

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
Patricia Hughes

HAMBURG TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Virtual Go-To Meeting

06/02/2020 - 2:30 p.m. - Township Board Of Trustees - Regular Meeting

Tue, Jun 2, 2020 2:30 PM - 5:00 PM (EDT)

<https://global.gotomeeting.com/join/521578349>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3122](tel:+15713173122)

Access Code: 521-578-349

Tuesday, June 2, 2020

2:30 p.m.

AGENDA

1. Call to Order
2. Pledge to the Flag
3. Roll Call of the Board
4. Call to the Public
5. Correspondence
6. Consent Agenda
7. Approval of the Agenda
8. Unfinished Business:
 - A. Covid 19 – Township Operational Update
 - B. Winans Drive Road Maintenance SAD – Resolution #3
9. Current Business:
 - A. Zoning Text Amendment – Collection Bins
 - B. Planning/Zoning – Fee Schedule
 - C. Curb/Concrete Repair
 - D. L.E.S.A. Summer Tax Collection
 - E. Remote Work Request
 - F. Vacation Time – Rollover Policy
 - G. Sewer Rate Allocation
 - H. Plante & Moran – Audit Services
 - I. MERS Payment
 - J. 2020 Huron River Weed Harvesting RFPs
 - K. Payment Approval – DuBois-Cooper – Invoice #235456 - \$5600.00
 - L. Payment Approval – Michigan Municipal League – Invoice #10935 - \$66,335.00
 - M. Payment Approval – MMRMA – \$97,427.50
 - N. Payment Approval – MMRMA - \$22,500.00
 - O. Payment Approval – Michigan Townships Association - \$6974.17
 - P. Payment Approval – Process Results Inc - Invoice #14706.14-2 - \$8228.00
10. Call to the Public
11. Board Comments
12. Adjournment

Pledge to the Flag



No Correspondence

NOTHING IN PACKET

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Jim Neilson

**HAMBURG TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING**

Virtual Go-To Meeting

Tuesday, June 2, 2020

2:30 p.m.

CONSENT AGENDA

1. Approval of the Minutes
 - A. Township Board Regular Meeting Minutes – May 19, 2020
2. Bills/Vendor Payable List (A&B)
3. Department/Committee Reports

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



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

HAMBURG TOWNSHIP BOARD OF TRUSTEES

Regular Meeting

Hamburg Township Hall Board Room

Video Conference As Permitted by Executive Order 2020-75 (COVID-19)

Tuesday, May 19, 2020

7:00 p.m.

1. Call to Order

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

2. Pledge to the Flag

3. Roll Call of the Board

Present: Dolan, Koeble, Hohl, Negri, Hughes, Menzies, Hahn

Absent: None

Also Present: Thelma Kubitskey, Accounting Director; Nick Miller, Fire Chief

4. Call to the Public

A call was made with no response.

5. Correspondence

None.

6. Approval of the Consent Agenda

Motion by Menzies, second by Hohl, to approve the Consent Agenda amending the May 1st Special to include the exception to the hiring freeze also be extended to Fully Trained Fire Fighters.

Voice Vote: AYES: 7, ABSENT: 0

MOTION CARRIED

7. Approval of the Agenda

Motion by Hohl, second by Hughes, to approve the Agenda with the addition of 9K – Budget Workshop, 9L – Flooding and 9M – Resolution Supporting Representative Bollin.

Voice Vote: AYES: 7, ABSENT: 0

MOTION CARRIED

8. Unfinished Business

A. Covid-19 – Operation Update

Motion by Hohl, second by Hahn, to approve the Supervisor, Clerk and Treasurer to be able to amend the previously approved Covid-19 Operations Motion as necessary based on recommendations from the Health Department, other entities, or a future executive order.

Voice Vote: AYES: 7, ABSENT: 0

MOTION CARRIED

9. Current Business

A. Township Fee Schedule

Motion by Dolan, second by Menzies, to adopt the revised Township Fee Schedule as presented.

Voice Vote: AYES: 7, ABSENT: 0

MOTION CARRIED

B. Road Improvement S.A.D. Bond Resolution

Motion by Dolan, second by Hahn, to approve the Road Improvement S.A.D. Bond Resolution as presented in the packet.

Roll Call Vote: Hohl: Y, Hahn: Y, Menzies: Y, Koeble: Y, Negri: Y, Hughes: Y, Dolan: Y

RESOLUTION PASSED

C. Bond Publication Resolution

Motion by Hohl, second by Negri, to approve Tabling the motion until a future date.

Voice Vote: AYES: 7, ABSENT: 0

MOTION CARRIED

D. Finance Control Book – March 2020

Motion by Negri, second by Koeble, to receive, file and publish the March 2020 Finance Control Book as amended.

Voice Vote: AYES: 7, ABSENT: 0

MOTION CARRIED

E. Payment Approval – BS & A – Invoice #128164 - \$6,300.00

Motion by Hohl, second by Menzies, to approve the payment of Invoice #128164 dated April 7, 2020 from BS & A in the amount of \$6,300.00.

Voice Vote: AYES: 7, ABSENT: 0

MOTION CARRIED

F. Payment Approval – DuBois Cooper – Invoice #234843 - \$24,000.00

Motion by Hohl, second by Negri, to approve the payment of Invoice #234843 dated April 17, 2020 from DuBois Cooper in the amount of \$24,000.00.

Voice Vote: AYES: 7, ABSENT: 0

MOTION CARRIED

G. Payment Approval – DuBois Cooper – Invoice #235205 - \$16,750.00

Motion by Hohl, second by Koeble, to approve the payment of DuBois Cooper Invoice #235205 Dated May 1, 2020 in the amount of \$16,750.00.

Voice Vote: AYES: 7, ABSENT: 0

MOTION CARRIED

H. Payment Approval – Johnson Health Tech – Invoice #9002569966 - \$10,635.00

Motion by Hohl, second by Hughes, to approve the payment of Johnson Health Tech Invoice #9002569966 dated April 22, 2020 in the amount of \$10,635.00.

Voice Vote: AYES: 7, ABSENT: 0

MOTION CARRIED

I. Payment Approval – Process Results – Invoice #14706.14-1 - \$29,525.50

Motion by Hohl, second Negri, to approve the payment of Process Results, Inc. Invoice #14706.14-1 dated March 31, 2020 in the amount of \$29,525.50.

Voice Vote: AYES: 7, ABSENT: 0

MOTION CARRIED

J. Payment Approval – US Postmaster - \$2,500.00

Motion by Hohl, second Negri, to approve the payment of \$2,500.00 to the EPS Postage Account for the 2020 August Primary Absent Voter Applications & Ballots.

Voice Vote: AYES: 7, ABSENT: 0

MOTION CARRIED

K. Budget Workshop

Discussion Only

L. Flooding

Discussion Only

M. Resolution Supporting Representative Bollin

Motion by Negri, second Hahn, to approve the Resolution supporting Representative Bollin as amended.

Roll Call Vote: Hohl: Y, Hahn: Y, Menzies: Y, Koeble: Y, Negri: Y, Hughes: Y, Dolan: Y

RESOLUTION PASSED

10. Public Information

A. DTE Tree Cutting Program – Summer 2020

11. Call to the Public

A call was made with no response.

12. Board Comments

Dolan updated the Board on the current happenings with the 2020 Elections. Stating that the Secretary of State will be mailing all registered voters not on the Permanent Absent Voter List an application to receive an Absent Voter Ballot.

13. Adjourn Meeting

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

Voice Vote: AYES: 7, ABSENT: 0

MOTION CARRIED

Meeting adjourned at 8:21 p.m.

Respectfully submitted,



Courtney L. Paton
Recording Secretary



Mike Dolan
Township Clerk

05/20/2020 11:16 AM
 User: KarenJ
 DB: Hamburg

INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES
 EXP CHECK RUN DATES 05/19/2020 - 05/19/2020
 JOURNALIZED
 PAID

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 000.000					
101-000.000-073.001	HEALTH INSURANCE - LIBRARY	BLUE CROSS BLUE SHIELD O	007005121 - 6/1/2020 THROUGH 6/30/2	2,295.00	21195
	Total For Dept 000.000			2,295.00	
Dept 101.000 Township Board					
101-101.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - HAMBURG TW	3.58	21201
101-101.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	GENERAL MATTERS THROUGH 3/31/2020	2,193.00	21222
101-101.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	LABOR & EMPLOYMENT LAW THROUGH 3/31/2	162.00	21222
101-101.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	MARY ANN LAMKIN VS HAMB TWP BD OD TRU	119.00	21222
101-101.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	MICHIGAN TAX TRIBUNAL MATTERS THROUGH	382.00	21222
101-101.000-900.000	LEGAL NOTICES/ADVERTISING	MICHIGAN.COM	ADS APRIL	805.00	21215
101-101.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	HIAWATHA BEACH INC.	2020/2021 ANNUAL DUES	175.00	21218
	Total For Dept 101.000 Township Board			3,839.58	
Dept 171.000 Township Supervisor					
101-171.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	007005121 - 6/1/2020 THROUGH 6/30/2	(38.25)	21195
	Total For Dept 171.000 Township Supervisor			(38.25)	
Dept 191.000 Elections					
101-191.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	007005121 - 6/1/2020 THROUGH 6/30/2	2,176.65	21195
101-191.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - HAMBURG TW	31.49	21201
	Total For Dept 191.000 Elections			2,208.14	
Dept 201.000 ACCOUNTING					
101-201.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	007005121 - 6/1/2020 THROUGH 6/30/2	1,360.28	21195
101-201.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	ORDER FROM AMAZON - WIRELESS NUMERIC	21.95	21201
101-201.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	BLUE DOG INK.COM - TONER CARTRIDGE FO	129.99	21201
101-201.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	BS&A SOFTWARE INC.	BS&A ONLINE PUBLIC RECORDS SEARCH	6,300.00	21199
	Total For Dept 201.000 ACCOUNTING			7,812.22	
Dept 209.000 Assessing					
101-209.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	007005121 - 6/1/2020 THROUGH 6/30/2	2,315.07	21195
	Total For Dept 209.000 Assessing			2,315.07	
Dept 215.000 CLERK'S OFFICE					
101-215.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	007005121 - 6/1/2020 THROUGH 6/30/2	3,569.71	21195
101-215.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	LIV. CO. MUNICIPAL CLERK	2020-21 LCMCA - LIV CTY MUNICIPAL CL	20.00	21227
	Total For Dept 215.000 CLERK'S OFFICE			3,589.71	
Dept 245.000 TECHNICAL/UTILITIES SERVICES					
101-245.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	007005121 - 6/1/2020 THROUGH 6/30/2	2,472.81	21195
	Total For Dept 245.000 TECHNICAL/UTILITIES SERVICES			2,472.81	
Dept 253.000 Treasurer					
101-253.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	007005121 - 6/1/2020 THROUGH 6/30/2	3,482.64	21195
101-253.000-864.000	WORKSHOPS/SEMINARS	CHASE CARD SERVICES	CREDIT -GREEN VALLEY RANCH ADVANCE RM	(158.46)	21201
	Total For Dept 253.000 Treasurer			3,324.18	
Dept 258.000 COMPUTER/CABLE					
101-258.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	ORDER FROM PDFFORGE.ORG - 5 LICENSES	345.00	21201
101-258.000-729.000	SOFTWARE MAINTENANCE	APPLIED IMAGING	YEARLY DOCUWARE MAINTENANCE	2,331.00	21194
101-258.000-853.000	PHONE/COMM/INTERNET	CHARTER COMMUNICATIONS	8245 12 483 0092058 - TWP - 5/1-5/31/	338.41	21200
101-258.000-962.000	SUNDRY	ELECTROCYCLE, INC.	COMPUTER RECYCLING - HARD DRIVE DESTR	39.00	21212
	Total For Dept 258.000 COMPUTER/CABLE			3,053.41	

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INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES
EXP CHECK RUN DATES 05/19/2020 - 05/19/2020
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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 265.000 Township Buildings					
101-265.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	007005121 - 6/1/2020 THROUGH 6/30/2	2,315.07	21195
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER FOR BLDG	16.50	21191
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER & COOLER	27.50	21191
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - HAMBURG TW	13.26	21201
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - BLDGS. & G	247.13	21201
101-265.000-751.000	VEHICLE FUEL	WEX BANK	VEHICLE FUEL 4/7-5/4/2020	224.07	21239
101-265.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS FOR BLDGS. & GROUNDS & DPW -	111.42	21204
101-265.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS FOR BLDGS. & GROUNDS & DPW -	111.42	21204
101-265.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS FOR BLDGS. & GROUNDS & DPW -	110.76	21204
101-265.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS FOR BLDGS. & GROUNDS & DPW -	111.42	21204
101-265.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS FOR BLDGS. & GROUNDS & DPW -	111.42	21204
101-265.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS FOR BLDGS. & GROUNDS & DPW -	148.61	21204
101-265.000-813.000	TRASH DISPOSAL	ADVANCED DISPOSAL	TRASH PICK UP	137.06	21192
101-265.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1237 5166 - TWP - 4/9-5/8/2020	356.40	21206
101-265.000-932.000	MAINTENANCE TWP HALL	CHASE CARD SERVICES	ORDER FROM AMAZON. SLOTTED SPRING PIN	9.26	21201
101-265.000-932.000	MAINTENANCE TWP HALL	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - BLDGS. & G	14.38	21201
101-265.000-932.000	MAINTENANCE TWP HALL	CHASE CARD SERVICES	CARROT-TOP INDUSTRIES - US AND STATE	99.59	21201
101-265.000-932.008	MAINTENANCE LIBRARY	CHASE CARD SERVICES	CARROT-TOP INDUSTRIES - US AND STATE	99.59	21201
101-265.000-933.000	EQUIPMENT MAINT/REPAIR	HAROLD'S FRAME SHOP, INC	REPLACE CHAIN ON SALT SPREADER	336.07	21217
Total For Dept 265.000 Township Buildings				4,600.93	
Dept 276.000 CEMETERY					
101-276.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	CARROT-TOP INDUSTRIES - US AND STATE	58.10	21201
101-276.000-729.000	SOFTWARE MAINTENANCE	BS&A SOFTWARE INC.	CEMETERY MANAGEMENT - 5/1/2020-5/1/20	443.00	21199
Total For Dept 276.000 CEMETERY				501.10	
Dept 299.000 Other Expenses					
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	APPLIED IMAGING	MONTHLY MANAGED PRINT SERVICES	347.11	21194
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	HAND SANITIZER PUMPS FOR TOWNSHIP HAL	46.75	21201
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	AMAZON.COM - SINGLE USE DISPOSABLE FA	651.60	21201
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	AMAZON.COM - SINGLE USE DISPOSABLE FA	217.20	21201
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	AMAZON.COM - RUBBER GLOVES FOR OFFICE	68.23	21201
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	HOME DEPOT CREDIT SERVIC	WOOD TO CONSTRUCT FRAMES FOR PLEXIGLA	90.24	21219
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	TOSHIBA BUSINESS Solutio	MONTHLY COPIER CHARGES FOR COPIER IN	89.53	21242
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	TOSHIBA BUSINESS Solutio	ESTUDIO3515AC/SCNIJ33978 - CPC BILLI	7.73	21242
101-299.000-730.000	POSTAGE	U.S. POSTMASTER	EPS POSTAGE DEPOSIT FOR 2020 AUG PRIM	2,500.00	21245
101-299.000-801.000	CONTRACTUAL SERVICES	MICHIGAN.COM	ADS APRIL	840.00	21215
Total For Dept 299.000 Other Expenses				4,858.39	
Dept 400.000 Planning Commission					
101-400.000-900.000	LEGAL NOTICES/ADVERTISING	MICHIGAN.COM	ADS APRIL	350.00	21215
Total For Dept 400.000 Planning Commission				350.00	
Dept 410.000 Zoning					
101-410.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	007005121 - 6/1/2020 THROUGH 6/30/2	2,503.40	21195
101-410.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	DISTRICT COURT PROSECUTIONS THROUGH 3	28.00	21222
101-410.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	GENERAL MATTERS THROUGH 3/31/2020	102.00	21222
101-410.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	ORDINANCE ENFORCEMENT MATTERS THROUGH	28.00	21222
101-410.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	PLANNING & ZONING MATTERS THROUGH 3/3	525.00	21222
Total For Dept 410.000 Zoning				3,186.40	
Dept 412.000 Zoning Board of Appeals					
101-412.000-900.000	LEGAL NOTICES/ADVERTISING	MICHIGAN.COM	ADS APRIL	220.00	21215

