

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, May 1, 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. Chain of Lakes Improvement Project
9. Current Business:
 - B. Fire Department – Sergeant Promotions
 - C. Fire Department – Probationary Paid-On-Call Fire Fighter Hiring
 - D. Fire Department – Protective Equipment Purchase
 - E. Accounting – BS&A Software Purchase
 - F. Budget Workshop – Set for May 15th 2:00pm
 - G. Police Millage Ballot Language
 - H. 2018 Dust Control Bids
 - I. Park Use – Dexter Rugby
 - J. Park Use – Lacrosse
 - K. Payment Approval – Bob Myers Excavating – Invoice #2018-020 - \$5900.00
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, May 1, 2018

2:30 p.m.

CONSENT AGENDA

1. Approval of the Minutes
 - A. Township Board Regular Meeting Minutes – April 17, 2018
2. Bills/Vendor Payable List
3. Department/Committee Reports
 - A. Personnel Committee Minutes – February 13, 2018
 - B. Planning & Zoning Monthly Report – April, 2018
 - C. Parks & Recreation Meeting Minutes – March 27, 2018
 - D. Park Coordinators Report – April, 2018
 - E. ZBA Meeting Minutes – March 14, 2018
 - F. Park Blackout Dates – 2018

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



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

HAMBURG TOWNSHIP BOARD OF TRUSTEES
Regular Meeting
Hamburg Township Hall Board Room
Tuesday, April 17, 2018
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: Koebler, Hohl, Neilson, Hahn, Menzies

Absent: Dolan, Negri

Also Present: 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 Neilson, to approve the Consent Agenda as presented.

Voice Vote: AYES: 5, ABSENT: 2 MOTION CARRIED

7. Approval of the Agenda

Motion by Hohl, supported by Menzies, to approve the Agenda as amended adding Q. Great Lakes Telecom Purchase.

Voice Vote: AYES: 5, ABSENT: 2 MOTION CARRIED

8. Unfinished Business

A. None

9. Current Business

A. Police Millage Presentation – Chief of Police

No Motion was made. Ballot language will be on the May 1 agenda for approval.

B. General Discussion of Police Funding & General Fund

No Motion was made. Receive & File.

C. Budgets Amendments

Motion by Hohl, supported by Neilson, to approve the budget amendments as proposed in the April 12, 2018 ledger provided in the packet.

Roll Call Vote: Hohl: Y, Negri: Absent, Neilson: Y, Menzies: Y, Dolan: Absent, Koeble: Y, Hahn: Y
MOTION CARRIED

D. Winans Lake Road Funding Agreement

Motion by Menzies, supported by Hahn, to approve the funding agreement resolution.

Roll Call Vote: Hohl: Y, Negri: Absent, Neilson: Y, Menzies: Y, Dolan: Absent, Koeble: Y, Hahn: Y
MOTION CARRIED

E. Planning Commission Appointment

Motion by Neilson, supported by Menzies, to approve the appointment of John Hamlin to the Planning Commission for the balance of Ryan Vicko's term.

Voice Vote: AYES: 5, ABSENT: 2 MOTION CARRIED

F. Interim Fire Chief Appointment

Motion by Hohl, supported by Hahn, to approve the appointment of Nick Miller as interim Fire Chief July 1, 2018 pending final determination of replacement for retiring Chief Hogrebe.

Voice Vote: AYES: 5, ABSENT: 2 MOTION CARRIED

G. Finance Control Book – December 2017

Motion by Hohl, supported by Hahn, to approve receive, file, and publish December '17 & January '18 Finance Control Books.

Voice Vote: AYES: 5, ABSENT: 2 MOTION CARRIED

H. Finance Control Book – January 2018

See Above Motion G.

I. Park Use Application – Dexter Baseball

Motion by Hohl, supported by Koeble, to approve the Dexter Lugnuts Baseball Park Use Application.

Voice Vote: AYES: 5, ABSENT: 2 MOTION CARRIED

J. DPW Part Time Hiring

Motion by Hohl, supported by Neilson, to approve the hiring of James Ferrett as a part-time DPW technician contingent upon all pre-employment requirements.

Voice Vote: AYES: 5, ABSENT: 2 MOTION CARRIED

K. Zoning Department Summer Intern

Motion by Neilson, supported by Hohl, to authorize the Zoning Administrator to post and interview for the summer 2018 intern position at the rate of \$12 per hour for 10-20 hours per week.

Voice Vote: AYES: 5, ABSENT: 2 MOTION CARRIED

L. Cemetery Administration – Durkin Job Description/Wage/Phone Stipend

Motion by Neilson, supported by Menzies, to approve the salary adjustment, job description revision to add Cemetery Administration responsibilities, phone stipend, and on-call stipend for Julie Durkin.

Voice Vote: AYES: 5, ABSENT: 2 MOTION CARRIED

M. Election Inspector Wages

Motion by Neilson, supported by Koeble, to approve the inspector pay rate adjustments as presented in the packet.

Voice Vote: AYES: 5, ABSENT: 2

MOTION CARRIED

N. Payment Approval – OSSI – Invoice #5722 - \$14,391.60

Motion by Hohl, supported by Neilson, to approve the payment of OSSI invoice #5722 in the amount of \$14,391.60.

Voice Vote: AYES: 5, ABSENT: 2

MOTION CARRIED

O. Payment Approval – DuBois Cooper – Invoice #211070 - \$13,338.10

Motion by Hohl, supported by Menzies, to approve payment of Invoice #211070 dated 4/4/18 to DuBois Cooper in the amount of \$13,338.10.

Voice Vote: AYES: 5, ABSENT: 2

MOTION CARRIED

P. Payment Approval – C & E Construction – Invoice #2211 - \$7,000.00

Motion by Hohl, supported by Koeble, to approve the payment of \$7,000.00 for invoice #2211 dated 3/28/18 to C & E Construction.

Voice Vote: AYES: 5, ABSENT: 2

MOTION CARRIED

Q. Payment Approval – Great Lakes Telecom – Invoice #45890 - \$4,150.00

Motion by Hohl, supported by Hahn, to approve the payment to Great Lakes Telecom for invoice #45890 in the amount of \$4,150.00.

Voice Vote: AYES: 5, ABSENT: 2

MOTION CARRIED

10. Call to the Public

A Call was made with no response.

11. Board Comments

None.

12. Adjourn Meeting

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

Voice Vote: AYES: 5, ABSENT: 2

MOTION CARRIED

Meeting adjourned at 8:35 p.m.

Respectfully submitted,



Courtney L. Paton
Recording Secretary



Mike Dolan
Township Clerk

04/18/2018 09:27 AM

User: KarenJ

DB: Hamburg

INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES

EXP CHECK RUN DATES 04/17/2018 - 04/17/2018

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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	05-01-18 THROUGH 05-31-18	2,345.04	
101-000.000-073.002	DISABILITY - LIBRARY	UNUM LIFE INSURANCE COMP	5/1/18 - 5/31/18	270.17	
101-000.000-073.003	RETIREMENT - LIBRARY	JOHN HANCOCK	PAY DATE 4/19/18	871.12	
Total For Dept 000.000				3,486.33	
Dept 101.000 Township Board					
101-101.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 4/19/18	338.76	
101-101.000-900.000	LEGAL NOTICES/ADVERTISING	MICHIGAN.COM	3/1-3/31/18	795.00	
Total For Dept 101.000 Township Board				1,133.76	
Dept 171.000 Township Supervisor					
101-171.000-719.000	LONG/SHORT TERM DISABILITY	UNUM LIFE INSURANCE COMP	5/1/18 - 5/31/18	78.40	
101-171.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 4/19/18	320.09	
101-171.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	05-01-18 THROUGH 05-31-18	1,172.52	
Total For Dept 171.000 Township Supervisor				1,571.01	
Dept 191.000 Elections					
101-191.000-719.000	LONG/SHORT TERM DISABILITY	UNUM LIFE INSURANCE COMP	5/1/18 - 5/31/18	44.69	
101-191.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 4/19/18	180.82	
101-191.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	05-01-18 THROUGH 05-31-18	1,515.02	
101-191.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	OFFICE DEPT.COM - PLASTIC TOTE W/WHEEL	9.73	
Total For Dept 191.000 Elections				1,750.26	
Dept 201.000 ACCOUNTING					
101-201.000-719.000	LONG/SHORT TERM DISABILITY	UNUM LIFE INSURANCE COMP	5/1/18 - 5/31/18	207.84	
101-201.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 4/19/18	841.08	
101-201.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	05-01-18 THROUGH 05-31-18	1,387.32	
101-201.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	WRITE ON TAB DIVIDERS FROM OFFICEMAX.	14.95	
101-201.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	B&H PHOTO VIDEO PRO VIDEO - SWISS GEAR	91.00	
101-201.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	CHASE CARD SERVICES	MEMBERSHIP FOR MI PUBLIC EMPLOYERS LA	150.00	
101-201.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	CHASE CARD SERVICES	4/1/2018 TO 3/31/2019 SHRM MEMBERSHIP	189.00	
Total For Dept 201.000 ACCOUNTING				2,881.19	
Dept 209.000 Assessing					
101-209.000-719.000	LONG/SHORT TERM DISABILITY	UNUM LIFE INSURANCE COMP	5/1/18 - 5/31/18	267.66	
101-209.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 4/19/18	1,094.85	
101-209.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	05-01-18 THROUGH 05-31-18	3,755.96	
101-209.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	SHOPLET.COM - COLORED COPY PAPER FOR	38.98	
Total For Dept 209.000 Assessing				5,157.45	
Dept 215.000 CLERK'S OFFICE					
101-215.000-719.000	LONG/SHORT TERM DISABILITY	UNUM LIFE INSURANCE COMP	5/1/18 - 5/31/18	172.18	
101-215.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 4/19/18	638.75	
101-215.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	05-01-18 THROUGH 05-31-18	2,584.46	
101-215.000-864.000	WORKSHOPS/SEMINARS	CHASE CARD SERVICES	FAIRFIELD INN & SUITES FOR CLERKS TRA	489.50	
Total For Dept 215.000 CLERK'S OFFICE				3,884.89	
Dept 245.000 TECHNICAL/UTILITIES SERVICES					
101-245.000-719.000	LONG/SHORT TERM DISABILITY	UNUM LIFE INSURANCE COMP	5/1/18 - 5/31/18	163.14	
101-245.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 4/19/18	581.99	
101-245.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	05-01-18 THROUGH 05-31-18	3,328.64	
Total For Dept 245.000 TECHNICAL/UTILITIES SERVICES				4,073.77	

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INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES
EXP CHECK RUN DATES 04/17/2018 - 04/17/2018
UNJOURNALIZED
OPEN

