



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

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, September 03, 2024 at 2:30 PM
Hamburg Township Hall Board Room

AGENDA

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

CALL TO THE PUBLIC

CONSENT AGENDA

- [1.](#) Parks & Recreation - Senior Center Report - August 2024
- [2.](#) Township Coordinator Report - August 2024
- [3.](#) Parks & Recreation - Blackout Dates - Updated August 2024
- [4.](#) Parks & Recreation - Meeting Minutes - June 2024
- [5.](#) Bills List 09.03.2024
- [6.](#) 8-20-24 4:00 Township Board Work Study Meeting Minutes
- [7.](#) 8-20-24 7:00 Board of Trustees Regular Meeting Minutes

APPROVAL OF THE AGENDA

UNFINISHED BUSINESS

- [8.](#) Employee Handbook Changes
- [9.](#) Supplemental Benefits Provider Proposal
- [10.](#) Accounting department bonuses

CURRENT BUSINESS

- [11.](#) Livingston County PACE
- [12.](#) Police Lieutenant Eligibility List
- [13.](#) Fire Lieutenant Eligibility List
- [14.](#) Conditional Offer of Employment (Police)
- [15.](#) Conditional Offers of Employment (Fire)
- [16.](#) Administrative Policies & Procedures - Addition of Ordinance Procedure - First Reading
- [17.](#) Parks & Rec - Park Use App - PCS Blanket Use Contract - Waiver of Fees
- [18.](#) Parks & Rec - Park Use App - PCS - MSXC Jamboree - September 19, 2024 Blackout

CALL TO THE PUBLIC

BOARD COMMENTS

ADJOURNMENT



August 21, 2024

To: Parks and Rec Committee
From: Julie Eddings
Re: Senior Center Director's Report

July Statistics:

- Monthly Attendance: 3004
- Daily Average: 137
- Number of New Members: 42

Upcoming Closures:

- Monday, September 2 for Labor Day

New Programming:

- Beginner Water Color 4 week class on September 4,11,18, and 25
- Beginner Pickleball Clinic on September 9
- Brighton Leaders Preplanning Lunch and Learn on September 11
- Livingston County Senior Picnic on September 12
- County Western Barbeque on September 13
- Pelvic Health Workshop on September 17
- Kroger Lunch and Learn on September 18
- Jewelweed Salve Class on September 19
- AARP Smart Driver Older Adult Safety Workshop on September 24 & 25
- Detroit Tigers Game on September 26
- Octoberfest on September 27

Other Information:

- The Holiday Bazaar will be held on Saturday, November 16, 2024. Twenty of the 35 tables have already been sold. The price for the tables increased from \$25.00 to \$30.00



**Hamburg Township Offices
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139
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To: Township Board of Trustees & Parks Committee

From: Deby Henneman, Township Coordinator, Parks, ADA, Grants, Ordinances

Re: Township Coordinator's Report – August 2024

Parks:

Bennett Park & Water Trail Access Improvements grant TF22-0107: The Design and Construction documents should be completed and submitted to the MDNR for their review by the end of September based on the Timeline supplied by Spicer Group. The timeline anticipates that the MDNR will have through November for their review, and the Bid documents will be distributed in December with an award in January.

The ADA parking improvements have been completed in West Park, as well as in East Park, and signage will be installed by the end of the month. There will be one-way signs and arrows installed in the East Park lot in order to maintain the historical traffic flow.

Building & Grounds will be removing the shed in West Park which is in disrepair. They will also be removing the old playground equipment and disconnecting the sprinklers in field H8 in preparation for the construction of the “park within a park.” We will need to get bids on repairs for the flooding on H3 and correct the field by spring 2025 in order to open up more playing area when we construct the new playground. The abandoned play area will remain as is with the wood fiber, and will be repurposed into an outdoor gaming area, as discussed in our planning meeting. There will be a need to install new barriers around the perimeter during the construction.

The gravel parking lot extension at the Village Trailhead has been completed along with the story walk. There are plans to order and install arbors on either end of the walkway and gardens just inside each entrance. We are looking for volunteers now to coordinate installation of the amenities and gardens and hope for an October ribbon cutting.

The Blackout list has been updated to include the KLAA Cross Country Championships.

ADA

Work has started on the inspections, which will include the 2024 Election Cycle requirements.

Grants:

- The 2022 Trust Fund Grant #TF22-0107 must be completed by August 31, 2025.
- The 2023 Ralph C. Wilson, Jr. – Trail Maintenance Grant #IG-202324346 is pending.
- A Passport Grant is being planned for future respite improvements at the Village Trailhead.
- A HERO Grant is being pursued for outdoor recreation items at the Village Trailhead.

Ordinances

The final version of the Administrative Fee Schedule has been approved. The Ordinance procedure will be sent to the board in September.

Ordinances/updates can be found at:

[https://library.municode.com/mi/hamburg_township_\(livingston_co.\)/codes/code_of_ordinances](https://library.municode.com/mi/hamburg_township_(livingston_co.)/codes/code_of_ordinances)

Other projects:

- Organize and Scan all archive files into Docuware System based on Record retention
- Social Media Policy updates have been presented and are awaiting approval
- Ordinance Procedure will be sent to Board for first reading
- Property title clarification and re-zoning of parkland property is pending (with Zoning)
- Pickleball Signage to be Ordered – Rules and Regulations
- Flyer's Field Signage to be Ordered – Rules and Regulations
- Flyer's Field Safety Signage will need new Kiosk
- Flyer's Field Safety Fencing is needed
- East Park could use an entrance Kiosk as the one on the concession building was removed
- Donation capability/QR codes is pending with Treasury/Accounting
- Scheduling Software shortlist is needed, and further demos will be scheduled
- Tear-down and possible replacement of Shed in West Park (for field supplies)
- Goal/Net Inventory project (may work with Legacy on an Inventory list)
- I will be working on brochure updates and a "Welcome" page for new residents
 - https://www.hamburg.mi.us/resident/welcome_new_residents/index.php



Blackout (Bold)/Event activity dates for 2024

Hi-lite has event two areas - No other uses allowed on Blackout Dates unless approved by Township. List is over and above regular use.

East Park

August 23, 2024	CC Meet vs Brighton (PHS) – 100 Est Participants
September 7-18, 2024	Vietnam Memorial Wall (HERO) – Setup/Teardown
September 12-16, 2024	Vietnam Memorial Wall (HERO) – Event Dates – 1,000 avg
September 19, 2024	Coach’s Legion – No info, awaiting application with details
September 27-28	CC Legends Invitational (PHS) – 1,000 avg (WP parking)
September 28-29, 2024	Heritage Vintage Market – 10AM-4PM (on 29th) - 1,500 Est Participants
October 17, 2024	KLAA Cross Country Championships – 1,500 Est Participants (WP parking)

West Park

August 24, 2024	Jogging for Jakey 5K – 7AM-1PM - 75 Total Participants (See trail)
September 7-18, 2024	Vietnam Memorial Wall (HERO) – Setup/Teardown
September 12-16, 2024	Vietnam Memorial Wall (HERO) – Event Dates – 1,000 avg

Lakelands Trail

August 24, 2024	Jogging for Jakey 5K – 7AM-1PM - 75 Total Participants (See WP)
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Winkelhaus Park

Memorial Day Annually	Parade in Village of Hamburg
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Projects

- West Park Grant Improvements – Trails around WP, Playground Area and H8 will be under construction
- Huron River Water Access Improvements – Possible temp closure of parts of Merrill Trailhead
- Parking Lot Improvements – Possible temp closure of parts of Merrill Trailhead and WP parking lots

For Complete Park Use Schedule go to:

https://www.hamburg.mi.us/departments/parks_and_recreation/event_calendar_info/parks_events_calendar.php



**Hamburg Township
Parks & Recreation Committee
Regular Meeting
Hamburg Township Hall
Tuesday, June 25, 2024
3:00 p.m.**

1. Call to Order

Dolan called the meeting to order at 3:03 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Michniewicz, Dolan, Auxier, McCabe

Board Members Absent: Muck

Also present: Deby Henneman, Township Coordinator

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

Motion by Dolan, supported by Michniewicz, to approve the agenda as presented.

VOICE VOTE: Ayes: 4 (Muck absent)

MOTION CARRIED

6. Approval of the Minutes

Motion by Auxier, supported by McCabe, to approve the minutes from the May 28, 2024 Regular Meeting, as presented.

VOICE VOTE: Ayes: 4 (Muck absent)

MOTION CARRIED

7. Correspondence

Hamburg Historical Museum newsletter was received and filed.

8. Current Business

None

9. Old Business

A. Parks & Recreation Master Plan/Pending Grants/Supervisor Report

1. Iron Belle Trail/Lakelands Trail – No Update

- Huron River free-span Bridge Project – No update.
- Ralph C. Wilson Jr. – Trail Maintenance Grant – Zukey Lake Footbridge – No update.

- Great Start Livingston Story Walk at the Village Trailhead – Henneman reported that parking expansion and pathway were in progress.
2. Park Master Design Plan Concept – No update.
 3. Bennett Park & Senior Center
 - TF22-0107 Bennett Park & Water Trail Access Improvements – Cynthia Todd from Spicer Group presented to the Committee. She reviewed progress to date on grant, and what the next steps were. She presented the concept plan to date, and requested input from the committee.
 - HERO Grant – Intergenerational Play Area Concept – Pending.
 - East Park – Flyer Field Fencing – RFP will be required to increase the height of the safety fencing which is in disrepair
 - East Park Event Area – Needs Fertilizer and Seed
 - West Park Soccer Field Pathway Improvements – RFP needed, covered under grant
 - West Park Flooding H3 – Duane stated we need more bids as the repairs were more than anticipated
 - East Park Infield Gravel – PHBSA has left the gravel and doesn't seem to be doing any further work with it. It needs to be moved as it is a hazard. Henneman to reach out.

B. Township Park Use Policy/Fee/Procedures

1. Park Use Policy updates – No updates
2. Park Use Fees – 2nd reading/adoption slated for July 2, 2024

C. Administrative Services

1. Township Coordinator's Report – June 2024 – Report received and filed
2. Senior Center Report – June 2024 – Report received and filed
3. Scholarship Request – None
4. Park Use Requests

A. KLAA Cross Country Championship – October 17, 2024 – BLACKOUT (East Park)

Motion by Dolan, supported by Auxier, to recommend approval of the KLAA Cross Country Championship park use application dated 6/19/24 for use of the East Park as a Blackout for October 17, 2024 from Noon – 7 PM, contingent on all required documents being submitted to the Clerk's office, and that public safety is available to support the event and set the hazard level.

VOICE VOTE: Ayes: 4 (Muck absent)

MOTION CARRIED

Auxier left at 4:30 p.m.

D. Special Projects

1. Baseball Dugout Renovation Project – Dolan contacted vendor to power wash and paint the dugouts. Roof bids are coming back in now and they will be replaced under insurance claim.
2. Bennett Park & Water Trail Access Improvements – West lot improvements taking place and balance will be under Grant.

3. Scheduling Software RFP – Shortlist on hold.
4. Village Trailhead Parking & Story Walk – Bids in and excavator hired. Work should be done by mid-July.
5. Fertilizer & Feed – Duane stated the weed and feed should be occurring on all areas of the grass not just the playing fields. He suggests the vendor increase their service area.

Motion by McCabe, supported by Dolan, to pass along concerns regarding common area of the parklands and request that in the future they be included in the serviced area for weed and feed applications.

VOICE VOTE: Ayes: 3 (Muck & Auxier absent)

MOTION CARRIED

E. Sponsorships/Volunteerism

1. Amenities and Beautification Committee – No report

F. Signage and Community Awareness

1. Wayfinding & Safety Signage – No update

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands – No update

10. Call to the Public

A call was made with no response.

11. Committee Comments

None

12. Adjourn Meeting

Motion by Dolan, supported by McCabe, to adjourn the meeting.

VOICE VOTE: Ayes: 3 (Muck & Auxier absent)

MOTION CARRIED

Meeting adjourned at 4:50 p.m.

Respectfully submitted,

Deby Henneman, ADAC
Township Coordinator
Parks, ADA, Grants, Ordinances

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
ADVANCED02 78249	ADVANCED WATER TREATMENT, INC. PO BOX 339 HAMBURG MI, 48139	06/30/2024 09/03/2024 / / 09/03/2024	25010245 0.0000	GEN N N N	DPW BOTTLED WATER (2)	11.98 0.00 11.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	11.98

ADVANCED02 78250	ADVANCED WATER TREATMENT, INC. PO BOX 339 HAMBURG MI, 48139	08/26/2024 09/03/2024 / / 09/03/2024	25627834 0.0000	GEN N N N	FD#11 BOTTLED WATER (6)	35.94 0.00 35.94
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	35.94

ADVANCED02 78247	ADVANCED WATER TREATMENT, INC. PO BOX 339 HAMBURG MI, 48139	08/26/2024 09/03/2024 / / 09/03/2024	25939128 0.0000	GEN N N N	DPW BOTTLED WATER (2)	11.98 0.00 11.98
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	11.98

ADVANCED02 78248	ADVANCED WATER TREATMENT, INC. PO BOX 339 HAMBURG MI, 48139	08/26/2024 09/03/2024 / / 09/03/2024	25939160 0.0000	GEN N N N	WWTP BOTTLED WATER (1)	5.99 0.00 5.99
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-752.000	SUPPLIES & SMALL EQUIPMENT	5.99

ADVANCED02 78245	ADVANCED WATER TREATMENT, INC. PO BOX 339 HAMBURG MI, 48139	08/26/2024 09/03/2024 / / 09/03/2024	25939638 0.0000	GEN N N N	FD#12 BOTTLED WATER (4)	23.96 0.00 23.96
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	23.96

User: MarcyM
 DB: Hamburg

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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ADVANCED02 78243	ADVANCED WATER TREATMENT, INC. PO BOX 339 HAMBURG MI, 48139	08/26/2024 09/03/2024 / / 09/03/2024	25941585 0.0000	GEN N N N	PD BOTTLED WATER (2)	11.98 0.00 11.98
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Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	11.98

ADVANCED02 78244	ADVANCED WATER TREATMENT, INC. PO BOX 339 HAMBURG MI, 48139	08/26/2024 09/03/2024 / / 09/03/2024	25941693 0.0000	GEN N N N	TWP BOTTLED WATER (3)	17.97 0.00 17.97
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	17.97

ADVANCED02 78246	ADVANCED WATER TREATMENT, INC. PO BOX 339 HAMBURG MI, 48139	08/26/2024 09/03/2024 / / 09/03/2024	25944756 0.0000	GEN N N N	FD#11 BOTTLED WATER (10)	59.90 0.00 59.90
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	59.90

ADVANCED02 78188	ADVANCED WATER TREATMENT, INC. PO BOX 339 HAMBURG MI, 48139	08/26/2024 09/03/2024 / / 09/03/2024	25994168 0.0000	GEN N N N	DPW RENTAL	7.00 0.00 7.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	7.00

ADVANCED02 78186	ADVANCED WATER TREATMENT, INC. PO BOX 339 HAMBURG MI, 48139	08/26/2024 09/03/2024 / / 09/03/2024	25995574 0.0000	GEN N N N	TWP RENTAL	7.00 0.00 7.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
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08/28/2024 05:19 PM
 User: MarcyM
 DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES
 EXP CHECK RUN DATES 06/01/2024 - 09/03/2024
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT					7.00
ADVANCED02 78187	ADVANCED WATER TREATMENT, INC. PO BOX 339 HAMBURG MI, 48139	08/26/2024 08/26/2024 / / 08/26/2024	25995578 0.0000	GEN N N N	B&G RENTAL	 7.00 0.00 7.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	7.00

VENDOR TOTAL: 200.70

AFLACAME01 78251	AFLAC - AMERICAN FAMILY LIFE WORLDWIDE HEADQUARTERS 1932 WYNNNTON ROAD COLUMBUS GA, 31999-0001	08/26/2024 09/03/2024 / / 09/03/2024	175493 0.0000	GEN N N N	BN423 AUGUST	 552.60 0.00 552.60
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-231.410	DUE TO AFLAC (BIWEEKLY)	552.60

VENDOR TOTAL: 552.60

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES
EXP CHECK RUN DATES 06/01/2024 - 09/03/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
ALERUSRETR 78331	ALERUS RETIREMENT SOLUTIONS P.O. BOX 64535 SAINT PAUL MN, 55164	08/28/2024 08/28/2024 / / 08/28/2024	82724 0.0000	GEN N N N	457 08/29/24	 14,981.52 0.00 14,981.52

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-231.500	DEFERRED COMPENSATION/457	14,981.52

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. %	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
ALERUSRETR 78330	ALERUS RETIREMENT SOLUTIONS P.O. BOX 64535 SAINT PAUL MN, 55164	08/28/2024 08/30/2024 / / 08/30/2024	82824 0.0000	GEN N N N	401A 08/29/24	 11,826.08 0.00 11,826.08

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-073.003	RETIREMENT - LIBRARY	1,376.40
101-171.000-716.000	DEFINED CONTRIBUTION	477.71
101-201.000-716.000	DEFINED CONTRIBUTION	1,090.43
101-262.000-716.000	DEFINED CONTRIBUTION	597.42
101-215.000-716.000	DEFINED CONTRIBUTION	843.23
101-228.000-716.000	DEFINED CONTRIBUTION	550.40
101-253.000-716.000	DEFINED CONTRIBUTION	422.85
101-265.000-716.000	DEFINED CONTRIBUTION	578.44
101-702.000-716.000	DEFINED CONTRIBUTION	648.82
101-751.000-716.000	DEFINED CONTRIBUTION	204.36
101-820.000-716.000	DEFINED CONTRIBUTION	322.68
206-000.000-716.000	DEFINED CONTRIBUTION	2,943.45
207-000.000-716.000	DEFINED CONTRIBUTION	1,208.13
590-527.000-716.000	DEFINED CONTRIBUTION	2,660.61
101-215.000-716.000	DEFINED CONTRIBUTION	(524.71)
101-262.000-716.000	DEFINED CONTRIBUTION	(1,574.14)
		<hr/> 11,826.08

VENDOR TOTAL: 26,807.60

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES
EXP CHECK RUN DATES 06/01/2024 - 09/03/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
ALLSTRALR1 78189	ALLSTAR ALARM, LLC 8345 MAIN ST WHITMORE LAKE MI, 48189	08/26/2024 09/03/2024 / / 09/03/2024	81924 20240423 0.0000	GEN N N Y	FD - ALARM MONITORING FEE, STA 12	331.19 0.00 331.19

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-930.003	ALARM MONITORING FEE, RECURRING	331.19	331.19

VENDOR TOTAL: 331.19

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. %	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
AMERICAN02 78252	APPLIED INNOVATION 7718 SOLUTION CENTER CHICAGO IL, 60677-7007	08/26/2024 09/03/2024 / / 09/03/2024	2589604 0.0000	GEN N N N	SEN CTR 08/21-09/20/24	199.13 0.00 199.13

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-820.000-801.000	CONTRACTUAL SERVICES	199.13

VENDOR TOTAL: 199.13

User: MarcyM

DB: Hamburg

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
BCBSM 78192	BLUE CROSS BLUE SHIELD OF MICHIGAN P.O. BOX 674416 DETROIT MI, 48267-4416	08/26/2024 09/03/2024 / / 09/03/2024	81924 0.0000	GEN N N N	007005121/0001 9/1-9/30/2024	 71,198.72 0.00 71,198.72

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-262.000-718.000	HEALTH/DENTAL/VISION INSURANCE	2,428.66
101-265.000-718.000	HEALTH/DENTAL/VISION INSURANCE	2,808.59
101-000.000-073.001	HEALTH INSURANCE - LIBRARY	3,206.45
101-171.000-718.000	HEALTH/DENTAL/VISION INSURANCE	(50.24)
101-201.000-718.000	HEALTH/DENTAL/VISION INSURANCE	5,828.79
101-215.000-718.000	HEALTH/DENTAL/VISION INSURANCE	3,563.30
101-228.000-718.000	HEALTH/DENTAL/VISION INSURANCE	777.17
101-253.000-718.000	HEALTH/DENTAL/VISION INSURANCE	1,942.93
101-702.000-718.000	HEALTH/DENTAL/VISION INSURANCE	2,584.22
206-000.000-718.000	HEALTH/DENTAL/VISION INSURANCE	9,904.23
207-000.000-718.000	HEALTH/DENTAL/VISION INSURANCE	26,115.15
101-751.000-718.000	HEALTH/DENTAL/VISION INSURNACE	1,360.05
101-820.000-718.000	HEALTH/DENTAL/VISION INSURANCE	1,942.93
590-527.000-718.000	HEALTH/DENTAL/VISION INSURANCE	8,786.49
		71,198.72

VENDOR TOTAL: 71,198.72

BOBMAXFORD 78193	BOB MAXEY FORD OF HOWELL, INC. 2798 E. GRAND RIVER AVE. HOWELL MI, 48843-8545	08/26/2024 09/03/2024 / / 09/03/2024	280943 0.0000	GEN N N N	DPW FORD F350 66810	 796.95 0.00 796.95
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-932.000	VEHICLE MAINTENANCE	796.95

VENDOR TOTAL: 796.95

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
C&ECONTR01 78201	C & E CONSTRUCTION CO., INC. P.O. BOX 1359 HIGHLAND MI, 48357	08/26/2024 09/03/2024 / / 09/03/2024	2976 0.0000	GEN N N N	GRINDER PUMP REPLACEMENT	7414 COWELL 5,139.75 0.00 5,139.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-934.200	GRINDER PUMP REPLACEMENT	5,139.75

C&ECONTR01 78203	C & E CONSTRUCTION CO., INC. P.O. BOX 1359 HIGHLAND MI, 48357	08/26/2024 09/03/2024 / / 09/03/2024	2976 0.0000	GEN N N N	GRINDER PUMP REPLACEMENT	7402 COWELL 5,139.75 0.00 5,139.75
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-934.200	GRINDER PUMP REPLACEMENT	5,139.75

C&ECONTR01 78202	C & E CONSTRUCTION CO., INC. P.O. BOX 1359 HIGHLAND MI, 48357	08/26/2024 09/03/2024 / / 09/03/2024	2978 0.0000	GEN N N N	GRINDER PUMP REPLACEMENT	6167 COWELL 5,139.75 0.00 5,139.75
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-934.200	GRINDER PUMP REPLACEMENT	5,139.75

C&ECONTR01 78194	C & E CONSTRUCTION CO., INC. P.O. BOX 1359 HIGHLAND MI, 48357	08/26/2024 09/03/2024 / / 09/03/2024	2980 0.0000	GEN N N N	GRINDER PUMP REPLACEMENT	5809 WINANS 5,139.75 0.00 5,139.75
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-934.200	GRINDER PUMP REPLACEMENT	5,139.75

C&ECONTR01 78195	C & E CONSTRUCTION CO., INC. P.O. BOX 1359 HIGHLAND MI, 48357	08/26/2024 09/03/2024 / / 09/03/2024	2981 0.0000	GEN N N N	GRINDER PUMP REPLACEMENT	5231 GALLAG 5,139.75 0.00 5,139.75
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-934.200	GRINDER PUMP REPLACEMENT	5,139.75

User: MarcyM

EXP CHECK RUN DATES 06/01/2024 - 09/03/2024

Item 5.

DB: Hamburg

BOTH JOURNALIZED AND UNJOURNALIZED OPEN

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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VENDOR TOTAL: 25,698.75

CAPITLTIRE 78197	CAPITAL TIRE INC. 1310 ACADEMY STREET FERNDALE MI, 48220	08/26/2024 09/03/2024 / / 09/03/2024	1060130970 20240430 0.0000	GEN N N N	PD TIRES	 732.00 0.00 732.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-932.000	LT265/70 R17 GOO WRANGLER ALL TERRAIN	732.00	732.00

VENDOR TOTAL: 732.00

CARLEONEQ 77954	CARLETON EQUIPMENT 948 NORTH OLD 23 HWY BRIGHTON MI, 48114	07/30/2024 09/03/2024 / / 09/03/2024	08-663318 20240438 0.0000	GEN N N N	B&G MINI EXCAVATER FUEL PRESSURE REP	 933.78 0.00 933.78
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-931.000	EQUIPMENT MAINT/REPAIR	933.78

VENDOR TOTAL: 933.78

CEIMICHIGA 78329	CEI MICHIGAN LLC PO BOX 310 HAMBURG MI, 48139	08/27/2024 09/03/2024 / / 09/03/2024	777637 20240438 0.0000	GEN N N Y	FD - REPAIR OF STA 12 ROOF INV #7776	 749.00 0.00 749.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-930.003	STA 12 ROOF REPAIR	749.00	749.00

CEIMICHIGA 78324	CEI MICHIGAN LLC PO BOX 310 HAMBURG MI, 48139	08/27/2024 09/03/2024 / / 09/03/2024	777672 20240439 0.0000	GEN N N Y	FD - STA 11 ROOF REPAIR INV #77672	 801.00 0.00 801.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-930.003	STA 11 ROOF REPAIR	801.00	801.00

VENDOR TOTAL: 1,556.00

User: MarcyM

DB: Hamburg

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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CHLORIDESO 78198	CHLORIDE SOLUTIONS, LLC 672 N. M-52 WEBBERVILLE MI, 48892	08/26/2024 09/03/2024 / / 09/03/2024	MI100771 0.0000	GEN N N Y	DUST CONTROL-BAUER/COWELL/TEAHEN/CHA	11,591.54 0.00 11,591.54
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Open

GL NUMBER	DESCRIPTION	AMOUNT
204-000.000-805.000	CHLORIDING	11,591.54

CHLORIDESO 78326	CHLORIDE SOLUTIONS, LLC 672 N. M-52 WEBBERVILLE MI, 48892	08/27/2024 09/03/2024 / / 09/03/2024	MI100800 0.0000	GEN N N Y	DUST CONTROL	8,948.41 0.00 8,948.41
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Open

GL NUMBER	DESCRIPTION	AMOUNT
204-000.000-805.000	CHLORIDING	8,948.41

VENDOR TOTAL: 20,539.95

COLONIALIF 78258	COLONIAL LIFE PREMIUM PROCESSING P.O. BOX 903 COLUMBIA SC, 29202-0903	08/27/2024 09/03/2024 / / 09/03/2024	43620670801092 0.0000	GEN N N N	E4362067 DEDUCTIONS AUG 1, 15, 29	494.76 0.00 494.76
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-231.400	DUE TO COLONIAL LIFE	494.76

VENDOR TOTAL: 494.76

COMPLETE01 78199	COMPLETE BATTERY SOURCE, INC. 6480 GRAND RIVER AVE. BRIGHTON MI, 48114	08/26/2024 09/03/2024 / / 09/03/2024	432420BRI 0.0000	GEN N N N	GROUP UI LAWN AND GARDEN	44.95 0.00 44.95
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Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-931.000	EQUIPMENT MAINT/REPAIR	44.95

VENDOR TOTAL: 4 18

User: MarcyM
 DB: Hamburg

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
CONSUMER01 78204	CONSUMERS ENERGY PO BOX 740309 PAYMENT CENTER CINCINNATI OH, 45274-0309	08/26/2024 08/26/2024 / / 08/26/2024	204212279855 0.0000	GEN N N N	1030 4914 0678 HAMBURG RD PUMP	06/2 18.38 0.00 18.38

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-921.000	NATURAL GAS/HEAT	18.38

VENDOR TOTAL: 18.38

COSTCOWA01 78200	COSTCO WAREHOUSE 6700 WHITMORE LAKE RD BRIGHTON MI, 48116	08/26/2024 09/03/2024 / / 09/03/2024	81424 0.0000	GEN N N N	TWP MEMBERSHIP RENEWAL OCTOBER 2024-	195.00 0.00 195.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	195.00

