



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, December 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. 12-2-2025 Work-Study Minutes
2. 12-2-2025 Regular Minutes
3. DPW Monthly Report - November 2025
4. Approved MUC Meeting Minutes - November 11th, 2025
5. Public Safety Department Monthly Report, November 2025
6. Bills List(s) 12.16.2025

APPROVAL OF THE AGENDA

UNFINISHED BUSINESS

7. Administrative Policy & Procedure Manual (APPM) - 2nd Reading & Adoption

CALL TO THE PUBLIC

CURRENT BUSINESS

8. Public Safety Awards
9. Police Officer Hiring
10. Firefighter Badge Presentations
11. Park Ranger Hiring
12. Public Safety SOP
13. Sale of Police Property
14. Breach of Peace Ordinance - Second Reading
15. Police Special Revenue Fund Deficit Elimination Plan
16. Fireworks Ordinance - Second Reading
17. 2026 Summer Tax Collection Agreements.
18. Roth Sewer Refund Recommendation - 10636 Pine Bluff Avenue
19. Jones Sewer Connection Invoice Request - 6845 Hamburg Road
20. General Fund, Fund Balance Policy

BOARD COMMENTS

ADJOURNMENT



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

TOWNSHIP BOARD WORK-STUDY SESSION

Tuesday, December 02, 2025 at 12:30 PM
Hamburg Township Hall Board Room

MINUTES

CALL TO ORDER

Negri called the meeting to order at 12:30 pm

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

PRESENT

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

ABSENT

Nick Miller

CALL TO THE PUBLIC

A call was made with no response.

CONSENT AGENDA

None

APPROVAL OF THE AGENDA

Motion made by Dolan, Seconded by Menzies, to approve the agenda as amended moving Fireworks Ordinance to the top and APPM - FOIA to the bottom of the order.

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

UNFINISHED BUSINESS**1. Fireworks ordinance REVISED**

Discussion was had about the Revised Fireworks Ordinance - No Action was taken
A First Reading is Scheduled for Tuesday, December 16, 2025 at 7:00 pm

Clerk Dolan suggested the addition of another Call to the Public here & Supervisor Negri concurred

Additional - Call to the Public

Karen Centofanti, 9232 Regency Blvd, stated her support for the revised version of the Fireworks Ordinance

Ronnie Sosin, 9410 Maple Run Ct, stated his support for the revised version of the Fireworks Ordinance

Maureen Zadorski, 7917 Howard St, stated her support for the revised version of the Fireworks Ordinance

2. APPM - Social Media

Discussion was held regarding the APPM - Social Media Policy

3. APPM – Ordinances

Discussion was held regarding the APPM – Ordinances

4. APPM - Township Cable Channel

Discussion was held regarding the APPM - Township Cable Channel

5. Building Upgrades

Discussion was held regarding Building Upgrades

6. APPM – FOIA

Discussion was held regarding the APPM - FOIA

CURRENT BUSINESS**7. Building and Grounds Staffing**

Discussion was held regarding the Building and Grounds Staffing

CALL TO THE PUBLIC

A call was made with no response

BOARD COMMENTS

None.

ADJOURNMENT

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

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

Meeting Adjourned at 2:16 pm

Respectfully submitted,



Courtney Paton
Recording Secretary



Mike Dolan
Township Clerk



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

BOARD OF TRUSTEES REGULAR MEETING

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

MINUTES

CALL TO ORDER

Negri called the meeting to order at 2:30

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

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

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

1. 11-12-2025 Special Meeting Minutes
2. 11-18-2025 Work-Study Meeting Minutes
3. 11-18-2025 Regular Meeting Minutes
4. Bills List(s) 12.02.2025
5. Public Information: Draft 2026 Livingston County Master Plan (63-day review period)

APPROVAL OF THE AGENDA

Motion made by Dolan, Seconded by Hardesty, to approve the Agenda as amended with moving of Breach of Peace Ordinance to the top of the Current Business and the addition of Building Improvements to the end of the order.

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

UNFINISHED BUSINESS

6. Plante & Moran - Audit Report

Martin Olejnick and Steven Pochini, from Plante & Moran presented the Audit Report

Motion made by Dolan, Seconded by Menzies, to receive, accept and make available the 24/25 Audit Report.

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

7. Hamburg Fireworks Ordinance

Motion made by Dolan, Seconded by Miller, to recognize this as the 1st reading of the proposed Hamburg Fireworks Ordinance as revised, with adoption at the next Regular Board Meeting.

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

8. Administrative Policies & Procedures

Motion made by Hardesty, Seconded by Negri, to table to the next regular meeting for adoption.

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

CURRENT BUSINESS

9. Breach of Peace ordinance revisions

Motion made by Dolan, Seconded by Miller, to approve the first reading of the revised Breach of Peace Ordinance.

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

10. Annual Firefighter Physicals

Motion made by Hardesty, Seconded by Daniels, to approve the hiring of Bio-Care, Inc. of Holt, MI to perform annual Firefighter physicals, as outlined in their attached quote, at Fire Station 12 for a price of \$16,785.00.

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

11. Aquatic Plant Herbicide Treatment Contractor Renewal for Hamburg Aquatic Weed Control SAD

Motion made by Negri, Seconded by Hardesty, to approve the new 2026-2028 aquatic plant herbicide (chemical treatment only) contract with Aqua-Weed Control, Inc. as recommended by the Township consultant Laughlin of Progressive AE and authorize the Supervisor to sign the Agreement.

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

12. Amendment to Final Site Plan PMSP25-0001 The Crossing at Lakelands Trail

Motion made by Negri, Seconded by Hughes, to approve the final amendment to Final Site Plan PMSP25-0001 as presented.

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

Voting Nay: Hardesty

13. Gym Membership Reimbursement

Motion made by Daniels, Seconded by Miller, to reimburse all full-time non-bargaining employees up to \$100.00 per month per family for gym memberships and make the appropriate changes to 3.15 of the Administrative Policies & Procedures Manual to reflect this addition.

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

Voting Nay: Hughes

14. Library Shared Maintenance Agreement

Motion made by Negri, Seconded by Hardesty, to approve the Library Shared Maintenance Agreement with an effective date of January 1, 2026.

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

15. Agreement with AFF – revised

Motion made by Dolan, Seconded by Negri, to approve the Supervisor to sign the Revised Agreement with AFF.

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

16. Township of Excellence

Discussion Only - No Action

17. 2026 Committee Meeting Schedule

Motion made by Dolan, Seconded by Hardesty, to approve, receive and publish the 2026 Committee Meeting Schedule.

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

18. Road Millage renewal language

Road Millage renewal language took place - No Action.

19. Building Improvements

Discussion Only - No Action.

CALL TO THE PUBLIC

A call was made with no response.

BOARD COMMENTS

Negri stated that Christmas in the Village is next week December 12 & 13

ADJOURNMENT

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

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

Meeting Adjourned at 3:58 pm

Respectfully submitted,



Courtney Paton
Recording Secretary



Mike Dolan
Township Clerk



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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 – November 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: December 9th, 2025

Sewer Committee Members Present: Negri, Menzies, Daniels

Sewer Committee Members Absent: None


Text of Motion: MOTION BY NEGRI, SECONDED BY MENZIES 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: 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.


BRITTANY K. CAMPBELL
HAMBURG TOWNSHIP UTILITIES COORDINATOR

Date: December 9th, 2025



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To: Municipal Utilities Committee
From: Tony Randazzo
Date: 12-04-2025
Re: DPW Monthly Report

1. The daily testing at the wastewater treatment plant was in compliance for the month of November.
2. Pipe replacement was completed at Hamburg Pump Station. This had to be done due to the corrosion caused by hydrogen sulfide which made holes appear in the pipe. The job ended up being more involved than originally planned due to a valve failure and additional pipe replacement because of the extensive corrosion.
3. We received the PFAS results for twenty more wells in the Buck Lake area. There was one exceedance for PFOA, and eight other wells showed low levels of different PFAS analytes. Eleven wells were non detect for all twenty-five analytes.



Hamburg Township Monthly Field Report

November 2025

Ryan Ward

Grinder Calls: 52 Total / 47 OT

Plant Calls: 0 OT

Station Calls: 1 Hamburg/ 1 Portage

Pump Rebuilds: 38 Hamburg / 0 Portage / 0 Highland / 8 Scrapped

Miss Digs: 153 Hamburg / 28 Portage

Startups: 1

Deactivations/Reactivations: 0

Replacements: 0

Grinder Stations in Stock: 16 simplex / 2 duplex

Grinder Locations: 1

Grinder Pump Cores in Stock: 22 + 2 for Duplex

WWTP Average Influent Flow: 280826 Gallons

Field Jobs for the Month: This month we have completed our normal monthly checks along with monitoring well sampling. Hamburg station has had multiple issues with one of the bypass valves not working. The inlet pipe from Winans station was so deteriorated it

could not support a plug to block flow and the discharge piping/ guide rails for the pump were so bad it was turned into an emergency job to replace all piping by Midwest Power Systems. Comprehensive Contracting replaced the bypass valve and Winans station inlet pipe. A new influent flow meter was installed in the Hamburg plant by Kerr Pump.





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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: December 9th, 2025

Sewer Committee Members Present: Negri, Menzies, Daniels

Sewer Committee Members Absent: None

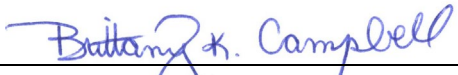
Text of Motion: MOTION BY MENZIES, SECONDED BY DANIELS TO APPROVE THE MINUTES OF THE NOVEMBER 11th, 2025, MUNICIPAL UTILITIES COMMITTEE MEETING AS PRESENTED.

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.



BRITTANY K. CAMPBELL
HAMBURG TOWNSHIP UTILITIES COORDINATOR

Date: December 9th, 2025

**HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE
TUESDAY, NOVEMBER 11th, 2025 – 2:30 P.M.
10405 MERRILL ROAD, HAMBURG, MI 48139**

1. CALL TO ORDER

The meeting was called to order by Negri at 2:31 p.m.

Roll Call of the Committee:

Present: Negri, Menzies, Daniels,

Absent: None

Also Present: Tony Randazzo, Brittany Campbell and Ryan Ward

2. CALL TO THE PUBLIC

Negri 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 MENZIES, SECONDED BY NEGRI TO APPROVE THE AGENDA AS PRESENTED.

Ayes: Negri, Menzies, Daniels

Absent: None

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 – October 2025 Statistics
- B. 2026 MUC Meeting Schedule
- C. Ozog Direct Sewer Connection Agreement – 7384 Rexford Ct.
- D. Mayes-Bila Direct Sewer Connection Agreement – Pebble Creek Dr.

5. APPROVAL OF THE MINUTES

MOTION BY MENZIES, SECONDED BY DANIELS TO APPROVE THE MINUTES OF THE OCTOBER 14th, 2025, MUNICIPAL UTILITIES COMMITTEE MEETING AS PRESENTED.

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

Motion passed.

F. Manhole Inspection Program.

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

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

Motion passed.

F. 200 Series Grinder Pump Replacements.

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

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

Motion passed.

7. CURRENT BUSINESS

A. DPW Monthly Report – October 2025 Statistics. Randazzo noted that the wastewater treatment plant was in compliance for the entire month of October. The Township should receive PFAS reports by the end of this week for seven (7) additional homes that were tested. Randazzo has submitted a reimbursement request for the testing fees. The DPW staff have finished building the enclosure for the Rustic Pump Station to muffle the sound from the blower used for odor mitigation. It will also keep the equipment out of the weather as well. Randazzo reported that he received a bid for \$50,000.00 to make repairs to the Hamburg Pump Station that has holes in the ductile iron piping. The new piping will be high-density polyethylene (HDPE) that should last longer. Menzies asked what caused the holes in the ductile iron pipe and Randazzo noted that it was from the hydrogen sulfide gases. Repairs should only take 3-4 days and hopefully will be completed by next Tuesday.

Randazzo noted that they will also be replacing a butterfly valve that should not have been installed underground with a new gate valve. This work should be around \$10,000.00 to complete. Ward noted that there is also a hole in the piping at the Winans Pump Station that should be able to be repaired by the DPW staff and C & E Construction Co. using HDPE pipe.

Randazzo also stated that the influent flow meter was replaced at the wastewater treatment plant today. The old unit was 27 years old and original to the plant. Ward stated that the DPW has a rebuilt circuit board ready to use if the totalizers in the other two meters at the plant were to fail. Lastly, Randazzo stated that the Township received all the grinder pump parts recently ordered for repairs and that the DPW staff is continuing to evaluate parts from an alternative supplier for the parts that are being discontinued by E-One.

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: Negri, Menzies, Daniels

Absent: None

Nays: None

Motion passed.

B. 2026 MUC Meeting Schedule. Campbell presented the proposed 2026 meeting schedule to the Committee noting that the meetings shall be held on the second Tuesday of the month beginning at 2:30 p.m. unless changed in advance by the Committee. The meeting date for January has been corrected from January 8th to January 13th, 2026. Campbell will post the new meeting schedule to the Township website for public information.

MOTION BY NEGRI, SUPPORTED BY DANIELS TO ADOPT THE 2026 MEETING SCHEDULE, WITH THE CORRECTION TO THE DATE IN JANUARY, WITH THE UNDERSTANDING THAT MEETINGS CAN BE RE-SCHEDULED BASED ON COMMITTEE MEMBER AVAILABILITY OR CANCELLED AT THE DISCRETION OF THE UTILITIES COORDINATOR, SUPERVISOR AND UTILITIES DIRECTOR.

Ayes: Negri, Menzies, Daniels

Absent: None

Nays: None

Motion passed.

C. Ozog Direct Sewer Connection Agreement – 7384 Rexford Ct.

MOTION BY NEGRI, SECONDED BY MENZIES TO APPROVE THE OZOG AGREEMENT FOR SEWER CONNECTION AS PRESENTED, AS ALL OF THE ESTIMATED SEWER AND WATER FEES WERE PAID UP-FRONT IN CASH

Ayes: Negri, Menzies, Daniels

Absent: None

Nays: None

Motion passed.

D. Mayes-Bila Direct Sewer Connection Agreement – Pebble Creek Dr.

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

Ayes: Negri, Menzies, Daniels

Absent: None

Nays: None

Motion passed.

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 NEGRI, SECONDED BY MENZIES TO ADJOURN THE MEETING.

Ayes: Negri, Menzies, Daniels

Absent: None

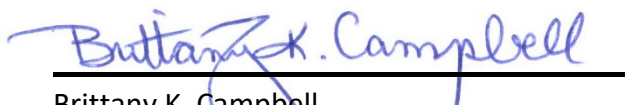
Nays: None

Motion passed.

The meeting was adjourned at 2:48 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.

November, 2025

COMMUNITY INVOLVEMENT

- FF Thomas Pawley and FF Chris Birk conducted smoke detector installations at a residence on November 3, 2025.
- FF Thomas Pawley and FF Chris Birk conducted smoke detector installations at a residence on November 5, 2025.
- The Station 11 Duty Crew participated in a Fire Drill at Country Elementary School on November 6, 2025.
- FF Thomas Pawley and FF Chris Birk conducted smoke detector installations at a residence on November 10, 2025.
- FF Thomas Pawley and FF Chris Birk conducted smoke detector installations at a residence on November 12, 2025.
- FF Thomas Pawley and FF Chris Birk conducted smoke detector installations at a residence on November 14, 2025.
- FF Thomas Pawley and FF Chris Birk conducted smoke detector installations at a residence on November 18, 2025.
- Lt. Matthew Duhaime and Officer Kim Leeds participated in the annual “Cram the Cruiser” food drive at Kroger on November 22, 2025.

PERSONNEL

- Christopher Moran was hired as a full-time police officer effective November 4, 2025.
- Officer Sean Hogan retired from the department after 10 years of service effective November 17, 2025.

TRAINING

POLICE

- Sgt. Daniel Bromley attended Dive Team training on November 2, 2025.
- Officer Abbey Huck attended Speed Measurement Operator training at Oakland Community College on November 5, 2025 and November 6, 2025.
- Officer Kelly Kozowicz attended Field Training Officer training November 10, 2025 – November 14, 2025 in Green Oak Township.
- Sgt. Anthony Wallace and Sgt. Steve Locke attended SWAT training on November 12, 2025.



Hamburg Township Public Safety Department **MONTHLY REPORT**



Item 5.

FIRE

- Monthly department-wide training topics for November: Policy Review, Rapid Intervention Training (RIT), 5-minute Drills, Self-extrication/Survival and Vector Training.
- AFFs Blake Kasprzak, Caitlin Van Steenis and Larry Ward completed Pump Operator School this month completing their OJT program.
- Sgt. Matt Urbanowicz and FF Daniel Hill attended Dive Team training on November 13, 2025.

POLICE OPERATIONS

MONTHLY ARREST SUMMARY

11/02/25 – 8:12 pm:

A 34-year-old male Chelsea resident was arrested at M-36 & Oneida Way on two outstanding warrants out of Washtenaw County for *Failure to Appear-Assault* and *Failure to Pay-Child Support*. He was lodged in the Livingston County Jail.

11/03/25 – 7:56 am:

A 39-year-old male Howell resident was arrested at Chilson Road & Bishop Lake Road on a warrant out of the City of Brighton for *Retail Fraud-2nd Degree*. He was lodged in the Livingston County Jail.

11/06/25 – 9:41 pm:

A 52-year-old female Township resident was arrested at Merrill Road & the Lakelands Trail on a warrant out of the City of Howell for *Failure to Appear-Bond Violation*. She was lodged in the Livingston County Jail.

11/11/25 – 9:32 pm:

A 52-year-old male Roseville resident was arrested at M-36 & Westhaven Court for *Driving While License Suspended*. His vehicle was impounded and he was cited and released.

11/14/25 – 9:52 pm:

A 37-year-old male Township resident was arrested at Winans Lake Road & Kestrel Ridge Road for *Operating While Intoxicated*. His vehicle was impounded and he was lodged in the Livingston County Jail.

11/16/25 – 7:52 pm:

A 33-year-old male Township resident was arrested at his home for *Domestic Assault & Battery* and *Resisting a Police Officer*. He was lodged in the Livingston County Jail.



Hamburg Township Public Safety Department MONTHLY REPORT



Item 5.

11/21/25 – 12:37 am:

A 68-year-old male Township resident was arrested at M-36 & McGregor Road for *Operating While Intoxicated*. He was lodged in the Livingston County Jail. The vehicle was released to a valid driver.

11/25/25 – 11:37 pm:

A 33-year-old male Howell resident was arrested at Legacy Lane & Swarthout Road for *Operating While Intoxicated*. He was lodged in the Livingston County Jail. The vehicle was released to a valid driver.

11/29/25 – 3:51 pm:

A 33-year-old male Whitmore Lake resident was arrested at Village Center Drive near M-36 for *Operating While Intoxicated*. His vehicle was impounded and he was lodged in the Livingston County Jail.

Police Calls for Service Summary, November 2025

CALLS FOR SERVICE	#	CALLS FOR SERVICE	#
911 HANG UP	1	LARCENY	4
ALARM	21	LITTERING/DUMPING	0
ANIMAL COMPLAINT	13	LIQUOR INVESTIGATION/ZERO TOLERANCE	0
AREA CHECK	414	LOST/FOUND PROPERTY	3
ARRESTS	14	MALICIOUS DESTRUCTION PROPERTY	2
ASSAULTS	0	MISSING PERSON/RUN-A-WAY	1
ASSIST EMS	105	NOISE COMPLAINTS	4
ASSIST FIRE DEPARTMENT	25	ORDINANCE INVESTIGATIONS	4
ASSIST OTHER AGENCY	22	OVERDOSE/INGESTION	1
ATV COMPLAINT	0	PERSONAL PROTECTION ORDER VIOL	0
BOATING COMPLAINTS	1	RETAIL FRAUD	1
BREAKING & ENTERING	0	SCHOOL PATROLS/GROUNDS CHECK	150
BUILDING/PROPERTY/VACATION CHECK	87	SHOTS FIRED/WEAPONS OFFENSE	1
CHASE/PURSUIT	0	SOLICITOR COMPLAINT	1
CHILD OR ADULT ABBUSE/NEGLECT	0	STALKING	0
CIVIL COMPLAINT	6	STOLEN / RECOVERED PROPERTY	2
COMMUNITY POLICING	20	SUBDIVISION PATROL/RESIDENTIAL CHECKS	454
CRIMINAL SEXUAL CONDUCT	0	SUICIDAL SUBJECT/MENTAL/PSYCH	10
DEATH INVESTIGATIONS	1	SUSPICIOUS-PERSON/VEH/SITUATION	22
DEPT HUMAN SERVICES REFERRALS	3	TRAFFIC CITATIONS ISSUED	43
DISTURBANCE/TROUBLE	8	TRAFFIC/PARKING COMPLAINT	18
DOMESTIC - PHYSICAL/VERBAL	10	TRAFFIC CRASH - PDA/PIA	36
DRUGS / VIOL CONTROLLED SUB ACT	4	TRAFFIC DETAIL	171
FIREWORKS COMPLAINT	0	TRAFFIC STOP	171
FRAUD/EMBESSELEMENT	4	TRAFFIC VIO/ARREST	7
GENERAL NON-CRIMINAL	143	TRESSPASSING/LOITERING	2
INDECENT EXPOSURE	0	VEHICLE UDAA/STOLEN VEHICLE	0
INTIMIDATION THREATS/HARASSMENT	3	WATER RESCUE INCIDENTS	0
JUVENILE COMPLAINT	3	WARRANT: ATTEMPT/SEARCH/ARREST	2
KIDNAPPING	0	WELFARE CHECK	10
		TOTAL	2028



Hamburg Township Public Safety Department *MONTHLY REPORT*



Item 5.

GENERAL POLICE INFORMATION:

- Marine Patrol:** Marine patrols have ceased for the season.
- Lakelands Trail Patrol:** Regular patrols on the Lakelands Trail continued this month. No reported incidents.
- Red Barrel:** 32 pounds of prescription drugs were removed from the red barrel in front of the police station on November 13, 2025.

FIRE OPERATIONS

MONTHLY INCIDENT SUMMARY:

INCIDENT COUNT	
INCIDENT TYPE	# INCIDENTS
EMS	62
FIRE	65
TOTAL	172

MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	6	3.49%
Rescue & Emergency Medical Service	62	36.05%
Hazardous Condition (No Fire)	6	3.49%
Service Call	65	37.79%
Good Intent Call	9	5.23%
False Alarm & False Call	24	13.95%
TOTAL	172	100%

November, 2025 Total Runs by District

North West	17	9.88%
North East	24	13.95%
South West	57	33.14%
Southeast	70	40.70%
Mutual Aid	4	2.33%
Totals	172	100.00%
Multiple Calls	22	12.79%



Hamburg Township Public Safety Department *MONTHLY REPORT*



Item 5.

Comparative Statistics - 2024 vs 2025 by Month

	November, 2024	November, 2025	% Change	
Fire	4	6	50.0%	Increase
Medical	70	62	11.4%	Decrease
Hazardous Condition	11	6	45.5%	Decrease
Service	40	65	62.5%	Increase
Good Intent	6	9	50.0%	Increase
False Alarm / Cancel	20	24	20.0%	Increase
Totals	151	172	13.9%	Increase
Mutual Aid	8	4	50.0%	Decrease

Year-to-Date Comparative Statistics - 2024 vs 2025

	2024	2025	% Change	
Fire	32	46	43.8%	Increase
Medical	745	885	18.8%	Increase
Hazardous Condition	106	83	21.7%	Decrease
Service	575	555	3.5%	Decrease
Good Intent	79	63	20.3%	Decrease
False Alarm / Cancel	209	197	5.7%	Decrease
Totals	1746	1829	4.8%	Increase
Mutual Aid	74	87	17.6%	Increase

FIRE PREVENTION INFORMATION:

Inspections: There were 26 commercial building inspections conducted during the month of November bringing the total for 2025 to 129.

Site Plan Reviews: One plan review was completed during the month of November.

12/10/2025 03:30 PM		INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES				Page: 1/39		Item 6.
User: MarcyM		EXP CHECK RUN DATES 04/01/2025 - 12/16/2025						
DB: Hamburg		UNJOURNALIZED OPEN						
		BANK CODE: GEN						
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		
A&J QUICKL	A&J'S QUICK LUBE	12/09/2025	70965	GEN	B&G 2018 FORD F-150 47281 OIL CHANGE			
83007	5637 E M-36	12/16/2025		N		69.73		
12/04/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00		
		12/16/2025		Y		69.73		
Open								
GL NUMBER		DESCRIPTION			AMOUNT			
101-265.000-932.000		VEHICLE MAINTENANCE			69.73			
						VENDOR TOTAL:		69.73
ADVANCAUTO	ADVANCE AUTO PARTS	12/04/2025	2749-532367	GEN	DPW OIL FILTER			
82932	P.O. BOX 404875	12/16/2025		N		4.00		
11/20/2025	ATLANTA GA, 30384-4875	/ /	0.0000	N		0.00		
		12/16/2025		Y		4.00		
Open								
GL NUMBER		DESCRIPTION			AMOUNT			
590-527.000-752.000		SUPPLIES & SMALL EQUIPMENT			4.00			
ADVANCAUTO	ADVANCE AUTO PARTS	12/04/2025	2749-532368	GEN	DPW OIL 5W30 FULL SYN			
82933	P.O. BOX 404875	12/16/2025		N		27.99		
11/20/2025	ATLANTA GA, 30384-4875	/ /	0.0000	N		0.00		
		12/16/2025		Y		27.99		
Open								
GL NUMBER		DESCRIPTION			AMOUNT			
590-527.000-752.000		SUPPLIES & SMALL EQUIPMENT			27.99			
						VENDOR TOTAL:		31.99

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		
ALANSASH01	ALAN'S ASPHALT MAINTENANCE, INC.	12/02/2025	00524	GEN	CRYSTAL DRIVE SALT/PLOWING	11/30/25
82883	P.O. BOX 354	12/16/2025		N		412.00
11/30/2025	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		12/16/2025		N		412.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
274-000.000-802.000	ROAD IMPROVEMENT	412.00

ALANSASH01	ALAN'S ASPHALT MAINTENANCE, INC.	12/02/2025	00531	GEN	PLOWING DOWNING DRIVE	11/30/25
82884	P.O. BOX 354	12/16/2025		N		105.00
11/30/2025	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		12/16/2025		N		105.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
278-000.000-802.000	ROAD IMPROVEMENT	105.00

ALANSASH01	ALAN'S ASPHALT MAINTENANCE, INC.	12/02/2025	00532	GEN	EDGE LAKE/BURTON PLOWING	11/30/2025
82885	P.O. BOX 354	12/16/2025		N		215.00
11/30/2025	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		12/16/2025		N		215.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
277-000.000-802.000	ROAD IMPROVEMENT	215.00

VENDOR TOTAL:

732.00

BANK CODE: GEN

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

ALERUSRETR	ALERUS RETIREMENT SOLUTIONS	12/04/2025	12042025	GEN	457	
82934	P.O. BOX 64535	12/16/2025		N		20,995.76
12/04/2025	SAINT PAUL MN, 55164	/ /	0.0000	N		0.00
		12/16/2025		N		20,995.76

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-231.500	DEFERRED COMPENSATION/457	20,995.76

ALERUSRETR	ALERUS RETIREMENT SOLUTIONS	12/08/2025	12042025	GEN	401A	
82935	P.O. BOX 64535	12/16/2025		N		21,244.70
12/04/2025	SAINT PAUL MN, 55164	/ /	0.0000	N		0.00
		12/16/2025		N		21,244.70

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-073.003	RETIREMENT - LIBRARY	1,461.84
101-171.000-716.000	DEFINED CONTRIBUTION	465.24
101-201.000-716.000	DEFINED CONTRIBUTION	1,171.55
101-262.000-716.000	DEFINED CONTRIBUTION	447.05
101-215.000-716.000	DEFINED CONTRIBUTION	824.38
101-228.000-716.000	DEFINED CONTRIBUTION	598.23
101-253.000-716.000	DEFINED CONTRIBUTION	658.92
101-265.000-716.000	DEFINED CONTRIBUTION	624.13
101-702.000-716.000	DEFINED CONTRIBUTION	678.98
101-751.000-716.000	DEFINED CONTRIBUTION	218.90
101-820.000-716.000	DEFINED CONTRIBUTION	370.35
206-000.000-716.000	DEFINED CONTRIBUTION	5,442.79
207-000.000-716.000	DEFINED CONTRIBUTION	5,361.88
590-527.000-716.000	DEFINED CONTRIBUTION	2,920.46
		21,244.70

VENDOR TOTAL: 42,240.46

ALLSTRALR1	ALLSTAR ALARM, LLC	12/08/2025	438788	GEN	FD - CELLULAR ALARM MONITORING 01/01	
82965	8345 MAIN ST	12/16/2025	20250873	N		350.46
12/01/2025	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		12/16/2025		Y		350.46

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-930.003	CELLULAR ALARM MONITORING	350.46	350.46

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: 350.46

ALPHAPSYCH	ALPHA PSYCHOLOGICAL SERVICES, P.C.	12/08/2025	12042025	GEN	PD PSYCH ASSESSMENT & EVAL FOR PO CA	
82936	41820 SIX MILE RD., #104	12/16/2025	20250882	N		795.00
12/04/2025	NORTHVILLE MI, 48168	/ /	0.0000	N		0.00
		12/16/2025		N		795.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-967.000	PSYCH EXAM AND EVAL	795.00	795.00

VENDOR TOTAL: 795.00

AMERICAN02	APPLIED INNOVATION	12/08/2025	3001156	GEN	CONTRACT BASE CHARGE 12/05-11/04/202	
82937	7718 SOLUTION CENTER	12/16/2025		N		220.14
12/01/2025	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		12/16/2025		N		220.14

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	220.14

VENDOR TOTAL: 220.14

AUTOONE01	AUTO ONE OF BRIGHTON	12/08/2025	168358	GEN	PD WINDSHIELD GREEN TINT CAR 3381 20	
82938	9981 E. GRAND RIVER	12/16/2025	20250871	N		309.95
12/02/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		12/16/2025		Y		309.95

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-932.000	WINDSHIELD TINT 3381	309.95	309.95

VENDOR TOTAL: 309.95

BIANCOTR01	BIANCO TOURS	12/08/2025	12D1.4899	GEN	LITES @MIS 8 PASSENGERS	
82939	12555 UNIVERSAL DR.	12/16/2025		N		728.00
12/01/2025	TAYLOR MI, 48180	/ /	0.0000	N		0.00
		12/16/2025		Y		728.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-239.500	SENIOR CENTER TRIP DEPOSITS	728.00

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:						728.00
BUSINESS02	BIG PDQ	12/01/2025	293610	GEN	LOGO ENVELOPES NO DEPARTMENT	
82877	BUSINESS IMAGING GROUP - BIG PDQ	12/16/2025		N		99.59
	7475 GRAND RIVER RD					
11/20/2025	BRIGHTON MI, 48114-9383	/ /	0.0000	N		0.00
		12/16/2025		Y		99.59
Open						

GL NUMBER		DESCRIPTION		AMOUNT	
101-275.000-752.000		SUPPLIES & SMALL EQUIPMENT		99.59	
BUSINESS02	BIG PDQ	12/10/2025	293855	GEN	P&R POSTER 24 X 36 MOUNTED ON FOAMCC
83029	BUSINESS IMAGING GROUP - BIG PDQ	12/16/2025		N	138.50
	7475 GRAND RIVER RD				
12/08/2025	BRIGHTON MI, 48114-9383	/ /	0.0000	N	0.00
		12/16/2025		Y	138.50
Open					

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-975.300	GRANT MATCH	138.50
VENDOR TOTAL:		<hr/> 238.09

MYERSEXC01	BOB MYERS EXCAVATING INC	12/02/2025	2024-534	GEN	RIVERSIDE, CENTURY, LAGOON & RADIAL	
82886	8111 HAMMEL ROAD	12/16/2025		N		4,355.00
11/21/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		12/16/2025		N		4,355.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
279-000.000-802.000	ROAD IMPROVEMENT	4,355.00
		VENDOR TOTAL:
		4,355.00

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		
BOUNDTREE1	BOUND TREE MEDICAL, LLC	12/08/2025	86010954	GEN	FD - SCENE SUPPLIES #86010954	
82940	23537 NETWORK PLACE	12/16/2025	20250875	N		1,051.21
12/01/2025	CHICAGO IL, 60673-1235	/ /	0.0000	N		0.00
		12/16/2025		Y		1,051.21

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-754.000	DISP SUCTION CANISTER	30.54	30.54
206-000.000-754.000	I-GEL 02 RESUS PACK, SM ADULT	211.74	211.74
206-000.000-754.000	I-GEL 02 RESUS PACK, MED ADULT	211.74	211.74
206-000.000-754.000	I-GEL 02 RESUS PACK, LG ADULT	211.74	211.74
206-000.000-754.000	CARDIAC SCIENCE G5 ADULT ELECTRODES INTE	385.45	385.45
		1,051.21	1,051.21

VENDOR TOTAL: 1,051.21

BRIGHTON10	BRIGHTON AREA SCHOOLS	12/04/2025	12042025	GEN	TAX DISTRIBUTION TAXES COLLECTED 11/	
82982	FINANCE OFFICE	12/04/2025		N		3,177.36
	125 S CHURCH ST					
12/04/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		12/04/2025		N		3,177.36

Open

GL NUMBER	DESCRIPTION	AMOUNT
703-000.000-225.201	DUE TO BRIGHTON SCH OPERATING TAX	3,090.40
703-000.000-225.201	DUE TO BRIGHTON SCH OPERATING TAX	86.96
		3,177.36

VENDOR TOTAL: 3,177.36

BSASOFTW01	BS&A SOFTWARE INC.	12/02/2025	INV-1160	GEN	S700 TERMINAL-STRIPE	
82887	14965 ABBEY LANE	12/16/2025		N		350.00
10/22/2025	BATH MI, 48808	/ /	0.0000	N		0.00
		12/16/2025		N		350.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-229.000-980.000	CAPITAL EQUIPMENT	350.00

VENDOR TOTAL: 350.00

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DB: Hamburg

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EXP CHECK RUN DATES 04/01/2025 - 12/16/2025

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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		
C&ECONTR01	C & E CONSTRUCTION CO., INC.	12/08/2025	3119	GEN	GRINDER PUMP INSTALL 10640 PINE BLUF	
82941	P.O. BOX 1359	12/16/2025		N		18,593.70
12/03/2025	HIGHLAND MI, 48357	/ /	0.0000	N		0.00
		12/16/2025		N		18,593.70

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000.000-198.098	10636 PINE BLUFF AVE 1527402023	18,593.70

VENDOR TOTAL: 18,593.70

CHARTERC01	CHARTER COMMUNICATIONS	12/08/2025	05447401120125	GEN	TWP 12/01/25-12/31/25	
82942	PO BOX 223085	12/16/2025		N		86.45
12/01/2025	PITTSBURGH PA, 15251-2085	/ /	0.0000	N		0.00
		12/16/2025		N		86.45

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-853.000	PHONE/COMM/INTERNET	86.45

VENDOR TOTAL: 86.45

CIVICPLUS	CIVICPLUS, LLC	12/10/2025	358047	GEN	AGENDA & MEETING MGMT ESSEN. PREMIUM	
83022	302 S 4TH STREET, STE 500	12/16/2025		N		6,400.00
12/10/2025	MANHATTAN KS, 66502	/ /	0.0000	N		0.00
		12/16/2025		Y		6,400.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101.000-946.000	ENGINEERING/PROFESSIONAL SERV	6,400.00

VENDOR TOTAL: 6,400.00

CMPDIST02	CMP DISTRIBUTORS, INC.	12/02/2025	024514	GEN	PD HOLSTERS FOR NEW HIRES	
82888	16753 INDUSTRIAL PARKWAY	12/16/2025	20250864	N		357.00
11/21/2025	LANSING MI, 48906	/ /	0.0000	N		0.00
		12/16/2025		N		357.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-768.000	SAFARILAND 6360-3832-481	337.00	337.00
207-000.000-768.000	S&H	20.00	20.00
		357.00	357.00

30

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: 357.00

COMPLETE01	COMPLETE BATTERY SOURCE, INC.	12/08/2025	448477BRI	GEN	PD BATTERY FOR DODGE RAM	
82943	6480 GRAND RIVER AVE.	12/16/2025	20250881	N		139.96
12/04/2025	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		12/16/2025		N		139.96

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-932.000	CAR BATTERY	139.96	139.96

VENDOR TOTAL: 139.96

CREATURECO	CREATURE CONTROL	12/08/2025	69533	GEN	FD - STA 11 PEST CONTROL #69533	
82966	179 KUHN ST	12/16/2025	20250888	N		149.00
12/08/2025	GREGORY MI, 48137	/ /	0.0000	N		0.00
		12/16/2025		Y		149.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-930.003	STA 11 PEST CONTROL	149.00	149.00

VENDOR TOTAL: 149.00

CULLIGAN01	CRH OHIO LTD	12/09/2025	1017555	GEN	PD WATER BOTTLE (5) DELIVERY AND DEPO	
83003	D/B/A CULLIGAN OF ANN ARBOR/DETROIT	12/16/2025	20250889	N		45.94
	46902 LIBERTY DRIVE					
12/05/2025	WIXOM MI, 48393	/ /	0.0000	N		0.00
		12/16/2025		N		45.94

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-801.000	5 BOTTLES PLUS DEPOSIT & TRANSPORT FEE	45.94	45.94

VENDOR TOTAL: 45.94

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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

CRUISERS01	CRUISERS, INC.	12/08/2025	48568	GEN	PD MOTOROLA APX6500 RADIO	
82944	5977 BRIGHTON PINES CT.	12/16/2025	20250843	N		850.00
11/09/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/16/2025		N		850.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-932.000	MOTOROLA 527CUZ5974	850.00	850.00

CRUISERS01	CRUISERS, INC.	12/08/2025	48613	GEN	PD DIAGNOSTICS & REPAIR FOR INOPERAB	
82945	5977 BRIGHTON PINES CT.	12/16/2025	20250879	N		190.00
12/02/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/16/2025		N		190.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-932.000	REPLACED CABLE & RADIO COMPONENTS	190.00	190.00

VENDOR TOTAL: 1,040.00

MISC REFUN	DAVID A. ABRAMSON	12/10/2025	12092025	GEN	REFUND OVERAGE IN ZUKEY & REDDING SA	
83020	9854 ZUKEY DR	12/16/2025		N		661.00
	PO BOX 513					
12/09/2025	LAKELAND MI, 48143	/ /	0.0000	Y		0.00
		12/16/2025		N		661.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-279.985	ZUKEY & REDDING DRIVE RD IM SAD	661.00

VENDOR TOTAL: 661.00

DEWOLFDAN1	DEWOLF & ASSOCIATES	12/09/2025	4011	GEN	PD FTO TRAINING OCT 20TH - STOEHER	
83002	P.O. BOX 815	12/16/2025	20250669	N		845.00
10/24/2025	MANCHESTER MI, 48158	/ /	0.0000	N		0.00
		12/16/2025		N		845.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-853.000	FTO TRAINING	845.00	845.00

VENDOR TOTAL: 845.00

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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		
DIGICGLOBL	DIGICOM GLOBAL INC.	12/08/2025	9692	GEN	PD SPEAKER MICS	
82946	675 E. BIG BEAVER	12/16/2025	20250884	N		278.72
	SUITE 105					
12/12/2025	TROY MI, 48083	/ /	0.0000	N		0.00
		12/16/2025		N		278.72

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-980.000	KMC-0M SPEAKER MIC & AUDIO JACKS	278.72	278.72
VENDOR TOTAL:			278.72

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		
DTEENRGY01	DTE ENERGY	12/08/2025	12012025	GEN	9100 086 3102 0 11332 ALGONQUIN 10/2	
82948	PO BOX 740786	12/15/2025		N		163.12
11/21/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		12/15/2025		N		163.12

Open

GL NUMBER	DESCRIPTION	AMOUNT
282-000.000-926.000	STREET LIGHTING	163.12

DTEENRGY01	DTE ENERGY	12/08/2025	12012025	GEN	9100 086 3078 2 6400 E M-36 10/24-11	
82949	PO BOX 740786	12/16/2025		N		5,992.50
11/21/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		12/16/2025		N		5,992.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-920.000	ELECTRIC	5,992.50

DTEENRGY01	DTE ENERGY	12/08/2025	12012025	GEN	9100 095 9768 3 10407 MERRILL 10/24-	
82950	PO BOX 740786	12/16/2025		N		505.64
11/21/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		12/16/2025		N		505.64

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-820.000-920.000	ELECTRIC	505.64

DTEENRGY01	DTE ENERGY	12/08/2025	12012025	GEN	9100 086 3167 3 10405 MERRILL 10/24-	
82951	PO BOX 740786	12/16/2025		N		1,067.68
11/21/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		12/16/2025		N		1,067.68

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-920.000	ELECTRIC	1,067.68

DTEENRGY01	DTE ENERGY	12/08/2025	12012025	GEN	9100 139 0346 3 10675 MERRILL 10/24-	
82952	PO BOX 740786	12/16/2025		N		246.69
11/21/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		12/16/2025		N		246.69

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-920.000	ELECTRIC	246.69

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	12/08/2025	12012025	GEN	9200 190 0961 1 9464 KRESS RD 10/24-	
82953	PO BOX 740786	12/16/2025		N		1,053.67
11/21/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		12/16/2025		N		1,053.67

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-920.000	ELECTRIC	1,053.67

DTEENRGY01	DTE ENERGY	12/08/2025	12012025	GEN	9100 160 2734 4 3490 E M-36 10/24-11	
82954	PO BOX 740786	12/16/2025		N		40.77
11/21/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		12/16/2025		N		40.77

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-800.000-920.000	ELECTRIC	40.77

DTEENRGY01	DTE ENERGY	12/08/2025	12012025	GEN	9100 160 2711 2 10409 MERRILL 10/24-	
82955	PO BOX 740786	12/16/2025		N		1,333.31
11/21/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		12/16/2025		N		1,333.31

Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-920.000	ELECTRIC	1,333.31

DTEENRGY01	DTE ENERGY	12/08/2025	12012025	GEN	9100 081 1657 6 10090 HAMBURG RD 10/	
82956	PO BOX 740786	12/15/2025		N		473.61
11/20/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		12/15/2025		N		473.61

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-920.000	ELECTRIC	473.61

DTEENRGY01	DTE ENERGY	12/08/2025	12012025	GEN	9100 086 3063 4 8520 HAMBURG RD 10/2	
82957	PO BOX 740786	12/15/2025		N		686.60
11/20/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		12/15/2025		N		686.60

Open

GL NUMBER	DESCRIPTION	AMOUNT
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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		

590-527.000-920.000	ELECTRIC				686.60	
DTEENRGY01	DTE ENERGY	12/08/2025	12012025	GEN	9100 141 9399 9 6414 WINANS DR 10/23	
82958	PO BOX 740786	12/15/2025		N		227.31
11/20/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		12/15/2025		N		227.31

Open

GL NUMBER		DESCRIPTION		AMOUNT	
590-527.000-920.000		ELECTRIC		227.31	
DTEENRGY01	DTE ENERGY	12/02/2025	12012025	GEN	9100 086 3133 5 3666 E M-36 10/24-11
82889	PO BOX 740786	12/16/2025		N	1,126.43
11/21/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N	0.00
		12/16/2025		N	1,126.43

Open

GL NUMBER		DESCRIPTION		AMOUNT	
206-000.000-920.000		ELECTRIC		1,126.43	
DTEENRGY01	DTE ENERGY	12/02/2025	12012025	GEN	9100 086 3118 6 10991 HAMBURG RD 10/
82890	PO BOX 740786	12/16/2025		N	18.05
11/21/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N	0.00
		12/16/2025		N	18.05

Open

GL NUMBER		DESCRIPTION		AMOUNT	
206-000.000-920.100		SIREN ELECTRIC USAGE		18.05	
DTEENRGY01	DTE ENERGY	12/02/2025	12012025	GEN	9100 081 1673 3 10446 MERRILL RD 10/
82891	PO BOX 740786	12/16/2025		N	73.28
11/21/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N	0.00
		12/16/2025		N	73.28

Open

GL NUMBER		DESCRIPTION		AMOUNT	
101-751.000-920.000		ELECTRIC		73.28	
DTEENRGY01	DTE ENERGY	12/02/2025	12012025	GEN	9100 081 1689 9 10750 MERRILL RD 10/
82892	PO BOX 740786	12/16/2025		N	54.44
11/21/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N	0.00
		12/16/2025		N	54.44

Open

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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
101-751.000-920.000	ELECTRIC	54.44
VENDOR TOTAL:		13,063.10

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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		

DUBOISCOOP	DUBOIS-COOPER	12/09/2025	298993	GEN	DPW 240V EXTREME CORE/ PUMPS (20)	
83013	905 PENNIMAN	12/16/2025		N		57,000.00
	P.O. BOX 6161					
12/08/2025	PLYMOUTH MI, 48170	/ /	0.0000	N		0.00
		12/16/2025		N		57,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-751.200	GRINDER PUMP CORES	57,000.00

DUBOISCOOP	DUBOIS-COOPER	12/09/2025	299156	GEN	DPQ VALVE ASSEMBLY/ BOLTS FOR TANK/	
83010	905 PENNIMAN	12/16/2025		N		1,167.00
	P.O. BOX 6161					
12/08/2025	PLYMOUTH MI, 48170	/ /	0.0000	N		0.00
		12/16/2025		N		1,167.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-751.100	GRINDER PUMP PARTS	1,167.00

DUBOISCOOP	DUBOIS-COOPER	12/09/2025	299315	GEN	DPQ SEAL PKG ASM/ MOTOR CONTROLLER B	
83011	905 PENNIMAN	12/16/2025		N		18,690.00
	P.O. BOX 6161					
12/08/2025	PLYMOUTH MI, 48170	/ /	0.0000	N		0.00
		12/16/2025		N		18,690.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-751.100	GRINDER PUMP PARTS	18,690.00