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 253.000 Treasurer					
101-253.000-719.000	LONG/SHORT TERM DISABILITY	UNUM LIFE INSURANCE COMP	5/1/18 - 5/31/18	70.14	
101-253.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 4/19/18	380.32	
101-253.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	05-01-18 THROUGH 05-31-18	3,564.76	
101-253.000-864.000	WORKSHOPS/SEMINARS	CHASE CARD SERVICES	MMTA BASIC INSTITUTE - NEGRI	550.00	
Total For Dept 253.000 Treasurer				4,565.22	
Dept 258.000 COMPUTER/CABLE					
101-258.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	ORDER FROM NEWEGG. POWER ADAPTER FOR	9.99	
101-258.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	GREAT LAKES TELECOM	REPLACE PHONE SYSTEM CONTROLLER WITH	1,286.50	
Total For Dept 258.000 COMPUTER/CABLE				1,296.49	
Dept 265.000 Township Buildings					
101-265.000-719.000	LONG/SHORT TERM DISABILITY	UNUM LIFE INSURANCE COMP	5/1/18 - 5/31/18	54.85	
101-265.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 4/19/18	223.91	
101-265.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	05-01-18 THROUGH 05-31-18	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	5.84	
101-265.000-751.000	VEHICLE FUEL	WEX BANK	3/6-4/5/18	256.24	
101-265.000-801.000	CONTRACTUAL SERVICES	ASSURED PEST CONTROL	PEST CONTROL APRIL-TWP	53.00	
101-265.000-922.000	SEWER USAGE	HAMBURG TOWNSHIP TREASUR	1/1-3/31/18 - TWP	964.10	
Total For Dept 265.000 Township Buildings				2,155.20	
Dept 276.000 CEMETERY					
101-276.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	WATERING BAGS FOR CEMETERY TREES @ HO	213.32	
Total For Dept 276.000 CEMETERY				213.32	
Dept 299.000 Other Expenses					
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	SHOPLET.COM - SUPPLIES TO RESTOCK CEN	51.54	
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	STAPLES CREDIT PLAN	MISC. SUPPLIES DPW & CENTRAL STORES	8.16	
Total For Dept 299.000 Other Expenses				59.70	
Dept 400.000 Planning Commission					
101-400.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	SHOPLET.COM - MASTER PLAN UPDATE MTG	65.40	
Total For Dept 400.000 Planning Commission				65.40	
Dept 410.000 Zoning					
101-410.000-719.000	LONG/SHORT TERM DISABILITY	UNUM LIFE INSURANCE COMP	5/1/18 - 5/31/18	48.38	
101-410.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 4/19/18	179.08	
101-410.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	05-01-18 THROUGH 05-31-18	586.26	
101-410.000-751.000	VEHICLE FUEL	WEX BANK	3/6-4/5/18	43.96	
Total For Dept 410.000 Zoning				857.68	
Dept 412.000 Zoning Board of Appeals					
101-412.000-900.000	LEGAL NOTICES/ADVERTISING	MICHIGAN.COM	3/1-3/31/18	130.00	
Total For Dept 412.000 Zoning Board of Appeals				130.00	
Total For Fund 101 General Fund				33,281.67	
Fund 206 Fire Fund					
Dept 000.000					
206-000.000-719.000	LONG/SHORT TERM DISABILITY	UNUM LIFE INSURANCE COMP	5/1/18 - 5/31/18	306.65	
206-000.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 4/19/18	1,183.41	
206-000.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	05-01-18 THROUGH 05-31-18	4,151.02	
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	WWW.AMAZON.COM - MISC HTFD SUPPLIES	181.91	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 206 Fire Fund					
Dept 000.000					
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - FIRE DEPT	33.44	
206-000.000-853.000	PHONE/COMM/INTERNET	AT&T	3/8-4/7/18 ALARM	147.01	
206-000.000-899.000	WATER USAGE	LIVINGSTON COMMUNITY WAT	1/1-3/31/18	424.05	
206-000.000-922.000	SEWER USAGE	HAMBURG TOWNSHIP TREASUR	1/1-3/31/18 - F.D. #12	622.00	
206-000.000-932.003	MAINTENANCE FIRE HALL	ASSURED PEST CONTROL	PEST CONTROL APRIL - F.D. #11	60.00	
206-000.000-932.003	MAINTENANCE FIRE HALL	ASSURED PEST CONTROL	PEST CONTROL APRIL - F.D. #12	65.00	
206-000.000-932.003	MAINTENANCE FIRE HALL	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - FIRE DEPT	94.23	
206-000.000-933.000	EQUIPMENT MAINT/REPAIR	CHASE CARD SERVICES	WWW.AMAZON.COM - TANKER 11/12 SUPPLI	49.80	
206-000.000-933.000	EQUIPMENT MAINT/REPAIR	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - FIRE DEPT	20.49	
206-000.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	WWW.AMAZON.COM - TANKER 11/12 SUPPLI	151.50	
206-000.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - FIRE DEPT	89.60	
206-000.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	WWW.RESPONDERPSE.COM - FM1 EMERGEN	294.09	
206-000.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	WWW.EVPP.COM - RE11 REPLACE SIREN	354.13	
206-000.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	CHASE CARD SERVICES	DROPBOX.COM YEARLY SUBSCRIPTION - MIL	198.00	
206-000.000-962.000	SUNDRY	CHASE CARD SERVICES	PROVISIONS FOR HTFD HIRING EVENT	53.20	
206-000.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	GREAT LAKES TELECOM	REPLACE PHONE SYSTEM CONTROLLER WITH	1,328.00	
Total For Dept 000.000				9,807.53	
Total For Fund 206 Fire Fund				9,807.53	
Fund 207 Police Fund					
Dept 000.000					
207-000.000-719.000	LONG/SHORT TERM DISABILITY	UNUM LIFE INSURANCE COMP	5/1/18 - 5/31/18	1,356.33	
207-000.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 4/19/18	870.18	
207-000.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	05-01-18 THROUGH 05-31-18	20,766.04	
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	CVSA.PS.MEMBERSUITE.COM - NORTH AMERI	45.00	
207-000.000-729.000	SOFTWARE MAINTENANCE	LIVINGSTON COUNTY I.T. D	2018 OSSI MAINTENANCE FEES	14,391.60	
207-000.000-730.000	POSTAGE	CHASE CARD SERVICES	CVSA.PS.MEMBERSUITE.COM - NORTH AMERI	10.34	
207-000.000-922.000	SEWER USAGE	HAMBURG TOWNSHIP TREASUR	1/1-3/31/18 - P.D.	870.80	
207-000.000-932.002	MAINTENANCE POLICE BUILDING	ASSURED PEST CONTROL	PEST CONTROL APRIL - P.D.	38.00	
207-000.000-932.017	RESERVE FOR BLDG MAINTENANCE	CHASE CARD SERVICES	DISPLAYS2GO.COM 3-TIERED LITERATURE S	202.96	
207-000.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - POLICE DE	31.67	
207-000.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	CHASE CARD SERVICES	LEARNING FOR LIFE EXPLORER RENEWAL	21.58	
207-000.000-965.000	TRAINING	CHASE CARD SERVICES	FORENSIC ARTIS TRAINING - DNR RALPH M	294.00	
207-000.000-965.000	TRAINING	CHASE CARD SERVICES	TRAINING LEEDS - WWW.EKITSUPPLY.COM -	325.00	
207-000.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	GREAT LAKES TELECOM	REPLACE PHONE SYSTEM CONTROLLER WITH	1,245.00	
Total For Dept 000.000				40,468.50	
Total For Fund 207 Police Fund				40,468.50	
Fund 208 SENIORS, PARKS, LL TRAIL					
Dept 000.000					
208-000.000-276.200	SENIOR CENTER ACTIVITY FUND	CHASE CARD SERVICES	C & C'S CATERING FOR MARCH 16, 2018 P	540.00	
208-000.000-276.200	SENIOR CENTER ACTIVITY FUND	CHASE CARD SERVICES	GFS - COFFEE, WATER & KITCHEN SUPPL	84.09	
208-000.000-283.300	SENIOR CENTER TRIP DEPOSITS	JOSEPH & PATRICIA MAGDA	REFUND-MYSTERY TRIP	148.00	
Total For Dept 000.000				772.09	
Dept 750.000 Recreation Board					
208-750.000-719.000	LONG/SHORT TERM DISABILITY	UNUM LIFE INSURANCE COMP	5/1/18 - 5/31/18	36.68	
208-750.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 4/19/18	138.23	
208-750.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	05-01-18 THROUGH 05-31-18	1,247.66	
208-750.000-922.000	SEWER USAGE	HAMBURG TOWNSHIP TREASUR	1/1-3/31/18 - WEST BENNETT PK	155.50	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 208 SENIORS, PARKS, LL TRAIL					
Dept 750.000 Recreation Board					
		Total For Dept 750.000 Recreation Board		1,578.07	
Dept 805.000 SENIOR CENTER					
208-805.000-719.000	LONG/SHORT TERM DISABILITY	UNUM LIFE INSURANCE COMP	5/1/18 - 5/31/18	51.15	
208-805.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 4/19/18	208.94	
208-805.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	05-01-18 THROUGH 05-31-18	1,387.32	
208-805.000-853.000	PHONE/COMM/INTERNET	CHARTER COMMUNICATIONS	8245 12 483 0156556 4/22-5/21/18 -SE	166.71	
208-805.000-922.000	SEWER USAGE	HAMBURG TOWNSHIP TREASUR	1/1-3/31/18 - SENIOR/COMMUNITY	438.51	
208-805.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	GREAT LAKES TELECOM	REPLACE PHONE SYSTEM CONTROLLER WITH	174.30	
		Total For Dept 805.000 SENIOR CENTER		2,426.93	
		Total For Fund 208 SENIORS, PARKS, LL TRAIL		4,777.09	
Fund 211 Act 302 Training Fund					
Dept 000.000					
211-000.000-965.000	TRAINING	CHASE CARD SERVICES	TRAINING PAUL - FASELINKS, NORTHERN M	700.00	
		Total For Dept 000.000		700.00	
		Total For Fund 211 Act 302 Training Fund		700.00	
Fund 590 SEWER FUND					
Dept 001.000					
590-001.000-719.000	LONG/SHORT TERM DISABILITY	UNUM LIFE INSURANCE COMP	5/1/18 - 5/31/18	498.88	
590-001.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 4/19/18	1,970.82	
590-001.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	05-01-18 THROUGH 05-31-18	7,939.24	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BOTTLED WATER FOR DPW/SEWER	22.00	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - SEWER MISC	198.12	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	STAPLES CREDIT PLAN	MISC. SUPPLIES DPW & CENTRAL STORES	12.99	
590-001.000-751.000	VEHICLE FUEL	WEX BANK	3/6-4/5/18	842.60	
590-001.000-853.000	PHONE/COMM/INTERNET	CHASE CARD SERVICES	WALMART - LIFEPROOF PHONE CASE FOR DP	29.94	
590-001.000-932.010	SEWER MAINTENANCE GARAGE	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - SEWER MISC	29.98	
		Total For Dept 001.000		11,544.57	
Dept 002.000					
590-002.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - SEWER MISC	23.67	
590-002.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	GREAT LAKES TELECOM	REPLACE PHONE SYSTEM CONTROLLER WITH	116.20	
		Total For Dept 002.000		139.87	
Dept 004.000					
590-004.000-996.000	AGENT FEES	THE BANK OF NEW YORK MEL	HAMTWPWTF07R - 5/2/18-5/1/19	750.00	
		Total For Dept 004.000		750.00	
		Total For Fund 590 SEWER FUND		12,434.44	
Fund 701 Trust & Agency Fund					
Dept 000.000					
701-000.000-283.100	KEY DEPOSITS PAYABLE	RUSH LAKE PROPERTY OWNER	KEY DEPOSIT REFUND - 16/17(CK #14644	100.00	
		Total For Dept 000.000		100.00	
		Total For Fund 701 Trust & Agency Fund		100.00	

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Fund Totals:

Fund 101 General Fund	33,281.67
Fund 206 Fire Fund	9,807.53
Fund 207 Police Fund	40,468.50
Fund 208 SENIORS, PARK	4,777.09
Fund 211 Act 302 Train	700.00
Fund 590 SEWER FUND	12,434.44
Fund 701 Trust & Agenc	100.00

