a description of any weapon or object used;
 - A description of all injuries sustained by the victim and an explanation of how the injuries were sustained;
 - If the victim sought medical attention, information concerning where and how the victim was transported, whether the victim was admitted to a hospital or clinic for treatment, and the name and telephone number of the attending physician;
 - A description of any property damage reported by the victim or evident at the scene.

6. A description of any previous domestic violence incidents between the victim and the suspect;
7. The date and time of the report and the name, badge number, and signature of the peace officer completing the report.
8. Where probable cause exists but no arrest is made, the report shall describe the reasons for no arrest.
9. The law enforcement agency shall retain the completed domestic violence report in its files. The law enforcement agency shall also file a copy of the completed domestic violence report with the prosecuting attorney within 48 hours after the domestic violence incident is reported to the law enforcement agency.

IX. VICTIM ASSISTANCE

- A. When an arrest is made, Officers should provide or arrange for emergency assistance to victims including, but not limited to, medical care, transportation to a shelter, facilitate the placement of children if the victim is hospitalized. MCL 776.22(3)(g)
- B. If the assailant is gone or no arrest is made, Officers should remain at the scene of an alleged incident of domestic violence for a reasonable time until, in the reasonable judgment of the police officer, the likelihood of further imminent violence has been eliminated. MCL 776.22(3)(g)
- C. Officers shall provide all victims of domestic violence with notice of rights information. MCL 780.753; MCL 764.15c (See attached copy of Victim's Rights Card.) The officer must provide his/her name, badge number and department phone number. Advise the victim he/she may also contact the Prosecutor's Office for additional information. This information must be provided whether or not an arrest was made.
- D. Officers shall contact LACASA's on-call response team before leaving the scene or as soon as practicable. They can be reached directly 24 hours a day by calling 877-522-2723. If the line is unanswered or you do not receive a call back, please contact LACASA's Help-Line 866-522-2725. LACASA advocate(s) will provide assistance to the victim by:
 1. Responding directly to the scene if an arrest has been made and it is safe to do so; **OR**
 2. If no arrest is made, the on-call team will attempt to make contact by phone and may meet the victim in a safe location; **AND**
 3. Can assist the victim in creating a preliminary safety plan.
- E. Officers should recommend additional precautions for the victim's protection such as:
 1. Dialing 911
 2. Livingston County Sheriff.....517-546-2440
 3. LACASA Center 24 hour helpline.....866-522-2725
 4. Medical facilities such as:
 - St. Joseph Mercy Livingston.....517-545-6100
 - St. Joseph Mercy Brighton.....810-844-7511
 - St. Joseph in Ann Arbor.....734-712-3456
 - U of M Hospital in Ann Arbor.....734-936-6641
 5. Livingston County Prosecutor.....517-546-1850
 6. Department of Health and Human Services.....517-548-0200
 7. 53rd District Court Probation.....517-546-5950
 8. Circuit Court Probation.....517-546-4212
 9. Circuit Court Parole.....517-546-7088

X. ARRESTS FOR VIOLATING BOND CONDITIONS

- A. Officers should arrest an individual when the officer has probable cause to believe that the person is violating or has violated a condition of release. MCL 764.15e
- B. Prior to arresting a subject for violation of bond conditions, the officer shall:
 1. Determine that the order is in LEIN and what bond conditions are in place; or

2. Be in receipt of a certified or true copy of the order; or
3. Have verification from a police agency that the order is valid but not entered into LEIN.
- C. If an officer makes a warrantless arrest, the following shall be done:
 1. Prepare a complaint of violation of conditional release. This may be accomplished by using the attached "Complaint of Violation of Conditional Release." Attach any police or narrative reports to the complaint.
 2. If the arrest occurs **within** the judicial district of the court that imposed the conditions of release, the officer shall provide a copy of the "Complaint of Violation of Conditional Release" to the following:
 - To the defendant (copy of the form only);
 - Original and one copy of the complaint to the court;
 - One copy of the complaint and police report to the prosecuting attorney in the jurisdiction where the conditional release was granted; and
 - One copy retained by the officer.
 3. The defendant shall be brought before the court in which the violation occurred within one (1) business day following the arrest.
 4. If the arrest occurred **outside** the judicial district of the court that imposed the conditions of release, the officer shall provide copies of the "Complaint of Violation of Conditional Release" to the following:
 - To the defendant;
 - Provide the original and a copy of the complaint to the court in which the violation occurred; and
 - One copy retained by the officer.
 5. The defendant shall be brought before the court in which the violation occurred within one (1) business day following the arrest.
 6. The court shall determine the conditions of release and promptly transfer the case to the court that released the defendant.

XI. ENFORCEMENT OF PERSONAL PROTECTION ORDERS

- A. A Personal Protection Order (PPO) is a court order requiring enforcement. Violation of a PPO by the individual restrained or enjoined is criminal contempt of court and shall be enforced.
- B. A Police officer may arrest a person without a warrant if the officer has probable cause to believe all of the following apply: MCL 764.15b(1)
 1. A domestic violence PPO, MCL 600.2950; **OR** A stalking PPO, MCL 600.2950a; **OR** A valid foreign protection order has been issued;
-AND-
 2. The individual named in the PPO is violating or has violated one or more of the acts that the order specifically restrains or enjoins the individual from committing; **AND**
 3. That the PPO states on its face that a violation of its terms subjects the individual to immediate arrest and, if the person is 17 years of age or older, subject to criminal contempt of court and, if found guilty of criminal contempt, that the individual shall be imprisoned for not more than 93 days and may be fined not more than \$500.00.
- C. Prior to arresting a subject for a violation of a PPO, the officer shall:
 1. Verify that the order is in LEIN, what conditions of the PPO are in place and that the individual has been **SERVED**, and
 2. Conduct an investigation to establish probable cause that a violation of the PPO or a criminal statute has occurred.
- D. A PPO takes precedence over any existing custody or parenting time order. MCL 3.706(C)(3). Officers should enforce the PPO and let the courts resolve the conflicts with other orders.
- E. A petitioner cannot violate the PPO. The PPO prohibits conduct by the respondent, thus only the respondent can violate the PPO. Enforce the PPO even if the respondent claims that petitioner "invited" respondent to violate the PPO.

- F. Where an officer responds to a call where the individual has **NOT been served** with the PPO, the Officer shall: MCL 600.2950(22) or MCL 600.2950a(22)
 - 1. **Serve** the individual restrained or enjoined with a true copy of the PPO, or
 - 2. **Advise** the individual of the existence of the PPO, the specific conditions enjoined, the penalties for violating the order, and where the individual may obtain a copy of the order.
 - 3. **Enforce** the PPO. The individual must be given an opportunity to comply after service or notice at the scene before law enforcement makes a custodial arrest for violation of the order. Failure to immediately comply shall be grounds for an immediate custodial arrest. MCL 600.2950(22) and MCL 6..2950a(22)
 - 4. **Enter**, or cause the immediate entry into the LEIN, confirmation that the individual has received actual notice of the PPO.
 - 5. **File** a Proof of Service or Proof of Oral Notification with the Clerk of the court that issued the PPO.
- G. If the suspect has left the scene, a reasonable attempt to locate and arrest the suspect should be made. The officer must tell the petitioner that he/she has a legal right to go to the court and file a motion for an order to show cause and a hearing if the respondent is violating or has violated a PPO and has not been arrested.
- H. If an officer makes a warrantless arrest, the following shall be done:
 - 1. Prepare a complaint of violation of PPO. This may be accomplished by using the attached, "Complaint of Violation of Personal Protection Order." Attach any police or narrative reports to the complaint.
 - 2. An individual arrested shall be brought before the court within 24 hours after arrest.
- I. Enforcement of PPOs involving juvenile assailants
 - 1. Please reference "Procedures for Handling Juvenile Assailants" attachment.
 - 2. Any revisions and updates to this procedure will be made as necessary by the Livingston County Prosecutors Office.

XII. ENFORCEMENT OF FOREIGN PERSONAL PROTECTION ORDERS

- A. A Foreign PPO is a PPO issued by a court of another state, U.S. territory, or tribal court. MCL 600.2950h A valid Foreign PPO shall be accorded full faith and credit in Michigan courts and is subject to the same enforcement procedures and penalties as if it were issued by a Michigan court. MCL 600.2950j
- B. Officers are required to enforce foreign protection orders in a manner consistent as if they had been issued by a court of this state. MCL 600.2950L(1)
- C. Officers can determine that a Foreign PPO is valid by:
 - 1. Face Validity MCL 600.2950L(3);
 - Officers may rely upon a copy of any PPO that appears to be a Foreign PPO that is provided to the Officer.
 - From any source if the Order appears to contain all of the following:
 - The names of the parties;
 - The date the PPO was issued
 - The terms and conditions against the respondent;
 - The name of the issuing court
 - The signature of or on behalf of a judicial officer;
 - No obvious indication that the order is invalid.
 - 2. Where an Officer has been shown a Foreign PPO, but it cannot be verified in LEIN or NCIC, that fact is not grounds for an Officer to refuse to enforce the Foreign PPO unless it is apparent to the Officer that the Foreign PPO is invalid. MCL 600.2950L(4)
 - 3. Where a copy of the Foreign PPO is not available, the Officer should attempt to verify the existence of the PPO through LEIN, NCIC, contacting the issuing Court, contact the law enforcement agency in the issuing jurisdiction, contacting the issuing jurisdiction's

protective order registry, or any other method the officer believes to be reliable. MCL 600.2950L(5)

- D. If the Officer is able to verify the existence of the Foreign PPO, and the individual enjoined or restrained by the Foreign PPO has been served with or received notice of the PPO, the Officer should arrest the individual for the crimes or violations for which probable cause was established. MCL 600.2950L(6)
- E. If there is no evidence the individual has been served or received notice of the Foreign PPO, the Officer shall: MLC 600.2950L(9)
 - 1. Serve the individual with a copy of the Foreign PPO; or
 - 2. Advise the individual about the existence of the Foreign PPO, the name of the issuing court, the specific conduct enjoined, the penalties for violating the order in Michigan; and
 - 3. Enforce the Foreign PPO. The individual must be given an opportunity to comply after service or notice at the scene before law enforcement makes a custodial arrest for violation of the order. Failure to immediately comply is grounds for an immediate custodial arrest. MCL 600.2950L(9)
 - 4. Provide the Petitioner with proof of service or proof of oral notice;
 - 5. Provide the issuing court with a proof of service or proof of oral notice if that information is readily available to the Officer;
 - 6. If the Foreign PPO is in LEIN or NCIC, provide LEIN or NCIC with proof of service or proof of oral notice.
- F. An individual arrested for a violation of a Foreign PPO shall not be released on Bond. The individual shall be brought before the court where the violation occurred within 24 hours after arrest. MCL 764.15b.

- XIII. **TRAINING-** The prosecutor will take the lead in updating all law enforcement agencies regarding changes in domestic violence laws and training regarding this protocol.
- XIV. **SUPERVISORY RESPONSIBILITIES-** Department supervisors shall ensure that all cases involving reports of domestic violence or abuse have been investigated and documented in accordance with a departmental policy that conforms to this procedure and that all follow-ups with the Prosecutor are completed in a timely manner.
- XV. **REPEALER-** All directives or parts of directives previously issued by this agency that conflict with this procedure are hereby repealed to the extent necessary to give this procedure full force and effect.
- XVI. **POLICY REVIEW-** This policy and procedure will be reviewed annually **or as deemed necessary** under the direction of the Livingston County Prosecutor's Office. Input from a local domestic violence agency should be incorporated in this review.

Attachments:

Complaint of Violation of Conditional Release
Complaint of Violation of Personal Protection Order
Procedures for Determining Primary Aggressor
Procedures for Handling Juvenile Assailants
State of Michigan Standard Domestic Relationship Incident Report
Questions for victims of strangulation
Victims' Rights Card

This protocol is hereby agreed to and approved by the following agencies. This protocol may be amended as deemed necessary with the approval of the signing agencies:


Livingston County Prosecuting Attorney

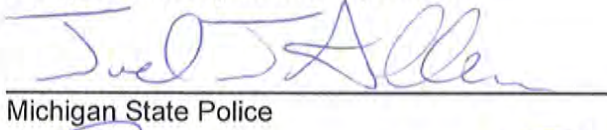
11/29/2017
Date


LACASA

12/6/2017
Date


Livingston County Sheriff Department

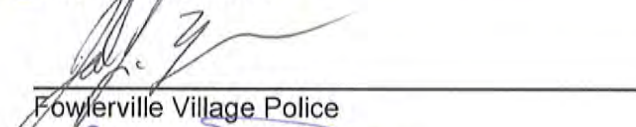
12/18/2017
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Michigan State Police

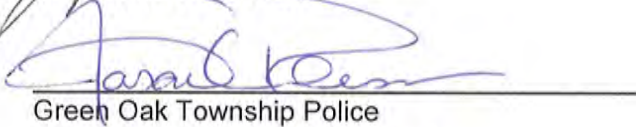
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Brighton City Police

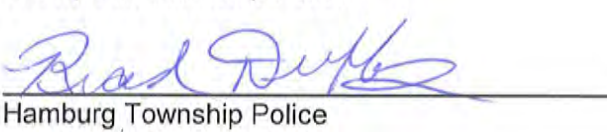
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Fowlerville Village Police

12/28/2017
Date


Green Oak Township Police

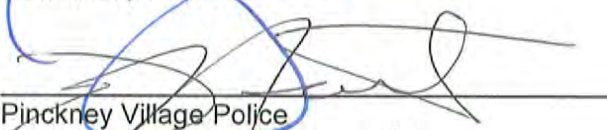
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Hamburg Township Police

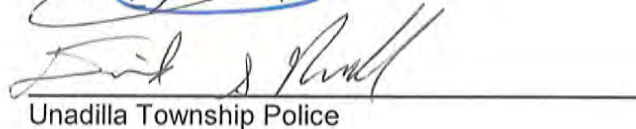
1-8-18
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Howell City Police

12-15-2017
Date


Pinckney Village Police

12/20/2017
Date


Unadilla Township Police

12-20-2017
Date

**Livingston County, Michigan Model Policy
Law Enforcement Response to Sexual Assault**

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***Livingston County, Michigan Model Policy
Law Enforcement Response to Sexual Assault***

POLICY

It is the policy of Livingston County police agencies to respond to all reports of sexual assault and to conduct a thorough investigation of such reports with a goal to prosecute offenders and support victims of sexual assault. The establishment of this procedure is intended to provide guidance for agency personnel responding to reports of sexual assault. This procedure cannot anticipate every situation that may arise involving sexual assault, therefore responding and investigating officers may need to adapt the application of these guidelines in accordance with their training and experience.

PROCEDURE

I. INITIAL RESPONSE

- A. Upon notification, officer(s) shall respond immediately to the location of the victim, which may or may not be the crime scene.
- B. Upon arrival, the officer(s) should promptly evaluate the scene for people, vehicles, or objects involved, as well as immediate threats or safety concerns.
- C. A determination must be made of critical initial information including but not limited to:
 1. Does the victim need immediate medical attention?
 2. Is the suspect present?
 3. Determine the scene of the offense and whether other officers should be immediately directed to that location.
 4. Determine the need for additional resources such as detectives or evidence technicians.
- D. Secure the crime scene to ensure that evidence is not lost, changed, or contaminated.
- E. Begin or direct a search for the suspect when appropriate.

II. ASSISTING THE VICTIM

- A. **Direct support person:** Ask if there is anyone that the victim would like to contact.
- B. **Community support services:** Contact an advocate from LACASA (855) 522-2725.
- C. **Convey understanding:** It is essential that the officer convey a demeanor of support and empathy for the victim.
 1. Often a victim may view reporting a sexual assault as a risk. They do not know how they will be treated or if they will be believed. It is critical that the responding officers communicate appreciation to the victim for reporting, regardless of the officer's initial impression of the case.
 2. The first responder should convey and maintain a relaxed, friendly tone. Do not express surprise, disgust or disbelief or other emotional reactions.
 3. Assure the victim that this case is important and it will be thoroughly investigated.
 4. It is important that the victim is given the correct impression that it is the suspect that is under investigation not the victim, even if the victim were under the influence of alcohol or drugs when the assault occurred.
- D. **Medical/forensic examination:** If the victim has been assaulted within the last 120 hours (5 days), encourage the victim to have a Sexual Assault Medical Forensic Examination. See Section XI below for further direction.

III. UNDERSTANDING SEXUAL ASSAULT AND VICTIM RESPONSE TO TRAUMA

- A. Individuals respond to trauma in a variety of ways. Victims may display a range of demeanor and emotions from crying and distress, to extremely calm and/or seemingly cheerful.
- B. Trauma can affect a victim's ability to give a detailed or chronological statement. A person experiencing trauma may recall and/or disclose information over a period of time as memories are triggered and as trust is established with responders.
- C. Officers should not make judgments about credibility based on a victim's demeanor or inability to articulate a chronological narrative.
- D. Be aware that offenders sometimes choose victims based on a perceived lack of credibility or perceived vulnerability knowing that this will make others doubt the victim's report of the assault.

IV. UNDERSTANDING ALCOHOL OR DRUG FACILITATED SEXUAL ASSAULT

- A. Drug or alcohol facilitated assault occurs when a person is made vulnerable or incapacitated by ingestion of drugs or alcohol. Ingestion can be voluntary or without the victim's knowledge.
- B. A victim's voluntary use of an illegal substance or alcohol should not be a factor in determining whether or not the sexual assault was perpetrated.
- C. Victims for whom alcohol/drugs were a factor in the assault may experience confusion, drowsiness, impaired judgment and/or impaired motor skills, among other symptoms. Following an assault, victims may:
 - 1. Think they have been assaulted, but are not sure.
 - 2. Report that they "feel" like there has been sexual penetration or contact but don't remember it.
 - 3. Report a level of intoxication that does not match the amount of alcohol/drugs they consumed.
 - 4. Have unexplained injuries or rearrangement of clothing.
- D. The offender may have facilitated the victim's intoxication or chosen the victim based on intoxication level hoping it would undermine the victim's ability to resist the assault, remember the assault, that it would reduce the likelihood that the victim would report the assault, and/or hope that others will use the presence of alcohol or other substances as a reason to disregard or disbelieve the report.

V. PREPARING FOR THE INITIAL FACT VICTIM INTERVIEW

- A. Sexual assault investigations typically include both a preliminary victim interview in the first response phase and a subsequent in-depth interview in the investigative phase. The preliminary interview is intended to be a **initial fact interview** to establish location and the elements of the crime. It is best practice to later conduct a **second investigative interview**, even when the first responder and the investigator are the same person. This allows the victim to recover from the initial assault and for memory to begin to consolidate after the trauma.
- B. **Assessment:** Determine whether an initial interview is necessary or appropriate at this time based on the victim's condition, future availability, and the availability of a detective or other specially trained personnel to conduct the initial interview.
- C. **Child Advocacy Center/Child Forensic Interview:** For victims of child sexual abuse or victims with developmental disabilities utilize the child forensic interviewing protocol or child advocacy center.
- D. **Secure a private location:** The location should be safe for the victim and free from distractions. This may include the police department, hospital, or SANE program.
 - 1. Ask the victim if they are comfortable in the proposed interview location.

2. If responding to a hospital, ensure privacy by requesting a private room rather than remaining in a trauma area waiting room; however, do not remain in the examination room during the forensic examination by the health provider.
 3. Interviews should not occur in the presence of unnecessary persons. Use an interview room or similar location to ensure comfort and privacy.
- E. **Support person:** Accommodate the victim's wish to include a support person or advocate from a community-based sexual assault program in the initial interview, if appropriate and available.
 - F. **Special accommodations:** Assess any special needs of the victim and accommodate when possible, such as the need for an interpreter (not a friend or family member).
 - G. **Polygraph:** It is against the law for an officer to ask a sexual assault victim to take a polygraph examination or to inform the victim of the option of taking a polygraph examination. MCL 776.21
 - H. **Written statement:** Do not require the victim to provide a sworn statement. Do not ask the victim to write out their own statement about the incident instead of conducting an interview. However, honor a victim's request to write a statement in addition to the interview.
 - I. **Prosecution Inquiry:** Do not ask the victim if they want to pursue prosecution.

VI. CONDUCTING THE INITIAL FACT INTERVIEW

- A. **Explain interview:** Tell the victim that the purpose of the preliminary interview is to gather **basic facts** and that a thorough investigative interview will be completed at a future time. If the interview will be recorded inform the victim.
- B. **Obtain victim contact information:** Obtain phone number(s) or other contact information where it is safe to call the victim. Obtain name and contact information for persons or family members that can reliably reach the victim in the future.
- C. **Initial fact interview technique – Basic Approach:**
 1. Example approach: *"Help me understand what you are able to remember about your experience?"* or *"Tell me what happened; start wherever you think it makes sense to start."*
 2. Allow the victim to describe what occurred without interruption.
 3. DO NOT employ traditional suspect methods used for detecting deception with victims. In the wake of a trauma, the victim should not be subjected to a lengthy or detailed interview, nor should they be "tested" for credibility.
 4. DO NOT ask questions of quantity. Don't ask how many times or how long, instead ask *"you told me ____; did that happen once or more than once?"*
 5. DO NOT press the victim if they are unable to provide answers to all of these questions in the preliminary interview.
- D. **Gather information from the victim's narrative:** If the victim's narrative does not provide it, ask follow-up questions such as *"Tell me more about ____"* or *"Help me understand ____"* or *"What else are you able to remember about ____,"* to gather the below information:
 1. The elements of the crime.
 2. The suspect's identity, including remarkable identifying characteristics (i.e., scars, odors, tattoos, birth marks, unusual or distinctive physical features).
 3. The crime scene(s), including where the assault started and where it ended.
 4. Information regarding any weapons used.
 5. Any injuries to the victim.
 6. Any injuries to the suspect, specifically any injuries inflicted by the victim.

7. If indicated by the victim, document whether any drugs or alcohol were involved in the crime including how the suspect may have used or provided drugs or alcohol to facilitate the crime.
8. Determine existence/location of additional evidence such as:
 - physical evidence related to the assault (i.e., clothing, bedding, condoms, objects, tampons).
 - text messages, electronic postings, photographs or videos that may have been taken that reveal the assault, or pre /post-assault conduct of the suspect.
- E. Be aware during initial interactions with the victim that they may make statements that have evidentiary value as excited utterances:
 1. **Document observable physical/emotional condition that accompanied the utterance:** Document all observations of the victim's appearance and emotional condition, even if the emotions exhibited are inconsistent with officer's expectations such as a flat affect or giggling.
 2. **Document excited utterances:** Document the excited utterances exactly, using quotes if appropriate.
- F. **Some best practices include the following:**
 1. Include specific observations and details, not judgments or conclusions: "the victim was tearful and trembling" rather than just "upset."
 2. Use active language, such as: "the suspect put his forearm across victim's chest to hold her down" rather than the passive "the victim was held down."
 3. Use objective language to describe actions, such as "the suspect penetrated the victim's anus with his fingers" rather than consensual language such as "had sex," "oral sex," "fondling," or "foreplay."
 4. Describe the incident as "the crime, the offense, the sexual assault, or the reported assault", rather than the "alleged assault."
 5. Capture the exact words used by the victim and suspect to describe the assault. Specify the penetration or contact with specific references to body parts and/or objects used. Use quotation marks to denote direct quotes.
 6. Avoid language of consent ("had sex" "performed/engaged in oral sex" "had intercourse") to describe non-consensual sexual contact. Rather describe the actions of the suspect using objective language which references specific body parts.

VII. CONCLUDING THE INITIAL FACTS INTERVIEW

1. Inform the victim about the next steps in the investigation. If possible, schedule the follow-up interview or let the victim know when they can expect to be contacted.
2. Encourage the victim to contact you or the appropriate investigator if they remember additional information or evidence prior to the investigative interview. Assure the victim that it is not unusual to remember additional information with the passage of time.
3. Inform the victim what to do if they feel unsafe or if they are contacted directly or indirectly by the suspect, or by the family and friends of the suspect.
4. Obtain primary and alternative contact information for the victim including preferred safe contact methods, if any. Also obtain information on any friends or relatives who will know the victim's whereabouts in the future to assist in contacting the victim if necessary.
5. If an interpreter is used to obtain a statement, document the reason and the interpreter's identity and contact information.
6. Help secure immediate safety after the interview including arranging transportation to a safe place if needed.

VIII. **VICTIM'S RIGHTS NOTICE CARD** – The officer taking the initial report shall provide the victim with the victim's rights notice card at the time of the initial report or at the latest within 24 hours of initial contact. MCL 752.953 & 780.753

IX. **ADDITIONAL RESPONSIBILITIES & CONSIDERATIONS FOR FIRST RESPONDERS**

- A. Consider conducting a neighborhood canvass to locate witnesses. Initial interviews should be completed with any on-scene witnesses. In determining whether to conduct initial witness interviews or to postpone to a later date, the officer should consider the circumstances of the assault and a victim's interest in maintaining privacy in the immediate aftermath of the assault.
- B. Follow the appropriate procedure for preserving any audio visual recordings, such as the 911 call or police in-car audio/video.
- C. Preserve other recordings and electronic evidence such as surveillance cameras, cell phone data, or information on social media.
- D. Determine if immediate suspect arrest or contact will be made by considering the circumstances of the case, public safety, loss of critical evidence, and victim safety concerns. Consider consulting with supervisor, detective or prosecutor.

X. **WRITTEN REPORT**

- A. The initial responding officer shall complete a report, including any referrals provided to the victim.
- B. Any officer who interviews a witness, victim, or suspect, identifies evidence, or processes a crime scene shall write a supplemental report detailing their actions.
- C. All reports shall be completed in accordance with departmental policy.
- D. All standard departmental practices for review of report and delivery to Prosecutor shall be followed.

XI. **SEXUAL ASSAULT EVIDENCE KIT AND MEDICAL FORENSIC EXAMINATION**

- A. **Understanding and explaining the examination to the victim:** A sexual assault medical forensic examination typically includes a medical history, a physical examination, treatment for injury, and prophylactic treatment for pregnancy or sexually transmitted diseases. If a victim chooses, forensic evidence is also collected through the use of a sexual assault evidence kit (**SAEK**). Sexual assault medical forensic examinations are typically performed by a Sexual Assault Nurse Examiner (**SANE**) Program, if available, or at a local hospital emergency room.
 - 1. **Right to an examination:** Victims have the right to receive a medical forensic examination and have evidence collected, even if they do not want to participate in the criminal justice process. MCL 18.355(10).
 - 2. **Time for examination:** Health facilities must offer the examination and evidence collection to any person stating that they have been assaulted within the previous 120 hours (5 days). If the victim agrees, the health facility must perform or have performed the examination and evidence collection. MCL 333.21527.
 - 3. **Examination payment:** Victims cannot be billed for evidence collection and the accompanying medical forensic examination. MCL 18.355(2).
- B. **Referral for examination and SAEK:** If the victim has been assaulted within the last 120 hours (5 days), encourage the victim to have a Sexual Assault Medical Forensic Examination.
 - 1. Contact LACASA's SANE program at (866) 522-2725. LACASA is the preferred examination provider, but all hospitals are required by law to provide an examination or arrange for the provision of the examination for anyone who has been assaulted within the previous 120 hours (5 days). MCL 333.21527.

2. Inform the victim that they cannot be charged for evidence collection.
 3. Provide the victim with transportation to the examination, if necessary or requested.
- C. **Examination:** Law enforcement should not be present when the health provider is conducting the examination. However, if the examination is being conducted on an inmate, take appropriate safety measures including the presence of an officer during the examination, if necessary.

XII. PROCESSING AND SUBMITTING EVIDENCE KIT FOR FORENSIC TESTING

A. **Retrieve/transport Sexual Assault Evidence Kit (SAEK):**

1. **From the health facility:** SAEKs that have been released by the victim to the department must be retrieved from the health provider or SANE program within 14 days of receiving notice that a SAEK has been released. MCL 752.934.
2. **From another jurisdiction:** If the department is notified by another law enforcement agency that it is in possession of a SAEK associated with a sexual assault that took place within the department's jurisdiction, the department has 14 days to retrieve the SAEK from that law enforcement agency. MCL 752.934.

