



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

Supervisor Pat Hohl Clerk Mike Dolan Treasurer Jason Negri Trustees Bill Hahn, Patricia Hughes, Chuck Menzies, Cindy Michniewicz

**HAMBURG TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING**

Hamburg Township Hall Board Room

Tuesday, March 15, 2022

7:00 p.m.

AGENDA

1. Call to Order
2. Pledge to the Flag
3. Roll Call of the Board
4. Call to the Public
5. Consent Agenda
6. Approval of the Agenda
7. Unfinished Business
 - A. Parks & Recreation – HERO Agreement Request
8. Current Business:
 - A. Fire – SOP's: #100-08B: Privately-Owned Vehicles, #200-01B: Department Vehicle Response, #200-02B: Mutual Aid Response, #200-05B: Medical Protocols & Scope of Practice, #200-06B: Medical Documentation and Quality Assurance and #200-26: Boat Operations
 - B. Police – SOP's: #100-2: Citizen Complaint Procedure, #300-8: Response to Persons with Mental Illness, #300-39: Media Relations, #300-44: Incident Command System and #600-6: Disciplinary Procedures
 - C. Public Safety –Park Ranger Position
 - D. Emergency Management Resolution
 - E. Michigan DNR Trust Fund Grant Resolution
 - F. Livingston County Road Project Agreements; Merrill Road & Strawberry Lake Road
 - G. Resolution to Authorize New Banking / Investment Accounts - GovMIC Fund Management
 - H. Township Fee Schedule - Cemetery
 - I. Sewer Install Refund
9. Call to the Public
10. Board Comments
11. Adjournment

Pledge to the Flag



No Correspondence



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**HAMBURG TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
Hamburg Township Hall Board Room
Tuesday, March 15, 2022
7:00 p.m.**

CONSENT AGENDA

- 1. Approval of the Minutes**
 - A. Township Board Regular Meeting Minutes – March 1, 2022
- 2. Bills/Vendor Payable List (A & B)**
 - A. Payment Approval – KCI – WCA Assessing Mailing - \$5,005.08
- 3. Department/Committee Reports**
 - A. Public Safety Monthly Report – February 2022
 - B. Hamburg Historical Museum Monthly Report – February 2022
 - C. Cemetery Committee Meeting Minutes – January 24, 2022
- 4. Public Information**
 - A. Hamburg Township Historical Society – Newsletter
- 5. Correspondence**
 - A. None

B. Police Department – SOP 400-3: Reserve Police Officer Program, SOP 600-1: Police Officer Recruitment and Selection, SOP 600-22: Promotions, and SOP 600-23: Special Assignments - Updates

Motion by Dolan, second by Hughes, to approve the updated Police Department SOP 400-3: Reserve Police Officer Program, and adding SOP 600-1: Police Officer Recruitment and Selection, SOP 600-22: Promotions, and SOP 600-23: Special Assignments with the amendment to include the language of Township Designated to be consistent.

Voice Vote: AYES: 4, NAYS: 0, Absent: 3

MOTION CARRIED

C. Murrie Glen – Development Agreement

Motion by Hughes, second by Dolan, to move the Development Agreement for Murrie Glen with the amendment of the install prior to the issuance of the final 5 certificates of occupancy in 3B be changed to the final 10 certificates of occupancy.

Voice Vote: AYES: 2, NAYS: 2 (Hohl, Michniewicz), Absent: 3

MOTION FAILED

Motion by Hohl, second by Michniewicz, to approve the exact motion made by Hughes but with the Zoning Administrator to be given administrative leeway to provide some common-sense deviations from the 10-unit requirements based on the good of the development. For example, sidewalks on unconstructed sites.

Voice Vote: AYES: 3, NAYS: 1 (Hughes), Absent: 3

MOTION CARRIED

D. Murrie Glen – Private Road Agreement

Motion by Hughes, second by Michniewicz, to move that we approve the Private Road Maintenance Agreement between Murrie Glen Condominiums CL48 Properties LLC and Hamburg Township as presented today in the packet of the March 1, 2022 Board Meeting.

Voice Vote: AYES: 4, NAYS: 0, Absent: 3

MOTION CARRIED

E. HERO – Banner Application

Motion by Dolan, second by Michniewicz, to approve the Banner Application as requested and direct the Clerk to forward it to the Livingston County Road Commission.

Voice Vote: AYES: 4, NAYS: 0, Absent: 3

MOTION CARRIED

F. HERO – Sign Permit

Motion by Dolan, second by Michniewicz, to approve the installation of temporary sign on the Township Property at the south west corner of Merrill Rd & M-36 for the period of June 1st to June 19th 2022 in relation to the Park Use Approval for the said Event.

Voice Vote: AYES: 4, NAYS: 0, Absent: 3

MOTION CARRIED

G. HERO – Speed Limit Reduction

Motion by Dolan, second by Hughes, to support the Speed Limit Reduction Request for the time period Event on Merrill Rd and direct the Clerk to submit to the Livingston County Road Commission.

Voice Vote: AYES: 4, NAYS: 0, Absent: 3

MOTION CARRIED

H. HERO – Park Use

Motion by Hohl, second by Hughes, to table.

Voice Vote: AYES: 4, NAYS: 0, Absent: 3

MOTION CARRIED

I. Senior Center Use & Fee Change

Motion by Hohl, second by Dolan, to request that the Parks Coordinator incorporate discussion from today and come back on April 5, 2022 with a revised policy.

Voice Vote: AYES: 4, NAYS: 0, Absent: 3

MOTION CARRIED

J. Springfield Urgent Care

Motion by Hohl, second by Hughes, to approve to adopt Springfield Urgent Care effective as soon as possible for occupational health services, pre-employment physicals as proposed in the memo from Thelma Kubitskey dated 2/23/2022 and updating in the Administration book under vendors and contractual services.

Voice Vote: AYES: 4, NAYS: 0, Absent: 3

MOTION CARRIED

K. Bobcat Purchase

Motion by Hohl, second by Michniewicz, to approve the purchase of a Bobcat E50 R2 from Carleton Bobcat at a cost of \$70,804.88 as outlined in Tony Randazzo's memo with the cost to be divided between DPW & General Fund.

Voice Vote: AYES: 4, NAYS: 0, Absent: 3

MOTION CARRIED

L. Mid-Towne Collision Bill

Motion by Hohl, second by Dolan, to approve the payment of \$4,785.25 to Mid-Towne Collision for work performed.

Voice Vote: AYES: 4, NAYS: 0, Absent: 3

MOTION CARRIED

M. ZBA Variance Refund

Motion by Hohl, second by Hughes, to approve the ZBA Variance Refund of \$500.

Voice Vote: AYES: 4, NAYS: 0, Absent: 3

MOTION CARRIED

N. Board of Review Appointment

Motion by Dolan, second by Michniewicz, to amend the Agenda to also include N. Board of Review Appointment.

Voice Vote: AYES: 4, NAYS: 0, Absent: 3

MOTION CARRIED

Motion by Hohl, second by Dolan, to approve the appointment of Mike Bitondo as a Township Board of Review Member effective immediately to replace a position vacated by Ken Watson a week ago.

Voice Vote: AYES: 4, NAYS: 0, Absent: 3

MOTION CARRIED

9. Call to the Public

Joanna Hardesty, 4277 E M-36, asked if she could find out if she could be informed when her HERO item is being tabled until and asked if the item could be added for the next meeting in two weeks.

Anja Mackey, 8760 Tamarack Dr, expressed her frustration about the support of the FunFest.

10. Board Comments

Hohl stated his support of FunFest.

Dolan stated that he will add the HERO Park Use item on for the next meeting along with the original agreement, the addendum and the agreement from today.

11. Adjourn Meeting

Motion by Dolan, supported by Michniewicz, to adjourn meeting.

Voice Vote: AYES: 4, NAYS: 0, Absent: 3

MOTION CARRIED

Meeting adjourned at 4:47 p.m.

Respectfully submitted,



Courtney L. Paton
Recording Secretary



Mike Dolan
Township Clerk

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 000.000					
101-000.000-231.100	DUE TO UNION DUES	POLICE OFFICER LABOR COU	MARCH 2022 DUES	804.00	
101-000.000-608.000	ZONING BOARD OF APPEALS APPLIC	DOYLE HOMES, INC.	ZBA VARIANCE REFUND	500.00	
Total For Dept 000.000				1,304.00	
Dept 265.000 Township Buildings					
101-265.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	ALLSTAR ALARM, LLC	NEW ALARM PAD FOR TOWNSHIP HALL	796.66	
Total For Dept 265.000 Township Buildings				796.66	
Dept 299.000 Other Expenses					
101-299.000-933.000	EQUIPMENT MAINT/REPAIR	PITNEY BOWES GLOBAL FINA	12/28/21 - 3/27/22	473.67	
Total For Dept 299.000 Other Expenses				473.67	
Dept 450.000 Street Lighting					
101-450.000-926.000	STREET LIGHTING	DTE ENERGY	9100 167 2011 2 - UNIT LIGHTING -1/22	48.58	
Total For Dept 450.000 Street Lighting				48.58	
Dept 803.000 HISTORICAL MUSEUM					
101-803.000-853.000	PHONE/COMM/INTERNET	CHARTER COMMUNICATIONS	8245 12 483 0180010 - MUSEUM - 2/19-3	137.97	
Total For Dept 803.000 HISTORICAL MUSEUM				137.97	
Total For Fund 101 General Fund				2,760.88	
Fund 206 Fire Fund					
Dept 000.000					
206-000.000-921.000	ELECTRIC	DTE ENERGY	9100 086 3146 7 - F.D.#12 - 1/22-2/21	1,097.78	
206-000.000-921.100	SIREN ELECTRIC USAGE	DTE ENERGY	9200 279 0885 3 - SHEHAN RD BLDG SIRE	34.13	
206-000.000-921.100	SIREN ELECTRIC USAGE	DTE ENERGY	9200 279 0884 6 - WINANS LK RD BLDG S	34.13	
206-000.000-921.100	SIREN ELECTRIC USAGE	DTE ENERGY	9200 279 0880 4 - PETTYSVILLE RD SIRE	34.13	
206-000.000-921.100	SIREN ELECTRIC USAGE	DTE ENERGY	9200 279 0883 8 -E M 36 SIREN - 12/23	34.13	
206-000.000-921.100	SIREN ELECTRIC USAGE	DTE ENERGY	9100 114 5063 2 - STRAWBERRY LK RD BL	16.80	
206-000.000-921.100	SIREN ELECTRIC USAGE	DTE ENERGY	9200 279 0878 8 - 9470 CHILSON RD SIR	34.13	
206-000.000-921.100	SIREN ELECTRIC USAGE	DTE ENERGY	9200 279 0879 6 - 6730 STRAWBERRY LK	34.13	
206-000.000-921.100	SIREN ELECTRIC USAGE	DTE ENERGY	9100 167 2020 3 - 7701 HAMB RD SIREN	17.97	
206-000.000-965.000	TRAINING	BRIGHTON AREA FIRE AUTHO	PLANNING SECTION CHIEF TRAINING	500.00	
206-000.000-965.000	TRAINING	MICHIGAN MUNICIPAL RISK	MMRMA - MACHINE RESCUE CLASS	300.00	
Total For Dept 000.000				2,137.33	
Total For Fund 206 Fire Fund				2,137.33	
Fund 207 Police Fund					
Dept 000.000					
207-000.000-939.000	VEHICLE MAINTENANCE	MID-TOWNE COLLISION	PARTS FOR 2019 JEEP GRAND CHEROKEE LA	4,785.25	
Total For Dept 000.000				4,785.25	
Total For Fund 207 Police Fund				4,785.25	
Fund 208 SENIORS, PARKS, LL TRAIL					
Dept 805.000 SENIOR CENTER					
208-805.000-853.000	PHONE/COMM/INTERNET	CHARTER COMMUNICATIONS	8245 12 483 0156556 - S.C. - 2/22-3/2	258.73	
Total For Dept 805.000 SENIOR CENTER				258.73	
Total For Fund 208 SENIORS, PARKS, LL TRAIL				258.73	
Fund 492 Mumford Park Lighting SAD					

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 492 Mumford Park Lighting SAD					
Dept 000.000					
492-000.000-926.000	STREET LIGHTING	DTE ENERGY	9100 086 3102 0 - MUMFORD PK LIGHTING	137.86	
Total For Dept 000.000				137.86	
Total For Fund 492 Mumford Park Lighting SAD				137.86	
Fund 590 SEWER FUND					
Dept 001.000					
590-001.000-921.000	ELECTRIC	DTE ENERGY	9100 141 9399 9 - WINANS PUMP STN - 1	223.19	
590-001.000-921.000	ELECTRIC	DTE ENERGY	9100 086 3063 4 - ORE LK PUMP STN - 1	500.97	
590-001.000-921.000	ELECTRIC	DTE ENERGY	9100 081 1657 6 - HAMB RD PUMP STN -	586.74	
Total For Dept 001.000				1,310.90	
Total For Fund 590 SEWER FUND				1,310.90	
Fund 703 Winter Tax Collection Fund					
Dept 000.000					
703-000.000-275.000	OVER/UNDER PAYMENTS	WILLIAM DARIN	REFUND = OVERPAYMENT	3,951.08	
Total For Dept 000.000				3,951.08	
Total For Fund 703 Winter Tax Collection Fund				3,951.08	

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

Fund 101 General Fund	2,760.88
Fund 206 Fire Fund	2,137.33
Fund 207 Police Fund	4,785.25
Fund 208 SENIORS, PARK	258.73
Fund 492 Mumford Park	137.86
Fund 590 SEWER FUND	1,310.90
Fund 703 Winter Tax Co	3,951.08

Total For All Funds:	<u>15,342.03</u>
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PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 000.000					
101-000.000-073.000	DUE FROM LIBRARY	PAYCOR PAYROLL SERVICES	PAY DATE 2/3/2022	39.96	1001505
101-000.000-073.000	DUE FROM LIBRARY	PAYCOR PAYROLL SERVICES	PAY DATE 02/17/2022	69.53	1001505
101-000.000-073.003	RETIREMENT - LIBRARY	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/2/2022	1,079.10	1001497
101-000.000-073.003	RETIREMENT - LIBRARY	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/17/22	1,079.10	1001497
101-000.000-231.500	DEFERRED COMPENSATION (ING)	ALERUS RETIREMENT SOLUTI	457 CONTRIBUTION PAY DATE 2/3/2022	10,317.69	1001497
101-000.000-231.500	DEFERRED COMPENSATION (ING)	ALERUS RETIREMENT SOLUTI	457 CONTRIBUTION PAYDATE 2/17/2022	10,093.76	1001497
101-000.000-231.800	MUNICIPAL EMPLOYEES RETIREMENT	MUNICIPAL EMPLOYEE'S RET	2022-01	11,160.11	1001504
101-000.000-280.000	REAL PROP SETTLEMENT FROM CTY	HAMBURG TOWNSHIP LIBRARY	2021 DELINQUENT PERSONAL PROPERTY REI	2,538.37	1001501
Total For Dept 000.000				36,377.62	
Dept 101.000 Township Board					
101-101.000-720.000	RETIREMENT	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/17/22	296.88	1001497
Total For Dept 101.000 Township Board				296.88	
Dept 171.000 Township Supervisor					
101-171.000-720.000	RETIREMENT	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/2/2022	355.04	1001497
101-171.000-720.000	RETIREMENT	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/17/22	355.04	1001497
Total For Dept 171.000 Township Supervisor				710.08	
Dept 191.000 Elections					
101-191.000-720.000	RETIREMENT	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/2/2022	516.23	1001497
101-191.000-720.000	RETIREMENT	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/17/22	517.81	1001497
Total For Dept 191.000 Elections				1,034.04	
Dept 201.000 ACCOUNTING					
101-201.000-720.000	RETIREMENT	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/2/2022	1,001.19	1001497
101-201.000-720.000	RETIREMENT	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/17/22	1,001.19	1001497
Total For Dept 201.000 ACCOUNTING				2,002.38	
Dept 215.000 CLERK'S OFFICE					
101-215.000-720.000	RETIREMENT	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/2/2022	725.07	1001497
101-215.000-720.000	RETIREMENT	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/17/22	726.65	1001497
Total For Dept 215.000 CLERK'S OFFICE				1,451.72	
Dept 245.000 TECHNICAL/UTILITIES SERVICES					
101-245.000-720.000	RETIREMENT	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/2/2022	779.01	1001497
101-245.000-720.000	RETIREMENT	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/17/22	630.99	1001497
Total For Dept 245.000 TECHNICAL/UTILITIES SERVICES				1,410.00	
Dept 253.000 Treasurer					
101-253.000-720.000	RETIREMENT	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/2/2022	462.91	1001497
101-253.000-720.000	RETIREMENT	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/17/22	462.90	1001497
Total For Dept 253.000 Treasurer				925.81	
Dept 265.000 Township Buildings					
101-265.000-720.000	RETIREMENT	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/2/2022	431.13	1001497
101-265.000-720.000	RETIREMENT	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/17/22	425.35	1001497
Total For Dept 265.000 Township Buildings				856.48	
Dept 299.000 Other Expenses					
101-299.000-853.000	PHONE/COMM/INTERNET	TELNET WORLDWIDE	1/8/2022 - 2/7/2022	83.35	1001508
101-299.000-956.000	PAYROLL PROCESSING	PAYCOR PAYROLL SERVICES	PAY DATE 2/3/2022	330.82	1001505
101-299.000-956.000	PAYROLL PROCESSING	PAYCOR PAYROLL SERVICES	PAY DATE 02/17/2022	516.43	1001505

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PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 299.000 Other Expenses					
Total For Dept 299.000 Other Expenses				930.60	
Dept 410.000 Zoning					
101-410.000-720.000	RETIREMENT	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/2/2022	532.72	1001497
101-410.000-720.000	RETIREMENT	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/17/22	532.72	1001497
Total For Dept 410.000 Zoning				1,065.44	
Total For Fund 101 General Fund				47,061.05	
Fund 206 Fire Fund					
Dept 000.000					
206-000.000-720.000	RETIREMENT	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/2/2022	2,310.00	1001497
206-000.000-720.000	RETIREMENT	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/17/22	2,167.89	1001497
206-000.000-853.000	PHONE/COMM/INTERNET	TELNET WORLDWIDE	1/8/2022 - 2/7/2022	127.82	1001508
Total For Dept 000.000				4,605.71	
Total For Fund 206 Fire Fund				4,605.71	
Fund 207 Police Fund					
Dept 000.000					
207-000.000-720.000	RETIREMENT	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/2/2022	955.01	1001497
207-000.000-720.000	RETIREMENT	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/17/22	955.01	1001497
207-000.000-720.000	RETIREMENT	MUNICIPAL EMPLOYEE'S RET	2022-01	27,216.65	1001504
207-000.000-853.000	PHONE/COMM/INTERNET	TELNET WORLDWIDE	1/8/2022 - 2/7/2022	253.29	1001508
Total For Dept 000.000				29,379.96	
Total For Fund 207 Police Fund				29,379.96	
Fund 208 SENIORS, PARKS, LL TRAIL					
Dept 750.000 Recreation Board					
208-750.000-720.000	RETIREMENT	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/2/2022	168.83	1001497
208-750.000-720.000	RETIREMENT	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/17/22	168.83	1001497
Total For Dept 750.000 Recreation Board				337.66	
Dept 805.000 SENIOR CENTER					
208-805.000-720.000	RETIREMENT	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/2/2022	235.25	1001497
208-805.000-720.000	RETIREMENT	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/17/22	235.25	1001497
208-805.000-853.000	PHONE/COMM/INTERNET	TELNET WORLDWIDE	1/8/2022 - 2/7/2022	18.21	1001508
Total For Dept 805.000 SENIOR CENTER				488.71	
Total For Fund 208 SENIORS, PARKS, LL TRAIL				826.37	
Fund 590 SEWER FUND					
Dept 001.000					
590-001.000-720.000	RETIREMENT	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/2/2022	2,150.15	1001497
590-001.000-720.000	RETIREMENT	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAY DATE 2/17/22	1,955.62	1001497
Total For Dept 001.000				4,105.77	
Dept 002.000					
590-002.000-853.000	PHONE/COMM/INTERNET	TELNET WORLDWIDE	1/8/2022 - 2/7/2022	12.14	1001508
Total For Dept 002.000				12.14	
Total For Fund 590 SEWER FUND				4,117.91	
Fund 703 Winter Tax Collection Fund					

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 703 Winter Tax Collection Fund					
Dept 000.000					
703-000.000-222.101	DUE TO COUNTY TAXES	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 1/16-1/31/22	5,969.43	1001503
703-000.000-222.101	DUE TO COUNTY TAXES	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 2/1-2/15/22	5,022.27	1001503
703-000.000-222.201	DUE TO COUNTY AMBULANCE	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 1/16-1/31/22	19,644.48	1001503
703-000.000-222.201	DUE TO COUNTY AMBULANCE	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 2/1-2/15/22	35,135.35	1001503
703-000.000-222.203	DUE TO COUNTY PARKS	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 1/16-1/31/22	14,333.07	1001503
703-000.000-222.203	DUE TO COUNTY PARKS	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 2/1-2/15/22	25,635.17	1001503
703-000.000-222.205	DUE TO COUNTY VETS RELIEF	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 1/16-1/31/22	7,731.23	1001503
703-000.000-222.205	DUE TO COUNTY VETS RELIEF	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 2/1-2/15/22	13,827.75	1001503
703-000.000-222.500	DUE TO COUNTY SET	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 1/16-1/31/22	11,057.63	1001503
703-000.000-222.500	DUE TO COUNTY SET	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 2/1-2/15/22	9,303.25	1001503
703-000.000-222.600	DUE TO WASHTENAW COUNTY LAKE IM	WASHTENAW COUNTY TREASUR	TAXES COLLECTED 1/16-1/31/22	13,516.00	1001509
703-000.000-222.600	DUE TO WASHTENAW COUNTY LAKE IM	WASHTENAW COUNTY TREASUR	TAXES COLLECTED 2/1-2/15/22	26,011.56	1001509
703-000.000-223.000	DUE TO LIBRARY	HAMBURG TOWNSHIP LIBRARY	TAXES COLLECTED 1/16-1/31/22	52,248.05	1001501
703-000.000-223.000	DUE TO LIBRARY	HAMBURG TOWNSHIP LIBRARY	TAXES COLLECTED 2/1-2/15/22	93,448.67	1001501
703-000.000-223.401	DUE TO DEXTER LIBRARY/TAX	DEXTER DISTRICT LIBRARY	TAXES COLLECTED 2/1-2/15/22	8,128.60	1001500
703-000.000-223.401	DUE TO DEXTER LIBRARY/TAX	DEXTER DISTRICT LIBRARY	TAXES COLLECTED 1/16-1/31/22	5,578.75	1001500
703-000.000-223.402	DUE TO DEXTER LIBRARY BOND DEBT	DEXTER DISTRICT LIBRARY	TAXES COLLECTED 2/1-2/15/22	2,838.52	1001500
703-000.000-223.402	DUE TO DEXTER LIBRARY BOND DEBT	DEXTER DISTRICT LIBRARY	TAXES COLLECTED 1/16-1/31/22	1,948.04	1001500
703-000.000-225.101	DUE TO PINCKNEY SCH OPER TAX	PINCKNEY COMMUNITY SCHOO	TAXES COLLECTED 1/16-1/31/22	426,857.94	1001506
703-000.000-225.101	DUE TO PINCKNEY SCH OPER TAX	PINCKNEY COMMUNITY SCHOO	TAXES COLLECTED 2/1-2/15/22	498,318.78	1001506
703-000.000-225.103	DUE TO PINCKNEY SCH DEBT TAX	PINCKNEY COMMUNITY SCHOO	TAXES COLLECTED 1/16-1/31/22	401,907.81	1001506
703-000.000-225.103	DUE TO PINCKNEY SCH DEBT TAX	PINCKNEY COMMUNITY SCHOO	TAXES COLLECTED 2/1-2/15/22	749,072.19	1001506
703-000.000-225.201	DUE TO BRIGHTON SCH OPERATING T	BRIGHTON AREA SCHOOLS	TAXES COLLECTED 1/16-1/31/22	1,938.53	1001498
703-000.000-225.201	DUE TO BRIGHTON SCH OPERATING T	BRIGHTON AREA SCHOOLS	TAXES COLLECTED 2/1-2/15/22	671.76	1001498
703-000.000-225.202	BRIGHTON SCHOOL OPERATING VOTED	BRIGHTON AREA SCHOOLS	TAXES COLLECTED 1/16-1/31/22	1,243.78	1001498
703-000.000-225.202	BRIGHTON SCHOOL OPERATING VOTED	BRIGHTON AREA SCHOOLS	TAXES COLLECTED 2/1-2/15/22	842.97	1001498
703-000.000-225.203	DUE TO BRIGHTON SCH DEBT TAX	BRIGHTON AREA SCHOOLS	TAXES COLLECTED 1/16-1/31/22	73,797.33	1001498
703-000.000-225.203	DUE TO BRIGHTON SCH DEBT TAX	BRIGHTON AREA SCHOOLS	TAXES COLLECTED 2/1-2/15/22	115,422.96	1001498
703-000.000-225.401	DUE TO DEXTER SCHOOL-OPER TAX	DEXTER COMMUNITY SCHOOLS	TAXES COLLECTED 1/16-1/31/22	27,444.39	1001499
703-000.000-225.401	DUE TO DEXTER SCHOOL-OPER TAX	DEXTER COMMUNITY SCHOOLS	TAXES COLLECTED 2/1-2/15/22	24,072.51	1001499
703-000.000-225.403	DUE TO DEXTER SCHOOL-DEBT TAX	DEXTER COMMUNITY SCHOOLS	TAXES COLLECTED 1/16-1/31/22	43,582.13	1001499
703-000.000-225.403	DUE TO DEXTER SCHOOL-DEBT TAX	DEXTER COMMUNITY SCHOOLS	TAXES COLLECTED 2/1-2/15/22	63,500.73	1001499
703-000.000-227.104	DUE TO DRAIN BASS LAKE LAKE LEV	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 1/16-1/31/22	131.06	1001503
703-000.000-227.104	DUE TO DRAIN BASS LAKE LAKE LEV	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 2/1-2/15/22	267.66	1001503
703-000.000-227.115	DUE TO DRAIN PORTAGE BASELINE 1	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 1/16-1/31/22	627.50	1001503
703-000.000-227.115	DUE TO DRAIN PORTAGE BASELINE 1	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 2/1-2/15/22	1,150.38	1001503
703-000.000-227.228	VALLEY FORGE 202 DRAIN(2006)	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 1/16-1/31/22	689.09	1001503
703-000.000-227.228	VALLEY FORGE 202 DRAIN(2006)	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 2/1-2/15/22	918.80	1001503
703-000.000-227.229	WEST POINT HILLS DRAIN (21018)	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 1/16-1/31/22	23.75	1001503
703-000.000-227.229	WEST POINT HILLS DRAIN (21018)	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 2/1-2/15/22	96.78	1001503
703-000.000-230.001	DUE TO PBLASWA - DELINQ O&M	PORTAGE-BASE LK AREA WAT	TAXES COLLECTED 1/16-1/31/22	535.00	1001507
703-000.000-230.001	DUE TO PBLASWA - DELINQ O&M	PORTAGE-BASE LK AREA WAT	TAXES COLLECTED 2/1-2/15/22	1,704.00	1001507
703-000.000-234.101	DUE TO LISD TAX	LIVINGSTON COUNTY EDUCAT	TAXES COLLECTED 2/1-2/15/22	321,857.52	1001502
703-000.000-234.101	DUE TO LISD TAX	LIVINGSTON COUNTY EDUCAT	TAXES COLLECTED 1/16-1/31/22	173,262.11	1001502
703-000.000-234.201	DUE TO WISD TAX	WASHTENAW INTERMEDIATE S	TAXES COLLECTED 2/1-2/15/22	42,147.12	1001510
703-000.000-234.201	DUE TO WISD TAX	WASHTENAW INTERMEDIATE S	TAXES COLLECTED 1/16-1/31/22	28,926.63	1001510
Total For Dept 000.000				3,352,389.03	
Total For Fund 703 Winter Tax Collection Fund				3,352,389.03	

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PAID

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

Fund 101 General Fund	47,061.05
Fund 206 Fire Fund	4,605.71
Fund 207 Police Fund	29,379.96
Fund 208 SENIORS, PARK	826.37
Fund 590 SEWER FUND	4,117.91
Fund 703 Winter Tax Co	3,352,389.03
Total For All Funds:	3,438,380.03

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OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 000.000					
101-000.000-073.002	DISABILITY - LIBRARY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 3/1-3/31/2022 -	133.40	
101-000.000-073.004	LIFE INSURANCE - LIBRARY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 3/1-3/31/22 - L	27.00	
101-000.000-222.000	DUE TO COUNTY TRAILER FEES	LIVINGSTON COUNTY TREASU	TRAILER FEES REC'D ON 3/4/2022 FOR FE	168.00	
101-000.000-222.000	DUE TO COUNTY TRAILER FEES	LIVINGSTON COUNTY TREASU	TRAILER FEES REC'D FOR FEBRUARY ON 3/	672.00	
101-000.000-222.204	DUE TO COUNTY DOG LICENSE FEE	LIVINGSTON COUNTY TREASU	DOG TAG DISTRIBUTION 2/1-2/28/22	562.50	
101-000.000-231.400	DUE TO COLONIAL LIFE	COLONIAL LIFE	BCN: E4362067 - DEDUCTION DATES 2/3 &	264.46	
101-000.000-231.410	DUE TO AFLAC (BIWEEKLY)	AFLAC - AMERICAN FAMILY	BN423 - FEBRUARY	525.22	
101-000.000-231.420	VOL. LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0002-000 3/1-3/31/22	469.05	
101-000.000-231.450	DUE TO UNUM (BIWEEKLY)	PROVIDENT LIFE AND ACCID	E0120220- 2/3-3/3/2022	67.50	
101-000.000-279.958	MURIE GLEN SITE	ROSATI, SCHULTZ, JOPPICH	PLANNING & ZONING MATTERS THROUGH 1/	2,572.50	
101-000.000-422.000	CHARGE BACKS/MTT/BOARD OF REVIE	LIVINGSTON COUNTY TREASU	STC ASSESSED & TV DECREASE	34.18	
101-000.000-422.000	CHARGE BACKS/MTT/BOARD OF REVIE	LIVINGSTON COUNTY TREASU	PRE BONAFIDE SALE	137.55	
Total For Dept 000.000				5,633.36	
Dept 101.000 Township Board					
101-101.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	ORDINANCE ENFORCEMENT MATTERS THROUGH	56.00	
101-101.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	GENERAL MATTERS THROUGH 1/31/22	1,326.00	
Total For Dept 101.000 Township Board				1,382.00	
Dept 171.000 Township Supervisor					
101-171.000-719.000	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 3/1-3/31/2022 -	37.84	
101-171.000-721.000	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 3/1-3/31/22 - L	6.75	
Total For Dept 171.000 Township Supervisor				44.59	
Dept 191.000 Elections					
101-191.000-719.000	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 3/1-3/31/2022 -	55.06	
101-191.000-721.000	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 3/1-3/31/22 - L	13.49	
Total For Dept 191.000 Elections				68.55	
Dept 201.000 ACCOUNTING					
101-201.000-719.000	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 3/1-3/31/2022 -	103.11	
101-201.000-721.000	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 3/1-3/31/22 - L	20.25	
Total For Dept 201.000 ACCOUNTING				123.36	
Dept 215.000 CLERK'S OFFICE					
101-215.000-719.000	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 3/1-3/31/2022 -	76.60	
101-215.000-721.000	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 3/1-3/31/22 - L	15.54	
101-215.000-726.000	SUPPLIES & SMALL EQUIPMENT	RUBBER STAMPS UNLIMITED,	CLERK & ZONING NOTARY SUPPLIES	52.25	
101-215.000-861.000	MILEAGE	CRYSTAL SIMMONS	REIMBURSEMENT FOR MILEAGE - 1/28-2/28	18.45	
101-215.000-864.000	WORKSHOPS/SEMINARS	MICHIGAN TOWNSHIPS ASSOC	MEETING MANAGEMENT WEBINAR - DOLAN	25.00	
Total For Dept 215.000 CLERK'S OFFICE				187.84	
Dept 245.000 TECHNICAL/UTILITIES SERVICES					
101-245.000-719.000	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 3/1-3/31/2022 -	83.87	
101-245.000-721.000	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 3/1-3/31/22 - L	14.84	
Total For Dept 245.000 TECHNICAL/UTILITIES SERVICES				98.71	
Dept 253.000 Treasurer					
101-253.000-719.000	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 3/1-3/31/2022 -	36.93	
101-253.000-721.000	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 3/1-3/31/22 - L	6.75	
Total For Dept 253.000 Treasurer				43.68	
Dept 258.000 COMPUTER/CABLE					

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OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 258.000 COMPUTER/CABLE					
101-258.000-729.000	SOFTWARE MAINTENANCE	CDW GOVERNMENT, INC.	ANNUAL RENEWAL FOR ADOBE LICENSES -	2,340.52	
101-258.000-729.000	SOFTWARE MAINTENANCE	KNOWBE4, INC.	42 MONTHS OF SECURITY AWARENESS TRAIN	4,943.90	
101-258.000-853.000	PHONE/COMM/INTERNET	CHARTER COMMUNICATIONS	3/1-3/31/22 - TWP	355.47	
Total For Dept 258.000 COMPUTER/CABLE				7,639.89	
Dept 265.000 Township Buildings					
101-265.000-719.000	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 3/1-3/31/2022 -	50.18	
101-265.000-721.000	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 3/1-3/31/22 - L	13.50	
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER & COOLER	27.50	
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	
101-265.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	BLANKET P.O. - UNIFORMS FOR BLDGS. &	30.06	
101-265.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	BLANKET P.O. - UNIFORMS FOR BLDGS. &	30.06	
101-265.000-813.000	TRASH DISPOSAL	WM CORPORATE SERVICES, I	TRASH PICK UP	125.93	
101-265.000-921.000	ELECTRIC	DTE ENERGY	9100 139 0346 3 - OLD PACKER/NEW DPW	740.65	
101-265.000-921.000	ELECTRIC	DTE ENERGY	9100 086 3118 6 - CEMETERY - 1/25-2/2	14.76	
101-265.000-921.000	ELECTRIC	DTE ENERGY	9100 086 3167 3 - TWP - 1/25-2/23/22	1,601.98	
101-265.000-932.000	MAINTENANCE TWP HALL	LAKESIDE SERVICE COMPANY	SERVICE CALL FOR TOWNSHIP HALL RTU. I	740.00	
101-265.000-932.000	MAINTENANCE TWP HALL	LAKESIDE SERVICE COMPANY	SERVICE CALL FOR TOWNSHIP HALL BOARD	222.00	
101-265.000-932.000	MAINTENANCE TWP HALL	TRI-COUNTY SUPPLY, INC.	BLANKET P.O. - CLEANING SUPPLIES FOR	63.27	
101-265.000-939.000	VEHICLE MAINTENANCE	CRUISERS, INC.	LIGHT BAR FOR NEW B&G RANGER	245.00	
101-265.000-939.000	VEHICLE MAINTENANCE	TRIPLE - D SIGNS, INC.	BLDGS. & GROUNDS TRUCK DOOR LOGO FOR	125.00	
101-265.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	LAKESIDE SERVICE COMPANY	NEW FURNACE FOR TOWNSHIP HALL - BOARD	4,929.25	
Total For Dept 265.000 Township Buildings				8,973.14	
Dept 276.000 CEMETERY					
101-276.000-801.000	CONTRACTUAL SERVICES	GRASS HYDRO SEEDING, INC	HAMBURG CEMETERY BURIAL	1,650.00	
Total For Dept 276.000 CEMETERY				1,650.00	
Dept 299.000 Other Expenses					
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	BIG PDQ	ENVELOPES WITH ASSESSING DEPT. RETURN	123.59	
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	OFFICE EXPRESS, INC.	NAMEPLATES FOR VARIOUS STAFF/BOARD ME	118.66	
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	OFFICE EXPRESS, INC.	REPLENISH COPY PAPER	112.98	
101-299.000-801.000	CONTRACTUAL SERVICES	MUNICIPAL CODE CORPORATI	MUNICODE MEETINGS AND PORTAL SUBSCRIP	3,200.00	
101-299.000-933.000	EQUIPMENT MAINT/REPAIR	BOB MAXEY FORD OF HOWELL	BLACK EXPLORER VEHICLE MAINTENANCE	80.89	
Total For Dept 299.000 Other Expenses				3,636.12	
Dept 400.000 Planning Commission					
101-400.000-726.000	SUPPLIES & SMALL EQUIPMENT	RUBBER STAMPS UNLIMITED,	CLERK & ZONING NOTARY SUPPLIES	71.20	
Total For Dept 400.000 Planning Commission				71.20	
Dept 410.000 Zoning					
101-410.000-719.000	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 3/1-3/31/2022 -	62.81	
101-410.000-721.000	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 3/1-3/31/22 - L	13.50	
Total For Dept 410.000 Zoning				76.31	
Dept 450.000 Street Lighting					
101-450.000-926.000	STREET LIGHTING	DTE ENERGY - STREET LIGH	STREET LIGHTS & TRAFFIC SIGNALS - 2/1	1,229.61	
Total For Dept 450.000 Street Lighting				1,229.61	
Dept 803.000 HISTORICAL MUSEUM					
101-803.000-921.000	ELECTRIC	DTE ENERGY	9100 335 8974 8 - MUSEUM - 1/25-2/23/	134.00	
Total For Dept 803.000 HISTORICAL MUSEUM				134.00	

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OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Total For Fund 101 General Fund				30,992.36	
Fund 204 Road Fund					
Dept 000.000					
204-000.000-422.000	CHARGE BACKS/MTT/BOARD OF REVIE	LIVINGSTON COUNTY TREASU	STC ASSESSED & TV DECREASE	30.62	
Total For Dept 000.000				30.62	
Total For Fund 204 Road Fund				30.62	
Fund 206 Fire Fund					
Dept 000.000					
206-000.000-422.000	CHARGE BACKS/MTT/BOARD OF REVIE	LIVINGSTON COUNTY TREASU	STC ASSESSED & TV DECREASE	53.59	
206-000.000-719.000	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 3/1-3/31/2022 -	208.77	
206-000.000-721.000	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 3/1-3/31/22 - L	39.15	
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER	40.00	
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER	23.96	
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	TRI-COUNTY SUPPLY, INC.	BLANKET P.O. - CLEANING SUPPLIES FOR	77.35	
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	TRI-COUNTY SUPPLY, INC.	BLANKET P.O. - CLEANING SUPPLIES FOR	70.68	
206-000.000-727.000	MEDICAL AND SCENE SUPPLIES	BOUND TREE MEDICAL, LLC	BLANKET P.O. FOR MEDICAL & SCENE SUPP	112.79	
206-000.000-727.000	MEDICAL AND SCENE SUPPLIES	BOUND TREE MEDICAL, LLC	IN EXCESS OF BPO 20210858	1,393.93	
206-000.000-751.000	VEHICLE FUEL	WEX FLEET UNIVERSAL	BLANKET P.O. FOR FUEL	2,662.76	
206-000.000-751.000	VEHICLE FUEL	WEX FLEET UNIVERSAL	BLANKET P.O. FOR FUEL	62.01	
206-000.000-758.000	UNIFORMS/ACCESSORIES	PHOENIX SAFETY OUTFITTER	BLANKET P.O. FOR UNIFORMS/ACCESSORIES	30.00	
206-000.000-758.000	UNIFORMS/ACCESSORIES	PHOENIX SAFETY OUTFITTER	BLANKET P.O. FOR UNIFORMS/ACCESSORIES	18.00	
206-000.000-758.000	UNIFORMS/ACCESSORIES	PHOENIX SAFETY OUTFITTER	BLANKET P.O. FOR UNIFORMS/ACCESSORIES	281.84	
206-000.000-759.000	TURN OUT GEAR	APOLLO FIRE EQUIPMENT CO	PPE FLASHLIGHTS	784.09	
206-000.000-759.000	TURN OUT GEAR	WEST SHORE SERVICES, INC	SURESEAL, KEVLAR TEMPLE STRAP PPE	29.58	
206-000.000-808.000	EMPLOYEE PHYSICALS/VACCINATION	ALPHA PSYCHOLOGICAL SERV	PSYCHOLOGICAL EVALUATION - DONADO	350.00	
206-000.000-808.000	EMPLOYEE PHYSICALS/VACCINATION	ALPHA PSYCHOLOGICAL SERV	PSYCHOLOGICAL EVALUATION - MOUGRABI	350.00	
206-000.000-808.000	EMPLOYEE PHYSICALS/VACCINATION	OCCUPATIONAL HEALTH CENT	PRE EMP PHYS, X-RAY & HEAVY METALS -	343.00	
206-000.000-813.000	TRASH DISPOSAL	WM CORPORATE SERVICES, I	TRASH PICK UP	232.83	
206-000.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	LABOR & EMPLOYMENT LAW THROUGH 1/31/2	1,206.00	
206-000.000-921.000	ELECTRIC	DTE ENERGY	9100 086 3133 5 - F.D.#11 - 1/25-2/23	1,097.78	
206-000.000-932.003	MAINTENANCE FIRE HALL	BJ'S HEATING & COOLING,	COMMERICAL DIAGNOSTIC CHARGE, STA 12	120.00	
206-000.000-932.003	MAINTENANCE FIRE HALL	BJ'S HEATING & COOLING,	STATION 12 WATER HEATER REPAIR	382.00	
206-000.000-932.003	MAINTENANCE FIRE HALL	NORTHWEST PIPE & SUPPLY,	STATION 11 WATER FILTERS	56.54	
206-000.000-932.003	MAINTENANCE FIRE HALL	OVERHEAD DOOR OF WHITMOR	REPAIR TO OVERHEAD DOOR AT STATION 11	553.50	
206-000.000-932.003	MAINTENANCE FIRE HALL	OVERHEAD DOOR OF WHITMOR	STATION 12, DOOR #2 REPAIR	370.00	
206-000.000-965.000	TRAINING	HARTLAND DEERFIELD FIRE	PADI DRY SUIT/MASK CERTS - DAN HILL,	700.00	
206-000.000-975.000	SPECIAL PROJECTS	MOTOROLA SOLUTIONS INC.	WAVE RADIO ACCESS	452.00	
206-000.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	DELL MARKETING L.P.	NEW LAPTOP AND DOCKING STATION FOR CA	1,198.80	
206-000.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	HARTLAND DEERFIELD FIRE	HTFD DIVE GEAR	9,518.90	
Total For Dept 000.000				22,819.85	
Total For Fund 206 Fire Fund				22,819.85	
Fund 207 Police Fund					
Dept 000.000					
207-000.000-422.000	CHARGE BACKS/MTT/BOARD OF REVIE	LIVINGSTON COUNTY TREASU	STC ASSESSED & TV DECREASE	77.36	
207-000.000-719.000	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 3/1-3/31/2022 -	674.47	
207-000.000-721.000	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 3/1-3/31/22 - L	116.10	
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CRH OHIO LTD	BOTTLED WATER - 3/1-3/31/22	49.00	
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	OFFICE EXPRESS, INC.	BLANKET P.O. FOR OFFICE SUPPLIES	95.63	
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	OFFICE EXPRESS, INC.	BLANKET P.O. FOR OFFICE SUPPLIES	95.63	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 207 Police Fund					
Dept 000.000					
207-000.000-726.100	AMMUNITION	KIESLER POLICE SUPPLY, I	AMMO	350.76	
207-000.000-729.000	SOFTWARE MAINTENANCE	CDW GOVERNMENT, INC.	ANNUAL RENEWAL FOR ADOBE LICENSES -	406.52	
207-000.000-758.500	UNIFORM CLEANING	KING KLEANERS	BLANKET P.O. FOR UNIFORM CLEANING	572.00	
207-000.000-801.000	CONTRACTUAL SERVICES	WM CORPORATE SERVICES, I	TRASH PICK UP - 2/1-2/28/2022	162.67	
207-000.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	DISTRICT COURT PROSECUTIONS THROUGH I	140.00	
207-000.000-853.000	PHONE/COMM/INTERNET	CHARTER COMMUNICATIONS	INTERNET SERVICES - 3/1-3/31/22	133.45	
207-000.000-853.000	PHONE/COMM/INTERNET	VERIZON WIRELESS	BLANKET P.O. FOR MONTHLY SERVICE FEES	498.05	
207-000.000-853.000	PHONE/COMM/INTERNET	VERIZON WIRELESS	MOBILE PHONES AND CASES FOR CARS/OFFI	799.92	
207-000.000-871.000	LAW ENFORCEMENT INFO NETWORK	STATE OF MICHIGAN	BLANKET P.O. FOR LEIN & VPN CONNECTIO	387.00	
207-000.000-871.000	LAW ENFORCEMENT INFO NETWORK	TRANSUNION RISK AND ALTE	BLANKET P.O. FOR INVESTIGATIVE SERVIC	135.60	
207-000.000-921.000	ELECTRIC	DTE ENERGY	9100 160 2711 2 - P.D. - 1/25-2/23/22	1,066.91	
207-000.000-932.002	MAINTENANCE POLICE BUILDING	TRI-COUNTY SUPPLY, INC.	BLANKET P.O. FOR CLEANING SUPPLIES	141.04	
207-000.000-933.000	EQUIPMENT MAINT/REPAIR	APPLIED IMAGING	BLANKET P.O. FOR SERVICE, LABOR & COP	199.73	
207-000.000-939.000	VEHICLE MAINTENANCE	BOB MAXEY FORD OF HOWELL	VEHICLE MAINT 7009	55.87	
207-000.000-939.000	VEHICLE MAINTENANCE	BOB MAXEY FORD OF HOWELL	DEDUCTIBLE FOR REPAIRS TO 701	250.00	
207-000.000-939.000	VEHICLE MAINTENANCE	COMPLETE BATTERY SOURCE,	BATTERY FOR UNIT 3185-	205.21	
207-000.000-939.000	VEHICLE MAINTENANCE	DIGICOM GLOBAL INC.	RADIOS	227.80	
207-000.000-939.000	VEHICLE MAINTENANCE	MID-TOWNE COLLISION	DEDUCTIBLE FOR 2015 FORD TAURUS	250.00	
207-000.000-939.000	VEHICLE MAINTENANCE	MID-TOWNE COLLISION	VEHICLE REPAIRS FOR 3185	4,235.70	
207-000.000-939.000	VEHICLE MAINTENANCE	MID-TOWNE COLLISION	DEDUCTIBLE FOR CAR 7009	250.00	
207-000.000-939.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	BLANKET P.O. FOR VEHICLE MAINTENANCE	24.95	
207-000.000-939.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	BLANKET P.O. FOR VEHICLE MAINTENANCE	140.91	
207-000.000-939.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	BLANKET P.O. FOR VEHICLE MAINTENANCE	29.95	
207-000.000-939.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	BLANKET P.O. FOR VEHICLE MAINTENANCE	1,561.65	
207-000.000-939.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	BLANKET P.O. FOR VEHICLE MAINTENANCE	102.00	
207-000.000-965.000	TRAINING	JONES & BARTLETT LEARNIN	TRAINING - BEGNOCHE INSTRUCTOR 1 ONLI	53.21	
207-000.000-965.000	TRAINING	STEPHEN LOCKE	REIMBURSEMENT - TRAINING MATERIAL (DO	37.10	
207-000.000-981.000	CAPITAL EXPENSE - VEHICLE	CRUISERS, INC.	PUSHBARS FOR NEW DURANGOS	3,450.80	
Total For Dept 000.000				16,976.99	
Total For Fund 207 Police Fund				16,976.99	
Fund 208 SENIORS, PARKS, LL TRAIL					
Dept 000.000					
208-000.000-276.200	SENIOR CENTER ACTIVITY FUND	OFFICE EXPRESS, INC.	OFFICE EXPRESS SENIOR CENTER SUPPLIES	32.01	
208-000.000-283.300	SENIOR CENTER TRIP DEPOSITS	FAYE WHEELDON	REFUND FOR LANCASTER PA TRIP	20.00	
208-000.000-283.300	SENIOR CENTER TRIP DEPOSITS	ROSE YOUNG	REFUND FOR LANCASTER, PA TRIP	20.00	
Total For Dept 000.000				72.01	
Dept 750.000 Recreation Board					
208-750.000-719.000	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 3/1-3/31/2022 -	18.86	
208-750.000-721.000	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 3/1-3/31/22 - L	4.72	
208-750.000-726.000	SUPPLIES & SMALL EQUIPMENT	DOG WASTE DEPOT	DOG WASTE ROLL BAGS	467.53	
208-750.000-813.000	TRASH DISPOSAL	WM CORPORATE SERVICES, I	TRASH PICK UP	176.15	
208-750.000-921.000	ELECTRIC	DTE ENERGY	9100 081 1673 3 - SOCCER FIELDS/PK&RE	55.92	
208-750.000-921.000	ELECTRIC	DTE ENERGY	3100 081 1689 9 - PARKING LOT LIGHTS	52.13	
208-750.000-921.000	ELECTRIC	DTE ENERGY	9100 122 7190 4 - MERRILL FIELD - 1/2	14.76	
208-750.000-941.000	PORTABLE TOILETS	PORTABLE TOILET SERVICES	BLANKET P.O. - DISC GOLF/ADULT WORKOU	197.22	
Total For Dept 750.000 Recreation Board				987.29	
Dept 800.000 LAKELAND TRAIL					
208-800.000-921.000	ELECTRIC	DTE ENERGY	9100 160 2734 4 - TUNNEL LIGHTING TRA	23.00	
208-800.000-941.000	PORTABLE TOILETS	PORTABLE TOILET SERVICES	BLANKET P.O. - 3 ADA UNITS @ VILLAGE,	465.74	