Total For All Funds:	101,569.23
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Fund 101 General Fund					
Dept 191.000 Elections					
101-191.000-726.000	SUPPLIES & SMALL EQUIPMENT	PRINTING SYSTEMS, INC.	ELECTION SUPPLIES	534.70	
		Total For Dept 191.000 Elections		534.70	
Dept 209.000 Assessing					
101-209.000-864.000	WORKSHOPS/SEMINARS	STATE OF MICHIGAN	MCAO PROGRAM TUITION FOR BRENDAN SCHE	1,000.00	
101-209.000-939.000	VEHICLE MAINTENANCE	HAMBURG GARAGE, LLC	REPAIRS TO ASSESSING DEPARTMENT VEHIC	945.54	
		Total For Dept 209.000 Assessing		1,945.54	
Dept 253.000 Treasurer					
101-253.000-861.000	MILEAGE	JASON NEGRI	REIMBURSEMENT-BANK MILEAGE & MMTA TRA	19.40	
101-253.000-864.000	WORKSHOPS/SEMINARS	JASON NEGRI	REIMBURSEMENT-BANK MILEAGE & MMTA TRA	153.13	
101-253.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	LIVINGSTON CO. TREASURER	2018 MEMBERSHIP DUES	10.00	
101-253.000-962.000	SUNDRY	PETTY CASH - GENERAL FUN	REIMBURSEMENT-8/10/17-4/23/18	66.97	
		Total For Dept 253.000 Treasurer		249.50	
Dept 258.000 COMPUTER/CABLE					
101-258.000-729.000	SOFTWARE MAINTENANCE	CDW GOVERNMENT, INC.	QUOTE # JRGM058 - ANNUAL SOFTWARE MAI	1,982.26	
101-258.000-729.000	SOFTWARE MAINTENANCE	MICHIGAN SURVEYORS SUPPL	GPS DESKTOP SOFTWARE UPGRADE	1,296.00	
101-258.000-729.000	SOFTWARE MAINTENANCE	THE HOLDEN GROUP, LLC	ANNUAL RENEWAL OF 3 ZIXMAIL LICENSES	300.00	
101-258.000-821.000	ENG/CONSULTANT/PROFESS FEES	THALNER ELECTRONIC LABOR	SERVICE CALL FOR AUDIO ISSUES	230.00	
		Total For Dept 258.000 COMPUTER/CABLE		3,808.26	
Dept 265.000 Township Buildings					
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER FOR BLDG	7.00	
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	PETTY CASH - GENERAL FUN	REIMBURSEMENT-8/10/17-4/23/18	15.89	
101-265.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS FOR BLDG. & GROUNDS	75.84	
101-265.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS FOR BLDG. & GROUNDS	75.84	
101-265.000-813.000	TRASH DISPOSAL	ADVANCED DISPOSAL	TRASH PICK UP	88.25	
101-265.000-939.000	VEHICLE MAINTENANCE	BELLE TIRE DISTRIBUTORS,	REPLACEMENT TIRE FOR RANGER	78.00	
		Total For Dept 265.000 Township Buildings		347.82	
Dept 299.000 Other Expenses					
101-299.000-962.000	SUNDRY	PETTY CASH - GENERAL FUN	REIMBURSEMENT-8/10/17-4/23/18	28.51	
		Total For Dept 299.000 Other Expenses		28.51	
Dept 400.000 Planning Commission					
101-400.000-864.000	WORKSHOPS/SEMINARS	MICHIGAN ASSOCIATION OF	CYPHERT MAP CONFERENCE	150.00	
		Total For Dept 400.000 Planning Commission		150.00	
Dept 410.000 Zoning					
101-410.000-864.000	WORKSHOPS/SEMINARS	MICHIGAN ASSOCIATION OF	STEFFENS AND STEIN (JACOBS) MAP CONFE	300.00	
101-410.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	MICHIGAN ASSOCIATION OF	STEFFENS YEARLY MAP DUES	60.00	
		Total For Dept 410.000 Zoning		360.00	
		Total For Fund 101 General Fund		7,424.33	
Fund 206 Fire Fund					
Dept 000.000					
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	AUTOZONE INC	BLANKET P.O. FOR SUPPLIES & VEHICLE M	32.99	
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	AUTOZONE INC	BLANKET P.O. FOR SUPPLIES & VEHICLE M	69.96	
206-000.000-813.000	TRASH DISPOSAL	ADVANCED DISPOSAL	TRASH PICK UP	160.46	
206-000.000-853.000	PHONE/COMM/INTERNET	CHARTER COMMUNICATIONS	8245 12 895 0017555 HTFD ST. 11 & ST.	180.32	
206-000.000-939.000	VEHICLE MAINTENANCE	LAKELAND ACE HARDWARE, I	SUPPLIES, BLDG. & VEHICLE MAINT. - FI	11.97	

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Fund 206 Fire Fund					
Dept 000.000					
206-000.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	EDM PUBLISHING, INC.	FIRE INSPECTIONS LAW BULLETIN RENEWAL	158.48	
206-000.000-965.000	TRAINING	OAKLAND COMMUNITY COLLEG	FIRE SCENE PRESEVATION/INVESTIGATION;	55.00	
		Total For Dept 000.000		669.18	
		Total For Fund 206 Fire Fund		669.18	
Fund 207 Police Fund					
Dept 000.000					
207-000.000-282.100	SEX OFFENDER FINES DUE TO MSP	STATE OF MICHIGAN	2018 ANNUAL SOR FEE - MCKINZIE, JOHN	30.00	
207-000.000-282.100	SEX OFFENDER FINES DUE TO MSP	STATE OF MICHIGAN	2017 ANNUAL SOR FEE - COOK, RYAN BRUC	30.00	
207-000.000-933.000	EQUIPMENT MAINT/REPAIR	APPLIED IMAGING	SERVICE, LABOR & COPIES - 3/1-3/31/18	100.93	
207-000.000-933.000	EQUIPMENT MAINT/REPAIR	APPLIED IMAGING	MONTHLY CHGS IN EXCESS OF BLANKET PO	65.65	
207-000.000-939.000	VEHICLE MAINTENANCE	BOB MAXEY FORD OF HOWELL	DEDUCTIBLE DODGE CHARGER 7002	250.00	
207-000.000-939.000	VEHICLE MAINTENANCE	BOB MAXEY FORD OF HOWELL	VEHICLE MAINTENANCE	1,867.91	
207-000.000-939.000	VEHICLE MAINTENANCE	CAPITAL TIRE INC.	TIRES - CHGS IN EXCESS OF BLANKET PO	286.35	
207-000.000-939.000	VEHICLE MAINTENANCE	CAPITAL TIRE INC.	BLANKET P.O. FOR VEHICLE TIRES/MAINT.	189.97	
207-000.000-939.000	VEHICLE MAINTENANCE	CRUISERS, INC.	BLANKET P.O. FOR VEHICLE MAINTENANCE	265.00	
207-000.000-939.000	VEHICLE MAINTENANCE	CRUISERS, INC.	BLANKET P.O. FOR VEHICLE MAINTENANCE	42.50	
207-000.000-939.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	BLANKET P.O. FOR VEHICLE MAINTENANCE	90.32	
207-000.000-939.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	BLANKET P.O. FOR VEHICLE MAINTENANCE	33.13	
207-000.000-939.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	BLANKET P.O. FOR VEHICLE MAINTENANCE	136.95	
207-000.000-962.000	SUNDRY	SIRCHE	EVIDENCE TECH EQUIPMENT	313.09	
207-000.000-975.000	SPECIAL PROJECTS	ALLIE BROTHERS UNIFORMS,	UNIFORMS - EXPLORERS LAPRES & FRENCH	155.95	
		Total For Dept 000.000		3,857.75	
		Total For Fund 207 Police Fund		3,857.75	
Fund 208 SENIORS, PARKS, LL TRAIL					
Dept 000.000					
208-000.000-276.200	SENIOR CENTER ACTIVITY FUND	ALPINE FLORIST AND GIFTS	SENIOR CENTER MONTHLY FLOWER ORDERS-F	24.00	
208-000.000-283.300	SENIOR CENTER TRIP DEPOSITS	BARBARA MESARD	REFUND-FIREKEEPERS	37.00	
208-000.000-283.300	SENIOR CENTER TRIP DEPOSITS	BIANCO TOURS	MEADOWBROOK TRIP - BIANCO	2,027.30	
208-000.000-283.300	SENIOR CENTER TRIP DEPOSITS	BIANCO TOURS	GREEKTOWN TRIP - 4PRIL 23, 2018	884.00	
208-000.000-283.300	SENIOR CENTER TRIP DEPOSITS	BIANCO TOURS	GENITTI'S TRIP - 04-10- 2018 INVOI	2,442.00	
		Total For Dept 000.000		5,414.30	
Dept 750.000 Recreation Board					
208-750.000-751.000	VEHICLE FUEL	DEBRA HENNEMAN	REIMBURSEMENT-MILEAGE 4/10-4/19/18	110.09	
208-750.000-813.000	TRASH DISPOSAL	ADVANCED DISPOSAL	TRASH PICK UP	133.17	
208-750.000-821.000	ENG/CONSULTANT/PROFESS FEES	MCKENNA ASSOCIATES, INC.	PREP, RESEARCH & MEETING WITH PARKS R	297.50	
208-750.000-942.000	EVENT COMMITTEE EXPENSE	MONROE'S RUBBISH REMOVAL	GARBAGE DUMPSTERS FOR CLEAN UP EVENT	3,390.00	
208-750.000-942.000	EVENT COMMITTEE EXPENSE	TRI-COUNTY SUPPLY, INC.	TOWNSHIP WIDE CLEAN-UP EVENT - SUPPLI	82.17	
		Total For Dept 750.000 Recreation Board		4,012.93	
Dept 800.000 LAKELAND TRAIL					
208-800.000-938.000	LAKELAND TRAIL MAINTENANCE	THE SIGN WORKS INC.	SIGNAGE - LAKELANDS TRAIL RULES & REG	440.00	
		Total For Dept 800.000 LAKELAND TRAIL		440.00	
Dept 805.000 SENIOR CENTER					
208-805.000-813.000	TRASH DISPOSAL	ADVANCED DISPOSAL	TRASH PICK UP	88.25	
208-805.000-932.001	MAINTENANCE COMM CENTER	PINCKNEY PLUMBING	REPLACE BRASS DRAIN ASSEMBLIES ON 3 C	610.00	
208-805.000-932.001	MAINTENANCE COMM CENTER	REESE'S COMMERCIAL CLEAN	BLANKET P.O. - BI-WEEKLY CLEANING OF	281.00	
		Total For Dept 805.000 SENIOR CENTER		979.25	

