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

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## BOARD OF TRUSTEES REGULAR MEETING

Tuesday, June 06, 2023 at 2:30 PM  
Hamburg Township Hall Board Room

### MINUTES

#### CALL TO ORDER

Supervisor Hohl called the meeting to order at 2:30 pm.

#### PLEDGE TO THE FLAG

#### ROLL CALL OF THE BOARD

##### PRESENT

Pat Hohl  
Mike Dolan  
Bill Hahn  
Chuck Menzies  
Cindy Michniewicz  
Patricia Hughes

##### ABSENT

Jason Negri

#### CALL TO THE PUBLIC

A call was made with no response.

#### CONSENT AGENDA

Motion by Menzies, Seconded by Hughes to approve the Consent Agenda as presented.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

1. May 16, 2023 Regular Meeting Minutes
2. Bills List 06-06-2023

## APPROVAL OF THE AGENDA

Motion made by Dolan, Seconded by Menzies, to approve as presented with moving number 14 up to be first. (Zoning map amendment for 6716 Winans Lake Road)

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

## UNFINISHED BUSINESS

### 3. Adoption of FY2023/24 Budget

Motion made by Menzies, Seconded by Dolan, move to adopt the budget for the Fiscal Year of 2023/2024 that was presented in the Boards earlier meeting on page 1 of the Budget Public Hearing Packet.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

### 4. Grants - Parks & Rec - MLLT State Park Trailhead Improvement – Resolution

Motion made by Dolan, Seconded by Hughes, to move Resolution #230601 regarding the Spark Grant as published in the packet.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

## CURRENT BUSINESS

### 5. Purchase of Police Vehicle

Motion by Dolan, Seconded by Hohl, to approve the purchase of a 2023 Dodge Charger, with the attached specifications in the Board Packet, from LaFontaine CDJR in Lansing, MI for the state contract price of \$35,877.00 with the vehicle to be properly outfitted by Cruiser's, Inc. of Howell, MI in the amount not to exceed \$15,000.00.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

### 6. New Public Safety SOP

Motion by Hohl, Seconded by Dolan, to approve the Public Safety SOP 100-17 Military Deployment and Reintegration.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

### 7. Conditional Offer of Employment

Motion by Hughes, Seconded by Hohl, to approve the authority to extend a Conditional Offer of Employment to Jeffrey Fink for the position of full-time police officer pending successful completion of all pre-employment requirements including medical examination, psychological examination and drug screening.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

8. Memorandum of Understanding

Motion by Hohl, Seconded by Menzies, to approve the Memorandum of Understanding that is provided in the Board Packet today, June 6, 2023, Article 8 Job Postings.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

9. Final site plan review (SPA 23-004) for 10409 Merrill Road

Motion by Hohl, Seconded by Hughes, to approve the Final Site Plan SPA 23-004 for a 2,100-square foot addition to the Hamburg Township Police Department building at 10409 Merrill Road with the condition that prior to the issuance of the land use permit the applicant shall receive approval from all required agencies, including but not limited to, Fire, Engineering, Public Works Department, Livingston County Drain Commission, Livingston County Road Commission, and the Health Department. Project does meet the site plan review standards A-L section 36-73 of the Zoning Ordinance as discussed at the June 6, 2023 Township Board meeting, at the May 31, 2023 Planning Commission meeting, and as presented in the staff report.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

10. Sale of Property

Motion by Hohl, Seconded by Michniewicz, to approve the disposal of the property; jewelry, storage cases, computers, commercial vehicle lifts; as outlined in the Chief's memo dated May 30, 2023 with an understanding that the dispersion of that property will result in the deposit of the funds to separate accounts as required.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

11. Final site plan review (PSP 23-005) to amend Ore Lake Estates site condo development

Motion by Hughes, Seconded by Michniewicz, to approve the SPA 23-005 to amend Ore Lake Estates site condo development to reduce the number of lots to 7, remove a portion of the common elements, and add a portion of the property (formerly unit 8) to the common area. Parcel IDs 15-13-204-901, -001, -002, -003, -004, -005, -006, -007 because with the following conditions the project does meet the site plan review standards A through L of Section 36-73(7) of the Zoning Ordinance and Section 18-78 as discussed at the June 6, 2023 Township Board meeting, at the May 31, 2023 Planning Commission meeting, and as presented in the staff report with the 3 conditions that are mentioned on page 124 of the June 6, 2023 Board packet.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

12. Preliminary site plan approval (SPA 23-001) for 7749 E M-36

Motion by Dolan, Seconded by Hahn, to approve the Preliminary Site Plan Review (SPA 23-001) for the construction of a 22,484-square foot multi-tenant commercial building, with associated parking and site improvements at 7749 E M-36 (TID 15-25-200-068) because with

conditions one through 15, inclusive, the project does meet the site plan review standards A through L of Section 36-73(7) of the Zoning Ordinance as discussed at the June 6, 2023 Township Board meeting, at the May 31, 2023 Planning Commission meeting, and as presented in the staff report.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