B. **Chain of custody:** The department is responsible for the chain of custody for the SAEK after it has been collected from the healthcare provider or referring jurisdiction. The officer receiving the kit shall obtain documentation of the chain of custody from the healthcare provider or referring jurisdiction when taking possession of the SAEK.

C. **Assign criminal complaint to SAEK:** If the sexual assault took place within the jurisdiction of the department, the SAEK must be matched to the existing complaint number or assign a new complaint number if an investigation has not already begun (all initial procedures above should then be followed as appropriate).

D. **Jurisdiction:** If it is determined that the assault took place in a different jurisdiction, the department shall immediately notify that jurisdiction, who must retrieve the SAEK and copies of related documentation within 14 days of being notified. MCL 752.934.

E. **Crime laboratory testing:** The department responsible for investigating the incident must assign a complaint number and submit the SAEK to the Michigan State Police crime laboratory or another accredited laboratory for forensic testing within 14 days of taking possession of it. MCL 752.934.

F. **Storing and preserving SAEK** – The department is also responsible for storing/preserving the SAEK after the completion of forensic testing:

1. **Conviction/incarceration:** The SAEK must be stored and preserved for the period of time that any person is incarcerated in connection with that case. MCL 770.16.
2. **All other cases:** The SAEK should be stored until the expiration of the statute of limitations. If the SAEK will be destroyed prior to the expiration of the statute of limitations, the victim must be notified 60 days prior to its destruction. MCL 752.935.

XIII. INVESTIGATIVE PHASE – RESPONSIBILITIES OF LEAD INVESTIGATOR

- A. If a Detective or lead investigator responds to the scene, he or she shall coordinate and ensure that the above initial procedures are implemented.
- B. The lead investigator shall ensure that arrangements are made to complete the investigative phase victim interview and shall conduct or coordinate all other aspects of the investigation as described in this procedure.

XIV. PREPARING FOR THE FOLLOW-UP VICTIM INTERVIEW

- A. **General procedures:** All recommendations described above regarding initial phase approaches with the victim should continue to be followed.
- B. **Location:** Choose a location that is convenient, accessible, and comfortable for the victim. LACASA may be offered as an interview location, 2895 W. Grand River Avenue,

Howell, MI 48843. Additionally, you may request a trained interviewer by calling LACASA at 866-522-2725. LACASA will then activate the multidisciplinary response team. Others requesting to be a part of the interview will be given permission at the discretion of the investigator and prosecuting attorney.

- C. **Transportation** may be provided for the victim, when needed.
- D. **Special accommodations:** The investigator should assess any special needs of the victim and accommodate when possible, such as the need for an interpreter. The use of friends or family members as interpreters should be avoided, if at all possible. Victims may feel uncomfortable disclosing some information in front of friends or family. Additionally, those not trained as an interpreter may summarize or paraphrase instead of interpreting the victim's statement word for word. This should be clarified with the interpreter before the interview begins.
- E. **Recording:** The interview should be conducted in a place and in a manner that allows the officer to listen to the victim and accurately record the incident. If recording the interview, explain the need to record or video tape the interview to the victim.
- F. **Make the victim comfortable:** The investigator should convey understanding of the seriousness of the crime and assure the victim that their case is important and will be thoroughly investigated. Respect and empathy may help to develop rapport and thus result in a more thorough and accurate statement.
- G. **Explain interview:** Discuss the purpose and scope of the interview.
- H. **Victim contact information update:** Review contact information and information on alternate contact persons who can reliably reach the victim in the future.
- I. **Review case status:** Provide an explanation of the status of the case including arrest status of the suspect.
- J. **Photographs:** Identify any need for additional photographs, including follow-up photos of injuries, which should typically be re-photographed 24-72 hours after the injury.

XV. CONDUCTING A TRAUMA INFORMED FOLLOW-UP VICTIM INTERVIEW – Best practice recommendations include:

- A. Begin with an open-ended question and allow a free narrative to follow. Opening questions such as the following are the most effective: *"Help me understand what you are able to remember about your experience?" "Tell me what happened, start wherever you think it makes sense to start."*
- B. Allow the victim to describe what occurred without interruption.
- C. Do not suggest feelings or responses. For example, do not say "I know this is hard." Instead, acknowledge their feelings and emotions and say something like *"I talk about these sorts of things all the time; I'm not uncomfortable; anything you say is ok in this room."*
- D. Once the victim has completed their free narrative, continue by investigating the incident(s), using the following prompts when necessary:
 - 1. Avoid asking questions of quantity. For example, do not ask *"how many times did this happen?"* and *"how long did it last?"* Instead say *"You told me ___ [repeat event specified by the victim] ___, did that happen one time or more than one time?"*
 - 2. Avoid the impression of an interrogation for the victim, and avoid asking "why" – this can feel like blame to a victim.
 - 3. Continue to use open ended questions and do not suggest answers.
 - 4. Address inconsistencies respectfully. *"You told me ___ [repeat event specified by the victim] ___ and then you told me _____. Can you help me understand?"* Keep in mind not all inconsistencies need to be resolved in the victim interview because the thorough investigation may uncover answers that would be unavailable or unknown to the victim.

5. You said _____. Tell me more about that.
6. What else can you remember/tell me about _____?
7. Help me understand _____.
8. What was your thought process while _____ was happening?
9. What are you able to tell me about _____ (5 senses, smelled, heard, etc...)?
10. Tell me about deciding to tell about what happened.
11. I want to understand how people found out about what happened. Who is the first person you told?
12. Is there anything you cannot forget about the experience?
13. Be particularly interested in determining if the suspect may have exploited or created victim vulnerability and accessibility.

XVI. ANTICIPATING DEFENSE CHALLENGES DURING THE VICTIM INTERVIEW

If the victim's narrative does not provide it, explore the following areas consistent with the anticipated theory of the case and the victim's narrative:

A. The consent defense – "It was consensual."

1. The victim's thoughts and beliefs just prior to and during the assault, for example any fears that the victim may have had about the suspect, environment, or situation.
2. Words, statements, or conversation between the victim and the suspect before, during or after the assault.
3. Whether there was a point when the suspect's behavior changed.
4. Coercive or manipulative behavior by the suspect - implied threats, tone of voice, gestures, looks given, actual threats, or force employed.
5. Any words or actions prior to or during the assault that may have indicated the victim's lack of consent (e.g. victim pushing against suspect, victim turning head away, victim crying, holding legs together).
6. The feelings or reactions experienced by the victim (e.g. pain, sadness, worry, scared, nothing, or something else).
7. Details of the assault and acts; the manner used to complete the crime (e.g. finger, penis, mouth, object, something else).
8. Information about how the assault ended and what caused it to end.
9. What the suspect did after the assault.
10. What the victim did after the assault.
11. Explore ways in which the victim's behaviors and activities may have changed in the days, weeks, and months after the assault (e.g. dramatic physical changes such as weight loss/gain, attendance or performance at work or school, or changes in daily routine). These are potential indicators of the impact of trauma.

B. The denial defense – "It didn't happen." If the suspect claims that sexual penetration or contact didn't happen, corroborating the details of the victim's account are important. The victim interview should include the above information in anticipation that the suspect may eventually claim consent if DNA and trace evidence points to the suspect.

C. The identity defense – "It wasn't me." This typically arises in cases where the victim and the suspect do not know each other. The victim interview should include the following, but also include the above information in anticipation that the suspect may eventually claim consent if DNA and trace evidence point to the suspect:

1. Physical description/identity of the suspect including identifying body marks, tattoos, scars, birth marks, and smells from cigarettes, cologne, body odor, etc.
2. Establish timeline in order to address potential alibi.
3. Obtain as much information as possible about the suspect's method of operation in order to compare it to other available information (i.e., VICAP).

- XVII. INTERVIEWING CONSIDERATIONS FOR ALCOHOL/DRUG FACILITATED ASSAULT**
- A. Alcohol/drug considerations described above in Section IV apply equally during the investigative interview.
 - B. Interview after drug/alcohol facilitated sexual assault should explore:
 - 1. Prescriptions or over the counter medication taken by the victim.
 - 2. Recreational substances voluntarily consumed.
 - 3. Victim's past experience with alcohol or other substances, to assess tolerance and if the reported level of intoxication is consistent with victim's expectations.
 - 4. Amount consumed by victim and by the suspect.
 - 5. Other people with the victim prior to assault.
 - 6. Thoughts, tastes, sounds, feelings, or body sensations experienced by the victim.
 - 7. Timeline of events.
- XVIII. EXPLORING SOURCES OF ADDITIONAL EVIDENCE DURING THE VICTIM INTERVIEW**
- A. **Physical evidence:** Identify physical evidence related to the assault (e.g. clothing, bedding, condoms, tampon, toilet tissue or other item used to clean up after the assault).
 - B. **Electronic evidence:** Identify text messages or electronic postings by any person regarding the incident on Twitter, Facebook, or other social media.
 - C. **Photographs & video:** Identify photographs or video that may have been taken prior to, during, or after the assault.
 - D. **Other witnesses:** Identify whether anyone else witnessed the assault, pre-assault, or post-assault conduct by the suspect.
- XIX. EXPLORING SERIAL PERPETRATION DURING VICTIM INTERVIEW** – The investigator should ask questions about the offender that may lead to additional victims, whose testimony may be used in trial as “other acts” evidence to support the prosecutor’s case-in-chief. If the victim is familiar with the suspect, consider asking questions such as:
- A. *Tell me who the suspect is or has been in a relationship with. Tell me about problems in those relationships.*
 - B. *Tell me where the suspect is currently working and if they have had problems at work.*
 - C. *Tell me about where the suspect likes to hang out, exercise, go to the bar, go to school.*
- XX. CONCLUDING THE FOLLOW-UP VICTIM INTERVIEW** – The investigator should:
- A. Inform the victim about the next steps in the investigation. Let the victim know when they can expect to be contacted again.
 - B. Provide the victim with appropriate contact information for the investigator.
 - C. Encourage the victim to contact you if they remember any additional information or evidence. Assure the victim that it is common to remember additional information with the passage of time.
 - D. Inform the victim what to do if they feel unsafe or if they are contacted directly or indirectly by the suspect, or by family and friends of the suspect. Suspect contacts should be documented as a supplemental report.
 - E. Discuss any safety concerns that the victim may have. Refer the victim to LACASA at (866) 522-2725 to provide the victim with supportive and counseling services.
 - F. Ensure that the victim has received the Department’s Victim’s Rights Card which includes the notices required by the Sexual Assault Victims’ Access to Justice Act, MCL 752.953, and information required by the Crime Victims’ Rights Act, MCL 780.753.

XXI. COMMUNICATION WITH THE VICTIM

- A. **Victim participation** enhances the success of the criminal investigation and eventual prosecution. The investigator's ability to maintain trust and encourage victim participation in the criminal process is built on rapport and open communication with the victim.
- B. **Proactive ongoing contact:** The lead investigator should maintain contact with the victim until the final resolution of the case and proactively notify the victim of significant updates.
- C. **Victim consultation:** When appropriate, the victim should be consulted about witness interviews or other investigative decisions that may impact victim safety or privacy. This can build trust with the victim and help restore the victim's sense of control.

XXII. INFORMATION REQUESTS UNDER THE SEXUAL ASSAULT VICTIM'S ACCESS TO JUSTICE ACT

- A. **Victim requests for case status information, MCL 752.955:** The department will respond to victim requests for the following information as long as the disclosure does not impede or compromise the investigation:
 - 1. contact information for the investigating officer;
 - 2. the current status of the case;
 - 3. whether the case has been submitted to the prosecutor for review; and
 - 4. whether the case has been closed and the documented reason for closure.
- B. **Victim request for forensic testing results, MCL 753.956:** The department will respond to victim requests for the following information about the forensic testing results as long as the disclosure does not impede or compromise the investigation:
 - 1. when the kit was submitted to the forensic laboratory for testing;
 - 2. whether a DNA profile of a suspect was obtained;
 - 3. whether a DNA profile of the suspect was entered into a databank; and
 - 4. whether the DNA profile resulted in a CODIS "hit."
- C. **Forensic Information Handout, MCL 753.956:** Victims who have requested forensic testing results must be provided with a copy of, or access to, information regarding the meaning of these results.
- D. **Responding to requests for information under the act, MCL 752.954:** Officers should communicate with the victim in the manner indicated by the victim (e.g. phone, e-mail, etc.). The department can require the victim's first request for information be in writing, but subsequent requests from the victim do not need to be in writing.

XXIII. CONSIDERATIONS FOR VICTIM MENTAL HEALTH RECORDS – The victim shall not be asked to sign a release for mental health records, which are privileged and protected from discovery under MCR 6.201(C). Any such issues should be referred to the Prosecutor.

XXIV. VICTIM RECANTATION OR VICTIM'S DESIRE TO NOT PARTICIPATE IN CRIMINAL JUSTICE PROCESS

- A. A victim may recant or choose not to participate in the investigation and prosecution for a number of reasons.
- B. Responding to a victim's recantation or to a victim's choice not to participate in the criminal justice process:
 - 1. The investigator should always conduct the investigation in a manner that anticipates this possibility and facilitates proceeding if/when the victim is ready to participate at a later time or if more information becomes available.
 - 2. If a victim stops communicating with the investigator, the investigator should document all attempts to contact the victim by phone, email, mail and/or residence check.

3. The victim should be advised that an inability or decision not to participate in prosecution at this time doesn't mean the case cannot go forward in the future.
4. Recantation by itself does not mean that the allegations made in the initial disclosure never took place.
5. A victim's inability to participate in an investigation, or a victim's recantations of their prior statements, without additional factors or circumstances, are not by themselves sufficient reasons to close a case. In such an event the Prosecutor should be consulted and provided the case file to date.

XXV. WITNESS INTERVIEWS

- A. Sexual assault is rarely witnessed by others. However, valuable evidence can be obtained from individuals who witness pre-assault or post-assault conduct or statements of the suspect or the victim.
- B. It is also important to not overlook acquaintances and co-workers of the suspect, who may report similar accusations from other victims, or have witnessed relevant pre-assault or post-assault conduct by the suspect.

XXVI. POTENTIAL WITNESSES

- A. **Conduct witnesses:** Evidence from persons who witnessed the assault, or more likely, persons who witnessed pre-assault or post-assault conduct of the victim or suspect. Evidence from other individuals to gain information about the character of the suspect.
- B. **Other acts witnesses allowed under MRE 404b:** Evidence from victims of similar acts/assaultive conduct committed by the suspect may be admissible, regardless of whether the similar acts/assaultive conduct was reported, charged or convicted.
- C. **Disclosure witnesses:** The first person to whom the victim disclosed is a key witness, as are any other persons to whom the victim disclosed prior to reporting the crime to law enforcement. Be aware that a victim's disclosures to helping professionals such as a psychologist, clergy, counselor, or advocate from a community-based sexual assault program are confidential and those professionals may not legally be able to share information without the victim's consent.

XXVII. WITNESS INTERVIEW CONSIDERATIONS

- A. The witness's relationship to the victim and/or suspect.
- B. If appropriate, explore:
 1. The first person the victim told about the assault. Explore disclosure statements, help-seeking statements, first disclosure statements of the victim to the witness.
 2. If the suspect is unknown, physical description of the suspect including identifying body marks, freckles, tattoos, scars, birth marks, and smells from cigarettes, cologne, body odor, or something else.
 3. The pre-assault conduct or statements of the suspect which might indicate that the suspect targeted or groomed the victim (e.g. supplying alcohol to the victim or isolating the victim).
 4. The condition/intoxication of the victim and the suspect during pre or post assault interactions.
 5. Post-assault conduct and actions of the victim that are consistent with a traumatic experience and inconsistent with consensual sex such as: fleeing the scene, unresponsive affect, heightened emotions, absence from school, work, or other commitments, rejecting social contact, fear, excessive startle response or hyper-vigilance, difficulty sleeping, changes in appearance or routine, increased drug or alcohol use, and/or problems with trust.
- C. Additional evidence from a witness:

1. Any physical evidence related to the assault.
2. Text messages or electronic posting regarding the incident on social media.
3. Any photographs that may have been taken prior to, during, or after the assault.
4. Whether anyone else witnessed the suspect's pre-assault, assault, or post-assault conduct.
5. Information on the suspect:
 - Other relationships.
 - Employment, including issues at work.
 - Hang out locations, including exercise, bars, or schools.
 - Other assaults known to witness.

XXVIII. SUSPECT INVESTIGATION – BASIC CONSIDERATIONS

- A. The investigator shall attempt to interview the suspect in all cases.
- B. The investigator should generally conduct as much of the investigation as possible before the interview, including familiarity with the suspect's background, including:
 1. Criminal history and history of any interactions with the criminal justice system, such as convictions, arrests, reports of uncharged acts, traffic citations, probation/parole status and records, information available on the SOR, and DD79 file, through an NCIC offline search, and information from other officers who know or have previously investigated the suspect.
 2. Information from family, friends, neighbors and co-workers about the suspect in general, about other reports of sexual assault by the suspect, about behaviors and statements of the suspect before and after the assault that is the subject of the current investigation.
 3. Information from social media sites, e-mail accounts, cell phone records, and other electronic communications, some of which may be publicly available or available through friends or associates of the suspect, and some of which may require subpoenas or search warrants.
- C. Consider whether a pretext phone call or other electronic communication is a viable investigatory tool before contacting the suspect.

XXIX. ARREST DECISION

- A. In making a decision whether to arrest the suspect on probable cause or to request a warrant, the officer should consider:
 1. The uncorroborated account by the victim can constitute probable cause.
 2. The safety of the victim and other potential victims. Consider whether the suspect has an ongoing relationship with the victim or continued access to the victim, and whether the suspect knows that a police report has been made.
- B. While the officer should consider the wishes and concerns of the victim, the officer should not pressure the victim about the arrest decision. The officer should make the decisions about the investigation, probable cause and arrest.

XXX. INTERVIEWING / INTERROGATING THE SUSPECT

- A. **Prior to the interview:**
 1. **When to interview:** The decision as to when to interview a suspect will be influenced by several factors including:
 - The suspect's relationship to the victim;
 - Whether the suspect is a flight risk;
 - Whether the report is immediately post-assault or a delayed report;

- Whether the investigator believes the suspect interview can be delayed while the officer conducts a comprehensive investigation;
 - The possibility that the suspect will fabricate a narrative or alibi;
 - The destruction of or loss of evidence.
2. **The location of the interview:**
- When the suspect is in custody, Miranda warnings must be given. If the suspect is not in custody, the officer must make it clear to the suspect that they are free to leave at any time during the interview.
 - Conducting the interview at the police station, away from the suspect's home or place of employment, can provide the investigating officer with the most control over the interview.
 - As with the victim interview, the suspect interview should be conducted in a location that is quiet and free from distractions and interruptions.
3. **The interview should be recorded.** If the interview is conducted in a venue unfamiliar to the investigator, the investigator should discuss the recording and retrieval capabilities with a representative of that venue prior to the interview.
- B. **Conducting the interview.** The interview and interrogation should be conducted in accordance with training received by the investigator. Recommended practices include but are not limited to the following.
1. Interview first, then interrogate as needed. An interview is a non-accusatory question and answer session. The goal of an interview is to gather information and make an assessment of the suspect's credibility. During the interview, the suspect should be talking most of the time.
 2. Begin with an introductory statement and initial questions that build rapport and gather background information (e.g., name, employment, marital status, and other basic social history questions in a conversational manner).
 3. Transition to the topic at hand (the allegation). Ask the suspect a direct question about the allegation. Introducing the topic in this way helps the officer gauge the suspect's confidence entering into the interview, as it may result in a weak denial by the suspect, and helps ensure that the suspect has a clear understanding of the accusation.
 4. After the suspect has responded to this initial direct question, ask an open ended question, like "*Tell me what did happen,*" or "*Tell me everything that happened that night.*" Allow the suspect to provide their narrative freely, with as little interruption as possible. Then follow up to clarify ambiguous or unclear information and fill in gaps in the narrative.
 5. Elicit as much detail as possible from the suspect. Ask the suspect about his activities for the 24 hours prior to and the hours following the sexual assault. Seemingly unimportant details may provide necessary links to other pieces of evidence or information that can be used to uncover inconsistencies in previous or subsequent statements.
 6. Do not immediately challenge lies or inconsistencies offered by the suspect. Let the suspect develop and add details to them. Often, the details can be used later to dismantle the lies and may increase the likelihood of an admission or confession. A well-documented lie can be very powerful evidence for prosecution.
 7. Lock-in the suspect's narrative. Have the suspect confirm the accuracy and completeness of the narrative before confronting the suspect with inconsistencies, inaccuracies, admissions, or information from other sources that contradict or conflict with the suspect's account. Follow up on contradictory or inconsistent statements:

“Help me understand when you said _____, because then you said _____. Can you explain that more?”

8. Do not expect the suspect to immediately make a full and complete confession. The suspect may make one or more partial admissions which, when considered in light of all other information, may corroborate the victim’s account. For example, the suspect may state that at first the victim said no and pushed him away but then later consented to sexual contact or penetration.
 9. If the suspect is claiming that the victim consented to the sexual contact, find out the basis for that belief; what words or actions indicated that the victim had consented.
 10. Consider offering a polygraph as an interview technique to gauge the suspect’s reaction. If the suspect agrees to a polygraph, the interview/interrogation should still be continued before conducting the polygraph.
- C. **Transitioning from the interview to the interrogation.** The purpose of an interrogation is to confront the suspect in an accusatory manner to address discrepancies and inconsistencies in an effort to obtain incriminating statements or a full confession from a person whom the investigator believes has been deceptive during an interview. During an interrogation, the officer will be talking the majority of the time.
1. The investigator will make a determination on whether to proceed to an interrogation based on the facts of the case and the outcome of the interview.
 2. Remember, even if the suspect presents a credible narrative, that does not necessarily discredit the initial report of the crime.
- D. **Conducting the interrogation:**
1. The interrogation should begin with a confident statement by the officer, such as: *“I have reviewed the case file and the facts show that you held down [the complainant]’s arms and put your penis in her vagina. What I want to understand is why this happened.”* The interviewer can employ themes that were developed earlier during the interview, such as *“This was a one-time mistake.”*
 2. Select a theme based on the suspect’s answers to the interview questions. The theme is used to obtain an admission and should be based on the suspect’s statements.
 3. Be persistent. Expect that it may take time to reach admission during the interrogation. Do not end the interrogation early based on the suspect’s initial denials.
 4. Validate any confessions by having the suspect recap the incident and provide additional details.

XXXI. POLYGRAPH CONSIDERATIONS

- A. A polygraph is not a substitute for a thorough investigation and interview/interrogation.
- B. A polygraph is not admissible in court, but the polygraph interview process can be a useful investigative tool.
- C. Once charged, the suspect has a statutory right to a polygraph. MCL 776.21
- D. Provide the polygraph examiner with a copy of the police report and ensure that the test questions developed cover the relevant topic/crime.
- E. If the suspect is already charged or has invoked their right to an attorney, only conduct a post-polygraph interview or interrogation after consulting with the Prosecutor.
- F. If the suspect is found to be deceptive (fails the polygraph) and has not invoked the right to an attorney, proceed with an interrogation. This interrogation can be conducted by the polygraph examiner or the investigator. While the polygraph itself is not admissible, a post-polygraph admission or confession is.
- G.

XXXII. PRETEXT PHONE CALLS/COMMUNICATION

- A. The purpose of a pretext phone call is to solicit and record incriminating statements from the suspect. The suspect may talk to the victim about the assault if they believe that no one else is listening and is not aware the call is being recorded. Statements made by the suspect in an effective pretext call may be used as admissions in later proceedings, and/or give the investigating officer leverage through which to obtain admissions or other incriminating statements during the suspect interview.
- B. When the suspect is represented by an attorney on the allegation at hand, legal principles applicable to contact with represented persons should be followed. No direct or indirect contact should be made with the suspect by law enforcement or by anyone working at the direction or with the guidance of law enforcement without first consulting with the Prosecutor.
- C. When involving the victim in a pretext phone call to the suspect, carefully consider the victim's emotional and physical state. A pretext phone call can result in secondary victimization of the victim, causing additional trauma. Under no circumstances should a victim be required to participate in a pretext phone call.
- D. Discuss potential outcomes for the call with the victim, emphasizing that it is not their fault if the call does not go well or as planned.
- E. The investigator should ask the victim if they want a third-party support person, such as a victim advocate or other appropriate support person to be present. The officer should meet with the support person ahead of the scheduled call to make clear what the role of the support person will be, and to ensure that the support person does not interfere with the process of the call.
- F. The investigating officer should work closely with the victim to determine the most effective time for the call (e.g., when the suspect would be least suspicious of the purpose of the call) and to develop the questions or statements the victim will make during the call. Pretext phone calls can be effective any time after the assault.
- G. The investigating officer should familiarize themselves with the method of conducting a pretext phone call. Pretext calls should be made with appropriate equipment and technology to allow for clear recording of both victim and suspect, for the investigating officer to hear both victim and the suspect as the call is in progress, and to ensure that the suspect is unable to identify that the call is being placed as part of the law enforcement's investigation. Best practice would be to have the incoming call be identified on the suspect's phone as coming from the victim's phone or some other phone that the suspect would associate with the victim's use.
- H. Consider preparing a list of statements that the investigator can direct the victim to use during the call. The investigator should be with the victim during the call in order to offer support and guidance during the call. The investigator may prompt the victim with next questions or prompt them to be silent for a moment so that the suspect will speak.
- I. Consider using other electronic methods for pretext communications, such as social media or texting. Secure necessary search warrants and subpoenas in advance or shortly after communication to preserve the communication and for authentication purposes.

XXXIII. CRIME SCENE EVIDENCE

- A. Physical evidence can corroborate the victim's statements, demonstrate lack of consent, demonstrate a suspect's use of alcohol, refute the suspect's statements, and demonstrate force or coercion. Small corroborations can often demonstrate victim credibility.
- B. Crime scene preservation is a high priority for any major offense investigation.

- C. Responding officers and investigators should conduct crime scene investigation and evidence gathering in accordance with departmental procedures and training, including search warrant procedures where appropriate, and a thorough search for electronic evidence such as security cameras, social media, mobile phones, and computers.
- D. Based on the complexity of the crime scene or other factors it may be appropriate to request assistance of a specialized crime scene investigation team.

XXXIV. KNOWN SUSPECT DNA SAMPLES

- A. **Arrest sample.** DNA samples taken at time of arrest in accordance with MCL 28.171 will be sent to CODIS.
- B. **Case work sample.**
 - 1. If the investigation requires a DNA sample from the suspect, a reference sample, separate from the arrest sample, must be collected from the suspect after consent or search warrant. MCL 28.171.
 - 2. Case work samples should be collected by utilizing a DNA buccal collection kit. The CODIS collection kit must not be used to collect this sample because CODIS is computer read and case work samples are analyzed by scientists.

XXXV. SUSPECT FORENSIC EXAMINATION

- A. A suspect forensic exam entails evidence collection from the body of the suspect.
- B. In some cases, appropriate investigation will include seeking a forensic examination of the suspect's body.
- C. Consider the following when making the determination about seeking a suspect exam:
 - 1. What is the length of time since the assault occurred?
 - 2. What was the nature of the assault? (Note that there may be circumstances when a suspect forensic exam is appropriate even though the suspect may have admitted to the sexual contact or confessed.)
 - 3. Does the victim believe they may have injured the suspect?
- D. Search warrant:
 - 1. A search warrant should be obtained to collect evidence from the body of the suspect if the suspect is in custody or refuses to provide written consent.
 - 2. If the examination is being conducted pursuant to consent rather than a search warrant, the investigator must clearly document the suspect's freedom to decline any part of the examination and to discontinue the exam at any time. Should the subject discontinue the examination, a search warrant should be obtained.
- E. Conducting the forensic exam:
 - 1. Contact LACASA at (866) 522-2725 and or a local hospital to conduct the suspect exam. Safety should be a consideration in selecting a location.
 - 2. The examination should not be conducted in the same room where the victim was examined.
 - 3. Photograph the suspect including injuries, unusual tattoos, markings, or distinctive features.

XXXVI. SUPERVISORY RESPONSIBILITIES – Department supervisors shall ensure that all cases involving reports of sexual assault or abuse have been investigated and documented in accordance with this procedure and that all follow-ups with the Prosecutor are completed in a timely manner.