DUBOISCOOP	DUBOIS-COOPER	12/09/2025	299371	GEN	EQD INSERT FEMALE/EQD INSERT MALE/ C	
83009	905 PENNIMAN	12/16/2025		N		3,878.00
	P.O. BOX 6161					
12/08/2025	PLYMOUTH MI, 48170	/ /	0.0000	N		0.00
		12/16/2025		N		3,878.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-751.100	GRINDER PUMP PARTS	3,878.00

DUBOISCOOP	DUBOIS-COOPER	12/09/2025	299514	GEN	DPW REPLACEMENT BD MOD250/ MOTOR WIN	
83012	905 PENNIMAN	12/16/2025		N		26,840.00
	P.O. BOX 6161					
12/08/2025	PLYMOUTH MI, 48170	/ /	0.0000	N		

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Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		12/16/2025		N		26,840.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-751.100	GRINDER PUMP PARTS	26,840.00

VENDOR TOTAL: 107,575.00

ELECTIONCE	ELECTION CENTER	12/02/2025	CASH-102349	GEN	MEMBERSHIP DUES C. PATON	
82902	21946 ROYAL MONTREAL DR. STE. 100	12/16/2025		N		199.00
12/01/2025	KATY TX, 77450	/ /	0.0000	N		0.00
		12/16/2025		Y		199.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-262.000-910.000	PROFESSIONAL DEVELOPMENT	199.00

ELECTIONCE	ELECTION CENTER	12/02/2025	CASH-104859	GEN	MEMBERSHIP DUES M DOLAN	
82903	21946 ROYAL MONTREAL DR. STE. 100	12/16/2025		N		199.00
12/01/2025	KATY TX, 77450	/ /	0.0000	N		0.00
		12/16/2025		Y		199.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-262.000-910.000	PROFESSIONAL DEVELOPMENT	199.00

ELECTIONCE	ELECTION CENTER	12/02/2025	CASH-105039	GEN	MEMBERSHIP DUES M KUZNER	
82904	21946 ROYAL MONTREAL DR. STE. 100	12/16/2025		N		199.00
12/01/2025	KATY TX, 77450	/ /	0.0000	N		0.00
		12/16/2025		Y		199.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-262.000-910.000	PROFESSIONAL DEVELOPMENT	199.00

VENDOR TOTAL: 597.00

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		
ELECTROCYC	ELECTROCYCLE, INC.	12/08/2025	71393	GEN	ONSITE SHRED (1) 65 GAL TOTER	
82960	23953 RESEARCH DR.	12/16/2025		N		40.00
12/02/2025	FARMINGTON HILLS MI, 48335	/ /	0.0000	N		0.00
		12/16/2025		N		40.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-955.000	SUNDRY	40.00

ELECTROCYC	ELECTROCYCLE, INC.	12/08/2025	71406	GEN	ONSITE DOC DESTRUCTION (2) 95 GAL TO	
82959	23953 RESEARCH DR.	12/16/2025		N		53.00
12/02/2025	FARMINGTON HILLS MI, 48335	/ /	0.0000	N		0.00
		12/16/2025		N		53.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-955.000	SUNDRY	53.00

					VENDOR TOTAL:	93.00
ETNASUPP01	ETNA SUPPLY	12/08/2025	S106597202.001	GEN	DPW SMOTHBLR 226	
82961	PO BOX 772107	12/16/2025		N		178.90
12/01/2025	DETROIT MI, 48227-2107	/ /	0.0000	N		0.00
		12/16/2025		N		178.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	178.90

VENDOR TOTAL:					178.90
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VENDOR TOTAL: 4,671.11

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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		
FLAGSTRBNK	FLAGSTAR BANK, FSB	12/08/2025	12052025	GEN	11/06/25-12/05/25	
82962	CARDMEMBER SERVICES	12/16/2025		N		8,259.82
	PO BOX 790408					
12/05/2025	SAINT LOUIS MO, 63179-0408	/ /	0.0000	N		0.00
		12/16/2025		Y		8,259.82

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-932.000	VEHICLE MAINTENANCE	2,500.00
101-751.000-943.001	CHRISTMAS IN THE VILLAGE	1,497.77
101-265.000-752.000	SUPPLIES & SMALL EQUIPMENT	737.48
101-820.000-937.000	IMPROVEMENTS	296.78
590-527.000-910.000	PROFESSIONAL DEVELOPMENT	296.00
101-000.000-239.000	SENIOR CENTER DONATIONS	1,282.45
206-000.000-967.000	SPECIAL PROJECTS	202.89
207-000.000-967.000	SPECIAL PROJECTS	202.89
101-751.000-943.001	CHRISTMAS IN THE VILLAGE	202.88
101-820.000-804.000	SENIOR PROGRAMS	149.90
101-215.000-955.000	SUNDRY	149.21
101-262.000-955.000	SUNDRY	319.13
101-702.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	101.00
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	165.98
101-000.000-239.700	SENIOR CENTER LUNCH PROGRAM	155.46
		8,259.82

VENDOR TOTAL:

8,259.82

GANNETMI02	GANNETT MICHIGAN LOCALIQ	12/09/2025	0007441317	GEN	11/01/25-11/30/25	
82985	PO BOX 630491	12/16/2025		N		391.43
11/30/2025	CINCINNATI OH, 45263-0491	/ /	0.0000	N		0.00
		12/16/2025		Y		391.43

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101.000-900.000	LEGAL NOTICES/ADVERTISING	204.70
101-101.000-900.000	LEGAL NOTICES/ADVERTISING	186.73
		391.43

VENDOR TOTAL:

391.43

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

GEBESISCDJ	GENESIS CDJR OF PINCKNEY LLC	12/08/2025	508371	GEN	PD REPAIRS 2019 DODGE CHARGER-BALANC	
82967	1295 E. M-36	12/16/2025	20250878	N		33.75
12/08/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		12/16/2025		N		33.75

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-932.000	BALANCE AFTER INSURANCE & DEDUCTIBLE	33.75	33.75

GEBESISCDJ	GENESIS CDJR OF PINCKNEY LLC	12/08/2025	509243	GEN	PD VEH MAINTENANCE-OIL & FILTER CHG	
82968	1295 E. M-36	12/16/2025	20250845	N		94.30
11/19/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		12/16/2025		N		94.30

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-932.000	VEHICLE MAINT	94.30	94.30

VENDOR TOTAL:	128.05
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GRAINGER01	GRAINGER	12/09/2025	9735276777	GEN	DPW TEST BALL PLUG	
83015	DEPT. 826849010	12/16/2025		N		872.46
12/08/2025	PALATINE IL, 60038-0001	/ /	0.0000	N		0.00
		12/16/2025		Y		872.46

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	872.46

GRAINGER01	GRAINGER	12/09/2025	9735843204	GEN	DPW LIFT LINE, 20 FT	
83014	DEPT. 826849010	12/16/2025		N		176.89
12/08/2025	PALATINE IL, 60038-0001	/ /	0.0000	N		0.00
		12/16/2025		Y		176.89

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	176.89

VENDOR TOTAL:	1,049.35
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BANK CODE: GEN

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Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
BRGHTCHMBR	GREATER BRIGHTON AREA CHAMBER OF	12/02/2025	13951	GEN	FOUNDER LEVEL MEMBERSHIP	01/2026-12/
82907	COMMERCE	12/16/2025		N		200.00
	218 E. GRAND RIVER					
12/01/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		12/16/2025		N		200.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	200.00

VENDOR TOTAL: 200.00

HAAS TRANS	HAAS TRANSMISSION SERVICE, INC	12/09/2025	62763	GEN	TWP BALANCE REMAINGING FOR TRANSMISS	
83018	8260 DEXTER-CHELSEA RD	12/16/2025		N		1,560.00
12/09/2025	DEXTER MI, 48130	/ /	0.0000	N		0.00
		12/16/2025		Y		1,560.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-932.000	VEHICLE MAINTENANCE	1,560.00

VENDOR TOTAL: 1,560.00

HACHCOMP01	HACH COMPANY, AMERICAN SIGMA &	12/08/2025	14780572	GEN	WWTP NITRATE/NITRITE	
82969	2207 COLLECTIONS CENTER DRIVE	12/16/2025		N		151.64
12/04/2025	CHICAGO IL, 60693	/ /	0.0000	N		0.00
		12/16/2025		Y		151.64

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-752.000	SUPPLIES & SMALL EQUIPMENT	151.64

VENDOR TOTAL: 151.64

HALLAHAN&A	HALLAHAN & ASSOCIATES, PC	12/10/2025	23402	GEN	S WIETECH-24-03379 REVIEW FILE, PRO	
83025	1750 S TELEGRAPH RD	12/16/2025		N		824.37
	SUITE 202					
12/01/2025	BLOOMFIELD HILLS MI, 48302-0179	/ /	0.0000	N		0.00
		12/16/2025		N		824.37

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-257.000-955.000	SUNDRY	824.37

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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:	824.37
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HAMBURGT02	HAMBURG TOWNSHIP TREASURER	12/08/2025	12012025	GEN	WTAX 4715-23-306-108	
82970		12/16/2025		N		182.08
12/01/2025	,	/ /	0.0000	N		0.00
		12/16/2025		N		182.08

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-955.000	SUNDRY	182.08

HAMBURGT02	HAMBURG TOWNSHIP TREASURER	12/08/2025	12012025	GEN	WTAX 4715-13-305-058	
82971		12/16/2025		N		91.25
12/01/2025	,	/ /	0.0000	N		0.00
		12/16/2025		N		91.25

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-955.000	SUNDRY	91.25

HAMBURGT02	HAMBURG TOWNSHIP TREASURER	12/08/2025	12012025	GEN	WTAX 4715-13-305-061	
82972		12/16/2025		N		125.63
12/01/2025	,	/ /	0.0000	N		0.00
		12/16/2025		N		125.63

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-955.000	SUNDRY	125.63

HAMBURGT02	HAMBURG TOWNSHIP TREASURER	12/08/2025	12012025	GEN	WTAX 4715-25-101-088	
82973		12/16/2025		N		553.57
12/01/2025	,	/ /	0.0000	N		0.00
		12/16/2025		N		553.57

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-955.000	SUNDRY	553.57

VENDOR TOTAL:	952.53
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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		
HAMLETTENV 82974	HAMLETT ENVIRONMENTAL TECHNOLOGIES 714 E GRAND RIVER SUITE 1	12/08/2025 12/16/2025	2025388	GEN N	WWTP XRP186-260 12 INCH ASSEMBLYX-RI	19,812.00
11/18/2025	HOWELL MI, 48843	/ / 12/16/2025	0.0000	N N		0.00 19,812.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE	19,812.00

VENDOR TOTAL: 19,812.00

USABLUEB01 82975	HD SUPPLY, INC. PO BOX 9004	12/08/2025 12/16/2025	INV00897108	GEN N	TNT + AMMONIA TESTS (5)	478.68
12/01/2025	GURNEE IL, 60031	/ / 12/16/2025	0.0000	N N		0.00 478.68

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-752.000	SUPPLIES & SMALL EQUIPMENT	478.68

VENDOR TOTAL: 478.68

HIGHTREATM 82976	HIGHLAND TREATMENT INC P.O. BOX 1089	12/08/2025 12/16/2025	153994	GEN N	DECEMBER 2025 CONTRACT/NOV 18 TESTIN	180.00
12/01/2025	HIGHLAND MI, 48357-1089	/ / 12/16/2025	0.0000	N N		0.00 180.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-930.000	MAINTENANCE TWP HALL	60.00
207-000.000-930.002	MAINTENANCE POLICE BUILDING	60.00
101-265.000-930.008	MAINTENANCE LIBRARY	60.00
		180.00

VENDOR TOTAL: 180.00

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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	12/02/2025	255127	GEN	PD UNIFORM SHIRT & ALTERATIONS MORAN	
82909	56477 GRAND RIVER AVE.	12/16/2025	20250870	N		167.98
11/24/2025	NEW HUDSON MI, 48165	/ /	0.0000	N		0.00
		12/16/2025		Y		167.98

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-768.000	ALTER SEW ON PER PATCH	18.00	18.00
207-000.000-768.000	FLEX R/S ARMORSKIN BASE SHIRT	149.98	149.98
		167.98	167.98

HRNVLLYGUN	HURON VALLEY GUNS, LLC	12/02/2025	255384	GEN	PD UNIFORMS & ACC STOEHR	
82908	56477 GRAND RIVER AVE.	12/16/2025	20250869	N		212.88
11/26/2025	NEW HUDSON MI, 48165	/ /	0.0000	N		0.00
		12/16/2025		Y		212.88

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-768.000	MAGPUL PMAG30 MOE WINDOW	197.89	197.89
207-000.000-768.000	MAGPUL PMAG 30RD WINDOW	14.99	14.99
		212.88	212.88

VENDOR TOTAL: 380.86

ASSURED01	JAYS ASSURED PEST CONTROL LLC	12/09/2025	8205	GEN	TWP/PD MONTHLY SERVICE	
83016	1000 OAK CREEK DR	12/16/2025		N		157.00
12/02/2025	SOUTH LYON MI, 48178	/ /	0.0000	N		0.00
		12/16/2025		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

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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		
JETSPIZZA	JET'S PIZZA	12/08/2025	11102025	GEN	PD LUNCH FOR ORAL BOARD -PD INTERVIEW	
82963	9646 CHILSON COMMONS CIRCLE	12/16/2025	20250812	N		76.11
11/11/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		12/16/2025		N		76.11

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-967.000	ORAL BOARD LUNCH	76.11	76.11

VENDOR TOTAL: 76.11

KENCOOKSPL	KEN COOK'S PLUMBING AND HEATING INC	12/08/2025	41856	GEN	PD SEWER BLOCKAGE DIAGNOSTICS	
82977	4033 MORGAN RD.	12/16/2025	20250876	N		300.00
11/20/2025	YPSILANTI MI, 48197	/ /	0.0000	N		0.00
		12/16/2025		N		300.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-930.002	CAMERA SEWER & LABOR	300.00	300.00

VENDOR TOTAL: 300.00

KINGKLEA01	KING KLEANERS	12/08/2025	12012025	GEN	PD UNIFORM CLEANING NOVEMBER 2025 CH	
82978	5589 E. M-36	12/16/2025	20250883	N		207.00
	SUITE B3					
12/01/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		12/16/2025		Y		207.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-768.500	UNIFORM CLEANING NOVEMBER CHARGES	207.00	207.00

KINGKLEA01	KING KLEANERS	12/08/2025	12012025	GEN	FD - STA 12 UNIFORM CLEANING #NOVEMB	
82979	5589 E. M-36	12/16/2025	20250887	N		215.00
	SUITE B3					
12/01/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		12/16/2025		Y		215.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	STA 12 UNIFORM CLEANING	215.00	215.00

VENDOR TOTAL: 42 48

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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.	12/09/2025	14168	GEN	DPW FASTENERS	
83005	PO BOX 1000	12/16/2025		N		69.97
11/21/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		12/16/2025		N		69.97

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	69.97

LAKELAND01	LAKELAND ACE HARDWARE, INC.	12/09/2025	14169	GEN	DPW RETURNED ITEMS	
83006	PO BOX 1000	12/16/2025		N		(45.98)
11/21/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		12/16/2025		N		(45.98)

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	(45.98)

LAKELAND01	LAKELAND ACE HARDWARE, INC.	12/02/2025	14201	GEN	FD - SHOP SUPPLIES, BAR & CHAIN OIL	
82910	PO BOX 1000	12/16/2025	20250858	N		39.96
11/25/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		12/16/2025		N		39.96

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-752.000	BAR & CHAIN OIL	39.96	39.96

VENDOR TOTAL: 63.95

LEXIPOL	LEXIPOL LLC	12/02/2025	INVPR11261974	GEN	PD POLICE ONE ACADEMY ANNUAL MEMBERS	
82912	PO BOX 676232	12/16/2025	20250863	N		1,909.23
12/01/2025	DALLAS TX, 75267-6232	/ /	0.0000	N		0.00
		12/16/2025		N		1,909.23

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
213-000.000-916.000	PO MEMBERSHIP	1,819.44	1,819.44
207-000.000-916.000	CIVILIAN MEMBERSHIP	89.79	89.79
		1,909.23	

VENDOR TOTAL: 1,909.23

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		
LIVINGST24	LIV. CO. MUNICIPAL CLERKS ASSOC.	12/02/2025	12022025	GEN	ANNUAL HOLIDAY GATHERING DOLAN/KUZNE	
82913	C/O JULIE DAILEY(OR CLERK)	12/16/2025		N		60.00
	2050 BRADLEY RD					
12/02/2025	WEBBERVILLE MI, 48892	/ /	0.0000	N		0.00
		12/16/2025		N		60.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	60.00
VENDOR TOTAL:		60.00

LIVINGST21	LIVINGSTON COUNTY EDUCATIONAL	12/04/2025	12042025	GEN	TAX DISTRIBUTION TAXES COLLECTED 11/	
82983	FINANCE OFFICE	12/04/2025		N		1,673.50
	1425 W GRAND RIVER					
12/04/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/04/2025		N		1,673.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
703-000.000-234.101	DUE TO LISD TAX	1,627.69
703-000.000-234.101	DUE TO LISD TAX	45.81
		1,673.50
VENDOR TOTAL:		1,673.50

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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	12/09/2025	1125	GEN	TRANSPORTATION OCT 2025	
82984	LIVINGSTON COUNTY COURT HOUSE	12/16/2025		N		2,070.00
	200 E. GRAND RIVER					
11/25/2025	HOWELL MI, 48843-2398	/ /	0.0000	N		0.00
		12/16/2025		N		2,070.00

Open

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

LIVINGST02	LIVINGSTON COUNTY TREASURER	12/08/2025	12042025	GEN	DOG TAG DISTRIBUTION 11/01-11/30/202	
82980	LIVINGSTON COUNTY COURT HOUSE	12/16/2025		N		134.50
	200 E. GRAND RIVER					
12/04/2025	HOWELL MI, 48843-2398	/ /	0.0000	N		0.00
		12/16/2025		N		134.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-222.204	DUE TO COUNTY DOG LICENSE FEE	134.50

LIVINGST02	LIVINGSTON COUNTY TREASURER	12/04/2025	12042025	GEN	TAX DISTRIBUTION TAXES COLLECTED11/1	
82981	LIVINGSTON COUNTY COURT HOUSE	12/04/2025		N		23,198.11
	200 E. GRAND RIVER					
12/04/2025	HOWELL MI, 48843-2398	/ /	0.0000	N		0.00
		12/04/2025		N		23,198.11

Open

GL NUMBER	DESCRIPTION	AMOUNT
703-000.000-222.101	DUE TO COUNTY TAXES	7,799.06
703-000.000-222.101	DUE TO COUNTY TAXES	239.97
703-000.000-222.500	DUE TO COUNTY SET	14,706.54
703-000.000-222.500	DUE TO COUNTY SET	452.54
		<hr/> 23,198.11

VENDOR TOTAL:	<hr/> 25,402.61
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		BANK CODE: GEN				
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
MERITLAB01	MERIT LABORATORIES	12/09/2025	80534	GEN	HAMBURG 11/11/25	
82986	2680 EAST LANSING DRIVE	12/16/2025		N		920.00
11/26/2025	EAST LANSING MI, 48823	/ /	0.0000	N		0.00
		12/16/2025		Y		920.00
Open						
GL NUMBER		DESCRIPTION		AMOUNT		
590-537.000-952.000		LAB ANALYSIS - WWTP		920.00		
MERITLAB01	MERIT LABORATORIES	12/09/2025	80884	GEN	PORTAGE LAKE 11/13/25	
82987	2680 EAST LANSING DRIVE	12/16/2025		N		1,920.00
11/26/2025	EAST LANSING MI, 48823	/ /	0.0000	N		0.00
		12/16/2025		Y		1,920.00
Open						
GL NUMBER		DESCRIPTION		AMOUNT		
590-537.000-952.100		LAB ANALYSIS FEES - PORTAGE		1,920.00		
MERITLAB01	MERIT LABORATORIES	12/09/2025	81051	GEN	HAMBURG TWP PFAS 11/24/25	
82988	2680 EAST LANSING DRIVE	12/16/2025		N		20,920.00
11/26/2025	EAST LANSING MI, 48823	/ /	0.0000	N		0.00
		12/16/2025		Y		20,920.00
Open						
GL NUMBER		DESCRIPTION		AMOUNT		
590-527.000-952.200		PFAS		8,000.00		
590-537.000-952.200		PFAS		12,920.00		
				20,920.00		
VENDOR TOTAL:						23,760.00

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Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

MAMC	MICHIGAN ASSOC OF MUNICIPAL CLERKS	12/02/2025	11528	GEN	MEMBERSHIP 01.01.26-01.01.27 DOLAN	
82915	120 N. WASHINGTON SQ, SUITE 110A	12/16/2025		N		100.00
12/02/2025	LANSING MI, 48933-1609	/ /	0.0000	N		0.00
		12/16/2025		N		100.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	100.00

MAMC	MICHIGAN ASSOC OF MUNICIPAL CLERKS	12/02/2025	11530	GEN	MEMBERSHIP 01.01.26-01.01.27 PATON	
82916	120 N. WASHINGTON SQ, SUITE 110A	12/16/2025		N		100.00
12/02/2025	LANSING MI, 48933-1609	/ /	0.0000	N		0.00
		12/16/2025		N		100.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	100.00

MAMC	MICHIGAN ASSOC OF MUNICIPAL CLERKS	12/02/2025	11533	GEN	MEMBERSHIP M KUZNER 01.01.26-01.01.2	
82914	120 N. WASHINGTON SQ, SUITE 110A	12/16/2025		N		106.00
12/02/2025	LANSING MI, 48933-1609	/ /	0.0000	N		0.00
		12/16/2025		N		106.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	106.00

VENDOR TOTAL:	306.00
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MICHIGAN M	MICHIGAN MARINE SERVICES	12/02/2025	11102025	GEN	CAMPBELL HOMEOWNERS ASSOC MOBILIZE D	
82917	11234 US TURNPIKE RD	12/16/2025		N		45,675.00
11/10/2025	S. ROCKWOOD MI, 48179	/ /	0.0000	N		0.00
		12/16/2025		N		45,675.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
869-000.000-802.000	ROAD IMPROVEMENT	45,675.00

VENDOR TOTAL:	45,675.00
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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		
MIMUNICI03	MICHIGAN MUNICIPAL RISK AUTHORITY	12/09/2025	12092025	GEN	M0001291 07/01/2025-07/01/2026 INSTA	
83017		12/16/2025		N		156,966.50
	14001 MERRIMAN					
12/09/2025	LIVINIA MI, 48154	/ /	0.0000	N		0.00
		12/16/2025		N		156,966.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-840.000	LIABILITY/CASUALTY INSURANCE	29,412.34
206-000.000-840.000	LIABILITY/CASUALTY INSURANCE	36,339.03
207-000.000-840.000	LIABILITY/CASUALTY INSURANCE	72,421.75
590-527.000-840.000	LIABILITY/CASUALTY INSURANCE	13,110.38
101-275.000-840.000	LIABILITY/CASUALTY INSURANCE	5,683.00
		156,966.50

VENDOR TOTAL: 156,966.50

MIMUNICI04	MICHIGAN MUNICIPAL TREASURERS ASSOC	12/10/2025	13677	GEN	TREASUERER 2026 WINTER WORKSHOP J DA	
83026	P.O. BOX 324	12/16/2025		N		199.00
12/03/2025	TAWAS CITY MI, 48764	/ /	0.0000	N		0.00
		12/16/2025		N		199.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253.000-916.000	TRAINING	199.00

VENDOR TOTAL: 199.00

MOLDPRO	MOLD PRO LLC	12/09/2025	10235-1	GEN	MOLD SPORE AIR TESTING/ LIFT TAPE SA	
83019	PO BOX 6	12/16/2025		N		600.00
12/05/2025	MILAN MI, 48160	/ /	0.0000	N		0.00
		12/16/2025		N		600.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-930.000	MAINTENANCE TWP HALL	600.00

VENDOR TOTAL: 600.00

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Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
MOTOROLA01	MOTOROLA SOLUTIONS INC.	12/02/2025	1411220611	GEN	PD VIDEOMANAGER EL, IN-CAR VIDEO SYST	
82918	13104 COLLECTIONS CENTER DR	12/16/2025	20250862	N		195.00
11/29/2025	CHICAGO IL, 60693	/ /	0.0000	N		0.00
		12/16/2025		N		195.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-933.000	IN CAR VIDEO SYS ANNUAL LICENSE	195.00	195.00

MOTOROLA01	MOTOROLA SOLUTIONS INC.	12/09/2025	8282246906	GEN	PD CONTROL STATION MOUNT & MIC	
82989	13104 COLLECTIONS CENTER DR	12/16/2025	20250880	N		473.87
12/04/2025	CHICAGO IL, 60693	/ /	0.0000	N		0.00
		12/16/2025		N		473.87

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-932.000	POWER SUPPLY MOBILE CORD	256.55	256.55
207-000.000-932.000	CONTROL STATION MOUNT	68.25	68.25
207-000.000-932.000	MOBILE ACCESSORIES DESKTOP MIC	149.07	149.07
		473.87	

VENDOR TOTAL: 668.87

MIRECOPRK1	MPARKS	12/03/2025	2146	GEN	PR 2026 MPARKS CONFERENCE D HENNEMAN	
82926	MICHIGAN RECREATION & PARK ASSN.	12/16/2025		N		505.00
	PO BOX 27609					
11/24/2025	LANSING MI, 48909	/ /	0.0000	N		0.00
		12/16/2025		Y		505.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-910.000	PROFESSIONAL DEVELOPMENT	505.00

VENDOR TOTAL: 505.00

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User: MarcyM

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INVOICE APPROVAL BY INVOICE REPORT FOR HAMBURG TOWNSHIP OFFICES

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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		
MWEA01	MWEA	12/09/2025	E38153	GEN	DPW R WARD 2026 JOINT EXPO & OPERATO	
82990	MICHIGAN WATER ENVIRONMENT ASSOC.	12/16/2025		N		600.00
	5815 EXECUTIVE DRIVE					
12/01/2025	LANSING MI, 48911	/ /	0.0000	N		0.00
		12/16/2025		N		600.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-910.000	PROFESSIONAL DEVELOPMENT	600.00

VENDOR TOTAL: 600.00

NEXTIVA	NEXTIVA, INC	12/09/2025	40005626666	GEN	12/02/25-01/01/2026	
82991	9451 EAST VIA DE VENTURE	12/16/2025		N		1,515.31
12/02/2025	SCOTTSDALE AZ, 85256	/ /	0.0000	N		0.00
		12/16/2025		N		1,515.31

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-853.000	PHONE/COMM/INTERNET	525.24
207-000.000-853.000	PHONE/COMM/INTERNET	565.75
206-000.000-853.000	PHONE/COMM/INTERNET	343.51
101-820.000-853.000	PHONE/COMM/INTERNET	60.62
590-537.000-853.000	PHONE/COMM/INTERNET	20.19
		1,515.31

VENDOR TOTAL: 1,515.31

PESPRSEPTC	PATRICK ESPER SEPTIC	12/09/2025	3975	GEN	DPW TRUCK HOURLY	
82992	5700 EMMONS ROAD	12/16/2025		N		500.00
11/25/2025	FOWLERVILLE MI, 48836	/ /	0.0000	N		0.00
		12/16/2025		Y		500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE	500.00

VENDOR TOTAL: 500.00

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		

PINCAUTO01	PINCKNEY AUTO WASH, LLC	12/09/2025	12012024	GEN	AUTO WASH 11/01-11/30/25	
83004	PO BOX 881	12/16/2025		N		192.00
	1090 E M-36					
12/01/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		12/16/2025		Y		192.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-932.000	VEHICLE MAINTENANCE	162.00
206-000.000-932.000	VEHICLE MAINTENANCE	18.00
101-275.000-932.000	VEHICLE MAINTENANCE	12.00
		192.00

VENDOR TOTAL: 192.00

PLANTEMO01	PLANTE & MORAN, PLLC	12/09/2025	10495369	GEN	PROF SERVIECS 07/07/25-12/07/2025	
82993	16060 COLLECTIONS CENTER DR	12/16/2025		N		1,930.00
07/30/2025	CHICAGO IL, 60693	/ /	0.0000	N		0.00
		12/16/2025		N		1,930.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-955.000	SUNDRY	1,930.00

PLANTEMO01	PLANTE & MORAN, PLLC	12/02/2025	10582384	GEN	FINAL INVOICE AUSIT FOR YEAR ENDED 0	
82920	16060 COLLECTIONS CENTER DR	12/16/2025		N		10,285.00
11/26/2025	CHICAGO IL, 60693	/ /	0.0000	N		0.00
		12/16/2025		N		10,285.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-954.000	AUDIT	6,100.00
590-527.000-801.000	CONTRACTUAL SERVICES	1,760.00
207-000.000-801.000	CONTRACTUAL SERVICES	187.20
206-000.000-801.000	CONTRACTUAL SERVICES	187.20
204-000.000-801.000	CONTRACTUAL SERVICES	131.14
590-527.000-801.000	CONTRACTUAL SERVICES	674.11
101-275.000-954.000	AUDIT	740.35
101-275.000-954.000	AUDIT	505.00
		10,285.00

VENDOR TOTAL: 12,215

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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		

PLMLAKEL01	PLM LAKE & LAND MANAGEMENT CORP.	12/01/2025	4008656	GEN	HARVESTING CHAIN OF LAKES	
82879	PO BOX 438	12/16/2025		N		23,500.00
	HOWARD CITY					
12/01/2025	HOWARD CITY MI, 49329	/ /	0.0000	N		0.00
		12/16/2025		N		23,500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
252-000.000-803.000	AQUATIC WEED CONTROL	23,500.00

VENDOR TOTAL: 23,500.00

POLABORCOU	POLICE OFFICER LABOR COUNCIL	12/09/2025	12032025	GEN	DEC 25 DUES	
82994	EXECUTIVE OFFICES	12/16/2025		N		742.00
	667 E. BIG BEAVER, SUITE 205					
12/03/2025	TROY MI, 48083	/ /	0.0000	N		0.00
		12/16/2025		N		742.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-231.100	DUE TO UNION DUES	742.00

VENDOR TOTAL: 742.00

PORTTOILTS	PORTABLE TOILET SERVICES LLC	12/03/2025	108509	GEN	11/23-12/20/25	
82927	4900 MCCARTHY DRIVE	12/16/2025		N		1,175.76
11/23/2025	MILFORD MI, 48381	/ /	0.0000	N		0.00
		12/16/2025		Y		1,175.76

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-800.000-942.000	PORTABLE TOILETS	850.08
101-751.000-942.000	PORTABLE TOILETS	325.68
		1,175.76

VENDOR TOTAL: 1,175.76

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Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

PRIMANAGE	PRI MANAGEMENT GROUP	12/08/2025	105556	GEN	PD RECORDS MANAGEMENT FOR POLICE - D	
82964	299 ALHAMBRA CIRCLE	12/16/2025	20250866	N		299.00
	SUITE 316					
12/02/2025	CORAL GABLES FL, 33134	/ /	0.0000	N		0.00
		12/16/2025		N		299.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-916.000	TRAINING DUHAIME	299.00	299.00

VENDOR TOTAL: 299.00

REDWINGSHO	RED WING BUSINESS ADVANTAGE ACCOUNT	12/09/2025	2720920	GEN	B&G BOOTS D HOEPPNER	
82997	P.O. BOX 844329	12/16/2025		N		229.49
12/01/2025	DALLAS TX, 75284-4329	/ /	0.0000	N		0.00
		12/16/2025		N		229.49

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-768.000	UNIFORMS/ACCESSORIES	229.49

REDWINGSHO	RED WING BUSINESS ADVANTAGE ACCOUNT	12/09/2025	2721009	GEN	B&G D BICKLE BOOTS	
82998	P.O. BOX 844329	12/16/2025		N		224.99
12/01/2025	DALLAS TX, 75284-4329	/ /	0.0000	N		0.00
		12/16/2025		N		224.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-768.000	UNIFORMS/ACCESSORIES	224.99

VENDOR TOTAL: 454.48

RESCOM	RESCOM DOOR LLC	12/09/2025	6934	GEN	FD - STA 12 DOOR #1 REPAIR #6934	
82995	4088 E M 36	12/16/2025	20250872	N		395.00
12/02/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		12/16/2025		N		395.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-930.003	STA 12 DOOR #1 REPAIR	395.00	395.00

VENDOR TOTAL: 395.00

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		

RUMELYSREP	RUMELYS REPAIRS	12/09/2025	2005	GEN	PD VEHICLE MAINT 02 CHEVY VENTURE VA	
82996	7240 CHILSON ROAD	12/16/2025	20250846	N		1,000.00
12/09/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/16/2025		Y		1,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-932.000	BRAKE REPAIRS	1,000.00	1,000.00
		VENDOR TOTAL:	1,000.00

SHIFFMAN	SHIFMAN FOURNIER, PLO	12/02/2025	16350	GEN	CAREER FIREFIGHTERS AGREEMENT MATTER	
82921	31600 TELEGRAPH RD	12/16/2025		N		1,683.50
	SUITE 100					
12/01/2025	BINGHAM FARMS MI, 48025	/ /	0.0000	N		0.00
		12/16/2025		Y		1,683.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101.000-826.000	LEGAL FEES	1,683.50
		VENDOR TOTAL:
		1,683.50

SJILAKIAND	SHILA KIANDER-ASSESSOR	12/10/2025	12102025	GEN	BOARD OF REVIEW TRAINING D. HARPER H	
83021	7850 4 MILE RD	12/16/2025		N		30.00
12/10/2025	EVART MI, 49631	/ /	0.0000	N		0.00
		12/16/2025		N		30.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-247.000-955.000	SUNDRY	30.00
		VENDOR TOTAL:
		30.00

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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		

SIGNSTUFF1	SIGN STUFF, INC.	12/03/2025	25618	GEN	"PARDON OUR PROGRESS" 36 X 36 SIGN	
82925	13604 MERRIMAN RD.	12/16/2025		N		339.00
11/26/2025	LIVONIA MI, 48150	/ /	0.0000	N		0.00
		12/16/2025		N		339.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-975.300	GRANT MATCH	339.00

SIGNSTUFF1	SIGN STUFF, INC.	12/09/2025	25619	GEN	CHRISTMAS IN THE VILLAGE SIGNS/BANNE	
82999	13604 MERRIMAN RD.	12/16/2025		N		580.00
12/03/2025	LIVONIA MI, 48150	/ /	0.0000	N		0.00
		12/16/2025		N		580.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-943.001	CHRISTMAS IN THE VILLAGE	580.00

VENDOR TOTAL: 919.00

TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	12/09/2025	6713328	GEN	FD - STA 12 COPIER CHARGES #6713328	
83000	PO BOX 927	12/16/2025	20250874	N		48.57
12/01/2025	BUFFALO NY, 14240-0927	/ /	0.0000	N		0.00
		12/16/2025		Y		48.57

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-801.000	STA 12 COPIER CHARGES	48.57	48.57

TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	12/10/2025	6720296	GEN	TWP CPC BILLING 11/06-12/05/25	
83027	PO BOX 927	12/16/2025		N		69.81
12/02/2025	BUFFALO NY, 14240-0927	/ /	0.0000	N		0.00
		12/16/2025		Y		69.81

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	69.81

VENDOR TOTAL: 118.38

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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	12/02/2025	378853-202511-1	GEN	PD MONTHLY USAGE CHARGES NOV 2025	
82922	DATA SOLUTIONS, INC.	12/16/2025	20250867	N		170.60
	P.O. BOX 209047					
12/01/2025	DALLAS TX, 75320-9047	/ /	0.0000	N		0.00
		12/16/2025		N		170.60

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-801.000	MONTHLY USAGE CHARGES - NOV 2025	170.60	170.60

VENDOR TOTAL: 170.60

VERIZONW01	VERIZON WIRELESS	12/09/2025	6129211844	GEN	DPW ON CALL PHONE(S) 10/23-11/22/25	
83001	PO BOX 15062	12/16/2025		N		85.71
11/22/2025	ALBANY NY, 12212-5062	/ /	0.0000	N		0.00
		12/16/2025		N		85.71

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-853.000	PHONE/COMM/INTERNET	85.71

VENDOR TOTAL: 85.71

WASTMANAGM	WM CORPORATE SERVICES, INC.	12/10/2025	0138453-1389-2	GEN	11/1-11/30 & 12/1-12/31/25	
83028	AS PAY AGENT	12/16/2025		N		793.37
	P.O. BOX 4648					
12/01/2025	CAROL STREAM IL, 60197-4648	/ /	0.0000	N		0.00
		12/16/2025		N		793.37

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-919.000	TRASH DISPOSAL	212.74
101-751.000-919.000	TRASH DISPOSAL	144.02
590-537.000-919.000	TRASH DISPOSAL	90.65
101-820.000-919.000	TRASH DISPOSAL	130.72
101-265.000-919.000	TRASH DISPOSAL	90.65
207-000.000-801.000	CONTRACTUAL SERVICES	124.59
		793.37

VENDOR TOTAL: 793.37

TOTAL - ALL VENDORS: 548,92

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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 General Fund							
Dept 000.000							
101-000.000-073.003	12/04/25	ALERUS RETIREMENT SOLUTIONS	401A	12042025	12/16/25	1,461.84	
101-000.000-222.204	12/04/25	LIVINGSTON COUNTY TREASURER	DOG TAG DISTRIBUTION 11/01-11/30/20.	12042025	12/16/25	134.50	
101-000.000-231.100	12/03/25	POLICE OFFICER LABOR COUNCIL	DEC 25 DUES	12032025	12/16/25	742.00	
101-000.000-231.500	12/04/25	ALERUS RETIREMENT SOLUTIONS	457	12042025	12/16/25	20,995.76	
101-000.000-239.000	12/05/25	FLAGSTAR BANK, FSB	11/06/25-12/05/25	12052025	12/16/25	1,282.45	
101-000.000-239.500	12/01/25	BIANCO TOURS	LITES @MIS 8 PASSENGERS	12D1.4899	12/16/25	728.00	
101-000.000-239.700	12/05/25	FLAGSTAR BANK, FSB	11/06/25-12/05/25	12052025	12/16/25	155.46	
101-000.000-279.985	12/09/25	DAVID A. ABRAMSON	REFUND OVERAGE IN ZUKEY & REDDING S.	12092025	12/16/25	661.00	
Total For Dept 000.000						26,161.01	
Dept 101.000 Township Board							
101-101.000-826.000	12/01/25	SHIFMAN FOURNIER, PLO	CAREER FIREFIGHTERS AGREEMENT MATTE	16350	12/16/25	1,683.50	
101-101.000-900.000	11/30/25	GANNETT MICHIGAN LOCALIQ	11/01/25-11/30/25	0007441317	12/16/25	391.43	
101-101.000-946.000	12/10/25	CIVICPLUS, LLC	AGENDA & MEETING MGMT ESSEN. PREMIU	358047	12/16/25	6,400.00	
101-101.000-958.000	12/01/25	GREATER BRIGHTON AREA CHAMBER	FOUNDER LEVEL MEMBERSHIP 01/2026-12	13951	12/16/25	200.00	
Total For Dept 101.000 Township Board						8,674.93	
Dept 171.000 Township Supervisor							
101-171.000-716.000	12/04/25	ALERUS RETIREMENT SOLUTIONS	401A	12042025	12/16/25	465.24	
Total For Dept 171.000 Township Supervisor						465.24	
Dept 201.000 ACCOUNTING							
101-201.000-716.000	12/04/25	ALERUS RETIREMENT SOLUTIONS	401A	12042025	12/16/25	1,171.55	
Total For Dept 201.000 ACCOUNTING						1,171.55	
Dept 215.000 CLERK'S OFFICE							
101-215.000-716.000	12/04/25	ALERUS RETIREMENT SOLUTIONS	401A	12042025	12/16/25	824.38	
101-215.000-955.000	12/05/25	FLAGSTAR BANK, FSB	11/06/25-12/05/25	12052025	12/16/25	149.21	
101-215.000-958.000	12/02/25	LIV. CO. MUNICIPAL CLERKS ASSC	ANNUAL HOLIDAY GATHERING DOLAN/KUZN	12022025	12/16/25	60.00	
101-215.000-958.000	12/02/25	MICHIGAN ASSOC OF MUNICIPAL	CIMEMBERSHIP M KUZNER 01.01.26-01.01.	11533	12/16/25	106.00	
101-215.000-958.000	12/02/25	MICHIGAN ASSOC OF MUNICIPAL	CIMEMBERSHIP 01.01.26-01.01.27 DOLAN	11528	12/16/25	100.00	
101-215.000-958.000	12/02/25	MICHIGAN ASSOC OF MUNICIPAL	CIMEMBERSHIP 01.01.26-01.01.27 PATON	11530	12/16/25	100.00	
Total For Dept 215.000 CLERK'S OFFICE						1,339.59	
Dept 228.000 TECHNICAL/UTILITIES SERVICES							
101-228.000-716.000	12/04/25	ALERUS RETIREMENT SOLUTIONS	401A	12042025	12/16/25	598.23	
Total For Dept 228.000 TECHNICAL/UTILITIES SERVICE						598.23	
Dept 229.000 COMPUTER/CABLE							
101-229.000-980.000	10/22/25	BS&A SOFTWARE INC.	S700 TERMINAL-STRIFE	INV-1160	12/16/25	350.00	
Total For Dept 229.000 COMPUTER/CABLE						350.00	
Dept 247.000 Board of Review							
101-247.000-955.000	12/10/25	SHILA KIANDER-ASSESSOR	BOARD OF REVIEW TRAINING D. HARPER	12102025	12/16/25	30.00	
Total For Dept 247.000 Board of Review						30.00	
Dept 253.000 Treasurer							
101-253.000-716.000	12/04/25	ALERUS RETIREMENT SOLUTIONS	401A	12042025	12/16/25	658.92	
101-253.000-916.000	12/03/25	MICHIGAN MUNICIPAL TREASURERS	TREASUERER 2026 WINTER WORKSHOP J D.	13677	12/16/25	199.00	
Total For Dept 253.000 Treasurer						857.92	
Dept 257.000 Assessing							
101-257.000-955.000	12/01/25	HALLAHAN & ASSOCIATES, PC	S WIETECH-24-03379 REVIEW FILE, PR	23402	12/16/25	824.37	

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Fund 101 General Fund							
Dept 257.000 Assessing							
Total For Dept 257.000 Assessing						824.37	
Dept 262.000 Elections							
101-262.000-716.000	12/04/25	ALERUS RETIREMENT SOLUTIONS	401A	12042025	12/16/25	447.05	
101-262.000-910.000	12/01/25	ELECTION CENTER	MEMBERSHIP DUES C. PATON	CASH-102349	12/16/25	199.00	
101-262.000-910.000	12/01/25	ELECTION CENTER	MEMBERSHIP DUES M DOLAN	CASH-104859	12/16/25	199.00	
101-262.000-910.000	12/01/25	ELECTION CENTER	MEMBERSHIP DUES M KUZNER	CASH-105039	12/16/25	199.00	
101-262.000-955.000	12/05/25	FLAGSTAR BANK, FSB	11/06/25-12/05/25	12052025	12/16/25	319.13	
Total For Dept 262.000 Elections						1,363.18	
Dept 265.000 Township Buildings							
101-265.000-716.000	12/04/25	ALERUS RETIREMENT SOLUTIONS	401A	12042025	12/16/25	624.13	
101-265.000-752.000	12/05/25	FLAGSTAR BANK, FSB	11/06/25-12/05/25	12052025	12/16/25	737.48	
101-265.000-768.000	12/01/25	RED WING BUSINESS ADVANTAGE AC	B&G BOOTS D HOEPPNER	2720920	12/16/25	229.49	
101-265.000-768.000	12/01/25	RED WING BUSINESS ADVANTAGE AC	B&G D BICKLE BOOTS	2721009	12/16/25	224.99	
101-265.000-801.000	12/02/25	JAYS ASSURED PEST CONTROL LLC	TWP/PD MONTHLY SERVICE	8205	12/16/25	36.00	
101-265.000-919.000	12/01/25	WM CORPORATE SERVICES, INC.	11/1-11/30 & 12/1-12/31/25	0138453-1389-2	12/16/25	90.65	
101-265.000-920.000	11/21/25	DTE ENERGY	9100 086 3167 3 10405 MERRILL 10/24	12012025	12/16/25	1,067.68	
101-265.000-920.000	11/21/25	DTE ENERGY	9100 139 0346 3 10675 MERRILL 10/24	12012025	12/16/25	246.69	
101-265.000-930.000	12/01/25	HIGHLAND TREATMENT INC	DECEMBER 2025 CONTRACT/NOV 18 TESTI	153994	12/16/25	60.00	
101-265.000-930.000	12/05/25	MOLD PRO LLC	MOLD SPORE AIR TESTING/ LIFT TAPE S.	10235-1	12/16/25	600.00	
101-265.000-930.008	12/01/25	HIGHLAND TREATMENT INC	DECEMBER 2025 CONTRACT/NOV 18 TESTI	153994	12/16/25	60.00	
101-265.000-932.000	12/04/25	A&J'S QUICK LUBE	B&G 2018 FORD F-150 47281 OIL CHANG	70965	12/16/25	69.73	
Total For Dept 265.000 Township Buildings						4,046.84	
Dept 275.000 OTHER EXPENSES							
101-275.000-752.000	12/01/25	APPLIED INNOVATION	CONTRACT BASE CHARGE 12/05-11/04/20	3001156	12/16/25	220.14	
101-275.000-752.000	11/20/25	BIG PDQ	LOGO ENVELOPES NO DEPARTMENT	293610	12/16/25	99.59	
101-275.000-752.000	12/02/25	TOSHIBA BUSINESS SOLUTIONS	TWP CPC BILLING 11/06-12/05/25	6720296	12/16/25	69.81	
101-275.000-840.000	12/09/25	MICHIGAN MUNICIPAL RISK AUTHOF	M0001291 07/01/2025-07/01/2026 INST.	12092025	12/16/25	35,095.34	
101-275.000-853.000	12/01/25	CHARTER COMMUNICATIONS	TWP 12/01/25-12/31/25	05447401120125	12/16/25	86.45	
101-275.000-853.000	12/02/25	NEXTIVA, INC	12/02/25-01/01/2026	40005626666	12/16/25	525.24	
101-275.000-932.000	12/05/25	FLAGSTAR BANK, FSB	11/06/25-12/05/25	12052025	12/16/25	2,500.00	
101-275.000-932.000	12/09/25	HAAS TRANSMISSION SERVICE, INC	TWP BALANCE REMAINGING FOR TRANSMIS	62763	12/16/25	1,560.00	
101-275.000-932.000	12/01/25	PINCKNEY AUTO WASH, LLC	AUTO WASH 11/01-11/30/25	12012024	12/16/25	12.00	
101-275.000-954.000	11/26/25	PLANTE & MORAN, PLLC	FINAL INVOICE AUSIT FOR YEAR ENDED	10582384	12/16/25	7,345.35	
101-275.000-955.000	12/02/25	ELECTROCYCLE, INC.	ONSITE DOC DESTRUCTION (2) 95 GAL T	71406	12/16/25	53.00	
101-275.000-955.000	12/02/25	ELECTROCYCLE, INC.	ONSITE SHRED (1) 65 GAL TOTER	71393	12/16/25	40.00	
101-275.000-955.000	12/01/25	HAMBURG TOWNSHIP TREASURER	WTAX 4715-23-306-108	12012025	12/16/25	182.08	
101-275.000-955.000	12/01/25	HAMBURG TOWNSHIP TREASURER	WTAX 4715-13-305-058	12012025	12/16/25	91.25	
101-275.000-955.000	12/01/25	HAMBURG TOWNSHIP TREASURER	WTAX 4715-13-305-061	12012025	12/16/25	125.63	
101-275.000-955.000	12/01/25	HAMBURG TOWNSHIP TREASURER	WTAX 4715-25-101-088	12012025	12/16/25	553.57	
101-275.000-955.000	07/30/25	PLANTE & MORAN, PLLC	PROF SERVIECS 07/07/25-12/07/2025	10495369	12/16/25	1,930.00	
Total For Dept 275.000 OTHER EXPENSES						50,489.45	
Dept 702.000 PLANNING AND ZONING							
101-702.000-716.000	12/04/25	ALERUS RETIREMENT SOLUTIONS	401A	12042025	12/16/25	678.98	
101-702.000-958.000	12/05/25	FLAGSTAR BANK, FSB	11/06/25-12/05/25	12052025	12/16/25	101.00	
Total For Dept 702.000 PLANNING AND ZONING						779.98	
Dept 751.000 Recreation Board							
101-751.000-716.000	12/04/25	ALERUS RETIREMENT SOLUTIONS	401A	12042025	12/16/25	218.90	
101-751.000-910.000	11/24/25	MPARKS	PR 2026 MPARKS CONFERENCE D HENNEMA	2146	12/16/25	505.00	
101-751.000-919.000	12/01/25	WM CORPORATE SERVICES, INC.	11/1-11/30 & 12/1-12/31/25	0138453-1389-2	12/16/25	144.02	

