

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

**HAMBURG TOWNSHIP BOARD OF TRUSTEES
SPECIAL MEETING – STRATEGIC PLANNING
Hamburg Township Hall Board Room
Tuesday, April 7, 2020
9:00 a.m.**

AGENDA

1. Call to Order
2. Pledge to the Flag
3. Roll Call of the Board
4. Call to the Public
5. Approval of the Agenda
6. Strategic Planning Meeting:
 - A. 9:15 – 9:30 Rick Duffany – Public Safety (Police)
 - B. 9:30 – 9:45 Rick Duffany – Public Safety Administration
 - C. 9:45 – 10:00 Nick Miller – Public Safety (Fire)
 - D. 10:00 – 10:30 John Deslippe - OHM Advisors - Flooding
 - E. 10:30 – 10:45 Jason Negri – Treasury
 - F. 10:45 - 11:00 Pat Hohl – Supervisor
 - G. 11:00 – 11:30 Tony Randazzo - DPW, Tech Services, Building & Grounds, Cable TV
 - H. 11:30 – 11:45 Amy Steffens- Zoning, Planning, ZBA
 - I. 11:45 – 12:15 Amy Steffens – 20/21 Zoning Activities
 - J. 12:15 - 12:30 Susan Murray - Assessing
 - K. 12:30 –1:00 Mike Dolan—Clerk, Election, Cemetery, Parks, Senior Center, Lakelands Trail
 - L. 1:00 – 1:15 Thelma Kubitskey--Accounting
 - M. 1:15 – 1:30 Roads
7. Closing Call to the Public
8. Board Comments
9. Adjournment

Pledge to the Flag





Hamburg Township Public Safety Administration

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



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

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

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: March 4, 2020
RE: Police Department Goals & Objectives for FY 2020 – 21

The following are the goals & objectives for the fiscal year 2020 – 21 budget for the Hamburg Township Police Department:

1. Maintain “24/7” Supervisory Coverage

It is the goal of the department to have a supervisor on duty at least 90 % of the time using the recently implemented organizational structure.

2. Continue Reducing Overtime

It is the goal of the department to continue reducing the amount of overtime hours utilizing the recently implemented organizational structure.

3. Maintain Specialized Services Provided to the Community

It is the goal of the department to maintain the high-level of specialized services that we provide to the residents of Hamburg Township in order to increase community satisfaction with the department, help maintain our low crime rate and maintain our high crime clearance rate. This can be accomplished this fiscal year by:

- a. Maintaining full-time Traffic Safety Sergeant who is trained as an accident reconstructionist and federally certified as a Commercial Motor Vehicle Inspector;
- b. Maintaining a full-time criminal investigator position;
- c. Maintaining a fully-funded and properly equipped officer in LAWNET;
- d. Maintaining our membership in the Livingston Regional SWAT team;
- e. Maintaining an officer on the Livingston County Dive & Rescue Team;
- f. Continuing to provide marine patrols on the Chain of Lakes;
- g. Continuing to provide bike/ATV patrols on the Lakelands Trail.



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4. Properly Equip Officers

It is the goal of the department to ensure that all members of the department are properly equipped with the tools needed to perform their duties. For this fiscal year this includes:

- a. Continuing the upgrade of patrol vehicle IT equipment including replacing one in-car laptop;
- b. Replacing one entire computer workstation and replacing 5 computer monitors;
- c. Continuing the replacement of ballistic vests as scheduled in the 6-year capital budget;
- d. Purchasing two patrol vehicles as scheduled in the 6-year capital budget;
- e. Purchasing one portable radio;
- f. Replacing 18 TASERs.

5. Complete ADA Transition Plan

It is the goal of the department to complete all necessary changes at the police station as outlined in the Township American with Disabilities Act (ADA) transition plan in order to be in full compliance with the ADA.

Respectfully,

A handwritten signature in black ink, appearing to read "Richard Duffany".

Chief Richard Duffany
Director of Public Safety/Chief of Police



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To: Hamburg Township Board
From: Chief Richard Duffany
Date: March 4, 2020
RE: Public Safety Administration Goals & Objectives

The following are the goals & objectives for the fiscal year 2020 – 21 for the Hamburg Township Public Safety Administration:

1. Formalize and improve the joint HTPD/HTFD Fire Investigation Unit.
2. Implement a joint HTPD/HTFD Unmanned Aircraft System (drone) program.
3. Maintain having HTFD EMTs accompany HTPD personnel on all marine patrols.
4. Expand joint training sessions between HTPD & HTFD.
5. Implement wage adjustment for Fire Chief Nick Miller.
6. Implement wage increase for Public Safety Supervisor Danielle Price.

Respectfully,

A handwritten signature in black ink, appearing to read "Richard Duffany".

Chief Richard Duffany
Director of Public Safety/Chief of Police



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NMILLER@HAMBURG.MI.US

TO: Hamburg Township Board of Trustees

FROM: Chief Nick Miller
Chief Richard Duffany

DATE: March 4, 2020

RE: Fire Department Goals & Objectives for FY 2020 - 2021

The following are the goals & objectives for the fiscal year 2020 – 21 budget for the Hamburg Township Fire Department:

- 1. Maintain Effective Staffing Level** – It is the goal of the department to maintain adequate paid on call firefighting staffing levels as well as provide sufficient command/supervision presence in order to effectively respond to emergencies. This can be accomplished this fiscal year by:
 - a. Maintaining a minimum of 40 paid on call fire fighters;
 - b. Maintaining 10 officer positions (sergeants/lieutenants);
 - c. Maintaining active participation with the Livingston County Special Response Teams (SRT).
 - d. Continuing to utilize duty crew assignment plan with a primary focus to disburse hours among all personnel.
 - e. Continue and implement additional retention programs for paid-on-call (POC) staff;
 - i. Pay increase for all POC Staff equal to the ECI increase received by all general Township personnel.
 - ii. Longevity reward based on years of service and hours worked over 12 months. To be issued in November.
 1. 5 Years – 2%
 2. 10 Years – 3%
 3. 15 Years – 7%
 - iii. Implementing a Uniform Boot reimbursement of up to \$150 for every 1750 hours worked.
 - f. Develop and present to the board a strategic plan for future Fire Operation and Staffing.



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- 2. Fire Prevention** – It is the goal of the department to
 - a. Ensuring annual commercial building fire inspection rate of 100%;
 - b. Continuing smoke detector and carbon monoxide detector program;
 - c. Updating and renovating the newly acquired Fire Prevention Trailer;
 - d. Working with Putnam Fire to implement the “Safe at Home” program to the students of Farley Hill Elementary.
 - e. Implementing a monthly informational Public Service Announcement program;
- 3. Properly Equip Fire Fighters** – It is the goal of the department to ensure that all members of the fire department are properly equipped with the equipment needed to perform their duties. This can be accomplished this fiscal year by:
 - a. Continuing the replacement of deteriorating fire hose;
 - b. Continuing the replacement of aging personal protection equipment (turn-out gear);
 - c. Continue the replacement of Automated External Defibrillators, 4;
 - d. Upgrading 3 computer workstations;
 - e. Continue the replacement of Thermal Imaging cameras;
 - f. Continue the purchasing of 4 additional portable radios;
 - g. Replace the Extrication equipment for Engine 11;
 - h. Continue the replacement and purchase to properly equip the two newly arriving Fire Engines;
 - i. Purchase of needed dive equipment for team members;
 - j. Upgrade the aging Breathing Air Compressor at Station #11;
 - k. Purchase of Ballistic Equipment to protect staff during hostile events;
- 4. Fire Apparatus** – It is the goal of the department to equip, train on, and place into service the two newly arriving fire engines.
- 5. Maintain Professional and Safe Fire Buildings** - It is the goal of the department to provide a professional and safe working environment for its members as well as maintain the physical conditions of our two fire stations and training tower. For this fiscal year this includes:
 - a. Continue and complete the LED lighting changeover project for both Stations;
 - b. Continue updating Station #11 and Station #12 landscaping;



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- 6. Increase Specialized Capabilities Provided to the Community** – It is the goal of the department to maximize the safety of the residents by having access to specialized equipment and services in order to more effectively respond to emergency situations. For this fiscal year this includes:
 - a. Continue with implementing a township-wide Dry Hydrant System;
 - b. Purchasing water rescue boat;

- 7. Complete Review of SOPs** – It is the goal of the department to complete the full update of all fire department Standard Operating Procedures (SOPs) and to continually review all SOPs yearly.

Respectfully,

A handwritten signature in blue ink, appearing to read "Richard Duffany".

Chief Richard Duffany
Director of Public Safety/Chief of Police

A handwritten signature in blue ink, appearing to read "Nick Miller".

Chief Nick Miller
Deputy Director of Public Safety/Fire Chief

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Jim Neilson

TO: Hamburg Township Board

FR: Pat Hohl

RE: Flooding

DA: March 11-2020

During the Information Meeting held on January 22, 2020 to review the flooding event of January 10 to 18, 2020 Shawn Duke of Cardno was present to participate in the discussion. Subsequent to that meeting Shawn reached out to John Deslippe of OHM Advisors to collaborate on a proposal to assist with reaching a greater understanding of possible flood mitigation options in the Ore Lake area. Please review the attached proposal from John.

From: Brian Jonckheere [<mailto:BJonckheere@livgov.com>]

Sent: Friday, March 13, 2020 9:53 AM

To: Pat Hohl <pthohl@hamburg.mi.us>

Cc: Ken Recker <KRecker@livgov.com>

Subject: RE: Feasibility Study Proposal

Hi Pat

Ken just reminded me about this proposal. From my perspective, I thought its scope of work was pretty inclusive. However, I thought it was lacking in terms of what the deliverables were, especially related to cost. In this scenario, cost will likely be the single largest component in the decision by residents on which route to pursue. I didn't see any mention of estimated cost for the scenarios to be examined, which is arguably one of the single most important items that residents will be looking for. I would expect cost estimates, however rough, to be included in a feasibility study. If for some reason, the engineer feels that costs cannot yet be determined, then that omission should be spelled out in the deliverables. In addition, the study name should be changed to "options study" or something similar since providing a list of scenarios without estimated cost doesn't really give residents choices they can compare in terms of cost effectiveness. Without that, I don't see this as a true feasibility study.

