

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

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



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

HAMBURG TOWNSHIP BOARD OF TRUSTEES
Mid-Year Strategic Planning MEETING
Hamburg Township Hall Board Room
Tuesday, January 18, 2022
1:00 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. Current Business:
 - A. Mid-Year Budget Review
 1. 1st & 2nd Quarter Budget Amendments
 - B. ARPA Spending and Proposals
 - C. Township Structure – No changes presented
 - D. Supervisor/Clerk/Treasurer Compensations – No changes presented
9. Call to the Public
10. Board Comments
11. Adjournment

Pledge to the Flag



No Correspondence

Courtney Paton

From: Bobby Daavettila <BDaavettila@livingstonroads.org>
Sent: Tuesday, December 21, 2021 10:49 AM
To: Pat Hohl
Cc: Jodie Tedesco
Subject: Hamburg Road Projects

Pat,

Below are the recommendations and estimated costs for road PPP projects in 2022. Please let us know if you need anything else or want to discuss further.

ROAD NAME	FROM	TO	MILES	DESC.	EST COST	TWP SHARE
Strawberry Lake Rd	County Line	Merrill Rd	2.79	Chip Seal with 200# HMA Overlay	\$ 550,000	\$ 275,000
Merrill Rd	Strawberry Lake Rd	M-36	1.00	2.5" Mill, 330# HMA + HMA Shld	\$ 400,000	\$ 200,000
Bishop Lake Rd	Chilson Rd	End of Pavement	0.88	Single Chip and Fog	\$ 40,000	\$ 20,000

Thank You,

Bobby Daavettila, P.E.
Construction Engineer
Livingston County Road Commission



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

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

FROM: Thelma Kubitskey, Director of Accounting

DATE: January 13, 2022

SUBJECT: 1st and 2nd Quarter Budget Amendments

The State of Michigan PA 2 of 1968, as amended by PA 621 of 1978, states that both revenues and expenditures be monitored during the fiscal year to prevent incurring a deficit. Attached are the combine 1st and 2nd quarter budget amendments.

The Please contact me with any questions or concerns you may have.

HAMBURG TOWNSHIP BUDGET AMENDMENTS 1-Jan-22 1st and 2nd Quarter				
GENERAL FUND	LINE ITEM NUMBER	LINE ITEM DESCRIPTION	INCREASE (DECREASE)	COMMENTS
Revenues				
	101-000-000-422-000	Charge Backs/MTT/Board of Review	1,600.00	
	101-000-000-528-000	Other Federal Grants	1,140,573.00	
	101-000-000-608-000	Zoning Board of Appeals	1,000.00	
	101-000-000-611-000	Site Plan Fees	3,000.00	
	101-000-000-616-000	Address Sign Fees	275.00	
	101-000-000-643-000	Sale of Cemetery Lots	2,650.00	
	NET REVENUES		1,149,098.00	
Expenditures				
Assessing				
	101-209-000-705-000	Full Time Salaries	(150,500.00)	
	101-209-000-706-000	Part Time Salaries	7,343.00	
	101-209-000-710-000	Pay in Lieu of Medical Insurance	(2,250.00)	
	101-209-000-715-000	FICA	(11,000.00)	
	101-209-000-719-000	Long/Short Term	(1,000.00)	
	101-209-000-720-000	Retirement	(19,720.00)	
	101-209-000-721-000	Life Insurance	(263.00)	
	101-209-000-722-000	Health Insurance	(24,808.00)	
	101-209-000-801-000	Contractual Services	235,867.50	
			33,669.50	
TECHNICAL/UTILITIES				
	101-245-000-705-500	Leave Time Payout	1,918.96	
	101-245-000-709-000	Overtime	100.00	
	101-245-000-710-000	Pay in Lieu of Medical Insurance	1,750.00	
	101-245-000-980-000	Capital Equipment	4,745.00	
			8,513.96	
TREASURER				
	101-253-000-709-000	Overtime	100.00	
	101-253-000-958-000	Dues/Subscription	100.00	
			200.00	
TOWNSHIP BUILDINGS				
	101-265-000-758-000	Uniforms/Accessories	1,300.00	
	101-265-000-932-000	Maintenance Twp. Hall	2,000.00	
	101-265-000-933-000	Equipment maint/repair	1,500.00	
			4,800.00	
CEMETERY				
1/13/2022	101-276-000-801-000	Contractual Services	13,000.00	