VENDOR TOTAL: 195.00

CRYE PRECI 78215	CRYE PRECISION LLC 63 FLUSHING AVE UNIT 252,BLDG 128B BROOKLYN NY, 11205	08/26/2024 09/03/2024 / / 09/03/2024	INV0406334 20240319 0.0000	GEN N N N	PD-JUMPABLE PLATE CARRIER MULTI CAM	241.16 0.00 241.16
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-807.000	JUMPABLE PLATE CARRIER MULTICAM	224.20	224.20
207-000.000-807.000	SHIPPING	16.96	16.96
		241.16	241.16

VENDOR TOTAL: 241.16

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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CUMMINSBD1 78253	CUMMINS SALES AND SERVICE P.O. BOX 772639 DETROIT MI, 48277-2639	08/26/2024 09/03/2024 / / 09/03/2024	S6-29397 0.0000	GEN N N Y	PD KATOLIGHT LM233967	689.75 0.00 689.75
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Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-930.002	MAINTENANCE POLICE BUILDING	689.75

CUMMINSBD1 78255	CUMMINS SALES AND SERVICE P.O. BOX 772639 DETROIT MI, 48277-2639	08/26/2024 09/03/2024 / / 09/03/2024	S6-29461 0.0000	GEN N N Y	FD #12 BALDOR P0802040002	600.41 0.00 600.41
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-931.000	EQUIPMENT MAINT/REPAIR	600.41

CUMMINSBD1 78254	CUMMINS SALES AND SERVICE P.O. BOX 772639 DETROIT MI, 48277-2639	08/26/2024 09/03/2024 / / 09/03/2024	S6-29533 0.0000	GEN N N Y	FD KATOLIGHT LM230830	708.15 0.00 708.15
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-931.000	EQUIPMENT MAINT/REPAIR	708.15

CUMMINSBD1 78256	CUMMINS SALES AND SERVICE P.O. BOX 772639 DETROIT MI, 48277-2639	08/26/2024 09/03/2024 / / 09/03/2024	S6-29574 0.0000	GEN N N Y	DPW KOHLER 364513	600.41 0.00 600.41
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-931.000	EQUIPMENT MAINT/REPAIR	600.41

CUMMINSBD1 78333	CUMMINS SALES AND SERVICE P.O. BOX 772639 DETROIT MI, 48277-2639	08/28/2024 09/03/2024 / / 09/03/2024	S6-29984 0.0000	GEN N N Y	WWTP PLANNED MAINTENANCE	1,307.77 0.00 1,307.77
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-931.000	EQUIPMENT MAINT/REPAIR	1,307.77

User: MarcyM
 DB: Hamburg

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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VENDOR TOTAL: 3,906.49

DEBOTTISDE 78266	DEBOTTIS DEVELOPMENT 2517 BLACK EAGLE RIDGE HOWELL MI, 48843	08/27/2024 09/03/2024 / / 09/03/2024	8524 20240421 0.0000	GEN N N Y	FD - ASPHALT REPAIR, STA 12	 2,945.00 0.00 2,945.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-930.003	ASPHALT REPAIR	2,945.00	2,945.00

VENDOR TOTAL: 2,945.00

DOGWASTEDE 78267	DOG WASTE DEPOT 12316 WORLD TRADE DRIVE #102 SAN DIEGO CA, 92128	08/27/2024 08/13/2024 / / 08/13/2024	723878 0.0000	GEN N N N	DOG WASTE ROLL BAG (6000)	 317.74 0.00 317.74
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-955.000	SUNDRY	317.74

VENDOR TOTAL: 317.74

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
DTEENRGY01 78219	DTE ENERGY PO BOX 740786 CINCINNATI OH, 45274-0786	08/26/2024 08/19/2024 / / 08/19/2024	0724924 0.0000	GEN N N N	9200 279 0879 6 6730 STRAWBERRY 06/2	22.18 0.00 22.18

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE	22.18

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
DTEENRGY01 78218	DTE ENERGY PO BOX 740786 CINCINNATI OH, 45274-0786	08/26/2024 08/19/2024 / / 08/19/2024	072924 0.0000	GEN N N N	9100 114 5063 2 4752 STRAWBERRY 06/2	21.99 0.00 21.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE	21.99

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
DTEENRGY01 78216	DTE ENERGY PO BOX 740786 CINCINNATI OH, 45274-0786	08/26/2024 08/16/2024 / / 08/16/2024	7292024 0.0000	GEN N N N	9100 167 2020 3 HAMBURG RD SIREN 06/2	23.51 0.00 23.51

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.000	ELECTRIC	23.51

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
DTEENRGY01 78220	DTE ENERGY PO BOX 740786 CINCINNATI OH, 45274-0786	08/26/2024 08/19/2024 / / 08/19/2024	72924 0.0000	GEN N N N	9200 279 0878 8 9470 CHILSON RD 06/2	22.18 0.00 22.18

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE	22.18

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
DTEENRGY01 78221	DTE ENERGY PO BOX 740786 CINCINNATI OH, 45274-0786	08/26/2024 08/19/2024 / / 08/19/2024	72924 0.0000	GEN N N N	9200 190 0960 3 7602 CHILSON RD 06/2	21.99 0.00 21.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE	21.99

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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DTEENRGY01 78222	DTE ENERGY PO BOX 740786 CINCINNATI OH, 45274-0786	08/26/2024 08/19/2024 / / 08/19/2024	72924 0.0000	GEN N N N	9200 279 0883 8 2789 M36 06/26-07/25	 22.18 0.00 22.18
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE	22.18

DTEENRGY01 78223	DTE ENERGY PO BOX 740786 CINCINNATI OH, 45274-0786	08/26/2024 08/19/2024 / / 08/19/2024	72924 0.0000	GEN N N N	9200 279 0880 4 8661 PETTEYSVILLE 06	 22.18 0.00 22.18
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE	22.18

DTEENRGY01 78224	DTE ENERGY PO BOX 740786 CINCINNATI OH, 45274-0786	08/26/2024 08/19/2024 / / 08/19/2024	72924 0.0000	GEN N N N	9100 086 3146 7 FD#12 06/25-07/24/24	 1,605.54 0.00 1,605.54
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Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.000	ELECTRIC	1,605.54

DTEENRGY01 78225	DTE ENERGY PO BOX 740786 CINCINNATI OH, 45274-0786	08/26/2024 08/19/2024 / / 08/19/2024	72924 0.0000	GEN N N N	9100 086 3102 0 MUMFORD LTG 06/26-07	 150.55 0.00 150.55
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Open

GL NUMBER	DESCRIPTION	AMOUNT
282-000.000-926.000	STREET LIGHTING	150.55

DTEENRGY01 78226	DTE ENERGY PO BOX 740786 CINCINNATI OH, 45274-0786	08/26/2024 08/19/2024 / / 08/19/2024	72924 0.0000	GEN N N N	9100 086 3063 4 8520 HAMBURG 06/25-0	 526.94 0.00 526.94
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Open

GL NUMBER	DESCRIPTION	AMOUNT
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Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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590-527.000-920.000	ELECTRIC					526.94
DTEENRGY01 78227	DTE ENERGY PO BOX 740786 CINCINNATI OH, 45274-0786	08/26/2024 08/19/2024 / / 08/19/2024	72924 0.0000	GEN N N N	9100 081 1657 6 HAMBURG RD PUMP 06/2	431.05 0.00 431.05

Open

GL NUMBER	DESCRIPTION	AMOUNT				
590-527.000-920.000	ELECTRIC	431.05				
DTEENRGY01 78228	DTE ENERGY PO BOX 740786 CINCINNATI OH, 45274-0786	08/26/2024 08/19/2024 / / 08/19/2024	72924 0.0000	GEN N N N	9100 141 9399 9 WINANS PUM[06/25-07/	183.86 0.00 183.86

Open

GL NUMBER	DESCRIPTION	AMOUNT				
590-527.000-920.000	ELECTRIC	183.86				
DTEENRGY01 78229	DTE ENERGY PO BOX 740786 CINCINNATI OH, 45274-0786	08/26/2024 08/19/2024 / / 08/19/2024	80124 0.0000	GEN N N N	9100 146 5433 9 BIOXIDE STATION 06/2	17.63 0.00 17.63

Open

GL NUMBER	DESCRIPTION	AMOUNT				
590-527.000-920.000	ELECTRIC	17.63				
DTEENRGY01 78230	DTE ENERGY PO BOX 740786 CINCINNATI OH, 45274-0786	08/26/2024 08/20/2024 / / 08/20/2024	80124 0.0000	GEN N N N	9100 095 9768 3 SEN CTR 06/26-07/25/	655.07 0.00 655.07

Open

GL NUMBER	DESCRIPTION	AMOUNT				
101-820.000-920.000	ELECTRIC	655.07				
DTEENRGY01 78231	DTE ENERGY PO BOX 740786 CINCINNATI OH, 45274-0786	08/26/2024 08/20/2024 / / 08/20/2024	80124 0.0000	GEN N N N	9200 190 0961 1 STRAWBERRY PUMP 06/2	875.86 0.00 875.86

Open

Item 5.

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-920.000	ELECTRIC	875.86

DTEENRGY01	DTE ENERGY	08/26/2024	80124	GEN	9100 160 2734 4 TUNNEL LTG 06/26-07/	
78232	PO BOX 740786	08/20/2024		N		54.77
	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		08/20/2024		N		54.77

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-800.000-920.000	ELECTRIC	54.77

DTEENRGY01	DTE ENERGY	08/26/2024	80124	GEN	9100 139 0346 3 B&G 06/26-07/25/24	
78233	PO BOX 740786	08/20/2024		N		157.42
	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		08/20/2024		N		157.42

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-920.000	ELECTRIC	157.42

DTEENRGY01	DTE ENERGY	08/26/2024	80124	GEN	9100 086 3078 2 WWTP 06/26-07/25/24	
78236	PO BOX 740786	08/20/2024		N		8,313.48
	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		08/20/2024		N		8,313.48

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-920.000	ELECTRIC	8,313.48

DTEENRGY01	DTE ENERGY	08/26/2024	80124	GEN	9100 086 3167 3 TWP 06/26-07/25/24	
78237	PO BOX 740786	08/20/2024		N		1,476.09
	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		08/20/2024		N		1,476.09

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-920.000	ELECTRIC	1,476.09

DTEENRGY01	DTE ENERGY	08/26/2024	80124	GEN	9100 086 3133 5 FD#11 06/26-07/25/24	
78238	PO BOX 740786	08/20/2024		N		1,172.11
	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		08/20/2024		N		1,172.11

Open

Item 5.

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.000	ELECTRIC	1,172.11
DTEENRGY01	DTE ENERGY	08/26/2024 80124 GEN 9100 086 3118 6 CEMETARY 06/26-07/25
78239	PO BOX 740786	08/20/2024 N 17.77
	CINCINNATI OH, 45274-0786	/ / 0.0000 N 0.00
		08/20/2024 N 17.77
Open		

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-920.000	ELECTRIC	17.77
DTEENRGY01	DTE ENERGY	08/26/2024 80124 GEN 9100 081 1673 3 SOCCER FIELD 06/26-0
78240	PO BOX 740786	08/20/2024 N 548.15
	CINCINNATI OH, 45274-0786	/ / 0.0000 N 0.00
		08/20/2024 N 548.15
Open		

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-920.000	ELECTRIC	548.15
DTEENRGY01	DTE ENERGY	08/26/2024 80124 GEN 9100 160 2711 2 PD 06/26-07/25/24
78241	PO BOX 740786	08/20/2024 N 1,673.36
	CINCINNATI OH, 45274-0786	/ / 0.0000 N 0.00
		08/20/2024 N 1,673.36
Open		

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-920.000	ELECTRIC	1,673.36
DTEENRGY01	DTE ENERGY	08/27/2024 80124 GEN 9100 081 1689 9 PARKING LOT LTG 06/2
78260	PO BOX 740786	08/20/2024 N 42.33
	CINCINNATI OH, 45274-0786	/ / 0.0000 N 0.00
		08/20/2024 N 42.33
Open		

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-920.000	ELECTRIC	42.33
DTEENRGY01	DTE ENERGY	08/27/2024 80124 GEN 9100 122 7190 4 MERRILL FIELD 06/26-
78261	PO BOX 740786	08/20/2024 N 87.46
	CINCINNATI OH, 45274-0786	/ / 0.0000 N
		08/20/2024 N
Open		

Item 5.

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-920.000	ELECTRIC	87.46
DTEENRGY01	DTE ENERGY	08/27/2024 80524 GEN 9100 160 2723 7 4320 CORDLEY LK 06/2
78262	PO BOX 740786	08/22/2024 N 189.46
	CINCINNATI OH, 45274-0786	/ / 0.0000 N 0.00
		08/22/2024 N 189.46

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-920.000	ELECTRIC	189.46
DTEENRGY01	DTE ENERGY	08/27/2024 80524 GEN 9100 114 4947 7 4988 CORDLEY LK 06/2
78263	PO BOX 740786	08/22/2024 N 34.19
	CINCINNATI OH, 45274-0786	/ / 0.0000 N 0.00
		08/22/2024 N 34.19

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-920.000	ELECTRIC	34.19
DTEENRGY01	DTE ENERGY	08/27/2024 812224 GEN 9200 189 1753 3 9251 REGENCY 07/03-0
78264	PO BOX 740786	08/27/2024 N 40.45
	CINCINNATI OH, 45274-0786	/ / 0.0000 N 0.00
		08/27/2024 N 40.45

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-920.000	ELECTRIC	40.45

VENDOR TOTAL: 18,409.75

DETROITE02	DTE ENERGY - STREET LIGHTS	08/26/2024 072924 GEN 9100 167 2011 2 STREET LIGHTS 06/25-
78217	PO BOX 740786	08/19/2024 N 17.63
	CINCINNATI OH, 45274-0786	/ / 0.0000 N 0.00
		08/19/2024 N 17.63

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-448.000-926.000	STREET LIGHTING	17.63

VENDOR TOTAL: 17.63

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES
EXP CHECK RUN DATES 06/01/2024 - 09/03/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN

Item 5.

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
DUBOISCO01	DUBOIS-COOPER & ASSOCIATES	08/27/2024	284397	GEN	DPW FLAPPER ASM/MOTOR CONTROLLER BD/	
78268		09/03/2024		N		41,218.00
	PO BOX 6161	/ /	0.0000	N		0.00
	PLYMOUTH MI, 48170	09/03/2024		Y		41,218.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-751.100	GRINDER PUMP PARTS	41,218.00

VENDOR TOTAL: 41,218.00

User: MarcyM
 DB: Hamburg

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
JUNGCHRS01 78269	FIREWRENCH OF MICHIGAN 25840 JOHNS ROAD SOUTH LYON MI, 48178	08/27/2024 09/03/2024 / / 09/03/2024	1151 20240426 0.0000	GEN N N Y	FD - E11 VEHICLE MAINTENANCE INV #11	 3,026.10 0.00 3,026.10

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	E11 REPAIR/MAINTENANCE	3,026.10	3,026.10

JUNGCHRS01 78270	FIREWRENCH OF MICHIGAN 25840 JOHNS ROAD SOUTH LYON MI, 48178	08/27/2024 09/03/2024 / / 09/03/2024	1152 20240427 0.0000	GEN N N Y	FD - E12 REPAIR INV #1152	 421.20 0.00 421.20
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	E12 REPAIR/MAINTENANCE	421.20	421.20

JUNGCHRS01 78271	FIREWRENCH OF MICHIGAN 25840 JOHNS ROAD SOUTH LYON MI, 48178	08/27/2024 09/03/2024 / / 09/03/2024	1155 20240428 0.0000	GEN N N Y	FD - TANKER 11 REPAIR INV #1155	 2,817.47 0.00 2,817.47
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	TANKER 11 REPAIR/MAINTENANCE	2,817.47	2,817.47

JUNGCHRS01 78272	FIREWRENCH OF MICHIGAN 25840 JOHNS ROAD SOUTH LYON MI, 48178	08/27/2024 09/03/2024 / / 09/03/2024	1156 20240429 0.0000	GEN N N Y	FD - E12 MAINTENANCE INV #1156	 2,518.59 0.00 2,518.59
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	E12 MAINTENANCE/REPAIR	2,518.59	2,518.59

VENDOR TOTAL: 8,783.36

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
GRAINGER01 78273	GRAINGER DEPT. 826849010 PALATINE IL, 60038-0001	08/27/2024 09/03/2024 / / 09/03/2024	8217140830 0.0000	GEN N N Y	DPW AIR DISC SANDER	136.37 0.00 136.37

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	136.37

VENDOR TOTAL: 136.37

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
HACHCOMP01 78274	HACH COMPANY, AMERICAN SIGMA & 2207 COLLECTIONS CENTER DRIVE CHICAGO IL, 60693	08/27/2024 09/03/2024 / / 09/03/2024	14151309 0.0000	GEN N N Y	WWTP KTO PH BUFFER/FILTER GLASS/PIPE	1,158.60 0.00 1,158.60

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-752.000	SUPPLIES & SMALL EQUIPMENT	1,158.60

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
HACHCOMP01 78275	HACH COMPANY, AMERICAN SIGMA & 2207 COLLECTIONS CENTER DRIVE CHICAGO IL, 60693	08/27/2024 09/03/2024 / / 09/03/2024	14151397 0.0000	GEN N N Y	NITRATE/AMMONIA/NITRITE/AMONIA TNT/P	2,160.22 0.00 2,160.22

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-753.000	CHEMICALS	2,160.22

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
HACHCOMP01 78334	HACH COMPANY, AMERICAN SIGMA & 2207 COLLECTIONS CENTER DRIVE CHICAGO IL, 60693	08/28/2024 09/03/2024 / / 09/03/2024	14156564 0.0000	GEN N N Y	AA PHOSPHORUS TNT (6)	485.16 0.00 485.16

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-752.000	SUPPLIES & SMALL EQUIPMENT	485.16

VENDOR TOTAL: 3,803.98

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
MISC REFUN 78343	HERO C/O JOANNA HARDESTY PO BOX 548 HAMBURG MI, 48139	08/28/2024 09/03/2024 / / 09/03/2024	82824 0.0000	GEN N Y N	DAMAGE DEPOSIT REFUND COMM CTR 08/27	250.00 0.00 250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-820.000-651.001	SENIOR CENTER RENTALS	250.00

VENDOR TOTAL: 250.00

HOMEDEPO01 78179	HOME DEPOT CREDIT SERVICES DEPT 32-2501873644 P.O. BOX 78047 PHOENIX AZ, 85062-8047	08/20/2024 09/03/2024 / / 09/03/2024	14188 0.0000	GEN N N Y	CEMETEARY SIGNS	47.76 0.00 47.76
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-567.000-930.000	MAINTENANCE	47.76

HOMEDEPO01 78180	HOME DEPOT CREDIT SERVICES DEPT 32-2501873644 P.O. BOX 78047 PHOENIX AZ, 85062-8047	08/20/2024 09/03/2024 / / 09/03/2024	14189 0.0000	GEN N N Y	TRAIL BOARDWALK REPIAR	85.23 0.00 85.23
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-800.000-938.000	LAKELAND TRAIL MAINTENANCE	85.23

VENDOR TOTAL: 132.99

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES
EXP CHECK RUN DATES 06/01/2024 - 09/03/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
HUNTINGTON 78276	HUNTINGTON NATIONAL BANK PO BOX 1558-GW4E64 COLUMBUS OH, 43216	08/27/2024 09/03/2024 / / 09/03/2024	8262024 0.0000	GEN N N N	HAMBURGTWP20 SPECIAL ASSESSMENT BOND	 11,335.00 0.00 11,335.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
854-000.000-992.000	INTEREST EXPENSE	11,218.13
590-539.000-992.000	INTEREST EXPENSE	116.87
		<u>11,335.00</u>

VENDOR TOTAL: 11,335.00

User: MarcyM

DB: Hamburg

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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HRNVLLYGUN 78280	HURON VALLEY GUNS, LLC 56477 GRAND RIVER AVE. NEW HUDSON MI, 48165	08/27/2024 09/03/2024 / / 09/03/2024	001202-0 20240415 0.0000	GEN N N Y	PD ALTERATIONS TO UNIFORMS	165.99 0.00 165.99
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-768.000	ALTERATIONS	165.99	165.99

HRNVLLYGUN 78278	HURON VALLEY GUNS, LLC 56477 GRAND RIVER AVE. NEW HUDSON MI, 48165	08/27/2024 09/03/2024 / / 09/03/2024	210799 20240418 0.0000	GEN N N Y	FD - UNIFORM JACKETS - ALTERATIONS	2,139.90 0.00 2,139.90
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	ALTERATIONS	90.00	90.00
206-000.000-768.000	BLAUER SOFTSHELL JKT LG	449.97	449.97
206-000.000-768.000	BLAUER SOFTSHELL JKT XL	149.99	149.99
206-000.000-768.000	BLAUER SOFTSHELL JKT 3XL	149.99	149.99
206-000.000-768.000	BLAUER B, DRY RES PARKA LG	519.98	519.98
206-000.000-768.000	BLAUER B, DRY RES PARKA 3XL	259.99	259.99
206-000.000-768.000	BLAUER B, DRY RES PARKA XL	519.98	519.98
		<u>2,139.90</u>	

HRNVLLYGUN 78277	HURON VALLEY GUNS, LLC 56477 GRAND RIVER AVE. NEW HUDSON MI, 48165	08/27/2024 09/03/2024 / / 09/03/2024	210897 20240417 0.0000	GEN N N Y	FD - UNIFORM NEEDS	278.99 0.00 278.99
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	ALTERATIONS	9.00	9.00
206-000.000-768.000	EMBROIDERY	120.00	120.00
206-000.000-768.000	BLAUER SOFTSHELL FLEECE JKT	149.99	149.99
		<u>278.99</u>	

HRNVLLYGUN 78279	HURON VALLEY GUNS, LLC 56477 GRAND RIVER AVE. NEW HUDSON MI, 48165	08/27/2024 09/03/2024 / / 09/03/2024	210948 20240419 0.0000	GEN N N Y	PD UNIFORMS AND ALTERATIONS-DUHAIME	68.49 0.00 68.49
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Open

User: MarcyM
DB: Hamburg

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-768.000	MENS TEX TROP 2 SHORTSLEEVE SHIRT	54.99	54.99
207-000.000-768.000	ALTERATION-SERGEANT CHEVRON	9.00	9.00
207-000.000-768.000	ALTERATION-SEW ON	4.50	4.50
		<u>68.49</u>	

HRNVLLYGUN 78341	HURON VALLEY GUNS, LLC 56477 GRAND RIVER AVE. NEW HUDSON MI, 48165	08/28/2024 09/03/2024 / / 09/03/2024	211193 20240447 0.0000	GEN N N Y	FD - INV #211193 UNIFORM JACKETS	1,124.95 0.00 1,124.95
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	PATCHES SEWN ON	45.00	45.00
206-000.000-768.000	BLAUER SOFTSHEEL FLEECE	299.98	299.98
206-000.000-768.000	BLAUER PARKA	779.97	779.97
		<u>1,124.95</u>	

HRNVLLYGUN 78342	HURON VALLEY GUNS, LLC 56477 GRAND RIVER AVE. NEW HUDSON MI, 48165	08/28/2024 09/03/2024 / / 09/03/2024	211334 20240452 0.0000	GEN N N Y	FD - UNIFORM EMBROIDERY, LONDON	45.00 0.00 45.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	EMBROIDERY	45.00	45.00

HRNVLLYGUN 78338	HURON VALLEY GUNS, LLC 56477 GRAND RIVER AVE. NEW HUDSON MI, 48165	08/28/2024 09/03/2024 / / 09/03/2024	211357 20240450 0.0000	GEN N N Y	FD - INV #211357 ALTERNATIONS/EMBROI	75.00 0.00 75.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	ALTERATIONS	60.00	60.00
206-000.000-768.000	EMBROIDERY	15.00	15.00
		<u>75.00</u>	

HRNVLLYGUN 78339	HURON VALLEY GUNS, LLC 56477 GRAND RIVER AVE. NEW HUDSON MI, 48165	08/28/2024 09/03/2024 / / 09/03/2024	211368 20240451 0.0000	GEN N N Y	FD - INV #211368 UNIFORM ALTERATION	4.50 0.00 4.50
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Open

User: MarcyM

DB: Hamburg

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	PATCH SEW ON	4.50	4.50
HRNVLLYGUN 78340	HURON VALLEY GUNS, LLC 56477 GRAND RIVER AVE. NEW HUDSON MI, 48165	08/28/2024 09/03/2024 / / 09/03/2024	211435 20240446 0.0000
		GEN N N Y	FD - INV #211435 UNIFORM JACKETS & 864.96 0.00 864.96

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	ALTERATIONS	9.00	9.00
206-000.000-768.000	PATCHES SEWN ON	36.00	36.00
206-000.000-768.000	BLAUER SOFTSHELL FLEECE	299.98	299.98
206-000.000-768.000	BLAURE PARKA	519.98	519.98
		864.96	

VENDOR TOTAL: 4,767.78

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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HUTSONINC1 78285	HUTSON, INC. 3915 TRACTOR DRIVE HOWELL MI, 48855	06/30/2024 09/03/2024 / / 09/03/2024	10496023 0.0000	GEN N N N	B&G FUEL FILTER	 16.84 0.00 16.84
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-931.000	EQUIPMENT MAINT/REPAIR	16.84

HUTSONINC1 78283	HUTSON, INC. 3915 TRACTOR DRIVE HOWELL MI, 48855	08/27/2024 09/03/2024 / / 09/03/2024	10564466 0.0000	GEN N N N	B&G BUSHING (2)	 9.94 0.00 9.94
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-931.000	EQUIPMENT MAINT/REPAIR	9.94

HUTSONINC1 78281	HUTSON, INC. 3915 TRACTOR DRIVE HOWELL MI, 48855	08/27/2024 09/03/2024 / / 09/03/2024	10564472 0.0000	GEN N N N	B&G PTO SWITCH J DEERE Z997R	 176.14 0.00 176.14
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-931.000	EQUIPMENT MAINT/REPAIR	176.14

HUTSONINC1 78282	HUTSON, INC. 3915 TRACTOR DRIVE HOWELL MI, 48855	08/27/2024 09/03/2024 / / 09/03/2024	10564490 0.0000	GEN N N N	B&G J DEERE 1545-4WD REPAIR	 1,037.00 0.00 1,037.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-931.000	EQUIPMENT MAINT/REPAIR	1,037.00

HUTSONINC1 78284	HUTSON, INC. 3915 TRACTOR DRIVE HOWELL MI, 48855	08/27/2024 09/03/2024 / / 09/03/2024	10564510 0.0000	GEN N N N	B&G BOOT/BUSHING	 (17.16) 0.00 (17.16)
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-931.000	EQUIPMENT MAINT/REPAIR	(17.16)

Item 5.