<image001.png>

Brian Jonckheere

Livingston County Drain Commissioner

2300 E. Grand River Ave., Suite 105

Howell, MI. 48843

March 02, 2020

Patrick J. Hohl
Township Supervisor
Hamburg Township
10405 Merrill Road
P.O. Box 157
Hamburg, Michigan
48139-0157 USA

Subject: Ore Lake Flooding Mitigation Feasibility Study

Dear Mr. Hohl:

OHM Advisors understands that Hamburg Township residents have experienced ongoing issues due to flooding at Ore Lake, as well as the Township incurring expenses in connection with public safety and flooding in the area.

Several studies have been conducted and alternatives considered to mitigate the flooding. The efforts have generally concluded that raising or removing the impacted structures is the best course of action.

We will examine past work performed and brainstorm additional options for mitigation. It is possible that we will conclude that raising or removing the impacted structures is the most feasible option. However, it makes sense to brainstorm feasible options and other perspectives before proceeding with a solution that will be so disruptive to the homeowners.

In order to assist the Township with reaching a greater understanding of potential courses of action in flood mitigation around Ore Lake, we are happy to provide this proposal for professional services.

WORK PLAN

In order to effectively complete this study, we divided our work plan into the following two tasks:

- Task 1: Review of Background Data
- Task 2: Feasibility Analysis

Task 1: Review of Background Data

Under this task, OHM will review existing information regarding flooding issues around Ore Lake in the Township of Hamburg. Township provided information that will be reviewed includes the existing USGS and USACE reports, FEMA base maps, existing GIS data, hydraulic and hydrologic data and reports, along with public meeting minutes and available documented personal testimony, and any other information provided by the township.

Deliverable:

- List of background data reviewed

Task 2: Feasibility Analysis

With a well-rounded understanding of the background information regarding Ore Lake flooding, our project team will brainstorm potential solutions. Consideration will be given to overall feasibility, practicality, and affordability of possible mitigation actions. OHM will outline potential funding sources that we are aware of

for any feasible mitigation options, including grant opportunities. If applicable to a potential solution, we will also identify potential opportunities for collaboration between governmental and non-governmental entities that are stakeholders in the area.

A technical memorandum will be prepared, and we will meet with the Township to discuss this summary of our findings. For this feasibility analysis, we will not be performing any field work, engineering design, detailed cost estimates, or a detailed evaluation of options. We will brainstorm ideas that might offer solutions and outline our opinions and observations on the feasibility of these ideas for the information that is presented to us.

Deliverable:

- Feasibility Analysis Technical Memorandum
- Meeting with the Township

ENGINEERING FEES

Total engineering fees for the project, to be billed on a time and materials basis, are included below:

Task	Cost
Task 1 – Review of Background Data	\$3,000
Task 2 – Feasibility Analysis and Reporting	\$7,000
Total Cost	\$10,000

The Township will be invoiced monthly for the value of services completed to date, based on OHM's current hourly rate schedule. All invoices are payable upon receipt.

SCHEDULE

The tasks outlined in our work plan will be commenced upon Township approval and completed by May 10, 2020.

FURTHER CLARIFICATIONS AND ASSUMPTIONS

- If any additional professional services not specifically described in the scope of work are requested, OHM Advisors will provide a separate proposal for said services, prior to conducting any additional services.

We thank you for the opportunity to provide professional engineering services to Hamburg Township and have attached our Standard Terms and Conditions. If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,
OHM Advisors

Robert Cz

Robert Czachorski, PE
Principal

Accepted by,

Chesterfield Township

Date

cc: Ron Cavallaro, PE, OHM
John Deslippe, Ecologist, OHM

STANDARD TERMS and CONDITIONS

1. THE AGREEMENT – These Standard Terms and Conditions and the attached Proposal or Scope of Services, upon their acceptance by the Owner, shall constitute the entire Agreement between Orchard, Hiltz & McCliment, Inc. (OHM ADVISORS), a registered Michigan Corporation, and the Owner. The Agreement shall supersede all prior negotiations or agreements, whether written or oral, with respect to the subject matter herein. The Agreement may be amended only by mutual agreement between OHM ADVISORS and the Owner and said amendments must be in written form.

2. SERVICES TO BE PROVIDED – OHM ADVISORS will perform the services as set forth in the attached proposal or scope of services which is hereby made a part of the Agreement.

3. SERVICES TO BE PROVIDED BY OWNER – The Owner shall at no cost to OHM ADVISORS:

- a) Provide OHM ADVISORS personnel with access to the work site to allow timely performance of the work required under this Agreement.
- b) Provide to OHM ADVISORS within a reasonable time frame, any and all data

and information in the Owners possession as may be required by OHM ADVISORS to perform the services under this Agreement.

- c) Designate a person to act as Owners representative who shall have the authority to transmit instructions, receive

information, and define Owner policies and decisions as they relate to services under this Agreement.

4. PERIOD OF SERVICE – The services called for in this Agreement shall be completed within the time frame stipulated in the Proposal or Scope of Services, or if not stipulated shall be completed within a time frame which may reasonably be required for completion of the work. OHM ADVISORS shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this agreement resulting from any cause beyond OHM ADVISORS reasonable control.

5. COMPENSATION – The Owner shall pay OHM ADVISORS for services performed in accordance with the method of payment as stated in the Proposal or Scope of Services. Method of compensation may be lump sum, hourly; based on a rate schedule, percentage of the construction cost, or cost plus a fixed fee. The Owner shall pay OHM ADVISORS for reimbursable expenses for subconsultant services, equipment rental or other special project related items at a rate of 1.15 times the invoice amount.

6. TERMS OF PAYMENT – Invoices shall be submitted to the Owner not more often than monthly for services performed during the preceding period. Owner shall pay the full amount of the invoice within thirty days of the invoice date. If payment is not made within thirty days, the amount due to OHM ADVISORS shall include a charge at the rate of one percent per month from said thirtieth day.

7. LIMIT OF LIABILITY – OHM ADVISORS shall perform professional services under

this Agreement in a manner consistent with the degree of care and skill in accordance with applicable professional standards of services of this type of work. To the fullest extent permitted by law, and not withstanding any other provision of this Agreement, the total liability in the aggregate, of OHM ADVISORS and its Officers, Directors, Partners, employees, agents, and subconsultants, and any of them, to the Owner and anyone claiming by, through or under the Owner, for any and all claims, losses, costs or damages of any nature whatsoever arises out of, resulting from or in any way related to the project or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or warranty, express or implied, of OHM ADVISORS or OHM ADVISORS' Officers, Directors, employees, agents or subconsultants, or any of them shall not exceed the amount of \$25,000 or OHM ADVISORS fee, whichever is greater.

8. ASSIGNMENT – Neither party to this Agreement shall transfer, sublet, or assign any duties, rights under or interest in this Agreement without the prior written consent of the other party.

9. NO WAIVER – Failure of either party to enforce, at anytime, the provisions of this Agreement shall not constitute a waiver of such provisions or the right of either party at any time to avail themselves of such remedies as either may have for any breach or breaches of such provisions.

10. GOVERNING LAW – The laws of the State of Michigan will govern the validity of this Agreement, its interpretation and performance.

11. DOCUMENTS OF SERVICE – The Owner acknowledge OHM ADVISORS' reports, plans and construction documents as instruments of professional services. Nevertheless, the plans and specifications prepared under this Agreement shall

become the property of the Owner upon completion of the work and payment in full of all monies due OHM ADVISORS, however, OHM ADVISORS shall have the unlimited right to use such drawings, specifications and reports and the intellectual property therein. The Owner shall not reuse or make any modifications to the plans and specifications without prior written authorization by OHM ADVISORS. In accepting and utilizing any drawings or other data on any electronic media provided by OHM ADVISORS, the Owner agrees that they will perform acceptance tests or procedures on the data within 30 days of receipt of the file. Any defects the Owner discovers during this period will be reported to OHM ADVISORS and will be corrected as part of OHM ADVISORS' basic Scope of Services.

12. TERMINATION – Either party may at any time terminate this Agreement upon giving the other party 7 calendar days prior written notice. The Owner shall within 45 days of termination, pay OHM ADVISORS for all services rendered and all costs incurred up to the date of termination in accordance with compensation provisions in this Agreement.

13. OHM ADVISORS' RIGHT TO SUSPEND ITS SERVICES – In the event that the Owner fails to pay OHM ADVISORS the amount shown on any invoice within 60 days of the date of the invoice, OHM ADVISORS may, after giving 7 days notice to the Owner, suspend its services until payment in full for all services and expenses is received.

14. OPINIONS OF PROBABLE COST – OHM ADVISORS preparation of Opinions of Probable Cost represent OHM ADVISORS' best judgment as a design professional familiar with the industry. The Owner must recognize that OHM ADVISORS has no control over costs or the prices of labor, equipment or materials, or over the contractor's method of pricing. OHM ADVISORS makes no warranty, expressed

or implied, as to the accuracy of such opinions as compared to bid or actual cost.

15. JOB SITE SAFETY – Neither the professional activities of OHM ADVISORS, nor the presence of OHM ADVISORS or our employees and subconsultants at a construction site shall relieve the General Contractor or any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequences, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and the health or safety precautions required by any regulatory agency. OHM ADVISORS has no authority to exercise any control over any construction contractor or any other entity or their employees in connection with their work or any health or safety precautions. The Owner agrees that the General Contractor is solely responsible for jobsite safety, and warrants that this intent shall be made clear in the Owners agreement with the General Contractor. The Owner also agrees that OHM ADVISORS shall be indemnified and shall be made additional insureds under the General Contractors general liability insurance policy.