	HAMBURG TOWNSHIP			
	BUDGET AMENDMENTS			
	1-Jan-22			
	1st and 2nd Quarter			
GENERAL	LINE ITEM	LINE ITEM	INCREASE	
FUND	NUMBER	DESCRIPTION	(DECREASE)	COMMENTS
OTHER EXPENSES				
	101-299-000-724-000	Unemployment Compensation	810.00	
	101-299-000-975-000	Special Projects	20,500.00	
			21,310.00	
ZONING				
	101-410-000-710-000	Pay in Lieu of Medical Insurance	3,000.00	
	101-410-000-853-000	Phone Communication	500.00	
			3,500.00	
HISTORICAL MUSEUM				
	101-803-000-706-000	Wages	13,192.00	
	101-803-000-715-000	Fringe Benefits	1,009.00	
			14,201.00	
	NET EXPENDITURES		99,194.46	
	NET INCREASE/(DECREASE) IN FUND BALANCE		1,049,903.54	

		HAMBURG TOWNSHIP BUDGET AMENDMENTS 1-Jan-22		
FIRE FUND	LINE ITEM NUMBER	LINE ITEM DESCRIPTION	INCREASE (DECREASE)	COMMENTS
Revenues				
	206-000-000-675-000	Contributions/Donations/Grants	2,500.00	
	NET REVENUES		2,500.00	
Expenditures				
	206-000-000-717-000	Long/Short Term Disabilit	4,470.00	
	206-000-000-801-000	Contractual Services	4,000.00	
	206-000-000-932-020	Maintenace - Fertilizer	1,067.00	
	206-000-000-933-100	Emergency Siren Maintenance	2,500.00	
	206-000-000-939-0000	Vehicle Maintenance	5,000.00	
			17,037.00	
	NET INCREASE/(DECREASE) IN FUND BALANCE		(14,537.00)	

		HAMBURG TOWNSHIP BUDGET AMENDMENTS 1-Jan-22		
POLICE FUND	LINE ITEM NUMBER	LINE ITEM DESCRIPTION	INCREASE (DECREASE)	
Revenues				
	207-000-000-476-000	Inspection fees	5,000.00	
	207-000-000-673-000	Sale of Fixed Assets	19,241.00	
	207-000-000-675-000	Contribution/Donations/Grants	1,000.00	
	207-000-000-676-200	Overtime-Reim	1,100.00	
			26,341.00	
Expenditures				
	207-000-000-721-500	Tuition Reimbursement	4,450.00	
	207-000-000-723-000	Retiree Health	6,000.00	
	207-000-000-726-500	Equipment Allowance	4,400.00	
	207-000-000-756-000	Accreditation expenses	5,000.00	
			19,850.00	
NET INCREASE/(DECREASE) IN FUND BALANCE			<u>6,491.00</u>	

		HAMBURG TOWNSHIP BUDGET AMENDMENTS 1-Jan-22		
SEWER FUND	LINE ITEM NUMBER	LINE ITEM DESCRIPTION	INCREASE (DECREASE)	
Revenues				
	590-003-000-617-000	Direct Taps	11,800.00	
	590-003-000-619-000	Main Line Extension	46,500.00	
	590-003-000-620-000	Grinder Pump Installation	40,000.00	
	590-003-000-622-000	Application Fees - Sewers	2,200.00	
			100,500.00	
Expenditures				
	590-001-000-801-000	Contractual Services	-	
	590-001-000-864-000	Seminars	-	
	590-001-000-923-500	Diesel Fuel	1,000.00	
	590-001-000-980-000	Capitol Equipment	21,000.00	
			22,000.00	
NET INCREASE/(DECREASE) IN FUND BALANCE			78,500.00	



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: Pat Hohl, Township Supervisor
FROM: Chief Richard Duffany
DATE: December 22, 2021
RE: Mid-Year Strategic Planning Meeting

As requested, I am submitting a project for the Township Board to consider during the scheduled mid-year Strategic Planning Meeting on January 18, 2022.

Project: Police Department Building Expansion

Justification of Need: When the current police department building was built in 2000 the Hamburg Township Police Department had 13 employees (12 officers and 1 civilian employee). There were 10 male employees and 3 female employees. The building was built with 18 lockers in the men's locker room and 3 lockers in the women's locker room.

Over the past 20 years the police department has grown in size as the Township's population has grown. The police department currently has 21 employees (18 officers and 3 civilians) plus an additional 6 police reserves with a makeup of 21 males and 6 females. Not including me and Deputy Chief Nisenbaum that means there are 19 males for 18 lockers in the men's locker room and 6 females for the 3 lockers in the woman's locker room.

