

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

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, September 16, 2025 at 7:00 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. 9-2-2025 Work-Study Meeting Minutes
2. 9-2-2025 Township Board Regular Meeting Minutes
3. DPW Monthly Report - August 2025
4. Approved MUC Minutes - August 12 2025
5. Public Safety Monthly Report August, 2025
6. Bills List(s) 09.11.2025
7. Parks & Recreation - September Meeting Date Changed to 9/30/25 at 3:30 p.m.
8. Parks & Rec - Committee Bylaws effective 8/5/25 - Final Copy
9. Parks & Rec - MDNR Wind Turbine Bench Project - Pettysville Trailhead - Artist Interview

APPROVAL OF THE AGENDA

UNFINISHED BUSINESS

10. Administrative Policies and Procedures Manual updates
11. Employee Handbook updates
12. Grant - MDNR Trust Fund - TF25-0213 - Lakelands Trail Zukey Lake Footbridge & Amenities Project - Preliminary Score & Additional Funding Request
13. Grant - MDNR Recreation Passport - RP25-0097 - Village Trailhead Accessible Respite and Parking Lot Project - Preliminary Score
14. Website Hosting

CURRENT BUSINESS

15. Sale of Police Property
16. Fireworks Ordinance - First Reading
17. 4029
18. 2025 Hamburg Township Tax Levies - Resolution
19. Administrative Services Agreement
20. Amending Breach of Peace Ordinance

CALL TO THE PUBLIC

BOARD COMMENTS

ADJOURNMENT



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

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

TOWNSHIP BOARD WORK-STUDY SESSION

Tuesday, September 02, 2025 at 12:00 PM
Hamburg Township Hall Board Room

MINUTES

CALL TO ORDER

Negri called the meeting to order at 12:00 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

A call was made with no response.

CONSENT AGENDA

APPROVAL OF THE AGENDA

Motion made by Dolan, Seconded by Miller, to approve the agenda with the tabling of #6 - Performance Review MD and moving it to September 16th Meeting.

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

UNFINISHED BUSINESS

CURRENT BUSINESS

1. Opioid Settlement Funds

Negri shared that our balance is between 25-30K and that the spending options would need to be researched and reviewed.

2. Police Officer Hiring Process

Motion made by Dolan, Seconded by Miller, to enter into closed session to discuss Contract Negotiations that would have significant financial impact on the Township.

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

Closed Session 12:50 pm

Open Session 1:54 pm

No action taken in Closed Session.

3. Draft Fireworks Ordinance

Duffany & Negri explained what was discussed in Public Safety Committee, suggesting a change in the current ordinance to be more restrictive.

4. Building Improvements - Senior Center

Dolan explained that the Board approved a current Budget to spend 80K on complete plans with engineering and informed the Board not to expect Grant money for the addition so unless they are willing to fund the addition with money from reserves then there is no sense in taking the next step.

5. Building Improvements - Township Hall

Dolan explained that the previous Board set aside 100K from ARPA to make Township Hall improvements however those funds were spent on the PD Expansion and requested that the Board consider 100K from reserves for new floors, paint, and fixtures where needed.

6. Performance Review – MD

Tabled till September 16th.

CALL TO THE PUBLIC

A call was made with no response.

BOARD COMMENTS

ADJOURNMENT

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

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

Meeting adjourned at 2:15 pm

Respectfully submitted,



Courtney Paton
Recording Secretary



Mike Dolan
Township Clerk

DRAFT



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, September 02, 2025 at 2:30 PM
Hamburg Township Hall Board Room

MINUTES

CALL TO ORDER

Negri called the meeting to order at 2:30 pm

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

PRESENT

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

ABSENT

Patricia Hughes

CALL TO THE PUBLIC

A call was made with no response.

CONSENT AGENDA

Motion made by Hardesty, Seconded by Daniels, to approve the consent agenda as presented.

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

1. 8-13-2025 Township Board Special Meeting Minutes
2. Township Board Regular Meeting Minutes
3. Bills List(s) 09.02.2025

APPROVAL OF THE AGENDA

Motion made by Dolan, Seconded by Hardesty, to approve the agenda removing #5 Closed Session, Tabling #11 Website Hosting, and moving #9 & #10 to the top of the order.

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

CURRENT BUSINESS

4. Police Sergeant Promotion

Motion made by Miller, Seconded by Menzies, to approve the promotion of Officer Harvey to the rank of Sargent effective September 3, 2025.

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

Harvey was sworn in as Sargent.

5. Sale of Police Property

Motion made by Negri, Seconded by Hardesty, to approve the sale of retired Sgt. Alysha Garbacik's duty weapon (Glock 21 Gen4 .45, Serial #AGWG201) to her for \$417.00 plus applicable sales tax and fees.

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

6. Website Hosting

Tabled.

UNFINISHED BUSINESS

7. Union Negotiations - Closed Session - MCL 15.268 (8)(c)

Removed.

8. Generator Maintenance Agreement

Motion made by Hardesty, Seconded by Daniels, to approve a three-year maintenance agreement with Total Energy Systems, LLC for a total amount of \$17,388.00, to perform annual full service and a semiannual inspection on six township owned generators as presented by Randazzo.

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

9. Performance Review - DH - Closed Session MCL 15.268(8)(a)

Motion made by Dolan, Seconded by Hardesty, to go into closed session to discuss Performance Review.

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

Closed Session 2:44 pm

Open Session 3:42 pm

Motion made by Dolan, Seconded by Miller, to proceed as discussed and to revisit at the September 16th Meeting.

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

Motion made by Hardesty, Seconded by Miller, to approve the reestablishment of the Personnel Committee with the Bylaws.

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

Motion made by Hardesty, Seconded by Miller, to approve the appointment of Hardesty and Miller to the Personnel Committee.

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

10. Policy 3.0

Motion made by Dolan, Seconded by Hardesty, to approve the changes to the Administrative Policies and Procedures 3.0 as presented and for the Executive Team to implement by October 1, 2025.

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

11. Health Care Renewal

Motion made by Dolan, Seconded by Negri, to approve the new Simply Blue HSA PPO 2000/20 from the current HRA, along with the commitment to front load 75% of the deductible at the beginning of the plan year which is currently October 1. Additionally, employees may contribute up to the maximum allowed under IRS rules through payroll deducted pretax dollars. Plan is for all employees not covered by a collective bargaining unit.

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

Motion made by Negri, Seconded by Hardesty, to approve the Vision & Dental Coverage to be with Mutual of Omaha and for Prescriptions to be covered with Simply Blue PPO LG Prescription Drug Coverage. Plan is for all employees not covered by a collective bargaining unit.

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

CALL TO THE PUBLIC

A call was made with no response.

BOARD COMMENTS

None.

ADJOURNMENT

Motion made by Hardesty, Seconded by Menzies, to adjourn.

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

Meeting Adjourned at 4:17 pm

Respectfully submitted,



Courtney Paton
Recording Secretary



Mike Dolan
Township Clerk

DRAFT



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

Item 3.

EXCERPT FROM HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE MEETING MINUTES

To the attention of: Jason B. Negri, Supervisor
Hamburg Township Board of Trustees

Re: **DPW Monthly Report – August 2025 Statistics**

Please be apprised of this excerpt from the ☒Unapproved ☐Approved Minutes of the Meeting of the Hamburg Township Sewer Committee:

Date of Meeting: September 9th, 2025

Sewer Committee Members Present: Negri, Menzies, Daniels

Sewer Committee Members Absent: None

Text of Motion: MOTION BY MENZIES, SECONDED BY DANIELS TO NOTE THE DPW MONTHLY REPORT AS RECEIVED AND TO BE FILED AND TO ALSO FORWARD A COPY TO THE TOWNSHIP BOARD AS AN AGENDA ITEM FOR THEIR REVIEW.

Ayes: Menzies, Daniels Absent: Negri Nays: None

MOTION CARRIED.

State of Michigan }
County of Livingston }
Township of Hamburg }

I, BRITTANY K. CAMPBELL, Hamburg Township Utilities Coordinator and recording secretary to the Municipal Utilities Committee, do hereby certify that the foregoing is a true and correct excerpt of the Minutes of the aforementioned Regular/~~Special~~ Meeting of the Hamburg Township Municipal Utilities Committee.

 Date: September 9th, 2025
BRITTANY K. CAMPBELL
HAMBURG TOWNSHIP UTILITIES COORDINATOR



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

To: Municipal Utilities Committee
From: Tony Randazzo
Date: 08-28-2025
Re: DPW Monthly Report

1. The daily testing for the wastewater treatment plant was in compliance for the month of August.
2. The blower fan for the Rustic Station odor system was delivered this week. Our staff will complete this project after Labor Day.
3. Sixteen of our monitoring wells were sampled for PFAS as part of the grant work. The other four will be sampled next month.
4. Merit Laboratories has started the residential PFAS testing for the thirty-four homes in the Buck Lake area as part of the grant work. We haven't received any results yet.
5. Biotech completed a sludge haul this month which was refreshingly ahead of schedule.

Hamburg Township Monthly Field Report

August 2025

Ryan Ward

Grinder Calls: 46 Total / 18 OT

Plant Calls: 0 OT

Station Calls: 0 Hamburg/ 0 Portage

Pump Rebuilds: 29 Hamburg / 3 Portage / 3 Highland / 4 Scrapped

Miss Digs: 194 Hamburg / 27 Portage

Startups: 0

Deactivations/Reactivations: 0

Replacements: 3

Grinder Stations in Stock: 21 simplex / 2 duplex

Grinder Locations: 4

Grinder Pump Cores in Stock: 11 + 2 for Duplex

Field Jobs for the Month: This month we have completed our normal monthly checks along with the annual monitoring well samples and PFAS monitoring well sampling. The Freedom River Station construction started with the station being built and put into place, the dumping station was installed and lafrate is now working on the

interior of the lift station/ tap into the main line. Biotech completed our summer haul this month, removing 495,000 gallons of sludge and applying to a field in Gregory. The odor control blower has arrived and is being worked on to become operational. This report is as of August 28th.





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

EXCERPT FROM HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE MEETING MINUTES

To the attention of: Jason B. Negri, Supervisor
 Hamburg Township Board of Trustees

Re: **Approved Municipal Utilities Committee Minutes**

Please be apprised of this excerpt from the ☒Unapproved ☐Approved Minutes of the Meeting of the Hamburg Township Sewer Committee:

Date of Meeting: September 9th, 2025

Sewer Committee Members Present: Negri, Menzies, Daniels

Sewer Committee Members Absent: None

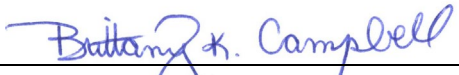
Text of Motion: MOTION BY MENZIES, SECONDED BY NEGRI TO APPROVE THE MINUTES OF THE AUGUST 12th, 2025 MUNICIPAL UTILITIES COMMITTEE MEETING AS PRESENTED.

Ayes: Negri, Menzies, Daniels Absent: None Nays: None

MOTION CARRIED.

State of Michigan }
 County of Livingston }
 Township of Hamburg }

I, BRITTANY K. CAMPBELL, Hamburg Township Utilities Coordinator and recording secretary to the Municipal Utilities Committee, do hereby certify that the foregoing is a true and correct excerpt of the Minutes of the aforementioned Regular/~~Special~~ Meeting of the Hamburg Township Municipal Utilities Committee.


 _____ Date: September 9th, 2025
 BRITTANY K. CAMPBELL
 HAMBURG TOWNSHIP UTILITIES COORDINATOR

HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE
TUESDAY, AUGUST 12th, 2025 – 2:30 P.M.
10405 MERRILL ROAD, HAMBURG, MI 48139

1. CALL TO ORDER

The meeting was called to order by Menzies at 2:30 p.m.

Roll Call of the Committee:

Present: Menzies, Daniels, Negri arrived late to meeting

Absent: None

Also Present: James Roth, Tony Randazzo, Brittany Campbell and Ryan Ward

2. CALL TO THE PUBLIC

Menzies opened the call to the public and seeing no response, closed the call to the public.

3. CORRESPONDENCE

There was no correspondence to be addressed at this meeting.

4. APPROVAL OF THE AGENDA

MOTION BY DANIELS, SECONDED BY MENZIES TO APPROVE THE AGENDA AS PRESENTED.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

Unfinished Business:

- A. PFAS/PFOS Discussion
- B. Manhole Inspection Program
- C. 200 Series Grinder Pump Replacements

Current Business:

- A. DPW Monthly Report – July 2025 Statistics
- B. Wastewater Treatment & Administration Policies and Procedures Update
- C. Grinder Pump Core Purchase Request
- D. Young Direct Sewer Connection Agreement – 3685 E. M-36
- E. Private Road Improvement SAD Engineering Escrow Refund – Orchard Village
- F. Private Road Improvement SAD Engineering Escrow Refund – River Run
- G. Private Road Improvement SAD Engineering Escrow Refund – Forest Creek Ct.
- H. Private Road Improvement SAD Engineering Escrow Refund – Fox Point Beach
- I. Private Road Improvement SAD Engineering Escrow Refund – Bob White Beach
- J. Sanitary Sewer Connection Options – 10636/10640 Pine Bluff Ave.

5. APPROVAL OF THE MINUTES

MOTION BY MENZIES, SECONDED BY DANIELS TO APPROVE THE MINUTES OF THE JULY 8th, 2025 MUNICIPAL UTILITIES COMMITTEE MEETING AS PRESENTED.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

6. UNFINISHED BUSINESS

A. PFAS/PFOS Discussion.

MOTION BY MENZIES, SECONDED BY DANIELS TO TABLE ALL UNFINISHED BUSINESS UNTIL NEW INFORMATION IS AVAILABLE.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

B. Manhole Inspection Program.

MOTION BY MENZIES, SECONDED BY DANIELS TO TABLE ALL UNFINISHED BUSINESS UNTIL NEW INFORMATION IS AVAILABLE.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

C. 200 Series Grinder Pump Replacements.

MOTION BY MENZIES, SECONDED BY DANIELS TO TABLE ALL UNFINISHED BUSINESS UNTIL NEW INFORMATION IS AVAILABLE.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

7. CURRENT BUSINESS

A. DPW Monthly Report – July 2025 Statistics. Randazzo noted that the wastewater treatment plant (WWTP) was in compliance for the month of July. Merit Labs has started the residential PFAS testing for the thirty-four homes in the Buck Lake area as a part of the grant work. The DPW staff has sampled another three pump stations for PFAS, with the remaining six to be sampled this month for the grant work. Randazzo noted that twenty monitoring wells will also undergo the PFAS testing. The sludge haul began this week at the WWTP. Randazzo stated that the Township is still waiting on the blower fan for the Rustic State odor control system. It should be delivered later this month. Randazzo also noted that the muffin monster approved at the last meeting has been ordered and should be here in about six weeks.

Ward reported that a new pump junction box was installed at the Kress Road pump station making it easier to service any pump in the wet well.

It was also noted that grinder pump service calls were lower for the month of July. Lastly, Ward noted that Randazzo and he interviewed someone for the seasonal part-time laborer position. The new employee will be working Tuesday through Friday until the end of October.

MOTION BY MENZIES, SECONDED BY DANIELS TO NOTE THE DPW MONTHLY REPORT AS RECEIVED AND TO BE FILED AND TO ALSO FORWARD A COPY TO THE TOWNSHIP BOARD AS AN AGENDA ITEM FOR THEIR REVIEW.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

B. Wastewater Treatment & Administration Policies and Procedures Update. Campbell provided the Committee with the updated copy of the Administrative Policies and Procedures manual. Campbell noted that the final version was prepared using the comments, suggestions, changes and other recommendations submitted by the Committee members.

MOTION BY DANIELS, SECONDED BY MENZIES TO FORWARD THE UPDATED WASTEWATER TREATMENT ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL TO THE BOARD WITH THE RECOMMENDATION TO APPROVE AS AMENDED.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

C. Grinder Pump Core Purchase Request. Randazzo explained that the part order will be placed with a different vendor resulting in a cost savings for the Township. Menzies asked if this ordered would be affected by the new tariffs. Randazzo stated that it is possible future part orders will be subject to higher pricing or shipping charges due to tariffs.

MOTION BY DANIELS, SECONDED BY MENZIES TO RECOMMEND TO THE BOARD TO AUTHORIZE THE PURCHASE OF TEN (10) 2000 SERIES GRINDER PUMP CORES, WITH ADAPTER KITS, IN THE AMOUNT OF \$17,500.00 TO BE PURCHASED UNDER GL CODE 590-527.000-751.200.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

D. Young Direct Sewer Connection Agreement – 3685 E. M-36.

MOTION BY MENZIES, SECONDED BY DANIELS TO APPROVE THE YOUNG AGREEMENT FOR SEWER CONNECTION AS PRESENTED, AS ALL OF THE ESTIMATED SEWER FEES WERE PAID UP-FRONT IN CASH.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

E. Private Road Improvement SAD Engineering Escrow Refund – Orchard Village. Campbell noted that construction for a number of the private road improvement SADs has been completed. The final invoices for the Engineering review services have been received by the Township and Campbell confirmed the final costs for each district with the Engineer. At this time all funds remaining in the pre-paid \$1,200.00 Engineering Review Escrow accounts should be refunded to the SAD participants. Campbell has calculated the amount of the refunds to be issued to each SAD and recommends that the Committee authorize the Accounting Department to prepare the refund checks as requested.

MOTION BY MENZIES, SECONDED BY DANIELS TO AUTHORIZE THE SUPERVISOR TO FORWARD THE REQUEST TO THE ACCOUNTING DEPARTMENT TO REFUND THE SURPLUS FUNDS REMAINING IN THE ENGINEERING REVIEW FEE ESCROW ACCOUNT FOR THE ORCHARD VILLAGE SUBDIVISION SAD IN THE AMOUNT OF **\$561.00**. ONCE THE CHECK HAS BEEN ISSUED IT SHOULD BE FORWARDED TO THE UTILITIES COORDINATOR WHO SHALL PREPARE A LETTER FOR THE SPECIAL ASSESSMENT DISTRICT AND MAIL IT ALONG WITH THE REFUND CHECK.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

F. Private Road Improvement SAD Engineering Escrow Refund – River Run.

MOTION BY MENZIES, SECONDED BY DANIELS TO AUTHORIZE THE SUPERVISOR TO FORWARD THE REQUEST TO THE ACCOUNTING DEPARTMENT TO REFUND THE SURPLUS FUNDS REMAINING IN THE ENGINEERING REVIEW FEE ESCROW ACCOUNT FOR THE RIVER RUN SUBDIVISION SAD IN THE AMOUNT OF **\$856.00**. ONCE THE CHECK HAS BEEN ISSUED IT SHOULD BE FORWARDED TO THE UTILITIES COORDINATOR WHO SHALL PREPARE A LETTER FOR THE SPECIAL ASSESSMENT DISTRICT AND MAIL IT ALONG WITH THE REFUND CHECK.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

G. Private Road Improvement SAD Engineering Escrow Refund – Forest Creek Ct.

MOTION BY MENZIES, SECONDED BY DANIELS TO AUTHORIZE THE SUPERVISOR TO FORWARD THE REQUEST TO THE ACCOUNTING DEPARTMENT TO REFUND THE SURPLUS FUNDS REMAINING IN THE ENGINEERING REVIEW FEE ESCROW ACCOUNT FOR THE FOREST CREEK COURT SAD IN THE AMOUNT OF **\$368.00**. ONCE THE CHECK HAS BEEN ISSUED IT SHOULD BE FORWARDED TO THE UTILITIES COORDINATOR WHO SHALL PREPARE A LETTER FOR THE SPECIAL ASSESSMENT DISTRICT AND MAIL IT ALONG WITH THE REFUND CHECK.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

H. Private Road Improvement SAD Engineering Escrow Refund – Fox Point Beach.

MOTION BY MENZIES, SECONDED BY DANIELS TO AUTHORIZE THE SUPERVISOR TO FORWARD THE REQUEST TO THE ACCOUNTING DEPARTMENT TO REFUND THE SURPLUS FUNDS REMAINING IN THE ENGINEERING REVIEW FEE ESCROW ACCOUNT FOR THE FOX POINT BEACH SUBDIVISION SAD IN THE AMOUNT OF **\$736.50**. ONCE THE CHECK HAS BEEN ISSUED IT SHOULD BE FORWARDED TO THE UTILITIES COORDINATOR WHO SHALL PREPARE A LETTER FOR THE SPECIAL ASSESSMENT DISTRICT AND MAIL IT ALONG WITH THE REFUND CHECK.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

I. Private Road Improvement SAD Engineering Escrow Refund – Bob White Beach North.

MOTION BY MENZIES, SECONDED BY DANIELS TO AUTHORIZE THE SUPERVISOR TO FORWARD THE REQUEST TO THE ACCOUNTING DEPARTMENT TO REFUND THE SURPLUS FUNDS REMAINING IN THE ENGINEERING REVIEW FEE ESCROW ACCOUNT FOR THE BOB WHITE BEACH NORTH SAD IN THE AMOUNT OF **\$639.00**. ONCE THE CHECK HAS BEEN ISSUED IT SHOULD BE FORWARDED TO THE UTILITIES COORDINATOR WHO SHALL PREPARE A LETTER FOR THE SPECIAL ASSESSMENT DISTRICT AND MAIL IT ALONG WITH THE REFUND CHECK.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

J. Sanitary Sewer Connection Options – 10636/10640 Pine Bluff Ave. Jim Roth addressed the Committee regarding the estimated sewer connection costs and asked if there was any way to reduce the fees. Campbell noted that the DPW and Utilities staff discussed the matter to try and determine any way that the cost could be reduced. A duplex grinder pump station was suggested to serve both homes on the property that would save over \$2,000.00 versus installing a single unit for each home. Roth then asked if there was any way to split the property so that he could separate his home from the rental cottage and sell off that house. The Committee suggested that he speak with the Zoning Administrator to see if the property could be split. Ward suggested that the other way to save money at this time is to only connect the home with the failing septic to the sewer system at this time. That would like cost between \$22,000.00 to \$25,000.00 versus the estimate charges of \$47,400.00 to connect both houses to the sewer system. Randazzo noted that a large portion of the cost was abandoning the on-site septic and drywell tanks. Something that the homeowner could look into doing himself to reduce the cost.

Mr. Roth asked if the Township could remove one of the tap fee charges. Campbell noted that the tap fee is set at one per single family home by Ordinance and could not be reduced. The estimated charges are all set by contract pricing or by Township ordinance and could not be changed. Mr. Roth stated that he would like to look at his options with the Zoning department before making a final decision.

MOTION BY MENZIES, SECONDED BY DANIELS TO TABLE UNTIL THE HOMEOWNER HAS THE OPPORTUNITY TO SPEAK WITH THE ZONING ADMINISTRATION TO MAKE HIS DECISION REGARDING THE SEWER CONNECTION.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

Supervisor Negri joined the Committee meeting at this time. The Committee briefly discussed Mr. Roth's sewer connection options with Negri as well as other issues discussed during the meeting.

8. CALL TO THE PUBLIC

Seeing no requests to address the Sewer Committee, Negri closed the call to the public.

9. INFORMATIONAL/EDUCATIONAL MATERIAL

There was no information and/or educational material available for this meeting.

10. ADJOURNMENT

MOTION BY MENZIES, SECONDED BY DANIELS TO ADJOURN THE MEETING.

Ayes: Negri, Menzies, Daniels

Absent: None

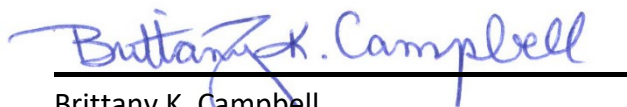
Nays: None

Motion passed.

The meeting was adjourned at 3:02 p.m.

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

Respectfully submitted,



Brittany K. Campbell

Hamburg Twp. Utilities/Special Projects Coordinator



Hamburg Township Public Safety Department *MONTHLY REPORT*



Item 5.

August, 2025

COMMUNITY INVOLVEMENT

- FF Thomas Pawley and FF Chris Birk conducted smoke detector installations at a residence on August 7, 2025.
- Deputy Chief Jordan Zernick and Sgt. Megan Paul met with the Livingston County Emergency Manager and staff of St. Paul's Church (7701 M-36) to discuss community tornado sheltering procedures on August 13, 2025
- The department hosted a wake for a retired member of the fire department at the Station 11 training room on August 13, 2025.
- Sgt. Anthony Wallace, Officer Adam Fischhaber and Officer Kelly Kozowicz were present at Pathfinder, Navigator, and Country Elementary schools for the first day of school on August 25, 2025.
- FF Thomas Pawley and FF Chris Birk conducted smoke detector installations at a residence on August 25, 2025.
- The department hosted a wake for a retired member of the fire department at the Station 11 training room on August 27, 2025.
- FF Thomas Pawley and FF Chris Birk conducted smoke detector installations at two residences on August 27, 2025.
- FF Thomas Pawley and FF Chris Birk conducted smoke detector installations at a residence on August 28, 2025.

PERSONNEL

- Sgt. Devon Peer was promoted to the rank of Lieutenant effective August 11, 2025.
- Lt. Joseph Acuff voluntarily assumed the rank of Sergeant effective August 11, 2025.
- Connor Hamel, Matthew Sunderland and Colin Zegarzewski were hired as Apprentice Firefighters effective August 20, 2025.
- Sgt. Alysha Garbacik retired from the department after 25 years of service effective August 29, 2025.

TRAINING

POLICE

- Sgt. Daniel Bromley participated in Dive Team training on August 13, 2025.



Hamburg Township Public Safety Department **MONTHLY REPORT**



Item 5.

- Administrative Supervisor Danielle Price and Administrative Assistant Cris Schuster attended the Michigan Criminal Justice Information Center conference August 18, 2025 – August 20, 2025 in Traverse City.
- Sgt. Anthony Wallace and Sgt. Steve Locke participated in SWAT training on August 20, 2025.
- Sgt. Daniel Bromley attended Raid Refresher training August 20, 2025 and August 21, 2025 in Roscommon.
- Sgt. Anthony Wallace and Officer Kelly Kozowicz attended Post Traumatic Purpose training on August 23, 2025 in Jackson.
- Sgt. Anthony Wallace attended Sniper training on August 26, 2025.
- Officer Adam Fischhaber attended First Line Supervision training August 27, 2025 and August 28, 2025 in Ingham County.

FIRE

- Monthly department-wide training topics for August: Pre-Hospital Trauma Life Support, Hose Loads and Vector Training.
- Capt. Casey Yost and Lt. Derrick Hill participated in Drone Team training on August 12, 2025.
- FF Sgt. Matt Urbanowicz and Jonathan Lusk attended Dive Team training on August 14, 2025.
- AFF Blake Kasprzak, AFF Caitlin Vansteenien and AFF Caleb Wardlow began pump operations school on August 20, 2025.

POLICE OPERATIONS

MONTHLY ARREST SUMMARY

08/01/25 – 7:44 pm:

A 69-year-old male Township resident was arrested at McGregor Road & Mumford Drive for *Operating While Intoxicated*. His vehicle was impounded and he was lodged in the Livingston County Jail.

08/02/25 – 11:00 am:

A 62-year-old female Whitmore Lake resident was arrested at Hamburg Road & Sheldon Road for *Operating While Under the Influence of Drugs*. She was turned over to EMS paramedics. Her vehicle was impounded.



Hamburg Township Public Safety Department **MONTHLY REPORT**



Item 5.

08/03/25 – 6:30 pm:

A 49-year-old male Howell resident was arrested at his home on an outstanding Hamburg Township warrant for *Stalking*. He was lodged in the Livingston County Jail.

08/04/25 – 5:05 pm:

A 73-year-old female Township resident was arrested on Island Shore Drive near M-36 for *Assault & Battery and Obstructing Police*. She was lodged in the Livingston County Jail.

08/08/25 – 10:36 am:

A 37-year-old male Green Oak Township resident was arrested at Chilson Commons Circle near M-36 for *Driving While License Suspended*. He was cited and released and his vehicle was impounded.

08/13/25 – 3:18 pm:

A 38-year-old male township resident was arrested at M-36 near the Lakelands Trail on a felony warrant out of Hamburg Township for *Felonious Assault*. He was lodged in the Livingston County Jail.

08/14/25 – 11:12 am:

An 82-year-old female Township resident was arrested at Chilson Commons Circle near M-36 for Retail Fraud. She was lodged in the Livingston County Jail. Her vehicle was impounded.

08/16/25 – 4:42 am:

A 40-year-old male Dexter resident was arrested at M-36 & Merrill Road for *Operating While Intoxicated*. His vehicle was impounded and he was lodged in the Livingston County Jail.

08/17/25 – 11:58 pm:

An 18-year-old male Dexter resident was arrested at M-36 & Galatian Drive for *Operating While Intoxicated*. His vehicle was impounded and he was lodged in the Livingston County Jail.

08/18/25 – 10:06 am:

A 40-year-old male Putnam Township resident was arrested at Bayberry Drive near Swarthout Road on an outstanding Livingston County warrant for *Child Support-Failure to Pay*. His vehicle was impounded and he was lodged in the Livingston County Jail.

08/21/25 – 10:02 pm:

A 48-year-old male Township resident was arrested at Strawberry Lake Road & Merrill Road for *Operating While Intoxicated and Obstructing Police*. His vehicle was impounded and he was lodged in the Livingston County Jail.



Hamburg Township Public Safety Department *MONTHLY REPORT*



Item 5.

08/22/25 – 7:13 pm:

A 44-year-old male Township resident was arrested at Pettysville Road near M-36 on a felony warrant out of St. Ignace for *Unlawful Driving Away an Automobile*. He was lodged in the Livingston County Jail.

08/23/25 – 10:45 am:

A 16-year-old male Township resident was arrested at Whitewood Road near Cordley Lake Road for *Driving While License Suspended*. He was cited and released and his vehicle was impounded.

08/23/25 – 3:21 pm:

A 41-year-old male Township resident was arrested at his home on outstanding Hamburg Township warrants for *Operating While Intoxicated* and *Obstructing Police*. He was lodged in the Livingston County Jail.

08/31/25 – 1:26 am:

A 43-year-old male Township resident was arrested at Winans Lake Road & Keystone Drive for *Operating While Intoxicated*. His vehicle was impounded and he was lodged in the Livingston County Jail.

08/31/25 – 8:06 pm:

A 30-year-old female Howell resident was arrested at Langley Drive & Lancaster Drive for *Operating While Intoxicated-High BAC*. Her vehicle was impounded and she was transported to the hospital where she was released to hospital personnel.

GENERAL POLICE INFORMATION:

Marine Patrol: Marine patrols were conducted during the Labor Day weekend

Lakelands Trail Patrol: Regular patrols on the Lakelands Trail continued this month. No reported incidents.

Red Barrel: 30 pounds of prescription drugs were removed from the red barrel in front of the police station on August 20, 2025.



Hamburg Township Public Safety Department MONTHLY REPORT



Item 5.

Police Calls for Service Summary, August 2025

CALLS FOR SERVICE	#	CALLS FOR SERVICE	#
911 HANG UP	1	LARCENY	2
ALARM	36	LITTERING/DUMPING	1
ANIMAL COMPLAINT	25	LIQUOR INVESTIGATION/ZERO TOLERANCE	1
AREA CHECK	465	LOST/FOUND PROPERTY	5
ARRESTS	24	MALICIOUS DESTRUCTION PROPERTY	3
ASSAULTS	3	MISSING PERSON/RUN-A-WAY	3
ASSIST EMS	110	NOISE COMPLAINTS	13
ASSIST FIRE DEPARTMENT	20	ORDINANCE INVESTIGATIONS	1
ASSIST OTHER AGENCY	11	OVERDOSE/INGESTION	2
ATV COMPLAINT	0	PERSONAL PROTECTION ORDER VIOL	0
BOATING COMPLAINTS	1	RETAIL FRAUD	2
BREAKING & ENTERING	0	SCHOOL PATROLS/GROUNDS CHECK	189
BUILDING/PROPERTY/VACATION CHECK	64	SHOTS FIRED/WEAPONS OFFENSE	3
CHASE/PURSUIT	0	SOLICITOR COMPLAINT	6
CHILD OR ADULT ABBUSE/NEGLECT	0	STALKING	0
CIVIL COMPLAINT	4	STOLEN / RECOVERED PROPERTY	0
COMMUNITY POLICING	21	SUBDIVISION PATROL/RESIDENTIAL CHECKS	665
CRIMINAL SEXUAL CONDUCT	1	SUICIDAL SUBJECT/MENTAL/PSYCH	3
DEATH INVESTIGATIONS	1	SUSPICIOUS-PERSON/VEH/SITUATION	27
DEPT HUMAN SERVICES REFERRALS	2	TRAFFIC CITATIONS ISSUED	27
DISTURBANCE/TROUBLE	2	TRAFFIC/PARKING COMPLAINT	17
DOMESTIC - PHYSICAL/VERBAL	6	TRAFFIC CRASH - PDA/PIA	21
DRUGS / VIOL CONTROLLED SUB ACT	4	TRAFFIC DETAIL	89
FIREWORKS COMPLAINT	1	TRAFFIC STOP	127
FRAUD/EMBESSELEMENT	10	TRAFFIC VIO/ARREST	4
GENERAL NON-CRIMINAL	177	TRESSPASSING/LOITERING	3
INDECENT EXPOSURE	0	VEHICLE UDAA/STOLEN VEHICLE	0
INTIMIDATION THREATS/HARASSMENT	5	WATER RESCUE INCIDENTS	0
JUVENILE COMPLAINT	5	WARRANT: ATTEMPT/SEARCH/ARREST	6
KIDNAPPING	0	WELFARE CHECK	9
		TOTAL	2228

FIRE OPERATIONS

MONTHLY INCIDENT SUMMARY:

INCIDENT COUNT	
INCIDENT TYPE	# INCIDENTS
EMS	77
FIRE	83
TOTAL	160



Hamburg Township Public Safety Department MONTHLY REPORT



Item 5.

MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	1.88%
Rescue & Emergency Medical Service	77	48.13%
Hazardous Condition (No Fire)	7	4.38%
Service Call	51	31.88%
Good Intent Call	9	5.63%
False Alarm & False Call	13	8.13%
TOTAL	160	100%

August, 2025 Total Runs by District

North West	25	15.63%
North East	18	11.25%
South West	36	22.50%
Southeast	70	43.75%
Mutual Aid	11	6.88%
Totals	160	100.00%
Multiple Calls	21	13.13%

Comparative Statistics - 2024 vs 2025 by Month

	August, 2024	August, 2025	% Change	
Fire	4	3	25.0%	Decrease
Medical	63	77	22.2%	Increase
Hazardous Condition	23	7	69.6%	Decrease
Service	80	51	36.3%	Decrease
Good Intent	8	9	12.5%	Increase
False Alarm / Cancel	25	13	48.0%	Decrease
Totals	203	160	21.2%	Decrease
Mutual Aid	9	11	22.2%	Increase



Hamburg Township Public Safety Department *MONTHLY REPORT*



Item 5.

Year-to-Date Comparative Statistics - 2024 vs 2025

	2024	2025	% Change	
Fire	24	29	20.8%	Increase
Medical	535	666	24.5%	Increase
Hazardous Condition	80	68	15.0%	Decrease
Service	408	394	3.4%	Decrease
Good Intent	54	44	18.5%	Decrease
False Alarm / Cancel	148	136	8.1%	Decrease
Totals	1249	1377	7.0%	Increase
Mutual Aid	52	71	36.5%	Increase

FIRE PREVENTION INFORMATION:

Inspections: There were 19 commercial building inspections conducted during the month of August bringing the total for 2025 to 79.

Site Plan Reviews: No plan review were completed during the month of August.

09/02/2025 02:02 PM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

EXP CHECK RUN DATES 09/03/2025 - 09/03/2025

Page: 1/3

Item 6.

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	09/02/2025	003575	GEN	LAWN MOWING, TRIMMING AND BLOWING AU	
81928	2531 JACKSON AVE	09/03/2025		N		4,020.00
	SUITE 336					
08/27/2025	ANN ARBOR MI, 48103	/ /	0.0000	N		0.00
		09/03/2025		Y		4,020.00

Open

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

VENDOR TOTAL: 4,020.00

PRICEDANL1	DANIELLE PRICE	09/02/2025	09022025	GEN	PD REIMBURSE MEALS/MILEAGE TRAVERSE	
81929		09/03/2025		N		450.92
09/02/2025	,	/ /	0.0000	N		0.00
		09/03/2025		N		450.92

Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-916.000	TRAINING	450.92

VENDOR TOTAL: 450.92

PEER	DEVON PEER	09/02/2025	08272025	GEN	FD REIMBURSE BOOTS	
81930	16000 DARWIN RD	09/03/2025		N		148.39
08/27/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		09/03/2025		N		148.39

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-768.000	UNIFORMS/ACCESSORIES	148.39

VENDOR TOTAL: 148.39

LEEDSKIM	KIM LEEDS	09/02/2025	09022025	GEN	PD TUITION REIMBURSEMETN CED660 COUN	
81931	2727 PINCKNEY RD.	09/03/2025		N		2,379.00
09/02/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		09/03/2025		N		2,379.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-914.000	TUITION REIMBURSEMENT	2,379.00

VENDOR TOTAL: 2,379.00

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		

LIVINGST02	LIVINGSTON COUNTY TREASURER	09/02/2025	09022025	GEN	DOG TAG DISTRIBUTION 08.01.2025-08.3	
81932	LIVINGSTON COUNTY COURT HOUSE	09/03/2025		N		241.00
	200 E. GRAND RIVER					
09/02/2025	HOWELL MI, 48843-2398	/ /	0.0000	N		0.00
		09/03/2025		N		241.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-222.204	DUE TO COUNTY DOG LICENSE FEE	241.00

VENDOR TOTAL: 241.00

MITOWNSH01	MICHIGAN TOWNSHIPS ASSOCIATION	09/02/2025	453880	GEN	CLERKS PROF DEV RETREAT, KUZNER, DOL	
81933	P.O. BOX 80078	09/03/2025		N		674.00
09/02/2025	LANSING MI, 48908-0078	/ /	0.0000	N		0.00
		09/03/2025		N		674.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215.000-910.000	PROFESSIONAL DEVELOPMENT	674.00

VENDOR TOTAL: 674.00

PLANTEMO01	PLANTE & MORAN, PLLC	09/02/2025	10510596	GEN	PROGRESS INV FY END 06.30.2025	
81934	16060 COLLECTIONS CENTER DR	09/03/2025		N		4,400.00
08/29/2025	CHICAGO IL, 60693	/ /	0.0000	N		0.00
		09/03/2025		N		4,400.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-954.000	AUDIT	4,400.00

VENDOR TOTAL: 4,400.00

WCAASSESSG	WCA ASSESSING LLC	09/02/2025	08212025	GEN	ASSESSMENT SERVICES SEPTEMBER 2025	
81935	38110 N. EXECUTIVE #100	09/03/2025		N		23,050.00
08/21/2025	WESTLAND MI, 48185	/ /	0.0000	N		0.00
		09/03/2025		Y		23,050.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-257.000-801.000	CONTRACTUAL SERVICES	23,050.00

09/02/2025 02:02 PM
User: MarcyM
DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES
EXP CHECK RUN DATES 09/03/2025 - 09/03/2025
UNJOURNALIZED OPEN
BANK CODE: GEN

Item 6.

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:						23,050.00
TOTAL - ALL VENDORS:						35,363.31

09/11/2025 09:32 AM
User: MarcyM
DB: Hamburg

INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES
POST DATES 09/01/2025 - 09/30/2025
UNJOURNALIZED OPEN
BANK CODE: GEN

Page: 1/8

Item 6.

