



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

Supervisor Jason Negri **Clerk** Mike Dolan **Treasurer** Jennifer Daniels **Trustees** Chuck Menzies, Patricia Hughes, Nick Miller, Joanna Hardesty

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, November 04, 2025 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. Bills List 11.04.2025
2. Community Event - Christmas In The Village 2025 - Vendor/Sponsor Information Packet
3. Parks & Recreation - Approved Meeting Minutes - September 30, 2025
4. Senior Center - Monthly Report - October 2025
5. Township Coordinator - Monthly Report - October 2025
6. Eagle Scout Project - Lakelands Trail Interpretive Sign Project Correspondence - Thank you from Scout Kashian
7. 10-21-2025 Work-Study Meeting Minutes
8. 10-21-2025 Regular Meeting Minutes

APPROVAL OF THE AGENDA

UNFINISHED BUSINESS

9. Employee Handbook changes
10. 1st quarter budget amendments
11. Administrative Policies and Procedures Manual

CURRENT BUSINESS

12. Police Officer Hiring
13. July/December Board of Review Resolution
14. Parks & Rec - Park Use Application - Village Trailhead - Christmas In The Village Event
15. Parks & Rec - Banner Permit Approval Request - Christmas In The Village Event
16. Finance Control Book May 2025
17. Auction of John Deere 1545 Cabover Mower
18. 30 Years of Service - Brittany Campbell

CALL TO THE PUBLIC

BOARD COMMENTS

ADJOURNMENT

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 General Fund							
Dept 000.000							
101-000.000-073.001	10/08/25	BLUE CROSS BLUE SHIELD OF MICH	11/01-11/30/25	10202025	10/28/25	3,815.50	
101-000.000-073.002	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0001-000 11/01/25-11/30/	10172025	11/04/25	164.86	
101-000.000-073.003	10/23/25	ALERUS RETIREMENT SOLUTIONS	401A	10232025	11/04/25	1,395.76	
101-000.000-073.004	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0001-000 11/01/25-11/30/	10172025	11/04/25	25.00	
101-000.000-231.200	10/22/25	DART TEAM	10/01/25	10012025	11/04/25	135.00	
101-000.000-231.420	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0002-000 11/01-11/30/25	10172025	11/04/25	1,144.16	
101-000.000-231.500	10/23/25	ALERUS RETIREMENT SOLUTIONS	457	10232025	11/04/25	17,302.74	
101-000.000-231.500	10/23/25	MUNICIPAL EMPLOYEE'S RETIRE-	2025-10	00172419-4	11/04/25	15,060.15	
101-000.000-239.000	10/06/25	ALPINE FLORIST AND GIFTS, INC.	SEN CTR BIRTHDAY FLOWERS AUGUST & S	017471	11/04/25	75.00	
101-000.000-279.984	09/09/25	TEAHEN MEADOWS HOME OWNERS AS	REFUND PAYMENT OVERAGE -ENGINEER RE	09092025	11/04/25	797.50	
Total For Dept 000.000						39,915.67	
Dept 101.000 Township Board							
101-101.000-716.000	10/23/25	ALERUS RETIREMENT SOLUTIONS	401A	10232025	11/04/25	387.26	
101-101.000-826.000	10/09/25	ROSATI, SCHULTZ, JOPPICH &	MICHIGAN TAX TRIBUNAL MATTERS	1084345	11/04/25	119.00	
101-101.000-826.000	10/09/25	ROSATI, SCHULTZ, JOPPICH &	LABOR & EMPLOYMENT LAW	1084393	11/04/25	36.00	
101-101.000-826.000	10/09/25	ROSATI, SCHULTZ, JOPPICH &	MARY ANN & STEVEN LAMKIN	1084394	11/04/25	122.50	
101-101.000-826.000	10/09/25	ROSATI, SCHULTZ, JOPPICH &	GENERAL MATTERS	1084391	11/04/25	1,037.00	
101-101.000-910.000	10/06/25	MICHIGAN TOWNSHIPS ASSOCIATION	TWP TRAINING MANUALS (8) FOR TWP	438221	11/04/25	299.20	
Total For Dept 101.000 Township Board						2,000.96	
Dept 171.000 Township Supervisor							
101-171.000-716.000	10/23/25	ALERUS RETIREMENT SOLUTIONS	401A	10232025	11/04/25	465.24	
101-171.000-718.000	10/08/25	BLUE CROSS BLUE SHIELD OF MICH	11/01-11/30/25	10202025	10/28/25	2,537.38	
101-171.000-725.100	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0001-000 11/01/25-11/30/	10172025	11/04/25	5.49	
101-171.000-725.200	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0001-000 11/01/25-11/30/	10172025	11/04/25	0.78	
Total For Dept 171.000 Township Supervisor						3,008.89	
Dept 201.000 ACCOUNTING							
101-201.000-716.000	10/23/25	ALERUS RETIREMENT SOLUTIONS	401A	10232025	11/04/25	1,171.55	
101-201.000-718.000	10/08/25	BLUE CROSS BLUE SHIELD OF MICH	11/01-11/30/25	10202025	10/28/25	4,621.34	
101-201.000-725.100	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0001-000 11/01/25-11/30/	10172025	11/04/25	119.23	
101-201.000-725.200	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0001-000 11/01/25-11/30/	10172025	11/04/25	18.75	
101-201.000-910.000	10/27/25	MICHIGAN MUNICIPAL RISK AUTHO	HO ANNUAL MEETING GRAND TRAVERSE AUG 2	10272025	11/04/25	1,031.60	
Total For Dept 201.000 ACCOUNTING						6,962.47	
Dept 215.000 CLERK'S OFFICE							
101-215.000-716.000	10/23/25	ALERUS RETIREMENT SOLUTIONS	401A	10232025	11/04/25	822.22	
101-215.000-718.000	10/08/25	BLUE CROSS BLUE SHIELD OF MICH	11/01-11/30/25	10202025	10/28/25	4,239.89	
101-215.000-725.100	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0001-000 11/01/25-11/30/	10172025	11/04/25	83.75	
101-215.000-725.200	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0001-000 11/01/25-11/30/	10172025	11/04/25	12.81	
Total For Dept 215.000 CLERK'S OFFICE						5,158.67	
Dept 228.000 TECHNICAL/UTILITIES SERVICES							
101-228.000-716.000	10/23/25	ALERUS RETIREMENT SOLUTIONS	401A	10232025	11/04/25	630.73	
101-228.000-718.000	10/08/25	BLUE CROSS BLUE SHIELD OF MICH	11/01-11/30/25	10202025	10/28/25	924.27	
101-228.000-725.100	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0001-000 11/01/25-11/30/	10172025	11/04/25	59.45	
101-228.000-725.200	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0001-000 11/01/25-11/30/	10172025	11/04/25	8.75	
101-228.000-910.000	10/27/25	MICHIGAN MUNICIPAL RISK AUTHO	HO ANNUAL MEETING GRAND TRAVERSE AUG 2	10272025	11/04/25	197.00	
Total For Dept 228.000 TECHNICAL/UTILITIES SERVICES						1,820.20	
Dept 229.000 COMPUTER/CABLE							
101-229.000-933.000	10/16/25	BS&A SOFTWARE INC.	ONLINE PORTAL/PAYROLL/TIME SHEETS 1	163846	11/04/25	6,113.00	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 General Fund							
Dept 229.000 COMPUTER/CABLE							
101-229.000-933.000	10/15/25	CDW GOVERNMENT, INC.	VEEAM BACKUP 1Y	AG44N4N	11/04/25	1,132.31	
Total For Dept 229.000 COMPUTER/CABLE						7,245.31	
Dept 253.000 Treasurer							
101-253.000-716.000	10/23/25	ALERUS RETIREMENT SOLUTIONS	401A	10232025	11/04/25	841.74	
101-253.000-725.100	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0001-000 11/01/25-11/30/	10172025	11/04/25	81.53	
101-253.000-725.200	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0001-000 11/01/25-11/30/	10172025	11/04/25	12.50	
Total For Dept 253.000 Treasurer						935.77	
Dept 257.000 Assessing							
101-257.000-902.200	10/27/25	KCI	ASSESSING EST POSTAGE FOR 2026 MAIL	243069	11/04/25	13.43	
Total For Dept 257.000 Assessing						13.43	
Dept 262.000 Elections							
101-262.000-716.000	10/23/25	ALERUS RETIREMENT SOLUTIONS	401A	10232025	11/04/25	440.57	
101-262.000-718.000	10/08/25	BLUE CROSS BLUE SHIELD OF MICH	11/01-11/30/25	10202025	10/28/25	2,888.33	
101-262.000-725.100	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0001-000 11/01/25-11/30/	10172025	11/04/25	46.96	
101-262.000-725.200	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0001-000 11/01/25-11/30/	10172025	11/04/25	7.81	
Total For Dept 262.000 Elections						3,383.67	
Dept 265.000 Township Buildings							
101-265.000-716.000	10/23/25	ALERUS RETIREMENT SOLUTIONS	401A	10232025	11/04/25	591.12	
101-265.000-718.000	10/08/25	BLUE CROSS BLUE SHIELD OF MICH	11/01-11/30/25	10202025	10/28/25	2,959.23	
101-265.000-725.100	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0001-000 11/01/25-11/30/	10172025	11/04/25	67.00	
101-265.000-725.200	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0001-000 11/01/25-11/30/	10172025	11/04/25	12.35	
101-265.000-801.000	10/02/25	JAYS ASSURED PEST CONTROL LLC	TWP/PD/SEN CTR PEST CONTROL OCTOBER	7978	11/04/25	36.00	
101-265.000-931.000	10/14/25	BOULLION SALES, INC.	B&G KUBOTA MX6000	100-12629	11/04/25	207.44	
101-265.000-931.000	10/09/25	HUTSON, INC.	JOHN DEERE REPAIR LIFT ARM BUSHINGS	11058220	11/04/25	991.29	
101-265.000-931.000	10/16/25	HUTSON, INC.	B&G PARTS	11066712	11/04/25	307.88	
101-265.000-932.000	10/21/25	ADVANCE AUTO PARTS	B&G PARTS FOR F150, F350 & RAM 350	2749-531214	11/04/25	137.12	
Total For Dept 265.000 Township Buildings						5,309.43	
Dept 275.000 OTHER EXPENSES							
101-275.000-708.000	10/20/25	UNEMPLOYMENT INSURANCE AGENCY	Q4 2025 0802377 000 DEADMAN	09302025	11/04/25	4,521.00	
101-275.000-718.500	10/15/25	BURNHAM & FLOWER INSURANCE	GR JULY, AUGUST SEPTEMBER	10162025	11/04/25	412.50	
101-275.000-752.000	08/06/25	ADVANCED WATER TREATMENT, INC.	TWP COOLER RENTAL-JULY	61274666	11/04/25	7.00	
101-275.000-752.000	08/13/25	ADVANCED WATER TREATMENT, INC.	TWP BOTTLED WATER (4)	60890478	11/04/25	23.96	
101-275.000-752.000	08/13/25	ADVANCED WATER TREATMENT, INC.	B&G COOLER RENTAL JULY (AUG DELETED	60893648	11/04/25	7.00	
101-275.000-752.000	10/22/25	ADVANCED WATER TREATMENT, INC.	TWP BOTTLED WATER (5)	62436848	11/04/25	29.95	
101-275.000-954.000	10/22/25	PLANTE & MORAN, PLLC	FINAL INVOICE JUNE 2025 AUDIT	10559041	11/04/25	2,783.46	
101-275.000-960.000	10/16/25	BIG PDQ	FOIA 24 X 36 SCAN/24 X 36 BLUEPRINT	293061	11/04/25	39.92	
Total For Dept 275.000 OTHER EXPENSES						7,824.79	
Dept 567.000 CEMETERY							
101-567.000-801.000	10/29/25	A2Z LAWN SERVICES, LLC	CEMETERY LAWN MOWING, TRIMMING & BL	003966	11/04/25	4,020.00	
Total For Dept 567.000 CEMETERY						4,020.00	
Dept 702.000 PLANNING AND ZONING							
101-702.000-716.000	10/23/25	ALERUS RETIREMENT SOLUTIONS	401A	10232025	11/04/25	678.98	
101-702.000-718.000	10/08/25	BLUE CROSS BLUE SHIELD OF MICH	11/01-11/30/25	10202025	10/28/25	3,073.77	
101-702.000-725.100	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0001-000 11/01/25-11/30/	10172025	11/04/25	77.50	
101-702.000-725.200	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0001-000 11/01/25-11/30/	10172025	11/04/25	12.50	
101-702.000-826.000	10/09/25	ROSATI, SCHULTZ, JOPPICH &	GRACE & DAVID GRIESE PLAT AMMENDMEN	1084392	11/04/25	221.00	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 General Fund							
Dept 702.000 PLANNING AND ZONING							
Total For Dept 702.000 PLANNING AND ZONING						4,063.75	
Dept 751.000 Recreation Board							
101-751.000-716.000	10/23/25	ALERUS RETIREMENT SOLUTIONS	401A	10232025	11/04/25	218.90	
101-751.000-718.000	10/08/25	BLUE CROSS BLUE SHIELD OF MICH	11/01-11/30/25	10202025	10/28/25	1,617.46	
101-751.000-725.100	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0001-000 11/01/25-11/30/	10172025	11/04/25	26.56	
101-751.000-725.200	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0001-000 11/01/25-11/30/	10172025	11/04/25	4.38	
101-751.000-930.005	10/21/25	LEO'S CUSTOM SPRINKLER SERVICE	P&R ALL SOCCER AND FOOTBALL FIELDS	38060	11/04/25	1,500.00	
Total For Dept 751.000 Recreation Board						3,367.30	
Dept 800.000 LAKELAND TRAIL							
101-800.000-938.000	10/13/25	BRIGHTON ANALYTICAL, LLC	P&R PETTYSVILLE LAKELAND TRL HAND P	1025-145252	11/04/25	120.00	
101-800.000-938.000	10/28/25	DOG WASTE DEPOT	LAKE LAND TRL DOG STATION CAN LINERS	788699	11/04/25	187.94	
101-800.000-938.000	10/23/25	KEVIN DOUGLAS COX	LAKE LAND TRL REIMBURSEMENT -SCOUT R	10232025	11/04/25	600.00	
Total For Dept 800.000 LAKELAND TRAIL						907.94	
Dept 820.000 SENIOR CENTER							
101-820.000-716.000	10/23/25	ALERUS RETIREMENT SOLUTIONS	401A	10232025	11/04/25	370.34	
101-820.000-718.000	10/08/25	BLUE CROSS BLUE SHIELD OF MICH	11/01-11/30/25	10202025	10/28/25	2,310.67	
101-820.000-725.100	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0001-000 11/01/25-11/30/	10172025	11/04/25	39.13	
101-820.000-725.200	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0001-000 11/01/25-11/30/	10172025	11/04/25	6.25	
101-820.000-801.000	10/02/25	JAYS ASSURED PEST CONTROL LLC	TWP/PD/SEN CTR PEST CONTROL OCTOBER	7978	11/04/25	36.00	
101-820.000-801.000	10/22/25	LIVINGSTON COUNTY TREASURER	SEPTEMBER 2025	14478	11/04/25	2,070.00	
101-820.000-804.000	10/28/25	KRISTAN GREEN	NATURAL DYE & SHIBORI WORKSHOP	0003	11/04/25	469.65	
101-820.000-900.200	10/17/25	APPLIED INNOVATION	CONTRACT BASE RATEW 10/21-11/20/25	2962147	11/04/25	209.42	
Total For Dept 820.000 SENIOR CENTER						5,511.46	
Total For Fund 101 General Fund						101,449.71	
Fund 204 Road Fund							
Dept 000.000							
204-000.000-801.000	10/22/25	PLANTE & MORAN, PLLC	FINAL INVOICE JUNE 2025 AUDIT	10559041	11/04/25	830.11	
Total For Dept 000.000						830.11	
Total For Fund 204 Road Fund						830.11	
Fund 206 Fire Fund							
Dept 000.000							
206-000.000-716.000	10/23/25	ALERUS RETIREMENT SOLUTIONS	401A	10232025	11/04/25	3,473.79	
206-000.000-718.000	10/08/25	BLUE CROSS BLUE SHIELD OF MICH	11/01-11/30/25	10202025	10/28/25	1,813.67	
206-000.000-725.100	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0001-000 11/01/25-11/30/	10172025	11/04/25	561.31	
206-000.000-725.200	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0001-000 11/01/25-11/30/	10172025	11/04/25	92.50	
206-000.000-752.000	07/01/25	ADVANCED WATER TREATMENT, INC.	FD - STA 12 BOTTLED WATER #59547781	59547781	11/04/25	41.93	
206-000.000-752.000	07/01/25	ADVANCED WATER TREATMENT, INC.	FD - STA 12 BOTTLED WATER #59936134	59936134	11/04/25	47.92	
206-000.000-752.000	07/16/25	ADVANCED WATER TREATMENT, INC.	FD BOTTLED WATER (7)	60313582	11/04/25	41.93	
206-000.000-752.000	08/06/25	ADVANCED WATER TREATMENT, INC.	FD - STA 12 BOTTLED WATER #60754508	60754508	11/04/25	59.90	
206-000.000-752.000	08/27/25	ADVANCED WATER TREATMENT, INC.	FD - STA 12 WATER DISPENSER/BOTTLES	61135926	11/04/25	67.91	
206-000.000-752.000	09/17/25	ADVANCED WATER TREATMENT, INC.	FD - STA 12 BOTTLED WATER #6190438	61790438	11/04/25	47.92	
206-000.000-752.000	10/23/25	ADVANCED WATER TREATMENT, INC.	FD - PICK UP POTASSIUM CHLORIED #62	62962298	11/04/25	295.60	
206-000.000-768.000	09/30/25	HURON VALLEY GUNS, LLC	FD - JOB SHIRT, POLOS & EMBROIDERY	249356	11/04/25	296.97	
206-000.000-768.000	10/22/25	HURON VALLEY GUNS, LLC	FD - UNIFORM JOB SHIRT, EMBROIDERY	251840	11/04/25	95.99	
206-000.000-768.000	10/01/25	KING KLEANERS	FD - UNIFORM CLEANING STA 12 SEPT 2	10012025	11/04/25	186.00	
206-000.000-768.000	10/16/25	MALLORY SAFETY AND SUPPLY	FD - 4 PAIR UNIFORM PANTS #6277769	6277769	11/04/25	300.00	
206-000.000-768.100	10/24/25	AMERICAN AWARDS & ENGRAVING	FD - VELCRO FOR HELMET AND NAME TAG	25045	11/04/25	50.00	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 206 Fire Fund							
Dept 000.000							
206-000.000-801.000	10/22/25	PLANTE & MORAN, PLLC	FINAL INVOICE JUNE 2025 AUDIT	10559041	11/04/25	1,185.74	
206-000.000-801.000	10/02/25	TOSHIBA BUSINESS SOLUTIONS	FD - STA 12 COPIER CHARGES #6670331	6670331	11/04/25	25.69	
206-000.000-801.000	10/06/25	TOSHIBA BUSINESS SOLUTIONS	FD - STA 12 COPIER CHARGES #6673874	6673874	11/04/25	12.74	
206-000.000-801.000	09/02/25	TOSHIBA BUSINESS SOLUTIONS	FD - STA 12 COPIER CHARGES #6642028	6642028	11/04/25	47.60	
206-000.000-801.000	09/03/25	TOSHIBA BUSINESS SOLUTIONS	FD - COPIER CHARGES, STA 12 #664650	6646506	11/04/25	5.92	
206-000.000-843.100	10/13/25	SPRINGFIELD URGENT CARE PLLC	FD - PRE EMPLOYMENT PHYSICAL, JORDAN	542K31854	11/04/25	354.00	
206-000.000-916.000	10/23/25	MICHIGAN FIRE INSPECTORS SOCIETY	FD - NFPA CLASS, DERRICK HILL #3106	3106	11/04/25	1,025.00	
206-000.000-930.003	10/13/25	CREATURE CONTROL	FD - STA 11 PEST CONTROL #66627	66627	11/04/25	418.00	
206-000.000-930.003	10/22/25	JIM'S ROOFING & CONSTRUCTION, INC.	FD - STA 12 FASCIA REPLACEMENT	10222025	11/04/25	175.00	
206-000.000-930.003	10/22/25	LEO'S CUSTOM SPRINKLER SERVICE	FD - STA 12 WINTERIZATION FOR SPRING	38063	11/04/25	200.00	
206-000.000-930.003	10/09/25	RESCOM DOOR LLC	FD - STA 11 DOOR MAINTENANCE, DOOR #	6727	11/04/25	1,966.00	
206-000.000-930.003	10/10/25	RESCOM DOOR LLC	FD - STA 12 DOOR #1 REPAIR	6738	11/04/25	195.00	
206-000.000-930.003	10/13/25	RESCOM DOOR LLC	FD - STA 11 DOOR #2 REPAIR #6743	6743	11/04/25	195.00	
206-000.000-930.003	10/23/25	RESCOM DOOR LLC	FD - STA 11 NORTH/EAST DOOR REPAIR	6789	11/04/25	1,595.00	
206-000.000-932.000	10/13/25	APPARATUS CENTRAL REPAIR, LLC	FD - PUMP TESTING 10.06.25 #2025198	2025198	11/04/25	1,240.00	
206-000.000-932.000	09/02/25	FIREWRENCH OF MICHIGAN	FD - ENG 1 REPAIR #1381	1381	11/04/25	646.20	
206-000.000-932.000	10/20/25	PINCKNEY AUTO WASH, LLC	SEPT 2025 AUTO WASH	09302025	11/04/25	24.00	
206-000.000-933.000	10/15/25	CDW GOVERNMENT, INC.	VEEAM BACKUP 1Y	AG44N4N	11/04/25	851.14	
206-000.000-958.000	10/21/25	NFPA	FD - NFPA MEMBERSHIP, STEINAWAY, CO	CC52042NTS	11/04/25	225.00	
206-000.000-980.000	10/20/25	CDW GOVERNMENT, INC.	FD LVO E1617-1355U W11P TOUCH	AG5QR5B	11/04/25	892.65	
Total For Dept 000.000						18,753.02	
Total For Fund 206 Fire Fund						18,753.02	
Fund 207 Police Fund							
Dept 000.000							
207-000.000-716.000	10/23/25	ALERUS RETIREMENT SOLUTIONS	401A	10232025	11/04/25	3,124.64	
207-000.000-716.000	10/23/25	MUNICIPAL EMPLOYEE'S RETIREMENT	2025-10	00172419-4	11/04/25	38,701.99	
207-000.000-718.000	10/08/25	BLUE CROSS BLUE SHIELD OF MICHIGAN	11/01-11/30/25	10202025	10/28/25	572.32	
207-000.000-725.100	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0001-000 11/01/25-11/30/25	10172025	11/04/25	595.58	
207-000.000-725.200	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0001-000 11/01/25-11/30/25	10172025	11/04/25	96.56	
207-000.000-752.000	10/06/25	IMAGE BUSINESS SOLUTIONS, INC	COVERAGE PERIOD 09/09-10/08/25	290753	11/04/25	87.91	
207-000.000-768.000	10/09/25	BIG PDQ	PD BUSINESS CARDS FOR PEDERSEN	292960	11/04/25	50.89	
207-000.000-768.000	10/16/25	RIDGECREST DBA BADGE AND WALLS	PD OFFICER BADGES FOR 729 AND 739	772124	11/04/25	389.95	
207-000.000-801.000	10/01/25	CRH OHIO LTD	PD WATER BOTTLE DELIVERY AND DEPOSIT	1001888	11/04/25	76.93	
207-000.000-801.000	10/27/25	CRH OHIO LTD	PD WATER BOTTLE (5)DELIVERY AND DEPOSIT	1008182	11/04/25	59.94	
207-000.000-801.000	10/02/25	JAYS ASSURED PEST CONTROL LLC	TWP/PD/SEN CTR PEST CONTROL OCTOBER	7978	11/04/25	85.00	
207-000.000-801.000	10/22/25	PLANTE & MORAN, PLLC	FINAL INVOICE JUNE 2025 AUDIT	10559041	11/04/25	1,185.74	
207-000.000-826.000	10/09/25	ROSATI, SCHULTZ, JOPPICH & ASSOCIATES	DISTRICT COURT PROSECUTIONS	1084395	11/04/25	126.00	
207-000.000-826.000	10/09/25	ROSATI, SCHULTZ, JOPPICH & ASSOCIATES	GENERAL MATTERS	1084391	11/04/25	510.00	
207-000.000-851.000	10/23/25	HAMBURG-PD PETTY CASH	PD PETTY REPLENISH PETTY CASH	10232025	11/04/25	1.56	
207-000.000-853.000	10/11/25	AT&T MOBILITY	PD NEGOT TEAM BRIC BALL SIM CARD SE	2873480288371019	11/04/25	131.40	
207-000.000-930.002	10/27/25	ARMOREX	PD CLEANING SUPPLIES	0000042838	11/04/25	265.45	
207-000.000-932.000	10/13/25	COMPLETE BATTERY SOURCE, INC.	PD BCI GROUP 400 12V 14AH 200 CCA A	446779BRI	11/04/25	87.46	
207-000.000-932.000	10/16/25	CRUISERS, INC.	PD REMOVE LAPTOP MOUNT, POWER SUPPLY	48488	11/04/25	120.00	
207-000.000-932.000	10/17/25	GENESIS CDJR OF PINCKNEY LLC	PD VEH MAINTENANCE-OIL & FILTER CHG	508577	11/04/25	60.65	
207-000.000-932.000	10/16/25	GENESIS CDJR OF PINCKNEY LLC	PD REPAIRS 2019 DODGE CHARGER 50837	508371	11/04/25	250.00	
207-000.000-932.000	10/23/25	HAMBURG-PD PETTY CASH	PD PETTY REPLENISH PETTY CASH	10232025	11/04/25	10.00	
207-000.000-932.000	10/20/25	PINCKNEY AUTO WASH, LLC	SEPT 2025 AUTO WASH	09302025	11/04/25	210.00	
207-000.000-933.000	10/15/25	CDW GOVERNMENT, INC.	VEEAM BACKUP 1Y	AG44N4N	11/04/25	403.85	
207-000.000-933.300	10/15/25	GENESEE COUNTY AFIS CONSORTIUM	PD 2025 AFIS CONSORTIUM FEE	10152025	11/04/25	550.00	
207-000.000-967.000	10/23/25	HAMBURG-PD PETTY CASH	PD PETTY REPLENISH PETTY CASH	10232025	11/04/25	86.46	
207-000.000-981.000	09/26/25	CRUISERS, INC.	PD NEW VEHICLE BUILD VEH 3051 2026	48444	11/04/25	8,817.04	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 207 Police Fund							
Dept 000.000							
Total For Dept 000.000						56,657.32	
Total For Fund 207 Police Fund						56,657.32	
Fund 590 SEWER FUND							
Dept 000.000							
590-000.000-221.000	10/21/25	CITY OF BRIGHTON	WATER TAP FEE 7384 REXFORD CT 4715-	10212025	11/04/25	2,802.00	
Total For Dept 000.000						2,802.00	
Dept 527.000 SEWER OPERATING							
590-527.000-716.000	10/23/25	ALERUS RETIREMENT SOLUTIONS	401A	10232025	11/04/25	2,918.55	
590-527.000-718.000	10/08/25	BLUE CROSS BLUE SHIELD OF MICH	11/01-11/30/25	10202025	10/28/25	10,742.89	
590-527.000-725.100	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0001-000 11/01/25-11/30/	10172025	11/04/25	319.20	
590-527.000-725.200	10/17/25	AMERICAN UNITED LIFE INSURANCE	G 00617291-0001-000 11/01/25-11/30/	10172025	11/04/25	51.56	
590-527.000-751.100	10/13/25	CUSTOM TOOL & MACHINE	DPW E-ONE CASTINGS (9) PUMP HEADS (	3077	11/04/25	2,565.00	
590-527.000-751.100	10/21/25	DUBOIS-COOPER & ASSOCIATES	DPW GRINDER PUMP PARTS	298226	11/04/25	26,736.00	
590-527.000-751.100	10/17/25	REDMOND ENVIRONMENTAL INC.	DPW MOTOR (FIELD ARMATURE W/ BEARIN	11492	11/04/25	3,207.58	
590-527.000-752.000	09/17/25	ADVANCED WATER TREATMENT, INC.	DPW BOTTLED WATER (4)	61791453	11/04/25	23.96	
590-527.000-752.000	10/10/25	ADVANCED WATER TREATMENT, INC.	DPW BOTTLED WATER (3)	62218710	11/04/25	17.97	
590-527.000-752.000	10/21/25	ALRO STEEL CORPORATION	DPW WALL TUBING/WALL/PRE CUTS	FJU6709AA	11/04/25	168.44	
590-527.000-768.000	10/22/25	TRACTOR SUPPLY CREDIT PLAN	DPW UNIFORMS A COCHRANE	972325	11/04/25	139.96	
590-527.000-801.000	10/22/25	PLANTE & MORAN, PLLC	FINAL INVOICE JUNE 2025 AUDIT	10559041	11/04/25	4,268.85	
590-527.000-931.000	10/16/25	ADVANCE AUTO PARTS	DPW BATTERY	2749-531051	11/04/25	238.50	
590-527.000-931.000	10/17/25	ADVANCE AUTO PARTS	DPW BATTERY/PORT CLEANER	2749-531078	11/04/25	22.87	
590-527.000-931.000	10/17/25	ADVANCE PRESSURE WASHER REPAIR	DPW 2HOT4-20024A REPAIR	1192	11/04/25	604.73	
590-527.000-932.000	10/20/25	PINCKNEY AUTO WASH, LLC	SEPT 2025 AUTO WASH	09302025	11/04/25	6.00	
590-527.000-933.000	10/15/25	CDW GOVERNMENT, INC.	VEEAM BACKUP 1Y	AG44N4N	11/04/25	168.70	
590-527.000-934.200	10/28/25	C & E CONSTRUCTION CO., INC.	GRINDER PUMP REPLACEMENT 6035 WINAN	3112	11/04/25	5,397.00	
590-527.000-934.200	10/28/25	C & E CONSTRUCTION CO., INC.	GRINDER PUMP REPLACEMENT 6095 WINAN	3111	11/04/25	5,397.00	
Total For Dept 527.000 SEWER OPERATING						62,994.76	
Dept 537.000							
590-537.000-752.000	09/17/25	ADVANCED WATER TREATMENT, INC.	WWTP BOTTLED WATER (1)	61792630	11/04/25	5.99	
590-537.000-934.100	10/23/25	UIS PROGRAMMABLE SERVICES, INC	WWTP STINCHFIELD REPAIR	530381201	11/04/25	630.00	
Total For Dept 537.000						635.99	
Dept 538.000							
590-538.000-955.000	10/22/25	LIVINGSTON COUNTY REGISTER OF	SEWER CONNECTION/EASEMENT GRANT MAY	10222025	11/04/25	60.00	
590-538.000-955.000	10/20/25	LIVINGSTON COUNTY REGISTER OF	SEWER/EASEMENT GRANT OZOG	10202025	11/04/25	60.00	
Total For Dept 538.000						120.00	
Total For Fund 590 SEWER FUND						66,552.75	
Fund 703 Winter Tax Collection Fund							
Dept 000.000							
703-000.000-214.300	10/29/25	FLORES JOHNNY M	2025 Sum Tax Refund 4715-30-102-003	10/29/2025	10/30/25	17.58	
703-000.000-222.101	10/29/25	FLORES JOHNNY M	2025 Sum Tax Refund 4715-30-102-003	10/29/2025	10/30/25	609.48	
703-000.000-222.500	10/29/25	FLORES JOHNNY M	2025 Sum Tax Refund 4715-30-102-003	10/29/2025	10/30/25	1,149.27	
Total For Dept 000.000						1,776.33	
Total For Fund 703 Winter Tax Collection Fund						1,776.33	

10/29/2025 02:42 PM
User: MarcyM
DB: Hamburg

INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES
EXP CHECK RUN DATES 07/01/2025 - 11/04/2025
UNJOURNALIZED OPEN
BANK CODE: GEN

Page: 6/8

Item 1.

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund Totals:							
			Fund 101 General Fund			101,449.71	
			Fund 204 Road Fund			830.11	
			Fund 206 Fire Fund			18,753.02	
			Fund 207 Police Fund			56,657.32	
			Fund 590 SEWER FUND			66,552.75	
			Fund 703 Winter Tax Collection Fund			1,776.33	
Total For All Funds:							246,019.24
--- TOTALS BY GL DISTRIBUTION ---							
		101-000.000-073.001	HEALTH INSURANCE - LIBRARY			3,815.50	
		101-000.000-073.002	DISABILITY - LIBRARY			164.86	
		101-000.000-073.003	RETIREMENT - LIBRARY			1,395.76	
		101-000.000-073.004	LIFE INSURANCE - LIBRARY			25.00	
		101-000.000-231.200	DUE TO CHARITY CHARITABLE DEDUCTIONS			135.00	
		101-000.000-231.420	VOL. LIFE INSURANCE			1,144.16	
		101-000.000-231.500	DEFERRED COMPENSATION/457			32,362.89	
		101-000.000-239.000	SENIOR CENTER DONATIONS			75.00	
		101-000.000-279.984	TEAHEN MEADOW RD SAD			797.50	
		101-101.000-716.000	DEFINED CONTRIBUTION			387.26	
		101-101.000-826.000	LEGAL FEES			1,314.50	
		101-101.000-910.000	PROFESSIONAL DEVELOPMENT			299.20	
		101-171.000-716.000	DEFINED CONTRIBUTION			465.24	
		101-171.000-718.000	HEALTH/DENTAL/VISION INSURANCE			2,537.38	
		101-171.000-725.100	LONG/SHORT TERM DISABILITY			5.49	
		101-171.000-725.200	LIFE INSURANCE			0.78	
		101-201.000-716.000	DEFINED CONTRIBUTION			1,171.55	
		101-201.000-718.000	HEALTH/DENTAL/VISION INSURANCE			4,621.34	
		101-201.000-725.100	LONG/SHORT TERM DISABILITY			119.23	
		101-201.000-725.200	LIFE INSURANCE			18.75	
		101-201.000-910.000	PROFESSIONAL DEVELOPMENT			1,031.60	
		101-215.000-716.000	DEFINED CONTRIBUTION			822.22	
		101-215.000-718.000	HEALTH/DENTAL/VISION INSURANCE			4,239.89	
		101-215.000-725.100	LONG/SHORT TERM DISABILITY			83.75	
		101-215.000-725.200	LIFE INSURANCE			12.81	
		101-228.000-716.000	DEFINED CONTRIBUTION			630.73	
		101-228.000-718.000	HEALTH/DENTAL/VISION INSURANCE			924.27	
		101-228.000-725.100	LONG/SHORT TERM DISABILITY			59.45	
		101-228.000-725.200	LIFE INSURANCE			8.75	
		101-228.000-910.000	PROFESSIONAL DEVELOPMENT			197.00	
		101-229.000-933.000	SOFTWARE MAINTENANCE			7,245.31	
		101-253.000-716.000	DEFINED CONTRIBUTION			841.74	
		101-253.000-725.100	LONG/SHORT TERM DISABILITY			81.53	
		101-253.000-725.200	LIFE INSURANCE			12.50	
		101-257.000-902.200	ASSESSMENT ROLL PREP			13.43	
		101-262.000-716.000	DEFINED CONTRIBUTION			440.57	
		101-262.000-718.000	HEALTH/DENTAL/VISION INSURANCE			2,888.33	
		101-262.000-725.100	LONG/SHORT TERM DISABILITY			46.96	
		101-262.000-725.200	LIFE INSURANCE			7.81	
		101-265.000-716.000	DEFINED CONTRIBUTION			591.12	
		101-265.000-718.000	HEALTH/DENTAL/VISION INSURANCE			2,959.23	
		101-265.000-725.100	LONG/SHORT TERM DISABILITY			67.00	
		101-265.000-725.200	LIFE INSURANCE			12.35	
		101-265.000-801.000	CONTRACTUAL SERVICES			36.00	
		101-265.000-931.000	EQUIPMENT MAINT/REPAIR			1,506.61	
		101-265.000-932.000	VEHICLE MAINTENANCE			137.12	
		101-275.000-708.000	UNEMPLOYMENT COMPENSATION			4,521.00	
		101-275.000-718.500	HEALTH CARE REIMBURSEMENT			412.50	

8

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT			67.91	
		101-275.000-954.000	AUDIT			2,783.46	
		101-275.000-960.000	FOIA EXPENSES			39.92	
		101-567.000-801.000	CONTRACTUAL SERVICES			4,020.00	
		101-702.000-716.000	DEFINED CONTRIBUTION			678.98	
		101-702.000-718.000	HEALTH/DENTAL/VISION INSURANCE			3,073.77	
		101-702.000-725.100	LONG/SHORT TERM DISABILITY			77.50	
		101-702.000-725.200	LIFE INSURANCE			12.50	
		101-702.000-826.000	LEGAL FEES			221.00	
		101-751.000-716.000	DEFINED CONTRIBUTION			218.90	
		101-751.000-718.000	HEALTH/DENTAL/VISION INSURNACE			1,617.46	
		101-751.000-725.100	LONG/SHORT TERM DISABILITY			26.56	
		101-751.000-725.200	LIFE INSURANCE			4.38	
		101-751.000-930.005	MAINTENANCE PARK FACILITIES			1,500.00	
		101-800.000-938.000	LAKELAND TRAIL MAINTENANCE			907.94	
		101-820.000-716.000	DEFINED CONTRIBUTION			370.34	
		101-820.000-718.000	HEALTH/DENTAL/VISION INSURANCE			2,310.67	
		101-820.000-725.100	LONG/SHORT TERM DISABILITY			39.13	
		101-820.000-725.200	LIFE INSURANCE			6.25	
		101-820.000-801.000	CONTRACTUAL SERVICES			2,106.00	
		101-820.000-804.000	SENIOR PROGRAMS			469.65	
		101-820.000-900.200	NEWSLETTER/PUBLICATIONS			209.42	
		204-000.000-801.000	CONTRACTUAL SERVICES			830.11	
		206-000.000-716.000	DEFINED CONTRIBUTION			3,473.79	
		206-000.000-718.000	HEALTH/DENTAL/VISION INSURANCE			1,813.67	
		206-000.000-725.100	LONG/SHORT TERM DISABILITY			561.31	
		206-000.000-725.200	LIFE INSURANCE			92.50	
		206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT			603.11	
		206-000.000-768.000	UNIFORMS/ACCESSORIES			878.96	
		206-000.000-768.100	TURN OUT GEAR			50.00	
		206-000.000-801.000	CONTRACTUAL SERVICES			1,277.69	
		206-000.000-843.100	EMPLOYEE PHYSICALS/VACCINATION			354.00	
		206-000.000-916.000	TRAINING			1,025.00	
		206-000.000-930.003	MAINTENANCE FIRE HALL			4,744.00	
		206-000.000-932.000	VEHICLE MAINTENANCE			1,910.20	
		206-000.000-933.000	SOFTWARE MAINTENANCE			851.14	
		206-000.000-958.000	DUES/SUBSCRIP/RECERTIFICATION			225.00	
		206-000.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP			892.65	
		207-000.000-716.000	DEFINED CONTRIBUTION			41,826.63	
		207-000.000-718.000	HEALTH/DENTAL/VISION INSURANCE			572.32	
		207-000.000-725.100	LONG/SHORT TERM DISABILITY			595.58	
		207-000.000-725.200	LIFE INSURANCE			96.56	
		207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT			87.91	
		207-000.000-768.000	UNIFORMS/ACCESSORIES			440.84	
		207-000.000-801.000	CONTRACTUAL SERVICES			1,407.61	
		207-000.000-826.000	LEGAL FEES			636.00	
		207-000.000-851.000	POSTAGE			1.56	
		207-000.000-853.000	PHONE/COMM/INTERNET			131.40	
		207-000.000-930.002	MAINTENANCE POLICE BUILDING			265.45	
		207-000.000-932.000	VEHICLE MAINTENANCE			738.11	
		207-000.000-933.000	SOFTWARE MAINTENANCE			403.85	
		207-000.000-933.300	LAW ENFORCEMENT INFO NETWORK			550.00	
		207-000.000-967.000	SPECIAL PROJECTS			86.46	
		207-000.000-981.000	CAPITAL EXPENSE - VEHICLE			8,817.04	
		590-000.000-221.000	DUE TO BRIGHTON WATER TAP FEES			2,802.00	
		590-527.000-716.000	DEFINED CONTRIBUTION			2,918.55	
		590-527.000-718.000	HEALTH/DENTAL/VISION INSURANCE			10,742.89	
		590-527.000-725.100	LONG/SHORT TERM DISABILITY			319.20	
		590-527.000-725.200	LIFE INSURANCE			51.56	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		590-527.000-751.100	GRINDER PUMP PARTS			32,508.58	
		590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT			210.37	
		590-527.000-768.000	UNIFORMS/ACCESSORIES			139.96	
		590-527.000-801.000	CONTRACTUAL SERVICES			4,268.85	
		590-527.000-931.000	EQUIPMENT MAINT/REPAIR			866.10	
		590-527.000-932.000	VEHICLE MAINTENANCE			6.00	
		590-527.000-933.000	SOFTWARE MAINTENANCE			168.70	
		590-527.000-934.200	GRINDER PUMP REPLACEMENT			10,794.00	
		590-537.000-752.000	SUPPLIES & SMALL EQUIPMENT			5.99	
		590-537.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE			630.00	
		590-538.000-955.000	SUNDRY			120.00	
		703-000.000-214.300	DUE TO GENERAL ADMIN FEES			17.58	
		703-000.000-222.101	DUE TO COUNTY TAXES			609.48	
		703-000.000-222.500	DUE TO COUNTY SET			1,149.27	

10/29/2025 02:41 PM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

EXP CHECK RUN DATES 07/01/2025 - 11/04/2025

Page: 1/33

Item 1.

UNJOURNALIZED OPEN

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
A2ZLWNSERV	A2Z LAWN SERVICES, LLC	10/29/2025	003966	GEN	CEMETERY LAWN MOWING, TRIMMING & BLO	
82612	2531 JACKSON AVE	11/04/2025		N		4,020.00
	SUITE 336					
10/29/2025	ANN ARBOR MI, 48103	/ /	0.0000	N		0.00
		11/04/2025		Y		4,020.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-567.000-801.000	CONTRACTUAL SERVICES	4,020.00

VENDOR TOTAL: 4,020.00

ADVANCAUTO	ADVANCE AUTO PARTS	10/23/2025	2749-531051	GEN	DPW BATTERY	
82484	P.O. BOX 404875	11/04/2025		N		238.50
10/16/2025	ATLANTA GA, 30384-4875	/ /	0.0000	N		0.00
		11/04/2025		Y		238.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-931.000	EQUIPMENT MAINT/REPAIR	238.50

ADVANCAUTO	ADVANCE AUTO PARTS	10/23/2025	2749-531078	GEN	DPW BATTERY/PORT CLEANER	
82485	P.O. BOX 404875	11/04/2025		N		22.87
10/17/2025	ATLANTA GA, 30384-4875	/ /	0.0000	N		0.00
		11/04/2025		Y		22.87

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-931.000	EQUIPMENT MAINT/REPAIR	22.87

ADVANCAUTO	ADVANCE AUTO PARTS	10/23/2025	2749-531214	GEN	B&G PARTS FOR F150, F350 & RAM 3500	
82486	P.O. BOX 404875	11/04/2025		N		137.12
10/21/2025	ATLANTA GA, 30384-4875	/ /	0.0000	N		0.00
		11/04/2025		Y		137.12

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-932.000	VEHICLE MAINTENANCE	137.12

VENDOR TOTAL: 398.49

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
ADVPRESSUR	ADVANCE PRESSURE WASHER REPAIR	10/23/2025	1192	GEN	DPW 2HOT4-20024A REPAIR	
82487	PO BOX 17	11/04/2025		N		604.73
10/17/2025	FLUSHING MI, 48433	/ /	0.0000	N		0.00
		11/04/2025		Y		604.73
Open						

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-931.000	EQUIPMENT MAINT/REPAIR	604.73
VENDOR TOTAL:		604.73

10/29/2025 02:41 PM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

EXP CHECK RUN DATES 07/01/2025 - 11/04/2025

Page: 3/33

Item 1.

UNJOURNALIZED OPEN

BANK CODE: GEN

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

ADVANCED02	ADVANCED WATER TREATMENT, INC.	10/23/2025	59547781	GEN	FD - STA 12 BOTTLED WATER #59547781	
82488	PO BOX 339	11/04/2025	20250760	N		41.93
07/01/2025	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		11/04/2025		N		41.93

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-752.000	5 GAL WATER EXCHANG	41.93	41.93

ADVANCED02	ADVANCED WATER TREATMENT, INC.	10/23/2025	59936134	GEN	FD - STA 12 BOTTLED WATER #59936134	
82489	PO BOX 339	11/04/2025	20250761	N		47.92
07/01/2025	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		11/04/2025		N		47.92

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-752.000	5 GAL WATER EXCHANGE	47.92	47.92

ADVANCED02	ADVANCED WATER TREATMENT, INC.	10/23/2025	60313582	GEN	FD BOTTLED WATER (7)	
82490	PO BOX 339	11/04/2025		N		41.93
07/16/2025	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		11/04/2025		N		41.93

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	41.93

ADVANCED02	ADVANCED WATER TREATMENT, INC.	10/23/2025	60754508	GEN	FD - STA 12 BOTTLED WATER #60754508	
82491	PO BOX 339	11/04/2025	20250762	N		59.90
08/06/2025	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		11/04/2025		N		59.90

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-752.000	5 GAL WATER EXCHANGE	59.90	59.90

ADVANCED02	ADVANCED WATER TREATMENT, INC.	10/23/2025	60890478	GEN	TWP BOTTLED WATER (4)	
82493	PO BOX 339	11/04/2025		N		23.96
08/13/2025	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		11/04/2025		N		23.96

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	23.96

13

UNJOURNALIZED OPEN

BANK CODE: GEN

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

ADVANCED02	ADVANCED WATER TREATMENT, INC.	10/23/2025	60893648	GEN	B&G COOLER RENTAL JULY (AUG DELETED	
82494	PO BOX 339	11/04/2025		N		7.00
08/13/2025	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		11/04/2025		N		7.00

Open

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

ADVANCED02	ADVANCED WATER TREATMENT, INC.	10/23/2025	61135926	GEN	FD - STA 12 WATER DISPENSER/BOTTLES	
82495	PO BOX 339	11/04/2025	20250758	N		67.91
08/27/2025	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		11/04/2025		N		67.91

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-752.000	WATER DISPENSER RENTAL	14.00	14.00
206-000.000-752.000	5 GAL WATER EXCHANGE	53.91	53.91
		67.91	67.91

ADVANCED02	ADVANCED WATER TREATMENT, INC.	10/23/2025	61274666	GEN	TWP COOLER RENTAL-JULY	
82492	PO BOX 339	11/04/2025		N		7.00
08/06/2025	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		11/04/2025		N		7.00

Open

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

ADVANCED02	ADVANCED WATER TREATMENT, INC.	10/23/2025	61790438	GEN	FD - STA 12 BOTTLED WATER #6190438	
82498	PO BOX 339	11/04/2025	20250763	N		47.92
09/17/2025	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		11/04/2025		N		47.92

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-752.000	5 GAL WATER EXCHANGE	47.92	47.92

ADVANCED02	ADVANCED WATER TREATMENT, INC.	10/23/2025	61791453	GEN	DPW BOTTLED WATER (4)	
82497	PO BOX 339	11/04/2025		N		23.96
09/17/2025	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		11/04/2025		N		23.96

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	23.96
ADVANCED02	ADVANCED WATER TREATMENT, INC.	10/23/2025
82496	PO BOX 339	11/04/2025
09/17/2025	HAMBURG MI, 48139	/ /
		0.0000
		11/04/2025
		61792630
		GEN
		WWTP BOTTLED WATER (1)
		N
		5.99
		N
		0.00
		N
		5.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-752.000	SUPPLIES & SMALL EQUIPMENT	5.99
ADVANCED02	ADVANCED WATER TREATMENT, INC.	10/23/2025
82499	PO BOX 339	11/04/2025
10/10/2025	HAMBURG MI, 48139	/ /
		0.0000
		11/04/2025
		62218710
		GEN
		DPW BOTTLED WATER (3)
		N
		17.97
		N
		0.00
		N
		17.97

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	17.97
ADVANCED02	ADVANCED WATER TREATMENT, INC.	10/23/2025
82533	PO BOX 339	11/04/2025
10/22/2025	HAMBURG MI, 48139	/ /
		0.0000
		11/04/2025
		62436848
		GEN
		TWP BOTTLED WATER (5)
		N
		29.95
		N
		0.00
		N
		29.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	29.95
ADVANCED02	ADVANCED WATER TREATMENT, INC.	10/27/2025
82563	PO BOX 339	11/04/2025
10/23/2025	HAMBURG MI, 48139	/ /
		0.0000
		11/04/2025
		62962298
		GEN
		FD - PICK UP POTASSIUM CHLORIED #629
		N
		295.60
		N
		0.00
		N
		295.60

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-752.000	PICK UP POTASSIUM CHLORIDE	295.60	295.60

VENDOR TOTAL:

718.94

10/29/2025 02:41 PM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

EXP CHECK RUN DATES 07/01/2025 - 11/04/2025

Page: 6/33

Item 1.

UNJOURNALIZED OPEN

BANK CODE: GEN

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

ALERUSRETR	ALERUS RETIREMENT SOLUTIONS	10/23/2025	10232025	GEN	457	
82482	P.O. BOX 64535	11/04/2025		N		17,302.74
10/23/2025	SAINT PAUL MN, 55164	/ /	0.0000	N		0.00
		11/04/2025		N		17,302.74

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-231.500	DEFERRED COMPENSATION/457	17,302.74

ALERUSRETR	ALERUS RETIREMENT SOLUTIONS	10/23/2025	10232025	GEN	401A	
82483	P.O. BOX 64535	11/04/2025		N		17,531.39
10/23/2025	SAINT PAUL MN, 55164	/ /	0.0000	N		0.00
		11/04/2025		N		17,531.39

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-073.003	RETIREMENT - LIBRARY	1,395.76
101-101.000-716.000	DEFINED CONTRIBUTION	387.26
101-171.000-716.000	DEFINED CONTRIBUTION	465.24
101-201.000-716.000	DEFINED CONTRIBUTION	1,171.55
101-262.000-716.000	DEFINED CONTRIBUTION	440.57
101-215.000-716.000	DEFINED CONTRIBUTION	822.22
101-228.000-716.000	DEFINED CONTRIBUTION	630.73
101-253.000-716.000	DEFINED CONTRIBUTION	841.74
101-265.000-716.000	DEFINED CONTRIBUTION	591.12
101-702.000-716.000	DEFINED CONTRIBUTION	678.98
101-751.000-716.000	DEFINED CONTRIBUTION	218.90
101-820.000-716.000	DEFINED CONTRIBUTION	370.34
206-000.000-716.000	DEFINED CONTRIBUTION	3,473.79
207-000.000-716.000	DEFINED CONTRIBUTION	3,124.64
590-527.000-716.000	DEFINED CONTRIBUTION	2,918.55
		17,531.39

VENDOR TOTAL:

34,834.13

10/29/2025 02:41 PM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

EXP CHECK RUN DATES 07/01/2025 - 11/04/2025

Page: 7/33

Item 1.

UNJOURNALIZED OPEN

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
ALPINEFLOR 82503	ALPINE FLORIST AND GIFTS, INC. 7524 E. M-36 P.O. BOX 219	10/23/2025 11/04/2025	017471	GEN N	SEN CTR BIRTHDAY FLOWERS AUGUST & SE	75.00
10/06/2025	HAMBURG MI, 48139	/ / 11/04/2025	0.0000	N N		0.00 75.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-239.000	SENIOR CENTER DONATIONS	75.00

VENDOR TOTAL: 75.00

ALROSTEL01 82500	ALRO STEEL CORPORATION DEPT 771478 P.O. BOX 77000	10/23/2025 11/04/2025	FJU6709AA	GEN N	DPW WALL TUBING/WALL/PRE CUTS	168.44
10/21/2025	DETROIT MI, 48277-1478	/ / 11/04/2025	0.0000	N N		0.00 168.44

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	168.44

VENDOR TOTAL: 168.44

AMERICAN01 82501	AMERICAN AWARDS & ENGRAVING 422 W. MAIN ST.	10/23/2025 11/04/2025	25045 20250770	GEN N	FD - VELCRO FOR HELMET AND NAME TAGS	50.00
10/24/2025	BRIGHTON MI, 48116	/ / 11/04/2025	0.0000	N Y		0.00 50.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.100	VELCRO	8.00	8.00
206-000.000-768.100	TAGS, BLK WITH WHITE LETTERING	31.50	31.50
206-000.000-768.100	TAGS, YELLOW W BLK LETTERING	5.25	5.25
206-000.000-768.100	TAGS, ORG WITH BLK LETTERING	5.25	5.25
		50.00	50.00

VENDOR TOTAL: 50.00

10/29/2025 02:41 PM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

EXP CHECK RUN DATES 07/01/2025 - 11/04/2025

Page: 8/33

Item 1.

UNJOURNALIZED OPEN

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
AMERICAN09	AMERICAN UNITED LIFE INSURANCE	10/27/2025	10172025	GEN	G 00617291-0001-000 11/01/25-11/30/2	
82535	AMERICAN UNITED LIFE INSURANCE	11/04/2025		N		2,610.05
	5870 RELIABLE PARKWAY					
10/17/2025	CHICAGO IL, 60686-0058	/ /	0.0000	N		0.00
		11/04/2025		N		2,610.05

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-073.002	DISABILITY - LIBRARY	164.86
101-171.000-725.100		5.49
101-201.000-725.100		119.23
101-215.000-725.100		83.75
101-228.000-725.100		59.45
101-253.000-725.100		81.53
101-262.000-725.100		46.96
101-265.000-725.100		67.00
101-702.000-725.100		77.50
101-751.000-725.100	LONG/SHORT TERM DISABILITY	26.56
101-820.000-725.100	LONG/SHORT TERM DISABILITY	39.13
590-527.000-725.100	LONG/SHORT TERM DISABILITY	319.20
206-000.000-725.100	LONG/SHORT TERM DISABILITY	561.31
207-000.000-725.100	LONG/SHORT TERM DISABILITY	595.58
101-000.000-073.004	LIFE INSURANCE - LIBRARY	25.00
101-171.000-725.200	LIFE INSURANCE	0.78
101-201.000-725.200	LIFE INSURANCE	18.75
101-215.000-725.200	LIFE INSURANCE	12.81
101-228.000-725.200	LIFE INSURANCE	8.75
101-253.000-725.200	LIFE INSURANCE	12.50
101-262.000-725.200	LIFE INSURANCE	7.81
101-265.000-725.200	LIFE INSURANCE	12.35
101-702.000-725.200	LIFE INSURANCE	12.50
101-751.000-725.200	LIFE INSURANCE	4.38
101-820.000-725.200	LIFE INSURANCE	6.25
206-000.000-725.200	LIFE INSURANCE	92.50
207-000.000-725.200	LIFE INSURANCE	96.56
590-527.000-725.200	LIFE INSURANCE	51.56
		2,610.05

VENDOR TOTAL:

2,610.05

10/29/2025 02:41 PM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

EXP CHECK RUN DATES 07/01/2025 - 11/04/2025

Page: 9/33

Item 1.

UNJOURNALIZED OPEN

BANK CODE: GEN

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

AMERICANVO	AMERICAN UNITED LIFE INSURANCE COMP	10/23/2025	10172025	GEN	G 00617291-0002-000 11/01-11/30/25	
82534	5870 RELIABLE PARKWAY	11/04/2025		N		1,144.16
10/17/2025	CHICAGO IL, 60686-0058	/ /	0.0000	N		0.00
		11/04/2025		N		1,144.16

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-231.420	VOL. LIFE INSURANCE	1,144.16

VENDOR TOTAL: 1,144.16

APPRTCNTRP	APPARATUS CENTRAL REPAIR, LLC	10/27/2025	2025198	GEN	FD - PUMP TESTING 10.06.25 #2025198	
82564	1097 EASE FRENCH ROAD	11/04/2025	20250772	N		1,240.00
10/13/2025	SAINT JOHNS MI, 48879	/ /	0.0000	N		0.00
		11/04/2025		Y		1,240.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	E1, E11, T11, T12 PUMP TESTING 10.06.25	1,240.00	1,240.00

VENDOR TOTAL: 1,240.00

AMERICAN02	APPLIED INNOVATION	10/23/2025	2962147	GEN	CONTRACT BASE RATEW 10/21-11/20/25	
82502	7718 SOLUTION CENTER	11/04/2025		N		209.42
10/17/2025	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		11/04/2025		N		209.42

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-820.000-900.200	NEWSLETTER/PUBLICATIONS	209.42

VENDOR TOTAL: 209.42

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
ARMOREX	ARMOREX	10/27/2025	0000042838	GEN	PD CLEANING SUPPLIES	
82575	7109 DAN MCGUIRE DR	11/04/2025	20250782	N		265.45
10/27/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		11/04/2025		Y		265.45

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-930.002	50 GAL TRASH BAGS	35.81	35.81
207-000.000-930.002	20-33 GAL TRASH BAGS	20.04	20.04
207-000.000-930.002	TOILET TISSUE	54.23	54.23
207-000.000-930.002	SHIPPING	9.95	9.95
207-000.000-930.002	ANTI BAC FOAM SOAP	145.42	145.42
		265.45	265.45
VENDOR TOTAL:			265.45

ATTMOBILIT	AT&T MOBILITY	10/23/2025	2873480288371019	GEN	PD NEGOT TEAM BRIC BALL SIM CARD SER	
82504	P.O. BOX 6463	11/04/2025	20250747	N		131.40
10/11/2025	CAROL STREAM IL, 60197-6463	/ /	0.0000	N		0.00
		11/04/2025		N		131.40

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-853.000	HAMBURG BRINC BALL	86.07	86.07
207-000.000-853.000	LAPTOP UNLIMITED PLAN	45.33	45.33
		131.40	131.40
VENDOR TOTAL:			131.40

10/29/2025 02:41 PM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

EXP CHECK RUN DATES 07/01/2025 - 11/04/2025

Page: 11/33

Item 1.

UNJOURNALIZED OPEN

BANK CODE: GEN

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

BUSINESS02	BIG PDQ	10/23/2025	292960	GEN	PD BUSINESS CARDS FOR PEDERSEN	
82506	BUSINESS IMAGING GROUP - BIG PDQ	11/04/2025	20250743	N		50.89
	7475 GRAND RIVER RD					
10/09/2025	BRIGHTON MI, 48114-9383	/ /	0.0000	N		0.00
		11/04/2025		Y		50.89

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-768.000	BUSINESS CARD FOR PEDERSEN	35.89	35.89
207-000.000-768.000	TYPE DESIGN	15.00	15.00
		50.89	50.89

BUSINESS02	BIG PDQ	10/23/2025	293061	GEN	FOIA 24 X 36 SCAN/24 X 36 BLUEPRINTS	
82507	BUSINESS IMAGING GROUP - BIG PDQ	11/04/2025		N		39.92
	7475 GRAND RIVER RD					
10/16/2025	BRIGHTON MI, 48114-9383	/ /	0.0000	N		0.00
		11/04/2025		Y		39.92

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-960.000	FOIA EXPENSES	39.92

VENDOR TOTAL:	90.81
---------------	-------

10/29/2025 02:41 PM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

Page: 12/33

EXP CHECK RUN DATES 07/01/2025 - 11/04/2025

UNJOURNALIZED OPEN

Item 1.

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
BCBSM	BLUE CROSS BLUE SHIELD OF MICHIGAN	10/23/2025	10202025	GEN	11/01-11/30/25	
82508	P.O. BOX 674416	10/28/2025		N		42,116.72
10/08/2025	DETROIT MI, 48267-4416	/ /	0.0000	N		0.00
		10/28/2025		N		42,116.72

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-262.000-718.000	HEALTH/DENTAL/VISION INSURANCE	2,888.33
101-265.000-718.000	HEALTH/DENTAL/VISION INSURANCE	2,959.23
101-000.000-073.001	HEALTH INSURANCE - LIBRARY	3,815.50
101-171.000-718.000	HEALTH/DENTAL/VISION INSURANCE	2,537.38
101-201.000-718.000	HEALTH/DENTAL/VISION INSURANCE	4,621.34
101-215.000-718.000	HEALTH/DENTAL/VISION INSURANCE	4,239.89
101-228.000-718.000	HEALTH/DENTAL/VISION INSURANCE	924.27
101-702.000-718.000	HEALTH/DENTAL/VISION INSURANCE	3,073.77
206-000.000-718.000	HEALTH/DENTAL/VISION INSURANCE	1,813.67
207-000.000-718.000	HEALTH/DENTAL/VISION INSURANCE	572.32
101-751.000-718.000	HEALTH/DENTAL/VISION INSURANCE	1,617.46
101-820.000-718.000	HEALTH/DENTAL/VISION INSURANCE	2,310.67
590-527.000-718.000	HEALTH/DENTAL/VISION INSURANCE	10,742.89
		42,116.72

VENDOR TOTAL:

42,116.72

BOULLION01	BOULLION SALES, INC.	10/23/2025	100-12629	GEN	B&G KUBOTA MX6000	
82511	8530 N. TERRITORIAL RD	11/04/2025		N		207.44
10/14/2025	DEXTER MI, 48130	/ /	0.0000	N		0.00
		11/04/2025		N		207.44

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-931.000	EQUIPMENT MAINT/REPAIR	207.44

VENDOR TOTAL:

207.44

BRIGHTON04	BRIGHTON ANALYTICAL, LLC	10/23/2025	1025-145252	GEN	P&R PETTYSVILLE LAKELAND TRL HAND PU	
82509	2105 PLESS DRIVE	11/04/2025		N		120.00
10/13/2025	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		11/04/2025		Y		120.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-800.000-938.000	LAKELAND TRAIL MAINTENANCE	120.00

22

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

VENDOR TOTAL:						120.00
BSASOFTW01	BS&A SOFTWARE INC.	10/23/2025	163846	GEN	ONLINE PORTAL/PAYROLL/TIME SHEETS 11	
82510	14965 ABBEY LANE	11/04/2025		N		6,113.00
10/16/2025	BATH MI, 48808	/ /	0.0000	N		0.00
		11/04/2025		N		6,113.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-229.000-933.000	SOFTWARE MAINTENANCE	6,113.00
VENDOR TOTAL:		6,113.00

BURNHAM001	BURNHAM & FLOWER INSURANCE GROUP	10/23/2025	10162025	GEN	JULY, AUGUST SEPTEMBER	
82512	315 SOUTH KALAMAZOO MALL	11/04/2025		N		412.50
10/15/2025	KALAMAZOO MI, 49007-4806	/ /	0.0000	N		0.00
		11/04/2025		N		412.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-718.500	HEALTH CARE REIMBURSEMENT	140.00
101-275.000-718.500	HEALTH CARE REIMBURSEMENT	137.50
101-275.000-718.500	HEALTH CARE REIMBURSEMENT	135.00
		412.50
VENDOR TOTAL:		412.50

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
C&ECONTR01	C & E CONSTRUCTION CO., INC.	10/27/2025	3111	GEN	GRINDER PUMP REPLACEMENT	6095 WINANS
82538	P.O. BOX 1359	11/04/2025		N		5,397.00
10/28/2025	HIGHLAND MI, 48357	/ /	0.0000	N		0.00
		11/04/2025		N		5,397.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-934.200	GRINDER PUMP REPLACEMENT	5,397.00

C&ECONTR01	C & E CONSTRUCTION CO., INC.	10/27/2025	3112	GEN	GRINDER PUMP REPLACEMENT	6035 WINANS
82537	P.O. BOX 1359	11/04/2025		N		5,397.00
10/28/2025	HIGHLAND MI, 48357	/ /	0.0000	N		0.00
		11/04/2025		N		5,397.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-934.200	GRINDER PUMP REPLACEMENT	5,397.00

VENDOR TOTAL:					10,794.00
CDWGOVER01	CDW GOVERNMENT, INC.	10/27/2025	AG44N4N	GEN	VEEAM BACKUP 1Y
82573	75 REMITTANCE DR SUITE 1515	11/04/2025		N	2,556.00
10/15/2025	CHICAGO IL, 60675-1515	/ /	0.0000	N	0.00
		11/04/2025		N	2,556.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-933.000	SOFTWARE MAINTENANCE	168.70
206-000.000-933.000	SOFTWARE MAINTENANCE	851.14
207-000.000-933.000	SOFTWARE MAINTENANCE	403.85
101-229.000-933.000	SOFTWARE MAINTENANCE	1,132.31
		2,556.00

CDWGOVER01	CDW GOVERNMENT, INC.	10/29/2025	AG5QR5B	GEN	FD LVO E1617-1355U W11P TOUCH
82606	75 REMITTANCE DR SUITE 1515	11/04/2025		N	892.65
10/20/2025	CHICAGO IL, 60675-1515	/ /	0.0000	N	0.00
		11/04/2025		N	892.65

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	892.65

10/29/2025 02:41 PM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

EXP CHECK RUN DATES 07/01/2025 - 11/04/2025

Page: 15/33

Item 1.

UNJOURNALIZED OPEN

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
BRIGHTON01	CITY OF BRIGHTON	10/23/2025	10212025	GEN	WATER TAP FEE 7384 REXFORD CT	4715-0
82514	200 N. FIRST ST.	11/04/2025		N		2,802.00
10/21/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		11/04/2025		N		2,802.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000.000-221.000	DUE TO BRIGHTON WATER TAP FEES	2,802.00

VENDOR TOTAL: 2,802.00

COMPLETE01	COMPLETE BATTERY SOURCE, INC.	10/23/2025	446779BRI	GEN	PD BCI GROUP 400 12V 14AH 200 CCA AU	
82515	6480 GRAND RIVER AVE.	11/04/2025	20250735	N		87.46
10/13/2025	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		11/04/2025		N		87.46

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-932.000	BATTERY FOR DB CAR	87.46	87.46

VENDOR TOTAL: 87.46

CREATURECO	CREATURE CONTROL	10/23/2025	66627	GEN	FD - STA 11 PEST CONTROL #66627	
82516	179 KUHN ST	11/04/2025	20250767	N		418.00
10/13/2025	GREGORY MI, 48137	/ /	0.0000	N		0.00
		11/04/2025		Y		418.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-930.003	SERVICE CHARGE BAIT STATION RESTOCK	149.00	149.00
206-000.000-930.003	SERVICE CHARGE PEST SPRAY	269.00	269.00
		418.00	

VENDOR TOTAL: 418.00

10/29/2025 02:41 PM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

Page: 16/33

EXP CHECK RUN DATES 07/01/2025 - 11/04/2025

UNJOURNALIZED OPEN

BANK CODE: GEN

Item 1.

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

CULLIGAN01	CRH OHIO LTD	10/27/2025	1001888	GEN	PD WATER BOTTLE DELIVERY AND DEPOSIT	
82576	D/B/A CULLIGAN OF ANN ARBOR/DETROIT	11/04/2025	20250781	N		76.93
	46902 LIBERTY DRIVE					
10/01/2025	WIXOM MI, 48393	/ /	0.0000	N		0.00
		11/04/2025		N		76.93

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-801.000	8 BOTTLES PLUS DEPOSIT & TRANSPORT FEE	76.93	76.93

CULLIGAN01	CRH OHIO LTD	10/28/2025	1008182	GEN	PD WATER BOTTLE (5) DELIVERY AND DEPO	
82581	D/B/A CULLIGAN OF ANN ARBOR/DETROIT	11/04/2025	20250784	N		59.94
	46902 LIBERTY DRIVE					
10/27/2025	WIXOM MI, 48393	/ /	0.0000	N		0.00
		11/04/2025		N		59.94

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-801.000	5 BOTTLES PLUS DEPOSIT & TRANSPORT FEE	59.94	59.94

VENDOR TOTAL:	136.87
---------------	--------

CRUISERS01	CRUISERS, INC.	10/23/2025	48444	GEN	PD NEW VEHICLE BUILD VEH 3051 2026 D	
82517	5977 BRIGHTON PINES CT.	11/04/2025	20250738	N		8,817.04
09/26/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		11/04/2025		N		8,817.04

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-981.000	PD NEW VEHICLE BUILD	8,817.04	8,817.04

CRUISERS01	CRUISERS, INC.	10/23/2025	48488	GEN	PD REMOVE LAPTOP MOUNT, POWER SUPPLY	
82518	5977 BRIGHTON PINES CT.	11/04/2025	20250748	N		120.00
10/16/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		11/04/2025		N		120.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-932.000	REMOVE LAPTOP MOUNT, POWER SUPPLY & PRNT	120.00	120.00

VENDOR TOTAL:	8,937.04
---------------	----------

UNJOURNALIZED OPEN

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
CUSTTOOL01	CUSTOM TOOL & MACHINE	10/23/2025	3077	GEN	DPW E-ONE CASTINGS (9) PUMP HEADS (1	
82519	603 E. WALNUT STREET	11/04/2025		N		2,565.00
10/13/2025	OAKWOOD OH, 45873	/ /	0.0000	N		0.00
		11/04/2025		Y		2,565.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-751.100	GRINDER PUMP PARTS	2,565.00

VENDOR TOTAL: 2,565.00

DARTTEAM01	DART TEAM	10/23/2025	10012025	GEN	10/01/25	
82520	C/O HOWELL FIRE DEPARMENT	11/04/2025		N		135.00
	1211 W. GRAND RIVER					
10/22/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		11/04/2025		N		135.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-231.200	DUE TO CHARITY CHARITABLE DEDUCTIONS	135.00

VENDOR TOTAL: 135.00

DOGWASTEDE	DOG WASTE DEPOT	10/29/2025	788699	GEN	LAKELAND TRL DOG STATION CAN LINERS	
82605	12316 WORLD TRADE DRIVE #102	11/04/2025		N		187.94
10/28/2025	SAN DIEGO CA, 92128	/ /	0.0000	N		0.00
		11/04/2025		N		187.94

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-800.000-938.000	LAKELAND TRAIL MAINTENANCE	187.94

VENDOR TOTAL: 187.94

DUBOISCO01	DUBOIS-COOPER & ASSOCIATES	10/23/2025	298226	GEN	DPW GRINDER PUMP PARTS	
82521		11/04/2025		N		26,736.00
	PO BOX 6161					
10/21/2025	PLYMOUTH MI, 48170	/ /	0.0000	N		0.00
		11/04/2025		Y		26,736.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-751.100	GRINDER PUMP PARTS	26,736.00

10/29/2025 02:41 PM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

EXP CHECK RUN DATES 07/01/2025 - 11/04/2025

Page: 18/33

Item 1.

UNJOURNALIZED OPEN

BANK CODE: GEN

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

Due Date

1099

VENDOR TOTAL: 26,736.00

JUNGCHRS01	FIREWRENCH OF MICHIGAN	10/23/2025	1381	GEN	FD - ENG 1 REPAIR #1381	
82522	25840 JOHNS ROAD	11/04/2025	20250765	N		646.20
09/02/2025	SOUTH LYON MI, 48178	/ /	0.0000	N		0.00
		11/04/2025		Y		646.20

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	ENG 1 REPAIR	600.00	600.00
206-000.000-932.000	TRAVEL MILES	46.20	46.20
		646.20	646.20

VENDOR TOTAL: 646.20

REFUND TAX	FLORES JOHNNY M	10/29/2025	10/29/2025	GEN	2025 Sum Tax Refund 4715-30-102-003	
82604		10/30/2025		N		0.00
	10693 SPLITSTONE DR S					
10/29/2025	PINCKNEY MI, 48169	11/04/2025	0.0000	N		0.00
		10/30/2025		N		1,776.33

Open

GL NUMBER	DESCRIPTION	AMOUNT
703-000.000-214.300	DUE TO GENERAL ADMIN FEES	17.58
703-000.000-222.101	DUE TO COUNTY TAXES	609.48
703-000.000-222.500	DUE TO COUNTY SET	1,149.27
		1,776.33

VENDOR TOTAL: 1,776.33

GENESEECNT	GENESEE COUNTY AFIS CONSORTIUM	10/23/2025	10152025	GEN	PD 2025 AFIS CONSORTIUM FEE	
82527	ATTN: RENEE HANSON	11/04/2025	20250736	N		550.00
	C/O LIV. CO. PROSECUTOR'S OFFICE					
10/15/2025	HOWELL MI, 48843	/ /	0.0000	Y		0.00
		11/04/2025		N		550.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-933.300	202D AFIS CONSORTIUM DUES	550.00	550.00

VENDOR TOTAL: 550.00

10/29/2025 02:41 PM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

EXP CHECK RUN DATES 07/01/2025 - 11/04/2025

Page: 19/33

Item 1.

UNJOURNALIZED OPEN

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
GEBESISCDJ	GENESIS CDJR OF PINCKNEY LLC	10/23/2025	508371	GEN	PD REPAIRS 2019 DODGE CHARGER	508371
82529	1295 E. M-36	11/04/2025	20250742	N		250.00
10/16/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		11/04/2025		N		250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-932.000	REPAIR HOLE IN OIL PAN	250.00	250.00

GEBESISCDJ	GENESIS CDJR OF PINCKNEY LLC	10/23/2025	508577	GEN	PD VEH MAINTENANCE-OIL & FILTER CHG	
82528	1295 E. M-36	11/04/2025	20250744	N		60.65
10/17/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		11/04/2025		N		60.65

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-932.000	VEHICLE MAINT	60.65	60.65

VENDOR TOTAL: 310.65

PETTYPOL01	HAMBURG-PD PETTY CASH	10/23/2025	10232025	GEN	PD PETTY REPLENISH PETTY CASH	
82532		11/04/2025		N		98.02
10/23/2025	,	/ /	0.0000	N		0.00
		11/04/2025		N		98.02

Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-932.000	VEHICLE MAINTENANCE	10.00
207-000.000-851.000	POSTAGE	1.56
207-000.000-967.000	SPECIAL PROJECTS	86.46
		98.02

VENDOR TOTAL: 98.02

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
HRNVLLYGUN	HURON VALLEY GUNS, LLC	10/23/2025	249356	GEN	FD - JOB SHIRT, POLOS & EMBROIDERY #	
82530	56477 GRAND RIVER AVE.	11/04/2025	20250739	N		296.97
09/30/2025	NEW HUDSON MI, 48165	/ /	0.0000	N		0.00
		11/04/2025		Y		296.97

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	EMBROIDERY LOGOS	75.00	75.00
206-000.000-768.000	EMBROIDERY NAMES	45.00	45.00
206-000.000-768.000	MEN'S TACT L/S POLO TAN XL	105.98	105.98
206-000.000-768.000	ELBECO PER JOB SHIRT NVY SM	70.99	70.99
		296.97	296.97

HRNVLLYGUN	HURON VALLEY GUNS, LLC	10/27/2025	251840	GEN	FD - UNIFORM JOB SHIRT, EMBROIDERY #	
82570	56477 GRAND RIVER AVE.	11/04/2025	20250780	N		95.99
10/22/2025	NEW HUDSON MI, 48165	/ /	0.0000	N		0.00
		11/04/2025		Y		95.99

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	EMBROIDERY LOGO	25.00	25.00
206-000.000-768.000	ELBECO JOB SHIRT NVY LG	70.99	70.99
		95.99	95.99

VENDOR TOTAL:						392.96
---------------	--	--	--	--	--	--------

10/29/2025 02:41 PM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

Page: 21/33

EXP CHECK RUN DATES 07/01/2025 - 11/04/2025

UNJOURNALIZED OPEN

BANK CODE: GEN

Item 1.

