

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

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



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

**HAMBURG TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING**

Hamburg Township Hall Board Room

Tuesday, March 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. Ordinance 98 – 2nd Reading
9. Current Business:
 - A. Public Safety – Emergency Management Resolution
 - B. Public Safety – FOIA Coordinator Position
 - C. Fire Department – Personal Protection Equipment Replacement
 - D. Fire Department – Gear Extractor
 - E. Police Department Vehicle Sales
 - F. Parks & Recreation – Resolutions for MNRTF & Passport Grant Applications
 - G. 2019 Road Rehabilitation Projects
 - H. Parks & Recreation – Funfest Speed Reduction Request
 - I. Parks & Recreation – Funfest Banner Permit Request
 - J. Parks & Recreation – Moving Wall Banner Request
 - K. Payment Approval – Bob Myers Excavating – Invoice #2019-33 - \$41,220.00
 - L. Payment Approval – C & E Construction – Invoice #2334 - \$10,600.00
 - M. Payment Approval – C & E Construction – Invoice #2335 - \$7230.00
 - N. Payment Approval – DuBois Cooper - Invoice #221595 - \$9453.00
10. Public Information:
 - A. Area Agency on Aging
11. Call to the Public
12. Board Comments
13. Adjournment

Pledge to the Flag



No Correspondence

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**HAMBURG TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING**

Hamburg Township Hall Board Room

Tuesday, March 19, 2019

7:00 p.m.

CONSENT AGENDA

1. Approval of the Minutes
 - A. Township Board Regular Meeting Minutes – March 5, 2019
 - B. Township Board Special Joint Meeting Minutes – February 27, 2019
2. Bills/Vendor Payable List (A&B)
3. Department/Committee Reports
 - A. MUC meeting minutes - February 13, 2019
 - B. Library Monthly Report – March, 2019
 - C. Fire Department Monthly Report – February, 2019
 - D. Police Department Monthly Report – February, 2019
 - E. DPW Monthly Report – February, 2019
 - F. ZBA Minutes – February 13, 2019

FAX 810-231-4295
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P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139

HAMBURG TOWNSHIP BOARD OF TRUSTEES
Regular Meeting
Hamburg Township Hall Board Room
Tuesday, March 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

4. Call to the Public

A Call was made with No Response.

5. Correspondence

None.

6. Approval of the Consent Agenda

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

Voice Vote: AYES: 5, ABSENT: 2

MOTION CARRIED

7. Approval of the Agenda

Motion by Koeble, second by Negri, to approve the Agenda as amended with the addition of I. Parks & Recreation Grants Public Hearing and J. BLDI payment.

Voice Vote: AYES: 5, ABSENT: 2

MOTION CARRIED

8. Unfinished Business

A. Strategic Planning Agenda

Motion by Hohl, second by Koeble, to approve and publish the agenda for the March 19, 2019 Strategic Planning Meeting at 1 p.m.

Voice Vote: AYES: 5, ABSENT: 2

MOTION CARRIED

B. Ordinance 82A – 2nd Reading

Motion by Negri, second by Neilson, to adopt Ordinance 82A Brine Discharging Water Softening Appliance Use Regulation which will repeal Ordinance 82.

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

C. Ordinance 76A– 2nd Reading

Motion by Negri, second by Neilson, to adopt Ordinance 76A International Fire Code which will repeal Ordinance 76.

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

9. Current Business

A. Ordinance 98 – 1st Reading

No Action – 1st Reading. Ordinance 98 Cost Recovery Ordinance.

B. Senior Housing Preliminary Site Plan

Motion by Hohl, second by Koeble, to grant the Preliminary Site Plan Review for Commercial Planned Unit Senior Housing Facility on Parcel 4715-25-100-105 with a waiver 7.6.1 P for the building to be 55,580 square feet, a waiver 7.6.1 P to allow the building to be 75 to 80 feet from Village Center Drive, a waiver for the parking and along with the other Conditions of Approval listed in the packet.

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

C. H.E.R.O. – Family Fun Fest

Motion by Negri, second by Neilson, to approve the 3 year park use permit to H.E.R.O. for the Family Fun Fest 2020, 2021, & 2022 and direct the Clerk to work with the Township Attorney to draft the 3 year Agreement with H.E.R.O. for the use of Township fields and facilities of the Township for the Annual Fun Fest that includes provisions for waiver of all park use fees for the Fun Fest for those 3 years, coverage by H.E.R.O for all public safety costs incurred by the Fun Fest, and an Annual \$2500 reimbursement for the land balancing and re-seeding of the field for this 3 year period.

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

D. Finance Control Book – January 2019

Motion by Negri, second by Koeble, to receive, file and publish the January 2019 Finance Control Book.

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

E. Payment Approval – Blue Valley Industries - \$1,165.50

Motion by Neilson, second by Dolan, to approve the payment to Blue Valley Industries in the amount of \$1,165.50 dated 3/1/2019.

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

F. Payment Approval – Shurtleff Construction LLC – Invoice #1294 - \$7,000.00

Motion by Hohl, second by Negri, to approve the payment of Invoice #1294 in the amount of \$7,000.00 to Shurtleff Construction LLC.

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

G. Payment Approval – DuBois Cooper – Invoice #221050 - \$14,829.00

Motion by Hohl, second by Koeble, to approve the payment of DuBois Cooper Invoice #221050 in the amount of \$14,829.00.

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

H. Payment Approval – C & E Construction – Invoice #2330 - \$5,985.00

Motion by Hohl, second by Neilson, to approve the payment of C & E Construction Invoice #2330 in the amount of \$5,985.00.

Voice Vote: AYES: 5, ABSENT: 2

MOTION CARRIED

I. Parks & Recreation Grants Public Hearing

Motion by Hohl, second by Dolan, to direct the Clerk to publish a notice of Public Hearing to be scheduled for 6 p.m. on March 19, 2019 at the Hamburg Township Hall in regards to proposed grant application for improvements in Bennett Park.

Voice Vote: AYES: 5, ABSENT: 2

MOTION CARRIED

J. Payment Approval – BLDI - \$2,870.00

Motion by Negri, second by Hohl, to approve the payment of \$2,870.00 to BLDI Lakeland Building Concepts.

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

Hohl stated he got proposals from the Livingston County Road Commission to do a complete rebuild of Hall Rd, a major rebuild of Chilson Rd and has also submitted a request for Hamburg Rd to be redone North of Winans Lake. Hohl also talked about his meeting with Congress Woman Slotkin. They discussed roads, donor state situations, PFAS, EPA, cyber security & public safety.

Negri stated that the collection of 2018 Winter Taxes is closed and Hamburg had a 96.9% property tax fulfillment rate.

13. Adjourn Meeting

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

Voice Vote: AYES: 5, ABSENT: 2

MOTION CARRIED

Meeting adjourned at 3:09 p.m.

Respectfully submitted,



Courtney L. Paton
Recording Secretary



Mike Dolan
Township Clerk

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10405 Merrill Road
Hamburg, Michigan 48139-0157

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Jim Neilson

HAMBURG TOWNSHIP BOARD OF TRUSTEES
Special Joint Meeting
Hamburg Township Hall Board Room
Wednesday, February 27, 2019
7:00 p.m.

1. Call to Order

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

2. Pledge to the Flag

3. Roll Call of the Board

Hamburg Township Board

Present: Supervisor Hohl, Dolan (also on Parks & Recreation), Negri, Koeble (also on Parks & Recreation and Planning Commission), and Neilson (also on the Zoning Board of Appeals).

Absent: Hahn, Menzies (also on the Planning Commission,)

Planning Commission

Present - Leabu, Goetz, Muir, Priebe (also on Zoning Board of Appeals), Muck, Hamlin, Koeble (Trustee on the Township Board and on Parks & Recreation)

Absent: None

Zoning Board of Appeals

Present: Chairman Priebe (also on Planning Commission), Watson, Neilson (Trustee on the Hamburg Township Board), Bohn

Absent: Auxier (also on Parks & Recreation)

Parks & Recreation

Present: Dolan (Hamburg Township Clerk), Koeble (Trustee on the Hamburg Township Board and on Planning Commission), Muck

Absent: Auxier (also on ZBA)

Also Present: Amy Steffens, Planning Commission and Zoning Board of Appeals Administrator; Scott Pacheco, Township Planner; Deby Henneman, Parks Coordinator; Brittany Stein, Zoning Department Coordinator; Bill Anderson, Livingston County Planning Commissioner; Kathleen Kline-Hudson, Livingston County Planning; Brenda Richardson, Township Videographer

4. Call to the Public

Brenda Richardson, 1658 Sandy Shore Dr, Township Videographer for the joint meeting, discusses how to use the microphones in the room to produce good audio levels for the live streaming and video recording of the meeting.

5. Correspondence

There was no correspondence presented.

6. Approval of Agenda

Motion by Dolan, second by Nellson, to approve the Agenda as presented.

Voice Vote: AYES – 5, ABSENT – 2 (Hahn, Menzies)

MOTION CARRIED

7. Current Business

A. Kathleen Kline-Hudson, Livingston County Planning, presentation of Livingston County Master Plan Update

Kline-Hudson presented and handed out a summary of the Livingston County Master Plan that was adopted in October of 2018. This summary includes the Vision Plan as well as Current Trends with the “Best Practices” of how to support the trend. A collection of Planning & Zoning ideas that they hope each one of the local communities will look at and incorporate. To make this inclusion easier the 2018 Livingston County Master Plan includes links within it that will assist in language and ideas. Kline-Hudson is looking forward to serving as a member on the committee for our own Master Plan. She also informed the group about the Press Release that was handed out at the table for the 30 Day public review and comment on the Livingston County Parks & Open Space Plan.

B. Parks and Recreation Committee Parks Master Plan update

Henneman reviewed the Parks & Recreation Master Design Plan that included many new projects. Some of these being walking trails in East Park, completion of trails in West Park, baseball diamond irrigation, ADA bathrooms, a pickleball court, updated playgrounds and a new tot lot, additional parking, phase two of the adult workout area, and the addition of a picnic area. Henneman also informed about the progress and next steps of the General Ordinance Project which is moving right along and will soon be ready for codification.

C. Planning and Zoning Department 2018 year in review

Steffens reviewed her 2018 Annual Report for the Planning Commission, Zoning Board of Appeals, and the Planning & Zoning Department. Starting with the Planning Commission, Steffens stated that they had three special meetings and eight regular meetings presenting a chart showing a brief description of those meetings and what the results were. She also went over the 2018 Floodplain Activity and asked that the township direct the staff to research the necessity and impact of adopting a “cumulative value” ordinance into the floodplain regulations. Steffens went over CRS (community rating system) and that FEMA has scheduled our audit for April 9, 2019. Steffens stated that staff processed 8 lot combinations, 2 land divisions, and 6 boundary adjustments.

Stein then went over the Zoning Board of Appeals functions and stated that the ZBA considered 12 variances in 2018, of those 12 variances that were heard by the ZBA, 10 were approved, and 2 were denied. Those variances were presented in the packet. Stein also covered Land Use Permits stating the process used to issue a Land Use Permit and showed a chart showing that in 2018, 586 Land Use permits were issued. Stein stated that the township received 26 permits issued by the DEQ for projects. Stein also went over the training and professional activities that the staff participated in throughout 2018 and touched on training opportunities for 2019.

D. 2018 Code Enforcement year in review

Steffens discussed the 2018 Code Enforcement introducing Code Enforcement Officer Mike Sumeracki and his theory to approaching Code Enforcement, the “Broken Windows Theory”, if you take care of the small things then the big things don’t become so big. In 2018, we received 181 new complaint cases, with 150 of those being closed in 2018. The largest number of complaints in 2018 was blight. She also discussed the Code Enforcement Goals for 2019.

E. Zoning Amendments 2018-2019

Pacheco reviewed Zoning Text Amendments (ZTAs) of 2018 and upcoming Zoning Text Amendments for 2019 including fence revisions, wireless revisions, planned unit development (PUD) revisions, wind and solar farms, senior housing ordinance (overlay district), short term rental use, tiny houses, village center zoning district revisions, collection drop boxes, public hearing notification requirements, and expansion of non-conforming structures. Pacheco also stated that the staff is cleaning up the General Ordinances working toward the codification of the Township Municipal Code.

Motion by Hohl, second by Neilson, to direct the Zoning Department to prioritize a list including the following: an amendment to the fence ordinance (eliminating the back yard fence), revisions to the wireless ordinance, revisions to the PUD development including but not limited to specific definitions of exemplary projects, specific schedules for density bonuses, and to consider home and lot size and cottage home construction oriented to empty nesters. Not to make a priority of solar and wind farm ZTAs. To proceed with discretion on a senior housing overlay district. And to bring back to the Board for approval a revision of the 2015 proposal for short term rentals, provide proposals for tiny housing, village center district revisions that will enhance development in the village center district specific to development in close proximity to historic village, collection drop boxes, on-site public notice to include administrative function, eliminate unintended consequences of Section 11.3.1, which have negative impact on applicants while maintaining integrity of district, and amendment to the Accessory Dwelling Unit (ADU) ordinance to allow ADUs on riparian lots.

Voice Vote: AYES: 5, ABSENT: 2

MOTION CARRIED

F. 2020 Master Plan Update Timeline and Process

Pacheco reviewed the 2020 Master Plan Update. Stating that they are looking at a September 2019 approval date.

8. Call to the Public

A call was made with no response.

9. Board Comments

None.

10. Adjournment

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

Voice Vote: AYES: 5, ABSENT: 2

MOTION CARRIED

Meeting adjourned at 9:23 p.m.

Respectfully submitted,



Courtney L. Paton
Recording Secretary



Mike Dolan
Township Clerk

03/06/2019 11:23 AM
User: KarenJ
DB: Hamburg

INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES
INVOICE ENTRY DATES 03/04/2019 - 03/06/2019

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PAID - CHECK TYPE: PAPER CHECK

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 000.000					
101-000.000-073.003	RETIREMENT - LIBRARY	JOHN HANCOCK	PAY DATE 3/7/19	898.08	18306
Total For Dept 000.000				898.08	
Dept 101.000 Township Board					
101-101.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	SEMCOC -SOUTHEASTERN MIC	3/1-3/31/19 MEMBERSHIP DUES	231.92	18334
Total For Dept 101.000 Township Board				231.92	
Dept 171.000 Township Supervisor					
101-171.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 3/7/19	329.69	18306
Total For Dept 171.000 Township Supervisor				329.69	
Dept 191.000 Elections					
101-191.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 3/7/19	165.90	18306
Total For Dept 191.000 Elections				165.90	
Dept 201.000 ACCOUNTING					
101-201.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 3/7/19	935.29	18306
Total For Dept 201.000 ACCOUNTING				935.29	
Dept 209.000 Assessing					
101-209.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 3/7/19	1,143.20	18306
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 3/7/19	751.21	18306
Total For Dept 215.000 CLERK'S OFFICE				751.21	
Dept 245.000 TECHNICAL/UTILITIES SERVICES					
101-245.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 3/7/19	599.40	18306
Total For Dept 245.000 TECHNICAL/UTILITIES SERVICES				599.40	
Dept 253.000 Treasurer					
101-253.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 3/7/19	395.69	18306
Total For Dept 253.000 Treasurer				395.69	
Dept 258.000 COMPUTER/CABLE					
101-258.000-853.000	PHONE/COMM/INTERNET	CHARTER COMMUNICATIONS	8245 12 483 0092058 - TWP -3/1-3/31/1	233.63	18290
Total For Dept 258.000 COMPUTER/CABLE				233.63	
Dept 265.000 Township Buildings					
101-265.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 3/7/19	268.89	18306
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER & COOLER	11.00	18272
101-265.000-921.000	ELECTRIC	DTE ENERGY	9100 139 0346 3 - OLD PACKER/NEW DPW	578.47	18300
101-265.000-921.000	ELECTRIC	DTE ENERGY	9100 086 3167 3 - TWP - 1/24-2/21/19	1,119.71	18300
101-265.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1237 5166 - TWP - 1/15-2/15/19	849.58	18295
Total For Dept 265.000 Township Buildings				2,827.65	
Dept 276.000 CEMETERY					
101-276.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	BLUE VALLEY INDUSTRIES,	BENCH REPLACEMENT FOR CEMETERY ORIGIN	1,165.50	18285
Total For Dept 276.000 CEMETERY				1,165.50	
Dept 299.000 Other Expenses					
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	MILLENNIUM BUSINESS SYST	MANAGED PRINTER SERVICES- 2/26-3/25/1	304.01	18323

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INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES
INVOICE ENTRY DATES 03/04/2019 - 03/06/2019

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PAID - CHECK TYPE: PAPER CHECK

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 299.000 Other Expenses					
Total For Dept 299.000 Other Expenses				304.01	
Dept 410.000 Zoning					
101-410.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 3/7/19	224.43	18306
101-410.000-864.000	WORKSHOPS/SEMINARS	MICHIGAN STORM WATER FLO	MI STORMWATER FLOODPLAIN MANAGERS CON	200.00	18324
Total For Dept 410.000 Zoning				424.43	
Dept 450.000 Street Lighting					
101-450.000-926.000	STREET LIGHTING	DTE ENERGY - STREET LIGH	STREET LIGHTS & TRAFFIC SIGNALS 2/1-2	1,162.12	18299
101-450.000-926.000	STREET LIGHTING	DTE ENERGY	9100 167 2011 2 - UNIT LIGHTING -1/23	59.13	18300
Total For Dept 450.000 Street Lighting				1,221.25	
Total For Fund 101 General Fund				11,626.85	
Fund 206 Fire Fund					
Dept 000.000					
206-000.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 3/7/19	1,243.12	18306
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER	22.00	18272
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER	41.93	18272
206-000.000-921.000	ELECTRIC	CONSUMERS ENERGY	1000 1698 7719 - F.D. #11 - 1/12-2/13	1,431.11	18295
206-000.000-921.000	ELECTRIC	CONSUMERS ENERGY	1000 3979 7285 - F.D. #12 - 1/15-2/15	1,724.28	18295
206-000.000-921.000	ELECTRIC	DTE ENERGY	9100 086 3146 7 - F.D. #12 - 1/23-2/2	805.30	18300
206-000.000-921.000	ELECTRIC	DTE ENERGY	9100 086 3133 5 - F.D. #11 - 1/24-2/2	1,227.53	18300
206-000.000-921.100	SIREN ELECTRIC USAGE	DTE ENERGY	9100 167 2020 3- SIREN @ 7701 HAMBURG	44.58	18300
206-000.000-921.100	SIREN ELECTRIC USAGE	DTE ENERGY	9100 114 5063 2 - SIREN @ 4752 STRAWB	41.65	18300
206-000.000-921.100	SIREN ELECTRIC USAGE	DTE ENERGY	9300 018 1596 6 -4 SIRENS 12/22/18 -1	83.58	18300
206-000.000-921.100	SIREN ELECTRIC USAGE	DTE ENERGY	9300 018 1587 5 - SIREN @ 7602 CHILSO	13.80	18300
Total For Dept 000.000				6,678.88	
Total For Fund 206 Fire Fund				6,678.88	
Fund 207 Police Fund					
Dept 000.000					
207-000.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 3/7/19	992.15	18306
207-000.000-853.000	PHONE/COMM/INTERNET	CHARTER COMMUNICATIONS	8245 12 483 0092074 - P.D. -3/1-3/31/	116.29	18290
207-000.000-921.000	ELECTRIC	DTE ENERGY	9100 160 2711 2 - P.D. -1/24-2/21/19	1,119.71	18300
207-000.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1237 5225 - P.D. -1/15-2/15/19	445.66	18295
207-000.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	SHURTLEFF CONSTRUCTION L	CHECK FOR NEW OPERATORS AND PARTS FOR	7,000.00	18335
Total For Dept 000.000				9,673.81	
Total For Fund 207 Police Fund				9,673.81	
Fund 208 SENIORS, PARKS, LL TRAIL					
Dept 750.000 Recreation Board					
208-750.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 3/7/19	154.27	18306
208-750.000-921.000	ELECTRIC	DTE ENERGY	9100 122 7190 4 - MERRILL FIELD -12/2	45.42	18300
208-750.000-921.000	ELECTRIC	DTE ENERGY	9100 081 1689 9 - PARKING LOT LIGHTS	85.44	18300
208-750.000-921.000	ELECTRIC	DTE ENERGY	9100 081 1673 3 - SOCCER FIELDS/PK&RE	49.66	18300
Total For Dept 750.000 Recreation Board				334.79	
Dept 805.000 SENIOR CENTER					
208-805.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 3/7/19	213.85	18306
208-805.000-921.000	ELECTRIC	DTE ENERGY	9100 095 9768 3 - SENIOR/COMM - 1/24-	329.18	18300
208-805.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1237 5075 - SENIOR/COMM - 1/15-2	511.44	18295

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INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES
INVOICE ENTRY DATES 03/04/2019 - 03/06/2019
JOURNALIZED

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PAID - CHECK TYPE: PAPER CHECK
Vendor Invoice Description

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 208 SENIORS, PARKS, LL TRAIL					
Dept 805.000 SENIOR CENTER					
208-805.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	LIVINGSTON CO. CONSORTIU	LIVINGSTON COU. CONSORTIUM ON AGING M	25.00	18317
		Total For Dept 805.000 SENIOR CENTER		1,079.47	
		Total For Fund 208 SENIORS, PARKS, LL TRAIL		1,414.26	
Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY FUND					
Dept 000.000					
243-000.000-676.000	REIMBURSEMENTS & COST RECOVERY	LAKELAND BUILDING CONCEP	INCREMENTAL SAMPLING - PROFESSIONAL S	2,870.00	18314
		Total For Dept 000.000		2,870.00	
		Total For Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY		2,870.00	
Fund 492 Mumford Park Lighting SAD					
Dept 000.000					
492-000.000-926.000	STREET LIGHTING	DTE ENERGY	9100 086 3102 0 - MUMFORD PK LIGHTING	112.60	18300
		Total For Dept 000.000		112.60	
		Total For Fund 492 Mumford Park Lighting SAD		112.60	
Fund 590 SEWER FUND					
Dept 001.000					
590-001.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 3/7/19	1,930.64	18306
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER FOR DPW	22.00	18272
590-001.000-921.000	ELECTRIC	DTE ENERGY	9100 114 4947 7 - BIOXIDE STN/CORDLEY	37.52	18300
590-001.000-921.000	ELECTRIC	DTE ENERGY	9100 160 2723 7 - RUSTIC DR PUMP STN	296.38	18300
590-001.000-921.000	ELECTRIC	DTE ENERGY	9100 086 3063 4 - ORE LK PUMP STN -1/	419.01	18300
590-001.000-921.000	ELECTRIC	DTE ENERGY	9100 141 9399 9 - WINANS PUMP STN -1/	194.23	18300
590-001.000-921.000	ELECTRIC	DTE ENERGY	9100 081 1657 6 - HAMBURG RD PUMP STN	450.75	18300
590-001.000-921.000	ELECTRIC	DTE ENERGY	9300 018 1587 5 - STRAWBERRY PUMP STN	895.13	18300
590-001.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 6018 7471 - WINANS PUMP STN -1/2	17.43	18295
590-001.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 6018 1938 - HAMBURG PUMP STN - 1	16.26	18295
590-001.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 0019 5535 - RUSTIC DR PUMP STN -	22.70	18295
590-001.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1266 6192 - ENTERPRISE POLE BARN	343.84	18295
		Total For Dept 001.000		4,645.89	
Dept 002.000					
590-002.000-921.000	ELECTRIC	DTE ENERGY	9100 086 3078 2 - WWTP -1/24-2/21/19	4,481.70	18300
590-002.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1266 6259 - WWTP -1/24-2/26/19	4,918.30	18295
		Total For Dept 002.000		9,400.00	
		Total For Fund 590 SEWER FUND		14,045.89	
Fund 701 Trust & Agency Fund					
Dept 000.000					
701-000.000-222.204	DUE TO COUNTY DOG LICENSE FEE	LIVINGSTON COUNTY TREASU	DOG TAG DISTRIBUTION 2/1-2/28/19	501.00	18315
701-000.000-231.100	DUE TO UNION DUES	POLICE OFFICER LABOR COU	MARCH 2019 DUES	753.75	18330
701-000.000-231.410	DUE TO AFLAC (BIWEEKLY)	AFLAC - AMERICAN FAMILY	FEBRUARY 2019	596.98	18273
701-000.000-231.450	DUE TO UNUM (BIWEEKLY)	PROVIDENT LIFE AND ACCID	BCN #E0120220 2/7-3/7/19	67.50	18331
		Total For Dept 000.000		1,919.23	
		Total For Fund 701 Trust & Agency Fund		1,919.23	
Fund 703 Winter Tax Collection Fund					
Dept 000.000					

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INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES

INVOICE ENTRY DATES 03/04/2019 - 03/06/2019

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PAID - CHECK TYPE: PAPER CHECK

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
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Fund 703 Winter Tax Collection Fund					
Dept 000.000					
703-000.000-275.000	OVER/UNDER PAYMENTS	MICHAEL & GINNY SUE DURO	REFUND DUE TO AN OVERPAYMENT	2,445.21	18303
		Total For Dept 000.000		2,445.21	
		Total For Fund 703 Winter Tax Collection Fund		2,445.21	

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INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES

INVOICE ENTRY DATES 03/04/2019 - 03/06/2019

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

Fund 101 General Fund	11,626.85
Fund 206 Fire Fund	6,678.88
Fund 207 Police Fund	9,673.81
Fund 208 SENIORS, PARK	1,414.26
Fund 243 BROWNFIELD RE	2,870.00
Fund 492 Mumford Park	112.60
Fund 590 SEWER FUND	14,045.89
Fund 701 Trust & Agenc	1,919.23
Fund 703 Winter Tax Co	2,445.21

Total For All Funds:	50,786.73
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INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES

EXP CHECK RUN DATES 03/19/2019 - 03/19/2019

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OPEN - CHECK TYPE: PAPER CHECK

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 000.000					
101-000.000-279.736	MCNEELY PROPERTY	PROCESS RESULTS, INC.	HAMB TWP-MANOR SITE PLAN REVIEW 1/1-1	525.00	
101-000.000-279.736	MCNEELY PROPERTY	PROCESS RESULTS, INC.	HAMB TWP-REGENCY VILLAGE PLANNING CS	4,546.16	
		Total For Dept 000.000		5,071.16	
Dept 101.000 Township Board					
101-101.000-900.000	LEGAL NOTICES/ADVERTISING	MICHIGAN.COM	ADS - 2/1-2/28/19	518.70	
		Total For Dept 101.000 Township Board		518.70	
Dept 209.000 Assessing					
101-209.000-751.000	VEHICLE FUEL	WEX BANK	VEHICLE FUEL 2/6-3/5/19	12.63	
		Total For Dept 209.000 Assessing		12.63	
Dept 247.000 Board of Review					
101-247.000-900.000	LEGAL NOTICES/ADVERTISING	MICHIGAN.COM	ADS - 2/1-2/28/19	577.92	
		Total For Dept 247.000 Board of Review		577.92	
Dept 253.000 Treasurer					
101-253.000-864.000	WORKSHOPS/SEMINARS	MICHIGAN MUNICIPAL TREAS	ADVANCED TRAINING MT PLEASANT FOR TRI	325.00	
101-253.000-864.000	WORKSHOPS/SEMINARS	MICHIGAN MUNICIPAL TREAS	MMTI 3RD YEAR INSTITUTE	550.00	
		Total For Dept 253.000 Treasurer		875.00	
Dept 258.000 COMPUTER/CABLE					
101-258.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	DELL MARKETING L.P.	2 COMPUTERS FOR TOWNSHIP HALL - QUOTE	1,808.46	
		Total For Dept 258.000 COMPUTER/CABLE		1,808.46	
Dept 265.000 Township Buildings					
101-265.000-751.000	VEHICLE FUEL	WEX BANK	VEHICLE FUEL 2/6-3/5/19	292.61	
101-265.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	BLANKET P.O. - UNIFORMS FOR BLDGS. &	62.89	
101-265.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	BLANKET P.O. - UNIFORMS FOR BLDGS. &	62.89	
101-265.000-813.000	TRASH DISPOSAL	ADVANCED DISPOSAL	TRASH PICK UP	115.96	
101-265.000-932.000	MAINTENANCE TWP HALL	LUCY'S LANDSCAPE SUPPLY	DRAGON MELT (ICE MELTER) FOR TOWNSHI	111.86	
101-265.000-932.000	MAINTENANCE TWP HALL	MYERS GROUP ENTERPRISES	PARKING LOT SALT FOR MUNICIPAL FACILI	325.00	
101-265.000-932.008	MAINTENANCE LIBRARY	LUCY'S LANDSCAPE SUPPLY	DRAGON MELT (ICE MELTER) FOR TOWNSHI	111.86	
101-265.000-932.008	MAINTENANCE LIBRARY	MYERS GROUP ENTERPRISES	PARKING LOT SALT FOR MUNICIPAL FACILI	325.00	
101-265.000-962.000	SUNDRY	IRON MOUNTAIN INFORMATIO	1/30/19-2/26/19	57.65	
		Total For Dept 265.000 Township Buildings		1,465.72	
Dept 299.000 Other Expenses					
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	VERITIV OPERATING COMPAN	WHITE COPY PAPER - RUNNING LOW ON SUP	698.00	
101-299.000-734.000	ADDRESS SIGNS	HAMBURG FIRE DEPARTMENT,	COMPLETED ADDRESS SIGNS	75.00	
101-299.000-806.000	FOIA EXPENSES	BIG PDQ	FOIA COPIES - BUILDING & SITE PLANS F	15.42	
101-299.000-933.000	EQUIPMENT MAINT/REPAIR	PITNEY BOWES GLOBAL PINA	12/28/18-3/27/19	471.03	
101-299.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	BOB MYERS EXCAVATING INC	CAMPBELL PROPERTY 7244 E M-36	41,220.00	
		Total For Dept 299.000 Other Expenses		42,479.45	
Dept 400.000 Planning Commission					
101-400.000-900.000	LEGAL NOTICES/ADVERTISING	MICHIGAN.COM	ADS - 2/1-2/28/19	177.84	
		Total For Dept 400.000 Planning Commission		177.84	
Dept 410.000 Zoning					
101-410.000-751.000	VEHICLE FUEL	WEX BANK	VEHICLE FUEL 2/6-3/5/19	15.80	
101-410.000-861.000	MILEAGE	BRITTANY STEIN	REIMBURSEMENT - MILEAGE BS&A TRAINING	62.18	
		Total For Dept 410.000 Zoning		77.98	

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INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES

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Fund 101 General Fund

Dept 412.000 Zoning Board of Appeals

101-412.000-900.000

LEGAL NOTICES/ADVERTISING

MICHIGAN.COM

ADS - 2/1-2/28/19

177.84

Total For Dept 412.000 Zoning Board of Appeals

177.84

Total For Fund 101 General Fund

53,242.70

Fund 206 Fire Fund

Dept 000.000

206-000.000-726.000

SUPPLIES & SMALL EQUIPMENT

LAKELAND ACE HARDWARE, I

BLANKET P.O. FOR SUPPLIES, BLDG. & VE

9.95

206-000.000-726.000

SUPPLIES & SMALL EQUIPMENT

LAKELAND ACE HARDWARE, I

BLANKET P.O. FOR SUPPLIES, BLDG. & VE

1.00

206-000.000-726.000

SUPPLIES & SMALL EQUIPMENT

LAKELAND ACE HARDWARE, I

BLANKET P.O. FOR SUPPLIES, BLDG. & VE

1.99

206-000.000-758.000

UNIFORMS/ACCESSORIES

PHOENIX SAFETY OUTFITTER

WINTER COATS FOR NICK AND JORDAN

296.69

206-000.000-759.000

TURN OUT GEAR

COMPLETE BATTERY SOURCE,

HANDHELD STREAM LIGHT BATTERY

288.00

206-000.000-813.000

TRASH DISPOSAL

ADVANCED DISPOSAL

TRASH PICK UP

140.31

206-000.000-932.003

MAINTENANCE FIRE HALL

ASSURED PEST CONTROL

PEST CONTROL - F.D.#11 - MARCH

60.00

206-000.000-932.003

MAINTENANCE FIRE HALL

ASSURED PEST CONTROL

PEST CONTROL - F.D.#12 - MARCH

65.00

206-000.000-932.003

MAINTENANCE FIRE HALL

LAKELAND ACE HARDWARE, I

IN EXCESS OF BLANKET PO FOR STATION M

50.83

206-000.000-932.003

MAINTENANCE FIRE HALL

MYERS GROUP ENTERPRISES

PARKING LOT SALT FOR MUNICIPAL FACILI

650.00

206-000.000-933.000

EQUIPMENT MAINT/REPAIR

LAKELAND ACE HARDWARE, I

ANGLE GRNDR/BLADE CUTOFF EQPMNT MAINT

74.93

206-000.000-939.000

VEHICLE MAINTENANCE

CRUISERS, INC.