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 General Fund							
Dept 000.000							
101-000.000-228.010	09/08/25	MICHIGAN STATE DISBURSEMENT UN	CASE #810013564 PAYROLL 08.25.25-09	09082025	09/19/25	59.08	
101-000.000-228.010	09/08/25	MICHIGAN STATE DISBURSEMENT UN	CASE# 912854739 PAYROLL 08.25.25-09	09082025	09/19/25	380.46	
101-000.000-228.010	09/08/25	MICHIGAN STATE DISBURSEMENT UN	CASE# 912516502 PAYROLL 08.25.25-09	09082025	09/19/25	625.25	
101-000.000-231.100	09/09/25	POLICE OFFICER LABOR COUNCIL	SEPTEMBER 2025	09092025	09/19/25	795.00	
101-000.000-231.430	08/26/25	ASSURITY LIFE INSURANCE COMPAN	AUGUST 2025	4004602895	09/16/25	705.34	
101-000.000-239.500	08/04/25	BIANCO TOURS	SEN CTR MICHIGAN CENTRAL TRIP (25 P.	8DI.4678	09/19/25	2,544.00	
101-000.000-239.800	08/21/25	LIVINGSTON COUNTY TREASURER	SEN CTR 2ND BUS	14331	09/19/25	196.70	
Total For Dept 000.000						5,305.83	
Dept 101.000 Township Board							
101-101.000-826.000	09/02/25	SHIFMAN FOURNIER, PLO	CAREER FIREFIGHTER'S AGREEMENT MATT	09022025	09/19/25	5,143.00	
Total For Dept 101.000 Township Board						5,143.00	
Dept 215.000 CLERK'S OFFICE							
101-215.000-861.000	09/08/25	MARY C. KUZNER	ELECTIONS REIMBURSE TRAVEL EXP	09082025	09/19/25	290.37	
101-215.000-955.000	09/08/25	MARY C. KUZNER	ELECTIONS REIMBURSE TRAVEL EXP	09082025	09/19/25	35.76	
Total For Dept 215.000 CLERK'S OFFICE						326.13	
Dept 229.000 COMPUTER/CABLE							
101-229.000-933.000	08/11/25	KNOWBE4, INC.	QUOTE #Q-1368862	INV#396132	09/19/25	4,766.60	
101-229.000-933.000	09/04/25	LEIGHTRONIX, INC.	TOTAL INFO-HD 1 YR 09/17/25-09/17/2	HSINC-1430	09/19/25	1,295.00	
Total For Dept 229.000 COMPUTER/CABLE						6,061.60	
Dept 265.000 Township Buildings							
101-265.000-752.000	08/31/25	HAMBURG HARDWARE	AUGUST 2025	08312025	09/19/25	140.05	
101-265.000-752.000	09/07/25	CHASE HOME FINANCIAL LLC	LOWES /PARKS/CEMETERY/B&G	09072025	09/19/25	163.00	
101-265.000-801.000	09/04/25	JAYS ASSURED PEST CONTROL LLC	MONTHLY SERVICE	7877	09/19/25	36.00	
101-265.000-919.000	09/03/25	WM CORPORATE SERVICES, INC.	08/01-08/31/25	0133130-1389-1	09/19/25	89.59	
101-265.000-920.000	08/25/25	DTE ENERGY	9100 086 3167 3 10405 MERRILL RD 07	09032025	09/18/25	1,227.32	
101-265.000-920.000	08/25/25	DTE ENERGY	9100 139 0346 3 10675 MERRILL RD 07	09032025	09/18/25	189.61	
101-265.000-930.000	08/31/25	STAPLES ADVANTAGE	AUGUST 2025	7006715295	09/19/25	183.97	
101-265.000-930.000	09/11/25	HIGHLAND TREATMENT INC	SEPT 2025 CONTRACT/BAC TESTING AUG	153478	09/19/25	45.00	
101-265.000-930.008	09/11/25	HIGHLAND TREATMENT INC	SEPT 2025 CONTRACT/BAC TESTING AUG	153478	09/19/25	45.00	
101-265.000-930.020	09/03/25	GREEN PASTURES	SLOW RELEASE FERTILIZER	1030655	09/19/25	271.89	
101-265.000-955.000	09/01/25	SPRINGFIELD URGENT CARE PLLC	PRE EMPLOYMENT PHYSICAL B&G/DPW-COR	364K31854	09/19/25	144.00	
Total For Dept 265.000 Township Buildings						2,535.43	
Dept 275.000 OTHER EXPENSES							
101-275.000-752.000	08/31/25	STAPLES ADVANTAGE	AUGUST 2025	7006715295	09/19/25	157.69	
101-275.000-752.000	09/05/25	APPLIED INNOVATION	CONTRACT BASE RATE 09/05-10/04/2025	2922037	09/19/25	181.01	
101-275.000-752.000	09/03/25	ADVANCED WATER TREATMENT, INC.	B&G BOTTLED WATER (1)	61226930	09/19/25	5.99	
101-275.000-752.000	09/10/25	ADVANCED WATER TREATMENT, INC.	TWP BOTTLED WATER (3)	61640951	09/19/25	17.97	
101-275.000-752.000	08/22/25	STATE OF MICHIGAN	BARICADES (8)	124015	09/19/25	1,500.00	
101-275.000-752.000	09/03/25	TOSHIBA BUSINESS SOLUTIONS	TWP CPC BILLING 08/06/25-09/05/25	6646507	09/19/25	43.85	
101-275.000-851.000	08/29/25	PITNEY BOWES GLOBAL FINANCIAL	LEASE CHARGE 06/28-09/27/2025	3321214483	09/19/25	468.45	
101-275.000-853.000	09/08/25	GREAT LAKES TELECOM	LABOR TO WORK WITH NEXTIVA/ DISGND	46385	09/19/25	600.00	
101-275.000-853.000	09/02/25	NEXTIVA, INC	09/02-10/01/25	40005248062	09/19/25	524.08	
101-275.000-955.000	09/02/25	ELECTROCYCLE, INC.	ONSITE DESTRUCTION (2) 95 GAL TOTES	67915	09/19/25	53.00	
101-275.000-960.000	09/09/25	BIG PDQ	10850 HALL RD SCAN 24/(17) 24 X 36	292428	09/19/25	49.98	
Total For Dept 275.000 OTHER EXPENSES						3,602.02	
Dept 448.000 Street Lighting							
101-448.000-926.000	08/21/25	DTE ENERGY	9100 167 2011 2 10100 VETERAND MEMO	09032025	09/17/25	23.24	

09/11/2025 09:32 AM
User: MarcyM
DB: Hamburg

INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES
POST DATES 09/01/2025 - 09/30/2025
UNJOURNALIZED OPEN
BANK CODE: GEN

Page: 2/8

Item 6.

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 General Fund							
Dept 448.000 Street Lighting							
101-448.000-926.000	08/31/25	DTE ENERGY - STREET LIGHTS	9100 4056 2340 STREET LIGHTS 08/01-	200076032705	10/10/25	1,586.19	
Total For Dept 448.000 Street Lighting						1,609.43	
Dept 567.000 CEMETERY							
101-567.000-752.000	08/31/25	HAMBURG HARDWARE	AUGUST 2025	08312025	09/19/25	13.99	
101-567.000-752.000	09/03/25	SITEONE LANDSCAPE SUPPLY, LLC	CREDIT FOR OVER CHG GRAVEL	152442618-001	09/19/25	(1.28)	
101-567.000-752.000	09/07/25	CHASE HOME FINANCIAL LLC	LOWES /PARKS/CEMETERY/B&G	09072025	09/19/25	162.99	
101-567.000-930.000	08/22/25	SITEONE LANDSCAPE SUPPLY, LLC	CEMETERY CRUSHED GRAVEL, SUPER SCAK	157103799-001	09/19/25	276.04	
101-567.000-955.000	07/15/25	MICHIGAN ASSOCIATION OF	CEMETERY MAMC CONFERENCE REG NEGRI	07152025	09/19/25	159.00	
101-567.000-955.000	08/21/25	WARD'S EQUIPMENT RENTAL, LLC	CEMETERY SCISSORS LIFT RENTAL WITH	5641	09/19/25	359.00	
Total For Dept 567.000 CEMETERY						969.74	
Dept 751.000 Recreation Board							
101-751.000-919.000	09/03/25	WM CORPORATE SERVICES, INC.	08/01-08/31/25	0133130-1389-1	09/19/25	1,123.60	
101-751.000-920.000	08/25/25	DTE ENERGY	9100 160 2734 4 3490 E M36 07/26-08	09032025	09/17/25	60.48	
101-751.000-920.000	08/25/25	DTE ENERGY	9100 122 7190 4 10511 MERRILL 07/26	09032025	09/18/25	30.26	
101-751.000-920.000	08/25/25	DTE ENERGY	9100 081 1689 9 10750 MERRILL RD 07	09032025	09/18/25	45.38	
101-751.000-920.000	08/25/25	DTE ENERGY	9100 081 1673 3 10446 MERRILL RD 07	09032025	09/18/25	400.95	
101-751.000-930.020	09/02/25	GREEN PASTURES	P&R SLOW RELEASE FERTILIZER	1030654	09/19/25	57.00	
101-751.000-930.020	09/01/25	A-TEAM POWER CLEAN LLC	SOCCER FIELD MAINTENANCE/STRIPING (	0005	09/19/25	4,166.00	
101-751.000-930.020	09/03/25	GREEN PASTURES	SLOW RELEASE FERTILIZER	1030655	09/19/25	3,109.50	
101-751.000-942.000	09/02/25	PORTABLE TOILET SERVICES LLC	08/31/25-09/27/25	107184	09/19/25	3,561.52	
101-751.000-955.000	08/31/25	HAMBURG HARDWARE	AUGUST 2025	08312025	09/19/25	193.35	
101-751.000-967.962	09/07/25	CHASE HOME FINANCIAL LLC	LOWES /PARKS/CEMETERY/B&G	09072025	09/19/25	79.20	
Total For Dept 751.000 Recreation Board						12,827.24	
Dept 800.000 LAKELAND TRAIL							
101-800.000-942.000	09/02/25	PORTABLE TOILET SERVICES LLC	08/31/25-09/27/25	107184	09/19/25	1,701.96	
Total For Dept 800.000 LAKELAND TRAIL						1,701.96	
Dept 820.000 SENIOR CENTER							
101-820.000-801.000	09/04/25	JAYS ASSURED PEST CONTROL LLC	MONTHLY SERVICE	7877	09/19/25	36.00	
101-820.000-853.000	08/22/25	CHARTER COMMUNICATIONS	SEN CTR 08.22-09.21.2025	0103913082225	09/10/25	203.63	
101-820.000-853.000	09/02/25	NEXTIVA, INC	09/02-10/01/25	40005248062	09/19/25	60.48	
101-820.000-860.000	08/21/25	LIVINGSTON COUNTY TREASURER	SENIOR CENTER TRANSPORTATION JULY 2	14330	09/19/25	2,070.00	
101-820.000-919.000	09/03/25	WM CORPORATE SERVICES, INC.	08/01-08/31/25	0133130-1389-1	09/19/25	129.65	
101-820.000-920.000	08/25/25	DTE ENERGY	9100 095 9768 3 10407 MERRILL RD 07	09032025	09/17/25	835.32	
101-820.000-930.001	08/26/25	ARMOREX	SEN CTR CLEANING SUPPLIES	0000041765	09/19/25	401.64	
101-820.000-930.020	09/03/25	GREEN PASTURES	SLOW RELEASE FERTILIZER	1030655	09/19/25	135.93	
101-820.000-955.000	08/31/25	HAMBURG HARDWARE	AUGUST 2025	08312025	09/19/25	37.96	
Total For Dept 820.000 SENIOR CENTER						3,910.61	
Total For Fund 101 General Fund						43,992.99	
Fund 204 Road Fund							
Dept 000.000							
204-000.000-805.000	08/29/25	CHLORIDE SOLUTIONS, LLC	DUST CONTROL BRINE (6000,2521,6540)	HAM082925	09/19/25	3,448.97	
Total For Dept 000.000						3,448.97	
Total For Fund 204 Road Fund						3,448.97	
Fund 206 Fire Fund							
Dept 000.000							
206-000.000-752.000	08/27/25	ADVANCED WATER TREATMENT, INC.	FD - STA 11 BOTTLED WATER (8) #6113	61139166	09/19/25	47.92	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 206 Fire Fund							
Dept 000.000							
206-000.000-752.000	08/31/25	HAMBURG HARDWARE	AUGUST 2025	08312025	09/19/25	741.22	
206-000.000-752.000	08/31/25	STAPLES ADVANTAGE	AUGUST 2025	7006715295	09/19/25	165.87	
206-000.000-752.000	09/03/25	AUTOZONE INC	FD - SUPPLIES FOR METAL POLISHING #	04320602821	09/19/25	204.65	
206-000.000-752.000	09/04/25	LAKELAND ACE HARDWARE, INC.	FD - PAINT SUPPLIES #13754/1	39176	10/07/25	17.18	
206-000.000-754.000	08/28/25	BOUND TREE MEDICAL, LLC	FD - G5 AED INTELLISENSE PEDIATRIC	85900295	09/19/25	1,727.88	
206-000.000-754.000	07/31/25	AMERICAN CASTING & MANUFACTUR	FD - DRUG GUARD SEALS #385405	385405	09/19/25	545.04	
206-000.000-759.000	08/31/25	WEX BANK	FD - FUEL CHARGES 08/01-08/31/2025	106990679	09/18/25	2,178.09	
206-000.000-768.000	08/22/25	HURON VALLEY GUNS, LLC	FD - POLOS AND EMBROIDERY #24642	246421	09/19/25	625.95	
206-000.000-768.000	08/31/25	KING KLEANERS	FD - STA 12 DRY CLEANING JULY 2025	08312025	09/19/25	175.50	
206-000.000-768.000	08/31/25	KING KLEANERS	FD - STA 11 DRY CLEANING JULY 2025	08312025	09/19/25	33.50	
206-000.000-768.000	08/26/25	MALLORY SAFETY AND SUPPLY	FD - UNIFORM POLOS #6242121	6242121	09/19/25	77.40	
206-000.000-768.000	08/26/25	MALLORY SAFETY AND SUPPLY	FD - UNIFORM SHIRTS #6241544	6241544	09/19/25	396.00	
206-000.000-853.000	09/02/25	NEXTIVA, INC	09/02-10/01/25	40005248062	09/19/25	342.72	
206-000.000-916.000	08/01/25	MARC A. VOLGER & ASSOCIATES	FD - PHTLS HYBRID PROVIDER COURSE #	25-0069	09/19/25	7,280.00	
206-000.000-919.000	09/03/25	WM CORPORATE SERVICES, INC.	08/01-08/31/25	0133130-1389-1	09/19/25	210.61	
206-000.000-920.000	08/25/25	DTE ENERGY	9100 086 3133 5 3666 E M36 07/26-08	09032025	09/18/25	1,374.62	
206-000.000-920.000	08/22/25	DTE ENERGY	9100 086 3146 7 10100 VETERANS MEMO	09032025	09/17/25	1,621.09	
206-000.000-920.100	08/25/25	DTE ENERGY	9100 086 3118 6 10991 HAMBURG RD 07	09032025	09/18/25	17.82	
206-000.000-920.100	08/25/25	DTE ENERGY	9200 279 0880 4 8661 PETTYSVILLE 07	09032025	09/17/25	22.02	
206-000.000-920.100	08/25/25	DTE ENERGY	9200 279 0883 8 2789 E M36 07/29-08	09032025	09/17/25	22.02	
206-000.000-920.100	08/25/25	DTE ENERGY	9200 279 0878 8 9470 CHILSON RD 07/	09032025	09/17/25	22.02	
206-000.000-920.100	08/25/25	DTE ENERGY	9200 279 0879 6 6730 STRAWBERRY LAK	09032025	09/17/25	22.02	
206-000.000-920.100	08/25/25	DTE ENERGY	9100 114 5063 2 4752 STRAWBERRY LAK	09032025	09/17/25	21.82	
206-000.000-920.100	08/25/25	DTE ENERGY	9200 190 0960 3 7602 CHILSON 07/26-	09032025	09/17/25	21.82	
206-000.000-920.100	08/22/25	DTE ENERGY	9100 167 2020 3 7701 HAMBURG RD 07/	09032025	09/17/25	23.34	
206-000.000-920.100	08/21/25	DTE ENERGY	9200 279 0885 3 2952 SHEHAN RD 07/2	09032025	09/13/25	22.02	
206-000.000-920.100	08/21/25	DTE ENERGY	9200 279 0884 6 7201 WINANS RD 07/2	09032025	09/13/25	22.02	
206-000.000-921.000	08/11/25	CONSUMERS ENERGY	1030 4914 0645 3666 E M 36 07/15-08	204123841038	09/05/25	54.27	
206-000.000-930.003	09/04/25	FRONTIER SERVICE PARTNERS INC	FD - STA 12 HVAC REPAIR #176511373	176511373	09/19/25	740.00	
206-000.000-930.003	09/04/25	FRONTIER SERVICE PARTNERS INC	FD - STA 11 HVAC REPAIR, MAINTENANC	176514099	09/19/25	1,430.00	
206-000.000-930.003	09/08/25	FRONTIER SERVICE PARTNERS INC	FD - STA 12 HVAC REPAIR/MAINTENANCE	176731078	09/19/25	1,695.09	
206-000.000-930.020	09/02/25	GREEN PASTURES	FD SLOW RELEASE FERTILIZER	1030652	09/19/25	313.00	
206-000.000-930.020	09/02/25	GREEN PASTURES	FD SLOW RELEASE FERTILIZER	1030653	09/19/25	107.00	
206-000.000-932.000	08/30/25	LAKELAND ACE HARDWARE, INC.	FD - VEH MAINTENANCE ITEMS #13737/1	13737	08/19/25	31.17	
206-000.000-932.000	09/03/25	RANDY'S SERVICE STATION INC.	FD - ENG 1 NEW TIRES	16164	09/19/25	3,730.00	
206-000.000-958.000	09/04/25	MICHAEL STEINAWAY	FD REIMBURSE EMS LICENSE RENEWAL	09042025	09/19/25	25.00	
Total For Dept 000.000						26,107.69	
Total For Fund 206 Fire Fund						26,107.69	
Fund 207 Police Fund							
Dept 000.000							
207-000.000-752.000	08/31/25	HAMBURG HARDWARE	AUGUST 2025	08312025	09/19/25	65.50	
207-000.000-752.000	09/08/25	IMAGE BUSINESS SOLUTIONS, INC	PD 08/09/25-09/08/25	288591	09/19/25	67.18	
207-000.000-752.000	09/09/25	OFFICE EXPRESS, INC.	PD COPY PAPER	579654	09/19/25	147.90	
207-000.000-759.000	08/31/25	WEX FLEET UNIVERSAL	PD FUEL CHARGES FOR PATROL CARS 08/	107030797	09/26/25	3,885.05	
207-000.000-768.000	08/18/25	HURON VALLEY GUNS, LLC	PD NEW UNIFORMS FOR SGT HARVEY	246207	09/19/25	331.96	
207-000.000-768.000	09/05/25	HURON VALLEY GUNS, LLC	PD NEW UNIFORMS FOR SGT HARVEY	247374	09/19/25	54.00	
207-000.000-768.000	09/05/25	HURON VALLEY GUNS, LLC	PD NEW UNIFORMS FOR OFC HUCK	247377	09/19/25	179.98	
207-000.000-768.000	09/05/25	HURON VALLEY GUNS, LLC	PD NEW UNIFORMS FOR SGT LOCKE	247378	09/19/25	239.97	
207-000.000-768.000	09/04/25	PRO-TECH SALES	PD ID SETS PANELS-FISCHHABER	INV5411	09/19/25	24.00	
207-000.000-768.500	09/03/25	KING KLEANERS	PD UNIFORM CLEANING AUGUST 2025	09032025	09/19/25	246.00	
207-000.000-801.000	09/01/25	TRANSUNION RISK AND ALTERNATIV	PD MONTHLY USAGE CHARGES 08/01/2025	378853-202508-1	09/19/25	75.00	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 207 Police Fund							
Dept 000.000							
207-000.000-801.000	09/08/25	CRH OHIO LTD	PD WATER BOTTLE(8) DELIVERY AND DEP	999523	09/19/25	117.91	
207-000.000-801.000	09/04/25	JAYS ASSURED PEST CONTROL LLC	MONTHLY SERVICE	7877	09/19/25	85.00	
207-000.000-801.000	09/03/25	WM CORPORATE SERVICES, INC.	08/01-08/31/25	0133130-1389-1	09/19/25	123.96	
207-000.000-853.000	09/02/25	NEXTIVA, INC	09/02-10/01/25	40005248062	09/19/25	564.48	
207-000.000-916.000	08/28/25	DEWOLF & ASSOCIATES	PD FIRST LINE SUPERVISION - FISCHHA	3904	09/19/25	595.00	
207-000.000-916.000	09/08/25	DARIUSZ NISENBAUM	PD REIMBURSE MEAL/TRAVEL	09082025	09/19/25	28.00	
207-000.000-920.000	08/25/25	DTE ENERGY	9100 160 2711 2 10409 MERRILL 07/26	09032025	09/18/25	1,760.57	
207-000.000-930.002	08/31/25	STAPLES ADVANTAGE	AUGUST 2025	7006715295	09/19/25	215.16	
207-000.000-930.002	09/11/25	HIGHLAND TREATMENT INC	SEPT 2025 CONTRACT/BAC TESTING AUG	153478	09/19/25	45.00	
207-000.000-930.020	09/03/25	GREEN PASTURES	SLOW RELEASE FERTILIZER	1030655	09/19/25	135.93	
207-000.000-932.000	08/27/25	GENESIS CDJR OF PINCKNEY LLC	PD 2021 DODGE DURANGO DRIVERS SIDE	507387	09/19/25	125.00	
207-000.000-933.300	09/04/25	STATE OF MICHIGAN	PD GATEWAY TO GATEWAY VPN CONNECTION	551-662594	09/19/25	552.00	
207-000.000-980.000	08/28/25	STATE OF MICHIGAN	PD ACTIVATION FEE FOR 4 PREP RADIOS	25-000881	10/02/25	1,000.00	
207-000.000-981.000	09/08/25	W-4 SIGNS	PD CHARGER PACKAGE #7004	30028	09/19/25	684.00	
Total For Dept 000.000						11,348.55	
Total For Fund 207 Police Fund						11,348.55	
Fund 252 HAMBURG TWP AQUATIC WEED CONTROL SAD							
Dept 000.000							
252-000.000-803.000	08/28/25	AQUA-WEED CONTROL INC.	CHAIN OF LAKES TREATMENT	23843	09/19/25	14,602.50	
252-000.000-803.000	08/28/25	AQUA-WEED CONTROL INC.	CHAIN OF LAKES TREAMENT	23844	09/19/25	6,896.25	
Total For Dept 000.000						21,498.75	
Total For Fund 252 HAMBURG TWP AQUATIC WEED CONTR						21,498.75	
Fund 272 Rustic/Lake Pointe Road SAD							
Dept 000.000							
272-000.000-802.000	09/05/25	BIG BARNEY'S ROAD MAINTENANCE	SUMMER HOWELL RUSTIC & LAKE POINTE	4679	09/19/25	575.00	
272-000.000-802.000	09/09/25	BOB MYERS EXCAVATING INC	GRADE ROADS-RUSTIC & LAKE POINTE DR	2024-490	09/19/25	450.00	
Total For Dept 000.000						1,025.00	
Total For Fund 272 Rustic/Lake Pointe Road SAD						1,025.00	
Fund 276 Community Dr SAD - Road Maint							
Dept 000.000							
276-000.000-802.000	09/09/25	BOB MYERS EXCAVATING INC	ROAD GRADE COMMUNIOTY DR 09.04.25	2024-487	09/19/25	300.00	
Total For Dept 000.000						300.00	
Total For Fund 276 Community Dr SAD - Road Maint						300.00	
Fund 279 Riverside/Century/Lagoon SAD							
Dept 000.000							
279-000.000-802.000	09/04/25	BIG BARNEY'S ROAD MAINTENANCE	SUMMER HOWELL RIVERSIDE, CENTURY, L	4659	09/19/25	2,450.00	
279-000.000-802.000	09/09/25	BOB MYERS EXCAVATING INC	ROAD GRADE RIVERSIDE, CENTURY,LAGOO	2024-486	09/19/25	1,475.00	
Total For Dept 000.000						3,925.00	
Total For Fund 279 Riverside/Century/Lagoon SAD						3,925.00	
Fund 282 Mumford Park Lighting SAD							
Dept 000.000							
282-000.000-926.000	08/25/25	DTE ENERGY	9100 086 3102 0 11332 ALGONQUIN 07/	09032025	09/17/25	157.05	
Total For Dept 000.000						157.05	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 282 Mumford Park Lighting SAD							
Total For Fund 282 Mumford Park Lighting SAD						157.05	
Fund 283 KINGSTON DRIVE MAINTENANCE SAD							
Dept 000.000							
283-000.000-802.000	09/05/25	BIG BARNEY'S ROAD MAINTENANCE	SUMMER-HOWELL KINGSTON DR AREA	4678	09/19/25	1,200.00	
283-000.000-802.000	09/09/25	BOB MYERS EXCAVATING INC	ROAD GRADE KINGSTON DR 09.05.25	2024-489	09/19/25	1,250.00	
Total For Dept 000.000						2,450.00	
Total For Fund 283 KINGSTON DRIVE MAINTENANCE SAD						2,450.00	
Fund 284 Winans Drive SAD							
Dept 000.000							
284-000.000-802.000	09/09/25	BOB MYERS EXCAVATING INC	ROAD GRADE WINANS DR 09.04.25	2024-488	09/19/25	475.00	
Total For Dept 000.000						475.00	
Total For Fund 284 Winans Drive SAD						475.00	
Fund 590 SEWER FUND							
Dept 527.000 SEWER OPERATING							
590-527.000-751.100	08/21/25	CUSTOM TOOL & MACHINE	DPW E-ONE CASTINGS(9)/ PUMP HEADFS	3076	09/19/25	2,565.00	
590-527.000-752.000	08/31/25	HAMBURG HARDWARE	AUGUST 2025	08312025	09/19/25	152.31	
590-527.000-752.000	08/27/25	ADVANCED WATER TREATMENT, INC.	DPW BOTTLED WATER (2) REMTA; 2 MO	61122984	09/19/25	25.98	
590-527.000-752.000	07/11/25	HD SUPPLY, INC.	RO MEMBRANCE-NOT ORDERED-RETURNED A	INV00764520	09/19/25	234.00	
590-527.000-752.000	08/25/25	LAKELAND ACE HARDWARE, INC.	DPW FASTENERS	13709	09/19/25	9.90	
590-527.000-752.000	08/28/25	TRACTOR SUPPLY CREDIT PLAN	INSECTICIDE/PUMP/WARRANTY	961040	09/19/25	239.97	
590-527.000-768.000	08/31/25	KING KLEANERS	DPW LAUNDRY	08302025	09/19/25	82.00	
590-527.000-768.000	09/04/25	RED WING BUSINESS ADVANTAGE AC	DPW WARD BOOTS	1589645	09/19/25	250.00	
590-527.000-768.000	09/04/25	TRACTOR SUPPLY CREDIT PLAN	DPW REBAR PANT/UTILITY PANT/CANVAS	962563	09/19/25	142.97	
590-527.000-768.000	09/04/25	TRACTOR SUPPLY CREDIT PLAN	DPW UTILITY PANT/CANVASS PANT/DUNGA	962562	09/19/25	107.97	
590-527.000-843.000	08/25/25	SPRINGFIELD URGENT CARE PLLC	KELLER, RETURN TO WORK PHYSICAL	321K31854	09/19/25	429.00	
590-527.000-843.000	09/01/25	SPRINGFIELD URGENT CARE PLLC	PRE EMPLOYMENT PHYSICAL B&G/DPW-COR	364K31854	09/19/25	429.00	
590-527.000-851.000	08/12/25	KCI	HAMBURG PREPAID POSTAGE UB BILLING	PA-1242168	09/19/25	3,558.00	
590-527.000-853.000	08/22/25	VERIZON WIRELESS	08/23-09/22/25 /B2B MW VISION PHONE	6121744200	09/14/25	530.65	
590-527.000-920.000	08/22/25	DTE ENERGY	9100 081 1657 6 10090 HAMBURG RD 07	09032025	09/17/25	271.39	
590-527.000-920.000	08/22/25	DTE ENERGY	9100 141 9399 9 6414 WINANS LAKE 07	09032025	09/17/25	182.68	
590-527.000-920.000	08/25/25	DTE ENERGY	9200 190 0961 1 9464 KRESS RD 07/26	09032025	09/18/25	1,042.41	
590-527.000-920.000	08/22/25	DTE ENERGY	9100 086 3063 4 8520 HAMBURG RD 07/	09032025	09/17/25	466.70	
590-527.000-920.000	08/03/25	DTE ENERGY	9100 114 4947 7 4498 CORDLEY LK RD	09032025	09/10/25	5.48	
590-527.000-920.000	08/27/25	DTE ENERGY	9100 160 2723 7 4320 CORDLEY LK RD	09032025	09/20/25	276.09	
590-527.000-920.000	09/02/25	DTE ENERGY	9200 189 1753 3 9251 REGENCY 08/02-	09092025	09/26/25	45.12	
590-527.000-921.000	08/29/25	CONSUMERS ENERGY	1030 4914 0678 10090 HAMBURG RD 07/	201098289394	09/26/25	21.48	
590-527.000-931.000	08/21/25	CAS DATALOGGERS	DPW ODALOG CALIBRATION/FREIGHT	802533	09/19/25	203.81	
590-527.000-934.100	09/02/25	C & E CONSTRUCTION CO., INC.	DPW EMERGENCY REPAIR 9676 ZUKEY DR	3095	09/19/25	3,435.36	
590-527.000-934.100	09/08/25	COMPREHENSIVE CONTRACTING LLC	DPW EMERGENCY REPAIR 5690 TRAILSIDE	982025	09/19/25	2,730.00	
590-527.000-934.100	09/08/25	COMPREHENSIVE CONTRACTING LLC	DPW EXCAVATE AREOUND TFC FOR LOWERI	09082025	09/19/25	2,000.00	
590-527.000-952.200	08/29/25	MERIT LABORATORIES	HAMBURG	76895	09/19/25	1,890.00	
590-527.000-955.000	09/03/25	FEDEX	DPW OUTGOING FREIGHT	8-978-63268	09/19/25	17.51	
Total For Dept 527.000 SEWER OPERATING						21,344.78	
Dept 537.000							
590-537.000-752.000	08/27/25	ADVANCED WATER TREATMENT, INC.	WWTP RENTAL JULY/AUG	61138038	09/19/25	14.00	
590-537.000-853.000	09/02/25	NEXTIVA, INC	09/02-10/01/25	40005248062	09/19/25	20.16	
590-537.000-919.000	09/03/25	WM CORPORATE SERVICES, INC.	08/01-08/31/25	0133130-1389-1	09/19/25	89.59	
590-537.000-920.000	08/25/25	DTE ENERGY	9100 086 3078 2 6400 EM36 07/25-08/	09032025	09/18/25	7,158.49	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 590 SEWER FUND							
Dept 537.000							
590-537.000-952.000	08/29/25	MERIT LABORATORIES	HAMBURG	76895	09/19/25	3,663.00	
590-537.000-952.100	08/29/25	MERIT LABORATORIES	PORTAGE LAKE	77120	09/19/25	3,167.00	
590-537.000-952.200	08/29/25	MERIT LABORATORIES	HAMBURG	76895	09/19/25	21,000.00	
Total For Dept 537.000						35,112.24	
Dept 538.000							
590-538.000-955.000	08/28/25	LIVINGSTON COUNTY REGISTER OF EASEMENT GRANT FORM / SEWER AGREEMENT		08282025	09/19/25	60.00	
Total For Dept 538.000						60.00	
Total For Fund 590 SEWER FUND						56,517.02	
Fund 703 Winter Tax Collection Fund							
Dept 000.000							
703-000.000-275.000	09/03/25	LERETA, LLC	REFUND TAX OVERPAYMENT 4715-27-200	09032025	09/19/25	2,110.41	
Total For Dept 000.000						2,110.41	
Total For Fund 703 Winter Tax Collection Fund						2,110.41	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund Totals:							
			Fund 101 General Fund			43,992.99	
			Fund 204 Road Fund			3,448.97	
			Fund 206 Fire Fund			26,107.69	
			Fund 207 Police Fund			11,348.55	
			Fund 252 HAMBURG TWP AQUATIC WEED CON			21,498.75	
			Fund 272 Rustic/Lake Pointe Road SAD			1,025.00	
			Fund 276 Community Dr SAD - Road Main			300.00	
			Fund 279 Riverside/Century/Lagoon SAD			3,925.00	
			Fund 282 Mumford Park Lighting SAD			157.05	
			Fund 283 KINGSTON DRIVE MAINTENANCE S			2,450.00	
			Fund 284 Winans Drive SAD			475.00	
			Fund 590 SEWER FUND			56,517.02	
			Fund 703 Winter Tax Collection Fund			2,110.41	
Total For All Funds:							173,356.43
--- TOTALS BY GL DISTRIBUTION ---							
		101-000.000-228.010	MI CHILD SUPPORT WITHHOLDING			1,064.79	
		101-000.000-231.100	DUE TO UNION DUES			795.00	
		101-000.000-231.430	DUE TO ASSURITY			705.34	
		101-000.000-239.500	SENIOR CENTER TRIP DEPOSITS			2,544.00	
		101-000.000-239.800	LETS TRANSPORTATION FEE			196.70	
		101-101.000-826.000	LEGAL FEES			5,143.00	
		101-215.000-861.000	MILEAGE			290.37	
		101-215.000-955.000	SUNDRY			35.76	
		101-229.000-933.000	SOFTWARE MAINTENANCE			6,061.60	
		101-265.000-752.000	SUPPLIES & SMALL EQUIPMENT			303.05	
		101-265.000-801.000	CONTRACTUAL SERVICES			36.00	
		101-265.000-919.000	TRASH DISPOSAL			89.59	
		101-265.000-920.000	ELECTRIC			1,416.93	
		101-265.000-930.000	MAINTENANCE TWP HALL			228.97	
		101-265.000-930.008	MAINTENANCE LIBRARY			45.00	
		101-265.000-930.020	MAINTENANCE - FERTILIZER			271.89	
		101-265.000-955.000	SUNDRY			144.00	
		101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT			1,906.51	
		101-275.000-851.000	POSTAGE			468.45	
		101-275.000-853.000	PHONE/COMM/INTERNET			1,124.08	
		101-275.000-955.000	SUNDRY			53.00	
		101-275.000-960.000	FOIA EXPENSES			49.98	
		101-448.000-926.000	STREET LIGHTING			1,609.43	
		101-567.000-752.000	SUPPLIES & SMALL EQUIPMENT			175.70	
		101-567.000-930.000	MAINTENANCE			276.04	
		101-567.000-955.000	SUNDRY			518.00	
		101-751.000-919.000	TRASH DISPOSAL			1,123.60	
		101-751.000-920.000	ELECTRIC			537.07	
		101-751.000-930.020	SPORTS FIELD MAINTENANCE			7,332.50	
		101-751.000-942.000	PORTABLE TOILETS			3,561.52	
		101-751.000-955.000	SUNDRY			193.35	
		101-751.000-967.962	SPECIAL PROJECTS - MISC IMPROVEMENT			79.20	
		101-800.000-942.000	PORTABLE TOILETS			1,701.96	
		101-820.000-801.000	CONTRACTUAL SERVICES			36.00	
		101-820.000-853.000	PHONE/COMM/INTERNET			264.11	
		101-820.000-860.000	TRANSPORTATION			2,070.00	
		101-820.000-919.000	TRASH DISPOSAL			129.65	
		101-820.000-920.000	ELECTRIC			835.32	
		101-820.000-930.001	MAINTENANCE COMM CENTER			401.64	
		101-820.000-930.020	MAINTENACE - FERTILIZER			135.93	
		101-820.000-955.000	SUNDRY			37.96	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		204-000.000-805.000	CHLORIDING			3,448.97	
		206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT			1,176.84	
		206-000.000-754.000	MEDICAL AND SCENE SUPPLIES			2,272.92	
		206-000.000-759.000	VEHICLE FUEL			2,178.09	
		206-000.000-768.000	UNIFORMS/ACCESSORIES			1,308.35	
		206-000.000-853.000	PHONE/COMM/INTERNET			342.72	
		206-000.000-916.000	TRAINING			7,280.00	
		206-000.000-919.000	TRASH DISPOSAL			210.61	
		206-000.000-920.000	ELECTRIC			2,995.71	
		206-000.000-920.100	SIREN ELECTRIC USAGE			216.92	
		206-000.000-921.000	NATURAL GAS/HEAT			54.27	
		206-000.000-930.003	MAINTENANCE FIRE HALL			3,865.09	
		206-000.000-930.020	MAINTENANCE - FERTILIZER			420.00	
		206-000.000-932.000	VEHICLE MAINTENANCE			3,761.17	
		206-000.000-958.000	DUES/SUBSCRIP/RECERTIFICATION			25.00	
		207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT			280.58	
		207-000.000-759.000	VEHICLE FUEL			3,885.05	
		207-000.000-768.000	UNIFORMS/ACCESSORIES			829.91	
		207-000.000-768.500	UNIFORM CLEANING			246.00	
		207-000.000-801.000	CONTRACTUAL SERVICES			401.87	
		207-000.000-853.000	PHONE/COMM/INTERNET			564.48	
		207-000.000-916.000	TRAINING			623.00	
		207-000.000-920.000	ELECTRIC			1,760.57	
		207-000.000-930.002	MAINTENANCE POLICE BUILDING			260.16	
		207-000.000-930.020	MAINTENANCE - FERTILIZER			135.93	
		207-000.000-932.000	VEHICLE MAINTENANCE			125.00	
		207-000.000-933.300	LAW ENFORCEMENT INFO NETWORK			552.00	
		207-000.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP			1,000.00	
		207-000.000-981.000	CAPITAL EXPENSE - VEHICLE			684.00	
		252-000.000-803.000	AQUATIC WEED CONTROL			21,498.75	
		272-000.000-802.000	ROAD IMPROVEMENT			1,025.00	
		276-000.000-802.000	ROAD IMPROVEMENT			300.00	
		279-000.000-802.000	ROAD IMPROVEMENT			3,925.00	
		282-000.000-926.000	STREET LIGHTING			157.05	
		283-000.000-802.000	ROAD IMPROVEMENT			2,450.00	
		284-000.000-802.000	ROAD IMPROVEMENT			475.00	
		590-527.000-751.100	GRINDER PUMP PARTS			2,565.00	
		590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT			662.16	
		590-527.000-768.000	UNIFORMS/ACCESSORIES			582.94	
		590-527.000-843.000	MISC MEDICAL EXPENSES			858.00	
		590-527.000-851.000	POSTAGE			3,558.00	
		590-527.000-853.000	PHONE/COMM/INTERNET			530.65	
		590-527.000-920.000	ELECTRIC			2,289.87	
		590-527.000-921.000	NATURAL GAS/HEAT			21.48	
		590-527.000-931.000	EQUIPMENT MAINT/REPAIR			203.81	
		590-527.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE			8,165.36	
		590-527.000-952.200	PFAS			1,890.00	
		590-527.000-955.000	SUNDRY			17.51	
		590-537.000-752.000	SUPPLIES & SMALL EQUIPMENT			14.00	
		590-537.000-853.000	PHONE/COMM/INTERNET			20.16	
		590-537.000-919.000	TRASH DISPOSAL			89.59	
		590-537.000-920.000	ELECTRIC			7,158.49	
		590-537.000-952.000	LAB ANALYSIS - WWTP			3,663.00	
		590-537.000-952.100	LAB ANALYSIS FEES - PORTAGE			3,167.00	
		590-537.000-952.200	PFAS			21,000.00	
		590-538.000-955.000	SUNDRY			60.00	
		703-000.000-275.000	OVER/UNDER PAYMENTS			2,110.41	

09/11/2025 09:25 AM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

Page: 1/42

POST DATES 09/01/2025 - 09/30/2025

UNJOURNALIZED OPEN

Item 6.