XXXVII. REPEALER – All directives or parts of directives previously issued by this agency that conflict with this procedure are hereby repealed to the extent necessary to give this procedure full force and effect.

XXXVIII. POLICY REVIEW – This policy and procedure will be reviewed every five years under the direction of the Livingston County Prosecutor's Office.

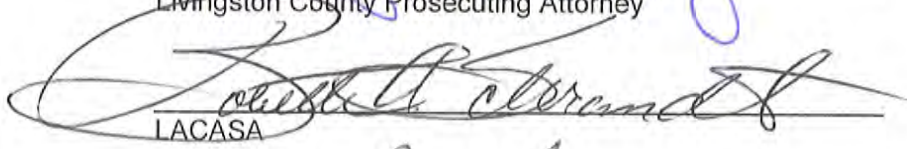
Attachment:

Victim Rights Card

This protocol is hereby agreed to and approved by the following agencies. This protocol may be amended as deemed necessary with the approval of the signing agencies:


Livingston County Prosecuting Attorney

9/18/2015
Date


LACASA

9/16/15
Date


Livingston County Sheriff Department

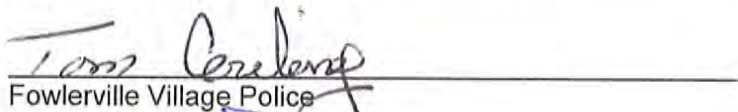
9/16/15
Date


Michigan State Police

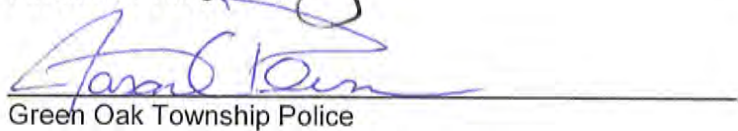
9/16/15
Date


Brighton City Police

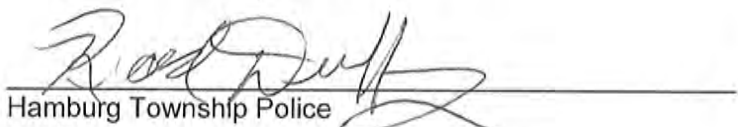
9/16/15
Date


Fowlerville Village Police

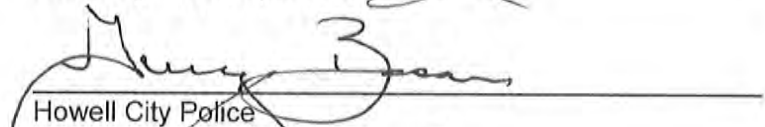
9/16/15
Date


Green Oak Township Police

9/16/2015
Date


Hamburg Township Police

9-16-15
Date


Howell City Police

9-16-15
Date


Pinckney Village Police

9-16-2015
Date


Unadilla Township Police

9-16-2015
Date

MEMO

Date: February 22, 2018

To: Township Board of Trustees

From: Deby Henneman, Parks & Recreation/ADA Coordinator

Re: ADA Transition Plan

In 2016, Hamburg Township conducted an ADA Audit and developed a transition plan. This plan will be the blueprint moving forward for all suggested upgrades and should be used when considering departmental budgets. Completion of this list is required and I recommend these changes be completed within a 5-year period if possible.

I have separated the lists by Department and they should be distributed to the various Department Heads for their review. I have attached the entire matrix in order for a motion to be made for me to proceed. Level one priorities should be the first to be completed and the levels for barrier removal indicated on the lists are as follows:

- Priority Level One: Parking Spaces/Sidewalks/Paths: Provide accessible route from the parking space connecting to an accessible route, up to and through entrance to public space. Includes outdoor facilities.
- Priority Level Two: Programming/Services: Provide access to all programs and services including arranging for accommodations for website/meetings.
- Priority Level Three: Restrooms: Provide access into and through the restroom and its elements, including access to portable toilets in parklands/trailheads.
- Priority Level Four: Remaining Elements: Provide access to remaining elements not previously covered such as drinking fountains, telephones, etc.

Department heads should keep in mind that all new construction must meet the [2010 Americans with Disabilities Act Standards for Accessible Design](#) and that the ADA Coordinator serves as the point of contact for the Township. As such, the Coordinator is responsible for signing off on all Township projects as relates to ADA compliance. A form will be developed to track all items which are completed on the list, or to notify the coordinator of new projects are planned for. Outdoor Developed Areas developed in 2004 were amended to include trails in 2014.

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
X	Board of Education Building - Precinct #3 & #6	Accessible Parking - Sign	No van accessible parking space is marked or noted at the main entrance.	ADAAG 502.2	Provide a van accessible parking space that is a minimum of 11 feet wide with an access aisle a minimum of 5 feet wide. Also provide a "Van Accessible" sign mounted under the International Symbol of Accessibility Sign. Option: A van accessible space can be 8 feet wide if the access aisle is a minimum of 8 feet wide.	1	\$ 225.00	FY 6/17	Temp signage purchased 10/2016 and used for 11/2016 Presidential	\$15.00
	Board of Education Building - Precinct #3 & #6	Door - Interior Opening Force	The doors into Room 402 have an opening force too high at 10 lbs. and 9 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			
	Board of Education Building - Precinct #3 & #6	Door - Interior Opening Force	The music room door has an opening force too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			
	Board of Education Building - Precinct #3 & #6	Door - Interior Opening Force	The second set of doors out of the second room have an opening force too high at 9 lbs. and 12 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			
	Board of Education Building - Precinct #3 & #6	Door - Interior Opening Force	The gym doors have an opening force too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			
	Board of Education Building	Door - Interior Opening Force	The doors at the gym entrance have one door with an opening force too high at 13 lbs. and the other door is acceptable.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			
X	Board of Education Building - Precinct #3 & #6	Change of Level	There is a drop-off at the door that is too high at 2 1/2 inches.	ADAAG 404.2.4.4	Provide a minimum 5 foot (60 inches) level landing of no more than 2% in all directions at the door. Provide a smooth transition to the door threshold.	1	\$ 850.00	FY 16/17	Changed route for 11/2016 Presidential Election to avoid this entrance/exit	\$130

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
X	Board of Education Building - Precinct #3 & #6	Accessible Parking - Restripe	There is a sign for accessible parking but it is not properly marked. This could be a van accessible space.	ADAAG 502.2	Provide a van accessible parking space that is a minimum of 11 feet wide with an access aisle a minimum of 5 feet wide. Also provide a "Van Accessible" sign mounted under the International Symbol of Accessibility Sign. Option: A van accessible space can be 8 feet wide if the access aisle is a minimum of 8 feet wide.	1	\$ 225.00	FY 16/17	Temp signage purchased 10/2016 and used for 11/2016 Presidential	Included
	Board of Education Building Precinct #3 & #6	Mats	The mat by the main entrance too is too light and could be a tripping hazard.	ADAAG 302.2	Provide a mat with a heavier backing or tape the mat to the floor.	1	\$ 150.00			
	Board of Education Building - Precinct #3 & #6	Mats	The mat at the gym doors is too light and could be a tripping hazard.	ADAAG 302.2	Provide a mat with a heavier backing or tape the mat to the floor.	1	\$ 150.00			
X	Public Works Building	Accessible Parking - Van	The accessible parking does not provide a van accessible space.	ADAAG 502.2	Provide a van accessible parking space that is a minimum of 11 feet wide with an access aisle a minimum of 5 feet wide. Also provide a "Van Accessible" sign mounted under the International Symbol of Accessibility Sign. Option: A van accessible space can be 8 feet wide if the access aisle is a minimum of 8 feet wide.	1	\$ 225.00	FY 16/17	Sealed and restriped all parking 10/2016. Updated photos required.	\$17.75
X	Public Works Building	Accessible Parking - Surface	The access aisle has a large crack that is too wide at 1 inch.	ADAAG 302.3	Fill in or replace section of asphalt sidewalk to provide a flush transition or an opening no greater than 1/2 inch.	1	\$ 350.00	FY 16/17	Sealed and restriped all parking 10/2016. Updated photos required.	Included in Parking Lot Restriping Project \$20,000 est
X	Public Works Building	Abrupt Transition	The curb ramp has an abrupt transition of 1 inch and a gap too wide at 2 inches where the curb ramp meets the access aisle.	ADAAG 302.3	Fill in or replace section of asphalt parking space to provide a flush transition.	1	\$ 175.00	FY 16/17	Sealed and restriped all parking 10/2016. Updated photos required.	Included in Parking Lot Restriping Project \$20,000 est
	Public Works Building	Curb Ramp	The curb ramp has a running slope too steep at 10.8%.	ADAAG 406	Provide a curb ramp with a running slope no steeper than 8.3% and a cross slope no steeper than 2% and a smooth transition to the sidewalk and street gutter. Provide truncated domes the width of the sidewalk and 24 inches deep where it meets the street. Provide a color that contrasts with the walkway surface.	1	\$ 1,575.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Public Works Building	Door - Closing Speed	The front door has a closing speed too quick at 3 seconds.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			
	Public Works Building	Door - Interior Opening Force	The public restroom door has an opening force too high at 11 lbs. and closes too quickly at 4 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			
	Public Works Building	Toilet - Height	The public restroom toilet has extenders on the toilet seat.	ADAAG 604.4	Remove and replace the toilet with one at a height at 17 inches to 19 inches to the top of the toilet seat.	3	\$ 1,650.00			
	Public Works Building	Toilet - Centerline	The public restroom toilet centerline is too far from the wall at 19 1/2 inches.	ADAAG 604.2	Provide an off-set drain to relocate the toilet to have a centerline 16 inches to 18 inches from the wall.	3	\$ 1,600.00			
	Public Works Building	Toilet - Grab Bars	The public restroom toilet does not provide a vertical grab bar.	ANSI 604.5.1	Provide a vertical grab bar that is 18 inches minimum in length, is mounted 39 inches minimum to 41 inches maximum from the floor to the bottom of the bar, and the centerline is located 39 inches minimum of 41 inches maximum from the back wall.	3	\$ 175.00			
	Public Works Building	Sink - Knee Clearance	The public restroom sink is mounted too low at 25 inches for the knee clearance.	ADAAG 606	Remount the sink to provide a minimum 27 inches knee clearance and a rim height of no higher than 34 inches AFF.	3	\$ 1,950.00			
	Public Works Building	Sink - Protective Pipe Wrapping	The public restroom sink does not provide protective pipe wrapping.	ADAAG 606.5	Provide a protective cover or protective pipe wrapping on the water shut offs and drain pipes.	3	\$ 75.00			
	Public Works Building	Door - Interior Opening Force	The door to the computer room has an opening force too high at 19 lbs. and closes too quickly at 2 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Public Works Building	Grate Openings	The grates in the machine room have openings to large at one inch.	ADAAG 403.1	Provide a covering over the grate during the tour such as a mat or other firm surface to prevent walkers and front wheels of wheelchairs from going in-between the grates.		\$ 150.00			
	Public Works Building	Door - Interior Opening Force	The door out by the tape room has an opening force too high at 13 lbs.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			
	Public Works Building	Cross Slope	The route on the inside has a cross slope too steep at over 5%. Consider using the outside area for the route to the back rooms. Last door has a cross slope too steep at up to 9.6% for 19 feet.	ADAAG 403.3	Remove and regrade section to provide a cross slope no greater than 2%. This would require the removal of the existing curb ramp.	1	\$ 1,800.00			
	Public Works Building	Accessible Element	There are stairs up to the outdoor viewing tanks. No other means of access is provided or could be reasonably accomplished.	Everyone's Welcome: The Americans with Disabilities Act and Museums - Accessible Facilities and Exhibits	Recommendation: Provide a alternative way to view into the upper area. Option 1: Provide a video of the area that can be viewed in one of the offices. Option 2: Provide a live camera feed to view from down below. Other considerations besides these are possible.	2	\$ 1,500.00			
	Firehouse #11 & Precinct #2	Accessible Parking - Van	The parking space does not provide a van accessible sign.	ADAAG 502.6	At the van accessible parking spaces, under the International Symbol of Accessibility sign provide a "Van Accessible" sign mounted 60 inches minimum AFF to the bottom of the sign.	1	\$ 100.00			
	Firehouse #11 & Precinct #2	Abrupt Transition	The access aisle has a 1 inch abrupt transition where it meets the curb ramp.	ADAAG 303	Remove and replace section of asphalt in the parking space to provide a smooth transition.	1	\$ 175.00			
	Firehouse #11 & Precinct #2	Door - Exterior Opening Force	The main front doors have an opening force too high at 10 lbs. and closes too quickly at 4 seconds.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Firehouse #11 & Precinct #2	Door - Exterior Opening Force	The emergency exit out of the meeting room has an opening force too high at 12 lbs. and closes too quickly at 3 seconds.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			
	Firehouse #11 & Precinct #2	Door - Interior Opening Force	The women's restroom door has an opening force too high at 10 lbs. an closes too quickly at 4 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			
	Firehouse #11 & Precinct #2	Clear Floor Space	The women's restroom has a garbage can in the clear maneuvering space of the door.	ADAAG 404.2.4	Move the trash can to provide a minimum 18 inches maneuvering clearance on the pull side of the door plus a 30 inch by 48 inch clear floor space. Option: Provide an automatic door that complies with ADAAG 404.3.	2	\$ 150.00			
	Firehouse #11 & Precinct #2	Toilet - Height	The women's restroom toilet is too low at 16 inches.	ADAAG 604.4	Provide a toilet with height at 17 inches to 19 inches to the top of the toilet seat.	3	\$ 1,650.00			
	Firehouse #11 & Precinct #2	Toilet - Grab Bars	The women's restroom side grab bar is too far from the corner at 13 inches.	ADAAG 604.5.1 & ADAAG 604.5.2	Relocate the side grab bar to be no more than 12 inches from the corner. Mount the grab bars to between 33 inches to 36 inches to the top.	3	\$ 150.00			
	Firehouse #11 & Precinct #2	Toilet - Grab Bars	The women's restroom rear grab bar has a centerline of only 10 1/2 inches.	ADAAG 604.5.1 & ADAAG 604.5.2	Relocate the rear grab bar to provide at least 12 inches from the centerline of the toilet to the corner and at least 24 inches from the centerline to the transfer side of the toilet. Mount the grab bars to between 33 inches to 36 inches to the top.	3	\$ 150.00			
	Firehouse #11 & Precinct #2	Toilet - Grab Bars	The women's restroom does not provide a vertical grab bar.	ANSI 604.5.1	Provide a vertical grab bar that is 18 inches minimum in length, is mounted 39 inches minimum to 41 inches maximum from the floor to the bottom of the bar, and the centerline is located 39 inches minimum of 41 inches maximum from the back wall.	3	\$ 175.00			
	Firehouse #11 & Precinct #2	Toilet - Paper Dispenser	The women's restroom toilet paper is too far in front at 11 inches.	ADAAG 604.7	Remount the toilet paper dispenser to be no lower than 15 inches, no higher than 48 inches AFF and a centerline of the dispenser that is a minimum of 7 inches to a maximum of 9 inches in front of the toilet. Do no mount the toilet paper dispenser behind the side grab bar.	3	\$ 250.00			

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	Firehouse #11 & Precinct #2	Sink - Knee Clearance	The women's restroom sink had a knee clearance of only 26 1/4 inch.	ADAAG 606	Remount the sink to provide a minimum 27 inches knee clearance and a rim height of no higher than 34 inches AFF.	3	\$ 1,950.00			
	Firehouse #11 & Precinct #2	Mirror - Height	The women's mirror is mounted too high at 41 3/4 inches AFF.	ADAAG 603.3	Lower the mirror above the sink or countertop to be no higher than 40 inches to the reflective surface. Mirrors not mounted above the sink or a counter top should be mounted no higher than 35 inches to the reflective surface. UD - A full-length mirror would be a recommended option.	4	\$ 500.00			
	Firehouse #11 & Precinct #2	Door - Interior Opening Force	The men's restroom door has an opening force too high at 8 lbs. and closes too quickly at 3 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			
	Firehouse #11 & Precinct #2	Clear Floor Space	The men's restroom has a garbage can in the clear maneuvering space of the door.	ADAAG 404.2.4	Move the trash can to provide a minimum 18 inches maneuvering clearance on the pull side of the door plus a 30 inch by 48 inch clear floor space. Option: Provide an automatic door that complies with ADAAG 404.3.	2	\$ 150.00			
	Firehouse #11 & Precinct #2	Toilet - Height	The men's restroom toilet is too low at 16 1/4 inches.	ADAAG 604.4	Provide a toilet with height at 17 inches to 19 inches to the top of the toilet seat.	3	\$ 1,650.00			
	Firehouse #11 & Precinct #2	Toilet - Grab Bars	The men's restroom side grab bar is too far from the corner at 12 3/4 inches.	ADAAG 604.5.1 & ADAAG 604.5.2	Relocate the side grab bar to be no more than 12 inches from the corner. Mount the grab bars to between 33 inches to 36 inches to the top.	3	\$ 150.00			
	Firehouse #11 & Precinct #2	Toilet - Grab Bars	The men's restroom rear grab bar has a centerline of only 10 1/2 inches.	ADAAG 604.5.1 & ADAAG 604.5.2	Relocate the rear grab bar to provide at least 12 inches from the centerline of the toilet to the corner and at least 24 inches from the centerline to the transfer side of the toilet. Mount the grab bars to between 33 inches to 36 inches to the top.	3	\$ 150.00			
	Firehouse #11 & Precinct #2	Toilet - Grab Bars	The men's restroom does not provide a vertical grab bar.	ANSI 604.5.1	Provide a vertical grab bar that is 18 inches minimum in length, is mounted 39 inches minimum to 41 inches maximum from the floor to the bottom of the bar, and the centerline is located 39 inches minimum of 41 inches maximum from the back wall.	3	\$ 175.00			

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	Firehouse #11 & Precinct #2	Toilet - Paper Dispenser	The men's restroom toilet paper is too far in front at 12 inches.	ADAAG 604.7	Remount the toilet paper dispenser to be no lower than 15 inches, no higher than 48 inches AFF and a centerline of the dispenser that is a minimum of 7 inches to a maximum of 9 inches in front of the toilet. Do no mount the toilet paper dispenser behind the side grab bar.	3	\$ 250.00			
	Firehouse #11 & Precinct #2	Sink - Knee Clearance	The men's restroom sink had a knee clearance of only 25 3/4 inch.	ADAAG 606	Remount the sink to provide a minimum 27 inches knee clearance and a rim height of no higher than 34 inches AFF.	3	\$ 1,950.00			
	Firehouse #11 & Precinct #2	Mirror - Height	The men's mirror is mounted too high at 41 1/2 inches AFF.	ADAAG 603.3	Lower the mirror above the sink or countertop to be no higher than 40 inches to the reflective surface. Mirrors not mounted above the sink or a counter top should be mounted no higher than 35 inches to the reflective surface. UD - A full-length mirror would be a recommended option.	4	\$ 500.00			
	Firehouse #11 & Precinct #2	Assisted Listening Devices	The main meeting room does not provide assistive listening devices.	ADAAG 219 & ADAAG 706	Provide an assistive listening system for the public seating area as determined by the seating capacity. See ADAAG Table 219.3 for required number of receivers. Option: Consider a portable unit that could be used in various locations.	2	\$ 2,500.00			
	Firehouse #11 & Precinct #2	Door - Interior Opening Force	The optional men's restroom door has an opening force too high at 9 lbs. and closes too quickly at 3 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			
	Firehouse #11 & Precinct #2	Toilet - Grab Bars	The optional men's restroom rear grab bar is mounted with an 11 centerline.	ADAAG 604.5.1 & ADAAG 604.5.2	Relocate the rear grab bar to provide at least 12 inches from the centerline of the toilet to the corner and at least 24 inches from the centerline to the transfer side of the toilet. Mount the grab bars to between 33 inches to 36 inches to the top.	3	\$ 150.00			
	Firehouse #11 & Precinct #2	Toilet - Grab Bars	The men's restroom does not provide a vertical grab bar.	ANSI 604.5.1	Provide a vertical grab bar that is 18 inches minimum in length, is mounted 39 inches minimum to 41 inches maximum from the floor to the bottom of the bar, and the centerline is located 39 inches minimum of 41 inches maximum from the back wall.	3	\$ 175.00			
	Firehouse #11 & Precinct #2	Toilet - Paper Dispenser	The optional men's restroom toilet paper is mounted to the side.	ADAAG 604.7	Remount the toilet paper dispenser to be no lower than 15 inches, no higher than 48 inches AFF and a centerline of the dispenser that is a minimum of 7 inches to a maximum of 9 inches in front of the toilet. Do no mount the toilet paper dispenser behind the side grab bar.	3	\$ 250.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Firehouse #11 & Precinct #2	Door - Interior Opening Force	The optional women's restroom door has an opening force too high at 9 lbs. and closes too quickly at 3 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			
	Firehouse #11 & Precinct #2	Toilet - Grab Bars	The optional women's restroom rear grab bar is mounted with an 11 centerline.	ADAAG 604.5.1 & ADAAG 604.5.2	Relocate the rear grab bar to provide at least 12 inches from the centerline of the toilet to the corner and at least 24 inches from the centerline to the transfer side of the toilet. Mount the grab bars to between 33 inches to 36 inches to the top.	3	\$ 150.00			
	Firehouse #11 & Precinct #2	Toilet - Grab Bars	The women's restroom does not provide a vertical grab bar.	ANSI 604.5.1	Provide a vertical grab bar that is 18 inches minimum in length, is mounted 39 inches minimum to 41 inches maximum from the floor to the bottom of the bar, and the centerline is located 39 inches minimum of 41 inches maximum from the back wall.	3	\$ 175.00			
	Firehouse #11 & Precinct #2	Toilet - Paper Dispenser	The optional women's restroom toilet paper is mounted in front at 11 inches.	ADAAG 604.7	Remount the toilet paper dispenser to be no lower than 15 inches, no higher than 48 inches AFF and a centerline of the dispenser that is a minimum of 7 inches to a maximum of 9 inches in front of the toilet. Do not mount the toilet paper dispenser behind the side grab bar.	3	\$ 250.00			
	Firehouse #12	Accessible Parking - Sign	No sign is provided at the accessible parking space. Also the space is not noted as van accessible.	ADAAG 502.6	Provide an accessible sign with the International Symbol of Accessibility. Mount the sign at the head of the parking space at 60 inches minimum from the ground to the bottom of the sign. Provide a "Van Accessible" sign mounted 60 inches minimum AFF to the bottom of the sign.	1	\$ 325.00			
	Firehouse #12	Accessible Parking - Surface	There is a large crack that is 1 inch wide going down the center of the access aisle.	ADAAG 302.3 & ADAAG 502	Fill in gap or replace section of asphalt to provide a level access aisle.	1	\$ 175.00			
	Firehouse #12	Gap	Where the access aisle meets the walkway there is a 1 inch gap.	ADAAG 302.3	Fill in or replace section of asphalt at the head of the parking space to provide a flush transition or an opening no greater than 1/2 inch.	1	\$ 175.00			
	Firehouse #12	Abrupt Transition	There is a 3/4 inch abrupt transition near the front entrance door.	ADAAG 303	Grind down or replace section of sidewalk to provide a smooth transition.	1	\$ 475.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Firehouse #12	Automatic Door - Not Working	The automatic door was not working at the time of the survey.	ADAAG 404.3	Provide a regular maintenance of the automatic door to make sure it is always in proper working order.	1	\$ 400.00			
	Firehouse #12	Counter - Height	The counter to the entrance is too high at 41 inches AFF.	ADAAG 904.3.3	Provide a section of counter that is 28 inches to 34 inches AFF and is at least 24 inches long in alterations. In new construction at least one full counter should meet this height.	2	\$ 645.00			
	Firehouse #12	Reach Range	The assistance button is mounted too high at 50 1/2 inches AFF.	ADAAG 308	Remount the assistance button to provide a reach range no higher than 48 inches AFF for a forward reach over an obstruction no deeper than 20 inches or a side reach of 48 inches AFF over an object no deeper than 10 inches.	2	\$ 150.00			
	Firehouse #12	Toilet - Grab Bars	The unisex restroom has a rear grab bar with a 11 inch centerline to the corner.	ADAAG 604.5.1 & ADAAG 604.5.2	Relocate the rear grab bar to provide at least 12 inches from the centerline of the toilet to the corner and at least 24 inches from the centerline to the transfer side of the toilet. Mount the grab bars to between 33 inches to 36 inches to the top.	3	\$ 150.00			
	Firehouse #12	Toilet - Paper Dispenser	In the unisex restroom the toilet paper is mounted too close at 3 inches.	ADAAG 604.7	Remount the toilet paper dispenser to be no lower than 15 inches, no higher than 48 inches AFF and a centerline of the dispenser that is a minimum of 7 inches to a maximum of 9 inches in front of the toilet. Do not mount the toilet paper dispenser behind the side grab bar.	3	\$ 250.00			
	Firehouse #12	Toilet - Grab Bars	In the unisex restroom, no vertical grab bar is provided	ANSI 604.5.1	Provide a vertical grab bar that is 18 inches minimum in length, is mounted 39 inches minimum to 41 inches maximum from the floor to the bottom of the bar, and the centerline is located 39 inches minimum of 41 inches maximum from the back wall.	3	\$ 175.00			
	Firehouse #12	Clear Floor Space	The trashcan is in the clear floor space of the sink.	ADAAG 606.2	Relocate the trash can to provide the minimum 30 inches wide by 48 inches deep clear floor space. Train janitorial staff to locate trash cans away from the sink and the toilets clear floor space.	3	\$ 50.00			
	Firehouse #12	Door - Interior Opening Force	The hall door has an opening force too high at 9 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			

