

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

(810) 231-1000 Office
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Supervisor: Pat Hohl
Clerk: Mike Dolan
Treasurer: Jason Negri
Trustees: Jim Neilson
Bill Hahn
Chuck Menzies
Annette Koeble

**HAMBURG TOWNSHIP BOARD OF TRUSTEES
SPECIAL MEETING – STRATEGIC PLANNING**

Hamburg Township Hall Board Room

Tuesday, March 21, 2017

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. Approval of the Agenda
6. Strategic Planning Meeting: (03173.001)
 - A. 1:00 – 1:30 Rick Duffany - Police Department
 - B. 1:30 - 1:45 Jason Negri - Treasury
 - C. 1:45 - 2:00 Pat Hohl – Supervisor
 - D. 2:00 - 2:30 Tony Randazzo –
 1. DPW
 2. Tech Services
 3. Building & Grounds
 4. Cable TV
 - E. 2:30 - 3:00 Mark Hoglebe--Fire
 - F. 3:00 - 3:30 Scott Pacheco –
 1. Zoning
 2. Planning
 3. ZBA
 - G. 3:30 - 3:45 Susan Murray - Assessing
 - H. 3:45 – 4:15 Mike Dolan/Deby Henneman –
 1. Parks & Recreation
 2. ADA
 3. Senior Center
 - I. 4:15 – 4:30 Mike Dolan—
 1. Clerk
 2. Election
 3. Cemetery
 - J. 4:30 – 5:00 Angie Rabb--Accounting
 - K. 5:00 – TBD Open Discussion
7. Adjournment

Pledge to the Flag





Hamburg Township Police Department Memorandum

TO: Pat Hohl, Township Supervisor
FROM: Chief Richard Duffany
DATE: March 8, 2017
RE: Police Department Goals & Objectives for FY 2017-18

The following are the goals & objectives for fiscal year 2017-18 for the Hamburg Township Police Department:

1. Maintain Minimum of Two Officers on Road Patrol

It is the goal of the department to have a minimum of two officers working road patrol duties 24 hours a day, 7 days a week. This can be accomplished by:

- a. Maintaining an afternoon overlap road patrol shift
- b. Maintaining overlap/flex shift for road patrol sergeants
- c. Having officers in specialized assignments, such as the Traffic Safety Sergeant, assist when there is staff shortage on road patrol
- d. Continuing to use properly trained and equipped reserve officers to assist full-time officers
- e. Increasing amount of overtime offered when staff shortage on road patrol

2. Maintain Specialized Services Provided to the Community

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

- a. Maintaining full-time Traffic Safety Sergeant who is trained as an accident reconstructionist and federally certified as a Commercial Motor Vehicle Inspector
- b. Maintaining two full-time criminal investigators (1 sergeant, 1 officer)
- c. Maintaining a fully-funded and properly equipped officer in LАWNET
- d. Maintaining our membership in the Southeast Livingston Special response Team
- e. Maintaining an officer on the Livingston County Dive & Rescue Team
- f. Continuing to provide marine patrols on the waterways of Hamburg Township
- g. Continuing to provide bike/ATV patrols on the Lakelands Trail



Hamburg Township Police Department Memorandum

3. Properly Train and Equip Officers

It is the goal of the department to ensure that all members of the department are properly equipped with the tools needed to perform their duties and to ensure that officers receive the highest quality training so that the resident receive the most professional police service possible. This can be accomplished by:

- a. Continuing the upgrade of IT equipment including replacing L3 DVR recorders and in-car laptops as scheduled in the 6-year capital budget.
- b. Continuing the replacement of ballistic vests as scheduled in the 6-year capital budget.
- c. Continuing the replacement of high-mileage patrol vehicles as scheduled in the 6-year capital budget.
- d. Constructing and operating a firearms range (and purchasing necessary training equipment/ammo) using drug forfeiture funds
- e. Continuing to provide necessary training to all officers using Township training funds, P.A. 302 state training funds and no-cost collaborative training efforts with other law enforcement agencies and the Hamburg Township Fire Department.