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.	09/09/2025	61122984	GEN	DPW BOTTLED WATER (2) REMTA; 2 MO	
82004	PO BOX 339	09/19/2025		N		25.98
08/27/2025	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		09/19/2025		N		25.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	25.98

ADVANCED02	ADVANCED WATER TREATMENT, INC.	09/09/2025	61138038	GEN	WWTP RENTAL JULY/AUG	
82005	PO BOX 339	09/19/2025		N		14.00
08/27/2025	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		09/19/2025		N		14.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-752.000	SUPPLIES & SMALL EQUIPMENT	14.00

ADVANCED02	ADVANCED WATER TREATMENT, INC.	09/03/2025	61139166	GEN	FD - STA 11 BOTTLED WATER (8) #61139	
81937	PO BOX 339	09/19/2025	20250626	N		47.92
08/27/2025	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		09/19/2025		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.	09/10/2025	61226930	GEN	B&G BOTTLED WATER (1)	
82019	PO BOX 339	09/19/2025		N		5.99
09/03/2025	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		09/19/2025		N		5.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	5.99

ADVANCED02	ADVANCED WATER TREATMENT, INC.	09/10/2025	61640951	GEN	TWP BOTTLED WATER (3)	
82072	PO BOX 339	09/19/2025		N		17.97
09/10/2025	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		09/19/2025		N		17.97

Open

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

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:						111.86
AM CASTING	AMERICAN CASTING & MANUFACTURING	09/09/2025	385405	GEN	FD - DRUG GUARD SEALS #385405	
82006	51 COMMERCIAL STREET	09/19/2025	20250569	N		545.04
07/31/2025	PLAINVIEW NY, 11803	/ /	0.0000	N		0.00
		09/19/2025		Y		545.04

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-754.000	DRUG GUARD SEALS, RED	525.00	525.00
206-000.000-754.000	FREIGHT	20.04	20.04
		545.04	545.04
		VENDOR TOTAL:	545.04

AMERICAN02	APPLIED INNOVATION	09/09/2025	2922037	GEN	CONTRACT BASE RATE 09/05-10/04/2025	
82007	7718 SOLUTION CENTER	09/19/2025		N		181.01
09/05/2025	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		09/19/2025		N		181.01

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	181.01

09/11/2025 09:25 AM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

Page: 3/42

POST DATES 09/01/2025 - 09/30/2025

UNJOURNALIZED OPEN

BANK CODE: GEN

Item 6.

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		

AQUAWEEDCT	AQUA-WEED CONTROL INC.	09/09/2025	23843	GEN	CHAIN OF LAKES TREATMENT	
82008	414 HADLEY ST	09/19/2025		N		14,602.50
08/28/2025	HOLLY MI, 48442	/ /	0.0000	N		0.00
		09/19/2025		N		14,602.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
252-000.000-803.000	AQUATIC WEED CONTROL	14,602.50

AQUAWEEDCT	AQUA-WEED CONTROL INC.	09/09/2025	23844	GEN	CHAIN OF LAKES TREATMENT	
82009	414 HADLEY ST	09/19/2025		N		6,896.25
08/28/2025	HOLLY MI, 48442	/ /	0.0000	N		0.00
		09/19/2025		N		6,896.25

Open

GL NUMBER	DESCRIPTION	AMOUNT
252-000.000-803.000	AQUATIC WEED CONTROL	6,896.25

VENDOR TOTAL:	21,498.75
---------------	-----------

ARMOREX	ARMOREX	09/03/2025	0000041765	GEN	SEN CTR CLEANING SUPPLIES	
81990	7109 DAN MCGUIRE DR	09/19/2025		N		401.64
08/26/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		09/19/2025		Y		401.64

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-820.000-930.001	MAINTENANCE COMM CENTER	401.64

VENDOR TOTAL:	401.64
---------------	--------

ASSURITY	ASSURITY LIFE INSURANCE COMPANY	09/03/2025	4004602895	GEN	AUGUST 2025	
81996	PO BOX 82533	09/16/2025		N		705.34
08/26/2025	LINCOLN NE, 68501-2533	/ /	0.0000	N		0.00
		09/16/2025		N		705.34

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-231.430	DUE TO ASSURITY	705.34

VENDOR TOTAL:	705.34
---------------	--------

09/11/2025 09:25 AM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

Page: 4/42

POST DATES 09/01/2025 - 09/30/2025

UNJOURNALIZED OPEN

Item 6.

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		
ATEAMPWRCL	A-TEAM POWER CLEAN LLC	09/09/2025	0005	GEN	SOCCER FIELD MAINTENANCE/STRIPING (S	
82003	7890 VAN RADEN STREET	09/19/2025		N		4,166.00
09/01/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		09/19/2025		Y		4,166.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-930.020	SPORTS FIELD MAINTENANCE	4,166.00

VENDOR TOTAL: 4,166.00

AUTOZONE	AUTOZONE INC	09/10/2025	04320602821	GEN	FD - SUPPLIES FOR METAL POLISHING #0	
82073	P.O. BOX 116067	09/19/2025	20250639	N		204.65
09/03/2025	ATLANTA GA, 30368-6067	/ /	0.0000	N		0.00
		09/19/2025		N		204.65

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-752.000	WHITE DIAMOND METAL POLISH	17.45	17.45
206-000.000-752.000	GRIOTS ORBITAL POLISHER	187.20	187.20
		204.65	204.65

VENDOR TOTAL: 204.65

BIANCOTR01	BIANCO TOURS	09/10/2025	8DI.4678	GEN	SEN CTR MICHIGAN CENTRAL TRIP (25 PA	
82021	12555 UNIVERSAL DR.	09/19/2025		N		2,544.00
08/04/2025	TAYLOR MI, 48180	/ /	0.0000	N		0.00
		09/19/2025		Y		2,544.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-239.500	SENIOR CENTER TRIP DEPOSITS	2,544.00

VENDOR TOTAL: 2,544.00

09/11/2025 09:25 AM
User: MarcyM
DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES
POST DATES 09/01/2025 - 09/30/2025
UNJOURNALIZED OPEN

Page: 5/42

Item 6.

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		
BIGBARNE01	BIG BARNEY'S ROAD MAINTENANCE INC.	09/09/2025	4659	GEN	SUMMER HOWELL RIVERSIDE, CENTURY, LA	
82012		09/19/2025		N		2,450.00
	PO BOX 483					
09/04/2025	HOWELL MI, 48844-0483	/ /	0.0000	N		0.00
		09/19/2025		Y		2,450.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
279-000.000-802.000	ROAD IMPROVEMENT	2,450.00

BIGBARNE01	BIG BARNEY'S ROAD MAINTENANCE INC.	09/09/2025	4678	GEN	SUMMER-HOWELL KINGSTON DR AREA	
82010		09/19/2025		N		1,200.00
	PO BOX 483					
09/05/2025	HOWELL MI, 48844-0483	/ /	0.0000	N		0.00
		09/19/2025		Y		1,200.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
283-000.000-802.000	ROAD IMPROVEMENT	1,200.00

BIGBARNE01	BIG BARNEY'S ROAD MAINTENANCE INC.	09/09/2025	4679	GEN	SUMMER HOWELL RUSTIC & LAKE POINTE	
82011		09/19/2025		N		575.00
	PO BOX 483					
09/05/2025	HOWELL MI, 48844-0483	/ /	0.0000	N		0.00
		09/19/2025		Y		575.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
272-000.000-802.000	ROAD IMPROVEMENT	575.00

VENDOR TOTAL:						4,225.00
BUSINESS02	BIG PDQ	09/10/2025	292428	GEN	10850 HALL RD SCAN 24/(17) 24 X 36	
82020	BUSINESS IMAGING GROUP - BIG PDQ	09/19/2025		N		49.98
	7475 GRAND RIVER RD					
09/09/2025	BRIGHTON MI, 48114-9383	/ /	0.0000	N		0.00
		09/19/2025		Y		49.98
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-960.000	FOIA EXPENSES	49.98

VENDOR TOTAL:

4 43

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		
MYERSEXC01	BOB MYERS EXCAVATING INC	09/10/2025	2024-486	GEN	ROAD GRADE RIVERSIDE, CENTURY, LAGOON	
82023	8111 HAMMEL ROAD	09/19/2025		N		1,475.00
09/09/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		09/19/2025		N		1,475.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
279-000.000-802.000	ROAD IMPROVEMENT	1,475.00

MYERSEXC01	BOB MYERS EXCAVATING INC	09/10/2025	2024-487	GEN	ROAD GRADE COMMUNIOTY DR 09.04.25	
82024	8111 HAMMEL ROAD	09/19/2025		N		300.00
09/09/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		09/19/2025		N		300.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
276-000.000-802.000	ROAD IMPROVEMENT	300.00

MYERSEXC01	BOB MYERS EXCAVATING INC	09/10/2025	2024-488	GEN	ROAD GRADE WINANS DR 09.04.25	
82025	8111 HAMMEL ROAD	09/19/2025		N		475.00
09/09/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		09/19/2025		N		475.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
284-000.000-802.000	ROAD IMPROVEMENT	475.00

MYERSEXC01	BOB MYERS EXCAVATING INC	09/10/2025	2024-489	GEN	ROAD GRADE KINGSTON DR 09.05.25	
82026	8111 HAMMEL ROAD	09/19/2025		N		1,250.00
09/09/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		09/19/2025		N		1,250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
283-000.000-802.000	ROAD IMPROVEMENT	1,250.00

MYERSEXC01	BOB MYERS EXCAVATING INC	09/10/2025	2024-490	GEN	GRADE ROADS-RUSTIC & LAKE POINTE DR	
82022	8111 HAMMEL ROAD	09/19/2025		N		450.00
09/09/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		09/19/2025		N		450.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
272-000.000-802.000	ROAD IMPROVEMENT	450.00

09/11/2025 09:25 AM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

POST DATES 09/01/2025 - 09/30/2025

Page: 7/42

Item 6.

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: 3,950.00

BOUNDTREE1	BOUND TREE MEDICAL, LLC	09/03/2025	85900295	GEN	FD - G5 AED INTELLISENSE PEDIATRIC P	
81991	23537 NETWORK PLACE	09/19/2025	20250631	N		1,727.88
08/28/2025	CHICAGO IL, 60673-1235	/ /	0.0000	N		0.00
		09/19/2025		Y		1,727.88

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-754.000	G5 AED PEDIATRIC PADS	1,727.88	1,727.88

VENDOR TOTAL: 1,727.88

C&ECONTR01	C & E CONSTRUCTION CO., INC.	09/03/2025	3095	GEN	DPW EMERGENCY REPAIR 9676 ZUKEY DR	
81938	P.O. BOX 1359	09/19/2025		N		3,435.36
09/02/2025	HIGHLAND MI, 48357	/ /	0.0000	N		0.00
		09/19/2025		N		3,435.36

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE	3,435.36

VENDOR TOTAL: 3,435.36

CAS DATA	CAS DATALOGGERS	09/09/2025	S02533	GEN	DPW ODALOG CALIBRATION/FREIGHT	
82013	8437 MAYFIELD RD.	09/19/2025		N		203.81
	UNIT 104					
08/21/2025	CHESTERLAND OH, 44026	/ /	0.0000	N		0.00
		09/19/2025		Y		203.81

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-931.000	EQUIPMENT MAINT/REPAIR	203.81

VENDOR TOTAL: 203.81

09/11/2025 09:25 AM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

POST DATES 09/01/2025 - 09/30/2025

Page: 8/42

Item 6.

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		

CHARTERC01	CHARTER COMMUNICATIONS	09/04/2025	0103913082225	GEN	SEN CTR 08.22-09.21.2025	
82000	PO BOX 94188	09/10/2025		N		203.63
08/22/2025	PALATINE IL, 60094-4188	/ /	0.0000	N		0.00
		09/10/2025		N		203.63

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-820.000-853.000	PHONE/COMM/INTERNET	203.63

VENDOR TOTAL: 203.63

CHASEHOM01	CHASE HOME FINANCIAL LLC	09/09/2025	09072025	GEN	LOWES /PARKS/CEMETERY/B&G	
82014	1 FIRST AMERICAN WESTLAKE	09/19/2025		N		405.19
09/07/2025	WESTLAKE TX, 76262	/ /	0.0000	N		0.00
		09/19/2025		N		405.19

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-567.000-752.000	SUPPLIES & SMALL EQUIPMENT	162.99
101-751.000-967.962	SPECIAL PROJECTS - MISC IMPROVEMENT	79.20
101-265.000-752.000	SUPPLIES & SMALL EQUIPMENT	163.00
		405.19

VENDOR TOTAL: 405.19

CHLORIDESO	CHLORIDE SOLUTIONS, LLC	09/10/2025	HAM082925	GEN	DUST CONTROL BRINE (6000,2521,6540)	
82027	672 N. M-52	09/19/2025		N		3,448.97
08/29/2025	WEBBERVILLE MI, 48892	/ /	0.0000	N		0.00
		09/19/2025		Y		3,448.97

Open

GL NUMBER	DESCRIPTION	AMOUNT
204-000.000-805.000	CHLORIDING	3,448.97

VENDOR TOTAL: 3,448.97

09/11/2025 09:25 AM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

Page: 9/42

POST DATES 09/01/2025 - 09/30/2025

UNJOURNALIZED OPEN

BANK CODE: GEN

Item 6.

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		

COMPCONT	COMPREHENSIVE CONTRACTING LLC	09/10/2025	09082025	GEN	DPW EXCAVATE AREOUND TFC FOR LOWERIN	
82029	P.O. BOX 2362	09/19/2025		N		2,000.00
09/08/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		09/19/2025		Y		2,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE	2,000.00

COMPCONT	COMPREHENSIVE CONTRACTING LLC	09/10/2025	982025	GEN	DPW EMERGENCY REPAIR 5690 TRAILSIDE	
82028	P.O. BOX 2362	09/19/2025		N		2,730.00
09/08/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		09/19/2025		Y		2,730.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE	2,730.00

VENDOR TOTAL: 4,730.00

CONSUMER01	CONSUMERS ENERGY	09/10/2025	201098289394	GEN	1030 4914 0678 10090 HAMBURG RD 07/3	
82031	PO BOX 740309	09/26/2025		N		21.48
	PAYMENT CENTER					
08/29/2025	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		09/26/2025		N		21.48

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-921.000	NATURAL GAS/HEAT	21.48

CONSUMER01	CONSUMERS ENERGY	09/10/2025	204123841038	GEN	1030 4914 0645 3666 E M 36 07/15-08/	
82030	PO BOX 740309	09/05/2025		N		54.27
	PAYMENT CENTER					
08/11/2025	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		09/05/2025		N		54.27

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-921.000	NATURAL GAS/HEAT	54.27

VENDOR TOTAL: 75.75

09/11/2025 09:25 AM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

Page: 10/42

POST DATES 09/01/2025 - 09/30/2025

UNJOURNALIZED OPEN

BANK CODE: GEN

Item 6.

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	09/10/2025	999523	GEN	PD WATER BOTTLE (8) DELIVERY AND DEPO	
82034	D/B/A CULLIGAN OF ANN ARBOR/DETROIT	09/19/2025	20250649	N		117.91
	46902 LIBERTY DRIVE					
09/08/2025	WIXOM MI, 48393	/ /	0.0000	N		0.00
		09/19/2025		N		117.91

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-801.000	WATER BOTTLE DELIVERY AND DEPOSIT	117.91	117.91

VENDOR TOTAL: 117.91

CUSTTOOL01	CUSTOM TOOL & MACHINE	09/03/2025	3076	GEN	DPW E-ONE CASTINGS (9) / PUMP HEADFS (	
81939	603 E. WALNUT STREET	09/19/2025		N		2,565.00
08/21/2025	OAKWOOD OH, 45873	/ /	0.0000	N		0.00
		09/19/2025		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

NISENBAUM	DARIUSZ NISENBAUM	09/10/2025	09082025	GEN	PD REIMBURSE MEAL/TRAVEL	
82035		09/19/2025		N		28.00
09/08/2025	,	/ /	0.0000	N		0.00
		09/19/2025		N		28.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-916.000	TRAINING	28.00

VENDOR TOTAL: 28.00

DEWOLFDAN1	DEWOLF & ASSOCIATES	09/03/2025	3904	GEN	PD FIRST LINE SUPERVISION - FISCHHAB	
81970	P.O. BOX 815	09/19/2025	20250523	N		595.00
08/28/2025	MANCHESTER MI, 48158	/ /	0.0000	N		0.00
		09/19/2025		N		595.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-916.000	TRAINING COURSE FEE	595.00	595.00

VENDOR TOTAL: 595.00

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		
DTEENRGY01	DTE ENERGY	09/03/2025	09032025	GEN	9100 160 2734 4 3490 E M36 07/26-08/	
81940	PO BOX 740786	09/17/2025		N		60.48
08/25/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/17/2025		N		60.48

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-920.000	ELECTRIC	60.48

DTEENRGY01	DTE ENERGY	09/03/2025	09032025	GEN	9100 081 1657 6 10090 HAMBURG RD 07/	
81941	PO BOX 740786	09/17/2025		N		271.39
08/22/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/17/2025		N		271.39

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-920.000	ELECTRIC	271.39

DTEENRGY01	DTE ENERGY	09/03/2025	09032025	GEN	9100 141 9399 9 6414 WINANS LAKE 07/	
81942	PO BOX 740786	09/17/2025		N		182.68
08/22/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/17/2025		N		182.68

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-920.000	ELECTRIC	182.68

DTEENRGY01	DTE ENERGY	09/03/2025	09032025	GEN	9200 190 0961 1 9464 KRESS RD 07/26-	
81943	PO BOX 740786	09/18/2025		N		1,042.41
08/25/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/18/2025		N		1,042.41

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-920.000	ELECTRIC	1,042.41

DTEENRGY01	DTE ENERGY	09/03/2025	09032025	GEN	9100 160 2711 2 10409 MERRILL 07/26-	
81944	PO BOX 740786	09/18/2025		N		1,760.57
08/25/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/18/2025		N		1,760.57

Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-920.000	ELECTRIC	1,760.57

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		

DTEENRGY01	DTE ENERGY	09/03/2025	09032025	GEN	9100 086 3167 3 10405 MERRILL RD 07/	
81945	PO BOX 740786	09/18/2025		N		1,227.32
08/25/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/18/2025		N		1,227.32

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-920.000	ELECTRIC	1,227.32

DTEENRGY01	DTE ENERGY	09/03/2025	09032025	GEN	9100 139 0346 3 10675 MERRILL RD 07/	
81946	PO BOX 740786	09/18/2025		N		189.61
08/25/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/18/2025		N		189.61

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-920.000	ELECTRIC	189.61

DTEENRGY01	DTE ENERGY	09/03/2025	09032025	GEN	9100 122 7190 4 10511 MERRILL 07/26-	
81947	PO BOX 740786	09/18/2025		N		30.26
08/25/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/18/2025		N		30.26

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-920.000	ELECTRIC	30.26

DTEENRGY01	DTE ENERGY	09/03/2025	09032025	GEN	9100 086 3078 2 6400 EM36 07/25-08/2	
81948	PO BOX 740786	09/18/2025		N		7,158.49
08/25/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/18/2025		N		7,158.49

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-920.000	ELECTRIC	7,158.49

DTEENRGY01	DTE ENERGY	09/03/2025	09032025	GEN	9100 086 3118 6 10991 HAMBURG RD 07/	
81949	PO BOX 740786	09/18/2025		N		17.82
08/25/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/18/2025		N		17.82

Open

GL NUMBER	DESCRIPTION	AMOUNT
-----------	-------------	--------

POST DATES 09/01/2025 - 09/30/2025

UNJOURNALIZED OPEN

BANK CODE: GEN

Item 6.

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

206-000.000-920.100 SIREN ELECTRIC USAGE

17.82

DTEENRGY01	DTE ENERGY	09/03/2025	09032025	GEN	9100 086 3133 5 3666 E M36 07/26-08/	
81950	PO BOX 740786	09/18/2025		N		1,374.62
08/25/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/18/2025		N		1,374.62

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.000	ELECTRIC	1,374.62

DTEENRGY01	DTE ENERGY	09/03/2025	09032025	GEN	9100 081 1689 9 10750 MERRILL RD 07/	
81951	PO BOX 740786	09/18/2025		N		45.38
08/25/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/18/2025		N		45.38

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-920.000	ELECTRIC	45.38

DTEENRGY01	DTE ENERGY	09/03/2025	09032025	GEN	9100 081 1673 3 10446 MERRILL RD 07/	
81952	PO BOX 740786	09/18/2025		N		400.95
08/25/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/18/2025		N		400.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-920.000	ELECTRIC	400.95

DTEENRGY01	DTE ENERGY	09/03/2025	09032025	GEN	9100 086 3102 0 11332 ALGONQUIN 07/2	
81953	PO BOX 740786	09/17/2025		N		157.05
08/25/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/17/2025		N		157.05

Open

GL NUMBER	DESCRIPTION	AMOUNT
282-000.000-926.000	STREET LIGHTING	157.05

DTEENRGY01	DTE ENERGY	09/03/2025	09032025	GEN	9200 279 0880 4 8661 PETTYSVILLE 07/	
81954	PO BOX 740786	09/17/2025		N		22.02
08/25/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/17/2025		N		22.02

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
206-000.000-920.100	SIREN ELECTRIC USAGE	22.02
DTEENRGY01	DTE ENERGY	09/03/2025 09032025 GEN 9200 279 0883 8 2789 E M36 07/29-08/
81955	PO BOX 740786	09/17/2025 N 22.02
08/25/2025	CINCINNATI OH, 45274-0786	/ / 0.0000 N 0.00
		09/17/2025 N 22.02
Open		

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE	22.02
DTEENRGY01	DTE ENERGY	09/03/2025 09032025 GEN 9200 279 0878 8 9470 CHILSON RD 07/2
81956	PO BOX 740786	09/17/2025 N 22.02
08/25/2025	CINCINNATI OH, 45274-0786	/ / 0.0000 N 0.00
		09/17/2025 N 22.02
Open		

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE	22.02
DTEENRGY01	DTE ENERGY	09/03/2025 09032025 GEN 9200 279 0879 6 6730 STRAWBERRY LAKE
81957	PO BOX 740786	09/17/2025 N 22.02
08/25/2025	CINCINNATI OH, 45274-0786	/ / 0.0000 N 0.00
		09/17/2025 N 22.02
Open		

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE	22.02
DTEENRGY01	DTE ENERGY	09/03/2025 09032025 GEN 9100 114 5063 2 4752 STRAWBERRY LAKE
81958	PO BOX 740786	09/17/2025 N 21.82
08/25/2025	CINCINNATI OH, 45274-0786	/ / 0.0000 N 0.00
		09/17/2025 N 21.82
Open		

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE	21.82
DTEENRGY01	DTE ENERGY	09/03/2025 09032025 GEN 9100 167 2011 2 10100 VETERAND MEMOR
81959	PO BOX 740786	09/17/2025 N 23.24
08/21/2025	CINCINNATI OH, 45274-0786	/ / 0.0000 N 0.00
		09/17/2025 N 2
Open		

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

GL NUMBER	DESCRIPTION	AMOUNT
101-448.000-926.000	STREET LIGHTING	23.24
DTEENRGY01	DTE ENERGY	09/03/2025 09032025 GEN 9200 190 0960 3 7602 CHILSON 07/26-0
81960	PO BOX 740786	09/17/2025 N 21.82
08/25/2025	CINCINNATI OH, 45274-0786	/ / 0.0000 N 0.00
		09/17/2025 N 21.82
Open		

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE	21.82
DTEENRGY01	DTE ENERGY	09/03/2025 09032025 GEN 9100 086 3146 7 10100 VETERANS MEMOR
81961	PO BOX 740786	09/17/2025 N 1,621.09
08/22/2025	CINCINNATI OH, 45274-0786	/ / 0.0000 N 0.00
		09/17/2025 N 1,621.09
Open		

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.000	ELECTRIC	1,621.09
DTEENRGY01	DTE ENERGY	09/03/2025 09032025 GEN 9100 086 3063 4 8520 HAMBURG RD 07/2
81962	PO BOX 740786	09/17/2025 N 466.70
08/22/2025	CINCINNATI OH, 45274-0786	/ / 0.0000 N 0.00
		09/17/2025 N 466.70
Open		

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-920.000	ELECTRIC	466.70
DTEENRGY01	DTE ENERGY	09/03/2025 09032025 GEN 9100 095 9768 3 10407 MERRILL RD 07/
81963	PO BOX 740786	09/17/2025 N 835.32
08/25/2025	CINCINNATI OH, 45274-0786	/ / 0.0000 N 0.00
		09/17/2025 N 835.32
Open		

GL NUMBER	DESCRIPTION	AMOUNT
101-820.000-920.000	ELECTRIC	835.32
DTEENRGY01	DTE ENERGY	09/03/2025 09032025 GEN 9100 167 2020 3 7701 HAMBURG RD 07/2
81964	PO BOX 740786	09/17/2025 N 23.34
08/22/2025	CINCINNATI OH, 45274-0786	/ / 0.0000 N 0.00
		09/17/2025 N 23.34

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

Open

GL NUMBER	DESCRIPTION				AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE				23.34
DTEENRGY01	DTE ENERGY	09/03/2025	09032025	GEN	9200 279 0885 3 2952 SHEHAN RD 07/24
81965	PO BOX 740786	09/13/2025		N	22.02
08/21/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N	0.00
		09/13/2025		N	22.02

Open

GL NUMBER	DESCRIPTION				AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE				22.02
DTEENRGY01	DTE ENERGY	09/03/2025	09032025	GEN	9200 279 0884 6 7201 WINANS RD 07/24
81966	PO BOX 740786	09/13/2025		N	22.02
08/21/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N	0.00
		09/13/2025		N	22.02

Open

GL NUMBER	DESCRIPTION				AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE				22.02
DTEENRGY01	DTE ENERGY	09/03/2025	09032025	GEN	9100 114 4947 7 4498 CORDLEY LK RD 0
81967	PO BOX 740786	09/10/2025		N	5.48
08/03/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N	0.00
		09/10/2025		N	5.48

Open

GL NUMBER	DESCRIPTION				AMOUNT
590-527.000-920.000	ELECTRIC				5.48
DTEENRGY01	DTE ENERGY	09/03/2025	09032025	GEN	9100 160 2723 7 4320 CORDLEY LK RD 0
81968	PO BOX 740786	09/20/2025		N	276.09
08/27/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N	0.00
		09/20/2025		N	276.09

Open

GL NUMBER	DESCRIPTION				AMOUNT
590-527.000-920.000	ELECTRIC				276.09
DTEENRGY01	DTE ENERGY	09/10/2025	09092025	GEN	9200 189 1753 3 9251 REGENCY 08/02-0
82032	PO BOX 740786	09/26/2025		N	4
09/02/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N	55

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		

Open		09/26/2025		N		45.12
------	--	------------	--	---	--	-------

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-920.000	ELECTRIC	45.12

VENDOR TOTAL:					17,391.17
---------------	--	--	--	--	-----------

DETROITE02	DTE ENERGY - STREET LIGHTS	09/10/2025	200076032705	GEN	9100 4056 2340 STREET LIGHTS 08/01-0	
82033	PO BOX 740786	10/10/2025		N		1,586.19
08/31/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		10/10/2025		N		1,586.19

Open						
------	--	--	--	--	--	--

GL NUMBER	DESCRIPTION	AMOUNT
101-448.000-926.000	STREET LIGHTING	1,586.19

VENDOR TOTAL:					1,586.19
---------------	--	--	--	--	----------

ELECTROCYC	ELECTROCYCLE, INC.	09/10/2025	67915	GEN	ONSITE DESTRUCTION (2) 95 GAL TOTES	
82074	23953 RESEARCH DR.	09/19/2025		N		53.00
09/02/2025	FARMINGTON HILLS MI, 48335	/ /	0.0000	N		0.00
		09/19/2025		N		53.00

Open						
------	--	--	--	--	--	--

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-955.000	SUNDRY	53.00

VENDOR TOTAL:					53.00
---------------	--	--	--	--	-------

FEDERALE01	FEDEX	09/10/2025	8-978-63268	GEN	DPW OUTGOING FREIGHT	
82036	P.O. BOX 371461	09/19/2025		N		17.51
09/03/2025	PITTSBURGH PA, 15250-7461	/ /	0.0000	N		0.00
		09/19/2025		N		17.51

Open						
------	--	--	--	--	--	--

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-955.000	SUNDRY	17.51

VENDOR TOTAL:					17.51
---------------	--	--	--	--	-------

09/11/2025 09:25 AM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

Page: 19/42

POST DATES 09/01/2025 - 09/30/2025

UNJOURNALIZED OPEN

BANK CODE: GEN

Item 6.

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		

HALEY	FRONTIER SERVICE PARTNERS INC	09/10/2025	176511373	GEN	FD - STA 12 HVAC REPAIR #176511373	
82041	8415 DEXTER CHELSEA RD	09/19/2025	20250645	N		740.00
09/04/2025	DEXTER MI, 48130	/ /	0.0000	N		0.00
		09/19/2025		N		740.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-930.003	RADIANT TUBE HEATER HEADS, (3) RTU C+C	740.00	740.00

HALEY	FRONTIER SERVICE PARTNERS INC	09/10/2025	176514099	GEN	FD - STA 11 HVAC REPAIR, MAINTENANCE	
82042	8415 DEXTER CHELSEA RD	09/19/2025	20250646	N		1,430.00
09/04/2025	DEXTER MI, 48130	/ /	0.0000	N		0.00
		09/19/2025		N		1,430.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-930.003	RADIANT HDS W/BLWR, TRANE RTU, GRS BLTS	1,430.00	1,430.00

HALEY	FRONTIER SERVICE PARTNERS INC	09/10/2025	176731078	GEN	FD - STA 12 HVAC REPAIR/MAINTENANCE	
82043	8415 DEXTER CHELSEA RD	09/19/2025	20250647	N		1,695.09
09/08/2025	DEXTER MI, 48130	/ /	0.0000	N		0.00
		09/19/2025		N		1,695.09

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-930.003	REPLACE 40 AP 24V COIL DBL POLE ELECTRIC	1,109.85	1,109.85
206-000.000-930.003	REPLACE 40/5 MFD DUAL RUN CAPACITOR	585.24	585.24
		1,695.09	

VENDOR TOTAL: 3,865.09

GEBESISCDJ	GENESIS CDJR OF PINCKNEY LLC	09/03/2025	507387	GEN	PD 2021 DODGE DURANGO DRIVERS SIDE S	
81971	1295 E. M-36	09/19/2025	20250628	N		125.00
08/27/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		09/19/2025		N		125.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-932.000	VEH REPAIRS	125.00	125.00

VENDOR TOTAL: 125.00

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		
GREATLAK02	GREAT LAKES TELECOM	09/10/2025	46385	GEN	LABOR TO WORK WITH NEXTIVA/	DISGNET
82061	8279 FORD RD	09/19/2025		N		600.00
09/08/2025	SUPERIOR TWP MI, 48198	/ /	0.0000	N		0.00
		09/19/2025		Y		600.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-853.000	PHONE/COMM/INTERNET	600.00
VENDOR TOTAL:		600.00

09/11/2025 09:25 AM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

Page: 21/42

POST DATES 09/01/2025 - 09/30/2025

UNJOURNALIZED OPEN

BANK CODE: GEN

Item 6.

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		

GRNPASTURE	GREEN PASTURES	09/03/2025	1030652	GEN	FD SLOW RELEASE FERTILIZER	
81972	PO BOX 441	09/19/2025		N		313.00
09/02/2025	CHELSEA MI, 48118	/ /	0.0000	N		0.00
		09/19/2025		Y		313.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-930.020	MAINTENANCE - FERTILIZER	313.00

GRNPASTURE	GREEN PASTURES	09/03/2025	1030653	GEN	FD SLOW RELEASE FERTILIZER	
81973	PO BOX 441	09/19/2025		N		107.00
09/02/2025	CHELSEA MI, 48118	/ /	0.0000	N		0.00
		09/19/2025		Y		107.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-930.020	MAINTENANCE - FERTILIZER	107.00

GRNPASTURE	GREEN PASTURES	09/03/2025	1030654	GEN	P&R SLOW RELEASE FERITLIZER	
81974	PO BOX 441	09/19/2025		N		57.00
09/02/2025	CHELSEA MI, 48118	/ /	0.0000	N		0.00
		09/19/2025		Y		57.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-930.020	SPORTS FIELD MAINTENANCE	57.00

GRNPASTURE	GREEN PASTURES	09/10/2025	1030655	GEN	SLOW RELEASE FERTILIZER	
82075	PO BOX 441	09/19/2025		N		3,653.25
09/03/2025	CHELSEA MI, 48118	/ /	0.0000	N		0.00
		09/19/2025		Y		3,653.25

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-930.020	SPORTS FIELD MAINTENANCE	3,109.50
207-000.000-930.020	MAINTENANCE - FERTILIZER	135.93
101-820.000-930.020	MAINTENANCE - FERTILIZER	135.93
101-265.000-930.020	MAINTENANCE - FERTILIZER	271.89
		<u>3,653.25</u>

VENDOR TOTAL: 4,130.25

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		
HAMBURGHAR	HAMBURG HARDWARE	09/03/2025	08312025	GEN	AUGUST 2025	
81975	6458 M-36	09/19/2025		N		1,344.38
08/31/2025	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		09/19/2025		N		1,344.38

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-752.000	SUPPLIES & SMALL EQUIPMENT	140.05
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	741.22
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	65.50
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	152.31
101-820.000-955.000	SUNDRY	37.96
101-751.000-955.000	SUNDRY	193.35
101-567.000-752.000	SUPPLIES & SMALL EQUIPMENT	13.99
		1,344.38

VENDOR TOTAL: 1,344.38

USABLUEB01	HD SUPPLY, INC.	09/10/2025	INV00764520	GEN	RO MEMBRANCE-NOT ORDERED-RETURNED AN	
82062	PO BOX 9004	09/19/2025		N		234.00
07/11/2025	GURNEE IL, 60031	/ /	0.0000	N		0.00
		09/19/2025		N		234.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	234.00

VENDOR TOTAL: 234.00

HIGHTREATM	HIGHLAND TREATMENT INC	09/10/2025	153478	GEN	SEPT 2025 CONTRACT/BAC TESTING AUG 5	
82076	P.O. BOX 1089	09/19/2025		N		135.00
09/11/2025	HIGHLAND MI, 48357-1089	/ /	0.0000	N		0.00
		09/19/2025		N		135.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-930.000	MAINTENANCE TWP HALL	45.00
207-000.000-930.002	MAINTENANCE POLICE BUILDING	45.00
101-265.000-930.008	MAINTENANCE LIBRARY	45.00
		135.00

VENDOR TOTAL: 135.00

POST DATES 09/01/2025 - 09/30/2025

UNJOURNALIZED OPEN

Item 6.

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		

HRNVLLYGUN	HURON VALLEY GUNS, LLC	09/03/2025	246207	GEN	PD NEW UNIFORMS FOR SGT HARVEY	
81976	56477 GRAND RIVER AVE.	09/19/2025	20250629	N		331.96
08/18/2025	NEW HUDSON MI, 48165	/ /	0.0000	N		0.00
		09/19/2025		Y		331.96

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-768.000	SGT UNIFORMS & PATCH SEW ON	331.96	331.96

HRNVLLYGUN	HURON VALLEY GUNS, LLC	09/03/2025	246421	GEN	FD - POLOS AND EMBROIDERY #24642	
81977	56477 GRAND RIVER AVE.	09/19/2025	20250627	N		625.95
08/22/2025	NEW HUDSON MI, 48165	/ /	0.0000	N		0.00
		09/19/2025		Y		625.95

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	EMBROIDERY - LOGO	200.00	200.00
206-000.000-768.000	EMBROIDERY - NAME	105.00	105.00
206-000.000-768.000	HEM PANT	15.00	15.00
206-000.000-768.000	REMOVE EMBROIDERY NAME	80.00	80.00
206-000.000-768.000	MENS 5.11 PERF S/S POLO TAN XL	119.97	119.97
206-000.000-768.000	MENS UFX TACT L/S POLO BLK XL	105.98	105.98
		625.95	

HRNVLLYGUN	HURON VALLEY GUNS, LLC	09/10/2025	247374	GEN	PD NEW UNIFORMS FOR SGT HARVEY	
82066	56477 GRAND RIVER AVE.	09/19/2025	20250654	N		54.00
09/05/2025	NEW HUDSON MI, 48165	/ /	0.0000	N		0.00
		09/19/2025		Y		54.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-768.000	ADD CHEVRONS TO SHIRTS	54.00	54.00

HRNVLLYGUN	HURON VALLEY GUNS, LLC	09/10/2025	247377	GEN	PD NEW UNIFORMS FOR OFC HUCK	
82067	56477 GRAND RIVER AVE.	09/19/2025	20250655	N		179.98
09/05/2025	NEW HUDSON MI, 48165	/ /	0.0000	N		0.00
		09/19/2025		Y		179.98

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-768.000	NAVY PANTS	179.98	179.98

HRNVLLYGUN	HURON VALLEY GUNS, LLC	09/10/2025	247378	GEN	PD NEW UNIFORMS FOR SGT LOCKE	
82068	56477 GRAND RIVER AVE.	09/19/2025	20250656	N		231.98

09/11/2025 09:25 AM
User: MarcyM
DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES
POST DATES 09/01/2025 - 09/30/2025
UNJOURNALIZED OPEN

Page: 24/42

Item 6.

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		
09/05/2025	NEW HUDSON MI, 48165	/ /	0.0000	N		0.00
		09/19/2025		Y		239.97

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-768.000	NAVY PANTS	239.97	239.97

VENDOR TOTAL: 1,431.86

IMAGEBUSIN	IMAGE BUSINESS SOLUTIONS, INC	09/10/2025	288591	GEN	PD 08/09/25-09/08/25	
82037	28339 BECK RD	09/19/2025		N		67.18
	SUITE F2					
09/08/2025	WIXOM MI, 48393	/ /	0.0000	N		0.00
		09/19/2025		N		67.18

Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	67.18

VENDOR TOTAL: 67.18

ASSUREDPO1	JAYS ASSURED PEST CONTROL LLC	09/10/2025	7877	GEN	MONTHLY SERVICE	
82044	1000 OAK CREEK DR	09/19/2025		N		157.00
09/04/2025	SOUTH LYON MI, 48178	/ /	0.0000	N		0.00
		09/19/2025		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

VENDOR TOTAL: 157.00

KENTCOMMNC	KCI	09/03/2025	PA-1242168	GEN	HAMBURG PREPAID POSTAGE UB BILLING	
81978	3901 EAST PARIS AVE. S.E.	09/19/2025		N		3,558.00
08/12/2025	GRAND RAPIDS MI, 49512	/ /	0.0000	N		0.00
		09/19/2025		Y		3,558.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-851.000	POSTAGE	3,558.00

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		

VENDOR TOTAL:

3,558.00

KINGKLEA01	KING KLEANERS	09/10/2025	08302025	GEN	DPW LAUNDRY	
82045	5589 E. M-36	09/19/2025		N		82.00
	SUITE B3					
08/31/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		09/19/2025		Y		82.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-768.000	UNIFORMS/ACCESSORIES	35.00
590-527.000-768.000	UNIFORMS/ACCESSORIES	47.00
		82.00

KINGKLEA01	KING KLEANERS	09/10/2025	08312025	GEN	FD - STA 12 DRY CLEANING JULY 2025	
82038	5589 E. M-36	09/19/2025	20250576	N		175.50
	SUITE B3					
08/31/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		09/19/2025		Y		175.50

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	STA 12 DRY CLEANING - JULY 2025	175.50	175.50

KINGKLEA01	KING KLEANERS	09/10/2025	08312025	GEN	FD - STA 11 DRY CLEANING JULY 2025	
82039	5589 E. M-36	09/19/2025	20250577	N		33.50
	SUITE B3					
08/31/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		09/19/2025		Y		33.50

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	STA 11 DRY CLEANING - JULY 2025	33.50	33.50

KINGKLEA01	KING KLEANERS	09/10/2025	09032025	GEN	PD UNIFORM CLEANING AUGUST 2025	
82046	5589 E. M-36	09/19/2025	20250650	N		246.00
	SUITE B3					
09/03/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		09/19/2025		Y		246.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-768.500	UNIFORM CLEANING FEES AUGUST 2025	246.00	246.00

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

VENDOR TOTAL:						537.00
KNOWBE4	KNOWBE4, INC.	09/10/2025	INV#396132	GEN	QUOTE #Q-1368862	
82047	33 N. GARDEN AVENUE, SUITE 1200	09/19/2025		N		4,766.60
08/11/2025	CLEARWATER FL, 33755	/ /	0.0000	N		0.00
		09/19/2025		N		4,766.60

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-229.000-933.000	SOFTWARE MAINTENANCE	4,766.60
VENDOR TOTAL:		4,766.60

09/11/2025 09:25 AM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

Page: 27/42

POST DATES 09/01/2025 - 09/30/2025

UNJOURNALIZED OPEN

BANK CODE: GEN

Item 6.