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	Firehouse #12	Drinking Fountain	The drinking fountain is a wheelchair height only.	ADAAG 211 & ADAAG 602	Provide another individual drinking fountain at a standing height between 38 inches minimum to 43 inches maximum to the spout. Option: Remove existing drinking fountain and install a single Hi-Lo drinking fountain that provides a wheelchair accessible fountain with a spout at 36 inches maximum and a standing drinking fountain with a height between 38 inches minimum and 43 inches maximum. The toe clearance should be a minimum of 9 inches.	4	\$ 2,300.00			
	Firehouse #12	Door - Interior Opening Force	The men's locker-room door has an opening force too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			
	Firehouse #12	Stall - Hardware	The men's locker-room stall door does not provide in inside handle.	ADAAG 604.8.1.2	Provide door pulls complying with ADAAG 404.2.7 on both sides of the door near the latch.	3	\$ 200.00			
	Firehouse #12	Toilet - Paper Dispenser	The men's locker-room toilet paper is mounted too close at 2 inches.	ADAAG 604.7	Remount the toilet paper dispenser to be no lower than 15 inches, no higher than 48 inches AFF and a centerline of the dispenser that is a minimum of 7 inches to a maximum of 9 inches in front of the toilet. Do not mount the toilet paper dispenser behind the side grab bar.	3	\$ 250.00			
	Firehouse #12	Toilet - Grab Bars	In the men's locker-room, no vertical grab bar is provided	ANSI 604.5.1	Provide a vertical grab bar that is 18 inches minimum in length, is mounted 39 inches minimum to 41 inches maximum from the floor to the bottom of the bar, and the centerline is located 39 inches minimum of 41 inches maximum from the back wall.	3	\$ 175.00			
	Firehouse #12	Door - Interior Opening Force	The men's locker-room to the shower has an opening force too high at 9 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			
	Firehouse #12	Door - Interior Opening Force	The men's locker-room door to the fitness area has an opening force too high at 11 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			
	Firehouse #12	Door - Interior Opening Force	The women's locker-room door has an opening force too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Firehouse #12	Door - Interior Opening Force	The second door into the women's locker-room has an opening force too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			
	Firehouse #12	Toilet - Paper Dispenser	The women's locker-room toilet paper is only 3 inches in front of the toilet.	ADAAG 604.7	Remount the toilet paper dispenser to be no lower than 15 inches, no higher than 48 inches AFF and a centerline of the dispenser that is a minimum of 7 inches to a maximum of 9 inches in front of the toilet. Do no mount the toilet paper dispenser behind the side grab bar.	3	\$ 250.00			
	Firehouse #12	Toilet - Grab Bars	In the women's locker-room no vertical grab bar is provided	ANSI 604.5.1	Provide a vertical grab bar that is 18 inches minimum in length, is mounted 39 inches minimum to 41 inches maximum from the floor to the bottom of the bar, and the centerline is located 39 inches minimum of 41 inches maximum from the back wall.	3	\$ 175.00			
	Firehouse #12	Stall - Hardware	The women's locker-room stall door does not provide an inside handle.	ADAAG 604.8.1.2	Provide door pulls complying with ADAAG 404.2.7 on both sides of the door near the latch.	3	\$ 200.00			
	Firehouse #12	Door - Interior Opening Force	The door to the lockers has an opening force too high at 8 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			
	Firehouse #12	Door - Interior Opening Force	The first door to the fitness room has an opening force too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			
	Firehouse #12	Door - Interior Opening Force	The second door into the fitness room has an opening force too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			
	Firehouse #12	Clear Floor Space	The water bottles are stored in the clear maneuvering space of the door and should be removed.	ADAAG 404.2.4	Move the water bottles to provide a minimum 18 inches maneuvering clearance on the pull side of the door. Option: Provide an automatic door that complies with ADAAG 404.3.	2	\$ 150.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Firehouse #12	Door - Interior Opening Force	The door from the building out to the vehicle bays has an opening force too high at 10 lbs. and closes too quickly at 4 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			
	Firehouse #12	Toilet - Grab Bars	The restroom in the Bay has a side grab bar only 36 inches long.	ADAAG 604.5.1 & ADAAG 609	Provide a side grab bar a minimum of 42 inches long and a maximum of 12 inches from the corner. The grab bar should be mounted 33 inches to 36 inches AFF to the top of the grab bar.	3	\$ 175.00			
	Firehouse #12	Toilet - Grab Bars	The restroom in the Bay does not provide a vertical grab bar.	ANSI 604.5.1	Provide a vertical grab bar that is 18 inches minimum in length, is mounted 39 inches minimum to 41 inches maximum from the floor to the bottom of the bar, and the centerline is located 39 inches minimum of 41 inches maximum from the back wall.	3	\$ 175.00			
	Firehouse #12	Stall - Coat Hook	The restroom in the Bay has a coat hook too high at 73 inches AFF.	ADAAG 308	Lower the existing coat hook or add a second coat hook at 48 inches AFF.	4	\$ 50.00			
	Firehouse #12	Door - Interior Opening Force	The red door out of the bay to the parking has an opening force too high at 15 lbs. and closes too quickly at 3 seconds.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			
	Firehouse #12	Accessible Parking - New	The back area does not provide an accessible parking space.	ADAAG 502	Provide one accessible parking space with an access aisle a minimum of 60 inches plus a sign with the International Symbol of Accessibility at the head and middle of the parking space. The parking space and access aisle should be no steeper than 2% in all directions and on a firm and stable surface. Locate the accessible parking space on the shortest accessible route. UD - Provide a Universally Designed parking space with a minimum 11 foot (132 inches) parking space and a minimum 5 foot (60 inches) access aisle.	1	\$ 1,175.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Firehouse #12	Curb Ramp	There is a curb from the accessible parking to the red door but no curb ramp.	ADAAG 406	Provide a curb ramp with a running slope no steeper than 8.3% and a cross slope no steeper than 2% and a smooth transition to the sidewalk and street gutter. Provide truncated domes the width of the sidewalk and 24 inches deep where it meets the street. Provide a color that contrasts with the walkway surface.	1	\$ 1,575.00			
	Township Hall & Precinct #4	Gap	The main curb ramp has a gap where the parking space and curb ramp meet.	ADAAG 302.3	Fill in or replace section of asphalt sidewalk to provide a flush transition or an opening no greater than 1/2 inch at the curb ramp.	1	\$ 175.00			
Temp	Township Hall & Precinct #4	Gap	The curb ramp is in poor condition with a gap that is too wide and deep.	ADAAG 302.3	Fill in to provide a level surface at the curb ramp. This may require replacement of the curb ramp.	1	\$ 475.00		Repair was made, needs more fill.	
	Township Hall & Precinct #4	Gap	The second curb ramp has a gap too wide at 1 inch where the parking and the curb ramp meet.	ADAAG 302.3	Fill in or replace section of asphalt sidewalk to provide a flush transition or an opening no greater than 1/2 inch at the curb ramp.	1	\$ 175.00			
X	Township Hall & Precinct #4	Signage	The board room entrance has two signs noting it accessible but not the main entrance.	ADAAG 216.3 & ADAAG 703.5	Remove one of the signs and place one sign at the left of the Boardroom door and pointing to the main entrance.	1	\$ 150.00	FY 16/17	Sign moved by B&G 11/2016, both doors are now marked	\$0
X	Township Hall & Precinct #4	Signage	No permanent sign is provided indicating this as the accessible main entrance.	ADAAG 216.6, ADAAG 703.2.1 and ADAAG 703.5	Provide a directional sign with the International Symbol of Accessibility with an arrow to the accessible entrance and mark that entrance with an International Symbol of Accessibility signage.	1	\$ 225.00	FY 16/17	Sign moved by B&G 11/2016, both doors are now marked	\$0
	Township Hall & Precinct #4	Mats	A mat inside the board room door is too light and could be a tripping hazard.	ADAAG 302.2	Provide a mat with a heavier backing or tape the mat to the floor.	1	\$ 150.00			
	Township Hall & Precinct #4	Door - Interior Opening Force	The Boardroom door has an opening force too high at 7 seconds and closes too quickly at 4 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
X	Township Hall & Precinct #4	Clear Floor Space	The table at the Boardroom door interferes with the clear maneuvering space.	ADAAG 404.2.4	Move the table to provide a minimum 18 inches maneuvering clearance on the pull side of the door. Option: Provide an automatic door that complies with ADAAG 404.3.	2	\$ 150.00	FY 16/17	Moved table away from door by 18" on 5/10/17	\$0
	Township Hall & Precinct #4	Assisted Listening Devices	The Boardroom does not provide assistive listening devices.	ADAAG 219 & ADAAG 706	Provide an assistive listening system for the public seating area as determined by the seating capacity. See ADAAG Table 219.3 for required number of receivers. Option: Consider a portable unit that could be used in various locations.	2	\$ 2,500.00			
	Township Hall & Precinct #4	Door - Interior Opening Force	The emergency doors have an opening force too high at 10 lbs. and closes too quickly at 3 seconds.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 200.00			
	Township Hall & Precinct #4	Emergency Egress	The exit door does not provide a pad outside of the door swing or an accessible route to the walkway for 10 feet. This would be for emergency egress.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches. You may want to consider a curb ramp near this area to easily get into the parking lot.	1	\$ 350.00			
	Township Hall & Precinct #4	Door - Interior Opening Force	The doors to the informal meeting room has one door that closes too quickly at 4 seconds and one door with an opening force too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			
	Township Hall & Precinct #4	Coat Hook	The two sets of coat hooks are mounted too high at 54 inches AFF.	ADAAG 222.1 & ADAAG 308	Provide 5% of the coat hooks, but not less than one, at a reach range no higher than 48 inches AFF for a forward reach over an obstruction no deeper than 20 inches or a side reach of 48 inches AFF over an object no deeper than 10 inches. Consider adding additional coat hooks at the lower height.	4	\$ 200.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Township Hall & Precinct #4	Drinking Fountain	The drinking fountain provides a wheelchair height but not a standing height.	ADAAG 211 & ADAAG 602	Provide another individual drinking fountain at a standing height between 38 inches minimum to 43 inches maximum to the spout. Option: Remove existing drinking fountain and install a single Hi-Lo drinking fountain that provides a wheelchair accessible fountain with a spout at 36 inches maximum and a standing drinking fountain with a height between 38 inches minimum and 43 inches maximum. The toe clearance should be a minimum of 9 inches.	4	\$ 2,300.00			
	Township Hall & Precinct #4	Door - Interior Opening Force	The hall door near the drinking fountain and restrooms closes too quickly at 4 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			
	Township Hall & Precinct #4	Signage	The men's restroom sign is mounted on the door and not of an accessible design.	ADAAG 216.2 & ADAAG 703	The permanent room sign should to be mounted on the wall at the latch side of the door at 48 inches minimum from the baseline of the lowest tactile character to 60 inches maximum from the baseline of the highest character with raised lettering and numbers plus Braille.	4	\$ 175.00			
	Township Hall & Precinct #4	Door - Interior Opening Force	The men's restroom door has an opening force too high at 17 lbs. and closes too quickly at 4 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			
	Township Hall & Precinct #4	Sink - Protective Pipe Wrapping	The men's restroom sink does not provide protective pipe wrapping.	ADAAG 606.5	Provide a protective cover or protective pipe wrapping on the water shut offs and drain pipes.	3	\$ 75.00			
	Township Hall & Precinct #4	Sink - Faucet	The men's restroom sink does not provide accessible sink faucet.	ADAAG 606.4	Provide a lever-operated, push-type or electronically controlled faucet. Self-closing faucets should remain open for at least 10 seconds. Push-type or lever-operated faucets should require not more that 5 lbs. to operate.	3	\$ 600.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Township Hall & Precinct #4	Toilet - Accessible Stall Design	The men's restroom stall is not of an accessible design.	ADAAG 604 & ANSI 604.5.1	Provide an accessible stall that is a minimum of 60 inches wide and a minimum of 56 inches deep with a minimum 42 inches side grab bar mounted 12 inches maximum from the corner and a 36 inches rear grab bar mounted 12 inches minimum from the centerline and 24 inches from the centerline to the transfer side of the toilet. Also provide a vertical grab bar that is 18 inches minimum in length and mounted 39 inches to 41 inches from the floor and 39 inches to 41 inches to the centerline from the back wall. The toilet centerline should be 16 inches to 18 inches from the nearest wall and a minimum 17 inches to a maximum 19 inches to the top of the seat. This will require removal of the adjacent toilet and taking over that space. Check plumbing codes to determine if this is acceptable related to the fixture count.	3	\$ 4,500.00			
	Township Hall & Precinct #4	Signage	The women's restroom sign is mounted on the door and not of an accessible design.	ADAAG 216.2 & ADAAG 703	The permanent room sign should be mounted on the wall at the latch side of the door at 48 inches minimum from the baseline of the lowest tactile character to 60 inches maximum from the baseline of the highest character with raised lettering and numbers plus Braille.	4	\$ 175.00			
	Township Hall & Precinct #4	Door - Interior Opening Force	The women's restroom door has an opening force too high at 18 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			
	Township Hall & Precinct #4	Sink - Protective Pipe Wrapping	The women's restroom sink does not provide protective pipe wrapping.	ADAAG 606.5	Provide a protective cover or protective pipe wrapping on the water shut offs and drain pipes.	3	\$ 75.00			
	Township Hall & Precinct #4	Clear Floor Space	The women's restroom sink is partially blocked by the storage cabinet and does not provide the clear floor space for pulling under the sink.	ANSI 606	Remove the storage cabinet to provide the clear floor space to pull underneath the sink.	3	\$ 50.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Township Hall & Precinct #4	Toilet - Accessible Stall Design	The women's restroom stall is not of an accessible design.	ADAAG 604 & ANSI 604.5.1	Provide an accessible stall that is a minimum of 60 inches wide and a minimum of 56 inches deep with a minimum 42 inches side grab bar mounted 12 inches maximum from the corner and a 36 inches rear grab bar mounted 12 inches minimum from the centerline and 24 inches from the centerline to the transfer side of the toilet. Also provide a vertical grab bar that is 18 inches minimum in length and mounted 39 inches to 41 inches from the floor and 39 inches to 41 inches to the centerline from the back wall. The toilet centerline should be 16 inches to 18 inches from the nearest wall and a minimum 17 inches to a maximum 19 inches to the top of the seat. This will require removal of the adjacent toilet and taking over that space. Check plumbing codes to determine if this is acceptable related to the fixture count.	3	\$ 4,500.00			
	Township Hall & Precinct #4	Door - Hardware	The door at the restrooms near the Boardroom has round door hardware.	ADAAG 404.2.7	Replace door hardware with hardware that does not require tight grasping, tight pinching or twisting of the wrist, such as lever hardware.	1	\$ 350.00			
	Township Hall & Precinct #4	Door - Interior Opening Force	The door at the restrooms near the Boardroom has a broken closer but will be assumed is not accessible.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			
	Township Hall & Precinct #4	Counter - Height	The Treasurer Department counter is too high at 41 inches AFF.	ADAAG 904.3.3	Provide a section of counter that is 28 inches to 34 inches AFF and is at least 24 inches long in alterations. In new	2	\$ 645.00			
	Township Hall & Precinct #4	Counter - Height	The Assessing Department counter is too high at 41 inches AFF.	ADAAG 904.3.3	Provide a section of counter that is 28 inches to 34 inches AFF and is at least 24 inches long in alterations.	2	\$ 645.00			
	Township Hall & Precinct #4	Counter - Height	The Zoning, Utilities and Clear large counter is too high at 36 inches.	ADAAG 904.3.3	Provide a section of counter that is 28 inches to 34 inches AFF and is at least 24 inches long in alterations. Consider a centralized section that could be used by all departments as needed.	2	\$ 645.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Township Hall & Precinct #4	Reach Range - Brochure	The brochure holder is mounted too high 62 inch AFF and 76 inch AFF to the top holders.	ADAAG 308	Lower the brochure/flyer holder to be at 48 inches AFF. Or distribute the materials so each type is at a lower height. UD - Mount all brochure racks no higher than 48 inches AFF.	4	\$ 100.00			
	Township Hall & Precinct #4	Door - Interior Opening Force	The staff women's restroom door has an opening force too high at 8 lbs. and closes too quickly at 4 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			
	Township Hall & Precinct #4	Toilet - Height	The staff women's restroom toilet is mounted too low at 16 inches.	ADAAG 604.4	Provide a toilet with height at 17 inches to 19 inches to the top of the toilet seat.	3	\$ 1,650.00			
	Township Hall & Precinct #4	Toilet - Paper Dispenser	The staff women's restroom toilet paper is mounted too far away at 11 inches.	ADAAG 604.7	Remount the toilet paper dispenser to be no lower than 15 inches, no higher than 48 inches AFF and a centerline of the dispenser that is a minimum of 7 inches to a maximum of 9 inches in front of the toilet. Do not mount the toilet paper dispenser behind the side grab bar.	3	\$ 250.00			
	Township Hall & Precinct #4	Toilet - Grab Bars	The staff women's restroom does not provide a vertical grab bar.	ANSI 604.5.1	Provide a vertical grab bar that is 18 inches minimum in length, is mounted 39 inches minimum to 41 inches maximum from the floor to the bottom of the bar, and the centerline is located 39 inches minimum of 41 inches maximum from the back wall.	3	\$ 175.00			
	Township Hall & Precinct #4	Stall - Hardware	The staff women's restroom stall door is not self closing.	ADAAG 604.8.1.2	Provide the hinges to allow for the stall door to be self-closing.	3	\$ 175.00			
	Township Hall & Precinct #4	Stall - Hardware	The staff women's restroom stall door does not provide handles on both sides.	ADAAG 604.8.1.2	Provide door pulls complying with ADAAG 404.2.7 on both sides of the door near the latch.	3	\$ 200.00			
	Township Hall & Precinct #4	Door - Interior Opening Force	The staff men's restroom door has an opening force too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			
	Township Hall & Precinct #4	Toilet - Height	The staff men's restroom toilet is mounted too low at 16 inches.	ADAAG 604.4	Provide a toilet with height at 17 inches to 19 inches to the top of the toilet seat.	3	\$ 1,650.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Township Hall & Precinct #4	Toilet - Paper Dispenser	The staff men's restroom toilet paper is mounted too far away at 10 inches.	ADAAG 604.7	Remount the toilet paper dispenser to be no lower than 15 inches, no higher than 48 inches AFF and a centerline of the dispenser that is a minimum of 7 inches to a maximum of 9 inches in front of the toilet. Do no mount the toilet paper dispenser behind the side grab bar.	3	\$ 250.00			
	Township Hall & Precinct #4	Toilet - Grab Bars	The staff men's restroom does not provide a vertical grab bar.	ANSI 604.5.1	Provide a vertical grab bar that is 18 inches minimum in length, is mounted 39 inches minimum to 41 inches maximum from the floor to the bottom of the bar, and the centerline is located 39 inches minimum of 41 inches maximum from the back wall.	3	\$ 175.00			
	Township Hall & Precinct #4	Stall - Hardware	The staff men's restroom stall door is not self closing.	ADAAG 604.8.1.2	Provide the hinges to allow for the stall door to be self-closing.	3	\$ 175.00			
	Township Hall & Precinct #4	Stall - Hardware	The staff men's restroom stall door does not provide handles on both sides.	ADAAG 604.8.1.2	Provide door pulls complying with ADAAG 404.2.7 on both sides of the door near the latch.	3	\$ 200.00			
	Township Library & Precinct #8	Accessible Parking - Slope	The cross slope in the parking space nearest the entrance is too steep at 3.2%.	ADAAG 502.4	Regrade the parking spaces on the shortest accessible route to be no steeper than 2% in all directions.	1	\$ 1,000.00			
	Township Library & Precinct #8	Gap	The gap at the head of the access aisle by the curb ramp is too wide at 1 inch.	ADAAG 302.3	Fill in or replace section of asphalt sidewalk to provide a flush transition or an opening no greater than 1/2 inch. This maybe address during the leveling process.	1	\$ 175.00			
	Township Library & Precinct #8	Running Slope	The running slope up to the public entrance is too high at up to 9.8% for 8 feet.	ADAAG 403.3	Remove and regrade section to provide an accessible route with a running slope no greater than 5% and a cross slope no greater than 2% for 16 feet.	1	\$ 1,525.00			
X	Township Library & Precinct #8	Mats	There are 7 mats at the entrance to the library that are too light and could be a tripping hazard.	ADAAG 302.2	Provide a mat with a heavier backing or tape the mat to the floor.	1	\$ 1,050.00	FY 16/17	Library ordered and installed ADA compliant mats from Rental Company 8/17/16	Included in rental agreement
	Township Library & Precinct #8	Door - Interior Opening Force	The door into the library has an opening force too high at 8 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Township Library & Precinct #8	Counter - No Clear Space	A lower counter is provided at the service area but is covered with items.	ADAAG 904.3.3	Keep the counter area clear of items so it is useable when requested or needed.	2	\$ 50.00			
X	Township Library & Precinct #8	Clear Floor Space	Remove the small shelf at Computer Station #2 and #4 to provide the clear floor space requirement.	ADAAG 226 & ADAAG 902	Remove the small shelving to provide a knee and toe clearance between 17 inches to 25 inches.	2	\$ 300.00	FY 16/17	Library removed small shelf on station #2 and #4 8/23/16	Labor
	Township Library & Precinct #8	Clear Floor Space	The Audio Room is too narrow at 32 inches because of the shelving unit.	ADAAG 403.5.1	Move the shelving unit to provide a clear accessible route that is a minimum 36 inches wide but can narrow down to 32 inches but for no more that 24 inches.	1	\$ 100.00			
	Township Library & Precinct #8	Reach Range - Brochure	The smaller brochure rack is mounted 58 inches AFF to the to holder.	ADAAG 308	Lower the brochure/flyer holder to be at 48 inches AFF. Or distribute the materials so each type is at a lower height. UD - Mount all brochure racks no higher that 48 inches AFF.	4	\$ 100.00			
	Township Library & Precinct #8	Reach Range - Brochure	The large brochure rack is too high at 61 inches AFF and 71 inches AFF to the brochure holder.	ADAAG 308	Lower the brochure/flyer holder to be at 48 inches AFF. Or distribute the materials so each type is at a lower height. UD - Mount all brochure racks no higher that 48 inches AFF.	4	\$ 100.00			
	Township Library & Precinct #8	Door - Interior Opening Force	The women's restroom door opening force is too high at 13 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			
	Township Library & Precinct #8	Stall - Hardware	The women's restroom stall door is not self closing.	ADAAG 604.8.1.2	Provide the hinges to allow for the stall door to be self-closing.	3	\$ 175.00			
	Township Library & Precinct #8	Stall - Hardware	The women's restroom stall does not provide an inside handle.	ADAAG 604.8.1.2	Provide door pulls complying with ADAAG 404.2.7 on both sides of the door near the latch.	3	\$ 200.00			
	Township Library & Precinct #8	Toilet - Paper Dispenser	The women's restroom toilet paper is mounted too far in front at 15 inches.	ADAAG 604.7	Remount the toilet paper dispenser to be no lower than 15 inches, no higher than 48 inches AFF and a centerline of the dispenser that is a minimum of 7 inches to a maximum of 9 inches in front of the toilet. Do no mount the toilet paper dispenser behind the side grab bar.	3	\$ 250.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Township Library & Precinct #8	Toilet - Disposal	The women's tampon disposal is mounted too far way at 30 inches.	ADAAG 308	Relocate the feminine napkin disposal to be no more than 9 inches maximum in front of the toilet if mounted on the sidewall or no more than 20 inches from the toilet if mounted on the back wall. The tampon trash can should be mounted no higher than 48 inches on either wall.	4	\$ 100.00			
	Township Library & Precinct #8	Door - Interior Opening Force	The men's restroom door opening force is too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			
	Township Library & Precinct #8	Stall - Hardware	The men's restroom stall door is not self closing.	ADAAG 604.8.1.2	Provide the hinges to allow for the stall door to be self-closing.	3	\$ 175.00			
	Township Library & Precinct #8	Stall - Hardware	The men's restroom stall does not provide an inside handle.	ADAAG 604.8.1.2	Provide door pulls complying with ADAAG 404.2.7 on both sides of the door near the latch.	3	\$ 200.00			
	Township Library & Precinct #8	Toilet - Paper Dispenser	The men's restroom toilet paper is mounted too far in front at 15 inches.	ADAAG 604.7	Remount the toilet paper dispenser to be no lower than 15 inches, no higher than 48 inches AFF and a centerline of the dispenser that is a minimum of 7 inches to a maximum of 9 inches in front of the toilet. Do not mount the toilet paper dispenser behind the side grab bar.	3	\$ 250.00			
	Township Library & Precinct #8	Door - Interior Opening Force	Meeting Room A door has an opening force too high at 9 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			
	Township Library & Precinct #8	Door - Interior Opening Force	Meeting Room B door has an opening force too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			
	Township Library & Precinct #8	Door - Exterior Opening Force	Two exit doors are alarmed but it is assumed the opening force and/or closing speed is too high.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 200.00			
	Township Library & Precinct #8	Coat Hook	The two coat hangers are mounted too high at 53 inches AFF.	ADAAG 222.1 & ADAAG 308	Provide 5% of the coat hooks, but not less than one, at a reach range no higher than 48 inches AFF for a forward reach over an obstruction no deeper than 20 inches or a side reach of 48 inches AFF over an object no deeper than 10 inches. Consider adding additional coat hooks at the lower height.	4	\$ 200.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Township Library & Precinct #8	Protruding Object	The two coat hangers protrude out too far at 53 inches AFF.	ADAAG 307	Provide a cane detectable barrier, such as a side panel, that is below 27 inches and the width of the protruding object.	1	\$ 600.00			
	Township Library & Precinct #8	Door - Exterior Opening Force	The door out to the parking lot is alarmed but is assumed to have an opening force too high and/or close too quickly.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	1	\$ 100.00			
	Township Library & Precinct #8	Door - Exterior Opening Force	The door out to the garden area has an opening force too high at 14 lbs.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	1	\$ 100.00			
	Lakeland Trail - Village Trailhead	Trash Can	A blue trash can to the east of the Village Trailhead parking is 4 feet off of the trail/accessible route.	Proposed Outdoor Developed Areas Guidelines 1011	Trash Can Recommendation: Relocate trash can nearer the trail as part of your regular policy. For a forward approach provide a trash can within 24 inches and a minimum clear ground space of 36 inches by 48 inches or for a side approach provide a trash can within 24 inches and a minimum clear ground space of 30 inches by 60 inches.	4	\$ 50.00			
	Lakeland Trail - Village Trailhead	Accessible Parking - Access Aisle	The Village Trailhead has 17 parking's space but 4 accessible spaces of which two do not provide access aisles.	ADAAG 502	Unless this parking space gets heavy use consider changings at least two parking spaces or three parking's space back to regular parking space. Restrip with white paint to cover the present blue color.	1	\$ 300.00			
	Lakeland Trail - Village Trailhead	Trash Can	The trash can near the parking lot is off the accessible route for 6 feet.	Proposed Outdoor Developed Areas Guidelines 1011	Trash Can Recommendation: Relocate trash can nearer the trail as part of your regular policy. For a forward approach provide a trash can within 24 inches and a minimum clear ground space of 36 inches by 48 inches or for a side approach provide a trash can within 24 inches and a minimum clear ground space of 30 inches by 60 inches.	4	\$ 50.00			
	Lakeland Trail - Village Trailhead	Trash Can	The recycle can and trailhead information sign are 5 feet off the accessible route.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 175.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Lakeland Trail - Village Trailhead	Signage	No trailhead sign is provided with details on the trail surface, slopes, etc.	Proposed Outdoor Areas Standards ADAAG 1017.11	Trail Recommendation: Provide a trailhead sign that includes information on 1) the length of the trail or trail segment, 2) Surface type, 3) Typical and minimum tread width, 4) Typical and maximum running slope, 5) and typical and maximum cross slope.	2	\$ 250.00			
	Lakeland Trail - West	Truncated Domes	The truncated domes at the west side of Hamburg Road are in poor condition.	ADAAG 705	Provide truncated domes that go the width of the trail and 24 inches deep where it meets the road. Provide a color that contrast with the walkway surface. Truncated dome tiles are typically a more durable solution.	1	\$ 525.00			
	Lakeland Trail - West	Reach Range - Dispenser	The dog dispenser and trash can is 8 feet off of the accessible route.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches. Option: Relocate the dispenser and trash can within 2 feet for the trail.	2	\$ 275.00			
	Lakeland Trail - West	Bench	The bench at Hamburg Road does not provide a route to it for 5 feet or companion seating.	Proposed Outdoor Areas Standards ADAAG 1011	Bench Recommendation: Provide at least 20% but no less than two benches to provide a clear ground space of at least 30 inches by 48 inches positioned near the bench with one side adjoining the walkway. The clear ground space should have a slope no steeper than 2% in all directions. The clear ground space should not overlap the accessible route or another clear ground space. UD - Provide benches with armrests, backs, seat height between 17 inches AFF to 19 inches AFF maximum and no gaps between the seat and backrest.	2	\$ 350.00			
	Lakeland Trail - West	Trash Can	A trash can to the west of the Hamburg Road is 4 feet off of the trail/accessible route.	Proposed Outdoor Developed Areas Guidelines 1011	Trash Can Recommendation: Relocate trash can nearer the trail as part of your regular policy. For a forward approach provide a trash can within 24 inches and a minimum clear ground space of 36 inches by 48 inches or for a side approach provide a trash can within 24 inches and a minimum clear ground space of 30 inches by 60 inches.	4	\$ 50.00			
	Lakeland Trail - West	Trash Can	The dog dispenser and trash can is 8 feet off of the accessible route.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches. Option: Relocate the dispenser and trash can within 2 feet for the trail.	2	\$ 350.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Lakeland Trail - West	Bench	A bench at the 7 Mile Marker is not on an accessible route or provide companion seating.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1011	Bench Recommendation: Provide at least 20% but no less than two benches to provide a clear ground space of at least 30 inches by 48 inches positioned near the bench with one side adjoining the walkway. The clear ground space should have a slope no steeper than 2% in all directions. The clear ground space should not overlap the accessible route or another clear ground space. UD - Provide benches with armrests, backs, seat height between 17 inches AFF to 19 inches AFF maximum and no gaps between the seat and backrest.	2	\$ 350.00			
	Lakeland Trail - Merrill Road	Gap	There is a gap on the north side of tracks of 3/4 inch.	ADAAG 302.3	Fill in or replace section of asphalt sidewalk to provide a flush transition or an opening no greater than 1/2 inch.	1	\$ 175.00			
	Lakeland Trail - Merrill Road	Gap	The train tracks have a gap too wide at 3 1/2 inches.	ADAAG 402 & ADAAG 810.10	Provide wheel flanges the provide an opening no greater than 2 1/2 inches.	1	\$ 500.00			
	Lakeland Trail - Merrill Road	Cross Slope	The trail along Merrill Road has a cross slope too steep at up to 3.2% for 60 feet. This slope collects debris.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1017.7.1	Trail Recommendation: Remove and regrade section to provide a cross slope no steeper than 2%.	2	\$ 2,100.00			
	Lakeland Trail - Merrill Trailhead	Abrupt Transition	A sunken area at the turn up to Merrill Trailhead parking is too deep at 1 inch.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1017.6	Trail Recommendation: Fill in or replace section of asphalt trail to provide a flush transition or an opening no greater than 1/2 inch.	1	\$ 175.00			
	Lakeland Trail - Merrill Trailhead	Running Slope	The running slope of the east trail is 7.9% for 120 feet.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1017.7.1	Trail Recommendation: While the present trial slopes meet the propose requirements, consider when resurfacing the trial in the future to lessen the slope to the greatest extent possible. 5% or less running sloped would be preferred.	NA	NA			
	Lakeland Trail - Merrill Trailhead	Running Slope	The running slope for the trial at the Gulch sign is 6.7% for 32 feet.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1017.7.1	Trail Recommendation: While the present trial slopes meet the propose requirements, consider when resurfacing the trial in the future to lessen the slope to the greatest extent possible. 5% or less running sloped would be preferred.	NA	NA			
	Lakeland Trail - Merrill Trailhead	Cross Slope	The cross slope of the trail at the intersection of walkways is too steep at 6.1% for 38 feet.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1017.7.1	Trail Recommendation: When concrete, asphalt or boards are used then the cross slope can be no steeper than 2%.	2	\$ 1,350.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Lakeland Trail - Merrill Trailhead	Bench	The bench at the turn from the trail to the parking lot is not connected to the accessible route or provide companion seating.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1011	Bench Recommendation: See previous notes on benches. Distribute the accessible benches along the full width of the trail.	2	See Previous Notes on Benches.			
	Lakeland Trail - Merrill Trailhead	Bench	The bench at the parking lot is not connected to the accessible route or provide companion seating.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1011	Bench Recommendation: See previous notes on benches. Distribute the accessible benches along the full width of the trail.	2	See Previous Notes on Benches.			
	Lakeland Trail - Merrill Trailhead	Trash Can	The dog dispenser and trash can is 8 feet off of the accessible route.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches. Option: Relocate the dispenser and trash can within 2 feet for the trail.	2	\$ 275.00			
	Lakeland Trail - Merrill Trailhead	Accessible Route - New	The information bulletin board and payment box is not on an accessible route for 25 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 875.00			
	Lakeland Trail - Merrill Trailhead	Signage	No trailhead sign is provided with details on the trail surface, slopes, etc.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1017.11	Trail Recommendation: Provide a trailhead sign that includes information on 1) the length of the trail or trail segment, 2) Surface type, 3) Typical and minimum tread width, 4) Typical and maximum running slope, 5) and typical and maximum cross slope.	2	\$ 250.00			
	Lakeland Trail - Merrill Trailhead	Portable Toilet - Accessible Route	The portable toilet is not on an accessible route for 12 feet.	ADAAG 213.2	When the company delivers a portable toilet make sure they locate them on an accessible route. Option: Create an accessible route that complies with ADAAG 403.	3	N/A			
	Lakeland Trail - Merrill Trailhead	Accessible Parking - Van	The accessible parking is not marked with a van accessible sign.	ADAAG 502.6	At the van accessible parking spaces, under the International Symbol of Accessibility sign provide a "Van Accessible" sign mounted 60 inches minimum AFF to the bottom of the sign.	1	\$ 100.00			
	Lakeland Trail - Merrill Trailhead	Bench	The benches and trash cans just west of Merrill Road heading west are not on an accessible route for 40 feet.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1011	Bench and Trash Can Recommendation: Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches and connect to the companion seating of the bench.	2	\$ 1,400.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Lakeland Trail - Merrill Trailhead	Gap	The gaps at the short wooden bridge to the benches and trash can are too wide at 3/4 inch.	ADAAG 302.3	Adjust and add sections of the wooden walkway to provide openings no greater than 1/2 inch. (Small bridge in Scout Respite area)	1	\$ 350.00			
	Lakeland Trail - Merrill Trailhead	Gap	The east side for the bridge over the river has a gap and sunken area.	ADAAG 302.3	Fill in or replace section of asphalt sidewalk to provide a flush transition or an opening no greater than 1/2 inch.	1	\$ 175.00			
	Lakeland Trail - Merrill Trailhead	Gap	The bridge boards have gaps too wide at up to 1 inch.	ADAAG 302.3	Adjust and add sections of the wooden walkway to provide an opening no greater than 1/2 inch.	1	\$ 1,000.00			
	Lakeland Trail - Merrill Trailhead	Bench	The bench near the bridge does not provide companion seating.	Proposed Outdoor Areas Standards ADAAG 1011	Bench Recommendation: See previous notes on benches. Distribute the accessible benches along the full width of the trail.	2	See Previous Notes on Benches.			
	Lakeland Trail - Merrill Trailhead	Accessible Route - New	The dog dispenser near the boardwalk for the swamp is 5 feet off of the accessible route.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches. Option: Relocate the dispenser and trash can within 2 feet for the trail.	2	\$ 175.00			
	Lakeland Trail - Merrill Trailhead	Trash Can	A blue trash can near the boardwalk for the swamp is 5 feet off of the accessible route.	Proposed Outdoor Developed Areas Guidelines 1011	Trash Can Recommendation: Relocate trash can nearer the trail as part of your regular policy. For a forward approach provide a trash can within 24 inches and a minimum clear ground space of 36 inches by 48 inches or for a side approach provide a trash can within 24 inches and a minimum clear ground space of 30 inches by 60 inches.	4	\$ 50.00			
	Lakeland Trail - Merrill Trailhead	Truncated Domes	The Pettys Road crossing truncated domes are in poor condition on both sides.	ADAAG 705	Provide truncated domes that go the width of the trail and 24 inches deep where it meets the road. Provide a color that contrast with the walkway surface. Truncated dome tiles are typically a more durable solution.	1	\$ 1,050.00			
	Lakeland Trail - Merrill Trailhead	Accessible Route - Surface	The cross of Pettys Road is in poor condition with gaps, abrupt transitions and broken surfaces.	ADAAG 403.1	Resurface the street to provide a trail crossing surface that is firm and stable with a running slope no steeper than 5% and a cross slope not steeper than 2%, a minimum clear width of 36 inches and gaps no wider than 1/2 inches and abrupt transitions no higher than 1/2 inches.	1	\$ 750.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Lakeland Trail - Merrill Trailhead	Abrupt Transition	Two sunken areas are located just west of Pettys Road and are too deep at 1 inch.	Proposed Outdoor Areas Standards ADAAG 1017.6	Trail Recommendation: Fill in or replace section of asphalt trail to provide a flush transition or an opening no greater than 1/2 inch.	1	\$ 350.00			