4. Use of Grants

It is the goal of the department to increase the use of grant opportunities to off-set the cost of training, equipment and overtime. These grants include:

- a. MMRMA Risk Avoidance Program (RAP) grants (training & equipment)
- b. Federal Drunk Driving grant (overtime)
- c. Department of Defense 1033 program (equipment)

5. Police Department Millage

In 2009 Hamburg Township voters passed a 10-year police department operational millage at 1.5 mills. It is the goal of the department to develop and present a renewal police department operational millage proposal for passage by the voters of Hamburg Township during the 2017-18 fiscal year.

Respectfully,

Chief Richard Duffany



2016 – 2017 Treasury Goals and Objectives

1. Review & assess credit card system
2. Collect 20% of past due Personal Property taxes.
3. Continue to refine the procedures within the Treasury area
4. Evaluate and expand investment opportunities that will improve diversification.
5. Disaster Recovery – Keep on top of what is needed from within this facility to function off site and meet our collection, reporting and distribution requirements.
6. Continue to attend selected seminars and webinars to become proficient.
7. Begin maintenance of Treasurer Department web pages.
8. Implement ACH eLockbox process for the tax collection cycle. We have implemented the system for utility payments. This process simplifies the collection process for checks that are created by a banks online bill pay system
9. Change our credit card processing company (for utility bill payments) from Official Payment to Value Payment.
10. Learn process for Personal Property Tax reimbursement from the State and meet filing deadlines to capture these funds.
11. Learn State deadlines and requirements for unclaimed funds.

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



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SUPERVISOR DEPARTMENT

GOALS AND OBJECTIVES—2017/2018

Submitted by: Pat Hohl

FINANCIAL

- Work with the Township Board and Department Heads to develop and update the five year budget projections every six months.
- Facilitate true cooperation and input from the Township Board and Department Heads in budget, cash flow and revenue review and analysis.
- Work with the Clerks Department to monitor the Township benefits program and implement changes when necessary
- Optimize employee compensation.
- Pursue all federal, state, county and foundation funding sources available to Hamburg Township.
- Initiate, and support, cooperation with all local and county governments to reduce costs, share equipment, facilities, human resources, and procedure.
- Monitor and update the long-term capital maintenance/replacement fund for all facilities and assets adopted by the Board in June of 2012.
- Implement and monitor all possible cost saving activities for the Township and its' residents.
- Maintain the following fund balances; a General Fund undesignated reserve of 125% of the annual General Fund expenditures; Fire Fund at 25% of the annual Fire Fund expenditures; Police Fund at 25% of annual Police Fund expenditures; Pooled Capital Reserves at \$1,000,000.

HUMAN RESOURCES

- Provide leadership in the implementation of a sustainable employee benefit program.
- Work with Department Heads to develop a position based training and knowledge enhancement program for each employee.
- Conduct annual performance reviews that result in improved performance and efficiency
- Work with Department Heads and MML to reduce workers compensation claims and improve work-safety in all departments for all staff

ENVIRONMENTAL

- Through education and monitoring, continue to improve compliance with MDNR permit standards at the Waste Water Treatment Plant.
- Complete the river inundation study and implement flood mitigation recommendations from the USAC by October 31, 2016
- Work with the South Ore Creek Action Group to address elevated phosphorus levels in South Ore Creek and Ore Lake.