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		

LAKELAND01	LAKELAND ACE HARDWARE, INC.	09/10/2025	13709	GEN	DPW FASTENERS	
82049	PO BOX 1000	09/19/2025		N		9.90
08/25/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		09/19/2025		N		9.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	9.90

LAKELAND01	LAKELAND ACE HARDWARE, INC.	09/03/2025	13737	GEN	FD - VEH MAINTENANCE ITEMS #13737/1	
81992	PO BOX 1000	08/19/2025	20250636	N		31.17
08/30/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		08/19/2025		N		31.17

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	WHEEL BUFF 6" SPIRAL SEW	11.99	11.99
206-000.000-932.000	MAG & ALUM POLISH 5 OZ	19.18	19.18
		31.17	31.17

LAKELAND01	LAKELAND ACE HARDWARE, INC.	09/10/2025	39176	GEN	FD - PAINT SUPPLIES #13754/1	
82048	PO BOX 1000	10/07/2025	20250643	N		17.18
09/04/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		10/07/2025		N		17.18

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-752.000	PRIMER SPRAY	8.59	8.59
206-000.000-752.000	SPRAY PAINT/GLOSS BLACK	8.59	8.59
		17.18	17.18

VENDOR TOTAL: 58.25

LEIGHTRO01	LEIGHTRONIX, INC.	09/10/2025	HSINC-1430	GEN	TOTAL INFO-HD 1 YR 09/17/25-09/17/20	
82050	2330 JARCO DRIVE	09/19/2025		N		1,295.00
09/04/2025	HOLT MI, 48843	/ /	0.0000	N		0.00
		09/19/2025		N		1,295.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-229.000-933.000	SOFTWARE MAINTENANCE	1,295.00

VENDOR TOTAL: 1,295.00

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

LERETALLC1	LERETA, LLC	09/03/2025	09032025	GEN	REFUND TAX OVERPAYMENT	4715-27-200 0
81969	TAX DISBURSEMENT TEAM	09/19/2025		N		2,110.41
	1123 PARK VIEW DR.					
09/03/2025	COVINA CA, 81722	/ /	0.0000	N		0.00
		09/19/2025		N		2,110.41

Open

GL NUMBER	DESCRIPTION	AMOUNT
703-000.000-275.000	OVER/UNDER PAYMENTS	2,110.41

VENDOR TOTAL: 2,110.41

LIVINGST12	LIVINGSTON COUNTY REGISTER OF DEEDS	09/03/2025	08282025	GEN	EASEMENT GRANT FORM / SEWER AGREEMEN	
81979	200 E. GRAND RIVER AVE.	09/19/2025		N		60.00
	SUITE 3					
08/28/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		09/19/2025		N		60.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-538.000-955.000	SUNDRY	60.00

VENDOR TOTAL: 60.00

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		
LIVINGST02	LIVINGSTON COUNTY TREASURER	09/03/2025	14330	GEN	SENIOR CENTER TRANSPORTATION JULY 20	
81994	LIVINGSTON COUNTY COURT HOUSE	09/19/2025		N		2,070.00
	200 E. GRAND RIVER					
08/21/2025	HOWELL MI, 48843-2398	/ /	0.0000	N		0.00
		09/19/2025		N		2,070.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-820.000-860.000	TRANSPORTATION	2,070.00

LIVINGST02	LIVINGSTON COUNTY TREASURER	09/03/2025	14331	GEN	SEN CTR 2ND BUS	
81995	LIVINGSTON COUNTY COURT HOUSE	09/19/2025		N		196.70
	200 E. GRAND RIVER					
08/21/2025	HOWELL MI, 48843-2398	/ /	0.0000	N		0.00
		09/19/2025		N		196.70

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-239.800	LETS TRANSPORTATION FEE	196.70

VENDOR TOTAL:

2,266.70

09/11/2025 09:25 AM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

Page: 30/42

POST DATES 09/01/2025 - 09/30/2025

UNJOURNALIZED OPEN

Item 6.

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		

MALLORY SA	MALLORY SAFETY AND SUPPLY	09/10/2025	6241544	GEN	FD - UNIFORM SHIRTS #6241544	
82078	PO BOX 2068	09/19/2025	20250635	N		396.00
08/26/2025	LONGVIEW WA, 98632	/ /	0.0000	N		0.00
		09/19/2025		Y		396.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	ELBECO SS SHIRT, WHI LG	88.00	88.00
206-000.000-768.000	ELBECO LS POLO, WHI LG	88.00	88.00
206-000.000-768.000	ELBECO LS SHIRT, GRY MD	44.00	44.00
206-000.000-768.000	ELBECO LS POLO, GRY LG	44.00	44.00
206-000.000-768.000	ELBECO LS SHIRT, GRY XL	44.00	44.00
206-000.000-768.000	ELBECO SS SHIRT, GRY MD	44.00	44.00
206-000.000-768.000	ELBECO SS SHIRT, GRY LG	44.00	44.00
		396.00	396.00

MALLORY SA	MALLORY SAFETY AND SUPPLY	09/10/2025	6242121	GEN	FD - UNIFORM POLOS #6242121	
82077	PO BOX 2068	09/19/2025	20250634	N		77.40
08/26/2025	LONGVIEW WA, 98632	/ /	0.0000	N		0.00
		09/19/2025		Y		77.40

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	PERFORMANCE POLO SIL TAN XL	77.40	77.40

VENDOR TOTAL: 473.40

VOLGERMARC	MARC A. VOLGER & ASSOCIATES	09/10/2025	25-0069	GEN	FD - PHTLS HYBRID PROVIDER COURSE #2	
82079	395 SEDGEWOOD LANE	09/19/2025	20250641	N		7,280.00
08/01/2025	ANN ARBOR MI, 48103	/ /	0.0000	N		0.00
		09/19/2025		N		7,280.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-916.000	HYBRID COURSE FOR PHTLS	7,280.00	7,280.00

VENDOR TOTAL: 7,280.00

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		
KUZNERM01	MARY C. KUZNER	09/10/2025	09082025	GEN	ELECTIONS REIMBURSE TRAVEL EXP	
82051	P.O. BOX 1635	09/19/2025		N		326.13
09/08/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		09/19/2025		N		326.13

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215.000-861.000	MILEAGE	290.37
101-215.000-955.000	SUNDRY	24.00
101-215.000-955.000	SUNDRY	11.76
		326.13

VENDOR TOTAL: 326.13

MERITLAB01	MERIT LABORATORIES	09/03/2025	76895	GEN	HAMBURG	
81997	2680 EAST LANSING DRIVE	09/19/2025		N		26,553.00
08/29/2025	EAST LANSING MI, 48823	/ /	0.0000	N		0.00
		09/19/2025		Y		26,553.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-952.200	PFAS	1,890.00
590-537.000-952.000	LAB ANALYSIS - WWTP	3,663.00
590-537.000-952.200	PFAS	21,000.00
		26,553.00

MERITLAB01	MERIT LABORATORIES	09/03/2025	77120	GEN	PORTAGE LAKE	
81980	2680 EAST LANSING DRIVE	09/19/2025		N		3,167.00
08/29/2025	EAST LANSING MI, 48823	/ /	0.0000	N		0.00
		09/19/2025		Y		3,167.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-952.100	LAB ANALYSIS FEES - PORTAGE	3,167.00

VENDOR TOTAL: 29,720.00

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		
STEINAWAYM	MICHAEL STEINAWAY	09/10/2025	09042025	GEN	FD REIMBURSE EMS LICENSE RENEWAL	
82081	3473 RECREATION DRIVE	09/19/2025		N		25.00
09/04/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		09/19/2025		N		25.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	25.00
VENDOR TOTAL:		25.00

MAMCEMETRY	MICHIGAN ASSOCIATION OF	09/10/2025	07152025	GEN	CEMETERY MAMC CONFERENCE REG NEGRI	
82080	MUNICIPAL CEMETERIES, INC.	09/19/2025		N		159.00
	400 S. HARRISON ST.					
07/15/2025	LUDINGTON MI, 49431	/ /	0.0000	N		0.00
		09/19/2025		Y		159.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-567.000-955.000	SUNDRY	159.00
VENDOR TOTAL:		159.00

09/11/2025 09:25 AM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

Page: 33/42

POST DATES 09/01/2025 - 09/30/2025

UNJOURNALIZED OPEN

BANK CODE: GEN

Item 6.

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		
MICHIGANST	MICHIGAN STATE DISBURSEMENT UNIT	09/10/2025	09082025	GEN	CASE #810013564 PAYROLL	08.25.25-09.
82016	P.O. BOX 30350	09/19/2025		N		59.08
09/08/2025	LANSING MI, 48909-7850	/ /	0.0000	Y		0.00
		09/19/2025		N		59.08

Open

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

MICHIGANST	MICHIGAN STATE DISBURSEMENT UNIT	09/10/2025	09082025	GEN	CASE# 912854739 PAYROLL	08.25.25-09.
82017	P.O. BOX 30350	09/19/2025		N		380.46
09/08/2025	LANSING MI, 48909-7850	/ /	0.0000	Y		0.00
		09/19/2025		N		380.46

Open

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

MICHIGANST	MICHIGAN STATE DISBURSEMENT UNIT	09/10/2025	09082025	GEN	CASE# 912516502 PAYROLL	08.25.25-09.
82018	P.O. BOX 30350	09/19/2025		N		625.25
09/08/2025	LANSING MI, 48909-7850	/ /	0.0000	Y		0.00
		09/19/2025		N		625.25

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-228.010	MI CHILD SUPPORT WITHHOLDING	625.25

VENDOR TOTAL: 1,064.79

NEXTIVA	NEXTIVA, INC	09/10/2025	40005248062	GEN	09/02-10/01/25	
82065	9451 EAST VIA DE VENTURE	09/19/2025		N		1,511.92
09/02/2025	SCOTTSDALE AZ, 85256	/ /	0.0000	N		0.00
		09/19/2025		N		1,511.92

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-853.000	PHONE/COMM/INTERNET	524.08
207-000.000-853.000	PHONE/COMM/INTERNET	564.48
206-000.000-853.000	PHONE/COMM/INTERNET	342.72
101-820.000-853.000	PHONE/COMM/INTERNET	60.48
590-537.000-853.000	PHONE/COMM/INTERNET	20.16

1,511.92

09/11/2025 09:25 AM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

Page: 34/42

POST DATES 09/01/2025 - 09/30/2025

UNJOURNALIZED OPEN

BANK CODE: GEN

Item 6.

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: 1,511.92

OFFICEXP01	OFFICE EXPRESS, INC.	09/10/2025	579654	GEN	PD COPY PAPER	
82070	1280 E BIG BEAVER SUITE A	09/19/2025	20250652	N		147.90
09/09/2025	TROY MI, 48083	/ /	0.0000	N		0.00
		09/19/2025		N		147.90

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-752.000	NAVIGATOR COPY PAPER	147.90	147.90

VENDOR TOTAL: 147.90

PITNEYBO01	PITNEY BOWES GLOBAL FINANCIAL	09/03/2025	3321214483	GEN	LEASE CHARGE 06/28-09/27/2025	
81981	P.O. BOX 981022	09/19/2025		N		468.45
08/29/2025	BOSTON MA, 02298-1022	/ /	0.0000	N		0.00
		09/19/2025		Y		468.45

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-851.000	POSTAGE	468.45

VENDOR TOTAL: 468.45

POLABORCOU	POLICE OFFICER LABOR COUNCIL	09/10/2025	09092025	GEN	SEPTEMBER 2025	
82015	EXECUTIVE OFFICES	09/19/2025		N		795.00
	667 E. BIG BEAVER, SUITE 205					
09/09/2025	TROY MI, 48083	/ /	0.0000	N		0.00
		09/19/2025		N		795.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-231.100	DUE TO UNION DUES	795.00

VENDOR TOTAL: 795.00

09/11/2025 09:25 AM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

Page: 35/42

POST DATES 09/01/2025 - 09/30/2025

UNJOURNALIZED OPEN

BANK CODE: GEN

Item 6.

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		
PORTTOILTS	PORTABLE TOILET SERVICES LLC	09/10/2025	107184	GEN	08/31/25-09/27/25	
82053	4900 MCCARTHY DRIVE	09/19/2025		N		5,263.48
09/02/2025	MILFORD MI, 48381	/ /	0.0000	N		0.00
		09/19/2025		Y		5,263.48

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-800.000-942.000	PORTABLE TOILETS	1,701.96
101-751.000-942.000	PORTABLE TOILETS	3,561.52
		5,263.48

VENDOR TOTAL: 5,263.48

PROTECHSAL	PRO-TECH SALES	09/10/2025	INV5411	GEN	PD ID SETS PANELS-FISCHHABER	
82054	1313 WEST BAGLEY ROAD	09/19/2025	20250595	N		24.00
09/04/2025	BEREA OH, 44017	/ /	0.0000	N		0.00
		09/19/2025		N		24.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-768.000	ID SETS FISCHHABER	14.00	14.00
207-000.000-768.000	SHIPPING AND HANDLING	10.00	10.00
		24.00	24.00

VENDOR TOTAL: 24.00

RNDTSRVCSS	RANDY'S SERVICE STATION INC.	09/03/2025	16164	GEN	FD - ENG 1 NEW TIRES	
81993	8030 MASON ROAD	09/19/2025	20250637	N		3,730.00
09/03/2025	FOWLERVILLE MI, 48836	/ /	0.0000	N		0.00
		09/19/2025		N		3,730.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	SERVICE CALL	150.00	150.00
206-000.000-932.000	LABOR	240.00	240.00
206-000.000-932.000	DISPOSAL	80.00	80.00
206-000.000-932.000	11R22.5 GY G622 RSD, LOAD RNG H	3,260.00	3,260.00
		3,730.00	3,730.00

VENDOR TOTAL: 3,730.00

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		

REDWINGSHO	RED WING BUSINESS ADVANTAGE ACCOUNT	09/10/2025	1589645	GEN	DPW WARD BOOTS	
82055	P.O. BOX 844329	09/19/2025		N		250.00
09/04/2025	DALLAS TX, 75284-4329	/ /	0.0000	N		0.00
		09/19/2025		N		250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-768.000	UNIFORMS/ACCESSORIES	250.00

VENDOR TOTAL: 250.00

SHIFFMAN	SHIFMAN FOURNIER, PLO	09/04/2025	09022025	GEN	CAREER FIREFIGHTER'S AGREEMENT MATTE	
81998	31600 TELEGRAPH RD	09/19/2025		N		5,143.00
	SUITE 100					
09/02/2025	BINGHAM FARMS MI, 48025	/ /	0.0000	N		0.00
		09/19/2025		Y		5,143.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101.000-826.000	LEGAL FEES	5,143.00

VENDOR TOTAL: 5,143.00

SITEONELAN	SITEONE LANDSCAPE SUPPLY, LLC	09/03/2025	152442618-001	GEN	CREDIT FOR OVER CHG GRAVEL	
81936	24110 NETWORK PLACE	09/19/2025		N		(1.28)
09/03/2025	CHICAGO IL, 60673-1241	/ /	0.0000	N		0.00
		09/19/2025		Y		(1.28)

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-567.000-752.000	SUPPLIES & SMALL EQUIPMENT	(1.28)

SITEONELAN	SITEONE LANDSCAPE SUPPLY, LLC	09/04/2025	157103799-001	GEN	CEMETERY CRUSHED GRAVEL, SUPER SCAK	
81999	24110 NETWORK PLACE	09/19/2025		N		276.04
08/22/2025	CHICAGO IL, 60673-1241	/ /	0.0000	N		0.00
		09/19/2025		Y		276.04

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-567.000-930.000	MAINTENANCE	276.04

VENDOR TOTAL: 2774

09/11/2025 09:25 AM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

Page: 37/42

POST DATES 09/01/2025 - 09/30/2025

UNJOURNALIZED OPEN

BANK CODE: GEN

Item 6.

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		

SPRINGFIEL 82001	SPRINGFIELD URGENT CARE PLLC 320 TOWN CENTER BLVD. STE. C-101	09/04/2025 09/19/2025	321K31854	GEN N	KELLER, RETURN TO WORK PHYSICAL	429.00
08/25/2025	WHITE LAKE MI, 48386-2183	/ / 09/19/2025	0.0000	N N		0.00 429.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-843.000	MISC MEDICAL EXPENSES	429.00

SPRINGFIEL 82056	SPRINGFIELD URGENT CARE PLLC 320 TOWN CENTER BLVD. STE. C-101	09/10/2025 09/19/2025	364K31854	GEN N	PRE EMPLOYMENT PHYSICAL B&G/DPW-CORR	573.00
09/01/2025	WHITE LAKE MI, 48386-2183	/ / 09/19/2025	0.0000	N N		0.00 573.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-843.000	MISC MEDICAL EXPENSES	429.00
101-265.000-955.000	SUNDRY	144.00
		573.00

VENDOR TOTAL:	1,002.00
---------------	----------

STAPLES102 81982	STAPLES ADVANTAGE P.O. BOX 660409	09/03/2025 09/19/2025	7006715295	GEN N	AUGUST 2025	722.69
08/31/2025	DALLAS TX, 75266-0409	/ / 09/19/2025	0.0000	N N		0.00 722.69

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	55.29
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	110.58
207-000.000-930.002	MAINTENANCE POLICE BUILDING	67.89
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	157.69
207-000.000-930.002	MAINTENANCE POLICE BUILDING	147.27
101-265.000-930.000	MAINTENANCE TWP HALL	183.97
		722.69

VENDOR TOTAL:	722.69
---------------	--------

09/11/2025 09:25 AM
User: MarcyM
DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES
POST DATES 09/01/2025 - 09/30/2025
UNJOURNALIZED OPEN

Page: 38/42

Item 6.

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		
DTMBREFND1	STATE OF MICHIGAN	09/03/2025	25-000881	GEN	PD ACTIVATION FEE FOR 4 PREP RADIOS	
81983	DEPT. OF MANAGEMENT & BUDGET	10/02/2025	20250633	N		1,000.00
	P.O. BOX 30681					
08/28/2025	LANSING MI, 48909	/ /	0.0000	N		0.00
		10/02/2025		N		1,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-980.000	PREP RADIO ACTIVATION FEE	1,000.00	1,000.00

VENDOR TOTAL: 1,000.00

LEIN01	STATE OF MICHIGAN	09/10/2025	551-662594	GEN	PD GATEWAY TO GATEWAY VPN CONNECTION	
82069	MI STATE POLICE - CASHIERS OFFICE	09/19/2025	20250653	N		552.00
	P.O. BOX 30266					
09/04/2025	LANSING MI, 48909	/ /	0.0000	N		0.00
		09/19/2025		N		552.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-933.300	GATEWAY TO GATEWAY VPN CONNECTION	387.00	387.00
207-000.000-933.300	TOKEN FEE	165.00	165.00
		552.00	

VENDOR TOTAL: 552.00

MISTATEI01	STATE OF MICHIGAN	09/10/2025	124015	GEN	BARICADES (8)	
82052	MICHIGAN STATE INDUSTRIES	09/19/2025		N		1,500.00
	206 E. MICHIGAN AVE.					
08/22/2025	LANSING MI, 48933	/ /	0.0000	N		0.00
		09/19/2025		N		1,500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	1,500.00

VENDOR TOTAL: 1,500.00

POST DATES 09/01/2025 - 09/30/2025

UNJOURNALIZED OPEN

BANK CODE: GEN

Item 6.

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	09/10/2025	6646507	GEN	TWP CPC BILLING 08/06/25-09/05/25	
82057	PO BOX 927	09/19/2025		N		43.85
09/03/2025	BUFFALO NY, 14240-0927	/ /	0.0000	N		0.00
		09/19/2025		Y		43.85

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	43.85

VENDOR TOTAL:	43.85
---------------	-------

TRACTSUP01	TRACTOR SUPPLY CREDIT PLAN	09/10/2025	961040	GEN	INSECTICIDE/PUMP/WARRANTY	
82058	DEPT. 30 - 1203021934	09/19/2025		N		239.97
	PO BOX 78004					
08/28/2025	PHOENIX AZ, 85062-8004	/ /	0.0000	N		0.00
		09/19/2025		Y		239.97

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	239.97

TRACTSUP01	TRACTOR SUPPLY CREDIT PLAN	09/10/2025	962562	GEN	DPW UTILITY PANT/CANVASS PANT/DUNGAR	
82060	DEPT. 30 - 1203021934	09/19/2025		N		107.97
	PO BOX 78004					
09/04/2025	PHOENIX AZ, 85062-8004	/ /	0.0000	N		0.00
		09/19/2025		Y		107.97

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-768.000	UNIFORMS/ACCESSORIES	107.97

TRACTSUP01	TRACTOR SUPPLY CREDIT PLAN	09/10/2025	962563	GEN	DPW REBAR PANT/UTILITY PANT/CANVAS P	
82059	DEPT. 30 - 1203021934	09/19/2025		N		142.97
	PO BOX 78004					
09/04/2025	PHOENIX AZ, 85062-8004	/ /	0.0000	N		0.00
		09/19/2025		Y		142.97

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-768.000	UNIFORMS/ACCESSORIES	142.97

VENDOR TOTAL:	49
---------------	----

09/11/2025 09:25 AM

User: MarcyM

DB: Hamburg

INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

Page: 40/42

POST DATES 09/01/2025 - 09/30/2025

UNJOURNALIZED OPEN

BANK CODE: GEN

Item 6.

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		
TLOLLC	TRANSUNION RISK AND ALTERNATIVE	09/04/2025	378853-202508-1	GEN	PD MONTHLY USAGE CHARGES	08/01/2025-
82002	DATA SOLUTIONS, INC.	09/19/2025	20250638	N		75.00
	P.O. BOX 209047					
09/01/2025	DALLAS TX, 75320-9047	/ /	0.0000	N		0.00
		09/19/2025		N		75.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-801.000	MONTHLY USAGE CHARGES - AUG 2025	75.00	75.00

VENDOR TOTAL: 75.00

VERIZONW01	VERIZON WIRELESS	09/03/2025	6121744200	GEN	08/23-09/22/25 /B2B MW VISION PHONE	
81984	PO BOX 15062	09/14/2025		N		530.65
08/22/2025	ALBANY NY, 12212-5062	/ /	0.0000	N		0.00
		09/14/2025		N		530.65

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-853.000	PHONE/COMM/INTERNET	530.65

VENDOR TOTAL: 530.65

W-4SIGNS01	W-4 SIGNS	09/10/2025	30028	GEN	PD CHARGER PACKAGE #7004	
82063	8200 GRAND RIVER AVE.	09/19/2025	20250642	N		684.00
09/08/2025	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		09/19/2025		Y		684.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-981.000	CHARGER PACKAGE #7004	459.00	459.00
207-000.000-981.000	INSTALLATION	125.00	125.00
207-000.000-981.000	REPLACE UNIT #7007 BACK LETTERING	100.00	100.00
		684.00	684.00

VENDOR TOTAL: 684.00

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		
WARDSDOI02	WARD'S EQUIPMENT RENTAL, LLC	09/10/2025	5641	GEN	CEMETERY SCISSORS LIFT RENTAL WITH D	
82064	PO BOX 425	09/19/2025		N		359.00
08/21/2025	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		09/19/2025		Y		359.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-567.000-955.000	SUNDRY	359.00
VENDOR TOTAL:		359.00

SUNOCOFI01	WEX BANK	09/03/2025	106990679	GEN	FD - FUEL CHARGES 08/01-08/31/2025	
81986	P.O. BOX 4337	09/18/2025	20250632	N		2,178.09
08/31/2025	CAROL STREAM IL, 60197-4337	/ /	0.0000	N		0.00
		09/18/2025		N		2,178.09

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-759.000	FD FUEL CHARGES AUGUST 2025	2,178.09	2,178.09
VENDOR TOTAL:		2,178.09	

WRIGHTEX01	WEX FLEET UNIVERSAL	09/03/2025	107030797	GEN	PD FUEL CHARGES FOR PATROL CARS 08/0	
81985	WEX BANK	09/26/2025	20250630	N		3,885.05
	PO BOX 6293					
08/31/2025	CAROL STREAM IL, 60197-6293	/ /	0.0000	N		0.00
		09/26/2025		N		3,885.05

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-759.000	MONTHLY FUEL CHARGES AUG 2025	3,885.05	3,885.05
VENDOR TOTAL:		3,885.05	

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		
WASTMANAGM	WM CORPORATE SERVICES, INC.	09/10/2025	0133130-1389-1	GEN	08/01-08/31/25	
82071	AS PAY AGENT	09/19/2025		N		1,767.00
	P.O. BOX 4648					
09/03/2025	CAROL STREAM IL, 60197-4648	/ /	0.0000	N		0.00
		09/19/2025		N		1,767.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-919.000	TRASH DISPOSAL	210.61
101-751.000-919.000	TRASH DISPOSAL	1,123.60
590-537.000-919.000	TRASH DISPOSAL	89.59
101-820.000-919.000	TRASH DISPOSAL	129.65
101-265.000-919.000	TRASH DISPOSAL	89.59
207-000.000-801.000	CONTRACTUAL SERVICES	123.96
		1,767.00
VENDOR TOTAL:		1,767.00
TOTAL - ALL VENDORS:		173,356.43



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

NOTICE OF RESCHEDULED MEETING

Hamburg Township

10405 Merrill Road, Hamburg, MI

(810) 231-1000 Ext. 206

Please be advised of the following change of meeting date for:

Public Body: Hamburg Township Parks and Recreation Committee

Date and Time of Meeting: September 23, 2025 Time: 3:30 p.m.

Place of Meeting: Hamburg Twp. Hall

Status of Meeting: The regularly scheduled meeting of the Parks and Recreation Committee for Tuesday, September 23, 2025 has been rescheduled for Tuesday, September 30, 2025 at 3:30 p.m.

Questions or concerns can be sent to: clerk@hamburg.mi.us

Signature of Hamburg Township Clerk

September 10, 2025 – 5:45 p.m.

Date and Time of Posting

The Hamburg Township Clerk will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting or public hearing upon 72 hour(s) notice to the Hamburg Township Board. Individuals with disabilities requiring auxiliary aids or services should contact the Hamburg Township Board by writing or calling the following:

Mike Dolan

Hamburg Township Clerk

10405 Merrill Road, P.O. Box 157

Hamburg, MI 48139

(810) 231-1000 Ext. 206

A COPY OF THIS NOTICE IS ON FILE IN THE OFFICE OF THE TOWNSHIP CLERK

HAMBURG TOWNSHIP PARKS AND RECREATION COMMITTEE

BYLAWS & RULES OF PROCEDURE

Article I - Name

Hamburg Township Parks & Recreation Committee

Article II - Purpose

The Parks and Recreation Committee shall be an advisory body to the Hamburg Township Board of Trustee's for the following:

- 2.1 Management of Parklands and Recreational Facilities, Township Senior/Community Center, and the Lakelands Trail, including the approval and scheduling of their use.
- 2.2 Review of an Annual Business Plan and Supporting Budget as presented by the Clerk.
- 2.3 Development of recommendations to the Hamburg Township Board regarding expenditures and program enhancements.
- 2.4 Development and oversight of all grant proposals related to the Township's Parkland facilities and/or operations.
- 2.5 Development and maintenance of a five year Parks and Recreation Master Plan.
- 2.6 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.
- 2.7 Marketing of various recreational programs to the community-at-large.
- 2.8 Oversight for programmatic development and use of the Lakelands Trail.
- 2.9 In cooperation with the Township's Building & Grounds and Clerk's Departments, responsible for providing management oversight of all physical modifications and enhancements to the Parks and Recreation property and facilities to ensure that all work is done with the appropriate permits, licenses, inspections, and liability protection, e.g. bonding.
- 2.10 Working 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.
- 2.11 Working with Volunteer based organizations, individuals and groups who use Parks and Recreation facilities to obtain important feedback about their experiences and suggestions for improvement and usage.

Article III – Membership

The Committee shall consist of five (5) voting members. All members shall be appointed by the Township Board according to the terms of these Bylaws.

3.1 Five (5) voting members shall consist of the following:

- **Hamburg Township Clerk.**
- **One (1) additional member of the Hamburg Township Board of Trustees to be nominated by the Clerk and appointed by the Township Board.**
- **Three (3) members at-large nominated by the Hamburg Township Clerk to be appointed by the Hamburg Township Board to serve for two year terms. All such members must be citizens of Hamburg Township. Such members shall not hold a position as an officer or a Board member of any category of user of the Township Park Facilities as set forth in the Hamburg Township Park Facility Use Policy, Sections 3.2, 3.3 and 3.4. Member may also be a Pinckney Community High School student as recommended by the acting PHS Athletic Director or Superintendent of Schools.**

3.2 Attendance of non-voting staff members on as needed basis:

- **Parks & Recreation Coordinator**
- **Public Safety representative**
- **DPW/Building & Grounds representative**
- **Senior Center Director**

3.3 Removal. Any member may be removed by a majority vote of the Township Board for whatever reason.

3.4 Trustee, citizen and hourly staff members that are not serving during business hours will be paid at the per diem rate as outlined in the Hamburg Township Salary Step Progression Plan for all regularly scheduled and special meetings.

3.5 Members may be reimbursed for expenses authorized by the Committee incurred while performing duties related to the work of the Committee. Mileage authorized by the Committee for Committee activities will be reimbursed at the current rate approved by the Township Board. Travel to and from meetings will not be reimbursed.

3.6 Expenses incurred by members relating to attendance at recreational related seminars, conventions, or other meetings must be pre-approved by the Township Board.

Article IV - Officers

- 4.1 **Selection.** The Clerk, or other Hamburg Township official named as Park Administrator, shall be the primary Chair of the Parks and Recreation Committee. The Chairperson, or appointed staff person, shall be responsible for establishing the agenda and providing supporting material for all meetings. The Chairperson will preside over all meetings and relay any change in schedule to the Clerk's Office. In the absence of the Clerk, another committee member shall be appointed to run the meeting by passing vote of the committee.

Article V - Meetings

- 5.1 **Meeting Notices.** All regularly scheduled and special meetings shall be posted at the Hamburg Township Hall by the Hamburg Township Clerk, and shall otherwise comply with the requirements of 15.261 et seq., commonly referred to as the Open Meetings Act.
- 5.2 **Meetings.** Regular meetings shall be held monthly according to the schedule adopted by the Township Board each year. They are held on the fourth Tuesday of each month at 3:30 p.m. unless otherwise posted by the Township Clerk.
- 5.3 **Special Meetings.** Special meetings may be called by the Township Clerk, or the Chairperson of the Committee or by a majority of the voting members of the Committee.
- 5.4 **Quorum.** In order for the Committee to conduct business or take any official action, a quorum consisting of the majority of all the voting members serving on the Committee must be present. When a quorum is not present, no official action may take place. The members of the Committee may discuss matters of interest, but can take no action until the next regular or special meeting.
- 5.5 **Voting.** An affirmative vote of the majority of the quorum shall be required for the approval of any requested action or motion placed before the Committee. Voting shall ordinarily be by voice vote; provided, however, that a roll call vote shall be required if requested by any Committee member or directed by the Chairperson. If a roll call vote is taken, the individual vote, yea or nay, of each Committee member must be recorded in the minutes of the meeting.
- 5.6 **Order of Business.** A written agenda for all meetings shall be prepared as follows. The order of business shall include:

Call to Order

Approval of the Agenda

Approval of the Minutes

Call to the Public

Old Business

Current Business

Call to the Public

Committee Comments

Adjournment

- 5.8 Rules of Order.** All meetings of the Committee shall be conducted in an orderly manner using parliamentary procedure and utilizing Robert's Rules of Order simplified per Section 2.4(d) Board Rules of the Hamburg Township Administrative Policy and Procedure Manual.

Article VI - Minutes

- 6.1** Committee minutes shall be prepared by the Township Clerk. The Township Clerk may appoint a staff member as the minute's recorder who will be compensated according to current Township policy. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes; and record of attendance. All communications, actions and resolutions shall be attached to the minutes. The official records shall be deposited with the Township Clerk.

Article VII - Open Meetings and Freedom of Information Provisions

- 7.1** All Committee meetings shall comply with the terms and provisions of MCL 15.261 et seq., commonly referred to as the Open Meetings Act.
- 7.2** All business conducted by the Committee or any and all of its documents are subject to the provisions of MCL 15.231 et seq., commonly referred to as Freedom Of Information Act (FOIA).
- 7.3** A person shall not be excluded from a meeting of the Committee except for a breach of peace committed at the meetings.

Article VIII - Amendments

- 8.1** These Bylaws may be amended from time to time by the Hamburg Township Board. The Committee, by a majority vote, may submit any recommended amendments to the Township Board for its approval.

THESE BYLAWS AND RULES OF PROCEDURE ARE ADOPTED THIS DATE: December 17, 2019

Original: January 4, 2011 **Amended:** April 19, 2011, November 15, 2011, November 27, 2012, February 17, 2015, December 6, 2016, December 19, 2017, December 17, 2019, October 5, 2021, August 12, 2022, June 18, 2024, August 5, 2025

MDNR Wind Turbine Bench Project

Artist: Sgt. Megan Paul

Ribbon Cutting Ceremony: September 10, 2025 – 3:30 p.m.



The Wind Turbine Bench Project was completed in August 2025 and was made possible by a grant program through the MDNR and Noblewins, who manufactures functional public art benches through recycling wind turbine blades.

We would like to thank Sgt. Megan Paul for the beautiful artwork on our Bench and to say we love what she ended up with! We posed a few questions about this unique project, and wanted to share her responses.

Q - What was the main inspiration for your design?

A - My main inspiration for the design was what we, Hamburg Township, have an abundance of. What draws people in to visit and live here includes: our 30+ lakes, Huron River, and streams which can be seen from the Mike Levine Lakelands Trail where the bench is placed.

Q - Which fish are pictured and why?

A - I tried to incorporate some local fish species found in our local waterways. I chose to showcase a bass being caught by a fisherman as it is a very popular sport on our lakes. The other fish depicted are commonly found here; a catfish, bluegill and perch.

Q - How long did it take you to complete it from start to finish?

A - Total hours from start to finish was close to 35 hours. I was contending with extreme heat which caused the paint to dry very quickly. There definitely was a learning curve with that aspect!

Q – What type of paint/supplies were used?

A - I used Benjamin Moore Element Guard Exterior Acrylic Paint in many different colors from our local paint store, Northeastern Wolverine Paint Supply. It was sealed with Zinsser Okon Graffiti Barrier Coating. I used some of the paint as is and also mixed some to come up with the perfect colors I envisioned. I used what I had on hand; paper plates, disposable cups, plastic wrap, No. 2 pencils, paint brushes of varying sizes, and some foam pieces to blend colors.

We would like to thank Northeastern Wolverine Paint Supply and Benjamin Moore Paint for their generous donation of the paint for this project!

Q - Anything you would like to say about this experience or any advice you would give other artists who are doing something similar?

A - This was such a fun project to work on! It was definitely the largest canvas I have attempted. The only advice I will offer is not to paint in 90°+ weather! It was tough working with the paint and it was tough physically.

Those were some pretty roasty days you worked on it so that is some pretty solid advice! Thank you so much for this extremely meaningful piece of community art, Sgt. Paul, we really appreciate it!

We would like to thank the MDNR and Noblewins for the opportunity to provide this feature to our residents and visitors at the Pettysville Trailhead in Hamburg Township, MI! What a fun way to welcome visitors to the portion of the Mike Levine Lakelands Trail system within our community!

To see more public art, be sure to head down to our Village Trailhead in the Village of Hamburg, MI and check out our StoryWalk, made possible by a generous donation by our partners at Great Start Livingston and some very creative students and art teachers at Kensington Woods Schools!

For more information about our community projects, please head to Hamburg Parks & Recreation on our website at:

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

or by scanning our QR code which will lead you to our project page.





HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Updated: MM DD, 2025

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

TABLE OF CONTENTS

DEFINITIONS 0.0

INTRODUCTION 1.0

Purpose	1.1 Page 1
---------	------------

TOWNSHIP BOARD ADMINISTRATION 2.0

Township Board Powers	2.1 Page 2
Authority Delegated from the Board	2.2 Page 2
Authority to Interpret the Provisions of this Manual	2.3 Page 2
Board Meeting Administration	2.4 Page 2
Committee Administration	2.5 Page 7
Township Board Laptop Computers	2.6 Page 8

PERSONNEL ADMINISTRATION 3.0

Human Resource Director Duties	3.1 Page 9
Employee Recordkeeping	3.2 Page 9
Classification and Compensation	3.3 Page 10
ADA Coordinator	3.4 Page 11
Authorized Work Force	3.5 Page 11
Employee Selection	3.6 Page 11
Employee Supervision	3.7 Page 12
Employee Evaluation	3.8 Page 13
Employee Discipline	3.9 Page 13
Collective Bargaining	3.10 Page 14
Employee Recognition	3.11 Page 14
Ethical Standards	3.12 Page 14
Workplace Violence	3.13 Page 16
Non-Smoking Policy	3.14 Page 16
Tuition Reimbursement (Non-Bargaining Unit Employees)	3.15 Page 16
Adverse Weather Policy	3.16 Page 17

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

FINANCIAL ADMINISTRATION 4.0

Accounts Payable	4.1 Page 20
Payroll	4.2 Page 20
Cash Receipts	4.3 Page 21
Accounts Receivable	4.4 Page 21
Financial Reporting	4.5 Page 23
Inventory of Fixed Assets	4.6 Page 23
Budgeting	4.7 Page 24
Purchasing Policy	4.8 Page 24
Purchase Control	4.9 Page 30
Expense Reimbursement	4.10 Page 42
Investment Policy	4.11 Page 43
Notary Publicity	4.12 Page 54
Grants	4.13 Page 54
Cell Phone Usage & Re-Imbursement	4.14 Page 59
Automated Clearing House (ACH) Arrangements and Electronic Funds Transfer (EFT) Policy	4.15 Pg 61

PROPERTY MANAGEMENT 5.0

Hours of Business	5.1 Page 64
Building Access	5.2 Page 64
Security	5.3 Page 64
Safety	5.4 Page 64
Staff Use of Township Equipment, Labor or Premises	5.5 Page 65
Vehicle Acquisition, Disposal and Use	5.6 Page 66
Public Use of Township Facilities	5.7 Page 70
Routine Maintenance	5.8 Page 74
Snow Removal Policy	5.9 Page 74

PUBLIC INFORMATION 6.0

Public Contact	6.1 Page 75
Public Information Officer	6.2 Page 75
Public Notices	6.3 Page 76
Freedom of Information Act Requests	6.4 Page 76
Incoming Mail	6.5 Page 80
Outgoing Mail	6.6 Page 81
Confidential Information	6.7 Page 81
Social Media Policy	6.8 Page 81

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Governmental Access Cable Television Channel Capacity Policy
Tax and Assessment Information Policy

6.9 Page 87
6.10 Page 98

CODE OF ORDINANCE 7.0

Ordinance Supplemental Procedure

7.1 Page 99

~~POVERTY-EXEMPTION- POLICY/PROCEDURES 8.0~~

~~ADOPT-A-FEATURE-/GARDEN-PROGRAM 9.0~~

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.

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 9/16/25

The ~~Township Supervisor, Clerk, and Treasurer~~ Executive Team shall provide to 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.

2.4 Board Meeting Administration

2.4(a) Postings

Updated by Board of Trustees 9/16/25

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 9/16/25

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 and a completed Check List Form Municode by 12:00 PM on the Thursday Wednesday

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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 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.

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 9/16/25

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

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 9/16/25

~~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.~~

Orderly meetings will be conducted using parliamentary procedure and utilizing Robert's

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Rules of Order simplified per the following guide to conduct meetings fairly and efficiently.
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.

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.

2.4(e) Board – Work-study Session

Updated by Board of Trustees 9/16/25

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~~:

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

1. State the Objective of the Meeting
2. Supporting Documentation
3. Motion/End Action Plan

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.

2.(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.

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

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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 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 9/16/25

To promote efficient administration, the Township Board authorizes the 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**.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

2.4(k) Minutes

Updated by Board of Trustees 9/16/25

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 of the minutes. All committees shall have board approved bylaws governing their operations.

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) Postings

Updated by Board of Trustees 9/16/25

~~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.

2.5(b) Committee Rules

Updated by Board of Trustees 9/16/25

~~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.~~

2.5(c) Meeting Participation

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) Minutes

Updated by Board of Trustees 9/16/25

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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

~~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.~~

~~2.4(k)~~ **2.6 Township Board Laptop Computers** Updated by Board of Trustees 9/16/25

~~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.

~~2.4(k)(2)~~ **2.6(b) Inappropriate Uses** Updated by Board of Trustees 9/16/25

~~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.~~

~~2.4(k)(3)~~ **2.6(c) Security**

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)~~ **2.6(d) Personal Use**

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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

3.0 PERSONNEL ADMINISTRATION

3.1(a) 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. New Job Descriptions are subject to Township Board approval.
3. Annual review and update all Job Descriptions to ensure their accuracy.
4. Recruit and interview applicants for job vacancies in accordance with section 3.6.

3.2 Employee Recordkeeping

3.2(a) Personnel Records

Updated by Board of Trustees 9/2/25

The Clerk's department shall maintain a personnel record of each Township employee. 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.