	Lakeland Trail - Merrill Trailhead	Abrupt Transition	A small bridge just before the train tracks has abrupt transitions of 1 inch on either side.	ADAAG 303	Remove and replace section of asphalt to provide a smooth transition.	1	\$ 350.00			
	Lakeland Trail - Merrill Trailhead	Gap	The small bridge before the train tracks has gaps too wide at up to 1 inch. The boards are in poor condition.	ADAAG 302.3	Adjust and add sections of the wooden walkway to provide openings no greater than 1/2 inch.	1	\$ 1,500.00			
	Lakeland Trail - Merrill Trailhead	Cross Slope	The cross slope of the trail south of the train crossing is too steep at 6.4% for 20 feet.	Proposed Outdoor Areas Standards ADAAG 1017.7.1	Trail Recommendation: Provide a cross slope that can be no steeper than 2%.	2	\$ 700.00			
	Lakeland Trail - Merrill Trailhead	Running Slope	The running slope of the trail south of the train track is 13.1% for 30 feet.	Proposed Outdoor Areas Standards ADAAG 1017.7.1	Trail Recommendation: Lessen the running slope to be no more than 12.5% for 10 feet or lessen the slope to be no more than 5% for 75 feet or complies with Table 1017.7.1, Running Slope and Resting Intervals.	2	\$ 2,625.00			
	Lakeland Trail - Merrill Trailhead	Gap	The train tracks have a gap too wide at 3 inches.	ADAAG 402 & ADAAG 810.10	Provide wheel flanges the provide an opening no greater than 2 1/2 inches.	1	\$ 500.00			
	Lakeland Trail - Merrill Trailhead	Running Slope	The running slope of the trial north of the tracks is too steep at 12.0% for 3 feet.	Proposed Outdoor Areas Standards ADAAG 1017.7.1	Trail Recommendation: Lessen the running slope to be no more than 5% for 8 feet or complies with Table 1017.7.1, Running Slope and Resting Intervals.	2	\$ 300.00			
	Lakeland Trail - Merrill Trailhead	Bench	The bench just past the train crossing is not on an accessible route for 14 feet and does not provide companion seating.	Proposed Outdoor Areas Standards ADAAG 1011	Bench Recommendation: See previous notes on benches. Distribute the accessible benches along the full width of the trial.	2	See Previous Notes on Benches.			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Lakeland Trail - Merrill Trailhead	Truncated Domes	The truncated domes at Girard Drive are in poor condition on both sides.	ADAAG 705	Provide truncated domes that go the width of the trail and 24 inches deep where it meets the road. Provide a color that contrast with the walkway surface. Truncated dome tiles are typically a more durable solution.	1	\$ 1,050.00			
	Lakeland Trail - Merrill Trailhead	Accessible Route - Surface	The bridge before Kress Road has boards that are in poor condition and create an uneven surface.	ADAAG 302.3	Replace the wooden walkway to provide openings no greater than 1/2 inch and a smooth transition to the trail. (Bridge was replaced in 2017 which corrected this situation, however, smooth transition is still needed.	1	\$ 2,500.00	FY 16/17	Boards Replaced April 2017 - Transition grade still needs repair	\$8,520
	Lakeland Trail - Merrill Trailhead	Truncated Domes	The Kress Road crossing truncated domes are in poor condition on both sides.	ADAAG 705	Provide truncated domes that go the width of the trail and 24 inches deep where it meets the road. Provide a color that contrast with the walkway surface. Truncated dome tiles are typically a more durable solution.	1	\$ 1,050.00			
	Lakeland Trail - Merrill Trailhead	Accessible Route - Surface	The crossing of Kress Road is in poor condition with gaps, abrupt transitions and broken surfaces.	ADAAG 403.1	Resurface the street to provide a trail crossing surface that is firm and stable with a running slope no steeper than 5% and a cross slope not steeper than 2%, a minimum clear width of 36 inches and gaps no wider than 1/2 inches and abrupt transitions no higher than 1/2 inches.	1	\$ 750.00			
	Lakeland Trail - Merrill Trailhead	Bench	The bench and railroad sign is 6 feet off the accessible route and does not provide companion seating.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1011	Bench Recommendation: See previous notes on benches. Distribute the accessible benches along the full width of the trail.	2	See Previous Notes on Benches.			
	Lakeland Trail - Merrill Trailhead	Accessible Route - New	The dog dispenser near bench and sign is 6 feet off of the accessible route.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches. Option: Relocate the dispenser and trash can within 2 feet for the trail.	2	\$ 200.00			
	Lakeland Trail - Pettysville Trail	Running Slope	The south side trail to the tunnel has a running slope up to 11.1% for 95 feet.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1017.7.1	Trail Recommendation: While the present trial slopes meet the propose requirements, consider when resurfacing the trial in the future to lessen the slope to the greatest extent possible. 5% or less running sloped would be preferred.	NA	NA			
	Lakeland Trail - Pettysville Trail	Running Slope	The north side trail to the tunnel has a running slope up to 8.5% for 149 feet.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1017.7.1	Trail Recommendation: While the present trial slopes meet the propose requirements, consider when resurfacing the trial in the future to lessen the slope to the greatest extent possible. 5% or less running sloped would be preferred.	NA	NA			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Lakeland Trail - Pettysville Trail	Accessible Route - New	The dog dispenser and trash can is 5 feet off of the accessible route.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches. Option: Relocate the dispenser and trash can within 2 feet for the trail.	2	\$ 275.00			
	Lakeland Trail - Pettysville Trail	Cross Slope	The cross slope in front of the bench is too steep at up to 4.0% for 34 feet.	ADAAG 403.3	Remove and regrade section to provide a cross slope no greater than 2%.	2	\$ 1,200.00			
	Lakeland Trail - Pettysville Trail	Bench - Companion Seating	The bench does not provide companion seating.	Proposed Outdoor Areas Standards ADAAG 1011	Bench Recommendation: See previous notes on benches. Distribute the accessible benches along the full width of the trail.	2	See Previous Notes on Benches.			
	Lakeland Trail - Pettysville Trail	Accessible Route - New	The trail head bulletin board is not on an accessible route for 20 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 700.00			
	Lakeland Trail - Pettysville Trail	Signage	No trailhead sign is provided with details on the trail surface, slopes, etc.	Proposed Outdoor Areas Standards ADAAG 1017.11	Trail Recommendation: Provide a trailhead sign that includes information on 1) the length of the trail or trail segment, 2) Surface type, 3) Typical and minimum tread width, 4) Typical and maximum running slope, 5) and typical and maximum cross slope.	2	\$ 250.00			
	Lakeland Trail - Pettysville Trail	Accessible Parking - Van	The accessible parking does not note a clearly marked van accessible parking space or a van accessible sign.	ADAAG 502.2	Provide a van accessible parking space that is a minimum of 11 feet wide with an access aisle a minimum of 5 feet wide. Also provide a "Van Accessible" sign mounted under the International Symbol of Accessibility Sign. Option: A van accessible space can be 8 feet wide if the access aisle is a minimum of 8 feet wide.	1	\$ 225.00			
	Lakeland Trail - Pettysville Trail	Accessible Parking - New	No accessible parking is provided at the present portable toilets or BMX area.	ADAAG 502	Provide one accessible parking space with an access aisle a minimum of 60 inches plus a sign with the International Symbol of Accessibility at the head and middle of the parking space. The parking space and access aisle should be no steeper than 2% in all directions and on a firm and stable surface. Locate the accessible parking space on the shortest accessible route. UD - Provide a Universally Designed parking space with a minimum 11 foot (132 inches) parking space and a minimum 5 foot (60 inches) access aisle.	1	\$ 1,175.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Lakeland Trail - Pettysville Trail	Accessible Route - New	No accessible route is provided to the portable toilet for 7 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches. Option: Relocate the portable toilets to the extra asphalt area near the present accessible parking.	3	\$ 250.00			
	Lakeland Trail - Pettysville Trail	Accessible Route - New	No accessible route is provided to a BMX area for 60 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 2,100.00			
	Lakeland Trail - Pettysville Trail	Trash Can	A blue trash can to the west of the Pettysville Trailhead parking is 3 feet off of the trail/accessible route.	Proposed Outdoor Developed Areas Guidelines 1011	Trash Can Recommendation: Relocate trash can nearer the trail as part of your regular policy. For a forward approach provide a trash can within 24 inches and a minimum clear ground space of 36 inches by 48 inches or for a side approach provide a trash can within 24 inches and a minimum clear ground space of 30 inches by 60 inches.	4	\$ 50.00			
	Lakeland Trail - Pettysville Trail	Bench - Companion Seating	The bench and changing route sign is 6 feet off the accessible route and does not provide companion seating.	Proposed Outdoor Areas Standards ADAAG 1011	Bench Recommendation: See previous notes on benches. Distribute the accessible benches along the full width of the trail.	2	See Previous Notes on Benches.			
	Lakeland Trail - Pettysville Trail	Gap	There is a gap in the trail that is too big at 1 inch. This is located behind Firehouse #11.	Proposed Outdoor Areas Standards ADAAG 1017.6	Trail Recommendation: Fill in or replace section of asphalt trail to provide a flush transition or an opening no greater than 1/2 inch.	2	\$ 175.00			
	Lakeland Trail - Pettysville Trail	Trash Can	The dog dispenser and trash can near Chambers Road is 4 feet off of the accessible route.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches. Option: Relocate the dispenser and trash can within 2 feet for the trail.	2	\$ 150.00			
	Lakeland Trail - Pettysville Trail	Truncated Domes	The truncated domes at Chamber Road are in poor condition on both sides.	ADAAG 705	Provide truncated domes that go the width of the trail and 24 inches deep where it meets the road. Provide a color that contrast with the walkway surface. Truncated dome tiles are typically a more durable solution.	1	\$ 1,050.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Lakeland Trail - Pettysville Trail	Accessible Route - Surface	The road crossing at Chambers Road is gravel.	ADAAG 403.1	Resurface the street to provide a trail crossing surface that is firm and stable with a running slope no steeper than 5% and a cross slope not steeper than 2%, a minimum clear width of 36 inches and gaps no wider than 1/2 inches and abrupt transitions no higher than 1/2 inches.	1	\$ 750.00			
	Lakeland Trail - Pettysville Trail	Abrupt Transition	The bridge just past Chambers Road has abrupt transition at the edges of 1 inch.	ADAAG 303	Remove and replace section of asphalt to provide a smooth transition. Some of the boards appear loose and could also be screwed down tighter.	1	\$ 350.00			
	Lakeland Trail - Pettysville Trail		The bridge just past Chambers Road has gaps too wide at 1 inch.	ADAAG 302.3	Adjust and add sections of the wooden walkway to provide openings no greater than 1/2 inch.	1	\$ 1,500.00			
	Lakeland Trail - Pettysville Trail	Trash Can	The trash can past Chambers Road is 8 feet off the accessible route.	Proposed Outdoor Developed Areas Guidelines 1011	Trash Can Recommendation: Relocate trash can nearer the trail as part of your regular policy. For a forward approach provide a trash can within 24 inches and a minimum clear ground space of 36 inches by 48 inches or for a side approach provide a trash can within 24 inches and a minimum clear ground space of 30 inches by 60 inches.	4	\$ 50.00			
	Lakeland Trail - Pettysville Trail	Accessible Route - New	The dog waste bags and trash can is 6 feet off the accessible route.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches. Option: Relocate the dispenser and trash can within 2 feet for the trail.	2	\$ 150.00			
X	Livingston County Wildlife - Precinct #7	Accessible Parking - Access Aisle	Two accessible parking space are provided but neither one has an access aisle.	ADAAG 502.3	Restripe the accessible parking space's access aisle to provide an access aisle that is a minimum of 60 inches.	1	\$ 200.00	FY 16/17	Temp signage purchased 10/2016 and used for 11/2016 Presidential	\$120.00
	Livingston County Wildlife - Precinct #7	Abrupt Transition	There is a 3/4 inch abrupt transition at the base of the ramp and parking lot.	ADAAG 303	Remove and replace section of asphalt to provide a smooth transition. This maybe corrected when replacing the concrete noted below.	1	\$ 175.00			
	Livingston County Wildlife - Precinct #7	Cross Slope	The cross slope at the bottom of the ramp is too steep at up to 4.1% for 8 feet.	ADAAG 403.3	Remove and regrade section to provide a cross slope no greater than 2%.	1	\$ 550.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Livingston County Wildlife - Precinct #7	Ramp - Handrails	The ramp does not provide proper handrail extensions, the handrails would be required to extend an additional 7 feet at the bottom (on both sides) and the present handrails are not of a proper design for 20 feet.	ADAAG 405.8	Provide handrails with extensions on both sides of the ramp for a total of 54 feet. Mount the handrails to 34 inches to 38 inches to the top of the gripping surface.	1	\$ 2,100.00			
X	Livingston County Wildlife - Precinct #7	Door - Hardware	The interior front door hardware is round.	ADAAG 404.2.7	Replace door hardware with hardware that does not require tight grasping, tight pinching or twisting of the wrist, such as lever hardware.	1	\$ 350.00	FY 16/17	10/2016 Purchased and used Accessible Knob cover for 11/2016 Presidential Election	\$8.00
	Manly Bennett Park - West	Accessible Parking - New	There are 4 accessible parking spaces but the parking lot is gravel only. The size of the parking lot appears to require more accessible parking.	ADAAG 502	Provide one accessible parking space with an access aisle a minimum of 60 inches plus a sign with the International Symbol of Accessibility at the head and middle of the parking space. The parking space and access aisle should be no steeper than 2% in all directions and on a firm and stable surface. Locate the accessible parking space on the shortest accessible route. UD - Provide a Universally Designed parking space with a minimum 11 foot (132 inches) parking space and a minimum 5 foot (60 inches) access aisle.	1	\$ 3,525.00			
	Manly Bennett Park - West	Accessible Parking - Van	No van accessible parking space is indicated.	ADAAG 502.2	Provide a van accessible parking space that is a minimum of 11 feet wide with an access aisle a minimum of 5 feet wide. Also provide a "Van Accessible" sign mounted under the International Symbol of Accessibility Sign. Option: A van accessible space can be 8 feet wide if the access aisle is a minimum of 8 feet wide.	1	\$ 1,175.00			
	Manly Bennett Park - West	Accessible Route - New	No accessible route is provided from the two accessible parking areas for 11 feet. Provide one at each parking area.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	1	\$ 775.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Manly Bennett Park - West	Accessible Route - New	No accessible route is provided to the brochure and bulletin board for 21 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 700.00			
	Manly Bennett Park - West	Handrails	The walkway up to the gazebo is a ramp slope but no handrails are provided for 8 feet.	ADAAG 403.3	Remove and regrade section to provide an accessible route with a running slope no greater than 5% and a cross slope no greater than 2% for 14 feet. This could address the abrupt transition issue noted below.	2	\$ 500.00			
	Manly Bennett Park - West	Abrupt Transition	There is an abrupt transition too high at 1 1/2 inches at the gazebo.	ADAAG 303	Remove and replace section of asphalt to provide a smooth transition.	1	\$ 175.00			
	Manly Bennett Park	Reach Range - Dispenser	The hand sanitizer in the portable toilet is too high at 55 inches AFF.	ADAAG 213.2	Confirm with the company that you use that their portable toilets are fully accessible and meet all accessibility standards.	3	NA			
	Manly Bennett Park - West	Protruding Object	The AED protrudes out at 7 inches and is 57 inches to the bottom.	ADAAG 307	Relocate the element out of the accessible route or provide a cane detectable barrier such as a permanent trash can mounted underneath and no higher than 27 inches AFF to the bottom of the trash can.	1	\$ 150.00			
	Manly Bennett Park - West	Reach Range - Dispenser	The AED is not within reach range.	ANSI 308	Remount the AED to provide a reach range no higher than 48 inches AFF for a forward reach over an obstruction no deeper than 20 inches or a side reach of 48 inches AFF over an object no deeper than 10 inches. If concern for children playing with this then lower to what is determined as the best possible height.	2	\$ 150.00			
	Manly Bennett Park - West	Gap	There are 8 gaps in the walkway that are too wide at up to 1 inch for 14 feet.	ADAAG 302.3	Fill in or replace section of asphalt sidewalk to provide a flush transition or an opening no greater than 1/2 inch.	1	\$ 1,400.00			
	Manly Bennett Park - West	Counter - Height	There are two counters provided but both are mounted too high at 40 inches.	ADAAG 904.3.3	Provide one of the counters with a section of counter that is 28 inches to 34 inches AFF and is at least 24 inches long in alterations. In new construction at least one full counter should meet this height. West Park Concession Stand.	2	\$ 645.00			
	Manly Bennett Park - West	Protruding Object	The two counters protrude out 10 1/4 inches at 40 inches to the bottom.	ADAAG 307	Provide a cane detectable barrier below 27 inches and the width of the protruding object. West Park Concession Stand.	1	\$ 600.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Manly Bennett Park - West	Signage	The women's restrooms sign is mounted too high at 63 inches to the bottom letters.	ADAAG 216.2 & ADAAG 703	The permanent room sign should to be mounted on the wall at the latch side of the door at 48 inches minimum from the baseline of the lowest tactile character to 60 inches maximum from the baseline of the highest character with raised lettering and numbers plus Braille.	4	\$ 175.00			
	Manly Bennett Park - West	Door - Interior Opening Force	The women's restroom door opening force is too high at 16 lbs.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			
	Manly Bennett Park - West	Door - Hardware	The women's restroom lock is not of an accessible design.	ADAAG 309	Provide a lock with an operable part that does not require tight grasping, pinching or twisting of the wrist and does not require more than 5 lbs. of pressure to operate.	3	\$ 750.00			
	Manly Bennett Park - West	Reach Range - Dispenser	The women's restroom paper towel dispenser is mounted too high at 54 1/2 inches AFF.	ADAAG 308	Remount the paper towel dispenser to provide a reach range no higher than 48 inches AFF for a forward reach over an obstruction no deeper than 20 inches or a side reach of 48 inches AFF over an object no deeper than 10 inches.	3	\$ 150.00			
	Manly Bennett Park - West	Signage	The men's restrooms sign is mounted too high at 63 inches to the bottom letters.	ADAAG 216.2 & ADAAG 703	The permanent room sign should to be mounted on the wall at the latch side of the door at 48 inches minimum from the baseline of the lowest tactile character to 60 inches maximum from the baseline of the highest character with raised lettering and numbers plus Braille.	4	\$ 175.00			
	Manly Bennett Park	Door - Interior Opening Force	The men's restroom door opening force is too high at 16 lbs.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			
	Manly Bennett Park	Door - Hardware	The men's restroom lock is not of an accessible design.	ADAAG 309	Provide a lock with an operable part that does not require tight grasping, pinching or twisting of the wrist and does not require more than 5 lbs. of pressure to operate.	3	\$ 750.00			
	Manly Bennett Park - West	Reach Range - Dispenser	The men's restroom paper towel dispenser is mounted too high at 55 inches AFF.	ADAAG 308	Remount the paper towel dispenser to provide a reach range no higher than 48 inches AFF for a forward reach over an obstruction no deeper than 20 inches or a side reach of 48 inches AFF over an object no deeper than 10 inches.	3	\$ 150.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Manly Bennett Park	Clear Floor Space	The mop cleaning bucket is in the clear floor space of the men's restroom toilet.	ADAAG 305	Relocate the mop cleaning bucket to provide a clear floor space of at least 30 inches wide by 48 inches deep that is connected by an accessible route.	2	\$ 250.00			
	Manly Bennett Park	Gap	A gap from the walkway to the playground ramp is too wide at 8 inches.	ADAAG 1008.2.5	Provide a ramp extension or transition plate from the ramp to the walkway. Option: Fill in gap with walkway material and provide a smooth transition.	2	\$ 300.00			
	Manly Bennett Park - West	Playground - Transfer Platform	The playground does not provide a proper transfer platform or ramp to the elevated play components.	ADAAG 1008.3.1	If possible add a transfer platform or ramp to connect to at least 50% of these elevated play components. Because of the age and design of this playground it may need to be considered for replacement.	2	\$ 2,000.00			
	Manly Bennett Park	Playground - Surface Slope	The slopes at the spinner are too steep at 20.2% and 28.3%.	ADAAG 1008.2	Provide regular maintenance of the surface to provide a running slope and a cross slope no steeper than 2%. The surface should meet all ASTM standards for fall zones.	2	\$ 200.00			
	Manly Bennett Park	Playground - Surface Slope	The swings have slopes too steep at 12.7% to 19.3% and seat heights between 25 inches and 30 inches.	ADAAG 1008.4.4	Provide a regular maintenance to the play surface to provide a seat less than 24 inches off the ground and a slope under the swings no greater than 2%. Consider a mat under the swing to prevent kick-out of surface material. An accessible swing with a seat would be recommended at some point.	2	\$ 100.00			
	Manly Bennett Park	Bench	The benches at the playground are too high at 19 inches to 22 1/2 inches.	Proposed Outdoor Areas Standards ADAAG 1011	Bench Recommendation: Lower a bench or provide additional playground surface material to provide a seat height between 17 inches AFF minimum to 19 inches AFF maximum. UD - Provide benches with armrests, backs and no gaps between the seat and backrest.	2	\$ 1,400.00			
	Manly Bennett Park - Flyers	Accessible Parking - New	No accessible parking is provided at each bleacher.	ADAAG 502	Provide one accessible parking space with an access aisle a minimum of 60 inches plus a sign with the International Symbol of Accessibility at the head and middle of the parking space. The parking space and access aisle should be no steeper than 2% in all directions and on a firm and stable surface. Locate the accessible parking space on the shortest accessible route. UD - Provide a Universally Designed parking space with a minimum 11 foot (132 inches) parking space and a minimum 5 foot (60 inches) access aisle.	1	\$ 1,175.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Manly Bennett Park - Flyers	Accessible Parking - Van	No van accessible space is provided. See note above related to parking in this area.	ADAAG 502	Provide one of the accessible parking spaces to provide a van accessible parking space that is a minimum of 11 feet wide with an access aisle a minimum of 5 feet wide. Also provide a "Van Accessible" sign mounted under the International Symbol of Accessibility Sign. Option: A van accessible space can be 8 feet wide if the access aisle is a minimum of 8 feet wide. The parking space and access aisle should be no steeper than 2% in all directions and on a firm and stable surface. Locate the accessible parking space on the shortest accessible route.	1	\$ 1,175.00			
	Manly Bennett Park - Flyers	Accessible Route - New	No accessible route is provided to the practice pad area for 50 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 1,750.00			
	Manly Bennett Park - Flyers	Accessible Route - New	No accessible route is provided to the work table for 60 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 2,100.00			
	Manly Bennett Park - Flyers	Picnic Table	No accessible picnic tables are provided at the main tent area.	<u>Proposed</u> Outdoor Developed Areas Guidelines ADAAG 245 & 1011	Picnic Table Recommendation: At least 20% of picnic tables, but no less than two, be of an accessible design, connected to an accessible route. Relocate or purchase two accessible picnic tables (\$750/each) and locate them on an accessible surface (\$1,000).	2	\$ 3,500.00			
	Manly Bennett Park - Flyers	Accessible Route - New	No accessible route is provided to the large picnic shelter with grills for 142 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 4,975.00			
	Manly Bennett Park - Flyers	Picnic Table	The large picnic shelter have 3 picnic tables but none are accessible.	<u>Proposed</u> Outdoor Developed Areas Guidelines ADAAG 245 & 1011	Picnic Table Recommendation: At least 20% of picnic tables, but no less than two, be of an accessible design, connected to an accessible route. Relocate or purchase two accessible picnic tables (\$750/each) and locate them on an accessible surface (\$1,000).	2	\$ 3,500.00			
	Manly Bennett Park - Football #2	Accessible Parking - New	No accessible parking is provided at the rugby field.	ADAAG 502.2	Provide a van accessible parking space that is a minimum of 11 feet wide with an access aisle a minimum of 5 feet wide. Also provide a "Van Accessible" sign mounted under the International Symbol of Accessibility Sign. Option: A van accessible space can be 8 feet wide if the access aisle is a minimum of 8 feet wide.	1	\$ 1,175.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Manly Bennett Park - Football	Accessible Route - New	No accessible route is provided to the bleachers and player benches for 334 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 11,700.00			
	Manly Bennett Park - Football	Bleacher - Companion Seating	No companion seating is provide at the bleachers.	ADAAG 221.2.1 & 802.1	Provide the appropriate number of wheelchair spaces (30 inches X 48 inches space) per total number of seats (\$300 per space) with a slope of 2% in all directions. Connect this wheelchair space to the accessible route.	2	\$ 1,200.00			
	Manly Bennett Park - Football	Player Bench - Companion Seating	No companion seating is provided at the player benches.	ADAAG 221.2.1.4 & 802.1	Connect the accessible route to the companion seating space on next to the player bench that has a 36 inches by 48 inches clear floor space from the front or rear or provide a 36 inches by 60 inches clear floor space for a side approach.	2	\$ 300.00			
	Manly Bennett Park - Volleyball	Accessible Parking - New	No accessible parking is provided at the sand volleyball.	ADAAG 502.2	Provide a van accessible parking space that is a minimum of 11 feet wide with an access aisle a minimum of 5 feet wide. Also provide a "Van Accessible" sign mounted under the International Symbol of Accessibility Sign. Option: A van accessible space can be 8 feet wide if the access aisle is a minimum of 8 feet wide.	1	\$ 1,175.00			
	Manly Bennett Park - Volleyball	Accessible Route - New	No accessible route is provided to the sand volleyball for 64 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 2,250.00			
	Manly Bennett Park - Baseball #1	Accessible Route - New	No accessible route is provided to the west bleachers for 57 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 2,000.00			
	Manly Bennett Park - Baseball #1	Bleacher - Companion Seating	No companion seating is provide to the west bleachers.	ADAAG 221.2.1 & 802.1	Provide the appropriate number of wheelchair spaces (30 inches X 48 inches space) per total number of seats (\$300 per space) with a slope of 2% in all directions. Connect this wheelchair space to the accessible route.	2	\$ 600.00			
	Manly Bennett Park - Baseball #1	Accessible Route - New	No accessible route is provided to the west player bench for 22 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 775.00			
	Manly Bennett Park - Baseball #1	Player Bench - Companion Seating	No companions seating is provided at the west player bench.	ADAAG 221.2.1.4 & 802.1	Connect the accessible route to the companion seating space on next to the player bench that has a 36 inches by 48 inches clear floor space from the front or rear or provide a 36 inches by 60 inches clear floor space for a side approach.	2	\$ 300.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Manly Bennett Park - Baseball #1	Accessible Route - New	No accessible route is provided to the second set of west bleachers for 40 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 1,400.00			
	Manly Bennett Park - Baseball #1	Bleacher - Companion Seating	No companion seating is provide to the west bleachers.	ADAAG 221.2.1 & 802.1	Provide the appropriate number of wheelchair spaces (30 inches X 48 inches space) per total number of seats (\$300 per space) with a slope of 2% in all directions. Connect this wheelchair space to the accessible route.	2	\$ 600.00			
	Manly Bennett Park - Baseball #1	Accessible Route - New	No accessible route is provided to the equipment box for 31 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 1,100.00			
	Manly Bennett Park - Baseball #1	Accessible Route - New	No accessible route is provided to the north bleachers for 51 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 1,800.00			
	Manly Bennett Park - Baseball #1	Bleacher - Companion Seating	No companion seating is provided at the north bleachers.	ADAAG 221.2.1 & 802.1	Provide the appropriate number of wheelchair spaces (30 inches X 48 inches space) per total number of seats (\$300 per space) with a slope of 2% in all directions. Connect this wheelchair space to the accessible route.	2	\$ 600.00			
	Manly Bennett Park - Baseball #1	Accessible Route - New	No accessible route is provided to the north player bench for 36 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 1,275.00			
	Manly Bennett Park - Baseball #1	Player Bench - Companion Seating	No companion seating is provided to the north player bench.	ADAAG 221.2.1.4 & 802.1	Connect the accessible route to the companion seating space on next to the player bench that has a 36 inches by 48 inches clear floor space from the front or rear or provide a 36 inches by 60 inches clear floor space for a side approach.	2	\$ 300.00			
	Manly Bennett Park - Baseball #2/3	Accessible Route - New	No accessible route is provided to the east bleachers for 55 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 1,925.00			
	Manly Bennett Park - Baseball #2/3	Bleacher - Companion Seating	No companion seating is provide to the east bleachers.	ADAAG 221.2.1 & 802.1	Provide the appropriate number of wheelchair spaces (30 inches X 48 inches space) per total number of seats (\$300 per space) with a slope of 2% in all directions. Connect this wheelchair space to the accessible route.	2	\$ 600.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Manly Bennett Park - Baseball #2/3	Accessible Route - New	No accessible route is provided to the east player bench for 35 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 1,225.00			
	Manly Bennett Park - Baseball #2/3	Player Bench - Companion Seating	No companions seating is provided at the east player bench.	ADAAG 221.2.1.4 & 802.1	Connect the accessible route to the companion seating space on next to the player bench that has a 36 inches by 48 inches clear floor space from the front or rear or provide a 36 inches by 60 inches clear floor space for a side approach.	2	\$ 300.00			
	Manly Bennett Park - Baseball #2/3	Accessible Route - New	No accessible route is provided to the north player bench for 35 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 1,225.00			
	Manly Bennett Park - Baseball #2/3	Player Bench - Companion Seating	No companion seating is provided to the north player bench.	ADAAG 221.2.1.4 & 802.1	Connect the accessible route to the companion seating space on next to the player bench that has a 36 inches by 48 inches clear floor space from the front or rear or provide a 36 inches by 60 inches clear floor space for a side approach.	2	\$ 300.00			
	Manly Bennett Park - Baseball #2/3	Accessible Route - New	No accessible route is provide to the furthest north and east bleachers for 80 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 2,800.00			
	Manly Bennett Park - Baseball #2/3	Bleacher - Companion Seating	No companion seating is provided at the bleachers furthest north and east.	ADAAG 221.2.1 & 802.1	Provide the appropriate number of wheelchair spaces (30 inches X 48 inches space) per total number of seats (\$300 per space) with a slope of 2% in all directions. Connect this wheelchair space to the accessible route.	2	\$ 600.00			
	Manly Bennett Park - East	Accessible Route - New	No accessible route is provide to the batting cages for 15 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 525.00			
	Manly Bennett Park - East	Signage	At the playground two accessible parking spaces are noted but do not provide signage.		See Note Below		See Below			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Manly Bennett Park - East	Accessible Parking - Restripe	At the playground two accessible parking spaces are noted but there are no access aisles marked out.	ADAAG 502	Provide one of the accessible parking spaces to provide a van accessible parking space that is a minimum of 11 feet wide with an access aisle a minimum of 5 feet wide. Also provide a "Van Accessible" sign mounted under the International Symbol of Accessibility Sign. The other parking space can share this access aisle. Option: A van accessible space can be 8 feet wide if the access aisle is a minimum of 8 feet wide. The parking space and access aisle should be no steeper than 2% in all directions and on a firm and stable surface. Locate the accessible parking space on the shortest accessible route.	1	\$ 2,350.00			
X	Manly Bennett Park	Accessible Parking - New	The size of this parking lot requires 3 more accessible parking spaces to the two existing space.	ADAAG 502	Provide one accessible parking space with an access aisle a minimum of 60 inches plus a sign with the International Symbol of Accessibility at the head and middle of the parking space. The parking space and access aisle should be no steeper than 2% in all directions and on a firm and stable surface. Locate the accessible parking space on the shortest accessible route. UD - Provide a Universally Designed parking space with a minimum 11 foot (132 inches) parking space and a minimum 5 foot (60 inches) access aisle.	1	\$ 3,525.00	FY 16/17	Sealed and restriped all parking 9/20/16. Updated photos required.	Included in Parking Lot Restriping Project \$20,000 est
	Manly Bennett Park	Gap	There are gaps with grass in-between bollards.	ADAAG 302.3	Fill in or replace section of asphalt sidewalk to provide a flush transition or an opening no greater than 1/2 inch.	1	\$ 175.00			
	Manly Bennett Park - East	Gap	There are 4 large gaps around the playground walkways.	ADAAG 302.3	Fill in or replace section of asphalt sidewalk to provide a flush transition or an opening no greater than 1/2 inch.	1	\$ 700.00			
	Manly Bennett Park - East	Accessible Route - New	No access is provided to the sand surface or with different interactive play equipment.	ADAAG 240.2 & ADAAG 1008.4.3	Consider one or two play components such as a sand digger, raised sand table, etc. that can be used from the accessible route up to the sand play area.	2	\$ 2,000.00			
	Manly Bennett Park - East	Playground - Curb Ramp	There is a 4 inch drop-off onto the playground surface.	ADAAG 1008.2	Provide a curb ramp from the accessible walkway to the playground surface with a running slope no steeper than 8.3% and an cross slope no steeper than 2%.	2	\$ 1,575.00			
	Manly Bennett Park - East	Playground - Ground Level Play Components	There are 8 elevated play components but only 2 ground level play components.	ADAAG 240.2	Provide one more ground level play component on an accessible route that provides an experience such as rocking, swinging, sliding, interactive, spinning or climbing experience.	2	\$ 1,000.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Manly Bennett Park - East	Playground - Surface Slope	The swings have a slope too steep at up to 5.7% and the swings are between 26 inches and 28 inches above the surface. The mat under a swing sticks up.	ADAAG 1008.4.4	Provide a regular maintenance to the play surface to provide a seat less than 24 inches off the ground and a slope under the swings no greater than 2%. Consider a mat under the swing to prevent kick-out of surface material. An accessible swing with a seat would be recommended at some point.	2	\$ 100.00			
	Manly Bennett Park - East	Grill - Route	The grill is 11 feet off the accessible surface.	<u>Proposed</u> ADAAG 403 and ADAAG 1011.1	Grill Accessible Route Recommendation: Provide an accessible route with a cross slope no steeper than 2%, running slope no steeper than 5% and a surface that is firm and stable. Connect this route to the clear floors space of the grill.	2	\$ 400.00			
	Manly Bennett Park	Grill - Surface	The grill does not provide an accessible surface around it.	<u>Proposed</u> ADAAG 1011.1	Grill Clear Floor Space Recommendation: Provide a 48 inches by 48 inches clear ground space on all usable side of the grill and connected to an accessible route.	2	\$ 250.00			
	Manly Bennett Park - East	Protruding Object	The defibulator protrudes out 7 inches at 57 inches to the bottom.	ADAAG 307	Relocate the element out of the accessible route or provide a cane detectable barrier such as a permanent trash can mounted underneath and no higher than 27 inches AFF to the bottom of the trash can.	1	\$ 150.00			
	Manly Bennett Park - East	Reach Range - Dispenser	The defibulator is mounted too high at 65 1/2 inch to the handle.	ANSI 308	Remount the AED to provide a reach range no higher than 48 inches AFF for a forward reach over an obstruction no deeper than 20 inches or a side reach of 48 inches AFF over an object no deeper than 10 inches. If concern for children playing with this then lower to what is determined as the best possible height.	2	\$ 150.00			
	Manly Bennett Park - East	Counter - Height	There are two counters provided but both are too high at 35 inches and 38 inches.	ADAAG 904.3.3	Provide one of the counters with a section of counter that is 28 inches to 34 inches AFF and is at least 24 inches long in alterations. In new construction at least one full counter should meet this height.	2	\$ 645.00			
	Manly Bennett Park - East	Accessible Route - New	No accessible route is provided to the picnic shelter and grill for 65 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 2,275.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Manly Bennett Park - East	Grill - Route	The grill by the picnic shelter is located in the grass. Connect this to the new accessible route noted above.	Proposed ADAAG 1011.1	Grill Clear Floor Space Recommendation: Provide a 48 inches by 48 inches clear ground space on all usable side of the grill and connected to an accessible route.	2	\$ 250.00			
	Manly Bennett Park - East	Picnic Table	Two picnic tables are provided that are 37 feet long each.	Proposed Outdoor Developed Areas Guidelines ADAAG 245 & 1011	Picnic Table Recommendation: Provide picnic tables that have a clear floor space of 30 inches minimum by 48 inches minimum, a table top between 28 inches minimum of 34 inches maximum and a minimum 27 inches knee clearance. The knee clearance should go 17 inches to 25 inches under the top. For these large of a picnic table it would require 3 accessible cut-out areas at each table for a total of 6 accessible area.	2	\$ 1,500.00			
	Manly Bennett Park	Accessible Parking - New	For the young children ball fields there is no accessible parking.	ADAAG 502.2	Provide a van accessible parking space that is a minimum of 11 feet wide with an access aisle a minimum of 5 feet wide. Also provide a "Van Accessible" sign mounted under the International Symbol of Accessibility Sign. Option: A van accessible space can be 8 feet wide if the access aisle is a minimum of 8 feet wide.	1	\$ 1,175.00			
	Manly Bennett Park - East	Accessible Route - New	For the young children ball fields there is no accessible route for 103 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 3,600.00			
	Manly Bennett Park - East	Portable Toilet	A portable toilet is provided but is not of an accessible design or on an accessible surface.	ADAAG 213.2	For portable toilets, provide at least 5% but no less than one be of an accessible portable toilet design on an accessible route and designed with the International Symbol of Accessibility. When the company delivers a portable toilet make sure they locate them on an accessible route.	3	N/A			
	Police Department	Gap	The accessible parking for the Police Department has a gap too wide at 1 inch.	ADAAG 302.3	Fill in or replace section of asphalt parking to provide a flush transition or an opening no greater than 1/2 inch.	1	\$ 350.00	FY 16/17	Sealed and re-striped all parking 9/20/16. Updated photos required.	