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Fund 208 SENIORS, PARKS, LL TRAIL					
		Total For Fund 208 SENIORS, PARKS, LL TRAIL		10,846.48	
Fund 484 Community Dr SAD - Road Maint					
Dept 000.000					
484-000.000-802.000	ROAD IMPROVEMENT	GP DUST CONTROL	COMMUNITY DR - RD GRADING 4/20/18	225.00	
		Total For Dept 000.000		225.00	
		Total For Fund 484 Community Dr SAD - Road Maint		225.00	
Fund 487 Riverside/Century/Lagoon SAD					
Dept 000.000					
487-000.000-802.000	ROAD IMPROVEMENT	GP DUST CONTROL	RIVERSIDE,CENTURY,LAGOON & RADIAL DRS	1,190.00	
		Total For Dept 000.000		1,190.00	
		Total For Fund 487 Riverside/Century/Lagoon SAD		1,190.00	
Fund 491 Campbell Drive SAD					
Dept 000.000					
491-000.000-802.000	ROAD IMPROVEMENT	GP DUST CONTROL	CAMPBELL DR - RD GRADING 4/20/18	195.00	
		Total For Dept 000.000		195.00	
		Total For Fund 491 Campbell Drive SAD		195.00	
Fund 590 SEWER FUND					
Dept 000.000					
590-000.000-198.846	10260LANGLEYDR(1529202026)	BOB MYERS EXCAVATING INC	10260 LANGLEY DR - GRINDER PUMP	5,900.00	
		Total For Dept 000.000		5,900.00	
Dept 001.000					
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	DPW - MONTHLY COOLER RENTAL FEE	7.00	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	BIG PDQ	GREASE TRAP INSPECTION REPORT FORMS F	186.48	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	FASTENAL COMPANY	MISC. SUPPLIES FOR DPW	64.47	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	JETS INTERNATIONAL GLOVE	JERSEY WORK GLOVES FOR DPW STAFF	176.39	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	STANDARD ELECTRIC COMPAN	MISC. SUPPLIES FOR PUMP BARN	10.06	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	STANDARD ELECTRIC COMPAN	BLANKET P.O. FOR DPW/SEWER MAINTENANC	156.54	
590-001.000-751.000	VEHICLE FUEL	PETTY CASH - GENERAL FUN	REIMBURSEMENT-8/10/17-4/23/18	20.00	
590-001.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS FOR DPW STAFF	105.71	
590-001.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS FOR DPW STAFF	105.71	
590-001.000-850.000	PUMP & MAIN REPAIR/MAINTENANCE	KENNEDY INDUSTRIES, INC.	ZUKEY LAKE TAVERN, FLYGT PUMP SERVICE	2,455.00	
590-001.000-850.000	PUMP & MAIN REPAIR/MAINTENANCE	NORTHSTAR INSTRUMENTATIO	SERVICE TO WIRE IN LAG CALL ALARM TO	250.00	
590-001.000-933.000	EQUIPMENT MAINT/REPAIR	ADVANCE AUTO PARTS	BLANKET P.O. - DPW EQUIP. & VEHICLE M	32.20	
590-001.000-933.000	EQUIPMENT MAINT/REPAIR	ADVANCE AUTO PARTS	CREDIT	(32.20)	
590-001.000-933.000	EQUIPMENT MAINT/REPAIR	ADVANCE AUTO PARTS	BLANKET P.O. - DPW EQUIP. & VEHICLE M	15.53	
590-001.000-933.000	EQUIPMENT MAINT/REPAIR	ADVANCE AUTO PARTS	BLANKET P.O. - DPW EQUIP. & VEHICLE M	267.18	
590-001.000-933.000	EQUIPMENT MAINT/REPAIR	ADVANCE AUTO PARTS	CREDIT	(37.20)	
590-001.000-933.000	EQUIPMENT MAINT/REPAIR	ATOMIC CLEANING SYSTEMS,	POWER WASHER SERVICE/REPAIR - HEATER	375.50	
590-001.000-939.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	BLANKET P.O. - DPW EQUIP. & VEHICLE M	224.94	
590-001.000-939.000	VEHICLE MAINTENANCE	BELLE TIRE DISTRIBUTORS,	NEW TIRES & FRONT END ALIGNMENT FOR F	622.99	
590-001.000-962.000	SUNDRY	PETTY CASH - GENERAL FUN	REIMBURSEMENT-8/10/17-4/23/18	24.00	
		Total For Dept 001.000		5,030.30	
Dept 002.000					
590-002.000-813.000	TRASH DISPOSAL	ADVANCED DISPOSAL	TRASH PICK UP	94.09	
590-002.000-821.000	ENG/CONSULTANT/PROFESS FEES	STANTEC CONSULTING MICH	WWTP SLUDGE STUDY - P/E 12/31/17	708.50	
590-002.000-850.000	PUMP & MAIN REPAIR/MAINTENANCE	NORTHSTAR INSTRUMENTATIO	SERVICE TO INSTALL OMNISITE CRYSTAL B	1,380.00	

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Fund 590 SEWER FUND					
Dept 002.000					
590-002.000-932.007	BUILDING MAINTENANCE - WWTP	HOME DEPOT CREDIT SERVIC	THERMOSTAT FOR WWTP BATHROOM	21.47	
		Total For Dept 002.000		2,204.06	
Dept 003.000					
590-003.000-962.000	SUNDRY	LIVINGSTON COUNTY REGIST	RECORDING/FILING FEES - MYSTIC RIDGE	30.00	
		Total For Dept 003.000		30.00	
		Total For Fund 590 SEWER FUND		13,164.36	
Fund 701 Trust & Agency Fund					
Dept 000.000					
701-000.000-231.200	DUE TO CHARITY CHARITABLE DEDUC	DART TEAM	APRIL 2018 CONTRIBUTIONS	290.00	
701-000.000-283.100	KEY DEPOSITS PAYABLE	PAUL SPLETZER	KEY DEPOSIT RETURN	100.00	
		Total For Dept 000.000		390.00	
		Total For Fund 701 Trust & Agency Fund		390.00	

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Fund Totals:

Fund 101 General Fund	7,424.33
Fund 206 Fire Fund	669.18
Fund 207 Police Fund	3,857.75
Fund 208 SENIORS, PARK	10,846.48
Fund 484 Community Dr	225.00
Fund 487 Riverside/Cen	1,190.00
Fund 491 Campbell Driv	195.00
Fund 590 SEWER FUND	13,164.36
Fund 701 Trust & Agenc	390.00

Total For All Funds:	37,962.10
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**HAMBURG TOWNSHIP
PERSONNEL COMMITTEE**
Hamburg Township Conference Room
Tuesday, February 13, 2018
2:00 P. M.

1. CALL TO ORDER

The meeting was called to order at 2:03 P.M.

2. ROLL CALL OF THE COMMITTEE

Present: Chairman/Trustee Jim Neilson and Clerk Mike Dolan

Absent: Trustee Bill Hahn

Others Present for All or Part of Meeting: Mark Hoglebe, Amy Steffans, Jason Negri, Tricia Wiggle-Bazzy, Annette Koeble, Barb McCabe, Thelma Kubitskey, and Pat Hughes

3. CALL TO THE PUBLIC

There was no response to the call.

4. CORRESPONDENCE

No correspondence was presented.

5. APPROVAL OF THE AGENDA

Motion by Neilson, second by Dolan, to approve the agenda as presented.

Passed unanimously

6. APPROVAL OF MINUTES

Motion by Dolan, second by Neilson, to approve the minutes of the January 16, 2018 meeting as presented.

Passed unanimously

7. UNFINISHED BUSINESS

None.

8. CURRENT BUSINESS

A. Fire Department Trainee Hires

Motion by Dolan, second by Neilson, to recommend to the Township Board hiring Dylan Benefield and Chris McGlothlin, as presented in Fire Chief Hoglebe's February 12, 2018 memo to the Personnel Committee.

Passed unanimously

B. Fire Department SOG Change

A revision to the Fire Department's Standard Operating Guideline (SOG) #10-117: Hiring of Probationary Firefighter/Trainee was discussed. No motion was made regarding the draft of the revision presented, and the Chief asked that he, the Clerk, and the Supervisor meet to iron out the language before asking the Committee for approval.

C. Hiring – Zoning Coordinator

Planning & Zoning Administrator Steffans summarized her February 13, 2018 memo to the Committee regarding hiring Brittany Jacobs to fill the open Zoning Coordinator job. There was discussion about the timing of performance reviews and wage increases.

Motion by Dolan, second by Neilson, to approve and to recommend to the Township Board hiring Brittany Jacobs for the full time Zoning Coordinator position at a starting annual wage of \$39,520 with performance reviews and eligibility for merit increases at July 1, 2018 and at her one year service anniversary, and is eligible for the July 1, 2018 ECI increase. The proposed date of hire is February 26, 2018.

Passed unanimously

D & E. Job Description Changes for Treasurer's Clerk and Treasurer's Assistant

Treasurer Negri requested approval of minor changes for the job description of Treasurer's Clerk and the job description of Treasurer's Assistant as follows:

For the Treasurer's Clerk position, add "preparation and distribution of property tax collection" and remove "verifying and recording dog license information, maintaining related records, and balancing with the County."

For the Treasurer's Assistant position, add "verifying and recording dog license information, maintaining related records, and balancing with the County" and remove "preparation and distribution of property tax collection."

Motion by Neilson, second by Dolan, to accept and to recommend to the Township Board revisions to the Treasurer's Clerk job description and the Treasurer's Assistant job description as presented in Treasurer Negri's February 9, 2018 memo to the Committee.

Passed unanimously

F & G. Hiring Treasurer's Clerk and Treasurer's Assistant

Treasurer Negri stated that the Treasurer's Assistant position is open, and that the Treasurer's Clerk position will be open as of May 1 with the retirement of Noreen Zirkle.

Motion by Dolan, second by Neilson, that the candidates for Treasurer's Clerk and Treasurer's Assistant positions as outlined in Treasurer Negri's February 13, 2018 memo to the Committee be recommended to the Township Board for hiring, with the hiring being contingent upon results of a pre-hire physical and drug screen test. The new hires are to be eligible for the July 1, 2018 ECI wage increase.

H. Part-Time Employee Benefits

Clerk Dolan led a discussion regarding the possibility of making some benefits available to part-time employees.

Motion by Dolan, second by Neilson, to allow part-time staff through payroll deductions to enroll in Aflac and/or Colonial Life plans.

Passed unanimously

Motion by Dolan, second by Neilson, to have the Township Board consider setting a minimum number of regularly scheduled hours as a criterion for part timers to be eligible for benefits.

Passed unanimously

Chairman Neilson asked Barb McCabe to report on who potentially could be eligible if part timers were offered benefits, the impact on the budget, and what clarification in wording would be needed to make administration of the benefits manageable.

9. CALL TO THE PUBLIC

No response to the call.

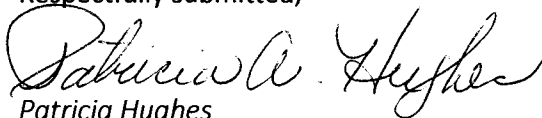
10. ADJOURNMENT

Motion by Neilson, second by Dolan, to adjourn the meeting.

Passed unanimously

The meeting was adjourned at 2:57 P.M.

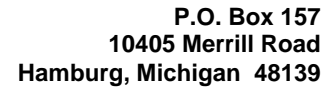
Respectfully submitted,



Patricia Hughes

Deputy Clerk

Minutes approved as presented at April 12, 2018 meeting.

[illegible]

ZONING BOARD OF APPEALS

At the April 11 hearing, the ZBA considered the following variance application:

ZBA 2018-004

Agent: Angelini & Associates Architects
Owner: Stephen and Catherine Boston Living Trust
Location: 9658 Zukey Drive
Pinckney MI 48169
Parcel ID: 15-22-301-001
Request: Variance application to allow for the partial demolition of an existing dwelling and the reconstruction of a 3,873-square foot dwelling. The proposed dwelling will have a 34.5-foot setback from the ordinary high water of Zukey Lake (50-foot setback from the ordinary high water required, Section 7.6.1.) and an 11-foot north side front yard setback from the platted right-of-way of Petty's Drive (25-foot front yard setback required for corner lot, Section 7.6.1.fn4.).

Variance application to allow for the addition to an existing non-conforming detached garage. The addition will have a 2.7-foot south side yard setback (five-foot side yard setback required, Sections 8.3.2. and 11.3.2.). A pergola attached to the garage will have a 9.4-foot east front yard setback (25-foot front yard setback required, Section 8.3.2.).

The ZBA denied the project with a three to two vote.