16. DISPUTE RESOLUTION – In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Owner and OHM ADVISORS agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation, unless the parties mutually agree otherwise.



2020 – 2021 Treasury Goals and Objectives

1. Monitor new Flagstar bank relationship.
2. Implement Point and Pay as Township's new credit card processing partner.
3. Assess department procedures to identify and eliminate inefficiencies.
4. Evaluate and expand investment opportunities that will improve diversification and return.
5. Continue to attend selected seminars and webinars to become proficient.
6. Ongoing maintenance of Treasurer Department web pages.
7. Continue training new Treasurer's Assistant.
8. Manage Brownfield Redevelopment project.
9. Prepare for implementation of Uniform Chart of Accounts.
10. Update Treasury Procedure book & petty cash procedure.



SUPERVISOR DEPARTMENT

GOALS AND OBJECTIVES—2019/2020

Submitted by: Pat Hohl

FINANCIAL

- Work with the Township Board and Department Heads to develop and update the five year budget projections every six months.
- Ensure budgets are accurate, attainable and adhered to by Department Heads.
- Monitor the Township benefits program and implement changes when necessary.
- Monitor and update the long-term capital maintenance/replacement funding for all facilities and assets.
- Implement and monitor all possible cost saving activities for the Township and its' residents.
 - Ensure compliance with the Township Purchase Order and Purchasing Policy from all Department heads.
 - Be unrelenting in cost savings through bidding and multiple sourcing.
- Maintain the following fund balances: a General Fund undesignated reserve of 125% of the annual General Fund expenditures, Fire Fund at 25% of the annual Fire Fund expenditures, Police Fund at 25% of annual Police Fund expenditures, Pooled Capital Reserves at \$1,000,000.

HUMAN RESOURCES

- Provide leadership in the implementation of a sustainable employee benefit program.
- Work with Department Heads to develop training and job skill programs for each employee.
- Interact with staff on a continual basis to ensure open two-way communication.
- Work with Department Heads and MML to reduce workers compensation claims and improve safety in all departments for all staff
- Provide a work environment that encourages creativity, employee self-actualization, safety, and a real sense of ownership for each staff member.

ENVIRONMENTAL

- Through education and monitoring, continue to improve compliance with MDNR permit standards at the Waste Water Treatment Plant.
- Implement flood mitigation recommendations from the USACE once completed
- Investigate and pursue flood mitigation measures
- Work with the South Ore Creek Action Group to address elevated phosphorus levels in South Ore Creek and Ore Lake.
- Participate with, and implement programs through the Livingston County Water Action Group wherever applicable
- Track and monitor PFOS/PFOA levels in the Huron River chain of lakes and provide all possible help and assistance to township residents

GENERAL

- Improve public safety whenever possible.
- Work cooperatively with, and provide information to state and county officials in a positive manner that benefits the residents of Hamburg Township.
- Mediate disputes whenever possible.
- Conduct Department Head Meetings on a monthly basis.
- Assist the Clerk's office with codification of the Zoning and General Ordinances.
- Monitor and update our Emergency Management Program and Plans
- Design and oversee installation of additional staff parking north of the township hall.
- Strongly support, and diligently work to fully implement the Livingston County Transportation Master Plan

RECREATION

- Enhance maintenance of Township Parks, Senior/Community Center, and the Lakelands Trail
- Work collaboratively with the Park and Recreation Committee to improve and expand recreational opportunities in Hamburg Township.
- Implement the Complete Street Resolution for pedestrian/bicycle improvements
- Develop a preliminary plan to extend the Lakelands Trail from M-36 to the Brighton State Recreation area
- Work with the Clerk, and Park and Recreation Coordinator, to implement capital improvements
- Work with the Township Board to determine if it wishes to pursue a five foot bike path along McGregor Road from the Washtenaw County line to the Lakelands Trail.
- Seek grant funding to design and construct a public gathering area south of Winkelhaus Park between the Lakelands Trail and the village mill pond.
- Assist with development of the Bennett Park trail enhancements and support seeking grant funding for installation of same.

ROADS

- Oversee construction of approved road improvement SADs
- Continue to develop long-term road improvements throughout Hamburg Township
- Work with the Township Board on renewal of the 1 Mill Road Millage



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02/19/20

To: Pat Hohl
From: Tony Randazzo

Re: 2020-2021 DPW Goals

- 1 Continue manhole repair program. This year's program will continue the program along Whitewood Rd., Cordley Lake Rd., and the Strawberry Lake area off of Kress Rd.
- 2 Continue safety training program and analyze work activities while conducting and documenting safety training monthly.
- 3 Perform a field survey to accurately determine how many 200 series grinder pumps we have left in operation.
- 4 Replace at least fifty 200 series grinder pumps with extreme cores only utilizing in house staff.
- 5 Continue comprehensive preventative maintenance program for collection system and WWTP.
- 6 Collect GPS data of sewer collection system infrastructure.
- 7 Connect existing sewer line on Pettys Rd. to the line along M-36 that runs to the plant, therefore bypassing the Kress Rd. station.
- 8 Continue sodium inspections and testing.
- 9 Management and leadership training for DPW supervisors.



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02/19/20

To: Pat Hohl
From Tony Randazzo

Re: 2020-2021 Tech Services, Cable TV, & Computer Goals

1. Upgrade and replace network infrastructure (switches).
2. Train new Tech Services employee.
3. Purchase new server to replace existing Exchange server and repurpose old one.
4. Replace our network security appliance.
5. Train Township employees on GIS software. This is annual ongoing item.



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02/19/20

To: Pat Hohl
From: Tony Randazzo

Re: 2020 - 2021 Buildings & Grounds Goals

1. Construct a new parking area for Township Hall.
2. Replace John Deere 997 (\$12-\$15K).
3. Sealcoat parking lots.
4. New carport or pole barn for B&G equipment storage.



PLANNING/ZONING GOALS & OBJECTIVES – 2020-2021

In furtherance of the current year's goals and objectives for the Planning/Zoning Department, I submit the following as items to be addressed for fiscal year 2020-2021. Please note that these are not in order of priority.

1. Continue to provide excellent, timely customer service to residents, developers, township staff and boards, and outside agencies.
2. Work with residents and developers to create and implement projects that are a benefit to the township.
3. Continue to train planning and zoning staff on wetlands, floodplains, GIS, current trends in planning, and code enforcement. There are multiple sources of free and low-cost trainings available that staff can attend.
4. Complete the Master Plan 2020, including adopting, publishing, and public outreach of updated plan.
5. Process zoning text amendments, as time and budget allow, for the following:
 - a. Wind and solar energy
 - b. Non-conforming structures (Section 11.3.)
 - c. Short-term rentals
 - d. Accessory dwelling units on riparian lots
 - e. Amend VC zoning district to match Master Plan
 - f. Floodplain development standards (Section 9.6.) to encourage flood protection that exceeds requirements of Michigan Residential Building Code
6. Continue building relationships with outside agencies, particularly the Livingston County Building Department, Livingston County Road Commission, and the Michigan Department of Environmental Quality.
7. Continue to enforce violations against the zoning and general ordinances by means of the municipal civil infraction penalty structure.
8. Monitor Livingston County Drain Commission's progress on adopting updated stormwater standards. After adoption by LCDC and review by the township engineer, the township could adopt the LCDC standards for development.
9. Work with agencies such as SPARK, Greater Livingston County Economic Development Council, and the Michigan Economic Development Corporation to conduct comprehensive research to identify and inventory areas appropriate for non-residential development that would support and promote future growth in all of the township's zoning districts.
10. Begin an assessment of all planned unit development projects to determine compliance with project approvals.
11. Continue cleaning out and organizing the address file room to create additional storage space for current plans and project files.
12. Pursue code enforcement against serial ordinance offenders.
13. Update floodplain informational pages of website to make website easier to use and more informative.
14. Support Clerk's department review of codification proposals and selection of codification services.

PHONE: 810-231-1000
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P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139-0157

To: Township Board
From: Amy Steffens, AICP
Date: March 17, 2020
Re: 2020 proposed Zoning Text Amendments

On February 26, 2020, the Planning Commission, Zoning Board of Appeals, Township Board, and Parks and Recreation committee held an annual joint meeting to review 2019 planning and zoning activities and discuss a workplan for 2020. At the joint meeting, staff discussed the proposed zoning text amendments (ZTA) for 2020 (Exhibit A):

- Section 11.3.1.: Non-conforming regulations
- Section 9.8.6.: Creating lake frontage by property boundary adjustment applications
- Section 9.6.: Regulations of floodplain areas
- Section 7.5.: Update Zoning Ordinance and map to reflect Village Center Master Plan
- Section 8.27.1: ADU ordinance
- Wind and Solar Farm regulations
- Short-term rental uses
- Section 7.6.1.: Minimum house size
- Senior housing overlay district

There is one additional ZTA (or fee schedule amendment) that should be considered for 2020. Currently, neither the ordinance nor the fee schedule permit collection of an escrow for projects that are not reviewed under Article 4, Site Plan Review. The township attorney suggests amending the fee schedule or the ordinance (she provided Novi's ordinance as an example) to allow us to collect escrow for attorney or engineer review fees for any private matter.

Because there was not a Township Board quorum at the joint meeting, it was suggested that the consideration of several ZTAs be postponed to the strategic planning meeting. One of the proposed ZTAs, Section 7.6.1.: minimum house size, had support from the PC and the TB members present, so that amendment will be going to the PC in March, 2020. The other proposed ZTA, the senior housing overlay district, has been discussed for several years but there is no support for pursuing the overlay district so staff has struck that ZTA from the 2020 workplan.