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Police Department	Signage	The entrance to the Police Department does not provide signage indicating it as the accessible entrance.	ADAAG 216.6, ADAAG 703.2.1 and ADAAG 703.5	Provide a sign with the International Symbol of Accessibility at the accessible entrance.	1	\$ 225.00			
	Police Department	Door - Interior Opening Force	The door into the integration room has an opening force is too high at 7 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			
	Police Department	Door - Interior Opening Force	The door to the jail area has an opening force too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			
	Police Department	Toilet - Paper Dispenser	The toilet paper in the jail cell is located in the wall.	ADAAG 604.7	Remount the toilet paper dispenser to be no lower than 15 inches, no higher than 48 inches AFF and a centerline of the dispenser that is a minimum of 7 inches to a maximum of 9 inches in front of the toilet. Do no mount the toilet paper dispenser behind the side grab bar.	3	\$ 250.00			
	Police Department	Toilet - Grab Bars	No vertical grab bar is provided at the toilet.	ANSI 604.5.1	Provide a vertical grab bar that is 18 inches minimum in length, is mounted 39 inches minimum to 41 inches maximum from the floor to the bottom of the bar, and the centerline is located 39 inches minimum of 41 inches maximum from the back wall.	3	\$ 175.00			
	Police Department	Door - Interior Opening Force	The door to the public restroom has an opening force too high at 8 lbs. and closes too quickly at 3 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			
	Police Department	Toilet - Grab Bars	No vertical grab bar is provided at the toilet.	ANSI 604.5.1	Provide a vertical grab bar that is 18 inches minimum in length, is mounted 39 inches minimum to 41 inches maximum from the floor to the bottom of the bar, and the centerline is located 39 inches minimum of 41 inches maximum from the back wall.	3	\$ 175.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Police Department	Reach Range - Dispenser	The public restroom soap dispenser is mounted too high at 49 1/2 inches AFF.	ADAAG 308	Mount the soda dispenser to provide a reach range no higher than 48 inches AFF for a forward reach over an obstruction no deeper than 20 inches or a side reach of 48 inches AFF over an object no deeper than 10 inches.	3	\$ 100.00			
	Police Department	Sink - Faucet	The sink in the public restroom does not provide accessible sink hardware.	ADAAG 606.4	Provide a lever-operated, push-type or electronically controlled faucet. Self-closing faucets should remain open for at least 10 seconds. Push-type or lever-operated faucets should require not more than 5 lbs. to operate.	3	\$ 600.00			
	Police Department	Reach Range - Brochure	The top part of the brochure rack is mounted too high at 51 inches AFF.	ADAAG 308	Lower the brochure/flyer holder to be at 48 inches AFF. Or distribute the materials so each type is at a lower height. UD - Mount all brochure racks no higher than 48 inches AFF.	4	\$ 100.00			
	Senior Community Center	Gap	A gap near the curb ramp is too wide at 3/4 inch.	ADAAG 302.3	Fill in or replace section of sidewalk to provide a flush transition or an opening no greater than 1/2 inch.	1	\$ 475.00			
	Senior Community Center	Protruding Object - Branches	The bushes near the entrance protrude into the walkway.	ADAAG 307	Trim the bushes to provide an 80 inches minimum clear head space and back to the edge of the walkway.	1	\$ 50.00			
	Senior Community Center	Coat Hook	The two sets coat hangers at the entrance are too high at 57 inches AFF.	ADAAG 222.1 & ADAAG 308	Provide 5% of the coat hangers, at a reach range no higher than 48 inches AFF for a forward reach over an obstruction no deeper than 20 inches or a side reach of 48 inches AFF over an object no deeper than 10 inches. Option: Mount the appropriate number of coat hooks at the lower height.	4	\$ 200.00			
	Senior Community Center	Door - Exterior Opening Force	The exit door near the computer room has an opening force too high at 13 lbs. and closes too quickly at 3 seconds.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			
	Senior Community Center	Abrupt Transition	The exit door has a drop-off too steep at 1 1/2 inches.	ADAAG 303	Replace section of sidewalk to provide a smooth transition.	1	\$ 475.00			
	Senior Community Center	Door - Interior Opening Force	The computer door has an opening force too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Senior Community Center	Knee Clearance	The lower keyboard interferes with the knee clearance.	ADAAG 226 & ADAAG 902	Remove the keyboard under the table to provide the proper knee clearances for a person in a wheelchair.	2	\$ 150.00			
	Senior Community Center	Door - Interior Opening Force	The door to the pool room has an opening force too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			
	Senior Community Center	Door - Interior Opening Force	The main room doors near the entrance have an opening force too high at 9 lbs. and 10 lbs. and closes too quickly at 4 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			
	Senior Community Center	Door - Interior Opening Force	The door to the shuffle board has a opening force too high at 11 lbs. and closes too quickly at 2 seconds.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			
	Senior Community Center	Door - Interior Opening Force	The door to the shuffle board has a 1 inch abrupt transitions at the door threshold.	ADAAG 404.2.5	Provide a threshold at the doorway that is no more than 1/2 inches high and beveled at a 1:2 slope. This maybe a threshold that is wider than normal.	1	\$ 300.00			
	Senior Community Center	Accessible Route - New	No accessible route is provided to the shuffle board surface for 3 feet.	ADAAG 403	Provide an accessible route by relocating the furniture to provide a minimum 36 inch space. This space can narrow down to 32 inches but no more than 24 inches.	3	\$ 100.00			
	Senior Community Center	Cross Slope	The walkway by the shuffle board has a cross slope too steep at up to 4.1% for 30 feet.	ADAAG 403.3	Attempt a "mud jacking" technique or remove and regrade section to provide a cross slope no greater than 2%. Option: Move the tables and benches away from the wall and out since the route along the building is an accessible slope.	1	\$ 2,850.00			
	Senior Community Center	Cross Slope	The north walkway has a cross slope too steep at up to 3.2% for 13 feet.	ADAAG 403.3	Attempt a "mud jacking" technique or remove and regrade section to provide a cross slope no greater than 2%. Option: Move the tables and benches away from the wall and out since the route along the building is an accessible slope.	1	\$ 1,250.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Senior Community Center	Door - Exterior Opening Force	The north exit door out of the main room has an opening force too high at 13 lbs. and closes too quickly at 4 seconds.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			
	Senior Community Center	Reach Range - Brochure	The flyer rack has handouts above 48 inches and up to 56 inches.	ADAAG 308	Lower the brochure/flyer holder to be at 48 inches AFF. Or distribute the materials so each type is at a lower height. UD - Mount all brochure racks no higher than 48 inches AFF.	4	\$ 100.00			
	Senior Community Center	Door - Interior Opening Force	The second set of doors into the main room has an opening force too high at 11 lbs. and 9 lbs. and close too quickly at 4 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			
	Senior Community Center	Drinking Fountain	The drinking fountain provides an wheelchair height only.	ADAAG 211 & ADAAG 602	Provide another individual drinking fountain at a standing height between 38 inches minimum to 43 inches maximum to the spout. Option: Remove existing drinking fountain and install a single Hi-Lo drinking fountain that provides a wheelchair accessible fountain with a spout at 36 inches maximum and a standing drinking fountain with a height between 38 inches minimum and 43 inches maximum. The toe clearance should be a minimum of 9 inches.	4	\$ 2,300.00			
	Senior Community Center	Door - Interior Opening Force	The Foot Care room door has an opening force too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			
	Senior Community Center	Signage	The men's restroom sign is mounted on the door and is not of an accessible design.	ADAAG 216.2 & ADAAG 703	The permanent room sign should to be mounted on the wall at the latch side of the door at 48 inches minimum from the baseline of the lowest tactile character to 60 inches maximum from the baseline of the highest character with raised lettering and numbers plus Braille.	4	\$ 175.00			
	Senior Community Center	Sink - Protective Pipe Wrapping	The men's restroom sink does not provide protective pipe wrapping.	ANSI 606.6	Provide a protective cover or protective pipe wrapping on the water shut offs and drain pipes.	3	\$ 75.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Senior Community Center	Toilet - Accessible Stall Door	The men's restroom stall door is not self closing.	ADAAG 604.8.1.2	Provide the hinges to allow for the stall door to be self-closing.	3	\$ 175.00			
	Senior Community Center	Toilet - Accessible Stall Door	The men's restroom stall door lock is not of an accessible design.	ADAAG 604.8.1.2	Provide stall door hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist to operate. UD Provide a loop handle on the inside of the stall to assist with closing of the door from the inside.	3	\$ 300.00			
	Senior Community Center	Toilet - Accessible Stall Design	The men's restroom accessible stall is too narrow at 43 inches.	ADAAG 604 & ANSI 604.5.1	Provide an accessible stall that is a minimum of 60 inches wide and a minimum of 56 inches deep with a minimum 42 inches side grab bar mounted 12 inches maximum from the corner and a 36 inches rear grab bar mounted 12 inches minimum from the centerline and 24 inches from the centerline to the transfer side of the toilet. Also provide a vertical grab bar that is 18 inches minimum in length and mounted 39 inches to 41 inches from the floor and 39 inches to 41 inches to the centerline from the back wall. The toilet centerline should be 16 inches to 18 inches from the nearest wall and a minimum 17 inches to a maximum 19 inches to the top of the seat. This will require removal of the adjacent toilet and taking over that space. Check plumbing codes to determine if this is acceptable related to the fixture count.	3	\$ 4,500.00			
	Senior Community Center	Toilet - Centerline	The men's restroom accessible stall toilet has a centerline of 21 1/2 inches.		See Note Above		See Note Above			
	Senior Community Center	Toilet - Height	The men's restroom toilet seat has extenders.		See Note Above		See Note Above			
	Senior Community Center	Toilet - Paper Dispenser	The men's restroom toilet paper dispenser is too far in front of the toilet at 16 inches and mounted on the wrong wall.	ADAAG 604.7	Remount the toilet paper dispenser to be no lower than 15 inches, no higher than 48 inches AFF and a centerline of the dispenser that is a minimum of 7 inches to a maximum of 9 inches in front of the toilet. Do not mount the toilet paper dispenser behind the side grab bar.	3	\$ 250.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Senior Community Center	Reach Range - Dispenser	The men's restroom seat cover dispenser is mounted too high at 59 inches.	ADAAG 308	Remount the seat cover dispenser to provide a reach range no higher than 48 inches AFF for a forward reach over an obstruction no deeper than 20 inches or a side reach of 48 inches AFF over an object no deeper than 10 inches. If over an object or away from the accessible route provide a reach range no higher than 44 inches AFF maximum reach range over an object 20 inches to a maximum of 25 inches deep or a side reach of 46 inches AFF maximum over an object 10 inches to a maximum of 24 inches.	2	\$ 150.00			
	Senior Community Center	Signage	The women's restroom sign is mounted on the door and is not of an accessible design.	ADAAG 216.2 & ADAAG 703	The permanent room sign should to be mounted on the wall at the latch side of the door at 48 inches minimum from the baseline of the lowest tactile character to 60 inches maximum from the baseline of the highest character with raised lettering and numbers plus Braille.	4	\$ 175.00			
	Senior Community Center	Sink - Protective Pipe Wrapping	The women's restroom sink does not provide protective pipe wrapping.	ANSI 606.6	Provide a protective cover or protective pipe wrapping on the water shut offs and drain pipes.	3	\$ 75.00			
	Senior Community Center	Toilet - Accessible Stall Door	The women's restroom stall door is not self closing.	ADAAG 604.8.1.2	Provide the hinges to allow for the stall door to be self-closing.	3	\$ 175.00			
	Senior Community Center	Toilet - Accessible Stall Door	The women's restroom stall door lock is not of an accessible design.	ADAAG 604.8.1.2	Provide stall door hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist to operate. UD Provide a loop handle on the inside of the stall to assist with closing of the door from the inside.	3	\$ 300.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Senior Community Center	Toilet - Accessible Stall Design	The women's restroom accessible stall is too narrow at 43 inches.	ADAAG 604 & ANSI 604.5.1	Provide an accessible stall that is a minimum of 60 inches wide and a minimum of 56 inches deep with a minimum 42 inches side grab bar mounted 12 inches maximum from the corner and a 36 inches rear grab bar mounted 12 inches minimum from the centerline and 24 inches from the centerline to the transfer side of the toilet. Also provide a vertical grab bar that is 18 inches minimum in length and mounted 39 inches to 41 inches from the floor and 39 inches to 41 inches to the centerline from the back wall. The toilet centerline should be 16 inches to 18 inches from the nearest wall and a minimum 17 inches to a maximum 19 inches to the top of the seat. This will require removal of the adjacent toilet and taking over that space. Check plumbing codes to determine if this is acceptable related to the fixture count.	3	\$ 4,500.00			
	Senior Community Center	Toilet - Centerline	The women's restroom accessible stall toilet has a centerline of 21 inches.		See Note Above		See Note Above			
	Senior Community Center	Toilet - Height	The women's restroom toilet seat has extenders.		See Note Above		See Note Above			
	Senior Community Center	Toilet - Paper Dispenser	The women's restroom toilet paper dispenser is too far in front of the toilet at 16 inches and mounted on the wrong wall.	ADAAG 604.7	Remount the toilet paper dispenser to be no lower than 15 inches, no higher than 48 inches AFF and a centerline of the dispenser that is a minimum of 7 inches to a maximum of 9 inches in front of the toilet. Do not mount the toilet paper dispenser behind the side grab bar.	3	\$ 250.00			
	Senior Community Center	Reach Range - Dispenser	The women's restroom seat cover dispenser is mounted too high at 59 inches.	ADAAG 308	Remount the seat cover dispenser to provide a reach range no higher than 48 inches AFF for a forward reach over an obstruction no deeper than 20 inches or a side reach of 48 inches AFF over an object no deeper than 10 inches. If over an object or away from the accessible route provide a reach range no higher than 44 inches AFF maximum reach range over an object 20 inches to a maximum of 25 inches deep or a side reach of 46 inches AFF maximum over an object 10 inches to a maximum of 24 inches.	2	\$ 150.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	Winelhaus Park	Accessible Parking - Van	The ability to make an compliant accessible route would be difficult because of the terrain. It is recommended to provide a van accessible parking space near the chained entrance to the park and the horseshoe pits.	ADAAG 502	Provide a van accessible parking space that is a minimum of 11 feet wide with an access aisle a minimum of 5 feet wide. Option: A van accessible space can be 8 feet wide if the access aisle is a minimum of 8 feet wide. Also provide a sign with the International Symbol of Accessibility at the head and middle of the parking space. The parking space and access aisle should be no steeper than 2% in all directions and on a firm and stable surface.	1	\$ 1,175.00			
	Winelhaus Park	Accessible Route - New	There is no accessible route to the horse shoe pit for 53 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 1,850.00			
	Winelhaus Park	Accessible Route - New	There is no accessible route to the gazebo for 45 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 1,575.00			
	Winelhaus Park	Picnic Table	There is no picnic table on an accessible surface or of an accessible design.	Proposed Outdoor Developed Areas Guidelines ADAAG 245 & 1011	Picnic Table Recommendation: At least 20% of picnic tables, but no less than two, be of an accessible design, connected to an accessible route. Relocate or purchase two accessible picnic tables (\$750/each) and locate them on an accessible surface (\$1,000).	2	\$ 3,500.00			
	Winelhaus Park	Ramp	There is no ramp provided to the gazebo.	ADAAG 405.8	Provide a new ramp with a running slope no steeper than 8.3%, a cross slope no steeper than 2% and handrails on both sides that are mounted to 34 inches to 38 inches to the top of the gripping surface.	2	\$ 1,500.00			
	Winelhaus Park	Trail Surface	There is no accessible trail surface provided.	Proposed Outdoor Areas Standards ADAAG 1017	Trail Recommendation: When upgrading the trail surface, provide a surface material such as a 3/4 inches minus limestone with a 50% mix of dust that is firm and stable with a slope no steeper than 2% for a cross slope and no steeper than 5% for a running slope. Provide this surface at the benches, trash cans and signs along the way. See the proposed standards for slope requirements steeper than 5%.	2	\$ 3,000.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
X	St. Paul Church - Precinct #1 & #5	Accessible Parking - Sign	The parking sign near the front entrance is mounted too low.	ADAAG 502.6	Remount the existing accessible parking sign so it is a minimum of 60 inches from the finish grade to the bottom of the sign.	1	\$ 225.00	FY 16/17	Temp signage purchased 10/2016 and used for 11/2016 Presidential	\$55.00
X	St. Paul Church - Precinct #1 & #5	Accessible Parking - Sign	Three accessible parking spaces do not provide signage.	ADAAG 502.6	Provide signs with the International Symbol of Accessibility. Mount the sign at the head of the parking space at 60 inches minimum from the ground to the bottom of the sign.	1	\$ 975.00	FY 16/17	Temp signage purchased 10/2016 and used for 11/2016 Presidential	\$55.00
X	St. Paul Church - Precinct #1 & #5	Accessible Parking - Sign	The last accessible parking space sign is mounted too low	ADAAG 502.6	Remount the existing accessible parking sign so it is a minimum of 60 inches from the finish grade to the bottom of the sign.	1	\$ 225.00	FY 16/17	Temp signage purchased 10/2016 and used for 11/2016 Presidential	Included
X	St. Paul Church - Precinct #1 & #5	Ramp - Handrails	The rear entrance ramp does not provide handrails on both sides.	ADAAG 405.8	Provide handrails with extensions on wall side of the ramp for a total of 17 feet. Mount the handrails to 34 inches to 38 inches to the top of the gripping surface.	1	\$ 700.00	FY 16/17	Direct all voter traffic through front for both precincts, door is Accessible	\$130
X	St. Paul Church - Precinct #1 & #5	Ramp - Edge Protection	The rear entrance ramp does not provide edge protection for 17 feet.	ADAAG 405.9	Provide edge protect on the ramp that is a curb at least 4 inches high or a railing that is no more than 4 inches above the ramp surface.	1	\$ 700.00	FY 16/17	Direct all voter traffic through front for both precincts, door is Accessible	Included
X	St. Paul Church - Precinct #1 & #5	Abrupt Transition	The rear entrance door has an abrupt transition of 1 inch.	ADAAG 303	Grind down or replace section of sidewalk to provide a smooth transition.	1	\$ 475.00	FY 16/17	Direct all voter traffic through front for both precincts, door is Accessible	Included
X	St. Paul Church - Precinct #1 & #5	Door - Exterior Opening Force	The rear entrance exterior ramp door has an opening force too high at 7 lbs. and 11 lbs. and the right door closes too quickly at 3 seconds.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00	FY 16/17	Direct all voter traffic through front for both precincts, door is Accessible	Included
	St. Paul Church - Precinct #1 & #5	Door - Interior Opening Force	The two doors to Sheldon Hall have an opening force too high at 8 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 200.00			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	FY Scheduled	Date Completed	Final Cost
	St. Paul Church - Precinct #1 & #5	Door - Interior Opening Force	The hall door has an opening force too high at 10 lbs. and closes too quickly at 4 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			
	St. Paul Church - Precinct #1 & #5	Mats	The front mat is too light and could be a tripping hazard.	ADAAG 302.2	Provide a mat with a heavier backing or tape the mat to the floor.	1	\$ 150.00			