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 208 SENIORS, PARKS, LL TRAIL					
Dept 800.000 LAKELAND TRAIL					
208-800.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	STANTEC CONSULTING MICHI	HAMB LAKELANDS TRAIL BRIDGE REPLACEME	1,727.00	
Total For Dept 800.000 LAKELAND TRAIL				2,215.74	
Dept 805.000 SENIOR CENTER					
208-805.000-719.000	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 3/1-3/31/2022 -	26.28	
208-805.000-721.000	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 3/1-3/31/22 - L	6.75	
208-805.000-801.000	CONTRACTUAL SERVICES	LIVINGSTON COUNTY TREASU	LETS BUS INVOICE - JAN 2022	1,527.53	
208-805.000-804.000	SENIOR PROGRAMS	MEALS ON WHEELS	BLANKET P.O. - SENIOR BIRTHDAY LUNCHE	80.00	
208-805.000-813.000	TRASH DISPOSAL	WM CORPORATE SERVICES, I	TRASH PICK UP	117.43	
208-805.000-902.000	NEWSLETTER/PUBLICATIONS	ECONOPRINT INC.	SENIOR CENTER NEWSLETTERS - MARCH	323.18	
208-805.000-921.000	ELECTRIC	DTE ENERGY	9100 095 9768 3 - SEN CEN - 1/25-2/23	398.08	
208-805.000-932.001	MAINTENANCE COMM CENTER	LAKESIDE SERVICE COMPANY	SERVICE CALL FOR SENIOR CENTER FURNAC	280.00	
208-805.000-932.001	MAINTENANCE COMM CENTER	TRI-COUNTY SUPPLY, INC.	BLANKET P.O. - SENIOR CENTER CLEANING	511.93	
208-805.000-933.000	EQUIPMENT MAINT/REPAIR	APPLIED IMAGING	BLANKET P.O. - B/W & COLOR MONTHLY CO	162.18	
208-805.000-933.000	EQUIPMENT MAINT/REPAIR	APPLIED IMAGING	BLANKET P.O. - B/W & COLOR MONTHLY CO	54.88	
Total For Dept 805.000 SENIOR CENTER				3,488.24	
Total For Fund 208 SENIORS, PARKS, LL TRAIL				6,763.28	
Fund 482 Crystal Drive/Beach Rd Maint					
Dept 000.000					
482-000.000-802.000	ROAD IMPROVEMENT	ALAN'S ASPHALT MAINTENAN	CRYSTAL DR SALT & PLOWED ON 2/2, 3, 1	1,420.00	
Total For Dept 000.000				1,420.00	
Total For Fund 482 Crystal Drive/Beach Rd Maint				1,420.00	
Fund 485 Edgelake/Burton Drive SAD					
Dept 000.000					
485-000.000-802.000	ROAD IMPROVEMENT	ALAN'S ASPHALT MAINTENAN	EDGELAKE/BURTON PLOWED ON 2/2, 3, 18	740.00	
Total For Dept 000.000				740.00	
Total For Fund 485 Edgelake/Burton Drive SAD				740.00	
Fund 486 Downing Drive SAD					
Dept 000.000					
486-000.000-802.000	ROAD IMPROVEMENT	ALAN'S ASPHALT MAINTENAN	DOWNING DR PLOWED ON 2/3 & 18/22	164.00	
Total For Dept 000.000				164.00	
Total For Fund 486 Downing Drive SAD				164.00	
Fund 590 SEWER FUND					
Dept 000.000					
590-000.000-198.033	8730 CLUB HOUSE DR	C & E CONSTRUCTION CO.,	3" FORCE MAIN EXT FOR 8730 CLUB HOUSE	22,320.10	
590-000.000-198.033	8730 CLUB HOUSE DR	C & E CONSTRUCTION CO.,	GRINDER PUMP INSTALL @ 8730 CLUB HOUS	10,886.84	
Total For Dept 000.000				33,206.94	
Dept 001.000					
590-001.000-719.000	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 3/1-3/31/2022 -	232.91	
590-001.000-721.000	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 3/1-3/31/22 - L	52.66	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER FOR DPW	22.00	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER FOR DPW	7.00	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	FASTENAL COMPANY	MISC. SUPPLIES FOR DPW MANHOLE INSPEC	593.31	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	FASTENAL COMPANY	MISC. SUPPLIES FOR DPW MANHOLE INSPEC	429.90	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	SAFETY-KLEEN SYSTEMS, IN	WASHER SOLVENT FOR PUMP BARN	378.32	

User: KarenJ

EXP CHECK RUN DATES 03/15/2022 - 03/15/2022

DB: Hamburg

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 SEWER FUND					
Dept 001.000					
590-001.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	BLANKET P.O. - UNIFORMS FOR DPW/SEWER	155.02	
590-001.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	BLANKET P.O. - UNIFORMS FOR DPW/SEWER	155.02	
590-001.000-758.000	UNIFORMS/ACCESSORIES	TRACTOR SUPPLY CREDIT PL	MUCK BOOTS FOR DPW STAFF - LANCE ADAM	164.99	
590-001.000-821.000	ENG/CONSULTANT/PROFESS FEES	IMEG CORP.	ENGINEERING DESIGN FOR PETTYSVILLE/WH	663.00	
590-001.000-850.000	PUMP & MAIN REPAIR/MAINTENANCE	MCNAUGHTON-MCKAY ELECTRI	EMERGENCY PART PURCHASE FOR ORE LAKE	174.67	
590-001.000-850.100	GRINDER PUMP PARTS	CUSTOM TOOL & MACHINE	BLANKET P.O. FOR GRINDER PUMP PARTS R	3,795.00	
590-001.000-850.100	GRINDER PUMP PARTS	REDMOND ENVIRONMENTAL IN	GRINDER PARTS	5,042.12	
590-001.000-853.000	PHONE/COMM/INTERNET	VERIZON WIRELESS	1/23-2/22/2022	50.61	
590-001.000-921.000	ELECTRIC	DTE ENERGY	9100 114 4947 7 - BIOXIDE STN(CORDLEY	28.27	
590-001.000-921.000	ELECTRIC	DTE ENERGY	9100 160 2723 7 - RUSTIC DR PUMP STN	394.87	
590-001.000-921.000	ELECTRIC	DTE ENERGY	9200 190 0961 1 - STRAWBERRY PUMP STN	1,036.04	
590-001.000-921.000	ELECTRIC	DTE ENERGY	9100 146 5433 9 - BIOXIDE STN(EDGELAK	14.76	
590-001.000-933.000	EQUIPMENT MAINT/REPAIR	BOULLION SALES, INC.	BLANKET P.O. FOR DPW EQUIP. MAINTENAN	56.28	
590-001.000-939.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	CREDIT - CORE RETURN	(108.00)	
590-001.000-939.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	BLANKET PO DPW EQUIP. & VEHICLE MAINT	256.73	
590-001.000-939.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	MISC. SUPPLIES FOR DPW VEHICLE MAINT	188.91	
590-001.000-962.000	SUNDRY	GARY & HOLLY CALDERWOOD	REFUND - DIDN'T REMOVE AUTO PAYMENT W	200.00	
590-001.000-962.000	SUNDRY	JULIE ORLER	RDFUND - UB PAYMENT	155.50	
Total For Dept 001.000				14,139.89	
Dept 002.000					
590-002.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - COOLER RENTAL & BOTTLE	11.98	
590-002.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - COOLER RENTAL & BOTTLE	7.00	
590-002.000-813.000	TRASH DISPOSAL	WM CORPORATE SERVICES, I	TRASH PICK UP	124.42	
590-002.000-821.000	ENG/CONSULTANT/PROFESS FEES	HIGHLAND TREATMENT INC	WWTP OPERATIONAL OVERSIGHT - FEBRUARY	75.00	
590-002.000-830.000	LAB ANALYSIS - WWTP	MERIT LABORATORIES	HAMBURG - TEST	644.00	
590-002.000-830.100	LAB ANALYSIS FEES - PORTAGE	MERIT LABORATORIES	PORTAGE LK - TEST	1,434.00	
590-002.000-921.000	ELECTRIC	DTE ENERGY	9100 086 3078 2 - WWTP - 1/25-2/23/22	6,414.09	
Total For Dept 002.000				8,710.49	
Total For Fund 590 SEWER FUND				56,057.32	
Fund 703 Winter Tax Collection Fund					
Dept 000.000					
703-000.000-223.000	DUE TO LIBRARY	LIVINGSTON COUNTY TREASU	STC ASSESSED & TV DECREASE	24.23	
Total For Dept 000.000				24.23	
Total For Fund 703 Winter Tax Collection Fund				24.23	

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

Fund 101 General Fund	30,992.36
Fund 204 Road Fund	30.62
Fund 206 Fire Fund	22,819.85
Fund 207 Police Fund	16,976.99
Fund 208 SENIORS, PARK	6,763.28
Fund 482 Crystal Drive	1,420.00
Fund 485 Edgelake/Burt	740.00
Fund 486 Downing Drive	164.00
Fund 590 SEWER FUND	56,057.32
Fund 703 Winter Tax Co	24.23

Total For All Funds:	<u>135,988.65</u>
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Karen Jones

From: Holly Cozza <hcozza@wcaassessing.com>
Sent: Friday, March 11, 2022 3:07 PM
To: Karen Jones
Subject: Fw: Hamburg Twp - Check request for Assessment Change Notices Processing
Attachments: 2022 ACN Final Billing - all units.pdf; KCI Invoices 2022 Assessment Notices.pdf

Hi Karen. Please scroll down to the bottom of the e-mail the highlighted areas. This will be for the remainder of all the postage and printing for the Notice of Assessments.

If you have any questions, please let me know.

Thank you.

Holly Cozza

WCA-Assessing, LLC
hcozza@wcaassessing.com
(C) 734-658-4976
(O) 734-331-3980

From: Christina Lemere <clemere@wcaassessing.com>
Sent: Friday, March 11, 2022 2:09 PM
To: Holly Cozza <hcozza@wcaassessing.com>
Subject: Hamburg Twp - Check request for Assessment Change Notices Processing

Please submit check request to **Hamburg Twp for \$5,005.08** which is the final payment due for printing and mailing the 2022 Assessment Change Notices.

The final amount due is itemized on the attached 2022 ACN Final Billing spreadsheet (see far right column). The second attachment contains copies of all invoices from KCI for the final billing, along with a coversheet that totals the various charges for KCI's service and processing.

In an effort to keep the costs fair and equal for all communities that WCA serves, we made sure to evenly spread KCI's fees so all communities are paying the same base rates. You will see these charges listed on the billing spreadsheet, with equal allocation for each community. These totals will also tie in with the invoice coversheet previously mentioned.

If you have any questions regarding the billing spreadsheet, please let me know.

Please request payment is processed as follows:

Make check payable to: KCI
Memo line: Job 163505
Mail check to: WCA Assessing LLC, 38110 Executive Dr. N., Suite 200, Westland, MI 48185

Remittance date: **March 31, 2022**

Thank you,
Christina Lemere, MAAO
WCA Assessing, LLC
38110 Executive Dr, Ste 100
Westland, MI 48185
(c) 248-504-8650
clemere@wcaassessing.com

Final Billing - Assessment Change Notices	Parcel Count:	Real Property Processing		Personal Property Processing		Postage for Real & Personal Property Mailing		Column G:	Other:	Column E:	FINAL AMOUNT DUE
		Column A:	Column B:	Column C:	Column D:	Column F:	Column H:				
Community	1,806	\$56.76 per unit	\$29.73 per unit	1-sided 0.7	2-sided 0.8	\$22,500.77	\$300.00	33 Units	\$300.00	Parcel Count:	110
Ann Arbor Twp	1,806	\$56.76	\$29.73	\$126.42	\$29.73	\$1,416.38	\$9.09	\$7.70	\$7.70	110	\$21,899.00
Belleville	1,235	\$56.76	\$29.73	\$68.45	\$29.73	\$1,125.59	\$9.09	\$4.90	\$4.90	70	\$1,232.23
Clinton	1,637	\$56.76	\$29.73	\$214.59	\$29.73	\$1,125.59	\$9.09	\$66.22	\$66.22	966	\$2,722.53
Chelsea	2,167	\$56.76	\$29.73	\$150.29	\$29.73	\$1,125.59	\$9.09	\$9.17	\$9.17	131	\$243.41
Fair Rock	3,148	\$56.76	\$29.73	\$220.36	\$29.73	\$1,125.59	\$9.09	\$9.45	\$9.45	135	\$337.90
Galesburg	564	\$56.76	\$29.73	\$39.48	\$29.73	\$39.48	\$0.00	\$0.00	\$0.00	0	\$128.57
Grand City	11,761	\$56.76	\$29.73	\$823.27	\$29.73	\$1,125.59	\$0.00	\$0.00	\$0.00	0	\$978.85
Grandview	1,904	\$56.76	\$29.73	\$133.28	\$29.73	\$1,125.59	\$9.09	\$2.87	\$2.87	41	\$239.19
GP City	2,348	\$56.76	\$29.73	\$164.36	\$29.73	\$1,125.59	\$9.09	\$7.77	\$7.77	111	\$280.05
GP Farms	4,184	\$56.76	\$29.73	\$292.88	\$29.73	\$1,125.59	\$9.09	\$6.38	\$6.38	94	\$403.52
GP Shores	1,164	\$56.76	\$29.73	\$81.48	\$29.73	\$1,125.59	\$9.09	\$0.84	\$0.84	12	\$685.19
Hamburg	6,913	\$56.76	\$29.73	\$483.91	\$29.73	\$1,125.59	\$9.09	\$6.72	\$6.72	96	\$617.86
Highland Park	3,556	\$56.76	\$29.73	\$428.92	\$29.73	\$1,125.59	\$9.09	\$14.21	\$14.21	203	\$517.39
Highland Twp	7,608	\$56.76	\$29.73	\$323.56	\$29.73	\$1,125.59	\$9.09	\$13.30	\$13.30	190	\$149.70
Inkster	9,751	\$56.76	\$29.73	\$682.57	\$29.73	\$1,125.59	\$9.09	\$12.39	\$12.39	177	\$871.09
Kalamazoo	22,044	\$56.76	\$29.73	\$1,543.08	\$29.73	\$1,125.59	\$9.09	\$65.38	\$65.38	934	\$1,465.27
Lynden	1,613	\$56.76	\$29.73	\$122.91	\$29.73	\$1,125.59	\$0.00	\$0.00	\$0.00	0	\$71.09
Milan	2,431	\$56.76	\$29.73	\$170.17	\$29.73	\$1,125.59	\$9.09	\$6.79	\$6.79	97	\$287.38
Northville	10,816	\$56.76	\$29.73	\$757.12	\$29.73	\$1,125.59	\$9.09	\$14.91	\$14.91	213	\$926.38
Oak Park	10,350	\$56.76	\$29.73	\$724.50	\$29.73	\$1,125.59	\$9.09	\$9.97	\$9.97	571	\$907.16
Plymouth City	4,106	\$56.76	\$29.73	\$287.42	\$29.73	\$1,125.59	\$9.09	\$18.97	\$18.97	271	\$396.49
Plymouth Twp	10,688	\$56.76	\$29.73	\$748.16	\$29.73	\$1,125.59	\$9.09	\$41.79	\$41.79	597	\$888.16
Riverton	21,909	\$56.76	\$29.73	\$1,535.63	\$29.73	\$1,125.59	\$9.09	\$39.41	\$39.41	563	\$1,794.35
River Rouge	3,164	\$56.76	\$29.73	\$281.48	\$29.73	\$1,125.59	\$9.09	\$7.07	\$7.07	101	\$1,732.54
Riverview	4,022	\$56.76	\$29.73	\$281.54	\$29.73	\$1,125.59	\$9.09	\$8.33	\$8.33	119	\$396.60
Southeast	11,341	\$56.76	\$29.73	\$793.87	\$29.73	\$1,125.59	\$9.09	\$18.90	\$18.90	270	\$960.45
Sumpter	4,156	\$56.76	\$29.73	\$290.92	\$29.73	\$1,125.59	\$9.09	\$4.13	\$4.13	59	\$413.25
Taylor	22,754	\$56.76	\$29.73	\$1,592.78	\$29.73	\$1,125.59	\$9.09	\$66.57	\$66.57	951	\$1,837.86
Van Buren	9,691	\$56.76	\$29.73	\$678.37	\$29.73	\$1,125.59	\$9.09	\$23.52	\$23.52	336	\$674.92
Wayne	6,133	\$56.76	\$29.73	\$429.31	\$29.73	\$1,125.59	\$9.09	\$16.59	\$16.59	237	\$573.96
Westland	28,255	\$56.76	\$29.73	\$1,977.85	\$29.73	\$1,125.59	\$9.09	\$55.16	\$55.16	788	\$2,304.07
Windsor - 2 sided	11,076	\$56.76	\$29.73	\$886.08	\$29.73	\$1,125.59	\$9.09	\$18.97	\$18.97	271	\$1,102.43
Ypsilanti - 2 sided	4,685	\$56.76	\$29.73	\$374.80	\$29.73	\$1,125.59	\$9.09	\$18.48	\$18.48	264	\$2,623.70
Column Totals:	319,188	\$2,100.01	\$1,099.99	\$22,500.77	\$10,120	\$300.00	\$708.40	331,934	329,308	\$132,712.64	\$36,008.37

HAMBURG TOWNSHIP PUBLIC SAFETY MONTHLY REPORT



February, 2022

COMMUNITY INVOLVEMENT

- HTFD Capt. Casey Yost, Sgt. Matthew Urbanowicz and FF Carlie Morris conducted a smoke detector install for a resident on February 1, 2022.
- HTFD Fire Marshal Jordan Zernick and Capt. Casey Yost conducted a “Safe at Home” educational program at Country Elementary on February 7, 2022.
- HTFD Sgt. Matthew Urbanowicz, FF Max Miller and FF Brandon Dolan conducted a smoke detector install on February 9, 2022.

COMMUNICATIONS

- HTPD Officer Spencer Flavin received a thank you card on February 1, 2022 from a resident for his assistance on a road runoff call for service.
- HTPD Officer Dahne DeBottis received a thank you email from a resident for his actions at a traffic crash on February 8, 2022.

PERSONNEL

- HTFD Firefighter Tyler Royston retired from the fire department on February 10, 2022.
- Firefighters Carlie Morris and Scott Flohr were promoted to the rank of Sergeant on February 15, 2022.

TRAINING

POLICE DEPARTMENT

- Deputy Chief Dariusz Nisenbaum attended the Michigan Association of Chiefs of Police Conference February 9, 2022 – February 11, 2022 in Grand Rapids.
- Sgt. Anthony Wallace, Sgt. Steve Locke and Officer Joshua Pedersen participated in SWAT team training on February 9, 2022.
- Sgt. Anthony Wallace, Officer Adam Fischhaber, Officer Dahne DeBottis and Officer Jason Grim attended Mobile Field Force training in Howell on February 16, 2022.
- Sgt. Alysha Garbacik, Officer Justin Harvey and Officer Sean Hogan participated Negotiators training on February 23, 2022.

FIRE DEPARTMENT

- FF Rodney Blue participated in Haz-Mat Team training on February 3, 2022.
- Department-wide Weekly Training (Week of February 7th): Medical Equipment Orientation Training. Topics covered: Airway, Vitals, Thermometer, Suction, P100, Emesis Bags, Glucometer, Medication Administration, C-Collar, Head Beds, Long Backboards, Patient lifting & moving, LCEMS Cot & Stair Chair operations, and Medical Control Protocols reviewed.
- Department-wide Weekly Training (Week of February 14th): Medical Equipment Orientation Training. We covered Airway, Vitals, Thermometer, Suction, P100, Emesis Bags, Glucometer, C-Collar, Head Beds, Long Backboards, Splinting, Traction-splints, Patient lifting & moving, LCEMS Cot & Stair Chair operations, and Medical Control Protocols reviewed.
- Capt. Michael Steinaway, Sgt. Timothy Begnoche and FF Rodney Blue participated in Tech Rescue Team training on February 10, 2022.
- Sgt. Mathew Urbanowicz and FF Daniel Hill participated in Dive Team training on February 17, 2022.
- Sgt. Carlie Morris and Sgt. Scott Flohr participated in Drone Team training on February 19, 2022.
- Capt. Michael Steinaway and Capt. Casey Yost attended Unified Incident Command training on February 26, 2022 in Howell.

POLICE OPERATIONS

MONTHLY ARREST SUMMARY

02/02/22- 8:06 am:

A 29-year old male Linden resident was arrested at M-36 & Hamburg Road for *Operating Without Insurance*. His vehicle was impounded and he was cited and released.

02/05/22- 4:15 pm:

A 50-year old male Township resident was arrested at his residence for *Assault & Battery*. He was lodged in the Livingston County Jail.

02/06/22- 2:26 am:

A 54-year old female Township resident was arrested at Strawberry Lake Road near Pine Bluff Avenue for *Operating While Intoxicated*. Her vehicle was impounded and she was lodged in the Livingston County Jail.

02/07/22- 11:52 am:

A 40-year old male Township resident was arrested at Chilson Road & M-36 for *Driving While License Suspended*. His vehicle was impounded and he was cited and released.

02/11/22- 3:58 pm:

A 36-year old male Township resident was arrested at his residence on an outstanding warrant for *Child Support-Failure to Pay*. He was lodged in the Livingston County Jail.

02/13/22- 2:43 am:

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

02/26/22- 8:14 am:

A 28-year old male Taylor resident was arrested at Merrill Road & M-36 for *Driving While License Suspended*. His vehicle was impounded and he was cited and released.

GENERAL POLICE INFORMATION:

Marine Patrol: Regular marine patrols have ceased for the season. No reported incidents on the waterways this month.

Lakelands Trail Patrol: Regular patrols on the Lakelands Trail have ceased for the season. No reported incidents on the Trail this month.

Red Barrel: 11 pounds of prescription drugs were removed from the red barrel in front of the police station on February 18, 2022.

FIRE OPERATIONS

MONTHLY INCIDENT SUMMARY:

INCIDENT COUNT	
INCIDENT TYPE	# INCIDENTS
EMS	90
FIRE	47
TOTAL	137

MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	2.92%
Rescue & Emergency Medical Service	90	65.69%
Hazardous Condition (No Fire)	5	3.65%
Service Call	20	14.6%
Good Intent Call	13	9.49%
False Alarm & False Call	5	3.65%
TOTAL	137	100%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	#	% of
111 - Building fire	3	2.19%
131 - Passenger vehicle fire	1	0.73%
311 - Medical assist, assist EMS crew	39	28.47%
320 - Emergency medical service, other	2	1.46%
321 - EMS call, excluding vehicle accident with injury	46	33.58%
322 - Motor vehicle accident with injuries	1	0.73%
324 - Motor vehicle accident with no injuries.	2	1.46%
424 - Carbon monoxide incident	1	0.73%
442 - Overheated motor	1	0.73%
444 - Power line down	2	1.46%
445 - Arcing, shorted electrical equipment	1	0.73%
500 - Service Call, other	1	0.73%
531 - Smoke or odor removal	1	0.73%
542 - Animal rescue	1	0.73%
550 - Public service assistance, other	1	0.73%
551 - Assist police or other governmental agency	1	0.73%
552 - Police matter	1	0.73%
553 - Public service	1	0.73%
554 - Assist invalid	12	8.76%
571 - Cover assignment, standby, move up	1	0.73%
611 - Dispatched & cancelled en route	8	5.84%
622 - No incident found on arrival at dispatch address	4	2.92%
631 - Authorized controlled burning	1	0.73%
743 - Smoke detector activation, no fire - unintentional	1	0.73%
745 - Alarm system activation, no fire - unintentional	3	2.19%
746 - Carbon monoxide detector activation, no CO	1	0.73%
TOTAL INCIDENTS:	137	100%

February, 2022 Total Runs by Shifts

SHIFT	# INCIDENTS
Day Shift 0600-1800	51
Mon 1800 - Tue 0600	4
Sun 1800- Mon 0600	7
Thurs 1800 - Fri 0600	13
Tue 1800 - Wed 0600	7
Wed 1800 - Thurs 0600	6
Weekend Shift Fri 1800 - Sun 1800	49

TOTAL: 137

February, 2022 Total Runs by District

North West	7	5.11%
North East	25	18.25%
South West	44	32.12%
South East	55	40.15%
Mutual Aid	6	4.38%
Totals	137	100.00%
Multiple Calls	29	21.17%

Comparative Statistics - 2021 vs 2022 by Month

	February, 2021	February, 2022	% Change	
Fire	3	4	33.3%	Increase
Medical	90	90	0.0%	No Change
Hazardous Condition	4	5	25.0%	Increase
Service	15	20	33.3%	Increase
Good Intent	5	5	0.0%	No Change
False Alarm / Cancel	8	13	62.5%	Increase
Mutual Aid	4	6	50.0%	Increase
Totals	125	137	9.6%	Increase



Preserving and Presenting the History of Hamburg Township, MI

MEMORANDUM

TO: Hamburg Township Board of Trustees
FROM: Patricia Majher, Administrator, Hamburg Township Historical Museum
DATE: 3-15-22
SUBJECT: Report of Activities to Date

This report reflects activity that occurred since my last report to the board, submitted February 15, 2022. Over the past month, my energies have been focused in the following areas.

1) Exhibits

We received a grant check from Michigan Humanities to pay for design and fabrication of the “Making *Her*story: Famous Females of Hamburg Township” exhibit. The historical society is appreciative of local support being provided by the Hamburg Firefighters Association, St. Stephen Episcopal Church Ladies’ Guild, Realtor Stacy Hewitt and Graphic Designer Catherine Hunter.

The opening of the exhibit has been set for Saturday, March 19 from noon-3 p.m. All township residents are invited to attend. A kids’ craft and refreshments will be provided.

2) Facilities Management

Spurred by the news that the furnace/AC that sits in the church basement portion of the museum may need to be replaced soon, I developed a list of building and grounds repairs or replacements that I’ve become aware of. The historical society board will discuss this situation at its March 19 meeting.

Additionally, board member Linda Harrison and I met with an inspector from the county health department this month to discuss what improvements would need to be made to bring the tearoom kitchen up to code for historical society events as well as public rentals. The results of our investigation will also be discussed at the society’s upcoming meeting.

3) Events

The society has committed to being involved with 2022 local events including the Hamburg Fun Fest, Memorial Day Observance, and Halloween, and is working on developing a calendar of its own events for the last three quarters of the year.

4) Memberships

A special appeal to existing members to rejoin before fees rose at the end of February was successful, and included 4 people taking advantage of the new Dual membership and 3 stepping up to the Life level.

5) Marketing

President Karl Bangert continues to work with Wagner Design on the society's website to obtain and install plug-ins to improve communications with members and facilitate financial transactions. Launch of the site is expected in early April.

The board approved an expenditure to have society letterhead, envelopes, and business cards with the new logo done by VistaPrint; now in process.

This concludes my one-month report. As always, I'm available to answer any questions you might have about the items I've described.

Hamburg Township Historical Museum

Street Address: 7225 Stone Street, Hamburg, MI 48139

Mailing Address: P.O. Box 272, Hamburg, MI 48139

Phone: 810-986-0190

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: Chuck Menzies
Bill Hahn
Pat Hughes
Cindy Michniewicz

**HAMBURG TOWNSHIP
CEMETERY COMMITTEE
Hamburg Township Hall
Monday, January 24, 2022, 9:00am**

MINUTES

1. Call to Order

Negri called meeting to order at 9:05am

2. Roll Call of the Committee

Present members – Dolan, Negri, Hohl

Also present – Randazzo, Durkin

2. Call to the Public

None

3. Correspondence

None

4. Approval of the Agenda

Motion by Hohl, 2nd by Negri to approve as presented.

All in favor

6. Approval of the Minutes

Meeting Minutes – October 15, 2021

Motion by Hohl, 2nd by Negri to approve

All in favor

7. Unfinished Business

A. Burial Services

1. Status In-house opens/closings

Randazzo updated the committee that he has 4 staff members from DPW and Buildings and Grounds ready to take over all openings and closings once they are better trained and have the right equipment to do the job. All have done some training already and will continue to be involved in every burial until they fully take over.

2. Equipment Needs

Randazzo advised that he has staff researching bids for a Bobcat E50 which seems to work really well at the cemetery for the current contractor and will also be used in other township work.

3. Fees

Round table discussion regarding the current fees the township charges for full burial opening and closing and whether our current \$600 is too low to cover our actual costs. Hohl mentioned a fee should be associated with burials held later in the day and no burials on Sundays.

Motion by Hohl, 2nd by Negri to direct that the Hamburg Cemetery Rules be updated to include no Sunday burials.

All in favor.

We're to bring back example fees that other communities are charging and contact Eric Everett for his input for our next meeting on 02/11/2022.

B. South Hamburg Historical Marker

Henneman still waiting on the State for an update.

C. Cemetery Maintenance (A to Z contract expired)

Motion by Hohl, 2nd by Dolan to have Julie Durkin get an updated quote from A to Z lawn care for 2022 spring cleanup, 1 mowing per week Hamburg South and every other week at the other cemeteries; and to attempt to obtain quotes from any other qualified company.

8. New Business

A.

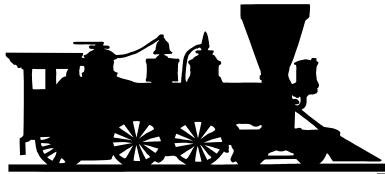
9. Committee Comments

Next meeting set for February 11, 2022 to discuss fee structure.

10. Adjournment

Motion by Dolan, 2nd by Negri to adjourn.

Minutes approved as presented at the February 11, 2022 Cemetery Committee meeting.



HAMBURG TOWNSHIP HISTORICAL MUSEUM

New Exhibit Honors 8 Great Women in Township History

Mark your calendars for Saturday, March 19! That's the day the Historical Society will open a new exhibit at the Museum titled "Making Herstory: Famous Females in Township History."

Celebrate Women's History Month by learning about the founder of Hamburg's first female firefighting unit; a woman who co-owned and operated the village's iconic business; a religious leader who was decades ahead of her time; an environmentalist whose dedication to clean water was felt locally and at the state level — and others.

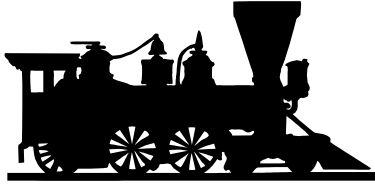
There'll also be a craft for kids and a "We Can Do It!" selfie cutout for adults. Refreshments will be served all day, from noon until 3 pm.

Admission to this event will be \$2 per adult and \$1 for each child under 18; historical society members attend for free!

A Note to Recipients of the Paper Version of the Newsletter

Do you prefer to receive this newsletter in paper form through traditional mail? If yes, please note that — starting with the April issue — there will be a \$12 annual fee for this service to offset our costs of printing and postage. You can still receive free paper copies by picking them up at the Museum or township hall. Or share your email address with us so that we can send you a digital copy.

Have you signed up yet for the Kroger Community Rewards program? The Museum can reap the benefits, if you do! For details, visit www.KrogerCommunityRewards.com.



Hamburg Township Historical Museum

P.O. Box 272
7225 Stone Street
Hamburg, MI 48139

810-986-0190

www.hamburg.mi.us/culture-recreation/hamburg_historical_museum

hamburgmuseummichigan@outlook.com

*Open 11 am-3 pm
Wednesdays & Saturdays*

Hamburg Township Historical Society Board

Karl Bangert, President
Carrie Schulz, Vice President
Linda Harrison, Secretary
Vacant, Treasurer
Pat Corr
Joyce Terry
Vicky Terry
Alice Winkelman
Cindy Michniewicz, HT Liaison
Patricia Majher, Administrator

**Next Meeting: Saturday, March 19
@ 9:30 a.m. at the Museum**

Volunteers Needed for Museum Cleaning Crew

Do you have a "clean streak"? We need help keeping the Museum looking neat and presentable. If you (or you and a friend) can donate time **one Tuesday or Thursday a month** to vacuum and dust the galleries, clean the bathrooms and kitchenette, and wash the entryway windows, let us know by calling 810-986-0190.

● IN MEMORIAM ●

Please join us in mourning the loss of member Marie Kangas, who passed away on December 23, 2021 at the age of 102. Marie, a native of Buchanan, MI, moved to the Hamburg area when her daughter Carol Baker developed cancer. While here, Marie joined Carol in volunteering with the Historical Society and donated many artifacts to our collections. Her final act of generosity was to name the society as a recipient of a portion of her estate.

Have you remembered the Historical Society in your will? A planned gift can help us share the township's stories for generations to come. For more information, please contact your financial or estate planner.

YOUR MEMBERSHIP HELPS PRESERVE HAMBURG HISTORY!

Name _____ Date _____

Address _____

City _____ State _____ Zip _____ Phone _____

*Email address _____

Individual: \$20/yr. Dual: \$25/yr. Family: \$30/yr.

Business: \$50/yr. Life: \$300

***ADD \$12 to receive paper newsletters via USPS; email copies are free**

Please make your check payable to the Hamburg Township Historical Society. Mail it with this form to P.O. Box 272, Hamburg, MI 48139 or drop it off at the Museum at 7225 Stone Street during visiting hours.



February 14, 2022

Hamburg Township Board of Trustees
P O Box 157
Hamburg, MI 48139

Members of the Board:

On August 6, 2020, at a Special Meeting, the Hamburg Township Board of Trustees reviewed H.E.R.O.'s request to extend the existing park use contract by one year – the year lost due to the COVID pandemic. At that meeting the Board took action to extend the agreement to 2023 through an addendum with the addition of park use fees of \$4,000 this in addition to the \$2,500 park improvement fee that we are assessed each year and reimbursement of public safety fees totaling \$5,000.00. We are further required to submit a \$2,500.00 maintenance bond.

We hereby respectfully request the Township Board to re-consider this additional park use fee for the 2023 event and grant the one-year extension to the original contract for the year that was lost without the additional fees.

Thank you for your support and consideration.

Sincerely,

A handwritten signature in black ink that reads "Joanna G Hardesty". The signature is written in a cursive style with a large, looping initial "J".

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

**LAND/FACILITY USE LICENSE AGREEMENT
H.E.R.O. / HAMBURG FUN FEST**

THIS AGREEMENT ("Agreement") is entered into by and between Hamburg Township, a Michigan municipal corporation, whose address is 10405 Merrill Road, Hamburg, MI 48139, and (hereinafter the "Township"), and the Hamburg Enhanced Recreation Organization (H.E.R.O.), a Michigan nonprofit corporation, whose address is PO Box 548, Hamburg, MI 48139, (hereinafter "Licensee") for the purposes of use of the Township's Property as described below and as further identified on attached Exhibit A (the "East Park) and Exhibit B (the West Park"), the "Property" or the "Premises."

This License is for three (3) consecutive years (also referred to as event years), 2020, 2021 and, 2022, for dates outlined in the Park Use Application and Release of Liability as submitted by the Licensee. The dates of use of the East Park and West Park are limited to those listed in the Park Use Application and Release of Liability, and shall permit, activities, generally, as set forth in the attached and incorporated as Exhibit C (the "Fun Fest Park Use Application and Release of Liability"). The purpose of the use is for the Hamburg Fun Fest, a festival/carnival function sponsored and operated by Licensee.

Township desires to grant a license for the use of the Premises to the Licensee, and Licensee desires to secure a license to use the Premises, subject to the terms and conditions of this Agreement. The Township grants to and Licensee accepts from the Township the right and privilege to use the premises in the manner set forth below:

1. Licensee shall ~~contribute to~~ ^{pay} for all overtime Public Safety costs for Police and Fire personnel required for the fireworks shows on Friday and Saturday nights (up to 4 hours each night) charged each event year. The costs shall be calculated upon completion of the event, at a cost not to exceed \$5,000 per event year, and the Licensee shall be sent an invoice outlining those costs for payment within thirty (30) days of receipt of the invoice.
2. Licensee shall pay the Township \$2,500 each year of the agreement for the initial land balancing investment and seeding costs, which took place in 2017, each event year until 50% of the original cost of \$34,710 has been reimbursed. In order to protect this community investment, the Township will maintain the area throughout the year and re-seed annually, as needed.
3. Licensee agrees to repair damage that the festival may cause to the grounds other than land balancing and seeding. Licensee agrees to submit a \$2,000 damage bond to Hamburg Township to be held until repairs are completed.
4. No park use fees will be assessed to Licensee in excess of those outlined in items #1, 2 and 3 above.
5. Licensee has inspected the Premises with the Township and accepts the same in its existing condition. Annual pre-inspections and post-event inspections will be conducted each year with the Licensee.

6. The Premises shall be used for the purpose stated in the H.E.R.O. Park Use Application & Release of Liability (Exhibit C) for the Hamburg Fun Fest for the location, and for the time periods defined (also known as Blackout Dates), no other use is allowed. The Licensee agrees to comply with all terms and conditions set forth in Exhibit C and this Agreement and all other rules and regulations as have been and may be established by the Township relating to the use of the Premises.
7. No alterations or additions shall be made to the premises without the prior written consent of the Township. The Licensee shall furnish and install at its expense any and all additional equipment or fixtures as may be necessary for its intended use as approved by the Township Board. At the conclusion of its use, Licensee shall forthwith remove any and all such fixtures and equipment at its own expense, unless the Licensee desires to donate the fixtures and/or equipment and they are determined to be of benefit to the community and the requirement of their removal is waived in a motion by the Township Board. Such approved fixtures shall be considered in-kind donations.
8. The Licensee, at its expense, shall leave the premises clean and free of all trash and litter associated with the festival/carnival and is responsible for any damage to Township Property, in areas of use as outlined in the Park Use Application and Release of Liability, which occurs during the set-up, hosting or tear-down of event.

The Licensee shall not charge admission or fee to the public over and above what is outlined in the H.E.R.O. / Hamburg Fun Fest Park Use & Release of Liability Application (Exhibit C) without the prior written consent of the Township. Fees associated with festival/carnival operations or to cover the costs associated with festival/carnival activities are included.

9. Persons engaged by the Licensee to provide labor and service shall not be deemed or considered employees, agents or independent contractors of the Township. All third-party vendors must provide proof of General Liability & Worker's Compensation, and are required to include Hamburg Township as Additional Insured. All vendors are subject to inspection by the Hamburg Township Fire Department.
10. The Licensee shall maintain insurance for bodily injury, death, workers compensation and property damage resulting from the Licensee's use of the premises, in accordance with the Township's Park Use Policy, with minimum limits of liability in the amount of \$1,000,000 per occurrence or in other such amounts as may be established by Township Park Use Policy, which may be amended from time to time. The policies shall be endorsed to name the Township as an additional insured on any such policy, and shall provide the Township with thirty (30) days prior notice of cancellation or material change in the policy. Licensee shall provide Township with written verification of any such insurance coverage prior to its use of the premises.