In addition to outgrowing the capacity of our locker rooms, we have literally run out of work spaces for our personnel. As indicated, the police department has grown over the years which has included adding road patrol officers, increasing the number of sergeants and adding two detective positions. As we have grown we have been resourceful in utilizing the space within the current footprint of the building. I point out the following:

- We have assigned two officers to share each work station/desk and computer in the squad room;
- We remodeled the department's workout room and turned it into office space and it is now used as the office for 3 people (two sergeants and one of our detectives);
- We remodeled a storage closet and turned it into an office for one of our sergeants;
- We repurposed our armory room, where weapons and ammunition were stored, and turned it into an office for another one of our sergeants. (We moved our weapons and ammunition into an area of our property room).

While this repurposing of rooms for offices has accomplished one purpose it has exacerbated another problem which is the lack of sufficient storage space.



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

Description of Project: The expansion of the police building would have two components:

1) Expansion of both locker rooms within the current footprint of the building and 2)

Construction of an addition to the current building.

1. Locker Room Expansion Summary – The current men’s and women’s locker rooms share a common wall. The proposal is to remove a section of that wall to combine both locker rooms into a single larger men’s locker room. This would increase the number of available locker space for male employees from 18 to 24. We would then construct a 12ft x 20ft women’s locker adjacent to the new larger men’s locker room utilizing half of the space currently used in our break/all purpose room. This new women’s locker room would allow us the ability to increase the number of lockers available for our female employees from 3 to 10.
2. Building Addition Summary – The proposed addition to the building would be approximately 1500 sq. feet and would include 4 offices (10ft x 12ft each), a multi-purpose room (30ft x 30ft) and additional storage space. This addition would be built off the current building in the open space to the west.

Estimated Building Costs:

- | | |
|----------------------------|-----------|
| 1. Architectural Services: | \$70,000 |
| 2. Locker Room Expansion: | \$270,000 |
| 3. Building Addition: | \$469,000 |
| Total: | \$809,000 |

Legacy Costs:

The proposed expansion would increase the size of our current building by approximately 15%. As such, it is expected that our annual utilities costs would correspondingly increase by this amount. For FY 21/22 that would equate to approximately \$2,500 per year. Also, I would anticipate increasing Building Maintenance by 15% which would add another \$1,800 per year.