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 412.000 Zoning Board of Appeals					
		Total For Dept 412.000 Zoning Board of Appeals		220.00	
Dept 450.000 Street Lighting					
101-450.000-926.000	STREET LIGHTING	DTE ENERGY - STREET LIGH	STREET LIGHTS & TRAFFIC SIGNALS - 4/	1,509.96	21209
		Total For Dept 450.000 Street Lighting		1,509.96	
Dept 803.000 HISTORICAL MUSEUM					
101-803.000-853.000	PHONE/COMM/INTERNET	CHARTER COMMUNICATIONS	8245 12 483 0180010 - HIS MUS - 4/19-	128.87	21200
101-803.000-922.000	SEWER USAGE	HAMBURG TOWNSHIP TREASUR	O & M - 1/1-3/31/2020	155.50	21216
101-803.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 6426 7956 - HISTORICAL MUSEUM -	82.42	21206
		Total For Dept 803.000 HISTORICAL MUSEUM		366.79	
		Total For Fund 101 General Fund		46,465.44	
Fund 206 Fire Fund					
Dept 000.000					
206-000.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	007005121 - 6/1/2020 THROUGH 6/30/2	5,768.07	21195
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER	44.00	21191
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER	33.92	21191
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	OFFICEMAX.COM XEROX VITALITY COLORS P	61.96	21201
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	TRI-COUNTY SUPPLY, INC.	BLANKET P.O. - CLEANING SUPPLIES FOR	38.84	21244
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	TRI-COUNTY SUPPLY, INC.	IN EXCESS BPO INVOICE 288826	216.90	21244
206-000.000-727.000	MEDICAL AND SCENE SUPPLIES	BOUND TREE MEDICAL, LLC	IN EXCESS BPO INVOICE 83581982	277.12	21197
206-000.000-727.000	MEDICAL AND SCENE SUPPLIES	BOUND TREE MEDICAL, LLC	IN EXCESS BPO INVOICE 83579724	119.16	21197
206-000.000-727.000	MEDICAL AND SCENE SUPPLIES	BOUND TREE MEDICAL, LLC	IN EXCESS OF BPO INVOICE 83579723	305.98	21197
206-000.000-727.000	MEDICAL AND SCENE SUPPLIES	BOUND TREE MEDICAL, LLC	INFRARED THERMOMETERS, IN EXCESS OF B	344.97	21197
206-000.000-727.000	MEDICAL AND SCENE SUPPLIES	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - FIRE DEPT	603.56	21201
206-000.000-727.000	MEDICAL AND SCENE SUPPLIES	CHASE CARD SERVICES	FD SCENE DRINKING WATER	143.52	21201
206-000.000-727.000	MEDICAL AND SCENE SUPPLIES	PRO-VISION SYSTEMS, INC.	VIDEO SYSTEM ACCESSORIES	550.00	21236
206-000.000-727.000	MEDICAL AND SCENE SUPPLIES	WEST SHORE SERVICES, INC	CORVID 19 PREPARATION	922.00	21247
206-000.000-751.000	VEHICLE FUEL	WEX FLEET UNIVERSAL	BLANKET P.O. FOR FUEL	677.00	21249
206-000.000-758.000	UNIFORMS/ACCESSORIES	PHOENIX SAFETY OUTFITTER	BLANKET P.O. FOR UNIFORMS & ACCESSORI	56.06	21230
206-000.000-758.000	UNIFORMS/ACCESSORIES	PHOENIX SAFETY OUTFITTER	FD T SHIRTS	22.81	21230
206-000.000-758.000	UNIFORMS/ACCESSORIES	PHOENIX SAFETY OUTFITTER	FD T SHIRTS	37.67	21230
206-000.000-758.000	UNIFORMS/ACCESSORIES	PHOENIX SAFETY OUTFITTER	FD T SHIRTS	1,430.66	21230
206-000.000-801.000	CONTRACTUAL SERVICES	VERIZON WIRELESS	PARTIAL BILL - FM ZERNICK - 3/23-4/22	35.01	21246
206-000.000-813.000	TRASH DISPOSAL	ADVANCED DISPOSAL	TRASH PICK UP	153.00	21192
206-000.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	GENERAL MATTERS THROUGH 3/31/2020	204.00	21222
206-000.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	LABOR & EMPLOYMENT LAW THROUGH 3/31/2	90.00	21222
206-000.000-853.000	PHONE/COMM/INTERNET	CHASE CARD SERVICES	YOUTUBETV.COM - BLANKET P.O. FOR STAT	49.99	21201
206-000.000-853.000	PHONE/COMM/INTERNET	CHASE CARD SERVICES	YOUTUBETV.COM - BLANKET P.O. FOR STAT	49.99	21201
206-000.000-921.000	ELECTRIC	CONSUMERS ENERGY	1000 1698 7719 - F.D. #11 - 3/7-4/6/2	532.12	21206
206-000.000-921.000	ELECTRIC	CONSUMERS ENERGY	1000 3979 7285 - F.D.#12 - 4/9-5/8/20	405.67	21206
206-000.000-923.500	DIESEL FUEL	CORRIGAN OIL CO.	DYED ULTRA LOW SULFUR 2 FOR FIRE DEPT	47.20	21207
206-000.000-932.003	MAINTENANCE FIRE HALL	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - FIRE DEPT	371.27	21201
206-000.000-932.003	MAINTENANCE FIRE HALL	HP ELECTRIC	INSTALL LED FIXTURE ON VETERANS MEMOR	125.00	21220
206-000.000-933.000	EQUIPMENT MAINT/REPAIR	CHASE CARD SERVICES	AMAZON ORDER	81.88	21201
206-000.000-933.000	EQUIPMENT MAINT/REPAIR	CHASE CARD SERVICES	AMAZON ORDER, AOMGD SECURITY SEALS	19.94	21201
206-000.000-933.000	EQUIPMENT MAINT/REPAIR	CHASE CARD SERVICES	AMAZON ORDER, OPOLAR CORDLESS AIR DUS	79.99	21201
206-000.000-933.000	EQUIPMENT MAINT/REPAIR	CHASE CARD SERVICES	AMAZON ORDER FOR CAPTAIN'S CAR	88.45	21201
206-000.000-933.000	EQUIPMENT MAINT/REPAIR	COMSOURCE, INC.	UNIFICATION CHARGERS	160.00	21205
206-000.000-933.000	EQUIPMENT MAINT/REPAIR	COMSOURCE, INC.	G1 BASIC & BT VOICE PAGER REPAIR/REPL	15.00	21205
206-000.000-939.000	VEHICLE MAINTENANCE	BOB MAXEY FORD OF HOWELL	2014 FORD EXPLORER REPAIR	2,272.04	21196

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Fund 206 Fire Fund					
Dept 000.000					
206-000.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - FIRE DEPT	46.70	21201
206-000.000-939.000	VEHICLE MAINTENANCE	R&R FIRE TRUCK REPAIR, I	EAGLE COMPRESSOR VEH MAINTENANCE	3,299.84	21237
206-000.000-939.000	VEHICLE MAINTENANCE	SUPERIOR AUTOMOTIVE GROU	VEHICLE MAINTENANCE	2,417.50	21240
206-000.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	ACTIVE911, INC.	SUBSCRIPTION RENEWAL	625.00	21190
206-000.000-965.000	TRAINING	JOHNSON HEALTH TECH NA I	FITNESS EQUIPMENT STA 11 & 12	10,635.00	21221
206-000.000-966.500	FIRE PREVENTION	PRO-VISION SYSTEMS, INC.	VIDEO SYSTEM ACCESSORIES	363.38	21236
206-000.000-975.000	SPECIAL PROJECTS	FIRE STATION CHECKLIST,	FAST FIELD MONTHLY SERVICE MAY 2020	100.00	21214
206-000.000-975.000	SPECIAL PROJECTS	JW2 FIRE CONSULTANTS	AFG2019-EXTRICATION: EMW-2019-FG-0973	600.00	21223
		Total For Dept 000.000		34,522.17	
		Total For Fund 206 Fire Fund		34,522.17	
Fund 207 Police Fund					
Dept 000.000					
207-000.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	007005121 - 6/1/2020 THROUGH 6/30/2	21,503.61	21195
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	AMAZON ADIROFFICE 60 HOOKS KEY CABINE	72.95	21201
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	ORDER FROM AMAZON. SPEAKERS FOR POLIC	14.24	21201
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	CREDIT - ITEM NOT REC'D	(79.45)	21201
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	WALMART FOAMING SOAP DISPENSERS FOR S	53.97	21201
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	OFFICE EXPRESS, INC.	BLANKET P.O. FOR OFFICE SUPPLIES	13.84	21229
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	TRI-COUNTY SUPPLY, INC.	CLEANING SUPPLIES FOR THE FIRE DEPART	657.46	21244
207-000.000-801.000	CONTRACTUAL SERVICES	ADVANCED DISPOSAL	BLANKET P.O. FOR GARBAGE REMOVAL - 4/	79.86	21192
207-000.000-807.000	SWAT TEAM EXPENSES	CHASE CARD SERVICES	AMAZON - ANBEE SWAT DRONE ACCESORIES	17.44	21201
207-000.000-807.000	SWAT TEAM EXPENSES	CHASE CARD SERVICES	AMAZON - RANTOW SWAT DRONE ACCESORIE	11.39	21201
207-000.000-807.000	SWAT TEAM EXPENSES	CHASE CARD SERVICES	AMAZON - HEIYRC SWAT DRONE ACCESORIES	10.49	21201
207-000.000-807.000	SWAT TEAM EXPENSES	CHASE CARD SERVICES	AMAZON - TINEER SWAT DRONE ACCESORIES	11.99	21201
207-000.000-807.000	SWAT TEAM EXPENSES	CHASE CARD SERVICES	AMAZON - ZEY SWAT DRONE ACCESORIES	13.10	21201
207-000.000-807.000	SWAT TEAM EXPENSES	CHASE CARD SERVICES	AMAZON - RC GEAR PRO SWAT DRONE ACCES	6.99	21201
207-000.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	DISTRICT COURT PROSECUTIONS THROUGH 3	56.00	21222
207-000.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	GENERAL MATTERS THROUGH 3/31/2020	204.00	21222
207-000.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	LABOR & EMPLOYMENT LAW THROUGH 3/31/2	90.00	21222
207-000.000-853.000	PHONE/COMM/INTERNET	VERIZON WIRELESS	12/23/2019 - 01/22/2020 CREDIT	(18.06)	21152
207-000.000-853.000	PHONE/COMM/INTERNET	CHARTER COMMUNICATIONS	BLANKET P.O. FOR INTERNET SERVICES -	130.55	21200
207-000.000-853.000	PHONE/COMM/INTERNET	VERIZON WIRELESS	BLANKET P.O. FOR MONTHLY SERVICE FEES	339.60	21246
207-000.000-871.000	LAW ENFORCEMENT INFO NETWORK	TRANSUNION RISK AND ALTE	BLANKET P.O. FOR INVESTIGATIVE SERVIC	89.70	21241
207-000.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1237 5224 - P.D. - 4/9-5/8/2020	152.56	21206
207-000.000-932.002	MAINTENANCE POLICE BUILDING	CHASE CARD SERVICES	CARROT-TOP INDUSTRIES - US AND STATE	99.59	21201
207-000.000-933.000	EQUIPMENT MAINT/REPAIR	APPLIED IMAGING	CHARGES IN EXCESS OF BLANKET PO - CON	103.02	21194
207-000.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - POLICE DE	46.53	21201
207-000.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	NORTHERN TOOL & EQUIPMENT.COM - HOSE	205.96	21201
207-000.000-939.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	BLANKET P.O. FOR VEHICLE MAINTENANCE	775.49	21231
207-000.000-939.000	VEHICLE MAINTENANCE	WONDERLAND MARINE WEST,	DEDUCTIBLE FOR MARINE BOAT REPAIR	1,000.00	21248
207-000.000-975.000	SPECIAL PROJECTS	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - POLICE DE	75.79	21201
		Total For Dept 000.000		25,738.61	
		Total For Fund 207 Police Fund		25,738.61	
Fund 208 SENIORS, PARKS, LL TRAIL					
Dept 750.000 Recreation Board					
208-750.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	007005121 - 6/1/2020 THROUGH 6/30/2	1,218.92	21195
208-750.000-813.000	TRASH DISPOSAL	ADVANCED DISPOSAL	TRASH PICK UP	126.00	21192
208-750.000-932.005	MAINTENANCE PARK BUILDINGS	CHASE CARD SERVICES	CARROT-TOP INDUSTRIES - US AND STATE	199.18	21201
208-750.000-932.005	MAINTENANCE PARK BUILDINGS	HP ELECTRIC	REPLACE 6 LIGHTS IN WEST PARK PARKING	910.00	21220

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Fund 208 SENIORS, PARKS, LL TRAIL					
Dept 750.000 Recreation Board					
208-750.000-932.005	MAINTENANCE PARK BUILDINGS	PINCKNEY PLUMBING	PLUMBING REPAIRS TO CONCESSION STANDS	260.00	21232
Total For Dept 750.000 Recreation Board				2,714.10	
Dept 805.000 SENIOR CENTER					
208-805.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	007005121 - 6/1/2020 THROUGH 6/30/2	2,315.07	21195
208-805.000-813.000	TRASH DISPOSAL	ADVANCED DISPOSAL	TRASH PICK UP	84.00	21192
208-805.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1237 5075 - SENIOR/COMM - 4/9-5/	135.57	21206
208-805.000-932.001	MAINTENANCE COMM CENTER	CHASE CARD SERVICES	CARROT-TOP INDUSTRIES - US AND STATE	99.59	21201
Total For Dept 805.000 SENIOR CENTER				2,634.23	
Total For Fund 208 SENIORS, PARKS, LL TRAIL				5,348.33	
Fund 590 SEWER FUND					
Dept 000.000					
590-000.000-198.850	REGENCY VILLAGE(1516400001/1521	LIVINGSTON COUNTY REGIST	RECORDING/FILING FEES - DEDICATION &	30.00	21226
Total For Dept 000.000				30.00	
Dept 001.000					
590-001.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	007005121 - 6/1/2020 THROUGH 6/30/2	9,126.99	21195
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER FOR DPW	33.00	21191
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - SEWER MISC	100.13	21201
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	FASTENAL COMPANY	MISC. SUPPLIES FOR DPW	221.45	21213
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	SAFETY-KLEEN SYSTEMS, IN	WASHER SOLVENT FOR PUMP BARN	330.70	21238
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	TRACTOR SUPPLY CREDIT PL	TORQUE WRENCH FOR PUMP BARN	209.99	21243
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	TRACTOR SUPPLY CREDIT PL	BATTERY CORE EXCHANGE & TRV LG U1-340	49.99	21243
590-001.000-751.000	VEHICLE FUEL	WEX BANK	VEHICLE FUEL 4/7-5/4/2020	224.08	21239
590-001.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS FOR BLDGS. & GROUNDS & DPW -	137.61	21204
590-001.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS FOR BLDGS. & GROUNDS & DPW -	137.61	21204
590-001.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS FOR BLDGS. & GROUNDS & DPW -	368.69	21204
590-001.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS FOR BLDGS. & GROUNDS & DPW -	137.61	21204
590-001.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS FOR BLDGS. & GROUNDS & DPW -	137.61	21204
590-001.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS FOR BLDGS. & GROUNDS & DPW -	111.42	21204
590-001.000-821.000	ENG/CONSULTANT/PROFESS FEES	PROCESS RESULTS, INC.	KRESS RD HYDRAULICS	459.00	21234
590-001.000-821.000	ENG/CONSULTANT/PROFESS FEES	PROCESS RESULTS, INC.	DESIGN WORK AND SURVEY FOR PETTYSVILL	29,525.50	21234
590-001.000-850.100	GRINDER PUMP PARTS	CUSTOM TOOL & MACHINE	BLANKET P.O. FOR GRINDER PUMP PARTS R	4,685.00	21208
590-001.000-850.100	GRINDER PUMP PARTS	DUBOIS-COOPER & ASSOCIAT	GRINDER PARTS	16,750.00	21211
590-001.000-850.100	GRINDER PUMP PARTS	DUBOIS-COOPER & ASSOCIAT	GRINDER CORES - APPROVED BY MUC 4/08/	24,000.00	21211
590-001.000-853.000	PHONE/COMM/INTERNET	VERIZON WIRELESS	DPW - 3/23-4/22/2020	70.33	21246
590-001.000-921.000	ELECTRIC	DTE ENERGY	9100 160 2737 7 - RUSTIC PUMP STN - 3	445.64	21210
590-001.000-921.000	ELECTRIC	DTE ENERGY	9100 114 4947 7 - BIOXIDE STN(CORDLEY	57.26	21210
590-001.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1030 3773 9556 - REGENCY PUMP STN - 4	4.67	21206
590-001.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1266 6192 - ENTERPRISE POLE BARN	147.56	21206
590-001.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 0019 5535 - RUSTIC DR - 4/9-5/8/	17.27	21206
590-001.000-923.500	DIESEL FUEL	CORRIGAN OIL CO.	DYED ULTRA LOW SULFUR FOR KRESS RD. &	188.29	21207
Total For Dept 001.000				87,677.40	
Dept 002.000					
590-002.000-813.000	TRASH DISPOSAL	ADVANCED DISPOSAL	TRASH PICK UP	89.00	21192
590-002.000-830.000	LAB ANALYSIS - WWTP	MERIT LABORATORIES	HAMBURG - TEST	436.00	21228
590-002.000-830.100	LAB ANALYSIS FEES - PORTAGE	MERIT LABORATORIES	PORTAGE LK - TEST	336.00	21228
590-002.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1266 6259 - WWTP - 4/9-5/8/2020	1,525.76	21206
Total For Dept 002.000				2,386.76	

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Fund 590 SEWER FUND					
Dept 003.000					
590-003.000-962.000	SUNDRY	LIVINGSTON COUNTY REGIST	RECORDING/FILING FEES - MITCHELL BLDG	30.00	21224
590-003.000-962.000	SUNDRY	LIVINGSTON COUNTY REGIST	RECORDING/FILING FEES - MITCHELL BLDG	30.00	21225
Total For Dept 003.000				60.00	
Total For Fund 590 SEWER FUND				90,154.16	
Fund 701 Trust & Agency Fund					
Dept 000.000					
701-000.000-231.100	DUE TO UNION DUES	POLICE OFFICER LABOR COU	MAY 2020 DUES	804.00	21233
701-000.000-231.410	DUE TO AFLAC (BIWEEKLY)	AFLAC - AMERICAN FAMILY	BN423 - APRIL	973.05	21193
701-000.000-231.450	DUE TO UNUM (BIWEEKLY)	PROVIDENT LIFE AND ACCID	E0120220 - 4/2-5/14/2020	101.25	21235
701-000.000-283.000	PERFORMANCE BONDS PAYABLE	BROADSTONE HOMES	PERFORMANCE BOND REFUND - 2 TREES(277	1,600.00	21198
Total For Dept 000.000				3,478.30	
Total For Fund 701 Trust & Agency Fund				3,478.30	

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Fund Totals:

Fund 101 General Fund	46,465.44
Fund 206 Fire Fund	34,522.17
Fund 207 Police Fund	25,738.61
Fund 208 SENIORS, PARK	5,348.33
Fund 590 SEWER FUND	90,154.16
Fund 701 Trust & Agenc	3,478.30