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Fund 101 General Fund							
Dept 751.000 Recreation Board							
101-751.000-920.000	11/21/25	DTE ENERGY	9100 081 1673 3 10446 MERRILL RD 10	12012025	12/16/25	73.28	
101-751.000-920.000	11/21/25	DTE ENERGY	9100 081 1689 9 10750 MERRILL RD 10	12012025	12/16/25	54.44	
101-751.000-942.000	11/23/25	PORTABLE TOILET SERVICES LLC	11/23-12/20/25	108509	12/16/25	325.68	
101-751.000-943.001	12/05/25	FLAGSTAR BANK, FSB	11/06/25-12/05/25	12052025	12/16/25	1,700.65	
101-751.000-943.001	12/03/25	SIGN STUFF, INC.	CHRISTMAS IN THE VILLAGE SIGNS/BANN	25619	12/16/25	580.00	
101-751.000-975.300	12/08/25	BIG PDQ	P&R POSTER 24 X 36 MOUNTED ON FOAMC	293855	12/16/25	138.50	
101-751.000-975.300	11/26/25	SIGN STUFF, INC.	"PARDON OUR PROGRESS" 36 X 36 SIGN	25618	12/16/25	339.00	
Total For Dept 751.000 Recreation Board						4,079.47	
Dept 800.000 LAKELAND TRAIL							
101-800.000-920.000	11/21/25	DTE ENERGY	9100 160 2734 4 3490 E M-36 10/24-1	12012025	12/16/25	40.77	
101-800.000-942.000	11/23/25	PORTABLE TOILET SERVICES LLC	11/23-12/20/25	108509	12/16/25	850.08	
Total For Dept 800.000 LAKELAND TRAIL						890.85	
Dept 820.000 SENIOR CENTER							
101-820.000-716.000	12/04/25	ALERUS RETIREMENT SOLUTIONS	401A	12042025	12/16/25	370.35	
101-820.000-801.000	12/02/25	JAYS ASSURED PEST CONTROL LLC	TWP/PD MONTHLY SERVICE	8205	12/16/25	36.00	
101-820.000-801.000	11/25/25	LIVINGSTON COUNTY TREASURER	TRANSPORTATION OCT 2025	1125	12/16/25	2,070.00	
101-820.000-804.000	12/05/25	FLAGSTAR BANK, FSB	11/06/25-12/05/25	12052025	12/16/25	149.90	
101-820.000-853.000	12/02/25	NEXTIVA, INC	12/02/25-01/01/2026	40005626666	12/16/25	60.62	
101-820.000-919.000	12/01/25	WM CORPORATE SERVICES, INC.	11/1-11/30 & 12/1-12/31/25	0138453-1389-2	12/16/25	130.72	
101-820.000-920.000	11/21/25	DTE ENERGY	9100 095 9768 3 10407 MERRILL 10/24	12012025	12/16/25	505.64	
101-820.000-937.000	12/05/25	FLAGSTAR BANK, FSB	11/06/25-12/05/25	12052025	12/16/25	296.78	
Total For Dept 820.000 SENIOR CENTER						3,620.01	
Total For Fund 101 General Fund						105,742.62	
Fund 204 Road Fund							
Dept 000.000							
204-000.000-801.000	11/26/25	PLANTE & MORAN, PLLC	FINAL INVOICE AUSIT FOR YEAR ENDED	10582384	12/16/25	131.14	
Total For Dept 000.000						131.14	
Total For Fund 204 Road Fund						131.14	
Fund 206 Fire Fund							
Dept 000.000							
206-000.000-716.000	12/04/25	ALERUS RETIREMENT SOLUTIONS	401A	12042025	12/16/25	5,442.79	
206-000.000-752.000	12/05/25	FLAGSTAR BANK, FSB	11/06/25-12/05/25	12052025	12/16/25	165.98	
206-000.000-752.000	11/25/25	LAKELAND ACE HARDWARE, INC.	FD - SHOP SUPPLIES, BAR & CHAIN OIL	14201	12/16/25	39.96	
206-000.000-754.000	12/01/25	BOUND TREE MEDICAL, LLC	FD - SCENE SUPPLIES #86010954	86010954	12/16/25	1,051.21	
206-000.000-768.000	12/01/25	KING KLEANERS	FD - STA 12 UNIFORM CLEANING #NOVEM	12012025	12/16/25	215.00	
206-000.000-801.000	11/26/25	PLANTE & MORAN, PLLC	FINAL INVOICE AUSIT FOR YEAR ENDED	10582384	12/16/25	187.20	
206-000.000-801.000	12/01/25	TOSHIBA BUSINESS SOLUTIONS	FD - STA 12 COPIER CHARGES #6713328	6713328	12/16/25	48.57	
206-000.000-840.000	12/09/25	MICHIGAN MUNICIPAL RISK AUTHOF	M0001291 07/01/2025-07/01/2026 INST.	12092025	12/16/25	36,339.03	
206-000.000-853.000	12/02/25	NEXTIVA, INC	12/02/25-01/01/2026	40005626666	12/16/25	343.51	
206-000.000-919.000	12/01/25	WM CORPORATE SERVICES, INC.	11/1-11/30 & 12/1-12/31/25	0138453-1389-2	12/16/25	212.74	
206-000.000-920.000	11/21/25	DTE ENERGY	9100 086 3133 5 3666 E M-36 10/24-1	12012025	12/16/25	1,126.43	
206-000.000-920.100	11/21/25	DTE ENERGY	9100 086 3118 6 10991 HAMBURG RD 10	12012025	12/16/25	18.05	
206-000.000-930.003	12/01/25	ALLSTAR ALARM, LLC	FD - CELLULAR ALARM MONITORING 01/0	438788	12/16/25	350.46	
206-000.000-930.003	12/08/25	CREATURE CONTROL	FD - STA 11 PEST CONTROL #69533	69533	12/16/25	149.00	
206-000.000-930.003	12/02/25	RESCOM DOOR LLC	FD - STA 12 DOOR #1 REPAIR #6934	6934	12/16/25	395.00	
206-000.000-932.000	10/15/25	FIREWRENCH OF MICHIGAN	FD - ENG 12 REPAIR #1399	1399	12/16/25	647.82	
206-000.000-932.000	10/22/25	FIREWRENCH OF MICHIGAN	FD - ENG 12 ACTUATOR REPAIR #1404	1404	12/16/25	4,023.29	

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Fund 206 Fire Fund							
Dept 000.000							
206-000.000-932.000	12/01/25	PINCKNEY AUTO WASH, LLC	AUTO WASH 11/01-11/30/25	12012024	12/16/25	18.00	
206-000.000-967.000	12/05/25	FLAGSTAR BANK, FSB	11/06/25-12/05/25	12052025	12/16/25	202.89	
Total For Dept 000.000						50,976.93	
Total For Fund 206 Fire Fund						50,976.93	
Fund 207 Police Fund							
Dept 000.000							
207-000.000-716.000	12/04/25	ALERUS RETIREMENT SOLUTIONS	401A	12042025	12/16/25	5,361.88	
207-000.000-768.000	11/21/25	CMP DISTRIBUTORS, INC.	PD HOLSTERS FOR NEW HIRES	024514	12/16/25	357.00	
207-000.000-768.000	11/26/25	HURON VALLEY GUNS, LLC	PD UNIFORMS & ACC STOEHR	255384	12/16/25	212.88	
207-000.000-768.000	11/24/25	HURON VALLEY GUNS, LLC	PD UNIFORM SHIRT & ALTERATIONS MORAN	255127	12/16/25	167.98	
207-000.000-768.500	12/01/25	KING KLEANERS	PD UNIFORM CLEANING NOVEMBER 2025 C	12012025	12/16/25	207.00	
207-000.000-801.000	12/05/25	CRH OHIO LTD	PD WATER BOTTLE(5) DELIVERY AND DEP	1017555	12/16/25	45.94	
207-000.000-801.000	12/02/25	JAYS ASSURED PEST CONTROL LLC	TWP/PD MONTHLY SERVICE	8205	12/16/25	85.00	
207-000.000-801.000	11/26/25	PLANTE & MORAN, PLLC	FINAL INVOICE AUSIT FOR YEAR ENDED	10582384	12/16/25	187.20	
207-000.000-801.000	12/01/25	TRANSUNION RISK AND ALTERNATIVE	PD MONTHLY USAGE CHARGES NOV 2025	378853-202511-1	12/16/25	170.60	
207-000.000-801.000	12/01/25	WM CORPORATE SERVICES, INC.	11/1-11/30 & 12/1-12/31/25	0138453-1389-2	12/16/25	124.59	
207-000.000-840.000	12/09/25	MICHIGAN MUNICIPAL RISK AUTHORITY	M0001291 07/01/2025-07/01/2026 INST	12092025	12/16/25	72,421.75	
207-000.000-853.000	10/24/25	DEWOLF & ASSOCIATES	PD FTO TRAINING OCT 20TH - STOEHR	4011	12/16/25	845.00	
207-000.000-853.000	12/02/25	NEXTIVA, INC	12/02/25-01/01/2026	40005626666	12/16/25	565.75	
207-000.000-916.000	12/01/25	LEXIPOL LLC	PD POLICE ONE ACADEMY ANNUAL MEMBER	INVPR11261974	12/16/25	89.79	
207-000.000-916.000	12/02/25	PRI MANAGEMENT GROUP	PD RECORDS MANAGEMENT FOR POLICE -	105556	12/16/25	299.00	
207-000.000-920.000	11/21/25	DTE ENERGY	9100 160 2711 2 10409 MERRILL 10/24	12012025	12/16/25	1,333.31	
207-000.000-930.002	12/01/25	HIGHLAND TREATMENT INC	DECEMBER 2025 CONTRACT/NOV 18 TEST	153994	12/16/25	60.00	
207-000.000-930.002	11/20/25	KEN COOK'S PLUMBING AND HEATING	PD SEWER BLOCKAGE DIAGNOSTICS	41856	12/16/25	300.00	
207-000.000-932.000	12/02/25	AUTO ONE OF BRIGHTON	PD WINDSHIELD GREEN TINT CAR 3381 2	168358	12/16/25	309.95	
207-000.000-932.000	12/04/25	COMPLETE BATTERY SOURCE, INC.	PD BATTERY FOR DODGE RAM	448477BRI	12/16/25	139.96	
207-000.000-932.000	11/09/25	CRUISERS, INC.	PD MOTOROLA APX6500 RADIO	48568	12/16/25	850.00	
207-000.000-932.000	12/02/25	CRUISERS, INC.	PD DIAGNOSTICS & REPAIR FOR INOPERABLE	48613	12/16/25	190.00	
207-000.000-932.000	12/08/25	GENESIS CDJR OF PINCKNEY LLC	PD REPAIRS 2019 DODGE CHARGER-BALANCE	508371	12/16/25	33.75	
207-000.000-932.000	11/19/25	GENESIS CDJR OF PINCKNEY LLC	PD VEH MAINTENANCE-OIL & FILTER CHG	509243	12/16/25	94.30	
207-000.000-932.000	12/04/25	MOTOROLA SOLUTIONS INC.	PD CONTROL STATION MOUNT & MIC	8282246906	12/16/25	473.87	
207-000.000-932.000	12/01/25	PINCKNEY AUTO WASH, LLC	AUTO WASH 11/01-11/30/25	12012024	12/16/25	162.00	
207-000.000-932.000	12/09/25	RUMELYS REPAIRS	PD VEHICLE MAINT 02 CHEVY VENTURE V.	2005	12/16/25	1,000.00	
207-000.000-933.000	11/29/25	MOTOROLA SOLUTIONS INC.	PD VIDEOMANAGER EL,IN-CAR VIDEO SYS	1411220611	12/16/25	195.00	
207-000.000-967.000	12/04/25	ALPHA PSYCHOLOGICAL SERVICES,	PD PSYCH ASSESSMENT & EVAL FOR PO C.	12042025	12/16/25	795.00	
207-000.000-967.000	12/05/25	FLAGSTAR BANK, FSB	11/06/25-12/05/25	12052025	12/16/25	202.89	
207-000.000-967.000	11/11/25	JET'S PIZZA	PD LUNCH FOR ORAL BOARD -PD INTERVIEW	11102025	12/16/25	76.11	
207-000.000-980.000	12/12/25	DIGICOM GLOBAL INC.	PD SPEAKER MICS	9692	12/16/25	278.72	
Total For Dept 000.000						87,636.22	
Total For Fund 207 Police Fund						87,636.22	
Fund 213 PA1 TRAINING							
Dept 000.000							
213-000.000-916.000	12/01/25	LEXIPOL LLC	PD POLICE ONE ACADEMY ANNUAL MEMBER	INVPR11261974	12/16/25	1,819.44	
Total For Dept 000.000						1,819.44	
Total For Fund 213 PA1 TRAINING						1,819.44	
Fund 252 HAMBURG TWP AQUATIC WEED CONTROL SAD							
Dept 000.000							

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Fund 252 HAMBURG TWP AQUATIC WEED CONTROL SAD							
Dept 000.000							
252-000.000-803.000	12/01/25	PLM LAKE & LAND MANAGEMENT CO	HARVESTING CHAIN OF LAKES	4008656	12/16/25	23,500.00	
			Total For Dept 000.000			23,500.00	
			Total For Fund 252 HAMBURG TWP AQUATIC WEED CONTR			23,500.00	
Fund 274 Crystal Drive/Beach Rd Maint							
Dept 000.000							
274-000.000-802.000	11/30/25	ALAN'S ASPHALT MAINTENANCE, INC	CRYSTAL DRIVE SALT/PLOWING 11/30/25	00524	12/16/25	412.00	
			Total For Dept 000.000			412.00	
			Total For Fund 274 Crystal Drive/Beach Rd Maint			412.00	
Fund 277 Edgelake/Burton Drive SAD							
Dept 000.000							
277-000.000-802.000	11/30/25	ALAN'S ASPHALT MAINTENANCE, INC	EDGE LAKE/BURTON PLOWING 11/30/2025	00532	12/16/25	215.00	
			Total For Dept 000.000			215.00	
			Total For Fund 277 Edgelake/Burton Drive SAD			215.00	
Fund 278 Downing Drive SAD							
Dept 000.000							
278-000.000-802.000	11/30/25	ALAN'S ASPHALT MAINTENANCE, INC	PLOWING DOWNING DRIVE 11/30/25	00531	12/16/25	105.00	
			Total For Dept 000.000			105.00	
			Total For Fund 278 Downing Drive SAD			105.00	
Fund 279 Riverside/Century/Lagoon SAD							
Dept 000.000							
279-000.000-802.000	11/21/25	BOB MYERS EXCAVATING INC	RIVERSIDE, CENTURY, LAGOON & RADIAL	2024-534	12/16/25	4,355.00	
			Total For Dept 000.000			4,355.00	
			Total For Fund 279 Riverside/Century/Lagoon SAD			4,355.00	
Fund 282 Mumford Park Lighting SAD							
Dept 000.000							
282-000.000-926.000	11/21/25	DTE ENERGY	9100 086 3102 0 11332 ALGONQUIN 10/	12012025	12/15/25	163.12	
			Total For Dept 000.000			163.12	
			Total For Fund 282 Mumford Park Lighting SAD			163.12	
Fund 590 SEWER FUND							
Dept 000.000							
590-000.000-198.098	12/03/25	C & E CONSTRUCTION CO., INC.	GRINDER PUMP INSTALL 10640 PINE BLU	3119	12/16/25	18,593.70	
			Total For Dept 000.000			18,593.70	
Dept 527.000 SEWER OPERATING							
590-527.000-716.000	12/04/25	ALERUS RETIREMENT SOLUTIONS	401A	12042025	12/16/25	2,920.46	
590-527.000-751.100	12/08/25	DUBOIS-COOPER	EQD INSERT FEMALE/EQD INSERT MALE/	299371	12/16/25	3,878.00	
590-527.000-751.100	12/08/25	DUBOIS-COOPER	DPQ VALVE ASSEMBLY/ BOLTS FOR TANK/	299156	12/16/25	1,167.00	
590-527.000-751.100	12/08/25	DUBOIS-COOPER	DPQ SEAL PKG ASM/ MOTOR CONTROLLER	299315	12/16/25	18,690.00	
590-527.000-751.100	12/08/25	DUBOIS-COOPER	DPW REPLACEMENT BD MOD250/ MOTOR WI	299514	12/16/25	26,840.00	
590-527.000-751.200	12/08/25	DUBOIS-COOPER	DPW 240V EXTREME CORE/ PUMPS (20)	298993	12/16/25	57,000.00	
590-527.000-752.000	11/20/25	ADVANCE AUTO PARTS	DPW OIL FILTER	2749-532367	12/16/25	4.00	
590-527.000-752.000	11/20/25	ADVANCE AUTO PARTS	DPW OIL 5W30 FULL SYN	2749-532368	12/16/25	27.99	
590-527.000-752.000	12/01/25	ETNA SUPPLY	DPW SMOOTHBLR 226	S106597202.001	12/16/25	178.90	

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Fund 590 SEWER FUND							
Dept 527.000 SEWER OPERATING							
590-527.000-752.000	12/08/25	GRAINGER	DPW LIFT LINE, 20 FT	9735843204	12/16/25	176.89	
590-527.000-752.000	12/08/25	GRAINGER	DPW TEST BALL PLUG	9735276777	12/16/25	872.46	
590-527.000-752.000	11/21/25	LAKELAND ACE HARDWARE, INC.	DPW FASTENERS	14168	12/16/25	69.97	
590-527.000-752.000	11/21/25	LAKELAND ACE HARDWARE, INC.	DPW RETURNED ITEMS	14169	12/16/25	(45.98)	
590-527.000-801.000	11/26/25	PLANTE & MORAN, PLLC	FINAL INVOICE AUSIT FOR YEAR ENDED	10582384	12/16/25	2,434.11	
590-527.000-840.000	12/09/25	MICHIGAN MUNICIPAL RISK AUTHO	M0001291 07/01/2025-07/01/2026 INST.	12092025	12/16/25	13,110.38	
590-527.000-853.000	11/22/25	VERIZON WIRELESS	DPW ON CALL PHONE(S) 10/23-11/22/25	6129211844	12/16/25	85.71	
590-527.000-910.000	12/05/25	FLAGSTAR BANK, FSB	11/06/25-12/05/25	12052025	12/16/25	296.00	
590-527.000-910.000	12/01/25	MWEA	DPW R WARD 2026 JOINT EXPO & OPERAT	E38153	12/16/25	600.00	
590-527.000-920.000	11/20/25	DTE ENERGY	9100 081 1657 6 10090 HAMBURG RD 10	12012025	12/15/25	473.61	
590-527.000-920.000	11/20/25	DTE ENERGY	9100 086 3063 4 8520 HAMBURG RD 10/	12012025	12/15/25	686.60	
590-527.000-920.000	11/20/25	DTE ENERGY	9100 141 9399 9 6414 WINANS DR 10/2	12012025	12/15/25	227.31	
590-527.000-920.000	11/21/25	DTE ENERGY	9200 190 0961 1 9464 KRESS RD 10/24	12012025	12/16/25	1,053.67	
590-527.000-934.100	11/25/25	PATRICK ESPER SEPTIC	DPW TRUCK HOURLY	3975	12/16/25	500.00	
590-527.000-952.200	11/26/25	MERIT LABORATORIES	HAMBURG TWP PFAS 11/24/25	81051	12/16/25	8,000.00	
Total For Dept 527.000 SEWER OPERATING						139,247.08	
Dept 537.000							
590-537.000-752.000	12/04/25	HACH COMPANY, AMERICAN SIGMA	WWTP NITRATE/NITRITE	14780572	12/16/25	151.64	
590-537.000-752.000	12/01/25	HD SUPPLY, INC.	TNT + AMMONIA TESTS (5)	INV00897108	12/16/25	478.68	
590-537.000-853.000	12/02/25	NEXTIVA, INC	12/02/25-01/01/2026	40005626666	12/16/25	20.19	
590-537.000-919.000	12/01/25	WM CORPORATE SERVICES, INC.	11/1-11/30 & 12/1-12/31/25	0138453-1389-2	12/16/25	90.65	
590-537.000-920.000	11/21/25	DTE ENERGY	9100 086 3078 2 6400 E M-36 10/24-1	12012025	12/16/25	5,992.50	
590-537.000-934.100	11/18/25	HAMLETT ENVIRONMENTAL TECHNOL	WWTP XRP186-260 12 INCH ASSEMBLYX-R	2025388	12/16/25	19,812.00	
590-537.000-952.000	11/26/25	MERIT LABORATORIES	HAMBURG 11/11/25	80534	12/16/25	920.00	
590-537.000-952.100	11/26/25	MERIT LABORATORIES	PORTAGE LAKE 11/13/25	80884	12/16/25	1,920.00	
590-537.000-952.200	11/26/25	MERIT LABORATORIES	HAMBURG TWP PFAS 11/24/25	81051	12/16/25	12,920.00	
Total For Dept 537.000						42,305.66	
Total For Fund 590 SEWER FUND						200,146.44	
Fund 703 Winter Tax Collection Fund							
Dept 000.000							
703-000.000-222.101	12/04/25	LIVINGSTON COUNTY TREASURER	TAX DISTRIBUTION TAXES COLLECTED11/	12042025	12/04/25	8,039.03	
703-000.000-222.500	12/04/25	LIVINGSTON COUNTY TREASURER	TAX DISTRIBUTION TAXES COLLECTED11/	12042025	12/04/25	15,159.08	
703-000.000-225.201	12/04/25	BRIGHTON AREA SCHOOLS	TAX DISTRIBUTION TAXES COLLECTED 11	12042025	12/04/25	3,177.36	
703-000.000-234.101	12/04/25	LIVINGSTON COUNTY EDUCATIONAL	TAX DISTRIBUTION TAXES COLLECTED 11	12042025	12/04/25	1,673.50	
Total For Dept 000.000						28,048.97	
Total For Fund 703 Winter Tax Collection Fund						28,048.97	
Fund 869 MARGARET DR AREA CANAL DREDGING SAD 110							
Dept 000.000							
869-000.000-802.000	11/10/25	MICHIGAN MARINE SERVICES	CAMPBELL HOMEOWNERS ASSOC MOBILIZE	11102025	12/16/25	45,675.00	
Total For Dept 000.000						45,675.00	
Total For Fund 869 MARGARET DR AREA CANAL DREDGIN						45,675.00	

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INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES
EXP CHECK RUN DATES 04/01/2025 - 12/16/2025
UNJOURNALIZED OPEN
BANK CODE: GEN

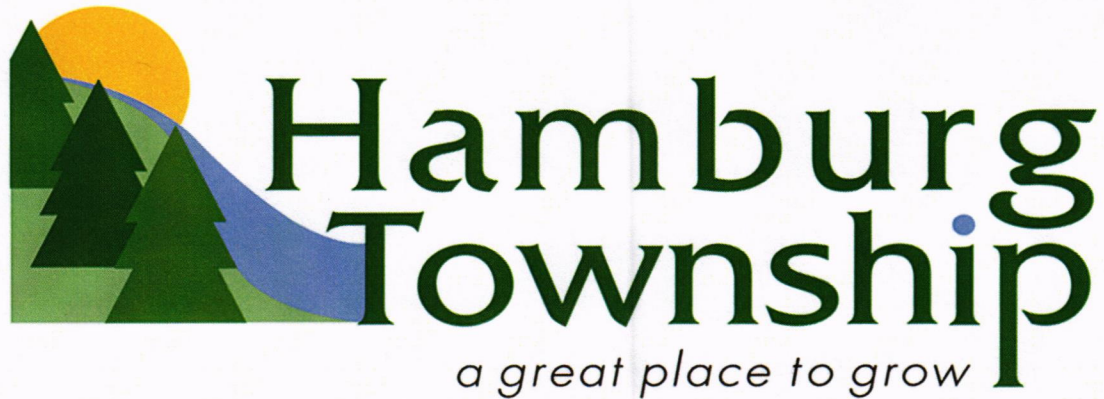
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Item 6.

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund Totals:							
			Fund 101 General Fund			105,742.62	
			Fund 204 Road Fund			131.14	
			Fund 206 Fire Fund			50,976.93	
			Fund 207 Police Fund			87,636.22	
			Fund 213 PA1 TRAINING			1,819.44	
			Fund 252 HAMBURG TWP AQUATIC WEED CON			23,500.00	
			Fund 274 Crystal Drive/Beach Rd Maint			412.00	
			Fund 277 Edgelake/Burton Drive SAD			215.00	
			Fund 278 Downing Drive SAD			105.00	
			Fund 279 Riverside/Century/Lagoon SAD			4,355.00	
			Fund 282 Mumford Park Lighting SAD			163.12	
			Fund 590 SEWER FUND			200,146.44	
			Fund 703 Winter Tax Collection Fund			28,048.97	
			Fund 869 MARGARET DR AREA CANAL DREDG			45,675.00	
Total For All Funds:							548,926.88
--- TOTALS BY GL DISTRIBUTION ---							
		101-000.000-073.003	RETIREMENT - LIBRARY			1,461.84	
		101-000.000-222.204	DUE TO COUNTY DOG LICENSE FEE			134.50	
		101-000.000-231.100	DUE TO UNION DUES			742.00	
		101-000.000-231.500	DEFERRED COMPENSATION/457			20,995.76	
		101-000.000-239.000	SENIOR CENTER DONATIONS			1,282.45	
		101-000.000-239.500	SENIOR CENTER TRIP DEPOSITS			728.00	
		101-000.000-239.700	SENIOR CENTER LUNCH PROGRAM			155.46	
		101-000.000-279.985	ZUKEY & REDDING DRIVE RD IM SAD			661.00	
		101-101.000-826.000	LEGAL FEES			1,683.50	
		101-101.000-900.000	LEGAL NOTICES/ADVERTISING			391.43	
		101-101.000-946.000	ENGINEERING/PROFESSIONAL SERV			6,400.00	
		101-101.000-958.000	DUES/SUBSCRIP/RECERTIFICATION			200.00	
		101-171.000-716.000	DEFINED CONTRIBUTION			465.24	
		101-201.000-716.000	DEFINED CONTRIBUTION			1,171.55	
		101-215.000-716.000	DEFINED CONTRIBUTION			824.38	
		101-215.000-955.000	SUNDRY			149.21	
		101-215.000-958.000	DUES/SUBSCRIP/RECERTIFICATION			366.00	
		101-228.000-716.000	DEFINED CONTRIBUTION			598.23	
		101-229.000-980.000	CAPITAL EQUIPMENT			350.00	
		101-247.000-955.000	SUNDRY			30.00	
		101-253.000-716.000	DEFINED CONTRIBUTION			658.92	
		101-253.000-916.000	TRAINING			199.00	
		101-257.000-955.000	SUNDRY			824.37	
		101-262.000-716.000	DEFINED CONTRIBUTION			447.05	
		101-262.000-910.000	PROFESSIONAL DEVELOPMENT			597.00	
		101-262.000-955.000	SUNDRY			319.13	
		101-265.000-716.000	DEFINED CONTRIBUTION			624.13	
		101-265.000-752.000	SUPPLIES & SMALL EQUIPMENT			737.48	
		101-265.000-768.000	UNIFORMS/ACCESSORIES			454.48	
		101-265.000-801.000	CONTRACTUAL SERVICES			36.00	
		101-265.000-919.000	TRASH DISPOSAL			90.65	
		101-265.000-920.000	ELECTRIC			1,314.37	
		101-265.000-930.000	MAINTENANCE TWP HALL			660.00	
		101-265.000-930.008	MAINTENANCE LIBRARY			60.00	
		101-265.000-932.000	VEHICLE MAINTENANCE			69.73	
		101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT			389.54	
		101-275.000-840.000	LIABILITY/CASUALTY INSURANCE			35,095.34	
		101-275.000-853.000	PHONE/COMM/INTERNET			611.69	
		101-275.000-932.000	VEHICLE MAINTENANCE			4,072.00	
		101-275.000-954.000	AUDIT			7,345.35	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		101-275.000-955.000	SUNDRY			2,975.53	
		101-702.000-716.000	DEFINED CONTRIBUTION			678.98	
		101-702.000-958.000	DUES/SUBSCRIP/RECERTIFICATION			101.00	
		101-751.000-716.000	DEFINED CONTRIBUTION			218.90	
		101-751.000-910.000	PROFESSIONAL DEVELOPMENT			505.00	
		101-751.000-919.000	TRASH DISPOSAL			144.02	
		101-751.000-920.000	ELECTRIC			127.72	
		101-751.000-942.000	PORTABLE TOILETS			325.68	
		101-751.000-943.001	CHRISTMAS IN THE VILLAGE			2,280.65	
		101-751.000-975.300	GRANT MATCH			477.50	
		101-800.000-920.000	ELECTRIC			40.77	
		101-800.000-942.000	PORTABLE TOILETS			850.08	
		101-820.000-716.000	DEFINED CONTRIBUTION			370.35	
		101-820.000-801.000	CONTRACTUAL SERVICES			2,106.00	
		101-820.000-804.000	SENIOR PROGRAMS			149.90	
		101-820.000-853.000	PHONE/COMM/INTERNET			60.62	
		101-820.000-919.000	TRASH DISPOSAL			130.72	
		101-820.000-920.000	ELECTRIC			505.64	
		101-820.000-937.000	IMPROVEMENTS			296.78	
		204-000.000-801.000	CONTRACTUAL SERVICES			131.14	
		206-000.000-716.000	DEFINED CONTRIBUTION			5,442.79	
		206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT			205.94	
		206-000.000-754.000	MEDICAL AND SCENE SUPPLIES			1,051.21	
		206-000.000-768.000	UNIFORMS/ACCESSORIES			215.00	
		206-000.000-801.000	CONTRACTUAL SERVICES			235.77	
		206-000.000-840.000	LIABILITY/CASUALTY INSURANCE			36,339.03	
		206-000.000-853.000	PHONE/COMM/INTERNET			343.51	
		206-000.000-919.000	TRASH DISPOSAL			212.74	
		206-000.000-920.000	ELECTRIC			1,126.43	
		206-000.000-920.100	SIREN ELECTRIC USAGE			18.05	
		206-000.000-930.003	MAINTENANCE FIRE HALL			894.46	
		206-000.000-932.000	VEHICLE MAINTENANCE			4,689.11	
		206-000.000-967.000	SPECIAL PROJECTS			202.89	
		207-000.000-716.000	DEFINED CONTRIBUTION			5,361.88	
		207-000.000-768.000	UNIFORMS/ACCESSORIES			737.86	
		207-000.000-768.500	UNIFORM CLEANING			207.00	
		207-000.000-801.000	CONTRACTUAL SERVICES			613.33	
		207-000.000-840.000	LIABILITY/CASUALTY INSURANCE			72,421.75	
		207-000.000-853.000	PHONE/COMM/INTERNET			1,410.75	
		207-000.000-916.000	TRAINING			388.79	
		207-000.000-920.000	ELECTRIC			1,333.31	
		207-000.000-930.002	MAINTENANCE POLICE BUILDING			360.00	
		207-000.000-932.000	VEHICLE MAINTENANCE			3,253.83	
		207-000.000-933.000	SOFTWARE MAINTENANCE			195.00	
		207-000.000-967.000	SPECIAL PROJECTS			1,074.00	
		207-000.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP			278.72	
		213-000.000-916.000	TRAINING			1,819.44	
		252-000.000-803.000	AQUATIC WEED CONTROL			23,500.00	
		274-000.000-802.000	ROAD IMPROVEMENT			412.00	
		277-000.000-802.000	ROAD IMPROVEMENT			215.00	
		278-000.000-802.000	ROAD IMPROVEMENT			105.00	
		279-000.000-802.000	ROAD IMPROVEMENT			4,355.00	
		282-000.000-926.000	STREET LIGHTING			163.12	
		590-000.000-198.098	10636 PINE BLUFF AVE 1527402023			18,593.70	
		590-527.000-716.000	DEFINED CONTRIBUTION			2,920.46	
		590-527.000-751.100	GRINDER PUMP PARTS			50,575.00	
		590-527.000-751.200	GRINDER PUMP CORES			57,000.00	
		590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT			1,284.23	
		590-527.000-801.000	CONTRACTUAL SERVICES			2,434.11	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		590-527.000-840.000	LIABILITY/CASUALTY INSURANCE			13,110.38	
		590-527.000-853.000	PHONE/COMM/INTERNET			85.71	
		590-527.000-910.000	PROFESSIONAL DEVELOPMENT			896.00	
		590-527.000-920.000	ELECTRIC			2,441.19	
		590-527.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE			500.00	
		590-527.000-952.200	PFAS			8,000.00	
		590-537.000-752.000	SUPPLIES & SMALL EQUIPMENT			630.32	
		590-537.000-853.000	PHONE/COMM/INTERNET			20.19	
		590-537.000-919.000	TRASH DISPOSAL			90.65	
		590-537.000-920.000	ELECTRIC			5,992.50	
		590-537.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE			19,812.00	
		590-537.000-952.000	LAB ANALYSIS - WWTP			920.00	
		590-537.000-952.100	LAB ANALYSIS FEES - PORTAGE			1,920.00	
		590-537.000-952.200	PFAS			12,920.00	
		703-000.000-222.101	DUE TO COUNTY TAXES			8,039.03	
		703-000.000-222.500	DUE TO COUNTY SET			15,159.08	
		703-000.000-225.201	DUE TO BRIGHTON SCH OPERATING TAX			3,177.36	
		703-000.000-234.101	DUE TO LISD TAX			1,673.50	
		869-000.000-802.000	ROAD IMPROVEMENT			45,675.00	



HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Updated: MM DD, 2025

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

1-00.0 DEFINITIONSINTRODUCTION

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

:

Bankers' Acceptance (BA): A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

Broker: A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides.

Callable Bond: A bond issue in which all or part of its outstanding principal amount may be redeemed before maturity by the issuer under specified conditions.

Certificate of Deposit: A time deposit with a specific maturity evidenced by a certificate. Large denomination CDs are typically negotiable.

Collateral: Securities or property pledged by a borrower to secure payment.

Commercial Paper: An unsecured promissory note with a fixed maturity of no more than 270 days. Commercial paper is normally sold at a discount from face value.

Construction work: new construction, alterations, repair, installation, completion, demolition, or improvement of a Township-owned or Township-occupied building or other public works.

Construction project: labor and material necessary for the construction, renovation, repair or improvements of a Township-owned building, except repair in emergency situations.

Content: Words, Video, Audio, or any combination of these things, which are used to relay a message to the public through Social Media Networks.

Craftsmen, mechanics and laborers: all skilled and unskilled craftsmen, mechanics, laborers, workers, and apprentices, but not executive, administrative, professional, supervisory, office or custodial employees.

Dealer: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his/her own account.

Debenture: A bond secured only by the general credit of the issuer.

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HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Delivery Versus Payment: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt (also called free). Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

Discount Securities: Non-interest-bearing money market instruments that are issued at a discount and redeemed at maturity for full face value.

Diversification: Dividing investment funds among a variety of securities offering independent returns.

Emergency Management Director: Township Official, or staff member, as listed in the Emergency Management Plan Resolution, who is authorized to direct staff to post on any platform, for purposes of relaying timely information to the public in an emergency situation.

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

Fringe benefits: compensation due an employee pursuant to a written contract or written policy for holiday, time off for sickness or injury, time off for personal reasons or vacation, bonuses, authorized expenses incurred during the course of employment, and contributions made on behalf of an employee.

Federal Deposit Insurance Corporation (FDIC): A federal agency that insures bank and savings bank deposits.

Federal Funds Rate: The rate of interest at which Fed funds are traded. The Federal Reserve currently pegs this rate through open-market operations.

Fed Wire: A computer system linking member banks and other financial institutions to the Fed, used for making inter-bank payments of Fed funds and for making deliveries of and payments for Treasury, agency and book-entry mortgage backed securities.

Investment Adviser's Act: Legislation passed by Congress in 1940 that requires all investment advisers to register with the Securities and Exchange Commission. The Act is designed to protect the public from fraud or misrepresentation by investment advisers.

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HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Liquidity: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value.

Local Government Investment Pool: A pool of funds authorized under the laws of the State that receives deposits from one or more local units and pays returns based upon each local unit's share of investment in the pool.

Locality: the Township of Hamburg or Livingston County.

Lowest responsive, responsible bidder: responsible contractor with the lowest bid which satisfies the requirements of all local, State and Federal laws, this section, any bid documents used to solicit bids, and any other guidelines and specifications required for the construction project.

Purpose

Mark-to-market: The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

Market Value: Current market price of a security.

Master Repurchase Agreement: A written contract covering all future transactions between the parties to repurchase or reverse repurchase agreements that establish each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

Maturity: The date upon which the principal or stated value of an investment becomes due and payable.

The administrative policies and procedures manual is adopted to provide for the efficient and uniform application of administrative policies and procedures in Hamburg Township, where such procedures have not been provided for under State law. This policy and procedure manual supersedes any and all prior practices and policies of the Township, oral or written, and rescinds prior policies, procedures, handbooks, or general Township rules previously in effect.

Medium or media: includes, but is not limited to, website postings, Cable TV postings, advertisement in trade magazines, direct mailings, and advertisement in a newspaper of general circulation in The Township.

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HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Most appropriate medium or media: notification in a medium or combination of media which, in the best judgment of the Department, will result in the greatest number of responsible vendors.

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Money Market Mutual Fund: A mutual fund that limits its investments to some or all types of money market instruments.

Net Asset Value: The market value of one share of an investment company, such as a mutual fund.

No Load Fund: A mutual fund that does not levy a sales charge on the purchase or sale of its shares.

NRSRO: Nationally Recognized Statistical Rating Organizations - organizations that issue credit ratings for securities.

Portfolio: Collection of securities held by an investor.

Primary Dealer: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker/dealers, banks, and a few unregulated firms.

Project: construction work to be contracted by the Township by one or more contracts for which the Township establishes a single budget; or construction work to be contracted by the Township when the Township Board declares a contract or group of contracts to be a project. The Township Board shall make this declaration at the time of establishing the budget for the work or later, but before bidding the contracts for the construction work to be declared a project.

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.

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Rate of Return: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Ratings: An evaluation of an issuer of securities by Moody's, Standard & Poor's, Fitch, or other rating services of a security's credit worthiness.

Repurchase Agreements: A transaction whereby a holder of securities sells securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate the buyer. Dealers use repurchase agreements extensively to finance their positions.

Responsible contractor: any contractor or sub-contractor who is sufficiently qualified to satisfactorily perform the construction project, or any relevant part of the construction project as determined by the Township.

Rule 2a-7 of the Investment Company Act of 1940: Applies to all money market mutual funds and mandates such funds to maintain certain standards, including a 13-month maturity limit a 90-day average maturity on investments and maintenance of a constant net asset value of one dollar (\$1.00).

Safekeeping: Holding of assets (e.g., securities) by a financial institution.

Social Media Activities: Include, but are not limited to: Social Media Posts, Advertising, Township Newsletter, Local Newspaper Articles, Cable Channel Programming, Printed Media, Public speaking engagements and/or presentations.

Social Media Networks: Examples of this are Facebook, Twitter, Instagram, Cable Channel, Website, etc.

Social Media Specialist(s): Staff member and/or Township Board or Committee member who has been granted authority by the Social Media Director to perform the duties outlined in this policy as relates to social media for their particular category.

Social Media Director: Township Official, or designee, who has been granted authority by the Township Board of Trustees to oversee, or perform, all social media activities of the Social Media Specialist, and approve content for the category they have been assigned. They work with the Township Clerk for all press releases no matter the category of content.

Technology Director: Head of the IT Department, or designee, who maintains a list of approved social media networks and sites for official use. Has final authority to edit or remove official social media sites, and any content therein, should there be a security issue, or at the direction of the Township Board.

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HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Township: the Township Board of Trustees, Township Supervisor, Purchasing Agent or their designees.

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Township Clerk: Maintains all record of public comment, backups, and is main point of contact for all Press releases.

Treasury Bills: A non-interest-bearing discount security issued by the U.S. Treasury to finance the national debt. Treasury Bills are issued with maturities ranging from a few days to 26 weeks.

Treasury Bonds: Long-term U.S. Treasury securities having initial maturities of more than ten years.

Treasury Notes: Intermediate term coupon bearing U.S. Treasury securities having initial maturities of from one to ten years.

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Wages: all earnings of an employee whether determined on the basis of time, task, piece, commission, or other method of calculation for labor or services except those defined as fringe benefits.

Yield: The rate of annual income returns on an investment, expressed as a percentage.

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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.

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HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

2.0.—TOWNSHIP BOARD ADMINISTRATION

2.1.—Township Board Powers

The Township Board of Hamburg Township retains the power to determine the administrative policies and procedures for Hamburg Township, except where the laws of the State of Michigan have assigned such power to a specific elected Township official. The authority to adopt any administrative policy or determine appropriate procedures not provided for in this manual or provided for by State law shall be retained by the Township Board. The Township Board also reserves the right to alter, modify, amend or repeal any or all provisions of the administrative policies and procedures manual at any time.

2.2.—Authority Delegated from the Board

In the interest of promoting the efficient operation of the Township, and pursuant to MCL41.96, as well as implied powers of the Township Board, the Hamburg Township Board assigns to various Township elected and appointed officials the authority to exercise the following non-statutory administrative responsibilities, in accordance with the specific policies and procedures contained herein.

2.3.—Authority to Interpret the Provisions of this Manual Updated by Board of Trustees xx/xx/xx

The ~~Township Supervisor, Clerk, and Treasurer~~ Executive Team shall ~~provide to~~ provide department heads and employees, interpretations to implement the provisions of the administrative policies and procedures manual. These interpretations shall be considered authoritative and binding unless the interpretation is appealed to the Township Board. Any such appeal shall be made at the next regular meeting of the Township Board. The Township Board may uphold, overturn or alter all or part of any interpretations made pursuant to this section.

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2.4.—Board Meeting Administration

2.4(a) Postings Updated by Board of Trustees xx/xx/xx

The Township Clerk shall be responsible for posting all regular and special meetings of the Township Board. The Township Clerk will post annually all special and regular meetings of the Commissions in conformance with the Michigan Open Meetings Act.

2.4(b) Meeting Agenda Updated by Board of Trustees X-X-XXxx/xx/xx

The Township Clerk in consultation with the Supervisor and Treasurer shall prepare the agenda at least four days prior to every Township Board meeting. Any board member or department head, who desires to have an item placed on the agenda will notify the Clerk with a cover memo and supporting documentation in the "V" drive under Digital Packets

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

~~Municode and a completed Check List Form Municode~~ by 12:00 PM on the ~~Thursday~~ ~~Wednesday~~ the week before the meeting. ~~Information required to be redacted (i.e. social security numbers, personal phone numbers, name etc.) from items are the responsibility of the board member or department head who places said item on the agenda.~~ The general public wishing to add agenda items ~~shall~~ ~~may~~ make a request ~~by a email, a letter to the board or to by addressing the board at~~ the Call to the Public of any Board meeting, ~~see section 2.4(f).~~ Digital Packets will be available on the Township website ~~Friday~~ ~~Thursday~~ by 5:00 p.m. before the Tuesday meeting. Closed session information will be provided in paper form to Board members, and to Legal Counsel. Agenda requests will be evaluated for inclusion on the agenda by the Board.

