

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, February 19, 2019

7:00 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. LED Lights
 - B. Ordinance 46B – 2nd Reading
 - C. Ordinance 62B – 2nd Reading
 - D. Ordinance 77A – 2nd Reading
 - E. Ordinance 86A – 2nd Reading
 - F. Ordinance 97 – 2nd Reading
9. Current Business:
 - A. Ordinance 76A – 1st Reading
 - B. Ordinance 82B – 1st Reading
 - C. Police Department Gate Replacement
 - D. Park Use Policy
 - E. Soccer Agreement
 - F. Board Meetings Videographer Hire
 - G. Stein Pay Adjustment
 - H. Payment Approval – BS&A – Invoice #121505 - \$14,766.00
 - I. Payment Approval – Econo Print - Invoice #63447 - \$6691.60
10. Call to the Public
11. Board Comments
12. Adjournment

Pledge to the Flag



NO CORRESPONDENCE

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REGULAR MEETING**

Hamburg Township Hall Board Room

Tuesday, February 19, 2019

7:00 p.m.

CONSENT AGENDA

1. Approval of the Minutes
 - A. Township Board Regular Meeting Minutes – February 5, 2019
2. Bills/Vendor Payable List (A&B)
3. Department/Committee Reports
 - A. MUC meeting minutes - Jan 1, 2019
 - B. Library Monthly Report – Jan 2019
 - C. Fire Department Monthly Report – Jan. 2019
 - D. Police Department Monthly Report – Jan 2019
 - E. DPW Monthly Report – Jan. 2019
 - F. ZBA Minutes - Jan 9, 2019

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, February 5, 2019
2:30 p.m.

1. Call to Order

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

2. Pledge to the Flag

3. Roll Call of the Board

Present: Dolan, Koeble, Hohl, Neilson, Negri

Absent: Menzies, Hahn

Also Present: Patricia Hughes, Deputy Clerk; Beth Saarela, Township Counsel

4. Call to the Public

Rosalee Piaskowski, 3849 Elm Hill, shared her concerns about a gun range in the neighborhood.

Brian Wardlow, Director of Athletics for Pinckney Community Schools, Talked about using Hamburg Township Fields for Soccer Programs through the school.

5. Correspondence

None.

6. Approval of the Consent Agenda

Motion by Neilson, second by Koeble, to approve the Consent Agenda as presented.

Voice Vote: AYES: 5, ABSENT: 2

MOTION CARRIED

7. Approval of the Agenda

Motion by Dolan, second by Negri, to approve the Agenda as amended with the addition of Soccer Discussion, Payment to Shelly Doyle and Closed Session Lamkin Litigation.

Voice Vote: AYES: 5, ABSENT: 2

MOTION CARRIED

8. Unfinished Business

A. MERS – Participation Agreement, Uniform Resolution, Authorized Signature Resolution

Motion by Dolan, second by Koeble, to authorize the Signature for the Participation Agreement.

Voice Vote: AYES: 5, ABSENT: 2

MOTION CARRIED

Motion by Dolan, second by Neilson, to support the MERS Health Care Uniform Resolution.

**ROLL CALL Vote: Hahn: Absent, Hohl: Y, Neilson: Y, Koeble:Y, Negri: Y, Menzies: Absent, Dolan: Y
MOTION CARRIED**

Motion by Dolan, second by Negri, to approve the Resolution Establishing Authorized Signatures for MERS contracts and service credit purchase approval.

**ROLL CALL Vote: Hahn: Absent, Hohl: Y, Neilson: Y, Koeble:Y, Negri: Y, Menzies: Absent, Dolan: Y
MOTION CARRIED**

Motion by Hohl, second by Neilson, to authorize the approval by the Clerk and Supervisor of any additional documents that are required by MERS to make the transfer of the fiduciary from the Township to MERS.

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

9. Current Business

A. LED Lighting Upgrades

Motion by Hohl, second by Koeble, to authorize the transition from fluorescent lighting to LED bulbs as stated in the memo from Tony Randazzo dated January 31, 2019.

Motion Withdrawn

Motion by Negri, second by Neilson, to table till the next meeting pending Review of LED health Effects.

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

B. Generator Maintenance Agreement

Motion by Hohl, second by Negri, to approve the three year agreement with Cummins for Generator Maintenance in the Memo dated 1/31/19 from Tony Randazzo.

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

C. Senior Housing Property Purchase & Development Agreement

Motion by Hohl, second by Neilson, to direct the Clerk and Supervisor to sign this agreement and allow for any minor amendments to be approved by Beth Saarela our Legal Counsel with regard to the agreement with site plan approval within 12 months and construction to begin within 18 months.

**ROLL CALL Vote: Hahn: Absent, Hohl: Y, Neilson: Y, Koeble:Y, Negri: Y, Menzies: Absent, Dolan: Y
MOTION CARRIED**

D. Ordinance 46B

First Reading – No Action

E. Ordinance 62B

First Reading – No Action

F. Ordinance 77A

First Reading – No Action

G. Ordinance 86A

First Reading – No Action

H. Ordinance 97

First Reading – No Action

Motion by Hohl, second by Dolan, to direct the Clerk to bring forward for final approval at the next meeting all of these proposed Ordinance changes brought forth for First Reading Today.

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

I. Finance Control Book – Dec. 2018

Motion by Negri, second Koeble, to receive, file and publish the December 2018 Finance Control Book.

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

J. Payment Approval – Lafontaine Chrysler - \$25,001.00

Motion by Hohl, second by Negri, to approve the payment of \$25,001.00 to Lafontaine Chrysler.

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

K. Payment Approval – Dell – Invoice #10294669111 - \$5,098.00

Motion by Negri, second by Neilson, to approve the payment of Invoice #10294669111 to Dell in the amount of \$5,098.00.

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

L. Payment Approval – DuBois Cooper – Invoice #220294 - \$15,624.30

Motion by Hohl, second by Koeble, to approve the payment of Invoice #220294 to DuBois Cooper in the amount of \$15,624.30.

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

M. Payment Approval – Shelly Doyle - \$17,489.00

Motion by Dolan, second by Neilson, to approve the payment of \$17,489.00 to Shelly Doyle.

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

10. Public Information

None.

11. Call to the Public

A Call was made with No Response.

12. Board Comments

None.

13. Adjourn Meeting/Closed Session

Motion by Hohl, second by Negri, to go into Closed Session to discuss Lamkin Litigation.

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

Closed Session Begins 3:18pm

Return to Open Session 3:25pm

Motion by Negri, second by Neilson, to Direct the Supervisor to Take Action as discussed in Closed Session.

Voice Vote: AYES: 5, ABSENT: 2

MOTION CARRIED

Motion by Koeble, second by Dolan, to adjourn meeting.

Voice Vote: AYES: 5, ABSENT: 2

MOTION CARRIED

Meeting adjourned at 3:26 p.m.

Respectfully submitted,



Courtney L. Paton
Recording Secretary



Mike Dolan
Township Clerk

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 000.000		JOHN HANCOCK	PAY DATE 2/7/19	898.08	
101-000.000-073.003	RETIREMENT - LIBRARY	STEVEN C. & HEATHER M. K	ESCROW FUND REFUND	285.00	
101-000.000-279.743	ESCROW FOR 5229 POST ROAD	Total For Dept 000.000		1,183.08	
Dept 101.000 Township Board					
101-101.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	RUSH LAKE PROPERTY OWNER	2019 ANNUAL	262.00	
		Total For Dept 101.000 Township Board		262.00	
Dept 171.000 Township Supervisor					
101-171.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 2/7/19	329.69	
		Total For Dept 171.000 Township Supervisor		329.69	
Dept 191.000 Elections					
101-191.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 2/7/19	165.90	
		Total For Dept 191.000 Elections		165.90	
Dept 201.000 ACCOUNTING					
101-201.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 2/7/19	866.36	
		Total For Dept 201.000 ACCOUNTING		866.36	
Dept 209.000 Assessing					
101-209.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 2/7/19	1,143.20	
		Total For Dept 209.000 Assessing		1,143.20	
Dept 215.000 CLERK'S OFFICE					
101-215.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 2/7/19	700.49	
		Total For Dept 215.000 CLERK'S OFFICE		700.49	
Dept 245.000 TECHNICAL/UTILITIES SERVICES					
101-245.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 2/7/19	599.40	
		Total For Dept 245.000 TECHNICAL/UTILITIES SERVICES		599.40	
Dept 253.000 Treasurer					
101-253.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 2/7/19	395.69	
		Total For Dept 253.000 Treasurer		395.69	
Dept 265.000 Township Buildings					
101-265.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 2/7/19	288.01	
101-265.000-921.000	ELECTRIC	DTE ENERGY	9100 086 3167 3 - TWP - 12/22/18-1/23	1,137.69	
101-265.000-921.000	ELECTRIC	DTE ENERGY	9100 139 0346 3 - OLD PACKER/NEW DPW	573.16	
101-265.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1237 5166 - TWP - 12/14/18-1/14/1	663.32	
		Total For Dept 265.000 Township Buildings		2,662.18	
Dept 410.000 Zoning					
101-410.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 2/7/19	213.72	
		Total For Dept 410.000 Zoning		213.72	
Dept 450.000 Street Lighting					
101-450.000-926.000	STREET LIGHTING	DTE ENERGY	9100 167 2011 2 - UNIT LIGHTING -12/2	63.79	
		Total For Dept 450.000 Street Lighting		63.79	
		Total For Fund 101 General Fund		8,585.50	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 206 Fire Fund					
Dept 000.000		JOHN HANCOCK	PAY DATE 2/7/19	1,152.81	
206-000.000-720.000	RETIREMENT	ADVANCED DISPOSAL	F.D. #11 12/1/18 -12/1/18	3.09	
206-000.000-813.000	TRASH DISPOSAL	CONSUMERS ENERGY	1000 3979 7285 - F.D. #12 - 12/14/18-1	1,225.98	
206-000.000-921.000	ELECTRIC	CONSUMERS ENERGY	1000 1698 7719 - F.D. #11 - 12/11/18-	936.36	
206-000.000-921.000	ELECTRIC	DTE ENERGY	9100 086 3146 7 - F.D. #12 - 12/22/18	778.36	
206-000.000-921.000	ELECTRIC	DTE ENERGY	9100 086 3133 5 - F.D. #11 - 12/22/18	1,065.82	
206-000.000-921.000	SIREN ELECTRIC USAGE	DTE ENERGY	9300 018 1596 6 - 2 SIRENS 12/21/18-1	84.62	
206-000.000-921.100	SIREN ELECTRIC USAGE	DTE ENERGY	9300 018 1587 5 - SIREN(CHILSON RD)-1	13.80	
		Total For Dept 000.000		5,260.84	
		Total For Fund 206 Fire Fund		5,260.84	
Fund 207 Police Fund					
Dept 000.000		SHELLY DOYLE	PAYMENT FOR INSURANCE CLAIM	17,489.00	
207-000.000-676.000	REIMBURSEMENTS & COST RECOVERY	JOHN HANCOCK	PAY DATE 2/7/19	992.15	
207-000.000-720.000	RETIREMENT	CHARTER COMMUNICATIONS	8245 12 483 0092074 INTERNET SERVICES	101.27	
207-000.000-853.000	PHONE/COMM/INTERNET	STATE OF MICHIGAN	LEIN & VPN CONNECTION - 10/1/18-12/31	387.00	
207-000.000-871.000	LAW ENFORCEMENT INFO NETWORK	DTE ENERGY	9100 160 2711 2 - P.D. - 12/22/18-1/2	1,227.53	
207-000.000-921.000	ELECTRIC	CONSUMERS ENERGY	1000 1237 5224 - P.D. - 12/14/18-1/14	232.46	
207-000.000-923.000	NATURAL GAS/HEAT			20,429.41	
		Total For Dept 000.000		20,429.41	
		Total For Fund 207 Police Fund		20,429.41	
Fund 208 SENIORS, PARKS, LL TRAIL					
Dept 000.000		ALICE HILL	REFUND-JANUARY HOLLYWOOD	33.00	
208-000.000-283.300	SENIOR CENTER TRIP DEPOSITS	BILL MELVIN	REFUND - JANUARY HOLLYWOOD CASINO	33.00	
208-000.000-283.300	SENIOR CENTER TRIP DEPOSITS	CAROL HOVORKA	REFUND-JANUARY HOLLYWOOD CASINO	33.00	
208-000.000-283.300	SENIOR CENTER TRIP DEPOSITS	LOIS GOGA	REFUND-JANUARY HOLLYWOOD CASINO	33.00	
208-000.000-283.300	SENIOR CENTER TRIP DEPOSITS	NANCY STOCKMAN	REFUND-JANUARY HOLLYWOOD CASINO	33.00	
208-000.000-283.300	SENIOR CENTER TRIP DEPOSITS	ROSEMARY BAKER	REFUND-JANUARY HOLLYWOOD CASINO	33.00	
		Total For Dept 000.000		198.00	
Dept 750.000 Recreation Board					
208-750.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 2/7/19	154.27	
208-750.000-921.000	ELECTRIC	DTE ENERGY	9100 081 1673 3 - SOCCER FIELDS/PK&RE	67.64	
208-750.000-921.000	ELECTRIC	DTE ENERGY	9100 081 1689 9 - PARKING LOT LIGHTS	100.79	
		Total For Dept 750.000 Recreation Board		322.70	
Dept 800.000 LAKELAND TRAIL					
208-800.000-921.000	ELECTRIC	DTE ENERGY	9100 160 2734 4 - TUNNEL LIGHTING-TRA	55.73	
		Total For Dept 800.000 LAKELAND TRAIL		55.73	
Dept 805.000 SENIOR CENTER					
208-805.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 2/7/19	208.00	
208-805.000-921.000	ELECTRIC	DTE ENERGY	9100 095 9768 3 - SENIOR/COMM -12/22/	347.14	
208-805.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1237 5075 - SENIOR/COMM - 12/14/	192.40	
		Total For Dept 805.000 SENIOR CENTER		747.54	
		Total For Fund 208 SENIORS, PARKS, LL TRAIL		1,323.97	
Fund 492 Mumford Park Lighting SAD					
Dept 000.000					

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 492 Mumford Park Lighting SAD					
Dept 000.000				116.41	
492-000.000-926.000	STREET LIGHTING		9100 086 3102 0 - MUMFORD PK LIGHTING	116.41	
			Total For Dept 000.000	116.41	
			Total For Fund 492 Mumford Park Lighting SAD	116.41	
Fund 590 SEWER FUND					
Dept 001.000				2,113.73	
590-001.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 2/7/19	291.67	
590-001.000-921.000	ELECTRIC	DTE ENERGY	9100 160 2723 7 - RUSTIC DR PUMP - 12	35.18	
590-001.000-921.000	ELECTRIC	DTE ENERGY	9100 114 4947 7 - BIOXIDE STN/CORDLEY	205.23	
590-001.000-921.000	ELECTRIC	DTE ENERGY	9100 141 9399 9 - WINANS PUMP -12/22/	463.94	
590-001.000-921.000	ELECTRIC	DTE ENERGY	9100 086 3063 4 - ORE LK PUMP - 12/2	474.80	
590-001.000-921.000	ELECTRIC	DTE ENERGY	9100 081 1657 6 - HAMBURG RD PUMP - 1	967.01	
590-001.000-921.000	ELECTRIC	DTE ENERGY	9300 018 1587 5 - STRAWBERRY PUMP - 1	118.99	
590-001.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1266 6192 - ENTERPRISE POLE BARN	18.83	
590-001.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 6018 1938 - HAMBURG PUMP STN -12	19.44	
590-001.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 6018 7471 - WINANS PUMP STN -12/	17.31	
590-001.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 0019 5535 - RUSTIC DR -12/13/18-	4,726.13	
			Total For Dept 001.000	4,726.13	
Dept 002.000				4,427.02	
590-002.000-921.000	ELECTRIC	DTE ENERGY	9100 086 3078 2 - WWTP - 12/22/18-1/2	4,094.01	
590-002.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1266 6259 - WWTP -12/27/18-1/23/	8,521.03	
			Total For Dept 002.000	13,247.16	
			Total For Fund 590 SEWER FUND		
Fund 701 Trust & Agency Fund					
Dept 000.000				590.00	
701-000.000-222.204	DUE TO COUNTY DOG LICENSE FEE	LIVINGSTON COUNTY TREASU	DOG TAG DISTRIBUTION 1/1-1/31/19	753.75	
701-000.000-231.100	DUE TO UNION DUES	POLICE OFFICER LABOR COU	FEB 2019 DUES	596.98	
701-000.000-231.410	DUE TO AFLAC (BIWEEKLY)	AFLAC - AMERICAN FAMILY	JANUARY 2019	128.48	
701-000.000-231.410	DUE TO AFLAC (BIWEEKLY)	BRENDA RICHARDSON	REFUND CHECK FROM AFLAC	292.58	
701-000.000-231.410	DUE TO AFLAC (BIWEEKLY)	COLONIAL LIFE	DEDUCTION DATES 1/10/19 & 1/24/19	67.50	
701-000.000-231.450	DUE TO UNUM (BIWEEKLY)	PROVIDENT LIFE AND ACCID	1/10/19-02/07/19	2,429.29	
			Total For Dept 000.000	2,429.29	
			Total For Fund 701 Trust & Agency Fund		
Fund 703 Winter Tax Collection Fund					
Dept 000.000				28.32	
703-000.000-275.000	OVER/UNDER PAYMENTS	BRUCE VANBLAIRCURM	REFUND DUE TO AN OVERPAYMENT	28.32	
			Total For Dept 000.000	28.32	
			Total For Fund 703 Winter Tax Collection Fund	28.32	

UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

Vendor Invoice Description

Amount Check #

GL Desc

GL Number

Fund Totals:

Fund 101 General Fund	8,585.50
Fund 206 Fire Fund	5,260.84
Fund 207 Police Fund	20,429.41
Fund 208 SENIORS, PARK	1,323.97
Fund 492 Mumford Park	116.41
Fund 590 SEWER FUND	13,247.16
Fund 701 Trust & Agenc	2,429.29
Fund 703 Winter Tax Co	28.32

Total For All Funds:

51,420.90

INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES
EXP CHECK RUN DATES 02/19/2019 - 02/19/2019
UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK
Vendor Invoice Description

GL Number	GL Desc	Amount	Check #
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Fund 101 General Fund Dept 000.000 101-000.000-422.000	CHARGE BACKS/MTT/BOARD OF REVIE	LIVINGSTON COUNTY TREASU	BOR-HOMESTEAD 12/18	16.19	
		Total For Dept 000.000		16.19	
Dept 101.000 Township Board 101-101.000-900.000	LEGAL NOTICES/ADVERTISING	MICHIGAN.COM	ADS JANUARY 2019	240.00	
		Total For Dept 101.000 Township Board		240.00	
Dept 201.000 ACCOUNTING 101-201.000-729.000 101-201.000-958.000	SOFTWARE MAINTENANCE DUES/SUBSCRIP/RECERTIFICATION	BS&A SOFTWARE INC.	ANNUAL SERVICE/SUPPORT - 2/1/19-2/1/2	5,462.00	
		GOVERNMENT FINANCE OFFIC	4/1/2019 TO 3/31/2020 MEMBERSHIP FOR	225.00	
		Total For Dept 201.000 ACCOUNTING		5,687.00	
Dept 209.000 Assessing 101-209.000-751.000 101-209.000-823.100	VEHICLE FUEL ASSESSMENT ROLL PREP	WEX BANK	VEHICLE FUEL 1/7-2/5/19	53.23	
		ECONOPRINT INC.	PRINTING & POSTAGE FEES FOR 2019 ASSE	6,691.60	
		Total For Dept 209.000 Assessing		6,744.83	
Dept 245.000 TECHNICAL/UTILITIES SERVICES 101-245.000-726.000	SUPPLIES & SMALL EQUIPMENT	OFFICE EXPRESS, INC.	STRAPS FOR EMPLOYEE ID BADGES	22.33	
		Total For Dept 245.000 TECHNICAL/UTILITIES SERVICES		22.33	
Dept 253.000 Treasurer 101-253.000-726.000 101-253.000-729.000 101-253.000-861.000 101-253.000-861.000 101-253.000-864.000 101-253.000-958.000	SUPPLIES & SMALL EQUIPMENT SOFTWARE MAINTENANCE MILEAGE MILEAGE WORKSHOPS/SEMINARS DUES/SUBSCRIP/RECERTIFICATION	GRAINGER	ANTIFATIGUE MATS FOR TREASURER'S OFFI	176.03	
		BS&A SOFTWARE INC.	ANNUAL SERVICE/SUPPORT - 2/1/19-2/1/2	4,020.00	
		JASON NEGRI	REIMBURSEMENT MILEAGE BANK DEPOSITS &	20.02	
		SUSAN DEADMAN	REIMBURSEMENT - MILEAGE 11/19/18-1/24	85.49	
		JASON NEGRI	REIMBURSEMENT MILEAGE BANK DEPOSITS &	70.18	
		LIVINGSTON CO. TREASURER	2019 ANNUAL DUES LCTA	10.00	
		Total For Dept 253.000 Treasurer		4,381.72	
Dept 258.000 COMPUTER/CABLE 101-258.000-729.000	SOFTWARE MAINTENANCE	CDW GOVERNMENT, INC.	ANNUAL LICENSING SUBSCRIPTION FOR ADO	2,570.73	
		Total For Dept 258.000 COMPUTER/CABLE		2,570.73	
Dept 265.000 Township Buildings 101-265.000-726.000 101-265.000-751.000 101-265.000-758.000 101-265.000-758.000 101-265.000-801.000 101-265.000-813.000 101-265.000-932.000 101-265.000-932.000 101-265.000-932.008 101-265.000-962.000	SUPPLIES & SMALL EQUIPMENT VEHICLE FUEL UNIFORMS/ACCESSORIES UNIFORMS/ACCESSORIES CONTRACTUAL SERVICES TRASH DISPOSAL MAINTENANCE TWP HALL MAINTENANCE TWP HALL MAINTENANCE LIBRARY SUNDRY	ADVANCED WATER TREATMENT WEX BANK CINTAS CORPORATION # 31 CINTAS CORPORATION # 31 ALLSTAR ALARM, LLC ADVANCED DISPOSAL MYERS GROUP ENTERPRISES STANDARD ELECTRIC COMPAN MYERS GROUP ENTERPRISES IRON MOUNTAIN INFORMATIO	BLANKET P.O. - BOTTLED WATER & COOLER VEHICLE FUEL 1/7-2/5/19 BLANKET P.O. - UNIFORMS FOR BLDGS. & BLANKET P.O. - UNIFORMS FOR BLDGS. & ALARM SYSTEM INSTALL & THREE MONTHS O TRASH PICK UP PARKING LOT SALT FOR MUNICIPAL FACILI BLANKET P.O. FOR BLDGS. & GROUNDS MAI PARKING LOT SALT FOR MUNICIPAL FACILI 12/25/18-1/29/19	11.00 282.22 72.21 62.89 217.74 96.50 325.00 35.39 325.00 57.65	
		Total For Dept 265.000 Township Buildings		1,485.60	
Dept 400.000 Planning Commission 101-400.000-864.000	WORKSHOPS/SEMINARS	MICHIGAN ASSOCIATION OF	JOHN HAMLIN WORKSHOP REGISTRATION	95.00	
		Total For Dept 400.000 Planning Commission		95.00	
Dept 410.000 Zoning 101-410.000-729.000 101-410.000-751.000	SOFTWARE MAINTENANCE VEHICLE FUEL	BS&A SOFTWARE INC. WEX BANK	ANNUAL SERVICE/SUPPORT - 2/1/19-2/1/2 VEHICLE FUEL 1/7-2/5/19	3,444.00 28.72	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 410.000 Zoning	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	DISTRICT COURT PROSECUTIONS - THROUGH	98.00	
101-410.000-826.000		Total For Dept 410.000 Zoning		3,570.72	
Dept 412.000 Zoning Board of Appeals					
101-412.000-900.000	LEGAL NOTICES/ADVERTISING	MICHIGAN.COM	ADS JANUARY 2019	100.00	
Dept 450.000 Street Lighting					
101-450.000-926.000	STREET LIGHTING	DTE ENERGY - STREET LIGH	STREET LIGHTS & TRAFFIC SIGNALS - 1/	1,179.27	
Fund 206 Fire Fund					
Dept 000.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER	16.50	
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	TRI-COUNTY SUPPLY, INC.	CLEANING SUPPLIES	175.29	
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	TRI-COUNTY SUPPLY, INC.	CLEANING SUPPLIES	93.65	
206-000.000-727.000	MEDICAL AND SCENE SUPPLIES	A-1 ENGRAVING & SIGNS, I	ENGRAVED RADIOS AND MICS	300.00	
206-000.000-727.000	MEDICAL AND SCENE SUPPLIES	BOUND TREE MEDICAL, LLC	BLANKET P.O. FOR SCENE SUPPLIES & UNI	1,393.78	
206-000.000-727.000	MEDICAL AND SCENE SUPPLIES	BOUND TREE MEDICAL, LLC	CHARGES IN EXCESS OF BLANKET PO #2018	25.10	
206-000.000-758.000	UNIFORMS/ACCESSORIES	KING KLEANERS	DRY CLEANING CHARGES FOR FIRE DEPT.	20.75	
206-000.000-758.000	UNIFORMS/ACCESSORIES	KING KLEANERS	DRY CLEANING CHARGES FOR FIRE DEPT.	14.15	
206-000.000-759.000	TURN OUT GEAR	AMERICAN AWARDS & ENGRAV	PASSPORT TAGS	68.35	
206-000.000-759.000	TURN OUT GEAR	FIRESERVICE MANAGEMENT,	REPAIR AND CLEAN OF TURNOUT GEAR	231.11	
206-000.000-808.000	EMPLOYEE PHYSICALS/VACCINATION	OCCUPATIONAL HEALTH CENT	HEP A & B VACCINES TWINRIX - SCOTT FL	201.00	
206-000.000-813.000	TRASH DISPOSAL	ADVANCED DISPOSAL	TRASH PICK UP	140.31	
206-000.000-932.003	MAINTENANCE FIRE HALL	LAKELAND ACE HARDWARE, I	BLANKET P.O. FOR SUPPLIES, BLDG. & VE	29.99	
206-000.000-932.003	MAINTENANCE FIRE HALL	MYERS GROUP ENTERPRISES	PARKING LOT SALT FOR MUNICIPAL FACILI	650.00	
206-000.000-932.003	MAINTENANCE FIRE HALL	STANDARD ELECTRIC COMPAN	STN 11 LIGHT BULB AND BALLAST	120.50	
206-000.000-932.003	MAINTENANCE FIRE HALL	TRI-COUNTY SUPPLY, INC.	VACUUM CLEANER REPAIR-BEATER BAR	30.50	
206-000.000-939.000	VEHICLE MAINTENANCE	CRUISERS, INC.	RESCUE 11 BACK UP CAMERA AND SPOT LIG	820.80	
206-000.000-939.000	VEHICLE MAINTENANCE	LAKELAND ACE HARDWARE, I	BLANKET P.O. FOR SUPPLIES, BLDG. & VE	3.99	
206-000.000-958.000	DUES/SUBSCRIP/RECEERTIFICATION	MI STATE FIREMEN'S ASSOC	INSTRUCTOR BOOKS AND MEMBERSHIP FEE M	75.00	
206-000.000-965.000	TRAINING	MI STATE FIREMEN'S ASSOC	INSTRUCTOR BOOKS AND MEMBERSHIP FEE M	89.40	
206-000.000-966.500	FIRE PREVENTION	NFPA	CURRENT EDITIONS OF NFPA 1 AND NFPA 1	203.45	
206-000.000-975.000	SPECIAL PROJECTS	FIRE STATION CHECKLIST,	BLANKET P.O. FOR SPECIAL PROJECTS	100.00	
Total For Dept 000.000				4,803.62	
Total For Fund 206 Fire Fund				4,803.62	
Fund 207 Police Fund					
Dept 000.000	SUPPLIES & SMALL EQUIPMENT	CRH OHIO LTD	BLANKET P.O. - BOTTLED WATER - 2/1/-2	44.00	
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	OFFICE EXPRESS, INC.	BLANKET P.O. FOR OFFICE SUPPLIES	19.57	
207-000.000-726.000	SOFTWARE MAINTENANCE	CDW GOVERNMENT, INC.	ANNUAL LICENSING SUBSCRIPTION FOR ADO	406.13	
207-000.000-729.000	POSTAGE	UPS SUPPLY CHAIN SOUTIO	RETURN OF ITEMS TO PRO TECH SALES - 1	40.26	
207-000.000-730.000	UNIFORMS/ACCESSORIES	ALLIE BROTHERS UNIFORMS,	BLANKET P.O. FOR UNIFORMS & ACCESSORI	260.90	
207-000.000-758.000	UNIFORM CLEANING	KING KLEANERS	BLANKET P.O. FOR UNIFORM CLEANING	340.50	
207-000.000-801.000	CONTRACTUAL SERVICES	ADVANCED DISPOSAL	GARBAGE REMOVAL - 1/1-1/31/19	87.87	
207-000.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	BLANKET P.O. FOR LEGAL FEES - THROUGH	98.00	
207-000.000-853.000	PHONE/COMM/INTERNET	VERIZON WIRELESS	DET PHONES DEC 23, 2018 THROUGH JAN 2	74.52	
207-000.000-853.000	PHONE/COMM/INTERNET	VERIZON WIRELESS	BLANKET P.O. FOR MONTHLY SERVICE FEES	304.88	

GL Number GL Desc Vendor Invoice Description Amount Check #

Fund 207 Police Fund				
Dept 000.000	LAW ENFORCEMENT INFO NETWORK	TRANSUNION RISK AND ALTE	INVESTIGATIVE SERVICES - 1/1-1/31/19	96.00
207-000.000-871.000	MAINTENANCE POLICE BUILDING	MYERS GROUP ENTERPRISES	PARKING LOT SALT FOR MUNICIPAL FACILI	325.00
207-000.000-932.002	EQUIPMENT MAINT/REPAIR	APPLIED IMAGING	BLANKET P.O. FOR SERVICE, LABOR & COP	160.91
207-000.000-933.000	VEHICLE MAINTENANCE	BOB MAXEY FORD OF HOWELL	BLANKET P.O. FOR VEHICLE MAINTENANCE	26.00
207-000.000-939.000	VEHICLE MAINTENANCE	CRUISERS, INC.	BLANKET P.O. FOR VEHICLE MAINTENANCE	72.00
207-000.000-939.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	BLANKET P.O. FOR VEHICLE MAINTENANCE	568.96
207-000.000-939.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	BLANKET P.O. FOR VEHICLE MAINTENANCE	271.50
207-000.000-939.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	BLANKET P.O. FOR VEHICLE MAINTENANCE	46.55
207-000.000-939.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	BLANKET P.O. FOR VEHICLE MAINTENANCE	473.11
207-000.000-939.000	VEHICLE MAINTENANCE	W-4 SIGNS	CHARGE IN EXCESS OF BLANKET PO #20180	12.50
207-000.000-939.000	VEHICLE MAINTENANCE	W-4 SIGNS	BLANKET P.O. FOR VEHICLE MAINTENANCE	456.50
207-000.000-965.000	TRAINING	L.E.O.R.T.C.	TRAINING NISENBAUM GRANT WRITING FOR	350.00
Total For Dept 000.000				4,535.66
Total For Fund 207 Police Fund				4,535.66
Fund 208 SENIORS, PARKS, LL TRAIL				
Dept 000.000	RENOVATION COMM CTR KITCHEN	OFFICE EXPRESS, INC.	SENIOR CENTER OFFICE AND KITCHEN SUPP	134.74
208-000.000-276.000	SENIOR CENTER TRIP DEPOSITS	MARY ROSE KANGAS	REFUND - JANUARY HOLLYWOOD	33.00
Total For Dept 000.000				167.74
Dept 750.000 Recreation Board				
208-750.000-813.000	TRASH DISPOSAL	ADVANCED DISPOSAL	TRASH PICK UP	116.17
208-750.000-821.000	ENG/CONSULTANT/PROFESSIONAL FEES	MCKENNA ASSOCIATES, INC.	HAMBURG PARK DESIGN - 1/1-1/31/19	588.00
208-750.000-864.000	WORKSHOPS/SEMINARS	DEBRA HENNEMAN	REIMBURSEMENT - PARKING FEE, FOOD & M	189.87
Total For Dept 750.000 Recreation Board				894.04
Dept 805.000 SENIOR CENTER				
208-805.000-726.000	SUPPLIES & SMALL EQUIPMENT	OFFICE EXPRESS, INC.	SENIOR CENTER OFFICE AND KITCHEN SUPP	212.60
208-805.000-801.000	CONTRACTUAL SERVICES	ALLSTAR ALARM, LLC	ALARM SYSTEM INSTALL & THREE MONTHS O	217.73
208-805.000-813.000	TRASH DISPOSAL	ADVANCED DISPOSAL	TRASH PICK UP	77.04
208-805.000-932.001	MAINTENANCE COMM CENTER	MYERS GROUP ENTERPRISES	PARKING LOT SALT FOR MUNICIPAL FACILI	325.00
208-805.000-932.001	MAINTENANCE COMM CENTER	PINCKNEY PLUMBING	REPAIR OF BURST PIPE AT SENIOR CENTER	120.00
208-805.000-933.000	EQUIPMENT MAINT/REPAIR	APPLIED IMAGING	B/W & COLOR MONTHLY COPY COVERAGES- 1/	17.29
Total For Dept 805.000 SENIOR CENTER				969.66
Total For Fund 208 SENIORS, PARKS, LL TRAIL				2,031.44
Fund 211 Act 302 Training Fund				
Dept 000.000	TRAINING	DELTA COLLEGE	TRAINING WALLACE TRUCK TRAFFIC ENFORC	260.00
211-000.000-965.000				260.00
Total For Dept 000.000				260.00
Total For Fund 211 Act 302 Training Fund				260.00
Fund 479 Rustic/Lake Pointe Road SAD				
Dept 000.000	ROAD IMPROVEMENT	MYERS GROUP ENTERPRISES	RUSTIC RD & LAKE POINTE DR-PLOW RDS O	400.00
479-000.000-802.000				400.00
Total For Dept 000.000				400.00
Total For Fund 479 Rustic/Lake Pointe Road SAD				400.00
Fund 480 Scott Drive Road SAD				