VEH MAINTENANCE FOR RESCUE 11

504.50

206-000.000-958.000

DUES/SUBSCRIP/RECERTIFICATION

INTERNATIONAL CODE COUNC

ICC GOVERNMENTAL MEMBERSHIP-ZERNICK

135.00

206-000.000-975.000

SPECIAL PROJECTS

FIRE STATION CHECKLIST,

BLANKET P.O. FOR SPECIAL PROJECTS

100.00

Total For Dept 000.000

2,378.20

Total For Fund 206 Fire Fund

2,378.20

Fund 207 Police Fund

Dept 000.000

207-000.000-282.100

SEX OFFENDER FINES DUE TO MSP

STATE OF MICHIGAN

SEX OFFENDER REGISTRATION FEE 2019

60.00

207-000.000-758.500

UNIFORM CLEANING

KING KLEANERS

BLANKET P.O. FOR UNIFORM CLEANING

251.00

207-000.000-853.000

PHONE/COMM/INTERNET

VERIZON WIRELESS

DET PHONES JAN 23 THROUGH FEB 22

74.52

207-000.000-853.000

PHONE/COMM/INTERNET

VERIZON WIRELESS

MONTHLY SERVICE FEES - 1/23-2/22/19

304.88

207-000.000-871.000

LAW ENFORCEMENT INFO NETWORK

STATE OF MICHIGAN

LEIN & VPN CONNECTION- 1/1/19-3/31/19

387.00

207-000.000-871.000

LAW ENFORCEMENT INFO NETWORK

TRANSUNION RISK AND ALTE

INVESTIGATIVE SERVICES - 2/1-2/28/19

50.00

207-000.000-932.002

MAINTENANCE POLICE BUILDING

ASSURED PEST CONTROL

PEST CONTROL - P.D. - MARCH

38.00

207-000.000-932.002

MAINTENANCE POLICE BUILDING

LUCY'S LANDSCAPE SUPPLY

DRAGON MELT (ICE MELTER) FOR TOWNSHI

111.86

207-000.000-932.002

MAINTENANCE POLICE BUILDING

MYERS GROUP ENTERPRISES

PARKING LOT SALT FOR MUNICIPAL FACILI

325.00

207-000.000-933.000

EQUIPMENT MAINT/REPAIR

APPLIED IMAGING

SERVICE, LABOR & COPIES - 2/1-2/28/19

153.79

207-000.000-939.000

VEHICLE MAINTENANCE

CRUISERS, INC.

VEHICLE MAINTENANCE - DEDUCTIBLE

250.00

207-000.000-958.000

DUES/SUBSCRIP/RECERTIFICATION

KAREN CASTLEMAN

REIMBURSEMENT - NOTARY FEES

22.50

207-000.000-962.000

SUNDRY

DARIUSZ NISENBAUM

REIMBURSEMENT - FOOD(LESO PICK UP)

38.10

207-000.000-962.000

SUNDRY

MATTHEW DUHAIME

REIMBURSEMENT - TOLL FEES, FOOD, CAR

469.99

207-000.000-965.000

TRAINING

DELTA COLLEGE

ABAND VEH LAW UPDATE TRAINING - WALLA

55.00

Total For Dept 000.000

2,591.64

Total For Fund 207 Police Fund

2,591.64

Fund 208 SENIORS, PARKS, LL TRAIL

Dept 000.000

208-000.000-283.300

SENIOR CENTER TRIP DEPOSITS

BIANCO TOURS

MARDI GRAS TRIP - MARCH 5, 2019

364.00

Total For Dept 000.000

364.00

Dept 750.000 Recreation Board

208-750.000-813.000

TRASH DISPOSAL

ADVANCED DISPOSAL

TRASH PICK UP

116.17

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 208 SENIORS, PARKS, LL TRAIL					
Dept 750.000 Recreation Board					
		Total For Dept 750.000 Recreation Board		116.17	
Dept 805.000 SENIOR CENTER					
208-805.000-726.000	SUPPLIES & SMALL EQUIPMENT	OFFICE EXPRESS, INC.	ENVELOPES AND PRESENTATION BOARD	129.41	
208-805.000-813.000	TRASH DISPOSAL	ADVANCED DISPOSAL	TRASH PICK UP	77.04	
208-805.000-902.000	NEWSLETTER/PUBLICATIONS	ECONOPRINT INC.	BLANKET P.O. FOR SENIOR CENTER NEWSLE	242.21	
208-805.000-932.001	MAINTENANCE COMM CENTER	LUCY'S LANDSCAPE SUPPLY	DRAGON MELT (ICE MELTER) FOR TOWNSHI	111.86	
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 SPLIT PIPE ON SPRINKLER AT	127.00	
208-805.000-933.000	EQUIPMENT MAINT/REPAIR	APPLIED IMAGING	B/W & COLOR MONTHLY COPY OVERAGES -	18.86	
		Total For Dept 805.000 SENIOR CENTER		1,031.38	
		Total For Fund 208 SENIORS, PARKS, LL TRAIL		1,511.55	
Fund 265 Drug Enforcement Fund					
Dept 000.000					
265-000.000-965.000	TRAINING	OHIO TACTICAL OFFICERS A	2019 OTOA CONFERENCE REGISTRATION 6/3	300.00	
		Total For Dept 000.000		300.00	
		Total For Fund 265 Drug Enforcement Fund		300.00	
Fund 375 Mumford Dredging Debt Retirement					
Dept 000.000					
375-000.000-996.000	AGENT FEES	THE BANK OF NEW YORK MEL	HAMBURGSAR12 - 4/1/19-3/31/20	3.38	
		Total For Dept 000.000		3.38	
		Total For Fund 375 Mumford Dredging Debt Retirement		3.38	
Fund 482 Crystal Drive/Beach Rd Maint					
Dept 000.000					
482-000.000-802.000	ROAD IMPROVEMENT	ALAN'S ASPHALT MAINTENAN	CRYSTAL - SALT & PLOWED 2/11,12,13,14	1,690.00	
		Total For Dept 000.000		1,690.00	
		Total For Fund 482 Crystal Drive/Beach Rd Maint		1,690.00	
Fund 485 Edgelake/Burton Drive SAD					
Dept 000.000					
485-000.000-802.000	ROAD IMPROVEMENT	ALAN'S ASPHALT MAINTENAN	EDGE LAKE -PLOWED 2/12,2/13,2/18 & 2/	660.00	
		Total For Dept 000.000		660.00	
		Total For Fund 485 Edgelake/Burton Drive SAD		660.00	
Fund 486 Downing Drive SAD					
Dept 000.000					
486-000.000-802.000	ROAD IMPROVEMENT	ALAN'S ASPHALT MAINTENAN	DOWNING DR - PLOWED 2/12, 2/13 & 2/18	225.00	
		Total For Dept 000.000		225.00	
		Total For Fund 486 Downing Drive SAD		225.00	
Fund 590 SEWER FUND					
Dept 000.000					
590-000.000-198.850	REGENCY VILLAGE(1516400001/1521	PROCESS RESULTS, INC.	HAMB TWP-REGENCY VILLAGE SANITARY CS-	1,153.59	
590-000.000-198.854	VACANT M-36(#15-21-201-007)	C & E CONSTRUCTION CO.,	GRINDER PUMP - 4771 E. M-36	7,230.00	
590-000.000-198.882	7679 WINFIELD DR (#15-01-202-00	C & E CONSTRUCTION CO.,	GRINDER PUMP - 7679 WINFIELD DR	10,600.00	

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 SEWER FUND					
Dept 000.000					
Total For Dept 000.000				18,983.59	
Dept 001.000					
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	CERTIFIED LABORATORIES	SUPPLIES FOR DPW/SEWER - GRINDER PUMP	561.46	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	GRAINGER	FUSES FOR PORTAGE SEWER TRANSFORMERS	21.22	
590-001.000-751.000	VEHICLE FUEL	WEX BANK	VEHICLE FUEL 2/6-3/5/19	669.57	
590-001.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS FOR DPW/SEWER - WEEK ENDING	128.39	
590-001.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS FOR DPW/SEWER - WEEK ENDING	128.39	
590-001.000-850.000	PUMP & MAIN REPAIR/MAINTENANCE	C & E CONSTRUCTION CO.,	EMERGENCY REPAIR OF 3" PRESSURE SEWER	3,600.00	
590-001.000-850.000	PUMP & MAIN REPAIR/MAINTENANCE	D & J SEPTIC SERVICES, I	EMERGENCY SERVICE CALL - RICHMOND RD	877.50	
590-001.000-850.100	GRINDER PUMP PARTS	DUBOIS-COOPER & ASSOCIAT	GRINDER PARTS	9,453.00	
590-001.000-853.000	PHONE/COMM/INTERNET	VERIZON WIRELESS	1/23-2/22/19	52.22	
590-001.000-939.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	BLANKET P.O. - DPW EQUIP. & VEHICLE M	33.93	
Total For Dept 001.000				15,525.68	
Dept 002.000					
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 TEST	1,077.00	
590-002.000-830.100	LAB ANALYSIS FEES - PORTAGE	MERIT LABORATORIES	PORTAGE LK TEST	1,578.00	
Total For Dept 002.000				2,737.15	
Dept 003.000					
590-003.000-821.000	ENG/CONSULTANT/PROFESS FEES	PROCESS RESULTS, INC.	SEWER EXTENSION COST REVIEW FOR MASHI	200.00	
Total For Dept 003.000				200.00	
Dept 004.000					
590-004.000-996.000	AGENT FEES	THE BANK OF NEW YORK MEL	HAMBURGSAR12 - 4/1/19-3/31/20	196.62	
590-004.000-996.000	AGENT FEES	THE BANK OF NEW YORK MEL	HAMBURGSAR11- 4/1/19-3/31/20	750.00	
Total For Dept 004.000				946.62	
Total For Fund 590 SEWER FUND				38,393.04	
Fund 591 WATER DEBT SERVICE FUND					
Dept 000.000					
591-000.000-996.000	AGENT FEES	THE BANK OF NEW YORK MEL	HAMCAPIMP08 - 4/1/19-3/31/20	750.00	
Total For Dept 000.000				750.00	
Total For Fund 591 WATER DEBT SERVICE FUND				750.00	

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INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES

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

Fund 101 General Fund	53,242.70
Fund 206 Fire Fund	2,378.20
Fund 207 Police Fund	2,591.64
Fund 208 SENIORS, PARK	1,511.55
Fund 265 Drug Enforcem	300.00
Fund 375 Mumford Dredg	3.38
Fund 482 Crystal Drive	1,690.00
Fund 485 Edgelake/Burt	660.00
Fund 486 Downing Drive	225.00
Fund 590 SEWER FUND	38,393.04
Fund 591 WATER DEBT SE	750.00

Total For All Funds:	101,745.51
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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: **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: March 13th, 2019

Committee Members Present: Hohl, Koeble

Committee Members Absent: Hahn

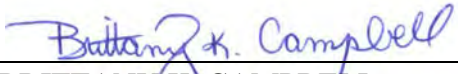
Text of Motion: MOTION BY HOHL, SUPPORTED BY KOEBLE TO APPROVE THE
MINUTES OF THE FEBRUARY 13th, 2019 MUNICIPAL UTILITIES
COMMITTEE MEETING AS PRESENTED.

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

**HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE
WEDNESDAY, FEBRUARY 13th, 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, Koeble

Absent: Hahn

Also Present: Tony Randazzo 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 KOEBLE, SUPPORTED BY HOHL TO APPROVE THE AGENDA WITH THE ADDITION OF ITEM 7.D. UNDER CURRENT BUSINESS.

Ayes: Hohl, Koeble

Absent: Hahn

Nays: None

Motion carried.

Unfinished Business:

- A. LCWA Information/Updates
- B. DTE Power Supply Issues
- C. RE300 Pilot Study Update

Current Business:

- A. DPW Monthly Report – January 2019 Statistics
- B. Proposed Violation Penalty Amendments to Ordinance No. 82
- C. Shafer Direct Sewer Connection Agreement – 7679 Winfield Dr.
- D. Mashinske Sewer Extension/Connection Agreement – 5988 Winans Lake Rd.

5. APPROVAL OF THE MINUTES

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.

6. UNFINISHED BUSINESS

A. LCWA Information/Updates.

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

Ayes: Hohl, Koeble

Absent: Hahn

Nays: None

Motion carried.

B. DTE Power Supply Issues.

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

Ayes: Hohl, Koeble

Absent: Hahn

Nays: None

Motion carried.

C. RE300 Pilot Study Update. Randazzo noted that approximately half of the RE300 has been added to one of the sludge storage tanks. As a result, the phosphorus level at the Wastewater Treatment Plant (WWTP) has been reduced but staff is still tweaking the process to get the correct balance. Staff will then determine whether use of the RE300 is cost effective for long-term use.

7. CURRENT BUSINESS

A. DPW Monthly Report – January 2019 Statistics. Randazzo stated that the WWTP was in compliance for the entire month of January. The new DPW part-time employee has resumed sodium testing and has completed his first week of on-call duty. Randazzo further noted that the DEQ has not provided any feedback on the WWTP discharge permit application yet.

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.

- B. Proposed Violation Penalty Amendments to Ordinance No. 82. Randazzo noted that Ordinance No. 82A was brought back to the Municipal Utilities Committee to bring Section 9 regarding the ordinance violation fines into compliance with Ordinance No. 71A, the Municipal Civil Infraction Ordinance pursuant to the Township Board.

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.

- C. Shafer Direct Sewer Connection Agreement – 7679 Winfield Drive.

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

Ayes: Hohl, Koeble

Absent: Hahn

Nays: None

Motion carried.

- D. Mashinske Sewer Extension/Connection Agreement – 5988 Winans Lake Rd.

MOTION BY HOHL, SUPPORTED BY KOEBLE TO APPROVE THE MASHINSKE SANITARY SEWER EXTENSION AND CONNECTION AGREEMENT AS PRESENTED, AS ALL OF THE ESTIMATED SEWER FEES WERE PAID UP-FRONT IN CASH.

Ayes: Hohl, Koeble

Absent: Hahn

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 KOEBLE TO ADJOURN THE MEETING.

Ayes: Hohl, Koeble

Absent: Hahn


Nays: None

Motion carried.

The meeting was adjourned at 2:40 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 March 2019

February Statistics:

- Average daily visits: 182
- Number of new patrons: 82
- Number of computer users: 237
- Number of in-building items checked out: 6,544
- Number of digital items checked out: 1,115

Upcoming Programs:

- 3/20 Drop-In Tech Help, Free, 4:00pm to 7:00pm
- 3/21 AARP Tax Help, Free, 9:30am to 3:00pm
- 3/26 (LR) Trailside Treats, \$10, 6:30pm
- 3/28 Thursday Matinee: *Crazy Rich Asians*, Free, 1:00pm
- 4/2 (LR) Michigan's Trail Getaways, Free, 6:30pm
- 4/3 Library Book Club: *A Walk In The Woods*, Free, 1:00pm
- 4/7 AARP Tax Help, Free, 9:30am to 3:00pm
- 4/9 Lost Car Companies of Detroit, Free, 6:30pm
- 4/10 Teen Night: *The Hate U Gave*, Free, 5:30pm
- 4/11 Lunch & Learn: Adorable Easter Cards, \$10, noon
- 4/13 (LR) America's Long Distance Hiking Trails, Free, 1:00pm
- 4/15 Straw Bale Gardening, Free, 6:30pm

Upcoming Closed Dates:

- Apr. 19 Good Friday

Of special note:

- **(LR) 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.
- The library now offers an **acoustic guitar for check-out**. It's located by the ukuleles.
- The library now offers 8 **cookie cutter sets for check-out**. They are located next to the cookbooks.



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: 5-Mar-19
RE: Monthly Fire Department Report for February

Current Monthly Totals

2019 Total Runs by Incident Type

from (1-Feb-19) to (28-Feb-19)

Fire	4	2.96%
Medical	90	66.67%
Hazardous Condition	10	7.41%
Service / Good Intent	18	13.33%
False Alarm / Cancel	11	8.15%
Mutual Aid	2	1.48%
Other	0	0.00%
Totals	135	100.00%

2019 Total Runs by District

from (1-Feb-19) to (28-Feb-19)

North West	22	16.30%
North East	19	14.07%
South West	46	34.07%
South East	44	32.59%
Mutual Aid	4	2.96%
Totals	135	100.00%

Comparative Statistics - 2018 vs 2019 by Month

2018 Runs

from (1-Feb-18) to (28-Feb-18)

2019 Runs

from (1-Feb-19) to (28-Feb-19)

% Change

Fire	4	4	0.0%	No Change
Medical	80	90	12.5%	Increase
Hazardous Condition	4	10	150.0%	Increase
Service / Good Intent	6	18	200.0%	Increase
False Alarm / Cancel	4	11	175.0%	Increase
Mutual Aid	3	2	-33.3%	Decrease
Other	5	0	-5.0%	Decrease
Totals	106	135	27.4%	Increase



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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: 5-Mar-19
RE: Monthly Fire Department Report for February

Comparative Statistics - 2018 vs 2019 Year-To-Date

	2018 Runs from (1-Jan-18) to (28-Feb-18)	2019 Runs from (1-Jan-19) to (28-Feb-19)	% Change	
Fire	4	7	75.0%	Increase
Medical	160	167	4.4%	Increase
Hazardous Condition	18	24	33.3%	Increase
Service / Good Intent	13	39	200.0%	Increase
False Alarm / Cancel	9	24	166.7%	Increase
Mutual Aid	10	4	-60.0%	Decrease
Other	8	0	-8.0%	Decrease
Totals	222	265	19.4%	Increase

Paid-On-Call Average Hours Worked per week as of 01-January-2019

Weekly Average	Number of Employees
0.0 - 10.0 Hours	24
10.1 - 20.0 Hours	9
20.1 - 25.0 Hours	4
25.1 - 30.0 Hours	1
Over 30.0 Hours	4

Start Date	1-Feb-2019
Finish Date	28-Feb-2019

LIGHTS & SIRENS (PRIORITY 1 - HAMBURG TOWNSHIP ONLY)

OVERALL AVERAGES		DAYTIME	NIGHTS / WEEKENDS	DIFFERENTIAL
RESPONSE TIME	0:06:51	0:06:36	0:07:05	0:00:29
SCRAMBLE TIME	0:01:27	0:01:16	0:01:36	0:00:20
DRIVE TIME	0:05:25	0:05:20	0:05:29	0:00:09
GEOGRAPHICS		DAYTIME CALLS	NIGHTS / WEEKENDS CALLS	DIFFERENTIAL
STATION 11	31	14	17	3
STATION 12	34	16	18	2
TOTAL	65	Daytime Totals 30 46.15%	Nights & Wknd Totals 35 53.85%	

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

OVERALL AVERAGES		DAYTIME	NIGHTS / WEEKENDS	DIFFERENTIAL
RESPONSE TIME	0:08:54	0:07:35	0:10:02	0:02:28
SCRAMBLE TIME	0:01:37	0:01:02	0:02:06	0:01:05
DRIVE TIME	0:07:14	0:06:31	0:07:51	0:01:19
GEOGRAPHICS		DAYTIME CALLS	NIGHTS / WEEKENDS CALLS	DIFFERENTIAL
STATION 11	37	17	20	3
STATION 12	29	13	16	3
TOTAL	66	Daytime Totals 30 45.45%	Nights & Wknd Totals 36 54.55%	



HAMBURG TOWNSHIP POLICE

MONTHLY REPORT

February, 2019

COMMUNITY HAPPENINGS

Community Involvement:

- Officer Sean Hogan conducted a Child Car Seat Safety installation and presentation at the police station on February 1, 2019.
- Officer Sean Hogan conducted a Child Car Seat Safety installation and presentation at the police station on February 16, 2019.

Communications:

- Officer Anthony Wallace received a thank you note from a resident for his helping of a stranded female motorist (changing her flat tire) on February 3, 2019.
- Officer Sean Hogan received a thank you note on February 5, 2019 from the son of an elderly resident for his handling of a traffic crash.
- Officer Daniel Bromley received a thank you note from a resident on February 15, 2019 for his handling of a medical call for service at her home.

POLICE DEPARTMENT OPERATIONS

Personnel:

- No personnel movement this month.

Training:

- Sgt. Gary Harpe, Sgt. Alysha Garbacik, Officer Adam Fischhaber and Officer Sean Hogan attended Evidence Technician training at the University of Michigan on February 5, 2019.
- Deputy Chief Dariusz Nisenbaum attended the Michigan Association of Chiefs of Police conference February 6, 2019 – February 8, 2019 in Grand Rapids.
- Sgt. Anthony Wallace and Officer Steve Locke attended Tactical Combat Casualty Care training February 12, 2019 – February 14, 2019 in Howell.
- Officer Daniel Bromley attended Dive Team training in Hartland on February 17, 2019.
- Deputy Chief Dariusz Nisenbaum, Sgt. Anthony Wallace, Officer Steve Locke and Officer Matthew Duhaime participated in SWAT team training on February 20, 2019 in Brighton.
- Sgt. Anthony Wallace attended Abandoned Vehicle training February 21, 2019.
- Sgt. Anthony Wallace attended Patrol Tactics training in Howell on February 25, 2019.
- Officer Sean Hogan, Officer Nathan Watson, Officer Spencer Flavin and Officer Dahne DeBottis attended Patrol Tactics training in Howell on February 26, 2019.
- Officer Daniel Bromley and Officer Adam Fischhaber attended Patrol Tactics training in Howell on February 27, 2019.
- Sgt. Gary Harpe, Sgt. Megan Paul, Sgt. Alysha Garbacik, Officer Kimberly Leeds and Officer Justin Harvey attended Patrol Tactics training in Howell on February 28, 2019.

Monthly Arrest Summary

02/01/19- 9:42pm:

A 56-year old male Township resident was arrested at M-36 & Kress Road for *Operating While Intoxicated*. His vehicle was turned over to a licensed driver and he was lodged in the Livingston County Jail.

02/02/19- 1:37pm:

A 38-year old male Township resident was arrested at Stonegate Drive & Windemere Pointe for *Operating While Intoxicated*. His vehicle was impounded and he was lodged in the Livingston County Jail.

02/06/19- 8:33pm:

A 33-year old male Waterford resident was arrested on Chilson Road at M-36 for *Operating While Intoxicated*. His vehicle was impounded and he was lodged in the Livingston County Jail.

02/07/19- 7:13pm:

A 34-year old male Detroit resident was arrested at M-36 & Galation Drive on a criminal bench warrant out of Wayne County for *Failure to Pay Child Support*. His vehicle was impounded and he lodged in the Livingston County Jail.

02/07/19- 7:13pm:

A 25-year old female Detroit resident was arrested at M-36 & Galation Drive on a felony warrant for *Felonious Assault* out of Wayne County. She was lodged in the Livingston County Jail.

02/08/19- 8:13pm:

A 51-year old male Commerce Township resident was arrested at M-36 & Whitewood Road for *Operating While Intoxicated*. His vehicle was impounded and he was lodged in the Livingston County Jail.

02/09/19- 2:38pm:

A 66-year old male Gregory resident was arrested at M-36 & Pettysville Road for *Driving While License Suspended*. His vehicle was impounded and he was cited and released.

02/18/19- 2:00pm:

A 51-year old male Howell Township resident was arrested at Chilson Road & Locust Way Drive on a misdemeanor warrant out of Howell for *Failure to Appear on an Ordinance Violation*. He was released after posting bond.

02/23/19- 1:00am:

A 38-year old male Township resident was arrested at M-36 & Chambers *Operating While Intoxicated*. His vehicle was impounded and he was lodged in the Livingston County Jail.

02/23/19- 4:38pm:

A 38-year old female Northfield Township resident was arrested at 8 Mile Road & Hall Road for *Operating While Intoxicated*. Her vehicle was impounded and she was lodged in the Livingston County Jail.

02/26/19-10:53am:

A 34-year old male Township resident was arrested at his place of employment for *Making a False Report of a Felony*. He was lodged in the Livingston County Jail.

02/26/19- 8:51pm:

A 46-year old male Holly resident was arrested at Junior Drive & Mayfred Drive for *Operating While Intoxicated*. His vehicle was impounded and he was lodged in the Livingston County Jail.

02/27/19- 3:40pm:

A 57-year old male Genoa Township resident was arrested at Schafer Road & Chambers for *Operating While Intoxicated*. The vehicle was turned over to the registered owner and he was lodged in the Livingston County Jail.

02/27/19- 5:13pm:

A 37-year male old Oceola Township resident was arrested at Industrial Drive & M-36 on a misdemeanor warrant for *Driving While Suspended out* of Chelsea. He was turned over to the Michigan State Police on the warrant. The vehicle was turned over to the registered owner.

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:

New patrol unit #7004 (2019 Dodge Charger) went into service on February 20, 2019.

Red Barrel:

34 pounds of prescription drugs were removed from the Red Barrel in front of the police station on February 14, 2019.

LIVINGSTON COUNTY 911

Events by Nature Code by Agency

Agency: HATP, Event date/Time range: 02/01/2019 00:00:00 - 02/28/2019 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	911 HANG UP	0	0	4	4	0%	0:03:14	0:07:11	0:05:56	0:52:48	0:13:1
	ABANDONED VEHICLE	0	1	0	1	0%	0:00:01	0:00:00	0:08:23	0:08:24	0:08:2
	ABDOMINAL PAIN	0	0	1	1	0%	0:00:29	0:00:00	0:00:00	0:00:44	0:00:4
	ALARM	0	1	34	35	2%	0:03:08	0:07:31	0:08:52	10:04:16	0:17:1
	ALLERGIC REACTION STINGS BITES	0	0	1	1	0%	0:00:21	0:00:00	0:00:00	0:00:57	0:00:5
	ANIMAL COMPLAINT	0	6	9	15	1%	0:10:34	0:07:22	0:17:42	6:59:24	0:27:5
	AREA CHECK	0	411	0	411	24%	0:00:01	0:00:00	0:03:07	21:27:32	0:03:0
	ASSAULT IN PROGRESS	0	0	1	1	0%	0:02:56	0:04:54	3:04:13	3:12:03	3:12:0
	ASSAULT REPORT ONLY	0	1	1	2	0%	0:07:33	0:04:26	0:48:04	1:48:08	0:54:0
	ASSIST EMS	0	0	80	80	5%	0:00:45	0:06:56	0:18:02	13:46:42	0:10:2
	ASSIST FIRE DEPARTMENT	0	0	10	10	1%	0:00:23	0:06:33	0:29:37	2:31:04	0:15:0
	ASSIST OTHER AGENCY	0	1	2	3	0%	0:00:01	0:09:02	0:33:19	1:58:05	0:39:2
	BREATHING PROBLEM	0	0	1	1	0%	0:00:42	0:03:32	0:10:44	0:14:59	0:14:5
	BUILDING/PROPERTY/VACATION CHK	0	95	0	95	6%	0:00:01	0:07:34	0:03:48	6:16:50	0:03:5
	CITIZEN ASSIST	0	12	8	20	1%	0:02:45	0:21:38	0:16:25	8:06:37	0:24:2
	COMMUNITY POLICING	0	6	0	6	0%	0:00:01	0:00:00	0:02:57	0:17:51	0:02:5
	CONSERVATION LAWS	0	0	1	1	0%	0:10:12	0:11:38	0:05:52	0:27:42	0:27:4
	CONVULSIONS/SEIZURES	0	0	2	2	0%	0:00:56	0:06:17	0:14:32	0:43:29	0:21:4
	DHS REFERRALS	0	0	2	2	0%	0:06:42	0:11:16	0:05:27	0:35:35	0:17:4
	DIABETIC PROBLEM	0	0	1	1	0%	0:00:27	0:06:38	0:08:04	0:15:10	0:15:1
	DISTURBANCE/TROUBLE	0	0	3	3	0%	0:03:22	0:01:31	0:18:50	1:11:11	0:23:4
	DOMESTIC PHYSICAL IN PROGRESS	0	0	2	2	0%	0:02:03	0:07:12	1:21:34	3:01:37	1:30:4
	DOMESTIC VERBAL	0	0	5	5	0%	0:02:45	0:06:51	0:55:12	5:24:06	1:04:4

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
	EXPLOSION	0	0	1	1	0%	0:00:00	0:05:41	0:05:18	0:10:59	0:10:59
	FALL	0	0	1	1	0%	0:00:26	0:05:02	0:12:14	0:17:42	0:17:42
	FALL PRIORITY 3	0	0	4	4	0%	0:00:49	0:00:00	0:00:00	0:03:13	0:00:49
	FOLLOW UP	0	16	0	16	1%	0:00:01	0:07:35	0:14:46	5:04:49	0:19:06
	FOOT PATROL	0	6	0	6	0%	0:00:01	0:00:18	0:20:07	2:01:09	0:20:18
	FRAUD	0	0	3	3	0%	0:13:19	0:24:53	0:34:21	2:49:18	0:56:22
	GENERAL NON CRIMINAL	0	3	0	3	0%	0:00:01	0:00:00	0:06:18	0:18:57	0:06:18
	HAZARD	0	5	3	8	0%	0:01:37	0:03:02	0:08:18	1:22:06	0:10:18
	HEART PROBLEMS	0	0	2	2	0%	0:01:16	0:00:00	0:00:00	0:03:46	0:01:16
	HEMORHAGE/LACERATION	0	0	1	1	0%	0:04:48	0:00:00	0:00:00	0:05:52	0:05:52
	HIT AND RUN ACCIDENT	0	0	2	2	0%	0:04:58	0:16:14	0:48:30	2:19:25	1:09:44
	INDECENT EXPOSURE	0	0	1	1	0%	0:06:57	0:00:00	0:00:00	2:04:51	2:04:51
	INFO- GENERAL	0	12	5	17	1%	0:01:19	0:13:33	0:23:43	8:16:10	0:29:19
	INTIMIDATION THREATS HARASSMEN	0	0	5	5	0%	0:04:15	0:13:55	0:15:56	3:42:59	0:44:33
	LARCENY	0	1	2	3	0%	0:04:40	0:35:34	0:34:34	3:04:12	1:01:22
	LITTERING, DUMPING	0	1	0	1	0%	0:00:00	0:00:00	0:24:47	0:24:47	0:24:47
	LOCKOUT	0	4	5	9	1%	0:01:56	0:06:47	0:09:22	2:20:16	0:15:33
	LOST/FOUND PROPERTY	0	1	0	1	0%	0:00:00	0:00:00	0:08:06	0:08:06	0:08:06
	LOUD PARTY	0	0	1	1	0%	0:00:00	0:06:27	2:10:15	2:16:43	2:16:43
	MDOP	0	1	1	2	0%	0:00:45	0:07:38	0:22:09	1:01:04	0:30:33
	MEETINGS	0	4	0	4	0%	0:00:01	0:00:07	1:29:33	4:29:25	1:07:22
	MENTAL/CMH/PSYCH	0	0	1	1	0%	0:03:29	0:00:00	0:00:00	0:03:36	0:03:36
	MESSAGE DELIVERY	0	0	1	1	0%	0:05:57	0:13:32	0:05:57	0:25:26	0:25:26
	MISSING PERSON/RUN-A-WAY	0	0	4	4	0%	0:06:37	0:12:37	0:54:25	3:56:00	0:59:00
	MOTORIST ASSIST	0	13	2	15	1%	0:00:58	0:03:59	0:14:19	3:55:33	0:15:44
	NOISE COMPLAINTS	0	0	2	2	0%	0:01:50	0:06:21	0:38:28	1:33:20	0:46:44
	OPEN DOOR	0	1	0	1	0%	0:00:01	0:00:00	0:00:10	0:00:11	0:00:11

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
	ORDINANCE INVESTIGATION	0	1	0	1	0%	0:00:01	0:00:00	0:11:18	0:11:19	0:11:19
	OVERDOSE/INGESTION	0	0	3	3	0%	0:00:24	0:06:24	0:39:36	2:19:14	0:46:21
	PARK/TRAF COMP	0	4	0	4	0%	0:00:01	0:09:37	0:03:25	0:23:20	0:05:50
	PARKING COMPLAINTS	0	0	2	2	0%	0:03:09	0:06:49	0:44:32	1:48:59	0:54:30
	PATROL INFORMATION	0	0	5	5	0%	0:03:29	0:02:07	0:07:09	1:01:49	0:12:22
	PBT REQUEST	0	0	1	1	0%	0:02:54	0:24:44	0:00:11	0:27:49	0:27:49
	PDA	0	5	19	24	1%	0:02:45	0:08:26	0:47:26	22:48:07	0:57:00
	PERSONAL INJURY ACCIDENT	0	0	2	2	0%	0:00:19	0:02:47	1:12:39	2:31:30	1:15:45
	PIREF (REFUSE EMS)	0	0	1	1	0%	0:02:03	0:12:28	0:21:37	0:36:09	0:36:09
	PRISONER TRANSPORT	0	1	0	1	0%	0:00:00	3:04:45	0:48:45	3:53:31	3:53:31
	PUBLIC SERVICE	0	1	0	1	0%	0:00:01	0:05:12	0:02:35	0:07:48	0:07:48
	ROAD RUNOFF	0	0	2	2	0%	0:06:18	0:35:31	0:14:25	1:52:29	0:56:15
	SCHOOL EVENTS	0	4	0	4	0%	0:00:01	0:00:00	0:07:04	0:28:20	0:07:00
	SEX OFFENDER	0	1	0	1	0%	0:00:00	0:05:10	0:07:01	0:12:12	0:12:11
	SHOTS FIRED	0	0	1	1	0%	0:03:43	0:08:11	0:17:46	0:29:40	0:29:40
	SICK PERSON PRIORITY 3	0	0	1	1	0%	0:01:59	0:00:00	0:00:00	0:02:19	0:02:19
	STRUCTURE FIRE	0	0	1	1	0%	0:00:15	0:03:45	0:51:02	0:55:02	0:55:00
	SUBDIVISION PATROL	0	537	0	537	31%	0:00:01	0:00:00	0:03:48	34:09:19	0:03:48
	SUBPOENA SERVICE	0	8	0	8	0%	0:00:01	0:07:07	0:04:06	1:20:41	0:10:00
	SUICIDAL SUBJECT	0	0	3	3	0%	0:02:27	0:09:41	0:51:28	3:10:47	1:03:30
	SUSPICIOUS PERSON	0	0	2	2	0%	0:06:38	0:04:38	0:13:31	0:35:45	0:17:55
	SUSPICIOUS SITUATION	0	1	4	5	0%	0:03:25	0:06:44	0:11:45	1:28:37	0:17:44
	SUSPICIOUS VEHICLE	0	7	1	8	0%	0:01:02	0:14:26	0:09:58	1:41:27	0:12:44
	TRAFFIC DETAIL	0	112	0	112	7%	0:00:01	0:00:00	0:17:36	32:52:18	0:17:36
	TRAFFIC STOP	0	142	1	143	8%	0:00:03	0:00:52	0:09:43	23:14:52	0:09:43
	TRAFFIC VIO/ARREST	0	2	1	3	0%	0:02:59	0:05:24	1:59:56	6:08:11	2:02:44
	TRESSPASSING, LOITERING	0	0	2	2	0%	0:04:30	0:04:05	0:14:29	0:46:09	0:23:00

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
	TRF COMPLAINT/ROAD HAZARDS	0	1	1	2	0%	0:06:35	0:14:55	0:15:41	1:07:46	0:33:5
	UNATTENDED DEATH/INVESTIGATION	0	0	1	1	0%	0:05:19	0:07:56	1:37:48	1:51:03	1:51:0
	UNKNOWN ACCIDENT	0	0	2	2	0%	0:02:05	0:10:10	0:02:31	0:14:57	0:07:2
	VEH UDAA REPORT	0	0	1	1	0%	0:52:44	0:09:47	1:45:26	2:47:58	2:47:5
	VEHICLE FIRE	0	0	1	1	0%	0:03:14	0:09:00	1:24:16	1:36:30	1:36:3
	WAR ATT/SEARCH	0	1	2	3	0%	0:06:47	0:05:08	0:40:52	2:31:37	0:50:3
	WARRANT ARREST CRIMINAL	0	0	1	1	0%	0:01:23	0:01:25	2:24:39	2:27:28	2:27:2
	WELFARE CHECK	0	2	6	8	0%	0:04:09	0:09:23	0:45:55	7:42:17	0:57:4
	WIRES DOWN	0	0	2	2	0%	0:00:52	0:11:44	0:00:05	0:19:39	0:09:5
Subtotals for No Summary Code		0	1432	284	1716	100%	0:03:13	0:11:29	0:30:40	308:02:07	0:38:3
Subtotals for HATP		0	1432	284	1716	100%	0:03:13	0:11:29	0:30:40	308:02:07	0:38:3



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



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To: Municipal Utilities Committee
From: Tony Randazzo
Date: 03-05-2019
Re: DPW Monthly Report

-
1. The wastewater treatment plant was in compliance for the entire month of February.
 2. The trial use of RE300 is still ongoing at the wastewater treatment plant. It's still too early to draw any conclusions.
 3. The DEQ has not provided any feedback on our permit yet.
 4. Biotech has taken sludge samples in preparation of the spring haul.