3.2(b) Confidentiality of Personnel Files

Updated by Board of Trustees 9/2/25

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 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 Clerk. Confidential information contained in a personnel file shall be released to others only with the written authorization of the employee.

3.2(c) Freedom of Information Act Request for Personnel Files

Updated by Board of Trustees 9/2/25

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

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

may be contained on the document is deleted, with the Clerk's approval. 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 FOIA Coordinator, after consulting with the Township attorney, shall notify in writing any party requesting confidential information that the request is denied. Employees are to be immediately notified that information from their file has been requested by a FOIA.

3.3 Classification and Compensation

Updated by Board of Trustees 9/2/25

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.
 - 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. Scheduled meetings during Township business hours are not eligible for a per diem payment when individual is compensated by an approved salary.

3.3(a) Benefits

Benefits are provided to all full-time regular employees and the Supervisor, Clerk and Treasurer. Township Board elected trustees receive the retirement benefit established by

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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

Health care coverage is provided to all full-time regular employees and the 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. To be eligible for this program the employee would have to 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.

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

The Township Board shall determine the number of employees assigned to the various Township departments. The following procedure shall be followed to obtain authorization to establish a new position:

3.5(a)

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. Upon receiving authorization from the Township Board, the Department Head may initiate the employee selection procedure.

3.6 Employee Selection

The Department Head shall utilize the following procedures in filling any vacant employment position.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

3.6(a)

Updated by Board of Trustees 9/2/25

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 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)

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.

3.7 Employee Supervision

Department head shall provide direction to employees in a manner that complies with the provisions of these administrative policies and procedures manual, as well as Federal and State laws, Township ordinances and the Township personnel policies manual.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

3.8 Employee Evaluation

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 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).

3.8(a)

Updated by Board of Trustees 9/2/25

In January of each year Department head will review the job growth with each employee within that department through a performance review. Performance Review form is attached a.

3.8(b) Wage Schedule

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.

3.9 Employee Discipline

Updated by Board of Trustees 9/2/25

Department heads 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

The application of suspension or discharge can be/shall be authorized by the Township Board, pursuant to guidelines adopted in the Township personnel policies and procedures employee handbook. Additionally, The 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 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 Supervisor or Clerk when reasonably possible. Recommendations for suspension or termination can be made by the Department head to the Township Board for action for all employees except probationary employees.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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 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

The Township Board delegates to the 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.

3.11 Employee Recognition

Department heads shall bring to the attention of the Board any incidences 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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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 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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- If the relationship is determined to fall within one or more of the conditions described in this policy the 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.

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 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.

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)

Hamburg Township's tuition reimbursement policy is to help employees further 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 not to exceed 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:

- 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). 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 prior to the start of the course.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- D. Denial of approval by the Department Head, or his/her designee, may be appealed first to the Elected Official responsible for that Department, 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).
- H. Upon 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 Department Head for reimbursement.
- 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

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, 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.

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 EMPLOYEE EVALUATION REVIEW

Item 10.

Employee Name:

Job Title:

Department:

Review Period Date:

Last Review Date:

Reviewer Name:

Reviewer Title:

The employee & Supervisor are to identify, discuss, and agree on specific tasks, responsibilities, and career goals to accomplish, as well as employee characteristics and/or behaviors to improve to meet department goals.

Tasks & Responsibilities

Manager's Summary

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)
- 11)
- 12)
- 13)
- 14)

HAMBURG TOWNSHIP EMPLOYEE EVALUATION REVIEW

Item 10.

Employee's Goals for Upcoming Year

Goals Achieved

1)	1)
2)	2)
3)	3)
4)	4)
5)	5)

Strengths

Areas that Need Improvement

1)	1)
2)	2)
3)	3)
4)	4)
5)	5)

Employee's Overall Performance Rating:

Department Head Salary Step Plan Recommendation:

Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable

Change	Implement	Department Head initials	Supervisor initials (A-Approve D-Deny)
No change*			
Remain at current step			
Step increase			
Wage Increase**			

Job Description:

Accurate	Revised**

Evaluating Supervisor _____ Date _____

Employee _____ Date _____

*Pay freeze with a maximum ninety (90) day review.

**Department Head to present to the Board of Trustees at Strategic Planning the revised job description and/or the related wage increase request. Denied requests will receive a step increase.

Board Approved 06/18/2024

Page 2

110

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.0 FINANCIAL ADMINISTRATION

4.1 Accounts Payable

4.1(a) Department Head Authorization

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

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

Updated by Board of Trustees 9/16/25

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~~ approved by both the employee and the employee's department head. Time sheets are also required for per diem requests.

4.2(b) Deductions and Withholdings

The Human Resource 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

Pay advances shall not be authorized under any circumstances.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.2(d) Payroll Problems

Employees will immediately notify the 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 Human Resource Department.

4.3 Cash Receipts

4.3(a) Fiduciary Bonds

All employees authorized to receive funds shall be bonded through ~~our~~ the Township's liability insurance provider.

4.3(b) Receipts

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

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

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, and

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

purpose. A copy of the invoice shall be supplied to the department responsible for generating the invoice.

4.4(b) Posting and Distribution

A copy of all invoices or 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 remittance 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

Updated by Board of Trustees 9/16/25

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 Accounting Director or the DPW Director.

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 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

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 \$2,500.00.

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, 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

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

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

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 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 Executive Team. If 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. 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

A W9 form must be obtained from all vendors before the vendor information can be entered into the Accounts Payable program. Where applicable, 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 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. 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.
 - 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. 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.
5. Once the Accounting Department has reconciled the activity, they will process the replenishment of the petty cash balance.
6. Petty cash should be secured at all times.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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 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 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.
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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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

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 X/X/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. **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.
2. **Purchases of ~~\$10,000~~ \$25,000 or Less:** All supplies and contractual services not exceeding ~~ten thousand dollars (\$10,000)~~ twenty-five dollars (\$25,000) in cost may be made in accordance with purchase procedures established by the Township Board.

4.9(a) INVITATION FOR BIDS

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. In the case of larger purchases, notices shall be placed in newspapers or applicable trade publications.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

7. If the Township delimitates the bid process to outside an entity that entities policies will be followed.

4.9(b) NOTICE SOLICITING BIDS OR PROPOSALS

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. "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. "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

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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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
 - 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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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 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. **Opening and Recording**
 - 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.
 - 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. 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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- ii. **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. **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. **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).
 - 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 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

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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:** 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

- 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 is authorized to enter:
 - a. All contracts that do not exceed 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 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 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;

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- 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 contacts 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 contact; 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 X-X-XX

- 1. **Bid Selection:** The Township Board of Trustees shall award Municipal building construction project contracts in the amount of ~~five thousand dollars (\$5,000)~~ twenty-five thousand dollars (\$25,000) or more to the lowest responsive, responsible bidder as determined by this section.
- 2. ~~**Definitions as used in this section:**~~
 - 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~~

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

~~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.~~

- ~~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.
- ~~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 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.
- ~~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;

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- 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, 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

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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;
- 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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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

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 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~~

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

~~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 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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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 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 ten thousand dollars (\$10,000) or more when such subcontractors are a direct and inclusive result of a Township purchase or contract of 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, 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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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)

4.11(a) Purpose

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

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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.
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

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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.

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

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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 Boards 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 "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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- 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.
- 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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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.
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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.11(I) 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:
 - a. Township Supervisor
 - b. Township Clerk
 - c. Township Treasurer and Deputy Treasurer
 - d. Township Trustees (4)
 - e. Township Director of Accounting
 - f. Township Attorney

2. 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:
 - 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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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.

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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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.

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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

~~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.

~~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 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

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 without 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. The Hamburg Township **Accounting** Director **of Accounting** shall be designated as the grant fiscal officer for all grants.
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.
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.
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.
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**.
6. Grants that allow for reimbursement of indirect costs must include the costs in the grant application budget.
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**.
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.
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 X-X-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 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

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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. Charges to the grant correctly represent materials received or services rendered;
2. Charges represent activities that are allowable under the grant and comply with the budget that is established for the grant;
3. Funds are available in the grant to cover authorized charges; and
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. 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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

2. All grants shall be processed in accordance with GASB-33.
3. Grant monitoring and budgetary control reports shall be made throughout the life of the grant.
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.
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



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

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. Township-owned cell phones will be designated by the following two types:

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- 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. 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"

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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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.
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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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.
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

5.0 PROPERTY MANAGEMENT

5.1 Hours of Business

Updated by Board of Trustees X-X-XX

The Township hall shall be open to the public at ~~8:00 a.m.~~ 7:30 a.m. and shall be closed at ~~5:00 p.m.~~ 5:30 p.m. on every normal business day, Monday through Thursday.

5.2 Building Access

The first person arriving each morning should make sure that all public access doors are unlocked and the security system is deactivated.

Prior to leaving, each employee will make his or her work station secure by checking their work area to ensure any open windows are closed & locked, turning off lights, equipment and doors are locked (if applicable).

The last person to leave the Township hall at night shall check to see that the building is secure and alarmed.

Persons working after hours are responsible for turning off the lights and office machines used and checking that all accessible doors and windows are secure.

5.3 Security

5.3(a) Keys - The following positions are authorized to receive a key to the main door: all employees and all Township Board members.

If a key is lost, the Director of Technical Services & Utilities shall be informed immediately. A replacement key shall be issued. If the Director of Technical Services & Utilities has reason to believe that the missing key may be used for unauthorized entry, new locks will be installed. Upon termination of employment, the employee shall return his or her office keys to the ~~Human Resource Director~~ Director of Technical Services & Utilities. No person shall duplicate a key without authorization from the Township Supervisor or the Director of Technical Services & Utilities or make a key available to any unauthorized person.

Each department head shall determine who shall be issued a key to the department's door or any secured facilities, such as a safe, election equipment, cash drawer or filing cabinet, within the department. Only Clerk approved person(s) shall have access to storage areas of election equipment.

5.4 Safety

Updated by Board of Trustees X-X-XX

~~Flammables and the Township Hall shall be maintained in compliance with the Fire Marshall.~~

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

~~In the event of a fire, all employees will immediately exit the building. All employees shall gather in the Senior Center parking lot for a head count.~~

All department staff shall refer to their department safety manual or Standard Operation Procedures, if applicable.

5.5 **Staff Use of Township Equipment, Labor or Premises**

1. **Lost or Damaged Equipment** - Any lost or damaged equipment shall be reported immediately to the employee's department head.
2. **Personal Use of Township Property** - Township property should not be used by township personnel for personal use
3. **Copier** - Employees may use the Township copier for incidental use with the approval of the department head.
4. **Bulletin Boards** - Employees and residents who wish to post notices on Township bulletin boards must have the prior approval of the Township Clerk or their designee.
5. **Electronic Communications Policy**
 - a. **Purpose** - The purpose of the electronic communications system is to assist Hamburg Township's day-to-day conduct of business activities. This section sets forth the policies regarding the use of the Internet and e-mail system. Hamburg Township reserves the right to change these policies at any time.
 - b. **Ownership** - The e-mail system is the property of Hamburg Township. All data and other electronic messages within this system are the property of the Township. E-mail messages either composed or received in therefore may be subject to Freedom of Information Act requests and other legal disclosure. Staff and elected officials should use assigned township email addresses.
 - c. **Monitoring/Privacy** - Hamburg Township reserves the right to monitor all e-mail/Internet messages/information either composed or received in the system. It is possible that e-mail sent from the Township's system can be intercepted on the system and on the Internet; therefore, the user should not expect any degree of privacy regarding e-mail messages. E-mail messages deleted by the user may be retrievable from the hard drive, backup tapes or the receiving or sending e-mail system.
 - d. **Users** - Only Hamburg Township employees who have been assigned by an Executive Team member are permitted to use the Internet system. Only Hamburg Township employees who have been assigned an e-mail account and password are permitted to use the e-mail system. Accounts will only be established once the employee has read the Township's Electronic Mail/Internet Policy and has signed the Township's E-Mail/Internet Policy Acknowledgment Form. Upon termination of employment, that user's account and privileges will be revoked.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

e. **Prohibited Uses** - Certain uses of the Township's e-mail/Internet system are not allowed. Prohibited uses include, but are not limited to:

- Using the system for any purpose which violates State and Federal Laws.
- Using the system in a way that violates copyright laws.
- Using the system to circumvent the Open Meetings Act.
- Sending or receiving confidential communications related to litigation, negotiations, or investigations.
- Misrepresenting one's identity to compose or intercept messages.
- Revealing your access code or password to another employee.
- Using the system for commercial or personal purposes other than the business of Hamburg Township.
- Using the system for the purposes of lobbying.
- Creating offensive or malicious messages. These would include, but not limited to, messages which contain profanity, sexually explicit content, race, natural origin or gender specific comments, threats or harassment.
- Using the system for religious or non FOIA related political purposes.
- Using the system for gambling, betting pools or investment clubs.
- Chain letters.
- Engaging in any e-mail/Internet activity that would create liability for Hamburg Township.
- Browsing sites, chat rooms, or publishing unrelated to work.
- Using the Internet to purchase or sell goods or services.

f. **Disclosure** - Hamburg Township reserves the right to use any e-mail found in its system for its business activities and to disclose e-mail contents to appropriate personnel.

5.6 Vehicle Acquisition, Disposal and Use

1. **Purpose** - To provide a procedure by which Hamburg Township vehicles are acquired, their official use, and disposal.
2. **Intent** - The intent of the Hamburg Township Board of Trustees is to develop a formal policy for the usage, acquisition/disposition, and maintenance of all Township vehicles.
3. **General Policies**
 - a. All vehicles owned by Hamburg Township and operated by any department therein, shall be managed by the Township Board. The Board will make all final decisions regarding acquisition, usage, inventory, and replacements.
 - b. All vehicles purchased/owned by Hamburg Township shall be titled in the name of Hamburg Township. The Supervisor and/or Clerk shall be authorized to sign all titles for newly acquired vehicles on behalf of the Township as well as titles of vehicles sold (when approved by the Township Board). All titles are to be stored in the Clerk's office and under the direct responsibility of the Clerk.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4. **Specific Policies**

Updated by Board of Trustees X-X-XX

- a. **Assigned Vehicles** - The Hamburg Township Board shall assign vehicles to specific staff members or departments on documented need through a motion of the Board, individual employment contracts, adopted policies or through Collective Bargaining Agreements. Township vehicles kept at home overnight shall be stored in a garage or driveway and shall not be parked overnight on the street. Use of exclusively assigned vehicles shall be limited to travel to and from work and business only. No personal use of Township owned vehicles is permitted which generates additional mileage.

- b. **Township Vehicle Use** – Township owned vehicles are to be used to perform the daily functions of the departments. These include but are not limited to the following:
 - Policing/Patrolling
 - Undercover/Surveillance Work (Unmarked Vehicles)
 - Attending Court Cases
 - Reviewing Properties for Assessing Purposes
 - Reviewing Properties for Zoning Violations/Inspections
 - Reviewing Properties for Construction Activities
 - Attending Meetings and Conferences
 - Attending Educational Classes
 - Re-Evaluating Properties
 - Attending Work Related Meetings
 - Maintenance of Township Properties and Utilities Systems
 - Verification and Maintenance of special assessments
 - Banking, mail and election activities

- c. **Fuel** – Township owned vehicles driven by authorized Township employees on official business shall be authorized to receive fuel from the designated Township supplier. For approved out-of-town travel, employees will be reimbursed for fuel pending receipt submittal.

- d. **Vehicle Acquisition** – The Township shall acquire vehicles to meet the needs of each department either by lease or purchase. Method of acquisition will be determined by the Township Board. The model, type and specific standards for vehicles needed may vary by department. This decision shall be at the discretion of the Township Board.
 - i. **Replacement** - Public Safety vehicles will be replaced when the odometer has reached 100,000 miles, the vehicle is six (6) years old (with the exception of certain fire apparatus which by their design have an expected useful lifespan of more than 6 years), the lease has expired, or the repairs to the vehicle are such that it is no longer cost effective to maintain serviceability of the vehicle, whichever occurs first. However, any department head may the Director of Public Safety may, at their discretion, request the Township Board

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

of Trustees exempt a specific vehicle from this policy by providing a written maintenance expense summary and vehicle safety inspection certification from an independent certified mechanic who does not regularly maintain the vehicle. The Township Board of Trustees, should it choose to grant the exemption, shall specify the period or number of miles the vehicle is to remain in service beyond the parameters listed above.

- ii. **Budgeting** - Each department shall be responsible for budgeting for vehicles. In instances where vehicles are shared, the department requesting use of another department's vehicle, shall budget an appropriate amount of funds for fuel, fluids, and general maintenance, i.e. cleaning, etc.
- e. **Disposal** – The Township Board shall direct the advertising for sale of any Township vehicle that will be replaced. The proceeds from the sale will be applied to the department that had use of the vehicle, to defray the costs of acquiring a replacement. All vehicle disposals should be through MIBid unless approved by the Township Board of Trustees.
- f. **Maintenance** – Each department shall be responsible for the daily maintenance of the vehicle(s) assigned to their respective department. This maintenance includes, but shall not be limited to the following:
 - Cleaning** – The interior and exterior of all Township vehicles shall be kept clean. The users of each vehicle are responsible for cleaning.
 - i. **Fuel, Oil, and Fluids** – At no time shall the fuel level drop below one-quarter (1/4) tank. Fluids (power steering, brake, washer, oil, transmission, etc.) shall be checked ~~at the time of refueling, or on a weekly basis~~ periodically. Fluid levels are to be maintained at all times according to manufacturer recommendations. This maintenance shall be the responsibility of each user of the department's vehicle at a location, or source approved by the Township Board. Oil changes shall be performed at manufacturer suggested intervals at a site approved by the Township Board.
 - ii. **Repairs** – Minor repairs shall be promptly taken care of. The Township Board shall make decisions regarding major repairs. The department head shall notify the Supervisor or Clerk of needed repairs.
- g. **Vehicle Operation** - Township vehicles may be provided for use by employees for work-related travel. No personal business shall be conducted while operating a Township owned vehicle. Employees are expected to observe all traffic laws, posted speed limits, and use care and caution while operating these vehicles. Use of seat belts for drivers and passengers is mandatory. Smoking in Township vehicles is prohibited. Employees involved in traffic accidents while driving a Township vehicle are required to notify his/her supervisor as soon as possible after the accident and when so directed, file a complete written report with respect to the accident. If it is determined by the Township that the employee was negligent, the Township may institute disciplinary action against that employee.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

h. Vehicle Use – The Clerk’s office is responsible for scheduling pool use and keys.

In the event of public emergencies, priority for vehicle sharing shall be given to the Police Department. Expenses incurred during such emergencies shall be borne by the Police Department.

i. Eligible Drivers – Employees who are eligible to use Township vehicles shall possess a valid Michigan driver’s license.

j. Driving Record Oversight - Hamburg Township will contract with a vendor of their choice for this service. Whenever there is activity on an employee’s driving record (accidents, traffic citations, convictions, etc.) Hamburg Township automatically receives notification. The service also provides an automatic yearly copy of employee driving records regardless of the activity.

All employees must immediately notify the Township in writing of any suspension, revocation or restrictions placed on the employee’s driver’s license.

Hamburg Township may refrain from hiring new employees based on an evaluation of the applicant’s driving record.

Hamburg Township will rescind an employee’s authorization to drive on Township business and/or to operate a Township vehicle when the Township determines that the employee has compiled a poor driving record.

The following conditions or convictions are examples that are deemed unacceptable and may result in disciplinary action up to and including dismissal or reassignment as determined on a case by case evaluation by the Human Resource Director who will confer with the Executive Team.

- i. Two (2) at-fault accidents in the past three years, or
- ii. Failure to stop and/or report an accident, or
- iii. Operating after the ingestion of, or being under the influence of, alcohol or controlled substances, or
- iv. Operating with an unlawful blood alcohol content, or
- v. Negligent homicide, manslaughter, or assaults involving the operation of a motor vehicle, or
- vi. Driving on a suspended or revoked license, or
- vii. Operating a vehicle while taking medications that may impair safe vehicle operation.

It is the employee’s responsibility to notify his/her supervisor when the employee has taken prescription or non-prescription drugs which may impair the employee’s ability to safely operate a motor vehicle.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

5.7 Public Use of Township Facilities

Updated by Board of Trustees X-X-XX

~~**5.7(a) Availability**—Township Senior/Community Center is available for use by non-profit or civic organizations for events.~~

~~**5.7(b) Reservations**—Application for use forms shall be made available at the office of the Township Clerk. The Clerk shall record each reservation on a facility calendar, on a first come, first served basis.~~

~~**5.7(c) Conditions for Use**~~

- ~~1. All applications for the use of this facility from Hamburg Township non-profit or civic organizations shall be submitted to the Building Coordinator for review and issuance.~~
- ~~2. The Township Board reserves the right to demand sufficient time to investigate applications for the use at the discretion of the Building Coordinator. The Township Board reserves the right of first claim to use of the facility. Cancellations may be ordered by the Board with due notice.~~
- ~~3. The applying party agrees to save and hold harmless Hamburg Township and the Hamburg Township Board. They further agree to assume responsibility for all liabilities arising incident to the use of said facility. The applying party may be asked to furnish proof of liability insurance with an endorsement showing Hamburg Township as an additional insured for an event if the Building Coordinator or the Hamburg Township Board so requests.~~
- ~~4. All approved users must satisfy the Township Board that they will guarantee orderly behavior and will underwrite any damage done due to their use of the premises.~~
- ~~5. All approved users must maintain control of the behavior of their members who use the facility. If it is determined that members are behaving improperly in the hallways, bathrooms and other public areas of the building, they will be asked to furnish adults to patrol such areas to maintain proper behavior. If the user group is unable or refuses to provide said adults, the Township Board reserves the right to require one of the following options:~~
 - ~~a. Revoke the permission for use.~~
 - ~~b. Require the user to pay the costs incurred by the Township to provide a paid adult individual to patrol the public areas of the facility.~~
 - ~~c. The Township has the right to charge any costs incurred by any groups.~~
 - ~~d. Applications for use of the facility shall be submitted no later than two weeks prior to the requested date of use. Multiple and/or long term uses of the facility must be submitted no later than one month prior to the first meeting date desired.~~
 - ~~e. Applications for multiple and/or long term use must be approved by the Hamburg Township Board.~~
 - ~~f. Applications shall be made on forms provided by the Building Coordinator. Applications must be signed by an officer of the applying organization.~~

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- ~~g. If applicants serve food or refreshments, all means of serving same shall be furnished by the applicant. None of the facility's cooking or refrigeration equipment or supplies may be used. No alcoholic beverages are allowed.~~
- ~~h. All items dealing with the application requirements, not specifically mentioned or defined above shall be subject to the interpretation and discretion of the Township Board and Building Coordinator.~~

5.7(a) Availability – When it is not used by the Senior Center Director for programming, the Hamburg Township Senior/Community Center is available for use by Hamburg Township taxpayers, local non-profit organizations, and/or civic organizations for meetings and/or events as outlined in the Senior/Community Center Rental – Facility Information packet. The rates for use are available in the Hamburg Township Administrative Fee Schedule which can be found in the Hamburg Township Code of Ordinances.

5.7(b) Reservations - Application for use forms shall be made available at the office of the Township Clerk and/or on the Hamburg Township website. The Parks Coordinator shall record each reservation on a facility calendar on a first-come-first-served basis, process invoices, and facilitate the customer's access to the building by assigning key fobs. For regular users, a code may be assigned by Director of Technical Services & Utilities which will be given to them along with a regular key. The Parks Coordinator will keep record of all key and code assignments.

5.7(c) Rules and Regulations for Use

1. Use of the Hamburg Township Senior/Community Center is limited to **Hamburg Township residents, businesses, and/or local non-profit or civic organizations**. All applications for use must be submitted to the Township Clerk's Department for review and approval.
2. All applications for use of the facility shall be submitted no less than two weeks prior to the requested date of use. All such uses shall terminate at the end of the Township's fiscal year (ending June 30th of every year). Thereafter, a new application must be made for each succeeding Township fiscal year or portion thereof. **Maximum capacity of the building is 150.**
3. Applications shall be made on forms provided by the Clerk's Department. All applications must be signed by an authorized party representing the group or organization or an individual who must also provide contact information. The Township Board reserves the right to revoke any approved use with due notice. Uses may be rescheduled at any time based on availability or other uses required by Hamburg Township/Senior Community Center.
4. The applicant may be asked to furnish proof of liability insurance with an endorsement showing Hamburg Township as an additional insured for an event, if the Clerk or the Hamburg Township Board so requests, in amounts to be established by the Township.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

5. A front door entrance key and alarm code will be assigned to any applicant who applies for a reoccurring meeting. There will only be one key assigned per group. Annual payment for use is required at the time of issuance and is non-refundable. The applicant agrees that said key will not be copied or loaned to others. If said key is lost (and/or loaned) a charge of \$100 will be invoiced to the applicant. Changes in scheduled use must be approved by the Clerk's Department. **Unscheduled use of the facility will result in an automatic loss of rental privileges.**
6. A front door entrance key and key fob will be assigned to any applicant who applies for infrequent meeting such as annual or quarterly. Payment is required at the time of issuance and is non-refundable. Approval can take up to 5 business days. The applicant agrees that said key will not be copied or loaned to others. If said key is lost (and/or loaned) a charge of \$100 will be invoiced to the applicant. Changes in scheduled use must be approved by the Clerk's Department. **Unscheduled use of the facility will result in an automatic loss of rental privileges.**
7. The facility is accessible through the front double doors of the building. It is the responsibility of the applicant to secure, lock and alarm the building prior to exiting. Should the facility be left unlocked and unalarmed, the organization will be charged a fee as outlined **Hamburg Township Administrative Fee Schedule – Appendix A**. Future use may not be guaranteed for habitual offenders.
8. For infrequent use, Applicants have seven (7) days after the scheduled date of the use of the facility to return the key (and fob if applicable) to Hamburg Township or the applicant may be charged a fee as outlined in the **Hamburg Township Administrative Fee Schedule – Appendix A**.
9. All approved users will be responsible for any damage done to the Community Center resulting from their use of the premises and fees are outlined in the **Hamburg Township Administrative Fee Schedule – Appendix A**. Hamburg Township is not responsible for damages to any property that belongs to the applicant or users of the premises. Any property that is brought on premises must be removed when the function ends, before the building and premises are vacated.
10. Hanging of any documents, signs, posters, pictures or similar items, is not permitted on any surface in the Senior/Community Center. If for any reason, it is determined that it is necessary to re-key the Senior/Community Center due to the negligence of the party who has utilized the facility, the Township has the right to charge the applicant for any costs incurred.
11. All approved users shall have the facility cleaned up, locked up and shall vacate the Township premises by **11:00 p.m.** No applicant shall be on the premises after this time without express permission from the Township Board.
12. If applicants serve food or refreshments, all means of serving same shall be furnished by the applicant. None of the facility's cooking or refrigeration equipment or supplies may be used. **NO SMOKING, VAPING, OR TOBACCO PRODUCTS IN THE BUILDING. NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES. PARTIES AND SHOWERS ARE ALLOWED AT AN EVENT RATE, PROHIBITING**

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

USE OF THE KITCHEN, AND REQUIRE A NON-REFUNDABLE DEPOSIT. NO MEETINGS OF A PARTISIAN POLITICAL NATURE. NO RELIGIOUS ACTIVITIES OR SERVICES. FUNDRAISING EVENTS MAY BE APPROVED BY TOWNSHIP BOARD MOTION. IT IS THE RESPONSIBILITY OF THE ORGANIZATION TO REMOVE THEIR TRASH AND RETURN ALL ROOMS TO THEIR ORIGINAL CONDITION. KITCHEN USE IS PROHIBITED FOR ALL USERS.

13. All items dealing with the application requirements, not specifically mentioned or defined above shall be subject to the interpretation and discretion of the Township Board and Township Clerk.

5.7(d) Release of Liability Waiver

1. 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.
2. 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 Senior/Community Center be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees.
3. Any Applicant or group or entity co-hosting the use 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.
4. No private property shall be kept, stored or maintained in and on the Hamburg Township Senior/Community Center property without the express written permission of the Hamburg Township Board of Trustees. All private property kept, stored or maintained in and on the Hamburg Township Senior/Community Center property shall be so kept, stored or maintained at the risk of the Applicant.
5. The Applicant acknowledges that he/she/they are an authorized officer of the group/event applying for use of the Senior/Community Center.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

5.8 Routine Maintenance

5.8(a) Responsibility - The Director of Technical ~~and Utilities~~ Services **& Utilities** shall be responsible for monitoring the need for repairs and improvements to Township property. The Director of Technical ~~and Utilities~~ Services **and Utilities** shall use the Township purchasing and bidding procedure, as outlined in Section 4.8(b), to procure all non-emergency repairs to Township buildings, land, equipment, and vehicles. MIBid will be used to auction used Township vehicles at the end of their useful service life.

All building maintenance, construction, repairs, building and grounds problems, buildings and grounds equipment, in short, anything associated in any way with the maintenance of any township property, regardless of the department it is associated with will be directed to the Director of Technical Services and Utilities, for approval. If the associated project does not require Township Board approval, do not proceed with any purchase or maintenance without the Director's written approval. This does not apply to routine day-to-day maintenance like switches, lightbulbs, furnace filters and ongoing routine, reoccurring maintenance, etc.

5.9 Snow Removal Policy

The Buildings and Grounds Department is responsible for salting and plowing all township parking lots and sidewalks including The Mike Levine Lakelands Trail, **located within Hamburg Township.**

The Buildings and Grounds Superintendent, in consultation with the Director of Technical and Utility Services, will determine when to salt or plow based on actual ground conditions in conjunction with current and predicted weather. Depending on the expected severity of a winter storm, two or three employees from Buildings and Grounds will be on-call if the storm occurs after hours, or on a weekend or holiday.

The following priority list will be used for salting and/or plowing:

- Level 1: Police and Fire Departments
- Level 2: Township Hall, Township Library, and Senior Center
- Level 3: Mike Levine Lakelands Trail
- Level 4: ~~Hamburg Museum and~~ park/trailhead parking lots

Level 1 areas will be plowed as soon as possible and as often as needed during the storm. Level 2 areas will be plowed once Level 1 areas have been taken care of during the storm. They will not be plowed as frequently as Level 1 areas. Level 3 areas will be plowed once the storm has ended and higher priority areas have been addressed. Level 4 areas will not be plowed until the storm has ended and all other areas have been cleared of snow.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

6.0 PUBLIC INFORMATION

6.1 Public Contact

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

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

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.
4. Copies of all current minutes.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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 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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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 1/2 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.

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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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.

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:

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

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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

Updated by Board of Trustees X-X-XX

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.
 - 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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- 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 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.~~

~~**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~~

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

~~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.

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).

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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.

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

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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:

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

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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 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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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.

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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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 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 X-X-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

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- 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

Updated by Board of Trustees X-X-XX

- 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.
- 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.
- ~~C. Shall regularly consult with eligible governmental entities to identify relevant governmental issues.~~
- ~~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.~~
- 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.
- 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.
- 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.
- ~~H. Develop, produce, and distribute a program schedule to community media, Township staff and others upon request.~~
- I. Shall review and approve all material or programming cablecast on governmental access capacity pursuant to policy set by the Township Board.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- 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.
- K. Shall be responsible for the physical and daily operation of the governmental access channel capacity.
- 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 X-X-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;

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

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

	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 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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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:"

- 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, USCACE, 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.
--

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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

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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

6.9(c)(4) Programming Schedules

Updated by Board of Trustees X-X-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
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

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

~~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 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

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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

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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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

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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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

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.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

6.10 Tax and Assessment Information Policy

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 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

7.0 CODE OF ORDINANCES

Updated by Board of Trustees 3-4-25

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)

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
 - 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
2. Staff completes change/addition to Ordinance – Draft
 - 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

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- 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
- 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
 - i. New Ordinances will be published in their entirety and must include Certification clause
 - 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:
 - i. I, (Clerk), the duly qualified Clerk for the Township of Hamburg, Livingston County, Michigan, do hereby certify that the foregoing is a true and complete copy of the Ordinance adopted by the Township Board at a meeting held on (date). The original is on file in the Office of the Township Clerk.
 - ii. By: (Clerk) (Signature line)
 - iii. Introduced: (First reading date)
 - iv. Adopted: (Second reading date/when motion was passed)
 - v. Effective: (Date the law/change becomes effective) (Clerk assists with this)
 - vi. Published: (Date the law/change is published) (Clerk assists with this)

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

5. Clerk Staff finalizes Ordinance document and has Clerk sign and seal the ordinance
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
7. Municode sends back confirmation, and changes are scheduled for the next Supplement (Appendix 3)
8. The changes are placed on the Ordinance home page while awaiting codification and are available for public review
9. Once codified, printed versions (4 copies) will be sent for each Supplement to Ordinance Coordinator for distribution to: Clerk, Police, Fire, Zoning
10. All General Ordinances will be maintained in the Clerk archives & V drive. Originals are permanently housed in the Clerk Department archives.

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.~~

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Appendix 1: Code of Ordinances Index – Master List for General Ordinances

Can be found by staff in Vdrive: Code of Ordinances

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						
<i>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</i>						
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						

Tab 2:

Code of Ordinances Index - Master List for Zoning Ordinances							
<i>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</i>							
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							

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Appendix 2: 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

Appendix 4: Ordinance Amendment/Change Format - Example

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 38-228.
 - (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

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:



**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

THIS PAGE INTENTIONALLY LEFT BLANK

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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	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 12
Holiday Pay	3.5 Page 13
Called in Pay	3.6 Page 13
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
Short-Term and Long-Term Disability Income Insurance	4.6 Page 20
Workers' Compensation Insurance	4.7 Page 20

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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 50
Injuries	8.7	Page 51
Compliance	8.8	Page 51

DISPUTE RESOLUTION PROCEDURE 9.0

Steps	9.1	Page 53
Disciplinary Action	9.2	Page 54

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 57
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 60

HAMBURG TOWNSHIP PERSONNEL POLICIES & PROCEDURES MANUAL

THIS PAGE INTENTIONALLY LEFT BLANK

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

0.00 DEFINITIONS

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

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 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.

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.

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

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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.

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.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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

THIS PAGE INTENTIONALLY LEFT BLANK

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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 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. The Manual 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 does not create, nor should it be considered to create, any contractual rights for employees. No employee manual 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, in its sole discretion, at any time, with or without prior notice. This Manual 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. Any employee who does not understand information contained in the Manual should seek clarification by contacting his/her supervisor or Human Resource 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 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.

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

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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 Recourse Department Head.

1.4 Distribution of the Manual

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

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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 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 and be required to sign a statement indicating he/she has received the Manual.

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 in service is less than 60 days, the employee's prior length of service will be considered

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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 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

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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 Trustees.

No personal employee relationship covered by this policy will be allowed to be maintained,

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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~~ **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 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

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 Recourse Director will 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 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.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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) 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

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

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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 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

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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

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

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, MCL 408.961, et. seq.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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.

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

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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.

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

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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. 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**

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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 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.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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.

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.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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.

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

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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 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.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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 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.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

- 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 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). 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 Resources 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.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

- 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.

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 preform 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

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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

THIS PAGE INTENTIONALLY LEFT BLANK

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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

Item 11.

THIS PAGE INTENTIONALLY LEFT BLANK

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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 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.
- 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 without specific authorization from Township Board.
- j) Theft, unauthorized disposal, or deliberate or careless damage of any property of

HAMBURG TOWNSHIP PERSONNEL POLICIES & PROCEDURES MANUAL

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

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.

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

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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.

Internet Access and Use

Internet access may be provided to an employee at the Township's discretion for the

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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 through 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 through 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.

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

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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 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.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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, 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.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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. 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.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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.

12. Questions

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

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

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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 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.

7.9 Anti-harassment Policy and Complaint Procedure

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 in 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.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

- 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.

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:

- 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

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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 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, or Township Supervisor. 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.*

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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 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.
- 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 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 department.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

Complaint procedure

Hamburg Township has established the following procedure for lodging a complaint of harassment, discrimination or retaliation. The Township will treat all aspects of the procedure confidentially to the extent reasonably possible.

- a) Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing. The HR Director may assist the complainant in completing a written statement or, in the event an employee refuses to provide information in writing, the HR director will dictate the verbal complaint. A complaint may be initiated by bringing it to the Department Head, Township Human Resources, or any Township Official.
- b) Upon receiving the complaint or being advised by a department supervisor that violation of this policy may be occurring, the HR director will notify the Township Supervisor and review the complaint with the Township's legal counsel.
- c) The Township Supervisor and/or HR Director 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, or another designated investigator, at the discretion of the Township Supervisor, however, if the complaint 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. If it is determined that a violation of this policy has occurred, the HR Director 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.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

- 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, 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

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, 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, serious 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

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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, 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 appropriated professional assistance. You may contact your immediate supervisor, Department Head, or the Human Resource Director 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

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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 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

Item 11.

THIS PAGE INTENTIONALLY LEFT BLANK

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

8.0 SAFETY

It is the responsibility of each employee to:

- a) Report any unsafe condition or practice to their immediate supervisor or to the Human Resource Department 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 to drug and alcohol testing.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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.

8.6 Operation of Powered Equipment

Employees required to operate powered equipment shall wear protective clothing,

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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

Item 11.

THIS PAGE INTENTIONALLY LEFT BLANK

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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 hearing is held, the Township Supervisor will respond in writing within seven (7) calendar days of hearing, unless additional time is required.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

- 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 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.

The Township Supervisor 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.

With the approval of the Department Head, Human Resource Director, Labor Attorney, Clerk and Supervisor an employee may be given up to three (3) days off without pay. All

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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

Item 11.

THIS PAGE INTENTIONALLY LEFT BLANK

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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.

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

10.5 Vacation Time Pay-Out

An employee will be paid for unused vacation time upon retirement, resignation or

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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.

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

11.0 TRAVEL POLICY

11.1 Mileage

All employees having Township business requiring the use of an automobile should 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 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.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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 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.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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.
 - 5) Food/beverages for employee picnics or other such events.
 - 6) Food/beverages for holiday celebrations.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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

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 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

THIS PAGE INTENTIONALLY LEFT BLANK

TO: Township Board of Trustees

FROM: Deby Henneman, Township Coordinator

DATE: September 11, 2025

AGENDA ITEM TOPIC: MDNR Grant TF25-0213 Lakelands Trail Zukey Footbridge & Amenities Project – Preliminary Scores and Request for Additional Match Funding
Number of Supporting Documents: 3

Requested Action

To clarify match for the Lakelands Trail Zukey Footbridge & Amenities Project Grant TF25-0213 in amount of \$80,000 for a 40% match, or \$100,000 for a 50% match, in order to increase the possible points in Section 9 “Applicant Match,” by moving the corresponding Resolution, or to confirm that the match remain as currently approved at \$50,000 or 25% of the proposed total project amount.

Background

We have received the preliminary scores for the grant submitted 4/1/25 for the Lakelands Trail Zukey Footbridge & Amenities Project, which is for the bridge behind the “old Carpet Depot building,” on the Lakelands Trail, near the area where the trail crosses the railroad tracks. This bridge needs a complete tear out and re-do and is one of the last bridges along the trail that requires attention. The final bridge that will require repair/replacement is the Huron River Bridge.

This bridge is in poor repair and it has been determined that even if we don’t get this grant, the bridge will need to be replaced. Our Engineer has provided input on the pricing and anticipated design, and we recently had it inspected by the contractor doing our current Manly Bennett park improvements who has concurred the entire bridge needs to be replaced.

It is up to the Board’s discretion if they would like to approve a 40% match for 10 more possible points, or 50% match for 15. I believe with other items we can respond to; a 50% match would help us gain up to an additional 50 points.

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: 101-800.000-674.000

Preliminary Scores - Development Scoresheet

Grant Amount Requested	\$150,000
Match Percent	25%
Match Amount	\$50,000
Total Project Cost	\$200,000
Preliminary Score	335
Development Core Criteria	

1. PUBLIC SUPPORT

	Maximum Possible Points	Preliminary Score
A) The proposed project received multiple support documents by diverse stakeholders in the community. The applicant is addressing any public opposition or concerns. Opposition based primarily on the desire to keep the public from the state's natural resources will not be considered.	10	
B) The proposed project received minimal support documents. The applicant is addressing any public opposition or concerns. Opposition based primarily on the desire to keep the public from the state's natural resources will not be considered.	5	
B) The proposed project received no support documents.	0	0
Maximum Possible Points	10	0

Comments to Applicant:

Please provide multiple letters of support from diverse stakeholders for consideration of points.