OPEN - CHECK TYPE: PAPER CHECK
 Vendor Invoice Description

GL Number	GL Desc	Amount	Check #
Fund 480 Scott Drive ROAD SAD Dept 000.000			
480-000.000-802.000	ROAD IMPROVEMENT	250.00	
Total For Dept 000.000		250.00	
Total For Fund 480 Scott Drive ROAD SAD		250.00	
Fund 482 Crystal Drive/Beach Rd Maint Dept 000.000			
482-000.000-802.000	ROAD IMPROVEMENT	1,860.00	
Total For Dept 000.000		1,860.00	
Total For Fund 482 Crystal Drive/Beach Rd Maint		1,860.00	
Fund 483 Norene Ct/Pearry Dr SAD - Rd Mn Dept 000.000			
483-000.000-802.000	ROAD IMPROVEMENT	280.00	
Total For Dept 000.000		280.00	
Total For Fund 483 Norene Ct/Pearry Dr SAD - Rd Mn		280.00	
Fund 484 Community Dr SAD - Road Maint Dept 000.000			
484-000.000-802.000	ROAD IMPROVEMENT	195.00	
484-000.000-802.000	ROAD IMPROVEMENT	195.00	
Total For Dept 000.000		390.00	
Total For Fund 484 Community Dr SAD - Road Maint		390.00	
Fund 485 Edgelake/Burton Drive SAD Dept 000.000			
485-000.000-802.000	ROAD IMPROVEMENT	495.00	
Total For Dept 000.000		495.00	
Total For Fund 485 Edgelake/Burton Drive SAD		495.00	
Fund 486 Downing Drive SAD Dept 000.000			
486-000.000-802.000	ROAD IMPROVEMENT	150.00	
Total For Dept 000.000		150.00	
Total For Fund 486 Downing Drive SAD		150.00	
Fund 487 Riverside/Century/Lagoon SAD Dept 000.000			
487-000.000-802.000	ROAD IMPROVEMENT	700.00	
487-000.000-802.000	ROAD IMPROVEMENT	700.00	
Total For Dept 000.000		1,400.00	
Total For Fund 487 Riverside/Century/Lagoon SAD		1,400.00	
Fund 489 Island Shore/Schlenker SAD Dept 000.000			
489-000.000-802.000	ROAD IMPROVEMENT	675.00	
Total For Dept 000.000		675.00	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 489 Island Shore/Schlenker SAD					
Total For Fund 489 Island Shore/Schlenker SAD				675.00	
Fund 491 Campbell Drive SAD					
Dept 000.000					
491-000.000-802.000	ROAD IMPROVEMENT	GP DUST CONTROL	CAMPBELL DR -SNOW PLOWED 1/28/19	135.00	
491-000.000-802.000	ROAD IMPROVEMENT	GP DUST CONTROL	CAMPBELL DR - SNOW PLOWED 2/13/19	135.00	
Total For Dept 000.000				270.00	
Total For Fund 491 Campbell Drive SAD				270.00	
Fund 494 Winans Drive SAD					
Dept 000.000					
494-000.000-802.000	ROAD IMPROVEMENT	MYERS GROUP ENTERPRISES	WINANS DR FLOW (1/19 & 1/28) & SAND RD	440.00	
Total For Dept 000.000				440.00	
Total For Fund 494 Winans Drive SAD				440.00	
Fund 590 SEWER FUND					
Dept 001.000					
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER FOR DPW	22.00	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	FASTENAL COMPANY	MISC. SUPPLIES FOR DPW	109.48	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	MICHIGAN PIPE & VALVE, I	PARTS FOR WELL WASHERS	125.08	
590-001.000-729.000	SOFTWARE MAINTENANCE	BS&A SOFTWARE INC.	ANNUAL SERVICE/SUPPORT - 2/1/19-2/1/2	1,840.00	
590-001.000-751.000	VEHICLE FUEL	WEX BANK	VEHICLE FUEL 1/7-2/5/19	435.48	
590-001.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	BLANKET P.O. - UNIFORMS FOR DPW/SEWER	40.18	
590-001.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORM SERVICES FOR DPW/SEWER STAFF	91.22	
590-001.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	BLANKET P.O. - UNIFORMS FOR DPW/SEWER	128.39	
590-001.000-826.000	LEGAL FEES	CHARLES & SUZZANE BURLIS	REFUND - INSURANCE DEDUCTIBLE (5945 W	2,144.00	
590-001.000-850.000	PUMP & MAIN REPAIR/MAINTENANCE	KENNEDY INDUSTRIES, INC.	HAMBURG PUMP STATION 110/120 RELAY	26.25	
590-001.000-853.000	PHONE/COMM/INTERNET	VERIZON WIRELESS	12/23/18-1/22/19	52.23	
590-001.000-933.000	EQUIPMENT MAINT/REPAIR	#774494 - CUMMINS BRIDGE	PLANNED GENERATOR MAINTENANCE AGREEME	3,882.72	
Total For Dept 001.000				8,897.03	
Dept 002.000					
590-002.000-726.000	SUPPLIES & SMALL EQUIPMENT	HACH COMPANY, AMERICAN S	BLANKET P.O. FOR WWTP SUPPLIES	292.45	
590-002.000-726.000	SUPPLIES & SMALL EQUIPMENT	HACH COMPANY, AMERICAN S	BLANKET P.O. FOR WWTP SUPPLIES	140.00	
590-002.000-813.000	TRASH DISPOSAL	ADVANCED DISPOSAL	TRASH PICK UP	82.15	
590-002.000-830.000	LAB ANALYSIS - WWTP	MERIT LABORATORIES	HAMBURG TESTS	710.00	
590-002.000-830.100	LAB ANALYSIS FEES - PORTAGE	MERIT LABORATORIES	PORTAGE LK TESTS	610.00	
Total For Dept 002.000				1,834.60	
Dept 003.000					
590-003.000-962.000	SUNDRY	LIVINGSTON COUNTY REGIST	RECORDING/FILING FEES - MASHINSKE @ 5	60.00	
590-003.000-962.000	SUNDRY	LIVINGSTON COUNTY REGIST	RECORDING/FILING FEES - SHAFER @ 7679	60.00	
Total For Dept 003.000				120.00	
Total For Fund 590 SEWER FUND				10,851.63	
Fund 701 Trust & Agency Fund					
Dept 000.000					
701-000.000-283.100	KEY DEPOSITS PAYABLE	MICHAEL ZEGLEVSKI	KEY DEPOSIT REFUND	100.00	
Total For Dept 000.000				100.00	
Total For Fund 701 Trust & Agency Fund				100.00	

INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES
 EXP CHECK RUN DATES 02/19/2019 - 02/19/2019

UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 703 Winter Tax Collection Fund					
Dept 000.000					
703-000.000-214.300	DUE TO GENERAL ADMIN FEES	MICHAEL SPADAFORE	REFUND DUE TO MICHIGAN DEPARTMENT OF	22.50	
703-000.000-225.101	DUE TO PINCKNEY SCH OPER TAX	MICHAEL SPADAFORE	REFUND DUE TO MICHIGAN DEPARTMENT OF	2,249.96	
703-000.000-275.000	OVER/UNDER PAYMENTS	RANDY ARON	REFUND DUE TO AN OVERPAYMENT	70.21	
		Total For Dept 000.000		2,342.67	
		Total For Fund 703 Winter Tax Collection Fund		2,342.67	

INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES
EXP CHECK RUN DATES 02/19/2019 - 02/19/2019
UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK
Vendor Invoice Description

GL Number	GL Desc	Amount	Check #
Fund Totals:			
	Fund 101 General Fund	26,093.39	
	Fund 206 Fire Fund	4,803.62	
	Fund 207 Police Fund	4,535.66	
	Fund 208 SENIORS, PARK	2,031.44	
	Fund 211 Act 302 Train	260.00	
	Fund 479 Rustic/Lake P	400.00	
	Fund 480 Scott Drive R	250.00	
	Fund 482 Crystal Drive	1,860.00	
	Fund 483 Norene Ct/Pea	280.00	
	Fund 484 Community Dr	390.00	
	Fund 485 Edgelake/Burt	495.00	
	Fund 486 Downing Drive	150.00	
	Fund 487 Riverside/Cen	1,400.00	
	Fund 489 Island Shore/	675.00	
	Fund 491 Campbell Drive	270.00	
	Fund 494 Winans Drive	440.00	
	Fund 590 SEWER FUND	10,851.63	
	Fund 701 Trust & Agenc	100.00	
	Fund 703 Winter Tax Co	2,342.67	
Total For All Funds:		57,628.41	



10405 Merrill Road ♦ P.O. Box 157
Hamburg, MI 48139
Phone: 810.231.1000 ♦ Fax: 810.231.4295
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EXCERPT FROM HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE MEETING MINUTES

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

Re: **Approved Municipal Utilities Committee Minutes**

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

Date of Meeting: February 13th, 2019

Committee Members Present: Hohl, Koeble

Committee Members Absent: Hahn

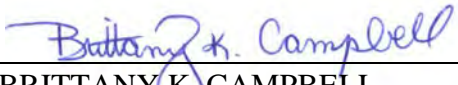
Text of Motion: MOTION BY HOHL, SUPPORTED BY KOEBLE TO APPROVE THE
MINUTES OF THE JANUARY 9th, 2019 MUNICIPAL UTILITIES
COMMITTEE MEETING WITH THE FOLLOWING AMENDMENT
TO ITEM 6.D. UNDER UNFINISHED BUSINESS TO CORRECT THE
AMOUNT OF THE INSURANCE DEDUCTIBLE REFUND FROM
\$2,133.00 TO \$2,144.00 PURSUANT TO THE PROPERTY OWNER'S
DOCUMENTATION.

Ayes: Hohl, Koeble Absent: Hahn Nays: None

MOTION CARRIED.

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

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


Date: February 13th, 2019
BRITTANY K. CAMPBELL
HAMBURG TOWNSHIP UTILITIES COORDINATOR

**HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE
WEDNESDAY, JANUARY 9th, 2019 – 2:30 P.M.
10405 MERRILL ROAD, HAMBURG, MI 48139**

1. CALL TO ORDER

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

Roll Call of the Committee:

Present: Hohl, Hahn, Koeble

Absent:

Also Present: Charles Burlison, Janice Hamilton, Tony Randazzo, Dave Podvoyski
and Brittany Campbell

2. CALL TO THE PUBLIC

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

3. CORRESPONDENCE

There was no correspondence to be addressed at this meeting.

4. APPROVAL OF THE AGENDA

MOTION BY HOHL, SUPPORTED BY HAHN TO APPROVE THE AGENDA WITH THE
ADDITION OF ITEM 7.C. UNDER CURRENT BUSINESS.

Ayes: Hohl, Hahn, Koeble

Absent: None

Nays: None

Motion carried.

Unfinished Business:

- A. LCWA Information/Updates
- B. DTE Power Supply Issues
- C. RE300 Pilot Study Update
- D. Sewage Back-Up Claim – 5945 Winans View Ct.

Current Business:

- A. DPW Monthly Report – December 2018 Statistics
- B. Sewer Damage Invoice Review Request – 8810 Riverside Dr.
- C. Norfolk Homes Direct Sewer Connection Agreement–5535 Hickory View Ct.

5. APPROVAL OF THE MINUTES

MOTION BY KOEBLE, SUPPORTED BY HOHL TO APPROVE THE MINUTES OF THE DECEMBER 12th, 2018 MUNICIPAL UTILITIES COMMITTEE MEETING AS PRESENTED.

Ayes: Hohl, Hahn, Koeble

Absent: None

Nays: None

Motion carried.

6. UNFINISHED BUSINESS

A. LCWA Information/Updates.

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

Ayes: Hohl, Hahn, Koeble

Absent: None

Nays: None

Motion carried.

B. DTE Power Supply Issues.

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

Ayes: Hohl, Hahn, Koeble

Absent: None

Nays: None

Motion carried.

C. RE300 Pilot Study Update. Randazzo noted that one tote of the RE300 liquid was received last week. Rick Kangas, the Wastewater Treatment Plant (WWTP) operator is currently working to determine the best method to dispense the liquid into the sludge storage tanks. No other community in Michigan is using this product. If successful, it will greatly reduce the need to have the sewage sludge hauled from the WWTP.

D. Sewage Back-Up Claim – 5945 Winans View Ct. Podvoyski reiterated that the reason for the equipment failure was a result of years of ground frost pulling the alarm plug right out of the green board causing the alarm to fail. Podvoyski noted that as a result of the pulled plug the homeowner would not know if there was an issue with the grinder pump. The homeowner, Charles Burlison, noted that his insurance would cover the cost of the sewer back-up damage in his basement but that he would like the Township to reimburse his deductible that he has to pay the insurance company. Burlison explained that his deductible is 10% of the amount covered by State Farm for the damages. Hohl noted that he would like to see a copy of the detailed cost breakdown showing the total cost to clean-up the sewage damages and the actual amount of the deductible from the insurance company.

MOTION BY HAHN, SUPPORTED BY KOEBLE TO REIMBURSE THE PROPERTY OWNER UP TO ~~\$2,133.00~~ **\$2,144.00** FOR HIS INSURANCE DEDUCTIBLE PENDING RECEIPT OF THE DETAILED CHARGES FROM THE STATE FARM INSURANCE COMPANY.

Ayes: Hohl, Hahn, Koeble

Absent: None

Nays: None

Motion carried.

7. CURRENT BUSINESS

A. DPW Monthly Report – December 2018 Statistics. Randazzo noted that the Wastewater Treatment Plant was in compliance for the entire month of December. Sodium sampling and testing has resumed and is ongoing. Randazzo noted that the technician hired to perform the sampling resigned his position today but that they had other potentially interested people for the position. On a lighter note, Podvoyski stated that Ryan Ward passed his wastewater certification exam and has now earned his “C” license.

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

Ayes: Hohl, Hahn, Koeble

Absent: None

Nays: None

Motion carried.

B. Sewer Damage Invoice Review Request – 8810 Riverside Drive. Janice Hamilton requested the Committee to reevaluate the invoice for sewer damages at 8810 Riverside Drive and to either drop the bill or lower the charge for the grinder pump repairs. Podvoyski explained that upon receiving a grinder call at the property the DPW technicians could not remove the old grinder pump from the can due to the fact it was jammed full with flushable wipes. The homeowner had to have the grinder can pumped out by a septic hauler so that a new grinder pump could be installed. The equipment failure was a direct result of the wipes flushed into the sewer system. Campbell noted that pursuant to Township policy, damage to the sewer system caused by the property owner is their responsibility and will be charged to the owner. Mrs. Hamilton noted that she just recently purchased the family property and that other relatives were misusing the sewer despite her efforts to prevent the use of wipes. Podvoyski expressed his desire to reduce the sewer charges by removing the labor charge in the amount of \$180.00 from the bill but that the cost of the repair parts would still need to be reimbursed by the homeowner.

MOTION BY HOHL, SUPPORTED BY KOEBLE TO REDUCE THE SEWER DAMAGE INVOICE FOR 8810 RIVERSIDE DRIVE BY \$180.00 BY REMOVING THE LABOR CHARGE, WITH THE BALANCE OF \$948.70 DUE FROM THE PROPERTY OWNER.

Ayes: Hohl, Hahn, Koeble

Absent: None

Nays: None

Motion carried.

C. Norfolk Homes Direct Sewer Connection Agreement– 5535 Hickory View Ct.

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

Ayes: Hohl, Hahn, Koeble

Absent: None

Nays: None

Motion carried.

8. CALL TO THE PUBLIC

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

9. INFORMATIONAL/EDUCATIONAL MATERIAL

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

10. ADJOURNMENT

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

Ayes: Hohl, Hahn, Koeble

Absent: None

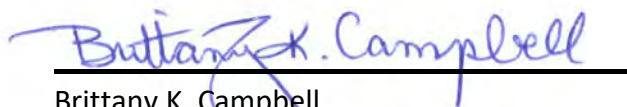
Nays: None

Motion carried.

The meeting was adjourned at 3:01 p.m.

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

Respectfully submitted,



Brittany K. Campbell

Hamburg Township Utilities Coordinator

Hamburg Township Library

10411 Merrill Rd. P.O. Box 247

Hamburg, MI 48139

810-231-1771

Monthly Report for February 2019

January Statistics:

- Average daily visits: 169
- Number of new patrons: 44
- Number of computer users: 254
- Number of in-building items checked out: 6,507
- Number of digital items checked out: 1,271

Upcoming Programs:

- 2/20 Drop-In Tech Help, Free, 4:00pm to 7:00pm
- 2/21 AARP Tax Assistance, Free, make an appointment by calling the library
- **2/23 Chili Cook-Off Fundraiser, Noon, \$5 to vote**
- 2/25 How to Write & Publish Your Own Book, Free, 6:30pm
- 2/28 Thursday Matinee: *Little Women* (PG13), Free, 1:00pm
- 3/4 Hiking the Camino, Free, 6:30pm
- 3/6 Book Club: *Girls Made of Snow and Glass*, Free, 1:00pm
- 3/7 AARP Tax Assistance, Free, make an appointment by calling the library
- 3/13 Teen Night: *Darkest Minds* (PG13), Free, 5:30pm
- 3/14 Lunch & Learn: Rustic Twig Frame, Free, noon
- 3/16 Secret Detroit, Free, 1:00pm
- 3/16 Family Literacy Night (2/42 Church Community Center), Free, 10am to noon
- 3/18 Michigan's Endangered Species, Free, 6:30pm

Upcoming Closed Dates:

- Feb. 18 Presidents' Day

Of special note:

- **Chili Cook-Off** - Saturday, Feb. 23, noon to 2:00pm. Enjoy delicious chili from your friends and neighbors, and for \$5.00 you can vote for your favorite. Register at the library if you have a fantastic recipe that's worthy of a competition (it's free to compete!).
- **Livingston Reads 2019: *A Walk in the Woods* by Bill Bryson** - Livingston Reads is a "One Book, One Community" project offered by the six Livingston County Libraries (Brighton, Fowlerville, Hamburg, Hartland, Howell, Pinckney), and is a program to encourage residents to read for pleasure, to create community through reading, and to promote the exploration of ideas, knowledge, and a love of Michigan! Check out the fun at www.livingstonreads.org.



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

CHIEF NICK MILLER
FIRE MARSHAL JORDAN ZERNICK

TO: Hamburg Township Board of Trustees
FROM: Chief Nick Miller
DATE: 14-Feb-19
RE: Monthly Fire Department Report for January

Current Monthly Totals

2019 Total Runs by Incident Type

from (1-Jan-19) to (31-Jan-19)

Fire	3	2.31%
Medical	77	59.23%
Hazardous Condition	14	10.77%
Service / Good Intent	21	16.15%
False Alarm / Cancel	13	10.00%
Mutual Aid	2	1.54%
Other	0	0.00%
Totals	130	100.00%

2019 Total Runs by District

from (1-Jan-19) to (31-Jan-19)

North West	12	9.23%
North East	24	18.46%
South West	39	30.00%
South East	48	36.92%
Mutual Aid	7	5.38%
Totals	130	100.00%

Comparative Statistics - 2017 vs 2018 by Month

2018 Runs

from (1-Jan-18) to (31-Jan-2018)

2019 Runs

from (1-Jan-19) to (31-Jan-19)

% Change

Fire	0	3	3.0%	Increase
Medical	80	77	-3.8%	Decrease
Hazardous Condition	14	14	0.0%	No Change
Service / Good Intent	7	21	200.0%	Increase
False Alarm / Cancel	5	13	160.0%	Increase
Mutual Aid	7	2	-71.4%	Decrease
Other	3	0	-3.0%	Decrease
Totals	116	130	12.1%	Increase



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

CHIEF NICK MILLER
FIRE MARSHAL JORDAN ZERNICK

TO: Hamburg Township Board of Trustees
FROM: Chief Nick Miller
DATE: 14-Feb-19
RE: Monthly Fire Department Report for January

Comparative Statistics - 2017 vs 2018 Year-To-Date

	2018 Runs from (1-Jan-18) to (31-Jan-2018)	2019 Runs from (1-Jan-19) to (31-Jan-19)	% Change	
Fire	0	3	3.0%	Increase
Medical	80	77	-3.8%	Decrease
Hazardous Condition	14	14	0.0%	No Change
Service / Good Intent	7	21	200.0%	Increase
False Alarm / Cancel	5	13	160.0%	Increase
Mutual Aid	7	2	-71.4%	Decrease
Other	3	0	-3.0%	Decrease
Totals	116	130	12.1%	Increase

Paid-On-Call Average Hours Worked per week as of 01-January-2018

Weekly Average	Number of Employees
0.0 - 10.0 Hours	24
10.1 - 20.0 Hours	11
20.1 - 25.0 Hours	2
25.1 - 30.0 Hours	2
Over 30.0 Hours	3

Start Date	1-Jan-2019
Finish Date	31-Jan-2019

LIGHTS & SIRENS (PRIORITY 1 - HAMBURG TOWNSHIP ONLY)

OVERALL AVERAGES		DAYTIME	NIGHTS / WEEKENDS	DIFFERENTIAL
RESPONSE TIME	0:07:31	0:06:08	0:08:20	0:02:12
SCRAMBLE TIME	0:01:24	0:01:16	0:01:30	0:00:14
DRIVE TIME	0:06:06	0:04:52	0:06:49	0:01:57
GEOGRAPHICS		DAYTIME CALLS	NIGHTS / WEEKENDS CALLS	DIFFERENTIAL
STATION 11	33	12	21	9
STATION 12	38	14	24	10
TOTAL	71	Daytime Totals 26 36.62%	Nights & Wknd Totals 45 63.38%	

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

OVERALL AVERAGES		DAYTIME	NIGHTS / WEEKENDS	DIFFERENTIAL
RESPONSE TIME	0:07:16	0:06:56	0:07:33	0:00:38
SCRAMBLE TIME	0:01:30	0:01:28	0:01:32	0:00:04
DRIVE TIME	0:05:48	0:05:30	0:06:03	0:00:34
GEOGRAPHICS		DAYTIME CALLS	NIGHTS / WEEKENDS CALLS	DIFFERENTIAL
STATION 11	18	10	8	2
STATION 12	34	13	21	8
TOTAL	52	Daytime Totals 23 44.23%	Nights & Wknd Totals 29 55.77%	



HAMBURG TOWNSHIP POLICE

MONTHLY REPORT

January, 2019

COMMUNITY HAPPENINGS

Community Involvement:

- Sgt. Anthony Wallace participated in an Eagle Scout Board of Review on January 23, 2019.

Communications:

- Sgt. Megan Paul, Officer Matthew Duhaime, Officer Nate Watson, Officer Justin Harvey, Officer Adam Fischhaber and Officer Dahne DeBottis received thank you letters from LACASA on January 7, 2019.

POLICE DEPARTMENT OPERATIONS

Personnel:

- Officer Jason Grim completed his 12-month probationary period on January 2, 2019.
- Administrative Assistant Karen Castleman was hired on January 7, 2019.

Training:

- Deputy Chief Dariusz Nisenbaum attended Constitutional Use of Force training in on January 9, 2019.

- Sgt. Gary Harpe, Sgt. Alysha Garbacik, Officer Adam Fischhaber, Officer Sean Hogan and Officer Spencer Flavin attended Evidence Technician update training in Brighton on January 9, 2019.
- Officer Daniel Bromley participated in Dive Team training in Hartland on January 13, 2019.
- Sgt. Anthony Wallace attended Commercial Motor Vehicle enforcement training January 15, 2019 – January 17, 2019 in Bay City.
- Officer Adam Fischhaber and Officer Sean Hogan attended Recreational Marijuana Law training in Ypsilanti on January 16, 2019.
- Deputy Chief Dariusz Nisenbaum attended Grant Writing training on January 16, 2019 and January 17, 2019.
- Deputy Chief Dariusz Nisenbaum, Sgt. Anthony Wallace, Officer Steve Locke and Officer Matthew Duhaime participated in Special Response Team training on January 23, 2019.
- Administrative Assistant Karen Castleman attended FOIA training in West Bloomfield on January 24, 2019.

Monthly Arrest Summary

01/10/19- 9:21am:

A 41-year old female Stockbridge resident was arrested at M-36 & Hiawatha Drive on a bench warrant for *Child Support* out of Jackson County. Her vehicle was impounded and she was turned over to the Jackson County Sheriff's Department on the warrant.

01/10/19- 3:26pm:

A 38-year old female Township resident was arrested at Merrill Road & M-36 for *Driving While License Suspended* and on a misdemeanor warrant out of Rochester for *Disorderly Conduct*. Her vehicle was impounded and she was lodged in the Livingston County Jail.

01/11/19- 10:11am:

A 34-year old male Chelsea resident was arrested at a Township home for *Stalking*. He was released to an area hospital for medical treatment.

01/11/19-10:37am:

A 41-year old male Howell Township resident was arrested at McGregor Road & Cobblestone Creek Drive on two misdemeanor warrants for *Driving While License*

Suspended and Operating While Intoxicated. His vehicle was turned over to a licensed passenger and he was lodged in the Livingston County Jail.

01/11/19- 7:56pm:

An 18-year old male Township resident was arrested at his home for *Domestic Assault*. He was lodged in the Livingston County Jail.

01/13/19- 6:50pm:

A 67-year old male Township resident was arrested at M-36 & Hull Road for *Operating While Intoxicated* and *Leaving the Scene of an Injury Accident*. He was released at a local hospital for treatment for injuries sustained in the accident.

01/19/19- 12:29am:

A 31-year old male Marion Township resident was arrested at 10668 Hamburg Road (The Hamburg Pub) for *Malicious Destruction of Property*. He was lodged in the Livingston County Jail.

01/20/19- 10:55am:

A 39-year old female Township resident was arrested at her home on a felony warrant for *Operating While Intoxicated-3rd Offense* out of Genesee County. She was turned over to the Genesee County Sheriff's Department on the warrant.

01/20/19- 12:24pm:

A 42-year old female Township resident was arrested at 9700 Chilson Commons Circle (Kroger) for *Retail Fraud* and *Driving While License Suspended*. Her vehicle was impounded and she was lodged in the Livingston County Jail.

01/24/19- 8:25pm:

A 26-year old male Saginaw resident was arrested at M-36 & Chilson for *Fleeing and Eluding*. His vehicle was impounded and he was lodged in the Livingston County Jail.

01/26/19- 2:45am:

A 37-year old male Dexter resident was arrested on Arrow Pass Drive & Whitewood Drive for *Driving While License Suspended* and on a felony warrant for *Larceny* out of Livingston County. His vehicle was impounded and he was lodged in the Livingston County Jail.

01/29/19 1:20pm:

A 56-year old female Willis City resident was arrested at M-36 & Hamburg Road for *Operating While Intoxicated* and *Driving While License Suspended*. Her vehicle was impounded and she was lodged in the Livingston County Jail.

01/31/19- 7:21pm:

A 25-year old male Adrian resident was arrested at Strawberry Lake Road & Hall Road for *Driving While License Suspended* and on a misdemeanor warrant out of Howell for *Larceny*. His vehicle was impounded and he was lodged in the Livingston County Jail.

General Police information:

Marine Patrol:

The police boat has been taken out of service and winterized/stored.

Lakeland Trail Patrol:

Regular patrols on the Lakelands Trail ceased for the winter season in November.

Road Patrol Vehicles:

All patrol units are in good working order.

Red Barrel:

No prescription drugs were removed from the Red Barrel in front of the police station in January.