11. Licensee shall hold the Township, its agents, officers, employees, contractors and board members harmless from and shall defend and indemnify them from and against any and all liability for injuries to, or death of persons or damage to property arising from the activities of the licensee, its agents, officers, employees, contractors or assigns in connection with this License Agreement.
12. Upon any breach of this agreement by Licensee, Township may terminate this Agreement if the breach or default under is not cured within ten (10) days' after written notice to Licensee. In such event any rights or privileges of Licensee resulting from this Agreement shall be terminated except that Licensee shall be responsible for the payment of all costs incurred by the Township through the date of termination in relation to the use of the Premises and the insurance policy, which shall remain in effect with respect to damages or injuries caused during the use of the Premises for the event. Licensee shall be responsible for removal of any and all property from the Property and for restoration.
13. Neither the Township nor the Licensee shall be held liable for payment of any fees, costs, or expenses to the other if the festival cannot be given due to an Act of God, including but not limited to acts or regulations of public authorities, labor difficulties, civil tumult, strike or pandemic or epidemic beyond the control of the Township or Licensee. "Act of God," includes but is not limited to the Covid-19 Pandemic and any and all orders, laws, and regulations arising out of or resulting from the spread of the Covid-19 Pandemic. "Act of God," shall not include typical summer weather events, including storms, rain or extreme temperatures. As a result of any Executive Order placing temporary restrictions on the use of places of public accommodation, and/or setting forth the temporary requirement to suspend activities that are not necessary to sustain or protect life, during the Covid-19 pandemic, and any extension or amendment of those Orders, Licensee hereby acknowledges that, in the event that the prohibitions in the Executive Orders or the orders or directives of other applicable public health agencies, or state or local governments, make it impossible to safely undertake the festival, the festival may be delayed, as determined to be necessary in the discretion of the Township or the Licensee. The Township shall not be responsible for any payments or costs relating to delay or cancellation of the festival, and Licensee shall be responsible for ensuring that all of its vendor contracts include similar provisions relating to cancellation in the event of an Act of God, including but not limited to, a pandemic. The festival schedule may be revised to reflect requirements of the applicable Order or social distancing recommendation. If performance dates are not available in the same season, both parties may agree to reschedule the festival to a future date or the next available season, as necessary.
14. This Agreement does not constitute approval of issues requiring a permit or approval by any other governmental entity.

General Conditions

15. Either party may terminate this Agreement with cause on sixty (60) days' notice. "Cause" shall mean a breach of or default under this Agreement that is not cured within ten (10) days' after notice.

16. Any failure of either party to insist on strict performance of any provisions of this Agreement shall not be deemed a waiver of the provisions of the Agreement in any subsequent default.
17. This Agreement may not be amended, changed, modified, or discharged except in writing and signed by both parties.
18. All notices under this Agreement shall be in writing and shall be deemed to be given when they are either delivered personally or mailed by certified or registered mail to the receiving party at the address stated in this Agreement or at an address furnished to the other party in writing during the term of this Agreement.
19. The captions and headings used in this Agreement are intended only for convenience and are not to be used in construing the Agreement.
20. This Agreement shall be construed under Michigan Law.
21. This Agreement is binding on successors and assigns, except that this Agreement may not be assigned without Township review and approval of a Park Use Application in accordance with the Township's Park Use Policy
22. If any provision of this Agreement is unenforceable, the other provisions of the Agreement shall remain valid and enforceable to the fullest extent permitted by law.
23. This Agreement shall constitute the entire agreement between the parties. Any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement. This Agreement does not address and is not intended to affect in any way any permanent use of the Property by the Township at the expiration or termination of this Agreement.
24. The covenants and conditions contained in this Agreement shall apply to and bind the successor's legal representatives and assigns of the parties to this Agreement and all covenants are to be construed as conditions Licensee may not assign any right, privilege or license conferred by this Agreement.
25. The person signing this agreement on behalf of the Licensee is fully empowered by appropriate action if necessary, to execute this agreement on its behalf.


In witness whereof, the parties have executed this agreement at:

Township/City Hamburg Township County Livingston

State Michigan on 08/19/2020
Month, Day, Year



Licensee signature (Applicant)



Township signature (Township Representative)

Licensee signature (Applicant) Township signature (Township Representative)

Licensee Print Name Joanna G Hardesty, President; Hamburg Enhanced Rec Org (H.E.R.O.)

Address P O Box 548

City Hamburg State Michigan

Home Phone Number: _____

Work Phone Number: (810) 626-3035

Email: jghwade1@aol.com



ADDENDUM AMENDING
LAND/FACILITY USE LICENSE AGREEMENT
H.E.R.O. / HAMBURG FUN FEST

THIS ADDENDUM amends the Land Facility Use License Agreement between Hamburg Township, a Michigan municipal corporation, whose address is 10405 Merrill Road, Hamburg, MI 48139, and (hereinafter the "Township"), and the Hamburg Enhanced Recreation Organization (H.E.R.O.), a Michigan nonprofit corporation, whose address is PO Box 548, Hamburg, MI 48139 (the "Facility Use Agreement").

The Facility Use Agreement is hereby extended an additional year through the 2023 Fun Fest as a result of the Covid-19 cancellation of the 2020 Event. The following additional requirements are hereby amended or added to the Facility Use Agreement for the year 2023 Hamburg Fun Fest:

A. Paragraph 4 of the Facility Use Agreement are hereby amended to state as follows:

4. In addition to the fees assessed to Licensee as outlined in items #1, 2 and 3 above, Licensee shall pay a discounted park use fee in the amount of \$4000, which is a fee attributed to the active days of the festival only. In-kind improvements made by Licensee may be credited toward the park use fee amount due, as approved by the Township Board.

Except as specifically set forth in this Addendum, all conditions contained in the Facility Use Agreement remain in full force and effect.

In witness whereof, the parties have executed this agreement at:

Township/City _____ County _____

State _____ on _____
Month, Day, Year

Licensee signature (Applicant) Township signature (Township Representative)

Licensee signature (Applicant) Township signature (Township Representative)

Licensee Print Name _____

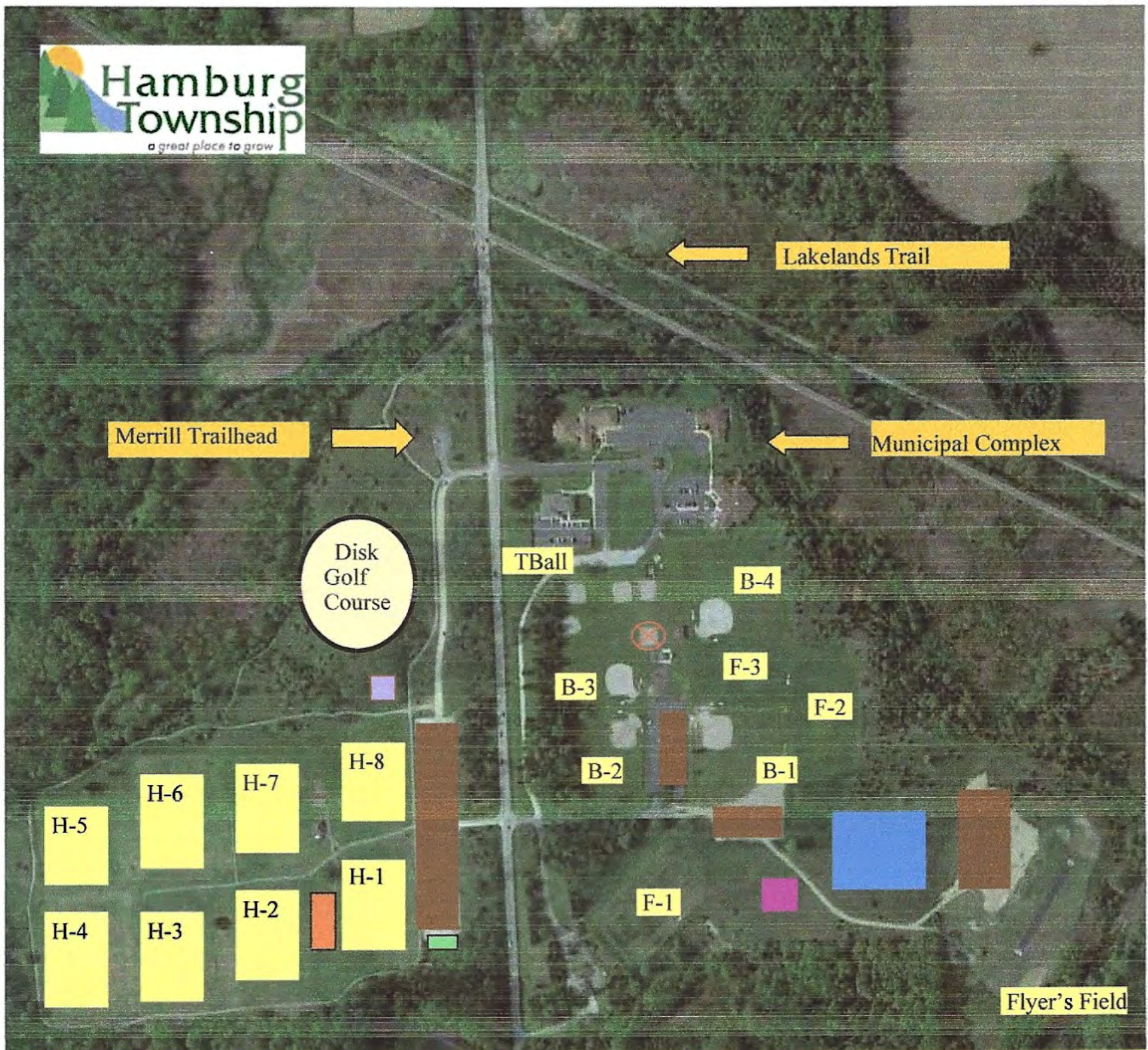
Address _____

City _____ State _____

Home Phone Number: _____

Work Phone Number: _____

Email: _____



**Manly Bennett West Park
Soccer Fields**

- H-1/ 1- 11v11 (useable field 240'x 390')
- H-2/ 2- 8v8 (useable field 310' x 390')
- H-3/ 1- 8v8 (useable field 245' x 360')
- H-4/ 2- 6v6 (useable field 330' x 250')
- H-5/ 2- 6v6 (useable field 270' x 250')
- H-6/ 1- 11v11 (useable field 250' x 350')
- H-7/ 1- 8v8 & 1- 6v6 (useable field 250' x 350')
- H-8/ 1- 6v6 & 3 Youth fields (useable field 290' x 340')

- Parking Areas
- Best location for tent to avoid sprinkler system
- Best location for an event dumpster
- Adult Outdoor Workout Area

**Manly Bennett East Park
Baseball, Football & RC Flyer Fields**

- B-1/ Lg Ball Diamond
- B-2/ Med Ball Diamond
- B-3/ Med Ball Diamond
- B-4/ Med Ball Diamond
- T-B/ T-Ball Diamonds 6, 7, 8 & 9
- F-1/ Football Field with Goals
- F-2/ Football Practice field
- F-3/ Football Practice field

Flyer's Field/ Use limited to RC flight related activity and requires monitoring by Hamburg RC Flyers Club

- Parking Areas
- Large Event Area
- Sand Volleyball Court

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



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

**HAMBURG TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING**

Hamburg Township Hall Board Room

Tuesday, July 21, 2020

7:00 p.m.

AGENDA

1. Call to Order
2. Pledge to the Flag
3. Roll Call of the Board
4. Call to the Public
5. Correspondence
6. Consent Agenda
7. Approval of the Agenda
8. Unfinished Business:
 - A. Hillside Lake Road SAD Resolutions #3 & #4
9. Current Business:
 - A. ZBA/Planning Commission Appointments
 - B. Parks & Recreation – Jaguar Soccer Tournament
 - C. HERO Funfest Agreement
 - D. Road SAD Bond Results
 - E. Strawberry Lake Road Construction Agreements
 - F. Payment Approval – C & E Construction – Invoice #2491 - \$10,959.36
 - G. Payment Approval – DeZurik – Invoice #66010664 - \$7362.00
 - H. Payment Approval – S & P Global – Invoice #11395591 - \$12,750.00
10. Public Information
 - A. Senior Nutrition
11. Call to the Public
12. Board Comments
13. Adjournment

HAMBURG TOWNSHIP BOARD OF TRUSTEES
Regular Meeting
Hamburg Township Hall Board Room
Tuesday, July 21, 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 Negri, to approve the Consent Agenda as presented.

Voice Vote: AYES: 7, ABSENT: 0

MOTION CARRIED

7. Approval of the Agenda

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

Voice Vote: AYES: 7, ABSENT: 0

MOTION CARRIED

8. Unfinished Business

A. Hillside Lakes Drive – Road Improvement SAD Resolution #3 & #4

Motion by Hohl, second by Koeble, to approve Resolution #3 for the Hillside Lakes Drive Road Improvement SAD which is the resolution approving petitions, project, cost estimate, special assessment district and causing the special assessment roll to be prepared.

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

MOTION CARRIED

Motion by Negri, second by Hohl, to approve Resolution #4 acknowledging the filing of the assessment roll, scheduling a 2nd public hearing for August 18, 2020 at 6:30 p.m. and directing the issuance of the statutory notices for the Hillside Lakes Drive Road Improvement SAD.

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

MOTION CARRIED

9. Current Business

A. ZBA/Planning Commission Appointments

Motion by Menzies, second by Hahn, to approve the re-appointment of Joyce Priebe, Jeff Muck, and Victor Leabu to the Planning Commission with the term ending June 30, 2023.

Voice Vote: AYES: 7, ABSENT: 0 MOTION CARRIED

Motion by Negri, second by Hughes, to approve the appointment of Joyce Priebe to the ZBA and Jim Hollenbeck as the alternate to the ZBA with the term ending June 30, 2023.

Voice Vote: AYES: 7, ABSENT: 0 MOTION CARRIED

B. Parks & Recreation – Jaguar Soccer Tournament

Motion by Dolan, second by Koebler, to approve the Jaguar Soccer Tournament Park Use Application dated June 15, 2020 with all the requirements from the Parks & Recreation minutes.

Voice Vote: AYES: 7, ABSENT: 0 MOTION CARRIED

C. HERO Funfest Agreement

Motion by Negri, second by Hahn, to table the HERO Funfest Agreement until the next meeting.

Voice Vote: AYES: 6, ABSENT: 0, NAYS: 1 MOTION CARRIED

Motion by Hohl, second by Hahn, to approve a special meeting with HERO for August 6, 2020 at 2:00 p.m. regarding the HERO Funfest Agreement.

Voice Vote: AYES: 7, ABSENT: 0 MOTION CARRIED

D. Road SAD Bond Results

Motion by Hohl, second by Negri, to Receive & File the Road SAD Bond Results.

Voice Vote: AYES: 7, ABSENT: 0 MOTION CARRIED

E. Strawberry Lake Road Construction Agreements

Motion by Hohl, second by Hahn, to approve the contract with the Livingston County Road Commission for the project on Strawberry Lake Rd from Hall to Hamburg Rd at cost of \$112,00.00.

Voice Vote: AYES: 7, ABSENT: 0 MOTION CARRIED

Motion by Hohl, second by Negri, to approve the contract with the Livingston County Road Commission for the project on Strawberry Lake Rd from Merrill to Hamburg Rd at cost of \$140,00.00.

Voice Vote: AYES: 7, ABSENT: 0 MOTION CARRIED

F. Payment Approval – C & E Construction – Invoice #2491 - \$10,959.36

Motion by Negri, second by Menzies, to approve the payment of Invoice #2491 from C & E Construction in the amount of \$10,959.36 dated 6/30/2020.

Voice Vote: AYES: 7, ABSENT: 0 MOTION CARRIED

G. Payment Approval – DeZurik – Invoice #66010664 - \$7,362.00

Motion by Negri, second by Hahn, to approve the payment of Invoice #RPI66010664 from DeZurik in the amount of \$7,362.00.

Voice Vote: AYES: 7, ABSENT: 0 MOTION CARRIED

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



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

HAMBURG TOWNSHIP BOARD OF TRUSTEES
SPECIAL Meeting
Hamburg Township Hall Board Room
Tuesday, August 6, 2020
2:00 p.m.

1. Call to Order

Supervisor Hohl called the meeting to order at 2:00 p.m.

2. Pledge to the Flag

3. Roll Call of the Board

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

Absent: None

Also Present:

4. Call to the Public

A Call was made with No Response.

5. Correspondence

None.

6. Approval of the Consent Agenda

None.

7. Approval of the Agenda

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

Voice Vote: AYES: 7, ABSENT: 0

MOTION CARRIED

8. Unfinished Business

A. Parks & Recreation - HERO/Funfest Agreement

Motion by Hohl, second by Hahn, to direct the Clerk and Township Attorney to facilitate a 2 year agreement with H.E.R.O. for the year 2021 at a \$5000 contribution to Public Safety and a \$2500 payment for land balancing and year 2022 at a \$5000 contribution to Public Safety and a \$2500 payment for land balancing, with an addendum for 2023 for a \$5000 contribution to Public Safety and \$2500 for land balancing plus a reduced park use fee of \$4000 for the entirety of the event with any in kind donations approved by the Township Board to be deducted from the \$4000 park use fee.

Voice Vote: AYES: 6, ABSENT: 0, NAYS: 1 (Menzies)

MOTION CARRIED

9. Current Business

A. None

10. Public Information

None.

11. Call to the Public

Anja Mackey, 8760 Tamarack Dr, inquired about where they are supposed to get the funds from when they try to make it an affordable community event not a "for profit" event.

Joanna Hardesty, HERO President, stated this would have been their 15th year with the FunFest bringing the community together but that the pricing fee schedule would price them out of the market.

Jim Bennett, 6505 Strawberry Lake Rd, stated the Fun Fest was a good program for the Community, however it does not cover even a third of what it costs the Township. The Township should bill H.E.R.O. for everything it costs the Township so the Township breaks even. People who say it's costing the Township nothing better take another look.

12. Board Comments

None.

13. Adjourn Meeting

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

Voice Vote: AYES: 7, ABSENT: 0

MOTION CARRIED

Meeting adjourned at 2:46 p.m.

Respectfully submitted,



Courtney L. Paton
Recording Secretary



Mike Dolan
Township Clerk

Participant Fee Payments

Hamburg Enhanced Recreation Organization (HERO)



Season	Number of Participants	Donation/Grant Description	Total Invoiced/Due	Donations/Grants/ADJ	Date Paid	Check #
2006	Unknown Fun Fest		\$ -			
2006		(Flyers/Stages/Electric/Trans)		\$ (19,672.00)		
2007	Unknown Fun Fest		\$ -			
2007		(No Park Donations)		\$ -		
2008	Unknown Fun Fest		\$ -			
2008		(Stages)		\$ (5,000.00)		
2009	Unknown Fun Fest		\$ -			
2009		(Flyers)		\$ (3,000.00)		
2010	Unknown Fun Fest		\$ -			
2010		(Electric)		\$ (1,500.00)		
2011	Unknown Fun Fest		\$ -			
2011		(No Park Donations)		\$ -		
2012	Unknown Fun Fest		\$ -			
2012		(Stage Repair)		\$ (1,500.00)		
2012		(Grant App - Playground Maint)		\$ (2,500.00)		
2013	Unknown Fun Fest		\$ -			
2013		(Park Defib Unit)		\$ (1,181.00)		
2014	Unknown Fun Fest		\$ -			
	Unknown Moving Wall		\$ -			
2014		(No Park Donations)		\$ -		
2015	Unknown Fun Fest		\$ -			
2015	Unknown Fun Fest	(No Park Donations)		\$ -		
2016	Unknown Fun Fest	(No Park Donations)				
2017	Unknown Fun Fest	Land Balancing Payment	\$ 2,500.00		9/18/2017	
2017	Unknown Fun Fest	Public Safety Invoice - Police	\$ 4,402.42		9/26/2017	2110
2017	Unknown Fun Fest	Public Safety Invoice - Fire	\$ 877.58		9/26/2017	2110
2018	Unknown Fun Fest	Land Balancing Payment	\$ 2,500.00		7/2/2018	
2018	Unknown Fun Fest	Public Safety Invoice - Police	\$ 4,646.40		10/30/2018	w/766.40 cr
2018	Unknown Fun Fest	Public Safety Invoice - Fire	\$ 694.83		10/30/2018	
2019	Unknown Fun Fest	Land Balancing Payment	\$ 2,500.00		10/17/2019	
2019	Unknown Fun Fest	Public Safety Invoice - Police	\$ 4,661.26		10/17/2019	w/1,205.76 cr
2019	Unknown Fun Fest	Public Safety Invoice - Fire	\$ 798.74		10/17/2019	w/1.77 incr
2019	Unknown Moving Wall	(No Park Donations)				
2020	FunFest Canceled due to Covid	0	\$ -	\$ -		
2021	Unknown Fun Fest	(No Park Donations/Fees)				
2021	Unknown Fun Fest	Land Balancing Payment	\$ 2,500.00		6/25/2021	
2021	Unknown Fun Fest	Public Safety Invoice	\$ 5,000.00		9/15/2021	
2022						
Total Fees Collected to Date:			\$ 31,081.23			
Total Park Donations Collected to Date:				\$ (34,353.00)		

**Event Investment Breakdown
Hamburg Fun Fest**

Fees Paid/Donations/Grants	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Park Use Fees (Waived by Township - \$9,100 per year)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Enabling Garden - Library	\$ 11,372.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Flyer's Field	\$ 11,372.00	\$ -	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Stages - East Bennett Park	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Electric to Stages - East Bennett Park	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Safety Fence - Transformer	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Electric hook-up	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Defibrillator Units - Police/Fire	\$ -	\$ 16,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant - Playground Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Stage Upgrade - East Bennett Park	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant - Defibrillator Unit - Parks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,181.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant - Explorer Program - Police	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Land Balancing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -
Public Safety Fees - Fire (Cost)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 877.58	\$ 694.83	\$ -
Public Safety Fees - Police (Cost)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,402.42	\$ 3,880.00	\$ -
Total by Year:	\$31,044	\$16,000	\$5,000	\$3,000	\$1,500	\$ -	\$ 4,000.00	\$ 1,681.00	\$ -	\$ -	\$ -	\$ 7,780.00	\$ 7,074.83	\$ -

Incremental expense directly specifically related to Fun Fest

Department	COVID-19											
	Expenses 2012	Expenses 2013	Expenses 2014	Expenses 2015	Expenses 2016	Expenses 2017	Expenses 2018	Expenses 2019	Expenses 2020	Expenses 2021	Expenses 2022	Expenses 2023
Building & Grounds - Estimated	\$ 675.00	\$ 675.00	\$ 675.00	\$ 675.00	\$ 675.00	\$ 675.00	\$ 675.00	\$ 675.00	\$ -	\$ 675.00		
Police Department	\$ 3,515.84	\$ 3,978.65	\$ 4,118.81	\$ 5,535.58		\$ 4,402.42	\$ 3,880.00	\$ 4,661.26	\$ -	\$ 4,042.96		
Fire Department	\$ 5,040.00	\$ 3,189.00	\$ 1,619.72	\$ 2,424.59	\$ 2,450.00	\$ 877.58	\$ 694.83	\$ 798.74	\$ -	\$ 1,311.80		
Field Restoration Costs			\$ 1,250.00	\$ 4,615.00					\$ -			
Land Balancing new location - Twp Cost						\$ 31,400.00		\$ 800.00	\$ -			
Seeding new location - Twp Cost						\$ 3,310.00			\$ -			
Land Balancing Reimburse by H.E.R.O.						\$ (2,500.00)	\$ (2,500.00)	\$ (2,500.00)		\$ (2,500.00)		
Field Restoration Reimburse by H.E.R.O.			\$ (1,250.00)	\$ (3,000.00)								
Public Safety Reimburse by H.E.R.O.						\$ (5,280.00)	\$ (4,574.83)	\$ (4,256.01)		\$ (5,000.00)		
Total by Year:	\$9,230.84	\$7,842.65	\$6,413.53	\$10,250.17	\$3,125.00	\$32,885.00	(\$1,825.00)	\$178.99	\$0.00	(\$1,470.24)		

**Total Expense
\$66,630.94**

Normal Event Revenue Per Year (based on current fee schedule)

Section	Rate per Day/Area	#/Days	Total Charge
Entire East Park closed - rates for Event Area	\$1,000	10.00	\$10,000
Entire West Park closed - rates for Event Area	\$1,000	6.00	\$6,000

Total Estimated: \$16,000

These fees are based on "Blackout Dates" which prohibit other users from accessing fields during set-up, execution and tear-down of event

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: Jim Neilson
Bill Hahn
Chuck Menzies
Annette Koeble

Appendix - C Parklands and Community Center Use Fee Schedule

Parklands:

Recognized Sports Groups: Regular Seasonal Use

Per Participant fee, charged per season:

\$5.00 resident
\$10.00 non-resident

Regular Seasonal uses includes User Group sponsored games, practices and tryouts. All other uses fall shall be considered Special Use.

In-Kind Donations which are considered Capital Improvements, and are and approved prior to expenditure, may be used to offset fees for use by Recognized User Groups. Receipts must be submitted and approved each season. Credits cannot exceed fees due.

The Township Board may supersede this fee schedule by stipulating alternate fees, or waiving them in their entirety.

Non-Recognized User Group/For-Profit Business: Regular Seasonal Use

Flat rate per field: \$25.00 per 2 hour use
(use must not conflict with Regular Seasonal Use or Blackout Dates).

Field use will be handled on a first-come-first-serve basis. The Recognized Users will be granted an early-bird scheduling window, of no less than 6 weeks before the season start. All other users will be granted access to calendar 2 weeks prior to season start.

Special Use (Requires Public Safety Fees):

For all special events or uses, fees may be set at the daily field rates as outlined below, or a fee as otherwise determined by the Township Board. Waivers of fees, including those for Public Safety, may be made by the Township Board. Contributions of in-kind services, maintenance and repairs may be considered by the Board and can be used to offset regular seasonal use fees for recognized user groups.

Charge for Sports Field per day/per area half days will be charged 50% of rates shown:
(See Appendix - D for field locations)

Low Hazard:

- Recognized User Group: \$250.00
- Non-Partnering User Group: \$750.00

Medium Hazard:

- Recognized User Group: \$500.00
- Non-Partnering User Group: \$1,500.00

Large Hazard:

- Recognized User Group: \$1,000.00
- Non-Partnering User Group: \$2,500.00

Township Board will determine the hazard category/rates after consultation with the event organizers. All events must go through a Public Safety review, and charges over and above the fees may be required once risk is evaluated as outlined in the Public Safety Fee Chart (attached).

Tournaments require proof of Event Liability and Medical Payments for all Participants and must name Hamburg Township as Additional Insured.

A \$500.00 non-refundable "hold the date" deposit is required for all Special Use applications, in addition to applicable Restoration, Clean-up and Damage Bond amounts (see below). The hold the date deposit is due upon approval of the Park Use Application for the event and shall be applied towards the applicant's total calculated fee for park use. This deposit will be applied towards the applicant's invoice or retained in the case of a cancellation of the event. Additional charges may be imposed for services provided such as Trash Removal, Portable Toilets, etc.

The Township Board reserves the right to waive or reduce deposit or reimburse any unused portion of the deposit to the applicant. In-Kind Donations which are considered Capital Improvements, and are and approved prior to expenditure, may be used to offset fees for use by Recognized User Groups. Receipts must be submitted and approved each season. Credits cannot exceed fees due.

Merrill Field Disc Golf Course:

Informal/Individual use: A fee of \$2.00 per person, per game, is required and shall be remitted in the cash receptacle provided at the entrance of the course.

Group/League/Organization use: Groups will apply for regular league play on an annual Park Use application, with a list of dates that the games will be occurring. Group will collect and remit \$2.00 per person, per game to the Township. Waivers of fees may be made by the Township Board. Contributions of in-kind services, maintenance and repairs may be considered by the Board.

Restoration, Clean-up & Damage Bonds:

For use of the Gazebo at Winkelhaus Park - \$100 per use.

For use of any playing field, for use other than what it is intended for - \$1,000 per field.

Based on the type of event proposed by the applicant, the Township Board may require the applicant to pay a bond in an amount other than what is described here. The Township Board reserves the right to waive bonds at their discretion.

All restoration, clean-up and damage bonds must be in the form of cash or certified check shall be returned only after it is determined that the Applicant has fully performed the restoration and clean-up of the premises to the pre-event or better condition as outlined in Parks and Recreation Administrative Policies and Procedures Manual.

Applicant will be advised in writing should the bond be retained in part or in its entirety or if the damages exceed the bond and there is a balance due.

Community Center (use allowed after 4 p.m. weekdays, and on weekends):

Individual or member of applying organization must be a Hamburg Township resident.

All uses require an application and must comply with the Rules & Regulations.

Key assignments are made by the Parks & Recreation Department.

Damage/Cleaning fees will be charged to user groups who don't leave building as they found it.

Non-Profit Annual Rates (Proof of Non-Profit status required):

Up to 3-hour block/up to 2 times per month:

Non-Refundable flat rate, paid in advance: \$120.00

Non-Profit Daily Rates (includes annual users who require more than 2 days per month):

Up to 3-hour block/per use

Non-Refundable daily charge, paid in advance: \$10.00 each use

For-Profit Rates:

Up to 3-hour block/per use

Non-Refundable daily charge, paid in advance: \$25.00

Additional hours for same day use shall be charged at \$10.00 per hour

Unsecured or Damaged Building Charges:

First incident: Up to \$75.00

Second incident: Up to \$150.00

Third incident: Use of facility will be revoked

Key Replacement Charges:

\$100.00 for key fob

\$300.00 for re-key of facility

Approved:
TB 7/7/2020
Effective 8/1/2020

Public Safety Fee Chart
As referenced: Appendix – C
Parklands, Community
Center and Public Safety
Fee Schedule

Event Category	Event Size/Hazard Description	Public Safety Fee	Personnel Provided
Low Hazard	Less than 1000 <ul style="list-style-type: none"> Prohibited activities: Alcoholic beverages, fireworks, professional sporting events, pets 	No Public Safety Fee Required (unless use is determined to have need of personnel based on type of event).	
Medium Hazard	1001 – 2500 <ul style="list-style-type: none"> Prohibited activities: Alcoholic beverages, fireworks, professional sporting events, pets 	Full Day: \$600 per day Half Day: \$300 per day	2 public safety personnel
High Hazard	2501-5000 <ul style="list-style-type: none"> Prohibited activities: Alcoholic beverages, fireworks, professional sporting events, pets 	Full Day: \$1,200 per day Half Day: \$600 per day	4 public safety personnel
Special Use	Over 5,000 <ul style="list-style-type: none"> Must be proposed and permitted through special approval process through Township Board May require further permits and specialty insurance 	Actual salary costs for all public safety personnel (Police & Fire) not working a regularly-scheduled shift	Public Safety Administration (in consultation with the event organizers and Parks & Rec Director) determine the public safety needs for the event

- **All new event applications/uses require review by Public Safety Personnel**
- Half Day is 6 hours or less, Full Day is more than 6 hours
- The Township Board may waive or reduce required public safety fees by special request of the event organizers
- All event applications, no matter the size, must start with a Park Use Application submittal with the Parks & Recreation Department



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 RDUFFANY@HAMBURG.MI.US

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: March 10, 2022
RE: Agenda Item Topic: **Updated Operational Procedures (Fire)**
General Ledger #: N/A
Number of Supporting Documents: 6
NEW/OLD BUSINESS: **XXX** New Business
_____ Old Business – Previous Agenda #:

Requested Action

- Motion to approve Hamburg Township Fire Department Standard Operational Procedures #100-08B: *Privately-Owned Vehicles*, #200-01B: *Department Vehicle Response*, #200-02B: *Mutual Aid Response*, #200-05B: *Medical Protocols & Scope of Practice*, #200-06B: *Medical Documentation and Quality Assurance* and #200-26: *Boat Operations*.

Background

As part of the ongoing review of all Hamburg Township Fire Department (HTFD) Standard Operating Procedures, the following amended HTFD SOPs are being submitted to the Township Board for review and approval:

- #100-08B: *Privately-Owned Vehicles*.
- #200-01B: *Department Vehicle Response*.
- #200-02B: *Mutual Aid Response*.
- #200-05B: *Medical Protocols & Scope of Practice*.
- #200-06B: *Medical Documentation and Quality Assurance*.
- #200-26: *Boat Operations*.

Respectfully,

Chief Richard Duffany
Director of Public Safety

HAMBURG TOWNSHIP FIRE DEPARTMENT STANDARD OPERATING PROCEDURE



Effective Date: **Draft**

Rescinds: 100-8

Title: **PRIVATELY-OWNED VEHICLES (POVs)**

No: **100-08B**

I. PURPOSE

The purpose of this procedure is to establish guidelines for the use of privately-owned vehicles (POVs) by members of the Hamburg Township Fire Department (HTFD) while on any department function.

II. PROCEDURES

A. Driver Requirements

1. Must be an employee of the Hamburg Township Fire Department who has received written permission from the Fire Chief to drive emergent. Non-emergent driving is approved during the OJT program.
2. Must have a valid driver's license and a satisfactory driving record in order to be eligible to operate a POV on HTFD business.
3. Personnel with an unsatisfactory driving record may be placed on driving probation or prohibited from driving a POV by the Fire Chief in accordance with HTFD SOP #100-9: *Driving Records*.
4. May not have any active disciplinary driving restrictions or any operational changes to their driver's license. Any such changes must be brought to the immediate attention of the Fire Chief
5. Must not operate any vehicle for any department purpose, including but not limited to responses, emergency and otherwise, while under the influence of any substances that may alter their mental or physical status, specifically including, but not limited to alcohol and other controlled substances, whether or not prescribed by a physician.

B. Vehicle Requirements

1. POVs must be in compliance with all equipment requirements of the Michigan Motor Vehicle Code (Public Act 300 of 1949, as amended)
2. A POV must be properly and legally licensed as a motor vehicle in the State of Michigan. No POV shall be operated on HTFD business with an expired or improper registration/license plate.
 - a. A current proof of registration for all POVs used for department business shall be kept on file with HTFD.
 - b. Personnel shall present the renewed proof of registration to the Fire Chief or designee within five (5) business days of obtaining it.

3. POVs must be insured to at least the minimum lawful requirements of the Michigan No-Fault Act. Nothing in this paragraph shall prohibit or discourage personnel from obtaining or maintaining a greater amount of insurance coverage but in no event shall any vehicle be operated without at least the minimum legally required coverage.
 - a. A current certificate of insurance for all POVs used for department business shall be kept on file with the HTFD.
 - b. Personnel shall present the renewed certificate of insurance to HTFD within five (5) business days of obtaining it.
4. Any POV utilized for department business shall have a satisfactory vehicle inspection annually.
5. In order for a private vehicle to respond emergency status as required by law, it must be equipped with a device containing at least one roof-mounted lamp displaying flashing, rotating, or oscillating red lights, that is visible from a distance of at least 500 ft. and 360 degrees of the vehicle. It must also have a mechanical or electronic siren capable of warning other drivers of said vehicle's approach, and be audible at least 500 feet away. The department requires, at a minimum, a roof-mounted device with at least one flashing, rotating, or oscillating red light.
6. The POV must be maintained in a safe operating condition and approved by the Chief or his/her designee, who shall have the right to inspect or review the vehicle's operational status at any time.
7. Any officer having reason to believe that a POV is in violation of the equipment, registration or insurance requirements of this policy shall order that the POV not be used for department business until cleared for use by the Fire Chief or designee.
8. In such circumstances, the Fire Chief may order that the employee produce a valid registration, certificate of insurance or department vehicle inspection form signed by a certified mechanic to ensure that the POV is in compliance with this policy.
9. Each POV shall be inspected annually and a department vehicle inspection form completed.
10. Motorcycles are strictly prohibited from responding emergency status.

C. Driving Procedures

1. Drivers of POVs on HTFD business shall follow all the driving requirements and procedures outlined in HTFD SOP #200-1: *Department Vehicle and POV Response*.

D. Private Vehicle Maintenance

1. In order to assist in maintaining POVs in safe operating condition, personnel are permitted to conduct minor maintenance and/or wash their vehicles at HTFD facilities subject to the following conditions:
 - a. Personnel shall park their vehicles in authorized parking areas at Fire Department facilities as not to impede traffic in any way.
 - b. Cleaning and maintenance work on privately-owned vehicles shall only be done while off duty or after all department tasks have been completed.
 - c. The maintenance and/or repairs are to be of a minor nature that will not interfere with the Fire Department's operations or with the security of the fire stations and/or its equipment.
 - d. Keys must remain with any vehicle parked inside an HTFD fire station.
 - e. Personnel may use the Fire Department's equipment and products to wash their POVs provided it is returned to service in ready condition.
 - f. Repairing and/or washing POVs shall be done in authorized areas only.
 - g. All surface areas (bays/parking lots) shall be thoroughly cleaned after use.
 - h. If an employee changes the fluids in their POVs, they must dispose of the fluids immediately themselves. Fluids are not to be left at or disposed of at or on the Fire Department property.
 - i. The Fire Chief may revoke permission to use HTFD facilities for POV maintenance/washing from any employee failing to follow the guidelines as set forth in this policy.

Issued by:



Chief Richard Duffany
Director of Public Safety

Fire Official Review: N. Miller – February 24, 2022.

Approved by the Hamburg Township Board of Trustees: DRAFT

HAMBURG TOWNSHIP FIRE DEPARTMENT STANDARD OPERATING PROCEDURE



Effective Date: **DRAFT**

Rescinds: 200-01

Title: **DEPARTMENT VEHICLE & POV RESPONSE**

No: **200-01B**

I. PURPOSE

The purpose of this policy is to establish guidelines for the safe operation of Hamburg Township Fire Department (HTFD) vehicles and privately-owned vehicles (POV) used for department business and to establish uniform guidelines for the different response levels used at HTFD.

II. POLICY

HTFD employees who drive HTFD vehicles and POVs for department business have in their care, custody and control, most of the major assets possessed by the department: apparatus, portable equipment and personnel. As such, it is the policy of HTFD to enact procedures to ensure that employees who drive emergency vehicles constantly monitor and reduce the amount of risk and exposure to potential loss during each response.

Safe arrival at the emergency scene shall be, and must always remain, the first priority of all emergency vehicle drivers. In order to accomplish this essential task, all emergency vehicle drivers shall become familiar with, and constantly abide by, the following policies and procedures.

III. DEFINITIONS

- A. *Complete and In Service:* The senior officer present or incident commander shall give the direction to release all Paid-on-Call (POC) staff after all equipment, apparatus, etc. are restored to response condition. This time is documented to represent the end of the run and completion of time worked for POC staff.
- B. *Clearing the Scene:* After abatement of the incident, the incident commander shall give the direction to clear the scene. Personnel shall return to the station in compliance with the Paid-on-Call policy.
- C. *Direct Response:* Officers having good reason to believe, via radio communication, that all the needed Station apparatus are already en route, may respond direct to the scene.
- D. *Limited Response:* To avoid committing all the department's resources to a single scene, the incident commander may redirect personnel and apparatus to a designated staging or stand-by area.

- E. *Personal Initiative:* Any firefighter that believes fire department services are required within our jurisdictional boundaries shall contact Livingston County Central Dispatch (LCCD) and then respond to the scene with the proper apparatus necessary to abate the incident.
- F. *Station Response:* When responding to an incident, firefighters and officers shall respond to the station and prepare to drive or ride a department apparatus to the scene.
- G. *Sterile Cab:* A sterile cab limits in cab distractions; cell phone use, non-essential communication, MCT usage, excessive lights, sounds, clear vision of windshield and windows.

IV. RESPONSE DESCRIPTIONS

Note: *All requirements contained within this policy shall be equally applicable to the operators of all vehicles on departmental business, whether such vehicles are departmentally or privately owned. The Senior/Command Officer may make the decision to upgrade or downgrade a response depending on the information gathered.*

A. Priority Responses

1. **Emergent:** Full response using emergency lights and sirens in accordance with Michigan Motor Vehicle Code, Public Act 300 of 1949, as amended (PA 300), and ensuring to operate the vehicle at a speed that will not endanger life or property. Priority 1 is the equivalent of Emergent.
2. **Non-Emergent:** No emergency lights or sirens. Proceed at lawful speeds, obeying all traffic laws and regulations. Priority 3 is the equivalent of Non-Emergent

B. Apparatus and Priority Responses based on Call Types

Note: *The primary response priority will be based on the information and response recommendation from LCCD. The Senior Officer responding to the event may make adjustments to the priority level and apparatus response based on all information gathered and must notify LCCD, via radio, of any such change. The below is a minimum POC response guide to follow. If the Duty Crew is on another event the senior officer will determine the appropriate apparatus for response.*

ALARM	MINIMUM POC APPARATUS DUE (Does not include the Duty Crew Engine)	PRIORITY
AIRCRAFT EMERGENCY	2 Engines, 1 Tanker	1
ALARM -FIRE/SMOKE DET.	1 Engine	3
ASSIST CITIZEN	Duty Crew Engine	3
ASSIST EMS/MEDICAL	1 Brush Truck	1 or 3
ASSIST POLICE	Duty Crew Engine	3
BRUSH/GRASS FIRE	2 Brush, 1 Tanker, 1 ATV	1
BOMB THREAT-OBJ FOUND	1 Engine	3
CHIMNEY FIRE	2 Engines, 2 Tankers	1
CO INVESTIGATION	Duty Crew Engine	3
CO MEDICAL NEEDED	1 Brush Truck	1
CONFINED SPACE RESCUE	2 Engines, 1 Tanker	1
DROWNING OPEN WATER	2 Engines, Boat 12, SRT 11	1
DUMPSTER FIRE	1 Engine, 1 Tanker	1
ENVIRONMENTAL CLEANUP	Duty Crew Engine	3
EXPLOSION - BUILDING	2 Engines, 2 Tankers	1
EXTRICATION	2 Engines	1
FIRE (STRUCTURE)	2 Engines, 2 Tankers	1
FIRE ALL OTHERS/UNKNOWN	1 Engine	1 or 3
FIRE CAR, TRUCK, VAN	1 Engine	1
GAS LEAK INSIDE	2 Engines	1
GAS LEAK OUTSIDE	2 Engines	1
HAZARDOUS MATERIAL SPILL	2 Engines	1 or 3
ICE WATER RESCUE	2 Engines, SRT 11	1
MUTUAL AID – SCENE	Duty Engine, plus 4 personnel and apparatus as requested	1
MUTUAL AID – STATION	Apparatus as requested	3
ODOR / SMOKE INVESTIGATION	1 Engine, 1 Tanker	1 or 3
OPEN BURN/UNK FIRE OUTSIDE	Duty Crew Engine	3
PERSONAL INJURY ACCIDENT	2 Engines	1
TREE HAZARD	1 Brush Truck	3
UNKNOWN INJURY ACCIDENT	Duty Crew Engine	3
WATERCRAFT ACCIDENT	2 Engines, Boat 12, SRT 11	1
WIRES DOWN	1 Engine, 1 Brush Truck	1

C. Determination of Emergency Response to a Station

1. All personnel responding for an alarm shall respond according to the priority response procedures outlined in this policy.
2. Emergency response by personnel shall continue only until all apparatus due for the alarm from their station is staffed and responding. Personnel still en route to the station, after all due apparatus from that station has responded, shall continue normal traffic to the Station. (i.e., if the alarm is a medical response where only one BLS vehicle is due from a particular station, once that BLS vehicle responds, personnel still en route to that station shall cease to operate emergent and continue normal traffic).
3. In automatic fire alarm responses when the first apparatus from the station is due to respond emergent, once that apparatus has responded, personnel still en route to the station shall continue normal traffic.
4. If an employee is still responding to their station and all apparatus at that station have already responded to the alarm (i.e., the station has been emptied), the employee shall continue to respond to the station normal traffic.
5. An officer of the first due station may, in their discretion, respond to the scene if the response is of a type where such action would be useful to the mitigation of the incident. An officer so doing shall have personal protective equipment (PPE) and a two-way handheld radio with them before responding directly to a scene. Any additional officers should respond to their station.

V. **GENERAL RULES FOR OPERATING VEHICLES**

- A. Must not operate any vehicle for any department purpose, including but not limited to responses, emergency and otherwise, while under the influence of any substances that may alter their mental or physical status, specifically including, but not limited to alcohol and other controlled substances, whether or not prescribed by a physician.
- B. All apparatus operators shall obey all traffic laws and traffic control devices when driving any Township vehicle under ordinary travel conditions. Any driver observed breaking any traffic laws or driving any Township vehicle in an aggressive manner will be subject to disciplinary action including, suspension of driving privileges.