HAMBURG TOWNSHIP DPW ACTIVITY TRACKING CHART 2018 VERSES 2019

DPW Activities	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
	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	35	36		43		54		48		43		52		52		47		38		27		526	69
Grinder Replacements	44	26	23	22	31		37		48		40		34		42		39		32		37		22		429	48
Grinder Repairs	56	31	27	36	35		41		42		42		39		52		39		41		32		26		472	
Hiland-other repair	4	8	6	6	11		7		20		8		11		9		7		16		3		15		117	
Grinder Star - Ups	2	2	1	3	4		2		4		2		1		1		4		3		2		2		28	5
Grinder Deact.	1	1	0	0	0		0		0		0		0		0		0		1		0		0		2	1
Sewer Repairs	0	0	0	1	0		0		0		1		1		0		0		0		0		0		2	1
WWTP Alarms	2	0	6	5	5		25		22		13		10		9		11		8		7		2		FALSE	5
Hamburg Road Lift	2	1	4	2	2		2		2		2		5		1		3		1		2		1		15	3
Winans Road Lift	2	1	4	2	3		2		2		4		4		2		5		2		2		1		33	3
KESS RD. Lift	2	3	4	2	2		2		1		5		1		1		3		2		2		0		25	5
Ore Station Alarms	2	3	5	2	5		9		7		7		14		3		3		1		2		1		59	5
School Alarms	2	1	0	2	1		1		2		3		2		1		4		0		0		0		16	3
Grinder Reacts	1	0	1	0	1		1		1		0		2		0		1		0		1		1		10	0
Rustic Station	1	0	4	1	2		3		6		4		2		1		2		2		2		0		29	1
Medical Center	3	0	2	4	1		2		2		2		4		1		4		1		2		1		25	4
Miss Dig Stakings	63	92	130	60	175		220		275		350		410		430		320		250		210		172		3005	152
Grinders in stock	70-4	35-3	67-4	31-3	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	2	1		2		2		1		2		1		2		0		2		1		17	3
Overtime call outs	31	13	17	17	14		25		32		21		24		34		33		31		23		23		308	30
PLANT -EFF./MO.	9.1	8.7	8.3	8.3	8.8		8.7		9.8		9.2		9.2		8.7		8.8		8.6		8.4		9.1		107	17
AVE. DAILY/ MG	0.26	0.29	0.29	0.29	0.28		0.29		0.33		0.32		0.31		0.29		0.31		0.29		0.29		0.29			1
MAX. DAILY MG.	0.32	0.31	0.31	0.33	0.34		0.34		0.41		0.33		0.31		0.32		0.33		0.32		0.31		0.32			1
PLANT- INF/ MO.	8.4	9	9	8.5	9.3		9.2		10.4		9.9		9.9		9.2		9.7		9.6		9.4		9.5		114	18
AVE. DAILY /MG	0.32	0.3	0.32	0.3	.030		0.31		0.34		0.34		0.31		0.31		0.32		0.33		0.31		0.32			1
MAX. DAILY MG.	0.36	0.34	0.34	0.38	0.34		0.37		0.47		0.33		0.35		0.33		0.32		0.32		0.34		0.34			1

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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, February 13, 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, Neilson, Priebe, Rill & Watson,

Absent: Bohn

Also Present: Amy Steffens, Planning & Zoning Administrator & Brittney Stein, Zoning Coordinator

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: 1 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:

ZBA 2019-001

Applicant: Stephen and Deborah Nash

Location: Downing Drive Hamburg MI 48139

Parcel ID: 15-28-402-010

Parcel owner: Greg and Kimberly Attwood

Request: Appeal of Zoning Administrator's issuance of land use permit 18- 0584 that would permit the installation of 70 linear feet of a six-foot tall fence at parcel 15-28-402-010.

Mr. Stephen Nash, applicant, made the following statement: In some areas, building a "spite wall" is prohibited because of the doctrine of abuse rights. In Michigan, the law has been settled since at least 1895. A right ends where an abuse begins. The free standing construction for the Atwood vacant property located across from 4831 Downing Drive is in a secure neighborhood where crime is nearly non-existent. Yet, the developers of that site needlessly began construction of a six-foot high by 70 foot long solid white plastic wall that invites urban blight into this otherwise natural setting and intentionally blocks the lake views of existing neighboring homes that have been enjoying that view for centuries. How do we know that the wall is being erected for malicious purposes? Look to the representations in the permit application. The developers represented that the fence was a 42 inch open split rail design to be open on all sides and allow complete visibility of adjacent properties. If the developer had a legitimate purpose, there would not be a need for deception. They represented that the fence would be the same or similar to other decorative fences that can be seen throughout the neighborhood. What they actually installed was quite different. This is an important distinction for this particular community because other owners of properties do not block views. They do not interfere with neighbor's quiet enjoyment or decimate property values. Such abuse is a prohibited public nuisance because it serves no legitimate purpose to the developer and it unreasonably interferes with the use and enjoyment of existing property owners. Indian Gardens is a very unique community because even though Hamburg Township enjoys an abundance of natural resources, existing residents in Indian Gardens are like-minded people who agreed to covenants and restrictions that would ensure the legacy of Strawberry Lake and the Huron River for perpetuity. Residents here protect and respect the natural environment and have developed a way of life that minimizes human intrusion to preserve natural habitat. Their common understanding is as guardians of this natural beauty, residents have learned to cooperate and negotiate petty differences with respect for each other and for the unique way of life we have all come to enjoy. No one who has risen from a night's sleep to have a cup of coffee on their front deck while watching the geese, sandhill cranes and the ducks walk across the park would contemplate shutting off their neighbors from such enjoyment. Indian Gardens offers peace and tranquility with common community fire pits and children playing in the park in a setting of unparalleled harmony with natural splendor. For over 100 years neighbors respected each other and the beauty nature brought to this unique community. We ask that before you attempt to continue to endorse the land use permit for the white plastic barrier to separate the once undivided community, you re-visit your initial decision. I urge you to stand where the Indian Gardens community stands, look out at the cove, the Huron river and the lake and consider just how many communities in America exist like this and how many people in the world who are not millionaires afford to give such a life to their families and their children. I ask that before you permanently take this precious way of life away from the residents of our community, that you ask yourself to what end will it accomplish. The answer is manifest; there is no legitimate purpose. In your discretion as an individual and ZBA Board Member, sometimes all that needs to be done is to respect what has been accomplished by those that came before us. We ask that you simply allow the residents of Indian Gardens to continue life on the lake as it has been without the intrusion of an unnecessary and monstrously conceived eyesore in the form of what is legally described as a "spite wall" and is outlawed in Michigan.

Mr. Roger Meyers, Attorney for Mr. Nash presented a number of exhibits. He stated that they are appealing the decision granting the land use permit for the construction of the fence. The basis on which they are seeking to reverse the decision is Section 8.14.1 (f) of the Township's Zoning Ordinance which provides that a fence shall not be erected where it would prevent or unreasonably obstruct the use of adjacent properties or use of an existing driveway or other means of access of adjacent properties. The focal point of their appeal is that this fence would unreasonably obstruct the use of the adjacent property. The question is what is the key element of the use of the Nash's property and all of their neighbors? The quintessential use of these properties is the natural, unobstructed views of the lake which has been enjoyed for hundreds of years. He believes that it will be clear that the permit and construction of the fence will unreasonably obstruct the use of those properties. He explained the notification to the property owner that they would pursue this course of action. He gave a history of the Downing's Subdivision and Indian Gardens plats. He discussed the private restrictions that were imposed on the properties restricting the building of any boat house or plant any trees thereon so as to obstruct the view of the lake now or at any future time for any owners or occupants of property in said subdivision and a restriction that said no fence or building shall be erected on said premises and this shall be a perpetual restriction. He stated that this entire area

was deed restricted for everyone's benefit and against everyone's property. He showed the continuation of the deed restrictions that had been in place since the 1930s.

Mr. Meyers reviewed that application for the fence. He stated that there is a blatant misrepresentation where it says "matches existing". There was no existing fence that this fence is replacing. Further, the survey provided indicates "No title work was supplied by client". This fence should not have been lawfully allowed because it clearly violates the deed restrictions. This was a deliberate omission because they did not want to alert the surveyor or Township in submitting the application for the land use permit. He presented a number of photographs from the Nash's deck including the construction of the fence. He gave a definition of Spite fence: A fence of no beneficial use to person erecting and maintaining it on his land and maintained solely for purpose of annoying owner of adjoining land. There is no other purpose for this fence other than to obstruct not only the Nash's view but all of the adjacent property owners in the Indian Garden Subdivision. Not only is it a spite fence but it is in clear violation of all of the deed restrictions and contrary to the quintessential use of these properties and that is the beauty and unobstructed views. Based on all of this information, he would submit that the issuance of the land use permit and construction of the fence does constitute a violation of Section 8.14.1(f) of the Township's Zoning Ordinance. He would request that the ZBA reverse the decision granting the permit.

Mr. Nash presented a video of the construction of the fence including the auger close to the trees possibly causing damage to the trees.

Ms. Elizabeth Hodges representing Deborah Nash read a letter from Mrs. Nash:

I regret that an unforeseen medical condition prevents me from attending the February 13, 2019 meeting personally. The matter of the Attwood construction is a matter of critical importance to me and so many others in our community who have invested their life savings to live in this unique environment. This letter is written for your consideration before any final decision is rendered. I feel strongly that the Attwood's, as developers, must be prohibited from further damaging our community because the wall they are building is needlessly and negatively impacting neighboring properties in Indian Gardens. Michigan state law forbids erecting a spite wall. The right to use property as one sees fit ends where abuse begins. The Attwood's proposed 6' by 70' solid white plastic wall invites urban blight into an otherwise natural setting and intentionally blocks the lake views of existing neighbors - without any functional purpose.

It is difficult to understand the motive for such actions unless we accept that the Attwood's simply do not respect the community from which they seek to profit. Numerous indicators of malicious nuisance exist. For example, representations in the permit application are missing or inaccurate. Plans submitted to the Township fail to provide required information such as easements and deed restrictions. Without such information, permits cannot be properly considered. The developers also represented that their permitted fence would be a 42" open split rail design that was open on all sides, like the one existing with the adjacent home. That fence allows complete visibility between adjacent properties and stops short of interfering with the root systems of established trees. Although they represented that the fence to be installed was the same or similar to other small decorative fences that could be seen throughout Indian Gardens, what they actually installed was quite different. This is a material distinction for this particular community because by design other properties do not block views, interfere with neighbor's quiet enjoyment or decimate property values. To accomplish construction of the wall, developers intentionally brought in approximately 10"-12" augers that bore 4' X1' deep holes into the root system of established trees on our property without permission. These developers made no effort to minimize the impact their ill-founded activities had on the community and they failed to consider any less intrusive actions. If the developers had a legitimate purpose, there would not have been a need for deception and they would have worked with the community to achieve mutual goals. Such abuses are prohibited because they serve no legitimate purpose to the developers and instead they unreasonably interfere with the use and enjoyment of existing property owners. Indian Gardens is a unique community because even though Hamburg Township enjoys an abundance of natural resources, existing residents in Indian Gardens have agreed to covenants and restrictions that would ensure the legacy of Strawberry Lake and the Huron River for perpetuity. No one who has risen to have a cup of coffee on their front deck while watching the geese walk across the park or ducks splash with their young would contemplate shutting off their neighbors from such enjoyment. For over a hundred years neighbor; other and the

beauty nature brought to this unique community. We ask that you revisit your initial decision and revise recommendations in your staff report to protect and preserve the natural and historic character of this extraordinary community. The white plastic wall serves no functional purpose and, instead senselessly conflicts with the natural harmony of the existing environment. Sometimes all that needs to be done is to respect what has been accomplished by those who came before us. Township founders had it right when they set up the park setting with surrounding homes. The small waterfront parcels of the Indian Gardens community are particularly susceptible and their character will be lost forever without your protection.

Chairperson Priebe stated that we have received three emails from neighbors opposed to the fence. We have also received one letter from another neighbor in support of the fence as well as a letter from the Attwoods.

Amy Steffens, Planning & Zoning Administrator stated that this is not the typical variance request. Referring to the Staff Report for ZBA 19-001, she gave a project description. Stephen and Deborah Nash have filed an appeal of the zoning administrator's issuance of land use permit (LUP) 18-0584 to permit the installation of 70 linear feet of a six-foot tall fence at parcel 15- 28-402-010, lot 8 of the Supervisor's Plat of Indian Gardens. Lot 8 fronts onto Downing Drive to the east; Strawberry Lake is to the south; the site is improved with an existing 1,196-square foot garage. On December 11, 2018, Greg Attwood, owner of lot 8, applied for a land use permit through his representative, Chris Hewison, to construct approximately 70 linear feet of a six-foot tall board-on-board vinyl fence along the north property boundary of the site. When Mr. Hewison submitted the land use permit application, staff verified the location of the fence on the survey and highlighted the area included in the application. It should be noted that the writing on the fence drawing is staff writing as our own internal note. The application proposed a 6-foot tall vinyl fence. The applicant did not apply for a 4 foot split rail fence and did not indicate anything other than what was permitted and partially constructed. On December 14th & 17th we conducted site visits to verify the application. She reviewed Section 3.3 of the Zoning Ordinance which governs Land Use Permits and application and issuance of those. She discussed what is required when you apply for a permit and the information provided for the application for the fence. She stated that deed restrictions are not required to be shown on either the plot plan or survey. The Township does not enforce private deed restrictions or easements. If there is an easement for a sanitary sewer line, we require that to be shown because that is something the Township has an interest in. Section 3.3.3 requires evidence of ownership. We have a warranty deed on file for lot 8 with the Township Assessor which shows that Greg and Kimberly Atwood are the owners. We knew that we had everything to initiate a review of the land use permit application. Zoning Coordinator Brittany Stein conducted a site inspection on December 14 to verify that lot conditions were as shown on the survey. She found that the survey stakes were installed, the location of the proposed fence was indicated, and the survey accurately depicted the site conditions. Zoning Administrator Amy Steffens and Code Enforcement Officer Mike Sumeracki conducted a second site inspection on December 17 to confirm the existing site conditions matched the owner's permit application. The owner's survey does show that the site is within the AE floodplain. Staff confirmed with the Michigan Department of Environmental Quality that the fence would not require a DEQ permit under Part 301. In a telephone conversation with Donna Cervelli on December 18, 2018, staff confirmed with Donna Cervelli, DEQ floodplain engineer, that the proposed fence would not constitute a hazard if properly anchored. The DEQ also confirmed that no Part 301 permit was necessary.

Steffens presented the application showing the request for a permit for a 6 foot tall fence approximately 70 linear feet as well as the survey and fence detail. She discussed Section 8.14.1- Fences, Walls and Screens of the Zoning Ordinance which was applied when reviewing Mr. Attwood's fence permit application. Section 8.14.2 is in addition to the standards of Section 8.14.1 that applies to all fences, walls or other screening structures within the residential zoning district. This property is located within the WFR zoning district. She reviewed those additional standards. The zoning administrator determined that Mr. Attwood had submitted an administratively complete land use permit application that included a boundary survey, fence details, and application. Section 8.14 permits a six-foot fence at the location as shown on the application. On December 21, 2018, the zoning administrator issued LUP 18-0584 for a "six-foot tall vinyl privacy fence along only the north property line, extending from the existing fence to the rear property line. Approximately 70 linear feet. Fence posts shall be designed and anchored to prevent flotation, collapse, or lateral movement of the fence panels. On January 8, 2109 Stephen and Deborah Nash filed an appeal of the issuance of Land Use Permit 18-0584. That same day, the

Zoning Administrator contacted Mr. Greg Atwood and advised him of the appeal and that a stop work order was being placed on the property. January 22, 2019 a stop work order was placed on lot 8. It is not a requirement to place a stop work order, but she chose to do so as a courtesy to the property owner as well as adjacent properties.

Steffens stated that Article 6 of the Zoning Ordinance governs the activities of the Zoning Board of Appeals. Section 6.4. of the Zoning Ordinance specifies the appeal process for a decision of the zoning administrator. She reviewed Section 6.4. She stated that Section 6.5 grants the Zoning Board of Appeals the authority to hear and decide appeals where it is alleged there is an error of law in any order, requirement, decision or determination made by the Zoning Administrator in the enforcement of this Zoning Ordinance. The applicants believe that the fence permit violates Section 8.14.(F): "A fence shall not be erected where it would prevent or unreasonably obstruct the use of adjacent property or the safe use of an existing driveway or other legal means of access to adjacent property." The permitted fence does not obstruct access to the Nash property, as it is entirely on lot 8 and does not block the right-of-way of Downing Drive, which is the legal access to the Nash's property. Furthermore, the permitted fence would not prevent or unreasonably obstruct the use of any adjacent properties for the intended, zoned, and developed purpose of single-family residential use. The permitted fence does not obstruct Nash's adjacent property's access to the water, as the Nash property to the north has direct, platted access to the water. She reviewed the applicant's grounds of appeal:

1. The application for the fence permit contained material misrepresentations that there was existing fence on the subject property and proposed fence "matches existing." Staff comment: Staff wrote the notation on the survey indicating that there was an existing fence on a neighboring property, not on lot 8, and that the proposed fence on lot 8 would be even with the fence on the adjacent property. Whether or not there was an existing fence on lot 8 does not change the application of Section 8.14. to lot 8 and the permit application for a fence. Permit review contemplates the proposed project and how it relates to existing site conditions. The permitted fence complies with the height and location requirements of the Zoning Ordinance. It is not clear by the applicant's appeal letter how "matches existing" is a material misrepresentation of the fence permit application. Determining whether or not the permitted fence "matches existing" fence materials either on lot 8 or on an adjacent property is not contemplated by the Zoning Ordinance.
2. The privacy fence will completely obstruct the waterway and riverway views of Applicant's property and neighboring properties thereby adversely altering the entire unique character of this established neighborhood of properties with natural, unobstructed views of the lake. Staff comment: The intent of the Zoning Ordinance requirement of the 50-foot setback from the ordinary high water mark of a waterbody is to preserve aesthetic views. The permitted fence complies with the required 50-foot setback from the OHM. Providing, maintaining, and guaranteeing an unobstructed view of a waterway when all Zoning Ordinance requirements are met is not contemplated or addressed by any provision of the Zoning Ordinance.
3. The installation of the posts for the privacy fence will cause irreparable damage to the root structure of the large mature hardwood trees that are an integral part of the overall character of the neighborhood and which will create a safety hazard for adjacent properties. Staff comment: Neither the Zoning Ordinance nor the zoning administrator can address damage to a neighboring property. Any damage caused by the installation of the fence is a civil matter between property owners.
4. The privacy fence is contrary to existing easements, right-of-ways, plat restrictions and deed restrictions. Staff comment: The fence is not located in the right-of-way of Downing Drive. Easements and plat and deed restrictions are civil matters between property owners. As previously indicated to Mr. Nash, the Township has the authority to regulate land use through the Zoning Ordinance, not deed restrictions, under the Michigan Zoning Enabling Act.
5. Blatant trespassing on and malicious destruction of Applicant's property in furtherance of the construction of the privacy fence. Staff comment: Neither the Zoning Ordinance nor the zoning administrator can address trespassing. The applicant has been previously advised to contact the Hamburg Township Police Department.

Steffens reviewed MCL 125.3201 which is where the Township derives its Zoning authority. She stated that we do not ask for deed restrictions or easements on surveys because the township can regulate land use only through the zoning ordinance. Those are things that need to be taken up between property owners through the courts. The applicants have also raised the issue of a spite fence. Again, that is something that needs to be addressed through the courts, and is not something that the Zoning Administrator or the ZBA can find that it rises to the level of a spite fence.

Chairperson Priebe opened the public hearing.

Chris Hewison, partner with Greg Atwood, stated that they applied for the permits and did everything they were supposed to do. Many of the things that the attorney said were untrue and ridiculous. He had plans to erect a house on that property for his family. It is a very peaceful area, which is why he wanted to put up a house.

There being no further comment, the public hearing was closed.

Ms. Hodges asked if the Township does not enforce the restrictions and covenants, then who is responsible. Chairperson Priebe stated that the Township enforces its Zoning Ordinance. Deed restrictions are a civil matter, and we have no jurisdiction.

Mr. Meyers stated that he would agree that the Township does not have any legal authority to enforce deed restrictions, however the Township has an obligation to enforce the provision of its Zoning Ordinance. The provision is that fences shall not be erected where it would prevent or unreasonably obstruct the use of adjacent properties. Ms. Steffens defined use as it is zoned for single family residential use. He does not believe that it should be interpreted that broadly. There are property uses that are inherent other than it is just single family residential. There are other uses that any property owner makes and is part of the enjoyment of their property. The law is to promote the public health, safety and welfare. The peaceful enjoyment of property and ability to continue to have unobstructed views of the lake is an inherent part of these properties. The deed restrictions are just a manifestation of that. He is not asking the Township to enforce those. You have the authority to recognize they are a foundation of what is an inherent use of all of these properties.

Member Auxier stated that guaranteeing a view via the ordinance is a challenging situation. We have the 50 foot setback. An argument could be made that if there is a vacant lot across the street that if a house is built, then it would obscure their view of the lake. You need to draw the line and we have a line drawn in the ordinance, which is 50 feet back from the high water mark. The ordinance is clear and the law is clear, and that is the role of the ZBA.

Chairperson Priebe agreed with Auxier and stated that again she feels that this will be decided as a civil matter.

Steffens stated that this may be a topic that could be discussed at our upcoming joint meeting. We could look at how other communities address preservation of views beyond the 50 foot setback. She further stated that there is communication from the Township Attorney with regards to this matter as well.

Member Watson suggested that possibly the property owner could take another look at the fence and bring it down to make it agreeable to other neighbors.

Mr. Nash further discussed that there is no other purpose for this fence. Generations have grown up enjoying the scenery. He discussed the Detroit Tigers using the park back in the 1930s-1940s. Chairperson Priebe stated that the permit was granted based on our ordinance. Spite fences are not addressed in our ordinance.

Mr. Nash asked if the Township has an ordinance to allow a spite fence which State Law says is illegal.

Motion by Auxier, supported by Neilson

To make the following decision on the issue raised by Stephen and Deborah Nash. Stephen and Deborah Nash are not a person aggrieved by the issuance of the December 21, 2018 land use permit to Greg and Kimberly Attwood for the construction of 70 linear feet of six-foot tall privacy fence on their property on Downing Drive, being appealed. To deny the appeal because Stephen and Deborah Nash have not shown that they have suffered special damages so as to be a person aggrieved by and having a right to appeal the decision under Section 6.4. of the Township Zoning Ordinance and MCL 125.3604(1). This decision is based on the statement of appeal not identifying any special damages, and the special damages identified in the January 18, 2019 application from Stephen and Deborah Nash and the presentation at this hearing being generalized concerns that would be shared by other property owners that are speculative in nature and not establishing any unique particular or other interest that will be directly affected by the Zoning Board of Appeals decision. The Board furthermore agrees with the zoning administrator's interpretation of Sections 3.3.2.(E) and 8.14.1.(F).

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

8. New/Old business

a) Approval of January 9, 2019 minutes and memo of findings for ZBA 18-014

Motion by Auxier, supported by Watson

To approve the January 9, 2019 minutes and memo of findings for ZBA 18-014 as written

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

Planning & Zoning Administrator Steffens reminded the Board of the joint meeting that will be held on Wednesday, February 27th at 7:00 p.m. This will be a year in review as well as our work session with the Planning Commission and Township Board and Parks and Recreation Committee. Discussion was held on adding discussion of views to that agenda. Member Auxier suggested that we take some time to think about it individually. He stated that he cannot think of another area on the Chain of Lakes that has this scenario. We need to think about making a change that may only apply to a very small number.

9. Adjournment:

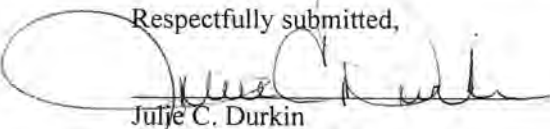
Motion by Neilson, supported by Watson

To adjourn the meeting

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

The meeting was adjourned at 8:33 p.m.

Respectfully submitted,


Julie C. Durkin
Recording Secretary

The minutes were approved as presented/Corrected: 3-13-19


Chairperson Priebe

PROJECT

Project Name:	General Ordinance Review Project - Clerk Office
Document Title:	Ordinance #98 (Cost Recovery Ordinance)
Deliver hard copy with edits to:	Deby Henneman/Clerk Office
Date Assigned:	11/20/18
Date Due :	02/19/19
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:	<ul style="list-style-type: none">-Repeal Ordinance #63 (Hazardous Spill Ordinance) in its entirety.-Repeal Ordinance #78 (Emergency Response Ordinance) in its entirety.-The subject matter covered in Ordinance #63 and Ordinance #78 are being incorporated into the new Ordinance #98 (Cost Recovery Ordinance).-Ordinance #98 has been reviewed and approved by Township Attorney Beth Saarela.

**HAMBURG TOWNSHIP
ORDINANCE NUMBER 98
COST RECOVERY ORDINANCE**

An Ordinance to establish charges for Hamburg Township Fire and/or Police response to an emergency including hazardous material under Public Act 102 of 1990 (Compiled Law 41.806A) and to provide a method of recovering cost incurred by Hamburg Township in providing emergency services and equipment.

The Township of Hamburg ordains:

Section 1.0. Title

This Ordinance shall be known and cited as the Hamburg Township Cost Recovery Ordinance.

Section 2.0. Purpose and Intent

Costs for emergency services are a normal and budgeted public expenditure by the township in order to serve its residents, taxpayers, and the public at large. However, the Township Board finds that certain kinds of emergency responses primarily benefit identifiable persons or property owners or are necessitated by certain kinds of unlawful or improper conduct. The Township Board further finds that such costs should be borne by the party responsible for those costs, as provided for in this article, in order to avoid imposition of an economic hardship on the Township.

Section 3.0. Definitions

Fire and/or Police Department Response means coming to the scene of an Emergency Situation, as set forth in Section 4, including, but not limited to a fire or hazardous materials incident, traffic or vehicular accident, or hazardous condition, or any investigation in connection with a fire, hazardous materials incident, accident or hazardous condition.

Hazardous Condition means any condition creating a concern for the physical welfare of persons, property or environment in the immediate area of the situation (including downed utility lines or gas leaks not in an occupied structure), requiring a fire or police department response.

Investigation means gathering of evidence or data in connection with arson investigations, or special investigations required to determine the responsibility of persons for fires, spills, accidents or hazardous conditions. Investigations do not include the normal investigation made to determine cause and origin of a fire as required by the State of Michigan.

Release means any leaking, spilling, pumping, pouring, emitting, emptying, discharging, injecting, leaching, dumping, or disposing into the environment.

Person means a natural person, corporation, partnership or other entity with legal capacity.

Section 4. "Emergency Situation" Defined

- 1) *Emergency Situation* means a situation requiring emergency assistance, rendered in response to: Any fire department or police department response started or caused by a property owner or person, such as but not limited to, a controlled brush fire or other open burning, which becomes uncontrolled, any fires purposely or knowingly started in any building, dwelling, apartment structure, or any other structure, or any motor vehicles, when said fire has been started for the specific purpose of and with the intent of causing damage to or destruction of any such building, dwelling, apartment structure or vehicle.
- 2) Any fire or police department response to an incident caused by a criminal act; i.e., operating while intoxicated (OWI), intentional false alarm, arson, bomb threat, etc.
- 3) Any fire or police department response to a fire in a structure causing a loss, ignited by accidental means, shall be subject to cost recovery for damage or destruction to fire or police department equipment beyond normal wear and tear, and for all expenses incurred and paid to a third party.
- 4) Any fire or police department response for hazardous conditions or for a hazardous material incident or emergency or release. Charges in such case shall be made to the person responsible for the release, whether or not the release occurs on the property of the responsible party. The responsibility for the release includes releases caused by the person as well as any release from any vehicle, building, or other instrumentality, owned, occupied or utilized by the person, regardless of fault.
- 5) Any fire or police department response to a traffic or vehicular accident, including but not limited to the control of fires or spills, assistance to injured persons or ambulance crews, or extraction of persons from vehicles.
- 6) Any fire or police department response for hazardous conditions.
- 7) Any township response to a false alarm due to a system malfunction or maintenance issue at a property in excess of three such alarms in any consecutive one-year period, commencing anew on January 1 of each calendar year.
- 8) The provision of fire and police department equipment or personnel for the purpose of providing stand-by fire, rescue, or emergency medical services necessary to support a non-emergency event/situation or special event hosted by a for-profit organization.

When such services are requested by a non-profit organization, the township board will act upon a recommendation by the fire or police chief to charge for services.

- 9) Failure to comply with requests made by the fire or police departments to abate hazards as specified in the fire safety code as adopted by the State of Michigan. If compliance is not made within three (3) inspection visits over a thirty (30) day period, the fire chief or police chief will notify the township, who will then charge the person(s) responsible for the property the appropriate fees as provided by resolution of the Township Board.
- 10) Any fire or police department response to a threat of harm to oneself or others.
- 11) Any fire or police department response to a structure demolition.
- 12) Any fire or police department response to a utility line failure.

Section 5.0. "Persons Responsible" Defined:

The township may recover all assessable costs in connection with emergency situations from any or all responsible parties, jointly or separately. Persons responsible for charges may include:

- 1) Persons who caused the condition.
- 2) Property owners or occupants of property upon which the conditions exist.
- 3) Owners of vehicles from which occupants are extricated, owners or renters of premises from which a person or persons are rescued, and owners of vehicles receiving fire extinguishment or spill abatement shall be deemed as benefiting from the services provided.
- 4) Owners or lessees of instrumentalities involved in the condition, such as vehicle owners, utility, electric or gas companies.
- 5) Insurers or guarantors for persons responsible or benefited.
- 6) Exemption: A person who is a taxpayer of the township at the time of an incident shall not be responsible for any charges imposed under this Ordinance unless those acts are considered deliberate, criminal or deemed negligent. Hamburg Township property owners pay a tax to support their fire and police departments, therefore the township will accept payment from their insurance company for any services provided, other than deliberate, criminal or negligent acts. These insurance company payments, whatever their policy provides, shall be considered "Payment in Full."

- 7) Any and all costs associated with false alarms shall be assessed in the manner provided in Section 5. For all other emergency situations, the total assessable costs, in consultation with other township personnel involved in responding to the emergency situation, determine whether to assess all or part of such costs against any of the responsible parties. In making such a determination, the following will be considered:
- i. The total assessable cost;
 - ii. The risk that the emergency situation imposed on the township residents and their property;
 - iii. Whether there was any injury or damage to a person or property;
 - iv. Whether the emergency situation required evacuation;
 - v. The extent the emergency situation required unusual or extraordinary use of township personnel and equipment;
 - vi. Whether there was any damage to the environment.