At the May 9 hearing, the ZBA will consider the following variance application:

ZBA 2018-005

Owner: Daniel and Kristin Hall
Location: 5150 Redding Drive
Pinckney MI 48169
Parcel ID: 15-22-300-047
Request: Variance application to allow for the construction of a 732-square foot attached garage with a 3.9-foot east front yard setback (15-foot front yard setback required, Section 8.3.2.).

PLANNING COMMISSION

The April PC meeting was cancelled due to lack of agenda items. At the May 16 hearing, the Commission will consider a request to extend the final site plan approval of the wireless communications facility at 6400 M-36.



Hamburg Township Parks & Recreation

Hamburg Township Offices
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139
(810)222-1124
www.hamburg.mi.us

Hamburg Township
Parks & Recreation Committee
Regular Meeting
Hamburg Township Hall Board Room
Tuesday, March 27, 2018
3:00 p.m.

1. Call to Order

Clerk Dolan called the meeting to order at 3:00 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Koeble, Dolan, Muck, Bennett, Auxier

Board Members Absent: None

Advisors Present: Deby Henneman, Parks Coordinator

Advisors Absent: Pat Hohl, Supervisor; Mark Hogrebe, Fire Chief; Richard Duffany, Chief of Police; Russ Williamson, Building & Grounds; Chris Hoskins, Senior Center Director

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

Motion by Dolan, supported by Koeble, to approve the agenda as presented.

VOICE VOTE: Ayes: 5

MOTION CARRIED

6. Approval of the Minutes

Motion by Koeble, supported by Auxier, to approve minutes from January 23, 2018 as presented.

VOICE VOTE: 5

MOTION CARRIED

7. Correspondence

There was no correspondence presented.

8. Unfinished Business

A. Parks & Recreation Master Plan/Pending Grants/Supervisor Report

1. Iron Belle & Lakelands Trail Update

Dolan announced the new plan for the Iron Belle to go through Stockbridge way, west of Chelsea, and for a smaller trail to be developed along McGregor. Plans to follow. He stated Green Oak was supposed to be moving forward with their trail this summer.

2. Master Plan

Was filed and approved by State.

3. Universal Playground Grant Opportunity – McKenna

Park Coordinator met with representative from McKenna Associates, regarding Grant opportunities for Universal Playgrounds. A bid was requested for assistance with a comprehensive grant application that includes internal trails, playgrounds, shade structures and restrooms. Grant year targeting is 2019.

4. Recycling Initiative Grant – Parks Coordinator will apply for Clean-Up Event.

B. Township Park Use Policy/Fee/Procedures

1. Policies & Procedure Manual – No updates.

2. Park Fee Schedule –

Motion by Muck, supported by Auxier, to recommend approval of the transitional Park Facility Use Fee Schedule with the understanding that the Parks and Recreation Department will be presenting a full fee schedule proposal once a scheduling program for the fields and Community Center can be implemented.

VOICE VOTE: Ayes: 5

MOTION CARRIED

C. Administrative Services

1. Park Coordinator's Report

Henneman reviewed the March 2018 Parks Coordinator Report.

2. Senior/Community Center Report

Henneman presented the Senior/Community Center March 2018 report as provided in the packet.

3. Park Use Requests:

A. Legacy Center Adult Softball Leagues – Spring/Summer 2018

Motion by Muck, supported by Auxier, to recommend approval of the Park Use Application for Legacy Center for Adult Softball League on Sundays from 3:00 p.m. to 11:00 p.m. starting April 29, 2018 through July 8, 2018, with the understanding that the updated fee schedule will apply, that use may require assistance with weekend diamond maintenance, that concession stand use will not be allowed, and that the Parks and Clerk Department be provided all requested information to their satisfaction.

VOICE VOTE: Ayes: 5

MOTION CARRIED

B. PHS Wrestling Boosters Metal Drive

Motion by Dolan, supported by Auxier, to recommend approval of the Park Use Application for Pinckney High School Wrestling Boosters for Metal Drive on June 2 & 3, 2018 at the Pettyville Trailhead, that the Parks and Clerk Department be provided all requested information to their satisfaction and that park use fees be waived due to the nature of the event.

VOICE VOTE: Ayes: 5

MOTION CARRIED

4. **Scholarship Program** – No Requests for funding

D. Special Projects

1. Playground Upgrades – No updates, pending Grant bid
2. Marketing Materials – No update
3. Hamburg Historical Museum lobby display – No update
4. Earth Day – Park Clean-up – Weekend of April 21-22, 2018

E. Sponsorships/Volunteerism/Scholarships

1. No projects at this time

F. Signage and Community Awareness

1. Entrance Signs/Park Rules/Way-finding Signs – Request for Proposal to be developed
2. Trail Town – Wayfinding signage is being worked on and John Calvert will send samples to Deby.

G. Risk Management (Insurance/ADA)

1. No updates.

9. New Business

There was no New Business.

10. Call to the Public

A call was made with no response.

11. Committee Comments

There were no committee comments.

12. Adjourn Meeting

Motion by Bennett, supported by Auxier, to adjourn the meeting.

VOICE VOTE: Ayes: 5

MOTION CARRIED

Meeting adjourned at 4:34 p.m.

Respectfully submitted,



Debra Henneman
Parks Coordinator



Mike Dolan
Township Clerk



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

April 23, 2018

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Park Coordinator's Report

The first Hamburg Township Clean-up Event was a success, and we will be recapping the event at the April meeting. A report on the specific items take in and the final cost will be developed and presented at the May meeting.

A beautification event will be planned in May for flower planting and mulch installation in Winkelhaus and Manly Bennett Parks. More information will be shared as the committee develops the timeline. Our target date for completion of the flower planting is no later than Memorial Day.

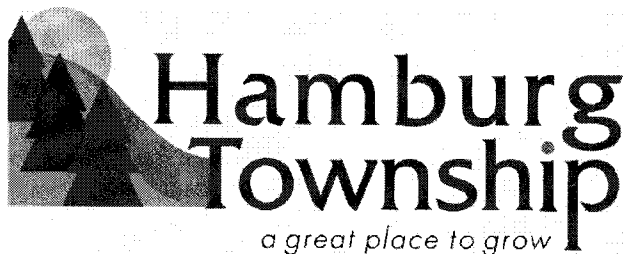
Both concession stands have been inspected by the Fire Inspector, a report is included in the packet. These corrections will be added to the project list for this year's budget cycle.

Portable toilets have been delivered for the season, and I am working with the contractor to have some of them re-located or adjusted in order to comply with ADA Standards. Based on the meetings we had with the user groups last fall, we have added extra units to the count/budget and will only require the clubs purchase their own for special events/tournaments.

Clubs have been reminded that credits will be maintained for any upgrades/maintenance that they provide, but that receipts must be submitted in order for the in-kind donations to be tracked. All projects, other than regular maintenance, must be approved by the Parks Department. If permits are required for their projects, the Land Use fees for Hamburg Township can be waived.

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
Zoning Board of Appeals Minutes
Hamburg Township Board Room
Wednesday, March 14, 2018 Minutes
7:00 P.M.**

1. Call to order:

The meeting was called to order by Chairperson Priebe at 7:00 p.m.

2. Pledge to the Flag:

3. Roll call of the Board:

Present:, Hollenbeck, Neilson, Priebe, Watson and Auxier, as alternate

Absent: Bohn, with notice

Also Present: Amy Steffens, Planning & Zoning Administrator & Brittany Jacobs, Zoning Coordinator

4. Correspondence: None

5. Approval of Agenda:

Motion by Watson, supported by Neilson

To approve the agenda as presented

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

6. Call to the public:

Chairperson Priebe opened the hearing to the public for any item not on the agenda. There was no response. The call was closed.

7. Variance requests:

a. ZBA 2018-003

Owner: Michael and Karen Basile

Location: 8606 Riverside Drive

Parcel ID: 15-13-403-003

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.).

Jennifer Shulte & Ali Wiener representing the property owners, reviewed the process the applicant followed to file for the variance. They stated that this home would be built utilizing the property the best the architect could design based on the configuration of the lot, the location of the grinder pump, and the location of the homes on the neighboring properties.

Steffens presented the staff report and discussed each finding of fact. Steffens indicated that there was previously a home on the lot that conformed to all of the setback standards, as shown on the plot plan of the home that was demolished and that the proposed location of the home is based on preference and not a condition of the lot. The proposed covered porch would have a setback of 31.1 feet, where a 50-foot setback from the OHM of Ore Lake is required. Additionally, the home would have a 13.5-foot rear yard setback, where 30 feet is required. The dwelling itself would encroach only by four feet, which might be a reasonable deviation from the ordinance but the proposed covered porch creates a self-imposed practical difficulty and should be removed.

Priebe opened the hearing to public comment. Hearing none, Priebe asked the Board for questions and comments.

Nielson and Watson expressed concern that the proposed dwelling was too large for the lot and that is why the variance was necessary. Auxier asked how many variances were necessary; staff answered that the legal notice included the biggest setback variance needed, for the covered porch, but that the board could find the house's setback to be a reasonable deviation.

Shulte and Wiener asked about tabling the covered porch until the homeowner could appear and voting on the house setbacks. Staff suggested that, based on the comments from the Board, the covered porch would not be approved and should be withdrawn at the hearing. Applicant's representatives withdrew the setback variance request for the covered porch. In response to the Board's questions, agents indicated that the covered porch was necessary for the homeowner's mother to sit outside and the footprint of the home could not be shifted toward the road, as staff suggested, because the grinder pump would need to be located. Nielson indicated that the grinder pump could be relocated.

Watson asked about the floodplain issues; staff said that the homeowner had submitted a topographic survey showing the entire parcel to be in the 100-year floodplain and the owner was aware of the floodplain restrictions.

Motion by Neilson, supported by Watson

Motion to approve variance application ZBA 18-003 at 8606 Riverside Drive to allow for the construction of a 2,208-square foot dwelling with a 46.2- 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 variance does meet variance standards one through seven of Section 6.5 of the Township Ordinance and a practical difficulty does not exist on the subject site when the strict compliance with the Zoning Ordinance standards are applied as discussed at the meeting tonight and as presented in the staff report. The Board directs staff to prepare a memorialization of the ZBA findings for the project.

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

8. New/Old Business:

- a. Approve November 8, 2017 meeting minutes and memorialization of findings for ZBA 17-021.

Motion by Auxier, supported by Neilson

To approve the November 8, 2017 minutes and memorialization of Findings for ZBA 17-021

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

- b. Approve February 14, 2018 meeting minutes and memorialization of findings for ZBA 18-001

Motion by Neilson, supported by Watson

To approve the February 14, 2018 minutes and memorialization of Findings for ZBA 18-001

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

9. Adjournment:

Motion by Watson, supported by Neilson

To adjourn the meeting

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

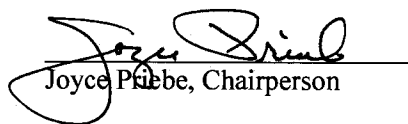
The meeting was adjourned at 7:54 p.m.

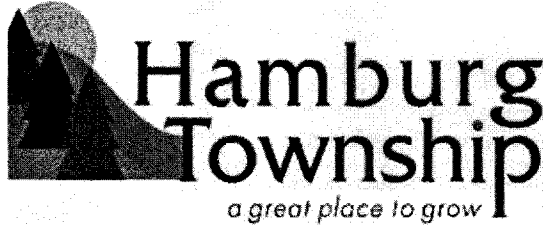
Respectfully submitted,

Recording Secretary

The minutes were approved

As presented/Corrected: 4-11-18


Joyce Pfebe, Chairperson



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

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

ZONING BOARD OF APPEALS MEMORIALIZATION OF FINDINGS

March 14, 2018

Approval of Variance (18-003)

Project Location: 8606 Riverside Dr.
(TID 15-13-403-003)
Agent: None
Owner: Michael and Karen Basile

PART I – PROJECT DESCRIPTION

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.).