GENERAL

- Improve public safety whenever possible.
- Provide support, orientation and educate new elected officials
- Work cooperatively with, and provide information to, state and county officials in a positive manner that benefits the residents of Hamburg Township.
- Mediate disputes whenever possible.
- Work with the DNR, the Village of Pinckney, Putnam and Dexter Townships, Pinckney Community School and the HCMA to determine the optimal route for the Iron Belle Trail
- Conduct quarterly staff meetings--Department Head meetings every four to six weeks
- Assist the Clerk's office with RFP development, bidding and implementation of the codification of the Zoning and General Ordinances.
- Monitor and update our Hazard Management Program

RECREATION

- Enhance maintenance of Township Parks, Senior/Community Center, and the Lakeland Trail
- Work collaboratively with the Park and Recreation Committee to improve and expand recreational opportunities in Hamburg Township.
- Implement the Complete Street Resolution pedestrian/bicycle improvement
- Develop a preliminary plan to extend the Lakelands Trail from M-36 to the Brighton State Recreation area adjacent to the MDOT owned railroad tracks
- Work with the Clerk and Park and Recreation Coordinator to implement capital improvements
- Work to enhance and expand the Huron River National Water Trail



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03/10/17

To: Pat Hohl
From: Tony Randazzo

Re: 2017-2018 DPW Goals

- 1 Continue manhole repair program. This year's program will start on Bob White Beach.
- 2 Continue safety training program and analyze work activities while conducting and documenting safety training monthly.
- 3 Resume sodium testing of grinder pumps.
- 4 Replace one truck.
- 5 Continue comprehensive preventative maintenance program for collection system and WWTP.
- 6 Collect GPS data of sewer collection system infrastructure.
- 7 Hire new part timer to assist DPW (on call) and Buildings and Grounds as needed with grounds maintenance.
- 8 Research and develop a plan for sludge thickening.



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03/10/17

To: Pat Hohl
From Tony Randazzo

Re: 2017-2018 Tech Services Goals

1. Train Township employees on GIS software. This is annual ongoing item.
2. Update web mapping software (No additional expense).



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03/10/17

To: Pat Hohl
From: Tony Randazzo

Re: 2017 - 2018 Buildings & Grounds Goals

1. Replace Ford F250 truck.
2. Hire new part timer to assist DPW (on call) and Buildings and Grounds as needed with grounds maintenance.
3. Continue to trim brush & push trees on Lakeland Trail, this is an annual issue.
4. Retrofit pole lights on township campus with LED lighting.



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03/10/17

To: Pat Hohl
From Tony Randazzo

Re: 2017-2018 Cable TV & Computer Goals

1. Begin rollout of Windows 10 to new desktops once testing is complete
2. Replace file server.
3. Train employees on updating their own webpages for each department
4. Purchase two new wireless mics for boardroom.



HAMBURG TOWNSHIP FIRE DEPARTMENT

10100 VETERANS MEMORIAL DRIVE
P.O. Box 157 ♦ HAMBURG, MI 48139-0157
PHONE: 810-222-1100 ♦ FAX: 810-231-1974
E-MAIL: HTFD@HAMBURG.MI.US

FIRE CHIEF MARK HOGREBE

Fire Department Goals and Objectives for 2017/2018

1. Firefighter Academy

At the time of this document, we should be completing or have already completed the last Firefighter I and Firefighter II fire academy. We will graduate 6 Firefighters from Hamburg. We are looking to operate another academy in the fall.

2. EMS

We are continuing our partnership with Livingston County EMS in regards to operating an EMT program each year. Hamburg will again be hosting an Emergency Medical Technician Program starting in March 2017. Last year this program proved to be one of the most successful in Livingston County. We hope to make this the standard in this county.

3. CPR Program

Again, our Monthly Community CPR classes at no cost to the residents of Hamburg Township has been very successful and we would like to make this program a permanent program. There has been over 750 students that were taught CPR in the last 3 years through our program.

- a. We will continue the 6th Grade CPR Program during Navigator Day. This year we were assisted by representatives from the American Heart Association to successfully instruct to more than 300, 6th grade students. This program is now a part of the normal education program.

4. Smoke Alarm Program

Again our department's Home Safety Evaluation Program and the Smoke Alarm Installation Programs continue to be very successful.