Section 6.0. Costs and Fees Guidelines

The Township Board, upon the recommendation of the Director of Public Safety, shall establish a general fee schedule or fee guidelines, which may be associated with the township's costs in providing Fire and/or Police Department Response to an Emergency Situation. Such schedule or guidelines may include, among other things, the actual labor and material costs of the township, such as employee wages, fringe benefits, administrative overhead, costs of equipment utilized or damaged during the Emergency Response, costs of transportation and costs of material disposal, whether or not the services are provided by the township or a third party to the township; service charges and interest; attorneys' fees; witness fees; litigation costs; court costs; engineering costs; any charges, fines or penalties to the township imposed by any court or other municipal, state or federal governmental entities; costs for cleaning up, boarding-up, inspecting, testing, abating, mitigating, restoring at the site of an Emergency Situation; and, any other costs incurred by the Township, and by any other governmental or intergovernmental entity providing services at the request or direction of the Township's fire or police department, in connection with a Response to an Emergency Situation. The cost recovery committee, appointed by the Township Board, shall use the fee schedule or fee guidelines in consultation with township personnel in making the cost assessment determination. All funds collected as a result of this ordinance shall be used for the normal operations and maintenance of the fire and police departments and their equipment. However, the township will first be reimbursed for any expenses incurred directly by the township.

Section 7.0. False Alarm Fees

The Township Board, upon the recommendation of the Director of Public Safety, shall establish fees for false alarms that occur more frequently than three (3) times in a calendar month, commencing anew on the first of every month, or four (4) times in a calendar year, commencing anew on January 1 of each calendar year. Five (5) chargeable false alarms in a twelve (12) month period will result in no waiver of the fees until a period of twelve (12) months passes without a false alarm.

Section 8.0. Remedies

The recovery of charges and expenses imposed under this Ordinance shall not relieve or limit the liability of any person under any other local ordinance, or state or federal law, rule or regulation.

Incarcerated Persons Responsible for Healthcare Costs.

Section 9.0. Findings and Purpose

The Township has determined that it is in the best interests of the township to protect its financial resources through requiring incarcerated individuals to pay all health care costs incurred while the individual is in custody of the Hamburg Township Police Department. The Township finds that this chapter is necessary to protect the township from excessive expense resulting from the utilization of Township resources and funds in response to health care costs of an individual in custody.

Sec. 9-01 Definitions:

Custody shall mean that term as defined in 72 FR 47405 and in accordance with how custody is defined by federal courts for the purposes of the habeas corpus protections of the constitution. For example, the term “custody” is not limited solely to physical confinement. Individuals on parole, probation, bail, or supervised release may be “in custody.” “Custody” includes but is not limited to individuals who are: (1) under arrest, (2) incarcerated, (3) imprisoned, (4) escaped from confinement, (5) under supervised release, (6) on medical furlough, (7) residing in a mental health facility or halfway house, (8) living under home detention, (9) or confined completely or partially in any way under a state or local penal statute ordinance or rule. An individual in custody is referred to herein as an “incarcerated person.”

Health care costs shall mean and shall include any and all costs of medical services, including but not limited to, costs related to transportation to and from a medical facility, doctor's charges, hospital charges, charges for medical testing and exams, charges for

medication, and charges for any treatment deemed necessary by an incarcerated person's treating physician.

Police Department shall mean the Hamburg Township Police Department.

Sec. 9-02. Incarcerated Persons Responsible for Health Care Costs Incurred While in Custody

Any person in the custody of the police department shall be solely responsible for the payment of any and all health care costs rendered to or received by that person during his or her confinement or while they are in custody with the police department. The incarcerated person shall be required to reimburse the Township in full for any fees or charges incurred for such health care costs, if not paid directly to the medical facility, ambulance provider, or medical provider by the incarcerated person or his or her insurance carrier. Under no circumstances will the township be responsible for the cost of any health care provided to an incarcerated person.

Sec. 9-03. Remedies

The Township shall be entitled to pursue any remedy or may institute any appropriate court action or proceeding in a court of competent jurisdiction as permitted by law to collect health care costs from the individual responsible for the health care costs under this Chapter.

Sec. 9-04. No Limitation of Liability

The recovery of health care costs pursuant hereto does not limit the liability of the individual responsible for the same under applicable local, state or federal law.

Section 10.0. Billing

Upon a determination to assess cost made pursuant to this Ordinance, the Township shall submit an itemized invoice by first class mail or personal service to each responsible party. Invoices for assessable cost will be due and payable within thirty (30) days of the date of mailing. Thereafter a late payment fee equal to one (1%) percent per month of the unpaid balance shall be assessed, added to the total unpaid balance and collected in the same manner as assessable cost.

If a responsible party appeals an assessment of cost to the Township Board, and that assessment is upheld in whole or part, the cost upheld shall be due and payable within thirty (30) days from the date of determination of the appeal and late payment fees shall thereafter apply as provided in this section.

The Township may proceed by action in any court of competent jurisdiction to collect any assessable cost due and owing under the provisions of this Ordinance and it shall have all remedies provided by law in connection with the collection of same.

Section 11.0. Appeals of Assessable Cost

Any responsible party may appeal a determination and invoice of assessable cost. Within fourteen (14) calendar days of the date of the invoice, the responsible party shall deliver or cause to be delivered, a written request of the Township Clerk to meet with the Township Board. This request must include the current address and telephone number of the responsible party and specify all objections to the assessment determination. Any reason, basis or argument challenging that determination which is not set forth in the request shall be deemed waived by the responsible party.

The Township Clerk shall place the appeal request on the agenda of a regularly scheduled board meeting and will notify the responsible party of the time, date and place of the meeting at which that party's objections will be considered. The responsible party's failure to attend this meeting will constitute a waiver of that party's objections to the assessment determination.

The board may reduce, increase, set aside or leave unchanged the determination of assessable cost. Written notification of the decision made by the Board will be mailed to the responsible party at the address provided by the responsible party.

Section 12.0. 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 13.0. Savings Clause

Nothing in this ordinance shall be construed to affect any suit or proceeding pending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 2 of this Ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

Section 14.0. Repeal

This Ordinance shall, upon its effective date, specifically repeal all provisions contained within Hamburg Township Ordinance No. 63 and Hamburg Township Ordinance No. 78. All other Ordinances and parts of ordinances in conflict or inconsistent with the provisions of this Ordinance are also hereby repealed.

Section 15.0. 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. 98 was adopted at a regular meeting of the Hamburg Township Board held on March 5, 2019, at which the following members were present:

Original signed by:

Michael Dolan
Hamburg Township Clerk



Hamburg Township Public Safety Administration

PO BOX 157 • HAMBURG, MICHIGAN 48139
PHONE: (810) 222-1171 • FAX: (810) 231-9401



RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY/CHIEF OF POLICE
NICK MILLER, DEPUTY DIRECTOR OF PUBLIC SAFETY/FIRE CHIEF

RDUFFANY@HAMBURG.MI.US
NMILLER@HAMBURG.MI.US

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: March 1, 2019
RE: Agenda Item Topic: **Emergency Management Resolution**
General Ledger #: N/A
Number of Supporting Documents: 0
NEW/OLD BUSINESS: **XXX** New Business
_____ Old Business – Previous Agenda #:

On December 6, 2016 the Hamburg Township Board of Trustees adopted a document entitled *Emergency Management Resolution*. This document included a Township Board Resolution electing to have Hamburg Township incorporated into the Livingston County Emergency Management Program, a Support Emergency Operations Plan, General Emergency Management Guidelines, Emergency Management Response Procedures and Emergency Action Guidelines.

A review of this document is required annually during the budget preparation process. I have reviewed the *Emergency Management Resolution* and I am recommending several amendments to it. These recommendations are primarily the result of changes in personnel, changes in positions and the creation of the Public Safety Administration.

I have included a draft copy of the revised *Emergency Management Resolution* for your review and adoption as well as a marked up copy of the previous document indicating where the proposed changes are being recommended. Language in green font indicates added/amended language and language in red font indicates deleted language.

Respectfully,

Chief Richard Duffany
Director of Public Safety/Chief of Police

EMERGENCY MANAGEMENT RESOLUTION

**Support Emergency Operations Plan
General Emergency Management Guidelines
Emergency Management Response Procedures and
Emergency Action Guidelines**

Adopted Date: March 19, 2019

Effective Date: March 19, 2019

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Emergency Management Resolution

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TOWNSHIP OF HAMBURG – EMERGENCY MANAGEMENT RESOLUTION

WHEREAS, Hamburg Township has elected to be incorporated into the Livingston County Emergency Management Program; and

WHEREAS, by becoming part of the county emergency management program, Hamburg Township and Livingston County have certain responsibilities to each other; and

WHEREAS, this Support Emergency Operations Plan has been developed to identify the responsibilities between Hamburg Township and Livingston County in regards to pre-disaster emergency management activities and it also providing for Hamburg Township government agencies to respond to various types of emergencies or disasters that affect the community.

WHEREAS, this support plan is to be used in concurrence with the County Emergency Operations Plan as it is a supporting document; and

WHEREAS, the support plan will be maintained in accordance with the up-to-date standards of the Livingston County Emergency Operations Plan and review of this support plan shall be accomplished concurrently with the county plan,

NOW THEREFORE, BE IT RESOLVED, that Hamburg Township adopts and approves this Resolution to provide for the mitigation, preparedness, response and recovery from natural and human-made disasters within Hamburg Township by being part of the Livingston County emergency management program; to appoint the County Emergency Management Coordinator as the Hamburg Township Emergency Management Coordinator; to provide for a means for coordinating the resources of the municipality with those of the county; and to provide a means through which the township Board may exercise the authority and discharge the responsibilities vested in them by this resolution and Act No. 390 of the Public Acts of 1976, as amended; said Resolution is as follows:

A RESOLUTION to provide for the mitigation, preparedness, response and recovery from natural and human-made disasters within Hamburg Township by being part of the Livingston County Emergency Management Program; to appoint the County Emergency Management Coordinator as the Hamburg Township Emergency Management Coordinator; to provide for a means for coordinating the resources of the municipality with those of the county; and to provide a means through which the township board may exercise the authority and discharge the responsibilities vested in them by this resolution and Act No. 390 of the Public Acts of 1976, as amended.

Article 1 - Short Title

Section 101. This resolution shall be known as the “Emergency Management Resolution.”

Article 2 – Definitions

Section 201. For the purpose of this resolution, certain words used herein are defined as follows:

- (a) “Act” means the Michigan Emergency Management Act, Act No. 390 of the Public Acts of 1976, as amended.
- (b) “Disaster” means an occurrence or threat of widespread or severe damage, injury or loss of life or property resulting from a natural or human-made cause, including but not limited to, fire, flood, snowstorm, ice storm, tornado, windstorm, wave action, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous materials incident, epidemic, air contamination, blight, drought, infestation, explosion, or hostile military action or paramilitary action, or similar occurrences resulting from terrorist activities, riots, or civil disorders.
- (c) “Disaster relief force” means all agencies of county and municipal government, private and volunteer personnel, public officers and employees, and all other persons or groups of persons identified in the Livingston County Emergency Operations Plan as having duties to perform or those called into duty or working at the direction of a party identified in the plan to perform a specific disaster or emergency related task during a local state of emergency.
- (d) “District Coordinator” means the Michigan Department of State Police District Emergency Management Coordinator. The District Coordinator serves as liaison between local emergency management programs and the Michigan State Police, Emergency Management Division in all matters pertaining to the mitigation, preparedness, response and recovery of emergency and disaster situations.
- (e) “Emergency management coordinator” means the person appointed to coordinate all matters pertaining to emergency management within the municipality. The emergency management coordinator for Hamburg Township is the Livingston County emergency management coordinator.
- (f) “Emergency management program” means a program established to coordinate mitigation, preparedness, response and recovery activities for all emergency or disaster situations within a given geographic area made up of one or several political subdivisions. Such a program has an appointed emergency management coordinator and meets the program standards and requirements established by the Department of State Police, Emergency Management Division. Hamburg Township has elected to be part of the Livingston County emergency management program.
- (g) “Emergency operations plan” means the plan developed and maintained by county and political subdivisions included in the emergency management program area for the purpose of responding to all emergency or disaster situations by identifying and organizing the disaster relief force.
- (h) “Governor’s state of disaster” means an executive order or proclamation by the Governor that implements the disaster response and recovery aspects of the Michigan Emergency Management Plan and applicable local plans of the county or municipal programs affected.
- (i) “Governor’s state of emergency” means an executive order or proclamation by the Governor that implements the emergency response and recovery aspects of the Michigan Emergency Management Plan and applicable local plans of the county or municipal programs affected.
- (j) “Local state of emergency” means a declaration by the Township Supervisor pursuant to the act and this resolution which implements the response and recovery aspects of the Livingston County Emergency Operations Plan and authorizes certain actions as described in this resolution.

(k) “Vital records” means those records that contain information needed to continue the effective functioning of a government entity jurisdiction and for the protection of the rights and interests of persons under emergency conditions in the event of an emergency or disaster situation.

Article 3 - Emergency Management Coordinator; Appointment

Section 301. By the authority of this resolution the township supervisor hereby appoints the Livingston County Emergency Management Coordinator as the emergency management coordinator for Hamburg Township. In addition to acting for, and at the direction of, the County Administrator, the Emergency Management Coordinator will also act for, and at the direction of, the Township Supervisor.

Section 302. A line of succession for the Livingston County Emergency Management Coordinator has been established and is listed in the Hamburg Township Emergency Operations Plan.

Article 4 - Emergency Management Coordinator; Duties

Section 401. The Emergency Management Coordinator shall comply with standards and requirements established by the Department of State Police, Emergency Management Division, under the authority of the act, in accomplishing the following¹:

- (a) Direct and coordinate the development of the Livingston County Emergency Operations Plan, which shall be consistent in content with the Michigan Emergency Management Plan.
- (b) Specify departments or agencies which must provide an annex to the plan or otherwise cooperate in its development.
- (c) Identify departments and agencies to be included in the Emergency Operations Plan as disaster relief force.
- (d) Develop and maintain a county Resource Manual.
- (e) Coordinate the recruitment, appointment, and utilization of volunteer personnel.
- (f) Assure the emergency management program meets eligibility requirements for state and federal aid.
- (g) Coordinate and/or conduct training and exercise programs for the disaster relief force within the county and to test the adequacy of the Emergency Operations Plan.
- (h) Through public information programs, educate the population as to actions necessary for the protection of life and property in an emergency or disaster.
- (i) Assist in the development of mutual aid agreements.
- (j) Assist the Hamburg Township municipal liaison with the development of municipal standard operating procedures which are consistent with the county Emergency Operations Plan.

¹ Act 390, as amended, sec. 7a (4) gives the Emergency Management Division the authority to promulgate several standards and requirements.

- (k) Oversee the implementation of all functions necessary during an emergency or disaster in accordance with the Emergency Operations Plan.
- (l) Coordinate county emergency management activities with those municipalities included in the county emergency management program, other municipalities, the state, and adjacent counties.
- (m) Coordinate all preparedness activities, including maintaining primary and alternate Emergency Operations Centers.
- (n) Identify mitigation opportunities within the county and encourage departments/agencies

Article 5 - Emergency Management Liaison; Duties

Section 501. By the authority of this resolution the Township Supervisor has appointed a liaison, as defined in Section IV of the Support Emergency Operations Plan Introduction, for the purpose of assisting the county Emergency Management Coordinator in coordinating the emergency management activities within the municipality. The duties of the liaison are as follows:

- (a) Coordinate municipal emergency management activities with those of the county jurisdictions.
- (b) Assist the county Emergency Management Coordinator with the development of the county Emergency Operations Plan and the incorporation of municipal resources into the plan.
- (c) Identify municipal departments and agencies to be included in the Emergency Operations Plan as part of the disaster relief force.
- (d) Identify municipal resources and forward information to the county Emergency Management Coordinator for inclusion in the county Resource Manual.
- (e) Coordinate the recruitment, appointment, and utilization of volunteer resources.
- (f) Assist the county Emergency Management Coordinator with administering training programs.
- (g) Coordinate municipal participation in exercises conducted by the county.
- (h) Assist in the development of mutual aid agreements.
- (i) Assist in educating the population as to actions necessary for the protection of life and property in an emergency or disaster.
- (j) Encourage departments/agencies within the municipality to identify and implement procedures to mitigate the effects of potential disasters.
- (k) Assist in the assessment of the nature and scope of the emergency or disaster and collect damage assessment information and forward to the county.
- (l) Coordinate the vital records protection program.

- (m) Develop municipal standard operating procedures for disaster response which are consistent with the county Emergency Operations Plan.

Section 502. The Township Supervisor shall appoint a minimum of two persons as successors to the position of the municipal liaison. The line of succession shall be supplied to the county Emergency Management Coordinator: Primary liaison is the Director of Public Safety/Police Chief, first alternate is the Fire Chief, and Second Alternate is the Deputy Police Chief.

Article 6 – Township Supervisor: Powers; Duties

Section 601. On an annual basis, the Township Supervisor shall review the eligibility and performance of the Emergency Management Coordinator and provide a written recommendation to the Township in conjunction with the Budget approval process.

Section 602. The Township Supervisor shall, review the effectiveness of the Livingston County Emergency Operations Plan as the plan relates to the municipality every year. With the assistance of the municipal liaison, he/she shall make recommendations to the county Emergency Management Coordinator of any changes which may be needed. After this review and incorporation of necessary changes, the township supervisor shall certify the plan to be current and adequate for Hamburg Township.²

Section 603. When circumstances within the township indicate that the occurrence or threat of occurrence of widespread or severe damage, injury or loss of life or property from natural or human-made cause exists the Township Supervisor may declare a local state of emergency. Such a declaration shall be promptly filed with the Livingston County Emergency Management Office, who shall forward it to the Department of State Police, Emergency Management Division. This declaration shall not be continued or renewed for a period in excess of 7 days except with the consent of the Township Board.

Section 604. If the Township Supervisor invokes such power and authority, he/she shall, as soon as reasonably expedient, convene the Township Board for one or more emergency meetings in accordance with the Open Meetings Act to perform its normal legislative and administrative duties as the situation demands, and will report to that body relative to emergency activities. Nothing in this resolution shall be construed as abridging or curtailing the powers of the Township Board unless specifically provided herein.

Section 605. The Township Supervisor may do one or more of the following under a local state of emergency:

- (a) Direct the Emergency Management Coordinator to implement the Emergency Operations Plan.
- (b) Issue directives as to travel restrictions on local roads within the municipality.
- (c) Relieve township employees of normal duties and temporarily reassign them to other duties.
- (d) Activate mutual aid agreements.
- (e) Direct the municipal disaster relief effort in accordance with the county Emergency Operations Plan and municipal standard operating procedures.

² Rule 4 (c) (d-q) of the administrative rules promulgated for Act 390, sec. 19 states that the plan shall be considered official upon bearing the signature of the chief executive official of the municipality. The plan must be current and adequate (see rule) within two years.

- (f) Notify the public and recommend in-place or evacuation or other protective measures.
- (g) Request a state of disaster or emergency declaration from the Governor as described in Article 7.
- (h) When obtaining normal approvals would result in further injury or damage, or is not possible due to the nature of the disaster, the Township Supervisor may, until the Township Board convenes, waive procedures and formalities otherwise required pertaining to the following:
 - (1) For a period of up to 7 days, send the disaster relief force and resources to the aid of other communities as provided by mutual aid agreements.
 - (2) For a period of up to 7 days, appropriate and expend funds from the disaster contingency fund created in Article 9 up to \$250,000.
 - (3) For a period of up to 7 days, make contracts, obtain and distribute equipment, materials, and supplies for disaster purposed.
 - (4) Employ temporary workers.
 - (5) Purchase and distribute supplies, materials, and equipment.
 - (6) Make, amend, or rescind ordinances or rules necessary for emergency management purposes which supplement a rule, order, or directive issued by the Governor or a state agency. Such an ordinance or rule shall be temporary and, upon the Governor's declaration that a state of disaster or state of emergency is terminated, shall no long be in effect.³

Section 606. If a state of disaster or emergency is declared by the Governor, assign and make available for duty the employees, property, or equipment of the township within or without the physical limits of the township as ordered by the Governor or the Director of the Department of State Police in accordance with the act.⁴

Article 7 - Governor Declaration Request

Section 701. If a disaster or emergency occurs that has not yet been declared to be a state of disaster or a state of emergency by the Governor, and the Township Supervisor determines that the situation is beyond control of the municipality, he/she may request the Governor to declare that a state of disaster or state of emergency exists in the municipality in accordance with the act. This shall be done by immediately contacting the Livingston County Emergency Management Coordinator. The Emergency Management Coordinator shall immediately contact the District Coordinator. The District Coordinator, in conjunction with the Emergency Management Coordinator, shall assess the nature and scope of the disaster or emergency, and they shall recommend the state personnel, services, and equipment that will be required for its prevention, mitigation, or relief.⁵

³ Act 390, as amended, sec.12 (2) provides this authority.

⁴ Act 390, as amended, sec. 10 (1) (h) provides this authority.

⁵ Act 390, as amended, sec.12 states that the "chief executive official" (see definitions in act) of a county or any municipality may make this request. However, he/she must do this utilizing the procedures set forth in sec. 14 of the act

Article 8- Volunteers; Appointment; Reimbursement

Section 801. Each municipal department, commission, board, or other agency of municipal government is authorized to appoint volunteers to augment its personnel in time of emergency to implement emergency functions assigned in the county Emergency Operations Plan. Such individuals are part of the disaster relief force and shall be subject to the rules and operational control set forth by the respective department, commission, board, or agency through which the appointment was made, and shall be reimbursed for all actual and necessary travel and subsistence expenses.⁶

Article 9 - Disaster Contingency Fund

Section 901. A disaster contingency fund is hereby created in the budget of not less than \$250,000. Money may be expended from the fund when a local state of emergency has been declared for the purpose of paying the disaster relief force, purchase of supplies and services, repair costs, or other needs required specifically for the mitigation of the effects of, or in response to, the emergency or disaster.

Article 10 - Rights of Disaster Relief Force

Section 1001. In accordance with the act, personnel of the disaster relief force while on duty shall have the following rights:

- (a)** If they are employees of the municipality, or other governmental agency regardless of where serving, have the powers, duties, rights, privileges, and immunities and receive the compensation incidental to their employment.
- (b)** If they are not employees of the municipality, or other governmental agency be entitled to the same rights and immunities as are provided for by law.

Article 11 - Temporary Seat of Government

Section 1101. The township board shall provide for the temporary movement and reestablishment of essential government offices in the event that existing facilities cannot be used.

Article 12 – Liability

Section 1201. As provided for in the act and this resolution, the municipality, or the agents or representatives of the municipality, shall not be liable for personal injury or property damage sustained by the disaster relief force. In addition, any member of the disaster relief force engaged in disaster relief activity shall not be liable in a civil action for damages resulting from an act of omission arising out of and in the course of the person's good faith rendering of that activity, unless the person's act or omission was the result of that person's gross negligence or willful misconduct. The right of a person to receive benefits or compensation to which he or she may otherwise be entitled to under the worker's compensation law, any pension law, or act of congress will not be effected as a result of said activity.⁷

which states that the appointed emergency management coordinator and the district coordinator must jointly assess the situation and make recommendations.

⁶ Act 390, as amended, sec. 11 (1) (a-c) discusses disaster relief force rights and duties.

⁷ Act 390, as amended, sec. 11 (2-8) discusses liability.

Section 1202. As provided for in the act, any person owning or controlling real estate or other premises who voluntarily and without compensation grants the municipality the right to inspect, designate and use the whole or any part of such real estate or premises for the purpose of sheltering persons or for any other disaster related function during a declared local state of emergency or during an authorized practice disaster exercise, shall not be civilly liable for the death of, or injury to, any person on or about such real estate or premises under such license, privilege or other permission, or for loss of, or damage to, the property of such person.

Article 13 – Sovereignty

Section 1301. Should any section, clause, or provision of this resolution be declared by the courts invalid for any reason, such declaration shall not affect the validity of this resolution as a whole or any part thereof, other than the section, clause, or provision so declared to be invalid.

Article 14 – Repeals

Section 1401. All resolutions or parts of resolutions inconsistent herewith are hereby repealed.

Article 15 - Annual Review

Section 1501. This resolution shall be reviewed annually by the Township Board in conjunction with the adoption of the Budget and changes shall be made if necessary.

Article 16 - Effective Date

Section 1601. This resolution shall have immediate effect.

[End Resolution Text]

ROLL CALL VOTE:

A roll call vote on the foregoing resolution was taken and was as follows:

AYES: _____

NAYS: _____

ABSENT: _____

RESOLUTION DECLARED: _____

CERTIFICATION

I, Michael H. Dolan, being the duly elected Clerk of the Township of Hamburg, Livingston County, Michigan hereby certify that:

(1) The foregoing is a true and complete copy of the Resolution duly adopted by the Township Board on March 19, 2019;

(2) The original of such resolution is on file in the records of the Clerk's office;

(3) The meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended);
And,

(4) The minutes of such meeting were kept and will be or have been (or will be) made available as required by the Open Meetings Act.

DATE: _____

Michael H. Dolan, Hamburg Township Clerk

Hamburg Township

Support Emergency Operations Plan

**A Support Plan to
County Emergency Operations Plan/
Emergency Action Guidelines**

Date: March 19, 2019

Signature page

Date:

To all Recipients:

Transmitted herewith is the Support Emergency Operations Plan for the Hamburg Township in support to the Livingston County Emergency Operations Plan.

The plan provides a framework for the Township to use in performing emergency functions before, during, and after a natural disaster, technological incident or a hostile attack.

This plan was adopted by the Board under Resolution dated March 19, 2019. It supersedes all previous plans.

PATRICK J. HOHL, Hamburg Township Supervisor

Date

Hamburg Township

Introduction to the Plan

I. Purpose

Hamburg Township has elected to be incorporated into the Livingston County Emergency Management Program. By becoming part of the county emergency management program, the Hamburg Township and Livingston County have certain responsibilities to each other. This Support Emergency Operations Plan has been developed to identify the responsibilities between Hamburg Township and Livingston County in regards to pre-disaster emergency management activities. It also provides for Hamburg Township government agencies to respond to various types of emergencies or disasters that affect the community. This support plan is to be used in concurrence with the County Emergency Operations Plan as it is a supporting document. The support plan will be maintained in accordance with the up-to-date standards of the Livingston County Emergency Operations Plan. Review of this support plan shall be accomplished concurrently with the county plan.

II. Scope

This plan is a flexible document in which changes from the content of the plan may occur due to unique nature of emergencies.

Each agency that has a supported role in this plan or its elements has developed Standard Operating Procedures (SOP) which provides systematic instructions for accomplishing assigned functions.

In addition, to support emergency preparedness and response efforts, the local government also conducts other activities such as personnel training, participating in exercises, encouraging chronic disease prevention techniques; educate the public on awareness activities, and use of appropriate land use planning decisions for mitigation and prevention purposes as well.

Through this plan, Hamburg Township continues to implement the National Incident Management System, participating in efforts to provide an effective and efficient incident management operation.

III. Plan Maintenance and Implementation

The plan has been developed together with local community, and county officials to ensure consistency within the county emergency management program documents. The plan is required to be approved by the Hamburg Township Board every year in conjunction with the Budget, or whenever the Elected Officials change, and is to be forwarded to the County Emergency Management Office. Upon approval, it will be implemented, tested through exercises in concurrence with County officials, and review/updated to maintain its current with the County Emergency Operations Plan.

This plan has been provided to all municipal agencies, elected officials, the county emergency management office and the MSP/EMHSD district coordinator.

IV. Emergency Management Program Oversight

Hamburg Township has appointed the Director of Public Safety/Police Chief to serve as the Municipal Emergency Management Liaison responsible for working with the County Emergency Management Coordinator in matters pertaining to emergency management for the municipality. Pursuant to the requirements in P.A. 390, of 1976, as amended, Section 19, Livingston County has adopted a resolution that incorporates Hamburg Township into its emergency management program, necessary for disaster assistance.

Hamburg Township

Basic Information

Community Profile

Location. Hamburg Township is situated in town 1 North, range 5 East of Livingston County.

Population and Individuals Having Disabilities, Special or Functional Needs. The community has a population of over 22,000 residents. Of this number, the 2010 US Census for Hamburg Township identified approximately 7.0 % of individuals with a disability under age 65 years for the period 2009-2013. 1610 persons are identified as individuals with special/functional needs. Some of these individuals reside in non-group homes where help is provided as needed or on-call.

On an annual basis, Hamburg Township will include the Medical Alert Information Request in Appendix 2 with all December tax bills. The Hamburg Township Fire Department will maintain a data base of all individuals having disabilities, special or functional needs.

Major Industries. The township has very limited industrial and commercial development. The Hamburg Township Fire Department has on file, and will update annually in conjunction with the annual facilities inspection, a record of each industrial and commercial industry in the township.

Flooding Risks. We have possible flooding as Natural Disasters in our township. Information regarding flooding can be found in Hamburg Township's Flooding Response Action Plan, latest revision date of January 7, 2014. (Hamburg Township is NFIP Community #260118 and is included in the FEMA Flood Insurance Study for Livingston County, Michigan dated September 17, 2008).

Railway Risks. We also have approximately 8 miles of rail running through our town that may or may not have unknown hazardous materials aboard.

General Hazard Vulnerabilities. More information regarding hazard vulnerability can be found in the County's Hazard Mitigation Plan/Analysis.

Extremely Hazardous Materials Locations. Within the community, there are no sites that contain extremely hazardous materials. Pursuant to SARA Title III, off-site emergency response plans have been developed by the LEPC to prepare the fire department(s) to respond to the specific hazardous materials on the sites. In addition, the owners of the site(s) have reported the types of hazardous material that is housed on-site, as required by the Emergency Planning and Community Right-To-Know Act.

Emergency Management Authority

Pursuant to P.A. 390 of 1976, as amended, the Hamburg Township Supervisor may declare a local state of emergency for Hamburg Township. In the Township Supervisor's absence, pursuant to local legislation, the Deputy Supervisor is authorized to declare the local state of emergency as well. Upon a declaration, PA 390 also authorizes the Township Supervisor to issue directives, such as restrictions to travel on local roads. The local declaration activates this emergency plan as well as the emergency operations center to conduct activities to ensure the safety of people, property, and the environment.

Hamburg Township has been a recipient of federal preparedness assistance; a resolution has been adopted by the local government for establishing the National Incident Management System as the standard for incident management for all-hazards. Through the adoption, the township continues to implement the concepts of the NIMS through training, planning, and exercising activities.

Response Resources

Hamburg Township maintains two fulltime departments responsible for providing public safety and welfare to the community. Each department is comprised of qualified emergency personnel, and maintains equipment capable of responding to emergencies. A list of resources that the departments use for emergency situations can be requested through the municipal emergency management liaison. Under circumstances, if the incident requires additional resources beyond the capability of Hamburg Township, the Township Supervisor may enact mutual aid, or it may be necessary to request county assistance through proper procedures.

Emergency Management Organization

The Hamburg Township emergency management organization consists of six departments responsible for conducting activities in response to emergencies within the community. These six departments have been assigned specific emergency functions the municipality has identified necessary in order to provide an effective response to secure the safety of people, property, and the environment. Each agency is responsible for implementing pre-disaster activities to help prevent and/or prepare for various hazards that the community is vulnerable to such as: chronic diseases, flooding, hazardous material spills, inclement weather, tornadoes, and public disturbance to name a few; a more profound list can be found in the County's Hazard Mitigation Plan/Analysis. Prevention and preparedness activities include: awareness training, exercising, hygienic practices to prevent spreading of infectious diseases, stockpiling equipment, and educating people to self-care for themselves in an emergency.

The Township Supervisor serves as the incident manager for municipal coordination. At his/her side is the emergency management liaison, a planning chief, finance chief, operations chief, and logistics chief. The operations chief is responsible for coordinating the individual emergency functions assigned by agencies.

The table lists the functions, assigned agencies, primary point of contact, and phone number.

Function	Agency	Primary Contact	Phone
Direction and Control	Supervisor	Pat Hohl	1-586-663-2842
Fire Services	Hamburg Twp. Fire	Chief Nick Miller	1-810-459-1567
Law Enforcement	Hamburg Twp. Police	Chief Richard Duffany	1-734-968-5711
Warning and Communications	Hamburg Twp. Fire	Chief Nick Miller	1-810-459-1567
Public Information	Supervisor	Pat Hohl	1-586-663-2842
Damage Assessment	Assessing	Susan Murray	1-248-345-3909
Public Works	Technical Services / Utilities	Tony Randazzo	1-734-634-5977
Emergency Medical Services	Hamburg Twp. Fire	Chief Nick Miller	1-810-459-1567
Human Services	Township Clerk	Michael H. Dolan	1-734-891-7398

Line of Succession

The following is a list of the 2nd and 3rd alternates for each agency identified in the plan to maintain the emergency tasks assigned:

Agency	2nd Alternate	3rd Alternate
HTFD	FM Zernick 1-810-588-7373	Capt. Jase Lawver 1-734-637-9656
HTPD	DC Nisenbaum 1-734-564-3306	Sgt. Gary Harpe 1-734-564-9835
SUPERVISOR	Michael Dolan 1-734-891-7398	Tony Randazzo 1-734-634-5977
ASSESSING	Don Burtraw 1-734-474-5142	Mandy West 1-248-767-5816
TECHNICAL SERVICE/UTILITIES	Dave Podvoyski 1-517-404-2926	Russ Williamson 1-734-368-8729
CLERK	Patricia Hughes 1-734-771-4579	Deby Henneman 1-810-923-3866

Hamburg Township

General Emergency Management Guidelines

The following guidelines are general to the municipality, all agencies, and individuals who have a role in responding to an emergency within the Hamburg Township. Being that emergency planning is a work in progress guidelines are continuously reviewed and modified due to the situation and complexity of incidents.