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

HUTSONINC1	HUTSON, INC.	08/27/2024	10572471	GEN	B&G 72" HIGHLIFT BLADE	
78286	3915 TRACTOR DRIVE	09/03/2024		N		185.28
	HOWELL MI, 48855	/ /	0.0000	N		0.00
		09/03/2024		N		185.28

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-931.000	EQUIPMENT MAINT/REPAIR	185.28

VENDOR TOTAL: 1,408.04

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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IMEGCORP#1 78287	IMEG CORP. ATTN: ACCOUNTS RECEIVABLE 623 26TH AVE. ROCK ISLAND IL, 61201	08/27/2024 09/03/2024 / / 09/03/2024	23000378.00-4 0.0000	GEN N N Y	PROF SERV THROUGH 08/11/24 FREEDOM R	627.50 0.00 627.50
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Open

GL NUMBER	DESCRIPTION	AMOUNT
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101-000.000-279.971	FREEDOM RIVER SITE PLAN	627.50
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IMEGCORP#1 78288	IMEG CORP. ATTN: ACCOUNTS RECEIVABLE 623 26TH AVE. ROCK ISLAND IL, 61201	08/27/2024 09/03/2024 / / 09/03/2024	23000378.02-5 0.0000	GEN N N Y	PROF SERV THROUGH 07/31/24 FREEDOM R	152.00 0.00 152.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
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590-538.000-946.100	ENGINEERING SERVICES - FREEDOM RIVER	152.00
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IMEGCORP#1 78289	IMEG CORP. ATTN: ACCOUNTS RECEIVABLE 623 26TH AVE. ROCK ISLAND IL, 61201	08/27/2024 09/03/2024 / / 09/03/2024	23000378.03-2 0.0000	GEN N N Y	SERV THROUGH 07/31/24 FREEDOM RIVER	9,000.00 0.00 9,000.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
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590-538.000-946.100	ENGINEERING SERVICES - FREEDOM RIVER	9,000.00
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IMEGCORP#1 78291	IMEG CORP. ATTN: ACCOUNTS RECEIVABLE 623 26TH AVE. ROCK ISLAND IL, 61201	08/27/2024 09/03/2024 / / 09/03/2024	23007023.00-2 0.0000	GEN N N Y	SERVICES THROUGH 07/31/24 FIRE STATI	787.50 0.00 787.50
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Open

GL NUMBER	DESCRIPTION	AMOUNT
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101-101.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	787.50
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IMEGCORP#1 78290	IMEG CORP. ATTN: ACCOUNTS RECEIVABLE 623 26TH AVE. ROCK ISLAND IL, 61201	08/27/2024 09/03/2024 / / 09/03/2024	23007096.00-6 0.0000	GEN N N	SERVICES THROUGH 07/31/24 HAMBURG VI	1,140.00
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08/28/2024 05:19 PM
User: MarcyM
DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES
EXP CHECK RUN DATES 06/01/2024 - 09/03/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN

Item 5.

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount

		09/03/2024		Y		1,140.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-279.978	HAMBURG VILLAGE TOWNHOMES	1,140.00

VENDOR TOTAL: 11,707.00

User: MarcyM

EXP CHECK RUN DATES 06/01/2024 - 09/03/2024

Item 5.

DB: Hamburg

BOTH JOURNALIZED AND UNJOURNALIZED OPEN

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
JJJINKLE01 78292	J. J. JINKLEHEIMER & CO. INC. 2705 E. GRAND RIVER AVE. HOWELL MI, 48843	08/27/2024 09/03/2024 / / 09/03/2024	91264 20240403 0.0000	GEN N N N	FD - FD UNIFORM CAPS INV #91264	91264 789.99 0.00 789.99

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	UNIFORM CAPS	575.49	575.49
206-000.000-768.000	EMBROIDERY	214.50	214.50
		<u>789.99</u>	<u>789.99</u>

JJJINKLE01 78293	J. J. JINKLEHEIMER & CO. INC. 2705 E. GRAND RIVER AVE. HOWELL MI, 48843	08/27/2024 09/03/2024 / / 09/03/2024	91265 20240402 0.0000	GEN N N N	FD - FD LOGOS/KNIT CAPS	474.00 0.00 474.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	LOGOS	80.00	80.00
206-000.000-768.000	KNIT CAPS	394.00	394.00
		<u>474.00</u>	<u>474.00</u>

JJJINKLE01 78294	J. J. JINKLEHEIMER & CO. INC. 2705 E. GRAND RIVER AVE. HOWELL MI, 48843	08/27/2024 09/03/2024 / / 09/03/2024	91266 20240404 0.0000	GEN N N N	FD - UNIFORM POLOS/EMBROIDERY	2,536.67 0.00 2,536.67
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	FD UNIFORM POLOS	2,068.67	2,068.67
206-000.000-768.000	EMBROIDERY	468.00	468.00
		<u>2,536.67</u>	<u>2,536.67</u>

JJJINKLE01 78295	J. J. JINKLEHEIMER & CO. INC. 2705 E. GRAND RIVER AVE. HOWELL MI, 48843	08/27/2024 09/03/2024 / / 09/03/2024	91364 20240425 0.0000	GEN N N N	FD - UNIFORM APPAREL	278.20 0.00 278.20
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	FD HOODIES AND SCREEN CHARGES	278.20	278.20

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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VENDOR TOTAL: 4,078.86

LEEDSKIM 78297	KIM LEEDS 2727 PINCKNEY RD. HOWELL MI, 48843	08/27/2024 09/03/2024 / / 09/03/2024	8212024 0.0000	GEN N N N	REIMBURSE TUITION 06/26-08/09/24 CMU	2,274.00 0.00 2,274.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-914.000	TUITION REIMBURSEMENT	2,274.00

VENDOR TOTAL: 2,274.00

KINGKLEA01 78327	KING KLEANERS 5589 E. M-36 SUITE B3 PINCKNEY MI, 48169	08/27/2024 09/03/2024 / / 09/03/2024	08082024 20240434 0.0000	GEN N N Y	FD UNIFORM CLEANING JULY 2024	244.50 0.00 244.50
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	JULY 2024 CLEANING FEES	244.50	244.50

KINGKLEA01 78296	KING KLEANERS 5589 E. M-36 SUITE B3 PINCKNEY MI, 48169	08/27/2024 09/03/2024 / / 09/03/2024	080824 20240436 0.0000	GEN N N Y	PD - UNIFORM DRY CLEANING JULY 1 - A	392.25 0.00 392.25
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-768.000	PD UNIFORM DRY CLEANING	392.25	392.25

VENDOR TOTAL: 636.75

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
LAKELAND01 78335	LAKELAND ACE HARDWARE, INC. PO BOX 1000 PINCKNEY MI, 48169	08/28/2024 09/03/2024 / / 09/03/2024	10547 0.0000	GEN N N N	FD HANDLE 15/16 X 60	 1.32 0.00 1.32

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	35.96
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	(7.60)
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	(27.04)
		<u>1.32</u>

VENDOR TOTAL: 1.32

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
LIFELOC01 78298	LIFELOC TECHNOLOGIES, INC 12441 W 49TH AVE SUITE 4 WHEAT RIDGE CO, 80033	08/27/2024 09/03/2024 / / 09/03/2024	402687 20240409 0.0000	GEN N N Y	PD - PBT'S	 876.00 0.00 876.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-752.000	PBT, FC10MI PART11011MI	876.00	876.00
		<u>876.00</u>	

VENDOR TOTAL: 876.00

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
LIVINGST12 78299	LIVINGSTON COUNTY REGISTER OF DEEDS 200 E. GRAND RIVER AVE. SUITE 3 HOWELL MI, 48843	08/27/2024 09/03/2024 / / 09/03/2024	82124 0.0000	GEN N N N	SEWER AGREEMENT/EASMENT GRANT FORM D	 60.00 0.00 60.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-538.000-955.000	SUNDRY	60.00
		<u>60.00</u>

VENDOR TOTAL: 60.00

User: MarcyM
DB: Hamburg

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
LOCALITYM 78300	LOCALITY MEDIA INC-FIRST DUE 107 SEVENTH ST GARDEN CITY NY, 11530	08/27/2024 09/03/2024 / / 09/03/2024	2321 20240412 0.0000	GEN N N N	FD - FIRST DUE YEARLY SERVICES INV #	14,971.95 0.00 14,971.95

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-801.000	FIRST DUE YEARLY SERVICES	14,971.95	14,971.95

VENDOR TOTAL: 14,971.95

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
MAGOCLEN 78301	MAGLOCLEN 140 TERRY DR SUITE 100 NEWTOWN PA, 18940	08/27/2024 09/03/2024 / / 09/03/2024	11248 20240413 0.0000	GEN N N N	PD ANNUAL MEMBERSHIP DUES	400.00 0.00 400.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-801.000	PD - MAGLOCLEN MEMBERSHIP INVOICE	400.00	400.00

VENDOR TOTAL: 400.00

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
MALLORY SA 78302	MALLORY SAFETY AND SUPPLY PO BOX 2068 LONGVIEW WA, 98632	08/27/2024 09/03/2024 / / 09/03/2024	5968279 20240416 0.0000	GEN N N Y	FD - JOB SHIRT, INV #5968279	105.50 0.00 105.50

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	JOB SHIRT 3XL	105.50	105.50

VENDOR TOTAL: 105.50

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
REFUND UB 78257	MARIA DAMRON 7658 SETTERS POINTE DR BRIGHTON MI, 48116	08/27/2024 09/03/2024 / / 09/03/2024	SEPD-007658-0000 0.0000	GEN N Y N	REFUND PAYMENT -INTENDED FOR HOA-RES	250.00 0.00 250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-955.000	SUNDRY	250.00

VENDOR TOTAL: 250.00

User: MarcyM

DB: Hamburg

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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MISC REFUN 78196	MARIANNE CALDERON 7314 HARRINGTON DR BRIGHTON MI, 48116	08/26/2024 09/03/2024 / / 09/03/2024	81924 0.0000	GEN N Y N	COMM CENTER DEPOSIT REFUND	08/04/24 250.00 0.00 250.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-820.000-651.001	SENIOR CENTER RENTALS	250.00

VENDOR TOTAL: 250.00

PAULMEGA01 78307	MEGAN S PAUL 3338 JUNIOR DR PINCKNEY MI, 48169	08/27/2024 09/03/2024 / / 09/03/2024	08202024 0.0000	GEN N N N	REIMBURSEMENT FOR FOOD AND DRINKS PO	215.32 0.00 215.32
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Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-967.000	SPECIAL PROJECTS	215.32

VENDOR TOTAL: 215.32

MICHIGANFI 78129	MICHIGAN FINANCE AUTHORITY 60 LIVINGSTON AVE ST PAUL MN, 55107	08/13/2024 08/20/2024 / / 08/20/2024	8122024 0.0000	GEN N N N	STATE REVOLVING FUND SEMIANNUAL PMT	266,865.03 0.00 266,865.03
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000.000-300.113	2010 WWTP SRF LT PORTION	175,000.00
590-000.000-300.112	ORE LAKE SRF LONG TERM	70,000.00
590-539.000-992.000	INTEREST EXPENSE	21,865.03
		266,865.03

VENDOR TOTAL: 266,865.03

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
MICHIGANST 78303	MICHIGAN STATE DISBURSEMENT UNIT P.O. BOX 30350 LANSING MI, 48909-7850	08/27/2024 09/03/2024 / / 09/03/2024	08272024 0.0000	GEN N Y N	CASE# 810013564 PAYROLL 08/12-08/25/24	59.08 0.00 59.08

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-228.010	MI CHILD SUPPORT WITHHOLDING	59.08

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
MICHIGANST 78305	MICHIGAN STATE DISBURSEMENT UNIT P.O. BOX 30350 LANSING MI, 48909-7850	08/27/2024 09/03/2024 / / 09/03/2024	08272024 0.0000	GEN N Y N	CASE912854739 PAYROLL 08/12-08/25/24	380.46 0.00 380.46

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-228.010	MI CHILD SUPPORT WITHHOLDING	380.46

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
MICHIGANST 78304	MICHIGAN STATE DISBURSEMENT UNIT P.O. BOX 30350 LANSING MI, 48909-7850	08/27/2024 09/03/2024 / / 09/03/2024	8272024 0.0000	GEN N Y N	CASE#913255499 PAYROLL 08/12-08/25/24	139.54 0.00 139.54

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-228.010	MI CHILD SUPPORT WITHHOLDING	139.54

VENDOR TOTAL: 579.08

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
MPELRA 78336	MPELRA P.O. BOX 235 FARMINGTON MI, 48332-0235	08/28/2024 09/03/2024 / / 09/03/2024	82824 0.0000	GEN N N N	ACCT/HR MEMBERSHIP 07/01-24-06/30/25	100.00 0.00 100.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-201.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	100.00

VENDOR TOTAL: 100.00

User: MarcyM
 DB: Hamburg

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
MES, INC. 78328	MUNICIPAL EMERGENCY SERVICES INC. PO BOX 856892 MINNEAPOLIS MN, 55485-6892	08/27/2024 09/03/2024 / / 09/03/2024	IN2097600 20240437 0.0000	GEN N N N	FD - DEX-PRO LEATHER GLOVES INV #IN2	3,015.39 0.00 3,015.39

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.100	DEX-PRO 3D LEATHER GLOVE	3,000.00	3,000.00
206-000.000-768.100	SHIPPING	15.39	15.39
		3,015.39	3,015.39

VENDOR TOTAL: 3,015.39

PINCAUTO01 78308	PINCKNEY AUTO WASH, LLC PO BOX 881 1090 E M-36 PINCKNEY MI, 48169	08/27/2024 09/03/2024 / / 09/03/2024	7312024 0.0000	GEN N N Y	AUTO WASHES JULY 2024	204.00 0.00 204.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-932.000	VEHICLE MAINTENANCE	162.00
206-000.000-932.000	VEHICLE MAINTENANCE	30.00
590-527.000-932.000	VEHICLE MAINTENANCE	12.00
		204.00

VENDOR TOTAL: 204.00

PINCKNEY01 78309	PINCKNEY CHRYSLER DODGE JEEP RAM PO BOX 109 1295 E-M6 PINCKNEY MI, 48169	08/27/2024 09/03/2024 / / 09/03/2024	CHCS381889 20240414 0.0000	GEN N N Y	PD VEH MAINTENANCE-OIL CHANGE 22 DOD	24.95 0.00 24.95
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-932.000	OIL CHANGE	24.95	24.95

VENDOR TOTAL: 24.95

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
PLMLAKEL01 78310	PLM LAKE & LAND MANAGEMENT CORP. PO BOX 438 HOWARD CITY HOWARD CITY MI, 49329	08/27/2024 09/03/2024 / / 09/03/2024	4006263 0.0000	GEN N N N	HARVESTING OF LAKE-SSW	15,725.00 0.00 15,725.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
252-000.000-803.000	AQUATIC WEED CONTROL	15,725.00

VENDOR TOTAL: 15,725.00

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
PORTTOILTS 78311	PORTABLE TOILET SERVICES LLC 4900 MCCARTHY DRIVE MILFORD MI, 48381	08/27/2024 09/03/2024 / / 09/03/2024	101671 0.0000	GEN N N Y	08/02-09/01/24	4,043.14 0.00 4,043.14

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-800.000-942.000	PORTABLE TOILETS	1,721.90
101-751.000-942.000	PORTABLE TOILETS	2,321.24
		<u>4,043.14</u>

VENDOR TOTAL: 4,043.14

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
REVIZELLC 78312	REVIZE LLC 150 KIRTS BLVD., SUITE B TROY MI, 48084	08/27/2024 09/03/2024 / / 09/03/2024	19142 0.0000	GEN N N Y	WEBSITE/CMS ANNUAL TECH SUPPORT 09/2	2,400.00 0.00 2,400.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-229.000-933.000	SOFTWARE MAINTENANCE	2,400.00

VENDOR TOTAL: 2,400.00

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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JOHNSNRO01 78314	ROSATI, SCHULTZ, JOPPICH & AMTSBUECHLER, P.C. 27555 EXECUTIVE DRIVE, SUITE 250 FARMINGTON HILLS MI, 48331	08/27/2024 09/03/2024 / / 09/03/2024	1081841 0.0000	GEN N N Y	GENERAL MATTERS	799.00 0.00 799.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101.000-826.000	LEGAL FEES	459.00
207-000.000-826.000	LEGAL FEES	340.00
		799.00

JOHNSNRO01 78315	ROSATI, SCHULTZ, JOPPICH & AMTSBUECHLER, P.C. 27555 EXECUTIVE DRIVE, SUITE 250 FARMINGTON HILLS MI, 48331	08/27/2024 09/03/2024 / / 09/03/2024	1081842 0.0000	GEN N N Y	MTT MATTERS	357.00 0.00 357.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101.000-826.000	LEGAL FEES	357.00

JOHNSNRO01 78313	ROSATI, SCHULTZ, JOPPICH & AMTSBUECHLER, P.C. 27555 EXECUTIVE DRIVE, SUITE 250 FARMINGTON HILLS MI, 48331	08/27/2024 09/03/2024 / / 09/03/2024	1081843 0.0000	GEN N N Y	PLANNING AND ZONING MATTERS	367.50 0.00 367.50
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-702.000-826.000	LEGAL FEES	367.50

VENDOR TOTAL: 1,523.50

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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SPRINGFIEL 78318	SPRINGFIELD URGENT CARE PLLC 320 TOWN CENTER BLVD. STE. C-101 WHITE LAKE MI, 48386-2183	08/27/2024 09/03/2024 / / 09/03/2024	27897 0.0000	GEN N N	DPW JOE HILL NEW HIRE EXAM	549.00 0.00 549.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-843.000	MISC MEDICAL EXPENSES	549.00

SPRINGFIEL 78317	SPRINGFIELD URGENT CARE PLLC 320 TOWN CENTER BLVD. STE. C-101 WHITE LAKE MI, 48386-2183	08/27/2024 09/03/2024 / / 09/03/2024	8012024 0.0000	GEN N N	CREDIT FOR OVERCHARGE ON MATTHEW PAV	(11.24) 0.00 (11.24)
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-843.000	MISC MEDICAL EXPENSES	(11.24)

VENDOR TOTAL: 537.76

STANLEYACC 78235	STANLEY ACCESS TECHNOLOGIES, LLC 65 SCOTT SWAMP ROAD FARMINGTON CT, 06032	08/26/2024 09/03/2024 / / 09/03/2024	0907202104 0.0000	GEN N N Y	SEN CTR OP ASSY-LH-OUT MAGIC ACCESS	1,304.83 0.00 1,304.83
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-820.000-931.000	EQUIPMENT MAINT/REPAIR	1,304.83

VENDOR TOTAL: 1,304.83

LEIN01 78306	STATE OF MICHIGAN MI STATE POLICE - CASHIERS OFFICE P.O. BOX 30266 LANSING MI, 48909	06/30/2024 09/03/2024 / / 09/03/2024	551-633689 20240042 0.0000	GEN N N N	GATEWAY TO GATEWAY VPN CONNECTION 01	387.00 0.00 387.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-933.300	01/01/24 - 03/31/24 CHARGES	387.00	387.00

VENDOR TOTAL: 387.00

User: MarcyM
DB: Hamburg

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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TELNETWORL 78319	TELNET WORLDWIDE 8020 SOLUTIONS CENTER CHICAGO IL, 60677-8000	08/27/2024 09/03/2024 / / 09/03/2024	70417 0.0000	GEN N N N	08/15-09/14/24	 400.35 0.00 400.35
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-853.000	PHONE/COMM/INTERNET	11.44
101-275.000-853.000	PHONE/COMM/INTERNET	131.56
206-000.000-853.000	PHONE/COMM/INTERNET	114.40
207-000.000-853.000	PHONE/COMM/INTERNET	125.79
101-820.000-853.000	PHONE/COMM/INTERNET	17.16
		400.35

VENDOR TOTAL: 400.35

BANKNEWY03 78191	THE BANK OF NEW YORK MELLON P.O. BOX 392013 PITTSBURGH PA, 15251-9013	08/26/2024 09/03/2024 / / 09/03/2024	252-2654917 0.0000	GEN N N N	HAMBURGCIR12 ADMINISTARTION FEE OCT	 275.00 0.00 275.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
591-000.000-993.000	AGENT FEES	275.00

VENDOR TOTAL: 275.00

TRICOUNT01 78321	TRI-COUNTY SUPPLY, INC. 7109 DAN MCGUIRE DRIVE BRIGHTON MI, 48116	08/27/2024 09/03/2024 / / 09/03/2024	34708 0.0000	GEN N N N	TWP SUPPLIES	 1,066.73 0.00 1,066.73
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-930.000	MAINTENANCE TWP HALL	1,066.73

VENDOR TOTAL: 1,066.73

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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TRUSTHEATN 78320	TRUSTED HEATING & COOLING SOLUTIONS, INC. 4730 E. M-36 PINCKNEY MI, 48169	06/30/2024 09/03/2024 / / 09/03/2024	5979886 0.0000	GEN N N Y	AIR FILTERS (26)	454.00 0.00 454.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-930.000	MAINTENANCE TWP HALL	284.00
101-820.000-930.001	MAINTENANCE COMM CENTER	106.00
207-000.000-930.002	MAINTENANCE POLICE BUILDING	64.00
		<u>454.00</u>

VENDOR TOTAL: 454.00

ULINEINC01 78322	ULINE, INC. P.O.BOX 88741 CHICAGI IL, 60680-1741	08/27/2024 09/03/2024 / / 09/03/2024	181548530 0.0000	GEN N N N	P&R SIGNS	2,906.39 0.00 2,906.39
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-967.700	SPECIAL PROJECTS - PARKING LOT	2,906.39

ULINEINC01 78323	ULINE, INC. P.O.BOX 88741 CHICAGI IL, 60680-1741	08/27/2024 09/03/2024 / / 09/03/2024	181779521 0.0000	GEN N N N	P&R PARKING SIGNS	1,660.38 0.00 1,660.38
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-930.005	MAINTENANCE PARK FACILITIES	1,660.38

ULINEINC01 78325	ULINE, INC. P.O.BOX 88741 CHICAGI IL, 60680-1741	08/27/2024 09/03/2024 / / 09/03/2024	181961185 0.0000	GEN N N N	RETURNED GALVANIZED SIGN POST-WRONG	(1,140.00) 0.00 (1,140.00)
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-967.700	SPECIAL PROJECTS - PARKING LOT	(1,140.00)

VENDOR TOTAL: 3,425

Item 5.

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
VERIZONW01 78332	VERIZON WIRELESS PO BOX 15062 ALBANY NY, 12212-5062	08/28/2024 09/03/2024 / / 09/03/2024	9972149959 0.0000	GEN N N N	ON CALL PHONE 08/23-09/14/24	 50.62 0.00 50.62

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-853.000	PHONE/COMM/INTERNET	50.62

VENDOR TOTAL: 50.62

WCAASSESSG 78234	WCA ASSESSING LLC 38110 N. EXECUTIVE #100 WESTLAND MI, 48185	08/26/2024 09/03/2024 / / 09/03/2024	81924 0.0000	GEN N N Y	ASSESSMENT SERVICES SEPT. 24	 28,346.00 0.00 28,346.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-257.000-801.000	CONTRACTUAL SERVICES	28,346.00

VENDOR TOTAL: 28,346.00

SUNOCOTO01 78337	WEX BANK P.O. BOX 6293 CAROL STREAM IL, 60197	08/28/2024 08/15/2024 / / 08/15/2024	98481009 0.0000	GEN N N N	TWP FUEL 06/24-07/23/24	 1,911.97 0.00 1,911.97
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-759.000	VEHICLE FUEL	668.65
590-527.000-759.000	VEHICLE FUEL	1,002.42
101-275.000-759.000	VEHICLE FUEL	240.90
		1,911.97

VENDOR TOTAL: 1,911.97

TOTAL - ALL VENDORS: 616,435.57

User: MarcyM

EXP CHECK RUN DATES 08/31/2024 - 08/31/2024

Item 5.

DB: Hamburg

UNJOURNALIZED OPEN

BANK CODE: GEN - CHECK TYPE: EFT

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
COSTCOWA01 78176	COSTCO WAREHOUSE 6700 WHITMORE LAKE RD BRIGHTON MI, 48116	08/19/2024 08/31/2024 / / 08/31/2024	420800003811 20240369 0.0000	GEN N N N	PD HOSES FOR FRONT OF BUILDING	39.94 0.00 39.94

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-930.002	HOSES	39.94	39.94

VENDOR TOTAL: 39.94

FLAGSTRBNK 78173	FLAGSTAR BANK, FSB CARDMEMBER SERVICES PO BOX 790408 SAINT LOUIS MO, 63179-0408	08/19/2024 08/31/2024 / / 08/31/2024	81224 0.0000	GEN N N Y	07/06-08/05/24	3,859.05 0.00 3,859.05
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-239.300	SENIOR CENTER ACTIVITY FUND	1,148.45
207-000.000-916.000	TRAINING	94.35
207-000.000-916.000	TRAINING	190.00
207-000.000-916.000	TRAINING	633.37
207-000.000-768.000	UNIFORMS/ACCESSORIES	416.00
101-201.000-955.000	SUNDRY	355.07
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	102.38
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	923.76
101-262.000-955.000	SUNDRY	462.19
206-000.000-930.003	MAINTENANCE FIRE HALL	145.98
207-000.000-916.000	TRAINING	(612.50)
		3,859.05

VENDOR TOTAL: 3,859.05

User: MarcyM

EXP CHECK RUN DATES 08/31/2024 - 08/31/2024

DB: Hamburg

UNJOURNALIZED OPEN

Item 5.

BANK CODE: GEN - CHECK TYPE: EFT

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
MIASOCCH01 78174	MICHIGAN ASSOCIATION OF CHIEFS OF POLICE 3474 ALAIEDON PKWY., SUITE 600 OKEMOS MI, 48864-3975	08/19/2024 08/31/2024 / / 08/31/2024	200013399 20240307 0.0000	GEN N N N	PD POLICE OFFICER JOB POSTING	100.00 0.00 100.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-967.000	JOB POSTING	100.00	100.00

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. %	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
MIASOCCH01 78175	MICHIGAN ASSOCIATION OF CHIEFS OF POLICE 3474 ALAIEDON PKWY., SUITE 600 OKEMOS MI, 48864-3975	08/19/2024 08/31/2024 / / 08/31/2024	200013427 20240342 0.0000	GEN N N N	FALL 2024 ACCREDITATION CONFERENCE N	250.00 0.00 250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
213-000.000-916.000	NISENBAUM	125.00	125.00
213-000.000-916.000	DUHAIME	125.00	125.00
		<u>250.00</u>	<u>250.00</u>

VENDOR TOTAL: 350.00

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. %	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
NATLTACTIC 78177	NATIONAL TACTICAL OFFICERS ASSOC. 7150 CAMPUS DRIVE, SUITE 215 COLORADO SPRINGS CO, 80920	08/19/2024 08/31/2024 / / 08/31/2024	72624 20240356 0.0000	GEN N N Y	ANNUAL MEMBERSHIP RENEWAL 2024 WALL	50.00 0.00 50.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-958.000	NTOA ANNUAL MEMBERSHIP RENEWAL-WALLACE	50.00	50.00

VENDOR TOTAL: 50.00

TOTAL - ALL VENDORS: 4,298.99

Item 5.

UNJOURNALIZED OPEN

BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
PLANTEMO01	PLANTE & MORAN, PLLC	08/19/2024	10294971	GEN	PROGRESS INV TOWNSHIP FINANCIAL STMT	
78178	16060 COLLECTIONS CENTER DR	08/21/2024		N		10,100.00
	CHICAGO IL, 60693	/ /	0.0000	N		0.00
		08/21/2024		N		10,100.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-954.000	AUDIT	2,008.50
207-000.000-801.000	CONTRACTUAL SERVICES	263.25
206-000.000-801.000	CONTRACTUAL SERVICES	243.75
204-000.000-801.000	CONTRACTUAL SERVICES	123.50
590-527.000-801.000	CONTRACTUAL SERVICES	611.00
101-275.000-954.000	AUDIT	3,975.00
590-527.000-801.000	CONTRACTUAL SERVICES	2,875.00
		<u>10,100.00</u>

VENDOR TOTAL: 10,100.00

TOTAL - ALL VENDORS: 10,100.00



10405 Merrill Road
P.O. Box 157
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(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

TOWNSHIP BOARD WORK-STUDY SESSION

Tuesday, August 20, 2024 at 4:00 PM
Hamburg Township Hall Board Room

MINUTES

CALL TO ORDER

The meeting was called to order at 4:00 pm.

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

PRESENT

- Pat Hohl
- Mike Dolan
- Chuck Menzies
- Cindy Michniewicz
- Jason Negri
- Patricia Hughes

ABSENT

- Bill Hahn

CALL TO THE PUBLIC

A call was made with no response.

CONSENT AGENDA

Motion by Menzies, Seconded by Dolan, to approve the consent agenda, as presented.