- C. Apparatus operator will be directly responsible for the vehicle's safe operation under all conditions and the Company Officer will oversee the overall safety and direction of the apparatus.
- D. Nothing in this SOP shall relieve the driver of the duty to drive with due regard for the safety of all persons, nor shall it protect the apparatus operator from the consequences of reckless disregard for the safety or property of others.
- E. Personnel under the age of eighteen (18) shall not be permitted to drive emergency vehicles under any circumstances.
- F. In order to operate any department apparatus and equipment, all personnel shall complete the driver/operator (DO) program as directed by the On the Job Training (OJT) program and the Hamburg Township Fire Department Training Division. Personnel in training for the DO program, may operate department apparatus and equipment provided they have a certified operator of that apparatus/equipment with them at all times and have been cleared to do so by the DO Program coordinator.
- G. Must have a valid driver's license and a satisfactory driving record as outlined in HTFD SOP #100-9: *Driving Records*.
- H. Personnel with an unsatisfactory driving record may be placed on driving probation or prohibited from driving a department vehicle or a privately-owned vehicle, for Department business, by the Fire Chief in accordance with HTFD SOP #100-9: *Driving Records*.
- I. Personnel may not have any active disciplinary driving restrictions or any operational changes to his or her driver's license. Any such changes must be brought to the immediate attention of the Fire Chief.
- J. Any personnel responding Emergent in a vehicle must have with them a device capable of receiving communications on the primary Livingston County fire channel (154.010 Mhz and/or 800 Mhz), and shall revert to a normal traffic response upon being directed by LCCD or an Officer.
- K. Any personnel involved in a motor vehicle accident while operating a departmentally-owned vehicle or privately-owned vehicle on department business, shall follow the procedures set forth in HTFD SOP #100-10: *HTFD-Involved Motor Vehicle Accidents*.
- L. At the discretion of an Officer, employees who are not certified to drive can be authorized to operate Utility and/or Command vehicles, non-emergent.

- M. Apparatus responding with the County Air Trailer and the HTFD Utility Trailer are to respond non-emergent to all events.
- N. Apparatus may respond emergent, with the Mule on the Trailer, with direction from the Incident Commander or Company Officer.

VI. ELECTRONIC DEVICES AND DRIVING DISTRACTIONS

- A. The use of, or holding of, communication/entertainment devices such as cell phones is not permitted while responding emergent or non-emergent.
- B. If no personnel are in the Officer seat of the apparatus, the use of hands free devices are permitted while operating department apparatus if not on a run.
- C. Personnel in the Officer seat are responsible for using the Mobile Computer Terminal (MCT), radio communication, routing, siren, and air horn use.
- D. If no personnel are in the Officer seat the driver must have the route to the run determined prior to responding. The driver will limit MCT and radio distractions.
- E. Personnel are not to be eating while driving.
- F. The driver and the Officer will encourage that all personnel respect the need for a sterile cab. Personnel are not to be eating while driving while responding.

VII. PREPARING TO DRIVE

- A. Safety belts and restraints must be used in all apparatus. It is the responsibility of the Company Officer to insure that everyone is properly seated and seat belted prior to the apparatus being moved. HTFD prohibits the riding on tail steps, sidesteps, running boards, or any other exposed position.
- B. Prior to entering the cab and starting the vehicle, the driver shall complete a walk around the vehicle to see that all equipment is secured, that all compartment doors are securely closed and any physical obstructions are moved out of the way. During the walk around, the driver shall encircle the vehicle and visually inspect all four sides, the top, and the area below the vehicle before entering the cab. The driver should also verify an all clear with the person riding in the officer position. This shall be conducted prior to moving the vehicle regardless of whether or not the vehicle is about to leave on an emergency or non-emergency.
- C. Engine/Tanker Start Up: For either Emergency or Non-Emergency start-up of all

apparatus, the following procedure must be followed to ensure the apparatus will meet the proper operating parameters outlined by the manufacturer.

1. Disconnect the shore lines from the apparatus. These lines should include a 110 volt cord for the battery conditioner and a shop air line for the apparatus air tanks and braking system.
2. Switch the master battery switch to the "ON" position.
3. Operate the "Ignition" switch to the "ON" position and allow the driver's information station and apparatus gauge readouts to cycle through the calibration mode. A self-calibration of the gauges will be indicated by a full sweep of all readouts.
4. At the completion of the calibration sequence, operate the "START" switch to start the apparatus.
5. Verify proper operating pressures on the oil, air and charging systems prior to responding.

D. Prior to an apparatus leaving the station, ensure it is adequately staffed.

VIII. INCIDENT RESPONSE MODE

A. **NON-EMERGENT / NORMAL TRAFFIC**

1. No lights or siren, obey all traffic regulations, and proceed as normal traffic.

B. **EMERGENT / EMERGENCY TRAFFIC**

1. Proceed as safely as possible when in responding emergent.
2. CAUTION must be used at all traffic lights, stop signs, and when passing cars on the road.
3. PA 300 as amended must be complied with at all times.

C. State Law: When responding to emergency calls, all driving is to be in accordance with the Michigan Motor Vehicle Code, Public Act 300 of 1949.

D. Warning Devices: The apparatus operator of any fire apparatus will turn on all emergency lights and headlights while responding to an emergency. The siren shall be used to give adequate warning to other drivers and pedestrians. Remember, you are asking for permission to have the right of way while responding with lights and sirens.

E. Speed Limits: The apparatus operator may exceed the posted speed limit in accordance with state law so long as life and property are not endangered, and driving in a reasonable and prudent manner.

F. Stop Signs and Lights: The apparatus operator may proceed past a red or stop

signal or stop sign, but only after controlling and clearing the intersection. All drivers shall stop at blind intersections before proceeding.

- G. Vehicle Control and Right-of-Way: All apparatus operators shall attempt to maintain control of the vehicle that they are operating in such a manner as to provide the maximum level of safety for both their passengers and the general public. Apparatus operators should be aware that civilian drivers may not react in the manner in which is expected or felt to be appropriate. An attempt should be made to have options available when passing or overtaking vehicles. If another vehicle driver fails to yield the right of way to an emergency vehicle, the emergency vehicle driver cannot force the right of way, nor can you assume the right of way, therefore you do not have the right of way until the other vehicle yields to you.
- H. Direction of Movement: The apparatus operator may disregard regulations governing direction of movement, or turning in specified directions provided the driver does not endanger life or property.
- I. Passing Private Vehicles: Apparatus operator should always pass other vehicles on the left side of the vehicle being passed. State law instructs other vehicles to yield to the right for emergency vehicles. When conditions only allow for passing on the right, it must be done with extreme caution.
- J. Passing Emergency Vehicles: An apparatus operator can only pass another emergency vehicle if the driver receives permission of the vehicle being passed. It must be accomplished cautiously.
- K. Passing School Buses: Emergency vehicles must never pass a school bus while the loading lights (yellow or red) are illuminated. Personnel shall come to a complete stop, turn off their siren and wait for the driver of the bus to signal (hand motion) that it is safe to pass the bus. Upon receiving the signal to pass, personnel shall proceed at a very slow speed (less than 10 mph) until they have completely passed the bus and any pedestrians in the area.
- L. Railroad Intersections: The operator shall comply with any stop signal emanating from a railroad crossing until such time as the vehicle has come to a complete stop and the operator has determined that the track may safely be traversed. When approaching an unguarded rail crossing (no gates/no visual signal) the apparatus operator shall bring the apparatus or vehicle to a complete stop before entering the grade crossing. In addition, the apparatus operator shall perform the following steps prior to proceeding: turn off all sirens and air horns, operate the motor at idle speed, turn off any other sound producing equipment or accessories, and listen for train's horn.

- M. Intersection Practices: Extreme care should be taken when approaching any intersection as intersections are the locations responsible for the majority of accidents involving emergency vehicles.
1. Uncontrolled Intersections: Any intersection that does not offer a control device (stop sign, yield or traffic signal) in the direction of travel of the emergency vehicle or where a traffic control signal is green, upon the approach of the emergency vehicle, all emergency drivers shall do the following:
 - a. Scan the intersection for possible hazards.
 - b. Slow down if any potential hazards are detected and cover brake pedal with foot.
 - c. Change the siren cadence not less than 200' from intersections.
 - d. Avoid using the opposing lane of traffic if at all possible.
 - e. Apparatus operators should always be prepared to stop.
 2. Controlled Intersections: Any intersection controlled by a stop sign, yield sign, yellow traffic light or a red traffic light requires **Prudent Action** by the apparatus operator. The following steps should be taken:
 - a. Do not rely on warning devices to clear traffic.
 - b. Scan the intersection for possible hazards as well as driver options (have a plan).
 - c. Begin to slow down well before reaching the intersection and cover the brake pedal with foot.
 - d. Change the siren cadence not less than 200' from intersection.
 - e. Scan intersection for possible passing options; avoid using the opposing lane of traffic if at all possible.
 - f. Establish eye contact with other vehicle drivers; have partner communicate all is clear; reconfirm all other vehicles are stopped.
 - g. Be prepared, during an emergency response, to bring the vehicle to a complete stop.
- N. Following Emergency Vehicles: Extreme caution should be used when following other emergency vehicles. Distance between vehicles should be more than the driver estimates will be needed to stop safely.
- O. Crossing the Centerline: Crossing the center line or using the left turn lane is permitted when all normal lanes are blocked. Apparatus operators must be sure that all on-coming traffic lanes and turning lanes are stopped. In this case, apparatus operator must proceed slow enough to stop to avoid vehicles turning left in front, and also oncoming vehicles making right turns into your path of travel.

- P. Reducing Speed: Apparatus operators must reduce their speed appropriately due to poor weather conditions, when passing through school zones, or any other condition that may adversely affect the apparatus or the vehicle operator.
- Q. Off-Road Travel: When vehicles are taken off the road:
1. The Company Officer should evaluate the need for off road use.
 2. Identify potential hazards (firmness of soil, type of soil, septic tanks and other underground hazards).
 3. Establish best route.
 4. If needed, spotter to walk route.
 5. No exterior passengers.
- R. Back-Up Guide (Spotter): **The presence of a backup camera on any apparatus does not relieve any employee of the responsibilities outlined in this section. Backup cameras are a redundant piece of safety equipment and are not to be used in lieu of the guide.**
1. Apparatus operators are responsible for any apparatus movement. The apparatus operator and guide will communicate the movement plan prior to the guide taking his/her position at the driver's side rear of the vehicle. The apparatus operator must wait for a guide to be in full view on the driver's side before moving any vehicle in reverse. Apparatus operators must stop and investigate immediately when the guide is no longer in full view.
 2. When the apparatus requires travel in either a forward and/or reverse motion to clear obstacles, apparatus operators need to have a minimum of a single ground guide positioned at the left side rear, and/or forward side right, and must be in full view at all times, If two ground guides are available that is the best option. The driver should roll down driver's window and turn on available scene lights.
 3. Guide (Spotter) Position:
 - a. Leave adequate room between the apparatus and you.
 - b. Give plenty of warning; allow for reaction time.
 - c. Consider your own safety; don't be at risk. Use reflective PPE and flashlights as appropriate.
 - d. Equipped with a radio to communicate with the driver, using a Tac Channel if available.
 - e. Will not be distracted by other activities and are not to be using a cell phone.

4. When the vehicle has only an apparatus operator, the apparatus operator shall attempt to utilize any available fire personnel to act as a guide. When no personnel are available to assist, the apparatus operator shall make a complete 360-degree survey of the area around the vehicle to determine if any obstructions are present prior to backing the vehicle.

5. Signals for Backing:

- a. Straight Back: Both hands above the head motioning back up movement.
- b. Turn: Both arms pointing the same direction with index fingers extended, there should be no movement of the arms. The arms should point in the direction the guide wants the rear of the vehicle to travel.
- c. Stop: Both arms crossed held above the guides head.

S. POV Response Outside HTFD Jurisdiction: Personnel may respond emergent to calls only when they are within Hamburg Township. Personnel are not to run emergent outside the township without prior notification and approval from the Fire Chief.

IX. SCENE OPERATIONS

- A. On arrival, the apparatus operator must position the apparatus in a manner that allows for its efficient use, that avoids unsafe conditions (overhead wires, haz-mat, unfavorable winds, and blocking of other fire apparatus), and according to the direction of the Company Officer or the Incident Commander.
- B. The apparatus operator must stay with the rig and is the designated Engineer unless otherwise directed by the Company Officer or Incident Commander.
- C. When laying hose, the apparatus operator will proceed at a speed to not damage the hose, apparatus, or surrounding environment.
- D. Apparatus operators will utilize wheel chocks, appropriate PPE, and appropriate safety equipment when operating equipment at a scene.

X. STAGING OF APPARATUS

- A. When the Company Officer of the first arriving apparatus orders all others to stage on arrival they should:
 - 1. Stage as directed, if no location is given, maintain a position greater than 1000 feet from the incident and out of direct sight of the scene.
 - 2. Minimize traffic obstruction.

3. Position behind intersections when possible.
4. Maintain a state of readiness.

B. Designated Staging:

- a. Use a commercial parking lot or other area with a firm surface and good road accessibility.
- b. Should be in an open area near the scene.

C. Rules of Staging

1. Stay with apparatus and be prepared for immediate deployment
2. Position apparatus with adequate spacing so it and all equipment are immediately accessible and available for assignment. A properly staged vehicle would mean one that does not require backing

XI. STATION RETURN

A. Apparatus shutdown procedure:

1. Allow the apparatus to cool down for 3 to 5 minutes outside the station.
2. Complete the pulling in/backing in of the apparatus to the proper position as marked on the floor.
3. Attach the vent hose to the exhaust pipe, if available.
4. Turn the apparatus off.

Note: The apparatus motor should not be running while hooked up to the Plymovent exhaust system during extended apparatus maintenance. If you need to run the apparatus motor for extended periods, the apparatus must be parked outside the building.

B. Apparatus operator with the Company Officer must ensure the apparatus and equipment are operationally-ready upon returning to the station.

C. Apparatus operators are responsible for completing apparatus documentation after any vehicle usage. The Company Officer shall verify for accuracy.

D. Do not connect the shore-line power cord until the motor has stopped and the battery switch has been turned off.

XII. FUELING OF APPARATUS

A. Engines/Tankers with $\frac{3}{4}$ tank or less of fuel are to be filled. All other apparatus with $\frac{1}{2}$ tank or less of fuel are to be filled.

B. Any generators or other equipment must be refilled after each use.

C. When fueling apparatus:

1. Gloves and safety glasses are recommended during fueling operation.
2. Any needed documentation must be completed.
3. Apparatus should be turned off and must be attended when refueling.
4. NO SMOKING is permitted.

Issued by:



Chief Richard Duffany
Director of Public Safety

Fire Official Review: N. Miller – February 24, 2022.

Approved by the Hamburg Township Board of Trustees: DRAFT

HAMBURG TOWNSHIP FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE



Effective Date: **DRAFT**

Rescinds: 200-2

Title: **MUTUAL AID RESPONSE**

No: **200-02B**

I. PURPOSE

The purpose of this policy is to establish apparatus response procedures to ensure timely, appropriate, safe and effective apparatus response to emergency and non-emergency incidents to neighboring communities while maintaining adequate resources in Hamburg Township. The incident commander, Hamburg Township Fire Department (HTFD) officer in charge, or a Chief Officer may modify the response plan.

II. AUTOMATIC MUTUAL AID

- A.** HTFD, in conjunction with fire departments in Livingston and Washtenaw Counties, participates in automatic mutual aid. This process ensures that the next closest fire department responds to all reported structure fires in a community at the time of initial dispatch. For request to the scene, the HTFD on-duty crew and apparatus will immediately respond to the request. To fulfill the auto-aid request, additional staffing, primarily through trained paid-on-call firefighter staff, will respond with an additional apparatus. Minimum staff supplied will be four personnel with an officer. Preferred staffing will be the duty crew (2), HTFD Captain or Chief Officer (1), and four (4) personnel on the second apparatus.
- B.** The responsibility for coverage of the township rests with the senior officer at the station. That officer shall determine station staffing and equipment needs are fulfilled, and, if needed, may summon mutual aid for coverage. If no officer is available at the station, the senior officer responding to the mutual aid request will manage the coverage needs.

III. MUTUAL AID REQUEST

- A.** On second alarm (or higher) or specific mutual aid requests, the response plan will be at the discretion of the senior HTFD officer. Typical minimum staffing for scene requests are four personnel. Tanker strike team requests consist of staffing two personnel (minimum training level of one fully trained firefighter and one probationary firefighter) per tanker. Personnel responding to mutual aid request must be trained to the level of the request.

- B.** The responsibility for coverage of the township rests with the senior officer at the station. That officer shall ensure station staffing and equipment needs are fulfilled, and, if needed, may summon mutual aid for coverage. If no officer is available at the station, the senior officer responding to the mutual aid request will manage the coverage needs.

IV. STATION COVERAGE

- A.** Request to cover the station of a mutual aid department will be a non-emergent response.
- B.** The response plan will be at the discretion of the senior HTFD officer.
- C.** The senior HTFD officer will coordinate the appropriate apparatus to send to fulfill the station coverage request.
- D.** Personnel responding to station coverage request shall be trained to the level of firefighter and EMT-Basic.
- E.** Minimum staffing will be two (2) personal on the responding apparatus and a HTFD Captain or Chief Officer (1).
- F.** The duty engine will be responsible to stay in Hamburg Township unless directed otherwise by the senior HTFD officer.

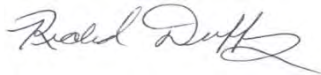
V. ADDITIONAL PROCEDURES

- A.** For mutual aid calls, the only officer to report responding with Central Dispatch will be a Chief Officer or the senior officer responding.
- B.** Communication, where needed, between the remaining stations and personnel, shall be conducted on 47FD001.
- C.** The station closest to the mutual aid request shall be the primary response station. The further station, once staffed, shall start responding to the request until the closer apparatus is staffed and is responding.
- D.** If a single station is unable to fulfill the request the two stations shall communicate via 47FD001 and combine staffing resources to fulfill the request.
- E.** If HTFD is unable to fulfill the mutual aid request in a timely manner the senior officer needs to notify Central Dispatch and ensure that the requesting agency has

been notified.

- F. When summoning mutual aid coverage for Hamburg Township care should be taken to avoid calling departments likely to be summoned to the scene of the mutual aid call (*i.e.*, if the scene is in Green Oak, calling Northfield for station coverage might be inappropriate, as they may be called to the scene by Green Oak).
- G. Mutual aid responses not addressed in this policy shall be at the discretion of the senior responding officer.

Issued by:



Chief Richard Duffany
Director of Public Safety

Fire Official Review: N. Miller – February 24, 2022.

Approved by the Hamburg Township Board of Trustees: DRAFT

HAMBURG TOWNSHIP FIRE DEPARTMENT STANDARD OPERATING PROCEDURE



Effective Date: **DRAFT**

Rescinds: 200-05

Title: **MEDICAL PROTOCOLS & SCOPE OF PRACTICE**

No: **200-05B**

I. PURPOSE

Medical protocols are intended to guide personnel in the response and management of emergency situations and the care and treatment of patients, in accordance with department licensure.

II. POLICY

The Washtenaw/Livingston Medical Control Authority (WLMCA) is responsible for overseeing the emergency medical services in Washtenaw and Livingston Counties. This system includes multiple advanced life support agencies and fire departments.

- A.** All Hamburg Township Fire Department medical providers are required to understand and operate within their scope of practice as noted by the Washtenaw / Livingston County MCA and department licensure.
- B.** When providing patient care, personnel of all levels must follow the applicable protocols.
- C.** Since written protocols cannot feasibly address all situations that may develop, the department expects that personnel will use their training and sound judgment when treating patients.
- D.** In cases where protocol has been deviated from, clear documentation must be provided.
- E.** On scene access to the WLMCA protocols can be achieved through the use of the Mobile Computer Terminal (MCT) or through the smart phone application.

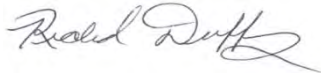
The WLMCA website will always contain the most current version of the EMS protocols, important EMS bulletins, and many other helpful resources.

This information can be accessed on-line at:



The MCA protocols may be directly printed, and or downloaded. There is also an app version that is compatible with both Apple and Android-type smart phones.

Issued by:

A handwritten signature in cursive script, appearing to read "Richard Duffany".

Chief Richard Duffany
Director of Public Safety

Fire Official Review: N. Miller – March 2, 2022.

Approved by the Hamburg Township Board of Trustees: DRAFT

HAMBURG TOWNSHIP FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE



Effective Date: **Draft**

Rescinds: 200-06

Title: **MEDICAL DOCUMENTATION & QUALITY ASSURANCE**

No: **200-06B**

I. PURPOSE

The purpose of this policy is to establish guidelines for the proper documentation of all medical requests for service provided by the Hamburg Township Fire Department.

II. POLICY

A complete and accurate medical record and daily quality assurance review is an essential part of a high standard of patient care. It is the policy of the Hamburg Township Fire Department (HTFD), operating as a Basic Life Support agency in Livingston County, to properly document and review all patient encounters.

III. DOCUMENTATION

- A. An Emergency Medical Service (EMS) Electronic Patient Care Report (EPCR) must be completed on any medical request for service to which HTFD is on scene of. This includes all emergency and non-emergency EMS incidents and patients, patient refusals, other patient contact, no patient found and cancellations.
- B. All EPCR reports will be made available to the receiving facility, the MCA and the Bureau of EMS, Trauma and Preparedness, in electronic format.
- C. The Emergency Reporting EPCR shall be created using a National EMS Information System (NEMSIS) and State of Michigan compliant (NEMSIS Gold) software allowing for upload to the state repository.
- D. All NEMSIS data will be automatically uploaded at the completion of each EPCR.
- E. The primary patient care provider is responsible to ensure accuracy and completeness of EPCR.
- F. On scene notes for all patient care encounters will be documented on the Washtenaw/Livingston Medical First Responder/Basic Life Support (W/L MFR/BLS) Run Report or approved note pad.
- G. A copy of the PCR notes should be given to the transporting EMS crew prior to transporting the patient, if possible, but should not delay direct patient care.

- H. If a patient is evaluated and/or treated and care is not transferred to a transporting ALS agency, a Refusal of Treatment and/or Transport PCR shall be completed on the Washtenaw/Livingston Medical First Responder/Basic Life Support (W/L MFR/BLS) Run sheet.
- I. The on-scene notes and EPCR are part of the patient's medical record and should be treated as confidential information.
- J. Once the EPCR is completed the on-scene notes shall be shredded.
- K. Completed EPCRs shall be maintained as the official medical record for each patient treated. Each EPCR should include:
 - 1. All demographic, response and other general information pertinent to the EMS personnel's actions related to the response.
 - 2. Patient care information including chronology and clarity of patient care including history, assessment, treatment, response to that treatment, changes in patient's condition upon transfer of responsibility for care.
 - 3. The EPCR shall be considered a confidential medical record and treated in accordance with state and federal law.
 - 4. Each EPCR shall be electronically signed by the person documented as the agency's Primary Care Provider for that particular patient/incident.

IV. QUALITY ASSURANCE

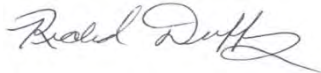
Hamburg Township strives to improve patient care through a daily review process of all medical runs. We will be looking at all aspects of treatment including patient/customer care, documentation, and feedback received from other care providers and responders. This quality assurance (QA) will strive for growth through education and counselling. Trends will also be monitored to adjust for future needs in organizational or system wide training and policy development. HTFD will also participate in all recommended or required QA request made through the Washtenaw/Livingston Medical Control Authority.

A. General Guidelines

- 1. Shift Captains will perform daily QA of all medical incidents.
- 2. Real-time QA will take place if problems, or potential problems, are found during patient care.
- 3. Report QA will take place with each paper and EPCR. The intent is to identify potential problems or trends that need to be addressed.

4. Customer/Responder QA will take place through solicited or unsolicited communication.
5. All QA activities will be documented and tracked to allow for monitoring of trends and educational needs.
6. All feedback given to the care provider will be focused on education and improvement of care.

Issued by:



Chief Richard Duffany
Director of Public Safety

Fire Official Review: N. Miller – February 24, 2022.

Approved by the Hamburg Township Board of Trustees: DRAFT

HAMBURG TOWNSHIP FIRE DEPARTMENT STANDARD OPERATING PROCEDURE



Effective Date: **DRAFT**

Rescinds: 10-116

Title: **BOAT OPERATIONS**

No: **200-26**

I. PURPOSE

The purpose of this procedure is to establish guidelines for the operation of the departmental boat for response to emergencies and non-emergencies, including water rescue, dive team support, standby activities, and other needs that take place on the bodies of water, to include rivers, lakes, and any other types of open water within Hamburg Township or surrounding communities where the use of a boat is required.

II. RESPONSE

- A.** The Hamburg Township Fire Department (HTFD) boat shall be pulled by a HTFD light duty style apparatus, to include command vehicles, to and from incidents and/or events in which the boat is required.
- B.** The senior officer responding to the incident shall establish whether the boat shall be pulled emergent or non-emergent during response.

III. PROCEDURES

A. Personal Safety

- 1.** Personnel are expected to ensure proper safety equipment is available prior to departure from land. They are also expected to bring with them any equipment necessary to provide the services required for that particular situation.
- 2.** When responding on the waterway to emergency incidents, HTFD staff shall ensure they are wearing a properly fitting United States Coast Guard (USCG) Approved type III (or better) Personal Flotation Device (PFD) at all times.
- 3.** Personnel are expected to know their own swimming ability limitations, and take appropriate measures to ensure their own safety, as well as the safety of any potential victims.
- 4.** Fire personnel will not enter the water to perform rescue functions unless they have an adequate level of thermal protection for the existing water temperature. This may include a wet or dry suit, exposure suit, or other approved method. The dive team should be requested and utilized for cold water entries. If the dive team is unavailable or if suitable thermal protection is unavailable, alternative (non-entry) methods should be employed.

5. Personnel should expect ambient air temperatures to be much lower while operating on the lake. Wind blowing across the water surface can significantly lower the air temperature. Fire personnel should anticipate and prepare for this factor prior to boarding any watercraft, taking a pessimistic approach to planning their environmental exposure. Adequate layering of suitable clothing is the most effective method for combating hypothermia. Hypothermia protection and treatment should also be considered early for all rescue victims.
6. Fire personnel are expected to evaluate each situation and utilize an appropriate level of personal protection to ensure the safety of each individual member. In addition to thermal protection and an approved PFD, this may include head protection (water rescue helmet), gloves, foot protection, safety lines, waterproof flashlights and/or strobes, etc. If an appropriate protection level cannot be achieved with the available resources, additional resources should be requested and alternative measures should be employed until an acceptable protection level can be attained.

B. General Watercraft Safety

1. Fire personnel may operate from fire department or another agency's watercraft (as available and appropriate). They should avoid operating from civilian watercraft, if possible, and should never operate from any watercraft in which the operator is impaired or when safety is in question.
2. Personnel must maintain adequate situational awareness at all times. Wind shifts, wakes & waves, and evasive steering movements may cause the watercraft to shift suddenly throwing riders about (causing injury). Personnel may also be thrown overboard, without warning. Good shoes, sure footing, good balance, and an adequate hand hold should be maintained whenever possible.
3. All deck areas and surfaces of should be kept clear and clean. Lines not in use should be properly stowed. Excess water should be cleared when possible. Emergency equipment should be properly managed, secured, and stowed when not in use. Adequate deck lighting should be used at night, when it does not interfere with operations.
4. It is the responsibility of every member of the crew to manage safety practices for the entire operation.

C. Deployment

1. It is the policy of the HTFD to have a minimum of (2) personnel on the boat when possible. This standard shall not delay the response of the boat to emergency incidents.
2. HTFD staff shall notify central dispatch, during emergency incidents, when the boat has been deployed over the channel in which the incident is taking place on.
3. Any time personnel are operating on the water from a watercraft, the boat operator is ultimately in charge of, and responsible for, the watercraft. The Incident Commander (IC) is in charge of the emergency operation. The boat operator should limit the number of personnel on the watercraft to the minimum necessary to safely manage the incident. The operator and the IC must ensure that all rescue or firefighting operations are conducted in a safe manner. If safety is compromised, the operation must be aborted or modified so that it can be carried out safely.
4. If it becomes necessary to enter the water to perform a rescue, an operator will remain on-board the watercraft at all times. Watercraft will not be abandoned during emergency operations unless anchor or dock lines properly secure it.
5. The remaining personnel on the watercraft will perform watercraft positioning, scene safety and protection, radio, and rescue support functions. Radio contact with command will be maintained whenever possible.

D. EMS/Rescue Operations

1. When responding to EMS or rescue incidents, personnel will ensure that appropriate EMS equipment is loaded on to the boat prior to departing the dock. This equipment will ensure that proper treatment can be initiated if indicated on a patient or victim while in the boat prior to transferring the patient to shore units.
2. Personnel operating from the watercraft should enter the water (such as to perform a rescue) **only as a last resort**. Crews should consider less dangerous intervention methods first, such as reach, throw, and then go. Entry into the water should only be considered if it could be accomplished safely and effectively. Early deployment of the dive team will be critical to the survivability profile of a victim in the event the surface rescue is unsuccessful.
3. If water entry is deemed the best possible option, personnel are expected to utilize an appropriate level of personal protection that will ensure their safety. If an adequate personal protection level is unavailable, alternative (non-entry) methods should be employed.

4. Personnel will not enter the water unless trained and equipped to perform the expected tasks. Adequate backup personnel should be readily available whenever possible. Only the minimum number of personnel needed to perform the expected tasks should be used, and exposure time in the water should be minimized as much as possible.
5. Water rescue operations may require multiple resources to complete the rescue safely. An early request for additional resources will help to ensure that adequate personnel are deployed to safely manage the incident.

E. Training

1. All personnel shall receive a minimum of 6 hours of training as an observer/operator on the department boat prior to being permitted to operate the department boat on the Chain of Lakes. The purpose of this training is to familiarize the employee with the operations of the boat and the geographical layout of the water in and around Hamburg Township and the navigational hazards throughout them.
2. All HTFD staff that wish to operate the boat shall obtain a USCG or Michigan Boater Safety Certificate prior to being cleared on the apparatus.
3. Personnel shall receive training and shall become proficient in the towing, loading, and unloading of the department boat from the trailer.

F. Operation and Maintenance of Department Boat

1. After every use, the boat will be properly loaded and secured to the trailer. Once returned to the station the boat will be fueled and cleaned. Any service needed or problems encountered shall be properly documented.
2. Employee operating the department boat shall follow all boating regulations, state laws and local ordinances governing the waterways.
3. Except as otherwise provided in this policy, non-emergency service personnel, including ride-alongs, shall only be permitted on the department boat with the express permission of the Fire Chief or designee.
4. Department boat shall not be used for any personal business or boating.
5. Alcoholic beverages are strictly forbidden on the department boat except when being transported or stored after having been lawfully seized by a Law Enforcement Officer.

Issued by:

A handwritten signature in black ink, appearing to read "Richard Duffany". The signature is fluid and cursive, with a large initial "R" and "D".

Chief Richard Duffany
Director of Public Safety

Fire Official Review: N. Miller – March 7, 2022.

Approved by the Hamburg Township Board of Trustees: DRAFT



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 RDUFFANY@HAMBURG.MI.US

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: March 10, 2022
RE: Agenda Item Topic: **Updated Operational Procedures (Police)**
General Ledger #: N/A
Number of Supporting Documents: 5
NEW/OLD BUSINESS: **XXX** New Business
_____ Old Business – Previous Agenda #:

Requested Action

- Motion to approve Hamburg Township Police Department Operational Procedures #100-2: *Citizen Complaint Procedure*, #300-8: *Response to Persons with Mental Illness*, #300-39: *Media Relations*, #300-44: *Incident Command System* and #600-6: *Disciplinary Procedures*.

Background


As part of the State of Michigan accreditation process, the following four Hamburg Township Police Department Operational Procedures are being submitted to the Township Board for review and approval:

- #100-2: *Citizen Complaint Procedure*.
- #300-8: *Response to Persons with Mental Illness*.
- #300-39: *Media Relations*.
- #300-44: *Incident Command System*.
- #600-6: *Disciplinary Procedures*.

Respectfully,

A handwritten signature in cursive script, appearing to read "Richard Duffany".

Chief Richard Duffany
Director of Public Safety

HAMBURG TOWNSHIP POLICE DEPARTMENT			
OPERATIONAL PROCEDURE			
Title: Citizen Complaint Procedure			
No. 100-2			
Effective Date: DRAFT	Michigan Accreditation Standard(s) 1.3.1		
<input type="checkbox"/> New	<input checked="" type="checkbox"/> Amended	<input checked="" type="checkbox"/> Rescinds	<input type="checkbox"/> Reviewed
<input type="text"/>	<input type="text"/>	100-2 (04/17/19)	<input type="text"/>

I. PURPOSE

The purpose of this order is to establish procedures to be used by the Hamburg Township Police Department to receive, document, investigate and resolve complaints against members of the Hamburg Township Police Department.

II. POLICY

It is the policy of the Hamburg Township Police Department to continuously strive to improve the quality of police service provided to the citizens of Hamburg Township through an objective procedure of handling complaints against department personnel. Through this process, citizen confidence in the integrity of the department and its personnel can be achieved and maintained.

It is the policy of the Hamburg Township Police Department to investigate all citizen complaints alleging police misconduct in a fair, objective and thorough manner.

It is the policy of the Hamburg Township Police Department to investigate all complaints diligently while ensuring that all police employee rights as set forth in the U.S. Constitution, current state and federal law as well as applicable collective bargaining agreements are strictly protected.

III. PROCEDURES

A. Filing of Complaint

1. Formal citizen complaints may be made against any member, sworn or non-sworn, of the Hamburg Township Police Department.
2. When a citizen wishes to make a complaint about any member of the Hamburg Township Police Department, that citizen shall be referred to a supervisory officer.

3. Anonymous complaints against members of the Hamburg Township Police Department shall be accepted and forwarded to the Chief of Police to determine if an investigation is warranted.
4. Supervisors Responsibility
 - a. Supervisors receiving a formal complaint in person or over the telephone shall request that the citizen reduce their complaint to writing and then forward the written complaint to the Chief of Police.
 - b. If a citizen refuses to make a written complaint the receiving supervisor will forward an inter-departmental communication with any initial information that is relevant to the Chief of Police for a determination on how to proceed.
 - c. If a complaint is lodged by mail, e-mail, or department web page, the written communication shall be forwarded to Chief of Police and be made a part of the investigative file.
 - d. When a citizen is loud, boisterous, argumentative and/or intoxicated and their demeanor does not subside, the citizen will be instructed to return when they can conduct themselves in a calm and rational manner. The supervisor will forward an inter-departmental communication with any initial information that is necessary to the Chief of Police.
 - e. Any complaint by a juvenile must be made with the parent or legal guardian.
 - f. Nothing in this policy shall be construed as precluding a supervisor from attempting to resolve a minor complaint prior to it becoming a written formal complaint, provided that the citizen is satisfied with the resolution or explanation provided.
 - g. In appropriate circumstances, a supervisor may still conduct an investigation if all requirements listed in above (a – e) are not met.

B. Complaint Investigation

1. The Chief of Police shall review the complaint to determine the validity in relation to rules and regulations governing HTPD employee conduct and shall also determine if any criminal investigation is warranted.
2. Criminal investigations and administrative investigations into a complaint shall be investigated separately.

3. On all complaints alleging criminal wrongdoing on the part of an HTPD employee, the Chief shall request a review by the Michigan State Police to determine if a criminal investigation into the matter is warranted.
4. On all complaints non-criminal in nature, the Chief shall assign a supervisor to investigate the complaint within five (5) business days of the filing of the complaint. The investigating supervisor shall have direct access to the Chief while investigating the complaint and may by-pass the chain of command to reach the Chief on matters concerning the complaint and/or investigation.
5. The Chief shall also notify the Township Supervisor of any formal complaints within five (5) business days. In turn, the Township Supervisor will provide the Township Board of Trustees with notification of the complaint within two (2) business days.
6. Within three (3) working days of being assigned an investigation, the investigating supervisor shall notify the complainant to acknowledge receipt of the complaint and briefly explain the complaint investigative process.
7. Investigating Supervisor's Responsibility
 - a. Supervisors assigned to investigate a complaint shall conduct an investigation into the complaint which shall include interviewing the complainant, interviewing the member under investigation, interviewing any relevant witnesses and reviewing any relevant audio/video recordings, written reports or any other pertinent documents.
 - b. Interviews and statements may recorded by the investigator. The recording, or transcript of the recording, will be retained as part of the investigative file.
 - c. The purpose of an administrative investigation is to determine whether there is sufficient evidence to prove that an employee violated a department rule, regulation, policy, procedure or directive.
 - d. An investigation of a complaint shall be completed within thirty (30) days unless an extension is granted by the Chief of Police.
 - e. It shall be the responsibility of the investigator to thoroughly document each step in the investigation and the result thereof in order to properly complete an investigative report which shall be made part of the complaint file.

- f. At the conclusion of the investigation, the investigator shall complete a written report containing the name of the complainant, the name(s) of the HTPD employee(s) involved, a summarization of the investigation that was conducted and the information disclosed by the investigation. The investigator's report shall also contain a recommendation as to whether the complaint should be sustained or whether the employee should be exonerated.
8. A complaint may be withdrawn at any time; however, such a withdrawal will not preclude the continuation of an investigation and will not preclude the imposition of disciplinary sanctions in appropriate situations.
9. The Chief of Police may immediately place an employee on administrative leave in accordance with Operational Procedure 600-5: *Administrative Duty/Leave* or relieve the employee of duty in accordance with Operational Procedure 600-6: *Disciplinary Procedures* pending completion of an investigation into a complaint as circumstances warrant.
10. Efforts may be made by the Chief of Police/designee when appropriate to reach conciliation between all parties at any time during the complaint process. Conciliation shall not preclude further investigation or imposition of disciplinary sanctions in appropriate situations.
11. Complaints Against the Chief of Police
 - a. Complaints made against the Chief of Police shall be forwarded to the Township Supervisor for investigation.
 - b. The Township Supervisor shall fill the role of the Chief of Police in this policy. The Township Supervisor, working in conjunction with the Township-designated Personnel Committee, shall make a determination as to the disposition of the complaint.
 - c. If the complaint is sustained and there is sufficient evidence of a violation of department/Township policy then the Township-designated Personnel Committee shall recommend and/or impose discipline in accordance with Township policy.

C. Employee Rights & Duties

Investigators shall not knowingly violate an employee's due process rights in conducting the investigation and they shall not make any promises or offer rewards as an inducement to answer questions. Whenever appropriate, the investigator should seek guidance from either the Township Attorney or a Prosecuting Attorney to determine which interview rights are appropriate (i.e.,

Garrity or Miranda) and to determine the potential immunity which may attach to the statements as a matter of law. In addition:

1. Employees have a right to union representation at investigatory interviews.
 - a. Unless otherwise stated in a collective bargaining agreement, an employee must make a clear request for union representation before or during the interview. The investigator shall not punish or otherwise retaliate against an employee for making this request.
 - b. Once an employee makes a request for union representation, the investigator shall either grant the request and delay questioning until the union representative arrives and has a chance to consult privately with the employee or end the interview immediately without further questioning.
2. Personal property shall only be searched as permitted by applicable law. Department property may be searched at any time even if assigned to or used exclusively by a single person.
3. Employees of the HTPD will comply with all lawful orders for information, materials, or assistance when such orders are made by the investigator of a complaint.
4. All members of the department are required to answer questions by or render any relevant statements to a competent authority in a departmental personnel investigation when so directed. This requirement only applies to those rights which are not protected by Miranda/Garrity.
5. No member of the department shall knowingly hinder or interfere with any departmental investigation.
6. Communications using departmental facilities and/or equipment may be monitored and recorded under conditions permitted by law.
7. The Chief of Police/designee can order any employee of the HTPD to submit to any acceptable technique to secure non-testimonial evidence including, but not limited to, ballistics, photographs, and lineups.

D. Disposition of Complaint

1. Upon receipt of the investigator's report, the Chief of Police shall review the investigative report and make one of the following determinations:

Not Sustained – The investigation failed to disclose sufficient evidence to support the allegation(s), the investigation proved that the allegation is

false and did not occur or the investigation revealed that the acts complained of were lawful, justified and proper.

Sustained – The investigation disclosed sufficient evidence to support the allegation(s) made in the complaint.

2. Final authority and responsibility for determining the disposition of a complaint rests solely with the Chief of Police.
3. The Chief of Police shall notify the Township Supervisor in writing of the results of the investigation within five (5) business days of making a final disposition on the complaint. In turn, the Township Supervisor shall notify the Township Board of Trustees of the results of the investigation within two (2) business days.
4. The Chief of Police shall initiate the departmental disciplinary process if a complaint is sustained and there is sufficient evidence of a violation of a department policy or procedure. Such discipline shall be in accordance with the applicable collective bargaining agreement, if any.
5. Upon completion of an investigation and any review process, the Chief of Police will ensure the complainant is notified of the disposition of the investigation.

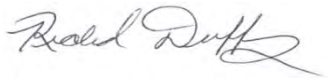
E. Records Retention

1. Citizen complaints and all reports, documents, recordings, photographs and videos associated with the complaint investigation shall be maintained in a confidential file separate from employee personnel files.
2. This confidential file shall be an electronic file on the department's shared drive accessible only by the Chief of Police and Deputy Chief.
3. If a complaint is sustained, the Chief of Police shall forward the written disposition and notice of discipline to the Human Resources Director for inclusion in the employee's personnel file.
4. No record of a complaint, unless sustained, shall be placed in the personnel file of an employee.

F. Annual Review


1. Prior to January 31st of each year, the Chief of Police shall provide the Township Supervisor with a written analysis of all formal citizen complaints made against members of HTPD during the previous calendar year. This report shall contain the date of the complaint, nature of the complaint, the disposition and any corrective action taken.

Issued by:

A handwritten signature in black ink, appearing to read "Richard Duffany". The signature is fluid and cursive, with a prominent loop at the end.

Chief Richard Duffany
Director of Public Safety/Chief of Police

Approved by Hamburg Township Board of Trustees: DRAFT.

HAMBURG TOWNSHIP POLICE DEPARTMENT			
OPERATIONAL PROCEDURE			
Title: Response to Persons with Mental Illness No. 300-8			
Effective Date: DRAFT	Michigan Accreditation Standard(s) 3.5.4		
<input type="checkbox"/> New	<input checked="" type="checkbox"/> Amended		<input checked="" type="checkbox"/> Rescinds
<input type="text"/>	<input type="text"/>	<input type="text" value="300-8 (09/01/07)"/>	<input type="text"/>

I. PURPOSE

The purpose of this policy is to establish guidelines for officers of the Hamburg Township Police Department when interacting with persons who are suspected of suffering from mental illness.

II. POLICY

- A. It is the policy of the Hamburg Township Police Department (HTPD) to comply with the State of Michigan Mental Health Code when responding to situations involving individuals who are suspected of being emotionally disturbed or who may be suffering from mental illness.
- B. The department is committed to the following:
 - 1. Training all officers in the recognition of behavioral cues for persons who may be suffering from mental illness.
 - 2. Accessing available community mental health resources.
 - 3. Working in collaboration with community mental health professionals to develop techniques and procedures for dealing with persons suffering from mental illness and providing all officers with training in these techniques/procedures.
 - 4. Utilizing alternatives to arrest to ensure the best treatment options for those suffering from mental illness.

III. DEFINITIONS

- A. **Mental Illness** – A substantial disorder of thought or mood which significantly impairs judgment, behavior, capacity to recognize reality, or ability to cope with

the ordinary demands of life.

B. Person Requiring Treatment (MCL 330.1401) – Is a person who has a mental illness:

1. Who as a result of that mental illness can reasonably be expected within the near future to intentionally or unintentionally cause serious injury to himself or herself, or an individual who has engaged in an act or acts or has made significant threats that are substantially supportive of the expectation; or
2. Who as a result of that mental illness is unable to attend to his or her basic physical needs, such as food, clothing, or shelter that must be attended to in order for the person to avoid serious harm in the near future, and who has demonstrated that inability by failing to attend to those basic physical needs; or
3. Whose judgment is so impaired that he/she is unable to understand his or her need for treatment and whose continued behavior as a result of this mental illness can be reasonably expected, on a basis of competent clinical opinion, to result in significant physical or mental harm to himself, herself or others in the near future; or
4. Whose understanding of the need for treatment is impaired to the point that he or she is unlikely to voluntarily participate in or adhere to treatment that has been determined necessary to prevent a relapse or harmful deterioration of his or her condition, and whose noncompliance with treatment has been a factor in the individual's placement in a psychiatric hospital, prison or jail at least 2 times within the last 48 months or whose noncompliance with treatment has been a factor in the individual's committing 1 or more acts, attempts, or threats of serious violent behavior within the last 48 months. An individual under this subdivision is only eligible to receive assisted outpatient treatment.

Note: An individual whose mental processes have been weakened or impaired by dementia, an individual with a primary diagnosis of epilepsy, or an individual with alcoholism or other drug dependence is not a person requiring treatment under this policy unless the individual also meets the criteria specified in section III (B) (1 through 4) of this policy. An individual described in this note section may be hospitalized under the informal or formal voluntary hospitalization provisions of this chapter if he or she is considered clinically suitable for hospitalization by the hospital director.

- C. **Protective Custody** – The temporary custody of an individual by a peace officer with or without an individual’s consent for the purpose of protecting that individual’s safety and health, or the safety and health of the public, and for the purpose of transporting the individual if the individual appears to be a person requiring treatment. Protective custody is civil in nature and is not to be construed as an arrest; however, that same level of force may be used as would be applied in making a lawful misdemeanor arrest without a warrant.