13. Preliminary site plan review (SPA 22-007) for 10776 Hall Road

Motion by Hohl, Seconded by Hahn, to approve the preliminary site plan for SPA 22-007 to consider the remodel of the existing building and construction of 10 new storage buildings at 10776 Hall Road (parcel number 15-25-400-014) because with conditions one through 10, inclusive, the project does meet the site plan review standards A through L of Section 36-73(7) of the Zoning Ordinance as discussed at the June 6, 2023 Township Board meeting, at the May 31, 2023 Planning Commission meeting, and contingency number 10 and including the construction, the dedication, of a 50 foot private road easement and the construction to the satisfaction of the Township's Municipal Engineer of an all base gravel necessary to construct a minimum of a 22 foot wide road to the private road standard with all construction in place with the exception of the installation of the hot mixed asphalt to the west line of the storage building phase and +-530 feet.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

14. Zoning Map Amendment (ZMA 23-001) for 6716 Winans Lake Road (TID 4715-14-400-008 and 4715-23-100-002)

Motion by Hohl, Seconded by Hughes, to approve the resolution #230602 to rezone as described in the Board packet.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

15. Planning & Zoning Director Hiring

Motion by Hohl, Seconded by Hahn, for the Board to direct the Director of HR to make an offer to the individual contemplated for the position of the Planning and Zoning Director to begin on June 26, 2023 at a Grade 10, Step 5 as on July 1, 2023 with the associated benefits as outlined in the memo including 80 hours of vacation upon hiring and 120 hours of vacation on the first employment anniversary date.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Hughes

Voting Nay: Michniewicz

16. Full-Time DPW Technician Hiring

Motion by Hohl, Seconded by Michniewicz, that we authorize the employment as outlined in the memo provided in the 1:30 packet that the position have a salary of \$23.22 per hour Grade 5, Step 1 with a probationary period of 6 months and all of the appropriate associated benefits and because this individual is currently part time seasonal Building and Grounds he

has complied and fulfilled all preemployment physical and other requirements so the position will be available starting on June 7, 2023.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

Motion by Hohl, Seconded by Hahn, to approve the posting of the On-Call DPW Technician and part-time seasonal Building and Grounds positions and approval to conduct interviews and an extended conditional job offer can be given.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

17. Steel Storage Building Insulation

Motion by Michniewicz, Seconded by Menzies, to recommend that the Board gives the contract to the lowest bidder, SealTech Insulation for the quoted amount of \$16,969.64 and include the deposit amount required of \$3,393.93.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

18. Buildings & Grounds Tractor Purchase

Motion made by Hohl, Seconded by Hahn, to proceed with the purchase of the Kubota tractor from Boullion's Equipment at a total cost of \$33,098.25 as outlined in the memo from Tony Randazzo on June 1, 2023.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

19. DPW & Buildings & Grounds Trucks

Motion made by Dolan, Seconded by Michniewicz, to authorize the purchase from Lafontaine CDJR of Lansing of a 2023 Ram 3500 Tradesman regular cab 4x4 truck at the cost of \$47,209.00 and for it to be paid out of reserve funds.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

Motion made by Hohl, Seconded by Hughes, to authorize the purchase of the vehicles outlined here in the memo today, dated 5/31/2023, from Tony Randazzo, at a cost of \$69,606.40 and that we also authorize the disposal through Township approved policies of the 2 existing vehicles on MiBid.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

20. Huron River Chain of Lakes Water Improvement MOU

Motion by Hohl, Seconded by Menzies, to authorize the Supervisor to sign the Memo of Understanding.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

21. Campbell Drive SAD - Road Maintenance Bid Results

Motion by Hohl, Seconded by Hahn, that based upon the bids the two year service contract be awarded to Bob Myers Excavating and Big Barney Dust Control beginning June 20, 2023 and ending June 19, 2025 for the Campbell Drive Special Assessment District.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

22. Township Board Regular Meeting Dates FY 23/24

Motion by Dolan, Seconded by Michniewicz, to approve the 23/24 FY Township Board Regular Meeting Dates as presented.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

23. Senior Center Director

Motion by Dolan, Seconded by Menzies, effective July 3, 2023 we change the Senior Center Director Position to a Grade 7, Step 1.

**Motion Withdrawn**

Motion by Hohl, Seconded by Dolan, to establish a salary Grade 6, Step 6, for the Senior Center Director making the amendments to the job description and making it effective July 3, 2023.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

24. Elected Officials Salary Resolutions

Motion by Dolan, Seconded by Michniewicz, that the elected officials not receive any ECI increase as of this July 1, 2023 as proposed.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz

Voting Nay: Hughes

**CALL TO THE PUBLIC**

A call was made with no response.

**BOARD COMMENTS**

Hohl stated that Planning and Zoning Director Amy Steffen's last day at Hamburg Township will be July 14, 2023.

## ADJOURNMENT

Motion by Menzies, Seconded by Michniewicz, to adjourn.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

Meeting Adjourned at 4:45 pm



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Karen L. Vermillion  
Recording Secretary



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Mike Dolan  
Township Clerk

DRAFT