LIVINGSTON COUNTY 911

Events by Nature Code by Agency

Agency: HATP, Event date/Time range: 01/01/2019 00:00:00 - 01/31/2019 23:59:59

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
HATP	PHYSICAL DOMES REPORT ONLY	0	1	0	1	0%	0:00:01	0:00:00	1:39:41	1:39:42	1:39:41
	911 HANG UP	0	0	4	4	0%	0:02:21	0:06:22	0:07:19	1:04:07	0:16:00
	ABANDONED VEHICLE	0	1	1	2	0%	0:02:55	0:04:07	0:36:49	1:20:42	0:40:21
	ALARM	0	0	21	21	1%	0:02:18	0:08:13	0:06:13	5:07:15	0:14:33
	ANIMAL COMPLAINT	0	3	10	13	1%	0:06:19	0:12:54	0:18:34	6:41:14	0:30:55
	AREA CHECK	0	511	1	512	26%	0:00:02	0:07:41	0:02:57	25:43:36	0:03:00
	ASSAULT REPORT ONLY	0	0	2	2	0%	0:32:39	0:15:58	2:17:38	6:12:29	3:06:15
	ASSIST EMS	0	0	74	74	4%	0:00:51	0:07:09	0:17:34	10:10:56	0:08:11
	ASSIST FIRE DEPARTMENT	0	0	13	13	1%	0:01:08	0:05:37	0:07:42	1:29:09	0:06:55
	ASSIST OTHER AGENCY	0	4	3	7	0%	0:00:01	0:07:17	0:12:40	2:05:08	0:17:55
	BREATHING PROBLEM	0	0	4	4	0%	0:02:34	0:09:32	0:12:02	1:54:39	0:28:44
	BUILDING/PROPERTY/VACATION CHK	0	106	0	106	5%	0:00:01	0:00:00	0:03:32	6:16:15	0:03:33
	BURGLARY REPORT ONLY	0	0	1	1	0%	0:22:26	0:14:41	3:43:24	4:20:32	4:20:33
	CARDIAC/RESPIRATORY ARREST	0	0	1	1	0%	0:00:18	0:01:20	2:01:29	2:03:08	2:03:00
	CHASE/PURSUIT	0	1	0	1	0%	0:00:00	0:00:00	1:20:01	1:20:01	1:20:00
	CITIZEN ASSIST	0	8	12	20	1%	0:02:38	0:09:08	0:14:33	7:10:15	0:21:33
	CIVIC EVENT	0	1	0	1	0%	0:00:00	0:00:00	2:07:58	2:07:59	2:07:55
	CIVIL COMPLAINT	0	1	6	7	0%	0:03:22	0:11:17	0:27:02	4:33:49	0:39:00
	COMMUNITY POLICING	0	10	0	10	1%	0:00:01	0:00:00	0:01:56	0:19:32	0:01:55
	CONVULSIONS/SEIZURE PRIO 3	0	0	1	1	0%	0:00:34	0:10:26	0:21:12	0:32:13	0:32:11
	COURT PROSECUTOR ACTIVITY	0	1	0	1	0%	0:00:01	0:00:06	0:53:43	0:53:50	0:53:55
	DHS REFERRALS	0	0	2	2	0%	0:06:04	0:00:17	1:12:47	1:34:40	0:47:22
	DISTURBANCE/TROUBLE	0	0	2	2	0%	0:03:01	0:04:58	0:30:39	1:17:15	0:38:33

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	DOMESTIC PHYSICAL IN PROGRESS	0	0	3	3	0%	0:01:52	0:05:14	1:08:02	3:45:27	1:15:00
	DOMESTIC VERBAL	0	0	7	7	0%	0:02:35	0:06:51	0:31:28	4:46:21	0:40:55
	FALL	0	0	1	1	0%	0:00:17	0:00:00	0:00:00	0:00:37	0:00:37
	FALL PRIORITY 3	0	0	6	6	0%	0:00:25	0:04:58	0:07:23	0:16:13	0:02:44
	FINGERPRINTS	0	2	0	2	0%	0:00:02	0:09:07	0:05:37	0:20:24	0:10:12
	FOLLOW UP	0	32	0	32	2%	0:00:01	0:10:16	0:26:31	15:33:43	0:29:15
	FOOT PATROL	0	5	0	5	0%	0:00:01	0:00:00	0:07:01	0:35:10	0:07:01
	FRAUD	0	5	2	7	0%	0:03:52	0:11:30	0:25:34	3:29:43	0:29:55
	GENERAL NON CRIMINAL	0	4	0	4	0%	0:00:01	0:00:00	0:01:58	0:07:59	0:02:00
	HAZARD	0	1	7	8	0%	0:04:26	0:16:28	0:08:56	2:59:46	0:22:22
	HEART PROBLEMS	0	0	3	3	0%	0:00:42	0:08:16	0:16:52	0:52:27	0:17:22
	INDECENT EXPOSURE	0	0	1	1	0%	0:04:57	0:13:39	0:27:26	0:46:02	0:46:02
	INFO- GENERAL	0	12	1	13	1%	0:01:26	0:01:00	0:24:38	5:10:42	0:23:55
	INTIMIDATION THREATS HARASSMEN	0	0	3	3	0%	0:16:01	0:21:46	0:16:02	2:41:31	0:53:55
	LARC IN PROGRESS	0	0	1	1	0%	0:02:47	0:07:55	1:24:30	1:35:12	1:35:12
	LARCENY	0	3	4	7	0%	0:02:50	0:12:30	0:23:27	3:51:12	0:33:00
	LOCKOUT	0	2	6	8	0%	0:02:07	0:06:52	0:11:35	2:28:40	0:18:33
	LOST/FOUND PROPERTY	0	2	2	4	0%	0:03:54	0:12:48	0:52:09	4:05:55	1:01:22
	MDOP	0	0	2	2	0%	0:02:26	0:04:56	2:16:19	4:47:21	2:23:44
	MEDICAL ALARM	0	0	1	1	0%	0:01:05	0:00:00	0:00:00	0:05:15	0:05:15
	MEETINGS	0	2	0	2	0%	0:00:00	0:00:11	3:04:17	6:08:45	3:04:22
	MENTAL/CMH/PSYCH	0	0	1	1	0%	0:04:49	0:16:21	1:55:07	2:16:17	2:16:17
	MESSAGE DELIVERY	0	0	1	1	0%	0:04:58	0:07:18	0:07:13	0:19:30	0:19:30
	MISC COMPLAINTS	0	2	0	2	0%	0:00:00	0:00:00	0:00:45	0:01:30	0:00:45
	MISSING PERSON/RUN-A-WAY	0	0	1	1	0%	0:14:45	0:12:32	1:12:29	1:39:47	1:39:47
	MOTORIST ASSIST	0	11	4	15	1%	0:02:26	0:07:55	0:17:45	5:15:09	0:21:00
	NOISE COMPLAINTS	0	0	1	1	0%	0:01:54	0:22:05	0:37:54	1:01:54	1:01:54

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	NON INJURY ACC W EXTRICATION	0	0	1	1	0%	0:03:52	0:01:04	0:44:45	0:49:42	0:49:4
	OVERDOSE/INGESTION	0	0	1	1	0%	0:00:33	0:05:20	0:52:38	0:58:32	0:58:3
	PARK/TRAF COMP	0	0	1	1	0%	0:02:23	0:01:18	0:54:43	0:58:25	0:58:2
	PARKING COMPLAINTS	0	0	1	1	0%	0:04:07	0:08:04	0:17:09	0:29:21	0:29:2
	PATROL INFORMATION	0	0	1	1	0%	0:02:30	0:00:26	0:02:08	0:05:05	0:05:0
	PDA	0	5	20	25	1%	0:04:23	0:07:35	0:48:03	24:17:19	0:58:1
	PERSON LOCKED IN A VEHICLE	0	0	2	2	0%	0:02:12	0:09:40	0:27:13	1:18:10	0:39:0
	PERSONAL INJURY ACCIDENT	0	0	2	2	0%	0:02:22	0:02:33	3:18:09	6:46:07	3:23:0
	PRISONER TRANSPORT	0	2	1	3	0%	0:00:23	0:14:47	1:23:03	4:25:06	1:28:2
	PUBLIC SERVICE	0	0	2	2	0%	0:04:57	0:09:37	0:18:54	1:06:57	0:33:2
	ROAD RUNOFF	0	3	1	4	0%	0:01:07	0:03:15	0:07:34	0:35:45	0:08:5
	SCHOOL EVENTS	0	3	0	3	0%	0:00:01	0:00:00	1:37:23	4:52:11	1:37:2
	SHOTS FIRED	0	0	1	1	0%	0:03:58	0:12:51	0:06:03	0:22:53	0:22:5
	SICK PERSON	0	0	2	2	0%	0:01:11	0:00:00	0:00:00	0:02:55	0:01:2
	STALKING	0	0	1	1	0%	0:04:15	0:17:17	0:28:44	0:50:17	0:50:1
	STRUCTURE FIRE	0	0	1	1	0%	0:00:56	0:05:10	1:01:51	1:07:57	1:07:5
	SUBDIVISION PATROL	0	630	0	630	32%	0:00:01	0:00:00	0:04:12	44:19:59	0:04:1
	SUBPOENA SERVICE	0	4	0	4	0%	0:00:01	0:03:53	0:04:25	0:33:21	0:08:2
	SUICIDAL SUBJECT	0	0	2	2	0%	0:02:48	0:07:45	1:59:00	4:19:05	2:09:3
	SUPPLEMENTAL ADD TO PREV RPT	0	0	2	2	0%	0:04:40	0:17:12	2:04:54	4:53:32	2:26:4
	SUSPICIOUS PERSON	0	1	10	11	1%	0:05:39	0:10:05	0:09:11	3:24:08	0:18:3
	SUSPICIOUS SITUATION	0	7	8	15	1%	0:03:14	0:09:47	0:34:52	9:31:45	0:38:0
	SUSPICIOUS VEHICLE	0	10	4	14	1%	0:01:08	0:09:21	0:07:02	2:13:25	0:09:3
	TRAFFIC DETAIL	0	142	0	142	7%	0:00:01	0:00:00	0:15:53	37:38:55	0:15:5
	TRAFFIC STOP	0	158	0	158	8%	0:00:01	0:00:00	0:08:03	21:07:41	0:08:0
	TRAFFIC VIO/ARREST	0	2	1	3	0%	0:01:50	0:03:50	1:23:40	4:18:32	1:26:1
	TRAUMATIC INJURY SPECIFIC	0	0	1	1	0%	0:00:59	0:00:00	0:00:00	0:01:07	0:01:0

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	TREE HAZARD	0	1	0	1	0%	0:00:15	0:00:00	0:21:12	0:21:27	0:21:2
	TRESSPASSING, LOITERING	0	0	3	3	0%	0:08:03	0:07:44	0:14:17	1:30:13	0:30:0
	UNCONSCIOUS/FAINTING	0	0	1	1	0%	0:01:18	0:00:00	0:00:00	0:01:45	0:01:4
	UNKNOWN ACCIDENT	0	0	1	1	0%	0:02:18	0:08:40	0:10:45	0:21:43	0:21:4
	VEH UDAA REPORT	0	0	1	1	0%	0:02:53	0:13:11	1:21:13	1:37:17	1:37:1
	WAR ATT/SEARCH	0	2	0	2	0%	0:00:00	0:00:00	1:01:26	2:02:52	1:01:2
	WARRANT ARREST CRIMINAL	0	1	1	2	0%	0:03:26	0:11:07	1:59:17	4:13:08	2:06:3
	WATER RESCUE INCIDENTS	0	0	1	1	0%	0:00:00	0:00:00	0:17:00	0:17:00	0:17:0
	WELFARE CHECK	0	1	7	8	0%	0:05:04	0:12:44	0:13:05	4:02:02	0:30:1
Subtotals for No Summary Code		0	1703	297	2000	100%	0:03:10	0:08:40	0:45:01	366:56:37	0:49:4
Subtotals for HATP		0	1703	297	2000	100%	0:03:10	0:08:40	0:45:01	366:56:37	0:49:4



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EXCERPT FROM HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE MEETING MINUTES

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

Re: **DPW Monthly Report – January 2019 Statistics**

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

Date of Meeting: February 13th, 2019

Sewer Committee Members Present: Hohl, Koeble

Sewer Committee Members Absent: Hahn

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

Ayes: Hohl, Koeble Absent: Hahn Nays: None

MOTION CARRIED.

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

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

 Date: February 13th, 2019
BRITTANY K. CAMPBELL
HAMBURG TOWNSHIP UTILITIES COORDINATOR



10405 Merrill Road ♦ P.O. Box 157
Hamburg, MI 48139
Phone: 810.231.1000 ♦ Fax: 810.231.4295
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To: Municipal Utilities Committee
From: Tony Randazzo
Date: 02-06-2019
Re: DPW Monthly Report

-
1. The wastewater treatment plant was in compliance for the entire month of January.
 2. We have hired a new part time employee to resume sodium testing.
 3. Approximately half of the RE300 has been added to one of the sludge storage tanks. The results are encouraging so far.
 4. The DEQ has not provided any feedback on our permit yet.

HAMBURG TOWNSHIP DPW ACTIVITY TRACKING CHART 2018 VERSES 2019

<i>DPW Activities</i>	Jan-18	Jan-19	Feb-18	Feb-19	Mar-18	Mar-19	Apr-18	Apr-19	May-18	May-19	Jun-18	Jun-19	Jul-18	Jul-19	Aug-18	Aug-19	Sep-18	Sep-19	Oct-18	Oct-19	Nov-18	Nov-19	Dec-18	Dec-19	Year End Total 18	Year End Total 19
Grinder Calls	53	34	33		36		43		54		48		43		52		52		47		38		27		526	34
Grinder Replacements	44	26	23		31		37		48		40		34		42		39		32		37		22		429	26
Grinder Repairs	56	31	27		35		41		42		42		39		52		39		41		32		26		472	
Hiland-other repair	4	8	6		11		7		20		8		11		9		7		16		3		15		117	
Grinder Star - Ups	2	2	1		4		2		4		2		1		1		4		3		2		2		28	2
Grinder Deact.	1	1	0		0		0		0		0		0		0		0		1		0		0		2	1
Sewer Repairs	0	0	0		0		0		0		1		1		0		0		0		0		0		2	0
WWTP Alarms	2	0	6		5		25		22		13		10		9		11		8		7		2		FALSE	0
Hamburg Road Lift	2	1	4		2		2		2		2		5		1		3		1		2		1		15	1
Winans Road Lift	2	1	4		3		2		2		4		4		2		5		2		2		1		33	1
KESS RD. Lift	2	3	4		2		2		1		5		1		1		3		2		2		0		25	3
Ore Station Alarms	2	3	5		5		9		7		7		14		3		3		1		2		1		59	3
School Alarms	2	1	0		1		1		2		3		2		1		4		0		0		0		16	1
Grinder Reacts	1	0	1		1		1		1		0		2		0		1		0		1		1		10	0
Rustic Station	1	0	4		2		3		6		4		2		1		2		2		2		0		29	0
Medical Center	3	0	2		1		2		2		2		4		1		4		1		2		1		25	0
Miss Dig Stakings	63	92	130		175		220		275		350		410		430		320		250		210		172		3005	92
Grinders in stock	70-4	35-3	67-4		62-4		61-3		56-3		53-3		52-3		49-3		44-4		18-4		39-3		37-3			
Chilson Commons	1	1	2		1		2		2		1		2		1		2		0		2		1		17	1
Overtime call outs	31	13	17		14		25		32		21		24		34		33		31		23		23		308	13
PLANT -EFF./MO.	9.1	8.7	8.3		8.8		8.7		9.8		9.2		9.2		8.7		8.8		8.6		8.4		9.1		107	9
AVE. DAILY/ MG	0.26	0.29	0.29		0.28		0.29		0.33		0.32		0.31		0.29		0.31		0.29		0.29		0.29			0
MAX. DAILY MG.	0.32	0.31	0.31		0.34		0.34		0.41		0.33		0.31		0.32		0.33		0.32		0.31		0.32			0
PLANT- INF/ MO.	8.4	9	9		9.3		9.2		10.4		9.9		9.9		9.2		9.7		9.6		9.4		9.5		114	9
AVE. DAILY /MG	0.32	0.3	0.32		.0.30		0.31		0.34		0.34		0.31		0.31		0.32		0.33		0.31		0.32			0
MAX. DAILY MG.	0.36	0.34	0.34		0.34		0.37		0.47		0.33		0.35		0.33		0.32		0.32		0.34		0.34			0

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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, January 9, 2019 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: Auxier, Bohn, Neilson, Priebe, Watson,

Absent: None

Also Present: Amy Steffens, Planning & Zoning Administrator

4. Correspondence: None

5. Approval of Agenda:

Motion by Auxier, supported by Watson

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 2018-014

Owner: Vickie Neff and David Gabbey

Location: 11332 Algonquin Drive Pinckney MI 48169

Parcel ID: 15-31-102-039 Request:

Variance application to allow for a second-story addition and an elevated deck to the existing dwelling. The addition will have a 46-foot setback from the ordinary high water mark of Portage Lake (50-foot setback from the OHM required, Section 7.6.1. fn.3). The deck will have a 34-foot setback from the ordinary high water mark (44-foot setback from the OHM required, Section 8.17).

Mr. Gabbey, applicant, stated that their home is located on lot 39 in Mumford Park, and they also own lot 46 which is across Algonquin with a stand-alone garage. They have lived in the home for 21 years and plan to stay in the home for the rest of their lives. Over the years they have made quite a few improvements. The home was built in the 1960s and have smaller rooms. To bring their home to more current standards, they

have looked at different options. In order to not increase the footprint of the home, reconfiguring the second floor became the most obvious option. The proposed modifications would require approval of two variances.

Theresa Angelini, Architect for the applicant gave a Powerpoint presentation of their request. She stated that the house was designed in the 1960s and built in 1966. A second floor dormer was added in 1974, the sunroom was added in the late 1970s, and the house was connected to the garage in 2005. She stated that there is a 20 foot easement to the south. Portage Lake is to the west, and the lot length is 131 feet which is 18 feet shorter than the neighboring lots. The surrounding homes do not have a 50 foot setback with the exception of a newer home to the north where there were two lots combined. She discussed the views of the surrounding homes. She discussed the leaking roof on the sunroom and the pitch of the roof. She discussed the bearing walls of both the second story dormer and the first floor and evidence of movement. She presented a site plan showing that the house being forward from the 50 foot setback. The 46.5 feet is where the existing first floor wall is. That is where they would like to start the second story. The requested 34 feet is from the face of the deck to the lake. She presented a floor plan of the new second story. The new addition is 43 square feet. The replacement of the sunroom roof is 366 of roof deck. It is that size because of the sunroom below. She showed the proposed west elevation.

Ms. Angelini reviewed the Standards of Review and exceptional circumstances. The existing first floor sunroom encroaches into the 50 foot setback at 34.5 feet from the water. Re-framing that roof allows for the elevated deck. It has no negative affect on neighboring views. It would be exactly in the footprint of the existing house. The second floor dormer currently encroaches into the setback by 2 feet. Their proposal moves that 20 inches to be 46.5 feet back from the water so that it aligns with the first floor wall. The goal is to improve the structural integrity. Putting the roof deck on the existing structure would not have a negative impact on surrounding properties. She stated that the practical difficulty is the location of the house on the site and the length of the property being 18 feet less than the ones around it. They recognize the need to repair the house so that they can live in it comfortably for the next many years.

Amy Steffens, Planning & Zoning Administrator stated that the subject site is a 8,364-square foot parcel that fronts onto Algonquin Drive to the east; Portage Lake is to the west, and to the north and south you will find single-family uses. The site currently has a 2,872-square foot two-story single-family dwelling and a 545-square foot attached garage. They are requesting to move the second story wall on the west less than two feet to correct some structural problems. Then they will remove the slightly pitched roof over the existing sunroom and turn that into an elevated deck. The first floor foot print is not changing at all. The elevated deck would be required to have a 44 foot setback from the ordinary high watermark. An elevated deck is anything over 24 inches above grade and is allowed to encroach into a required setback no more than six feet. They are asking for a setback of 34.5 feet. She has provided a table showing the existing and proposed setbacks for both the existing house as well as the proposed improvements. She further stated that based on FEMA's floodplain maps, it appears that a portion of the special flood hazard area or 100 year flood plain, could encroach onto the existing structure. Hamburg Township does participate in the NFIP program, and one of our requirements is that we have to enforce proper floodplain development standards. If any work is done on this structure, we would need an estimate prepared by a licensed contractor showing the value of the work. If this is a substantial improvement, anything more than 50% of the market value of the structure, we would need an elevation certificate or a LOMA issued by FEMA showing that the house is out of the floodplain or if it is, it meets the floodplain standards.

Steffens reviewed the Standards of Review. She stated that the dwelling's existing first-story sunroom encroaches into the ordinary high water mark setback by 14.5 feet, which will not change. The proposed second-story addition would encroach no more than an additional 20 inches. Staff believes that would not be noticeable by adjacent properties or impactful. The existing sunroom would be reframed to permit the roof of the sunroom to be used as an elevated deck. Given the siting of the dwelling on the subject site, the siting of the properties to the north and the south, and the configuration of the shoreline, it is not likely to be negatively impacted by the 20 inch addition to the second story wall nor the elevated deck.

Steffens stated that a substantial property right is not preserved based on granting a variance for a particular architectural design. The site is zoned for single-family residential uses, has been developed for such uses, and can continue to be used for such use with a conforming structure or conforming addition. The site could not accommodate a compliant, usable elevated deck anywhere on the site. Having an accessory structure does not advance a substantial property right. However, the encroachment into the ordinary high water mark for the second-story addition would be a minor deviation to the zoning ordinance. The granting of a variance or modification would not be materially detrimental to the public welfare. Again, because of the way the house sits on the lot in relation to the shoreline and the way that the house to the south comes more forward into the ordinary high water mark, staff does not believe that the improvements would be materially injurious to the property or improvements in the district. The proposed request would not adversely affect the purpose or objectives of the Master Plan. The site could not accommodate a compliant elevated deck, however it could accommodate a compliant at-grade deck. The use of the site is single-family residential and will continue to be single family residential. The improvements would not change that. A second story addition is a minor deviation from the ordinance and would allow for improvements to the structural integrity of the dwelling. It is up to the Board to determine whether the requested variance is an acceptable deviation from the ordinance for the elevated deck.

Discussion was held on the applicant obtaining a LOMA. Steffens stated that they purchased the home prior to the adoption of the current flood plain maps. She stated that the only way to determine whether they are in the floodplain is by either a topographical survey or elevation certificate.

Chairperson Priebe opened by public hearing.

Chairperson Priebe stated that we have received a letter of support from Robert Barns and email in support from Raymond and Tamara Havermahl.

Hearing no public comment, Chairperson Priebe closed the public hearing.

Priebe asked if the exterior stairway is going to remain. Applicant stated that it will be removed.

Member Auxier stated that the plan is well done. He did not see any issues with the homes in the area or that would impede the line of sight. Having a site that met the ordinance may impede the sight lines more.

Member Bohn stated that existing conditions dictate a great deal. Priebe stated that she appreciates that they are containing the improvements within the existing footprint.

Motion by Bohn, supported by Neilson

Motion to approve variance application ZBA 19-001 at 11332 Algonquin Drive to allow for a second story addition and an elevated deck to the existing dwelling. The addition will have a 46-foot setback from the ordinary high water mark of Portage Lake (50-foot setback from the OHM required, Section 7.6.1. fn.3). The deck will have a 34-foot setback from the ordinary high water mark (44-foot setback from the OHM required, Section 8.17). The variance does meet variance standards one through seven of Section 6.5. of the Township Ordinance and a practical difficulty does exist on the subject site (that it is a short lot in comparison to the surrounding lots and the existing structure dictates improvements that need to be done) when the strict compliance with the Zoning Ordinance standards are applied as discussed at tonight's hearing 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. Approval of November 14, 2018 minutes

Motion by Neilson, supported by Watson

To approve the November 14, 2018 minutes as presented

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

Planning & Zoning Administrator Steffens stated that February 27th is our annual joint meeting with the Township Board, Planning Commission, Parks and Recreation and ZBA. There will be a review of everything the Boards accomplished in 2018. We will also discuss the Master Plan Update which is slowly progressing. She would like the ZBA Members to think about any zoning text amendments they think we should consider pursuing in 2019, any clarifications that may be useful.

Member Bohn asked if there is a particular section that we see repetitive requests for variance. Steffens reviewed the changes that have been made that have reduced the number of requests. She asked do we want to address the 50 foot setback from the ordinary high water mark? She stated that probably not. That is the one that we see all the time. Priebe stated that she would like to address the second story on non-conforming structures. She stated that may have been an unintended consequence to the wording in that part of the ordinance. Further discussion was held on side setbacks versus front. Steffens stated that when you are talking about a side yard setback, there is a big difference between a single story and a two-story. The bulk of a structure at the setback can be quite impactful to the neighbors. It was stated that the ordinance allows for the Board to take a look at the impact before allowing it.

Priebe stated that she has concern with the PUD ordinance and the increase density thereby allowing 40-50 foot wide lots. She further discussed the unintended consequences when certain ordinances are changed.

Steffens stated that if there are any training classes the Board would like to attend, please let her know and she will see what is available.

Steffens stated that the Township Attorney gave a presentation to the Township Board on the legalization of recreational marijuana and suggested that the ZBA members take a look at that because it is something that will be discussed at the joint meeting. We also need to address short-term rentals. Discussion was held on enforcement of these short-term rentals and the potential to see an increase when the wedding barn becomes operational.

9. Adjournment:

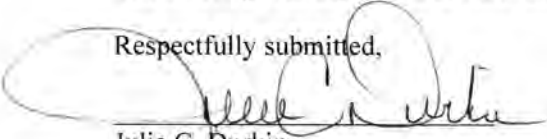
Motion by Auxier, supported by Watson

To adjourn the meeting

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

The meeting was adjourned at 7:53 p.m.

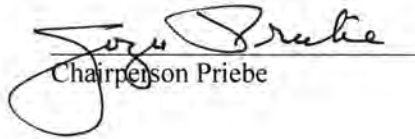
Respectfully submitted,



Julie C. Durkin
Recording Secretary

The minutes were approved

As presented/Corrected: 2-13-19


Chairperson Priebe



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

January 9, 2019

Approval of Variance (18-014; heard as 19-001)

PROJECT SITE: 11332 Algonquin Drive
TID 15-31-102-039

APPLICANT/OWNER: Vickie Neff and David Gabbey

PART I – PROJECT DESCRIPTION

Variance application to allow for a second-story addition and an elevated deck to the existing dwelling. The addition will have a 46-foot setback from the ordinary high water mark of Portage Lake (50-foot setback from the OHM required, Section 7.6.1. fn.3). The deck will have a 34-foot setback from the ordinary high water mark (44-foot setback from the OHM required, Section 8.17).

PART II– FINDINGS 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.

Given the siting of the dwelling on the subject site, the siting of the adjacent dwellings, and the configuration of the shoreline and property boundaries, the adjacent properties are not likely to be negatively impacted by the proposed improvements, nor would the proposed lateral second-story addition be a discernable change from the existing second-story location.

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 encroachment into the OHM for the second-story addition and the elevated deck would be a minor deviation to the zoning ordinance due to the siting of the existing structure on the lot and the siting of dwellings on the adjacent properties and is not likely to have a negative impact on those properties.

- 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.**

As stated in standard number one, due to the configuration of the vicinity and adjacent dwellings the proposed improvements are not likely to be materially injurious to the property or improvements in the zone or district.

- 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 North Chain of Lakes planning area of the Master Plan. This area envisions waterfront and natural river district zoning closely tied to the lakes and Huron River. The proposed request would not adversely affect the purpose or objectives of the Master Plan.

- 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 findings one and three.

- 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 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 proposed second-story addition is a minor deviation from the ordinance and would allow for improvements to the structural integrity of the dwelling. There is no compliant location on the site for an elevated deck.

Approved by the Hamburg Township Zoning Board of Appeal at a regular meeting on January 9, 2019 by the following vote:

AYES:	BOARD MEMBERS:	Priebe, Watson, Neilson, Bohn, Auxier
NOES:	BOARD MEMBERS:	
ABSENT:	BOARD MEMBERS:	



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02/14/19

To: Hamburg Township Board
From: Tony Randazzo

Re: LED Lighting Concerns

At the last meeting, the Board tabled the LED lighting proposal due to concerns about potential negative health effects from LED lighting. I have investigated this topic more thoroughly since the last meeting and have not found a reason for this project to stall.

LED lighting emits bluer wavelength light. There is information online that states that this type of light keeps people more alert and can cause trouble falling asleep. However, this is not an issue in an office environment during the day, as this concern is geared to towards lighting at home and the use of electronic devices with LED screens at night.

All of our buildings currently have fluorescent tube lighting or compact fluorescent bulbs. LED lighting is superior to fluorescent lighting in every way. In addition to the energy savings that LED lighting provides, the following health benefits can be observed as well: Fluorescent bulbs can flicker which may trigger headaches, fluorescent bulbs can emit small amounts of UV radiation, and they also contain mercury which is a problem if they break. LED bulbs have none of these negatives. In summary, LED lighting is a better choice than the fluorescent lighting we currently employ.



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01/31/19

To: Hamburg Township Board
From: Tony Randazzo & Russ Williamson

Re: LED Lighting Upgrades

We seek approval from the Township Board to replace all of the existing interior lighting in the Township Hall, Police Department, and Senior Center with LED bulbs. The Senior Center upgrade will also include the exterior soffit and wall pack lights. The new lighting will only consume roughly 33% of the electricity compared to the current bulbs. In addition to that, the LED lighting will be brighter and offer a superior quality of light while reducing maintenance costs due to their extended longevity.

Standard Electric has provided a quote for the actual LED lighting. The material cost for Township Hall will be \$6,311.32, the Senior Center is \$4,516.32, and \$2,173.12 for the Police Station.

We also solicited bids from three electrical contractors to remove the old bulbs, disconnect the ballasts and install the new LED lighting. The bids came back in a range from \$10,600 to \$22,475 for the three buildings. I recommend that we select HP Electric as the contractor for this job. Although their bid of \$12,000 is not the lowest among the three, we have used HP Electric for many jobs in the past and have been pleased with their work. HP Electric's bid also includes off-site disposal of the old bulbs, which is not included by the contractor who supplied the lowest bid. The cost of this project will be paid out of the capital reserve building fund for each respective building. Each fund has ample reserves to take on this project. Due to projected savings on electricity costs, we conservatively estimate a three year payback on this endeavor.

Ashcott Electrical Inc.

11800 Whitmore Lake Rd., Suite C

Whitmore Lake, MI. 48189

Phone: (734) 449-0553

Fax: (734) 449-1182

PROPOSAL

Date: 12/18/18

To: Hamburg Township

Attn: Tony Randazzo

Project: Lighting LED Retrofit

To include the following:

Replace all of the existing light bulbs in the Township Hall building, Senior Center Building
& Police Station with LED lamps per Bill of Material supplied by Standard Electric.

Rewire all fixtures to bypass ballast.

Clean lenses as needed.

Remove and recycle all bulbs and ballasts

Electrical Permits

Not included in quoted price:

Replacement or reworking of any emergency or exit lights (except two exit lights in Senior
Center per Standard Electric bill of material and instructions from Tony

Total price for all items listed above:

Senior Center \$6,250.00

Police Station \$4,975.00

Township Hall \$11,250.00

Thank you for the opportunity to quote on this project. Please call me if you have any questions.