2. PROPOSED MAINTENANCE

	Maximum Possible Points	Preliminary Score
A) Maintenance plan demonstrates a sufficient detail of dedicated funding, operational staff, multi-year contracts, or formal endowments which relate to continual and on-going care of the proposed improvements.	10	10

B) Maintenance plan provides insufficient details to show that there will be continual and on-going care of the proposed improvements.	0	
Maximum Possible Points (A or B or C)	10	10

Comments to Applicant:**3. SITE QUALITY**

	Maximum Possible Points	Preliminary Score
A) PARK VISIBILITY		
I) Ability to get to the site in multiple ways besides an automobile, such as: sidewalks, trail, public transportation, and/or watercraft	10	10
II) The site is moderately recognizable as a public park, or the location needs signage improvements to be more easily recognized.	5	
III) Site is difficult to locate and is difficult to recognize as a public park	0	

B) EASE OF ACCESS

I) Ability to get to the site in multiple ways besides an automobile, such as: sidewalks, trail, public transportation, and/or watercraft	10	10
II) Ability to get to the site in an additional way besides an automobile	5	
III) Site can only be accessed by automobile	0	

C) SUSTAINABLE DESIGN

I) Entire proposed project is designed with sustainable systems or features, where applicable.	25	
II) A majority of the proposed project is designed with sustainable systems or features, where applicable.	20	

III) Some of the proposed project includes sustainable systems or features, where applicable.	15	15
IV) None, or an unsubstantial amount, of the proposed project includes sustainable systems or features, where applicable.	0	

D) RENOVATION

Renovation or removal and replacement of an existing outdoor facility that is at least 20 years old with the same type of facility OR renovation of a building or structure that is at least 40 years old. The cost of the renovation must represent a majority of the total project cost.	25	25
Maximum Possible Points (A + B + C)	70	60

Comments to Applicant:

Sustainable design features: bike rack, bike repair station

4. SITE PLAN AND PROJECT QUALITY

	Maximum Possible Points	Preliminary Score
A) Site Plan: Site plan shows existing features to remain and all proposed scope items, is compatible with its intended purpose and is clear and understandable.	10	10
B) Application clearly describes the proposed and existing facilities at the site. Development is feasible and fully compatible with the size, natural and physical characteristics of the site. Expected traffic flow pattern is safe and convenient, access routes are provided to all facilities, facilities are placed to have the least environmental impact, layout maximizes groundwater infiltration.	20	20
C) Application clearly describes the proposed, existing, and future facilities at the site, including clear site plans. However, there are concerns about expected traffic flow, access to facilities, environmental impacts.	10	
D) The application does not clearly describe the proposed, existing, and future facilities at the site or there are strong concerns about the expected traffic flow, access to facilities, environmental impacts.	0	
Maximum Possible Points A + (B or C or D)	30	30

Comments to Applicant:**5. APPLICANT HISTORY**

	Maximum Possible Points	Preliminary Score
A) Applicant has not received a development grant from the recreation grant program in the past 10 years (MNRTF, LWCF, Recreation Passport).	20	

B) Per capita development grant assistance (MNRTF, LWCF, Recreation Passport) received by the applicant in the past 10 years is less than the median value awarded to all communities over the past 10 years.	10	10
C) Per capita development grant assistance (MNRTF, LWCF, Recreation Passport) received by the applicant in the past 10 years exceeds the median value awarded to all communities over the past 10 years.	0	
Applicant's per capita development grant assistance in past 10 years:	\$16.46	
D) Compliance with program procedures: The applicant is in compliance with all requirements at park sites that have been acquired or developed with recreation grant assistance in the past, including plaque requirements. Also, the applicant has complied with Department procedures while completing grant-assisted projects in the past 5 years. Issues that are evaluated and considered: - Required DNR reviews of plans, specifications and bid packages prior to advertising - Required DNR reviews of contracts prior to awarding - Submittal of final reimbursements within 90 days after the end of the project period - Documented history of non-responsiveness to open and active existing grants (examples: expired agreements/amendments, annual progress reporting, lack of progress within the 2-year project period) - Performance of long-term grant obligations including post completion self-certification reports and plaque photos	25	25
E) Applicant has a formal recreation department, division or parks committee/board.	10	0
F) Conversion History: Applicant has a known unresolved conversion of a grant-assisted site to a use that does not qualify as public outdoor recreation (applies to all grant programs).	-50	0
Maximum Possible Points (A or B or C) + D + E + F	55	35

Comments to Applicant:**6. NATURAL RESOURCE BASED RECREATION OPPORTUNITIES**

	Maximum Possible Points	Preliminary Score
A) Project provides direct access to the highest quality natural resource-based recreation opportunities such as Critical Dune Areas, frontage on Great Lakes or their connecting water bodies (Detroit River, St. Mary's River, St. Clair River, or Lake St. Clair), frontage on Designated Natural Rivers, land that is or will become part of a dedicated wilderness, natural area, or Pigeon River Country State Forest.	60	60

B) Project provides direct access to good quality natural resource-based recreation opportunities such as inland lakes, rivers, natural communities or resources.	40	
C) Project provides direct access to fair quality natural resource-based recreation opportunities.	20	
D) Project will provide minimal natural resource-based recreation opportunities OR no natural resource values were noted in the application materials.	0	
E) Project will provide supporting amenities and features of the Natural Resources at the site. Support includes trailheads, parking lots, restroom buildings, or interpretation. If supporting A - 30 points, B - 20 points, C - 10 points.	30	
Maximum Possible Points (A or B or C or D or E)	60	60

Comments to Applicant:**7. FINANCIAL NEEDS OF THE APPLICANT**

	Maximum Possible Points	Preliminary Score
DNR will score this section based on available statewide data and the geographical location of the proposed project using United Way's ALICE (Asset Limited, Income Constrained, Employed) index.	5-40	5
Maximum Possible Points (5-40)	40	5

Comments to Applicant:**8. URBAN AREA RECREATION OPPORTUNITIES (PARKS WITHIN URBAN BOUNDARIES AS DEFINED BY THE U.S. CENSUS BUREAU)**

	Maximum Possible Points	Preliminary Score
A) Park is within the political boundaries of a core or inner ring city for a Metropolitan Statistical Area.	60	
B) Park is within the Urbanized Area for a Metropolitan Statistical Area	45	45
C) Park is within the urbanized area for a Micropolitan Statistical Area	30	
D) Park is within an urbanized area which doesn't meet the criteria for a Metropolitan or Micropolitan Statistical Area, or park is within 15 miles from an urbanized area.	15	
E) Park is not within 15 miles of an urbanized area.	0	

Urban Area in which the project is located:	South Lyon-Howell, MI Urbanized Area	
Maximum Possible Points (A or B or C or D or E)	60	45

Comments to Applicant:**9. APPLICANT MATCH***

Local Match Percentage**	5 ALICE	10 or 15 ALICE	20 or 25 ALICE	30 or 35 ALICE	40 ALICE
0-25%	0	0	0	0	10
26-29%	0	0	10	15	20
30-39%	0	10	15	25	30
40-49%	10	15	25	35	40
50%+	15	25	35	40	45

* Only match that is documented and secure is used to score this criterion.

	Maximum Possible Points	Preliminary Score
Maximum Possible Points	45	0

Comments to Applicant:

ALICE score of 5 with a 25% match

10. ENTRANCE FEES

	Maximum Possible Points	Preliminary Score
A) No entrance fees; OR Site is readily accessible by methods other than the automobile (applicant must demonstrate this through site records or other means) and there is no entrance fee when using these alternative methods to get to the park (e.g., public transportation, bicycle, walk-in); OR Entrance fees in place with partial or complete waiver available and applicant can demonstrate that the waiver policy is effective in bringing people with low incomes into the park.	25	25

B) Entrance fees in place with partial or full waiver but effectiveness in bringing people with low incomes into the park is questionable; OR Park entrance fees are waived, reduced, or by-donation-only on a regular basis for all users.	15	
C) Entrance fees in place with no waiver.	0	
Maximum Possible Points (A or B or C)	25	25

Comments to Applicant:**11. UNIVERSAL ACCESS DESIGN**

	Maximum Possible Points	Preliminary Score
A) 1.) Prior to April 1 of the application year, the applicant obtained a project review from a person with a disability in their community, an organization representing people with disabilities or an advocate for persons with disabilities. Documentation of this review was provided.	20	0
A) 2.) After April 1, but before October 1 of the application year, the applicant obtained a project review from a person with a disability in their community, an organization representing people with disabilities or an advocate for persons with disabilities. Documentation of this review was provided.	15	
B) The entire project is designed using the Principals of Universal Design with the intent to provide accessible recreation for all users. These criteria apply to scope items where ADA standards and guidelines apply.	25	
C) A majority of the project is designed using the Principals of Universal Design. These criteria apply for scope items where ADA standards and guidelines apply.	15	15
D) Some of the project is designed using the Principles of Universal Design. These criteria apply for scope items where ADA standards and guidelines apply.	10	
E) ADA standards and guidelines do not apply to the scope items OR scope items do not exceed ADA standards.	0	
Maximum Possible Points (A1 or A2 + (B or C or D or E))	45	15

Comments to Applicant:

No project/design review provided.

Universal design features: 10 ft bridge

Will the bench have a back, armrest and companion seating?

	Maximum Possible Points	Preliminary Score
TOTAL POSSIBLE POINTS UNDER CORE DEVELOPMENT CRITERIA 1-11	450	285

PRIORITY PROJECT TYPES OF THE MNRTF BOARD**1. Trails**

	Maximum Possible Points	Preliminary Score
A) Regional land trail/trailhead or documented or designated (state or federal) water trail: Development of a trail or trailhead which is documented, promoted, and easily identified (signs).	50	50
B) Local land trail/trailhead or documented water trail: Development of a trail or trailhead which is documented but not as promoted or easily identified as A.	30	
C) Trail amenities: The emphasis and intent of the overall project is focused on supporting amenities for a local or regional trail such as signs, kiosk, pavilions or other trail or trailhead items	10	
D) Trail project does not meet the criteria for A, B, or C	0	

2. REGIONALLY SIGNIFICANT

	Maximum Possible Points	Preliminary Score
A) The Department has determined that the project is regionally significant to their prosperity region, the state of Michigan, the Midwest or the country through a combination of their planning processes, diversified partners, and uniqueness and significance of natural resources or recreational opportunities. In addition, the project would provide public natural resource based recreational opportunities that are not otherwise available within a reasonable distance. When viewed in its entirety, the project is likely to significantly affect the quality of life for the regional community and visitors.	50	
B) Project is not regionally significant to the prosperity region, the State of Michigan, the Midwest, or the country.	0	0
Maximum Points for Priority Project Criteria = 50 Total Points (highest score from 1 or 2)	50	50

Board Priority Comments to Applicant:

Maximum Points Possible = 500	Total Application Points	335
--------------------------------------	---------------------------------	-----

General Comments to Applicant:

Please see comment in each section and reach out to your regional grant coordinator with any questions.

RESOLUTION OF AUTHORIZATION FOR FUNDING
TOWNSHIP OF HAMBURG, LIVINGSTON COUNTY
LAKELANDS TRAIL ZUKEY LAKE FOOTBRIDGE & AMENITIES PROJECT

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 September 16, 2025, beginning at 7:00 PM, there were:

PRESENT:

ABSENT:

and the following preamble and resolution were moved for adoption by supported by ;

WHEREAS, Hamburg Township supports the submission of application titled, “Lakelands Trail Zukey Lake Footbridge & Amenities Project” to the Trust Fund program, with support from the Michigan Department of Natural Resources’ (MDNR), to request One Hundred Twenty Thousand Dollars (\$120,000) for replacement of a bridge on the Mike Levine Lakelands Trail Linear State Park, which is a bridge structure original to the Grand Trunk Railroad prior to its use as a trail; and

WHEREAS, the necessary improvements include accessible amenities such as benches, a bike repair station, and bike rack; and

WHEREAS, the improvements are planned for the property within Hamburg Township, on the Mike Levine Lakelands Trail, at the location where the trail crosses the railroad tracks in Hamburg Township; and,

WHEREAS, the location of the proposed project is within the jurisdiction of Hamburg Township on properties owned and/or managed by the Township and the Michigan Department of Natural Resources (MDNR); and,

WHEREAS, the proposed project, if completed, will be a benefit to the residents and surrounding community; and,

WHEREAS, the Grant Coordinator has received the Preliminary Scores and suggests the Township Board raise the grant match to increase the Maximum Possible Points in Section 9; and,

WHEREAS, with support of this resolution it is acknowledged that Hamburg Township is making a financial commitment to the equaling Eighty Thousand dollars (\$80,000) which is Forty percent (40%) of the total project cost of Two Hundred Thousand dollars (\$200,000);

NOW THEREFORE, BE IT RESOLVED that Hamburg Township hereby supports submission of Trust Fund grant for Lakelands Trail Zukey Lake Footbridget & Amenities Project, with the support of the MDNR. Upon a roll call vote of the Board, the following voted:

AYES:

NAYES:

ABSENT:

RESOLUTION DECLARED.

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.

Michael H. Dolan, Hamburg Township Clerk

Date:

RESOLUTION OF AUTHORIZATION FOR FUNDING
TOWNSHIP OF HAMBURG, LIVINGSTON COUNTY
LAKELANDS TRAIL ZUKEY LAKE FOOTBRIDGE & AMENITIES PROJECT

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 September 16, 2025, beginning at 7:00 PM, there were:

PRESENT:

ABSENT:

and the following preamble and resolution were moved for adoption by supported by ;

WHEREAS, Hamburg Township supports the submission of application titled, “Lakelands Trail Zukey Lake Footbridge & Amenities Project” to the Trust Fund program, with support from the Michigan Department of Natural Resources’ (MDNR), to request One Hundred Thousand Dollars (\$100,000) for replacement of a bridge on the Mike Levine Lakelands Trail Linear State Park, which is a bridge structure original to the Grand Trunk Railroad prior to its use as a trail; and

WHEREAS, the necessary improvements include accessible amenities such as benches, a bike repair station, and bike rack; and

WHEREAS, the improvements are planned for the property within Hamburg Township, on the Mike Levine Lakelands Trail, at the location where the trail crosses the railroad tracks in Hamburg Township; and,

WHEREAS, the location of the proposed project is within the jurisdiction of Hamburg Township on properties owned and/or managed by the Township and the Michigan Department of Natural Resources (MDNR); and,

WHEREAS, the proposed project, if completed, will be a benefit to the residents and surrounding community; and,

WHEREAS, the Grant Coordinator has received the Preliminary Scores and suggests the Township Board raise the grant match to increase the Maximum Possible Points in Section 9; and,

WHEREAS, with support of this resolution it is acknowledged that Hamburg Township is making a financial commitment to the equaling One Hundred Thousand dollars (\$100,000) which is Fifty percent (50%) of the total project cost of Two Hundred Thousand dollars (\$200,000);

NOW THEREFORE, BE IT RESOLVED that Hamburg Township hereby supports submission of Trust Fund grant for Lakelands Trail Zukey Lake Footbridget & Amenities Project, with the support of the MDNR. Upon a roll call vote of the Board, the following voted:

AYES:

NAYES:

ABSENT:

RESOLUTION DECLARED.

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.

Michael H. Dolan, Hamburg Township Clerk

Date:

TO: Township Board of Trustees

FROM: Deby Henneman, Township Coordinator

DATE: September 11, 2025

AGENDA ITEM TOPIC: MDNR Grant RP25-0097 Village Trailhead Accessible Respite and Parking Lot Project – Preliminary Scores
Number of Supporting Documents: **1**

Requested Action

To receive and file the Preliminary Scores for the Recreation Passport Grant RP25-0097 for the Village Trailhead Accessible Respite and Parking Lot Project and to direct the Grant Coordinator to proceed with providing information to the MDNR to support a possible increase of up to 30 points by 10/1/25.

Background

We have received the preliminary scores for the grant submitted 4/1/25 for the Village Trailhead Accessible Respite and Parking Lot Project, which proposes paving of the gravel portion of the parking lot and story walk trail, an engineered storm water plan, a universally accessible picnic area, bike racks, repair stations, and outdoor games. The total project cost is proposed at \$150,000, and we have committed to a 25% match of \$37,500.

In reviewing the score, I believe a response to the questions posed along with a review from the disability community, will provide us up to 30 additional points. There is no action required from the Board at this time other than to direct me to proceed with the supplemental request.

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: 101-751.000-975.300

Preliminary Scores - Development Scoresheet

Grant Amount Requested \$112,500.00

Match Percentage 25 %

Match Amount \$37,500.00

Total Project Cost \$150,000.00

Preliminary Score 150

Core Criteria

1. NEED FOR THE PROJECT

	Maximum Possible Points	Preliminary Score
A) RATIONALE:		

I. Applicant demonstrates a scarcity of parks and recreation services. Proposed project is at the applicant's only park or recreational facility.	40	
II. Applicant does not demonstrate a general scarcity of parks and recreation services but demonstrates a scarcity of a specific recreation type which will be provided by the project.	20	20
III. Applicant does not demonstrate a general scarcity of parks and recreation services and does not demonstrate a scarcity for the specific recreation service type which will be provided by the project.	0	

B) FINANCIAL NEED OF THE APPLICANT:

DNR will score this section based on available statewide data and the geographical location of the proposed project using United Way's ALICE (Asset Limited, Income Constrained, Employed) index.	5-40	20
---	------	----

C) PRIORITY:

The applicant has submitted only one application or, if the applicant submitted multiple applications, this application is the highest priority.	25	25
--	----	----

Maximum Possible Points A + B + C 105

65

Comments to Applicant:

Only trailhead on the Mike Levine Lakelands Trail in Hamburg Twp.

2. SITE QUALITY

	Maximum Possible Points	Preliminary Score
A) PARK VISIBILITY:		
I. The site is easily recognizable as a public park and is easy to locate or will have adequate directional or identification signage in place.	10	10
II. There is some difficulty in recognizing that the location is a public park, or the location is somewhat difficult to locate.	5	
III. Site is difficult to locate and is difficult to recognize as a public park.	0	

B) EASE OF ACCESS:

I. Ability to get to the site in multiple ways besides an automobile, such as: sidewalks, trail, public transportation, and/or watercraft	10	10
II. Ability to get to the site in an additional way besides an automobile.	5	
III. Site can only be accessed by an automobile.	0	

C) SUSTAINABLE DESIGN

I. A majority of the proposed project is designed with sustainable systems or features, where applicable.	10	
II. Some of the proposed project includes sustainable systems or features, where applicable.	5	5
III. None, or an unsubstantial amount, of the proposed project includes sustainable systems or features, where applicable.	0	

D) RENOVATION

Renovation or removal and replacement of an existing outdoor facility that is at least 20 years old with the same type of facility or renovation of a building or structure that is at least 40 years old. The cost of the renovation must represent a majority of the total project cost.	10	0
Maximum Possible Points A + B + C + D	40	25

Comments to Applicant:

D) What is the age of the parking lot and access pathways that are being renovated?

Sustainable design features: bike rack(s), bike repair station

3. QUALITY OF THE OVERALL PARK DESIGN

A) SITE PLAN	Maximum Possible Points	Preliminary Score
Site plan shows existing features to remain and all proposed scope items, is compatible with its intended purpose and is clear and understandable.	10	10

B) QUALITY OF PROPOSAL

I. Application clearly describes the proposed and existing facilities at the site. Development is feasible and fully compatible with the size, natural and physical characteristics of the site. Expected traffic flow pattern is safe and convenient, access routes are provided to all facilities, facilities are placed to have the least environmental impact, layout maximizes groundwater infiltration.	10	10
II. Application clearly describes the proposed, existing, and future facilities at the site, including clear site plans. However, there are concerns about expected traffic flow, access to facilities, environmental impacts.	5	
III. The application does not clearly describe the proposed, existing, and future facilities at the site or there are strong concerns about the expected traffic flow, access to facilities, environmental impacts.	0	

C) UNIVERSAL ACCESS DESIGN

I. Prior to April 1 of the application year, the applicant obtained a project review from a person with a disability in their community, an organization representing people with disabilities or an advocate for persons with disabilities. Documentation of this review was provided.	15	0
II. After April 1, but before October 1 of the application year, the applicant obtained a project review from a person with a disability in their community, an organization representing people with disabilities or an advocate for persons with disabilities. Documentation of this review was provided.	10	
III. The entire project is designed using the Principles of Universal Design. These criteria apply for scope items where ADA standards and guidelines apply.	30	
IV. A majority of the project is designed using the Principles of Universal Design. These criteria apply for scope items where ADA standards and guidelines apply.	20	
V. Some of the project is designed using the Principles of Universal Design. These criteria apply for scope items where ADA standards and guidelines apply	10	10
VI. ADA standards and guidelines do not apply to the scope items or a majority of the scope items do not exceed the Principles of Universal Design.	0	

Maximum Possible Points A + B + C	65	30
--	-----------	-----------

Comments to Applicant:

B) Outdoor family games need to be permanently affixed to the site to be grant eligible.

C) A project review from a person with a disability in the community, an organization representing people with disabilities or an advocate for persons with disabilities was not provided in the application materials.

For consideration of additional universal design points, please provide answers to the following in the supplemental information:

Will there be a pathway/space around the pavilion? If so, how wide?

How wide will the access pathways be?

4. APPLICANT HISTORY

A) COMPLIANCE WITH PROGRAM PROCEDURES	Maximum Possible Points	Preliminary Score
Compliance with program procedures: The applicant is complying all requirements at park sites that have been acquired or developed with recreation grant assistance in the past, including plaque requirements. Also, the applicant has complied with Department procedures while completing grant assisted projects in the past 5 years. Points will be awarded if the applicant has never received a grant. Issues that are evaluated and considered: • Required DNR reviews of plans, specifications and bid packages prior to advertising • Required DNR reviews of contracts prior to awarding • Submittal of final reimbursements within 90 days after the end of the project period • Documented history of non-responsiveness to open and active existing grants (examples: expired agreements/amendments, annual progress reporting, lack of progress within the 2-year project period) • Performance of long-term grant obligations including post completion self-certification reports and plaque photos.	10	10

B) MAINTENANCE OF THE SITE

I. Maintenance plan provided demonstrates a sufficient detail of dedicated funding, operational staff, multi-year contracts, or formal endowments which relate to continual and on-going care of the proposed improvements.	10	10
II. Maintenance plan provided provides insufficient details that demonstrate the continual and on-going care of the proposed improvements.	0	

C) PAST PER CAPITA GRANT ASSISTANCE:

I. Applicant has not received a development grant from the recreation grant program in the past 10 years (MNRTF, LWCF, Recreation Passport).	20	
II. Per capita development grant assistance (MNRTF, LWCF, Recreation Passport) received by the applicant in the past 10 years is less than the median value awarded to all communities over the past 10 years.	10	10

III. Per capita development grant assistance (MNRTF, LWCF, Recreation Passport) received by the applicant in the past 10 years exceeds the median value awarded to all communities over the past 10 years.	0	
Applicant's per capita development grant assistance in past 10 years:	\$16.46	

D) CONVERSIONS

Applicant has a known unresolved conversion of a grant-assisted site to a use that does not qualify as public outdoor recreation (applies to all grant programs).	-25	0
Maximum Possible Points A + B + C + D	50	30

Comments to Applicant:

TOTAL MAXIMUM POINTS POSSIBLE = 250	TOTAL APPLICATION POINTS	150
-------------------------------------	--------------------------	-----

General Comments to Applicant:

TO: Hamburg Township Board

FROM: Tony Randazzo, Director of Technical & Utility Services

DATE: September 11th, 2025

AGENDA ITEM TOPIC: Website Hosting

Number of Supporting Documents: **04**

Requested Action

- Motion to approve a three-year agreement with Revize Software Systems for a total amount of \$8,640 (\$2,880 annually) for website hosting, CMS software and support.

Background

Our current five-year agreement with Revize is coming to an end and we're eligible for a free redesign. Going forward, we think it's more advantageous to sign a three-year agreement as this gives us more options, especially in light of the ADA compliance rules that will go into effect in 2027. I have obtained quotes from Revize and other providers such as Civic Plus and Shumaker Technology Group. However, since we receive a free design upgrade in year five of our current agreement with Revize, the cost would be over \$20,000 more if we were to select Civic Plus. The Shumaker Technology Group has a higher price in year one (\$5,035) but only \$1,040 in years two and three, which brings the three-year total to \$7,115. Despite the lower cost, we recommend staying with Revize for three primary reasons. The first being the fact that Revize offers several add-on modules that we may implement in the future such as a reservation module for buildings/parks, and a mobile app. Another reason is that we like the design that Revize offers, especially when it comes to menu navigation. Finally, we have been satisfied with Revize's service and support for ten years and feel that the partnership with them has allowed us to implement a number of innovative technologies to better facilitate communication with the citizens of Hamburg Township for a reasonable price and expect that to continue in the future.

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: 101.229.933

Revize Web Services Sales Agreement

This Sales Agreement is between Hamburg Township, MI ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179 Date 7-30-2025

CLIENT INFORMATION:

Company Name: Hamburg Township
Company Address: 10405 Merrill Road
Company City/State/Zip: Hamburg, Michigan 48139
Contact Name: Tony Randazzo
trandazzo@hamburg.mi.us
810-231-1000x214
Billing Dept. Contact: _____
Client Website Address: https://www.hamburg.mi.us/

REVIZE LLC:

Revize Software Systems
150 Kirts Blvd.
Troy, MI 48084
248-269-9263

Revize Quote

Along with your Website Design Refresh using your existing site map and navigation, the following options are available

<u>Quantity</u>	<u>Description</u>	<u>Set-up Price</u>	<u>Annual</u>
1	Discovery & Design from Scratch: 1 mockup with up to 3 rounds of changes - Home page template and inner page design and layout. - Includes Responsive Web Design - WCAG 2.1 AA Design	Included	-
1	Revize Template Development: - Set-up all CMS modules listed in this agreement - Integration with all 3rd party web applications - New Calendar	Included	-
1	Revize Website Annual Fee: Includes Unlimited Tech Support, CMS software updates (6 users), security software updates, and website health checks. Website hosting Included free of charge (30 GB storage space, 100GB monthly bandwidth limit) with security certificate, 3-year agreement, locked in price		\$2,880
1	GRAND TOTAL		\$2,880

*The current main navigation of your website will remain the same and will be moved over “as is” including all interior left navigations. The main navigation is also referred to as your top navigation. There will be no rearrangement of links/menus. You can easily edit the menu headings to say whatever you like.

There will not be any reorganization, rearrangement or reformatting of any content on any inner pages. It will be the clients responsibility to populate any new sections with content, if those sections are added to the new design. This includes quick links buttons, news sections content areas and any other areas of content.

“As is” means content will be moved over with the same styles and not reformatted. As you know you can use the Revize CMS to reformat, if need be, once you have editing rights after development.

Note: There may be tables, forms and/or any page specific styles etc. in your current site page content that may not display properly in the new site. In that case, you need to login to the new site and reformat and fix those pages. Keep in mind if you need help you can call in to tech support for help with changes. If you want Revize to do the work and fix those pages, that will be billable work billed on time & material.

Terms:

1. Payments: All Invoices are due Net 30 upon receipt.
2. 3 Year Agreement
3. Revize requires a check for \$2,880
4. Additional content migration, if requested, is available for \$3 per web page or document.
5. Additional bandwidth is available at \$360 per year for each additional 50GB per month.
6. Additional website storage is available at \$1,000 per year for each additional 5GB website storage.
7. Governing Law and Jurisdiction. This Agreement shall be governed by, and construed under, the laws of the State of Michigan.
8. Both parties must agree in writing to any changes or additions to this Sales Agreement.
9. Client understands that project completion date is highly dependent on their timely communication with Revize. Client also agrees and understands that;
 - a. The primary communication tool for this project and future tech support is the Revize customer portal found at <https://support.revize.com>.
 - b. During the project, Client will respond to Revize inquiries within 48 hours of the request to avoid any delay in the project timeline.
10. Revize will provide a free redesign of the website in year 5 of the agreement. This assumes client agrees to five consecutive years of annual software subscription, tech support, CMS updates, and hosting.
11. Client owns design, content, and will receive periodic updates to the CMS for the life of the contract.
12. Unless otherwise agreed, Revize does not migrate irrelevant records, calendar events, news items, bid results, low quality images, or data considered non-conforming to new website layout.
13. Storage is limited only to relevant website data.

AGREED TO BY:

CLIENT

REVIZE

Signature of Authorized Person:

Name of Authorized Person:

Dylan Johnston

Title of Authorized Person

Account Manager

Date:

Please sign and return to:

dylan@revize.com

Fax 1-866-346-8880

The following applications and features were included in your original agreement and will be integrated into your new project. Bolded Features are new features included with this agreement.

Citizen's Communication Center Apps

- Home Page Alert & Announcement Center
- Searchable Document Center
- Searchable How Do I? (FAQs)
- News Center with Facebook/Twitter Integration
- Online Web Forms
- Photo Gallery
- Quick Link Buttons
- Revize Web Calendar
- "Share This" Social Media Fly-out App
- Sliding Feature Bar
- Language Translator

Citizen's Engagement CENTER Apps

- Citizen Request Center with re-Captcha
- Online Bill Pay
- RSS Feed

Staff Productivity Apps

- Image Manager
- iCal Integration
- Link Checker
- Menu Manager
- Bid Posting Management System via Vendor Registry
- Website Content Archiving
- Website Content Scheduling

Site Administration and Security Features

- Audit Trail
- Drag and Drop Menu Management
- Drag and Drop Picture Management
- Drag and Drop Document Management
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- SSL Security Certificate
- Unique Login/Password for each Content Editor
- Web Statistics and Analytics

Mobile Device and Accessibility Features

- Font Size Adjustment
- **ADA Accessibility Button**
- Alt-Tags
- Responsive Website Design (RWD)

Service Level Agreement

Maximum Response Times via Severity Level

- 1 hour for crisis issues
- 4-6 hours for critical issues
- 24 hours for normal issues

Crisis issues are defined as when a website error renders the CMS program or website completely unusable or nearly unusable or introduces a high degree of operational risk and no workaround is available. Till this every error is resolved, the website is essentially halted. A large number of users and or core program functionality a severely impacted.

Critical issues are defined as website errors that are an inconvenience or causes a consistent behavior of the website, which does not impede the normal functioning of the website. It could be an error that occurs consistently and affects non-essential functions and is an inconvenience which impacts a small number of users. May also contain visual errors for the graphical display of the website that is not ideal but still functioning correctly.

Normal issues are defined as an error that has a small degree of significance or is a minor cosmetic issue, or is a one-off case. A one-off case occurs when the error occurs and cannot be reproduced easily. These are errors that do not impact the daily use of the website. A low error is something that does not affect normal use, and can be accepted for a period of time, but user would eventually want changed.

Technical Support Escalation:

If an issue cannot be remedied by the Tech Support technician within 3 days, it will be escalated to the CTO, Ray Akshaya. If the problem is not resolved within 3 business days, then the Business Development Director, Joseph Nagrant, will assemble a team to work on the issue and have a conference call with the client explaining the resolution path the company will take to resolve the issue. If additional time is needed, the Business Development Director will contact the client and notify the client with an explanation and a follow up date as agreed by both the client and Revize.

Revize Support

- 8 a.m. – 8 p.m. EST Phone Support (Monday thru Friday)
- 24X7X365 Portal & Email Support
- Dedicated support staff to provide assistance and answer all questions
- Training refreshers
- Video tutorials and online training manual


CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
Date:
Expires On:

Statement of Work

Q-93091-1

2/19/2025 4:03 PM

4/20/2025

Client:

Hamburg Township, MI

Bill To:

HAMBURG TOWNSHIP (LIVINGSTON
COUNTY), MICHIGAN

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
David May	(785)-370-7821	may@civicplus.com		Net 30

Group1

QTY	PRODUCT NAME	DESCRIPTION	DISCOUNT %	12 Month Value
1.00	Annual - CivicEngage Central	Annual - CivicEngage Central	0	USD 3,853.00
1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	0	USD -1,926.50
1.00	Hosting & Security Annual Fee - CivicEngage Central	Hosting & Security Annual Fee - CivicEngage Central	0	USD 1,188.00
1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	0	USD -594.00
1.00	Guardian Security (Cloudflare WAF/CDN)	Cloudflare Tier 1 WAF/CDN security protection	0	USD 600.00
1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	0	USD -300.00
1.00	SSL Management CivicPlus Provided	SSL Management CivicPlus Provided: URL	0	USD 89.00
1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	0	USD -44.50
1.00	DNS and Domain Hosting Setup	DNS and Domain Hosting Setup: URL	25	USD 118.50
1.00	DNS and Domain Hosting Annual Fee	DNS and Domain Hosting Annual Fee: URL	0	USD 189.00
1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	0	USD -94.50

QTY	PRODUCT NAME	DESCRIPTION	DISCOUNT %	12 Month Value
1.00	Premium Implementation - CivicEngage	Premium Implementation	25	USD 9,476.25
200.00	Website Content Development - 1 Page	Content Development - 1 Page	25	USD 6,000.00
6.00	Website New Customer Virtual System Training - Up to 3 hours	Website Virtual System Training - Up to 3 hours & 12 attendees	25	USD 3,375.00

Group2

QTY	PRODUCT NAME	DESCRIPTION	DISCOUNT %	12 Month Value
1.00	AudioEye Managed	AudioEye Managed: URL	0	USD 4,500.00
1.00	Accessibility Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	0	USD -2,250.00

List Price - Initial Term Total	USD 35,712.00
Total Investment - Initial Term	USD 24,179.25
Annual Recurring Services (Subject to Uplift)	USD 10,419.00

Initial Term	12 Months
Initial Term Invoice Schedule	50% invoiced on 7/1/2025, remaining 50% invoiced on 1/1/2026.
Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Acceptance of Quote # Q-93091-1

The undersigned has read and agrees to the Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client SignatureCivicPlus

By (please sign):

By (please sign):

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Organization Legal Name: _____

Billing Contact: _____

Title: _____

Billing Phone Number: _____

Billing Email: _____

Billing Address: _____

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

Pricing Breakdown

ONE TIME SETUP COSTS

Choose from three packages designed to help define the scope and features of your new website, or contact us for a custom quote that meets your exact needs.



Gold Package.....\$2,995

The gold package is a balanced solution tailored for small to medium-sized townships that require a robust online presence. It includes fully customizable design and layout along with other comprehensive features. This package is ideal for communities that want a unique look and feel while maintaining a manageable sized website.



Platinum Package.....\$3,995

The platinum package is our most comprehensive offering, designed for medium to large townships seeking maximum functionality and user engagement. It supports an extensive number of pages/documents, and allows for a more custom and advanced set of features.

Items	Gold	Platinum
Content Migration From Existing Site	Up to 75 pages	Up To 150 pages
Documents	Up to 250 documents	Up to 500 documents
Digital Forms Included (Additional as add-ons)	3	5
Training & Documentation	✓	✓
.Gov Domain Assistance	✓	✓
Attention to ADA compliance guidelines	✓	✓
Enhanced Security	✓	✓
Website Analytics & Reporting	✓	✓
Links to Third-Party Online Services or Social Media	✓	✓
Standard Search Functionality	✓	✓
Events Calendar	✓	✓
Contact Form	✓	✓
Fully Custom Layout & Design	✓	✓
Login-Gated Pages	✓	✓
Surveys, Polls & Form Builder Tools	✓	✓
Reservation Scheduling System	✓	✓
Advanced Custom Search Functionality		✓
Embedded (API) Social Media Integration		✓
Language Translation Tools		✓
Drone Photo and Video Tour of Township		✓
Free Design Refresh & Modernization after 3 years		✓

RECURRING MAINTENANCE AND HOSTING FEES

Support Plan.....\$800/year

The Shumaker Group will provide website hosting, backups, and ongoing technical support. Our team will also offer training to equip you with the skills needed to update and maintain your website at your convenience.

Maintenance Plan.....\$1500/year

All STG Websites come with training to learn how to update and maintain the Website, we find that some clients would prefer to contract with us to make the day-to-day changes for them. With our Maintenance Plan, whether it's posting your meeting minutes, helping create new pages, or more, we've got you covered.

OPTIONAL SERVICES & ASSOCIATED COSTS

The following services may compliment your website but are also not strictly necessary for all municipalities. They are offered as optional add-ons.



Email Blasts.....Starting at \$20/month

Send email newsletters, alerts, and community updates to residents with automated delivery and easy sign-up on your township website. Monthly cost depends on the total number of subscribers.



Text Message Blasts.....Per Package/Annually

Keep your community connected. Send instant updates directly to your resident's phones, ensuring they stay informed with the latest news.

- **Core Package:** \$750.00 Annually, 12,000 credits
- **Plus Package:** \$1,250.00 Annually, 25,000 credits
- **Boost Package:** \$1,750.00 Annually, 50,000 credits

**Each credit consists of an incoming or outgoing text message of up to 163 characters.*



Accessible Document Conversion.....\$30/Per Hour

If pre-existing documents/forms don't meet accessibility standards, The Shumaker Group can help you recreate those documents in an accessible manner.



Brand Design.....\$85/Per Hour

Work with our team of designers to create a logo that's unique to your township.



Email Accounts.....\$50 Per Account/Annually + \$100 Email Setup Fee

Email accounts provided through Microsoft 365. Other email platforms available upon request. We also offer Optional Third-Party Email Backup for \$50 Per Account/Annually.



Drone Photo and Video Tour of Township.....\$350

We will use our drone to take high resolution photos and videos of locations throughout the township.

Timeline & Payments

TIMELINE

The below steps outline how we generally approach each project from the discovery phase to ongoing support after the site launch.

- **Discovery:** To kick off the project, an introductory meeting will be scheduled to outline the objectives and requirements for the new website.
- **Planning & Design:** During this phase, we will collaborate with the township to brainstorm ideas and gather input that guides the layout, visual style, and content structure of the website. Based on this plan, Shumaker Group will construct an initial prototype or visual of the website. We will then work closely with the township to refine the prototype into a Website that they and their community will be proud of.
- **Development & Content Migration:** Using WordPress, a widely trusted and user-friendly content management system, we will build the prototype into a fully functional, mobile-friendly, and accessible website. During this phase, we will also insert or migrate existing content (such as documents, forms, and meeting minutes) and ensure that all interactive and embedded features are fully operational.
- **Accessibility & Testing:** Once development is complete, our experts will conduct both automated and manual testing of the site. All municipal websites will meet the ADA requirements and conform to WCAG 2.1, Level AA accessibility guidelines to ensure inclusivity and compliance.
- **Launch:** We will coordinate with you to establish a launch window and publish the website to the Internet using the domain name(s) chosen.
- **Training & Support:** Shumaker Group will provide personalized training to ensure officials and staff can confidently make updates to their site. Ongoing tech support is available via support ticket, email, phone, or remote support session. For clients enrolled in a maintenance plan, we offer access to our help desk who can make ongoing site updates for you in the event that you don't wish to manage the site yourself.

MAJOR MILESTONES & DELIVERABLES

Payment for the site development and first year's hosting is due within 30-days of the site launch.



Milestone 1: Planning

- Define project objectives
- Discuss website design, layout & content preferences
- Design, review, and adjust website prototype[\[3\]](#)



Milestone 2: Development

- Replicate prototype into a fully functional website
- Migrate existing content and documents
- Review and make final adjustments[\[3\]](#)



Milestone 3: Deployment

- Establish window and launch website
- Set up additional services and provide final deliverables, such as email accounts and logo designs.
- Provide website training and/or access to our help desk.

Terms & Conditions

[1] With every website we build, you retain 100% ownership. You'll have full administrative access to make edits and changes just like we do, even if we're managing it on your behalf.

[2] We guarantee your complete satisfaction. If at any point (prior to 30 days after the launch of the site) you aren't happy with our work, you can cancel and owe nothing.

[3] In order to meet our delivery milestones, it is important that the client be engaged in the process and provide timely feedback when requested. While we understand that everyone gets busy, if significant delays occur while waiting for client feedback, the delivery dates may be pushed back.

Appendix



[Appendix A]

[Municipal Website Case Studies](#)



[Appendix B]

[Topic Planner](#)



[Appendix C]

[Access Granted: What You Need To Know About The New ADA Website Requirements" Presentation Slides](#)



SHUMAKER TECHNOLOGY GROUP



PHONE

(517) 325-3121



WEBSITE

stgmunicipal.com



PORTFOLIO

stgportfolio.com



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 15.