III. PROCEDURES

A. Potential Symptoms of Mental Illness

Mental illness is often difficult for even trained professionals to define in an individual. Officers are not expected to make judgments of mental or emotional disturbance but rather to recognize behavior cues that are potentially destructive and/or dangerous to self or others. Potential symptoms that may be observed or reported by family/associates include:

1. **Withdrawal** — Recent social withdrawal and loss of interest in others;
2. **Drop in functioning** — An unusual drop in functioning, at school, work or social activities, such as quitting sports, failing in school or difficulty performing familiar tasks;
3. **Problems thinking/Confused thinking** — Problems with concentration, memory or logical thought and speech that are hard to explain;
4. **Increased sensitivity** — Heightened sensitivity to sights, sounds, smells or touch; avoidance of over-stimulating situations;
5. **Apathy** — Loss of initiative or desire to participate in any activity;
6. **Feeling disconnected** — A vague feeling of being disconnected from oneself or one’s surroundings; a sense of unreality;
7. **Illogical thinking** — Unusual or exaggerated beliefs about personal powers to understand meanings or influence events; illogical or “magical” thinking typical of childhood in an adult;
8. **Nervousness/Intense fear** — Fear or suspiciousness of others or a strong nervous feeling;
9. **Unusual behavior** – Odd, uncharacteristic, peculiar behavior;
10. **Sleep or appetite changes** — Dramatic sleep and appetite changes or decline in personal care;

11. **Mood changes** — Rapid or dramatic shifts in feelings;
12. **Suicidal thoughts**;
13. **Delusions** – Having fixed and false beliefs that contradict reality. It is the persistent belief in things which are objectively not true.
14. **Defiance of authority**;
15. **Frequent outbursts of anger** – Sudden episodes of impulsive, aggressive, violent behavior or angry verbal outbursts which are grossly out of proportion to the situation.

B. Interactions with Suspected Mentally Ill Persons

When dealing with persons who may be suffering from mental illness, officers shall:

1. Request a backup officer.
2. Take steps to calm the situation. Where possible, eliminate emergency lights and sirens, disperse crowds, and assume a non-threatening manner when approaching or conversing with the individual. In situations where the individual has not engaged in violence, avoid physical contact and take time to assess the situation.
3. Attempt to de-escalate any potential/active violence or hostility without endangering themselves, other officer(s) or other persons, if possible.
4. Be respectful and express concern and understanding.
5. Determine if the subject is a “person requiring treatment.” When making an assessment of the person officers should refer to the guidance provided in the HTPD Officer Response Guide (Attachment A).
6. Determine if the subject has violated any law or ordinance. If there is probable cause that the person has committed a criminal offense, officers should submit a warrant request to the Livingston County Prosecutor’s Office as this could lead to charges being authorized and the possibility of court-ordered treatment.
7. Determine the most appropriate course of action such as:

- a. Counseling the subject, providing guidance, etc.
- b. Directing the subject to a place of treatment or counseling.
- c. Contacting a relative, friend, guardian, etc.
- d. If the situation allows and it is the best course of action, taking the subject into protective custody.

C. Voluntary Commitment

If a person requests voluntarily commitment, officers shall:

1. Request that Livingston County EMS transport the person to a hospital. If an ambulance is not available, officers should attempt to secure transportation from a family member and follow the family member and person to the hospital. Officers may transport the person in their patrol car to the hospital if there is no reasonable alternative.
2. Proceed to the hospital or mental health care facility, if necessary, to provide the medical staff with any necessary information and make sure the subject is safe, secure, and under care.

D. Involuntary Commitment/Protective Custody

1. Officers shall take an individual deemed to be a person requiring treatment, as defined by this policy, into protective custody if he/she does not wish to commit themselves voluntarily.
2. When taking a person into protective custody, officers may:
 - a. Use objectively reasonable force as may be permitted if the officer were making a lawful misdemeanor arrest without a warrant.
 - b. Require reasonable steps for self-protection, including a pat down search of the subject and the immediate surroundings, but only to the extent necessary to discover and seize a dangerous weapon that may be used against the officer or other person including health care workers.
3. Officers shall inform the person that they are not under arrest but being taken into protective custody for their safety.
4. Advise Livingston County EMS to transport the person to a hospital. Depending on the circumstances an officer may ride in the back of the ambulance with the person.
5. Officers shall make every effort to have a family member or friend complete the application/petition for hospitalization.

6. If the officer has observed the behavior, the officer may act as petitioner and seek a law enforcement committal. The application/petition shall include the:
 - a. Facts which form the basis for the assertion that the person is a “person requiring treatment” and
 - b. Names and addresses of any known witnesses.
7. Once the subject has been turned over to a health care facility - *and the individual has been accepted into the facilities custody* - may clear after having completed all necessary forms and/or petitions.
8. Officers shall complete an incident report for all involuntary commitments/protective custody incidents.

E. Court-Ordered Protective Custody

Upon receipt of a petition signed by a judge, physician, or licensed psychiatrist/psychologist, officers shall:

1. Notify a supervisor of the pick-up order.
2. Work with family or friends of the named subject to determine the expected compliance of the subject.
3. Determine the most suitable manner to approach the person.
4. Make contact with the person named in the petition and interact with them pursuant to the guidelines outlined in this policy.
5. Place the subject into protective custody and advise them they are not under arrest but under control of the court order for their safety.
6. Advise Livingston County EMS to transport the person to the hospital or preadmission screening unit as designated in the petition or to the nearest available hospital if no facility is designated in the petition.
7. Complete an incident report.

F. Mental Health Referrals

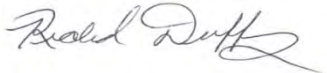
1. There may be some instances where officers will make contact with a person who potentially may need mental health assistance but does not meet the requirements for involuntary commitment/protective custody nor wish to voluntarily commit themselves.
2. In such instances, officers should complete a Mental Health Referral form

(Attachment B) and submit it to Community Mental Health Services of Livingston County for a follow-up by a mental health professional.

G. Training

1. All members of the department shall receive initial training on responding to persons suspected of being emotionally disturbed or who may be suffering from mental illness. This training at a minimum shall include review of the procedures contained in this policy, recognition of signs/symptoms of potential mental health issues and available mental health resources.
2. All members of the department shall receive refresher training on responding to situations involving individuals who are suspected of being emotionally disturbed or who may be suffering from mental illness at least once every three years.

Issued by:



Chief Richard Duffany
Director of Public Safety/Chief of Police

Approved by Hamburg Township Board of Trustees: DRAFT.

APPENDIX A

**HAMBURG TOWNSHIP POLICE DEPARTMENT
OFFICER RESPONSE GUIDE
(Interacting with Persons with Mental Illness)**

DETERMINE

1. Is it a mental disorder?
2. Is it a medication reaction
3. Is it substance abuse?

REMEMBER

1. Sudden violence
2. Relative positioning
3. Potential weapons
4. Backup

OBSERVATIONS

1. Hygiene
2. Clothing
3. Communication skills
4. Nature of call

ASSESSMENT QUESTIONS:

1. What year is it?
2. What season is it?
3. What day/month?
4. Do you know where you are?
5. What city/state/country?
6. Have you seen or heard anything that you can't explain or upsets you?
7. Do you feel others are against you? Out to hurt you/loved one? Following you?
8. Do you want to hurt yourself or someone else?
9. Do you see yourself as someone famous or powerful?

***Yes, to any of these questions should assist in determining medical intervention.**

SECONDARY QUESTIONS:

1. Are you under doctor/therapist care?
2. What medications do you take? *(see chart)
3. Have you been taking your medications?
4. Have you been diagnosed?
5. Who can I call for you (family/friend/doctor/therapist)?

YOUR APPROACH DURING ASSESSMENT CONTACT:

IF THEY ARE:

Withdrawn
Over stimulated
Fearful/insecure
Disoriented
Difficulty concentrating
Stress ordinary
Trouble remembering
Unsound judgment
Losing reality
Believes delusions
Displays little empathy
Lacking esteem

YOU SHOULD:

Initiate conversation
Limit your input
Be accepting/calm
Keep to structured routine
Slow down/repeat
Create uncomplicated environment
Have them record information
Reinforce common sense
Focus on truths
Avoid arguing
Do not respond the same way
Affirm positives

MEDICATIONS:

Anti-psychotics	Anti-anxiety	Antidepressants	Mood Stabilizers
Zyprexa	Ativan	Prozac	Lithium
Seroquel	Ambien	Paxil	Depakote
Risperal	Xanax (Zanax)	Zoloft	Tegretol
Clozaril	Valium	Wellbutrin	Klonopin
Haldol		Effexor	Neurontin
Thorazine		Luvox	
Loxitane		Desyrel	
Prolixin		Cymbalta	

APPENDIX B


LIVINGSTON COUNTY MENTAL HEALTH REFERRAL

INSTRUCTIONS: This form is designed to report law enforcement contacts with consumers of mental health services and persons potentially needing mental health assistance. Please complete the form as accurately as possible, scan and email to the address listed below. It is not necessary that a crime has been committed or that any law enforcement action was taken. Completion of this form does not preclude you from taking any other law enforcement action.

EMAIL COMPLETED FORMS TO: Connie Conklin at
cconklin@cmhliv.org or by fax at 517-548-4503

SUBJECT'S NAME:		
SUBJECT'S PHONE NO:	DOB:	
HOME ADDRESS:		
CONTACT DATE/TIME:	LOCATION:	
REASON FOR POLICE CONTACT:		
SUBSTANCE USE: <input type="checkbox"/> SUSPECTED <input type="checkbox"/> KNOWN USE OF _____	MILITARY VETERAN? <input type="checkbox"/> YES <input type="checkbox"/> NO	RELEASE OF INFORMATION <input type="checkbox"/> SIGNED <input type="checkbox"/> REFUSED <input type="checkbox"/> NOT AVAILABLE
BRIEF DESCRIPTION OF CONTACT/CONCERNS FOR SAFETY:		
OUTCOME:	<input type="checkbox"/> ARRESTED <input type="checkbox"/> LEFT AT SCENE <input type="checkbox"/> TRANSPORTED to CMH <input type="checkbox"/> EMERGENCY ROOM <input type="checkbox"/> TRANSPORTED HOME <input type="checkbox"/> OTHER _____	
REQUEST FOR CMH:	<input type="checkbox"/> FUTURE CMH Staff Mobile Check <input type="checkbox"/> CMH to follow up (NO CMH Staff Mobile Check) <input type="checkbox"/> CMH to follow up BEFORE Ride Along <input type="checkbox"/> CONTACT Referring Officer BEFORE ANY FOLLOW UP <input type="checkbox"/> ANY IDENTIFIED RISKS FOR CMH VISITING THE HOME:	
REFERRING AGENCY:		LE OFFICER'S Phone No:
LE OFFICER'S NAME:		INCIDENT NUMBER:

LIVINGSTON COUNTY COMMUNITY MENTAL HEALTH USE ONLY

HAMBURG TOWNSHIP POLICE DEPARTMENT			
OPERATIONAL PROCEDURE			
Title: Media Relations	No. 300-39		
Effective Date: DRAFT	Michigan Accreditation Standard(s) 1.7.1		
<input type="checkbox"/> New	<input checked="" type="checkbox"/> Amended	<input checked="" type="checkbox"/> Rescinds	<input type="checkbox"/> Reviewed
<input type="text"/>	<input type="text"/>	<input type="text" value="300-39 (05/17/17)"/>	<input type="text"/>

I. PURPOSE

The purpose of this procedure is to establish guidelines for the release and dissemination of information by the Hamburg Township Police Department (HTPD) to media outlets regarding incidents coming under the jurisdiction of HTPD and/or involving HTPD personnel.

II. POLICY

The Hamburg Township Police Department recognizes the news media’s right to report on matters of public interest and it is the policy of HTPD to maintain a cooperative approach by providing information on matters of public concern to the news media and general public in an atmosphere of open communication.

It is also the policy of the Hamburg Township Police to control the flow and type of information coming from the department in order to ensure that the released information does not jeopardize an individual’s rights to privacy, impair the prosecution of an offender or impede the law enforcement process.

III. PROCEDURES

A. Requests for Information

1. All requests for information from a news media source on any matter coming under the jurisdiction of HTPD and/or involving HTPD personnel shall be directed to the Chief of Police.
2. No officer shall release any information or make any comment to the news media on any matter coming under the jurisdiction of HTPD and/or involving HTPD personnel without receiving prior authorization from the Chief of Police, or designee.

3. Members of this department shall not make the following information public:
 - a. Information which, if prematurely disclosed, would significantly interfere with an active criminal investigation or apprehension. Specifically prohibited are premature disclosures of unchecked leads, unverified information, details known only to the suspect, information which may cause a suspect to flee or avoid apprehension, criminal intelligence information, surveillance techniques and specific facts of a modus operandi ("M.O.").
 - b. Investigative or sensitive information regarding internal investigations will not be disclosed except by permission of the Chief of Police.
 - c. Names of juveniles.
 - d. Names of informants or any information provided by them.
 - e. Names of suspects who are expected to be arrested or have been arrested, until such time that a warrant has been issued and they have been formally arraigned. An exception may be made by the Chief of Police in those instances where there is imminent danger to the public, and the release of such information would forewarn the public of the danger.
 - f. Names of deceased persons prior to notification of next of kin.
 - g. Opinions or other statements as to the prior criminal record, character, reputation, guilt or innocence of the accused.
 - h. Opinions or other statements as to the character or reputation of a prospective witness; opinion, speculation or other statements concerning the credibility or anticipated testimony of prospective witnesses.
 - i. Information that would identify the victim of a sex offense, child abuse, or other crime where the privacy of the individual is protected by law.
 - j. Alleged admissions, confessions, refusal to make a statement, or the contents of statements or alibis attributed or attributable to the accused.
 - k. Reference to the performance or result of investigative procedures

or tests – such as fingerprints, polygraph examinations, ballistic tests, or other laboratory tests – or to the refusal of the accused to take a test.

- l. Information or speculation regarding the possibility of a plea of guilty to the offense charged or to a lesser offense or other disposition of the charge or case.
- m. Opinions concerning evidence or arguments in the case, whether or not it is anticipated that such evidence or argument will be used at the trial.
- n. Statements concerning physical or oral evidence or requests for any such information shall be directed to the Livingston County Prosecutor's Office. The Chief of Police should also consult with the Livingston County Prosecutor's Office prior to issuing a press release on major incidents (i.e., suspected murders, active shooter incidents/arrests, etc.).
- o. The name of any person suspected of committing suicide or the contents of suicide notes. (The fact that a suicide note exists may be divulged at the discretion of the Chief of Police).
- p. Information highlighting facts and circumstances conducive to the future commission of crimes, i.e., data indicating that a single or elderly person lives alone.
- q. Information from other law enforcement agencies without their concurrence in releasing that information.

B. Press Releases

1. All press releases shall be issued by the Chief of Police, or designee.
2. Press releases shall be written in a manner which provides information about an incident but that does not jeopardize an individual's rights to privacy, impair the prosecution of an offender or impede the law enforcement process.
3. Information which is prohibited from public release under this policy shall not be included in a press release.
4. Press releases shall be released to the news media in an impartial, accurate and timely fashion.
5. Any member of the department may give out information contained in a

previously approved press release. Only the Chief of Police, or designee, is authorized to provide any additional information not contained in a previously approved press release.

C. Requests for Mugshots

All requests for mugshots of persons arrested by HTPD officers shall be directed to the Livingston County Sheriff's Department.

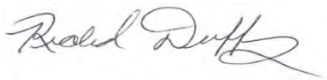
D. Access to Incident Scenes

HTPD personnel shall be courteous to news media representatives at incident scenes and shall treat them in a professional manner.

1. At such scenes, HTPD personnel shall ensure that the media respect the established perimeter. Members of the media have no greater or lesser access to an incident scene than members of the general public.
2. No member of this department shall prohibit the media from news gathering practices, including photography and interviews, outside the established perimeter
3. News media representatives shall not be prevented from access to unsecure areas solely because of the possibility of their injury or death. If this is the only consideration, the media representative should be advised of the danger and allowed to make the decision to enter on his/her volition.
4. At critical incident scenes, the scene commander will establish a media briefing area as close to the scene as safety and operational requirements allow. Responsibility for providing media briefings and/or releasing information to the media rests with the Chief of Police, or designee.
5. At critical incident scenes, members of the agency will work in close cooperation with the media to ensure that live broadcasts do not disclose any information that could endanger law enforcement personnel or the general public.
6. Representatives of the news media will not be allowed access to private property unless the owner or custodian requests their presence. Employees of the Hamburg Township Police Department will not assist in fulfilling those requests.
7. Representatives of the news media will be denied access to incident scenes only:
 - a. To preserve evidence and the integrity of the scene.


- b. If their presence, in the judgment of the officer in charge of the scene, will cause a danger to themselves or others, or seriously impede the work of the police, fire or EMS personnel.
- 8. If media personnel are granted access to an incident scene, they will be escorted during their presence therein, if deemed necessary, by the person in charge of the scene.

Issued by:



Chief Richard Duffany
Director of Public Safety/Chief of Police

Approved by Hamburg Township Board of Trustees: DRAFT.

HAMBURG TOWNSHIP POLICE DEPARTMENT			
OPERATIONAL PROCEDURE			
Title: Incident Command System	No. 300-44		
Effective Date: <input type="text" value="DRAFT"/>	Michigan Accreditation Standard(s) <input type="text" value="3.7.1 – 3.7.6"/>		
<input checked="" type="checkbox"/> New	<input type="checkbox"/> Amended	<input type="checkbox"/> Revised	<input type="checkbox"/> Reviewed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I. PURPOSE

The purpose of this policy is to utilize the Incident Command System (ICS) when responding to critical incidents such as natural and man-made disasters, pandemics, acts of terrorism, and other unusual circumstances which could threaten public safety.

II. POLICY

It is the policy of the Hamburg Township Police Department (HTPD) to prepare for large-scale emergencies within and outside its jurisdiction through training of its officers in the Incident Command System as well as through planning and mutual cooperation with other agencies.

III. DEFINITIONS

Incident Command System (ICS) is a standardized hierarchical structure that allows for a cooperative response by multiple agencies, both within and outside of government, to organize and coordinate response activities without compromising the decision-making authority of local command.

National Incident Management System (NIMS) guides all levels of government, non-governmental organizations and the private sector to work together to prevent, protect against, mitigate, respond to and recover from incidents. NIMS defines systems that guide how personnel work together during incidents. A basic premise of **NIMS** is that all incidents begin and end locally. **NIMS** does not take command away from state and local authorities. **NIMS** simply provides the framework to enhance the ability of responders, including the private sector and non-government organizations (NGOs), to work together more effectively.

IV. EMERGENCY MANAGEMENT STRUCTURE

A. Pursuant P.A. 390 of 1976 (MCL 30.401, et. seq), Livingston County has adopted a resolution that incorporates Hamburg Township into its emergency management

program.

- B. Hamburg Township has adopted an “Emergency Management Resolution” consisting of:
 - 1. Support Emergency Operations Plan.
 - 2. General Emergency Management Guidelines.
 - 3. Emergency Management Response Procedures.
 - 4. Flood Response Action Plan.
 - 5. Emergency Action Guidelines.
- C. These documents provide for mitigation, preparedness, response and recovery from natural and human made disasters within Hamburg Township by incorporating Hamburg Township into the Livingston County Emergency Management plan.
 - 1. A copy of the Emergency Management Resolution is located in the documents section of Power-DMS. All supervisors will familiarize themselves with the Emergency Management structure of Hamburg Township as outlined in the Emergency Management Resolution and review the police department’s responsibilities contained in the Emergency Action Guidelines.
 - 2. The Chief of Police, or designee, shall ensure that department members are familiar with the roles they will play when the plan is implemented.
 - 3. All sworn personnel shall attend the appropriate FEMA- approved training based on their potential ICS role.
- D. The plan will follow standard Incident Command System (ICS) and National Incident Management System (NIMS) protocols, which include functional provisions for: command, operations, planning, logistics, and finance/administration.
- E. Unless designated otherwise by the Township Supervisor, the Emergency Management Liaison for the township will be the Director of Public Safety/Chief of Police. The liaison will assist the county in coordinating the emergency management activities within Hamburg Township.
- F. The Director of Public Safety/Chief of Police shall review the Emergency Management Resolution yearly during the annual Township budget process and shall appropriately address any needed revisions and/or updates. The amended

Emergency Management Resolution shall be presented to the Hamburg Township Board of Trustees for review and adoption.

V. PROCEDURES

A. The first responding officer shall assume command until relieved by a higher authority. The highest-ranking supervisor on duty, or as soon as available if not working, shall respond to the scene and serve as Incident Commander until relieved and shall be responsible for activating the procedures listed below. Overall responsibility for the management and resolution of the incident rests with the Incident Commander. Duties and responsibilities include:

1. Assess the situation for seriousness and danger. If the situation is minor, it may be handled with existing resources.
2. Provide Livingston County Central Dispatch with the following information:
 - a. Nature of incident;
 - b. Scope of incident;
 - c. Weapon(s) involved, if any;
 - d. Any injuries or destroyed property;
3. Request or authorize mutual aid from other law enforcement agencies as needed.
4. Request additional resources as needed such as SWAT team, fire department, EMS, University of Michigan Survival Flight, etc.
5. Establish and announce the location of a command post using the police radio for communications. The command post may be moved to a more strategic position as additional personnel arrive on the scene.
6. Ensure notification of the Chief of Police through the appropriate chain of command and provide an estimate of additional personnel and equipment necessary to control the incident.
7. Assign units to specific locations to redirect vehicular and pedestrian traffic away from the affected area.
8. Establish a staging area, if necessary.
9. Provide emergency public information when necessary for public safety.
10. Prepare and review a documented after-action report and ensure it is forwarded to the Chief of Police.

- B. For major or large-scale incidents where the provisions of the Hamburg Township Emergency Management Resolution are likely to be implemented, the Chief of Police, or designee if unavailable, shall assume the role of Incident Commander and shall:
1. Ensure that the applicable provisions of the Emergency Management Resolution are implemented, specifically as they relate to the Law Enforcement Functional Guidelines outlined in Attachment C of the Emergency Action Guidelines.
 2. Designate the following personnel, as necessary:
 - a. Operations Commander;
 - b. Planning Commander;
 - c. Logistics Commander;
 - d. Finance Commander;
 - e. Safety Officer.
 3. Clearly identify the command structure and communicate such to all departmental and other agency personnel as soon as possible. The structure should enhance unity of command and coordination of actions and include specific objectives (i.e. tactical operations, negotiations, intelligence gathering, etc.).
 4. If needed, designate a Liaison Officer for coordination of activities. The Liaison Officer shall assist in coordinating agency needs and requests through the appropriate command and/or agency.
 5. Select sites for the Command Post, staging areas and initiate the opening of the Emergency Operations Center if necessary. The Command Post site should be in a secure area, but in close proximity to the incident to allow for effective operations. It should also be of such size as to allow for future staging of equipment and personnel. Location selection should be based on the following:
 - a. Area has acceptable ingress and egress;
 - b. Area is receptive to radio, electrical and phone communications.
 6. Establish a Public Information Officer (PIO) and select a press staging area.
 7. Provide briefings to the Command Staff and other stakeholders, as needed.
 8. Initiate and monitor mobilization of emergency personnel call out.

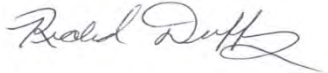
- C. **The Operations Commander** has the primary responsibility of the tactical operations and resolution of the incident to include the following, as necessary:
1. Establishing perimeters – inner and outer.
 2. Conducting and coordinating evacuations, if needed.
 3. Organization, assignment, and supervision of tactical field resources.
 4. Maintain a manageable span of control, which may require proper task delegation and formation of needed specialized units to achieve those tasks.
 5. Directing and controlling traffic.
 6. Establishment and supervision of staging area(s).
- D. **The Planning Commander** has the primary responsibility of preparation of a documented incident action plan. This position is also responsible for collecting and evaluating information about the incident, the status of resources, and anticipated equipment and manpower needs. The Planning Commander is typically tasked with managing the planning process, which may include assembling information on current and alternative strategies, identifying needs for special resources or technical specialists, providing periodic predictions on incident potential, and preparing recommendations for release of resources, as well as the following:
1. Preparing a documented incident action plan establishing objectives for each operational period.
 2. Gathering and disseminating information and intelligence.
 3. Planning post-incident demobilization.
 4. Maintain a liaison with other organizations for the exchange of information relating to but not limited to terrorism and other intelligence.
- E. **The Logistics Commander** provides manpower, facilities, ground support, services, and materials in support of the critical incident, as well as the following:
1. Communications.
 2. Transportation.
 3. Medical support.

4. Supplies.
 5. Food for incident personnel.
- F. **The Finance Commander** shall be responsible for all financial, administrative, and cost analysis aspects of the incident, including
1. Tracking and recording personnel and equipment time.
 2. Overseeing contract negotiations if necessary to procure resources.
 3. Recording expenses for equipment and consumable supplies.
 4. Documenting and processing of claims for accidents, injuries, and liability issues.
 5. Preparing appropriate reimbursement documents (may be done in conjunction with the Hamburg Township Accounting Department).
- G. **The PIO (Press Information Officer)** shall report to the Emergency Operations Center / Incident Commander, and is responsible for all news releases and the following:
1. Coordinating release of sensitive information with the Incident Commander or his/her designee and a representative of the Emergency Operations Center.
 2. Forwarding copies of all press releases to the Incident Commander or his/her designee.
- H. Once the incident is under control and the situation is returning to normal, the Incident Commander shall begin de-mobilization procedures to include:
1. Relief for supporting agencies, prior to relieving department personnel.
 2. Ensuring Commanders relieve assigned personnel on a gradual basis, as the situation will permit.
 3. De-activating specialized units.
 4. Ensuring the Logistics Commander or designee collects emergency equipment and supplies.
 5. Directing the Operations Commander to assign patrol units to the affected area to monitor for and prevent any reoccurrence.
 6. Opening routes of vehicular and pedestrian traffic after emergency

equipment has cleared the area.


7. Discontinuing operation of the Command Post.
8. Returning radio communications to normal operations.

Issued by:



Chief Richard Duffany
Director of Public Safety/Chief of Police

Approved by Hamburg Township Board of Trustees: DRAFT.

HAMBURG TOWNSHIP POLICE DEPARTMENT			
OPERATIONAL PROCEDURE			
Title: Disciplinary Procedures No. 600-6			
Effective Date: DRAFT	Michigan Accreditation Standard(s) 1.4.1		
<input type="checkbox"/> New 	<input checked="" type="checkbox"/> Amended 		<input checked="" type="checkbox"/> Rescinds 600-6 (04/17/19)

I. PURPOSE

The purpose of this policy is to establish guidelines for disciplinary actions involving members of the Hamburg Township Police Department.

II. POLICY

It is the policy of the Hamburg Township Police Department (HTPD) to operate a system of discipline which is administered in a fair, timely and consistent manner so as to promote and maintain a culture of public accountability, individual responsibility and the highest standards of professionalism.

III. FORMAL DISCIPLINE

- A. Formal discipline consists of verbal warnings, written warnings, written reprimands, demotions, suspensions without pay and termination.
- B. Discipline is the responsibility of the Chief of Police. All formal discipline shall be imposed in accordance with this policy and applicable collective bargaining agreement by the Chief of Police.
- C. Discipline imposed by the Chief of Police shall be for just cause and shall be of a progressive disciplinary nature provided that the Chief of Police may take immediate and appropriate disciplinary action not of a progressive nature depending on the circumstances and seriousness of the offense.
- D. Any disciplinary actions more than two (2) years old (calculated from the date the employee actually received the discipline) shall not be considered in any subsequent disciplinary matter.
- E. All disciplinary processes and investigations shall comply with state and federal law and any applicable collective bargaining agreement. In the event of a conflict

between this policy and an applicable collective bargaining agreement the collective bargaining agreement shall supersede this policy.

- F. Nothing in this policy shall be construed as preventing a supervisor from informally counseling officers as necessary.
 - 1. Counseling of an employee may be appropriate upon determination of the supervisor that any alleged violation of department policy was minor in nature, was not willful, and that formal discipline is inappropriate as a method to correct behavior.
 - 2. Supervisors shall document any counseling in the *Performance Notations* electronic file found in the "Administrative File" folder located on the department's shared drive.

IV. DISCIPLINARY PROCEDURES

- A. When formal discipline against a member of the department is initiated by a supervisor, the supervisor shall send a written report to the Deputy Chief outlining the conduct surrounding the alleged violation.
- B. Upon receipt of a disciplinary report, the Deputy Chief shall commence an investigation into the matter which shall include conferring with the initiating supervisor, interviewing the member under investigation, interviewing any relevant witnesses and reviewing any relevant audio/video recordings, written reports or any other pertinent documents.
- C. In the absence of the Deputy Chief, the Chief of Police may assign any supervisor to conduct the investigation.
- D. After reviewing all information regarding the alleged violation, the Deputy Chief shall make a written report of the findings from the investigation including any violations of department policies or procedures.
- E. The Deputy Chief shall forward the findings to the Chief of Police and to the member under investigation. If any policy violations were found, the Deputy Chief shall also formally charge the member under investigation with the violation(s).
- F. The Chief of Police shall review the findings and review any additional relevant information which may include conducting a hearing with the member under investigation.
- G. The Chief of Police shall then render a decision on the matter and impose formal discipline, if appropriate, or provide the employee with counseling. The Chief of Police may also require additional training in conjunction with the formal

discipline or in conjunction with the counseling. In determining the appropriate corrective action to be taken against an employee found to be in violation of department policy, the Chief of Police shall take into account the following considerations:

1. Seriousness of the offense;
 2. Prior discipline or counseling for a similar offense;
 3. Whether the act was a willful violation;
 4. Recommendation of the investigating supervisor and the Deputy Chief;
 5. Based on the nature of the offense, whether training would be more suitable as corrective action to prevent future violations;
- H. The Chief of Police shall conduct a pre-determination/ "Laudermill" conference in all disciplinary cases for which the contemplated charge may involve a suspension, demotion or termination.
- I. The Chief of Police shall provide a written disposition to the charged employee within 14 days after receipt of the findings of the Deputy Chief where no hearing is conducted. If a disciplinary hearing is held then the Chief of Police shall provide the charged employee with a written disposition within 14 days of the conclusion of the hearing.

V. INTERFERING WITH DISCIPLINARY PROCESS OR INVESTIGATION

- A. No member of the department shall knowingly hinder or interfere with the disciplinary process or any departmental investigation.
- B. Members are required to provide written reports or statements and/or answer all questions specifically related to alleged violations of department policies/procedures in all departmental investigations into the alleged violations when ordered to do so by competent authority.
1. Failure to provide the ordered written reports or statements and/or answer all questions specifically related to alleged violations of department policies/procedures in a departmental investigation shall subject the member to discipline, up to and including termination.
 2. When issuing an order for a report, statement or answers to questions, the supervisor issuing the order shall inform the member that they are compelled to provide the report, statement or answers or face discipline, up to and including termination, for failing to do so.
- C. No member against whom formal charges have been made shall attempt to directly or indirectly by threat, appeal, persuasion, or the payment or promise of reward have the charges withdrawn or reduced. This section does not apply to conversations between union representatives of a charged member and

the Chief of Police/designee in an attempt to reach a resolution in any disciplinary matter.

- D. No member against whom formal charges have been made shall allow or cause any person to intercede personally, or by written communication, on their behalf in any manner whatsoever with any official within the police department for the purpose of having the charges withdrawn or reduced.

VI. TEMPORARY RELIEF OF DUTY

- A. Should an employee be the subject of a departmental investigation or charged with a serious violation of department written rules, regulations, procedures, directives or orders, the Chief of Police may temporarily relieve the employee of duty.
- B. Employees temporarily relieved of duties shall receive their regular pay unless formally charged with a felony crime.
- C. Employees temporarily relieved of duties shall have their police powers/authority suspended.
- D. Any supervisor has the authority to issue an emergency relief of duty order for an employee engaged in a serious offense in the interests of maintaining the efficient operations of the department (i.e., intoxicated on duty, committing criminal acts, insubordination...).
- E. A supervisor who issues an emergency relief of duty order shall immediately notify the Chief of Police via phone call as soon as practical. If unable to make contact with the Chief of Police, then the supervisor shall contact the Deputy Chief.
- F. Upon notification, the Chief/designee will concur or not concur with the temporary relief of duty order.
 - 1. In the event the Chief/designee concurs with the temporary relief of duty, the Chief/designee will inform the employee of the conditions of the relief of duty and the Chief/designee shall commence the disciplinary process as outlined in this policy.
 - 2. In the event the Chief/designee does not concur with a temporary relief of duty, he/she may put the relieved officer back to his/her regular assignment at their next regularly scheduled shift. The Chief/designee may also ask for additional clarification from the supervisor having direct knowledge concerning the matter, call for further investigation to be conducted and defer further action pending the completion of the investigation, or direct some course of action other than relief of duty.

- G. In all circumstances where a supervisor issues an emergency relief of duty order the supervisor shall provide a written report to the Chief of Police detailing the incident and circumstances surrounding the issuance of the relief of duty order.

VII. OFFICER RESPONSIBILITIES DURING RELIEF OF DUTY

- A. An employee who is relieved of duty as part of the disciplinary process shall be responsible for court attendance, medical/fitness for duty examination(s), and other duties as directed by the Chief/designee.
- B. An employee relieved of duty/suspended shall:
 - 1. Immediately surrender his/her badge, departmental identification, departmental weapon, and all other departmental property deemed necessary by the Chief/designee.
 - 2. Not wear any identifiable part of the official police uniform.
 - 3. Not act in the capacity of, nor represent himself/herself as a police officer in any manner except as stated in Section VII., A., above.

VIII. ADMINISTRATIVE DUTY/LEAVE

An officer may be placed on Administrative Duty/Leave without being relieved of police powers. See Operational Procedure 600-5: *Administrative Duty/Leave*, for guidelines relating to Administrative Duty/Leave.

IX. PRE-DETERMINATION CONFERENCE

- A. The Chief of Police shall conduct a pre-determination conference in all disciplinary cases for which the contemplated charge may involve a suspension, demotion or termination
- B. The charged officer shall be notified by the Chief of Police of the conference date, time, and location.
- C. The officer may, at his/her option, have union representation attend the conference.
- D. The responsibilities of the Chief of Police at the pre-determination conference shall include:
 - 1. Ensuring that the charged officer has received notice of the charges against them and has reviewed a copy of the findings which includes the

evidence against them.

2. Providing the officer the opportunity to respond to the charges or provide any additional relevant information before a disciplinary decision is rendered.
3. Imposing the disciplinary sanction, in accordance with this policy and applicable collective bargaining agreement when the officer does not respond or provide any additional relevant information.
4. In the event that the officer does provide additional relevant information, reviewing the additional information and consulting with the investigating supervisor before rendering a disciplinary decision.

X. APPEALS

- A. Officers may appeal any imposed discipline through the grievance procedure as outlined in the applicable collective bargaining agreement.
- B. Non-union civilian employees may appeal any imposed discipline as outlined in the Hamburg Township Employee Handbook for general employees.

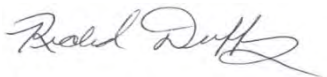
XI. DISCIPLINARY ACTION INVOLVING THE CHIEF

The Township Supervisor, working in conjunction with the Township-designated Personnel Committee, shall recommend and/or impose discipline in accordance with Township policy for any disciplinary action involving the Chief of Police.

XII. TERMINATIONS

The Chief of Police shall forward a recommendation for termination to the Township Board for review. All terminations must be authorized by the Township Board.

Issued by:



Chief Richard Duffany
Director of Public Safety/Chief of Police

Approved by Hamburg Township Board of Trustees: DRAFT.



Hamburg Township Public Safety Administration

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PHONE: (810) 222-1171 • FAX: (810) 231-9401



RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY/CHIEF OF POLICE RDUFFANY@HAMBURG.MI.US

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: March 10, 2022
RE: Agenda Item Topic: **Public Safety Park Ranger**
General Ledger #: N/A
Number of Supporting Documents: 2
NEW/OLD BUSINESS: **XXX** New Business
_____ Old Business – Previous Agenda #:

Requested Action

- Motion to approve Hamburg Township Public Safety Operational Procedure #700-10: *Public Safety Park Ranger* and approve the job description for the position of Public Safety Park Ranger.
- Motion to authorize the Director of Public Safety to commence the hiring process for two (2) part-time Park Rangers (up to 30 hours per week) at a starting salary of \$16.94 per hour (Grade 2, Step 1).

Background

Hamburg Township owns and/or operates a sizeable park system which includes Manly Bennett Park (east and west), the Lakelands Trail and the Winkelhaus Park. In addition to the large amount of open spaces available for use by visitors, these park areas also contain numerous recreational amenities such as baseball/softball diamonds, soccer fields, playgrounds, football practice areas, a model airplane runway/flying field, picnic areas, hiking and biking trails, a disc golf course and a pickleball court. Finally, Manly Bennett Park hosts several large events throughout the summer months including soccer tournaments, baseball leagues and the annual Hamburg Family Fun Fest.

While the Hamburg Township Police Department (HTPD) does provide random patrols of the park areas and has overtime details to patrol the Lakelands Trail, the sheer size of the parks and limited personnel resources of the department severely limits the amount proactive patrol coverage that can be provided. Additionally, when officers are dedicated to the large events in



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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY/CHIEF OF POLICE *RDUFFANY@HAMBURG.MI.US*



the parks (soccer tournaments, Fun Fest, etc...) HTPD officers primarily perform traffic control duties.

The intent of the Park Ranger position would be to have a dedicated and visible presence in Hamburg Township parks during peak usage in order to enhance the experience of park visitors by helping ensure a safer environment. Park Rangers would also assist and provide information to park visitors, provide basic first aid when needed (including CPR and AED), identify hazards within Township parks and provide support to Hamburg Township Police & Fire personnel. The accompanying job description provides a more detailed list of the job responsibilities for this position.

Respectfully,

A handwritten signature in cursive script, appearing to read "Richard Duffany".

Chief Richard Duffany
Director of Public Safety

HAMBURG TOWNSHIP PUBLIC SAFETY			
STANDARD OPERATIONAL PROCEDURE			
Title: Public Safety Park Ranger			
No. 700-10			
Effective Date: <input type="text" value="DRAFT"/>	Michigan Accreditation Standard(s) <input type="text" value="N/A"/>		
<input checked="" type="checkbox"/> New	<input type="checkbox"/> Amended	<input type="checkbox"/> Rescinds	<input type="checkbox"/> Reviewed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I. PURPOSE

The purpose of this procedure is to establish guidelines for the use and administration of the position of Park Ranger.

II. POLICY

It is the policy of Hamburg Township to utilize civilian personnel, under the direction of the Director of Public Safety, to ensure compliance with Township ordinances and state laws within parks owned and/or operated by Hamburg Township and to help provide for the general welfare and safety of the guests who utilize these parks.

III. JOB QUALIFICATIONS

A. Minimum qualifications for the position of Park Ranger are:

1. Must be a citizen of the United States;
2. Must have reached 18th birthday at time of application;
3. Must possess high school diploma or equivalent;
4. Must possess a valid driver's license at time of application;
5. Ability to successfully pass an extensive background check.

B. As this position will have access to sensitive public safety information and secured areas of public safety facilities, Park Ranger applicants shall be held to the same personal qualifications and criminal conviction disqualifications as sworn police officers as contained in HTPD Operational Procedure #600-1: *Police Officer Recruitment and Selection*.

IV. DUTIES OF PARK RANGER

Park Rangers are responsible for the following:

- A. Conducting general patrols of Township parks on foot, bikes and/or in an ATV to monitor the activities of park visitors in order to ensure compliance with Township ordinances and state laws.
- B. Using police department-issued radios to report violations of Township ordinances and state laws as well as to report emergencies.
- C. Assisting Hamburg Township Police Department (HTPD) and Hamburg Township Fire Department (HTFD) personnel with traffic control during large events within the parks.
- D. Providing written reports/statements to HTPD personnel when needed and testifying in court as necessary.
- E. Providing public safety presence at Township-authorized events within the parks such as soccer tournaments, Family Fun Fest, etc.
- F. Carrying basic first-aid equipment and conducting CPR when appropriate.
- G. Carrying and utilizing Automated External Defibrillators (AED) when appropriate.
- H. Reporting dangerous conditions present in park areas, park facilities and with park equipment.
- I. Clearing minor obstructions off park roadways and trails.
- J. Notifying appropriate authorities of major obstructions on park roadways and trails.
- K. Maintaining good public relations with the general public and providing information and assistance as needed.
- L. Assisting Township Parks & Recreation and Department of Public Works personnel as needed to maintain park areas, facilities and equipment in safe condition.
- M. Assisting HTFD Fire Prevention in fire code inspections/enforcement at Township-authorized events held within the parks.

V. GENERAL RULES OF CONDUCT

- A. Park Rangers shall adhere to all Township policies and procedures and shall follow all lawful directions or orders given to them by the Director of Public Safety or any supervisory officer of the Hamburg Township Police Department or Hamburg Township Fire Department during the performance of their duties.
- B. Violating any Township policy/procedure or failing to follow a lawfully given order shall be grounds for discipline, up to and including termination.
- C. Park Rangers are required to conduct themselves at all times, including while off duty, in a manner which reflects the highest degree of integrity and which is consistent with the mission of the police and fire departments. Park Rangers will be held strictly accountable for conduct, including use of social media platforms, which disparages or harms the reputation/image of the Township, HTPD or HTFD or another employee.
- D. Park Rangers are strictly prohibited from using their position or title as a means to gain or benefit in any tangible or intangible manner, including gratuities, discounts or special treatment.
- E. Park Rangers must immediately report to a HTPD supervisor any lost or stolen Township-issued equipment, article of uniform or identification card.
- F. Park Rangers shall at all times be courteous and tactful when interacting with the public and shall present a professional demeanor.
- G. Park Rangers, whether on duty or off duty, shall conduct themselves in an appropriate and professional manner and shall not commit unlawful, immoral or improper acts.
- H. Park Rangers shall immediately notify a HTPD supervisor under any of the the following circumstances:
 - 1. If they have been arrested, detained or questioned as a suspect in any criminal case;
 - 2. If they are issued any traffic citation;
 - 3. If they have become subject to a Personal Protection Order, Injunctive Order or Court Order of any type.

- J. Park Rangers shall treat as confidential the official business of the police and fire departments and shall not divulge any information which is considered confidential to any unauthorized persons.

VI. USE OF POLICE DEPARTMENT RADIO

Park Rangers will be trained in the use of an HTPD portable radio which will be carried at all times while on duty to assist in the carrying out their duties. Park Rangers shall adhere to the guidelines for use of the police radio as outlined in HTPD Operational Procedure #500-8: *Police Radio Communications*.

VII. UNIFORMS

- A. Park Rangers shall be issued dark blue BDU pants, dark blue BDU shorts, duty jacket and uniform shirts. Uniforms, appropriate for the weather conditions, shall be worn at all times while on duty.
- B. Baseball hats may be issued and worn at the discretion of the Director of Public Safety.
- C. Uniform clothing will not be worn in conjunction with civilian attire, on duty or off duty.
- D. No part of the uniform will be worn while performing any personal activity which would tend to bring the Township, HTPD or HTFD into disrepute.
- E. All uniforms, accessories, and components worn by a Park Ranger must be kept clean and properly maintained.
- F. Traffic safety vests will be provided and shall be worn in accordance with the guidelines of Operational Procedure #500-10: *Traffic Safety Vests*.
- G. As representatives of the Township with frequent interaction with the public, Park Rangers shall maintain a professional appearance paying particular attention to personal hygiene and grooming.

VIII. OPERATION OF TOWNSHIP VEHICLES

In general, Park Rangers will be using bicycles and ATVs during the performance of their duties, however, there may be some instances where operation of a Township-owned motor vehicle may be necessary. At no time shall a Park Ranger operate a bicycle, ATV or motor vehicle in a reckless or careless manner or in a manner which violates the Michigan Motor Vehicle Code or Township ordinances.

IX. ENFORCEMENT ACTIVITIES

- A. One of the primary responsibilities of a Park Ranger is to help ensure compliance with Township ordinances and state laws. This shall be accomplished through observation, education, and reporting.
 - 1. Observation. Park Rangers shall perform proactive patrols of Township Parks to monitor the activities of park visitors, specifically

looking for violators of state law and Township ordinances. When an apparent violation is observed, the Park Ranger should monitor from a distance making note of the suspect's description and any other pertinent information related to the alleged violation. If a violation is a criminal act then the Park Ranger shall immediately notify HTPD via their police radio.