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

APPROVAL OF THE AGENDA

Motion by Hohl, Seconded by Negri, to approve the agenda, as presented.

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

UNFINISHED BUSINESS

None.

CURRENT BUSINESS

1. Blue Cross Blue Shield - Renewal Discussion
Discussion, no action taken.
2. Election Inspector Pay
Discussion, no action taken.
3. Proposed text amendments (PZTA24-0002) to Zoning Ordinance Article 3, Section 36-429, Elderly Cottage Housing Opportunity (ECHO) Planned Unit Development
Discussion, no action taken.
4. Administration Policy Update
Discussion, no action taken.
5. Huron River Flooding Discussion
Discussion, no action taken.
6. DPW Part Time On-Call Stipend Increase Recommendation
Discussion, no action taken.

CALL TO THE PUBLIC

A call was made with no response.

BOARD COMMENTS

None.

ADJOURNMENT

Motion by Negri, Seconded by Menzies, to adjourn the meeting.

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

The meeting was adjourned at 6:13 pm.

Respectfully submitted,



Jennifer Daniels
Recording Secretary



Mike Dolan
Township Clerk

DRAFT



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

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, August 20, 2024 at 7:00 PM
Hamburg Township Hall Board Room

MINUTES

CALL TO ORDER

The meeting was called to order at 7:00 pm.

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

PRESENT

- Pat Hohl
- Mike Dolan
- Chuck Menzies
- Cindy Michniewicz
- Jason Negri
- Patricia Hughes

ABSENT

- Bill Hahn

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, Menzies, Michniewicz, Negri, Hughes

1. 8-8-2024 2:30 Board of Trustees Meeting Minutes
2. Approved MUC Minutes - July 10, 2024
3. Public Safety Monthly Report July, 2024

- 4. DPW Monthly Report - July 2024
- 5. Bills List 08.20.24

APPROVAL OF THE AGENDA

Motion by Dolan, Seconded by Michniewicz, to approve the agenda with the addition of the KLAA Cross Country Championship Park Use Permit.

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

UNFINISHED BUSINESS

None.

CURRENT BUSINESS

- 6. DPW Part Time On-Call Stipend Increase Recommendation
Motion by Hohl, Seconded by Michniewicz, to approve the recommendation as outlined in the memo from Tony Randazzo to increase the daily stipend for part-time on-call DPW workers to \$50.00 per day, effective August 26, 2024 payroll.
Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Hughes
Voting Nay: Negri

- 7. Proposed text amendments (PZTA24-0002) to Zoning Ordinance Article 3, Section 36-429, Elderly Cottage Housing Opportunity (ECHO) Planned Unit Development
Motion by Negri, Seconded by Michniewicz, to approve the proposed Zoning amendment as presented in the packet.
Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri
Voting Nay: Hughes

- 8. Election Inspector Pay
Motion by Dolan, Seconded by Negri, to raise Regular Election Inspectors wages to \$15.00 per hour, \$18.00 per hour for Election Chairpersons and \$150 per diem for Receiving Board Members.
Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes

- 9. Board Room Audio Improvements
Motion by Hughes, Seconded by Menzies, to accept the audio improvement for the boardroom as documented by Tony Randazzo in his August 14, 2024, memo.
Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes

- 10. Huron River Tree Removal RFP
Motion by Negri, Seconded by Michniewicz, to accept the bid from Momentum Tree Experts and award the contract for Huron River tree trimming and removal services to them, with a budget of \$25,000.00 which also includes weed harvesting.

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

11. Finance Control Book April 2024

Motion by Negri, Seconded by Menzies, to receive, file and publish the Finance Control Book for the month of April 2024.

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

12. KLAA Cross Country Championship Park Use Permit

Motion by Dolan, seconded by Hohl, to approve the KLAA Cross Country Championship park use application for the event to be held on October 17, 2024, contingent upon all paperwork being submitted to the Clerk's office to their satisfaction, that a flat rate Park fee of \$500 is collected, that Public Safety fees be charged at cost, that the cost of port a john rentals, additional cleanings, and dumpsters be charged at cost, and the KLAA works directly with Public Safety & the Parks Coordinator to finalize the event.

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

CALL TO THE PUBLIC

A call was made with no response.

BOARD COMMENTS

The Board discussed the next work-study meeting and cottage house zoning.

ADJOURNMENT

Motion by Menzies, Seconded by Michniewicz, to adjourn the meeting.

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

The meeting was adjourned at 7:31 pm.

Respectfully submitted,



Jennifer Daniels
Recording Secretary



Mike Dolan
Township Clerk



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TO: Board of Trustees

FROM: Michelle DeLancey, Director of Accounting & HR

DATE: August 27, 2024

AGENDA ITEM TOPIC: Employee Handbook Changes

Number of Supporting Documents: **01**

Requested Action

- Motion to approve the Employee Handbook changes as presented.

0.00 DEFINITIONS

Christmas holidays: Mandatory time off with pay to be used annually between Christmas Eve Day and New Year’s Day.

Floating holiday: Time off with pay credited annually on January 1st to be preapproved by the employee’s Department Head and/or Supervisor. Must be used within the calendar year and any unused time will be forfeited on December 31st.

4.1 Holidays

All full-time employees shall be granted time off with pay on the following days, subject to the provisions below:

New Year’s Day	Independence Day	Christmas Eve Day
Martin Luther King Jr. Day	Labor Day	Christmas Day
Good Friday*	Thanksgiving Day	New Year’s Eve Day
Memorial Day	Day after Thanksgiving*	

Two (2) **floating Christmas holidays – Township, Senior Center, Building & Grounds, and Department of Public Works employees
Three (3) floating holidays – Public Safety **employees administrative staff**

*Applies to Public Safety and Department of Public Works employees.

** **Treasury will be open pursuant to Public Act 641 of 2002 (MCL 211.44(2)(b))**

The Township Hall, Senior Center and Building & Grounds will be closed Christmas Eve Day through New Year’s Day. Full-time employees will receive compensation for the holiday based on the number of hours regularly scheduled to work on that day, a maximum of ten (10).

Permanent part-time (non-seasonal) employees with an anniversary of five (5) years or more, and who worked at least an average of twenty (20) hours per week in the previous calendar year, will receive compensation at their regular rate of pay based on a maximum of eight (8) hours for full-day holidays that fall on their scheduled workday. Workdays that fall on a designated holiday will not be made up without prior Department Head approval.

Unless otherwise determined and approved by the Board, if a designated holiday falls on a Saturday, then the time off with pay shall be scheduled for the preceding workday. If a designated holiday falls on a Sunday, then the time off with pay shall be scheduled for the following workday.

See Section 3.5: Holiday Pay

3.7 On Call Pay

Department of Public Works **full-time** and Building and Grounds employees that are scheduled on-call shall be compensated at a rate of \$30.00 per day. The DPW Foreman will receive \$40.00 per day when called. **Part-time Department of Public Works employees that are scheduled on-call shall be compensated at a rate of \$50.00 per day.** This allowance covers mileage expenses as well as the inconvenience of being on call.



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TO: Board of Trustees

FROM: Michelle DeLancey, Director of Accounting & HR

DATE: August 26, 2024

AGENDA ITEM TOPIC: Supplemental Benefits Provider Proposal

Number of Supporting Documents: **00**

Requested Action

- Motion to approve the implementation of Advantage Group as the Townships sole supplemental benefits provider effective 10/1/2024.

Background

Director DeLancey, Coordinator Kraft, Supervisor Hohl, Treasurer Negri and Clerk Dolan have met with Advantage Group to discuss the key points of a sole supplemental benefits provider for township employees. Ed Walter from Advantage Group presented to the board and discussed the reasons for upgrading.

Reasons for the upgrade include guarantee issue products, portability, benefit increases, premium stability, claims support, billing support etc.



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TO: Board of Trustees

FROM: Michelle DeLancey, Director of Accounting & HR

DATE: August 29, 2024

AGENDA ITEM TOPIC: Accounting department bonuses

Number of Supporting Documents: **00**

Requested Action

- Motion to approve bonuses in the amount of \$4,000 for Marcy Miller and \$14,000 for Michelle DeLancey, processed on Monday, September 9th, 2024.



HAMBURG TOWNSHIP, MICHIGAN



PACE PROGRAM REPORT

This Lean & Green Michigan™ PACE Program Report contains the information required by Section 9 of Michigan Public Act No. 270 of 2010, as amended (“PACE Statute”). Additional information is available from Hamburg Township. The PACE Program and PACE Program Report were approved by the Township Board on [DATE], subsequent to a public hearing held on [DATE].

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INTRODUCTION

Michigan Public Act No. 270 of 2010, as amended (the “PACE Statute”) authorizes local units of government to adopt Property Assessed Clean Energy (“PACE”) programs to promote the installation of renewable energy systems, energy efficiency improvements, water usage improvements, and environmental hazard projects by owners of commercial or industrial property within a district designated by the local unit of government.

In order to encourage economic development, improve property valuation, increase employment, reduce energy costs, reduce greenhouse gas emissions and contribute to the public health and welfare in Hamburg Township, the Hamburg Township Board established the Hamburg Township Property Assessed Clean Energy Program and PACE district pursuant to the PACE Statute by joining Lean & Green Michigan™ (the “PACE Program” or “Program”). The PACE Program has identified specific sources of commercial funding to finance PACE Projects within the Hamburg Township PACE district, which is coterminous with Hamburg Township’s jurisdictional boundaries.

The purpose of this PACE Program Report is to fulfill the requirements of the PACE Statute. Section 9 of the PACE Statute requires a report that includes: a form of contract between Hamburg Township and the record owner; identification of an official authorized to enter into program contracts on behalf of Hamburg Township ; a maximum aggregate amount for financing provided by Hamburg Township under the program; an application process and eligibility requirements; methods for determining repayment periods, the maximum amount of assessment, and interest rates on assessment installments; an explanation of how assessments will be made and collected; a plan for raising capital; procedures to determine information regarding reserve funds and fees of the program; a requirement that the term of the assessment not exceed the useful life of the project; a requirement of an appropriate ratio of the amount All assessment to the assessed value of the property; requirement of consent from the mortgage holder; provisions for marketing and participant education; provisions for adequate debt service reserve fund; quality assurance and antifraud measures; and a requirement for baseline energy audit or energy modeling, ongoing savings measurements and performance guarantees for retrofit projects over \$250,000 in assessments unless waived by the property owner; for new construction energy projects, a requirement that the building or other structure exceed applicable requirements of the Michigan uniform energy code.

As many of the details of a PACE transaction are determined on a project-specific basis, adjustments to the model contract may be required to fit a particular transaction. Additionally, there are several blanks left in the model contract that should be filled in when the corresponding information is known.

Lean & Green Michigan, LLC (“LAGM”) developed a collaborative approach to PACE programs for local units of government by standardizing the administrative and legal process under which PACE programs are created and managed. Many local units of government throughout the state have joined or are in the process of joining the Lean & Green Michigan™ PACE program. This approach creates one efficient statewide market, allowing property owners, lenders and contractors to utilize a standardized process as they employ PACE financing in multiple jurisdictions throughout the state.

HAMBURG TOWNSHIP PROGRAM REPORT

1. Form of PACE Contract

A form of model PACE Special Assessment Agreement is attached as **Appendix A**. Individual property owners may negotiate project-specific terms to be included in an actual agreement based upon the specific renewable energy systems, energy efficiency improvements, water usage improvement, and environmental hazard projects to be financed through the individual agreement, subject to the limitations set forth herein.

2. Authorized Official/PACE Administrator

The [AUTHORIZED OFFICIAL TITLE] or his/her designee, (the “Authorized Official”) is authorized to enter into PACE Contracts or PACE Special Assessment Agreements on behalf of Hamburg Township in consultation with LAGM. The Authorized Official is further authorized to sign any agreement, documents or certificates necessary to facilitate the participation of property owners and to facilitate the purposes hereunder.

In joining Lean & Green Michigan™, Hamburg Township agrees to have LAGM act as PACE administrator and manage Hamburg Township’s PACE Program. LAGM is authorized to negotiate with credit providers and PACE project participants to facilitate the use of the PACE Program and to assist PACE project applicants in obtaining financing.

3. Financing Parameters

In establishing its PACE district, Hamburg Township intends for Projects to be funded through owner-arranged private financing. The maximum aggregate annual amount of financing provided by Hamburg Township shall be zero dollars. The maximum aggregate dollar amount for financing provided by Hamburg Township may be adjusted and/or amended on an annual basis or more frequently by the Hamburg Township Board and will remain at zero dollars unless and until it is changed.

Hamburg Township shall not provide any financing for Projects under Hamburg Township's PACE Program. Hamburg Township's PACE Program shall be solely funded through owner-arranged financing from commercial lenders, as allowed under Act 270, Section 9(1)(g)(iii). Owner-arranged financing from commercial lenders is not included under the maximum aggregate annual dollar amount for financing provided by Hamburg Township under the Program. There is no limit on the maximum aggregate annual amount of financing provided by private commercial lenders under the program. The dollar amount for financing of a particular Project will be established by the property owner seeking to implement and the commercial lender seeking to finance the implementation of renewable energy systems, energy efficiency improvements, water usage improvements, and environmental hazard projects as approved by LAGM and the Authorized Official.

4. Application Process/Eligibility Requirements

Application Process:

The application process for financing projects under the Program shall be that of LAGM. The current application form is attached as **SAA Appendix F**. This form may be changed or amended as necessary by LAGM.

Eligibility Requirements:

The eligibility requirements for financing projects under the Program shall be those of LAGM. Eligibility requirements may be changed or amended as necessary by LAGM. The current list of eligibility requirements is attached as **SAA Appendix A**.

5. Financing Terms of Assessments

The interest rate for PACE special assessment installments supplied by commercial lenders shall be negotiated by the parties based on current market conditions.

The maximum allowable repayment period of a PACE special assessment must be included in the PACE Special Assessment Agreement and will be determined on a project-specific basis and shall not exceed the lesser of the useful life of the Project financed by the assessment or 25 years.

The maximum dollar amount of a PACE special assessment shall be negotiated on a project-specific basis between the property owner and the entity providing the financing based upon the specific renewable energy systems, energy efficiency improvements, and environmental hazard projects included in the individual PACE Special Assessment Agreement.

6. Assessment Collection Process

Within the parameters set forth herein, the Authorized Official will authorize one or more commercial lenders to provide financing to defray all or part of the cost of the Project, by special assessment upon the Special Assessment Parcel, which the Authorized Official will find is especially benefited in proportion to the costs of the renewable energy systems, energy efficiency improvements, water usage improvement, or environmental hazard projects.

The Special Assessment Roll, attached as **SAA Appendix C**, will be spread by the Authorized Official, or appropriate official, on behalf of Hamburg Township and without objection by the property owner to allocate one hundred percent (100%) of the PACE special assessment levy created hereby to the Special Assessment Parcel.

The PACE special assessment, as allocated by the Authorized Official, or appropriate official, on behalf of Hamburg Township without objection by the property owner, will be finally established against the property and the Project to be constructed on the Special Assessment Parcel. The PACE special assessment will be effective immediately upon the execution and

delivery of the PACE Special Assessment Agreement by the property owner. The PACE special assessment may be paid in annual or semi-annual installments pursuant to Section 13(2) of the PACE Statute. The Authorized Official, on behalf of Hamburg Township, will confirm the Special Assessment Roll.

The Livingston County Delinquent Tax Revolving Fund (“DTRF”) shall not be used to advance, satisfy, or pay any delinquent installment of the PACE special assessment, and no Township or County funds will be used to repay any PACE special assessment placed under this program. The commercial lender will waive any claim to be able to seek payment from Hamburg Township or Livingston County through the DTRF in the PACE Special Assessment Agreement.

7. Financing Program

LAGM has developed and will continue to develop an active roster of financial institutions, institutional investors and other sources of private capital available to finance PACE projects in Michigan. By participating in LAGM, Hamburg Township helps its constituent property owners gain access to private capital made available through the statewide program. Hamburg Township authorizes the use of owner-arranged financing from commercial lenders to finance qualified Projects under the Program.

8. Reserve Fund

By participating in the Lean & Green Michigan™ program, Hamburg Township assists its constituent property owners in taking advantage of any and all appropriate loan loss reserve and gap financing programs of the Michigan Economic Development Corporation (“MEDC”) and other federal and state entities. Such financing mechanisms can be used to finance a reserve fund if deemed necessary and appropriate by Hamburg Township.

9. Fee Schedule

Application, administration and program fees for record owners shall be those of LAGM. Administration and program fees will be determined on a project-specific basis and will depend on the size, nature and complexity of the project(s) and financing mechanism(s) involved. A copy of the current LAGM administration and program fees is published by LAGM in its PACE Program Manual available upon request and at LAGM’s website, www.leanandgreenmi.com.

10. Useful Life

The maximum length of time allowable for repayment of a PACE assessment shall not exceed the lesser of the useful life of the Project paid for by the assessment or 25 years and will be determined on a project-specific basis by LAGM. Projects involving multiple energy efficiency improvements, renewable energy systems, or environmental hazard improvements may aggregate the useful life of each improvement to determine an overall useful life figure for financing purposes. In aggregating the improvements, the property owner must appropriately weigh each improvement’s dollar cost.

11. Property Eligibility Parameters

The ratio of the amount of the assessment to the market value of the property must be appropriate and shall be set forth in the PACE Special Assessment Agreement for each project. Additionally, the overall indebtedness on the property must be appropriate. In calculating the appropriate ratios, the property owner and the lender providing the financing may determine the market value of the property using either: 1) the market value of the property before the Project as agreed to by the property owner and the lender providing the financing using a proper measure such as a recent appraisal or two times the State Equalized Value; or 2) the market value of the property upon completion of the Project as agreed to by the property owner and the lender providing the financing using a proper measure such as an appraisal of the “as completed” value of the property.

In calculating the appropriate ratio of the amount of the assessment to the market value of the property, the cost of the Project (excluding closing costs and interest) shall generally not exceed 25% of the market value of the property.

In calculating the appropriate ratio of total indebtedness on the property to the market value of the property, prior debt secured by the property plus the PACE loan shall generally not exceed 90% of the market value of the property.

LAGM and the Authorized Official may permit projects that exceed these values for reasonable cause on a case-by-case basis, and in such cases must include a letter of explanation as an addendum to the Special Assessment Agreement.

12. Mortgage Consent Requirement

If a property is subject to a mortgage the record owner must obtain written consent from the mortgagee to participate in the Program. Proof of lender consent must be submitted before a Special Assessment Agreement may be executed. A form of lender consent to participate in a PACE Program is attached as **SAA Appendix H**.

13. Marketing Program

LAGM has developed an ongoing marketing and participant education program. By joining Lean & Green Michigan™, Hamburg Township gains access to this program and agrees to partner with LAGM in educating property owners in Hamburg Township about opportunities to save energy, save money and improve their property values. Hamburg Township authorizes the use of the Hamburg Township’s logo by LAGM to be incorporated into the LAGM website and other communication vehicles. More information regarding the Program can be obtained at LAGM’s website: www.leanandgreenmi.com; or at Hamburg Township’s website at www.Hamburgtwpmi.gov.

14. Quality Assurance and Antifraud Measures

LAGM includes the following quality assurance and antifraud measures:

- Business integrity review on clean energy contractors conducted by Michigan Saves;
- Background check process on clean energy contractors conducted by Michigan Saves; and
- Other general due diligence as may be necessary or required.

15. Energy Audit or Energy Modeling Requirement

As set forth in the PACE Program Application, a baseline energy audit or energy modeling must be completed before a Project is approved. Each contract should provide adequate funding for monitoring and verification of energy savings throughout the life of the special assessment.

16. Savings-to-Investment Ratio and Savings Guarantee Requirements

Unless waived by the record owner, Projects financed with more than \$250,000 require ongoing measurements to establish energy savings and a guarantee from the contractor that the energy project will achieve a savings to investment ratio greater than one.

This requirement may be waived by the record owner, and is not applicable to a new construction energy project.

17. Amendments to the Program

A public hearing shall not be required to amend this Program. LAGM may amend the Hamburg Township PACE program as necessary from time to time, in consultation with the Township and upon approval of the Hamburg Township Board of any such amendment.

APPENDIX A
SPECIAL ASSESSMENT AGREEMENT

SPACE ABOVE FOR RECORDING PURPOSES

PACE SPECIAL ASSESSMENT AGREEMENT
(OWNER-ARRANGED FINANCING)

by and among

HAMBURG TOWNSHIP, MICHIGAN

and

PROPERTY OWNER

and

PACE LENDER

Dated: _____

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APPENDIX:

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- APPENDIX B: SPECIAL ASSESSMENT PARCEL DESCRIPTION
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- APPENDIX G: FORM OF CERTIFICATE OF ASSIGNMENT
- APPENDIX H: FORM OF LENDER CONSENT
- APPENDIX I: FORM OF WAIVER OF SIR AND SAVINGS GUARANTEE

PACE SPECIAL ASSESSMENT AGREEMENT
(OWNER-ARRANGED FINANCING)

THIS PACE SPECIAL ASSESSMENT AGREEMENT (this “Agreement”) is made this [DATE] among Hamburg Township, a Michigan municipal corporation (the “Township”), whose address is Hamburg Township Hall, 10405 Merrill Road, Hamburg, Michigan 48189, [PROPERTY OWNER], a Michigan limited liability company (the “Property Owner”), whose address is [ADDRESS], and [PACE LENDER], a Michigan limited liability company (the “Lender”), whose address is [ADDRESS].

RECITALS:

A. Pursuant to the PACE Statute and a resolution adopted by Hamburg Township Board on [DATE], the Township has established the PACE Program as described in the PACE Program Report and has created the Special Assessment District under the PACE Program for the purpose, *inter alia*, of assisting a record owner of property within the Special Assessment District in obtaining Owner-Arranged Financing from a commercial lender to defray the costs of one or more Project(s) on the property.

B. Under the PACE Statute, the Township is authorized, pursuant to an agreement with the record owner of property within the Special Assessment District, to impose a special assessment on the property to be benefitted by the Project in order to secure and provide for the repayment of the Owner-Arranged Financing.

C. The Property Owner desires to undertake a certain Project on commercial, industrial, or agricultural property of the Property Owner located within the Special Assessment District, as described herein, and has obtained a commitment from the Lender to make the Loan to the Property Owner to defray its cost.

D. In order to induce the Lender to make the Loan to the Property Owner, the Property Owner has requested that the Township enter into this Agreement to impose a special assessment on the property to be benefitted by the Projects, in accordance with the PACE Statute, which special assessment will secure and provide for repayment of the Loan from the Lender.

E. Pursuant to the PACE Statute and the PACE Program, the Township is authorized to enter into this Agreement.

In consideration of the foregoing and the mutual covenants contained in this Agreement, the Township, the Property Owner and the Lender agree that:

**ARTICLE I
DEFINITIONS**

Section 1.01 Definitions. Capitalized terms used in this Agreement and Recitals shall have the meanings stated in the PACE Statute and as stated immediately below, except to the extent the context in which they are used requires otherwise:

(a) “**Agreement**” means this PACE Special Assessment Agreement as same may be amended and/or restated.

(b) “**Applicable Interest Rate**” means the per annum rate of interest specified in the Loan Documents at which the Special Assessment Roll bears interest as calculated by the Lender in accordance with the provisions of Section 4.01 of this Agreement.

(c) “**Authorized Official**” means the [AUTHORIZED OFFICIAL TITLE], or his/her designee, who is authorized to exercise the authority of an Authorized Official under the terms of the PACE Program Report.

(d) “**Default Rate**” means the rates dictated for cities by the Michigan General Property Tax Act of 1893 as amended (MCL 211.78a and 211.78g).

(e) “**Energy Efficiency Improvement**” means the acquisition, installation, replacement, or modification of equipment, devices, or materials intended to decrease energy consumption, including, but not limited to, all of the following: insulation in walls, roofs, floors, foundations, or heating and cooling distribution systems; storm windows and doors; multi-glazed windows and doors; heat-absorbing or heat-reflective glazed and coated window and door systems; and additional glazing, reductions in glass area, and other window and door system modifications that reduce energy consumption; automated energy control systems; heating, ventilating, or air-conditioning and distribution system modifications or replacements; caulking, weather-stripping, and air sealing; replacement or modification of lighting fixtures to reduce the energy use of the lighting system; energy recovery systems; day lighting systems; installation or upgrade of electrical wiring or outlets to charge a motor vehicle that is fully or partially powered by electricity; measures to reduce the usage of water or increase the efficiency of water usage; and any other installation or modification of equipment, devices, or materials approved as a utility cost-savings measure by the Hamburg Township Board.

(f) “**Energy Project**” means any of the following: an Energy Efficiency Improvement; or the acquisition, installation, replacement or modification of a Renewable Energy System or anaerobic digester.

(g) “**Event of Default**” has the meaning set forth in Section 7.01 hereof.

(h) “**Environmental Hazard Project**” means the acquisition, installation, replacement, or modification of equipment, devices, or materials intended to address environmental hazards, including, but not limited to, measures to do any of the following:

mitigate lead, heavy metal, or PFAS contamination in potable water systems; mitigate the effects of floods or drought; increase the resistance of property against severe weather; mitigate lead paint contamination.

(i) **“Force Majeure”** means unforeseeable events beyond a party’s reasonable control and without such party’s failure or negligence including, but not limited to, acts of God, acts of public or national enemy, acts of the federal government, fire, flood, epidemic, quarantine restrictions, strikes and embargoes, labor disturbances, the unavailability of raw materials, and delays of contractors due to such causes, but only if the party seeking to claim Force Majeure takes reasonable actions necessary to avoid delays caused thereby.

(j) **“General Property Tax Act”** means the General Property Tax Act, Act 206, Public Acts of Michigan, 1893, as amended.

(k) **“Improvements”** means the renewable energy systems, energy efficiency improvements, water usage improvements, and environmental hazard projects being undertaken by the Property Owner on the Special Assessment Parcel as described in **Appendix E** attached hereto.

(l) **“LAGM”** shall mean Lean & Green Michigan, LLC, a Michigan limited liability company.

(m) **“Lean & Green Michigan™”** means a statewide property assessed clean energy program open to all local units of government operated as a public-private partnership by LAGM in order to facilitate property assessed clean energy program-financed transactions.

(n) **“Lender”** has the meaning set forth in the preamble.

(o) **“Loan”** means the loan obtained by the Property Owner from the Lender pursuant to Owner-Arranged Financing to defray a portion of the cost of the Improvements under the terms of the Loan Documents.

(p) **“Loan Documents”** means the Loan Agreement, dated as of [DATE], between the Property Owner and the Lender and any and all exhibits or attachments thereto, including any documents amending, restating, replacing, extending or otherwise modifying the Loan Agreement and all documents provided to the Lender from time to time by the Property Owner to evidence or secure the Loan as required pursuant to the terms of the Loan Agreement.

(q) **“Owner-Arranged Financing”** means the process by which a property owner secures financing for improvements to its property that does not involve bonds or any other form of funding provided by the Township.

(r) **“PACE Program”** shall mean the property assessed clean energy program implemented by the Township pursuant to the PACE Statute and the PACE Program Report to stimulate renewable energy systems, energy efficiency improvements, water usage improvement, and environmental hazard projects in conformity with the PACE Statute.

(s) “**PACE Program Report**” means the Lean & Green Michigan™ PACE Program Report approved by the Hamburg Township Board on [DATE], including any amendments or changes thereto made before the date of this Agreement.

(t) “**PACE Statute**” means Act 270 of the Michigan Public Acts of 2010, as amended, commonly referred to as the Property Assessed Clean Energy Act, MCL 460.931 et seq.

(u) “**Payment Schedule**” has the meaning set forth in Section 4.01 hereof.

(v) “**Project**” means an Environmental Hazard Project or Energy Project.

(w) “**Property Owner**” has the meaning set forth in the preamble.