**Garry Johnson
President**

HP Electric, LLC
7853 Thunderbay Drive
Pinckney, Mi.
48169

Estimate

Date	Estimate #
12/13/2018	576

Name / Address		Ship To		
Hamburg Township 10405 Merrill Rd. P.O. Box 157 Hamburg, Mi. 48139		Hamburg Township 10405 Merrill Rd. P.O. Box 157 Hamburg, Mi. 48139		
P.O. No.	Terms	Due Date	Rep	
	Due upon r...	12/13/2018	Terry	
Description		Qty	Cost	Total
RE: Senior Center, LED Retrofit 88 2X4 Lay in fixtures 25 Florescent can lights 30 Can lights, incandescent 2 Exterior floods 11 Soffit retrofit 45 hours @ \$75.00 per hour Clean up, 2 hours @ \$75.00 per hour			3,525.00	3,525.00
RE: Police Station, LED Retrofit 67 2X4 Lay in fixtures 3 lamps 18 1X4 shop lights 35 2X2 U lamps 2 Florescent can lights 33 hours @ \$75.00 per hour Clean up: 2 hours @ \$75.00 per hour			2,625.00	2,625.00
RE: Township Hall, LED Retrofit 130 2X4 Lay in fixtures 59 2X2 Lay in fixtures 2 3' Soffit fixtures 2 2' Soffit fixtures 61 Florescent can lights 45 Flood style can lights 1 Wall pack 2 Soffit panel lights 76 hours @ \$75.00 per hour Clean up, 2 hours @ \$75.00 per hour			5,850.00	5,850.00
We look forward to working with you!			Total	\$12,000.00
Phone #		Fax #	E-mail	
5178617681		734-878-9147	hpelectric@charter.net	

**MICHIGAN QUALITY ELECTRIC**

4104 Pioneer Drive
Commerce Township, MI 48390
Phone: (248) 449-4200
Fax: (248) 449-4202

Electrical Proposal

Hamburg Township

10405 Merrill Road
Whitmore Lake, MI. 48189
Attention: Russ Williamson
Phone Number: (734) 368-8729
Fax Number: (810) 231-4295
E-Mail:

January 18, 2019

Project Location: **Hamburg Township Lighting Project**
10405 Merrill Road
Whitmore Lake, MI. 48189

Dear Russ:

We are pleased to submit our proposal for electrical work for the above referenced project. More specifically, our proposal is based on the following:

Proposal Work:

- (892) Remove and Replace 4' fluorescent lamp with LED lamp- *installed by MQE, provided by others*
- (188) Remove and Replace fluorescent U-Bend lamp with LED lamp- *installed by MQE, provided by others*
- (4) Remove and Replace 3' fluorescent lamp with LED lamp- *installed by MQE, provided by others*
- (4) Remove and Replace 2' fluorescent lamp with LED lamp- *installed by MQE, provided by others*
- (133) Remove and Replace recess fluorescent lamp with LED lamp- *installed by MQE, provided by others*
- (1) Remove and Replace exterior wall-pack light fixture with LED light fixture- *installed by MQE, provided by others*
- (13) Remove and Replace exterior soffit mounted light fixture with LED light fixture- *installed by MQE, provided by others*
- (30) Remove and Replace reflector flood lamp with LED lamp- *installed by MQE, provided by others*
- (2) Remove and Replace exit light fixture with LED exit light fixture- *installed by MQE, provided by others*
- Disconnect and Re-wire light fixtures bypassing ballasts- *as necessary*
- Drywall and ceiling damage are possible with this project- *drywall and ceiling repair by others*
- Removed fluorescent lamps and materials disposal by others

Job Qualifications:

1. All raceway, boxes, fittings, conductors, supports and miscellaneous hardware required to complete the system are included
2. Energize the new system(s) and circuit(s) and test all device(s) for their proper function
3. Properly label the new system(s) and circuit(s) as per code
4. Clean up and remove any extra material and/or debris from the job site
5. Electrical permit fees and inspections are not included in this proposal, but may be added at an additional cost if required

Job Exclusions:

1. Any work that has not be listed in the above proposal body is not included in this proposal, but may be added at an additional cost if required
2. Telephone wiring, devices and terminations are not included in this proposal, but may be added at an additional cost if required – *Unless Listed in the above proposal*
3. Data/Network wiring, devices and terminations are not included in this proposal, but may be added at an additional cost if required – *Unless Listed in the above proposal*
4. Cable Television wiring, devices and terminations are not included in this proposal, but may be added at an additional cost if required – *Unless Listed in the above proposal*
5. Fire alarm wiring, devices and terminations are not included in this proposal, but may be added at an additional cost if required – *Unless Listed in the above proposal*
6. Arch flash and fault current studies by a certified third- party company are not included in this proposal, but may be added at an additional cost if required – *Unless Listed in the above proposal*

**MICHIGAN QUALITY ELECTRIC****4104 Pioneer Drive****Commerce Township, MI 48390****Phone: (248) 449-4200****Fax: (248) 449-4202**

Electrical Proposal

General Qualifications:

1. All applicable taxes, overhead and profit are included in our submission.
2. Michigan Quality Electric shall not be held liable for errors or omissions in designs by others, nor inadequacies of materials and equipment specified or supplied by others.
3. Equipment and materials supplied by Michigan Quality Electric are warranted only to the extent that the same are warranted by the manufacturer.
4. Michigan Quality Electric shall not be liable for indirect loss or damage.
5. Unless included in this proposal, all overtime charges and/or prevailing wages are not included.
6. Unless included in this proposal, all bonding and/or special insurance requirements are supplied at additional cost.
7. If a formal contract is required, its conditions must not deviate from this proposal without permission from Michigan Quality Electric.
8. Anything (verbal or written), express or implied elsewhere, which is contrary to these conditions shall be null and void.
9. Michigan Quality Electric is not responsible for unforeseeable underground obstructions.
10. Price excludes Utility company costs and/or fees, unless noted above.

We propose to furnish all labor, material and equipment – complete and in accordance with the above specifications, and subject to conditions of this agreement, for the sum of:

Ten Thousand, Six Hundred, Eighty-Five Dollars, and Zero Cents (\$10,685.00)

Customer Acceptance (signed): _____ **Date:** _____

Customer Acceptance (printed): _____

Quote prepared by: *Charlie Streetman*

Proposal terms: To be negotiated upon acceptance of this proposal. We reserve the right to collect interest, collection and attorney fees in the event of non-payment. This proposal may be withdrawn by us if it is not accepted within 60 days.

QUOTE

Quote Number: 17-11220930

Order Number: Quote

Customer Number: 225125-0

TO:

HAMBURG TOWNSHIP

ATTN: ACCOUNTS PAYABLE P O BOX 157

HAMBURG, MI 48139

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

SHIP TO:

HAMBURG TOWNSHIP

ATTN: ACCOUNTS PAYABLE P O BOX 157

HAMBURG, MI 48139

Quote Date	Customer PO.	Job Number	Requested By
12/14/2018	SENIOR CENTER	SENIOR CENTER	Tony Randazzo

Ln	Qty	Mfg	Part Number	Description	Price	Ext. Price
1	266	SAT	SATS29915	S29915 14T8/LED/48-840/BP 120 277V 14W T8 LED MEDIUM BI-PIN BASE 4000K 50 000 AVG RATED HOURS 1800 LUMENS	\$5.76 E	\$1,532.16
2	25	MFIX	GRE65PLV840BYP	GREEN CREATIVE 6.5PLV/840/BYP	\$23.98 E	\$599.50
3	30	GE	GELED10DR303830W	68161 LED10DR303/830W	\$5.10 E	\$153.00
4	2	LITH	LITLQMSW3R120277EL	LQM-S-W-3-R-120/277-ELN-M6 EXT	\$50.42 E	\$100.84
5	11	LMC	LMCLCLG25XSM1NW	LUMECON LC-LG-25-X-SM-1-NW SOFFIT MOUNT	\$193.75 E	\$2,131.25

Comment:COUNTS ARE ESTIMATED AND ARE NOT GUARANTEED
PRICE INCLUDES INSTANT REBATES FROM DTE**SubTotal:****\$4,516.75**

Sales Tax:

\$0.00

Grand Total:**\$4,516.75**

Please do not hesitate to call with any questions.

Best Regards,

Todd Steward

*10th Prox. Net 30 Days*_____
Signature_____
Date_____
Purchase OrderISO
9001:2000

Q1



QUOTE

Quote Number: 17-11221484

Order Number: Quote

Customer Number: 225125-0

TO:

HAMBURG TOWNSHIP

ATTN: ACCOUNTS PAYABLE P O BOX 157

HAMBURG, MI 48139

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

SHIP TO:

HAMBURG TOWNSHIP

ATTN: ACCOUNTS PAYABLE P O BOX 157

HAMBURG, MI 48139

Quote Date	Customer PO.	Job Number	Requested By
12/14/2018	TWP HALL	TWP HALL	Tony Randazzo

Ln	Qty	Mfg	Part Number	Description	Price	Ext. Price
1	390	SAT	SATS29915	S29915 14T8/LED/48-840/BP 120 277V 14W T8 LED MEDIUM BI-PIN BASE 4000K 50 000 AVG RATED HOURS 1800 LUMENS Includes \$4.00 rebate	\$5.76 E	\$2,246.40
2	118	SAT	SATS9932	SATCO S9932 120 VOLT LED U LAMP Includes \$4 rebates	\$10.94 E	\$1,290.92
3	4	SAT	SATS9928	SATCO S9928 3 FT LED LAMP	\$9.54 E	\$38.16
4	4	SAT	SATS9902	SATCO S9902 2FT LED LAMP Includes \$2 rebate	\$7.14 E	\$28.56
5	61	MFIX	GRE55PLH840HYBM	GREEN CREATIVE 5.5PLH/840/HYBM "PL H G24q/G24d 5.5W PL EDGE Series BYPass 120-277V"	\$13.22 E	\$806.42
6	45	MFIX	GRE165PLV840BYP	GREEN CREATIVE 16.5 PLV/840/BYP "PL V G24q/G24d 16.5W PL EDGE Series BYPass 120-277V"	\$23.98 E	\$1,079.10
7	1	LMC	LMCLWPMN10DB1NWXXP	LWP-MN-10-DB-1-NW-X-X-PC1-X	\$106.80 E	\$106.80
8	2	LMC	LMCLCLG25XSM1NW	LUMECON LC-LG-25-X-SM-1-NW SOFFIT MOUNT	\$186.00 E	\$372.00
9	1			Extra lamps for Chandelliers and Soffit lighting	\$0.00 E	\$0.00
10	12	SAT	SATS9951	SATCO S9951 23PLL/LED/840/BP 23WATT PLL LED BALLAST BYPASS 2G11 BASE; 2600 LUMENS; 120/277V; 4000K Lamps for Chandelier	\$11.30 E	\$135.60
11	36	SAT	SATS29915	S29915 14T8/LED/48-840/BP 120 277V 14W T8 LED MEDIUM BI-PIN BASE 4000K 50 000 AVG RATED HOURS 1800 LUMENS Lamps for Soffit Lighting	\$5.76 E	\$207.36



QUOTE

Brighton

2150 Pless Drive

Brighton, MI 48114

Tel: (810) 225-3162

Fax: (810) 225-3186

Quote Number: 17-11221484

Order Number: Quote

Customer Number: 225125-0

TO:

HAMBURG TOWNSHIP

ATTN: ACCOUNTS PAYABLE P O BOX 157

HAMBURG, MI 48139

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

SHIP TO:

HAMBURG TOWNSHIP

ATTN: ACCOUNTS PAYABLE P O BOX 157

HAMBURG, MI 48139

Quote Date	Customer PO.	Job Number	Requested By
12/14/2018	TWP HALL	TWP HALL	Tony Randazzo

Ln	Qty	Mfg	Part Number	Description	Price	Ext. Price
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Comment:

COUNTS ARE ESTIMATED AND NOT GUARANTEED
PRICE INCLUDES INSTANT REBATES FROM DTE

SubTotal: \$6,311.32

Sales Tax: \$0.00

Grand Total: \$6,311.32

Please do not hesitate to call with any questions.

Best Regards,
Todd Steward

10th Prox. Net 30 Days

Signature

Date

Purchase Order



ISO
9001:2000

Q1



QUOTE

Quote Number: 17-11223982

Order Number: Quote

Customer Number: 225125-0

TO:

HAMBURG TOWNSHIP

ATTN: ACCOUNTS PAYABLE P O BOX 157

HAMBURG, MI 48139

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

SHIP TO:

HAMBURG TOWNSHIP

ATTN: ACCOUNTS PAYABLE P O BOX 157

HAMBURG, MI 48139

Quote Date	Customer PO.	Job Number	Requested By
12/14/2018	Police Station	Police Station	Tony Randazzo

Ln	Qty	Mfg	Part Number	Description	Price	Ext. Price
1	236	SAT	SATS29915	S29915 14T8/LED/48-840/BP 120 277V 14W T8 LED MEDIUM BI-PIN BASE 4000K 50 000 AVG RATED HOURS 1800 LUMENS	\$5.76 E	\$1,359.36
2	70	SAT	SATS9932	SATCO S9932 120 VOLT LED U LAMP Includes \$4 rebate	\$10.94 E	\$765.80
3	2	MFIX	GRE165PLV840BYP	GREEN CREATIVE 16.5PLV/840/BYP 16.5W 4000K 1900 LUMEN 98258	\$23.98 E	\$47.96

Comment:COUNTS ARE ESTIMATED AND NOT GUARANTEED.
PRICE INCLUDES INSTANT REBATES FROM DTE**SubTotal:****\$2,173.12****Sales Tax:****\$0.00****Grand Total:****\$2,173.12**

Please do not hesitate to call with any questions.

Best Regards,
Todd Steward*10th Prox. Net 30 Days*_____
Signature_____
Date_____
Purchase OrderISO
9001:2000

Q1



**Hamburg Township
Ordinance 46-B
Condominium Ordinance**

**ARTICLE 1
GENERAL PROVISIONS**

Section 1.0. Title

This Ordinance shall be known and may be cited as the Hamburg Township Condominium Ordinance.

Section 1.1. Purpose

The purpose of this Ordinance is to regulate the creation and use of condominiums within Hamburg Township and to promote and protect the public health, safety and welfare.

Section 1.2. Legal Authorization

This Ordinance is enacted pursuant to the statutory authority conferred by the Condominium Act, P.A. 59 of 1978, as amended; the Township Rural Zoning Act, P.A. 184 of 1943, as amended; and the Township Ordinance Act, P.A. 246 of 1945, as amended, whereby all developments utilizing any form of condominium subdivision of land may be reviewed and approved by the Township Planning Commission and the Township Board.

Section 1.3. Applicability

The provision of this Ordinance shall apply to the creation, use and approval of condominiums and site condominiums after the effective date of this Ordinance.

Section 1.4. Fees

The Township Board shall establish “by resolution a schedule of fees to be charged to the petitioner with respect to application administration, planning and engineering review, legal review and final inspection of all condominium developments.

Section 1.5. Violations

Any person who shall violate any part of the terms of this Ordinance shall be responsible for a municipal civil infraction. The fines and penalties as set forth in Section 6.0 entitled “Sanctions for Violations” of the Hamburg Township Civil Infractions Ordinance, as it may be amended from time to time are incorporated herein by reference.

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

Section 1.6. Definitions

The definitions in the Hamburg Township Zoning Ordinance in addition to following definitions shall apply in the construction and application of this section:

1. "Building Envelope" shall mean the area in which a principal structure together with any attached accessory structures (e.g., in a residential development, the building envelope would refer to the house and any attached garage) may be located.
2. "Clerk" shall mean the Hamburg Township Clerk.
3. "Condominium Act" means Public Act 59 of 1978, as amended.
4. "Condominium Subdivision Plan" means the drawings and information along with a master deed pursuant to the Condominium Act.
5. "Condominium Subdivision Plan" must contain not less than the following:
 - a. A cover sheet.
 - b. A survey plan.
 - c. A floodplain, if the condominium lies within or abuts a floodplain area.
 - d. A site plan.
 - e. A utility plan.
 - f. Floor plans (if applicable).
 - g. The size, location, area, and horizontal boundaries of each condominium unit.
 - h. A number assigned to each condominium unit.
 - i. The vertical boundaries and volume for each unit comprised of enclosed air space.
 - j. Building sections showing the existing and proposed structures and improvements including their location on the land. Any proposed structure and improvement shown shall be labeled either "must be built" or "need not be built". To the extent that a developer is contractually obligated to deliver utility conduits, buildings, sidewalks, driveways, landscaping and an access road, the same shall be shown and designated as "must be built", but the obligation to deliver such items exist whether or not they are so shown and designated.
 - k. The nature, location, and size of the common elements.

- I. Other items the Zoning Administrator, Planning Commission or Township Board may require.
6. "Condominium Unit Lot Lines" – The lot lines of a condominium unit is defined as follows:
 - a. Front Condominium Lot Line: the line separating the front yard of a condominium unit from any abutting property.
 - b. Rear Condominium Lot Line: the condominium unit line, which is opposite and most distant from the front condominium unit, lot line.
 - c. Side Condominium Lot Line: any condominium unit lot line that is not a front or rear condominium unit lot line.
7. "Consolidating Master Deed" means the final amended master deed for a contractible condominium project, an expandable condominium project, or a condominium project containing convertible land or convertible space, and fully describes the condominium project as complete.
8. "Contractible Condominium" means a condominium project from which any portion of the submitted land or buildings may be withdrawn pursuant to express provisions in the condominium " and in accordance with the Ordinance and the Condominium Act.
9. "Conversion Condominium" means a condominium project containing condominium units, some or all of which were occupied before the establishment of the condominium project.
10. "Convertible Area" means a unit or portion of the common elements of the condominium project referred to in the condominium documents within which additional condominium units or general or limited common elements may be created in accordance with this Ordinance and the Condominium Act.
11. "Design Standards" shall mean those standards referenced in Section 9.7 of the Hamburg Township Zoning Ordinance.
12. "Developer" means a person engaged in the business of developing a condominium project as provided in the act. Developer does not include the following:
 - a. A real estate broker acting as agent for the developer in selling condominium units.
 - b. Other persons exempted from this definition by rule or order of the Department of Commerce or the administrator thereof.

13. "Expandable Condominium" condominium documents and in accordance with this Ordinance and the Condominium Act.
14. "Front Yard"
 - a. In the case of a condominium unit which consists solely of a building envelope, a yard extending across the front of a building envelope and extending between the side condominium unit lot lines and measured between the front condominium unit lot line and any adjacent forms of property ownership;
 - b. In the case of a condominium unit which includes a greater area than a building envelope, a yard existing across the front of a building envelope between the side condominium unit lot line.
15. "Front Yard Setback" shall be equal to the distance between the front yard area line and the building envelope.
16. "Mobile Home Condominium Project" means a condominium project in which mobile home are intended to be located upon separate sites which constitute individual condominium units.
17. "Master Deed" means the condominium document recording the condominium project to which is attached as exhibits and incorporated by reference the approved bylaws for the project, the approved condominium subdivision plan for the project, and a list of all conditions of approval imposed by Township review agencies.
18. "Person" means an individual, firm, corporation, partnership, association, trust, the State or an agency of the State, or other legal entity, or any combination thereof.
19. "Rear Yard"
 - a. In the case of a condominium unit which consists solely of a building envelope, a yard extending across the rear of a building envelope and extending between the side condominium unit lot lines and measured between the rear condominium unit lot line and any abutting forms of property ownership;
 - b. In the case of a condominium unit which includes a greater area than a building envelope, a yard extending across the rear of a building envelope between the side condominium unit lot lines and measured between building envelope and the condominium unit lot line.
20. "Rear Yard Setback" shall be equal to the distance between the rear yard area line and the building envelope."

21. "Side Yard"

- a. In the case of a condominium unit which consists solely of a building envelope, a yard between the side of a building envelope, a yard between the side of a building envelope and any adjacent form of property ownership and extending from the rear boundary line of the building envelope to the front boundary line of the building envelope.
- b. In the case of a condominium unit which includes a greater area than a building envelope, a yard between the side of the building envelope and the side condominium unit lot line and extending from the rear line of the building envelope to the front line of the building envelope.

22. "Side Yard Setback" shall be equal to the distance between the side yard area line and the building envelope.

23. "Subdivision Regulations" shall mean and refer to the Hamburg Township Subdivision Plat Ordinance No. 24 as has or may be amended, incorporated as part of this Section by reference.

24. "Yard" – As used in this Ordinance yard shall be:

- a. In the case of a condominium unit solely consisting of a building envelope, a yard shall be that area of open space between such building envelope and any adjacent forms of property ownership.
- b. In the case of a condominium unit which includes a greater area than a building envelope, a yard shall be an open space between the lot lines of the condominium unit and the building envelope.

25. "Yard Area Lines"

- a. Rear Yard Area Line: a line which demarcates the rear yard of a condominium unit, but not including a side condominium unit lot line nor any line abutting the building envelope.
- b. Front Yard Area Line: a line which demarcates the front yard of a condominium unit, but not including a side condominium unit lot line and nor any line abutting the building envelope.
- c. Side Yard Area Line: that line(s) which demarcates the side yard of a condominium unit, not including front or rear condominium unit lot lines.

26. "Zoning Administrator" shall mean the Hamburg Township Zoning Administrator.

ARTICLE 2

GENERAL REQUIREMENTS

Section 2.0. Notice of Intent

It is the duty of the applicant to ascertain that the Clerk receives a copy of the Notice of Intent as required by Section 71 of Public Act 59 of 1978, as amended (MCL 559.171).

Section 2.1. Compliance with Federal, State and Local Law

All condominium projects shall comply with applicable Federal and State Statute and Local Ordinances.

Section 2.2. Monuments Required

- a. All site condominium projects shall be marked with monuments at all unit corners and as may be required in the Condominium Act and any Michigan Administrative Rules promulgated under said Act. Developer shall provide performance guarantees as required per Article 5.3 of the Hamburg Township Zoning Ordinance as may be amended.
- b. All other condominium projects shall be marked with monuments as provided in the Condominium Act, as amended. Developer shall provide performance guarantees as required per Article 5.3 of the Hamburg Township Zoning Ordinance as may be amended.

Section 2.3. Relocation of Boundaries

The relocation of boundaries, as described in Section 48 of the Condominium Act as amended, shall also comply with all applicable Township Ordinances.

Section 2.4. Zoning Standards

All condominium projects shall be located in the appropriate Zoning District for their intended use and shall comply with all design and Zoning standards.

Section 2.5. Information to be Kept Current

All information applicable to a condominium project shall be furnished to the Zoning Administrator and shall be kept updated until such time as Certificates of Occupancy for all units have been issued.

Section 2.6. Amendment of Master Deed

Any proposed amendment of a Master Deed which would have any direct or indirect effect upon any matter reviewed or approved under this Ordinance shall be reviewed and approved by the Planning Commission prior to recording.

Section 2.7. Issuance of Land Use Permits

Land Use Permits for homes or structures shall not be issued by the Zoning Administrator until the roads servicing the condominium unit in question has been constructed and approved by all Local, County and State entities having jurisdiction over said roads or, in the alternative, until such time that the provisions of Section 5.3 of the Hamburg Township Zoning Ordinance have been met.

All other Land Use Permits will be issued in accordance with procedures established by the Township.

ARTICLE 3 PROCEDURE

Section 3.0. New Projects – Required Review and Approval

Prior to the recording of the Master Deed required by Section 72 of Public Act 59 of 1978, as amended (MCL 559.108), the condominium project shall undergo:

- a. Site Plan Review as required in the Township Zoning Ordinance.

Approval under this Ordinance shall be required as a condition to the right to construct, expand or convert a condominium project in Hamburg Township.

Section 3.1. Site Plan – Expandable or Convertible Projects

A developer of a condominium project shall submit the following information in addition to any information required for site plan review in the Township Zoning Ordinance to the Zoning Administrator.

3.1.1 Required Information

- a. Project name.
- b. Name, address and telephone number of the provider.
- c. Name, address, telephone number and seal of the surveyor or engineer who prepared the plan.
- d. Date of preparation.
- e. Proof of ownership or legal connection with the property.

- f. The project property tax code number.
- g. A metes and bounds legal description of the project accurate to the nearest 1/100th of an acre with the certification of a licensed surveyor.
- h. Vicinity map showing the relationship of the project to the surrounding area within one mile.
- i. Topographic map of the existing site with contours at two-foot intervals and indicating drainage patterns.
- j. The location of all significant natural features, such as watercourses, floodplains, surface water, wetlands, slopes greater than 20% and wood lots.
- k. North arrow and scale of the plan (not greater than one-inch equals 200 feet).
- l. The proposed layout, numbers, dimensions, and building grades of each condominium unit.
- m. Street names and right-of-way widths and identification as public and private
- n. Location of existing and proposed sewers, culverts, water mains, storm drains, other underground facilities, and electrical, telephone and gas lines within or adjacent to the project site.
- o. All easements by type and dimension (existing and proposed).
- p. All parcels to be dedicated or reserved for public use or as private commons areas.
- q. A grading and drainage plan.
- r. Water supply plan.
- s. Sewage disposal plan.
- t. Soil test borings prepared in accordance with Livingston County Health Department standards.
- u. A schedule of project area, height, and bulk requirements.
- v. The Master Deed, Bylaws and Deed Restrictions.
- w. Construction plans and documents

Section 3.2 Additional Filings Required

Subsequent to the recording of the Master Deed, Bylaws and Deed Restrictions and subsequent to the construction of improvements, the developer shall file the following information with the Township Clerk:

- 3.2.1. Three (3) prints of the As Built Condominium Subdivision Plans with surveys.

- 3.2.2. Two (2) copies of the recorded Master Deed, Bylaws, and Deed Restrictions with all pertinent attachments.
- 3.2.3. Certification from the developer's engineer that improvements have been installed in conformance with the approved construction drawings and that monuments have been set.

ARTICLE 4

SEVERABILITY AND EFFECTIVE DATE

Section 4.1. Repealer

With respect to condominium developments, the terms and conditions of this Ordinance shall prevail in the event they are in conflict with any other Ordinance or parts of Ordinances.

This Ordinance shall, upon its effective date, specifically repeal all provisions contained within Hamburg Township Ordinance 46 & 46-A. All other Ordinances and parts of Ordinances in conflict or inconsistent with the provisions of this Ordinance are also hereby repealed.

Section 4.2. Validity and Severability Clause

If any court of competent jurisdiction shall declare any part of this Ordinance to be invalid, such ruling shall not affect any other provisions of this Ordinance not specifically included in said ruling.

If any court of competent jurisdiction shall declare invalid, the application of any provision of this Ordinance to a particular land, parcel, lot, use, building, or structure, such ruling shall not affect the application of said provision to any other land, parcel, condominium unit, lot, district, use, building, or structure not specifically included in said ruling.

Section 4.3. Conflict with Other Laws

Where any condition imposed by any provision of this Ordinance upon the use of any condominium unit, building, or structure is either more restrictive or less restrictive than any comparable condition imposed by any other provision of this Ordinance, or by the provision of an Ordinance adopted under any other law, the provision which is more restrictive or which imposes a higher standard or requirement shall govern.

This Ordinance is not intended to abrogate or annul any easement, covenant or other private agreement provided that where any provision of this Ordinance is more restrictive or imposes a higher standard or requirement than such easement, covenant, or other private agreement, the provision of this Ordinance shall govern.

Section 4.4. Effective Date

This Ordinance was adopted by the Hamburg Township Board at a regular meeting thereof held on the _____ and shall become effective thirty (30) days after the publication. Introduced by _____, supported by _____, adoption of the Condominium Ordinance:

Ayes:

Nays:

Absent: None

RESOLUTION CARRIED.

Certification

I, Michael Dolan, being the duly elected Clerk of the Township of Hamburg, County of Livingston and State of Michigan hereby certify that this Hamburg Township Ordinance No. 46 and 46-A, were repealed and Ordinance No 46-B was duly approved by the Township Board at their regular meeting of Tuesday, _____, and was published within 30 days after its adoption by printing the same in the Brighton Press and Argus on _____

Original signed by:

Michael Dolan
Hamburg Township Clerk

Adopted:

Published:

Effective:

Hamburg Township
Ordinance 62-B
Storm Water Drainage Ordinance

An Ordinance to set forth Storm Water Drainage Procedures.

Section 1.0. Title

This Ordinance shall be known and cited as the Storm Water Drainage Procedures Ordinance.

Section 2.0. Purpose

In the past, rules have governed storm water management from a flood control perspective. The following procedures have been designed to provide more sophisticated control of discharge rates and volumes, and to directly address water quality. These standards are based upon the most current body of knowledge concerning storm water management from across the State and the Country, modified as appropriate for application in Hamburg Township.

The water shed hydrology immediately in response to site clearing and development of the natural landscape. The existing storm water storage capacity is quickly lost as vegetation is removed, natural depressions are graded, and both topsoil and wetlands are eliminated. As the soil is compacted and resurfaced with impervious materials, rainfall can no longer penetrate into the ground and so runs off of the land. These modifications, along with the installation of “efficient” drainage facilities, such as catch basins and pipes, greatly alter natural drainage patterns. These stream hydrology changes result in greater magnitude and frequency of severe flooding, bankfull flooding, more rapid flow velocities, increased stream flow fluctuations resulting in disrupted habitats, reduced diversity of aquatic species, and reduced infiltration in the underlying water table which in turn lowers the level of surface water bodies dependent on ground water to maintain base flows during dry periods.

These changes in the water course hydrology then causes changes in stream morphology. The changes result in channel widening and down cutting, stream erosion acceleration, sediment load increases, pools and riffles that characterize natural streams are eliminated, and sediment fills voids in the stream body, thus severely altering the habitat.

The ecology of urban water courses may be completely reshaped by the extreme shifts in hydrology, morphology, and water quality that can accompany the development process. The stresses that these changes place on the aquatic community, although gradual and often not immediately visible, are profound. Because these impacts may be mitigated through proper storm water management practices, it is necessary to re-evaluate the way that storm water and land development are managed. The following procedures provide a framework for this re-evaluation which must encompass the entire development process from land use planning and zoning to site design and construction.

Section 3.0. Intent

The intent of the following procedures is to provide the developer the necessary framework for handling storm water runoff in a manner that does not have a negative impact on the lakes,

streams, wetlands, and other ecologically sensitive areas of Hamburg Township. The procedures will focus on Source Controls and Site Controls.

- a. **“Source Control”**: Reduce the volume of runoff generated on site, and eliminates initial opportunities of pollutants to enter the drainage system. Key practices are:
 1. Preservation of existing natural features that perform storm water management functions;
 2. Minimization of impervious surface area through site planning;
 3. Direction of storm water discharges to open, grassed areas such as swales and lawns rather than allowing storm water to run off the impervious areas directly into the storm water conveyance system; and
 4. Carefully design and installation of erosion control mechanism and rigorous maintenance of these mechanisms.
- b. **“Site Control”**: Required to convey pretreated (e.g., detained, retained, or infiltrated) storm water runoff generated by development. The range of engineering and design techniques available to achieve these objectives is to some degree dictated by site configuration, soil type, and the receiving waterway.

Section 4.0. Storm Water Discharge

- a. Direct discharging of untreated storm water to a natural water body is prohibited.
- b. In no event will the maximum design rate or volume of discharge exceed the maximum capacity of the downstream land, channel, pipe, or watercourse to pass the flow. It is the developer’s obligation to meet this standard. Should a storm water developer’s obligation to meet this standard. Should a storm water system, as built, fail to comply, it is the developer’s/owner’s responsibility to design and construct, or to have constructed at the developer’s expense, any necessary additional and/or alternative storm water management facilities. Such additional facilities will be subject to the Township Engineer’s review and approval.
- c. If no adequate watercourse exists too effectively handle a concentrated water flow from the proposed development, discharge will be reduced to sheet flow prior to existing the site, and cannot exceed the pre-development rate. Additional controls may be required in such cases and/or acquisition of rights-of-way from downstream property owners receiving the storm water flow.
- d. Discharge should outlet within the drainage basin where flows originate, and generally, may not be diverted to another basin.
- e. In residential developments, storm water discharge systems shall be maintained, managed, and monitored by the developer until the home owner’s association is established or a drainage district is established.

- f. All storm water discharge systems maintenance, management, and monitoring shall be incorporated into the Homeowner's Association Master Deed/Deed Restrictions.
- g. For private drainage systems, the developer or Homeowner's Association shall set up a drainage district to provide for the storm water discharge systems to be managed, maintained and monitored by future lot owners.
- h. Determination of Surface Runoff – The "rational method" of calculating storm water runoff is generally acceptable for sites less than 150 acres in size; however, it may not be considered an adequate design tool for sizing large drainage systems or for the design of detention/retention basins. More precise methodologies for predicting runoff such as runoff hydrographs are widely available and may be required by the Township Engineer.

Section 5.0. Retention and Detention Systems

General requirements for retention/detention systems:

1. Definitions for Retention and Detention as follows:
 - a. **Retention Facility:** a system whereby water is held for considerable length of time for aesthetic, agricultural, consumptive, stormwater management or other uses. The water may never be discharged to a natural water course, but it may be consumed by plants, evaporation, or infiltration into the ground.
 - b. **Detention Facility:** a system designed for storing stormwater runoff for a short period of time and then releasing it to a natural water course where it returns to the hydrologic cycle. The objective of a detention facility is to regulate the runoff from a given rainfall event and to reduce the impact on downstream drainage systems, natural or man-made.
2. To manage both water quantity and quality, basins must be designed to capture and treat three different storm events:
 - a. The 50-year storm event
 - b. The bankfull flood: the 2 year/24-hour storm event
 - c. The "first flush": the first ½ inch of run-off from the entire contributing watershed.
3. Wet ponds and storm water marsh systems will be preferred to dry ponds. Dry ponds providing extended storage will be accepted when the development site's physical characteristics or other local circumstances make the use of a wet pond feasible.
4. When discharge is within a watershed where thermal impacts are a primary concern of Hamburg Township, dry ponds will be preferred to wet ponds, and extended detention requirements will be reduced to 6 to 12 hours. Shade plantings on the east and south sides of facilities are encouraged.

5. Public safety will be a paramount consideration in storm water system and pond design. Providing safe retention is the developer's responsibility. Pond designs will incorporate gradual side slopes, vegetative plantings, and safety shelves.
6. The first flush areas of the detention/retention systems shall not be placed on a platted residential lot.
7. The Hamburg Township Planning Commission may allow variations from this Ordinance for sites under five acres where circumstances are appropriate.