2. Education. If a violation is not a criminal (i.e., dog not a leash), the Park Ranger should approach the person and educate them on the applicable law/ordinance that they are violating. If the person becomes argumentative and/or continues the activity in question then the Park Ranger shall discontinue contact with the person and contact HTPD.
3. Reporting. As indicated, if a criminal act is observed or education does not cease an activity in violation of law/ordinance the Park Ranger shall report the incident to HTPD. Additionally, if a Park Ranger observes a suspicious situation/person or reasonably believes that a person committing a non-criminal offense is intoxicated or otherwise presents a danger, then they should report the incident to HTPD.

B. As unarmed employees, Park Rangers should never place themselves in danger while performing their duties. When in doubt, Park Rangers shall contact HTPD.

X. TRAINING

A. Park Rangers are required to successfully complete and/or maintain the following certifications upon their initial hiring:

1. AED/CPR certification.
2. First Aid certification.
3. Law Enforcement Information Network (LEIN) certification.


B. Park Rangers shall also receive the following training:

1. Use of police radios and application of HTPD Operational Procedure #500-8: *Police Radio Communications*.
2. Use of traffic safety vests and application of HTPD Operational Procedure #500-10: *Traffic Safety Vests*.
3. Application of HTPD Operational Procedure #600-18: LEIN Policy.
4. Hamburg Township Park Ordinance.

XI. VIOLATIONS

Any Park Ranger found to be in violation of this policy or any other Township policy shall be subject to strict discipline, up to and including termination of employment.

Issued by:

A handwritten signature in black ink, appearing to read "Richard Duffany". The signature is fluid and cursive, with the first name "Richard" and last name "Duffany" clearly distinguishable.

Richard Duffany
Director of Public Safety

Approved by Hamburg Township Board of Trustees: DRAFT



Hamburg Township Public Safety Administration

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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY/CHIEF OF POLICE *RDUFFANY@HAMBURG.MI.US*

JOB DESCRIPTION

JOB TITLE: **Public Safety Park Ranger**
(Part time/Seasonal/At-will/Hourly/Non-exempt)

REPORTS TO: Director of Public Safety

JOB SUMMARY:

Park Rangers provide a visible presence in Hamburg Township parks in order to enhance the experience of park visitors by helping ensure a safer environment. Park Rangers assist and provide information to park visitors, provide basic first aid when needed, identify hazards within Township parks and provide support to Hamburg Township Police & Fire personnel in the delivery of public safety-related services within Township parks, primarily Manly W. Bennett Park and the Lakelands Trail. This is a seasonal position.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Conducts general patrols of Township parks on foot, bike and/or in an ATV to monitor the activities of park visitors in order to ensure compliance with Township ordinances and state laws.
2. Uses police department-issued radio to report violations of Township ordinances and state laws as well as to report emergencies.
3. Provides written reports/statements to HTPD personnel when needed and testifies in court as necessary.
4. Assists HTPD personnel with traffic control during large events within the parks.
5. Provides public safety presence at Township authorized events within the parks such as soccer tournaments, Family Fun Fest, etc.
6. Carries basic first-aid equipment and is certified in First Aid and CPR.
7. Carries and is certified in use of Automated External Defibrillator (AED).
8. Reports dangerous conditions present in park areas, park facilities and with park equipment.



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9. Clears minor obstructions off park roadways and trails.
10. Notifies appropriate authority of major obstructions on park roadways and trails.
11. Maintains good public relations with the general public and provides information and assistance as needed.
12. Assists Township Parks & Recreation and Department of Public Works personnel as needed to maintain park areas, facilities and equipment in safe condition.
13. Assists HTFD Fire Prevention in fire code inspections/enforcement at Township-authorized events held within the parks.

JOB QUALIFICATIONS:

1. Must be a citizen of the United States.
2. Must have reached 18th birthday at time of application.
3. Graduation from high school with a diploma or equivalent GED.
4. Must possess a valid driver's license.
5. Ability to successfully pass an extensive background check.

ESSENTIAL JOB REQUIREMENTS:

1. Ability to communicate effectively and maintain good public relations.
2. Ability to utilize two-way radio communication devices.
3. Ability to write clear and concise statements and/or reports.
4. Ability to operate a bicycle, motor vehicle and an ATV including over rough terrain
5. Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb and walk over extended periods of time.
6. Ability to lift up to 80 lbs.
7. Ability to be certified in cardiopulmonary resuscitation (CPR).
8. Ability to be trained and effectively use an automated external defibrillator (AED).
9. Ability to be certified in First Aid.
10. Ability to become Law Enforcement Information Network (LEIN) certified.



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WORKING CONDITIONS:

1. Job involves extensive outdoor work with exposure to adverse weather conditions (heat, cold, precipitation) and environmental conditions (dust, insects, etc).
2. Job involves working in close proximity with the general public exposing the employee to disease and illness.
3. Job involves extensive travel on foot, bicycle and/or in a motor vehicle, often over rough terrain, exposing the employee to bodily injury.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.



Hamburg Township Public Safety Administration

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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY/CHIEF OF POLICE RDUFFANY@HAMBURG.MI.US

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: March 10, 2022
RE: Agenda Item Topic: **Emergency Management Resolution**
General Ledger #: N/A
Number of Supporting Documents: 1
NEW/OLD BUSINESS: **XXX** New Business
_____ Old Business – Previous Agenda #:

Requested Board Action

- Motion to approve the updated Hamburg Township Emergency Management Resolution.

Background

On December 6, 2016 the Hamburg Township Board of Trustees adopted a document entitled Emergency Management Resolution. This document includes the Township Board Resolution electing to have Hamburg Township incorporated into the Livingston County Emergency Management Program, a Support Emergency Operations Plan, General Emergency Management Guidelines, Emergency Management Response Procedures and Emergency Action Guidelines. A review of this document is required annually during the budget preparation process.

I have reviewed the current Emergency Management Resolution and I am proposing one significant amendment to it. Specifically, I am recommending that the Township's Flood Response Action Plan (FRAP) be incorporated into the resolution. Flood events present an on-going emergency management concern for the Township. When flood emergencies do occur within the Township the FRAP is utilized in conjunction with the protocols contained in the Emergency Management Resolution. In other words, for significant flood events the FRAP is not a stand-alone document. It seems only logical and more efficient that the FRAP be included along with the other emergency plans and guidelines already contained in the Emergency Management Resolution.

Respectfully,

Chief Richard Duffany
Director of Public Safety



10405 Merrill Road - P.O. Box 157
Hamburg, Michigan 48139 USA
www.hamburg.mi.us

EMERGENCY MANAGEMENT RESOLUTION

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

Adopted Date: March 15, 2022

Effective Date: March 15, 2022

Hamburg Township
10405 Merrill Road ♦ P.O. Box 157 ♦ Hamburg, Michigan USA
Phone: 810-231-1000 ♦ Fax: 810-231-4295
www.hamburg.mi.us

Emergency Management Resolution

Table of Contents

TOWNSHIP OF HAMBURG – EMERGENCY MANAGEMENT RESOLUTION	5
<i>Article 1 - Short Title</i>	5
<i>Article 2 – Definitions</i>	5
<i>Article 3 - Emergency Management Coordinator; Appointment</i>	7
<i>Article 4 - Emergency Management Coordinator; Duties</i>	7
<i>Article 5 - Emergency Management Liaison; Duties</i>	8
<i>Article 6 – Township Supervisor: Powers; Duties</i>	9
<i>Article 7 - Governor Declaration Request</i>	11
<i>Article 8- Volunteers; Appointment; Reimbursement</i>	11
<i>Article 9 - Disaster Contingency Fund</i>	11
<i>Article 10 - Rights of Disaster Relief Force</i>	11
<i>Article 11 - Temporary Seat of Government</i>	12
<i>Article 12 – Liability</i>	12
<i>Article 13 – Sovereignty</i>	12
<i>Article 14 – Repeals</i>	12
<i>Article 15 - Annual Review</i>	12
<i>Article 16 - Effective Date</i>	13
ROLL CALL VOTE:	13
CERTIFICATION	13
Support Emergency Operations Plan	14
<i>Signature page</i>	15
<i>Introduction To the Plan</i>	16
<i>Purpose</i>	16
<i>Scope</i>	16
<i>Plan Maintenance and Implementation</i>	16

<i>Emergency Management Program Oversight</i>	17
Basic Information	18
<i>Community Profile</i>	18
<i>Emergency Management Authority</i>	18
<i>Response Resources</i>	19
<i>Emergency Management Organization</i>	19
<i>Line of Succession</i>	20
General Emergency Management Guidelines	21
Emergency Management Response Procedures	23
Flood Response Action Plan (FRAP)	25
<i>Article 1 – Short Title</i>	25
<i>Article 2 – Goals</i>	25
<i>Article 3 – Flooding History</i>	25
<i>Article 4 – Michigan Emergency Management Plan Definitions - Degrees of Damage</i>	26
<i>Article 5 – Definitions of Water Levels</i>	27
<i>Article 6– Hamburg Township Responses at Flood Stages Levels</i>	27
<i>Article 7 – Data Analysis – Property By Property Mapping</i>	29
<i>Article 8 - Property by Property Water Levels Indexed to Grind Pump Elevations</i>	29
<i>Article 9 - Uses and Locations for the Installation of Sand Bags</i>	30
<i>Article 10 - Conditions Triggering Implementation and Placement of Water Pumps/Fueling of Pumps</i>	31
<i>Article 11 - Respective Involvement/Responsibilities of High-Water Events Requiring Coordinated Responses from Both Hamburg/Green Oak Townships</i>	31
<i>Article 12 - Automatic Activation and Implementation of “No Wake” Requirements for</i>	31
<i>Article 13 - Damage Assessment Procedures To Be Completed by Hamburg/Green Oak Assessing Departments for High Water Events</i>	32
<i>Article 14 - Livingston County Health Department Re-certifications of Private Wells/Septic Fields Following High Water Events</i>	32
<i>Article 15 - Post Event Review & Reports/Plan Monitoring</i>	32
<i>FRAP APPENDIX A: Property by Property Levels Cross-Indexed to Grinder Pump Elevations</i>	34
<i>EMERGENCY ACTION GUIDELINES</i>	40
<i>ATTACHMENT A: Direction and Control</i>	41
Functional Guidelines:	41

ATTACHMENT B: Fire Services	43
Functional Guidelines:	43
ATTACHMENT B: APPENDIX 1: Fire Services	44
HAZMAT RESPONSE Guidelines	44
ATTACHMENT C: Law Enforcement	45
Functional Guidelines:	45
ATTACHMENT D: Warning and Communications	46
Emergency Guidelines:	46
ATTACHMENT E: Public information	47
Emergency Guidelines:	47
ATTACHMENT F: Damage Assessment	48
Emergency Guidelines:	48
ATTACHMENT G: Public Works	49
Emergency Guidelines:	49
ATTACHMENT G: APPENDIX 1: Public Works	51
Hazmat Response Guidelines	51
ATTACHMENT H: Emergency Medical Services	52
Emergency Guidelines:	52
ATTACHMENT I: Human Services	53
Emergency Guidelines:	53
Attachment I: Human Services	55
Appendix 1: Resources and Support Services	55
Appendix 2: Area General Community Emergency Services	58
Appendix 3: Emergency Restoration Damage Services (Equipment Contractors)	60

TOWNSHIP OF HAMBURG – EMERGENCY MANAGEMENT RESOLUTION

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

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

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

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

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

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

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

Article 1 - Short Title

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

Article 2 – Definitions

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

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

- (j) “Local state of emergency” means a declaration by the Township Supervisor pursuant to the act and this resolution which implements the response and recovery aspects of the Livingston County Emergency Operations Plan and authorizes certain actions as described in this resolution.
- (k) “Vital records” means those records that contain information needed to continue the effective functioning of a government entity jurisdiction and for the protection of the rights and interests of persons under emergency conditions in the event of an emergency or disaster situation.

Article 3 - Emergency Management Coordinator; Appointment

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

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

Article 4 - Emergency Management Coordinator; Duties

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

- (a) Direct and coordinate the development of the Livingston County Emergency Operations Plan, which shall be consistent in content with the Michigan Emergency Management Plan.
- (b) Specify departments or agencies which must provide an annex to the plan or otherwise cooperate in its development.
- (c) Identify departments and agencies to be included in the Emergency Operations Plan as disaster relief force.
- (d) Develop and maintain a county Resource Manual.
- (e) Coordinate the recruitment, appointment, and utilization of volunteer personnel.
- (f) Assure the emergency management program meets eligibility requirements for state and federal aid.
- (g) Coordinate and/or conduct training and exercise programs for the disaster relief force within the county and to test the adequacy of the Emergency Operations Plan.

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

- (h) Through public information programs, educate the population as to actions necessary for the protection of life and property in an emergency or disaster.
- (i) Assist in the development of mutual aid agreements.
- (j) Assist the Hamburg Township municipal liaison with the development of municipal standard operating procedures which are consistent with the county Emergency Operations Plan.
- (k) Oversee the implementation of all functions necessary during an emergency or disaster in accordance with the Emergency Operations Plan.
- (l) Coordinate county emergency management activities with those municipalities included in the county emergency management program, other municipalities, the state, and adjacent counties.
- (m) Coordinate all preparedness activities, including maintaining primary and alternate Emergency Operations Centers.
- (n) Identify mitigation opportunities within the county and encourage departments/agencies

Article 5 - Emergency Management Liaison; Duties

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

- (a) Coordinate municipal emergency management activities with those of the county jurisdictions.
- (b) Assist the county Emergency Management Coordinator with the development of the county Emergency Operations Plan and the incorporation of municipal resources into the plan.
- (c) Identify municipal departments and agencies to be included in the Emergency Operations Plan as part of the disaster relief force.
- (d) Identify municipal resources and forward information to the county Emergency Management Coordinator for inclusion in the county Resource Manual.
- (e) Coordinate the recruitment, appointment, and utilization of volunteer resources.
- (f) Assist the county Emergency Management Coordinator with administering training programs.
- (g) Coordinate municipal participation in exercises conducted by the county.
- (h) Assist in the development of mutual aid agreements.

- (i) Assist in educating the population as to actions necessary for the protection of life and property in an emergency or disaster.
- (j) Encourage departments/agencies within the municipality to identify and implement procedures to mitigate the effects of potential disasters.
- (k) Assist in the assessment of the nature and scope of the emergency or disaster and collect damage assessment information and forward to the county.
- (l) Coordinate the vital records protection program.
- (m) Develop municipal standard operating procedures for disaster response which are consistent with the county Emergency Operations Plan.

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

Article 6 – Township Supervisor: Powers; Duties

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

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

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

Section 604. If the Township Supervisor invokes such power and authority, he/she shall, as soon as reasonably expedient, convene the Township Board for one or more emergency meetings in accordance with the Open Meetings Act to perform its normal legislative and administrative duties as the situation demands, and will

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

report to that body relative to emergency activities. Nothing in this resolution shall be construed as abridging or curtailing the powers of the Township Board unless specifically provided herein.

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

- (a) Direct the Emergency Management Coordinator to implement the Emergency Operations Plan.
- (b) Issue directives as to travel restrictions on local roads within the municipality.
- (c) Relieve township employees of normal duties and temporarily reassign them to other duties.
- (d) Activate mutual aid agreements.
- (e) Direct the municipal disaster relief effort in accordance with the county Emergency Operations Plan and municipal standard operating procedures.
- (f) Notify the public and recommend in-place or evacuation or other protective measures.
- (g) Request a state of disaster or emergency declaration from the Governor as described in Article 7.
- (h) When obtaining normal approvals would result in further injury or damage, or is not possible due to the nature of the disaster, the Township Supervisor may, until the Township Board convenes, waive procedures and formalities otherwise required pertaining to the following:
 - (1) For a period of up to 7 days, send the disaster relief force and resources to the aid of other communities as provided by mutual aid agreements.
 - (2) For a period of up to 7 days, appropriate and expend funds from the disaster contingency fund created in Article 9 up to \$250,000.
 - (3) For a period of up to 7 days, make contracts, obtain and distribute equipment, materials, and supplies for disaster purposed.
 - (4) Employ temporary workers.
 - (5) Purchase and distribute supplies, materials, and equipment.
 - (6) Make, amend, or rescind ordinances or rules necessary for emergency management purposes which supplement a rule, order, or directive issued by the Governor or a state agency. Such an ordinance or rule shall be temporary and, upon the Governor’s declaration that a state of disaster or state of emergency is terminated, shall no long be in effect.³

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

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

Article 7 - Governor Declaration Request

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

Article 8- Volunteers; Appointment; Reimbursement

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

Article 9 - Disaster Contingency Fund

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

Article 10 - Rights of Disaster Relief Force

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

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

⁵ Act 390, as amended, sec.12 states that the “chief executive official” (see definitions in act) of a county or any municipality may make this request. However, he/she must do this utilizing the procedures set forth in sec. 14 of the act which states that the appointed emergency management coordinator and the district coordinator must jointly assess the situation and make recommendations.

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

(a) If they are employees of the municipality, or other governmental agency regardless of where serving, have the powers, duties, rights, privileges, and immunities and receive the compensation incidental to their employment.

(b) If they are not employees of the municipality, or other governmental agency be entitled to the same rights and immunities as are provided for by law.

Article 11 - Temporary Seat of Government

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

Article 12 – Liability

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

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

Article 13 – Sovereignty

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

Article 14 – Repeals

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

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

Article 15 - Annual Review

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

Article 16 - Effective Date

Section 1601. This resolution shall have immediate effect.

[End Resolution Text]

ROLL CALL VOTE:

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

AYES: _____

NAYS: _____

ABSENT: _____

RESOLUTION DECLARED: _____

CERTIFICATION

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

- (1) The foregoing is a true and complete copy of the Resolution duly adopted by the Township Board on March 15, 2022;
- (2) The original of such resolution is on file in the records of the Clerk's office;
- (3) The meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended); And,
- (4) The minutes of such meeting were kept and will be or have been (or will be) made available as required by the Open Meetings Act.

DATE: _____

Michael H. Dolan, Hamburg Township Clerk

Hamburg Township

Support Emergency Operations Plan

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

Date: March 15, 2022

Signature page

Date:

To all Recipients:

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

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

This plan was adopted by the Board under Resolution dated March 15, 2022. It supersedes all previous plans.

PATRICK J. HOHL, Hamburg Township Supervisor

Date

Hamburg Township

Introduction to the Plan

I. Purpose

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

II. Scope

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

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

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

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

III. Plan Maintenance and Implementation

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

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

IV. Emergency Management Program Oversight

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

Hamburg Township

Basic Information

Community Profile

Location. Hamburg Township is situated in Town 1 North, Range 5 East of Livingston County.

Geographical Area. Hamburg Township has a total area of 36.0 square miles, of which 32.2 square miles are land and 3.8 square miles, or 10.49%, are water.

Population. As of the 2020 census, Hamburg Township has a population of 21,259 residents.

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

Flooding Risks. Hamburg Township has over 6 miles of the Huron River traversing through it as well as 32 named lakes. Flooding events occur frequently and present an on-going issue for the township. Information specific to the township's response to flood events can be found in Hamburg Township's Flooding Response Action Plan which is included in this Resolution. Hamburg Township is NFIP Community #260118 and is included in the FEMA Flood Insurance Study for Livingston County, Michigan dated September 17, 2008.

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

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

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

Emergency Management Authority

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

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

NIMS through training, planning, exercising activities and adoption of ancillary policies which incorporate NIMS.

Response Resources

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

Emergency Management Organization

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

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

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

Function	Agency	Primary Contact	Phone
Direction and Control	Supervisor	Pat Hohl	██████████
Fire Services	Hamburg Twp. Fire	Chief Nick Miller	██████████
Law Enforcement	Hamburg Twp. Police	Chief Richard Duffany	██████████
Warning and Communications	Hamburg Twp. Fire	Chief Nick Miller	██████████
Public Information	Supervisor	Pat Hohl	██████████
Damage Assessment	Assessing	Holly Cozza	██████████
Public Works	Technical Services / Utilities	Tony Randazzo	██████████
Emergency Medical Services	Hamburg Twp. Fire	Chief Nick Miller	██████████
Human Services	Township Clerk	Michael H. Dolan	██████████

Line of Succession

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

Agency	2nd Alternate	3rd Alternate
HTFD	FM Zernick [REDACTED]	Capt. Jase Lawver [REDACTED]
HTPD	DC Nisenbaum [REDACTED]	Sgt. Gary Harpe [REDACTED]
SUPERVISOR	Michael Dolan [REDACTED]	Tony Randazzo [REDACTED]
ASSESSING	Alex Wilkinson [REDACTED]	Jon Bowman [REDACTED]
TECHNICAL SERVICE/UTILITIES	Ryan Ward [REDACTED]	Duane Hoepfner [REDACTED]
CLERK	Mary Kuzner [REDACTED]	Deby Henneman [REDACTED]

Hamburg Township

General Emergency Management Guidelines

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

1. Report to the local Emergency Operations Center when activated for scheduled exercises or disasters, or delegate another individual to staff the EOC and implement the plan.
2. Implement mutual aid agreements or contracts with other organizations to supplement local resources that have been exhausted.
3. Ensure compliance with this plan and the County Emergency Plan, and any pertinent procedures and documents issued, which impact the provision of emergency services in the municipality.
4. Train department emergency personnel in emergency management functions and NIMS/ICS concepts.
5. Assists in the development, review and maintenance of the plan and of the County EOP.
6. Develop and maintain standard operating procedures for specific functions or actions identified in the plan.
7. Maintain a list of resources available by the departments/agencies.
8. Protect records and other resources deemed essential for continuing government functions and each agency's emergency operations in accordance to procedures and policies.
9. Establish mutual aid agreements and/or contracts with other jurisdictions/entities to supplement municipal resources.
10. Establish a system of coordination, such as the incident command system, within the EOC. Field operations, however, are required to use the incident command system.
11. Participate in the review and update of this emergency operations plan, in accordance to a schedule identified by the Municipal Emergency Management Liaison and the County Emergency Management Coordinator.
12. Adapt and provide printed emergency management materials and verbal messages to those who are vision impaired, non-English speaking, or deaf/hard of hearing.

13. Conduct pre-disaster public awareness activities including education classes, self-care guidelines, communications plans, and protocols.
14. Make recommendations to the Township Supervisor regarding protective actions.
15. Utilize MI CIMS to record and log significant events throughout the duration of the emergency, as well as the decisions made by the Incident Commander and Township Supervisor.
16. Continuously conduct emergency planning activities as it is a work-in-progress, periodically being reviewed and updated.

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

Hamburg Township

Emergency Management Response Procedures

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

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

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

Hamburg Township

Flood Response Action Plan (FRAP)

The following are guidelines and procedures specific to the municipality, all agencies, and individuals who have a role in responding to flooding emergencies within the Hamburg Township.

Article 1 – Short Title

Section 101. This document shall be known as the “Hamburg Township Flood Response Action Plan” (FRAP).

Article 2 – Goals

Section 200. To identify the overall goal and objectives shared between the Livingston County Emergency Response Plan, the Hamburg Township Emergency Operations Plan, and this FRAP including any and all recommended actions related to flood hazard reduction and cost-effective and efficient high water/flooding event response actions.

Section 201. To minimize losses associated with flooding by timely and appropriate responses that will result in the reduction of the possibility of damage and losses to existing assets, including people, critical facilities and/or infrastructure, and public facilities due to high water events.

Section 202. The identification of and implementation of the most cost - effective marshaling and deployment of Township resources and funding in handling high water events in the flood prone areas of Hamburg Township and the properties on Riverside Drive in Green Oak Township which are accessed through Riverside Drive from Hamburg Township, and any other flood-prone areas throughout Hamburg Township.

Section 203. To provide a lasting policy framework for high water event management responses that survives changes in township administrations and staff over time.

Section 204. To provide property-by-property documentation for properties located within the assessment area for Hamburg and Green Oak Townships contained in the [December 2019 USACE Project, “Huron River Nonstructural Flood Mitigation Assessment for Hamburg and Green Oak Townships,” \(Appendix A\)](#) with a view towards promoting strategies to decrease potential homeowner losses due to high water events.

Section 205. Increase public understanding and support for effective high-water event hazard monitoring via [NWS, NOAA AND USGS web-based stream gage station monitoring graphs](#) and the on-line [USGS Flood Inundation Mapper](#).

Section 206. Promote disaster-resistant future development in the Hamburg Township and other areas of the [Huron River Watershed](#) through the pertinent regulations of the Hamburg Township Zoning Ordinance and all other Township ordinances and plans in effect, which are incorporated herein by reference.

Article 3 – Flooding History

Section 301. A separate document, **Flooding History of Hamburg Township**, contains important information on past high water and flooding events in Hamburg Township and related flood plain management activities.

Section 302. Flooding events in Hamburg Township that reached “Major Flood Stage” category:

- (1) 8.46 ft on 06/30/1968
- (2) 8.35 ft on 05/15/1956
- (3) 8.13 ft on 05/27/2004
- (4) 8.05 ft on 08/16/2021

Article 4 – Michigan Emergency Management Plan Definitions – Degrees of Damage

The following sections set forth the general nature of levels of high water/flooding events, the types of damages to be expected, and the responses by various levels of government.

The State of Michigan Emergency Management Plan delineates different “Degrees of Damage” categories for severe damage events. The same definitions are also consistent with FEMA PDA guidelines. See the [Michigan Damage Assessment Handbook](#).

The following definitions are from the [Michigan Emergency Management Plan \(MEMP\)](#):

CATEGORY NUMBER	DAMAGE LEVEL	CHARACTERISTICS	FOR FLOODING	APPROXIMATE % OF DAMAGE
0	Affected	Structure is habitable/useable and requires mostly cosmetic repairs to return it to pre-disaster condition	Structure with basement: less than one foot of water; minor access problems	Minimal damage; mostly cosmetic
1	Minor Damage	Generally, has less than 50% damage to structure, is not currently habitable/useable but can be repaired within 30 days	Structure with basement: 1 foot or more water or sewer backup in basement and no structural damage. Structures with no basement – 1 foot or less of water covering first floor	<50% damaged; involves structural features affecting strength/safety. Water in place more than 1 day may have Major Damage
2	Major Damage	Structure has sustained structural or significant damage, is not habitable/useable, and requires extensive repairs before it can be used again	Structures with no basement that have in range of 2 to 4 feet of water covering first floor. Structures with basement 1 foot or more water on first floor.	> 50% damaged; involves structural features affecting strength/safety. Water in place more than 1 day may have advanced to the Destroyed Damage level due to water having caused substantial foundational or structural damages, collapsed wall, etc.
3	Destroyed Damage	Structure is a total loss because the cost of repairs would likely exceed the replacement cost. Could be a) permanently uninhabitable; b) complete failures to major components; c) only foundation remains; d) two or more walls destroyed and roof substantially damaged; e) structure pushed off foundation; f) structure in imminent danger due to impending landslides, mudslides, sinkholes, etc. What is left will have to be bulldozed off or dismantled for new construction	The depth, velocity and duration of water in and around the structure will have a significant impact of the level of damage. Structures that are not economically repairable can be considered destroyed.	100% damaged; repair costs exceed structure’s value. If water duration 1 day or less, may be consider Major Damage classification

Article 5 – Definitions of Water Levels

Section 501. NOAA high water level terminology and definitions can be found at:
<https://www.weather.gov/aprfc/terminology>

Section 502. Flood stages for the Huron River at Hamburg gage:

Major Flood Stage:	8.00
Moderate Flood Stage:	7.50
Minor Flood Stage:	7.00
Action Stage:	6.50

Article 6 – HAMBURG TOWNSHIP RESPONSES AT VARIOUS FLOOD STAGE LEVELS

Gage Height	Category	Description of Flood Impacts	Responses
Up to 6.50 Feet (856.50 feet above sea level)	Bankfull	(None)	<ul style="list-style-type: none"> Routine monitoring of NWS/USGS forecasts.
6.50 Feet (856.50 feet above sea level)	Action Stage	<ul style="list-style-type: none"> Water begins to spill over bank Boat docks begin to become submerged. 	<ul style="list-style-type: none"> NWS begins issuing flood forecasts. Daily monitoring of NWS/USGS reports, data and forecasts. Fire and Police Departments begin physical monitoring of affected areas.
7.00 Feet (857.00 feet above sea level)	Minor flood Stage	<p><u>Damage Level:</u> Affected Damage.</p> <ul style="list-style-type: none"> Yards of homes along the Huron River, Little Ore Lake and Ore Lake become flooded. 	<ul style="list-style-type: none"> NWS issues Flood Warning over local media (radio, TV, newspapers) when actual gage height is 7.00 feet. Continue monitoring of NWS/USGS reports, data or forecasts. After reaching 7.00 feet with a forecast of 7.50 feet the Township Supervisor convenes an emergency meeting of the Township Board of Trustees and requests a resolution pursuant to MCL 324.80146 (“No Wake” restrictions for affected areas). Fire and Police Departments continue physical monitoring of affected areas.
7.50 Feet (857.50 feet above sea level)	Moderate Flooding	<p><u>Damage Level:</u> Transitions From Affected Damage to Minor Damage.</p> <ul style="list-style-type: none"> Water reaching foundations and crawl spaces of many homes along the Huron River, Little Ore Lake and Ore Lake as homes are surrounded by flood water Roads in flood prone areas are being covered by flood waters 	<ul style="list-style-type: none"> NWS continues issuing Flood Warnings over local media (radio, TV, newspapers) cross-indexed to precipitation forecasts and NOAA Advanced Hydrologic Prediction Service modeling. Township Supervisor closely monitors NWS flooding forecast and has daily consultations with Director of Public Safety and Public Safety command officers (multiple times daily if necessary) Fire and Police Departments continue physical monitoring of affected areas and conduct needs assessment based upon conditions and forecast. Township Supervisor formally requests “No Wake” restrictions from Livingston County Sheriff and/or Livingston County Emergency Management Coordinator. If a “No Wake” order is issued, the Action Plan outlined in Article 12 of the FRAP is implemented. Police Department begins enforcing “No Wake” restrictions in affected areas. Shut off utilities such as grinder pumps, electrical service and natural gas service as needed.

<p>8.00 Feet (858.00 feet above sea level)</p>	<p>Major Flooding</p>	<p><u>Damage Level:</u> Transitions From Minor to Major Damage as some homes begin suffering Major Damage.</p> <p>Flood Events on Record reaching 858.00 feet (8.00):</p> <p>(1) 8.46 ft on 06/30/1968 (2) 8.35 ft on 05/15/1956 (3) 8.13 ft on 05/27/2004 (4) 8.05 ft on 08/16/2021</p>	<ul style="list-style-type: none"> • All of the above responses continue to occur. • Township Supervisor implements <i>Emergency Response Procedures</i> as outlined in the Hamburg Township Support Emergency Operation Plan. This includes deciding whether and when to declare a Local State of Emergency and whether and when to activate the local Emergency Operations Center. • Police Department deploys additional officers to affected areas to carry out Law Enforcement responsibilities as outlined in the Hamburg Township <i>Emergency Action Guidelines</i> (requests mutual aid if necessary). • Fire Department deploys additional personnel to affected areas to carry out Fire and Emergency Medical Service responsibilities as outlined in the Hamburg Township <i>Emergency Action Guidelines</i> (requests mutual aid if necessary). • Continue shutting off utilities such as grinder pumps, electrical service and natural gas service as needed. • Township decides whether and when to advise residents to evacuate flooded areas • Incident Command decides whether local resources are enough to continue to handle event. If not, Township Supervisor prepares and executes Disaster Declaration to request additional resource support from County, State and Federal sources. • Livingston Emergency Management Plan protocols followed.
<p>8.50 Feet (858.50 feet above sea level)</p>	<p>Record Flooding</p>	<p><u>Damage Level:</u> Major Damage.</p> <ul style="list-style-type: none"> • NOTE: No documentation for flooding at this level on record. 	<ul style="list-style-type: none"> • All of above responses would occur. • Disaster Declaration would be updated to reflect requests for additional resources as required. • State protocols for Damage Assessments would be followed under Michigan Emergency Management Plan • Federal protocols for Damage Assessments would be followed under FEMA/NFIP plans and Homeland Security plans
<p>9.0+ Feet (859.00 feet above sea level)</p>	<p>Flood Disaster</p>	<p><u>Damage Level:</u> Destroyed.</p>	<ul style="list-style-type: none"> • All of above responses would occur. • Disaster Declaration would be updated to reflect requests for additional resources as required. • State protocols for Damage Assessments would be followed under Michigan Emergency Management Plan • Federal protocols for Damage Assessments would be followed under FEMA/NFIP plans and Homeland Security plans

Article 7 – Data Analysis – Property by Property Mapping

As a part of the 2020 USACE study results an online tool, the Flood Inundation Mapper (link: <https://fim.wim.usgs.gov/fim/>), can be used to reveal where water levels will cover land in the Ore Lake/Huron River Areas of Hamburg Township/Green Oak Township.

Mapping Locations of Property Elevations have been indexed to Gage Heights in Flood Prone Areas

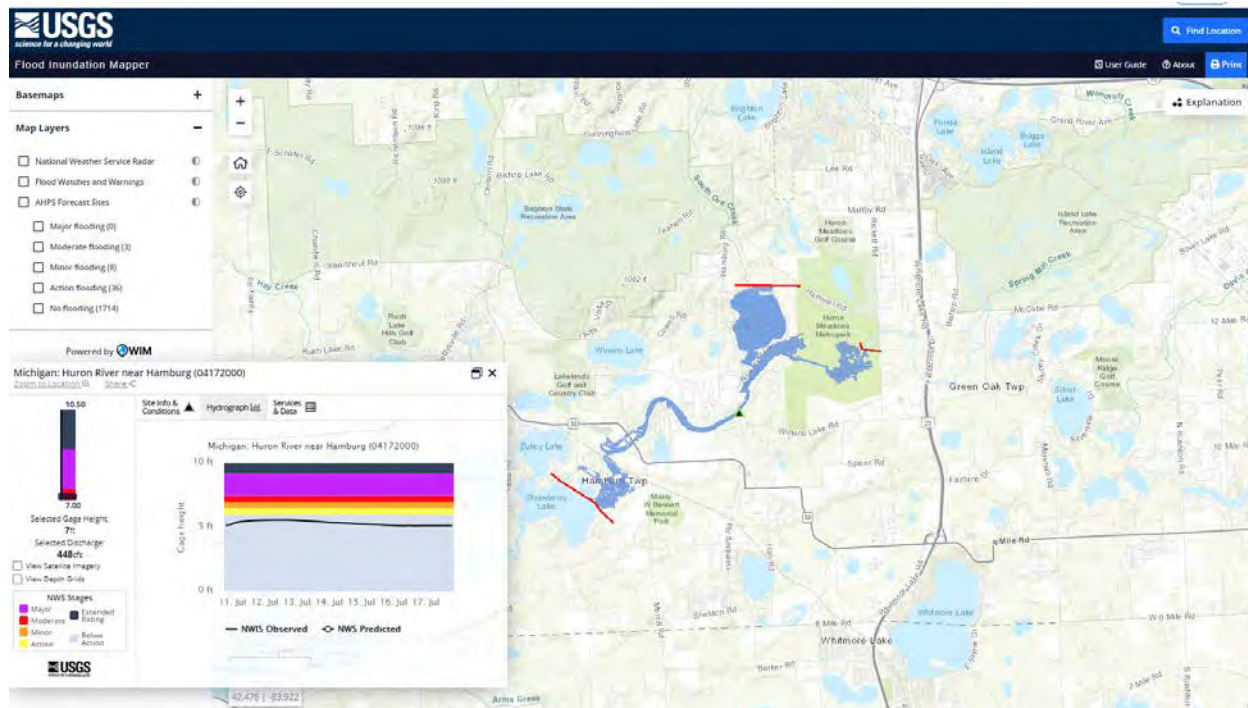
The grinder pump data table pages have been excerpted and are available in Appendix A.

Action Plan:

During a high-water event, Emergency Management Staff will use the USGS Flood Inundation Mapper web tool in conjunction with the grinder pump data table pages in Appendix A-3 and NWS/NOAA flood event data to assist in determining:

- Which properties will need utilities suspended (electrical, gas, and water/sewer).
- Which properties will need grinder pumps removed.
- Which properties will likely need grinder pumps reconditioned/replaced.
- Which properties will likely need water wells re-chlorinated.

SCREENSHOT – USGS FLOOD INUNDATION ONLINE MAPPER TOOL



Article 8 – Property by Property Water Levels Cross Indexed to Grinder Pump Elevations

The USGS has prepared an interactive map, the Flood Inundation Mapper, located at https://fim.wim.usgs.gov/fim/?site_no=04172000, to show what levels the water will rise to during a flood event relative to each home’s elevation and the location of the grinder pump.

The plan would be to shut down/power back up grinder pumps as appropriate based on water height and location of grinder pump vs. elevation at each location.

This data is set forth in the USACE/USGS document “Huron River Nonstructural Flood Mitigation Assessment for Hamburg and Green Oak Townships,” available at the following link:

http://cms5.revize.com/revize/hamburgtownship/Huron_River/USGS-USACE%20STUDIES%20AND%20REPORTS/Hamburg_GreenOak_Nonstructural_Report.pdf

For ease of reference these tables are incorporated as Appendix A.

Article 9 – Uses and Locations for the Installation of Sand Bags

In several of the earlier high-water events since 2004, sand bags were supplied through the Livingston County Drain Commission or via individual property owner purchases through private vendors. Hamburg Fire Department has no empty sand bags for the public; it had approximately 2,000 empty bags for use by the Township. The effectiveness of the use of sand bagging in Hamburg Township during flood events is very limited, costly and labor intensive, due to the larger area of impact caused by flooding versus the small areas that can be adequately protected by the use of sand bags.

A significant factor in the use of sand bagging for flood control is that of the involvement of community nongovernmental labor volunteers to fill and position the sand bags. Historically in Hamburg, this level has not reached the levels of community involvement in other flood-prone communities that practice the extensive use of sandbagging in flooding events (example: the Minot, North Dakota flooding of 2011).

A large number of sand bags are needed for a single property (typically in the 3,000 to 6,000 bag level); frequently, it is next to impossible on short notice to procure that many sand bags for a community, let alone a single property. Many individual property owners would not have adequate storage space for that many empty bags nor the amount of sand required to fill them.

In addition to high levels of community volunteer involvement, for the use of sand bagging to be most effective, it needs to be accompanied by the continual use of sump pumps to pump out seeping waters from the sandbagged areas. Some property owners have and do use sump pumps in a flooding event; however, many property owners do not have or use sump pumps. The Township is not in a position to provide adequate levels of supplemental pumping to individual property owners.

Also, the Township incurs additional costs for sand and staff when sand bagging is used. It was determined to be most beneficial during the 2004 flood to use sand bags to keep roads such as Riverside Drive open for traffic, rather than attempting to protect individual structures. Adequate Township staff and resources are not available to engage in sand bagging to assist property owners with protecting individual privately owned structures.

For these reasons, if used, government sand bagging efforts would focus on the keeping roads in flooded areas open to traffic and any Township owned/operated utility equipment safe in flooded areas as much as possible. These operations would be handled by the Emergency Management Command staff, Fire/Police Departments, Dept. of Public Works and in cooperation with local citizen volunteers and community service workers as needed. Such workers would not be available to help sand bag individual privately owned properties.

Property owners are responsible to assemble and manage their own volunteer labor to handle sand bagging operations they desire on their private properties, and should expect no assistance from Township staff to deliver or to position the sandbags on their property.

Action Plan:

- Identify on a map the priority areas to be sand-bagged on Riverside Drive to keep the road open during a high water event

- Procure and store adequate numbers of sand bags
- Conduct public information campaign on sand bagging, sand bagging methods, limits of Township response to be expected regarding sand bagging during high water events
- Provide sand bag vendor information to homeowners that desire it.

Article 10 - Conditions Triggering Implementation and Placement of Water Pumps/Fueling of Pumps

Action Plan:

- The Hamburg DPW Department, working in conjunction with the Hamburg Township Fire and Police Departments (Public Safety Administration), will work with the Emergency Command structure to determine whether, when, and where the placement of water pumps in flooding areas will occur. The three departments will coordinate supervision, security and fueling of any pumps so employed.

Article 11 - Respective Involvement/Responsibilities of High-Water Events Requiring Coordinated Responses from Both Hamburg/Green Oak Townships

The Livingston County Emergency Plan details the mutual aid relationships and procedures for coordinated responses to emergencies for communities located in Livingston County. Both Hamburg and Green Oak Townships are signatories and participants in the County Plan.

Action Plan:

- The County Plan’s provisions are incorporated herein to this FRAP by reference.

Article 12 - Implementation of “No Wake” Requirements for Watercraft on all Affected Hamburg Township Bodies of Water during High-Water Events

High-water events frequently occur in warmer weather when boaters want to use lakes for full-sports activities. The wakes caused by these vessels exacerbate water wave action on already flooded waterfront yards and homes leading to increased damage to shoreline properties.

Current Michigan law (MCL 324.80158) holds operators of watercraft responsible for any damage to shoreline properties resulting from a wake or swell created by the negligent operation of their vessels.

While Hamburg Township Ordinances regulate speeds and wakes on several Township lakes, not all lakes that could be affected by high-water events have speed/wake regulations in place.

Michigan law (MCL 324.80146) authorizes the County Sheriff and/or the County Emergency Management Coordinator, after receiving a resolution from the governing body of a municipality, to enact temporary vessel speed limits on waterways within their jurisdiction during emergency conditions.

Action Plan:

- After gage height reaches 7.00 feet with an NWS/USGS forecast to reach 7.50 feet, the Township Supervisor will convene an emergency meeting of the Hamburg Township Board of Trustees and request a resolution pursuant to MCL 324.80146.
- Formally present resolution to the Livingston County Sheriff and/or Livingston County Emergency Management Coordinator.

- Upon issuance of an order for the temporary reductions in speeds (or “No Wake”) in the affected areas, the Township will take steps to publicize the order, including posting on Township website, posting on Township social media sites, issuing a press release, and requesting local media to make regular announcements.
- The Police Department will be responsible for placing the required buoys in the waterways covered by the order in order to provide notice to vessel operators of the reduction in speed/no wake.
- Police Department will deploy additional officers to the affected areas to enforce the speed reduction/no wake order.

Article 13 - Damage Assessment Procedures to Be Completed by Hamburg/Green Oak Assessing Departments for High Water Events

After a high-water event causing damages which trigger a level of township, county or state level responses, Hamburg and Green Oak Township Assessors will work to complete damage assessments according to the requirements set forth in the [State of Michigan Damage Assessment Handbook](#).

Action Plan:

- Refer to and follow the procedures in the [State of Michigan Damage Assessment Handbook](#).

Article 14 - Livingston County Health Department Re-certifications of Private Wells/Septic Fields Following High Water Events

Occupied properties along the Huron River in Hamburg Township and Green Oak Township are served by private water wells, which may be subjected to flooding during high water events.

Action Plan:

- The Hamburg Township DPW Department will notify the Livingston County Health Department (LCHD) staff when wells in Hamburg Township have been compromised by high water events. The Townships will conduct this work through their DPW department whose staff will prepare a list of affected wells by address and turn the list over to the Livingston County Health Department. Each property owner will then be responsible to have their well tested and brought into compliance with Health Department requirements.
- The LCHD will distribute brochures about maintaining a healthy well to property owners as necessary.
- The LCHD will make appropriate public notifications through radio station WHMI 93.5 FM, web sites, the Livingston County Daily Press & Argus newspaper, and other appropriate mass media.

Article 15 – Post Event Review & Reports/Plan Monitoring

Flooding mitigation programs can help reach attainment of a level of sustainability, ensure long-term economic vitality and promote the environmental health for the community as a whole in the floodplain prone areas of the Huron River and Hamburg/Green Oak Townships. Monitoring and evaluating how successfully the FRAP is being implemented is important.

- Flood Event Review: For every flood event with an 8.0+ foot gage height, an Event Review and Recommendations Report will be made by township staff, under the direction of the Township Supervisor, and presented to the Township Boards of Trustees. Elements of the report will be:
 - Data analysis of gage heights, stream flows, participation events, etc.
 - Maps of areas of damage with damaged properties highlighted
 - Photographic/video graphic records of flooding damages
 - Printouts of local news media reports about the event
 - Assessor’s list of damaged homes prepared using the State of Michigan Damage Assessment forms

- List of all grinder pumps/water well damages, repairs and replacements
- Accounting report of all Township incurred expenses for the event prepared using the State of Michigan Damage Report forms
- Analysis page from all Township department heads as to what went well and what needs to be done differently for dealing with future events
- The Flood Event Review Report is to be presented 60 days (2 months) after the date that the NWS cancels the flood warnings for the event.
- The Flood Event Review Report will be retained in perpetuity by the Clerk’s Department for a historical record of the event.