Total For All Funds:	<hr/> 205,707.01
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Fund 101 General Fund					
Dept 000.000					
101-000.000-279.410	CHILSON COMMONS	ROSATI, SCHULTZ, JOPPICH	PLANNING & ZONING MATTERS THROUGH 4/3	472.50	
Total For Dept 000.000				472.50	
Dept 101.000 Township Board					
101-101.000-726.000	SUPPLIES & SMALL EQUIPMENT	MICHIGAN TOWNSHIPS ASSOC	(1) CLERK'S GUIDE TWP GOV & (4) AUT	220.00	
101-101.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	MICHIGAN TOWNSHIPS ASSOC	ANNUAL MEMBERSHIP DUES 7/1/20 - 6/30/	6,974.17	
101-101.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	SEMOG -SOUTHEASTERN MIC	MAY 2020 DUES	236.33	
101-101.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	SEMOG -SOUTHEASTERN MIC	JUNE 2020 DUES	236.33	
Total For Dept 101.000 Township Board				7,666.83	
Dept 215.000 CLERK'S OFFICE					
101-215.000-726.000	SUPPLIES & SMALL EQUIPMENT	MICHIGAN TOWNSHIPS ASSOC	(1) CLERK'S GUIDE TWP GOV & (4) AUT	38.50	
Total For Dept 215.000 CLERK'S OFFICE				38.50	
Dept 258.000 COMPUTER/CABLE					
101-258.000-726.000	SUPPLIES & SMALL EQUIPMENT	CDW GOVERNMENT, INC.	TEMP MONITOR FOR SERVER ROOM	139.29	
101-258.000-729.000	SOFTWARE MAINTENANCE	SHI INTERNATIONAL CORP.	YEARLY BACKUP SOFTWARE MAINTENANCE -	474.60	
Total For Dept 258.000 COMPUTER/CABLE				613.89	
Dept 265.000 Township Buildings					
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER FOR BLDG	5.50	
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER FOR BLDG	7.00	
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER & COOLER	7.00	
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	D & G EQUIPMENT, INC	MAINTENANCE SUPPLIES	87.28	
101-265.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS FOR BLDGS. & GROUNDS & DPW -	110.76	
101-265.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS FOR BLDGS. & GROUNDS & DPW -	111.42	
101-265.000-939.000	VEHICLE MAINTENANCE	HAMBURG GARAGE, LLC	REPLACE FUEL TANK AND STRAPS FOR F-35	974.54	
Total For Dept 265.000 Township Buildings				1,303.50	
Dept 299.000 Other Expenses					
101-299.000-717.000	WORKERS' COMPENSATION	MICHIGAN MUNICIPAL LEAGU	POLICY PREMIUM 7/1/2020 TO 7/1/2021	8,972.36	
101-299.000-725.000	LIABILITY/CASUALTY INSURANCE	MICHIGAN MUNICIPAL RISK	LIABILITY & CASUALTY INSURANCE - 7/1/	15,932.73	
101-299.000-801.000	CONTRACTUAL SERVICES	SPICER GROUP, INC.	DEVELOPMENT GRANT CONSULTING - TRAIL	4,500.00	
101-299.000-801.000	CONTRACTUAL SERVICES	SPICER GROUP, INC.	ACQUISITION GRANT CONSULTING - HFHS P	4,500.00	
Total For Dept 299.000 Other Expenses				33,905.09	
Dept 410.000 Zoning					
101-410.000-821.000	ENG/CONSULTANT/PROFESS FEES	STANTEC CONSULTING MICHI	CEI PLAN REVIEW P/E 2/7/2020	212.50	
Total For Dept 410.000 Zoning				212.50	
Dept 412.000 Zoning Board of Appeals					
101-412.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	PLANNING & ZONING MATTERS THROUGH 4/3	70.00	
Total For Dept 412.000 Zoning Board of Appeals				70.00	
Total For Fund 101 General Fund				44,282.81	
Fund 206 Fire Fund					
Dept 000.000					
206-000.000-717.000	WORKERS' COMPENSATION	MICHIGAN MUNICIPAL LEAGU	POLICY PREMIUM 7/1/2020 TO 7/1/2021	28,272.41	
206-000.000-725.000	LIABILITY/CASUALTY INSURANCE	MICHIGAN MUNICIPAL RISK	LIABILITY & CASUALTY INSURANCE - 7/1/	26,786.19	
206-000.000-727.000	MEDICAL AND SCENE SUPPLIES	ECOLAB INC.	ENZYMATIC SPECIAL, WATER CONDITIONER	721.62	
206-000.000-727.000	MEDICAL AND SCENE SUPPLIES	FIRE SUPPRESSION PRODUCT	EXTINGUISHING FOAM	2,654.00	
206-000.000-758.000	UNIFORMS/ACCESSORIES	KING KLEANERS	DRY CLEANING CHARGES FOR FIRE DEPT. -	16.00	
206-000.000-758.000	UNIFORMS/ACCESSORIES	KING KLEANERS	DRY CLEANING CHARGES FOR FIRE DEPT. -	12.00	

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Fund 206 Fire Fund					
Dept 000.000					
206-000.000-758.000	UNIFORMS/ACCESSORIES	PHOENIX SAFETY OUTFITTER	BLANKET P.O. FOR UNIFORMS & ACCESSORI	175.28	
206-000.000-758.000	UNIFORMS/ACCESSORIES	PHOENIX SAFETY OUTFITTER	BLANKET P.O. FOR UNIFORMS & ACCESSORI	327.00	
206-000.000-758.000	UNIFORMS/ACCESSORIES	PHOENIX SAFETY OUTFITTER	BLANKET P.O. FOR UNIFORMS & ACCESSORI	62.00	
206-000.000-758.000	UNIFORMS/ACCESSORIES	PHOENIX SAFETY OUTFITTER	IN EXCESS OF BLANKET 20190628 INV SII	204.95	
206-000.000-801.000	CONTRACTUAL SERVICES	LIVINGSTON COUNTY I.T. D	HTFD - 2020 CAPITAL EQUIPMENT FEE	500.00	
206-000.000-921.000	ELECTRIC	CONSUMERS ENERGY	1000 1698 7719 - F.D. #11 - 4/7-5/6/2	308.23	
206-000.000-932.003	MAINTENANCE FIRE HALL	AMERICAN GARAGE DOOR	FD STA 12 GARAGE REPAIR	187.00	
206-000.000-932.003	MAINTENANCE FIRE HALL	COMPLETE BATTERY SOURCE,	BATTERIES FOR STATION AND VEH MAINTEN	156.95	
206-000.000-933.000	EQUIPMENT MAINT/REPAIR	FIRE HOOKS UNLIMITED	INDIAN CANS/EQUIPMENT REPAIR	480.62	
206-000.000-939.000	VEHICLE MAINTENANCE	COMPLETE BATTERY SOURCE,	BATTERIES FOR STATION AND VEH MAINTEN	659.09	
206-000.000-939.000	VEHICLE MAINTENANCE	ROAD RUNNER TIRE	CHIEF 1 FRONT TIRE REPLACEMENT	200.00	
206-000.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	CALEB MERNA	REIMBURSEMENT FOR EMT RENEWAL	25.00	
206-000.000-965.000	TRAINING	FIREHOUSE DECALS, INC.	FD - AWARENESS COIN	923.55	
206-000.000-965.000	TRAINING	USCG-AUXILIARY FLOTILLA	USCG BOAT SAFETY TRAINING	600.00	
Total For Dept 000.000				63,271.89	
Total For Fund 206 Fire Fund				63,271.89	
Fund 207 Police Fund					
Dept 000.000					
207-000.000-717.000	WORKERS' COMPENSATION	MICHIGAN MUNICIPAL LEAGU	POLICY PREMIUM 7/1/2020 TO 7/1/2021	23,921.71	
207-000.000-725.000	LIABILITY/CASUALTY INSURANCE	MICHIGAN MUNICIPAL RISK	LIABILITY & CASUALTY INSURANCE - 7/1/	62,712.85	
207-000.000-729.000	SOFTWARE MAINTENANCE	SHI INTERNATIONAL CORP.	BACKUP SOFTWARE ADDITIONAL MODULE FOR	378.29	
207-000.000-729.000	SOFTWARE MAINTENANCE	SHI INTERNATIONAL CORP.	YEARLY BACKUP SOFTWARE MAINTENANCE -	182.80	
207-000.000-758.500	UNIFORM CLEANING	KING KLEANERS	BLANKET P.O. FOR UNIFORM CLEANING	353.00	
207-000.000-758.500	UNIFORM CLEANING	KING KLEANERS	BLANKET P.O. FOR UNIFORM CLEANING - A	381.00	
207-000.000-932.002	MAINTENANCE POLICE BUILDING	DATANET SYSTEMS, INC.	SERVICE CALL FROM 2018	267.50	
207-000.000-939.000	VEHICLE MAINTENANCE	BOB MAXEY FORD OF HOWELL	VEHICLE REPAIRS 17 FORD EXPLORER	952.87	
207-000.000-939.000	VEHICLE MAINTENANCE	BOB MAXEY FORD OF HOWELL	VEHICLE REPAIRS 13 FORD EXPLORER	1,026.32	
Total For Dept 000.000				90,176.34	
Total For Fund 207 Police Fund				90,176.34	
Fund 208 SENIORS, PARKS, LL TRAIL					
Dept 000.000					
208-000.000-276.200	SENIOR CENTER ACTIVITY FUND	ALPINE FLORIST AND GIFTS	BLANKET P.O. FOR SENIOR CENTER MONTHL	20.00	
Total For Dept 000.000				20.00	
Dept 750.000 Recreation Board					
208-750.000-717.000	WORKERS' COMPENSATION	MICHIGAN MUNICIPAL LEAGU	POLICY PREMIUM 7/1/2020 TO 7/1/2021	744.58	
208-750.000-725.000	LIABILITY/CASUALTY INSURANCE	MICHIGAN MUNICIPAL RISK	LIABILITY & CASUALTY INSURANCE - 7/1/	483.15	
208-750.000-932.005	MAINTENANCE PARK BUILDINGS	BOB MYERS EXCAVATING INC	GRAVEL FOR PARK ROADS @ TOWNSHIP COMP	975.00	
208-750.000-932.005	MAINTENANCE PARK BUILDINGS	BRIGHTON ANALYTICAL, LLC	DRINKING WATER TESTS FOR CONCESSION S	140.00	
Total For Dept 750.000 Recreation Board				2,342.73	
Dept 800.000 LAKELAND TRAIL					
208-800.000-725.000	LIABILITY/CASUALTY INSURANCE	MICHIGAN MUNICIPAL RISK	LIABILITY & CASUALTY INSURANCE - 7/1/	114.19	
Total For Dept 800.000 LAKELAND TRAIL				114.19	
Dept 805.000 SENIOR CENTER					
208-805.000-725.000	LIABILITY/CASUALTY INSURANCE	MICHIGAN MUNICIPAL RISK	LIABILITY & CASUALTY INSURANCE - 7/1/	1,277.46	
208-805.000-801.000	CONTRACTUAL SERVICES	LIVINGSTON COUNTY TREASU	BLANKET P.O. - MONTHLY LETS BUS INVOI	679.38	
Total For Dept 805.000 SENIOR CENTER				1,956.84	

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DB: Hamburg

INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 208 SENIORS, PARKS, LL TRAIL					
		Total For Fund 208 SENIORS, PARKS, LL TRAIL		4,433.76	
Fund 479 Rustic/Lake Pointe Road SAD					
Dept 000.000					
479-000.000-802.000	ROAD IMPROVEMENT	DUST CONTROL LLC	RUSTIC RD & LK POINTE DR - CCMB SUMME	549.00	
		Total For Dept 000.000		549.00	
		Total For Fund 479 Rustic/Lake Pointe Road SAD		549.00	
Fund 480 Scott Drive ROAD SAD					
Dept 000.000					
480-000.000-802.000	ROAD IMPROVEMENT	DUST CONTROL LLC	SCOTT DR - CCMB SUMMER BLEND	270.00	
		Total For Dept 000.000		270.00	
		Total For Fund 480 Scott Drive ROAD SAD		270.00	
Fund 484 Community Dr SAD - Road Maint					
Dept 000.000					
484-000.000-802.000	ROAD IMPROVEMENT	GP DUST CONTROL	COMMUNITY DR - RD GRADING & DUST CONT	460.00	
		Total For Dept 000.000		460.00	
		Total For Fund 484 Community Dr SAD - Road Maint		460.00	
Fund 487 Riverside/Century/Lagoon SAD					
Dept 000.000					
487-000.000-802.000	ROAD IMPROVEMENT	DUST CONTROL LLC	RIVERSIDE, CENTURY, LAGOON & RADIAL D	1,999.00	
		Total For Dept 000.000		1,999.00	
		Total For Fund 487 Riverside/Century/Lagoon SAD		1,999.00	
Fund 489 Island Shore/Schlenker SAD					
Dept 000.000					
489-000.000-802.000	ROAD IMPROVEMENT	DUST CONTROL LLC	ISLAND SHORE DR & SCHLENKER RD - CCMB	900.00	
		Total For Dept 000.000		900.00	
		Total For Fund 489 Island Shore/Schlenker SAD		900.00	
Fund 491 Campbell Drive SAD					
Dept 000.000					
491-000.000-802.000	ROAD IMPROVEMENT	DUST CONTROL LLC	CAMPBELL DR - CCMB- SUMMER BLEND	225.00	
		Total For Dept 000.000		225.00	
		Total For Fund 491 Campbell Drive SAD		225.00	
Fund 493 KINGSTON DRIVE MAINTENANCE SAD					
Dept 000.000					
493-000.000-802.000	ROAD IMPROVEMENT	DUST CONTROL LLC	KINGSTON DR - CCMB-SUMMER BLEND	1,000.00	
		Total For Dept 000.000		1,000.00	
		Total For Fund 493 KINGSTON DRIVE MAINTENANCE SAD		1,000.00	
Fund 494 Winans Drive SAD					
Dept 000.000					
494-000.000-802.000	ROAD IMPROVEMENT	DUST CONTROL LLC	WINANS DR - CCMB SUMMER BLEND	495.00	
		Total For Dept 000.000		495.00	

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 494 Winans Drive SAD					
Total For Fund 494 Winans Drive SAD				495.00	
Fund 590 SEWER FUND					
Dept 000.000					
590-000.000-198.837	PHASE 7 MYSTIC RIDGE(1534400009	PROCESS RESULTS, INC.	MYSTIC RIDGE PHASE 7 - 4/1-4/30/2020	600.00	
590-000.000-198.887	VACANT-VILLAGE CENTER DR	PROCESS RESULTS, INC.	HAMB TWP-HAMPTON MANOR SANITARY CS -	450.00	
Total For Dept 000.000				1,050.00	
Dept 001.000					
590-001.000-717.000	WORKERS' COMPENSATION	MICHIGAN MUNICIPAL LEAGU	POLICY PREMIUM 7/1/2020 TO 7/1/2021	4,423.94	
590-001.000-725.000	LIABILITY/CASUALTY INSURANCE	MICHIGAN MUNICIPAL RISK	LIABILITY & CASUALTY INSURANCE - 7/1/	12,620.93	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER FOR DPW	27.50	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER FOR DPW	7.00	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	AIRGAS USA, LLC	LEASE ON TANKS FOR WELDING	167.00	
590-001.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS FOR BLDGS. & GROUNDS & DPW -	143.27	
590-001.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS FOR BLDGS. & GROUNDS & DPW -	137.61	
590-001.000-821.000	ENG/CONSULTANT/PROFESS FEES	PROCESS RESULTS, INC.	PETTYSVILLE - WHITEWOOD EXTENSION DES	8,228.00	
590-001.000-850.100	GRINDER PUMP PARTS	DUBOIS-COOPER & ASSOCIAT	GRINDER PARTS	5,600.00	
Total For Dept 001.000				31,355.25	
Dept 002.000					
590-002.000-726.000	SUPPLIES & SMALL EQUIPMENT	HACH COMPANY, AMERICAN S	WWTP CHEMICAL TESTING SUPPLIES-119406	963.08	
590-002.000-726.000	SUPPLIES & SMALL EQUIPMENT	HACH COMPANY, AMERICAN S	BLANKET P.O. FOR WWTP SUPPLIES	1,291.55	
590-002.000-728.000	CHEMICALS	NEO CHEMICALS & OXIDES,	1 TOTE OF RE300 FOR THE WWTP (255 GAL	3,236.07	
590-002.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	STANDARD ELECTRIC COMPAN	LED LIGHTING UPGRADE FOR WWTP. BOARD	1,927.50	
590-002.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	STANDARD ELECTRIC COMPAN	LED LIGHTING UPGRADE FOR WWTP. BOARD	1,014.00	
590-002.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	STANDARD ELECTRIC COMPAN	LED LIGHTING UPGRADE FOR WWTP. BOARD	26.76	
590-002.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	STANDARD ELECTRIC COMPAN	LED LIGHTING UPGRADE FOR WWTP. BOARD	8.00	
590-002.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	STANDARD ELECTRIC COMPAN	LED LIGHTING UPGRADE FOR WWTP. BOARD	24.00	
590-002.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	STANDARD ELECTRIC COMPAN	LED LIGHTING UPGRADE FOR WWTP. BOARD	56.00	
Total For Dept 002.000				8,546.96	
Total For Fund 590 SEWER FUND				40,952.21	
Fund 701 Trust & Agency Fund					
Dept 000.000					
701-000.000-222.000	DUE TO COUNTY TRAILER FEES	LIVINGSTON COUNTY TREASU	TRAILER FEES REC'D FOR MARCH 2020 ON	166.50	
701-000.000-222.000	DUE TO COUNTY TRAILER FEES	LIVINGSTON COUNTY TREASU	TRAILER FEES REC'D FOR MARCH 2020 ON	666.00	
Total For Dept 000.000				832.50	
Total For Fund 701 Trust & Agency Fund				832.50	

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

Fund 101 General Fund	44,282.81
Fund 206 Fire Fund	63,271.89
Fund 207 Police Fund	90,176.34
Fund 208 SENIORS, PARK	4,433.76
Fund 479 Rustic/Lake P	549.00
Fund 480 Scott Drive R	270.00
Fund 484 Community Dr	460.00
Fund 487 Riverside/Cen	1,999.00
Fund 489 Island Shore/	900.00
Fund 491 Campbell Driv	225.00
Fund 493 KINGSTON DRIV	1,000.00
Fund 494 Winans Drive	495.00
Fund 590 SEWER FUND	40,952.21
Fund 701 Trust & Agenc	832.50

Total For All Funds:	249,847.51
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NOTHING IN PACKET

**WINANS DRIVE
SPECIAL ASSESSMENT DISTRICT RESOLUTION
(Resolution #3)**

TOWNSHIP OF HAMBURG

At a regular meeting of the Township Board of the Township of Hamburg, Livingston County, Michigan, (the "Township") held at the Hamburg Township Hall on Tuesday, June 2nd, 2020, at 2:30 p.m., there were

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by _____ and seconded by _____.

**RESOLUTION CONFIRMING SPECIAL ASSESSMENT ROLL
FOR THE WINANS DRIVE ROAD MAINTENANCE
SPECIAL ASSESSMENT DISTRICT**

WHEREAS, the Township Board of the Township of Hamburg, Livingston County, Michigan, after due and legal notice, has conducted a public hearing upon a proposed Special Assessment Roll prepared by the Supervisor and Assessing Officer of the Township for the purpose of defraying the costs of road maintenance to be performed within the Special Assessment District as requested by petitions received from the property owners for such project;

WHEREAS, the Township Board has acknowledged that the Township Supervisor has filed the proposed Special Assessment Roll with the Township Clerk;

WHEREAS, such public hearing was preceded by proper notice in the Livingston County Press & Argus, a newspaper of general circulation in the township, and by First Class Mail notice to each property owner of record within said district and upon said assessment roll;

WHEREAS, comments were received from those present at such public hearing concerning said assessment roll and opportunity to all present to be heard in the matter;

WHEREAS, written objections, if any, were received to said roll and levy;

WHEREAS, the oral comments received indicated the reasonableness of the following assessment roll and any amendments thereto;

WHEREAS, a record of those present to protest, and of written protests submitted at or before the public hearing was made a part of the minutes of the hearing;

WHEREAS, The Township Board has duly inspected the proposed Assessment Roll and has considered all comments and proposed amendments thereto, and has found the proposed Assessment Roll to be correct, just and reasonable;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Roll Confirmed. In accordance with Act No. 188, Michigan Public Acts of 1954, as amended, and the laws of the State of Michigan, the Township Board hereby confirms the Special Assessment Roll in the form of Exhibit "B" for the Winans Drive - Road Maintenance Special Assessment District (the "Roll").

2. Future Installments - Principal. The Township Board determines that each Special Assessment may be paid in 10 annual installments. The first installment shall be due on December 1, 2020. Each subsequent installment shall be due at intervals 12 months from the due date of the first installment.

3. Warrant. The Township Clerk is hereby directed to attach a warrant (in the form of Exhibit A to this resolution) to the Roll and to deliver such warrant and the Roll to the Township Treasurer, who shall thereupon collect the special assessments in accordance with the terms of this Resolution, the Clerk's warrant and the statutes of the State of Michigan.