1. Report to the local Emergency Operations Center when activated for scheduled exercises or disasters, or delegate another individual to staff the EOC and implement the plan.
2. Implement mutual aid agreements or contracts with other organizations to supplement local resources that have been exhausted.
3. Ensure compliance with this plan and the County Emergency Plan, and any pertinent procedures and documents issued, which impact the provision of emergency services in the municipality.
4. Train department emergency personnel in emergency management functions and NIMS/ICS concepts.
5. Assists in the development, review and maintenance of the plan and of the County EOP.
6. Develop and maintain standard operating procedures for specific functions or actions identified in the plan.
7. Maintain a list of resources available by the departments/agencies.
8. Protect records and other resources deemed essential for continuing government functions and each agency's emergency operations in accordance to procedures and policies.
9. Establish mutual aid agreements and/or contracts with other jurisdictions/entities to supplement municipal resources.
10. Establish a system of coordination, such as the incident command system, within the EOC. Field operations, however, are required to use the incident command system.
11. Participate in the review and update of this emergency operations plan, in accordance to a schedule identified by the Municipal Emergency Management Liaison and the County Emergency Management Coordinator.
12. Adapt and provide printed emergency management materials and verbal messages to those who are vision impaired, non-English speaking, or deaf/hard of hearing.
13. Conduct pre-disaster public awareness activities including education classes, self-care guidelines, communications plans, and protocols.
14. Make recommendations to the Township Supervisor regarding protective actions.
15. Utilize MI CIMS to record and log significant events throughout the duration of the emergency, as well as the decisions made by the Incident Commander and Township Supervisor.

16. Continuously conduct emergency planning activities as it is a work-in-progress, periodically being reviewed and updated.

All emergency response agencies are considered to be available to respond.

Hamburg Township

Emergency Response Procedures

The following are procedures that Hamburg Township conducts and coordinates with the county in response to a local state of emergency.

1. Assure that the municipal emergency response agencies, elected officials and the County Emergency Management Coordinator are notified of the situation.
2. Municipal agencies assess the nature and scope of the emergency or disaster.
3. If the situation can be handled locally, do so, using the following sequenced guidelines:
 - The Emergency Management Liaison advises the Township Supervisor and coordinates all emergency response actions.
 - The Township Supervisor declares a local state of emergency and notifies the County Emergency Management Coordinator of this action.
 - A local state of emergency declaration is forwarded to the county office.
 - **The emergency management liaison activates the emergency operations center. The EOC is located at 10100 Veterans Memorial Drive, Hamburg, MI 48139-0157 (HTFD Station #12). If this location is unavailable an alternate location is at 3666 East M-36, Pinckney, MI 48169 (HTFD Station #11).**
 - Emergency response agencies are notified through telephone, smart messaging, Livingston County Central Dispatch by the Municipal Emergency Management Liaison to report to the EOC.
 - The Township Supervisor directs departments/agencies to respond to the emergency situation in accordance to each agency's functional guidelines indicated in the attachments to this plan.
 - The Township Supervisor issues directives as to travel restrictions on local roads and recommends protective actions from the commanding agency. Protective action recommendations will be based on weather forecasting and if the incident complexity increases due to inability to respond rapidly and with a "ready" supply of resources to mitigate the incident.
 - Notify the public of the situation, through the Public Information Official, and take appropriate actions.
 - Keep the County Emergency Management Coordinator informed of the situation and actions taken.
 - If municipal resources become exhausted or if special resources are needed, request county assistance through the County Emergency Management Coordinator.
4. If assistance is requested, the county emergency management coordinator assesses the situation and makes recommendations on the type/level of assistance. The County will also take the following steps:

- Activate the County Emergency Operations Center
- Activate the County Emergency Operations Plan/Emergency Action Guidelines
- Respond with county resources as requested
- Activate mutual aid agreements
- Coordinate county resources with municipal resources
- Notify MSP/EMHSD District Coordinator.
- Develop a jurisdiction situation report and a damage and injury assessment report via and submit to the MSP/EMHSD.
- Assist the municipality with prioritizing and allocating resources.
- If county resources are exhausted, the county makes a request to the Governor to declare a state of emergency or state of disaster in accordance with procedures set forth in PA 390, as amended. The county shall not request state assistance or a declaration of a state of disaster or a state of emergency unless requested to do so by the Township Supervisor of Hamburg Township if the situation occurs solely within the confines of the municipality.
- If state assistance is requested, the MSP/EMHSD District Coordinator, in conjunction with the County Emergency Management Coordinator and Municipal Emergency Management Liaison, assess the disaster or emergency situation and recommends the necessary resources that are required for its prevention, mitigation, or relief efforts.
- After completing the assessment, the MSP/EMHSD District Coordinator immediately notifies the State Director of Emergency Management and Homeland Security of the situation.
- The State Director of Emergency Management and Homeland Security notifies the Governor and makes recommendations.
- If state assistance is granted, procedures are followed in accordance to the Michigan Emergency Management Plan and the County Emergency Operations Plan.

Addenda

Hamburg Township

EMERGENCY ACTION GUIDELINES

The following attachments provide guidelines for each function that has been assigned to the agencies in response to an emergency or disaster situation.

Attachment A: Direction and Control
Attachment B: Fire Services
Attachment C: Law Enforcement
Attachment D: Warning and Communications
Attachment E. Public Information
Attachment F: Damage Assessment
Attachment G: Public Works
Attachment H: Emergency Medical Services
Attachment I: Human Services

Each agency assigned is responsible for maintaining the guidelines, as well as approving any changes to the guidelines or changes to the official responsible for implementation.

ATTACHMENT A: Direction and Control

The Township Supervisor, with support from the Emergency Management Liaison and Fire Chief, is responsible for directing and controlling emergency management operations.

The following guidelines represent a checklist of actions that the Township Supervisor and Liaison must consider for providing an effective response to an emergency or disaster situation.

Functional Guidelines:

1. Issue orders and directives, i.e., travel restrictions, and recommend protective actions to be taken by the general public.
2. Declare a local state of emergency or disaster and notify the County Emergency Management Office.
3. Generate and disseminate information to the public via the Public Information Officer.
4. Provide for continuity of operations.
5. Activates and maintains the local emergency operations center.
6. Seek federal post-disaster funds, as available, as well as pre-disaster assistance.
7. Maintain record of activity regarding decisions on emergency actions.
8. Review and evaluate assessment data.
9. Maintain liaison with state and federal officials.
10. Coordinate with County officials in response and recovery efforts.
11. Coordinate and conduct information sharing activities to identify potential and enacted WMD or terrorism activities, and mobilize and direct resources in response to such incidents.
12. Prepares and maintains an emergency plan for the municipality subject to the direction of the elected officials; reviews and updates as required.
13. Develops and maintains a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community.
14. Coordinate with State and federal officials in collecting and sharing terrorism related information.

The Township Supervisor has reviewed and approves the assigned guidelines. These will be maintained in accordance to the current standards of the county's emergency plan.

PATRICK J. HOHL, Hamburg Township Supervisor

Date

ATTACHMENT B: Fire Services

The Fire Department is responsible for fire service activities.

The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Functional Guidelines:

1. Provide command level representatives to the EOC and Unified Incident Command Post, when activated.
2. Coordinates fire and search and rescue services with appropriate personnel at the County Emergency Management Agency; including assistance to regional specialty teams such as, but not limited to the Regional Response Team, MUSAR, and BOMB Squad.
3. Coordinates with County EMC and the State of Michigan in the decontamination and monitoring of affected citizens and emergency workers after exposure to CBRNE hazards.
4. Assumes primary responsibility for emergency alerting of the public.
5. Assists with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured.
6. Provides resources for fire services response and rescue operations.
7. Assists in salvage operations and debris clearance.
8. Advises elected officials about fire and rescue activities.
9. Conduct safety analysis of the emergency, inform and recommend corrections to the Township Supervisor.
10. Respond to hazardous materials spills in accordance to the procedures in Appendix 1.
11. Assist in search and rescue operations.
12. Assist in searching for bombs and/or explosive devices in connection with WMD events.

The Fire Chief has reviewed and approves the assigned guidelines. These will be maintained in accordance to the current standards of the county's emergency plan.

Nick Miller, Hamburg Township Fire Chief

Date

ATTACHMENT B: APPENDIX 1: Fire Services

HAZMAT RESPONSE Guidelines

The Fire Department is responsible for the response to hazardous materials spills. Response will be in accordance to the following procedures.

1. Assume incident command upon arrival at the scene.
2. Establish scene security or coordinate with other available agencies to establish scene security.
3. Monitor and evaluate environmental health risks or hazards from hazardous materials releases.
4. Inspect possible sources of contamination.
5. Provide technical assistance and liaison with other appropriate agencies or organizations for the remediation of hazardous waste releases and other contamination sources.
6. Disseminate information to the Emergency Operations Center Public Information Officer on hazardous material releases issues.
7. Makes protective action recommendations based on severity and complexity of incident type.
8. Ensure PPE is fit tested to responders.
9. Prior to proceeding with cleanup, analyze and evaluate the safety of the spill by a certified Safety Officer/technician.
10. Decontaminate equipment and gear.

The Fire Chief has reviewed and approves the assigned guidelines. These will be maintained in accordance to the current standards of the county's emergency plan.

Nick Miller, Hamburg Township Fire Chief

Date

ATTACHMENT C: Law Enforcement

The Police Department is responsible for law enforcement activities.

The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Functional Guidelines:

1. Develops and maintains procedures for the Police Department.
2. Coordinates security and law enforcement services; with appropriate personnel at the County Emergency Operations Center.
3. Establishes security and protection of critical facilities.
4. Provides traffic and access control in and around affected areas.
5. Assists with emergency alerting and notification of threatened population.
6. Assists with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured.
7. In cooperation with the Fire Department, performs search and rescue operations.
8. Implement any curfews ordered by the Township Supervisor.
9. Provides access control to affected areas.
10. Provide emergency assistance to persons with special/functional needs.
11. Assists the medical examiner with mortuary services.
12. Coordinate urban search and rescue activities.
13. Investigate incident and provide intelligence information to state and federal officials.

The Police Chief has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

RICHARD DUFFANY, Hamburg Township Director of Public Safety/Police Chief

Date

ATTACHMENT D: Warning and Communications

The Fire Department is responsible for warning and communications activities.

The following guidelines represent a checklist of actions that department officials must use for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

1. Warn the following individuals via telephone, pager, smart messaging, sirens, etc.:
 - a. Township Supervisor.
 - b. Municipal Emergency Management Liaison.
 - c. County Emergency Management Coordinator.
 - d. Municipal Emergency Operations Center representatives.
2. Ensure all agencies represented in the municipal Emergency Operations Center have communications both to their staff at their department offices and their staff at the incident site. This equipment consists of radios, telephones, cell phones, pagers, sirens, etc.
3. Establish communications with the county Emergency Operations Center if activated. The communications equipment available for this link is i.e., LEIN, telephone, fax, pagers, sirens, etc.
4. Establish communications with the Incident Command Post, if established.
5. Activate the public warning system in accordance to the procedures listed in Appendix D-1.
6. Ensure the public warning system provides notification to special needs populations identified in the community, i.e., elderly, hearing impaired, non-English speaking, and others. The system consists of sirens, door-to-door, telephone fan out, 211 system, etc.
7. Contact and warn special facilities and locations, such as schools, hospitals, nursing homes, major industries, institutions, and place of public assembly. The methods of warning and contacting these locations consist of sirens, personal contact, telephone, etc.

The Fire Chief has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

Nick Miller, Hamburg Township Fire Chief

Date

ATTACHMENT E: Public information

The Township Supervisor is responsible for public information activities.

The following guidelines represent a checklist of actions that the Public Information Official must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

1. Function as the sole point of contact for the news media and public officials.
2. Collect information from municipal emergency response agencies located in the emergency operations center and other locations.
3. Prepare news releases to be disseminated to the local media.
4. Conduct press tours of disaster area(s) within the community.
5. Establish a **Public Information Center at Fire Station 12, 10100 Veterans Memorial Drive, Hamburg, Michigan 48139** to become the central point from which news releases are issued.
6. Establish and maintain contact with the County Public Information Official if the County's Emergency Operations Plan is activated.
7. Coordinate public information activities with the county Public Information Officer if the County Emergency Operations Center is activated.
8. Assist the county in establishing a Joint Information Center (JIC).
9. Assist the county with establishing a Rumor Control Center.
10. Assist the Municipal Emergency Management Liaison in developing and distributing education material on the hazards that face the municipality.
11. Develop and maintain Emergency/Public Information procedures.
12. Maintain a log and file of all information released to the media.

The Township Supervisor has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

PATRICK J. HOHL, Hamburg Township Supervisor

Date

ATTACHMENT F: Damage Assessment

The Assessing Department is responsible for damage assessment activities.

The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

1. Record initial information from first responders such as law enforcement, fire services, and public works.
2. If necessary, activate the damage assessment team which consists of the following agencies:
 - Assessing Department - responsible for public damage assessment.
 - Assessing Department - responsible for individual damage assessment.
3. Provide information to the Municipal Emergency Management Liaison. The Liaison will then provide assessment data to the county for preparation of a jurisdictional situation report via E-Team.
4. If the situation warrants, assist the Township Supervisor with the preparation of a local state of emergency declaration and forward to the County Emergency Management Coordinator.
5. Prepare a request for county assistance in conjunction with the Municipal Emergency Management Liaison.
6. Plot damage assessment information on status boards in the Municipal Emergency Operations Center.
7. Record all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.
8. Prepare reports for the municipal public information official.
9. Collect information and forward to the County so that the county can complete the Damage and Injury Assessment information through the jurisdiction's situational report via MI CIMS.

The Assessing Department official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

SUSAN MURRAY, MAAO, Hamburg Township Assessor

Date

ATTACHMENT G: Public Works

The Fire Department with the support of the Public Works Department is responsible for damage assessment activities.

The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

1. Maintain transportation routes.
2. If necessary, coordinate activities designed to control the flow of flood water, including sandbagging, emergency diking, and pumping operations.
3. Coordinate travel restrictions/road closures within the municipality.
4. Identify evacuation routes.
5. Provide emergency generators and lighting.
6. Assist with traffic control.
7. Assist with access control.
8. Assist with urban search and rescue activities, i.e., persons trapped in damaged buildings or under heavy debris/objects, etc.
9. Assist private utilities with the shutdown and restoration of gas and electric services.
10. Assist with transportation of essential goods, i.e., food, medical supplies, etc.
11. As necessary, establish a staging area for public works.
12. Report damage information to the Damage Assessment Team.
13. If necessary, assist with damage surveys for the federal public assistance grant program.
14. If the county Emergency Operations Center is activated, establish and maintain contact with the person representing public works.
15. Notify Law Enforcement of the location(s) of disabled vehicles.
16. Inspect critical infrastructure and other public utilities for safety.

The Fire Chief has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

Nick Miller, Hamburg Township Fire Chief

Date

ATTACHMENT G: APPENDIX 1: Public Works

Hazmat Response Guidelines

1. The Public Works Department will support the Fire Department in response efforts according to the following:
2. Assist the Fire Department in the cleanup of contaminated soils and transport to appropriate dump sites.
3. Evaluates inland waters conditions and makes recommendations to Fire Chief on response actions.
4. Provides heavy equipment and diking materials to support the Fire Department's response hazardous materials incidents.
5. Advise the incident commander of any safety concerns.
6. Ensure personnel use adequate personal protection equipment.
7. Decontaminate equipment and gear.
8. Operation, and deactivation if necessary, of residential grinder pumps and all waste water collection and treatment systems.
9. Function as the liaison with the operators of the Livingston Community Water Authority to ensure safety of the water provided.
10. Facilitate and provide for the services of private equipment/excavation contractors as needed.
11. The Director of Technical Services and Utilities has reviewed and approves these guidelines. These will be maintained in accordance to the current standards of the county's emergency plan.

TONY RANDAZZO, Hamburg Township Director of Technical Services

Date

ATTACHMENT H: Emergency Medical Services

The Fire Department is responsible for emergency medical service activities.

The following guidelines represent a checklist of actions that agency officials must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

1. Evacuate nursing homes, hospitals, and other medical facilities.
2. Assist with animal and pet control.
3. Assist with decontamination.
4. Coordinate emergency medical care to victims.
5. Establish a staging area for emergency medical equipment.
6. Identify a facility to be used as a temporary morgue if necessary.
7. Coordinate with hospitals and shelter managers to staff medical teams at shelters.
8. When appropriate, coordinate field units' participation in damage assessment activities.
9. Ensure that emergency medical teams responding on-scene have established an on-scene medical command post and a medical commander.
10. Maintain a list and the addresses of individuals with special/functional needs and other individuals needing assistance.

The emergency medical official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

Nick Miller, Hamburg Township Fire Chief

Date

ATTACHMENT I: Human Services

The Township Clerk will serve as the Human Services Liaison and is responsible for human services activities. The liaison will coordinate and/or keep informed human services activities occurring within the municipality, with the County Human Services Department.

The following guidelines represent a checklist of actions that the liaison must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

1. Coordinate activities of municipal agencies/departments which provide human service type services.
2. Coordinate the provision of transportation for evacuation.
3. Open and manage shelters in the municipality.
4. Set up canteen to feed emergency workers in the municipality.
5. Provide food and clothing to municipality workers and victims of disaster residing in the municipality.
6. Assist the county with establishing a Rumor Control Center.
7. Arrange for provision of Crisis Counseling or Critical Incident Stress Debriefing (CISD) for both victims and identified disaster workers.
8. If the County Emergency Operations Center is activated, establish and maintain contact with the person representing Human Services. If the county Emergency Operations Center is not activated, establish and maintain contact with the county Human Services Official directly at the county Department of Human Services.
9. Coordinate with ARC and other pertinent organizations for the distribution of emergency clothing for disaster victims.
10. Coordinate efforts to provide transportation for disaster victims. (Consider local school buses, council on aging, canoe liveries, USFS, volunteers, etc.)

The Township Clerk has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

Michael H. Dolan, Hamburg Township Clerk

Date

Attachment I: APPENDIX 1: HUMAN SERVICES:

Resources and Support Services

Transportation Resources	Type
<Name>, <Contact>	<animals/specials needs>

SHELTERS	Maximum occupancy
<Name>, <location>, <Contact>, <maximum occupancy>	

FOOD and family care resources	Type of service
<Name>, <Contact>, <location>	<food>, <clothing>, <counseling>

SPECIAL/FUNCTIONAL NEEDS CARE SERVICES	Type of service
<Name>, <Contact>	<equipment>, <translator>, <mobility>

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EMERGENCY MANAGEMENT RESOLUTION

**Support Emergency Operations Plan
General Emergency Management Guidelines
Emergency Management Response Procedures and
Emergency Action Guidelines**

~~Revision Date: December 6, 2016~~

Adopted Date: **March 19, 2019**

Effective Date: **March 19, 2019**

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Emergency Management Resolution

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TOWNSHIP OF HAMBURG – EMERGENCY MANAGEMENT RESOLUTION

WHEREAS, Hamburg Township has elected to be incorporated into the Livingston County Emergency Management Program; and

WHEREAS, by becoming part of the county emergency management program, Hamburg Township and Livingston County have certain responsibilities to each other; and

WHEREAS, this Support Emergency Operations Plan has been developed to identify the responsibilities between Hamburg Township and Livingston County in regards to pre-disaster emergency management activities and it also providing for Hamburg Township government agencies to respond to various types of emergencies or disasters that affect the community.

WHEREAS, this support plan is to be used in concurrence with the County Emergency Operations Plan as it is a supporting document; and

WHEREAS, the support plan will be maintained in accordance with the up-to-date standards of the Livingston County Emergency Operations Plan and review of this support plan shall be accomplished concurrently with the county plan,

NOW THEREFORE, BE IT RESOLVED, that Hamburg Township adopts and approves this Resolution to provide for the mitigation, preparedness, response and recovery from natural and human-made disasters within Hamburg Township by being part of the Livingston County emergency management program; to appoint the County Emergency Management Coordinator as the Hamburg Township Emergency Management Coordinator; to provide for a means for coordinating the resources of the municipality with those of the county; and to provide a means through which the township Board may exercise the authority and discharge the responsibilities vested in them by this resolution and Act No. 390 of the Public Acts of 1976, as amended; said Resolution is as follows:

A RESOLUTION to provide for the mitigation, preparedness, response and recovery from natural and human-made disasters within Hamburg Township by being part of the Livingston County Emergency Management Program; to appoint the County Emergency Management Coordinator as the Hamburg Township Emergency Management Coordinator; to provide for a means for coordinating the resources of the municipality with those of the county; and to provide a means through which the township board may exercise the authority and discharge the responsibilities vested in them by this resolution and Act No. 390 of the Public Acts of 1976, as amended.

Article 1 - Short Title

Section 101. This resolution shall be known as the “Emergency Management Resolution.”

Article 2 – Definitions

Section 201. For the purpose of this resolution, certain words used herein are defined as follows:

- (a) “Act” means the Michigan Emergency Management Act, Act No. 390 of the Public Acts of 1976, as amended.
- (b) “Disaster” means an occurrence or threat of widespread or severe damage, injury or loss of life or property resulting from a natural or human-made cause, including but not limited to, fire, flood, snowstorm, ice storm, tornado, windstorm, wave action, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous materials incident, epidemic, air contamination, blight, drought, infestation, explosion, or hostile military action or paramilitary action, or similar occurrences resulting from terrorist activities, riots, or civil disorders.
- (c) “Disaster relief force” means all agencies of county and municipal government, private and volunteer personnel, public officers and employees, and all other persons or groups of persons identified in the Livingston County Emergency Operations Plan as having duties to perform or those called into duty or working at the direction of a party identified in the plan to perform a specific disaster or emergency related task during a local state of emergency.
- (d) “District Coordinator” means the Michigan Department of State Police District Emergency Management Coordinator. The District Coordinator serves as liaison between local emergency management programs and the Michigan State Police, Emergency Management Division in all matters pertaining to the mitigation, preparedness, response and recovery of emergency and disaster situations.
- (e) “Emergency management coordinator” means the person appointed to coordinate all matters pertaining to emergency management within the municipality. The emergency management coordinator for Hamburg Township is the Livingston County emergency management coordinator.
- (f) “Emergency management program” means a program established to coordinate mitigation, preparedness, response and recovery activities for all emergency or disaster situations within a given geographic area made up of one or several political subdivisions. Such a program has an appointed emergency management coordinator and meets the program standards and requirements established by the Department of State Police, Emergency Management Division. Hamburg Township has elected to be part of the Livingston County emergency management program.
- (g) “Emergency operations plan” means the plan developed and maintained by county and political subdivisions included in the emergency management program area for the purpose of responding to all emergency or disaster situations by identifying and organizing the disaster relief force.
- (h) “Governor’s state of disaster” means an executive order or proclamation by the Governor that implements the disaster response and recovery aspects of the Michigan Emergency Management Plan and applicable local plans of the county or municipal programs affected.
- (i) “Governor’s state of emergency” means an executive order or proclamation by the Governor that implements the emergency response and recovery aspects of the Michigan Emergency Management Plan and applicable local plans of the county or municipal programs affected.
- (j) “Local state of emergency” means a declaration by the Township Supervisor pursuant to the act and this resolution which implements the response and recovery aspects of the Livingston County Emergency Operations Plan and authorizes certain actions as described in this resolution.

(k) “Vital records” means those records that contain information needed to continue the effective functioning of a government entity jurisdiction and for the protection of the rights and interests of persons under emergency conditions in the event of an emergency or disaster situation.

Article 3 - Emergency Management Coordinator; Appointment

Section 301. By the authority of this resolution the township supervisor hereby appoints the Livingston County Emergency Management Coordinator as the emergency management coordinator for Hamburg Township. In addition to acting for, and at the direction of, the County Administrator, the Emergency Management Coordinator will also act for, and at the direction of, the Township Supervisor.

Section 302. A line of succession for the Livingston County Emergency Management Coordinator has been established and is listed in the Hamburg Township Emergency Operations Plan.

Article 4 - Emergency Management Coordinator; Duties

Section 401. The Emergency Management Coordinator shall comply with standards and requirements established by the Department of State Police, Emergency Management Division, under the authority of the act, in accomplishing the following¹:

- (a) Direct and coordinate the development of the Livingston County Emergency Operations Plan, which shall be consistent in content with the Michigan Emergency Management Plan.
- (b) Specify departments or agencies which must provide an annex to the plan or otherwise cooperate in its development.
- (c) Identify departments and agencies to be included in the Emergency Operations Plan as disaster relief force.
- (d) Develop and maintain a county Resource Manual.
- (e) Coordinate the recruitment, appointment, and utilization of volunteer personnel.
- (f) Assure the emergency management program meets eligibility requirements for state and federal aid.
- (g) Coordinate and/or conduct training and exercise programs for the disaster relief force within the county and to test the adequacy of the Emergency Operations Plan.
- (h) Through public information programs, educate the population as to actions necessary for the protection of life and property in an emergency or disaster.
- (i) Assist in the development of mutual aid agreements.
- (j) Assist the Hamburg Township municipal liaison with the development of municipal standard operating procedures which are consistent with the county Emergency Operations Plan.

¹ Act 390, as amended, sec. 7a (4) gives the Emergency Management Division the authority to promulgate several standards and requirements.

- (k) Oversee the implementation of all functions necessary during an emergency or disaster in accordance with the Emergency Operations Plan.
- (l) Coordinate county emergency management activities with those municipalities included in the county emergency management program, other municipalities, the state, and adjacent counties.
- (m) Coordinate all preparedness activities, including maintaining primary and alternate Emergency Operations Centers.
- (n) Identify mitigation opportunities within the county and encourage departments/agencies

Article 5 - Emergency Management Liaison; Duties

Section 501. By the authority of this resolution the Township Supervisor has appointed a liaison, as defined in Section IV of the Support Emergency Operations Plan Introduction, for the purpose of assisting the county Emergency Management Coordinator in coordinating the emergency management activities within the municipality. The duties of the liaison are as follows:

- (a) Coordinate municipal emergency management activities with those of the county jurisdictions.
- (b) Assist the county Emergency Management Coordinator with the development of the county Emergency Operations Plan and the incorporation of municipal resources into the plan.
- (c) Identify municipal departments and agencies to be included in the Emergency Operations Plan as part of the disaster relief force.
- (d) Identify municipal resources and forward information to the county Emergency Management Coordinator for inclusion in the county Resource Manual.
- (e) Coordinate the recruitment, appointment, and utilization of volunteer resources.
- (f) Assist the county Emergency Management Coordinator with administering training programs.
- (g) Coordinate municipal participation in exercises conducted by the county.
- (h) Assist in the development of mutual aid agreements.
- (i) Assist in educating the population as to actions necessary for the protection of life and property in an emergency or disaster.
- (j) Encourage departments/agencies within the municipality to identify and implement procedures to mitigate the effects of potential disasters.
- (k) Assist in the assessment of the nature and scope of the emergency or disaster and collect damage assessment information and forward to the county.
- (l) Coordinate the vital records protection program.

- (m) Develop municipal standard operating procedures for disaster response which are consistent with the county Emergency Operations Plan.

Section 502. The Township Supervisor shall appoint a minimum of two persons as successors to the position of the municipal liaison. The line of succession shall be supplied to the county Emergency Management Coordinator: Primary liaison is the ~~Fire~~Director of Public Safety/Police Chief, first alternate is the ~~Deputy~~ Fire Chief, and Second Alternate is the ~~Deputy~~ Police Chief.

Article 6 – Township Supervisor: Powers; Duties

Section 601. On an annual basis, the Township Supervisor shall review the eligibility and performance of the Emergency Management Coordinator and provide a written recommendation to the Township in conjunction with the Budget approval process.

Section 602. The Township Supervisor shall, review the effectiveness of the Livingston County Emergency Operations Plan as the plan relates to the municipality every year. With the assistance of the municipal liaison, he\she shall make recommendations to the county Emergency Management Coordinator of any changes which may be needed. After this review and incorporation of necessary changes, the township supervisor shall certify the plan to be current and adequate for Hamburg Township.²

Section 603. When circumstances within the township indicate that the occurrence or threat of occurrence of widespread or severe damage, injury or loss of life or property from natural or human-made cause exists the Township Supervisor may declare a local state of emergency. Such a declaration shall be promptly filed with the Livingston County Emergency Management Office, who shall forward it to the Department of State Police, Emergency Management Division. This declaration shall not be continued or renewed for a period in excess of 7 days except with the consent of the Township Board.

Section 604. If the Township Supervisor invokes such power and authority, he/she shall, as soon as reasonably expedient, convene the Township Board for one or more emergency meetings in accordance with the Open Meetings Act to perform its normal legislative and administrative duties as the situation demands, and will report to that body relative to emergency activities. Nothing in this resolution shall be construed as abridging or curtailing the powers of the Township Board unless specifically provided herein.

Section 605. The Township Supervisor may do one or more of the following under a local state of emergency:

- (a) Direct the Emergency Management Coordinator to implement the Emergency Operations Plan.
- (b) Issue directives as to travel restrictions on local roads within the municipality.
- (c) Relieve township employees of normal duties and temporarily reassign them to other duties.
- (d) Activate mutual aid agreements.
- (e) Direct the municipal disaster relief effort in accordance with the county Emergency Operations Plan and municipal standard operating procedures.

² Rule 4 (c) (d-q) of the administrative rules promulgated for Act 390, sec. 19 states that the plan shall be considered official upon bearing the signature of the chief executive official of the municipality. The plan must be current and adequate (see rule) within two years.

- (f) Notify the public and recommend in-place or evacuation or other protective measures.
- (g) Request a state of disaster or emergency declaration from the Governor as described in Article 7.
- (h) When obtaining normal approvals would result in further injury or damage, or is not possible due to the nature of the disaster, the Township Supervisor may, until the Township Board convenes, waive procedures and formalities otherwise required pertaining to the following:
 - (1) For a period of up to 7 days, send the disaster relief force and resources to the aid of other communities as provided by mutual aid agreements.
 - (2) For a period of up to 7 days, appropriate and expend funds from the disaster contingency fund created in Article 9 up to \$250,000.
 - (3) For a period of up to 7 days, make contracts, obtain and distribute equipment, materials, and supplies for disaster purposed.
 - (4) Employ temporary workers.
 - (5) Purchase and distribute supplies, materials, and equipment.
 - (6) Make, amend, or rescind ordinances or rules necessary for emergency management purposes which supplement a rule, order, or directive issued by the Governor or a state agency. Such an ordinance or rule shall be temporary and, upon the Governor's declaration that a state of disaster or state of emergency is terminated, shall no long be in effect.³

Section 606. If a state of disaster or emergency is declared by the Governor, assign and make available for duty the employees, property, or equipment of the township within or without the physical limits of the township as ordered by the Governor or the Director of the Department of State Police in accordance with the act.⁴

Article 7 - Governor Declaration Request

Section 701. If a disaster or emergency occurs that has not yet been declared to be a state of disaster or a state of emergency by the Governor, and the Township Supervisor determines that the situation is beyond control of the municipality, he/she may request the Governor to declare that a state of disaster or state of emergency exists in the municipality in accordance with the act. This shall be done by immediately contacting the Livingston County Emergency Management Coordinator. The Emergency Management Coordinator shall immediately contact the District Coordinator. The District Coordinator, in conjunction with the Emergency Management Coordinator, shall assess the nature and scope of the disaster or emergency, and they shall recommend the state personnel, services, and equipment that will be required for its prevention, mitigation, or relief.⁵

³ Act 390, as amended, sec.12 (2) provides this authority.

⁴ Act 390, as amended, sec. 10 (1) (h) provides this authority.

⁵ Act 390, as amended, sec.12 states that the "chief executive official" (see definitions in act) of a county or any municipality may make this request. However, he/she must do this utilizing the procedures set forth in sec. 14 of the act

Article 8- Volunteers; Appointment; Reimbursement

Section 801. Each municipal department, commission, board, or other agency of municipal government is authorized to appoint volunteers to augment its personnel in time of emergency to implement emergency functions assigned in the county Emergency Operations Plan. Such individuals are part of the disaster relief force and shall be subject to the rules and operational control set forth by the respective department, commission, board, or agency through which the appointment was made, and shall be reimbursed for all actual and necessary travel and subsistence expenses.⁶

Article 9 - Disaster Contingency Fund

Section 901. A disaster contingency fund is hereby created in the budget of not less than \$250,000. Money may be expended from the fund when a local state of emergency has been declared for the purpose of paying the disaster relief force, purchase of supplies and services, repair costs, or other needs required specifically for the mitigation of the effects of, or in response to, the emergency or disaster.

Article 10 - Rights of Disaster Relief Force

Section 1001. In accordance with the act, personnel of the disaster relief force while on duty shall have the following rights:

- (a) If they are employees of the municipality, or other governmental agency regardless of where serving, have the powers, duties, rights, privileges, and immunities and receive the compensation incidental to their employment.
- (b) If they are not employees of the municipality, or other governmental agency be entitled to the same rights and immunities as are provided for by law.

Article 11 - Temporary Seat of Government

Section 1101. The township board shall provide for the temporary movement and reestablishment of essential government offices in the event that existing facilities cannot be used.

Article 12 – Liability

Section 1201. As provided for in the act and this resolution, the municipality, or the agents or representatives of the municipality, shall not be liable for personal injury or property damage sustained by the disaster relief force. In addition, any member of the disaster relief force engaged in disaster relief activity shall not be liable in a civil action for damages resulting from an act of omission arising out of and in the course of the person's good faith rendering of that activity, unless the person's act or omission was the result of that person's gross negligence or willful misconduct. The right of a person to receive benefits or compensation to which he or she may otherwise be entitled to under the worker's compensation law, any pension law, or act of congress will not be effected as a result of said activity.⁷

which states that the appointed emergency management coordinator and the district coordinator must jointly assess the situation and make recommendations.