- a. Currently, when we receive a call to respond to a particular home for a variety of reasons, Medical or otherwise. As soon as we stabilize the situation, we will ask the homeowners permission to test their smoke detectors and or if they will allow us to perform an informal safety inspection. After the inspection, we will either install updated detectors or change the battery and then give some safety tips that may make their life safer or easier. What has happened as a result of this service is that the owner will tell a neighbor or friend that resides in our township of their experience and word of mouth that has led to calls for a residential safety inspection.
 - i. We have installed around 170 smoke detectors in 2016.

5. Grants:

We will continue to peruse grants that we find appropriate for the betterment of HTFD.

6. Continue Maintenance on Station #11:

- a. *Paint* – Members of the HTFD have been painting the Bays as well as the rest of the inside of Station #11, we will continue to finish the rest of the painting required.
- b. *Lighting / Electrical* – We are continuing to convert the old lighting system to the new LED style lights. This will give us rebates along with maintenance cost reduction. (Electrical Bills.)
- c. *Roof* – We had the roof leaks temporarily repaired 4 years ago. We continue to get minor leaks and need to complete a permanent fix. We intend to complete roof replacements in two (2) stages to bring Station #11 up to date and stop the leaks.
- d. *Floors* – The bays in both station #11 and #12 floors are peeling up. All warranties have expired on them and they will need to be resurfaced in the near future.
- e. *Parking* – Areas of the parking lot are in need of repair and replacement.
- f. *Garage Doors* – We are going to perform a maintenance program in which we will do a complete maintenance on all garage doors to lubed/adjusted/replaced and parts needed to continue good operation of said doors.

7. Sirens

Continue with the Board approved Siren purchase and installation program of two severe weather sirens each year. 10 sirens are currently installed. This program will be completed in 2018.

8. **ISO** – We will be looking at ISO requirements for water supply throughout the township along with the rest of the requirements that ISO will demand to lower our ISO rating. We are currently a 7 to 9 range in totality. The less populated areas will be higher. What we are also looking at is the additional points that may be received thru ISO if, once we replace a vehicle, we keep that vehicle in operating condition as a backup vehicle for both stations. This not only gives us extra points for ISO, it more importantly allows uninterrupted service if a vehicle were to break down and be removed from the line. This will be a long process, however I am confident we will be able to reduce our rating at some level.

9. Vehicle replacement for 2017 and beyond. (10 Years Projection Plan)

As we have presented our 10 year plan in the past, we are on schedule to replace several vehicles in the next few years. We have been continuing our concentration and attentions to maintenance in a strong way. With this in mind, we are in hopes of extending the years of service of a few of these vehicles and will move our purchases around to complete our goals and continue to be fiscally responsible.

Vehicle replacement for both 2016/2017 fiscal years:

2016/2017 * Brush #11 – This vehicle is over 30 years old. We will be able to use the Skid Unit on the new vehicle to duplicate Brush #12.

2017/2018 * Rescue #11 - A mid-size pumper to navigate our small roads and drive ways. With the setup of this vehicle, it will have all the proper equipment needed to respond to all types of incidents. (Fire, EMS, Vehicle Fires and Extractions) we have formulated a vehicle committee to start looking into this situation.

2016/2017 * Medical #12 – Due to road conditions over the years, M-12 has rusted beyond repair. It will need to be replaced as a front line response vehicle.

10. **Paid on Call maintain** – We have maintained a strong over site on the hours worked for our Paid-On-Call staff. We are currently maintaining the requirements for both payroll and the laws of Paid-On-Call. We would like to continue with the way we are monitoring the program with the understanding we may still have to make adjustments and changes to ensure our goals are met and the laws are adhered to.
11. **Safer Grant to continue to maintain staffing** – We will be investigating the Safer Grants regarding Employee Recruitment & Retention. How will this be a HTFD fit?
12. **Payroll adjustments** – Adjusting the way we pay our employees for Training, Shift work, Weekend Hours and so on. We believe we can make adjustments to save overall on Paid-On-Call payroll as well as improvements to our employees.
13. **SCBA** – Purchase in the fiscal year 2017/2018. Will start negotiations with vendors for the best cost.
14. **Health and Safety Initiative** – Life safety Goals. We are looking to develop a comprehensive stay fit program to help current employees to maintain their health.
15. **Incentive Program** – Researching an investment program for Paid-On-Call members towards their time of retirement. A percentage will be put away on a Years of Service percentage point for when they retire from HTFD.