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

HUTSONINC1	HUTSON, INC.	10/27/2025	11058220	GEN	JOHN DEERE REPAIR LIFT ARM BUSHINGS	
82574	3915 TRACTOR DRIVE	11/04/2025		N		991.29
10/09/2025	HOWELL MI, 48855	/ /	0.0000	N		0.00
		11/04/2025		N		991.29

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-931.000	EQUIPMENT MAINT/REPAIR	991.29

HUTSONINC1	HUTSON, INC.	10/23/2025	11066712	GEN	B&G PARTS	
82523	3915 TRACTOR DRIVE	11/04/2025		N		307.88
10/16/2025	HOWELL MI, 48855	/ /	0.0000	N		0.00
		11/04/2025		N		307.88

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-931.000	EQUIPMENT MAINT/REPAIR	307.88

VENDOR TOTAL:	1,299.17
---------------	----------

IMAGEBUSIN	IMAGE BUSINESS SOLUTIONS, INC	10/23/2025	290753	GEN	COVERAGE PERIOD 09/09-10/08/25	
82524	28339 BECK RD	11/04/2025		N		87.91
	SUITE F2					
10/06/2025	WIXOM MI, 48393	/ /	0.0000	N		0.00
		11/04/2025		N		87.91

Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	87.91

VENDOR TOTAL:	87.91
---------------	-------

ASSUREDPO1	JAYS ASSURED PEST CONTROL LLC	10/23/2025	7978	GEN	TWP/PD/SEN CTR PEST CONTROL OCTOBER	
82525	1000 OAK CREEK DR	11/04/2025		N		157.00
10/02/2025	SOUTH LYON MI, 48178	/ /	0.0000	N		0.00
		11/04/2025		Y		157.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-801.000		36.00
207-000.000-801.000	CONTRACTUAL SERVICES	85.00
101-820.000-801.000	CONTRACTUAL SERVICES	36.00

157.00

31

10/29/2025 02:41 PM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

EXP CHECK RUN DATES 07/01/2025 - 11/04/2025

Page: 22/33

Item 1.

UNJOURNALIZED OPEN

BANK CODE: GEN

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

VENDOR TOTAL: 157.00

JIMSROOF01	JIM'S ROOFING & CONSTRUCTION, LLC	10/27/2025	10222025	GEN	FD - STA 12 FASCIA REPLACEMENT	
82571	550 RUSH LAKE RD	11/04/2025	20250779	N		175.00
10/22/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		11/04/2025		Y		175.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-930.003	STA 12 FASCIA REPLACEMENT	175.00	175.00

VENDOR TOTAL: 175.00

KENTCOMMNC	KCI	10/27/2025	243069	GEN	ASSESSING EST POSTAGE FOR 2026 MAILI	
82543	38110 N. EXECUTIVE	11/04/2025		N		13.43
	SUITE 100					
10/27/2025	WESTLAND MI, 48185	/ /	0.0000	N		0.00
		11/04/2025		Y		13.43

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-257.000-902.200	ASSESSMENT ROLL PREP	13.43

VENDOR TOTAL: 13.43

KEVINCOX	KEVIN DOUGLAS COX	10/28/2025	10232025	GEN	LAKELAND TRL REIMBURSEMENT -SCOUT RE	
82580	6225 WINDEMERE PT	11/04/2025		N		600.00
10/23/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		11/04/2025		Y		600.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-800.000-938.000	LAKELAND TRAIL MAINTENANCE	600.00

VENDOR TOTAL: 600.00

10/29/2025 02:41 PM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

EXP CHECK RUN DATES 07/01/2025 - 11/04/2025

Page: 23/33

Item 1.

UNJOURNALIZED OPEN

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
KINGKLEA01	KING KLEANERS	10/23/2025	10012025	GEN	FD - UNIFORM CLEANING STA 12	SEPT 20
82526	5589 E. M-36	11/04/2025	20250749	N		186.00
	SUITE B3					
10/01/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		11/04/2025		Y		186.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	STA 12 UNIFORM CLEANING SEPT 2025	186.00	186.00

VENDOR TOTAL: 186.00

KRISTAN GR	KRISTAN GREEN	10/23/2025	0003	GEN	NATURAL DYE & SHIBORI WORKSHOP	
82531	2257 WAYNE DR.	11/04/2025		N		469.65
10/28/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		11/04/2025		Y		469.65

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-820.000-804.000	SENIOR PROGRAMS	469.65

VENDOR TOTAL: 469.65

LEOSCUST01	LEO'S CUSTOM SPRINKLER SERVICE	10/27/2025	38060	GEN	P&R ALL SOCCER AND FOOTBALL FIELDS	
82536	8844 RIVER VALLEY ROAD	11/04/2025		N		1,500.00
10/21/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		11/04/2025		Y		1,500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-930.005	MAINTENANCE PARK FACILITIES	1,500.00

LEOSCUST01	LEO'S CUSTOM SPRINKLER SERVICE	10/27/2025	38063	GEN	FD - STA 12 WINTERIZATION FOR SPRINK	
82539	8844 RIVER VALLEY ROAD	11/04/2025	20250769	N		200.00
10/22/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		11/04/2025		Y		200.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-930.003	SPRINKLER WINTERIZATION	200.00	200.00

VENDOR TOTAL: 1,700.00

10/29/2025 02:41 PM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

Page: 24/33

EXP CHECK RUN DATES 07/01/2025 - 11/04/2025

UNJOURNALIZED OPEN

Item 1.

BANK CODE: GEN

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

LIVINGST12	LIVINGSTON COUNTY REGISTER OF DEEDS	10/27/2025	10202025	GEN	SEWER/EASEMENT GRANT OZOG	
82542	200 E. GRAND RIVER AVE.	11/04/2025		N		60.00
	SUITE 3					
10/20/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		11/04/2025		N		60.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-538.000-955.000	SUNDRY	60.00

LIVINGST12	LIVINGSTON COUNTY REGISTER OF DEEDS	10/27/2025	10222025	GEN	SEWER CONNECTION/EASEMENT GRANT MAYE	
82540	200 E. GRAND RIVER AVE.	11/04/2025		N		60.00
	SUITE 3					
10/22/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		11/04/2025		N		60.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-538.000-955.000	SUNDRY	60.00

VENDOR TOTAL: 120.00

LIVINGST02	LIVINGSTON COUNTY TREASURER	10/27/2025	14478	GEN	SEPTEMBER 2025	
82577	LIVINGSTON COUNTY COURT HOUSE	11/04/2025		N		2,070.00
	200 E. GRAND RIVER					
10/22/2025	HOWELL MI, 48843-2398	/ /	0.0000	N		0.00
		11/04/2025		N		2,070.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-820.000-801.000	CONTRACTUAL SERVICES	2,070.00

VENDOR TOTAL: 2,070.00

MALLORY SA	MALLORY SAFETY AND SUPPLY	10/27/2025	6277769	GEN	FD - 4 PAIR UNIFORM PANTS #6277769	
82541	PO BOX 2068	11/04/2025	20250759	N		300.00
10/16/2025	LONGVIEW WA, 98632	/ /	0.0000	N		0.00
		11/04/2025		Y		300.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	511 STRYKE PANTS, NAVY 34X32	300.00	300.00

VENDOR TOTAL: 300.00

10/29/2025 02:41 PM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

EXP CHECK RUN DATES 07/01/2025 - 11/04/2025

Page: 25/33

Item 1.

UNJOURNALIZED OPEN

BANK CODE: GEN

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

MIFIREINP1	MICHIGAN FIRE INSPECTORS SOCIETY	10/27/2025	3106	GEN	FD - NFPA CLASS, DERRICK HILL #3106	
82544	PO BOX 594	11/04/2025	20250764	N		1,025.00
10/23/2025	DEWITT MI, 48820	/ /	0.0000	N		0.00
		11/04/2025		Y		1,025.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-916.000	NFPA CLASS, NOV 3-13, DERRICK HILL	1,025.00	1,025.00

VENDOR TOTAL: 1,025.00

MIMUNICI03	MICHIGAN MUNICIPAL RISK AUTHORITY	10/28/2025	10272025	GEN	ANNUAL MEETING GRAND TRAVERSE AUG 20	
82579		11/04/2025		N		1,228.60
	14001 MERRIMAN					
10/27/2025	LIVINIA MI, 48154	/ /	0.0000	N		0.00
		11/04/2025		N		1,228.60

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-201.000-910.000	PROFESSIONAL DEVELOPMENT	1,031.60
101-228.000-910.000	PROFESSIONAL DEVELOPMENT	197.00
		1,228.60

VENDOR TOTAL: 1,228.60

MITOWNSH01	MICHIGAN TOWNSHIPS ASSOCIATION	10/27/2025	438221	GEN	TWP TRAINING MANUALS (8) FOR TWP	
82545	P.O. BOX 80078	11/04/2025		N		299.20
10/06/2025	LANSING MI, 48908-0078	/ /	0.0000	N		0.00
		11/04/2025		N		299.20

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101.000-910.000	PROFESSIONAL DEVELOPMENT	299.20

VENDOR TOTAL: 299.20

UNJOURNALIZED OPEN

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
MERS000001	MUNICIPAL EMPLOYEE'S RETIRE-	10/27/2025	00172419-4	GEN	2025-10	
82578	1134 MUNICIPAL WAY	11/04/2025		N		53,762.14
10/23/2025	LANSING MI, 48917	/ /	0.0000	N		0.00
		11/04/2025		N		53,762.14

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-231.500	DEFERRED COMPENSATION/457	15,060.15
207-000.000-716.000	DEFINED CONTRIBUTION	38,701.99
		53,762.14

VENDOR TOTAL: 53,762.14

NFPAINL01	NFPA	10/27/2025	CC52042NTS	GEN	FD - NFPA MEMBERSHIP, STEINAWAY, COD	
82546	NATIONAL FIRE PROTECTION ASSOC.	11/04/2025	20250753	N		225.00
	PO BOX 9689					
10/21/2025	MANCHESTER NH, 03108-9689	/ /	0.0000	N		0.00
		11/04/2025		Y		225.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-958.000	NFPA MEMBERSHIP RENEWAL	225.00	225.00

VENDOR TOTAL: 225.00

PINCAUTO01	PINCKNEY AUTO WASH, LLC	10/27/2025	09302025	GEN	SEPT 2025 AUTO WASH	
82547	PO BOX 881	11/04/2025		N		240.00
	1090 E M-36					
10/20/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		11/04/2025		Y		240.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-932.000	VEHICLE MAINTENANCE	210.00
206-000.000-932.000	VEHICLE MAINTENANCE	24.00
590-527.000-932.000	VEHICLE MAINTENANCE	6.00
		240.00

VENDOR TOTAL: 240.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
PLANTEMO01	PLANTE & MORAN, PLLC	10/27/2025	10559041	GEN	FINAL INVOICE JUNE 2025 AUDIT	
82548	100 NORTH TRYON ST	11/04/2025		N		10,253.90
10/22/2025	CHARLOTTE NC, 28202	/ /	0.0000	N		0.00
		11/04/2025		N		10,253.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-801.000	CONTRACTUAL SERVICES	1,000.00
206-000.000-801.000	CONTRACTUAL SERVICES	1,000.00
204-000.000-801.000	CONTRACTUAL SERVICES	700.00
590-527.000-801.000	CONTRACTUAL SERVICES	3,600.00
101-275.000-954.000	AUDIT	438.90
207-000.000-801.000	CONTRACTUAL SERVICES	185.74
206-000.000-801.000	CONTRACTUAL SERVICES	185.74
204-000.000-801.000	CONTRACTUAL SERVICES	130.11
590-527.000-801.000	CONTRACTUAL SERVICES	668.85
101-275.000-954.000	AUDIT	734.56
101-275.000-954.000	AUDIT	1,610.00
		10,253.90

VENDOR TOTAL:

10,253.90

REDMONDJ01	REDMOND ENVIRONMENTAL INC.	10/27/2025	11492	GEN	DPW MOTOR (FIELD ARMATURE W/ BEARING	
82549	1355 N. 7TH STREET	11/04/2025		N		3,207.58
10/17/2025	LAKE CITY MN, 55041	/ /	0.0000	N		0.00
		11/04/2025		N		3,207.58

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-751.100	GRINDER PUMP PARTS	3,207.58

VENDOR TOTAL:

3,207.58

UNJOURNALIZED OPEN

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
RESCOM	RESCOM DOOR LLC	10/27/2025	6727	GEN	FD - STA 11 DOOR MAINTENANCE, DOOR S	
82550	4088 E M 36	11/04/2025	20250709	N		1,966.00
10/09/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		11/04/2025		N		1,966.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-930.003	LABOR	1,150.00	1,150.00
206-000.000-930.003	12' UNIVERSAL BOTTOM SEAL IN BLACK	576.00	576.00
206-000.000-930.003	CLIP ON JAMB SEAL WHITE	240.00	240.00
		1,966.00	1,966.00

RESCOM	RESCOM DOOR LLC	10/27/2025	6738	GEN	FD - STA 12 DOOR #1 REPAIR	
82551	4088 E M 36	11/04/2025	20250768	N		195.00
10/10/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		11/04/2025		N		195.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-930.003	STA 12 DOOR #1 REPAIR	195.00	195.00

RESCOM	RESCOM DOOR LLC	10/27/2025	6743	GEN	FD - STA 11 DOOR #2 REPAIR #6743	
82552	4088 E M 36	11/04/2025	20250766	N		195.00
10/13/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		11/04/2025		N		195.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-930.003	STA 11 DOOR #2 REPAIRED	195.00	195.00

RESCOM	RESCOM DOOR LLC	10/27/2025	6789	GEN	FD - STA 11 NORTH/EAST DOOR REPAIR #	
82565	4088 E M 36	11/04/2025	20250771	N		1,595.00
10/23/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		11/04/2025		N		1,595.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-930.003	NE DOOR COMMERCIAL SPRINGS	1,000.00	1,000.00
206-000.000-930.003	LABOR TO INSTL, REMOVE OLD AND HAUL AWAY	595.00	595.00
		1,595.00	

VENDOR TOTAL:

3,95

38

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
BADGE	RIDGECREST DBA BADGE AND WALLET	10/23/2025	772124	GEN	PD OFFICER BADGES FOR 729 AND 739	
82505	PO BOX 783	11/04/2025	20250750	N		389.95
10/16/2025	AMONK NY, 10504	/ /	0.0000	N		0.00
		11/04/2025		N		389.95

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-768.000	S60 MICHIGAN SPECIFIC FOR 739	114.50	114.50
207-000.000-768.000	S106 MICHIGAN FOR 739	89.50	89.50
207-000.000-768.000	S60 MICHIGAN SPECIFIC RETIRED FOR 729	120.50	120.50
207-000.000-768.000	DUTY LEATHER BADGE CASE	37.00	37.00
207-000.000-768.000	NP100 EXPRESS C MORAN	18.50	18.50
207-000.000-768.000	SHIPPING FEE	9.95	9.95
		389.95	
VENDOR TOTAL:			389.95

UNJOURNALIZED OPEN

BANK CODE: GEN

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

JOHNSNRO01	ROSATI, SCHULTZ, JOPPICH &	10/27/2025	1084345	GEN	MICHIGAN TAX TRIBUNAL MATTERS	
82554	AMTSBUECHLER, P.C.	11/04/2025		N		119.00
	27555 EXECUTIVE DRIVE, SUITE 250					
10/09/2025	FARMINGTON HILLS MI, 48331	/ /	0.0000	N		0.00
		11/04/2025		Y		119.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101.000-826.000	LEGAL FEES	119.00

JOHNSNRO01	ROSATI, SCHULTZ, JOPPICH &	10/27/2025	1084391	GEN	GENERAL MATTERS	
82558	AMTSBUECHLER, P.C.	11/04/2025		N		1,547.00
	27555 EXECUTIVE DRIVE, SUITE 250					
10/09/2025	FARMINGTON HILLS MI, 48331	/ /	0.0000	N		0.00
		11/04/2025		Y		1,547.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-826.000	LEGAL FEES	510.00
101-101.000-826.000	LEGAL FEES	1,037.00
		<u>1,547.00</u>

JOHNSNRO01	ROSATI, SCHULTZ, JOPPICH &	10/27/2025	1084392	GEN	GRACE & DAVID GRIESE PLAT AMMENDMENT	
82553	AMTSBUECHLER, P.C.	11/04/2025		N		221.00
	27555 EXECUTIVE DRIVE, SUITE 250					
10/09/2025	FARMINGTON HILLS MI, 48331	/ /	0.0000	N		0.00
		11/04/2025		Y		221.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-702.000-826.000	LEGAL FEES	221.00

JOHNSNRO01	ROSATI, SCHULTZ, JOPPICH &	10/27/2025	1084393	GEN	LABOR & EMPLOYMENT LAW	
82556	AMTSBUECHLER, P.C.	11/04/2025		N		36.00
	27555 EXECUTIVE DRIVE, SUITE 250					
10/09/2025	FARMINGTON HILLS MI, 48331	/ /	0.0000	N		0.00
		11/04/2025		Y		36.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101.000-826.000	LEGAL FEES	36.00

JOHNSNRO01	ROSATI, SCHULTZ, JOPPICH &	10/27/2025	1084394	GEN	MARY ANN & STEVEN LAMKIN	
------------	----------------------------	------------	---------	-----	--------------------------	--

10/29/2025 02:41 PM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

EXP CHECK RUN DATES 07/01/2025 - 11/04/2025

Page: 31/33

Item 1.

UNJOURNALIZED OPEN

BANK CODE: GEN

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

82557	AMTSBUECHLER, P.C.	11/04/2025		N		122.50
	27555 EXECUTIVE DRIVE, SUITE 250					
10/09/2025	FARMINGTON HILLS MI, 48331	/ /	0.0000	N		0.00
		11/04/2025		Y		122.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101.000-826.000	LEGAL FEES	122.50

JOHNSNR001	ROSATI, SCHULTZ, JOPPICH &	10/27/2025	1084395	GEN	DISTRICT COURT PROSECUTIONS	
82555	AMTSBUECHLER, P.C.	11/04/2025		N		126.00
	27555 EXECUTIVE DRIVE, SUITE 250					
10/09/2025	FARMINGTON HILLS MI, 48331	/ /	0.0000	N		0.00
		11/04/2025		Y		126.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-826.000	LEGAL FEES	126.00

VENDOR TOTAL: 2,171.50

SPRINGFIEL	SPRINGFIELD URGENT CARE PLLC	10/27/2025	542K31854	GEN	FD - PRE EMPLOYMENT PHYSICAL, JORDAN	
82559	320 TOWN CENTER BLVD.	11/04/2025	20250754	N		354.00
	STE. C-101					
10/13/2025	WHITE LAKE MI, 48386-2183	/ /	0.0000	N		0.00
		11/04/2025		N		354.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-843.100	APPLICANT PHYSICAL - JORDAN JOHNSON	354.00	354.00

VENDOR TOTAL: 354.00

MISC REFUN	TEAHEN MEADOWS HOME OWNERS ASSOCIAT	10/27/2025	09092025	GEN	REFUND PAYMENT OVERAGE -ENGINEER REV	
82561	LIZ GADWA, TREASURER	11/04/2025		N		797.50
	P.O. BOX 1546					
09/09/2025	BRIGHTON MI, 48116	/ /	0.0000	Y		0.00
		11/04/2025		N		797.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-279.984	TEAHEN MEADOW RD SAD	797.50

VENDOR TOTAL: 797.50

10/29/2025 02:41 PM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

EXP CHECK RUN DATES 07/01/2025 - 11/04/2025

Page: 32/33

Item 1.

UNJOURNALIZED OPEN

BANK CODE: GEN

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

TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	10/27/2025	6642028	GEN	FD - STA 12 COPIER CHARGES #6642028	
82568	PO BOX 927	11/04/2025	20250777	N		47.60
09/02/2025	BUFFALO NY, 14240-0927	/ /	0.0000	N		0.00
		11/04/2025		Y		47.60

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-801.000	STA 12 COPIER CHARGES	47.60	47.60

TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	10/27/2025	6646506	GEN	FD - COPIER CHARGES, STA 12 #6646506	
82569	PO BOX 927	11/04/2025	20250776	N		5.92
09/03/2025	BUFFALO NY, 14240-0927	/ /	0.0000	N		0.00
		11/04/2025		Y		5.92

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-801.000	STA 12 COPIER CHARGES	5.92	5.92

TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	10/27/2025	6670331	GEN	FD - STA 12 COPIER CHARGES #6670331	
82566	PO BOX 927	11/04/2025	20250778	N		25.69
10/02/2025	BUFFALO NY, 14240-0927	/ /	0.0000	N		0.00
		11/04/2025		Y		25.69

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-801.000	STA 12 COPIER CHARGES	25.69	25.69

TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	10/27/2025	6673874	GEN	FD - STA 12 COPIER CHARGES #6673874	
82567	PO BOX 927	11/04/2025	20250775	N		12.74
10/06/2025	BUFFALO NY, 14240-0927	/ /	0.0000	N		0.00
		11/04/2025		Y		12.74

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-801.000	STA 12 COPIER CHARGES	12.74	12.74

VENDOR TOTAL:	91.95
---------------	-------

10/29/2025 02:41 PM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

EXP CHECK RUN DATES 07/01/2025 - 11/04/2025

Page: 33/33

Item 1.

UNJOURNALIZED OPEN

BANK CODE: GEN

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

TRACTSUP01	TRACTOR SUPPLY CREDIT PLAN	10/27/2025	972325	GEN	DPW UNIFORMS A COCHRANE	
82560	DEPT. 30 - 1203021934	11/04/2025		N		139.96
	PO BOX 78004					
10/22/2025	PHOENIX AZ, 85062-8004	/ /	0.0000	N		0.00
		11/04/2025		Y		139.96

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-768.000	UNIFORMS/ACCESSORIES	139.96

VENDOR TOTAL:	139.96
---------------	--------

UISPROGR01	UIS PROGRAMMABLE SERVICES, INC	10/27/2025	530381201	GEN	WWTP STINCHFIELD REPAIR	
82572	2290 BISHOP CIRCLE EAST	11/04/2025		N		630.00
10/23/2025	DEXTER MI, 48130	/ /	0.0000	N		0.00
		11/04/2025		N		630.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE	630.00

VENDOR TOTAL:	630.00
---------------	--------

UNEMPLOY01	UNEMPLOYMENT INSURANCE AGENCY	10/27/2025	09302025	GEN	Q4 2025 0802377 000 DEADMAN	
82562	UNEMPLOYMENT INSURANCE AGENCY	11/04/2025		N		4,521.00
	P.O. BOX 33598					
10/20/2025	DETROIT MI, 48232-5598	/ /	0.0000	N		0.00
		11/04/2025		N		4,521.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-708.000	UNEMPLOYMENT COMPENSATION	4,521.00

VENDOR TOTAL:	4,521.00
---------------	----------

TOTAL - ALL VENDORS:	246,019.24
----------------------	------------



NEW HUDSON MI BRANCH
54250 Grand River Avenue
New Hudson, MI 48165-
(248)573-1900

Payment terms are 30 days from invoice date unless
otherwise agreed upon in writing. Remit to:
Cummins Sales and Service
PO Box 772639
Detroit, MI 48277-2639

INVOICE NO

S6-251048409

TO PAY ONLINE LOGON TO
customerpayment.cummins.com

BILL TO

HAMBURG TWP
PO BOX 157
HAMBURG, MI 48139-0157

OWNER

HAMBURG TWP
PO BOX 157
HAMBURG, MI 48139-
SAM VULTAGGIO - 810 3009207

PAGE 1 OF 5

*** CHARGE ***

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
09-OCT-2025	EN12REP	17-JUL-2012	ISC8.3 CM2250		ROSENBAUER
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
222117		22-SEP-2025	73373673	CPL373400	COMMANDER
REF. NO.	SALES PERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
275556	AN14W		69808		ENG 12

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
------------------	--------------	------------------	-------------	-------------	--------------	------------	--------

OSN/MSN/VIN

10018

YEAR 2012

COMPLAINT

CUSTOMER STATES UNIT HAS CHECK ENGINE LIGHT, CHECK AND ADVISE.
APPLIED TO WORK ORDER

CAUSE

DIAGNOSTICS 2.5 HOURS FOR OIL LEAKS FROM FRONT COVER AREA, TAPPET PIN AREA, VALVE
COVER AREA AND OIL PAN GASKET

ACTIVE CODE FOR DEF DOSING VALVE

DEF DOSING VALVE/ INJECTOR PLUGGED WITH DEF AND THE HOLE IN THE DECOMP TUBE FOR THE
DOSING VALVE WAS ALSO PLUGGED

UNIT HAS RECENT FAULTS FOR OVERHEATS BUT NO SIGNS OF ANY COOLANT LEAKS AND NO LOW
COOLANT FAULTS.

INJECTOR HARNESS LEAKING

ROCKERBOX LEAKING

OIL PRESSURE SENSOR LEAKING

OIL PAN LEAKING

FRONT COVER LEAKING

GEAR HOUSING LEAKING

CORRECTION

1. R&R COOLANT THERMOSTAT
2. R&R DEF DOSING VALVE (INJECTOR)
3. PERFORM DEF SYSTEM LEAK TEST AND VERIFY IT BUILDS AND HOLDS PRESSURE
4. RUN UNIT TO BURP COOLING SYSTEM
5. PERFORM DPF REGENERATION

PO #20250751

GL CODE 206 000 000 932 000

APPROVED

OCT 13 2025

ENTERED 10.20.25 MM
DUE DATE

Billing Inquiries? Call (877)480-6970

THERE ARE ADDITIONAL CONTRACT TERMS ON THE REVERSE SIDE OF THIS
DOCUMENT, INCLUDING LIMITATION ON WARRANTIES AND REMEDIES, WHICH ARE
EXPRESSLY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE
BEEN READ AND FULLY UNDERSTOOD.

AUTHORIZED BY (print name) _____ SIGNATURE _____ DATE _____



NEW HUDSON MI BRANCH
54250 Grand River Avenue
New Hudson, MI 48165-
(248)573-1900

Payment terms are 30 days from invoice date unless
otherwise agreed upon in writing. Remit to:
Cummins Sales and Service
PO Box 772639
Detroit, MI 48277-2639

INVOICE NO

S6-251048409

TO PAY ONLINE LOGON TO
customerpayment.cummins.com

BILL TO

HAMBURG TWP
PO BOX 157
HAMBURG, MI 48139-0157

OWNER

HAMBURG TWP
PO BOX 157
HAMBURG, MI 48139-
SAM VULTAGGIO - 810 3009207

PAGE 2 OF 5

*** CHARGE ***

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
09-OCT-2025	EN12REP	17-JUL-2012	ISC8.3 CM2250		ROSENBAUER
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
222117		22-SEP-2025	73373673	CPL373400	COMMANDER
REF. NO.	SALES PERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
275556	AN14W		69808		ENG 12

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
------------------	--------------	------------------	-------------	-------------	--------------	------------	--------

OSN/MSN/VIN

10018

YEAR 2012

6. CHECK FOR ANY FAULTS

7. DIAG OIL LEAKS

8. FINAL INSPECTION, Q/A

9. R&R INJECTOR HARNESS

10. R&R ROCKER BOX GASKET

11. R&R OIL PAN GASKET

12. R&R OIL PRESSURE SENSOR

13. R&R FRONT COVER

14. R&R GEAR HOUSING

CUSTOMER BILLABLE

FOUND SLIGHT OIL LEAKS FROM FRONT COVER AREA, TAPPET PIN AREA, VALVE COVER AREA AND
POSSIBLE OIL PAN GASKET

**COVERAGE
REMARK**

THANK YOU FOR CHOOSING CUMMINS SALES AND SERVICE!

1

COURTESY
INSPECTION

COURTESY INSPECTION

PARTS:	0.00
PARTS COVERAGE CREDIT:	0.00 CR
TOTAL PARTS:	0.00
SURCHARGE TOTAL:	0.00
LABOR:	0.00
LABOR COVERAGE CREDIT:	0.00 CR

Billing Inquiries? Call (877)480-6970

THERE ARE ADDITIONAL CONTRACT TERMS ON THE REVERSE SIDE OF THIS
DOCUMENT, INCLUDING LIMITATION ON WARRANTIES AND REMEDIES, WHICH ARE
EXPRESSLY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE
BEEN READ AND FULLY UNDERSTOOD.

AUTHORIZED BY (print name) _____ SIGNATURE _____ DATE _____



NEW HUDSON MI BRANCH
54250 Grand River Avenue
New Hudson, MI 48165-
(248)573-1900

Payment terms are 30 days from invoice date unless
otherwise agreed upon in writing. Remit to:
Cummins Sales and Service
PO Box 772639
Detroit, MI 48277-2639

Item 1.

INVOICE NO

S6-251048409

TO PAY ONLINE LOGON TO
customerpayment.cummins.com

BILL TO

HAMBURG TWP
PO BOX 157
HAMBURG, MI 48139-0157

OWNER

HAMBURG TWP
PO BOX 157
HAMBURG, MI 48139-
SAM VULTAGGIO - 810 3009207

PAGE 3 OF 5

*** CHARGE ***

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
09-OCT-2025	EN12REP	17-JUL-2012	ISC8.3 CM2250		ROSENBAUER
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
222117		22-SEP-2025	73373673	CPL373400	COMMANDER
REF. NO.	SALES PERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
275556	AN14W		69808		ENG 12

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
------------------	--------------	------------------	-------------	-------------	--------------	------------	--------

OSN/MSN/VIN

10018

YEAR 2012

TOTAL LABOR: 0.00

MISC.: 0.00

MISC. COVERAGE CREDIT: 0.00 CR

TOTAL MISC.: 0.00

1	1	2888173NX	INJECTOR,DOSER	DRC	644.80	644.80
1	1	2871878D	INJ, DOSER	CLEAN	6.75	6.75
-1	-1	2871878D	INJ, DOSER	DIRTY	6.75	-6.75
1	1	4376837	KIT,HARDWARE	CECO	69.29	69.29
1	1	6305290	THERMOSTAT	CECO	137.53	137.53
4	4	CC36077	OAT	FLG	18.93	75.72
1	1	3958112	COVER,GEAR	CECO	209.69	209.69
1	1	3903475	SEAL,RECTANGULAR RING	CECO	6.92	6.92
3	3	4934545	HARNES, WIRING	CECO	112.11	336.33
1	1	3959798	GASKET, VALVE COVER	CECO	59.65	59.65
1	1	5272959	GASKET,RKR LEVER HOUSING	CECO	26.30	26.30
12	12	6464329	GUIDE,TAPPET	CECO	13.59	163.08
1	1	4921517	SENSOR,PRESSURE	CECO	131.33	131.33
1	1	5332563	GASKET,OIL PAN	CECO	84.44	84.44
1	1	5264459	HOSE,PLAIN	CECO	51.62	51.62
1	1	5264570	GASKET,OIL DRAIN	CECO	4.93	4.93
1	1	4991695	HOUSING,GEAR	CECO	506.06	506.06
1	1	3944293	GASKET,GEAR HOUSING	CECO	138.94	138.94
1	1	3940245	GASKET,HYDRAULIC PUMP	CECO	22.40	22.40
1	1	3899283	SEAL,O RING	CECO	14.45	14.45
1	1	5272819	SEAL,RECTANGULAR RING	CECO	2.93	2.93

Billing Inquiries? Call (877)480-6970

THERE ARE ADDITIONAL CONTRACT TERMS ON THE REVERSE SIDE OF THIS
DOCUMENT, INCLUDING LIMITATION ON WARRANTIES AND REMEDIES, WHICH ARE
EXPRESSLY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE
BEEN READ AND FULLY UNDERSTOOD.

AUTHORIZED BY (print name) _____ SIGNATURE _____ DATE _____



NEW HUDSON MI BRANCH
54250 Grand River Avenue
New Hudson, MI 48165-
(248)573-1900

Payment terms are 30 days from invoice date unless
otherwise agreed upon in writing. Remit to:
Cummins Sales and Service
PO Box 772639
Detroit, MI 48277-2639

Item 1.

INVOICE NO

S6-251048409

TO PAY ONLINE LOGON TO
customerpayment.cummins.com

BILL TO

HAMBURG TWP
PO BOX 157
HAMBURG, MI 48139-0157

OWNER

HAMBURG TWP
PO BOX 157
HAMBURG, MI 48139-
SAM VULTAGGIO - 810 3009207

PAGE 4 OF 5

*** CHARGE ***

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
09-OCT-2025	EN12REP	17-JUL-2012	ISC8.3 CM2250		ROSENBAUER
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
222117		22-SEP-2025	73373673	CPL373400	COMMANDER
REF. NO.	SALES PERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
275556	AN14W		69808		ENG 12

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
OSN/MSN/VIN		10018	YEAR 2012				
1		1	4928599	SEAL,O RING	CECO	12.77	12.77
1		1	3164067	SEALANT	CECO	30.24	30.24
1		1	LF9009	PAC, LF	FLG	64.44	64.44
7		7	V891001	P BL 1 S GN2 15W-40 BULK	VALVOLINE	15.23	106.61
2		2	4932615	GASKET,CONNECTION	CECO	5.08	10.16
1		1	CV50628	ELEMENT,CV	FLG	183.67	183.67
1		1	CC2638	CHEM. PKG.	FLG	44.93	44.93
1		1	4988280	GASKET,HYDRAULIC PUMP	CECO	6.00	6.00
1		1	3103015	SEAL,GROMMET	CECO	5.04	5.04
1		1	3925626	KIT,SEAL	CECO	260.59	260.59
1		1	8602136-001	DIPSTICK TUBE	E1-NONSTOCK	186.50	186.50
8		8	3963736	CLIP,WIRE RETAINING	CECO	4.32	34.56
1		1	3883284	SEAL,O RING	CECO	8.82	8.82
1		1	3682177	SEAL,O RING	CECO	9.27	9.27
2		2	CAC40P-400X6	CAC BOOT	NSPART2	46.00	92.00
1		1	25080560HD	BELT	NSPART2	62.61	62.61
4		4	3926704	CLAMP,T BOLT	CECO	40.51	162.04

PARTS: 3,966.66
PARTS COVERAGE CREDIT: 0.00 CR
TOTAL PARTS: 3,966.66
SURCHARGE TOTAL: 0.00
LABOR: 12,251.20
LABOR COVERAGE CREDIT: 0.00 CR
TOTAL LABOR: 12,251.20
MISC.: 0.00

Billing Inquiries? Call (877)480-6970

THERE ARE ADDITIONAL CONTRACT TERMS ON THE REVERSE SIDE OF THIS
DOCUMENT, INCLUDING LIMITATION ON WARRANTIES AND REMEDIES, WHICH ARE
EXPRESSLY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE
BEEN READ AND FULLY UNDERSTOOD.

AUTHORIZED BY (print name) _____ SIGNATURE _____ DATE _____



NEW HUDSON MI BRANCH
54250 Grand River Avenue
New Hudson, MI 48165-
(248)573-1900

Payment terms are 30 days from invoice date unless
otherwise agreed upon in writing. Remit to:
Cummins Sales and Service
PO Box 772639
Detroit, MI 48277-2639

Item 1.

INVOICE NO
S6-251048409
TO PAY ONLINE LOGON TO customerpayment.cummins.com

BILL TO

HAMBURG TWP
PO BOX 157
HAMBURG, MI 48139-0157

OWNER

HAMBURG TWP
PO BOX 157
HAMBURG, MI 48139-
SAM VULTAGGIO - 810 3009207

PAGE 5 OF 5

*** CHARGE ***

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
09-OCT-2025	EN12REP	17-JUL-2012	ISC8.3 CM2250		ROSENBAUER
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
222117		22-SEP-2025	73373673	CPL373400	COMMANDER
REF. NO.	SALES PERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
275556	AN14W		69808		ENG 12

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
------------------	--------------	------------------	-------------	-------------	--------------	------------	--------

OSN/MSN/VIN 10018

YEAR 2012

MISC. COVERAGE CREDIT: 0.00 CR
TOTAL MISC.: 0.00

TAX EXEMPT NUMBERS:

LOCAL 0.00

Billing Inquiries? Call (877)480-6970

THERE ARE ADDITIONAL CONTRACT TERMS ON THE REVERSE SIDE OF THIS
DOCUMENT, INCLUDING LIMITATION ON WARRANTIES AND REMEDIES, WHICH ARE
EXPRESSLY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES
HAVE BEEN READ AND FULLY UNDERSTOOD.

SUB TOTAL: 16,217.86

TOTAL TAX: 0.00

TOTAL AMOUNT: US \$ 16,217.86

AUTHORIZED BY (print name) _____ SIGNATURE _____ DATE _____

TERMS AND CONDITIONS

These terms and conditions ("Terms and Conditions"), together with the "Quote" and/or "Invoice" ("Quote" and/or "Invoice") attached to these Terms and Conditions, are hereinafter collectively referred to as this "Agreement" and shall constitute the entire agreement between the Customer ("Customer") identified on the Quote and/or Invoice and Cummins Inc. ("Cummins") and supersede any previous representation, statements, agreements or understanding (oral or written) between the parties with respect to the subject matter of this Agreement. Customer shall be deemed to have made an unqualified acceptance of these Terms and Conditions by its signing of this Agreement that the signer represents that he or she is duly authorized to enter into this Agreement. Further, Cummins and its agents, employees, representatives, and subcontractors shall not be bound by any oral or written modification of these Terms and Conditions unless such modification is in writing and signed by Cummins. Cummins' payment of any amounts due to Cummins; or (v) any other event constituting acceptance under applicable law. No prior inconsistent course of dealing, course of performance, or usage of trade, or, if any, constitutes a waiver of, or serves to explain or interpret, the Terms and Conditions set forth in this Agreement. Electronic transactions between Customer and Cummins will be solely governed by the Terms and Conditions of this Agreement, and any terms and conditions on Customer's website, vendor portal, or other Internet site will be null and void and of no legal effect on Cummins.

In the event Customer delivers, references, incorporates by reference, or produces any purchase order or document, vendor portal terms, specifications, agreement (whether upstream or otherwise), or any terms and conditions related thereto, then such specifications, terms, document, or other agreement: (i) shall be null and void and of no legal effect on Cummins, and (ii) this Agreement shall remain the governing terms of the transaction. The terms and conditions printed on the back of this invoice shall be deemed subordinate to, and shall not supersede, any pre-existing written agreement, purchase order, contract, or other mutually agreed-upon document between the Customer and Cummins (collectively, the "Pre-Existing Agreement"). In the event of any conflict or inconsistency between this Agreement and the terms of any such Pre-Existing Agreement, the terms of the Pre-Existing Agreement shall govern and control. The Customer and Cummins expressly acknowledge and agree that the Pre-Existing Agreement remains in full force and effect, and that the terms of this Agreement shall not modify or amend any provisions of the Pre-Existing Agreement unless specifically agreed to in writing by both parties.

1. SCOPE OF SERVICES; PERFORMANCE OF SERVICES. Commits shall supply part(s) and/or component(s) and/or engine(s) and/or generator set(s) ("Goods") and/or perform the maintenance, troubleshooting, diagnostic testing, and/or repair ("Service(s)") on the equipment identified in the Quote and/or Invoice ("Equipment"), if applicable, in accordance with the specifications in the Quote and/or Invoice. Unless otherwise agreed by the Parties in writing: (i) no additional services or goods are included in this Agreement; and (ii) this Quote is valid for a maximum period of thirty (30) days from the date appearing on the first page of this Quote ("Quote Validation Period").

At the end of the Quote Validation Period, this Quote will automatically expire unless accepted by Customer prior to the end of the Quote Validation Period. The foregoing notwithstanding, in no event shall this Quote Validation Period be deemed or otherwise considered to be a firm offer period nor to establish an option contract, and Cummins hereby reserves its right to revoke or amend this Quote at any time prior to Customer's acceptance.

Customer shall fully and completely secure all at any part of any facility where the Equipment is located to remove and mitigate any and all safety issues and risks, including but not limited to injury to facility occupants, customers, invitees, or any third party and/or property damage or work interruption arising out of the Services. If applicable, Customer shall make all necessary arrangements to address and mitigate the consequences of any electrical service interruption which might occur during the Services. Customer is responsible for opening and maintaining the Equipment in accordance with the owner's manual for the Equipment.

3. **INVOICING AND PAYMENT.** Unless otherwise agreed to by the parties in writing and subject to credit approval by Cummins, payments are due thirty (30) days from the date of invoice. If Customer does not have approved credit with Cummins, as solely determined by Cummins, payments are due in advance or at the time of supply of the Goods and/or Services. If payment is not received when due, in addition to any rights Cummins may have at law, Cummins may charge Customer eighteen percent (18%) interest annually on late payments, and may suspend or discontinue supply of the Goods and/or Services until payment is received. Cummins may also suspend or discontinue supply of the Goods and/or Services until payment is received, or the maximum amount allowed by law. Customer agrees to pay all Cummins' costs and expenses (including all reasonable attorneys' fees) related to Cummins' enforcement and collection of unpaid invoices, or any other payment due to Cummins, if payment is not received by Cummins within the time specified in Cummins' invoice, or the maximum amount allowed by law. Customer's payment of any invoice or payment due to Cummins is subject to Customer's ongoing credit approval. While Cummins may initially extend less than 30 payment terms upon Customer's approval of its credit application, Cummins may, at its sole discretion, change the payment terms of any invoice or payment due to Cummins, if, in Cummins' sole discretion, Cummins determines that the payment terms of any invoice or payment due to Cummins are not commercially reasonable. Cummins may, upon notice to Customer, (i) require full or partial payment in advance, (ii) require an alternative form of security satisfactory to Cummins, including but not limited to a letter of credit or payment bond, or (iii) withhold shipment until such payment or security is provided. Cummins shall not be liable for any delays or damages resulting from the enforcement of this provision.

If Customer fails to make any payments to Cummins when due and payable, and such failure continues for more than sixty (60) days from the date of the invoice, or less if required by applicable law, then Cummins may, at Cummins' sole discretion and without prejudice to any other rights or remedies, either: (i) terminate this Agreement; or (ii) suspend its Services and/or suspend delivery of any undelivered Goods or parts in Cummins' possession until payment for unpaid invoices is received. In the event that Cummins suspends its performance of Services due to Customer's breach or non-payment, then Cummins shall be entitled to an equitable extension of its delivery dates and/or schedule of Services for a period of time equal to the suspension period, plus a reasonable ramp up period and all costs (including default interest) caused by such suspension shall be assumed by Customer. Any dispute or claim Customer may have with or against Cummins' invoice, regarding the scope, quality or amount charged for any parts or services provided to Customer, must be asserted in writing and noticed pursuant to these Terms and Conditions within thirty (30) days of the date of the invoice, or shall be waived by the Customer.

4. **TAXES; EXEMPTIONS.** The invoice includes all applicable local, state, or federal sales and/or use or similar taxes which Cummins is required by applicable laws to collect from Customer under this Agreement. Customer must provide a valid tax exemption certificate or direct payment certificate prior to shipment of the Goods or performance of the Services, or such taxes will be included in the invoice.

5. **DELIVERY; TITLE AND RISK OF LOSS.** Unless otherwise agreed in writing by the parties, any Goods supplied under this Agreement shall be delivered FOB Origin, freight prepaid to the first destination. If agreed, any charges for third party freight are subject to adjustment to reflect any change in price at time of shipment. Unless otherwise agreed to, packaging material, shipping documents and manner, route and carrier and delivery shall be as Cummins deems appropriate. All shipments are made within normal business hours, Monday through Friday. Unless otherwise agreed in writing by the parties, title and risk of loss for any Goods sold under this Agreement shall pass to Customer upon delivery of Goods by Customer to freight carrier or to Customer at pickup at Cummins' facility. The purchase of Goods or the performance of Services on Equipment, Customer-owned motor vehicle, or any other personal property, is a "take or pay" obligation on the part of the Customer, such that Customer is absolutely and irrevocably required to accept and pay for the Goods, or the Services performed on Equipment, Customer-owned motor vehicle, or any other personal property, if delivery or pick-up of Goods, Equipment, Customer-owned motor vehicle, or any other personal property, is delayed, deferred, or refused by Customer beyond thirty (30) days from the agreed upon delivery date or the date of completion of Services. In the event Customer fails to pick-up Equipment, Customer-owned motor vehicle, or any other personal property, or fails to take any or all shipments of Goods ordered hereunder within thirty (30) days of the agreed upon delivery date, Cummins shall invoice the Customer and, upon Cummins' sole discretion, Cummins may either:

(i) deliver the Goods or Equipment to the location indicated on Customer's purchase order (regardless of whether Customer elected to pick up the Goods or Equipment at Cummins' facility or otherwise indicated an alternate delivery method), and Customer shall assume all associated delivery costs incurred by Cummins, or (ii) charge storage fees for the additional inventory holding period, the additional inventory holding period not to exceed sixty (60) days from the agreed upon delivery date or the date of completion of Services, unless otherwise agreed by Cummins in writing or required by law. A storage fee of twenty-five dollars (\$25.00) per day or one and one-half percent (1.5%) per month of the invoiced amount, whichever is greater, shall be assessed for any Goods, Equipment, Customer-owned motor vehicle, or any other personal property, whose delivery or pick-up is delayed, delivered, or refused by Customer beyond the agreed upon delivery date or date of completion of Services. Unless otherwise agreed by Cummins in writing, in the event delivery or pick-up of Goods, Equipment, Customer-owned motor vehicle, or any other personal property is delayed, delivered, or refused by Customer beyond sixty (60) days from the agreed upon delivery or pick-up date, and/or date of completion of Services, then Cummins has the right, in its sole discretion, to (a) lease, remove, or otherwise dispose of the unclaimed Goods, Equipment, Customer-owned motor vehicle, or any other personal property, in accordance with applicable abandonment laws, and/or (b) make the Goods, Equipment, Customer-owned motor vehicle, or any other personal property, available for auction or sale to other customers or to the public, or (iii) otherwise use, destroy, or recycle the Goods, Equipment, Customer-owned motor vehicle, or any other personal property, at Customer's sole cost and expense, and without any liability to Cummins.

8. DELAYS. Any delivery, shipping, installation, or performance dates indicated in this Agreement are estimated and not guaranteed. Further, delivery time is subject to confirmation at time of order. Cummins shall not be liable to Customer or any third party for any loss, damage, or expense suffered by Customer or third party due to any delay in delivery, shipping, installation, or performance, however occasioned, including any delays in performance that result directly or indirectly from acts of God or causes beyond Cummins' control, including but not limited to acts of God, accidents, fire, explosions, flood, unusual weather conditions, acts of government authority, embargoes, strikes, riots, or other labor disputes, civil commotion, sabotage, late delivery by Cummins' suppliers, fuel or other energy shortages, or an inability to obtain necessary labor, materials, supplies, equipment or manufacturing facilities. CUMMINS' RESERVE THE RIGHT TO CORRECT CUMMINS' DELIVERY OBLIGATIONS ARE SUBJECT TO CORRECT AND PUNCTUAL SUPPLY FROM OUR SUB-SUPPLIERS OR SUBCONTRACTORS, AND CUMMINS RESERVE THE RIGHT TO MAKE PARTIAL DELIVERIES OR MODIFY ITS LABOR OR SERVICE. WHILE CUMMINS SHALL MAKE EVERY COMMERCIALLY REASONABLE EFFORT TO MEET THE DELIVERY, SERVICE OR COMPLETION OBLIGATIONS SET FORTH HEREIN, SUCH DATES ARE SUBJECT TO CHANGE. IN THE EVENT DELIVERY, SHIPPING, INSTALLATION, OR PERFORMANCE IS DELAYED, HOWEVER OCCASIONED, DUE TO EVENTS BEYOND CUMMINS' REASONABLE CONTROL, THEN THE DATE OF DELIVERY, SHIPPING, INSTALLATION OR PERFORMANCE FOR THE GOODS OR SERVICES SHALL BE EQUITABLY EXTENDED FOR A PERIOD EQUAL TO THE TIME LOST, PLUS REASONABLE RAMP-UP.

7. LIMITED WARRANTIES. New Goods: New Goods purchased or supplied under this Agreement are governed by the express written manufacturers' warranty. No other warranty for Goods supplied under this Agreement is provided under this Agreement. Cummins Exchange Components, Other Exchange Components, and Recon: Cummins will administer the Cummins exchange component warranty and the warranties of other manufacturers' exchange components or Recon Components which are sold by Cummins. In the event of defects in such items, only manufacturers' warranties will apply. HHP-Exchange Engine: HHP-Exchange Engines remanufactured by Cummins under this Agreement are governed by the express Cummins' written warranty. No other warranty for HHP-Exchange Engines supplied under this Agreement is provided under this Agreement. General: Cummins warrants that the defect in workmanship (i) for power generation equipment (including engines in such equipment), for a period of ninety (90) days after completion of Services or 500 hours of operation, whichever occurs first, or (ii) for engines, for a period of ninety (90) days after completion of Services, 25,000 miles or 500 hours of operation, whichever occurs first. In the event of a Warrantable Defect in workmanship of Services supplied under this Agreement ("Warrantable Defect"), Cummins' obligation shall be solely limited to correcting the Warrantable Defect. Cummins shall correct the Warrantable Defect where (i) such Warrantable Defect becomes apparent to Customer during the warranty period; (ii) Cummins receives written notice of the Warrantable Defect within thirty (30) days following discovery by Customer.

and (ii) Cummins has determined that there is a Warrantable Defect. Warrantable Defects remedied under this provision shall be subject to the remaining warranty period of the original warranty of the Services. New Goods supplied during the remedy of Warrantable Defects are warranted for the balance of the warranty period still available from the original warranty of such Goods.

[illegible]

8. LIMITATION OF LIABILITY. NOTWITHSTANDING ANY OTHER TERM OF THIS AGREEMENT, IN NO EVENT SHALL CUMMINS, ITS OFFICERS, DIRECTORS, EMPLOYEES, OR AGENTS BE LIABLE TO CUSTOMER OR ANY THIRD PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, LIQUIDATED, OR CONSEQUENTIAL DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION DOWNTIME, LOSS OF PROFIT OR REVENUE, LOSS OF DATA, LOSS OF OPPORTUNITY, DAMAGE TO GOODWILL, ENHANCED DAMAGES, MONETARY REQUESTS RELATING TO RECALL EXPENSES AND REPAIRS TO PROPERTY, EQUIPMENT, OR VEHICLES, DAMAGES CAUSED BY DELAY, OR IN ANY WAY RELATED TO OR ARISING FROM CUMMINS' SUPPLY OF GOODS OR SERVICES UNDER THIS AGREEMENT, IN NO EVENT SHALL CUMMINS' LIABILITY TO CUSTOMER OR ANY THIRD PARTY CLAIMING DIRECTLY THROUGH CUSTOMER OR ON CUSTOMER'S BEHALF UNDER THIS AGREEMENT EXCEED THE TOTAL COST OF GOODS AND SERVICES SUPPLIED BY CUMMINS UNDER THIS AGREEMENT GIVING RISE TO THE CLAIM. BY ACCEPTANCE OF THIS AGREEMENT, CUSTOMER ACKNOWLEDGES CUSTOMER'S SOLE REMEDY AGAINST CUMMINS FOR ANY LOSS SHALL BE THE REMEDY PROVIDED HEREIN.

10. **GOVERNING LAW, VENUE, AND JURISDICTION.** This Agreement and all matters arising hereunder shall be governed by, interpreted, and construed in accordance with the laws of the State of Indiana. Notwithstanding to whomsoever written or oral, the parties agree that the federal and state courts of the State of Indiana shall have exclusive jurisdiction over, regarding, or relating to any dispute or claim arising in connection with this Agreement or any related matter, and hereby waive any right to claim such forum would be inappropriate, including concepts of forum non conveniens.

11. **ASSIGNMENT:** This Agreement is binding on the parties and their successors and assigns. Customer shall not assign this Agreement without the prior written consent of Cummins.

12. **CANCELLATION/TERMINATION:** Orders placed with and accepted by Cummins may not be cancelled except with Cummins' prior written consent. Cummins may charge Customer a cancellation charge in accordance with current Cummins policy which is available upon request. Cummins may terminate this Agreement, without notice, if Customer fails to meet its obligations under this Agreement, and such breach is not cured within fifteen (15) days after written notice; in addition to the actual, non-recoverable costs incurred by Cummins. Cummins may terminate this Agreement, in whole or in part, for cause if (i) Customer fails to pay any invoice within the time specified in the invoice, or (ii) Customer fails to pay any invoice within thirty (30) days' written notice to Customer. If the Customer defaults by (i) breaching any term of this Agreement, (ii) notice to Customer, or such longer time that Cummins may specify in its notice. Cummins may, at any time, terminate this Agreement for cause, without notice, if Customer fails to pay any invoice within the time specified in the invoice, or (iii) making an assignment for the benefit of creditors. Cummins may, upon notice to Customer, immediately terminate this Agreement. Upon such termination for default, Cummins shall immediately cease any further becoming involved or declared bankrupt, or (iii) making an assignment for the benefit of creditors. Cummins may, upon notice to Customer, immediately terminate this Agreement. Upon such termination for default, Cummins shall immediately cease any further performance under this Agreement, without further obligation or liability to Customer, and Customer shall pay Cummins for any Goods or Services supplied under this Agreement, in accordance with the payment terms detailed in this Agreement. If a notice of termination for convenience is received by Cummins, Cummins may, at its sole discretion, terminate this Agreement, without notice, at any time, for any reason, without liability to either party. The termination shall be for the convenience of Cummins.

default has been issued and is later determined, for any reason, that the Customer was not in default, the rights and obligations of the parties shall be the same as if the Customer had not defaulted.

13. **REFUNDS; CREDITS.** Goods ordered and delivered by Cummins under this Agreement are not returnable unless agreed to by Cummins. Cummins may, at its sole discretion, agree to accept returns for return and provide a refund. Cummins will not accept returns for credit or refund of any goods ordered and delivered by Cummins under this Agreement. Credits for returns will be subject to up to a 15% handling/stocking charge and are limited to eligible items purchased from Cummins. Cummins will not accept returns for credit or refund of any goods ordered and delivered by Cummins under this Agreement.

14. **INTELLECTUAL PROPERTY.** Any intellectual property rights created after either party, including but not limited to, patents, trademarks, trade secrets, know-how, or other intellectual property rights, shall remain the property of Cummins. Cummins agrees to assign, and does hereby assign, all right, title, and interest to such intellectual property to Cummins. Any Cummins pre-existing intellectual property shall remain Cummins' property. Nothing in this Agreement shall be deemed to have the effect of assigning, or does hereby assign, any rights in Cummins' pre-existing intellectual property, including but not limited to, patents, trademarks, trade secrets, know-how, or other intellectual property rights, to Cummins.

15. COMPLIANCE WITH LAWS. Customer shall comply with all laws applicable to its activities under this Agreement, including without limitation, all applicable national, provincial, and local export, anti-money laundering, and other laws, regulations, and orders. Customer shall accept full responsibility for any and all civil or criminal liabilities and

Customer shall comply with all such applicable laws relating to the cross-border movement of goods or technology, and all related orders in effect from time to time, and equivalent measures. Customer will not export or re-export any information or technology that is or may be, in whole or in part, proprietary or confidential, whether disclosed or not, to any third party, and shall not use any information or technology that is or may be, in whole or in part, proprietary or confidential, whether disclosed or not, for any purpose other than that for which it was disclosed to Customer. Customer shall defend, indemnify, and hold Cummins harmless from and against any and all fines, penalties, claims, damages, liabilities, judgments, costs, fees, and expenses incurred by Cummins or its affiliates as a result of Customer's breach.

6. CONFIDENTIALITY. Each party shall keep confidential any information received from the other that is not generally known to the public and that is either written or oral, written, visual, electronic, or other form, and which the receiving party (or agents) learns in connection with this Agreement including, but not limited to: (a) business plans, strategies, sales, projects and analyses; (b) financial information, pricing, and fee structures; (c) business processes, methods, and models; (d) employee and supplier information; (e) specifications; and (f) the terms and conditions of this Agreement. Each party shall take necessary steps to ensure compliance with this provision by its employees and agents.

17. PRICING. To the extent allowed by law, actual prices invoiced to Customer may vary from the prices quoted at the time of order placement, as the same will be adjusted for prices prevailing on the date of shipment ("Shipment Date") or, in the case of direct sales, on the date of delivery ("Delivery Date"), due to economic and market conditions on the Shipment Date or Performance Date, whichever is applicable. Subject to local laws, Cummins reserves the right to adjust pricing on goods and services due to input cost (including without limitation, raw materials, labor, overhead, etc.) and/or other unforeseen circumstances beyond Cummins' control.

18. TARIFF AND DUTY BURDENSHARING. In addition to any adjustments otherwise provided for in this Agreement, in the event of any increase in the cost of purchased materials due to the impact of any tariffs, duties, taxes, or similar government charges ("Tariffs") in effect during the term of this Agreement, the parties agree that such increases shall be passed through directly to the Customer effective immediately upon Cummins' notice to the Customer of such increases. The Customer shall pay Tariff-related increases within thirty (30) days of receipt of invoice.

19. MISCELLANEOUS All notices, including but not limited to disputes of invoices or otherwise, under this Agreement shall be in writing and be delivered personally, mailed via first class certified or registered mail, or sent by a nationally recognized express courier service to the addresses set forth in the Quote and/or Invoice.

No amendment to this Agreement shall be valid unless it is writing and signed by the parties hereto. Failure of either party to require performance by the other party of any provision hereof shall in no way effect the right to require such performance at any time thereafter or the enforceability of the Agreement generally, nor shall the waiver by a party of a breach of any of the provisions hereof constitute a waiver of any succeeding breach. Any provision of this Agreement that is invalid or unenforceable shall not affect the validity or enforceability of the remaining terms hereof. The Parties' rights, remedies, and obligations under this Agreement, which by their nature are intended to continue beyond the termination or cancellation of this Agreement, including but not limited to the Section 9: Limitation of Liability provision contained herein, shall survive the expiration, termination, or cancellation of this Agreement. These terms are exclusive and constitute the entire agreement between the Parties. Customer acknowledges that the provisions were freely negotiated and bargained for and Customer has agreed to purchase of the Goods and/or Services pursuant to these terms and conditions. Acceptance of this Agreement on the part of Customer is deemed to be acceptance of all such terms and conditions. Neither party has relied on any provision, representation, agreement, understanding, or disclosure of this Agreement as a basis for its decision to enter into this Agreement. The provisions of this Agreement are intended for purposes of reference and shall not limit or affect the legal construction of any provision hereof.

20. To the extent applicable, this contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered federal contractors and subcontractors take affirmative action to employ and advance in employment individuals who are protected veterans or individuals with disabilities. This contract is not subject to the requirements of these regulations because the contract is not for the acquisition of supplies or services. The contractor and subcontractor are hereby notified that any contract or subcontract that is subject to the requirements of these regulations shall contain this contract clause.



Christmas In The Village

Celebrate the season with your friends and
neighbors while supporting your local businesses!

Village of Hamburg – December 12 & 13, 2025

Hello Small Business Owner!

We here in the Village of Hamburg have been busy working on an idea that we would love you to be part of! We are hosting the first ever Christmas In The Village event to take place in the **Village of Hamburg** on **Friday, December 12th from 5-8PM and on Saturday, December 13th from Noon-8PM**. This will be an outdoor event during which we will have visits from Santa & Mrs. Claus, strolling carolers, kid crafts, silent auction/raffle, and a live nativity. And here is where you come in...

If you are an at home business, we would love for you to take part in our Jingle Market which will be under a heated tent in the heart of the activity. We do plan to provide electric as well, and spaces are limited. Let your friends and neighbors know what you have to offer! See our 2-page Vendor Application for details.

If you have a food truck that provides specialty foods, sweets, or warm beverages, we have a spot planned for you as well! While the pub has pizza and burgers covered, we would love to have other offerings as well. Let us know you are interested by completing and submitting the vendor application today!

If you have a storefront in, or local to, Hamburg Township, please consider sponsoring with a cash donation, or by providing an “in kind” donation of a service or product. Gift Certificates work great since they bring the customer into your store, and we plan to advertise everyone no matter the amount of donation. If you can’t provide a donation this year, we completely understand, but please consider running sales that same weekend so we can let folks know about your special offers! Make sure you tell us what you have going on! See our 2-page Sponsorship Form for details.

We appreciate your consideration and look forward to hearing from you. We have enclosed a vendor application, sponsorship form, as well as an event flyer and schedule of events. You can also find this information on our website here: https://www.hamburg.mi.us/departments/parks_and_recreation/christmas_in_the_village.php

Questions about this event may be directed to the Township Coordinator, Deby Henneman by emailing dhenneman@hamburg.mi.us. Follow the event on Facebook here: <https://www.facebook.com/events/1926379051274403>

Thank you and hope your holiday is a good one!

Deby

Deby Henneman, ADAC

Hamburg Township Parks & Recreation

(810) 222-1124

Christmas In the Village 202

Item 2.

December 12 - 5PM-8PM

December-13 - Noon-8PM



Celebrate the season with your friends and neighbors while supporting your local businesses!

Sunday Service
12/14/25 - 10 am
at St. Stephen's
Episcopal Church
All Welcome!

Jingle Market Gifts & More!

Hamburg Pub Pizza by the Slice

Holiday StoryWalk

Kids Crafts

Food Vendors

Music & Entertainment

Visits with Santa

Family friendly fun!

Local Business Specials

Live Nativity Scene

Free admission



Visit Santa, make a craft,
and see the model train
at the Hamburg
Township Museum!



Use this QR Code to visit our web page!

For schedule of events go to
https://www.hamburg.mi.us/departments/parks_and_recreation/index.php

Bring a non-perishable food item to St. Stephen's Church for Gleaners!

Mailbox for Letters to Santa will be at Hamburg Museum

Sponsored by the Christmas In The Village Committee

Christmas In the Village 2025

Item 2.



Event Schedule



[Visit our webpage!](#)

December 12 – 5PM-8PM

5 PM - Jingle Market Opens

5:45 PM - Santa Arrives & Event Blessing

6 PM - Lighting of the Tree - St. Stephen's Church

6 - 6:30 PM - Christmas Choir & Sing-along

6:30 - 7:30 PM - Visit with Santa at Hamburg Museum

8PM - Jingle Market Closes



December-13 – Noon-8PM

Noon - Jingle Market Opens

Noon - 1 PM - Strolling Carolers - Kensington Woods

Noon - 5 PM - Christmas Market in St. Stephen's

Noon - 1 PM - Storytime with Mrs. Claus at StoryWalk

Noon - 6 PM - Kid Crafts at Hamburg Museum (while supplies last)

2-6 PM - Visit with Santa and Mrs. Claus Hamburg Museum

All Day - Classic Holiday Movies at Hamburg Museum

6 PM - Christmas Classics reading at St. Stephen's

7 PM - Live Nativity Display

7:30 PM - Silent Auction Closes - Winners Notified

8 PM - Jingle Market Closes

Mailbox for Letters to Santa will be at Hamburg Museum

Bring a non-perishable food item to St. Stephen's Church for Gleaners.



Christmas In The Village

Sponsorship Form

Mail to: Hamburg Township, P.O. Box 157, Hamburg, MI 48139 or drop at
Hamburg Township Offices Attn: Parks & Recreation Department.

Sponsor Information:

Name: _____

Business/Organization (if any): _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Facebook Handle (if you want to be tagged): _____

Website Address: _____

Sponsorship Levels (Please indicate level of interest):

☐

Event Support - \$50

- Name listed online
- Post/Tagged on FB

☐

Visit with Santa at Hamburg Museum (Friday or Saturday) - \$250

- Name listed online
- Post/Tagged on FB
- Sponsorship Sign at the Event

☐

Kids Craft at Hamburg Museum - \$500

Co-Sponsored with: Bennett's Beavers & Hamburg Museum

- Name listed online
- Post/Tagged on FB
- Sponsorship Sign at the Event
- Public acknowledgement during event
- Name on event Bags

☐

Live Nativity, Non-compete Vendor, or Shuttle Service - \$1,000

- Name listed online & brochures distributed in Township Services/Businesses Tent
- Post/Tagged on FB
- Sponsorship Sign at the Event

- Public acknowledgement during event
- Name & Logo on event Bags

☐ **Jingle Market & Township Services Tent(s) - \$2,500**

- Name listed online & brochures distributed in Township Services/Businesses Tent – w/Non-compete
- Post/Tagged on FB
- Sponsorship Sign at the Event
- Public acknowledgement during event
- Name & Logo on event Bags
- Name & Logo on Over-the-Road-Banner on Merrill Rd. near Manly Bennett Park
- Also available in this category: Volunteer Santa Scarves with Logo for single business

☐ **Premier Presenting Sponsor - \$10,000**

- Name listed online & Space in the Township Services/Businesses Tent – w/Non-compete
- Post/Tagged on FB
- Sponsorship Sign at the Event
- Public acknowledgement during event
- Name & Logo on event Bags & promo item from your business inside
- Name & Logo on Over-the-Road-Banner on Merrill Rd. near Manly Bennett Park
- VIP Parking & Front-of-Line Badges for up to 4 guests

☐ **Christmas Elf – List Donation Item/Value for Goods and Services: _____**

-
- Name listed online
 - Post/Tagged on FB
 - Item will be included in Raffle Basket(s) – Silent Auction on display in Township Services tent

Donations that don't require recognition are also welcome, and can be paid at the Hamburg Township Treasury by indicating Christmas In The Village #101-000.000-674.200 on your check.

☐ **Indicate alternate amount here: _____**

By signing below, I confirm and acknowledge the family-friendly nature of this event and that Hamburg Township and the Christmas In The Village Event Committee reserves the right to refuse sponsorship from businesses/organizations which do not align with the nature and vision of this event. If payment is received prior to approval by the Committee, the donor will be advised via email and the Township will make refund to the donor at the next available Township meeting/check run.

Donor Acknowledgement: _____

Questions about this event may be directed to the Township Coordinator, Deby Henneman at (810) 222-1124 or by emailing dhenneman@hamburg.mi.us. Follow the event on Facebook here: <https://www.facebook.com/events/1926379051274403>



Christmas In The Village

Friday, December 12, 2025 – 5PM-8PM

Saturday, December 13, 2025 – Noon-8PM

Request for Vendor Table/Space

(Will be under large tent with heat & electric supplied by event – starting at \$10 per space)

Vendor Name:	
Product type:	
Address:	
City, State Zip:	
Telephone No:	
Email:	Social:
GL Insurance:	WComp:

I would like to reserve the following at the Christmas in the Village Event:

- ☐ Friday & Saturday – Space for 6' table at \$10. (Vendor must supply 6' table & chairs)
- ☐ Friday & Saturday – Food Truck space (limited) at no cost.
- ☐ Friday & Saturday – 6' table & 2 chairs at fee of an additional \$25. (Event supplied)
- ☐ I have my own 10 x 10 heated tent I plan to use in spot of your choice, at no cost.

Set-up time:

Friday, December 12, 2025, from Noon to 5:00 pm, or Saturday, December 13, from 8:00 am to 10:00 am.
All vendors should plan on being there for both days.

All vehicles used for inventory drop-off must be moved once items are unloaded and must be cleared from the area no less than 30 minutes before start time each day. All vendors must remain for the duration of the event and cannot tear down until after event closing.

Roads will be closed until 8PM each night. Vendor parking may not be near the vendor space, so please plan accordingly by bringing a wagon if your space needs replenishing during the day.

Event Description:

This is the inaugural **Christmas In The Village** Event, taking place in the Village of Hamburg, MI and is a celebration of the season with our local businesses and services. **The special pricing is for the first year.** We ask that vendors kindly refrain from selling products that directly compete with our local businesses. Food trucks we would love to see are: Beverages (such as Tea, Coffee, Cocoa), Sweets & Treats (Baked Goods, Candied Nuts, Candies, Kettle Corn, etc.). Applications which are not approved will be refunded.

Schedule of Events:

Events are subject to change. For a list of activities, please go to https://www.hamburg.mi.us/departments/parks_and_recreation/index.php

Waiver and Release.

As a participant in the Christmas In The Village Event, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injuries, including death, damages, loss which I sustain as a result of participating in any and all activities connected with or associated with the event. I do hereby fully release and discharge, and covenant not to sue Hamburg Township and/or the Christmas In The Village Committee, its officers, agents, volunteers, sponsors and employees from any and all claims from injuries, including death, damages or loss which I may have or which may occur to me on account of my participation in the event.

Medical treatment.

I release and discharge Hamburg Township from any claim that arises or may arise due to any first aid, medical treatment, or service rendered to me.

Insurance.

Hamburg Township shall have no responsibility for theft or destruction of any personal belongings brought or stored on premises, nor shall Hamburg Township have any responsibility for providing any health, medical or disability insurance coverage for me. It is my responsibility as a vendor to supply Certificates of Insurance naming Hamburg Township as Additional Insured.

Photographic release.

I grant to Hamburg Township the right to use photographic images and video or audio recordings of me that are made by Hamburg Township for social media posts, website posts, and articles.

By signing this agreement, I acknowledge and agree to the listed Rules & Regulations/Release of Liability Waiver. I also understand that no refunds will be given in the event that I have to cancel my participation after payment is made. **I understand that returning this form with payment does not guarantee participation in this event and that I will be notified by the Event Coordinator no later than 11/15/25 if my business has been selected. Applications must be received by 11/10/25.**

Signature _____ Dated: _____

Please return signed form to:

Hamburg Township Parks & Recreation
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139

Deby Henneman, Township Coordinator - dhenneman@hamburg.mi.us – (810) 222-1124



Christmas In The Village

Volunteer Registration Form

Applicant/Volunteer Information (Please print clearly)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Cell: _____

Email: _____

1. Are there any duties (such as lifting) you have been advised not to do? Yes No

if yes, what are your restrictions? _____

2. Please list emergency contact:

Name: _____ Phone: _____

3. Dates & Times you can work: ☐ Friday, December 12, 2025 - 4 PM – 9PM ☐ Friday Other

☐ Saturday, December 13, 2025 - 11AM-4 PM ☐ Saturday 4PM – 9PM ☐ Saturday Other

List Other Dates/Times: _____

Preferred duties: ☐ Set-up/Tear-down ☐ Strolling Character ☐ Kids Crafts ☐ Information Booth

Also need: ☐ Artists for Windows ☐ Help with Set-up starting Friday AM ☐ Clean-up all week prior

VOLUNTEER RELEASE & WAIVER OF LIABILITY

I want to participate in the volunteer activities of the **Christmas In The Village event in Hamburg Township**. As a Volunteer, I freely, voluntarily, and without duress, execute this Release under the following terms:

1. Assumption of risk.

I understand that my work as a Volunteer may include activities that are hazardous and/or physically strenuous, and I may be exposed to personal injury or damage to my property as a result of my activities, the activities of other persons, or the conditions under which my services are performed while participating as a Volunteer. Although Hamburg Township will provide me with support, supervision, training, and supplies to accomplish assigned tasks, I agree to the following:

- I will follow all instructions provided by **Christmas In The Village Committee and Hamburg Township**, its employees, or Volunteers.
- I will only use equipment that I know how to operate and use safely.
- I will not undertake any activity for which I do not feel sufficiently prepared or able and until I have received instructions.
- I will take all reasonable precautions to avoid injury to myself and to others and damage to property.
- Finally, I agree to assume the risk of injury or harm and release **Christmas In The Village Committee, Hamburg Township** and its officers, directors, employees, and other volunteers from all liability for injury, illness, death, or property damage arising from my work as a Volunteer.

2. Waiver and Release.

As a participant in the Volunteer program, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injuries, including death, damages, loss which I sustain as a result of participating in any and all activities connected with or associated with the Volunteer program. I do hereby fully release and discharge, and covenant not to sue **Christmas In The Village Committee, Hamburg Township**, and its officers, agents, volunteers, sponsors and employees from any and all claims from injuries, including death, damages or loss which I may have or which may occur to me on account of my participation in the Volunteer program. I further agree to indemnify and hold harmless and defend **Christmas In The Village Committee, Hamburg Township**, its officers, agents, volunteers, sponsors and employees from any and all claims resulting from injuries, including death and losses sustained by and arising out of, connected with, or in any way associated with the program.

3. Medical treatment.

I release and discharge **Christmas In The Village Committee and Hamburg Township** from any claim that arises or may arise due to any first aid, medical treatment, or service rendered to me.

4. Insurance.

Christmas In The Village Committee and Hamburg Township shall have no responsibility for providing any health, medical or disability insurance coverage for me. It is my responsibility as a volunteer to ensure that I have medical/health insurance.

5. Photographic release.

I grant to **Christmas In The Village Committee and Hamburg Township** the right to use photographic images and video or audio recordings of me that are made by **Christmas In The Village Committee and Hamburg Township** or others during my work as a Volunteer for the stated event.

6. Duration of Release.

My agreement to the terms in this Release & Waiver applies as long as I participate in the Volunteer Program for **Christmas In The Village Committee and Hamburg Township**.

7. Other.

I agree that this Release is intended to be as broad and inclusive as permitted by the laws of Michigan, and that this Release is governed by and will be interpreted according to the laws of Michigan. I understand that should any part of this Release be ruled invalid by a court, the other parts will remain valid and continue to be in effect. I certify that I am at least eighteen (18) years of age or have had this document signed by my parent or guardian.

Signature of participant (Parent's signature if minor)

Date

Print Name (include name of minor, if any)



Hamburg Township Parks & Recreation

Hamburg Township Offices
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139
(810)222-1124
www.hamburg.mi.us

Item 3.

Hamburg Township
Parks & Recreation Committee
Regular Meeting
Hamburg Township Hall
Tuesday, September 30, 2025
3:30 p.m.

1. Call to Order

Muck called the meeting to order at 3:36 p.m.

Motion by Michniewicz, supported by McCabe, to have Muck run the meeting in Dolan's absence.

VOICE VOTE: Ayes: 3 (Absent: Dolan, Miller)

MOTION CARRIED

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Dolan, McCabe, Michniewicz

Board Members Absent: Dolan, Miller

Also present: Township Coordinator Deby Henneman, Building & Grounds Duane Hoeppner

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

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

VOICE VOTE: Ayes: 3 (Absent: Dolan, Miller)

MOTION CARRIED

6. Approval of the Minutes

Motion by Michniewicz, supported by McCabe, to approve the minutes from the July 22, 2025 Regular Meeting, updating Adjournment motion to reflect Muck in lieu of Miller.

VOICE VOTE: Ayes: 3 (Absent: Dolan, Miller)

MOTION CARRIED

7. Correspondence

None

8. New Business

None

9. Old Business

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

1. Pending Grants

- MDNR Lakelands Trail Maintenance Grant – Payment received/Grant Closed
- MDNR Wind Turbine Art Amenity Project – Project Complete/Grant Closed
- MDNR Manly Bennett Park & Water Trail Access Improvements #TF22-0107
 - Construction schedule to be amended

Hoepfner reported that kayak launch construction has been delayed as manufacturing of the launch is backlogged. He stated the asphalt will be installed once the launch installation takes place. He also mentioned there is a blockage upstream that is causing issues with water flow. The block seems to be inside a culvert running beneath the railroad tracks.

McCabe asked about the downed trees on the river side and if there was anything being done.

Hoepfner stated Momentum has been hired to clear the damage done on the Boardwalk, and will be clearing the entrance as well. He stated the boardwalk pricing came in at around \$12,000 and Clerk Dolan is checking into insurance claim. Currently in a holding pattern.

McCabe asked about the trail around the soccer fields.

Hoepfner stated the trail has been completed, but there is some finish work that still needs to be done. He will contact the contractor for update.

- Zukey Footbridge – Pending Scores

Hoepfner reported that estimated costs for the bridge replacement have been obtained by L.J. Construction which seem to be in line with the amounts estimated in the grant application.

- Village Trailhead Improvements – Pending Scores

2. Park Master Design Plan Concept – No update

B. Township Park Use Policy/Fee/Procedures

1. Park Use Policy updates – Pending
2. Park Use Fees – Pending

C. Administrative Services

1. Township Coordinator's Report – September 2025 – Received and filed
2. Senior Center Report – September 2025 – Received and filed
3. Community Resource Officer Report – No report given

Muck requested update on most recent Tournament.

Hoepfner stated H8 was used for parking which worked well.

Motion by Muck, supported by Michniewicz, to request a recap of the Park Ranger activities/stats including public interactions, reporting of maintenance concerns, and supporting Park functions/events, for the past 3 years of activity. A monthly report should also be considered.

VOICE VOTE: Ayes: 3 (Absent: Dolan, Miller)

MOTION CARRIED

4. Scholarship Request – East MI Panthers – 2 participants

Motion by Michniewicz, supported by McCabe, to approve the Every Child Shall Play Scholarship request for 2 participants at \$150 each for a total of \$300 for the East MI Panthers user group.

VOICE VOTE: Ayes: 3 (Absent: Dolan, Miller)

MOTION CARRIED

5. Park Use Requests

None

D. Special Projects

1. Iron Belle Trail/Lakelands Trail Projects

- Enclosure for Portable Toilets (all Trailheads) – Clerk getting bids
- Eagle Scout Project – Lakelands Trail Interpretive Signage Project – Kashian – Complete
- Eagle Scout Project – Lakelands Trail Scout Respite – Cox – Complete

2. Manly Bennett Park

- Boardwalk Repairs – Boardwalk has been shut down due to damage by a fallen tree. Quotes received and pending Clerk action.
- West Park Field Repairs – H3 – Field remains unusable/swampy. Low priority until use is solidified.
- Great Start Livingston Story Walk in West Park – Pending – funding has been eliminated
- Intergenerational Play Area – TBD
- Disc Golf – Requires maintenance of all Tee Posts, Decorative Tee Fencing, and Entrance Sign.