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The proposed agenda shall be approved by majority vote following the roll call of the Board members at each Board meeting. The agenda shall conform to the following format:

1. Call to Order
2. Pledge to the Flag
3. Roll Call of the Board
4. Call to the Public
5. Approval of the Consent Agenda
6. Approval of the Agenda
7. Unfinished Business
8. Current Business
9. Call to the Public
10. Board Comments
11. Adjournment

2.4(c) Consent Agenda

Updated by Board of Trustees xx/xx/xx

The Supervisor and Clerk shall prepare a consent agenda for the Board which shall be provided to each board member prior to the meeting, along with the meeting agenda. The consent agenda shall contain all items of business such as, but not limited to, the following:

1. Correspondence
2. Public Information
3. Board ~~and Committee~~ Meeting Minutes
4. Clerk's Warrant & Payables
5. Committee/Boards/Department Monthly Reports

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Any Board member may request that an item be removed from the consent agenda and be placed on the regular agenda under new business.

2.4(d) Board Rules

Updated by Board of Trustees xx/xx/xx

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

~~All Board meetings shall be conducted in the spirit of modified Robert's Rules of Order. However, the Chairman of the meeting may deviate as necessary.~~

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~~Orderly meetings will be conducted using parliamentary procedure and utilizing Robert's Rules of Order simplified per the following guide to conduct meetings fairly and efficiently.~~

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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.~~

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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.~~

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HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

2.4(e) Board — Work-study Session —

Updated by Board of Trustees X-X-XX/xx/xx

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The Township Board shall conduct a Work-study session at 2:00 p.m., or earlier if necessary, prior to the first monthly regularly scheduled meeting of the Board of Trustees, providing a request has been submitted. Any elected official, or department head, requesting the meeting with the Board during this session shall submit to the Clerk through email (clerk@hamburg.mi.us) Municode the following by noon the Thursday Wednesday prior to the first Board Meeting of the month:

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

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.

2.4(e) Board Work-Study Session – 12-17-24 approved language

The Township Board shall conduct a work-study session prior to each regularly scheduled meeting of the Board of Trustees, provided a request has been submitted. Any elected official, or department head, requesting the meeting with the Board must do so by noon on the Wednesday preceding the work-study by submitting a memo and any supporting documents into Municode.

The Clerk will notify the Board of Trustees, via email, if the work-study session has been canceled due to lack of an agenda. Work-Study sessions shall be publicly noticed meetings that will not be televised but rather audio recorded. Minutes from the work-study session will be included in the succeeding consent agenda. In keeping with the intent of a work-study session, generally speaking, no motions will be made in a work-study session, and no action will take place in the board meeting that immediately follows where an issue is raised but may be included in any other future meeting as directed by the Board.

2.4 4(f) Public Participation

Members of the public shall have an opportunity, under Call to the Public, to address the Board for no more than three (3) minutes on any item. The Board may suspend the time limitation when warranted. When all persons who wish to address the Board have been heard, the Supervisor shall announce that public comment is concluded.

2.4(g) Board Correspondence

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Board Correspondence shall be included in the Consent Agenda. A motion may be made to consider the correspondent's request under current business. If no motion is made to consider the request, the correspondence will be received and filed.

Informational written correspondence that does not require Board action will be forwarded to Board members in a timely fashion.

2.4(h) Board Consultants

The Township Board reserves to itself the authority to appoint the following consultants:

1. Attorney
2. Auditor
3. Engineer
4. Labor Relations Attorney
5. Planning Consultant
6. Risk Manager
7. Bond Counsel
8. Other (As Appropriate)

A letter of agreement shall be executed between the Board and each consultant that will address the following:

1. Term of the Agreement
2. Description of Services
3. Method of Payment (retainer, hourly, project, or combination thereof)
4. Schedule of Payment
5. Documentation of Services Provided
6. Method of Resolving Disputes
7. Which Township Officials are Authorized to Direct Work or Assign Tasks to Consultant

Consultants shall serve at the pleasure of the Board. The Board shall establish a line item for consulting services.

2.4(i) Litigation

- The initiation of any lawsuit, litigation, claim for injunctive relief or writ of mandamus shall require a majority vote of the Township Board, except when there are extenuating circumstances, as defined below:
- Extenuating circumstances are defined as an emergency situation or a situation in which a violation of any State, Federal, or local ordinance constitutes a public 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.

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- Extenuating circumstances also include any case where the continued existence of any condition, emergency or violation may jeopardize the legal position of the Township in securing the intended remedy in any lawsuit, litigation or other proceeding.
- The initiation of a lawsuit, litigation or other proceeding for extenuating circumstances shall be allowed only upon the written directive of the Supervisor, Clerk and one other Board Member. In the event that such action is taken, the matter shall be brought to the Board's attention at its next meeting. The Board shall meet in closed session to discuss the litigation, including the reasons for initiating legal action, without the full board's prior review and approval.

2.4(j) Direction and Control of Day-to-Day Administration

Updated by Board of Trustees X-X-
XX/XX/XX/XX

To promote efficient administration, the Township Board authorizes the ~~Supervisor, Clerk, and Treasurer~~ Executive Team, to provide day-to-day direction and control over all Township activities that are not assigned by State law to another official, and to provide a liaison between the Board and the various Township departments.

Any directives or complaints made by a member of the Board regarding a department head or employee, shall be directed to the elected official responsible for the department. All requests for information by a board member should be directed ~~by to the Department Head~~ responsible elected official.

2.4(k) Board Minutes

Trustees xx/xx/xx

Updated by Board of

Minutes will be prepared and published according to the MTA Clerk Guide to Township Government, and applicable MCL(s). Minutes will be prepared by the committee secretary, approved by Committee, and submitted to the Township Clerk. The Clerk is designated as the keeper of the minutes and is responsible for forwarding a copy of the approved minutes to the Township Board. The Clerk may appoint & compensate a keeper recording secretary of the minutes. All committees shall have board approved bylaws governing their operations.

2.4(k) Township Board Laptop Computers

2.4(k)(1) Use of Township Board Laptops

Laptops shall be provided to Township Board members. For the elected administrators (Supervisor, Clerk, Treasurer), the Township Board may elect to provide a dual-use laptop

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HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

for support of digital packets as well as a day-to-day office machine as a full-time member of the Township network.

~~2.4(k)(2) Inappropriate Uses~~

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~~See Section 5.5(f)(5) Electronics Communications Policy. The same prohibitions set forward in the Electronic Communications Policy are applied to use of laptops. Each Township Board member, Board Secretary, or designated representative assigned a Township-owned laptop, must sign a copy of the Electronic Communications Policy.~~

~~2.4(k)(3) Security~~

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~~Township-approved anti-virus software will be installed in all Township-owned laptops. User will agree to not disable the anti-virus software.~~

~~2.4(k)(4) Personal Use~~

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~~Non-profit/recreational/casual use will be permitted for laptops provided to Township Board members. Private business or profit-making uses of Township laptops is strictly prohibited.~~

2.5 Committee Administration

All sub-committees, boards, and commissions of the Hamburg Township Board shall be conducted in accordance with the Michigan Open Meetings Act.

2.5(a) Committee Postings

Updated by Board

~~of Trustees xx/xx/xx~~

~~The Township Clerk shall be responsible for posting all regular meetings.~~ Department Heads are responsible for posting any ~~special~~ meetings for any boards, commissions, or committees related to their department.

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2.5(b) Committee Rules

Updated by Board of Trustees xx/xx/xx

~~All meetings shall be conducted in the spirit of modified Robert's Rules of Order. However, the Chairman of the meeting may deviate as necessary. All other boards, commissions or committees not addressed in section 2.4 shall follow their applicable bylaws.~~

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2.5(c) Committee 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.

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

2.5(d) Committee Minutes

Board of Trustees ~~X-X-XX/xx/xx~~

— Updated by

Minutes will be prepared and published according to the MTA Clerk Guide to Township Government, and applicable MCL(s). Minutes will be prepared by the committee secretary, approved by Committee, and submitted to the Township Clerk. The Clerk is designated as the keeper of the minutes and is responsible ~~to for~~ forwarding a copy of the approved minutes to the Township Board. ~~The Clerk may appoint & compensate a keeper of the minutes.~~ All committees shall have board approved bylaws governing their operations.

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~~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.~~

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~~2.4(k) 2.6 Township Board Laptop Computers~~

~~Updated by Board of Trustees xx/xx/xx~~

~~2.4(k)(1) 2.6(a) Use of Township Board Laptops~~

Laptops shall be provided to Township Board members. For the ~~elected administrators (Supervisor, Clerk, Treasurer),~~ Executive Team, the Township Board may elect to provide a dual use laptop for support of digital packets as well as a day-to-day office machine as a full-time member of the Township network.

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~~2.4(k)(2) 2.6(b) Inappropriate Uses~~

~~Updated by Board of Trustees xx/xx/xx~~

~~See Section 5.5(f)(5) Electronics Communications Policy. The same prohibitions set forward in the Electronic Communications Policy are applied to use of laptops. Each Township Board member, Board Secretary, or designated representative assigned a Township owned laptop, must sign a copy of the Electronic Communications Policy. Per the applicable policy.~~

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~~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.~~

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~~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.~~

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ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

3.0 PERSONNEL ADMINISTRATION

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3.1(a) Human Resource Director Duties

The Human Resource Director (HR Director) shall be responsible for all of the following:

1. Working with the Supervisor, Treasurer, and Clerk to provide interpretations to implement the provisions of the Personnel Policies and Procedures manual that has been approved by the Township Board. Aid any interpretations of the policy that may require the Township Board review.
2. Make recommendation to the Township Board on necessary changes in the Personnel Policies and Procedures Manual. Monitor changes in State and Federal laws that impact Township personnel practices and policies. If and when these laws impact Township personnel practices and policies the Human Resource Director will communicate and recommend the necessary Personnel Policies and Procedures Manual revisions to the Township Board.
3. The Human Resource Director will investigate complaints levied by an employee against their immediate supervisor or another employee. Depending on the complaint, the HR Director will work with the Department Head and Township Supervisor on the investigation. Upon the conclusion of the investigation, the HR Director will submit a report of the findings with a proposed course of action to the Township Supervisor, Clerk and Treasurer. If it is determined the course of action needs to be approved by the Township Board, the HR Director will provide the written summary.
4. Provide all employees with copies of the Personnel Policies and Procedures Manual and amendments. Provide all new employees with a copy of the Personnel Policies and Procedures Manual.
5. Work with Department heads to develop new job descriptions as required.
6. Review annual job descriptions and any updates that are proposed by Department Heads.

3.1(ab) Department Heads and Supervisors

Updated by Board of Trustees 9/2/25

Department Heads shall be responsible for all of the following:

1. Recommend appropriate pay grade and compensation for all employees. Annual compensation is subject to Township Board approval.
2. Develop new Job Description ~~as required with the assistance of the Human Resource Director~~. New Job Descriptions are subject to Township Board approval.
3. Annual review and update all Job Descriptions, ~~with the assistance of the Human Resource Director~~, to ensure their accuracy.

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4. Recruit and interview applicants for job vacancies in accordance with section 3.6.

4.

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3.2. —Employee Recordkeeping

3.2(a) Personnel Records

9/2/25X-X-XX

Updated by Board of Trustees

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The ~~Human Resource Department~~Clerk's department shall maintain a personnel record of each Township employee. ~~HR should maintain a~~All records shall be maintained in accordance with all state and federal law. At a minimum, each employee's personnel file shall contain the following:

1. Personal data, including full name, Social Security number, current address, and resume and/or application submitted.
2. Date of Hire.
3. Performance Evaluations.
4. Use of authorized leaves.
5. Commendations and/or disciplinary actions.
6. Tax withholding information.
7. Beneficiary information.
8. Record of positions held.
9. Insurance and pension records.

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3.2(b) Confidentiality of Personnel Files

9/2/25

Updated by Board of Trustees X-X

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The contents of the employee personnel files shall be considered confidential. Any employee may examine the contents of his or her personnel file under the direct supervision of the Clerk ~~Supervisor, or Human Resource Director~~ or designee of the Clerk. A record is kept within the file of the person requesting to view the file, together with the date. The contents of an employee's personnel file shall not be removed by anyone except the ~~Human Resource Department Clerk~~. Confidential information contained in a personnel file shall be released to others only with the written authorization of the employee.

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

Updated by Board of Trustees 9/2/25

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Requests for copies of documents contained in the personnel files that are made pursuant to the Freedom of Information Act will be released only after confidential information that may be contained on the document is deleted, with the Clerk's approval. ~~The Human Resource Director may contact~~ The Township attorney may be contacted for advice in responding to a Freedom of Information Act request involving personnel records. Pursuant to the Michigan Freedom of Information Act, the ~~Human Resource Director~~FOIA Coordinator, after consulting with the Township attorney, shall notify in writing the FOIA Coordinator to notify any party requesting confidential information that the request is denied. ~~The HR~~

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

~~department~~ Employees are to be immediately will notified current employees immediately that information from their file has been requested by a FOIA.

3.3 — Classification and Compensation

Updated by Board of Trustees 9/2/25

Updated by Board of Trustees X-X-XX

The Township Board shall establish an equitable compensation system for Township employees. The Board shall determine a pay range for all Township positions. Each employee shall be paid an annual salary or hourly wage as determined by the Township Board and as appropriated in the Township budget.

Salaries for elected officials are set once a year by resolution of the Township Board and can only be changed with the official in agreeance and board action. Per diem rates are paid in addition to salaries for Trustees, and committee members. For those individuals who receive per diem payments from the Township, the following requirements apply:

1. The payment of a per diem must be approved by a motion or resolution of the Township Board.
2. A daily per diem rate will be paid for approved, scheduled seminar or conference attendance to officials not compensated with a salary by the Township.
3. Payment of a per diem for scheduled meetings will be made only when the following conditions have been met:
 - a. The Board, Commission, or Committee meeting must have been legally posted with public notice by the Clerk's office. ~~This does not apply to the Union Contract Negotiating Township Board appointed Committee, or by the Department Head responsible for the special meeting related to their department.~~
 - b. The meeting must be held in handicap accessible, public facilities.
 - c. Minutes of the meeting must be taken and supplied to the Township Clerk. ~~This does not apply to the Union Contract Negotiating Township Board appointed Committee.~~
 - d. Item (b) above may be waived if the notice states that the meeting will consist of visiting another site and is for that purpose only.
 - e. With the exception of Township Trustees sScheduled meetings during Township business hours are not eligible for a per diem payment when individual is compensated by an approved salary.

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3.3(a) Benefits

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

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

retirement benefit established by the current plan. Employee benefits include health insurance, short- and long-term disability insurance, life insurance, retirement, sick/personal and vacation time.

3.3(a)(1) Health Insurance Options

Updated by Board of Trustees X-X-XX

Health care coverage is provided to all full-time regular employees and the ~~Supervisor, Clerk and Treasurer~~ Supervisor, Clerk and Treasurer. Full-time regular employees having health insurance coverage from another source available to them will be eligible for compensation in lieu of health care coverage in the amount of \$3,000.00 ~~annually, paid in equal monthly payments~~. To be eligible for this program the employee would have to ~~shall~~ provide written verification of alternate coverage from a recognized health care provider. Employees wishing to exercise their choice for this program would be limited to an open enrollment period each year unless a change in status is documented.

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3.4—ADA Coordinator

The ADA Coordinator shall be appointed by The Township Board of Trustees. It shall be the duty of the ADA Coordinator to assess the general working conditions of the Township on a continual basis. Any conditions that create a safety hazard shall be corrected immediately. The ADA Coordinator shall report to the Township Board any unsafe conditions that will require a modification of any board adopted policy or procedure or the expenditure of funds exceeding \$750.00 to eliminate that condition.

3.5—Authorized Work Force

Updated by Board of Trustees X-X-XX

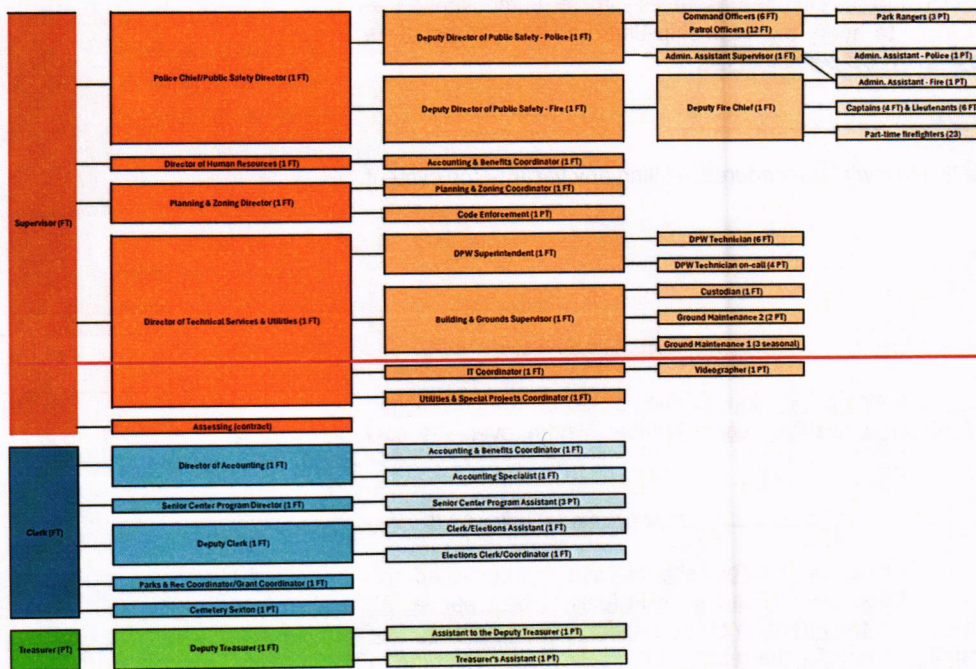
The Township Board ~~shall~~ has determined the number of employees assigned to the various Township departments. ~~The following procedure shall be followed to obtain authorization to establish a new position: shown in Table 3.5(1) that shall be maintained by Department Heads.~~

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Table 3.5(1)

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL



The following procedure shall be followed to obtain authorization to establish a new position:

3.5(a)

The following procedure shall be followed to obtain authorization to establish a new position: The Department Head shall present the need for the new position to the Township Board. The Department Head shall include in his/her proposal a written justification for the position as well as a draft of the position's job description, along with cost that has been reviewed by the ~~Accounting Director~~ Director of Accounting, ~~Director~~. Upon receiving authorization from the Township Board, the Department Head may initiate the employee selection procedure.

3.5(b)

The following procedure shall be followed for resignations:

An employee who resigns from Township employment should give at least two weeks' written notice to his/her immediate Supervisor. ~~The notice will be included in the employee's personnel file. It is the responsibility of the immediate Supervisor to notify their Department~~

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

~~Head, the responsible elective official, and the Human Resources Director immediately. It is the responsibility of the elected official to notify the Township Board as soon as practical. The notice will be included in the employee's personnel file.~~

3.6 — Employee Selection

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

3.6(a)

Updated by Board of Trustees 9/2/25

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~~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~~as the Department Head ~~sees fit~~ 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~~ will 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.~~

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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.

3.6(a)

The Human Resource Director and the Department Head shall develop a notice of position vacancy based on the current job description.

3.6(b)

The position of vacancy notice shall be placed on the Township website and published and posted on other websites that the Human Resource Director and Department Head feels is best suited. All resumes and applications should be sent to the attention of the Human Resource Department.

3.6(c)

The Human Resource Director will work with the Department Head and a Board member to conduct interviews with the selected applicants. Any additional screening procedures such as pre-employment testing or the use of an assessment center shall require prior Board approval. At least three non-related references shall be contacted for a background check.

3.6(d)

The Department Head along with the Human Resource Director shall select the candidate that best meets the job prerequisites for education, experience, personal traits, and management style, if appropriate.

3.6(e)

The Department Head and the Human Resource Director shall present the selected candidate to the Township Board for final approval. The Board may schedule an interview with the candidate at a Board meeting.

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HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

3.6(f)

Updated by Board of Trustees X-X-XX

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~~Following Township Board concurrence, the candidate will be offered the position receive a conditional offer of employment, pending the satisfactory completion of a physical examination and drug testing at the expense of the Township. Failure to pass the examination or testing shall result in an automatic termination of employment withdrawal of the conditional offer of employment.~~

3.7—Employee Supervision

Updated by Board of Trustees X-X-XX

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

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3.8—Employee Evaluation

Updated by Board of Trustees X-X-XX

Employee Evaluation will be done for all employees. Additionally, all new employees shall be considered probationary employees for a period of at least six months following their initial date of employment. During the orientation period, employees will be evaluated on an on-going basis and shall ~~may~~ receive a formal written evaluation at the end of three months or end of six months. A probationary employee may be discharged pursuant to Section 3.9(a) without recourse to the appeal process provided in Section 3.9(b). ~~A salary/wage step increase shall not be received during the six month probationary period.~~

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3.8(a)

Updated by Board of Trustees 9/2/25

In January of each year Department heads will review the job growth with each employee within that department through a performance review. ~~Once the performance review is completed a recommendation will be made to the Township Supervisor and the Human Resource Director on whether or not the employee should move to the next increase in the wage scale.~~ Performance Review form is attached a.

3.8(b) Wage Schedule

Updated by Board of Trustees X-X-XX

In July of 2021, the Township commissioned a wage study. The Board approved the study in September 2021. This wage study will be used as the base for wages moving forward. Each year the base wage study will be increased by the rate of inflation that the Board will set at the strategic planning meeting in March ~~in June~~.

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3.9—Employee Discipline

9/2/25

Updated by Board of Trustees

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Department heads ~~with the Human Resource Director~~ may administer written warnings pursuant to guidelines adopted in the Township ~~personnel policies and procedures~~ employee handbook in Section 9.0 Dispute Resolution Procedure.

3.9(a) Suspension or Discharge

Updated by Board of Trustees 9/2/25

~~Updated by Board of Trustees X-X-XX~~

The application of ~~suspension or discharge~~ ~~can be/shall/shall~~ be authorized by the Township Board, pursuant to guidelines adopted in the Township ~~personnel policies and procedures~~ employee handbook. Additionally, ~~any member of the Executive Team Township Supervisor and/or the Township Clerk are~~ is authorized to take immediate action and relieve any employee (with pay ~~or without~~) or volunteer at any time they deem it is in the best interest of the Township. An employee or volunteer shall immediately vacate the premises until which time they are contacted by the ~~Executive Team Township Supervisor, Clerk~~ or their Department ~~Supervisor Head~~ with further direction. Such action shall be reported to the Township Board through email or phone communication by the ~~Executive Team Supervisor or Clerk~~ when reasonably possible. Recommendations for ~~suspension or~~ termination can be made by the ~~Human Resource Director and the~~ Department head or a member of the Executive Team to the Township Board for action for all employees except probationary employees.

3.9(b) Appeals

Updated by Board of Trustees 9/2/25

A suspension or discharge may be appealed within three (3) days. An appeal shall be made in writing to the ~~Human Resource Director~~ Township Clerk, who shall promptly notify the Board of the appeal and all relevant facts that gave rise to the application of the disciplinary measure. The appeal shall be heard at the next Township board meeting, or at a special meeting called for that purpose by the Supervisor or by the majority of the Township Board.

3.10 Collective Bargaining

Updated by Board of Trustees 9/2/25

~~Updated by Board of Trustees X-X-XX~~

The Township Board ~~delegates to the Supervisor, one (1) trustee and the Human Resource Director the authority shall establish negotiation committee(s) delegates to the Union Contract Negotiating Committee appointed by the Board the authority~~ to represent the Township Board in collective bargaining negotiating sessions. The Township Board may hire a Labor Relations Attorney to assist in the collective bargaining process. Prior to beginning negotiations, the Township Board shall ~~meet~~ in closed session to develop negotiation strategy regarding wages, hours, conditions of employment and any non-mandatory topic to which the Township Board agrees to negotiate. Any proposed agreement shall be brought to the Township Board for its ratification or rejection.

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3.11 Employee Recognition

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Department heads shall bring to the attention of the Board any ~~incidences~~examples of meritorious conduct by any Township employee, volunteer or appointed official. The Township Board shall recognize meritorious actions that the Board deems worthy through the adoption of resolutions of tribute.

3.12. ~~Ethical Standards~~

All elected and appointed officials, employees, and volunteers shall fulfill their duties with the utmost attention to serving the best interests of the Township citizens, and no official, employee or volunteer shall participate in a decision or transaction on behalf of the Township that would result in a direct financial benefit to the Township official, employee or volunteer.

Any official, employee or volunteer who believes that he or she may be placed in a potential conflict of interest shall immediately notify the Township Board, and any subsequent action shall be in conformance with State law.

No employee shall accept employment or participate in any outside activities that conflicts with performing his or her Township duties. No employee shall participate in solicitation or use his/her influence of position for personal gain.

No official or employee shall accept any gift of material value in excess of \$10.00 from a person or company providing goods or services to the Township, or who is soliciting Township business.

3.12(a) Nepotism Policy

Updated by Board of Trustees X-X-XX

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

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

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

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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.
- If the relationship is determined to fall within one or more of the conditions described in this policy the ~~Human Resource Director~~ Township Clerk in consultation with the affected employee supervisor and the Township Supervisor will attempt to resolve the situation through the transfer of one employee to a new position or identifying some other action (e.g., Supervisory reassignment) which will correct the conflict or issue identified. If accommodations are not feasible then, with affected employee suggestions, the Human Resource Director in consultation with the Township Supervisor shall determine which employee must resign in order to resolve the situation.
- ~~Transfers, reassignments, and resignations shall be approved by the Township Board of Trustees.~~

The agency reserves the right to exercise appropriate managerial judgment to take such actions as may be necessary to achieve the intent of this policy. ~~This policy does not apply to relative working for the Township prior to the implementation of this policy on 02/18/2025.~~

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It is the responsibility of every employee to identify to their Department Head the Human Resource Director any potential or existing personal relationship which falls under the 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 & Fitness Membership Reimbursement (Non-Bargaining Unit Employees)

Updated by Board of Trustees xx/xx/xx

Updated by Board of Trustees X-X-XX

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~~Hamburg Township's tuition reimbursement policy is to help employees further their skills in present positions or prepare for a different position with the Township. The Township will reimburse any full-time employee for tuition, registration, and books for college-level courses expensed within the fiscal year not to exceed six thousand (\$6,000.00) nine thousand (\$9,000) dollars per fiscal year per employee. To be eligible for reimbursement, the following criteria must be met by non-bargaining unit employees:~~

Hamburg Township supports the professional development and well-being of its employees. To encourage continued education and skill development, the Township will reimburse full-time employees for tuition, registration fees, and required textbooks for approved college-level coursework. Reimbursement shall not exceed **\$9,000 per employee per fiscal year.**

Effective **January 1, 2026**, a portion of this benefit—up to **\$100 per family per month**—may be used for reimbursement of gym or fitness memberships for full-time employees and their household family members. The purpose of this policy is to promote employee health and well-being by encouraging regular physical activity. Supporting gym memberships helps foster healthier lifestyles, reduce stress, and contribute to lower long-term health insurance costs for both employees and the organization.

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To qualify for **fitness membership reimbursement**, full-time employees must submit the following to the Accounting Department within **30 days** of payment:

1. Proof of monthly membership payment(s), and
2. A completed reimbursement form signed by their department head.

To qualify for **tuition reimbursement**, the following criteria must be met by non-bargaining unit employees:

- A.a)** Employee must be full-time and have completed one year of service prior to enrolling in a college level course.
- B.b)** All course work must be related to a position at Hamburg Township.
- C.e)** The employee must submit a Hamburg Township Tuition Reimbursement Approval Request Form (PE-101-1003) to their Department Head in advance of enrolling in the course(s). The Department Head, or his/her designee, must approve all course work prior to enrollment. The completed, approved form is to be filed in the employee's personnel file ~~in the Human Resource Department and a copy submitted to Accounting~~ prior to the start of the course.
- D.d)** Denial of approval by the Department Head, or his/her designee, may be appealed first to the Elected Official responsible for that Department ~~Supervisor~~, and second, if necessary, to the Township Board of Trustees.
- e)E.** The employee shall agree that in the event the employee voluntarily leaves Township employment within two years of the completion of the course work, he/she shall reimburse the Township for all costs and authorize repayment through final payroll deductions.
- f)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)G.** The Township will reimburse the cost of registration, tuition, and books based upon successful completion of the course (i.e., with a passing grade of "C" or better ~~for undergraduate course work and "B" or better for graduate course work for undergraduate course work and "B" or better for graduate course work~~).
- h)H.** Upon ~~Within 30 days of~~ successful completion, an expense request form, together with a transcript or report card indicating the grade, and receipts for tuition, registration, and book expenses must be submitted to ~~the Human Resource Department Accounting~~ the Department Head for reimbursement.
- i)I.** None of the above shall apply to any courses/training mandated by the employer.

Note: Tuition & Fitness reimbursement for bargaining unit employees is governed by their Collective Bargaining Agreement.

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HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

3.16. ~~Adverse Weather Policy~~

Trustees 9/2/25

Updated by Board of

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Hamburg Township regular business hours are Monday through ~~Friday from 8:00 a.m. to 5:00 p.m.~~ Thursday from 7:30 a.m. to 5:30 p.m. Should severe weather (snow and/or ice) arise during regular business hours, the Supervisor, or the Clerk in the absence of the Supervisor, ~~after consultation with the Public Safety Director or Buildings and Grounds Superintendent~~ will determine the necessity to close the Township offices and dismiss employees for the remainder of the day. Those employees whose job responsibilities prohibit them from being dismissed, will be compensated for hours worked at time and one-half.

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-The Supervisor or Clerk will activate a notification "BLAST" on the Township phone system notifying employees, and the general public who call the Township, that the Township offices are closed. This "BLAST" will be in place by 6:30 a.m. If the Township phone system is inoperable, employees should contact their supervisor for Township closure information. When the Township office is closed due to inclement weather, the employees will be compensated at their regular pay rate. Those employees whose job responsibilities require them to report to work, will be additionally compensated their regular rate of pay at time and one-half.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.0—FINANCIAL ADMINISTRATION

4.1—Accounts Payable

4.1(a) Department Head Authorization

Updated by Board of Trustees xx/xx/xx

~~Updated by Board of Trustees X-X-XX~~

Excluding Public Safety, ~~a~~All requests for payments, i.e., invoices or expense vouchers, shall be processed in accordance with Section 4.8(d) of this manual, and shall be approved by the department head, ~~or their designee,~~ responsible for the cost center to which the expense shall be posted. The department head, ~~or their designee,~~ shall indicate that the expense is authorized and correct by affixing the account number and his or her initials to the invoice. ~~All approved bills must be submitted to the accounting department at least 5 days prior to the Board meeting at which claims will be audited for approval.~~

4.1(b) Warrant Reports

Updated by Board of Trustees xx/xx/xx

~~Updated by Board of Trustees X-X-XX~~

The ~~Clerk Accounting Specialist~~ shall prepare an accounts payable listing-report ~~to~~ for the Board showing the vendor name, nature of the expense, invoice number and account number. Any items paid prior to board audit, as discussed in Section 4.8(e), shall be noted on the warrant report.

The Clerk ~~and Treasurer,~~ ~~or their designees,~~ shall sign the accounts payable checks for all claims approved by the Board.

4.2—Payroll

4.2(a) Time Sheets

~~— Updated by Board of Trustees X-X-~~

~~xx/xx/xx~~

All completed time sheets shall be submitted to the payroll department ~~on the Friday before the next payroll date by 10:00 a.m. on the Monday of the biweekly pay period.~~ Time sheets will be ~~signed submitted approved by both~~ the employee and ~~approved by~~ the employee's department head. Time sheets are also required for per diem requests.

4.2(b) Deductions and Withholdings

The ~~Human Resource Accounting~~ Department shall be notified at least 5 days prior to the end of the pay period of any changes in voluntary deductions or withholding allowances desired by an employee. All voluntary deductions shall be authorized in writing.

4.2(c) Pay Advances

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ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Pay advances shall not be authorized under any circumstances.

4.2(d) Payroll Problems

Employees will immediately notify the Accounting & Benefits Coordinator and the Director of Accounting Human Resource Department of any problems or errors on their paychecks. A written account of the problem and its resolution shall be prepared by the Accounting Human Resource Department.

4.3—Cash Receipts

4.3(a) Fiduciary Bonds

Updated by Board of Trustees xx/xx/xx

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

4.3(b) Receipts

Trustees xx/xx/xx

Updated by Board of

A Township receipt shall be issued for all ~~cash, including checks, payment types~~ received ~~by at~~ the Treasurer's ~~office window~~. The receipt shall include the date and amount received, name of the payer, and purpose.

4.3(c) Deposits

Total cash collected shall be reconciled to the sum of the receipts and shall be deposited in the appropriate Township bank account. The following positions are authorized to make bank deposits: All Treasury Department employees.

4.3(d) Bank Reconciliations

Updated by Board of Trustees xx/xx/xx

The cash balances of the various fund ledgers shall be reconciled to the bank statements monthly. The cash balances should be the result of the cash receipts and disbursement activities and shall be derived from the same accounting records used in preparing the financial reports discussed in Section 4.5(a).

The bank reconciliation shall be prepared by the ~~Accounting Specialist~~ Accounting & Benefits Coordinator and approved by the Director of Accounting.

4.4—Accounts Receivable

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.4(a) Invoice Preparation

Updated by Board of Trustees xx/xx/xx

~~The Billing Clerk Accounting Specialist shall prepare all invoices for revenues due to the Township.~~ All invoices shall include a remittance advice to be returned to the Township with payment. The remittance advice shall include the name, amount invoiced, general ledger number and purpose. A copy of the invoice shall be supplied to the department responsible for generating the invoice.

4.4(b) Posting and Distribution

Updated by Board of Trustees xx/xx/xx

A copy of all invoices or ~~receipts bills for moneys received~~ by the Township shall be given daily to the ~~Billing Clerk Accounting Specialist~~ who shall supply the information to the ~~Accounting Department Accounting & Benefits Coordinator~~ for posting receivables to the general ledger.

The ~~Billing Clerk Accounting Specialist~~ shall maintain a detailed subsidiary record by individual which shall be reconciled to the general ledger ~~control~~ on a monthly basis.

4.4(c) Method of Accounting

For all remittances ~~advices~~ received in accordance with Section 4.3(c), the accounting department shall credit the receivable. A monthly listing of all amounts invoiced but not yet received shall be prepared and reconciled to the general ledger as discussed in Section 4.4(b).

4.4(d) Utility Billing

-- Updated by Board of Trustees X-X-

~~xx/xx/xx~~

Hamburg Township bills residents quarterly for flat rate sewer. When the residents receive their utility bill they have thirty (30) days to pay without a penalty. On the thirty-first (31) day a ~~\$5.00~~ penalty will be added according to the Township Fee schedule. The residents can pay their bill at the township or through the township's web site. Removal of these penalties must be approved by the Treasurer, Accounting Director or the DPW Director * Procedure Coming from Accounting.

For any utility bill outstanding as of August 31, the outstanding amount will be rolled over to the tax bills for payment, with a ~~ten percent (10%)~~ fee according to the Township Fee schedule added to the balance.

4.4(e) Portage-Base Lakes Area Water and Sewer Authority

Hamburg Township has entered into an agreement with Portage-Base Lakes Area Water and Sewer Authority to provide operations, maintenance, testing and monitoring, repairs,

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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.

4.5—Financial Reporting

4.5(a) Finance Control Book Updated by Board of Trustees xx/xx/xx

The Treasurer and the ~~Accounting~~ Director ~~of Accounting~~ shall prepare a monthly financial report (Finance Control Book) ~~to~~ for the Board of Trustees ~~each month~~. The Finance Control Book shall include the following:

1. 5-year Financial Projections
2. 10-year taxable values
3. Cash Summary for Month
4. Consolidated Cash Flow Statement
5. Yearly Debt Schedule
6. Fund Balance History
7. Millage Rate History
8. Monthly ~~Banking~~ Investment Report
9. Monthly Revenue and Expenditure Reports
10. Approved Financial Institution Report

4.6—Inventory of Fixed Assets

4.6(a) Responsibility

The Accounting Department shall maintain an inventory of the Township's fixed assets that are tangible, have an expected useful life of at least one year and have a value of at least ~~\$5,000.00~~~~2,500.00~~. Change to \$10,000.00 with Auditors approval/recommendation.

4.6(b) Updating

The Accounting Department shall add or remove fixed assets from the inventory at the time of acquisition or disposal.

4.6(c) Disposal of Fixed Assets

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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.

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4.7.—Budgeting

4.7(a) Designation of Budget Officer

The Supervisor ~~or their designee~~ shall be responsible for the development ~~and administration~~ of the Township budget.

4.7(b) Timetable Updated by Board of Trustees xx/xx/xx

The proposed budget schedule shall be developed by the Supervisor and ~~Accounting~~ Director ~~of Accounting~~ each year and approved by the Board.

4.7(c) Adoption

Unless noted in the General Appropriations Act, all Township funds are adopted on a department of function basis.

4.7(d) Transfer Authority Updated by Board of Trustees xx/xx/xx

The ~~Accounting~~ Director ~~of Accounting~~ shall have authority to make transfers among the various line items within departments. Transfers between departments may be done by Board approval only. The Board shall be notified at its next meeting of any such transfers made, and the Board may modify, amend or nullify any such transfers made. Under no circumstance may the total amount of appropriations be changed without prior Board approval.

4.8.—Purchasing Policy

4.8(a).—Purpose

The purchasing policy is used to initiate and control purchases. The purpose of the purchasing policy procedure is to facilitate a more complete accounting control and the preparation of accurate, up-to-date, financial reports. The program allows the issuance of purchases with pre-defined terms. This will assist in making purchases at the best price possible and the best terms.

4.8(b).—Purchasing Procedure Updated by Board of Trustees

~~xx/xx/xx~~ Updated by Board of Trustees X-X-XX

For all purchases, the Department Head must ensure that budgeted funds are available before the purchase can be ordered. Once the item is received by the department the shipping receipt along with the invoice should be approved by the Department Head, ~~or their designee~~, and the expense account listed. Then the invoice will be forwarded to the Accounting Department for processing. Purchases up to \$7,501.00 (provided that the

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funds are available pursuant to the approved department budget) are approved by the Department Heads, ~~or their designee~~. Purchases between \$7,501.00 and \$10,000.00 will require the additional approval of ~~either the Supervisor, Clerk, or Treasurer~~ **Executive Team member**. Purchases exceeding \$10,000.00 must receive Township Board approval except in cases where the expense is considered an emergency – to protect the health, welfare, safety and wellbeing of the community. In this case, the purchase may be authorized by the ~~Supervisor, Clerk and Treasurer, collectively~~ **Executive Team**. ~~If the Supervisor, Clerk and/or Treasurer are an Executive Team member is unavailable, then consent must be obtained from one or more Trustees for a total of four (4) Board of Trustees members.~~ Check Township Emergency Management Plan. Expenditures necessary to perform the daily operation functions, i.e. monthly utilities, membership, yearly maintenance agreements, software renewals and professional services previously approved will not require any additional Board approval.

4.8(c) ~~Vendor List~~

Updated by Board of Trustees xx/xx/xx

A W9 form must be obtained from all vendors before the vendor information can be entered into the Accounts Payable program. ~~Where applicable, Service-providing~~ vendors must also provide proof of liability/casualty insurance and workers comp insurance with the Township to be named as an additional insured on the vendor's insurance policy. ~~If the vendor has no employees they may provide the Township with a copy of a completed Sole Proprietor form, however;~~ If the vendor company is licensed as an LLC they must obtain a Certificate of Liability from their insurance company for workers compensation even if they do not have any employees. Upon collection of the necessary documentation by the Department, the vendor information shall be forwarded to the **Purchasing Agent Accounting Specialist** to enter new vendors into the Accounts Payable program.

4.8(d) ~~Receiving Goods Ordered~~

Updated by Board of Trustees

xx/xx/xx Updated by Board of Trustees X-X-XX

In most cases the goods ordered will be delivered directly to the Department from the source. Immediately check the goods for condition and quantity. If there are any issues with the shipment, contact the vendor. ~~After examining the goods, sign and date the shipper and return it to the Accounts Payable who will log it as it is received.~~

4.8(e) ~~Invoice Approval~~

Once the invoice is received, it must be approved by the Department Head and forwarded to the Accounting Department for payment.

4.8(f) ~~Petty Cash & Petty Cash Purchases~~

The Treasurer shall maintain petty cash for small emergency purchases, reimbursements to employees, or to pay for a service where payment is demanded prior to delivery.

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Petty cash will not be used for purchases that exceed \$100.00. A copy of each receipt and a receipt signed by the recipient of a petty cash disbursement shall accompany all disbursements.

Petty cash accounts are maintained at \$200 for General Fund, \$200 for Police Department, \$300 for Senior Center, and \$300 for Fire Department and may be used by Departments for small purchases, reimbursements and other transactions for which the use of Township checking accounts would be inefficient or impractical.

1. Petty cash funds are "impress" accounts. This means that a specific amount of cash is provided to a Department to be used for departmental business. The petty cash amount is established by the Township Board. One departmental employee must be designated as the "Petty Cash Custodian". This person will be responsible for the Department's petty cash balance.
2. Original requests for petty cash funds must be submitted to the Department Head for approval using the "Petty Cash Request/Replenishment Form".
3. There are two methods of withdrawing funds from petty cash:
 - a. ~~A.~~—The reimbursement method: Petty cash may be used to reimburse an individual for a purchase that was made using his/her personal funds. Upon presentation of an original receipt, vendor invoice, or other adequate documentation to support the expenditure, the petty cash custodian will reimburse the individual for the exact amount of the purchase.
 - a.—
 - b. ~~B.~~—The petty cash custodian may advance petty cash to an individual in anticipation of a purchase. Since the purchase has not yet been made at the time of the petty cash withdrawal, the amount withdrawn may vary from the amount of the actual purchase. Documentation must be submitted to the petty cash custodian within three days of purchase. If the actual expenditure is less than the amount advanced, the individual must return the excess cash together with valid documentation of the expenditure. If the actual expenditure was more than the amount advanced, the individual may be reimbursed for the excess amount after submitting adequate documentation to support the expenditure.
4. ~~4.~~—When the fund needs replenishing, the petty cash custodian will summarize all expenditures on the "Petty Cash Request/Replenishment Form". The total of all invoices and petty cash vouchers must equal the total of the summarized expenditures. The completed "Petty Cash Request/Replenishment Form" must be signed by the petty cash custodian and approved by the Department Head and submitted to the Accounting Department.

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5. ~~5.~~—Once the Accounting Department has reconciled the activity, they will process the replenishment of the petty cash balance.
6. ~~6.~~—Petty cash should be secured at all times.
7. ~~7.~~—A petty cash expenditure is no different from any other expenditure in that all withdrawals from petty cash must be supported by adequate vendor documentation and budgeted funds must be available for the purchase. The employee making the purchase must write on the receipt what was purchased and for what purpose.

4.8(g) ~~——~~ **Credit and Purchasing Card Usage and Charge Account Use Policy**

~~Updated by Board of Trustees xx/xx/xx Updated by Board of Trustees X-X-XX~~

This policy is in accordance with Michigan Public Act 266 of 1995, which requires that all municipalities have a written policy when authorizing the use of credit cards to purchase goods and services for official business of the municipalities. **This policy also authorizes the use of charge accounts to purchase goods and services for official business of the municipality.**

This policy applies to all employees, officials, and departments of Hamburg Township.

1. The ~~Accounting~~ Director **of Accounting** with the approval of the ~~Township Supervisor, Clerk and Treasurer Executive Team~~, is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the Township's Credit Card **and Charge Account Use** Policy.
2. The **Accounting** Director **of Accounting** shall maintain a list of all credit cards owned **and charge accounts used** by the Township, along with the name of the officials or employee who have been issued the credit card, the credit limit established, the date issued and the date returned, **or the date access was granted, and the date access was terminated for charge accounts.**
3. An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the **Accounting** Director **of Accounting** shall be notified immediately. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card. The officials or employee must immediately surrender the card upon termination from employment.
4. The official or employee using the credit card **or charge account** must submit documentation detailing the goods or services purchased, cost, date of purchase, **necessary approval(s)** and the official business **to the Accounting Department.**
5. The **Accounting** Director **of Accounting** shall monitor the use of credit cards **and charge accounts**, and shall review each credit card **and charge account** statement as soon as possible to ensure that transactions comply with this policy. Transactions that do not comply with this policy shall be reported to the Township Supervisor.

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6. Employees who use a Township credit card **and/or charge account** in a manner contrary to this policy shall be subject to disciplinary action and/or termination of employment, as well as to legal action to recover losses incurred by such use.

Authorized use of Township credit cards **and charge accounts** may **by be** used only **be by** an official or employee of the Township under the following conditions.

1. The purchased goods and/or services are for the official business of the Township.
2. The types of goods and/or services to be purchased are those established by the department heads and the Township's purchasing policy and procedures.
3. The cost of the proposed purchase does not exceed the purchasing policy and procedures.

Payment of Credit Cards **and charge account** charges:

1. The department head will ensure that sufficient funds are available to pay for each purchase and must approve credit card **and charge account invoices purchases** prior to payment **of the invoice**.
2. The balance including any interest due on an extension of credit shall be paid for within not more than 60 days of the initial statement.

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CREDIT CARD AND CHARGE ACCOUNT USER AGREEMENT

~~Updated by Board of Trustees X-X-XX~~ Updated by Board of Trustees xx/xx/xx

Requirements of the use of Township-issued credit card **and charge account**:

1. The credit card **and charge account** is to be used only to make legal purchases for the legitimate business of Hamburg Township.
2. The credit card **and charge account** must be used in accordance with the provisions of the adopted credit card **and charge account** use policy established by Hamburg Township.

Violation of these requirements will result in disciplinary measures up to and including dismissal, appropriate criminal and/or civil action.

I have read and understand the Hamburg Township Credit Card AND CHARGE ACCOUNT USE Policy and Procedures and I agree to adhere to them.

Signature

Date

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4.9 PURCHASE CONTROL

Updated by Board of Trustees xx/xx/xx

Any purchase in excess of ~~\$10,000~~ **\$25,000** requires Township Board approval, and shall provide proof of solicitation of a minimum of three (3) bids.

Any purchase in excess of \$75,000 requires Township Board approval, following the sealed bid policy.

~~1.~~

2.1. Exceptions: MIBid, sole source vendors, emergency repairs or replacements; routine and operational services; small purchases; and when such procedures are deemed unnecessary and burdensome and not in the best interests of the Township by the Township Board of Trustees are exceptions to the sealed bid and sealed proposal requirements of this Section.