⁶ Act 390, as amended, sec. 11 (1) (a-c) discusses disaster relief force rights and duties.

⁷ Act 390, as amended, sec. 11 (2-8) discusses liability.

Section 1202. As provided for in the act, any person owning or controlling real estate or other premises who voluntarily and without compensation grants the municipality the right to inspect, designate and use the whole or any part of such real estate or premises for the purpose of sheltering persons or for any other disaster related function during a declared local state of emergency or during an authorized practice disaster exercise, shall not be civilly liable for the death of, or injury to, any person on or about such real estate or premises under such license, privilege or other permission, or for loss of, or damage to, the property of such person.

Article 13 – Sovereignty

Section 1301. Should any section, clause, or provision of this resolution be declared by the courts invalid for any reason, such declaration shall not affect the validity of this resolution as a whole or any part thereof, other than the section, clause, or provision so declared to be invalid.

Article 14 – Repeals

Section 1401. All resolutions or parts of resolutions inconsistent herewith are hereby repealed.

Article 15 - Annual Review

Section 1501. This resolution shall be reviewed annually by the Township Board in conjunction with the adoption of the Budget and changes shall be made if necessary.

Article 16 - Effective Date

Section 1601. This resolution shall have immediate effect.

[End Resolution Text]

ROLL CALL VOTE:

A roll call vote on the foregoing resolution was taken and was as follows:

AYES: _____

NAYS: _____

ABSENT: _____

RESOLUTION DECLARED: _____

CERTIFICATION

I, Michael H. Dolan, being the duly elected Clerk of the Township of Hamburg, Livingston County, Michigan hereby certify that:

(1) The foregoing is a true and complete copy of the Resolution duly adopted by the Township Board on March 19, 2019;

(2) The original of such resolution is on file in the records of the Clerk's office;

(3) The meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended);
And,

(4) The minutes of such meeting were kept and will be or have been (or will be) made available as required by the Open Meetings Act.

DATE: _____

Michael H. Dolan, Hamburg Township Clerk

Hamburg Township

Support Emergency Operations Plan

A Support Plan to County Emergency Operations Plan/ Emergency Action Guidelines

Date: **March 19, 2019**

Signature page

Date:

To all Recipients:

Transmitted herewith is the Support Emergency Operations Plan for the Hamburg Township in support to the Livingston County Emergency Operations Plan.

The plan provides a framework for the Township to use in performing emergency functions before, during, and after a natural disaster, technological incident or a hostile attack.

This plan was adopted by the Board under Resolution dated **March 19, 2019**. It supersedes all previous plans.

PATRICK J. HOHL, Hamburg Township Supervisor

Date

Hamburg Township

Introduction to the Plan

I. Purpose

Hamburg Township has elected to be incorporated into the Livingston County Emergency Management Program. By becoming part of the county emergency management program, the Hamburg Township and Livingston County have certain responsibilities to each other. This Support Emergency Operations Plan has been developed to identify the responsibilities between Hamburg Township and Livingston County in regards to pre-disaster emergency management activities. It also provides for Hamburg Township government agencies to respond to various types of emergencies or disasters that affect the community. This support plan is to be used in concurrence with the County Emergency Operations Plan as it is a supporting document. The support plan will be maintained in accordance with the up-to-date standards of the Livingston County Emergency Operations Plan. Review of this support plan shall be accomplished concurrently with the county plan.

II. Scope

This plan is a flexible document in which changes from the content of the plan may occur due to unique nature of emergencies.

Each agency that has a supported role in this plan or its elements has developed Standard Operating Procedures (SOP) which provides systematic instructions for accomplishing assigned functions.

In addition, to support emergency preparedness and response efforts, the local government also conducts other activities such as personnel training, participating in exercises, encouraging chronic disease prevention techniques; educate the public on awareness activities, and use of appropriate land use planning decisions for mitigation and prevention purposes as well.

Through this plan, Hamburg Township continues to implement the National Incident Management System, participating in efforts to provide an effective and efficient incident management operation.

III. Plan Maintenance and Implementation

The plan has been developed together with local community, and county officials to ensure consistency within the county emergency management program documents. The plan is required to be approved by the Hamburg Township Board every year in conjunction with the Budget, or whenever the Elected Officials change, and is to be forwarded to the County Emergency Management Office. Upon approval, it will be implemented, tested through exercises in concurrence with County officials, and review/updated to maintain its current with the County Emergency Operations Plan.

This plan has been provided to all municipal agencies, elected officials, the county emergency management office and the MSP/EMHSD district coordinator.

IV. Emergency Management Program Oversight

Hamburg Township has appointed the ~~Fire Chief~~ Director of Public Safety/Police Chief to serve as the Municipal Emergency Management Liaison responsible for working with the County Emergency Management Coordinator in matters pertaining to emergency management for the municipality. Pursuant to the requirements in P.A. 390, of 1976, as amended, Section 19, Livingston County has adopted a resolution that incorporates Hamburg Township into its emergency management program, necessary for disaster assistance.

Hamburg Township

Basic Information

Community Profile

Location. Hamburg Township is situated in town 1 North, range 5 East of Livingston County.

Population and Individuals Having Disabilities, Special or Functional Needs. The community has a population of over ~~23,000~~ 22,000 residents. Of this number, the 2010 US Census for Hamburg Township identified approximately 7.0 % of individuals with a disability under age 65 years for the period 2009-2013. 1610 persons are identified as individuals with special/functional needs. Some of these individuals reside in non-group homes where help is provided as needed or on-call.

On an annual basis, Hamburg Township will include the Medical Alert Information Request in Appendix 2 with all December tax bills. The Hamburg Township Fire Department will maintain a data base of all individuals having disabilities, special or functional needs.

Major Industries. The township has very limited industrial and commercial development. The Hamburg Township Fire Department has on file, and will update annually in conjunction with the annual facilities inspection, a record of each industrial and commercial industry in the township.

Flooding Risks. We have possible flooding as Natural Disasters in our township. Information regarding flooding can be found in Hamburg Township's Flooding Response Action Plan, latest revision date of January 7, 2014. (Hamburg Township is NFIP Community #260118 and is included in the FEMA Flood Insurance Study for Livingston County, Michigan dated September 17, 2008).

Railway Risks. We also have approximately 8 miles of rail running through our town that may or may not have unknown hazardous materials aboard.

General Hazard Vulnerabilities. More information regarding hazard vulnerability can be found in the County's Hazard Mitigation Plan/Analysis.

Extremely Hazardous Materials Locations. Within the community, there are no sites that contain extremely hazardous materials. Pursuant to SARA Title III, off-site emergency response plans have been developed by the LEPC to prepare the fire department(s) to respond to the specific hazardous materials on the sites. In addition, the owners of the site(s) have reported the types of hazardous material that is housed on-site, as required by the Emergency Planning and Community Right-To-Know Act.

Emergency Management Authority

Pursuant to P.A. 390 of 1976, as amended, the Hamburg Township Supervisor may declare a local state of emergency for Hamburg Township. In the Township Supervisor's absence, pursuant to local legislation, the Deputy Supervisor is authorized to declare the local state of emergency as well. Upon a declaration, PA 390 also authorizes the Township Supervisor to issue directives, such as restrictions to travel on local roads. The local declaration activates this emergency plan as well as the emergency operations center to conduct activities to ensure the safety of people, property, and the environment.

Hamburg Township has been a recipient of federal preparedness assistance; a resolution has been adopted by the local government for establishing the National Incident Management System as the standard for incident management for all-hazards. Through the adoption, the township continues to implement the concepts of the NIMS through training, planning, and exercising activities.

Response Resources

Hamburg Township maintains two fulltime departments responsible for providing public safety and welfare to the community. Each department is comprised of qualified emergency personnel, and maintains equipment capable of responding to emergencies. A list of resources that the departments use for emergency situations can be requested through the municipal emergency management liaison. Under circumstances, if the incident requires additional resources beyond the capability of Hamburg Township, the Township Supervisor may enact mutual aid, or it may be necessary to request county assistance through proper procedures.

Emergency Management Organization

The Hamburg Township emergency management organization consists of six departments responsible for conducting activities in response to emergencies within the community. These six departments have been assigned specific emergency functions the municipality has identified necessary in order to provide an effective response to secure the safety of people, property, and the environment. Each agency is responsible for implementing pre-disaster activities to help prevent and/or prepare for various hazards that the community is vulnerable to such as: chronic diseases, flooding, hazardous material spills, inclement weather, tornadoes, and public disturbance to name a few; a more profound list can be found in the County's Hazard Mitigation Plan/Analysis. Prevention and preparedness activities include: awareness training, exercising, hygienic practices to prevent spreading of infectious diseases, stockpiling equipment, and educating people to self-care for themselves in an emergency.

The Township Supervisor serves as the incident manager for municipal coordination. At his/her side is the emergency management liaison, a planning chief, finance chief, operations chief, and logistics chief. The operations chief is responsible for coordinating the individual emergency functions assigned by agencies.

The table lists the functions, assigned agencies, primary point of contact, and phone number.

Function	Agency	Primary Contact	Phone
Direction and Control	Hamburg Twp. Fire Supervisor	Chief Mark Hogrebe Pat Hohl	1-313-550-3280 1-586-663-2842
Fire Services	Hamburg Twp. Fire	Chief Mark Hogrebe Chief Nick Miller	1-313-550-3280 1-810-459-1567
Law Enforcement	Hamburg Twp. Police	Chief Richard Duffany	1-734-968-5711
Warning and Communications	Hamburg Twp. Fire	Deputy Chief Nick Miller	1-810-459-1567
Public Information	Supervisor	Pat Hohl	1-586-663-2842
Damage Assessment	Assessing	Susan Murray	1-248-345-3909
Public Works	Technical Services / Utilities	Tony Randazzo	1-734-634-5977
Emergency Medical Services	Hamburg Twp. Fire	Chief Hogrebe Deputy Chief Nick Miller	1-313-550-3280 1-810-459-1567
Human Services	Township Clerk	Michael H. Dolan	1-734-891-7398

Line of Succession

The following is a list of the 2nd and 3rd alternates for each agency identified in the plan to maintain the emergency tasks assigned.

Agency	2nd Alternate	3rd Alternate
HTFD	DC Miller FM Zernick 1-810-588-7373	FI Jordan Zernick Capt. Jase Lawver 1-734-637-9656
HTPD	DC Nisenbaum 1-734-564-3306	Sgt. Gary Harpe 1-734-564-9835
SUPERVISOR	Michael Dolan 1-734-891-7398	Tony Randazzo 1-734-634-5977
ASSESSING	Don Burtraw 1-734-474-5142	Mandy West 1-248-767-5816
TECHNICAL SERVICE/UTILITIES	Dave Podvoyski 1-517-404-2926	Russ Williamson 1-734-368-8729
CLERK	Patricia Hughes 1-734-771-4579	Deby Hennemen 1-810-923-3866

Hamburg Township

General Emergency Management Guidelines

The following guidelines are general to the municipality, all agencies, and individuals who have a role in responding to an emergency within the Hamburg Township. Being that emergency planning is a work in progress guidelines are continuously reviewed and modified due to the situation and complexity of incidents.

1. Report to the local Emergency Operations Center when activated for scheduled exercises or disasters, or delegate another individual to staff the EOC and implement the plan.
2. Implement mutual aid agreements or contracts with other organizations to supplement local resources that have been exhausted.
3. Ensure compliance with this plan and the County Emergency Plan, and any pertinent procedures and documents issued, which impact the provision of emergency services in the municipality.
4. Train department emergency personnel in emergency management functions and NIMS/ICS concepts.
5. Assists in the development, review and maintenance of the plan and of the County EOP.
6. Develop and maintain standard operating procedures for specific functions or actions identified in the plan.
7. Maintain a list of resources available by the departments/agencies.
8. Protect records and other resources deemed essential for continuing government functions and each agency's emergency operations in accordance to procedures and policies.
9. Establish mutual aid agreements and/or contracts with other jurisdictions/entities to supplement municipal resources.
10. Establish a system of coordination, such as the incident command system, within the EOC. Field operations, however, are required to use the incident command system.
11. Participate in the review and update of this emergency operations plan, in accordance to a schedule identified by the Municipal Emergency Management Liaison and the County Emergency Management Coordinator.
12. Adapt and provide printed emergency management materials and verbal messages to those who are vision impaired, non-English speaking, or deaf/hard of hearing.
13. Conduct pre-disaster public awareness activities including education classes, self-care guidelines, communications plans, and protocols.
14. Make recommendations to the Township Supervisor regarding protective actions.
15. Utilize MI CIMS to record and log significant events throughout the duration of the emergency, as well as the decisions made by the Incident Commander and Township Supervisor.

16. Continuously conduct emergency planning activities as it is a work-in-progress, periodically being reviewed and updated.

All emergency response agencies are considered to be available to respond.

Hamburg Township

Emergency Response Procedures

The following are procedures that Hamburg Township conducts and coordinates with the county in response to a local state of emergency.

1. Assure that the municipal emergency response agencies, elected officials and the County Emergency Management Coordinator are notified of the situation.
2. Municipal agencies assess the nature and scope of the emergency or disaster.
3. If the situation can be handled locally, do so, using the following sequenced guidelines:
 - The Emergency Management Liaison advises the Township Supervisor and coordinates all emergency response actions.
 - The Township Supervisor declares a local state of emergency and notifies the County Emergency Management Coordinator of this action.
 - A local state of emergency declaration is forwarded to the county office.
 - **The emergency management liaison activates the emergency operations center. The EOC is located at 10100 Veterans Memorial Drive, Hamburg, MI 48139-0157 (HTFD Station #12). If this location is unavailable an alternate location is at 3666 East M-36, Pinckney, MI 48169 (HTFD Station #11).**
 - Emergency response agencies are notified through telephone, smart messaging, Livingston County Central Dispatch by the Municipal Emergency Management Liaison to report to the EOC.
 - The Township Supervisor directs departments/agencies to respond to the emergency situation in accordance to each agency's functional guidelines indicated in the attachments to this plan.
 - The Township Supervisor issues directives as to travel restrictions on local roads and recommends protective actions from the commanding agency. Protective action recommendations will be based on weather forecasting and if the incident complexity increases due to inability to respond rapidly and with a "ready" supply of resources to mitigate the incident.
 - Notify the public of the situation, through the Public Information Official, and take appropriate actions.
 - Keep the County Emergency Management Coordinator informed of the situation and actions taken.
 - If municipal resources become exhausted or if special resources are needed, request county assistance through the County Emergency Management Coordinator.
4. If assistance is requested, the county emergency management coordinator assesses the situation and makes recommendations on the type/level of assistance. The County will also take the following steps:

- Activate the County Emergency Operations Center
- Activate the County Emergency Operations Plan/Emergency Action Guidelines
- Respond with county resources as requested
- Activate mutual aid agreements
- Coordinate county resources with municipal resources
- Notify MSP/EMHSD District Coordinator.
- Develop a jurisdiction situation report and a damage and injury assessment report via and submit to the MSP/EMHSD.
- Assist the municipality with prioritizing and allocating resources.
- If county resources are exhausted, the county makes a request to the Governor to declare a state of emergency or state of disaster in accordance with procedures set forth in PA 390, as amended. The county shall not request state assistance or a declaration of a state of disaster or a state of emergency unless requested to do so by the Township Supervisor of Hamburg Township if the situation occurs solely within the confines of the municipality.
- If state assistance is requested, the MSP/EMHSD District Coordinator, in conjunction with the County Emergency Management Coordinator and Municipal Emergency Management Liaison, assess the disaster or emergency situation and recommends the necessary resources that are required for its prevention, mitigation, or relief efforts.
- After completing the assessment, the MSP/EMHSD District Coordinator immediately notifies the State Director of Emergency Management and Homeland Security of the situation.
- The State Director of Emergency Management and Homeland Security notifies the Governor and makes recommendations.
- If state assistance is granted, procedures are followed in accordance to the Michigan Emergency Management Plan and the County Emergency Operations Plan.

Addenda

Hamburg Township

EMERGENCY ACTION GUIDELINES

The following attachments provide guidelines for each function that has been assigned to the agencies in response to an emergency or disaster situation.

- Attachment A: Direction and Control
- Attachment B: Fire Services
- Attachment C: Law Enforcement
- Attachment D: Warning and Communications
- Attachment E: Public Information
- Attachment F: Damage Assessment
- Attachment G: Public Works
- Attachment H: Emergency Medical Services
- Attachment I: Human Services

Each agency assigned is responsible for maintaining the guidelines, as well as approving any changes to the guidelines or changes to the official responsible for implementation.

ATTACHMENT A: Direction and Control

The Township Supervisor, with support from the Emergency Management Liaison and ~~Police~~ Fire Chief, is responsible for directing and controlling emergency management operations.

The following guidelines represent a checklist of actions that the Township Supervisor and Liaison must consider for providing an effective response to an emergency or disaster situation.

Functional Guidelines:

1. Issue orders and directives, i.e., travel restrictions, and recommend protective actions to be taken by the general public.
2. Declare a local state of emergency or disaster and notify the County Emergency Management Office.
3. Generate and disseminate information to the public via the Public Information Officer.
4. Provide for continuity of operations.
5. Activates and maintains the local emergency operations center.
6. Seek federal post-disaster funds, as available, as well as pre-disaster assistance.
7. Maintain record of activity regarding decisions on emergency actions.
8. Review and evaluate assessment data.
9. Maintain liaison with state and federal officials.
10. Coordinate with County officials in response and recovery efforts.
11. Coordinate and conduct information sharing activities to identify potential and enacted WMD or terrorism activities, and mobilize and direct resources in response to such incidents.
12. Prepares and maintains an emergency plan for the municipality subject to the direction of the elected officials; reviews and updates as required.
13. Develops and maintains a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community.
14. Coordinate with State and federal officials in collecting and sharing terrorism related information.

The Township Supervisor has reviewed and approves the assigned guidelines. These will be maintained in accordance to the current standards of the county’s emergency plan.

PATRICK J. HOHL, Hamburg Township Supervisor

Date

ATTACHMENT B: Fire Services

The Fire Department, is responsible for fire service activities.

The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Functional Guidelines:

1. Provide command level representatives to the EOC and Unified Incident Command Post, when activated.
2. Coordinates fire and search and rescue services with appropriate personnel at the County Emergency Management Agency; including assistance to regional specialty teams such as, but not limited to the Regional Response Team, MUSAR, and BOMB Squad.
3. Coordinates with County EMC and the State of Michigan in the decontamination and monitoring of affected citizens and emergency workers after exposure to CBRNE hazards.
4. Assumes primary responsibility for emergency alerting of the public.
5. Assists with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured.
6. Provides resources for fire services response and rescue operations.
7. Assists in salvage operations and debris clearance.
8. Advises elected officials about fire and rescue activities.
9. Conduct safety analysis of the emergency, inform and recommend corrections to the Township Supervisor.
10. Respond to hazardous materials spills in accordance to the procedures in Appendix 1.
11. Assist in search and rescue operations.
12. Assist in searching for bombs and/or explosive devices in connection with WMD events.

The Fire Chief has reviewed and approves the assigned guidelines. These will be maintained in accordance to the current standards of the county's emergency plan.

~~MARK HOGREBE~~ Nick Miller, Hamburg Township Fire Chief

Date

ATTACHMENT B: APPENDIX 1: Fire Services

HAZMAT RESPONSE Guidelines

The Fire Department is responsible for the response to hazardous materials spills. Response will be in accordance to the following procedures.

1. Assume incident command upon arrival at the scene.
2. Establish scene security or coordinate with other available agencies to establish scene security.
3. Monitor and evaluate environmental health risks or hazards from hazardous materials releases.
4. Inspect possible sources of contamination.
5. Provide technical assistance and liaison with other appropriate agencies or organizations for the remediation of hazardous waste releases and other contamination sources.
6. Disseminate information to the Emergency Operations Center Public Information Officer on hazardous material releases issues.
7. Makes protective action recommendations based on severity and complexity of incident type.
8. Ensure PPE is fit tested to responders.
9. Prior to proceeding with cleanup, analyze and evaluate the safety of the spill by a certified Safety Officer/technician.
10. Decontaminate equipment and gear.

The Fire Chief has reviewed and approves the assigned guidelines. These will be maintained in accordance to the current standards of the county's emergency plan.

~~MARK HOGREBE~~ Nick Miller, Hamburg Township Fire Chief

Date

ATTACHMENT C: Law Enforcement

The Police Department, is responsible for law enforcement activities.

The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Functional Guidelines:

1. Develops and maintains procedures for the Police Department.
2. Coordinates security and law enforcement services; with appropriate personnel at the County Emergency Operations Center.
3. Establishes security and protection of critical facilities.
4. Provides traffic and access control in and around affected areas.
5. Assists with emergency alerting and notification of threatened population.
6. Assists with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured.
7. In cooperation with the Fire Department, performs search and rescue operations.
8. Implement any curfews ordered by the Township Supervisor.
9. Provides access control to affected areas.
10. Provide emergency assistance to persons with special/functional needs.
11. Assists the medical examiner with mortuary services.
12. Coordinate urban search and rescue activities.
13. Investigate incident and provide intelligence information to state and federal officials.

The Police Chief has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

RICHARD DUFFANY, Hamburg Township **Director of Public Safety**/Police Chief

Date

ATTACHMENT D: Warning and Communications

The Fire Department is responsible for warning and communications activities.

The following guidelines represent a checklist of actions that department officials must use for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

1. Warn the following individuals via telephone, pager, smart messaging, sirens, etc.:
 - a. Township Supervisor.
 - b. Municipal Emergency Management Liaison.
 - c. County Emergency Management Coordinator.
 - d. Municipal Emergency Operations Center representatives.
2. Ensure all agencies represented in the municipal Emergency Operations Center have communications both to their staff at their department offices and their staff at the incident site. This equipment consists of radios, telephones, cell phones, pagers, sirens, etc.
3. Establish communications with the county Emergency Operations Center if activated. The communications equipment available for this link is i.e., LEIN, telephone, fax, pagers, sirens, etc.
4. Establish communications with the Incident Command Post, if established.
5. Activate the public warning system in accordance to the procedures listed in Appendix D-1.
6. Ensure the public warning system provides notification to special needs populations identified in the community, i.e., elderly, hearing impaired, non-English speaking, and others. The system consists of sirens, door-to-door, telephone fan out, 211 system, etc.
7. Contact and warn special facilities and locations, such as schools, hospitals, nursing homes, major industries, institutions, and place of public assembly. The methods of warning and contacting these locations consist of sirens, personal contact, telephone, etc.

The Fire Chief has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

~~MARK HOGREBE~~ Nick Miller, Hamburg Township Fire Chief

Date

ATTACHMENT E: Public information

The Township Supervisor, is responsible for public information activities.

The following guidelines represent a checklist of actions that the Public Information Official must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

1. Function as the sole point of contact for the news media and public officials.
2. Collect information from municipal emergency response agencies located in the emergency operations center and other locations.
3. Prepare news releases to be disseminated to the local media.
4. Conduct press tours of disaster area(s) within the community.
5. Establish a **Public Information Center at Fire Station 12, 10100 Veterans Memorial Drive, Hamburg, Michigan 48139** to become the central point from which news releases are issued.
6. Establish and maintain contact with the County Public Information Official if the County's Emergency Operations Plan is activated.
7. Coordinate public information activities with the county Public Information Officer if the County Emergency Operations Center is activated.
8. Assist the county in establishing a Joint Information Center (JIC).
9. Assist the county with establishing a Rumor Control Center.
10. Assist the Municipal Emergency Management Liaison in developing and distributing education material on the hazards that face the municipality.
11. Develop and maintain Emergency/Public Information procedures.
12. Maintain a log and file of all information released to the media.

The Township Supervisor has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

PATRICK J. HOHL, Hamburg Township Supervisor

Date

ATTACHMENT F: Damage Assessment

The Assessing Department, is responsible for damage assessment activities.

The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

1. Record initial information from first responders such as law enforcement, fire services, and public works.
2. If necessary, activate the damage assessment team which consists of the following agencies:
 - Assessing Department - responsible for public damage assessment.
 - Assessing Department - responsible for individual damage assessment.
3. Provide information to the Municipal Emergency Management Liaison. The Liaison will then provide assessment data to the county for preparation of a jurisdictional situation report via E-Team.
4. If the situation warrants, assist the Township Supervisor with the preparation of a local state of emergency declaration and forward to the County Emergency Management Coordinator.
5. Prepare a request for county assistance in conjunction with the Municipal Emergency Management Liaison.
6. Plot damage assessment information on status boards in the Municipal Emergency Operations Center.
7. Record all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.
8. Prepare reports for the municipal public information official.
9. Collect information and forward to the County so that the county can complete the Damage and Injury Assessment information through the jurisdiction's situational report via MI CIMS.

The Assessing Department official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

SUSAN MURRAY, MAAO, Hamburg Township Assessor

Date

ATTACHMENT G: Public Works

The Fire Department with the support of the Public Works Department is responsible for damage assessment activities.

The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

1. Maintain transportation routes.
2. If necessary, coordinate activities designed to control the flow of flood water, including sandbagging, emergency diking, and pumping operations.
3. Coordinate travel restrictions/road closures within the municipality.
4. Identify evacuation routes.
5. Provide emergency generators and lighting.
6. Assist with traffic control.
7. Assist with access control.
8. Assist with urban search and rescue activities, i.e., persons trapped in damaged buildings or under heavy debris/objects, etc.
9. Assist private utilities with the shutdown and restoration of gas and electric services.
10. Assist with transportation of essential goods, i.e., food, medical supplies, etc.
11. As necessary, establish a staging area for public works.
12. Report damage information to the Damage Assessment Team.
13. If necessary, assist with damage surveys for the federal public assistance grant program.
14. If the county Emergency Operations Center is activated, establish and maintain contact with the person representing public works.
15. Notify Law Enforcement of the location(s) of disabled vehicles.
16. Inspect critical infrastructure and other public utilities for safety.

The Fire Chief has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

~~MARK HOGREBE~~ Nick Miller, Hamburg Township Fire Chief

Date

ATTACHMENT G: APPENDIX 1: Public Works

Hazmat Response Guidelines

1. The Public Works Department will support the Fire Department in response efforts according to the following:
2. Assist the Fire Department in the cleanup of contaminated soils and transport to appropriate dump sites.
3. Evaluates inland waters conditions and makes recommendations to Fire Chief on response actions.
4. Provides heavy equipment and diking materials to support the Fire Department's response hazardous materials incidents.
5. Advise the incident commander of any safety concerns.
6. Ensure personnel use adequate personal protection equipment.
7. Decontaminate equipment and gear.
8. Operation, and deactivation if necessary, of residential grinder pumps and all waste water collection and treatment systems.
9. Function as the liaison with the operators of the Livingston Community Water Authority to ensure safety of the water provided.
10. Facilitate and provide for the services of private equipment/excavation contractors as needed.
11. The Director of Technical Services and Utilities has reviewed and approves these guidelines. These will be maintained in accordance to the current standards of the county's emergency plan.

TONY RANDAZZO, Hamburg Township Director of Technical Services

Date

ATTACHMENT H: Emergency Medical Services

The Fire Department is responsible for emergency medical service activities.

The following guidelines represent a checklist of actions that agency officials must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

1. Evacuate nursing homes, hospitals, and other medical facilities.
2. Assist with animal and pet control.
3. Assist with decontamination.
4. Coordinate emergency medical care to victims.
5. Establish a staging area for emergency medical equipment.
6. Identify a facility to be used as a temporary morgue if necessary.
7. Coordinate with hospitals and shelter managers to staff medical teams at shelters.
8. When appropriate, coordinate field units' participation in damage assessment activities.
9. Ensure that emergency medical teams responding on-scene have established an on-scene medical command post and a medical commander.
10. Maintain a list and the addresses of individuals with special/functional needs and other individuals needing assistance.

The emergency medical official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

~~MARK HOGREBE~~ Nick Miller, Hamburg Township Fire Chief

Date

ATTACHMENT I: Human Services

The Township Clerk will serve as the Human Services Liaison and is responsible for human services activities. The liaison will coordinate and/or keep informed human services activities occurring within the municipality, with the County Human Services Department.

The following guidelines represent a checklist of actions that the liaison must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

1. Coordinate activities of municipal agencies/departments which provide human service type services.
2. Coordinate the provision of transportation for evacuation.
3. Open and manage shelters in the municipality.
4. Set up canteen to feed emergency workers in the municipality.
5. Provide food and clothing to municipality workers and victims of disaster residing in the municipality.
6. Assist the county with establishing a Rumor Control Center.
7. Arrange for provision of Crisis Counseling or Critical Incident Stress Debriefing (CISD) for both victims and identified disaster workers.
8. If the County Emergency Operations Center is activated, establish and maintain contact with the person representing Human Services. If the county Emergency Operations Center is not activated, establish and maintain contact with the county Human Services Official directly at the county Department of Human Services.
9. Coordinate with ARC and other pertinent organizations for the distribution of emergency clothing for disaster victims.
10. Coordinate efforts to provide transportation for disaster victims. (Consider local school buses, council on aging, canoe liveries, USFS, volunteers, etc.)

The Township Clerk has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

Michael H. Dolan, Hamburg Township Clerk

Date

Attachment I: APPENDIX 1: HUMAN SERVICES:

Resources and Support Services

Transportation Resources	Type
<Name>, <Contact>	<animals/specials needs>

SHELTERS	Maximum occupancy
<Name>, <location>, <Contact>, <maximum occupancy>	

FOOD and family care resources	Type of service
<Name>, <Contact>, <location>	<food>, <clothing>, <counseling>

SPECIAL/FUNCTIONAL NEEDS CARE SERVICES	Type of service
<Name>, <Contact>	<equipment>, <translator>, <mobility>

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No Information In Packet



HAMBURG TOWNSHIP FIRE DEPARTMENT

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

FIRE CHIEF NICK MILLER
FIRE MARSHAL JORDAN ZERNICK

Date: March 13, 2019

To: Hamburg Township Board of Trustees

From: Chief Miller

Re: Agenda Item Topic: PPE Replacement

General Ledger #: 206.000.000.759

Number of Pages: 1 of 7

History

- All Personal Protective Equipment (PPE) for firefighting has a life of no more than 10 years per NFPA standards.
- Part of our yearly goals and budget is to replace expiring PPE and add as needed.
- Multiple items in our current PPE inventory, is reaching or has reached life expectancy.
- Once equipment is expired, HTFD historically donates the equipment to Mexico.

Needed Equipment

- 26 pairs of structural firefighting boots at a cost \$355.00 per pair.
- 10 firefighter helmets at a cost of \$247.60 per helmet.
- A total cost for the project is \$11,719.00 plus shipping to be purchased through Phoenix Safety Outfitters.

Bids & Recommendation

The following 4 quotes for the requested equipment were obtained:

- The Fire Store out of Coatesville, PA - \$14,790.70
- First Due Fire Supply out of Mason, MI - \$13,290.20
- Douglas Safety Systems out of Sanford, MI - \$12,730.00
- Phoenix Safety Outfitters out of Springfield, OH - \$11,719.00

It is recommended that the requested equipment be purchased from Phoenix Safety Outfitters as they submitted the lowest bid.

Funding

- This purchase is part of the approved FY 18/19 budget.
- As of 2/28/19, Turn-Out Gear (206.000.000.759) has \$22,294 remaining for FY 18/19.



HAMBURG TOWNSHIP FIRE DEPARTMENT

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

FIRE CHIEF NICK MILLER
FIRE MARSHAL JORDAN ZERNICK

Requested Board Action:

1. To approve the purchase of 26 pair of structural firefighter boots and 10 firefighter helmets at a price not to exceed \$12,000.00 (\$11,719.00 for equipment plus shipping costs) from Phoenix Safety Outfitters.
2. To approve the donation of the removed from service and expired PPE to a fire department in the area of Empalme, Mexico.

Nick Miller

Fire Chief

Reviewed and Recommended,

Richard Duff

Director of Public Safety

**Witmer Public Safety Group**

104 Independence Way
Coatesville, PA 19320
Phone: (800) 852-6088
MAELENE M (800)852-6088 X1154
mmiller@wpsginc.com

Quotation

Page 1 of 1

Quote ID: 564824
Date: 03/07/2019
Sales Person: MAELENE M
Customer Id: HAMTOW

Bill To:

ATTN: Chief Nick Miller
Hamburg Township
PO Box 157
Hamburg MI 48139

Phone: (810) 222-1104
E-Mail: NMiller@hamburg.mi.us

Ship To:

ATTN: Chief Nick Miller
Hamburg Township
10100 Veterans Memorial Dr.
Hamburg MI 48139

GLOBE BOOTS, FIRE DEX GLOVES & LION HELMETS

Quantity	Item ID	Description	Unit	Amount
25	120A400-115W	Globe Supreme 14" Pull-on Fire Structural Boot w / Arctic Grip Sole ***VARIOUS SIZES PLEASE SPECIFY*** ***UNABLE TO DISCOUNT DUE TO MANUFACTURER RESTRICTIONS***	466.90	11,672.50
20	G2LLG	Fire-Dex Dex-Pro 3D Leather Glove, Gauntlet Cuff ***VARIOUS SIZES PLEASE SPECIFY***	91.43	1,828.60
9	LFH2120F-B	Paul Conway Model 'American Classic' With Flip Down Eyeshields. Black ***1 IN STOCK AT TIME OF QUOTE; LEAD TIME APPROXIMATELY 3-4 WEEKS***	265.13	2,386.17

LEAD TIME: VARIOUS
FOB: COATESVILLE, PA
PAYMENT TERMS: CREDIT CARD, NET 30 FOR APPROVED ACCOUNTS

ACCEPTANCE OF QUOTATION

The above prices, specifications, and conditions are satisfactory and are hereby accepted.