3. Other

- Wind Turbine Amenity Ribbon Cutting – Complete
- Sensory & Interpretive Garden Projects – Part of TF22-0107 (Adopted by Hamburg Garden Club)
- StoryWalk Gardens Village Trailhead – TBD (Adopted by Powers Flowers)

E. Sponsorships/Volunteerism

1. Amenities and Beautification Committee – Looking for Volunteers!

F. Signage and Community Awareness

1. Wayfinding & Safety Signage – Signage has been ordered. Installation in progress.

G. Risk Management/Public Safety (Insurance/ADA)

1. ADA Compliance in Parklands – Transition Plan updates/inspections as time allows

10. Call to the Public

A call was made with no response.

11. Committee Comments

None

12. Adjourn Meeting

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

VOICE VOTE: Ayes: 3 (Absent: Dolan, Miller)

MOTION CARRIED

Meeting adjourned at 4:30 p.m.

Respectfully submitted,

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

October 21, 2025

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

September Statistics:

	<u>2025</u>	<u>2024</u>
• Monthly Attendance:	3475	2720
• Daily Average:	165	136
• Number of New Members:	17	33
• Transportation Monthly Rides:	276	341
• Boomers Meals:	168	

Upcoming Closures:

- Tuesday, November 4 for Elections (open for flu shots only)
- Friday, November 14 for Bazaar Set Up
- Thursday and Friday, November 27 and 28 for Thanksgiving Holiday

New Programming:

- Pelvic Health Workshop with Plymouth Physical Therapy Services on October 21
- Motown Rhythm at Hartland Senior Center on October 23
- Senior Center Bus trip to Firekeepers on October 29
- Smart Tek Driver Class on October 29
- Halloween Luncheon on October 31
- Flu Shot Clinic on November 4
- Veterans Luncheon on November 7
- Cooper and Riesterer "The Five Legal Documents Every Adult Needs" on November 12
- Elderberry Syrup Kits on November 13
- Alzheimer Association Presents "Enjoying Family Celebrations" on November 18
- Community Scams Presentation with Officer Kim Leeds on November 19
- Lunch Bunch on November 19
- 5/3rd Identity Theft Protection on November 25

Other Information:

- All vendor tables have been sold for our 2025 Holiday Bazaar.



Hamburg Township Parks & Recreation

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

To: Township Board of Trustees & Parks Committee

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

Re: Township Coordinator's Report – October 2025

Parks:

Bennett Park & Water Trail Access Improvements Grant TF22-0107: The construction timeline has been updated, and we anticipate a May 2026 completion. Signage should be going out shortly at the project site. We anticipate the kayak launch and access trail from Merrill Trailhead to be completed by mid-November. The interpretive signage, rain garden, and sensory garden near the playground will be installed in the spring.

You can find a link to the project plans on the Parks & Recreation home page here:

https://www.hamburg.mi.us/departments/parks_and_recreation/index.php

Or at the project page here:

https://www.hamburg.mi.us/departments/parks_and_recreation/learn_more_about_this_amazing_project_here!.php

The Lakelands Interpretive Nature Trail Project for Scout Kashian is complete with the exception of the audio files, and you can find the project page here:

https://www.hamburg.mi.us/departments/parks_and_recreation/lakelands_interpretive_nature_trail.php

The Scout Respite renovation for Scout Cox has been completed and you can find his project page which still requires updates here:

https://www.hamburg.mi.us/departments/parks_and_recreation/scout_trail_respite.php

We have not been assigned a Public Safety representative as of today's date. I have requested that the Parks Committee request for a report on the Park Rangers be added to the next Public Safety meeting.

We have completed our events for the season and I anticipate regular use to be limited through mid-November. Portable toilets will be pulled at that time and remain in the pre-determined year-round areas.

Park Projects/Tasks:

- West Park
 - Repair flooding in field H3 – **On hold per management.**
 - Engineered Wood Fiber for abandoned playground to install “game” area – **On hold until we decide what is going there, if anything. Playground equipment still needs to be removed.**
 - Wayfinding signage for driveway – **Signs have been ordered**
 - Look into new gate for driveway for large events
 - Update Kiosk
 - Revamp Concession to house vending?
 - Complete work on the Sensory & Rain Gardens – **Adopted by Hamburg Garden Club**
 - Restoration work on the trails around the soccer fields
 - Story Walk design – need to determine if grant is still available
- East Park
 - Playground inspections – **Duane**
 - Gravel paths to dugouts
 - Repair/update batting cage
 - Replace/repair netting over fencing
 - Look into gate for driveway for large events
 - Increase fence height for Flyer's field – **Met with MMRMA Risk Consultant**
 - Install Rules & Regs/Kiosk with contact at Flyer's field
 - Install Info Kiosk at Concession Building
 - Revamp Concession to house vending?
 - Install ADA Parking Signs – **No update**
- Trail/Trailheads
 - Build/Install wooden screening for portable toilets – **Assigned to Clerk**
 - Fill sinkholes and reinforce asphalt, as needed – **Park Rangers spray issues**
 - Provide more respite areas through Adopt A Feature program
 - Zukey Lake Bridge (Kress Rd.) - EB transition needs to be addressed – **Work pending**
 - Zukey Lake Bridge (Kress Rd.) – Several boards are spongy and need to be replaced – **Work pending**
 - Complete work on the Story Walk Garden – **Adopted by Powers Flowers**

ADA

Inspections will be completed as time allows. All updates will be made in the Transition Plan and made available to Township Board for their Budget review process each year for strategic planning.

Was reminded at a seminar at MMRMA that ADA non-compliance/suits are not covered by our policy. Per our Risk Consultant.

We received a quote to have a vendor come in once a year to check all doors and adjust for compliant poundage and closure on an annual basis (semi-annual for external doors). I will be obtaining a few more quotes and presenting the bid tab to the Township Board for approval so we can proceed with checking off this transaction plan item for all Township buildings.

Grants:

- The 2022 Trust Fund Grant #TF22-0107 has been extended to Spring 2026.
- Recreation Passport Grant #RP-25-0097 is pending. Supplemental info filed 10/1/25.
- Trust Fund Grant #TF25-0213 is pending. Supplemental info filed 10/1/25.
- A HERO Grant is being pursued for outdoor recreation items at West Park. Cornhole features have been ordered for Village Trailhead and will be installed near horseshoe pits. Hamburg Pub has agreed to be our “library” for rental/use of supplies to play those games.
Note: Games will need to be placed at the Village Trailhead as well since Winkelhaus Park is not ADA Accessible. This property is leased. At the very least, we must provide features in both upper and lower areas.

Ordinances

All changes are uploaded as they are approved and can be found on the Ordinance home page listed under Adopted Ordinances Not Yet Codified:

[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).

The Hamburg Township Code of Ordinances will be codified this year in mid-November once the ordinances passed most recently are published.

Other projects:

- **Update Park Policies/Procedures, Park Use forms, and Park/Public Safety Fees - Priority**
- Organize and Scan all archive files into Docuware System based on Record retention **(we just had some training and are looking at some changes in how we archive things)**
- Social Media Policy updates have been presented and are awaiting approval **(Unsure of where APPM is at in approval process)**
- Property title clarification and re-zoning of parkland property – Survey was completed. Will start the process with Zoning Administrator for the rezoning of parklands.
- 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 to comply with safety concerns
- RC Auto area to be designed and approved via MMRMA with sledding hill signage
- 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 – **Cash Posts being installed once signage is ordered. New pay system through Township?**
- A scheduling solution is needed desperately, but is on hold based on what we allow in use
- 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
- Marketing plan for Adopt A Feature Program – in process
- Clean Up Event – **2026 event needs to be planned**
- Christmas In The Village:
https://www.hamburg.mi.us/departments/parks_and_recreation/christmas_in_the_village.php
- Sunscreen Dispenser Project – installation in 2 locations
- **Wayfinding signage & Trail Safety Signage – pending installation**

Dear Ms. Henneman and Committee:

If you remember, the project entailed researching, creating, and installing 10 interpretive signs and a native plant garden along a 1.4-mile section of the Lakelands Trail between Pettysville Road and Zukey Lake. The signs include a QR code that links to the Township web site. I also installed a map and description of the trail in the rear of the trailhead sign at Pettysville Road that incorporates a list of donors including Hamburg Township Parks and Recreation. I have revisited the trail multiple times this fall and have been told by many people that the interpretive trail was a great addition to the community.

Thank you again for your donation!

Center



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

Supervisor Jason Negri **Clerk** Mike Dolan **Treasurer** Jennifer Daniels **Trustees** Chuck Menzies, Patricia Hughes, Nick Miller, Joanna Hardesty

TOWNSHIP BOARD WORK-STUDY SESSION

Tuesday, October 21, 2025 at 1:00 PM
Hamburg Township Hall Board Room

MINUTES

CALL TO ORDER

Negri called the meeting to order at 1:00 pm

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

PRESENT

Jason Negri
Mike Dolan
Jennifer Daniels
Joanna Hardesty
Patricia Hughes
Chuck Menzies

ABSENT

Nick Miller

CALL TO THE PUBLIC

A call was made with no response.

CONSENT AGENDA

None.

APPROVAL OF THE AGENDA

Motion made by Dolan, Seconded by Menzies, to approve the agenda with the moving of Employee Handbook changes to the top of the order.

Voting Yea: Negri, Dolan, Daniels, Hardesty, Hughes, Menzies

UNFINISHED BUSINESS

1. Administrative Policies and Procedures Manual Updates
Discussion was had about the APPM changes presented.
Miller Arrived at 3:45 pm
2. Employee Handbook changes
Discussion was had about the Employee Handbook changes presented.

CURRENT BUSINESS

None.

CALL TO THE PUBLIC

A call was made with no response.

BOARD COMMENTS

None.

ADJOURNMENT

Motion made by Miller, Seconded by Negri, to adjourn.

Voting Yea: Negri, Dolan, Daniels, Hardesty, Hughes, Menzies, Miller

Meeting Adjourned at 4:38 pm

Respectfully submitted,



Courtney Paton
Recording Secretary



Mike Dolan
Township Clerk



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

Supervisor Jason Negri **Clerk** Mike Dolan **Treasurer** Jennifer Daniels **Trustees** Chuck Menzies, Patricia Hughes, Nick Miller, Joanna Hardesty

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, October 21, 2025 at 7:00 PM
Hamburg Township Hall Board Room

MINUTES

CALL TO ORDER

Negri called the meeting to order at 7:00 pm

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

PRESENT

Jason Negri
Mike Dolan
Jennifer Daniels
Joanna Hardesty
Patricia Hughes
Chuck Menzies
Nick Miller

CALL TO THE PUBLIC

Amanda Sosin, 9410 Maple Run Ct, expressed her concern for the Fireworks Ordinance.

Ray Havermahl, 11352 Algonquin Dr, expressed his concern for the Fireworks Ordinance.

Ronnie Sosin, 9410 Maple Run Ct, expressed his concern for the Fireworks Ordinance.

Karyn Centofanti, 9232 Regency Blvd, expressed her concern for the Fireworks Ordinance.

Maren Rouch, 11363 Algonquin Dr, wrote a letter expressing her concern for the Fireworks Ordinance.

Maureen Zadorski, 7917 Howard St, expressed her concern for the Fireworks Ordinance.

CONSENT AGENDA

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

Voting Yea: Negri, Dolan, Daniels, Hardesty, Hughes, Menzies, Miller

1. June 2025 Finance Control Book
2. July 2025 Finance Control Book
3. 10-7-2025 Work-Study Meeting Minutes
4. 10-7-2025 Regular Meeting Minutes
5. DPW Monthly Report - September 2025
6. Approved MUC Meeting Minutes - September 9th, 2025
7. Public Safety Monthly Report September, 2025
8. Bills List(s) 10.21.2025
9. Parks & Rec - Event - Christmas In The Village - December 12-13, 2025

APPROVAL OF THE AGENDA

Motion made by Dolan, Seconded by Daniels, with the addition of the Attorney Engagement Agreement, and two invoices (Cummings and Allied).

Voting Yea: Negri, Dolan, Daniels, Hardesty, Hughes, Menzies, Miller

UNFINISHED BUSINESS

10. Employee Handbook Updates

Motion made by Dolan, Seconded by Hardesty, to table.

Voting Yea: Negri, Dolan, Daniels, Hardesty, Hughes, Menzies, Miller

11. Administrative Policies and Procedures Manual Updates

Motion made by Hardesty, Seconded by Miller, to table.

Voting Yea: Negri, Dolan, Daniels, Hardesty, Hughes, Menzies, Miller

CURRENT BUSINESS

12. Ordinance 2025.G.003-Fireworks- Second Reading & Adoption Resolution

Motion made by Dolan, Seconded by Menzies, not to proceed with the Second Reading & Adoption of the Fireworks Ordinance, and request that a new version be drafted with the assistance of Director Duffany.

Voting Yea: Negri, Dolan, Daniels, Hardesty, Hughes, Menzies, Miller

13. Ordinance 2025.G.004 - Breach of Peace - Second Reading & Adoption Resolution

Motion made by Hardesty, Seconded by Hughes to table.

Voting Yea: Negri, Dolan, Daniels, Hardesty, Hughes, Menzies, Miller

14. Ordinance 2025.G.001 - Cemetery - Second Reading & Adoption Resolution

Motion made by Hardesty, Seconded by Daniels, to approve the Resolution to amend the Code of Ordinance chapter 10, Cemetery, changing section 10.2 & 10.9 as written.

Voting Yea: Negri, Dolan, Daniels, Hardesty, Hughes, Menzies, Miller

Motion made by Dolan, Seconded by Hughes, to amend the Agenda to move the Firefighter Hiring up in case the Fire Chief gets a call.

Voting Yea: Negri, Dolan, Daniels, Hardesty, Hughes, Menzies, Miller

15. Grinder Pump Core Purchase Request

Motion made by Hughes, Seconded by Menzies, to approve the purchase of twenty extreme series grinder pump cores from Dubois Cooper for a total amount of \$57,000.

Voting Yea: Negri, Dolan, Daniels, Hardesty, Hughes, Menzies, Miller

16. Utility Billing Administrative Policy Amendment Recommendation

Motion made by Miller, Seconded by Dolan, to recommend the Board of Trustees make an amendment to Administrative Policy 4.4(d) to delegate the Treasurer be the approver of penalty removal.

Voting Yea: Negri, Dolan, Daniels, Hardesty, Hughes, Menzies, Miller

17. 25/26 1st Quarter Budget Amendments

Motion made by Hardesty, Seconded by Daniels, to table.

Voting Yea: Negri, Dolan, Daniels, Hardesty, Hughes, Menzies, Miller

18. Firefighter Hiring

Motion made by Hardesty, Seconded by Daniels, to approve the hiring of Jordan Johnson for the position of part-time Apprentice Firefighter/EMT effective immediately.

Voting Yea: Negri, Dolan, Daniels, Hardesty, Hughes, Menzies, Miller

19. Replacement Pump for Lift Station

Motion made by Negri, Seconded by Hardesty, to approve the purchase of a Hydromatic 40 HP from Kerr Pump & Supply to replace a failed pump for the total amount of \$22,971.00 and an additional amount of up to \$7,000 for labor.

Voting Yea: Negri, Dolan, Daniels, Hardesty, Hughes, Menzies, Miller

Added at Table - Attorney Engagement Agreement

Motion made by Negri, Seconded by Dolan, to authorize the Supervisor to sign the Attorney Engagement Agreement with Erin Mersino of Advocates for Faith and Freedom so that we can consult them as needed.

Voting Yea: Negri, Dolan, Daniels, Hardesty, Menzies

Voting Nay: Hughes, Miller

Added at Table - Invoice – Cummings Sales & Service

Motion made by Negri, Seconded by Hardesty, to approve the payment of Cummings Sales and Service originally approved by Director Newton in the amount of \$16,217.86.

Voting Yea: Negri, Hardesty, Menzies,

Voting Nay: Dolan, Daniels, Hughes, Miller

MOTION FAILS

Motion made by Dolan, Seconded by Hardesty, to table the Invoice until Supervisor Negri can investigate the concerns of the Board and report back to the Board so that the bill can be paid.

Voting Yea: Negri, Dolan, Daniels, Hardesty, Hughes, Menzies, Miller

Added at Table - Invoice – Allied Construction

Motion made by Dolan, Seconded by Daniels, to approve the Allied Construction Invoice #25-0018 in the amount of \$351,303.90.

Voting Yea: Negri, Dolan, Daniels, Hardesty, Hughes, Menzies, Miller

CALL TO THE PUBLIC

Ray Havermahl, 11352 Algonquin Dr, expressed his concern for the Fireworks Ordinance.

Karyn Centofanti, 9232 Regency Blvd, expressed her concern for the Fireworks Ordinance.

Ronnie Sosin, 9410 Maple Run Ct, expressed his concern for the Fireworks Ordinance.

Priscilla Synan, 7929 Whitmore Lake R, expressed her concern for the Fireworks Ordinance.

Dave Zadorski, 7917 Howard St, expressed his concern for the Fireworks Ordinance.

BOARD COMMENTS

Dolan stated he would like the Fireworks Ordinance to not go back to the Public Safety Committee but to the Supervisor and Director Duffany.

Negri stated that he would not anticipate the Fireworks Ordinance to be back before the Board until the first meeting in December at the earliest.

20. Closed Session - Union Contract Negotiations

Motion made by Dolan, Seconded by Miller, to go into Closed Session to discuss Fire Department Union Negotiations.

Voting Yea: Negri, Dolan, Daniels, Hardesty, Hughes, Menzies, Miller

Closed Session began 8:16 pm

Open Session resumed 8:47 pm

No Action Taken.

ADJOURNMENT

Motion made by Miller, Seconded by Daniels, to adjourn.

Voting Yea: Negri, Dolan, Daniels, Hardesty, Hughes, Menzies, Miller

Meeting Adjourned at 8:47 pm

Respectfully submitted,



Courtney Paton
Recording Secretary



Mike Dolan
Township Clerk

TO: Board of Trustees

FROM: Michelle DeLancey, Director of Accounting

DATE: October 30, 2025

AGENDA ITEM TOPIC: Employee Handbook Changes

Number of Supporting Documents: **01**

Requested Action

Motion to approve the Employee Handbook changes as presented.

Background

Changes made on October 21st, or after, are highlighted in yellow.



~~PERSONNEL POLICIES & PROCEDURES MANUAL~~
EMPLOYEE HANDBOOK
5/27/2021

Adopted by the Board of Trustees on June 1, 2021
Updated: ~~February 18, 2025~~

HAMBURG TOWNSHIP
~~PERSONNEL POLICIES & PROCEDURES MANUAL~~
EMPLOYEE HANDBOOK

THIS PAGE INTENTIONALLY LEFT BLANK

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

TABLE OF CONTENTS

DEFINITIONS 0.00

Definitions	0.0 Page 1
-------------	------------

INTRODUCTION 1.0

Purpose	1.1 Page 5
Scope	1.2 Page 5
Revision	1.3 Page 5
Distribution of the Manual Employee Handbook	1.4 Page 6

EMPLOYMENT 2.0

Employment At-Will	2.1 Page 7
Orientation	2.2 Page 7
Physical Examination & Drug Testing	2.3 Page 7
Length of Service	2.4 Page 7
Loss of Service	2.5 Page 8
Layoff Recall	2.6 Page 8
Performance Reviews	2.7 Page 8
Personnel Records	2.8 Page 8
Personal Relationships in Employment	2.9 Page 9

HOURS OF WORK 3.0

Absence/Tardiness	3.1 Page 11
Adverse Weather Policy	3.2 Page 11
Recording of Hours	3.3 Page 12
Overtime, Compensatory and Call Back Time	3.4 Page 13
Holiday Pay	3.5 Page 13
Called in Pay	3.6 Page 14
On Call Pay	3.7 Page 14

EMPLOYEE BENEFITS 4.0

Holiday	4.1 Page 15
Vacation	4.2 Page 16
Sick/Personal Time Off	4.3 Page 16
Donation of Vacation, Sick/Personal & Compensatory Time	4.4 Page 19
Group Insurance Plan	4.5 Page 19

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

Short-Term and Long-Term Disability Income Insurance	4.6	Page 20
Workers' Compensation Insurance	4.7	Page 21
Funeral Leave	4.8	Page 21
Court Obligations	4.9	Page 22
Military Leave	4.10	Page 22
Family and Medical Leave Act	4.11	Page 22
Retirement Plan	4.12	Page 24
Uniforms and Equipment	4.13	Page 25
Continuing Education/Tuition Reimbursement	4.14	Page 25
Social Security Privacy Policy	4.15	Page 26
Indemnification Policy	4.16	Page 27
Longevity Pay	4.17	Page 27
Cemetery Stipend	4.18	Page 27
Participation Incentive Pay	4.19	Page 27
Certification Incentive	4.20	Page 27
Health Savings Account	4.21	Page 28

CLASSIFICATION AND COMPENSATION 5.0

Compensation	5.1	Page 29
Payroll Procedures	5.2	Page 29
Payroll	5.3	Page 29

CODE OF CONDUCT 6.0

Code of Conduct	6.0	Page 31
-----------------	-----	---------

EMPLOYEE GUIDELINES 7.0

Political Activities	7.1	Page 33
Petitions	7.2	Page 33
Outside Employment	7.3	Page 33
Use of Township Equipment	7.4	Page 33
Workplace Monitoring and Searches	7.5	Page 34
Computer, Internet and E-mail Use	7.6	Page 34
Equal Employment Opportunity	7.7	Page 40
Employees with Disabilities	7.8	Page 40
Anti-Harassment Policy, Complaint and Dispute Resolution Procedures	7.9	Page 41
Dress Code	7.10	Page 46
Drug & Alcohol Prohibition and Testing	7.11	Page 46

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

Employee Parking	7.12 Page 47
Smoking Policy	7.13 Page 47
Workplace Violence	7.14 Page 47

SAFETY 8.0

Vehicles	8.1 Page 49
Clothing	8.2 Page 50
Work Gloves	8.3 Page 50
Safety Glasses	8.4 Page 50
Safety Shoes	8.5 Page 50
Operation of Powered Equipment	8.6 Page 51
Injuries	8.7 Page 51
Compliance	8.8 Page 51

~~DISPUTE RESOLUTION PROCEDURE DISCIPLINARY ACTION~~ 9.0

Steps	9.1 Page 55
Disciplinary Action	9.2 Page 56

TERMINATION 10.0

Resignation	10.1 Page 57
Termination by Township	10.2 Page 57
Final Paychecks	10.3 Page 57
Sick/Personal Time Pay-Out	10.4 Page 57
Vacation Time Pay-Out	10.5 Page 58
Compensatory Time Pay-Out	10.6 Page 58

TRAVEL POLICY 11.0

Mileage	11.1 Page 59
Travel Expenditures	11.2 Page 59
Expense Report	11.3 Page 60
Travel Cash Advance	11.4 Page 60
Food & Beverage Policy	11.5 Page 61

HAMBURG TOWNSHIP
~~PERSONNEL POLICIES & PROCEDURES MANUAL~~
EMPLOYEE HANDBOOK

THIS PAGE INTENTIONALLY LEFT BLANK

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

EMPLOYEE HANDBOOK

0.00 DEFINITIONS

The words and phrases below have the following meanings for the Hamburg Township ~~Personnel Policies and Procedures Manual~~ Employee Handbook:

Applicant: A person who has filed an application or submitted a resume for employment with the Township.

Board: Refers to the Hamburg Township Board of Trustees.

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

Updated by Board of Trustees 9-3-24

Compensatory Time: Time off with pay, granted by the Township, in lieu of overtime compensation for time worked in excess of 40 hours in a work week.

Continuous Service: Uninterrupted service from the date an employee begins work for the Township, in accordance with the length of service policy.

Date of Employment: The date the employee begins work for the Township, in accordance with the length of service policy.

Deputies: Deputy Supervisor, Deputy Clerk and Deputy Treasurer who serve at the pleasure of the Township Supervisor, Clerk and Treasurer, respectively, through the provisions of Public Acts 22 and 23 of 1977 and who are entitled to employee benefits and fringes as outlined in this ~~Manual~~ handbook and as so determined by the Township Board.

Dispute Resolution Procedure: A procedure by which employees can address work related questions, issues and concepts.

Essential Services Personnel: Employees identified within the Police and Fire Department.

Executive Team: A group of elected officials consisting of the Supervisor, Clerk and Treasurer, who are responsible for providing day-to-day direction and control over all Township activities that are not assigned by State law to another official, and to provide a liaison between the Board and the various Township departments.

Exempt Employee: Management, supervisory, professional and administrative employees who meet the specific salary and duties test(s) established by the Fair Labor Standards Act (FLSA) and state law and who are exempt from overtime pay requirements.

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

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.

Updated by Board of Trustees 9-3-24

Full-Time Employee: Those employees who are authorized and regularly scheduled to work a minimum of 36 hours per week and are not a temporary employee.

Updated by Board of Trustees 5-21-24

Immediate Supervisor: Those persons designated by the approved job description to oversee designated employees.

Intern Employee/Volunteer: Those persons scheduled to work on a specific project on a temporary basis as a paid employee or an unpaid volunteer.

Job Description: A written listing of a position's duties and responsibilities.

Non-Exempt Employee: Full-time employees whose positions do not meet FLSA exemption tests and who are paid one-and-one-half times their regular hourly rate of pay (or granted compensatory time) for hours worked in excess of 40 in a workweek.

Non-Exempt Fire Employees: Fire employees working 24-hour shifts are entitled to overtime as provided for in the applicable Collective Bargaining Agreement and federal law.

Updated by Board of Trustees 2-18-25

On-Call Hours: Is time worked in cases of emergency, or what may be determined to be imminent need, during non-scheduled hours of any workweek, as determined by a Department Head.

Overtime: Time in excess of forty (40) hours worked in a workweek.

Paid Leave Time: The combination of vacation, sick/personal time off, and compensatory leave time banks.

Updated by Board of Trustees 2-18-25

Part-Time Fire: Fire Department variable hour personnel that are paid per hour per call.

Part-Time Employees: Those employees that do not meet the definition of full-time employee, temporary/seasonal employee, or intern employee/volunteer.

Updated by Board of Trustees 5-21-24

Position: Duties and responsibilities specified by a job description, which requires the full or part-time employment of one person.

Probationary Period: The 1st 6 months of employment.

HAMBURG TOWNSHIP
~~PERSONNEL POLICIES & PROCEDURES MANUAL~~
EMPLOYEE HANDBOOK

Promotion: The movement of an employee to a position of greater responsibility and duties.

PTO: Paid Time Off

Special Project Employee: An employee budgeted to work on a specific work project.

Temporary/Seasonal Employee: An employee who is scheduled to work for an agreed upon length of time.

Transfer: The movement of an employee to a position of similar or lesser responsibility and equivalent or less duties which has the same or a lower wage rate.

Volunteer: A person who voluntarily provides services to the Township for no compensation.

Updated by Board of Trustees 2-18-25

HAMBURG TOWNSHIP
~~PERSONNEL POLICIES & PROCEDURES MANUAL~~
EMPLOYEE HANDBOOK

THIS PAGE INTENTIONALLY LEFT BLANK

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

EMPLOYEE HANDBOOK

1.0 INTRODUCTION

1.1 Purpose

Hamburg Township is committed to providing a safe and healthy workplace for all Township employees. The ~~Personnel Policies and Procedures Manual~~ **Employee Handbook** is designed to acquaint you with information about working conditions, employee benefits and Township policies affecting your employment. You should read, understand and comply with all provisions of the ~~Manual Handbook~~. The ~~Manual Handbook~~ describes many of your responsibilities as an employee and outlines the programs developed by the Township to benefit employees.

Where provisions of these policies conflict with or differ from the provisions of any existing collective bargaining agreement, the provisions of the collective bargaining agreement and Police and Fire operating procedures shall take precedence. All other areas apply to all Township employees.

This ~~Manual Handbook~~ does not create, nor should it be considered to create, any contractual rights for employees. No employee ~~manual handbook~~ can anticipate every circumstance or question about policy. As the Township continues to grow and as circumstances change, the need may arise and the Township reserves the right to change, delete, add to, deviate from, interpret or cancel, in whole or in part, any of the policies and benefits set forth in the ~~Manual Handbook~~, in its sole discretion, at any time, with or without prior notice. This ~~Manual Handbook~~ supersedes and replaces all previous handbooks, policy manuals, rules, regulations, policies and procedures.

New and current employees are expected to maintain a continuing familiarity with the policies described in the ~~Manual Handbook~~. Any employee who does not understand information contained in the ~~Manual Handbook~~ should seek clarification by contacting his/her supervisor or ~~Human Resource Accounting~~ Department.

Updated by Board of Trustees 4-5-22

1.2 Scope

These personnel policies and procedures shall apply to all Hamburg Township full-time, part time, temporary and special project employees, except where specifically noted or where superseded by provisions of a collective bargaining agreement and/or employees covered by an individual employment agreement.

1.3 Revision

The policies and procedures contained in this ~~Manual Handbook~~ can be changed by a motion of the Hamburg Township Board of Trustees. ~~Employees are encouraged to submit suggestions for changes to the Human Resource Department.~~

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

Adopted amendments will become effective upon date of adoption. This does not preclude amendments being made regarding special circumstances brought before the Board.

When revisions and/or additions are made, employees will be notified of any changes and will be responsible to follow said changes. The changes will be made to the permanent master copy located on the Township "V" drive. If an employee is unclear about the changes they should clarify with the ~~Supervisor or Human Resource Department Head~~ Executive Team or Accounting department.

1.4 Distribution of the ~~Manual Handbook~~

All employees will receive and sign for a copy of the Hamburg Township ~~Personnel Policies and Procedures Manual~~ Employee Handbook. All employees are required to review and follow the ~~manual handbook~~.

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

2.0 EMPLOYMENT

2.1 Employee At-Will

Township employment is at-will. Accordingly, either you or the Township can terminate the employment relationship at any time, with or without cause, and with or without notice. This at-will employment relationship exists regardless of any other written statements or policies contained in this ~~Manual Handbook~~ or any other Township documents, or any verbal statements to the contrary.

No one except the Township Board can enter into an employment relationship or agreement that is contrary to at-will employment. To be enforceable, such relationship or agreement must be in writing, and signed by all members of the Township Board of Trustees or documented in the board meeting minutes.

2.2 Orientation

All new employees will complete the necessary tax withholding and group insurance forms. ~~Human Resources~~ The Accounting department will review policy and organizational matters, and the employee's Department Head will review job tasks. Each new employee will be issued a copy of the current Employee ~~Manual Handbook~~ and be required to sign a statement indicating he/she has received the ~~Manual Handbook~~.

2.3 Physical Examination & Drug Testing

All candidates for employment will be required to undergo a pre-employment physical and drug screening prior to employment and after the employee is extended a conditional offer of employment all medical and drug testing results shall be maintained in the employee's confidential medical file.

The Township may require an employee undergo a job-related medical or physical examination to determine if the employee can perform the essential functions of the job following a leave for illness or injury, if the employee is having difficulty performing his or her job effectively, or if an employee's performance suggests there might be a medical problem which could result in the employee posing a direct threat to the health or safety of him/herself or others.

2.4 Length of Service

Length of service is a period of continuous and unbroken employment with the Township. Continuous length of service is not recognized until the employee successfully completes the six (6) month probationary period. At that time, the length of service will date back to the first day of work for the Township after his/her most recent hiring. A former employee who is re-employed will be considered a new employee. In the event the break

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

in service is less than 60 days, the employee's prior length of service will be considered for purposes of determining leave time accumulation only.

Employment seniority/anniversary date is the date that the employee is hired as a full-time employee. Employees originally hired as part-time and converting to full-time status will be assigned the full-time hire date for seniority/anniversary purposes.

2.5 Loss of Service

An employee's employment shall end for any of the following reasons:

- a) Resignation;
- b) Discharge;
- c) Retirement;
- d) Failure to return to work after seven calendar days' notice of the recall from layoff;
- e) Failure to return to work at the expiration of an approved leave of absence; or
- f) Failure to notify employer of absence for three consecutive workdays.

Exceptions to the above policy may be made at the discretion of the Township Board.

2.6 Layoff and Recall

Should it become necessary to reduce the level of staffing for any reason, the Township Board will decide which positions are affected and which employees will be laid off. The Township Board must approve all layoffs. Employees to be laid off will have at least five business days' notice of the layoff or receive compensation in lieu of the five days.

2.7 Performance Reviews

All employees will be evaluated per the performance review procedure as defined in the Administrative Policies and Procedures Manual Section 3.8.

2.8 Personnel Records

An individual personnel file shall be maintained for each employee containing the application or resume, beneficiary designation forms, disciplinary action, record of promotion or transfer, letters of commendation, record of training, and other pertinent data.

These records are maintained by the ~~Human Resource and/or~~ Clerk's Department and are accessible through ~~the Human Resources Department, Deputy Clerk, and/or the employee's Department Head and others as determined by the Clerk~~ the Clerk or designee

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

of the Clerk. In addition, any employee may request to see his/her file, generally not more than twice per calendar year. The file shall be reviewed in the presence of authorized personnel. Upon request, each employee shall also receive a copy of his/her personnel file. The Township may, at its choice, charge employees actual copying costs.

A separate confidential file will be kept for each employee which will contain medical related information, including doctors' notes, medical records, physical examination results, FMLA forms containing medical information, etc.

2.9 Personal Relationships in Employment

Per the Administrative Policies and Procedures Manual section 3.12(a) Nepotism Policy.

The employment of relatives can cause various problems including but not limited to charges of favoritism, conflicts of interest, family discord and scheduling conflicts that may work to the disadvantage of both the agency and its employees.

For the purpose of this policy the term "relative" shall include the following relationships: relationships established by blood, marriage or legal action. Examples include the employee's spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandchild or cousin. The term also includes domestic partners (a person with whom the employee's life is interdependent and who shares a common residence) and a daughter or son of an employee's domestic partner.

It is the goal of Hamburg Township to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts or management disruption exist. Hamburg Township may allow existing personal relationships to be maintained or employ individuals with personal relationships to current employees under the following circumstances:

- Individuals may not work under the supervision of the same manager or department;
- They may not create a supervisor/subordinate relationship with a family member;
- They may not supervise or evaluate a family member;
- The relationship will not create an adverse impact on work productivity or performance;
- The relationship may not create an actual or perceived conflict-of-interest
- They may not audit or review in any manner the individual's work;
- They may not be eligible for employment as a department head if a member of the employee's immediate family (spouse, children, parents, grandparents, brothers, sisters, step family members, in-law family members) serves on the Board of

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

EMPLOYEE HANDBOOK

Trustees.

No personal employee relationship covered by this policy will be allowed to be maintained, regardless of the positions involved, if it creates a disruption or potential disruption in the work environment, creates an actual or perceived conflict of interest or is prohibited by any legal or regulatory mandate.

This policy must be considered when hiring, promoting or transferring any employee.

Should relationships addressed within this policy be identified with either candidate for employment or, current employees the matter should be immediately reported to the ~~Human Resource Director~~ **Township Clerk** and the following policies and procedures will be followed:

- A determination will be made whether the relationship is subject to the agency's Nepotism policy based on the conditions described above.
- If the relationship is determined to fall within one or more of the conditions described in this policy the ~~Human Resource Director~~ **Township Clerk** in consultation with the affected employee supervisor and the Township Supervisor will attempt to resolve the situation through the transfer of one employee to a new position or identifying some other action (e.g., Supervisory reassignment) which will correct the conflict or issue identified. If accommodations are not feasible then, with affected employee suggestions, the ~~Human Resource Director~~ **Township Clerk** in consultation with the Township Supervisor shall determine which employee must resign in order to resolve the situation.

The agency reserves the right to exercise appropriate managerial judgment to take such actions as may be necessary to achieve the intent of this policy.

It is the responsibility of every employee to identify to ~~the Human Resource Director~~ **their Department Head** any potential or existing personal relationship which falls under the definitions provided in this policy. Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action up to and including the termination of employment.

Updated by Board of Trustees 9-2-25

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

3.0 HOURS OF WORK

Starting times, quitting times, and hours of work shall be determined by the employee's Department Head. Work assignments shall be made by the Department Head who may, where he/she deems it appropriate, delegate this authority to an employee's supervisor. Work assignments shall conform to job description.

When employees are required to leave the building as their responsibilities dictate, they are required to inform the appropriate Department Head or designee the departure time, expected location and approximate return time. Information regarding the date or hour of return and expected location will enable the Township personnel to provide accurate answers to inquiries regarding availability and will better prepare the Township to deal with emergencies and/or high priority concerns.

The Township offices are open Monday through Thursday, 7:30 a.m. to 5:30 p.m. The Department of Public Works is open Monday through Friday, 6:30 a.m. to 4:30 p.m. The Department head is responsible to assure that their department is appropriately staffed during the hours of operation. Non-exempt employees will be paid for the hours worked.

Updated by Board of Trustees 5-21-24

3.1 Absence/Tardiness

Employees are expected to be conscientious about reporting to work on time. All employees will notify their immediate supervisor prior to the beginning of the schedule to be worked, or as soon as the employee knows that he/she will be late or absent from work.

Depending upon the nature and duration of the time off, the ~~Human Resource Director~~ **Department Head** ~~will~~ **may** request that a signed statement from a physician who has examined the employee be submitted prior to returning from sick time off. Unauthorized or excessive absences or tardiness may subject an employee to disciplinary action, up to and including discharge.

3.2 Adverse Weather Policy

Hamburg Township regular business hours are Monday through Thursday from 7:30 a.m. to 5:30 p.m. Should severe weather (snow and/or ice) arise during regular business hours, the Supervisor or the Clerk in the absence of the Supervisor after consultation with the Police Chief, the Fire Chief and the D.P.W. Administrator will determine the necessity to close the Township offices and dismiss employees for the remainder of the day. Essential Services Personnel are not dismissed for inclement weather.

Updated by Board of Trustees 5-21-24

Should severe weather present itself prior to 7:30 a.m. on a weekday, the B&G Superintendent will communicate with the Supervisor or the Clerk in the absence of the Supervisor, of unsafe road conditions that would warrant closing the Township offices by

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

EMPLOYEE HANDBOOK

6:00 am. The Supervisor and/or Clerk will make the decision to close the office for the day based upon information provided by the B&G Superintendent, Police Chief, and Fire Chief. The Supervisor or Clerk will activate a notification "BLAST" on the Township phone system notifying employees, and the general public who call the Township, that the Township offices are closed. This "BLAST" will be in place by 6:30 a.m.

Updated by Board of Trustees 5-21-24

If the Township phone system is inoperable, employees should contact their supervisor for Township closure information. When the Township office is closed due to inclement weather, the employees will be compensated at their regular pay rate. Those non-exempt employees whose job responsibilities require them to report to work, will be compensated their regular rate plus be given the option of receiving compensatory time or overtime at one and one half their regular rate of pay for any hours worked.

3.3 Recording of Hours

Non-exempt employees are required to keep a record of hours worked using time sheets developed for this purpose.

All non-exempt employees are required to have completed time sheets, approved by their immediate Supervisor, to the payroll department by 10:00 a.m. on the Monday of the biweekly pay period.

All full-time employees are expected to work thirty-six (36) hours a week or a twenty-four (24) hour shift. If an employee works less than a full shift, they must use PTO (Vacation, Personal/Sick, or **Compensation compensatory**) time to make up the time missed on the timesheet. The Township will allow flex time contained within a single pay period as authorized by the Department Head.

Updated by Board of Trustees 5-21-24

If the employee does not have enough paid time off, the Department head and the **Human Resource Director Accounting department** shall review and determine the reasons for the shortage. Once reviewed, based on that conclusion, disciplinary action may be enforced.

Updated by Board of Trustees 11-1-22

Any problems concerning the amount of pay or payroll procedures should be directed to the Accounting department. If the matter is not resolved to the satisfaction of the employee, the employee may contact the **Human Resource Director Clerk**.

Updated by Board of Trustees 12-7-21

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

3.4 Overtime, Compensatory and Call Back Time

A. Non-exempt Employees

All hours worked in excess of forty hours (40) in a week must be authorized in writing in advance by the employee's supervisor.

Non-exempt full-time employees who work in excess of forty hours (40) in a week or twenty-four-hour (24) shift will be compensated at one and one half their hourly rate. A twenty-four (24) hour shift (full-time) employee will receive three (3) hours per week in overtime to follow the Fair Labor Standard Act (FLSA). In lieu of overtime pay, an employee can request compensatory time off, at the rate of one and one-half hours for each hour of overtime worked. Compensatory time in lieu of overtime pay must be approved by the employee's Department Head. Compensatory leave time banks cannot exceed forty (40) hours for an eight (8) to ten (10) hour employee and fifty-three (53) hours for a twenty-four (24) hour employee.

Updated by Board of Trustees 2-18-25

Overtime, whether to be paid or taken as compensatory time, shall be reported to the Payroll department on the employee's weekly time sheet not later than 10:00 a.m. on the Monday preceding a biweekly payroll.

Updated by Board of Trustees 11-1-22

Employees desiring to use accumulated compensatory time shall request the time off at least 3 working days in advance, unless there are extenuating circumstances. Use of compensatory time must be approved by an employee's Department Head. Employees will be able to use their compensatory time within a reasonable period after requesting it, as long as the requested time off does not unduly disrupt the operations of the employee's department. Employees shall be allowed to cash out up to 40 hours of compensatory time upon request. Requests shall be approved by their immediate Supervisor, and to the payroll department by 10:00 a.m. on the Monday of the biweekly pay period.

Updated by Board of Trustees 2-18-25

B. Exempt Employees

Exempt employees will not be granted additional wages or compensatory time off for hours worked in excess of the standard workday or week.

Updated by Board of Trustees 4-22-22

3.5 Holiday Pay

If a full-time eight (8) to ten (10) hour employee is required to work on a designated holiday (see 4.1 Holidays), the employee shall receive a day's pay plus additional pay at two times their rate of pay for the hours worked.

Updated by Board of Trustees 5-21-24

If a twenty-four (24) shift employee is scheduled to work on a designated holiday, the employee shall receive twenty-four (24) regular pay. On the first pay in December of

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

each year the employee will receive a yearly holiday allowance. This allowance will be for 13 holidays (see section 4.1 Holidays) at the annual base pay /2080 hrs. X 104 hrs. = amount of allowance.

Part-time firefighters shall be paid double their hourly rate of pay for hours worked on Public Safety recognized holidays as determined by the Township Board.

Updated by Board of Trustees 2-18-25

3.6 Call in Pay

Employees called into work on other than their scheduled shift shall be paid at one- and one-half times their hourly rate of pay for a minimum of two hours if total hours exceed 40 hours per week. Total hours include hours worked as well as personal, vacation, compensatory and holiday hours.

DPW employees that are called into work other than a scheduled shift shall be paid at (1 ½) One and one-half times their hourly rate of pay for a minimum of (2) two hours if they respond to ~~two or less calls~~ **one call**, and minimum of (3) three hours if they respond to ~~three~~ **two** or more calls.

Updated by Board of Trustees 11-1-22

Employees called into work on a holiday, other than their shift, shall be paid at two (2) times their rate of pay for a minimum of two (2) hours.

Updated by Board of Trustees 4-5-22

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.

Updated by Board of Trustees 4-5-22, 11-1-22 & 9-3-24

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

EMPLOYEE HANDBOOK

4.0 EMPLOYEE BENEFITS

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 Day*	

**Two (2) Christmas holidays – Township, ~~Senior Center~~, Building & Grounds employees
 Three (3) Christmas holidays – Senior Center

Two (2) floating holidays - Department of Public Works employees

Three (3) floating holidays – Public Safety administrative staff

*Applies to Public Safety, ~~and~~ Department of Public Works ~~and~~ Senior Center employees.

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

Updated by Board of Trustees 5-21-24 & 9-3-24

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).

Updated by Board of Trustees 5-21-24

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.

Updated by Board of Trustees 5-21-24

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

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

4.2 Vacation

All full-time employees shall be granted vacation time according to the following schedule and provisions based on years of credited service as of their anniversary date each year:

	Thirty-six (36) to Forty (40) Hour Work Schedule	Fifty-three (53) Hour Work Schedule
Upon Hire	40 vacation hours	40 vacation hours
On one-year anniversary	80 vacation hours	72 vacation hours
On two-year anniversary	120 vacation hours	120 vacation hours
On three-year anniversary	140 vacation hours	144 vacations hours
On eight-year anniversary	160 vacation hours	168 vacation hours
On fifteen-year anniversary	180 vacation hours	180 vacation hours
On twenty-year anniversary	200 vacation hours	204 vacation hours

Updated by Board of Trustees 5-21-24

Vacation benefits for part-time employees hired to full-time employees:

Less than 2080 hours of part time = 40 hours

2080 hours or more of part-time = 80 hours

On the full-time hire date, the employee is awarded vacation days according to the above schedule.

Updated by Board of Trustees 2-18-25

Employees shall submit a time off request form to their Department Head to request vacation time as far in advance as possible but not earlier than twelve (12) months. A Department Head, at their discretion, may allow a request in advance of twelve (12) months for extraordinary circumstances. Department Heads shall return the time off request form to the employee whether approved or denied with their signature. Vacation time shall be used in one-quarter (1/4) hour increments.

Updated by Board of Trustees 2-18-25

Vacation time to which an employee is entitled shall be taken annually. Employees may carry over 40 hours of vacation time or receive payment. If the employee chooses to roll over 40 hours into the next year, the hours must be used within six months of their anniversary date or be lost. If the employee chooses to cash in the 40 hours, they must notify their Department Head 30 days before their anniversary date.

Employees who have resigned, retired or have been laid off will receive compensation for all accrued but unused vacation hours. Compensation will be at the employee's wage or salary at the time of termination.

4.3 Sick/Personal Time

Sick leave is available to all employees and is intended to be used for reasons of illness, injury, pregnancy, medical or dental appointments, or for any of the reasons provided for under the Michigan Earned Sick Time Act (ESTA). See attached poster regarding ESTA,

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

MCL 408.961, et. seq.

Qualifying reasons for leave under the ESTA include:

- 1) The employee's or the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury or health condition; or preventative medical care for the employee.
- 2) For closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or when it has been determined by public health authorities having jurisdiction or by a health care provider that the employee's or the employee's family members presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease.
- 3) If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal service; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- 4) For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.

The Township uses the fiscal year, which is July 1st to June 30th, for purposes of calculating accrual and use of earned sick time.

For purposes of this policy, "family member" is as defined by the Earned Sick Time Act and includes spouses, biological, adopted, step and foster parent, grandparent or child, siblings, a domestic partner and a person who stood in loco parentis when the employee was a child and others who are related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Any employee with questions regarding a qualifying reason for leave under the Earned Sick Time Act should contact ~~Human Resources~~ the Accounting department.

Employees will not be required to search for or secure a replacement in order to use paid sick leave.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

EMPLOYEE HANDBOOK

Sick time will be paid at the employee's regular rate of pay. Sick leave may be used in one-quarter hour increments.

Paid sick leave shall not be advanced to employees who have not yet accrued paid sick time.

Approval of sick leave is the responsibility of the Department Head. If the need for sick leave is foreseeable, the employee must provide notice to his or her Department Head of the need for sick leave 7 days prior to the date that sick leave will be needed. If the need for sick leave is not foreseeable, the employee must notify his or her Department Head as soon as practicable.

For use of earned sick time for more than three days, the Township may require reasonable documentation that the use is for a purpose covered by the Earned Sick Time Act. Upon request, the employee must provide the documentation in a timely manner. Employees will not be required to provide documentation regarding the details of illness or domestic violence. All required documentation shall be maintained by the Township ~~Human Resources Clerk's~~ department in a confidential manner.

A. Regular Part-time Employees

Paid sick leave accrues at the rate of one hour for every 30 hours worked. Earned time off will be credited bi-weekly as earned.

Upon completion of ninety (90) days of employment, an employee may use up to 72 hours of accrued paid sick time per year.

Unused sick leave will carry over to the following fiscal year, unless the employee is separated from employment for over 6 months. However, the maximum paid sick leave available to be used per fiscal year is 72 hours.

Part-time employees will not be compensated for unused and accrued sick leave upon separation from employment.

B. Part-time Firefighters

Part-time firefighters shall earn one (1) hour of sick/personal time for every thirty (30) hours worked in a fiscal year (July 1 – June 30). Since part-time firefighters' self-schedule their hours, each firefighter shall receive a lump sum payment on the first paycheck in July equal to the amount of time off earned the previous fiscal year, up to a maximum of 40 hours.

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

BC. Full-time Employees

Thirty-six (36) to forty-hour (40) employees earn four (4) hours of sick/personal time off, and fifty-three-hour (53) employees earn six (6) hours of sick/personal time off bi-weekly. Earned time off will be credited bi-weekly during payroll processing.

Employees in salaried exempt positions may be allowed personal time off of two hours or less, with prior approval of their immediate supervisor without deduction from accrued personal, vacation or sick time.

Unused sick/personal leave shall accumulate from fiscal year to fiscal year and remain available for the benefit and use of the employee. Employees have no limitation of time accumulation. Employees with greater than two hundred (200) hours of accumulated time may "cash out" up to forty (40) hours, to be paid in the last pay period of August. All "cash out" requests must be submitted at least six months in advance of the August date and have the written approval of the employee's Department Head.

See sections 4.6, 4.7 and 10.4 for additional information.

Updated by Board of Trustees 2-18-25

4.4 Donation of Vacation, Sick/Personal & Compensatory Time

Employees with more than one-year of service, who suffer with a personal illness, may receive "donated" time from other employees provided the employee has used all of their accumulated vacation, sick/personal and compensatory time.

Employees, with their Department Heads approval, may donate accumulated vacation, sick/personal and compensatory time to qualified co-workers in increments of one (1) hour up to a maximum of forty (40) hours annually providing the donating employee leaves themselves with a balance of no less than forty (40) hours after donation.

4.5 Group Insurance Plan

Full-time employees will be eligible to participate in the Township's group insurance plans (medical/hospitalization, life and disability income). Township employees may be required to pay a portion of the premiums. Employees will receive a copy of the group plan detailing the various benefits. Further information may be obtained from the **Human Resource Accounting** Department. The Township reserves the right to change carriers and coverage or to eliminate benefits.

Full-time non-represented employees may participate in a health care opt out program, if offered by the Township, which allows for compensation in lieu of health care benefits.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

EMPLOYEE HANDBOOK

To participate, the employee must meet the eligibility requirements specified by the Township. Further information regarding the program may be obtained from the ~~Human Resource Accounting~~ Department.

Employees wishing to participate in the opt out program must notify the ~~Human Resource Accounting~~ Department during the open enrollment period each year, or within the first 30 days of employment, unless a change in status is documented with the ~~Human Resource Accounting~~ Department. A Health Insurance Coverage Benefit Waiver Form must be signed and proof of other coverage such as a copy of the employee's insurance card must be provided.

Employees choosing to discontinue health care coverage through the Township will receive compensation in lieu of health care coverage in the amount set by the Township Board of Trustees. This amount will be included in regular paychecks on the second check each month. Pay-in lieu is taxable income and taxes will be withheld.

4.6 Short-Term and Long-Term Disability Income Insurance

Full-time employees are covered by short-term or long-term disability income insurance for a non-work-related illness, injury or disability. Eligible employees are entitled to receive benefits that are available under the policy in effect at the time of the claim. Whether an employee is entitled to receive benefits is determined by the insurance carrier. Claims are to be submitted on forms provided either by the Township or the insurance carrier.

An employee shall use available paid leave time to receive pay during the waiting period before disability income insurance benefits begin. Further, an employee shall use the aforementioned time to pay the difference between the employee's full daily/weekly pay and disability benefits received up to a maximum of forty (40) hours per week for forty (40) hour employees, and fifty-three (53) hours per week for fifty-three (53) hour employees. While on disability, the employee will not receive holiday pay or cell phone stipend. While on paid disability leave in excess of one month, an employee will not earn or accrue sick or personal time. Vacation time will be pro-rated upon returning to employment from long-term disability. Once an employee has used all of accrued sick/personal, vacation and compensatory time, the employer will only continue health insurance and accrual of retirement benefits for twelve (12) additional months. The benefits will resume upon the employees return to work with a full release.

Updated by Board of Trustees 2-18-25

Verification of illness, injury or disability will be required from a physician before benefits will be paid. The ~~Human Resources~~ Department head may require an employee returning to employment to verify that he/she is able to resume and perform his/her regularly

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

assigned tasks. This verification may include drug testing.

An employee should not use time off on a timesheet to cover the same hours that will be submitted to be paid by disability insurance.

4.7 Workers' Compensation Insurance

Each employee will be covered by worker's compensation insurance in accordance with State and Federal law.

Employees are required to immediately report all job-related injuries, including minor ones, to their Department Head and/or Supervisor, whom is required to report it to the ~~Human Resources Accounting~~ Department promptly.

An employee shall use available paid leave time to receive pay during the waiting period before workers' compensation insurance benefits begin. Further, an employee shall use the aforementioned time to pay the difference between the employee's full daily/weekly pay and workers' compensation benefits received up to a maximum of forty (40) hours per week for forty (40) hour employees, and fifty-three (53) hours per week for fifty-three (53) hour employees.

Updated by Board of Trustees 2-18-25

An employee should not use time off on a timesheet to cover the same hours that will be submitted to be paid by workers' compensation insurance. While on Workers' Compensation leave, an employee will not earn or accrue paid leave. Vacation time will be pro-rated upon returning to employment. The employee while on worker's compensation will not receive holiday pay or phone stipend.

4.8 Funeral Leave

All Full-time employees shall be granted, upon request, paid leave days for attending a funeral involving members of their family as follows:

- a) Funeral leave of five (5) pay days or three duty shifts (72) hours, for a spouse, child, step child, daughter in-law and/or son-in-law.
- b) Funeral leave of three (3) pay days or two duty shift (48) hours, for a grandchild, parent, step parent, brother, sister, parent of spouse, grandparent, grandparent of spouse, sister in-law and brother in-law.

Updated by Board of Trustees 12-7-21

With approval of the Department Head, additional time-off may be granted using accrued sick/personal, comp or vacation time.

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

4.9 Court Obligations

Full-time employees will be paid their normal pay for time off required for jury duty. The employee should sign over to the Township any payment from the court, excluding mileage. Part-time employees receive no pay from the Township for time missed for jury duty obligations but retain any compensation paid to them by the court.

An employee having a court obligation shall notify the employee's immediate supervisor as soon as possible. An employee excused from jury duty or examination prior to 12 o'clock (Noon) on any workday shall report to work for the balance of the day.

4.10 Military Leave

If an employee is called to active military duty or to Reserve or National Guard training, or if an employee volunteers for the same, the employee should submit copies of his/her military orders to his/her supervisor as soon as is practicable. A military leave of absence without pay will be granted for the period of military service, in accordance with applicable federal and state laws. A reservist or a member of the National Guard will be granted time off without pay for required military training. Eligibility for reinstatement after military duty or training is completed, and entitlement to benefits during and after leave, is determined in accordance with applicable federal and state laws.

4.11 Family and Medical Leave Act

Hamburg Township complies with the Family Medical Leave Act (FMLA) of 1993, as amended. This Policy is not meant to be all inclusive and merely highlights the provisions of the FMLA, which are subject to detailed and specific regulations. The FMLA statute and regulations control in the event that there is any inconsistency between the statute or regulations and this policy. Employees who have worked for the Township for at least 12 non-consecutive months and who have worked at least 1,250 hours during the 12 months immediately preceding the request for leave are eligible for up to 12 weeks of unpaid leave under the Family Medical Leave Act for reasons allowed under the Act, including any of the following:

Birth and care of a newborn child or placement for adoption or foster care of child with the employee, within 12 months of the birth or placement.

Care of an immediate family member who has a serious health condition. An immediate family member is a spouse, child or stepchild, or the parent or parent-in-law of the employee.

An employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job.

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

A qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a covered military member on "covered active duty."

Military Caregiver Leave of twenty-six weeks of leave during a single 12-month period is also available to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent or next of kin.

An employee may be required to provide 30 days' advance notice for Family Medical Leave that is foreseeable. Employees requesting leave for their own, or a covered family member's serious health condition will be required to provide medical certification to substantiate their leave request. The Township reserves the right to request periodic updates, a second or third opinion, or recertification, at any time. Any such second opinion examination shall be paid for by the Township. The Township may also request 30-day periodic reports from the employee's health care provider, or the health care provider of a covered family member. Failure to provide the requested certification or recertification in a reasonable time, may result in the leave being determined to be an unauthorized leave and may subject the employee to disciplinary action.

In the event that an employee takes leave under the Family and Medical Leave Act, the employee is entitled to return to his/her position, or in the event that position has been filled, to an equivalent position with equivalent pay, benefits, seniority and responsibilities.

Family Medical Leave is unpaid, unless the employee has available paid leave time to use. Employees are expected to exhaust all paid leave while taking Family Medical Leave, prior to taking unpaid Family Medical Leave. Family Medical Leave time will run concurrently with worker's compensation leave, leave covered by disability insurance, and/or use of paid leave during eligibility for FMLA leave. Paid and unpaid leave pursuant to the FMLA will be counted against the employee's FMLA entitlement where the employee is FMLA eligible.

In circumstances where the employee does not request FMLA leave, the Township may deem an employee's absence to be Family Medical Leave where appropriate.

Under some circumstances, employees may take intermittent FMLA, which means taking leave in blocks of time or by reducing the normal weekly or daily schedule. FMLA leave may be taken intermittently when it is medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work. If the need for intermittent leave is foreseeable based on planned medical treatment, the employee is responsible for scheduling the treatment in a manner that does not unduly disrupt the Township's operations, subject to the approval of the health care provider. In such cases, the Township may also transfer the employee temporarily to an alternative job (if

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

available) that better accommodates recurring periods of leave than the employee's regular job.

Leave for birth or adoption (including foster care placement) must conclude within twelve months of the birth or adoption. When leave is taken for birth or adoption, the use of intermittent leave is subject to the Township's approval.

The Township shall calculate the twelve (12) month period during which the employee is entitled to FMLA leave by a "rolling" year. Each request for a FMLA leave will be evaluated based on the amount of the FMLA leave taken in the twelve (12) month period prior to the start of the new requested leave.

Employees returning to work from Family Medical Leave for their own serious health condition may be required to provide certification from his or her health care provider stating that he or she is able to return to work and perform the essential functions of his or her job, with or without reasonable accommodation.

Group health insurance, if provided, will continue while an employee is on FMLA leave at pre-leave benefit and premium contribution levels. The Township's obligation to continue to maintain health benefits will stop if and when the employee informs the Township of the intent not to return at the end of the leave, or if the employee fails to return at the end of the FMLA leave. Benefits that operate on an accrual basis will not accrue during any period of unpaid leave under this policy. Seniority will not accrue during any period of unpaid leave under this policy. Use of FMLA will not result in the loss of any benefit that accrued before the employee leave began. Any FMLA leave will not be counted as a break in service for purposes of vesting or eligibility to participate in a benefit program.

An employee who wishes to take Family Medical Leave should notify the office of the **Human Resources Accounting** Department for the appropriate notice requirements, forms and necessary information. The **Human Resources Accounting** Department office should also be contacted in the event that the employee has any questions regarding the Family Medical Leave policy.

4.12 Retirement Plan

Full-time employees are covered under the Hamburg Township MERS Group Defined Contribution Pension Plan. Employees at least eighteen (18) years old are able to join the plan immediately upon meeting the plans eligibility requirements. The Township contributes ten (10) percent of an employee's wages to a defined contribution 401a plan. An employee is fully vested after one (1) year of employment.

All full-time employees and regular part-time employees, are eligible to contribute to a

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

457b retirement plan. They may choose a pre-tax contribution or an after-tax Roth contribution. The Township will match full-time employee contributions as follows:

If the employee contributes three (3) percent, the Township matches one (1) percent.

If the employee contributes six (6) percent, the Township matches two (2) percent.

If the employee contributes nine (9) percent, the Township will match three (3) percent.

4.13 Uniforms and Equipment

- a) Employee I.D. Badge: All employees working out in the community will be required to have a Township Issued I.D. Badge in their possession and be able to provide it for identification purposes to the public upon request.
- b) Department Heads may require Township identifying clothing for certain positions. Clothing or logo designs shall be approved by the Township Board.
- c) All Township employees will be furnished the necessary tools and equipment to perform the duties of their job. The Township will repair and replace worn or damaged equipment, provided it was used only for Township business and was not neglectfully or carelessly used.
- d) Employees required to operate powered equipment must wear MIOSHA approved work shoes with steel reinforcement or equivalent protection. Employees in the Department of Public Works, and the Buildings & Grounds Department will be given an allowance to purchase safety shoes or safety apparel up to an amount determined yearly.
- e) Employees who regularly perform duties outside Township buildings shall be provided safety glasses and inclement weather attire. No garments provided by the Township shall be used for personal use. The Township will repair and replace worn or damaged garments, provided they were used only for Township business and was not neglectfully or carelessly used. Old garments will be turned in to the immediate supervisor before reissue of new garments.
- f) While operating powered equipment, employees shall wear protective clothing and hearing and eye protection devices at all times.

4.14 Continuing Education/Tuition Reimbursement

Hamburg Township's tuition reimbursement policy is to help employees further their skills in present positions or prepare for a different position with the Township. The Township will reimburse any full-time employee for tuition, registration, and books for college level courses expensed within the fiscal year not to exceed nine thousand (\$9,000.00) dollars

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

EMPLOYEE HANDBOOK

per fiscal year per employee. To be eligible for reimbursement, the following criteria must be met by non-bargaining unit employees:

- a) Employee must be full-time and have completed one year of service prior to enrolling in a college level course.
- b) All course work must be related to a position at Hamburg Township.
- c) The employee must submit a Hamburg Township Tuition Reimbursement Approval Request Form (PE-101-1003) to their Department Head **in advance of enrolling in the course(s) to receive reimbursement**. The Department Head, or his/her designee, must approve all course work prior to enrollment, **and may approve the degree pursuit, including its required courses**. The completed, approved form is to be filed in the employee's personnel file. **in the Human Resources Accounting Department and a copy submitted to Accounting prior to the start of the course.**
- d) Denial by the Department Head, or his/her designee, may be appealed first to the Township Supervisor, and second, if necessary, to the Township Board of Trustees.
- e) The employee shall agree that in the event the employee voluntarily leaves Township employment within two years of the completion of the course work, he/she shall reimburse the Township for all costs and authorize repayment through final payroll deductions.
- f) The employee shall agree that the program course work must not adversely affect job performance, must be taken on personal time, and outside of regularly scheduled work hours.
- g) The Township will reimburse the cost of registration, tuition, and books based upon successful completion of the course (i.e., with a passing grade of "C" or better **for undergraduate course work and "B" or better for graduate course work**).
- h) Within 30 days of successful completion, an expense request form, together with a transcript or report card indicating the grade, and receipts for tuition, registration, and book expenses must be submitted to Accounting for reimbursement.
- i) None of the above shall apply to any courses/training mandated by the employer.

Updated by Board of Trustees 2-18-25

4.15 Social Security Privacy Policy

Pursuant to Michigan state law, it is the Township's policy to protect the confidentiality of social security numbers. No person shall knowingly acquire, disclose, transfer, or unlawfully use the social security number of any employee or other individual unless in accordance with applicable state and federal law and the procedures and rules established by this policy.

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

4.16 Indemnification Policy

Consistent with Michigan law, the Township may defend and/or provide insurance coverage for Township officers and employees who face civil claims or criminal prosecution as a result of actions performed by them while in the course of their employment and while acting within the scope of their authority.

4.17 Longevity Pay

Part-time Firefighters will receive a lump sum payment each year made with the first pay in December for longevity bonus. This bonus will be based on the prior November 1 to October 31 yearly salary. The sums are; after fifteen (15) years 7%, ten (10) years 5%, and five (5) years 2%.

Updated by Board of Trustees 11-1-22

4.18 Cemetery Stipend

Employees who are trained to perform all the duties of the burial services will receive a stipend as follows, **in addition to their regular hourly wage:**

Grave openings:	\$150.00
Grave closings:	\$50.00
Crypt Burials:	\$100.00
Niche Burials:	\$50.00
Interment of cremated remains below ground	\$50.00

Updated by Board of Trustees 4-5-22

4.19 Participation Incentive

Part-time firefighters shall receive a bonus for reaching a specific level of participation (hours worked) in a fiscal year, as follows:

1000 hours:	\$500
1500 hours:	\$750

Each firefighter shall receive their lump sum participation incentive payment of the first paycheck in July based on the number of hours worked the previous fiscal year.

Updated by Board of Trustees 9-6-22

4.20 Certification Incentive

Department of Public Works employees will receive a lump sum payment each year made with the second pay in January for a certification bonus. This bonus will be cumulative based on the certifications held as of December 31st as follows:

L1 and L2:	\$1,000
Class D:	\$2,000
Class C:	\$3,000

Updated by Board of Trustees 2-18-25

HAMBURG TOWNSHIP
~~PERSONNEL POLICIES & PROCEDURES MANUAL~~
EMPLOYEE HANDBOOK

4.21 Health Savings Account

Full-time employees who participate in the Township's group insurance plan (medical, dental and vision) are eligible to receive employer contributions into a Health Savings Account (HSA). Employer contribution amounts and funding frequency will be established annually by the Board of Trustees. New hires and mid-year changes are subject to proration. Eligible employees are entitled to contribute to their Health Savings Account (HSA) through pre-tax payroll deductions. For additional information contact the Accounting department.

Updated by Board of Trustees XX-XX-XX

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

5.0 COMPENSATION

5.1 Compensation

The Township Board shall approve all salaries or wages.

The Township elected officials' salaries are established by the Township Board annually via Board resolution upon adoption of the fiscal year budget.

Updated by Board of Trustees 2-18-25

5.2 Payroll Procedures

The pay period is two weeks, beginning on Monday, and ending on Sunday. Pay shall be distributed to the employees on the Thursday following the end of the pay period. Employees are required to have their pay deposited directly into an account at a financial institution of their choice. Payroll income tax deductions are made as required by federal or state governmental units. Deductions can also be made by the employee's written authorization for pension contributions, employee deferred compensation programs and employee share of insurance premiums including voluntary deductions.

5.3 Payroll

- a) Time Sheets: All completed time sheets shall be submitted to the Payroll Department on the Monday of the biweekly pay period by 10:00 a.m. Time sheets will be signed by both the employee and the employee's department head. Time sheets are also required for per diem requests.
- b) Deductions and Withholdings: The Payroll Department shall be notified at least 5 days prior to the pay period of any changes in voluntary deductions or withholding allowances desired by an employee. All voluntary deductions shall be authorized in writing.
- c) Pay Advances: Pay advances shall not be authorized under any circumstances.
- d) Payroll Problems: Employees will immediately notify the Payroll Department of any problems or errors on their paychecks.

HAMBURG TOWNSHIP
~~PERSONNEL POLICIES & PROCEDURES MANUAL~~
EMPLOYEE HANDBOOK

THIS PAGE INTENTIONALLY LEFT BLANK

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

EMPLOYEE HANDBOOK

6.0 CODE OF CONDUCT

Development of harmonious relationship among personnel and excellent service to the public is essential to the effective operation of the Township. The standards below are not intended to be inclusive, and may be found elsewhere in this employee handbook. The rules governing personal conduct set forth below are intended to promote the orderly and efficient operation of Hamburg Township, as well as to protect the rights of the employees. The conduct set forth below is prohibited and may subject employees to discipline up to and including termination. Any conduct that may impair the operations of the Township, or jeopardize the personal safety, security, or welfare of Hamburg Township or its residents or employees is prohibited.

The Code of Conduct and policies contained in this **Manual Handbook** are neither intended to conflict with, nor will they be applied to limit, an employee's rights under any Federal and/or State law, including the right to organize or to discuss terms and conditions of employment.

The following is a non-exclusive list of actions which may result in disciplinary action, up to and including termination of employment:

- a) Violation of Township or department work rules, policies or procedures, or the rules, policies and procedures set forth in this **Manual Handbook**.
- b) Possessing, or being under the influence, of alcohol, illegal drugs or substances.
- c) Insubordination, or refusal to obey or willful failure to carry out verbal or written instructions of supervisory personnel.
- d) Sleeping while on duty except as allowed through position description and authorized by Department Head.
- e) Excessive absenteeism or tardiness including late return from breaks and lunch period.
- f) Careless conduct or neglect of safety rules and procedures.
- g) Leaving work without permission from immediate supervisor.
- h) Fighting or gambling while on duty.
- i) **Carrying weapons on duty** Open carry of a firearm is prohibited without specific

HAMBURG TOWNSHIP
~~PERSONNEL POLICIES & PROCEDURES MANUAL~~
EMPLOYEE HANDBOOK

authorization from Township Board.

- j) Theft, unauthorized disposal, or deliberate or careless damage of any property of Hamburg Township, its employees, or its residents or customers.
- k) Unauthorized use of property, equipment, or facilities of Hamburg Township.
- l) Discourtesy to the public.
- m) Falsifying and/or failing to accurately complete employment records, employment information or other Township records.
- n) Using threatening, abusive language or conduct towards another employee or towards citizens, vendors and other third parties.
- o) Conviction of a felony.
- p) Rude or inappropriate behavior to or harassment of employees, supervisors or citizens, vendors or other third parties.
- q) Instigating, aiding or participating in any illegal strike, work stoppage or work slowdown.
- r) Failure to report an accident, damage to Township equipment or property, or personal injuries as soon as possible.
- s) Conduct that brings the Township into disrepute or reflects poorly upon the employees as a member of the Township Staff.
- t) Disclosure of any information regarding the Township, its taxpayers or coworkers to anyone not authorized by the Township Supervisor and or Clerk to receive such information, unless required by law or court order.
- u) Violation of any applicable State of Michigan Ethics, Conflicts of Interest, Incompatible Offices and Standards of Conduct Laws.

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

7.0 EMPLOYEE GUIDELINES

7.1 Political Activities

Employees shall not use their Township position for any political purpose nor engage in political activities during working hours. Banned political activities during working hours include wearing political buttons, soliciting political contributions, displaying political bumper stickers or posters on Township vehicles or property or distributing political materials.

7.2 Petitions

Circulating of petitions, political or other, by employees and/or Elected Officials is forbidden during working hours.

7.3 Outside Employment

Employees may accept employment or engage in business activities, in addition to their work with the Township with written authorization from their Department Head provided:

- a) Such employment or business does not constitute a conflict of interest with the employee's duties and does not interfere with the employee's job with the Township. Employees are specifically prevented from working or conducting business within the Township, when said employment or business is related to their Township duties and responsibilities, or when an employee is in a position to influence a decision that affects the employee or a member of the employee's family.
- b) Employees must discuss any possible outside employment that may be a conflict of interest with their Department Head.

7.4 Use of Township Equipment

When using Township equipment, employees are expected to exercise care and follow all operating instructions, safety standards, and guidelines.

Employees are required to notify their supervisor if any equipment, machines or tools appear to be damaged, defective or in need of repair.

The improper, careless, negligent, destructive or unsafe use or operation of equipment can result in disciplinary action, including discharge.

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

Employees are prohibited from using Township property for their personal use.

7.5 Workplace Monitoring and Searches

Workplace monitoring may be conducted by the Township to ensure quality control, employee safety, security, and citizen satisfaction.

Computers furnished to employees are the property of the Township. As such, computer usage and files may be monitored or accessed. In addition, all offices, desks and files are Township property and the Township reserves the right to inspect these as well.

The Township may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions regarding the employee. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

7.6 Computer, Internet and E-mail Use

Computers, computer hardware and software, internet access and e-mail access (collectively referred to herein as "computer systems" or "network") may be provided to Township employees for the benefit of the Township. The following is a statement of the Township's policy with respect to access to, and use of, the Township's computer systems. The purpose of this Policy is to minimize the risks associated with computer, internet and e-mail use without unduly limiting the potential benefits of such use.

Computer Hardware and Software

Computer workstations and related equipment may be provided to an employee in the Township's sole discretion for the purpose of conducting Township business. Any and all files, data or software applications installed or stored on Township equipment or on any removable media owned by the Township, is the property of the Township or licensed by the appropriate manufacturer for use by the Township and is subject to inspection or removal by the Township at its discretion for any reason. Personal software and/or data may not be installed or stored on Township computer equipment without express permission from the IT Director. Such personal software and data are stored at the employee's own risk, will be inspected by authorized Township personnel, and may be removed at the discretion of the Township for any reason.

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

Internet Access and Use

Internet access may be provided to an employee at the Township's discretion for the purpose of accessing information relevant to Township business. Internet access is not guaranteed and is not considered an essential aid in the performance of an employee's duties. The Township will provide such access though the Township network to an employee as a business privilege which is conditioned upon adherence to the Township's policies and rules regarding internet access. Occasional personal use of the Internet will be permitted if such use does not:

- a) Interfere with the employees' job performance;
- b) Have an adverse impact on the computer systems' performance, or
- c) Violate any policies or provisions contained herein.

Viewing, downloading, copying, sending or processing inappropriate information, including without limitation, posting, downloading or connecting to internet sites which contain pornographic or other offensive material, or participation in criminal and other inappropriate activities, is strictly prohibited. Employees must follow all applicable laws, regulations and policies when accessing and using the Internet. Such laws and regulations include, without limitation, those governing copyright, defamation, privacy, publicity and the access or use of others' computer or communication systems. Such laws also include those relating to all advertising and promotion of Township services.

Employees shall refrain from illegally copying protected works, or making available copies of such works. Employees are responsible for observing copyright and licensing agreements that may apply when downloading files, documents and software. Employees must obtain approval from the Department Head and I.T. Director before downloading any materials for which a registration fee is requested. Employees are prohibited from sending or posting messages that contain abusive or objectionable language, that defame or libel others, or that infringe the privacy rights of others.

Internet use will be monitored by the Township and such monitoring may be conducted at any time for any reason. The Township reserves the right to access and disclose the content of Internet communications, including e-mail, conducted though the Township's computer systems. All employees acknowledge that they do not have any right to privacy in their use of the Internet and consent to access to, and disclosure of, his/her Internet use to authorized Township personnel.

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

E-mail Access and Use

E-mail access may be provided to an employee at the Township's discretion for the purpose of communication and exchange of information. E-mail access is not guaranteed and is not considered an essential aid in the performance of an employee's duties. The Township may provide such access through the Township network to an employee as a business privilege which is conditioned upon adherence to the Township's policies and rules regarding e-mail communications. E-mail is intended for the conduct of Township business, but occasional personal use is permitted as long as such use is not otherwise prohibited by this Policy and such use does not interfere with the productivity of the employee or others.

E-mail communications containing derogatory, defamatory, sexual, racist, ethnic, ageist, harassing, abusive or offensive remarks or images are strictly prohibited. In addition, email solicitations including, but not limited to, solicitations for personal business, business unrelated to the Township, religious, political or other personal causes are strictly prohibited. Using the Township network to send mass e-mail communications is also expressly prohibited. Employees shall not subscribe to any e-mail mailing lists without the express permission of the employees' Department Head.

Employees must follow all applicable laws, regulations and policies when accessing and using e-mail. Such laws and regulations include, without limitation, those governing copyright, defamation, privacy, publicity and the access or use of others' computer or communication systems. Such laws also include those relating to the advertising and promotion of Township services.

The Township reserves the right to review, audit, intercept, access and disclose the content of all e-mail communications created, received or sent over the Township network for any purpose, without regard to whether such communications are related to Township business or are personal in nature. No e-mail communication will be considered confidential or private, except where such confidentiality is for the benefit of the Township. By using the Township e-mail system, all employees consent to the monitoring by the Township of his or her e-mail communications, waive any right to privacy in e-mail communications and consent to access to, and disclosure of, e-mail communications to authorized Township personnel.

Employee and Elected and Appointed Official Social Media Policy

The Township recognizes that social media, blogs, social networks, discussion forums, video, and other social media can be an attractive and effective way of communicating. However, these tools also hold the possibility of unintended consequences. The Township

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

has compiled these guidelines for its employees and officials when participating in online conversation or use of social media.