Section 6.0. Storage Volumes and Release Rates

- a. On-site management of storm drainage will be designed for control of flooding, downstream erosion, and water quality. Submission of flow calculations, cross sections, and other pertinent data will be required.
- b. The volume of storage provided for flood control will be equal to or in excess of that required by the Livingston County Drain Commissioner's standards for a 50-year frequency storm according to Hamburg Township Stormwater guidelines.
- c. The volume and storage provided for controlling the "bankfull" flood will be equal to or in excess of the total rain from a two-year storm. The release rate from the "bankfull" storage volume will be such that this volume will be stored not less than 24 nor more than 40 hours.
- d. The "first flush" of runoff will be captured and detained for at least 24 hours within a permanent pool. The first flush is defined as: the first 0.5" of runoff over the entire site.
- e. Retention basins with no outlet will be capable of storing two consecutive 50-year storms.
- f. Storm water runoff discharged to detention/retention basins or marsh systems will be diffused to non-erosive velocities before entering the receiving facility.
- g. A sediment forebay will be provided at the inlet of all storm water management facilities, to provide energy dissipation before trap and localize incoming sediments.
 1. The forebay will be a separate cell, which can be formed by gabions or an earthen berm.
 2. Capacity of the forebay should account for 15 years of sediment accumulation based on the Universal Soil Loss Equation appended to the Guidebook of Best Management Practices for Michigan Watersheds by the MDNR.
 3. Direct maintenance access to the forebay for heavy equipment will be provided of a minimum ten feet wide easement.

Section 7.0. Basin Inlet/Outlet Design

- a. Velocity dissipation measures will be incorporated into basin designs to minimize erosion at inlets and outlets and to minimize the resuspension of pollutants.
- b. To the extent feasible, the distance between inlets and outlets will be maximized. The length and depth of the flow path across basin and marsh systems can be maximized by:
 - 1. Increasing the length to width ratio of the entire design.
 - 2. Increasing the dry weather flow path within the system to attain maximum sinuosity.

If possible, inlets and outlets should be offset at opposite longitudinal ends of the basin.

- c. The use of V-notched weirs, dual outlets, or other designs to assure an appropriate detention time for all storm events is required.
- d. Where a pipe outlet or orifice plate is to be used to control discharge, it will have a minimum diameter of 4 inches. If this minimum orifice size permits release rates greater than those specified in these rules, alternative outlet designs will be utilized that incorporate self-cleaning flow restrictors such as perforated risers and V-notch orifice plates that provide the required release rate.
- e. All outlets will be accessible with a minimum ten feet wide easement for heavy equipment required for maintenance purposes.
- f. The outlet will be well protected from clogging.
- g. Vegetative plantings:
 - 1. Basins and marsh designs will be accompanied by a landscaping plan that gives preference to native plant species according to Section 9.4 of the Hamburg Township Ordinance.
 - 2. A permanent buffer of at least 25 feet in width will be maintained or restored around the perimeter of all ponds and marshes. This permanent buffer may be used for other purposes such as building setback, but be restricted to landscaping improvement of low maintenance grasses, shrubs, and trees.
 - 3. Viability of plantings will be monitored for two growing seasons after installation. Plants that do not survive the two growing seasons will be replaced by the developer.
- h. For safety purposes and to minimize erosion, basin side slopes will generally not be flatter than 20:1 nor steeper than 5:1. Steeper slopes will be allowed if there are no alternatives, and if the Township Engineer concurs that there is no other feasible alternative and acceptable structural alternatives and safeguards are provided.

- i. A minimum of one (1) foot freeboard will be required above the fifty (50) year storm water elevation on all detention/retention facilities.
- j. All basins will have provisions for defined emergency spillway, routed to the main outflow channel.
- k. Adequate maintenance access of a minimum ten (10) feet wide easement from public or private right-of-way to the basin will be reserved.
- l. The placement of retention/detention basins within a floodplain is not allowed.

Section 8.0. Wet Retention Basins

- a. STORAGE VOLUME on a gravity outflow wet basin is defined as the volume of detention provided above the invert of the outflow device will not be considered as detention.
 - 1. At a minimum, the volume of the permanent pool should be at least: 2.5 x 0.5 inch x runoff coefficient x site drainage area.
- b. Wet detention pond configuration will be as follows:
 - 1. Surface area to volume ratio should be maximized to the extent feasible.
 - 2. In general, depths of the permanent pool should be varied and average between three (3) and six (6) feet.
 - 3. A minimum length to width ratio of 3:1 should be used unless structural measures are used to extend the flow path.
 - 4. Ponds should be wedge-shaped, narrower at the inlet and wider at the outlet.
 - 5. Irregular shorelines are preferred.
- c. A marsh fringe should be established near the inlet or forebay and around at least 20% of the pond's perimeter.
- d. A shelf, a minimum of 4' wide at a depth of 1' below normal water levels, will surround the perimeter to provide suitable conditions for the establishment of aquatic vegetation.
- e. To avoid drawdowns, a reliable supply of base flow and/or ground water will be required.
- f. If underlying soils are highly permeable, the bottom of the basin should be lined with an impermeable geotextile of a 6" clay liner.

Section 9.0. Extended Detention Basins

- a. A two-stage design is required, with separate outlet controls to detain both the 1.5 year and larger rain events.
- b. The lower stage should contain a shallow, permanent pool designed to store and treat the “first flush,” or 0.5 inch of rainfall over the entire site. The pool should be managed as a shallow marsh or wetland and average six (6”) inch to twelve (12”) inch depth. At a minimum, the volume or runoff detained in the entire lower stage should be equivalent to the runoff volume produced by a 1.5 year storm.
- c. The upper stage should be sized for the fifty (50) year twenty-four (24) hour storm, and should be graded to remain dry except during large storms.
- d. A low flow channel, stabilized against erosion, will be provided through the dry portion of the basin. This channel should have a minimum grade of 0.5% and the remainder of the basin should drain toward this channel at a grade of at least 1%. The low flow channel should end at the lip of the lower stage, where riprap or gabion baffles will be placed to prevent scour and resuspension.

Section 10.0. Storm Water Wetland Systems

- a. Storm water wetlands are defined as constructed systems explicitly designed to mitigate the storm water quality and quantity impacts associated with development. They do so by quantity impacts associated with development. They do so by temporarily storing storm water runoff in shallow pools that create growing conditions suitable for emergent and riparian wetlands plants.
- b. Storm water wetlands should not be located within delineated wetland areas, or mitigated wetlands.
- c. Wetland construction, re-construction, or modification must be overseen by a qualified professional with specific wetland expertise.
- d. Storm water wetland systems must be designed to perform in conformance with all standards for storage volume and discharge rates established in these rules.
- e. Viability of the plantings will be monitored by the developer for two growing seasons after installation. Plantings that do not survive the two growing seasons will be replaced by the developer.

Section 11.0. Storm Water Conveyance

- a. Natural streams and channels are to be preserved whenever possible.
- b. Streams and channels will withstand all events up to the fifty (50) year storm without increased erosion.
- c. Open swale/ditch drainage systems will be preferred to enclosed storm sewers where applicable and site conditions permit.

- d. Swales should follow natural, pre-development drainage paths insofar as possible and be well vegetated, wide, and shallow.
- e. Open ditch flow velocities will be neither siltative nor erosive.
- f. Open ditch slopes will depend on existing soils and vegetation, and, whenever possible, will be greater than 1.5%. For slopes less than 1.5% the developer shall provide record drawings with grades certified by licensed surveyor or engineer to document.
- g. Side slopes of ditches should be no steeper than one (1) vertical to three (3) horizontal. Soil condition, vegetative cover and maintenance ability will be the governing factors for determining slope requirements.
- h. Slopes and bottoms of open ditches and swales will be stabilized to prevent erosions.
- i. Swale length should be a minimum of two hundred (200') feet whenever possible to increase the contact time of storm water.
- j. A series of check dams or drop structures across swales should be provided to enhance water quality performance and reduce velocities.
- k. Designers should consider integrating additional redundant pollutant removal enhancement features such as stilling basins, stone infiltration trenches.

Section 12.0. Enclosed Drainage Structures

- a. All enclosed drainage structures shall conform to Livingston County Drainage Department standards.
- b. All outlets will be designed so that velocities will be appropriate to, and will not damage, receiving waterways.
- c. Outlet protection using riprap or other approved materials will be provided as necessary to prevent erosion.
- d. When the outlet empties into a detention/retention facility, channel or other water course, it will be designed such that there is no overfall from the end of the apron to the receiving waterway.

Section 13.0. Natural Wetlands

- a. Wetlands will be protected from damaging modification and adverse changes in runoff quality and quantity associated with land developments. Before approval of the final preliminary plat, all necessary wetland permits from the Michigan Department of Natural Resources (MDNR) will be in place.
- b. Direct discharge of untreated storm water to a natural wetland is prohibited. All runoff from the development will be pre-treated to remove sediment and other pollutants prior to discharge to a wetland. Such treatment facilities will be constructed before property grading begins.

- c. Site drainage patterns will not be altered in any way that will modify existing water levels in protected wetland areas without proof that all applicable permits from the MDNR and/or local government agencies have been obtained.
- d. Wetland construction, reconstruction or modification will be overseen by a qualified professional with specific wetland expertise.

Section 14.0. Additional Township, County and State Requirements

The requirements of this Ordinance are in addition to any other Township, County and State requirements regulating storm drainage in Hamburg Township.

Section 15.0. Misdemeanor; Penalty

Any person who shall violate any part of the terms of this Ordinance shall be responsible for a municipal civil infraction. The fines and penalties as set forth in Section 6.0 entitled "Sanctions for Violations" of the Hamburg Township Civil Infractions Ordinance, as it may be amended from time to time are incorporated herein by reference.

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

Section 16.0. Right to Amend

The Township of Hamburg specifically reserves the right to amend this Ordinance in whole or in part, at one or more times hereafter, or to repeal the same.

Section 17.0. Severability

The provisions, sections, sentences and phrases of this Ordinance are declared to be severable and if any such portion is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, such finding shall in no way affect or invalidate the remainder of this Ordinance.

Section 18.0. Effective Date

This Ordinance shall become effective immediately upon publication in a newspaper as required by law following the adoption by the Township Board.

Section 19.0 Repeal

This section repeals version of 62 and 62-A of the Stormwater Drainage Ordinance, along with other ordinances and parts of ordinances in conflict with the provisions of this ordinance.

AYES:

NAYS:
ABSTAIN:

Resolution Declared Adopted.

Certification

I, _____, being the duly elected Clerk of the Township of Hamburg, County of Livingston and State of Michigan hereby certify that this Hamburg Township Ordinance No. 62-B, to amend Hamburg Township Ordinance No. 62 and 62-A, was duly approved by the Township Board at their regular meeting of Tuesday, _____, and was published within 30 days after its adoption by printing the same in the Brighton Argus on _____.

Original signed by:

Hamburg Township Clerk

Approved:

Published:

Effective:

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

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



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

MEMORANDUM

To: Township Board of Trustees
From: Scott Pacheco, AICP
Date: February 5, 2019
Re: Repeal and Replace with 53 & 53-A, 77 General Ordinance Number 77-A

Ordinance 77 Uniform Addressing and Road Naming Ordinance

The draft amendment proposes revisions to Ordinance 77 to incorporate the address signage wording from Ordinance 53 and 53-A into Ordinance 77-A, comply with the Civil Infraction Ordinance 71-A and to make minor changes to comply with the current addressing process of the Township. Ordinance 77-A will repeal Ordinance 77, 53, and 53-A.

The draft ordinance 77-A is attached to this report as attachment A. The amendments show the wording to be removed as ~~strikeout~~ and the new wording in blue.

RECOMMENDATION:

The Township Board should review the proposed General Ordinance amendment and either make revisions to the suggested wording, approve or deny the draft ordinance amendments. If the Township Board wishes to approve the General Ordinance amendments, they should approve the General Ordinance through a motion on a roll call vote. If the amendment is approved staff will submit the summary notices to the Press and Argus and 30 days after the notice in the paper the ordinance will be effective.

EXHIBITS

Attachment A- Draft General Ordinance 77-A with Markups
Attachment B- Draft General Ordinance 77-A without Markups
Attachment C- General Ordinance 53-A

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Re: Repeal and Replace 53 & 53-A, 77 with General Ordinance Number 77-A

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Attachment B- Draft General Ordinance 77-A without Markups
Attachment C- General Ordinance 53-A

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Hamburg Township
Ordinance 77-A
Uniform Addressing and Road Naming Ordinance

An Ordinance to establish policies and procedures for the Uniform Addressing of properties within Hamburg Township.

ARTICLE 1

GENERAL PROVISIONS

Section 1.0. Title

This Ordinance shall be known and be cited as the Hamburg Township Uniform Addressing Ordinance.

Section 1.1. Purpose

The purpose of this Ordinance is to provide a uniform system for the assignment of street names and address numbers for all properties and buildings throughout Hamburg Township. The Ordinance also provides for the identification of properties to which an address has been issued in order to facilitate provision of adequate public safety and emergency response services, and to minimize difficulty in locating properties and buildings for public service agencies and the general public.

Section 1.2. Definitions

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- a. **Accessory Building:** A subordinate building or structure on the same lot with the main building, or part of the main building, exclusively occupied by, or devote to an accessory use.
- b. **Accessory Use:** A use subordinate to the main use on a lot and use for purposes customarily incidental to those of the main use.
- c. **Address Coordinator:** Shall mean the Zoning Administrator of Hamburg Township or his designee.
- d. **MMUTCD:** Michigan Manual of Uniform Traffic Control Devices.
- e. **Private Driveway:** Any piece of privately owned and maintained property, which is used for providing vehicular access to the parcel.
- f. **Private Road:** A privately owned and maintained road, allowing access to more than one parcel.

- g. **Private Shared Driveway:** Any piece of privately owned and maintained property, which is to use to access up to two parcels.
- h. **Principal Building:** A building in which is conducted main use of the lot upon which it is situated.
- i. **Property identification:** The address, when available, or lot number until address is established, which is established for developed property within the Township of Hamburg by the appropriate legal authority.

Road Suffixes:

- j. **Court:** A permanently closed road such as a cul-de-sac.
- k. **Circle:** A thoroughfare that returns tot the same origin point or to the same originating road.
- l. **Drive:** A winding main thoroughfare serving multiple parcels.
- m. **Lane:** An egress traditionally designed to provide for single vehicle travel.

Section 2.0. Official Address Map

A map shall be developed to illustrate the numerical addressing system established through this Ordinance which will conform with Livingston County Addressing Baseline and Meridian standards. The Official Address Map shall be kept by the Hamburg Township Clerk. The Address Coordinator shall be responsible for the maintenance of the Official Address Map.

Section 3.0. Applicability

The policies and procedures outlined in this Ordinance shall be applied to all properties proposed for development within Hamburg Township. Properties with addresses assigned prior to the adoption of this Ordinance, and found to be non-conforming to this Ordinance, and by recommendation of the Public Safety Committee of Hamburg Township shall be made to conform to this Ordinance to provide for safe and unimpeded identification of such property.

A determination of non-conformity may be determined by the Hamburg Township Public Safety Committee when parcels cannot readily be identified for reasons such as, but not limited to:

- An address or unit/suite number out of sequence.
- Odd or even number on wrong side of street.
- Numbers improperly affixed.
- Illegible, unclear, obstructed, not visible numbers.
- Unapproved street signs.
- Street names that are duplicates or sound similar to other street(s).
- Improperly marked private roads.
- Unidentified properties.

Section 4.0. Administration

Upon the creation of new parcels, or upon the application for a Land Use Permit for any permitted or special use, the applicant shall make an application for an address(es) on a form to be provided by the Clerk of Hamburg Township. A fee shall be paid for each address as provided for in the Hamburg Township Adopted Fee Schedule.

Upon receipt of an application for an address(es), the Address Coordinator shall assign an address to the property(ies) according to the procedures outlined in Section (6.0).

Upon notification by the Public Safety Committee that a property has been found to be in non-conformance to this Ordinance, the Address Coordinator shall give notice to those owners or occupants. Said notice shall be delivered by any one of the following:

1. Certified mail, return receipt requested.
2. Posting same in a conspicuous place on the property.
3. Posting same in a conspicuous place on the property.
4. Hand delivered.

Said notice may include a notification of a change in address, which shall contain the new building number(s) assigned to the building in accordance with the provisions of this Ordinance. Said notice shall direct the owner or the occupant to post the newly assigned building number on said building or property in accordance with Section (7) of this Ordinance. Thee owners or occupants shall have thirty (30) days from receipt of the notice to bring the property into compliance with the Ordinance.

The Address Coordinator shall maintain records of addresses assigned and shall record and maintain records of all street names within Hamburg Township. A review of proposed street name(s) will be conducted to assure that duplicate names and similar sounding names are prevented.

Section 5.0. Address Application

The following must be submitted at the time of application for an address:

1. Completed application form.
2. Land Use Permit.
3. Site Plan/Survey showing location of principal structures and drive(s).

4. Tax Parcel Identification Number.
5. Copy of Driveway Permit (if needed).
6. A fee for each address requested as established by the Hamburg Township Board of Trustees.

The application for addressing subdivisions, condominiums, manufactured housing developments, commercial and industrial developments shall be accompanied by a 11" X 17" reduced copy of the approved Final Site Plan. The developer will be responsible for the addressing fee at the time of application.

The Address Coordinator shall issue official addresses for each individual site/unit at the time that a Land Use Permit is applied for.

Section 6.0. Numeric Assignment

Hamburg Township utilizes a baseline/meridian grid system. The system provides that there shall be 1000 numbers for each section or mile. Numbers increase from North to South, and from West to East. Odd numbers are situated on the North and East side of roadways.

When assigning address numbers, the following formula will be used.

- a. **Frontage Interval:** Addresses are assigned according to the location of the access point to a property. Using the formula of 1000 units/mile the location of the access point will be measured according to the plot/site plan that is provided at the time of application. There will be one number for each 5.2 feet of frontage.
- b. **Fractional, Alphanumeric, Hyphenated Addresses:** There shall be no use of fractional addresses, alphanumeric address numbers or hyphenated address numbers.
- c. **Component Order:** Components of a street address shall always be in the following Order: Address number, directional prefix (if any), street name, and apartment/suite number.
- d. **Diagonal Streets:** Diagonal streets shall be treated as either North/South or East/West streets. Once the orientation is established, it shall be used throughout the entire length of the road. The orientation will not change even if the road changes direction.
- e. **Circular Streets:** A circular street/road is one that returns to the same origin point or to the same originating road/street. Circular streets shall be numbered beginning at the low numbered intersection and continuing to the other end of the road. The outside circle is numbered first and the inside is the numbered to match and mix with the outside.

- f. **Cul-de-Sacs:** Cul-de-sacs shall be addressed using the system based on the grid structure. Odd/even numbers on the appropriate sides of the street and meeting at the mid-point, or the back of the cul-de-sac.
- g. **Corner Lots:** Corner lots shall be assigned addresses based on the driveway and not necessarily the front of the structure. For developments, two addresses shall be issued for corner lots. Upon receipt of the plot plan for development, the appropriate address will be assigned.
- h. **Easements/Stacked Addresses:** Houses sharing a common drive/easement are addressed to the main road from which the easement is accessed and using the numbering system applied to the main road.
- i. **Single Family Residences:** A single-family residence shall receive its own individual address determined by the location of the driveway(s) utilized to access the residence and the basic rules for distance and direction.
- j. **Duplex Residences:** A duplex shall be addressed with each unit receiving its own individual address determined by the location of the driveway(s) utilized to access the residence and the basic rules for distance and direction.
- k. **Apartment Buildings:** Apartments shall be numbered with the main building receiving one address and each individual apartment being assigned apartment numbers as secondary location indicators. The apartment number assigned should indicate the floor locations (e.g. Apt. 204 is the fourth apartment on the second floor). Alphanumeric numbers are not to be used. Apartment buildings with multiple entrances, where each entrance provides access to a limited number of apartments shall require an address for each individual entrance.
- l. **Manufactured Housing Communities:** Each individual mobile home or manufactured home shall be assigned its own individual address determined by the location of the driveway(s) utilized to access the residence and the basic rules for distance and direction.
- m. **Townhouses:** Townhouses that are individually owned and not part of an apartment complex shall be assigned an individual address for each unit as determined by the street allowing main access to the building and following the basic rules for distance and direction.
- n. **Individual Commercial Buildings:** Individual commercial buildings shall be given one address to the road/street on which the driveway access is located as determined by the basic rules for distance and direction. When a business faces a main road, but is accessed from a secondary road, an address will be allowed to the main road if the primary entrance faces the main road.

- o. **Strip Commercial Buildings:** Strip commercial buildings shall be assigned one building address and individual unit/suite numbers for each individual door access. If a business is large enough to use space accessed by two or more doors, the business shall use the unit/suite number that corresponds to their primary entrance.

Addresses shall be determined by the street/road from which the business is accessed. On corner lots, when a business faces a main road but is accessed from a secondary road, an address will be allowed to the main road if the primary entrance for the units faces the main road. When each unit has an individual entrance, the building will be address to the road on which the majority of the entrances are located.

- p. **Accessory Structures:** Outbuildings and/or utilities requiring metering that are required to have an address shall be given their own individual address.
- q. **Wireless Communication Towers:** A wireless communication tower shall be assigned one address determined by the basic rule for distance and direction. Each additional carrier shall obtain a suite number.

Section 7.0. Property Identification

All properties upon which houses, dwellings, buildings, manufactured homes, businesses, and other structures are constructed or located within Hamburg Township shall be considered developed property and shall have property identification numbers which shall be posted on the face and/or other appropriate side of the house, dwelling, manufactured home, business or structure in a manner that said identification numbers are clearly and readily readable, a person with normal vision from the adjacent roadway.

In the event the house, dwelling, manufacture home, business or structure is located on the property so that the posted numbers are not clearly readable from the roadway, due to distance or intervening sight barriers such as, but not limited to shrubbery, terrain features or structures, the identification number shall also be posted separate from the main structure (i.e. on a light post, entrance gate, driveway marker, etc.) in a fashion that is clearly readable from the adjacent roadways. Such identification numbers shall be either located centrally between the side boundaries of the property, or located immediately adjacent to the driveway(s) providing ingress to the property, and shall be located on the same side of the adjacent roadway as the property identifies.

The property identification numbers or address shall use numbers not less than three (3) inches in height. In the event the structure is located more than ninety (90) feet from the centerline of thee traveled portion of the adjacent roadway, the identifying numbers shall be not less than six (6) inches in height, but in any case, said numbers shall be readable from the centerline of the adjacent roadway by a person of normal vision.

The color of the numbers shall be in contrast with the immediate background of which they are mounted.

In the case of multiple units, either business or residential, it shall be clearly indicated at each entrance the property identification number(s) of those apartments or businesses accessible through each entrance. The purpose of this identification is to facilitate the rapid movement of emergency units to a specific apartment or business unit in apartment buildings or business complexes, which have multiple entrances bearing the same number and series of such units that are not accessible except through the specific entrance.

The occupants of all buildings in the Township used for commercial and/or industrial purposes that are connected with or located so close to other buildings as to prevent access between such buildings and which requires a different route of access to the rear than that to the front of the building shall cause the correct business name and street numbers to be placed on the rear entrance door, or immediately adjacent thereto. Such names and numbers shall not be less than three (3) nor more than six (6) inches in height, and may consist of standard manufactured letters and/or numbers. If painted on the building or door, such names and numbers shall be applied with standard type numerical and alphabetical stencil. The name and number shall be placed as to be plainly visible and readable from the alley, service drive, easement parking lot, or any other rear access.

All existing developed property shall be identified as required in Section 7.0 within sixty (60) days after the effective date of this Ordinance or be considered in violation hereof.

Section 8.0. Address Corrections

Whenever an error in a numeric address or street name becomes apparent, the Address Coordinator shall initiate proceedings to correct the error. Address changes become effective within thirty (30) days of receipt of Notice of Address Correction. Failure of a property owner to file a change of address with the appropriate post office shall be found to be in violation of this Ordinance.

Section 8.1. Numeric Changes

Address changes will be required due to, but not limited to the following instances.

- If the existing address number is not in sequence and/or does not run consecutively in the same direction as the Township addressing systems.
- If the existing number is such that the assignment of address numbers for new buildings is not practical and in keeping with the requirements of this Ordinance.
- When an easement becomes a Private Road and the structures must reflect the new road name using the appropriate numbering based upon the grid system.
- When an address is duplicated or otherwise violates this Ordinance.
- When a drivee is relocated to a different access point creating non-conformance with this Ordinance.

When address changes are made, the Address Coordinator shall follow the procedures as listed below:

- a. The error shall be documented with date and reporting party.
- b. A new numeric address shall be determined using the Township's Uniform Addressing Standards.
- c. The property owner or owners shall be contacted in writing using the Hamburg Township's Assessing information.
- d. Notification shall be forwarded to the following:
 - 911 Emergency
 - Local Postmaster
 - Detroit Edison
 - Police Department
 - Fire Department
 - Assessing Department

Section 8.1. Street Name Changes

Street name changes shall only be required when the name is an exact duplicate of another street within a designated postal area or within Hamburg Township or so similar to another street name as to cause confusion or other non-conformance from this Ordinance.

When street name changes are made, the Address Coordinator shall follow the procedure as listed below:

- The error shall be documented with date and reporting agency.
- The property owner or owners will be contacted in writing using the Township's Assessing information.

Within thirty (30) days of notification, the property owner or owners' access by the street to be re-named shall submit to the Livingston County Road Commission and the Michigan Department of Transportation the following items:

- a. A central person of contact for the owner or owners.
- b. A proposed road name for consideration.

The new street names will be researched for compliance with the Ordinance by the Address Coordinator.

Notification of the road name change will be forwarded to the following agencies:

- 911 Emergency
- Local Postmaster
- Detroit Edison
- Police Department
- Fire Department
- Assessing Department

Section 9.0. Road Naming Standards

In selecting road names, consideration shall be given to the following:

- a. There shall be no duplication of existing road names. Hamburg Township shall assemble, update and maintain an official list of all road names and include such onto the official Township Address Map.
- b. Names of similar pronunciation and/or spelling shall be prohibited (e.g. Briar Lane/Brier Lane).
- c. Variations of the same name with a different road designation shall be prohibited within the first word of the two-word title or in the road extension (e.g. Pine Road, Pine Drive, White Pine Road).
- d. No road name shall consist of more than three words or contain more than sixteen letters, excluding extensions.
- e. No road shall have more than one name.
- f. No road name shall contain the words North, South, East, West or any combination thereof.
- g. Names that may be offensive (slang, double meanings, etc.) will not be permitted.
- h. Road name extension shall be appropriate to the design of the road.
- i. Numeral shall not be permitted within a road name.

Section 10.0. Road Signs

Road signs shall be installed in accordance with the Ordinance, and shall be clearly visible at intersections. All primary letters, numbers, and symbols shall be a minimum of four (4) inches in height, with a one-half (1/2) inch stroke, and shall be reflectorized and contrasting with the

background color of the sign in accordance with the Michigan Manual of Uniform Traffic Control Devices. Public road signs shall be green with white lettering. Private road signs shall be blue with white lettering.

Section 10.1. Road Sign Installation Standards

Proper positioning of signs is estimated to obtain maximum safety, efficiency and observance. The MMUTCD establishes standards. The following standards shall be observed.

- a. Signs shall be located a minimum of seven (7) feet above the road surface. In commercial and industrial districts, the sign shall be installed at a minimum of five (5) feet above the road surface.
- b. Rural street signs may be placed at nine (9) feet above the road surface to prevent vandalism.

Section 10.2. Sign Placement

- a. In commercial districts and on principal arterial streets, street name signs shall be placed on diagonally opposite corners. Such signs shall be mounted with the sign face parallel to the name.
- b. In residential districts, the street sign shall be placed at the entrances and all intersections. The overall dimension of the sign shall be no longer than forty-two (42) inches in length.
- c. Property owners along private roads are responsible for installing street signs at the intersections and entrances.

Section 11.0. Violations; Penalties; Enforcement

Every person, corporation, business or firm who violates provisions of this Ordinance shall be subject to the Township's Civil Infraction Ordinance.

Any person who violates any of the provisions of this Ordinance shall be responsible for a municipal civil infraction. The fines and penalties as set forth in Section 6.0 entitled "Sanctions for Violations" of the Hamburg Township Civil Infractions Ordinance, as it may be amended from time to time are incorporated herein by reference.

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

Section 12.0. Appeals

Any aggrieved party found by the Address Coordinator, or Public Safety Committee shall have a right to appeal such determination to the Hamburg Township Board of Trustees within fourteen

(14) days following receipt of such determination from which an appeal is intended. The request for appeal shall be in written form to the Township Board, submitted to the attention of the Township Clerk. The Township Board shall consider the matter of the appeal at a regularly scheduled Board Meeting.

Where extraordinary circumstances exist or there are practical difficulties in complying with a certain provision or requirement of this Ordinance, the Township Board may at their discretion vary or modify any of the provisions or requirements herein contained at a particular instance so that the spirit of the Ordinance shall be observed and an adequate development be encouraged.

Section 13.0. Savings Clause

That nothing in this Ordinance hereby adopted be construed to affect any just or legal right, or remedy of any character, nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

Section 14.0. Severability

The various parts, sections, clauses of this Ordinance are declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected.

Section 15.0. Adoption and Effective Date

This Ordinance shall become effective thirty (30) days after the first publication pursuant to MCL41.184 sec 4(1).

Section 16.0. Repeal

This section repeals Hamburg Township General Ordinance 53 and 53-A Property Identification and version 77 of the Uniform Addressing and Road Naming Ordinance, along with other ordinances and parts of ordinances in conflict with the provisions of this ordinance.

Certification

I, _____, being the duly elected Clerk of the Township of Hamburg, County of Livingston and State of Michigan hereby certify that this Hamburg Township Ordinance No. 77-A to repeal Hamburg Township Ordinance 77, 53, and 53-A was duly approved by the Township Board at their regular meeting of Tuesday, _____, and was published within 30 days after its adoption by printing the same in the Livingston County Daily Press and Argus on _____.

Original signed by:

Hamburg Township Clerk

Adopted:

Published:

Effective:

Hamburg Township
Ordinance 86-A
Confirming Creation of the Hamburg Township Planning Commission Ordinance

An Ordinance confirming the prior creation of the Hamburg Township Planning Commission pursuant to the Michigan Planning Enabling Act, Act 33 of the Public Acts of 2008; setting forth the number and composition of members of the Planning Commission; setting forth the duties of the Planning Commission; setting forth the procedure for removal of a member of the Planning Commission for misfeasance, malfeasance or nonfeasance in office; providing for compensation for services; and defining conflict of interest related to a member of the Planning Commission.

Hamburg Township ordains as follows:

Section 1.0. Confirmation of Creation of Planning Commission Powers & Duties

Hamburg Township hereby confirms the creation of the Hamburg Township Planning Commission, previously established by the Township Board in December of 1968, with all the powers and duties provided in the Michigan Zoning Enabling Act PA 110 of 2006, as amended, and the Michigan Planning Enabling Act (PA 33 of 2008, as amended). The Planning Commission shall consist of seven (7) members who shall be selected in accordance with the Michigan Planning Enabling Act. One (1) member of the Township Board shall be a member of the Planning Commission. One (1) Planning Commission member shall be a member of the Zoning Board of Appeals.

Section 2.0. Membership, Appointment and Terms

The membership of the Planning Commission shall be representative of important segments and geography of Hamburg Township to the extent practicable.

- a. One (1) member of the Board of Trustees or the Township Supervisor, or both, may be appointed to the Planning Commission, as ex-officio members. The term of the Township Supervisor shall correspond to his/her term as Chief Elected Official. The term of a member of the Board of Trustees shall expire with his/her term on the Board of Trustees.
- b. The Township Supervisor shall appoint members of the Planning Commission, subject to approval by a majority vote of the members elected and serving on the Hamburg Township Board of Trustees.
- c. The term of each Planning Commission member shall be for three (3) years, except for members serving because of their membership on the Township Board, whose term shall be limited to the time they are members of the Township Board and/or the period stated in the Resolution appointing them. Each member shall serve until his/her term shall expire. Members of the Planning Commission shall be qualified

electors, except for one (1) member who may be an individual who is not a qualified elector of Hamburg Township. As nearly as possible the terms of 1/3 of the members of the Planning Commission, other than ex officio members, shall expire each year.