5. Ratification of Notice. The form and content of the notice published and mailed to property owners in the special assessment district by the Township Clerk with respect to the public hearing held on June 2nd, 2020, and all action of Township officials in scheduling such hearing, are hereby approved, ratified and confirmed.

6. Inconsistent Prior Resolutions. All previously adopted resolutions that are in conflict with this resolution are repealed to the extent of such conflict.

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

YES: _____

NO: _____

ABSENT: _____

Resolution _____.

CLERK'S CERTIFICATE

The undersigned, being the duly elected Clerk of the Township, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a regular meeting at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my 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 will be or have been made available are required thereby.

Michael Dolan
Hamburg Township Clerk



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

EXHIBIT A

Public Act 188 of 1954 Proceedings

Warrant for Collection of Hamburg Township Special Assessment Roll No. X3930

TO: The Treasurer of Hamburg Township, Livingston County, Michigan

In accordance with the attached resolution of the Hamburg Township Board of Trustees adopted on June 2, 2020, you are hereby directed to collect the special assessments set forth in the attached Hamburg Township **Winans Drive – Road Maintenance** Special Assessment Roll No. X3930 from the owners of the properties described in said assessment roll, together with such interest and penalties as set forth in said resolution and prescribed by statute.

Any sums due after December 1, 2020 shall bear interest at the rate of 0 percent per annum. Any assessments or portions thereof paid prior to December 1, 2020 shall not bear any interest.

In any installment of a special assessment is not paid when due, there shall be collected, in addition to interest, a penalty at the rate of 0 percent for each month or fraction of a month that the installment remains unpaid before being reported to the Township Board for reassessment upon the township tax roll under the provisions of PA 188 of 1954, as amended.

Township Clerk Signature: _____

Dated: _____

Township: Hamburg



Memorandum

To: Township Board of Trustees
From: Scott Pacheco
Date: June 2, 2020
Re: Donation Bins: Proposed Zoning Text Amendment (ZTA19-009)

PROJECT DESCRIPTION:

The proposed zoning text amendment ([Attachment A](#)) proposes the following:

- 1) A definition of Donation/Collection Bin (Article 2)
- 2) Donation/Collection Bins would be allowed as a permitted use in the NS, CS, VC, LI, GI zoning districts with restrictions (Article 7, Section 7.5.1);
- 3) Regulations regarding the allowed location, size, number, materials, and signage of Donation/Collection Bins within Hamburg Township. (Article 8, Section 8.30)

PROJECT HISTORY:

On November 20, 2019 the Planning Commission reviewed the draft zoning text amendment regarding regulations for collection bins within Hamburg Township. At that public meeting the Commission directed staff to make two minor changes to the proposed amendment and notice the draft for a public hearing and final review at a public Planning Commission hearing. The two minor changes were:

- 1) Remove the word metal from the definition of Collection Bins and
- 2) Remove the requirement that collection bins be anchored or secured to the ground.

After the November 20, 2019 Planning Commission meeting the proposed zoning text amendment was forwarded to the Township Attorney. The Township Attorney suggested a regulation be added to the proposed zoning ordinance text amendment to restrict the number of collection bins allowed per property.

The recommended changes of the Planning Commission and the Township Attorney were made by staff to the draft ZTA19-000. On February 19, 2020 the Planning Commission held a public hearing on the draft ZTA 19-009 and recommended approval of the ZTA to the Township Board. The staff report and minutes from the February 19, 2020 Planning Commission meeting are attached to this report for your review ([Attachment B](#))

The draft ZTA 19-009 was then forwarded to the Livingston County Planning Commission (LCPC) for review, and was heard by the LCPC at the May 20, 2020 public meeting. The LCPC unanimously recommended approval of the amendments to regulate donation bins to the Hamburg Township Board. The staff report and findings from the September 18, 2019 LCPC meeting are attached to this report for your review ([Attachment C](#)).

PROJECT PROCESS:

Upon receipt of recommendation from the Planning Commission and the County Planning Commission, the Township Board shall consider the proposed zoning text amendment (ZTA).

If the Township Board shall deem any changes to the proposed ZTA advisable, it shall refer the suggested changes to the Planning Commission for a report within a time specified by the Township Board. After receiving the report, the Township Board shall grant a hearing on the proposed amendment to a property owner who by certified mail addressed to the Township Clerk requests a hearing. The Township Board shall request the Planning Commission to attend the hearing.

The Township Board may adopt the amendment with or without changes by majority vote in accordance with procedures of Act 110 of 2006, as amended. A zoning ordinance and any amendments shall be approved by a majority vote of the members of the legislative body.

Amendments adopted by the Township Board shall be filed with the Township Clerk and one notice of amendment adoption shall be published in a newspaper of general circulation in the Township within fifteen (15) days after adoption. The ZTA take effect seven (7) days after publication.

Recommendation:

The Township Board should review the recommendations from the Hamburg Township and Livingston County Planning Commissions on the draft ZTA19-009 and either approve or deny the draft zoning text amendment. If the Hamburg Township Board wishes to make any changes to the ordinance as recommended by the Hamburg Township Planning Commission those changes shall be referred back to the Hamburg Township Planning Commission for review and comment prior to approval. If the Township Board wishes to approve the Zoning Text Amendment they should approve the zoning text amendment through a motion on a roll call vote. If the amendment is approved staff will prepare a notice of adoption and will post it in the paper within 15 day after the board hearing.

Attachments:

Attachment A: Final Draft Zoning Text Amendment 19-009

Attachment B: February Hamburg Township Planning Commission Staff Report w/ exhibits and Minutes

Attachment C: January 15, 2019 LCPC Staff Reports and Findings

Attachment D: Summary Notice of Adoption

ARTICLE 2.00 DEFINITIONS

COLLECTION BINS – Any container, receptacle, or similar object that is located on any parcel or lot of record within the Township and that is used for soliciting and/or collecting the receipt of clothing, household items, or other personal property. This term applies to all such containers regardless of whether the solicitation of property is made by a for-profit or a non-profit entity. This term does not include recycle bins for the collection of recyclable material, any rubbish or garbage receptacle, or any collection box located within an enclosed building.

ARTICLE 7.00 DISTRICT REGULATIONS

7.5.1 (I) NS-Neighborhood Service District

Permitted Uses

15. Collection bins subject to the provisions of Section 8.30.

7.5.1 (J) CS-Community Service District

Permitted Uses

14. Collection bins subject to the provisions of Section 8.30.

7.5.1 (K) LI – Limited Industrial District

Permitted Uses

19. Collection bins subject to the provisions of Section 8.30.

7.5.1 (L) GI – General Industrial District

Permitted Uses

10. Collection bins subject to the provisions of Section 8.30.

7.5.1 (O) VC-Village Center District

Permitted Uses

19. Collection bins subject to the provisions of Section 8.30.

ARTICLE 8.00 SUPPLEMENTARY PROVISIONS

Section 8.30 Collection Bins

8.30.1 Intent. It is the intent of the Township to allow collection bins as a permitted use if specific regulations are met. These regulations are created to promote the general health, safety, and welfare of Hamburg Township citizens by providing minimum standards for the placement, operation, and maintenance of collection bins within the Township to ensure that the bins remain clean and safe, do not create hazards to pedestrians or to vehicular traffic, and remain free of graffiti, blight, and the accumulation of material outside the collection bin.

Exhibit A

8.30.2 Purpose. The purpose of these regulations is to provide a clear understanding of the expectations for collection bin operators, local residents, other businesses, and local officials.

8.30.3 Application. Collection Bins are allowed in the NS, CS, VC, LI and GI zoning districts with approval of a Land Use Permit (Section 3.3).

8.30.4 Regulations. The following regulations apply to all collection bins:

- A. Collection bins shall be fabricated of durable and waterproof materials.
- B. Collection bins are required to be placed on a paved or concrete surface.
- C. Collection bins must be level and stable.
- D. Collection bins shall be locked with a tamper resistant locking mechanism so contents cannot be accessed by anyone other than those responsible for retrieval of the contents. Collection bins shall be tightly covered at all times to prevent the harboring of rodents and the scattering of debris.
- E. Collection bins shall be maintained in good condition and appearance with no structural damage, holes, visible rust, or graffiti. The area surrounding the bin shall be maintained free from any overflow items, furniture, rubbish, debris, hazardous materials, and noxious odors.
- F. Collection bins shall be no larger than 84 inches high, 60 inches wide and 60 inches deep.
- G. No more than two collection bins shall be allowed per property.
- H. Collection bins shall not be permitted:
 - 1. On any unimproved lot or parcel that is not currently used or occupied or where the principal building or structure has been closed or unoccupied for more than thirty (30) days.
 - 2. Within a landscaped area.
 - 3. Within the required main building setbacks for the zoning district.
 - 4. Within a parking space required as a part of the approved site plan or required to meet the parking requirements for the principal building or structure.
 - 5. Within one thousand (1,000) feet of another collection bin on a separate property as measured along a straight line from one bin to the other.
 - 6. Within five hundred (500) feet from the property line of any lot used or zoned for residential purposes or within fifty (50) feet of any entrance driveway.
 - 7. Within a designated fire lane, or adjacent to a handicap parking space.
- I. Collection bins shall not cause a visual obstruction to vehicular or pedestrian traffic as determined by the township, or block access to required parking, emergency vehicle routes, building entrances or exits, easements, pedestrian walkways and dumpsters or trash enclosure areas.
- J. Collection bins located in the VC district shall only be located on properties with direct access to M-36.

K. Collection bins shall prominently display the following information in at least one-half inch typeface and no larger than one inch typeface:

1. Name, address, email, and 24-hour telephone number of the person responsible for servicing and maintaining the collection bin.
2. The type of material that may be deposited.
3. The frequency of pickup.
4. A notice that no materials shall be left outside the collection bin.
5. If the collection bin is owned and operated by a for-profit or a not for profit company.

L. Collection bins may include a 6 square foot sign on two sides of the collection bin in addition to the information required in 8.30.3 (K). The sign must be flat, either painted directly on the bin or affixed flat to the bin and projecting no more than 2 inches from the side of the bin.

8.30.5 Violations. Collection bins in violation of these regulations shall be addressed as stated in Article 5, Enforcement. Fines and penalties for these violations shall be issued to the owner of the property where the collection bin is located and the owner or operator of the bin.

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



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

To: Planning Commissioners
From: Scott Pacheco, AICP
Date: February 19, 2020
Agenda Item: 7
Re: ZTA19-009 Donation/Collection Bins

Project History:

On November 20, 2019 the Planning Commission review the draft zoning text amendment regarding regulations for collection bins within Hamburg Township. At that meeting the Commission directed staff to make two minor changes to the proposed amendment and notice the draft for final review at a public Planning Commission hearing. The two minor changes where:

- 1) Remove the word metal from the definition of Collection Bins and
- 2) Remove the requirement that collection bins be anchored or secured to the ground.

The Township Attorney suggested a regulations be added to the proposed zoning ordinance restricting the number of collection bin allowed per property. In the Nov 20, 2019 Draft that the PC review there was a restriction that collection bins needed to be located no closer than 1000 feet from each other which would ultimately that along with the other regulation would limit the number of collection bins allowed on a site. To clarify the draft regulations staff has proposed added the following wording:

G. No more than two collection bins shall be allowed per property.

H. Collection bins shall not be permitted:

5. Within one thousand (1,000) feet of another collection bin on a separate property as measured along a straight line from one bin to the other.

This new wording will restrict the number of collection bins to two per property and will require that these two collection be need to be separated by 1,000 feet from collection bins on other properties.

These changes have been made to the draft amendment and the notice of tonight's public hearing was published in the Livingston County Press and Argus on January 31, 2020.

The November 20, 2019 Staff Report and Minutes are attached to this report for your review along with the revised Draft Zoning Text Amendment 19-009.

RECOMMENDATION:

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

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

EXHIBITS

Exhibit A- November 20, 2019 Staff Report (no attachments) and meeting minutes.

Exhibit B- Draft Zoning Text amendment (ZTA 19-009) regarding Donation/Collection Bins

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



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

To: Planning Commissioners
From: Scott Pacheco, AICP
Date: November 20, 2019
Agenda Item: 7C
Re: ZTA19-009 Donation/Collection Bins

Project History:

In August of 2018 donation collection bins were placed on the township-owned trailhead parking lot at M36 and Pettysville Rd, as well as in the parking lot of a commercial business. The township code enforcement officer contacted the company that placed the bins on the park property and they were promptly removed. A verbal warning has been given to the commercial business that the location of the bins blocks access to required parking spaces but the bins are still in place.

The township board directed staff at the 2019 joint meeting with the board and the Planning Commission to draft a collection bin ordinance to address the growing prevalence of the collection bins in the township and to regulate where the bins may be located.

In 2015, the Court of Appeals ruling in *Planet Aid v. City of St. Johns*, 782 F.3d 318, (6th Cir. 2015) extended First Amendment protection to unattended charitable bins. The City of St. Johns, Michigan, had enacted an ordinance that banned all outdoor, unattended donation bins but the Court ruled that the ban was likely unconstitutional. The ordinance proposed complies with this court ruling but will be reviewed by the Township attorney prior to a public hearing.

Project Description:

The proposed zoning text amendment (Exhibit A) proposes the following:

- 1) A definition of Donation/Collection Bin (Article 2)
- 2) Donation/Collection Bins would be allowed as a permitted use in the NS, CS, VC, LI, GI zoning districts with restrictions(Article 7, Section 7.5.1);
- 3) Regulations regarding the allowed location, size, number, materials, and signage of Donation/Collection Bins within Hamburg Township. (Article 8, Section 8.30)



RECOMMENDATION:

Staff suggests that the Planning Commission discuss and review the proposed zoning text amendment (ZTA19-009) regarding the regulations for Donation/Collection Bins. The Planning Commission should direct staff to make any necessary changes draft wording and to notice a public hearing for this Zoning Text Amendment.

EXHIBITS

Exhibit A- Draft Zoning Text amendment (ZTA 19-009) regarding Donation/Collection Bins



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

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

**Planning Commission
Hamburg Township
10405 Merrill Rd., P.O. Box 157
Hamburg Township, Michigan 48139
November 20, 2019
7:00 p.m.**

1. CALL TO ORDER:

Present: Hamlin, Koeble, Leabu, Muck, Muir & Priebe

Absent: None

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

2. PLEDGE TO THE FLAG:

3. APPROVAL OF THE AGENDA:

Motion by Koeble, supported by Priebe

To approve the agenda as revised

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

4. APPROVAL OF MINUTES:

a) August 21, 2019 Planning Commission minutes

Motion by Muir, supported by Leabu

To approve the minutes of the August 21, 2019 meeting as presented

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

5. CALL TO THE PUBLIC:

Chairman Muck opened the call to the public. Hearing no response, the call was closed.

6. NEW BUSINESS:

- a) MSP 19-001 Project Address: 7674 E M-36 Project Description: Two proposed permanent signs, a wall sign and a freestanding sign, located at 7674 E M-36 (Advanced Water). The proposed freestanding monument sign would also require a waiver to size requirements of the code. The proposed freestanding monument sign is 36 square feet where 32 square feet is allowed by the township regulations.

Mr. Brad Haskin, applicant, asked if the closed/open signs are included in the square footage as they are directional signs, not advertising. Scott Pacheco, Township Planner, stated that according to our code, the entire sign is included in the calculation. Further discussion was held on the open/close signs. Mr. Haskin stated that he has also provided some additional revisions.

Scott Pacheco, Township Planner, stated that he has not seen any of the revisions. He will be addressing the sign that was submitted with the application. He stated that this is in the Village Core zoning district. All signs within the Village Center require Planning Commission review under our ordinance. This is just Planning Commission approval and is not a public hearing. The Commission needs to review our standards under Section 18.11 to be able to approve these signs. They have also asked for a waiver on this size requirement of the freestanding sign. Freestanding signs within this zoning district are allowed to be 32 square feet. They have asked for 36 square feet. There are two separate requests. One for the approval of the sign and one for the waiver to allow the larger sign. He reviewed his staff report and what is being proposed. He discussed the Zoning Code Regulations. He discussed the issue of timing when the sign should be turned on and off as well as the frequency on the message board. He discussed animation, flashing, scrolling, etc. that is not allowed. This can be added to the conditions so that they know that their sign must meet all of those requirements. Pacheco discussed the discretionary standards. Most of this comes into play with the "as harmonious with nearby development and with the size, location and design of the building" language. His suggestion is that a 32 square foot sign would be more in scale with the existing building and more appropriate with the surrounding neighborhood. He also has some suggested conditions based on the color and materials of the sign. He reviewed the suggested conditions including the conditions to meet the code. He stated that the last two signs in the Village Center district were the CVS sign and the CEI sign. Both of those freestanding signs were designed with individual channel letters to give the sign more depth. In order to match those signs, he suggested that the Advanced Water Treatment portion of the sign be designed with individual channel letters attached to the monument and they be internally illuminated with a halo similar to the Advanced Water Treatment on the upper portion of the building. The second sign they are proposing is the wall sign on the storage facility portion of the building with the individual channel letters. This would make this sign more harmonious with the structure and surrounding signs in the area. Further, electronic reader boards are allowed in our zoning district, and although he is not in favor of them, if they are allowed anywhere within the Village Center, this area is along M36 and close to the industrial section. He would not be in favor of them in other areas such as the old downtown Hamburg which would not be harmonious with the surrounding areas.

Commissioner Leabu asked if the sign on the building as presented meets the code. Pacheco stated that it does meet the code because it does not delineate what the building frontage would be. He discussed the entire frontage of the main retail structure which would allow 24 square feet. This sign is 12.75 square feet. If you just take the frontage of the building that it is located on, they would be allowed 12 square feet. Given that, his determination is that it meets the code.

Mr. Haskin stated that they could make the reader board do whatever they want. They could make it simply read "Closed" after 10:00 p.m. and eliminate the open/close portion of the sign. He explained that they use to park a vehicle in front to let people know that there was an employee there, but with the installation of the sidewalk, they can no longer do that. It was stated that if the sign is off and the building is dark, it is pretty evident that you are closed. Pacheco stated that they could make the reader board 5x3 instead of a 6x3 and there are other things they could do to reduce the size of the sign to add the open/close if that is a problem to meet the 32 square foot requirement. It was stated that the applicant has provided a revised plan. Pacheco stated that the Commission can review those plans. This is not a public hearing. Mr. Haskin also addressed the suggestion that the color be dark on the bottom and light on the top. He would like to make the whole thing charcoal grey. He does not see many two-tone signs. As far as matching aesthetics, there are various types of signs in this area from spray painted and other sign types. Pacheco stated that none of those signs have been approved by the Planning Commission. Mr. Haskin stated that they are trying to do the right thing. He discussed trailers parked in the front yards, banners, etc. He discussed their revised plan to eliminate the open/close on the side, include the 3x6 reader board with Advanced on top and lit address on the bottom. A representative from the sign company stated that the biggest reason they were opposed to the channel letters is because it is outdated and when you put channel letters on top of a reader board, you have water run-off that comes down on top of the reader board, bird nests, etc. Discussion was held on other options. Pacheco stated that if they removed the open/close and brought in the sides to make it 32 square feet, the

Commission would deny their request for a waiver and approve their sign at 32 square feet and indicate that they are to work with staff. Mr. Haskin stated that they would like to make the sign one color instead of two-tone and use push through lettering similar to Mazur's Auto.