~~3.~~

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

4.9(a) INVITATION FOR BIDS

Updated by Board of Trustees xx/xx/xx

1. The Invitation for bids is used to initiate the competitive bid process.
2. The Invitation for Bids should generally include:
 - a. Instructions to bidders (time and date set for receipt of bids, address where bids are to be delivered, other special information).
 - b. Description of proposed purchase.
 - c. Contract terms and conditions.
3. The Invitation for Bids should always reserve the municipality's right to reject any and all bidders.
4. The bidding time (the period of time between the date of distribution of the Invitation for Bids and the time and date set for receipt of bids) should be set to provide bidders a reasonable time to prepare their bids.
5. The Invitation for Bids may provide a form that includes a space in which the bid price may be inserted and which the bidder must sign and submit along with all other necessary submissions.
- 6.** Invitations for Bids or notices of the availability of Invitations for Bids should be furnished to sufficient number of bidders for the purpose of securing competition.

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

- ~~7. If the Township delimitates-delegates the bid process to an outside an entity, that entity'sies policies will be followed.~~

4.9(b) NOTICE SOLICITING SEALED BIDS OR PROPOSALS in excess of \$75,000.00 Updated by Board of Trustees xx/xx/xx

1. **Publication:** A notice inviting bids or requesting proposals shall be published **as at** least once in the most appropriate medium or media, as determined by the Department, at least seven days before the last day set for receiving proposals or bids by the Township. This seven-day time period may be reduced if a written determination is made by the Department that the acquisition is urgent and sufficient vendors have been notified directly. The notice shall include a general description of the articles or services to be acquired and shall state where the complete solicitation package may be secured. The notice shall also include the time and place for submitting and opening bids.
2. **Posting:** The Department shall also advertise all pending invitations for bid and requests for proposals by posting a notice on the Township's website.

~~3. Definitions as used in this Section:~~

~~a. (1) "Medium or media" means and includes, but is not limited to, website postings, Cable TV postings, advertisement in trade magazines, direct mailings, and advertisement in a newspaper of general circulation in The Township.~~

~~b. (2) "Most appropriate medium or media" means notification in a medium or combination of media which, in the best judgment of the Department, will result in the greatest number of responsible vendors.~~

4.9(c) PRE-BID CONFERENCES

1. Pre-bid conferences may be conducted to explain the procurement requirements. If used, they should be announced to all prospective bidders known to have received an Invitation for Bids.
2. The conference should be held long enough after the Invitation for Bids has been issued to allow bidders to become familiar with it, but sufficiently before bid opening to allow consideration of the conference results in preparing their bids.
3. Nothing stated at the pre-bid conference should change the Invitation for Bids unless a change is made by written amendment.

4.9(d) PRE-OPENING MODIFICATION OR WITHDRAWAL OF BIDS

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1. Bids may be modified or withdrawn by written notice received in the office designated in the Invitation for Bids prior to the time and date set for bid opening.
2. **Disposition of Bid Security:** If a bid is withdrawn prior to the time and date set for bid opening, the bid security, if any, should be returned to the bidder.
3. **Records:** All documents relating to the modification or withdrawal of bids should be made a part of the appropriate procurement file.

4.9(e) LATE BIDS, LATE WITHDRAWALS AND LATE MODIFICATIONS

1. **General Discussion:** Any bid received after the time and date set for receipt of bids is late. Any withdrawal or modification of a bid received after the time and date set for opening of bids at the place designated for opening is late.
2. **Treatment:** No late bid, late modification or late withdrawal shall be considered unless received before contract award, and the bid modification or withdrawal would have been timely but for the action or inaction of municipal personnel directly serving the procurement activity.
3. **Records/Notice:** Bidders submitting late bids that will not be considered for award should be so notified as soon as practicable. Records shall be made and kept for each late bid, late modification, or late withdrawal.

4.9(f) MISTAKES IN BIDS

1. **General Discussion:** Correction or withdrawal of a bid because of an inadvertent, non-judgmental mistake in the bid requires careful consideration to protect the integrity of the competitive bidding system, and to assure fairness.
 - a. If the mistake is attributable to an error in judgment, the bid may not be corrected.
 - b. Bid correction or withdrawal by reasons of a non-judgmental mistake is permissible, but only to the extent that it is not contrary to the interest of the Township or the fair treatment of other bidders.
2. **Mistakes discovered before opening:** A bidder may correct mistakes discovered before the time and date set for bid opening by withdrawing or correcting the bid.
3. **Confirmation of Bid:** When the Department knows or has reason to conclude that a mistake has been made, the Department should request a bidder to confirm the bid. Examples:
 - a. Obvious apparent errors on the face of the bid, or

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b. Bid unreasonably lower than the other bids submitted.

- 4. Mistakes discovered after Award:** Mistakes may not be corrected after award of the contract, except where the Township Board of Trustees makes the determination that it would be unconscionable not to allow the mistake to be corrected.

4.9(g) BID DEPOSITS

Under certain circumstances, bid security (cash deposits, bonds, etc.) may be advisable.

When deemed necessary by the Department, bid deposits shall be required and shall be prescribed in any published notice inviting bids, as well as in the bidding documents. Unsuccessful bidders shall be entitled to return of such deposit or surety. A successful bidder shall forfeit any surety or deposit required by the Township if he fails to enter into the contract within the time required in the specifications or bidding documents, unless such forfeiture is waived or the time limit extended by the Township Supervisor or Board of Trustees.

4.9(h) RECEIPT, OPENING, AND RECORDING OF BIDS

1. **Receipt:** Sealed bids shall be submitted only to the office indicated of the Clerk's Office on the prescribed forms, ~~or another Township official as designated in the solicitation for bids,~~ on or before the date and time specified for the receipt of bids or proposals in the invitations to bid and bidding instructions. Upon its receipt, each bid and modification should be time-stamped but not opened and should be stored in a secure place ~~by the Purchasing Agent~~ until the time and date set for bid opening.

~~2. (b)~~ Opening and Recording

3.2.

- a. Bids shall be publicly opened by the Department or the designee of the Department, in the presence of 1 or more witnesses, at the time, day and place specified in the invitation to bid and bidding instructions. All persons interested shall be allowed to be present at the bid opening. The names and addresses of witnesses shall be recorded at the opening.
- b. The name of each bidder and the total amount of each bid shall be read aloud by the Department representation or their assistants, as well as, in appropriate cases, the unit cost of each substantial item making up the total amount of each bid.

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- c. All bids and specifications and invitations to bid shall be preserved and available for public inspection at the office of the Department for a period of not less than one year from the date the bids are submitted, with respect to any specific commodity or proposal.
- i. ~~(a)~~ — Exceptions shall be limited to the extent that trade secrets or other proprietary data may be confidential under the Freedom of Information Act. Confidential material that accompanies the bids must be readily separable from the bid in order to facilitate public inspection of the non-confidential portion of the bid.
- ii. ~~(c)~~ — **Tabulation:** A tabulation of all bids shall be made by the Department and be available for public inspection. Tabulations may be posted on the Township's website.
- iii. ~~(d)~~ — **Analysis:** The Township Board of Trustees or designee of the Board shall examine all bid tabulations and recommendations from the Department to select the lowest responsible bidder.
- iv. ~~(e)~~ — **Substantially Low Bid Review:** In the event the amount of the lowest bidder's bid appears disproportionately low when compared with estimates undertaken by or on behalf of the Township and/or compared to other bids submitted, the Department reserves the right to inquire further of the apparent lowest bidder to determine whether the bid contains mathematical errors, omissions, or erroneous assumptions and whether the apparent lowest bidder has the capacity to perform a complete contract for the bid amount.

4.9(i) REQUESTS FOR PROPOSAL (RFP) OPENING PROCEDURE

Requests for proposals (RFP) are often used to solicit professional services, i.e. Engineers, Auditors, Attorneys, Planners, and other professional consultants; this process is referred to as Qualifications-Based Selection ("QBS").

An RFP should include as much detail about the proposed project or requested services as possible. More information will allow more complete and relevant proposals. Successful RFP's should include the following:

1. The RFP should solicit relevant information about the firm's personnel, their particular qualifications, and experience with similar engagements.
2. The Township may consider publishing the notice of RFP in relevant trade publications to increase the response rate.
3. — Send the RFP to firms recommended by other municipalities (call around to other municipal officials or the applicable municipal association).

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4.3. _____

- a. **Receipt of Sealed Proposals:** Sealed proposals shall be submitted only to the office of the Department on the prescribed forms, or another Township official as designated in the solicitation for proposals on or before the date and time specified in the request for proposals and related instructions. Sealed proposals shall be marked as to the time and date received at the office of the Department or other designated Township official by someone in that office.
- b. **Opening:** Proposals shall not be considered fully received for the purpose of Freedom of Information Act requests ~~until~~until the Township has determined that no additional clarifications or revisions of offers shall be accepted; therefore, no details of proposals shall be released until contract award. After contract award, all proposals shall be preserved and available for public inspection at the office of the Department for a period of not less than one year from the date the proposals are submitted.
- c. **Analysis:** The Township Board of Trustees or designee of the Board shall examine all proposal recommendations from the Department to select the proposal of best value or to select those firms they wish to further review prior to awarding a contract. If the Board wishes to interview those selected firms, the following should be completed:
 - i. Interview each firm, meet the professionals who will actually do the work.
 - ii. Contact references and past clients.
 - iii. Visit the firms' offices and specific projects they have handled (if applicable).
 - iv. Rank the firms based upon Board consensus.
- d. **Rejection of Proposals:** ~~A member of the Executive Team, The Township Supervisor,~~ Department Head, or the Township Board of Trustees has the authority to waive any irregularity of informality in any proposal and reject any or all proposals, in whole or in part.

4.9(j) AWARDING OF CONTRACTS

Updated by Board of Trustees xx/xx/xx

1. **Authority:** Except as provided by subsection (b) of this section, the Township Board shall award all contracts after receiving the recommendation of the Department or other designated Township official.
2. **Exceptions:** ~~An Executive Team member Township Administrator (Supervisor, Clerk and Treasurer)~~ is authorized to enter:
 - a. All contracts that do not exceed twenty-five thousand dollars (\$25,000)~~ten thousand dollars (\$10,000) (\$25,000);~~
 - b. All contracts for expenditures necessary to perform statutory functions, i.e. assessment notices, tax bills, etc. do not require prior Board approval provided that

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the goods or services are within budget, and if the contract adheres to current purchasing policies; and

- c. All sole-source contracts not more than twenty-five thousand dollars (\$25,000)~~ten thousand dollars (\$10,000) (\$25,000)~~.

3. **Bid Selection:** Contracts, except as otherwise provided in this chapter, shall be awarded by the Township Board giving consideration to the following;

- a. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
- b. Whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference;
- c. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
 - i. The Township shall require the bidder to provide proof that they are responsible in paying their property taxes; both real and personal; whether it be in this township or other municipalities.
- d. The quality of performance of previous contracts or services;
- e. The previous and existing compliance by the bidder with laws and ordinances relating to any contract or service;
- f. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- g. The quality, availability and adaptability of the supplies or contractual services to the particular use required;
- h. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract; and
- i. The number and scope of conditions attached to the bid.
 - i. **Tie Bids:** If two or more low bids are received for the same total amount or unit price, and the quality and service are equal, the contract shall be awarded to one of the tie bidders by drawing lots in public, unless one of the bidders is a taxpayer or resident of the Township, in which case such taxpayer or resident shall be awarded the contract.
 - ii. **Default:** The Department shall not accept the bid or proposal of a vendor or Contractor who is in default to the Township.

4.9(k) AWARDING OF CONSTRUCTION PROJECT CONTRACTS

Updated by Board of Trustees xx/xx/xx

~~1.~~

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2. Bid Selection: The Township Board of Trustees shall award Municipal building construction project contracts in the amount of ~~five thousand dollars (\$5,000)~~ ten thousand dollars (\$10,000) ~~twenty-five thousand dollars (\$25,000)~~ or more to the lowest responsive, responsible bidder as determined by this section.

3.1. _____

4. Definitions as used in this section:

5.2. _____

- a. ~~"Township"~~ means the Township Board of Trustees, Township Supervisor, Purchasing Agent or their designees.
- b. ~~"Construction project"~~ means the labor and material necessary for the construction, renovation, repair or improvements of a Township-owned building, except repair in emergency situations.
- c. ~~"Lowest responsive, responsible bidder"~~ means the responsible contractor with the lowest bid which satisfies the requirements of all local, State and Federal laws, this section, any bid documents used to solicit bids, and any other guidelines and specifications required for the construction project.
- d. ~~"Responsible contractor"~~ means any contractor or sub-contractor who is sufficiently qualified to satisfactorily perform the construction project, or any relevant part of the construction project as determined by the Township, based on the following:
 - i. ~~An overall review of the contractor or subcontractor's evidence of compliance or lack of compliance with the responsibility criteria, as described in this section;~~
 - ii. ~~The contractor or sub-contractors' compliance with all applicable local, State and Federal laws; and~~
 - iii. ~~Input from the Township's architect and/or construction manager, if applicable.~~

6.3. **2. Responsibility Criteria:** The ~~Township Supervisor and~~ Board of Trustees shall consider at least each of the criteria listed in this section in determining whether a contractor is a responsible contractor. The list set forth in this section does not preclude any additional criteria that the Township may deem relevant for making a determination of contractor responsibility. Any criteria deemed relevant by the Township that is in addition to the items listed in this section shall be specified in the documents soliciting bids together with the requirements of this section.

7.4. **3. Bid Documents:** This bid documents for a construction project shall require any contractor or subcontractor bidding on the construction project, or any part of the construction project, to submit with its bid, written responses and other supporting or explanatory information demonstrating its compliance, or non-compliance and the

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reason for such non-compliance, with the listed responsibility criteria and any other criteria declared pertinent by the Township and included in the bid documents. For each separate bid package of a construction project, the Township may accord such weight as it deems appropriate to the responsibility criteria and any other criteria included in the bid documents for purposes of determining whether a contractor is a responsible contractor.

8.5. 4. Criteria: The Township will consider the following information in determining whether or not a contractor is a responsible contractor. As used in this section, "contractor" includes any subcontractor holding a subcontract of ~~five thousand dollars (\$5,000)~~ twenty-five thousand dollars (\$25,000) or more. This list is not intended to be all inclusive or exhaustive:

- a. General information about the contractor's company, its principles and its history, including the State and date of incorporation;
- b. Trade categories of contractor's employees and information regarding the State and local licenses and license numbers held by the contractor;
- c. A confirmation that all subcontractors, employees and other individuals working on the construction project will maintain current applicable licenses with the Michigan Bureau of Construction, Codes and Fire Safety, and as may otherwise be required by law for all licensed occupations and professions;
- d. The ratio of masters or journey persons to apprentices proposed to be used on the construction project job site;
- e. Documentation that the contractor maintains, participates in and contributes to a bona fide apprentice training program in which less than full journey-persons utilized on the project will be participants; as used in this section "bona fide apprentice training program" means a training program registered and approved by the United States Department of Labor, Bureau of Apprenticeship and Training Programs;
- f. Documentation of a completed Michigan Occupational Safety and Health Administration approved safety training program for employees used on the proposed job site;
- g. Evidence of the contractor's Workers' Compensation Experience Modification Rating (EMR). A bidder with a current EMR greater than 1.1 will not be considered a responsible contractor under this section;
- h. A list of similar or comparable projects completed within the past five years, including dates of work and each project's approximate dollar value and size. Documentation from these previous projects of comparable size or complexity, including but not limited to all costs related to the bidder's timeliness, performance,

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- quality of work, extension requests, contractual fines and penalties imposed, including proof of such fines and penalties, and liens filed, history of claims for extra work and any contract defaults with an explanation of the reason for the default and how the default was resolved;
- i. Evidence of contractor's experience with construction techniques, trade standards, quality workmanship, project scheduling, cost control, management of projects of comparable size or complexity, and building codes by documenting the bidder's ability and capacity to perform the project. The bidder must identify those portions of the project it reasonably believes will be subcontracted and the names of the subcontractors;
 - j. A list of individuals or contact persons for entities that have received in the past five years, or are currently receiving, the contractor's services from which references may be obtained, which shall include contacts for any similar or comparable projects; and include information regarding the records of performance and job site cooperation;
 - k. Audited financial information current within the past twelve months, such as a balance sheet, statement of operations, and bonding capacity. Evidence that the applicant has financial resources to start up and follow through on the project and to respond to damages in case of default, as shown by written verification of bonding capacity equal to or exceeding the amount of the project. The written verification must be submitted by a licensed surety company rated B+ or better in the current A.M. Best Guide and qualified to do business within the State of Michigan.
 - l. A warranty statement regarding labor and materials;
 - m. A list of all litigation and arbitrations currently pending and within the past five years, including an explanation of each. Evidence of satisfactory resolution of claims filed by or against the contractor asserted on projects of the same or similar size within the past five years. Any claim against the contractor shall be deemed to have been satisfactorily resolved if final judgment is rendered in favor of the contractor or any final judgment rendered against the contractor is satisfied within ninety days of the date the judgment became final;
 - n. Proof of insurance, including certificates of insurance naming the Township as an additional insured, confirming existence and the amount of coverage for liability, property damages, workers' compensation and any other insurances required by the proposed contract documents;
 - o. Evidence of compliance with the Fair Labor Standards Act, and with regulatory agencies such as the Environmental Protection Agency; the Michigan Department of Labor and Economic Growth, including the Occupational Safety and Health Administration, Workers' Compensation Agency, the Wage and Hour Division; and all other applicable State and Federal laws or agencies;

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- p. Evidence of any quality assurance program used by the contractor and the results of any such program on the contractor's previous projects;
- q. Contractor's policy addressing drugs and alcohol use for employees working on the project site;
- r. Documentation of whether the contractor provides health insurance and pension benefits to its employees;
- s. Assurance that all construction work for this project shall proceed economically, efficiently, continuously and without interruption.

~~6. Effective Date. This section is effective for any solicitation of bids or proposals for construction projects issued by the Township on or after July 1, 2022.~~

4.9(I) PURCHASE ORDERS

Where required the purchase order is the legal document used by the Township to initiate and control purchases. A purchase order shall be deemed a sufficient written contract within the meaning of this Section when the interests of the Township are protected by its use.

4.9(m) RESPONSIBILITY FOR INSPECTION AND ACCEPTANCE

The responsibility for the inspection and acceptance of all materials, supplies or services purchased by the Township shall rest with the Department or other Administrative officer as may be designated by the Township Board, with respect to the particular commodity or service purchased.

4.9(n) PREVAILING WAGES ON TOWNSHIP PROJECTS Updated by Board of Trustees xx/xx/xx

- ~~1.~~ If, and to the extent required by state or federal law, or by a voluntary agreement between an employer and the Township in connection with the provision of services directly to the Township or in connection with the receipt of a grant, tax abatement, or tax credit from the Township, no project, in an initial amount of two thousand dollars (\$2,000.00) or more for the performance of services or work for and on behalf of the Township, involving craftsmen, mechanics and laborers employed directly upon the site of the work, shall be entered into, approved or executed unless a contract, agreement, understanding or arrangement provides and requires that all craftsmen, mechanics and laborers so employed are to be paid not less than

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the wages and fringe benefits prevailing in the locality of the building trades industry for corresponding classes of craftsmen, mechanics and laborers, as published as of the time of execution of the contract by the Michigan Department of Labor and Economic Growth, Wage and Hour Division. In addition, such contract, agreement, understanding or arrangement, shall provide that all subcontracts entered into by the contractor shall contain the provisions set forth in this subsection with respect to the contractor, and all such contracts, agreements, understandings or arrangements shall provide that all contractors and subcontractors engaged in the performance of services or work for the Township, to which this section applies, shall as required by this section, furnish payrolls to the Township if applicable.

2. ~~As used in this section:~~

- a. ~~"Craftsmen, mechanics and laborers" means all skilled and unskilled craftsmen, mechanics, laborers, workers, and apprentices, but not executive, administrative, professional, supervisory, office or custodial employees.~~
- b. ~~"Construction work" means new construction, alterations, repair, installation, completion, demolition, or improvement of a Township-owned or Township-occupied building or other public works.~~
- c. ~~"Fringe benefits" means compensation due an employee pursuant to a written contract or written policy for holiday, time off for sickness or injury, time off for personal reasons or vacation, bonuses, authorized expenses incurred during the course of employment, and contributions made on behalf of an employee.~~
- d. ~~"Locality" means the Township of Hamburg or Livingston County.~~
- e. ~~"Project" means construction work to be contracted by the Township by one or more contracts for which the Township establishes a single budget; or construction work to be contracted by the Township when the Township Board declares a contract or group of contracts to be a project. The Township Board shall make this declaration at the time of establishing the budget for the work or later, but before bidding the contracts for the construction work to be declared a project.~~
- f. ~~"Wages" means all earnings of an employee whether determined on the basis of time, task, piece, commission, or other method of calculation for labor or services except those defined as fringe benefits.~~

3. 2. All solicitations for construction projects shall contain the prevailing wages and fringe benefits in effect at the time the solicitation is issued. The wage scales to be paid shall be posted by the contractor in a prominent and easily accessible place at the work site. The Township Supervisor is hereby directed to see that the provisions of this section are contained in and complied with in

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all contracts, agreements, understandings or arrangements for work or services to be performed for the Township in accordance with this section.

4. ~~3.~~ If applicable, certified weekly payrolls covering the project contractor's and each subcontractor's work force shall be submitted to the Township Director of Accounting or the Township's designee. All payrolls submitted shall identify by name all employees working on the project contract during the weekly reporting period, their place of residency, their trade, their classification within that trade, and all wages and fringe benefits paid. Supervisory personnel must be reported as well as craftsmen, mechanics and laborers to ensure full Township income tax compliance. Failure to make any such report can result in the Township withholding payments on the contract until such reports are filed, at the Township's option. In addition, each failure to file such payroll within seven (7) business days of the receipt of a notice from the Township of such failure, or any deliberate misrepresentation or false statement contained in such report, shall be deemed a violation of this section, punishable pursuant to guidelines established by the Township Board.
5. ~~4.~~ The Township Supervisor or his or her designee is hereby authorized to withhold payment to such project contractors or subcontractors who fail to pay prevailing wages and fringe benefits as required in subsection (a) hereof in such amounts as may be required to compensate such craftsmen, mechanics and laborers with the amount of money they should have received under subsection hereof.

4.9(o) EQUAL OPPORTUNITY AND FELONY RE-ENTRY EMPLOYMENT

1. The Township shall accept bids for goods and/or services in the amount of twenty-five thousand dollars (\$25,000)~~ten thousand dollars (\$10,000)~~ or more from only those persons, partnerships or corporations that are committed to equal opportunity employment of all persons, consistent with Article I, Section 26 of the Michigan Constitution and which has adopted a hiring policy which does not preclude a person with a felony conviction from being considered for employment unless otherwise precluded by State or Federal law.
2. This section shall apply to all subcontractors holding subcontracts of twenty-five thousand dollars (\$25,000)~~ten thousand dollars (\$10,000)~~ or more when such subcontractors are a direct and inclusive result of a Township purchase or contract of twenty-five thousand dollars (\$25,000)~~ten thousand dollars (\$10,000)~~ or more.
3. Any contractor, subcontractor, supplier or vendor which is subject to this section and who employs fifteen or more employees, shall submit equal opportunity employment compliance documentation with their bid or proposal.
4. Any contractor, subcontractor, supplier or vendor which is subject to this section and who employs fifteen or more employees, shall submit in writing with its bid or proposal,

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its hiring policy which shall provide that a felony conviction is not an absolute bar to, or otherwise preclude, possible employment with the contractor, subcontractor, supplier or vendor.

5. Failure to submit the equal opportunity employment and felony conviction re-entry to employment policy documentation required by this section shall render the bid or proposal non-responsive.

4.9(p) DISPOSITION OF UNCLAIMED PROPERTY

All unclaimed, abandoned or other property of any description which comes into the possession of the Hamburg Township Police Department shall be disposed of in compliance with state law and pursuant to Hamburg Township Police Department SOP# 300-3: *Evidence and Property*.

4.9(q) DISPOSAL OF SURPLUS MATERIAL OR EQUIPMENT, SALVAGE AND UNCLAIMED PROPERTY

Shall be auctioned on MIBid for not less than 10 days.

4.10 Expense Reimbursements

4.10(a) Request Form: The Township shall reimburse all officials and employees for necessary expenses incurred in performing their duties. All requests for expense reimbursement shall be made on the proper expense reimbursement form.

4.10(b) Reimbursement Rates: Travel shall be reimbursed at the current IRS approved mileage rate. Personal use of vehicles is restricted to when Township vehicles are not available. Reasonable meal and lodging expenses will be reimbursed.

4.10(c) Personal Expenses: Receipts shall accompany any reimbursement requests. Commuting from residence to the Township hall or the employee's official work station shall not be eligible for reimbursement. Board and committee members shall not receive mileage to attend Board meetings that are a statutory duty of their office. Personal expenses that are unnecessary in conducting Township business, such as entertainment and alcohol consumed, shall not be eligible for reimbursement.

4.11 Investment Policy

~~(CREATED: November 5, 2009; REVISED: May 15, 2018; REVISED July 3, 2019)~~
The Township will have and maintain an Investment Policy – please see appendix A.

4.11(a) — Purpose

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It is the policy of Hamburg Township to invest public funds in a manner, which will provide maximum security with the highest investment return while meeting the daily cash flow demands of the Township and conforming to all State statutes and local Ordinances governing the investment of funds.

4.11(b) — Scope

This investment policy applies to all transactions involving the financial assets and related activity of the Township except for its employee pension/retirement funds and employee deferred compensation funds that are organized and administered separately. These funds are accounted for in the audit report and include the following funds:

1. General Fund
2. Enterprise Fund
3. Capital Improvement Fund
4. Trust and Agency Fund
5. Road Fund
6. Police Fund
7. Fire Fund
8. Park Land Purchase Fund
9. Drug Enforcement Fund
10. Special Assessment Funds
11. Any new funds created by the Township Board, unless specifically exempted by the Township board

4.11(c) — Investment Objectives

Funds of the Township will be invested in accordance with Michigan Public Act 20 of the Public Acts of 1943, as amended, and in accordance with the following objectives in order of priority.

1. **Safety** – Safety of principal is the foremost objective of the investment program. The primary objective of the Hamburg Township investment activities is the preservation of capital in the overall portfolio and the protection of investment principal.
2. **Diversification** – The investments shall be diversified or restricted by specific maturity dates, individual financial institution(s) or a specific class of securities as may be set forth by Board amendment to this policy and in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

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3. **Liquidity** – The investment portfolio will remain sufficiently liquid to enable Hamburg Township to meet operating requirements that might be reasonably anticipated. Further, it is specifically intended that an investment strategy that ensures short term (two years or less) versus longer term be followed.
4. **Return on Investment** – Subject to the foregoing constraints, Hamburg Township will strive to maximize the return on the investment portfolio. The portfolio shall be designed with the objective of obtaining a rate of return appropriate to existing budgetary and economic cycles, taking into account the investment risk constraints and cash flow characteristics of the portfolio.

4.11(d) — Investment Procedures

The Treasurer shall establish written administrative procedures for the operation of the Township's investment program as well as internal controls which shall include clear delegation of authority to personnel responsible for investment transactions. The procedure shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties or imprudent actions by employees and officers of the Township.

4.11(e) — Delegation of Authority

Responsibility for the establishment of the Township's Investment Policy rests solely with the Township Board of Trustees.

Authority to manage the investment program related to implementation of the Township Investment Policy is derived from MCL 41.75, as amended. Management responsibility for the investment program is hereby delegated to the Township Treasurer (Investment Officer), who shall establish written procedures and internal controls for the operation of the investment program, consistent with this investment policy. No person may engage in investment transactions except as provided under the terms of this policy and the procedures established by the Investment Officer.

The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

An Investment Committee may meet on an as-needed basis, whose sole purpose shall be to advise the Treasurer on overall Banking, Depository and Investment strategy, Primary banking structure and relationship and specific investment selection and evaluation of the Township's Investment portfolio. The committee shall consist of the Director of Accounting, the Deputy Treasurer and two members of the Township's Board of Trustees.

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4.11(f) — Ethics and Conflict of Interest

Officers and employees, including any officials appointed to an Investment Committee by the Township Board, shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees, Investment Committee members, and investment officials shall disclose to the Township Board any material financial interest in financial institutions that conduct business with this Township and they shall disclose any large personal financial/investment positions that could be related to the performance of the Township's portfolio. Employees, Investment Committee members, and officials shall subordinate their personal investment transactions to those of the Township particularly with regard to the timing of purchases and sales.

4.11(g) — Qualified Financial Dealers and Institutions

The Township shall maintain a listing of depositories and financial institutions, which are approved for depository and investment services by the Board of Trustees. In addition, the list will include approved security broker/dealers, who maintain an office in the State of Michigan or who are "primary" dealers or regional dealers that qualify under Security & Exchange Commission Rule 15C3-1. No public deposit shall be made except in a qualified public depository as established by State statute.

All financial Institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply to the Treasurer and the Board, at minimum, their quarterly and annual audited financial statements for the most recent fiscal year, certification of having read the Hamburg Township investment policy and the pertinent State statutes, proof of National Association of Security Dealers certification if appropriate and proof of State registration, where applicable. In addition, they must provide schedules of rates and fees for all transaction types and investment products.

Changes in the financial condition of "Approved Financial Institutions" shall be immediately brought to the attention of the Board of Trustees with an associated recommended action for the Board's consideration.

It shall be the responsibility of the Board, Investment Committee or the Treasurer to ensure compliance with these provisions.

4.11(h) — Authorized and Suitable Instruments

All investments shall be made in strict accordance with Public Act 20 of the Public Acts of 1943, as amended, (see attachment "Investment of Surplus Funds of Political Subdivisions") and Public Act 7 of the Public Acts of 1967, as amended (see attachment

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"Urban Cooperation Act of 1967"). The State of Michigan does not require collateralization of all public funds, but the Township will seek collateralization of its investments that exceed the FDIC insured amount, and require collateralization of any repurchase agreements (see below).

The following investment types are specifically authorized:

- Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- Certificates of deposit, savings accounts, or depository receipts of a financial institution, but only if the financial institution complies with MCL 129.91(2); certificates of deposit obtained through a financial institution as provided in MCL 129.91(5); or deposit accounts of a financial institution as provided in MCL 129.91(6).
- Commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase.
- Repurchase agreements consisting of bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States. In such cases, a Master Purchase Agreement shall be entered into only with **primary dealers** reporting to the Federal Reserve Bank of New York (or with firms that have a primary dealer within their holding company structure), or with **approved depository banks** that have executed an approved Master Repurchase Agreement with the Township. The Treasurer shall maintain a copy of the Township's approved Master Repurchase Agreement along with a list of the counterparties who have executed a Master Repurchase Agreement with the Township. All repurchase agreement investments must be collateralized.
- Bankers' acceptances of United States banks.
- Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.
- Mutual funds registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of any of the following:
 - (i) The purchase of securities on a when-issued or delayed delivery basis.
 - (ii) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
 - (iii) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.

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- Obligations described herein if purchased through an interlocal agreement under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
- Investment pools organized under the Michigan Surplus Funds Investment Pool Act, 1982 PA 367, MCL 129.111 to 129.118.
- The investment pools organized under the Local Government Investment Pool Act, 1985 PA 121, MCL 129.141 to 129.150.

Prior to investing in any governmental-sponsored investment pools or money market mutual funds, the Treasurer must review the potential investments for fiscal soundness and reputation and compliance with this Policy.

Except as may be determined by Board Action, all deposits and investments shall be strictly segregated by Fund type. It is understood that there are times when deposits are transferred to our accounts from an external source in a comingled form with allocation instructions. These funds should be segregated as soon as possible upon receipt.

4.11(i) — Competitive Selection of Investment Instruments

1. Before the Township invests any funds, competitive proposals from qualified financial institutions shall be sought. If a specific maturity date is required, whether for cash flow purposes or for conformance to maturity guidelines, proposals shall be requested for instruments that meet the maturity required. If no specific maturity is required, an analysis will be conducted to determine which maturates would be most advantageous.
2. Quotes will be requested from financial institutions for various options with regard to terms and instruments. The Township will accept the quotes, which provide the highest rate of return that is within the maturity term required and that comply with the parameters of the Investment Policy and particularly with regards to the safety of the investment.
3. Records indicating the quotes offered, the quotes accepted and brief explanation of the decision which was made regarding the investment, shall be kept for future review.

4.11(j) — Short-Term versus Long-Term Portfolio

1. The Township shall attempt to match its investment maturities as closely as possible to its anticipated cash flow requirements. With the exception of Debt Service Funds, Capital Funds and Special Assessment Funds, it is strongly advised that all funds be invested in instruments whose maturities do not exceed two years at the time of purchase unless specifically agreed to by the Investment Committee and reported to the Board.

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2. Debt Service Funds, Capital Funds, and Special Assessment Funds, may be invested in securities exceeding two years provided the maturity dates match anticipated need for the funds.

4.11(k) — Investment Performance and Reporting

1. Information indicating a loss or prospective loss of capital on existing instruments and material deviations from projected investment strategies shall be reported immediately to the Board of Trustees.
2. All Township investments are benchmarked to both US Treasury Bills and market CD rates and are reviewed at least monthly for performance and new investment opportunities that comply with this Policy and compare favorably with existing investments.
3. A Comprehensive Financial Condition Report shall be developed cooperatively by the Treasurer, Director of Accounting, Chief Budget Officer and Assessor and presented to the Board of Trustees at its second Board meeting each month. The report will address each of the following in summary and in detail:
 - a. Tab 1—Revenue & Expenditure Report; Cash Summary by Account
 - b. Tab 2—Cash Flow Analysis; Debt Payment Schedule
 - c. Tab 3—10-yr tax Collection Comparison; Property Tax Roll 10-year graph; Roll Distribution Chart
 - d. Tab 4—Monthly Bank and Investment Report; Approved Financial Institutions List
 - e. Tab 5—Five Year Forecast and Capital Reserve
4. The Township's investment operations will be reviewed as part of the annual audit.

4.11(l) — Access to Financial Information

- ~~1.~~ By resolution the Hamburg Board of Trustees has determined that the following Officers shall have the right to all financial and investment information (including on line "read only" access) from all depositories and financial institutions with whom the Township does business:

~~2.1.~~ _____

- a. Township Supervisor
- b. Township Clerk

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- c. Township Treasurer and Deputy Treasurer
- d. Township Trustees (4)
- e. Township Director of Accounting
- f. Township Attorney

3.—Additionally, by resolution the Hamburg Board of Trustees has determined that the following employees shall have the right to all financial and investment information (including on line "read only" access) from all depositories and financial institutions with whom the Township does business for Library Accounts:

4.2. _____

- a. Director of the Library
- b. Library Accountant

4.11(m) — Safekeeping and Custody

1. All security transactions including collateral for repurchase agreements and institution deposits entered into by the Township shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third-party custodian designated by the Treasurer and evidenced by safekeeping receipts as determined by the Treasurer.
2. A Trust Receipt from the contra-party and proof of SIPC and other insurance will be required when the transaction is covered by insurance. Non-negotiable, non-collateralized Certificates of Deposit, as in the law in the State of Michigan shall be evidenced by safekeeping receipt from the issuing bank.

4.11(n) — Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.

4.11(o) — Amendment

This Investment Policy and its associated Investment Procedures may be amended from time to time by a majority vote of the Hamburg Township Board of Trustees.

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4.11(p) — Glossary

Bankers' Acceptance (BA): A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

Broker: A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides.

Callable Bond: A bond issue in which all or part of its outstanding principal amount may be redeemed before maturity by the issuer under specified conditions.

Certificate of Deposit: A time deposit with a specific maturity evidenced by a certificate. Large denomination CDs are typically negotiable.

Collateral: Securities or property pledged by a borrower to secure payment.

Commercial Paper: An unsecured promissory note with a fixed maturity of no more than 270 days. Commercial paper is normally sold at a discount from face value.

Dealer: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his/her own account.

Debenture: A bond secured only by the general credit of the issuer.

Delivery Versus Payment: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt (also called free). Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

Discount Securities: Non-interest-bearing money market instruments that are issued at a discount and redeemed at maturity for full face value.

Diversification: Dividing investment funds among a variety of securities offering independent returns.

Federal Deposit Insurance Corporation (FDIC): A federal agency that insures bank and savings bank deposits.

Federal Funds Rate: The rate of interest at which Fed funds are traded. The Federal Reserve currently pegs this rate through open-market operations.

Fed Wire: A computer system linking member banks and other financial institutions to the Fed, used for making inter-bank payments of Fed funds and for making deliveries of and payments for Treasury, agency and book-entry mortgage-backed securities. Page 11

Investment Adviser's Act: Legislation passed by Congress in 1940 that requires all investment advisers to register with the Securities and Exchange Commission. The Act is designed to protect the public from fraud or misrepresentation by investment advisers.

Liquidity: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value.

Local Government Investment Pool: A pool of funds authorized under the laws of the State that receives deposits from one or more local units and pays returns based upon each local unit's share of investment in the pool.

Mark-to-market: The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

Market Value: Current market price of a security.

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Master Repurchase Agreement: A written contract covering all future transactions between the parties to repurchase or reverse repurchase agreements that establish each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

Maturity: The date upon which the principal or stated value of an investment becomes due and payable.

Money Market Mutual Fund: A mutual fund that limits its investments to some or all types of money market instruments.

Net Asset Value: The market value of one share of an investment company, such as a mutual fund.

No Load Fund: A mutual fund that does not levy a sales charge on the purchase or sale of its shares.

NRSRO: Nationally Recognized Statistical Rating Organizations—organizations that issue credit ratings for securities.

Portfolio: Collection of securities held by an investor.

Primary Dealer: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker/dealers, banks, and a few unregulated firms. Page 12

Prudent Person Rule: Standard of investing which states that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Rate of Return: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

Ratings: An evaluation of an issuer of securities by Moody's, Standard & Poor's, Fitch, or other rating services of a security's credit worthiness.

Repurchase Agreements: A transaction whereby a holder of securities sells securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate the buyer. Dealers use repurchase agreements extensively to finance their positions.

Rule 2a-7 of the Investment Company Act of 1940: Applies to all money market mutual funds and mandates such funds to maintain certain standards, including a 13-month maturity limit a 90-day average maturity on investments and maintenance of a constant net asset value of one dollar (\$1.00).

Safekeeping: Holding of assets (e.g., securities) by a financial institution.

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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.~~

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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: _____

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4.12 ~~4.12~~ Notary Public

Hamburg Township will support any employee that needs to become a Michigan notary public to fulfill the job requirements. The State of Michigan requires a surety bond of \$10,000 for the notary. The Township will secure that bond through the township's insurance company Michigan Municipal Risk Management (MMRMA). With the Township providing the surety bond through MMRMA, the employees are only allowed to use their notary for township business, or township residents, during Township business hours.

4.13 Grants

4.13(a) Purpose and Scope

The purpose of this policy is to establish procedures for approval, acceptance, implementation, compliance and reporting of all grant applications submitted on behalf of Hamburg Township. The intent of the Board of Trustees is to ensure fiscal and administrative accountability of all funding sources including: federal government, state government, other local governments, non-profit agencies, and private businesses and citizens, as well as property and other assets awarded to Hamburg Township. For the purposes of this policy, a grant is defined as a financial award that is subject to requirements imposed by the awarding agency.

4.13(b) Application of Policy

The Hamburg Township Grant Policy applies to all Hamburg Township Employees, Departments, and the Elected Officials.

4.13(c) Grant Application

Updated by Board of Trustees xx/xx/xx

Prior to applying for any grant, a Grant Transmittal form (Appendix A) must be completed and submitted to a member of the Executive Team and the Township Coordinator for application approval.~~the Hamburg Township Coordinator, Accounting Director of Accounting, Supervisor, and Clerk.~~ Once the submittal is approved, all completed grant applications must be forwarded to the grant coordinator, who will provide copies to the Accounting Director, as needed. No submissions shall be made until approval is received. An exception to this policy is the Michigan Municipal Risk Management Authority's R.A.P. Grant which departments are able to apply for directly with out notice to the Township Coordinator.

~~Once the Accounting Director of Accounting, Supervisor, and Clerk approve the request, their recommendation will be forwarded to the requestor by the Township Coordinator. Grants over \$10,000 federal grants, or any grant requiring cash or in-kind matching funds, must be pre-approved by the Township Board. Once the submittal is approved, all~~

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~~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.~~

~~1. (4.13)(e)(1)~~ The Hamburg Township **Accounting** Director **of Accounting** shall be designated as the grant fiscal officer for all grants.

2.1. _____

~~3.2. (4.13)(e)(2)~~ The department head, elected official, or division wishing to submit a grant application shall work with the Township Coordinator and **Accounting** Director **of Accounting** on all grants.

~~4.3. (4.13)(e)(3)~~ The Township Coordinator can provide administrative assistance with grant application issuance and submittal, and is in charge of all record retention for grants applied for and received in the Township.

~~5.4. (4.13)(e)(4)~~ Grantor must send grant funds directly to the Hamburg Township Treasury. All financial institution information related to the grant application must be completed by the **Accounting** Director **of Accounting**, Hamburg Township Treasurer or Deputy Treasurer.

~~6.5. (4.13)(e)(5)~~ Grants requiring a cash match must be approved by the Township Board of Trustees. Sources for matching funds must be identified by the **Accounting** Director **of Accounting**.

~~7.6. (4.13)(e)(6)~~ Grants that allow for reimbursement of indirect costs must include the costs in the grant application budget.

~~8.7. (4.13)(e)(7)~~ Grants that allow for reimbursement of administrative time and other costs related to administering the grant shall have those expenses clearly recorded by the **Accounting** Director **of Accounting**.

~~9.8. (4.13)(e)(8)~~ Grants requiring an expenditure budget to be included with the application or annual request, must submit the proposed budget to the **Accounting** Director **of Accounting** for review prior to submission.

~~10.9. (4.13)(e)(9)~~ The department head will provide copies of all correspondence, including copies of the approved and executed grant application, grant award letter, executed grant contract, approved budget, etc. Copies of all motions pertaining to approval will be retained in those records as well.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.13(d) Grant Management

Updated by Board of Trustees xx/xx/xx

Each grant must have an individual designated as Grant Coordinator, who is responsible for requesting grant funds, fulfilling the financial reporting requirements of the grant, and ensuring the proper revenue has been received before closing the file. The Township Coordinator may be **requested directed** to serve this function for the Department Head and is responsible for all final records and their retention.

The Hamburg Township **Accounting** Director **of Accounting** is responsible for maintaining an inventory of fixed assets purchased with grant funds. The Township Coordinator is responsible for making such fixed assets physically available for inspection during a grant audit, or will complete and file self-certification audits, if applicable with assistance from the grant requestor. The sale or disposal of these assets must follow grant requirements and must be coordinated with the **Accounting** Director **of Accounting**. A list of all parkland and trail assets and property that are required to remain as recreational assets in perpetuity, shall be maintained by the **Accounting** Director **of Accounting**. The Township Coordinator shall be responsible for maintaining proper signage and arranging announcements and ribbon-cutting ceremonies, as may be required by the terms of the Grant.

The Township Coordinator is responsible for fulfilling the program requirements of the grant and promptly submitting the required program monitoring reports to the funding agency. Progress, financial, and final reports must be provided to the **Accounting** Director **of Accounting** who will complete the information on the Grant Transmittal to close the file.

Should a vendor be hired to draft and submit grants on the Township's behalf, it must be done so only after the Township Board has entered into an agreement with the vendor and approved the grant's submittal. The Township Coordinator is responsible for acting as the liaison between the grant writer and the Township, maintaining all records for the project, and providing any support which is required by the vendor for the proper execution of the grant.

The Grant Coordinator shall work with the Department Head to review financial transactions, such as contract invoices, vouchers, travel reimbursements, purchase documents, and various other documents that obligate Hamburg Township. When reviewing documents, the Grant Coordinator and Director of Accounting are responsible for verifying the following:

1. **4.13(d)(1)** Charges to the grant correctly represent materials received or services rendered;
2. **4.13(d)(2)** Charges represent activities that are allowable under the grant and comply with the budget that is established for the grant;

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

3. ~~4.13(d)(3)~~ Funds are available in the grant to cover authorized charges; and

4. ~~4.13(d)(4)~~ The transactions comply with all relevant internal or external regulations, policies and procedures, and are applied to the proper ~~GL~~ **general ledger** code.

4.13(e) Grant Accounting

Fiscal control and fund accounting procedures shall be established to assure the proper dispersal of and accounting for grant funds. Such procedures shall ensure that all financial transactions are conducted and records maintained in accordance with generally accepted accounting principles with the following objectives.

1. ~~4.13(e)(1)~~ Maintain financial records in the shared file system (V-drive) ensuring that the file contains sufficient detailed information to accurately account for grant revenue, expenditures, assets, liabilities and obligated balances.

2. ~~4.13(e)(2)~~ All grants shall be processed in accordance with GASB-33.

3.2. _____

4.3. ~~4.13(e)(3)~~ Grant monitoring and budgetary control reports shall be made throughout the life of the grant.

5.4. ~~4.13(e)(4)~~ All grants are subject to the rules and procedures as outlined by the agreement the Hamburg Township Board of Trustees enters into with the Grantor.

6.5. ~~4.13(e)(5)~~ All records shall be maintained by the Township Coordinator and filed in the Clerk archive based on the Records Retention and Disposal Schedule for Michigan Township Clerks, by the Department of History, Arts and Libraries – Record Management Services. www.michigan.gov/recordsmanagement/

HAMBURG TOWNSHIP

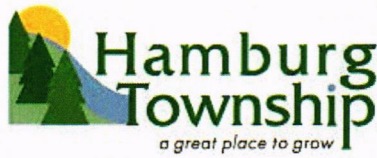
ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Item 7.