This Social Media Policy incorporates all other Township policies including those governing discrimination, harassment, and ordinary ethical obligations. Violation of Township Policies in any way, including through the use of social media, may lead to disciplinary action up to and including termination of employment.

Individuals using Township resources, including but not limited to, Township provided email and instant messaging tools, computer equipment, internet, or other information systems, or network(s) have no expectation of privacy except where applicable law provides differently. No Township employee or individual official has the authority to verbally provide any expectation of privacy contrary to this written policy.

The Township Board of Trustees adopts the following guidelines regarding use of social media:

1. Be Honest About Who You Are

Transparency is important when using social media. Posting anonymously should be avoided. When the conversation relates to the Township, or its business, the fact that you are associated with the Township may be relevant to conversations, even if you are not an official spokesperson. You need to disclose your relationship with the Township whenever you participate in these discussions.

2. Township Resources

Township computers, internet and other communication tools are not to be used for accessing social media or participating in online conversations. Social networking activities must not interfere with an employee's primary job responsibilities. Employees are prohibited from the personal use of online and/or electronic resources during work hours. This includes but is not limited to the personal use of social media.

Individuals who post on any Township Facebook or Twitter page must abide by this policy and all other Township Policies, including those regarding ethics and those that prohibit harassment.

3. Treat Everyone with Respect

The Township expects you to abide by the same standards of behavior both in the workplace and in your social media communications. Do not use ethnic or other slurs,

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

profanity, personal insults, defamatory or harassing communication. Do not engage in any communication that would not be acceptable in the workplace.

4. Make it Clear that Stated Views are Your Own and Correct Your Mistakes

Make sure that, even when you have identified yourself as working for the Township, you are clear that your views and opinions are your own and not those of the Township. Also correct your mistakes, and do not alter previous posts without indicating that you have done so.

5. Use Common Sense and Good Judgment

You are personally responsible for your words and actions, both online and offline. Your posts can potentially tarnish the image and damage the reputation of the Township or infringe on the rights of someone else. Although you have the right to express yourself, that does not mean that there are not consequences.

6. Respect Proprietary Information Content, Trademark and Copyright Laws

Always cite and obtain permission when quoting someone else. Make sure that photos, music, video or other content that you are sharing is legally sharable or that you have the owner's permission. If you are unsure, do not share it. Do not inappropriately incorporate Township logos, or other information in your posts.

7. The Internet is a Public Space that Remembers

Consider the fact that everything that you post on the internet is public. Assume that any member of the public may read every post, no matter how secure you believe that a site may be.

Search engines and other technologies make it virtually impossible to take something back. Consider the fact that everything that you post to the internet is potentially discoverable by anyone. Keep in mind that the technology makes it both virtually impossible to completely delete something and also incredibly easy to send what you have done to millions of other viewers. Make sure that you mean what you say and will have no regrets about what you have said or done online if an unintended viewer sees it.

Information disseminated through social media can be discoverable in litigation, even if not done during work hours or on Township computers or devices. Litigation holds and document preservation notices may be issued and distributed to appropriate employees and officials in the event of litigation and/or investigations. Such litigation holds and document preservation notices apply to all relevant hard copy and electronic information.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

EMPLOYEE HANDBOOK

If the content of a social media communication is relevant, regardless of whether it is a Township record or non-business record, that communication must be preserved until the hold is lifted.

8. Respect Confidentiality

You may not use social media to disclose Township confidential information. Protecting the confidential information of Township employees, officials, residents, and others is important.

Third party social media services use servers that are outside of the Township's control and may pose a security risk. Do not access these through Township supplied communication devices or internet, and do not use these to conduct Township business.

Do not divulge confidential or private information gained by reason of your association with the Township. Hurt feelings, damaged relationships, and lawsuits are reasonably foreseeable consequences of bringing others into an online setting without their permission.

9. Personnel

Supervisors should not use social media to comment on a subordinate employee's job performance.

10. Proper Procedures

Complaints made on social media are not official complaints. All complaints that an employee intends to lodge or bring forward pursuant to policy must be done through the proper channels.

11. Report Violations or Concerns

Employees who see something on a social networking site that violates Township Policies or indicates that another employee may have a propensity toward violence, may injure others, or is harassing another employee, should report this to the ~~Human Resource Department~~ Executive Team.

12. Questions

As with all other Township Policies, employees who have questions regarding this policy should contact the office of the ~~Human Resource Department~~ Executive Team.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

EMPLOYEE HANDBOOK

Violators Subject to Disciplinary Action

Any violation of this Policy by any employee may result in disciplinary action up to and including termination and civil or criminal liability. The Township reserves the right to provide any information it has about your use of the Township's electronic devices to law enforcement, administrative or regulatory agencies or other third parties.

7.7 Equal Employment Opportunity

Hamburg Township is an equal opportunity employer. It is the Township's policy that all decisions affecting employment are made without regard to an individual's race, color, religion, marital status, familial status, veteran status, age, sex, sexual orientation, gender identity, height, weight, national origin, disability or other protected classification under Federal, State or Local Law.

An employee who has questions regarding this policy or believes that he or she has been discriminated against in violation of this policy should notify in writing the ~~Human Resource Department-Department Head~~ or any other management representative with whom he or she feels comfortable. All such inquiries or complaints will be treated confidentially to the extent consistent with conducting an adequate investigation and taking appropriate corrective action.

7.8 Employees with Disabilities

Hamburg Township complies with state and federal law prohibiting disability discrimination. Hamburg Township is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individuals to perform the essential functions of the job. It is the employee's responsibility to provide written notification to his or her Department Head of the need for accommodation. Upon doing so, the Department Head may ask for input from the employee regarding the type of accommodation the employee may believe necessary or the functional limitations caused by the disability. Also, when appropriate, the Township may need the employee's permission to obtain additional information from their physician or other medical or rehabilitation professionals. All medical information received by the township in connection with a request for accommodation will be treated confidentially.

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

7.9 Anti-harassment Policy, ~~and~~ Complaint and Dispute Resolution Procedures

Harassment

Hamburg Township prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment **is** any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, or any person working for or on behalf of Hamburg Township.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, age, sex, sexual orientation, gender identity, pregnancy, disability, genetic information, marital status, height, weight, or other protected classification, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display, or discussion of any written or graphic material that ridicules, denigrates, insults, belittles, or show hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, sex, sexual orientation, gender identity, pregnancy, disability, marital status, height, weight or other protected status.
- Physical harassment, violence and bullying is strictly prohibited as discussed elsewhere in the Township ~~Policy Manual~~ Employee Handbook.

Sexual harassment

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under Hamburg Township's anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when, submission to or rejection of such conduct is used as the basis for employment decisions, or such conduct has the purpose or effect of, creating an intimidating, hostile or offensive working environment".

Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, or other verbal communication or physical conduct of a sexual nature:

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

- Is made explicitly or implicitly or condition of employment, or
- Is used as a basis for an employment decision, or
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive working environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy.

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, facsimiles, emails, photos, text messages, tweets, and internet postings; or other forms of communication that are sexual in nature and offensive.
- Sexual harassment may also be physical in nature and includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forces sexual intercourse or assault.

Courteous, mutually respectful, pleasant, noncoercive interactions between employees that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Consensual Romantic or Sexual Relationships

Hamburg Township *prohibits* romantic or sexual relationships between a manager or other supervisory employee and **an employee who reports directly or indirectly to that person**, because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

EMPLOYEE HANDBOOK

rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by a staff member is suspect and may be viewed by others, or at a later date by the staff member, as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department or other actions may be taken.

If any employee of Hamburg Township enters into a consensual relationship that is romantic or sexual in nature with an employee who reports directly or indirectly to that employee, or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties ***must notify the HR-director or the department supervisor their department head, or Township-Supervisor Executive Team***. Because of potential issues regarding quid pro quo harassment, Hamburg Township has made ***reporting mandatory***. *This requirement does not apply to employees who do not work in the same department or parties where neither one supervises or otherwise manages responsibilities over the other.*

Once the relationship is made known to Hamburg Township, the Township Board will review the situation ~~with the Human Resources director~~, considering all facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.), and will determine whether one or both parties need to be moved to another job or department. If it is determined that one party must be moved and there are jobs in other departments available for both, the parties may decide who will be the one to apply for a new position. If the parties cannot amicably come to a decision, or the party is not chosen for the position to which he or she applied, the ~~HR-director~~, Department Head, and ~~Township-Supervisor Executive Team~~ will decide which party will be moved. That decision will be based on which move will be least disruptive to the organization as a whole. If no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

Retaliation

No hardship, loss, benefit or penalty, may be imposed on an employee in response to:

- Filing, or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

EMPLOYEE HANDBOOK

- Serving as an investigator of a complaint.

Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is abuse of this policy and will be treated as a violation.

Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

Confidentiality

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need -to-know-basis. The identity of the complainant is usually known to the parties involved during investigation, and the ~~HR-director~~ **Executive Team** will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the ~~HR Clerk's~~ department.

Dispute Resolution

All employees are eligible to use the dispute resolution procedure when they have a question regarding the administration or interpretation of Township policies and procedures, or when they have a work-related complaint including discipline or discharge.

Complaint and Dispute Resolution procedure

Hamburg Township has established the following procedure for lodging a complaint of harassment, discrimination or retaliation, ~~and dispute, discipline or discharge questions~~. The Township will treat all aspects of the procedure confidentially to the extent reasonably possible.

- a) Complaints ~~and questions~~ should be submitted as soon as possible after an incident has occurred, preferably in writing. The ~~HR-Director~~ **Department Head or any other management representative with whom he or she feels comfortable** may assist the complainant in completing a written statement or, in the event an employee refuses to provide information in writing, ~~the HR-director~~ **this person** will dictate the verbal complaint. ~~A complaint may be initiated by bringing it to the Department Head, Township Human Resources, or any Township Official.~~

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

EMPLOYEE HANDBOOK

- b) Upon receiving the complaint, or being advised ~~by a department supervisor~~ that violation of this policy may be occurring, ~~or receiving a question the HR director will notify the Township Supervisor and Executive Team will~~ may review the complaint ~~and/or question~~ with the Township's legal counsel.
- c) The ~~Township Supervisor and/or HR Director~~ Executive Team will initiate an investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred. The investigation may be done by the ~~HR Director~~ Executive Team, or another designated investigator, ~~at the discretion of the Township Supervisor,~~ however, if the complaint ~~or question~~ originates within a department that operates under a collective bargaining agreement (CBA), that investigation will follow the CBA investigation protocols.
- d) If necessary, the complainant and the respondent may be separated during the course of the investigation, either through internal transfer or administrative leave.
- e) The investigator will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
 - 1) Upon conclusion of an investigation, ~~either the HR Director, or~~ the designated investigator, will submit a written report of findings to the ~~Township Supervisor~~ Executive Team. If it is determined that a violation of this policy has occurred, ~~the HR Director~~ they will recommend appropriate disciplinary action to the Board for final approval.
- f) If the investigation is inconclusive or if it is determined that there has been no violation of policy, but potentially problematic conduct may have occurred, ~~the HR director, or~~ the investigator, may recommend appropriate preventative or remedial action.
- g) Township Board will review the summary report, discuss results of the report with ~~the HR director and~~ the Investigator as appropriate and decide what action, if any, will be taken.
- h) Once a final decision is made by the Township Board, ~~the HR director, or his or her designee,~~ they will meet with the complainant and the respondent separately and notify them of the findings of the investigation. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.

Updated by Board of Trustees 12-7-21

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

7.10 Dress Code

Employees are expected to wear clothing appropriate for the nature of their position and the type of work performed.

Employees are expected to present a neat, professional appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, **shorts as office attire**, suggestive or similarly inappropriate clothing.

Employees should consult their immediate supervisor if they have a question about what constitutes appropriate clothing.

7.11 Drug & Alcohol Prohibition and Testing

The Township takes drug and alcohol abuse seriously and is committed to providing a substance free workplace for its employees. Substance abuse of any kind is inconsistent with the behavior expected of our employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines our ability to operate effectively and efficiently.

The Township reserves the right to require an employee to submit to a test for illegal drugs, controlled substances or alcohol when there is a reasonable suspicion, or a reasonable basis, to believe that an employee may be or may have been, under the influence of alcohol or substance that adversely affects safety, or has rendered the employee incapable of performing his/her assigned duties.

Reasonable suspicion determinations will be based on specific, articulable observations, including but not limited to the employee's appearance, behavior, speech or body odors. For drug testing, the observations may also include indications of the chronic and withdrawal effect of drugs. Employees may be required to submit to return to duty, or fitness for duty, testing, and employees who test positive may be required to submit to follow up testing. Refusal to submit to a drug or alcohol test may result in disciplinary action up to and including termination of employment.

The Township recognizes alcohol and drug abuse as a potential health, safety and security problem. The Township expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this Substance Free Policy is a condition of employment, and violations of the policy may lead to discipline and/or termination of employment.

All employees are prohibited from engaging in the unlawful manufacture, possession,

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

use, distribution, or purchase of illicit drugs, alcohol or other intoxicants, as well as the misuse of prescription drugs on Township premises or anytime and anyplace during working hours. While we cannot control your behavior off the premises on your own time, we certainly encourage you to behave responsibly and appropriately at all times. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work.

~~Substance abuse is an illness that can be treated.~~ Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. You may contact your immediate supervisor, Department Head, or the ~~Human Resource Director~~ Accounting department for assistance in seeking help to address substance abuse, and for help to determine coverage available under the Township's medical insurance plan.

When work performance is impaired, admission to or use of treatment or other programs does not preclude appropriate action by the Township.

Any violator of this substance abuse policy will be subject to disciplinary action up to and including termination of employment.

7.12 Employee Parking

Employees are required to park in the designated employee parking section.

7.13 Smoking Policy

In accordance with Michigan State Law, smoking is prohibited in all Hamburg Township buildings. It is Hamburg Township policy that smoking is prohibited within ten (10) feet of any entrance to Township owned buildings and, in all Township, owned vehicles.

7.14 Workplace Violence

It is the policy of the Employer to provide all employees with a workplace free of personal threats and intimidation. The Employer is firmly committed to a policy of zero tolerance as it pertains to acts of violence, threats of violence or other threatening and/or intimidating behavior. Such behavior includes, but is not limited to, the following.

- a) Acts of physical violence in the workplace or involving the workplace.
- b) Casual or joking remarks (including remarks made in jest, horseplay) or any threats of violence. The articulation of same will be presumed to constitute a statement of

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

an employee's intent to do physical harm to another employee, person, customer, visitor, or the Employer.

- c) Any act of sabotage, or threat of an act of sabotage, against the property of the Employer, an employee, customer or visitor.
- d) Any threat of violence or conduct which creates a hostile, abusive, or intimidating work environment.
 - 1) All employees have a good faith responsibility to assist the Employer in providing a workplace free of violence, threats, and/or intimidation. It is the affirmative obligation of every employee to immediately report any violation of this policy to his/her supervisor, or to any member of management. An employee reporting a violation of this policy will not suffer any form of reprisal of any kind.
 - 2) The Employer has the responsibility of investigating and resolving alleged threats or acts of violence. The Employer reserves the right to take the appropriated legal action it deems necessary, and to report threats or acts of violence or sabotage to law enforcement authorities.
 - 3) The Employer reserves the right to discipline, up to and including discharge, any employee who violates the policy.

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

8.0 SAFETY

It is the responsibility of each employee to:

- a) Report any unsafe condition or practice to their immediate supervisor **and/or** to the ~~Human Resource Department~~ **ADA Coordinator, if appropriate,** immediately upon notice thereof.
- b) Exercise due care and good judgment in the performance of their job duties.
- c) Notify his/her supervisor before the beginning of the workday, if taking medication that may cause drowsiness or other side effects that may interfere with safe performance of job duties.
- d) Follow the safety rules as described below.

8.1 Vehicles

Employees shall comply with all Motor Vehicle Code laws, including but not limited to, driver's license requirements and seat belt laws, whether driving or riding in a personal or Township vehicle while conducting Township business. Vehicles are to be operated in a safe manner with due regard to weather and road conditions.

Employees are prohibited from the use of cellular or another device while operating a Township vehicle.

The Township reserves the right to check an employee's driving record and may run a check at any time. Employees must immediately inform their supervisor if they receive a ticket or other violation affecting driving privileges. Failure to inform the Township of such violations could lead to suspension of driving privileges for the Township. If driving privileges are suspended, and the employee cannot perform the duties of his/her job, they will be subject to discharge.

Any employee involved in an accident while driving a Township vehicle or while driving a personal vehicle while conducting Township business, must immediately call the police and notify their supervisor, as soon as possible thereafter.

Employees may not allow non-employees to ride in, or operate, a Township vehicle without advance written approval of their department head.

Employees in an accident while operating a Township vehicle may be required to submit

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

to drug and alcohol testing.

8.2 Clothing

Employees are expected to dress in a manner consistent with the duties and responsibilities of their position.

Any employee working in or around moving equipment shall not wear loose fitting clothing, necklaces, watches, rings, bracelets, scarves or any other type of clothing or jewelry that could become entangled in or catch on such equipment. Employees engaged in outside activities shall wear clothing that provides protection from the sun or shall apply sunscreen. Employees using powered equipment shall wear long pants or chaps at a minimum, along with MIOSHA approved safety shoes while engaged in activities that may present a hazard.

The wearing of apparel, including hats with the logo or other identifying feature of a business with which the Township does business, is prohibited.

8.3 Work Gloves

Employees of the Department of Public Works and Buildings & Grounds Department are furnished work gloves for use during work hours. Worn gloves may be exchanged for new gloves.

8.4 Safety Glasses

The Township will provide safety glasses for all Department of Public Works and Buildings & Grounds employees. Safety glasses shall be worn when working at job sites with hazardous conditions or powered equipment. Safety glasses shall conform to applicable standards as required by MIOSHA. The Township will replace or repair safety glasses damaged through work provided they were not abused.

The Township will provide \$400.00 stipend every two years for employees who need to purchase prescription safety glasses.

Board Approved 8/17/21

8.5 Safety Shoes

All full time, part time and temporary employees are required to wear safety shoes while working at job sites with hazardous conditions or while operating powered equipment. Safety shoes shall conform to applicable standards as required by MIOSHA.

HAMBURG TOWNSHIP
~~PERSONNEL POLICIES & PROCEDURES MANUAL~~
EMPLOYEE HANDBOOK

8.6 Operation of Powered Equipment

Employees required to operate powered equipment shall wear protective clothing, hearing and eye protection devices at all times.

8.7 Injuries

On the job injuries, even minor ones, must be immediately reported to the direct supervisor or Department Head by the injured employee and a copy of the Incident Report Form must be completed and forwarded to the ~~Human Resource Accounting~~ Department within twenty-four (24) hours of the incident. It is the responsibility of the employee to make sure that someone in administration is immediately notified.

8.8 Compliance

Employees who do not follow the MIOSHA safety guidelines will be subject to disciplinary action.

HAMBURG TOWNSHIP
~~PERSONNEL POLICIES & PROCEDURES MANUAL~~
EMPLOYEE HANDBOOK

THIS PAGE INTENTIONALLY LEFT BLANK

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

EMPLOYEE HANDBOOK

~~9.0 DISPUTE RESOLUTION PROCEDURE~~

- ~~— All employees are eligible to use the dispute resolution procedure when they have a question regarding the administration or interpretation of Township Personnel Policies and Procedures, or when they have a work-related complaint including discipline or discharge.~~

~~9.1 Steps~~

- ~~a) An employee who has a question regarding the administration or interpretation of Township Personnel Policies or Procedures or who has a work-related complaint, including discipline or discharge, should discuss the matter in question with his/her immediate supervisor within seven (7) calendar days of the event giving rise to the question or complaint, and attempt to settle the matter on an informal basis.~~
- ~~b) If the matter is not resolved to the satisfaction of the employee, and if the employee's immediate supervisor is not the employee's Department Head, the employee should discuss the matter with his/her Department Head within seven (7) days of the discussion with the immediate supervisor. The Department Head shall consult with the Human Resource Director.~~
- ~~c) If the matter is not resolved to the satisfaction of the employee after discussing the matter with his/her Department Head, the employee has the right to present the matter to the Township Supervisor. The matter must be submitted in writing to the Township Supervisor within fourteen (14) calendar days of the date the employee discussed the matter with his/her Department Head and contains the following information:~~
 - ~~1) Date of action complained of;~~
 - ~~2) Date conferred with his/her immediate supervisor and Department Head;~~
 - ~~3) The immediate supervisor, Department Head and Human Resource Department response;~~
 - ~~4) A statement of the significant facts related to the matter; and~~
 - ~~5) The requested relief~~
- ~~d) Within fourteen (14) calendar days of receiving the matter, the Township Supervisor will either respond in writing or schedule a hearing. In the event a~~

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

EMPLOYEE HANDBOOK

~~hearing is held, the Township Supervisor will respond in writing within seven (7) calendar days of hearing, unless additional time is required.~~

- ~~e) If the matter involves discipline in the form of unpaid suspension or termination from employment, and is not resolved to the satisfaction of the employee after review by the Human Resource Director and Township Supervisor, the employee can request that the matter be reviewed by the Township Board of Trustees. An employee who wishes to do so must submit a written request to the Township Supervisor and Human Resource Director within seven (7) calendar days of the decision.~~

9.2 9.0 Disciplinary Action

The Township provides equitable and consistent discipline for unsatisfactory conduct in the workplace. It is in the best interest of the Township to ensure the fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary actions is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Violation of Township's policies or procedures, failure to follow oral or written directions, rules, regulations or unsatisfactory job performance may result in disciplinary action ranging from a verbal warning, written warning, written reprimand, suspension without pay, to immediate termination of employment at the discretion of the Township, depending on the nature of the violation and the facts in the particular case. Progressive discipline is not required. The employee will receive a written notification of the discipline and the same will be recorded in the personnel file of the employee. Nothing in this section alters the at-will nature of Township employment.

Disciplinary Action in the form of a verbal or written warning or reprimand may be given by an employee's Department Head. Discipline in the form of unpaid suspension may be taken by the Township Supervisor, Clerk and Treasurer. The Township Board of Trustees will make termination decisions as per section 10.2 of this **Manual Handbook**.

The Township Supervisor, **Treasurer** and/or Township Clerk may place an employee on administrative leave pending investigation into the basis for disciplinary action. Administrative leave shall include the employee's removal from their work duties, with, or without pay (*at the discretion of the Township Supervisor, Clerk and Treasurer*) pending the completion of an investigation. Should the employee be found not to have acted in a way as to merit discipline, they will be immediately reinstated with any owed back pay covering the length of the suspension. Should the investigation result in disciplinary action, no back pay will be authorized, and continued employment will be subject to the discipline imposed.

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

With the approval of the ~~Department Head, Human Resource Director, Labor Attorney, Clerk and Supervisor-Executive Team~~ an employee may be given up to three (3) days off without pay. All other suspensions must have the prior approval of the Township ~~Supervisor and Human Resource Director and the~~ Board of Trustees.

Updated by Board of Trustees 6-15-21

HAMBURG TOWNSHIP
~~PERSONNEL POLICIES & PROCEDURES MANUAL~~
EMPLOYEE HANDBOOK

THIS PAGE INTENTIONALLY LEFT BLANK

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

10.0 TERMINATION

10.1 Resignation

An employee who resigns from Township employment should give at least two weeks written notice to his/her immediate Supervisor ~~or Human Resources~~. It is the responsibility of the immediate Supervisor to notify their Department Head, the Township Supervisor, Clerk and/or Treasurer as soon as practical. It is the responsibility of the elected official to notify the Township Board as soon as practical. The notice will be included in the employee's personnel file.

10.2 Termination by Township

The decision to terminate any employee is to be made by the Township Board of Trustees based on written recommendation of the Department Head, Supervisor and Clerk.

10.3 Final Paychecks

Upon discharge, the employee will be paid for wages accrued to the date of termination. The employee's final paycheck will not be released until all Township owned property is returned and the employee's Department Head has completed a Termination Form and returned it into the Payroll Department. Final paychecks will contain wages accrued to the effective date of termination, as well as pay-out of benefits in accordance with the following sections.

10.4 Sick/Personal Time Pay-Out

A full-time employee will be paid for unused sick/personal time upon retirement or resignation assuming the employee has had at least one (1) full year of continuous service with the Township. The maximum amount of sick/personal time to be paid out will be 50% of up to 1,200 accrued sick/personal hours (i.e., 600 hours maximum pay-out). Employees will be paid at their rate of pay at the time of termination.

There will be no sick/personal time paid out if an employee is discharged for violation of the Code of Conduct contained in this ~~Manual Handbook~~.

Part-time employees will not be compensated for unused and accrued sick leave upon separation from employment.

Updated by Board of Trustees 2-18-25

HAMBURG TOWNSHIP
~~PERSONNEL POLICIES & PROCEDURES MANUAL~~
EMPLOYEE HANDBOOK

10.5 Vacation Time Pay-Out

An employee will be paid for unused vacation time upon retirement, resignation or termination, assuming the employee has had at least one (1) full year of continuous service with the Township. Employees will be paid at their rate of pay at the time of termination.

Vacation time is awarded each year on the employee's anniversary date. Vacation time is not pro-rated if the termination date is before the anniversary date.

There will be no vacation time paid out if an employee is discharged for violation of the Code of Conduct contained in this ~~Manual~~ Handbook.

10.6 Compensatory Time Pay-Out

An employee will be paid for all unused accrued compensatory time upon retirement, resignation or termination.

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

11.0 TRAVEL POLICY

Any employee wishing to travel for work related business must have prior approval from their Supervisor.

11.1 Mileage

All employees having Township business requiring the use of an automobile **should may, with approval**, use a Township vehicle, if available. If a Township vehicle is not available, the employee may use his/her own vehicle, with approval of the Department Head, and he/she will be reimbursed at a rate equal to the deductible mileage rate allowed by the Internal Revenue Service. Travel must be documented on an expense reimbursement form, approved by an immediate supervisor or Department Head and submitted to the Accounting Department.

Updated by Board of

Trustees 2-18-25

IRS requires that mileage be paid on the shorter distance between home and work. For example, an employee traveling from home in South Lyon to training in Lansing would be reimbursed for mileage for the shorter distance of Hamburg to Lansing.

11.2 Travel Expenditures

Employees' will be reimbursed for reasonable expenses incurred for meals, lodging, and other travel related cost, based on location of travel, while on approved Township business.

Travel location must be further than 100 miles to merit the expense of an overnight stay at a hotel. Department Heads have the discretion to approve an overnight stay when the location is less than 100 miles when special circumstances exist.

Meals and lodging expenses will be reimbursed up to the amounts provided by the U.S. General Services Administration (<https://www.gsa.gov/travel/plan-book/per-diem-rates>), including applicable taxes and fees, and a maximum fifteen percent (15%) gratuity, based on the final destination of travel. Employees must obtain receipts for meals, lodging and other travel related costs, and document all expenses on the expense reimbursement request form.

Employees required to travel by airplane to the destination must first receive Department Head approval. If approved, the air fare on a commercial airline shall not exceed coach rates.

Employees will not be reimbursed for an expense including, but not limited to, expenses relating to a spouse or travel companion, entertainment, travel insurance, alcoholic

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

beverages and personal expenses, such as laundry and valet services. Any expense not clearly identified shall be brought to the Township Supervisor's attention for clarification. An employee on travel status, who shared a hotel or other lodging with other travelers will be reimbursed as follows:

- a) If hotel or other lodging is shared with one or more travelers who receive no travel reimbursement from the Township, reimbursement will be at a single occupancy rate of the hotel or motel, regardless of the number of persons and/or rooms occupied. The single occupancy rate should be noted on the receipt.
- b) In case of an emergency the Township will reimburse the employee for a hotel, or other lodging, if the Township did not pay before the stay.

Updated by Board of Trustees 2-18-25

11.3 Expense Report

Expense reimbursement request forms, available from the ~~Human Resource Accounting~~ Department, must be completed and include the following information:

- a) Date and time of departure from Hamburg Township.
- b) Date and time of return to Hamburg Township.
- c) Purpose of the trip.
- d) Total distance traveled in miles if personal vehicle is used.
- e) An itemized receipt(s) for meals, lodging and other expenses to align with the trip.
- f) Purchase of alcoholic beverages will not be reimbursed by the Township.

Expense reimbursement requests shall be submitted to the Accounts Payable department within ten (10) business days following the completion of approved travel.

Employees will be issued a separate check to cover the travel expenses incurred. Reimbursement will be made after the expense reimbursement request is submitted to the Accounts Payable department and approved by the traveler's immediate supervisor.

11.4 Travel Cash Advance

Under extenuating circumstances, travel cash advances will be allowed. All advances must have the approval of the Township Supervisor and the Township Clerk. A request

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

for travel cash advance must be documented on an expense reimbursement request form and submitted to the Accounting department prior to the published deadline of the bills payable list prior to the trip.

The advance will be for the estimated travel expenses. The employee is required to complete and submit an expense reimbursement request within two (2) business days of return from the trip. The amount of the advance shall be noted on the expense reimbursement request. Any money received in excess of actual expenses must be returned to the Treasurer's office, upon submittal of the expense report.

11.5 Food & Beverage Policy

There may be certain limited instances where a department head may find it necessary to provide food and beverages for employees and/or others engaged in work in furtherance of Township Business. As such, a department head may authorize the purchase of food and beverages using Township funds for reasons directly related to legitimate Township business and having a public purpose, subject to the following conditions and limitations:

- a) A maximum of \$200.00 per event for food and beverages may be authorized by a department head. Any amount in excess of \$200.00 per event shall require authorization from the Township Supervisor or the Township Clerk for Election Precinct Boards.
- b) No alcoholic beverages shall be purchased using Township funds.
- c) Township funds shall **not** be used to purchase food/beverages for any of the following:
 - 1) Individual meals during the normal course of work, except as permitted in Section 11.2 (Travel Expenditures) of the Hamburg Township Employee Handbook.
 - 2) Meals for individual employees or small groups in what is commonly referred to as a "business lunch" setting.
 - 3) Food/beverages for employee anniversaries, birthdays, award ceremonies, retirements, etc.
 - 4) Food/beverages for celebrations of personal events such as weddings, birth of a child, etc.

HAMBURG TOWNSHIP
~~PERSONNEL POLICIES & PROCEDURES MANUAL~~
EMPLOYEE HANDBOOK

- 5) Food/beverages for employee picnics or other such events.
 - 6) Food/beverages for holiday celebrations.
- d) Township funds may be used to purchase food/beverages in the following circumstances:
- 1) Emergency situations where Township personnel are engaged in Township related work of an extended period of time which goes beyond their normal course of work.
 - 2) Precinct Election Boards.
 - 3) For employees engaged in mandatory department wide training lasting eight (8) hours or more, at a training location located in excess of one hundred (100) miles from the Hamburg Township Hall in lieu of travel reimbursement covered in Section 11.2.
 - 4) For volunteers engaged in work for six (6) consecutive hours or more in furtherance of Township business related to public event.
 - 5) Department heads who host intergovernmental meetings related to Township business in a Township facility may provide light snacks and beverages to the attendees.

All allowable purchases for food and beverages shall be made in accordance with Township's purchasing policy.

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

Acknowledgement of Receipt of Hamburg Township Employee Handbook

I acknowledge that I have received a copy of the Hamburg Township Employee Handbook. I understand that I am responsible for reading and abiding by all policies and procedures in this handbook, as well as other policies and procedures of the Township.

I also understand that the purpose of this handbook is to inform me of the Township's policies and procedures, and it is not a contract or employment agreement. Nothing in this handbook provides any entitlement to me or to any Township employee, nor is it intended to create contractual obligations of any kind. I understand that the Township has the right to change any provision of this handbook at any time and I will be bound by any such changes.

I also understand that in some cases policies and procedures in this ~~manual~~ handbook may be modified or changed by an individual employment contract. In those cases, the individual employment contract takes precedence.

Signature

Date

Full Name (Please Print)

Please sign and date one copy of this acknowledgment and return it to the ~~Human Resources~~ **Accounting** Department – Michelle DeLancey, Director of Accounting. Retain a copy for your reference.

HAMBURG TOWNSHIP
~~PERSONNEL POLICIES & PROCEDURES MANUAL~~
EMPLOYEE HANDBOOK

THIS PAGE INTENTIONALLY LEFT BLANK

TO: Board of Trustees

FROM: Michelle DeLancey, Director of Accounting

DATE: October 15, 2025

AGENDA ITEM TOPIC: 25/26 1st Quarter Budget Amendments

Number of Supporting Documents: **01**

Requested Action

- Motion to approve the fiscal year 25/26 1st quarter budget amendments as presented.

Background

Fiscal Considerations

Does the agenda item require the expenditure of funds? Yes ☒ No ☐

Are funds budgeted? Yes ☐ No ☒

Fiscal year affected: 2025/2026

Is a budget amendment required? Yes ☒ No ☐

General Ledger numbers affected: See attached

HAMBURG TOWNSHIP GENERAL FUND
BUDGET AMENDMENTS
9/30/2025
1st Quarter

Item 10.

LINE ITEM NUMBER	LINE ITEM DESCRIPTION	INCREASE (DECREASE)	COMMENTS
Revenues			
101-000.000-540.000	State Grants	34,550	Elections drop box
101-000.000-569.000	Other State Grants	1,600	SBTE reimbursement
101-000.000-674.000	Contributions/Donations/Grants	6,200	Federal HAVA election reimbursement
101-000.000-674.200	Christmas in the Village donations	1,500	Chamber of Commerce donation
101-000.000-685.003	Opioid Settlement	1,600	Exceeded projection
101-800.000-674.000	Contributions/Donations/Grants	10,000	Received 24/25 grant funds
		55,450	
Expenditures			
Township Buildings			
101-265.000-930.014	Reserve for twp bldgs	100,000	Begin parking lot annual reserve for 5 years
		100,000	
Elections			
101-262.000-931.000	Equipment Maint/Repair	2,700	HART license & support renewal
		2,700	
Other Expenses			
101-275.000-727.000	Workers' Compensation	6,000	Audited - increase in wages & incidents
		6,000	
Recreation Board			
101-751.000-930.020	Sports Field Maintenance	7,600	Exceeded expectation
		7,600	
Senior Center			
101-820.000-860.000	Transportation	2,100	Change in billing process with LETS
		2,100	
NET EXPENDITURES		118,400	
NET INCREASE/(DECREASE) IN FUND BALANCE		(62,950)	

HAMBURG TOWNSHIP FIRE FUND
BUDGET AMENDMENTS
9/30/2025
1st Quarter

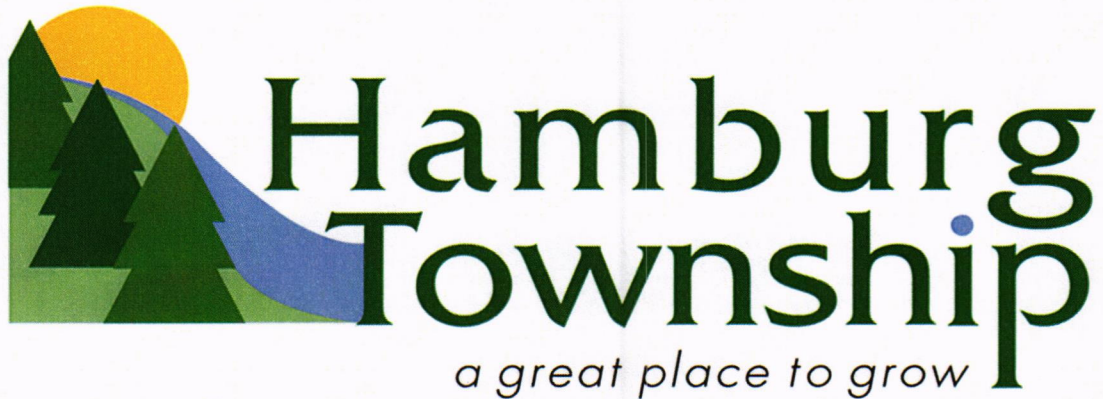
	LINE ITEM NUMBER	LINE ITEM DESCRIPTION	INCREASE (DECREASE)	COMMENTS
Revenues				
	206-000.000-569.000	Other State Grants	1,500	SBTE reimbursement
	206-000.000-628.000	Fire Inspection fees	1,500	Exceeded projection
	NET REVENUES		<u>3,000</u>	
Expenditures				
	206-000.000-727.000	Workers' Compensation	19,000	Audited - increase in wages & incidents
	NET EXPENDITURES		<u>19,000</u>	
	NET INCREASE/(DECREASE) IN FUND BALANCE		<u>(16,000)</u>	

HAMBURG TOWNSHIP POLICE FUND
BUDGET AMENDMENTS
9/30/2025
1st Quarter

	LINE ITEM NUMBER	LINE ITEM DESCRIPTION	INCREASE (DECREASE)	COMMENTS
Revenues				
	207-000.000-569.000	Other State Grants	2,200	SBTE reimbursement
	207-000.000-628.100	Inspection Fees	7,000	Exceeded projection
	NET REVENUES		9,200	
Expenditures				
	207-000.000-727.000	Workers' Compensation	19,000	Audited - increase in wages & incidents
	NET EXPENDITURES		19,000	
	NET INCREASE/(DECREASE) IN FUND BALANCE		(9,800)	

HAMBURG TOWNSHIP DPW FUND
BUDGET AMENDMENTS
9/30/2025
1st Quarter

	LINE ITEM NUMBER	LINE ITEM DESCRIPTION	INCREASE (DECREASE)	COMMENTS
Revenues				
	590-527.000-653.002	Admin fee for delinq on taxes	<u>2,100</u>	Exceeded projection
			2,100	
Expenditures				
	590-527.000-727.000	Workers' Compensation	<u>2,000</u>	Audited - increase in wages & incidents
	NET EXPENDITURES		2,000	
	NET INCREASE/(DECREASE) IN FUND BALANCE		<u>100</u>	



HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Updated: MM DD, 2025

2008.4.11

Item 11.

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

TABLE OF CONTENTS

DEFINITIONS 0.0

Definitions	0.0 Page 1
-------------	------------

INTRODUCTION 1.0

Purpose	1.1 Page 7
---------	------------

TOWNSHIP BOARD ADMINISTRATION 2.0

Township Board Powers	2.1 Page 8
Authority Delegated from the Board	2.2 Page 8
Authority to Interpret the Provisions of this Manual	2.3 Page 8
Board Meeting Administration	2.4 Page 8
Committee Administration	2.5 Page 13
Township Board Laptop Computers	2.6 Page 14

PERSONNEL ADMINISTRATION 3.0

Department Heads and Supervisors	3.1 Page 15
Employee Recordkeeping	3.2 Page 15
Classification and Compensation	3.3 Page 16
ADA Coordinator	3.4 Page 17
Authorized Work Force	3.5 Page 17
Employee Selection	3.6 Page 17
Employee Supervision	3.7 Page 18
Employee Evaluation	3.8 Page 19
Employee Discipline	3.9 Page 19
Collective Bargaining	3.10 Page 20
Employee Recognition	3.11 Page 20
Ethical Standards	3.12 Page 20
Workplace Violence	3.13 Page 22
Non-Smoking Policy	3.14 Page 22
Tuition Reimbursement (Non-Bargaining Unit Employees)	3.15 Page 22
Adverse Weather Policy	3.16 Page 23

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

FINANCIAL ADMINISTRATION 4.0

Accounts Payable	4.1 Page 26
Payroll	4.2 Page 26
Cash Receipts	4.3 Page 27
Accounts Receivable	4.4 Page 27
Financial Reporting	4.5 Page 29
Inventory of Fixed Assets	4.6 Page 29
Budgeting	4.7 Page 30
Purchasing Policy	4.8 Page 30
Purchase Control	4.9 Page 30
Expense Reimbursement	4.10 Page 49
Investment Policy	4.11 Page 49
Notary Publicity	4.12 Page 60
Grants	4.13 Page 60
Cell Phone Usage & Re-Imbursement	4.14 Page 65
Automated Clearing House (ACH) Arrangements and Electronic Funds Transfer (EFT) Policy	4.15 Pg 67

PROPERTY MANAGEMENTY 5.0

Hours of Business	5.1 Page 70
Building Access	5.2 Page 70
Security	5.3 Page 70
Safety	5.4 Page 70
Staff Use of Township Equipment, Labor or Premises	5.5 Page 71
Vehicle Acquisition, Disposal and Use	5.6 Page 72
Public Use of Township Facilities	5.7 Page 76
Routine Maintenance	5.8 Page 80
Snow Removal Policy	5.9 Page 80

PUBLIC INFORMATION 6.0

Public Contact	6.1 Page 81
Public Information Officer	6.2 Page 81
Public Notices	6.3 Page 82
Freedom of Information Act Requests	6.4 Page 82
Incoming Mail	6.5 Page 86
Outgoing Mail	6.6 Page 87
Confidential Information	6.7 Page 87
Social Media Policy	6.8 Page 87

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Governmental Access Cable Television Channel Capacity Policy
Tax and Assessment Information Policy

6.9 Page 93
6.10 Page 104

CODE OF ORDINANCE 7.0

Ordinance Supplemental Procedure

7.1 Page 105

~~POVERTY EXEMPTION POLICY/PROCEDURES 8.0~~

~~ADOPT A FEATURE/GARDEN PROGRAM 9.0~~

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

1.00.0 **DEFINITIONS**

The words and phrases below have the following meanings for the Hamburg Township Administrative Policies and Procedures Manual

Bankers' Acceptance (BA): A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

Broker: A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides.

Callable Bond: A bond issue in which all or part of its outstanding principal amount may be redeemed before maturity by the issuer under specified conditions.

Certificate of Deposit: A time deposit with a specific maturity evidenced by a certificate. Large denomination CDs are typically negotiable.

Collateral: Securities or property pledged by a borrower to secure payment.

Commercial Paper: An unsecured promissory note with a fixed maturity of no more than 270 days. Commercial paper is normally sold at a discount from face value.

Construction work: new construction, alterations, repair, installation, completion, demolition, or improvement of a Township-owned or Township-occupied building or other public works.

Construction project: labor and material necessary for the construction, renovation, repair or improvements of a Township-owned building, except repair in emergency situations.

Content: Words, Video, Audio, or any combination of these things, which are used to relay a message to the public through Social Media Networks.

Craftsmen, mechanics and laborers: all skilled and unskilled craftsmen, mechanics, laborers, workers, and apprentices, but not executive, administrative, professional, supervisory, office or custodial employees.

Dealer: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his/her own account.

Debenture: A bond secured only by the general credit of the issuer.

Formatted: Font: 12 pt, Bold, Font color: Red, Condensed by 0.1 pt

Formatted: Font color: Red, Condensed by 0.1 pt

Formatted: List Paragraph, Right: -0.06", Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 0 + Alignment: Left + Aligned at: 0" + Indent at: 0.5", Tab stops: Not at 0.75"

Formatted: Font: Not Bold, Font color: Red

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Delivery Versus Payment: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt (also called free). Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

Discount Securities: Non-interest-bearing money market instruments that are issued at a discount and redeemed at maturity for full face value.

Diversification: Dividing investment funds among a variety of securities offering independent returns.

Emergency Management Director: Township Official, or staff member, as listed in the Emergency Management Plan Resolution, who is authorized to direct staff to post on any platform, for purposes of relaying timely information to the public in an emergency situation.

Executive Team: A group of elected officials consisting of the Supervisor, Clerk and Treasurer, who are responsible for providing day-to-day direction and control over all Township activities that are not assigned by State law to another official, and to provide a liaison between the Board and the various Township departments.

Fringe benefits: compensation due an employee pursuant to a written contract or written policy for holiday, time off for sickness or injury, time off for personal reasons or vacation, bonuses, authorized expenses incurred during the course of employment, and contributions made on behalf of an employee.

Federal Deposit Insurance Corporation (FDIC): A federal agency that insures bank and savings bank deposits.

Federal Funds Rate: The rate of interest at which Fed funds are traded. The Federal Reserve currently pegs this rate through open-market operations.

Fed Wire: A computer system linking member banks and other financial institutions to the Fed, used for making inter-bank payments of Fed funds and for making deliveries of and payments for Treasury, agency and book-entry mortgage backed securities.

Investment Adviser's Act: Legislation passed by Congress in 1940 that requires all investment advisers to register with the Securities and Exchange Commission. The Act is designed to protect the public from fraud or misrepresentation by investment advisers.

Formatted: Font: 12 pt, Bold, Font color: Red

Formatted: Font: 12 pt, Font color: Red

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Font color: Red

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Font color: Red

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Liquidity: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value.

Local Government Investment Pool: A pool of funds authorized under the laws of the State that receives deposits from one or more local units and pays returns based upon each local unit's share of investment in the pool.

Locality: the Township of Hamburg or Livingston County.

Lowest responsive, responsible bidder: responsible contractor with the lowest bid which satisfies the requirements of all local, State and Federal laws, this section, any bid documents used to solicit bids, and any other guidelines and specifications required for the construction project.

Purpose

Mark-to-market: The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

Market Value: Current market price of a security.

Master Repurchase Agreement: A written contract covering all future transactions between the parties to repurchase or reverse repurchase agreements that establish each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

Maturity: The date upon which the principal or stated value of an investment becomes due and payable.

The administrative policies and procedures manual is adopted to provide for the efficient and uniform application of administrative policies and procedures in Hamburg Township, where such procedures have not been provided for under State law. This policy and procedure manual supersedes any and all prior practices and policies of the Township, oral or written, and rescinds prior policies, procedures, handbooks, or general Township rules previously in effect.

Medium or media: includes, but is not limited to, website postings, Cable TV postings, advertisement in trade magazines, direct mailings, and advertisement in a newspaper of general circulation in The Township.

Formatted: Space After: 0 pt

Formatted: Font: Not Bold, Font color: Red

Formatted: Space After: 0 pt

Formatted: Font: Bold

Formatted: Normal, Justified, No bullets or numbering, Tab stops: Not at 0.75"

Formatted: Font:

Formatted: Indent: Left: 0"

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Font color: Red

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Font color: Red

Formatted: Font: 12 pt, Font color: Red

Formatted: Font: 12 pt, Font color: Red

Formatted: Indent: Left: 0", First line: 0", Right: 0", Space After: 0 pt

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Most appropriate medium or media: notification in a medium or combination of media which, in the best judgment of the Department, will result in the greatest number of responsible vendors.

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Font color: Red

Money Market Mutual Fund: A mutual fund that limits its investments to some or all types of money market instruments.

Net Asset Value: The market value of one share of an investment company, such as a mutual fund.

No Load Fund: A mutual fund that does not levy a sales charge on the purchase or sale of its shares.

NRSRO: Nationally Recognized Statistical Rating Organizations - organizations that issue credit ratings for securities.

Portfolio: Collection of securities held by an investor.

Primary Dealer: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker/dealers, banks, and a few unregulated firms.

Project: construction work to be contracted by the Township by one or more contracts for which the Township establishes a single budget; or construction work to be contracted by the Township when the Township Board declares a contract or group of contracts to be a project. The Township Board shall make this declaration at the time of establishing the budget for the work or later, but before bidding the contracts for the construction work to be declared a project.

Formatted: Space After: 0 pt

Prudent Person Rule: Standard of investing which states that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Rate of Return: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Ratings: An evaluation of an issuer of securities by Moody's, Standard & Poor's, Fitch, or other rating services of a security's credit worthiness.

Repurchase Agreements: A transaction whereby a holder of securities sells securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate the buyer. Dealers use repurchase agreements extensively to finance their positions.

Responsible contractor: any contractor or sub-contractor who is sufficiently qualified to satisfactorily perform the construction project, or any relevant part of the construction project as determined by the Township.

Rule 2a-7 of the Investment Company Act of 1940: Applies to all money market mutual funds and mandates such funds to maintain certain standards, including a 13-month maturity limit a 90-day average maturity on investments and maintenance of a constant net asset value of one dollar (\$1.00).

Safekeeping: Holding of assets (e.g., securities) by a financial institution.

Social Media Activities: Include, but are not limited to: Social Media Posts, Advertising, Township Newsletter, Local Newspaper Articles, Cable Channel Programming, Printed Media, Public speaking engagements and/or presentations.

Social Media Networks: Examples of this are Facebook, Twitter, Instagram, Cable Channel, Website, etc.

Social Media Specialist(s): Staff member and/or Township Board or Committee member who has been granted authority by the Social Media Director to perform the duties outlined in this policy as relates to social media for their particular category.

Social Media Director: Township Official, or designee, who has been granted authority by the Township Board of Trustees to oversee, or perform, all social media activities of the Social Media Specialist, and approve content for the category they have been assigned. They work with the Township Clerk for all press releases no matter the category of content.

Technology Director: Head of the IT Department, or designee, who maintains a list of approved social media networks and sites for official use. Has final authority to edit or remove official social media sites, and any content therein, should there be a security issue, or at the direction of the Township Board.

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Township: the Township Board of Trustees, Township Supervisor, Purchasing Agent or their designees.

Formatted: Font: 12 pt, Font color: Red

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Font color: Red

Formatted: Font: 12 pt, Font color: Red

Formatted: Space After: 0 pt

Township Clerk: Maintains all record of public comment, backups, and is main point of contact for all Press releases.

Treasury Bills: A non-interest-bearing discount security issued by the U.S. Treasury to finance the national debt. Treasury Bills are issued with maturities ranging from a few days to 26 weeks.

Treasury Bonds: Long-term U.S. Treasury securities having initial maturities of more than ten years.

Treasury Notes: Intermediate term coupon bearing U.S. Treasury securities having initial maturities of from one to ten years.

Formatted: Space After: 0 pt

Wages: all earnings of an employee whether determined on the basis of time, task, piece, commission, or other method of calculation for labor or services except those defined as fringe benefits.

Formatted: Space After: 0 pt

Yield: The rate of annual income returns on an investment, expressed as a percentage.

Formatted: Font: 12 pt, Font color: Red

Formatted: Space After: 6 pt, Widow/Orphan control, Don't allow hanging punctuation, Font Alignment: Baseline, Tab stops: 0.75", Left + Not at 5.81"

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

1.0 INTRODUCTION

1.1 Purpose

The administrative policies and procedures manual is adopted to provide for the efficient and uniform application of administrative policies and procedures in Hamburg Township, where such procedures have not been provided for under State law. This policy and procedure manual supersedes any and all prior practices and policies of the Township, oral or written, and rescinds prior policies, procedures, handbooks, or general Township rules previously in effect.

Formatted: Font: Bold

Formatted: Normal, Justified, Indent: Left: 0", First line: 0", Right: -0.06", Tab stops: Not at 0.75"

Formatted: Font: Bold

Formatted: Normal, Justified, Indent: Left: 0", First line: 0", Tab stops: Not at 0.75"

Formatted: Font:

Formatted: Indent: Left: 0"

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

2.0.—TOWNSHIP BOARD ADMINISTRATION

2.1.—Township Board Powers

The Township Board of Hamburg Township retains the power to determine the administrative policies and procedures for Hamburg Township, except where the laws of the State of Michigan have assigned such power to a specific elected Township official. The authority to adopt any administrative policy or determine appropriate procedures not provided for in this manual or provided for by State law shall be retained by the Township Board. The Township Board also reserves the right to alter, modify, amend or repeal any or all provisions of the administrative policies and procedures manual at any time.

2.2.—Authority Delegated from the Board

In the interest of promoting the efficient operation of the Township, and pursuant to MCL41.96, as well as implied powers of the Township Board, the Hamburg Township Board assigns to various Township elected and appointed officials the authority to exercise the following non-statutory administrative responsibilities, in accordance with the specific policies and procedures contained herein.

2.3.—Authority to Interpret the Provisions of this Manual Updated by Board of Trustees xx/xx/xx

The ~~Township Supervisor, Clerk, and Treasurer, Executive Team~~ shall ~~provide to~~ provide department heads and employees, interpretations to implement the provisions of the administrative policies and procedures manual. These interpretations shall be considered authoritative and binding unless the interpretation is appealed to the Township Board. Any such appeal shall be made at the next regular meeting of the Township Board. The Township Board may uphold, overturn or alter all or part of any interpretations made pursuant to this section.

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red

2.4.—Board Meeting Administration

2.4(a) Postings Updated by Board of Trustees xx/xx/xx

The Township Clerk shall be responsible for posting all regular and special meetings of the Township Board. The Township Clerk will post annually all special and regular meetings of the Commissions in conformance with the Michigan Open Meetings Act.

2.4(b) Meeting Agenda Updated by Board of Trustees X-X-XXxx/xx/xx

The Township Clerk in consultation with the Supervisor and Treasurer shall prepare the agenda at least four days prior to every Township Board meeting. Any board member or department head, who desires to have an item placed on the agenda will notify the Clerk with a cover memo and supporting documentation in ~~the "V" drive under Digital Packets~~

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

~~Municode and a completed Check List Form Municode~~ by 12:00 PM on the ~~Thursday~~ ~~Wednesday~~ the week before the meeting. ~~Information required to be redacted (i.e. social security numbers, personal phone numbers, name etc.) from items are the responsibility of the board member or department head who places said item on the agenda.~~ The general public wishing to add agenda items ~~shall~~ ~~may~~ make a request ~~by a email, a letter to the board or to by addressing the board at~~ the Call to the Public of any Board meeting, ~~see section 2.4(f).~~ Digital Packets will be available on the Township website ~~Friday~~ ~~Thursday~~ by 5:00 p.m. before the Tuesday meeting. Closed session information will be provided in paper form to Board members, and to Legal Counsel. Agenda requests will be evaluated for inclusion on the agenda by the Board.

Formatted: Font color: Red

Formatted: Font color: Blue, Strikethrough

Formatted: Font color: Blue

Formatted: Strikethrough

Formatted: Font color: Red

The proposed agenda shall be approved by majority vote following the roll call of the Board members at each Board meeting. The agenda shall conform to the following format:

1. Call to Order
2. Pledge to the Flag
3. Roll Call of the Board
4. Call to the Public
5. Approval of the Consent Agenda
6. Approval of the Agenda
7. Unfinished Business
8. Current Business
9. Call to the Public
10. Board Comments
11. Adjournment

2.4(c) Consent Agenda

Updated by Board of Trustees xx/xx/xx

The Supervisor and Clerk shall prepare a consent agenda for the Board which shall be provided to each board member prior to the meeting, along with the meeting agenda. The consent agenda shall contain all items of business such as, but not limited to, the following:

1. Correspondence
2. Public Information
3. Board ~~and Committee~~ Meeting Minutes
4. Clerk's Warrant & Payables
5. Committee/Boards/Department Monthly Reports

Formatted: Indent: First line: 0"

Any Board member may request that an item be removed from the consent agenda and be placed on the regular agenda under new business.

2.4(d) Board Rules

Updated by Board of Trustees xx/xx/xx

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

~~All Board meetings shall be conducted in the spirit of modified Robert's Rules of Order. However, the Chairman of the meeting may deviate as necessary.~~

Formatted: Font color: Red, Strikethrough

~~Orderly meetings will be conducted using parliamentary procedure and utilizing Robert's Rules of Order simplified per the following guide to conduct meetings fairly and efficiently.~~

Formatted: Font color: Red

Motions:

- ~~All motions must be seconded and are adopted by a majority vote unless otherwise noted.~~
- ~~All motions may be debated.~~
- ~~Each motion presented for consideration is entitled to full and free debate with each Board member being given fair and equal time for discussion.~~
- ~~Every member has rights equal to every other member and shall fully participate in the meetings.~~

Points:

- ~~Point of Order: When a Board member believes that the rules of the Board are being violated, he/she can make a Point of Order (or raise a question of order) thereby calling upon the chair for a ruling and an enforcement of the rules.~~
- ~~Point of Information: a request for information on a specific question, either about process or about the content of the motion.~~

Formatted: Font: (Default) Tahoma, Font color: Red

Formatted: Font color: Red

Amendments:

- ~~An amendment is a motion to change, to add words, or to omit words from, a pending motion.~~

Table:

- ~~A motion to table is to set aside temporarily without setting a time for resuming its consideration but with the provision that the motion can be taken up again whenever the majority decides.~~

Abstaining:

- ~~A Board member must abstain (refrain from voting) when he/she has a conflict of interest. A Township Board member has a conflict of interest when he or she, individually, has a direct personal financial interest in the matter before the Board.~~
- ~~If a Board member or commission member has a conflict of interest, he or she shall recuse him or herself. The person must remove him or herself from participating in any discussion, hearings, deliberations and information gathering regarding that decision.~~
- ~~A Township Board cannot force a member to abstain. Where there is no conflict of interest, a Board Member has a duty to vote.~~

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: (Default) Tahoma, Font color: Red

Formatted: Font: (Default) Tahoma

Formatted: List Paragraph

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

2.4(e) Board — Work-study Session —

Updated by Board of Trustees X-X-XX/xx/xx

Formatted: Font color: Red

The Township Board shall conduct a Work-study session ~~at 2:00 p.m., or earlier~~, if necessary, prior to the ~~first monthly regularly scheduled~~ meeting of the Board of Trustees, providing a request has been submitted. Any elected official, or department head, requesting the meeting with the Board during this session shall submit to the Clerk through ~~email (clerk@hamburg.mi.us)~~ Municode the following by noon the ~~Thursday~~ Wednesday prior to the ~~first~~ Board Meeting ~~of the month~~:

1. State the Objective of the Meeting
2. Supporting Documentation
3. Motion/End Action Plan

Formatted: Font color: Red, Strikethrough

Formatted: Strikethrough

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red, Strikethrough

The Clerk shall then post the notice and provide the ~~notice in the~~ packet ~~for the Regular Board Meeting to the Board of Trustees~~. Work-study sessions shall be a publicly noticed meeting that shall not be televised. Minutes from the Work-study session shall be provided to the Board of Trustees along with the minutes for the Regular Board Meeting that follows the Work-study session.

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red

Formatted: Font color: Red, Strikethrough

2.4(e) Board Work-Study Session – 12-17-24 approved language

The Township Board shall conduct a work-study session prior to each regularly scheduled meeting of the Board of Trustees, provided a request has been submitted. Any elected official, or department head, requesting the meeting with the Board must do so by noon on the Thursday preceding the work-study by submitting a memo and any supporting documents into Municode.

The Clerk will notify the Board of Trustees, via email, if the work-study session has been canceled due to lack of an agenda. Work-Study sessions shall be publicly noticed meetings that will not be televised but rather audio recorded. Minutes from the work-study session will be included in the succeeding consent agenda.

1. Personnel matters are to originate through a work-study session
2. No motions are to be made in a work-study session
3. No action will take place in the board meeting that immediately follows the originating work-study session where an issue is raised but may be included and any other future meeting as directed by the Board.

2.4 4(f) Public Participation

Members of the public shall have an opportunity, under Call to the Public, to address the Board for no more than three (3) minutes on any item. The Board may suspend the time limitation when warranted. When all persons who wish to address the Board have been heard, the Supervisor shall announce that public comment is concluded.

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

2.4(g) Board Correspondence

Board Correspondence shall be included in the Consent Agenda. A motion may be made to consider the correspondent's request under current business. If no motion is made to consider the request, the correspondence will be received and filed.

Informational written correspondence that does not require Board action will be forwarded to Board members in a timely fashion.

2.4(h) Board Consultants

The Township Board reserves to itself the authority to appoint the following consultants:

1. Attorney
2. Auditor
3. Engineer
4. Labor Relations Attorney
5. Planning Consultant
6. Risk Manager
7. Bond Counsel
8. Other (As Appropriate)

A letter of agreement shall be executed between the Board and each consultant that will address the following:

1. Term of the Agreement
2. Description of Services
3. Method of Payment (retainer, hourly, project, or combination thereof)
4. Schedule of Payment
5. Documentation of Services Provided
6. Method of Resolving Disputes
7. Which Township Officials are Authorized to Direct Work or Assign Tasks to Consultant

Consultants shall serve at the pleasure of the Board. The Board shall establish a line item for consulting services.

2.4(i) Litigation

- The initiation of any lawsuit, litigation, claim for injunctive relief or writ of mandamus shall require a majority vote of the Township Board, except when there are extenuating circumstances, as defined below:
- Extenuating circumstances are defined as an emergency situation or a situation in which a violation of any State, Federal, or local ordinance constitutes a public

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

nuisance or otherwise endangers the public and in which the continued existence of such a condition, emergency or violation shall be detrimental to the health, safety and welfare of the Township.

- Extenuating circumstances also include any case where the continued existence of any condition, emergency or violation may jeopardize the legal position of the Township in securing the intended remedy in any lawsuit, litigation or other proceeding.
- The initiation of a lawsuit, litigation or other proceeding for extenuating circumstances shall be allowed only upon the written directive of the Supervisor, Clerk and one other Board Member. In the event that such action is taken, the matter shall be brought to the Board's attention at its next meeting. The Board shall meet in closed session to discuss the litigation, including the reasons for initiating legal action, without the full board's prior review and approval.

2.4(j) Direction and Control of Day-to-Day Administration

Updated by Board of Trustees X-X-
XX/XX/XX/XX

To promote efficient administration, the Township Board authorizes the ~~Supervisor, Clerk, and Treasurer~~ Executive Team, to provide day-to-day direction and control over all Township activities that are not assigned by State law to another official, and to provide a liaison between the Board and the various Township departments.

Any directives or complaints made by a member of the Board regarding a department head or employee, shall be directed to the elected official responsible for the department. All requests for information by a board member should be directed ~~by to~~ the ~~Department Head~~ responsible elected official.

2.4(k) Board Minutes

Trustees xx/xx/xx

Updated by Board of

~~Minutes will be prepared and published according to the MTA Clerk Guide to Township Government, and applicable MCL(s). Minutes will be prepared by the committee secretary, approved by Committee, and submitted to the Township Clerk. The Clerk is designated as the keeper of the minutes and is responsible for forwarding a copy of the approved minutes to the Township Board. The Clerk may appoint & compensate a keeper recording secretary of the minutes. All committees shall have board approved bylaws governing their operations.~~

2.4(k) Township Board Laptop Computers

2.4(k)(1) Use of Township Board Laptops

Formatted: Font color: Red

Formatted: Font color: Red

Formatted: Font color: Red

Formatted: Font color: Red

Formatted: Font color: Red, Strikethrough

Formatted: Strikethrough

Formatted: Font color: Red, Strikethrough

Formatted: Strikethrough

Formatted: Font color: Red, Strikethrough

Formatted: Strikethrough

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Blue, Strikethrough

Formatted: Font color: Red, Strikethrough

Formatted: Strikethrough

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red, Strikethrough

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

~~Laptops shall be provided to Township Board members. For the elected administrators (Supervisor, Clerk, Treasurer), the Township Board may elect to provide a dual use laptop for support of digital packets as well as a day-to-day office machine as a full-time member of the Township network.~~

~~2.4(k)(2) Inappropriate Uses~~

Formatted: Font color: Red, Strikethrough

~~See Section 5.5(f)(5) Electronics Communications Policy. The same prohibitions set forward in the Electronic Communications Policy are applied to use of laptops. Each Township Board member, Board Secretary, or designated representative assigned a Township-owned laptop, must sign a copy of the Electronic Communications Policy.~~

~~2.4(k)(3) Security~~

Formatted: Font color: Red, Strikethrough

~~Township approved anti-virus software will be installed in all Township owned laptops. User will agree to not disable the anti-virus software.~~

~~2.4(k)(4) Personal Use~~

Formatted: Font color: Red, Strikethrough

~~Non-profit/recreational/casual use will be permitted for laptops provided to Township Board members. Private business or profit-making uses of Township laptops is strictly prohibited.~~

2.5 Committee Administration

All sub-committees, boards, and commissions of the Hamburg Township Board shall be conducted in accordance with the Michigan Open Meetings Act.

2.5(a) Committee Postings

Updated by Board

of Trustees xx/xx/xx

~~The Township Clerk shall be responsible for posting all regular meetings.~~ Department Heads are responsible for posting any ~~special~~ meetings for any boards, commissions, or committees related to their department.

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red

Formatted: Font color: Red, Strikethrough

2.5(b) Committee Rules

Updated by Board of Trustees xx/xx/xx

~~All meetings shall be conducted in the spirit of modified Robert's Rules of Order. However, the Chairman of the meeting may deviate as necessary. All other boards, commissions or committees not addressed in section 2.4 shall follow their applicable bylaws.~~

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red

2.5(c) Committee Meeting Participation

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Members of the public shall have an opportunity, under the Call to the Public portion of the agenda, to address the Committee for three (3) minutes on any item deemed appropriate.

2.5(d) Committee Minutes

Board of Trustees X-X-XX/xx/xx

Updated by

Minutes will be prepared and published according to the MTA Clerk Guide to Township Government, and applicable MCL(s). Minutes will be prepared by the committee secretary, approved by Committee, and submitted to the Township Clerk. The Clerk is designated as the keeper of the minutes and is responsible to for forwarding a copy of the approved minutes to the Township Board. The Clerk may appoint & compensate a keeper of the minutes. All committees shall have board approved bylaws governing their operations.

Formatted: Strikethrough

~~2.5(e) Meeting Agenda & Board Rules~~

Updated by Board of Trustees X-X-XX

~~All other boards, commissions or committees not addressed in section 2.4 shall follow their applicable bylaws.~~

Formatted: Font color: Red, Strikethrough

Formatted: Strikethrough

Formatted: Font color: Red, Strikethrough

Formatted: Strikethrough

Formatted: Font color: Red, Strikethrough

Formatted: Strikethrough

Formatted: Font color: Red, Strikethrough

Formatted: Strikethrough

~~2.4(k) 2.6 Township Board Laptop Computers~~

Updated by Board of Trustees xx/xx/xx

~~2.4(k)(1) 2.6(a) Use of Township Board Laptops~~

Laptops shall be provided to Township Board members. For the elected administrators (Supervisor, Clerk, Treasurer), Executive Team, the Township Board may elect to provide a dual use laptop for support of digital packets as well as a day-to-day office machine as a full-time member of the Township network.

Formatted: Strikethrough

~~2.4(k)(2) 2.6(b) Inappropriate Uses~~

Updated by Board of Trustees xx/xx/xx

~~See Section 5.5(f)(5) Electronics Communications Policy. The same prohibitions set forward in the Electronic Communications Policy are applied to use of laptops. Each Township Board member, Board Secretary, or designated representative assigned a Township owned laptop, must sign a copy of the Electronic Communications Policy. Per the applicable policy.~~

Formatted: Strikethrough

Formatted: Font color: Red, Strikethrough

Formatted: Strikethrough

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red, Strikethrough

Formatted: Not Strikethrough

Formatted: Font color: Red, Strikethrough

~~2.4(k)(3) 2.6(eb) Security~~

~~Township approved anti-virus software will be installed in all Township owned laptops. User will agree to not disable the anti-virus software.~~

Formatted: Strikethrough

~~2.4(k)(4) 2.6(dc) Personal Use~~

Formatted: Strikethrough

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Non-profit/recreational/casual use will be permitted for laptops provided to Township Board members. Private business or profit making uses of Township laptops is strictly prohibited.

Formatted: Indent: First line: 0"

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

3.0 PERSONNEL ADMINISTRATION

Formatted: Space After: 6 pt

3.1(a) Human Resource Director Duties

The Human Resource Director (HR Director) shall be responsible for all of the following:

- ~~1. Working with the Supervisor, Treasurer, and Clerk to provide interpretations to implement the provisions of the Personnel Policies and Procedures manual that has been approved by the Township Board. Aid any interpretations of the policy that may require the Township Board review.~~
- ~~2. Make recommendation to the Township Board on necessary changes in the Personnel Policies and Procedures Manual. Monitor changes in State and Federal laws that impact Township personnel practices and policies. If and when these laws impact Township personnel practices and policies the Human Resource Director will communicate and recommend the necessary Personnel Policies and Procedures Manual revisions to the Township Board.~~
- ~~3. The Human Resource Director will investigate complaints levied by an employee against their immediate supervisor or another employee. Depending on the complaint, the HR Director will work with the Department Head and Township Supervisor on the investigation. Upon the conclusion of the investigation, the HR Director will submit a report of the findings with a proposed course of action to the Township Supervisor, Clerk and Treasurer. If it is determined the course of action needs to be approved by the Township Board, the HR Director will provide the written summary.~~
- ~~4. Provide all employees with copies of the Personnel Policies and Procedures Manual and amendments. Provide all new employees with a copy of the Personnel Policies and Procedures Manual.~~
- ~~5. Work with Department heads to develop new job descriptions as required.~~
- ~~6. Review annual job descriptions and any updates that are proposed by Department Heads.~~

3.1(ab) Department Heads and Supervisors

Updated by Board of Trustees 9/2/25

Department Heads shall be responsible for all of the following:

1. Recommend appropriate pay grade and compensation for all employees. Annual compensation is subject to Township Board approval.
2. Develop new Job Description ~~as required with the assistance of the Human Resource Director~~. New Job Descriptions are subject to Township Board approval.
3. Annual review and update all Job Descriptions, ~~with the assistance of the Human Resource Director~~, to ensure their accuracy.

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4. Recruit and interview applicants for job vacancies in accordance with section 3.6.

4.

Formatted: Indent: Left: 0.5", No bullets or numbering

3.2—Employee Recordkeeping

3.2(a) Personnel Records

9/2/25X-X-XX

Updated by Board of Trustees

Formatted: Font color: Auto

The ~~Human Resource Department~~Clerk's department shall maintain a personnel record of each Township employee. ~~HR should maintain a~~All records shall be maintained in accordance with all state and federal law. At a minimum, each employee's personnel file shall contain the following:

1. Personal data, including full name, Social Security number, current address, and resume and/or application submitted.
2. Date of Hire.
3. Performance Evaluations.
4. Use of authorized leaves.
5. Commendations and/or disciplinary actions.
6. Tax withholding information.
7. Beneficiary information.
8. Record of positions held.
9. Insurance and pension records.

Formatted: Font color: Auto, Not Strikethrough

3.2(b) Confidentiality of Personnel Files

XX9/2/25

Updated by Board of Trustees X-X

Formatted: Font color: Auto

The contents of the employee personnel files shall be considered confidential. Any employee may examine the contents of his or her personnel file under the direct supervision of the Clerk ~~Supervisor, or Human Resource Director~~ or designee of the Clerk. A record is kept within the file of the person requesting to view the file, together with the date. The contents of an employee's personnel file shall not be removed by anyone except the ~~Human Resource Department Clerk~~. Confidential information contained in a personnel file shall be released to others only with the written authorization of the employee.

Formatted: Font color: Auto, Not Strikethrough

3.2(c) Freedom of Information Act Request for Personnel Files

Updated by Board of Trustees 9/2/25

Formatted: Right

Requests for copies of documents contained in the personnel files that are made pursuant to the Freedom of Information Act will be released only after confidential information that may be contained on the document is deleted, with the Clerk's approval. ~~The Human Resource Director may contact~~The Township attorney may be contacted for advice in responding to a Freedom of Information Act request involving personnel records. Pursuant to the Michigan Freedom of Information Act, the ~~Human Resource Director~~FOIA Coordinator, after consulting with the Township attorney, shall notify in writing the FOIA Coordinator to notify any party requesting confidential information that the request is denied. ~~The HR~~

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

~~department~~ Employees are to be immediately will notified ~~current employees immediately~~ that information from their file has been requested by a FOIA.

3.3—Classification and Compensation

Updated by Board of Trustees 9/2/25

Updated by Board of Trustees X-X-XX

The Township Board shall establish an equitable compensation system for Township employees. The Board shall determine a pay range for all Township positions. Each employee shall be paid an annual salary or hourly wage as determined by the Township Board and as appropriated in the Township budget.

Salaries for elected officials are set once a year by resolution of the Township Board and can only be changed with the official in agreeance and board action. Per diem rates are paid in addition to salaries for Trustees, and committee members. For those individuals who receive per diem payments from the Township, the following requirements apply:

1. The payment of a per diem must be approved by a motion or resolution of the Township Board.
2. A daily per diem rate will be paid for approved, scheduled seminar or conference attendance to officials not compensated with a salary by the Township.
3. Payment of a per diem for scheduled meetings will be made only when the following conditions have been met:
 - a. The Board, Commission, or Committee meeting must have been legally posted with public notice by the Clerk's office. ~~This does not apply to the Union Contract Negotiating Township Board appointed Committee, or by the Department Head responsible for the special meeting related to their department.~~
 - b. The meeting must be held in handicap accessible, public facilities.
 - c. Minutes of the meeting must be taken and supplied to the Township Clerk. ~~This does not apply to the Union Contract Negotiating Township Board appointed Committee.~~
 - d. Item (b) above may be waived if the notice states that the meeting will consist of visiting another site and is for that purpose only.
 - e. With the exception of Township Trustees ~~s~~cheduled meetings during Township business hours are not eligible for a per diem payment when individual is compensated by an approved salary.

Formatted: Indent: Left: 0.5", Hanging: 0.25"

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Indent: Left: 0.5", Hanging: 0.25", Space After: 6 pt

3.3(a) Benefits

Benefits are provided to all full-time regular employees and the ~~Supervisor, Clerk and Treasurer~~ Supervisor, Clerk and Treasurer. Township Board elected trustees receive the

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

retirement benefit established by the current plan. Employee benefits include health insurance, short- and long-term disability insurance, life insurance, retirement, sick/personal and vacation time.

3.3(a)(1) Health Insurance Options

Updated by Board of Trustees X-X-XX

Health care coverage is provided to all full-time regular employees and the ~~Supervisor, Clerk and Treasurer~~ Supervisor, Clerk and Treasurer. Full-time regular employees having health insurance coverage from another source available to them will be eligible for compensation in lieu of health care coverage in the amount of \$3,000.00 ~~annually, paid in equal monthly payments~~. To be eligible for this program the employee ~~would have to~~ shall provide written verification of alternate coverage from a recognized health care provider. Employees wishing to exercise their choice for this program would be limited to an open enrollment period each year unless a change in status is documented.

Formatted: Font color: Auto, Not Strikethrough

Formatted: Font color: Auto

3.4.—ADA Coordinator

The ADA Coordinator shall be appointed by The Township Board of Trustees. It shall be the duty of the ADA Coordinator to assess the general working conditions of the Township on a continual basis. Any conditions that create a safety hazard shall be corrected immediately. The ADA Coordinator shall report to the Township Board any unsafe conditions that will require a modification of any board adopted policy or procedure or the expenditure of funds exceeding \$750.00 to eliminate that condition.

3.5.—Authorized Work Force

Updated by Board of Trustees X-X-XX

The Township Board ~~shall has~~ determined the number of employees assigned to the various Township departments. ~~The following procedure shall be followed to obtain authorization to establish a new position: shown in Table 3.5(1) that shall be maintained by Department Heads.~~

Formatted: Font color: Auto, Not Strikethrough

Formatted: Font color: Auto

Table 3.5(1)

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL



The following procedure shall be followed to obtain authorization to establish a new position:

3.5(a) - _____

The following procedure shall be followed to obtain authorization to establish a new position: The Department Head shall present the need for the new position to the Township Board. The Department Head shall include in his/her proposal a written justification for the position as well as a draft of the position's job description, along with cost that has been reviewed by the ~~Accounting Director~~ Director of Accounting. Upon receiving authorization from the Township Board, the Department Head may initiate the employee selection procedure.

3.5(b)

The following procedure shall be followed for resignations: An employee who resigns from Township employment should give at least two weeks' written notice to his/her immediate Supervisor. ~~The notice will be included in the employee's personnel file. It is the responsibility of the immediate Supervisor to notify their Department~~

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

~~Head, the responsible elective official, and the Human Resources Director immediately. It is the responsibility of the elected official to notify the Township Board as soon as practical. The notice will be included in the employee's personnel file.~~

3.6—Employee Selection

The Department Head shall utilize the following procedures in filling any vacant employment position:

3.6(a)

Updated by Board of Trustees 9/2/25

Formatted: Font: Bold

Formatted: Font: Bold

~~The Department Head shall develop a notice of position vacancy based on the current job description. Requires approval from an executive team member whom oversees said department head.~~

3.6(b)

Updated by Board of Trustees 9/2/25

~~The position of vacancy notice shall be placed on the Township website and published and posted on other websites that the Department Head are feels-is best suited. All resumes and applications should be sent to the attention of the Department advertising. The Clerk shall make available a central file storage for the retention of applications according to current record retention rules. The Department Head shall forward application files to the Clerk.~~

3.6(c)

Updated by Board of Trustees 9/2/25

~~The Department Head will work with HR and a Board member or an alternate to conduct interviews with the selected applicants. Any additional screening procedures such as pre-employment testing or the use of an assessment center shall require prior Board approval. At least three non-related references shall be contacted for a background check.~~

3.6(d)

Updated by Board of Trustees 9/2/25

~~The Department Head shall select the candidate that best meets the job prerequisites for education, experience, personal traits, and management style, if appropriate.~~

3.6(e)

Updated by Board of Trustees 9/2/25

~~The Department Head shall present the selected candidate to the Township Board for final approval.~~

3.6(f)

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Following Township Board concurrence, the candidate will be offered the position pending the satisfactory completion of a physical examination and drug testing at the expense of the Township. Failure to pass the examination or testing shall result in an automatic termination of employment.