TO: Hamburg Township Board

FROM: Chief Richard Duffany

DATE: September 11, 2025

AGENDA ITEM TOPIC: Sale of Police Property

Number of Supporting Documents: 1

Requested Action

- Motion to approve the sale of Sgt. Megan Paul's duty weapon (Glock 21 Gen4 .45, Serial #AGWG216) to her for \$417.00 plus applicable sales tax and fees.

Background

Sgt. Megan Paul will be retiring from the department after 25 years of service to the Township effective September 30, 2025. As is tradition, retiring officers are permitted to purchase their duty weapon. Sgt. Paul's duty weapon was purchased for \$417.00 in 2022. I respectfully request that the Board authorize the sale of Sgt. Paul's duty weapon to her for the price of \$417.00 plus sales tax and any applicable fees.

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

CMP Distributors, Inc.
 16753 Industrial Parkway
 Lansing, MI 48906
 Phone # 517-721-0970
 Fax # 517-721-0974

Quote

Date	Quote #
1/28/2022	11265

Bill To	Ship To
Hamburg Township Police Department 10409 Merrill Road, PO Box 157 Hamburg, MI 48139-0157	Hamburg Township Police Department 10409 Merrill Road, PO Box 157 Hamburg, MI 48139-0157

Sales Rep	Account #	Terms	Expiration Date	Shipping Terms
CMP		Net 30	2/27/2022	Best Way

Description	Qty	Price	Total
Glock 21 Gen4, .45 Auto, Glock Fixed Sights, 5lb Trigger and 3 Magazines	16	417.00	6,672.00
Trijicon GL1040 Glock HD Night Sight Set - Orange Front Outline, Fits Glock Models: 20, 21, 21SF, 29, 30, 31, 32, 36, 37	4	124.50	498.00
Trijicon GL104Y Glock HD Night Sight Set - Yellow Front Outline, Fits Glock Models: 20, 21, 21SF, 29, 30, 31, 32, 36, 37	12	99.25	1,191.00
Shipping and Handling*** For Sights***	1	25.00	25.00
Less Trade in Weapons Used Glock Model 21SF, 45 ACP Pistols	-14	255.00	-3,570.00
Used Glock Model 21 Gen 4, .45 ACP Pistols	-2	255.00	-510.00

Shipping & Handling Terms:

- Freight to be added at time of shipment
 - Ships UPS Ground

Sales Tax (0.0%) \$0.00

Total \$4,306.00

This is a quotation on the goods named, subject to the conditions noted below:

1. Pricing is good for 30 days unless otherwise noted.
2. Please include the quote number on all correspondence to insure proper pricing when ordered.
3. To accept this quotation, please sign and return.

Customer Signature _____

DRAFT

STATE OF MICHIGAN
COUNTY OF LIVINGSTON
TOWNSHIP OF HAMBURG
ORDINANCE NO. 2025.G.003

AN ORDINANCE TO AMEND THE HAMBURG TOWNSHIP CODE OF ORDINANCES, CHAPTER 22, "OFFENSES AND MISCELLANEOUS PROVISIONS," BY ADDING ARTICLE VI "FIREWORKS" TO REGULATE THE IGNITION, DISCHARGE AND USE OF FIREWORKS WITHIN THE TOWNSHIP, AND REPEALING PROVISIONS THAT CONFLICT WITH STATE LAW.

HAMBURG TOWNSHIP ORDAINS:

PART I. That Chapter 22, "Offenses and Miscellaneous Provisions," is hereby amended to add Article VI "Fireworks," to reads as follows:

ARTICLE VI. - FIREWORKS

Sec. 22-135. - Title.

This article shall be known and cited as the Hamburg Township Fireworks Ordinance.

Sec. 22-136. - Purpose.

The purpose of this article is to promote the public health, safety, comfort and general welfare of the community through the proper regulation of the ignition, discharge and use of fireworks within Hamburg Township.

Sec. 22-137. - Definitions.

Act means the Michigan Fireworks Safety Act, Public Act No. 256 of 2011, MCL 28.451 et seq., as amended.

(a) "Alcoholic liquor" means that term as defined in section 1d of the Michigan vehicle code, 1949 PA 300, MCL 257.1d..

APA standard 87-1 means 2001 APA standard 87-1, standard for construction and approval for transportation of fireworks, novelties, and theatrical pyrotechnics, published by the American Pyrotechnics Association of Bethesda, Maryland.

Articles pyrotechnic means pyrotechnic devices for professional use that are similar to consumer fireworks in chemical composition and construction but not intended for consumer use, that meet the weight limits for consumer fireworks but are not labeled as such, and that are classified as UN0431 or UN0432 under 49 CFR 172.101.

Consumer fireworks means fireworks devices that are designed to produce visible effects by combustion, that are required to comply with the construction, chemical composition, and labeling regulations promulgated by the United States consumer product safety commission under 16 CFR parts 1500 and 1507, and that are listed in APA standard 87-1, 3.1.2, 3.1.3, or 3.5. Consumer fireworks do not include low-impact fireworks.

(b) "Controlled substance" means that term as defined in section 8b of the Michigan vehicle code, 1949 PA 300, MCL 257.8b..

Display fireworks means large fireworks devices that are explosive materials intended for use in fireworks displays and designed to produce visible or audible effects by combustion, deflagration, or detonation, as provided in 27 CFR 555.11, 49 CFR 172, and APA standard 87-1, 4.1.

Fire Official means a full-time firefighter of the Township who possesses a certification in NFPA Fire Inspector I and has been designated by the Director of Public Safety to review and process fireworks permit applications.

Fireworks means any composition or device, except for a starting pistol, a flare gun, or a flare, designed for the purpose of producing a visible or audible effect by combustion, deflagration, or detonation. Fireworks consist of consumer fireworks, low-impact fireworks, articles pyrotechnic, display fireworks, and special effects.

Low-impact fireworks means ground and handheld sparkling devices as that phrase is defined under APA standard 87-1, 3.1, 3.1.1.1 to 3.1.1.8, and 3.5.

Minor means an individual under 18 years of age.

NFPA means the National Fire Protection Association.

Novelties means that term as defined under APA standard 87-1, 3.2, 3.2.1, 3.2.2, 3.2.3, 3.2.4, and 3.2.5 and all of the following:

- (a) Toy plastic or paper caps for toy pistols in sheets, strips, rolls, or individual caps containing not more than .25 of a grain of explosive content per cap, in packages labeled to indicate the maximum explosive content per cap.
- (b) Toy pistols, toy cannons, toy canes, toy trick noisemakers, and toy guns in which toy caps as described in subparagraph (a) are used, that are constructed so that the hand

cannot come in contact with the cap when in place for the explosion, and that are not designed to break apart or be separated so as to form a missile by the explosion.

- (c) Flitter sparklers in paper tubes not exceeding one-eighth inch in diameter.
- (d) Toy snakes not containing mercury, if packed in cardboard boxes with not more than 12 pieces per box for retail sale and if the manufacturer's name and the quantity contained in each box are printed on the box; and toy smoke devices.

Sec. 22-138. – General prohibitions on ignition, discharge, and use of fireworks.

No person shall ignite, discharge, or use fireworks within the Township at any time, except that:

Consumer fireworks may be discharged on the following days after 11 a.m.

- (a) December 31 until 1 a.m. on January 1.
 - (1) The Saturday and Sunday immediately preceding Memorial Day until 11:45 p.m. on each of those days.
 - (2) June 29 to July 4 until 11:45 p.m. on each of those days.
 - (3) July 5, if that date is a Friday or Saturday, until 11:45 p.m.
 - (4) The Saturday and Sunday immediately preceding Labor Day until 11:45 p.m. on each of those days.
- (b) Fireworks may not be discharged after 11:00 a.m. and before 10:00 p.m. on any other day of the year not specifically cited in section 22-138(a) of this ordinance, without a permit issued in accordance with Section 22-140 or 22-141.
- (c) Consumer Fireworks may be discharged in strict compliance with a permit issued by the Township Board of Trustees in accordance with Section 22-141 of this Ordinance.
- (d) This section shall not apply to low impact fireworks and novelties.

Sec. 22-139. – Additional prohibitions.

- (a) Consumer fireworks shall not be ignited, discharged, or used on public property, including public streets and rights-of-way, or on school property, church property, or the private property of another, without the express written permission from the person or entity legally in possession and control of that property to undertake such action.
- (b) No fireworks shall be ignited, discharged, used, stored or sold on Township property without a permit authorized by the Township Board of Trustees.
Fireworks shall not be ignited, discharged, or used by a person under the influence of alcoholic liquor or a controlled substance or a combination of both.
- (c) No person shall ignite, discharge, or use consumer fireworks or low-impact fireworks if a "no burning" restriction has been implemented by the Fire Department.

Sec. 22-140. – Permit required for discharge of display fireworks and articles pyrotechnic devices; permit process.

- (a) No person shall discharge any display fireworks or articles pyrotechnic devices without a permit issued by the Township Board of Trustees.
- (b) Applicants for a permit under this section must file with the Township's designated Fire Official an application in writing on a form to be provided by the Department of Licensing and Regulatory Affairs, as set forth in MCL 28.466, at least 30 days in advance of the event.
- (c) The person, firm, or corporation applying for the permit shall include with their permit application materials proof of financial responsibility by a bond or insurance in an amount, character, and form deemed necessary by the Township Board of Trustees to satisfy claims for damages to property or personal injuries arising out of an act or omission on the part of the person, firm, or corporation or an agent or employee of the person, firm, or corporation, and to protect the public.
- (d) A permit granted under this section is not transferable and shall not be issued to a minor.
- (e) Upon receipt of the application required by this section, the Fire Official shall review the application and shall make a recommendation to the Township Board of Trustees on whether the permit should be granted. This recommendation shall be based on the competency and qualifications of the articles pyrotechnic and display fireworks operator, as furnished by the operator on the operator's application form, in accordance with the requirements provided under NFPA 1123, and on the time, place, and safety aspects of the display of articles pyrotechnic or display fireworks.
- (f) The Township Board of Trustees shall review the application form and recommendation of the Fire Official and may issue a permit after ruling on the competency and qualifications of the permit applicant.
- (g) The fees for the permit required by this section shall be charged by the Fire Official in an amount to be established by the Township Board of Trustees.

Sec. 22-141. – Permits for discharge of consumer fireworks; permit process.

- (a) A person may discharge consumer fireworks outside of the permissible hours specified in section 22-138(5) of this Ordinance with a permit issued by the Township Board of Trustees.
- (b) Applicants for a permit under this section must file with the Township's designated Fire Official an application in writing on a form to be provided by the Fire Official.
- (c) A permit granted under this section is not transferable and shall not be issued to a minor.
- (d) Upon receipt of the application required by this section, the Fire Official shall review the application and shall make a recommendation to the Township Board of Trustees on whether the permit should be granted. This recommendation shall be based on the on the time, place, and safety aspects of the display.
- (e) The Township Board of Trustees shall review the application form and recommendation of the Fire Official and may issue a permit for the discharge of consumer fireworks outside the otherwise allowable hours contained in section 22-138(5).
- (f) No more than two (2) permits for the display of consumer fireworks under this section shall be issued to any person, firm, corporation or location in any calendar year.
- (g) The fees for the permit required by this section shall be charged by the Fire Official in an amount to be established by the Township Board of Trustees.

Sec. 22-142. – Penalties.

In accordance with MCL 28.457, any person found to be in violation of the provisions of this Ordinance shall be responsible for a municipal civil infraction with a civil fine of \$1,000.00 for each violation. \$500.00 of the fine collected under the section shall be remitted to the local law enforcement agency responsible for enforcing this Ordinance.

PART II. Severability. Should any section, subdivision, clause, or phrase of this Ordinance be declared by the courts to be invalid, the validity of the Ordinance as a whole, or in part, shall not be affected other than the part invalidated.

PART III. Savings Clause. The amendment of the Hamburg Township Code of Ordinances set forth in this Ordinance does not affect or impair any act done, offense committed, or right accruing, accrued, or acquired or liability, penalty, forfeiture or punishment, pending or incurred prior to the amendment of the Hamburg Township Code of Ordinances set forth in this Ordinance.

PART IV. Repealer. All ordinances or parts of ordinances in conflict herewith, including Section 22-23 (4) of the Code of Ordinances, are hereby repealed.

PART V. Effective Date. The provisions of this Ordinance are ordered to take effect following publication in the manner prescribed by Hamburg Township.

PART VI. Adoption. This ordinance is hereby declared to have been adopted by the Hamburg Township Board of Trustees in a meeting thereof duly held and called on the ____ day of _____, 2025, in order to be given publication in the manner prescribed by Hamburg Township.

Moved by _____ and supported by _____.

Mike Dolan, Hamburg Township Clerk

Certificate of Adoption

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.

By: _____
Mike Dolan, Hamburg Township Clerk

Introduced:

Adopted:

Effective:

Published:

Michigan Department of Treasury
614 (Rev. 02-25)

2025 Tax Rate Request (This form must be completed and submitted on or before September 30, 2025)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes 2025 Taxable Value of ALL Properties in the Unit as of 05-27-2025

Livingston **1,466,268,122**

Local Government Unit Requesting Millage Levy For LOCAL School Districts: 2025 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

Hamburg Twp

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2025 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2025 Current Year "Headlee" Millage Reduction Fraction	(7) 2025 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Alloc	Oper		1.3000	0.7891	0.9930	0.7835	1.0000	0.7835		0.7835	
Alloc	Police	Aug-18	2.5000	2.3885	0.9930	2.3717	1.0000	2.3717		2.3717	2027
Alloc	Fire	Aug-24	2.2500	2.2500	0.9930	2.2342	1.0000	2.2342		2.2342	2033
Alloc	Library	Aug-22	0.9000	0.8936	0.9930	0.8873	1.0000	0.8873		0.8873	2029
Alloc	Roads	Nov-22	1.0000	0.9691	0.9930	0.9623	1.0000	0.9623		0.5000	2025

Prepared by Alaudis Wilson Telephone Number 810-2281163 Title of Preparer Assessor Date 9/10/25

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.121(3).

☐ Clerk ☐ Secretary ☐ Chairperson ☐ President

Print Name _____ Date _____

Signature _____ Print Name _____ Date _____

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2025 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

L-4029

Carefully read the instructions on page 2.

Michigan Department of Treasury
614 (Rev. 02-25)

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

L-4029

2025 Tax Rate Request (This form must be completed and submitted on or before September 30, 2025)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

Carefully read the instructions on page 2.

County(ies) Where the Local Government Unit Levies Taxes Livingston	2025 Taxable Value of ALL Properties in the Unit as of 05-27-2025 1,466,268,122
Local Government Unit Requesting Millage Levy Hamburg Twp	For LOCAL School Districts: 2025 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2025 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2025 Current Year "Headlee" Millage Reduction Fraction	(7) 2025 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Alloc	Oper		1.3000	0.7891	0.9930	0.7835	1.0000	0.7835		0.7835	
Alloc	Police	Aug-18	2.5000	2.3885	0.9930	2.3717	1.0000	2.3717		2.3717	2027
Alloc	Fire	Aug-24	2.2500	2.2500	0.9930	2.2342	1.0000	2.2342		2.2342	2033
Alloc	Library	Aug-22	0.9000	0.8936	0.9930	0.8873	1.0000	0.8873		0.8873	2029
Alloc	Roads	Nov-22	1.0000	0.9691	0.9930	0.9623	1.0000	0.9623		0.9623	2025

Prepared by <i>Heather Miller</i>	Telephone Number <i>810-222-1163</i>	Title of Preparer <i>Assessor</i>	Date <i>9/10/25</i>
--------------------------------------	---	--------------------------------------	------------------------

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

☐ Clerk	Signature	Print Name	Date
☐ Secretary			
☐ Chairperson	Signature	Print Name	Date
☐ President			

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2025 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

**RESOLUTION
HAMBURG TOWNSHIP
2025 TAX LEVIES**

At a regular meeting of the Hamburg Township Board of Trustees, held at the Hamburg Township Hall located at 10405 Merrill Road, Hamburg Township, Livingston County, Michigan on Tuesday, September 16, 2025 beginning at 7:00 p.m., there were:

PRESENT: _____

ABSENT: _____

Resolution moved by _____, and supported by _____ to adopt the following:

NOW THEREFORE BE IT RESOLVED that the Hamburg Township Board hereby authorizes the Levy of Mills on the 2025 taxes, broken down as follows:

Allocated Operating	0.7835
Police Fund	2.3717
Fire Fund	2.2342
Library	0.8873
Roads	0.5
TOTAL	6.7767

BE IT FURTHER RESOLVED that the following amounts are levied to be included on the December 2025 tax bills for Special Assessment Districts in the Township:

	ROAD MAINTENANCE DISTRICTS		
X3780	Campbell Drive		\$3,820.00
x3008	Community Drive		\$3,686.35
X3009	Crystal Drive/Crystal Beach		\$4,482.48
X3139	Downing Drive		\$194.18
X3800	Edgelake/Burton Drives		\$1,351.00
X3760	Island Shore Road/Schlenker Drive		\$14,337.80
X3152	Kingston Drive		\$15,045.67
X3012	Norene-Pearry		\$2,633.12
X3770	Riverside/Centruy/Lagoon & Radial Drives		\$24,177.57
X3634	Rustic/Lake Pointe Drives		\$3,757.36
X3633	Scott Drive		\$3,600.56
X3930	Winans Drive		\$9,297.34
X3093	Buhl Drive Chip Seal Project		\$16,167.00
	Subtotal		\$102,550.43
	STREET LIGHTING & WEED CONTROL DIST		

X0004	Mumford Park Street Lighting		\$2,514.05
X4499	Lake Shan-Gri-La Aquatic Weed Control		\$8,671.23
X4016	Washtenaw LK Improvement		\$20,193.50
X4033	Hamburg Township Aquatic Weed Control		\$35,750.75
	Subtotal		\$67,129.53

	SEWER ASSESSMENTS		
X2112	Contract S.A.D. 2006		\$2,012.30
X2115	Contract S.A.D. 2006 Purcell		\$660.76
X2119	Contract S.A.D. NIMS20		\$3,794.70
X2141	Contract S.A.D. Miller 2021		\$1,422.02
X2565	Water Phase 1 2008		\$67,064.39
	Subtotal		\$74,954.17

	DELINQUENT SEWER OPS/MAINTENANCE		
X015	DLQ Utility		\$273,771.59
X015PL	Portage Lake		\$20,725.43
	Subtotal		\$294,497.02

	ROAD IMPROVEMENT SADs		
X3129	Indianola/Gallagher Area Rd Imp.		\$18,667.16
X3169	Hillside Lake		\$16,912.05
X3228	Downing Drive		\$7,698.02
X3229	Edgelake & Burton Drive		\$19,974.59
X3230	Bob White Beach Blvd		\$12,874.44
X3231	Oneida Way		\$6,538.80
X3232	Arrowhead		\$102,912.76
X3233	Tamarack Drive North		\$11,156.67
X3234	Towering Pines		\$16,780.96
X3235	Far Ravine Drive		\$14,484.80
X3236	Tamarack Lake Subdivision		\$29,288.40
X3237	Lawrence Court		\$18,878.56
X3238	Shadow Woods		\$23,308.90
X3239	Tara Glen Sub 1 & 2		\$44,630.46
X3240	Louis Lane		\$17,305.20
X3195	Bob White Beach		\$16,129.10
X3205	Crystal Dr/Crystal Beach		\$94,004.46
X3224	Forest Creek Imp		\$23,780.76
X3241	Fox Pt Beach		\$28,932.05
X3249	Margaret Dr. Rd Imp		\$6,586.05
X3254	Orchard Village Sub Rd. Imp		\$11,772.25
X3262	River Run Rd Imp		\$24,464.72
X3270	Shan-Gri-La Rd Imp		\$47,583.50
X3274	Teahen Meadows		\$13,491.94
X3302	Zukey/Redding Rd		\$42,113.00
	Subtotal		\$670,269.60

	CANAL DREDGING		
X0110	Margaret Drive		\$10,950.39
X2057	Mumford Park		
	Subtotal		\$10,950.39
	DRAIN ASSESSMENT	TOWNSHIP	PROPERTIES
X25014	Copper Cove		\$800.00
X25047	Mill Creek		\$2,200.00
X25048	Mill Crest Moors		\$2,400.00
X25057	Pheasant Brook Village		\$1,290.00
X25058	Pine Creek Ridge No. 6		\$1,349.32
X25059	Pine Lake		\$1,400.00
X25068	Sunny Ridge		\$940.00
XM2006	Valley Forge 2020 Petition		\$17,550.19
X25074	West Point Hills		\$900.00
XL2506	Portage-Baseline Lake Level		\$21,895.64
XLM251	Portage Baseline Lake Dam Bonds		\$52,076.02
			\$102,801.17
	MISCELLANEOUS		
X2132	Sewer A/R		\$2,386.20
X2574	LCWA		\$212.52
	Subtotal		\$2,598.72
	GRAND TOTAL		\$1,325,751.03

A roll call was taken as follows:

AYES: _____

NAYS: _____

ABSENT: _____

RESOLUTION DECLARED _____

CERTIFICATION

I, MICHAEL DOLAN, BEING THE DULY ELECTED Clerk of the Township of Hamburg, County of Livingston, State of Michigan, do hereby certify that (1) the foregoing to be 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 a quorum was present and remained throughout; (2) the original of such resolution is on file in the

records in my office; (3) the meeting was conducted, and the 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.

Michael Dolan, Clerk
Hamburg Township
10405 Merrill Road
Post Office Box 157
Hamburg, MI 48139

Dated: _____

**RESOLUTION
HAMBURG TOWNSHIP
2025 TAX LEVIES**

At a regular meeting of the Hamburg Township Board of Trustees, held at the Hamburg Township Hall located at 10405 Merrill Road, Hamburg Township, Livingston County, Michigan on Tuesday, September 16, 2025 beginning at 7:00 p.m., there were:

PRESENT: _____

ABSENT: _____

Resolution moved by _____, and supported by _____ to adopt the following:

NOW THEREFORE BE IT RESOLVED that the Hamburg Township Board hereby authorizes the Levy of Mills on the 2025 taxes, broken down as follows:

Allocated Operating	0.7835
Police Fund	2.3717
Fire Fund	2.2342
Library	0.8873
Roads	0.9623
TOTAL	7.239

BE IT FURTHER RESOLVED that the following amounts are levied to be included on the December 2025 tax bills for Special Assessment Districts in the Township:

	ROAD MAINTENANCE DISTRICTS		
X3780	Campbell Drive		\$3,820.00
x3008	Community Drive		\$3,686.35
X3009	Crystal Drive/Crystal Beach		\$4,482.48
X3139	Downing Drive		\$194.18
X3800	Edgelake/Burton Drives		\$1,351.00
X3760	Island Shore Road/Schlenker Drive		\$14,337.80
X3152	Kingston Drive		\$15,045.67
X3012	Norene-Pearry		\$2,633.12
X3770	Riverside/Centruy/Lagoon & Radial Drives		\$24,177.57
X3634	Rustic/Lake Pointe Drives		\$3,757.36
X3633	Scott Drive		\$3,600.56
X3930	Winans Drive		\$9,297.34
X3093	Buhl Drive Chip Seal Project		\$16,167.00
	Subtotal		\$102,550.43
	STREET LIGHTING & WEED CONTROL DIST		

X0004	Mumford Park Street Lighting		\$2,514.05
X4499	Lake Shan-Gri-La Aquatic Weed Control		\$8,671.23
X4016	Washtenaw LK Improvement		\$20,193.50
X4033	Hamburg Township Aquatic Weed Control		\$35,750.75
	Subtotal		\$67,129.53

	SEWER ASSESSMENTS		
X2112	Contract S.A.D. 2006		\$2,012.30
X2115	Contract S.A.D. 2006 Purcell		\$660.76
X2119	Contract S.A.D. NIMS20		\$3,794.70
X2141	Contract S.A.D. Miller 2021		\$1,422.02
X2565	Water Phase 1 2008		\$67,064.39
	Subtotal		\$74,954.17

	DELINQUENT SEWER OPS/MAINTENANCE		
X015	DLQ Utility		\$273,771.59
X015PL	Portage Lake		\$20,725.43
	Subtotal		\$294,497.02

	ROAD IMPROVEMENT SADs		
X3129	Indianola/Gallagher Area Rd Imp.		\$18,667.16
X3169	Hillside Lake		\$16,912.05
X3228	Downing Drive		\$7,698.02
X3229	Edgelake & Burton Drive		\$19,974.59
X3230	Bob White Beach Blvd		\$12,874.44
X3231	Oneida Way		\$6,538.80
X3232	Arrowhead		\$102,912.76
X3233	Tamarack Drive North		\$11,156.67
X3234	Towering Pines		\$16,780.96
X3235	Far Ravine Drive		\$14,484.80
X3236	Tamarack Lake Subdivision		\$29,288.40
X3237	Lawrence Court		\$18,878.56
X3238	Shadow Woods		\$23,308.90
X3239	Tara Glen Sub 1 & 2		\$44,630.46
X3240	Louis Lane		\$17,305.20
X3195	Bob White Beach		\$16,129.10
X3205	Crystal Dr/Crystal Beach		\$94,004.46
X3224	Forest Creek Imp		\$23,780.76
X3241	Fox Pt Beach		\$28,932.05
X3249	Margaret Dr. Rd Imp		\$6,586.05
X3254	Orchard Village Sub Rd. Imp		\$11,772.25
X3262	River Run Rd Imp		\$24,464.72
X3270	Shan-Gri-La Rd Imp		\$47,583.50
X3274	Teahen Meadows		\$13,491.94
X3302	Zukey/Redding Rd		\$42,113.00
	Subtotal		\$670,269.60

	CANAL DREDGING		
X0110	Margaret Drive		\$10,950.39
X2057	Mumford Park		
	Subtotal		\$10,950.39
	DRAIN ASSESSMENT	TOWNSHIP	PROPERTIES
X25014	Copper Cove		\$800.00
X25047	Mill Creek		\$2,200.00
X25048	Mill Crest Moors		\$2,400.00
X25057	Pheasant Brook Village		\$1,290.00
X25058	Pine Creek Ridge No. 6		\$1,349.32
X25059	Pine Lake		\$1,400.00
X25068	Sunny Ridge		\$940.00
XM2006	Valley Forge 2020 Petition		\$17,550.19
X25074	West Point Hills		\$900.00
XL2506	Portage-Baseline Lake Level		\$21,895.64
XLM251	Portage Baseline Lake Dam Bonds		\$52,076.02
			\$102,801.17
	MISCELLANEOUS		
X2132	Sewer A/R		\$2,386.20
X2574	LCWA		\$212.52
	Subtotal		\$2,598.72
	GRAND TOTAL		\$1,325,751.03

A roll call was taken as follows:

AYES: _____

NAYS: _____

ABSENT: _____

RESOLUTION DECLARED _____

CERTIFICATION

I, MICHAEL DOLAN, BEING THE DULY ELECTED Clerk of the Township of Hamburg, County of Livingston, State of Michigan, do hereby certify that (1) the foregoing to be 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 a quorum was present and remained throughout; (2) the original of such resolution is on file in the

records in my office; (3) the meeting was conducted, and the 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.

Michael Dolan, Clerk
Hamburg Township
10405 Merrill Road
Post Office Box 157
Hamburg, MI 48139

Dated: _____

TO: Board of Trustees

FROM: Michelle DeLancey, Director of Accounting

DATE: September 11, 2025

AGENDA ITEM TOPIC: Administrative Services Agreement

Number of Supporting Documents: 1

Requested Action

Motion to direct Supervisor Negri to sign the Administrative Services Agreement.

Background

The Township must approve the updated Administrative Services Agreement since we have added an HAS plan.

ADMINISTRATIVE SERVICES AGREEMENT

This Administrative Services Agreement (this “Agreement”) is entered into effective as of October 1, 2025 (the “Effective Date”), by and between **Burnham & Flower Agency, Inc.**, a Michigan corporation having its principal place of business at 100 Ottawa Ave. SW, Grand Rapids, MI 49503 (“Company”), and **Hamburg Township**, a Michigan municipality having its principal place of business at 10405 Merrill Road, Hamburg, MI 48139 (“Plan Sponsor”) (each a “Party” or collectively the “Parties”). In consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. DEFINITIONS

- 1.1 “Benefits” means reimbursement Plan Sponsor as required under the Plan for provided to Covered Persons.
- 1.2 “Claims Account” means one or more accounts established by Plan Sponsor to which Company is made a limited agent for purposes of withdrawing funds for the payment of Complete Claims and other amounts payable under this Agreement.
- 1.3 “COBRA” has the meaning given it in Section 3 (entitled “Fiduciary Responsibility”).
- 1.4 “Complete Claim” means a Benefits claim for which Company has been provided with all information necessary to process the claim.
- 1.5 “Confidential Information” has the meaning given it in Section 14.2.1 (entitled “Confidential Information Defined”).
- 1.6 “Covered Persons” means those employees of Plan Sponsor, and their dependents as described in the Plan, who are covered under the terms of the Plan.
- 1.7 “Disclosing Party” has the meaning given it in Section 14.2 (entitled “Confidentiality”).
- 1.8 “ERISA” means the Employee Retirement Income Security Act of 1974, as amended.
- 1.9 “Force Majeure” has the meaning given it in Section 15.7 (entitled “Force Majeure”).
- 1.10 “HIPAA” has the meaning given it in Section 3 (entitled “Fiduciary Responsibility”).
- 1.11 “Initial Term” has the meaning given it in the first paragraph above.
- 1.12 “Plan” means the self-funded employee welfare benefit plan(s) within the meaning of ERISA sponsored by Plan Sponsor for its eligible employees and their dependents for which claims are administered under this Agreement; as such, Plan may be amended from time to time by Plan Sponsor.
- 1.13 “Plan Document” means the written description of the Plan that Plan Sponsor consistent with the terms of this Agreement.

- 1.14** “Plan Sponsor” or “Plan Administrator.” Unless the context requires otherwise, the term “Plan Sponsor” or “Plan Administrator” as used in this Agreement shall include any corporation, partnership, committee, trustees of a trust, or other entity or individual sponsoring or administering the Plan at the time of execution of this Agreement and shall also include such additional or successor individuals or entities serving from time to time during the Term of this Agreement. If the Plan Administrator is not the same person or entity as Plan Sponsor, then (i) when this Agreement calls for Company to provide information to Plan Sponsor, Company will be in compliance with this Agreement if it provides that information to either Plan Sponsor or Plan Administrator, and (ii) when this Agreement calls for information or notice to be given to Company by Plan Sponsor, Company shall be absolutely protected in relying upon any information or notice given it by either Plan Sponsor or Plan Administrator. Where this Agreement calls for action or forbearance by Plan Sponsor, Plan Sponsor will ensure Plan Administrator’s actions or inactions are consistent. Company is not the Plan Administrator.
- 1.15** “Plan Year” means each twelve-month period during which the Plan Sponsor offers the Plan, unless otherwise noted in the Plan.
- 1.16** “Receiving Party” has the meaning given it in Section 14.2 (entitled “Confidentiality”).
- 1.17** “Renewal Term” has the meaning given it in Section 4.1 (entitled “Term of Agreement”).
- 1.18** “Term” means the Initial Term together with each Renewal Term.
- 1.19** “Working Day” means any one day, Monday through Friday, excluding holidays observed by Company and any other days when Company is not open for business due to acts of God or other unanticipated events or emergencies.

2. SERVICES TO BE PERFORMED

- 2.1** Company shall use reasonable efforts to perform the administrative services described in Exhibit A. Company is engaged to perform the services under this Agreement as an independent contractor and not as the Plan Administrator, Plan trustee or other named fiduciary. Company shall not be designated or deemed to be an “Company” or a “fiduciary” of the Plan as those terms are defined under ERISA Section 3(16)(A), ERISA Section 3(21)(A), or any other applicable Federal or State law.
- 2.2** Company’s services under this Agreement shall not include the power to make any decisions as to Plan policy, interpretations, practices or procedures, and shall be limited to the performance of only those ministerial functions such as the types described in Department of Labor Regulation Section 2509.75-8, D-2 (relating to claims processing, calculation of benefits, report preparation, employee communications, recommendations regarding Plan administration, etc.) within a

framework of policies, interpretations, rules, practices, and procedures made by Plan Sponsor.

- 2.3** Company shall not render any investment advice with respect to the Plan's assets or have any authority or responsibility to do so. Plan Sponsor shall have the responsibility for determining the Benefits, premium rates, reimbursement procedures and claim payment procedures applicable to the Plan. Plan Sponsor shall at all times retain ultimate control over interpretation of the Plan and over the assets and operation of the Plan and shall retain final responsibility for the obligations of the Plan imposed by law.
- 2.4** The services provided under this Agreement represent applications of the Plan Document concerning matters which the Plan Sponsor and/or Plan Administrator has delegated to Company. Company's services under this Agreement do not include any guarantee or certification that an individual is eligible, or a service is covered under the Plan.

3. FIDUCIARY RESPONSIBILITY

- 3.1** Plan Sponsor acknowledges that it is the named fiduciary with respect to the Plan. Plan Sponsor and the Plan Administrator shall maintain full responsibility for continued compliance with all provisions of applicable federal, state, and local laws, including, but not limited to: ERISA; the Internal Revenue Code of 1986, as amended; the Consolidated Omnibus Reconciliation Act of 1985, as amended ("COBRA"); the Family and Medical Leave Act of 1993, as amended; the Health Insurance Portability and Accountability Act of 1996, as may be amended ("HIPAA"); the Mental Health Parity Act of 1996, as may be amended; the Newborns' and Mothers' Health Protection Act of 1996, as may be amended; the Women's Health and Cancer Rights Act of 1998, as may be amended; the Deficit Reduction Act of 1984, as amended; and the Tax Equity and Fiscal Responsibility Act of 1982, as amended.
- 4.** Plan Sponsor acknowledges that Plan Sponsor's Plan compliance may include, but not be limited to, the following: preparation and filing of Forms 5500 or 990 for 501(c) tax-exempt funds and all related schedules; preparation or review of all ERISA required plan documentation; advising Covered Persons of their rights under any federal, state or local law, and the preparation and distribution of any notices, except for certificates of creditable coverage, required to be distributed under such laws; and preparation, distribution and filing of all reports related to the Plan required under any federal, state or local law, including but not limited to with the Internal Revenue Service and with the U.S. Department of Labor.

5. TERM AND TERMINATION

- 5.1** This Agreement shall remain in force and effect during for a period of one year from the Effective Date (the "Initial Term") and shall be automatically renewed for successive terms of one year (each a "Renewal Term") unless earlier terminated as set forth below.
- 5.2** The Parties may terminate this Agreement as follows:

5.2.1 By giving to the other Party thirty (30) days written notice of such termination. Upon the expiry of such notice from the Plan Sponsor, this Agreement shall terminate, and Company shall have no further responsibility or obligation hereunder. All reimbursement checks issued by Company for payment of Complete Claims that are outstanding upon the termination of this Agreement or are subsequently issued will be the liability of Plan Sponsor;

5.2.2 Upon written notice to the other Party if either Party becomes insolvent, is adjudicated as bankrupt, its business comes into possession or control, even temporarily, of any trustee in bankruptcy, has a receiver appointed for it, or makes a general assignment for the benefit of creditors; or

5.2.3 At the end of any Plan Year upon thirty (30) days' notice by either Party of the Party's intent not to renew this Agreement.

5.3 Upon the effective date of the termination of this Agreement for any reason:

5.3.1 Plan Sponsor will pay to Company all monies due to Company under this Agreement within thirty (30) days after the effective date of the termination; and

5.3.2 Plan Sponsor will immediately (i) cease to represent that Company is a third-party service provider for the Plan, (ii) cease to use Company documents, employee communications materials, systems, logo-types, service marks, trademarks, trade names, methods and techniques in any form, and (iii) advise Covered Persons of the termination of this Agreement.

5.3.3 In addition to the foregoing, Plan Sponsor agrees that Company is the sole owner of the following materials, and that Plan Sponsor has no right to their use following termination of this Agreement, it being agreed that such materials were not prepared at the expense of Plan Sponsor:

- (a) claim processing and payment manuals;
- (b) administrative procedure manuals;
- (c) data processing system designs;
- (d) rating and underwriting programs, software and manuals;
- (e) software and equipment; and
- (f) standard forms provided by Company, including any claims forms, enrollment forms, and notifications.

5.3.4 Company shall reasonably cooperate, at Plan Sponsor's cost and expense, with the transition of administrative services performed under this Agreement to Plan Sponsor or its designee.

6. PLAN BENEFIT PAYMENTS AND CLAIMS ACCOUNT

- 6.1** Plan Sponsor shall authorize Company to issue payments from the Claims Account for each of the following, as applicable: (i) Benefit payments; (ii) administrative fees payable by Plan Sponsor (iii); fees and expenses payable under this Agreement; and (iv) any other fees or payments as authorized or directed by Plan Sponsor in writing. In accordance with the terms of the Plan Document and this Agreement, Company will process and pay each Complete Claim in accordance with Exhibit A.
- 6.2** Except as modified in the paragraph below, Plan Sponsor shall provide sufficient funds in the Claims Account to cover all payments identified in this Section and to satisfy any requirements under applicable provider agreement, law or regulation, and Company shall not be liable for and shall have no obligation to advance or use its own funds for any such payments. Company will not be considered the insurer, guarantor, or underwriter of the liability of Plan Sponsor to provide Benefits for Covered Persons under the Plan.
- 6.3** Company will withdraw from the Claims Account only for the purposes specifically set forth in this Agreement.

7. FEES

- 7.1** The fee and expense structure is set forth in **Exhibit B**. Unless otherwise provided in Exhibit B, Plan Sponsor shall make payment of the fees to Company upon receipt of monthly or quarterly invoice.
- 7.2** Company will have the right to change any fees or other charges under this Agreement up to one time during each Renewal Term by giving thirty (30) days prior written notice to Plan Sponsor unless Plan Sponsor agrees to a shorter notice period. In addition to the foregoing, Company shall have the right to adjust the fees or other charges if (i) the Plan is amended to modify Benefits in a manner that affects Company's administrative duties, (ii) there is a material variation, of at least 20%, in participant enrollment, or (iii) Company's cost of operation is increased solely by virtue of increased postal charges; provided Company gives Plan Sponsor at least thirty (30) days prior written notice of such adjustment. Company will also have the right to adjust fees pursuant to any other provision of this Agreement which specifically allows adjustments, if any. Any other changes affecting fees hereunder may be made at any time as mutually agreed by the Parties. If Plan Sponsor objects to any fee adjustment made by Company, then Plan Sponsor may terminate this Agreement in accordance with Section 4.2.2.

8. PLAN CHANGES

Plan Sponsor will file with Company all amendments, modifications or other changes to the Plan at least ninety (90) Working Days prior to the proposed effective date of such amendment, modification or other change; provided that if such change is the result of statute or regulation change or made as the result of action by a regulatory agency, Plan Sponsor shall give as much prior notice to Company as is reasonably possible. Company shall not be required to implement any such amendment,

modification, or other change without its advance written agreement as to the effective date and the amount of any additional fee required to cover Company implementation costs. Additionally, Company retains the right to modify the schedule of administrative charges to reflect any additional services required by such amendment, modification, or other change. Should Plan Sponsor wish for Company to produce Plan Documents after the initial implementation, Company shall assess additional charges for such documents.

9. PLAN SPONSOR'S OBLIGATIONS

In addition to any other obligations set forth in this Agreement as applicable, to enable Company to perform its obligations under this Agreement Plan Sponsor shall, at no charge to Company:

- 9.1** Supply Company with a list of all Covered Persons and all information required with respect to Covered Persons at least thirty (30) days prior to the Effective Date or as agreed upon by both Parties;
- 9.2** Provide Company with information regarding Covered Persons' eligibility and entitlement to receive Benefits in Company's required format;
- 9.3** Advise Company promptly of any changes in Plan Sponsor's organization which might affect the status of the Plan, eligibility to participate in the Plan, or coverage under the Plan as in effect immediately prior to the effective date of such change;
- 9.4** Provide Company with such additional information with respect to matters incidental to Company's provision of services under this Agreement as may be requested by Company from time-to-time;
- 9.5** Make available, as reasonably requested by Company, timely management decisions and complete and accurate documentation and information (including, without limitations, documentation, and information regarding Covered Persons) so that the services contemplated by this Agreement may be accomplished.
- 9.6** Maintain and file all licenses, permits, reports and disclosures and maintain the Plan in compliance with and as required by applicable federal, state, and local statutes and regulations;
- 9.7** Maintain a Claims Account in accordance with Section 5 (entitled "Plan Benefit Payments and Claims Account");
- 9.8** File with Company all amendments, modifications, or other changes to the Plan in accordance with Section 7 (entitled "Plan Changes"); and
- 9.9** Perform any other administrative functions not expressly assumed by Company under this Agreement.