Discussion was held on the electronic signs. It was stated that staff has had problems in the past with the ones we have with animation, etc. It was stated that the temptation is there to include pictures, etc. It is an enforcement issue. Mr. Haskin stated that they are not buying the technology to include the animation, etc. It was stated that it could be added down the road. Further discussion was held on electronic signage.

Discussion was held on the landscape around the sign. Mr. Haskin stated that they talked about bushes & trees based on his site plan requirements. Discussion was held on maintenance of the landscaping so it does not block the sign. Discussion was held on one color versus two-tone. Discussion was held on the calculation of the square footage. Pacheco stated that staff would suggest that the plan that they submitted for the wall sign is in scale with the size of the wall structure and where they are putting it on the building. He further discussed the frontage of the building.

Motion by Priebe, supported by Koeble

The Planning Commission denies the requested sign waiver to permit a 36 square foot monument sign at 7674 E M-36 because the project does not meet the sign waiver requirements Article 18, Section 18.11 Standards 4 and 6 in the township zoning ordinance as follows:

4) A sign meeting the regulations of this Article would not meet the needs of the use on the subject site. The applicant has requested a waiver to allow the proposed freestanding monument sign to be 36 square feet where 32 square feet is allow by the code (18.10 (D)).

A 32 square foot freestanding monument signs would meet the needs of the use of the subject site, because the sign would be visible from the roadway and would provide the business ample advertising from off site areas. Also the reduced sign size would be more in scale with the size of the small building on the site and with the character of the surrounding area.

6) Signs shall be in harmony and consistent with the architecture of the building and relate to the features of the building in terms of location, scale, size, color, lettering, materials, and texture.

The main building on the site is not a large structure, the proposed 36 square foot freestanding monument sign would be out of scale with the size of the structure.

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

Motion by Priebe, supported by Hamlin

The Planning Commission approves the request to allow a 12.75 wall sign and a 32 square foot freestanding monument sign at 7674 E M-36, with the conditions of approvals listed below, because as conditioned the project meets the sign requirements in Article 18, Section 18.11 in the township zoning ordinance as stated at the meeting tonight and in the staff report.

Conditions of Project Approval:

1. The freestanding sign should be reduced in size to 32 square feet.
2. The freestanding sign should be surrounded by a small landscaping area to be submitted by the applicant and reviewed by staff as part of the land use permit.
3. Indirect illumination of signs, canopies and buildings is permitted provided a maximum 125-watt bulb is utilized and there is no glare.
4. Timer Controls: Illuminated signs shall be equipped with a functional timer control. Signs shall not be illuminated after 10:00 pm or one half (1/2) hour after the use of the site ends for the day,

whichever is later, nor before 6:00 am or one half (1/2) hour before the beginning of the use of the site for the day, whichever is earlier.

5. Frequency: On signs with messages that change, they may change no faster than once every 10 seconds.
6. Flashing and Animation: Flashing or animated affects are not allowed, including but not limited to scrolling, fading in, video clips, moving characters or lettering.

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

- b) ZTA19-008: Public Hearing to address a Zoning Text Amendment to revise the regulations in Article 8, Section 8.3 Accessory Buildings and Structures (Subsection 8.3.1 and 8.3.6) of the Zoning Ordinance to clarify the intent of attached accessory structures and make the regulations regarding pool fence height consistent with the fence height regulations in Section 8.15 Fences Walls and Screens.

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

Scott Pacheco, Township Planner, stated that this came before the Commission August 2019 when we addressed the accessory structure language. During that time, it was brought up that although we did remove the 8 foot fence from our fence regulations, it was not removed from 8.3.6. This amendment would remove the eight foot and replaced with six foot.

Motion by Hamlin, supported by Priebe

To approve ZTA19-008 to remove the word patio from Section 8.3.1 and change eight feet in height to six feet in height in Section 8.3.6 (c) of the Zoning Ordinance to clarify the intent of attached accessory structures and make the regulations regarding pool fence height consistent with the fence height regulations in Section 8.15 Fences Walls and Screens.

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

- c) Discussion - Draft Zoning Text amendment (ZTA 19-009) regarding Donation/Collection Bins

Scott Pacheco, Township Planner, stated that this originally came up in August 2018 when there were collection bins placed on some Township property at M36 and Pettysville Road. Although we did not have an ordinance in place at that time, it was Township property so we were able to get them removed. These bins then appeared in the CVS parking lot which are in violation of the site plan approval. We have talked to CVS and asked them to have them removed. They are blocking some necessary parking. We do feel that we should get an ordinance in place. There has been some case law that limits our ability to regulate these slightly. He has looked at several ordinances. One of the things that he did not include was a separate application process but rather require a land use permit. He reviewed the Draft Donation Bin Ordinance Amendment.

The question was asked if we are zoning these out. Pacheco stated that we are making it so that they might not want to put them where we are allowing them. They will be able to place them on the property, but more than likely not in a very visible location. There are collection bin websites to tell you where these bins are located. They will also tell you if they are for profit or not.

Further discussion was held on the proposed amendment.

Discussion was held on the bins being anchored. It was stated that if they are not anchored, they could be pushed around. Discussion was held on emptying or changing them which could be a problem with them being anchored. Pacheco stated that we could come back at a later date and add anchoring if they seem to move around.

Discussion was held on regulating the color of the bins. It was stated that we are limiting where they are placed.

The Commission directed staff to bring ZTA 19-009 - Donation/Collection Bins back for public hearing at a later date.

7. OLD BUSINESS: None

8. ZONING ADMINISTRATOR'S REPORT:

a) 2020 Planning Commission meeting dates

Amy Steffens, Planning & Zoning Administrator, stated that the list of 2020 meeting dates have been included in the packet for informational purposes.

Commissioner Hamlin stated that it was brought up earlier that there are many signs that are out of compliance as well as other non-compliant issues and now the bins. He asked how these things are dealt with. Pacheco stated that a lot of the signs that were brought up earlier were put up prior to the ordinance being in place. Signs that have been put up without a permit will be contacted. Discussion was held on the parking of vehicles or trailers with signage. Discussion was held on enforcement.

9. ADJOURNMENT:

Motion by Hamlin, supported by Koeble

To adjourn the meeting

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

The Regular Meeting of the Planning Commission was adjourned at 8:20 p.m.

Respectfully submitted,

Julie C. Durkin
Recording Secretary

The minutes were approved as presented/Corrected: _____

Jeff Muck, Chairperson



Livingston County Department of Planning

MEMORANDUM

Kathleen J. Kline-Hudson
AICP, PEM
Director

Robert A. Stanford
AICP, PEM
Principal Planner

Scott Barb
AICP, PEM
Principal Planner

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

FROM: Kathleen Kline-Hudson, Director

DATE: February 26, 2020

SUBJECT: Z-06-20

Articles 2.00 Definitions, 7.00 District Regulations and Article 8.00
Supplementary Provisions

This text amendment regards allowing collection bins as a permitted use in Hamburg Township.

The Hamburg Township Planner noted in a staff report that the Township has encountered some problems with the placement of collection bins, most notably an instance of donation collection bins being placed on the township-owned trailhead parking lot at M-36 and Pettysville Road, as well as in the parking lot of a commercial business. The Township Code enforcement Officer contacted the company that placed the bins on the park property and they were promptly removed. A verbal warning was given to the commercial business that the location of their bins block access to required parking spaces, but the bins have not been moved.

The Hamburg Township Planner also notes that in 2015, the Court of Appeals ruling in *Planet Aid v. City of St. Johns*, 782 F.3d 318, (6th Cir. 2015) extended First Amendment protection to unattended charitable bins. The City of St. Johns, Michigan had enacted an ordinance that banned all outdoor, unattended donation bins but the Court ruled that the ban was likely unconstitutional.

Department Information

Administration Building
304 E. Grand River Avenue
Suite 206
Howell, MI 48843-2323

•
(517) 546-7555
Fax (517) 552-2347

•
Web Site
livgov.com

The following proposed text amendments comply with this court ruling, and they have been reviewed by the Township Attorney.

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

Article 2.00 Definitions

It is proposed that the following new definition be added to Article 2.00

COLLECTION BINS – Any container, receptacle, or similar object that is located on any parcel or lot of record within the Township and that is used for soliciting and/or collecting the receipt of clothing, household items, or other personal property. This term applies to all such containers regardless of



whether the solicitation of property is made by a for-profit or a non-profit entity. This term does not include recycle bins for the collection of recyclable material, any rubbish or garbage receptacle, or any collection box located within an enclosed building,

Article 7.00 District Regulations

It is proposed that the following districts include collection bins as a permitted use subject to the provisions of Section 8.30 (addressed in this amendment).

7.5.1 (I) NS-Neighborhood Service District

Permitted Uses

15. Collection bins subject to the provisions of Section 8.30.

7.5.1 (J) CS-Community Service District

Permitted Uses

14. Collection bins subject to the provisions of Section 8.30.

7.5.1 (K) LI – Limited Industrial District

Permitted Uses

19. Collection bins subject to the provisions of Section 8.30.

7.5.1 (L) GI – General Industrial District

Permitted Uses

10. Collection bins subject to the provisions of Section 8.30.

7.5.1 (O) VC-Village Center District

Permitted Uses

19. Collection bins subject to the provisions of Section 8.30.

County Planning Staff Comments: In the (O) VC-Village Center District the permitted use should be #10.

Article 8.00 Supplementary Regulations

It is proposed that Article 8.00 include a new Section 8.30 Collection Bins that contains regulations pertinent to this permitted use. The section in its entirety appears as follows.

Section 8.30 Collection Bins

8.30.1 Intent. It is the intent of the Township to allow collection bins as a permitted use if specific regulations are met. These regulations are created to promote the general health, safety, and welfare of Hamburg Township citizens by providing minimum standards for the placement, operation, and maintenance of collection bins within the Township to ensure that the bins remain clean and safe, do not create hazards to pedestrians or to vehicular traffic, and remain free of graffiti, blight, and the accumulation of material outside the collection bin.



8.30.2 Purpose. The purpose of these regulations is to provide a clear understanding of the expectations for collection bin operators, local residents, other businesses, and local officials.

8.30.3 Application. Collection Bins are allowed in the NS, CS, VC, LI and GI zoning districts with approval of a Land Use Permit (Section 3.3).

8.30.4 Regulations. The following regulations apply to all collection bins:

- A. Collection bins shall be fabricated of durable and waterproof materials.
- B. Collection bins are required to be placed on a paved or concrete surface.
- C. Collection bins must be level and stable.
- D. Collection bins shall be locked with a tamper resistant locking mechanism so contents cannot be accessed by anyone other than those responsible for retrieval of the contents. Collection bins shall be tightly covered at all times to prevent the harboring of rodents and the scattering of debris.
- E. Collection bins shall be maintained in good condition and appearance with no structural damage, holes, visible rust, or graffiti. The area surrounding the bin shall be maintained free from any overflow items, furniture, rubbish, debris, hazardous materials, and noxious odors.
- F. Collection bins shall be no larger than 84 inches high, 60 inches wide and 60 inches deep.
- G. No more than two collection bins shall be allowed per property.
- H. Collection bins shall not be permitted:
 - 1. On any unimproved lot or parcel that is not currently used or occupied or where the principal building or structure has been closed or unoccupied for more than thirty (30) days.
 - 2. Within a landscaped area.
 - 3. Within the required main building setbacks for the zoning district.
 - 4. Within a parking space required as a part of the approved site plan or required to meet the parking requirements for the principal building or structure.
 - 5. Within one thousand (1,000) feet of another collection bin on a separate property as measured along a straight line from one bin to the other.
 - 6. Within five hundred (500) feet from the property line of any lot used or zoned for residential purposes or within fifty (50) feet of any entrance driveway.
 - 7. Within a designated fire lane, or adjacent to a handicap parking space.



- I. Collection bins shall not cause a visual obstruction to vehicular or pedestrian traffic as determined by the township, or block access to required parking, emergency vehicle routes, building entrances or exits, easements, pedestrian walkways and dumpsters or trash enclosure areas.
- J. Collection bins located in the VC district shall only be located on properties with direct access to M-36.
- K. Collection bins shall prominently display the following information in at least one-half inch typeface and no larger than one inch typeface:
 - 1. Name, address, email, and 24-hour telephone number of the person responsible for servicing and maintaining the collection bin.
 - 2. The type of material that may be deposited.
 - 3. The frequency of pickup.
 - 4. A notice that no materials shall be left outside the collection bin.
 - 5. If the collection bin is owned and operated by a for-profit or a not for profit company.
- L. Collection bins may include a 6 square foot sign on two sides of the collection bin in addition to the information required in 8.30.3 (K). The sign must be flat, either painted directly on the bin or affixed flat to the bin and projecting no more than 2 inches from the side of the bin.

8.30.5 Violations. Collection bins in violation of these regulations shall be addressed as stated in Article 5, Enforcement. Fines and penalties for these violations shall be issued to the owner of the property where the collection bin is located and the owner or operator of the bin.

County Planning Staff Comments: The regulations proposed in Section 8.30 Collection Bins appear to be comprehensive and reasonable in their approach. Missing words and/or letters and an incorrect reference to a regulation are noted in yellow highlight.

Township Planning Commission Recommendation: Approval. The Hamburg Township Planning Commission recommended Approval of the amendments at their February 19, 2020 meeting. Minutes of the meeting and public hearing were not available at the time of review.

Staff Recommendation: Approval. The proposed new language in Articles 2.00, 7.00 and 8.00 regarding collection bins, should do a fine job of regulating this permitted use in Hamburg Township.

**HAMBURG TOWNSHIP
LIVINGSTON COUNTY, MICHIGAN
NOTICE OF ADOPTION
Zoning Text Amendment 19-009
Collection Bins**

Notice is hereby given that the Township Board for Hamburg Township, Livingston County, Michigan adopted Zoning Text Amendment (ZTA) 19-009: an amendment to Article 2 Definitions; Article 7 District Regulations, Sections 7.5.1 Schedule of Use Regulations; Article 8 Supplementary Provisions, Section 8.30 Collections Bins; at a regular meeting held on June 2, 2020.

The zoning text amendment to **Article 2 Definitions** are:

- Adds the definition of Collection Bins

The zoning text amendment to **Article 7 District Regulations, Section 7.5.1 Schedule of Regulations**

- Adds “collection bins subject to the provisions of Section 8.30” as permitted uses in Neighborhood Service (NS), Community Service (CS), Limited Industrial (LI), General Industrial (GI) and Village Center (VC)

The zoning text amendments to **Article 8 Supplementary Provisions, Section 8.30 Collection Bins**:

- Adds section **8.30 Collection Bins** to regulate collection bins:
 - **Subsection 8.30.1 Intent**, states the intent of regulating collection bins
 - **Subsection 8.30.2 Purpose**, states the purpose of regulating collection bins
 - **Subsection 8.30.3 Application**, states that collection bins are allowed in the NS, CS, VC, LI and GI Zoning Districts with approval of a Land Use Permit;
 - **Subsection 8.30.4 Regulations**, states the required regulations for collection bins within the Township.
 - **Subsection 8.30.5 violations**, states that violation to these regulations are enforced as regulated in **Article 5, Enforcement** and allows fines and penalties to be issued to the owner of the property where the collection bin is located and the owner or operator of the bin.

A copy of the full text of the new Zoning Ordinance Amendment may be inspected or purchased at the Township Offices (10405 Merrill Road, Whitmore Lake, MI 48189). The new Zoning Ordinance Amendment will also be posted on the Township’s website at <http://www.Hamburg.mi.us> . The adopted amendment shall become effective on ____, __ 2020, unless referendum procedures are initiated under MCL 125.3402 within seven (7) days after publication of this notice of adoption. If referendum procedures are initiated, the ordinance shall take effect in accordance with MCL 125.3402.

Hamburg Township Planning Commission Public Hearing: February 19, 2020

Livingston County Planning Commission Public Hearing: May 20, 2020

Hamburg Township Board Adoption: June 2, 2020

Publication Date: _____, 2020

Effective Date: _____, 2020

TOWNSHIP OF HAMBURG
RESOLUTION TO AMEND
THE HAMBRUG TOWNSHIP
PLANNING AND ZONING DEPARTMENT
FEE SCHEDULE

At a regular meeting of the Township Board of the Township of Hamburg, Livingston County, State of Michigan, held on the Go Too Meeting Virtual Platform , on June 2, 2020, beginning at 7:00 p.m., there were:

PRESENT: _____

ABSENT: _____

Moved by: _____, and supported by: _____ to adopt the following resolution:

RESOLUTION

WHEREAS, the Zoning Enabling Act; Article 4, Zoning Adoption and Enforcement; Section 406, Zoning permits; fees; effect of delinquent payment of fine, costs, or assessment; allows the legislative body to charge reasonable fees for zoning permit approvals; and,

WHEREAS, the Hamburg Township Board held a public meeting on the proposed amendment to the fee schedule on May 19, 2020, and has determined that the said amendment allows the Township to require reasonable fees for the approvals; and

NOW THEREFORE, BE IT RESOLVED by the Board of Hamburg Township, Livingston, County, Michigan, as follows:

1. The May 19, 2020 fee schedule amendment, as attached to this resolution, will add and eliminate the following fees:
 - a. Added fees
 - i. Land Use Permit fee for the approval of minor agricultural commercial/tourism businesses, and
 - ii. Review Escrows for any approvals requiring review from a third party consultant
 - b. Eliminated fees
 - i. Land Use Permit fees for plan revisions,
 - ii. Any remaining fee regarding the Hamburg Environmental Review Board (HERB),
 - iii. Any fee regarding the Hardship Planned Unit Developments (HPUD), and
 - iv. Service fees for Floodplain and Wetland Determinations by Staff.
2. Any and all resolutions and fee schedule amendments that are in conflict with this Resolution are hereby repealed.

3. The resolution for the May 19, 2020 amendment to the Hamburg Township Planning and Zoning Department Fee Schedule, is hereby adopted.

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

AYES: _____

NAYS: _____

ABSENT: _____

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss
COUNTY OF LIVINGSTON)

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 adopted by the Township Board, and the vote was taken thereon, at the meeting described in the introductory paragraph, at which time a quorum was present and remained through; (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.

Date: _____

Mike Dolan
Hamburg Township Clerk



American Concrete Leveling

www.Americanconcretelevelingmi.com

5/14/20
248-798-4500
Proposal

Mike Dolan
Hamburg Township Sr. Center
10405 Merrill Road
Whitmore Lake
810-222-1121 or / 734-891-7398 cell
mdolan@hamburg.mi.us

Project Location: 10405 Merrill Road Whitmore Lake, MI

Scope of the project will include the following:

***Pour 10- 10' x 9' new sections of concrete. \$1,000/each pad**

Due to the weight restrictions on the walkway and the location of the concrete pads each one must be hand dug and concrete will need to be hand mixed.