The Board should consider the remaining proposed ZTAs and direct staff to prepare draft amendments for consideration by the PC and the TB.

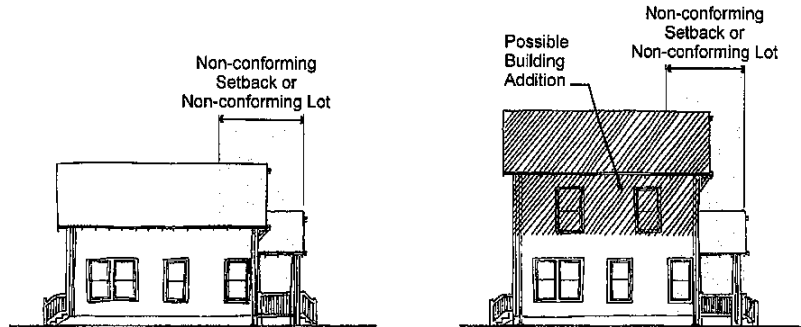
Exhibit A: Excerpted joint meeting staff report
Exhibit B: February 26, 2020 joint meeting draft minutes

EXHIBIT A: EXCERPTED JOINT MEETING ZTA STAFF REPORT

In 2020 Township Planning and Zoning Staff will be looking to make more changes to the zoning regulations. The following are recommended Zoning Text Amendments for Staff to work on in 2019:

- **Non-Conforming Regulations:** On August 17, 2017, the Planning Commission recommended approval of a zoning text amendment (ZTA 17-005) to Section 11.3.1., Permitted expansion of residential buildings. One new regulations that was added as a part of the ZTA 17-005 was that if a second story addition was added over and existing structure that encroached into a required setback a variance would be required for the proposed expansion (See Below).

Diagram F: Addition of a second story to a non-conforming structure



This addition will require a variance from the Zoning Board of Appeals

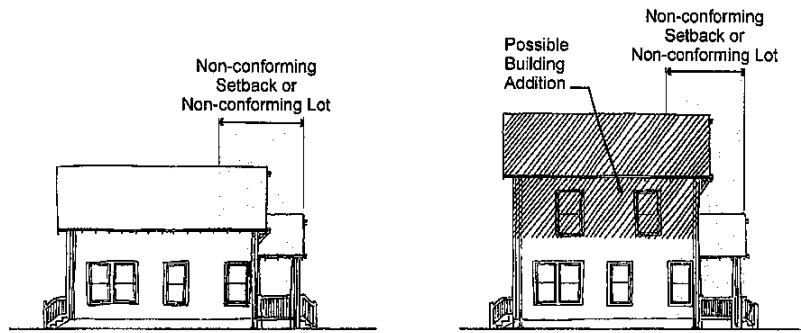
This regulation was put into place to reduce the impact of additions that could not meet the required setbacks on the adjacent neighbors. In short, even though an existing single story structure may be close to the property line adding a second story that is just as close to the property line would more than likely further impact the adjacent property owner. However, since this ordinance amendment went into place in 2017 there have been 7 variance requests for additions to second stories all of these requests have been approved by the Zoning Board of Appeals. Some members of Zoning Board of Appeals have asked staff to revise this section 11.3.1 to eliminate the requirements for a variance if a new second story is built over an existing non-conforming structure as they do not see a situation where they would deny a variance for this type of addition.

This would be a very simple Zoning Text Amendment:

*"11.3.1. Permitted Expansion of Residential Buildings: A residential nonconforming building may be allowed to expand provided the expansion **does not increase the size of the established footprint, or the expansion** is within a yard which retains compliance with the required setbacks and height, (eg. A home with a nonconforming front yard setback may be expanded in the rear so long as the rear yard setback remains conforming, (see Diagrams B,C and D) ~~this includes expansions to upper levels~~ (eg. A second level is added to an existing single story house with a non-conforming side yard setback the second story ~~can must not~~ encroach into the required setback ~~even if the as long as the~~ existing main level already encroaches into the setback, see Diagram F)."*

Diagram F: Addition of a second story to a non-conforming structure

EXHIBIT A: EXCERPTED JOINT MEETING ZTA STAFF REPORT



This **second story** addition ~~will~~**does not** require a variance from the Zoning Board of Appeals

- **Minimum House Sizes (ZTA 20-001 started):** The Township regulations currently restricts the minimum size of a new single family house within the township to 1,000 square foot in many of the residential zoning districts. According to the America Planning Association article Minimum Requirements for Lot and Building Size “The courts have not looked with favor on minimum building size requirements. In most of the cases involving such provisions, the restrictions have been declared invalid.” Minimum building size regulations where likely put into the zoning regulation for two reasons; one to protect the property values in the community and two to protect the health and welfare of the person living in the home.

The county has recently seen an increase in a preference from home buyers for a smaller housing type. Smaller houses offer a lower maintenance costs while preserving the benefits enjoyed by other single family homes, such as more privacy and independence. Small houses have become a more popular housing choice for both Baby Boomers and Millennials. Boomers which are deciding to downsize and Millennials which are looking to purchase their first homes; are many times searching for the same thing when it comes to housing; affordability, low maintenance, safety and a sense of being part of a larger community.

When considering minimum housing size regulations the legality of these regulations and also the pro and con of these restrictions should be considered. As stated before some of the pro are:

- 1) Requiring a minimum house size preserves the housing value in the area. The thought behind this is that a larger house should sell for more than a smaller house. As we have seen in some court cases this is not a good defense for a municipality requiring a minimum house size. Also this could create a situation where the only type of house available for sale in a community is larger homes. This could creating an overabundance of a specific type of housing product which may hurt housing values in a community. This consideration also is linked to the taxable value of the community. Large lot single family homes often cost more in public services and therefore higher values are needed to support these types of homes.
- 2) Requiring a minimum house size preserves the character of the community. This would mean that the township believe that similar home sizes would be necessary to preserve the character of the community or at a minimum a home under 1,000 square feet would not preserve the character of the community. Again private subdivision may have size restriction in their master deeds and by laws as they may also have regulation house color and fence design. These items are designed to create a homogeneous appearance within a subdivision.

EXHIBIT A: EXCERPTED JOINT MEETING ZTA STAFF REPORT

- 3) ~~Requiring a minimum house size preserves the health, safety and welfare of the community. The thought behind this is that living in a small house would have an impact on the health of a person. There are conflicting opinions regarding this point. Some believe that small living spaces have negative impacts on a person's mental and physical health. These opinions state that small spaces create additional steps in everyday living, like converting a sleeping area into a living space with a murphy bed. These additional steps can increase a person's stress level. Small spaces can also be cramped and over-crowded which may create health problems by not having enough space to get exercise by moving around your living space and could cause problems with children being able to study and concentrate. Other opinions believe that small spaces provide more opportunity for people to connect to the community and to utilize more outdoor activities which provide a healthier lifestyle.~~

Some of the cons for requiring a minimum house size are:

- 1) ~~Requiring a minimum house size is a restriction on private property rights. Not allowing a person to build any size house they want on their property restricts their property rights. Although that is true all zoning regulations do this.~~
- 2) ~~Requiring a minimum house size creates less affordable housing in a community. As stated under the pros above larger houses have higher values making them less affordable. Allowing smaller home allows people to build housing that is more affordable.~~
- 3) ~~Requiring a minimum house size limits the size variation in the housing stock of a community. This limitation on the type and size of housing available for sale within your community may have negative impact of home sales if a small house becomes more desirable.~~

Options for Potential Amendment to the Minimum Size Regulations:

- 1) ~~Remove the minimum house size requirements under section 7.6.1 footnote 5 and footnote 14.~~

~~With this potential change the size of the house would mainly be up to the owners of the property; the only zoning regulations that may still impact the size of the home would be the setbacks, number of stories and lot coverage requirements. On small sites these requirements may restrict the house to a certain size.~~

- 2) ~~Lower the minimum house sign requirement under section 7.6.1 footnote 5 and footnote 16.~~

~~With this potential change the Township would choose a smaller number based on what they believe is an adequately size structure to protect the health and safety of the people living in the structure.~~

~~If the Township believes this was the appropriate change to the ordinance staff would suggest that the minimum house size be reduced to 600 square feet for a single family home under footnote 5 and footnote 14 and that multifamily dwellings be changed to 400 square feet for an Efficiency, 500 square feet for a 1 Bedroom Unit, 600 square feet for a 2 Bedroom Unit, and 700 square feet for a 3 Bedroom Unit under footnote 14.~~

- 3) ~~Lower the minimum house size requirement under section 7.6.1 footnote 5 and footnote 16 and base the minimum on the number of bedrooms?~~

EXHIBIT A: EXCERPTED JOINT MEETING ZTA STAFF REPORT

~~If the Township believes this was the appropriate change to the ordinance staff would suggest that the minimum house size be reduced under footnote #5 as followed:~~

~~5. Minimum square footage above grade, excluding basements and parking for residential dwelling unit, either single family, duplex or multi-family shall be as follows:~~

- ~~i. Efficiency 400~~
- ~~ii. One bedroom 500~~
- ~~iii. Two bedroom 600~~
- ~~iv. Three bedroom 700~~

~~Footnote #14 could then be removed as it would be covered under footnote #5.~~

~~With all of these options staff would also recommend removing the Dimensional regulations in 8.5.2 as requiring that the front side or rear elevation be a minimum of 20 feet across will limit the design of the housing and would not serve a viable purpose to protect the health, safety and welfare of the community members. All of the other statement in section 8.5.2 would be required regardless of stating them in the zoning ordinance. (shall comply in all respects with the Michigan State Construction Code Commission, including minimum heights for habitable rooms. Where a dwelling is required by law to comply with any federal or state standards or regulations for construction and where such standards or regulations for construction are different than those imposed by the Michigan State Construction Code Commission, then and in that event such federal or state standard or regulation shall apply.)~~

- **Lake Frontage for Newly Created Properties:** Planning and Zoning Staff has made the following observation that during exempt land divisions and boundary adjustment that the Township does has very little control over property owners creating oddly shaped lots to create access to the Townships Lakes and Rivers.