Mark Hogrebe

Fire Chief



PLANNING/ZONING GOALS & OBJECTIVES – 2017/18

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

1. Continue to provide excellent customer service.
2. Continue to find ways to streamline processes within the department to facilitate efficient operations that result in a cost savings to the Township and residents.
3. Continue to increase enforcement of general and zoning ordinance infractions. Establish methods for enforcing and gaining compliance without increased need for legal assistance.
4. Process Zoning Map and Text Amendment as time and budget allows including:
 - a. Agricultural tourism ordinance,
 - b. Auto and other vehicle repair on residential properties ordinance,
 - c. Senior housing overlay district,
 - d. Article 4 site plan review clean-up,
 - e. Article 13-17 Planned Unit Development clean-up,
 - f. Minor Site Plan/ Temporary Use/ Seasonal Sale clean-up,
 - g. Section 8.8 Division of Lots in Recorded Plats and Division of Unplatted Parcels revisions,
 - h. Article 11 Non-conforming Ordinance, 50% rule revisions
 - i. Section 6.5 Variance regulations to include a tiered system for exceptions,
 - j. Village center regulations, and
 - k. Other general cleanup of the zoning ordinance.
5. Work with applicants/developers to create and implement projects that are a benefit to Hamburg Township.
6. Work with the Planning Commission to process the 2020 Master Plan update including updates of Parks and Recreation Plan, the M-36 Corridor Plan and Village Center Master Plan.

- 7. Support the Township Clerk's office in the codification of Zoning and General Ordinances. This will include weekly meeting reviewing existing ordinance and preparing general and zoning ordinance amendments**
- 8. Continue to train Planning and Zoning Staff as needed. (Zoning, Floodplain, Wetlands, and GIS Training)**
- 9. Continue to develop standard operating procedures for the Zoning Department.**
- 10. Work to increase cooperation with "SPARK", Greater Livingston County Economic Development Council and The Michigan Economic Development Corporation to conduct comprehensive research to identify and quantitatively inventory areas appropriate for high-tech industrial, research and & development uses, to in turn support and promote future commercial, retail and residential growth in all of Hamburg Township's zoning districts.**
- 11. Work with the Township Engineering Consultant to process a Storm Water Management/Engineering Standards ordinance. This ordinance will be important to protect and enhance water quality in Hamburg Township, to control the water discharged from future development, and to develop consistent engineering guidelines for future developments.**
- 12. Work with the Township Engineering Consultant to process a Township Development and Engineering Standards Guide Book. This book will help guide applicants through the development process.**

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PLANNING COMMISSION GOALS & OBJECTIVES -2017/2018

The Planning Commission will continue to meet on an “As Needed” basis. The required four meeting per year will be maintained. It is anticipated that the number of required meetings will continue to rise with renewed interest in commercial development in the Township. The Planning Commission will also need to continue work and review for the 2020 master plan update, which includes the update to the Parks and Recreation Plan, the M-36 Corridor Plan, and Village Center Master Plan in addition to the Hamburg Township Master Plan.

Continued training of Planning Commissioners will be through online correspondence courses, or through on and off-site training as offered through the Michigan Association of Planning, MML, MTA or MSUE. When available, training will also be obtained through periodicals and distribution of materials obtained from other sources.

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ZONING BOARD of APPEALS GOALS & OBJECTIVES -2017/2018

The Zoning Board of Appeals will continue to provide site-specific relief to residents that have a demonstrated hardship or practical difficulty in applying the strict standards of the Zoning Ordinance.

Continued training of Zoning Board of Appeals members will be through online correspondence courses, or through on and off-site training as offered through the Michigan Association of Planning, MML, MTA or MSUE. When available, training will also be obtained through periodicals and distribution of materials obtained from other sources.