- d. If a vacancy occurs on a Planning Commission, the vacancy shall be filled for the unexpired term in the same manner as provided for an original appointment. A member shall hold office until his or her successor is appointed.

Section 3.0. Removal from Office

The Hamburg Township Board of Trustees may remove a member of the Planning Commission for misfeasance, malfeasance or nonfeasance in office upon written charges and after a public hearing. Failure of a member to disclose a potential conflict of interest as required herein constitutes malfeasance in office.

Members of the Planning Commission who are absent from three (3) consecutive Planning Commission meetings or four (4) meetings held within the calendar year shall be subject to review and/or removal from the Planning Commission by action of the Hamburg Township Board of Trustees.

Section 4.0. Conflict of Interest

A member of the Planning Commission should only abstain from voting on a motion if he/she has a bonafide conflict of interest. A conflict of interest shall include:

- a. Issuing, deliberating on, voting on, or reviewing a case concerning him or her.
- b. Issuing, deliberating on, voting on, or reviewing a case concerning work on land owned by him or her or which is adjacent to land owned by him or her. For purposes of this section, an "adjacent property" shall include any property falling within the notification radius for the application, as required by the Zoning Ordinance or the Michigan Zoning Enabling Act.
- c. Issuing, deliberating on, voting on, or reviewing a case involving a corporation, company, partnership, or any other entity in which he or she is part owner, or any other relationship where he or she may stand to have a financial gain or loss.
- d. Issuing, deliberating on, voting on, or reviewing a case involving a relative or other family member.
- e. Issuing, deliberating on, voting on, or reviewing a case involving an action which results in pecuniary benefit to him or her.
- f. Issuing, deliberating on, voting on, or reviewing a case where his or her employee or employer is:

1. An applicant or agent for an applicant; or
 2. Has a direct interest in the outcome.
- g. There is a reasonable appearance of a conflict of interest. An example of this includes a situation where the Planning Commission member is on the Board of Directors of an applicant association.

The Planning Commission member disclosing the potential for a conflict of interest should state the nature of the potential conflict and whether he/she believes he/she could impartially consider the request before the Commission. Should the member disclosing the potential conflict of interest choose not to remove him/herself from the dais, the remaining members of the Planning Commission shall evaluate the nature of the potential conflict and determine, by way of a vote, whether or not the member in question should be removed from the dais while the Commission discusses or deliberates on the request. In the event that Planning Commissioner is removed from the dais due to a conflict of interest, either of his/her own volition or by a vote of the Planning Commission, that individual shall not participate in the discussion or deliberation in a role as a Planning Commissioner, and shall remove him/herself from the dais. He/she shall not make any presentations to the Planning Commission as a representative of the proposal.

Section 5.0. Annual Written Report of Activities

The Planning Commission, through the Township Board representative, shall make an annual written report of its activities to the Hamburg Township Board of Trustees. The fiscal year of the Planning Commission shall be the same as the fiscal year of Hamburg Township.

Section 6.0. Preparation of Capital Improvements Program

The Planning Commission shall be exempted from the requirement of PA 33 of 2008, MCL 125.3865, requiring annual preparation and submission to the Board of Trustees of a capital improvements program. The Township's Board of Trustees shall delegate the preparation of the capital improvements program, separate from or as a part of the annual budget, to the chief elected official or non-elected administrative official, subject to final approval and adoption by the Board of Trustees.

Section 7.0. Compensation

The Planning Commission member shall be compensated as provided by separate Resolution of the Hamburg Township Board of Trustees.

Section 8.0. Bylaws

The Planning Commission shall adopt Bylaws for the transaction of business, and shall keep a public record of its resolutions, transactions, findings and determinations.

Section 9.0. Assistance

The Planning Commission may be assisted by other professional or Township Staff as needed, including the Planning and Zoning Administrator, Building Official, Ordinance Officer, Planning Consultant, Township Engineer, Township Attorney or another person or agency.

Section 10.0. Severability

If any section, subsection, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent portion of this Ordinance, and such holding shall not affect the validity of the remaining portions of this Ordinance.

Section 11.0. Repeal

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 12.0. Effective Date

This Ordinance, or a summary of this Ordinance, shall be published in accordance with Michigan Planning Enabling Act 33 of 2008, Article II Section 13. This Ordinance shall take effect on the sixty third (63rd) day following publication.

Certification

I, Michael Dolan, being the duly elected Clerk of the Township of Hamburg, County of Livingston and State of Michigan hereby certify that Hamburg Township Ordinance No. 86 was repealed and this Ordinance No. 86-A was duly approved by the Township Board at their regular meeting of Tuesday, _____, and was published within 30 days after its adoption by printing the same in the Livingston Daily Press and Argus on _____.

Original signed by:

Michael Dolan
Hamburg Township Clerk

**Hamburg Township
Ordinance No. 97**

**Ordinance Repealing Basic Fire Control Measures and Regulations Governing
Conditions Which Could Impede or Interfere with Fire Suppression Forces, Alarm
and Hamburg Village Plaza Parking Ordinances**

An Ordinance repealing Hamburg Township Ordinance No. 23 Basic Fire Control and Regulations Governing Conditions which could Impede or Interfere with Fire Suppression Forces, No. 34 and 34-A Alarm, and No. 52 & 52-A Hamburg Village Plaza Parking Ordinances.

Section 1.0. Title

This Ordinance shall be known and may be cited as the Hamburg Ordinance Basic Fire Control and Regulations Governing Conditions which could Impede or Interfere with Fire Suppression Forces, Alarm Ordinance, and Hamburg Village Plaza Parking Repealer.

Section 2.0. Intent and Purpose

The purpose of this Ordinance is to repeal the following Hamburg Township Ordinances:

- a. Ordinance No. 23 – known as the Basic Fire Control and Regulations Governing Conditions which could Impede or Interfere with Fire Suppression Forces Ordinance adopted 25th day of July 1977. The actions which are prescribed by this Ordinance could impede or interfere with Fire Suppression Forces already covered by several State Criminal Statutes.
- b. Ordinance 34 & 34A – known as the Alarm Ordinance adopted 2nd day of August 2000. Ordinance No. 34 addresses two issues: false/faulty alarm systems and the installation of alarms. As far as the false/faulty alarm provisions of the Ordinance, there does not exist a problem with false alarms for either the Hamburg Township Police Department or the Hamburg Township Fire Department which would warrant the need for an Ordinance on this matter. Secondly, the installation of alarm systems is covered by the provisions of the International Fire Code Ordinance.
- c. Ordinance 52 & 52A – known as the Hamburg Village Plaza Parking Ordinance adopted 2nd day of August 2000. The parking prohibitions covered in the Ordinance are also covered by State Law (MCL 257.674).

Section 3.0. Repealer

Hamburg Township Ordinances No. 23, No. 34 & 34-A, No. 52 & 52-A are hereby repealed in their entirety.

Section 4.0. Effective Date

This Ordinance will become effective the day following publication in the Livingston Daily Press & Argus. This Ordinance was adopted on the 5th Day of February 2019 by the Hamburg Township Board at a meeting duly scheduled for the conduct of Township business.

AYES:

NAYS:

ABSENT:

Resolution Carried.

Certification

I, Michael Dolan, being the duly elected Clerk of the Township of Hamburg, County of Livingston and State of Michigan hereby certify that this Hamburg Township Ordinance No. 97, was duly approved by the Township Board at their regular meeting of Tuesday, February 5, 2019 and was published within 30 days after its adoption by printing the same in the Livingston County Press & Argus on .

Original signed by:

Michael Dolan
Hamburg Township Clerk

Date Adopted:

Date Published:

Effective Date:



PROJECT

Project Name:	General Ordinance Review Project - Clerk Office
Document Title:	Ordinance #76 (International Fire Code Ordinance)
Deliver hard copy with edits to:	Deby Henneman/Clerk Office
Date Assigned:	11/20/18
Date Due :	02/04/19
Name of Editor:	Chief Richard Duffany
If adequate as is check here:	
Make all edits/changes on hard copy of ordinance and attach this form to front. Use this area for any additional comments:	Repeal Ordinance #76 (International Fire Code Ordinance) and replace with Ordinance #76-A which updates the ordinance by adopting the latest edition of the International Fire Code (2018), deletes redundant language found in both Ordinance #76 and the International Fire Code, and amends the penalties section.

Hamburg Township
Ordinance 76-A
International Fire Code Ordinance

An Ordinance enacted under Act 33 of Public Acts of 1951, as amended for the purpose of providing fire inspection services, to , provide for the powers and duties of authorities, and of certain State, Local agencies and officers for the regulation and governing the safe guarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials, and devices and from conditions hazardous to life and property and the occupancy of buildings and premises in the geographical area serviced by the Hamburg Township Fire Department and for the providing of the issuance of permits for hazardous uses and operations, the enforcement thereof and to prescribe penalties and remedies related thereto:

The Hamburg Township Board of Trustees does ordain as follows:

Section 1. Title.

This ordinance shall be known and cited as the Hamburg Township International Fire Code Ordinance.

Section 2. Adoption.

That a certain document, three (3) copies each of which are on file in the offices of Hamburg Township, being marked and designated as the International Fire Code 2018 Edition, including Appendix Chapter A, B, C, D, E, F and G as published by the International Code Council, be and is hereby adopted as the Fire Code for Hamburg Township for regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling, and use of hazardous substances, materials and devices, and from conditions hazardous to life and property in occupancy of buildings and premises in Hamburg Township and providing for the issuance of permits for hazardous uses or operations; and each and all of the regulations, provisions, conditions and terms of such International Fire Code, 2018 edition, published by International Code Council, on file in the offices of Hamburg Township are hereby referred to, adopted and made a part hereof as if fully set out in this Ordinance.

Section 3. Revisions and Additions.

That the following sections of the International Fire Code, 2018 Edition, are hereby revised and/or added:

Section 101.1 These regulations shall be known as the Fire Prevention Code of Hamburg Township Fire Department.

Section 102.7 Referenced Codes and Standards. The codes and standards referenced in the International Fire Code 2018 Edition as amended, this Ordinance shall be those that

are listed in Chapter 80 and such codes and standards shall be considered part of the requirements of this Ordinance to be prescribed extent of each such reference.

Section 102.7.1 The Hamburg Township Fire Department additionally adopts the 2018 Edition of the National Fire Protection Association (NFPA) 1 and the 2018 Edition of NFPA 101. Where differences occur between the provisions of this Ordinance and the adopted standards, the provisions which in the opinion of the Hamburg Township Fire Chief and/or Fire Marshal establishes the higher standard for the promotion of the safety and welfare of the public and the protection of the public, or as otherwise determined by State of Michigan Law, shall apply.

Section 103.1 General. The Hamburg Township Fire Department shall be responsible for fire prevention, inspection activities and code enforcement of buildings and occupancies as related to the risk of fire or explosion within Hamburg Township Fire Department jurisdiction. The Department of Fire Prevention is established within the jurisdiction under the direction of the code official. The function of the department shall be the implementation, administration and enforcement of the provisions of this code and the codes and standards referenced in Chapter 80 of this code.

Section 104.11.4 Unlawful boarding or tampering with Fire Department Emergency Equipment. A person shall not, without proper authorization from the fire official in charge of said Fire Department emergency equipment, cling to, attach to, climb upon or into, board or swing upon any Fire Department emergency vehicle, whether the same is in motion or at rest, operate any emergency warning equipment, or to manipulate or tamper with any levers, valves, switches, starting devices, brakes, pumps or any equipment or protective clothing on, or a part of, any Fire Department emergency vehicle.

Section 104.11.5 Damage/Injury to Fire Department Equipment/Personnel. It shall be unlawful for any person to damage or deface, or attempt or conspire to damage or deface, any Fire Department emergency vehicle or equipment at any time; or to injure, or attempt or conspire to injure, Fire Department Personnel while performing departmental duties.

Section 105.1 General. Permits shall be in accordance with Section 105. Where reference is made to this Section for permits elsewhere in this code and there are no provisions for issuing said permits by the Department of Fire Prevention, the code official is authorized to waive the particular permit requirement.

Section 105.6 Required Operational Permits. The code official is authorized to issue operational permits for the operations set forth in Section 105.6.1 through 105.6.50. Where there are no provisions for issuing said permits, the code official is authorized to waive the particular permit requirement.

Section 105.6.13 Exhibits, Crafts and Trade Shows. An operational permit is required to operate exhibits, crafts and trade shows.

Section 105.6.13.1 Permit Fees. A minimum fee of fifty (\$50.00) dollars may be applied to each exhibit, craft, trade show, or any other item that requires a permit for operation. In addition, thereto, fees shall be set by Hamburg Township in its discretion for the issuance of permits authorized under this Ordinance. The Township shall issue from time to time, revised updates of a fee schedule which shall be incorporated by hereto as the particular fees are adopted by the Township.

Section 105.6.20 Hazardous Materials. An operational permit is required to store, transport on site, dispense, use or handle hazardous materials in excess of the amounts listed in Table 105.6.20. An operational permit, once issued, shall remain valid until revoked or until the occupancy for which the permit was issued shall change ownership. Upon any change of ownership, a new operational permit for the occupancy shall be required to store, transport or site, dispense, use or handle hazardous materials in excess of the amounts listed in Table 105.6.20. Notwithstanding the fact that no additional permit need to be issued, nor any further fee charged, for a change in the operation or manner of storage, transportation, dispensing, use or handling of the permitted hazardous substance, nor for any change in the type of hazardous substance being so used, any such change from the conditions of the original permit shall create a duty on the permit holder to advise the fire marshal or his designee of such changes forthwith. Failure to comply with this notification mandate may be cause for revocation of an operational permit where the circumstances surrounding such permit have been changed without notice to the Fire Marshal.

Exception:

- 1) Nothing in this subsection shall apply to a farm or farm operation as defined in Section 202 of this Code and Michigan Compiled Laws Section 286.472, that being the Michigan Right to Farm Act, Act 93 of the Public Acts of 1981, as amended.

Section 105.6.20.1 Required Amounts for Reporting. Reportable quantities shall be considered the maximum amount of hazardous materials on site at any given time. This amount is required to be reported to the Fire Department as indicated in Table 105.6.20.

Section 105.6.20.2 Permit Fees. The following fees shall be applied to the maximum quantity of each form of hazardous materials.

<u>Quantity & Form</u>	<u>Fee</u>
0-1,000 lbs; 0-100 cu. ft.; 0-330 Gal.	\$100.00
1,001-20,000 lbs; 101-6,000 cu. ft.; 331-990 gal.	\$250.00
20,000+ lbs.; 6,001+ cu. Ft.; 991+ gal.	\$500.00

Section 105.7.1.1 Installations. Before any fire suppression system or component is installed, enlarged, extended or modified, a permit shall be obtained from the code official. This shall include any device or relay connected to or controlled by the fire suppression system. A qualified installer who is properly licensed and/or certified to perform such work as determined by the code official must perform all work. Construction documents shall be reviewed by the code official prior to the issuance of the permit. Upon issuance of the permit, the permit must be posted at the job site in plain view.

Section 105.7.1.2 Permit Fees. Permit fees cover initial plan review and two inspections.

Sprinkler Systems:

<u>Riser(s) & Sprinkler Heads</u>	<u>Fee</u>
1-20 heads	\$80.00
21-50 heads	\$90.00
51-100 heads	\$100.00
101-200 heads	\$120.00
201-300 heads	\$140.00
301-400 heads	\$160.00
401-500 heads	\$180.00
501-1000 heads	\$200.00
>1001 heads	\$000.50 per heads

Standpipes: \$45.00 per standpipe.

Fire Pump: \$50.00

Dry or wet chemical fire suppression systems: \$90.00 per system. Each additional system in the same building reviewed at the same time is \$45.00. Alterations, additions, or modifications to each existing system are \$35.00.

Total flooding agent extinguishing systems: \$90.00 plus appropriate detection system fee.

Plan Reviews: The code official might require an outside third party. This review will be changed at the current fire safety consultants or plan reviewer's rates. These fees shall be paid prior to issuance of the permit.

Section 105.7.7.1 Installations. Before any fire alarm or detection system or component is installed, enlarged, extended or modified, a permit shall be obtained from the code official. This shall include auxiliary devices such as magnetic locks, electronic locks or any device or relay connected to or controlled by the fire alarm or detection system. A qualified installer who is properly licensed and/or certified to perform such work as determined by the code official must perform all work. Construction documents shall be reviewed by the code official prior to the issuance of the permit. Upon issuance of the permit, the permit must be posted at the job site in plain view.

Section 105.7.7.2 Permit Fees. Permit fees cover initial plan review and two inspections.

<u>Devices</u>	<u>Fee</u>
Control Panel	\$20.00
First initiating or auxiliary control devices (smoke detector, heat detector, control switch, etc.)	\$10.00
Each additional initiating or aux control device	\$0.50 per device
First audio/visual indicating or communications Device (horn, strobe, bell, etc.)	\$10.00
Each additional audio/visual indicating or Communications device	\$0.50 per device

Plan Reviews: the code official might require an outside third party. This review will be charged at the current fire safety consultants or plan reviewer's rate. These fees shall be paid prior to issuance of the permit.

Section 105.7.26 Permit Issuance. A permit granted hereunder shall not be transferrable nor shall any such permit be extended beyond the time set forth therein unless approved by the fire official. When work is started without a permit, the permit fee shall be doubled.

Section 106.6 Additional Fees. The following fees may be charged for a re-inspection and shall apply to each inspector performing the re-inspection. These fees shall be paid in full prior to the re-inspection being performed.

1. \$30.00 per re-inspection during normal working hours.
2. \$75.00 per re-inspection during non-working hours.

Section 106.7 Cancellation Fees. Handling cost of permits cancelled after being issued is 35% of the permit fee or \$10.00, whichever is greater.

Section 109.4 Board of Appeals Members. The Board of Appeals shall consist of the following:

1. Two (2) members of the Hamburg Township Board.
2. Three (3) certified Fire Inspectors from jurisdictions outside the jurisdiction.
3. No member of the appeals board can have a conflict of interest with the issue being addressed.

Section 110.4.2 Violation Penalties. Persons who violate a provision of this Ordinance or fail to comply with any of the requirements thereof or who erect, install, alter, repair, or do work in violation of the approved construction documents or directive of this Ordinance, shall be responsible for a municipal civil infraction. The sanction for a violation which is a municipal civil infraction shall be a civil fine in the amount as provided by this Ordinance, plus any costs, damages, expenses and other sanctions, as authorized by the Revised Judicature Act, MCL 600.101, et. seq., that being Act No. 236 of the Public Acts of 1961, as amended, and other applicable laws.

Section 110.5 Prohibited Parking; Exception; Bus-loading Zone; Violation as Civil Infraction.

1. A vehicle shall not be parked, except if necessary to avoid conflict with other traffic or in compliance with the law or the directions of a Police Officer, Fire Official/Personnel or Traffic-Control Device, in any of the following places:
 - a. Within fifteen (15) feet of a fire hydrant.
 - b. Within twenty (20) feet of the driveway entrance to a fire station and within seventy-five (75) feet of a fire station entrance on opposite side of street if properly marked by an official sign.
 - c. Alongside or opposite a street excavation or obstruction, if the stopping, standing, or parking would obstruct traffic.
 - d. Within five hundred (500) feet of an accident at which Police Officer, Fire Official/Personnel is in attendance.
 - e. In a place or in a manner that blocks immediate egress from an emergency exit conspicuously marked as an emergency exit of a building.
 - f. In a place or in a manner that blocks or hampers the immediate egress from a fire escape conspicuously marked as a fire escape providing an emergency means of egress from a building.
 - g. Within five hundred (500) feet of a fire at which fire apparatus is in attendance. However, volunteer fire fighters responding to the fire may park within five hundred (500) feet of the fire in a manner not to interfere with the fire apparatus at the scene. A vehicle parked legally previous to the fire is exempt from this subdivision.
 - h. In a place or in a manner that blocks access to a space clearly designated as a fire lane.
 - i. A person shall not move a vehicle not owned by the person into a prohibited area or away from a curb a distance that makes the parking unlawful.

- 2) A person who violates this Section will be issued a Civil Infraction, by the Fire Chief, Fire Marshal and/or his/her designee, or any other person duly appointed by the Township Board.

Section 110.5.1 Fee Schedule. For any violation of the parking requirements listed in Section 109.4 of this Code, the fine for such an offense shall be twenty-five (\$25.00) dollars per violation if paid within ten (10) days of the violation, and, if not paid within ten (10) days of said violation, shall be increased to fifty (\$50.00) dollars per violation.

Section 110.5.2 Towing and Storage Costs. In addition to the above violation penalties, a person who violates this Section shall be responsible for all vehicle towing and storage costs incurred if the Fire Chief and/or his/her designees, as defined in Section 109.4 (2) herein, determines that the vehicle parked in violation of Section 109.4 must be towed to insure public safety and/or Fire Department access to a building or emergency scene.

Section 110.6 Application and Allocation of Fees, Fines. Payment for any permit fees, violation fines shall be paid to Hamburg Township.

Section 110.6.1 Issuing of Tickets for Violations. The Fire Chief and/or his/her designees, who shall be the Deputy Fire Chief, Assistant Fire Chiefs, Fire Marshal, Fire Inspectors, Fire Captains and anyone designated by the Township shall be authorized to issue tickets for violation of any code within this document.

Section 112.4 Failure to Comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable for a fine in the amount as outlined in Section 8 of this Ordinance.

Section 112.5 Collection of Charges. Hamburg Township may proceed in a court of appropriate jurisdiction to collect any monies remaining unpaid for services provided by Hamburg Township and shall have any and all other remedies provided by law for the collection of all charges.

Section 114 False Alarms.

Section 114.1 False Alarms; Inspections; Orders to Correct.

1. A fire, sprinkler, or water alarm system experiencing more than two false alarms within a thirty-day (30) period of four false alarms within the calendar year is deemed defective. Upon written notice to the owner or lessee of the alarm system by the Fire Chief and/or his/her designee, the owner or lessee shall have the system inspected by an alarm system contractor who shall, within fifteen days, file a written report to the Fire Chief and/or his/her designee of the result of his/her inspection, the probable cause of the false alarms and his/her recommendation for eliminating false alarms.
2. Upon receipt of the report, the Fire Chief and/or his/her designee shall forward the same to the owner or lessee, ordering corrections, based upon recommendations contained in the report.

3. The owner or lessee shall have three working days from the receipt of the order to make such corrections. Thereafter, to defray the cost of responding to false alarms, the owner or lessee of an alarms system shall pay to the Township the amount of the response as per the cost recovery fees for each false alarm received and responded to by the Fire Department during the calendar year in which the order to correct the system was issued. The amount due to the Township shall be paid forthwith upon demand by the Fire Department or the Township and if not so paid, the Township shall have the right, along with all of the other rights it may have, to impose a lien on the real and personal property of the owner or lessee and such lien shall be enforced in the same manner as are delinquent taxes.

Section 114.2 Misrepresented False Alarms. It shall be unlawful for any person to summon, in any way, the Fire Department unless a valid reason for their response is present. The Fire Chief and/or his/her designee shall have the authority to issue fines as per the Cost Recovery Ordinance to any person causing a false alarm, if the person causing a false alarm is a minor the fines shall be the responsibility of the minor's legal supervisor.

Section 202 General Definitions. The following definitions shall be in addition to the definitions noted in the International Fire Code 2018 edition.

"Code Official" The Fire Chief, Fire Marshal, Fire Inspector, Code Enforcement Officer, or other designated authority charged by the applicable governing body with the duties of administration and enforcement of the code, or duly authorized representative. The term "Fire Official" may be used interchangeably with "Code Official" in this code.

"False Alarm" Means the activation of an alarm of an alarm system through mechanical failure, malfunction, improper installation or the negligence of the owner or lessee of an alarm system or his/her employee or agent. "False Alarm" does not include the alarm caused by severe weather or other violent conditions beyond the control of the owner or lessee of an alarm system or his/her employee or agent.

"Farm" Means the land, plants, animals, building, structures, including ponds used for agricultural activities, machinery, equipment, and other appurtenances used in the commercial production of farm products. MCL 286.472(a).

"Farm Operations" Means the operations and management of a farm or a condition or activity that occurs at any time as necessary on a farm in connection with the commercial production, harvesting, and storage of farm products. MCL 286.472(b).

"Fire Watch" A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlled fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the Fire Department by method(s) approved or recommended by the Code Official.

“Misrepresented False Alarm” The willful and knowing initiation or transmission of a signal, message or other notification of event of fire or the emergency when no danger exists.

“Water Capacity” The amount of water, in either pounds or gallons, at 60 deg. F (15.6 deg. C) required to fill a container full of water.

Section 307.1.2 Local Burning Ordinances Preserved. Nothing in this Code shall be construed as prohibiting Hamburg Township from regulating matters of open burning by duly adopted local Ordinance, whether or not such Ordinance predates the adoption of this code. In the event of a conflict between this Code and the Ordinance in force and adopted by the Township, the Ordinance shall be deemed to supersede this Code and control, for so long as it remains in force. Notwithstanding any superseding Ordinance, however, the Fire Chief, Fire Marshal, or Fire Code Official shall retain the authorization under Section 307.7 of this code to ban all open burning if conditions warrant.

Section 307.6 Fire Department Training. Open burning is allowed for the purpose of training fire fighters in firefighting practice, or for the purpose of training the public, including workers or employees, or for the purpose of demonstration by the Fire Official or other trained Fire Personnel, when such burning is done in accordance with accepted practice.

Section 307.7 Banning Open Burning. The Fire Chief, Fire Marshal, or fire code official shall be authorized to tissue a ban on all open burning if conditions are too hazardous in the opinion of the fire code official to allow the open burning, open flame, etc.

Section 308.3.1.1 Open Flame. A person shall not utilize or allow to be utilized, an open flame in connection with any public meeting or gathering for purpose purpose of deliberation, entertainment, amusement, instruction education, recreation, awaiting transportation or similar purpose in assembly or educational occupancies without first obtaining approval from the code official.

Section 312.2.1 Maintenance of Guard Posts. It shall be the property owner’s responsibility to provide and maintain this protection.

Section 505.1 Address Numbers. New and existing buildings shall have approved numbers, building numbers, or approved building identification placed in a position to be plainly legible and visible from the street or road fronting this property. These numbers shall contrast with their background. Address numbers shall be Arabic numbers or alphabet letters. Numbers shall be a minimum of 6 inches high with a minimum stroke of 0.5 inches.

Section 506.1.1 Locks and Key Switches. An approved lock or key switch shall be installed on gates or similar barriers when required by the code official. Any business that is issued a land use permit that does not currently have a compliant lock box is required to supply one in compliance with the International Fire Code.

Section 507.3 Fire Flow. Fire flow requirements for buildings or portions of buildings and facilities shall be determined in accordance with Appendix B. An appropriate pressure

and flow margin of safety shall be provided with each fire sprinkler system as required by the code official.

Section 507.5 Fire Hydrants Systems. Fire Hydrant systems shall comply with Section 508.5.1 through 508.5.6 and shall be in accordance with Appendix C and Hamburg Township standards and policies.

Section 507.4.1 Removal of Obstructions. If upon the expiration of the time mentioned in a notice of violation, obstructions or encroachments to fire hydrant, or to other fire protection equipment, are not removed, the code official shall proceed to remove or have removed the same. The expense incurred shall be a debt to the local governing body from the responsible person and shall be collected as any other debt to Hamburg Township.

Section 507.6 Residential and Commercial Development Water Supply.

The code official has the authority to require that an approved means of water supply for fire suppression efforts be provided in the following instances:

1. All residential developments that require site plan review/approval by the Township.
2. All commercial developments.
3. Creation of a new roadway which could provide access to ten or more residential lots.
4. On a parcel, on an existing roadway, that is divided into ten or more residential lots.

Section 608.8 Exhaust Fans. Exhaust fans for commercial cooking hoods shall be installed so that the fans are operational at all times cooking is occurring. This may be accomplished by a temperature-monitoring device installed in, on, or near the hood to activate the exhaust fan(s) at a pre-determined temperature, or as otherwise approved by the code official.

Section 901.6.3 Records. Records of all system inspections, tests, and maintenance required by the referenced standards shall be maintained on the subject premises for a minimum of 1 year and made available to the code official upon request. The service company or individual performing such work shall also send a copy to the code official.

Section 901.6.4 Anti-Freeze Fire Sprinkler Systems. Fire sprinkler systems designed and installed to protect areas prone to freezing shall be drained and tested, then refilled and maintained to insure the solution is operable to -40 degrees F or as otherwise approved by the code official.

Section 903.5.1 Required Pressure Margin. Due to unforeseeable and changing conditions within the water supply, the code official is authorized to require a pressure margin of up to 20 lbs. over the minimum design criteria for installed automatic fire sprinkler systems. Where this margin cannot be achieved, approved means shall be taken to provide the margin.

Section 904.3.6 Monitoring. A supervising station in accordance with NFPA 72 as approved by the code official monitor automatic fire extinguishing systems. Where a building fire alarm is installed, automatic fire-extinguishing systems shall be monitored by the building fire alarm systems in accordance with NFPA 72 and shall automatically annunciate their location at the building's fire alarm control panel, and activate the building's appropriate fire protective signaling sequence.

Section 907.4.2.4 Signs. Where fire alarm systems are not monitored by a supervising station, an approved permanent sign that reads: **THIS ALARM DOES NOT NOTIFY THE FIRE DEPARTMENT – TO REPORT A FIRE DIAL 911.** Such sign shall be installed adjacent to each manual fire alarm box.

Exception: Where the manufacturer has permanently provided this information on the manual fire alarm box and as approved by the code official.

Section 907.6.3.1.1 Annunciation. Where fire suppression systems exist in multi-tenant occupancies, i.e., strip malls, separate annunciation shall be required for each separately addressed tenant space unless otherwise approved by the code official.

Section 909.16.1 Smoke Control Systems. Fans within the building shall be shown on the fighter's control panel. A clear indication of the direction of airflow and the relationship of components shall be displayed. A means of conforming equipment function such as an atmospheric pressure switch, air velocity switch, or electrical current differential device, shall be installed to indicate the status of fans, dampers, or other associated equipment during alarm activation or smoke control operations. Status indicators shall be provided for all smoke control equipment, annunciated by fan and zone and by pilot-lamp-type indicators as follows:

1. Fans, dampers and other operating equipment in their normal status – WHITE.
2. Fans, dampers and other operating equipment in their off or closed status – RED.
3. Fans, dampers and other operating equipment in their own or open status – GREEN.
4. Fans, dampers and other operating equipment in a fault status – YELLOW/AMBER.

Section 912.2 Location. With respect to hydrants, driveways, buildings and landscaping, Fire Department connections shall be so located that fire apparatus and hose connected to supply the system will not obstruct access to the buildings for other fire apparatus. The location of Fire Department connections shall be within 100 feet of a hydrant and shall be approved by the code official.

Section 918. Fire Protection Systems Precautions.

Section 918.1 General. Precautions shall be taken in all rooms and areas containing fire sprinkler equipment such as piping, valve(s), and fire pump(s), to prevent freezing of said equipment during times of extremely cold temperatures.

Section 1201.1 Scope. Dry cleaning plants and their operations shall comply with the requirements of this chapter and NFPA 32, and the Michigan Fire Prevention Code 1941 PA 207, as amended, or its equivalent.

Section 2101.1 Scope. Automotive services stations, marine service stations, fleet vehicle service stations and repair garages shall be in accordance with this Chapter and the International Fuel Gas Code, International Building Code, International Mechanical Code, and the Michigan Storage and Handling of Flammable and Combustible Liquids Rules, as amended, or their equivalent. Such operations shall include both public accessible and private operations.

Section 4. General Fire Services Charges.

This section is adopted for the purpose of governing costs and services provided by Hamburg Township for the provision of Fire and Emergency services through charging for benefits received for the Fire Protection service.