Section 14 - Appendix 1

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL



Grant Transmittal

Date: _____

Project:

Name of Project: _____

Expected Completion: _____ Fund Deadline: _____

Project Description: _____

Project Manager: _____ Email: _____

Department:

Approved by Supervisor/Official: _____ Date: _____

Grant Coordinator: _____ Email: _____

Financial:

Total Estimated Project Cost: _____ Expected Match: _____

Match Funding from GL#: _____ F/Y Impacted: _____

Grant Application:

Grantor Name: _____ Contact: _____

Address: _____

Contact Email: _____ Contact Phone: _____

Grant Amount Requested: _____ Award Date: _____

Admin Use:

Project Completed: _____ Reimbursement Submitted: _____

Grant Funding Received: _____ Coded to GL#: _____

Director of Accounting Signature: _____ To Clerk/Retention: _____

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.14 Cell Phone Usage & Re-Imbursement

4.14(a) — **PURPOSE**

This policy is established for the purpose of establishing guidelines for the acquisition, use, maintenance, and reimbursement of cell phone equipment and services utilized for conducting Township business and services. It is intended to minimize Township expenses while maximizing efficiency and convenience for employees.

4.14(b) — **POLICY**

It will be the policy of Hamburg Township to establish guidelines for the proper use of cell phones owned by the Township for employee use. The Township will also issue a stipend or reimbursement to employees for time and equipment based on the criteria established in this procedure. It is also the policy of Hamburg Township to comply with all Internal Revenue Service guidelines for income tax withholdings for personal use of equipment and services.

4.14(c) — **DEFINITIONS**

Employer-Owned Cell Phone & Equipment - Shall be defined, for purpose of this policy, as any cell phone, charger, holder, mount, wireless service agreement, obtained by and/or paid for by Hamburg Township.

Employee-Owned Cell Phone & Equipment - Shall be defined, for purpose of this policy, as any cell phone, charger, holder, mount, wireless service agreement, obtained by and/or paid for by a employee of Hamburg Township.

Cell Phone Stipend - A monthly payment made to a Township employee based on the established stipend category recommended by an employee's department head and approved by the Township Board.

Cell Phone Reimbursement - A payment made to a Township employee based on a standardized calculation of use or a receipt itemizing business usage of an employee's personal cell phone equipment and services.

4.14(d) — **CELL PHONE STIPEND LEVELS**

Cell phone stipend levels are as listed below. Department heads may make a written request for an employee to receive a cell phone stipend to the Township board. Positions that have been approved for a stipend do not need individual approval. 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

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

stipends will be established by a majority vote of the Township Board. Cash amounts for each stipend level will be established by the Board and reviewed or adjusted at their discretion.

- 1. Administrative Stipend;** an executive level or critical employee that "must have" cellular phone service for emergency contact. This position or work assignment has a high level of responsibility and accountability for delivery of government services. This employee requires an extremely high volume of demand for communication with subordinates, business partners, and citizens.
- 2. Supervisory Stipend;** a management or supervisory level employee who "needs to have" cellular phone service while either on call or in a position to give 24-hour work direction to others. These employee responsibilities require regular and ongoing need for accessibility and communication either throughout the workday and while off duty.
- 3. Staff Stipend;** a front-line employee where it is convenient to have cellular services to enhance the productivity and efficiency of Township services.

4.14(e) ————— EMPLOYEE OWNED CELL PHONES

1. Employee participation in the cell phone stipend program is voluntary and can be canceled by the employer or the employee at any time for any reason.
2. Employees receiving a cell phone stipend shall do the following:
 - a. Provide their cell phone number to their immediate supervisor.
 - b. Maintain their cell phone in active service.
 - c. Have cell phone turned on and available for contact according to requirements of the stipend level and/or job requirements to which he/she is assigned.
 - d. Maintain a sufficient amount of cellular minutes available to conduct the level of business appropriate to the job requirements to which he/she is assigned.
 - e. Assume responsibility for all charges for cell phone services and equipment.
3. Hamburg Township retains the right to determine eligibility and participation in employee owned cell phone stipend program.
4. Personal use of employee owned cell phones shall be kept to a minimum during business hours or while the employee is on duty.

4.14(f) ————— TOWNSHIP OWNED CELL PHONES

HAMBURG TOWNSHIP

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1. Department heads may make a written request for an employee or work group to be issued either single use or multi use Township owned cell phone to the Township Board. The request will include a type of use, the employee's or work groups position, responsibilities, and need for business-related cell phone services. All Township-owned cell phone levels will be established by a majority vote of the Township Board.

2.—

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

- a. Multi-user or On-call phone assigned to a work group or division that uses the phone for business only while performing a specified task
- b. Single user Township owned phone assigned to a specific person that is utilized for both business and personal use.
- c. Monthly personal use fees for Township-owned phones will be determined by a monthly review of the phone bill. Any personal calls will be totaled and the total will be given to the Accounting Department for inclusion in the employee's taxable income.

d.—

- e.d. _____ Any employee authorized for use of a Township owned single user phone may use the phone for personal use and will be taxed on the personal usage on a monthly basis. Personal calls should be kept at a minimum and should not interfere with Township business.

Employee Owned Cell Phones

Stipend Level	Monthly Stipend Rate
Administrative	\$50.00
Supervisory	\$35.00
Staff	\$20.00

Township Owned Cell Phones

Assignment Type	Monthly Use Rate
Single User Basic	\$15.00
Multi-User	Signed Statement "No Personal Use"

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.15 Automated Clearing House (ACH) Arrangements and Electronic Funds Transfer (EFT) Policy

4.15(a) ——— PURPOSE

The following policy shall govern the use of Automated Clearing House (ACH) and Electronic Funds Transfer (EFT) arrangements for Hamburg Township.

4.15 (b) ——— DEFINITIONS

Automated clearing house or "ACH" - means a national and governmental organization that has authority to process electronic payments, including, but not limited to, the national automated clearing house association and the federal reserve system.

ACH arrangement - means the agreement between the originator of the ACH transaction and the receiver of an ACH transaction.

ACH transaction - means an electronic payment, debit, or credit transfer processed through an automated clearinghouse.

ACH policy - means the procedures and internal controls as determined under this written policy developed and adopted by the Hamburg Township Board of Trustees.

Electronic transactions officer or "ETO" - means the person designated under the Electronic Funds Transactions Act, Public Act 738 of 2002, as set forth in MCL 124.301, et seq., by the Township.

4.15(c) ——— AUTHORITY

The Township Treasurer, is designated by the Act as the Township's ETO and may enter into an ACH arrangement as provided by the Act.

4.15(d) ——— GUIDELINES

1. The Township shall not be a party to an ACH arrangement unless the Hamburg Township Board has adopted a resolution to authorize electronic transactions and the Hamburg Township Director of Accounting has presented a written ACH policy to the township board.
2. An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, Public Act 34 of 2001 (MCL 141.2101, et seq.), or to provisions of law or charter concerning the issuance of debt by a local unit.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

3. Responsibility for ACH Agreements. The Hamburg Township Director of Accounting is responsible for Hamburg Township's ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the ACH policy.
4. The Accounting Specialist shall submit to the board documentation detailing the goods or services purchased, the cost of the goods or services, the date of the payment, and the department levels serviced by each payment of public funds made by electronic transfer. This report may be contained in the Townships electronic general ledger software system or in a separate report to the Township board.

4.15(e) — INTERNAL ACCOUNTING CONTROLS TO MONITOR USE OF ACH TRANSACTION MADE BY TOWNSHIP

The following system of internal accounting controls will be used to monitor the use of ACH transactions made by Hamburg Township:

1. The Accounting Specialist shall prepare a list of vendors authorized to be paid by ACH transaction and provide that list to the Hamburg Township Board of Trustees.
2. The Accounting Specialist initiates the transaction upon receipt of an invoice included on the authorized ACH list approved by the appropriate township official. ACH invoices must be approved before payment.
3. The Accounting Specialist presents a report of ACH bills for payment to the township board for approval. The board approves all transactions prior to disbursement. [If the township board has established a policy identifying specific payments that have pre-approved authorization (monthly utility bills, payroll etc.), it must post-audit those payments and confirm their disbursement at the next board meeting following their disbursement. Include in the ACH policy the list of specific types of payments pre-authorized for post approval by the board.]
4. Following board approval, the Treasurer and Clerk, or their designees, sign the report of ACH bills, the Accounting Specialist initiates the electronic transaction with the vendor, and the Director of Accounting reviews and approves the transfer of funds.
5. The Director of Accounting shall retain all ACH transaction documents for audit purposes.
6. The Director of Accounting shall retain all invoices for audit purposes.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

7. Vendors will be contacted with their phone number on file for any ACH setups or ACH changes to verify the information before any changes are made.

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

5.0.—PROPERTY MANAGEMENT

5.1.—Hours of Business

~~xx/xx/xx~~ Updated by Board of Trustees X-X-XX

Updated by Board of Trustees

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.~~

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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 & Building Access

~~Board of Trustees xx/xx/xx~~

Updated by

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 ~~IT/Utilities Director~~ **Director of Technical Services & Utilities** shall be informed immediately. A replacement key shall be issued. If the ~~IT/Utilities Director~~ **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 ~~IT/Utilities Director~~ **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.

The executive team shall be provided with keyed access, coded access, alarm system monitoring to all township owned property. Working with the IT Director, the executive team shall ensure the Township property is appropriately monitored.

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HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

5.4.—Safety

Trustees xx/xx/xx

Updated by Board of

~~Flammables and the Township Hall shall be maintained in compliance with the Fire Marshall.~~ Flammables and hazardous materials shall be stored and handled in compliance with applicable MIOSHA regulations.

~~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.~~ In the event of a fire, all employees will immediately exit the building and shall gather together 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

Updated by Board of Trustees xx/xx/xx

1. ~~5.5(a)~~ **Lost or Damaged Equipment** - Any lost or damaged equipment shall be reported immediately to the employee's department head.

2. ~~5.5(b)~~ **Personal Use of Township Property** - Township property should not be used by township personnel for personal use

3. ~~5.5(d)~~ **Copier** - Employees may use the Township copier for incidental use with the approval of the department head.

4. ~~5.5(e)~~ **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. ~~5.5(f)~~ **Electronic Communications Policy**

~~5.5(f)(1)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.

~~5.5(f)(2)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.

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HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

5.5(f)(3)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.

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No monitoring of any e-mail, internet activity, or server files without the consent from the Executive Team or Township Board. Any violations of this policy may result in disciplinary action up to and including termination.

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5.5(f)(4)d. -Users - Only Hamburg Township employees who have been assigned by the Supervisor, Clerk or Treasurer 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.

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5.5(f)(5)e. -Prohibited Uses - Certain uses of the Township's e-mail/Internet system are not allowed. Prohibited uses include, but are not limited to:

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- 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.

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- Using the Internet to purchase or sell goods or services.

~~5.5(f)(6)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. ~~Deb to add social media policy- MD- what's this about?~~

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5.6 ~~—~~Vehicle Acquisition, Disposal and Use

1. ~~5.6(a)~~ **Purpose** - To provide a procedure by which Hamburg Township vehicles are acquired, their official use, and disposal.

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2. ~~5.6(b)~~ **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.

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3. ~~5.6(c)~~ **General Policies**

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~~a. 1.~~ 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.

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~~b. 2.~~ 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.

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4. ~~5.6(d)~~ **Specific Policies**

Updated by Board of

Trustees xx/xx/xx

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~~1.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.

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~~b.2.~~ **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:

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HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- 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

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c. 3. 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.

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4. 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.

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i. a) 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 **his** their discretion, request the Township Board 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.

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ii. b) Budgeting - Each department shall be responsible for budgeting for vehicles. In instances where vehicles are shared, the department requesting

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HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

use of another department's vehicle, shall budget an appropriate amount of funds for fuel, fluids, and general maintenance, i.e. cleaning, etc.

e. 5. 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.

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f. 6. 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:

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a) Cleaning – The interior and exterior of all Township vehicles shall be kept clean. The users of each vehicle are responsible for cleaning.

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i. b) 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.

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ii. e) 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.

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g. 7. 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.

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h. 8. Vehicle Use – The Clerk's office is responsible for scheduling pool use and keys.

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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.

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- i. ~~9.~~ **Eligible Drivers** – Employees who are eligible to use Township vehicles shall possess a valid Michigan driver's license.

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- j. ~~10.~~ **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.

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

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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 ~~Supervisor, Clerk and Treasurer~~ **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.

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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.

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5.7 Public Use of Township Facilities

Updated by Board of Trustees xx/xx/xx

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~~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.~~~~

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- ~~f. Applications shall be made on forms provided by the Building Coordinator. Applications must be signed by an officer of the applying organization.~~
- ~~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.~~
- ~~h. _____~~

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.

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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.**

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HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

PARTIES AND SHOWERS ARE ALLOWED AT AN EVENT RATE, PROHIBITING 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.

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The procedure isn't spelled out yet, it is pending in my Parks & Recreation updates. Things keep changing daily so I have my end on hold until all of the Park Fee and Allowed Uses shakes out.

The recently approved Building Facility Information packet can be found online at this link:
https://www.hamburg.mi.us/resident/seniors_senior_community_center/building_use_policy_and_forms.php

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HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

i.

5.8 Routine Maintenance

Updated by Board of Trustees xx/xx/xx

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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, and 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

Updated by Board of Trustees xx/xx/xx

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~~ Ppark and /trailhead parking lots

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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.

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6.0.—**PUBLIC INFORMATION**~~Public Information~~

6.1.—**Public Contact**

Updated by Board of Trustees xx/xx/xx

6.1(a) Courtesy - The primary goal of the Township is to serve the public. All staff and employees will respond to requests for Township information from members of the public with courtesy and efficiency. All officials and employees shall communicate with the public in a friendly, courteous and efficient manner at all times.

All visitors to the Township hall shall be greeted in a friendly, helpful manner. ~~The receptionist shall be under the day to day supervision of the Township Clerk, who shall ensure that the public's needs are being met.~~

~~Phone calls to the Township shall be answered, "Good Morning/Good Afternoon, Hamburg Township, this is _____ speaking, how may I help you?"~~

Department heads shall make every effort to see visitors who need their assistance. When workload or other commitments do not allow for an immediate meeting, the visitor will be asked to make an appointment at a mutually convenient time.

6.1(b) Complaints and Problems - All citizen complaints and problems will be directed to the appropriate office or official.

Complaints or other concerns received from a citizen shall be received with courtesy. The official or employee will make every effort to resolve a complaint or problem, within the official's or employee's scope of authority. Department heads will be notified of all complaints.

The Township Supervisor and Clerk shall be notified in writing of any citizen complaint. The notice shall include the name and address of the citizen, the nature of the complaint, and how the complaint was resolved. The Supervisor or Clerk may make a subsequent inquiry with the citizen to ensure the issue was resolved to the citizen's satisfaction.

6.2.—**Public Information Officer**

The Supervisor and the Clerk shall be the public information officers for the Township and shall be responsible for public information associated with their departments of responsibility. The Treasurer is responsible for supervising the preparation of the Township newsletter. Public service announcements and media releases on Township government events and responding to inquiries from the media or referring contact to other appropriate Township officials shall be jointly coordinated by the Supervisor and the Clerk.

Township employees will refer all public information announcements to the Supervisor and the Clerk prior to releasing them to the public or the media.

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6.3 — Public Notices

Updated by Board of Trustees

xx/xx/xx

6.3(a) Meeting Notices - The Township Clerk shall be responsible for posting all regular, special and rescheduled Board meetings in conformance with the Open Meetings Act and other State laws. Departments Heads shall be responsible for posting ~~of special~~ meetings related to their department.

6.3(b) Public Notices - The Township Clerk shall be responsible for delegation and/or assistance, or publishing and mailing all public notices required by State law, including but not limited to:

- ~~1. Board of Review meetings~~ 1. Board of Review meetings
2. Budget Public Hearings
- ~~3. Planning Commission Public Hearings~~ 3. Planning Commission Public Hearings
- ~~4. Zoning Board of Appeals 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.~~

6.4 — Freedom of Information Act Requests

Updated by Board of Trustees X-X-XX

Updated by Board of Trustees xx/xx/xx

Pursuant to P.A. 1976 No. 442, as amended, and MCL 15.231, as amended (Freedom of Information Act – FOIA) Hamburg Township provides access to all Township public documents except those or portions of those exempt from release under FOIA. The policies and procedures herein are intended to implement the requirements of FOIA and the release of documents that exist at the time any requests for them are made.

All requests for copies of public documents or to review public documents must be in writing with the exception of easily retrievable documents such as meeting minutes as determined by the FOIA Coordinator in coordination with the department personnel the following:

1. Copies of assessment/tax records by the property owner of his/her own property and records that that are reasonable and readily available at the time of the request.
- ~~1.2.~~ Copies of all current meeting agendas and meeting minutes.

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- ~~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.~~
- ~~—Copies of all current minutes.~~

All written requests shall describe the public record or records requested sufficiently to enable the FOIA Coordinator to find said public record.

A written request made by facsimile submitted through the FOIA Portal, electronic mail, or other electronic transmission, is not logged as received by the FOIA Coordinator until one (1) business day after the electronic transmission is made. For a request to be considered a sufficient writing to satisfy the FOIA, it must contain the following:

1. The name, address and contact information (i.e. phone number, email address) of the requester.
2. A statement indicating that the requester will pay the costs allowable under the FOIA, or documentation that the requester is receiving public assistance or other facts showing inability to pay due to indigence.

Generally, oral requests for documents do not constitute a request under FOIA. However, if a citizen making an oral request is disabled, either temporarily or permanently, so that he/she is unable to make the request in writing, special accommodations must be made. It is the duty of the department receiving the request to write out the request for the citizen as an accommodation under American Disability Act (ADA). Once written, the request should be processed as a formal request under FOIA.

6.4(a) FOIA Coordinators - The Township Board shall appoint a FOIA Coordinator. The FOIA Coordinator may designate another individual(s) to act on his or her behalf in accepting and processing requests for the public body's public records, and in approving a denial pursuant to FOIA.

6.4(b) Processing - Often times a request for documents under FOIA will be received by the specific department. The request must be immediately turned over to the FOIA Coordinator for processing. The FOIA Coordinator in turn will request and receive from the appropriate departments, the requested documents together with a memorandum regarding the request, listing the staff time involved in retrieving and if necessary 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.

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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.

If a department cannot provide a requested record because it does not exist, the FOIA Coordinator will be notified in writing immediately. If a record does not exist in the form requested, or if it is exempt under FOIA, the Coordinator will send a notice of denial, which contains the required appeal information (see Section 6.4(d)).

In the event the request is to view public documents, a monitor (Township staff person designated by the FOIA Coordinator) will be assigned. The requestor shall be notified of the scheduled day and time for the inspection.

6.4(c) – Payment of Costs - The requester will be invoiced by the FOIA Coordinator for actual costs in filling the request. These costs are contained in the Administrative Fee Schedule. ~~(insert hyperlink)~~

Except as provided below, no fee shall be charged for searching, examining, reviewing, and deleting and separating exempt from non-exempt material unless failure to charge a fee would result in unreasonable high costs to the public body because of the nature of the request in the particular instance, such as, by way of example, cases requiring advice from legal counsel, additional staffing or other direct expenses not in the ordinary course of business. (If a FOIA request is made for an easily identified document consisting of a few standard size pages, labor for the search, examination, and making deletions under the FOIA would generally not present a case of unreasonably high costs to a public body. In such a case, the Legislature has directed that no charge be imposed. If a request for "any and all" documents as to a particular subject, requires a search of many boxes of records, including review for exempt material which must be or may be deleted (per Section 13 of the FOIA), and if that search, examination, and review involves numerous hours of labor, charges may be imposed to avoid the unreasonably high cost arising from the nature of that particular request.)

In any case where the estimated actual cost to Hamburg Township of responding to a request for a copy of a public record exceeds \$50.00, a good faith deposit equal to ½ of the estimated cost of such response shall be required prior to filling completing the request. The FOIA Coordinator shall be responsible for collecting the computed costs prior to filling or depending on whether a deposit is required the release of the requested documents.

An individual who submits an affidavit that he or she is receiving public assistance, or if not receiving public assistance, stating facts showing inability to pay the cost because of indigency. ~~A~~ Then 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~~

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~~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 but may require 100% estimated fee up front.

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 to 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 T~~the requestor shall be notified of any material identified as exempt along with ~~accompanied by~~ a transmittal letter indicating the specific reasons why any material is not being disclosed together with the right to appeal or seek judicial review.

5. Redactions

6.4(e) Appeals - Under the Act, the requesting person has the option of pursuing an appeal to the Hamburg Township Board or proceeding to circuit court. If the requesting

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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
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 request is considered abandoned and the documents may be recycled, destroyed, or returned to the appropriate department.

6.4(g) Record Keeping - The FOIA Coordinator shall maintain a chronological file of all FOIA requests processed by him/her together with a copy of the document provided, response letter, and invoice. These files must be maintained for a period of one year and one day from the date of response.

6.5 — Incoming Mail

~~xx/xx/xx Updated by Board of Trustees X-X-XX~~

~~Updated by Board of Trustees~~

1. All mail addressed to the Township is considered Township mail. Employees cannot expect to use the Township P.O. Box or its physical address as a personal mail service.
2. All mail clearly and properly addressed to a specific individual or department will be distributed unopened ~~with the envelope date stamped to their respective mailbox~~. The mail recipient will assume full responsibility for forwarding all invoices and documents (or copies) scheduled for retention to the appropriate departments mailbox in a timely fashion.
3. All mail with addressee not clearly specified will be opened to determine proper distribution with the following exceptions:
 - a. All mail addressed to the Police Department will be distributed unopened.
 - b. All mail addressed to the Library, ~~with the exception of bank statements~~, will be distributed unopened. ~~The Treasurer's Office will retain the original and forward a duplicate copy of the statement to the Library.~~

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- 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.
- g. The Clerk's Office reserves the right to open and inspect any suspicious mail with a Township address that it deems necessary.
- h. All mail will be processed and distributed on a daily basis.

6.6.—Outgoing Mail

Updated by Board of Trustees xx/xx/xx

~~Updated by Board of Trustees X-X-XX~~

All outgoing mail must be stamped/metered and deposited in the outgoing mail box located next to the postage machine by 4:00 PM, M-F **Th.** for same day Post Office drop off unless special arrangements are made with the Clerk's office.

6.7.—Confidential Information

Officials and employees shall not release any information to the media which would be a violation of a citizen's or a member of general public right to privacy.

6.8 Social Media Policy

Updated by Board of Trustees 8-4-22

This section is being reviewed by a study group that will bring back updates at a later date:

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.

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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 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.

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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).

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.

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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 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.

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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 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,

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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.

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.

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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

Note from Deby: It is possible that some of this could go into the Handbook I am suggesting we develop. It should be up to the board to decide what should be included in Administrative policy, and what could include a reference.

Purpose:

~~Hamburg Township supports the use of social media technology to enhance communication, collaboration, and information exchange to further the goals of the Township where appropriate. This policy establishes policies and procedures for social media covering all Township employees, Township Board members, and/or Committee members. This policy may evolve as new technologies and social media offerings change.~~

Definitions:

~~**Content:** Words, Video, Audio, or any combination of these things, which are used to relay a message to the public through Social Media Networks.~~

~~**Social Media Networks:** Examples of this are Facebook, Twitter, Instagram, Cable Channel, Website, etc.~~

~~**Social Media Specialist(s):** Staff member and/or Township Board or Committee member who has been granted authority by the Social Media Director to perform the duties as outlined in this policy as relates social media activities for their particular category.~~

~~**Social Media Director:** Township Official, or designee, who has been granted authority by the Township Board of Trustees to oversee all social media activities of the Social~~

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~~Media Specialist, and approve content for the category they have been assigned. They work with the Township Clerk for all press releases no matter the category of content.~~

~~**Emergency Management Director:** Township Official, or staff member, as listed in the Emergency Management Plan Resolution, who is authorized to direct staff to post on any platform, for purposes of relaying timely information to the public in an emergency situation.~~

~~**Social Media Activities:** Include, but are not limited to: Social Media Posts, Advertising, Township Newsletter, Local Newspaper Articles, Cable Channel Programming, Printed Media, Public speaking engagements and/or presentations.~~

~~**Technology Director:** Head of the IT Department, or designee, who maintains a list of approved social media networks and sites for official use. Has final authority to edit or remove official social media sites, and any content therein, should there be a security issue, or at the direction of the Township Board.~~

~~**Township Clerk:** Maintains all record of public comment, backups, and is main point of contact for all Press releases.~~

Responsibilities

The Social Media Specialist will:

- ~~Develop and distribute social media posts on assigned mediums, such as Facebook, Twitter, Instagram, and/or the Township website or cable channel.~~
- ~~Assist Clerk in developing press releases, newsletter articles, printed materials, presentations, etc.~~
- ~~Ensure all social media sites and channels are kept current.~~
- ~~Have authority to respond to comments for all posts.~~
 - ~~Informational questions that can be easily responded to.~~
 - ~~Sensitive questions/comments will be referred to the assigned Social Media Director for suggested response, if any.~~
 - ~~Monitors sites daily and responds to comments in a polite and respectful tone.~~
 - ~~Ensures that all content is appropriate, professional, and consistent with Township Policy.~~
 - ~~Ability to make comments via their own devices after hours. (Handbook will need to address this, or not allow — up to you)~~
- ~~Stay current with social media networks, and have the ability to measure performance metrics.~~
- ~~Have a working knowledge of the ads platform for each medium, if any (useful).~~
- ~~Keep the Social Media Director informed of the used social media sites and activities.~~

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- Provide available reports, or copies of posts/comments, as requested through F.O.I.A.
- Monitor Google Information Panels and ensure accurate information is reflected and post responses to comments as needed.

The Social Media Director(s) will:

- Approve the Social Media Activity plans for their category, as well as the addition of any new platforms, with approval from the Technology Director.
- Oversees and is responsible for content posted by the Social Media Specialist(s).
- Authorizes Advertising Budgets, if any, for media campaigns and boosted posts.
- Designate a Social Media Specialist and back-up responsible for overseeing the category's social media activities, policy compliance, and responding to comments completely, accurately and in a timely manner.
- Designate appropriate usage levels including identifying what social media accounts individuals are approved to use, as well as defining roles, which is further defined in the Township Social Media Handbook.

The Technology Director will:

- Have final authority to edit or remove official social media sites, and any content therein, should there be a security issue.
- Maintain a list of approved social media networks, passwords, registered email addresses, and list of authorized site users for the purpose of emergency management.
- Provide training opportunities to staff on best practices and provide samples of acceptable content.
- Work with the Emergency Management Director to draft and distribute content in an emergency situation.
- Ensure all social media sites have the correct security settings with the assistance of each Social Media Specialist and their assigned Director.

Procedures

While the content for each Department within the Township varies, the overall theme, tone, and professionalism must be carried through. Examples of typical posts, as well as ones used for media blasts/promotions, will be provided in the Township Social Media Handbook. The Technology Director and each Social Media Director will ensure that the staff member given the responsibility for the public face of the Department is:

- Familiar with the content allowed based on applicable Federal and state laws, ordinances, regulations, and Township policies. This includes but is not limited to laws regarding personally identifiable information, copyright, records retention,

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~~First Amendment, Health Insurance Portability and Accountability Act (HIPAA), The Privacy Act, and employment-related laws.~~

- ~~Is responsible and equipped to carry out social media activity in accordance with the Township Social Media Handbook (This will need to be developed and agreed upon by Department Heads and IT).~~

~~Departments who choose to utilize social media for things other than typical posts, such as media blasts/promotions, shall:~~

- ~~Submit a Social Media Action Plan to their assigned Social Media Manager, as outlined in the Social Media Handbook, for public events/advertising, that identifies the department's mission, goals, objectives, audiences, and measures of success.~~
- ~~Request, and have approved, a "not to exceed" budget for their efforts. Advertising and boosted posts can be successful in reaching beyond organic reach, and can target specific demographics for things such as: completing surveys, public meeting announcements, and important safety-related posts.~~
- ~~May approve the distribution/advertising through a vendor hired for specific purposes such as planning, engineering, etc. The social media plan would be developed by the vendor/contractor and submitted to the Social Media Director and Technology Director for approval.~~

Authorized Use

~~Hamburg Township respects the right of any employee to engage in online social networking using the Internet, other technology, and social media networks during their personal time. This includes instant messages, text, video, photos, and audio. While we respect the employee's right of self-expression, in order to protect the Township's interests and ensure employees focus on their job duties, employees must adhere to the following guidelines:~~

- ~~Employees may not engage in such activities during work time, or at any time with Township equipment or property, without Social Media Director's approval, or within the confines of the expected duties of Social Media Specialist.~~
- ~~Information published on social media networks that has to do with any aspect of work must comply with all confidentiality requirements, HIPAA, and Township Policies. Information related to persons receiving services from the Township must not be disclosed. Privacy rights of fellow employees and Township Board members must be respected.~~
- ~~Township Departments or employees may not create a social networking site or service to conduct Township business without a Social Media Action Plan and approval from the Social Media Director assigned to their category, with review by the Technology Director.~~

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- If the employee mentions the Township while engaging in social networking and also expresses a view or opinion regarding the Township's actions, the person must specifically note that the statement is his/her personal view or opinion and not the view or opinion of the Township. This standard disclaimer does not by itself exempt program supervisors, managers, coordinators, and the Township Board from special responsibility when using personal social networks.
- By virtue of your position as a Hamburg Township Employee, you are held to a higher standard than general members of the public, and your online activities should reflect professionalism.
- Users must immediately report violations of this policy to their program manager or supervisor, as well to the Human Resources Director.
All program managers and supervisors are responsible for enforcing this policy. Employees who violate this policy are subject to discipline up to and including termination from employment, professional discipline, or criminal prosecution, in accordance with the Hamburg Township Personnel Policy and Procedure Manual.

Approved Social Media Networks, Cable Channels, Websites

Departments shall only utilize Township approved social media networks for hosting official Township social media sites. A list will be maintained by the Technology Director, and made available to the Social Media Director(s). Networks may vary for use depending on the category of content.

- Social Media Action Plans, for anything other than approved daily use, will be reviewed and approved by the Social Media Director and Technology Director prior to public release.
- Social media sites that are created on behalf of any Township Department that are not approved by the Technology Director and Social Media Director, will be in violation of this policy. Employees who violate this policy are subject to disciplinary actions as outlined in the Personnel Policies and Procedures Manual. (or could reference another section of the Admin Policy)
- For each approved social media network, usage guidelines will be outlined in the Hamburg Social Media Handbook.
- The Social Media Specialist is responsible for the creation of Hamburg Township's social media sites, at the direction of their Social Media Director and/or the Technology Director.
 - Social media sites will be created using official Township email accounts, or other approved email such as Gmail, on file with the Technology Director.
 - Passwords will be created and maintained by the Social Media Specialist, with copies on file with the Technology Director, and will conform to password requirements. Passwords shall be promptly reset when authorized access is removed.

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- ~~o Social Media Directors shall notify the Technology Director immediately in the case of termination for any employee with authorized use of any social media networks used by the Township.~~

~~Authenticity Establishment & Site Content~~

~~Hamburg Township's social media sites shall be created and maintained with identifiable characteristics of an official Township site. Both creation and maintenance of sites, and the content there in, shall comply with procedures as outlined in the Social Media Handbook. Wherever possible, links should direct users back to the Township's official website for more information, forms, documents, or online services. Social Media should not serve as a duplication of efforts, but as a way to further the goals and mission of the Township.~~

~~A list of undesirable content and/or words posted by external and authorized users will be provided to the Social Media Specialist who may remove them at their discretion, and/or by the direction of the Social Media Director, as outlined in the Social Media handbook. This includes, but is not limited to, removal of public comments using profanity and/or inappropriate images.~~

~~Security Compromise~~

~~If a compromise is identified on any official Township social media site, the managing Social Media Director and the Technology Director, must be notified immediately. The Social Media Specialist will change appropriate passwords immediately to isolate the incident, and archive compromising content as outlined in the Social Media Handbook.~~

~~The Technology Director has final authority to edit or remove official social media sites, and any content therein, should there be a security issue, or at the direction of the Township Board.~~

~~Record of Updates~~

~~This policy will evolve as new technologies and social media sites change. Please refer to the Social Media Handbook for the latest changes.~~

6.9 Governmental Access Cable Television Channel Capacity Policy

As of June 30, 2026, this section will no longer be needed as we will no longer maintain Cable Channel 191 with Spectrum Communications.

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.

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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 xx/xx/xx

—The purpose of governmental and community cable TV access hereunder is to provide to Hamburg Township Board, commissions, committees, departments and community organizations an outlet for governmental and community information ~~and programming, and also additional educational and public information video programming~~ and announcements.

6.9(c)(1) Eligible Governmental and Community Entities

- A. **Access to Channel Capacity:** Upon application to the Township, governmental access information or programming may be inserted over the cable system's governmental access channel capacity by an eligible governmental or community entity.
- B. **Eligible Entities:** The term "eligible entity" means the following:
 - i. Township Board of Trustees
 - ii. Executive personnel and administrative personnel of the Township of Hamburg
 - iii. The Boards, commissions, committees and departments of Hamburg Township
 - iv. The Hamburg Police Department;
 - v. The Hamburg Fire Department;
 - vi. Executive personnel and administrative personnel of Livingston County; and the State of Michigan; and
 - vii. Other entities as may be allowed by the Township Board of Trustees.

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Governmental access is intended both for in-service use by and between eligible government entities and community groups and as a public service to the citizens of Hamburg.

6.9(c)(2) Responsibilities of the Technical Services Department

~~A. — Updated by Board of Trustees xx/xx/xx~~

B.A. _____ Responsible for coordinating the operation of Channel 191 pursuant to the direction of the Hamburg Township Board of Trustees. The Director of Technical Services shall designate staff responsibilities for maintenance and operation of Channel 191's station, equipment and programming.

C.B. _____ Provide the Township with advice concerning governmental issues that are relevant to Hamburg and the development and procurement of information, information services and programming responsive to those issues.

~~D.C. _____ Shall regularly consult with eligible governmental entities to identify relevant governmental issues.~~

~~E.D. _____ May seek comment from members of the Hamburg community or Township legal counsel, or approved industry consultants for further input on relevant issues and information, information services and programming responsive to those issues.~~

F.E. _____ Shall be the primary interface with the cable television franchisee for the purpose of scheduling franchisee-provided resources and facilities for the production and cablecast of governmental access programming. All franchise agreements shall be approved by the Township Board of Trustees and executed by the appropriate Township elected officials.

G.F. _____ Shall be responsible for collecting programming information and materials from eligible governmental and community entities. The Township Board of Trustees has ultimate authority with respect to programming and material transmitted over the governmental access capacity.

H.G. _____ Shall assist in and coordinate the production of governmental access programming both onsite and offsite for such entities as they may require, subject to available facilities, funds and personnel.

~~I.H. _____ Develop, produce, and distribute a program schedule to community media, Township staff and others upon request.~~

J.I. _____ Shall review and approve all material or programming cablecast on governmental access capacity pursuant to policy set by the Township Board.

K.J. _____ Shall be responsible for reviewing accessibility options for the deaf and hard of hearing community as such technologies may become available. The Township Board of Trustees shall have final approval for any contracts required to provide such services.

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

M.L. Chain of Command: The Technical Services Department shall report first to the Township Supervisor, then to the Township Board of Trustees.

6.9(c)(3) Programming

Updated by Board of Trustees xx/xx/xx

A. Programming Focus

Programming shall be primarily focused in four main areas:

- government programming;
- community programming;
- educational and community interest programming;
- public service programming;

All programming shall be of special interest and benefit to the residents of the Township of Hamburg, and shall promote and further the goals and objectives of the Hamburg Township Board for Hamburg Township. All applicable FCC regulations shall govern.

B. Programming Types

Automated News Services Programming	Modules provided under agreements with Leightronics, Inc. and/or other suppliers as approved by the Township Board of Trustees.
Live	Live coverage may be provided, subject to the preemption for any material that does not comply with these guidelines.
Remote	Utilizing remote video production facilities for on-location tape-delayed cablecasts.
Video Delayed	Events or presentations may be recorded for cablecast at a later time. Recordings of live cablecasts may be replayed.
Locally Produced Programs	Original programs that are governmental and community programming may be produced by eligible entities, including production and production assistance by Technical Services staff or others on behalf of such eligible entities. Any copyrights to locally produced programming shall belong to the eligible entity producing such program. If such eligible entity is not organized and authorized to own such a copyright, the copyright shall belong to the

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	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.

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

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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.
--

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.

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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.

6.9(c)(4) Programming Schedules

Updated by Board of Trustees xx/xx/xx

A. Day to Day Management

i. ~~Daily Schedule~~

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~~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

~~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.~~

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~~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 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

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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.

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.

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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.

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

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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.

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6.10 Tax and Assessment Information Policy

~~Updated by Board of Trustees X-X-XX~~

~~Updated by Board of Trustees xx/xx/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.

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(Adopted 5/27/97 – Amended 11/24/98 -Amended 2/3/15)

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HAMBURG TOWNSHIP

— ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL



Effective Date: 03-04-2025

- - - Rescinds: -

Title: **Code of Ordinances**- - - No: **7.0**

7.0 Code of Ordinances

Updated by Board of Trustees 3-4-25

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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)

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Before ordinance Supplements are processed, the updates are approved at a Township Board meeting. For General Ordinances revisions there is a 1st Reading and 2nd reading prior to adoption. For Zoning Ordinance revisions there will be a single reading prior to adoption after their review process is completed. In both cases the changes must be published in a newspaper of record before taking effect. The steps of the Ordinance Supplemental Procedure are:

7.1 Ordinance Supplemental Procedure

1. Staff proposes change/addition to Township Board at a Work Session meeting

1.

- a. Copy of original text is provided to Board along with cover memo/bullet points
- b. Board provides comments and authorization to proceed
- c. Board indicates if Attorney should be included in development and/or review process

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2. Staff completes change/addition to Ordinance – Draft

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2.

- a. Assigns a number in the Code of Ordinances – Master Index (Appendix 1) – shared file
 - i. General Ordinances – Tab 1 – Ordinance Coordinator will assign
 - ii. Zoning Ordinances – Tab 2 – Zoning staff will assign
- b. Works with Township Attorney, if applicable, to finalize Draft ordinance (Appendix 4)
 - i. Templates for both General and Zoning Ordinances available in shared file
 - ii. Examples of General and Zoning Ordinances available in shared file
- c. Ordinance changes which include Civil Infraction penalties, must be assigned a Class
- d. Attorney to provide opinion/clarification/review memo, if needed/requested by Board

3. Staff proceeds with approval process

- a. Zoning
 - i. Planning Commission Approval
 - ii. Livingston County Planning Commission Approval
 - iii. Township Board Approval (single reading)
- b. General
 - i. Township Board (first reading)
 - ii. Township Board (second reading)

4. Once approved by Township Board:

- a. Staff provides draft/red-lined version and/or final word doc of numbered ordinance to Ordinance Coordinator with:
 - i. Code of Ordinances – Supplemental Request Form (Appendix 2) reflecting approval dates
 - ii. Supporting Documents in PDF format (including Attorney opinion, if any)
- b. Staff provides Clerk's Office with publication language either in full or summary format
- c. Clerk's Office determines effective date of ordinance and files publication
 - iii.i. New Ordinances will be published in their entirety and must include

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Certification clause

- ~~iv.ii.~~ Ordinance changes/additions exceeding two pages may be published in summary format which must be submitted to the Clerk's Office, prior to the 2nd reading, in a final single-spaced Word version which must include Certification clause

d. Certification Clause is as follows:

~~v.i.~~ I, (Clerk), the duly qualified Clerk for the Township of Hamburg, Livingston County, Michigan, do hereby certify that the foregoing is a true and complete copy of the Ordinance adopted by the Township Board at a meeting held on (date). The original is on file in the Office of the Township Clerk.

~~vi.ii.~~ By: (Clerk) (Signature line)

~~vii.iii.~~ Introduced: (First reading date)

~~viii.iv.~~ Adopted: (Second reading date/when motion was passed)

~~ix.v.~~ Effective: (Date the law/change becomes effective) (Clerk assists with this)

~~x.vi.~~ Published: (Date the law/change is published) (Clerk assists with this)

~~3.5.~~ Clerk Staff finalizes Ordinance document and has Clerk sign and seal the ordinance

~~4.6.~~ Ordinance Coordinator forwards red-lined version of Word Document, a PDF of signed/certified version of the approved Ordinance change/addition, and a proof of publication in order to process the update with Municode for inclusion in code

~~5.7.~~ Municode sends back confirmation, and changes are scheduled for the next Supplement (Appendix 3)

~~6.8.~~ The changes are placed on the Ordinance home page while awaiting codification and are available for public review

~~7.9.~~ Once codified, printed versions (4 copies) will be sent for each Supplement to Ordinance Coordinator for distribution to: Clerk, Police, Fire, Zoning

~~8.10.~~ 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.~~

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Appendix 1:

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Code of Ordinances Index—Master List for General Ordinances
Can be found by staff in Vdrive: Code of Ordinances

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Numbering convention: Year (4 digit), Type (G or Z), 3-digit sequential (001, 002, etc.)

Tab 1:

Code of Ordinances Index - Master List for General Ordinances						
This numbering system is for General Ordinances only. Please see Tab #2 for Zoning Text Amendments.						
Numbering convention: Year (4 digit), Type (GO or ZO), 3 digit sequential (001, 002, etc.)						
Example for General Ordinances (New and Changes): 2025.G.001						
Ordinance #	Description	1st Reading Date	2nd Reading Date	Publication Date	Effective Date	Comments
2025.G.001						
2025.G.002						
2025.G.003						
2025.G.004						
2025.G.005						
2025.G.006						

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Tab 2:

Code of Ordinances Index - Master List for Zoning Ordinances							
This numbering system is for Zoning Ordinances only. Please see Tab #1 for General Text Amendments. Numbering convention: Year (4 digit), Type (GO or ZO), 3 digit sequential (001, 002, etc.) Example for Zoning Ordinances (New and Changes): 2025.Z.001							
Ordinance #	Description	Planning Commission Approval Date	County Planning Commission Approval Date	Hamburg Township Board Approval Date	Publication Date	Effective Date	Comments
2025.Z.001							
2025.Z.002							
2025.Z.003							
2025.Z.004							
2025.Z.005							
2025.Z.006							
2025.Z.007							
2025.Z.008							

Appendix 2:

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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:

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HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Ordinance Amendment/Change Format—Example

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STATE OF MICHIGAN
COUNTY OF LIVINGSTON
HAMBURG TOWNSHIP
ORDINANCE NO. 2025 Z.001

AN ORDINANCE TO AMEND CHAPTER 36,
ARTICLE XIII, SECTION 36-482, OF THE
HAMBURG TOWNSHIP ZONING
ORDINANCE

Hamburg Township Ordains:

Sec. 36-482. Sign regulation enforcement.

- (a) *Signs on private property.* Signs in violation of the regulations will be enforced by the zoning administrator or designee utilizing Ordinance No. 71-A the civil infraction ordinance.
- (b) *Signs within the public or private right-of-way or on public land.* Signs in violation of the regulations will be removed by the zoning administrator or designee.
 - (1) First violation: Will be removed and held for ten days at the Township offices, after which the signs will be discarded.
 - (2) Second violation: The signs will be removed and will be discarded without a holding period.
 - (3) Signs in continual violation of the regulations may be enforced by the Code Enforcement Officer, Zoning Administrator, or designee, utilizing Chapter 1, Article II, Section 1-45 – Sanctions for violations, in the Hamburg Township Code of Ordinances.
 - (4) Signs will be considered in the public right-of-way if they are within ten feet of a public street or if they are in violation of section 36-228.
 - (5) For purposes of assessing fines and penalties only, a violation under this section shall be classified a Class E municipal civil infraction.
 - (6) Signs for Park/Trail related events must be approved through the Park Use Application process.

(Zoning Ord. 2020, § 18.14, 1-5-2021)

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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Effective Date: Publication. The provisions of this ordinance shall become effective fifteen (15) days after its adoption and shall be published within 15 days of its adoption by publication of a brief notice in a newspaper circulated in the Township, stating the date of enactment and the effective date of the ordinance, a brief statement as to the subject matter of this ordinance and such other facts as the Clerk shall deem pertinent and that a copy of the ordinance is available for public use and inspection at the office of the Clerk.

Made, Passed and Adopted by the Hamburg Township Board of Trustees this ____ day
of _____, 20____.

Pat Hohl, Supervisor

Michael Dolan, Clerk

Certificate of Adoption

I hereby certify that the foregoing is a true and complete copy of the ordinance adopted at the regular meeting of the Hamburg Township Board of Trustees held on the ____ day of _____, 20____.

Michael Dolan, Clerk

Adopted:

Published:

Effective:

HAMBURG TOWNSHIP
ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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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 8.

TO: Hamburg Township Board

FROM: Chief Richard Duffany

DATE: December 11, 2025

AGENDA ITEM TOPIC: Public Safety Awards

Number of Supporting Documents: N/A

Requested Action

- I respectfully request an opportunity to publicly present department awards to members of the Public Safety Department at the Township Board meeting on December 16, 2025.

Background

All of the members of the Hamburg Township Public Safety Department perform their duties in an exemplary and professional manner on a daily basis. However, there are certain instances where the exceptional actions of an officer or firefighter should be recognized. I am proud to recognize the following members and present them with the following departmental awards:

1. Sgt. Steve Locke is being awarded a Certificate of Merit for his actions which lead to the identification and arrest of a suspect in a fatal hit & run accident on December 23, 2024.
2. Capt. Michael Steinaway, Lt. Timothy Begnoche, Sgt. Joseph Acuff, Sgt. Scott Flohr, FF Andrew Turner and Officer Spencer Flavin are being awarded Lifesaving Awards for their actions on January 22, 2025 which helped save the life of a 66-year woman who was in cardiac arrest.
3. Capt. Michael Steinaway, Lt. Derrick Hill and FF Rebecca Zettel are being awarded a Unit Citation for their actions on a medical call on April 7, 2025.
4. Officer Kim Leeds is being awarded a Certificate of Merit for her investigation on June 8, 2025 which led to the arrest and conviction of a larceny suspect.
5. Lt. Derrick Hill and FF Daniel Clement are being awarded a Certificate of Merit for their actions on a medical call on July 15, 2025.

I respectfully request an opportunity to publicly present their awards at the Township Board meeting on December 16, 2025 where I will provide further details on each of these incidents.



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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 8.