(x) “**Renewable Energy System**” means a fixture, product, device, or interacting group of fixtures, products, or devices on the customer’s side of the meter that use one (1) or more renewable energy resources to generate electricity, gas, or other power. Renewable Energy System includes a biomass stove but does not include an incinerator or digester.

(y) “**Special Assessment**” means the money obligation created pursuant to this Agreement with respect to the Special Assessment Parcel used to defray the cost of the Improvements and which shall, together with all interest, charges and penalties which may accrue thereon, be a lien upon the Special Assessment Parcel of the same priority and status as other property tax liens and other assessment liens as provided in the PACE Statute until such amounts have been paid in full.

(z) “**Special Assessment District**” means the Special Assessment District established as part of the PACE Program pursuant to the PACE Statute.

(aa) “**Special Assessment Parcel**” means the property located in the Special Assessment District to which one hundred percent (100%) of the Special Assessment has been spread by the Township and which is more particularly described on the attached **Appendix B**.

(bb) “**Special Assessment Roll**” has the meaning set forth in Section 4.01 hereof.

**ARTICLE II
DESCRIPTION OF IMPROVEMENTS**

Section 2.01 Description of Improvements. The Improvements to be acquired, constructed, installed and financed by the Property Owner under the PACE Program are described in **Appendix E** attached hereto. If after project approval, the Property Owner seeks to undertake additional Improvements, **Appendix E** may be amended or supplemented from time to time. Such additional Improvements must meet all the eligibility criteria of the PACE Program and the PACE Program Report and may be added to the original application as a modification, or submitted as a new project, at the discretion of LAGM and the Authorized Official.

**ARTICLE III
COVENANTS OF THE PROPERTY OWNER**

Section 3.01 Acquisition, Construction and Installation of Improvements.

(a) The Property Owner covenants and agrees to acquire, construct and install the Improvements as described in **Appendix E** on the Special Assessment Parcel described on **Appendix B** in full conformity with all applicable laws and regulations and in compliance with the PACE Program eligibility requirements set forth in **Appendix A**. If the proceeds of the Loan are not sufficient to pay the costs of the Improvements as aforesaid, the Property Owner agrees to complete the Improvements and to pay that portion of the costs of the Improvements in excess of the amount of the Loan. The Property Owner acknowledges and agrees that the Township makes no representation, either express or implied, that the proceeds of the Loan will be sufficient to pay the total costs of the Improvements, and the Property Owner agrees that if, after exhaustion of the proceeds of the Loan, the Property Owner shall be required to pay any portion of the costs of the Improvements from its own funds, the Property Owner shall not be entitled to any reimbursement therefore from the Township or from the Lender, nor shall the Property Owner be entitled to any abatement or diminution of the amount of the Special Assessment created by this Agreement or of any interest, charges or penalties which may accrue thereon.

(b) To provide for monitoring and verification of the Project, the Property Owner has created an Energy Star Portfolio Manager account and has linked this account to the LAGM Energy Star Portfolio Manager account. The Property Owner has entered all electricity bills for the Special Assessment Parcel for the year (12 consecutive months) immediately preceding the installation of the Project. The Property Owner further agrees to enter its electricity bills for the duration of the Agreement on an annual basis. Annual electricity bills for the Special Assessment Parcel will be entered into the Property Owner’s Energy Star Portfolio Manager account by January 31 of each year after the year for which the electricity bills are to be entered.

**ARTICLE IV
PACE SPECIAL ASSESSMENT**

Section 4.01 PACE Special Assessment Created.

(a) At the request of the Property Owner, the Township hereby determines to assist the Property Owner in obtaining the Loan to defray a portion of the cost of the Improvements on the Special Assessment Parcel by the levy of the Special Assessment upon the Special Assessment Parcel, which the Authorized Official on behalf of the Township finds is especially benefited in proportion to the cost of the Improvements. The Special Assessment created hereby has been spread by the Authorized Official on behalf of the Township on the Special Assessment Roll attached hereto as **Appendix C** (the “Special Assessment Roll”), with the consent of the Property Owner, to allocate one hundred percent (100%) of the Special Assessment to the Special Assessment Parcel.

(b) The Special Assessment, as allocated by the Authorized Official with the consent of the Property Owner, is hereby finally established and levied against the Special Assessment Parcel as described on the attached **Appendix B** in the principal amount of [LOAN AMOUNT] as stated on the Special Assessment Roll. The Special Assessment is effective immediately upon the execution and delivery of this Agreement by the Property Owner. The Special Assessment shall be paid by the Property Owner in [NUMBER] semi-annual installments on the dates and in the amounts set forth in the payment schedule attached hereto as **Appendix D** (the "Payment Schedule"). The Special Assessment Roll and the Payment Schedule are hereby confirmed by the Authorized Official on behalf of the Township. The unpaid amount of the Special Assessment Roll shall bear interest from the date of execution and delivery of this Agreement at the Applicable Interest Rate, as calculated by the Lender in accordance with the terms of the Loan Documents, payable by the Property Owner semi-annually on each date on which any installment of the Special Assessment is due in accordance with the Payment Schedule. Notwithstanding the foregoing, (i) if any installment of the Special Assessment or any interest due and payable on the Special Assessment Roll is not paid by the Property Owner when and as the same shall become due and payable in accordance with the provisions of this Section 4.01 or (ii) any "event of default" under the Loan Documents has occurred and is continuing, the unpaid amount of the Special Assessment Roll shall bear interest at the Default Rate as calculated by the Lender in accordance with the terms of the Loan Documents, for as long as such amounts remain unpaid or for so long as such "event of default" under the Loan Documents exists and is continuing. The Township, the Property Owner and the Lender agree that the Lender shall be solely responsible for the determination from time to time of the Applicable Interest Rate and the Default Rate and the amount of interest due and payable by the Property Owner on the Special Assessment Roll on each day on which interest thereon is due and payable as provided in this Agreement, and the Lender's determination thereof shall be binding on the Property Owner absent manifest error. The Property Owner and the Lender agree that the Township shall under no circumstance have any obligation to determine the Applicable Interest Rate or the Default Rate or to calculate the amount of any interest payment due on the Special Assessment Roll as provided in this Agreement, and the Township may conclusively rely upon the Lender's determinations thereof for the purpose of exercising and discharging all of the Township's rights and obligations under this Agreement. The Lender agrees to provide, or cause to be provided, notice to the Property Owner and the Township of the determinations of the Applicable Interest Rate and the Default Rate, as applicable, pursuant to this Section 4.01(b) at such times, and from time to time, as the Property Owner or the Township may request.

Section 4.02 Assignment of Special Assessment Payments to Lender. At the request of the Property Owner and the Lender, and pursuant to Section 9(g)(iii) of the PACE Statute, the Township hereby irrevocably assigns to the Lender its right to receive all installments of the Special Assessment required to be paid by the Property Owner pursuant to this Agreement, whether in accordance with the Payment Schedule or upon prepayment of the Special Assessment in whole or in part in accordance with Section 4.06 of this Agreement, together with all payments of interest due and payable on the Special Assessment Roll at the Applicable Interest Rate or the Default Rate, as the case may be, as provided in Section 4.01(b) of this Agreement. In pursuance of the foregoing, the Township, the Property Owner and the Lender agree that, except as provided in Section 4.05 of this Agreement, (i) all installments of the Special Assessment, whether payable in accordance with the Payment Schedule or upon

prepayment of the Special Assessment in whole or in part in accordance with Section 4.06 of this Agreement, together with all payments of interest due and payable upon the Special Assessment Roll at the Applicable Interest Rate or the Default Rate, as the case may be, shall be paid by the Property Owner directly to the Lender when due at such address in the United States as may be designated by the Lender in writing to the Property Owner and the Township; (ii) the Township shall have no obligation or duty to include any installments of the Special Assessment on any tax bill issued by the Township or to bill, collect or remit to the Lender any installments of the Special Assessment or any interest due and payable upon the Special Assessment Roll; and (iii) absent receipt by the Township of written notice from the Lender of a payment default in accordance with Section 4.05 hereof, the Township shall be entitled to conclusively presume that all installments of the Special Assessment and all payments of interest due and payable on the Special Assessment Roll have been made by the Property Owner to the Lender when due as required by the terms of this Agreement.

Section 4.03 Property Owner’s Consent to Special Assessment; Waiver.

(a) The Property Owner hereby irrevocably consents to and confirms the creation of the Special Assessment Roll and the levy of the Special Assessment established pursuant to this Agreement and EXPRESSLY WAIVES ANY AND ALL CLAIMS CHALLENGING AND DEFENSES TO, THE LEGALITY, VALIDITY, ENFORCEABILITY OR COLLECTABILITY OF THE SPECIAL ASSESSMENT, including, but not limited to, claims arising from, relating to or otherwise based upon any theory of procedural defect concerning the approval of the Improvements, the establishment of the Special Assessment District, confirmation of the Special Assessment Roll and the Payment Schedule, the Township’s right to place the Special Assessment lien on the Special Assessment Parcel, the collectability and due dates of the Special Assessment installments and interest due and payable on the Special Assessment Roll, or any other theory or claim. The Property Owner further waives notice of hearing and the right to file objections if and to the extent such rights exist under any special assessment ordinance of the Township.

(b) Following the signing of this Agreement, no suit or action of any kind shall be instituted or maintained for the purpose of contesting or enjoining the collection of the Special Assessment, and the Property Owner, for itself and its successors in interest, lessees, purchasers, and assigns with respect to all or any part of the Special Assessment Parcel, hereby irrevocably waives its rights to contest the Special Assessment with any adjudicative body having jurisdiction over the subject matter, including, but not limited to, the Michigan Tax Tribunal.

(c) In addition to any conditions, covenants, warranties and representations specified in the Loan Documents, the Property Owner shall not sell, transfer, alienate or convey any of its interest in the Special Assessment Parcel without first having given written notice of the Special Assessment to any successors in interest, lessees, purchasers or assigns and having made a copy of this Agreement part of any purchase contract, sale contract, lease agreement, deed or any other conveyancing instrument by which the Property Owner purports to assign all or any part of its interest in the Special Assessment Parcel to any successors in interest, lessees, purchasers, transferees, licensees and assigns. This Agreement shall be recorded against the real property

constituting the Special Assessment Parcel by the PACE lender with the Register of Deeds of Livingston County, State of Michigan.

(d) The Property Owner agrees that it, its successors and assigns shall, during the term of this Agreement and the Special Assessment, pay all ad valorem real property taxes and assessments levied against the Special Assessment Parcel when due and the Property Owner specifically waives, irrevocably for itself, its successors and assigns as to any and all portions of the Special Assessment Parcel, the right to pay ad valorem real property taxes and assessments on any other installment method which may be available to property owners in the Township.

(e) The Township agrees that following (i) payment by the Property Owner in full of the Special Assessment, together with all accrued interest on the Special Assessment Roll, and all other interest, charges and penalties which may accrue thereon, and (ii) receipt by the Township of written acknowledgment from the Lender that the Special Assessment, together with all accrued interest on the Special Assessment Roll, has been paid to the Lender in full, it will promptly execute and deliver documentation discharging the lien of the Special Assessment on the Special Assessment Parcel. Until the Special Assessment liability has been fully satisfied and the lien discharged, each purchaser of all or any part of the Special Assessment Parcel, as a condition of closing on such purchase, shall execute and deliver to the Township a written notice: (i) acknowledging the principal amount unpaid and outstanding on the Special Assessment; (ii) agreeing to the assumption of the liability to pay the Special Assessment, and any interest thereon, on a timely basis, when due, until the remaining balance and interest on said Special Assessment has been paid in full; (iii) acknowledging that the title insurance policy will state that the Special Assessment has not been paid at time of closing thereon; and (iv) agreeing to pay to the Lender at or prior to the close of the purchase all past due installments of the Special Assessment and all past due payments of interest on the Special Assessment Roll. The representations set forth in such written notice shall be enforceable at law and in equity, including without limitation, by way of specific performance.

Section 4.04 Lien. The Special Assessment is an obligation with respect to the Special Assessment Parcel, and shall, until paid, be a lien upon the Special Assessment Parcel for the amount of the Special Assessment and all interest, charges and penalties that may accrue thereon. Such lien shall be of the same character and effect as liens created pursuant to the ordinances of the Township for County taxes and shall be treated as such with respect to procedures for collection as set forth in the General Property Tax Act and the ordinances of the Township, including accrued interest, charges and penalties. The Special Assessment confirmed hereby is a debt to the Township from the Property Owner and its successors in interest, lessees, purchasers and assigns. The right of the Township to receive all installments of the Special Assessment required to be paid by the Property Owner pursuant to this Agreement, together with all payments of interest due and payable on the Special Assessment Roll at the Applicable Interest Rate or the Default Rate, as the case may be, as provided in Section 4.01, has been irrevocably assigned by the Township to the Lender in accordance with the provisions of Section 4.02 of this Agreement. No judgment or decree shall destroy or impair any lien of the Township upon the premises assessed for such amount of the Special Assessment as may have been equitably or lawfully charged and assessed thereon. Failure of the Property Owner or any subsequent property owner to receive any notice required to be sent under the provisions of the ordinances of

the Township or this Agreement shall not invalidate the Special Assessment or the Special Assessment Roll and shall not be a jurisdictional requirement.

Section 4.05 Payment Default.

(a) If any installment of the Special Assessment or interest due on the Special Assessment Roll shall not have been paid by the Property Owner to the Lender, as assignee of the Township, at the time and in the amount required by Section 4.01 hereof (a "Payment Default"), the Lender shall, within thirty (30) days following the date such sums were due and payable (the "Payment Default Date"), deliver written notice to the Township stating all of the following: (i) that a Payment Default has occurred under this Agreement; (ii) the Payment Default Date; (iii) the amount of the Special Assessment that was due and payable as of the Payment Default Date and which remains unpaid and the amount of interest on the Special Assessment Roll that was due and payable as of the Payment Default Date and which remains unpaid (collectively, the "Payment Default Amount"); and (iv) an attestation by an authorized officer of the Lender that the statements contained in the foregoing notice are true, correct and complete as of the date of such notice. Upon receipt of such notice from the Lender, the Township shall take such actions as may be required to cause the Payment Default Amount to be certified for collection on the summer or winter tax bill next succeeding the Payment Default Date, and such Payment Default Amount shall be collected at the same time and in the same manner as is prescribed for the collection of the Township taxes under the General Property Tax Act and the ordinances of the Township. The Township may assess a fee for delinquent taxes, interest, penalties, and fees as provided under General Property Tax Act Section 211.78. Notwithstanding the foregoing provisions of this Section 4.05(a), if the Township shall determine that the notice of the Lender described in this Section 4.05(a) was not received by the Township in sufficient time to permit the Payment Default Amount to be placed for collection on the summer or winter tax bill next succeeding the Payment Default Date, such Payment Default Amount shall be certified for collection on the next summer or winter tax bill issued thereafter. The Township shall be entitled to conclusively rely upon any notice of the Lender delivered pursuant to this Section 4.05(a) as to the existence of a Payment Default and as to the Payment Default Amount, and shall not be liable to the Property Owner or to any other person for any action taken by the Township pursuant to the terms of this Agreement or otherwise in reliance upon the information contained in such notice. Absent receipt by the Township of written notice from the Lender of a Payment Default in accordance with this Section 4.05(a), the Township shall be entitled to presume conclusively that all installments of the Special Assessment and all payments of interest due and payable on the Special Assessment Roll have been made by the Property Owner to the Lender when due as required by the terms of this Agreement, and the Township shall have no obligation or duty to include any installments of the Special Assessment on any tax bill issued by the Township or to bill, collect or remit to the Lender any installments of the Special Assessment or any interest due and payable upon the Special Assessment Roll.

(b) The Township hereby agrees that, pursuant to the assignment set forth in Section 4.04, it will cause to be paid over to the Lender all amounts received by the Township from the Township Treasurer as collections of any Payment Default Amount within forty-five (45) days of the date such sums are received by the Township from the Township Treasurer. The parties hereto expressly acknowledge and agree that in no event shall the Township advance to the

Lender the amount of any unpaid Payment Default Amount, and the Township shall be obligated to pay over to the Lender only such sums as are actually received by the Township Treasurer as collections of any Payment Default Amount.

(c) In the event that any interest, penalties, fees or other charges shall be imposed upon the Special Assessment Parcel or against the Special Assessment Roll or the amount of any unpaid Special Assessment pursuant to the ordinances of the Township or the General Property Tax Act, by Hamburg Township, Michigan, for the administration, billing, collection or enforcement of the Special Assessment created hereby, such amounts shall remain a debt of the Property Owner to Hamburg Township, Michigan, as their interests may appear, and shall not be deemed to have been assigned to the Lender pursuant to the terms of this Agreement or otherwise.

(d) The Lender hereby agrees and acknowledges that it shall have no right, and if such right were to be found to exist, hereby waives such right, to seek payment of any delinquent installment of the Special Assessment, and any interest, penalties, fees, or other charges, through the Livingston County Delinquent Tax Revolving Fund (“DTRF”), or any subsequent Township or County fund which may replace the DTRF, or any other Township or County funds.

Section 4.06 Prepayment of Special Assessment. Subject to the provisions of the Loan Documents, including, without limitation, prepayment penalties, if any, the Property Owner may, upon sixty (60) days’ written notice to the Lender and the Township, prepay any installment of the Special Assessment specified in the Payment Schedule by causing to be paid to the Lender the amount of the installment to be prepaid, together with accrued interest thereon to the date of prepayment. If such prepayment of any installment is not received by the Lender on the date specified for prepayment, the Lender shall promptly deliver written notice to the Township that such prepayment was not received by the Lender.

Section 4.07 Invalidity; Cure. In the event of any invalidity of the Special Assessment, the Authorized Official, at the request of the Lender, and if the Township shall have received indemnity satisfactory to the Authorized Official for its costs and expenses (including reasonable attorneys’ fees), shall cause a new Special Assessment to be made for all or any part of the Improvements in accordance with the PACE Statute and the PACE Program as reasonably determined by the Authorized Official. The Property Owner, on behalf of itself and its successors in interest, lessees, purchasers, and assigns, hereby waives any objections to and agrees to the imposition of such new Special Assessment; *provided, however,* that the amount of the new Special Assessment shall not exceed the unpaid principal amount of the Loan at the time the new Special Assessment shall be established.

Section 4.08 Township or Township Treasurer Becoming Owner of the Special Assessment Parcel. In the event that the Township Treasurer takes ownership of the Special Assessment Parcel by operation of law, the Township Treasurer and the Lender agree that while the lien on the Special Assessment Parcel will remain in full force and effect, and all principal, interest, penalties, fees, and other charges, either based on Michigan Compiled Laws or the Loan Documents will continue to accrue during the period of time that the Township Treasurer owns the Special Assessment Parcel. No loan or special assessment payments, including interest,

penalties, fees or other charges, are required to be paid or will be accrued by the Township Treasurer to the Lender. Any and all principal, interest, penalties, fees, and other charges which accrue during the period by which the Township Treasurer own the Special Assessment Parcel will, in the sole and unlimited discretion of the Lender, either be: (1) considered immediately due and payable by any person or entity who purchases the Special Assessment Parcel from the Township Treasurer, and no sale or transfer of the Special Assessment Parcel is valid unless and until all principal, interest, penalties, fees, and other charges have been paid by the subsequent owner of the Special Assessment Parcel; or (2) capitalized into the outstanding principal balance of the Special Assessment, causing the Lender to provide a revised Payment Schedule in an amount necessary to amortize the new outstanding principal balance of the Special Assessment over the remaining number of payments. The lien created by the Special Assessment shall not be extinguished or released until all necessary principal and interest payments, as well as all penalties, fees, and other charges, as determined solely by Lender, have been paid and received by Lender.

**ARTICLE V
CONDITIONS PRECEDENT**

Section 5.01 Conditions Precedent to the Township’s Obligations.

The obligations of the Township under this Agreement shall be subject to the satisfaction of the following conditions precedent on or prior to the date of execution and delivery of this Agreement by the Township, unless waived in writing by the Township:

(a) The Township, the Property Owner and the Lender shall have authorized, executed and delivered this Agreement and all approvals required hereby shall have been secured.

(b) No action, suit, proceeding or investigation shall be pending before any court, public board or body to which the Property Owner or the Township is a party, or shall be threatened in writing against the Property Owner or the Township, contesting the validity or binding effect of this Agreement, the Special Assessment or the Owner-Arranged Financing contemplated hereby, or which, if adversely decided, could have a material adverse effect upon the ability of the Property Owner to pay or the Township to levy the Special Assessment or to assign to the Lender the right to receive payments of the Special Assessment, or which could have a material adverse effect on the ability of the Property Owner or the Township to comply with any of the obligations and terms of this Agreement.

(c) There shall be no ongoing breach of any of the covenants and agreements of the Property Owner required to have been observed or performed by the Property Owner under the terms of this Agreement and no Event of Default by the Property Owner, and no event which, with the passage of time or the giving of notice or both could become an Event of Default by the Property Owner under this Agreement, shall have occurred.

(d) All documents, schedules, materials, maps, plans, descriptions and related matters which are contemplated to be made Appendices to this Agreement shall have been fully

completed by the Property Owner to the Township’s reasonable satisfaction and such Appendices shall be true, accurate and complete.

(e) The Property Owner shall meet all eligibility requirements as set forth in **Appendix A.**

(f) The Property Owner and the Lender shall have authorized, executed and delivered the Loan Documents, and the Lender shall have funded the Loan in accordance with the terms of the Loan Documents.

(g) The Property Owner shall not have filed for bankruptcy or sought the protections of any state or federal insolvency law providing protections to debtors.

(h) The Property Owner shall have obtained consent from each holder of a mortgage interest or lien upon the Special Assessment Parcel prior to the execution and delivery of this Agreement in substantially the form set forth in the PACE Program Report.

**ARTICLE VI
REPRESENTATIONS AND WARRANTIES**

Section 6.01 Representations and Warranties of the Township.

The Township represents and warrants to the Property Owner that, as of the date of this Agreement:

(a) The execution and delivery of this Agreement has been duly authorized by the Township, and this Agreement complies with the PACE Statute and constitutes a valid and binding agreement of the Township, enforceable against the Township in accordance with its terms, except as enforceability may be limited by bankruptcy, insolvency, fraudulent conveyance or other laws affecting creditors’ rights generally, now existing or hereafter enacted, and by the application of general principals of equity, including those relating to equitable subordination.

(b) Neither the execution and delivery of this Agreement nor the consummation of the transaction contemplated herein is in violation of any provision of any existing law, ordinance, rule, resolution or regulation to which the Township is subject, or any agreement to which the Township is a party or by which the Township is bound, or any order or decree of any court or governmental entity by which the Township is subject.

(c) There are no delinquent taxes, special assessments, or water or sewer charges on the Special Assessment Parcel that will be assessed under this Agreement; and there are no delinquent assessments on the Special Assessment Parcel under a PACE program.

Section 6.02 Representations and Warranties of the Property Owner.

The Property Owner represents and warrants to the Township and the Lender that:

(a) The Property Owner is duly organized and validly existing as a limited liability company in good standing under the laws of the State of Michigan, with power under the laws of the State of Michigan to carry on its business as now being conducted, and is duly qualified to do business in the State of Michigan; and the Property Owner has the power and authority to own the Special Assessment Parcel and to carry out its obligation to complete the Improvements.

(b) The execution and delivery of this Agreement will not result in a violation or default by the Property Owner of any provision of its Articles of Organization or Operating Agreement, or under any indenture, contract, mortgage, lien, agreement, lease, loan agreement, note, order, judgment, decree or other instrument of any kind or character to which it is a party and by which it is bound, or to which it or any of its assets are subject.

(c) The Property Owner is the sole and exclusive legal and equitable title owner of fee simple title to the Special Assessment Parcel and the Improvements located, or to be located, thereon and has full legal power and authority to consent to the finalization and levying of the Special Assessment as provided herein.

(d) The execution and delivery of this Agreement and the consummation of the transactions contemplated hereby have been duly authorized by all requisite action, and this Agreement has been duly executed and delivered by the Property Owner and constitutes a valid and binding agreement enforceable against the Property Owner in accordance with its terms, except as enforceability may be limited by bankruptcy, insolvency, fraudulent conveyance or other laws affecting creditors' rights generally, now existing or hereafter enacted, and by the application of general principles of equity, including those relating to equitable subordination.

(e) Property Owner warrants and agrees that any contractual, legal or other disputes between it and the Lender--other than matters specifically related to enforcement of property tax obligations--or the contractor involved in the Improvements, do not involve the Township, and Property Owner agrees to hold the Township and its agents, including but not limited to LAGM, harmless from any such disputes or causes of action.

(f) The Property Owner, the Special Assessment Parcel and the Improvements satisfy all of the PACE Program eligibility and program requirements set forth in **Appendix A**.

Section 6.03 Representations and Warranties of the Lender.

The Lender represents and warrants to the Township that:

(a) The Lender has experience in the market for property assessed clean energy programs and assessments and is capable of evaluating the merits and risks of its participation in the Owner-Arranged Financing contemplated by this Agreement.

(b) The Lender has made its own independent investigation of the Property Owner, the terms of this Agreement, the nature of the Special Assessment created hereby and the procedures for the collection and enforcement of the Special Assessment under this Agreement and the laws of the State of Michigan, and is not relying on the Township, its agents, attorneys or

employees for any of such information or with respect to the sufficiency and scope of such investigation. The Lender has not received, and is not relying on, any representations of the Township with respect to the Property Owner.

(c) Lender warrants and agrees that any contractual, legal or other disputes between it and Property Owner--other than matters specifically related to enforcement of property tax obligations--do not involve the Township, and Lender agrees to hold the Township and its agents, including but not limited to LAGM, harmless from any such disputes or causes of action.

**ARTICLE VII
DEFAULT**

Section 7.01 Property Owner Event of Default. If the Property Owner shall default in the performance of any covenant or agreement on its part contained in this Agreement and such default shall continue for a period of ten (10) days after written notice thereof has been given to the Property Owner by the Township, an “Event of Default” shall be deemed to have occurred under this Agreement.

Section 7.02 Remedies for Property Owner Event of Default. Upon the occurrence of an Event of Default as provided in Section 7.01 hereof, the Township, after giving written notice as required, without further notice of any kind, and in addition to all other rights and remedies provided at law or in equity, shall be entitled to seek and obtain a decree of specific performance of this Agreement from a court of competent jurisdiction; or the right to recover from the Property Owner any damages incurred by the Township and any costs incurred by the Township in enforcing or attempting to enforce this Agreement or the Special Assessment, including attorneys’ fees and expenses; or to foreclose on the Special Assessment Parcel and to sell all or any part of the Special Assessment Parcel to the extent necessary to recover any damages and costs; or any combination of the foregoing. Notwithstanding the foregoing, the parties hereto acknowledge and agree that the Township shall not be obligated to institute any of the actions or proceedings or to exercise any of the remedies authorized by this Section 7.02 upon the occurrence of an Event of Default hereunder, and that its obligations with respect to the billing, collection and enforcement of the Special Assessment or any installment thereon shall be limited to those obligations set forth in Article IV of this Agreement. The Lender acknowledges that neither the Special Assessment nor any installment thereon can be accelerated.

Section 7.03 The Township Default. If the Township shall default in the performance of any covenant or agreement on its part contained in this Agreement and shall fail to proceed in good faith to cure such default within sixty (60) days after written notice thereof has been received by the Township from the Property Owner or the Lender, a “Township Default” shall be deemed to have occurred under this Agreement.

Section 7.04 Remedy for Township Default. Upon the occurrence of a Township Default as provided in Section 7.03 hereof, and if the Property Owner or the Lender, as the case may be, shall have otherwise fully performed all of its obligations hereunder, the Property Owner or the Lender, after giving written notice as required, without further notice or demand, shall be

entitled to seek and obtain a decree of specific performance from a court of competent jurisdiction; but neither the Property Owner nor the Lender shall have the right to seek to recover money damages against the Township, including any costs or fees (including attorneys' fees) incurred by the Property Owner or the Lender in enforcing or attempting to enforce this Agreement. Neither the occurrence of a Township Default nor the institution of any proceeding or the exercise of any remedy upon the occurrence of a Township Default shall negate or diminish the obligations of the Property Owner hereunder to pay the installments of the Special Assessment and interest accrued on the Special Assessment Roll and all other costs hereunder when the same shall become due and payable.