Formatted: Font color: Auto, Not Strikethrough

Formatted: Font color: Auto, Not Strikethrough

Formatted: Font color: Auto, Not Strikethrough

3.6(a)

The Human Resource Director and the Department Head shall develop a notice of position vacancy based on the current job description.

Formatted: Font: (Default) Tahoma

Formatted: List Paragraph, Left, Right: 0", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5", Allow hanging punctuation, Font Alignment: Auto

Formatted: Font: Not Bold

Formatted: Font: (Default) Tahoma

3.6(b)

The position of vacancy notice shall be placed on the Township website and published and posted on other websites that the Human Resource Director and Department Head feels is best suited. All resumes and applications should be sent to the attention of the Human Resource Department.

Formatted: Font: (Default) Tahoma, Bold

Formatted: List Paragraph, Left, Right: 0", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5", Allow hanging punctuation, Font Alignment: Auto

Formatted: Font: (Default) Tahoma

Formatted: List Paragraph, Space After: 6 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

3.6(c)

The Human Resource Director will work with the Department Head and a Board member to conduct interviews with the selected applicants. Any additional screening procedures such as pre-employment testing or the use of an assessment center shall require prior Board approval. At least three non-related references shall be contacted for a background check.

Formatted: Font: (Default) Tahoma, Bold

Formatted: List Paragraph, Left, Right: 0", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5", Allow hanging punctuation, Font Alignment: Auto

Formatted: List Paragraph, Space After: 6 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

3.6(d)

The Department Head along with the Human Resource Director shall select the candidate that best meets the job prerequisites for education, experience, personal traits, and management style, if appropriate.

Formatted: Font: (Default) Tahoma, Bold

Formatted: List Paragraph, Left, Right: 0", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5", Allow hanging punctuation, Font Alignment: Auto

Formatted: Font: (Default) Tahoma

Formatted: List Paragraph, Space After: 6 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

3.6(e)

The Department Head and the Human Resource Director shall present the selected candidate to the Township Board for final approval. The Board may schedule an interview with the candidate at a Board meeting.

Formatted: Font: (Default) Tahoma, Bold

Formatted: List Paragraph, Left, Right: 0", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5", Allow hanging punctuation, Font Alignment: Auto

Formatted: Font: (Default) Tahoma

Formatted: Font: (Default) Tahoma, Not Italic, Font color: Auto

3.6(f)

Updated by Board of Trustees X-X-XX

Formatted: Tab stops: Not at 1.13"

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

~~Following Township Board concurrence, the candidate will be offered the position receive a conditional offer of employment, pending the satisfactory completion of a physical examination and drug testing at the expense of the Township. Failure to pass the examination or testing shall result in an automatic termination of employment withdrawal of the conditional offer of employment.~~

3.7—Employee Supervision

Updated by Board of Trustees X-X-XX

Department heads shall provide direction to employees in a manner that complies with the provisions of these ~~the~~ administrative policies and procedures manual, as well as Federal and State laws, Township ordinances and the Township personnel policies manual.

Formatted: Font color: Auto, Not Strikethrough

3.8—Employee Evaluation

Updated by Board of Trustees X-X-XX

Employee Evaluation will be done for all employees. Additionally, all new employees shall be considered probationary employees for a period of at least six months following their initial date of employment. During the orientation period, employees will be evaluated on an on-going basis and shall ~~may~~ receive a formal written evaluation at the end of three months or end of six months. A probationary employee may be discharged pursuant to Section 3.9(a) without recourse to the appeal process provided in Section 3.9(b). ~~A salary/wage step increase shall not be received during the six month probationary period.~~

Formatted: Font color: Auto, Not Strikethrough

3.8(a)

Updated by Board of Trustees 9/2/25

In January of each year Department heads will review the job growth with each employee within that department through a performance review. ~~Once the performance review is completed a recommendation will be made to the Township Supervisor and the Human Resource Director on whether or not the employee should move to the next increase in the wage scale.~~ Performance Review form is attached a.

3.8(b) Wage Schedule

Updated by Board of Trustees X-X-XX

In July of 2021, the Township commissioned a wage study. The Board approved the study in September 2021. This wage study will be used as the base for wages moving forward. Each year the base wage study will be increased by the rate of inflation that the Board will set at the strategic planning meeting in March ~~in June~~.

Formatted: Font color: Auto, Not Strikethrough

3.9—Employee Discipline

Updated by Board of Trustees

9/2/25

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Department heads ~~with the Human Resource Director~~ may administer written warnings pursuant to guidelines adopted in the Township ~~personnel policies and procedures~~ employee handbook in Section 9.0 Dispute Resolution Procedure.

3.9(a) Suspension or Discharge

Updated by Board of Trustees 9/2/25

~~Updated by Board of Trustees X-X-XX~~

The application of suspension or discharge can ~~be~~shall/shall be authorized by the Township Board, pursuant to guidelines adopted in the Township ~~personnel policies and procedures~~ employee handbook. Additionally, The ~~Executive Team Township Supervisor and/or the Township Clerk~~ are authorized to take immediate action and relieve any employee (with pay ~~or without~~) or volunteer at any time they deem it is in the best interest of the Township. An employee or volunteer shall immediately vacate the premises until which time they are contacted by the ~~Executive Team Township Supervisor, Clerk~~ or their Department Supervisor with further direction. Such action shall be reported to the Township Board through email or phone communication by the ~~Executive Team Supervisor or Clerk~~ when reasonably possible. Recommendations for suspension or termination can be made by the ~~Human Resource Director and the~~ Department head to the Township Board for action for all employees except probationary employees.

Formatted: Font color: Auto, Not Strikethrough

3.9(b) Appeals

Updated by Board of Trustees 9/2/25

A suspension or discharge may be appealed within three (3) days. An appeal shall be made in writing to the ~~Human Resource Director~~Township Clerk, who shall promptly notify the Board of the appeal and all relevant facts that gave rise to the application of the disciplinary measure. The appeal shall be heard at the next Township board meeting, or at a special meeting called for that purpose by the Supervisor or by the majority of the Township Board.

3.10 Collective Bargaining

Updated by Board of Trustees 9/2/25

~~Updated by Board of Trustees X-X-XX~~

The Township Board ~~delegates to the Supervisor, one (1) trustee and the Human Resource Director the authority shall establish negotiation committee(s) delegates to the Union Contract Negotiating Committee appointed by the Board the authority~~ to represent the Township Board in collective bargaining negotiating sessions. The Township Board may hire a Labor Relations Attorney to assist in the collective bargaining process. Prior to beginning negotiations, the Township Board shall meet in closed session to develop negotiation strategy regarding wages, hours, conditions of employment and any non-mandatory topic to which the Township Board agrees to negotiate. Any proposed agreement shall be brought to the Township Board for its ratification or rejection.

Formatted: Font color: Auto

3.11 Employee Recognition

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Department heads shall bring to the attention of the Board any ~~incidences~~incidents of meritorious conduct by any Township employee, volunteer or appointed official. The Township Board shall recognize meritorious actions that the Board deems worthy through the adoption of resolutions of tribute.

3.12 ~~-~~Ethical Standards

All elected and appointed officials, employees, and volunteers shall fulfill their duties with the utmost attention to serving the best interests of the Township citizens, and no official, employee or volunteer shall participate in a decision or transaction on behalf of the Township that would result in a direct financial benefit to the Township official, employee or volunteer.

Any official, employee or volunteer who believes that he or she may be placed in a potential conflict of interest shall immediately notify the Township Board, and any subsequent action shall be in conformance with State law.

No employee shall accept employment or participate in any outside activities that conflicts with performing his or her Township duties. No employee shall participate in solicitation or use his/her influence of position for personal gain.

No official or employee shall accept any gift of material value in excess of \$10.00 from a person or company providing goods or services to the Township, or who is soliciting Township business.

3.12(a) Nepotism Policy

Updated by Board of Trustees X-X-XX

The employment of relatives can cause various problems including but not limited to charges of favoritism, conflicts of interest, family discord and scheduling conflicts that may work to the disadvantage of both the agency and its employees.

For the purpose of this policy the term "relative" shall include the following relationships: relationships established by blood, marriage or legal action. Examples include the employee's spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandchild or cousin. The term also includes domestic partners (a person with whom the employee's life is interdependent and who shares a common residence) and a daughter or son of an employee's domestic partner.

It is the goal of Hamburg Township to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts or management disruption exist. Hamburg Township may allow existing personal relationships to be maintained or employ individuals with personal relationships to current employees under the following circumstances:

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- Individuals may not work under the supervision of the same manager or department;
- They may not create a supervisor/subordinate relationship with a family member;
- They may not supervise or evaluate a family member;
- The relationship will not create an adverse impact on work productivity or performance;
- The relationship may not create an actual or perceived conflict-of-interest
- They may not audit or review in any manner the individual's work;
- They may not be eligible for employment as a department head if a member of the employee's immediate family (spouse, children, parents, grandparents, brothers, sisters, step family members, in-law family members) serves on the Board of Trustees.

No personal employee relationship covered by this policy will be allowed to be maintained, regardless of the positions involved, if it creates a disruption or potential disruption in the work environment, creates an actual or perceived conflict of interest or is prohibited by any legal or regulatory mandate.

This policy must be considered when hiring, promoting or transferring any employee.

Should relationships addressed within this policy be identified with either candidate for employment or, current employees the matter should be immediately reported to the Human Resource Director and the following policies and procedures will be followed:

- A determination will be made whether the relationship is subject to the agency's Nepotism policy based on the conditions described above.
- If the relationship is determined to fall within one or more of the conditions described in this policy the ~~Human Resource Director~~Township Clerk in consultation with the affected employee supervisor and the Township Supervisor will attempt to resolve the situation through the transfer of one employee to a new position or identifying some other action (e.g., Supervisory reassignment) which will correct the conflict or issue identified. If accommodations are not feasible then, with affected employee suggestions, the Human Resource Director in consultation with the Township Supervisor shall determine which employee must resign in order to resolve the situation.
- ~~Transfers, reassignments, and resignations shall be approved by the Township Board of Trustees.~~

The agency reserves the right to exercise appropriate managerial judgment to take such actions as may be necessary to achieve the intent of this policy. ~~This policy does not apply to relative working for the Township prior to the implementation of this policy on 02/18/2025.~~

It is the responsibility of every employee to identify to ~~their Department Head~~ the Human Resource Director any potential or existing personal relationship which falls under the

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

definitions provided in this policy. Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action up to and including the termination of employment.

3.13 - Workplace Violence

Please See: The [Personnel Policies and Procedures](#) Employee Handbook Section 6.0 Code of Conduct.

3.14 - Non-Smoking Policy

In accordance with Michigan State Law, smoking is prohibited in all Hamburg Township buildings. It is Hamburg Township policy that smoking is prohibited within 10 feet of any entrance to Township owned buildings and, in all Township, owned vehicles.

3.15 - Tuition Reimbursement (Non-Bargaining Unit Employees)

Updated by Board of Trustees xx/xx/xx

Formatted: Font color: Red

Updated by Board of Trustees X-X-XX

Formatted: Right

Hamburg Township's tuition reimbursement policy is to help employees further ~~their~~ skills in present positions or prepare for a different position with the Township. The Township will reimburse any full-time employee for tuition, registration, and books for college level courses ~~expensed within the fiscal year~~ not to exceed ~~six thousand (\$6,000.00)~~ nine thousand (\$9,000) dollars per fiscal year per employee. To be eligible for reimbursement, the following criteria must be met by non-bargaining unit employees:

Formatted: Font color: Auto

- ~~A.a)~~ Employee must be full-time and have completed one year of service prior to enrolling in a college level course.
- ~~B.b)~~ All course work must be related to a position at Hamburg Township.
- ~~C.c)~~ The employee must submit a Hamburg Township Tuition Reimbursement Approval Request Form (PE-101-1003) to their Department Head in advance of enrolling in the course(s). The Department Head, or his/her designee, must approve all course work prior to enrollment. The completed, approved form is to be filed in the employee's personnel file ~~in the Human Resource Department and a copy submitted to Accounting~~ prior to the start of the course.
- ~~D.d)~~ Denial of approval by the Department Head, or his/her designee, may be appealed first to the ~~Elected Official~~ responsible for that Department ~~Supervisor~~, and second, if necessary, to the Township Board of Trustees.
- ~~e)e)~~ The employee shall agree that in the event the employee voluntarily leaves Township employment within two years of the completion of the course work, he/she shall reimburse the Township for all costs and authorize repayment through final payroll deductions.

Formatted: Font color: Auto, Not Strikethrough

Formatted: Font color: Auto

Formatted: Font color: Auto, Not Strikethrough

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

f)E. The employee shall agree that the program course work must not adversely affect job performance, must be taken on personal time, and outside of regularly scheduled work hours.

g)G. The Township will reimburse the cost of registration, tuition, and books based upon successful completion of the course (i.e., with a passing grade of "C" or better ~~for undergraduate course work and "B" or better for graduate course work for undergraduate course work and "B" or better for graduate course work~~).

Commented [MD1]: Duffany request. Discussed at dept head

h)H. Upon ~~Within 30 days of~~ successful completion, an expense request form, together with a transcript or report card indicating the grade, and receipts for tuition, registration, and book expenses must be submitted to ~~the Human Resource Department Accounting~~ the Department Head for reimbursement.

Formatted: Font color: Auto, Not Strikethrough

i)I. None of the above shall apply to any courses/training mandated by the employer.

Note: Tuition reimbursement for bargaining unit employees is governed by their Collective Bargaining Agreement.

3.16 — Adverse Weather Policy

Updated by Board of

Trustees 9/2/25

Formatted: Font color: Auto

Hamburg Township regular business hours are Monday through ~~Friday from 8:00 a.m. to 5:00 p.m.~~ Thursday from 7:30 a.m. to 5:30 p.m. Should severe weather (snow and/or ice) arise during regular business hours, the Supervisor, or the Clerk in the absence of the Supervisor, ~~after consultation with the Public Safety Director or Buildings and Grounds Superintendent~~ will determine the necessity to close the Township offices and dismiss employees for the remainder of the day. Those employees whose job responsibilities prohibit them from being dismissed, will be compensated for hours worked at time and one-half.

Formatted: Font color: Auto, Not Strikethrough

-The Supervisor or Clerk will activate a notification "BLAST" on the Township phone system notifying employees, and the general public who call the Township, that the Township offices are closed. This "BLAST" will be in place by 6:30 a.m. If the Township phone system is inoperable, employees should contact their supervisor for Township closure information. When the Township office is closed due to inclement weather, the employees will be compensated at their regular pay rate. Those employees whose job responsibilities require them to report to work, will be additionally compensated their regular rate of pay at time and one-half.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.0.—FINANCIAL ADMINISTRATION

4.1.—Accounts Payable

4.1(a) Department Head Authorization

~~Updated by Board of Trustees X-X-XX~~

Updated by Board of Trustees xx/xx/xx

Excluding Public Safety, ~~a~~All requests for payments, i.e., invoices or expense vouchers, shall be processed in accordance with Section 4.8(d) of this manual, and shall be approved by the department head, ~~or their designee,~~ responsible for the cost center to which the expense shall be posted. The department head, ~~or their designee,~~ shall indicate that the expense is authorized and correct by affixing the account number and his or her initials to the invoice. ~~All approved bills must be submitted to the accounting department at least 5 days prior to the Board meeting at which claims will be audited for approval.~~

4.1(b) Warrant Reports

~~Updated by Board of Trustees X-X-XX~~

Updated by Board of Trustees xx/xx/xx

The **Clerk Accounting Specialist** shall prepare an accounts payable listing-report ~~to~~ **for** the Board showing the vendor name, nature of the expense, invoice number and account number. Any items paid prior to board audit, as discussed in Section 4.8(e), shall be noted on the warrant report.

The Clerk **and Treasurer,** ~~or their designees,~~ shall sign the accounts payable checks for all claims approved by the Board.

4.2.—Payroll

4.2(a) Time Sheets

~~xx/xx/xx~~

~~— Updated by Board of Trustees X-X~~

All completed time sheets shall be submitted to the payroll department ~~on the Friday before the next payroll date by 10:00 a.m. on the Monday of the biweekly pay period.~~ Time sheets will be **signed** submitted ~~approved by both~~ the employee and approved by the employee's department head. Time sheets are also required for per diem requests.

4.2(b) Deductions and Withholdings

The ~~Human Resource~~ Accounting Department shall be notified at least 5 days prior to the end of the pay period of any changes in voluntary deductions or withholding allowances desired by an employee. All voluntary deductions shall be authorized in writing.

4.2(c) Pay Advances

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Pay advances shall not be authorized under any circumstances.

4.2(d) Payroll Problems

Employees will immediately notify the Director of Accounting Human Resource Department of any problems or errors on their paychecks. A written account of the problem and its resolution shall be prepared by the Accounting Human Resource Department.

4.3—Cash Receipts

4.3(a) Fiduciary Bonds

Updated by Board of Trustees xx/xx/xx

All employees authorized to receive funds shall be bonded through ~~our~~ the Township's liability insurance provider.

4.3(b) Receipts

Trustees xx/xx/xx

Updated by Board of

A Township receipt shall be issued for all ~~cash, including checks, payment types~~ received ~~by at~~ the Treasurer's ~~office window~~. The receipt shall include the date and amount received, name of the payer, and purpose.

4.3(c) Deposits

Total cash collected shall be reconciled to the sum of the receipts and shall be deposited in the appropriate Township bank account. The following positions are authorized to make bank deposits: All Treasury Department employees.

4.3(d) Bank Reconciliations

Updated by Board of Trustees xx/xx/xx

The cash balances of the various fund ledgers shall be reconciled to the bank statements monthly. The cash balances should be the result of the cash receipts and disbursement activities and shall be derived from the same accounting records used in preparing the financial reports discussed in Section 4.5(a).

The bank reconciliation shall be prepared by the ~~Accounting Specialist~~ **Accounting & Benefits Coordinator** and approved by the Director of Accounting.

4.4—Accounts Receivable

4.4(a) Invoice Preparation

Updated by Board of Trustees xx/xx/xx

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

~~The Billing Clerk Accounting Specialist shall prepare all invoices for revenues due to the Township.~~ All invoices shall include a remittance advice to be returned to the Township with payment. The remittance advice shall include the name, amount invoiced, general ledger number and purpose. A copy of the invoice shall be supplied to the department responsible for generating the invoice.

4.4(b) Posting and Distribution

Updated by Board of Trustees xx/xx/xx

A copy of all invoices or ~~receipts bills for moneys received~~ by the Township shall be given daily to the ~~Billing Clerk Accounting Specialist~~ who shall supply the information to the ~~Accounting Department Accounting & Benefits Coordinator~~ for posting receivables to the general ledger.

The ~~Billing Clerk Accounting Specialist~~ shall maintain a detailed subsidiary record by individual which shall be reconciled to the general ledger ~~control~~ on a monthly basis.

4.4(c) Method of Accounting

For all remittances ~~advices~~ received in accordance with Section 4.3(c), the accounting department shall credit the receivable. A monthly listing of all amounts invoiced but not yet received shall be prepared and reconciled to the general ledger as discussed in Section 4.4(b).

4.4(d) Utility Billing

~~xx/xx/xx~~

-- Updated by Board of Trustees X-X-

Hamburg Township bills residents quarterly for flat rate sewer. When the residents receive their utility bill they have thirty (30) days to pay without a penalty. On the thirty-first (31) day a ~~\$5.00~~ penalty will be added according to the Township Fee schedule. The residents can pay their bill at the township or through the township's web site. Removal of these penalties must be approved by the Treasurer, Accounting Director or the DPW Director * Procedure Coming from Accounting.

For any utility bill outstanding as of August 31, the outstanding amount will be rolled over to the tax bills for payment, with a ~~ten percent (10%)~~ fee according to the Township Fee schedule added to the balance.

4.4(e) Portage-Base Lakes Area Water and Sewer Authority

Hamburg Township has entered into an agreement with Portage-Base Lakes Area Water and Sewer Authority to provide operations, maintenance, testing and monitoring, repairs, financial record keeping, and emergencies. This contract covers the cost of these tasks and that Portage-Base Lakes Area Water and Sewer Authority agrees to pay.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.5—Financial Reporting

4.5(a) Finance Control Book

Updated by Board of Trustees xx/xx/xx

The Treasurer and the ~~Accounting~~ Director of Accounting shall prepare a monthly financial report (Finance Control Book) ~~to~~ for the Board of Trustees ~~each month~~. The Finance Control Book shall include the following:

1. 5-year Financial Projections
2. 10-year taxable values
3. Cash Summary for Month
4. Consolidated Cash Flow Statement
5. Yearly Debt Schedule
6. Fund Balance History
7. Millage Rate History
8. Monthly ~~Banking~~ Investment Report
9. Monthly Revenue and Expenditure Reports
10. Approved Financial Institution Report

4.6—Inventory of Fixed Assets

4.6(a) Responsibility

The Accounting Department shall maintain an inventory of the Township's fixed assets that are tangible, have an expected useful life of at least one year and have a value of at least ~~\$5,000.00-2,500.00~~. Change to \$10,000.00 with Auditors approval/recommendation.

4.6(b) Updating

The Accounting Department shall add or remove fixed assets from the inventory at the time of acquisition or disposal.

4.6(c) Disposal of Fixed Assets

The Department heads shall prepare a list of all such equipment recommended for disposal and shall submit the recommended disposal of fixed assets list to the Board for approval. The Board shall determine the method of disposal, which may include MIBid, sealed bids,

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

auction, negotiated sale, ~~gift~~ or disposal. Township officials and employees are not eligible to purchase Township fixed assets by negotiated sale without the approval of the Board. An elected official shall refrain from voting on any negotiated sale involving the elected official.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.7.—Budgeting

4.7(a) Designation of Budget Officer

The Supervisor ~~or their designee~~ shall be responsible for the development ~~and administration~~ of the Township budget.

4.7(b) Timetable Updated by Board of Trustees xx/xx/xx

The proposed budget schedule shall be developed by the Supervisor and **Accounting** Director **of Accounting** each year and approved by the Board.

4.7(c) Adoption

Unless noted in the General Appropriations Act, all Township funds are adopted on a department of function basis.

4.7(d) Transfer Authority Updated by Board of Trustees xx/xx/xx

The **Accounting** Director **of Accounting** shall have authority to make transfers among the various line items within departments. Transfers between departments may be done by Board approval only. The Board shall be notified at its next meeting of any such transfers made, and the Board may modify, amend or nullify any such transfers made. Under no circumstance may the total amount of appropriations be changed without prior Board approval.

4.8.—Purchasing Policy

4.8(a).—Purpose

The purchasing policy is used to initiate and control purchases. The purpose of the purchasing policy procedure is to facilitate a more complete accounting control and the preparation of accurate, up-to-date, financial reports. The program allows the issuance of purchases with pre-defined terms. This will assist in making purchases at the best price possible and the best terms.

4.8(b).—Purchasing Procedure Updated by Board of Trustees xx/xx/xx Updated by Board of Trustees X-X-XX

For all purchases, the Department Head must ensure that budgeted funds are available before the purchase can be ordered. Once the item is received by the department the shipping receipt along with the invoice should be approved by the Department Head, ~~or their designee~~, and the expense account listed. Then the invoice will be forwarded to the Accounting Department for processing. Purchases up to \$7,501.00 (provided that the

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

funds are available pursuant to the approved department budget) are approved by the Department Heads, ~~or their designee~~. Purchases between \$7,501.00 and \$10,000.00 will require the additional approval of ~~either the Supervisor, Clerk, or Treasurer~~ Executive Team member. Purchases exceeding \$10,000.00 must receive Township Board approval except in cases where the expense is considered an emergency – to protect the health, welfare, safety and wellbeing of the community. In this case, the purchase may be authorized by the ~~Supervisor, Clerk and Treasurer, collectively~~ Executive Team. ~~If the Supervisor, Clerk and/or Treasurer are an Executive Team member is unavailable, then consent must be obtained from one or more Trustees for a total of four (4) Board of Trustees members. Check Township Emergency Management Plan.~~ Expenditures necessary to perform the daily operation functions, i.e. monthly utilities, membership, yearly maintenance agreements, software renewals and professional services previously approved will not require any additional Board approval.

4.8(c) ~~Vendor List~~

Updated by Board of Trustees xx/xx/xx

A W9 form must be obtained from all vendors before the vendor information can be entered into the Accounts Payable program. ~~Where applicable, Service-providing~~ vendors must also provide proof of liability/casualty insurance and workers comp insurance with the Township to be named as an additional insured on the vendor's insurance policy. ~~If the vendor has no employees they may provide the Township with a copy of a completed Sole Proprietor form, however;~~ If the vendor company is licensed as an LLC they must obtain a Certificate of Liability from their insurance company for workers compensation even if they do not have any employees. Upon collection of the necessary documentation by the Department, the vendor information shall be forwarded to the ~~Purchasing Agent~~ Accounting Specialist to enter new vendors into the Accounts Payable program.

4.8(d) ~~Receiving Goods Ordered~~

Updated by Board of Trustees

~~xx/xx/xx Updated by Board of Trustees X-X-XX~~

In most cases the goods ordered will be delivered directly to the Department from the source. Immediately check the goods for condition and quantity. If there are any issues with the shipment, contact the vendor. ~~After examining the goods, sign and date the shipper and return it to the Accounts Payable who will log it as it is received.~~

4.8(e) ~~Invoice Approval~~

Once the invoice is received, it must be approved by the Department Head and forwarded to the Accounting Department for payment.

4.8(f) ~~Petty Cash & Petty Cash Purchases~~

The Treasurer shall maintain petty cash for small emergency purchases, reimbursements to employees, or to pay for a service where payment is demanded prior to delivery.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Petty cash will not be used for purchases that exceed \$100.00. A copy of each receipt and a receipt signed by the recipient of a petty cash disbursement shall accompany all disbursements.

Petty cash accounts are maintained at \$200 for General Fund, \$200 for Police Department, \$300 for Senior Center, and \$300 for Fire Department and may be used by Departments for small purchases, reimbursements and other transactions for which the use of Township checking accounts would be inefficient or impractical.

1. Petty cash funds are "impress" accounts. This means that a specific amount of cash is provided to a Department to be used for departmental business. The petty cash amount is established by the Township Board. One departmental employee must be designated as the "Petty Cash Custodian". This person will be responsible for the Department's petty cash balance.
2. Original requests for petty cash funds must be submitted to the Department Head for approval using the "Petty Cash Request/Replenishment Form".
3. There are two methods of withdrawing funds from petty cash:
 - a. ~~A.~~—The reimbursement method: Petty cash may be used to reimburse an individual for a purchase that was made using his/her personal funds. Upon presentation of an original receipt, vendor invoice, or other adequate documentation to support the expenditure, the petty cash custodian will reimburse the individual for the exact amount of the purchase.
 - a.—
 - b. ~~B.~~—The petty cash custodian may advance petty cash to an individual in anticipation of a purchase. Since the purchase has not yet been made at the time of the petty cash withdrawal, the amount withdrawn may vary from the amount of the actual purchase. Documentation must be submitted to the petty cash custodian within three days of purchase. If the actual expenditure is less than the amount advanced, the individual must return the excess cash together with valid documentation of the expenditure. If the actual expenditure was more than the amount advanced, the individual may be reimbursed for the excess amount after submitting adequate documentation to support the expenditure.
4. ~~4.~~—When the fund needs replenishing, the petty cash custodian will summarize all expenditures on the "Petty Cash Request/Replenishment Form". The total of all invoices and petty cash vouchers must equal the total of the summarized expenditures. The completed "Petty Cash Request/Replenishment Form" must be signed by the petty cash custodian and approved by the Department Head and submitted to the Accounting Department.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

5. ~~5.~~—Once the Accounting Department has reconciled the activity, they will process the replenishment of the petty cash balance.
6. ~~6.~~—Petty cash should be secured at all times.
7. ~~7.~~—A petty cash expenditure is no different from any other expenditure in that all withdrawals from petty cash must be supported by adequate vendor documentation and budgeted funds must be available for the purchase. The employee making the purchase must write on the receipt what was purchased and for what purpose.

4.8(g). ~~——~~ Credit and Purchasing Card Usage and Charge Account Use Policy

~~Updated by Board of Trustees xx/xx/xx Updated by Board of Trustees X-X-XX~~

This policy is in accordance with Michigan Public Act 266 of 1995, which requires that all municipalities have a written policy when authorizing the use of credit cards to purchase goods and services for official business of the municipalities. **This policy also authorizes the use of charge accounts to purchase goods and services for official business of the municipality.**

This policy applies to all employees, officials, and departments of Hamburg Township.

1. The ~~Accounting~~ Director **of Accounting** with the approval of the ~~Township Supervisor, Clerk and Treasurer Executive Team~~, is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the Township's Credit Card **and Charge Account Use Policy**.
2. The ~~Accounting~~ Director **of Accounting** shall maintain a list of all credit cards owned **and charge accounts used** by the Township, along with the name of the officials or employee who have been issued the credit card, the credit limit established, the date issued and the date returned, **or the date access was granted, and the date access was terminated for charge accounts.**
3. An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the ~~Accounting~~ Director **of Accounting** shall be notified immediately. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card. The officials or employee must immediately surrender the card upon termination from employment.
4. The official or employee using the credit card **or charge account** must submit documentation detailing the goods or services purchased, cost, date of purchase, **necessary approval(s)** and the official business **to the Accounting Department.**
5. The ~~Accounting~~ Director **of Accounting** shall monitor the use of credit cards **and charge accounts**, and shall review each credit card **and charge account** statement as soon as possible to ensure that transactions comply with this policy. Transactions that do not comply with this policy shall be reported to the Township Supervisor.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

6. Employees who use a Township credit card **and/or charge account** in a manner contrary to this policy shall be subject to disciplinary action and/or termination of employment, as well as to legal action to recover losses incurred by such use.

Authorized use of Township credit cards **and charge accounts** may ~~by~~ **be** used only ~~be~~ **by** an official or employee of the Township under the following conditions.

1. The purchased goods and/or services are for the official business of the Township.
2. The types of goods and/or services to be purchased are those established by the department heads and the Township's purchasing policy and procedures.
3. The cost of the proposed purchase does not exceed the purchasing policy and procedures.

Payment of Credit Cards **and charge account** charges:

1. The department head will ensure that sufficient funds are available to pay for each purchase and must approve credit card **and charge account invoices purchases** prior to payment **of the invoice**.
2. The balance including any interest due on an extension of credit shall be paid for within not more than 60 days of the initial statement.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

CREDIT CARD AND CHARGE ACCOUNT USER AGREEMENT

~~Updated by Board of Trustees X-X-XX~~ Updated by Board of Trustees xx/xx/xx

Requirements of the use of Township-issued credit card **and charge account**:

1. The credit card **and charge account** is to be used only to make legal purchases for the legitimate business of Hamburg Township.
2. The credit card **and charge account** must be used in accordance with the provisions of the adopted credit card **and charge account** use policy established by Hamburg Township.

Violation of these requirements will result in disciplinary measures up to and including dismissal, appropriate criminal and/or civil action.

I have read and understand the Hamburg Township Credit Card **AND CHARGE ACCOUNT USE Policy and Procedures and I agree to adhere to them.**

Signature

Date

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.9 PURCHASE CONTROL

Updated by Board of Trustees xx/xx/xx

Any purchase in excess of ~~\$10,000~~ \$25,000 requires Township Board approval, and shall provide proof of solicitation of a minimum of three (3) bids.

Any purchase in excess of \$75,000 requires Township Board approval, following the sealed bid policy.

~~1.-~~

~~2.1.~~ **Exceptions:** MIBid, sole source vendors, emergency repairs or replacements; routine and operational services; small purchases; and when such procedures are deemed unnecessary and burdensome and not in the best interests of the Township by the Township Board of Trustees are exceptions to the sealed bid and sealed proposal requirements of this Section.

~~3.-~~

~~4.2.~~ **Purchases of ~~\$10,000~~ \$25,000 or Less:** All supplies and contractual services not exceeding ~~ten thousand dollars (\$10,000)~~ twenty-five thousand dollars (\$25,000) in cost may be made in accordance with purchase procedures established by the Township Board.

4.9(a) INVITATION FOR BIDS

Updated by Board of Trustees xx/xx/xx

1. The Invitation for bids is used to initiate the competitive bid process.
2. The Invitation for Bids should generally include:
 - a. Instructions to bidders (time and date set for receipt of bids, address where bids are to be delivered, other special information).
 - b. Description of proposed purchase.
 - c. Contract terms and conditions.
3. The Invitation for Bids should always reserve the municipality's right to reject any and all bidders.
4. The bidding time (the period of time between the date of distribution of the Invitation for Bids and the time and date set for receipt of bids) should be set to provide bidders a reasonable time to prepare their bids.
5. The Invitation for Bids may provide a form that includes a space in which the bid price may be inserted and which the bidder must sign and submit along with all other necessary submissions.
6. Invitations for Bids or notices of the availability of Invitations for Bids should be furnished to sufficient number of bidders for the purpose of securing competition.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

In the case of larger purchases, notices shall be placed in newspapers or applicable trade publications.

7. ~~If the Township delimitates-delegates the bid process to an outside an entity, that entity's policies will be followed.~~

4.9(b) NOTICE SOLICITING **SEALED BIDS OR PROPOSALS** in excess of \$75,000.00 Updated by Board of Trustees xx/xx/xx

1. **Publication:** A notice inviting bids or requesting proposals shall be published **as at** least once in the most appropriate medium or media, as determined by the Department, at least seven days before the last day set for receiving proposals or bids by the Township. This seven-day time period may be reduced if a written determination is made by the Department that the acquisition is urgent and sufficient vendors have been notified directly. The notice shall include a general description of the articles or services to be acquired and shall state where the complete solicitation package may be secured. The notice shall also include the time and place for submitting and opening bids.
2. **Posting:** The Department shall also advertise all pending invitations for bid and requests for proposals by posting a notice on the Township's website.

~~3. Definitions as used in this Section:~~

- ~~a. (1) "Medium or media" means and includes, but is not limited to, website postings, Cable TV postings, advertisement in trade magazines, direct mailings, and advertisement in a newspaper of general circulation in The Township.~~
- ~~b. (2) "Most appropriate medium or media" means notification in a medium or combination of media which, in the best judgment of the Department, will result in the greatest number of responsible vendors.~~

4.9(c) PRE-BID CONFERENCES

1. Pre-bid conferences may be conducted to explain the procurement requirements. If used, they should be announced to all prospective bidders known to have received an Invitation for Bids.
2. The conference should be held long enough after the Invitation for Bids has been issued to allow bidders to become familiar with it, but sufficiently before bid opening to allow consideration of the conference results in preparing their bids.
3. Nothing stated at the pre-bid conference should change the Invitation for Bids unless a change is made by written amendment.

4.9(d) PRE-OPENING MODIFICATION OR WITHDRAWAL OF BIDS

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

1. Bids may be modified or withdrawn by written notice received in the office designated in the Invitation for Bids prior to the time and date set for bid opening.
2. **Disposition of Bid Security:** If a bid is withdrawn prior to the time and date set for bid opening, the bid security, if any, should be returned to the bidder.
3. **Records:** All documents relating to the modification or withdrawal of bids should be made a part of the appropriate procurement file.

4.9(e) LATE BIDS, LATE WITHDRAWALS AND LATE MODIFICATIONS

1. **General Discussion:** Any bid received after the time and date set for receipt of bids is late. Any withdrawal or modification of a bid received after the time and date set for opening of bids at the place designated for opening is late.
2. **Treatment:** No late bid, late modification or late withdrawal shall be considered unless received before contract award, and the bid modification or withdrawal would have been timely but for the action or inaction of municipal personnel directly serving the procurement activity.
3. **Records/Notice:** Bidders submitting late bids that will not be considered for award should be so notified as soon as practicable. Records shall be made and kept for each late bid, late modification, or late withdrawal.

4.9(f) MISTAKES IN BIDS

1. **General Discussion:** Correction or withdrawal of a bid because of an inadvertent, non-judgmental mistake in the bid requires careful consideration to protect the integrity of the competitive bidding system, and to assure fairness.
 - a. If the mistake is attributable to an error in judgment, the bid may not be corrected.
 - b. Bid correction or withdrawal by reasons of a non-judgmental mistake is permissible, but only to the extent that it is not contrary to the interest of the Township or the fair treatment of other bidders.
2. **Mistakes discovered before opening:** A bidder may correct mistakes discovered before the time and date set for bid opening by withdrawing or correcting the bid.
3. **Confirmation of Bid:** When the Department knows or has reason to conclude that a mistake has been made, the Department should request a bidder to confirm the bid. Examples:
 - a. Obvious apparent errors on the face of the bid, or

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

b. Bid unreasonably lower than the other bids submitted.

- 4. Mistakes discovered after Award:** Mistakes may not be corrected after award of the contract, except where the Township Board of Trustees makes the determination that it would be unconscionable not to allow the mistake to be corrected.

4.9(g) BID DEPOSITS

Under certain circumstances, bid security (cash deposits, bonds, etc.) may be advisable.

When deemed necessary by the Department, bid deposits shall be required and shall be prescribed in any published notice inviting bids, as well as in the bidding documents. Unsuccessful bidders shall be entitled to return of such deposit or surety. A successful bidder shall forfeit any surety or deposit required by the Township if he fails to enter into the contract within the time required in the specifications or bidding documents, unless such forfeiture is waived or the time limit extended by the Township Supervisor or Board of Trustees.

4.9(h) RECEIPT, OPENING, AND RECORDING OF BIDS

1. **Receipt:** Sealed bids shall be submitted only to the office indicated of the Clerk's Office on the prescribed forms, ~~or another Township official as designated in the solicitation for bids,~~ on or before the date and time specified for the receipt of bids or proposals in the invitations to bid and bidding instructions. Upon its receipt, each bid and modification should be time-stamped but not opened and should be stored in a secure place ~~by the Purchasing Agent~~ until the time and date set for bid opening.

~~2.-(b)-~~ Opening and Recording

~~3.2.~~ _____

- a. Bids shall be publicly opened by the Department or the designee of the Department, in the presence of 1 or more witnesses, at the time, day and place specified in the invitation to bid and bidding instructions. All persons interested shall be allowed to be present at the bid opening. The names and addresses of witnesses shall be recorded at the opening.
- b. The name of each bidder and the total amount of each bid shall be read aloud by the Department representation or their assistants, as well as, in appropriate cases, the unit cost of each substantial item making up the total amount of each bid.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- c. All bids and specifications and invitations to bid shall be preserved and available for public inspection at the office of the Department for a period of not less than one year from the date the bids are submitted, with respect to any specific commodity or proposal.
- i. ~~(a)~~—Exceptions shall be limited to the extent that trade secrets or other proprietary data may be confidential under the Freedom of Information Act. Confidential material that accompanies the bids must be readily separable from the bid in order to facilitate public inspection of the non-confidential portion of the bid.
- ii. ~~(e)~~—**Tabulation:** A tabulation of all bids shall be made by the Department and be available for public inspection. Tabulations may be posted on the Township's website.
- iii. ~~(d)~~—**Analysis:** The Township Board of Trustees or designee of the Board shall examine all bid tabulations and recommendations from the Department to select the lowest responsible bidder.
- iv. ~~(e)~~—**Substantially Low Bid Review:** In the event the amount of the lowest bidder's bid appears disproportionately low when compared with estimates undertaken by or on behalf of the Township and/or compared to other bids submitted, the Department reserves the right to inquire further of the apparent lowest bidder to determine whether the bid contains mathematical errors, omissions, or erroneous assumptions and whether the apparent lowest bidder has the capacity to perform a complete contract for the bid amount.

4.9(i) REQUESTS FOR PROPOSAL (RFP) OPENING PROCEDURE

Requests for proposals (RFP) are often used to solicit professional services, i.e. Engineers, Auditors, Attorneys, Planners, and other professional consultants; this process is referred to as Qualifications-Based Selection ("QBS").

An RFP should include as much detail about the proposed project or requested services as possible. More information will allow more complete and relevant proposals. Successful RFP's should include the following:

1. The RFP should solicit relevant information about the firm's personnel, their particular qualifications, and experience with similar engagements.
2. The Township may consider publishing the notice of RFP in relevant trade publications to increase the response rate.
- ~~3.~~ Send the RFP to firms recommended by other municipalities (call around to other municipal officials or the applicable municipal association).

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.3. _____

- a. **Receipt of Sealed Proposals:** Sealed proposals shall be submitted only to the office of the Department on the prescribed forms, or another Township official as designated in the solicitation for proposals on or before the date and time specified in the request for proposals and related instructions. Sealed proposals shall be marked as to the time and date received at the office of the Department or other designated Township official by someone in that office.
- b. **Opening:** Proposals shall not be considered fully received for the purpose of Freedom of Information Act requests ~~until~~until the Township has determined that no additional clarifications or revisions of offers shall be accepted; therefore, no details of proposals shall be released until contract award. After contract award, all proposals shall be preserved and available for public inspection at the office of the Department for a period of not less than one year from the date the proposals are submitted.
- c. **Analysis:** The Township Board of Trustees or designee of the Board shall examine all proposal recommendations from the Department to select the proposal of best value or to select those firms they wish to further review prior to awarding a contract. If the Board wishes to interview those selected firms, the following should be completed:
 - i. Interview each firm, meet the professionals who will actually do the work.
 - ii. Contact references and past clients.
 - iii. Visit the firms' offices and specific projects they have handled (if applicable).
 - iv. Rank the firms based upon Board consensus.
- d. **Rejection of Proposals:** ~~A member of the Executive Team, The Township Supervisor,~~ Department Head, or the Township Board of Trustees has the authority to waive any irregularity of informality in any proposal and reject any or all proposals, in whole or in part.

4.9(j) AWARDING OF CONTRACTS

Updated by Board of Trustees xx/xx/xx

1. **Authority:** Except as provided by subsection (b) of this section, the Township Board shall award all contracts after receiving the recommendation of the Department or other designated Township official.
2. **Exceptions:** ~~An Executive Team member Township Administrator (Supervisor, Clerk and Treasurer)~~ is authorized to enter:
 - a. All contracts that do not exceed twenty-five thousand dollars (\$25,000)~~ten thousand dollars (\$10,000) (\$25,000);~~
 - b. All contracts for expenditures necessary to perform statutory functions, i.e. assessment notices, tax bills, etc. do not require prior Board approval provided that

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

the goods or services are within budget, and if the contract adheres to current purchasing policies; and

- c. All sole-source contracts not more than twenty-five thousand dollars (\$25,000)~~ten thousand dollars (\$10,000) (\$25,000)~~.

3. **Bid Selection:** Contracts, except as otherwise provided in this chapter, shall be awarded by the Township Board giving consideration to the following;

- a. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
- b. Whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference;
- c. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
 - i. The Township shall require the bidder to provide proof that they are responsible in paying their property taxes; both real and personal; whether it be in this township or other municipalities.
- d. The quality of performance of previous contracts or services;
- e. The previous and existing compliance by the bidder with laws and ordinances relating to any contract or service;
- f. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- g. The quality, availability and adaptability of the supplies or contractual services to the particular use required;
- h. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract; and
- i. The number and scope of conditions attached to the bid.
 - i. **Tie Bids:** If two or more low bids are received for the same total amount or unit price, and the quality and service are equal, the contract shall be awarded to one of the tie bidders by drawing lots in public, unless one of the bidders is a taxpayer or resident of the Township, in which case such taxpayer or resident shall be awarded the contract.
 - ii. **Default:** The Department shall not accept the bid or proposal of a vendor or Contractor who is in default to the Township.

4.9(k) AWARDING OF CONSTRUCTION PROJECT CONTRACTS

Updated by Board of Trustees xx/xx/xx

~~1.~~

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

2. Bid Selection: The Township Board of Trustees shall award Municipal building construction project contracts in the amount of ~~five thousand dollars (\$5,000)~~ ~~ten thousand dollars (\$10,000)~~ twenty-five thousand dollars (\$25,000) or more to the lowest responsive, responsible bidder as determined by this section.

3.1.

4. Definitions as used in this section:

5.2.

- a. ~~"Township"~~ means the Township Board of Trustees, Township Supervisor, Purchasing Agent or their designees.
- b. ~~"Construction project"~~ means the labor and material necessary for the construction, renovation, repair or improvements of a Township-owned building, except repair in emergency situations.
- c. ~~"Lowest responsive, responsible bidder"~~ means the responsible contractor with the lowest bid which satisfies the requirements of all local, State and Federal laws, this section, any bid documents used to solicit bids, and any other guidelines and specifications required for the construction project.
- d. ~~"Responsible contractor"~~ means any contractor or sub-contractor who is sufficiently qualified to satisfactorily perform the construction project, or any relevant part of the construction project as determined by the Township, based on the following:
 - i. ~~An overall review of the contractor or subcontractor's evidence of compliance or lack of compliance with the responsibility criteria, as described in this section;~~
 - ii. ~~The contractor or sub-contractors' compliance with all applicable local, State and Federal laws; and~~
 - iii. ~~Input from the Township's architect and/or construction manager, if applicable.~~

6.3. **2. Responsibility Criteria:** The ~~Township Supervisor and~~ Board of Trustees shall consider at least each of the criteria listed in this section in determining whether a contractor is a responsible contractor. The list set forth in this section does not preclude any additional criteria that the Township may deem relevant for making a determination of contractor responsibility. Any criteria deemed relevant by the Township that is in addition to the items listed in this section shall be specified in the documents soliciting bids together with the requirements of this section.

7.4. **3. Bid Documents:** This bid documents for a construction project shall require any contractor or subcontractor bidding on the construction project, or any part of the construction project, to submit with its bid, written responses and other supporting or explanatory information demonstrating its compliance, or non-compliance and the

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

reason for such non-compliance, with the listed responsibility criteria and any other criteria declared pertinent by the Township and included in the bid documents. For each separate bid package of a construction project, the Township may accord such weight as it deems appropriate to the responsibility criteria and any other criteria included in the bid documents for purposes of determining whether a contractor is a responsible contractor.

8.5. 4. Criteria: The Township will consider the following information in determining whether or not a contractor is a responsible contractor. As used in this section, "contractor" includes any subcontractor holding a subcontract of ~~five thousand dollars (\$5,000)~~ twenty-five thousand dollars (\$25,000) or more. This list is not intended to be all inclusive or exhaustive:

- a. General information about the contractor's company, its principles and its history, including the State and date of incorporation;
- b. Trade categories of contractor's employees and information regarding the State and local licenses and license numbers held by the contractor;
- c. A confirmation that all subcontractors, employees and other individuals working on the construction project will maintain current applicable licenses with the Michigan Bureau of Construction, Codes and Fire Safety, and as may otherwise be required by law for all licensed occupations and professions;
- d. The ratio of masters or journey persons to apprentices proposed to be used on the construction project job site;
- e. Documentation that the contractor maintains, participates in and contributes to a bona fide apprentice training program in which less than full journey-persons utilized on the project will be participants; as used in this section "bona fide apprentice training program" means a training program registered and approved by the United States Department of Labor, Bureau of Apprenticeship and Training Programs;
- f. Documentation of a completed Michigan Occupational Safety and Health Administration approved safety training program for employees used on the proposed job site;
- g. Evidence of the contractor's Workers' Compensation Experience Modification Rating (EMR). A bidder with a current EMR greater than 1.1 will not be considered a responsible contractor under this section;
- h. A list of similar or comparable projects completed within the past five years, including dates of work and each project's approximate dollar value and size. Documentation from these previous projects of comparable size or complexity, including but not limited to all costs related to the bidder's timeliness, performance,

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

quality of work, extension requests, contractual fines and penalties imposed, including proof of such fines and penalties, and liens filed, history of claims for extra work and any contract defaults with an explanation of the reason for the default and how the default was resolved;

- i. Evidence of contractor's experience with construction techniques, trade standards, quality workmanship, project scheduling, cost control, management of projects of comparable size or complexity, and building codes by documenting the bidder's ability and capacity to perform the project. The bidder must identify those portions of the project it reasonably believes will be subcontracted and the names of the subcontractors;
- j. A list of individuals or contact persons for entities that have received in the past five years, or are currently receiving, the contractor's services from which references may be obtained, which shall include contacts for any similar or comparable projects; and include information regarding the records of performance and job site cooperation;
- k. Audited financial information current within the past twelve months, such as a balance sheet, statement of operations, and bonding capacity. Evidence that the applicant has financial resources to start up and follow through on the project and to respond to damages in case of default, as shown by written verification of bonding capacity equal to or exceeding the amount of the project. The written verification must be submitted by a licensed surety company rated B+ or better in the current A.M. Best Guide and qualified to do business within the State of Michigan.
- l. A warranty statement regarding labor and materials;
- m. A list of all litigation and arbitrations currently pending and within the past five years, including an explanation of each. Evidence of satisfactory resolution of claims filed by or against the contractor asserted on projects of the same or similar size within the past five years. Any claim against the contractor shall be deemed to have been satisfactorily resolved if final judgment is rendered in favor of the contractor or any final judgment rendered against the contractor is satisfied within ninety days of the date the judgment became final;
- n. Proof of insurance, including certificates of insurance naming the Township as an additional insured, confirming existence and the amount of coverage for liability, property damages, workers' compensation and any other insurances required by the proposed contract documents;
- o. Evidence of compliance with the Fair Labor Standards Act, and with regulatory agencies such as the Environmental Protection Agency; the Michigan Department of Labor and Economic Growth, including the Occupational Safety and Health Administration, Workers' Compensation Agency, the Wage and Hour Division; and all other applicable State and Federal laws or agencies;

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- p. Evidence of any quality assurance program used by the contractor and the results of any such program on the contractor's previous projects;
- q. Contractor's policy addressing drugs and alcohol use for employees working on the project site;
- r. Documentation of whether the contractor provides health insurance and pension benefits to its employees;
- s. Assurance that all construction work for this project shall proceed economically, efficiently, continuously and without interruption.

~~6. Effective Date.—This section is effective for any solicitation of bids or proposals for construction projects issued by the Township on or after July 1, 2022_____.~~

4.9(I) PURCHASE ORDERS

Where required the purchase order is the legal document used by the Township to initiate and control purchases. A purchase order shall be deemed a sufficient written contract within the meaning of this Section when the interests of the Township are protected by its use.

4.9(m) RESPONSIBILITY FOR INSPECTION AND ACCEPTANCE

The responsibility for the inspection and acceptance of all materials, supplies or services purchased by the Township shall rest with the Department or other Administrative officer as may be designated by the Township Board, with respect to the particular commodity or service purchased.

4.9(n) PREVAILING WAGES ON TOWNSHIP PROJECTS Updated by Board of Trustees xx/xx/xx

- 1. If, and to the extent required by state or federal law, or by a voluntary agreement between an employer and the Township in connection with the provision of services directly to the Township or in connection with the receipt of a grant, tax abatement, or tax credit from the Township, no project, in an initial amount of two thousand dollars (\$2,000.00) or more for the performance of services or work for and on behalf of the Township, involving craftsmen, mechanics and laborers employed directly upon the site of the work, shall be entered into, approved or executed unless a contract, agreement, understanding or arrangement provides and requires that all craftsmen, mechanics and laborers so employed are to be paid not less than

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

the wages and fringe benefits prevailing in the locality of the building trades industry for corresponding classes of craftsmen, mechanics and laborers, as published as of the time of execution of the contract by the Michigan Department of Labor and Economic Growth, Wage and Hour Division. In addition, such contract, agreement, understanding or arrangement, shall provide that all subcontracts entered into by the contractor shall contain the provisions set forth in this subsection with respect to the contractor, and all such contracts, agreements, understandings or arrangements shall provide that all contractors and subcontractors engaged in the performance of services or work for the Township, to which this section applies, shall as required by this section, furnish payrolls to the Township if applicable.

~~2. As used in this section:~~

- ~~a. "Craftsmen, mechanics and laborers" means all skilled and unskilled craftsmen, mechanics, laborers, workers, and apprentices, but not executive, administrative, professional, supervisory, office or custodial employees.~~
- ~~b. "Construction work" means new construction, alterations, repair, installation, completion, demolition, or improvement of a Township-owned or Township-occupied building or other public works.~~
- ~~c. "Fringe benefits" means compensation due an employee pursuant to a written contract or written policy for holiday, time off for sickness or injury, time off for personal reasons or vacation, bonuses, authorized expenses incurred during the course of employment, and contributions made on behalf of an employee.~~
- ~~d. "Locality" means the Township of Hamburg or Livingston County.~~
- ~~e. "Project" means construction work to be contracted by the Township by one or more contracts for which the Township establishes a single budget; or construction work to be contracted by the Township when the Township Board declares a contract or group of contracts to be a project. The Township Board shall make this declaration at the time of establishing the budget for the work or later, but before bidding the contracts for the construction work to be declared a project.~~
- ~~f. "Wages" means all earnings of an employee whether determined on the basis of time, task, piece, commission, or other method of calculation for labor or services except those defined as fringe benefits.~~

3. 2. All solicitations for construction projects shall contain the prevailing wages and fringe benefits in effect at the time the solicitation is issued. The wage scales to be paid shall be posted by the contractor in a prominent and easily accessible place at the work site. The Township Supervisor is hereby directed to see that the provisions of this section are contained in and complied with in

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

all contracts, agreements, understandings or arrangements for work or services to be performed for the Township in accordance with this section.

4. ~~3.~~ If applicable, certified weekly payrolls covering the project contractor's and each subcontractor's work force shall be submitted to the Township Director of Accounting or the Township's designee. All payrolls submitted shall identify by name all employees working on the project contract during the weekly reporting period, their place of residency, their trade, their classification within that trade, and all wages and fringe benefits paid. Supervisory personnel must be reported as well as craftsmen, mechanics and laborers to ensure full Township income tax compliance. Failure to make any such report can result in the Township withholding payments on the contract until such reports are filed, at the Township's option. In addition, each failure to file such payroll within seven (7) business days of the receipt of a notice from the Township of such failure, or any deliberate misrepresentation or false statement contained in such report, shall be deemed a violation of this section, punishable pursuant to guidelines established by the Township Board.
5. ~~4.~~ The Township Supervisor or his or her designee is hereby authorized to withhold payment to such project contractors or subcontractors who fail to pay prevailing wages and fringe benefits as required in subsection (a) hereof in such amounts as may be required to compensate such craftsmen, mechanics and laborers with the amount of money they should have received under subsection hereof.

4.9(o) EQUAL OPPORTUNITY AND FELONY RE-ENTRY EMPLOYMENT

1. The Township shall accept bids for goods and/or services in the amount of twenty-five thousand dollars (\$25,000)~~ten thousand dollars (\$10,000)~~ or more from only those persons, partnerships or corporations that are committed to equal opportunity employment of all persons, consistent with Article I, Section 26 of the Michigan Constitution and which has adopted a hiring policy which does not preclude a person with a felony conviction from being considered for employment unless otherwise precluded by State or Federal law.
2. This section shall apply to all subcontractors holding subcontracts of twenty-five thousand dollars (\$25,000)~~ten thousand dollars (\$10,000)~~ or more when such subcontractors are a direct and inclusive result of a Township purchase or contract of twenty-five thousand dollars (\$25,000)~~ten thousand dollars (\$10,000)~~ or more.
3. Any contractor, subcontractor, supplier or vendor which is subject to this section and who employs fifteen or more employees, shall submit equal opportunity employment compliance documentation with their bid or proposal.
4. Any contractor, subcontractor, supplier or vendor which is subject to this section and who employs fifteen or more employees, shall submit in writing with its bid or proposal,

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

its hiring policy which shall provide that a felony conviction is not an absolute bar to, or otherwise preclude, possible employment with the contractor, subcontractor, supplier or vendor.

5. Failure to submit the equal opportunity employment and felony conviction re-entry to employment policy documentation required by this section shall render the bid or proposal non-responsive.

4.9(p) DISPOSITION OF UNCLAIMED PROPERTY

All unclaimed, abandoned or other property of any description which comes into the possession of the Hamburg Township Police Department shall be disposed of in compliance with state law and pursuant to Hamburg Township Police Department SOP# 300-3: *Evidence and Property*.

4.9(q) DISPOSAL OF SURPLUS MATERIAL OR EQUIPMENT, SALVAGE AND UNCLAIMED PROPERTY

Shall be auctioned on MIbid for not less than 10 days.

4.10 Expense Reimbursements

4.10(a) Request Form: The Township shall reimburse all officials and employees for necessary expenses incurred in performing their duties. All requests for expense reimbursement shall be made on the proper expense reimbursement form.

4.10(b) Reimbursement Rates: Travel shall be reimbursed at the current IRS approved mileage rate. Personal use of vehicles is restricted to when Township vehicles are not available. Reasonable meal and lodging expenses will be reimbursed.

4.10(c) Personal Expenses: Receipts shall accompany any reimbursement requests. Commuting from residence to the Township hall or the employee's official work station shall not be eligible for reimbursement. Board and committee members shall not receive mileage to attend Board meetings that are a statutory duty of their office. Personal expenses that are unnecessary in conducting Township business, such as entertainment and alcohol consumed, shall not be eligible for reimbursement.

4.11 Investment Policy

~~(CREATED: November 5, 2009; REVISED: May 15, 2018; REVISED July 3, 2019)~~
The Township will have and maintain an Investment Policy – please see appendix A.

4.11(a) — Purpose

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

It is the policy of Hamburg Township to invest public funds in a manner, which will provide maximum security with the highest investment return while meeting the daily cash flow demands of the Township and conforming to all State statutes and local Ordinances governing the investment of funds.

4.11(b) — Scope

This investment policy applies to all transactions involving the financial assets and related activity of the Township except for its employee pension/retirement funds and employee deferred compensation funds that are organized and administered separately. These funds are accounted for in the audit report and include the following funds:

1. General Fund
2. Enterprise Fund
3. Capital Improvement Fund
4. Trust and Agency Fund
5. Road Fund
6. Police Fund
7. Fire Fund
8. Park Land Purchase Fund
9. Drug Enforcement Fund
10. Special Assessment Funds
11. Any new funds created by the Township Board, unless specifically exempted by the Township board

4.11(c) — Investment Objectives

Funds of the Township will be invested in accordance with Michigan Public Act 20 of the Public Acts of 1943, as amended, and in accordance with the following objectives in order of priority.

1. **Safety** – Safety of principal is the foremost objective of the investment program. The primary objective of the Hamburg Township investment activities is the preservation of capital in the overall portfolio and the protection of investment principal.
2. **Diversification** – The investments shall be diversified or restricted by specific maturity dates, individual financial institution(s) or a specific class of securities as may be set forth by Board amendment to this policy and in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

3. **Liquidity** – The investment portfolio will remain sufficiently liquid to enable Hamburg Township to meet operating requirements that might be reasonably anticipated. Further, it is specifically intended that an investment strategy that ensures short term (two years or less) versus longer term be followed.
4. **Return on Investment** – Subject to the foregoing constraints, Hamburg Township will strive to maximize the return on the investment portfolio. The portfolio shall be designed with the objective of obtaining a rate of return appropriate to existing budgetary and economic cycles, taking into account the investment risk constraints and cash flow characteristics of the portfolio.

4.11(d) — Investment Procedures

The Treasurer shall establish written administrative procedures for the operation of the Township's investment program as well as internal controls which shall include clear delegation of authority to personnel responsible for investment transactions. The procedure shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties or imprudent actions by employees and officers of the Township.

4.11(e) — Delegation of Authority

Responsibility for the establishment of the Township's Investment Policy rests solely with the Township Board of Trustees.

Authority to manage the investment program related to implementation of the Township Investment Policy is derived from MCL 41.75, as amended. Management responsibility for the investment program is hereby delegated to the Township Treasurer (Investment Officer), who shall establish written procedures and internal controls for the operation of the investment program, consistent with this investment policy. No person may engage in investment transactions except as provided under the terms of this policy and the procedures established by the Investment Officer.

The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

An Investment Committee may meet on an as-needed basis, whose sole purpose shall be to advise the Treasurer on overall Banking, Depository and Investment strategy, Primary banking structure and relationship and specific investment selection and evaluation of the Township's Investment portfolio. The committee shall consist of the Director of Accounting, the Deputy Treasurer and two members of the Township's Board of Trustees.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.11(f) — Ethics and Conflict of Interest

Officers and employees, including any officials appointed to an Investment Committee by the Township Board, shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees, Investment Committee members, and investment officials shall disclose to the Township Board any material financial interest in financial institutions that conduct business with this Township and they shall disclose any large personal financial/investment positions that could be related to the performance of the Township's portfolio. Employees, Investment Committee members, and officials shall subordinate their personal investment transactions to those of the Township particularly with regard to the timing of purchases and sales.

4.11(g) — Qualified Financial Dealers and Institutions

The Township shall maintain a listing of depositories and financial institutions, which are approved for depository and investment services by the Board of Trustees. In addition, the list will include approved security broker/dealers, who maintain an office in the State of Michigan or who are "primary" dealers or regional dealers that qualify under Security & Exchange Commission Rule 15C3-1. No public deposit shall be made except in a qualified public depository as established by State statute.

All financial Institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply to the Treasurer and the Board, at minimum, their quarterly and annual audited financial statements for the most recent fiscal year, certification of having read the Hamburg Township investment policy and the pertinent State statutes, proof of National Association of Security Dealers certification if appropriate and proof of State registration, where applicable. In addition, they must provide schedules of rates and fees for all transaction types and investment products.

Changes in the financial condition of "Approved Financial Institutions" shall be immediately brought to the attention of the Board of Trustees with an associated recommended action for the Board's consideration.

It shall be the responsibility of the Board, Investment Committee or the Treasurer to ensure compliance with these provisions.

4.11(h) — Authorized and Suitable Instruments

All investments shall be made in strict accordance with Public Act 20 of the Public Acts of 1943, as amended, (see attachment "Investment of Surplus Funds of Political Subdivisions") and Public Act 7 of the Public Acts of 1967, as amended (see attachment

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

"Urban Cooperation Act of 1967"). The State of Michigan does not require collateralization of all public funds, but the Township will seek collateralization of its investments that exceed the FDIC insured amount, and require collateralization of any repurchase agreements (see below).

The following investment types are specifically authorized:

- Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- Certificates of deposit, savings accounts, or depository receipts of a financial institution, but only if the financial institution complies with MCL 129.91(2); certificates of deposit obtained through a financial institution as provided in MCL 129.91(5); or deposit accounts of a financial institution as provided in MCL 129.91(6).
- Commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase.
- Repurchase agreements consisting of bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States. In such cases, a Master Purchase Agreement shall be entered into only with **primary dealers** reporting to the Federal Reserve Bank of New York (or with firms that have a primary dealer within their holding company structure), or with **approved depository banks** that have executed an approved Master Repurchase Agreement with the Township. The Treasurer shall maintain a copy of the Township's approved Master Repurchase Agreement along with a list of the counterparties who have executed a Master Repurchase Agreement with the Township. All repurchase agreement investments must be collateralized.
- Bankers' acceptances of United States banks.
- Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.
- Mutual funds registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of any of the following:
 - (i) The purchase of securities on a when-issued or delayed delivery basis.
 - (ii) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
 - (iii) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- Obligations described herein if purchased through an interlocal agreement under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
- Investment pools organized under the Michigan Surplus Funds Investment Pool Act, 1982 PA 367, MCL 129.111 to 129.118.
- The investment pools organized under the Local Government Investment Pool Act, 1985 PA 121, MCL 129.141 to 129.150.

Prior to investing in any governmental-sponsored investment pools or money market mutual funds, the Treasurer must review the potential investments for fiscal soundness and reputation and compliance with this Policy.

Except as may be determined by Board Action, all deposits and investments shall be strictly segregated by Fund type. It is understood that there are times when deposits are transferred to our accounts from an external source in a comingled form with allocation instructions. These funds should be segregated as soon as possible upon receipt.

4.11(i) — Competitive Selection of Investment Instruments

1. Before the Township invests any funds, competitive proposals from qualified financial institutions shall be sought. If a specific maturity date is required, whether for cash flow purposes or for conformance to maturity guidelines, proposals shall be requested for instruments that meet the maturity required. If no specific maturity is required, an analysis will be conducted to determine which maturates would be most advantageous.
2. Quotes will be requested from financial institutions for various options with regard to terms and instruments. The Township will accept the quotes, which provide the highest rate of return that is within the maturity term required and that comply with the parameters of the Investment Policy and particularly with regards to the safety of the investment.
3. Records indicating the quotes offered, the quotes accepted and brief explanation of the decision which was made regarding the investment, shall be kept for future review.

4.11(j) — Short-Term versus Long-Term Portfolio

1. The Township shall attempt to match its investment maturities as closely as possible to its anticipated cash flow requirements. With the exception of Debt Service Funds, Capital Funds and Special Assessment Funds, it is strongly advised that all funds be invested in instruments whose maturities do not exceed two years at the time of purchase unless specifically agreed to by the Investment Committee and reported to the Board.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

2. Debt Service Funds, Capital Funds, and Special Assessment Funds, may be invested in securities exceeding two years provided the maturity dates match anticipated need for the funds.

4.11(k)——Investment Performance and Reporting

1. Information indicating a loss or prospective loss of capital on existing instruments and material deviations from projected investment strategies shall be reported immediately to the Board of Trustees.
2. All Township investments are benchmarked to both US Treasury Bills and market CD rates and are reviewed at least monthly for performance and new investment opportunities that comply with this Policy and compare favorably with existing investments.
3. A Comprehensive Financial Condition Report shall be developed cooperatively by the Treasurer, Director of Accounting, Chief Budget Officer and Assessor and presented to the Board of Trustees at its second Board meeting each month. The report will address each of the following in summary and in detail:
 - a. Tab 1—Revenue & Expenditure Report; Cash Summary by Account
 - b. Tab 2—Cash Flow Analysis; Debt Payment Schedule
 - c. Tab 3—10-yr tax Collection Comparison; Property Tax Roll 10-year graph; Roll Distribution Chart
 - d. Tab 4—Monthly Bank and Investment Report; Approved Financial Institutions List
 - e. Tab 5—Five Year Forecast and Capital Reserve
4. The Township's investment operations will be reviewed as part of the annual audit.

4.11(l)——Access to Financial Information

- ~~1.~~ By resolution the Hamburg Board of Trustees has determined that the following Officers shall have the right to all financial and investment information (including on line "read only" access) from all depositories and financial institutions with whom the Township does business:

~~2.1.~~_____

- a. Township Supervisor
- b. Township Clerk

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- c. Township Treasurer and Deputy Treasurer
- d. Township Trustees (4)
- e. Township Director of Accounting
- f. Township Attorney

~~3.~~ Additionally, by resolution the Hamburg Board of Trustees has determined that the following employees shall have the right to all financial and investment information (including on line "read only" access) from all depositories and financial institutions with whom the Township does business for Library Accounts:

4.2. _____

- a. Director of the Library
- b. Library Accountant

4.11(m) — Safekeeping and Custody

1. All security transactions including collateral for repurchase agreements and institution deposits entered into by the Township shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third-party custodian designated by the Treasurer and evidenced by safekeeping receipts as determined by the Treasurer.
2. A Trust Receipt from the contra-party and proof of SIPC and other insurance will be required when the transaction is covered by insurance. Non-negotiable, non-collateralized Certificates of Deposit, as in the law in the State of Michigan shall be evidenced by safekeeping receipt from the issuing bank.

4.11(n) — Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.

4.11(o) — Amendment

This Investment Policy and its associated Investment Procedures may be amended from time to time by a majority vote of the Hamburg Township Board of Trustees.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

~~4.11(p) — Glossary~~

~~**Bankers' Acceptance (BA):** A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.~~

~~**Broker:** A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides.~~

~~**Callable Bond:** A bond issue in which all or part of its outstanding principal amount may be redeemed before maturity by the issuer under specified conditions.~~

~~**Certificate of Deposit:** A time deposit with a specific maturity evidenced by a certificate. Large denomination CDs are typically negotiable.~~

~~**Collateral:** Securities or property pledged by a borrower to secure payment.~~

~~**Commercial Paper:** An unsecured promissory note with a fixed maturity of no more than 270 days. Commercial paper is normally sold at a discount from face value.~~

~~**Dealer:** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his/her own account.~~

~~**Debenture:** A bond secured only by the general credit of the issuer.~~

~~**Delivery Versus Payment:** There are two methods of delivery of securities: delivery versus payment and delivery versus receipt (also called free). Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.~~

~~**Discount Securities:** Non-interest-bearing money market instruments that are issued at a discount and redeemed at maturity for full face value.~~

~~**Diversification:** Dividing investment funds among a variety of securities offering independent returns.~~

~~**Federal Deposit Insurance Corporation (FDIC):** A federal agency that insures bank and savings bank deposits.~~

~~**Federal Funds Rate:** The rate of interest at which Fed funds are traded. The Federal Reserve currently pegs this rate through open market operations.~~

~~**Fed Wire:** A computer system linking member banks and other financial institutions to the Fed, used for making inter-bank payments of Fed funds and for making deliveries of and payments for Treasury, agency and book-entry mortgage-backed securities. Page 11~~

~~**Investment Adviser's Act:** Legislation passed by Congress in 1940 that requires all investment advisers to register with the Securities and Exchange Commission. The Act is designed to protect the public from fraud or misrepresentation by investment advisers.~~

~~**Liquidity:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value.~~

~~**Local Government Investment Pool:** A pool of funds authorized under the laws of the State that receives deposits from one or more local units and pays returns based upon each local unit's share of investment in the pool.~~

~~**Mark to market:** The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.~~

~~**Market Value:** Current market price of a security.~~

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Master Repurchase Agreement: A written contract covering all future transactions between the parties to repurchase or reverse repurchase agreements that establish each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

Maturity: The date upon which the principal or stated value of an investment becomes due and payable.

Money Market Mutual Fund: A mutual fund that limits its investments to some or all types of money market instruments.

Net Asset Value: The market value of one share of an investment company, such as a mutual fund.

No Load Fund: A mutual fund that does not levy a sales charge on the purchase or sale of its shares.

NRSRO: Nationally Recognized Statistical Rating Organizations—organizations that issue credit ratings for securities.

Portfolio: Collection of securities held by an investor.

Primary Dealer: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker/dealers, banks, and a few unregulated firms. Page 12

Prudent Person Rule: Standard of investing which states that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Rate of Return: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

Ratings: An evaluation of an issuer of securities by Moody's, Standard & Poor's, Fitch, or other rating services of a security's credit worthiness.

Repurchase Agreements: A transaction whereby a holder of securities sells securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate the buyer. Dealers use repurchase agreements extensively to finance their positions.

Rule 2a-7 of the Investment Company Act of 1940: Applies to all money market mutual funds and mandates such funds to maintain certain standards, including a 13-month maturity limit a 90-day average maturity on investments and maintenance of a constant net asset value of one dollar (\$1.00).

Safekeeping: Holding of assets (e.g., securities) by a financial institution.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Treasury Bills: A non-interest-bearing discount security issued by the U.S. Treasury to finance the national debt. Treasury Bills are issued with maturities ranging from a few days to 26 weeks.

Treasury Bonds: Long-term U.S. Treasury securities having initial maturities of more than ten years.

Treasury Notes: Intermediate-term coupon-bearing U.S. Treasury securities having initial maturities of from one to ten years.

Yield: The rate of annual income returns on an investment, expressed as a percentage.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

CERTIFICATION

I, hereby certify that I have received a copy of the Investment Policy of Hamburg Township. I have read and fully understand the State of Michigan Public Act 20 of Public Acts of 1943, as amended. I have personally read the Investment Policy, and agree to comply with the terms of the Investment Policy, and Public Act 20, regarding the investment of the Township funds. Any investment not conforming to your Investment Policy will be disclosed promptly. We also pledge to exercise due diligence in informing you of all foreseeable risks associated with financial transactions conducted with your Township.

By: _____

Date: _____

Institution: _____

Address: _____

City/State/Zip: _____

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.12 ~~4.12~~ Notary Public

Hamburg Township will support any employee that needs to become a Michigan notary public to fulfill the job requirements. The State of Michigan requires a surety bond of \$10,000 for the notary. The Township will secure that bond through the township's insurance company Michigan Municipal Risk Management (MMRMA). With the Township providing the surety bond through MMRMA, the employees are only allowed to use their notary for township business, or township residents, during Township business hours.

4.13 Grants

4.13(a) Purpose and Scope

The purpose of this policy is to establish procedures for approval, acceptance, implementation, compliance and reporting of all grant applications submitted on behalf of Hamburg Township. The intent of the Board of Trustees is to ensure fiscal and administrative accountability of all funding sources including: federal government, state government, other local governments, non-profit agencies, and private businesses and citizens, as well as property and other assets awarded to Hamburg Township. For the purposes of this policy, a grant is defined as a financial award that is subject to requirements imposed by the awarding agency.

4.13(b) Application of Policy

The Hamburg Township Grant Policy applies to all Hamburg Township Employees, Departments, and the Elected Officials.

4.13(c) Grant Application

Updated by Board of Trustees xx/xx/xx

Prior to applying for any grant, a Grant Transmittal form (Appendix A) must be completed and submitted to the Hamburg Township Coordinator, ~~Accounting~~ Director of Accounting, Supervisor, and Clerk. An exception to this policy is the Michigan Municipal Risk Management Authority's R.A.P. Grant which departments are able to apply for directly ~~with~~out notice to the Township Coordinator.

Once the ~~Accounting~~ Director of Accounting, Supervisor, and Clerk approve the request, their recommendation will be forwarded to the requestor by the Township Coordinator. Grants over \$10,000 federal grants, or any grant requiring cash or in-kind matching funds, must be pre-approved by the Township Board. Once the submittal is approved, all completed grant applications must be forwarded to the Township Coordinator, who will provide copies to the Supervisor, Clerk and Accounting Director, as needed. No submissions shall be made until approval is received.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

1. ~~(4.13)(e)(1)~~ The Hamburg Township ~~Accounting~~ Director ~~of Accounting~~ shall be designated as the grant fiscal officer for all grants.
- 2.1. _____
- 3.2. ~~(4.13)(e)(2)~~ The department head, elected official, or division wishing to submit a grant application shall work with the Township Coordinator and ~~Accounting~~ Director ~~of Accounting~~ on all grants.
- 4.3. ~~(4.13)(e)(3)~~ The Township Coordinator can provide administrative assistance with grant application issuance and submittal, and is in charge of all record retention for grants applied for and received in the Township.
- 5.4. ~~(4.13)(e)(4)~~ Grantor must send grant funds directly to the Hamburg Township Treasury. All financial institution information related to the grant application must be completed by the ~~Accounting~~ Director ~~of Accounting~~, Hamburg Township Treasurer or Deputy Treasurer.
- 6.5. ~~(4.13)(e)(5)~~ Grants requiring a cash match must be approved by the Township Board of Trustees. Sources for matching funds must be identified by the ~~Accounting~~ Director ~~of Accounting~~.
- 7.6. ~~(4.13)(e)(6)~~ Grants that allow for reimbursement of indirect costs must include the costs in the grant application budget.
- 8.7. ~~(4.13)(e)(7)~~ Grants that allow for reimbursement of administrative time and other costs related to administering the grant shall have those expenses clearly recorded by the ~~Accounting~~ Director ~~of Accounting~~.
- 9.8. ~~(4.13)(e)(8)~~ Grants requiring an expenditure budget to be included with the application or annual request, must submit the proposed budget to the ~~Accounting~~ Director ~~of Accounting~~ for review prior to submission.
- 10.9. ~~(4.13)(e)(9)~~ The department head will provide copies of all correspondence, including copies of the approved and executed grant application, grant award letter, executed grant contract, approved budget, etc. Copies of all motions pertaining to approval will be retained in those records as well.

4.13(d) Grant Management

Updated by Board of Trustees xx/xx/xx

Each grant must have an individual designated as Grant Coordinator, who is responsible for requesting grant funds, fulfilling the financial reporting requirements of the grant, and

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

ensuring the proper revenue has been received before closing the file. The Township Coordinator may be ~~requested~~ directed to serve this function for the Department Head and is responsible for all final records and their retention.