Signature: _____

Date: _____

Quotation is valid until April 06, 2019

Subtotal: 15,887.27

Freight: 315.00

Tax:

Total: 16,202.27

**OfficerStore****theEMSstore****GIDEON
TACTICAL****OurDesigns**



FORMAL BID

207 E KIPP RD, SUITE A
MASON MI 48854

Date	Quote #
3/11/2019	9425

BILL TO
HAMBURG TWP FIRE DEPT PO BOX 157 10100 VETERANS MEMORIAL DRIVE HAMBURG, MI 48139

Ship To
HAMBURG TWP FIRE DEPT 10100 VETERANS MEMORIAL DRIVE HAMBURG, MI 48139

Signature

Rep
BDB

Item	Description	Qty	Rate	Total
HALO HOOD	MAJESTIC HOODS HALO Particle Filter Hood, GREY areas have HALO Particle Filter Fabric. BLACK areas are of Ultra C6 fabric 23" total length, DOUBLE SEAM Head / long notched shoulder bib, ADVANCED INSPECTION THREAD = TAN Nomex thread - NFPA 1971 UL Certified Hood		105.00	105.00
1201400	GLOBE 14" PULL ON FIREFIGHTING BOOT LEATHER GLOBE SUPREME		399.00	399.00
C-TRD-71B2A12...	MSA 1044 W/ DEFENDER W NFPA BOURKS, BLACK, STANDARD, BLACK NOMEX, 6" CARVED BRASS EAGLE, NOMEX W/ QR & SLIDE, REFLECTIVE LIME/YELLOW, NO ADDITIONAL ACCESSORIES		332.63	332.63
C-TRD-71B2A12...	SPECIFY COLORS BEFORE ORDER MSA 1044 W/ DEFENDER BLACK, STANDARD FLANNEL, BLACK NOMEX, 6" CARVED BRASS EAGLE, REFLECTIVE YELLOW, NO ADDITIONAL EYE PROTECTION OR ACCESSORIES		275.62	275.62
C-TRD-71M2A12...	SPECIFY COLOR BEFORE ORDER MSA 1044 W/ BOURKES, BLACK, STANDARD, BLACK NOMEX, 6" CARVED BRASS EAGLE, NOMEX W/ QR & SLIDE, REFLECTIVE LIME/YELLOW, NO ADDITIONAL EYE PROTECTION OR ACCESSORIES		291.62	291.62
	SPECIFY COLOR BEFORE ORDER			

Subtotal

Sales Tax (0.0%)

Total

Phone #	Fax #
517-969-3065	517-969-3066



Douglass Safety Systems LLC
2655 N. Meridian Rd
Suite #6
Sanford, MI 48657

QUOTATION

36005

Voice: 989-687-7600
Fax: 989-687-7601
Email: info@dougssafe.com

Quote Date: Mar 8, 2019

Quoted To:

HAMBURG TWP FIRE DEPT
ATTN: ACCTS PAYABLE
P.O. BOX 157
HAMBURG, MI 48139

Customer ID - H008

Shipping Terms	Good Thru	Payment Terms	Sales Rep
NOT INCLUDED	4/7/19	Net 30 Days	RB002-SR

Quantity	Item	Description	Unit Price	Amount
25.00		#507502 -Haix- Fire Eagle Air Boots (Any Size) (Price good when ordering for 10 or more boots)	360.00	9,000.00
50.00		#4013 -HexArmor- Ext. Rescue Glove (Any Size)	48.00	2,400.00
20.00		#X-GLOVE-G -Dragon Fire- Glove (Any Size)	65.00	1,300.00
20.00		#INNOTEX815 -Innotex- Black Eversoft Cowhide Glove	51.50	1,030.00
50.00		#HOOD 25-ML -Innotex- Gray Hood, Nomex, Lenzing	95.00	4,750.00
9.00		#HP-BFL-B -Honeywell- Ben Low Rider Helmet	337.00	3,033.00

Subtotal	21,513.00
Sales Tax	
Freight	
TOTAL	21,513.00



QUOTATION: 129570

(THIS IS NOT AN INVOICE)

PHOENIX Safety Outfitters,
PO Box 20445
Upper Arlington, Ohio 43220

Bill to:

NICK MILLER
HAMBURG TWP FIRE DEPT
10100 VETERANS MEMORIAL DRIVE
HAMBURG MI 48139
UNITED STATES
Customer Phone: 810-459-1567
Customer Email: nmiller@hamburg.mi.us

Ship to:

NICK MILLER
HAMBURG TWP FIRE DEPT
10100 VETERANS MEMORIAL DRIVE
HAMBURG MI 48139
UNITED STATES
Customer Phone: 810-459-1567
Customer Email: nmiller@hamburg.mi.us

Date: 28 Feb 2019

Terms: Reference Terms in Body of Quote

Accounting Questions cgrogan@phoenixoutfitters.com

Account Owner: Jim Reed

Bin Reference Number:

Sent By: Beverly Reed

Shipping Method:

Web Address: www.phoenixoutfitters.com

Qty	Item ID	Item name	Item \$	Extended \$
50	INNOT-GRAY25-S/M/L	GRAY 25 Particulate Blocking Hood By INNOTEX <i>Color: GRAY HOODS: S/M/L update: 0718</i>	\$97.00	\$4,850.00
25.0000		#507502 - Haix - Fire Eagle Air, 11" Pull on Structural Leather Boot.	\$355.50	\$8,887.50
2.0000		#LFH8120F - Lion - American Legend X Traditional Style Structural Fire Fighting Helmet w/ Flip Down Eye Shields. YELLOW	\$247.60	\$495.20
5.0000		#LFH8120F - Lion - Legend X Traditional Style Structural Fire Fighting Helmet w/ Flip Down Eye Shields. BLACK	\$247.60	\$1,238.00
2.0000		#LFH2120F - Lion - American Classic Traditional Style Structural Fire Fighting Helmet w/ Flip Down Eye Shields. ORANGE	\$247.60	\$495.20

Subtotal \$15,965.90

MI-ST TAX EXEMPT @ 0% \$0.00

Total \$15,965.90

Paid to date \$0.00

3/3/2019

PHOENIX Quote:

Physical Address:

PHOENIX Safety Outfitters
1619 Commerce Road
Springfield, Ohio 45504
(937) 324-2537

Sales Tax Certificates:

Ohio (91-050790)
Michigan (41-2241348)
Indiana (0158424336)

EIN:41-224134



HAMBURG TOWNSHIP FIRE DEPARTMENT

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

FIRE CHIEF NICK MILLER
FIRE MARSHAL JORDAN ZERNICK

Date: March 13, 2019
To: Hamburg Township Board of Trustees
From: Chief Miller
Re: Agenda Item Topic: Gear Extractor
General Ledger #: 206.000.000.980
Number of Pages: 1 of 5

History

- Research has shown that cancer rates are higher for firefighters because of the smoke and toxin exposures.
- Contaminated turn-out gear is a significant contributor to this long-term exposure.
- HTFD has two front loading residential washers that do not meet current National Fire Protection Association (NFPA) standards.
- Currently tracking and proving the washing of our PPE is not possible.

Needed Equipment

- The replacement of both washers, Station 11 & 12, with NFPA compliant gear extractors.
- These machines will be able to wash PPE, towels and other needs around the station.

Bids & Recommendation

The following 3 quotes for the requested gear extractors were obtained:

- Eagle Star Equipment out of Troy, MI - \$19,715.00
- Universal Laundry Machinery out of Westland, MI - \$19,419.00
- Detergent Solutions out of Sterling Heights, MI - \$18,925.00

It is recommended that the gear extractors be purchased from Universal Laundry Machinery as their model is the only one of the three which meets all NFPA requirements.

Funding

- This purchase is part of the approved FY 18/19 Goals.
- As of 2/28/19, Capital Equipment (206.000.000.980) has \$16,490 remaining for FY 18/19.
- After discussions with Director of Public Safety Duffany and Director of Accounting Kubitskey, the remaining funds are available for this project in the Fund 206 reserves.



HAMBURG TOWNSHIP FIRE DEPARTMENT

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

FIRE CHIEF NICK MILLER
FIRE MARSHAL JORDAN ZERNICK

- Director of Accounting Kubitskey, during her quarterly budget adjustment request, will recommend a fund transfer to Capital Equipment from Fund 206 reserves. The projected amount will be \$2,929.00.

Requested Board Action:

To approve the purchase of two gear extractors at a price of \$19,419.00 from Universal Laundry Machinery.

Nick Miller

Fire Chief

Reviewed and Recommended,

Reid Duff

Director of Public Safety

**Eagle Star Equipment**

2329 Alger Drive
Troy, MI 48083
(800) 482-3400

Quote

Date	Quote #
3/5/2019	11822

Name / Address
HAMBURG TWP FIRE DEPARTMENT NICK MILLER 810-222-1100 nmiller@hamburg.mi.gov

Ship To

Customer ID	Payment Terms	Sales Rep
NEW LOCATION	Due on receipt	JQ

Qty	Item	Description	Cost	Total
2	CONRMG040P110211100	CONRMG040P110211100, 40LB HARD MOUNT WASHER/EXTRACTOR, UP TO 200 G FORCE EXTRACT, LOGI-PRO CONTROL, 208-240/60/1 CONSBRMG040-6", FIXED ELEVATION BASE, 6" LABOR CHARGES TO BOLT BASE AND WASHER TO THE FLOOR AT TWO LOCATIONS. FINAL CONNECTIONS DONE BY THE STATION	8,450.00	16,900.00
2	CONSBRMG040-6"		450.00	900.00
1	LABOR		1,200.00	1,200.00

NOTES	Subtotal	\$19,000.00
	Sales Tax (6.0%)	\$0.00
	Total	\$19,000.00

PRICING VALID FOR 30 DAYS



Eagle Star Equipment

2329 Alger Drive
Troy, MI 48083
(800) 482-3400

Quote

Date	Quote #
3/5/2019	11824

Name / Address
HAMBURG TWP FIRE DEPARTMENT NICK MILLER 810-222-1100 nmiller@hamburg.mi.gov

Ship To

Customer ID	Payment Terms	Sales Rep
NEW LOCATION	Due on receipt	JQ

Qty	Item	Description	Cost	Total
1	DSSKLP601	LIQUID DETERGENT STARTER KIT, PUMP, 5 GALLON FIRE WASH LIQUID, 1 GALLON FIRE SPOT AND USER KIT	575.00	575.00
1	DSFW203-B	LIQUID FIRE WASH 5 GALLON PAIL	140.00	140.00
		PRICE INCLUDES SHIPPING AND SET UP		

NOTES	Subtotal	\$715.00
	Sales Tax (6.0%)	\$0.00
	Total	\$715.00

PRICING VALID FOR 30 DAYS



UNIVERSAL LAUNDRY MACHINERY

Proposal No. 209323

TWO STANDARD PERFORMANCE TURNOUT GEAR WASHERS

2 ea.	-UniMac UWT045N1OL	45 Lb. Industrial Grade Turnout Gear Washer	\$11,977.00	\$23,954.00
Includes: Fully programmable 30 cycle control, stainless steel basket - shell - door - front - sides and control, 5 cup supply dispenser, 2 brass water fill valves, 2 wash - 1 distribution - 100 G-force extract speed, energy saving extract inverter system, 3 year parts warranty on ALL parts, 5 year warranty on the basket - shaft - frame - seals and bearings, manufactured in the USA , 208-230/60/3 or 1 phase. Meets ALL NFPA recommendations for washing turnout gear. Cleans up to 7 "pieces" (liners or shells) at a time.				
2 ea.	-5 Cup Dispenser	5 Cup Supply Dispenser - Add \$309.00 (Only needed if hand-feeding supplies)		\$0.00
Includes: 5 cup supply dispenser for hand feeding or use chemical connections on dispenser, no rear external connections.				
1 ea.	-Discount	Minus Fire Fighter Discount	-\$4,792.00	-\$4,792.00
1 ea.	FRT-1	Freight From Factory	\$435.00	\$435.00
1 ea.	-DEL	Delivery and Boltdown	\$1,020.00	\$1,020.00
1 ea.	-Discount	Additional Discount for Multiple Machines	-\$1,198.00	-\$1,198.00
			Subtotal	\$19,419.00
			Tax	
			Total	\$19,419.00



Hamburg Township Police Department

10409 MERRILL ROAD • HAMBURG, MICHIGAN 48139

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY

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

TO: Hamburg Township Board

FROM: Chief Richard Duffany

DATE: March 5, 2019

RE: Agenda Item Topic: **Sale of Vehicles**

General Ledger #: N/A

Number of Supporting Documents: **None**

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

_____ Old Business – Previous Agenda #:

Requested Board Action

- Motion to approve the sale of a 2008 Ford Crown Victoria (VIN: 2FAFP71V08X167938) via the State of Michigan's MI Bid auction system.
- Motion to approve the sale of a 2011 Ford Explorer (VIN: 1FMHK8BGA94208) via the State of Michigan's MI Bid auction system.
- Motion to approve the sale of a 1994 AMC General Humvee (VIN: 156124) via the State of Michigan's MI Bid auction system.

Background Information

The police department is in possession of a 2008 Ford Crown Victoria (VIN: 2FAFP71V08X167938) which is an out of service road patrol vehicle that has been used for administrative purposes for the last several years. This vehicle is being replaced by a Ford Taurus which is scheduled to be taken out of road patrol service this year. As such, the 2008 Ford Crown Victoria is no longer needed.

The police department is in possession of a 2011 Ford Explorer (VIN: 1FMHK8BGA94208) which has been used for administrative purposes. The vehicle has in excess of 178,000 miles and is beginning to experience significant mechanical issues. The vehicle is no longer needed as the department has recently acquired 2 vehicles from the Department of Defense 1033 program which can serve the same administrative purposes.

The police department took possession of a 1994 AMC General Humvee (VIN: 156124) on October 30, 2014 through the Department of Defense (DOD) 1033 program. The intent of the acquisition was that it could be utilized by the Special Response Team. After 4 years we have found that the vehicle does not provide any functional purpose for the SRT team or the



Hamburg Township Police Department

10409 MERRILL ROAD • HAMBURG, MICHIGAN 48139

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY

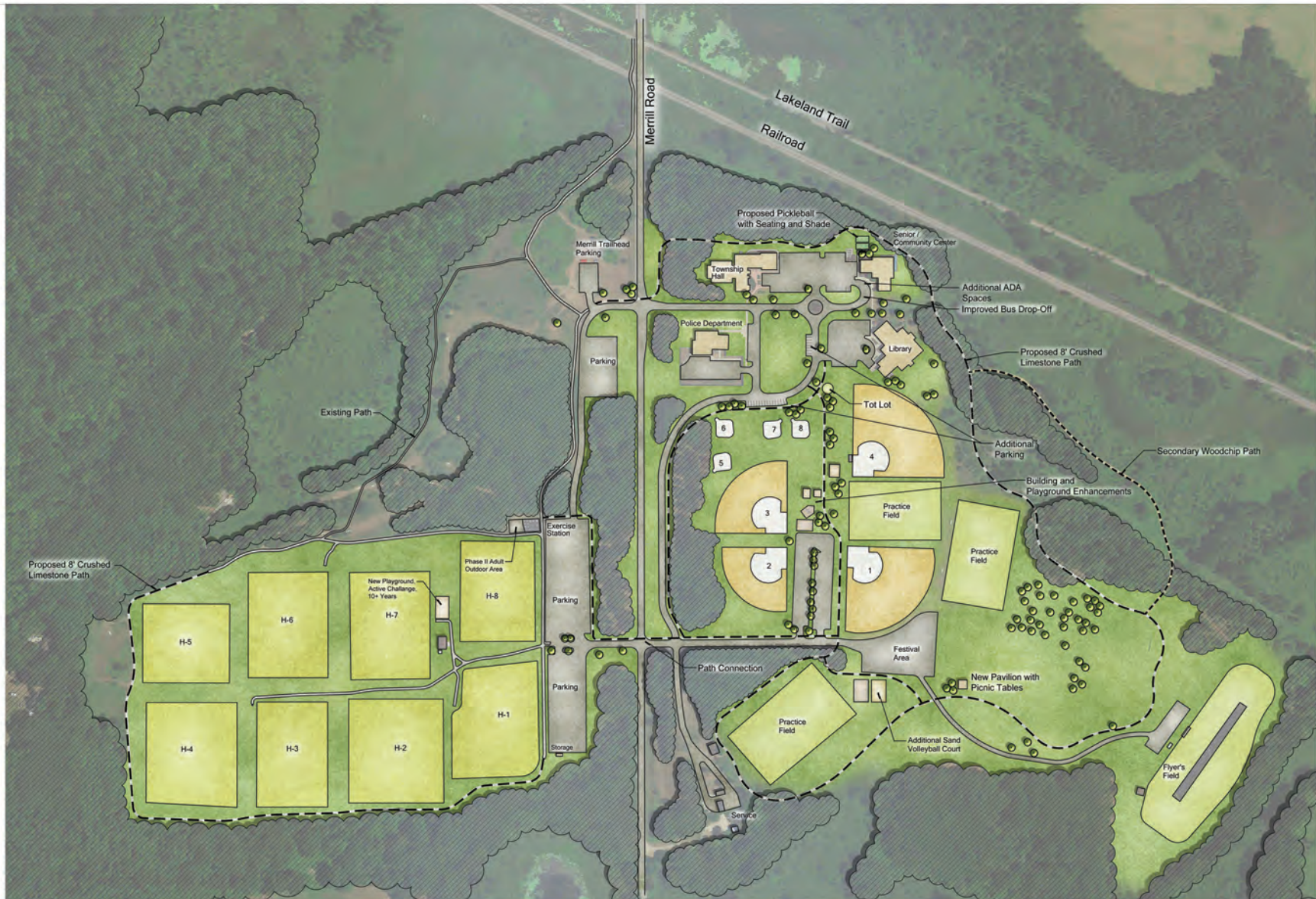
PHONE: (810) 231-9391 • FAX: (810) 231-9401

department and should be sold. The vehicle is eligible to be sold according to Department of Defense 1033 program regulations.

Respectfully,

A handwritten signature in black ink, which appears to read "Richard Duffany". The signature is fluid and cursive.

Chief Richard Duffany



Project Manager:
 JCA
 01/04/19
 Scale:
 1"=150'
 P-21847

MCKENNA
 COMMUNITIES FOR ALL
 10000 E. 15th Ave.
 Suite 100
 Aurora, CO 80012

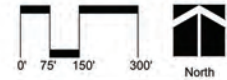
Revisions:

Manly W. Bennett Memorial Park
 Project Location: Hamburg Township, Michigan
 Project Client: Hamburg Township, Michigan

Sheet Title: **Master Plan**
 Base Data Provided By: Google Earth

Project MGR:
 JCA
 01/04/19
 Scale:
 1"=150'
 P-21847

SHEET
 Sheet 1 of 1



Revised: 08/20/2020
 Drawn By: JCA
 Date: 08/20/2020
 Scale: 1"=100'
 Project No: 21047

MCKENNA
 COMMUNITIES FOR ALL
 COMMUNITIES FOR ALL LLC

Revisions:

Manly W. Bennett Memorial Park
 Project Client: Hamburg Township, Michigan
 Project Location: Hamburg Township, Michigan

Master Plan
 Sheet Title:
 Base Data Provided By: Google Earth

Project MGR: JCA
 Drawn By: JCA
 Date: 08/20/2020
 Scale: 1"=100'
 Project No: 21047

SHEET
 Sheet 1 of 1

TOWNSHIP OF HAMBURG
BOARD OF TRUSTEES
RESOLUTION AUTHORIZING SUBMISSION OF A MICHIGAN NATURAL RESOURCES TRUST
FUND (MNRTF) GRANT APPLICATION –
IMPROVEMENTS TO MANLY W. BENNETT MEMORIAL PARK

At its regular meeting of the Board of Trustees of Hamburg Township, held at Township Hall Offices at 10405 Merrill Road, Hamburg, MI 48189 on the 19th day of March, 2019:

WHEREAS, the Hamburg Township Board of Trustees passed a motion to submit a 2019 Hamburg Township Michigan Natural Resources Trust Fund (MNRTF) grant application in connection with the Manly W. Bennett Memorial Park property which includes improvements for accessibility, connectivity, beautification and environmental enhancements and identified recreation amenities; and

WHEREAS, the proposed grant application is supported by the Community's 2018-2022 adopted 5-Year Parks and Recreation Master Plan; and

WHEREAS, the 2018-2022 Parks and Recreation Master Plan identified Manly W. Bennett Memorial Park as a prominent recreation area within the Township; and

WHEREAS, the 2018-2022 Parks and Recreation Master Plan Goals and Action and ADA Plan includes improving and enhancing Manly W. Bennett Memorial Park; and

WHEREAS, Hamburg Township wishes to make physical improvements to Manly W. Bennett Memorial Park to enhance its desirability for a wider spectrum of public recreation uses, ages and abilities; and

WHEREAS, the proposed application is supported by the Township Parks and Recreation Committee; and

WHEREAS, the proposed application advances the 2019 Master Design Plan for Manly W. Bennett Memorial Park, which was supported by the public during the 2017-2018 planning process, and

WHEREAS, the Michigan Natural Resources Trust Fund (MNRTF) has grant monies available for the improvement of park land and open space; and

WHEREAS, Hamburg Township has made a financial commitment to the project, to match at least 30% of the project cost, in matching funds, in cash and/or force account; and

WHEREAS, the Township Board has identified sources of funding in its General Fund and Parks and Recreation Fund to secure the local match, which would not exceed 40% of the total grant; and

NOW, THEREFORE, BE IT RESOLVED that the Hamburg Township Board of Trustees hereby resolves to take all actions necessary to authorize submission of the Michigan Natural Resources Trust Fund (MNRTF) grant application; and

BE IT FURTHER RESOLVED that the Hamburg Township Board of Trustees hereby resolves to make available its financial obligation amount of up to 40% of the total project cost during the 2019-2020 fiscal year.

A roll call vote on the foregoing resolution was taken and was as follows:

AYES: _____

NAYS: _____

ABSENT: _____

The resolution was declared _____.

CERTIFICATION

I, Mike Dolan, being the duly elected Clerk of the Township of Hamburg, Livingston County, Michigan hereby certify that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board, and the vote taken thereon, at the meeting described in the introductory paragraph, at which time a quorum was present and remained throughout; (2) the original of such resolution is on file in the Clerk's office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended); and (4) minutes of such meeting were kept and have been or will be made available as required thereby.

Dated:

Mike Dolan
Township Clerk
Hamburg Township
10405 Merrill Road
Hamburg, Michigan

TOWNSHIP OF HAMBURG
BOARD OF TRUSTEES
RESOLUTION AUTHORIZING SUBMISSION OF A MICHIGAN DEPARTMENT OF NATURAL
RESOURCES RECREATION PASSPORT GRANT APPLICATION –
IMPROVEMENTS TO MANLY W. BENNETT MEMORIAL PARK

At its regular meeting of the Board of Trustees of Hamburg Township, held at Township Hall Offices at 10405 Merrill Road, Hamburg, MI 48189 on the 19th day of March, 2019:

WHEREAS, the Hamburg Township Board of Trustees passed a motion to submit a 2019 Hamburg Township Michigan Department of Natural Resources Recreation Passport grant application in connection with the Manly W. Bennett Memorial Park property which includes improvements for accessibility and identified recreation amenities; and

WHEREAS, the proposed grant application is supported by the Community's 2018-2022 adopted 5-Year Parks and Recreation Master Plan; and

WHEREAS, the 2018-2022 Parks and Recreation Master Plan identified Manly W. Bennett Memorial Park as a prominent recreation area within the Township; and

WHEREAS, the 2018-2022 Parks and Recreation Master Plan Goals and Action and ADA Plan includes improving and enhancing Manly W. Bennett Memorial Park; and

WHEREAS, Hamburg Township wishes to make physical improvements to Manly W. Bennett Memorial Park to enhance its desirability for a wider spectrum of public recreation uses, ages and abilities; and

WHEREAS, the proposed application is supported by the Township Parks and Recreation Committee; and

WHEREAS, the proposed application advances the 2019 Master Design Plan for Manly W. Bennett Memorial Park, which was supported by the public during the 2017-2018 planning process, and

WHEREAS, the Michigan Department of Natural Resources has grant monies available for the improvement of parks and recreation; and

WHEREAS, Hamburg Township has made a financial commitment to the project, to match at least 30% of the project cost, in matching funds, in cash and/or force account; and

WHEREAS, the Township Board has identified sources of funding in its General Fund and Parks and Recreation Fund to secure the local match, which would not exceed 40% of the total grant; and

NOW, THEREFORE, BE IT RESOLVED that the Hamburg Township Board of Trustees hereby resolves to take all actions necessary to authorize submission of the Michigan Department of Natural Resources Recreation Passport grant application for; and

BE IT FURTHER RESOLVED that the Hamburg Township Board of Trustees hereby resolves to make available its financial obligation amount of up to 40% of the total project cost during the 2019-2020 fiscal year.

A roll call vote on the foregoing resolution was taken and was as follows:

AYES: _____

NAYS: _____

ABSENT: _____

The resolution was declared _____.

CERTIFICATION

I, Mike Dolan, being the duly elected Clerk of the Township of Hamburg, Livingston County, Michigan hereby certify that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board, and the vote taken thereon, at the meeting described in the introductory paragraph, at which time a quorum was present and remained throughout; (2) the original of such resolution is on file in the Clerk's office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended); and (4) minutes of such meeting were kept and have been or will be made available as required thereby.

Dated:

Mike Dolan
Township Clerk
Hamburg Township
10405 Merrill Road
Hamburg, Michigan

Livingston County Road Commission

3535 Grand Oaks Drive • Howell, Michigan 48843-8575

Telephone: (517) 546-4250 • Facsimile: (517) 546-9628

Internet Address: www.livingstonroads.org

February 22, 2019

Mr. Pat Hohl, Supervisor
Hamburg Township
P.O. Box 157
Hamburg, MI 48139

Re: Chilson Road, Hall Road pavement rehabilitation estimates

Dear Mr. Hohl,

The following are road rehabilitation estimates for Chilson Road from M-36 to Pettysville and Hall Road from Strawberry Lake Road to M-36, per your request:

Chilson Road – M-36 to Pettysville Road. This section of Chilson Road is approximately 3.0 miles long. The roads are in very poor condition. Staff recommends milling 2.5 inches of the surface hot mix asphalt and replacing with 3.5 inches of new hot mix asphalt in two lifts. Aggregate shoulders will be placed along the edge of the road along with other necessary related work. The estimated cost for this work is **\$800,000.**

Hall Road – Strawberry Lake Road to M-36. The paved portion of Hall Road is approximately 0.7 miles long. This road is heavily patched and is in very poor condition. Staff recommends crushing and shaping the existing road surface and placing 4.0 inches of new hot mix asphalt pavement in two lifts. Aggregate shoulders will be placed along the edge of the road along with other necessary work. The estimated cost for this work is **\$220,000.**

The above estimates are based on visual inspection. If the project is approved, additional core samples may be required to verify constructability. The above prices are based current market prices.

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

Sincerely,



Jodie Tedesco, P.E.

County Highway Engineer



March 14, 2019

Hamburg Township Board of Trustees
P.O. Box 157
Hamburg, Michigan 48139

Dear Members of the Board:

In February 2006 the Hamburg Township Board adopted a resolution recognizing the Hamburg Enhanced Recreation Organization (H.E.R.O.) as a Township volunteer organization and supporting their efforts as a community non-profit organization dedicated to creating opportunities to attract local and area-wide support for recreation and the community as a whole. This year H.E.R.O. will be hosting the 14th Annual Hamburg Family Fun Fest which is scheduled from June 12th through June 15th, 2019 at Bennett Park.

Given the number and types of events including fireworks shows, petting zoo, amusement rides, etc., at the Fun Fest it is anticipated that this event will draw thousands of participants to the area; more particularly to both East and West Bennett Park. With a speed limit of 55 mph on Merrill Road, it could potentially cause a safety issue to pedestrians crossing to reach the events taking place at East and West Bennett Park. We respectfully request that the Hamburg Township Board petition the Livingston County Road Commission to reduce the speed limit on Merrill Road between M-36 and Strawberry Lake Road (through Manly Bennett Park) from the current 55 mph to 35 mph during the Hamburg Family Fun Fest as has been done for the past 13 years.

H.E.R.O. appreciates your support to make this event a huge success for the community.

Sincerely,

A handwritten signature in blue ink that reads "Joanna G. Hardesty".

Joanna G. Hardesty
H.E.R.O. President
(810) 626-3035





March 14, 2019

Hamburg Township Board of Trustees
P.O. Box 157
Hamburg, Michigan 48139

Dear Members of the Board:

In February 2006 the Hamburg Township Board adopted a resolution recognizing the Hamburg Enhanced Recreation Organization (H.E.R.O.) as a Township volunteer organization and supporting their efforts as a community non-profit organization dedicated to creating opportunities to attract local and area-wide support for recreation and the community as a whole. This year H.E.R.O. will be hosting the 14th Annual Hamburg Family Fest which is scheduled from June 12th through June 15th, 2019 at Bennett Park.

H.E.R.O. installed banner poles on Merrill Road in Spring 2006 (under permit from the Livingston County Road Commission) approximately 200 yards south of the railroad track. To announce the annual event and draw the attention of the crowds of people that travel to and from the park facility during the baseball and soccer season, H.E.R.O. installs a banner across Merrill Road every year from May 1st through June 30th.

The County specifications for banners require a permit to be issued only to the governing body. H.E.R.O. respectfully requests the Hamburg Township Board to pass a resolution requesting a banner permit from the Livingston County Road Commission for the H.E.R.O. events scheduled at Manly Bennett Park during the Hamburg Family Fun Fest for 2019. This year we are also hosting the Vietnam Memorial Moving Wall Visit to Hamburg. In addition to the banner permit for the Fun Fest, we also request that the Moving Wall banners replace them and remain in place until after the Visit. Further, that the Township Board request the County Board of Commissioners to waive any and all fees that may be associated with the Livingston County Road Commission banner permit.

H.E.R.O. appreciates your support to make these events a huge success for the community.

Sincerely,

A handwritten signature in blue ink that reads "Joanna G. Hardesty".

Joanna G. Hardesty
H.E.R.O. President
(810) 626-3035





**OVER-THE-ROAD BANNER
APPLICATION FOR TOWNSHIP APPROVAL**

APPLICANT: Hamburg Enhanced Recreation Organization

ADDRESS: P.O. Box 548
Hamburg, MI 48139

PHONE: (810) 626-3035 **E-MAIL** director@hamburgfunfest.com

CONTACT PERSON: Joanna G. Hardesty

PHONE: DAYTIME (810) 626-3035 **CELL PHONE:** (810) 397-9058

DATE(S) OF EVENT: June 12, 2019 – June 15, 2019

DATES REQUESTED FOR BANNER DISPLAY: May 1, 2019 – June 30, 2019

DESCRIPTION OF EVENT: Hamburg Family Fun Fest sponsored by H.E.R.O. running four (4) days at the Bennett Park facilities. The event includes family fun activities – fireworks, amusement rides, petting zoo, concerts, arts & crafts, classic car show, etc., etc.

RELEASE AND HOLD HARMLESS AGREEMENT

The Applicant hereby agrees to assume all loss, damages, risk and liability associated with the installation and display of an over-the-road banner. It recognizes and acknowledges that this includes, but is not limited to, personal injury and property damage incurred for any reason whatsoever. Applicant further agrees to release, hold harmless and indemnify, the Township of Hamburg, their elected officials, officers, agents, and employees, from any and all liability or responsibility whatsoever for injury (including death) to persons and for any damage to any Township property, or the property of others, arising out of, or resulting from, the placement of the over-the-road banner. Applicant further hereby waives, releases and discharges Hamburg Township, their elected officials, officers, agents, and employees from any and all claims, demands, actions, causes of actions, damages and liabilities resulting from or arising directly or indirectly out of the placement of the over-the-road banner. Applicant further acknowledges and agrees it is solely responsible for installation and removal of the banner. If Applicant fails to remove the banner by the permit expiration date, Hamburg Township may contract for the removal of the banner and charge the cost back to the Applicant. Applicant recognizes that it is responsible to reimburse Hamburg Township for this cost and failure to do so will result in permanent ineligibility for future application and use.

Agreed to this 13th day of March, 2019.

NAME (print) Hamburg Enhanced Recreation Organization (H.E.R.O.)

BY:  Joanna G. Hardesty

ITS: President

TWP BOARD ACTION: _____ DATE: _____



March 14, 2019

Hamburg Township Board of Trustees
P.O. Box 157
Hamburg, Michigan 48139

Dear Members of the Board:

In February 2006 the Hamburg Township Board adopted a resolution recognizing the Hamburg Enhanced Recreation Organization (H.E.R.O.) as a Township volunteer organization and supporting their efforts as a community non-profit organization dedicated to creating opportunities to attract local and area-wide support for recreation and the community as a whole. This year H.E.R.O. will be hosting the 14th Annual Hamburg Family Fest which is scheduled from June 12th through June 15th, 2019 at Bennett Park.

H.E.R.O. installed banner poles on Merrill Road in Spring 2006 (under permit from the Livingston County Road Commission) approximately 200 yards south of the railroad track. To announce the annual event and draw the attention of the crowds of people that travel to and from the park facility during the baseball and soccer season, H.E.R.O. installs a banner across Merrill Road every year from May 1st through June 30th.

The County specifications for banners require a permit to be issued only to the governing body. H.E.R.O. respectfully requests the Hamburg Township Board to pass a resolution requesting a banner permit from the Livingston County Road Commission for the H.E.R.O. events scheduled at Manly Bennett Park during the Hamburg Family Fun Fest for 2019. This year we are also hosting the Vietnam Memorial Moving Wall Visit to Hamburg. In addition to the banner permit for the Fun Fest, we also request that the Moving Wall banners replace them and remain in place until after the Visit. Further, that the Township Board request the County Board of Commissioners to waive any and all fees that may be associated with the Livingston County Road Commission banner permit.