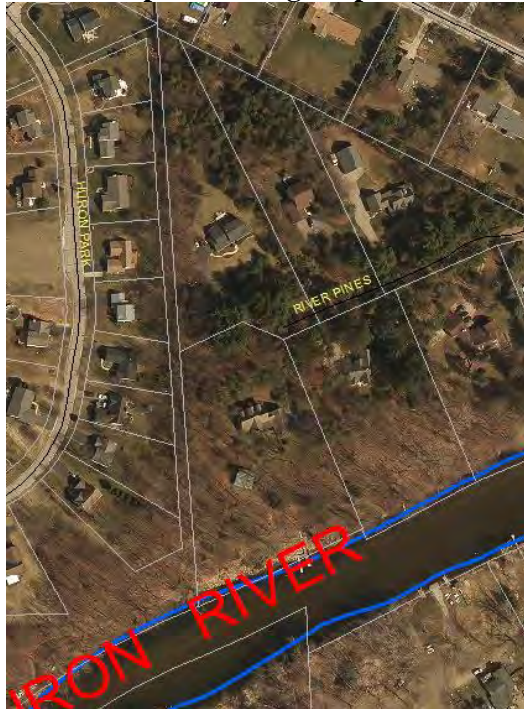
To further explain I would like to start with some examples of what township staff has seen:

1) Boundary Adjustment:

The Existing two site are shown in **Map 1** and both properties accessed off the end of River Pines. The boundary adjustment allowed the property to the north at 7325 River Pine to take a 5 foot strip of land from the west side of the property to the south at 73330 River Bend this five foot strip than widens out when it reaches the river to allow enough room for a dock (**Maps 2 and 3**).

EXHIBIT A: EXCERPTED JOINT MEETING ZTA STAFF REPORT

Map 1: Existing Properties



Maps 2 and 3 Proposed Boundary Adjustment

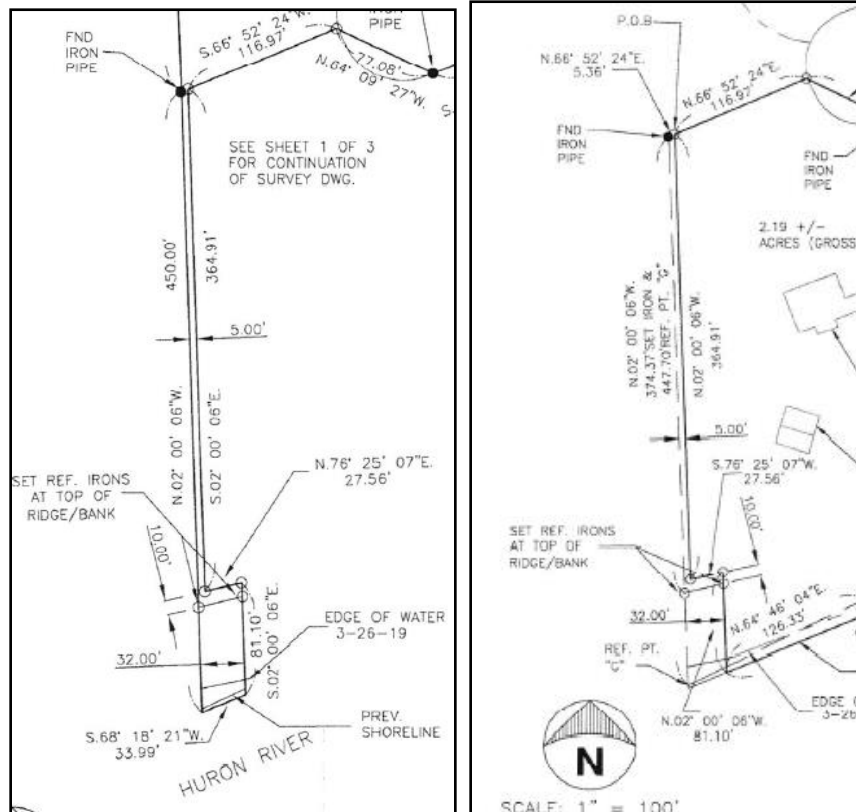


EXHIBIT A: EXCERPTED JOINT MEETING ZTA STAFF REPORT

2) Land Divisions: Cedar Bend

This land division took one lot (**Map 4**) and created 4 lots (**Map 5**) each of the 4 new lots proposed would have had an 8 foot strip to Whitewood Lake that would have expanded at the lake to 15 feet to be able to put a dock in.

Map 4: Existing Lots



Map 5 Proposed 4 lots

Section 9.6., Regulation of Floodplain Areas, of the township Zoning Ordinance provides for the regulation of development in the floodplain areas of the township and for the administrative duties in carrying out floodplain development review. Section 9.6.4.B., below, specifies the

EXHIBIT A: EXCERPTED JOINT MEETING ZTA STAFF REPORT

requirements that are most germane to the day-to-day activities of the Planning and Zoning Department:

- B. The following specific standards shall be applied to all uses proposed to be located within the floodplain area but not within the floodway portion of the floodplain area.*
- 1. All new construction and substantial improvements of residential structures shall have the lowest floor, including basement, elevated at least one (1) foot above the base flood level.*
 - 2. All new construction and substantial improvements of nonresidential structures shall have either:*
 - a. The lowest floor, including basement, elevated at least one (1) foot above the base flood level.*
 - b. Be constructed such that below base flood level, together with attendant utility and sanitary facilities, the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. A registered professional engineer or architect shall certify that the standards of this subparagraph are satisfied, and that the floodproofing methods employed are adequate to withstand the flood depths, pressures, velocities, impact and uplift forces and other factors associated with a base flood in the location of the structure.*

Our ordinance mirrors the Michigan building requirement that all substantial improvements of residential structures shall have the lowest floor elevated at least one foot above the BFE. FEMA defines a substantial improvement as any improvement of a structure, the cost of which exceed 50 percent of the market value of the structure prior to commencement of the improvement. Some Michigan communities have adopted a “cumulative value” ordinance to set the value of the project starting at a definite date, over a set period of years, and if the value of the project exceeds 50 percent of the market value of the structure the structure must meet the one-foot freeboard requirement. Another option to address concerns about property damage to structures in the floodplain is to enact an ordinance that requires a two foot elevation above the BFE for all new construction (not lateral additions or substantial improvements).

The township should consider directing staff to research the necessity and impact of adopting a similar ordinance into the floodplain regulations.

- **Wireless Revisions:** In September of 2016 the Township Board approved revisions to the regulations regarding Wireless Communication Facilities. These revisions were made so the Township’s regulations would comply with the 2012 regulations required by the state legislation (PA 143), as well as 2013 changes to the WCF rules.

In December 2018, the Small Wireless Communications Facilities Deployment Act (SWCFDA), Act No. 365 of the Public Acts of 2018 (PA365). The purpose of this act is to accelerate and encourage deployment of small wireless infrastructure in the public right-of-way and provide a framework for review by municipalities. A companion act was also enacted, Act No. 366 of the Public Acts of 2018 (PA366) which amends the Michigan Zoning Enabling Act to incorporate PA 365.

SWCFDA provides requirements for municipalities to process applications by wireless providers. The SWCFDA allows for municipal regulation through a permitting process and a zoning

EXHIBIT A: EXCERPTED JOINT MEETING ZTA STAFF REPORT

ordinance; however there are restrictions on the municipality regarding these items. The SWCFDA allows for some limited design criteria requirements and institutes deadlines and fee limits for municipal review of any applications.

Staff should review the new regulations on and make sure our ordinance allow the Township the most discretion allowed under the SWCDA to regulate these new facilities.

- **Update Zoning Ordinance and Map to better reflect the Village Center Master Plan:** The Village Center Master Plan has been in place since 1995 and had a major upgrade in 2010. This plan was created to allow the area around the Old Hamburg Downtown to become a more vibrant village center. The Township should take a deep look at the recommendations in the Village Center Master Plan and create zoning regulations that will help to promote those regulations.

One of the easier items that the Township should consider is rezoning the residential properties north of M-36 within the Village Center area to better reflect the R-2 future land use map designation. This will allow potential developers of these properties to have a better grasp on the type of development the Township would like to see in this area.

Another item that may be more controversial but would be needed to comply with the Village Center Plan is to rezone the properties along Hall Road from General Industrial to Village Center or Village Residential which is what is contemplated in the Future Land Use Map for the Village Center Area. This is important because these properties are surrounding by higher density residential zoning districts and the future growth of these properties for industrial uses in not compatible with the area or the Master Plan.

The Township should look at the Village Center (VC), Village Residential (VR), Mixed Use (MU), and the Old Hamburg (OH) zoning districts and create regulations that will better promote the goals of the Village Center Master Plan. This may include adding new zoning district designations such as a VR-10 vs a VR-2. Also when looking into the new zoning district for this area the Township may consider if there would be a benefit for creating form based regulations for this area instead of tradition zoning regulations.

- **ADU Ordinance Revisions:** In May of 2015 the Township Board approved a zoning text amendment which allowed and regulated Accessory Dwelling Units (ADUs) on specific lots within the Township. One of the regulations that was added to the restrictions on ADUs in the late stages of preparing this zoning text amendment was 8.27.1 item J which stated “Accessory Dwelling Units shall not be permitted on lots within the Waterfront Residential and Natural Rivers Districts that abuts a waterbody or have access to a waterbody.” Some members of Township Board have stated that they believe that because of the restriction in place on Accessory Dwelling Units that they believe ADUs would be appropriate on Lots that abut a waterbody or have access to a waterbody and that township staff should revise the ordinance to allow this use and bring it back to the Planning Commission and Township Board for review.