Respectfully,

Chief Richard Duffany
Director of Public Safety

GARPORT

EXISTING

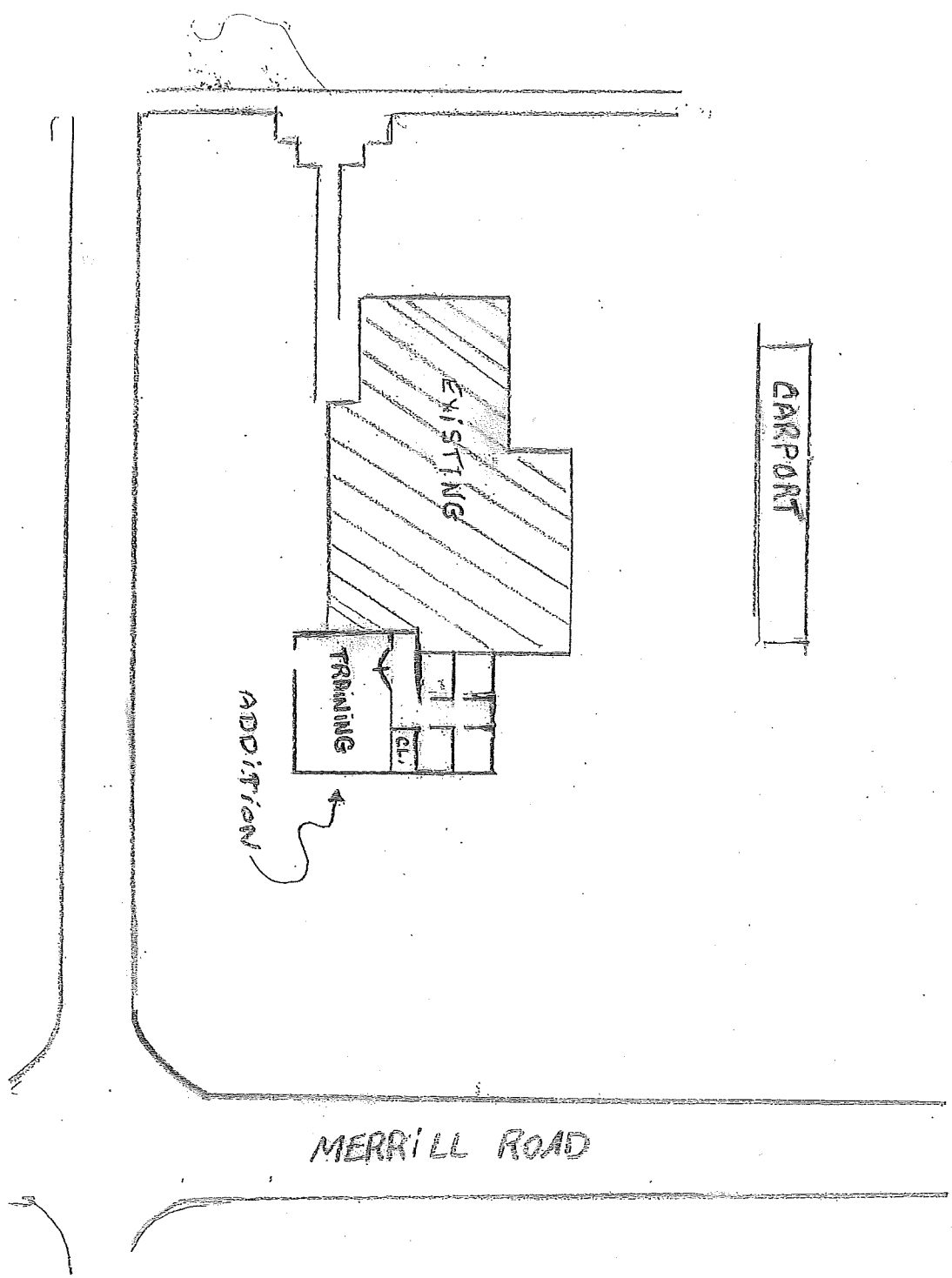
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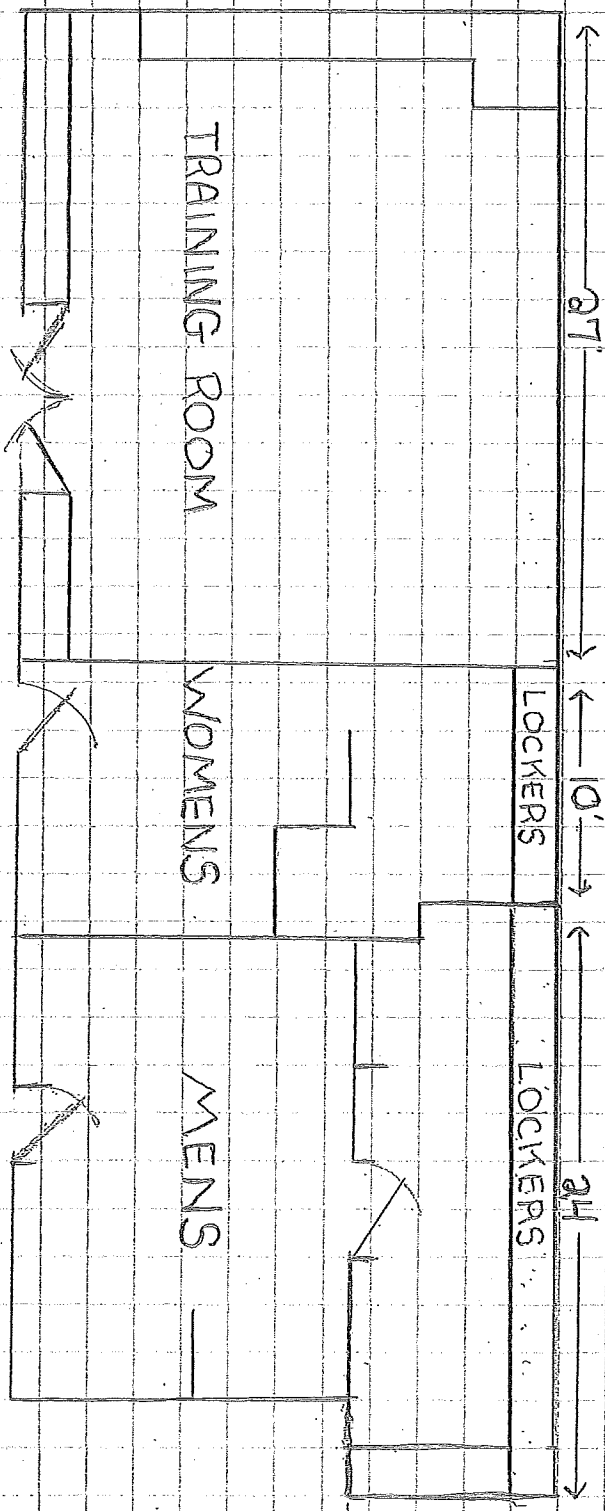
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ADDITION