***Replace concrete @ curb and repair concrete with KC Crete.**

***Seal all joint and cracks. \$5000.**

The areas being worked on will be temporarily barricaded to restrict access. Customer assumes all responsibility after project completed to assure no traffic on new concrete for at least 24 hours.

Project Cost: \$15,000.

(upon acceptance a 50% deposit is required prior to commencement of project.)

As the project coordinator I fully understand and have been informed of the terms and conditions surrounding the project. I authorize "American Concrete Leveling" to commence work as originally proposed. Customer will "HOLD HARMLESS" American Concrete Leveling for any damage to plumbing, utilities, landscaping, or any part of the structure therein. Any existing cracked or broken slabs have no warranty. Customer responsible for any permit fees required by local building departments and insurance endorsement fees. A 5% administrative fee is charged on all credit/debit card transactions. A \$50.00 NSF charge will be administered to customer for all returned checks.

Full payment will be made upon project completion or no standard warranty or guarantee applies.

Authorized Signature: _____ Date: _____

SUMMER TAX COLLECTION AGREEMENT

The Township of Hamburg with offices located at 10405 Merrill Rd., Hamburg, Michigan (the "township") pursuant to 1976 PA 451, as amended, for the purposes of providing for the collection by the Township of a summer levy of Livingston Educational Service Agency, Michigan (the "Agency") property taxes for the year 2020 and hereafter as provided below:

The Agency and the Township agree as follows:

1. The Township agrees to collect 100% of the total school millage in the summer as certified by the Agency for levy on all taxable property in addition to and not within the K-12 school district summer tax collection, including principal residence and other exempt property not subject to the 18 mill levy within the Brighton Area School district.
2. The Agency waives any right to interest earned on tax receipts collected and held by Hamburg Township until disbursement.
3. The Agency agrees to pay the Township costs of assessment and collection at \$3.00 per parcel which represents reasonable expenses incurred by the Township in assessing and collecting Agency taxes, to the extent that the expenses are in addition to the expenses of assessing and collecting other taxes at the same time.
4. The Agency shall certify to the Township Treasurer the school millage to be levied on property for summer collection to the Township via a signed L-4029 within 3 weeks of Livingston County Equalization delivering their tax roll information to the Agency, or by June 15, whichever is earlier.
5. The Township Treasurer shall account for and deliver summer school tax collections to the Agency within ten (10) business days from the 1st and 15th of each month via electronic transfer, if and when possible.
6. In the event that state law is amended necessitating changes to this Agreement, the parties agree to negotiate changes to the Agreement in good faith to conform the Agreement to state law. Collection of summer taxes and payment for said collection shall not be disrupted or delayed due to the negotiation of or revision to this Agreement.
7. By execution of this Agreement, both parties certify and represent that the Agreement is authorized by the laws of the State of Michigan, that the individuals responsible for collecting the Agency taxes are and will be in compliance with all laws pertaining to their duties and responsibilities as a tax collecting agent, and that the signors are authorized by their respective governing bodies to execute this Agreement.
8. This Agreement is effective on the date of its execution and shall expire twelve months from the effective date.

IN WITNESS WHEREOF, the parties have executed this Agreement on the respective dates indicated below.

LIVINGSTON EDUCATIONAL SERVICE AGENCY, MICHIGAN

By _____
Teresa A. Zigman

Its: Assistant Superintendent for Administrative Services

Dated: October 10, 2019

TOWNSHIP OF HAMBURG: _____

By _____

Its _____

Dated _____

**TOWNSHIP OF HAMBURG
LIVINGSTON EDUCATIONAL SERVICE AGENCY
2020 SUMMER TAX COLLECTION RESOLUTION**

At a regular meeting of the Township Board of the Township of Hamburg, Livingston County, State of Michigan, held at the Hamburg Township Board Room on Tuesday, June 2, 2020 beginning at 2:30 p.m., Eastern Standard Time, there were

PRESENT:

ABSENT:

MOVED FOR ADOPTION:

SUPPORTED BY:

RESOLUTION

WHEREAS, Livingston Educational Service Agency (LESA) has determined to impose a summer property tax levy in 2020 upon property located within the Brighton Area School District;

In addition, LESA agrees to pay Hamburg Township the cost of assessment and collection at \$3.00 per parcel, to the extent that the expenses are in addition to the expenses of assessing/collecting other taxes at the same time. Furthermore, LESA is waiving any right to interest earned on tax receipts collected and held by Hamburg Township until disbursement.

NOW THEREFORE, BE IT RESOLVED, that the Township of Hamburg will collect non-homestead school taxes during the 2020 summer tax collection on LESA properties located within the Brighton Area School District, and authorizes the Treasurer to sign the proposed Summer Tax Agreement (attached).

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

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED:

CERTIFICATION

I, Michael 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 June 2, 2020; (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) 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: June 2, 2020

Michael Dolan
Hamburg Township Clerk



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

TO: Mike Dolan, Clerk

FROM: Thelma Kubitskey, Director of Accounting

DATE: June 2, 2020

SUBJECT: Remote work request – Ms. Richardson

Please place on the June 2, 2020, the request to work remote for Ms. Richardson through the end of July 20. Please find attached the minutes of the May 27, 2020 meeting.

**HAMBURG TOWNSHIP
PERSONNEL COMMITTEE**
Hamburg Township Conference Room
Wednesday, May 27, 2020,
3:00 P.M. Meeting

1. CALL TO ORDER & ROLL CALL OF THE COMMITTEE

Chairman Hahn called the meeting to order at 3:00 P.M.

Present: Trustee Annette Koeble, Clerk Mike Dolan and Trustee Bill Hahn

Absent:

Others Present for All or Part of Meeting: Pat Hohl, Thelma Kubitskey, Tricia Wiggle-Bazzy, Tony Randazzo, Patricia Huges, Richard Duffany, and Darriusz Nisenbaum.

2. APPROVAL OF THE AGENDA

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

Passed unanimously

3. APPROVAL OF MINUTES

Motion by Koeble, second by Han, to approve the minutes of the April 8, 2020 meeting as presented.

Passed unanimously

4. CALL TO THE PUBLIC

There was no response to the call.

5. OLD BUSINESS

There were no Old Business items.

6. NEW BUSINESS

A. Vacation time – request for policy exception.

The Township's approved vacation time policy allows employees to roll over 40 hours of vacation time that must be used within 6 months of their anniversary date. A request was made to allow employees the ability to increase the rollover hours from 40 to 80, due to the COVID 19 pandemic.

Motion by Dolan, second by Hahn, to recommend to the Township Board to approve the increase in roll over hours to 80, with the exception to the vacation policy expiring June 30, 21

Passed unanimously

B. Remote work request for Ms. Richardson

Tony Randazzo has requested to allow Ms. Richardson the ability to work remotely until the end of July 20, and at that time be re-evaluated.

Motion by Koeble, second by Hahn, to recommend to the Township Board to approve the remote work request for that Ms. Richardson.

Passed unanimously

7. CALL TO THE PUBLIC

There was no response to the call.

8. BOARD COMMENTS

Clerk Dolan reported that he will be working with Pat Hohl and Jason Negri to be finalize a plan to bring the employees back to work and to enact the COVID 19 policies and procedures.

9. ADJOURNMENT

Motion by Hahn, second by Koeble, to adjourn the meeting.

Passed unanimously

The meeting was adjourned at 3:30 P.M.

Thelma Kubitskey
Accounting Director

Minutes approved as presented or amended at the month/day/year meeting.



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05/20/20

To: Personnel Committee
From: Tony Randazzo

Re: Remote Work Request for Richardson

I request that Brenda Richardson be allowed to continue working from home when we return to full staffing at Township Hall in the near future. She is an excellent candidate to work from home because she can accomplish all of her work remotely and she is part time. Ms. Richardson can still come in the office on occasion if the need arises, for example, when we resume recording and televising meetings. I would like to continue this arrangement through July and revisit it at that time.



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TO: Mike Dolan, Clerk

FROM: Thelma Kubitskey, Director of Accounting

DATE: June 2, 2020

SUBJECT: Vacation time – policy exception on rollover time

Please place on the June 2, 2020, the request for an exception to the vacation time policy procedures on rollover time. Please find attached the minutes of the May 27, 2020 meeting.

**HAMBURG TOWNSHIP
PERSONNEL COMMITTEE**
Hamburg Township Conference Room
Wednesday, May 27, 2020,
3:00 P.M. Meeting

1. CALL TO ORDER & ROLL CALL OF THE COMMITTEE

Chairman Hahn called the meeting to order at 3:00 P.M.

Present: Trustee Annette Koeble, Clerk Mike Dolan and Trustee Bill Hahn

Absent:

Others Present for All or Part of Meeting: Pat Hohl, Thelma Kubitskey, Tricia Wiggle-Bazzy, Tony Randazzo, Patricia Huges, Richard Duffany, and Darriusz Nisenbaum.

2. APPROVAL OF THE AGENDA

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

Passed unanimously

3. APPROVAL OF MINUTES

Motion by Koeble, second by Han, to approve the minutes of the April 8, 2020 meeting as presented.

Passed unanimously

4. CALL TO THE PUBLIC

There was no response to the call.

5. OLD BUSINESS

There were no Old Business items.

6. NEW BUSINESS

A. Vacation time – request for policy exception.

The Township's approved vacation time policy allows employees to roll over 40 hours of vacation time that must be used within 6 months of their anniversary date. A request was made to allow employees the ability to increase the rollover hours from 40 to 80, due to the COVID 19 pandemic.

Motion by Dolan, second by Hahn, to recommend to the Township Board to approve the increase in roll over hours to 80, with the exception to the vacation policy expiring June 30, 21

Passed unanimously

B. Remote work request for Ms. Richardson

Tony Randazzo has requested to allow Ms. Richardson the ability to work remotely until the end of July 20, and at that time be re-evaluated.

Motion by Koeble, second by Hahn, to recommend to the Township Board to approve the remote work request for that Ms. Richardson.

Passed unanimously

7. CALL TO THE PUBLIC

There was no response to the call.

8. BOARD COMMENTS

Clerk Dolan reported that he will be working with Pat Hohl and Jason Negri to be finalize a plan to bring the employees back to work and to enact the COVID 19 policies and procedures.

9. ADJOURNMENT

Motion by Hahn, second by Koeble, to adjourn the meeting.

Passed unanimously

The meeting was adjourned at 3:30 P.M.

Thelma Kubitskey
Accounting Director

Minutes approved as presented or amended at the month/day/year meeting.



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TO: Personnel Committee

FROM: Thelma Kubitskey, Director of Accounting

DATE: May 17, 2020

SUBJECT: Vacation Policy Exception

Attached is a copy of the current approved vacation time policy. The policy states that only 40 hours can be rolled over, therefore, the remaining days will be lost. Due to the protocols the Township established because of the COVID 19 pandemic, employees with anniversary dates in July and August could lose vacation days.

A request has been made to see if there could be an exception made to the vacation policy to either increase the 40 hours, or to allow an extended period of time the vacation hours must be used, or pay the days out.

My recommendation to the Personnel Committee, is to increase the rollover hours from 40 to 80, only for the employees that have anniversary dates in July and August.

This would be a one-time exception to the vacation policy and these employees must use any roll-over hours before their next anniversary dates.

Day after Thanksgiving Day
Christmas Eve Day
Christmas Day
Good Friday

President's Day
Memorial Day
New Year's Day

Full time employees will receive compensation for the holiday based on the number of hours regularly scheduled to work on that day, a maximum of eight (8) or twelve (12) hours.

Permanent part time (non-seasonal) employees hired prior to adoption of this policy (July 17, 2012), and who work at least an average of twenty (20) hours per week, will receive compensation at their regular rate of pay based on four (4) hours if it is a full-day holiday

All permanent part-time (non-seasonal) or temporary part-time employees hired after adoption of this policy (July 17, 2012), shall not qualify for paid holiday time off.

Unless otherwise determined by the Personnel Committee and approved by the Board, if a designated holiday falls on a Saturday, then the time off with pay shall be scheduled for the preceding workday. If a designated holiday falls on a Sunday, then the time off with pay shall be scheduled for the following workday.

See Section 3.6: Holiday Pay

AMENDED: 9/17/13 AMENDED:12/17/13 AMENDED:12/19/17

4.2 Vacation

All full-time employees shall be granted vacation time according to the following schedule and provisions based on years of credited service as of their anniversary date each year:

- On one-year anniversary: 80 vacation hours (10 days)
- On two-year anniversary: 120 vacation hours (15 days)
- On three-year anniversary: 140 vacation hours (17.5 days)
- On eight-year anniversary: 160 vacation hours (20 days)
- On fifteen-year anniversary: 180 vacation hours (22.5 days)
- On twenty-year anniversary: 200 vacation hours (25 days)

After a probationary period of six months of employment a newly hired, full-time employee shall be eligible to request to be credited with 40 hours of vacation. The remaining 40 hours will be credited on their 1-year anniversary date. Otherwise, a newly hired full-time employee will be credited with 80 hours of vacation on their one-year anniversary date. All new employees shall not be allowed to take any paid vacation time off within their first six months of employment.

Vacation benefits for part-time employees hired to full-time employees:

Less than 2080 hours of part time = 0 credit

2080-4159 hours of part-time = 10 days or 80 hours

Greater than 4159 hours of part time = 15 days or 120 hours

On the full-time hire date, the employee is awarded vacation days according to the above schedule. If the employee had any remaining days available from the part-time vacation policy, those days would be replaced by the days from the above policy, not added to the days.

Employees shall submit a time off request form to their Department Head to request vacation time as far in advance as possible but not earlier than twelve (12) months. A Department Head, at their discretion, may allow a request in advance of twelve (12) months for extraordinary circumstances. Department Heads shall return the time off request form to the employee whether approved or disapproved with their signature. Vacation time shall be used in increments of .5 hours.

Vacation time to which an employee is entitled shall be taken annually. Employees may carry over one-week (40) hours of vacation time into the next year but must be used within six months of anniversary date or be lost.

Employees who have resigned, retired or been laid off will receive compensation for all accrued but unused vacation hours. Compensation will be at the employee's present wage or salary at the time of termination. Other than for termination of employment, accrued vacation time cannot be taken as cash.

AMENDED: 9/17/13

4.3 Sick/Personal Time Off

Full-time employees shall earn eight (8) hours of paid time off per each full month worked to be used for personal reasons including, for example, personal sick leave, medical appointments, religious observances, personal business, school appointments, immediate family member illness, pregnancy and maternity/paternity leave. The term "immediate family member" shall mean spouse, child or parent of the employee.

Earned time off will be credited on the last day of the month. Sick/personal time off shall be used in one-half (1/2) hour increments.

Any use of time off shall be preapproved by the employees Department Head/Supervisor unless used for sick leave purposes. Use of sick time beyond three (3) consecutive work days shall require written documentation from a licensed medical professional.



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

TO: Hamburg Township Board of Trustees

FROM: Thelma Kubitskey, Director of Accounting

DATE: May 1, 2020

SUBJECT: Change to Sewer Rate Allocation for Fiscal Year 20/21

Part of the annual budget approval process requires the annual establishment of sewer utility operations and maintenance and debt service fees. For the FY 20/21 budget, we have determined that the sewer rate does not need to be increased. The current quarterly charge will remain \$155.50 for FY 20/21. The allocation between Operations and Maintenance and Debt does need to be changed as shown in the table below.

	CURRENT ALLOCATION	PROPOSED ALLOCATION
OPERATION & MAINTENANCE	103.72	\$109.96
DEBT SERVICE	51.78	\$45.54
TOTAL	\$155.50/QUARTER/REU	\$155.50/QUARTER/REU

The revised allocation is necessary in order to properly allocate revenues between operations and maintenance and debt service so that the township may cover the fiscal year 20/21 projected costs of each.

The township board must approve this rate allocation before it can go into effect on July 1, 2020. Also, this allocation needs to be provided to Karen Jones so that she can change the allocation amounts in the utility billing system effective 7/1/20.

If you have any questions, please let me know. Thank you for your consideration in this matter.



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www.hamburg.mi.us

TO: Mike Dolan, Clerk

FROM: Thelma Kubitskey, Director of Accounting

DATE: June 2, 2020

SUBJECT: Hamburg Township's 19-20 audit services with Plante & Moran PLLC

Please place on the June 2, 2020, the 2019-20 yearly audit services from Plante & Moran PLLC in the amount of \$39,980.00.



Plante & Moran, PLLC

Suite 400
1000 Oakbrook Drive
Ann Arbor, MI 48104
Tel: 734.665.9494
Fax: 734.665.0664
plantemoran.com

May 21, 2020

Pat Hohl
Township of Hamburg
10405 Merrill Road
P.O. Box 157
Hamburg, MI 48139

Dear Pat:

Thank you for your selection of Plante & Moran, PLLC ("PM") to assist you. We are sending this letter and the accompanying Professional Services Agreement, which is hereby incorporated as part of this engagement letter, to confirm our understanding of the nature, limitations, and terms of the services we will provide to Township of Hamburg.

Scope of Services

We will audit Township of Hamburg's financial statements as of and for the year ended June 30, 2020.

In connection with our audit engagement, we will assist you in drafting your financial statements, and related notes. This assistance is considered a non-audit service; you agree to the contemporaneous provision of these audit and non-audit services.

If you determine that you need additional services, including accounting, consulting, or tax assistance, PM can be available to provide such additional services if and to the extent provided for in a separate, signed engagement agreement.

Timing of Services

We expect to begin fieldwork for this engagement in early September 2020. We anticipate that our audit work will wrap up in late September 2020 and our report will be issued by December 2020. This timing is dependent on the impact of the Coronavirus pandemic, including the Township's ability to timely prepare for our work, the accessibility of your staff, and our ability to perform on-site work. If it appears our plans for on-site work will be impacted by continuing effects of the pandemic, we will discuss alternatives with you (including the possibility of performing the audit engagement remotely).

Fees and Payment Terms

Our fee for this engagement will be based on the value of the services provided, which is primarily a function of the time that PM staff expends at our current hourly rates. We estimate that our fee for this engagement will not exceed \$39,980.

Invoices for audit services will be rendered as services are provided and are due when received. Invoices for other services and out-of-pocket costs will also be rendered as services are provided and are due when received. In the event an invoice is not paid timely, a late charge in the amount of 1.25 percent per month will be added, beginning 30 days after the date of the invoice.

Pat Hohl
Township of Hamburg

2

May 21, 2020

If you are in agreement with our understanding of this engagement, as set forth in this engagement letter and the accompanying Professional Services Agreement, please sign the enclosed copy of this letter and return it to us with the accompanying Professional Services Agreement.

Thank you for the opportunity to serve you.

Very truly yours,

Plante & Moran, PLLC



Martin J. Olejnik, CPA

Agreed and Accepted

We accept this engagement letter and the accompanying Professional Services Agreement, which set forth the entire agreement between Township of Hamburg and Plante & Moran, PLLC with respect to the services specified in the Scope of Services section of this engagement letter.