The Hamburg Township ~~Accounting~~ Director ~~of Accounting~~ is responsible for maintaining an inventory of fixed assets purchased with grant funds. The Township Coordinator is responsible for making such fixed assets physically available for inspection during a grant audit, or will complete and file self-certification audits, if applicable with assistance from the grant requestor. The sale or disposal of these assets must follow grant requirements and must be coordinated with the ~~Accounting~~ Director ~~of Accounting~~. A list of all parkland and trail assets and property that are required to remain as recreational assets in perpetuity, shall be maintained by the ~~Accounting~~ Director ~~of Accounting~~. The Township Coordinator shall be responsible for maintaining proper signage and arranging announcements and ribbon-cutting ceremonies, as may be required by the terms of the Grant.

The Township Coordinator is responsible for fulfilling the program requirements of the grant and promptly submitting the required program monitoring reports to the funding agency. Progress, financial, and final reports must be provided to the ~~Accounting~~ Director ~~of Accounting~~ who will complete the information on the Grant Transmittal to close the file.

Should a vendor be hired to draft and submit grants on the Township's behalf, it must be done so only after the Township Board has entered into an agreement with the vendor and approved the grant's submittal. The Township Coordinator is responsible for acting as the liaison between the grant writer and the Township, maintaining all records for the project, and providing any support which is required by the vendor for the proper execution of the grant.

The Grant Coordinator shall work with the Department Head to review financial transactions, such as contract invoices, vouchers, travel reimbursements, purchase documents, and various other documents that obligate Hamburg Township. When reviewing documents, the Grant Coordinator and Director of Accounting are responsible for verifying the following:

1. ~~4.13(d)(1)~~ Charges to the grant correctly represent materials received or services rendered;
2. ~~4.13(d)(2)~~ Charges represent activities that are allowable under the grant and comply with the budget that is established for the grant;
3. ~~4.13(d)(3)~~ Funds are available in the grant to cover authorized charges; and

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4. ~~4.13(d)(4)~~ The transactions comply with all relevant internal or external regulations, policies and procedures, and are applied to the proper ~~GL~~ **general ledger** code.

4.13(e) Grant Accounting

Fiscal control and fund accounting procedures shall be established to assure the proper dispersal of and accounting for grant funds. Such procedures shall ensure that all financial transactions are conducted and records maintained in accordance with generally accepted accounting principles with the following objectives.

1. ~~4.13(e)(1)~~ Maintain financial records in the shared file system (V-drive) ensuring that the file contains sufficient detailed information to accurately account for grant revenue, expenditures, assets, liabilities and obligated balances.
- ~~2. 4.13(e)(2)~~ All grants shall be processed in accordance with GASB-33.
- ~~3.2.~~ _____
- 4.3. ~~4.13(e)(3)~~ Grant monitoring and budgetary control reports shall be made throughout the life of the grant.
- 5.4. ~~4.13(e)(4)~~ All grants are subject to the rules and procedures as outlined by the agreement the Hamburg Township Board of Trustees enters into with the Grantor.
- 6.5. ~~4.13(e)(5)~~ All records shall be maintained by the Township Coordinator and filed in the Clerk archive based on the Records Retention and Disposal Schedule for Michigan Township Clerks, by the Department of History, Arts and Libraries – Record Management Services. www.michigan.gov/recordsmanagement/

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Section 14 - Appendix 1

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL



Grant Transmittal

Date: _____

Project:

Name of Project: _____

Expected Completion: _____ Fund Deadline: _____

Project Description: _____

Project Manager: _____ Email: _____

Department:

Approved by Supervisor/Official: _____ Date: _____

Grant Coordinator: _____ Email: _____

Financial:

Total Estimated Project Cost: _____ Expected Match: _____

Match Funding from GL#: _____ F/Y Impacted: _____

Grant Application:

Grantor Name: _____ Contact: _____

Address: _____

Contact Email: _____ Contact Phone: _____

Grant Amount Requested: _____ Award Date: _____

Admin Use:

Project Completed: _____ Reimbursement Submitted: _____

Grant Funding Received: _____ Coded to GL#: _____

Director of Accounting Signature: _____ To Clerk/Retention: _____

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.14 Cell Phone Usage & Re-Imbursement

4.14(a) ——— PURPOSE

This policy is established for the purpose of establishing guidelines for the acquisition, use, maintenance, and reimbursement of cell phone equipment and services utilized for conducting Township business and services. It is intended to minimize Township expenses while maximizing efficiency and convenience for employees.

4.14(b) ——— POLICY

It will be the policy of Hamburg Township to establish guidelines for the proper use of cell phones owned by the Township for employee use. The Township will also issue a stipend or reimbursement to employees for time and equipment based on the criteria established in this procedure. It is also the policy of Hamburg Township to comply with all Internal Revenue Service guidelines for income tax withholdings for personal use of equipment and services.

4.14(c) ——— DEFINITIONS

Employer-Owned Cell Phone & Equipment - Shall be defined, for purpose of this policy, as any cell phone, charger, holder, mount, wireless service agreement, obtained by and/or paid for by Hamburg Township.

Employee-Owned Cell Phone & Equipment - Shall be defined, for purpose of this policy, as any cell phone, charger, holder, mount, wireless service agreement, obtained by and/or paid for by a employee of Hamburg Township.

Cell Phone Stipend - A monthly payment made to a Township employee based on the established stipend category recommended by an employee's department head and approved by the Township Board.

Cell Phone Reimbursement - A payment made to a Township employee based on a standardized calculation of use or a receipt itemizing business usage of an employee's personal cell phone equipment and services.

4.14(d) ——— CELL PHONE STIPEND LEVELS

Cell phone stipend levels are as listed below. Department heads may make a written request for an employee to receive a cell phone stipend to the Township board. The request will include a stipend level recommendation by the Department head and the employee's position, responsibilities, and need for business related cell phone services. All cell phone stipends will be established by a majority vote of the Township Board. Cash amounts for

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

each stipend level will be established by the Board and reviewed or adjusted at their discretion.

- 1. Administrative Stipend;** an executive level or critical employee that "must have" cellular phone service for emergency contact. This position or work assignment has a high level of responsibility and accountability for delivery of government services. This employee requires an extremely high volume of demand for communication with subordinates, business partners, and citizens.
- 2. Supervisory Stipend;** a management or supervisory level employee who "needs to have" cellular phone service while either on call or in a position to give 24-hour work direction to others. These employee responsibilities require regular and ongoing need for accessibility and communication either throughout the workday and while off duty.
- 3. Staff Stipend;** a front-line employee where it is convenient to have cellular services to enhance the productivity and efficiency of Township services.

4.14(e) ————— EMPLOYEE OWNED CELL PHONES

1. Employee participation in the cell phone stipend program is voluntary and can be canceled by the employer or the employee at any time for any reason.
2. Employees receiving a cell phone stipend shall do the following:
 - a. Provide their cell phone number to their immediate supervisor.
 - b. Maintain their cell phone in active service.
 - c. Have cell phone turned on and available for contact according to requirements of the stipend level and/or job requirements to which he/she is assigned.
 - d. Maintain a sufficient amount of cellular minutes available to conduct the level of business appropriate to the job requirements to which he/she is assigned.
 - e. Assume responsibility for all charges for cell phone services and equipment.
3. Hamburg Township retains the right to determine eligibility and participation in employee owned cell phone stipend program.
4. Personal use of employee owned cell phones shall be kept to a minimum during business hours or while the employee is on duty.

4.14(f) ————— TOWNSHIP OWNED CELL PHONES

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

1. Department heads may make a written request for an employee or work group to be issued either single use or multi use Township owned cell phone to the Township Board. The request will include a type of use, the employee's or work groups position, responsibilities, and need for business-related cell phone services. All Township-owned cell phone levels will be established by a majority vote of the Township Board.

~~2.~~

- 3.2. _____ Township-owned cell phones will be designated by the following two types:

- a. Multi-user or On-call phone assigned to a work group or division that uses the phone for business only while performing a specified task
- b. Single user Township owned phone assigned to a specific person that is utilized for both business and personal use.
- c. Monthly personal use fees for Township-owned phones will be determined by a monthly review of the phone bill. Any personal calls will be totaled and the total will be given to the Accounting Department for inclusion in the employee's taxable income.

~~d.~~

- e.d. _____ Any employee authorized for use of a Township owned single user phone may use the phone for personal use and will be taxed on the personal usage on a monthly basis. Personal calls should be kept at a minimum and should not interfere with Township business.

Employee Owned Cell Phones

Stipend Level	Monthly Stipend Rate
Administrative	\$50.00
Supervisory	\$35.00
Staff	\$20.00

Township Owned Cell Phones

Assignment Type	Monthly Use Rate
Single User Basic	\$15.00
Multi-User	Signed Statement "No Personal Use"

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.15 Automated Clearing House (ACH) Arrangements and Electronic Funds Transfer (EFT) Policy

4.15(a) ——— PURPOSE

The following policy shall govern the use of Automated Clearing House (ACH) and Electronic Funds Transfer (EFT) arrangements for Hamburg Township.

4.15 (b) ——— DEFINITIONS

Automated clearing house or "ACH" - means a national and governmental organization that has authority to process electronic payments, including, but not limited to, the national automated clearing house association and the federal reserve system.

ACH arrangement - means the agreement between the originator of the ACH transaction and the receiver of an ACH transaction.

ACH transaction - means an electronic payment, debit, or credit transfer processed through an automated clearinghouse.

ACH policy - means the procedures and internal controls as determined under this written policy developed and adopted by the Hamburg Township Board of Trustees.

Electronic transactions officer or "ETO" - means the person designated under the Electronic Funds Transactions Act, Public Act 738 of 2002, as set forth in MCL 124.301, et seq., by the Township.

4.15(c) ——— AUTHORITY

The Township Treasurer, is designated by the Act as the Township's ETO and may enter into an ACH arrangement as provided by the Act.

4.15(d) ——— GUIDELINES

1. The Township shall not be a party to an ACH arrangement unless the Hamburg Township Board has adopted a resolution to authorize electronic transactions and the Hamburg Township Director of Accounting has presented a written ACH policy to the township board.
2. An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, Public Act 34 of 2001 (MCL 141.2101, et seq.), or to provisions of law or charter concerning the issuance of debt by a local unit.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

3. Responsibility for ACH Agreements. The Hamburg Township Director of Accounting is responsible for Hamburg Township's ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the ACH policy.
4. The Accounting Specialist shall submit to the board documentation detailing the goods or services purchased, the cost of the goods or services, the date of the payment, and the department levels serviced by each payment of public funds made by electronic transfer. This report may be contained in the Townships electronic general ledger software system or in a separate report to the Township board.

4.15(e) — INTERNAL ACCOUNTING CONTROLS TO MONITOR USE OF ACH TRANSACTION MADE BY TOWNSHIP

The following system of internal accounting controls will be used to monitor the use of ACH transactions made by Hamburg Township:

1. The Accounting Specialist shall prepare a list of vendors authorized to be paid by ACH transaction and provide that list to the Hamburg Township Board of Trustees.
2. The Accounting Specialist initiates the transaction upon receipt of an invoice included on the authorized ACH list approved by the appropriate township official. ACH invoices must be approved before payment.
3. The Accounting Specialist presents a report of ACH bills for payment to the township board for approval. The board approves all transactions prior to disbursement. [If the township board has established a policy identifying specific payments that have pre-approved authorization (monthly utility bills, payroll etc.), it must post-audit those payments and confirm their disbursement at the next board meeting following their disbursement. Include in the ACH policy the list of specific types of payments pre-authorized for post approval by the board.]
4. Following board approval, the Treasurer and Clerk, or their designees, sign the report of ACH bills, the Accounting Specialist initiates the electronic transaction with the vendor, and the Director of Accounting reviews and approves the transfer of funds.
5. The Director of Accounting shall retain all ACH transaction documents for audit purposes.
6. The Director of Accounting shall retain all invoices for audit purposes.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

7. Vendors will be contacted with their phone number on file for any ACH setups or ACH changes to verify the information before any changes are made.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

6.0.—**PUBLIC INFORMATION**~~Public Information~~

6.1.—**Public Contact**

Updated by Board of Trustees xx/xx/xx

6.1(a) Courtesy - The primary goal of the Township is to serve the public. All staff and employees will respond to requests for Township information from members of the public with courtesy and efficiency. All officials and employees shall communicate with the public in a friendly, courteous and efficient manner at all times.

All visitors to the Township hall shall be greeted in a friendly, helpful manner. ~~The receptionist shall be under the day-to-day supervision of the Township Clerk, who shall ensure that the public's needs are being met.~~

Phone calls to the Township shall be answered, "Good Morning/Good Afternoon, Hamburg Township, this is _____ speaking, how may I help you?"

Department heads shall make every effort to see visitors who need their assistance. When workload or other commitments do not allow for an immediate meeting, the visitor will be asked to make an appointment at a mutually convenient time.

6.1(b) Complaints and Problems - All citizen complaints and problems will be directed to the appropriate office or official.

Complaints or other concerns received from a citizen shall be received with courtesy. The official or employee will make every effort to resolve a complaint or problem, within the official's or employee's scope of authority. Department heads will be notified of all complaints.

The Township Supervisor and Clerk shall be notified in writing of any citizen complaint. The notice shall include the name and address of the citizen, the nature of the complaint, and how the complaint was resolved. The Supervisor or Clerk may make a subsequent inquiry with the citizen to ensure the issue was resolved to the citizen's satisfaction.

6.2.—**Public Information Officer**

The Supervisor and the Clerk shall be the public information officers for the Township and shall be responsible for public information associated with their departments of responsibility. The Treasurer is responsible for supervising the preparation of the Township newsletter. Public service announcements and media releases on Township government events and responding to inquiries from the media or referring contact to other appropriate Township officials shall be jointly coordinated by the Supervisor and the Clerk.

Township employees will refer all public information announcements to the Supervisor and the Clerk prior to releasing them to the public or the media.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

6.3 — Public Notices

Updated by Board of Trustees

~~xx/xx/xx~~

6.3(a) Meeting Notices - The Township Clerk shall be responsible for posting all regular, special and rescheduled Board meetings in conformance with the Open Meetings Act and other State laws. Departments Heads shall be responsible for posting ~~of special~~ meetings related to their department.

6.3(b) Public Notices - The Township Clerk shall be responsible for delegation and/or assistance, or publishing and mailing all public notices required by State law, including but not limited to:

- ~~1. Board of Review meetings~~
2. Budget Public Hearings
- ~~3. Planning Commission Public Hearings~~
- ~~4. Zoning Board of Appeals Hearings~~
5. Special Assessment District Hearings
6. Election Notices
7. Master Plan Adoption and Amendments Public Hearings
8. Truth-in-Taxation Notice
9. Board Meeting Minutes Synopsis
10. Request for Proposals

~~Department Heads shall submit all public notices for publishing to the Clerk &/or Deputy Clerk. Departments Heads shall be responsible for posting of special meetings related to their department.~~

Updated by Board of Trustees X-X-XX

6.4 — Freedom of Information Act Requests

Updated by Board of Trustees xx/xx/xx

Pursuant to P.A. 1976 No. 442, as amended, and MCL 15.231, as amended (Freedom of Information Act – FOIA) Hamburg Township provides access to all Township public documents except those or portions of those exempt from release under FOIA. The policies and procedures herein are intended to implement the requirements of FOIA and the release of documents that exist at the time any requests for them are made.

All requests for copies of public documents or to review public documents must be in writing with the exception of the following:

1. Copies of assessment/tax records by the property owner of his/her own property.
2. Copies of assessment/tax records that are reasonable and readily available at the time of the request.
3. Copies of all current meeting agendas.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4. Copies of all current minutes.

All written requests shall describe the public record or records requested sufficiently to enable the FOIA Coordinator to find said public record.

A written request made by facsimile submitted through the FOIA Portal, electronic mail, or other electronic transmission, is not logged as received by the FOIA Coordinator until one (1) business day after the electronic transmission is made. For a request to be considered a sufficient writing to satisfy the FOIA, it must contain the following:

1. The name, address and contact information (i.e. phone number, email address) of the requester.
2. A statement indicating that the requester will pay the costs allowable under the FOIA, or documentation that the requester is receiving public assistance or other facts showing inability to pay due to indigence.

Generally, oral requests for documents do not constitute a request under FOIA. However, if a citizen making an oral request is disabled, either temporarily or permanently, so that he/she is unable to make the request in writing, special accommodations must be made. It is the duty of the department receiving the request to write out the request for the citizen as an accommodation under American Disability Act (ADA). Once written, the request should be processed as a formal request under FOIA.

6.4(a) FOIA Coordinators - The Township Board shall appoint a FOIA Coordinator. The FOIA Coordinator may designate another individual(s) to act on his or her behalf in accepting and processing requests for the public body's public records, and in approving a denial pursuant to FOIA.

6.4(b) Processing - Often times a request for documents under FOIA will be received by the specific department. The request must be immediately turned over to the FOIA Coordinator for processing. The FOIA Coordinator in turn will request and receive from the appropriate departments, the requested documents together with a memorandum regarding the request, listing the staff time involved in retrieving and redacting the documents. The FOIA Coordinator shall review the departmental response for both compliance with the Township policy and consistency with the Township's response to similar requests. Any required changes shall be immediately discussed with the responding department or, if appropriate, the Township Attorney. The responding department shall immediately make any changes directed by the Coordinator and provide the Coordinator with revised documents as may be necessary.

The department will provide the requested records to the FOIA Coordinator no later than four (4) days from receipt of the request. If this is not possible, the department shall notify

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

the FOIA Coordinator immediately. The Coordinator will contact the requesting party and notify them of a 10-day extension of time to respond, if appropriate.

If a department cannot provide a requested record because it does not exist, the FOIA Coordinator will be notified in writing immediately. If a record does not exist in the form requested, or if it is exempt under FOIA, the Coordinator will send a notice of denial, which contains the required appeal information (see Section 6.4(d)).

In the event the request is to view public documents, a monitor (Township staff person designated by the FOIA Coordinator) will be assigned. The requestor shall be notified of the scheduled day and time for the inspection.

6.4(c).—Payment of Costs - The requester will be invoiced by the FOIA Coordinator for actual costs in filling the request. These costs are contained in the Administrative Fee Schedule. ~~(insert hyperlink)~~

Except as provided below, no fee shall be charged for searching, examining, reviewing, and deleting and separating exempt from non-exempt material unless failure to charge a fee would result in unreasonable high costs to the public body because of the nature of the request in the particular instance, such as, by way of example, cases requiring advice from legal counsel, additional staffing or other direct expenses not in the ordinary course of business. (If a FOIA request is made for an easily identified document consisting of a few standard size pages, labor for the search, examination, and making deletions under the FOIA would generally not present a case of unreasonably high costs to a public body. In such a case, the Legislature has directed that no charge be imposed. If a request for "any and all" documents as to a particular subject, requires a search of many boxes of records, including review for exempt material which must be or may be deleted (per Section 13 of the FOIA), and if that search, examination, and review involves numerous hours of labor, charges may be imposed to avoid the unreasonably high cost arising from the nature of that particular request.)

In any case where the estimated actual cost to Hamburg Township of responding to a request for a copy of a public record exceeds \$50.00, a good faith deposit equal to ½ of the estimated cost of such response shall be required prior to completing the request. The FOIA Coordinator shall be responsible for collecting the computed costs prior to the release of the requested documents.

A copy of a public record shall be furnished, without charge for the first \$20.00 of the fee for each request, to an individual who submits an affidavit that he or she is then receiving public assistance, or if not receiving public assistance, stating facts showing inability to pay the cost because of indigency.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

If an individual has an outstanding FOIA bill, the information shall be turned over to the Accounting Department for collections proceedings. The Township cannot refuse to comply with subsequent FOIA requests due to an outstanding invoice.

The Township Board may waive some or all of the costs as may be in the public interest because furnishing copies of the document(s) would be considered as primarily befitting the general public.

6.4(d) Response - The initial response may be either grant or deny the requested documents or extend the time for response up to ten (10) business days. The response either granting or denying access in whole or in part to the requested documents must contain the following:

1. An invoice containing a detailed breakdown and backup of the charges to process the request.
2. Transmittal indicating where the requester may pick up the released documents and pay the appropriate costs. This transmittal shall also include the following statement: *"The Township does not warrant or guarantee the accuracy of the information provided. Rather, it provides the documents only to comply in good faith with the Michigan Freedom of Information Act, and not for any other purpose."*
3. If any aspect of the response is less than a full granting of the request, the final paragraph MUST be inserted exactly as follows:

"If you receive written notice that your request has been denied, in whole or in part, under Section 10 of the Freedom of Information Act, you may, at your option, either 1) submit to the Hamburg Township Clerk a written appeal that specifically states the word "appeal" and identifies the reason(s) for reversal for the disclosure denial; or 2) file a lawsuit in the circuit court to compel Hamburg Township's disclosure of the record. If, after judicial review, the circuit court determines that the Township has not complied with the Act, you may be awarded reasonable attorney's fees and damages as specified under the Act".

4. Material identified as exempt shall be forwarded to the requestor accompanied by a transmittal letter indicating the specific reasons why any material is not being disclosed together with the right to appeal or seek judicial review.

5.—Redactions

6.4(e) Appeals - Under the Act, the requesting person has the option of pursuing an appeal to the Hamburg Township Board or proceeding to circuit court. If the requesting person wants to appeal to the Township Board, the requester must submit a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial. The Township Board is not considered to have received a written appeal until the first regularly scheduled meeting following submission of the appeal. Within ten days after receiving the written appeal, the Township Board must do one of the following:

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

1. Reverse the disclosure denial;
2. Issue a written notice to the requesting person upholding the disclosure denial;
3. Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part; or
4. Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Township Board will respond to the written appeal. The Township Board is prohibited from issuing more than one extension for any particular appeal.

6.4(f) Document Storage - FOIA Documents ~~to be~~ released by the Coordinator shall be held for one year plus one day. If the requester fails to pay the amount due the Township, or fails to pick up the documents, the documents may be recycled, destroyed, or returned to the appropriate department.

6.4(g) Record Keeping - The FOIA Coordinator shall maintain a chronological file of all FOIA requests processed by him/her together with a copy of the document provided, response letter, and invoice. These files must be maintained for a period of one year and one day from the date of response.

6.5—Incoming Mail

~~xx/xx/xx Updated by Board of Trustees X-X-XX~~

— Updated by Board of Trustees

1. All mail addressed to the Township is considered Township mail. Employees cannot expect to use the Township P.O. Box or its physical address as a personal mail service.
2. All mail clearly and properly addressed to a specific individual or department will be distributed unopened ~~with the envelope date stamped to their respective mailbox~~. The mail recipient will assume full responsibility for forwarding all invoices and documents (or copies) scheduled for retention to the appropriate departments mailbox in a timely fashion.
3. All mail with addressee not clearly specified will be opened to determine proper distribution with the following exceptions:
 - a. All mail addressed to the Police Department will be distributed unopened.
 - b. All mail addressed to the Library, ~~with the exception of bank statements~~, will be distributed unopened. ~~The Treasurer's Office will retain the original and forward a duplicate copy of the statement to the Library.~~
 - c. Mail from the Assessor's Office returned by the USPS as undeliverable will be distributed unopened.
 - d. Mail addressed to a specific individual marked "Personal and Confidential" will be distributed unopened.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- e. All mail marked "Invoice" or other indication of request for payment will be delivered to ~~Accounts Payables~~ the Accounting Department.
- f. Any questions or concerns regarding the receipt and processing of incoming Township mail shall be addressed with the Clerk's Office in a timely fashion in order to expedite resolution.
- g. The Clerk's Office reserves the right to open and inspect any suspicious mail with a Township address that it deems necessary.
- h. All mail will be processed and distributed on a daily basis.

6.6 —Outgoing Mail

Updated by Board of Trustees xx/xx/xx

~~Updated by Board of Trustees X-X-XX~~

All outgoing mail must be stamped/metered and deposited in the outgoing mail box located next to the postage machine by 4:00 PM, M-~~F~~ **Th.** for same day Post Office drop off unless special arrangements are made with the Clerk's office.

6.7 —Confidential Information

Officials and employees shall not release any information to the media which would be a violation of a citizen's or a member of general public right to privacy.

6.8 Social Media Policy

Updated by Board of Trustees 8-4-22

Purpose: Hamburg Township supports the use of social media technology to enhance communication, collaboration, and exchange of information to further the goals of the Township where appropriate. This policy establishes policies and procedures for social media covering all Township employees, Township Board members, and/or Committee members. This policy may evolve as new technologies and social media offerings change, or are adopted.

6.8(a) Definitions

~~**Content:** Words, Video, Audio, or any combination of these things, which are used to relay a message to the public through Social Media Networks.~~

~~**Social Media Networks:** Examples of this are Facebook, Twitter, Instagram, Cable Channel, Website, etc.~~

~~**Social Media Specialist(s):** Staff member and/or Township Board or Committee member who has been granted authority by the Social Media Director to perform the duties outlined in this policy as relates to social media for their particular category.~~

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Social Media Director: Township Official, or designee, who has been granted authority by the Township Board of Trustees to oversee, or perform, all social media activities of the Social Media Specialist, and approve content for the category they have been assigned. They work with the Township Clerk for all press releases no matter the category of content.

Emergency Management Director: Township Official, or staff member, as listed in the Emergency Management Plan Resolution, who is authorized to direct staff to post on any platform, for purposes of relaying timely information to the public in an emergency situation.

Social Media Activities: Include, but are not limited to: Social Media Posts, Advertising, Township Newsletter, Local Newspaper Articles, Cable Channel Programming, Printed Media, Public speaking engagements and/or presentations.

Technology Director: Head of the IT Department, or designee, who maintains a list of approved social media networks and sites for official use. Has final authority to edit or remove official social media sites, and any content therein, should there be a security issue, or at the direction of the Township Board.

Township Clerk: Maintains all record of public comment, backups, and is main point of contact for all Press releases.

6.8(b) (a) Responsibilities

The Social Media Specialist will:

Develop and distribute social media posts on assigned mediums, such as Facebook, X, Instagram, and/or the Township website or cable channel.

Assist Clerk in developing press releases, newsletter articles, printed materials, presentations, etc.

Ensure all social media sites and channels are kept current.

Have authority to respond to comments for all posts.

Informational questions that can be easily responded to.

Sensitive questions/comments, or that the specialist is not comfortable responding to, will be referred to the assigned Social Media Director for suggested response, if any. The Director may in turn refer to the Technology Director for final action.

Monitors sites daily and responds to comments in a polite and respectful tone.

Ensures that all content is appropriate, professional, and consistent with Township Policy and branding.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Ability to make comments via their own devices after hours as authorized/approved by their Department Head and the Social Media Director.

Stay current with social media networks, and have the ability to measure performance metrics.

Have a familiarity with the ads platform for each medium, if any (useful).

Keep the Social Media Director informed of the used social media sites and activities.

Provide available reports, or copies of posts/comments, as requested through F.O.I.A. or by the Hamburg Township Board of Trustees.

The Social Media Director(s) will:

Approve the Social Media Activity plans for their category, as well as the addition of any new platforms, with approval from the Technology Director.

Oversees and Is responsible for content posted by the Social Media Specialist(s).

Authorizes Advertising Budgets, if any, for media campaigns and boosted posts.

Designate a Social Media Specialist and back-up responsible for overseeing the category's social media activities, policy compliance, and responding to comments completely, accurately and in a timely manner.

Designate appropriate usage levels including identifying what social media accounts individuals are approved to use, as well as defining roles.

Monitor Google Information Panels and ensure accurate information is reflected and post responses to comments as needed.

The Technology Director will:

Have final authority to edit or remove official social media sites, and any content therein, should there be a security issue.

Maintain a list of approved social media networks, passwords, registered email addresses, and list of authorized site users for the purpose of emergency management.

Provide training opportunities to staff on best practices and provide samples of acceptable content.

Work with the Emergency Management Director to draft and distribute content in an emergency situation.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Ensure all social media sites have the correct security settings with the assistance of Social Media Specialist and their assigned Director.

6.8(e) (b) Procedures

While the content for each Department within the Township varies, the overall theme, tone, and professionalism must be carried through. Examples of typical posts, as well as ones used for media blasts/promotions, will be by the Social Media Director. The Technology Director and each Social Media Director will ensure that the staff member given the responsibility for the public face of the Department is:

Familiar with the content allowed based on applicable Federal and state laws, ordinances, regulations, and Township policies. This includes but is not limited to laws regarding personally identifiable information, copyright, records retention, First Amendment, Health Insurance Portability and Accountability Act (HIPAA), The Privacy Act, and employment related laws.

Is responsible and equipped to carry-out social media activity in accordance with the current Township Social Policy.

Departments who choose to utilize social media for things other than typical posts, such as media blasts/promotions, shall:

Submit a Social Media Action Plan to their assigned Social Media Manager, for public events/advertising, that identifies the department's mission, goals, objectives, audiences, and measures of success.

Request, and have approved, a "not to exceed" budget for their efforts. Advertising and boosted posts can be successful in reaching beyond organic reach, and can target specific demographics for things such as: completing surveys, public meeting announcements, important safety related posts.

May approve the distribution/advertising through a vendor hired for specific purposes such as planning, engineering, etc. The social media plan would be developed by the vendor/contractor and submitted to the Social Media Director and Technology Director for approval.

6.8(d) (c) Authorized Use

Hamburg Township respects the right of any employee to engage in online social networking using the Internet, other technology, and social media networks during their personal time. This includes instant messages, text, video, photos, and audio. While we respect the employee's right of self-expression, in order to protect the Township's interests and ensure employees focus on their job duties, employees must adhere to the following guidelines:

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Employees may not engage in such activities during work time, or at any time with Township equipment or property, without Social Media Director's approval, or within the confines of the expected duties of Social Media Specialist.

Information published on social media networks that has to do with any aspect of work must comply with all confidentiality requirements, HIPAA, and Township Policies. Information related to persons receiving services from the Township must not be disclosed. Privacy rights of fellow employees and Township Board members must be respected.

Township Departments or employees may not create a social networking site or service to conduct Township business without a Social Media Action Plan and approval from the Social Media Director assigned to their category, with review by the Technology Director.

If the employee mentions the Township while engaging in social networking and also expresses a view or opinion regarding the Township's actions, the person must specifically note that the statement is his/her personal view or opinion and not the view or opinion of the Township. This standard disclaimer does not by itself exempt supervisors, managers, coordinators, and the Township Board from special responsibility when using personal social networks.

By virtue of your position as a Hamburg Township Employee, you are held to a higher standard than general members of the public, and your online activities should reflect professionalism.

Users must immediately report violations of this policy to their manager or supervisor, as well to the Human Resources Director.

All managers and supervisors are responsible for enforcing this policy. Employees who violate this policy are subject to discipline up to and including termination from employment, professional discipline, or criminal prosecution, in accordance with the Hamburg Township Personnel Policy and Procedure Manual.

6.8(e) (d) Approved Social Media Networks, Cable Channels, Websites

Departments shall only utilize Township approved social media networks for hosting official Township social media sites. A list will be maintained by the Technology Director, and made available to the Social Media Director(s). Networks may vary for use depending on the category of content.

Social Media Action Plans, for anything other than approved daily use, will be reviewed and approved by the Social Media Director and Technology Director prior to public release.

Social media sites that are created on behalf of any Township Department that are not approved by the Technology Director and Social Media Director, will be in violation of this

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

policy. Employees who violate this policy are subject to disciplinary actions as outlined in the Personnel Policies and Procedures Manual.

For each approved social media network, usage guidelines will be relayed by the Social Media Director.

The Social Media Specialist is responsible for the creation of Hamburg Township's social media sites, at the direction of their Social Media Director and/or the Technology Director.

Social media sites will be created using official Township email accounts, or other approved email such as Gmail, on file with the Technology Director.

Passwords will be created and maintained by the Social Media Specialist, with copies on file with the Technology Director, and will conform to password requirements. Passwords shall be promptly reset when authorized access is removed.

Social Media Directors shall notify the Technology Director immediately in the case of termination for any employee with authorized use of any social media networks used by the Township.

6.8(f) (e) Authenticity Establishment & Site Content

Hamburg Township's social media sites shall be created and maintained with identifiable characteristics of an official Township site. Both creation and maintenance of sites, and the content there in, shall comply with procedures as outlined in the Social Media Handbook. Wherever possible, links should direct users back to the Township's official website for more information, forms, documents, or online services. Social Media should not serve as a duplication of efforts, but as a way to further the goals and mission of the Township.

A list of undesirable content and/or words posted by external and authorized users will be provided to the Social Media Specialist who may remove them at their discretion, and/or by the direction of the Social Media Director, as outlined in the Social Media handbook. This includes, but is not limited to, removal of public comments using profanity and/or inappropriate images.

All Township content will be informational and non-partisan in nature. Resident and visitor comments on posts, including the request to remove inappropriate, insensitive, or misleading information, will be responded to in a timely manner.

6.8(g) (f) Security Compromise

If a compromise is identified on any official Township social media site, the managing Social Media Director and the Technology Director, must be notified immediately. The Social Media Specialist will change appropriate passwords immediately to isolate the incident, and archive compromising content as outlined in the Social Media Handbook.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

The Technology Director has final authority to edit or remove official social media sites, and any content therein, should there be a security issue, or at the direction of the Township Board.

6.8(h)-(g) Record of Updates

This policy will evolve as new technologies and social media sites change

Note from Deby: It is possible that some of this could go into the Handbook I am suggesting we develop. It should be up to the board to decide what should be included in Administrative policy, and what could include a reference.

Purpose:

Hamburg Township supports the use of social media technology to enhance communication, collaboration, and information exchange to further the goals of the Township where appropriate. This policy establishes policies and procedures for social media covering all Township employees, Township Board members, and/or Committee members. This policy may evolve as new technologies and social media offerings change.

Definitions:

~~Content:~~ Words, Video, Audio, or any combination of these things, which are used to relay a message to the public through Social Media Networks.

~~Social Media Networks:~~ Examples of this are Facebook, Twitter, Instagram, Cable Channel, Website, etc.

~~Social Media Specialist(s):~~ Staff member and/or Township Board or Committee member who has been granted authority by the Social Media Director to perform the duties as outlined in this policy as relates social media activities for their particular category.

~~Social Media Director:~~ Township Official, or designee, who has been granted authority by the Township Board of Trustees to oversee all social media activities of the Social Media Specialist, and approve content for the category they have been assigned. They work with the Township Clerk for all press releases no matter the category of content.

~~Emergency Management Director:~~ Township Official, or staff member, as listed in the Emergency Management Plan Resolution, who is authorized to direct staff to post on any platform, for purposes of relaying timely information to the public in an emergency situation.

~~Social Media Activities:~~ Include, but are not limited to: Social Media Posts, Advertising, Township Newsletter, Local Newspaper Articles, Cable Channel Programming, Printed Media, Public speaking engagements and/or presentations.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Technology Director: Head of the IT Department, or designee, who maintains a list of approved social media networks and sites for official use. Has final authority to edit or remove official social media sites, and any content therein, should there be a security issue, or at the direction of the Township Board.

Township Clerk: Maintains all record of public comment, backups, and is main point of contact for all Press releases.

Responsibilities

The Social Media Specialist will:

- Develop and distribute social media posts on assigned mediums, such as Facebook, Twitter, Instagram, and/or the Township website or cable channel.
- Assist Clerk in developing press releases, newsletter articles, printed materials, presentations, etc.
- Ensure all social media sites and channels are kept current.
- Have authority to respond to comments for all posts.
 - Informational questions that can be easily responded to.
 - Sensitive questions/comments will be referred to the assigned Social Media Director for suggested response, if any.
 - Monitors sites daily and responds to comments in a polite and respectful tone.
 - Ensures that all content is appropriate, professional, and consistent with Township Policy.
 - Ability to make comments via their own devices after hours. (Handbook will need to address this, or not allow — up to you)
- Stay current with social media networks, and have the ability to measure performance metrics.
- Have a working knowledge of the ads platform for each medium, if any (useful).
- Keep the Social Media Director informed of the used social media sites and activities.
- Provide available reports, or copies of posts/comments, as requested through F.O.I.A.
- Monitor Google Information Panels and ensure accurate information is reflected and post responses to comments as needed.

The Social Media Director(s) will:

- Approve the Social Media Activity plans for their category, as well as the addition of any new platforms, with approval from the Technology Director.
- Oversees and Is responsible for content posted by the Social Media Specialist(s).
- Authorizes Advertising Budgets, if any, for media campaigns and boosted posts.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- ~~Designate a Social Media Specialist and back-up responsible for overseeing the category's social media activities, policy compliance, and responding to comments completely, accurately and in a timely manner.~~
- ~~Designate appropriate usage levels including identifying what social media accounts individuals are approved to use, as well as defining roles, which is further defined in the Township Social Media Handbook.~~

The Technology Director will:

- ~~Have final authority to edit or remove official social media sites, and any content therein, should there be a security issue.~~
- ~~Maintain a list of approved social media networks, passwords, registered email addresses, and list of authorized site users for the purpose of emergency management.~~
- ~~Provide training opportunities to staff on best practices and provide samples of acceptable content.~~
- ~~Work with the Emergency Management Director to draft and distribute content in an emergency situation.~~
- ~~Ensure all social media sites have the correct security settings with the assistance of each Social Media Specialist and their assigned Director.~~

Procedures

~~While the content for each Department within the Township varies, the overall theme, tone, and professionalism must be carried through. Examples of typical posts, as well as ones used for media blasts/promotions, will be provided in the Township Social Media Handbook. The Technology Director and each Social Media Director will ensure that the staff member given the responsibility for the public face of the Department is:~~

- ~~Familiar with the content allowed based on applicable Federal and state laws, ordinances, regulations, and Township policies. This includes but is not limited to laws regarding personally identifiable information, copyright, records retention, First Amendment, Health Insurance Portability and Accountability Act (HIPAA), The Privacy Act, and employment related laws.~~
- ~~Is responsible and equipped to carry out social media activity in accordance with the Township Social Media Handbook (This will need to be developed and agreed upon by Department Heads and IT).~~

~~Departments who choose to utilize social media for things other than typical posts, such as media blasts/promotions, shall:~~

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- ~~Submit a Social Media Action Plan to their assigned Social Media Manager, as outlined in the Social Media Handbook, for public events/advertising, that identifies the department's mission, goals, objectives, audiences, and measures of success.~~
- ~~Request, and have approved, a "not to exceed" budget for their efforts. Advertising and boosted posts can be successful in reaching beyond organic reach, and can target specific demographics for things such as: completing surveys, public meeting announcements, and important safety related posts.~~
- ~~May approve the distribution/advertising through a vendor hired for specific purposes such as planning, engineering, etc. The social media plan would be developed by the vendor/contractor and submitted to the Social Media Director and Technology Director for approval.~~

Authorized Use

~~Hamburg Township respects the right of any employee to engage in online social networking using the Internet, other technology, and social media networks during their personal time. This includes instant messages, text, video, photos, and audio. While we respect the employee's right of self-expression, in order to protect the Township's interests and ensure employees focus on their job duties, employees must adhere to the following guidelines:~~

- ~~Employees may not engage in such activities during work time, or at any time with Township equipment or property, without Social Media Director's approval, or within the confines of the expected duties of Social Media Specialist.~~
- ~~Information published on social media networks that has to do with any aspect of work must comply with all confidentiality requirements, HIPAA, and Township Policies. Information related to persons receiving services from the Township must not be disclosed. Privacy rights of fellow employees and Township Board members must be respected.~~
- ~~Township Departments or employees may not create a social networking site or service to conduct Township business without a Social Media Action Plan and approval from the Social Media Director assigned to their category, with review by the Technology Director.~~
- ~~If the employee mentions the Township while engaging in social networking and also expresses a view or opinion regarding the Township's actions, the person must specifically note that the statement is his/her personal view or opinion and not the view or opinion of the Township. This standard disclaimer does not by itself exempt program supervisors, managers, coordinators, and the Township Board from special responsibility when using personal social networks.~~
- ~~By virtue of your position as a Hamburg Township Employee, you are held to a higher standard than general members of the public, and your online activities should reflect professionalism.~~

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- ~~Users must immediately report violations of this policy to their program manager or supervisor, as well to the Human Resources Director.~~
- ~~All program managers and supervisors are responsible for enforcing this policy.~~
- ~~Employees who violate this policy are subject to discipline up to and including termination from employment, professional discipline, or criminal prosecution, in accordance with the Hamburg Township Personnel Policy and Procedure Manual.~~

~~Approved Social Media Networks, Cable Channels, Websites~~

~~Departments shall only utilize Township approved social media networks for hosting official Township social media sites. A list will be maintained by the Technology Director, and made available to the Social Media Director(s). Networks may vary for use depending on the category of content.~~

- ~~Social Media Action Plans, for anything other than approved daily use, will be reviewed and approved by the Social Media Director and Technology Director prior to public release.~~
- ~~Social media sites that are created on behalf of any Township Department that are not approved by the Technology Director and Social Media Director, will be in violation of this policy. Employees who violate this policy are subject to disciplinary actions as outlined in the Personnel Policies and Procedures Manual. (or could reference another section of the Admin Policy)~~
- ~~For each approved social media network, usage guidelines will be outlined in the Hamburg Social Media Handbook.~~
- ~~The Social Media Specialist is responsible for the creation of Hamburg Township's social media sites, at the direction of their Social Media Director and/or the Technology Director.~~
 - ~~Social media sites will be created using official Township email accounts, or other approved email such as Gmail, on file with the Technology Director.~~
 - ~~Passwords will be created and maintained by the Social Media Specialist, with copies on file with the Technology Director, and will conform to password requirements. Passwords shall be promptly reset when authorized access is removed.~~
 - ~~Social Media Directors shall notify the Technology Director immediately in the case of termination for any employee with authorized use of any social media networks used by the Township.~~

~~Authenticity Establishment & Site Content~~

~~Hamburg Township's social media sites shall be created and maintained with identifiable characteristics of an official Township site. Both creation and maintenance of sites, and the content there in, shall comply with procedures as outlined in the Social Media Handbook. Wherever possible, links should direct users back to the Township's official website for more information, forms, documents, or online services. Social Media should~~

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

~~not serve as a duplication of efforts, but as a way to further the goals and mission of the Township.~~

~~A list of undesirable content and/or words posted by external and authorized users will be provided to the Social Media Specialist who may remove them at their discretion, and/or by the direction of the Social Media Director, as outlined in the Social Media handbook. This includes, but is not limited to, removal of public comments using profanity and/or inappropriate images.~~

~~Security Compromise~~

~~If a compromise is identified on any official Township social media site, the managing Social Media Director and the Technology Director, must be notified immediately. The Social Media Specialist will change appropriate passwords immediately to isolate the incident, and archive compromising content as outlined in the Social Media Handbook.~~

~~The Technology Director has final authority to edit or remove official social media sites, and any content therein, should there be a security issue, or at the direction of the Township Board.~~

~~Record of Updates~~

~~This policy will evolve as new technologies and social media sites change. Please refer to the Social Media Handbook for the latest changes.~~

6.9 Governmental Access Cable Television Channel Capacity Policy

6.9(a) Introduction

As part of its administration of its cable franchise authority, the Township of Hamburg is hereby establishing guidelines for the use of channel capacity on the cable system dedicated by the Cable Franchise Grantee for governmental purposes. All regulations shall be governed by applicable regulations of the Federal Communications Commission.

This policy may be included in the Municode version of Hamburg Township Ordinances if so designated and directed by the Hamburg Township Board of Trustees.

6.9(b) Background

Under the Cable Franchise Agreement, the Cable Franchise Grantee is required to supply channel capacity for access to its cable system for governmental access purposes.

At the time of the adoption of this policy, video access is provided over one channel, Channel 191. Its broadcast signal is being carried over the Charter Spectrum Cable TV Network. The Technical Services Department of Hamburg Township maintains and operates Channel 191 under the direction of the Hamburg Township Board of Trustees.

These access guidelines establish rules, procedures and requirements to determine eligibility to program the capacity and the acceptability of programming material for governmental

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

access, and otherwise set forth operating policies by which the Township will make use of governmental access capacity.

6.9(c) Purpose

Updated by Board of Trustees xx/xx/xx

—The purpose of governmental and community cable TV access hereunder is to provide to Hamburg Township Board, commissions, committees, departments and community organizations an outlet for governmental and community information ~~and programming, and also additional educational and public information video programming~~ and announcements.

6.9(c)(1) Eligible Governmental and Community Entities

- A. **Access to Channel Capacity:** Upon application to the Township, governmental access information or programming may be inserted over the cable system's governmental access channel capacity by an eligible governmental or community entity.
- B. **Eligible Entities:** The term "eligible entity" means the following:
 - i. Township Board of Trustees
 - ii. Executive personnel and administrative personnel of the Township of Hamburg
 - iii. The Boards, commissions, committees and departments of Hamburg Township
 - iv. The Hamburg Police Department;
 - v. The Hamburg Fire Department;
 - vi. Executive personnel and administrative personnel of Livingston County; and the State of Michigan; and
 - vii. Other entities as may be allowed by the Township Board of Trustees.

Governmental access is intended both for in-service use by and between eligible government entities and community groups and as a public service to the citizens of Hamburg.

6.9(c)(2) Responsibilities of the Technical Services Department

~~A.~~ *Updated by Board of Trustees xx/xx/xx*

B.A. Responsible for coordinating the operation of Channel 191 pursuant to the direction of the Hamburg Township Board of Trustees. The Director of Technical Services shall designate staff responsibilities for maintenance and operation of Channel 191's station, equipment and programming.

C.B. Provide the Township with advice concerning governmental issues that are relevant to Hamburg and the development and procurement of information, information services and programming responsive to those issues.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- ~~D.C. _____ Shall regularly consult with eligible governmental entities to identify relevant governmental issues.~~
- ~~E.D. _____ May seek comment from members of the Hamburg community or Township legal counsel, or approved industry consultants for further input on relevant issues and information, information services and programming responsive to those issues.~~
- F.E. _____ Shall be the primary interface with the cable television franchisee for the purpose of scheduling franchisee-provided resources and facilities for the production and cablecast of governmental access programming. All franchise agreements shall be approved by the Township Board of Trustees and executed by the appropriate Township elected officials.
- G.F. _____ Shall be responsible for collecting programming information and materials from eligible governmental and community entities. The Township Board of Trustees has ultimate authority with respect to programming and material transmitted over the governmental access capacity.
- H.G. _____ Shall assist in and coordinate the production of governmental access programming both onsite and offsite for such entities as they may require, subject to available facilities, funds and personnel.
- ~~I.H. _____ Develop, produce, and distribute a program schedule to community media, Township staff and others upon request.~~
- J.I. _____ Shall review and approve all material or programming cablecast on governmental access capacity pursuant to policy set by the Township Board.
- K.J. _____ Shall be responsible for reviewing accessibility options for the deaf and hard of hearing community as such technologies may become available. The Township Board of Trustees shall have final approval for any contracts required to provide such services.
- L.K. _____ Shall be responsible for the physical and daily operation of the governmental access channel capacity.
- M.L. _____ Chain of Command: The Technical Services Department shall report first to the Township Supervisor, then to the Township Board of Trustees.

6.9(c)(3) Programming

Updated by Board of Trustees xx/xx/xx

A. Programming Focus

Programming shall be primarily focused in four main areas:

- government programming;
- community programming;
- educational and community interest programming;
- public service programming;

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

All programming shall be of special interest and benefit to the residents of the Township of Hamburg, and shall promote and further the goals and objectives of the Hamburg Township Board for Hamburg Township. All applicable FCC regulations shall govern.

B. Programming Types

Automated News Services Programming	Modules provided under agreements with Leightronics, Inc. and/or other suppliers as approved by the Township Board of Trustees.
Live	Live coverage may be provided, subject to the preemption for any material that does not comply with these guidelines.
Remote	Utilizing remote video production facilities for on-location tape-delayed cablecasts.
Video Delayed	Events or presentations may be recorded for cablecast at a later time. Recordings of live cablecasts may be replayed.
Locally Produced Programs	Original programs that are governmental and community programming may be produced by eligible entities, including production and production assistance by Technical Services staff or others on behalf of such eligible entities. Any copyrights to locally produced programming shall belong to the eligible entity producing such program. If such eligible entity is not organized and authorized to own such a copyright, the copyright shall belong to the Township or the County or the State with direct jurisdiction over the eligible entity.
External Programs	Governmental, community and educational programming may be acquired or borrowed by eligible entities for access. The eligible entity shall be responsible for securing all copyright authorizations required for externally produced programs and shall provide a written copy of such authorizations upon application to Technical Services staff to air such programming.
Alphanumeric Message Board	A governmental and community bulletin board may be maintained to display messages of local interest in Hamburg

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

	Township and Livingston County, Michigan and a community calendar.
Data	Computer applications may be integrated over the access capacity as technology permits.

~~C. Program Log~~

~~A daily log will be maintained of all programming cablecast that day by Technical Services staff. A Program Guide may be placed on Channel 191 and/or the Township's web site. Notices regarding scheduling for certain broadcasts including "Meet the Candidates" forums may be placed on the Township's web site.~~

D. Township Control

Hamburg Township reserves the right to control all programming, including all non-profit advertising, which is broadcast over the channels. No for-profit advertising is permitted due to cable TV franchise limitations. The right of control is a broad right, including, but not limited to, control over any and all content (video, audio, graphics, text), length of programming, broadcast schedule times, methods of production and broadcasting, copyright of materials generated by Hamburg Township and any related fees, production costs, broadcasting costs and/or equipment costs.

E. Political Programming

No "political programming" shall be accepted for governmental access except as may be approved by the Hamburg Township Board of Trustees.

i. Definition of "Political programming"

a. That programming which, if inserted on the governmental or community access channel capacity, would constitute a use by a legally qualified candidate or his or her supporters (authorized or unauthorized) that would give rise to requirements by a cable operator, if such programming were to have been inserted on a cable channel subject to the cable operator's control, to provide equal opportunities and quasi-equal opportunities to other such candidates for the same office or their supporters (authorized or unauthorized) under Federal Communications Board CFCC") cable television regulations, e.g., 47 C.F.R. §76.3(q) and §76.205 et seq., and related FCC policies, rules and doctrines, including the "personal attack rule."

b. "Meet the Candidate" and other issues-related forums held prior to elections may be allowed as approved by the Hamburg Township Board of Trustees even though they may be considered "political" programming.

ii. Definition of "Non-Political Programming"

For these guidelines, the following are considered news events and are not "political programming:"

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- a. Meetings of and hearings before the Hamburg Township Board and Hamburg Township Planning Commission, Hamburg Zoning Board of Appeals; and any other Hamburg Township government committees and departments.
- b. Meetings of and hearings held by Livingston and Washtenaw County departments affecting Hamburg Township residents and property owners.
- c. Meetings of and hearings held by State of Michigan departments such as the Michigan Department of Natural Resources (MDNR), Michigan Department of Environment, Great Lakes and Energy (MEGLE), Michigan State Police (MSP)/Emergency Management, etc.
- d. Meetings held by Federal regional government agencies such as FEMA/NFIP, USACE, and USGS for issues involving Hamburg Township residents and property owners.

iii. Right of Refusal

Hamburg Township reserves the right to refuse cable broadcasting of programs which may contain any of the following:

Unauthorized use of copyrighted material.
Violation of the State and Federal law regarding obscenity. No programming shall be accepted for governmental access if it contains obscene material, sexually explicit conduct or material soliciting or promoting unlawful conduct under Section 10(c) of the Cable Television Consumer Protection and Competition Act of 1992 ("Cable Act") as implemented by regulations of the FCC.
Advertising of a "lottery" as defined in 18 U.S.C. § 1304 and FCC regulation 47 C.F.R. § 213.
Unlawful invasion of privacy.
Material which is libelous, slanderous or defamatory.
Material which violates local, state or federal laws.
Any other material deemed inappropriate by the Hamburg Township Board of Trustees.

F. Preview of Programming

Any programming submitted by an eligible governmental entity for access shall be previewed by the Technical Services staff, or Township elected officials for acceptance. Such programming may be edited to conform to these guidelines, or the programming may be rejected. If concerns develop, the matter shall be referred to the Township Board for review.

G. Alphanumeric Bulletin Board

Messages programmed into the "Bulletin Board" shall be edited to provide clarity and to provide maximum use of the memory bank currently available. Message content generally will not be edited, but will not be inserted if inconsistent with these guidelines

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

H. Handling of Program Materials

i. Return of Refused Programming

Any programming submitted by an eligible entity for cable TV channel access that is not accepted will be returned.

ii. Program Retainage

Programming accepted for governmental access will be retained, including recordings of live programming, for the duration of the scheduled run of the programming, including repeat exhibitions, and for any such period of time as may be applicable under the Township's policies for programming return, receipt and record retention.

iii. Program Copying

a. Subject to copyright and licensing considerations, programming shall be available to the public for copying one week after the last scheduled run. All requests for copies shall be made pursuant to FOIA requirements.

b. The cost for copies of programming shall be set by the Township Clerk according to the Township Schedule of Fees under FOIA.

c. Programming generated by entities other than Hamburg Township shall be obtained directly from that entity and not from Hamburg Township.

6.9(c)(4) Programming Schedules

Updated by Board of Trustees xx/xx/xx

A. Day to Day Management

~~i. Daily Schedule~~

~~Technical Services staff are responsible for scheduling.~~ The day-to-day management of schedules shall be through the Technical Services office.

~~ii. Program Schedule~~

~~The program schedule, once publicized, generally will not be deviated from or added to except in the event of an emergency, as a result of technical difficulties or unavailability of the scheduled programming.~~

~~B. Scheduling priorities and guidelines~~

PRIORITY LEVEL	GUIDELINES

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Level 1	Announcements concerning emergencies affecting health or safety or exigent circumstances may preempt at any time; weather bulletins; civil defense bulletins; etc.
Level 2	Special and regular meetings and hearings of the Township Board, Planning Commission, Zoning Board of Appeals, and other related boards and committees; election notices; election precinct workers' meetings notices; meetings of Livingston County of interest to Hamburg residents; requests for service workers; notices
Level 3	Other public meetings and public hearings; In-service use of government access channel capacity; Information programming, news, public interest; community activities (festivals and special events; senior citizens; parks and recreation programming; etc.);
Level 4	Educational programming; public safety programming; environmental programming; community access programming, adoptable pets from Livingston County Animal Control Shelter
Level 5	Database programming; internet generated programming; repeats of public meetings and hearings for time diversity; alphanumeric bulletin board messages

~~C. Live Programming Scheduling~~

~~i. Programming of live scripts or concepts for such live programming must be submitted at least two (2) weeks in advance of the intended cablecast date to allow for scheduling, preparation, production, if any, and evaluation for consistency with these guidelines.~~

~~ii. Emergency programming is not subject to this requirement.~~

~~iii. All scripts shall be submitted to the Technical Services Department and a Production Proposal completed.~~

~~D. Community Bulletin Board Notices~~

~~"Bulletin Board" messages must be submitted to the Technical Services Department at least 72 hours prior to the intended insertion date except for special public announcements (such as emergency closings).~~

~~E. Scheduling Conflicts~~

~~i. It is the Township's policy to cablecast all programming submitted by an eligible entity, subject to the priorities and guidelines herein. Scheduling requirements may, from~~

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

~~time to time, preclude available cablecast time for all such programming for its intended cablecast date.~~

~~ii. Technical Services staff shall use reasonable efforts to accommodate such programming and entity and to resolve potential scheduling conflicts.~~

~~F. Right of Scheduling Reservation Hamburg Township reserves the right to schedule the time in which a program will be cablecast.~~

~~G. Viewer Discretion Notification Programs which may not be suitable for viewing by children, or contain material which may be offensive to sensitive viewers, will carry the standard disclaimer at the head of the program:~~

~~"The following program contains material which may be offensive to some viewers and may be inappropriate for viewing by children. Viewer discretion is advised."~~

6.9(c)(5) Support for Access Programming - Underwriting

A. Franchise Fees

Channel 191 is presently maintained via franchise fees generated by cable TV subscribers to the Charter/Spectrum Cable TV Network in Hamburg Township as budgeted for pursuant to allocation by the Hamburg Township Board of Trustees.

B. Underwriting Contributions

Individuals or organizations that provide contributions to the Township or to a municipal instrumentality of the Township that is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code to support governmental and community access or specific programming of a public interest may be identified by name and, if a business or organization, the display of their business or organization logo and tagline, consistent with Section 399B of the Communications Act of 1934, as amended, and FCC regulations (47 C.F.R. § 73.503(d)) and policies and guidelines governing the noncommercial, educational broadcast services with respect to so-called "underwriting announcements."

B. Underwriting Disclosures

The names, addresses and phone numbers of individuals and/or organizations providing funding for production of programming must be disclosed to the Technical Services Department and the same noted on the Production Proposal.

C. Underwriting Credits

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

i. Credit may appear at the beginning and/or end of the program identifying the underwriter. The display should be no longer than 10 seconds and the word "sponsor" cannot be used.

ii. The credit may include the words "This program made possible in part by _____" followed by the underwriter's name or logo. Such underwriting announcements or acknowledgments shall be for identification purposes only and shall not promote the contributor's products, services or company. Such announcements may not contain comparative or qualitative descriptions, price information, calls to action or inducements to buy, sell, rent or lease.

D. Underwriting Payments

All underwriting contribution funds shall be submitted to and paid to the Hamburg Township Treasurer with receipts provided for same.

6.9(c)(6) Video Products

A. Video Copies

i. Subject to copyright licensing requirements and FOIA requirements, copies of any available Township of Hamburg programs, including Township Board meetings, shall be provided to authorized Township employees or departments for official use only, free of charge, upon request.

ii. Copies of Township Board and other public meetings shall be provided to any citizen at cost (to include administrative and overhead) in accordance with the provisions of Schedule of Fees and Charges as set by the Technical Services Department in accordance with FOIA requirements.

iii. Simulcasting: Township meetings shall be simulcast via Livestream/Vimeo services software platform online and/or via Channel 191 on the Charter/Spectrum Cable TV network.

iv. Archiving/Video-On-Demand: Video recordings will be posted and made available to the public free of charge on the Livestream/Vimeo or other similar video-on-demand internet viewing service.

B. Videotape review

Video recordings will be posted and made available to the public free of charge on the Livestream/Vimeo or other similar video-on-demand internet viewing service. FOIA requests for video recordings transcribed to physical media such as DVDs or flash drives shall be directed in writing to the Hamburg Township Clerk.

C. Archives

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- i. It is the policy of the Township to maintain video tape archives of meetings of and hearings before the Township Board of Trustees, the Hamburg Planning Commission (when the Planning Commission proceedings are recorded), and the Hamburg Township Zoning Board of Appeals pursuant to Township record retention policy as administered by the Hamburg Township Clerk.
- ii. Recording and record retention policies for all other meetings of and hearings before other eligible entities shall be arranged by such entity in a manner acceptable to the Township Clerk, who is the designated Keeper of the Records for Hamburg Township.
- iii. All recording and record retention policies shall be handled pursuant to current FOIA regulations. Video recordings will be posted and made available to the public free of charge on the Livestream/Vimeo or other similar video-on-demand internet viewing service.

6.9(c)(7) Legal

A. Copyright and Trademark/Service Mark

i. Copyright Clearance

All programming accepted for governmental access cable broadcasting shall be cleared for copyright.

ii. Copyright Use Authorization

The eligible entity submitting the programming must have obtained and provided to the Technical Services Department a specific authorization from the copyright holder of the programming authorizing the "Township of Hamburg" to perform, edit and make ephemeral recordings of the work consistent with these guidelines.

iii. Personal Release

In the case of live programming or recorded programming produced for access hereunder that is not a public proceeding, permission or releases must be obtained from persons depicted therein to use their likenesses, including printed, recorded and photographed material. Written evidence of permission shall be submitted to the Technical Services Department at the time of submission of the programming request by the entity on the Production Proposal.

iv. Trademark Clearance

Any trademark or service mark, depicted or audible, in any programming accepted for governmental access shall be cleared in the same manner as for copyright.

B. Errors and Omissions

i. Warrant to Township

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Eligible entities shall represent and warrant to the Township that they have all necessary copyright, trademark, service mark and likeness (i.e., invasion of privacy) permissions and authorizations for the Township to cablecast the submitted programming consistent with these guidelines and that such information or programming is not libelous, slanderous or defamatory and is otherwise consistent with these guidelines.

ii. Indemnification of Township

Such eligible entities shall indemnify and defend the Township against damages and loss, including reasonable attorney's fees, for any claims arising out of such representations and warranties. Such indemnification shall also extend to the cable operator to the extent it is not exempt from liability under the Cable Act or other applicable law. A copy of the certificate of copyright authorization is to be attached as part of the Production Proposal.

iii. Broadcasters' Liability Insurance

The Township may obtain appropriate "broadcasters' liability" insurance, in which case it may name such eligible entities as additional insureds and assess such entities, pro-rata, the premium amount of any such insurance.

iv. Township as Named Insured

Alternatively, any such eligible entity that has or obtains such insurance shall name the Township as an additional insured with respect to governmental access programming cablecast pursuant to these guidelines.

6.9(c)(8) Amendment and Repeal

The Hamburg Township Board of Trustees may from time to time amend or repeal these guidelines as it deems fit.

6.10 Tax and Assessment Information Policy

Updated by Board of Trustees xx/xx/xx

~~—Updated by Board of Trustees X-X-XX~~

Hamburg Township office hours are Monday through ~~Friday, 8 a.m. to 5 p.m.~~ **Thursday, 7:30 a.m. to 5:30 p.m.**—During these hours Assessing records are available for public inspection, unless an after hours' time is mutually agreed by Hamburg township staff and the individual requesting the records.

Residents, banks, mortgage companies and other entities requesting information regarding tax amounts, special assessment payment amounts, property record cards, valuation sheets, all available sale records, and maps can receive this information verbally and without cost on up to five parcels within a 24-hour period. Tax records may be unavailable during

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

tax collection periods, as determined by the Treasury department. Restrictions shall be posted on the Township website and in the Township hall.

The public does not have unrestricted access to township offices, records or facilities. A person may be required to inspect records at a specific counter or table in the view of Township staff.

Records or files cannot be removed from the Township Offices.

Township officials assisting with the inspection of public records must inform any person inspecting records that only pencils, and no pens or ink may be used to take notes.

Special assessment payoff amounts will be provided in writing via fax, ~~or mail~~ or e-mail. ~~No payoff amounts will be issued over the phone.~~

Individuals, corporations or entities requesting the following information on more than five (5) parcels (with the exception of special assessment payoff amount) must be done in writing.

- Tax Amounts for Specific Years
- Paid Status of Taxes
- Determination of Special Assessment Status
- Amounts of Annual Special Assessment Payments
- Assessing Information

May be required to do the following:

- Submit all Requests in Writing
- Receive all Responses in Writing Via Fax and Mail
- Pay a fee as established by the Township FOIA policy for each parcel on which information is requested. The fee is payable at the time of the request by check, money order, or cash.

(Adopted 5/27/97 – Amended 11/24/98 -Amended 2/3/15)

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Formatted: Font: (Default) Tahoma

HAMBURG TOWNSHIP

—ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Effective Date: 03-04-2025

- - - Rescinds: -

Title: **Code of Ordinances**No: **7.0**

7.0 **Code of Ordinances** **CODE OF ORDINANCES**

Updated by Board of Trustees 3-4-25

Formatted: Font color: Auto

As of 2021, the Hamburg Township Ordinances have been codified, and Municode supplies web services to ensure our laws are accessible to the public. Our code gets updated on a schedule agreed to by the Township Board, and any changes must be submitted to the vendor upon adoption.

All changes in Ordinance, both for General Township Law as well as Zoning, must be forwarded to Municode with supporting documents to be incorporated as a pending change until codification is completed. **The following procedure should be used for all Ordinance changes and it is highly recommended that the originating ordinance document be obtained via the website.**

This is the current location of our Code:

[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)

Formatted: Font color: Auto

Formatted: No underline, Font color: Auto

Formatted: No underline, Font color: Auto

Before ordinance Supplements are processed, the updates are approved at a Township Board meeting. For General Ordinances revisions there is a 1st Reading and 2nd reading prior to adoption. For Zoning Ordinance revisions there will be a single reading prior to adoption after their review process is completed. In both cases the changes must be published in a newspaper of record before taking effect. The steps of the Ordinance Supplemental Procedure are:

7.1 **Ordinance Supplemental Procedure**

1. Staff proposes change/addition to Township Board at a Work Session meeting

1.

- a. Copy of original text is provided to Board along with cover memo/bullet points
- b. Board provides comments and authorization to proceed
- c. Board indicates if Attorney should be included in development and/or review process

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

2. Staff completes change/addition to Ordinance – Draft

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Formatted: Font: (Default) Tahoma

2.

- a. Assigns a number in the Code of Ordinances – Master Index (Appendix 1) – shared file
 - i. General Ordinances – Tab 1 – Ordinance Coordinator will assign
 - ii. Zoning Ordinances – Tab 2 – Zoning staff will assign
- b. Works with Township Attorney, if applicable, to finalize Draft ordinance (Appendix 4)
 - i. Templates for both General and Zoning Ordinances available in shared file
 - ii. Examples of General and Zoning Ordinances available in shared file
- c. Ordinance changes which include Civil Infraction penalties, must be assigned a Class
- d. Attorney to provide opinion/clarification/review memo, if needed/requested by Board

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

3. Staff proceeds with approval process

- a. Zoning
 - i. Planning Commission Approval
 - ii. Livingston County Planning Commission Approval
 - iii. Township Board Approval (single reading)
- b. General
 - i. Township Board (first reading)
 - ii. Township Board (second reading)

4. Once approved by Township Board:

- a. Staff provides draft/red-lined version and/or final word doc of numbered ordinance to Ordinance Coordinator with:
 - i. Code of Ordinances – Supplemental Request Form (Appendix 2) reflecting approval dates
 - ii. Supporting Documents in PDF format (including Attorney opinion, if any)
- b. Staff provides Clerk's Office with publication language either in full or summary format
- c. Clerk's Office determines effective date of ordinance and files publication
 - iii-i. New Ordinances will be published in their entirety and must include

Formatted: Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 1.38" + Indent at: 1.63"

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Formatted: Font: (Default) Tahoma

Certification clause

- iv-ii. Ordinance changes/additions exceeding two pages may be published in summary format which must be submitted to 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:

- v-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.
- vi-ii. By: (Clerk) (Signature line)
- vii-iii. Introduced: (First reading date)
- viii-iv. Adopted: (Second reading date/when motion was passed)
- ix-v. Effective: (Date the law/change becomes effective) (Clerk assists with this)
- x-vi. Published: (Date the law/change is published) (Clerk assists with this)

Formatted: Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 1.38" + Indent at: 1.63"

- 3-5. Clerk Staff finalizes Ordinance document and has Clerk sign and seal the ordinance

Formatted: Font: (Default) Tahoma

- 4-6. Ordinance Coordinator forwards red-lined version of Word Document, a PDF of signed/certified version of the approved Ordinance change/addition, and a proof of publication in order to process the update with Municode for inclusion in code

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

- 5-7. Municode sends back confirmation, and changes are scheduled for the next Supplement (Appendix 3)

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

- 6-8. The changes are placed on the Ordinance home page while awaiting codification and are available for public review

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

- 7-9. Once codified, printed versions (4 copies) will be sent for each Supplement to Ordinance Coordinator for distribution to: Clerk, Police, Fire, Zoning

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

- 8-10. All General Ordinances will be maintained in the Clerk archives & V drive. Originals are permanently housed in the Clerk Department archives.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

All publications and Ordinances are to be retained permanently 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.~~

Formatted: Font color: Red, Strikethrough

HAMBURG TOWNSHIP
ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Formatted: Font: (Default) Tahoma

Appendix 1:

Formatted: Font color: Auto

Code of Ordinances Index – Master List for General Ordinances

Can be found by staff in Vdrive: Code of Ordinances

Formatted: Level 1, Space Before: 12 pt

Numbering convention: Year (4 digit), Type (G or Z), 3-digit sequential (001, 002, etc.)

Tab 1:

Code of Ordinances Index - Master List for General Ordinances						
This numbering system is for General Ordinances only. Please see Tab #2 for Zoning Text Amendments.						
Numbering convention: Year (4 digit), Type (GO or ZO), 3 digit sequential (001, 002, etc.)						
Example for General Ordinances (New and Changes): 2025.G.001						
Ordinance #	Description	1st Reading Date	2nd Reading Date	Publication Date	Effective Date	Comments
2025.G.001						
2025.G.002						
2025.G.003						
2025.G.004						
2025.G.005						
2025.G.006						

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Formatted: Font: (Default) Tahoma

Tab 2:

Code of Ordinances Index - Master List for Zoning Ordinances							
This numbering system is for Zoning Ordinances only. Please see Tab #1 for General Text Amendments. Numbering convention: Year (4 digit), Type (GO or ZO), 3 digit sequential (001, 002, etc.) Example for Zoning Ordinances (New and Changes): 2025.Z.001							
Ordinance #	Description	Planning Commission Approval Date	County Planning Commission Approval Date	Hamburg Township Board Approval Date	Publication Date	Effective Date	Comments
2025.Z.001							
2025.Z.002							
2025.Z.003							
2025.Z.004							
2025.Z.005							
2025.Z.006							
2025.Z.007							
2025.Z.008							

Appendix 2:

Formatted: Font: (Default) Calibri Light, 16 pt

Formatted: Space Before: 12 pt, Line spacing: Multiple
1.08 li

Formatted: Font color: Auto

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Supplemental Request Form – Example



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(s):

Zoning: _____ Planning _____ County _____ TB

General: _____ TB 1st Read _____ TB 2nd Read

Publication Date: _____

Effective Date: _____

Sent to Municode: _____

Verified by: _____

Added to Code date: _____

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Appendix 3:

Automated Email from Municode - Example

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.

HAMBURG TOWNSHIP
ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Formatted: Font: (Default) Tahoma

Appendix 4:

Formatted: Font color: Auto

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Ordinance Amendment/Change Format - Example

Formatted: Font: (Default) Tahoma

Formatted: Level 1, Space Before: 12 pt

STATE OF MICHIGAN
COUNTY OF LIVINGSTON
HAMBURG TOWNSHIP
ORDINANCE NO. 2025 Z.001

AN ORDINANCE TO AMEND CHAPTER 36,
ARTICLE XIII, SECTION 36-482, OF THE
HAMBURG TOWNSHIP ZONING
ORDINANCE

Hamburg Township Ordains:

Sec. 36-482. Sign regulation enforcement.

- (a) *Signs on private property.* Signs in violation of the regulations will be enforced by the zoning administrator or designee utilizing Ordinance No. 71-A the civil infraction ordinance.
- (b) *Signs within the public or private right-of-way or on public land.* Signs in violation of the regulations will be removed by the zoning administrator or designee.
 - (1) First violation: Will be removed and held for ten days at the Township offices, after which the signs will be discarded.
 - (2) Second violation: The signs will be removed and will be discarded without a holding period.
 - (3) Signs in continual violation of the regulations may be enforced by the Code Enforcement Officer, Zoning Administrator, or designee, utilizing Chapter 1, Article II, Section 1-45 – Sanctions for violations, in the Hamburg Township Code of Ordinances.
 - (4) Signs will be considered in the public right-of-way if they are within ten feet of a public street or if they are in violation of section 36-228.
 - (5) For purposes of assessing fines and penalties only, a violation under this section shall be classified a Class E municipal civil infraction.
 - (6) Signs for Park/Trail related events must be approved through the Park Use Application process.

(Zoning Ord. 2020, § 18.14, 1-5-2021)

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Formatted: Font: (Default) Tahoma

Effective Date: Publication. The provisions of this ordinance shall become effective fifteen (15) days after its adoption and shall be published within 15 days of its adoption by publication of a brief notice in a newspaper circulated in the Township, stating the date of enactment and the effective date of the ordinance, a brief statement as to the subject matter of this ordinance and such other facts as the Clerk shall deem pertinent and that a copy of the ordinance is available for public use and inspection at the office of the Clerk.

Made, Passed and Adopted by the Hamburg Township Board of Trustees this ____ day of _____, 20__.

Pat Hohl, Supervisor

Michael Dolan, Clerk

Certificate of Adoption

I hereby certify that the foregoing is a true and complete copy of the ordinance adopted at the regular meeting of the Hamburg Township Board of Trustees held on the ____ day of _____, 20__.

Michael Dolan, Clerk

Adopted:

Published:

Effective:

HAMBURG TOWNSHIP
ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Formatted: Font: (Default) Tahoma

Formatted: Left, Space After: 8 pt, Line spacing: Multiple 1.08 li, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers



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: October 28, 2025

AGENDA ITEM TOPIC: Police Officer Hiring

Number of Supporting Documents: N/A

Requested Action

- Motion to approve the hiring of Christopher Moran for the position of full-time police officer effective immediately.

Background

In anticipation of police officer vacancies due to retirements, the department held a hiring process with the job posting for the positions being publicly posted on August 6, 2025. The closing date for applications was August 29, 2025. At the conclusion of the process, Christopher Moran finished as the top candidate. Officer Moran is retiring from the Roseville Police Department after 20 years of exceptional service to take this position and brings with him a wealth of knowledge and experience. Officer Moran has successfully completed his background check, psychological examination, medical examination and drug screening.

Fiscal Considerations

Does the agenda item require the expenditure of funds? Yes ☒ No ☐

If YES, are funds budgeted? Yes ☒ No ☐

Fiscal year affected: 2025/2026

Is a budget amendment required? Yes ☐ No ☒

General Ledger numbers affected: _____

Respectfully,

Chief Richard Duffany
Director of Public Safety

TO: Hamburg Township Board

FROM: Alex Wilkinson, Assessor

DATE: 10/29/2025

AGENDA ITEM TOPIC: July/December Board of Review Resolution

Number of Supporting Documents: **2**

Requested Action

- A motion to approve the Resolution Authorizing Board of Review to Schedule Alternate July and December Board of Review Meeting Dates.

Background

The Assessing Department is proposing the attached resolution to allow flexibility in scheduling the Board of Review meetings held in July or December. Under this resolution, if necessary, the Board of Review meeting may be rescheduled to an alternate meeting date during the week of the third Monday in July and during the week of the second Monday in December.

Fiscal Considerations

Does the agenda item require the expenditure of funds? Yes ☐ No ☒

Are funds budgeted? Yes ☐ No ☒

Fiscal year affected: Choose an item.

Is a budget amendment required? Yes ☐ No ☒

General Ledger numbers affected: _____

Supervisor Jason Negi Clerk Mike Dolan Treasurer Jennifer Daniels Trustees Patricia Hughes, Chuck Menzies, Nick Miller, Joanna Hardesty

**RESOLUTION OF
BOARD OF TRUSTEES
TOWNSHIP OF HAMBURG**

**Resolution Authorizing Board of Review to Schedule Alternate July and December Board of
Review Meeting Dates**

Whereas, Section 53b of the General Property Tax Act, MCL 211.53b, requires a Board of Review that meets in July and December to meet on the Tuesday following the third Monday in July and the Tuesday following second Monday in December; and

Whereas, Public Act 122 of 2008, effective May 9, 2008, allows for an alternate July and December Board of Review meeting date during the week of the third Monday in July and during the week of the second Monday in December, if authorized by the governing body of the municipality; now therefore be it;

Resolved, Pursuant to Public Act 122 of 2008, Board of Trustees of the Township of Hamburg, authorized the Board of Review to schedule an alternative meeting date during the week of the third Monday in July and during the week of the second Monday in December. Said meeting will be posted pursuant to the Open Meetings Act.

Ayes:

Nays:

Absent:

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Board of Trustees of the Township of Hamburg, County of Livingston, State of Michigan, at a regular meeting held on the ____ Day of _____, 20__ and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated:

Mike Dolan, Clerk
Township of Hamburg

TO: Township Board

FROM: Deby Henneman, Township Coordinator

DATE: March 29, 2023

AGENDA ITEM TOPIC: Trailhead Use Approval – Village Trailhead - Hamburg Parks & Recreation

Number of Supporting Documents: **1 – Application Packet**

Requested Action

To approve the Park Use application for use of the Village Trailhead, along with consideration for staff and resource support as a co-host, for the Christmas In The Village event which is scheduled for Friday, December 12, 2025 from 5PM-8PM, and Saturday, December 13, 2025 from Noon to 8PM. Approval should contemplate payroll for key staff, as approved by their Department Heads, and that the Clerk Department be provided all requested documents to their satisfaction. Approval should also include allowance for promotional signage to be placed on Township property, Parklands and Trailheads. Over-the-Road Banner has been applied for under separate application.