Currently the ADU regulations allow ADUs in the WFR and NR districts, where most of the properties that abut a waterbody or have deeded access to a water body exist, if the lot does not abut a waterbody or have deeded access to a waterbody as follows:

If the ADU is proposed on a conforming lot of record and is attached the Zoning Administrator can approve the ADU.

If the ADU is proposed on a conforming lot of record and is detached the Planning Commission can approve the ADU.

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If the ADU is proposed on a non-conforming lot of record and is attached the Planning Commission can approve the ADU.

If the ADU is proposed on a non-conforming lot of record and is detached a Special Use Permit is required under section 3.5 Special Use Permits.

The proposed revisions would be only to remove item J from 8.27.1 which would then open up properties that about a waterbody or have deeded access to a waterbody to be able to apply to create a legal ADU.

- **Wind and Solar Farms:** Michigan has seen a recent growth of renewable energy partially due to Public Act 295 of 2008 and Public Act 342 of 2016. The 2008 Act required Michigan's energy providers to maintain at least 10% of their energy from renewable energy sources. The 2016 Act increases this requirement, mandating that an energy provider's portfolio be 12.5% renewable energy by 2019, with a later increase to 15% in 2021 and the goal is to have 35% of electric needs met through energy waste reduction and renewable energy by 2025. To meet these requirements, utility companies have undertaken a rapid expansion in developing Michigan's renewable energy sources, including wind and solar power. This expansion has increased the development pressures for these type of uses within local municipalities.

Currently the Township zoning regulations do not address solar or wind energy facilities. Zoning Department Staff has been addressing these type of use as follows; if the wind turbine or solar panels are used to support the energy needs of the structures on a residential property and does not create more energy than needed for the structure on the subject site then these items are considered either accessory structure if they are not attached to another structure or as part of the structure if they are attached to a structure and can be approved with a Land Use Permit. If the wind turbines or solar arrays are created to provide more energy than needed on the subject property, they are considered a commercial use and only allowed in industrial districts.

Solar or wind ordinances are comprehensive regulations of solar or wind energy within the Township, including what types of solar or wind energy systems are permitted, where they may be located, and what limitations apply to them. These ordinances are often written to address small and large wind and solar facilities differently. A well-drafted solar ordinance protects the Township's interests while also ensuring that it does not run into exclusionary zoning issues.

- ~~**Senior Housing Ordinance (Overlay District)** The population of Hamburg Township is aging and one of the concerns we have heard from the citizens is that there are no senior housing facilities in the Township. Therefore, if a current resident of the Township can no longer maintain their existing homes and need to move into a senior facility they are forced to move out of the immediate area.~~

~~In the past few years township staff and elected officials have worked to create more senior housing opportunities within the community by; creating the ECHO housing regulations, allowing accessory dwelling units by right on many properties throughout the Township, requiring developers to incorporate smaller single story homes within their developments, and by creating a RFP and working with a developer to develop a large scale senior housing facility on a township owned property.~~

~~To attract additional senior housing, staff suggests the Township create a Senior Housing Overlay District to allow senior housing facilities in specific areas of the Township. These areas would be areas served by public utilities and with easy access to main roads and Township services. A Senior Housing Overlay District may be appropriate within the Village Center area, at multiple spots along M-36, and at key nodes along primary arterials throughout the Township.~~

EXHIBIT A: EXCERPTED JOINT MEETING ZTA STAFF REPORT

~~An overlay District is a regulatory tool that creates a zoning district to sit on top of the base zoning district. The overlay district can match existing zoning district boundaries or it can cut across multiple zoning districts. The overlay could encourage a variety of housing types for people 55 years old and older, allow for additional density options, and promote flexible land uses. Staff believes an overlay district would work well to address the coming need for senior housing in the Township.~~

~~The district may include regulations regarding both uses and development standards that can be used to either restrict development or encourage development. If it is determined appropriate the overlay district could create regulations that allow for multiple housing types and densities on a single parcel; reduce minimum dwelling sizes, parking requirements, and setbacks; and increase maximum heights and maximum lot coverages. Additional regulations or flexible standards could also address utilizing different modes of transportation and adding recreational amenities to projects to allow for reduced parking or lot size requirements. The items listed above are just a few of the regulations, requirements or standard that may be included in a senior overlay district. More comprehensive research and outreach on the goals, needs and wants of the community would be required during the review and preparation of this overlay district.~~

- **Short Term Rental Uses:** In a quick review of the AirBnB and VRBO websites there are approximately 20 properties marketed as vacation rentals within Hamburg Township, all lake properties. This topic was discussed initially by the Board in September 2015. The outcome of that discussion was to not revise the code to address these short term rentals but instead to consider the rental of a property for less than 8 days at a time as a commercial use. Therefore, this commercial use would not be allowed in residential zoning districts. Just as a reminder the Township has taken a reactive approach to code enforcement and therefore Township Staff only issues code violations on projects where we have received a complaint. In 2015 there were two properties that the Township had received multiple complaints on about short term rentals. One formal complaint per year was filed against short term rental uses in 2016, 2017, and 2018; a neighbor of another short term rental use has contacted the township on multiple occasions to ask about our ordinances but has never filed a formal complaint, instead opting to fight the use through the subdivision's by-laws.

With the "sharing economy" becoming more popular it is becoming easier to share your home as a vacation destination. We are also seeing this happen with other products such as Docks, Automobiles, and Bikes. There are sites set up to share (rent from the owner) almost anything. As time goes by and more properties become available for short term rental it will be harder to regulate these uses. If the Township desires to allow or not allow this type of use staff would suggest creating regulations that state the Township's desires.

Also the Michigan State Legislature has been contemplating what to do with short term rentals for a while now, most recently with HB4503 which is still pending. This bill would, by amending the Michigan Zoning Enabling Act, remove the power of local municipalities to regulate short term rentals as a land use, by requiring that local municipality allow short-term rentals in all residential zones by right. The state representatives that have put these bills together and that support these bills claim that the bills are created to preserve private property rights. This claim is valid however it also appears to only be considering the property rights of the person that owns the rental unit and not the adjacent property owners. Also it is a question about who should be regulating land uses the state or local municipal government. The Michigan Zoning Enabling Act is set up to allow local governmental unit to regulate their own land uses. The Michigan Township Association has opposed these bills because of this reason.

Short Term Rentals have been discussed with the Township Attorney on numerous occasions and the attorney has stated that under the current zoning ordinance, legally it would be hard to enforce

EXHIBIT A: EXCERPTED JOINT MEETING ZTA STAFF REPORT

any violations for short term rental of residential properties. Under the current township zoning ordinance the enforcement officer should identify the use as a violation of the District Regulations, and cite a violation of Section 7.5.1, for permitted uses. The argument will have to be the short term residential use not a permitted “single-family” use and the township then have to argue it’s more equivalent to a bed and breakfast type use – though those types of homes are usually bigger and would have designated parking for multiple guests. The township attorney has stated that adding wording into the zoning regulations regarding these short term rental uses would be beneficial to the Township. If the Township decides to address short term rental uses within the community there are many regulations that we could apply: from only adding a time frame to the definition of a single family home to creating regulations and an application and tracking process if these type of uses are allowed.

There are positive and negative aspects to allowing or not allowing this type of use in a residential district.

EXHIBIT B: DRAFT FEBRUARY 26, 2020 JOINT
MEETING MINUTES
HAMBURG TOWNSHIP
SPECIAL PLANNING COMMISSION
JOINT MEETING
Hamburg Township Hall Board Room
Wednesday, February 26, 2020
7:00pm

1. Call to Order:

Planning Commission Vice Chairman Muir called the meeting to order at 7:00 p.m.

2. Pledge to the Flag:

3. Roll Call of the Board:

Planning Commission: Present: – Bohn, Hamlin, Leabu, Muir, Priebe (also on Zoning Board of Appeals), and Koeble (Trustee on the Township Board and on Parks & Recreation) Absent: Muck

Hamburg Township Board Present: Supervisor Hohl, Dolan (also on Parks & Recreation and Zoning Board of Appeals), and Koeble (also on Parks & Recreation and Planning Commission) Absent: Hahn and Menzies & 1 Vacancy

Zoning Board of Appeals Present: Chairperson Priebe (also on Planning Commission), Dolan (Trustee on the Township Board), Rill and Watson Absent: Auxier, Diepenhorst and Hollenbeck

Parks & Recreation Present: Dolan (Hamburg Township Clerk), Koeble (Trustee on the Hamburg Township Board and on Planning Commission) Absent: Auxier & Muck

Also Present: Amy Steffens, Planning and Zoning Administrator; Scott Pacheco, Township Planner, Ted Michowski, Code Enforcement Officer, Deby Henneman, Parks Coordinator, and Fire Marshall Jordan Zernick,

4. Call to the Public:

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

5. Correspondence:

There was no correspondence presented.

6. Approval of Agenda:

Motion by Bohn, supported by Priebe

To approve the agenda as presented

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

7. Current Business:

A. Kathleen Kline-Hudson, Livingston County Planning

Ms. Kathleen Kline-Hudson was unable to attend due to the inclement weather.

B. Parks and Recreation Committee updates

Clerk Dolan stated that we have a student athlete from Pinckney High School who will become a member of our Parks and Recreation Committee. He further discussed the make-up of the Committee.

Deby Henneman, Parks Coordinator, discussed the upcoming Spring clean-up event to be held Saturday April 25th. She discussed other on-going projects such as the Master Plan, Adopt-a-Garden and bench programs.

Discussion was held on community support of possible pickleball area.

C. General Ordinance codification update

Henneman discussed the on-going ordinance review and ultimately the codification of all Township ordinances. Discussion was held on the RFP process to move forward with the process within the next fiscal year.