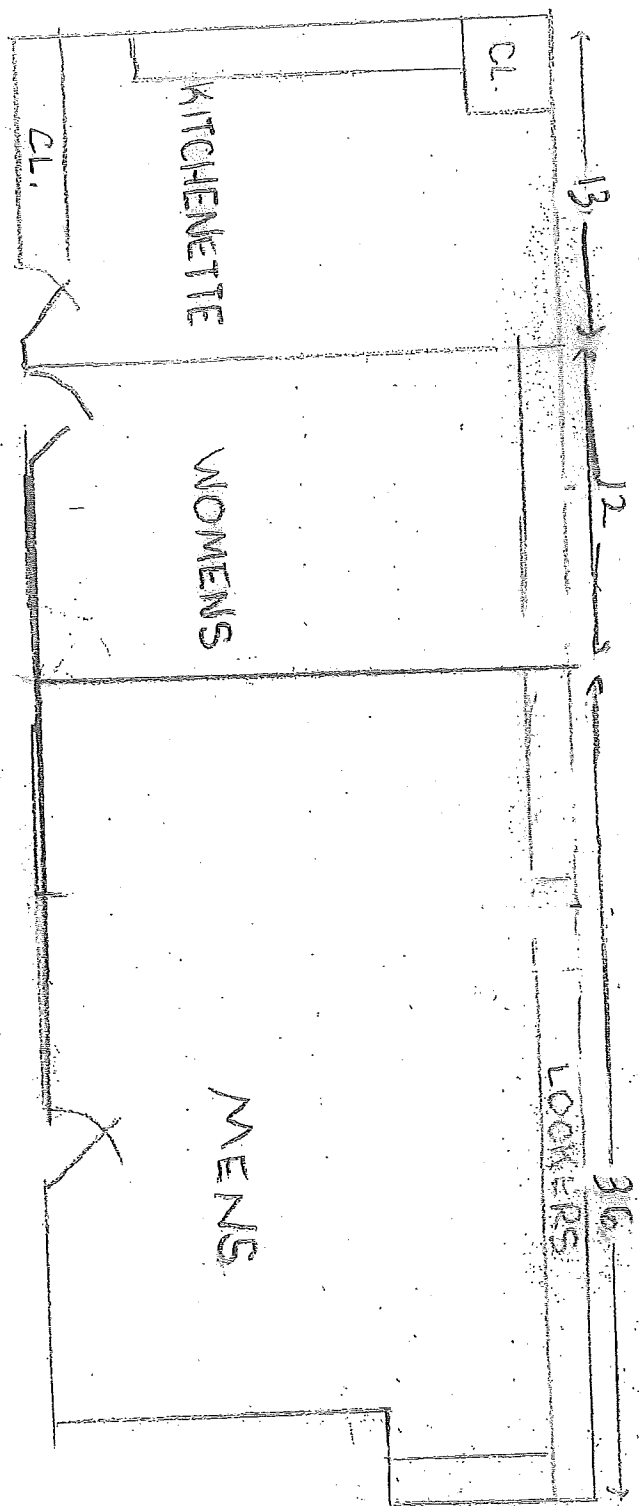
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10409 MERRILL ROAD