GOALS AND OBJECTIVES 2017 – ASSESSMENT DEPARTMENT

2016 Goals Achieved:

1. In-house scanning of records in property record folders was completed. This was done using staff. As we receive documents Mandy will scan them into the computer.
2. Delores Richiutti was hired in March and is a great asset to the department.
3. All new construction, sales and sections 1 & 2 were reviewed
4. The staff completed all educational requirements for 2016
5. We complied with all local, county, and state requirements.
6. Mandy West obtained her MCAO certification.

The 2017 goals and objectives for the Assessment Department:

1. To perform a reappraisal of all commercial and industrial parcels.
2. To continue reviewing residential parcels to conform to the State Tax Commission mandate of 20% of the assessment roll yearly review. We will be reviewing the top tier of the township.
3. To appraise all new construction.
3. To maintain the high standards in the department through education.
4. To comply with all the state, county and local requirements.
5. To educate the public.
6. To maintain a full time four person department.

We are planning to reappraise all the commercial and industrial parcels in the township for the 2018 assessment roll.

All parcels in Section 1 & 2 were measured, photographed, listed, depreciated, drawn and entered in the database. In addition to the review, 604 new construction permits and a sampling of parcels that sold were reviewed. 50 parcels with partial construction from the previous year were also finalized.

We have prepared for the second AMAR audit from the state. We have revised the maps, adjustments to land have been removed and ECF studies have been done for commercial and industrial classes.

Personal Property has undergone many revisions in the past few years. We now have EMPP personal property which exempts certain parcels from local taxes and requires payment be made directly to the state. Personal property with a true cash value under \$80,000 is also exempt, as long as the proper form is filed with the township.

We are required to have more education this year, 20 hours, to retain our certification. We will be looking for classes sponsored by organizations that are low cost or free if possible.

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GOALS AND OBJECTIVES: FY 2017/18

PARKS AND RECREATION CLERK'S DEPARTMENT

ADMINISTRATIVE

- **Maintain the Parks and Recreation Policies & Procedures. Updates include:**
 - **Bylaws**
 - **Americans with Disabilities Act (ADA) Standards**
 - **Prospecting/Metal Detecting**
 - **Concession Stand Use & Health Department requirements**
 - **Public Safety for Large Events**
 - **Scholarship Fund**
- **Update the Senior/Community Center rental process for Community Center**
 - **Revise Application**
 - **Update Key Instructions**
 - **Implement Google calendar, allowing users to see when available**
 - **Draft/recommend rental process/fee schedule for "profit"**
- **Ensure all park procedures comply with Township insurance requirements**
- **Ensure all park projects comply with Master Plan and ADA Standards**
- **Ensure all groups that are granted use, have met all requirements of the Park Policy**
- **Maintain the use calendars and scheduling for**
 - **Parklands/Trails**
 - **Senior/Community Center after 4 p.m.**
- **Assist residents with complaints/concerns & coordinate repairs for:**
 - **Manly Bennett Park**
 - **Winkelhaus Park**
 - **Lakelands Trail & Trailheads**
 - **ADA compliance (all areas)**
- **Collect & maintain Certificates of Liability for all User Groups, Vendors & Contractors**

FORMS & INFORMATION MANAGEMENT

- **Convert all forms relating to Park Use to digital format**
- **Maintain reports of all Park User activity and Capital investments**
- **Monitor Parks Department/ Lakelands Trail website presence and provide updates**
- **Provide access to information to users/residents using the latest technology**
- **Maintain Parks and Recreation Facebook Page and Google Calendar**
 - <https://www.facebook.com/Hamburg-Parks-And-Recreation-169768859851410/>
 - <http://www.hamburg.mi.us/park-rec/calendar.html>
- **Develop/maintain all marketing material for Parks/Trails & supply information kiosks**
 - **Flyers/Posters**
 - **Social Media Posts**

- Brochures
- Disc Golf Score Cards & Pencils
- Distribution of User Group event information