At the hearing, the covered deck was removed from the variance request.

PART II– FINDING FOR APPROVAL

The Zoning Board of Appeals approves the project described above because the Board finds that the project complies with the applicable standards of the township ordinance including the applicable variance standards as follows:

Variance Standards

- 1. That there are exceptional or extraordinary circumstances or conditions applicable to the property involved that do not apply generally to other properties in the same district or zone.**
The new home will encroach 3.8-feet into the required 50-foot setback from the ordinary high-water mark of Ore Lake, creating a 46.2-foot setback from the ordinary high-water mark. Because of the size of the subject lot, there are exceptional or extraordinary circumstances or conditions applicable to the property involved that do not apply generally to other properties in the same district or zone.
- 2. That such variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same zone and**

vicinity. The possibility of increased financial return shall not be deemed sufficient to warrant a variance.

The site is zoned for single-family residential uses. The new dwelling will be 2,208-square foot with a 46.2-foot setback from the ordinary high-water mark of Ore Lake.

- 3. That the granting of such variance or modification will not be materially detrimental to the public welfare or materially injurious to the property or improvements in such zone or district in which the property is located.**

The 3.8-foot encroachment into the ordinary high-water mark of Ore Lake for a 46.2-foot setback. The reduced setback will have minor impacts on the visual appearance of the property from the adjacent homes to the East and West. The East home will be in line with this new home on the rear yard.

- 4. That the granting of such variance will not adversely affect the purpose or objectives of the master plan of the Township.**

The subject site is in the Northeast Hamburg/Winans Lake planning area of the Master Plan. This area envisions medium density residential development in the developed areas around Ore Lake. The purpose or objectives of the master plan will not be adversely affected.

- 5. That the condition or situation of the specific piece of property, or the intended use of said property, for which the variance is sought, is not of so general or recurrent a nature.**

See analysis under standard one.

- 6. Granting the variance shall not permit the establishment with a district of any use which is not permitted by right within the district.**

The permitted use of the site is single-family residential and the proposed variance would not change the use.

- 7. The requested variance is the minimum necessary to permit reasonable use of the land.**

The property design of the proposed new dwelling creates the difficulty to build the home within the required 50-foot ordinary high-water mark setback. The dwelling will be 46.2-feet from ordinary high-water mark and will have minor impacts on the visual appearance of the property from the adjacent homes and the maneuverability within the subject site.

Approval by the Hamburg Township Zoning Board of Appeal at a regular meeting on March 14, 2018 by the following vote:

AYES:	BOARD MEMBERS:	Priebe, Watson, Auxier, Neilson and Hollenbeck
NOES:	BOARD MEMBERS:	
ABSENT:	BOARD MEMBERS	



List of known Blackout dates for 2018 Playing Season

(Includes Tentative and Pending)

No other uses allowed on Blackout Dates unless approved by Parks

East Park

May 12, 2018	PHBSA Opening Day event - Approved
May 18, 19, & 20, 2018	PHBSA Baseball Classic Tournament - Approved
June 1, 2 & 3, 2018	PHBSA Baseball Classic Tournament - Approved
June 9 – 18, 2018	HERO – Family Fun Fest w/set-up – Approved
July 14, 2018	HERO – Rodeo (Event Area Only) - Pending
July 20, 21 & 22, 2018	PHBSA Baseball Classic Tournament - Approved
August 4, 2018	Flyer's Airshow – Tentative (Rain date 8/11/18)
August 24, 25 & 26, 2018	MI Alliance – Powerade Tournament – Approved

West Park

April 28 & 29, 2018 (50%)	USA Ultimate Frisbee Tournament – Approved
May 5 & 6, 2018 (50%)	MI Alliance Smartwater Tournament - Approved
May 11, 12 & 13, 2018	MI Jaguars Invitational Tournament - Approved
May 19 & 20, 2018 (50%)	US Lacrosse MI/MYLA Champions - Pending
June 3, 2018	Nancy Santavy Memorial - Approved
June 13-18, 2018	HERO – Family Fun Fest- Fireworks– Approved
August 24, 25 & 26, 2018	MI Alliance – Powerade Tournament - Approved

Lakelands Trail

June 2 & 3, 2018	Pinckney Wrestling Club Metal Drive - Approved
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Merrill Field Disc Golf Course

No Information In Packet

Hamburg Township
Fire Department

Memo

Date: April 25, 2018

To: Hamburg Township Board

From: Fire Chief Mark Hoglebe

Re: Agenda Item Topic: Fire Department Promotions

General Ledger #: 206.000.000.707.500.000

Number of Supporting Docs: 1 including cover page 2

(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 x 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

To: Hamburg Township Board

Date: April 25, 2018

Re: HTFD promotions to Sergeant

Recently we conducted a series of written and practical exams to establish a list of eligible firefighters to move up in rank to Sergeant.

After exams and interviews, we have selected Firefighter Steven Muscat and Firefighter Dan Willis to be promoted to Sergeant.

We would like these promotions to be effective May 1, 2018. Included in these promotions is a pay increase from \$16.84/hour to \$17.90/hour. They will also receive a phone stipend of \$20/month. This money is available in the Paid-On-Call Firefighters budget line.

The Personnel Committee at their meeting on April 23 recommended this be presented to the Township Board for approval. We are asking that the above names be approved for promotion to the rank of Sergeant effective May 1, 2018.

Thank you,

Mark Hogrebe

Fire Chief Mark Hogrebe

Hamburg Township
Fire Department

Memo

Date: April 25, 2018

To: Hamburg Township Board

From: Fire Chief Mark Hogrebe

Re: Agenda Item Topic: Hiring of POC Staff

General Ledger #: ____206.808, 206.707.5, 206.759, & 206.965____

Number of Supporting Docs: ____3____ including cover page__4____

(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 ____x____ New Business

Old

Business: _____ Old Business – Previous Agenda #_____

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



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

To: Personnel Committee
Date: April 23, 2018
Re: Hiring of Paid-on-Call Firefighter Staff

Board Action:

The Personnel Committee at their meeting on April 23 recommended this be presented to the Township Board for approval. We are asking that the below names be approved for hiring and approval to use Bio-Care for pre-hire physicals.

Information:

Recently we accepted applications and interviewed 30 people for the position of Paid-on-Call (POC) firefighter. After the completion of the interviews we are recommending 21 people to be hired.

Here is the breakdown of personnel:

	Current Training Level	Name	Station	Special Notes
1	FF I&II and Paramedic	Michael Everly	11	
2	FF I&II and EMT-Basic	Andrew Sikma	11	
3	FF I&II and EMT-Basic	Craig Poike	11	
4	FF I&II	Dustin Wilcox	11	
5	FF I&II	Zachary Schultz	12	
6	FF I&II	Duane Curl	12	
7	No Training	Amanda Hooks	11	
8	No Training	Lucas Pachal	11	
9	No Training	Daniel Hill	11	
10	No Training	Jordan Kmiecik	11	
11	No Training	Bart Fraley	11	
12	No Training	James Lee	11	
13	No Training	Brandon Dolan	11	
14	No Training	John Conley	12	
15	No Training	Scott Flohr	12	
16	No Training	Michael Wessel	12	
17	No Training	Jeffrey Campbell	12	

"Let Me Win, But If I Cannot Win, Let Me Be Brave In The Attempt" - ***Special Olympics Oath***



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

18	In High School FF I&II	Youssef Mougrabi	11	Cadet Program / Will be 18 in June
19	In High School FF I&II	Tyler Lauzon	11	Cadet Program / Will be 18 in December
20	No Training	Matthew Lawson	11	Cadet Program / Will be 18 in December
21	In High School FF I&II	Jared Kaminski	12	Cadet Program / Will be 18 in August

After the hiring of the above listed people our POC roster will be at 48 and our Cadet program will have four (all of them will be eligible for POC by December), This will bring our roster size to 52. If approved, all individuals will have to complete and pass the pre-hire requirements prior to starting work.

The employees that have fire and medical training are projected be fully trained on HTFD equipment and procedures by late 2018. The other employees are projected to be fully trained by late 2019.

We are also asking that we use Bio-Care for the new physicals. Attached is the supporting documentation. Because of the large group they are able to come onsite and get the physicals completed. They are completing the same assessments that Concentra does. The cost to have Concentra complete the physicals would be \$25,600. Using Bio-Care will cost \$18,956.00. This is a savings of \$6,654.

Budget Impact:

Based on projections the cost to hire, equip, and train an untrained employee over the next 18 months is about \$12,000, the cost for those with only Fire training is about \$8,000, and the cost for those with Fire and EMS training is about \$5,000.

Based on the blend of people hired, this process will cost the Fire budget about \$207,000 over the next 18 months. This amount is budgeted for in the FY 18/19 budget request.

Thank you,

Mark Hogrebe

Fire Chief Mark Hogrebe



QUOTE

Company Address 1778 Holloway Drive, STE A
Holt, Michigan 48842
United States

Created Date 4/18/2018
Quote Number 00001328

Prepared By Jeremy Johnson
Phone (248) 515-9028
Email jjohnson@biocareusa.com
Fax (517) 694-5051

Contact Name Jordan Zernick
Phone (810) 222-1105
Email jzernick@hamburg.mi.us
Fax (810) 231-1974

Bill To Name Hamburg Township Fire Department
Bill To 10100 Veterans Memorial Dr
Hamburg, Michigan 48139
United States

Ship To Name Hamburg Township Fire Department
Ship To 10100 Veterans Memorial Dr
Hamburg, Michigan 48139
United States

Product	Sales Price	Quantity	Total Price
Medical Examination - Fire Department: physical exam, vitals, medical history questionnaire, comprehensive blood panel, complete urinalysis with Micro, vision test, pulmonary function (PFT), and 12 lead resting EKG.	\$285.00	21.00	\$5,985.00
Audiometric Testing	\$0.00	21.00	\$0.00
Chest X-Ray: PA & Lateral	\$80.00	21.00	\$1,680.00
Chest X-ray, B Reader	\$45.00	21.00	\$945.00
Lumbar Spine AP View X-ray	\$65.00	21.00	\$1,365.00
Drug Screen: Alere Instant 10-panel by urine	\$50.00	21.00	\$1,050.00
Heavy Metals Urinalysis	\$75.00	21.00	\$1,575.00
Tuberculosis (TB) Screening - Mantoux Tuberculin Skin Test	\$25.00	21.00	\$525.00
Hepatitis B Titer Screening	\$38.00	21.00	\$798.00
Vaccination: Hepatitis A Vaccine	\$138.00	21.00	\$2,898.00
Vaccination: Tdap (Tetanus, Diphtheria & Pertussis) Vaccine	\$85.00	21.00	\$1,785.00
Weekend Testing Fee	\$150.00	1.00	\$150.00
Travel Charge - Truck	\$200.00	1.00	\$200.00

Subtotal \$18,956.00
Total Price \$18,956.00
Grand Total \$18,956.00

This is a Quote which has preliminary pricing information and terms of service. Once your testing services are planned, a final Service Agreement will be sent to you detailing the Service Pricing and Terms of Service.