In addition, I would like to publicly recognize the following firefighters for their years of service:

5 Year Anniversaries:

- FF Jeremy Nordstrand

10 Year Anniversaries:

- Lt. Derrick Hill
- Sgt. Clint London
- FF Thomas Pawley

15 Year Anniversaries:

- Capt. Casey Yost
- Capt. Sam Vultaggio

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



Hamburg Township Public Safety Department

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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 9.

TO: Hamburg Township Board

FROM: Chief Richard Duffany

DATE: December 10, 2025

AGENDA ITEM TOPIC: Police Officer Hiring

Number of Supporting Documents: N/A

Requested Action

- Motion to approve the hiring of Jay Poet for the position of full-time police officer effective immediately.

Background

The department recently held a hiring process to fill two police officer vacancies with the job posting for these positions being publicly posted on October 8, 2025. The closing date for applications was October 27, 2025. At the conclusion of the process, Jay Poet finished as the top candidate. Officer Poet has a Bachelor's degree from Saginaw Valley State University and has spent the last 6 years as an officer with the Howell Police Department. Officer Poet has successfully completed his background check, psychological examination, medical examination and drug screening.

Fiscal Considerations

Does the agenda item require the expenditure of funds? Yes ☒ No ☐

If YES, are funds budgeted? Yes ☒ No ☐

Fiscal year affected: 2025/2026

Is a budget amendment required? Yes ☐ No ☒

General Ledger numbers affected: 207-000.000-702.000

Respectfully,

Chief Richard Duffany
Director of Public Safety



Hamburg Township Public Safety Department

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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 10.

TO: Hamburg Township Board

FROM: Chief Richard Duffany

DATE: December 10, 2025

AGENDA ITEM TOPIC: Firefighter Badge Presentations

Number of Supporting Documents: N/A

Requested Action

- Motion to approve the promotion of Firefighters Blake Kasprzak, Caitlin Van Steenis, and Larry Ward to the rank of fully-trained Firefighter/EMT effective immediately.

Background

Firefighters Blake Kasprzak, Caitlin Van Steenis and Larry Ward have successfully completed all requirements as outlined in Public Safety SOP# 200-02: *Probationary Firefighter* making them eligible to be promoted to fully-trained Firefighter/EMT.

I respectfully request that the Township Board authorize their promotions and allow for these newly promoted fully-trained firefighters to be publicly presented with their firefighter badges at the Township Board meeting on December 16, 2025.

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: 206-000.000-704.500

Respectfully,

Chief Richard Duffany
Director of Public Safety



Hamburg Township Public Safety Department

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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 11.

TO: Hamburg Township Board

FROM: Chief Richard Duffany

DATE: December 10, 2025

AGENDA ITEM TOPIC: Park Ranger Hiring

Number of Supporting Documents: N/A

Requested Action

- Motion to approve the hiring of Megan Paul for the position of part-time Park Ranger effective January 6, 2025 at a starting wage of \$25.10 per hour (Grade 2, Step 10).

Background

The department has a budgeted vacancy for the position of part-time Park Ranger. The job posting for this open position was publicly posted on the department's website on November 10, 2025. The closing date for applications was December 1, 2025. The department received three applications. After interviewing the applicants, it was determined that Megan Paul was clearly the most qualified candidate. She is a retired Hamburg Township police officer with over 25 years of exceptional public safety experience. She has extensive knowledge of the Township as well as the Public Safety Department and its procedures, experience in overseeing the Park Ranger program, and has established positive working relationships with members of the department. Based upon her qualifications, I respectfully request that she be hired with a starting wage of \$25.10 (Grade 2, Step 10) effective January 6, 2025.

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



Hamburg Township Public Safety Department

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EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 12.

TO: Hamburg Township Board

FROM: Chief Richard Duffany

DATE: December 10, 2025

AGENDA ITEM TOPIC: Public Safety SOP

Number of Supporting Documents: 1

Requested Action

- Motion to approve new Public Safety SOP# 400-16: *Police Officer Job Description*.

Background

The Michigan Commission on Law Enforcement Standards (MCOLES) is now requiring that agencies hiring new police officers have the job description in effect at the time of their hiring placed in the officer's personnel file. To meet this requirement, I am submitted new Hamburg Township Public Safety SOP# 400-16: *Police Officer Job Description* to the Township Board for review and approval.

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: _____

,

Chief Richard Duffany
Director of Public Safety

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Police Officer Job Description			No. 400-16
Distribution: POLICE	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended	Rescinds:	MLEAC Standard(s): N/A
Effective Date: DRAFT			

JOB TITLE: POLICE OFFICER

JOB SUMMARY:

Hamburg Township Police Officers are sworn members of the department who are licensed as police officers through the Michigan Commission on Law Enforcement Standards (MCOLES). Police officers are responsible for performing law enforcement duties within the 36 square miles of the Township including but not limited to enforcing state and federal laws, enforcing Township ordinances, engaging in crime prevention, conducting criminal and traffic investigations, conducting traffic enforcement, participating in community events and providing additional services as necessary to secure the general welfare and safety of the public. This basic job description applies to all MCOLES-licensed police officers within the department regardless of rank.

I. ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Patrol Hamburg Township utilizing motor vehicles, ATVs and bicycles as necessary to ensure the general safety of the public and prevent criminal activity.
2. Patrol the waterways located within the jurisdiction of Hamburg Township utilizing various watercraft.
3. Respond to routine calls for service from the public and other Township personnel and render assistance as necessary.
4. Respond to emergency calls for service and secure the scene, address the emergency situation, render aid, and assist Fire/EMS personnel as necessary.
5. Conduct criminal investigations and traffic-related investigations.
6. Affect custodial arrests for violations of the law.
7. Enforce the Michigan Motor Vehicle Code and take enforcement actions as needed including issuing traffic citations.
8. Write initial criminal and traffic incident reports.
9. Conduct interrogations of criminal suspects and interviews of witnesses and victims of crimes.

10. Conduct searches of persons, vehicles, and properties to locate, preserve and/or collect evidence of a crime.
11. Participate in community events including providing proactive security, crowd control and traffic control.
12. Provide testimony in court and other legal proceedings.

II. BASIC JOB QUALIFICATIONS

1. Must be licensed or licensable as a police officer by the Michigan Commission on Law Enforcement Standards (MCOLES).
2. Must be a citizen of the United States.
3. Must have reached 21st birthday at time of appointment.
4. Must possess a valid driver's license at the time of appointment.
5. Must possess a minimum of an Associate's Degree or 60 credit hours from an accredited college. This educational requirement may be waived for veterans who have been honorably discharged from a branch of the United States armed forces.
6. Must be physically capable of performing the essential job functions of a police officer and meet the physical fitness requirements as outlined in Hamburg Township Public Safety SOP# 300-56: *Police Officer Recruitment and Selection*.
7. Must be free from any mental or emotional instabilities which may tend to impair the efficient performance of a law enforcement officer's duties or which may endanger the lives of others or the law enforcement officer.

III. ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES

1. Knowledge of all job-relevant Township ordinances, state laws and federal statutes and ability to appropriately apply them in the course of carrying out duties.
2. Knowledge of all department policies/procedures and ability to appropriately apply them in the course of carrying out duties.
3. Knowledge of the locations of Township streets, borders, parks, waterways, businesses, subdivisions, and schools.
4. Knowledge of investigative and law enforcement methods and procedures.
5. Knowledge of lifesaving and first aid methods and techniques.
6. Knowledge of self-defense techniques.

7. Knowledge of the rules and regulations of other regulatory agencies whose laws are enforced by the department.
8. Skill and proficiency in the use of all department computer/I.T. apps, programs and equipment.
9. Skill and proficiency in the use of all department firearms and weapon systems including the ability to qualify with these firearms/weapons.
10. Possession of strong decision-making skills and the ability to make appropriate decisions within department guidelines
11. Ability to operate a motor vehicle in a safe and prudent manner including during high stress situations and emergency responses.
12. Ability to operate equipment used in the performance of duties and to perform strenuous tasks requiring muscular strength, coordination and cardiovascular endurance.
13. Ability to prepare clear, concise and accurate reports.
14. Ability to communicate clearly and concisely, both orally and in writing.
15. Ability to function as a productive member of a team and maintain effective working relationships with co-workers and superiors
16. Ability to maintain composure during stressful situations.
17. Ability to comply with laws, rules, regulations, policies, procedures, and orders of superior officers.
18. Ability to make accurate and objective observations and recall these observations as needed.
19. Ability to effectively interrogate suspects.
20. Ability to effectively interview witnesses and victims of crimes.
21. Ability to subdue and restrain individuals.
22. Ability to competently testify in court or other legal proceedings.
23. Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb and drag up to 150 lbs.
24. Ability to stand for long periods.

WORKING CONDITIONS:

1. Job involves traveling to various locations throughout the Township and state with exposure to bodily injury, hazardous materials, adverse weather, fumes, odors and the like at emergency scenes.
2. Job involves working in stressful, adversarial and hostile situations which may result in physical confrontations.
3. Job involves exposure to psychologically traumatic and disturbing scenes.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

Issued by:



Richard Duffany
Director of Public Safety

Approved by the Hamburg Board of Trustees: DRAFT.



Hamburg Township Public Safety Department

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PHONE: (810) 231-9391 • FAX: (810) 231-9401

EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 13.

TO: Hamburg Township Board

FROM: Chief Richard Duffany

DATE: December 10, 2025

AGENDA ITEM TOPIC: Sale of Police Property

Number of Supporting Documents: 1

Requested Action

- Motion to approve the sale of retired Officer Sean Hogan's duty weapon (Glock 21 Gen 4 .45, Serial # YUV427) to him for \$516.00 plus applicable sales tax and fees.

Background

Officer Sean Hogan retired from the department after 10 years of service to the Township effective November 17, 2025. As is a tradition, retiring officers are permitted to purchase their duty weapon. Officer Hogan's duty weapon was purchased for \$516.00 in 2015. I respectfully request that the Board authorize the sale of Officer Hogan's duty weapon to her for the price of \$516.00 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

Purchase Order

Purchase Order No 20151387

Purchase Order Date 10/30/2015
Required Date
Ordered By DARIUSZ NISENBAUM

Ship Via
Terms NET 30 DAYS
Invoice To
10409 MERRILL RD.

Vendor MIPOLICE02
Address MICHIGAN POLICE EQUIPMENT CO.
6521 LANSING RD.
CHARLOTTE, MI 48813

Ship To
HAMBURG TOWNSHIP
POLICE DEPARTMENT
10409 MERRILL RD.
WHITMORE LAKE, MI 48189

Credit Card Vendor

PO Description GLOCK 21 45 AUTO HANDGUN WITH NIGHT SIGHTS

Quantity	Units	Description	Unit Price	Amount
1.00		GLOCK 21 45 AUTO HANDGUN WITH NIGHT SIGH 207-000.000-967.000	516.00	516.00
30.00		ST ACTION 223 207-000.000-967.000	0.75	22.50
1.00		ST ACTION 45 (BAG OF 50) 207-000.000-967.000	41.00	41.00
Total:				579.50

Approved By nisenbaum

Date 10/30/2015

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.

TO: Board of Trustees

FROM: Michelle DeLancey, Director of Accounting

DATE: December 11, 2025

AGENDA ITEM TOPIC: Police Special Revenue Fund Deficit Elimination Plan FY 24/25

Number of Supporting Documents: 5

Requested Action

Motion to move the Police Special Revenue Fund Deficit Elimination Plan resolution as presented.

Background

On December 9th I received the attached *Notice of Intent to Withhold State Payments* letter from the Department of Treasury. Please see item 1. *Determining a Deficit for Governmental Funds* on the attached *Numbered Letter 2016-1* for a deficit explanation. On page 10, attached, of the 2025 audit the \$102,503 of nonspendable (prepaids) fund balance exceeded the \$77 total fund balance, creating the (\$102,426) unrestricted deficit and requiring the deficit plan.

TOWNSHIP OF HAMBURG

POLICE SPECIAL REVENUE FUND DEFICIT ELIMINATION PLAN RESOLUTION

At a regular meeting of the Township Board of the Township of Hamburg, Livingston County, State of Michigan, held at the Hamburg Township Board Room on Tuesday, December 16, 2025, beginning at 7:00 p.m., there were

PRESENT:

ABSENT:

MOVED FOR ADOPTION:

SUPPORTED BY:

RESOLUTION

WHEREAS, Hamburg Township's Police Special Revenue Fund has an Unassigned Fund Balance deficit of \$102,426 on June 30, 2025; and

WHEREAS, 1971 PA 140 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury;

NOW THEREFORE, IT IS RESOLVED, that Hamburg Township's Board of Trustees adopts the following as the Hamburg Township Police Special Revenue Fund Deficit Elimination Plan:

	FY 2025-2026
Unassigned Fund Balance July 1	(\$102,426)
Revenue	
General Fund Transfer	\$102,426
Total Revenue	\$102,426
Unassigned Fund Balance June 30	\$0

Explanation: Transfer from General Fund

BE IT FURTHER RESOLVED that the Hamburg Township's Director of Accounting submits the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

A roll call vote on the foregoing resolution was taken and was as follows:

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED:

TOWNSHIP OF HAMBURG
POLICE SPECIAL REVENUE FUND DEFICIT ELIMINATION PLAN RESOLUTION

CERTIFICATION

I, Michael 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 the Resolution duly adopted by the Township Board on December 16, 2025; (2) the original such resolution is on file in the records of 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 meetings were kept and will be or have been (or will be) made available as required by the Open Meetings Act.

DATE:

Michael Dolan, Hamburg Township Clerk

HAMBURG TOWNSHIP POLICE FUND 2025-2026 REQUESTED BUDGET

Item 15.

GL NUMBER	DESCRIPTION	2023-24 AUDITED YEAR END	2024-25 AMENDED BUDGET	2024-25 AUDITED YEAR END	2025-26 REQUESTED BUDGET
Estimated Revenue					
207-000.000-402.000	CURRENT PROPERTY TAX	3,174,422	3,362,526	3,359,358	3,506,000
207-000.000-412.000	DELINQUENT PP TAX	343	100	22	100
207-000.000-415.000	CHARGE BACKS/MTT/BOARD OF REVIEW	(495)	(500)	(1,462)	(1,000)
207-000.000-441.000	PERS PROPERTY TAX REIMB - STATE OF MI	9,893	10,000	0	5,000
207-000.000-480.000	LIQUOR LICENSE FEES	15,399	9,500	6,651	8,500
207-000.000-481.000	SOLICITATION FEES	100	600	1,830	500
207-000.000-501.000	FEDERAL GRANT REVENUE	0	0	0	0
207-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0	8,800	8,828	8,800
207-000.000-628.100	INSPECTION FEES	9,800	21,200	21,158	9,000
207-000.000-629.000	GUN PERM/FINGERPRINTS/VIN INSP	386	200	270	300
207-000.000-629.100	BREATHALIZER TEST REQUIRED	110	110	15	110
207-000.000-630.200	SALVAGE VEHICLE INSPECTION	400	200	200	300
207-000.000-636.000	COPIES/MAPS	1,213	1,000	993	1,000
207-000.000-657.000	ORDINANCE FINES	12,304	12,000	12,580	10,000
207-000.000-664.000	INTEREST REVENUE	4,687	6,500	6,785	0
207-000.000-674.000	CONTRIBUTIONS/DONATIONS/GRANTS	9,375	32,500	23,997	20,000
207-000.000-676.000	REIMBURSEMENTS & COST RECOVERY	1,900	61,750	62,735	10,000
207-000.000-676.200	OVERTIME REIMB - OTHER	0	0	0	0
207-000.000-677.000	SUNDRY	0	0	(2,195)	0
207-000.000-678.000	PA302 TRAINING REIMB	(556)	500	0	0
207-000.000-693.000	SALE OF FIXED ASSETS	36,189	10,000	7,140	20,000
207-000.000-699.101	TRANSFER IN 101-OPERATIONS	167,161	315,000	359,400	280,000
207-000.000-699.265	TRANSFER IN 265-OPERATION	0	0	0	0
207-000.000-699.932	APPROPRIATION FROM BLDG RESERVE	0	0	0	0
Total Estimated Revenue:		3,442,629	3,851,986	3,871,672	3,878,610

HAMBURG TOWNSHIP POLICE FUND 2025-2026 REQUESTED BUDGET

Item 15.

GL NUMBER	DESCRIPTION	2023-24 AUDITED YEAR END	2024-25 AMENDED BUDGET	2024-25 AUDITED YEAR END	2025-26 REQUESTED BUDGET
Estimated Appropriations					
207-000.000-702.000	FULL-TIME EMPLOYEE SALARIES	1,766,766	1,700,000	1,746,833	1,842,500
207-000.000-702.500	LEAVE TIME PAYOUT	2,054	5,200	2,210	5,500
207-000.000-704.000	PART-TIME EMPLOYEE SALARIES	37,652	44,800	46,823	37,700
207-000.000-705.550	RESERVE FOR RET LEAVE TIME PA	0	0	0	0
207-000.000-706.000	HOLIDAY PAY	91,452	118,000	117,413	100,000
207-000.000-709.000	TOWNSHIP FICA	156,880	154,000	165,004	164,700
207-000.000-712.000	PAY IN LIEU OF MEDICAL INS	4,800	4,800	4,800	5,550
207-000.000-713.000	OVERTIME	130,596	198,000	210,514	126,000
207-000.000-713.100	OVERTIME - DRUNK DRIVING (FED REIMB)	0	0	0	0
207-000.000-716.000	DEFINED CONTRIBUTION	368,765	505,000	504,474	420,500
207-000.000-718.000	HEALTH/DENTAL/VISION INSURANCE	300,493	353,350	355,482	423,200
207-000.000-725.100	LONG/SHORT TERM DISABILITY	7,948	9,800	8,474	10,300
207-000.000-725.200	LIFE INSURANCE	1,149	1,600	1,327	1,700
207-000.000-726.500	EQUIPMENT ALLOWANCE	11,200	12,600	11,200	12,600
207-000.000-727.000	WORKERS' COMPENSATION	28,940	30,000	27,754	28,000
207-000.000-729.500	MERS FUNDING DEFICIENCY	0	0	0	0
207-000.000-730.000	RETIREE HEALTH INSURANCE	104,000	104,000	104,000	104,000
207-000.000-731.000	EDUCATION INCENTIVE BONUS	12,500	14,500	13,500	13,500
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	20,366	15,000	18,424	15,000
207-000.000-752.100	AMMUNITION	9,974	10,000	9,879	10,000
207-000.000-756.000	ACCREDITATION EXPENSES	18,234	11,100	11,088	10,000
207-000.000-758.000	DIESEL FUEL	0	250	0	250
207-000.000-759.000	VEHICLE FUEL	69,332	55,000	53,779	50,000
207-000.000-768.000	UNIFORMS/ACCESSORIES	17,371	17,000	17,243	15,000
207-000.000-768.500	UNIFORM CLEANING	5,187	5,000	2,137	5,000
207-000.000-801.000	CONTRACTUAL SERVICES	11,743	16,000	15,008	12,000
207-000.000-807.000	SWAT TEAM EXPENSES	11,379	4,500	3,214	5,000
207-000.000-807.001	CODE ENFORCEMENT EXPENSES	0	1,000	0	0
207-000.000-809.000	JANITORIAL SERVICES	2,751	11,600	12,044	12,400

HAMBURG TOWNSHIP POLICE FUND 2025-2026 REQUESTED BUDGET

Item 15.

GL NUMBER	DESCRIPTION	2023-24 AUDITED YEAR END	2024-25 AMENDED BUDGET	2024-25 AUDITED YEAR END	2025-26 REQUESTED BUDGET
207-000.000-826.000	LEGAL FEES	10,460	7,000	6,576	7,500
207-000.000-840.000	LIABILITY/CASUALTY INSURANCE	106,353	109,000	108,686	107,000
207-000.000-851.000	POSTAGE	27	200	138	100
207-000.000-853.000	PHONE/COMM/INTERNET	13,371	15,000	17,988	15,000
207-000.000-914.000	TUITION REIMBURSEMENT	13,499	12,000	11,270	12,000
207-000.000-916.000	TRAINING	21,502	19,300	20,853	14,000
207-000.000-917.000	SEWER USAGE	3,859	3,500	5,902	0
207-000.000-920.000	ELECTRIC	16,045	15,000	19,300	15,000
207-000.000-921.000	NATURAL GAS/HEAT	3,165	3,000	3,664	3,000
207-000.000-930.002	MAINTENANCE POLICE BUILDING	13,852	19,300	21,009	10,000
207-000.000-930.017	RESERVE FOR BLDG MAINTENANCE	0	0	0	0
207-000.000-930.020	MAINTENANCE - FERTILIZER	544	500	544	250
207-000.000-931.000	EQUIPMENT MAINT/REPAIR	1,887	2,000	45	2,000
207-000.000-932.000	VEHICLE MAINTENANCE	72,414	55,000	61,243	55,000
207-000.000-933.000	SOFTWARE MAINTENANCE	40,213	26,100	35,059	25,000
207-000.000-933.300	LAW ENFORCEMENT INFO NETWORK	3,109	5,000	4,092	5,000
207-000.000-955.000	SUNDRY	3,289	2,500	1,667	2,000
207-000.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	2,822	4,500	2,504	3,000
207-000.000-967.000	SPECIAL PROJECTS	24,117	20,000	19,921	20,000
207-000.000-967.100	FEDERAL GRANT EXPENDITURES	25	0	0	0
207-000.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	56,305	62,150	56,696	71,500
207-000.000-981.000	CAPITAL EXPENSE - VEHICLE	161,691	81,000	80,913	78,000
207-000.000-981.500	RESERVE FOR VEHICLE PURCHASE	0	0	0	0
207-000.000-999.101	TRANSFER OUT GENERAL FUND	0	0	0	0
Total Estimated Appropriations:		3,760,079	3,864,150	3,940,696	3,875,750
Net of Revenues & Appropriations:		(318,290)	(12,164)	(69,024)	2,860
Beginning Fund Balance		387,391	69,101	69,101	77
Ending Fund Balance		69,101	56,937	77	2,937



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

December 9, 2025

**NOTICE OF INTENT TO
WITHHOLD STATE PAYMENTS**

Municipality Code: 47-1-070

APR Form ID No: 142406

Chief Administrative Officer
Hamburg Township
mdelancey@hamburg.mi.us

Dear Chief Administrative Officer:

The Glenn Steil State Revenue Sharing Act of 1971, Public Act 140 of 1971, Section 21(2) states that units of local government (local units) that end their fiscal year in a deficit condition shall formulate a deficit elimination plan. Any assessment of a local unit's deficit condition should be made using the guidelines provided in [Numbered Letter 2016-1](#).

The Local Audit and Finance Division received an audit report from your local unit for the fiscal year ending 2025, which indicates a deficit in one or more funds as follows:

<u>FUND NAME</u>	<u>AMOUNT</u>
Police Fund	-\$102,426

If a deficit exists in the General Fund, the General Fund plan should include a monthly breakdown of revenues and expenditures for the first two years of the projection and annual detail for the remaining years. For example, a five-year plan would show monthly detail for 24 months, and annual detail for the remaining three years. When a revised plan is submitted in the subsequent year, it would include a monthly breakdown for two years and an annual breakdown for the remaining two years. The monthly breakdown shall be for actual revenue and expenditures expected that month. For example, property taxes should be included in the months the taxes are projected to be actually collected. It shall not be merely the annual revenue and expenditures divided by 12 months. This will allow for a more meaningful picture of how the municipality is progressing on a monthly basis.

Except where indicated “No Plan Necessary,” please submit a deficit elimination plan for all funds listed above and a certified resolution to

Treas_MunicipalFinance@Michigan.gov within 30 days from the date of this letter.

Should a plan not be filed within 30 days, we may withhold 25% of the local unit’s State Incentive Payments or payments issued under Public Act 140 of 1971, the Glenn Steil State Revenue Sharing Act of 1971. Once withheld, payments are not released when a plan has been *filed*, but when a plan has been *evaluated and certified* by Treasury.

After receiving your plan, we will notify you by email if additional information is needed or that your plan has been certified. If you have any questions or concerns, please do not hesitate to contact Bill Sanders at (517) 335-4301 or

Treas_MunicipalFinance@Michigan.gov.

Sincerely,

A handwritten signature in black ink that reads "Harlan Goodrich". The signature is written in a cursive, flowing style.

Harlan Goodrich, Municipal Finance Manager
Local Audit and Finance Division



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

NUMBERED LETTER 2016-1

Issued By: Local Audit and Finance Division
Bureau of Local Government and School Services

Effective Date: July 11, 2016 (Revised September 23, 2025)

2016-1 Deficit Elimination Plans

Intended Audience: Chief Administrative Officers, Finance Directors, Certified Public Accountants, and Municipal Organizations

Municipalities Impacted: Counties, Townships, Cities, Villages, Authorities, Libraries, Hospital Finance Authorities

Summary: The Glenn Steil State Revenue Sharing Act of 1971, 1971 Public Act (PA) 140, Section 21(2), states that units of local government (local units) who end their fiscal year in a deficit condition shall formulate a deficit elimination plan (plan). Any assessment of a local unit's deficit condition should be made at the fund level of reporting, not at the government-wide level. The plan and certified resolution shall be filed with the Department of Treasury (Treasury) for evaluation and certification. **Primary local units are responsible for filing the plans of discretely presented component units.** Plans for discretely presented component units should be at the full accrual fund level reported in the audit report, not at a sub-fund level.

1. Determining a Deficit for Governmental Funds (Modified Accrual)

For all governmental funds (not proprietary funds, fiduciary funds, or discretely presented component units), a plan is necessary to eliminate most "unrestricted fund balance" deficits. For governmental funds other than the General Fund, if the "deferred inflows of resources minus taxes and special assessments receivable" is great enough to cover the "unrestricted fund balance," no plan is necessary. Unrestricted fund balance is the sum of the Committed, Assigned, and Unassigned balances. An unrestricted fund balance deficit exists when the local unit does not have sufficient resources available to cover the deficit. This occurs when the sum of the Nonspendable and Restricted fund balances is greater than the total fund balance. Nonspendable and Restricted fund balances may not be used to eliminate an unrestricted fund balance deficit. Resources available to cover the deficit include assets that are not restricted by federal, state, or local laws, regulatory authorities, bond covenants, contractual agreements, or other legal constraints. Therefore, when funds have a total fund balance surplus and an

unrestricted fund balance deficit, sufficient unrestricted resources do not exist to eliminate the deficit.

2. Determining a Deficit for Proprietary Funds, Fiduciary Funds, and Discretely Presented Component Units (Full Accrual)

Various methods have been used to determine the amount of a deficit in a proprietary fund, fiduciary fund, or a discretely presented component unit. For purposes of uniformity among all units of local government, Treasury will define a deficit as stated below. Local units will be expected to apply the same test to determine if a deficit elimination plan is necessary.

3. Proprietary Fund, Fiduciary Fund, and Discretely Presented Component Unit Deficit Test

Step 1: Does the “unrestricted net position” or “total net position” have a deficit? If both are “no,” no plan is necessary. If one is “yes,” is the “deferred inflows of resources (**excluding those related to Pension or OPEB**) minus taxes and special assessments receivable” greater than the larger deficit? If “yes,” no plan is necessary. If “no” proceed to Step 2.

Step 2: Calculate current assets minus current liabilities. For this calculation, **current assets should not include restricted assets, and current liabilities should not include the current portion of long-term obligations**. If the answer is positive, no plan is necessary. If the answer is negative, proceed to Step 3.

Step 3: Compare A) the larger deficit between the “unrestricted net position” and the “total net position,” and B) current assets minus current liabilities.

Step 4: Submit a plan to eliminate the smaller deficit between A and B.

Example 1

Unrestricted Net Position = (430,000), Total Net Position = 1,800,000

Deferred Inflows of Resources (excluding those related to Pension or OPEB) minus Taxes and Special Assessments Receivable = 150,000

Current Assets = 75,000, Current Liabilities = 60,000

Step 1: Unrestricted Net Position has a deficit > Deferred Inflows of Resources (excluding those related to Pension or OPEB) minus Taxes and Special Assessments Receivable. Proceed to Step 2.

Step 2: $75,000 - 60,000 = 15,000$. Answer is positive. No plan is necessary.

Step 3: Not Applicable.

Step 4: Not Applicable.

Example 2

Unrestricted Net Position = (430,000), Total Net Position = 1,800,000

Deferred Inflows of Resources (excluding those related to Pension or OPEB) minus Taxes and Special Assessments Receivable = 150,000

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Current Assets = 75,000, Current Liabilities = 510,000

Step 1: Unrestricted Net Position has a deficit > Deferred Inflows of Resources (excluding those related to Pension or OPEB) minus Taxes and Special Assessments Receivable. Proceed to Step 2.

Step 2: $75,000 - 510,000 = (435,000)$. Answer is negative. Proceed to Step 3.

Step 3: A **(430,000)** or 1,800,000, B (435,000).

Step 4: A is a smaller deficit than B. Submit a plan to eliminate the (430,000) unrestricted net position deficit.

Example 3

Unrestricted Net Position = (430,000), Total Net Position = 1,800,000

Deferred Inflows of Resources (excluding those related to Pension or OPEB) minus Taxes and Special Assessments Receivable = 150,000

Current Assets = 75,000, Current Liabilities = 200,000

Step 1: Unrestricted Net Position has a deficit > Deferred Inflows of Resources (excluding those related to Pension or OPEB) minus Taxes and Special Assessments Receivable. Proceed to Step 2.

Step 2: $75,000 - 200,000 = (125,000)$. Answer is negative. Proceed to Step 3.

Step 3: A **(430,000)** or 1,800,000, B (125,000).

Step 4: B is a smaller deficit than A. Submit a plan to eliminate the (125,000) difference between current assets and current liabilities.

Example 4

Unrestricted Net Position = (430,000), Total Net Position = (1,500,000)

Deferred Inflows of Resources (excluding those related to Pension or OPEB) minus Taxes and Special Assessments Receivable = 150,000

Current Assets = 75,000, Current Liabilities = 510,000

Step 1: Unrestricted Net Position and Total Net Position have a deficit > Deferred Inflows of Resources (excluding those related to Pension or OPEB) minus Taxes and Special Assessments Receivable. Proceed to Step 2.

Step 2: $75,000 - 510,000 = (435,000)$. Answer is negative. Proceed to Step 3.

Step 3: A (430,000) or **(1,500,000)**, B (435,000).

Step 4: B is a smaller deficit than A. Submit a plan to eliminate the (435,000) difference between current assets and current liabilities.

Example 5

Unrestricted Net Position = (430,000), Total Net Position = (450,000)

Deferred Inflows of Resources (excluding those related to Pension or OPEB) minus Taxes and Special Assessments Receivable = 150,000

Current Assets = 75,000, Current Liabilities = 610,000

Step 1: Unrestricted Net Position and Total Net Position have a deficit > Deferred Inflows of Resources (excluding those related to Pension or OPEB) minus Taxes and Special Assessments Receivable. Proceed to Step 2.

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Step 2: $75,000 - 610,000 = (535,000)$. Answer is negative. Proceed to Step 3.

Step 3: A (430,000) or **(450,000)**, B (535,000).

Step 4: A is a smaller deficit than B. Submit a plan to eliminate the (450,000) total net position deficit.

Example 6

Unrestricted Net Position = (470,000), Total Net Position = (450,000)

Deferred Inflows of Resources (excluding those related to Pension or OPEB) minus Taxes and Special Assessments Receivable = 150,000

Current Assets = 75,000, Current Liabilities = 610,000

Step 1: Unrestricted Net Position and Total Net Position have a deficit > Deferred Inflows of Resources (excluding those related to Pension or OPEB) minus Taxes and Special Assessments Receivable. Proceed to Step 2.

Step 2: $75,000 - 610,000 = (535,000)$. Answer is negative. Proceed to Step 3.

Step 3: A **(470,000)** or (450,000), B (535,000).

Step 4: A is a smaller deficit than B. Submit a plan to eliminate the (470,000) unrestricted net position deficit.

Example 7

Unrestricted Net Position = (130,000), Total Net Position = 1,800,000

Deferred Inflows of Resources (excluding those related to Pension or OPEB) minus Taxes and Special Assessments Receivable = 150,000

Current Assets = 55,000, Current Liabilities = 60,000

Step 1: Unrestricted Net Position has a deficit > Deferred Inflows of Resources (excluding those related to Pension or OPEB) minus Taxes and Special Assessments Receivable. No plan is necessary.

Step 2: Not Applicable.

Step 3: Not Applicable.

Step 4: Not Applicable.

4. Electronic Filing Requirements

It is the position of Treasury that a reasonable plan to eliminate a deficit condition is vital to the fiscal well-being of a local unit as is early implementation of that plan. By providing better guidance on what constitutes a deficit, it is the expectation of Treasury that a local unit will submit a plan and certified resolution in a more expeditious manner. A plan and certified resolution may be filed as soon as one business day following the submission of the local unit's audit report and Auditing Procedures Report (Form 496) to Treasury.

A plan generally should be for one year, but in no case longer than five years. Local units with multiple year plans must submit a revised plan each subsequent year, even if they meet their projection, which adheres to the time frame that was originally certified, not to exceed five

years. For example, a local unit has a deficit in 2025. They file a five-year plan covering 2026-2030. When they file a revised plan in 2026, the revised plan can only go through 2030, or the end of the original five-year period. Had the local unit filed a three-year plan in 2025, covering 2026-2028, when filing a revised plan in 2026, the revised plan could be extended through 2030. Revised plans also need legislative approval by means of a certified signed and dated resolution. Requiring a revised plan each subsequent year, even when meeting the original projection, gives both Treasury and the legislative body an update of the plan, and ensures that new members of the legislative body are aware of the deficit. Treasury's continued certification of a plan may be contingent on the filing of monthly update reports with Treasury, as deemed necessary.

Plans and certified resolutions will no longer be accepted through the U.S. Postal Service, by email, or by hand delivery, effective for deficits associated with audit reports filed on or after July 11, 2016. Instead, the plans and certified resolutions are to be uploaded online at <http://www.michigan.gov/MunicipalFinance>. Click on the "Deficit Elimination Plans" drop-down menu, then select the "Deficit Elimination Plan Upload" link.

If not already acquired, users must obtain a new User ID and Password by clicking on the "Request Access New User" link on the login page. Once clicking on "Request Access New User," there is an instruction link available should you require additional assistance. The plans and certified resolutions for **all of a local unit's deficit funds** must be uploaded as a single file in the .pdf format. Each upload would have a minimum one plan and one certified resolution.

Once logged in, from the drop-down lists, select your County, Municipality Type, and Municipality. Under the Form drop-down list, select "Deficit Elimination Plan Upload." In order for "Deficit Elimination Plan Upload" to be a selection on the Form drop-down list, the Auditing Procedures Report must have been filed at least one business day prior. Last, select the Fiscal Year and then select Create Form. On the next page, select Browse, select your file, select Continue, and if you agree with the Certifying Information, check the box and select Submit. A confirmation of receipt is available by selecting the "Deficit Elimination Plan Upload" associated with your recent submission.

Approval and denial letters will no longer be sent via the U.S. Postal Service. Notifications will now be sent via email to the local unit contact as provided in the Auditing Procedures Report (Form 496). The letters, plans, and certified resolutions will be posted on our website within one business day after receipt of the notification email.

5. Acceptable Evidence to Support a Plan

- Projected budget approved by the legislative body as evidenced by a certified, signed, and dated resolution itemizing yearly revenues by source, expenditures/expenses by activity, and changes in the fund balance/net position, **beginning with actual numbers**

from the most recent audit and through the year of the deficit's eventual elimination. For comparative purposes, it is recommended that the projected budget be at the same level of detail as the audit. A written explanation of how the deficit will be eliminated should accompany the plan. Furthermore, should itemized revenues increase or itemized expenditures/expenses decrease by 5% or more from the prior year, an explanation of the increase/decrease is required. There is a five-year limit for an approved plan; the plan must be revised and submitted each subsequent year.

- Note that a short-term (due to/from) or long-term (advance) loan from another fund to the fund in deficit will not reduce the unrestricted fund balance or net position deficit.
- If a deficit exists in the General Fund, the General Fund plan should include a monthly breakdown of revenues and expenditures for the first two years of the projection and annual detail for the remaining years. For example, a five-year plan would show monthly detail for 24 months, and annual detail for the remaining three years. When a revised plan is submitted in the subsequent year, it would include a monthly breakdown for two years and an annual breakdown for the remaining two years. The monthly breakdown shall be for actual revenue and expenditures expected that month. For example, property taxes should be included in the months the taxes are projected to be collected. It shall not be merely the annual revenue and expenditures divided by 12 months. This will allow for a more meaningful picture of how the municipality is progressing on a monthly basis.

6. Failure to Submit an Acceptable Plan

Upon completion of the Auditing Procedures Report, within one business day the local unit will be emailed a Notice of Intent to Withhold State Payments. The local unit will have 30 days from the date of the notice to file a plan and certified resolution. Should a plan and certified resolution not be filed within 30 days, we may withhold 25% of the local unit's State Incentive Payments or payments issued under 1971 PA 140, the Glenn Steil State Revenue Sharing Act of 1971. Once withheld, payments are released not when a plan and certified resolution have been **filed**, but when a plan and certified resolution have been **evaluated and certified** by Treasury.

If you have any questions, please contact our office at Treas_MunicipalFinance@michigan.gov.

7. Sample Deficit Elimination Plan

Treasury has provided a sample proprietary fund legislative body resolution and a multiple year deficit elimination plan. The fiscal years are in columns, beginning with the most recently concluded year and ending with the year the deficit will be eliminated. Each year starts with the beginning unrestricted net position, adds revenues, subtracts expenditures, adds non-operating revenues, and concludes with the ending unrestricted net position. The ending unrestricted net

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position in the first year is then carried over to the beginning unrestricted net position in the subsequent year. This is done each year through the elimination of the deficit.

In addition, Treasury has also provided a sample current assets minus current liabilities calculation. The fiscal years are in columns, beginning with the most recently concluded year and ending with the year the deficit will be eliminated. Each year starts with beginning current assets minus current liabilities balance, adds revenues, subtracts expenditures, adds non-operating revenues, adds back depreciation, subtracts the purchase of capital assets, subtracts the principal payment on long-term debt, and concludes with the ending current assets minus liabilities balance. The ending current assets minus current liabilities balance in the first year is then carried over to the beginning current assets minus current liabilities balance in the subsequent year. This is done each year through the elimination of the deficit.

**Sample Proprietary Fund
Legislative Body Resolution and
Multiple Year Deficit Elimination Plan**

WHEREAS (Sample Unit's) **Park Fund** has a \$12,800 deficit fund balance on December 31, 2026; and

WHEREAS 1971 PA 140 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury;

NOW THEREFORE, IT IS RESOLVED that the (Sample Unit's) legislative body adopts the following as the (Sample Unit's) **Park Fund** Deficit Elimination Plan:

	2026 Actual Audit	2027 Projected DEP	2028 Projected DEP	2029 Projected DEP
Unrestricted Net Position (Deficit) Jan. 1	\$20,000	\$(12,800)	\$(9,900)	\$(4,800)
Revenue				
Property Taxes	65,000	67,000	69,000	71,000
Charges for Services	95,000	104,500	105,500	106,500
Other	1,000	1,000	1,000	1,000
Total Revenue	161,000	172,500	175,500	178,500
Expenditures				
Salaries and Wages	167,000	148,000	149,000	150,000
Supplies	15,000	15,000	15,000	15,000
Equipment Repairs	4,000	4,000	4,000	4,000
Contractual Services	5,000	5,000	5,000	5,000
Depreciation	12,000	12,000	12,000	12,000
Total Expenditures	203,000	184,000	185,000	186,000

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Non-Operating Revenue/(Expenditures)				
Transfer In from General Fund	10,000	15,000	15,000	15,000
Interest Payment on Long-Term Debt	(800)	(600)	(400)	(200)
Total Non-Operating Revenue/(Expenditures)	9,200	14,400	14,600	14,800
Unrestricted Net Position (Deficit) Dec. 31	\$(12,800)	\$(9,900)	\$(4,800)	\$2,500

	2026 Actual Audit	2027 Projected DEP	2028 Projected DEP	2029 Projected DEP
Current Assets minus Current Liabilities (Deficit) Jan. 1	\$20,000	\$(12,800)	\$(7,100)	\$(400)
Revenues	161,000	172,500	175,500	178,500
Expenditures	(203,000)	(184,000)	(185,000)	(186,000)
Non-Operating Revenue/(Expenditures)	9,200	14,400	14,600	14,800
Add Back Depreciation	12,000	12,000	12,000	12,000
Less Purchase of Capital Assets	(10,000)	(7,000)	(8,000)	(6,000)
Less Principal Payment on Long-Term Debt	(2,000)	(2,200)	(2,400)	(2,600)
Current Assets minus Current Liabilities (Deficit) Dec. 31	\$(12,800)	\$(7,100)	\$(400)	\$10,300

Explanation: Increase charges for services 10% in 2027. Decrease park hours and work hours thereby decreasing salaries and wages by 11.3% in 2027. Increase transfer from General Fund by 50% in 2027.

BE IT FURTHER RESOLVED that the (Sample Unit's) (Official's Title) submits the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

ADD CLERK'S CERTIFICATION.

Township of Hamburg

	General Fund	Police Special Revenue Fund	Fire Special Revenue Fund	Water System Debt Service Fund
Assets				
Cash and cash equivalents (Note 2)	\$ 8,037,950	\$ 28,342	\$ 548,768	\$ 652,739
Receivables:				
Special assessments receivable	93,795	-	-	176,497
Customers and other	99,313	16,005	7,874	-
Accrued interest receivable	22,993	153	1,649	3,560
Due from other governments	361,014	-	-	-
Due from other funds (Note 3)	-	-	-	-
Advances to other funds (Note 3)	459,648	-	-	-
Prepaid expenses and other assets	103,264	102,503	89,840	-
Cash restricted for capital and debt	-	-	-	535,752
Land held for resale	45,110	-	-	-
Total assets	\$ 9,223,087	\$ 147,003	\$ 648,131	\$ 1,368,548
Liabilities				
Accounts payable	\$ 105,645	\$ 51,028	\$ 32,886	\$ -
Due to other governmental units	-	772	-	-
Due to other funds (Note 3)	16,563	-	-	-
Advances from other funds (Note 3)	-	-	-	459,648
Performance bonds payable	135,045	-	-	-
Accrued liabilities and other	696,437	79,419	60,788	4,650
Unearned revenue	-	-	-	-
Total liabilities	953,690	131,219	93,674	464,298
Deferred Inflows of Resources - Unavailable revenue	106,357	15,707	7,874	176,497
Total liabilities and deferred inflows of resources	1,060,047	146,926	101,548	640,795
Fund Balances				
Nonspendable	608,022	102,503	89,840	-
Restricted:				
Roads	-	-	-	-
Police	-	-	-	-
Fire	-	-	456,743	-
Debt service	-	-	-	727,753
Capital projects	-	-	-	-
Future cemetery expenditures	-	-	-	-
Library	-	-	-	-
Committed:				
Equipment	193,716	-	-	-
Vehicles	73,759	-	-	-
Flood prevention	22,300	-	-	-
Assigned - Capital projects	-	-	-	-
Unassigned	7,265,243	(102,426)	-	-
Total fund balances	8,163,040	77	546,583	727,753
Total liabilities, deferred inflows of resources, and fund balances	\$ 9,223,087	\$ 147,003	\$ 648,131	\$ 1,368,548

Governmental Funds Balance Sheet

June 30, 2025

2020 Road Fund	Library Fund	Crystal DR & Beach Subdivision RD IM SAD Fund	Nonmajor Governmental Funds	Total
\$ -	\$ 3,056,144	\$ 247,181	\$ 3,355,473	\$ 15,926,597
1,475,848	-	604,528	1,523,362	3,874,030
-	-	-	-	123,192
3,835	16,327	2,531	13,588	64,636
-	11,695	-	-	372,709
-	-	-	16,563	16,563
-	-	-	-	459,648
-	8,707	-	-	304,314
1,275,888	-	594,861	1,304,801	3,711,302
-	-	-	-	45,110
\$ 2,755,571	\$ 3,092,873	\$ 1,449,101	\$ 6,213,787	\$ 24,898,101
\$ 495	\$ 9,281	\$ 769,485	\$ 1,125,028	\$ 2,093,848
-	25,739	-	-	26,511
-	-	-	14,649	31,212
-	-	-	-	459,648
-	-	-	-	135,045
34,483	-	-	-	875,777
-	5,446	-	-	5,446
34,978	40,466	769,485	1,139,677	3,627,487
1,441,367	-	604,528	1,553,116	3,905,446
1,476,345	40,466	1,374,013	2,692,793	7,532,933
-	8,707	-	-	809,072
-	-	-	1,800,830	1,800,830
-	-	-	9,194	9,194
-	-	-	-	456,743
-	-	75,088	1,390,394	2,193,235
1,279,226	-	-	312,080	1,591,306
-	-	-	8,496	8,496
-	2,013,983	-	-	2,013,983
-	-	-	-	193,716
-	-	-	-	73,759
-	-	-	-	22,300
-	1,029,717	-	-	1,029,717
-	-	-	-	7,162,817
1,279,226	3,052,407	75,088	3,520,994	17,365,168
\$ 2,755,571	\$ 3,092,873	\$ 1,449,101	\$ 6,213,787	\$ 24,898,101

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:

- (a) Consumer fireworks may be discharged on the following dates and times:
 - (1) After 11:00 a.m. and before 11:45 p.m. June 29th through July 4th;
 - (2) After 11:00 a.m. and before 11:45 p.m. on July 5th, only if that date is a Friday or Saturday;
 - (3) After 11:00 a.m. and before 11:45 p.m. on the Saturday and Sunday immediately preceding Labor Day and Memorial Day;
 - (4) After 11:00 a.m. on December 31st or before 1:00 a.m. on January 1st.
- ~~(b) Fireworks may 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.~~
- (b) ~~(e)~~ 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 for dates other than those set forth in Subsection (a), above.
- (c) ~~(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.
- (c) 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.
- (d) 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) Consumer fireworks discharged pursuant to a permit issued under this section shall be in strict adherence to the date(s) and hours outlined in the permit and no permit shall be issued permitting the discharge of consumer fireworks before 11:00am nor after 11:00pm.
- (h) Persons issued a permit under this section shall be responsible for the clean up of all debris and other material associated with the discharge of fireworks, provided further that the permit holder shall:
 - (i) Remove and clean up all debris and other material on public property, including public streets, parks and rights-of-way within 24 hours of the discharge of the fireworks.
 - (j) Remove and clean up all debris and other material on private property within 24 hours of receiving notice from the property owner of the presence of debris or other material associated with the discharge of fireworks on their property.
- (k) On the Monday of each week of the year, the Township shall post on the official Township website a notice of all fireworks permits issued under this section for the upcoming week
- (l) 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~~(b)~~ (a) 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~~(b)~~ (a).
- (f) No more than ~~two (2)~~ three (3) 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) Consumer fireworks discharged pursuant to a permit issued under this section shall be in strict adherence to the date(s) and hours outlined in the permit and no permit shall be issued permitting the discharge of consumer fireworks before 11:00am nor after 11:00pm.
- (h) Persons issued a permit under this section shall be responsible for the clean up of all debris and other material associated with the discharge of fireworks, provided further that the permit holder shall:
 - (1) Remove and clean up all debris and other material on public property, including public streets, parks and rights-of-way within 24 hours of the discharge of the fireworks.
 - (2) Remove and clean up all debris and other material on private property within 24 hours of receiving notice from the property owner of the presence of debris or other material associated with the discharge of fireworks on their property.
- (i) On the Monday of each week of the year, the Township shall post on the official Township website a notice of all fireworks permits issued under this section for the upcoming week.
- (j) 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:

TO: Board of Trustees

FROM: Jennifer Daniels, Treasurer

DATE: December 9, 2025

AGENDA ITEM TOPIC: Summer Tax Collection Agreements.