GRANTS

- Ensure Township compliance with all reporting on park/trail related Grants
- Draft/submit Grants for projects outlined in the Master Plan or as directed by Board

SCHOLARSHIP

- Advise user groups of scholarship and procedure to secure funds for their participants
- Investigate/coordinate fund raising events to provide regular funding for Scholarship

VOLUNTEERS

- Work with Eagle Scouts to coordinate their volunteer projects
 - Report Capital Improvements to Accounting Director
 - Maintain Community Investment Report
 - Create and present annual Community Investment Awards

IRON BELLE & LAKELANDS TRAIL

- Assist with Trail events, as needed
- Assist with projects to support trail connections, as needed
- Assist with wayfinding signage, as needed

MANLY BENNETT PARK

- Acting liaison between public/users, Building & Grounds and the Township
- Install rules & regulation signage at Batting Cage, RC Flyer's Field.
- Replace/install wayfinding signage/park rules signage including site maps
- Coordinate annual safety inspection of playground equipment
- Suggest/coordinate projects/upgrades based on 5-year Capital Improvement Plan
- Assist Zoning Administrator with Township Master Plan as pertains to parks/trails
- Install wood fiber in playgrounds and mulch in all park/trail areas
- Assist with Work-out area project, as needed

WINKELHAUS PARK

- Manage use of the Gazebo and/or Winkelhaus Park facility on as needed basis.
- Ensure linkage/accessibility for Winkehaus Park from the Village Trailhead.
- Support volunteer efforts for development/beautification of the walking trails.

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GOALS AND OBJECTIVES: FY 2017/18

ADA COORDINATOR CLERK'S DEPARTMENT

ADMINISTRATIVE

- Create application and procedure for processing ADA accommodation requests
 - Meeting Rooms
 - Parklands/Trails
 - Common areas of all Township buildings
- Submit ADA Grievance Procedure to Township Administrative Policies & Procedures
- Include ADA Grievance Procedure in Parks & Recreation Policies & Procedures
- Maintain all records for ADA related requests or concerns
 - Check retention requirements and ensure that Township maintains records correctly
- Draft procedure for use of Other Power Driven Mobility Devices (OPDMD) in parks/trails
- Draft language to accommodate Service Animals during special events

TRANSITION PLAN

- Review Transition Plan documents and provide suggested order of upgrades
 - Township/Building & Grounds
 - Parks/Senior Center/Lakelands Trail
 - Fire
 - Police
 - DPW
- Finalize priority order for all areas & draft action plan
- Maintain records as projects are completed

SUGGESTED PROJECTS

- Outdoor Work-out Area – West Bennett Park
 - Provide ADA Parking adjacent to project
 - Provide accessible route to project
- Upgrades to all gravel lots to ensure accessible route available from space to facility
 - Flyer's Field
 - Pettysville Trailhead
 - West Bennett Park
 - Volleyball/Rugby
- Sealing of entire paved pathway in West Bennett Park, grading/leveling for gravel path
 - Corrections required for grade/ramp at entrance of gazebo
- Relocation of ADA portable toilets & suggested "screening"

Hamburg Senior Program

Goals & Objectives 2017/2018 Fiscal Year

General

- Continue to provide quality programming the seniors desire
- Provide educational classes with paid teachers (this would require a class fee to pay for the teachers)
- Bring in speakers to speak on health related topics especially as they pertain to issues that arise as one ages
- Increase public awareness of the senior center and what it has to offer area seniors and their families
- Continue participation in area/county programs which provide education on seniors and how they age
- Increase hours for center part-time personnel as membership numbers have increased
- Continue with Julie Eddings' training in all areas of center procedures

Long-Term Goal Range

- Continue working with various area coalitions to try and provide transportation for seniors who are no longer capable or comfortable driving at a low cost
- Begin exploring a bond issue to increase size of center (possibly adding another floor for more classrooms)
- Research ways to expand size of Senior Center to allow for additional programming