Background

The Parks & Recreation Department, along with the Supervisor's Office, has been part of a grass-roots movement to bring a Community Event for Christmas to the Village of Hamburg. With the support of our community partners and local businesses the event is gaining momentum, and we are excited to see what the first year brings. The plan for future years includes bringing the Polar Express to Hamburg Twp.

An information packet has been included in the Consent Agenda, but the most updated information will always be channeled to our website via the Parks & Recreation homepage:

https://www.hamburg.mi.us/departments/parks_and_recreation/christmas_in_the_village.php.

The core events this year will include an outdoor vendor market (Jingle Market), Official Lighting of the Tree, Choir performance and Sing-along, Visits with Santa and Mrs. Claus, Strolling Characters, as well as a Live Nativity. There will be an opportunity for children to write letters to Santa and drop them at the Hamburg Library, as well as opportunities for local businesses to get involved by offering specials at their locations or by being at the event at the Township services tent.

Similar to the Park It On The Lakelands Trail event we co-hosted with the MDNR and Putnam Township, this event is a collaborative effort. Our main groups include: Hamburg Parks & Recreation, Hamburg Senior Center, Hamburg Library, St. Stephen's Episcopal Church, Bennett's Beavers, Hamburg Museum, Hamburg Pub, with sponsors and area businesses assisting with funding. Sponsorships will be listed on the website as they come forward. Budget and Expense information will be provided upon request.



Hamburg Township Manly Bennett Park
Park Use Application

Item 14.
P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139-0157
(810) 231-1000 Office X-218
(810) 231-4295 Fax

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): Christmas In The Village Committee c/o Hamburg Parks & Recreation

Name of Event: Christmas In The Village

Type of Event: Community Event Park Use Category #: 4 - Event Use

Applicant Name: Hamburg Township Parks & Recreation

Date(s) of Event: December 12 & 13, 2025 Time(s) of Event: 5-8 PM Friday/Noon-8PM Sat

Applicant Address: 10405 Merrill Rd. Suite or Apt #:

Applicant City: Whitmore Lake State: MI Zip: 48189

Contact Person (present during use): Deby Henneman

Contact's Affiliation with Applicant: Parks & Recreation Rep

Contact's Phone: (810) 222-1124 Contact's E-Mail: dhenneman@hamburg.mi.us

Event Co-applicant, if any: St. Stephens, Hamburg Pub, Hamburg Museum, Hamburg Library, Sen Center, et al

All Co-applicants must also sign all applications and waivers.

Co-applicant relationship to Applicant:

Co-applicant's phone:

Insurance Information:

Insurance Carrier: Hamburg Township's on file

Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy.

Policy #: Expiration Date:

Limit of General Liability: 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: Community Event to take place in Village of Hamburg and

using Village Trailhead for parking and events on the Storywalk. Website:

https://www.hamburg.mi.us/departments/parks_and_recreation/christmas_in_the_village.php

Total Number of participants/spectators/guests anticipated during event: 500

Average of participants/spectators/guests anticipated at any given time: 150

Site of Proposed Event; include all areas of the parklands that will be used: Village Trailhead to be used and
road partially blocked to middle of town. Plan to present proposal to Public Safety and finalize with them.

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: Vendor booths

Number of Volunteers: 10-30

Are Volunteers trained?: _____

Please attach copy of Volunteer Handbook if applicable

Will tents be used?: Yes If so, please indicate locations: Hamburg Grocery

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: No Valet service available? _____

Will Food/Beverages be served? If so, types of food and name of persons serving: Yes there will be
food vendors. Will provide Tent Permit application to FD

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: Yes - Live Nativity for 1 hour on Saturday

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: Yes - Public Safety, shuttle, and golf carts

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: Yes - will plan with them at Public Safety

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: B&G, Parks and Recreation, Senior Center

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:

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 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.

Initials: DAH

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 compliance³ 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.

Initials: DAH

Applicant's Signature: _____

Date: _____

Co- applicant's Signature: _____

Date: _____

Parks Coordinator: _____

Date: _____

For office use only

Comments: _____

Meeting Approval Dates: 10/28/25 Parks & Recreation on agenda 11/5/25 Public Safety _____ Township Board

Application has been (Circle one)



Approved



Denied

Hamburg Township Representative: _____



EXCERPT FROM PARKS AND RECREATION COMMITTEE MEETING MINUTES

To the attention of: Hamburg Township Board of Trustees

Re: **Draft Parks & Recreation Minutes**

Please be apprised of this excerpt from the ☒Unapproved ☐Approved Minutes of the Meeting of the Parks & Recreation Committee:

Date of Meeting: October 28, 2025

Board Members Present: Dolan, Muck, McCabe, Michniewicz, Miller

Board Members Absent: None

Non-Voting Members Present: Henneman, Hoepfner, members of Public Safety

Text of Motion:

Motion by Michniewicz, supported by Miller, to recommend the Park Use Application for Christmas In The Village for approval, as outlined in their application dated 10/23/25, contingent on the Clerk's Office be given all required paperwork and documentation to their satisfaction and that Public Safety review and approve the final plan for street closures.

VOICE VOTE: Ayes: 5

MOTION CARRIED

I, DEBRA HENNEMAN, Hamburg Township recording secretary to the Parks & Recreation Committee, do hereby certify that the foregoing is a true and correct excerpt of the Minutes of the aforementioned Regular Meeting of the Parks & Recreation Committee.

Date: October 30, 2025

DEBRA HENNEMAN
HAMBURG TOWNSHIP COORDINATOR
Parks, ADA, Grants, Ordinances

Christmas In the Village 202

Item 14.

December 12 - 5PM-8PM

December-13 - Noon-8PM



Celebrate the season with your friends and neighbors while supporting your local businesses!

Sunday Service
12/14/25 - 10 am
at St. Stephen's
Episcopal Church
All Welcome!

Jingle Market Gifts & More!

Hamburg Pub Pizza by the Slice

Holiday StoryWalk

Kids Crafts

Food Vendors

Music & Entertainment

Visits with Santa

Family friendly fun!

Local Business Specials

Live Nativity Scene

Free admission



Visit Santa, make a craft,
and see the model train
at the Hamburg
Township Museum!



Use this QR Code to visit our web page!

For schedule of events go to
https://www.hamburg.mi.us/departments/parks_and_recreation/index.php

Bring a non-perishable food item to St. Stephen's Church for Gleaners!

Mailbox for Letters to Santa will be at Hamburg Museum

Sponsored by the Christmas In The Village Committee

Christmas In the Village 2025

Item 14.



Event Schedule



[Visit our webpage!](#)

December 12 - 5PM-8PM

5 PM - Jingle Market Opens

5:45 PM - Santa Arrives & Event Blessing

6 PM - Lighting of the Tree - St. Stephen's Church

6 - 6:30 PM - Christmas Choir & Sing-along

6:30 - 7:30 PM - Visit with Santa at Hamburg Museum

8PM - Jingle Market Closes



December-13 - Noon-8PM

Noon - Jingle Market Opens

Noon - 1 PM - Strolling Carolers - Kensington Woods

Noon - 5 PM - Christmas Market in St. Stephen's

Noon - 1 PM - Storytime with Mrs. Claus at StoryWalk

Noon - 6 PM - Kid Crafts at Hamburg Museum (while supplies last)

2-6 PM - Visit with Santa and Mrs. Claus Hamburg Museum

All Day - Classic Holiday Movies at Hamburg Museum

6 PM - Christmas Classics reading at St. Stephen's

7 PM - Live Nativity Display

7:30 PM - Silent Auction Closes - Winners Notified

8 PM - Jingle Market Closes

Mailbox for Letters to Santa will be at Hamburg Museum

Bring a non-perishable food item to St. Stephen's Church for Gleaners.



OVER-THE-ROAD BANNER APPLICATION FOR TOWNSHIP APPROVAL

APPLICANT: **Hamburg Township Parks & Recreation for Christmas In The Village Committee**

ADDRESS: **10405 Merrill Rd., Whitmore Lake, MI 48189**

PHONE: **(810) 222-1124** E-MAIL: dhenneman@hamburg.mi.us

CONTACT PERSON: **Deby Henneman, Township Coordinator**

DATE(S) OF EVENT: **Friday, December 12, 2025 & Saturday, December 13, 2025**

DATES REQUESTED FOR BANNER DISPLAY:

Install by November 17, 2025 – Remove by December 21, 2025.

DESCRIPTION OF EVENT: **Community Event co-hosted by Hamburg Township Parks & Recreation, to take place in the Village of Hamburg, MI which will include an Outdoor vendor market, food trucks, entertainment, and provide the residents low-cost option near home for visits with Santa and Mrs. Claus.**

RELEASE AND HOLD HARMLESS AGREEMENT

The Applicant hereby agrees to assume all loss, damages, risk and liability associated with the installation and display of an over-the-road banner. It recognizes and acknowledges that this includes, but is not limited to, personal injury and property damage incurred for any reason whatsoever. Applicant further agrees to release, hold harmless and indemnify, the Township of Hamburg, their elected officials, officers, agents, and employees, from any and all liability or responsibility whatsoever for injury (including death) to persons and for any damage to any Township property, or the property of others, arising out of, or resulting from, the placement of the over-the-road banner. Applicant further hereby waives, releases and discharges Hamburg Township, their elected officials, officers, agents, and employees from any and all claims, demands, actions, causes of actions, damages and liabilities resulting from or arising directly or indirectly out of the placement of the over-the-road banner. Applicant further acknowledges and agrees it is solely responsible for installation and removal of the banner. If Applicant fails to remove the banner by the permit expiration date, Hamburg Township may contract for the removal of the banner and charge the cost back to the Applicant. Applicant recognizes that it is responsible to reimburse Hamburg Township for this cost and failure to do so will result in permanent ineligibility for future application and use.

Agreed to this 30th day of October, 2025

NAME (print) **Deby Henneman, Township Coordinator**

BY: _____

ITS: **Township Coordinator**

TWP BOARD ACTION: _____ DATE: _____

**RESOLUTION
BANNER PERMIT REQUEST
LIVINGSTON COUNTY ROAD
COMMISSION**

At a regular meeting of the Board of Trustees of the Township of Hamburg, Livingston County, State of Michigan, held at the Hamburg Township Hall on November 4, 2025, beginning at 2:30 p.m., there were:

PRESENT:

ABSENT:

and the following preamble and resolution were moved for adoption by _____ supported by _____

WHEREAS, the Hamburg Township Board recognizes the Parks & Recreation Committee as an advisory body; and

WHEREAS, the Parks & Recreation Committee oversees the use of Parklands and Recreational Facilities, Township Senior/Community Center, and the Lakelands Trail, including the approval and scheduling of their use; and

WHEREAS, the Committee bylaws support the development of agreements with schools and community groups, e.g. scouts, charitable and not-for-profit organizations, etc., to undertake cooperative programs, projects and events; and

WHEREAS, the Committee works closely with the Township's Public Safety Department (Police and Fire) to ensure that residents receive the proper level of protection during the time they are using the Townships Parks and Recreation facilities; and

WHEREAS, to announce this co-hosted Community Event and to draw the attention of the crowds of people that travel to and from the park facility during the holiday season, the Parks & Recreation Committee wishes to place a banner across Merrill Road on the banner poles permanently installed in the Merrill Road right-of-way located approximately 250 feet south of the railroad track; and

WHEREAS, a permit from the Livingston County Road Commission (LCRC) is required to place the banner and the LCRC will only issue a banner permit to the local municipality.

NOW, THEREFORE BE IT RESOLVED, that the Hamburg Township Board of Trustees hereby requests a permit from the Livingston County Road Commission to place a banner across Merrill Road, from November 17, 2025, through December 13, 2025, announcing Christmas In The Village scheduled for December 12 & 13, 2025.

Upon a roll call vote of the Board, the following voted:

AYES:

NAYS:

ABSENT:

Resolution Declared Adopted.

Certification

I, Michael H. Dolan, being the duly elected Clerk of the Township of Hamburg, Livingston County, Michigan, hereby certify that 1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board, and the vote taken thereon, at the meeting described in the introductory paragraph, at which time a quorum was present and remained throughout; 2) the original of such resolution is on file in the Clerk's office; 3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and 4) minutes of such meeting were kept and have been or will be made available as required thereby.

Date:

Michael H. Dolan, Hamburg Township Clerk

HAMBURG TOWNSHIP

FINANCE CONTROL

BOOK



PERIOD ENDING May 31, 2025

Table of Contents

Tab 1

- Summary
- Revenue and Expenditure Report
- Cash Summary by Account

Tab 2

- Summary
- Cash Flow Analysis
- Debt Payment Schedule

Tab 3

- Summary
- Ten Year Tax Collection Comparison
- Property Tax Roll Ten Year Graph Tax
- Roll Distribution Chart

Tab 4

- Summary
- Monthly Bank and Investment Report
- Approved Financial Institution List

Tab 5

- Summary
- 5 Year Forecast and Capital Reserve

TAB 1

BUDGET AND FINANCIAL STATUS SUMMARY:

Fiscal Year 2024/2025

The Budget v. Actual report reflects transactions through May 2025 and includes General, Roads, Fire, Police, and Sewer Funds. All departments and funds are at or under budget as of May 31, 2025, considering the timing issues related to the Township's revenues and expenditures.

Timing of Revenues: Township tax collections for general fund, police fund and fire fund start on December 1, 2024, and run through February 28, 2025. Revenues are posted to the general ledger in December when they are billed. State shared revenue payments are bi-monthly and start on October 31, 2024. The last revenue sharing payment for FY 24/25 will be paid on October 31, 2025.

This tab also includes a Cash Summary by Account report which states the balance in each general ledger cash account as of May 31, 2025.

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund						
Revenues						
Dept 000.000						
101-000.000-402.000	CURRENT PROPERTY TAX	1,110,808.00	1,110,844.98	0.00	(36.98)	100.00
101-000.000-412.000	DELINQUENT PP TAX	400.00	7.33	0.00	392.67	1.83
101-000.000-415.000	CHARGE BACKS/MTT/BOARD OF REVIEW	3,300.00	4,752.99	562.01	(1,452.99)	144.03
101-000.000-434.000	TRAILER PARK TAX FEES	1,500.00	1,869.00	171.00	(369.00)	124.60
101-000.000-447.000	PROPERTY TAX ADMIN FEE	429,000.00	440,391.05	11,469.51	(11,391.05)	102.66
101-000.000-448.000	SET COLLECTION FEE	27,000.00	27,071.00	0.00	(71.00)	100.26
101-000.000-477.000	FRANCHISE FEE - CABLE	350,000.00	216,937.31	64,945.33	133,062.69	61.98
101-000.000-478.000	SPECIAL USE PERMITS	750.00	0.00	0.00	750.00	0.00
101-000.000-479.000	LAND USE PERMITS	28,000.00	23,130.00	2,580.00	4,870.00	82.61
101-000.000-485.000	DOG LICENSES	250.00	256.50	10.50	(6.50)	102.60
101-000.000-528.000	OTHER FEDERAL GRANTS	0.00	10,701.15	0.00	(10,701.15)	100.00
101-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	8,563.48	2,455.07	(8,563.48)	100.00
101-000.000-574.000	STATE SHARED REVENUES	2,270,728.00	1,610,633.00	391,743.00	660,095.00	70.93
101-000.000-577.000	STATE ROW MAINTENANCE FEE-CABLE	12,000.00	0.00	0.00	12,000.00	0.00
101-000.000-606.000	FOIA REQUESTS	500.00	1,195.64	56.51	(695.64)	239.13
101-000.000-607.000	NON-TAX ADMIN FEE	3,000.00	21,050.00	18,000.00	(18,050.00)	701.67
101-000.000-631.000	SCHOOL ELECTION CHARGES	96,150.00	96,161.94	0.00	(11.94)	100.01
101-000.000-636.000	COPIES/MAPS	50.00	22.00	0.00	28.00	44.00
101-000.000-643.000	SALE OF CEMETERY LOTS	15,000.00	13,526.88	1,000.00	1,473.12	90.18
101-000.000-643.001	CEMETERY SERVICES OPEN/CLOSE/INTERMENT	14,900.00	18,163.50	3,000.00	(3,263.50)	121.90
101-000.000-645.000	MAUS SALES REVENUE	1,000.00	1,845.00	0.00	(845.00)	184.50
101-000.000-645.001	MAUS SERVICES NICHE/CRYPT	1,300.00	1,303.00	0.00	(3.00)	100.23
101-000.000-659.000	RETURNED CHECK FEE	100.00	324.00	0.00	(224.00)	324.00
101-000.000-664.000	INTEREST REVENUE	190,000.00	244,585.87	24,077.26	(54,585.87)	128.73
101-000.000-667.000	RENTAL INCOME	8,400.00	8,527.89	742.63	(127.89)	101.52
101-000.000-671.000	OTHER REVENUE - CONTRACT SERVICE	15,000.00	16,900.00	1,500.00	(1,900.00)	112.67
101-000.000-676.000	REIMBURSEMENTS & COST RECOVERY	320,900.00	321,925.39	90.00	(1,025.39)	100.32
101-000.000-677.000	SUNDRY	200.00	17.43	0.00	182.57	8.72
101-000.000-685.003	OPIOID SETTLEMENT	11,100.00	11,936.33	0.00	(836.33)	107.53
101-000.000-699.590	FROM SEWER ENTERPRISE	115,000.00	105,416.74	9,583.34	9,583.26	91.67
101-000.000-699.999	APPROPRIATION FROM SURPLUS	(11,640.00)	0.00	0.00	(11,640.00)	0.00
Total Dept 000.000		5,014,696.00	4,318,059.40	531,986.16	696,636.60	86.11
Dept 702.000 - PLANNING AND ZONING						
101-702.000-613.000	LAND DIVISION/COMBINATION FEES	700.00	800.00	0.00	(100.00)	114.29
101-702.000-615.000	REZONING FEES	1,000.00	0.00	0.00	1,000.00	0.00
101-702.000-617.000	SITE PLAN FEES	3,000.00	184.00	(402.50)	2,816.00	6.13
101-702.000-618.000	ZONING BOARD OF APPEALS APPLIC	4,000.00	5,000.00	500.00	(1,000.00)	125.00
Total Dept 702.000 - PLANNING AND ZONING		8,700.00	5,984.00	97.50	2,716.00	68.78
Dept 751.000 - Recreation Board						
101-751.000-651.000	PARKS & RECREATION FEES	30,000.00	21,648.53	3,584.31	8,351.47	72.16
101-751.000-674.000	CONTRIBUTIONS/DONATIONS/GRANTS	54,000.00	3,552.26	0.00	50,447.74	6.58
Total Dept 751.000 - Recreation Board		84,000.00	25,200.79	3,584.31	58,799.21	30.00
Dept 820.000 - SENIOR CENTER						

PERIOD ENDING 05/31/2025

Item 16.

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund						
Revenues						
101-820.000-651.001	SENIOR CENTER RENTALS	3,000.00	3,745.00	220.00	(745.00)	124.83
101-820.000-674.000	CONTRIBUTIONS/DONATIONS/GRANTS	0.00	434.85	0.00	(434.85)	100.00
Total Dept 820.000 - SENIOR CENTER		3,000.00	4,179.85	220.00	(1,179.85)	139.33
TOTAL REVENUES		5,110,396.00	4,353,424.04	535,887.97	756,971.96	85.19
Expenditures						
Dept 101.000 - Township Board						
101-101.000-703.100	TRUSTEES SALARIES	31,780.00	30,455.68	2,648.32	1,324.32	95.83
101-101.000-704.100	PER DIEM	8,840.00	4,875.00	260.00	3,965.00	55.15
101-101.000-709.000	TOWNSHIP FICA	3,110.00	2,702.78	222.45	407.22	86.91
101-101.000-716.000	DEFINED CONTRIBUTION	4,100.00	3,765.65	310.34	334.35	91.85
101-101.000-801.500	ECONOMIC DEVELOPMENT CONSULTANT	10,000.00	10,330.48	0.00	(330.48)	103.30
101-101.000-826.000	LEGAL FEES	15,500.00	11,757.94	2,479.20	3,742.06	75.86
101-101.000-900.000	LEGAL NOTICES/ADVERTISING	4,500.00	3,955.68	499.25	544.32	87.90
101-101.000-910.000	PROFESSIONAL DEVELOPMENT	250.00	300.00	0.00	(50.00)	120.00
101-101.000-946.000	ENGINEERING/PROFESSIONAL SERV	24,000.00	25,934.36	0.00	(1,934.36)	108.06
101-101.000-955.000	SUNDRY	2,500.00	3,653.76	0.00	(1,153.76)	146.15
101-101.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	18,500.00	17,372.88	9,011.63	1,127.12	93.91
101-101.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	499,000.00	465,918.59	0.00	33,081.41	93.37
Total Dept 101.000 - Township Board		622,080.00	581,022.80	15,431.19	41,057.20	93.40
Dept 171.000 - Township Supervisor						
101-171.000-702.000	FULL-TIME EMPLOYEE SALARIES	11,100.00	10,003.74	851.22	1,096.26	90.12
101-171.000-703.200	ELECTED OFFICIALS SALARIES	84,475.00	74,728.15	6,498.10	9,746.85	88.46
101-171.000-709.000	TOWNSHIP FICA	7,400.00	6,522.96	566.05	877.04	88.15
101-171.000-716.000	DEFINED CONTRIBUTION	12,500.00	11,015.27	955.42	1,484.73	88.12
101-171.000-718.000	HEALTH/DENTAL/VISION INSURANCE	12,100.00	12,026.00	961.00	74.00	99.39
101-171.000-725.100	LONG/SHORT TERM DISABILITY	600.00	556.24	45.94	43.76	92.71
101-171.000-725.200	LIFE INSURANCE	100.00	84.36	7.03	15.64	84.36
101-171.000-853.000	PHONE/COMM/INTERNET	600.00	550.00	50.00	50.00	91.67
101-171.000-861.000	MILEAGE	650.00	0.00	0.00	650.00	0.00
101-171.000-967.000	SPECIAL PROJECTS	3,000.00	2,810.00	0.00	190.00	93.67
Total Dept 171.000 - Township Supervisor		132,525.00	118,296.72	9,934.76	14,228.28	89.26
Dept 201.000 - ACCOUNTING						
101-201.000-702.000	FULL-TIME EMPLOYEE SALARIES	235,000.00	207,819.94	17,136.15	27,180.06	88.43
101-201.000-709.000	TOWNSHIP FICA	18,000.00	16,006.70	1,314.73	1,993.30	88.93
101-201.000-713.000	OVERTIME	1,500.00	867.85	0.00	632.15	57.86
101-201.000-716.000	DEFINED CONTRIBUTION	30,500.00	26,527.14	2,175.62	3,972.86	86.97
101-201.000-718.000	HEALTH/DENTAL/VISION INSURANCE	68,500.00	78,479.93	6,726.69	(9,979.93)	114.57
101-201.000-725.100	LONG/SHORT TERM DISABILITY	1,300.00	1,354.40	110.81	(54.40)	104.18
101-201.000-725.200	LIFE INSURANCE	250.00	226.46	18.75	23.54	90.58
101-201.000-853.000	PHONE/COMM/INTERNET	600.00	550.00	50.00	50.00	91.67
101-201.000-861.000	MILEAGE	500.00	300.16	0.00	199.84	
101-201.000-910.000	PROFESSIONAL DEVELOPMENT	3,500.00	2,397.40	0.00	1,102.60	
101-201.000-955.000	SUNDRY	750.00	629.07	0.00	120.93	

PERIOD ENDING 05/31/2025

Item 16.

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund						
Expenditures						
101-201.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	1,000.00	714.71	0.00	285.29	71.47
Total Dept 201.000 - ACCOUNTING		361,400.00	335,873.76	27,532.75	25,526.24	92.94
Dept 215.000 - CLERK'S OFFICE						
101-215.000-702.000	FULL-TIME EMPLOYEE SALARIES	86,000.00	75,621.54	6,523.57	10,378.46	87.93
101-215.000-703.200	ELECTED OFFICIALS SALARIES	84,475.00	74,728.15	6,498.10	9,746.85	88.46
101-215.000-709.000	TOWNSHIP FICA	13,600.00	12,227.55	1,059.51	1,372.45	89.91
101-215.000-712.000	PAY IN LIEU OF MEDICAL INS	750.00	687.66	62.53	62.34	91.69
101-215.000-713.000	OVERTIME	7,500.00	8,144.60	680.07	(644.60)	108.59
101-215.000-716.000	DEFINED CONTRIBUTION	23,000.00	20,113.82	1,789.34	2,886.18	87.45
101-215.000-718.000	HEALTH/DENTAL/VISION INSURANCE	45,000.00	47,732.19	4,115.81	(2,732.19)	106.07
101-215.000-725.100	LONG/SHORT TERM DISABILITY	1,100.00	1,037.28	85.91	62.72	94.30
101-215.000-725.200	LIFE INSURANCE	200.00	172.44	14.37	27.56	86.22
101-215.000-853.000	PHONE/COMM/INTERNET	1,020.00	935.00	85.00	85.00	91.67
101-215.000-861.000	MILEAGE	1,500.00	960.06	55.44	539.94	64.00
101-215.000-910.000	PROFESSIONAL DEVELOPMENT	5,000.00	4,924.48	125.00	75.52	98.49
101-215.000-955.000	SUNDRY	3,000.00	1,669.09	128.65	1,330.91	55.64
101-215.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	1,000.00	472.11	100.00	527.89	47.21
101-215.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	5,000.00	9,397.40	4,397.40	(4,397.40)	187.95
Total Dept 215.000 - CLERK'S OFFICE		278,145.00	258,823.37	25,720.70	19,321.63	93.05
Dept 228.000 - TECHNICAL/UTILITIES SERVICES						
101-228.000-702.000	FULL-TIME EMPLOYEE SALARIES	120,700.00	105,388.55	9,283.86	15,311.45	87.31
101-228.000-702.500	LEAVE TIME PAYOUT	900.00	884.17	0.00	15.83	98.24
101-228.000-709.000	TOWNSHIP FICA	9,400.00	8,369.71	732.04	1,030.29	89.04
101-228.000-712.000	PAY IN LIEU OF MEDICAL INS	3,000.00	2,750.00	250.00	250.00	91.67
101-228.000-713.000	OVERTIME	100.00	0.00	0.00	100.00	0.00
101-228.000-716.000	DEFINED CONTRIBUTION	14,400.00	12,833.20	1,133.30	1,566.80	89.12
101-228.000-718.000	HEALTH/DENTAL/VISION INSURANCE	9,900.00	10,403.52	896.89	(503.52)	105.09
101-228.000-725.100	LONG/SHORT TERM DISABILITY	700.00	691.57	57.63	8.43	98.80
101-228.000-725.200	LIFE INSURANCE	115.00	105.00	8.75	10.00	91.30
101-228.000-853.000	PHONE/COMM/INTERNET	420.00	385.00	35.00	35.00	91.67
101-228.000-861.000	MILEAGE	250.00	0.00	0.00	250.00	0.00
101-228.000-910.000	PROFESSIONAL DEVELOPMENT	250.00	179.00	0.00	71.00	71.60
Total Dept 228.000 - TECHNICAL/UTILITIES SERVICES		160,135.00	141,989.72	12,397.47	18,145.28	88.67
Dept 229.000 - COMPUTER/CABLE						
101-229.000-704.000	PART-TIME EMPLOYEE SALARIES	2,300.00	1,095.03	0.00	1,204.97	47.61
101-229.000-709.000	TOWNSHIP FICA	180.00	78.01	0.00	101.99	43.34
101-229.000-933.000	SOFTWARE MAINTENANCE	130,000.00	105,143.30	627.45	24,856.70	80.88
101-229.000-946.000	ENGINEERING SERVICES	2,500.00	0.00	0.00	2,500.00	0.00
101-229.000-955.000	SUNDRY	250.00	199.14	0.00	50.86	79.66
101-229.000-980.000	CAPITAL EQUIPMENT	26,000.00	50,085.73	12,583.72	(24,085.73)	192.64
Total Dept 229.000 - COMPUTER/CABLE		161,230.00	156,601.21	13,211.17	4,628.79	

PERIOD ENDING 05/31/2025

Item 16.

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund						
Expenditures						
Dept 247.000 - Board of Review						
101-247.000-704.100	PER DIEM	2,800.00	975.00	0.00	1,825.00	34.82
101-247.000-709.000	TOWNSHIP FICA	214.00	74.59	0.00	139.41	34.86
101-247.000-900.000	LEGAL NOTICES/ADVERTISING	500.00	276.58	0.00	223.42	55.32
101-247.000-955.000	SUNDRY	300.00	0.00	0.00	300.00	0.00
Total Dept 247.000 - Board of Review		3,814.00	1,326.17	0.00	2,487.83	34.77
Dept 253.000 - Treasurer						
101-253.000-702.000	FULL-TIME EMPLOYEE SALARIES	67,700.00	61,651.20	5,337.60	6,048.80	91.07
101-253.000-703.200	ELECTED OFFICIALS SALARIES	42,238.00	37,364.19	3,249.06	4,873.81	88.46
101-253.000-704.000	PART-TIME EMPLOYEE SALARIES	51,200.00	49,357.13	3,593.25	1,842.87	96.40
101-253.000-709.000	TOWNSHIP FICA	12,400.00	12,059.88	997.58	340.12	97.26
101-253.000-712.000	PAY IN LIEU OF MEDICAL INS	3,000.00	2,750.00	250.00	250.00	91.67
101-253.000-713.000	OVERTIME	4,000.00	4,175.00	525.42	(175.00)	104.38
101-253.000-716.000	DEFINED CONTRIBUTION	13,000.00	11,395.82	1,119.59	1,604.18	87.66
101-253.000-718.000	HEALTH/DENTAL/VISION INSURANCE	24,800.00	26,008.86	2,242.23	(1,208.86)	104.87
101-253.000-725.100	LONG/SHORT TERM DISABILITY	480.00	449.88	37.49	30.12	93.73
101-253.000-725.200	LIFE INSURANCE	150.00	75.00	6.25	75.00	50.00
101-253.000-851.000	POSTAGE	11,000.00	10,773.20	0.00	226.80	97.94
101-253.000-853.000	PHONE/COMM/INTERNET	1,020.00	935.00	85.00	85.00	91.67
101-253.000-861.000	MILEAGE	950.00	950.42	159.60	(0.42)	100.04
101-253.000-902.100	TAX ROLL PREP/TAX BILL PREP	4,900.00	5,288.38	0.00	(388.38)	107.93
101-253.000-910.000	PROFESSIONAL DEVELOPMENT	1,200.00	1,473.93	566.68	(273.93)	122.83
101-253.000-916.000	TRAINING	1,500.00	722.25	0.00	777.75	48.15
101-253.000-955.000	SUNDRY	1,000.00	362.29	15.00	637.71	36.23
101-253.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	750.00	510.28	0.00	239.72	68.04
Total Dept 253.000 - Treasurer		241,288.00	226,302.71	18,184.75	14,985.29	93.79
Dept 257.000 - Assessing						
101-257.000-801.000	CONTRACTUAL SERVICES	354,000.00	323,144.64	0.00	30,855.36	91.28
101-257.000-902.200	ASSESSMENT ROLL PREP	6,500.00	6,948.39	0.00	(448.39)	106.90
101-257.000-955.000	SUNDRY	1,000.00	794.00	0.00	206.00	79.40
Total Dept 257.000 - Assessing		361,500.00	330,887.03	0.00	30,612.97	91.53
Dept 262.000 - Elections						
101-262.000-702.000	FULL-TIME EMPLOYEE SALARIES	119,000.00	107,431.42	9,337.43	11,568.58	90.28
101-262.000-707.000	TEMPORARY EMPLOYEES	110,000.00	85,428.72	1,838.00	24,571.28	77.66
101-262.000-709.000	TOWNSHIP FICA	18,000.00	10,739.94	818.84	7,260.06	59.67
101-262.000-712.000	PAY IN LIEU OF MEDICAL INS	2,250.00	2,062.34	187.47	187.66	91.66
101-262.000-713.000	OVERTIME	30,000.00	11,275.44	879.51	18,724.56	37.58
101-262.000-716.000	DEFINED CONTRIBUTION	16,200.00	13,890.02	1,346.95	2,309.98	85.74
101-262.000-718.000	HEALTH/DENTAL/VISION INSURANCE	31,000.00	32,511.00	2,802.78	(1,511.00)	104.87
101-262.000-725.100	LONG/SHORT TERM DISABILITY	800.00	815.72	64.81	(15.72)	101.97
101-262.000-725.200	LIFE INSURANCE	250.00	150.00	12.50	100.00	60.00
101-262.000-752.001	SUPPLIES FOR ELECTIONS	60,000.00	26,744.07	0.00	33,255.93	
101-262.000-851.000	POSTAGE	5,500.00	5,019.80	0.00	480.20	
101-262.000-861.000	MILEAGE	1,000.00	551.25	0.00	448.75	

PERIOD ENDING 05/31/2025

Item 16.

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund						
Expenditures						
101-262.000-900.000	LEGAL NOTICES/ADVERTISING	2,000.00	312.52	90.89	1,687.48	15.63
101-262.000-910.000	PROFESSIONAL DEVELOPMENT	7,000.00	822.00	0.00	6,178.00	11.74
101-262.000-931.000	EQUIPMENT MAINT/REPAIR	12,500.00	12,324.72	0.00	175.28	98.60
101-262.000-955.000	SUNDRY	15,000.00	6,818.86	4,405.24	8,181.14	45.46
101-262.000-980.000	OFFICE EQUIP & FURNITURE	16,000.00	1,101.58	0.00	14,898.42	6.88
101-262.000-980.500	RESERVE FOR EQUIPMENT PURCHASE	5,000.00	5,000.00	0.00	0.00	100.00
Total Dept 262.000 - Elections		451,500.00	322,999.40	21,784.42	128,500.60	71.54
Dept 265.000 - Township Buildings						
101-265.000-702.000	FULL-TIME EMPLOYEE SALARIES	99,900.00	89,915.09	7,559.17	9,984.91	90.01
101-265.000-702.500	LEAVE TIME PAYOUT	225.00	221.04	0.00	3.96	98.24
101-265.000-704.000	PART-TIME EMPLOYEE SALARIES	85,700.00	76,829.98	10,594.26	8,870.02	89.65
101-265.000-709.000	TOWNSHIP FICA	17,100.00	14,517.61	1,545.12	2,582.39	84.90
101-265.000-713.000	OVERTIME	6,500.00	5,649.51	504.75	850.49	86.92
101-265.000-716.000	DEFINED CONTRIBUTION	10,700.00	13,512.44	1,266.32	(2,812.44)	126.28
101-265.000-718.000	HEALTH/DENTAL/VISION INSURANCE	35,500.00	37,605.93	3,242.24	(2,105.93)	105.93
101-265.000-725.100	LONG/SHORT TERM DISABILITY	750.00	773.73	60.80	(23.73)	103.16
101-265.000-725.200	LIFE INSURANCE	160.00	150.95	12.35	9.05	94.34
101-265.000-752.000	SUPPLIES & SMALL EQUIPMENT	6,000.00	3,827.30	497.07	2,172.70	63.79
101-265.000-758.000	DIESEL FUEL	2,500.00	1,960.84	263.51	539.16	78.43
101-265.000-759.000	VEHICLE FUEL	5,500.00	4,426.89	507.43	1,073.11	80.49
101-265.000-768.000	UNIFORMS/ACCESSORIES	2,000.00	1,260.08	89.99	739.92	63.00
101-265.000-801.000	CONTRACTUAL SERVICES	2,000.00	1,265.94	105.00	734.06	63.30
101-265.000-853.000	PHONE/COMM/INTERNET	420.00	385.00	35.00	35.00	91.67
101-265.000-861.000	MILEAGE	250.00	0.00	0.00	250.00	0.00
101-265.000-917.000	SEWER USAGE	4,703.00	4,782.96	0.00	(79.96)	101.70
101-265.000-919.000	TRASH DISPOSAL	1,800.00	1,321.58	90.13	478.42	73.42
101-265.000-920.000	ELECTRIC	20,000.00	18,666.48	1,334.66	1,333.52	93.33
101-265.000-921.000	NATURAL GAS/HEAT	6,000.00	7,700.21	464.74	(1,700.21)	128.34
101-265.000-930.000	MAINTENANCE TWP HALL	19,500.00	19,570.01	1,053.69	(70.01)	100.36
101-265.000-930.004	MAINTENANCE DPW GARAGE/OLD PACKR	500.00	2,770.00	2,670.00	(2,270.00)	554.00
101-265.000-930.008	MAINTENANCE LIBRARY	4,500.00	4,375.74	45.00	124.26	97.24
101-265.000-930.020	MAINTENANCE - FERTILIZER	1,500.00	1,087.56	271.89	412.44	72.50
101-265.000-931.000	EQUIPMENT MAINT/REPAIR	13,500.00	15,204.11	2,174.02	(1,704.11)	112.62
101-265.000-932.000	VEHICLE MAINTENANCE	7,000.00	4,025.37	19.25	2,974.63	57.51
101-265.000-955.000	SUNDRY	500.00	0.00	0.00	500.00	0.00
101-265.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	400,700.00	341,273.98	0.00	59,426.02	85.17
101-265.000-981.500	RESERVE FOR VEHICLE PURCHASE	5,000.00	5,000.00	0.00	0.00	100.00
Total Dept 265.000 - Township Buildings		760,408.00	678,080.33	34,406.39	82,327.67	89.17
Dept 275.000 - OTHER EXPENSES						
101-275.000-704.200	PORTAGE/BASE LAKES GROSS WAGES	1,500.00	544.40	0.00	955.60	36.29
101-275.000-708.000	UNEMPLOYMENT COMPENSATION	7,700.00	7,804.53	0.00	(104.53)	101.36
101-275.000-709.000	TOWNSHIP FICA	115.00	44.00	0.00	71.00	38.26
101-275.000-718.500	HEALTH CARE REIMBURSEMENT	85,000.00	103,552.02	7,141.00	(18,552.02)	121.83
101-275.000-727.000	WORKERS' COMPENSATION	14,500.00	9,632.00	0.00	4,868.00	66.43
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	33,000.00	21,934.45	1,925.53	11,065.55	
101-275.000-759.000	VEHICLE FUEL	2,250.00	1,454.89	109.52	795.11	
101-275.000-801.000	CONTRACTUAL SERVICES	12,500.00	0.00	0.00	12,500.00	

PERIOD ENDING 05/31/2025

Item 16.

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund						
Expenditures						
101-275.000-840.000	LIABILITY/CASUALTY INSURANCE	33,750.00	33,746.49	0.00	3.51	99.99
101-275.000-851.000	POSTAGE	16,000.00	7,285.38	473.67	8,714.62	45.53
101-275.000-853.000	PHONE/COMM/INTERNET	7,800.00	9,084.22	880.96	(1,284.22)	116.46
101-275.000-910.000	PROFESSIONAL DEVELOPMENT	2,200.00	0.00	0.00	2,200.00	0.00
101-275.000-931.000	EQUIPMENT MAINT/REPAIR	4,500.00	0.00	0.00	4,500.00	0.00
101-275.000-932.000	VEHICLE MAINTENANCE	0.00	67.96	0.00	(67.96)	100.00
101-275.000-946.000	ENGINEERING SERVICES	3,500.00	0.00	0.00	3,500.00	0.00
101-275.000-954.000	AUDIT	53,200.00	54,181.11	0.00	(981.11)	101.84
101-275.000-955.000	SUNDRY	12,000.00	8,410.20	206.66	3,589.80	70.09
101-275.000-957.207	TRANSFER OUT - POLICE OPERATIO	250,000.00	229,166.63	20,833.33	20,833.37	91.67
101-275.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	2,000.00	1,152.58	0.00	847.42	57.63
101-275.000-960.000	FOIA EXPENSES	200.00	429.28	0.00	(229.28)	214.64
101-275.000-980.000	OFFICE EQUIP & FURNITURE	7,000.00	654.36	0.00	6,345.64	9.35
101-275.000-995.591	TRANSFER OUT WATER FUND	154,000.00	141,166.74	12,833.34	12,833.26	91.67
Total Dept 275.000 - OTHER EXPENSES		702,715.00	630,311.24	44,404.01	72,403.76	89.70
Dept 345.000 - Public Safety (Police & Fire)						
101-345.000-704.100	PER DIEM	1,040.00	325.00	0.00	715.00	31.25
101-345.000-709.000	TOWNSHIP FICA	80.00	24.85	0.00	55.15	31.06
Total Dept 345.000 - Public Safety (Police & Fire)		1,120.00	349.85	0.00	770.15	31.24
Dept 448.000 - Street Lighting						
101-448.000-926.000	STREET LIGHTING	17,500.00	15,569.39	(3,366.28)	1,930.61	88.97
Total Dept 448.000 - Street Lighting		17,500.00	15,569.39	(3,366.28)	1,930.61	88.97
Dept 567.000 - CEMETERY						
101-567.000-704.000	PART-TIME EMPLOYEE SALARIES	18,000.00	19,945.71	2,159.88	(1,945.71)	110.81
101-567.000-709.000	TOWNSHIP FICA	1,500.00	1,540.02	165.20	(40.02)	102.67
101-567.000-713.000	OVERTIME	0.00	218.03	0.00	(218.03)	100.00
101-567.000-752.000	SUPPLIES & SMALL EQUIPMENT	0.00	633.15	303.99	(633.15)	100.00
101-567.000-801.000	CONTRACTUAL SERVICES	35,000.00	24,240.00	4,700.00	10,760.00	69.26
101-567.000-930.000	MAINTENANCE	15,000.00	8,927.24	750.00	6,072.76	59.51
101-567.000-949.500	MAUSOLEUM MARKETING EXPENSE	1,000.00	0.00	0.00	1,000.00	0.00
101-567.000-955.000	SUNDRY	10,000.00	4,128.95	285.00	5,871.05	41.29
101-567.000-980.000	OFFICE EQUIP & FURNITURE	1,000.00	0.00	0.00	1,000.00	0.00
101-567.000-980.001	CAPITAL EQUIPMENT/CAPITAL IMP	5,000.00	4,719.00	0.00	281.00	94.38
Total Dept 567.000 - CEMETERY		86,500.00	64,352.10	8,364.07	22,147.90	74.40
Dept 701.000 - Planning Commission						
101-701.000-704.100	PER DIEM	5,640.00	1,960.00	0.00	3,680.00	34.75
101-701.000-709.000	TOWNSHIP FICA	430.00	149.92	0.00	280.08	34.87
101-701.000-752.000	SUPPLIES & SMALL EQUIPMENT	1,600.00	0.00	0.00	1,600.00	0.00
101-701.000-826.000	LEGAL FEES	1,000.00	0.00	0.00	1,000.00	
101-701.000-900.000	LEGAL NOTICES/ADVERTISING	750.00	0.00	0.00	750.00	
101-701.000-910.000	PROFESSIONAL DEVELOPMENT	500.00	0.00	0.00	500.00	

PERIOD ENDING 05/31/2025

Item 16.

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund						
Expenditures						
Total Dept 701.000 - Planning Commission		9,920.00	2,109.92	0.00	7,810.08	21.27
Dept 702.000 - PLANNING AND ZONING						
101-702.000-702.000	FULL-TIME EMPLOYEE SALARIES	149,500.00	131,945.25	11,473.50	17,554.75	88.26
101-702.000-704.000	PART-TIME EMPLOYEE SALARIES	33,000.00	17,516.46	1,505.94	15,483.54	53.08
101-702.000-704.100	PER DIEM	4,020.00	1,815.00	335.00	2,205.00	45.15
101-702.000-709.000	TOWNSHIP FICA	14,000.00	11,643.20	1,025.04	2,356.80	83.17
101-702.000-716.000	DEFINED CONTRIBUTION	16,000.00	8,241.80	1,282.64	7,758.20	51.51
101-702.000-718.000	HEALTH/DENTAL/VISION INSURANCE	44,000.00	34,600.11	2,983.05	9,399.89	78.64
101-702.000-725.100	LONG/SHORT TERM DISABILITY	880.00	865.32	70.83	14.68	98.33
101-702.000-725.200	LIFE INSURANCE	170.00	150.00	12.50	20.00	88.24
101-702.000-826.000	LEGAL FEES	10,000.00	437.50	0.00	9,562.50	4.38
101-702.000-853.000	PHONE/COMM/INTERNET	1,200.00	935.00	85.00	265.00	77.92
101-702.000-861.000	MILEAGE	200.00	0.00	0.00	200.00	0.00
101-702.000-900.000	LEGAL NOTICES/ADVERTISING	3,500.00	1,707.40	204.70	1,792.60	48.78
101-702.000-910.000	PROFESSIONAL DEVELOPMENT	2,500.00	943.81	0.00	1,556.19	37.75
101-702.000-946.000	ENGINEERING SERVICES	3,000.00	0.00	0.00	3,000.00	0.00
101-702.000-951.000	STORM WATER DISCHARGE	500.00	500.00	0.00	0.00	100.00
101-702.000-955.000	SUNDRY	300.00	16.05	0.00	283.95	5.35
101-702.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	2,500.00	0.00	0.00	2,500.00	0.00
101-702.000-981.500	RESERVE FOR VEHICLE PURCHASE	2,000.00	2,000.00	0.00	0.00	100.00
Total Dept 702.000 - PLANNING AND ZONING		287,270.00	213,316.90	18,978.20	73,953.10	74.26
Dept 703.000 - LAKES, RIVERS & STREAMS						
101-703.000-967.000	SPECIAL PROJECTS	25,000.00	30,278.20	467.79	(5,278.20)	121.11
Total Dept 703.000 - LAKES, RIVERS & STREAMS		25,000.00	30,278.20	467.79	(5,278.20)	121.11
Dept 751.000 - Recreation Board						
101-751.000-702.000	FULL-TIME EMPLOYEE SALARIES	45,500.00	37,936.60	3,143.96	7,563.40	83.38
101-751.000-704.000	PART-TIME EMPLOYEE SALARIES	22,200.00	26,229.66	2,862.37	(4,029.66)	118.15
101-751.000-704.100	PER DIEM	4,000.00	1,365.00	195.00	2,635.00	34.13
101-751.000-709.000	TOWNSHIP FICA	5,500.00	5,082.62	517.76	417.38	92.41
101-751.000-713.000	OVERTIME	0.00	566.87	566.87	(566.87)	100.00
101-751.000-716.000	DEFINED CONTRIBUTION	6,000.00	4,931.82	408.72	1,068.18	82.20
101-751.000-718.000	HEALTH/DENTAL/VISION INSURNACE	18,500.00	16,846.14	1,569.56	1,653.86	91.06
101-751.000-725.100	LONG/SHORT TERM DISABILITY	300.00	274.88	23.92	25.12	91.63
101-751.000-725.200	LIFE INSURANCE	150.00	48.18	4.38	101.82	32.12
101-751.000-758.000	DIESEL FUEL	2,300.00	1,539.57	263.52	760.43	66.94
101-751.000-900.100	PRINTING	1,000.00	0.00	0.00	1,000.00	0.00
101-751.000-910.000	PROFESSIONAL DEVELOPMENT	2,500.00	1,267.83	0.00	1,232.17	50.71
101-751.000-917.000	SEWER USAGE	660.00	664.30	0.00	(4.30)	100.65
101-751.000-919.000	TRASH DISPOSAL	2,600.00	1,883.65	130.19	716.35	72.45
101-751.000-920.000	ELECTRIC	4,200.00	4,343.14	154.35	(143.14)	103.41
101-751.000-930.005	MAINTENANCE PARK FACILITIES	25,000.00	12,956.51	2,980.50	12,043.49	51.83
101-751.000-930.020	SPORTS FIELD MAINTENANCE	15,000.00	22,422.00	3,506.50	(7,422.00)	149.48
101-751.000-930.200	PLAYGROUND MAINTENANCE & REPAIR	0.00	186.00	0.00	(186.00)	
101-751.000-942.000	PORTABLE TOILETS	30,000.00	19,410.74	2,893.30	10,589.26	
101-751.000-943.000	TOWNSHIP COMMUNITY EVENTS	10,000.00	8,936.70	8,863.75	1,063.30	

PERIOD ENDING 05/31/2025

Item 16.

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund						
Expenditures						
101-751.000-955.000	SUNDRY	2,000.00	62.94	0.00	1,937.06	3.15
101-751.000-955.278	EVERY CHILD SHALL PLAY SCHOLARSHIP	500.00	0.00	0.00	500.00	0.00
101-751.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	750.00	0.00	0.00	750.00	0.00
101-751.000-967.600	WINKELHAUS PARK	1,000.00	259.39	0.00	740.61	25.94
101-751.000-967.700	SPECIAL PROJECTS - PARKING LOT	190,000.00	185,532.80	0.00	4,467.20	97.65
101-751.000-967.962	SPECIAL PROJECTS - MISC IMPROVEMENT	50,000.00	9,245.68	1,577.35	40,754.32	18.49
101-751.000-975.300	GRANT MATCH	65,000.00	51,097.83	8,589.80	13,902.17	78.61
101-751.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	37,500.00	27,119.74	0.00	10,380.26	72.32
Total Dept 751.000 - Recreation Board		542,160.00	440,210.59	38,251.80	101,949.41	81.20
Dept 800.000 - LAKELAND TRAIL						
101-800.000-920.000	ELECTRIC	300.00	187.85	76.09	112.15	62.62
101-800.000-938.000	LAKELAND TRAIL MAINTENANCE	50,000.00	36,397.34	30,625.00	13,602.66	72.79
101-800.000-938.500	LL TRAIL RAILROAD MAINT FEE	1,000.00	1,000.00	0.00	0.00	100.00
101-800.000-942.000	PORTABLE TOILETS	24,000.00	16,761.39	1,774.28	7,238.61	69.84
101-800.000-955.000	SUNDRY	500.00	1,057.49	0.00	(557.49)	211.50
101-800.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	4,000.00	4,194.10	0.00	(194.10)	104.85
Total Dept 800.000 - LAKELAND TRAIL		79,800.00	59,598.17	32,475.37	20,201.83	74.68
Dept 820.000 - SENIOR CENTER						
101-820.000-702.000	FULL-TIME EMPLOYEE SALARIES	66,000.00	61,738.56	5,225.60	4,261.44	93.54
101-820.000-704.000	PART-TIME EMPLOYEE SALARIES	56,500.00	53,043.23	4,578.87	3,456.77	93.88
101-820.000-709.000	TOWNSHIP FICA	10,000.00	8,822.89	753.87	1,177.11	88.23
101-820.000-713.000	OVERTIME	250.00	0.00	0.00	250.00	0.00
101-820.000-716.000	DEFINED CONTRIBUTION	9,000.00	8,025.94	679.32	974.06	89.18
101-820.000-718.000	HEALTH/DENTAL/VISION INSURANCE	26,000.00	24,065.93	2,242.23	1,934.07	92.56
101-820.000-725.100	LONG/SHORT TERM DISABILITY	400.00	372.14	35.74	27.86	93.04
101-820.000-725.200	LIFE INSURANCE	100.00	68.75	6.25	31.25	68.75
101-820.000-801.000	CONTRACTUAL SERVICES	24,000.00	19,571.52	4,245.00	4,428.48	81.55
101-820.000-804.000	SENIOR PROGRAMS	9,000.00	8,845.98	1,014.00	154.02	98.29
101-820.000-853.000	PHONE/COMM/INTERNET	4,100.00	3,209.72	266.74	890.28	78.29
101-820.000-900.200	NEWSLETTER/PUBLICATIONS	6,000.00	1,744.26	(12.57)	4,255.74	29.07
101-820.000-910.000	PROFESSIONAL DEVELOPMENT	1,000.00	0.00	0.00	1,000.00	0.00
101-820.000-917.000	SEWER USAGE	1,750.00	1,873.32	0.00	(123.32)	107.05
101-820.000-919.000	TRASH DISPOSAL	2,000.00	1,703.64	130.19	296.36	85.18
101-820.000-920.000	ELECTRIC	4,500.00	5,904.29	476.66	(1,404.29)	131.21
101-820.000-921.000	NATURAL GAS/HEAT	3,000.00	2,414.68	142.17	585.32	80.49
101-820.000-930.001	MAINTENANCE COMM CENTER	10,000.00	10,840.62	234.00	(840.62)	108.41
101-820.000-930.020	MAINTENANCE - FERTILIZER	500.00	543.72	135.93	(43.72)	108.74
101-820.000-931.000	EQUIPMENT MAINT/REPAIR	7,000.00	3,355.83	0.00	3,644.17	47.94
101-820.000-937.000	IMPROVEMENTS	15,000.00	0.00	0.00	15,000.00	0.00
101-820.000-955.000	SUNDRY	1,000.00	499.26	0.00	500.74	49.93
101-820.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	1,000.00	576.42	0.00	423.58	57.64
101-820.000-975.300	GRANT MATCH	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 820.000 - SENIOR CENTER		278,100.00	217,220.70	20,154.00	60,879.30	78.11
TOTAL EXPENDITURES		5,564,110.00	4,825,520.28	338,332.56	738,589.72	298

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP
PERIOD ENDING 05/31/2025

Item 16.

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund						
Fund 101 - General Fund:						
TOTAL REVENUES		5,110,396.00	4,353,424.04	535,887.97	756,971.96	85.19
TOTAL EXPENDITURES		5,564,110.00	4,825,520.28	338,332.56	738,589.72	86.73
NET OF REVENUES & EXPENDITURES		(453,714.00)	(472,096.24)	197,555.41	18,382.24	104.05

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP
PERIOD ENDING 05/31/2025

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 204 - Road Fund						
Revenues						
Dept 000.000						
204-000.000-402.000	CURRENT PROPERTY TAX	1,362,350.00	703,854.70	0.00	658,495.30	51.66
204-000.000-412.000	DELINQUENT PP TAX	3,500.00	4.61	0.00	3,495.39	0.13
204-000.000-415.000	CHARGE BACKS/MTT/BOARD OF REVIEW	0.00	(310.97)	(14.72)	310.97	100.00
204-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	3,754.12	1,955.60	(3,754.12)	100.00
204-000.000-664.000	INTEREST REVENUE	15,000.00	47,988.12	6,270.97	(32,988.12)	319.92
Total Dept 000.000		1,380,850.00	755,290.58	8,211.85	625,559.42	54.70
TOTAL REVENUES		1,380,850.00	755,290.58	8,211.85	625,559.42	54.70
Expenditures						
Dept 000.000						
204-000.000-801.000	CONTRACTUAL SERVICES	2,900.00	3,369.51	0.00	(469.51)	116.19
204-000.000-802.000	ROAD IMPROVEMENT	650,000.00	0.00	0.00	650,000.00	0.00
204-000.000-805.000	CHLORIDING	90,000.00	27,592.47	0.00	62,407.53	30.66
Total Dept 000.000		742,900.00	30,961.98	0.00	711,938.02	4.17
TOTAL EXPENDITURES		742,900.00	30,961.98	0.00	711,938.02	4.17
Fund 204 - Road Fund:						
TOTAL REVENUES		1,380,850.00	755,290.58	8,211.85	625,559.42	54.70
TOTAL EXPENDITURES		742,900.00	30,961.98	0.00	711,938.02	4.17
NET OF REVENUES & EXPENDITURES		637,950.00	724,328.60	8,211.85	(86,378.60)	113.54

PERIOD ENDING 05/31/2025

Item 16.

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 206 - Fire Fund						
Revenues						
Dept 000.000						
206-000.000-402.000	CURRENT PROPERTY TAX	3,167,524.00	3,167,501.67	0.00	22.33	100.00
206-000.000-412.000	DELINQUENT PP TAX	100.00	15.38	0.00	84.62	15.38
206-000.000-415.000	CHARGE BACKS/MTT/BOARD OF REVIEW	(500.00)	(1,012.59)	(25.30)	512.59	202.52
206-000.000-441.000	PERS PROPERTY TAX REIMB - STATE OF MI	6,900.00	0.00	0.00	6,900.00	0.00
206-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	6,100.00	6,114.94	0.00	(14.94)	100.24
206-000.000-628.000	FIRE INSPECTION FEES	100.00	350.00	50.00	(250.00)	350.00
206-000.000-636.000	COPIES/MAPS	50.00	5.00	0.00	45.00	10.00
206-000.000-664.000	INTEREST REVENUE	2,000.00	13,132.46	2,435.66	(11,132.46)	656.62
206-000.000-674.000	CONTRIBUTIONS/DONATIONS/GRANTS	21,000.00	20,680.00	0.00	320.00	98.48
206-000.000-676.000	REIMBURSEMENTS & COST RECOVERY	3,300.00	3,275.73	0.00	24.27	99.26
206-000.000-677.000	SUNDRY	1,000.00	0.00	0.00	1,000.00	0.00
206-000.000-699.999	APPROPRIATION FROM SURPLUS	(183,180.00)	0.00	0.00	(183,180.00)	0.00
Total Dept 000.000		3,024,394.00	3,210,062.59	2,460.36	(185,668.59)	106.14
TOTAL REVENUES		3,024,394.00	3,210,062.59	2,460.36	(185,668.59)	106.14
Expenditures						
Dept 000.000						
206-000.000-702.000	FULL-TIME EMPLOYEE SALARIES	813,000.00	720,111.90	71,864.92	92,888.10	88.57
206-000.000-702.500	LEAVE TIME PAYOUT	5,000.00	1,826.80	0.00	3,173.20	36.54
206-000.000-704.000	PART-TIME EMPLOYEE SALARIES	50,000.00	45,880.16	3,937.31	4,119.84	91.76
206-000.000-704.500	PART TIME FIRE FIGHTERS	573,000.00	539,497.47	38,371.52	33,502.53	94.15
206-000.000-709.000	TOWNSHIP FICA	132,000.00	113,071.18	9,990.07	18,928.82	85.66
206-000.000-712.000	PAY IN LIEU OF MEDICAL INS	4,200.00	5,600.01	600.00	(1,400.01)	133.33
206-000.000-713.000	OVERTIME	190,000.00	147,491.64	15,385.71	42,508.36	77.63
206-000.000-714.000	LONGEVITY PAY	15,020.00	15,019.44	0.00	0.56	100.00
206-000.000-716.000	DEFINED CONTRIBUTION	100,000.00	76,677.16	6,573.80	23,322.84	76.68
206-000.000-718.000	HEALTH/DENTAL/VISION INSURANCE	178,000.00	221,718.59	22,646.11	(43,718.59)	124.56
206-000.000-725.100	LONG/SHORT TERM DISABILITY	10,000.00	10,327.42	558.77	(327.42)	103.27
206-000.000-725.200	LIFE INSURANCE	1,100.00	949.18	92.50	150.82	86.29
206-000.000-727.000	WORKERS' COMPENSATION	30,500.00	31,538.09	0.00	(1,038.09)	103.40
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	30,000.00	28,655.68	2,187.65	1,344.32	95.52
206-000.000-754.000	MEDICAL AND SCENE SUPPLIES	40,000.00	41,555.88	2,421.88	(1,555.88)	103.89
206-000.000-758.000	DIESEL FUEL	750.00	134.00	0.00	616.00	17.87
206-000.000-759.000	VEHICLE FUEL	38,000.00	26,333.91	2,403.44	11,666.09	69.30
206-000.000-768.000	UNIFORMS/ACCESSORIES	40,500.00	41,168.86	1,103.67	(668.86)	101.65
206-000.000-768.100	TURN OUT GEAR	40,000.00	19,498.67	2,987.07	20,501.33	48.75
206-000.000-801.000	CONTRACTUAL SERVICES	30,000.00	24,430.60	425.68	5,569.40	81.44
206-000.000-826.000	LEGAL FEES	8,000.00	1,188.00	180.00	6,812.00	14.85
206-000.000-840.000	LIABILITY/CASUALTY INSURANCE	55,000.00	55,040.95	0.00	(40.95)	100.07
206-000.000-843.100	EMPLOYEE PHYSICALS/VACCINATION	30,000.00	25,230.74	1,919.00	4,769.26	84.10
206-000.000-853.000	PHONE/COMM/INTERNET	12,000.00	9,243.86	499.92	2,756.14	77.03
206-000.000-870.000	HAZMAT YEARLY DUES	4,500.00	0.00	0.00	4,500.00	0.00
206-000.000-914.000	TUITION REIMBURSEMENT	30,000.00	13,830.20	649.93	16,169.80	46.10
206-000.000-916.000	TRAINING	30,000.00	23,448.66	2,125.00	6,551.34	78.16
206-000.000-916.500	FIRE PREVENTION	7,500.00	7,484.55	0.00	15.45	99.79
206-000.000-917.000	SEWER USAGE	2,600.00	2,657.20	0.00	(57.20)	102.20
206-000.000-918.000	WATER USAGE	4,200.00	291.60	0.00	3,908.40	
206-000.000-919.000	TRASH DISPOSAL	3,500.00	2,913.24	211.69	586.76	
206-000.000-920.000	ELECTRIC	40,000.00	29,579.95	1,165.73	10,420.05	73.93

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP
PERIOD ENDING 05/31/2025

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 206 - Fire Fund						
Expenditures						
206-000.000-920.100	SIREN ELECTRIC USAGE	2,000.00	2,338.93	107.05	(338.93)	116.95
206-000.000-921.000	NATURAL GAS/HEAT	10,000.00	12,183.99	328.87	(2,183.99)	121.84
206-000.000-930.003	MAINTENANCE FIRE HALL	80,000.00	88,162.53	1,948.00	(8,162.53)	110.20
206-000.000-930.020	MAINTENANCE - FERTILIZER	2,500.00	1,680.00	420.00	820.00	67.20
206-000.000-931.000	EQUIPMENT MAINT/REPAIR	25,000.00	17,232.30	(30.06)	7,767.70	68.93
206-000.000-931.100	EMERGENCY SIREN MAINTENANCE/REPAIRS	4,000.00	4,375.16	0.00	(375.16)	109.38
206-000.000-932.000	VEHICLE MAINTENANCE	75,000.00	78,932.32	7,462.91	(3,932.32)	105.24
206-000.000-933.000	SOFTWARE MAINTENANCE	6,800.00	7,057.65	2,198.70	(257.65)	103.79
206-000.000-955.000	SUNDRY	3,500.00	4,208.32	127.99	(708.32)	120.24
206-000.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	20,000.00	22,221.24	2,490.00	(2,221.24)	111.11
206-000.000-967.000	SPECIAL PROJECTS	125,000.00	124,535.17	0.00	464.83	99.63
206-000.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	119,000.00	97,784.85	0.00	21,215.15	82.17
206-000.000-981.000	CAPITAL EXPENSE - VEHICLE	33,200.00	30,222.05	0.00	2,977.95	91.03
Total Dept 000.000		3,054,370.00	2,773,330.10	203,354.83	281,039.90	90.80
TOTAL EXPENDITURES		3,054,370.00	2,773,330.10	203,354.83	281,039.90	90.80
Fund 206 - Fire Fund:						
TOTAL REVENUES		3,024,394.00	3,210,062.59	2,460.36	(185,668.59)	106.14
TOTAL EXPENDITURES		3,054,370.00	2,773,330.10	203,354.83	281,039.90	90.80
NET OF REVENUES & EXPENDITURES		(29,976.00)	436,732.49	(200,894.47)	(466,708.49)	1,456.94

PERIOD ENDING 05/31/2025

Item 16.

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 207 - Police Fund						
Revenues						
Dept 000.000						
207-000.000-402.000	CURRENT PROPERTY TAX	3,362,526.00	3,362,479.88	0.00	46.12	100.00
207-000.000-412.000	DELINQUENT PP TAX	100.00	22.21	0.00	77.79	22.21
207-000.000-415.000	CHARGE BACKS/MTT/BOARD OF REVIEW	(500.00)	(1,461.84)	(36.50)	961.84	292.37
207-000.000-441.000	PERS PROPERTY TAX REIMB - STATE OF MI	10,000.00	0.00	0.00	10,000.00	0.00
207-000.000-480.000	LIQUOR LICENSE FEES	9,500.00	6,651.15	3,252.15	2,848.85	70.01
207-000.000-481.000	SOLICITATION FEES	600.00	1,810.00	710.00	(1,210.00)	301.67
207-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	8,800.00	8,828.00	0.00	(28.00)	100.32
207-000.000-628.100	INSPECTION FEES	8,700.00	21,158.18	10,911.27	(12,458.18)	243.20
207-000.000-629.000	GUN PERM/FINGERPRINTS/VIN INSP	200.00	269.70	0.00	(69.70)	134.85
207-000.000-629.100	BREATHALIZER TEST REQUIRED	110.00	15.00	0.00	95.00	13.64
207-000.000-630.200	SALVAGE VEHICLE INSPECTION	200.00	200.00	0.00	0.00	100.00
207-000.000-636.000	COPIES/MAPS	1,000.00	947.93	25.00	52.07	94.79
207-000.000-657.000	ORDINANCE FINES	12,000.00	12,579.75	718.75	(579.75)	104.83
207-000.000-664.000	INTEREST REVENUE	0.00	6,784.76	707.13	(6,784.76)	100.00
207-000.000-674.000	CONTRIBUTIONS/DONATIONS/GRANTS	32,500.00	23,996.51	0.00	8,503.49	73.84
207-000.000-676.000	REIMBURSEMENTS & COST RECOVERY	53,250.00	50,660.08	150.00	2,589.92	95.14
207-000.000-677.000	SUNDRY	0.00	(2,194.62)	(2,194.62)	2,194.62	100.00
207-000.000-678.000	PA302 TRAINING REIMB	500.00	0.00	0.00	500.00	0.00
207-000.000-693.000	SALE OF FIXED ASSETS	35,000.00	7,140.00	0.00	27,860.00	20.40
207-000.000-699.101	TRANSFER IN 101-OPERATIONS	250,000.00	229,166.63	20,833.33	20,833.37	91.67
207-000.000-699.999	APPROPRIATION FROM SURPLUS	95,550.00	0.00	0.00	95,550.00	0.00
Total Dept 000.000		3,880,036.00	3,729,053.32	35,076.51	150,982.68	96.11
TOTAL REVENUES		3,880,036.00	3,729,053.32	35,076.51	150,982.68	96.11
Expenditures						
Dept 000.000						
207-000.000-702.000	FULL-TIME EMPLOYEE SALARIES	1,720,000.00	1,548,985.37	146,224.89	171,014.63	90.06
207-000.000-702.500	LEAVE TIME PAYOUT	5,200.00	2,210.40	0.00	2,989.60	42.51
207-000.000-704.000	PART-TIME EMPLOYEE SALARIES	44,800.00	41,674.28	3,560.44	3,125.72	93.02
207-000.000-706.000	HOLIDAY PAY	94,000.00	108,798.88	466.56	(14,798.88)	115.74
207-000.000-709.000	TOWNSHIP FICA	154,000.00	146,432.83	12,863.10	7,567.17	95.09
207-000.000-712.000	PAY IN LIEU OF MEDICAL INS	4,800.00	4,399.99	400.00	400.01	91.67
207-000.000-713.000	OVERTIME	163,000.00	180,502.66	17,168.30	(17,502.66)	110.74
207-000.000-716.000	DEFINED CONTRIBUTION	405,000.00	462,600.80	40,525.90	(57,600.80)	114.22
207-000.000-718.000	HEALTH/DENTAL/VISION INSURANCE	344,750.00	358,832.31	32,181.76	(14,082.31)	104.08
207-000.000-725.100	LONG/SHORT TERM DISABILITY	9,800.00	8,473.95	722.83	1,326.05	86.47
207-000.000-725.200	LIFE INSURANCE	1,600.00	1,326.64	115.31	273.36	82.92
207-000.000-726.500	EQUIPMENT ALLOWANCE	12,600.00	11,200.00	0.00	1,400.00	88.89
207-000.000-727.000	WORKERS' COMPENSATION	30,000.00	27,753.67	0.00	2,246.33	92.51
207-000.000-730.000	RETIREE HEALTH INSURANCE	104,000.00	104,000.00	0.00	0.00	100.00
207-000.000-731.000	EDUCATION INCENTIVE BONUS	14,500.00	13,500.00	0.00	1,000.00	93.10
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	15,000.00	17,618.69	1,879.82	(2,618.69)	117.46
207-000.000-752.100	AMMUNITION	10,000.00	9,879.20	0.00	120.80	98.79
207-000.000-756.000	ACCREDITATION EXPENSES	11,100.00	11,088.22	0.00	11.78	99.89
207-000.000-758.000	DIESEL FUEL	250.00	0.00	0.00	250.00	0.00
207-000.000-759.000	VEHICLE FUEL	55,000.00	45,189.03	3,796.33	9,810.97	82.16
207-000.000-768.000	UNIFORMS/ACCESSORIES	17,000.00	16,970.27	1,295.49	29.73	
207-000.000-768.500	UNIFORM CLEANING	5,000.00	1,546.25	240.00	3,453.75	
207-000.000-801.000	CONTRACTUAL SERVICES	16,000.00	15,858.51	354.05	141.49	99.12

PERIOD ENDING 05/31/2025

Item 16.