1. **Changes by resolution.** Hamburg Township hereby authorizes the collection of charges for specific fire services. The fire services to be covered and the actual amount of the charges shall be established by resolution of the Hamburg Township Board from time to time. These charges shall be due and payable to Hamburg Township for the services so stated. For services such as, but not limited to: fire inspection services, false alarms, grass fires, rubbish fires, automobile fires, house fires, fires in commercial establishments, fires in an industrial or manufacturing establishment, hotel and motel fires, aircraft fires, truck fires, forest fires, emergency rescue services, standby rescue or fire services for special events, resuscitator services, swimming pool services, and other services as may be specifically enumerated in the resolution. Categories of costs may also be established for services based upon geographic location and resident status of the benefiting party.
2. **Due Date of Payment:** The charges shall be due and payable within thirty (30) calendar days from the date the services is rendered.
3. **Exemptions.** The following properties and services shall be exempt from charges:
 - a. Fire services performed outside the jurisdiction of Hamburg Township involving buildings and properties of a Township, City, or Fire Department which is a part of a mutual aid contract.
4. **Collection of Charges.** Hamburg Township may proceed in a court appropriate jurisdiction to collect any monies remaining unpaid for services provided as a mature debt of Hamburg Township and shall have any and all other remedies provided by law for the collection of all charges.
5. **Non-exclusive Charge.** The charges established by resolution of Hamburg Township shall not be the exclusive source of revenue available for Hamburg Township shall not be the executive source of revenue available for Hamburg Township to meet the expenses of maintaining and operating services

contemplated herein. These charges may be supplemented by other sources permitted by State Law, including, but not limited to: general taxation following approval by a vote of the electorate, a special assessment established under the applicable Michigan statutes or an appropriation of the general funds of Hamburg Township.

6. **Multiple Property Protection.** When particular services rendered by the Hamburg Township Fire Department directly benefits more than one (1) person or more than one (1) property, each person so benefited and the owner of each property receiving benefit shall be liable for the payment of the full charge for such service. The interpretation and application of this section is hereby delegated to the Hamburg Township Fire Department's Fire Chief, subject to appeal to the Hamburg Township Board. This section shall be administered so that charges shall be assigned and collected only from the recipients of the service or their agent.
7. **Collection Agent and Reservation of Funds.** Hamburg Township shall function as the collection agent for all fees established under this section or any adopted Ordinances, schedule thereof. Hamburg Township shall be responsible for all procedures and activities concerning billing, collation, record keeping, and inquiries.

Section 5. Fees for Services.

The Hamburg Township Board shall adopt a designated set of fees for services provided by the Township and/or the Hamburg Township Fire Department and said schedule may be amended from time to time.

Section 6. Enforcement.

The provisions of this Ordinance shall be enforced by the Hamburg Township Fire Department or Hamburg Township and any employees and officials as the Board may delegate to enforce the provisions of this Ordinance.

- a. **Violation and Nuisance.** Building erected, altered, moved, raised or converted or any use of land or premises carried on in violation of any provision of this Ordinance the laws of the State of Michigan and the International Fire Code are declared to be nuisances per se. Any and all buildings or land use activities considered possible violations of the provisions of this Ordinance shall be reported to the Fire Marshal or Fire Chief of the Hamburg Township Fire Department.
- b. **Inspection of Violation.** The Fire Marshal and/or Fire Chief or his/her designate shall inspect each alleged violation and shall order correction in writing to the violator within 30 days of all conditions found to be in violation of this Ordinance, and or the laws of the State of Michigan and/or the International Fire Code, or sooner if an emergency violation shall occur. A copy of any Order issued shall be filed with the Fire Chief. The person who initiates the complaint may be sent a notice of the any determination made by the Fire Marshal and/or Fire Chief and his/her designate within a period of 30 days.

- c. **Correction Period.** All violations shall be corrected within a period of thirty (30) days or sooner if an emergency situation exists after the Order is issued by the Fire Marshal, Fire Chief, or his/her designate, or such period of time to be determined by the Fire Marshal and/or Fire Chief. A violation not corrected within the period required shall be reported to the Hamburg Township Board and prosecution proceedings and/or civil remedies and relief or other enforcement action shall be pursued within the same time period that is necessary to correct the particular situation.
- d. **Remedies.** The Hamburg Township Board may institute an injunction, mandamus, abatement or other appropriate proceedings to prevent, enjoin, or abate or to be removed any unlawful erection, alteration, maintenance or use in violation of these Ordinances. The rights and remedies herein provided are civil in nature and in addition to criminal remedies.
- e. **Scope of Remedies.** The rights and remedies provided in the Ordinance are cumulative and are in addition to all of the remedies provided by law. All fines collected shall belong to Hamburg Township and be deposited to its general fund.

Section 7. Compliance Bond.

A Surety Bond may be required by the Hamburg Township Board to insure the complete construction of structures and/or the development of area as proposed and approved in conjunction with any Ordinance enforcement hereto.

Section 8. Penalties.

- a. Any person who shall violate any of the provisions of this Ordinance shall be responsible for a municipal civil infraction. The fines and penalties as set forth in Section 6.0 entitled "Sanctions for Violations" of the Hamburg Township Municipal Civil Infraction Ordinance, as it may be amended from time to time, are incorporated herein by reference.
- b. For purposes of assessing fines and penalties only, a violation under this section shall be classified as a Class B municipal civil infraction.

Section 9. Severability.

The sections of this Ordinance shall be deemed to be severable and should any section, clause or provision of this Ordinance be declared by any court of competent jurisdiction to be invalid or unenforceable, the same will not affect the validity of this Ordinance as a whole or any part thereof, other than the part declared to be invalid.

Section 10. Repeal.

This Ordinance shall, upon its effective date, specifically repeal all provisions contained within Hamburg Township Ordinance No. 76. All other ordinances and parts of ordinances in conflict or inconsistent with the provisions of this ordinance are also hereby repealed.

Section 11. Notice.

That the Hamburg Township Fire Chief and Township Clerk are hereby ordered and directed to cause a notice to be published that this Ordinance has been adopted and that three copies of same are available to the public for inspection during regular business hours at the office Hamburg Township located at 10405 Merrill Road, Hamburg, Michigan 48139.

Said notice shall also contain the introductory paragraph of this Ordinance which shall serve as its stated purposes.

Section 12. Effective Date.

Pursuant to MCL 41.184 sec 4(1), this ordinance will take effect 30 days after its publication.

CERTIFICATION

I, Michael Dolan, duly appointed Clerk of Hamburg Township, Livingston County, Michigan; do hereby certify that the foregoing Hamburg Township Ordinance No. 76-A was adopted at a regular meeting of the Hamburg Township Board held on _____ at which the following members were present:

Original signed by:

Michael Dolan
Hamburg Township Clerk



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

EXCERPT FROM HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE MEETING MINUTES

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

Re: **Proposed Violation Penalty Amendments to Ordinance No. 82A**

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

Date of Meeting: February 13th, 2019

Sewer Committee Members Present: Hohl, Koeble

Sewer Committee Members Absent: Hahn

Text of Motion: MOTION BY HOHL, SUPPORTED BY KOEBLE TO FORWARD TO
THE TOWNSHIP BOARD TO ADOPT THE AMENDMENTS TO
SECTION 9 OF ORDINANCE NO. 82A TO COMPLY WITH THE
MUNICIPAL CIVIL INFRACTION ORDINANCE AS PROPOSED BY
THE UTILITIES DIRECTOR AND TO ADOPT THE NEW
ORDINANCE AS NO. 82B.

Ayes: Hohl, Koeble

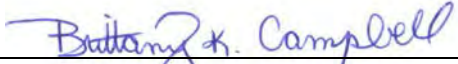
Absent: Hahn

Nays: None

MOTION CARRIED.

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

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


BRITTANY K. CAMPBELL
HAMBURG TOWNSHIP UTILITIES COORDINATOR

Date: February 13th, 2019

Hamburg Township
Ordinance 82-B
Brine Discharging Water Softening Appliance Use Regulation Ordinance

Section 1.0. Short Title

This Ordinance shall be known and may be cited as Hamburg Township's Water Softening Appliance Regulation Ordinance.

Section 2.0. Purpose

The purpose of this Ordinance is to protect the health, safety and welfare of the citizens of Hamburg Township and its waterways through the regulation of the discharge of sodium products into the Hamburg Township Sanitary Sewer System (HTSSS) and the Hamburg Township Wastewater Treatment Plant (WWTP); to impose regulations regarding to compliance with requirements of the Michigan Department of Natural Resources and Environment; Waste Management Division and other State of Michigan regulatory agencies; to reduce the expenditure of public funds and mitigate rate increases for users of the HTSSS; to regulate the use of self-generating water softeners and appliances using sodium based products in as much as such systems represent the most significant controllable source of sodium ultimately entering into the HTSSS and WWTP; to regulate residential and non-residential discharges into the HTSSS and WWTP resulting from cooking, toilets, sinks, faucets, showers and other uses and to otherwise specify conditions under which such uses including existing and future brine discharging water softening appliances and systems or other alternative non-brine discharging water systems; to otherwise avoid the excessive costs associated with the advance treatment for sodium removal from the WWTP as a result of regulations established by the Waste Management Division of the Michigan Department of Natural Resources and Environment.

Section 3.0. Definitions and Abbreviations

The following definitions shall apply to the terms used in this Ordinance.

"Authorized Officer" means the Township Supervisor, the Township Clerk, the Township Treasurer, the Township Utilities Director or any person designated by the Township Board resolution.

"Brine" means a heavily concentrated solution containing sodium.

"Commercial User" means any User of the Public Sewer other than a residential user or a person lawfully using a building or structure as a residence.

"Community Sewer System" means the network of facilities owned and operated by the Township that convey wastewater from within the Township's service area to the Wastewater Treatment Plant.

“DNRE” or MDNRE” means the Michigan Department of Natural Resources and Environment or any successor governmental agency having similar regulatory jurisdiction.

“HTSSS” means that Hamburg Township Sanitary Sewer System; may also be referred to as the community sewer system.

“MUC” means the Hamburg Township Municipal Utilities Committee.

“Nonresidential” means any structure which is not included in the definition of a residence as provided in this Ordinance.

“Nonresidential Brine Discharging Water Softening Appliance” means a water softening device located within or adjacent to a nonresidential structure located in the Township which discharges into the community sewer system owned and operated by the Township, whereby the capacity of the appliance to remove hardness from water is renewed by the on-site application of a sodium-containing brine solution to the active softening or conditioning material contained therein, followed by a subsequent rinsing of the active softening or conditioning material.

“Person” means any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust estate, governmental entity or any other legal entity, or its legal representatives, agents or assigns. The masculine gender shall include the feminine, the singular shall include the plural where indicated by the context.

“Residence” means a structure which is or is intended to be, in whole or in part, a place of dwelling, whether occupied or not, whether fully constructed or not, and includes, without limitation, homes whether attached to another structure or not, apartments, condominiums and mobile homes.

“Residential Brine Discharging Water Softener and/or Appliance” means residential water softening or conditioning appliances that discharge brine into the HTSSS, including residential self-regenerating water softeners more commonly known as “automatic” water softeners. Residential self-regenerating water softeners include water softening or conditioning devices that renew that capability to remove hardness from water by the on-site application of a sodium-based solution to the active softening or conditioning material contained therein, followed by a subsequent rinsing of the active softening or conditioning material.

“State” means State of Michigan.

“Structure” means a building used or available for use for household, commercial, industrial, or other purposes that discharges into the HTSSS.

“Township” means the Township of Hamburg, located in Livingston County, Michigan, and/or its duly authorized agent or representative. The Township owns and operates the sanitary sewer system that conveys wastewater to the Hamburg Township Wastewater Treatment Plant.

“Utilities Director” means the person designated by the applicable local government to supervise the operation of the publicly owned treatment works, who is charged with certain duties and responsibilities by this Ordinance, or his/her duly authorized representative.

“User Class” means the kind of user connected to the HTSSS and WWTP including but not limited to residential, industrial, commercial, institutional and governmental.

- a. **Residential User** shall mean a user of the HTSSS or the WWTP whose premises or buildings are used primarily as a domicile for one or more persons, including dwelling units such as detached, semi-detached and row houses, mobile homes, apartments, or permanent multi-family dwellings.
- b. **Industrial User** means a user of the HTSSS or the WWTP which discharges wastewater from industrial, manufacturing, trade or business processes or from any structure with these characteristics, and distinct from their employee’s domestic wastewaters or wastewaters from sanitary conveniences.
- c. **Commercial User** shall mean an establishment listed in the Office of the Management and Budgets Standard Industrial Classification Manual (SICM), involved in a commercial enterprise, business or service which, based on a determination by the Township, discharges primarily segregated domestic wastewaters or wastewaters from sanitary conveniences and which is not a residential user or an industrial user.
- d. **Institutional User** shall mean any establishment listed in the SICM involved in a social, charitable, religious, or educational function that based on a determination by the Township, discharges primarily segregated domestic wastes or wastewaters from sanitary conveniences.
- e. **Governmental User** shall mean any Federal, State or Local government user of the wastewater treatment works.

Section 4.0. Regulations

All users are prohibited from using a brine discharging system that utilizes sodium-based products that contribute sodium to the discharge.

New water softening devices installed for all users or structures shall be of a type and style as selected by the user at their expense, provided however that any such appliances or devices must comply with the terms and conditions of this Ordinance. Use of non-brine discharging water softening devices is encouraged by the Township.

Any user proposing to install a new brine discharging water softener appliance and/or device, must exercise a Hold Harmless Agreement approved by the Township Board to hold and save the Township harmless from any and all damages, costs or expenses resulting from the violation of the terms and conditions of this Ordinance, as may be amended, by any User. This Agreement shall be in recordable form and shall be recorded with the Livingston County Register of Deeds.

Section 5.0. Installation of New Water Softening Appliances

Application. Any person desiring to install a new water softening appliance and/or device for any residential and nonresidential structure located within the Hamburg Township sanitary sewer service area shall submit a Land Use Permit (LUP) application to the Township and pay any applicable permit and inspection fees as may be established by resolution of the Township Board. Such application shall be addressed to the Township and shall be made on forms provided by the Township and shall contain the following: street name, house number, lot number, name of the plumber or contractor installing the device, the names of the applicant and the owner, and any other pertinent information as may be required by the Township. If a brine discharging water softener will be installed, the property owner must sign a Hold Harmless Agreement prior to the issuance and approval of the Land Use Permit as required in Section 4 above. LUP applications must be signed by the property owner or its representative acting with written authorization.

Permit Required. No person located within the Township sanitary sewer service area shall install a water softening appliance and/or device the HTSSS or WWTP unless the proposed installation has first been approved by the Township or its designated representative through the land use permit application process, and all applicable fees have been paid. A complete application must be made, the applicable fees paid, and approval obtained from the Township at least seventy-two (72) hours before the time the installation is to be made.

Installation Standards. All water softening appliances and/or devices shall be installed in accordance with the provisions of this Ordinance as well as any and all other provisions imposed by State, County or other governmental agencies.

Installation and Maintenance Costs. The owner of any building or premises, or his authorized representative, shall be responsible, at their own cost, for the installation, connection and maintenance of any water softening appliance and/or device up to and including its connection with the HTSSS.

Section 6.0. Water Softening Appliance Backwash

No backwash of any nature, or at any time, shall be introduced into the HTSSS or the WWTP. The property owner, or an approved contractor hired by the owner, must disconnect all backwash discharge lines, including but not limited to water softeners, air conditioning units, water processing or conditioning equipment, storm drains etc., from the HTSSS. The following are some (not all) methods of disposing of water softener discharge backwash.

- a. Run the discharge line to the outside and let the water run onto the ground.
- b. Install a below-ground infiltration basin (drywell): Bury a container in the ground, fill it with stone or sand, and run the discharge line to the container. Drill holes in the container to allow the water to seep into the surrounding soil. A sump pump tub, which

ranges in size from 15 to 24 inches in diameter to 2 to 4 feet in depth, is an example of a container that could be used.

- c. Convert an existing septic tank: Pump out and clean your existing septic tank, break holes in the bottom of the tank and fill the tank with stone. Disconnect and plug the outlet pipe to the tile field to prevent groundwater from flowing back into the tank.

Section 7.0. Medical Exemption

The Township Utilities Director shall have the authority to allow medical exemptions from compliance with the terms of this Ordinance and may permit individual residential brine discharging water softeners utilizing sodium products provided the medical need for soft water is verified in writing by a physician.

The Township Utilities Director, or other person designated by the Township Board, shall have the authority to rescind such medical exemptions if the Township is found to be in violation of State sodium and chloride discharge limits and in the opinion of the Utilities Director it is essential that the medical exemption be terminated. Such termination shall become effective sixty (60) days after written notice from the Township to the subject resident. All decisions by the Utilities Director regarding this matter may be appealed to the Hamburg Township Municipal Utilities Committee (MUC) for reconsideration. Any recommendations made by MUC shall then be referred to the Township Board for final determination.

Section 8.0. Administrative Enforcement

The Hamburg Township Utilities Director, DPW Field Superintendent or any other person designated by the Township Board, shall administer, implement and enforce the provisions of this Ordinance. Enforcement personnel may enforce this Ordinance by:

1. Performing public outreach to inform residential and nonresidential users of the Hamburg Township Sanitary Sewer System (HTSSS) of the terms of this Ordinance and to encourage voluntary compliance,
2. Withholding administrative enforcement actions until sixty (60) days after the Effective Date of the Ordinance have passed to allow all affected property owners adequate time to convert to potassium chloride water softener salt or to remove their non-compliant self-regenerating water softeners,
3. Monitoring flows within the HTSSS to determine the locations of residential and nonresidential self-regenerating water softeners, and/or
4. Conducting inspections upon reasonable notice of any residential or nonresidential user that discharges to the sanitary sewer system,
5. Sampling post softener water or grinder pumps to determine the amount of sodium and/or chloride entering the sewer system from a specific user.

Section 9.0. Violation

The Utilities Director, DPW Field Superintendent or any other person designated by the Township Board, may issue a Notice of Violation to any person who fails to comply with any conditions of this Ordinance. A Notice of Violation shall allow a period of thirty (30) days to correct the violation and/or to remove and dispose of the non-compliant self-regenerating water softener. Any person violating this Ordinance after issuance of a Notice of Violation and the subsequent thirty (30) day period shall pay a Class E Municipal infraction fine to the Township in the amount of seventy five (\$75.00) dollars per REU per quarterly operation and maintenance (O & M) billing cycle, and each subsequent O & M billing period until two (2) sampling tests, conducted fifteen (15) days apart, show that sodium is no longer being used as a regenerate in the water softening appliance. Fines for property owners found in violation exceeding two (2) quarterly O & M billing cycles shall be elevated to a Class C Municipal Civil infraction, which is equal to two hundred and fifty (\$250.00) dollars per REU for each quarterly billing period thereafter until such time as the violation has ceased.

Any person who has received a Notice of Violation may within thirty (30) days request a hearing and review by the Hamburg Township Municipal Utilities Committee. The hearing shall be held within thirty (30) days of the request. Any recommendations of MUC will be referred to the Township Board for a final determination.

Any use or activity in violation of the terms of this Ordinance is declared to be a nuisance per se, and may be abated by order of any court of competent jurisdiction. The Township Board, in addition to other remedies, may institute any appropriate action or proceedings to prevent, abate, or restrain the violation. All costs, fees and expenses in connection with such action shall be assessed as damages against the violation.

Section 10.0. Severability

The various parts, paragraphs, sections and clauses of this Ordinance are declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected.

Section 11.0. Repealer

The Hamburg Township Ordinance 82-A, Brine Discharging Water Softening Appliance Use Regulation Ordinance, Adopted on _____ is hereby repealed and replaced by Ordinance 82-B.

Section 12.0. Adoption and Effective Date

This Ordinance is hereby declared to have been adopted by the Hamburg Township Board at a meeting thereof duly called and held on the _____ day of _____, 2019, and ordered to be given effect thirty (30) days after its first publication as mandated by statute.

Certification

I, Michael Dolan, being the duly elected Clerk of the Township of Hamburg, Livingston County, Michigan, do hereby certify that the foregoing Hamburg Township Brine Discharging Water Softening Appliance Uses Regulation Ordinance 82-B was hereby adopted at a regular meeting of the Hamburg Township Board held on _____ at which the following members were present.

Ayes:

Nays:

Absent:

Michael Dolan, Hamburg Township Clerk

Date passed:

Publication Date:

Effective Date:



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

02/14/19

To: Hamburg Township Board
From: Tony Randazzo & Russ Williamson

Re: Police Dept. Gate Upgrade

Due to increasing maintenance costs and more frequent downtime, we seek approval from the Township Board to replace the operators and associated electronics for the sliding police gate. The existing equipment is now nineteen years old and repairs are becoming more and more expensive. At this point, we'll be better off in the long run by replacing the original equipment instead of placing band aids on the current hardware.

We've obtained three bids to replace the operators and ancillary electronics. The quotes range in price from \$8,754.00 to \$11,721.62. Russ and I recommend going with Shurtleff Construction LLC, as they are the lowest qualified bidder to perform the work. This repair project will be paid out of the capital equipment line item (207.000.000.980.000) of the Police Department's budget.



www.justicefence.com

February 7, 2019

Russ
Hamburg Township
10405 Merrill Rd
Whitmore Lake, MI 48189
734-368-8729

SUBJECT: New Operators

We are pleased to provide you with a quote for materials, labor and supervision to install the following:

- To furnish and install (2) new 1hp operators, (2) photoeyes, (2) edge guards, (2) receiver, 1 wired keypad, 1 wireless keypad, (2) 7' tall x 6' long sections of chain link to match existing for the tail of the gate

Total \$10,980

Any alterations or deviation from above specs involving extra cost will be executed on upon written orders and will become an extra charge added to the estimate. All temporary fencing quotes are based on six month rental unless otherwise specified. All agreements are contingent upon strikes, accidents, weather or delays beyond our control. Unknown underground obstructions causing delays may result in extra charges. Our workers are fully covered by Workman's Compensation Insurance. Material pricing is good for 30 days. **PROPOSAL IS GOOD FOR 30 DAYS.**

ACCEPTANCE OF PROPOSAL:

Signature: _____ Date: _____

Sincerely,

Seth Votava
President
Office: 269-964-1596
Mobile: 810-599-0245
Email: svotava@justicefence.com

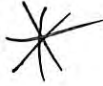


1276 E. Columbia Ave., Battle Creek, MI 49014
Phone: 269-964-1596 Fax: 269-964-0425

Quotation

Shurtleff Construction LLC

Company Address
2856 Sesame Dr, Howell, Mi, 48843
Phone: 517.614.2614



Date 1/29/2019
Quotation # 1234
Customer ID ABC123

Quotation For
Russ Williamson
Hamburg Township PD
10405 Merrill Rd
734.368.8729

Quotation valid until: 2/28/2019
Prepared by: Name

Comments or Special Instructions
None

Salesperson	P.O. Number	Ship Date	F.O.B. Point	Terms
				\$7000.00 To Start

Quantity	Description	Unit Price	Taxable?	Amount	
2	HSLG-111 gate operator 115v	\$ 2,600.00	No	\$ 5,200.00	#
2	Factory Option 2650-111-15 Cold Weather Package for 115-volt HSLG	\$ 195.00		\$ 390.00	#
4	Visor clip remotes 2 per operator included	\$ -		\$ -	#
6	Visor clip remotes	\$ 19.00		\$ 114.00	#
2	Remove old operator(s)	\$ 200.00		\$ 400.00	#
1	install Master operator	\$ 600.00		\$ 600.00	#
1	Install Slave operator	\$ 400.00		\$ 400.00	#
2	Linear / Osco 620-101271 MG020 4ft Monitored Edge w/ Channel and MTG	\$ 225.00		\$ 450.00	#
1	Dual Powered Photo Eye	\$ 220.00		\$ 220.00	#
1	Exit Loop 14' x 6'	\$ 175.00		\$ 175.00	#
1	Linear 2500-2346 Plug-in Loop Detector for Apex Control Board	\$ 165.00		\$ 165.00	#

Quantity	Description	Unit Price	Taxable?	Amount	
1	install Cut in loop	\$ 400.00		\$ 400.00	#
3	loop sealant	\$ 30.00		\$ 90.00	#
2	Sub panel and GFCI	\$ 75.00		\$ 150.00	#

If you have any questions concerning this quotation, please contact:
Robert Shurtleff 517.614.2614

Thank you for your business!

Subtotal	\$ 8,754.00
Tax Rate	0.00%
Sales Tax	\$ -
Other	
TOTAL	\$ 8,754.00

**SOUTH LYON
FENCE
& SUPPLY INC.**

53583 GRAND RIVER AVE ~ NEW HUDSON, MI 48165
PHONE:(248)437-4445 ~ FAX:(248)437-4481
EMAIL:JENNIFERR@SOUTHLYNFENCE.COM

FAX

TO: RUSS**FROM: JENNIFER RADLOFF**

COMPANY: HAMBURG TWP POLICE**DATE: TUESDAY, JANUARY 22, 2019**

FAX NUMBER: 810-231-4295**PAGES INCLUDING COVER: 2**

PHONE NUMBER: 734-368-8729**SENDER'S REF NUMBER:**

RE:**YOUR REF NUMBER:**

☐ URGENT ☐ FOR REVIEW ☐ PLEASE COMMENT ☐ PLEASE REPLY ☐ PLEASE RECYCLE

ATTACHED IS THE QUOTE YOU REQUESTED FOR NEW GATE
OPERATORS.

FOCUS ON FENCING!!!

PACKING LIST

BILL TO:

HAMBURG TWP POLICE DEPT.
RUSS Ph:734-368-8729
10409 MERRILL RD.
HAMBURG, MI 48139

SHIP TO:

QUOTE FOR MAIN GATE
TOTAL PRICE - \$11,721.62

****QUOTE**** POLICE MAIN GATE - 10409 MERRILL RD. HAMBURG TWP, MI 48139 - REMOVE CURRENT OPERATORS AND INSTALL (2) NEW HSLG-421 OPERATORS ON CURRENT OPERATOR POSTS - INCLUDE NEW AP 5 RECEIVER, THRU BEAM PHOTO EYE, 6 NEW 31B REMOTES AND COM-LINK WIRING - HOOK POWER UP TO NEW OPERATORS THAT HAS ALREADY BEEN RAN - MAKE ALL START UP ADJUSTMENTS AND ANY FINAL GATE ADJUSTMENTS AFTER RUNNING AND TESTING OPERATORS SPEDS AND FUNCTIONS - HAUL AWAY ALL SCRAP -

QTY.	RECORD #	ITEM
2	09553	230 VAC 3/4 HP SLIDE GATE OPERATOR COMERCIAL MEDIUM OSCO GATE OPERATOR /Ea.
1	10447	PHOTO EYE WITH RECIVER AND TRANSMITTER 165' RANGE OSCO SAFTY DEVICES /Ea.
1	NONE	AP-5 RECEIVER
1	NONE	COM-LINK CONNECTOR WIRING FOR MASTER TO SLAVE OPERATOR
6	10347	MEGA CODE 1 CHANNEL BLOCK CODED KEY CHAIN TRANSMITTER LINEAR ACCESSORIES /Ea.

HAMBURG TOWNSHIP PARK FACILITY USE POLICY (Rules & Regulations) Effective March 5, 2019

1.0 INTENT

To provide for the use, protection, regulation and control of the Hamburg Township Park and recreational facilities, including, but not limited to: Manly Bennett Parks East & West, Merrill Field Disc Golf Course "The Gulch", Winkelhaus Park, the Lakelands Trail & trailheads and other areas concerning recreation & leisure activities and to matters related to the use of and conduct on Township property or that which is under the Township's jurisdiction.

2.0 GENERAL PARK USE POLICIES

There are a number of general use policies to provide guidelines for proper use, protection, regulation and control of the Hamburg Township Park and recreational facilities. They include:

- Public Use and Hours
- Protection and Preservation of Property and Natural Features
- Protection of Wildlife
- Traffic Control
- Rules Regarding Business, Vending and Concessions
- Rules regarding alcohol use
- Responsibilities of larger groups regarding Public Safety

2.1 Public Use and Hours:

Township parks are open daily for use by the public, consistent with "Hamburg Township Parks Ordinance" and this policy, except during hours as determined by the Township Board. Hours that a specific Township park or facility is closed shall be conspicuously posted at the park. The Park Administrator or staff may also authorize the temporary closing of a Township park, or portion of that park, to meet specific needs of the Township or for maintenance purposes. Persons sixteen (16) years or younger are not permitted in any Township park between the hours of 10:00 p.m. and 5:00 a.m. unless accompanied by a parent or guardian.

The Township may designate portions of the park and recreational facilities for specific uses. Certain facilities within the park, such as the ball fields, pavilions, basketball courts, etc., may be reserved for use by individuals or organizations by permit or agreement with the Township. The organizations granted use through this process are given priority use of the fields, and will provide the Park Administrator a copy of their anticipated schedule prior to their season start. Such uses shall be subject to use fees or deposits as outlined in Park Facility Use Fee Schedule Appendix C.

Recreational activities by residents and non-organized groups are permitted on Hamburg Township property within their designated areas when not otherwise scheduled by permit or lease. It is recommended that all recreational activities be limited to daylight hours.

2.2 Protection and Preservation of Property and Natural Features:

No person shall injure, deface, disturb, or remove any part of the park or any building, sign, equipment or other property found therein including but not limited to; trees, shrubs, plants, rocks or minerals. Prospecting, metal detecting and activities similar in nature are strictly prohibited in all owned and/or operated Hamburg Township Parklands and/or Trails.

All garbage and waste must be deposited in receptacles provided for such purposes. Dumping of garbage, sewage, household refuse, waste or other noxious material on any Hamburg Township property is strictly prohibited. **No glass containers are permitted in the park area.** Persons and organizations utilizing any Township park and recreational facilities shall leave them in condition of good repair and cleanliness. Any damage or unclean conditions shall be immediately reported to the Park Administrator or staff. All events that will produce high volumes of garbage, such as Tournaments and Festivals, are required to provide a dumpster at their expense.

No person shall build any fire upon Township park property except within receptacles provided and designated by the Township for such purposes. Special approval from the Township Board and Hamburg Township Fire Department is required for any fire outside of designated receptacles.

No person shall deposit lighted matches, burning cigars, cigarettes, tobacco paper or other flammable materials within or upon any Township park property. Burning material or hot ashes may not be dumped into any trash containers or elsewhere within the boundaries of the Township Park unless such container or locality is marked as a receptacle for such material.

No person shall install a tent on any parkland facility either owned or maintained by Hamburg Township, without express permission from the Township Board. A site plan detailing the proposed location of the tent must be submitted to the Park Administrator or staff for review prior to the event.

2.3 Protection of Wildlife and Pet Care

No person within the confines of the Township park and recreational facilities, unless authorized by written permit of the Township Board, shall hunt, pursue with dogs, trap or in any other way molest any wild bird, nest, egg, den or animal found within the Township park.

No persons, except employees or officers of the Township, or those otherwise permitted by law to carry a concealed weapon, shall carry firearms of any description, or air rifle, or slingshot, or bow within the park, or discharge any firearms, fireworks or explosive substances, or air rifle therein without specific permit from the Township.

No person shall bring, drive, lead or carry any dog or other animal or pet which is unleashed, or upon a leash more than six feet in length, upon Township park property. This does not apply to service dogs or to dogs under control of the Township. Persons bringing any animals or pets onto Township Park property shall properly clean up after them.

Horses are not permitted on Township property except on areas along the Lakelands Trail so designated, or as otherwise approved by the Township Board. Carriages are not allowed in any owned or operated Hamburg Township Parks and/or the Lakelands Trail unless otherwise approved by the Township Board.

Any animals used in conjunction with any Park Use shall be approved by the Hamburg Township Board during the Park Use approval process, and shall be caged, fenced in, or similarly restrained and under the complete control of the Applicant and/or workers at all times.