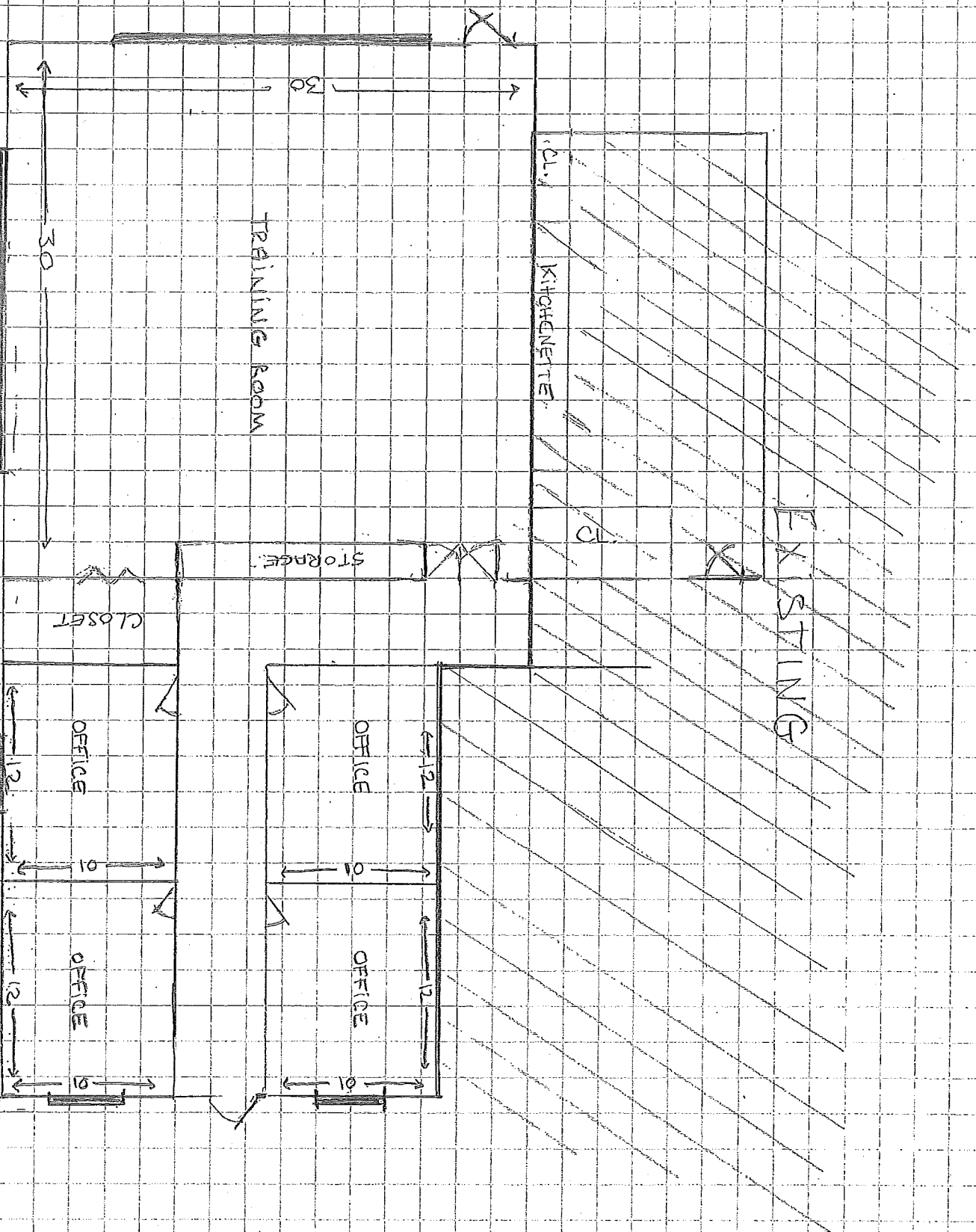




EXISTING PLAN



NEW PLAN



P.O. Box 157
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Supervisor: Pat Hohl
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Pat Hughes

MEMORANDA

TO: The Hamburg Township Board of Trustees
FR: Pat Hohl
RE: ARPA funding requests from Julie Eddings
DA: 12-22-2021

Below are projects that Julie Eddings, Director of the Hamburg Township Senior Center is requesting that the Board consider. The Senior Center was constructed in 1986 and has had negligible improvements in the 36 years since its construction.

ADA IMPROVEMENTS:

Men and Women's Bathrooms – 12,000-15,000
Patio Doors – 10,000-15,000
Coat Racks – 500
Drinking Fountain – 2,500

BUILDING IMPROVEMENTS:

Replace Windows that no longer operate – 10,000
New Carpet – 3,000
New Flooring – 10,000
Replace Movable Walls – 5,000-10,000

PICKLEBALL/PATIO IMPROVEMENTS:

Sidewalk connecting parking lot to patio – 5,000
Kiosk for Pickleball – 1,500

SENIOR CENTER ADMINISTRATION:

My Senior Center programming – full features \$10,000 initial cost -- Annual fee \$1800

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To: Hamburg Board of Trustees
From: Mike Dolan
Ref: ARPA Funding Consideration

Parks & Recreation:

Based on priority projects previously approved by the Township Board and as outlined by the Master Design Plan, we would like to proceed with park upgrades as follows:

1. East & West Bennett Park Playgrounds Estimated \$150,000
2. ADA Accessible Parking upgrades in all gravel parking lots
3. East Bennett parking lot resurfacing
4. 2 Additional Pickleball Courts w/parking Estimated \$80,000
5. Walking Trail Repair/Upgrade West Bennett

Elections:

1. High Speed Tabulator \$100,000.00

Township Hall:

1. Interior patch/repair/painting of walls
2. Interior carpet replacement



ELIZABETH HUNDLEY LIVINGSTON COUNTY CLERK

County Clerk
200 E. Grand River Ave.
Howell, MI 48843
Phone: (517) 546-0500
countyclerk@livgov.com

Circuit Court Clerk
204 S. Highlander Way, Suite 4
Howell, MI 48843
Phone: (517) 546-9816
wclerks@livgov.com

January 5, 2022

Hamburg Township Board of Trustees
10405 Merrill Rd
Whitmore Lake, MI 48189

Honorable Board Members:

I hope your holiday season was enjoyable and your New Year is off to a good start.