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 207 - Police Fund						
Expenditures						
207-000.000-807.000	SWAT TEAM EXPENSES	7,500.00	2,660.03	(400.00)	4,839.97	35.47
207-000.000-807.001	CODE ENFORCEMENT EXPENSES	1,000.00	0.00	0.00	1,000.00	0.00
207-000.000-809.000	JANITORIAL SERVICES	11,600.00	10,638.22	892.43	961.78	91.71
207-000.000-826.000	LEGAL FEES	10,000.00	6,167.00	844.00	3,833.00	61.67
207-000.000-840.000	LIABILITY/CASUALTY INSURANCE	115,000.00	108,685.52	0.00	6,314.48	94.51
207-000.000-851.000	POSTAGE	200.00	132.31	0.00	67.69	66.16
207-000.000-853.000	PHONE/COMM/INTERNET	15,000.00	15,365.70	1,091.64	(365.70)	102.44
207-000.000-914.000	TUITION REIMBURSEMENT	12,000.00	11,270.00	649.92	730.00	93.92
207-000.000-916.000	TRAINING	16,000.00	19,132.44	2,960.83	(3,132.44)	119.58
207-000.000-917.000	SEWER USAGE	3,500.00	4,716.53	0.00	(1,216.53)	134.76
207-000.000-920.000	ELECTRIC	15,000.00	16,303.63	1,324.17	(1,303.63)	108.69
207-000.000-921.000	NATURAL GAS/HEAT	3,000.00	3,586.68	191.26	(586.68)	119.56
207-000.000-930.002	MAINTENANCE POLICE BUILDING	17,000.00	19,280.68	1,835.20	(2,280.68)	113.42
207-000.000-930.020	MAINTENANCE - FERTILIZER	500.00	543.72	135.93	(43.72)	108.74
207-000.000-931.000	EQUIPMENT MAINT/REPAIR	2,000.00	44.95	0.00	1,955.05	2.25
207-000.000-932.000	VEHICLE MAINTENANCE	55,000.00	55,771.16	8,347.01	(771.16)	101.40
207-000.000-933.000	SOFTWARE MAINTENANCE	26,100.00	27,961.93	3,321.92	(1,861.93)	107.13
207-000.000-933.300	LAW ENFORCEMENT INFO NETWORK	5,000.00	4,611.61	0.00	388.39	92.23
207-000.000-955.000	SUNDRY	2,500.00	1,666.91	0.00	833.09	66.68
207-000.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	4,500.00	2,987.30	0.00	1,512.70	66.38
207-000.000-967.000	SPECIAL PROJECTS	20,000.00	20,131.51	1,512.50	(131.51)	100.66
207-000.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	62,150.00	56,397.68	0.00	5,752.32	90.74
207-000.000-981.000	CAPITAL EXPENSE - VEHICLE	81,000.00	80,913.00	0.00	87.00	99.89
Total Dept 000.000		3,722,950.00	3,607,810.46	284,501.59	115,139.54	96.91
TOTAL EXPENDITURES		3,722,950.00	3,607,810.46	284,501.59	115,139.54	96.91
Fund 207 - Police Fund:						
TOTAL REVENUES		3,880,036.00	3,729,053.32	35,076.51	150,982.68	96.11
TOTAL EXPENDITURES		3,722,950.00	3,607,810.46	284,501.59	115,139.54	96.91
NET OF REVENUES & EXPENDITURES		157,086.00	121,242.86	(249,425.08)	35,843.14	77.18

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 590 - SEWER FUND						
Revenues						
Dept 527.000 - SEWER OPERATING						
590-527.000-653.000	O&M USAGE FEES	1,819,292.00	1,406,245.34	193.28	413,046.66	77.30
590-527.000-653.001	O&M LATE PENALTY	10,000.00	10,115.48	1,755.00	(115.48)	101.15
590-527.000-653.002	ADMIN FEE FOR DELINQ ON TAXES	22,700.00	23,763.04	0.00	(1,063.04)	104.68
590-527.000-664.001	INTEREST REVENUE - O&M ACCOUNTS	16,000.00	7,556.47	3,622.26	8,443.53	47.23
590-527.000-667.000	RENTAL INCOME	21,017.00	19,279.50	1,765.15	1,737.50	91.73
590-527.000-674.000	CONTRIBUTIONS/DONATIONS/GRANTS	0.00	511.42	0.00	(511.42)	100.00
590-527.000-676.000	REIMBURSEMENTS & COST RECOVERY	36,000.00	39,320.76	1,246.14	(3,320.76)	109.22
590-527.000-677.000	SUNDRY	600.00	205.00	0.00	395.00	34.17
590-527.000-699.999	APPROPRIATION FROM SURPLUS	56,500.00	0.00	0.00	56,500.00	0.00
Total Dept 527.000 - SEWER OPERATING		1,982,109.00	1,506,997.01	8,581.83	475,111.99	76.03
Dept 537.000						
590-537.000-637.300	PORTAGE MONTHLY SEWER OP	82,000.00	76,476.81	7,064.67	5,523.19	93.26
590-537.000-637.400	PORTAGE ADD'L FEES	24,000.00	15,279.50	4,336.88	8,720.50	63.66
Total Dept 537.000		106,000.00	91,756.31	11,401.55	14,243.69	86.56
Dept 538.000						
590-538.000-607.000	NON-TAX ADMIN FEE	5,000.00	5,800.00	400.00	(800.00)	116.00
590-538.000-620.200	GRINDER PUMP INSTALLATION	89,500.00	89,237.78	0.00	262.22	99.71
590-538.000-626.000	Reinsp/inspection/easement/lgl	250.00	100.00	0.00	150.00	40.00
590-538.000-640.000	APPLICATION FEES - SEWERS	5,000.00	2,800.00	200.00	2,200.00	56.00
590-538.000-642.100	TAP FEE	107,500.00	99,250.00	7,500.00	8,250.00	92.33
590-538.000-644.100	MAIN LINE EXTENSION	26,000.00	25,962.63	0.00	37.37	99.86
590-538.000-646.200	GRINDER PUMP PURCHASE	63,000.00	80,410.00	5,790.00	(17,410.00)	127.63
590-538.000-664.002	INTEREST REVENUE - CAPITAL ACCTS	55,000.00	72,506.18	8,255.96	(17,506.18)	131.83
Total Dept 538.000		351,250.00	376,066.59	22,145.96	(24,816.59)	107.07
Dept 539.000						
590-539.000-472.000	SPECIAL ASSESSMENT REVENUE	1,500.00	1,300.56	0.00	199.44	86.70
590-539.000-654.000	WWTP DEBT FEE	615,568.00	474,764.71	65.38	140,803.29	77.13
590-539.000-654.001	WWTP DEBT LATE PENALTY	3,500.00	(5.08)	0.00	3,505.08	(0.15)
590-539.000-664.003	INTEREST REVENUE SAD'S & OTHER	45,000.00	72,593.91	4,664.63	(27,593.91)	161.32
Total Dept 539.000		665,568.00	548,654.10	4,730.01	116,913.90	82.43
Dept 540.000						
590-540.000-620.100	WATER METER INSTALLATION	300.00	200.00	0.00	100.00	66.67
590-540.000-637.500	WATER CONNECTION ADM FEE	1,000.00	1,400.00	0.00	(400.00)	140.00
590-540.000-654.500	WATER CHARGE O&M	55,000.00	47,499.68	0.00	7,500.32	86.36
590-540.000-654.501	WATER CHARGE PENALTY (10%)	500.00	0.00	0.00	500.00	0.00
590-540.000-664.001	INTEREST REVENUE - O&M ACCOUNTS	200.00	0.00	0.00	200.00	0.00
Total Dept 540.000		57,000.00	49,099.68	0.00	7,900.32	

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 590 - SEWER FUND						
Revenues						
TOTAL REVENUES		3,161,927.00	2,572,573.69	46,859.35	589,353.31	81.36
Expenditures						
Dept 527.000 - SEWER OPERATING						
590-527.000-702.000	FULL-TIME EMPLOYEE SALARIES	584,000.00	521,924.94	45,033.16	62,075.06	89.37
590-527.000-702.500	LEAVE TIME PAYOUT	2,900.00	2,837.99	0.00	62.01	97.86
590-527.000-704.000	PART-TIME EMPLOYEE SALARIES	26,000.00	20,845.05	2,204.46	5,154.95	80.17
590-527.000-704.100	PER DIEM	1,800.00	455.00	65.00	1,345.00	25.28
590-527.000-709.000	TOWNSHIP FICA	53,000.00	46,028.38	3,943.99	6,971.62	86.85
590-527.000-712.000	PAY IN LIEU OF MEDICAL INS	3,000.00	2,750.00	250.00	250.00	91.67
590-527.000-713.000	OVERTIME	51,000.00	30,888.99	2,288.39	20,111.01	60.57
590-527.000-716.000	DEFINED CONTRIBUTION	66,400.00	63,431.03	5,408.11	2,968.97	95.53
590-527.000-718.000	HEALTH/DENTAL/VISION INSURANCE	111,000.00	117,709.56	10,150.01	(6,709.56)	106.04
590-527.000-725.100	LONG/SHORT TERM DISABILITY	3,500.00	3,504.58	290.07	(4.58)	100.13
590-527.000-725.200	LIFE INSURANCE	700.00	615.97	51.56	84.03	88.00
590-527.000-727.000	WORKERS' COMPENSATION	4,500.00	4,162.96	0.00	337.04	92.51
590-527.000-728.000	ON-CALL COMPENSATION	23,000.00	16,300.00	1,440.00	6,700.00	70.87
590-527.000-734.000	CERTIFICATION INCENTIVE BONUS	3,000.00	3,000.00	0.00	0.00	100.00
590-527.000-751.100	GRINDER PUMP PARTS	293,000.00	315,036.01	54,387.00	(22,036.01)	107.52
590-527.000-751.200	GRINDER PUMP CORES	57,000.00	57,000.00	0.00	0.00	100.00
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	30,000.00	24,358.59	3,831.69	5,641.41	81.20
590-527.000-758.000	DIESEL FUEL	2,000.00	234.34	0.00	1,765.66	11.72
590-527.000-759.000	VEHICLE FUEL	15,000.00	8,849.30	714.95	6,150.70	59.00
590-527.000-768.000	UNIFORMS/ACCESSORIES	4,000.00	3,597.30	73.00	402.70	89.93
590-527.000-801.000	CONTRACTUAL SERVICES	18,500.00	18,346.26	0.00	153.74	99.17
590-527.000-826.000	LEGAL FEES	1,000.00	0.00	0.00	1,000.00	0.00
590-527.000-840.000	LIABILITY/CASUALTY INSURANCE	30,000.00	30,741.03	0.00	(741.03)	102.47
590-527.000-843.000	MISC MEDICAL EXPENSES	2,000.00	1,563.00	0.00	437.00	78.15
590-527.000-851.000	POSTAGE	8,500.00	9,611.89	359.56	(1,111.89)	113.08
590-527.000-853.000	PHONE/COMM/INTERNET	14,000.00	12,666.33	325.67	1,333.67	90.47
590-527.000-861.000	MILEAGE	250.00	0.00	0.00	250.00	0.00
590-527.000-900.000	LEGAL NOTICES/ADVERTISING	500.00	84.90	84.90	415.10	16.98
590-527.000-910.000	PROFESSIONAL DEVELOPMENT	3,500.00	1,816.55	99.40	1,683.45	51.90
590-527.000-917.500	TREATMENT EXPENSE	140,000.00	123,539.49	0.00	16,460.51	88.24
590-527.000-920.000	ELECTRIC	23,000.00	29,146.32	1,489.38	(6,146.32)	126.72
590-527.000-921.000	NATURAL GAS/HEAT	3,000.00	2,769.31	177.77	230.69	92.31
590-527.000-930.010	SEWER MAINTENANCE GARAGE	2,500.00	1,778.00	0.00	722.00	71.12
590-527.000-930.011	ENTERPRISE POLE BARN(ORIGINAL)	11,000.00	8,376.25	0.00	2,623.75	76.15
590-527.000-931.000	EQUIPMENT MAINT/REPAIR	3,000.00	3,379.97	139.99	(379.97)	112.67
590-527.000-932.000	VEHICLE MAINTENANCE	7,500.00	3,554.90	58.16	3,945.10	47.40
590-527.000-933.000	SOFTWARE MAINTENANCE	1,850.00	889.93	0.00	960.07	48.10
590-527.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE	128,000.00	115,610.26	359.90	12,389.74	90.32
590-527.000-934.200	GRINDER PUMP REPLACEMENT	206,000.00	196,962.06	987.15	9,037.94	95.61
590-527.000-946.000	ENGINEERING SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
590-527.000-955.000	SUNDRY	52,500.00	52,136.00	180.00	364.00	99.31
590-527.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	3,500.00	2,774.61	100.00	725.39	79.27
590-527.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	41,400.00	37,701.43	0.00	3,698.57	91.07
590-527.000-999.101	TRANSFER OUT GENERAL FUND	57,500.00	52,708.37	4,791.67	4,791.63	91.67
Total Dept 527.000 - SEWER OPERATING		2,095,800.00	1,949,686.85	139,284.94	146,113.15	
Dept 537.000						

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 590 - SEWER FUND						
Expenditures						
590-537.000-752.000	SUPPLIES & SMALL EQUIPMENT	22,500.00	17,140.06	459.73	5,359.94	76.18
590-537.000-753.000	CHEMICALS	40,000.00	40,361.70	0.00	(361.70)	100.90
590-537.000-758.000	DIESEL FUEL	1,500.00	268.00	0.00	1,232.00	17.87
590-537.000-853.000	PHONE/COMM/INTERNET	300.00	273.95	8.74	26.05	91.32
590-537.000-917.600	SLUDGE REMOVAL EXPENSE WWTP	80,000.00	109,719.00	32,577.60	(29,719.00)	137.15
590-537.000-919.000	TRASH DISPOSAL	1,800.00	1,499.86	90.16	300.14	83.33
590-537.000-920.000	ELECTRIC	85,500.00	86,201.38	10,207.47	(701.38)	100.82
590-537.000-921.000	NATURAL GAS/HEAT	30,000.00	39,338.92	6,169.03	(9,338.92)	131.13
590-537.000-930.007	BUILDING MAINTENANCE - WWTP	2,500.00	1,507.00	0.00	993.00	60.28
590-537.000-931.000	EQUIPMENT MAINT/REPAIR	12,000.00	10,576.73	0.00	1,423.27	88.14
590-537.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE	50,000.00	53,596.18	4,592.17	(3,596.18)	107.19
590-537.000-952.000	LAB ANALYSIS - WWTP	13,000.00	10,912.00	692.00	2,088.00	83.94
590-537.000-952.100	LAB ANALYSIS FEES - PORTAGE	13,000.00	11,171.00	408.00	1,829.00	85.93
590-537.000-952.200	PFAS	0.00	4,200.00	4,200.00	(4,200.00)	100.00
590-537.000-955.000	SUNDRY	250.00	0.00	0.00	250.00	0.00
590-537.000-955.100	ANNUAL GRNDWATER DISCHARGE FEE	10,000.00	8,848.44	0.00	1,151.56	88.48
Total Dept 537.000		362,350.00	395,614.22	59,404.90	(33,264.22)	109.18
Dept 538.000						
590-538.000-826.000	LEGAL FEES	0.00	119.00	0.00	(119.00)	100.00
590-538.000-946.000	ENGINEERING SERVICES	2,500.00	0.00	0.00	2,500.00	0.00
590-538.000-946.100	ENGINEERING SERVICES - FREEDOM RIVER	17,500.00	17,285.00	0.00	215.00	98.77
590-538.000-955.000	SUNDRY	1,000.00	840.00	60.00	160.00	84.00
590-538.000-964.000	REIMBURSEMENTS/REFUNDS	0.00	11,601.64	820.51	(11,601.64)	100.00
590-538.000-999.101	TRANSFER OUT G/F ADMIN FEE	57,500.00	52,708.37	4,791.67	4,791.63	91.67
Total Dept 538.000		78,500.00	82,554.01	5,672.18	(4,054.01)	105.16
Dept 539.000						
590-539.000-991.000	DEBT SERVICE - PRINCIPAL	525,000.00	4,125.40	0.00	520,874.60	0.79
590-539.000-992.000	INTEREST EXPENSE	71,500.00	84,407.09	12,495.00	(12,907.09)	118.05
590-539.000-993.000	AGENT FEES	1,200.00	1,583.39	0.00	(383.39)	131.95
Total Dept 539.000		597,700.00	90,115.88	12,495.00	507,584.12	15.08
Dept 540.000						
590-540.000-917.900	WATER PURCHASE CITY OF BRIGHTON	55,000.00	47,499.68	0.00	7,500.32	86.36
Total Dept 540.000		55,000.00	47,499.68	0.00	7,500.32	86.36
TOTAL EXPENDITURES		3,189,350.00	2,565,470.64	216,857.02	623,879.36	80.44
Fund 590 - SEWER FUND:						
TOTAL REVENUES		3,161,927.00	2,572,573.69	46,859.35	589,353.31	
TOTAL EXPENDITURES		3,189,350.00	2,565,470.64	216,857.02	623,879.36	
NET OF REVENUES & EXPENDITURES		(27,423.00)	7,103.05	(169,997.67)	(34,526.05)	

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP
PERIOD ENDING 05/31/2025

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	05/31/2025	MONTH 05/31/2025	BALANCE	USED

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 591 - WATER DEBT SERVICE FUND						
Revenues						
Dept 000.000						
591-000.000-472.000	SPECIAL ASSESSMENT REVENUE	85,000.00	70,328.86	0.00	14,671.14	82.74
591-000.000-654.503	LCWA-WATER CONNECTION FEES	20,000.00	37,500.00	0.00	(17,500.00)	187.50
591-000.000-664.000	INTEREST REVENUE	30,000.00	31,438.87	3,602.62	(1,438.87)	104.80
591-000.000-677.000	SUNDRY	65,000.00	0.00	0.00	65,000.00	0.00
591-000.000-699.101	TRANSFER IN GENERAL CAPITAL	154,000.00	141,166.74	12,833.34	12,833.26	91.67
Total Dept 000.000		354,000.00	280,434.47	16,435.96	73,565.53	79.22
TOTAL REVENUES		354,000.00	280,434.47	16,435.96	73,565.53	79.22
Expenditures						
Dept 000.000						
591-000.000-991.000	DEBT SERVICE - PRINCIPAL	200,000.00	200,000.00	0.00	0.00	100.00
591-000.000-992.000	INTEREST EXPENSE	46,550.00	46,550.00	0.00	0.00	100.00
591-000.000-993.000	AGENT FEES	1,700.00	1,100.00	0.00	600.00	64.71
Total Dept 000.000		248,250.00	247,650.00	0.00	600.00	99.76
TOTAL EXPENDITURES		248,250.00	247,650.00	0.00	600.00	99.76
Fund 591 - WATER DEBT SERVICE FUND:						
TOTAL REVENUES		354,000.00	280,434.47	16,435.96	73,565.53	79.22
TOTAL EXPENDITURES		248,250.00	247,650.00	0.00	600.00	99.76
NET OF REVENUES & EXPENDITURES		105,750.00	32,784.47	16,435.96	72,965.53	31.00
TOTAL REVENUES - ALL FUNDS		16,911,603.00	14,900,838.69	644,932.00	2,010,764.31	88.11
TOTAL EXPENDITURES - ALL FUNDS		16,521,930.00	14,050,743.46	1,043,046.00	2,471,186.54	85.04
NET OF REVENUES & EXPENDITURES		389,673.00	850,095.23	(398,114.00)	(460,422.23)	218.16

CASH SUMMARY BY ACCOUNT FOR HAMBURG TWP
FROM 05/01/2025 TO 05/31/2025
FUND: ALL FUNDS
CASH ACCOUNTS

Fund Account	Description	Beginning Balance 05/01/2025	Total Debits	Total Credits	Ending Balance 05/31/2025
Fund 101	General Fund				
002.000	CASH/SAVINGS	6,570,708.80	1,031,726.20	662,886.48	6,939,548.52
002.100	ARPA FUNDING	6,109.34	0.00	0.00	6,109.34
002.179	TPA HEALTH CARE REIMB	5,006.81	4,500.00	7,141.00	2,365.81
002.200	ESCROW PERFORMANCE BONDS	125,670.75	0.00	0.00	125,670.75
002.279	ZONING REVIEW ESCROW	85,142.06	1,065.22	0.00	86,207.28
002.701	CASH 701 FUND	0.00	0.00	0.00	0.00
004.000	PETTY CASH	200.00	0.00	0.00	200.00
004.100	SENIOR CENTER PETTY CASH	300.00	0.00	0.00	300.00
008.000	CHANGE ACCOUNT	250.00	0.00	0.00	250.00
008.003	HAYCRK/CHAMBERSRDCONSTESCROW	47,415.30	3,659.07	3,659.07	47,415.30
008.004	HAYCRK/CHAMBERSRDENGESCROW	27,339.00	0.00	27,339.00	0.00
	General Fund	6,868,142.06	1,040,950.49	701,025.55	7,208,067.00
Fund 151	CEMETERY TRUST FUND				
003.005	RESTRICTED CEMETERY TRUST	8,440.70	26.05	0.00	8,466.75
Fund 204	Road Fund				
002.000	CASH/SAVINGS	2,009,534.83	28,774.13	14.72	2,038,294.24
Fund 206	Fire Fund				
002.000	CASH/SAVINGS	925,172.16	97,196.33	230,690.85	791,677.64
004.000	PETTY CASH	300.00	0.00	0.00	300.00
	Fire Fund	925,472.16	97,196.33	230,690.85	791,977.64
Fund 207	Police Fund				
002.000	CASH/SAVINGS	373,686.74	136,364.79	280,207.43	229,844.10
004.000	PETTY CASH	200.00	0.00	0.00	200.00
	Police Fund	373,886.74	136,364.79	280,207.43	230,044.10
Fund 208	SENIORS, PARKS, LL TRAIL				
002.000	CASH/SAVINGS	659,710.35	0.00	30.94	659,679.41
Fund 211	Act 302 Training Fund				
002.000	CASH/SAVINGS	7,276.28	22.46	0.00	7,298.74
Fund 213	PA1 TRAINING				
002.000	CASH/SAVINGS	6,102.66	18.32	165.00	5,955.98
Fund 243	BROWNFIELD REDEVELOPMENT AUTHORITY FUND				
002.000	CASH/SAVINGS	4,062.05	12.54	0.00	4,074.59
Fund 245	Public/Capital Improvements				
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
Fund 252	HAMBURG TWP AQUATIC WEED CONTROL SAD				
002.000	CASH/SAVINGS	141,432.88	426.98	3,075.00	138,784.86
Fund 253	ORE LAKE AQUATIC WEED SAD				
002.000	CASH/SAVINGS	(1,369.00)	0.00	0.00	(1,369.00)
Fund 265	Drug Enforcement Fund				
002.000	CASH/SAVINGS	2,816.63	11.50	0.00	2,828.13
002.003	FEDERAL FORFEITURE FUNDS	1,083.60	0.00	0.00	1,083.60
002.005	STATE FORFEITURE FUNDS	142.23	0.00	0.00	142.23
	Drug Enforcement Fund	4,042.46	11.50	0.00	4,053.96
Fund 272	Rustic/Lake Pointe Road SAD				
002.000	CASH/SAVINGS	7,156.94	20.70	450.00	6,727.64
Fund 273	Scott Drive ROAD SAD				
002.000	CASH/SAVINGS	2,525.36	0.00	350.00	2,175.36

CASH SUMMARY BY ACCOUNT FOR HAMBURG TWP
FROM 05/01/2025 TO 05/31/2025
FUND: ALL FUNDS
CASH ACCOUNTS

Fund Account	Description	Beginning Balance 05/01/2025	Total Debits	Total Credits	Ending Balance 05/31/2025
Fund 274	Crystal Drive/Beach Rd Maint				
002.000	CASH/SAVINGS	3,309.03	80.49	920.00	2,469.52
Fund 275	Norene Ct/Peary Dr SAD - Rd Mn				
002.000	CASH/SAVINGS	4,899.12	13.76	440.00	4,472.88
Fund 276	Community Dr SAD - Road Maint				
002.000	CASH/SAVINGS	3,827.76	10.89	300.00	3,538.65
Fund 277	Edgelake/Burton Drive SAD				
002.000	CASH/SAVINGS	1,151.00	0.00	390.00	761.00
Fund 278	Downing Drive SAD				
002.000	CASH/SAVINGS	2,867.37	13.45	105.00	2,775.82
Fund 279	Riverside/Century/Lagoon SAD				
002.000	CASH/SAVINGS	21,978.44	2,477.56	5,025.00	19,431.00
Fund 280	Island Shore/Schlenker SAD				
002.000	CASH/SAVINGS	3,954.66	1,297.04	1,780.00	3,471.70
Fund 281	Campbell Drive SAD				
002.000	CASH/SAVINGS	4,603.06	321.94	300.00	4,625.00
Fund 282	Mumford Park Lighting SAD				
002.000	CASH/SAVINGS	539.26	55.07	158.26	436.07
Fund 283	KINGSTON DRIVE MAINTENANCE SAD				
002.000	CASH/SAVINGS	14,661.03	473.30	4,850.00	10,284.33
Fund 284	Winans Drive SAD				
002.000	CASH/SAVINGS	8,797.23	201.93	2,875.00	6,124.16
Fund 285	STRAWBERRY INDIANOLA IMP SAD (3129)				
002.000	CASH/SAVINGS	(6,581.44)	1,136.60	0.00	(5,444.84)
003.497	S'BERRY INDIANOLA DEBT CASH	112,232.27	329.55	0.00	112,561.82
	STRAWBERRY INDIANOLA IMP SAD (3129)	105,650.83	1,466.15	0.00	107,116.98
Fund 286	SHAN-GRI-LA AQUATIC WEED CONTROL				
002.000	CASH/SAVINGS	4,023.73	513.90	0.00	4,537.63
Fund 287	DOWNING DR ROAD IMP SAD				
002.000	CASH/SAVINGS	(7,129.58)	0.00	0.00	(7,129.58)
003.499	DOWNING DEBT CASH	28,432.44	65.74	0.00	28,498.18
	DOWNING DR ROAD IMP SAD	21,302.86	65.74	0.00	21,368.60
Fund 302	Twp FIRE STN Cap Imp Debt Ser				
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
002.302	CASH	98,762.00	304.79	0.00	99,066.79
	Twp FIRE STN Cap Imp Debt Ser	98,762.00	304.79	0.00	99,066.79
Fund 375	Mumford Dredging Debt Retirement				
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
003.908	2004 BOND DEBT	3,757.73	11.60	0.00	3,769.33
	Mumford Dredging Debt Retirement	3,757.73	11.60	0.00	3,769.33
Fund 590	SEWER FUND				
002.000	CASH/SAVINGS	0.00	550,672.83	550,672.83	0.00
002.002	WATER RECEIPTS FROM BILLS	156,275.92	3,099.74	0.00	159,375.66
002.008	CASH - INFRASTRUCTURE DEPOSIT	0.00	0.00	0.00	0.00
002.590	SAVINGS - O&M	(1,221,154.12)	222,582.57	238,489.33	(1,237,069.89)
003.590	SAVINGS - CAP ACTIVITY-ENTERPRS	1,133,889.96	17,405.86	8,513.63	1,142,799.73
003.905	98 CONTRACT SAD'S RESTRICTED	3,877.73	0.00	0.00	3,877.73

FROM 05/01/2025 TO 05/31/2025

FUND: ALL FUNDS
CASH ACCOUNTS

Item 16.

Fund Account	Description	Beginning Balance 05/01/2025	Total Debits	Total Credits	Ending Balance 05/31/2025
003.906	01 CSAD'S/MA/TOW/GALL-WHT/BCK	918,856.01	0.00	0.00	918,856.01
003.908	2004 BOND DEBT	92,122.93	0.00	0.00	92,122.93
003.912	MIDLAND SEWER CONTRACT SAD DEBT	(1,731.80)	0.00	0.00	(1,731.80)
003.918	NIMS CONTRACT SAD SEWER CONNECTION	475.99	0.00	0.00	475.99
005.465	WWTP BOND RESERVE	515,116.31	1,589.69	0.00	516,706.00
006.465	WWTP PRINCIPAL/INTER REDEMPNTN	1,256,425.07	55,621.78	312,579.42	999,467.43
006.590	EQUIPMENT RESERVE - ENTERPRISE	1,535,965.09	4,740.10	0.00	1,540,705.19
	SEWER FUND	4,390,119.09	855,712.57	1,110,255.21	4,135,576.45
Fund 591	WATER DEBT SERVICE FUND				
002.000	CASH/SAVINGS	618,559.30	14,781.86	0.00	633,341.16
003.907	WATER SYSTEM DEBT (Well)	3,986.61	12.30	0.00	3,998.91
003.910	M36 CORRIDOR WATER DISTRICT DEBT	518,034.65	15,609.80	0.00	533,644.45
	WATER DEBT SERVICE FUND	1,140,580.56	30,403.96	0.00	1,170,984.52
Fund 703	Winter Tax Collection Fund				
002.000	CASH/SAVINGS	(2,676.35)	0.00	12.21	(2,688.56)
Fund 805	SPECIAL ASSESSMENT CAPITAL PROJECT FUND				
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
Fund 811	PETTYS ROAD REHAB DISTRICT				
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
Fund 854	2020-ROAD SAD FUND				
002.000	CASH/SAVINGS	379,000.09	13,348.84	0.00	392,348.93
002.854	2020 SAD ROAD IMPROVE	875,777.41	1,581.70	0.00	877,359.11
	2020-ROAD SAD FUND	1,254,777.50	14,930.54	0.00	1,269,708.04
Fund 855	BOB WHITE BEACH NORTH RD IM SAD				
002.000	CASH/SAVINGS	102,343.41	108,353.39	6,002.86	204,693.94
Fund 856	FOREST CREEK COURT RD IM SAD				
002.000	CASH/SAVINGS	51,503.52	184,565.99	5,002.86	231,066.65
Fund 857	HILLSIDE LAKES DRIVE ROAD IMP SA (3169)				
002.000	CASH/SAVINGS	15,267.84	1,200.14	0.00	16,467.98
Fund 858	FOX POINTE BEACH SUBDIVISION RD IM SAD				
002.000	CASH/SAVINGS	71,669.58	207,403.65	7,717.26	271,355.97
Fund 860	SHAN-GRI-LA SUBDIVISION RD IM SAD				
002.000	CASH/SAVINGS	198,031.37	310,283.86	2.85	508,312.38
Fund 863	ORCHARD VILLAGE SUBDIVISION RD IM SAD				
002.000	CASH/SAVINGS	43,534.52	80,404.09	6,002.85	117,935.76
Fund 864	MARGARET DRIVE RD IM SAD				
002.000	CASH/SAVINGS	49,503.42	42,636.36	2.85	92,136.93
Fund 865	RIVER RUN SUBDIVISION RD IM SAD				
002.000	CASH/SAVINGS	53,950.78	167,611.07	6,002.85	215,559.00
Fund 866	CRYSTAL DR & BEACH SUBDIVISION RD IM SAD				
002.000	CASH/SAVINGS	227,176.56	618,556.53	7,002.86	838,730.23
Fund 867	ZUKEY & REDDING DRIVE RD IM SAD				
002.000	CASH/SAVINGS	121,069.68	276,834.17	7,002.85	390,901.00
Fund 868	TEAHEN MEADOWS SUBDIVISION RD IM SAD				
002.000	CASH/SAVINGS	13,732.90	90,569.10	5,002.85	99,299.15
Fund 869	MARGARET DR AREA CANAL DREDGING SAD				
002.000	CASH/SAVINGS	36,014.46	74,243.79	5,002.86	105,259.53

08/04/2025 03:53 PM
User: Michelled
DB: Hamburg

CASH SUMMARY BY ACCOUNT FOR HAMBURG TWP
FROM 05/01/2025 TO 05/31/2025
FUND: ALL FUNDS
CASH ACCOUNTS

Page: 4/4

Item 16.

Fund Account	Description	Beginning Balance 05/01/2025	Total Debits	Total Credits	Ending Balance 05/31/2025
Fund 870 BUHL DRIVE RD IM SAD 002.000	CASH/SAVINGS	(1,893.88)	0.00	0.00	(1,893.88)
TOTAL - ALL FUNDS		19,085,206.54	4,374,841.11	2,398,165.97	21,061,881.68

TAB 2

CASH FLOW ANALYSIS/DEBT PAYMENT SCHEDULES

The cash flow analysis is included in tab 2. The cash flow analysis has actual cash flows for May 2025.

The funds included in the pooled cash flow are general, fire, police, public capital improvements and sewer operations and maintenance, WWTP debt accounts, cemetery, sewer equipment reserve, road maintenance SADs, performance bonds, SAD debt and escrows.

Tab 2 also includes a debt payment schedule for fiscal year 2024-2025.

The cash flow analysis and the debt payment schedule assist the Treasurer's staff in determining maturity dates on future investments by determining cash needs for each month.

HAMBURG TOWNSHIP
POOLED CASH
FY 24/25

Item 16.

CASH INFLOWS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	Total for All Periods
PROPERTY TAXES	-	-	-	-	-	421,623	4,576,713	2,826,300	89,106	-	372,945	275,729	8,562,416
STATE REVENUE SHARING		367,600	41,651	-	426,976	-	383,091	-	408,823	-	391,743	-	2,019,884
CABLE FRANCHISE FEES		69,427	-	-	69,621	-	-	70,402	-	-	64,945	-	274,395
INTEREST EARNINGS	72,322	75,591	61,988	58,410	41,813	41,960	65,244	88,737	76,426	50,728	68,479	69,504	771,202
PROPERTY TAX ADMIN FEES	9,273	15,041	111,483	3,206	-	18,098	151,282	104,077	7,855	-	11,470	8,508	440,292
OTHER CASH RECEIPTS	(84,659)		81,349	840,450	169,379		461,559	319,006		174,931	2,540,443	443,700	4,946,158
UTILITY BILL RECEIPTS	229,772	145,168	24,467	223,611	119,165	41,177	209,827	129,660	38,770	204,115	153,916	18,729	1,538,378
NEW SEWER HOOKUPS	11,208	26,039	63,228	6,190	47,182	-	49,455	22,349	13,690	27,380	13,690	60,808	341,218
MMRMA LIAB INS EXCESS DIST	-	65,288	-	-	-	-	-	-	-	-	-	-	65,288
FROM FORFEITURE - BUDGETED	-	-	-	-	-	-	-	-	-	-	-	-	-
SAD PAYOFFS	19,392	-	-	-	3,797	7,535	9,443	-	-	-	18,672	607,561	666,401
ANNUAL SAD ON TAX BILLS	-	-	-	-	-	40,002	596,280	294,468	41,937	-	-	-	972,687
Total Cash Inflows	\$257,309	\$764,154	\$384,166	\$1,131,867	\$877,933	\$570,396	\$6,502,893	\$3,854,998	\$676,608	\$457,154	\$3,636,303	\$1,484,539	\$20,598,319

CASH OUTFLOWS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	Total for All Periods
MONTHLY PAYROLL	559,747	767,560	501,288.27	471,839	553,721	613,659	786,560	497,866	481,583	539,227	527,691	496,226	\$6,796,969
BENEFITS	269,164	197,353	195,034	177,676	208,389	205,808	198,702	233,243	199,548	201,642	331,068	158,911	\$2,576,536
AUDIT	-	10,100	35,770	19,620	14,340	14,810	-	-	-	-	-	-	\$94,640
LIABILITY/CASUALTY INSURANCE	-	-	-	-	-	139,997	-	-	-	-	-	139,997	\$279,994
UTILITIES	21,929	22,578	20,376	35,255	7,809	27,796	51,681	18,235	39,518	41,395	37,066	5,969	\$329,607
DUST CONTROL	11,490	8,755	-	11,315	2,000	-	-	6,445	7,780	17,785	-	13,413	\$78,983
TREATMENT/SLUDGE HAUL EXP	-	-	52,528	-	-	24,613	-	-	-	-	-	-	\$77,141
OTHER EXPENDITURES	436,387	669,341	74,246	502,610	247,834	190,960	334,883	351,819	306,631	223,222	355,735	283,232	\$3,976,900
FUEL	4,938	9,564	10,495	10,587	3,982	6,018	8,211	8,487	6,870	7,217	11,272	13,383	\$101,022
VEHICLE PURCHASE	-	-	-	-	-	-	-	-	-	-	-	-	\$0
GRINDER PARTS/PUMP MAINT	2,529	41,218	2,464	83,329	46,345	-	34,100	29,754	70,706	-	51,004	352,664	\$714,113
CAPITAL EQUIPMENT & IMPROVEMENTS	51,344	35,839	26,898	313,754	67,677	52,526	493,862	15,945	9,254	24,012	16,981	46,769	\$1,154,862
ROAD IMPROVEMENTS	-	-	-	-	-	4,565	7,471	-	-	-	16,370	-	\$0
DEBT	500	139,035	-	-	12,495	-	-	146,025	347,713	-	312,495	-	\$958,262
Total Cash Outflows	\$1,358,028	\$1,901,343	\$1,065,708	\$1,625,985	\$1,164,592	\$1,280,752	\$1,915,470	\$1,307,818	\$1,469,604	\$1,054,501	\$1,659,682	\$1,510,563	\$17,314,045

SUMMARY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	Total for All Periods
Net Cash Flow	(\$1,100,719)	(\$1,137,189)	(\$681,542)	(\$494,118)	(\$286,659)	(\$710,356)	\$4,587,423	\$2,547,180	(\$792,996)	(\$597,347)	\$1,976,621	(\$26,024)	\$3,284,274
Beginning cash balance	\$17,754,272	16,653,553	15,516,364	14,834,822	14,340,703	14,054,045	13,343,689	17,931,112	20,478,292	19,685,296	19,087,949	21,064,570	\$17,754,272
Cumulative Net Cash Flow	\$16,653,553	\$15,516,364	\$14,834,822	\$14,340,703	\$14,054,045	\$13,343,689	\$17,931,112	\$20,478,292	\$19,685,296	\$19,087,949	\$21,064,570	\$21,038,546	\$21,038,546
	16,653,553	15,516,364	14,834,822	14,340,703	14,054,045	13,343,689	17,931,112	20,478,292	19,685,296	19,087,949	21,064,570	17,754,272	3,284,273

POOLED CASH:

GENERAL(101), FIRE(206), POLICE(207), ACT 302(211), PUBLIC CAP IMP(245), SEWER O&M, ROAD MAINT SAD, CEMETERY, EQUIPMENT RESERVE, ESCROW, DEBT ACCOUNTS

**HAMBURG TOWNSHIP
DEBT PAYMENT SCHEDULE
FISCAL YEAR 2024-2025**

Item 16.

DEBT ISSUE		INTEREST DUE DATE	PRIN & INTEREST DUE DATE	ADMIN FEE DUE DATE	AMOUNT DUE	principal	interest	PRINCIPAL OUTSTANDING FY 2024-25	Terms
\$1,1730,000 Bond Sale	12 REFUNDING (2002 WATER)			10/1/2024	200			720,000	10/1/2031
	12 REFUNDING (2002 WATER)	4/1/2025			11,900		11,900		
	12 REFUNDING (2002 WATER)		10/1/2024		113,400	100,000	13,400		
\$1,455,000 Bond Sale	2008 WATER SYS PROJ	10/1/2024			10,625		10,625	325,000	4/1/2028
	2008 WATER SYS PROJ		4/1/2025		-				
	2008 WATER SYS PROJ				110,625	100,000	10,625		
5308-01 Project MFA	2009 ORE LAKE SRF		10/1/2024		75,240	70,000	5,240	349,202	10/1/2029
	2009 ORE LAKE SRF	4/1/2025			4,365	-	4,365		
\$445,000 SAD Bond Sale	2010 IND/DOWNING	10/1/2024			3,400		3,400	100,000	4/1/2030
	2010 IND/DOWNING		4/1/2025		23,400	20,000	3,400		
5301-01 Project MFA	2010 WWTP IMP		10/1/2024		191,625	175,000	16,625	1,155,000	10/1/2030
	2010 WWTP IMP	4/1/2024			14,438		14,438		
\$4,590,000 Bond Sale	2007 WWTP REFUNDING		7/1/2024		298,305	280,000	18,305	595,000	7/1/2026
	2007 WWTP REFUNDING	1/1/2025			12,495	-	12,495		
	2007 WWTP REFUNDING			5/2/2025	860				
\$3,315,000 Bond Sale	Special Assessments	10/1/2024			11,335		11,335	1,720,000	4/1/2030
			4/1/2025		351,335	340,000	11,335		
					1,233,548	1,085,000	147,488	4,964,202	
							1,232,488		Including yearly fees

Supervisor Jason Negri **Clerk** Mike Dolan **Treasurer** Jennifer Daniels **Trustees** Joanna Hardesty, Patricia Hughes, Chuck Menzies, Nick Miller

TAB 3

PROPERTY TAXES:

Fiscal Year 2025/26:

The 2025/26 tax collection cycle begins July 1, 2025 and ends February 28, 2026. All unpaid tax bills on March 3, 2026 will be turned over delinquent to the Livingston County Treasurer for further collection efforts. Hamburg Township will no longer be able to collect payments on those tax bills turned over. Any unpaid tax bills must be paid directly to the Livingston County Treasurer.

The first section of Tab 3 contains a 10-year comparison table of the following information: 1) taxable values for all properties in Hamburg Township; 2) taxes billed on all properties; and, 3) the percentage of delinquent tax bills sent to Livingston County.

Section 2 of Tab 3 is a chart of the past 10 years of annual budgeted millage rate.

Section 3 of Tab 3 is a table that shows the millage rates for each taxing entity for which the township collects taxes. These entities are Hamburg Township, Hamburg Township Library, Livingston County, Pinckney, Brighton, and Dexter Schools, Livingston and Washtenaw County Intermediate School Districts, and Dexter Library.

**Hamburg Township
Fiscal Year 2024-25 Annual Budget
History of Taxable Values**

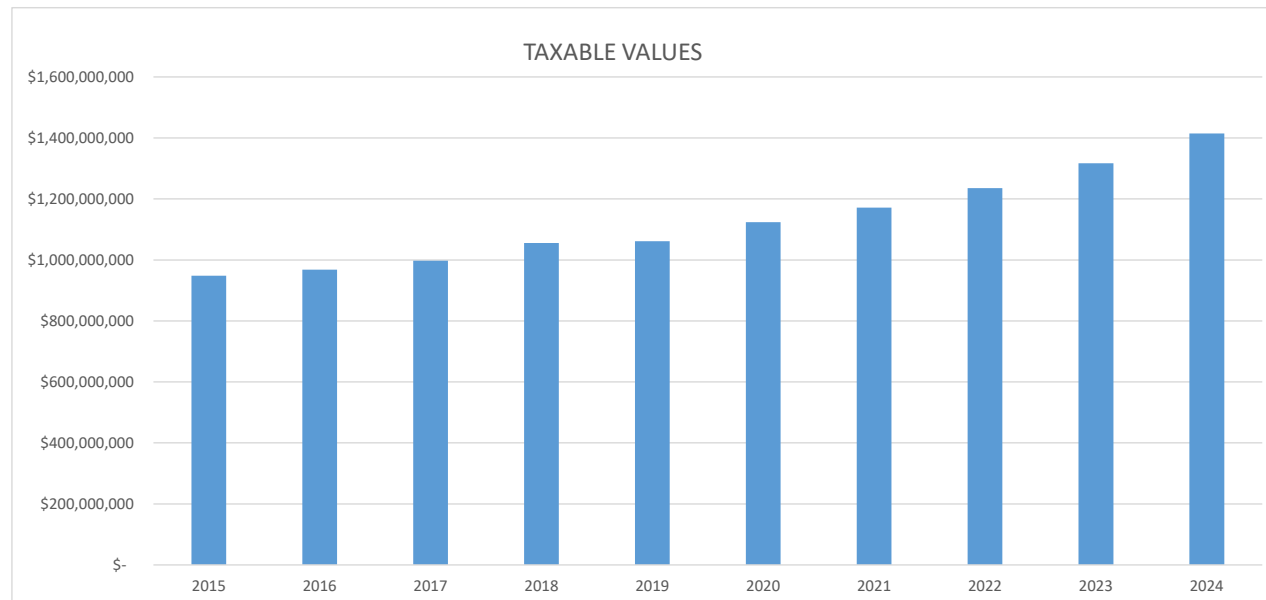
Item 16.

Property Taxes:

Property taxes are expressed in terms of millage with one mill being equal to \$1.00 per thousand dollars of taxable value. Assessing records maintain two values for each property in the Township. Prior to Proposal A, all property was taxed based on the State Equalized Value (S.E.V.), which represents 50% of the true cash value. Proposal A limits the increase in value attributed to market changes to the lesser of 5% or the Inflation Rate Multiplier (previously referred to as Consumer Price Index). The one exception refers to properties that change ownership, which brings the taxable value equal to the S.E.V.

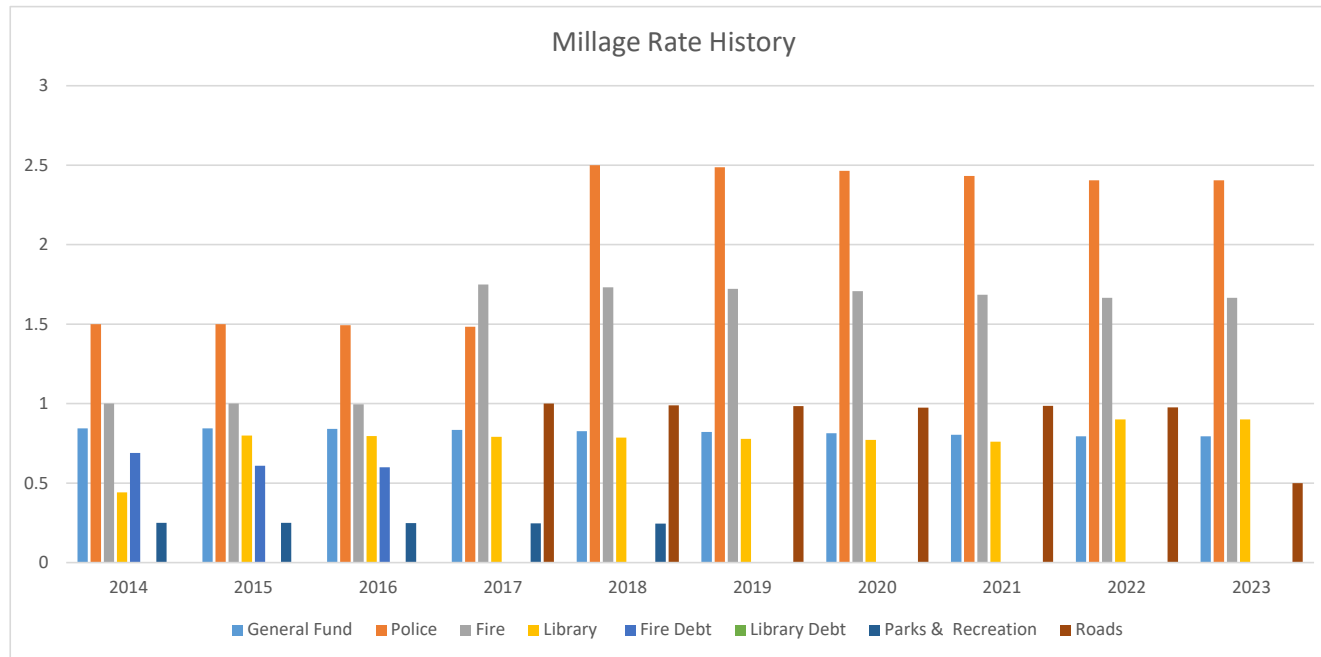
The following shows the history of taxable values of prior years.

Tax Year	Taxable Value
2015	\$ 948,085,112
2016	\$ 967,818,734
2017	\$ 997,810,022
2018	\$ 1,055,544,188
2019	\$ 1,061,210,928
2020	\$ 1,123,880,169
2021	\$ 1,171,442,304
2022	\$ 1,235,111,138
2023	\$ 1,317,197,164
2024	\$ 1,414,752,850



Hamburg Township
Fiscal Year 2024-2025 Annual Budget
Millage Rate History
Actual from Fiscal Year 2014 - 2023

Fiscal Year	General Fund	Police	Fire	Library	Fire Debt	Library Debt	Parks & Recreation	Roads
2014	0.8442	1.5000	1.0000	0.4418	0.6904		0.2500	
2015	0.8442	1.5000	1.0000	0.8000	0.6100		0.2500	
2016	0.8405	1.4935	0.9957	0.7965	0.6000		0.2489	
2017	0.8349	1.4836	1.7500	0.7912			0.2472	1.0000
2018	0.8262	2.5000	1.7318	0.7859			0.2445	0.9896
2019	0.8217	2.4867	1.7226	0.7787				0.9843
2020	0.8143	2.4645	1.7072	0.7717				0.9755
2021	0.8034	2.4317	1.6844	0.7614				0.9867
2022	0.7948	2.4056	1.6663	0.9000				0.9761
2023	0.7948	2.4056	1.6663	0.9000				0.5000



** Fire Millage voted in August of 2016

** Road Millage voted in August of 2016

** Police millage voted in August 2018

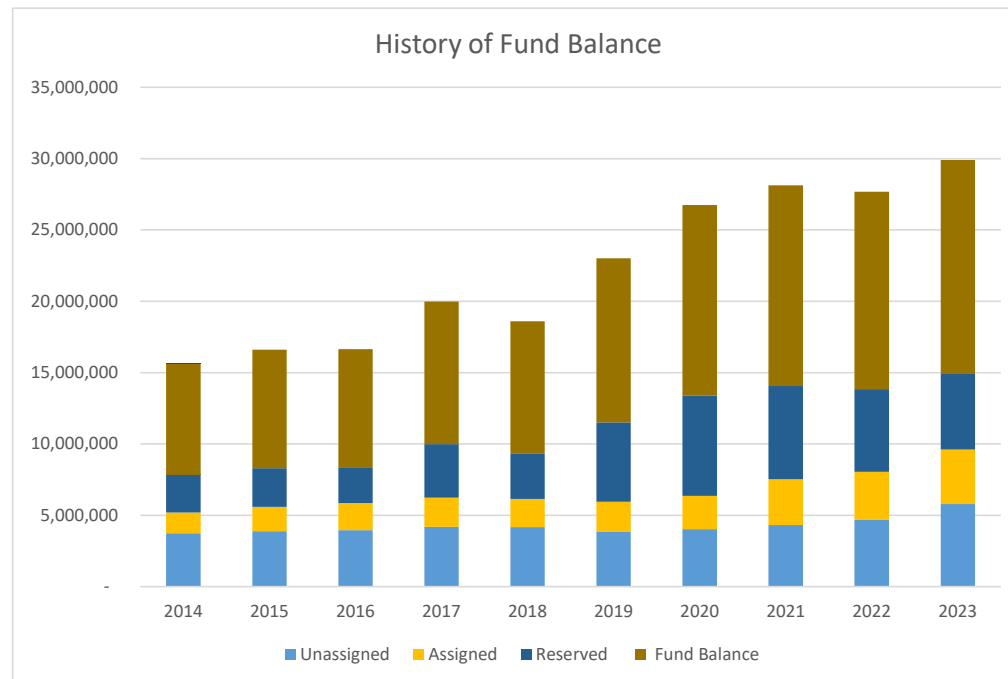
Hamburg Township
Fiscal Year 2024-25 Annual Budget
History of Fund Balance

Year End	Unreserved Unassigned	Designated Assigned	Restricted Reserved	Total Fund Balance
2014	3,741,357	1,459,918	2,626,759	7,828,034
2015	3,889,089	1,706,751	2,712,022	8,307,862
2016	3,957,943	1,909,150	2,451,521	8,318,614
2017	4,187,873	2,054,559	3,749,157	9,991,589
2018	4,173,323	1,968,604	3,158,128	9,300,055
2019	3,837,996	2,117,364	5,550,531	11,505,891
2020	4,027,984	2,325,398	7,020,424	13,373,806
2021	4,322,432	3,203,356	6,538,932	14,064,720
2022	4,669,597	3,378,369	5,793,619	13,841,585
2023	5,786,063	3,832,496	5,334,355	14,952,914

Restricted/Reserved: Prepaid, Long term receiveables, Roads, Police, Fire, Debt service, Parks & Recreation, Cemetery, SAD maint.

Unreserved/Unassigned: General Fund

Assigned: Library, Building Maintenance, Equipment, Vehicles, Flood Prevention



Supervisor Jason Negri **Clerk** Mike Dolan **Treasurer** Jennifer Daniels **Trustees** Joanna Hardesty, Patricia Hughes, Chuck Menzies, Nick Miller

TAB 4

MONTHLY BANK AND INVESTMENT

REPORT: Fiscal Year 2024/25

The information in this tab includes:

- 1) Name of financial institution in which Hamburg Township has money deposited/invested
- 2) Type of account
- 3) Amount in account
- 4) Interest rate
- 5) Maturity rate of investment, if applicable.

The Township invests cash not needed for immediate purchases into various investments such as certificates of deposit. The maturity dates on CDs are “laddered” so that one or more matures in order to meet projected cash flow needs. The laddering strategy ensures that funds are invested for optimal earnings while keeping funds available for day-to-day expenses and for debt service payments.

Property tax collection season is from July 1 through February 28 of the following year. The Township is the collection point for township, school and county millages. During tax collection season, much of the cash in the pooled account is waiting for distribution to taxing entities outside of the township.

Other cash balances in the pooled account and in investments are restricted for future debt service payments for bonds used to finance special assessment districts.

Monthly Investment Report 5/1/2025				
	BANK	TOTAL BAL		BALANCE VERIFICATION DATE
	ChoiceOne Bank	\$4,143,227.96		6/10/2025
	CIBC	\$2,220,324.59		6/10/2025
	FLAGSTAR	\$7,654,548.39		6/10/2025
	INDEPENDENT BANK	\$0.00		6/16/2025
	MICHIGAN CLASS	\$5,225,964.98		6/10/2025
	MICHIGAN STATE UNIVERSITY	\$272,225.37		6/10/2025
	OLD NATIONAL	\$519,557.13		6/10/2025
	PFM/GOV MIC	\$1,070,044.11		6/10/2025
	TOTAL	\$21,105,892.53		

ChoiceOne Bank									
	ACCOUNT NAME	INV TYPE		INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	CURRENT BAL
	IntraFi Cash Service	Cash Sweep Account		3/17/2025	n/a	3.40%	\$3,333,887.31	\$10,292.32	\$4,143,227.96 *
		CD - 90 days		2/19/2025	5/20/2025	4.15%	\$537,142.50	\$5,496.51	\$0.00
	BANK TOTAL						\$3,871,029.81	\$15,788.83	\$4,143,227.96

Matured on 5/20/25 - xferred to Sweep

CIBC									
	ACCOUNT NAME	INV TYPE		INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	CURRENT BAL
		First Western Trust Bank	CDAR	5/23/2024	5/22/2025	5.00%	\$246,828.54	\$711.03	\$247,539.57
		Israel Discount Bank of New York	CDAR	5/23/2024	5/22/2025	5.00%	\$246,828.54	\$711.03	\$247,539.57
		Univest Bank and Trust Co.	CDAR	5/23/2024	5/22/2025	5.00%	\$56,430.20	\$162.56	\$56,592.76
		First Carolina Bank	CDAR	5/22/2025	5/21/2026	4.00%			\$236,500.00 *
		Wallis Bank	CDAR	5/22/2025	5/21/2026	4.00%			\$78,671.90 *
		Washington Federal Bank	CDAR	5/22/2025	5/21/2026	4.00%			\$236,500.00 *
		Bank of America, N.A. Cert 3510	CDAR-26 WEEK	3/27/2025	9/25/2025	4.15%	\$171,586.13	\$605.82	\$172,191.95 *
		St. Louis Bank Cert 58018	CDAR-26 WEEK	3/27/2025	9/25/2025	4.15%	\$98,868.69	\$349.07	\$99,217.76 *
		Bank of America, N.A. Cert 3510	CDAR-26 WEEK	3/27/2025	9/25/2025	4.15%	\$71,880.75	\$253.79	\$72,134.54 *
		Preferred Bank Cert 33539	CDAR-26 WEEK	3/27/2025	9/25/2025	4.15%	\$243,466.89	\$859.61	\$244,326.50 *
		River City Bank Cert 18983	CDAR-26 WEEK	3/27/2025	9/25/2025	4.15%	\$243,466.89	\$859.61	\$244,326.50 *
		b1BANK Cert 58228	CD-26 WEEK	2/27/2025	8/28/2025	4.05%	\$61,653.35	\$212.42	\$61,865.77 *
		First Citizens Bank & Trust Cert 11063	CD-26 WEEK	2/27/2025	8/28/2025	4.05%	\$194,868.46	\$671.41	\$195,539.87 *
		First Bank Chicago	CDAR-52 Week	7/11/2024	7/10/2025	4.90%	\$16,539.43	\$68.97	\$16,608.40 *
		First-Citizens Bank & Trust Co	CDAR-52 Week	7/11/2024	7/10/2025	4.90%	\$43,679.19	\$182.14	\$43,861.33 *
		Pinnacle Bank	CDAR-52 Week	7/11/2024	7/10/2025	4.90%	\$244,980.07	\$1,021.58	\$246,001.65 *
		EagleBank Cert 34742	CDAR	8/22/2024	8/21/2025	4.50%	\$243,794.21	\$912.71	\$244,706.92 *
		United Bank	CDAR	8/22/2024	8/21/2025	4.50%	\$27,767.55	\$103.95	\$27,871.50 *
							\$2,212,638.89	\$7,685.70	\$2,220,324.59

Matured on 5/22/25 - Reinvested in CDAR

Matured on 5/22/25 - Reinvested in CDAR

Matured on 5/22/25 - Reinvested in CDAR

**interest payment does not affect the montly current balance; funds hit the pooled account

Flagstar									
		INV NAME	INVESTMENT TYPE / TERM	INV/RENEW	MATURITY	INT RATE	PRIOR BALANCE		CURRENT BAL
	HEY CREEK ENGINEERING	CD	CD-119 DAYS	1/9/2025	5/8/2025	4.30%			\$31,133.74
		CD		11/2/2017	5/8/2025	4.30%			\$64,612.72
		CD		4/18/2011		4.30%	\$60,286.53		\$156,889.89
	2004 SAD CONSTRUCTION	POPULAR BANK Cert 34967	CDAR-52 WEEK	8/8/2024	8/7/2025	4.49%	\$203,024.45		\$203,024.45
	HEY CREEK CONSTRUCTION	FRANKLIN SAVINGS BANK	CDAR-52 WEEK	8/15/2024	8/14/2025	4.49%	\$43,756.23		\$43,756.23
		CD		5/1/2025	8/28/2025	4.25%	\$61,093.58		\$61,093.58
		CD TERMS 119 Days	CD-119 days	2/24/2025	6/23/2025	4.30%	\$26,736.25		\$26,851.22
	POOLED	checking account				2.01%	\$5,607,904.72	\$9,489.15	\$5,052,819.13
	PAYROLL	checking account				0.45%	\$6.77	6.87	\$6.87
	DISBURSEMENT	checking account				0.45%	\$3.91	\$4.95	\$4.95
	HEALTH REIMBURSEMENT	reimbursement account				0.45%	\$8,618.96	\$3.19	\$7,981.15
	FEDERAL DRUG	savings account				3.40%	\$4,042.46	\$11.50	\$4,053.96
	POOLED SAVINGS ACCOUNT	savings account				3.40%	\$2,092,114.46	\$5,952.50	\$2,098,066.96
							\$8,107,588.32	\$15,468.16	\$7,654,548.39

Closed 5/8/25; added to acct **2808

Closed 5/8/25; added to acct **2808

*

*

No statement - Int due at maturity

*

No statement - Int due at maturity

*

*

*

*

*

*

Independent Bank									
	ACCOUNT NAME	INV TYPE		INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	CURRENT BAL
	POOLED	CD-9 MONTHS		8/19/2024	5/6/2025	4.30%	\$248,705.63	\$7,723.69	\$0.00
	BANK TOTAL								\$0.00

Closed 5/8/25; xferred to Flagstar Pooled

Michigan Class									
	ACCOUNT NAME	INV TYPE		INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	CURRENT BAL
	POOLED	CASH		MONEY MKT		4.40%	5,169,470.07	\$ 19,258.38	\$ 5,225,964.98 *
	BANK TOTAL							\$ 19,258.38	\$ 5,225,964.98

Michigan State University Federal Credit Union									
	ACCOUNT NAME	INV TYPE		INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	CURRENT BAL
	Gen Acct - Business Spartan Saver-05	Savings account					\$5.00		\$5.00 *
		CD-6 MONTHS		2/21/2025	8/21/2025	3.69%	\$271,370.59	\$849.78	\$272,220.37 *
									\$272,225.37

Old National									
	ACCOUNT NAME	INV TYPE		INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	CURRENT BAL
	Access Business Banking	Required checking account					\$0.00		\$100.00 *
	CD	CD-5 months		4/1/2025	9/1/2025	4.22%	\$517,661.62	\$1,795.51	\$519,457.13 Int due at maturity
									\$519,557.13

PFM/GovMIC									
	ACCOUNT NAME	INV TYPE		INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	CURRENT BAL
	Hamburg Township/GovMIC					4.35%	\$19.03	\$0.07	\$19.10 *
	POOLED	MILAF TERM - 270 DAYS		2/6/2025	6/6/2025	4.37%	\$1,070,025.01		\$1,070,025.01 Est - INT DUE AT MATURITY
							\$1,070,044.04	\$0.07	\$1,070,044.11

V Drive: Treasury / Finance Committee Meetings Info and Bank
Sheet / Finance Meeting Spreadsheet 2023-2024 /

Hamburg Township
Approved Financial Institutions
Revised 06/23/2023

Item 16.

Ann Arbor State Bank
125 W. William St.
Ann Arbor, MI 48104

Level One
32991 Hamilton Ct
Farmington Hills, MI 48334

Brighton Commerce Bank
8700 No. Second Street
Brighton, MI 48116

Michigan Class
3135 S. State Street, Suite 108
Ann Arbor, MI 48108

CIBC
34901 Woodward Avenue
Suite 200
Birmingham, MI 48009

MSU Federal Credit Union
3777 West Rd
East Lansing MI 48823

Comerica Bank
Municipalities Group
PO Box 75000
Detroit, MI 48226

Old National Bank
205 W. Grand River Ave
Suite 102
Brighton, MI 48116

Consumers Credit Union
7200 Elm Valley Drive
Kalamazoo, MI 49009

PFM Asset Management
535 Griswold Street, Suite 550 I
Detroit, MI. 48226

Fifth Third Bank
Public Funds Banking
1000 Town Center, Suite 1400
Southfield, MI 48075

PNC
5290 W. Pierson Rd
Flushing, MI 48433

First National Bank
101 East Grand River
Howell, MI 48843

Robert W. Baird & Co.
4017 Hillsboro Pike
Suite 403
Nashville, TN 37215

Flagstar Bank
Public Funds Group
5151 Corporate Drive
Troy, MI 48098

The State Bank
175 N Leroy St.
P.O. Box 725
Fenton, MI 48430-0725

Horizon Bank
2555 Crooks Road
Suite 100
Troy, MI 48084

Huntington Bank
801 W. Big Beaver Rd.
Troy, MI 48084

JP Morgan Chase
Municipal Banking Group
620 S. Capitol Ave
Lansing, MI 48933

Independent Bank
201 W. Big Beaver Rd.
Suite 125
Troy, MI 48084

V DRIVE: TREASURY / Approved Financial
Institutions and Bank Sheets /Approved
Financial institutions revised 06-23-23

Supervisor Jason Negri **Clerk** Mike Dolan **Treasurer** Jennifer Daniels **Trustees** Joanna Hardesty, Patricia Hughes, Chuck Menzies, Nick Miller

TAB 5

FIVE-YEAR FORECAST

Tab 5 is the five-year forecast for the Township, which was updated in June 2024.

HAMBURG TOWNSHIP
GENERAL FUND FINANCIAL PROJECTION

Item 16.

	ACTUAL FY 2022/23	ACTUAL FY 2023/24	PROJECTED FY 2024/25	PROJECTED FY 2025/26	PROJECTED FY 2026/27	PROJECTED FY 2027/28	PROJECTED FY 2028/29	PROJECTED FY 2029/30	PROJECTED FY 2030/31	PROJECTED FY 2031/32	PROJECTED FY 2032/33	PROJECTED FY 2033/34
REVENUES:												
PROPERTY TAXES	990,990	1,051,479	1,111,708	1,167,293	1,225,658	1,286,941	1,351,288	1,418,852	1,489,795	1,564,284	1,642,499	1,724,624
PROP TAX ADMIN FEE	374,954	396,396	395,000	414,750	435,488	457,262	480,125	504,131	529,338	555,805	583,595	612,775
STATE SHARED REVENUE	2,370,008	2,459,971	2,270,728	2,316,143	2,362,465	2,409,715	2,457,909	2,507,067	2,557,209	2,608,353	2,660,520	2,713,730
CABLE FRANCHISE FEE	332,971	303,945	303,945	303,945	303,945	303,945	303,945	303,945	303,945	303,945	303,945	303,945
ADMIN FEE FROM SEWER FUND	115,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000
INTEREST REVENUE	230,766	388,845	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000
ALL OTHER	958,423	1,665,507	289,205	294,989	300,889	306,907	313,045	319,306	325,692	332,206	338,850	345,627
TOTAL REVENUES & TRANSFERS	5,373,112	6,381,143	4,660,586	4,787,120	4,918,445	5,054,769	5,196,312	5,343,301	5,495,978	5,654,593	5,819,408	5,990,700
EXPENDITURES:												
SALARIES AND WAGES	1,500,871	1,503,723	1,721,583	1,692,162	1,776,770	1,865,609	2,074,389	2,062,609	2,165,739	2,274,026	2,503,227	2,512,889
HEALTH INSURANCE	297,790	290,945	316,800	332,640	349,272	366,736	385,072	404,326	424,542	445,769	468,058	491,461
RETIREMENT	117,780	145,685	155,400	163,170	171,329	179,895	188,890	198,334	208,251	218,663	229,597	241,076
FICA	115,213	115,450	131,029	129,450	135,923	142,719	158,691	157,790	165,679	173,963	191,497	192,236
OTHER PERSONNEL COSTS	140,545	152,489	150,565	153,576	156,648	159,781	162,976	166,236	169,561	172,952	176,411	179,939
OTHER OPERATING COSTS	2,164,511	3,055,988	2,388,923	2,508,369	2,633,788	2,765,477	2,903,751	3,048,938	3,201,385	3,361,455	3,529,527	3,706,004
TRANSFER TO POLICE OPERATING	-	167,161	250,000	250,000	250,000	-	-	-	-	-	-	-
TRANSFER TO WATER DEBT - OPERATING	-	154,000	-	-	-	-	-	-	-	-	-	-
TRANSFER TO PARKS - OPERATING	266,667	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 4,603,377	\$ 5,585,440	\$ 5,114,300	\$ 5,229,368	\$ 5,473,729	\$ 5,480,216	\$ 5,873,769	\$ 6,038,233	\$ 6,335,157	\$ 6,646,828	\$ 7,098,317	\$ 7,323,605
OPERATING SURPLUS (SHORTFALL)	\$ 803,649	\$ 795,703	\$ (453,714)	\$ (442,248)	\$ (555,284)	\$ (425,447)	\$ (677,458)	\$ (694,931)	\$ (839,179)	\$ (992,236)	\$ (1,278,909)	\$ (1,332,904)
FUND BALANCE - BEGINNING OF YEAR	\$ 6,481,571	\$ 7,285,224	\$ 8,080,927	\$ 7,627,213	\$ 7,184,965	\$ 6,629,680	\$ 6,204,233	\$ 5,526,776	\$ 4,831,845	\$ 3,992,666	\$ 3,000,430	\$ 1,721,521
FUND BALANCE - END OF YEAR	\$ 7,285,224	\$ 8,080,927	\$ 7,627,213	\$ 7,184,965	\$ 6,629,680	\$ 6,204,233	\$ 5,526,776	\$ 4,831,845	\$ 3,992,666	\$ 3,000,430	\$ 1,721,521	\$ 388,617
FUND BALANCE RESERVED FOR WATER RECEIVABLE***	459,648	459,648	459,648	459,648	459,648	459,648	459,648	459,648	459,648	459,648	459,648	459,648
OTHER DESIGNATED FUND BALANCE **	564,430	564,470	564,510	564,550	564,590	564,630	564,670	564,710	564,750	564,790	564,830	564,870
UNDESIGNATED FUND BALANCE	\$ 6,261,146	\$ 7,056,809	\$ 6,603,055	\$ 6,160,767	\$ 5,605,442	\$ 5,179,955	\$ 4,502,458	\$ 3,807,487	\$ 2,968,268	\$ 1,975,992	\$ 697,043	\$ (635,901)

** Committed Fund Balances, Assets held for resale, prepaids

*** Long-term receivable

Board Resolution FB 125% of operating expenses difference	5,754,221	6,981,800	6,392,875	6,536,710	6,842,161	6,850,270	7,342,212	7,547,791	7,918,947	8,308,535	8,872,896	9,154,506
	\$ 1,531,002	\$ 1,099,127	\$ 1,234,338	\$ 648,255	\$ (212,481)	\$ (646,037)	\$ (1,815,436)	\$ (2,715,946)	\$ (3,926,281)	\$ (5,308,105)	\$ (7,151,375)	\$ (8,765,889)

HAMBURG TOWNSHIP
ROAD FUND FINANCIAL PROJECTION

Item 16.

	ACTUAL FY 2022/23	ACTUAL FY 2023/24	PROJECTED FY 2024/25	PROJECTED FY 2025/26	PROJECTED FY 2026/27	PROJECTED FY 2027/28	PROJECTED FY 2028/29	PROJECTED FY 2029/30	PROJECTED FY 2030/31	PROJECTED FY 2031/32	PROJECTED FY 2032/33	PROJECTED FY 2033/34
Property Tax Revenue	1,209,476	663,488	1,365,850	1,434,143	1,505,850	1,581,142	1,660,199	1,743,209	1,830,370	1,921,888	2,017,983	2,118,882
Other Revenue	-	3,696	-	-	-	-	-	-	-	-	-	-
Interest Income	25,517	50,807	15,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Total Revenue	1,234,993	717,991	1,380,850	1,437,143	1,508,850	1,584,142	1,663,199	1,746,209	1,833,370	1,924,888	2,020,983	2,121,882
 Expenditures	 1,320,900	 623,720	 742,900	 660,000	 660,000	 660,000	 660,000	 660,000	 660,000	 660,000	 660,000	 660,000
Excess of Revenue Over (Under) Expenditures	(83,327)	94,271	637,950	777,143	848,850	924,142	1,003,199	1,086,209	1,173,370	1,264,888	1,360,983	1,461,882
 Beginning Fund Balance	 1,303,675	 1,220,348	 1,314,619	 1,314,619	 1,952,569	 2,091,762	 2,801,419	 3,015,904	 3,804,618	 4,102,113	 4,977,987	 5,367,001
Ending Fund Balance	\$ 1,220,348	\$ 1,314,619	\$ 1,952,569	\$ 2,091,762	\$ 2,801,419	\$ 3,015,904	\$ 3,804,618	\$ 4,102,113	\$ 4,977,987	\$ 5,367,001	\$ 6,338,970	\$ 6,828,883

Millage voted November 2016
Levied on December 1 collected through February 28

Millage renewal December of 20 for levy on 12/1/21

HAMBURG TOWNSHIP
FIRE FUND FINANCIAL PROJECTION

Item 16.

	ACTUAL FY 2022/23	ACTUAL FY 2023/24	PROJECTED FY 2024/25	PROJECTED FY 2025/26	PROJECTED FY 2026/27	PROJECTED FY 2027/28	PROJECTED FY 2028/29	PROJECTED FY 2029/30	PROJECTED FY 2030/31	PROJECTED FY 2031/32	PROJECTED FY 2032/33	PROJECTED FY 2033/34
REVENUES:												
PROPERTY TAXES	2,065,774	2,198,724	3,169,524	3,328,000	3,494,400	3,669,120	3,852,576	4,045,205	4,247,465	4,459,839	4,682,831	4,916,972
TRANSFER IN FROM GENERAL FUND	-	-	-	-	-	-	-	-	-	-	-	-
ALL OTHER	37,361	79,909	5,150	5,253	5,358	5,465	5,574	5,686	5,800	5,916	6,034	6,155
TOTAL REVENUES & TRANSFERS	\$ 2,103,135	\$ 2,278,633	\$ 3,174,674	\$ 3,333,253	\$ 3,499,758	\$ 3,674,585	\$ 3,858,151	\$ 4,050,891	\$ 4,253,265	\$ 4,465,754	\$ 4,688,865	\$ 4,923,127
EXPENDITURES:												
SALARIES AND WAGES	1,323,183	1,486,702	1,714,500	1,800,225	1,890,236	1,984,748	2,083,985	2,188,185	2,297,594	2,412,474	2,533,097	2,659,752
HEALTH INSURANCE	119,048	117,733	277,200	291,060	305,613	320,894	336,938	353,785	371,475	390,048	409,551	430,028
RETIREMENT	69,992	78,461	140,000	147,000	154,350	162,068	170,171	178,679	187,613	196,994	206,844	217,186
FICA	101,767	114,313	132,000	137,717	144,603	151,833	159,425	167,396	175,766	184,554	193,782	203,471
OTHER PERSONNEL COSTS	23,562	103,362	61,100	62,322	63,568	63,568	64,840	66,137	67,459	68,809	70,185	71,588
OTHER OPERATING COSTS	546,005	797,862	735,850	290,000	304,500	319,725	335,711	352,497	370,122	388,628	408,059	428,462
OTHER CAPITAL EQUIPMENT PURCHASES	201,310	159,446	119,000	129,000	129,500	55,000	200,000	80,500	150,500	80,500	355,000	55,500
CAPITAL PURCHASES FOR APPARATUS	93,628	274,421	25,000	98,000	750,000	130,000	70,000			800,000	80,000	-
TOTAL EXPENDITURES	\$ 2,478,495	\$ 3,132,300	\$ 3,204,650	\$ 2,955,324	\$ 3,742,371	\$ 3,187,836	\$ 3,421,071	\$ 3,387,179	\$ 3,620,529	\$ 4,522,006	\$ 4,256,518	\$ 4,065,988
OPERATING SURPLUS (SHORTFALL)	\$ (375,361)	\$ (853,668)	\$ (29,975)	\$ 377,928	\$ (242,613)	\$ 486,749	\$ 437,079	\$ 663,711	\$ 632,735	\$ (56,253)	\$ 432,346	\$ 857,138
FUND BALANCE - BEGINNING OF YEAR	\$ 1,576,947	\$ 1,201,586	\$ 347,920	\$ 317,945	\$ 695,873	\$ 453,260	\$ 940,008	\$ 1,377,088	\$ 2,040,799	\$ 2,673,534	\$ 2,617,281	\$ 3,049,627
FUND BALANCE - END OF YEAR	1,201,586	347,920	317,945	695,873	453,260	940,008	1,377,088	2,040,799	2,673,534	2,617,281	3,049,627	3,906,765
OTHER DESIGNATED FUND BALANCE **	29,022	29,022	29,022	29,022	29,022	29,022	29,022	29,022	29,022	29,022	29,022	29,022
UNDESIGNATED FUND BALANCE	\$ 1,172,564	\$ 318,898	\$ 288,923	\$ 666,851	\$ 424,238	\$ 910,986	\$ 1,348,066	\$ 2,011,776	\$ 2,644,510	\$ 2,588,256	\$ 3,020,601	\$ 3,877,738
Board Resolution FB 25% of operating expense	619,624	783,075	801,163	738,831	935,593	796,959	855,268	846,795	905,132	1,130,502	1,064,129	1,016,497
Difference	581,963	(435,155)	(483,217)	(42,958)	(482,333)	143,050	521,820	1,194,004	1,768,402	1,486,779	1,985,498	2,890,268

** Committed Fund Balances, Assets held for resale, prepaid

*** Millage expires in 12/2025

HAMBURG TOWNSHIP
POLICE FUND FINANCIAL PROJECTION

Item 16.

	ACTUAL FY 2022/23	ACTUAL FY 2023/24	PROJECTED FY 2024/25	PROJECTED FY 2025/26	PROJECTED FY 2026/27	PROJECTED FY 2027/28	PROJECTED FY 2028/29	PROJECTED FY 2029/30	PROJECTED FY 2030/31	PROJECTED FY 2031/32	PROJECTED FY 2032/33	PROJECTED FY 2033/34
REVENUES:												
PROPERTY TAXES	2,976,999	3,174,270	3,367,326	3,535,692	3,712,477	3,898,101	4,093,006	4,297,656	4,512,539	4,738,166	4,975,074	5,223,828
TRANSFER FROM GENERAL FUND - OPERATING	-	167,161	250,000	250,000	250,000	-	-	-	-	-	-	-
TRANSFER FROM FORFEITURE	-	-	-	-	-	-	-	-	-	-	-	-
TRANS FROM G/F - BLDG DEBT	-	-	-	-	-	-	-	-	-	-	-	-
ALL OTHER	67,805	103,911	105,110	107,212	109,357	111,544	113,775	116,050	118,371	120,739	123,153	125,616
TOTAL REVENUES & TRANSFERS	\$ 3,044,804	\$ 3,445,342	\$ 3,722,436	\$ 3,892,904	\$ 4,071,833	\$ 4,009,644	\$ 4,206,780	\$ 4,413,706	\$ 4,630,910	\$ 4,858,904	\$ 5,098,227	\$ 5,349,444
EXPENDITURES:												
SALARIES AND WAGES	1,893,204	2,028,520	1,968,400	2,088,729	2,151,391	2,215,932	2,282,410	2,350,883	2,421,409	2,494,051	2,568,873	2,645,939
HEALTH INSURANCE	297,381	300,493	344,750	387,755	407,142	427,499	448,874	471,318	494,884	519,628	545,610	572,890
RETIREMENT	374,704	368,765	405,000	419,987	432,586	445,564	458,931	472,699	486,880	501,486	516,531	532,026
RETIREE HEALTH CARE	104,000	104,000	104,000	104,000	104,000	104,000	104,000	104,001	104,002	104,003	104,004	104,005
FICA	147,301	156,880	154,000	159,788	164,581	169,519	174,604	179,843	185,238	190,795	196,519	202,414
OTHER PERSONNEL COSTS	48,470	149,190	193,500	197,851	201,808	205,845	209,962	214,161	218,444	222,813	227,269	231,814
OTHER OPERATING COSTS	530,092	437,788	338,550	348,707	359,168	369,943	381,041	392,472	404,246	416,374	428,865	441,731
OTHER CAPITAL EQUIPMENT PURCHASES	-	56,305	57,150	74,500	82,500	82,500	57,500	57,500	72,500	82,500	72,500	57,500
OTHER CAPITAL VEHICLE PURCHASES	-	161,691	-	180,000	190,000	195,000	195,000	195,000	180,000	255,000	195,000	195,000
TOTAL EXPENDITURES	\$ 3,395,152	\$ 3,763,632	\$ 3,565,350	\$ 3,961,316	\$ 4,093,177	\$ 4,215,802	\$ 4,312,322	\$ 4,437,876	\$ 4,567,603	\$ 4,786,650	\$ 4,855,170	\$ 4,983,320
OPERATING SURPLUS (SHORTFALL)	\$ (349,922)	\$ (318,290)	\$ 157,086	\$ (68,411)	\$ (21,343)	\$ (206,157)	\$ (105,542)	\$ (24,170)	\$ 63,307	\$ 72,254	\$ 243,057	\$ 366,124
FUND BALANCE - BEGINNING OF YEAR	\$ 737,313	\$ 387,391	\$ 69,101	\$ 69,101	\$ 226,187	\$ 690	\$ 204,844	\$ (205,467)	\$ 99,302	\$ (229,637)	\$ 162,609	\$ (157,383)
FUND BALANCE - END OF YEAR	\$ 387,391	\$ 69,101	\$ 226,187	\$ 690	\$ 204,844	\$ (205,467)	\$ 99,302	\$ (229,637)	\$ 162,609	\$ (157,383)	\$ 405,666	\$ 208,740
FB DESIGNATED FOR VEHICLES	-	-	-	-	-	-	-	-	-	-	-	-
FB DESIGNATED FOR LEAVE TIME P/O	25,000	30,000	30,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
FB DESIGNATED FOR BLDG MAINT	-	-	-	-	-	-	-	-	-	-	-	-
OTHER DESIGNATED FUND BALANCE **	\$ 25,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
UNDESIGNATED FUND BALANCE	\$ 337,391	\$ 19,101	\$ 176,187	\$ (39,310)	\$ 164,844	\$ (245,467)	\$ 59,302	\$ (269,637)	\$ 122,609	\$ (197,383)	\$ 365,666	\$ 168,740

** Committed Fund Balances, Assets held for resale, prepaid

Board Resolution FB 25% of operating expenses	848,788	940,908	891,338	990,329	1,023,294	1,053,950	1,078,081	1,109,469	1,141,901	1,196,663	1,213,792	1,245,830
Difference	\$ (461,397)	\$ (871,807)	\$ (665,151)	\$ (989,639)	\$ (818,450)	\$ (1,259,418)	\$ (978,779)	\$ (1,339,106)	\$ (979,292)	\$ (1,354,046)	\$ (808,127)	\$ (1,037,090)

TO: Hamburg Township Board

FROM: Tony Randazzo, Director of Technical & Utility Services

DATE: October, 30, 2025

AGENDA ITEM TOPIC: Auction of John Deere 1545 cabover mower.

Number of Supporting Documents: **01**

Requested Action

- Motion to approve the auction of a 2011 John Deere 1545 cabover mower.

Background

We received Board approval in June to purchase a replacement mower for the 2011 John Deere 1545 mower and trade it in as part of the purchase agreement. However, a week or two later, the 1545 mower slid off an embankment on the Lakeland Trail, which ultimately damaged the engine due to water damage. After the mishap, the John Deere dealer would only give us \$1,500 for the trade-in because the engine had to be replaced. Instead, we decided to make an insurance claim and received a check for \$8,609.44 last week. I now request permission to auction the 1545 and all of its attachments on Mi Bid as we do with all our vehicles when it's time for disposal.

Fiscal Considerations

Does the agenda item require the expenditure of funds? Yes ☐ No ☒

Are funds budgeted? Yes ☐ No ☐

Fiscal year affected: 2025/2026

Is a budget amendment required? Yes ☐ No ☒

General Ledger numbers affected: _____

CERTIFICATE OF RECOGNITION

This Certificate is Proudly Presented to

Brittany K. Campbell

In honor of her remarkable dedication and 30 years of service to Hamburg Township

Her dedication, commitment, and pursuit of excellence have made a meaningful and lasting impact, and we wholeheartedly commend her invaluable contributions to Hamburg Township and its residents.

Brittany began her employment with Hamburg Township on November 1, 1995 as the Deputy Clerk. With little training, she quickly learned the responsibilities of the Clerk's office and tackled the most difficult tasks with ease. In December of 1996, Brittany was transferred to the newly-created Utilities Department and assumed the role of the Utilities Coordinator, where she continues to serve our residents. Today, she is responsible for sewer-related matters, new connection coordination, customer service, etc., and every aspect of Special Assessment Districts.

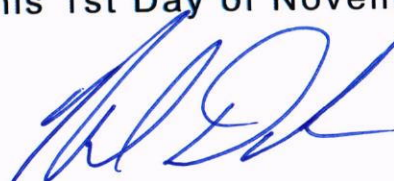
Hamburg Township is very fortunate to have Brittany's dedication and experience. Brittany and her institutional knowledge are invaluable to Hamburg Township and we sincerely appreciate her.

Congratulations, Brittany! We are grateful for your 30 years of service!

Given this 1st Day of November, 2025




Jason Negri
Supervisor


Mike Dolan
Clerk


Jennifer Daniels
Treasurer