Americans with Disabilities Act (ADA)

Grievance Procedure

In accordance with the requirements of Title II of the Americans with Disabilities Act, Hamburg Township will not discriminate against qualified individuals with disabilities on the basis of disability, in its services, programs, or activities.

1. Complaints shall be filed with the ADA Coordinator in writing, and should contain the following:
 - a. Complete Name
 - b. Address
 - c. Phone number
 - d. Date of Complaint or Incident
 - e. Brief description of alleged violation.

A grievance form is available for reporting purposes. Alternative means of filing a complaint such as personal interviews, or a tape recording of the complaint, will be made available to the person with a disability upon their request.

2. A complaint shall be filed within sixty (60) calendar days, after the complainant becomes aware of the alleged violation.
3. An investigation by the ADA Coordinator, as may be appropriate, shall follow the filing of a complaint. The investigation shall be informal, but thorough, and afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued and forward to the complainant no later than fifteen (15) calendar days after its filing, and shall be developed by the ADA Coordinator with input from the Supervisor and Clerk. When appropriate, the response will be in an alternate format (i.e. Braille, audio tape, large print, etc.) meeting the needs of the individual.
5. The complainant can request a reconsideration of the case in instances of dissatisfaction with the resolution. The request of a reconsideration should be made within ten (10) calendar days.
6. The ADA Coordinator shall maintain the files and records related to the complaints filed, and the responses thereto, and will provide copies to the Township Board and/or Township Counsel upon request.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder, shall not be impaired by, nor shall the use of the procedure be a prerequisite, to the pursuit of other remedies.



Submit by E-mail

ADA Accessibility Grievance Form

Person completing the form (check one)

Date:

Complainant

Authorized Representative

Name:

Mailing Address:

City: State: Zip Code:

Phone: E-mail:

Alleged Violations

Describe the circumstances and the specific location, which prompted your specific ADA complaint. Please be specific and provide details (attaching additional pages if necessary).

Requested Action

Please describe the accommodation or request that would help to provide you with greater access to our services, programs or activities (attaching additional pages if necessary).

Response/
Action
Taken:

Response Date:

Parks Coordinator:



Submit by E-mail

ADA Request for Accommodation

To allow sufficient time to coordinate inclusion support and accommodations, please submit request at least two weeks prior to the program/event/meeting start date.

Date of Request: Location/Building:

Program/Service Name:

Program/Service Dates: Date Accommodation Needed:

Name of Accommodatee:

Mailing Address:

City: State: Zip Code:

Phone: E-mail:

Name of Requestor:

Requestor Phone: Requestor E-mail:

Relationship to Accommodatee: *Best way to contact Requestor:* Phone E-Mail

ADA Accommodation Details of Request:

Please forward all ADA Request for Accommodation forms to Deby Henneman, ADA Coordinator

- E-mail - dhenneman@hamburg.mi.us
- Fax - (810) 231-1771
- Mail to - Hamburg Township Offices, P.O. Box 157, Hamburg, MI 48139

Action taken to address requested ADA Accommodation

Response Date:

Parks Coordinator:



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

Memorandum

Date: February 28, 2018

To: Hamburg Township Board

From: Deby Henneman, Parks Coordinator

Re: Ultimate Frisbee Tournament 2018
Michigan Alliance FC/Legacy Center – for use of Manly Bennett Park – West
Park Use Application for Soccer Field usage – 65% of fields (blackout)

Set-up: May 4, 2018, users will still have access for games/practices
Dates of Event: April 28 & 29, 2018, users will be allowed use of fields #1, #7 & #8

We are in receipt of a Park Use Application for use of Soccer Fields in Manly Bennett West for the USA Ultimate Great Lakes Regional Frisbee Tournament to be held April 28 & 29, 2018. This is a new event for this time of year, but the user group has held the Powerade Tournament here since 2012. This Tournament occurs the weekend prior to the Smartwater Tournament and will only require half of the fields. There will be no rain date for this event.

Under the current Park Use Fee Schedule this group will be charged as a non-recognized group at \$100 per field/per day for the use of 4-5 requested areas/fields. The current user group will still have access to the park on this weekend. The number of fields left open will be adequate for the size of their group.

This applicant will be in charge of requesting additional portable toilets as well as dumpsters for this event, and all charges incurred for these services. They will also be expected to have all additional facilities removed by the middle of the following week and will be charged for any damages incurred to the premises due to their event.

Should the Township Board approve the application, it should include a contingency that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the user be charged a \$500 non-refundable hold the date deposit and charged for use less deposit based on fee schedule, that the Clerk Department be provided all requested documents to their satisfaction, that the Concession sales be limited to pre-packaged foods and beverages with no storage of any perishable food items in the stand and that any other vendors supply a Certificate of Insurance and proof of Food Service license, if applicable, subject to a Vendor Inspection by the Fire Marshal.



**Hamburg Township Manly Bennett Park
Park Use Application and
Release of Liability & Indemnification Agreement**
(Application must be submitted 60 days before required use)

Submit by Email

Print Form

10405 Merrill Road
Hamburg, MI 48139
(810) 231-1000 X-218 Office
(810) 231-4295 Fax

Applicant Information:

Name of Event:

Type of Event:

Applicant Name: Park Use Category:

Date(s) of Event: *Setup 24th of fields open* Time(s) of Event:

Applicant Address: Suite or Apt. #:

Applicant City: Applicant State: Applicant Zip:

Contact Person: Contact Title:

Contact Phone: Contact Cell:

Contact Email: *All Co-applicants must also sign all applications and waivers*

Event Co-applicant, if any: Co-applicant Phone:

Co-applicant relationship to Applicant:

Insurance Information:

Insurance Carrier: Policy Number:

General Liability Limit: Expiration Date:

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

Event Description: *(any information that doesn't pertain to the event please indicate "not applicable" or "N/A")*

Details of Event including number of days needed for the event, setup and teardown:

Estimated Number of Participants: Estimated Number of Spectators/Guests:

Estimated percentage of Hamburg Resident participation: Estimated percentage of non-resident:

Details of the Township site required for Proposed Event, please include site plan drawing of layout for any Special Events:

Will there be camping and trailer facilities? If so, are overnight stays anticipated?

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

Will tents be used?: *All tent locations must be pre-approved*

If so, indicate locations:

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

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

Valet service available?: If so, how much?:

If music is played or performed, will there be a separate fee?: If so, how much?:

Have all participants, vendors and volunteers, including those from other Organizations, signed hold harmless agreements to protect Hamburg Township, its Residents, Staff and Officials from any and all Liability that may arise due to this proposed event? *Please provide blank copy of any forms used reflecting Hold Harmless language prior to event.* Yes No

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

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

Will there be any animals present? If so, describe:
(Pets are not allowed in parkland during events)
Domestic Animal Control Ordinance #87 and the Park Facility Use Policy

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

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

Will there be a need for vehicles to be used on Township grounds? If so, describe:

Personal vehicles used on Township grounds require proof of Auto Liability based on the description of use and areas needing to be accessed by the vehicle during the event

Will Food/Beverages be served? If so, list types of food and name of person(s) serving:

For anything other than pre-packaged foods, Health Department Permits and verification of Products Liability coverage must be provided

Will there be a need for Private Security or Emergency Responders? If so, describe:

Specific services required from the Township, if any:

Organized Sports and/or Sporting Events: *This section not applicable to non-sports related events.*

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

If Tournament or other event, please describe:

College-level ultimate frisbee tournament, for Division 1 and 3 teams.

All Regular Season sports participants **MUST** complete the Hamburg Township Sports Group Medical Waiver and Authorization and provide these forms to the Township.

Initials

All Tournament participants, including those from other Organizations, shall sign Hold Harmless clauses to protect Hamburg Township, its Residents, Staff and Officials from any and all Liability that may arise due to this proposed event. **Please provide executed tournament log reflecting Hold Harmless language after the event.**

Initials

All Sports Group Medical Waiver and Authorizations and Hold Harmless forms must be supplied to the Township at time of registration.

Participant Information:

Please indicate total number of HAMBURG TOWNSHIP participants in your organization:

Please indicate total number of NON-RESIDENT participants in your organization:

Please indicate, or attach a copy of the fee structure for participation in this sports season/tournament/event:

Upon Park Approval, the applicant will provide a roster of all participants including their names, ages and residency information

Contact Information:

Please indicate on premise contact for before, during and after the event:

Event Contact Phone:

Event Contact Cell Phone:

Please indicate person in charge of concessions, if any:

Concessions Contact Phone:

Concessions Contact Cell Phone:

Types of Foods/Beverages that will be served (Pre-packaged only):

Please indicate the process by which you complete Background Checks:

Background Checks may be required as outlined in Hamburg Township Park Facility Use Policy, as referenced in Section 4.4 and outlined in Appendix A.

Other Information:

Please provide any other information regarding your event that you may find helpful:

Release of Liability & Indemnification Agreement

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

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

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

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

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

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

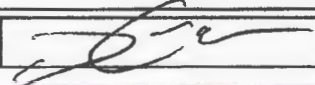
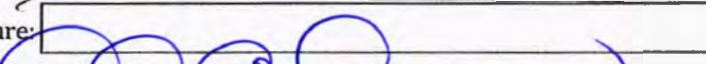

Initials:

Public Health & Safety: The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the about statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township Parkland facilities

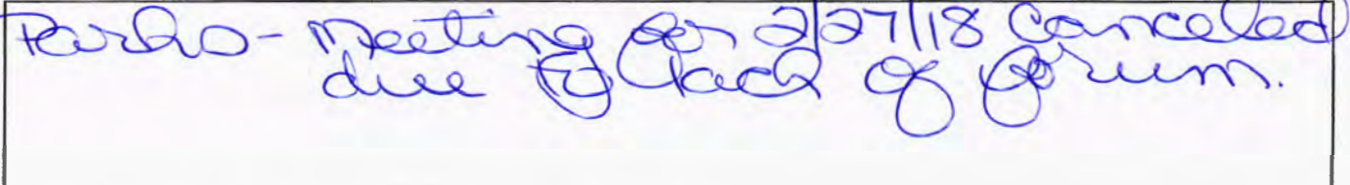
Initials:

Confirmation of Individual Participation: (Sports Groups): The applicant hereby swears and attests that they have obtained original signatures and initials on the Hamburg Township Sports Group Medical Waiver and Authorization for all participants that will be utilizing the Hamburg Township Park Facilities for sport related activities. Furthermore, these forms waive, release and discharge from any and all liability for death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter accrue, including traveling to and from practice, game or any event, the following entities: Hamburg Township, its elected and appointed officials, employees and volunteers, representatives and agents, and others working or acting on behalf of Hamburg Township. Furthermore, the applicant will submit all original forms to the Hamburg Township Parks and Recreation Department and attest that they are in compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of the Park Facility Use Policy and outlined in Appendix A

Initials:

Applicant's Signature: 	Date: 2-27-2018
Co-Applicant's Signature: 	Date: <input type="text"/>
Parks Coordinator: 	Date: 2-28-18

For office use only

Comments: 

Application has been (Check One) Approved Denied

Hamburg Township Clerk:



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

Memorandum

Date: February 27, 2018

To: Hamburg Township Board

From: Deby Henneman, Parks Coordinator

Re: Smartwater Invitational Tournament 2018
Michigan Alliance FC – Manly Bennett Park – West
Park Use Application for Soccer Field usage – 65% of fields (blackout)

Set-up: May 4, 2018, users will still have access for games/practices
Dates of Event: May 5 & 6, 2018, users will be allowed use of fields #1, #7 & #8

We are in receipt of a Park Use Application from the Michigan Alliance for use of Soccer Fields in Manly Bennett West for the Smartwater Invitational Soccer Tournament to be held May 5 & 6, 2018. This is a new event for this time of year, but the user group has held the Powerade Tournament here since 2012. This Tournament occurs the weekend prior to the Novi Jaguar Tournament and will only require half of the fields.

Under the current Park Use Fee Schedule this group will be charged as a non-recognized group at \$100 per field/per day for the use of 5 requested areas/fields. Because the tournament is smaller, three of the fields (#1, #7 & #8) can remain open for use by the recreational club's programming. The number of fields left open will be adequate for the size of their group.

This applicant will be in charge of requesting additional portable toilets as well as dumpsters for this event, and all charges incurred for these services. They will also be expected to have all additional facilities removed by the middle of the following week and will be charged for any damages incurred to the premises due to their event.

Should the Parks & Recreation Committee recommend approval of the application, it should include a contingency that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the user be charged a \$500 non-refundable hold the date deposit and charged for use less deposit based on fee schedule, that the Clerk Department be provided all requested documents to their satisfaction, that the Concession sales be limited to pre-packaged foods and beverages with no storage of any perishable food items in the stand and that any other vendors

supply a Certificate of Insurance and proof of Food Service license, if applicable,
subject to a Vendor Inspection by the Fire Marshal.



**Hamburg Township Manly Bennett Park
Park Use Application and
Release of Liability & Indemnification Agreement**
(Application must be submitted 60 days before required use)

10405 Merrill Road
 Hamburg, MI 48139
 (810) 231-1000 X-218 Office
 (810) 231-4295 Fax

Applicant Information:

Name of Event:

Type of Event:

Applicant Name: Park Use Category:

Date(s) of Event: Time(s) of Event:

Applicant Address: Suite or Apt. #:

Applicant City: Applicant State: Applicant Zip:

Contact Person: Contact Title:

Contact Phone: Contact Cell:

Contact Email: *All Co-applicants must also sign all applications and waivers*

Event Co-applicant, if any: Co-applicant Phone:

Co-applicant relationship to Applicant:

Insurance Information:

Insurance Carrier: Policy Number:

General Liability Limit: Expiration Date:

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

Event Description: *(any information that doesn't pertain to the event please indicate "not applicable" or "N/A")*

Details of Event including number of days needed for the event, setup and teardown:

Estimated Number of Participants: Estimated Number of Spectators/Guests:

Estimated percentage of Hamburg Resident participation: Estimated percentage of non-resident:

Details of the Township site required for Proposed Event, please include site plan drawing of layout for any Special Events:

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

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

Will tents be used?: All tent locations must be pre-approved

If so, indicate locations: *Non-sprinklered areas*

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

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

Valet service available?: If so, how much?:

If music is played or performed, will there be a separate fee?: If so, how much?:

Have all participants, vendors and volunteers, including those from other Organizations, signed hold harmless agreements to protect Hamburg Township, its Residents, Staff and Officials from any and all Liability that may arise due to this proposed event? *Please provide blank copy of any forms used reflecting Hold Harmless language prior to event.* Yes No

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

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

Will there be any animals present? If so, describe:
(Pets are not allowed in parkland during events)
Domestic Animal Control Ordinance #87 and the Park Facility Use Policy

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

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

Will there be a need for vehicles to be used on Township grounds? If so, describe:

Personal vehicles used on Township grounds require proof of Auto Liability based on the description of use and areas needing to be accessed by the vehicle during the event

Will Food/Beverages be served? If so, list types of food and name of person(s) serving:

For anything other than pre-packaged foods, Health Department Permits and verification of Products Liability coverage must be provided

Will there be a need for Private Security or Emergency Responders? If so, describe:

Specific services required from the Township, if any:

Organized Sports and/or Sporting Events: *This section not applicable to non-sports related events.*

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

If Tournament or other event, please describe:

Soccer Tournament for Competitive and Recreational Teams

All Regular Season sports participants MUST complete the Hamburg Township Sports Group Medical Waiver and Authorization and provide these forms to the Township.

Initials

All Tournament participants, including those from other Organizations, shall sign Hold Harmless clauses to protect Hamburg Township, its Residents, Staff and Officials from any and all Liability that may arise due to this proposed event. ***Please provide executed tournament log reflecting Hold Harmless language after the event.***

Initials

All Sports Group Medical Waiver and Authorizations and Hold Harmless forms must be supplied to the Township at time of registration.

Participant Information:

Please indicate total number of HAMBURG TOWNSHIP participants in your organization:

Please indicate total number of NON-RESIDENT participants in your organization:

Please indicate, or attach a copy of the fee structure for participation in this sports season/tournament/event:

Teams playing 4v4 - \$275, 7v7 - \$475, 9v9 - \$525, 11v11 - \$575

Upon Park Approval, the applicant will provide a roster of all participants including their names, ages and residency information

Contact Information:

Please indicate on premise contact for before, during and after the event:

Event Contact Phone:

Event Contact Cell Phone:

Please indicate person in charge of concessions, if any:

Concessions Contact Phone:

Concessions Contact Cell Phone:

Types of Foods/Beverages that will be served (Pre-packaged only):

Coke Products, and pre-packaged snacks. Licensed vendors will be selling carnival-type foods, including barbeque, smoothies, shaved ice, etc.

Please indicate the process by which you complete Background Checks:

Background Checks may be required as outlined in Hamburg Township Park Facility Use Policy, as referenced in Section 4.4 and outlined in Appendix A.

Other Information:

Please provide any other information regarding your event that you may find helpful:

Release of Liability & Indemnification Agreement

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

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

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

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

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

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

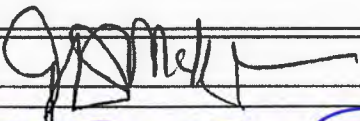
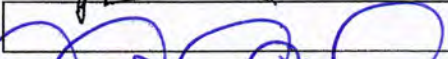

Initials:

Public Health & Safety: The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the about statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township Parkland facilities

Initials:

Confirmation of Individual Participation: (Sports Groups): The applicant hereby swears and attests that they have obtained original signatures and initials on the Hamburg Township Sports Group Medical Waiver and Authorization for all participants that will be utilizing the Hamburg Township Park Facilities for sport related activities. Furthermore, these forms waive, release and discharge from any and all liability for death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter accrue, including traveling to and from practice, game or any event, the following entities: Hamburg Township, its elected and appointed officials, employees and volunteers, representatives and agents, and others working or acting on behalf of Hamburg Township. Furthermore, the applicant will submit all original forms to the Hamburg Township Parks and Recreation Department and attest that they are in compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of the Park Facility Use Policy and outlined in Appendix A

Initials:

Applicant's Signature: 	Date: <input type="text" value="2/6/18"/>
Co-Applicant's Signature: 	Date: <input type="text"/>
Parks Coordinator: 	Date: <input type="text" value="2-12-18"/>

For office use only

Comments:

Application has been (Check One) Approved Denied

Hamburg Township Clerk:



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

Memorandum

Date: February 12, 2018

To: Township Board of Trustees

From: Deby Henneman, Parks Coordinator

Re: Powerade Invitational Tournament 2018
Michigan Alliance FC – Manly Bennett Park – Entire West Park with request for East Park Football Field usage – 100% of fields (blackout)

Set-up: August 24, 2018, users will still have access for games/practices

Dates of Event: August 25 & 26, 2018

We are in receipt of a Park Use Application from the Michigan Alliance for use of all Soccer Fields in Manly Bennett West, as well as the Football fields in East Park, for the PowerAde Invitational Soccer Tournament to be held August 25 & 26, 2018. This event has been held here since 2012 and under the current Park Use Fee Schedule this group will be charged as a non-recognized group at \$750 per day/per side for the use of all fields requested. The proposed date of event is the same weekend it has been historically.

This applicant will be in charge of requesting additional portable toilets as well as dumpsters for this event, and will pay for all charges incurred for these services. They will also be expected to have all additional facilities removed by the middle of the following week and will be charged for any damages incurred to the premises due to their event.

Should the Township Board approve the application, it should include a contingency that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the user be charged a \$500 non-refundable hold the date deposit and charged for use less deposit based on fee schedule, that the Clerk Department be provided all requested documents to their satisfaction, that the Concession sales be limited to pre-packaged foods and beverages with no storage of any perishable food items in the stand and that any other vendors supply a Certificate of Insurance and proof of Food Service license, if applicable, and will be subject to a fire inspection.