Section 7.05 Waiver. Failure of any party hereunder to act upon discovery of a default or to act upon the existence of an Event of Default shall not constitute a waiver of the right to pursue the remedies provided herein.

**ARTICLE VIII
MISCELLANEOUS**

Section 8.01 Term. Except as otherwise provided in this Agreement, the terms of this Agreement shall commence on the date first written above and shall terminate at such time as the Special Assessment liability shall have been fully satisfied as provided in Section 4.03(e) hereof.

Section 8.02 Assignment.

(a) Except as otherwise provided herein and as provided in Section 8.02(b) hereof, no party to this Agreement may transfer, assign or delegate to any other person or entity all or any part of its rights or obligations arising under this Agreement without the prior written consent of the other parties hereto excepting as otherwise expressly provided herein.

(b) The Lender and its successors and assigns may assign its rights and obligations under this Agreement and its rights in the Special Assessment, in whole but not in part; *provided, however,* that any such assignment shall be made only in accordance with applicable law; *and provided further, however,* that no such assignment shall be effective unless the Township shall have first received (i) notice of the assignment disclosing the name and the address of the assignee, which shall be an address in the United States and (ii) a Certificate of Assignment executed by the assignee in the form attached to this Agreement as **Appendix G**. From and after the date of satisfaction of the conditions for the assignment of this Agreement as provided in this Section 8.02(b), the assignee of the Lender shall be a party hereto and shall have the rights and obligations of the Lender specified hereunder, and such assignee shall be deemed to be the "Lender" for all purposes of this Agreement.

Section 8.03 Notices. All notices, certificates or communications required by this Agreement to be given shall be in writing and shall be sufficiently given and shall be deemed delivered when personally served, or when received if mailed by registered or certified mail, postage prepaid, return receipt requested, addressed to the respective parties as follows, or to such other address as such party may specify by written notice to the other parties hereto:

If to the Township: Hamburg Township Clerk
Hamburg Township Hall,
10405 Merrill Road
Hamburg, Michigan 48189
Attn: [Authorized Official name and title]

With a copy to: Hamburg Township PACE Administrator
Lean & Green Michigan
500 Temple Street, Suite 6270
Detroit, MI 48201

If to the Property Owner: PROPERTY OWNER
ADDRESS

With a copy to: PACE LENDER
ADDRESS

With a copy to: Hamburg Township PACE Administrator
Lean & Green Michigan
500 Temple Street, Suite 6270
Detroit, MI 48201

If to the Lender: PACE LENDER
ADDRESS

With a copy to: Hamburg Township PACE Administrator
Lean & Green Michigan
500 Temple Street, Suite 6270
Detroit, MI 48201

Section 8.04 Amendment and Waiver No amendment or modification to or of this Agreement shall be binding upon any party hereto until such amendment or modification is reduced to writing and executed by each party hereto. No waiver of any term of this Agreement shall be binding upon any party until such waiver is reduced to writing, executed by the party to be charged with such waiver, and delivered to the other parties hereto.

Section 8.05 Entire Agreement. This Agreement constitutes the entire agreement between the Township, on the one hand, and the Lender and the Property Owner, on the other hand. There are no other representations, warranties, promises, agreements or understandings, oral, written or implied, between the Township, on the one hand, and the Lender or the Property Owner, on the other hand.

Section 8.06 Execution in Counterparts. This Agreement may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument.

Section 8.07 Captions. The captions and headings in this Agreement are for convenience only and in no way limit, define or describe the scope or intent of any provision of this Agreement.

Section 8.08 Applicable Law. This Agreement shall be governed in all respects, whether as to validity, construction, performance and otherwise, by the laws of the State of Michigan.

Section 8.09 Mutual Cooperation. Each party to this Agreement shall take all actions required of it by the terms of this Agreement as expeditiously as possible and shall cooperate to the fullest extent possible with the other parties to this Agreement. Each party to this Agreement shall exercise reasonable diligence in reviewing, approving, executing and delivering all documents necessary to accomplish the purposes and intent of this Agreement. Each party to this Agreement also shall use its best efforts to assist the other parties to this Agreement in the discharge of its obligations hereunder and to assure that all conditions precedent to the financing arrangements are satisfied.

Section 8.10 Binding Effect; No Third-Party Beneficiary. This Agreement shall be binding upon the parties hereto and upon their respective successors and assigns. In no event shall the provisions of this Agreement be deemed to inure to the benefit of or be enforceable by any third party, except for permitted assigns.

Section 8.11 Force Majeure. No party hereto shall be liable for the failure to perform its obligations hereunder if said failure to perform is due to Force Majeure. Said failure to perform shall be excused only for the period during which the event giving rise to said failure to perform exists; *provided, however,* that the party seeking to take advantage of this Section shall notify the other party in writing, setting forth the event giving rise to said failure to perform, within ten (10) business days after the occurrence of said event.

Section 8.12 Severability. If any provision of this agreement or the application to any person or circumstance is, determined to be invalid or unenforceable by means of law, the remainder of the agreement will remain in full force and effect.

[SIGNATURES ON THE FOLLOWING PAGE]

Hamburg Township PACE Special Assessment Agreement

Item 11.

IN WITNESS WHEREOF, the TOWNSHIP, PROPERTY OWNER, and PACE LENDER have caused this PACE Special Assessment Agreement to be duly executed and delivered as of the date first written above.

Witnessed:

PROPERTY OWNER

Signature of:

By: _____

Its:

Witnessed:

TOWNSHIP

Signature of:

By: _____

Its: AUTHORIZED OFFICIAL

Signature of:

By: _____

Its: AUTHORIZED OFFICIAL

Witnessed:

PACE LENDER

Signature of:

By: Its:

Hamburg Township PACE Special Assessment Agreement

State of Michigan)
) ss
Township)

The foregoing instrument was acknowledged before me this ____ day of _____, 202_, by _____ the Authorized Signatory of _____ on behalf of _____.

Notary Public
_____, Michigan
My Board expires _____

State of Michigan)
) ss
Township)

The foregoing instrument was acknowledged before me this _____ day of _____, 202_, by [TOWNSHIP AUTHORIZED OFFICIAL] on behalf of Township.

Notary Public
_____, Michigan
My Board expires _____

State of _____)
Township of _____)

The foregoing instrument was acknowledged before me this number day of month, 202_, by PACE LENDER OFFICIAL the Authorized Signatory of PACE LENDER, on behalf of PACE LENDER.

Notary Public
_____. MICHIGAN
My Board expires _____

APPENDIX A
PROGRAM ELIGIBILITY CHECKLIST

Property is privately owned commercial, industrial, agricultural or multifamily residential, with 4 or more dwelling units, real property within the Township’s jurisdictional boundaries, which may be owned by any individual or private entity, whether for-profit or non-profit. MCL 460.933(g).

There are no delinquent ad valorem taxes, special assessments, or water or sewer charges on the property. The Authorized Official at his discretion may disqualify properties that although not currently delinquent, have been delinquent within six months of the application’s submission. MCL 460.941(2)(a).

There are no delinquent assessments on the property under a PACE program. MCL 460.941(2)(b).

The term of assessment shall not exceed the lesser of the useful life of the Project paid for by the assessment or 25 years. Projects that consist of multiple energy projects or environmental hazard projects with varying lengths of useful life may blend the lengths to determine an overall assessment term that does not exceed the useful life of the improvements in aggregate. MCL 460.939(i).

An appropriate ratio must be determined for the amount of assessment in relation to the assessed value of the property. MCL 460.939(j).

Written consent from the mortgage holder must be obtained if the property is subject to a mortgage. MCL 460.939(k).

A baseline energy audit or energy modeling must be conducted for the Project on property that is approved by LAGM. Such approval may be granted retroactively if the audit meets the standards of LAGM. MCL 460.939(o).

For projects financed for more than \$250,000, a performance guarantee must be provided by the contractor(s) to guarantee a savings to investment ratio greater than one (1). The performance guarantee must meet the standards set by LAGM, and include financial and logistical arrangements for ongoing measurement and verification of energy savings. This requirement may be waived by the property owner and is not applicable to new construction energy project. MCL 460.939(p).

APPENDIX B

SPECIAL ASSESSMENT PARCEL DESCRIPTION

Parcel Number:

Address:

LEGAL DESCR:

APPENDIX C

SPECIAL ASSESSMENT ROLL

PACE Project Special Assessment

Parcel Number:

Address:

Hamburg Township:

Owner:

Assessment:

Percent:

I certify that the above is the special assessment roll created for the PACE project referenced in this document in the applicable Township in the State of Michigan, subject to payment of the special assessment as outlined in Appendix C of this document.

Dated

APPENDIX D

**PAYMENT SCHEDULE
(TBD)**

APPENDIX E

DESCRIPTION OF IMPROVEMENTS

APPENDIX F

PACE Program Application

Property and Property Owner Information

1. **Property/Parcel Legal Name(s)** (as they appear on property tax records)

Parcel #: _____
 Address: _____
 Owner: _____

2. **Property Type** (double-click to check all that apply)

- Agricultural**
- Commercial** (including multifamily with 4 or more units)
 - Type of commercial property - _____
- Industrial**
- Nonprofit**

3. **Property Record Owner(s) Contact Information**

Property Owner/Company Name: _____
 Signatory Name: _____
 Address: _____
 E-mail Address: _____
 Telephone Number: _____

4. **Property Owner(s) Type**

- Individual LLP LLC
- Corporation 501(c)3 Other _____

5. **Property Valuation**

State Equalized Value (SEV): \$ _____
 Date of SEV: _____
 Valuation (per Appraisal): \$ _____
 Date of Appraisal: _____

6. **Existing Liens Against Property** (tax, special assessment, water or sewer charges, etc.)

Amount	Type	End Date
\$ _____	_____	_____
\$ _____	_____	_____

Total Dollar Amount of Liens Against Property: \$ _____

7. **Balance of Any Mortgage(s):**

	Amount of Mortgage	Name of Mortgage Holder
Mortgage	\$ _____	_____
Additional Debt on Property	\$ _____	_____

a. **Consent:** If subject to a mortgage - Consent by mortgage holder(s) must be obtained.

Project Information

1. **PACE Project Developer** (Lean & Green Michigan can make referrals if necessary.)

Name: _____
Address: _____
E-mail Address: _____
Telephone Number: _____
Other Contractors: _____

2. **Overall Project Cost:** _____

3. **Savings to Investment Ratio*** (as provided in Savings Guarantee)

3a. Year 1: _____
3b. Overall: _____
3c. Waived _____

4. **Useful Life of Project Measures:** _____ years

5. **User ID for Energy Star Portfolio Manager** (for property): _____

PACE Loan Details

1. **PACE Lender/Capital Provider** (Lean & Green Michigan can make referrals if necessary.)

Name: _____
Address: _____
E-mail Address: _____
Telephone Number: _____

2. **Requested Assessment Amount**

Project Cost: \$ _____
Energy Audit or Model \$ _____
Engineering/Architect Plans \$ _____
Building Permit Fees \$ _____
Other (Please explain) \$ _____
Total Assessment Amount: \$ _____ (Total of all lines above)

3. **Requested Assessment Repayment Period:** _____ years

4. **Interest Rate Offered by Lender:** _____ %

APPENDIX G

FORM OF CERTIFICATE OF ASSIGNMENT

This Certificate of Assignment of the Special Assessment Agreement (“**Assignment**”), dated effective as of date, (the “**Effective Date**”), is made by [LENDER] (“**Assignor**”) to _____ (“**Assignee**”). Assignor and Assignee are referred to at times, each individually as a “**Party**,” and collectively as the “**Parties**.”

Agreement

1. For good and valuable consideration and the payment of [PAYMENT AMOUNT], the receipt and sufficiency of which is hereby acknowledged, confessed, stipulated and agreed upon by Assignor, Assignor ASSIGNS, BARGAINS, GIVES, SETS OVER, CONVEYS, TRANSFERS and DELIVERS to Assignee all of Assignor’s rights, title, interest, obligations, and duties under the Special Assessment Agreement entered into by Assignor, Property Owner, and _____ (the “**Transferred Interest**”), together with all of Assignor’s rights to receive payments from Property Owner attributable to the Transferred Interest arising on and after the date of this Assignment.

2. Assignor warrants that: (i) it is authorized to execute this document; (ii) it is conveying good, indefeasible title to the Transferred Interest; and (iii) the Transferred Interest is free and clear of all liens and encumbrances, and no party has any rights in or to acquire, or hold as security, or otherwise, the Transferred Interest.

3. Assignor hereby agrees to make, execute and deliver to Assignee any and all further instruments of conveyance, assignment or transfer, and any and all other instruments, as may be necessary or proper to carry out the purpose and intent of this Assignment and/or to fully vest Assignee in all rights, titles, interests obligations, and duties of Assignor in and to the Transferred Interest, which instruments shall be delivered to Assignee as soon as possible without any condition or delay on the part of Assignor.

4. Assignee hereby accepts all of Assignor’s rights, title, interest, obligations, and duties under the Special Assessment Agreement and agrees to be bound by its terms. From and after the date of this Assignment and satisfaction of the conditions contained in Section 8.02(b) of the Special Assessment Agreement, Assignee shall be a party to the Special Assessment Agreement and shall have the rights and obligations of the Assignor specified thereunder, and Assignee shall be deemed to be the “Lender” for all purposes of the Special Assessment Agreement.

5. All notices, certificates or communications provided pursuant to the Special Assessment Agreement to Assignee shall be delivered as provided in the Special Assessment Agreement to:

(Name)

(Address)

(Attention)

IN WITNESS WHEREOF, Assignor and Assignee hereby agree to be bound by the terms of this Assignment and each has executed this Assignment to be effective as of the Effective Date.

ASSIGNOR:

[LENDER]
By: _____
Its: _____

ASSIGNEE:

Name: _____
By: _____
Its: _____

APPENDIX H

FORM OF LENDER CONSENT

Lender Consent and Acknowledgement of Owner Participation in
Hamburg Township, Michigan, PACE Program

This acknowledgement is granted date, 20__, by Name of Mortgage Holder (the “Lender”), and for the benefit of PROPERTY OWNER (the “Property Owner”), and Hamburg Township in the State of Michigan.

Recitals

A. Pursuant to Public Act No. 270 of 2010, the Township established the Township Property Assessed Clean Energy (“PACE”) Program on May 14, 2024, by resolution, to promote installation of energy projects and/or environmental hazard projects.

B. The Property Owner has applied to the Program to finance the amount of \$ AMOUNT OF FINANCING, to be paid back as an assessment on Property Owner’s real property, described in **Appendix D** attached hereto (the “Property”), over a period of twenty years.

C. Owner has previously executed a mortgage, deed of trust, dated _____, 20__, to the Lender, covering the Property, to secure a promissory note in the sum of \$ AMOUNT OF LOAN, and recorded on _____, 20__ at __, Page ____, Livingston County Register of Deeds.

D. Repayment by the Property Owner under the PACE Special Assessment Agreement will be a statutory assessment levied against the Property notice of which shall be recorded against the Property in the Office of the County Clerk/Register of Deeds for Livingston County, and which assessment, together with interest and any penalties, shall constitute a lien (the “Lien”) on the Property, and shall be collected subject to the terms agreed to between the parties and as contained in the PACE Special Assessment Agreement.

Consent and Acknowledgement

Lender acknowledges that it has been informed of the Property Owner’s participation in the Township PACE Program and agrees that Property Owner’s execution of the PACE Special Assessment Agreement will not constitute a default under Lender’s Deed of Trust.

Execution of this Consent and Acknowledgement by Lender’s representative shall constitute full and complete consent to the Property Owner’s participation in the Township PACE Program.

Hamburg Township PACE Special Assessment Agreement

Item 11.

Name of Lender: _____

Date: _____

By: _____

Title: _____

STATE OF MICHIGAN

TOWNSHIP

The foregoing instrument was acknowledged before me this ___ day of _____, 20___, by _____, on behalf of _____.

_____, Notary Public
Township, State of _____
Acting in _____ County
My Board Expires:

APPENDIX I

FORM OF WAIVER OF SIR AND SAVINGS GUARANTEE

This waiver of the savings-to-investment ratio requirement and guarantee of savings (“Waiver”) is acknowledged on this ___ day of ___, 20__ by [Property OWNER]

Recitals

- A. Pursuant to Public Act No. 270 of 2010, as amended, Hamburg Township established the Hamburg Township PACE Program to promote installation of renewable energy systems, energy efficiency improvements, water usage improvement, and environmental hazard projects.
- B. The Property Owner has elected to participate in this program and plans to enter into a Special Assessment Agreement with Hamburg Township and [LENDER] for the purpose of financing the installation of [IMPROVEMENTS] on its property.
- C. Pursuant to MCL 460.939(1)(p)(ii), unless waived by the Property Owner, the contractor must guarantee to the Property Owner that the project will achieve a savings-to-investment ratio greater than one, and agree to pay the property owner for any shortfall in savings, on an annual basis.
- D. The Property Owner has elected to waive this requirement.

IN WITNESS WHEREOF, the Property Owner hereby waives the requirement that the project achieve a savings-to-investment ratio greater than one, and that the contractor guarantee the savings, and make up for any shortfall on an annual basis. Property Owner expressly waives any and all claims challenging the legality or validity of this waiver or the legality, validity, or collectability of the PACE special assessment.

[PROPERTY OWNER]

By:
Its:

State of Michigan)
) ss
Hamburg Township)

The foregoing instrument was acknowledged before me this ___ day of _____, 20__, by _____ the _____ of _____ on behalf of _____.

Notary Public
_____ Township, Michigan
My Board expires _____

NOTICE OF PUBLIC HEARING

HAMBURG TOWNSHIP, STATE OF MICHIGAN

ON THE ESTABLISHMENT OF A PACE
PROGRAM AND A PACE DISTRICT

TO ALL INTERESTED PERSONS IN HAMBURG TOWNSHIP:

PLEASE TAKE NOTICE that the Township Board of Hamburg Township, State of Michigan, (the “Township”) will hold a public hearing at Hamburg Township Hall, 10405 Merrill Road, Hamburg, Michigan 48189 on [DATE], at [TIME] to receive comments on the proposed Property Assessed Clean Energy (“PACE”) program and the proposed PACE program report.

TAKE FURTHER NOTICE that the Township Board intends to establish a PACE program and to establish a PACE district, having the same boundaries as the Township’s jurisdictional boundaries, pursuant to Act No. 270, Public Acts of Michigan, 2010, as amended (“PACE Statute”), for the purpose of promoting “projects” as defined by the PACE Statute to include “renewable energy systems, energy efficiency improvements, water usage improvements and environmental hazard projects by owners of certain real property.”

TAKE FURTHER NOTICE that the PACE report, required by Section 9(1) of the PACE Statute is available on the Township’s website at <https://www.hamburg.mi.us/> and is available for viewing at the office of the Township Clerk located at Hamburg Township Hall, 10405 Merrill Road, Hamburg, Michigan 48189.

THIS NOTICE is given by order of the Township Board of Hamburg Township.

HAMBURG TOWNSHIP, MICHIGAN

RESOLUTION TO ESTABLISH PROPERTY ASSESSED CLEAN ENERGY PROGRAM

Minutes of a regular meeting of the Township Board of Hamburg Township (“Board”), Michigan, held at Hamburg Township Hall, 10405 Merrill Road, Hamburg, Michigan 48189 on [DATE] at [TIME] p.m.

PRESENT: _____

ABSENT: _____

The following resolution was offered by Member _____ and supported by Member _____:

WHEREAS:

1. At its meeting of [DATE], this Board adopted a resolution of intent to establish and to hold a public hearing concerning the establishment of a property assessed clean energy program (“PACE Program”) and create a PACE district pursuant to 2010 PA 270 as amended (“PACE Statute”) to promote “projects” as defined by the PACE Statute to include “renewable energy systems, energy efficiency improvements, water usage improvements and environmental hazard projects by owners of certain real property.”
2. The Board held a public hearing on the proposed PACE Program on [DATE] during which the Board heard comments on the proposed PACE program from anyone wishing to address the Board concerning it.
3. Financing projects as defined by the PACE Statute is a valid public purpose.
4. The proposed PACE program as described in the Hamburg Township PACE Program Report, an updated version of which is attached as Exhibit A, would provide financing for projects with property owner-arranged loans from a commercial lender the repayment of which, if approved by the property owner with the consent of any mortgage holder, would be made and secured by assessments against the property benefited by the PACE projects, so that no Township moneys, general Township taxes or Township credit of any kind whatsoever shall be pledged, committed or used in connection with any PACE project.
5. The types of projects that may be so financed, the administration of the PACE Program, the manner of establishing PACE Districts within the Township in which the PACE Program may be used, and other details of the proposed PACE Program, as required by the PACE Statute, are set forth in detail in PACE Program Report.

NOW, THEREFORE, BE IT RESOLVED:

1. Hamburg Township establishes the Hamburg Township PACE Program and creates a PACE district pursuant to Act No. 270, Public Acts of Michigan, 2010, as amended, the terms and conditions of which are set forth in the PACE Program Report attached as Exhibit A and incorporated by reference, which PACE Program Report is approved.
2. All aspects of the Hamburg Township PACE Program may be amended by approving resolutions of the Board without a new public hearing.
3. The Township may join with any other local unit of government, or with any person, or with any number or combination thereof, by contract or otherwise as may be permitted by law, for the implementation of the Hamburg Township PACE Program, in whole or in part, and the [AUTHORIZED OFFICIAL TITLE] or his/her designee is authorized to execute and deliver such documents, agreements or certificates as may be necessary or advisable to permit the cooperative implementation of the PACE Program as provided by the PACE Statute or other applicable law.
4. The Board, by adoption of this Resolution, formally states its intention to join Lean & Green Michigan™, and to utilize Lean & Green Michigan, LLC as a PACE Administrator.
5. All resolutions and parts of resolutions are, to the extent of any conflicts with this resolution, are rescinded.

YEA: _____

NAY: _____

ABSENT: _____

RESOLUTION NO. ____ ADOPTED.

The foregoing resolution was adopted at a regular meeting of the Township Board of Hamburg Township on [DATE].

Mike Dolan, Township Clerk

HAMBURG TOWNSHIP, MICHIGAN

**RESOLUTION OF INTENT TO ESTABLISH A PROPERTY ASSESSED
CLEAN ENERGY PROGRAM AND CALLING PUBLIC HEARING**

Minutes of a regular meeting of the Hamburg Township Board, held at Hamburg Township Hall, 10405 Merrill Road, Hamburg, Michigan 48189 on [DATE] at [TIME].

PRESENT: _____

ABSENT: _____

The following resolution was offered by Member _____ and supported by Member _____:

WHEREAS, the Hamburg Township Board intends to authorize the establishment of a Property Assessed Clean Energy program (“PACE Program”) and create a PACE district pursuant to Act No. 270, Public Acts of Michigan, 2010, as amended (“PACE Statute”), for the purpose of promoting the use of renewable energy systems, energy efficiency improvements, water efficiency improvements and environmental hazard projects by owners of certain real property; and

WHEREAS, the Hamburg Township Board intends to find that financing PACE projects is a valid public purpose because it reduces energy costs, reduces greenhouse gas emissions, stimulates economic development, remediates or protects against environmental hazards, improves property values and increases employment in the Hamburg Township; and

WHEREAS, the types of projects, either energy efficiency improvements, water efficiency improvements, renewable energy systems, or environmental hazard projects that may be financed under the PACE Program include, but are not limited to: insulation in walls, roofs, floors, foundations, or heating and cooling distribution systems; storm windows and doors; multi-glazed windows and doors; heat-absorbing or heat-reflective glazed and coated window and door systems; and additional glazing, reductions in glass area, and other window and door system modifications that reduce energy consumption; automated energy control systems; heating, ventilating, or air-conditioning and distribution system modifications or replacements; caulking, weather-stripping, and air sealing; replacement or modification of lighting fixtures to reduce the energy use of the lighting system; energy recovery systems; day lighting systems; installation or upgrade of electrical wiring or outlets to charge a motor vehicle that is fully or partially powered by electricity; measures to reduce the usage of water or increase the efficiency of water usage; any other installation or modification of equipment, devices, or materials approved as a utility cost-savings measure by the Board; a fixture, product, device, or interacting group of fixtures, products, or devices on the customer's side of the meter that use one or more renewable energy resources to generate electricity. Renewable energy resources include, but are not limited to: biomass (includes a biomass stove but does not include an incinerator or digester); solar and solar thermal energy; wind energy; geothermal energy and methane gas captured from a landfill; environmental hazard projects including mitigation of lead, heavy metal, or PFAS contamination in potable water

systems, mitigation of lead paint contamination; mitigation of the effects of floods or drought; and increase the resistance of property against severe weather, and

WHEREAS, the Hamburg Township Board intends to join Lean & Green Michigan™, and intends to utilize Lean & Green Michigan, LLC as PACE administrator (the “PACE Administrator”) to administer its PACE Program; and

WHEREAS, the report referenced in Section 9(1) of the PACE Statute (the “PACE Report”) shall be available on Hamburg Township’s website at www.hamburg.mi.us/, and shall be available for viewing at the office of the Hamburg Township Clerk located at: Hamburg Township Hall, 10405 Merrill Road, Hamburg, Michigan 48189.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Hamburg Township Board, being fully apprised of the PACE Program, finds that financing PACE projects is a valid public purpose because it reduces energy costs, reduces greenhouse gas emissions, stimulates economic development, remediates or protects against environmental hazards, improves property values and increases employment in the Township.
2. The Hamburg Township Board, by adoption of this Resolution, formally states its intention to establish a PACE district, whose boundaries will be coterminous with Hamburg Township’s jurisdictional boundaries, and a PACE Program as described in and for the reasons set forth in this Resolution.
3. The Hamburg Township Board formally states its intention to provide a property-owner based method of financing and funds for projects from owner-arranged financing from a commercial lender, which funds and financing shall be secured and repaid by assessments on the property benefited, with the agreement of the record owners, such that no Township moneys, general Township taxes or Township credit of any kind whatsoever shall be pledged, committed, or used in connection with any project as required by and subject to the PACE Statute.
4. The Hamburg Township Board, by adoption of this Resolution, formally states its intention to join Lean & Green Michigan™, and to utilize Lean & Green Michigan, LLC as PACE Administrator.
5. The Hamburg Township Board hereby sets a public hearing for [DATE] at [TIME], at Hamburg Township Hall, 10405 Merrill Road, Hamburg, Michigan 48189 to receive comments on the proposed PACE Program, including the PACE Report.
6. The Township Clerk is authorized and directed to publish a notice of intent to establish a PACE district and a PACE Program, and a notice of the public hearing set by this Resolution in a newspaper of general circulation in Hamburg Township as a display advertisement prominent in size or follow the local method of announcing public hearings. The Township Clerk shall maintain on file for public review a copy of the PACE Report

and shall cause the PACE Report to be available on the Hamburg Township’s website in accordance with the requirements of the PACE Statute.

- 7. All resolutions and parts of resolutions inconsistent with this Resolution are repealed to the extent of such inconsistency.

YEAS: Members _____

NAYS: Members _____

ABSENT: Members _____

RESOLUTION DECLARED ADOPTED.

Mike Dolan, Clerk
Hamburg Township_____

The foregoing is a true and complete copy of a resolution adopted by the Hamburg Township Board at a regular meeting held on [DATE], notice of which was given pursuant to the Michigan Open Meetings Act, Public Act 267 of 1976.