D. Planning and Zoning Department 2019 year in review

Planning and Zoning Administrator Steffens thanked Brittany Stein for compiling and inputting the data for the report. Steffens reviewed the Year in Review including the Planning Commission activities over the past year as well as Zoning Board of Appeals hearings and variance requests. Discussion was held on the trends in requests and rulings by the ZBA. Steffens discussed the Zoning text amendment recommendations based on the requests that we see most often. Discussion was held on safety concerns with the larger houses on the small waterfront lots.

Steffens discussed the permits issued by the Planning and Zoning Department by category. Discussion was held on the various projects on-going throughout the Township.

Discussion was held on floodplain activity and the flood-inundation study and maps prepared in cooperation with U.S. Army Corps of Engineers, Hamburg Township and Green Oak Township as well as the Drain Commission.

Discussion was held on flood areas such as Ore Lake and the Flood Insurance and FEMA maps. Discussion was held on the CRS incentive program that recognizes and encourages community floodplain management activities that exceed the minimum NFIP requirements. Residents are able to get a 10% discount on their flood insurance because of this program.

Discussion was held on EGLE (DEQ) Activity.

Discussion was held on Land Divisions, Boundary Adjustments, and Combinations in 2019. Steffens discussed the changes in the Land Division ordinances moving them from the General Ordinances to the Zoning Ordinance in 2017 streamlining the process.

E. 2019 Code enforcement year in review

Ted Michowski, Code Enforcement Officer, gave a brief description of his background and the changes in his part-time position now working as a civilian employee of the Police Department rather than working under the Zoning Department. He stated that this allows him to handle the investigation rather than involving a Police Officer. He discussed the complaint-based enforcement process. He reviewed the 2019 Code complaints and violations.

Discussion was held on the process needed for new business owners and possible permit process for new businesses. Discussion was held on educating the new business owners. Further discussion was held on seeking compliance and enforcement.

Discussion was held on staff training & professional activities and upcoming training opportunities.

F. Zoning Amendments 2019-2020

Planning and Zoning Administrator Steffens and Scott Pacheco, Township Planner, reviewed the 2019 Zoning text amendments that were made as well as those that are still under review.

Pacheco stated that staff will be looking to make more changes to the zoning regulations and discussed the recommended Zoning Text Amendments for review in 2020 including Non-Conforming Regulations, Minimum House Sizes and Lake Frontage for Newly Created Properties.

Discussion was held on the variances approved by the Zoning Board of Appeals. Discussion was held on the impact on surrounding properties as well as the fire safety. Discussion was held on non-conforming structures and lakefront lots. Supervisor Hohl stated that he would like this discussion regarding the non-conforming issues to be continued during the Strategic Planning meeting in March.

Steffens discussed floodplain regulations and the Township's participation in the National Flood Insurance Program. She stated that the Township should consider directing staff to research the necessity and impact of adopting certain changes to the floodplain regulations. Discussion was held on the increased number of flood events over the last ten years.

Pacheco discussed other revisions they will be looking at such as Wireless Revisions, Ordinance and Map revisions to better reflect the Village Center Master Plan, Accessory Dwelling Units, Wind and Solar Farms, Senior Housing Ordinance, and Short-Term Rental Uses.

G. 2020 Master Plan Update

Planner Pacheco stated that at the February 19, 2020 meeting, the Planning Commission recommended to the Township Board the distribution of the plan. There has been a lot of work done over the last two years and have had a lot of public outreach. On March 3rd it will be going to the Board who will review the draft and determine if it is ready to distribute to the interested agencies. After distribution, they have 63 days to review it after which the Planning Commission will hold a public hearing on the final draft. On March 3rd, the Board may adopt a resolution to assert their right to approve or deny the plan. If they do not assert their right, then the Planning Commission will approve or deny the plan.

Steffens discussed the issues that they have had with open PUDs that were approved years ago. She stated that they are building, but there is no agreement as to when the amenities need to be completed. Discussion was held on problems that occur when the developer has left and turned things over to the Homeowner's Association, etc. Discussion was held on conducting an inventory of existing PUD developments. Discussion was held on the new developments having an agreement with the Township that are very specific as to how things occur.

8. Call to the Public:

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

9. Board Comments:

Supervisor Hohl thanked the Planning and Zoning staff for their report. He stated that he will allow time at the Strategic Planning Meeting for them to bring forth any of these topics.

10. Adjournment:

Motion by Priebe, supported by Hamlin

To adjourn the meeting

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

The Special Meeting of the Planning Commission was adjourned at 9:35 p.m.

Respectfully submitted,

Julie C. Durkin
Recording Secretary

The minutes were approved as presented/Corrected: _____

Ronald Muir, Vice Chairperson

2020 Goals & Objectives Assessing Department

1. Brendan and Mandy to achieve their Level 3 certification in October 2020
2. Continue training Mandy and Brendan.
3. Review mandated 20% of the assessment roll.
4. Comply with all local, county and state requirements including education requirements.
5. Analyze and review department structure through 20/21
6. Prepare for AMAR audit.
7. Upgrade filing cabinets
8. Monitor and consider Pivot Point technology

Continue to expose and train staff to more and more of the appraisal process.

We had been preparing for the AMAR audit for 2019. The AMAR audit was supposed to be for the 2020 roll but there was a good chance they would request the 2019 assessment roll. To this date, the state has not requested our information, so we are now preparing for a 2020 audit. Unlike the last audit, this audit reviews township practices as much as assessment practices. The last audit was strictly reviewing the assessment department.

We are looking forward to BS&A hosting our assessing information website by July of this year. It has become the industry standard and the people who use our information on-line are accustomed to the BS&A format.

CLERK'S OFFICE GOALS AND OBJECTIVES FOR FY 2020/2021

Elections

- Conduct August 4, 2020 Primary Election
- Conduct November 3, 2020 General Election
- Prepare New Election Inspectors to use the new laws/equipment for August & November Elections
- Maintain voter registration records throughout the year in QVF Refresh (new Qualified Voter File software) and master card file.
- Comply with recertification as now required every two years by statute.
- Keep current on changes in election law.
- Educate public on new election laws.
- Increase use of dual Electronic Poll Books for precincts with 1500 or more registered voters.
- Implement Greeters Application for use on Election Days.
- Implement recruiting high school and/or college students as election inspectors to provide computer technical support.

Personnel

- Maintain current day-to-day staff levels.
- New Deputy Clerk transition
- Increase temporary election staff. (Any reason AV voting)
- Maintain Personnel Policies & Procedures Handbook to contain current information available on-line to employees.
- Complete HR division
- Maintain policy & Procedures

FOIA Requests

- Process Freedom of Information Act (FOIA) requests and coordinate with Department Heads who provide requested records to ensure FOIA deadlines are met. Note – Public Safety FOIA to be handled by them.

General Ordinances Project

- Work with Contractor on final step of codification process.
- Retention schedules/records removal
- Digital recordkeeping

Publishing Legal Notices

- Continue to assist departments in getting hearings and other legal notices published in the Livingston Daily Press & Argus.

Cemeteries

- Continue data entry.
- Continue with current staff for maintenance/burial.
- Perform many Sexton duties in-house.
- Complete final steps of mausoleum beatification.
- Work with Cemetery Committee to continue advertisement of mausoleum.

Parks & Recreation

- Grant Process for 492 Acres
- Grant Process for Bridge Repair.

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GOALS AND OBJECTIVES: FY 2020/2021

PARKS AND RECREATION

ADMINISTRATIVE

- Update the Parks and Recreation Administrative Policies & Procedures
- Update the Senior/Community Center rental process and fees for Community Center
- Ensure all proposed park projects comply with Master Plan and ADA Standards
- Ensure all groups that are granted use, have met all requirements of Park Policy
- Assist residents with complaints/concerns & coordinate repairs for:
 - Manly Bennett Park
 - Winkelhaus Park
 - Lakelands Trail & Trailheads
 - ADA compliance (all Township owned/operated buildings/grounds)
- Support daily operations of:
 - Parks & Recreation Department
 - Amenities & Beautification Committee
- Assist Clerk and User Groups with minor projects/upgrades/Capital Improvements

FORMS & INFORMATION MANAGEMENT

- Streamline all forms relating to Park & Community Center use
- Maintain reports of all Park User activity, Capital Investments and Scholarships
- Maintain Parks Department/ Lakelands Trail / Community Center website pages
- Provide access to information to users/residents using the latest technology
- Maintain Parks & Rec/Lakelands Trail/Friends of Lakelands Trail social media profiles
- Develop/maintain all marketing material for Parks/Trails & supply information kiosks
- Scan all Parks/Grants/ADA archive records into DocuWare system

GRANTS

- Ensure Township compliance with all reporting on awarded Park/Trail Grants
- Seek out opportunities and submit Grants that comply with Master Plan
- Assist Clerk and Supervisor on drafting and submission of new Park/Trail Grants

SCHOLARSHIP

- Assist user groups with scholarship procedure
- Investigate/coordinate fund raising events for Scholarship, if needed

VOLUNTEERS

- Work with Eagle Scouts to coordinate their volunteer projects
 - Report Capital Improvements to Accounting Director
 - Maintain Community Investment Report
 - Create and present annual Community Investment Awards
- Work with Beautification Committee
 - Project Planning and Coordination
 - Administrate Adopt-A-Garden program
 - Administrate Cemetery beautification, if needed
 - Administrate Memorial Bench & Tree Program
- Community Clean-Up Event
 - Assist with planning and execution of Annual Event – “Earth Day” week
 - Coordinate volunteers for Trail/Park clean-up efforts

IRON BELLE & LAKELANDS TRAIL

- Assist with Trail events, if any
- Assist Supervisor with projects and grants to support trail connections
- Support wayfinding signage/Trail Town efforts