My office works hand in hand with our local clerks in an effort to ensure elections in Livingston County are conducted as efficiently and accurately as possible. Knowing that townships will be receiving unprecedented Federal and State grant funding, I want to share some information for consideration at your upcoming mid-year strategic planning meeting.

I encourage your consideration of purchasing a high-speed tabulator system for the scanning and tabulation of absentee ballots for the following reasons: the increasing number of registered voters within Hamburg Township, the increase use of absentee voting, and efficiencies gained during recounts. The system is called Verity Central and it is an option available from Hart InterCivic, the election equipment vendor for all jurisdictions within Livingston County.

Verity Central provides high-speed scanning of absentee ballots. It is completely integrated with the Verity voting system we currently have in place. It includes a commercial high-speed scanner, one or more PC workstations, and Verity Central Software. The high-speed scanner can process 50-70 ballots per minute depending on the size of the ballot compared to a regular tabulator that can process 4-10 ballots per minute depending on the size of the ballot.

There are multiple reasons that support investing in a high-speed tabulator such as, the increased percentage of ballots cast absentee rather than in-person on election day. Livingston County has experienced a significant increase in voters utilizing absentee voting as a result of a constitutional change passed by voters in 2018. During the November 2020 General Election, 68% of all ballots cast in Hamburg Township were absentee ballots. This is a significant increase when compared with November 2018 when 34% of all ballots cast in Hamburg Township were absentee. This trend continued into 2021. While Hamburg Township did not conduct any elections during 2021, 67% of ballots cast during the August and November elections in Livingston County were absentee ballots.

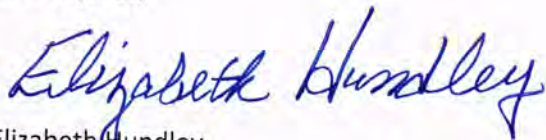
As you know, Hamburg remains our largest jurisdiction within Livingston County. There are currently 18,529 registered voters in Hamburg. Over 9,600 absentee ballots may require processing with an 80% voter turnout when 65% of ballots cast are absentee. It will be critical for Clerk Dolan to be prepared to efficiently process the anticipated growing number of absentee ballots.

Additionally, a high-speed tabulator is beneficial during potential recounts. I have attended recounts in other counties where high-speed tabulators were used and a recount of nearly 7,500 ballots took around 2 hours to conduct. This was a substantial time savings compared to using a traditional tabulator.

These reasons, among others, warrant your consideration of a high-speed tabulator. My office is willing and able to assist as needed. Our goal remains to conduct secure elections in the most efficient manner that ensures accurate and trustworthy election results.

Please feel to contact me if you have questions or if I can provide any further information.

Best regards,



Elizabeth Hundley,
Livingston County Clerk



Quote Number

00009062

Account Name

Brighton Township, MI

Grand Total

\$96,660.00

Item	Description	Unit Price	Quantity	Total Price
Verity Central - Medium Jurisdiction	Verity Central software for jurisdictions with less than 100,000 registered voters	\$72,920.00	1	\$72,920.00
Canon DR-G2140 Central Scanner w/ 5-Year Warranty	Central ballot scanner; includes 5 years of warranty coverage (preventative maintenance sold separately)	\$13,000.00	1	\$13,000.00
Verity Count - Local Jurisdiction	Verity Count software for local jurisdictions		1	
Verity Workstation	Workstation for Verity software w/ 5-year warranty	\$4,000.00	2	\$8,000.00
Okidata B432dn Printer	Laser printer w/ starter cartridge for report printing	\$325.00	2	\$650.00
vDrive	Flash memory card/audio card for use with Verity devices	\$45.00	2	\$90.00
Professional Services - 1 Day	Includes up to 1 day of service. Additional days of service must be purchased separately. Central and Count training.	\$2,000.00	1	\$2,000.00
Subtotal				\$96,660.00
Grand Total				\$96,660.00