Mike Dolan, Clerk
Hamburg Township



Hamburg Township Public Safety Department

PO BOX 157 • HAMBURG, MICHIGAN 48139
PHONE: (810) 231-9391 • FAX: (810) 231-9401

EMAIL: HATP@hamburg.mi.us
RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 12.

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: August 29, 2024
RE: Agenda Item Topic: **Police Lieutenant Eligibility List**
General Ledger #: N/A
Number of Supporting Documents: 1
NEW/OLD BUSINESS: **XXX** New Business

Requested Action

- Motion to approve the establishment of a Police Lieutenant promotional eligibility list.
- Motion to approve Hamburg Township Public Safety SOP# 400-14: *Police Lieutenant Job Description*.

Background

From an administrative standpoint, the police department has gone through some significant changes over the past year. Much of this change is the result of our department's pursuit and obtainment of state accreditation. New software programs and procedures have been implemented with regard to scheduling, payroll and training. In addition to the extensive department requirements brought on by accreditation, a significant change in police officer licensing requirements also took effect this year. Because these new state-mandated licensing requirements for all police officers are inextricably intertwined with accreditation standards, this additional workload has been taken on by the current Administrative Sergeant position.

To illustrate, all department scheduling is now handled by the Administrative Sergeant and managed through the PowerTime software. This includes the scheduling of shifts, shift overtime, boat patrol details, Lakelands Trail details and special events for all officers, administrative assistants and park rangers. It also includes the processing of all time off requests for officers. This change was instituted to address significant issues with consistency of scheduling and to ensure proper documentation for accreditation. This had previously been handled on an ad hoc basis by various supervisors.



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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY

Since scheduling is now managed by the Administrative Sergeant through PowerTime, the Administrative Sergeant has also taken responsibility for the processing of department payroll as it is administered through PowerTime as well. The Administrative Sergeant works closely with the Township’s Accounting Department each pay period to ensure payroll is processed properly (through PowerTime and BS&A) and that all payroll matters are addressed. Payroll had previously been handled through Excel spreadsheets by the administrative assistants.

Finally, the training of police officers is a major component of maintaining accreditation. As such, the Administrative Sergeant has assumed the role of department training officer. There are numerous types of training that must be provided to our officers annually. To meet these training requirements entails an enormous amount of research, scheduling and documentation of the required training. Additionally, the Michigan Commission on Law Enforcement Standards (MCOLES) now has mandatory training requirements (24 hours per year) that every officer is required to complete in order to maintain their law enforcement license. This also requires much time and effort by the training officer to ensure that these requirements are not only met but also properly documented and submitted to the state.

These are three new significant job tasks that are not a part of the current job description for the Administrative Sergeant position which have been taken on by the Administrative Sergeant. This alone is justification to increase the rank of the Administrative Sergeant to Lieutenant. However, there are two additional practical reasons from a chain of command perspective that also justify increasing the rank of this position to Lieutenant.

First, as we have implemented procedures to ensure compliance with accreditation standards, a chain of command anomaly has emerged. In short, a sergeant (the Administrative Sergeant) is routinely putting out orders and issuing directives to persons of the same rank (i.e., the other sergeants). These directives include addressing scheduling matters, issuing training directives, and making changes to department procedures. Additionally, the Administrative Sergeant is tasked with conducting meaningful reviews of incidents involving sergeants engaging in the use of force, vehicle pursuits and any other incidents requiring review by accreditation standards. This presents issues with a sergeant investigating and possibly initiating disciplinary action against a member of the same rank.

Secondly, the department has no line of succession plan in place after the Director and Deputy Director positions. In other words, there is no clear-cut person in charge (by rank) should DD Nisenbaum and I be unavailable and/or out of town simultaneously (which is not uncommon).



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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Also, considering that both DD Nisenbaum and I are at-will employees, it would be prudent to have a ranking officer within the department (who is not at-will) in place to facilitate a smooth transition to a new administration should it become necessary.

Based upon the aforementioned, I am respectfully requesting that the Administrative Sergeant position be elevated to the rank of Lieutenant. As a point of clarification, this is not an addition in the number of personnel in the command ranks, the number of command officers remains the same.

In order to accomplish this change in rank, a promotional examination needs to be held pursuant to the applicable Collective Bargaining Agreement.

This matter was brought before the Public Safety Committee on August 27, 2024 and it was their unanimous recommendation to move forward with establishing a Police Lieutenant promotional eligibility list with the intent of changing the current Administrative Sergeant position to a Lieutenant rank.

Attached is proposed Hamburg Township Public Safety SOP# 400-14: *Police Lieutenant Job Description*.

Budget Impact

According to the Collective Bargaining Agreement, the annual difference in salary between a lieutenant and a sergeant this fiscal year is \$4,914. It is proposed to promote the new lieutenant on January 7, 2025 (halfway through the fiscal year) meaning that there will be a minimal increase to the salary expenditures for FY 24/25 of approximately \$2,500. All other benefits remain the same as sergeants and lieutenants are in the same Collective Bargaining Unit.

Respectfully,

Chief Richard Duffany
Director of Public Safety

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Administrative Lieutenant Job Description			No. 400-14
Distribution: POLICE	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended	Rescinds:	MLEAC Standard(s): N/A
Effective Date: DRAFT			

JOB TITLE: Administrative Lieutenant

REPORTS TO: Director of Public Safety

JOB SUMMARY:

The primary purpose of the Administrative Lieutenant position is to manage all accreditation requirements per the Michigan Law Enforcement Accreditation Commission (MLEAC) and function as the department's accreditation manager. The Administrative Lieutenant will ensure department compliance with all MLEAC professional standards and shall work with the Director of Public Safety to review/update department policies and procedures to maintain accreditation. The Administrative Lieutenant shall also be trained in and function as a MLEAC accreditation assessor.

In addition, the Administrative Lieutenant shall function as an integral part of the management team with direct administrative oversight of the department's sergeants. This position will also be responsible for managing all aspects of the department's property room, department payroll and department training. The Administrative Lieutenant reports directly to the Director of Public Safety.

PRIMARY DUTIES & RESPONSIBILITIES:

A. The primary Accreditation Manager responsibilities are as follows:

1. Manage the accreditation process, including assessments.
2. Plan and monitor the on-site assessments and maintain appropriate records relating to accreditation activities.
3. Performs a variety of complex administrative work in planning, coordinating, and managing the implementation, maintenance, and adherence to the department's accreditation through the Michigan Law Enforcement Accreditation Commission (MLEAC).

4. Responsible for maintaining all files for compliance with the MLEAC standards in PowerDMS.
5. Assists the police command staff with assuring all new and revised policies comply with MLEAC standards.
6. Acts as a liaison between police administration, other department employees and outside agencies in all accreditation efforts.
7. Maintains a standard format for policies to be reviewed and revised on a scheduled basis.
8. Regularly reports to the Director of Public Safety or designee and key staff on accreditation compliance.
9. Directs on-site inspections of compliance with MLEAC.
10. Represents the department at conferences and meetings related to the accreditation process as determined by the Director of Public Safety.
11. Participates in mock and/or on-site assessments for other agencies involved in the MLEAC process as determined by the Director of Public Safety.
12. Assists with conducting the annual analysis as part of the meaningful review process.
13. Prepares MLEAC annual status and compliance report.
14. Ensures proper training for police department personnel on new/revised policies and ensures personnel are properly trained to meet MLEAC standards.
15. Conducts employee orientation training regarding the accreditation process.
16. Functions as a MLEAC assessor which may require travel throughout the state, change in working hours (consistent with the collective bargaining agreement), work outside normal scheduled hours, critical reviews of other law enforcement agencies and preparation of comprehensive reports.

B. The primary property room responsibilities are as follows:

1. Manages the day-to-day operations of the department's property room.
2. Responsible for maintaining the evidentiary chain of custody and integrity of confiscated property and evidence.

3. Supervises, plans, prioritizes, assigns, reviews, and assists officers responsible for receiving, cataloging, storing, safeguarding, collecting, transporting, verifying, releasing and/or disposing of a wide variety of confiscated property and evidence.
4. Meets with staff as needed to identify and resolve problems related to property/evidence to ensure productivity and quality standards under the MLEAC are maintained.
5. Ensures all property and evidence is received, processed, stored and properly released and/or disposed of according to established procedures.
6. Performs routine inventories and audits of stored property and evidence.
7. Responsible for the security and storage conditions of all property and evidence.
8. Maintains property and evidence logs, forms, databases, and technology system(s).
9. Processes evidence requests from officers, investigators, attorneys, and/or other interested parties, ensuring compliance with applicable laws and guidelines.
10. Appears in court to testify on the handling and chain of custody of evidence.
11. Ensures compliance with department policies, procedures, and MLEAC standards.
12. Attends and participates in training as needed to keep abreast of changes in procedures, regulations or laws which impact the processing and storage of property and evidence.
13. Ensures documentation and destruction of drugs turned into the department's Red Barrel.

C. The primary administrative responsibilities are as follows:

1. Performs meaningful reviews of incidents involving sergeants engaging in the use of force, vehicle pursuits and any other incidents requiring review by MLEAC standards.
2. Assumes command of the department in the absence of the Director of Public Safety and Deputy Director.
3. Serves as MCOLES Information and Tracking Network (MITN) administrator ensuring that department is in compliance with all MITN regulations and applicable state statutes.
4. Oversees department payroll including managing employee time-off banks and submitting time-off spreadsheets to Township Human Resources every payday.

5. Works closely with Township Human Resources to ensure that department employee payroll is properly submitted and uploaded every payday.
6. Serves as PowerTime (scheduling/payroll) administrator including creating, editing and deleting forms and users as necessary.
7. Coordinates patrol shift bids and patrol car assignments in accordance with applicable collective bargaining agreements and department policy utilizing PowerTime software.
8. Oversees department scheduling utilizing PowerTime software including creating/posting master schedules, posting/approving open shift bids, special events, training and holidays.
9. Serves as PowerDMS administrator including adding, deleting and editing policies, memorandums and other pertinent materials.
10. Serves as department training coordinator with responsibility for all aspects of training including authorizing and documenting training, overseeing department training funds (including PA 302 state training funds) and ensuring that all personnel receive necessary training in accordance with department policy and MLEAC standards.
11. Oversees Continuing Professional Education (CPE) training ensuring that all training standards are properly completed and documented. Oversees and documents all CPE training funds.

NECESSARY SKILLS, KNOWLEDGE AND ABILITIES

1. Ability to perform the necessary job functions of a certified police officer.
2. Ability to analyze MLEAC standards and develop procedures for complying with standards.
3. Ability to plan, develop and implement new policies and procedures in an effective manner.
4. Ability to plan, organize, direct and coordinate the work of subordinate personnel.
5. Ability to prepare clear and concise reports.
6. Ability to communicate clearly and concisely, both orally and in writing.
7. Ability to compile and analyze statistical data.

8. Ability to analyze fact patterns and draw conclusions as those fact patterns relate to department policies.
9. Ability to establish and maintain effective working relationships with subordinates, co-workers and superiors.
10. Ability to establish and maintain effective working relationships with MLEAC representatives and represent the department in a professional manner.
11. Ability to attend all required MLEAC training including out of county training.
12. Ability to competently testify in court or other legal proceedings.
13. Ability to effectively retrieve, process, identify, record, store and release property and evidence according to department policy and state law.
14. Knowledge of and proficiency in the use of all department computer/I.T. apps, programs and equipment including PowerDMS, PowerTime and the Central Square property module.
15. Knowledge of all job-relevant Township ordinances, state laws and federal statutes and ability to appropriately apply them in the course of carrying out duties.
16. Knowledge of all department policies/procedures and ability to appropriately apply them in the course of carrying out duties.
17. Knowledge of basic inventory control principles and practices.
18. Possession of strong decision-making skills and the ability to make appropriate decisions within department guidelines.
19. Possession of excellent organizational skills sufficient to maintain all necessary documents and records as required by MLEAC accreditation standards.
20. Possession of time-management skills sufficient to complete all job tasks and duties in a timely and competent manner.

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.

Issued by:



Richard Duffany

Director of Public Safety

Approved by the Hamburg Board of Trustees: DRAFT.



Hamburg Township Public Safety Department

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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 13.

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: August 29, 2024
RE: Agenda Item Topic: **Fire Lieutenant Eligibility List**
General Ledger #: N/A
Number of Supporting Documents: 4
NEW/OLD BUSINESS: **XXX** New Business

Requested Action

- Motion to approve the establishment of a Fire Lieutenant promotional eligibility list.
- Motion to approve amended Hamburg Township Public Safety SOP# 400-09: *Fire Lieutenant Job Description*.
- Motion to approve amended Hamburg Township Public Safety SOP# 200-15: *Part-Time Promotional Process*.
- Motion to amend the Hamburg Township Salary Step Progression Plan to include the position of Fire Lieutenant in Grade 6 of the salary structure.

Background

On August 6, 2024, the voters of Hamburg Township approved a 2.25 millage for Fire Services. This millage is an increase from the 1.75 millage approved in 2016 (and rolled back in 2023 to 1.6544). The primary justification given to the residents for this increase was to hire 6 additional full-time fire personnel in order to address part-time staffing issues and to meet the demands of increased call volume and increased multiple calls. The 6 additional full-time personnel would be used to ensure staffing at both fire stations 24/7.

The residents of Hamburg Township have spoken through their vote, and I am respectfully requesting to move forward with the process to establish a promotional eligibility list for the position of full-time Lieutenant. It is the belief of the Fire Command staff that there are a sufficient number of internal candidates within Hamburg Township Fire to fill these 6 positions.

It is recommended that the full-time Lieutenant be placed in Grade 6 of the Hamburg Township Salary Step Progression Plan.



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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 13.

This matter was brought before the Public Safety Committee on August 27, 2024 and it was their unanimous recommendation to move forward with establishing a Fire Lieutenant promotional eligibility list with the intent of promoting 6 full-time Fire Lieutenants.

Attached is Hamburg Township Public Safety SOP# 400-09: *Fire Lieutenant Job Description*. Also attached is amended SOP# 200-15: *Part-time Promotional Process* (the promotional process for part-time Lieutenant has been removed).

Respectfully,

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

Chief Richard Duffany
Director of Public Safety

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Fire Lieutenant Job Description			No. 400-09
Distribution: FIRE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: 400-08 400-09 (7/6/22)	MLEAC Standard(s): N/A
Effective Date: DRAFT			

JOB TITLE: **Fire Lieutenant**
(Full-time, Hourly, Non-exempt)

REPORTS TO: Duty Captain

I. JOB SUMMARY

The purpose of the Lieutenant position is to provide operational and administrative command support to the department as directed. The primary job responsibility of the Lieutenant is to respond to all emergencies occurring during their shift and to assume scene command on all incidents unless relieved of that responsibility by a higher authority. Secondary job responsibilities will include coordinating and executing daily training needs, mentoring and developing job skills of part-time officers and firefighters, and ensuring the operational readiness of all department apparatus and equipment.

II. PRIMARY DUTIES AND RESPONSIBILITIES

1. The Lieutenant will be the primary point of contact for the Duty Captains for anything pertaining to the station in which they are assigned, will ensure the continual operational readiness of all equipment and staff that is assigned to their station and will work in conjunction with the Duty Captain for any/all employee related issues pertaining to the staff that work out of their assigned station.
2. Responds with personnel, equipment, and apparatus to fire, rescue, medical, and hazardous materials incidents.
3. Assumes Incident Command until relieved by a superior officer.
4. Inspects, tests, and assures operational readiness of equipment and apparatus. Completes needed documentation and reports essential shortcomings to superior officers in a timely manner.
5. Supervises, and evaluates the performance of subordinate firefighting personnel.
6. Keeps superior officers appraised and appropriately documents any action or event that may require further action.
7. Maintains discipline; makes recommendations for disciplinary action within the

- department's Standard Operating Procedures, employee handbook, and all department directives.
8. Reviews injury, accident, and health exposure reports, identifying unsafe work environments or behaviors and taking approved corrective action to prevent reoccurrences.
 9. As an Emergency Medical Technician – Basic (EMT-B), provides emergency medical services as required and performs light to heavy rescue functions at emergencies.
 10. Performs fire prevention activities, company level inspections as assigned and participates in public education for employees and groups in the community.
 11. Assists in the preparation of after-action alarm reports, as well as additional staff reports that support the mission of the department, create and foster effective working relationships in the department among all ranks and with other departments and employees.
 12. Conducts themselves in accordance with the department's code of conduct and displays the attributes of a firefighter with integrity on and off duty.
 13. Creates and fosters effective working relationships within the department among all ranks and with other departments.
 14. Demonstrates the ability to relate interpersonally and to communicate orally and in writing. This may include performing needs assessments and conducting research.
 15. Demonstrates the ability to evaluate employee potential, encourages professional development, and provides mentoring to subordinate staff.
 16. Utilizes evaluative methods, to delegate authority, organize plans and ensure corrective measures are in place. Actively assists in carrying out the roles and responsibilities of the firefighter as needed.
 17. Attends meetings, conferences and training sessions as may be necessary to keep current on technical standards and supervisory expertise.
 18. Performs a wide range of administrative and operational tasks as may be delegated or assigned by the superior officers.

III. JOB-RELATED QUALIFICATIONS

Knowledge of:

1. Principles of supervision.
2. Time and project management.
3. Basic fundamentals of human resource management.
4. Writing, typing and computer skills necessary for the creation and compilation of various documents, communications and reports.
5. Techniques and equipment used in modern firefighting, emergency medical services, protection of life and property, and fire prevention.
6. Building construction related to firefighter safety
7. Emergency medical services and rescue practices.
8. Incident command practices and principles.

Ability to:

1. Understand, interpret and act in accordance with department Standard Operating Procedures, Township Employee Manual and department directives and

- demonstrate skills in applying these toward specific situations.
2. Direct fire personnel and companies at fire scenes, hazardous materials incidents and medical and rescue situations.
 3. Assist in the supervision and management of the department.
 4. Give and accept constructive criticism as appropriate during emergency and nonemergency situations, so as to promote continuous learning and improvement for the organization and the individual.
 5. Receive and carryout orders and/or assignments as may be given by a superior officer.

IV. ESSENTIAL JOB REQUIREMENTS

1. Successfully complete physical examination as required by department and Township policy.
2. Ability to maintain membership on a Special Response Team.
3. Possess physical strength, endurance, agility; must participate and successfully complete the department Agility Test per policy.
4. Produce extreme effort and energy for periods of time in highly stressful situations.
5. Apply knowledge of the streets, water sources, building complexes, and the community.
6. Provide appropriate instruction to personnel in both classroom and field applications of the principles of fire control and emergency medical services.
7. Capable of providing for the safety and welfare of others.
8. Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb and lift 150 lbs.; exposure to cold, heat, extreme noise, outdoors confining work space, electrical hazards, vibration, chemicals, dust, toxic waste, mechanical hazards and explosive materials.
9. Attend meetings both on and off-duty as assigned and performs public speaking on behalf of Hamburg Township Fire.

V. MINIMUM EDUCATION AND EXPERIENCE

Education:

1. Graduation from high school or GED equivalent.
2. An Associate Degree in Fire Science or related field is highly desirable.

Minimum Experience:

1. Five (5) or more years of fire service experience.
2. Member in good standing with Hamburg Township Fire.

VI. LICENSES, CERTIFICATIONS, REGISTRATIONS

1. Possession of a Michigan driver's license with an acceptable driving record as prescribed by this department.
2. State of Michigan Fire Fighter I & II with Hazmat Operations.
3. EMT-Basic, or higher, license in the State of Michigan.
4. Pre-Hospital Trauma Life Support (PHTLS) Certificate.
5. Blue Card certification.

6. Must obtain Fire Instructor I within one year of appointment.
7. Must obtain Fire Officer I and Fire Officer II within one year of appointment.

WORKING CONDITIONS:

1. Work involves travel to various locations throughout the Township with exposure to bodily injury, hazardous materials, adverse weather, fumes, odors and the like at emergency scenes.
2. On-call availability to handle work problems, respond to emergency situations, etc. at all hours is required.

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.

Issued by:



Richard Duffany
Director of Public Safety

Approved by the Hamburg Board of Trustees: DRAFT.

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Part-Time Promotional Process			No. 200-15
Distribution: FIRE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: HTFD 200-15 (8/8/22)	MLEAC Standard(s): N/A
Effective Date: DRAFT			

I. PURPOSE

The purpose of this policy is to establish a process for the promotion of fire personnel to the rank of part-time Sergeant.

II. POLICY

It is the policy of the Hamburg Public Safety Department to select the most qualified firefighter candidates for promotion to the rank of Sergeant.


III. PROCEDURES

- A. When a vacancy or anticipated vacancy occurs for the rank of Sergeant, the Director of Public Safety shall commence a promotional examination process pursuant to this policy in order to establish a promotional eligibility list for the position.
- B. Notice of the promotional examination process shall be posted to all fire personnel via their email address on record at least 10 days before the deadline for applying for the position.
- C. The posting for the promotional examination process shall at a minimum contain the following information:
 1. Position being tested for.
 2. Date of posting.
 3. Minimum eligibility to apply.
 4. Components of the examination process and scoring methodology.
 5. Application process.
 6. Application deadline (date and time).
 7. Bibliography of reference materials for questions on written exam, if applicable.
- D. The promotional examination process for Sergeant shall consist of the following:
 1. Written Examination. The written examination shall consist of 100

multiple choice questions taken from reference materials relevant to the position being tested. Candidates must obtain a minimum score of 70% on the written examination to continue on in the promotional process. The written examination shall count for 30% of the candidate's final cumulative score.

2. Oral Interview. The Oral Interview board shall consist of at least three officers from fire departments/authorities outside of the department. Oral Interview shall count for 30% of the candidate's final cumulative score.
 3. Operational Practical. The Practical examination segment shall be administered by at least three officers having the rank of Lieutenant or above from within the department. The Practical shall count for 40% of the candidate's final cumulative score.
- E. At the conclusion of the examination process the Director of Public Safety shall establish an eligibility list for the position by rank ordering the candidates who successfully completed the process.
 - F. The eligibility list shall remain in effect for two years from the date of establishment.
 - G. In the event of ties, candidates shall be listed in order of department seniority on the eligibility list.
 - H. For all promotions, the Director of Public Safety shall recommend personnel for promotion based solely on the eligibility list beginning with the highest scoring candidate and working down the list in descending order.
 - I. The Township Board must approve all promotions.
 - J. Nothing in this policy shall be construed as requiring the department or Township Board to fill any line officer vacancies or anticipated vacancies through promotion, whether an eligibility list is established or not, and the Township Board reserves its right to determine the organizational structure of the department.

Issued by:



Richard Duffany
Director of Public Safety

Approved by the Hamburg Township Board of Trustees: DRAFT.

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Part-Time Promotional Process			No. 200-15
Distribution: FIRE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: HTFD 200-15 (8/8/22)	MLEAC Standard(s): N/A
Effective Date: DRAFT			

I. PURPOSE

The purpose of this policy is to establish a process for the promotion of fire personnel to ~~part-time line officer positions.~~ the rank of part-time Sergeant.

II. POLICY

It is the policy of the Hamburg Public Safety Department to select the most qualified firefighter candidates for promotion to ~~part-time line officer positions within the department.~~ the rank of Sergeant.

III. PROCEDURES

- ~~A. Part-time line officer positions within the department consist of the ranks of Sergeant and Lieutenant.~~
- B. When a vacancy or anticipated vacancy occurs ~~in a part-time line officer position,~~ for the rank of Sergeant, the Director of Public Safety shall commence a promotional examination process pursuant to this policy in order to establish a promotional eligibility list for the position.
- C. Notice of the promotional examination process shall be posted to all fire personnel via their email address on record at least 10 days before the deadline for applying for the position.
- D. The posting for the promotional examination process shall at a minimum contain the following information:
1. Position being tested for.
 2. Date of posting.
 3. Minimum eligibility to apply.
 4. Components of the examination process and scoring methodology.
 5. Application process.
 6. Application deadline (date and time).
 7. Bibliography of reference materials for questions on written exam, if applicable.
- E. The promotional examination process for Sergeant shall consist of the

following:

1. Written Examination. The written examination shall consist of 100 multiple choice questions taken from reference materials relevant to the position being tested. Candidates must obtain a minimum score of 70% on the written examination to continue on in the promotional process. The written examination shall count for 30% of the candidate's final cumulative score.
2. Oral Interview. The Oral Interview board shall consist of at least three officers from fire departments/authorities outside of the department. Oral Interview shall count for 30% of the candidate's final cumulative score.
3. Operational Practical. The Practical examination segment shall be administered by at least three officers having the rank of Lieutenant or above from within the department. The Practical shall count for 40% of the candidate's final cumulative score.


~~F. The promotional examination process for LIEUTENANT shall consist of the following:~~

- ~~1. Written Examination. The written examination shall consist of 100 multiple choice questions taken from reference materials relevant to the position being tested. Candidates must obtain a minimum score of 70% on the written examination to continue on in the promotional process. The written examination shall count for 50% of the candidate's final cumulative score.~~
- ~~2. Oral Interview. The Oral Interview board shall consist of at least three officers with a rank of Captain or higher from within the department. The Oral Interview shall count for 50% of the candidate's final cumulative score.~~

- G. At the conclusion of the examination process the Director of Public Safety shall establish an eligibility list for the position by rank ordering the candidates who successfully completed the process.
- H. The eligibility list shall remain in effect for two years from the date of establishment.
- I. In the event of ties, candidates shall be listed in order of department seniority on the eligibility list.
- J. For all promotions, the Director of Public Safety shall recommend personnel for promotion based solely on the eligibility list beginning with the highest scoring candidate and working down the list in descending order.

- K. The Township Board must approve all promotions.
- L. Nothing in this policy shall be construed as requiring the department or Township Board to fill any line officer vacancies or anticipated vacancies through promotion, whether an eligibility list is established or not, and the Township Board reserves its right to determine the organizational structure of the department.

Issued by:



Richard Duffany
Director of Public Safety

Approved by the Hamburg Township Board of Trustees: DRAFT.