Township of Hamburg

Pat Hohl

Date

Title

Professional Services Agreement – Audit Services Addendum to Plante & Moran, PLLC Engagement Letter

This Professional Services Agreement is part of the engagement letter for audit services dated May 21, 2020 between Plante & Moran, PLLC (referred to herein as "PM") and Township of Hamburg (referred to herein as "Township of Hamburg").

1. **Financial Statements** – The financial statements of Township of Hamburg being audited by PM are to be presented in accordance with accounting principles generally accepted in the United States of America (GAAP).
2. **Management Responsibilities** – Township of Hamburg management is responsible for the preparation and fair presentation of these financial statements in accordance with the applicable financial reporting framework, including compliance with the requirements of accounting principles generally accepted in the United States of America and the completeness and accuracy of the information presented and disclosed therein. Management is also responsible for the capability and integrity of Township of Hamburg personnel responsible for Township of Hamburg's underlying accounting and financial records.

Township of Hamburg personnel will provide PM, in a timely and orderly manner, with access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters and additional information that the auditor may request from management for the purpose of the audit.

This includes providing assistance and information PM requests during the course of its audit, including retrieval of records and preparation of schedules, analyses of accounts, and confirmations. A written request for information to be provided will be submitted under separate cover and supplemented by additional written and oral requests as necessary during the course of PM's audit. In addition, Township of Hamburg will provide PM with all information in its possession that has a material impact on any material transaction and that information will be complete, truthful, and accurate. Township of Hamburg will allow PM unrestricted access to personnel within Township of Hamburg from whom PM determines it necessary to obtain audit evidence.

Township of Hamburg represents and warrants that any and all information that it transmits to PM will be done so in full compliance with all applicable federal, state, and foreign privacy and data protection laws, as well as all other applicable regulations and directives, as may be amended from time to time (collectively, "Data Privacy Laws"). Township of Hamburg shall not disclose personal data of data subjects who are entitled to certain rights and protections afforded by applicable federal, state, and foreign privacy and data protection laws ("Personal Data") to PM without prior notification to PM. Township of Hamburg shall make reasonable efforts to limit the disclosure of Personal Data to PM to the minimum necessary to accomplish the intended purpose of the disclosure to PM.

Management is responsible for making all management decisions and performing all management functions relating to the financial statements, supplementary financial information, and related notes and for accepting full responsibility for such decisions, even if PM provides advice as to the application of accounting principles or assists in drafting the financial statements, supplementary financial information, and related notes. Township of Hamburg has designated Thelma Kubitskey to oversee financial statement related services PM provides. Management will be required to acknowledge in the management representation letter that it has reviewed and approved the financial statements, supplementary financial information, and related notes prior to their issuance and have accepted responsibility for the adequacy of the financial statements.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing PM about all known or suspected fraud affecting Township of Hamburg involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. Management's responsibilities include informing PM of its knowledge of any allegations of fraud or suspected fraud affecting Township of Hamburg received in communications from employees, former employees, regulators, or others. In addition, management is responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

3. **Objective of an Audit of Financial Statements** – The objective of PM's audit is the expression of an opinion on the Township of Hamburg financial statements specified in the accompanying engagement letter. PM offers no guarantee, express or implied, that its opinion will be unmodified or that it will be able to form an opinion about these financial statements in the event that Township of Hamburg's internal controls or accounting and financial records prove to be unreliable or otherwise not auditable. If PM's opinion is to be modified, PM will discuss the reasons with Township of Hamburg management in advance of the issuance of its audit report. If, for any reason, PM is prevented from completing its audit or is unable to form an opinion on these financial statements, PM may terminate the engagement and decline to issue a report.

Professional Services Agreement – Audit Services

4. **Supplementary Information** – In any document that contains supplementary information to the basic financial statements that indicates that the auditor has reported on such supplementary information, management agrees to include the auditor's report on that supplementary information. In addition, management agrees to present the supplementary information with the audited financial statements or to make the audited financial statements readily available no later than the date of issuance by Township of Hamburg of the supplementary information and the auditor's report thereon.
5. **Internal Controls** – Township of Hamburg is responsible for the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including controls established for the purpose of preventing or detecting errors in financial reporting, preventing fraud or misappropriation of assets, and identifying and complying with applicable laws and regulations. PM, in making its risk assessments, will consider internal control relevant to Township of Hamburg's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. PM's audit will not be designed to provide assurance on the design or operating effectiveness of Township of Hamburg's internal controls or to identify all conditions that represent significant deficiencies in those internal controls. PM will communicate all significant deficiencies and material weaknesses in internal controls relevant to the audit of the financial statements, instances of fraud, or misappropriation of assets that come to PM's attention.
6. **Audit Procedures and Limitations** – PM's audit will be conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and will include examination, on a test basis, of evidence supporting the amounts and disclosures in the Township of Hamburg financial statements specified in this engagement letter. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. An audit in accordance with GAAS involves judgment about the number of transactions to be tested and the overall approach to testing in each area. As a result, PM's audit can only be designed to provide reasonable rather than absolute assurance that these financial statements are free from material misstatement. In addition, an audit in accordance with GAAS is not designed to detect errors or fraud that are immaterial to the financial statements. Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected always exists, even in an audit properly planned and performed in accordance with GAAS. In recognition of these limitations, Township of Hamburg acknowledges that PM's audit cannot guarantee that all instances of error or fraud will be identified.
7. **Auditor Communications** – PM is obligated to communicate certain matters related to the audit to those responsible for governance of Township of Hamburg, including instances of error or fraud and significant deficiencies and material weaknesses in internal control that PM identifies during its audit. PM will communicate these matters to the members of Township of Hamburg's governing board, and Township of Hamburg acknowledges and agrees that communication in this manner is sufficient for Township of Hamburg's purposes.

Communication to Group Auditor – In instances where PM has been engaged as a component auditor for the purposes of a Group Audit, the terms of the engagement may include communication of certain matters related to the audit to the Group Auditor. Township of Hamburg permits such communication. PM will discuss matters being communicated with those responsible for governance of Township of Hamburg.

8. **Accounting and Financial Records** – Township of Hamburg agrees that it is responsible for providing PM with accounting and financial records that are closed, complete, accurate, and in conformity with the requirements of GAAP, for providing schedules and analyses of accounts that PM requests, and for making all Township of Hamburg financial records and related information available to PM for purposes of PM's audit. Where PM has provided estimates of the timing of its work and completion of PM's engagement and issuance of PM's report, those estimates are dependent on Township of Hamburg providing PM with all such accounting and financial records, schedules, and analyses on the date PM's work commences. PM will assess the condition of Township of Hamburg's accounting and financial records, schedules, and analyses of accounts prior to commencing its work. In the event that such records, schedules, and analyses are not closed, complete, accurate, or in conformity with GAAP, PM may have to reschedule its work, including the dates on which PM expects to complete its on-site procedures and issue its audit report.

In any circumstance where PM's work is rescheduled due to Township of Hamburg's failure to provide information as described in the preceding paragraph, PM offers no guarantee, express or implied, that PM will be able to meet any previously established deadlines related to the completion of the audit work or issuance of its audit report. Because rescheduling audit work imposes additional costs on PM, in any circumstance where PM has provided estimated fees, those estimated fees may be adjusted for the additional time PM incurs as a result of rescheduling its work. These fee adjustments will be determined in accordance with the Fee Adjustments provision of this agreement.

Professional Services Agreement – Audit Services

9. **Audit Adjustments** – PM will recommend adjustments to Township of Hamburg's accounting records that PM believes are appropriate. Township of Hamburg management is responsible for adjusting Township of Hamburg accounting records and financial statements to correct material misstatements and for affirming to PM in writing that the effects of any unrecorded adjustments identified during PM's audit are immaterial, both individually and in the aggregate, to the Township of Hamburg financial statements specified in this agreement.

10. **Management Representations** – Township of Hamburg is responsible for the financial statements being audited and the implicit and explicit representations and assertions regarding the recognition, measurement, presentation, and disclosure of information therein. During the course of the audit, PM will request information and explanations from Township of Hamburg officers, management, and other personnel regarding accounting and financial matters, including information regarding internal controls, operations, future plans, and the nature and purpose of specific transactions. PM will also require that management make certain representations to PM in writing as a precondition to issuance of PM's report.

PM's audit procedures will be significantly affected by the representations and assertions PM receives from management and, accordingly, false representations could cause material error or fraud to go undetected by PM's procedures. Accordingly, Township of Hamburg acknowledges and agrees that it will instruct each person providing information, explanations, or representations to an auditor to provide true and complete information, to the best of his or her knowledge and belief. It is also agreed that any deliberate misrepresentation by any director, officer, or member of management, or any other person acting under the direction thereof ("Client Personnel"), intended to influence, coerce, manipulate, or mislead PM in the conduct of its audit of the financial statements will be considered a material breach of this agreement. In addition, as a condition of its audit engagement, Township of Hamburg agrees to indemnify and hold PM and its partners, affiliates, and employees harmless from any and all claims, including associated attorneys' fees and costs, based on PM's failure to detect material misstatements in Township of Hamburg financial statements resulting in whole or in part from deliberate false or misleading representations, whether oral or written, made to PM by Client Personnel. This indemnity will be inoperative only if, and to the extent that, a court having competent jurisdiction has determined that PM failed to conduct its audit in accordance with generally accepted auditing standards and such failure resulted in PM not determining such misrepresentation by Client Personnel was false.

11. **Use of Report** – PM's report on the financial statements must be associated only with the financial statements that were the subject of PM's audit engagement. Township of Hamburg may make copies of the audit report, but only if the entire financial statements (including related footnotes and supplemental information, as appropriate) are reproduced and distributed with that report. Township of Hamburg agrees not to reproduce or associate PM's audit report with any other financial statements, or portions thereof, that are not the subject of this engagement.

If PM's report on the financial statements being audited is to be published in any manner or if Township of Hamburg intends to make reference to PM in a publication of any type, Township of Hamburg agrees to submit proofs of the publication to PM for review prior to such publication and cooperate with PM in PM's performance of any additional audit procedures PM deems necessary in the circumstances, the nature and extent of which will be at PM's sole discretion. Township of Hamburg acknowledges and agrees that additional fees for such work will be determined in accordance with the Fee Adjustments provision of this agreement. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on Township of Hamburg's Internet website, Township of Hamburg understands that electronic sites are a means to distribute information and, therefore, PM is not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

12. **Securities Offerings** – PM's audit does not contemplate, and does not include, any services in connection with any offering of securities, whether registered or exempt from registration. In the event Township of Hamburg elects to incorporate or make reference to PM's report in connection with any offering of debt or equity securities and requests PM's consent to such incorporation or reference, Township of Hamburg understands that additional procedures will need to be performed. In the event PM agrees in writing to perform such additional procedures, the nature and extent of which will be at PM's sole discretion, it is agreed and acknowledged that PM's performance of such additional procedures will be subject to all of the terms and conditions of this agreement. Additional fees for such work will be determined based on the actual time that PM staff expend at current hourly rates, plus all reasonable and necessary travel and out-of-pocket costs incurred, and that payment for all such additional fees will be made in accordance with the payment terms provided in this agreement.

If Township of Hamburg incorporates or makes reference to PM's report in connection with any offering of debt or equity securities without obtaining consent from PM as described above, Township of Hamburg agrees to include the following provision in the offering document:

Plante & Moran, PLLC, our independent auditor, has not performed or been engaged to perform any services in connection with the offering of securities. Nor has Plante & Moran, PLLC performed or been engaged to perform any procedures on the financial statements of Township of Hamburg since the date of the Plante &

Professional Services Agreement – Audit Services

Moran, PLLC report included herein. Plante & Moran, PLLC also has not performed any procedures relating to this offering document.

- 13. Tax Return Preparation** – This engagement does not include preparation of any tax returns or filings. If Township of Hamburg requires tax services, including tax consulting or preparation of tax returns, those services will be detailed in a separate engagement letter.
- 14. Confidentiality, Ownership, and Retention of Workpapers** – During the course of this engagement, PM and PM staff may have access to proprietary information of Township of Hamburg, including, but not limited to, information regarding general ledger balances, financial transactions, trade secrets, business methods, plans, or projects. PM acknowledges that such information, regardless of its form, is confidential and proprietary to Township of Hamburg. PM will comply with all applicable ethical standards, laws, and regulations as to the retention, protection, use and distribution of such confidential client information. Except to the extent set forth herein, PM will not disclose such information to any third party without the prior written consent of Township of Hamburg.

In the interest of facilitating PM's services to Township of Hamburg, PM may communicate or exchange data by internet, e-mail, facsimile transmission, or other electronic method. While PM will use its best efforts to keep such communications and transmissions secure in accordance with PM's obligations under applicable laws and professional standards, Township of Hamburg recognizes and accepts that PM has no control over the unauthorized interception of these communications or transmissions once they have been sent, and consents to PM's use of these electronic devices during this engagement.

Professional standards require that PM create and retain certain workpapers for engagements of this nature. All workpapers created in the course of this engagement are and shall remain the property of PM. PM will maintain the confidentiality of all such workpapers as long as they remain in PM's possession.

Both Township of Hamburg and PM acknowledge, however, that PM may be required to make its workpapers available to regulatory authorities or by court order or subpoena in a legal, administrative, arbitration, or similar proceeding in which PM is not a party. Disclosure of confidential information in accordance with requirements of regulatory authorities or pursuant to court order or subpoena shall not constitute a breach of the provisions of this agreement. In the event that a request for any confidential information or workpapers covered by this agreement is made by regulatory authorities or pursuant to a court order or subpoena, PM agrees to inform Township of Hamburg in a timely manner of such request and to cooperate with Township of Hamburg should it attempt, at Township of Hamburg's cost, to limit such access. This provision will survive the termination of this agreement. PM's efforts in complying with such requests will be deemed billable to Township of Hamburg as a separate engagement. PM shall be entitled to compensation for its time and reasonable reimbursement of its expenses (including legal fees) in complying with the request.

Both Township of Hamburg and PM acknowledge that upon completion of the audit PM is required to send an electronic copy of Township of Hamburg's financial report, PM's official letter of comments and recommendations, and auditing procedures report directly to the State of Michigan pursuant to Michigan Department of Treasury Regulations. Township of Hamburg authorizes and directs PM to provide such information and disclosure of such information shall not constitute a breach of the provisions of this agreement.

PM reserves the right to destroy, and it is understood that PM will destroy, workpapers created in the course of this engagement in accordance with PM's record retention and destruction policies, which are designed to meet all relevant regulatory requirements for retention of workpapers. PM has no obligation to maintain workpapers other than for its own purposes or to meet those regulatory requirements.

Upon Township of Hamburg's written request, PM may, at its sole discretion, allow others to view any workpapers remaining in its possession if there is a specific business purpose for such a review. PM will evaluate each written request independently. Township of Hamburg acknowledges and agrees that PM will have no obligation to provide such access or to provide copies of PM's workpapers, without regard to whether access had been granted with respect to any prior requests.

- 15. Consent to Disclosures to Service Providers** – In some circumstances, PM may use third-party service providers to assist with its services, including affiliates of PM within or outside the United States. In those circumstances, PM will be solely responsible for the provision of any services by any such third-party service providers and for the protection of any information provided to such third-party service providers. PM will require any such third-party service provider to: (i) maintain the confidentiality of any information furnished; and (ii) not use any information for any purpose unrelated to assisting with PM's services for Township of Hamburg. In order to enable these third party service providers to assist PM in this capacity, Township of Hamburg, by its duly authorized signature on the accompanying engagement letter, consents to PM's disclosure of all or any portion of Township of Hamburg's information, including tax return information, to such third party service providers, including affiliates of PM outside of the United States, if and to the extent such information is relevant to the services such third party service providers may provide and agrees that PM's disclosure of such information for such purposes shall not

Professional Services Agreement – Audit Services

constitute a breach of the provisions of this agreement. Township of Hamburg's consent shall be continuing until the services provided for this engagement agreement are completed.

- 16. Fee Quotes** – In any circumstance where PM has provided estimated fees, fixed fees, or not-to-exceed fees ("Fee Quotes"), these Fee Quotes are based on information provided by Township of Hamburg regarding the nature and condition of its accounting, financial, and tax records; the nature and character of transactions reflected in those records; and the design and operating effectiveness of its internal controls. Township of Hamburg acknowledges that the following circumstances may result in an increase in fees:

- Failure by Township of Hamburg to prepare for the audit as evidenced by accounts and records that have not been subject to normal year-end closing and reconciliation procedures;
- Failure by Township of Hamburg to complete the audit preparation work by the applicable due dates;
- Significant unanticipated or undisclosed transactions, audit issues, or other such unforeseeable circumstances;
- Delays by Township of Hamburg causing scheduling changes or disruption of fieldwork;
- After audit or post fieldwork circumstances requiring revisions to work previously completed or delays in resolution of issues that extend the period of time necessary to complete the audit;
- Issues with the prior audit firm, prior year account balances, or report disclosures that impact the current year engagement;
- An excessive number of audit adjustments.

PM will advise Township of Hamburg in the event these circumstances occur, however it is acknowledged that the exact impact on the Fee Quote may not be determinable until the conclusion of the engagement. Such fee adjustments will be determined in accordance with the Fee Adjustments provision of this agreement.

- 17. Payment Terms** – PM's invoices for professional services are due upon receipt unless otherwise specified in the engagement letter. In the event any of PM's invoices are not paid in accordance with the terms of this agreement, PM may elect, at PM's sole discretion, to suspend work until PM receives payment in full for all amounts due or terminate this engagement. In the event that work is suspended, for nonpayment or other reasons, and subsequently resumed, PM offers no guarantee, express or implied, that PM will be able to meet any previously established deadlines related to the completion of PM's audit work or issuance of PM's audit report upon resumption of PM's work. Township of Hamburg agrees that in the event PM stops work or terminates this Agreement as a result of Township of Hamburg's failure to pay fees on a timely basis for services rendered by PM as provided in this Agreement, or if PM terminates this Agreement for any other reason, PM shall not be liable for any damages that occur as a result of PM ceasing to render services.

- 18. Fee Adjustments** – Any fee adjustments for reasons described elsewhere in this agreement will be determined based on the actual time expended by PM staff at PM's current hourly rates, plus all reasonable and necessary travel and out-of-pocket costs incurred, and included as an adjustment to PM's invoices related to this engagement. Township of Hamburg acknowledges and agrees that payment for all such fee adjustments will be made in accordance with the payment terms provided in this agreement.

- 19. Exclusion of Certain Damages** – In no event shall either party be liable to the other, whether a claim be in tort, contract, or otherwise, for any indirect, consequential, punitive, exemplary, lost profits, or similar damages in claims relating to PM's services provided under this engagement.