**CLERK'S OFFICE
GOALS AND OBJECTIVES FOR FY 2017/2018**

Elections

- Conduct any Special Election that may be called.
- Revise Election Inspector materials to reflect usage of new equipment.
- 4th Quarter mailing of Absent Voter Ballot Applications for August 2018 Primary.
- Recruit and train Election Inspectors on the new equipment for August 2018 Primary.
- Purchase and train on new election equipment. Update ancillary equipment.
- Maintain voter registration records throughout the year in QVF and master card file.
- Comply with recertification as now required every two years by statute.
- Keep current on changes in election law.
- Investigate use of dual Electronic Poll Books for precincts with 1500 or more registered voters, and determine what type of laptops would be needed to support the application.
- Work with all our current polling locations on future use agreements.
- Collect election inspector compensation data from Livingston County townships and cities and determine if we should make adjustments.
- Develop a contingency plan for creating additional precincts should any existing precinct exceed 2,999 voters.
- Explore recruiting high school and/or college students as election inspectors to provide computer technical support.

Personnel

- Maintain current staff levels.
- Maintain Personnel Policies & Procedures Handbook to contain current information available on-line to employees.
- Maintain Personnel files.
- Update Administrative & Board Procedures and Policies Manual.

FOIA Requests

- Process Freedom of Information Act (FOIA) requests and coordinate with Department Heads who provide requested records to ensure FOIA deadlines are met. (101 requests in calendar 2016.)

General Ordinances Project

- Review General Ordinances and prepare updates, as needed, for Township Board review and approval to produce a current compilation of ordinances.

Township Website

- When new version of website is ready, maintain content related to Clerk's Department.

Cemeteries

- Continue data entry.
- Sexton retirement. Work with Cemetery Committee about operations.
- Work with DPW/Grounds Director to identify maintenance needs.
- Work with Cemetery Committee to improve advertisement of mausoleum.

General

- Cross train department members on key functions.



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TO: Mike Dolan, Township Clerk

FROM: Angie Rabb, Director of Accounting

DATE: March 9, 2017

SUBJECT: Accounting Department Goals and Objectives for FY 2017-18

The following are the goals and objectives for fiscal year 2017-18 for the Hamburg Township Accounting Department:

- 1) Strive to repeat the FY 15/16 audits for the Township and for Portage Sewer Authority with no comments from the auditors in the management letters for FY 16/17.
- 2) Record Retention. We currently are proactive in the disposal of records per Schedule #25 of the MTA Retention Guidelines. We continue to scan documents into this software and then dispose of them so that our storage space needs will be minimal in the future.
- 3) Pursue Educational Opportunities: The Accounting Specialists will be taking classes that will improve their accounting, benefits and software knowledge. This training will specifically include Excel and Word, human resources and payroll training, and training related to the ongoing implementation of the Affordable Care Act requirements. Also, with the ever-changing rules in accounting, benefits, etc., we need to pursue relevant educational and training opportunities throughout the fiscal year through such organizations such as Michigan Government Finance Officers Association, Michigan Municipal Treasurers Association, Association of Public Treasurers of American and Canada, Government Finance Officers Association, Society for Human Resource Management, and others.
- 4) Accounting has written procedures for the cash receipting, payroll, accounts payable, etc. duties in the department. In FY 17/18, we plan on monitoring these written procedures, making changes where necessary.

- 5) Continue to provide easy and convenient access to benefits information for employees.
- 6) Continue multi-year capital budgeting. The capital budget should be at least six years and reviewed by the Board by law. This will assist in monitoring the long-term needs of the Township by reviewing the condition of current capital assets and then identifying projects or assets that need to be completed or purchased. Long-term capital budgeting can be effective in avoiding emergency purchases/projects which may potentially decrease operating cash and adversely affect future years budgets.
- 7) We will continue to work with the Treasurer's Department in a constructive and communicative manner in order to accomplish the day-to-day financial tasks that are vital to Hamburg Township operations.