FRAP APPENDIX A:

Property by Property Water Levels Cross Indexed to Grinder Pump Elevations

The information in Tables 4 through 8 include the house’s street address, and elevations in feet NAVD88 datum. This includes the lowest adjacent ground elevation, first floor elevation, water depth above lowest adjacent grade using FEMA FIS, water depth above lowest adjacent grade using USGS model high flow flood elevations, FEMA FIS 1% water surface elevations, water depth above first floor using FEMA FIS, USGS FIM maximum water surface elevations, water depth above first floor (with respect to USGS flood elevations), grinder pump elevation (where available), water depth above grinder pumps using FEMA FIS, and water depth above grinder pumps using the USGS flood elevations.

This data is set forth in the USACE/USGS document “Huron River Nonstructural Flood Mitigation Assessment for Hamburg and Green Oak Townships,” available at the following link:

http://cms5.revize.com/revize/hamburgtownship/Huron_River/USGS-USACE%20STUDIES%20AND%20REPORTS/Hamburg_GreenOak_Nonstructural_Report.pdf

Street Address	Lowest Adjacent Ground Elevation ft	First Floor Elev. ft	Water Depth above Lowest Adj Grade ft (FEMA)	Water Depth above Lowest Adj Grade ft (USGS)	FEMA FIS 1% Water Surface Elevation ft	Water Depth above First Floor ft (FEMA)	USGS FIM Max Water Surface Elevation	Water Depth above First Floor ft (USGS)	Grinder Elev. ft	Water Depth above Grinder ft (FEMA)	Water Depth above Grinder ft (USGS)
7930 Branch Dr	856.8	859.4	2.5	4.05	859.3	-0.1	860.85	1.45	857.8	1.5	3.05
7938 Branch Dr	857.7	859.5	1.6	3.15	859.3	-0.2	860.85	1.35	858.7	0.6	2.15
7946 Branch Dr	857.5	859.1	1.8	3.35	859.3	0.2	860.85	1.75	858.3	1	2.55
7954 Branch Dr	857.4	859.1	1.9	3.45	859.3	0.2	860.85	1.75	857.9	1.4	2.95
7958 Branch Dr	857.3	860.8	2	3.55	859.3	-1.5	860.85	0.05	858.2	1.1	2.65
7962 Branch Dr	857.6	859.5	1.7	3.25	859.3	-0.2	860.85	1.35	858.1	1.2	2.75
7976 Branch Dr	857.9	859.4	1.4	2.95	859.3	-0.1	860.85	1.45	857.4	1.9	3.45
7984 Branch Dr	857.8	860.9	1.5	3.05	859.3	-1.6	860.85	-0.05	858.2	1.1	2.65
7992 Branch Dr	856.7	858.6	2.6	4.15	859.3	0.7	860.85	2.25	857.4	1.9	3.45
8000 Branch Dr	857.2	860.9	2.1	3.65	859.3	-1.6	860.85	-0.05	857.7	1.6	3.15
8008 Branch Dr	856.6	858.6	2.7	4.25	859.3	0.7	860.85	2.25	857.5	1.8	3.35
8024 Branch Dr	856.9	861	2.4	3.95	859.3	-1.7	860.85	-0.15	857.8	1.5	3.05
8032 Branch Dr	856.6	860	2.7	4.25	859.3	-0.7	860.85	0.85	857.7	1.6	3.15
8040 Branch Dr	856.8	858.6	2.5	4.05	859.3	0.7	860.85	2.25	857.7	1.6	3.15
8050 Kildeer Dr	860.05	862.34	-0.75	0.8	859.3	-3.04	860.85	-1.49	859.57	-0.27	1.28
8051 Kildeer Dr	858	858.99	1.3	2.85	859.3	0.31	860.85	1.86			
8061 Kildeer Dr	857.66	859.63	1.64	3.19	859.3	-0.33	860.85	1.22	859.84	-0.54	1.01
8064 Branch Dr	856.9	860.7	2.4	3.95	859.3	-1.4	860.85	0.15	857.4	1.9	3.45
8064 Kildeer Dr	859.466	859.796	-0.166	1.384	859.3	-0.496	860.85	1.054	859.726	-0.426	1.124
8067 Kildeer Dr	858.176	859.506	1.124	2.674	859.3	-0.206	860.85	1.344	859.356	-0.056	1.494
8072 Branch Dr	856.9	858.9	2.4	3.95	859.3	0.4	860.85	1.95			
8073 Kildeer Dr	857.945	859.226	1.355	2.905	859.3	0.074	860.85	1.624	859.316	-0.016	1.534
8079 Kildeer Dr					859.3		860.85				
8080 Branch Dr	857	858.9	2.3	3.85	859.3	0.4	860.85	1.95	857.8	1.5	3.05
8080 Kildeer Dr		860.37			859.3	-1.07	860.85	0.48	859.416	-0.116	1.434
8085 Kildeer Dr	857.968	858.568	1.332	2.882	859.3	0.732	860.85	2.282			
8086 Kildeer Dr					859.3		860.85				
8088 Branch Dr	857.9	857.9	1.4	2.95	859.3	1.4	860.85	2.95	858.5	0.8	2.35
8092 Kildeer Dr	858.95	860.67	0.35	1.9	859.3	-1.37	860.85	0.18			
8098 Kildeer Dr	858.79	860.47	0.51	2.06	859.3	-1.17	860.85	0.38	860.23	-0.93	0.62

8100 Branch Dr	858.1	859.6	1.2	2.75	859.3	-0.3	860.85	1.25	858.7	0.6	2.15
8106 Halfway Dr		860.794			859.3	-1.494	860.85	0.056	863.054	-3.754	-2.204
8112 Branch Dr	858.8	861.7	0.5	2.05	859.3	-2.4	860.85	-0.85	859	0.3	1.85
8120 Branch Dr	858.2	861.4	1.1	2.65	859.3	-2.1	860.85	-0.55	859.5	-0.2	1.35
8128 Branch Dr	858	860.4	1.3	2.85	859.3	-1.1	860.85	0.45	859.3	0	1.55
8134 Riverside Dr	859.5	862.1	-0.2	1.35	859.3	-2.8	860.85	-1.25	860.6	-1.3	0.25
8156 Riverside Dr	860.3	862.6	-1	0.55	859.3	-3.3	860.85	-1.75	860.8	-1.5	0.05
8175 Halfway Dr	858.012	858.632	1.288	2.838	859.3	0.668	860.85	2.218			
8182 Riverside Dr	859	861.1	0.3	1.85	859.3	-1.8	860.85	-0.25			
8195 Halfway Dr		862.392			859.3	-3.092	860.85	-1.542			
8202 Riverside Dr	859	861.7	0.3	1.85	859.3	-2.4	860.85	-0.85	860.8	-1.5	0.05
8211 Halfway Dr	859.666	861.846	-0.366	1.184	859.3	-2.546	860.85	-0.996			
8224 Hillpoint Dr	858.672	860.532	0.628	2.178	859.3	-1.232	860.85	0.318			
8230 Hillpoint Dr	859.172	861.862	0.128	1.678	859.3	-2.562	860.85	-1.012			
8234 Riverside Dr	860	862.2	-0.7	0.85	859.3	-2.9	860.85	-1.35	859.7	-0.4	1.15
8235 Hillpoint Dr	858.212	860.302	1.088	2.638	859.3	-1.002	860.85	0.548	858.932	0.368	1.918
8243 Hillpoint Dr	859.397	859.727	-0.097	1.453	859.3	-0.427	860.85	1.123			
8244 Hillpoint Dr	860.957	861.587	-1.657	-0.107	859.3	-2.287	860.85	-0.737			
8260 Riverside Dr	859.2	862.4	0.1	1.65	859.3	-3.1	860.85	-1.55	860.4	-1.1	0.45
8286 Riverside Dr	857.5	862.3	1.8	3.35	859.3	-3	860.85	-1.45	859.6	-0.3	1.25
8312 Riverside Dr	858.1	859.8	1.2	2.75	859.3	-0.5	860.85	1.05	858.3	1	2.55
8338 Riverside Dr	858.7	860.1	0.6	2.15	859.3	-0.8	860.85	0.75	859.2	0.1	1.65
8363 Riverside Dr	858.2	861.2	1.1	2.65	859.3	-1.9	860.85	-0.35			
8364 Riverside Dr	858.3	860.3	1	2.55	859.3	-1	860.85	0.55	858.4	0.9	2.45
8370 Riverside Dr	858.4	860	0.9	2.45	859.3	-0.7	860.85	0.85	859	0.3	1.85
8384 Riverside Dr	858.1	859.8	1.2	2.75	859.3	-0.5	860.85	1.05			

Table 4 – Residential Structure Detailed Data (All positive numbers are water depths above item referenced)

Street Address	Lowest Adjacent Ground Elevation ft	First Floor Elev. ft	Water Depth above Lowest Adj Grade ft (FEMA)	Water Depth above Lowest Adj Grade ft (USGS)	FEMA FIS 1% Water Surface Elevation ft	Water Depth above First Floor ft (FEMA)	USGS FIM Max Water Surface Elevation	Water Depth above First Floor ft (USGS)	Grinder Elev. ft	Water Depth above Grinder ft (FEMA)	Water Depth above Grinder ft (USGS)
8388 Riverside Dr	858.4	860.1	0.9	2.45	859.3	-0.8	860.85	0.75			
8399 Riverside Dr	858.9	860.3	0.4	1.95	859.3	-1	860.85	0.55	859.3	0	1.55
8407 Riverside Dr	858.2	860.3	1.1	2.65	859.3	-1	860.85	0.55	858.8	0.5	2.05
8412 Riverside Dr	859.3	861.1	0	1.55	859.3	-1.8	860.85	-0.25	860.4	-1.1	0.45
8419 Riverside Dr	860	862	-0.7	0.85	859.3	-2.7	860.85	-1.15			
8426 Riverside Dr	857.5	860	1.8	3.35	859.3	-0.7	860.85	0.85	858.5	0.8	2.35
8443 Riverside Dr	858.9	861.7	0.4	1.95	859.3	-2.4	860.85	-0.85			
8444 Riverside Dr	857.6	858.5	1.7	3.25	859.3	0.8	860.85	2.35	858.2	1.1	2.65
8450 Riverside Dr	857.5	859.8	1.8	3.35	859.3	-0.5	860.85	1.05	857.7	1.6	3.15
8462 Riverside Dr	857.6	859.5	1.7	3.25	859.3	-0.2	860.85	1.35			
8474 Riverside Dr	858	859.8	1.3	2.85	859.3	-0.5	860.85	1.05			
8500 Riverside Dr	857	861	2.3	3.85	859.3	-1.7	860.85	-0.15			
8509 Oreview Ave	858.3	858.5	1	2.55	859.3	0.8	860.85	2.35	858.9	0.4	1.95
8513 Oreview Ave	858.4	860.7	0.9	2.45	859.3	-1.4	860.85	0.15	859.1	0.2	1.75
8518 Oreview Ave	859.4	861.8	-0.1	1.45	859.3	-2.5	860.85	-0.95			
8525 Oreview Ave	858.7	859.5	0.6	2.15	859.3	-0.2	860.85	1.35	859.7	-0.4	1.15
8526 Riverside Dr	857.6	861.1	1.7	3.25	859.3	-1.8	860.85	-0.25			
8532 Riverside Dr	858.6	861.2	0.7	2.25	859.3	-1.9	860.85	-0.35	858.9	0.4	1.95
8533 Oreview Ave	858.3	859.9	1	2.55	859.3	-0.6	860.85	0.95	858.7	0.6	2.15
8538 Riverside Dr	857.9	858.5	1.4	2.95	859.3	0.8	860.85	2.35	858.8	0.5	2.05
8550 Riverside Dr	858.5	862	0.8	2.35	859.3	-2.7	860.85	-1.15	859.1	0.2	1.75
8555 Oreview Ave	859.2	861.7	0.1	1.65	859.3	-2.4	860.85	-0.85	858.5	0.8	2.35
8560 Riverside Dr	857.5	859.4	1.8	3.35	859.3	-0.1	860.85	1.45	858.6	0.7	2.25
8570 Riverside Dr	858.7	860.5	0.6	2.15	859.3	-1.2	860.85	0.35	859.4	-0.1	1.45
8571 Oreview Ave	859.6	860	-0.3	1.25	859.3	-0.7	860.85	0.85			
8579 Oreview Ave	857.5	859.9	1.8	3.35	859.3	-0.6	860.85	0.95			
8580 Riverside Dr	859.6	860.9	-0.3	1.25	859.3	-1.6	860.85	-0.05	859.7	-0.4	1.15
8585 Oreview Ave	858.2	860.4	1.1	2.65	859.3	-1.1	860.85	0.45	858.7	0.6	2.15
8591 Ardmore Ave	858.6	860.5	0.7	2.25	859.3	-1.2	860.85	0.35			
8594 Riverside Dr	858.1	858.6	1.2	2.75	859.3	0.7	860.85	2.25	859.2	0.1	1.65
8599 Ardmore Ave	857.66	859.4	1.64	3.19	859.3	-0.1	860.85	1.45	858.9	0.4	1.95
8600 Riverside Dr	858.3	860.7	1	2.55	859.3	-1.4	860.85	0.15	858.2	1.1	2.65
8602 Ardmore Ave	858.1	859.8	1.1	2.75	859.2	-0.6	860.85	1.05	858	1.2	2.85
8604 Riverside Dr	858.6	862	0.7	2.25	859.3	-2.7	860.85	-1.15	858.5	0.8	2.35
8606 Riverside Dr	858	858.7	1.3	2.85	859.3	0.6	860.85	2.15	858.7	0.6	2.15
8610 Riverside Dr	858	859.7	1.3	2.85	859.3	-0.4	860.85	1.15	858.8	0.5	2.05
8614 Riverside Dr	858.1	859.4	1.2	2.75	859.3	-0.1	860.85	1.45			
8618 Ardmore Ave	858.5	859	0.7	2.35	859.2	0.2	860.85	1.85			
8618 Riverside Dr	858.7	860.9	0.6	2.15	859.3	-1.6	860.85	-0.05	859.8	-0.5	1.05
8621 Ardmore Ave	857.3	859	1.9	3.55	859.2	0.2	860.85	1.85	857.5	1.7	3.35
8622 Riverside Dr	858.8	860.2	0.5	2.05	859.3	-0.9	860.85	0.65	858.9	0.4	1.95
8626 Riverside Dr	858.3	860.4	1	2.55	859.3	-1.1	860.85	0.45	859.1	0.2	1.75
8629 Ardmore Ave	857.3	857.6	1.9	3.55	859.2	1.6	860.85	3.25	857.4	1.8	3.45
8630 Riverside Dr	858.3	858.8	1	2.55	859.3	0.5	860.85	2.05	859.4	-0.1	1.45
8636 Ardmore Ave	857.9	860.2	1.3	2.95	859.2	-1	860.85	0.65	858.7	0.5	2.15
8637 Ardmore Ave	858	859.9	1.2	2.85	859.2	-0.7	860.85	0.95	858.5	0.7	2.35
8644 Ardmore Ave	857.8	859.4	1.4	3.05	859.2	-0.2	860.85	1.45	858.35	0.85	2.5
8645 Ardmore Ave	857.4	859.7	1.8	3.45	859.2	-0.5	860.85	1.15	858	1.2	2.85
8646 Riverside Dr	858.1	859.9	1.2	2.75	859.3	-0.6	860.85	0.95	858.3	1	2.55
8653 Ardmore Ave	857.8	860.1	1.4	3.05	859.2	-0.9	860.85	0.75	857.8	1.4	3.05
8656 Riverside Dr	857.4	858.6	1.9	3.45	859.3	0.7	860.85	2.25	857.8	1.5	3.05
8660 Ardmore Ave	858.5	858.5	0.7	2.35	859.2	0.7	860.85	2.35	859.4	-0.2	1.45
8661 Ardmore Ave	857.2	859.4	2	3.65	859.2	-0.2	860.85	1.45	857.8	1.4	3.05
8670 Ardmore Ave	859.2	861	0	1.65	859.2	-1.8	860.85	-0.15	858.8	0.4	2.05

Table 5 – Residential Structure Detailed Data - (All positive numbers are water depths above item referenced)

Street Address	Lowest Adjacent Ground Elevation ft	First Floor Elev. ft	Water Depth above Lowest Adj Grade ft (FEMA)	Water Depth above Lowest Adj Grade ft (USGS)	FEMA FIS 1% Water Surface Elevation ft	Water Depth above First Floor ft (FEMA)	USGS FIM Max Water Surface Elevation	Water Depth above First Floor ft (USGS)	Grinder Elev. ft	Water Depth above Grinder ft (FEMA)	Water Depth above Grinder ft (USGS)
8677 Beach Dr	858	860.2	1.2	2.85	859.2	-1	860.85	0.65	858.1	1.1	2.75
8687 Beach Dr	857.6	858	1.6	3.25	859.2	1.2	860.85	2.85			
8695 Beach Dr	858	859.5	1.2	2.85	859.2	-0.3	860.85	1.35	859	0.2	1.85
8634 Riverside Dr	858	858.9	1.3	2.85	859.3	0.4	860.85	1.95	859.4	-0.1	1.45
8700 Richmond D	859.1	861	0.1	1.75	859.2	-1.8	860.85	-0.15	859.6	-0.4	1.25
8701 Lagoon Dr	858.3	858.9	0.9	2.55	859.2	0.3	860.85	1.95	859.5	-0.3	1.35
8703 Lagoon Dr	858.2	858.2	1	2.65	859.2	1	860.85	2.65	859.1	0.1	1.75
8704 Ardmore Ave	859.7	861.1	-0.5	1.15	859.2	-1.9	860.85	-0.25			
8707 Ardmore Ave	857.3	859	1.9	3.55	859.2	0.2	860.85	1.85			
8710 Richmond D	859.7	861.7	-0.5	1.15	859.2	-2.5	860.85	-0.85	860	-0.8	0.85
8711 Lagoon Dr	858.4	859.6	0.8	2.45	859.2	-0.4	860.85	1.25			
8712 Ardmore Ave	860.9	862.7	-1.7	-0.05	859.2	-3.5	860.85	-1.85			
8719 Ardmore Ave	862	858.2	-2.8	-1.15	859.2	1	860.85	2.65			
8719 Lagoon Dr	858.1	859.5	1.1	2.75	859.2	-0.3	860.85	1.35			
8720 Lagoon Dr	860.4	862.7	-1.2	0.45	859.2	-3.5	860.85	-1.85	860.5	-1.3	0.35
8722 Riverside Dr	858.2	860.6	1.1	2.65	859.3	-1.3	860.85	0.25	858.4	0.9	2.45
8723 Lagoon Dr	857.6	858.5	1.6	3.25	859.2	0.7	860.85	2.35	858.9	0.3	1.95
8724 Century Dr	859.5	860.8	-0.3	1.35	859.2	-1.6	860.85	0.05			
8726 Riverside Dr	858.1	860.1	1.2	2.75	859.3	-0.8	860.85	0.75	858.8	0.5	2.05
8728 Century Dr	859.5	861.2	-0.3	1.35	859.2	-2	860.85	-0.35			
8728 Garland Ave	860.7	862.3	-1.5	0.15	859.2	-3.1	860.85	-1.45	859.6	-0.4	1.25
8730 Riverside Dr	857.6	859.2	1.7	3.25	859.3	0.1	860.85	1.65	858.5	0.8	2.35
8731 Lagoon Dr	859.3	861.5	-0.1	1.55	859.2	-2.3	860.85	-0.65	859.8	-0.6	1.05
8734 Riverside Dr	857.9	859.1	1.4	2.95	859.3	0.2	860.85	1.75	858.7	0.6	2.15
8735 Lagoon Dr	858.1	859.9	1.1	2.75	859.2	-0.7	860.85	0.95	859.7	-0.5	1.15
8738 Riverside Dr	858	860.4	1.3	2.85	859.3	-1.1	860.85	0.45			
8739 Lagoon Dr	858.4	859.7	0.8	2.45	859.2	-0.5	860.85	1.15	858.8	0.4	2.05
8740 Century Dr	859.4	861.3	-0.2	1.45	859.2	-2.1	860.85	-0.45			
8742 Riverside Dr	858.1	860.2	1.2	2.75	859.3	-0.9	860.85	0.65	859.1	0.2	1.75
8743 Century Dr	859.6	863.8	-0.4	1.25	859.2	-4.6	860.85	-2.95	860.3	-1.1	0.55
8746 Century Dr	859	860.1	0.2	1.85	859.2	-0.9	860.85	0.75			
8746 Riverside Dr	858.6	860.8	0.7	2.25	859.3	-1.5	860.85	0.05	859.5	-0.2	1.35
8747 Lagoon Dr	858.2	860.8	1	2.65	859.2	-1.6	860.85	0.05	858.2	1	2.65
8750 Riverside Dr	859.2	861.1	0.1	1.65	859.3	-1.8	860.85	-0.25	859.8	-0.5	1.05
8751 Lagoon Dr	857.7	859.4	1.5	3.15	859.2	-0.2	860.85	1.45	857.9	1.3	2.95
8754 Riverside Dr	858.7	860.3	0.6	2.15	859.3	-1	860.85	0.55			
8755 Lagoon Dr	858.9	860.7	0.3	1.95	859.2	-1.5	860.85	0.15	858	1.2	2.85
8756 Lagoon Dr	859.6	861.23	-0.4	1.25	859.2	-2.03	860.85	-0.38	859.8	-0.6	1.05
8758 Riverside Dr	858.1	859.8	1.2	2.75	859.3	-0.5	860.85	1.05	859.1	0.2	1.75
8761 Riverside Dr	859.2	861.3	0.1	1.65	859.3	-2	860.85	-0.45	859.5	-0.2	1.35
8762 Riverside Dr	858	860.5	1.3	2.85	859.3	-1.2	860.85	0.35	859.1	0.2	1.75
8763 Lagoon Dr	857.6	859.5	1.6	3.25	859.2	-0.3	860.85	1.35	858.8	0.4	2.05
8766 Lagoon Dr	859.2	861.1	0	1.65	859.2	-1.9	860.85	-0.25			
8766 Riverside Dr	858.9	861	0.4	1.95	859.3	-1.7	860.85	-0.15	859.4	-0.1	1.45
8767 Lagoon Dr	858	860.3	1.2	2.85	859.2	-1.1	860.85	0.55	858.4	0.8	2.45
8770 Riverside Dr	858.8	861.7	0.5	2.05	859.3	-2.4	860.85	-0.85	859.5	-0.2	1.35
8771 Lagoon Dr	857.4	859.2	1.8	3.45	859.2	0	860.85	1.65	858.8	0.4	2.05
8772 Riverside Dr	858.3	860.1	1	2.55	859.3	-0.8	860.85	0.75			
8773 Century Dr	859.7	861.2	-0.5	1.15	859.2	-2	860.85	-0.35	860	-0.8	0.85
8774 Lagoon Dr	858.9	860.3	0.3	1.95	859.2	-1.1	860.85	0.55	859.1	0.1	1.75
8776 Riverside Dr	858.5	860	0.8	2.35	859.3	-0.7	860.85	0.85	859.2	0.1	1.65

Table 6 – Residential Structure Detailed Data - (All positive numbers are water depths above item referenced)

Street Address	Lowest Adjacent Ground Elevation ft	First Floor Elev. ft	Water Depth above Lowest Adj Grade ft (FEMA)	Water Depth above Lowest Adj Grade ft (USGS)	FEMA FIS 1% Water Surface Elevation ft	Water Depth above First Floor ft (FEMA)	USGS FIM Max Water Surface Elevation	Water Depth above First Floor ft (USGS)	Grinder Elev. ft	Water Depth above Grinder ft (FEMA)	Water Depth above Grinder ft (USGS)
8779 Lagoon Dr	857.7	859	1.5	3.15	859.2	0.2	860.85	1.85	858.8	0.4	2.05
8783 Lagoon Dr	857.8	859.4	1.4	3.05	859.2	-0.2	860.85	1.45	858.8	0.4	2.05
8784 Lagoon Dr	858.9	860.7	0.3	1.95	859.2	-1.5	860.85	0.15			
8784 Riverside Dr	858	859.1	1.3	2.85	859.3	0.2	860.85	1.75	859	0.3	1.85
8786 Century Dr	859.3	860.6	-0.1	1.55	859.2	-1.4	860.85	0.25			
8790 Riverside Dr	857.3	857.8	2	3.55	859.3	1.5	860.85	3.05	858.7	0.6	2.15
8791 Riverside Dr	858.3	860.6	1	2.55	859.3	-1.3	860.85	0.25	858.5	0.8	2.35
8794 Riverside Dr	856.9	860	2.4	3.95	859.3	-0.7	860.85	0.85	858	1.3	2.85
8795 Lagoon Dr	858.1	859.8	1.1	2.75	859.2	-0.6	860.85	1.05	859	0.2	1.85
8796 Century Dr	858.9	860.3	0.3	1.95	859.2	-1.1	860.85	0.55			
8796 Riverside Dr	856.7	858.5	2.6	4.15	859.3	0.8	860.85	2.35	858.2	1.1	2.65
8798 Riverside Dr	857.2	860	2.1	3.65	859.3	-0.7	860.85	0.85	858.2	1.1	2.65
8802 Riverside Dr	857.3	858	2	3.55	859.3	1.3	860.85	2.85			
8805 Lagoon Dr	858	859.1	1.2	2.85	859.2	0.1	860.85	1.75	859	0.2	1.85
8806 Riverside Dr	857.4	859.4	1.9	3.45	859.3	-0.1	860.85	1.45	858.4	0.9	2.45
8810 Riverside Dr	858.2	859.6	1.1	2.65	859.3	-0.3	860.85	1.25	858.2	1.1	2.65
8811 Lagoon Dr	857.9	859.5	1.3	2.95	859.2	-0.3	860.85	1.35	858.8	0.4	2.05
8813 Riverside Dr	858.1	860.3	1.2	2.75	859.3	-1	860.85	0.55	859.1	0.2	1.75
8814 Riverside Dr	857.5	859.8	1.8	3.35	859.3	-0.5	860.85	1.05	858.3	1	2.55
8815 Riverside Dr	858.4	862.4	0.9	2.45	859.3	-3.1	860.85	-1.55	858.6	0.7	2.25
8818 Riverside Dr	856.9	859.8	2.4	3.95	859.3	-0.5	860.85	1.05	858.7	0.6	2.15
8819 Century Dr	857.6	859.9	1.6	3.25	859.2	-0.7	860.85	0.95	858.6	0.6	2.25
8819 Riverside Dr	856.5	858.9	2.8	4.35	859.3	0.4	860.85	1.95	858.4	0.9	2.45
8823 Century Dr	856.9	859.4	2.3	3.95	859.2	-0.2	860.85	1.45			
8826 Riverside Dr	857.2	859	2.1	3.65	859.3	0.3	860.85	1.85	859	0.3	1.85
8827 Century Dr	856.9	858.5	2.3	3.95	859.2	0.7	860.85	2.35	857.9	1.3	2.95
8830 Riverside Dr	857.7	860.1	1.5	3.15	859.2	-0.9	860.85	0.75	859.1	0.1	1.75
8831 Century Dr	856.9	858.3	2.3	3.95	859.2	0.9	860.85	2.55	858	1.2	2.85
8833 Riverside Dr	858	860.7	1.2	2.85	859.2	-1.5	860.85	0.15	858.8	0.4	2.05
8834 Riverside Dr	857.4	859.1	1.8	3.45	859.2	0.1	860.85	1.75	858.6	0.6	2.25
8835 Lagoon Dr	857.2	859.6	2	3.65	859.2	-0.4	860.85	1.25	858.3	0.9	2.55
8837 Riverside Dr	857.5	860.9	1.7	3.35	859.2	-1.7	860.85	-0.05	859	0.2	1.85
8838 Riverside Dr	857	858.4	2.2	3.85	859.2	0.8	860.85	2.45	857.6	1.6	3.25
8841 Riverside Dr	856.8	859.1	2.4	4.05	859.2	0.1	860.85	1.75	857.6	1.6	3.25
8843 Lagoon Dr	857.3	861.2	1.9	3.55	859.2	-2	860.85	-0.35	858.7	0.5	2.15
8844 Lagoon Dr	859.1	860.6	0.1	1.75	859.2	-1.4	860.85	0.25			
8844 Riverside Dr	857.7	861	1.5	3.15	859.2	-1.8	860.85	-0.15			
8845 Lagoon Dr	857	860.2	2.2	3.85	859.2	-1	860.85	0.65	858.7	0.5	2.15
8845 Riverside Dr	858.2	859.7	1	2.65	859.2	-0.5	860.85	1.15	858.5	0.7	2.35
8846 Lagoon Dr	858.7	861	0.5	2.15	859.2	-1.8	860.85	-0.15			
8854 Lagoon Dr	858.7	861.3	0.5	2.15	859.2	-2.1	860.85	-0.45	860.3	-1.1	0.55
8855 Lagoon Dr	857.1	859.4	2.1	3.75	859.2	-0.2	860.85	1.45	858.8	0.4	2.05
8860 Lagoon Dr	858.7	859.2	0.5	2.15	859.2	0	860.85	1.65			
8861 Lagoon Dr	858.9	861.1	0.3	1.95	859.2	-1.9	860.85	-0.25			
8865 Lagoon Dr	857.8	858.8	1.4	3.05	859.2	0.4	860.85	2.05			
8869 Lagoon Dr	857.7	860.2	1.5	3.15	859.2	-1	860.85	0.65	858.7	0.5	2.15
8870 Lagoon Dr	858.9	861.4	0.3	1.95	859.2	-2.2	860.85	-0.55	859.3	-0.1	1.55
8872 Lagoon Dr	859.8	862.7	-0.6	1.05	859.2	-3.5	860.85	-1.85	860.3	-1.1	0.55
8873 Lagoon Dr	858.1	860.9	1.1	2.75	859.2	-1.7	860.85	-0.05	858.4	0.8	2.45
8874 Lagoon Dr	860.2	862	-1	0.65	859.2	-2.8	860.85	-1.15	859.9	-0.7	0.95
8877 Lagoon Dr	857.7	859	1.5	3.15	859.2	0.2	860.85	1.85	858.3	0.9	2.55

Table 7 – Residential Structure Detailed Data - (All positive numbers are water depths above item referenced)

Street Address	Lowest Adjacent Ground Elevation ft	First Floor Elev. ft	Water Depth above Lowest Adj Grade ft (FEMA)	Water Depth above Lowest Adj Grade ft (USGS)	FEMA FIS 1% Water Surface Elevation ft	Water Depth above First Floor ft (FEMA)	USGS FIM Max Water Surface Elevation	Water Depth above First Floor ft (USGS)	Grinder Elev. ft	Water Depth above Grinder ft (FEMA)	Water Depth above Grinder ft (USGS)
8881 Lagoon Dr	857.2	859.8	2	3.65	859.2	-0.6	860.85	1.05	859.3	-0.1	1.55
8885 Lagoon Dr	857.1	862.9	2.1	3.75	859.2	-3.7	860.85	-2.05			
8886 Lagoon Dr	859.4	862.7	-0.2	1.45	859.2	-3.5	860.85	-1.85	860	-0.8	0.85
8889 Lagoon Dr	859.5	860.5	-0.3	1.35	859.2	-1.3	860.85	0.35			
8892 Lagoon Dr					859.2		860.85		860.1	-0.9	0.75
8893 Lagoon Dr	859.1	861.6	0.1	1.75	859.2	-2.4	860.85	-0.75	860.3	-1.1	0.55
8897 Riverside Dr	858.7	858.7	0.5	2.15	859.2	0.5	860.85	2.15	858.8	0.4	2.05
8905 Riverside Dr	859	860	0.2	1.85	859.2	-0.8	860.85	0.85	860.8	-1.6	0.05
8908 Century Dr	860.5	861.5	-1.3	0.35	859.2	-2.3	860.85	-0.65	861.6	-2.4	-0.75
8913 Riverside Dr	860.7	863.4	-1.5	0.15	859.2	-4.2	860.85	-2.55	859.6	-0.4	1.25
8937 Riverside Dr	858.9	860	0.3	1.95	859.2	-0.8	860.85	0.85	860	-0.8	0.85
8945 Riverside Dr	855.8	859.5	3.4	5.05	859.2	-0.3	860.85	1.35	859.4	-0.2	1.45
8975 Riverside Dr	858.5	859.7	0.7	2.35	859.2	-0.5	860.85	1.15			
8487 Hillpoint Dr	860.4	860.6	-1.1	0.45	859.3	-1.3	860.85	0.25			
8463 Hillpoint Dr	860.3	860.3	-1	0.55	859.3	-1	860.85	0.55	859.6	-0.3	1.25

Table 8 – Residential Structure Detailed Data - (All positive numbers are water depths above item referenced)

EMERGENCY ACTION GUIDELINES

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

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

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

ATTACHMENT A: Direction and Control

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

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

Functional Guidelines:

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

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

PATRICK J. HOHL, Hamburg Township Supervisor

Date

ATTACHMENT B: Fire Services

The Fire Department is responsible for fire service activities.

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

Functional Guidelines:

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

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

Nick Miller, Hamburg Township Fire Chief

Date

ATTACHMENT B: APPENDIX 1: Fire Services

HAZMAT RESPONSE Guidelines

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

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

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

Nick Miller, Hamburg Township Fire Chief

Date

ATTACHMENT C: Law Enforcement

The Police Department is responsible for law enforcement activities.

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

Functional Guidelines:

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

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

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

Date

ATTACHMENT D: Warning and Communications

The Fire Department is responsible for warning and communications activities.

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

Emergency Guidelines:

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

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

Nick Miller, Hamburg Township Fire Chief

Date

ATTACHMENT E: Public information

The Township Supervisor is responsible for public information activities.

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

Emergency Guidelines:

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

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

PATRICK J. HOHL, Hamburg Township Supervisor

Date

ATTACHMENT F: Damage Assessment

The Assessing Department is responsible for damage assessment activities.

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

Emergency Guidelines:

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

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

Holly Cozza, MAAO, Hamburg Township Assessor

Date

ATTACHMENT G: Public Works

The Fire Department with the support of the Public Works Department is responsible for providing general emergency response and damage assessment support.

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

Emergency Guidelines:

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

16. Inspect critical infrastructure and other public utilities for safety.

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

Nick Miller, Hamburg Township Fire Chief

Date

ATTACHMENT G: APPENDIX 1: Public Works

Hazmat Response Guidelines

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

TONY RANDAZZO, Hamburg Township Director of Technical Services

Date

ATTACHMENT H: Emergency Medical Services

The Fire Department is responsible for emergency medical service activities.

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

Emergency Guidelines:

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

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

Nick Miller, Hamburg Township Fire Chief

Date

ATTACHMENT I: Human Services

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

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

Emergency Guidelines:

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

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

Michael H. Dolan, Hamburg Township Clerk

Date

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Attachment I

**APPENDIX 1: HUMAN SERVICES:
Resources and Support Services**

TRANSPORTATION RESOURCES	Type
<p>Brighton Area Schools Transportation Department Office Phone: 810-299-3890 Fax: 810-299-3898 5800 Borderline, Brighton, MI 48116 (Located behind Busch’s Shopping Center in Brighton) Web Site: http://www.brightonk12.com/transportation</p>	<p>School Busses</p>
<p>Pinckney Community Schools Transportation Department Office – Phone: 810-225-3960 (Board of Education/Central Offices – Phone: 810-225-3900) 2020 East M-36, Pinckney, Michigan 481169 Web Site: http://www.pinckneypirates.org/page/transportation</p>	<p>School Busses</p>
<p>Livingston Essential Transportation Service (L.E.T.S.) 3950 West Grand River, Howell, Michigan 48855 Phone: 517-546-6600 / Fax: 517-546-5088 Web Site: https://www.livgov.com/lets</p>	<p>Public Transportation Services - Dial-A-Ride Service to Any Destination Countywide and Regional Medical Service To Ingham, Oakland, Genesee, and Washtenaw Counties. See further information on the web site regarding service hours, trip scheduling, fares and tokens.</p>

SHELTERS	Maximum occupancy
<p>Hamburg Township Senior Center Mailing Address: 10407 Merrill Road, P.O. Box 157, Hamburg, Michigan 48139 Physical Address: 10407 Merrill Road, Whitmore Lake, Michigan 48189 (Located in Hamburg Township Municipal Complex) Phone: 810-222-1140 Fax: 810-231-3877</p>	<ul style="list-style-type: none"> • Has a kitchen certified for and used for serving Meals on Wheels by the Livingston County Health Department • Has a large open area room which can seat up to 134 people at round tables/chairs for meal service • Large open area room could be used as sleeping area – could temporarily house 41 people • Public restrooms for men and women • No shower facilities • No generator at location

<p>Hamburg Township Hall Mailing Address: 10405 Merrill Road, P.O. Box 157, Hamburg, Michigan 48139 Physical Address: 10405 Merrill Road, Whitmore Lake, Michigan 48189 Phone: 810-231-1000 Fax: 810-231-4295 Web site: http://www.hamburg.mi.us/</p>	<ul style="list-style-type: none"> • Board room could be used as sleeping area – could temporarily house 50 people • Public restrooms for men and women • No shower facilities • Has generator back up
<p>Hamburg Township Fire Department Station 11 Mailing Address: P.O. Box 157, Hamburg, Michigan 48139 Physical Location: 3666 East M-36, Pinckney, Michigan 48169 Phone: 810-222-1100 Fax: 810-231-1974</p>	<ul style="list-style-type: none"> • Training room can seat up to 146 people for meal service • Training room could be used as sleeping area – could temporarily house 47 people • Restrooms for men and women • Has shower facilities • Has generator back up
<p>St. Paul’s Lutheran Church Phone: 810-231-1033 Physical Location: 7701 E M-36, Whitmore Lake, MI 48189 Web site: https://stpaulhamburg.com/</p>	<ul style="list-style-type: none"> • Restrooms for men and women • No shower facilities • Can seat up to 169 people at round tables/chairs for meal service • Upstairs open room and basement could be used for sleeping area for up to 74 people • No generator at location
<p>Pinckney Community Schools Web Site: https://www.pinckneypirates.org/</p> <ul style="list-style-type: none"> • Pathfinder School – 2100 East M-36, Pinckney, MI 48169. Phone: 810-225-5200 Fax: 810-225-5205 • Navigator School – 2150 East M-36, Pinckney, MI 48169. Phone: 810-225-5300 	<ul style="list-style-type: none"> • County Health Dept. Certified Cafeterias/Kitchens/Lunch Rooms Restrooms for men and women Has shower facilities Gymnasiums could provide Shelter and food service for • Gymnasiums could be used as sleeping area – could temporarily house people • No generator at locations

FOOD/FAMILY CARE RESOURCES	Type of service
<p>Kroger Grocery Store 9700 Chilson Commons Pinckney, Michigan 48169 Phone: 734-213-7970 Hours: Daily 6:00 am to 10:00pm Web Site: https://www.kroger.com/</p>	<ul style="list-style-type: none"> • General Food Services • Bottled water • Cleaning items and supplies • Pharmacy • Baby supplies
<p>Meijer Grocery Store 8650 W Grand River Ave Brighton, MI 48116 Phone: 810-227-3404 Hours: Daily 6:00am to Midnight Web Site: https://meijer.com</p>	<ul style="list-style-type: none"> • General Food Services • Bottled water • Cleaning items and supplies • Pharmacy • Baby supplies • Clothing
<p>Boomers Party Store & Pizza 8999 Hamburg Road Brighton, Michigan 48116 Phone: 810-231-4200 Hours: Daily 10:00 am to 8:00 pm</p>	<ul style="list-style-type: none"> • Party Store & Pizzeria
<p>Mimi's Diner 5589 East M-36 Pinckney, Michigan 48169 Phone: 810-231-9800 Hours: Daily 7:00 am to 9:00 pm</p>	<ul style="list-style-type: none"> • Full Service/Coney Island Diner
<p>The Salvation Army Thrift Store/Livingston County, Michigan 503 Lake Street Howell, Michigan 48843 Phone: 517-546-4750</p>	<ul style="list-style-type: none"> • Recycling of Used Clothing and Household Goods, Furniture, and Appliances for minimal cost
<p>St. Vincent DePaul Thrift Store – Ann Arbor, Michigan 1001 Broadway St., Ann Arbor, Michigan 48105 Phone: 734-761-1400</p>	<ul style="list-style-type: none"> • Gently Used Clothing, Household and Vintage
SPECIAL/FUNCTIONAL NEEDS CARE SERVICES	Type of service
<p>Hamburg Township Fire Department Station 12 Physical Location: 10100 Veterans Memorial Drive, Whitmore Lake, Michigan 48189 Mailing Address: P.O. Box 157, Hamburg, Michigan 48139 Phone: 810-222-1100 Fax: 810-231-1974</p>	<ul style="list-style-type: none"> • Medical Alert Information Program - Working to identify and maintain a list of all Township residents that may need special assistance in the event of any emergency evacuation through used of attached form

**APPENDIX 2
AREA GENERAL COMMUNITY EMERGENCY SERVICES**

COMPANY/ORGANIZATION	Type of service
<p><i>Note: Hamburg Township is approximately half-way between the Red Cross offices in Howell, Michigan and Ann Arbor, Michigan.</i></p> <p>American Red Cross – Mid-Michigan Chapter 1800 East Grand River Ave., Lansing, MI 48909 Phone: 517-484-7461/Fax: 517-484-3799 Serving Clare, Clinton, Eaton, Gratiot, Hillsdale, Ingham, Jackson, Livingston & Shiawassee Counties Web Site for Emergency Services: http://www.redcross.org/local/mi/emergency-services</p> <p>Livingston County Office: 1372 West Grand River Ave., Howell, Michigan 48843 Phone: 517-546-0326/Fax: 517-546-0886</p> <p>American Red Cross – Southeastern Michigan Chapter 100 Mack Avenue, Detroit, Michigan 48201 Phone: 313-833-4440/Fax: 313-833- 4461 Serving Washtenaw, Oakland, Other SE Michigan Counties</p> <p>Ann Arbor Offices 4624 Packard Road, Ann Arbor, Michigan 48108 Phone: 734-971-5300</p>	<ul style="list-style-type: none"> • Emergency food, clothing, temporary shelter and personal care items to disaster victims as needed. • Facilitate inquiries from concerned family members outside the disaster area • Referrals to agencies for long-term needs • Emergency services outside of Michigan • Trained volunteers from Michigan are regularly called upon to provide emergency relief throughout
<p>F.E.M.A. – LIVINGSTON COUNTY C.E.R.T. PROGRAM (LIVINGSTON COUNTY COMMUNITY EMERGENCY RESPONSE TEAM)</p> <p>Point of Contact: Bruce Pollock Livingston County CERT Coordinator Livingston County Community Emergency Response Team 300 S. Highlander Way Howell, MI 48843</p> <p>*Request for C.E.R.T. response is made through Livingston County Central Dispatch.</p>	<ul style="list-style-type: none"> • Local FEMA/CERT Team Services

DISASTER ASSISTANCE RESPONSE TEAM (D.A.R.T.)

Mailing Address:

DART, Inc.

1211 W. Grand River Ave., Howell, Michigan 48843

Web Site:

<http://dartliv.org/>

***Request for DART response is made through Livingston County Central Dispatch.**

• The Livingston County DART is made up of dedicated men and women looking to serve their community. DART provides services by responding to larger incidents and taking care of our first responders. This service provides proper nutrition, warm gloves, and other resources to first responders.