10. PLAN COSTS; TAXES

- 10.1** Company shall, at its own cost and expense, maintain and operate the facilities and personnel necessary to provide its services under this Agreement. Company services shall not include the provision of legal services, actuarial services, or the services of independent certified public accountants. Company may suggest the use of such professional advisors but shall have no liability for the quality or cost of any services so provided. Plan Sponsor shall be responsible for all other costs and expenses of the Plan establishment and administration including legal, accounting, and other professional fees.

11. LIMITATION OF LIABILITY

- 11.1** Company shall have no responsibility, risk, or liability for funding the Plan, or for the failure of Plan Sponsor to obtain or continue insurance coverage. Plan Sponsor shall solely provide Benefits under the Plan for those persons named in the Plan. Company shall use reasonable efforts to render the agreed-upon services in a timely and accurate manner but shall not be liable for any damages resulting (i) from occasional errors or delays (within the range accepted in the health and welfare benefits administration industry) in the provision of its services; or(ii) from its reasonable application of the Plan Document provisions, including provisions concerning eligibility, coverage, medical necessity, or Benefits.
- 11.2** Company may rely upon, and has no obligation to investigate, the accuracy or completeness of information provided by Plan Sponsor, including information relating to Company's performance of services and information provided in the Plan Document. Company shall incur no liability resulting from Company's reliance on such information.
- 11.3** Company shall not be liable to Plan Sponsor, Plan Administrator, or any Covered Person or assignee of Benefits under the Plan with respect to the advice and opinions provided by Plan Sponsor. Company shall have no liability for Plan Sponsor's breach of this Agreement, or for Plan Sponsor's or Plan Administrator's breach of its fiduciary duty.

12. LEGAL ACTION

- 12.1** Plan Sponsor, at Plan Sponsor's cost and expense, shall provide for the defense of itself against all claims or suits brought by third parties and arising out of the Plan or the administration of the Plan. Plan Sponsor shall defend and indemnify Company, at Plan Sponsor's cost, from and against all claims, suits, causes of action, liabilities, losses, damages, costs and expenses (including reasonable attorney fees) in which the alleged act or failure to act is a matter described in Section 10 (entitled "Limitation of Liability") for which Company is to have no liability.

- 12.2** Plan Sponsor and Company each agree to promptly notify the other upon receiving notice or knowledge that a claim or suit has been filed against either of them arising out of or relating to the Plan. Company reserves the right at any time to defend itself at its own expense. Plan Sponsor will not agree on behalf of Company to any settlement that admits guilt of Company or requires anything of Company other than payment of money which is indemnified and fully payable by Plan Sponsor pursuant to this Section. Plan Sponsor is responsible for maintaining ERISA fiduciary, D&O, and general liability coverage at its expense.

13. ENFORCEMENT

- 13.1** In the event that a payment of Benefits is made in excess of the amount properly payable under the Plan, a payment of Benefits is made to or for an individual who is not eligible, or a duplicate payment of Benefits is made, Company shall make a reasonable effort to obtain the return of such payment. Notwithstanding the forgoing, Company shall not have the right nor the responsibility to take any legal action to obtain the return of such payment, unless otherwise agreed by the Parties.
- 13.2** Except as may be separately agreed upon, Company shall have neither the right nor the responsibility to take any legal action against any person, including Plan Sponsor or Plan Administrator, to enforce the provisions of the Plan.

14. BOOKS AND RECORDS

- 14.1** “Plan Records” are defined as: 1) claims history; 2) current eligibility of Covered Persons; 3) large case management files; and 4) received but unpaid claims. Company shall maintain Plan Records generated or received by it (i) in accordance with standards of record keeping customary in the health and welfare benefits administration industry, and (ii) for a period of seven (7) years. After such period, all Plan Records in the possession of Company may be destroyed in the discretion of Company without notice to Plan Sponsor, Covered Persons or any other person or entity.
- 14.2** After receipt of Plan Sponsor’s written request following the termination of this Agreement, Company shall deliver to Plan Sponsor or its designee Plan Records in Company’s possession that are described in such request. Plan Records may be delivered in the format in which the Company maintains such Plan Records but shall include format explanations and documentation to enable the recipient to have reasonable access to the information. Plan Sponsor shall reimburse Company for all costs incurred in providing such Plan Records, including the costs of programming and computer changes. Plan Sponsor shall also pay Company a mutually agreed-upon fee, but in no event less than a reasonable fee, for any services requested or required of Company for supplying additional information not contained in the Plan Records. To the extent the Plan Records or accompanying documentation includes systems or programs developed by, owned by, or licensed to Company, (i) Company shall have the right to safeguard their secrecy and use by requiring the transfer to occur in such a manner that will not permit the recipient to have continuing use of the protected

systems or programs, and (ii) the recipient shall not copy, distribute, sublicense or otherwise take advantage of the protected systems or programs. Company may choose to deliver Plan Records to Plan Sponsor after termination of this Agreement even if not requested by Plan Sponsor. Company shall be entitled to retain copies of Plan Records at its own expense.

15. CONFIDENTIALITY

15.1 Each Party (“Receiving Party”) shall keep confidential all Confidential Information (defined below) of the other Party (“Disclosing Party”) in accordance with this Subsection.

15.1.1 “Confidential Information” means all nonpublic information, whether written or oral, that relates to the Disclosing Party and is not generally available to the public, or which would reasonably be considered confidential or proprietary, or which is marked “Confidential” or “Proprietary” by the Disclosing Party. Without limiting the generality of the foregoing, Confidential Information includes, without limitation: (i) information relating to technical or financial aspects of the Disclosing Party; (ii) information describing Company services pursuant to this Agreement; (iii) the terms of this Agreement; and (iv) all records relating to the Plan and Covered Persons maintained by Company pursuant to this Agreement.

15.1.2 Receiving Party will hold Disclosing Party’s Confidential Information in the strictest of confidence and will not disclose such information to any third party without the Disclosing Party’s prior written consent. Receiving Party will restrict disclosure of the Confidential Information solely to its employees, officers, directors, agents, and consultants with a “need to know” the Confidential Information for purposes of this Agreement.

15.1.3 Notwithstanding the foregoing, Receiving Party may disclose the Confidential Information (i) in response to court order or request of a government or regulatory authority, (ii) for an audit or investigation conducted under ERISA, (iii) in connection with litigation relating to this Agreement or Company’s performance of services under this Agreement, (iv) as otherwise required by law or legal process, or (v) as necessary or appropriate to provide services under this Agreement. Additionally, Company may use Plan data for statistical or reporting purposes in a manner that it reasonably expects will not disclose Confidential Information identifiable with specific Covered Persons and may disclose Confidential Information upon request of Plan Sponsor, Plan Administrator, or either’s designee.

15.1.4 Receiving Party acknowledges that remedies at law may be inadequate to protect Disclosing Party against any actual or threatened breach of this Section, and without prejudice to any other rights or remedies otherwise available, Receiving Party agrees that Disclosing Party is entitled to seek injunctive or other equitable relief as a remedy for any such breach in a court of competent jurisdiction. Such a remedy shall not be deemed to be the

exclusive remedy for a breach of this Agreement but shall be in addition to all other remedies available at law or equity.

- 15.2** Both Parties agree to comply with the terms and conditions of a Business Associate Agreement, as shall be entered into by the Parties. If there are any inconsistencies between the terms of this Agreement and the terms of the Business Associate Agreement, the terms of the Business Associate Agreement shall control.

16. GENERAL PROVISIONS

- 16.1** This Agreement, including all schedules, exhibits, attachments, recitals, and amendments hereto, and the Plan Document/Summary Plan Description, constitutes the entire Agreement between the Parties and supersedes all prior proposals, discussions, and writings by and between the Parties related to the subject matter of this Agreement. This Agreement may be modified, amended, or supplemented, but only by a written instrument executed by the Parties, except that fee adjustments proposed by Company in accordance with this Agreement and not objected to by Plan Sponsor pursuant to Section 4.2.2 shall also constitute binding amendments.
- 16.2** Any schedules, exhibits or attachments referred to in this Agreement are attached to and incorporated into this Agreement by reference.
- 16.3** Company shall not be responsible for establishing or maintaining the Plan or Plan Sponsor in compliance with federal or state taxing statutes, ERISA, COBRA, or other applicable state or federal laws or regulations, or for obtaining any tax benefits that may be available to Plan Sponsor, the Plan or Covered Persons. If Company provides sample plan documents or administrative forms, Company makes no representations or warranties as to their legal sufficiency. Plan Sponsor or Plan Administrator shall have the final authority and responsibility for approving the form and content of all Plan related documents and forms. Company shall be responsible for complying with all statutory and regulatory requirements imposed on third party companies under applicable state law and with all statutory and regulatory requirements related to an administrative function.
- 16.4** Neither Party shall use the other Party's name, copyrights, symbols, trademarks, or service marks in advertising or promotional materials or otherwise without the prior written consent of such other Party.
- 16.5** If any term or provision of this Agreement is to be held illegal, invalid or unenforceable to any extent, the remainder of this Agreement shall not be affected thereby and each term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law; and in lieu of each such illegal, invalid or unenforceable provision the Parties shall use their best reasonable efforts to add as a part of this Agreement a provision as similar in terms to such illegal, invalid or unenforceable provision as may be legal, valid, and enforceable.

- 16.6** The term “force majeure” shall mean an act of God, strike, walkout, or other industrial disturbance, war, riot, lightning, fire, storm, flood, explosion, governmental action or delay, unavailability or breakdown of equipment, and any other cause not reasonably within the control of the Party claiming suspension of its performance under this Agreement. The obligations of any Party under this Agreement, other than the obligation to make money payments, shall be suspended during the continuance of a force majeure applicable to that Party. The affected Party shall use all reasonable diligence to remove, to the extent reasonably practicable, the force majeure situation as quickly as possible without incurring excessive costs, but shall not be required to settle strikes, walk-outs, or other labor difficulties contrary to its wishes.
- 16.7** To the extent not preempted by ERISA or other federal law, this Agreement shall be governed by and construed under the laws of the State of Michigan. By entering into this Agreement, Plan Sponsor agrees to personal jurisdiction in the courts of the State of Michigan and agrees that Michigan is the only appropriate venue for any action brought to interpret or enforce any provision of this Agreement, or which may otherwise arise under or relate to the subject matter of this Agreement. The Parties expressly agree that the exclusive venue of all disputes, claims and lawsuits arising hereunder shall lie in the state or federal courts located in Kent County, Michigan.
- 16.8** All notices shall be in writing and shall be hand-delivered, transmitted by facsimile, or sent by registered or certified mail, return receipt requested, to the address set forth on the signature page of this Agreement or to such other address furnished by the addressee. A notice delivered by hand-delivery or facsimile shall be deemed given only when actually received, which may be evidenced by delivery receipt or successful transmission confirmation. A notice sent by registered or certified mail shall be deemed given on the first to occur of its actual receipt or the third day after the date mailed as evidenced by the sender’s certified or registered mail receipt.
- 16.9** Waiver by either Party of a breach or violation of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any prior, concurrent, or subsequent breach of the same or similar provision. None of the provisions of this Agreement shall be considered waived by either Party except when such waiver is given in writing.
- 16.10** Company reserves the right to obtain the services of persons or firms having special knowledge or facilities in performing its duties under this Agreement. Charges for such services, except as expressly provided in this Agreement or as agreed to be the Parties, will be the responsibility of Company.
- 16.11** The Parties mutually acknowledge that each has reviewed this Agreement in its entirety and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting Party shall not be employed in the interpretation or application of this Agreement or the interpretation or application of any amendments hereto, if any. Unless the context clearly indicates otherwise, as used in this Agreement the verbs “shall,” “must,” and “will” each create an absolute right or obligation, whereas the terms “may,” “can,” or “has the option to” each mean that the subject is permitted to but not obligated to take the designated action. The word

“including” or “include” is not limiting, and unless the context clearly indicates otherwise the word “or” is not exclusive.

16.12 The section headings contained in this Agreement are for convenience of reference only and may not be construed as part of this Agreement or as a limitation on the scope of the particular sections.

16.13 Any signature transmitted by facsimile or by sending a scanned copy by electronic mail or similar electronic transmission shall be deemed an original signature. The following shall have the same legal force and effect as an original of this document: a facsimile, photocopy, imaged or other electronic version.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date set forth above.

COMPANY:

PLAN SPONSOR:

Burnham & Flower Agency, Inc.

Hamburg Township

By: _____
(Authorized signature)
Ryan G. Foley
Executive Vice President

By: _____
(Authorized signature)
Name:
Title:



EXHIBIT A ADMINISTRATIVE SERVICES

This **Exhibit A** adds certain provisions to the Administrative Services Agreement effective as of August 1, 2025 (the “Effective Date”) by and between **Burnham & Flower Agency, Inc.** (“Company”) and **Hamburg Township** (“Plan Sponsor”) (together, the “Parties,” and each, a “Party”) and shall incorporate all terms of said Agreement by reference herein.

Scope of Services. Company shall provide services for the following Plans established by the Plan Sponsor and selected below:

- ☐ Health reimbursement arrangements (HRA)
- ☒ Health savings accounts (HSA)
- ☐ Health and dependent care flexible spending arrangements (FSA)
- ☐ Parking and transit flexible spending arrangements
- ☐ Retiree Billing
- ☐ COBRA administration
- ☐ Preparation of Plan documents – Premium only plan
- ☐ Preparation of Plan documents – Wrap plan documents

Company will use reasonable efforts to provide the services selected below for the Plans and for which a fee is provided on **Exhibit B** (entitled “Fees”). These services will not commence until thirty (30) days after Company’s initial receipt of all necessary Plan implementation data.

COMPANY SERVICES

☐ Set Up & Implementation

Company will arrange for the loading of Plan benefit information and the establishment of designated staff to service the Plan.

☐ Eligibility, Enrollment, Customer Service, and Account Management

- a. Company will review applications in an enrollment spreadsheet for coverage and renewals under the Plan and process those applications and renewals in accordance with written guidelines of Company.
- b. Based on records and information provided by Plan Sponsor, Company will provide to Covered Persons
- c. Company will attend meetings, either in person or via teleconference, with Plan Sponsor as reasonably requested and necessary for the provision of services under this Agreement.
- d. Company will provide access to the following reports: (i) annual reports included, from time to time, in the Company standard reporting package, which reports will be provided



on the time schedule agreed to by the Parties; and (ii) quarterly reports of Benefit payments made under the Plan.

- e. Upon request or as required by law, Company will provide Plan Sponsor with data maintained by Company that is required by Plan Sponsor to prepare reports and filings required by the federal government. Company will provide Plan Sponsor with data needed for Plan Sponsor to file 1094/1095 forms with the Internal Revenue Service.

☐ **Claims Administration / Reimbursement of Eligible Expenses**

Company will administer health reimbursement claims in accordance with the terms of the Plan, including the Plan Document. Claims administration services may include the following:

- a. Receive and review claims and claim documents;
- b. Verify eligibility and determine amounts payable under the Plan in conjunction with the Plan Document and IRS guidelines;
- c. Calculate the amount payable (if any), and determine if sufficient funds exist in the Claims Account to cover any Benefit payment;
- d. Issue Benefit payments drawn on the Claims Account to the Covered Person for a covered Benefits;
- e. Process claim reviews and appeals in accordance with the Plan Document, this Agreement, and applicable federal law;
- f. Process any written requests, issues or comments received from claimant on appeals of denied Benefits; and
- g. Determine any amount due and payable and make payment from the Claims Account or issue a denial notice.

☐ **Plan Design**

Company will use reasonable efforts to provide plan design services, including forms, notices, booklets, summary plan descriptions and other documents designed specifically for the Plan.

☐ **Covered Persons Database (Online)**

Company will use reasonable efforts to maintain an online computerized database containing Covered Persons' claims information. Covered Persons will be able to access this database upon completing online enrollment for access.



☐ **Printing & Mailing**

- a. Company will use reasonable efforts to coordinate the printing and mailing of standard notifications, as required for Covered Persons.
- b. Company will use reasonable efforts to coordinate the provision of electronic versions of personalized forms, benefit booklets, summary plan descriptions, provider directories, and/or other supplies designed specifically for the Plan.

COBRA SERVICES

☐ **COBRA Administration Services**

- a. Company will use reasonable efforts to administer the applicable continuation of benefits requirements of COBRA or state continuation of coverage regulations. Plan Sponsor shall be responsible for providing the COBRA general notice to inform newly hired employee(s) of their rights under COBRA. When a Qualifying Event, as defined under COBRA, occurs and Company is informed, Company shall advise each Qualified Beneficiary, as defined by COBRA, in writing of their rights under current laws and regulations relative to continued coverage under the Plan(s).
- b. Company will use reasonable efforts to track the time frame described by applicable law within which a Qualified Beneficiary must elect continuation coverage. Company will use reasonable efforts to issue payment coupons and instructions for making the required premium payments and maintaining coverage, for every Qualified Beneficiary who elects the continuation of coverage under applicable law within the prescribed time frame.
- c. Company will use reasonable efforts to receive, account for, and appropriately distribute the payments received from the Qualified Beneficiary. In the event that incomplete or incorrect remittances are submitted to Company, Company will use reasonable efforts to contact the Qualified Beneficiary in an effort to correct any error in the remittance. Company will use reasonable efforts to provide the Plan Sponsor with resources to be used to notify Company of Qualifying Event.
- d. Company will use reasonable efforts to notify Qualified Beneficiaries of any changes advised by the Plan Sponsors or health care reimbursement entities to the amount of the premium which the Qualified Beneficiaries must pay in order to maintain their coverage under a Plan.
- e. Plan Sponsor will use reasonable efforts to notify Qualified Beneficiaries as required in the event that their continuation options are modified as a result of an open enrollment process of Plan Sponsor,
- f. In the event that a Qualified Beneficiary fails to remit a required premium payment by its due date, Company shall notify the Qualified Beneficiary of his or her failure to remit, the consequences of such failure, and the final date by which payment must be received in order to continue his or her COBRA coverage.



EXHIBIT B FEES

This **Exhibit B** adds certain provisions to the Administrative Services Agreement effective as of the Effective Date by and between **Burnham & Flower Agency, Inc.** (“Company”) and **Hamburg Township** (“Plan Sponsor”) (together, the “Parties,” and each, a “Party”) and shall incorporate all terms of said Agreement by reference herein.

The fees payable to Company for the services rendered under the Agreement to which this Exhibit B is attached shall be as follows:

AMOUNT OF FEE

TPA Pricing Schedule			
	ADMINISTRATIVE SERVICES	Basis	Rate
1	HSA Administration	PEPM / Fee	\$2.50 with a \$30 per month minimum
	ADDITIONAL FEES		
1	Initial setup fee		\$0.00
2	Account verification fee		\$1.00, if applicable
3	ACH & Direct Deposit Return Fee		\$25.00 per occurrence
4	Annual Fee – includes SPD and discrimination testing where applicable		\$300/year

PAYMENT OF FEES AND EXPENSES

The fees and expenses included in the Premium charged and provided for above shall be payable when invoiced on a quarterly basis (or monthly if available based on size of plan) based upon the number of Covered Persons enrolled in any given month or based on the number of enrolled medical employees at time of renewal for COBRA administration services.

ARTICLE II. BREACH OF PEACE¹

Sec. 22-19. Title.

This article shall be known and cited as the Hamburg Township Breach of Peace Ordinance.

(Ord. No. 94-C, § 1.0, 3-1-2022)

Sec. 22-20. Purpose.

The purpose of this article is to promote the public health, safety, comfort and general welfare of the community through the proper regulation of noise and conduct which unreasonably interferes with another person's use and enjoyment of private real property, interferes with another person's use or enjoyment of public facilities or disturbs the peace, tranquility and good order of the Township of Hamburg.

(Ord. No. 94-C, § 2.0, 3-1-2022)

Sec. 22-21. Definition.

APA standard 87-1 means 2001 APA standard 87-1, standard for construction and approval for transportation of fireworks, novelties, and theatrical pyrotechnics, published by the American Pyrotechnics Association of Bethesda, Maryland.

Cemetery means any property owned, operated, or maintained by Hamburg Township used for the burial or interment of deceased persons.

Plainly audible means any sound that can be clearly detected by a person using his or her unaided hearing faculties.

Property line means either (a) the boundary line that separates one parcel of real property from another; (b) the boundary line that separates one parcel of real property from a body of water; or (c) the vertical and horizontal boundaries of a dwelling unit that is part of a multi-dwelling unit building;

Public facilities mean public parks, cemeteries and Township buildings as defined herein.

Public park means any property owned, leased or operated by Hamburg Township or the State of Michigan which is used by the public for recreational purposes.

Residential disturbance means a gathering of more than one person at a residential property between the hours of 10:00 p.m. and 7:00 a.m., at which noise associated with the gathering, including human voices, is frequent, repetitive or continuous for a period of 15 minutes or more and is plainly audible at a distance of 100 feet or more beyond the property line or plainly audible within another person's residential dwelling.

¹Ord. No. 94-C, adopted March 1, 2022, repealed and reenacted article II to read as set out herein. Former article II, §§ 22-19—22-25 pertained to similar subject matter and derived from Ord. No. 94-A, adopted Aug. 6, 2018 and Ord. No. 94-B, adopted Nov. 17, 2020.

Residential dwelling means any building or structure or part of a structure used by one or more persons for habitation and includes, but not limited to, houses, condominiums, apartments, boarding rooms, and mobile homes.

Residential street means any street or roadway, whether public or private, which is located within any of the Hamburg Township Zoning Districts, as established by the Hamburg Township Zoning Ordinance, where the property adjoining the street or roadway is authorized to be used for dwelling purposes.

Sports official means any person authorized to act in a sporting or other competitive event as a judge, referee or umpire of such event.

Township means Hamburg Township, Livingston County, Michigan.

Township building means any building, structure or other facility owned or operated by Hamburg Township and used for a public purpose.

Township employee means any full-time employee, part-time employee, temporary employee, seasonal employee or on-call employee of Hamburg Township. It also shall mean any unpaid volunteer or intern performing work for Hamburg Township as authorized by the Township Board.

(Ord. No. 94-C, § 3.0, 3-1-2022)

Sec. 22-22. General prohibition.

Any person who shall create or assist in creating or maintaining any unnecessary or unreasonable noise, disturbance, trouble or improper diversion or engages in conduct which unreasonably interferes with another person's use and enjoyment of private real property, interferes with another person's use or enjoyment of public facilities, causing a reasonable person to feel intimidated, threatened or harassed in a place open to the general public by means of yelling, screaming or using voice amplification devices, or disturbs the peace, tranquility and good order of the Township of Hamburg shall be in violation of this article.

(Ord. No. 94-C, § 4.0, 3-1-2022; Ord. No. 94-D, § 4.0, 3-1-2023)

Sec. 22-23. Specific prohibitions.

The following specific acts and noises are hereby declared to be an unnecessary or unreasonable interference with the peace and good order of the Township of Hamburg and/or its residents and are hereby deemed a breach of the peace in violation of this article:

- (1) No person shall operate any power lawn equipment including, but not limited to, lawn mowers, leaf blowers, power edgers, power sheers/trimmers or power saws within 500 feet of a residential dwelling between the hours of 10:00 p.m. and 7:00 a.m.
- (2) No person shall engage in any type of construction, repair, remodeling, drilling, woodcutting or excavating within 500 feet of a residential dwelling between the hours of 10:00 p.m. and 7:00 a.m.
- (3) No person shall use or operate or permit to be used or operated any radio, television, phonograph, musical instrument, speaker, amplifier or other machine or device for the producing, reproducing or amplification of sound with louder volume than is necessary for convenient hearing for the person or persons who are voluntary listeners thereto. It shall be prima facie evidence of a violation of this Ordinance if sound emanating from such machine or device is:
 - a. Plainly audible beyond the property line of the location where the machine or device is being used between the hours of 10:00 p.m. and 7:00 a.m.

- b. Plainly audible at a distance of 100 feet beyond the property line of where the machine or device is being used or is plainly audible within a residential dwelling between the hours of 7:00 a.m. and 10:00 p.m.
 - c. Plainly Audible at a distance of 100 feet from such machine or device if operated from a motor vehicle on a public street or parking lot open to the public.
 - d. Plainly Audible at a distance of 100 feet from such machine or device when operated in a public park or other place open to the public.
- 4) No person shall yell, shout, whistle, sing or otherwise communicate in a manner or at a volume:
 - a. Where such communication is plainly audible at a distance of 100 feet from the person on a residential street between the hours of 10:00 p.m. and 7:00 a.m.
 - b. In a Township building if it interferes with the public's use of said building or interferes with the ability of a Township employee to effectively carry out the business of the Township.
 - c. In a public facility if would cause a reasonable person to feel intimidated, threatened or harassed.
 - d. In or near any commercial, retail or other place of business open to the general public if it interferes with or disrupts the operation of said business.
 - e. In or near any commercial, retail or other place of business open to the general public if it would cause an employee or patron of such business to reasonably feel intimidated, threatened or harassed.
- (5) No person shall engage or participate in a residential disturbance, as that term is defined herein. The person exercising dominion or control over the residential property where said disturbance is occurring shall be held responsible for violation of this section.
- (6) A person shall not operate a motor vehicle with unnecessary noise and shall not start, move or turn a motor vehicle or apply the brakes or the power on a motor vehicle or in any manner operate the vehicle so as to cause the tires to squeal or the tires or vehicle to make any noise not usually connected with the operation of the motor vehicle, except in case of an emergency.
- (7) No person shall sound any horn or signaling device on any vehicle, motorcycle or vessel anywhere in the Township, except as a danger warning or in compliance with state law.
- (8) No person shall unnecessarily jostle, shove, push or crowd another person in a place open to the general public.
- (9) No person shall be in a state of intoxication, either by the consumption of alcohol, drugs or combination of both, in a public place and either:
 - a. Endanger the safety of another person or of property; or
 - b. Act in a manner that causes a public disturbance or alarm. The summoning of the police by a member of the public due to the actions of the intoxicated person is deemed prima facie evidence that a public disturbance or alarm was created by the intoxicated person.
- (10) No person shall engage in any fight or other physical altercation with any other person in a place open to the public. A law enforcement officer having jurisdiction to enforce this article may initiate prosecution under this article whether or not any person involved in the fight or physical altercation pursues a criminal complaint against the other person(s) involved.
- (11) No person shall engage in any conduct which shall interfere with or interrupt an organized athletic or recreational event being held at any Township athletic field or park which has been authorized by the

Township Board; nor shall any person act in a manner which would cause a participant, coach, sports official or spectator of such event to reasonably feel intimidated, threatened or harassed.

- (12) No person, except authorized Township employees and officials and persons given express permission by a Township employee or official, shall enter into or upon, loiter outside of, or remain within any publicly owned or leased area or building within the Township that is posted with one or more signs stating "public entry prohibited," "public access prohibited," "authorized personnel only," "restricted area," "no public access allowed," "Township personnel only," "employees only," or similar statements prohibiting or restricting entry or access.
- (13) Nothing in this section shall be construed as to prevent a law enforcement officer from taking enforcement action against any person engaged in conduct not specifically prohibited by this section if such conduct is in violation of section 22-22 of this article.
- (14) Fireworks-related activities are specifically addressed in Chapter 22, Article VI herein.

(Ord. No. 94-C, § 5.0, 3-1-2022; Ord. No. 94-D, § 5.0, 3-1-2023)

Sec. 22-24. Exemptions.

The following activities are exempted from the prohibitions and limitations of this article:

- (1) Emergency work necessary to restore property to a safe condition following a fire, accident or natural disaster.
- (2) Emergency work necessary to restore public utilities or to protect persons or property from imminent danger.
- (3) Sound made to alert persons to the existence of an emergency, danger or attempted crime.
- (4) Activities of police, fire or emergency medical service personnel engaged in the lawful performance of their duties.
- (5) Activities or operations of Township personnel or of other governmental units or agencies engaged in official government business.
- (6) Parades, concerts, festivals or other similar activities approved by the Township Board, subject to any limitations on sound or conduct contained in the Township Board's approval.
- (7) The use of speakers, amplifiers or other machines or devices for the producing, reproducing or amplification of sound in connection with any otherwise lawful religious or political activity held in any public place within the Township between the hours of 7:00 a.m. and 10:00 p.m.
- (8) The use of sound producing instruments or equipment, musical instruments, speakers, amplifiers or other machines or devices for the producing, reproducing or amplification of sound in connection with an organized athletic or recreational event on any Township athletic field or park which has been authorized by the Township Board.

(Ord. No. 94-C, § 6.0, 3-1-2022)

Sec. 22-25. Enforcement.

- (a) A law enforcement officer having jurisdiction to enforce this article is hereby authorized to the extent permitted by state and federal law to stop, detain, pursue and obtain identification from any person for which the officer has probable cause is in violation of this article.

- (b) Any person notified, warned or cited for a violation of this article by a law enforcement officer having jurisdiction to enforce this article shall immediately cease the noise or conduct which resulted in the warning or citation.
- (c) Any person who fails to immediately cease the noise or conduct in violation of this article upon receiving a warning, order or citation from a law enforcement officer shall be subject to custodial arrest in accordance with appropriate state statutes.

(Ord. No. 94-C, § 7.0, 3-1-2022)

Sec. 22-26. Penalties.

- (a) Any person who shall violate any of the provisions of this article shall be responsible for a municipal civil infraction. The fines and penalties as set forth in section 6.0 entitled "Sanctions for Violations" of the Hamburg Township Municipal Civil Infraction Ordinance, as it may be amended from time to time, are incorporated herein by reference.
- (b) For purposes of assessing fines and penalties only, a violation under this article shall be classified as a Class C municipal civil infraction.

(Ord. No. 94-C, § 8.0, 3-1-2022)

Secs. 22-27—22-55. Reserved.

ARTICLE II. BREACH OF PEACE¹

Sec. 22-19. Title.

This article shall be known and cited as the Hamburg Township Breach of Peace Ordinance.

(Ord. No. 94-C, § 1.0, 3-1-2022)

Sec. 22-20. Purpose.

The purpose of this article is to promote the public health, safety, comfort and general welfare of the community through the proper regulation of noise and conduct which unreasonably interferes with another person's use and enjoyment of private real property, interferes with another person's use or enjoyment of public facilities or disturbs the peace, tranquility and good order of the Township of Hamburg.

(Ord. No. 94-C, § 2.0, 3-1-2022)

Sec. 22-21. Definition.

APA standard 87-1 means 2001 APA standard 87-1, standard for construction and approval for transportation of fireworks, novelties, and theatrical pyrotechnics, published by the American Pyrotechnics Association of Bethesda, Maryland.

Cemetery means any property owned, operated, or maintained by Hamburg Township used for the burial or interment of deceased persons.

Plainly audible means any sound that can be clearly detected by a person using his or her unaided hearing faculties.

Property line means either (a) the boundary line that separates one parcel of real property from another; (b) the boundary line that separates one parcel of real property from a body of water; or (c) the vertical and horizontal boundaries of a dwelling unit that is part of a multi-dwelling unit building;

Public facilities mean public parks, cemeteries and Township buildings as defined herein.

Public park means any property owned, leased or operated by Hamburg Township or the State of Michigan which is used by the public for recreational purposes.

Residential disturbance means a gathering of more than one person at a residential property between the hours of 10:00 p.m. and 7:00 a.m., at which noise associated with the gathering, including human voices, is frequent, repetitive or continuous for a period of 15 minutes or more and is plainly audible at a distance of 100 feet or more beyond the property line or plainly audible within another person's residential dwelling.

¹Ord. No. 94-C, adopted March 1, 2022, repealed and reenacted article II to read as set out herein. Former article II, §§ 22-19—22-25 pertained to similar subject matter and derived from Ord. No. 94-A, adopted Aug. 6, 2018 and Ord. No. 94-B, adopted Nov. 17, 2020.

Residential dwelling means any building or structure or part of a structure used by one or more persons for habitation and includes, but not limited to, houses, condominiums, apartments, boarding rooms, and mobile homes.

Residential street means any street or roadway, whether public or private, which is located within any of the Hamburg Township Zoning Districts, as established by the Hamburg Township Zoning Ordinance, where the property adjoining the street or roadway is authorized to be used for dwelling purposes.

Sports official means any person authorized to act in a sporting or other competitive event as a judge, referee or umpire of such event.

Township means Hamburg Township, Livingston County, Michigan.

Township building means any building, structure or other facility owned or operated by Hamburg Township and used for a public purpose.

Township employee means any full-time employee, part-time employee, temporary employee, seasonal employee or on-call employee of Hamburg Township. It also shall mean any unpaid volunteer or intern performing work for Hamburg Township as authorized by the Township Board.

(Ord. No. 94-C, § 3.0, 3-1-2022)

Sec. 22-22. General prohibition.

Any person who shall create or assist in creating or maintaining any unnecessary or unreasonable noise, disturbance, trouble or improper diversion or engages in conduct which unreasonably interferes with another person's use and enjoyment of private real property, interferes with another person's use or enjoyment of public facilities, causing a reasonable person to feel intimidated, threatened or harassed in a place open to the general public by means of yelling, screaming or using voice amplification devices, or disturbs the peace, tranquility and good order of the Township of Hamburg shall be in violation of this article.

(Ord. No. 94-C, § 4.0, 3-1-2022; Ord. No. 94-D, § 4.0, 3-1-2023)

Sec. 22-23. Specific prohibitions.

The following specific acts and noises are hereby declared to be an unnecessary or unreasonable interference with the peace and good order of the Township of Hamburg and/or its residents and are hereby deemed a breach of the peace in violation of this article:

- (1) No person shall operate any power lawn equipment including, but not limited to, lawn mowers, leaf blowers, power edgers, power sheers/trimmers or power saws within 500 feet of a residential dwelling between the hours of 10:00 p.m. and 7:00 a.m.
- (2) No person shall engage in any type of construction, repair, remodeling, drilling, woodcutting or excavating within 500 feet of a residential dwelling between the hours of 10:00 p.m. and 7:00 a.m.
- (3) No person shall use or operate or permit to be used or operated any radio, television, phonograph, musical instrument, speaker, amplifier or other machine or device for the producing, reproducing or amplification of sound with louder volume than is necessary for convenient hearing for the person or persons who are voluntary listeners thereto. It shall be prima facie evidence of a violation of this Ordinance if sound emanating from such machine or device is:
 - a. Plainly audible beyond the property line of the location where the machine or device is being used between the hours of 10:00 p.m. and 7:00 a.m.

- b. Plainly audible at a distance of 100 feet beyond the property line of where the machine or device is being used or is plainly audible within a residential dwelling between the hours of 7:00 a.m. and 10:00 p.m.
 - c. Plainly Audible at a distance of 100 feet from such machine or device if operated from a motor vehicle on a public street or parking lot open to the public.
 - d. Plainly Audible at a distance of 100 feet from such machine or device when operated in a public park or other place open to the public.
- 4) No person shall yell, shout, whistle, sing or otherwise communicate in a manner or at a volume:
 - a. Where such communication is plainly audible at a distance of 100 feet from the person on a residential street between the hours of 10:00 p.m. and 7:00 a.m.
 - b. In a Township building if it interferes with the public's use of said building or interferes with the ability of a Township employee to effectively carry out the business of the Township.
 - c. In a public facility if would cause a reasonable person to feel intimidated, threatened or harassed.
 - d. In or near any commercial, retail or other place of business open to the general public if it interferes with or disrupts the operation of said business.
 - e. In or near any commercial, retail or other place of business open to the general public if it would cause an employee or patron of such business to reasonably feel intimidated, threatened or harassed.
- (5) No person shall engage or participate in a residential disturbance, as that term is defined herein. The person exercising dominion or control over the residential property where said disturbance is occurring shall be held responsible for violation of this section.
- (6) A person shall not operate a motor vehicle with unnecessary noise and shall not start, move or turn a motor vehicle or apply the brakes or the power on a motor vehicle or in any manner operate the vehicle so as to cause the tires to squeal or the tires or vehicle to make any noise not usually connected with the operation of the motor vehicle, except in case of an emergency.
- (7) No person shall sound any horn or signaling device on any vehicle, motorcycle or vessel anywhere in the Township, except as a danger warning or in compliance with state law.
- (8) No person shall unnecessarily jostle, shove, push or crowd another person in a place open to the general public.
- (9) No person shall be in a state of intoxication, either by the consumption of alcohol, drugs or combination of both, in a public place and either:
 - a. Endanger the safety of another person or of property; or
 - b. Act in a manner that causes a public disturbance or alarm. The summoning of the police by a member of the public due to the actions of the intoxicated person is deemed prima facie evidence that a public disturbance or alarm was created by the intoxicated person.
- (10) No person shall engage in any fight or other physical altercation with any other person in a place open to the public. A law enforcement officer having jurisdiction to enforce this article may initiate prosecution under this article whether or not any person involved in the fight or physical altercation pursues a criminal complaint against the other person(s) involved.
- (11) No person shall engage in any conduct which shall interfere with or interrupt an organized athletic or recreational event being held at any Township athletic field or park which has been authorized by the

Township Board; nor shall any person act in a manner which would cause a participant, coach, sports official or spectator of such event to reasonably feel intimidated, threatened or harassed.

- (12) No person, except authorized Township employees and officials and persons given express permission by a Township employee or official, shall enter into or upon, loiter outside of, or remain within any publicly owned or leased area or building within the Township that is posted with one or more signs stating "public entry prohibited," "public access prohibited," "authorized personnel only," "restricted area," "no public access allowed," "Township personnel only," "employees only," or similar statements prohibiting or restricting entry or access.
- (13) Nothing in this section shall be construed as to prevent a law enforcement officer from taking enforcement action against any person engaged in conduct not specifically prohibited by this section if such conduct is in violation of section 22-22 of this article.
- (14) Fireworks-related activities are specifically addressed in Chapter 22, Article VI herein.

(Ord. No. 94-C, § 5.0, 3-1-2022; Ord. No. 94-D, § 5.0, 3-1-2023)

Sec. 22-24. Exemptions.

The following activities are exempted from the prohibitions and limitations of this article:

- (1) Emergency work necessary to restore property to a safe condition following a fire, accident or natural disaster.
- (2) Emergency work necessary to restore public utilities or to protect persons or property from imminent danger.
- (3) Sound made to alert persons to the existence of an emergency, danger or attempted crime.
- (4) Activities of police, fire or emergency medical service personnel engaged in the lawful performance of their duties.
- (5) Activities or operations of Township personnel or of other governmental units or agencies engaged in official government business.
- (6) Parades, concerts, festivals or other similar activities approved by the Township Board, subject to any limitations on sound or conduct contained in the Township Board's approval.
- (7) The use of speakers, amplifiers or other machines or devices for the producing, reproducing or amplification of sound in connection with any otherwise lawful religious or political activity held in any public place within the Township between the hours of 7:00 a.m. and 10:00 p.m.
- (8) The use of sound producing instruments or equipment, musical instruments, speakers, amplifiers or other machines or devices for the producing, reproducing or amplification of sound in connection with an organized athletic or recreational event on any Township athletic field or park which has been authorized by the Township Board.

(Ord. No. 94-C, § 6.0, 3-1-2022)

Sec. 22-25. Enforcement.

- (a) A law enforcement officer having jurisdiction to enforce this article is hereby authorized to the extent permitted by state and federal law to stop, detain, pursue and obtain identification from any person for which the officer has probable cause is in violation of this article.

- (b) Any person notified, warned or cited for a violation of this article by a law enforcement officer having jurisdiction to enforce this article shall immediately cease the noise or conduct which resulted in the warning or citation.
- (c) Any person who fails to immediately cease the noise or conduct in violation of this article upon receiving a warning, order or citation from a law enforcement officer shall be subject to custodial arrest in accordance with appropriate state statutes.

(Ord. No. 94-C, § 7.0, 3-1-2022)

Sec. 22-26. Penalties.

- (a) Any person who shall violate any of the provisions of this article shall be responsible for a municipal civil infraction. The fines and penalties as set forth in section 6.0 entitled "Sanctions for Violations" of the Hamburg Township Municipal Civil Infraction Ordinance, as it may be amended from time to time, are incorporated herein by reference.
- (b) For purposes of assessing fines and penalties only, a violation under this article shall be classified as a Class C municipal civil infraction.

(Ord. No. 94-C, § 8.0, 3-1-2022)

Secs. 22-27—22-55. Reserved.