- 20. Receipt of Legal Process** – In the event PM is required to respond to a subpoena, court order, or other legal process (in a matter involving Township of Hamburg but not PM) for the production of documents and/or testimony relative to information PM obtained and/or prepared during the course of this engagement, Township of Hamburg agrees to compensate PM for the affected PM staff's time at such staff's current hourly rates, and to reimburse PM for all of PM's out-of-pocket costs incurred associated with PM's response unless otherwise reimbursed by a third party.

- 21. Subsequent Discovery of Facts** – After the date of PM's report on the financial statements, PM has no obligation to make any further or continuing inquiry or perform any other auditing procedures with respect to the audited financial statements covered by PM's report, unless new information that may affect the report comes to PM's attention. If PM becomes aware of information that relates to these financial statements but was not known to PM at the date of its report, and that is of such a nature and from such a source that PM would have investigated it had it come to PM's attention during the course of the audit, PM will, as soon as practicable, undertake to determine whether the information is reliable and whether the facts existed at the date of PM's report. In this connection, PM will discuss the matter with Township of Hamburg and request cooperation in whatever investigation and modification of the financial statements that may be necessary. Additional fees for such work will be determined

Professional Services Agreement – Audit Services

based on the actual time that PM staff expend at PM's current hourly rates, plus all reasonable and necessary travel and out-of-pocket costs incurred, and Township of Hamburg acknowledges and agrees that payment for all such additional fees will be made in accordance with the payment terms provided in this agreement.

- 22. Termination of Engagement** – This agreement may be terminated by either party upon written notice. Upon notification of termination, PM's services will cease and PM's engagement will be deemed to have been completed. Township of Hamburg will be obligated to compensate PM for all time expended and to reimburse PM for all out-of-pocket expenditures through the date of termination of this engagement.
- 23. Entire Agreement** – This engagement agreement is contractual in nature, and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties regarding the subject matter hereof. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this agreement, signed by all of the parties.
- 24. Severability** – If any provision of this engagement agreement (in whole or part) is held to be invalid or otherwise unenforceable, the other provisions shall remain in full force and effect.
- 25. Force Majeure** – Neither party shall be deemed to be in breach of this engagement agreement as a result of any delays or non-performance directly or indirectly resulting from circumstances or causes beyond its reasonable control, including, without limitation, fire or other casualty, acts of God, war or other violence, or epidemic (each individually a "Force Majeure Event"). A Force Majeure Event shall not excuse any payment obligation relating to fees or costs incurred prior to any such Force Majeure Event.
- 26. Signatures** – Any electronic signature transmitted through DocuSign or manual signature on this engagement letter transmitted by facsimile or by electronic mail in portable document format may be considered an original signature.
- 27. Governing Law** – This agreement shall be governed by and construed in accordance with the laws of the State of Michigan, and jurisdiction over any action to enforce this agreement, or any dispute arising from or relating to this agreement shall reside exclusively within the State of Michigan.

End of Professional Services Agreement – Audit Services



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

TO: Pat Hohl, Supervisor
Mike Dolan, Clerk
Jason Negri, Treasurer
Township Board of Trustees

FROM: Thelma Kubitskey, Director of Accounting

DATE: June 2, 2020

SUBJECT: Additional funding for the MERS Pension Plan

In February 2018, through the collective bargaining agreement with the Hamburg Township Command and Police Officers, the Township agreed to pay an additional \$250,000 to the MERS Pension Plan for the next four years to reduce the unfunded pension liability.

This request is for the third payment of \$250,000, to be issued to MERS Pension before June 30, 2020. Please contact me with any questions or concerns you may have.

NOTHING IN PACKET

INVOICE

Number: 235456
Date: May 15, 2020
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	20200502	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
E-One	UPS Ground	5/4/20	6/14/20

Quantity	Item	Description	Unit Price	Amount
50.00	7090	PRESSURE SW, ON/OFF (2000)	56.00	2,800.00
50.00	7091	PRESSURE SW, ALARM (2000)	56.00	2,800.00
<p>GL Code <u>590-001-850.100</u> Approved <u>[Signature]</u> MAY 20 2020 Entered <u>5/22 KJ</u> Due Date <u>[Signature]</u></p>				

Subtotal	5,600.00
Sales Tax	
Total Invoice Amount	5,600.00
Payment/Credit Applied	
TOTAL	5,600.00

Check/Credit Memo No:



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

TO: Mike Dolan, Clerk

FROM: Thelma Kubitskey, Director of Accounting

DATE: June 2, 2020

SUBJECT: Hamburg Township's 20-21 Yearly Renewal with Michigan Municipal League for Worker's Compensation

Please place on the June 2, 2020, the 2020-21 yearly renewal for the Township's worker's compensation policy with Michigan Municipal League.



michigan municipal league

Workers' Compensation Fund

1675 Green Road
Phone: (800) 653-2483

Ann Arbor, MI 48105-2530
Fax: (734) 741-1774

INVOICE

Hamburg Township
Accounts Payable
P.O. Box 157
Hamburg, MI 48139

Amount Due:	\$66,335.00
Policy #:	5550240-20
Invoice #:	10935205
Installment #:	
Invoice Date:	05/19/2020
Due Date:	06/15/2020

Remit to: MML Workers' Comp Fund
P.O. Box 972081
Ypsilanti, MI 48197-0835

Please remit top portion with payment

For any questions regarding payment information, please contact Insurance Accounting at (734) 669-6373.
For any questions regarding invoice or policy information, contact Underwriting at (248) 204-8530.

MICHIGAN MUNICIPAL LEAGUE WORKERS' COMPENSATION FUND

Invoice No: 10935205

Invoice Date: 05/19/2020

Due Date: 06/15/2020

POLICY#	DESCRIPTION	AMOUNT
5550240-20	Policy Premium 7/1/2020 to 7/1/2021	\$66,335.00
	TOTAL DUE	\$66,335.00



michigan municipal league
Workers' Compensation Fund

Certificate of Membership Proof of Insurance

The Michigan Municipal League Workers' Compensation Fund, approved by the
Director of the Workers' Compensation Agency as a group self-insurer,
certifies that

Hamburg Township

Policy Number: 5550240-20

is a member in good standing of the Fund, for the year expiring

June 30, 2021

and as such is approved by the Agency as a self-insured.

Employer's Liability coverage of
\$2,000,000 is included.

Michael J Forster

July 1, 2020

Effective Date

Note: This certificate is proof that your entity has complied with the Workers' Disability Compensation Act by becoming a Member of the Michigan Municipal League Workers' Compensation Fund. Copies of this certificate may be provided to third parties as evidence that the required workers' compensation coverage is in place.



michigan municipal league

Workers' Compensation Fund

1675 Green Road
Phone: (800) 653-2483

Ann Arbor, MI 48105-2530
Fax: (734) 741-1774

INVOICE

Hamburg Township
Accounts Payable
P.O. Box 157
Hamburg, MI 48139

Amount Due: \$66,335.00
Policy #: 5550240-20
Invoice #: 10935205
Installment #:
Invoice Date: 05/19/2020
Due Date: 06/15/2020

GL Code _____
Approved _____

Remit to: MML Workers' Comp Fund
P.O. Box 972081
Ypsilanti, MI 48197-0835

Entered _____
Due Date _____

MAY 20 2020

5/22 KJ

Please remit top portion with payment

For any questions regarding payment information, please contact Insurance Accounting at (734) 669-6373.
For any questions regarding invoice or policy information, contact Underwriting at (248) 204-8530.

MICHIGAN MUNICIPAL LEAGUE WORKERS' COMPENSATION FUND

Invoice No: 10935205

Invoice Date: 05/19/2020

Due Date: 06/15/2020

POLICY#	DESCRIPTION	AMOUNT
5550240-20	Policy Premium 7/1/2020 to 7/1/2021	\$66,335.00
	TOTAL DUE	\$66,335.00

Michigan Municipal League Workers' Compensation Fund

05/19/2020

Declaration Page

5550240-20

Hamburg Township
Attn: Barb McCabe
10405 Merrill Road
P.O. Box 157
Hamburg, MI 48139

Coverage Period 7/1/2020 to 6/30/2021

RENEWAL

Class Code	Class Description	Estimated Annual Payroll	Rate per \$100 of Payroll	Estimated Annual Premium
7580-00	Sewer Operations	464,325	1.73	8,033
7610-00	Radio/TV	1,233	0.49	6
7704-01	Firefighters	301,573	4.31	12,998
7704-02	Volunteer/On-Call Firefighters	512,500	7.45	38,181
7720-01	Police Officers	1,610,257	2.68	43,155
7720-02	Volunteer Police Officers	2,050	2.71	56
8810-01	Clerical-Office	820,000	0.43	3,526
8810-02	Elected Officials	129,150	0.22	284
8810-03	Libraries & Museums: Prof/Clerical	432,222	0.29	1,253
9015-00	Building Operations	167,075	4.32	7,218
9063-00	YMCA	71,750	1.21	868
9102-00	Parks & Recreation	46,306	2.92	1,352
9220-00	Cemetery Operations	25,625	3.24	830
9410-00	Municipal Employee	358,750	0.75	2,691
	Totals:	\$4,942,816		\$120,451

Coverage Amount

Employers Liability: \$2,000,000
Workers' Compensation: STATUTORY

Annual Premium Due By June 15th: \$66,335

Total Standard Premium	\$120,451
Experience Modifier: .95	(\$6,023)
Modified Premium	= \$114,428
Size of Premium Credit	(\$6,707)
Expense Constant	\$150
Total Estimated Premium	= \$107,871
(Dividend Credit)	(\$41,536)
NET ESTIMATED ANNUAL PREMIUM	= \$66,335



michigan municipal league

Workers' Compensation Fund

May 19, 2020

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

Dear Ms. McCabe:

Enclosed are the following documents for your Workers' Compensation coverage renewal for the period July 1, 2020 to June 30, 2021.

- Policy Declaration
- Certificate of Membership
- Invoice (payable by June 15th)

This year, the Fund has been authorized to distribute \$14 million of surplus for the Fund years June 30, 2011-2019. Your proportionate share of the distribution is shown below:

Dividend Credit \$41,536.00 Applied to this year's renewal premium

Please review the enclosed documents and contact me at 248-204-8530 or MWolfgang@Meadowbrook.com if you have any questions.

Sincerely,

Max Wolfgang

Max Wolfgang
Fund Underwriter

Enclosures
5550240-20

Service Provider: Meadowbrook® Inc.

Loss Control & Member Services: P.O. Box 5174, Southfield, MI 48037 PH: 248.358.1100 • 800.482.2726
Southfield Claims Service: P.O. Box 5174, Southfield, MI 48086-5174 PH: 248.358.1100 • 800.482.2726 • FX: 248.358.3251
Grand Rapids Claims: 3196 Kraft Ave., S.E., Suite 206, Grand Rapids, MI 49512-2065 PH: 616.942.0311 • 800.752.7477 • FX: 616.649.1796

Workers Compensation Estimated Premium Distribution

Fiscal Year 2020-21

Fund	Class Code	Class	Estimated Payroll ¹	Rate	Estimated Premium	Experience Modifier	Modified Premium	Share	Annual Bill	Fund Total
General	5509-00	Street Operations	\$ -		\$ -	0.95	\$ -	0.00%	\$ -	
	7610-00	Radio-TV	1,233	0.49%	6	0.95	5.70	0.00%	3.30	
	8810-01	Clerical - Office	730,961	0.43%	3,142	0.95	2,984.90	2.61%	1,730.37	
	8810-02	Elected Officials	129,150	0.22%	284	0.95	269.80	0.24%	156.41	
	9015-00	Building Operations	167,075	4.32%	7,218	0.95	6,857.10	5.99%	3,975.11	
	9063-00	YMCA	71,750	1.21%	868	0.95	824.60	0.72%	478.03	
	9220-00	Cemetery Operations	25,625	3.24%	830	0.95	788.50	0.69%	457.10	
	9410-00	Municipal Employees	358,750	0.75%	2,691	0.95	2,556.45	2.23%	1,481.99	
	8810-03	Library - Clerical/Prof	432,222	0.29%	1,253	0.95	1,190.35	1.04%	690.05	\$ 8,972.36
	9102-00	Parks & Recreation	46,306	2.92%	1,352	0.95	1,284.40	1.12%	744.58	\$ 744.58
Fire	7704-01	Firefighters	301,573	4.31%	12,998	0.95	12,348.10	10.79%	7,158.28	
	7704-02	Volunteer Firefighters	512,500	7.45%	38,181	0.95	36,271.95	31.70%	21,027.11	
	8810-01	Clerical - Office	36,779	0.43%	158	0.95	150.10	0.13%	87.01	28,272.41
Police	7720-01	Police	1,610,257	2.68%	43,155	0.95	40,997.25	35.83%	23,766.40	
	7720-02	Volunteer Police	2,050	2.71%	56	0.95	53.20	0.05%	30.84	
	8810-01	Clerical - Office	52,260	0.43%	226	0.95	214.70	0.19%	124.46	23,921.71
Enterprise	7580-00	Sewer Operations	464,325	1.73%	8,033	0.95	7,631.35	6.67%	4,423.95	4,423.95
			\$ 4,942,816		\$ 120,451		\$ 114,428	100.00%	\$ 66,335.00	\$ 66,335.00
		Estimated Premium	\$ 66,335							

G/L Distribution

101-299.000-717.000	\$8,972.36
206-000.000-717.000	28,272.41
207-000.000-717.000	23,921.71
208-750.000-717.000	744.58
590-001.000-717.000	4,423.95
	<u>\$66,335.00</u>

Invoice Date
5/1/2020

RISK

**MICHIGAN MUNICIPAL
RISK MANAGEMENT
AUTHORITY**

GL Code _____
Approved _____

Michael Dolan
Township of Hamburg
P.O. Box 157
Hamburg, MI 48139
RRM: Ibex Insurance Agency

MAY 06 2020

Entered 5/22 KJ
Due Date _____

14001 Merriman
Livonia, MI 48154
734.513.0300 / 800.243.1324

POLICY SUMMARY		
Policy Number	M0001291	
Policy Term	20	
Policy Period	7/1/2020 - 7/1/2021	
General Fund Contribution	\$194,855.00	

ACCOUNT SUMMARY		
Policy Period Annual Contribution	Payments	Balance Due for Policy Period
\$194,855.00	\$0.00	\$194,855.00

BILLING SUMMARY		
Installment Due	General Fund	
7/1/2020	\$97,427.50	
1/1/2021	\$97,427.50	
TOTAL	\$194,855.00	

FIRST INSTALLMENT

REMITTANCE ADVICE
Please detach and return with your payment



**MICHIGAN MUNICIPAL
RISK MANAGEMENT
AUTHORITY**

Invoice Date
5/1/2020

Township of Hamburg
P.O. Box 157
Hamburg, MI 48139
Policy Number # M0001291

	Amount	Due Date
Past Due	\$0.00	Due Now
Installment Due	\$97,427.50	7/1/2020

5

Invoice Date
5/1/2020



**MICHIGAN MUNICIPAL
RISK MANAGEMENT
AUTHORITY**

GL Code _____
Approved _____

Michael Dolan
Township of Hamburg
P.O. Box 157
Hamburg, MI 48139
RRM: Ibex Insurance Agency

06 2020

14001 Merriman
Livonia, MI 48154
734.513.0300 / 800.243.1324

Entered 5/22 kg
Due Date _____

POLICY SUMMARY		
Policy Number	R0001291	
Policy Term	20	
Policy Period	7/1/2020 - 7/1/2021	
Retention Fund Contribution	\$45,000.00	
ACCOUNT SUMMARY		
Policy Period Annual Contribution	Payments	Balance Due for Policy Period
\$45,000.00	\$0.00	\$45,000.00
BILLING SUMMARY		
Installment Due	Retention Fund	
7/1/2020	\$22,500.00	
1/1/2021	\$22,500.00	
TOTAL	\$45,000.00	

FIRST INSTALLMENT

REMITTANCE ADVICE
Please detach and return with your payment



**MICHIGAN MUNICIPAL
RISK MANAGEMENT
AUTHORITY**

Invoice Date
5/1/2020

Township of Hamburg
P.O. Box 157
Hamburg, MI 48139
Policy Number # R0001291

	Amount	Due Date
Past Due	\$0.00	Due Now
Installment Due	\$22,500.00	7/1/2020



Michigan Townships Association
PO Box 80078
Lansing, MI 48908-0078

MTA Dues Invoice
May 15, 2020

2020 FY

Due Date: **July 1, 2020**

Township ID: O-2051

County: Livingston Co.

ATTN: Michael Dolan

Hamburg Twp.

PO Box 157

Hamburg, MI

48139-0157

GL Code

Approved

MAY 26 2020

Entered

Due Date

IMPORTANT
Please make a photocopy of this page
and send it with your check.

Annual Dues

1. Your annual dues payment for July 1, 2020 to June 30, 2021 is:

\$6,771.04

2. Your Legal Defense Fund contribution for the year is (optional):

\$203.13

Your dues and LDF total:

\$6,974.17

Choose an Unlimited MTA Online Learning Subscription (optional)

All members of your township team, including volunteers, will have access to the courses included in the package you choose. Please see the enclosed flyer and the back of this page for more details. Try before you buy - your FREE trial is available until July 1st.

Please
Choose
One

☐

Premium Pass (ALL courses included)

\$ 1,900

☐

Plus Package

\$ 1,000

☐

Essentials Package

\$ 750

Please enter the
selected package
PRICE here:

Please total the green and gold boxes above and enter the amount enclosed:

Notes:

- Please make a photocopy of this page and send it with your check.**
- Your dues were calculated using method 5 as described on the reverse side of this sheet.
- MTA Online subscription prices are discounted for 2020 - 2021 to help ensure members have access to education during the crisis.
- MTA's EIN number is: 38-1536994. IRS Disclosure: MTA dues payments are not deductible as a charitable contribution for federal income tax purposes.
- If you have any questions, please email service@michigantownships.org or call us at (517) 321-6467.



**MICHIGAN
TOWNSHIPS
ASSOCIATION**

Thank you very much for supporting strong township government!

5

Invoice

Process Results, Inc.
201 South Ann Arbor Street
Saline, Michigan 48176-1303
Phone: (734) 429-8900 FAX: (734) 429-8901



April 30, 2020

Invoice No: 14706.14 - 2

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

Project 14706.14 Pettysville Whiteall Connection Design

The following charges are for engineering services provided for Pettysville Whiteall Connection Design Project.

Professional Services from February 1, 2020 to April 30, 2020

Professional Personnel

	Hours	Rate	Amount	
12-E VII- Principal				
Erickson, Ted	.50	150.00	75.00	
Erickson, Ted	9.00	153.00	1,377.00	
7-E II-Engineer				
Kehr, Daniel	3.50	100.00	350.00	
Kehr, Daniel	63.00	102.00	6,426.00	
Totals	76.00		8,228.00	
Total Labor				8,228.00
		Total this Invoice		\$8,228.00

We appreciate the opportunity of serving you. If you have any questions on this invoice, please feel free to contact us.

Project Manager

Susan R. Kurth

Administrator

GL Code 590.001.821
Approved [Signature]

MAY 21 2020

Entered 5/22 KJ
Due Date [Signature]