HAMBURG TOWNSHIP
SALARY STEP PROGRESSION PLAN
10 STEPS, 2.5% STEPS DIFFERENTIALS, 24.9% RAND WIDTHS, 10% GRADE DIFFERENTIALS
 Scale as of July 1, 2024: ECI is 5%
 Board approved June 18, 2024

GRADE	POSITION	HOURLY AND SALARY RANGES									
		Steps 1	Steps 2	Steps 3	Steps 4	Steps 5	Steps 6	Steps 7	Steps 8	Steps 9	Steps 10
1	Grounds Maintenance I Senior Center Program Assistant	36,371.33	37,280.61	38,212.63	39,167.94	40,147.14	41,150.82	42,179.59	43,234.08	44,314.93	45,422.80
		17.49	17.92	18.37	18.83	19.30	19.78	20.28	20.79	21.31	21.84
2	Custodian Receptionist/Elections Assistant Treasurer's Assistant	40,008.58	41,008.80	42,034.01	43,084.87	44,161.99	45,266.04	46,397.69	47,557.63	48,746.57	49,965.23
		19.23	19.72	20.21	20.71	21.23	21.76	22.31	22.86	23.44	24.02
3	Code Enforcement Ground Maintenance 2 Videographer	44,009.21	45,109.44	46,237.17	47,393.10	48,577.93	49,792.38	51,037.19	52,313.12	53,620.94	54,961.47
		21.16	21.69	22.23	22.79	23.35	23.94	24.54	25.15	25.78	26.42
4	Administrative Assistant - Fire Administrative Assistant - Police Building & Grounds Supervisor Clerk/Elections Assistant Senior Treasurer's Assistant Planning and Zoning Coordinator Treasurer's Clerk	48,410.70	49,620.97	50,861.49	52,133.03	53,436.36	54,772.27	56,141.57	57,545.11	58,983.74	60,458.33
		23.27	23.86	24.45	25.06	25.69	26.33	26.99	27.67	28.36	29.07
5	Accounting Specialist Elections Clerk/ Coordinator Administrative Assistant Supervisor - Police Parks & Recreation Coordinator/Grant Coord. DPW Technician	53,251.65	54,582.94	55,947.52	57,346.21	58,779.86	60,249.36	61,755.59	63,299.48	64,881.97	66,504.02
		25.60	26.24	26.90	27.57	28.26	28.97	29.69	30.43	31.19	31.97
6	Senior Center Program Director	58,576.36	60,040.77	61,541.79	63,080.33	64,657.34	66,273.78	67,930.62	69,628.89	71,369.61	73,153.85
		28.16	28.87	29.59	30.33	31.09	31.86	32.66	33.48	34.31	35.17
7	Deputy Clerk Deputy Treasurer IT Coordinator Fire Captain Information Assistant Accounting/Benefits Coordinator	64,433.66	66,044.50	67,695.61	69,388.00	71,122.70	72,900.77	74,723.29	76,591.37	78,506.16	80,468.81
		30.98	31.75	32.55	33.36	34.19	35.05	35.92	36.82	37.74	38.69
8	Fire Marshall Utilities & Special Projects Coordinator Plant Operator B	70,876.91	72,648.83	74,465.05	76,326.68	78,234.85	80,190.72	82,195.49	84,250.37	86,356.63	88,515.55
		34.08	34.93	35.80	36.70	37.61	38.55	39.52	40.50	41.52	42.56
9	Deputy Fire Chief Plant Operator A	77,965.18	79,914.31	81,912.16	83,959.97	86,058.97	88,210.44	90,415.70	92,676.10	94,993.00	97,367.82
		37.48	38.42	39.38	40.37	41.37	42.41	43.47	44.56	45.67	46.81
10	Planning & Zoning Director DPW Superintendent	85,760.89	87,904.91	90,102.54	92,355.10	94,663.98	97,030.58	99,456.34	101,942.75	104,491.32	107,103.60
		41.23	42.26	43.32	44.40	45.51	46.65	47.82	49.01	50.24	51.49
11	Deputy Police Chief/Deputy Public Safety Director Director of Accounting Director of Technical Services & Utilities Fire Chief/Deputy Public Safety Director	94,337.89	96,696.34	99,113.75	101,591.59	104,131.38	106,734.66	109,403.03	112,138.11	114,941.56	117,815.10
		45.35	46.49	47.65	48.84	50.06	51.31	52.60	53.91	55.26	56.64
12	Police Chief/Public Safety Director	103,771.11	106,365.39	109,024.52	111,750.14	114,543.89	117,407.49	120,342.68	123,351.24	126,435.02	129,595.90



Hamburg Township Public Safety Department

PO BOX 157 · HAMBURG, MICHIGAN 48139
PHONE: (810) 231-9391 · FAX: (810) 231-9401

EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 14.

TO: Hamburg Township Board

FROM: Chief Richard Duffany

DATE: August 29, 2024

RE: Agenda Item Topic: **Conditional Offer of Employment (Police)**
 General Ledger #: N/A
 Number of Supporting Documents: N/A

NEW/OLD BUSINESS: **XXX** New Business

Requested Action

- Motion to extend a conditional offer of employment to Kelly Kozowicz for the position of full-time police officer pending successful completion of all pre-employment requirements (medical examination, psychological examination and drug screening).

Background

The approved FY 24/25 budget contains two additional full-time police officer positions. A hiring process was held with the job posting for the police officer positions posted on various public platforms on July 5, 2024. The closing date for applications was August 2, 2024. After reviewing/rating all applications and holding two sets of interviews, an eligibility list of the top candidates was established on August 22, 2024.

The top candidate, Kelly Kozowicz, is currently in the background phase of the hiring process and I am requesting that the Township Board authorize me to extend a conditional offer of employment to Ms. Kozowicz upon successful completion of her background investigation. This offer of employment will allow Ms. Kozowicz to move onto the psychological evaluation, medical examination and drug screening portion of the hiring process.

Once Ms. Kozowicz has successfully completed all her pre-employment requirements, I am requesting that she be sworn in as a police officer with the Township at the Township Board meeting being held on October 1, 2024.

Ms. Kozowicz is currently a police officer with the City of Howell Police Department and has been with that department for 4 years. She also holds a Bachelor’s Degree in Criminal Justice from Oakland University.



Hamburg Township Public Safety Department

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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 14.

Budget Impact

The hiring of Kelly Kozowicz will not have any adverse effect on the FY 24/25 budget as this full-time position is included in the budget.

Respectfully,

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

Chief Richard Duffany
Director of Public Safety



Hamburg Township Public Safety Department



Item 15.

PO BOX 157 · HAMBURG, MICHIGAN 48139
PHONE: (810) 231-9391 · FAX: (810) 231-9401
EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: August 29, 2024
RE: Agenda Item Topic: **Conditional Offers of Employment (Fire)**
General Ledger #: N/A
Number of Supporting Documents: N/A
NEW/OLD BUSINESS: **XXX** New Business

Requested Action

- Motion to extend conditional offers of employment to Rebecca Zettel and Caitlin Van Steenis for the position of part-time Firefighter/EMT pending successful completion of all pre-employment requirements (background, medical examination, psychological examination and drug screening).

Background

The department has an ongoing hiring campaign for the position of part-time Firefighter/EMT. Two candidates are finishing up their background checks and conditional offers of employment are needed to move them forward in the process which includes medical examination, psychological examination, and drug screening.

The first candidate is Rebecca Zettel who is a Hamburg Township resident and currently employed as a Firefighter/EMT with the Putnam Township Fire Department.

The second candidate is Caitlin Van Steenis who is a Northfield Township resident and is currently employed as a paramedic with Livingston County EMS.

Budget Impact

There is no adverse impact to the FY 24/25 budget as these are budgeted part-time positions.

Respectfully,

Chief Richard Duffany
Director of Public Safety



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

TO: Hamburg Township Board of Trustees

FROM: Deby Henneman, Township Coordinator

DATE: August 28, 2024

AGENDA ITEM TOPIC: Administrative Policies & Procedures – Addition of Ordinance Procedure – First Reading
Number of Supporting Documents: **Ordinance Procedure Draft**

Requested Action

Requesting a first reading of the draft Ordinance Procedure, and that the board provide comment/edits, if any. The intent is that this procedure be added to the Administrative Policies & Procedures under the appropriate section.

Background

As the current Ordinance Coordinator this is the procedure I feel will work the best for staff and in order to keep the code as current and error free as possible. Adoption of this policy will help future staff be aware of the steps needed to keep the records accurate.

Code of Ordinances

As of 2021, the Hamburg Township Ordinances have been codified, and we have entered into a contract with Municode to supply web services to keep our laws more accessible to our residents. Our code gets updated on a schedule agreed to by the board, and any changes must be submitted to the vendor upon adoption to keep the records current.

All changes in Ordinance, both for General Township Law as well as Zoning, must be forwarded to vendor providing support and for incorporation into the Hamburg Township Code of Ordinances. **The following procedure should be used for all requests and it is highly recommended that the originating ordinance document be obtained through the Clerk's Office. The most current code can be found on the Township website.**

This is the current location:

[https://library.municode.com/mi/hamburg_township_\(livingston_co.\)/codes/code_of_ordinances](https://library.municode.com/mi/hamburg_township_(livingston_co.)/codes/code_of_ordinances)

Ordinance Supplemental Procedure

1. Staff completes change/addition to Ordinance according to their Department procedure
 - a. Zoning Ordinance and Map/Text Amendments processed by Zoning Department
 - b. General Ordinance changes/additions are processed by Supervisor, Public Safety Director and/or the Clerk, with support from Zoning as it relates to code enforcement
2. Ordinance Coordinator is provided Supplemental Request Form (Appendix 1) and supporting documents from Staff
 - a. Documents must include red-lined version of text changes, and clean "final" version
 - b. New Ordinances will be published in their entirety and must include Certification clause
 - c. Ordinance changes/additions exceeding two pages may be published in summary format which must be submitted by Department staff to Ordinance Coordinator and the Clerk's Office, prior to the 2nd reading, in a final single-spaced Word version which must include Certification clause
 - d. Certification Clause is as follows:
 - i. I, (Clerk), the duly qualified Clerk for the Township of Hamburg, Livingston County, Michigan, do hereby certify that the foregoing is a true and complete copy of the Ordinance adopted by the Township Board at a meeting held on (date). The original is on file in the Office of the Township Clerk.
 - ii. By: (Clerk) (Signature line)
 - iii. Introduced: (First reading date)
 - iv. Adopted: (Second reading date/when motion was passed)
 - v. Effective: (Date the law/change becomes effective) (Clerk assists with this)
 - vi. Published: (Date the law/change is published) (Clerk assists with this)

3. Ordinance Coordinator arranges for the new/changed Ordinance to go into the Board packet with cover memo, Zoning Department will provide cover memo for anything they present
 - a. Changes to existing code should reference both the old General Ordinance Number, if applicable, and the current Chapter and Article from the website
 - b. New laws are assigned a General Ordinance Number, based on past numbering
 - c. Board will have a first and second reading of all ordinance changes/additions
 - d. Ordinance Coordinator will include the Summary with the 2nd Township Board reading
 - e. Summary will be reviewed by Township Board and motion will include authorization to publish
 - f. Ordinance changes which include Civil Infraction penalties, must be assigned a Class
4. Once approved, Staff provides the Ordinance Coordinator with any additional information needed to finalize publication. Clerk's Office will arrange for the Summary to be published in the newspaper
 - a. Dates are finalized with Clerk Department staff and filled in on the Word version of Ordinance or change by Ordinance Coordinator or Clerk Department staff
 - b. Final Word version of Ordinance or change is sent to newspaper by Clerk Department staff, and proof copy is sent to Ordinance Coordinator and the originating Department
 - c. Once approved by originating Department, Clerk staff finalizes publication and provides proof of publication to the Ordinance Coordinator, when published
5. Ordinance Coordinator forwards red-lined version of Word, PDF of signed/certified version of Ordinance change/addition, and proof of publication to Municode for inclusion in code
6. Municode sends back confirmation, and changes are scheduled for the next supplement (Appendix 2)
7. The changes are placed on the Ordinance home page while awaiting codification and are available for public review
8. Once codified, printed versions (4 copies) will be sent for each supplement to Ordinance Coordinator for distribution to: Clerk, Police, Fire, Zoning
9. All General Ordinances will be maintained in the Clerk archives & V drive. Originals are permanently housed in the Clerk Department.

All publications and Ordinances are to be retained indefinitely as outlined in the Records Retention and Disposal Schedule for Michigan Township Clerks General Schedule #25, as provided by the Department of History, Arts and Libraries – Records Management Services. Updated schedules may be referenced here: <https://www.michigan.gov/dtmb/services/recordsmanagement/schedules/glocal>.



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

Code of Ordinances – Supplemental Request Form

Ordinance # _____ Municode Chapter: _____ Section _____ Line: _____

Pick one: Add Change Delete

Amendment Requested:

See attached Word Doc:

And/or make corrections as follows: _____

Approval/Adoption Date: _____

Publication Date: _____

Effective Date: _____

Sent to Municode: _____

Verified by: _____

Added to Code date: _____

Deby Henneman

From: ords@municode.com
Sent: Thursday, January 6, 2022 9:44 AM
To: Deby Henneman
Subject: Hamburg Township, (Livingston Co.), MI Code of Ordinances - 2021 (15852) Supplement 1

****THIS IS AN AUTOMATICALLY GENERATED EMAIL****

Below, you will find the material that we have received/recorded to your account. This material is being considered for inclusion in your next/current update, Supplement 1

Document	Adopted Date	Recorded	Recorded Format
Ordinance No. 103	12/21/2021	1/6/2022	PDF



Update the internet version of your Code more often than a printed supplement. We can update the Internet quarterly, monthly, even weekly.



We can post newly enacted ordinances in the online Code after each meeting.

TO: Hamburg Township Board of Trustees

FROM: Deby Henneman, Township Coordinator

DATE: August 28, 2024

AGENDA ITEM TOPIC: Pinckney Community Schools/Pinckney Community Education – 2-year Blanket Park Use Contract for Manly Bennett East/West
Number of Supporting Documents: **XX**

Requested Action

To approve the park use request from Pinckney Community Schools/Pinckney Community Education dated August 27, 2024, contingent on the applicant submitting all paperwork to the satisfaction of the Clerk’s office including Certificate of Insurance listing Hamburg Township as Additional Insured, that use be scheduled with the Park Coordinator and subject to Blackout Dates, that all uses other than games and practices be submitted and approved through a separate application process, and that fees be waived for regular blanket use.

Background

The prior contract with the schools expired 7/1/24. This application is for a new 2- year request, with 1- year administrative renewal with fees waived, similar to the prior agreement. All uses will require scheduling with the Park Coordinator in order to maintain Blackout Dates, and to avoid conflicts with maintenance, other uses, field closures, etc. This application is for regular use only, ie: games and practices, and all other uses such as tournaments, cross country meets, etc. will require a separate application process and Public Safety review if applicable.

Motion at Parks & Recreation Committee meeting held 8/27/24 was as follows:

Motion by Dolan, supported by Michniewicz, to recommend approval of the Pinckney Community Schools/Pinckney Community Education park use application dated 8/27/24 for use of all sports fields in Manly Bennett East/West Park on an as needed basis, and based on availability, for a 2-year period starting 8/27/24 and ending 7/26/26, with a 1-year renewal option to be handled administratively. Use is contingent on the applicant providing requested documents to the Clerk’s satisfaction, including a certificate of insurance naming Hamburg Township as Additional Insured for the entirety of the contract, that the applicant communicate field use needs with the Parks Coordinator, and that all uses other than regular games and practices be submitted and approved through a separate application process.

VOICE VOTE: Ayes: 4 (McCabe absent)

MOTION CARRIED



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

Memorandum

Date: August 27, 2024

To: Parks & Recreation Committee

From: Deby Henneman, Parks & Recreation Coordinator

Re: Pinckney Community Schools – Use of Manly Bennett for Athletics –
Blanket Use/as scheduled with Park Coordinator

We are in receipt of a Park Use Application from Pinckney Community Schools dated August 27, 2024 for blanket use of the sports fields in Manly Bennett Park. This use will be scheduled with the Park Coordinator, for any uses they require, based on availability. Uses include games/practices for baseball, soccer, cross country, etc.

The 2-year contract is proposed through July 26, 2026 with a 1 year renewable term to be handled administratively. The applicant will be required to provide a copy of their Insurance Certificate naming Hamburg Township as Additional Insured each time it renews during the length of the contract.

Should approval of the application be recommended as submitted, it should include the contingency that the Clerk Department be provided all requested documents to their satisfaction, that the field assignments be communicated Administratively through the Parks Coordinator, that uses will not be allowed during Blackout Dates, and that all uses other than games and practices be submitted on a separate application to be approved on a case by case basis (ie: Cross Country Meets, Soccer Tournaments, Etc.)



Hamburg Township Manly Bennett Park
Park Use Application

P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139-015
(810) 231-1000 Office X-218
(810) 231-4295 Fax

Item 17.

And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

Applicant Information:

Event Sponsor (or name if family or individual use): Pinckney Community Schools & Pinckney Community Education

Name of Event: Use of Athletic Fields on an as needed basis in Manly Bennet park East and West

Type of Event: Cross Country, Soccer, etc. Park Use Category #: Select One

Applicant Name: Pinckney Community Schools @ Pinckney Community Education

Date(s) of Event: 8/27/24-7/26/26, with 1 year renew term Time(s) of Event: Various/to be scheduled

Applicant Address: 2130 East M-36 Suite or Apt #:

Applicant City: Pinckney State: MI Zip: 48169

Contact Person (present during use): Brian Wardlow/ Matt Seidl/ Sean Grace/ James Wicker

Contact's Affiliation with Applicant: Director of Athletics/PCS Employee/Cross Country Coach

Contact's Phone: 810-225-5525 Contact's E-Mail: bwardlow@pinckneypirates.org

Event Co-applicant, if any: Matt Seidl

All Co-applicants must also sign all applications and waivers. Co-applicant relationship to Applicant: New Athletic Director - October 1st

Co-applicant's phone: 734-358-6136

Insurance Information:

Insurance Carrier: MAISL - Metropolitan Assoc For Improved School Legislation To be submitted

Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy. Policy #: Expiration Date: 6/30/2025

Limit of General Liability: 1,000,000 Occurrence Aggregate

Umbrella Coverage Limit (if any): Occurrence Aggregate

Event Description: *(any information that doesn't pertain to your event please indicate not applicable)*

Please describe the event you propose to host: Any events hosted by the schools will be applied for under a separate application. Tournaments, State Divisionals, etc are samples of events that will require a public safety review, and separate approval process through TB

Total Number of participants/spectators/guests anticipated during event: _____

Average of participants/spectators/guests anticipated at any given time: _____

Site of Proposed Event; include all areas of the parklands that will be used: _____

Include site plan drawing reflecting all areas of the Township Park and recreational facilities the event will effect

Will there be camping and trailer facilities? If so, are overnight stays anticipated: _____

Number of Volunteers: _____ Are Volunteers trained?: _____
Please attach copy of Volunteer Handbook if applicable

Will tents be used?: _____ If so, please indicate locations: _____

Under no circumstances are tent stakes to be driven into asphalt surfaces. Tent locations must be pre-approved.

Will admission be charged? If so, how much: _____

Parking fee charged? If so, how much: _____ Valet service available? _____

Will Food/Beverages be served? If so, types of food and name of persons serving: _____

For anything other than pre-packaged foods, Concession Application, Health Department License and Products Liability coverage is required.

Will there be Fireworks or any other pyrotechnic display? If so, describe: _____

Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.

Will there be any animals present? If so, describe: _____

Pets are not allowed in Parkland during events. Service Dogs are allowed with proper certification.

Will there be Amusement rides or games? If so, describe: _____

Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.

Will there be a need for vehicles to be used on Township grounds? If so, describe: _____

Personal vehicles require proof of Auto Liability based on the description of use and areas needing to be accessed during event.

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, describe: _____

Hamburg Township reserves the right to require private security and/or emergency responders be present during any event.

Specific services required from the Township, if any: _____

Other information regarding your event that you feel may be helpful: _____

Organized Sports and/or Sporting Events:

Please indicate type of sports event: Regular Season (Games/Practices) Sports Tournament Other

If Tournament or other event, complete Event Description on Page 2 and provide additional details, if any:

Fee waiver requested due to nature of applicant use.

Release of Liability & Indemnification Agreement

The approval of this park use request is contingent upon receipt of all requested information, review process of the Hamburg Township Parks & Recreation Committee, and approval of the Hamburg Township Board. The applicant may be required to provide additional information as is deemed necessary by the Parks & Recreation Committee and/or Township Board, and may be required to meet with the Parks Administrator and/or Parks Coordinator to supply additional information or to answer questions. If the Park Use Application is received less than 60 days prior to the requested event date, the Parks & recreation Committee and Township Board may process the application, however, the application fee may be increased in an amount to be determined by the Parks & Recreation Committee and/or the Township Board.

The undersigned acknowledges that he/she/they are authorized to sign this application on behalf of the applicant and that he/she/they have received a copy of all documents relating to the use of the park and recreational facilities including the Hamburg Township Park Facility Use Policy Rules and Regulations.

In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay on behalf of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract.

The Applicant covenants and agrees that it will have a representative on the premises at all times to monitor the set-up, use and tear-down of the use and all activities related to thereto and under no circumstances shall the use of the park be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees.

Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition.

Personal Property Damage Claims: The applicant hereby releases Hamburg Township, Its elected and appointed officials, employees and volunteers, and others working behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant by way of subrogation or otherwise, for any loss or damage to applicant's property resulting from any incident, except damages resulting from the gross negligence of the Township, as it relates to the activities and uses contemplated by the application. It is understood by the applicant that all private property kept, stored or maintained in and on the Hamburg Township Park and recreational facilities shall be so kept, stored or maintained at the risk of the Applicant.

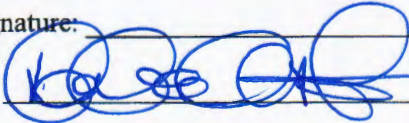
X Initials: _____

Public Health & Safety: The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

X Initials: _____

X Applicant's Signature: _____ Date: _____

Co- applicant's Signature: _____ Date: _____

Parks Coordinator:  _____ Date: 8/27/24

For office use only

Comments: Fees? -

Insurance? -

Use Soccer & CC scheduled ✓

Meeting Approval Dates: 8/27/24 Parks & Recreation _____ Public Safety _____ Township Board

Application has been (Circle one) Approved Denied

Hamburg Township Representative: _____

TO: Hamburg Township Board of Trustees

FROM: Deby Henneman, Township Coordinator

DATE: August 28, 2024

AGENDA ITEM TOPIC: Pinckney Community Schools/Pinckney Community Education – MSXC Jamboree East Park – September 19, 2024 – 2:30PM to 7:00PM
Number of Supporting Documents: **Application attached**

Requested Action

To approve the park use request from Pinckney Community Schools dated August 27, 2024, for the MSXC Jamboree contingent on the applicant submitting all paperwork to the satisfaction of the Clerk’s office including Certificate of Insurance listing Hamburg Township as Additional Insured, that use be scheduled with the Park Coordinator, that fees be waived due to the nature of the event, and that any extra costs associated with this the hosting of this event be passed on to the applicant.

Background

This use anticipates 200 participants/spectators, and will be considered a Blackout for our Football teams (and any other uses in East Park that come forward). This blackout is in addition to the one already taking place September 7 – 18, 2024, and the other CC event which is taking place September 27 & 28th. Due to the low number of participants estimated, this application does not require Public Safety review, but Sgt. Paul has been given a copy of this request. All user groups have been sent a copy of the Blackout list updates.

Motion at Parks & Recreation Committee meeting held 8/27/24 was as follows:

Motion by Auxier, supported by Michniewicz, to recommend approval of the Pinckney Community Schools park use application dated 8/27/24 for use of the East Park Cross Country Course and surrounding areas, for the MSXC Jamboree to be held on September 19, 2024 which anticipates 200 participants and does not require a public safety review. Use is contingent on the applicant providing requested documents to the Clerk’s satisfaction, including a certificate of insurance naming Hamburg Township as Additional Insured.

VOICE VOTE: Ayes: 4 (McCabe absent)

MOTION CARRIED



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

Memorandum

Date: August 27, 2024

To: Parks & Recreation Committee

From: Deby Henneman, Parks & Recreation Coordinator

Re: Pinckney Community Schools – Use of Manly Bennett Park for – MSXC Jamboree event – 9/19/24 – Blackout of East Park from 2:30PM to 7PM

We are in receipt of a Park Use Application from Pinckney Community Schools dated August 27, 2024 for use of the East Park Cross Country Course on September 19, 2024 for a Jamboree event. This event anticipates up to 200 participants/spectators and won't require Public Safety based on the numbers.

Should approval of the application be recommended as submitted, it should include the contingency that the Clerk Department be provided all requested documents to their satisfaction, that the field assignments be communicated Administratively through the Parks Coordinator, that uses will not be allowed during Blackout Dates, and that if additional amenities are required that the applicant be charged at cost for those expenses.



Hamburg Township Manly Bennett Park
Park Use Application

P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139-015
(810) 231-1000 Office X-218
(810) 231-4295 Fax

Item 18.

And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

Applicant Information:

Event Sponsor (or name if family or individual use): PINCKNEY COMMUNITY SCHOOLS

Name of Event: CROSS COUNTRY RACES / MSXC Jamboree / PRACTICES / SAILOR GAMES

Type of Event: CROSS COUNTRY RACES Park Use Category #: Select One

Applicant Name: BRIAN WARDLOW

Date(s) of Event: 9/19, ~~9/18~~, ~~9/19~~ Time(s) of Event: 9/19 - 2:30pm - 7pm
~~9/17 - 9/18 - 8am - ALL DAY~~

Applicant Address: 2130 E M-36 Suite or Apt #:

Applicant City: PINCKNEY State: MI Zip: 48169

Contact Person (present during use): MIKE GOODFELLOW - 734-747-2916 ~~JIM WICKER - 810-579-9543~~

Contact's Affiliation with Applicant: COACHES FOR PIRATE ATHLETICS

Contact's Phone: Contact's E-Mail: mgoodfellow@pinckneypirates.org
~~jmwick@pinckneypirates.org~~

Event Co-applicant, if any: MATT SEIDL
All Co-applicants must also sign all applications and waivers.

Co-applicant relationship to Applicant: REPLACEMENT AD

Co-applicant's phone: 734-358-6136

Insurance Information:

Insurance Carrier: MAISL - METROPOLITAN ASSOCIATION FOR IMPROVED SCHOOL LEGISLATION
Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy.

Policy #: Expiration Date: 6/30/2025

Limit of General Liability: Occurrence Aggregate

Umbrella Coverage Limit (if any): Occurrence Aggregate

Pending - Copy to follow

Event Description: *(any information that doesn't pertain to your event please indicate not applicable)*

Please describe the event you propose to host: CROSS COUNTRY RACES ON
9/19, ~~9/17~~, ~~9/18~~

Total Number of participants/spectators/guests anticipated during event: 9/19 - 200 ±
~~9/17 + 9/18 400 ±~~

Average of participants/spectators/guests anticipated at any given time: SAME AS ABOVE

Site of Proposed Event; include all areas of the parklands that will be used: _____
MANLY EAST - XC TRAIL, PARKING LOT

Include site plan drawing reflecting all areas of the Township Park and recreational facilities the event will effect

Will there be camping and trailer facilities? If so, are overnight stays anticipated: NO

Number of Volunteers: 20 ± Are Volunteers trained?: YES
Please attach copy of Volunteer Handbook if applicable

Will tents be used?: YES If so, please indicate locations: _____

10' x 10' - CANOPIES OUTSIDE OF BASEBALL DIAMONDS
Under no circumstances are tent stakes to be driven into asphalt surfaces. Tent locations must be pre-approved.

Will admission be charged? If so, how much: NO

Parking fee charged? If so, how much: per car Valet service available? NO

Will Food/Beverages be served? If so, types of food and name of persons serving: NONE

For anything other than pre-packaged foods, Concession Application, Health Department License and Products Liability coverage is required.

Will there be Fireworks or any other pyrotechnic display? If so, describe: NO

Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.

Will there be any animals present? If so, describe: NONE AFFILIATED WITH EVENT

Pets are not allowed in Parkland during events. Service Dogs are allowed with proper certification.

Will there be Amusement rides or games? If so, describe: NO

Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.

Will there be a need for vehicles to be used on Township grounds? If so, describe: MAYBE 1

VEHICLE FOR STARTER AT FINISH LINE
Personal vehicles require proof of Auto Liability based on the description of use and areas needing to be accessed during event.

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, describe: N/A

Hamburg Township reserves the right to require private security and/or emergency responders be present during any event.

Specific services required from the Township, if any: REGULAR MOWING / STRIPING
will be done by coaches

Other information regarding your event that you feel may be helpful: _____

Organized Sports and/or Sporting Events:

Please indicate type of sports event: Regular Season (Games/Practices) Sports Tournament Other

If Tournament or other event, complete Event Description on Page 2 and provide additional details, if any:

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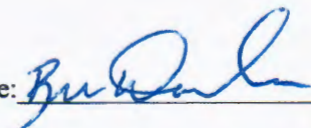
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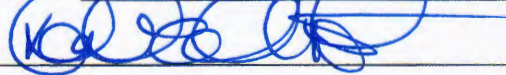
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Initials: BD

Applicant's Signature:  Date: 8/27/24

Co- applicant's Signature:  Date: _____

Parks Coordinator:  Date: 8/27/24

For office use only

Comments: _____

Meeting Approval Dates: 8/27/24 Parks & Recreation _____ Public Safety _____ Township Board _____

Application has been (Circle one) Approved Denied

Hamburg Township Representative: _____