Number of Supporting Documents: **2**

Requested Action

- Motion to direct the Treasurer to sign the 2026 Summer Tax agreement with Livingston Educational Service Agency and both the Treasurer and Supervisor to sign the 2026 Summer Tax agreement with Brighton Area Schools.
- Motion to direct the Clerk to sign the 2026 Summer Tax Collection Resolutions for both Brighton Area Schools and Livingston Educational Service Agency.

Background

We charge a collection fee from entities wishing to collect taxes during the summer tax season.

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: _____

November 12, 2025

Treasurer
Hamburg Township
PO Box 157
Hamburg, MI 48139

Dear Treasurer:

Enclosed is the agreement for collection of summer school property taxes of the Board of Education of Brighton Area Schools, Livingston County, Michigan, whereby the Board, pursuant to statute, has determined to impose a summer property tax levy in 2026 of all annual school district operating property taxes.

The Board of Education requests the Township to collect the district's summer school operating property taxes. The district is willing to enter into the same collection expense agreement for 2026, please sign and return the enclosed copy. If the Township will not agree to collect the district's summer tax levy, please notify the Board of Education so other arrangements may be made as the district may agree to have the levy collected by the County Treasurer or collect the taxes itself.

Sincerely,



David Jones
Assistant Superintendent of Finance

Enclosures

Annual Summer Tax Resolution

A regular meeting of the board of education of the District (the "Board") was held:

☒ in the BECC board room/Brighton Area Schools, within the boundaries of the District,

on the 10th day of November, 2025, at 7 o'clock in the P.M. (the "Meeting")

The meeting was called to order by Roger Myers, President.

7 Present: Members Roger Myers, Jennifer Marks, Angela Krebs,
Ken Stahl, Andy Storm, Alicia Urbain, Katie Tierney
Absent: Members

The following preamble and resolution were offered by Member Tierney
and supported by Member Urbain:

WHEREAS, this Board previously adopted a resolution to impose a summer tax levy to collect 100% of annual school property taxes, excluding debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board, pursuant to 1976 PA 451, as amended (the Revised School Code), invokes for 2026 its previously adopted ongoing resolution imposing a summer tax levy of all of annual school property taxes, excluding debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board and requests that each city and/or township in which the District is located collect those summer taxes.

2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which the District is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2025 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies before January 1, 2026.

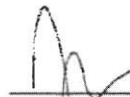
3. Pursuant to and in accordance with Section 1613(1) of the Revised School Code, the Superintendent or designee is authorized and directed to negotiate on behalf of the District with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under MCL 380.1611 or MCL 380.1612.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

7 Ayes: Members Roger Myers, Jennifer Marks, Angela Krebs,
Ken Stahl, Andy Storm, Alicia Urban, Katie Tierney
Nays: Members

Resolution declared adopted.

Yes.



Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Brighton Area Schools, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).



Secretary, Board of Education

AGREEMENT FOR COLLECTION OF SUMMER SCHOOL PROPERTY TAXES

AGREEMENT made this 12th day of November, 2025 by and between Brighton Area Schools, with offices located at 125 S. Church St., Brighton, MI 48116 (hereinafter "School District") and Hamburg Township with offices located at PO Box 157, Hamburg, MI 48139 (hereinafter "Township"), pursuant to 1976 PA 451, as amended, for the purposes of providing for the collection by the Township of a Summer levy of School District property taxes for the year 2026.

The parties agree as follows:

1. The Township agrees to collect 100% of the total school non-homestead operating property taxes as certified by the School District for levy on July 1, 2026 on property located within the Township. Interest earned on said taxes will be retained by the township.
2. The School District agrees to pay Township costs of assessment and collection as follows:

\$ 4.00 per parcel

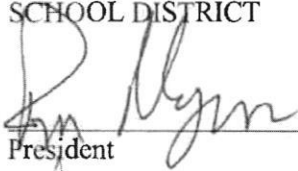
It is understood that the tax rate as spread by the Township would also reflect the sum of 100% of the taxes of the Livingston Education Service Agency.

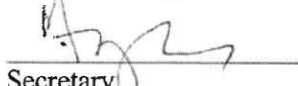
3. No later than May 31, 2026 the School District shall certify to the Township Supervisor the school millage to be levied on property for summer collection in 2026.
4. The Township Treasurer shall account for and deliver summer school tax collections as follows:
 - a. Summer Tax collections shall be paid to the School District within ten (10) business days from the 1st and 15th of each month via electronic transfer (wire transfer, ACH, etc.)

Signature authorized by Board
of Education Resolution of
November 10, 2025

Signature authorized by Board
of Trustees Resolution of

SCHOOL DISTRICT


President


Secretary

TOWNSHIP

Supervisor

Treasurer

**TOWNSHIP OF HAMBURG
BRIGHTON AREA SCHOOLS 2026 SUMMER SCHOOL PROPERTY TAXES**

At a regular meeting of the Township Board of the Township of Hamburg, Livingston County, State of Michigan, held at the Hamburg Township Board Room on Tuesday, December 16, 2025, beginning at 7:00 p.m., Eastern Standard Time, there were

PRESENT:

ABSENT:

MOVED FOR ADOPTION:

SUPPORTED BY:

RESOLUTION

WHEREAS, the Brighton Area Schools has passed a resolution whereby the Board, pursuant to statute, has determined to impose a summer property tax levy in 2026 on all property located within the school district;

NOW THEREFORE, BE IT RESOLVED, that the Township of Hamburg will collect non-homestead school taxes during the 2026 summer tax collection on Brighton School properties located within Hamburg Township. In addition, the Brighton School District agrees to pay Hamburg Township the cost of assessment and collection at \$4.00 per parcel, and directs the Supervisor and Treasurer to sign the Agreement presented by Brighton Area Schools. Interest earned on said taxes will be retained by the Township.

A roll call vote on the foregoing resolution was taken and was as follows:

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED: ADOPTED

CERTIFICATION

I, Michael 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 the Resolution duly adopted by the Township Board on December 16, 2025; (2) the original of such resolution is on file in the records of 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 will be or have been (or will be) made available as required by the Open Meetings Act.

DATE: December 16, 2025

Michael Dolan
Hamburg Township Clerk

ANNUAL SUMMER TAX RESOLUTION

Livingston Educational Service Agency

A regular meeting of the Board of Education (the "Board") was held in the Livingston Educational Service Agency Education Center on the 12th day of November, 2025, at six o'clock p.m.

The meeting was called to order at 6:03 p.m., by President Loy

Present: Cortez, Fryer, Loy, Michniewicz

Absent: Marcella - O'Leary

The following preamble and resolution were offered by Member Michniewicz and supported by Member Fryer

WHEREAS:

1. This Board of Education previously adopted a resolution to impose a summer property tax levy to collect all of school property taxes, including debt services, upon property located within the school district and continuing from year to year until specifically revoked by this Board of Education; and

2. The Revised School Code, as amended, requires formal action of the Board of Education prior to January 1 every year to continue the summer tax levy.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board of Education, pursuant to the Revised School Code, as amended, hereby invokes for 2026 its previously adopted ongoing resolution imposing a summer tax levy of all of school property taxes, including debt service, and continuing from year to year until specifically revoked by this Board of Education, and requests each city and/or township in which this Agency is located (and in which a local school district or city is concurrently imposing a summer tax levy) to collect those summer taxes.

2. The Superintendent, school business official, or his/her designee, is authorized and directed to forward to the governing body of each city and/or township in which this Agency is located (and in which a local school district or city is concurrently imposing a summer tax levy) a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each city and/or township agree to collect the summer tax levy for 2026. Said resolutions and the request to collect the summer tax levy shall be forwarded so that they are received by the appropriate governing bodies before January 1, 2026.

3. The Superintendent, school business official, or his/her designee, is authorized and directed to negotiate on behalf of this Agency with the governing body of each city and/or township in which the Agency is located for the reasonable expenses for collection of the Agency's summer tax levy that the city and/or township may bill under MCL 380.1611 or MCL 380.1612.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

Ayes: Members Cortez, Fryer, Loy, Michniewicz

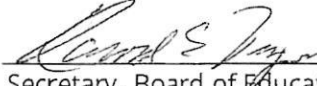
Nays: Members

Absent: Marcella-O'Leary

Resolution declared adopted.


Secretary, Board of Education

The undersigned, duly qualified and acting Secretary of the Board of Education of the Livingston Educational Service Agency, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on November 12, 2025, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (1976 PA 267, as amended).


Secretary, Board of Education

SUMMER TAX COLLECTION AGREEMENT

The Township of Hamburg with offices located at 10405 Merrill Rd., Hamburg, Michigan (the "township") pursuant to 1976 PA 451, as amended, for the purposes of providing for the collection by the Township of a summer levy of Livingston Educational Service Agency, Michigan (the "Agency") property taxes for the year 2026 and hereafter as provided below:

The Agency and the Township agree as follows:

1. The Township agrees to collect 100% of the total school millage in the summer as certified by the Agency for levy on all taxable property in addition to and not within the K-12 school district summer tax collection, including principal residence and other exempt property not subject to the 18-mill levy within the Brighton Area School district.
2. The Agency waives any right to interest earned on tax receipts collected and help by Hamburg Township until disbursement.
3. The Agency agrees to pay the Township costs of assessment and collection at \$4.00 per parcel which represents reasonable expenses incurred by the Township in assessing and collecting Agency taxes, to the extent that the expenses are in addition to the expenses of assessing and collecting other taxes at the same time.
4. The Agency shall certify to the Township Treasurer the school millage to be levied on property for summer collection to the Township via a signed L-4029 within 3 weeks of Livingston County Equalization delivering their tax roll information to the Agency, or by June 15, whichever is earlier.
5. The Township Treasurer shall account for and deliver summer school tax collections to the Agency within ten (10) business days from the 1st and 15th of each month via electronic transfer, if and when possible.
6. In the event that state law is amended necessitating changes to this Agreement, the parties agree to negotiate changes to the Agreement in good faith to conform the Agreement to state law. Collection of summer taxes and payment for said collection shall not be disrupted or delayed due to the negotiation of or revision to this Agreement.
7. By execution of this Agreement, both parties certify and represent that the Agreement is authorized by the laws of the State of Michigan, that the individuals responsible for collecting the Agency taxes are and will follow all laws pertaining to their duties and responsibilities as a tax collecting agent, and that the signors are authorized by their respective governing bodies to execute this Agreement.
8. This Agreement is effective on the date of its execution and shall expire twelve months from the effective date.

9. In the event the Agency shall levy any other or additional taxes on properties within the Brighton Area School District, or any other district, during any other tax collection periods and ask the Township to collect those taxes as well, the terms of the Agreement shall apply.

IN WITNESS WHEREOF, the parties have executed this Agreement on the respective dates indicated below.

LIVINGSTON EDUCATIONAL SERVICE AGENCY, MICHIGAN

By _____
Stephanie L. Weese

Its: Deputy Superintendent for Administrative Services

Dated: November 20, 2025

TOWNSHIP OF HAMBURG: _____

By _____

Its _____

Dated _____

**TOWNSHIP OF HAMBURG
LIVINGSTON EDUCATIONAL SERVICE AGENCY
2026 SUMMER TAX COLLECTION RESOLUTION**

At a regular meeting of the Township Board of the Township of Hamburg, Livingston County, State of Michigan, held at the Hamburg Township Board Room on Tuesday, December 16, 2025, beginning at 7:00 p.m., Eastern Standard Time, there were

PRESENT:

ABSENT:

MOVED FOR ADOPTION:

SUPPORTED BY:

RESOLUTION

WHEREAS, Livingston Educational Service Agency (LESA) has determined to impose a summer property tax levy in 2026 upon property located within the Brighton Area School District;

In addition, LESA agrees to pay Hamburg Township the cost of assessment and collection at \$4.00 per parcel, to the extent that the expenses are in addition to the expenses of assessing/collecting other taxes at the same time. Furthermore, LESA is waiving any right to interest earned on tax receipts collected and held by Hamburg Township until disbursement.

NOW THEREFORE, BE IT RESOLVED, that the Township of Hamburg will collect non-homestead school taxes during the 2026 summer tax collection season on LESA properties located within the Brighton Area School District, and authorizes the Treasurer to sign the proposed Summer Tax Agreement.

BE IT FURTHER RESOLVED that if the City of Brighton authorizes the levying of additional taxes on the LESA properties located within the Brighton Area School District, that the fee of \$4.00 per parcel will similarly apply to any tax season where the levy takes place.

A roll call vote on the foregoing resolution was taken and was as follows:

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED:

CERTIFICATION

I, Michael 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 the Resolution duly adopted by the Township Board on December 16, 2025; (2) the original of such resolution is on file in the records of 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 will be or have been (or will be) made available as required by the Open Meetings Act.

DATE: December 16, 2025

Michael Dolan
Hamburg Township Clerk

TO: Hamburg Township Board of Trustees

FROM: Jason B. Negri, Supervisor
Hamburg Township Municipal Utilities Committee

DATE: December 9th, 2025

AGENDA ITEM TOPIC: Roth Sewer Connection Refund Recommendation
10636 Pine Bluff Avenue; Parcel #15-27-402-023
Number of Supporting Documents: **1**

Requested Action

- Approval by the Board to direct the Accounting Department to refund the overpayment from the Roth sewer fee deposit in the amount of \$1,764.70 to the property owner as noted in the Utilities Coordinator's attached cost review memo.

Background

- The property owner deposited the estimated sewer connection fees in the amount of \$34,048.40 with the Township on September 24th, 2025. The sewer connection was completed on November 20th, 2025 and there is a remaining balance of \$1,764.70 from the actual construction charges that should be returned to Mr. Roth.

Fiscal Considerations

Does the agenda item require the expenditure of funds? Yes ☐ No ☒ - this is a refund of pre-paid funds.

Are funds budgeted? Yes ☒ No ☐

Fiscal year affected: 2025-2056

Is a budget amendment required?

Yes ☐ No ☒

General Ledger numbers affected: N/A

590-000.000-198.098 pre-paid by the property owner for the sanitary sewer connection.



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: Hamburg Township Board of Trustees
 Marcy Miller, Accounting Dept.
 Michelle DeLancey, Accounting Director

Re: **Roth Sewer Connection Cost Review**
 – 10636 Pine Bluff Ave.; Parcel #15-27-402-023

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

Date of Meeting: December 9th, 2025

Committee Members Present: Negri, Menzies, Daniels

Committee Members Absent: None

Text of Motion: MOTION BY NEGRI, SECONDED BY MENZIES TO RECOMMEND TO THE BOARD TO DIRECT THE ACCOUNTING DEPARTMENT TO REFUND THE OVER PAYMENT FROM THE SEWER FEE DEPOSIT IN THE AMOUNT OF \$1,764.70 TO THE PROPERTY OWNER AS NOTED IN THE UTILITIES COORDINATOR'S COST REVIEW MEMO.

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.

BRITTANY K. CAMPBELL
 HAMBURG TOWNSHIP UTILITIES COORDINATOR

Date: December 9th, 2025



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

MUC Cover Sheet

Roth Direct Sanitary Sewer Connection Cost Review and Refund Request 10636 (10640) Pine Bluff Avenue

Reason for MUC Review:

Pursuant to the *Policies and Procedures for Sewer Connection*, James R. Roth deposited \$34,048.40 with Hamburg Township on September 24th, 2025, to cover the sewer installation and connection costs for his home located at 10636 (10640) Pine Bluff Avenue. The grinder pump installation and sewer hook-up were completed by C & E Construction Co. pursuant to the Agreement for Sewer Services dated January 15th, 2025.

The sewer installation work began on Wednesday, November 19th, 2025, and was completed on Thursday, November 20th, 2025. The primary home at 10640 Pine Bluff Avenue now has a fully functioning sanitary sewer connection.

Actual Construction Charges:

The estimated construction charges under the bid proposal were \$17,793.70. The actual construction charges were \$18,593.70 a difference of \$800.00. The additional charge of \$800.00 was a result of the Owner cancelling the original Duplex grinder pump installation the night before the job was scheduled and requesting a change to only connect his primary home which required only a Simplex grinder pump station. The charge covers the pickup, pouring of the concrete ballast, and returning of the Duplex grinder pump to the Township. However, a refund of \$1,764.70 for overpayment of the estimated sewer connection charges should be issued to the property owner. Please see the attached revised Estimate of Cost for Simplex gp install charges/fees.

Proposed Action by MUC:

Upon review and approval by the Committee, a motion should be made requesting that the Accounting Department refund the property owner in the amount of **\$1,764.70** for the overpaid sewer installation and construction charges pursuant to the Agreement for Sewer Connection.

NOTE: On August 21, 2012, the Township Board voted to amend the sewer refund policy to require that the estimated sewer project costs be deposited into a non-interest bearing Escrow account. Therefore, no interest payments are due as part of the sewer cost review.

December 4th, 2025

Sewer Project Cost Reviews
Amounts effective through 12/16/2025

Refund Due to Participant

Sewer Project	Address	Participant (Payee)	Amount
10636 (10640) Pine Bluff Ave./Roth ¹	10636 (10640) Pine Bluff Ave.	James R. Roth 10636 Pine Bluff Avenue Whitmore Lake, MI 48149	\$1,764.70
Total to be Refunded:			<u>\$1,764.70</u>

¹Pending approval of C & E Construction Co. invoice 3119.

Restoration has been completed by the Contractor.

Sewer Connection - Pine Bluff Avenue/Roth

Parcel Tax ID Number	Address	G/L Acct
15-27-402-023	10636 (10640) Pine Bluff Ave.	198-098

Costs

Item	Provider	Date	Invoice	Costs	Balance
Construction	C & E Construction Co.	12/03/25	3119	\$18,593.70	
Legal Fees	Beth Saarela			\$0.00	
Inspections (\$1.50/ft)	Hamburg Township			\$0.00	
Engineering Fees	IMEG Corp.			\$0.00	
Administration Fee	Hamburg Township			\$400.00	
Grinder Pump Purchase	Hamburg Township			\$5,790.00	
Connection Charge	Hamburg Township			\$7,500.00	
				<u>\$32,283.70</u>	

<u>Deposit</u>	09/24/25	<u>\$34,048.40</u>	\$1,764.70
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	Change	Feet	Rate (/ft)	
<u>Oversizing Credit</u>	None			\$0.00
			Subtotal	\$1,764.70
<u>Accrued Interest</u> Due To Property Owner				\$0.00
			<u>Total Due To (From) Property Owner</u>	<u>\$1,764.70</u>

G/L Distribution

	Account Number	Amount	Debit or Credit	Original Estimates
Main Line				Main Line
GPS system	590-003.000-620.000	18593.70	Cr	GPS system
Legal				Legal
Inspections				Inspections
Engineering				Engineering
Interest	590-000.000-198.98			
A/R	590-000.000-041.000	<u>18593.70</u>	Dr	

Engineer's Opinion of Probable Construction Cost

Simplex Grinder Pump Station for Service to 10640 Pine Bluff Only

EXHIBIT B

Connection to Low Pressure Sewer System

Job Address: 10640 Pine Bluff Ave. (Primary Home)
Tax I.D. #: 15-27-402-023
Owner: James R. Roth
Mailing Address: 10636 Pine Bluff Ave., Whitmore Lake, MI 48189
Phone: Day: (734) 904-5056 **Evenings:** (734) 904-5056
Date: October 15th, 2025

Item	System Cost
<i>Construction Costs</i> (Contractor <u>C & E Construction Co.</u>)	
• Sewer Main line Extension/Engineering	\$ <u>N/A</u>
• Install Grinder Pump Station (GPS) - (Tie into the grinder pump station control panel)	\$ <u>3,247.00</u>
• Equipment Mobilization	\$ <u>0.00</u>
• 1-1/2" Discharge Pipe - Directional Bore (<u>145</u> L.F. at \$ <u>21.50</u> /L.F.)	\$ <u>3,117.50</u>
• Lateral Sewer Connection – 4" HDPE Sewer Main	\$ <u>1,556.00</u>
• Restoration of Property (Grass Seed, Straw, etc.)	\$ <u>764.00</u>
• Electrical Service for Grinder Pump Station (From Control Panel to Structure) (Optional – MUST be completed by a licensed electrician, requires permit.)	
Residential Structure – Tie into electrical supply from existing meter box	\$ <u>N/A</u>
Residential Structure – Tie into electrical supply from existing circuit panel	\$ <u>3,566.00</u>
*Custom Electric will have to remove the Duplex Control Panel previously installed for the job and connect a Simplex Control Panel on-site (x 2).	
Commercial Structure – Tie in price to be agreed upon with Contractor	\$ <u>N/A</u>
• 4" Building Sewer Pipe (connection to GPS)-(Optional - may be completed by Homeowner)	\$ <u>N/A</u>
• <u>Abandon Septic Tanks</u> - (Optional - may be completed by Homeowner)	\$ <u>5,543.20</u>
NOTE: House has one (1) 1,000-gallon septic tank plus three (3) additional drywell tanks to be abandoned plus 15-ft additional 4" bldg. sewer pipe.	
Subtotal Construction Costs	\$ <u>17,793.70</u>
Materials & Services Provided by Township	
• Administration*	\$ <u>400.00</u>
• MI DEQ Permit # _____ Issue Date: _____	\$ _____
• Simplex Grinder Pump Station System	\$ <u>5,790.00</u>
• Sewer Tap Fee/Connection Charges (1.0 REU x \$7,500.00 ea.)	\$ <u>7,500.00</u>
Subtotal Mtl. & Serv. Provided by Township	\$ <u>13,690.00</u>
TOTAL (to be paid prior to starting Installation)	\$ <u><u>31,483.70</u></u>

* Administration includes: Easement Preparation & Recording; Engineering for GPS Location; Contractor and Supplier Coordination; Inspections; Permanent Records; System Activation.

C & E CONSTRUCTION CO INC

PO BOX 1359
HIGHLAND, MI 48357
248-889-1716

Invoice

DATE	INVOICE #
12/3/2025	3119

BILL TO
Hamburg Township PO Box 157 Hamburg MI 48139

PROJECT
GP Hamburg Twp

DESCRIPTION	QTY	RATE	AMOUNT
Hamburg Township Grinder Pump Install @ 10640 Pine Bluff			
Install Grinder Pump, Existing Construction	1	3,247.00	3,247.00
Electrical Service (From Station to Inside Circuit Panel, Includes Permit)	2	1,783.00	3,566.00
Service Lateral 1.5" CTE HDPE DR-9	145	21.50	3,117.50
Empty, Abandon, Fill Existing Septic Tank - 1000 Gallon With Permit & 10 feet of 4" PVC Pipe	1	1,846.00	1,846.00
Empty, Abandon, Fill Existing Septic Tanks	3	1,082.40	3,247.20
4" SCH 40 PVC Residential In Excess of 10 feet - (Total installed -25 ft)	15	30.00	450.00
Tap For Service Lateral Line To Main (2 Inch HDPE Sewer Main)	1	1,556.00	1,556.00
Topsoil, Seed, and Grass - New House	1	764.00	764.00
Extra - Duplex Grinder Station (Picked Up, Poured Concrete Ballast, Then Returned To DPW)	1	800.00	800.00
This work was completed on 11/21/2025			
GL CODE <u>590-00.000-198.098</u> BKCV APPROVED _____ DEC 04 2025 ENTERED _____ DUE DATE _____			
Total			\$18,593.70

*Refund due to property owner
for overpayment of sewer
connection charges. BKCV

GRINDER PUMP LOCATION SHEET

Item 18.



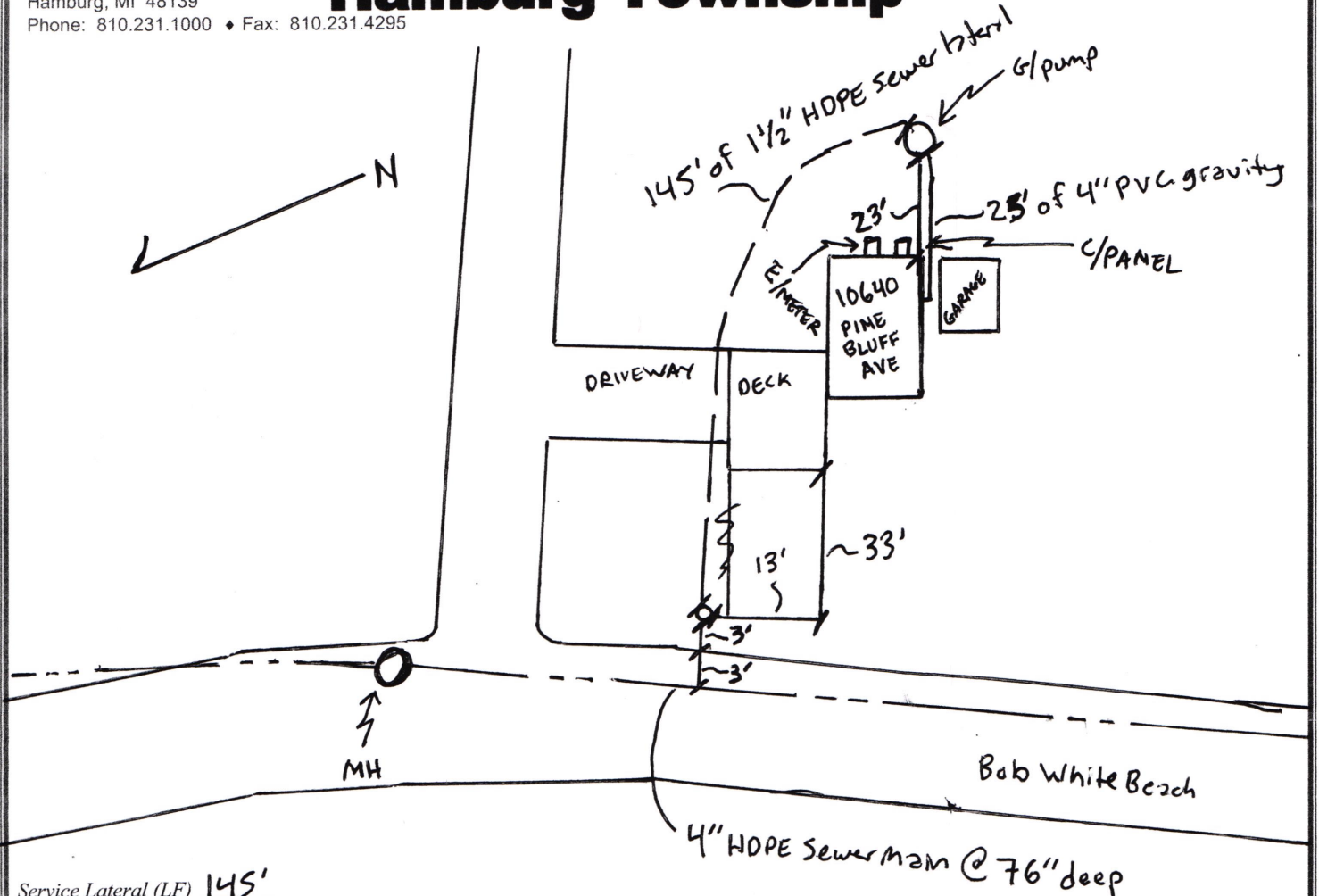
10405 Merrill Road ♦ P.O. Box 157

Hamburg, MI 48139

Phone: 810.231.1000 ♦ Fax: 810.231.4295

Hamburg Township

Construction Plan Sheet No. _____



Service Lateral (LF) 145'
 GPS to C P (LF) 23'
 C P to E P (LF) 3'
 Connect at E P or Meter.

Property Line

Street Name

10640 Pine Bluff Ave

Home Owner's Name: James Roth

Private Utilities? (List) _____

Phone Number: 734-904-5056Date: 11/20/25Address: 10640 PINE BLUFF AVE (10636) BCUSprinklers? Y / NWHITMORE LAKE, MI 48189

Existing Basement Plumbing to be Served? _____

Property Tax No: 15-27-402-023Water Softener? Y / NWas Owner Involved In Location of Service YES ☒ NO _____

Extra Depth GPS Required? _____

Signatures: Rec'd 12/03/2025 BCU C+E Const. [Signature]

Hamburg Township

Contractor

Homeowner

Comments: G/pump install + sewer hookup

Project Name: _____

268

TO: Hamburg Township Board of Trustees

FROM: Jason B. Negri, Supervisor
Brittany K. Campbell, Utilities/Special Projects Coordinator

DATE: December 11th, 2025

AGENDA ITEM TOPIC: Jones Sewer Connection Invoice Request
6845 Hamburg Road; Parcel #15-01-400-025
Number of Supporting Documents: **1**

Requested Action

- Approval by the Board to direct the Accounting Department to invoice the additional charges due for the sanitary sewer connection completed at 6845 Hamburg Road in the amount of \$2,620.73 to the property owner as noted in the Utilities Coordinator's attached cost review memo.

Background

- The property owner deposited the estimated sewer connection fees in the amount of \$24,574.86 with the Township on September 26th, 2023. The sewer connection was completed on December 8th, 2025, after a property owner/Builder relocation of the grinder pump from the initial location in which the estimated connection costs were calculated. As a result of the relocation, additional charges in the amount of \$2,620.73 for the actual construction charges should be billed to Mr. Jones.

Fiscal Considerations

Does the agenda item require the expenditure of funds? Yes ☐ No ☒ - this invoice will be charged directly to the property owner pursuant to the Agreement for Sewer Connection signed by Mr. Jones.

Are funds budgeted? Yes ☒ No ☐

Fiscal year affected: 2025-2056

Is a budget amendment required?

Yes ☐ No ☒

General Ledger numbers affected: N/A

590-000.000-198.077 Sewer fees pre-paid by the property owner for the sanitary sewer connection. The additional construction charges will be billed to the property owner and if not paid by September 1st, 2026, will be added to the property owner's 2026 winter tax bill for collection.



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

Hamburg Township Board Cover Sheet

Jones Sewer Construction Cost Review and Invoice Request 6845 Hamburg Road

Reason for Township Board Review:

Pursuant to the *Policies and Procedures for Sewer Connection*, Bradley R. Jones deposited \$24,574.86 with Hamburg Township on September 26, 2023, to cover the grinder pump installation and connection costs for his new home constructed at 6845 Hamburg Road. The grinder pump installation and sewer hook-up were completed by C & E Construction Co. pursuant to the Agreement for Sewer Services dated January 15th, 2025.

The grinder pump installation work started on Friday, December 5th, 2025, and was completed on Monday, December 8th, 2025. The home now has a fully functioning sanitary sewer connection.

Actual Construction Charges:

The estimated construction charges under the blanket contract pricing were \$11,534.86. The actual construction charges were \$13,997.59, a difference of \$2,462.73. The grinder pump location was changed from its original proposed location resulting in the need for a 100-foot power cable vs. the standard 50-foot cable that comes with the grinder pump station. The difference in price is \$158.00 (\$416.00 for 100' cable minus \$258.00 for returned 50' cable). An additional 20 feet was required for the electrical connection into the interior circuit panel due to the equipment relocation. The footage installed for the 4" building sewer pipe was 85 feet resulting in the installation of 55 feet more than estimated footage of 30 feet. The Contractor also included the cost for cleanup (topsoil, seed, and mulch) for the tap on Hamburg Road that will be completed in the spring. The difference in the cost for the 100-ft. power cable of \$158.00 plus the additional construction charges, in the amount of \$2,462.73, have resulted in a balance due of \$2,620.73. As a result, the total shortage of \$2,620.73 should be billed to the property owner.

Proposed Action by Township Board:

Upon review and approval by the Board, a motion should be made requesting that the Accounting Department invoice the property owner in the amount of **\$2,620.73** for additional sewer installation and construction charges pursuant to the Agreement for Sewer Connection.

NOTE: On August 21, 2012, the Township Board voted to amend the sewer refund policy to require that the estimated sewer project costs be deposited into a non-interest bearing Escrow account. Therefore, no interest payments are due as part of the sewer cost review.

December 11th, 2025

Sewer Project Cost Review
Amounts effective through 02/17/2026

Additional Payment Due to Hamburg Township

Sewer Project	Address	Participant (Responsible Party)	Amount
Hamburg Road/Jones	6845 Hamburg Rd.	Bradley R. Jones 6240 Hiawatha Ave. Whitmore Lake, MI 48189	\$2,620.73
Total to be Invoiced			<u><u>\$2,620.73</u></u>

¹Pending approval of C & E Construction Co. invoice #3120.

Restoration to be completed for this project.

Sewer Extension - Hamburg Road/Jones

Parcel Tax ID Number	Address	G/L Acct
15-01-400-025	6845 Hamburg Rd.	198-077

Costs

Item	Provider	Date	Invoice	Costs	Balance
Construction	C & E Construction Co.	12/10/25	3120	\$13,997.59	
Legal Fees	Beth Saarela			\$0.00	
Inspections (\$1.50/ft)	Hamburg Township			\$0.00	
Engineering Fees	IMEG Corp.			\$0.00	
Administration Fee	Hamburg Township			\$400.00	
Grinder Pump Purchase	Hamburg Township			\$5,140.00	
100-ft. Power Cable Fee	Hamburg Township			\$158.00	
Connection Charge	Hamburg Township			\$7,500.00	
				<u>\$27,195.59</u>	
<u>Deposit</u>		09/26/23		<u>\$24,574.86</u>	(\$2,620.73)

	Change	Feet	Rate (/ft)	
<u>Oversizing Credit</u>	None			\$0.00
			Subtotal	(\$2,620.73)
<u>Accrued Interest</u>	Due To Property Owner			\$0.00
			Total Due To (From) Property Owner	<u><u>(\$2,620.73)</u></u>

G/L Distribution				Original Estimates	
	Account Number	Amount	Debit or Credit		
Main Line				Main Line	
GPS system	590-003.000-620.000	13997.59	Cr	GPS system	
Legal				Legal	
Inspections				Inspections	
Engineering				Engineering	
Interest	590-000.000-198.77				
A/R	590-000.000-041.000	<u>13997.59</u>	Dr		

C & E CONSTRUCTION CO INC

PO BOX 1359
HIGHLAND, MI 48357
248-889-1716

Invoice

DATE	INVOICE #
12/10/2025	3120

BILL TO

Hamburg Township
PO Box 157
Hamburg MI 48139

PROJECT

GP Hamburg Twp

DESCRIPTION	QTY	RATE	AMOUNT
Hamburg Township Grinder Pump Install @ 6845 Hamburg Road			
Install Grinder Pump, New Construction	1	2,836.19	2,836.19
Electrical Service (From Station to Inside Circuit Panel, Includes Permit)	1	1,620.68	1,620.68
Electrical Feed (Over 50 feet)	20	23.15	463.00
Service Lateral 1.5" CTE HDPE DR-9	185	20.25	3,746.25
New Building Sewer Connection	1	671.42	671.42
4" SCH 40 PVC Residential In Excess of 10 feet - (Total installed - 85 ft)	75	27.78	2,083.50
Tap For Service Lateral Line To Main (10 Inch DIP Sewer Main)	1	1,881.97	1,881.97
Topsoil, Seed, and Grass - Tap Location On Hamburg Road	1	694.58	694.58
This work was completed on 12/8/2025			
GL CODE <u>590-000.000-198.077</u> BKC APPROVED <u>[Signature]</u> DEC 11 2025 ENTERED _____ DUE DATE _____			
Total			\$13,997.59

*Additional Sewer Connection
Charges to be billed to the
property owner. BKC

GRINDER PUMP LOCATION SHEET

Item 19.

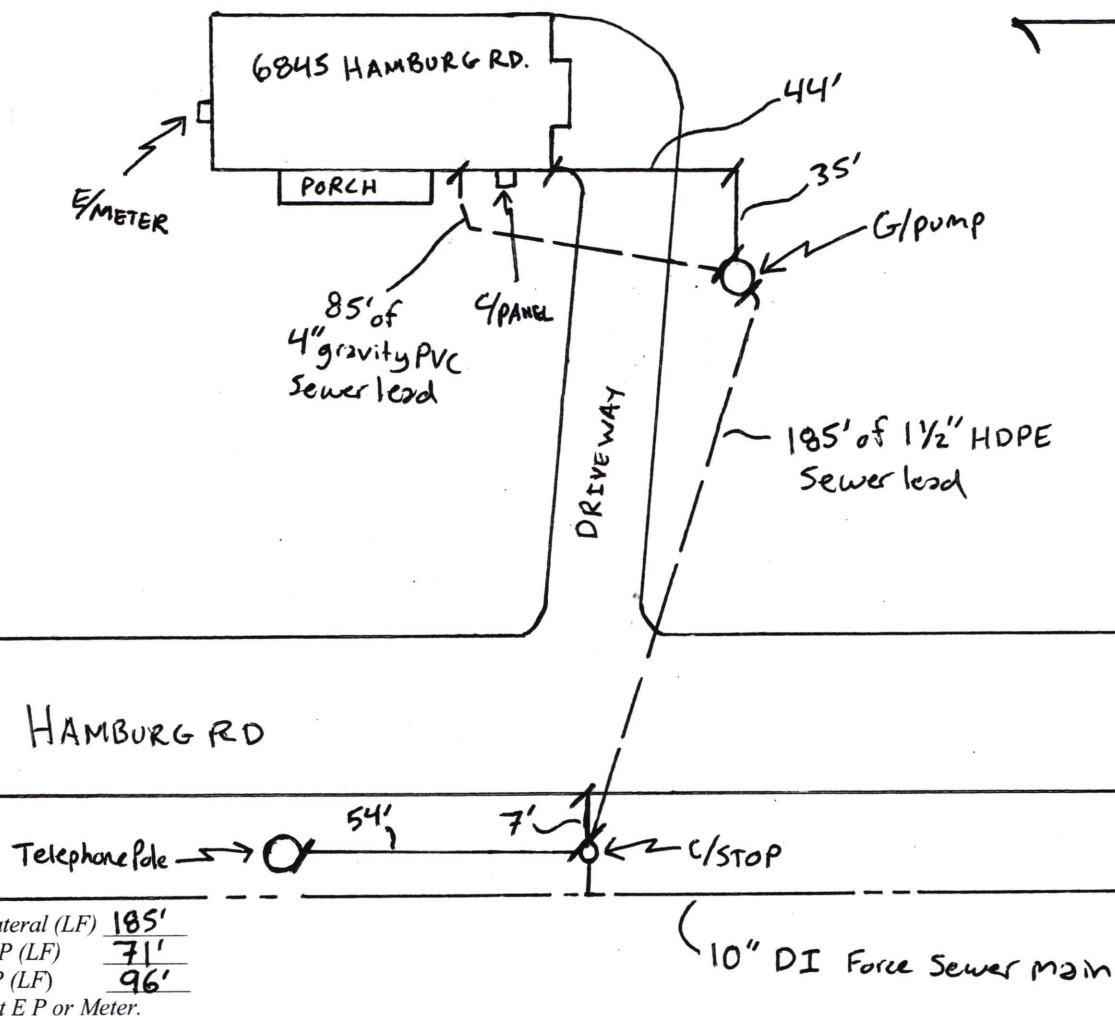


Construction Plan Sheet No. _____

10405 Merrill Road ♦ P.O. Box 157
Hamburg, MI 48139

Phone: 810.231.1000 ♦ Fax: 810.231.4295

Hamburg Township



Property Line

Street Name

6845 Hamburg Road

Home Owner's Name: Bradley Jones

Private Utilities? (List) _____

Phone Number: 313-995-1646Date: 12/8/25Address: 6845 HAMBURG RD.Sprinklers? Y/NBRIGHTON, MI 48116

Existing Basement Plumbing to be Served? _____

Property Tax No: 15-01-400-025Water Softener? Y/NWas Owner Involved In Location of Service YES ☒ NO _____

Extra Depth GPS Required? _____

Signatures: Rec'd 12/08/2025 PKC C+E Const. [Signature]

Hamburg Township

Contractor

Homeowner

Comments: Sewer connection - new const.

Project Name: _____

275

TO: Board of Trustees

FROM: Michael Dolan, Township Clerk

DATE: December 11, 2025

AGENDA ITEM TOPIC: General Fund, Fund Balance Policy

Requested Action

- Motion to approve the General Fund – Fund Balance Policy and add to the Administrative Policy Procedure Manual

Background

It is recommended that we have a General Fund Balance Policy. Previous Boards have discussed such a policy however never enacted one. I present a policy for discussion purposes.

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: _____

GENERAL FUND – FUND BALANCE POLICY

Adopted by the Township Board on:

1. Purpose

The purpose of this Fund Balance Policy is to establish the minimum fund balance level necessary to ensure the financial stability of the Township of Hamburg. This policy provides guidelines for classifying, maintaining, and using fund balance in accordance with **GASB Statement No. 54**, while supporting long-term fiscal sustainability, stabilizing service delivery, and maintaining adequate reserves for emergencies and unexpected events.

2. Scope

This policy applies to the **General Fund** of the Township only. Other funds may maintain separate reserve or fund balance policies if required by law, debt covenants, grant agreements, or board directive.

3. Fund Balance Classifications

The Township adopts the five classifications of fund balance required by GASB 54:

1. **Nonspendable Fund Balance**
Amounts not in spendable form or legally/contractually required to be maintained intact (e.g., prepaid expenses, inventories).
2. **Restricted Fund Balance**
Amounts constrained for specific purposes by external parties, constitutional provisions, or enabling legislation.
3. **Committed Fund Balance**
Amounts constrained by formal action of the Township Board.
 - Commitments require a **resolution of the Township Board**.
 - Commitments can only be changed or removed by equivalent Board action.
4. **Assigned Fund Balance**
Amounts intended for specific purposes but not formally committed.
 - Authority to assign fund balance is delegated to the Township Supervisor.
 - Assignments may include appropriations for the next fiscal year's budget.

5. **Unassigned Fund Balance**

Available for any purpose and only reported in the General Fund. This represents the Township's primary operating reserve.

4. **Minimum Unassigned Fund Balance Requirement**

To ensure stable operations, protect against revenue volatility, and maintain adequate cash flow, the Township shall maintain an **Unassigned General Fund Balance equal to no less than 100% of annual General Fund expenditures.**

5. **Conditions for Use of Fund Balance**

Unassigned fund balance may be used only under the following circumstances:

1. **Operational emergencies** such as severe revenue shortfalls, unexpected major expenditures, or significant timing delays in revenue collection.
2. **Declared emergencies or disasters**, including those recognized by the State of Michigan or federal government.
3. **Non-recurring expenditures** or investments that improve long-term efficiency, reduce future costs, or address public safety or infrastructure needs.
4. **Cash flow needs**, particularly in the first half of the fiscal year before property tax collections are received.

Use of fund balance **shall not** be for recurring operational costs unless a plan exists to sustain operations thereafter.

Any use that brings reserves **below the minimum required level** must be accompanied by a formal repayment plan (see Section 6).

6. **Replenishment of Fund Balance**

If unassigned fund balance falls below the minimum threshold:

1. The Township Supervisor shall prepare a **replenishment plan** for Township Board approval within **90 days** of the deficit determination.
2. The plan must restore fund balance to required levels within **three (3) fiscal years**, using any combination of:
 - spending reductions
 - revenue enhancements

- one-time transfers where appropriate
- postponement of capital outlay
- 3. The Township Board may extend the replenishment period in extraordinary economic conditions, such as statewide recession or declines in taxable value.

7. Order of Resource Use

When expenditures are incurred for purposes with multiple fund balance classifications available, the Township will use resources in the following order unless otherwise directed by Board action or legal requirements:

1. Restricted
2. Committed
3. Assigned
4. Unassigned

8. Authority Over Fund Balance Actions

- **Township Board:**
 - Adopts and amends this policy
 - Approves all **committed** fund balance amounts
 - Approves use of unassigned fund balance falling below minimum levels
- **Township Supervisor and/or Clerk:**
 - May assign fund balance for specific purposes
 - Monitors compliance with this policy

9. Compliance with Michigan Law

This policy is consistent with and subordinate to the requirements of:

- **Michigan Uniform Budgeting and Accounting Act (PA 2 of 1968)**
- **Michigan General Law Township Act / Charter Township Act**
- **GASB Statement No. 54** and subsequent accounting standards

Where conflicts arise, statutory requirements supersede this policy.

10. Annual Review

The Township Board shall review this policy as part of the annual budget process. The Director of Accounting shall report the fund balance position annually, including:

- Total General Fund balance by classification
 - Compliance with the minimum fund balance requirement
 - Cash flow sufficiency during the fiscal year
 - Recommendations for adjustments, if necessary
-

11. Policy Adoption

This policy shall become effective upon adoption by the Township Board of Hamburg, Michigan, and remain in effect until amended or rescinded by formal board action.