**APPENDIX 3
EMERGENCY RESTORATION DAMAGE SERVICES
(EQUIPMENT CONTRACTORS)**

COMPANY/ORGANIZATION	Type of service
<p>BOB MYERS EXCAVATING, INC. 8111 Hammel Road, Brighton, Michigan 48116 Office: 810-231-2044 Fax: 810-231-9790 Contact Persons: Mike Myers – Mobile Phone: 810-217-6350 Bob Myers – Mobile Phone: 810-217-6359</p>	<ul style="list-style-type: none"> • Excavating Services
<p>BELFOR PROPERTY RESTORATION SERVICES – Michigan</p> <p>Ann Arbor Area Offices: 2643 East Michigan Avenue, Ypsilanti, Michigan 48198. Phone: 734-994-7790 24-hour emergency hotline: 800-421-4141</p> <p>Fenton Area Offices: 3041 Thompson Road, Fenton, MI 48430 Phone: 810-714-6262 24-hour emergency hotline: 800-856-3333</p>	<ul style="list-style-type: none"> • Water Damage • Fire Damage • Storm Damage • Mold Damage • Recovery Services
<p>C & E CONSTRUCTION COMPANY, INC. P.O. Box 1359 Highland, Michigan 48357 Office Phone: 248-889-1716 Fax: 248-889-4677 Contact Persons: Greg Harris/April Harris Mobile Phone: [REDACTED]</p>	<ul style="list-style-type: none"> • Excavating Contractor
<p>KNIGHT’S GRADING & EXCAVATING 8930 Dexter Pinckney Road, Pinckney, MI 48169 Contact Person: Robert Knight Phone: [REDACTED] Fax: 734-426-5009</p>	<ul style="list-style-type: none"> • Grading & Excavating Services
<p>TERRA CONTRACTING SERVICES, LLC 6760 Metroplex, Romulus, Michigan 48174 Office Phone: 734-895-1292</p>	<ul style="list-style-type: none"> • Environmental Services

RESOLUTION OF AUTHORIZATION

Hamburg Township

Bennett Park Renovations & Water Trail Access Improvements

Grant Application to Michigan Natural Resources Trust Fund (MNRTF) Program

WHEREAS, Hamburg Township supports the submission of an application titled, "Bennett Park Renovations & Water Trail Access Improvements" to the Michigan Natural Resources Trust Fund (MNRTF) Program to renovate the existing pedestrian path, playground, restrooms, and parking and improve access to the existing Huron River Water Trail Bennett Park Launch; and,

WHEREAS, the proposed application is supported by the Community's 5-Year Approved Parks and Recreation Plan; and,

WHEREAS, Hamburg Township is hereby making a financial commitment to the project in the amount of \$202,500.00 matching funds, in cash and/or force account; and,

NOW THEREFORE, BE IT RESOLVED that Hamburg Township hereby authorizes submission of a MNRTF grant application for \$300,000.00, and further resolves to make available its financial obligation amount of \$202,500.00 (40%) of a total \$502,500.00 project cost, during the 2022 - 2023 fiscal year.

AYES:

NAYES:

ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by the Hamburg Township Board of Commissioners at their meeting held on March 15, 2022 at 7:00 p.m. in Hamburg Township, MI, with a quorum present.

Mike Dolan, Clerk

Dated: _____

BENNETT PARK & WATER TRAIL ACCESS IMPROVEMENTS



Hamburg Township
a great place to grow

SCOPE ITEMS:

1. NEW CRUSHED STONE PATH
2. *CRUSH & SHAPE EXISTING HMA PATH
3. *NEW ACCESSIBLE GAZEBO APPROACH
4. NEW PAVED ADA PARKING
5. NEW RAMPED CANOE/KAYAK LAUNCH WITH CHUTE
6. NEW VEGETATED SWALE WITH NATIVE PLANTS
7. RESTROOM RENOVATIONS
8. PLAY EQUIPMENT REPLACEMENT
9. *NEW SHADED ADA BENCHES
10. NEW ADA BENCH
11. NEW ADA INTERPRETIVE SIGNAGE
12. NEW NATIVE LANDSCAPING
13. DNR PLAQUE

*DENOTES SCOPE ITEM OUTSIDE OF GRANT

LEGEND

- PROPOSED CRUSHED STONE PATH (CONVERTED FROM DIRT)
- *PROPOSED CRUSHED STONE PATH (CONVERTED FROM DAMAGED PAVEMENT)
- PROPOSED PAVED PATH
- EXISTING BOARDWALK

PARKING CALCULATIONS

	EXIST. SPACES	EXIST. ADA	REQ. ADA	PROP. SPACES	PROP. ADA	TOTAL ADA
LOT A	160	0	6	151	6	6
LOT B	184	0	6	175	6	6



DATE: MARCH 2022
JOB#: 131942SG2022
DWG#: DPL-1168



**PRELIMINARY ESTIMATE OF COST
BENNETT PARK IMPROVEMENTS
HAMBURG TOWNSHIP, MI
LIVINGSTON COUNTY, MI**

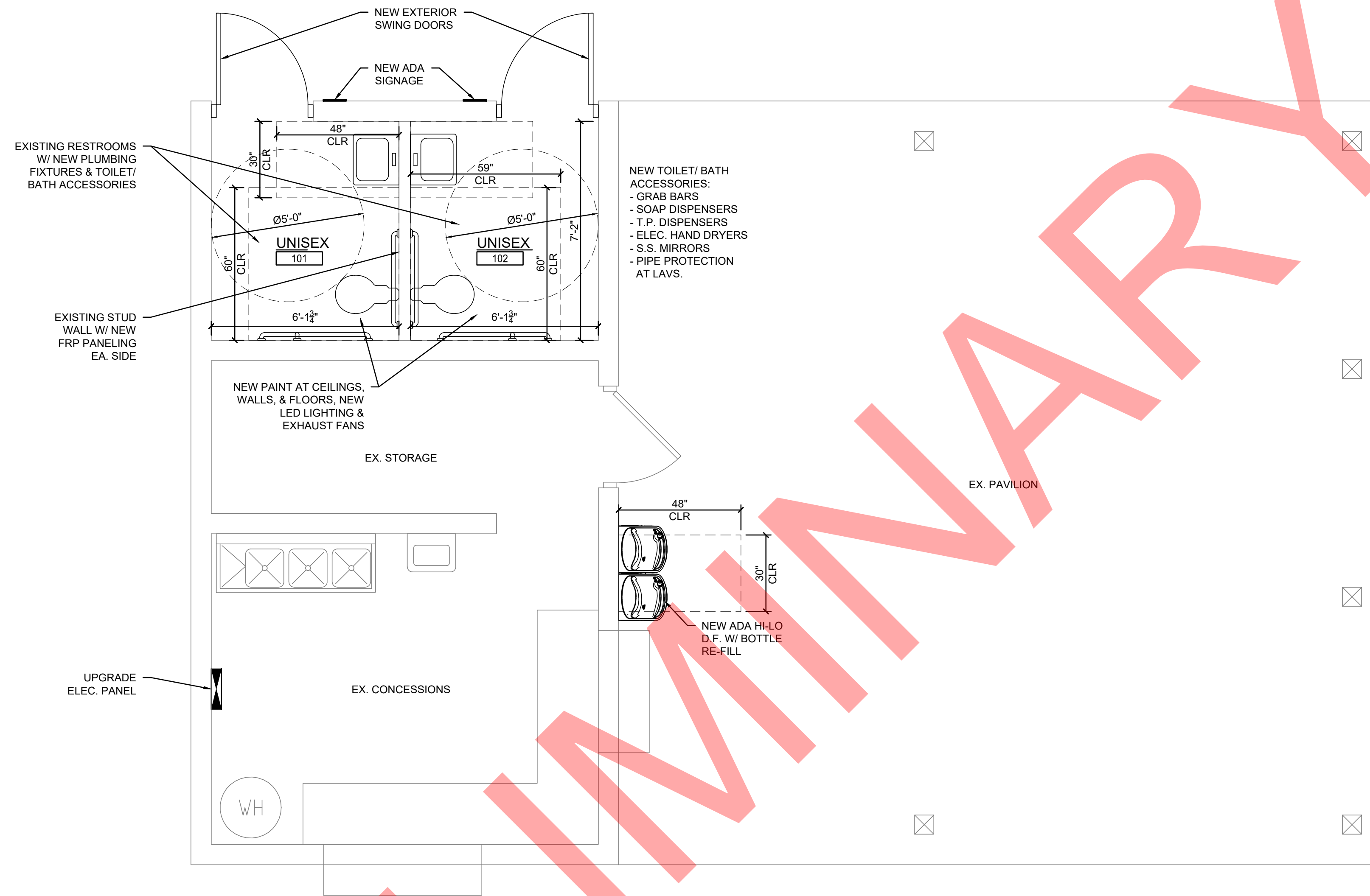
Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount	Line Item Contingency Amount	DNR Scope Item
1.	1	Lump Sum	Permit Fees (SESC, Joint, Building)	\$2,000.00	\$7,000.00	\$8,050.00	
2.	1	Lump Sum	Mobilization	\$10,000.00	\$10,000.00	\$11,500.00	
3.	1	Lump Sum	Soil Erosion & Sedimentation Control	\$2,000.00	\$2,000.00	\$2,300.00	
4.	2,900	SY	Earthwork and Excavation	\$20.00	\$58,000.00	\$66,700.00	
5.	2,600	SY	21AA, C.I.P., 9' wide, 8" depth	\$12.00	\$31,200.00	\$35,880.00	
6.	2,300	SY	29A Limestone Fines, C.I.P., 8' wide, 2" depth	\$6.00	\$13,800.00	\$15,870.00	
7.	75	Tons	HMA Pavement for Parking, 3" 36A <i>(utilizes existing gravel as base)</i>	\$180.00	\$13,500.00	\$15,525.00	
8.	1	Lump Sum	Striping & Signage, ADA Parking Spaces	\$4,000.00	\$4,000.00	\$4,600.00	
9.	1	Lump Sum	Concrete Plank Ramped Canoe/Kayak Launch <i>(Includes concrete planks, path, stone, rip rap, transfer platform, & canoe slide)</i>	\$75,000.00	\$75,000.00	\$86,250.00	
10.	1	Lump Sum	Vegetated Swale with Native Plantings <i>installation in kind</i>	\$7,100.00	\$7,100.00	\$8,165.00	
11.	310	SF	Sidewalk, Conc. 4"	\$10.00	\$3,100.00	\$3,565.00	
12.	1	Lump Sum	Restroom Building Renovations	\$32,300.00	\$32,300.00	\$37,145.00	
13.	1	Lump Sum	Play Equipment (3600 SF) <i>(includes combination of P.I.P surfacing & EWF surfacing, underdrain, and install)</i>	\$75,000.00	\$75,000.00	\$86,250.00	
14.	250	Feet	Concrete Curbing for Playground Edging	\$28.00	\$7,000.00	\$8,050.00	
15.	1	Each	Decorative Bench, Recycled Content <i>(installation in kind)</i>	\$1,800.00	\$1,800.00	\$2,070.00	
16.	1	Each	Interpretive Signage, Recycled Content	\$2,000.00	\$2,000.00	\$2,300.00	
17.	1	Lump Sum	Landscaping (Native Plantings) <i>(installation in kind)</i>	\$5,000.00	\$5,000.00	\$5,750.00	
18.	1	Lump Sum	Site Restoration & Cleanup	\$12,000.00	\$12,000.00	\$13,800.00	
19.	1	Lump Sum	Construction Staking and Material Testing	\$12,000.00	\$12,000.00	\$13,800.00	
20.	1	Lump Sum	DNR Plaque	\$400.00	\$400.00	\$460.00	
Sub-Total - Construction Cost					\$372,200.00	\$428,030.00	
Contingency					\$55,830.00		
Engineering (Survey, Design, Bidding, Grant Admin.)					\$74,440.00	\$74,440.00	
TOTAL PRELIMINARY ESTIMATE OF COST (ROUNDED)					\$502,500.00	\$502,500.00	
<u>Non-Grant Funded Items</u>							
Part-time Construction Administration					\$12,500.00	\$12,500.00	

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount	Line Item Contingency Amount	DNR Scope Item
Scope Items Outside of Grant							
No.	Quantity	Unit	Description	Unit Price	Amount	Amount	Scope
1.	800	SY	Earthwork and Excavation	\$20.00	\$16,000.00	18,400.00	
2.	800	SY	Crush & Shape Existing HMA Path	\$3.00	\$2,400.00	2,760.00	
3.	800	SY	29A Limestone Fines, C.I.P., 8' wide, 2" depth	\$9.00	\$7,200.00	8,280.00	
4.	20	SY	HMA Removal at Gazebo	\$2.00	\$40.00	46.00	
5.	160	SF	Ramp, Conc. 4"	\$10.00	\$1,600.00	1,840.00	
6.	65	Tons	8' Wide HMA Path, 2.5-inch 36A	\$180.00	\$11,700.00	13,455.00	
7.	400	SY	8" Aggregate Base, 22A for Path	\$24.00	\$9,600.00	11,040.00	
8.	2	Each	Decorative Bench with Shade Structure <i>(installation in kind)</i>	\$4,500.00	\$9,000.00	\$10,350.00	
Sub-Total - Construction Cost					\$57,540.00	66,171.00	
Contingency					\$8,631.00		
Engineering (Design, Bidding, Grant Admin.)					\$11,508.00	11,508.00	
TOTAL PRELIMINARY ESTIMATE OF COST					\$77,700.00	77,700.00	

GRANT / PROJECT SUMMARY		
	Funding Source	Match %
	TF Grant	59.7%
	City, Local Match	39.8%
	Other City Funded Items (not grant funded)	NA

**PRELIMINARY ESTIMATE OF COST
 MANLY W. BENNETT PARK RESTROOM RENOVATION
 HAMBURG TOWNSHIP
 LIVINGSTON COUNTY, MICHIGAN**

Item No.	Quantity	Unit	Description	Unit Price	Amount
1.	1	Lump Sum	Permits	Lump Sum	\$500.00
2.	1	Lump Sum	Selective Building Demolition	Lump Sum	\$1,300.00
3.	1	Lump Sum	(2) New Door, Frame, & Hardware	Lump Sum	\$5,300.00
4.	1	Lump Sum	New Interior Finishes	Lump Sum	\$2,900.00
5.	1	Lump Sum	New Toilet Accessories	Lump Sum	\$3,900.00
6.	1	Lump Sum	New Plumbing Fixtures	Lump Sum	\$5,000.00
7.	1	Lump Sum	New Mechanical (exhaust fans only)	Lump Sum	\$1,100.00
8.	1	Lump Sum	New Electrical (lighting & panel)	Lump Sum	\$7,900.00
9.	1	Lump Sum	New ADA Hi-Lo Drinking Fountain w/ Bottle Re-fill	Lump Sum	\$4,900.00
Sub-Total - Construction Cost					\$32,800.00
Design & Bidding					<u>\$4,900.00</u>
TOTAL PRELIMINARY ESTIMATE OF COST					\$37,700.00
Construction Administration (not grant funded)					\$2,100.00



EXISTING RESTROOMS
W/ NEW PLUMBING
FIXTURES & TOILET/
BATH ACCESSORIES

EXISTING STUD
WALL W/ NEW
FRP PANELING
EA. SIDE

NEW PAINT AT CEILINGS,
WALLS, & FLOORS, NEW
LED LIGHTING &
EXHAUST FANS

EX. STORAGE

UPGRADE
ELEC. PANEL

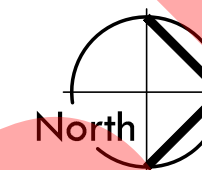
EX. CONCESSIONS

WH

NEW TOILET/ BATH
ACCESSORIES:
- GRAB BARS
- SOAP DISPENSERS
- T.P. DISPENSERS
- ELEC. HAND DRYERS
- S.S. MIRRORS
- PIPE PROTECTION
AT LAVS.

EX. PAVILION


NEW ADA HILLO
D.F. W/ BOTTLE
RE-FILL



**RENOVATED
FLOOR PLAN**

SCALE: 3/8" = 1'-0"

PRELIMINARY

BY	MARK	REVISIONS	DATE
<small>THE WORK REPRESENTED BY THIS DRAWING WAS DESIGNED BY THE ENGINEER FOR THIS SPECIFIC APPLICATION AND SPECIFIC LOCATION DESCRIBED HEREON IN ACCORDANCE WITH THE CONDITIONS PREVALENT AT THE TIME THE DESIGN WAS DONE. THE ENGINEER DOES NOT GUARANTEE AND WILL NOT BE LIABLE FOR ANY OTHER LOCATION, CONDITION, DESIGN OR PURPOSE.</small>			
MANLY W. BENNETT PARK HAMBURG TOWNSHIP			
PRELIMINARY RESTROOM RENOVATION AT PAVILION			
		<small>SAGINAW OFFICE 230 S. Washington Ave. Saginaw, MI 48607 Tel. 989-754-4717 Fax. 989-754-4440 www.SpicerGroup.com</small>	
DE. BY: LTP	CH. BY: DSB	PROJECT NO. 131942SG2022	
DR. BY: LTP	APP. BY: DSB		
STDS.	SHEET 1 OF 1	P	
DATE MARCH, 2022	FILE NO.	1	
SCALE 3/8" = 1'-0"			

PLOTING SCALE: RET. F.B. P.C. ACAD FILE:

Livingston County Road Commission

3535 Grand Oaks Drive • Howell, Michigan 48843-8575
Telephone: (517) 546-4250 • Facsimile: (517) 546-9628
Internet Address: www.livingstonroads.org

February 17, 2022

MEMORANDUM TO: Hamburg Township Board of Trustees
FROM: Steve Wasylk, Managing Director
SUBJECT: Project Agreement (s), Strawberry Lake Rd.

The enclosed project agreement has been prepared for your review and approval. Once approved, please have all copies signed by the Supervisor and Clerk and returned to our office marked for the attention of Cathy Jones. ***PLEASE DO NOT DATE THE DOCUMENT(S).***

After submittal to the Board of County Road Commissioners for their approval, a dated fully executed copy will be returned to you for your files.

SW/cj

enc: 2 copies of 1 agreement

cc: Jodie Tedesco, County Highway Engineer

PROJECT AGREEMENT

JOB NUMBER: _____

This Agreement made and entered into this _____ day of _____, 2022 by and between the TOWNSHIP of HAMBURG Livingston County, Michigan, hereinafter referred to as "TOWNSHIP" and the BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF LIVINGSTON, hereinafter referred to as "ROAD COMMISSION."

WITNESSETH

The Township has selected the following road to be improved as described below:

**STRAWBERRY LAKE ROAD
(COUNTY LINE TO MERRILL ROAD)
APPROXIMATELY 2.79 MILES
CHIP SEAL WITH 1.8" OF NEW HOT MIX ASPHALT, GRAVEL SHOULDERS
ALTOGETHER WITH THE NECESSARY RELATED WORK**

The parties agree as follows:

1. The Engineer's Opinion of Probable Cost is \$550,000. The Township shall pay the Road Commission 50% of the cost of the project not to exceed \$275,000. The remaining balance will be paid by the Livingston County Road Commission.
 - A. The balance shall be paid promptly as invoiced.
 - B. The Road Commission shall furnish the Township with a final breakdown of its actual expenses upon completion of the project.
 - C. The Township will not withhold payments because of any set-off, counterclaim, or any other claim which it may have against the Road Commission arising out of this or any other matter. If there is a dispute over the balance due upon completion, the Township will pay the amount claimed by the Road Commission, and such payment shall not be a waiver by the Township of any claims it may have arising from this contract and the completion of the project.
2. All work shall be performed in a good workmanlike manner and in accordance with plans and specifications adopted by the Road Commission.
3. The Road Commission shall hold the Township harmless from any liability arising from the work performed pursuant to this contract.
4. The work will be completed within the current contract year, unless the parties otherwise so agree.
5. In the event the project cannot be completed due to circumstances beyond the control of the Road Commission, and through no fault of the Road Commission, the contract price for later completion will be subject to renegotiation.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the date and year first above written.

TOWNSHIP OF HAMBURG

BY: _____
PATRICK HOHL, SUPERVISOR

MIKE DOLAN, CLERK

**BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF LIVINGSTON**

BY: _____
STEVEN J. WASYLK, MANAGING DIRECTOR

TERRY E. PALMER, DIRECTOR OF FINANCE

PROJECT AGREEMENT

JOB NUMBER: _____

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TOWNSHIP OF HAMBURG

BY: _____
PATRICK HOHL, SUPERVISOR

MIKE DOLAN, CLERK

**BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF LIVINGSTON**

BY: _____
STEVEN J. WASYLK, MANAGING DIRECTOR

TERRY E. PALMER, DIRECTOR OF FINANCE

Livingston County Road Commission

3535 Grand Oaks Drive • Howell, Michigan 48843-8575
Telephone: (517) 546-4250 • Facsimile: (517) 546-9628
Internet Address: www.livingstonroads.org

February 17, 2022

MEMORANDUM TO: Hamburg Township Board of Trustees
FROM: Steve Wasylk, Managing Director
SUBJECT: Project Agreement (s), Merrill Rd.

The enclosed project agreement has been prepared for your review and approval. Once approved, please have all copies signed by the Supervisor and Clerk and returned to our office marked for the attention of Cathy Jones. **PLEASE DO NOT DATE THE DOCUMENT(S).**

After submittal to the Board of County Road Commissioners for their approval, a dated fully executed copy will be returned to you for your files.

SW/cj

enc: 2 copies of 1 agreement

cc: Jodie Tedesco, County Highway Engineer

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WITNESSETH

The Township has selected the following road to be improved as described below:

**MERRILL ROAD
(STRAWBERRY LAKE ROAD TO M-36)
APPROXIMATELY 1.0 MILES
2.0" MILL, PLACE 3.5" OF NEW HOT MIX ASPHALT AND 3 FT PAVED SHOULDER
ALTOGETHER WITH THE NECESSARY RELATED WORK**

The parties agree as follows:

1. The Engineer's Opinion of Probable Cost is \$400,000. The Township shall pay the Road Commission 50% of the cost of the project not to exceed \$200,000. The remaining balance will be paid by the Livingston County Road Commission.
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TOWNSHIP OF HAMBURG

BY: _____
PATRICK HOHL, SUPERVISOR

MIKE DOLAN, CLERK

**BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF LIVINGSTON**

BY: _____
STEVEN J. WASYLK, MANAGING DIRECTOR

TERRY E. PALMER, DIRECTOR OF FINANCE

PROJECT AGREEMENT

JOB NUMBER: _____

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IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the date and year first above written.

TOWNSHIP OF HAMBURG

BY: _____
PATRICK HOHL, SUPERVISOR

MIKE DOLAN, CLERK

**BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF LIVINGSTON**

BY: _____
STEVEN J. WASYLK, MANAGING DIRECTOR

TERRY E. PALMER, DIRECTOR OF FINANCE

**TOWNSHIP OF HAMBURG
RESOLUTION TO AUTHORIZE THE OPENING OF BANK / INVESTMENT ACCOUNTS**

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, March 15, beginning at 7:00 p.m., Eastern Standard Time, there were

PRESENT:

ABSENT:

MOVED FOR ADOPTION:

SUPPORTED BY:

RESOLUTION

WHEREAS, The Hamburg Township Board of Trustees has received sufficient evidence of GovMIC Fund Management's good standing as a financial institution and is in receipt of their signed certification of our Township Investment Policy;

NOW THEREFORE, BE IT RESOLVED, that GovMIC Fund Management hereby is designated a depository of the Township and that the funds of the Township may be deposited, subject to the rules and regulations of the Fund, in a demand, time or savings deposit account at the Fund.

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 March 15, 2022; (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: March 15, 2022

Michael Dolan
Hamburg Township Clerk

TOWNSHIP OF HAMBURG
RESOLUTION TO AUTHORIZE THE REMOVAL OF BANK / INVESTMENT ACCOUNTS

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, March 15, beginning at 7:00 p.m., Eastern Standard Time, there were

PRESENT:

ABSENT:

MOVED FOR ADOPTION:

SUPPORTED BY:

RESOLUTION

WHEREAS, On February 15, 2022, the Hamburg Township Board of Trustees approved the adding of PFM Asset Management to our list of approved banks / investment depositories; and

WHEREAS, it was subsequently discovered that “PFM Asset Management” was not the official name of the institution;

NOW THEREFORE, BE IT RESOLVED, that PFM Asset Management hereby is removed from the list of approved Township depositories.

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 March 15, 2022; (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: February 15, 2022

Michael Dolan
Hamburg Township Clerk



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

Supervisor Pat Hohl **Clerk** Mike Dolan **Treasurer** Jason Negri **Trustees** Bill Hahn, Patricia Hughes, Chuck Menzies, Cindy Michniewicz

To: Hamburg Township Board of Trustees

From: Mike Dolan, Clerk

Ref: Cemetery Related Fees

The Cemetery Committee met in January to discuss the need to update equipment for burials and to review our existing fees associated with openings and closings. After determining the costs for equipment upgrade needs and reviewing local cost comparable for openings and closing, it is the recommendation of the Committee that the Township increase our fees as outlined on the attached fee schedule.

Also attached is our current cemetery fee schedule and our cemetery ordinance.



HAMBURG CEMETERY & MAUSOLEUM

PURSUANT TO APPENDIX 4 OF THE TOWNSHIP FEE SCHEDULE
AS ADOPTED BY THE TOWNSHIP BOARD

CRYPT PRICING

SOUTH WALL SINGLES

TIER	PRICE
H	\$3,000
G	\$3,000
F	\$3,000
E	\$3,000
D	\$3,000
C	\$3,000
B	\$3,000
A	\$3,000

SOUTH WALL END TO END

TIER	PRICE
H	\$6,000
G	\$6,000
F	\$6,000
E	\$6,000
D	\$6,000
C	\$6,000
B	\$6,000
A	\$6,000

NORTH WALL SINGLES

TIER	PRICE
H	\$2,500
G	\$2,500
F	\$2,500
E	\$2,500
D	\$2,500
C	\$2,500
B	\$2,500
A	\$2,500

NORTH WALL END TO END

TIER	PRICE
H	\$5,000
G	\$5,000
F	\$5,000
E	\$5,000
D	\$5,000
C	\$5,000
B	\$5,000
A	\$5,000

CEMETERY PLOTS

RESIDENT PRICING
\$500 PER PLOT
NON-RESIDENT PRICING
\$750 PER PLOT

OPENING & CLOSING

CASKET BURIAL

Adult - M-F before 3:30 p.m. - \$1,000
Adult - after 3:30 p.m. & Saturday - \$1,200
Child/Infant - M-F before 3:30 p.m. - \$500
Child/Infant - after 3:30 p.m. & Saturday - \$700

BURIAL/INTERMENT OF CREMAINS

M-F before 3:30 p.m. -\$300
After 3:30 p.m. & Saturday -\$400

No Sunday Burials

NICHE PRICING

WEST WALL (MURAL)

TIER	PRICE
I	\$677
H	\$903
G	\$1,083
F	\$1,083
E	\$1,083
D	\$1,083
C	\$1,083
B	\$903
A	\$903

EAST WALL

TIER	PRICE
I	\$451
H	\$677
G	\$903
F	\$903
E	\$903
D	\$903
C	\$903
B	\$677
A	\$587

MONUMENT FOUNDATIONS

MONUMENT FOUNDATIONS
WILL BE CHARGED AT A RATE
OF \$.31 PER SQUARE INCH
MUST BE A MINIMUM OF 2
INCHES ON ALL SIDES OF THE
BASE

OPEN AND CLOSING COST COMPARISON

COMMUNITY	ADULT	INFANT	CHILD	CREMATION	
BRIGHTON CITY	750		600	450	
BRIGHTON CITY-SAT	1200		750	525	
BRIGHTON TWP	950		250	475	
CONWAY TOWNSHIP	700		500	350	
GENOA TOWNSHIP	varies by cemetery			250	+100 SAT
HOWELL CITY	600		250	200	
HOWELL CITY -SAT	800		375	300	
HOWELL TWP	1000		250	500	+150 SAT
OCEOLA	500		150	100	
TYRONE TWP.	GENESEE VAULT DOES O/C				
VILLAGE OF PINCKNEY	500			250	
SOUTH LYON CITY RESIDENT	500	250	350	150	
SOUTH LYON CIT NON RES	800	350	450	250	ADDITIONAL COST FOR SAT
COMMERCE TWP	1000		250	500	HURON CEMETERY MAINTENANCE
FARMINGTON	1200		250	550	HURON CEMETERY MAINTENANCE
FRANKLIN	1500		300	800	HURON CEMETERY MAINTENANCE
HARTLAND TWP	1000		250	500	HURON CEMETERY MAINTENANCE
HIGHLAND TWP	1000		250	500	HURON CEMETERY MAINTENANCE
LYON TWP	1000		250	500	HURON CEMETERY MAINTENANCE
MILFORD TWP	1000		250	500	HURON CEMETERY MAINTENANCE
WALLED LAKE	1000		250	500	HURON CEMETERY MAINTENANCE
WIXOM CITY	1000		250	500	HURON CEMETERY MAINTENANCE
GREEN OAK	700			250	+150 SAT



**HAMBURG TOWNSHIP
CEMETERY COMMITTEE
Hamburg Township Hall
Monday, January 24, 2022, 9:00am**

MINUTES

1. Call to Order

Negri called meeting to order at 9:05am

2. Roll Call of the Committee

Present members – Dolan, Negri, Hohl

Also present – Randazzo, Durkin

2. Call to the Public

None

3. Correspondence

None

4. Approval of the Agenda

Motion by Hohl, 2nd by Negri to approve as presented.

All in favor

6. Approval of the Minutes

Meeting Minutes – October 15, 2021

Motion by Hohl, 2nd by Negri to approve

All in favor

7. Unfinished Business

A. Burial Services

1. Status In-house opens/closings

Randazzo updated the committee that he has 4 staff members from DPW and Buildings and Grounds ready to take over all openings and closings once they are better trained and have the right equipment to do the job. All have done some training already and will continue to be involved in every burial until they fully take over.

2. Equipment Needs

Randazzo advised that he has staff researching bids for a Bobcat E50 which seems to work really well at the cemetery for the current contractor and will also be used in other township work.

3. Fees

Round table discussion regarding the current fees the township charges for full burial opening and closing and whether our current \$600 is too low to cover our actual costs.

Hohl mentioned a fee should be associated with burials held later in the day and no burials on Sundays.

Motion by Hohl, 2nd by Negri to direct that the Hamburg Cemetery Rules be updated to include no Sunday burials.

All in favor.

We're to bring back example fees that other communities are charging and contact Eric Everett for his input for our next meeting on 02/11/2022.

B. South Hamburg Historical Marker

Henneman still waiting on the State for an update.

C. Cemetery Maintenance (A to Z contract expired)

Motion by Hohl, 2nd by Dolan to have Julie Durkin get an updated quote from A to Z lawn care for 2022 spring cleanup, 1 mowing per week Hamburg South and every other week at the other cemeteries; and to attempt to obtain quotes from any other qualified company.

8. New Business

A.

9. Committee Comments

Next meeting set for February 11, 2022 to discuss fee structure.

10. Adjournment

Motion by Dolan, 2nd by Negri to adjourn.

Chapter 10 CEMETERIES¹

Sec. 10-1. Definitions.

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

Burial space means a small piece of ground designated for burial of bodily remains or cremains. The space shall consist of land area of four feet wide and nine feet in length. Burial space may also be a crypt or niche designated for the burial of bodily remains or cremains.

Cemetery sexton (administrator) means a person appointed by the Township Board to oversee the sale of burial spaces, record maintenance and interments in Township cemeteries, placement of monuments or markers and ground maintenance.

Columbarium means a structure lined with shelves or recesses for the permanent placement of cremation urns.

Cremains means the ashy remains of a human body after cremation.

Crypt means a chamber or vault within a mausoleum used for burial of bodily remains.

Mausoleum crypts/niches means above ground entombment units for human remains.

Niche means a space in a columbarium, mausoleum or niche wall to hold an urn.

Township Clerk means the duly elected clerk or the clerk's designee.

Township resident means a person who owns property in Hamburg Township or has lived in Hamburg Township for a minimum of one year and provides corresponding documentation. The term "Township resident" is also defined as a former resident who lived in Hamburg Township for a period of five or more years and provides corresponding documentation.

Urn means a durable container to hold cremated remains.

Vault means a prefabricated container usually of metal or concrete into which a casket is placed at burial.

(Ord. No. 32-D, § 3.0, 3-20-2018)

Sec. 10-2. Sale or transfer of spaces.

- (a) All such sales shall be made on a form approved by the Township Board which grants a right of burial and/or the disposition of cremains and does not convey any other title or right to the burial space. Such form shall be signed by the Township Clerk and shall constitute a permit. No sale shall be made to funeral directors or others except for those acting as an agent for an eligible purchaser.
- (b) Hereafter, burial spaces shall be sold for the purpose of the burial of such purchaser or his designated heir at law or next of kin, or transferee or assignee.

¹State law reference(s)—Authority to acquire and maintain cemeteries, MCL 128.1 et seq.; Cemetery Regulation Act, MCL 456.521 et seq.; permit for disposition of body, MCL 333.2848.

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- (c) Burial rights may only be transferred by the original purchaser of burial spaces within the Township, or their duly authorized representative. Transfers shall be effective only upon the written approval of such an assignment or transfer by the original purchaser or their authorized representative of a cemetery lot certificate approved by the Township Clerk and entered upon the official records of the Township. At such time, a new certificate shall be issued to the assignee by the Township Clerk and the original certificate shall be cancelled and terminated.
 - (d) The lawful owner of any burial space within the Township shall promptly provide the Township Clerk with any change in that owner's mailing address.

(Ord. No. 32-D, § 4.0, 3-20-2018)

Sec. 10-3. Purchase price and transfer fee.

The cost for any burial space or charges associated therewith shall be in accordance with the rate schedule established and adopted by the Township Board and available through the clerk's office. At its discretion, the Township Board may periodically adjust the terms of the rate schedule to reflect changes to the costs related to the operation, maintenance, expansion and development of any Township cemetery.

(Ord. No. 32-D, § 5.0, 3-20-2018)

Sec. 10-4. Grave opening and closing charges.

- (a) In addition to the provisions in section 10-3, the Township may charge fees for the opening and closing of any burial space prior to and following a burial therein, including the interment of ashes. Such fees shall be set from time to time by resolution of the Township Board.
- (b) No burial space shall be opened or closed except under the direction and control of the cemetery sexton. Except for the fees charged by the Township, this provision shall not apply to proceedings for the removal and re-interment of bodies and cremains, where such matters, including the charges for the services, are under the supervision and at the direction of the local health department or a court of competent jurisdiction.

(Ord. No. 32-D, § 6.0, 3-20-2018)

Sec. 10-5. Markers and memorials.

The Township Board shall adopt rules and regulations to establish standards, conditions, regulations and restrictions governing the use of markers and monuments which will be in keeping with the dignity and solemnity appropriate to a cemetery.

(Ord. No. 32-D, § 7.0, 3-20-2018)

Sec. 10-6. Grounds maintenance.

- (a) The Township Board shall adopt rules and regulations to establish standards, conditions, regulations and restrictions governing the maintenance, expansion or improvements to Township cemeteries.
- (b) The Township accepts no responsibility for the damage, loss or disappearance of any monument, statue, plaque, marker, decoration or other item placed upon or left at burial spaces.

(Ord. No. 32-D, § 8.0, 3-20-2018)

Sec. 10-7. Uses and activities.

The Township Board shall adopt rules and regulations to establish standards, conditions, regulations and restrictions governing the uses and activities within Township cemeteries.

(Ord. No. 32-D, § 9.0, 3-20-2018)

Sec. 10-8. Forfeiture of vacant burial spaces.

Burial spaces sold after the effective date of the ordinance from which this chapter is derived, and remaining vacant for a period of 40 years or more from the date of their sale shall automatically and unequivocally revert to the Township upon the occurrence of the following events:

- (1) Notice shall be sent by the Township Clerk by first class mail to the last known address of the last owner of record informing them of the expiration of the 40-year period and that all rights with respect to said space will be fully forfeited to the Township if the owner of the rights does not affirmatively indicate in writing to the Township Clerk of their desire to retain said burial rights within 60 days from the date of mailing of notice.
- (2) Should the Township Clerk not receive a written response to said notice from the last owner of record of the said spaces or from an appropriate heir or legal representative within the 60-day period including a desire to retain the burial space in question, all rights shall be considered forfeited to the Township.

(Ord. No. 32-D, § 10.0, 3-20-2018)

Sec. 10-9. Repurchase of vacant spaces.

The Township may repurchase any vacant or non-forfeited burial space from the owner for the original price paid to the Township upon the notarized written request of said owner or his legal heirs or legal representative.

(Ord. No. 32-D, § 11.0, 3-20-2018)

Sec. 10-10. Records.

The Township Clerk shall maintain records concerning the purchase or transfer of all burial spaces, burials, issuance of burial permits, and the costs relating to the operation and maintenance of any Township cemetery according to the terms of this chapter, separate and apart from the other records of the Township and the same shall be available for public inspection during normal business hours.

(Ord. No. 32-D, § 12.0, 3-20-2018)

Sec. 10-11. Cemetery access.

- (a) Cemetery facilities shall be open to the general public from sunrise to one-half hour after sunset.
- (b) No person shall be permitted in the Township cemeteries at any time other than the foregoing hours, except upon permission of the cemetery sexton.
- (c) Any person entering upon or loitering within a Township cemetery at any time other than the stated open hours, except with permission of the cemetery sexton, shall be deemed guilty of trespassing on restricted property and shall be subject to penalties as stated in this Code.

(Ord. No. 32-D, § 13.0, 3-20-2018)

Sec. 10-12. Penalties.

- (a) Any person who violates, disobeys, omits, neglects or refuses to comply with any provisions of this chapter, or any permit or approval issued hereunder, or any amendment thereof, or any person who knowingly or intentionally aids or abets another person in violation of this chapter, shall be in violation of this chapter and shall be responsible for a municipal civil infraction as set forth in section 1-45.
- (b) For purposes of assessing fines and penalties only, a violation under this section shall be classified as a Class C municipal civil infraction.
- (c) In addition to the foregoing, the Township may seek injunctive/equitable relief involving trespasses against those found guilty of a trespass. In such an event, the Township is entitled to recover all attorney fees and court costs including damages and costs by the Township.

(Ord. No. 32-D, § 14.0, 3-20-2018)

ARTICLE V. HAMBURG CEMETERY AND MAUSOLEUM PRICING

DIVISION 1. GENERALLY

Secs. 1-388—1-417. Reserved.

DIVISION 2. CRYPT PRICING

Sec. 1-418. South wall, side by side.

<i>Tier</i>	<i>Cost</i>
H	\$7,820.00
G	\$9,265.00
F	\$9,775.00
E	\$10,200.00
D	\$10,880.00
C	\$11,730.00
B	\$11,730.00
A	\$10,880.00

Sec. 1-419. South wall, end to end.

<i>Tier</i>	<i>Cost</i>
H	\$6,120.00
G	\$7,765.00
F	\$8,075.00
E	\$8,755.00
D	\$9,307.00
C	\$9,925.00
B	\$9,925.00
A	\$9,307.00

Sec. 1-420. South wall singles.

<i>Tier</i>	<i>Cost</i>
H	\$4,554.00
G	\$5,296.00

F	\$5,698.00
E	\$5,940.00
D	\$6,336.00
C	\$6,732.00
B	\$6,732.00
A	\$6,336.00

Sec. 1-421. North wall, side by side.

<i>Tier</i>	<i>Cost</i>
H	\$6,290.00
G	\$6,715.00
F	\$7,225.00
E	\$7,650.00
D	\$8,245.00
C	\$8,925.00
B	\$8,925.00
A	\$8,245.00

Sec. 1-422. North wall, end to end.

<i>Tier</i>	<i>Cost</i>
H	\$5,700.00
G	\$6,210.00
F	\$6,750.00
E	\$7,270.00
D	\$7,830.00
C	\$8,580.00
B	\$8,580.00
A	\$7,830.00

Sec. 1-423. North wall singles.

<i>Tier</i>	<i>Cost</i>
H	\$3,630.00
G	\$3,910.00
F	\$4,207.00
E	\$4,455.00
D	\$4,801.00
C	\$5,130.00
B	\$5,130.00

A	\$4,739.00
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Secs. 1-424—1-444. Reserved.

DIVISION 3. NICHE PRICING¹

Sec. 1-445. West wall (mural).

<i>Tier</i>	<i>Cost</i>
I	\$677.00
H	\$903.00
G	\$1,083.00
F	\$1,083.00
E	\$1,083.00
D	\$1,083.00
C	\$1,083.00
B	\$903.00
A	\$903.00

Sec. 1-446. East wall.

<i>Tier</i>	<i>Cost</i>
I	\$451.00
H	\$677.00
G	\$903.00
F	\$903.00
E	\$903.00
D	\$903.00
C	\$903.00
B	\$677.00
A	\$587.00

Sec. 1-447. Cemetery plots.

- (a) Resident pricing, per plot \$500.00
- (b) Nonresident pricing, per plot 750.00

¹Editor's note(s)—Interment of more than one cremation at the same is charged at 1.5 times the rate.

Sec. 1-448. Opening/closing.

- (a) Full burial.
 - (1) Resident 600.00
 - (2) Nonresident 750.00
- (b) Cremation.
 - (1) Resident 300.00
 - (2) Nonresident 450.00

Sec. 1-449. Monument foundations.

Veteran Marker	\$95.00
10" x 48"	\$110.00
20" x 36"	\$85.00
20" x 42"	\$100.00
20" x 54"	\$110.00
20" x 60"	\$130.00

All other sizes will be quoted individually

Secs. 1-450—1-466. Reserved.



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

Supervisor Pat Hohl Clerk Mike Dolan Treasurer Jason Negri Trustees Bill Hahn, Patricia Hughes, Chuck Menzies, Cindy Michniewicz

03/10/22

To: Hamburg Township Board
From: Tony Randazzo

Re: Anderson/Cherwak Sewer Install Refund Request

Cleo Anderson and John Cherwak have requested a refund of the \$18,000 they paid in 2015 to connect a new house to the Hamburg Township sewer system. The home was never built and now they are requesting a refund as they have just sold the property in February. Attached is the request and receipt from 2015.

From: [Cleo Anderson](#)
To: [Tony Randazzo](#)
Subject: 6845 Hamburg Rd Grinder Pump Refund
Date: Thursday, February 3, 2022 9:47:14 AM

Tony,

Due to circumstances beyond our control, we will not be proceeding with building a house at 6845 Hamburg Rd and are selling the property. We are requesting a refund of our \$18,000.00 paid to Hamburg Township for the Grinder Pump.

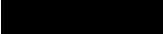
Thank you,

John Cherwak

Cleo Anderson

8201 Shari Dr.

Westland, MI 48185



Engineer's Opinion of Probable Construction Cost

EXHIBIT B

Connection to Low Pressure Sewer System

Job Address: 6845 Hamburg Rd.
Tax I.D. #: 15-01-400-025
Owner: John A. Cherwak
Mailing Address 8201 Shari, Westland, MI 48185
Phone: Day: **Evenings:**
Date: July 22nd, 2015

Item	System Cost
<i>Construction Costs</i> (Contractor <u>C & E Construction Co.</u>)	
• Sewer Main line Extension/Engineering	\$ <u>N/A</u>
• Install Grinder Pump Station (GPS) - (Tie into the grinder pump station control panel)	\$ <u>1,500.00</u>
• Equipment Mobilization	\$ <u>0.00</u>
• 1-1/2" Discharge Pipe - Directional Bore (<u>400</u> L.F. at \$ <u>13.00</u> /L.F.)	\$ <u>5,600.00</u>
• Lateral Sewer Connection	\$ <u>750.00</u>
• Restoration of Property (Grass Seed, Straw, etc.)	\$ <u>500.00</u>
• Electrical Service for Grinder Pump Station (From Control Panel to Structure) (Optional – MUST be completed by a licensed electrician, requires permit.)	
Residential Structure – Tie into electrical supply from existing meter box	\$ <u>950.00</u>
Residential Structure – Tie into electrical supply from existing circuit panel	\$ <u>N/A</u>
Commercial Structure – Tie in price to be agreed upon with Contractor	\$ <u>N/A</u>
• <u>4" Building Sewer Pipe</u> (connection to GPS)-(Optional - may be completed by Homeowner)	\$ <u>600.00</u>
• <u>Abandon Septic Tank</u> - (Optional - may be completed by Homeowner)	\$ <u>N/A</u>
* Includes 4" building sewer connection into grinder pump station.	
 Subtotal Construction Costs	 \$ <u>9,900.00</u>
 Materials & Services Provided by Township	
• Administration*	\$ <u>400.00</u>
• MI DEQ Permit # _____ Issue Date: _____	\$ _____
• Grinder Pump Station System	\$ <u>3,200.00</u>
• Direct Connection Charge	\$ <u>4,500.00</u>
• Indirect Connection Charge	\$ _____
 Subtotal Mtl. & Serv. Provided by Township	 \$ <u>8,100.00</u>
 TOTAL (to be paid prior to starting Installation)	 \$ <u>18,000.00</u>

* Administration includes: Easement Preparation & Recording; Engineering for GPS Location; Contractor and Supplier Coordination; Inspections; Permanent Records; System Activation.

HAMBURG TOWNSHIP
10405 MERRILL RD
HAMBURG, MI 48139
Phone : (810) 231-1000

Received From: JOHN CHERWAK
Date: 08/12/2015 Time: 1:23:57 PM
Receipt: 1122454 *** REPRINT ***
Cashier: CashMan

ITEM REFERENCE	AMOUNT
SWCON SEWER CONNECTION 15-01-400-025	\$18,000.00
TOTAL	\$18,000.00
Check 2010612078	\$18,000.00
Total Tendered:	\$18,000.00
Change:	\$0.00