Annual Service and Maintenance (Years 6-10)

Item	Description	Unit Price	Quantity	Total Price
Service and Maintenance - Verity Central	Annual Service and Maintenance fee for Verity Central in years 6-10	\$15,490.00	1	\$15,490.00
Service and Maintenance - Verity Count (Local Jurisdiction)	Annual Service and Maintenance fee for Verity Count (Local Jurisdiction) in years 6-10	\$0.00	1	\$0.00

Proposed Annual Service & Maintenance

\$15,490.00

Total Years 6-10

\$77,450.00

Bill To 4363 Buno Rd.
Brighton, MI 48114Ship To 4363 Buno Rd.
Brighton, MI 48114

Customer Contact

Contact Name Joseph Riker

Email clerk@brightontwp.com

Phone (810) 229-0560

General Information

Expiration Date 9/4/2021

Instructions Please fax with signature to (512) 252-6923 or scan and email to fcervantes@hartic.com to order.

Payment Terms Net 30

Terms and Conditions

Pricing subject to inventory availability at time of quote execution and acceptance.

Taxes will be calculated in conjunction with the Customer based on the final approved price list.



Quote Number

00009062

Account Name

Brighton Township, MI

Grand Total

\$96,660.00

Hart Approval

Prepared By

Tony Cervantes

Title

Inside Sales Representative

Signature

A handwritten signature in black ink, appearing to read 'Tony Cervantes', written over a light gray background.

Customer Approval

Name: _____

Title: _____

Customer Approval: _____

Date: _____



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Hamburg, MI 48139
Phone: 810.231.1000 ♦ Fax: 810.231.4295
www.hamburg.mi.us

01/03/22

To: Pat Hohl
From: Tony Randazzo

Re: Mid-Year Strategic Planning Items

Here is a list of DPW projects to possibly be funded with ARPA money:

1. 8 inch sewer extension from Country Elementary to Pettysville Rd.

Approximately 4,300 ft. of 8 inch sewer pipe to be installed from Country Elementary to Pettysville Rd. This extension will provide more redundancy for our sewer system by completing a loop that will give us an additional path to move sewage if problems arise. It will also provide our system with a more direct route to convey sewage which will result in better operational efficiency. For example, sewage originating from the Hay Creek/Country Elementary area currently travels through Whispering Pines to Whitewood Rd., and then to Cordley Lake Rd to the Rustic Pump Station. From there it is pumped down Cordley Lake Rd., up Kress Rd., and finally to the Kress Rd. station near M-36. This circuitous path gives the sewage more time to go septic, thereby generating corrosive hydrogen sulfide gas which damages our pump stations prematurely. The new extension will allow the sewage to travel directly along the M-36 corridor to the Kress Rd. station, cutting down nearly 1.5 miles of travel and not stopping at a pump station in between. This project has an anticipated cost of \$800,000.

2. Replace seventy-two grinder pumps in the Ore Lake and Winans Lake area.

The grinder pumps to be replaced are the older 200 series pumps that were originally installed in the late eighties and early nineties. Parts are now harder to find and more expensive than regular parts, and the cans are also more prone to separation. We were originally planning for a contractor to replace these slowly over a number of years. However, this could jump start the process thereby realizing efficiencies sooner. The anticipated cost for this project is \$717,000. Additionally, we were planning for our staff to retrofit fifty-seven old pumps at homes where a new extreme series pump could be installed in an old can. However, if there is additional money available for replacement, it would be more reliable in the long term to replace them with a

whole new grinder station. The additional cost for the replacement of fifty-seven more grinder pumps would be \$484,500, which would then bring the grand total to \$1,096,500.

3. Construction of two more sludge storage tanks at the Wastewater Treatment Plant.

We currently have four sludge storage tanks at the wastewater treatment that have 180,000 gallons of capacity. We would like to add two more tanks to improve our sludge handling capabilities. We are currently very dependent on having our sludge hauled out by a biosolids company. However, they don't always show up in a timely manner due to weather, labor, trucks, etc. This would give us much more flexibility in managing our sludge and cause less uncertainty and worry. It is also worth noting that the additional storage tanks would be part of a future plant expansion, which will probably be needed in 7-10 years. By doing this now with ARPA funds, we could save money later. The anticipated cost of this capital improvement is \$500,000.

4. Rolling File Storage for the Planning & Zoning Department at Township Hall.

The Planning & Zoning Department has switched office areas with the Assessing Department and is in need of a rolling file system for their files and plans. The anticipated cost of this project is \$40,000.

No Information In Packet