For safety reasons, pets are not allowed to attend any activity and/or event. Residents are welcome to have their leashed pets in areas of the park where the activity and/or event is not taking place or in areas intended for passive recreation such as trails or boardwalks.

Service animals are allowed to attend activities and/or events. They are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Any service animal required because of a disability must be certified and clearly marked as such. Staff may inquire as to what work or task the service animal has been trained to perform.

All owners or handlers of a dog or other domestic animal must comply with the Hamburg Township Domestic Animal Control Ordinance. Violation of the provisions are subject to a municipal civil infraction as outlined in the Ordinance.

2.4 *Vehicle and Traffic Control:*

Except for designated parking areas, or other areas otherwise approved or allowed by Hamburg Township under permit or lease, no motorized vehicles, except for Personal Assistive Mobility Devices (PAMD), will be allowed in the park or parkland facilities.

The Township Staff or employees may operate motorized vehicles within the Township Park and/or parkland facilities if granted the right to do so by the Township Board or Park Administrator

Motorized wheelchairs, electric scooters or other PAMDs are allowed for those with handicaps that prevent them from using the recreational facilities in any other manner. Township Board approval is required for all other types of Off-Road Motorized and/or Animal Driven Vehicles.

Allowed vehicles will comply with the following:

- Will travel at walk speed only
- Will operate during daytime hours only
- Will display handicap symbol on vehicle
- Will be operated by permitted driver only
- Will allow passengers only as necessary

2.5 *Business, Vending and Concessions:*

No person or organization shall, within the boundaries of the Township Parks, advertise, offer for hire, vend or sell any service, food, beverage, merchandise or other personal property of advertise, carry on or conduct any other business, commercial or fund-raising activity without the written authorization of the Hamburg Township Board, obtained through the Park Use Application process.

All Board authorizations will require, at the minimum, evidence of conformity to State, County and Local ordinances, licenses and permits by the requesting person or organization as well as proof of General and Products Liability Coverage. Cash operations require evidence of proper accounting and internal financial controls which may be audited at the direction of the Township Board of Trustees at its sole discretion, and subject to revocation of Park Use authorization.

The Board of Trustees may contract for services included in this section with qualified licensed contractors through competitive bidding, as outlined in the Hamburg Township Purchasing Policy & Procedures.

SIGNAGE TO BE ADDED – MUST COMPLY WITH ZONING ORDINANCE

2.6 *Alcohol:*

Alcohol use is strictly prohibited in Parks, Trails or Trailheads owned or operated by Hamburg Township unless specifically authorized in writing by the Township Board.

2.7 *Parking:*

No parking of motor vehicles shall be permitted during the hours of 12:00 a.m. and 5:00 a.m. or as otherwise posted and/or approved by the Township Board.

Parking shall be in designated parking areas only, or those areas otherwise approved by the Township

Board through the permit or lease approval process. Vehicles parked in unauthorized parking areas or that have been left overnight on any property owned or maintained by Hamburg Township may be ticketed and/or towed at the owner's expense.

2.8 Public Safety:

Applicants may be required to meet with the Clerk and a Public Safety representative to determine what, if any, special precautions need to be taken as relates to the proposed event. Depending on the nature of the event, Public Safety expenses may be charged at the discretion of the Township Board and the Public Safety Committee. Waivers of these fees may be made by the Township Board as part of the Park Use approval process.

Flying, launching or otherwise operating any type of radio-controlled device, self-propelled rocket, kite or any other device in any area of a Township park that is not specifically designated for its use is strictly prohibited. Flight and radio-controlled related activities are welcome in the Manly Bennett RC Park located in Manly Bennett East Park, southeast of the Baseball Diamonds. Activities of this nature must comply with posted rules and regulations and will be subject to fines and penalties for violation as outlined in Hamburg Township Parks Ordinance.

Golf practice is strictly prohibited in any area of a Township park that is not specifically designated for its use.

2.9 Inspection Requirements:

No Capital Improvements or changes shall be made to parkland facilities, trails or trailheads owned or operated by Hamburg Township, without express permission from the Township Board. All proposed improvements shall be submitted in writing to the Parks Administrator who will forward the Recreation Board's recommendation to the Township Board. Improvements must comply with all Permit and Building Code requirements and once approved, work must be completed by a licensed contractor or as otherwise approved by the Township Board.

A certificate of insurance including General Liability and Worker's Compensation for the current policy year shall be provided to the Clerk's office for every contractor that is hired to perform any service on Hamburg Township premises and shall carry limits of liability as required by the Township Insurance carrier.

For any event, carnival or fair connecting to or modifying an existing electrical source or service, the Applicant covenants and agrees to utilize a licensed electrical contractor and secure an electrical permit in compliance under Article 525 of the National Electric Code or successor code requirements for any activities conducted by the Applicant, its agents or employees.

All outside vendors are required to pass a safety inspection, facilitated by the Hamburg Township Fire Department (HTFD). All events who provide this type of service, must complete a Tent Permit Application no less than 60 days prior to event.

2.10 Restoration, Clean-up & Damage Bond:

Applicant may be required to deposit with the Hamburg Township Clerk a restoration, clean-up and damage bond in the form of cash or certified check payable to Hamburg Township in an amount as outlined in the Park Facility Use Fee Schedule, Appendix – C, or as determined by the Township Board. The bond shall be returned to the Applicant without interest, within sixty (60) days after the expiration of the requested park use if the Applicant has fully performed the restoration and cleanup of the premises to an "as-is" or better condition as prior to the event as determined by the Township. Should Applicant fail to restore and clean the premises in satisfactory condition, the Township may retain all or a part of the bond. Applicant shall reimburse Hamburg Township for its "out-of-pocket" expenses in excess of the bond amount for items including but not limited to: Labor costs, trash disposal expenses and repair costs to facilities and/or grounds.

Township staff is readily accessible to discuss out-of-pocket cost estimates and ways to reduce these costs. All Hamburg Township invoices sent to organizations for reimbursement of out-of-pocket costs are due within thirty (30) days.

3.0 CATEGORIES OF PARK USE:

Anyone wishing to reserve the use of any park facility including the parks, trails, trailheads, sports fields, picnic areas or the Gazebo at Winkelhaus Park, shall provide documentation as outlined below. No use is allowed to anyone other than the permit holder during Blackout Dates. There are four categories of Park user organizations as follows:

3.1 Park Use Category #1:

Individual/Family Use. Casual use by an individual or family is highly encouraged and generally requires no special action or permission. For the safety of our residents and visitors, areas that have been reserved by others for sport related activities or special events should be respected. If there is a question about availability, a complete list of all scheduled activities and events is maintained by the Parks Coordinator. If an individual or family wishes to reserve the use of any park facility, a short form Park Use Application must be submitted to the Parks Coordinator or Clerk for approval. Based on the nature of the event, a long form Park Use Application may be required, and fees and/or deposits, if any, shall be charged as outlined in the Park Facility Use Fee Schedule – Appendix C.

3.2 Park Use Category #2:

Non-Profit group use. For any park facility or trail not otherwise reserved by permit or agreement, non-profits may apply for use using the long form Park Use Application. Some groups may be granted priority consideration for their events by the Township, based on a mutually beneficial history they have with the Township. A field use request for the period in question must be submitted to the Clerk's Office and approved by the Board prior to the start of the activity period. At times competing organizations may wish to utilize the same facilities during the same time period. If it is determined that both competing events can be accommodated, both groups will comply with the reporting requirements as required by the Clerk's office.

Approval of applications submitted less than 60 days prior to an event cannot be guaranteed. This category includes uses for Organized Sports such as Games, Practices and Tryouts. Fees for this use are outlined in the Park Facility Use Fee Schedule – Appendix C. Anything other than a game, practice or tryout shall require separate Park Use Application and review process and shall be considered a Park Use Category #4.

3.2 Park Use Category #3:

Small Group/For-profit Business Use. For any park facility or trail not otherwise reserved by permit or agreement, a small group or for-profit business may request reservation of a park facility, sports field, picnic area, or the gazebo at Winkelhaus Park, and a long form Park Use Application must be submitted to the Parks Administrator for approval. A complete list of all scheduled activities and events is maintained by the Park Administrator. Small groups and for-profit businesses are required to submit proof of General Liability coverage naming Hamburg Township as additional insured as relates to the proposed activities. All deposits and/or fees for facility use shall be charged as outlined in the Park Facility Use Fee Schedule – Appendix C.

Approval of applications submitted less than 60 days prior to an event cannot be guaranteed. This category includes minor uses that would not otherwise be considered under Category #4 – Event Use. Upon review of the intended use, the Township may re-categorize an application submitted as a Category #3 to a Category #4. Fees are outlined in the Park Facility Use Fee Schedule – Appendix C.

3.5 Park Use Category #4:

Event use. The Parks and Recreation Committee may from time to time propose a recreational event or series of events that it believes will be of interest to and beneficial for residents of the community. The Township may also participate as a co-host for an event held by an approved user. A plan and supportive budget, including costs for extra staffing, will be prepared, reviewed and recommended by the Parks & Recreation Committee to the Hamburg Township Board. If the event is approved by the Township Board, a motion will be made detailing a specific budget for that event, referencing the plan as proposed and naming a Township event liaison who will be assigned to work with the Park Administrator to manage the planning and execution of the event. The event liaison will provide status reports, amendments to the plan or budget, as well as an evaluative follow-up report and final cost analysis. All attempts will be made to ensure that the proposed event will not conflict or otherwise hinder an existing event held by Township facilities or neighboring organizations. All revenues and expenditures whether cash or in kind will be reported to Accounting for tax receipting and timely inclusion in Township financial records. Only Township employees and officials may make purchases pursuant to the Township Purchase Policy & Procedures. The event liaison will work directly with the Purchasing agent to coordinate any necessary purchases to be picked up by staff and distributed to the appropriate parties, and will assist with the preparation of an inventory of the items purchased for recovery after the event.

For a Non-Township sponsored event, the organizing group shall complete and submit a long form Park Use Application and an event map or design layout showing the area of Parkland or Trail where the event will take place. This category of use requires a review and recommendation by the Parks and Recreation Committee and Public Safety Committee, after which the Park Administrator will forward event plan to the Township Board for approval. . Examples of this category might include a one day tournament, or a three day long art event. These sorts of requests must be scheduled and approved by the Township Board no less than 60 days in advance and are subject to availability. Additional requirements needed for Board approval of these types of request may be set individually by the Board. Upon approval of the Park Use application, deposits and/or fees for field use shall be charged as outlined in Park Facility Use Fee Schedule – Appendix C. Based on the use, the Board reserves the right to charge additional fees based upon the need for the Township to provide Public Safety, grounds maintenance, trash removal, etc. beyond those services routinely performed by the Township in that area of the Park.

4.0 REPORTING REQUIREMENTS

The organization shall provide to the Park Administrator the following:

- Insurance and Risk Management Information
- Public Health and Safety Information
- Proof of Non-Profit status, if applicable

Each of these in more fully described below.

4.1 Insurance and Risk Management:

There are three levels of risk that will be managed by the Clerk's Office as relates to organizational use of Township property, namely

1. Organizational indemnification/hold harmless
2. General Liability and/or Property Insurance, with limits as outlined in the Insurance Requirements Guideline, Appendix B.
3. Special Events coverage and additional indemnifications including, but not limited to, copies of any 3rd party contracts.

It is expected that each organization will meet Township mandated requirements in each of the above areas of Insurance and Risk Management

Also, as regards potential liability claims it is important that the Organization periodically inspect the premises that it has authorization to use, note areas of potential liability and submit a record of that notation to the Park Administrator.

4.2 Public Health and Safety:

Organizations utilizing Township properties need to have in place policies and procedures relating to the performance of background checks for persons working with program participants. Sports related Organizations need to have in place policies and procedures complying with the Michigan Sports Concussion Law, Act 342 & 343, PA of 2012. The minimal requirements are outlined in Appendix A.

4.3 Proof of Non-Profit Status:

Organizations requesting use at the non-profit rate, must provide proof of Non-Profit status. The Township Board may also request Proof of tax filings on an annual basis.

5.0 PARK USE FEE STRUCTURE

All fees for use of the Township Park and recreational facilities will be established by the Township Board, and shall be outlined in the Park Facility Use Fee Schedule, Appendix C. Hamburg Township reserves the right to waive or reduce fees in consideration of contributions of in-kind services, maintenance, repairs and/or Capital Improvements. (will eventually reference the Hamburg Township Administrative Fee Schedule)

Sports Group Organizations who are granted use of a sports field, must submit a participant roster to the Township Clerk reflecting participant residency which shall include. Roster shall include: Participant's Name, Address, and Township of residence.

Invoices shall be generated from the participant roster using the rates as outlined in the Park Facility Use Fee Schedule – Appendix C. If rosters are not submitted in a timely manner, Hamburg Township may invoice the user group a flat rate charged based on prior invoices/rosters or estimated participant numbers. Payment is due within 30 days of receipt of the invoice. An organization with delinquent fees shall not be approved for field usage until all past due balances owed the Township are paid in full. (Do we need to add language here that if the fees are waived we track that internally? That is what I do now with Accounting.)

Approved Park Users will be responsible for cleaning up after their activities. All papers and trash are to be placed in the proper receptacles. The park facility is to be returned to the same condition it was found following event completion. Approved Park Users shall provide sufficient and competent adult supervision, and be responsible for any damage occurring during their use.

No person or organization shall, within the boundaries of the Township park and/or parkland facilities, advertise, offer for hire, vend or sell any service, food, beverage, merchandise or other personal property or advertise, carry on or conduct any other business, commercial, or fund-raising activity without the written permission of the Hamburg Township Board. If food and/or beverages are approved to be served, the applicant will be responsible for any and all health department permits, approvals, and licenses and must provide copies of such to the Township Clerk prior to the scheduled event.

Reservations/approvals for any event (sports or special) are not transferable and there is absolutely no sub-letting allowed. If the park facility use rules set forth in this policy are not followed, the use privilege and/or priority status may be revoked.

6.0 SCHEDULING OF ALL RECREATIONAL FACILITIES

The Park Administrator and/or staff is to maintain a master schedule of all facility use including fields, courts, Community Center rooms, etc. in order to reasonably manage their use.

In addition to general scheduling information provided in the Park Use Request form, the applicant shall provide specific dates and times for which the facility in question is being requested along with supporting documents such as a current Certificate of Insurance with the Township listed as an additional insured. This information shall be provided to the Park Administrator in a time frame determined by the Park Administrator. Failure to provide the required information in the required timeframe may result in a loss of privilege for use of the facility or priority status.

Blackout dates are assigned to areas where a large event is taking place, and it is necessary to limit access to those areas for public safety and welfare. When a blackout date has been assigned, other uses may be limited in those areas. The organizations that has been granted use shall be responsible for the maintenance, repair and any and all liability associated with the use of the fields assigned to them during that period of time. The Parks Coordinator will advise all regular user groups/organizations of pending Blackout dates well in advance of the event, and it is requested that all Blackout dates are respected by both other user groups and residents.

7.0 MERRILL FIELD DISC GOLF COURSE "THE GULCH"

The Merrill Field Disc Golf Course, also known as "The Gulch", is located in Manly Bennett West Park, with the first tee near the Merrill Trailhead parking area. Casual players are welcome daily, dawn until dusk, and the per player fees as outlined in the Park Facility Use Fee Schedule – Appendix C, are collected in the supply cabinet located near the entrance. A park use application is not required for Individual/Family casual use.

For anything other than individual use of "The Gulch", a Park Use Application is required which includes but is not limited to: Tournaments, Special Events & Regular League Play, in which participant fees are collected by the Organizing party. The organization who wishes to host the event must comply with the Reporting Requirements as outlined in Section 4.0. The organizing party will be responsible to pay the appropriate fees to the Township based on the Park Facility Use Fee Schedule – Appendix C, and must submit a participant roster with their payment.

Blackout Dates are not available for the Disc Golf Course, unless otherwise approved by the Township Board, and casual players must be allowed access during events.

Appendix A

Background Checks

1. **PURPOSE**
To provide a safe environment for all persons, groups or entities utilizing property owned by Hamburg Township.
2. **SCOPE**
To identify who shall be required to have a background check and provide the minimum standards for background investigations.
 - A. Any adult who provides direction, coaching, counseling, managing or other positions of authority; involved in organized events using the Township park and recreational facilities.
 1. Includes volunteers, paid positions, temporary positions, sporting clinics providers and all Officers/Board Members of organized groups.
 - B. Each shall be required to complete a criminal record background check offered by the Michigan State Police; Internet Criminal History Access Tool (ICHAT). www.michigan.gov/ichat
 1. Other criminal background check services that meet or exceed the standards of ICHAT may be accepted by Hamburg Township Clerk after consultation with the Chief of Police.
 2. Each shall have a cursory review of the Michigan Public Sex Offender Registry at the following address: www.mipsor.state.mi.us
3. **GENERAL REQUIREMENTS**
Each group or organization shall identify a board member or officer responsible for the reporting requirements;
 - A. Required background checks shall be conducted annually, prior to the start of a new season/event, and prior to the addition of an adult at any time amid their season of activity.
 - B. Records shall be retained by the organization/group for a period of no less than three (3) years following the completion of their season/year.
 - C. Any records shall immediately be made available to the Hamburg Township Clerk upon request.

Michigan Sports Concussion Law, Act 342 & 343 of PA of 2012

1. **PURPOSE**
To comply with Act 342 & 343 PA of 2012, Michigan Sports Concussion Law.
2. **SCOPE**
A concussion is a brain injury, caused by a blow, bump or jolt to the head that can have serious consequences. It can occur in any sport or recreational activity. Michigan was the 39th U.S. state to enact a law that regulates sports concussions and return to athletic activity. The law went into full effect on June 30th, 2013.
3. **GENERAL REQUIREMENTS**
The sports concussion legislation requires all coaches, employees, volunteers, and other adults involved with a youth athletic activity to complete a concussion awareness on-line training program. (<http://www.cdc.gov/concussion/HeadsUp/Training/index.html>)

The organizing entity must provide educational materials on the signs/symptoms and consequences of concussions to each youth athlete and their parents/guardians and obtain a [signed statement](http://michigan.gov/documents/mdch/Parentandathleteinfosheet_415328_7.pdf) (http://michigan.gov/documents/mdch/Parentandathleteinfosheet_415328_7.pdf) acknowledging receipt of the information for the organizing entity to keep on record until the child's 18th birthday.

The law also requires immediate removal of an athlete from physical participation in an athletic activity who is suspected of sustaining a concussion. The student athlete must then receive [written clearance](http://michigan.gov/documents/mdch/Medical_Clearance_to_Return_to_Play_Form_414367_7.pdf) (http://michigan.gov/documents/mdch/Medical_Clearance_to_Return_to_Play_Form_414367_7.pdf) from an appropriate health professional before he or she can return to physical activity.

**AGREEMENT FOR OCCUPANCY OF PROPERTY
MANLY BENNETT WEST SOCCER FIELDS**

THIS AGREEMENT ("Agreement") is entered into by and between Hamburg Township, a Michigan municipal corporation, whose address is 10405 Merrill Road, Hamburg, MI 48139, and (hereinafter the "Township"), and the Pinckney Community Schools, a Michigan _____, whose address is 2130 E. M-36, Pinckney, MI 48169 (hereinafter "School District") for the purposes of priority occupancy for joint use on the Property as described below and as further identified on attached **Exhibit A (the "Soccer Fields")**

WHEREAS, the Township owns the Property described herein, which is currently used by the Township for sports programming; and

WHEREAS, the School District is interested in using the Property, on a first priority basis, for an initial _____ year term, for soccer programming to be operated by the School District; and

WHEREAS, the Township seeks to also use the Property, on an occasional basis, for special events and other sports programming as determined by the Township; and

WHEREAS, the Township will purchase and install all required soccer nets and outbuildings required for the operation and maintenance of the Soccer Fields.

WHEREAS, the parties agree that the School District shall be responsible, in light of the public benefits of the Project, for the planning, administration and operation of the soccer program, and for collection of all application fees for participation in the soccer program; and

WHEREAS, the School District will pay the Township a fixed annual amount of _____ for priority use of the Property, for the initial _____ years of the Agreement.

WHEREAS, the Township will continue to maintain the grounds of the Property, including the soccer nets and outbuildings located thereon, as well as mowing and irrigation of the Soccer Fields. The School District shall be responsible for

_____.

NOW THEREFORE THE PARTIES HEREBY AGREE AS FOLLOWS:

1. Use. The School District shall have first priority for the use of the Soccer Fields on the basis of a schedule to be agreed to on an annual basis by the parties. The initial schedule for use of the Property shall be agreed to by the parties no later than _____2019. Thereafter, the parties shall annually agree upon a schedule by _____, each year. In the event that the School District requires

additional dates and times for use other than those originally scheduled, the School District shall obtain approval for additional dates and times from the Township. The School District shall be required to submit a separate application for approval of any special events held by the School District on the Soccer Fields. This Agreement shall be valid only with respect to soccer programming, including games, practices, and tryouts.

2. When the Property is not being used by the School District, Township shall have the right to utilize the Property for additional sports programming and events to be determined by the Township, within its reasonable discretion, including such regularly scheduled events, as set forth in the schedule attached hereto as **Exhibit B (the "Blackout Schedule")**. For any additional events, the dates and times will be determined between the parties at least 60 days prior to event.. No overnight camping or other similar occupation by event participants will be allowed. The Property shall be considered to be primarily or principally used as public community recreational purposes; the Township's use shall be by agreement.
3. Maintenance. Once the required equipment, including nets and outbuildings have been installed, the Township shall be responsible for regular and routine maintenance only of such areas, including mowing, seasonal irrigation system maintenance, and occasional grading or other necessary measures to keep the Soccer Fields reasonably safe for use. The School District shall be responsible for maintaining a level playing field, striping, and other restoration required as a result of the School District's use of the Soccer Fields. School District shall report any damages or maintenance issues to the Township within the next business day from the cause or discovery of the damages.
4. Notwithstanding the foregoing, Township represents and agrees that its occasional use of the Property as provided herein shall not impair or damage the fields, including the irrigation system, in any way. If such use results in damage, Township shall be responsible for repair to the condition satisfactory to the School District
5. School District Improvements. The School District shall have the right to make non-permanent improvements, at its expense, to the Property in connection with its use, such as (by way of example at not limitation):
 - Installation/placement of bumper blocks
 - Installation/placement of port-a-john or similar sanitation facilities, and drinking facilities
 - Installation/placement of bike racks

The School District also reserves the right to restrict/block access to the Property when not in use by the School District or by the Township under the schedule agreed to by the parties.

6. Insurance. Each party shall keep and maintain insurance coverage in connection with their respective uses of the Property, meeting the minimum requirements of each party as set forth in **Exhibit C (the "Insurance Requirements")**, and shall name the other party as an additional insured as relates to their uses and activities on the Property.

7. The parties agree that the School District shall have no liability or responsibility with regard to the Township's use of the Property, and Township shall indemnify the School District as against any and all claims, actions, suits, proceedings, costs, expenses, damages, and liabilities, including reasonable attorney fees and costs arising out of, or connected with, the Township's use of the Property, including bodily injury or property damage. Nothing in this clause shall be construed to limit the parties' defenses and rights, including the right to assert a claim of governmental immunity.
8. Term. This Agreement shall be effective upon signature by the parties, and shall be for an initial period of _____ years, commencing on _____. The parties may mutually agree to extend the term of the Agreement for an additional ____ terms of _____ years by _____.
9. Termination. Either party may terminate this Agreement without cause on six months' notice to the other party, and with cause on thirty (30) days' notice. "Cause" shall mean a breach of or default under this Agreement that is not cured within ten (10) days' after notice.
10. Waiver. Any failure of either party to insist on strict performance of any provisions of this Agreement shall not be deemed a waiver of the provisions of the Agreement in any subsequent default.
11. Amendment. This Agreement may not be amended, changed, modified, or discharged except by a writing signed by both parties.
12. Notices. All notices under this Agreement shall be in writing and shall be deemed to be given when they are either delivered personally or mailed by certified or registered mail to the receiving party at the address stated in this Agreement or at an address furnished to the other party in writing during the term of this Agreement.
13. Captions and Headings. The captions and headings used in this Agreement are intended only for convenience and are not to be used in construing the Agreement.
14. Applicable Law. This Agreement shall be construed under Michigan Law.
15. Successors and Assigns. This Agreement is binding on successors and assigns.
16. Severability. If any provision of this Agreement is unenforceable, the other provisions of the Agreement shall remain valid and enforceable to the fullest extent permitted by law.
17. Entire Agreement. This Agreement shall constitute the entire agreement between the parties. Any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement. This Agreement does not address and is not intended to affect in any way any permanent use of the Property by the Township at the expiration or termination of this Agreement.

18. Binding Effect. The covenants and conditions contained in this Agreement shall apply to and bind the successor's legal representatives and assigns of the parties to this Agreement and all covenants are to be construed as conditions of this Agreement.

IN WITNESS WHEREOF:

HAMBURG TOWNSHIP

PINCKNEY COMMUNITY SCHOOLS

By: Pat Hohl
Its: Supervisor

By:
Its:

Dated:_____

Dated:_____



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

02/11/19

To: Hamburg Township Personnel Committee
From: Tony Randazzo

Re: Additional Cable TV Videographer

I seek approval to hire Jill Andrews as a secondary videographer for recording meetings. This will allow us to have more flexibility when covering meetings, and not have to rely on Brenda Richardson to serve as the backup. I recommend adding Ms. Andrews at \$18.00 per hour with a two hour minimum per meeting. This addition will have a neutral effect on the budget.

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

Date: February 13, 2019

To: Personnel Committee

From: Amy Steffens, Planning and Zoning Administrator

RE: Brittany Stein one-year anniversary salary increase

At the February 13, 2018 personnel committee meeting, the committee approved hiring Brittany Stein as the full-time zoning coordinator at a pay of \$19.00 per hour, authorized her to receive the cost-of-living increase on July 1, 2018, and indicated that I could ask for a merit increase at both the six-month and twelve-month anniversaries of her hiring, with the merit increase percentage to be determined based on performance.

Brittany received the three percent cost of living increase in July, 2018, and a five percent salary increase on September 12, 2018, based on her exceptional performance in the first six months in her position. Brittany's current hourly rate is \$20.55.

I have seen exponential growth in Brittany's knowledge and critical thinking skills in the past year. Brittany is smart and determined--not only to do her job well but to excel in it. She has an excellent understanding of the zoning ordinance and how to apply it, but she is also not hesitant to seek help when she does not know how to answer a question. Her understanding of some of the most difficult aspects of land use, such as floodplain and wetland management, is on par with someone who has been in her position for many years. She is conscientious about staying on top of her growing work load yet she gladly accepts the many additional tasks I give her to do.

Brittany continues to exceed my expectations.

According to the salary grade adjustment for FY18/19 for a grade six position, the midpoint for the zoning coordinator position is \$20.83 and the maximum is \$23.54. Given Brittany's exemplary performance, I ask that the personnel committee approve a five percent pay increase, bringing her hourly pay rate to \$21.58.

From: April Flanagan
Sent: Wednesday, August 15, 2018 2:56 PM
To: Amy Steffens <asteffens@HAMBURG.MI.US>
Cc: Brittany Stein <bstein@HAMBURG.MI.US>
Subject: Recognition of Brittany Stein

Hello Amy,

I am writing to let you know what excellent service Brittany provided, in my recent efforts to understand some of the zoning regulations of Hamburg Township. I am on the Board of Directors for the Fairways of Whispering Pines Condominium Association and we are in the process of updating our rules and requirements. As a result, I sought clarification of several issues that might have been covered by Township regs.

I have always found Brittany to be professional, friendly, and helpful.
Congratulations, on having such an excellent person on your staff!

Very truly yours,

April

--

April Flanagan, Ed.D
9971 Tioga Tr.
Pinckney, MI 48169



14965 Abbey Lane
Bath, MI 48808

Voice: 517-641-8900

Fax: 517-641-8960

INVOICE

Invoice Number: 121505

Invoice Date: Feb 1, 2019

Page: 1

101-410-729 3444.00
101-253-729 4020.00
590-001-729 1840.00
101-201-729 5462.00

GL Code

Approved

FEB 05 2019

Entered

Due Date

Bill To:

HAMBURG TWP
PO BOX 157
HAMBURG, MI 48139-0157
LIVINGSTON

Customer ID	Customer PO	Payment Terms
HAMBTWPLIV	1	
Account Rep	Shipping Method	Ship Date
		2/28/19

Quantity Billed	Description	Unit Price	Line Item Amount
1.00	Community Development (Building) System -annual service/support fee per contract for the coverage dates of February 1st, 2019-February 1st, 2020	3,444.00	3,444.00
1.00	Tax System - annual service/support fee per contract for the coverage dates of February 1st, 2019-February 1st, 2020	1,989.00	1,989.00
1.00	Delinquent Personal Property System - annual service/support fee per contract for the coverage dates of February 1st, 2019-February 1st, 2020	698.00	698.00
1.00	Special Assessment System - annual service/support fee per contract for the coverage dates of February 1st, 2019-February 1st, 2020	1,114.00	1,114.00
1.00	Utility Billing System - annual service/support fee per contract for the coverage dates of February 1st, 2019-February 1st, 2020	1,840.00	1,840.00
1.00	Purchase Order System- annual service/support fee per contract for the coverage dates of February 1st, 2019-February 1st, 2020	1,333.00	1,333.00
1.00	Cash Receipting System - annual service/support fee per contract for the coverage dates of February 1st, 2019-February 1st, 2020	1,333.00	1,333.00
1.00	Accounts Payable System - annual service/support fee per	1,333.00	1,333.00

Subtotal	Continued
Sales Tax	Continued
Total Invoice Amount	Continued
Payment/Credit Applied	
TOTAL DUE	Continued

Check/Credit Memo No:



INVOICE

Invoice Number: 121505

Invoice Date: Feb 1, 2019

Page: 2

14965 Abbey Lane
Bath, MI 48808

Voice: 517-641-8900

Fax: 517-641-8960

Bill To:HAMBURG TWP
PO BOX 157
HAMBURG, MI 48139-0157
LIVINGSTON

Customer ID	Customer PO	Payment Terms	
HAMBTWPLIV	1		
Account Rep	Shipping Method	Ship Date	Due Date
			2/28/19

Quantity Billed	Description	Unit Price	Line Item Amount
	contract for the coverage dates of February 1st, 2019-February 1st, 2020		101-201-729
1.00	General Ledger/Budgeting System - annual service/support fee per contract for the coverage dates of February 1st, 2019-February 1st, 2020	1,682.00	1,682.00 101-201-729

Subtotal	14,766.00
Sales Tax	
Total Invoice Amount	14,766.00
Payment/Credit Applied	
TOTAL DUE	14,766.00

Check/Credit Memo No:



Econo Print Inc
10312 Dexter Pinckney Rd
Pinckney, MI 48169
PH: 734.878.5806

Invoice

No: **63447**

Date: 2/7/19

Customer PO:

Bill To:

DON BURTRAW
HAMBURG TOWNSHIP
ATTN: ACCTS PAYABLE
P.O. BOX 157
HAMBURG MI 48139-0157

Ship To:

DON BURTRAW
HAMBURG TOWNSHIP
ATTN: ACCTS PAYABLE
P.O. BOX 157
HAMBURG MI 48139-0157

Quantity	Description	Amount
11,000	HAMBURG TWP - 2019 ASSESSMENT NOTICES	\$ 1,925.00
11,000	POSTAGE AND PROCESSING - 2019 ASSESSMENT NOTICES	\$ 4,763.00
3	FOREIGN POSTAGE	\$ 3.60
<div>GL Code <u>101-209-823.100</u></div> <div>Approved <u>[Signature]</u></div> <div>FEB 07 2019</div> <div>Entered <u>2/11 KJ</u></div> <div>Due Date <u>[Signature]</u></div>		
Taken by: TSTILBER		SUBTOTAL \$ 6,691.60
		TAX
		SHIPPING \$ 0.00
		TOTAL \$ 6,691.60
ASSESSMENT NOTICES 2019		AMOUNT DUE \$ 6,691.60