Payment Terms

1. A minimum charge equal to 85% of the Service Pricing TOTAL on the signed Service Agreement will be billed. It is your responsibility to provide accurate information and to ensure your personnel are scheduled and show up for testing.
2. Once the testing schedule has been completed and you've signed the Service Agreement, a fee of \$150 will be charged for each additional hour of testing time that you require. All scheduling changes need to be discussed and approved with Bio-Care Operations.
3. Daily Testing Rates consist of up to 8 consecutive hours of testing.
4. Payment for services is due per the number of days noted in the Service Agreement from the invoice date. It is your responsibility to follow and complete your organization's internal account payable processes.
5. Late payments will be assessed a 2% late fee every 10 days following the invoice date.

Hamburg Township
Fire Department

Memo

Date: April 25, 2018

To: Hamburg Township Board

From: Fire Chief Mark Hogrebe

Re: Agenda Item Topic: Purchasing PPE for Fire Department

General Ledger #: ____206.759____

Number of Supporting Docs: ____2____ including cover page__3____

(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 ____x____ New Business

Old

Business: _____ Old Business – Previous Agenda #_____

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



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: April 25, 2018

To: Hamburg Township Board

From: Chief Mark Hogrebe

Re: Firefighter Structural Firefighting Turn-out Gear

Board Action:

Motion to approve the purchase of 4 sets as quoted of Fire Fighter Structural Firefighting Turn Out Gear from Douglass Safety Systems. This cost is not to exceed \$8,648.20 from the 2017/2018 Turn Out Gear (206.000.759.000) line item.

Budget Impact:

This purchase of 4 sets of PPE (Personal Protection Equipment) was budgeted for in the 2017/2018 fiscal year budget. After the approval of this budgeted amount, line item 206.000.759 will still be under budget.

Information:

Turn out gear is the equipment the fire department uses on a daily basis. We budget to replace the gear as needed and recommended by the manufacturer. Turn out gear per The National Fire Protection Agency (NFPA) is to be replaced every 10 years at a minimum if not sooner due to safety issues. The high quality and constant safety inspections are what is keeping our firefighters safe while operating in dangerous environments.

These requested sets of gear are planned replacement sets to keep the fire department NFPA and safety complaint. Each turn out gear manufacture only has one source to purchase their equipment from in the state of Michigan.

Mark Hogrebe

Fire Chief



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

TO: Mike Dolan, Clerk

FROM: Thelma Kubitskey, Director of Accounting

DATE: April 24, 2018

SUBJECT: Purchase of BS&A Fixed Assets Software

Please place on the May 1, 2018 Township Board meeting agenda the purchase of the fixed assets software from BS&A in the amount not to exceed \$15,870.00. This software assists with the management of the Townships capital fixed assets. Currently, the capital fixed assets are being recorded on various spread sheets, requires manual entries, and manual review. The BS&A software will combine all these task when recording capital fixed assets, ingrate the data within the Township's financial reports, which will save time and inaccuracies.

Please find attached the quote from BS&A on the purchase of this software. Please contact me with any questions or concerns you may have.

Proposal for Software and Services, Presented to...

Hamburg Township, Livingston County MI

March 7, 2018

Quoted by: Dan J. Burns, CPA



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

BS&A Software
14965 Abbey Lane Bath MI 48808
(855) BSA-SOFT / fax (517) 641-8960
bsasoftware.com

Contents

Please return all pages, retaining a copy for your records.

Cost Summary; Totals.....	3, 4, 5
Annual Service Fees.....	6
Optional Items.....	7
Acceptance.....	8
Contact Information.....	9

Attachments

Please retain for your records.

Hardware Requirements
SQL Server Pricing



Cost Summary

Application and Annual Service Fee prices based on an approximate parcel count of 10,515. Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing.

Prices subject to change if the actual count is significantly different than the estimated count.

Applications

Fixed Assets .NET

\$7,910

Data Conversions/Database Setup

Convert existing Excel data to BS&A format:

Fixed Assets (Setup of Assets, Entry of Value, Accumulated Depreciation)

\$3,955

BS&A
S O F T W A R E

Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$750

Implementation and Training

- \$1,000/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days: 1	\$1,000
Fixed Assets .NET	Days: 2	\$2,000
	Total: 3	Subtotal \$3,000

Cost Totals

Not including Annual Service Fees

Applications	\$7,910
Data Conversions	\$3,955
Project Management and Implementation Planning	\$750
Implementation and Training	\$3,000

Total Proposed	\$15,615
-----------------------	-----------------

Travel Expenses	\$255
------------------------	--------------

Grand Total (with Travel Expenses)	\$15,870
---	-----------------



Payment Schedule

- 1st Payment: **\$4,705** to be invoiced upon execution of this agreement.
- 2nd Payment: **\$7,910** to be invoiced at start of training.
- 3rd Payment: **\$3,255** to be invoiced upon completion of training.

Annual Service Fees

Unlimited service and support during your first year with the program are included in your purchase price. Thereafter, Service Fees are billed annually. BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index (CPI).

Fixed Assets .NET	\$1,580
-------------------	---------



Optional Item(s)

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.



Acceptance

Signature constitutes...

1. An order for products and services as quoted
Quoted prices do not include Program Customization, training beyond the estimated number of days, or recommended Bank Reconciliation Consultation
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

Signature

Date



BS&A PLEDGE. We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

Returning Accepted Proposal to BS&A

Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:

Mail: BS&A Software
14965 Abbey Lane
Bath, MI 48808

Fax: (517) 641-8960

Email: dburns@bsasoftware.com

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.

Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

Key Contact for Implementation and Project Management

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____

IT Contact

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____



No Information In Packet



Hamburg Township Police Department

10409 MERRILL ROAD • HAMBURG, MICHIGAN 48139

RICHARD DUFFANY, CHIEF OF POLICE

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

TO: Hamburg Township Board

FROM: Chief Richard Duffany

DATE: April 27, 2018

RE: Agenda Item Topic: **Police Millage Proposal**

General Ledger #: N/A

Number of Supporting Documents: **None**

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

_____ Old Business – Previous Agenda #:

Requested Board Action

- Motion by the Board to forward to the Livingston County Clerk the below police millage proposal language and to direct the Hamburg Township Clerk to take all actions necessary to ensure that the proposed millage is on the August 7, 2018 primary ballot.

POLICE MILLAGE PROPOSAL

Shall Hamburg Township be allowed to levy against all property in the township for the purpose of providing funds for the operation of Police services in the township in an amount not to exceed 2.5 mills (\$2.50 on each \$1000.00 of taxable valuation) for a period of ten (10) years, 2018 to 2027 inclusive. If approved by the voters, the existing Police millage would be retired. If approved by the voters, the estimated revenue that would be collected in the first calendar year is \$2,586,284.75.

Respectfully,

Chief Richard Duffany



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

Township Board Cover Sheet

Dust Control Spraying Services **for the 2018 Season** **Bid Results**

Information Packet:

The 2018 dust control spraying season will soon begin. The Township, in conjunction with the Livingston County Road Commission road grading, pays for dust control spraying services three (3) times per season, one week prior to or after Memorial Day, the 4th of July, and Labor Day.

- Requests for bid were mailed out to several dust control spraying contractors.
- Responses were received from three (3) contractors wishing to bid on dust control services for the 2018 season.

The following items are included for Board review/approval.

1. **Bid Comparison Memo:**
 - A. Memo with Bid Proposal Results
2. **Contractor Bid Proposals:**
 - A. Chloride Solutions, LLC
 - B. GP Dust Control
 - C. Michigan Chloride Sales, LLC

The 2018 dust control season bid pricing from Chloride Solutions, LLC reflects **no** price increase over the amount paid by Hamburg Township in 2017.

NOTE:

Based upon the bid pricing submitted for the upcoming dust control season **I recommend that the Township Board of Trustees award the 2018 dust control contract to Chloride Solutions, LLC.**

MEMORANDUM

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

From: Brittany K. Campbell, Utilities Coordinator

Date: April 24th, 2018

Re: **2018 Dust Control Spraying Bid Proposals**

I have received bids from three Contractors interested in performing dust control services for the 2018 season (May to September). We currently spray three times per year, in conjunction with the Livingston County Road Commission road grading, one week prior to or after Memorial Day, the 4th of July, and Labor Day. The bids are as follows:

Dust Control Spraying Services	Michigan Chloride Sales Mineral Well Brine	Chloride Solutions, LLC Mineral Well Brine	GP Dust Control Mineral Well Brine
Continuous Application	\$ 0.1925/gallon	\$ 0.1825/gallon	\$ 0.1825/gallon
Spot Spraying	No Bid	\$ 0.1825/gallon	\$ 0.1825/gallon
Special Projects	No Bid	\$ 0.1825/gallon	\$ 0.1825/gallon
	Delivered and applied in 9500 gallon truckloads.	Delivered and applied in 9000 gallon truckloads.	Delivered and applied in 6000 gallon truckloads.

Discount Periods or Offers for 2018 Season:	Michigan Chloride Sales	Chloride Solutions, LLC	GP Dust Control
	N/A	N/A	N/A
Terms:	Net 30 Days	Net 30 Days	Net 30 Days

NOTE: The 2018 dust control season bid pricing from Chloride Solutions, LLC reflects no price increase over the amount paid by Hamburg Township in 2017.

RECOMMENDATION: Chloride Solutions, LLC has been the Township's dust control provider since 2012. The service from Chloride Solutions has been very good and spraying is done in a timely manner coordinated by the County. The Livingston County Road Commission will be hiring Chloride Solutions, LLC this year for their dust control spraying services as well. Therefore, I recommend that the Township Board of Trustees award the 2018 dust control contract to Chloride Solutions, LLC.

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

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

COMPANY NAME: Chloride Solutions
CONTACT PERSON: Brian Hitzcock
ADDRESS: 672 W. M-52
Webberville, MI. 48892
PHONE: 517-521-2124

Signature of Bidder's Authorized Agent: 

Project Location: Hamburg Township
Livingston County, Michigan

Dust Control Spraying Services	Price per Gallon
Continuous Application	\$ <u>.1825</u> /gallon
Spot Spraying	\$ <u>.1825</u> /gallon
Special Projects	\$ <u>.1825</u> /gallon

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

Product to be delivered and applied in what sized truckload? 9,000 gal minimum

Discount Periods Offered for 2018 Season (if any):	Price per Gallon
Dates: _____	\$ _____/gallon
Dates: _____	\$ _____/gallon
Dates: _____	\$ _____/gallon
Dates: _____	\$ _____/gallon

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

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

COMPANY NAME: GP DUST CONTROL

CONTACT PERSON: MARCEL BOUHANA

ADDRESS: 9749 SHERIDAN OAKS
BRIGHTON, MI 48114

PHONE: 810 599 7843

Signature of Bidder's Authorized Agent: 

Project Location: Hamburg Township
Livingston County, Michigan

Dust Control Spraying Services	Price per Gallon
Continuous Application	\$ <u>.1825</u> /gallon
Spot Spraying	\$ <u>.1825</u> /gallon
Special Projects	\$ <u>.1825</u> /gallon

Type of product to be used: MINERAL WELL BRINE
(i.e., mineral well brine or calcium chloride brine)

Product to be delivered and applied in what sized truckload? 6000 GALLON

Discount Periods Offered for 2018 Season (if any):	Price per Gallon
Dates: _____	\$ _____ /gallon
Dates: _____	\$ _____ /gallon
Dates: _____	\$ _____ /gallon
Dates: _____	\$ _____ /gallon

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

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

COMPANY NAME: MICHIGAN CHLORIDE SALES, LLC

CONTACT PERSON: BRAD HARKNESS

ADDRESS: 402 WEST JACKSON ROAD
ST. LOUIS, MI 48880

PHONE: (989) 681-3221

Signature of Bidder's Authorized Agent: *Brad Harkness*

Project Location: Hamburg Township
Livingston County, Michigan

Dust Control Spraying Services	Price per Gallon
Continuous Application	\$ 0.1925 /gallon
Spot Spraying	\$ NO BID /gallon
Special Projects	\$ NO BID /gallon

Type of product to be used: MINERAL WELL BRINE
(i.e., mineral well brine or calcium chloride brine)

Product to be delivered and applied in what sized truckload? 9,500 GALLON TRUCK LOADS

*TERMS - NET 30 DAYS

Discount Periods Offered for 2018 Season (if any):	Price per Gallon
Dates: <u>NONE</u>	\$ _____/gallon
Dates: _____	\$ _____/gallon
Dates: _____	\$ _____/gallon
Dates: _____	\$ _____/gallon

CONTRACT INFORMATION:

The new Contract will run for the 2018 dust control season beginning on May 1st, 2018 and continuing through October 31st, 2018. The Contractor shall remain an independent agent and does not become an employee of the Township. As such, the Contractor shall purchase and maintain worker's comp, personal injury and liability insurance in a minimum amount of \$1,000,000.00 as required by the Township.