H.E.R.O. appreciates your support to make these events a huge success for the community.

Sincerely,

A handwritten signature in blue ink that reads "Joanna G. Hardesty".

Joanna G. Hardesty
H.E.R.O. President
(810) 626-3035





**OVER-THE-ROAD BANNER
APPLICATION FOR TOWNSHIP APPROVAL**

APPLICANT: Hamburg Enhanced Recreation Organization

ADDRESS: P.O. Box 548
Hamburg, MI 48139

PHONE: (810) 626-3035 **E-MAIL:** movingwallhamburg@aol.com

CONTACT PERSON: Joanna G. Hardesty

PHONE: DAYTIME (810) 626-3035 **CELL PHONE:** (810) 397-9058

DATE(S) OF EVENT: August 29, 2019 – September 2, 2019

DATES REQUESTED FOR BANNER DISPLAY: June 30, 2019 – September 15, 2019

DESCRIPTION OF EVENT: The Vietnam Memorial Moving Wall visit to Hamburg with displays and tributes to our Veterans. The event runs 5 days over Labor Day weekend.

RELEASE AND HOLD HARMLESS AGREEMENT

The Applicant hereby agrees to assume all loss, damages, risk and liability associated with the installation and display of an over-the-road banner. It recognizes and acknowledges that this includes, but is not limited to, personal injury and property damage incurred for any reason whatsoever. Applicant further agrees to release, hold harmless and indemnify, the Township of Hamburg, their elected officials, officers, agents, and employees, from any and all liability or responsibility whatsoever for injury (including death) to persons and for any damage to any Township property, or the property of others, arising out of, or resulting from, the placement of the over-the-road banner. Applicant further hereby waives, releases and discharges Hamburg Township, their elected officials, officers, agents, and employees from any and all claims, demands, actions, causes of actions, damages and liabilities resulting from or arising directly or indirectly out of the placement of the over-the-road banner. Applicant further acknowledges and agrees it is solely responsible for installation and removal of the banner. If Applicant fails to remove the banner by the permit expiration date, Hamburg Township may contract for the removal of the banner and charge the cost back to the Applicant. Applicant recognizes that it is responsible to reimburse Hamburg Township for this cost and failure to do so will result in permanent ineligibility for future application and use.

Agreed to this 13th day of March, 2019.

NAME (print) Hamburg Enhanced Recreation Organization (H.E.R.O.)

BY: Joanna G. Hardesty Joanna G. Hardesty

ITS: President

TWP BOARD ACTION: _____ **DATE:** _____

Bob Myers Excavating, Inc.

8111 Hammel Road
Brighton, MI 48116
810-231-2044 - 810-231-9790 Fax

INVOICE

Date	Invoice No.
3/7/2019	2019-033

Project Name

Phone #	Email
810-231-1000 - EXT210	810-231-8157

Customer Alt. Phone	Due Date
FX 810-231-4295 twp	3/7/2019

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

101299.980.0

Description	Qty	Rate	Total
RE: 7244 E M-36, PARCEL #15-25-100-105			
REMOVAL OF ALL TRASH, DEBRIS AND BLIGHT FROM ENTIRE 6.5 ACRE SITE INCLUDING THE INTERIOR AND EXTERIOR OF ALL BUILDINGS AND PROPERTY		15,990.00	15,990.00
DEMO OF 5 SMALL SHEDS LOCATED ON THE SITE		9,300.00	9,300.00
REMOVAL OF ALL TRASH LOADED FROM INTERIOR AND EXTERIOR OF 2 LARGE POLE BUILDINGS ON THE PROPERTY, INTERIOR OF DIRT FLOOR TO BE LEVELED. BROOM THE INTERIOR OF THE CONCRETE FLOOR OF THE POLE BARN		3,950.00	3,950.00
REMOVAL OF TREES AND BRUSH, INCLUDING STUMPS WITH A CALIPER OF 6" OR LESS AT A HEIGHT OF 1' ABOVE GRADE		10,000.00	10,000.00
ADDITIONAL WORK APPROVED BY PAT HOHL			
PUMP EXISTING 1000 GALLON DIESEL TANK BURIED BELOW GRADE AND PROPERLY DISPOSE OF FUEL. DIG AND REMOVAL OF 1000 GALLON STEEL TANK. BACKFILL TANK HOLE AND GRADE AREA COMPLETE		1,980.00	1,980.00
GL Code _____ Approved <u>PJH</u> MAR 07 2019 Entered <u>3/13 KJ</u> Due Date _____	Bid Price → 39,240 Additional work Authorized by Hohl to complete environmental work Hohl		

Total		\$41,220.00
Balance Due		\$41,220.00

Known For Honesty & Quality Since 1969

- J.** Master Plan Update
Presentation by Amy Steffens
- K.** Truck Route Ordinance
Negri/Menzies – Approved
Direct Road Committee work with Police & Rd Commission to Identify Possible Truck Route Ordinance
- L.** Campbell Property Clearing Bid results
Hohl/Neilson – Approved Award to Bob Myers Excavating
Hohl/Hahn – Approved
- M.** 2018 Tax Levies
Dolan/Neilson – All in Favor
- N.** Contract For General Legal Counsel Services
Negri/Koeble – All in Favor
Johnson/Rosatti for all Legal Service except for Labor to remain w/Keller Thoma
- O.** Treasurer Temporary Employee
Negri/Hahn -Approved
- P.** Deputy Clerk Salary
Dolan/Hahn - Approved
- Q.** Senior Center Part Time Hiring
Menzies/Neilson - Approved
- R.** Zoning Coordinator Salary Adjustment
Neilson/Dolan - Approved
- S.** Township Hall Usage Election Day November 6th – No Action
- T.** Payment Approval – Plante & Moran – Invoice #27400 - \$29,900.00
Negri/Menzies – Approved
- U.** Treasury Penalty Waiver Resolution
Negri/Neilson - Approved
- V.** Clerk Office Staffing
Dolan/Koeble – Approved temporary election staffing
- 10.** Public Information
 - A. Art & Craft Fair
- 11.** Call to the Public
- 12.** Board Comments
- 13.** Adjournment
Menzies/Neilson - Approved



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

**Bid Tabulation for
7244 E. M-36; Parcel #15-25-100-105
Blight Removal and Land Clearing Services
Hamburg Township, Michigan**

Bid Request: Sept. 10, 2018

Contractor:	Bob Myers Excavating, Inc. 8111 Hammel Road Brighton, MI 48116 Telephone: (810) 231-2044	J. Sebastian Trucking & Excavating, Inc. 11575 Pope Church Road Springport, MI 49284 Telephone: (517) 206-0113	Young Building & Excavating 8616 Rushview Drive Pinckney, MI 48169 Telephone: (734) 320-0463
Work to be Completed			
<u>Blight Removal & Demolition Services:</u>			
1. Removal of all trash, debris and/or blight from entire 6.5 acre site including the interior and exterior of all buildings on the property.	\$ 15,990.00	\$ 19,500.00	\$ 26,000.00
2. Razing (demo) of 5 small sheds located on the site. • Contractor responsible for all necessary permits.	\$ 9,300.00	\$ 8,775.00	\$ 16,000.00
3. Removal of all trash and debris from the interior and exterior of two (2) large pole buildings on the property. • Interior of the dirt floor pole barn is to be leveled with a York rake or similar treatment. • Interior of the concrete floor pole barn is to be broom cleaned.	\$ 3,950.00	\$ 8,200.00	\$ 6,600.00
<u>Land Clearing Services:</u> Removal of trees and brush, including stumps, with a caliper of 6" or less at a height of 1-ft. above grade and removal of debris from the site.	\$ 10,000.00	\$ 39,750.00	\$ 7,000.00
Contractor shall provide all equipment, materials and labor to complete project.			
Total Bid Price for Project:	\$ 39,240.00	\$ 76,225.00	\$ 55,600.00

Contractor:	RC Directional Boring, Inc. P.O. Box 706 Howell, MI 48844 Telephone: (517) 545-4887		
Work to be Completed			
<u>Blight Removal & Demolition Services:</u> 1. Removal of all trash, debris and/or blight from entire 6.5 acre site including the interior and exterior of all buildings on the property. 2. Razing (demo) of 5 small sheds located on the site. <ul style="list-style-type: none"> Contractor responsible for all necessary permits. 3. Removal of all trash and debris from the interior and exterior of two (2) large pole buildings on the property. <ul style="list-style-type: none"> Interior of the dirt floor pole barn is to be leveled with a York rake or similar treatment. Interior of the concrete floor pole barn is to be broom cleaned. 	No Bid		
<u>Land Clearing Services:</u> Removal of trees and brush, including stumps, with a caliper of 6" or less at a height of 1-ft. above grade and removal of debris from the site.	No Bid		
Contractor shall provide all equipment, materials and labor to complete project.			
Total Bid Price for Project:	NO BID		

NOTE: Please see bid documents for complete details and specifications for work to be completed by Contractor.

BACKGROUND:

Hamburg Township acquired the 6.5 acre parcel in 2016 through a property tax foreclosure sale. The property, identified by tax code 4715-25-100-105, is located at 7244 E. M-36, Whitmore Lake, MI 48189. The property has been surveyed with the corner points and mid-points of the property lines clearly marked. Attached is a GIS map of the property indicated with the red diagonal lines.

PROJECT DESCRIPTION:

Contractor shall be required to remove and dispose of all trash and debris from the entire 6.5 acres. The work shall also include the demo of five small sheds including all contents within the structures.

The 40-ft. by 80-ft. pole barn and the 62-ft. by 45-ft. pole barn shall be cleaned with all trash and debris removed and disposed of from inside and all around the buildings. The interior of the dirt floor pole barn is to be leveled with a York rake or similar treatment. The interior of the concrete floor pole barn is to be broom cleaned. To visit the site prior to submitting a bid please contact the Township Supervisor, Patrick J. Hohl, at (586) 663-2842 to schedule an on-site walk through.

**REQUEST FOR PROPOSAL FOR
BLIGHT DEMOLITION/REMOVAL AND LAND CLEARING SERVICES**

Bidder shall provide equipment, materials and labor as follows:

Description	Estimated Hours	Total
Pricing shall be provided on a time and materials basis with a not-to-exceed total.		
Removal of all trash, debris and/or blight from entire 6.5 acre site including the interior and exterior of all buildings on the property. Contractor shall be responsible to dispose of all materials at a licensed waste disposal facility. <ul style="list-style-type: none"> Property is surveyed with corner points and mid-points of property lines clearly marked. 	30 Hrs @ \$533.00 an Hour	\$ 15,990.00
Razing of five (5) small sheds located on the property. Contractor shall be responsible for pulling all necessary permits for demolition of the sheds from both Hamburg Township and the Livingston County Building Department. <ul style="list-style-type: none"> Township shall have electricity shut-off to property prior to demo. 	20 Hrs @ \$465.00 an Hour	\$ 9,300.00
Two large pole buildings on the property shall be cleaned with all trash and debris removed from the inside and outside of structures. <ul style="list-style-type: none"> The interior of the dirt floor pole barn is to be leveled with a York rake or similar treatment. The interior of the concrete floor pole barn is to be broom cleaned. 	10 Hrs @ \$395.00 an Hour	\$ 3,950.00
Removal of all trees and brush, including stumps, with a caliper of 6" or less at a height of one foot above grade and removal of debris from the site. <ul style="list-style-type: none"> Contractor may pile woodchips from tree cutting on site. 	40 Hrs @ \$250.00 an Hour	\$ 10,000.00
Contractor shall provide all equipment, materials and labor to complete project.		
Total Project Cost		\$ 39,240.00

Bidder exclusions (please list): No balancing of land

Payment terms: Net 30 days

Estimated time frame for completion of work: Please provide the length of time (i.e., days, weeks, etc.) for the work schedule.

Work Schedule - To be done during the fall

About 2 weeks with tree work - 1 week Myers Excavating and 1 week tree work

The undersigned agrees that if the foregoing Proposal shall be accepted by the Owner, he will commence work, within thirty (30) days (legal holidays excepted) after received notice of such acceptance, and will complete the Project, ready for use, at the price and within the time stated in this Proposal.

The Bidder shall acknowledge that he/she is an equal opportunity employer and that they do not discriminate against other firms due to race, age, gender or physical conditions.

In submitting this bid, it is understood that the right is reserved by the OWNER to accept any bid, to reject any or all bids, and to waive irregularities in bidding in the interest of the OWNER.

Dated and signed this the 6th day of September, 2018.

OFFICIAL ADDRESS


Bob Myers Excavating

8111 Hammel Road, Brighton, MI 48116

810-231-2044

Telephone

BIDDER'S NAME



Signature

Michael E. MYERS

Printed Name

V. P.

Title

Proposal Accepted and Notice to Proceed given:

By: Patrick J. Hohl,
Supervisor, Hamburg Township

Date: _____

BACKGROUND:

Hamburg Township acquired the 6.5 acre parcel in 2016 through a property tax foreclosure sale. The property, identified by tax code 4715-25-100-105, is located at 7244 E. M-36, Whitmore Lake, MI 48189. The property has been surveyed with the corner points and mid-points of the property lines clearly marked. Attached is a GIS map of the property indicated with the red diagonal lines.

PROJECT DESCRIPTION:

Contractor shall be required to remove and dispose of all trash and debris from the entire 6.5 acres. The work shall also include the demo of five small sheds including all contents within the structures.

The 40-ft. by 80-ft. pole barn and the 62-ft. by 45-ft. pole barn shall be cleaned with all trash and debris removed and disposed of from inside and all around the buildings. The interior of the dirt floor pole barn is to be leveled with a York rake or similar treatment. The interior of the concrete floor pole barn is to be broom cleaned. To visit the site prior to submitting a bid please contact the Township Supervisor, Patrick J. Hohl, at (586) 663-2842 to schedule an on-site walk through.

**REQUEST FOR PROPOSAL FOR
BLIGHT DEMOLITION/REMOVAL AND LAND CLEARING SERVICES**

Bidder shall provide equipment, materials and labor as follows:

Description	Estimated Hours	Total
Pricing shall be provided on a time and materials basis with a not-to-exceed total.		
Removal of all trash, debris and/or blight from entire 6.5 acre site including the interior and exterior of all buildings on the property. Contractor shall be responsible to dispose of all materials at a licensed waste disposal facility. <ul style="list-style-type: none"> Property is surveyed with corner points and mid-points of property lines clearly marked. 	100 hrs @ \$195.00/hr	\$ 19,500.00
Razing of five (5) small sheds located on the property. Contractor shall be responsible for pulling all necessary permits for demolition of the sheds from both Hamburg Township and the Livingston County Building Department. <ul style="list-style-type: none"> Township shall have electricity shut-off to property prior to demo. 	\$195.00/hr x 45 hrs	\$ 8,775.00
Two large pole buildings on the property shall be cleaned with all trash and debris removed from the inside and outside of structures. <ul style="list-style-type: none"> The interior of the dirt floor pole barn is to be leveled with a York rake or similar treatment. The interior of the concrete floor pole barn is to be broom cleaned. 	\$205/hr 40 hrs	\$ 8,200.00
Removal of all trees and brush, including stumps, with a caliper of 6" or less at a height of one foot above grade and removal of debris from the site. <ul style="list-style-type: none"> Contractor may pile woodchips from tree cutting on site. 	\$265.00/hr 150 hours	\$ 39,750.00
Contractor shall provide all equipment, materials and labor to complete project.		

Total Project Cost \$ 76,225.00

NOT TO EXCEED 76,225.00

Bidder exclusions (please list): Cost of debris removal ie dumpsters
Etc. included in hourly cost due to this - more than
Likely we will need Total Amount of bid
Regardless of hours worked To cover disposal fees All Brush will
Be Brush hogged, Larger Brush will be chipped. Smaller will remain
Payment terms: Net 30 days After completion But will be paid up as possible

Estimated time frame for completion of work: Please provide the length of time (i.e., days, weeks, etc.) for the work schedule.

30 days

The undersigned agrees that if the foregoing Proposal shall be accepted by the Owner, he will commence work, within thirty (30) days (legal holidays excepted) after received notice of such acceptance, and will complete the Project, ready for use, at the price and within the time stated in this Proposal.

The Bidder shall acknowledge that he/she is an equal opportunity employer and that they do not discriminate against other firms due to race, age, gender or physical conditions.

In submitting this bid, it is understood that the right is reserved by the OWNER to accept any bid, to reject any or all bids, and to waive irregularities in bidding in the interest of the OWNER.

Dated and signed this the 9th day of September, 2018.

OFFICIAL ADDRESS

J. Sebastian Trucking & Exc Inc
11575 Pope Church Road
Springport, MI 49284
517-206-0113

Telephone

BIDDER'S NAME

Jason Sebastian
Signature
Jason Sebastian
Printed Name
President

Title

Proposal Accepted and Notice to Proceed given:

By: Patrick J. Hohl,
Supervisor, Hamburg Township

Date:

Young Building & Excavating

BACKGROUND:

Hamburg Township acquired the 6.5 acre parcel in 2016 through a property tax foreclosure sale. The property, identified by tax code 4715-25-100-105, is located at 7244 E. M-36, Whitmore Lake, MI 48189. The property has been surveyed with the corner points and mid-points of the property lines clearly marked. Attached is a GIS map of the property indicated with the red diagonal lines.

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REQUEST FOR PROPOSAL FOR BLIGHT DEMOLITION/REMOVAL AND LAND CLEARING SERVICES

SEP 10 2018

BLC

Bidder shall provide equipment, materials and labor as follows:

Description	Estimated Hours	Total
<p>Pricing shall be provided on a time and materials basis with a not-to-exceed total.</p> <p>Removal of all trash, debris and/or blight from entire 6.5 acre site including the interior and exterior of all buildings on the property. Contractor shall be responsible to dispose of all materials at a licensed waste disposal facility.</p> <ul style="list-style-type: none"> Property is surveyed with corner points and mid-points of property lines clearly marked. <p>Razing of five (5) small sheds located on the property. Contractor shall be responsible for pulling all necessary permits for demolition of the sheds from both Hamburg Township and the Livingston County Building Department.</p> <ul style="list-style-type: none"> Township shall have electricity shut-off to property prior to demo. <p>Two large pole buildings on the property shall be cleaned with all trash and debris removed from the inside and outside of structures.</p> <ul style="list-style-type: none"> The interior of the dirt floor pole barn is to be leveled with a York rake or similar treatment. The interior of the concrete floor pole barn is to be broom cleaned. <p>Removal of all trees and brush, including stumps, with a caliper of 6" or less at a height of one foot above grade and removal of debris from the site.</p> <ul style="list-style-type: none"> Contractor may pile woodchips from tree cutting on site. <p>Contractor shall provide all equipment, materials and labor to complete project.</p>		<p>\$26,000.⁰⁰</p> <p>\$16,000.⁰⁰</p> <p>\$6,600.⁰⁰</p> <p>\$7,000.⁰⁰</p>
Total Project Cost		\$55,600. ⁰⁰

Bidder exclusions (please list): not responsible for disposing of
barrells or hazardous material

Payment terms:

\$27,800.⁰⁰ upon start balance \$27,800.⁰⁰ upon completion

Estimated time frame for completion of work: Please provide the length of time (i.e., days, weeks, etc.) for the work schedule.

2 months

The undersigned agrees that if the foregoing Proposal shall be accepted by the Owner, he will commence work, within thirty (30) days (legal holidays excepted) after received notice of such acceptance, and will complete the Project, ready for use, at the price and within the time stated in this Proposal.

The Bidder shall acknowledge that he/she is an equal opportunity employer and that they do not discriminate against other firms due to race, age, gender or physical conditions.

In submitting this bid, it is understood that the right is reserved by the OWNER to accept any bid, to reject any or all bids, and to waive irregularities in bidding in the interest of the OWNER.

Dated and signed this the 10th day of September, 2018.

OFFICIAL ADDRESS

8616 Rushview Dr

Pinckney Mi 48169

734-320-0463 (cell)

Telephone

BIDDER'S NAME


Signature

Lyle Young
Printed Name

Owner Young Bldg + Exc

Title

Proposal Accepted and Notice to Proceed given:

By: Patrick J. Hohl,
Supervisor, Hamburg Township

Date:

From: [Becky Bowers](#)
To: [Brittany Campbell](#)
Subject: Blight Removal & Land Clearing Serv. Bid
Date: Friday, August 31, 2018 10:25:25 AM
Attachments: [Scan0006.pdf](#)

Hello Brittany,

RC Directional will not be bidding on this project at this time, but do please keep us on you bid list.

Thank You, Becky

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



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

**REQUEST FOR PROPOSAL
FOR
BLIGHT REMOVAL AND LAND CLEARING SERVICES**

Ac Directional
Boring

Issue Date: August 23, 2018

Proposal Deadline: September 10, 2018, at 2:00 p.m., Eastern Time
Hamburg Township
Purchasing Agent
10405 Merrill Road, P.O. Box 157
Hamburg, MI 48139

Purchasing Contact: Brittany K. Campbell
Phone: (810) 231-1000 Ext. 210
Direct: (810) 222-1193
Fax: (810) 231-4295
Email: bcampbell@hamburg.mi.us

No Bid At
This Time

DESCRIPTION: Hamburg Township is seeking proposals to remove and dispose of all blight and trash on a 6.5 acre site including the razing of approximately five small sheds and all contents therein. The two large pole barns located on the property shall not be demolished, however, all contents within the pole barns is to be removed and disposed of by the Contractor. Work will also include tree and/or brush removal incidental to the performance of the blight removal, razing of the structures and general cleanup of the property.

This solicitation, along with any attachments and/or addenda may be downloaded from the Hamburg Township Purchasing Department website at hamburg.mi.us. Copies of this solicitation document and any issued addenda may also be obtained from the Purchasing Agent, Hamburg Township Purchasing Department, 10405 Merrill Road, P.O. Box 157, Hamburg, MI 48139, (810) 231-1000 Ext. 210. Please note that if a vendor elects to obtain documents directly from the Purchasing Department, it is then the responsibility of the vendor to contact the Purchasing Agent to find out if any additional addenda or attachments have been issued.

Proposals must be time stamped by the Purchasing Agent by the exact date and time indicated above. Late proposals will not be accepted.

BACKGROUND:

Hamburg Township acquired the 6.5 acre parcel in 2016 through a property tax foreclosure sale. The property, identified by tax code 4715-25-100-105, is located at 7244 E. M-36, Whitmore Lake, MI 48189. The property has been surveyed with the corner points and mid-points of the property lines clearly marked. Attached is a GIS map of the property indicated with the red diagonal lines.

PROJECT DESCRIPTION:

Contractor shall be required to remove and dispose of all trash and debris from the entire 6.5 acres. The work shall also include the demo of five small sheds including all contents within the structures.

The 40-ft. by 80-ft. pole barn and the 62-ft. by 45-ft. pole barn shall be cleaned with all trash and debris removed and disposed of from inside and all around the buildings. The interior of the dirt floor pole barn is to be leveled with a York rake or similar treatment. The interior of the concrete floor pole barn is to be broom cleaned. To visit the site prior to submitting a bid please contact the Township Supervisor, Patrick J. Hohl, at (586) 663-2842 to schedule an on-site walk through.

**REQUEST FOR PROPOSAL FOR
BLIGHT DEMOLITION/REMOVAL AND LAND CLEARING SERVICES**

Bidder shall provide equipment, materials and labor as follows:

Description	Estimated Hours	Total
Pricing shall be provided on a time and materials basis with a not-to-exceed total.		
Removal of all trash, debris and/or blight from entire 6.5 acre site including the interior and exterior of all buildings on the property. Contractor shall be responsible to dispose of all materials at a licensed waste disposal facility. <ul style="list-style-type: none"> Property is surveyed with corner points and mid-points of property lines clearly marked. 		\$
Razing of five (5) small sheds located on the property. Contractor shall be responsible for pulling all necessary permits for demolition of the sheds from both Hamburg Township and the Livingston County Building Department. <ul style="list-style-type: none"> Township shall have electricity shut-off to property prior to demo. 		\$
Two large pole buildings on the property shall be cleaned with all trash and debris removed from the inside and outside of structures. <ul style="list-style-type: none"> The interior of the dirt floor pole barn is to be leveled with a York rake or similar treatment. The interior of the concrete floor pole barn is to be broom cleaned. 		\$
Removal of all trees and brush, including stumps, with a caliper of 6" or less at a height of one foot above grade and removal of debris from the site. <ul style="list-style-type: none"> Contractor may pile woodchips from tree cutting on site. 		\$
Contractor shall provide all equipment, materials and labor to complete project.		
Total Project Cost		\$

C & E CONSTRUCTION CO INC

PO BOX 1359
HIGHLAND, MI 48357
248-889-1716

Invoice

DATE	INVOICE #
3/6/2019	2334

BILL TO

Hamburg Township
ATTN: Accounts Payable
PO Box 157
Hamburg MI 48139

PROJECT

GP Hamburg Twp

DESCRIPTION	QTY	RATE	AMOUNT
Hamburg Township Grinder Pump Install 7679 Winfield Drive / Hamburg Twp. This work was completed on 2/26/19 GL Code <u>590-000-198.882</u> BKC ✓ Approved <u>PJA</u> MAR 07 2019 Entered <u>3/12 KY</u> Due Date _____ * Property owner pre-paid the estimated sewer construction fees of \$10,000.00 in full on 02/06/2019 - receipt #1201156. no additional fees due. BKC ✓		10,600.00	10,600.00
Total			\$10,600.00

C & E CONSTRUCTION CO INC

PO BOX 1359
HIGHLAND, MI 48357
248-889-1716

Invoice

DATE	INVOICE #
3/6/2019	2335

BILL TO
Hamburg Township ATTN: Accounts Payable PO Box 157 Hamburg MI 48139

PROJECT
GP Hamburg Twp

DESCRIPTION	QTY	RATE	AMOUNT
Hamburg Township Grinder Pump Install 4771 E. M-36 / Hamburg Twp. This work was completed on 3/6/19 Adjustments To Contract Price: \$10,550 - \$ 3,270 { 1-1/2" } - \$500 {elect} + \$ 600 {4" PVC Buried in footing concrete} = Total Install Price \$ 7,230 GL Code <u>590-000-198.854</u> <u>BKC</u> Approved <u>POP</u> MAR 07 2019 Entered <u>3/12 kg</u> Due Date _____ * The property owner pre-paid the estimated Sewer Connection fees of \$10,550.00 in full on 9/12/2018 - Receipt #1192704. Actual Construction fees are only \$ 7,230.00 - a <u>refund</u> is due to the property owner. BKC✓		7,230.00	7,230.00
Total			\$7,230.00



PROTECTING MICHIGAN'S WATER

905 Penniman | P.O. Box 6161 | Plymouth, MI 48170

T: 734-455-6700 | F: 734-455-6711

E: sales@duboiscooper.com

www.duboiscooper.com

INVOICE

Number: 221595

Date: Mar 7, 2019

Page: 1

Bill To:
Hamburg Township Attn: Accounts Payable P.O. BOX 157 Hamburg, MI 48139

Ship to:
HAMBURG TWP 6400 E M-36 Whitmore Lake, MI 48189

Customer ID	Customer PO	Payment Terms	
HAMBURG	20190260	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
E-One	UPS Ground	2/27/19	4/6/19

Quantity	Item	Description	Unit Price	Amount
40.00	1065	CONTROL BRACKET ASM, 240V (2000)	196.90	7,876.00
20.00	5015	BEARING, PUMP END (200, 2000)	29.80	596.00
15.00	5035	BEARING, TOP (2000)	65.40	981.00
GL Code <u>590-001-850.100</u>				
Approved <u>Pont</u>				
MAR 11 2019				
Entered <u>3/12 KJ</u>				
Due Date <u> </u>				

Subtotal	9,453.00
Sales Tax	
Total Invoice Amount	9,453.00
Payment/Credit Applied	
TOTAL	9,453.00

Check/Credit Memo No:



PACKING LIST- Pro Forma
Consolidated

DATE

PAGE

2/26/19 17:18:48

1

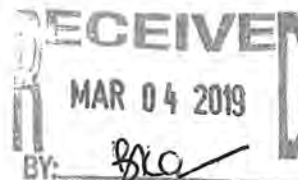
ENVIRONMENT ONE CORPORATION
2773 BALLTOWN ROAD NISKAYUNA, NEW YORK 12309

JMC/ISSUE 1/MAR05

D114

SHIP TO:

HAMBURG TOWNSHIP
6400 E M-36
WHITMORE LAKE MI 48189
United States



SHIPPING INSTRUCTIONS:

CARRIER / PRO NUMBER:

Order information:

CO 209739 2/26/19 409801 DUBOIS-COOPER & ASSOC.

P.O. information:

13530 Date . : 2/26/19

Transport terms : Service Parts

Shipping instructions . . : PPD&ADD, FOB:SHIPPER'S DOCK

COUNTRY OF ORIGIN:USA
END USE DESTINATION:USA
*****AL

OK TO PARTIAL SHIP IF ALL
ITEMS NOT AVAILABLE AT
ONE TIME PER CAROL B.

SHIPPING CONTACT:

DAVE

(810) 231-8158

CARRIER: BEST WAY



PACKING LIST- Pro Forma
Consolidated

DATE PAGE

2/26/19 17:18:48

2

ENVIRONMENT ONE CORPORATION
2773 BALLTOWN ROAD NISKAYUNA, NEW YORK 12309

JMC/ISSUE 1/MAR05

D114

SHIP TO:

HAMBURG TOWNSHIP
6400 E M-36
WHITMORE LAKE MI 48189
United States

SHIPPING INSTRUCTIONS:

CARRIER / PRO NUMBER:

PLEASE TAG ORDER WITH

PO # 20190260.

THANKS!!

Item number	Item description	Quantity	U/M
PB0702G01 01	CONTROL BKT ASM, 240V (1065)	40.000	EA ✓
PA0109P01 02	BEARING, PUMP END (5015)	20.000	EA ✓
PA1181P01 03	BEARING, 1 ROW BALL, 20MM (5035)	15.000	EA ✓

** END OF REPORT **

Purchase Order

02/26/2019

09:15 AM

Purchase Order No 20190260

Purchase Order Date 02/26/2019

Required Date

Ordered By CLAY GALL

Ship Via

Terms

NET 30 DAYS

Vendor DUBOISCO01

Address DUBOIS-COOPER & ASSOCIATES

905 PENNIMAN

PO BOX 6161

PLYMOUTH, MI 48170

Ship To

Shipping Code DPW1

Contact

HAMBURG TOWNSHIP

Address

WASTEWATER TREATMENT PLANT

6400 E. M-36

WHITMORE LAKE, MI 48189

PO Description GRINDER PARTS

Quantity	Units	Description	Unit Price	Amount
40.00	EACH	#1065 CONTROL BRACKET 2000 SERIES 590-001.000-850.100 7,876.00	196.90	7,876.00
20.00	EACH	#5015 BEARING 590-001.000-850.100 596.00	29.80	596.00
15.00	EACH	#5035 BEARING 590-001.000-850.100 981.00	65.40	981.00
			Total:	9,453.00

Approved By _____

Date _____

Brittany Campbell

From: Pat Hohl
Sent: Tuesday, February 26, 2019 9:14 AM
To: Brittany Campbell
Subject: BSA Purchase Order: Requisition '00013990' Approved.

A requisition has been approved.

Requisition Number: 00013990
Requisition Date: 02/26/2019
Requested By: CLAY GALL
Requested Amount: 9,453.00
Requested Description: GRINDER PARTS
Requested Vendor Name: DUBOIS-COOPER & ASSOCIATES

Status Changed By: pat hohl (pathohl@hamburg.mi.us)
Old Approval Level: ADMINISTRATORS
New Approval Level: BOARD

Request Sent By: pat hohl (pathohl@hamburg.mi.us)

Purchase Requisition

02/26/2019

07:51 AM

Purchase Requisition No 00013990

Requested Date 02/26/2019

Department 001.000

Required Date

Requested By CLAY GALL

Preferred Vendor DUBOISCO01
DUBOIS-COOPER & ASSOCIATES

Address 905 PENNIMAN
PO BOX 6161
PLYMOUTH, MI 48170

Req. Description GRINDER PARTS

Quantity	Units	Description	Unit Price	Amount
40	EACH	#1065 CONTROL BRACKET 2000 SERIES 590-001.000-850.100 7,876.00	196.90	7,876.00
20	EACH	#5015 BEARING 590-001.000-850.100 596.00	29.80	596.00
15	EACH	#5035 BEARING 590-001.000-850.100 981.00	65.40	981.00
			Total:	9,453.00

Approved By

Date

2-27-19

[Handwritten signature]

Join Us for a Community Forum
to Gather Input on Older Adult Services

2019 Livingston County Listening Session



Advocacy • Action • Answers on Aging



Wednesday, March 27
2:00 p.m. - 3:30 p.m.

Bennett Recreation Center
925 W. Grand River
Howell, MI 48843



Who should attend?

Older Adults
Family Caregivers
Service Providers
Advocates

***No RSVP necessary**



Why?

Let your voice be
heard!

Help the AAA 1-B and
your community
prioritize older
adult services for the
next three years.



Need more information?

Contact Amanda Sears
at 248-262-9222 or
asears@aaa1b.com

The Area Agency on Aging 1-B is a nonprofit agency serving and advocating on behalf of more than 737,000 older adults and adults with disabilities residing in Livingston, Macomb, Monroe, Oakland, St. Clair and Washtenaw counties.

Visit us at www.aaa1b.com or call 1-800-852-7795.