**Hamburg Township Manly Bennett Park
Park Use Application and
Release of Liability & Indemnification Agreement**
(Application must be submitted 60 days before required use)

Submit by Email

Print Form

10405 Merrill Road
Hamburg, MI 48139
(810) 231-1000 X-218 Office
(810) 231-4295 Fax

Applicant Information:

Name of Event:

Type of Event:

Applicant Name: Park Use Category:

Date(s) of Event: *Setup 24th* Time(s) of Event:

Applicant Address: Suite or Apt. #:

Applicant City: Applicant State: Applicant Zip:

Contact Person: Contact Title:

Contact Phone: Contact Cell:

Contact Email: *All Co-applicants must also sign all applications and waivers*

Event Co-applicant, if any: Co-applicant Phone:

Co-applicant relationship to Applicant:

Insurance Information:

Insurance Carrier: Policy Number:

General Liability Limit: Expiration Date:

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

Event Description: *(any information that doesn't pertain to the event please indicate "not applicable" or "N/A")*

Details of Event including number of days needed for the event, setup and teardown:

Estimated Number of Participants: Estimated Number of Spectators/Guests:

Estimated percentage of Hamburg Resident participation: Estimated percentage of non-resident:

Details of the Township site required for Proposed Event, please include site plan drawing of layout for any Special Events:

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

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

Will tents be used?: All tent locations must be pre-approved

If so, indicate locations: *Non-sprinklered areas as indicated*

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

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

Valet service available?: If so, how much?:

If music is played or performed, will there be a separate fee?: If so, how much?:

Have all participants, vendors and volunteers, including those from other Organizations, signed hold harmless agreements to protect Hamburg Township, its Residents, Staff and Officials from any and all Liability that may arise due to this proposed event? Please provide blank copy of any forms used reflecting Hold Harmless language prior to event. Yes No

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

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

Will there be any animals present? If so, describe:
(Pets are not allowed in parkland during events)
Domestic Animal Control Ordinance #87 and the Park Facility Use Policy

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

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

Will there be a need for vehicles to be used on Township grounds? If so, describe:

Personal vehicles used on Township grounds require proof of Auto Liability based on the description of use and areas needing to be accessed by the vehicle during the event

Will Food/Beverages be served? If so, list types of food and name of person(s) serving:

For anything other than pre-packaged foods, Health Department Permits and verification of Products Liability coverage must be provided

Will there be a need for Private Security or Emergency Responders? If so, describe:

Specific services required from the Township, if any:

Organized Sports and/or Sporting Events: *This section not applicable to non-sports related events.*

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

If Tournament or other event, please describe:

Soccer Tournament for Competitive and Recreational Teams

All Regular Season sports participants **MUST** complete the Hamburg Township Sports Group Medical Waiver and Authorization and provide these forms to the Township.

Initials

All Tournament participants, including those from other Organizations, shall sign Hold Harmless clauses to protect Hamburg Township, its Residents, Staff and Officials from any and all Liability that may arise due to this proposed event. **Please provide executed tournament log reflecting Hold Harmless language after the event.**

Initials

All Sports Group Medical Waiver and Authorizations and Hold Harmless forms must be supplied to the Township at time of registration.

Participant Information:

Please indicate total number of HAMBURG TOWNSHIP participants in your organization:

Please indicate total number of NON-RESIDENT participants in your organization:

Please indicate, or attach a copy of the fee structure for participation in this sports season/tournament/event:

Teams playing 4v4 - \$300, 7v7 - \$500, 9v9 - \$550, 11v11 - \$600

Upon Park Approval, the applicant will provide a roster of all participants including their names, ages and residency information

Contact Information:

Please indicate on premise contact for before, during and after the event:

Event Contact Phone:

Event Contact Cell Phone:

Please indicate person in charge of concessions, if any:

Concessions Contact Phone:

Concessions Contact Cell Phone:

Types of Foods/Beverages that will be served (Pre-packaged only):

Coke Products, and pre-packaged snacks. Licensed vendors will be selling carnival-type foods, including barbeque, smoothies, shaved ice, etc.

Please indicate the process by which you complete Background Checks:

Background Checks may be required as outlined in Hamburg Township Park Facility Use Policy, as referenced in Section 4.4 and outlined in Appendix A.

Other Information:

Please provide any other information regarding your event that you may find helpful:

Release of Liability & Indemnification Agreement

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

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

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

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

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

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

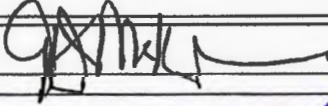
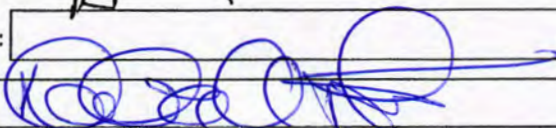
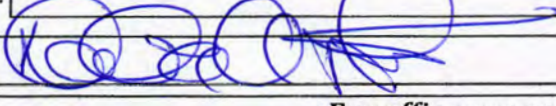
Initials:

Public Health & Safety: The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the about statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township Parkland facilities

Initials:

Confirmation of Individual Participation: (Sports Groups): The applicant hereby swears and attests that they have obtained original signatures and Initials on the Hamburg Township Sports Group Medical Waiver and Authorization for all participants that will be utilizing the Hamburg Township Park Facilities for sport related activities. Furthermore, these forms waive, release and discharge from any and all liability for death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter accrue, including traveling to and from practice, game or any event, the following entities: Hamburg Township, its elected and appointed officials, employees and volunteers, representatives and agents, and others working or acting on behalf of Hamburg Township. Furthermore, the applicant will submit all original forms to the Hamburg Township Parks and Recreation Department and attest that they are in compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of the Park Facility Use Policy and outlined in Appendix A

Initials:

Applicant's Signature: 	Date: <input type="text" value="2/6/18"/>
Co-Applicant's Signature: 	Date: <input type="text"/>
Parks Coordinator: 	Date: <input type="text" value="2/27/18"/>

For office use only

Comments:

Application has been (Check One) Approved Denied

Hamburg Township Clerk:



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

February 20, 2018

To: Township Board

From: Deby Henneman, Parks & ADA Coordinator

Re: Hamburg Township Clean-up Event Proposal – April 21 & 22, 2018

The newly formed Beautification Committee discussed the need for a clean-up day for Winkelhaus Park, Manly Bennett and the Lakelands Trail. What I would like to propose, is to include a Township-wide clean-up event, which would encourage residents to remove blight from the area and to donate household items that are still useable.

This Community Clean-up Event could be advertised through our website, the Beautification Committee members and by our Zoning Department/Code Enforcement Officer. The current Beautification Committee includes: Hamburg Historical Museum, Hamburg Library, Hamburg Senior Center and the Parks & Recreation Committee. Annual clean-ups could be planned if the event is successful. A small portion of the funding will be used for printing and marketing.

For any items we deem as uncollectible, we will provide the residents with information on the collection sites that can accommodate them. It is possible that they can be directed to other sites such as Monroe's or Livingston County Solid Waste and that future events could be expanded, if grants were applied for and awarded.

I would like to request a budget for this event not to exceed \$5,000, with the hope that the metal drive and donations will bring in revenue to help offset some of the costs. It is possible that the vendors may be willing to provide reduced pricing for the event, and in exchange we can list them as sponsors. The proposed plan outline is attached, and will not only provide a way for residents to dispose of unwanted items, but will give us a date to arrange for volunteers to clean up common park areas.

Hamburg Clean-up Event

Planning and execution of one to two day Community Clean-up Event which will provide residents access to area services that Re-use, Re-duce, Re-cycle. Vendors will include: Salvation Army for donation of useable household items, Regal Recycling for donation of scrap metals & rented rubbish dumpsters to collect non-useable items. Arrangements will be made with a local vendor, Monroe's Rubbish, to provide a discounted rate for residents interested in recycling items at Monroe's transfer station, that are unacceptable at the clean-up event such as tires, large debris or appliances. The event will also inform residents of the existing local and regional recycling opportunities available to them.

- Sponsorship Promote/Sell Advertising spots Park Coordinator
 - Sponsors will be offered advertising opportunities on shirts/posters
 - Income opportunity to offset costs

- Donations Collection of funds or in kind Partners
 - Donations will be accepted for funds and/or in kind donations to offset cost
 - Income opportunity to offset costs

- Organizing Vendors Hire and arrange vendor support Park Coordinator
 - Salvation Army – Collection of useable household items
 - No cost to Township **Estimated total: \$0**
 - Rubbish Dumpsters – 6 - 40 yd. dumpsters for non-useable items
 - \$500 each **Estimated total: \$3,000**
 - Recycling Dumpsters – 1 – 40 yd. dumpsters for recyclable materials
 - \$500 each **Estimated total: \$500**
 - Regal Recycling – Collection of scrap metal or non-useable metal items
 - Cost of Dumpster offset by metal recycled – overage back to Township **Estimated total: \$0**
 - Monroe's Transfer Station – Partner to arrange collection of large items
 - Appliances could be dropped here in lieu of Township
 - If on site, will need vendor to collect refrigerant **Estimated total: \$500**

- Supplies Borrow/Purchase Supplies Park Coordinator
 - Garbage Bags, Gloves, Miscellaneous Garden Tools
 - Clip Boards, Office Supplies, Megaphone
 - Directional/Event Signage
 - Marketing Materials/Flyers/Posters

Estimated total: \$700

- Refreshments Purchase & Distribute Refreshments Partners/Volunteers
 - Donations will be accepted for refreshments **Estimated total: \$300**

- Preparation - Labor Pre-event preparation/planning Park Coordinator, IT, Zoning Administrator

- Volunteers Gather & coordinate volunteers Park Coordinator
 - Distribute material
 - Conduct survey
 - Park/Trail clean-up
 - Assist residents



MOTOROLA SOLUTIONS

MOTOROLA SOLUTIONS, INC.
500 W. MONROE STREET
CHICAGO, IL 60661 USA
Visit our website at www.motorolasolutions.com

INVOICE

TOTAL INVOICE AMOUNT:	\$8,426.50
MOTOROLA INVOICE NUMBER:	13197535
INVOICE DATE:	01/06/2018
PAYMENT DUE:	02/05/2018
CUSTOMER ACCOUNT NUMBER:	1036258491 0005
PURCHASE ORDER DATE:	11/21/2017
YOUR PURCHASE ORDER NUMBER:	20171484

BILL TO HAMBURG TOWNSHIP FIRE DEPT

10100 VETERANS MEMORIAL DR
WHITMORE LAKE, MI 48189

SHIP TO HAMBURG TOWNSHIP FIRE DEPT
Mike Wriggelsworth 22407786
10100 VETERANS MEMORIAL DR
HAMBURG, MI 48139
For questions concerning this Invoice please contact
Motorola at: 1-888-567-7347

00068-00046-00046

Payment Terms: NET 30 DAYS FROM INVOICE DATE

Motorola Solutions, Inc. Federal Tax Id: 36-1115800

Sales Order Number: 0958180070685

Ultimate Destination: HAMBURG TOWNSHIP FIRE DEPT, 10100 VETERANS MEMORIAL DR, HAMBURG, MI 48139

Invoice Detail Continued

20171484

Item	Model Number	Qty	Description	Unit Price	Amount
SERIAL NUMBERS					
527CTZ4693					
2a	G806	1	ADD: ASTRO DIGITAL CAI OPERATION	257.50	257.50
2b	G51	1	ENH: SMARTZONE OPERATION APX6500	600.00	600.00
2c	G361	1	ADD: P25 TRUNKING SOFTWARE	150.00	150.00
2d	G442	1	ADD: O5 CONTROL HEAD	216.00	216.00
2e	G444	1	ADD: APX CONTROL HEAD SOFTWARE	0.00	0.00
2f	G67	1	ADD: REMOTE MOUNT MID POWER	148.50	148.50
2g	G174	1	ADD: ANT 3DB LOW-PROFILE 762-870	21.50	21.50
2h	W22	2	ADD: STD PALM MICROPHONE APEX	36.50	73.00
2i	W432	2	ADD: AUXILARY SPKR 13W (3.2OHM)	35.75	71.50
2j	GA00318	1	ADD: 5 YEAR SERVICE FROM THE START LITE	246.00	246.00
2k	GA00092	1	ADD: DUAL-CONTRL HD HARDWARE	285.00	285.00
2l	G628	2	ADD: REMOTE MOUNT CBL 17 FEET	7.50	15.00
2m	GA00235	1	ADD: NO GPS ANTENNA NEEDED	0.00	0.00

SUBTOTAL 8,426.50
Carrier: FED
PLEASE PAY THIS AMOUNT (PAYMENT DUE: 02/05/2018) 8,426.50

GL Code _____
Approved [Signature]

FEB 26 2018

Entered 2/28 KJ
Due Date _____

206-981
[Signature]



MOTOROLA SOLUTIONS

MOTOROLA SOLUTIONS, INC.
 500 W. MONROE STREET
 CHICAGO, IL 60661 USA
 Visit our website at www.motorolasolutions.com

INVOICE

TOTAL INVOICE AMOUNT:	\$8,426.50
MOTOROLA INVOICE NUMBER:	13197535
INVOICE DATE:	01/06/2018
PAYMENT DUE:	02/05/2018
CUSTOMER ACCOUNT NUMBER:	1036258491 0005
PURCHASE ORDER DATE:	11/21/2017
YOUR PURCHASE ORDER NUMBER:	20171484

BILL TO HAMBURG TOWNSHIP FIRE DEPT

10100 VETERANS MEMORIAL DR
 WHITMORE LAKE, MI 48189

SHIP TO HAMBURG TOWNSHIP FIRE DEPT

Mike Wriggelsworth 22407786
 10100 VETERANS MEMORIAL DR
 HAMBURG, MI 48139

For questions concerning this Invoice please contact
 Motorola at: 1-888-567-7347

00067-00046-00046

Payment Terms: NET 30 DAYS FROM INVOICE DATE

Motorola Solutions, Inc. Federal Tax Id: 36-1115800

Sales Order Number: 0958180070685

Ultimate Destination: HAMBURG TOWNSHIP FIRE DEPT, 10100 VETERANS MEMORIAL DR, HAMBURG, MI 48139

Invoice Detail

Item	Model Number	Qty	Description	Unit Price	Amount
1	M25URS9PW1 N	2	APX6500 7/800 MHZ MID POWER MOBILE SERIAL NUMBERS 527CTZ4694 through 527CTZ4695	999.58	1,999.16
1a	G806	2	ADD: ASTRO DIGITAL CAI OPERATION	257.50	515.00
1b	G51	2	ENH: SMARTZONE OPERATION APX6500	600.00	1,200.00
1c	G361	2	ADD: P25 TRUNKING SOFTWARE	150.00	300.00
1d	G442	2	ADD: O5 CONTROL HEAD	216.00	432.00
1e	G444	2	ADD: APX CONTROL HEAD SOFTWARE	0.00	0.00
1f	G67	2	ADD: REMOTE MOUNT MID POWER	148.50	297.00
1g	G174	2	ADD: ANT 3DB LOW-PROFILE 762-870	21.50	43.00
1h	W22	2	ADD: STD PALM MICROPHONE APEX	36.50	73.00
1i	W432	2	ADD: AUXILARY SPKR 13W (3.2OHM)	35.75	71.50
1j	GA00318	2	ADD: 5 YEAR SERVICE FROM THE START LITE	246.00	492.00
1k	GA00235	2	ADD: NO GPS ANTENNA NEEDED	0.00	0.00
2	M25URS9PW1 N	1	APX6500 7/800 MHZ MID POWER MOBILE	919.84	919.84

Detach here and return bottom portion with your payment

(Continued on Next Page)

Payment Coupon

INVOICE NUMBER	CUSTOMER ACCOUNT NUMBER	PAYMENT DUE
13197535	1036258491 0005	02/05/2018

Invoice Total	Amount Paid
\$8,426.50	

Please put your Invoice Number and your Customer Account Number
 on your check for prompt processing

HAMBURG TOWNSHIP FIRE DEPT

10100 VETERANS MEMORIAL DR
 WHITMORE LAKE, MI 48189



Send Payment To:
MOTOROLA SOLUTIONS
 MOTOROLA SOLUTIONS, INC.

13108 COLLECTIONS CENTER DRIVE
 CHICAGO, IL 60693

**Hamburg Township
Fire Department**

Memo

Date: August 11, 2017

To: Hamburg Township Board

From: Fire Chief Mark Hogrebe

Re: Agenda Item Topic: Vehicle Purchases

General Ledger #: 206.000.000.981.000

Number of Supporting Docs: 21 including cover page 22

(Including FYI, Minutes of prior board action, plans, etc. Digital copies of all documents shall be placed in the V-drive by 5:00 p.m. the Wednesday of the week prior to the scheduled meeting.)

New or New Business

Old

Business: Old Business – Previous Agenda # _____

Describe requested Board motion.....*Please see attached memo / documentation*

Include:

- Background Information
- Financial Impact & Transfer Request, if any



HAMBURG TOWNSHIP FIRE DEPARTMENT

10100 VETERANS MEMORIAL DRIVE
P.O. Box 157 ♦ HAMBURG, MI 48139-0157
PHONE: 810-222-1100 ♦ FAX: 810-231-1974
E-MAIL: HTFD@HAMBURG.MI.US

FIRE CHIEF MARK HOGREBE

DEPUTY CHIEF NICK MILLER FIRE MARSHAL JORDAN ZERNICK

Date: August 10, 2017

To: Hamburg Township Board

From: Chief Mark Hogrebe

Re: Vehicle Replacement

We are requesting the replacement of Brush 11 and Medical 12. This request is in line with the current 10-year Capital Replacement Plan and the FY17/18 Goals and Objectives that were approved by the Hamburg Township Board.

1. Brush 11 is a 1987 Ford F350. It is used as a limited response vehicle with its primary purpose being brush/grass fires. It also responds on most downed powerlines and tree down runs. This vehicle has been very reliable over the years. However, with the age of the vehicle, we are concerned about the overall safety and the condition of the vehicle frame/body and engine.

We are proposing to replace Brush 11 with another Ford F350. This vehicle will have the same role with the addition of being able to handle EMS runs. This vehicle will be more versatile to the Fire Department and the residents it serves. It will be set up identical to Brush 12. The vehicle will have a flat bed and we will be using the brush pump that was purchased a couple of years ago.

2. Medical 12 is 2007 Ford Expedition that is used as a first response medical vehicle for the majority of all runs. It has been the first out medical vehicle for Station 12 for the last 10 years. The vehicle is starting to have mechanical issues and has some severe underbody rust concerns. It has reached the 10-year projected life expectancy from when the vehicle was purchased.

We are proposing to replace Medical 12 with a utility style vehicle. It will be a Ford F350 with a tool box in the bed. This vehicle will be used for pulling department trailers to emergency events, and fulfilling utility and addition support needs of the department. Brush 12 will transition into the primary medical response vehicle from Station 12.

3. The old Brush 11 and Medical 12 will both be sold at auction per the Township policy for vehicle sales.

Attached to this packet is the needed quotes and pricing for the project. These vehicles will be purchased and the fire department will be working with multiple different vendors to complete the vehicle outfitting. During this transition to the new vehicles we will also be outfitted with new 800 mhz



HAMBURG TOWNSHIP FIRE DEPARTMENT

10100 VETERANS MEMORIAL DRIVE
P.O. Box 157 ♦ HAMBURG, MI 48139-0157
PHONE: 810-222-1100 ♦ FAX: 810-231-1974
E-MAIL: HTFD@HAMBURG.MI.US

FIRE CHIEF MARK HOGREBE

DEPUTY CHIEF NICK MILLER FIRE MARSHAL JORDAN ZERNICK

mobile radios and new mobile data computers for these vehicles. This again is part of our Capital Replacement Plan and Goals and Objectives for this fiscal year. The total cost for this project is \$58,253.18 for Brush 11 and \$52,503.22 for Utility 12 with a total projected cost to be \$110,756.40.

Both vehicles will be purchased through Signature Ford under State Contract Pricing. All other items to be purchased are less than \$5,000 with the exception of emergency lighting from Cruiser, who is the company that does the emergency lighting for the Police and Fire Department.

Board Action:

The board to approve the purchase the two Ford F350 as listed in the attached packet from Signature Ford and to authorize the outfitting of the vehicles as listed. The total cost of the project is not to exceed \$111,000 and the funding is to be from Capital Expense, general ledger #206.000.000.981.000.

Mark Hogrebe

Fire Chief

Purchase Order

11/21/2017
09:46 AM

Purchase Order No 20171484

Purchase Order Date 11/21/2017

Required Date

Ordered By MARK HOGREBE

Ship Via
Terms

None

Vendor MOTOROLA01
Address MOTOROLA SOLUTIONS INC.
1303 E. ALGONQUIN RD.
SCHAUMBURG, IL 60196

Ship To
Shipping Code FIRE2
Contact HAMBURG TOWNSHIP
Address FIRE DEPARTMENT
10100 VETERANS MEMORIAL DR.
WHITMORE LAKE, MI 48189

PO Description BR 11, UT 12 & CHF 102 RADIO EQUIPMENT

Quantity	Units	Description	Unit Price	Amount
2	EACH	BR 11 & UT 12 RADIO EQUIPMENT 206-000.000-981.000	2,684.75	5,369.50
1	EACH	CHF 102 RADIO EQUIPMENT 206-000.000-981.000	3,057.00	3,057.00
			Total:	8,426.50

Approved By _____

Date _____

Brittany Campbell

From: Pat Hohl
Sent: Tuesday, November 21, 2017 9:45 AM
To: Brittany Campbell
Subject: BSA Purchase Order: Requisition '00011982' Approved.

A requisition has been approved.

Requisition Number: 00011982
Requisition Date: 11/21/2017
Requested By: MARK HOGREBE
Requested Amount: 8,426.50
Requested Description: BR 11, UT 12 & CHF 102 RADIO EQUIPMENT
Requested Vendor Name: MOTOROLA SOLUTIONS INC.

Status Changed By: pat hohl (pathohl@hamburg.mi.us)
Old Approval Level: ADMINISTRATORS
New Approval Level: BOARD

Request Sent By: pat hohl (pathohl@hamburg.mi.us)

Purchase Requisition

11/21/2017
08:24 AM

Purchase Requisition No 00011982

Requested Date 11/21/2017

Department 206.000

Required Date

Fire Department

Requested By MARK HOGREBE

Preferred Vendor MOTOROLA01
MOTOROLA SOLUTIONS INC.

Address 1303 E. ALGONQUIN RD.
SCHAUMBURG, IL 60196

Req. Description BR 11, UT 12 & CHF 102 RADIO EQUIPMENT

Quantity	Units	Description	Unit Price	Amount
2	EACH	BR 11 & UT 12 RADIO EQUIPMENT 206-000.000-981.000	2,684.75	5,369.50
1	EACH	CHF 102 RADIO EQUIPMENT 206-000.000-981.000	3,057.00	3,057.00
			Total:	8,426.50

Approved By



Date

11-21-17



MOTOROLA SOLUTIONS

Address reply to:
Mike Wriggelsworth
41271 Concept Drive
Plymouth, MI 48170
517-899-9098

November 20, 2017

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

Dear Mr. Miller,

ComSource Inc., acting as its Authorized Manufacturer's Representative (MR), is pleased to provide you with this quotation for APX6500 Mobile Radios. Please note this is an **equipment only quotation** – programming and installation can be quoted separately if desired. All pricing is per Contract #071B2200101 between MOTOROLA SOLUTIONS INC. and the State of Michigan. Payment terms are net 30 days from shipment, which is estimated to be 3 weeks from date of order.

QTY	MODEL	DESCRIPTION	UNIT PRICE	EXT PRICE
2	M25URS9PW1 N	Motorola APX6500 Remote Mount Mobile Radio 700/800MHz	\$2,684.75	\$5,369.50
1	M25URS9PW1 N	Motorola APX6500 Remote Mount Mobile with Dual Control Heads 700/800MHz	\$3,057.00	\$3,057.00
	Pricing With Trade-In Promo Expires 12-15-17		TOTAL	\$8,426.50

Quote Total = \$8,426.50

Thank you for the opportunity to assist you with your communications system needs. Please feel free to contact me with any questions.

206.981
[Signature]

Sincerely,
ComSource, Inc., Authorized Manufacturer's Representative for Motorola Solutions Inc.

Mike Wriggelsworth

Mike Wriggelsworth
Senior Account Manager



PACKING LIST- Pro Forma
Consolidated

DATE

PAGE

2/02/18 14:39:23

1

ENVIRONMENT ONE CORPORATION
2773 BALLTOWN ROAD NISKAYUNA, NEW YORK 12309

JMC/ISSUE 1/MAR05

D114

SHIP TO:

HAMBURG TOWNSHIP
6400 E M-36
WHITMORE LAKE MI 48189
United States

FEB 08 2018

Pskel

SHIPPING INSTRUCTIONS:

CARRIER / PRO NUMBER:

Order information:

CO 197717 2/01/18 409801 DUBOIS-COOPER & ASSOC.

P.O. information:

12679 Date . : 1/31/18

Transport terms : Service Parts

Shipping instructions . . : PPD&ADD FOB:SHIPPER'S DOCK

COUNTRY OF ORIGIN:USA

END USE DESTINATION:USA

*****AL

OK TO PARTIAL SHIP IF ALL
ITEMS NOT AVAILABLE AT
ONE TIME PER CAROL B.

SHIPPING CONTACT:

DAVE

(810) 231-8158

CARRIER: BEST WAY



PACKING LIST- Pro Forma
Consolidated

DATE **PAGE**

2/02/18 14:39:23

2

ENVIRONMENT ONE CORPORATION
2773 BALLTOWN ROAD NISKAYUNA, NEW YORK 12309

JMC/ISSUE 1/MAR05 D114

SHIP TO:

HAMBURG TOWNSHIP
6400 E M-36
WHITMORE LAKE MI 48189
United States

SHIPPING INSTRUCTIONS:

CARRIER / PRO NUMBER:

Item number	Item description	Quantity	U/M
PB0702G01 01	CONTROL BKT ASM,240V (1065)	40.000	EA
PA1016P01 02	PRESSURE SW,ON/OFF,STAMP (7090)	25.000	EA
PA1016P02 03	PRESSURE SW,ALARM,STAMP (7091)	25.000	EA
NC0008P02 04	CUTTER WHEEL,MACHINED (1203)	6.000	EA
** END OF REPORT **			

Purchase Order

01/31/2018

01:38 PM

Purchase Order No 20180129

Purchase Order Date 01/31/2018

Required Date

Ordered By CLAY GALL

Ship Via

Terms

NET 30 DAYS

Vendor DUBOISCO01

Address DUBOIS-COOPER & ASSOCIATES

905 PENNIMAN

PO BOX 6161

PLYMOUTH, MI 48170

Ship To

Shipping Code DPW1

Contact

HAMBURG TOWNSHIP

Address

WASTEWATER TREATMENT PLANT

6400 E. M-36

WHITMORE LAKE, MI 48189

PO Description GRINDER PARTS

Quantity	Units	Description	Unit Price	Amount
40.00	EACH	#1065 CONTROL BRACKET 590-001.000-850.100	196.90	7,876.00
25.00	EACH	#7090 ON OFF SWITCH 2000 590-001.000-850.100	53.20	1,330.00
25.00	EACH	#7091 ALARM SWITCH 2000 590-001.000-850.100	53.20	1,330.00
6.00	EACH	#1203 CUTTING WHEEL 590-001.000-850.100	99.70	598.20
			Total:	11,134.20

Approved By _____

Date _____

Brittany Campbell

From: Pat Hohl
Sent: Wednesday, January 31, 2018 1:36 PM
To: Brittany Campbell
Subject: BSA Purchase Order: Requisition '00012259' Approved.

A requisition has been approved.

Requisition Number: 00012259
Requisition Date: 01/31/2018
Requested By: CLAY GALL
Requested Amount: 11,134.20
Requested Description: GRINDER PARTS
Requested Vendor Name: DUBOIS-COOPER & ASSOCIATES

Status Changed By: pat hohl (pathohl@hamburg.mi.us)
Old Approval Level: ADMINISTRATORS
New Approval Level: BOARD

Request Sent By: pat hohl (pathohl@hamburg.mi.us)

Purchase Requisition

01/31/2018
11:16 AM

Purchase Requisition No 00012259

Requested Date 01/31/2018
Required Date
Requested By CLAY GALL

Department 001.000


Preferred Vendor DUBOISCO01
DUBOIS-COOPER & ASSOCIATES

Address 905 PENNIMAN
PO BOX 6161
PLYMOUTH, MI 48170

Req. Description GRINDER PARTS

Quantity	Units	Description	Unit Price	Amount
40	EACH	#1065 CONTROL BRACKET 590-001.000-850.100	196.90	7,876.00
25	EACH	#7090 ON OFF SWITCH 2000 590-001.000-850.100	53.20	1,330.00
25	EACH	#7091 ALARM SWITCH 2000 590-001.000-850.100	53.20	1,330.00
6	EACH	#1203 CUTTING WHEEL 590-001.000-850.100	99.70	598.20
			Total:	11,134.20

Approved By



Date

1-31-18