MANLY BENNETT PARK

- Liaison between public/users, Building & Grounds, Parks Committee & Township Board
- Install rules & regulation and wayfinding signage in Manly Bennett Park
- Coordinate inspection and required upgrades of playground and work-out equipment
- Suggest/coordinate projects/upgrades based on 5-year Capital Improvement Plan
- Assist Zoning Administrator with Township Master Plan as pertains to parks/trails

WINKELHAUS PARK

- Manage use of the Gazebo and/or Winkelhaus Park facility
- Develop proposal for future of park considering ADA requirements for accessibility

TRAINING

- Continue On-line webinar training sessions
- Participate in local training sessions through MParks

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GOALS AND OBJECTIVES: FY 2020/2021

ADA COORDINATOR

ADMINISTRATIVE

- **Arrange for all ADA accommodation requests**
 - Board/Conference Rooms
 - Parklands/Trails
 - Common areas of all Township buildings (owned and operated)
 - Website
 - Programming (Senior Center)
- **Develop ADA Coordinator Policies & Procedures to include:**
 - ADA Grievance Procedure – *Approved 3/6/18*
 - ADA Accommodation – *Approved 3/6/18*
 - List of Resources for Services
 - Rules & Regulations for accommodation requests (Twp. and/or User Group)
 - Service Animal Policy
 - Other Power Driven Mobility Devices (OPDMD) in parks/trails
- **Develop ADA notifications and postings as required**
- **Execute, resolve and record all ADA grievances**
- **Maintain/retain all records for ADA related requests or concerns**

TRANSITION PLAN

- **Review Transition Plan documents and provide assistance with suggested order of upgrades**
 - Township/Building & Grounds
 - Parks/Senior Center/Lakelands Trail
 - Fire
 - Police
 - DPW
 - Library
- **Distribute Transition Plan to all appropriate Department Heads – *Completed 3/9/18***
- **Develop and execute annual maintenance/inspection plan for all buildings**
- **Implement reporting process for completed projects & maintain updates on Master Copy of ADA Transition Plan**

SUGGESTED PROJECTS

- **Parking lot/transition ramp repairs**
 - Senior center ramp/handicap curb re-design
 - Township Hall ramp (permanent repair)
 - Lakelands Trail replace truncated dome pads on all ramps in Hamburg Township
 - Lakelands Trail complete gap and grading repairs to inclines on replaced bridge
- **Outdoor Work-out Area – West Bennett Park**
 - Provide ADA Parking adjacent to project
 - Provide accessible route to project
 - Provide accessible toilet
- **Upgrades to all gravel lots to ensure accessible route and/or parking**
 - Flyer's Field
 - Pettysville Trailhead
 - West Bennett Park
 - Volleyball/Rugby
 - Baseball dugouts
 - Winkelhaus Park
- **Sealing of entire paved pathway in West Bennett Park**
 - Improvements for gravel path at rear of West Bennett Park
 - Corrections required for grade/ramp at entrance of gazebo
- **Relocation of ADA portable toilets & installation of “screening” to prevent tipping**
- **Upgrades to Baseball Area in East Park**
 - Companion seating near bleachers
 - Accessible route to dugouts
- **Playgrounds East/West Park**
 - Investigate relocation and installation of Universal Design play structures
- **Installation of internal walking/linking trails in Manly W. Bennett Park to connect to Lakelands Trail proper**

TRAINING

- **Continue On-line webinar training sessions**
- **Participate in local training sessions through MParks**



Hamburg Senior Center
10407 Merrill Road ♦ P.O. Box 157
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810.222.1140 ♦ Fax: 810.231.3877
www.hamburg.mi.us

Senior Center Goals and Objectives Fiscal Year 2020-2021

Programming

- Continue to develop and implement new programs to meet the needs and demands of our seniors.
 - Increase programming for Art & Crafts
 - Increase wellness and exercise programs
 - Establish programs for hobbies such as woodworking and photography

Long Range Goal:

Coordinate with Township Parks & Recreation to build pickleball courts for Senior Center and community usage.

Membership

- Continue to grow membership.
 - Connect with new members through HOA newsletters
 - Learn to use Facebook as a marketing tool for Senior Center and programs

Long Range Goal:

Utilize a software program such as My Senior Center to track membership, program attendance, and individual member information.

Connection

- Connect with area organizations to provide support and resources to the Senior Center.
 - Expand Senior Resource Directory to include area businesses that provide a senior discount
 - Continue to collaborate with Hamburg Library
 - Work with area Senior Living Facilities to provide a link for seniors and their families

Education

- Continue to foster the development and knowledge base of staff.
 - CPR Certification for staff and members
 - Education on senior issues such as memory loss and communication, senior health issues, senior living, and social connections and aging well

Staffing

- As membership continues to grow, expand staff to support the needs of membership and programming.
 - Expand staffing hours to 9 am to 3 pm daily
 - Create a volunteer receptionist position to greet members, answer simple questions, and direct them to staff

Transportation

- Continue to develop and collaborate with LETS on Senior Center transportation.
 - Continue rides to and from the center
 - Plan destination trips to area attractions in and out of county
 - Encourage members to utilize the bus for medical appointments

Long Range Goal:

As the senior population continues to grow in the township, expand van services to include a second vehicle to accommodate growing demand.

Building and Grounds:

- Continue with regular updates and maintenance of building.
 - Reconfigure current information bulletin boards to be both aesthetically pleasing and informative
 - Repair or replace wall dividers in the building to accommodate multiple programs
 - Continue with routine maintenance of floors
 - Increase professional cleanings to weekly to accommodate growth in building usage
 - Update sound system and microphones
 - Work with Township to address safety issues of sidewalks
 - Modify the drinking fountain with a water bottle filling station
 - Install a lower coat rack in the lobby for ADA compliance

Building and Grounds continued:

Long Range Goal:

Install a LOOP audio system to transmit an audio signal directly into a hearing aid via a magnetic field. This system greatly reduces background noise, competing sounds, reverberation and other acoustic distortions that reduce clarity of sound. This will help engage seniors who would otherwise have trouble using hearing aids in a crowded room as well as increase membership with the hearing impaired demographic.

Expand building to accommodate growing population and increase programming.



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To: Mike Dolan, Township Clerk

From: Thelma Kubitskey, Director of Accounting

Date: February 11, 2020

Subject: Accounting Department Goals and Objectives for FY 2020-21

The following are goals and objectives for fiscal year 2020-21 for the Hamburg Township Accounting Department

1. Work toward continuing a strong audit for the Township and Portage Sewer Authority.
2. Start the process of evaluating the BS&A payroll and time/attendance programs. Currently we are using Paycor, which fit the needs of the Township. However, the Paycor program and BS&A do not link, creating manual task, which are not efficient. I hope that this change in the payroll program will bring effectiveness and reduce manual journal entries.
3. Evaluate the BS&A programs to make sure the Township is using these programs to obtain the highest level of performance. BS&A provides the Township a platform to reduce manual journal entries, provide real time data, assist in being paperless, and management of employee's time.
4. Evaluate a Human Resource Program. This type of program will assist with employee tracking, application tracking, position tracking and budgeting.
5. Work toward paperless sewer bills within the BS&A utility program. Work with the Treasurer's Department to set up ACH payments for Utilities.
6. Work toward additional training with staff for the BS&A programs.
7. Continue the process of moving the Human Resources management to the Finance Department. Look into changing the storage of personal files.

8. Continue working with the Clerk to update the employee handbook and the policy and procedures manual. Once completed and approved by the Board, maintain that both documents remain up to date.
9. With storage space minimal, continuing to scan documents into the software the Township is currently using, however, moving forward, using the features within the BS&A programs for record retention. This will allow real time access to financial records
10. Continue multi-year capital budgeting. The capital budget should be at least six years and reviewed by the Board by law. This will assist in monitoring the long term needs of the Township by reviewing the conditions of current capital assets and then identifying projects or assets that need to be completed or purchased. Long-term capital budgeting can be effective in avoiding emergency purchases/projects which may potentially decrease operating cash and adversely affect future years budgets.
11. Maintain the educational opportunities within the accounting department. The accounting specialists will continue to take classes that will improve their accounting, benefits and software knowledge. This training will specifically include human resources, payroll training and training related to the ongoing changes with the Affordable Care Act and Federal Tax laws. Also, with the ever-changing rules in accounting, benefits, etc., we need to pursue relevant educational and training opportunities throughout the fiscal year through organizations such as Michigan Government Finance Officers Association, Michigan Treasurers Association, Association of Public Treasurers of American and Canada, Government Finance Officer Association, Society of Human Resources Management, and others.

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TO: Hamburg Township Board
FR: Pat Hohl
RE: Roads
DA: 3-4-2020

Rieth Riley has settled their labor dispute and Jodie Tedesco indicates that the LCRC expects to do Hamburg Road north of Winans Lake Road, Chilson and Swarthout roads, and the subdivisions of Shadow Wood, Tara Glen, Lawrence, Arrowhead and Far Ravine this summer. As part of our Strategic Planning meeting we need to discuss our 2020 road improvements. Good candidates for resurfacing might be Strawberry Lake Road between Merrill and Hamburg, the portion of Swarthout west of Pettysville road that is not being resurfaced this summer, and crack filling several roads like Strawberry Lake west of Merrill, Merrill, Pettysville, and others. Please drive around and take a look at the conditions of our township roads so we can begin to formulate our 2020 road program.

Please review the following proposal to resurface Lee Road which passes through Green Oak Township, the City of Brighton and Hamburg Township. Both Green Oak Township and the City of Brighton have approved the cost-sharing proposal provided by the LCRC.

We will also be discussing the Road Millage, balance in the road account and additional road funding options including use of General Fund monies for paved roads and maintenance of gravel roads.

I also need direction from the Board on the McGregor road trail extension.