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

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

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

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

All bids are due by **5:00 p.m. on Tuesday, April 24th, 2018** to:

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

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



**EXCERPT FROM
PARKS AND RECREATION COMMITTEE
MEETING MINUTES**

To the attention of: Hamburg Township Board of Trustees

Re: **Draft Parks & Recreation Minutes**

Please be apprised of this excerpt from the ☒Unapproved ☐Approved Minutes of the Meeting of the Parks & Recreation Committee:

Date of Meeting: April 24, 2018

Board Members Present: Dolan, Koeble, Muck, Auxier, Bennett

Board Members Absent: None

Non-Voting Members Present: Henneman

Non-Voting Members Absent: Duffany, Miller, Hogrebe, Williamson, Hoskins

Text of Motion:

Motion by Dolan, supported by Auxier, to recommend approval of the 2018 Dexter Rugby Spring Season contingent on the following: that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that the field assignments be communicated Administratively through the Clerk and Parks Coordinator, that the use of the fields will not be allowed during East Park blackout dates.

VOICE VOTE: Ayes: 5

MOTION CARRIED

I, DEBRA HENNEMAN, Hamburg Township recording secretary to the Parks & Recreation Committee, do hereby certify that the foregoing is a true and correct excerpt of the Minutes of the aforementioned Regular Meeting of the Parks & Recreation Committee.

Date: April 25, 2018

DEBRA HENNEMAN
HAMBURG TOWNSHIP PARKS & RECREATION COORDINATOR



**Hamburg Township
Parks & Recreation**

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

Memorandum

Date: April 23, 2018

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Dexter Rugby Club – Use of Manly Bennett East
Football Field #2 – Games & Practices
April 23, 2018 to June 15, 2018

The captioned organization has submitted a Park Use Application for Field use for a spring Rugby league to be held on Football field #2 in Manly Bennett East. This group is affiliated with USA Rugby Federation, and all participants and coaches are members of this organization which provides insurance coverage as well as completing background checks on any adult 18 years or older who holds a position as coach or board member.

The club has been made aware of the blackout dates for both the Pinckney Hamburg Baseball Softball Association as well as the Family Fun Fest, which will impact when fields are available for Rugby's use.

Should approval of the application be recommended as submitted, it should be done so with the contingency that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, and that use of the fields will not be allowed during East Park blackout dates.



**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:	Dexter Rugby		
Type of Event:	Rugby Games and Practice.		
Applicant Name:	Paul BURKE	Park Use Category:	Sports
Date(s) of Event:	May Mon - Wed	Time(s) of Event:	5am - 3pm
Applicant Address:	11442 ALCONQUAN DR	Suite or Apt. #:	
Applicant City:	PINCKNEY	Applicant State:	MI
		Applicant Zip:	48109
Contact Person:	Paul BURKE	Contact Title:	President
Contact Phone:	734 822 4395	Contact Cell:	
Contact Email:	Paul.BURKE@Chancellor.com	All Co-applicants must also sign all applications and waivers	
Event Co-applicant, if any:			
Co-applicant relationship to Applicant:			

Insurance Information:

Insurance Carrier:	USA RUGBY	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:

Rugby Games and Practice.

Estimated Number of Participants:	35	Estimated Number of Spectators/Guests:	30
Estimated percentage of Hamburg Resident participation:	30	Estimated percentage of non-resident:	70

Details of the Township site required for Proposed Event, please include site plan drawing of layout for any Special Events:

Practice Football Field East side,

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:

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:

~~Star~~ N/A

Will all sports participants complete the Hamburg Township Sports Group Medical Waiver and Authorization and provide these forms to the Township?

☒ Yes

☐ No

Will all Tournament participants, including those from other Organizations, 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 blank copy of any forms used reflecting Hold Harmless language prior to event.**

☒ Yes

☐ No

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:

~~10~~ 5+

Please indicate total number of NON-RESIDENT participants in your organization:

10+

Please indicate, or attach a
copy of the fee structure for
participation in this sports
season/tournament/event:

\$145 /year for Deter Rayley Fees.

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:

Paul BURKE

Event Contact Phone:

732 832 4345

Event Contact Cell Phone:

—

Please indicate person in charge of concessions, if any:

None

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:

USA Rugby and Rugby Michigan
conduct 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:	23rd April 2018
Co-Applicant's Signature:		Date:	
Parks Coordinator:		Date:	4-23-18

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: April 26, 2018

To: Hamburg Township Board

From: Deby Henneman, Parks Coordinator

Re: Legacy Center – Use of Manly Bennett West Soccer Fields
Park Use Application for Rugby games/practices – 50% of fields (blackout)
Field Assignment: #1, #2, #3 & #4

Set-up: May 18, 2018, users will still have access for games/practices
Dates of Event: May 19 & 20, 2018, users will be allowed use of fields #6, #7 & #8

We are in receipt of a Park Use Application for use of Soccer Fields in Manly Bennett West during the US Lacrosse MI/MYLA Championships being held at the Legacy Center. They are applying for use of the fields for Rugby games/practices. This use will only require half of the fields, and they plan to use the fields on the southern half of the park. The northern half will remain open to our recreational soccer teams.

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 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.

Because of the timing of this event, we were unable to discuss this at the Parks and Recreation Committee meeting, however, it has been sent to the members via email for comment.

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 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:	US Lacrosse MI/MYLA Championships 508 Blackout		
Type of Event:	Lacrosse Tournament - Using our fields for Rugby overflow		
Applicant Name:	Legacy Center	Park Use Category:	4 - Non-Qualified Group Business
Date(s) of Event:	May 19 and 20, 2018	Time(s) of Event:	8:00 am - 8:00 pm
Applicant Address:	9299 Goble Drive	Suite or Apt. #:	
Applicant City:	Brighton	Applicant State:	MI
		Applicant Zip:	48116
Contact Person:	Joseph (Droo) Callahan	Contact Title:	Director of Sports
Contact Phone:	810-231-9288	Contact Cell:	810-247-0025
Contact Email:	dcallahan@legacycentermichigan.com	<i>All Co-applicants must also sign all applications and waivers</i>	
Event Co-applicant, if any:		Co-applicant Phone:	
Co-applicant relationship to Applicant:			

Insurance Information:

Insurance Carrier:	To be provided	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:	Will set up Friday for the two day event, to be held on May 19 and 20. Event will be torn down by the end of the day Sunday.
---	--

Estimated Number of Participants:	600 between 2 sites	Estimated Number of Spectators/Guests:	1500
Estimated percentage of Hamburg Resident participation:	5	Estimated percentage of non-resident:	95

Details of the Township site required for Proposed Event, please include site plan drawing of layout for any Special Events:	Request use of West Bennett Park, Fields 2, 3, 4, 5 and 6. 1, 2, 3 & 4 striping will be done in red or blue paint. Recreation teams will still have access to fields 6, 7 & 8
--	---

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:

State Championship Youth Lacrosse Tournament

Will be Rugby Games/Practices

All Regular Season sports participants MUST complete the Hamburg Township Sports Group Medical Waiver and Authorization and provide these forms to the Township.

Initials jac

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 jac

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: 200

Please indicate total number of NON-RESIDENT participants in your organization: 4800

Please indicate, or attach a
copy of the fee structure for
participation in this sports
season/tournament/event:

\$425/team

Upon Park Approval, the applicant will provide a roster of all participants including their names, ages and residency information

Please indicate on premise contact for before, during and after the event: Joseph (Droo) Callahan

Event Contact Phone: 810-231-9288

Event Contact Cell Phone: 810-247-0025

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):

All food and beverages will be served by licensed vendors

Will provide CO/S & have inspected

Please indicate the process
by which you complete
Background Checks:

N/A

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

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Initials:

jac

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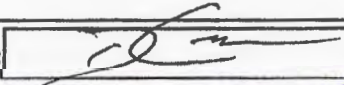
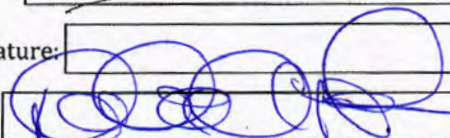
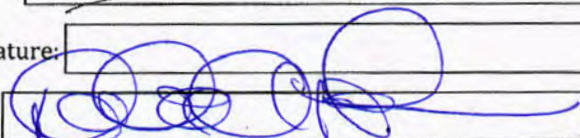
Initials:

jac

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Initials:

jac

Applicant's Signature:		Date:	2-27-2018
Co-Applicant's Signature:		Date:	
Parks Coordinator:		Date:	4-26-18

For office use only

Comments:

Parks - missed meeting / sent via email
TB -
\$100 per field, per day

Applicator has been (Check One)

☐ Approved

☐ Denied

Hamburg Township Clerk:

Bob Myers Excavating, Inc.

Brighton, MI 48116

810-231-2044 - 810-231-9790 Fax

billing@myersexc.com

INVOICE

Date	Invoice No.
4/11/2018	2018-020

Name & Address
HAMBURG TOWNSHIP ATTN: PAT HOHL P.O. BOX 157 HAMBURG, MI 48139

*Property owner pre -
paid sewer connection
fees in full on
10/13/2017 -
Receipt #117 added.

*no additional
fees due!

BKCV

Project Name	
Phone #	Fax
810-231-1000 - EXT210	810-231-8157
Customer Alt. Phone	Due Date
FX 810-231-4295 twp	4/11/2018

Description	Qty	Rate	Total
RE: 10260 LANGLEY DRIVE			
INSTALL GRINDER PUMP STATION - TIE INTO THE GRINDER PUMP STATION CONTROL PANEL	1	1,850.00	1,850.00
1-1/2" DISCHARGE PIPE 50 L.F. INCLUDES CURB STOP, CHECK VALVE AND ALL RELATED MATERIALS	1	1,000.00	1,000.00
EQUIPMENT MOBILIZATION	1	100.00	100.00
LATERAL SEWER CONNECTION	1	750.00	750.00
RESTORATION OF PROPERTY (GRASS SEED, STRAW, ETC.)	1	200.00	200.00
RESTORATION OF GRAVEL ROAD SURFACE	1	250.00	250.00
ELECTRICAL SERVICE FOR GRINDER PUMP STATION TIE INTO ELECTRICAL SUPPLY FROM EXISTING METER BOX	1	800.00	800.00
ABANDON SEPTIC TANK	1	950.00	950.00
GL Code <u>590-000-198.846</u>			
BCKV/ Approved <u>[Signature]</u>			
APR 11 2018			
Entered <u>4/24 KJ</u>			
Due Date <u>[Signature]</u>			

		Total	\$5,900.00
Known For Honesty & Quality Since 1969		Balance Due	\$5,900.00